



Springfield-Greene County Library Board of Trustees
March 15, 2011
Minutes

The Springfield-Greene County Library Board of Trustees met on Tuesday, March 15, 2011, at the Ash Grove Branch with Vickie Hicks presiding.

Members present: Leslie Carrier, Martha Crise, Cheryl Griffeth, Neil Guion, Vickie Hicks, Kim Kollmeyer, Rod Nichols, David Richards

Member absent: Kenton DeVries

Disposition of Minutes: Carrier moved to approve the February 15, 2011 minutes from the regular and closed sessions. Griffeth seconded. Carrier yea, Crise absent, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea, Richards absent. Motion carried.

Finance and Personnel Committee: Through February, the Library was 7.4 percent under budget. Year-to-date revenues totaled \$11,738,830 versus \$7,288,361 in expenses. Current taxes increased 1.94 percent from the previous year, and surtax increased 6.46 percent from the previous year. Foundation income included donations for the Racing to Read early literacy program as well as funds for the young adult non-fiction collection. Trust income included the quarterly disbursement from the Buhrman Trust as well as the monthly proceeds from the Stephens Trust.

Expenses included snow removal and the annual MOBIUS Get Connected courier delivery services fees from Account 5319 Professional Services. Account 5374 Plant Equipment Repairs included a heat exchanger replacement for the Library Center as well as elevator maintenance for the Library Center and Midtown Carnegie Branch. Account 5394 Membership Dues included Springfield Metro Rotary Club dues for the business librarian as well as the annual Springfield Area Chamber of Commerce dues. Several accounts with grant expenses will be realigned in the budget revisions.

Kollmeyer reviewed the proposed budget revisions. Delinquent, Railroad & Utility, Financial Institutions, Surtax and Payment in Lieu of Taxes were adjusted to reflect actual funds received to date. Grant income reflected proceeds from the Friends of the Library, Foundation, Gates Foundation, Library Services and Technology Act, U. S. Department of Education Missouri Parent Information Resource Center (MO-PIRC) and Ready to Learn. Consortium Income reflected additional patron module reimbursements from consortium members.

Increased expenditures in several line item accounts are due to expenses for grant-funded projects. Expenditures for items for the Ash Grove Branch revitalization project costing under \$1,000 were reallocated from capital expenses per audit recommendation. Account 5373 Office Equipment Repairs increased to reflect reallocating funds for leasing computers from Account 6415 Computer Hardware. Account 4610 Interest Income Bonds changed in the budget layout to reflect restricted interest from debt service funds used to reduce debt service interest payments per accountant recommendations.

Nichols moved to approve the revised budget for 2010-2011. Kollmeyer seconded. Carrier yea, Crise absent, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea, Richards absent. Motion carried.

Buildings and Grounds Committee: Chair Neil Guion reported Realtor A. L. "Skip" Liebman made a presentation relating to the assessment of the Brentwood Branch as well as available properties in eastern Springfield. This information will be included as part of a discussion at the April board retreat.

The delivery date for the new Mobile Library has been postponed until mid May due to delays from the vendor. Bookmobile colors have been selected for the interior as well as the awning.

Swisshelm Group, Inc. has had discussions with staff about a possible coffee kiosk at the Midtown Carnegie Branch. Nothing has been formalized at this time.

Programs, Services and Technology Committee: Statistics reflected the Library's closure February 1-2 for snow and delayed openings three days. Circulation in February decreased 11.4 percent with 276,441 materials circulating systemwide. Total branch traffic decreased 17.7 percent with 124,460 patron visits. Systemwide, 1,923 groups used the meeting rooms with an attendance of 9,609. There were 488,276 searches from remote use of the Library's electronic products. The Web server recorded a total of 1,602,850 page views by 57,244 visitors during February.

Report of the Director: Executive Director Regina G. Cooper commended the Ash Grove Branch staff on the handling of an incident in which a patron became seriously ill and an ambulance was called. The staff remained calm and acted professionally.

The Library was awarded the first half of the Library Services and Technology Act digitization grant to continue the Community & Conflict project. The remainder of the funding will depend on the outcome of the federal budget passed by Congress.

