

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
FEBRUARY 1, 2012**

The Frederick County Public Libraries Board Meeting convened at 7:00 p.m. on February 1, 2012, at the C. Burr Artz Library, Frederick, Maryland.

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

BOARD MEMBERS ABSENT: T Prensky

STAFF PRESENT: D. Batson, Director; B. Pelle, Associate Director; D. Maminski, Associate Director; E. Cromwell, Community Partnership Manager; S. McCoy, Branch Administrator – C. Burr Artz Library; A. Whitney, Branch Administrator – Urbana Regional Library; Sharon Lauchner, Branch Administrator – Middletown/Walkersville Libraries; E. Gamertsfelder, Library Associate; C. Schilling, Library Associate; and L. Tibbs, Recording Secretary

CITIZEN REMARKS: None.

APPROVAL OF MINUTES: G. Laugelli made a motion to approve the minutes of the January 4, 2012 meeting; seconded by C. Smith. VOTE: Unanimous.

PRESIDENT'S REPORT: Mr Kurtianyk inquired whether everyone remembers their first experience in a library. He stated that his first experience was in the first grade and he was fortunate enough to go with the second graders at the Catholic school he attended in Syracuse, New York. Arrangements had to be made ahead of time since he was going with the second graders. He remembers the smell most of all – the hardcover books, the wood pulp, the cleaning from the squeaky floors, and the smell of a book that hadn't been opened for years. He remembers a librarian shushing them, when they got too loud. He remembers opening a book that he had no idea what it was about. He stated he wanted to open every single book. He opened one book that probably hadn't been opened in fifty years; the covers had creaked open and the pages started crumbling. He added that he quickly put that one back. He remembers the book he checked out that day – a book on George Washington. He had heard of him in school and he seemed important. The book had some heft to it and so he took it. He added that whenever he goes back to that library, he feels at home. Whereas back then everyone had to be quiet, even church-silent, today's libraries are teeming with activities and voices – as it should be. Over the years, he stated that he has explored many libraries, big and small, discovering numerous writers and books that he never knew existed; some of them completely unknown, forgotten and still very much worth reading. He added that no class he ever attended at the university could ever match that. He noted that even today he remembers his first visit to the library and hopes everyone else does too.

DIRECTOR'S REPORT:

a. FCPL Update: Mr Batson stated that he recently attended a series of meetings with his colleagues and the story is pretty consistent throughout the state. Things are looking interesting. Things fluctuate from location to location. It is already known that Montgomery County is locking in a 2% cut in their budget next year Baltimore City was asked to submit two budgets – one with a 5% decrease and another one with a 10% decrease. He stated that later this evening he will be reviewing FCPL's budget and, once approved, it will be sent over to the Board of County Commissioners. At this time, FCPL has not received any budget information from the County The budget is based on last year's expenditures.

Mr. Batson thereafter reviewed circulation statistics. For the last two months FCPL is doing the same amount of circulation it was doing before hours were drastically cut by 12%. In fact, FCPL has more people coming to the library than before. He noted that the statistics now incorporate website/virtual visits. If a book is checked out on-line, it is counted as a book checked out so if a patron visits us on-line (check out a book, look up a database, talk to a librarian, etc.) this is the same as walking into a physical facility and is now counted as attendance. Going back to July 1, 2011 (beginning of fiscal year), we now have physical and virtual visits totaling 1,596,000. This figure covers 7 months and visits for an entire year will probably be around 2.5 million.

He added that the monthly statistics for January, 2012 reflect that children's programming has increased by 22% and attendance has increased by 31%. The year-to-date figure for children's programming has increased by 14% with attendance increasing by 18%. He noted that some libraries are decreasing in usage but that is not the case at FCPL. The biggest problem that FCPL is encountering at this point is trying to keep up with everything. Self check-out machines have been installed in many of the facilities and holds have been placed in public areas so patrons can pick up their holds themselves. The concierge service is being expanded. Volunteers are starting to be trained to assist with this service.

Mr. Batson stated that the Superintendent of Frederick County Public Schools will be attending the April board meeting to sign a joint agreement that will cover many, many areas including a massive use of their internship program, joint buying power on materials and technology, joint usage on training courses so that employees can get certification by the State of Maryland, etc.

He further noted that hopefully by the March board meeting we will know the results from the \$135,000 LSTA grants that were submitted. Staff is also working on a few other grants at this time.

Mr. Batson noted that FCPL is having difficulty with adequate staffing. At this time, changes are in process. Staff will be going to different areas and doing different things – perhaps more generalists and fewer specialists. If push comes to shove and we find we can't do it, we will come back to the Board of Trustees and we will have to look at hours of operation and the programs that we offer. We can only do so much. At this time, FCPL has lost 20 positions and an additional 10 positions are frozen. Discussion followed.

