

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
FEBRUARY 6, 2013**

The Frederick County Public Libraries Board Meeting convened at 7:00 p.m. on February 6, 2013, at the C. Burr Artz Library, Frederick, Maryland.

BOARD MEMBERS PRESENT: C. Greenway, G. Laugelli, T. Kutz, M. Kurtianyk, B. Poteat, T. Prensky, C. Smith and Commissioner Liaison, D. Gray.

BOARD MEMBERS ABSENT: None

STAFF PRESENT: D. Batson, Director; D. Maminski, Associate Director; B. Pelle, Associate Director; K. Lewns, Financial Business Office Manager; S. Lauchner, Coordinator of Library Collections; S. McCoy, Branch Administrator – C. Burr Artz Library; A. Whitney, Branch Administrator – Urbana Regional Library; E. Dingle, Branch Administrator – Thurmont Regional Library and Emmitsburg Library; E. Gamertsfelder, Librarian – C. Burr Artz Library; and L. Tibbs, Recording Secretary.

CITIZEN REMARKS: Marie May of Frederick, MD thanked the C. Burr Artz Trust for the program at The Weinberg Center on Sunday, February 3rd.

APPROVAL OF MINUTES: M. Kurtianyk made a motion to approve the minutes of the January 2, 2013 meeting as written; seconded by G. Laugelli. Discussion followed.

VOTE: Unanimous.

PRESIDENT'S REPORT: Ms. Poteat reiterated that the poetry event with Robert Pinsky at The Weinberg Center on Sunday was very enlightening. She quoted Mr. Pinsky stating "I don't like doing things I am suppose to do. As I get older, it becomes more OK." He also said hosts and guests are descendents of the same Germanic word and Ms. Poteat added that libraries have a role in both those areas.

DIRECTOR'S REPORT:

a. FCPL – Update: Mr. Batson stated that it is the time of year when libraries are governed by the weather more than anything else.

Mr. Batson advised that there is a sub-committee working on a 20-year building facility plan (2014 – 2034) and this will be presented to the Board at a later date.

Thereafter, Mr. Batson reviewed statistics. In January, 2013, circulation increased by 6.2% and for the year circulation is up 3%. Registrations dropped slightly in January but for the year registrations are up 18%. Attendance was up 12% in January and annual attendance was up 3%. One area Mr. Batson noted that is of slight concern are the annual statistics for children's programs/attendance. Programs are down 6% and attendance is down 11%. Staff has been pushed about as much as they can be pushed and they have done some gangbuster things but we are at a point where we just can't keep up the pace. Many times adult reference staff is manning the desk in the children's department because we just don't have the staff. There will be decreases in the service/program areas. FCPL is at 2007 staffing levels at the current time and this is 2013. Since 2007, FCPL has added 40,000 square feet of service area and we are going to start seeing the ramifications of all the cuts. Staff has done a brilliant job for a long time and they are still looking at ways to continue doing everything but it is just getting to the point where we just can't do it with the staffing we have.

Beth Pelle advised that on March 18, 2013, the Walkersville Library will be closed for two weeks. County maintenance will be painting the interior of the building and putting in new carpet. It was decided that that this would be the perfect time to remove all of the old shelving and replace it with new shelving and do a new floor lay-out of shelving. We have some tables and chairs that we are pulling from other locations to give the Walkersville Library a new look. The library will re-open on April 1st or 2nd. The inside of the building will be ADA compliant. Discussion followed. Mr. Batson added that the County is also looking into putting a new roof on the building.

NEW BUSINESS:

a. Financial Report: Ms. Lewns pointed out that the equipment maintenance/repairs account has \$10,000 left out of \$95,000. She noted that FCPL will not run out of money in this account. There have been a lot of payments made for equipment maintenance and these payments are made once a year. Another thing she pointed out on the Financial Statement is a total of \$20,725 shown for Regional and Branch Libraries. She noted that \$40,000 per year is received from Mrs. Fry each year to run the Point of Rocks Library and so far FCPL has received \$20,000. The remaining \$725 is what has been received from patron donations.

b. Budget Presentation: Mr. Batson reviewed a PowerPoint presentation of the Fiscal Year 2014 Budget. He added that library staff met with members of the FCPL Board of Trustees Finance Committee earlier this evening and reviewed the budget with them. Mr. Batson stated that the 2014 budget is a flat-line budget.

The revenue sources were thereafter reviewed:

Total FY 14 Budget	\$13,133,329
County Contribution	\$ 8,098,092
County In-Kind	\$ 2,123,343
State Contribution	\$ 1,943,615
FCPL Ending Fund Balance	\$ 528,879
FCPL Fines, Gifts & Miscellaneous	\$ 439,400

Mr. Batson noted that the ending fund balance is down \$164,000 from last year. The County pays for in-kind services and personnel with benefits. All operational costs are found from other sources. \$298,149 from the ending fund balance is going to the operational budget and the remaining amount will be spent on security for the C. Burr Artz Library, books, audio-visual/eBooks, computer software databases and computers/equipment.