The Bank of Missouri donated \$500 to the Republic Branch. Kirkpatrick, Phillips & Miller CPAs, (KPM) raised \$190 recently during the company's Jeans Day and donated the funds to the Library Foundation.

Library Center Reference Public Service Supervisor Lynn Clark will retire on March 31. Clark began working for the Library in May 1976. Kim Flores will be the new Brentwood Branch Manager after a replacement is found for her current position as Republic Branch Manager. Community Relations Director Kathleen O'Dell, who has been named 2011 Quill Award Winner, will be inducted into the Missouri Writers Hall of Fame on Saturday, March 19.

The Library is participating in a series of discussions convened by the Springfield Area Chamber of Commerce concerning diversity and economic development in Springfield. This Minorities in Business program involves policies related to hiring, purchasing and construction.

Cooper displayed a sample of the new Playaway View, an all-in-one video player preloaded with multiple education and entertainment programming for children. This new product is available only in libraries.

Collection Services Manager Lisa Sampley was interviewed for an article that appeared in the March 14 issue of the "New York Times" regarding publisher HarperCollins' restrictions on limiting libraries to 26 checkouts per e-book. Sampley was also interviewed by local television station KSFY. The library will continue to purchase books but decided to not purchase e-books from HarperCollins until a policy change is made.

Staff members visited a couple of libraries in St. Charles County to view children's picture book bins. Ideas will be presented at the next Buildings and Grounds Committee meeting.

Library Center Local History Associate John Rutherford attended the Republic Business Expo as well as the Northside Betterment Association meeting dressed as Ben Franklin promoting the Money Smart Week series April 2-9.

Martha Crise arrived at the meeting.

Foundation Update: Director Michelle Creed reported a \$4,500 distribution was made for the young adult non-fiction collection from the Foundation Fund book endowment at the Community Foundation of the Ozarks, and a \$5,000 annual distribution from the Annie Busch Fund for Early Literacy was made to support the Reading to Read initiative.

Sponsorship opportunities are available to help fund the Mobile Library's ongoing operations and expenses. A fundraising brochure outlines the marketing opportunities at the various sponsorship levels.

Creed met with staff at the St. Louis Public Library about their capital campaign. A brainstorming session will be held on Tuesday, March 22, with volunteers from the community to share ideas about a signature fundraising event.

A three-week series sponsored by the Library Foundation will begin at noon on Wednesday, March 30, at the Library Center with administrators to discuss the book *Capital Campaigns* by Stuart R. Grover. The book is geared toward board members whose organization is contemplating a capital campaign. All board members will be invited to attend.

David Richards arrived at the meeting.

Board Education: Business Librarian Kelly Miller reported on events planned during Money Smart Week, April 2-9. Money Smart Week is a program created in 2001 by the Federal Reserve Bank of Chicago which offers free week-long classes and activities dedicated to helping consumers better manage their personal finances. The events are made possible through collaborations between businesses, financial institutions, schools, libraries, non-profits and the media. This year Money Smart Week partnered with the American Library Association to launch Money Smart Week @ Your Library nationally. The Springfield-Greene County Library District will offer nearly 30 classes and workshops for all ages at six library branches.

Associate Director Jim Schmidt made a presentation on “Statistical Analysis or How Busy Are We?” The Library collects a large variety of data that is reported to the Public Library Data Service (PLDS), Missouri State Library, Board of Trustees and library staff. The data is used to develop new programs, evaluate staffing levels and track trends. Checkouts increased approximately 17 percent from 2006 until 2010 and visitors increased approximately 18 percent over the same period. During the 2009 recession, all libraries in the district saw significant increases in checkouts and visitors. Even though checkouts and patron visits have increased, staffing levels have remained the same. Since most public libraries use the same reporting standards, the Springfield-Greene County Library District has a group of peer libraries for comparing data.

New Business: None

Miscellaneous Items: Crise moved the board adjourn to closed session for a personnel discussion. Crise seconded. A roll call vote was taken. Carrier yea, Crise yea, Griffeth yea, Guion yea, Hicks yea, Kollmeyer yea, Nichols yea, Richards yea. Motion carried.

The meeting adjourned to closed session at 5:05 p.m.

Board of Trustees

Debbie Eckert, Director of Business Operations