

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES
MINUTES OF MEETING
APRIL 1, 2015**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on April 1, 2015 at the C. Burr Artz Library, Frederick, Maryland.

BOARD MEMBERS PRESENT: C. Greenway, D. Kiser, T. Kutz, G. Laugelli, S. Manny, B. Poteat, C. Smith and County Liaison, T. Chmelik.

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: D. Batson, Director; J. Kelly, Associate Director; K. Lewns, Financial Business Office Manager; D. Bannwolf, Public Relations/Marketing Manager; J. Vogel, Youth Services Coordinator; S. McCoy, Branch Administrator – C. Burr Artz Library; A. Whitney, Branch Administrator – Urbana Regional Library; E. Dingle, Branch Administrator – Thurmont Regional Library; R. Bowers, Branch Administrator – Middletown/Walkersville Libraries; D. Buker, Virtual Branch Administrator; D. Payne, Assistant Branch Administrator – C. Burr Artz Library; R. Goetz, Children’s Supervisor – Brunswick Library; M. Minsker, Children’s Supervisor – Urbana Regional Library; M. Slaby, Grant Coordinator; J. Earp, Administrative Aide-Fiscal; and L. Tibbs, Recording Secretary.

CITIZEN REMARKS: None.

APPROVAL OF MINUTES: C. Greenway made a motion to approve the minutes of the February 4, 2015 board meeting; seconded by G. Laugelli. VOTE: Unanimous

CHAIR’S REPORT: Ms. Smith thanked G. Laugelli and T. Kutz for attending the County budget hearing last week and for speaking on behalf of Frederick County Public Libraries. She also, on behalf of members of the FCPL Board of Trustees, recognized and congratulated Darrell Batson for receiving the distinguished Rotary Club Paul Harris Fellow Award. Ms. Smith added that they appreciate Mr. Batson’s service to the community.

DIRECTOR'S REPORT:

a. FCPL – Update: Mr. Batson also thanked those members of the FCPL Board of Trustees who testified at the County budget hearing. In addition, Mr. Batson thanked a citizen from the community that testified on behalf of libraries at the hearing as well. Mr. Batson cautioned members of the FCPL Board of Trustees by stating that the dollar amount of requests for funding far exceeds the amount of excess funds that may be available. County Executive, Jan Gardner will present her proposed budget on April 15, 2015.

Mr. Batson advised that a few months ago FCPL was approached by a filming company and there was an article in the newspaper about that. D. Bannwolf did a brilliant job in wheeling and dealing to make this work. It was very interesting to watch and all of it was done with minimal disruption to the library. We hope that events such as this will occur more in the future.

Thereafter, Mr. Batson stated that he will be on Jan Gardner's show that will be taped on Thursday, April 2, 2015 and he is also being taped on Monday, April 6, 2015 for another show with Jan Gardner. The County Executive, Jan Gardner, is very supportive of libraries.

Mr. Batson noted that over the last few months there have been discussions with members of the FCPL Board of Trustees about self check-outs and having the patrons do more self check-outs. As we were examining statistics, we were a little frustrated because the statistics were not showing what we thought they should. We thereafter realized that certain processes that patrons were doing were not included in the numbers. We were just concentrating on the circulation desk and patrons use a lot of other methods to check-out materials. After realizing this and changing the way the statistics are calculated, last month's statistics reflected 88% in self check-outs by patrons. Over the past few years, our staff has been hit quite hard and we had to find a viable way to make up the loss of over 30 employees. Self-check-out helps in this regard. As a result, remaining staff can be assigned to other duties to replace other employees that are no longer with us. Mr. Batson added that he is very pleased with staff on the way they have encouraged the public to utilize the self check-out machines. Later this evening we will have a presentation on Bibliotheca which is another way patrons can check out DVDs.

Mr. Batson stated that D. Maminski, Associate Director, is not here this evening. She is on a birthday vacation in New Orleans. He added that she will be with us for two more meetings and thereafter she will be retiring. We wish Dolores a Happy Birthday and hope she has a wonderful time in New Orleans.

