



**Springfield-Greene County Library Board of Trustees
May 19, 2015
Minutes**

The Board of Trustees of the Springfield-Greene County Library District met in regular session on Tuesday, May 19, 2015, at 4:00 p.m. at the Strafford Branch Library, 101 South Highway 125, Strafford, Missouri. Members of the Board of Trustees were present or absent as follows:

Present/Absent

James Jeffries, President and Member:	Present
Michelle Moulder, Vice President and Member:	Present
Steven Ehase, Secretary and Member:	Present
Andrea McKinney, Treasurer and Member:	Absent
Kenton DeVries, Member:	Present
Kim Kollmeyer, Member:	Absent
David Richards, Member:	Absent
Michele Risdal-Barnes, Member:	Present
Matthew Simpson, Member:	Present

The President of the Board of Trustees declared that a quorum was present and called the meeting to order.

Disposition of Minutes: Simpson moved to approve the minutes of the regular session and board retreat of May 21, 2015; Ehase seconded. DeVries yea, Ehase yea, Jeffries yea, Moulder yea, Risdal-Barnes yea, Simpson yea. Motion carried.

Standing Committees:

Finance and Personnel Committee: With 83.3 percent of the year elapsed, the Library was 11.5 percent under budget. Tax revenue for the month was \$113,078.89 and total other revenue for the month was \$237,458.84. State aid revenue of \$137,587 and the \$25,000 second payment of Athletes and Entertainers tax revenue were received in April. Total year-to-date revenue was \$12,776,256.78 versus \$10,657,170.54 in expenses.

For expenses, the Library was under budget in personnel at 74.3 percent. One of the major drivers for that variance was low health claims. The Operating and Maintenance category was at 60.6 percent (22.7 percent under budget) and the Charges & Services category was at 74.7 percent (8.6 percent under budget). Overall, total operating expenses for the year to date was at 71.45 percent of budget. Capital outlay was at 59.9 percent of budget, with some expenditures

expected in the last two months of the budget year. Bond principal and interest payments were finished for the year. Total revenues for the month were \$350,537.73 with expenses for the month at \$905,781.42. Year-to-date revenues of \$12.8 million versus expenses of \$10.7 million leaves a surplus of \$2.1 million. This is a comparable cash position to last year. On the balance sheet, operating cash will be reported without the inclusion of the reserve account, which will be considered emergency cash and not operating cash. The total cash position was at \$8.6 million.

Buildings and Grounds Committee: Risdal-Barnes reported on the committee meeting:

- At the Midtown Carnegie Branch, the last of the refurbished stained glass panels will be installed soon.
- New circulation and reference desks will be installed at the Midtown Carnegie Branch.
- The south main entrance steps to the Midtown Carnegie Branch will be replaced.
- The Library Center parking lot has been restriped.
- The contract for the option on the property next to the Library Center will require an email vote from the board to extend the term.
- At the Library Station, the new fence behind the property has been an effective barrier.
- There are new sinks in the public restrooms at the Library Station.
- The parking lot at the Library Station has been restriped.
- Research for the fence at the Library Station brought to light a clause from the lease that states that the Library was supposed to be billed for its share of the real property taxes. Negotiations are ongoing to work the matter out with Empire Bank.

Programs-Services-Technology Committee: Simpson reported on the meeting at the Park Central Branch Library. Branch Manager Kristin Bennett conducted a tour and highlighted the CPTED and other design measures taken by the Library to make the branch more inviting, calm, and safe. These measures have also resulted in an increase in circulation statistics.

Preliminary Budget Presentation: Cooper presented the preliminary budget. Tax revenues were forecasted at 3.0 higher. State aid was projected to be \$100,000 less in 2015-2016 since the rate will decrease from 50 cents per capita to 13 cents per capita. Athletes and Entertainers tax money is projected to be \$55,000. The REAL funds were not yet known. For other revenue projections, fines were predicted to fall off slightly, but out-of-county fees were predicted to be slightly up. Copy machine revenue and passport revenue were also projected higher, especially passports, set at \$80,000.

