



Springfield-Greene County Library Board of Trustees
August 16, 2011
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, August 16, 2011, at the Library Center with Leslie Carrier presiding.

Members present: Leslie Carrier, Martha Crise, Kenton DeVries, Vickie Hicks, James Jeffries, Kim Kollmeyer, Jim Meadows, David Richards

Member absent: Cheryl Griffeth

Library Board President Leslie Carrier introduced James Jeffries, a city appointee to the Library board. Carrier introduced Shari Wyly as the new Director of Business Operations, succeeding Debbie Eckert who will retire on October 1.

Disposition of Minutes: Hicks moved to approve the July 19, 2011, minutes. DeVries seconded. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

Finance and Personnel Committee: Through July, the Library was 2.1 percent under budget. Year-to-date revenues totaled \$222,099 versus \$786,593 in expenditures. Operating cash through the end of July totaled \$4,999,143. Grant income included a disbursement from the Friends of the Library for the Summer Reading Program, grant funds for branch libraries and matching funds for the Missouri Arts Council Touring Grant entertainer. Receipts from the Missouri State Library included a disbursement for computers for the Park Central Branch from the Library Services and Technology Act (LSTA) Technology Mini-Grant. Grant income also included a reimbursement from the U.S. Department of Education Missouri Parent Information Resource Center (MO-PIRC) for April through June expenses as well as receipts from the National Endowment for the Humanities for the American Library Association's Let's Talk About It: Making Sense of the American Civil War program. The July 2011 monthly budget summary included an additional \$48,079 transferred from the contingency fund to the reserve fund from the 2010-2011 budget year. The Reserve Fund balance at the end of July totaled \$83,254.

The Library ended the 2010-2011 fiscal year 5.7 percent under budget. Operating cash through the end of June totaled \$5,661,990. Auditors from Roberts, McKenzie, Mangan & Cummings will begin the annual audit on September 6.

Expenses included premiums for July and August from Account 5125 Health Insurance Premiums. Account 5232 Minor Equipment included equipment purchased for the Health Library at Jordan Valley Community Health Center as well as computers for the Park Central Branch from the LSTA Technology Mini-Grant. Account 5351 Insurance included the annual public officials bond as well as the directors and officers, employment practices liability and the commercial insurance premium renewals. Account 5382 Building Rentals included July and August rent. Account 6411 Office Furniture and Equipment included early literacy stations.

Buildings and Grounds Committee: Richards reported architect Jim Stufflebeam from Sapp Design Associates presented preliminary concept designs for the Brentwood Branch. The committee discussed items that could be included in a preliminary budget for the renovation project.

The Fog City Coffee kiosk opened for business in the south entry of the Midtown Carnegie Branch on Monday, August 1.

The Library Express and the old bookmobile have both been sold.

Payne Sign Company has installed the new sign at the Library Center.

Programs, Services and Technology Committee: Brian Grubbs, Project Director of Community & Conflict: The Impact of the Civil War in the Ozarks, demonstrated the new Trans-Mississippi Theater Virtual Museum website. The virtual museum is a joint project of the Springfield-Greene County Library District and Wilson's Creek National Battlefield. A condensed report will be presented as part of board education at a future board meeting.

Circulation in July decreased 5.6 percent with 349,062 materials circulating systemwide. Total branch traffic decreased 5 percent with 173,740 patron visits. Systemwide, 1,794 groups used the meeting rooms with an attendance of 7,658. There were 384,165 searches from remote use of the Library's electronic products. The Web server recorded a total of 1,551,742 page views by 69,018 visitors during July.

Report of the Director: The Summer Reading Program came to a close on August 6 with a preliminary total of 15,783 children and teens reading 175,551 hours.

Youth Services staff members Kelly Johnson, Stephanie Smallwood, Katie Carter and Michelle Ballard will be presenters at the Missouri Chapter of the Association for the Education of Young Children annual conference in Springfield in September.

Someone in the community nominated the Library Station for LeapFrog's Love Your Library Sweepstakes, and it is one of 50 winners. The Library Station will receive a Tag Reading Kit worth \$1,000.

The Library District is one of six libraries awarded a Judith Krug Fund Grant from the American Library Association (ALA) for use in observing Banned Books Week. The award consists of \$1,000 cash and \$75 credit for purchasing marketing materials from ALA. Banned Books Week is September 24-October 1, 2011.

The State Historical Society awarded the Library District \$480 from the Richard S. Brownlee Fund to design and print rack cards to publicize the Civil War Virtual Museum and Community and Conflict Digital Archive.

The Trans-Mississippi Theater Virtual Museum (civilwarvirtualmuseum.org) was unveiled at programs at the Wilson's Creek National Battlefield Visitor's Center on July 30 and at the Library Center on July 31.

Information received from the Greene County clerk's office reported that the Tax Increment Financing (TIF) District value is currently at more than \$6 million. That means a loss in tax revenue to the Library District of about \$15,000 for the 2011-2012 fiscal year.

On August 1, Fog City Coffee opened a modern coffee shop in the Midtown Carnegie Branch's historical building.

The Health Library at Jordan Valley was dedicated on Saturday, August 13. The new grant-funded satellite service is a joint project of the Library District and the Jordan Valley Community Health Center and is the first

of its kind in the state. The service will offer a part-time health librarian and a small collection of consumer health and medical materials.

Board Education: Training Coordinator Jazy Mihalik reviewed the services offered at The Edge Community Technology Center located in the lower lever of the Midtown Carnegie Branch. The Edge began in 2002 through grants provided by the Department of Education and the Institute of Museums and Library Services. From 2002 through June 2011, the Edge has served 6,898 individuals with an attendance of 29,039. With the 2009 economic downturn, interest in services at the Edge increased. Demographics changed from more retirement-aged participants to adults in the 40-60 year age groups enhancing their skills in basic software and Internet training as well as resume-writing assistance. In 2010, the Edge received two LSTA grants from the Missouri State Library. The Edge to the Rescue grant provided a portable lab for computer and employment readiness training while the technology mini-grant provided upgraded computer equipment at the Edge Community Technology Center. Because the grant-funded Mobile Training Lab coordinator position was included in the 2011-2012 budget, the Edge to the Rescue program will continue to offer training at the branch libraries as well as the senior centers.

New Business: Hicks moved to set the tax rate for the 2011-2012 fiscal year at \$.2458, which is the maximum rate permitted, as certified by the state auditor's calculations. DeVries seconded. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

The following statement was added to the Gift Acceptance Policy. "The donor will determine whether a donation is being given to the Library, Library Foundation or Friends of the Library." Crise moved to approve the revised Gift Acceptance Policy. Kollmeyer seconded. Carrier yea, Crise yea, DeVries yea, Hicks yea, Jeffries yea, Kollmeyer yea, Meadows yea, Richards yea. Motion carried.

The meeting adjourned at 4:45 p.m.

Board of Trustees

Debbie Eckert, Director of Business Operations