Thereafter statistics were reviewed. Mr. Batson stated that earlier this year things started out a little slow. People were not coming in and items were not being checked out. He noted that this has all changed. FCPL is now up 1% over where we were last year. While that may not seem like a huge amount, every year we keep going up. Around the Nation, libraries are either staying level or they are dropping and FCPL is not doing that. We continue to improve in almost all of our statistics. Circulation has gone up by 1%. Patron visits have gone up 1.2% (both electronically and physically). Mr. Batson noted the 75% increase in public computer usage (hours) as compared to the same period last year. FCPL's 200 public computers are being used all the time and we are very pleased with that. Wi-fi usage has increased 37.4% over a year ago.

Children's programming has increased 9% and their attendance is up 23% over last year. Staff is doing amazing programs and later this evening you will hear more about the new Summer Reading Program. Apparently we are responding appropriately to our community because patrons just keep coming into the library. Sometimes it presents a problem because things are not traditional or the way we were raised but we are here to serve the community so we find out what we need and that is the direction we go. It is a learning experience for everyone. Mr. Batson noted that he is very pleased with the statistics.

C. Smith inquired whether the increase in computer usage is with the same number of computers FCPL had last year. Mr. Batson replied that no additional computers have been added; same number of computers as last year.

C. Greenway inquired whether the library does any kind of survey as to why people are using the computers. Mr. Batson stated that the usage of the computers is private. Some use the computers to fill out job applications while others may be doing research or just watching a movie or playing a game. Ms. Greenway further inquired whether the maximum amount of hours someone can use a library computer is two hours. Mr. Batson stated that two hours is the normal maximum amount, however, if there is not a waiting line to use the computers, a patron can use the computer longer than two hours. Ms. Greenway also inquired if there is a charge if a patron wants to print a document. Mr. Batson replied that there is a charge for printing.

NEW BUSINESS:

a. Financial Report: Ms. Lewns pointed out that the Contributions & Donations as listed on the most recent Financial Statement is pretty high. She noted that this year FCPL brought in some programs under endowment funds: Summer Reading Program 2015, Speaker Series, Youth Services and the Spelling Bee. These accounts used to be run through the C. Burr Artz Trust and the Friends accounts but we are now running them through the County endowment account because all of these programs are funded by donations. From this year forward, these accounts will be included on the report. So far this year we have received \$10,000 in donations for the Summer Reading Program. The Spelling Bee will soon be wrapping up so we won't be getting any additional funds for this program. FCPL will be receiving some additional funds for the Speaker Series. Any money that is donated for children and teen services is deposited to the Youth Services account. Ms. Lewns also noted that the Maryland State Education Grants listed on the Financial Statement is always a little low because we don't receive our State retirement funds until the end of the year and that is over \$700,000.00. She also pointed out that Equipment Maintenance and Repairs is a little on the high side but that is because certain bills are received in certain quarters. The SIRSI and Comprise bills go through this account. Ms. Lewns further noted that the day after she did this report, FCPL received the quarterly payment from Mrs. Fry in the amount of \$10,000 for the Point of Rocks Library.

Thereafter, Ms. Lewns advised that FCPL is investigating a new revenue source and we are only in the beginning stages at this point. We are looking at possibly offering passport services. It is a good revenue source but it is also very draining on staff. We will report further on this but at this time we are months away from getting into that area.

T. Kutz asked Ms. Lewns to enlarge on passport services. Ms. Lewns stated that people would be able to come to the library and bring in their application and get their picture taken. Thereafter, library staff would take care of mailing the documents. FCPL can charge no more than \$25.00 per application and it can set its own charge for the picture-taking. Mr. Batson added that this is not something FCPL is doing out of the blue. Montgomery and Prince George's Counties are investigating this as well and Howard and Harford Counties already offer passport services. The postal service is very happy for people to go to libraries instead of the post office. It is not a new service but it is something we are looking into at this time. Ms. Lewns added that what makes libraries attractive is that people can come to the library without an appointment to get passports done. Post Offices require appointments. She added that we will keep everyone posted but with our fine revenue going down, we have to start looking for alternatives.

C. Smith inquired as to who trains the staff to do passports. Ms. Lewns replied that staff would be trained by Passport Services in Washington, DC. Staff has to be certified. Harford County has 60 staff at one library branch and they have 20 people trained at that branch to do passports.

