

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
FEBRUARY 1, 2017**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on February 1, 2017 at the C. Burr Artz Library, Frederick, Maryland.

BOARD MEMBERS PRESENT: C. Greenway, D. Kiser, K. Kane, G. Laugelli, S. Manny, C. Smith and B. Poteat.

BOARD MEMBERS ABSENT: Council Member Liaison, T. Chmelik.

STAFF PRESENT: D. Batson, Director; J. Kelly, Associate Director; S. McDuff, Associate Director; S. Lauchner, Coordinator/Library Collections; J. Vogel, Youth Services Coordinator; J. El-Zeftawy, Development Officer; B. Hissong, Community Services Coordinator; A. Sherwood, Finance/Office Manager; J. Marshall, Manager/Systems; S. McCoy, Branch Administrator – C. Burr Artz Library; R. Bowers, Branch Administrator – Middletown/Walkersville Libraries; A. Whitney, Branch Administrator – Urbana Regional Library; E. Dingle, Branch Administrator – Thurmont/Emmitsburg Libraries; D. Buker, Virtual Branch Administrator; and L. Tibbs, Recording Secretary.

CITIZEN REMARKS: None.

APPROVAL OF MINUTES: C. Greenway made a motion to approve the Minutes of the January 4, 2017 meeting of the FCPL Board of Trustees Meeting; seconded by C. Smith. No discussion. VOTE: Unanimous.

CHAIR'S REPORT: Mr. Laugelli thanked Jess El-Zeftawy for putting together the meeting with members of the Friends of the Libraries. It was a very successful meeting and everyone seemed to really enjoy the meeting and everyone is looking forward to the next one.

Thereafter, Mr. Laugelli noted the passing of Tina Prenskey who served on the Library Board from 2004 through 2013. He noted that he read her obituary and stated that her service to the library was just part of a very active life in Frederick.

C. Greenway stated that after Tina left the FCPL Board of Trustees, she came to the Adult Book Club that is held at the C. Burr Artz Library once a month on Wednesdays and noted that Tina

was a wonderful contributor with her thoughts and comments. Ms. Greenway encouraged everyone to read the Facebook post that her family put out there. From the very beginning when she started attending, she said to everyone “That even though I don’t know a lot of you, you are all entitled to my opinion.” Ms. Greenway then stated “Thank you, Tina. Safe travels. And put a good word in for the libraries across our World.”

B. Poteat thanked Tina’s family for letting everyone know about her passing and for their very positive approach to her last years. Tina was a tremendous influence and the best way we can honor Tina is to push it forward.

C. Smith noted that Tina was a librarian and she loved book groups and loved the library. Ms. Smith stated that she and Tina had a lot in common. Ms. Smith noted that she learned a new word from Tina’s obituary. It said Tina was a cruciverbalist and Ms. Smith stated that she is too. That word means Tina was a crossword puzzle fanatic. Thereafter, Ms. Smith noted that when she was first serving on the Library Board, Ms. Prenskey always had wise words and was sort of the “Yoda” of the Library Board.

Mr. Laugelli stated that Tina Prenskey was very much for the people and was always the first one to thank staff.

DIRECTOR’S REPORT:

a. FCPL – Update: Mr. Batson reviewed statistics. FCPL is continuing a trend that he is not overjoyed about. The statistics reflect that FCPL is down 3% in circulation, 1% in patron visits, and 15% in public computer usage. FCPL is up 10% in registrations and up 49% in wi-fi usage. Nothing seems consistent. Children’s programming is up 15% and attendance at children’s programs is up 25%. Adult programming is up 83% and attendance is up 213%. The statistics are very strange and it almost seems like people are walking in with their own electronic devices and parents/caregivers are bringing children in for the programs and these things are outweighing those patrons that are coming into the library for physical reading material. Staff will be watching this trend. More people are signing up for library cards because they have realized they can get Hoopla, newspapers, magazines, etc. Now we are getting a lot of people that normally don’t come into the library and registering for a library card to take advantage of our electronic products. FCPL is seeing a change in usage that staff will need to watch. That being said, Mr. Batson noted that hundreds of thousands of people are walking through the doors at our libraries. This is an interesting trend that staff will need to start tracking.

