

**FREDERICK COUNTY PUBLIC LIBRARIES BOARD OF TRUSTEES  
MINUTES OF MEETING  
OCTOBER 3, 2018**

The Frederick County Public Libraries Board of Trustees Meeting convened at 7:00 p.m. on October 3, 2018 at the C. Burr Artz Library, Frederick, Maryland.

**BOARD MEMBERS PRESENT:** C. Greenway, G. Laugelli, S. Manny, M. O’Leary, and C. Smith.

**BOARD MEMBERS ABSENT:** K. Kane, D. Kiser, and Council Member Liaison, T. Chmelik.

**STAFF PRESENT:** J. Kelly, Director; S. McDuff, Associate Director; C. Hall, Associate Director; S. Lauchner, Coordinator/Library Collections; J. Vogel, Youth Services Coordinator; J. El-Zeftawy, Development Officer; K. Martinez, Communications Manager; B. McDermott, Finance/Office Manager; J. Marshall, Systems Manager; B. Heltebridle, Acting Branch Administrator – C. Burr Artz Library; R. Frecker, Branch Administrator – Walkersville Library; T. Lebherz, Interim Branch Administrator – Urbana Regional Library and Point of Rocks Library; A. Whitney, Branch Administrator – Thurmont Regional Library; B. Bradley, Branch Administrator – Middletown Library; N. Keppler, Acting Branch Administrator – Brunswick Library; D. Buker, Virtual Branch Administrator; H. Cobb, Supervisor - Children’s Services – Urbana Regional Library; and L. Tibbs, Recording Secretary.

**CITIZEN REMARKS:** None.

**APPROVAL OF MINUTES:** C. Smith made a motion to approve the Minutes from September 5, 2018; seconded by S. Manny. No further discussion. VOTE: Unanimous.

**CHAIR’S REPORT:** Mr. Laugelli noted that he will be the Acting Chair for tonight’s meeting. Thereafter, Mr. Laugelli welcomed Mick O’Leary to the FCPL Board of Trustees. He noted that Mr. O’Leary was the head of the Frederick Community College Library for a couple of decades so he brings a lot of experience to the Board as well as some fresh insight. Mr. Laugelli noted that the willingness for people to volunteer for this Board and other Boards is really a critical part of what goes on in the County and we appreciate anyone who is willing to serve on the FCPL Board of Trustees or any other Board. He noted that we couldn’t do the business that we do without people from the community who are willing to step up and serve. Everyone on the Board is a volunteer and it entails a commitment. Again, he noted that for everyone that serves on a Board, it is very much appreciated.

Mr. O’Leary stated that when he interviewed with the committee, he noted that libraries are profoundly important to our society. He added that he has been using the Frederick County Public Libraries system since 1976 and it is a wonderful system. He further added that he appreciates the opportunity to help do whatever he can to help keep the library system that way.

## **DIRECTOR'S REPORT:**

**a. FCPL – Update:** Mr. Kelly extended his own welcome, and on behalf of the staff at FCPL, to Mick O’Leary, our newest Board Member. The Board’s nomination of Mr. O’Leary was approved by the County just yesterday so we are very excited that Mr. O’Leary was able to join us this quickly for a Board meeting.

Thereafter, Mr. Kelly reviewed statistics for August, 2018. He noted that the August statistics were very strong. Circulation was up 15%. The digital content (eBooks, audiobooks, magazines, streaming music and video) remain increasingly popular with our customers. He noted that staff will continue to track that trend. He added that although the statistics only reflect the first two months of the fiscal year, it is worth noting that digital content currently accounts for 25% of FCPL’s total circulation for the year. After an informal polling of staff that have been here for quite a while, we feel this is a high water mark for us. We have never had a quarter of the total circulation be digital. He further noted that the door count was up 30% in August and customer registrations were up 11% as well. He added that a number of large end-of-summer initiatives were likely contributing factors in the rise of both the door count and customer registrations. Mr. Kelly further advised that program numbers were also up in August. This includes the total number of programs as well as attendee figures.

Mr. Kelly thereafter provided an update about Inter-Library loan numbers. He noted that at last month’s meeting he mentioned that the July Inter-Library loan numbers were down because ILL was temporarily unavailable as we completed a database clean-up. Mr. Kelly advised that the project has been completed and noted that the August numbers have bounced back. In fact, inter-library loan numbers nearly doubled for August because customers can now find items more easily in the catalog as a result of the database project in July.