C. Greenway inquired whether FCPL got the idea from the other libraries for a revenue source. Mr. Batson replied that Harford and Howard Counties both do passports and Howard County Libraries cleared \$300,000 last year. They have two library branches that do passports. Mr. Batson reiterated that we are just starting to investigate doing passports and we will provide more information as it becomes available.

b. 501(c)(3) Status/Community Foundation: Ms. Lewns noted that she spoke to members of the FCPL Board of Trustees a few months ago about 501(c)(3) status and tonight we have Betsy Day from the Community Foundation with us to discuss this further. Ms. Lewns stated that FCPL is looking for a way to run our 501(c)(3) grants through an organization because FCPL cannot apply for those grants as a County organization. This will require a vote by the FCPL Board of Trustees. B. Day is here to provide information on the Community Foundation, opening a new account, and what we need to do to go about it.

B. Day, President and CEO of The Community Foundation of Frederick County provided an overview of The Community Foundation. She stated that they are a 501(c)(3) public charity and they are best known for holding charitable funds for a wide array of community causes. They have funds that support scholarship programs, health and human services, the arts, the environment, animal welfare and they also have funds that support Frederick County Public Libraries. Some of those funds were started by individuals or families. Two of the funds were started by the FCPL Board of Trustees many, many years ago. Those funds are endowment funds which mean that those funds are never to be spent; only the investment return or a portion of the fund thereof may be spent. Ms. Day noted that she was contacted by FCPL and was told that there was difficulty in receiving grants from certain foundations that mandate they can only grant funds to 501(c)(3) organizations. She further noted that she is very familiar with this. Certain foundations are chartered in a certain kind of way by the IRS and The Community Foundation of Frederick County is different. Our charter is such that we can give to government entities. She noted that with some other County agencies, The Community Foundation of Frederick County has created a pass-through fund that would support the government entity and in this case it

would be the library. She thereafter distributed a copy of the Annual Report of The Community Foundation of Frederick County to each member of the FCPL Board of Trustees. She directed everyone to turn to Page 82 (just inside the back cover of the Annual Report) and the information provided discusses the different types of funds that The Community Foundation has and how they are categorized. The fund that is being discussed is going to be a “bucket” that will be filled by foundation grant money and will be spent in a very short term. This is called a “pass through” account; money in and out. There are different categories that “pass through” funds can fall into and we will be discussing an Agency “pass through” account. This is not because FCPL is an agency but because in legal terms The Community Foundation acts as an agent on behalf of FCPL and because The Community Foundation will be serving as the 501(c)(3) in this case. With a “pass through” fund, the Community Foundation would be charging 1.25% on an annual basis of the market value of the fund or \$375.00 on an annual basis, whichever is greater. The Community Foundation asks that the minimum grant be at least \$500.00 due to staff time and administrative costs. Ms. Day thereafter reviewed how the money would be accessed. First of all, once the grant is received (and often times there are restrictions on the grant), The Community Foundation would want to be very clear on how the money is distributed. FCPL would designate an individual on behalf of Frederick County Public Libraries that could access the money and state to us in written form how much is needed, when it is needed, for what purpose and from what source of money the money should be obtained. She added that The Community Foundation does this for many other governmental agencies within the City and the County. There is no set-up fee. There is a Fund Agreement that is created by FCPL and The Community Foundation that outlines the responsibilities of The Community Foundation, the expectations and who does what, when and how.

In summary, G. Laugelli stated that when a staff member learns of a grant and it requires a 501(c)(3), the grant application would then be done by staff and The Community Foundation would co-sign the grant application. Thereafter, the grant would be submitted and, once approved the grant money would then be given to The Community Foundation. Ms. Day stated that is correct. Staff would then request funds from The Community Foundation under the grant. Mr. Laugelli inquired whether The Community Foundation does an audit of the various grants. Ms. Day stated that The Community Foundation monitors and makes sure the grant money is used correctly. As the 501(c)(3) organization, The Community Foundation is ultimately responsible. Mr. Laugelli inquired who the foundation thinks they are dealing with when a grant is submitted. Ms. Day replied that grant foundations know they are dealing with both FCPL and The Community Foundation because the grant will be co-signed by both organizations.