Ms. Smith noted that it seems like the statistics for some branches go way up and some branches go way down. There seems to be such an imbalance. Mr. Batson stated that sometimes a branch may be closed due to electrical issues, weather related problems or community events and these events may affect the branch numbers. Mr. Batson added that about two years ago, circulation really faltered but it picked up and circulation usually always shows an increase by the end of the

year. From a casual view of the statistics, he noted that he sees a trend more in electronic usage and programming.

Mr. Laugelli stated that he noted the increase in e-content and questioned whether that is e-books. Mr. Batson stated that e-content includes everything from Hoopla to databases to e-books to audio books and everything that is in electronic content. Mr. Batson added, however, that DVDs and CDs are not included under e-content. There is definitely a change in the usage at the library. Mr. Laugelli inquired whether any statistics are kept about how many people are utilizing these materials at home versus coming into the library. Mr. Batson stated that when programming and attendance is high that means that bodies are still coming through the doors but they are coming through the door for different purposes other than materials.

Ms. Greenway inquired about the number of hits on Hoopla. Mr. Batson stated that not only are the number of hits tracked but the actual transactions are also tracked. Tracking hits can be very misleading. Ms. Greenway asked if members of the FCPL Board of Trustees receive those numbers. Sharon Lauchner stated that those numbers are included in the e-content statistics. Mr. Batson added that there is a quarterly report that will be distributed next month that will also provide some further information.

Ms. Greenway further inquired what the purpose is of tracking and reporting to members of the FCPL Board of Trustees the items borrowed from other counties. Mr. Batson advised that those numbers need to be tracked for state reporting purposes. Ms. Greenway thereafter inquired if the type of materials that are being requested from other counties is being tracked so FCPL would know whether they need to get copies of those materials. Ms. Lauchner stated that many times items are being borrowed from other counties for academic research purposes but staff do look at what is being requested and if staff thinks that there is something that FCPL should own in its system, the item will be purchased.

Ms. Smith noted that the numbers for Point of Rocks seem to be exploding. Ms. Greenway inquired whether the Celtic Concert is held at the Urbana Library. Mr. Batson advised that the Celtic Concert is hosted by libraries in the northern part of the County, Thurmont and Emmitsburg. Ms. Greenway thereafter inquired as to what is held at the Urbana Library. Mr. Batson stated that there used to be a music festival at Urbana but last year it was a movie festival.

Mr. Batson advised that this will be Sydney McCoy's last meeting. Sydney will be the Chief Operating Officer at Howard County Public Libraries. She has been with FCPL for 11 years. Her last day will be February 10, 2017. David Payne will be the Interim Administrator at the C. Burr Artz Library while FCPL recruits for a new Branch Administrator. We wish Sydney well in her new position at Howard County.

Thereafter, Mr. Batson advised that Mary Mannix had a knee replacement and will be out for a little while.

Mr. Batson noted that he, James Kelly and Amanda Sherwood met with members of the C. Burr

Artz Trust. The Trust is pleased with the amount of funds they are giving to FCPL. The Trust is doing very well. Mr. Batson noted that when he first came to FCPL, the Trust had just broke the \$2,000,000 mark. He added that he has been with FCPL for about 19 years and the Trust is now worth over \$4,000,000. During the time Mr. Batson has been with FCPL, the Trust has given FCPL approximately \$2,000,000 or \$3,000,000 so they have really made some great investments. One thing that we were able to free up for the next two years is more money for renovations at the C. Burr Artz facility. We already had some money from the C. Burr Artz Trust to do some renovations at the C. Burr Artz Library and we were able to free up another \$14,000 per year in addition to the \$20,000 we already had for the renovations. The first major project will be the terrace at the C. Burr Artz Library and that will be done next year. The terrace was put in when the C. Burr Artz Library first opened in 2002 and it has not seen a major makeover since then and it is worn out. Mr. Batson noted that the terrace doesn't have anywhere close to the power that is needed in order for us to do events on the terrace.