The Student Success Card Program was thereafter reviewed by Mr. Kelly. He noted that this initiative gave every FCPS student access to library materials using their student ID number. In addition to positive media coverage, we have received great feedback from the community via social media. He thereafter shared a tweet from a teacher at Oakdale High School –

*“For the past two weeks, I have been helping students put books on hold, check out e-Audiobooks, and easily download the Recorded Books app to their smartphones with their student success cards. This partnership has made us very happy.”*

Mr. Kelly thereafter reviewed the One Maryland One Book initiative. Every year FCPL participates in One Maryland One Book. This program unites Marylanders of diverse backgrounds through the shared experience of reading the same book. This year’s theme was “justice” and the book selection was “Bloodsworth: The True Story of the First Death Row Inmate Exonerated by DNA Evidence”. On Monday, October 1, 2018, Mr. Kelly noted that we were honored to hear from the author, Tim Junkin. His lecture was co-sponsored by FCPL, FCC and Maryland Humanities. The event was held in the auditorium at FCC. The turn-out for the program was great. Mr. Kelly thanked Candy Greenway, Suzy Manny, and Mick O’Leary, who

were in attendance at the program. Mr. Kelly also thanked FCPL staff members, Melissa VanSchaik and Marian Currens, who coordinated this event. He further added that FCPL branches have been hosting a number of programs this past quarter around the theme of justice.

A few other highlights about upcoming events were noted by Mr. Kelly. On Saturday, October 6, 2018, FCPL and the C. Burr Artz Trust will be the sponsors for First Saturday. FCPL will be hosting activities for all ages at locations around the downtown area throughout the day including pumpkin painting, illusionists and film screenings.

Mr. Kelly advised that the Citizens for Maryland Libraries Annual Trustees Meeting will be held on Saturday, November 3, 2018. The meeting will be held at Prince George's County's completely renovated New Carrollton Branch. This annual event is sponsored by the Maryland State Library. This meeting provides an opportunity for library board members and administrators from around the state to connect. The keynote speaker will be Miguel Figueroa from the American Library Association's Center for the Future of Libraries. He will consider the trends and changes happening in the larger world and discuss ways that libraries can innovate. Mr. Kelly advised that if any member of the FCPL Board of Trustees wishes to attend the Citizens for Maryland Libraries Annual Trustees Meeting, please contact Linda Tibbs and we will arrange your registration. He added that Catie Hall, Associate Director for Support Services, will be attending on behalf of FCPL library administration.

Thereafter, Mr. Kelly advised that FCPL will be receiving a substantial charitable contribution from the Estate of Ms. Joyce Routzahn. Ms. Routzahn was a citizen of Middletown and 88 years old when she passed away in June, 2018. She was an elementary school teacher for over 20 years and she devoted her life to literacy, education and helping others. In her retirement, she was a literacy tutor and had a gift for working with developmentally disabled people. Ms. Routzahn was an avid reader and literacy advocate. In 2015, she called FCPL and asked that a \$1.50 fine be waived because she couldn't get her books in on time because she was hospitalized. Mr. Kelly noted that, of course, FCPL waived the \$1.50 fine. And, just three years later, she would name FCPL as a beneficiary for her estate. Her charitable gift is a testament to her life's work and a reminder of our team's commitment to excellent customer service and that kindness is one of FCPL's core values. Ms. Routzahn will be added to the Library Legacy Society which recognizes generous donors who have made planned gifts to benefit the library. Mr. Kelly noted that, while we are sad to hear of Ms. Routzahn's passing, we are grateful for her generosity that will have a lasting impact for the library and the people we serve.

Ms. Greenway inquired if someone would leave a legacy to the library, are the funds restricted as to their use. She further inquired that if she would want to leave funds just for children's programming, can that be done. Mr. Kelly stated that a stipulation regarding restrictions can be made. Ms. Greenway inquired whether Ms. Routzahn's funds were restricted. Mr. Kelly advised that the funds received from Ms. Routzahn are unrestricted. Mr. Kelly noted that Ms. Routzahn's funds will be invested until we find an opportunity to honor her legacy.

Mr. O'Leary inquired whether the statistic for e-content (learn and download) that reflects 23%,

represents both the learn/download component or just the download component. Mr. Kelly advised that the figure of 23% includes both downloads and database usage.

**b. CIP/Budget – Update:** Mr. Kelly noted that S. McDuff will be providing a construction update on the new Myersville Library later in the meeting.

He further added that at the last meeting, he noted that the Maryland State Library was making grant funds available to pay for master facilities plans. He noted that if FCPL would be awarded that grant, it would not only provide an assessment of existing facilities but it would increase our chances of receiving library capital grant funds from the state on future construction projects. He advised that the grant application was completed and submitted to the state library about two weeks ago. He added that we should hear the status of the application later this month.