Ms. Greenway asked if the FCPL Board of Trustees would have to “OK” a distribution from an account. Mr. Batson stated that the FCPL Board of Trustees is responsible for establishing the formal relationship with The Community Foundation. After that, FCPL’s staff would go after grants as we have normally done in the past. Grants are submitted jointly with The Community Foundation as FCPL’s agent and they take care of the expenditures. Ms. Greenway reiterated that she wants to know who is responsible for taking money out of the fund. Mr. Batson advised that when FCPL needs funds to carry out the requirement of the grant, staff research what the money needs to be spent on and a request is thereafter sent to The Community Foundation (preferably not less than \$500) along with documentation, The Community Foundation cuts the check and we purchase whatever is needed. Documentation is kept for all receipts so when the

final report is prepared, they have everything they need. Ms. Poteat inquired whether any of the transactions for a particular grant activity show up on any of the documents the FCPL Board of Trustees review. Ms. Lewns stated that a document could be prepared to show the various grants that are going on and expenditures to date. We don't do that as of right now but it could be done, if the Board so desires. Mr. Laugelli added that most grants are pretty specific as to what the money would be used for. Ms. Smith inquired what The Community Foundation would require of FCPL staff. Ms. Day stated that The Community Foundation uses the same reporting that staff would normally use so there shouldn't be anything extra required of staff. Mr. Laugelli inquired if there are any statistics that show the number of grants that could not be obtained due to the fact that we didn't have a 501(c)(3) status. Mr. Batson advised we have a series of ongoing grants that we go after especially with the American Library Association and other entities. In the past the Friends and the C. Burr Artz Trust have been gracious enough to let us use them as the 501(c)(3) but we are trying to look long-term on this. We are trying to get a vehicle set up to allow continuity for not only what is going on now but for the future. The Community Foundation is not going anywhere. Ms. Day added that this is what The Community Foundation is set up to do. The Community Foundation has 680 different funds and about 15 of them are "pass through" fund accounts for governmental entities. Mr. Laugelli stated that FCPL is just using another avenue and not doing something that we haven't done before. Mr. Batson stated that FCPL has done grants for years and when needed, we have run the grants through other sources.

C. Smith inquired whether the fee is based on the total funds of specific grants and if the \$375.00 is the minimum amount charged. Ms. Day stated that their fee is 1.25% of the annual market value of the fund or \$375.00, whichever is greater. Ms. Greenway inquired whether the 1.25% is on each individual grant. Ms. Day responded that the 1.25% is based on each grant. Mr. Batson noted that most of the grant funds we receive are for a very specific purpose or program that we are doing immediately. They are not long term. Once the money is received, it is expended. Ms. Greenway further inquired about the turn-around time once funds are requested from The Community Foundation. Ms. Day responded that requests are processed on Mondays, checks are written on Tuesdays, and the checks are signed on Wednesdays. Ms. Greenway also inquired if The Community Foundation keeps records as to how much money has been spent and a current balance. Ms. Day stated that they keep an accounting of all funds received and all funds expended. Ms. Greenway inquired whether information can be accessed on-line or does staff have to place a phone call to obtain a balance in a particular grant account. Ms. Day stated that staff can just e-mail The Community Foundation and they will receive a prompt response. Ms. Greenway inquired whether this would be a new account that would be set up by The Community Foundation. Ms. Day replied that it will be a new fund. Ms. Smith stated that the recommendation is that the Board vote to approve setting up a "pass through" fund with The Community Foundation for the purpose of applying for 501(c)(3) grants.

Mr. Laugelli inquired what happens next if the Board approves the "pass through" fund. Ms. Day stated that Mr. Batson would appoint someone to work with her to draft the Fund Agreement. The Fund Agreement usually goes back and forth a few times until the language is acceptable by everyone. Thereafter, the Fund Agreement is signed by FCPL's leadership and The Community Foundation's leadership. The Fund Agreement outlines FCPL's expectations and The Community Foundation's expectations and responsibilities and everything in between