Ms. Greenway inquired who serves on the C. Burr Artz Trust. Mr. Batson noted the following individuals serve on the C. Burr Artz Trust: Ted Gregory, William Rhodes, and Bill Marsh. Mr. Batson noted that they serve on the C. Burr Artz Trust Board for life. There are 3 members on the Board; two are selected by one church congregation and the other one is selected by another church congregation. Ms. Greenway further inquired if this is according to the Will. Mr. Batson affirmed that their service is according to the Will. Their selection must be approved by the City. Once their appointment is approved by the City, they serve until death or they resign. Ms. Greenway inquired further whether they receive any type of a stipend. Mr. Batson advised that they do not receive any kind of a stipend.

Mr. Batson stated that FCPL has a Memorandum of Understanding with the C. Burr Artz Trust. FCPL handles the financial aspects from day-to-day. The investments are contracted out. Amanda Sherwood works with Ted Gregory. Ted is the ad-hoc President of the C. Burr Artz Trust. Ms. Greenway inquired whether every expenditure needs to be approved. Mr. Batson stated that FCPL has a budget and we spend within that budget. We notify the C. Burr Artz Trust what the expenditure is going to be and they clear that expenditure and then we do it. Staff usually meet with members of the C. Burr Artz Trust every year or two to put a long term budget together. The categories in the budget are fairly broad such as programming, renovations at the C. Burr Artz Library, Frederick Reads, Frederick Speaker Series, etc. Members of the C. Burr Artz Trust agree that the budget benefits the C. Burr Artz Library and the system as a whole.

Mr. Batson thereafter noted that the project that is scheduled after the terrace renovations is the room we are meeting in tonight – the Community Room. Following the Community Room, the front circulation area will be renovated. Ms. Smith inquired whether the renovations in the Community Room will include an upgrade to the audio-visual equipment. Mr. Batson noted that the upgrade to the audio-visual equipment is already in FCPL's operating budget this year and next year. Ms. Greenway inquired if someone rents the Community Room for a meeting will they have access to the microphones. Ms. McDuff stated that when someone rents the Community Room, the public can rent projectors for an additional fee. Ms. McDuff advised that the public does not have access to microphones. Ms. Greenway inquired as to why the public

does not have access to the microphones. Ms. McDuff stated that microphones are not provided due to the amount of staff time that would be involved. Mr. Batson advised that another reason why microphones are not provided for public use is due to theft issues. FCPL used to provide microphones, however, FCPL lost a lot of microphones. Ms. Greenway noted that she was at the library for a program on Saturday and couldn't hear a thing that was being said. Ms. Poteat inquired whether the projectors walk out the door too. Mr. Batson noted that FCPL just started renting projectors so we can't say at this time.

Mr. Batson reviewed an article in the Frederick News-Post today (February 1, 2017), about an expansion of the Point of Rocks Library that won't happen for a number of years. The reporter watched the FCPL Board of Trustees meeting last month when Mr. Batson told members of the FCPL Board of Trustees what was being worked towards. Although the reporter was advised that this project is years ahead and not even in the County budget, the reporter insisted on going ahead with the article. Ms. Smith inquired whether the article was referring to the possible Church purchase. Mr. Batson replied that it was referring to the Church purchase and noted that the picture in the paper was the Church in Point of Rocks.

Thereafter, Mr. Batson advised that February 14, 2017 is the Maryland Library Association Legislative Day in Annapolis, Maryland. James Kelly and Sheila McDuff will be going to Annapolis and representing FCPL. They will be doing the lobbying and meeting with the various legislators. There will also be a reception that evening.