Personnel costs were increased to provide for raises, which would occur at each employee's review time. Personnel in the proposed budget constituted 61 percent of the budget. Collections were at the targeted 20 percent of the total budget. Utilities were projected to increase by 5 percent, an estimate based on input from City Utilities. Building rental costs were increased to accommodate temporary quarters for the Brentwood branch renovation. Cooper's personal goal is to begin renovations at Brentwood in April, 2016. Programs budgeting was flat, and the travel and training budget was decreased. Expenses were classified as either ongoing operating or one-

time expenses as a method to balance current revenue with current, ongoing operating expenses, and a cash flow budget was provided.

Report of the Director:

- The Friends of the Library book sale in April took in a gross sales amount of \$129,940.14.
- The state budget for FY15-16 has been passed and signed by Governor Jay Nixon. Athletes & Entertainers tax money is budgeted the same but REAL funds are reduced from \$3,109,250 to \$2 million. State aid is reduced from 50 cents per capita to 13 cents per capita.
- A Chapter 99 abatement for the historic Patterson House will go before the City Council.
- The Library will receive two LSTA grants: \$22,072 for a Midtown Carnegie Branch Self-Service Upgrade and \$74,694 to continue the digitization project Over There: Missouri and the Great War.
- Hoopla now offers e-books and comic books through its digital platform.
- The Library Station has been approved by the State Department to become a Passport Acceptance Center. The launch date is planned for June 8, 2015.
- The Library is a partner in the city-sponsored Springfield Community Listen project. Staff are attending the scheduled meetings in northwest neighborhoods. After the last meeting on May 21, Library staff will meet together to share and discuss library services related to community needs. Library staff will also attend follow-up meetings with the other community partners.
- The Library's Summer Reading Program will feature a "Be A Hunger Hero" food drive in partnership with Ozarks Food Harvest. Unlike Food for Fines, the drive will not involve fine forgiveness.
- Springfield's Passport to Healthy Living highlights community resources for mental and physical health. The program runs May 26 through August 8. Program "passports" can be picked up at the Library Center, Library Station, Midtown Carnegie Branch and several park locations. Partners in the project include AARP in Springfield, Springfield-Greene County Park Board, Community Partnership of the Ozarks and the City of Springfield.
- Cooper noted that the Library benefits a wide range of people in the community, from children at early literacy story times to Edge Community Technology Center tutorials for job-seekers.

Foundation Update: Richardson reported that the Brentwood capital campaign steering committee has agreed to a September 20, 2015 kickoff for the public phase. There will be a block party type of event, and Community Relations will create a communication plan. In the meantime, the fundraising effort needs to bring in from \$400,000 to \$500,000 in the next four months. The campaign stands at just under \$1.3 million. The one-day Give Ozarks event to benefit the Annie Busch Early Literacy Fund was successful in raising about \$3,600 to \$3,800 in addition to the donation from Youth Services personnel from the proceeds of Racing to Read MOSL workshops in the amount of \$13,246.14. The event also generated a \$5,000 match plus a prize of \$500 for being in 3rd place. The Annie Busch Fund now has over \$31,000 and qualifies as an endowment since it is over \$10,000.

Board Education: Park Central Branch Manager Kristin Bennett presented an update on the branch, including improvements resulting from the CPTED design changes. The changes were aimed at improving safety and a promoting a calmer atmosphere. Staff have better visibility of all areas of the branch, and background music has been added.

Miscellaneous Items:

- Playaway Launch Pads were purchased for the collection and will circulate. These are pre-loaded tablets with print and audible options for children, focusing on 3 to 5 year olds.
- Jeffries asked board members for Nominating Committee volunteers. Moulder, Risdal-Barnes, and Ehase agreed to serve.
- Jeffries recognized the retirement of Library Station Page Connie Holder, who worked a total of 18 years for the Library.
- Jeffries recognized Trustee Kenton DeVries for his years of service on the Library Board. His term ends June 30, 2015.
- Jeffries reported that Moulder represented the Trustees at the volunteer luncheon, and Moulder expressed her appreciation for the planning that went into it.

Adjournment: Moulder moved to adjourn; Risdal-Barnes seconded. DeVries yea, Ehase yea, Jeffries yea, Moulder yea, Risdal-Barnes yea, Simpson yea. Motion carried. The meeting adjourned at 5:06 p.m.

Board of Trustees

Director of Business Operations