and we move forward from there. Ms. Greenway inquired whether there is a minimum opening balance required. Ms. Day stated that \$25,000 is required to start a fund with The Community Foundation but she noted that there are times when the \$25,000 is waived. Often times for governmental organizations, that amount is waived. Mr. Kutz asked exactly what does that mean. Ms. Day stated that she cannot speak on behalf of her Board because FCPL has not expressed interest yet. If FCPL wants to move forward, B. Day will then present the information to her Board and her recommendation to her Board would be to waive the \$25,000 minimum fee because that fee for other government agencies has been waived in the past. Ms. Greenway inquired what impact this would have on FCPL's budget process. Mr. Batson stated that this would have no impact on the budget process whatsoever. This is simply another fund that would be audited just like all the other funds we have. The FCPL Board of Trustees will receive the same information they have always received. Ms. Greenway stated that the Board does not receive notification when staff apply for various grants. Mr. Batson replied that the Library Board has not requested that in the past. When we do receive grants, we do inform the FCPL Board of Trustees that we received a grant. When grants are received, FCPL is bound by the rules of the person who gives us the grant and we are bound by the financial operations that we have as an entity. As part of that, everything is reported and audited at the end of the year. Ms. Greenway inquired if The Community Foundation will be the single provider for 501(c)(3) status. Mr. Batson stated that this will be the fund that will be utilized. Ms. Greenway stated that if this is the case, FCPL won't be able to apply for the same grant under multiple 501(c)(3) numbers and this will be the only number that those grants will be applied under. Mr. Batson advised that this is the only 501(c)(3) that will be utilized. Ms. Greenway stated that FCPL used the Friends and the C. Burr Artz Trust in the past to apply for grants under the 501(c)(3) because they both are 501(c)(3) organizations. Mr. Batson stated that FCPL utilized both organizations but not at the same time for the same grant. Ms. Greenway stated that this has happened in the past. Mr. Batson added that he was not aware of that happening. Mr. Kutz stated that he has some questions about the Guidelines for Fundraising under the Auspices of the Community Foundation on page 4 of the document provided. He noted that there is quite a lengthy list of things that are not allowed or things that we have to do to hold fundraising activities. It seems to be very broad. Ms. Day stated that the bottom line in all of that is that you can use the library, the Friends or the C. Burr Artz Trust for fundraising. The Community Foundation does not want to run fundraising expenses through this fund. The fund that is set up is for charitable purposes. Ms. Day also mentioned that all of the funds held by The Community Foundation are audited on an annual basis. She noted that their fiscal year closes on June 30th of each year. Thereafter around the end of October or first part of November, the audit is presented to the Trustees of The Community Foundation for approval. Audited financial statements are then sent out to each of the fund-holders which detail the beginning/ending balance as well as transactions in between.

Mr. Laugelli inquired whether the agreement needs to be renewed annually or does it stay in place. Ms. Day responded that the agreement stays in place until FCPL would choose not to use it any longer. Ms. Greenway inquired whether this is the type of fund where you ask people to give to the library. Ms. Day responded that it will be listed on the website and in their newsletter. This would be a fund that if an individual wants to give to this fund for current needs (in and out), this would be the option for them to give. She added that restrictions can be put on the account that any funds received must be used for certain items. This will be a fund with many sub-funds because we will be keeping track of each amount received from a grant and also what

monies were spent on each grant.

M. Chmelik inquired if the initial intent of this was to have a vehicle so that staff could apply for 501(c)(3) grants. Mr. Batson stated that this is the basic principle. Ms. Greenway added that basically this is an administrative move and not to increase the amount of money coming into the library.

B. Day added that there is one piece of information that has not been discussed and that is what is in it for The Community Foundation. It is not the 1.25% because it costs us way more than that to administer these funds. When we hear that governmental entities are losing out on funding that could benefit the citizens of Frederick County, we want to help facilitate the grant money. The Community Foundation will be able to help land some additional funding for the library system that possibly would be going somewhere else because the library does not have the 501(c)(3) capacity to do that.

G. Laugelli made a motion to go ahead with this arrangement between Frederick County Public Libraries and The Community Foundation of Frederick County for the purpose of managing 501(c)(3) grants; seconded by S. Manny. No discussion followed.