Mr. Batson stated that many of you may have seen the display in the lobby when you came to the library this evening. The display is about money. The C. Burr Artz Library is the closest library to the Washington DC area that will have this exhibit. Staff had to apply to receive this exhibit. Members of the Financial Industry Regulation Authority (FINRA) will be coming to the C. Burr Artz Library on February 22, 2017 at 11:00 a.m. We will be sure it is a very positive experience for them.

b. CIP – Update: Mr. Batson advised that the CIP has been turned in to the County and we are awaiting a decision. Jan Gardner will set up a time when FCPL staff will speak with her. The budget will be submitted tomorrow or by early next week. The budget appeals will be scheduled in February so that each division can speak with Jan Gardner about their appeals. FCPL has submitted our appeals. FCPL appealed for additional staff for increased hours and replacing some positions that had been taken away previously and the second appeal was for \$100,000 for materials. The County has never given FCPL an increase in the materials budget except for when a new library was opened. FCPL's materials budget has been very stagnant.

Ms. Greenway inquired whether FCPL ever asks the City of Frederick for funds. Mr. Batson stated that FCPL never asks the City for funds. Mr. Batson advised that when he first came to the County, he was advised by City staff that FCPL is a County entity.

NEW BUSINESS:

a. Financial Report: Amanda Sherwood reviewed financial statements through the end of December, 2016. FCPL's revenue and expenditures are at 42%. FCPL received its second quarterly disbursement from the County and we also received a significant in-kind distribution from the County. As far as expenditures go, it was a pretty steady increase in all of the line items. She noted that FCPL is half way through the year at this point and it is assumed that we would be at 50% so 42% is close enough. FCPL's revenue is the same as expenditures so we can't ask for more than that.

C. Greenway inquired whether the branding that was done, which included all the clothing, etc., was a one-time expenditure for last year. Ms. Sherwood stated that is correct.

Ms. Sherwood thereafter reviewed the grants/contribution report. She noted that FCPL received \$15,000 from the Thomas Foundation which goes towards children's programming and materials. The Maryland Room has applied for a World War I and America Grant in the amount of \$1,800. As far as individual sponsors/contributors are concerned, FCPL is up by \$12,292 from last month. A lot of that is thanks to Mrs. Fry giving her second quarter gift for the Point of Rocks Library staffing. FCPL also received its annual interest payment from the Glassman Trust of which FCPL is a beneficiary. That amount goes into the Glassman Endowment and it goes to science and history related materials. She added that in total, FCPL's revenue is up about \$46,000 (approximately 4%).

Thereafter, Ms. Sherwood gave a report regarding dip jars. FCPL has only had dip jars for approximately two months but the revenue for November – December was about \$84.00. We are projecting to pay for the cost of the dip jar plus some. So far it has been successful and it is a fairly relatively new program for FCPL. The dip jar proceeds are included under "Individual Donors – Greatest need" on the financial statement. Ms. Kiser inquired where the dip jars are located. Ms. Sherwood stated that dip jars are located at the C. Burr Artz Library and the Urbana Regional Library. Ms. Greenway inquired as to the amount of the original expenditure for the dip jars. Jess El-Zeftawy stated that the cost was \$250.00.

Ms. Sherwood thereafter noted that FCPL has received approximately \$35,000 from passports through January. She added that is an increase of \$8,000 over last month. This is a really successful program and we are projecting to receive \$70,000 for the current fiscal year. Ms. Greenway inquired where this information is on the reports provided. Ms. Sherwood stated that these numbers are not included in the reports provided because the County has not reported that data yet but staff track it internally. Ms. Greenway inquired why the County does not report it. Ms. Sherwood stated that the County does actually report it but they are typically a month or two behind in posting.

Ms. Smith inquired whether the bold numbers on the reports are the numbers that have changed from the previous month. Ms. Sherwood answered that the bold numbers reflect the increases in the numbers.

b. Budget: Mr. Batson thereafter reviewed the proposed Fiscal Year 2018 Operating Budget. Mr. Batson stated that he had earlier spoken to the FCPL Board of Trustees about appeals for more staff and more money for materials. He noted that none of those appeals are reflected in the proposed Fiscal Year 2018 Operating Budget because that is an appeal and not included in the base budget. If we are successful and get the funds that we are appealing for, the County will wrap those funds into the budget.