A breakdown of the various gifts/endowments received by FCPL was reviewed. Mr. Batson noted that FCPL also receives a lot of in-kind gifts such as ads provided by The Frederick News-Post. Mr. Batson noted that Ms. Cromwell is very good at getting large sums of in-kind services. Mr. Batson further stated that Mrs. Fry provides FCPL with \$40,000 per year for the operation of the Point of Rocks Library.

Various library accounts were thereafter reviewed along with a breakdown as to where the funds are coming from for each specific account. He noted that there the Sheriff Library/Security account reflects Fiscal Year 2014 County Funds along with funds from State Aid and Ending Fund Balance. The reason for \$63,574 from County funds is FCPL gave up two positions and had that money transferred specifically for security.

The Fiscal Year 2014 Materials Budget was thereafter reviewed:

Books	\$ 770,723
Periodicals	\$ 35,300
Audio-Visual	\$ 330,000
Computer Software	\$ 205,950
TOTAL	\$1,341,973

Mr. Batson noted that the materials budget is approximately 10% of the library's budget.

Thereafter, Fiscal Year 2014 enhancements for FCPL were reviewed. Ms. McCoy stated that in education and libraries there has been an increased focus on science, technology, engineering and math and FCPL is looking into this more and more and we are designating more programs as part of the Interactive STEM Discovery Zone. In addition, FCPL has always been focused on early childhood learning and we continue to look for innovative ways to prepare children for kindergarten. Mr. Batson noted that we have a long term plan for the children's department and it is going to cost a great deal of money. There is currently a lot of grant writing going on. He added that if we can get the entire program funded, it will be close to \$300,000. Mr. Batson added that at this point we are taking baby steps and working on the Early Childhood Learning Zone and the STEM Discovery Zone (this has now been changed to STEAM by adding arts into

the title). Discussion followed.

Mr. Batson added that FCPL is looking into various technologies and systems at this time and it is known we won't get everything but we are trying to budget funds as things become available. One system that FCPL is looking at is a materials handling system which is an automated system that checks-in books and sorts the materials returned by patrons. Mr. Batson noted that although FCPL probably won't be able to get everything, there are two software packages that we are pretty sure we will be getting very shortly and they are: 1) automated training registration and certification management software and 2) staff scheduling software.

Public service enhancements for Fiscal Year 2014 were thereafter reviewed:

Interpretype: a communication system that allows library staff to communicate with deaf, hard of hearing and speech disabled patrons. Ms. McCoy added that it also will translate other languages such as Spanish and French. Currently staff communicates with deaf patrons through notes on pieces of paper so this system will greatly enhance communication with our deaf patrons.

Zinio: Magazines in a digital format that can be downloaded for free to a patron's tablet or computer. Ms. Lauchner added that the entire magazine can be downloaded to your computer/tablet. Staff will be seeing a demonstration of Zinio on Thursday, February 7th. The pricing is based on the number of subscriptions you get.

Hoopla: Digital movies and TV shows that can be downloaded for free to a patron's table/computer. Pricing is still being worked out at this time. Discussion followed.

Mr. Kurtianyk inquired about the timeline for approving the budget. Mr. Batson stated the library's budget is due March 1, 2013. Thereafter, the County's Finance and Budget departments crunch numbers and make their recommendations. Appeals can thereafter be made. In April, 2013, the Maryland Legislature will be out of session and the County will know what will be handed down to them from the State. Thereafter, public hearings are held and then the budget is usually passed around the first part of June.

Mr. Kutz stated that on behalf of the Finance Committee of the FCPL Board of Trustees, he recommends that the budget be approved as presented; seconded by M. Kurtianyk. No discussion. VOTE: Unanimous.

BOARD QUESTIONS AND COMMENTS: C. Smith inquired whether the quarterly review is going to continue in Fiscal Year 2014. Mr. Batson stated that it will remain in effect for the rest of Fiscal Year 2013 and he does not see anything changing for Fiscal Year 2014.

Commissioner Gray encouraged the public who believe in libraries to come to the public budget hearings and speak on behalf for libraries.

G. Laugelli noted that there is a picture of Mr. Batson in The Frederick Magazine. Mr. Batson

stated that The Frederick Magazine did a very nice article on the C. Burr Artz Library and its tenth year anniversary.

OTHER CITIZEN REMARKS: None.

The next meeting will be held on Wednesday, March 6, 2013 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

C. Smith made a motion to adjourn the meeting and go into a closed session; seconded by G. Laugelli. VOTE: Unanimous.

The public meeting adjourned at 7:50 p.m.

Blanca Poteat

Blanca Poteat, President

Frederick County Public Libraries Board of Trustees