VOTE: For-6 (C. Greenway, D. Kiser, G. Laugelli, S. Manny, B. Poteat and C. Smith)
Abstain-1 (T. Kutz). Ms. Smith stated that the Motion has passed. She noted that the Board looks forward to further developments at future meetings. Ms. Smith noted that if anyone would like to contribute to the library, please feel free to donate to the library.

c. Summer Reading Program: J. Vogel, Youth Services Coordinator, and S. Long, Children's Supervisor – C. Burr Artz Library, provided an overview of the 2015 Summer Reading Program. This year's program is Summer of Wonder 2015. Ms. Vogel stated that this year we will be unveiling some new things for everyone (children, teens and adults). We are hoping to make this year's program something new and exciting and that all Frederick County citizens will be reading and learning all summer long. The theme this year is Every Hero has a Story. FCPL participates as a State and as a Nation in a nationwide collaboration of summer reading programming. FCPL is provided with some programming materials, publicity, etc. This year's theme, Every Hero Has a Story, fits in very nicely with the idea of Summer of Wonder. Ms. Vogel stated that she can't talk about summer reading without talking about the summer slide and what that means. Basically what that means is many times children leave school at the end of the year at a certain level and then as the summer progresses, if they are not participating in reading and learning activities, their skills slide. When the children go back to school in the Fall and are tested, the children usually test lower than when they left. Ms. Vogel stated that the whole idea of a summer reading program is to decrease the summer slide and try to get the children going in an upward (or at least holding steady) direction. This study was done by First Book and they actually donate books for summer reading and FCPL makes use of them on its early-start bookmobile. Our early start bookmobile gives away books through this First Book program because the books have to be targeted for certain demographics and our early start bookmobile meets the criteria. First Book works specifically with children from low income backgrounds and, in particular, children from low income backgrounds tend to have lower scores when they go back to school because they have fewer opportunities to visit libraries and fewer opportunities to read books at home. She noted that they did a study a few years ago that all types of study,

and not just reading, are impacted so we have changed the summer reading program to Summer of Wonder to try to encourage multiple angles of learning. This can be seen from our STEM Labs and Farm City, our early literacy area. Literacy is a big part of it but we also want to make sure we are growing all sorts of skills so that all of our children are learning all summer long.

Ms. Long stated that with the Summer of Wonder program we really wanted to get the community involved and we want to make connections between businesses and organizations that FCPL has not worked with in the past. Reading is still very important but there are lots of learning opportunities with various experiences and we want to have people come in and teach different skills. Every community at every library branch is going to play a big role in this year's program. Library staff has been out speaking with members of the community and we are calling them sidekicks because every hero needs a sidekick. Members of the community will present programs for us and we will do things with them as well. One big change this year is FCPL has a new software system and it is going to let the people that participate in the program build really fun superheroes on line. As a person goes in and logs their reading time or they accomplish various challenges and missions, they get more pieces towards their superhero and create their own superhero from many different parts. It is limitless and up to their imagination. Games are really big with children, teens and adults so we are thinking that this will be a good draw for people. This is very different than past summer reading programs. Now we have an interactive element.

Ms. Vogel added that this year we will be able to give people points for attending a show at The Weinberg Center, or playing together at the park, or learning at The Nature Center. These points will be in addition to the traditional reading points that they would normally get. Another example would be if a person would visit a number of businesses throughout the County, many of the businesses will have a summer reading sign and that is a bonus for FCPL because more people will see the summer reading sign in their window and it is a bonus for the individuals because on each sign there will be a code that they can enter on their summer reading site. This is an effort to get people out into the community and participate in Summer of Wonder. Ms. Vogel also announced that this year's program is mobile-friendly. It is not an app but the site will work on any mobile device.

Ms. Long noted that although there are a lot of changes coming to this year's program, there are still some things that are staying the same such as: 1) passports; 2) game boards for the little guys; 3) books for finishers; 4) reading all summer long; and 5) performers/programs. In addition, we will still have awesome prizes. This year's grand prize is based on what is in our backyard. We will be giving away three Grand Prizes – one to the adult age group, the teens and the kids. The Grand Prize will be a camping trip to Cunningham Falls. FCPL has partnered with Cunningham Falls and they are providing passes and winners will receive a 4-pack of camping supplies (tent, sleeping bags, etc.).

Ms. Vogel thanked the sponsors for this year's summer reading program. FCPL is incredibly lucky to continue our relationship with Westview Promenade. They started working with FCPL a few years ago and they are fabulous. Westview Promenade provides the money, space and activities while library staff read stories and 600 people attend. This has been a wonderful way for us to get to a different location since we don't have a library location in that area. Friends of

the Library are very generous. Each branch has contributed a significant amount of funding towards the summer reading program. The Frederick News-Post continues to sponsor the summer reading program and provides us with advertisements within the newspaper and this gives us visibility. This program is not funded by County money. Without our outside funders, FCPL would not have a summer reading program. She noted that so far the response from the community has been terrific. FCPL is the first library in Maryland to be doing this sort of program so the entire State of Maryland is watching FCPL to see how this goes. This year's summer reading program begins on May 1, 2015.