The Fiscal Year 2018 Revenue Sources were reviewed. The County provides approximately 75% of FCPL's total budget either by straight cash contribution or in-kind services. The State gives FCPL approximately 15% of its budget. The remaining 10% of FCPL's budget is what is derived from the ending fund balance and fines/gifts/miscellaneous. The total revenue sources for Fiscal Year 2018 is \$15,044,272. Mr. Batson noted that the State contribution of \$2,297,311 is for both operating and the teacher's pension fund contribution. He noted in the past that because of being conservative in our State contribution figures, if the funds were increased we had to go back to the County so that we could spend the increased funds from the State. Staff has decided that we are not going to do that this year, therefore, what is shown for the State contribution is what we think FCPL's going to get. If FCPL doesn't get it, we won't spend it. If we do get it, FCPL will not have to go back to the County. However, we were trying to think forward and then we got a listing from the State that showed FCPL getting even more money than what is reflected in the proposed budget. As a result, FCPL may get an additional \$30,000 from the State but we are not going to count on that yet because it falls on the entitlements that Governor Hogan says he wants to slash. We are going to wait for the legislature to see what actually happens. At this point, the numbers provided this evening are the best numbers we can give everyone that FCPL will receive.

Mr. Batson thereafter reviewed a breakdown of fines/gifts and miscellaneous. The total projected revenue for this category is \$594,000. Mr. Batson reiterated the fact that the more electronic resources we offer, the less amount that will be received in fines. This is one of the reasons FCPL started offering passports to try and counter this. However, he noted that passport revenue will not counter \$250,000. As a result, FCPL brought in Jess El-Zeftawy to raise lots of money for FCPL and she has made some wonderful roads into that. He noted that what is budgeted will probably drop in the future.

Ms. Greenway inquired whether there is any way to start implementing fines with electronic materials. Mr. Kelly stated that electronic materials automatically go away from the electronic devices on the due date. Mr. Batson added that the vendors that we purchase electronic materials from have a lot of strict requirements that FCPL does not have control over. Basically, the electronic materials do not belong to FCPL.

Thereafter, Ms. Greenway questioned whether FCPL is going to raise the rental fees on conference rooms. Mr. Batson stated that FCPL just recently raised the rental fees for use of its conference rooms. In this year's budget, the revenue from conference room rentals is at \$5,000. In year's past, this number was around \$500 - \$700.

Ms. Kiser inquired whether book sale revenue is for FCPL book sales. Mr. Batson stated that the amount listed is for FCPL book sales and does not include book sales by Friends organizations. Ms. Greenway inquired if the C. Burr Artz Library is the only library in the system that sells books. Mr. Batson stated that the C. Burr Artz Library as well as all the other branches have book sale areas. Mr. Batson noted that within the last few years, people are not donating high quality material like they did in the past. This is another area that we are going to have to keep an eye on.

Ms. Greenway inquired what makes up miscellaneous revenue and asked for two examples. Ms. Sherwood stated that FCPL sells earphones, flash drives, etc. and that money is put into miscellaneous revenue. Mr. Batson added that it is not one large thing; it is just a bunch of small stuff.

Thereafter, Mr. Batson reviewed gifts/donations/endowments. He noted that Mrs. Fry provides \$40,000 per year for salary and supplies for the Point of Rocks Library. Over the years, the Thomas Foundation has given FCPL close to a million dollars and it is projected that FCPL will receive \$15,000 in Fiscal Year 2018 as well. The Thomas Foundation is what remains of the old Frederick Trading Co. Their original warehouse was just demolished on Rt. 26 and that is the location where the new Walmart was just built. The Thomas Foundation is very generous to the community and to the library and they have given FCPL anywhere from \$10,000 to \$25,000 per year for many, many years. FCPL has tried to give The Thomas Foundation recognition but they don't want anything besides the plaque that is in the story room. Ms. Smith inquired whether The Thomas Foundation gives FCPL money for different projects. Mr. Batson replied that the money FCPL receives from The Thomas Foundation belongs to the children's department.