### **NEW BUSINESS:**

**a. Financial Report:** Ms. McDermott reviewed financial information through August 31, 2018. The revenue through August was at 2%. The expenditures were at 10%. She noted that \$755,808 was awarded in grants. FCPL submitted grants in the amount of \$31,100 as of the end of August. Donations for the month of August were \$7,081. Other endowment account revenue amounted to \$74,309. This gives FCPL a total of \$837,199 in revenue for the month of August, 2018.

Ms. Smith inquired as to what is the Cake Pan Grant. T. Leberz advised that it was a grant that was submitted to Better World Books with the request to create and circulate a cake pan collection. She further advised, however, that FCPL did not receive this grant.

**b. Construction Update:** Ms. McDuff provided an update on the Myersville Library construction project. She noted that although her report may be somewhat repetitive from last month, she wanted to provide our new board member and our viewers with some of the same information she provided last month. Thereafter she provided a rendering of the Myersville Community Library. The groundbreaking took place on July 30<sup>th</sup> in the pouring rain. There is a 10-month construction plan and we anticipate opening the library in late summer of 2019 barring any delays. She thereafter displayed some photos of the construction area. She cautioned everyone that the construction site is quite wet from the numerous rainy days we have had recently and noted that although we are still on track for construction completion, the weather is starting to play a role. There has been a lot of mud and puddles at the construction site and a small sinkhole that was repaired quickly but nothing that has been too upsetting due to the amount of rain that has been received lately. She just wanted to caution everyone that weather does play a huge role in whether or not construction projects are completed by the target date. She noted that FCPL did submit its first reimbursement request to the state for the capital grant that was listed in the financial data and it brings it to reality when you receive money back from the state for the project.

Ms. Manny inquired as to what is the expected completion date for the Myersville Library as of

right now. Ms. McDuff stated that construction completion is scheduled for June 1, 2019 per the contract but that is barring any significant delays. She noted that after construction is completed and the building is handed over to the County, there is a huge process that we go through to get it ready for opening day. This process takes many weeks from the time the building is handed over to the County and this is the reason we are saying late summer.

**c. Summer Challenge Update:** Janet Vogel provided an update on Summer Challenge. This year's theme was Radio Frederick. FCPL took the nationwide theme of music and customized it for Frederick County. We have never done that before and we had a lot of fun reading books, exploring our community, and listening to live music including Laurie Berkner, a children's musician, who filled The Weinberg Center on an extremely rainy day. Most importantly, she noted that FCPL saw big increases this year. For the last three years we have had pretty significant increases and have surpassed 10,000 participants in our summer reading program. She noted that since we have revamped the program, we have had great success with the program. She displayed a graph reflecting the numbers for the last three years. She added that we were able to bump back up the adult participation in the summer challenge this year. She noted that children from kindergarten to grade five make up the most participants and this is always true for libraries across the country. She further noted for those out there in TV land, you don't have to know how to read in order to participate in the Summer Challenge. Staff receives that question a lot and she noted that as long as someone is reading to you, then that counts. It is always a lot of fun when we see families reading together and participating in the Summer Challenge.

Thereafter, Ms. Vogel noted that 4,070 (33%) individuals completed the program. She added that although that may seem low, when compared to statistics from across the state, 33% is about average for completers. Sometimes there are additional individuals that complete the program but they just didn't tell us that they finished. Ms. Vogel noted that there were 53,877 hours of reading logged.

Ms. Vogel shared a video that highlighted statistics, programs and sponsors/donors of the Summer Challenge program. She pointed out that FCPL could not do this program without the support of the community. This program is funded by our sponsors/donors. All of the prizes (rafting trips, tickets to Keys baseball games, wine tastings, etc.) are provided by local businesses. She further thanked our community partners who displayed posters about the Summer Challenge program as well as hosted programs at their businesses throughout the summer. Staff submit suggestions to Jess El-Zeftawy for corporate donors. Ms. Vogel thanked all of the corporate donors and community partners for making this year's Summer Challenge a success.