Ms. Smith wished everyone luck on this year's program and looks forward to hearing more about it in the fall.

d. Advanced STEM Programs: R. Goetz, Children's Supervisor at the Brunswick Library, and M. Minsker, Children's Supervisor at the Urbana Regional Library, provided an overview of STEM programming at FCPL. Ms. Goetz stated that in December, 2014, several libraries participated in the Hour of Code. It is an organization that has a website (www.code.org) that offered beginning coding for kids. It was a global initiative as they tried to get as many children of all ages involved in learning about coding. They used very popular characters and games as their basis for children to learn how to create codes, loops, and lots of other things about coding. Ms. Goetz noted that between January 1st and May 31st in all of our eight branches, we have 370 STEM programs planned for children of all ages.

Ms. Minsker stated that the STEM Curiosity Academy is a two-week program (10 days) for children who are about to enter kindergarten. This event is through a relationship FCPL has with Hood College that teaches children the basics of engineering and understanding what it means to be an engineer. The first FCPL Stem Curiosity Academy happened at the C. Burr Artz Library. Children entering kindergarten next Fall were participants and FCPL staff worked with students from Hood College. The second FCPL Stem Curiosity Academy just ended at the Urbana Regional Library. This event was fully staffed by FCPL. All the children wore a child-sized lab coat and hard hats. These children learned amazing things. Ms. Minsker was incredibly impressed by the children's ability to absorb vocabulary. When a staff member from the Urbana Regional Library asked the children what kind of energy they were witnessing when a balloon ran up a line, they all shouted "kinetic". It is incredible and amazing as to what the children learn in a short amount of time.

Think With Bink is a program FCPL has offered for a little over a year now. This program is through a partnership with the Ft. Detrick Alliance. They supply FCPL with local experts from different fields of science.

Ms. Minsker also noted that at an earlier meeting, she spoke to everyone about a Pop-Up STEM Lab at the Urbana Regional Library. She added that this started in January and since that time 250 children have participated. She displayed some photos of cup sculptures made by the children.

Ms. Goetz noted that another program that FCPL has been doing is called Robots. She displayed a Lego Mindstorm Robot. She displayed a photo of a teen at the Walkersville Library who built

a robot. The robots can be built and programmed to do certain things. She added that at the Middletown Library, a husband of one of our staff, has been doing a program where he brings animals to the library for the kids to experience. He also brought the 4-H Robotics Team to the Middletown Library and they will also be visiting all of the libraries during the summer so we can bring advanced robotic skills to the kids as well.

Future Makers is a company based in Baltimore. Last summer they did programs at all our libraries and they will be returning this summer. The kids design a robot, build a robot and test the robot. This is a very fun and popular program.

M. Minsker noted that the STEM Lab at the C. Burr Artz Library is about to celebrate its one-year anniversary. Even though it is in a very small space, it receives an average of over 300 visitors a month. She noted that in June, 2015 the STEM Labs will be expanded to three more library branches within the County. The STEM Lab that started at CBA has grown and expanded to a whole system of programming. Ms. Minsker advised that there is a 3-D Printer in the STEM Lab at the C. Burr Artz Library and FCPL recently won a grant to get four additional 3-D printers for the library system. Those printers will be shipped out to the various library branches to populate STEM labs.

T. Kutz inquired whether there is a breakdown for the expense of the STEM Lab. Ms. Long stated that when the STEM Lab was started, we began with \$4,500 and with the new STEM Labs \$5,000 has been set aside for each STEM Lab. Ms. Goetz also noted that we use existing resources/supplies that we already have for the STEM Labs.

Ms. Goetz stated that STEM Labs will be opening at Brunswick, Thurmont and Urbana Libraries in June, 2015. The 3-D printers that were won through the grant will be sent out to these libraries for use by their STEM Labs. There will also be traveling STEM Labs to the various other branches as well.

Ms. Goetz further noted that FCPL has some new partnerships for the STEM Labs. We recently purchased some Code in the Libraries kits for children/teens. This year we have a Science in the Summer program at Urbana and Brunswick Libraries and a science teacher will present some science programs for elementary school-aged children.