Mr. Batson noted that the total for gifts and endowments is \$173,000. FCPL staff is always looking at new ways to get new resources.

Thereafter, Mr. Batson reviewed the proposed operating budget. The amount budgeted for interpreters has been lowered because the demand has been less. The County contracted with a new company which saved us some money. Mr. Batson also added that there were some patrons that would request interpreters for programs and then not show up. Now we require the patrons to request an interpreter online which has also helped with the number of interpreters needed. Ms. Greenway inquired whether FCPL, because they are a county entity, must have an interpreter present for all meetings. Mr. Batson stated that the patron must request an interpreter.

Contract services, banking/investment services, building/grounds maintenance, and landfill fees are pretty much remaining the same as last year. Mr. Batson noted that credit card fees have been increased by approximately \$1,000. This is due to the fact that more patrons are paying their fines and fees by credit cards. Equipment Maintenance/Repairs has been increased by approximately \$13,000. Comprise provides software on the patron side and SIRSI provides software on the library side. The maintenance cost for Comprise is approximately \$30,000 and the cost for SIRSI is approximately \$95,000. Seven years ago FCPL signed a 7-year contract

with SIRSI which saved FCPL hundreds of thousands of dollars over the seven years. Ms. Greenway asked if these two companies have any competition. Mr. Batson stated that there is competition. There are three companies left – SIRSI, III (combined with Polaris) and the Library Corporation. There are also a few small companies that offer software for small libraries and schools. The remaining funds in this account are for maintenance fees for self-check-out machines, E-Vanced (electronic scheduling software), people counters, etc.

Mr. Batson noted that fleet fuel and fleet charges are set by the County and FCPL has no control over these two accounts. Equipment rental has been increased to cover the cost for new photocopiers, copier maintenance, and hot spots (through T-Mobile).

Thereafter, Ms. Sherwood explained phone expenditures. She noted that the main phone plan at the C. Burr Artz Line is budgeted for \$25,010 in Fiscal Year 2018. The branches listed below the main number on the budget documents are the costs for the other library branches that have connected to the main phone plan and are on the “600” line that is used by the system. There are also costs for private lines because there are some branches that are not part of the “600” line system. Mr. Batson noted that FCPL is part of the County phone plan and FCPL does not have a choice in the matter. Mr. Batson stated that the wireless account covers the cell phone he carries as well as cell phones on both bookmobiles, three cell phones at the C. Burr Artz Library that are used in lieu of walkie-talkies so that staff can contact each other, a cell phone at the Urbana Library, and one extra cell phone. FCPL has a minimal amount of cell phones.

The advertising budget jumped a bit. Mr. Batson stated that the budget is being done differently this year. Instead of having everything broken down by department, the budget figures are now broken down by category. Advertising for all departments (adult programming, public relations, etc.), is now grouped under advertising. FCPL does advertising in the annual MLA Conference brochure, job advertisements, media productions, upgraded pictures, etc. Mr. Batson informed members of the FCPL Board of Trustees that FCPL is now part of the advertising group that shows advertisements on a monitor at the Motor Vehicle Administration.

Mr. Batson then noted that the postage budget has been reduced because notifications are being sent electronically now. Thereafter, Mr. Batson added that the printing budget has been increased slightly due to the cost of Bookmarks and an increase in the overall general printing costs.

Ms. Greenway inquired whether it is necessary for Mr. Batson to review the budget line-by-line. She noted that members of the FCPL Board of Trustees received the proposed budget ahead of time and had time to review it. Ms. Greenway stated that this is the finest display of the budget that she has ever seen. Mr. Batson said to give credit to Amanda Sherwood for that. Mr. Laugelli requested that Mr. Batson briefly continue with the review of the budget.

Ms. Kiser then inquired if the \$136,700 listed on the proposed budget under special programs is for the items Janet Vogel spoke about last month. Mr. Batson stated that the cost for the early literacy spaces for Urbana and the new Walkersville library are in the budget.