NEW BUSINESS:

a. Budget: Mr Batson stated that FCPL's money comes from four basic sources: 1) State Aid, 2) Ending Fund Balance from two year's previous, 3) Fines, gifts and grants, and 4) County He noted that most of the County funds go towards staffing. He reviewed operational expenses from the previous year compared to what has been budgeted for Fiscal Year 2013. He added that the budget for Fiscal Year 2013 is basically a level budget as compared to Fiscal Year 2012. An explanation of the expenditures was provided to members of the FCPL Board of Trustees in a handout entitled Notes for Budget Fiscal Year 2013. Mr. Batson further noted that the funds utilized for travel/training come from grants. Funds for travel/training are not provided by State Aid, the County or the ending fund balance. In addition, he stated that the while the funds designated for books has increased, the amount designated for periodicals has decreased. Periodical subscriptions are being reduced because FCPL has over 250 magazines and newspapers online; thus, a duplication of efforts. FCPL will keep some magazines because there are certain magazines that patrons want to read at the library Another reason we are discontinuing some magazine subscriptions is because certain magazines tend to disappear on a regular basis. He noted that there is an increase in funds for audio visual and computer software. Mr Batson added that the list of software and databases that FCPL currently has is listed in the hand-out provided to members of the FCPL Board of Trustees and added that the software listed does not include software FCPL receives via the State of Maryland. Ms. Pelle added that the increase in computer software is to pay for two new products. Freegal Music is a program that allows patrons to download music to their PC, MP3 Player, SmartPhone, etc. Patrons are allowed 3 downloads per week and the patron will be able to keep whatever songs they download. The Second program is called Collection HQ. This is a software program that will be utilized by FCPL. It is a collection management software that will help staff analyze what is circulating and what is not. Staff will be able to fine tune collections. This program is provided by Baker & Taylor and is compatible with SIRSI. Mr. Batson then reviewed the category of Sheriff Security He pointed out that funds for Sheriff Security will be coming from County funds and the ending fund balance. The County money for this service came from positions that FCPL gave up with the agreement that the money would stay in FCPL's budget (not under personnel) so that FCPL could expend the money elsewhere. The total for sheriff security is \$75,410. Discussion followed.

Thereafter, Mr Batson reviewed the Materials Budget showing a comparison for Fiscal Year 2011, Fiscal Year 2012 and Fiscal Year 2013. In 2007, FCPL's materials budget was approximately \$1.6 million and since then approximately 25% of the materials budget was lost. Little by little we are trying to increase the materials budget. Audio-visual and computer software are increasing the most as FCPL moves to different products.

Mr. Batson then reviewed the Fiscal Year 2013 – Ending Fund Balance usage. He noted that without the ending fund balance, FCPL would not be able to meet its day-to-day operational costs. \$397,565 from the ending fund balance has been budgeted for FCPL's regular operating budget. The remaining \$295,000 is budgeted for: 1) increased security for the C. Burr Artz Library, 2) increased funds for staff education and recertification, 3) computers and other equipment, 4) books, 5) e-books and 6) Freegal Music and other software.

Gifts and Endowments were then reviewed by Mr Batson. The largest contributor is Mrs. Fry who pays \$40,000 to keep the Point of Rocks Library going. The Point of Rocks Library is a memorial library for her husband. The \$40,000 is used for salaries and office supplies. Discussion followed. The total estimated amount to be received in Fiscal Year 2013 from gifts and endowments is \$94,335.

M. Kurtianyuk thanked Mr. Batson for the budget presentation.

Mr Kutz, as a member of the Finance Committee of the FCPL Board of Trustees, recommended to members of the FCPL Board of Trustees that the budget be approved as presented.

G. Laugelli made a motion to approve the budget as presented; seconded by T.Kutz.
Vote: Unanimous.

BOARD QUESTIONS AND COMMENTS: None.

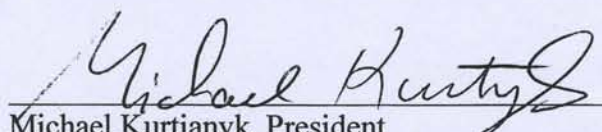
OTHER CITIZEN REMARKS: ErinRose Sincevich of Frederick, MD stated that she is working on a children's theater project through Other Voices Theater, that does Alice in Wonderland at the Weinberg Center every year and they are a local non-profit organization. She stated that she is working with Susan Thornton on this project. She stated that they are working with local high school children who are rehearsing right now on Beatrix Potter plays and it is hoped that they can take these children on tour. The children are very hard working and it would be a great opportunity to expand children's programming that it is already offered by the library. In the future, it is hoped that we will be able to expand to Frederick County Public Schools as well. At this time, even though Beatrix Potter is classic and wonderful, it isn't in line with the curriculum at Frederick County Public Schools so we are looking for other venues to obtain positive feedback for the future.

Mr Kurtianyuk stated that he had received the letter from ErinRose Sincevich and he thereafter contacted FCPL's Director, Darrell Batson, and it was agreed that we would move forward to commence discussions with Ms. Sincevich to see how this would work. Mr. Batson asked Ms. Sincevich to wait for him for a few minutes following the board meeting and he would direct her to the correct staff to begin discussions about the possibility of seeing how things might work in the future.

The next meeting will be held on Wednesday, March 7, 2012 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; seconded by B. Poteat. VOTE. Unanimous.

The meeting adjourned at 8:05 p.m.



Michael Kurtianyuk, President
Frederick County Public Libraries Board of Trustees