Ms. Greenway stated how extraordinary this is. There is legislation going through Annapolis right now to create a higher learning situation for STEM in Frederick. There are 80 different bio-tech companies in and around Frederick. These companies stay in communities for a cycle of ten years and see if the community is living up to their needs. Having STEM education programs is very important to them. She noted that she is so thrilled that FCPL is moving in this direction. It is huge for Frederick.

e. Bibliotheca: J. Kelly, Associate Director/Operations, provided an overview of Bibliotheca. This is one of FCPL's newest pieces of technology. Mr. Kelly displayed a photo of the Bibliotheca system in the Children's Department at the C. Burr Artz Library. This system not only secures and distributes DVDs but serves as a self-check. A patron can now obtain their DVD from the Bibliotheca system and can also check out any books they may want to check out.

This unit replaces the old unit, Lock-a-Shelf. These units are now at the C. Burr Artz Library as well as at the regional libraries. DVDs available through Bibliotheca at the C. Burr Artz Library in the adult area are new adult feature films and TV series. In the Children's Department at CBA we have children feature films. At the Thurmont Library Bibliotheca is used to house adult and children feature films. And, at the Urbana Regional Library, there are two towers for the adult feature films. The system is very easy to use (3 steps): 1) scan library card; 2) scan the barcode on the DVD case; and 3) the DVD will then be disbursed from the tower. At that point the patron puts the DVD in its case and the check-out slip is printed and the patron is on their way.

C. Smith stated that she thought the Lock-a-Shelf system was intimidating and never used it but she will give this a try. Mr. Kelly stated that customers seem to really like this new system. Staff is getting used to it as well. Everyone seems to like this system much more than Lock-a-Shelf.

T. Kutz inquired whether there is any other vendor other than Bibliotheca that supplies this type of system. Mr. Kelly stated that the Lock-a-Shelf company went away so we were looking for another vendor and Bibliotheca serves a lot of libraries. Mr. Batson added that Carroll County has used this system for 4 – 5 years and there are not a lot of systems like this on the market.

Mr. Kutz further inquired where the Bibliotheca system is made. Mr. Batson stated that he honestly does not know and Mr. Kelly said he would try to find out.

Ms. Kiser inquired about staffing time for Bibliotheca compared to Lock-A-Shelf and wondered if it was equivalent. Mr. Kelly stated that it takes less time for staff. We are looking to see if there is a way to streamline but as of right now, the DVDs are loaded in the morning by staff and customers have access to them as soon as we open.

Ms. Manny asked if this system is a space-saver. Mr. Kelly noted that each tower holds 500 DVDs but we still have to have shelf space for the empty containers that patrons retrieve in order to check out DVDs.

BOARD QUESTIONS AND COMMENTS: T. Chmelik stated that in the proposed budget submitted by FCPL he noted that FCPL is considering re-branding or doing a new logo for the library. He added that the reason he brought this up is in lieu of the wonderful things staff is doing, if that money would be better spent on STEM programs. Changing a logo involves new letterhead, etc. and he inquired whether the Board would consider maybe reallocating those funds. Mr. Batson noted that FCPL does not keep large stockpiles of letterhead on hand because it is not cost effective. Our last branding was done in approximately 2001-2002. The purpose of re-branding or a new logo would be to raise the profile to be more current. Right now the symbol of the library is a man holding a book. It is a dated symbol. It was very effective and timely when it was put out there but we are trying to keep a more current branding so when people see library literature/material, they are not thinking of someone reading a book but they are thinking of the newer wave of technology in which information is provided. Mr. Batson noted that our budget is tight and we will be very frugal with what we do but we think to be effective and interact with our community, we need to make a few changes to the current letterhead. Mr. Chmelik stated that Mr. Batson's explanation makes a lot of sense and thanked Mr. Batson.

OTHER CITIZEN REMARKS: None.

The next meeting will be held on Wednesday, May 13, 2015 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

G. Laugelli made a motion to adjourn the meeting; seconded by S. Manny. No Discussion.
VOTE: Unanimous.

The meeting adjourned at 8:35 p.m.

Cheryl Smith, Chair
Frederick County Public Libraries Board of Trustees