Mr. Batson stated that the budget for books, e-books, periodicals, audio-visuals and databases is being shifted around. There is a large jump in e-books/e-contents and that is due to Hoopla. Hoopla is amazingly successful. He noted that Hoopla is the worst pricing product he has ever seen. Hoopla charges by the usage; FCPL does not pay a flat fee. Every time a patron uses Hoopla, FCPL has to pay for it. Ms. Greenway inquired about Rosetta Stone. Mr. Batson stated that Rosetta Stone is also very popular but it is a flat fee. Hoopla is almost pricing themselves out of the market and it is getting to the point some libraries cannot afford to offer Hoopla.

Ms. Greenway inquired how the almost \$100,000 was found for e-books. She wanted to know if that money was found by reducing another category or did FCPL get an increase in budget dollars. Mr. Batson stated that part of the surplus money came from FCPL's ending fund balance. He added that Sharon Lauchner did move some money around in the various material categories so it was a combination of both. Mr. Batson noted that the ending fund balance was slightly over \$800,000. About \$600,000 is eaten up by the regular day-to-day operations. FCPL usually has somewhere between \$200,000 - \$300,000 leftover each year to use. In the past FCPL purchased bookmobiles but this year there was a big hole in the budget as a result of Hoopla, Overdrive, 3M Cloud, etc. Ms. Lauchner stated that FCPL is trying to keep up with the demand of our patrons. Ms. Greenway asked if patrons call up the library and demand materials. Ms. Lauchner stated that the demand is calculated by the number of holds on various materials.

Mr. Laugelli inquired how FCPL pays for these items. Mr. Batson stated that FCPL belongs to a consortium where FCPL gets very good prices, however, the books available in the consortium are available state-wide. FCPL also has the advantage program which runs alongside of that program which are books that are bought by FCPL. FCPL patrons get first dibs on those materials. 3M Cloud also has books which allow multiple users at the same time. Overdrive does not allow that. If a patron checks out a book through the Maryland Consortium (Overdrive), the patron is competing with everyone in the State.

Ms. Greenway inquired as to what "Beanstack" is under the category of computer software. Janet Vogel explained that Beanstack is the software that FCPL utilizes for the summer reading program. The software also allows usage year-round because it has book recommendations and suggestions. Ms. Poteat inquired who names these sort of things. Ms. Vogel stated that Beanstack is a company that is run by a husband and wife team and they named it after a nickname they have for their child.

Ms. Greenway inquired what the meaning is of "Detention Center Refund on Library Materials". Ms. McCoy replied that the State is mandated to provide materials to the Detention Center so FCPL provides the materials and then FCPL's budget is reimbursed by the Sheriff's Department.

Ms. Greenway thereafter inquired if FCPL has security cameras all over and asked if she was being watched all the time when she is at the library. Mr. Batson stated that the only place there are no security cameras is in the bathrooms. C. Burr Artz has approximately 18 security cameras. Ms. Greenway asked if there is someone watching the video cameras at all times. Mr. Batson

stated that it is a web-based system. Mr. Batson stated that there are bike thefts, assaults, drugs, etc. and staff can go back and pick up things off the video. The police ask us for copies of the videos sometimes. Mr. Marshall stated that the current system saves videos for about a month but when we join the County system, the County has a lot more storage and videos are kept for a longer period of time. Mr. Marshall stated that the original security cameras were installed in 2005 or 2006. Ms. Smith inquired whether FCPL has motion detectors after hours. Mr. Batson stated that FCPL does not have motion detectors but the current video cameras record in low-light.