Mr. O'Leary noted that the list of donors/contributors is a very large list. Ms. Vogel stated that we are very thankful for the community support that we receive for this program. Ms. Vogel added that Jess El-Zeftawy is amazing in securing corporate donors but noted that it also has a lot to do with how much the community supports what FCPL does and how important reading and literacy are to them in making sure our children/teens are life-long learners. Mr. O'Leary asked

if library staff are involved in identifying, recruiting and connecting with the donors/sponsors. Ms. Vogel replied that staff are asked who they have worked with that have been particularly interested in supporting libraries or if there is someplace they may like to go that families may want to visit and then we reach out to them. Letters are sent out to possible sponsors/donors and we get a lot of things in return and are very appreciative of that. Mr. O'Leary inquired as to how many sponsors/donors FCPL had for this program. Ms. Vogel noted that there were 57 corporate donors and 115 partners.

Mr. Laugelli noted that it is amazing how much of what goes on in the library is handled and funded by outside people/organizations. He also noted that the number of volunteers involved in this program is equally significant. He added that there is a lot of community effort involved in these programs and it makes a lot of the extras that you see in our libraries possible.

Ms. Greenway inquired whether an adult has to have a kid to participate in the Summer Challenge program. Ms. Vogel noted you do not have to have children to participate in the program. She noted that she and her husband do not have children and her husband participates on his own. He loves to read so he logs his minutes. He does not want any prizes but participates by logging his reading minutes. An adult can participate by attending programs or other activities in the community. She noted that we are always very happy when adults participate even if they don't have children.

**d. Urbana's Discover and Explore Series:** Hannah Cobb provided an overview of Urbana's Discover and Explore Series. Ms. Cobb stated that for the last three years Urbana Library has worked with community partners to offer an exciting series of programs that we call Discover and Explore. These programs provide a secular, informative, and fun way for children and their families to learn about holidays and cultural traditions from around the world. Library staff work very closely with a number of partner organizations to insure that these programs are portrayed accurately and culturally sensitive. The goal in offering these programs is to insure everyone in our community feels welcome at the library which should be a place for connection for people from the many diverse cultures that Urbana represents. The programs also offer an educational experience for all of our library users.

She noted that over the past three years, staff has worked with four community organizations and together we have discovered and explored the:

1. Lunar New Year with the Asian-American Center of Frederick,
2. Purim, with our newest partner – the Congregation of Or Chadash
3. Diwali, in partnership with the Indian Association of Frederick
4. Eid-al-Fitr, in partnership with the Islamic Society of Frederick

Ms. Cobb noted that when patrons arrive, they are invited to take a passport to each event which lists the activities, games, presentations and other fun experiences that will be happening during the event. As customers visit each of the stations/activities, they are encouraged to collect a stamp for each activity they attend and then they turn in their passport at the end of the program

for a chance to win a fun prize.

She added that the programs have a wide range of experiences including guest speakers, crafts/games/activities from around-the-world, and, of course, a lot of traditional music and dance from around-the-world as well.

Ms. Cobb shared a video that one of our customers provided to us of the Lunar New Year celebration in 2016.

She noted that program attendance has been excellent for this program series which reflects the enthusiasm our community has for these events. The highest attendance was 1,000 attendees at the 2018 Lunar New Year celebration in partnership with the Asian-American Center of Frederick. Aside from the sheer numbers, we have seen a special connection with our community during these events. Many families have visited the Urbana Regional Library for the first time to enjoy the festivities and ended up getting library cards the same day which is very exciting. Ms. Cobb noted that her personal favorite part of hosting these programs is seeing how excited our local families are to find their own cultures and traditions reflected in their community library.

Ms. Cobb advised that the next Discover and Explore event will be Diwali – in partnership with the Indian Association of Frederick. The event will be held on Sunday, November 4, 2018. She further advised that on Sunday, February 10, 2019, another Lunar New Year celebration will be held in partnership with the Asian-American Center of Frederick. She invited everyone to attend a Discover and Explore event.

Mr. Laugelli stated that 1,000 attendees at a program is pretty impressive. Mr. Laugelli inquired whether these events occur on a quarterly basis. Ms. Cobb stated that typically the programs are one each quarter on a Sunday afternoon.

Ms. Manny inquired as to when the programs first started at the library. Ms. Cobb stated that she believes the first event took place in 2016. Ms. Cobb further noted that gradually we have added more community partners to expand the program series as we move forward.

**e. New Children's Materials:** Sharon Lauchner noted that she is excited to provide information on three new services that FCPL is offering. Staff is always evaluating new services, technology changes, different formats, etc. in order to offer new services to meet the needs of the community. Thereafter she reviewed the three new services.

Kanopy Kids – Ms. Lauchner stated that about a year ago, FCPL started offering Kanopy which is a video streaming service. Kanopy's content is geared more to adults. She noted that last spring, Kanopy started offering content that was geared to children, in particular. Kanopy is set up like Netflix and is super easy to use. The items are always available. There is not a waitlist. Kanopy works on all devices. Kanopy Kids includes all kinds of children's favorites.