Ms. Poteat stated that while looking at fines, gifts, and miscellaneous on page 3 of the proposed budget, she noted that library fines is the largest number on that page for miscellaneous revenue. As library fines go down, Ms. Poteat urged staff to look at other sources that are somewhat related to FCPL's core mission. Mr. Batson stated that for a number of years, local government guards local businesses and if FCPL would start selling things that may compete with local businesses that are paying a tax to the local government, FCPL gets a very strong push back from local government. Mr. Batson stated that he certainly understands why. If FCPL would start selling things and put a local business out of business, then that would be a tax base that would be dropped from the County. Ms. Poteat stated that she does not want FCPL to get into the conference room business. Mr. Batson stated that Harford and Howard Counties make a fortune off of conference room rentals. Mr. Batson added that as FCPL opens up new facilities, each facility will have meeting rooms. Some of the meeting rooms are joint rooms with story time rooms but meeting rooms are being built into all FCPL facilities now. Ms. Greenway stated that she does not see a conflict with offering meeting rooms as long as everyone pays to use them. Mr. Batson stated that non-profit organizations do not have to pay for meeting rooms. Ms. Greenway stated that possibly the meeting room policy needs to be reviewed.

Mr. Batson thereafter reviewed the materials budget. FCPL has just been moving money around and this is the reason FCPL is asking for \$100,000 for the materials budget. FCPL has made an appeal for the \$100,000 and we will just have to wait and see.

The last budget items reviewed by Mr. Batson were upcoming projects for Fiscal Year 2018. James Kelly stated that the existing kiosks at the C. Burr Artz Library, Brunswick, Library, Thurmont Regional Library and Urbana Regional Library will be replaced with "smart" kiosks that will allow for credit card payment, wireless printing, and point of sale services. Mr. Batson noted that early literacy spaces will be installed at the Walkersville and Urbana libraries. Thereafter, Mr. Batson noted that FCPL is starting to put money into our existing libraries to do some renovations. Mr. Batson stated that some of the things coming up in the new fiscal year will be renovations at the Urbana Regional Library and the C. Burr Artz Library, the construction of the Walkersville Library and the design of the Myersville Library.

Ms. Bowers noted that the groundbreaking for the Walkersville Library will take place at 4:30 p.m. on Monday, March 13, 2017. Electronic invitations will be sent out shortly.. Ms. Greenway advised that she will not be able to attend the groundbreaking due to other plans.

Mr. Batson thereafter stated that FCPL will be replacing security cameras at the C. Burr Artz Library as well as the other libraries. Mr. Marshall stated that FCPL is looking at purchasing better resolution cameras to be able to pick up things at a further distance. The new cameras will be digital and the cameras will then be able to connect to the network and we will be able to tie things in with the County surveillance system. This will also reduce FCPL's costs because FCPL won't have to maintain its own cameras. Mr. Batson also stated that FCPL will be purchasing high definition inputs for projector use in its large meeting rooms at the C. Burr Artz Library, the Urbana Regional Library and the Thurmont Regional Library. Mr. Batson also noted that a STEM Lab will be installed at the new Walkersville Library.

Mr. Batson stated that that this concludes the budget presentation. He noted that there are not any big shocks in the budget presented. Basically, what is being proposed is doing a lot of catch up on a lot of things that FCPL hasn't been able to do in the past. FCPL is grateful that it has the resources to do these sort of things.

Mr. Laugelli stated that the budget presentation was interesting. Mr. Batson noted that FCPL is doing more maintenance/repairs/upkeep/replacement in the proposed budget.

C. Smith noted that members of the Finance Committee of the FCPL Board of Trustees met a few weeks ago with D. Batson, J. Kelly, S. McDuff and A. Sherwood to review the budget. Members of the Finance Committee agreed to make a recommendation to the full FCPL Board of Trustees that the budget be accepted; seconded by B. Poteat. No discussion. VOTE: Unanimous.


BOARD QUESTIONS AND COMMENTS: None.

OTHER CITIZEN REMARKS: None.

The next meeting will be held on Wednesday, March 1, 2017 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

K. Kane made a motion to adjourn the meeting; seconded by D. Kiser. No discussion. VOTE: Unanimous.

The meeting adjourned at 8:15 p.m.



George Laugelli, Chair
Frederick County Public Libraries Board of Trustees