Launchpad Videos – Ms. Lauchner noted that these videos are so new they are not even on the shelf yet. She displayed the device and case to members of the FCPL Board of Trustees. She noted that FCPL has had Launchpad for a number of years and they had apps on them for children. Launchpad Videos is the same type of device but instead of apps, it will have videos on them. With Launchpad Videos you do not need WiFi – it is a stand-alone device. All the videos are for children. Parents appreciate the fact that the content is of quality for their children.

VOX Read-Alongs: FCPL has had these for a very short period of time. She displayed a sample of the product and noted that they are self-contained. Ms. Lauchner noted that FCPL has had read-alongs with a book and an accompanying CD for many, many years and FCPL will continue to offer those. She noted that what we are finding is that more and more of the public does not have CD players. FCPL wants to continue to be able to offer this read-along experience. It is such a good quality tool for literacy. It gives that visual experience for children so that they can hear the words as they are reading the words. This is a great option for those that don't have a CD player. This product has proven to be very popular and we are adding new content every month. The read-along products include both fiction and non-fiction.

Ms. Greenway inquired whether these new products are in a separate area in the children's department. Ms. Lauchner noted that they are shelved with the picture books.

Ms. Greenway further inquired as to how large the collection is at this time. Ms. Lauchner stated that FCPL has several hundred at this point. She noted that they are checked out a lot so when a patron goes to the shelf, they may not see that many but you can place holds on the items as well. In addition, she noted that each month FCPL is continuing to add to the collection.

Ms. Greenway asked if the check-out period is the same for these materials as any other books. Ms. Lauchner advised that the check-out period is for three weeks and they can be renewed as long as there are no holds on the item.

Mr. O'Leary inquired if these items are available at all of the library branches or just at the C. Burr Artz Library. Ms. Lauchner advised that these items are available at all library branches.

Ms. Smith inquired how the read-along items are powered. Ms. Lauchner noted that the devices need to be charged every so often (approximately after every 100 uses). She further advised that the chargers are not sent home with the patrons because the charge lasts a long time. She added that it is her understanding that branch staff charge these items when they are returned so when a patron checks out the materials, they are fully charged and ready to go.

Ms. Greenway asked Ms. Lauchner to give an example of the type of content that is on the Launchpad Videos. Ms. Lauchner stated that a lot of the videos are Sesame Street videos as well as some movies and short TV clips. Ms. Vogel added that a lot of them contain themes such as math, science, etc.

Mr. Laugelli noted that the target age group is pretty young for these items. Ms. Lauchner noted



that there is an age range for all of the new products. They are mainly geared to the younger children but with the regular Launchpad Videos they have different age groups such as Pre-K, Grades 1 – 3, and some for the older children. Parents particularly want content that has been curated so they can be assured the videos are quality videos and appreciate the fact that these are stand-alone devices and their children do not have to use the Internet.

Mr. Laugelli inquired as to the best way for people to keep up with all the new products and materials. Ms. Lauchner invited everyone to come to the library and speak to staff. Ms. Lauchner also noted that whenever FCPL has new services/products, information is posted on FCPL's website and on social media. FCPL is here to meet the demands of our patrons and what they are asking for.

Ms. Greenway inquired whether the VOX products have a volume control and a stop/start control button. Ms. Lauchner stated that they do have a volume control as well as a pause button.

Ms. Manny inquired whether the products take a standard charger in the event someone is at their home and they want to renew the product and need to charge the item from home. Ms. Lauchner stated that she is confident that when patrons take the items home they are fully charged and patrons will not need to be concerned about charging the item. Staff is making an effort to make sure the item is ready to go and fully charged. The items hold their charge for quite a while. Ms. Lauchner noted that the company that we work with gears the items for libraries so they know our needs. They have continued to improve the item based on our feedback to make the item sturdier and have a long lasting charge.

Mr. Laugelli noted that everyone should come into the library and see what is going on because there is always something new.

**BOARD QUESTIONS AND COMMENTS:** None.

**OTHER CITIZEN REMARKS:** None.

The next meeting will be held on Wednesday, November 7, 2018 at 7:00 p.m. at the C. Burr Artz Library – 110 E. Patrick Street, Frederick, MD.

C. Greenway made a motion to adjourn the meeting; seconded by M. O'Leary. No further discussion. VOTE: Unanimous.

The meeting adjourned at 7:45 p.m.

  
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Debbie Kiser, Vice-Chair  
Frederick County Public Libraries Board of Trustees