

# PELLA PUBLIC LIBRARY

Board of Trustees Meeting

December 8, 2015

**I. Call To Order:** President Rebecca Manifold called the meeting to order at 3:59 p.m. Board members present were: Alli Bogaard, Kenny Nedder, Praveen Mohan (4:15), Jane Koogler, and Mary Barnes. John Evenhouse was excused. Library Director Wendy Street was present.

**II. Recognition of Visitors and Visitor Comments:** Nicole Presley, Pella Chronicle reporter

**III. Approval of Agenda:** There were no changes to the agenda. The agenda stood as approved.

**IV. Disposition of Minutes:** All Board members received the November minutes prior to the meeting. Jane moved to approve the minutes. Mary seconded the motion. The minutes were unanimously approved.

**V. Approval of Bills:** All Board members received the December list of bills prior to the meeting. The Board discussed the annual expense most of our magazine and newspaper subscriptions in the amount of \$7,020.41. This is an annual expense that includes almost all of our periodical subscriptions, including some that are quite expensive such as ValueLine Investment at around \$800-\$900 annually, and the Sunday edition of the NY Times. The Board discussed the service call from Gritters Electric. The library is in the process of trying out different types of LED bulbs as replacements since many of our current bulbs are dimming or burned out. In order to try out the latest one, a ballast needed to be by-passed and an electrician was required for the job. The board discussed the annual HeritageQuest database charge (\$940). Alli moved to approve the bills. Mary seconded the motion. The bills were unanimously approved.

**VI. Unfinished Business:** None

**VII. New Business:**

FY 16/17 Budget: Wendy provided the board with an overview of her proposed budget for FY 16/17, including the following assumptions:

1. We will ask the Friends to pay half the cost of hoopla (\$3,000). Total cost is \$6000 per year. Our plan is to step this out over the next few years to where Hoopla is in our general budget.
2. Building maintenance projects should be CIP rather than supplemental requests.
3. We will continue to use our state funding to pay for Syndetics (cover art and reviews) and Envisionware (computer reservations and print control) as we have in the past. We will also use state funding to pay for the new internet content filter. These costs we would also like to eventually move to the general budget.
4. If necessary, we will use state funding to pay for part of the cost of EBSCO EDS (the part of our new catalog that integrates magazine articles, and any other unbudgeted expenses associated with our new Integrated Library System. The first year this is in our budget with the amendment for the whole new system. Each year it will increase during the seven year contract.

## Revenue

Decreased our projected Fines & Fees (all monies from printing, copies, fines, lost/damaged materials) revenue by \$1,650. Last year's total was \$20,680 and we are currently running behind last year's income. In addition, the city has decided to absorb the costs associated with credit card payments, which will further reduce our fine income. Once we start accepting fine payments via credit card, the credit card company takes a "cut" of each transaction. We will not accept credit card payment for anything less than \$10.

## Personnel

The changes in the salaries line items reflect expected Cost of Living increases, merit increases, and increases in taxes and IPERS for our existing staff. There are no increases in hours or number of staff. City Hall provides the numbers for health/dental insurance and Worker's Compensation.

## Increases

Increases in the following line items:

- Telecommunications Expense (6373): \$220 to offset the planned reduction of e-rate funding (there will no longer be an e-rate refund for telephone service).
- Water (6374) and Wastewater (6375): \$40 each to cover planned rate increases
- Rents & Leases-Equipment (6418): \$130 to cover increased copier costs (the color copier is more expensive).
- Technology Services (6422): \$524 for EBSCO EDS or other expenses associated with the move to SirsiDynix.
- Print subscriptions (6537): \$500 to cover increased subscription costs. We will overspend this line item this year.

## Decreases

None.

## Gift/Memorial Fund

- Increased the expected state grant revenue (4440) to \$14,000. It has been over \$14,000 for the past three years.
- Since we spend the majority of our state funds from the Technology Services (6422) line item, that line was increased proportionally.
- Increased the Miscellaneous AV (6529) by \$1,500 for hoopla.

## Supplemental Requests

Supplemental Requests are submitted when we expect expenses that will exceed our target number. One supplemental request which we discussed at our November meeting:

- \$2,300 for a washer/dryer unit. This includes plumbing and electrical work needed for the installation (in the basement).

## Capital Improvements Projects

We have five CIP projects proposed:

- Replacing the carpet in the Story time room in 2016/17. This CIP project was approved last year.
- Replacing the carpet and wall paper in the Meeting Room in 2017/18. This is a new CIP request. I don't have a complete quote for this yet, so the \$3,000 is an estimate which I will update before I turn the budget in to City Hall. The plan is to remove the current wall paper and paint the walls, however if the wall is damaged underneath we may need to put up new wall paper.
- An architect to evaluate our building needs and design a remodel or mezzanine addition in 2018/19. This is a goal on our 5 year plan. This project was approved last year. There are some discussions happening within the city administration on a bond referendum being proposed for a remodel of the Community Center. We may be included in this for our upcoming remodel. If that occurs, we will move forward with the architect earlier via a budget

amendment. At that time we would mostly likely include new chairs and the RFID project (see next two bullets).

- Replacing the upholstered chairs (16-20) in the public areas of the library in 2019/20. This is a new CIP request. This is an estimate for replacing the chairs with something similar to what we currently have.
- RFID conversion in 2020/21. This is a new CIP request. This would be converting from our current electro-magnetic system to RFID. You have to put a tag in each piece of our entire collection. The cost of the tags had dropped considerably to \$0.25/tag. If we make this conversion, we would also have to update or replace our security gates, check out stations, self-check machine. This system would be more accurate and use updated technology. Many other libraries similar in size or circulation are already using this system.

### Timeline

Budget proposals are due to City Hall by Dec. 21. Wendy will meet with the City Manager and City Finance Director on January 6. The Budget presentations to Council are scheduled for February 8 and 9.

Rebecca moved to approve the proposed budget, Jane seconded. The motion carried.

### **VIII. President's Report and Announcements:** None

### **IX. Director's Report:**

#### A. Integrated Library System progress report

Training completed in November: Administration, Enterprise (OPAC), Serials, and Acquisitions. In December, we will start testing our data and setting up how the catalog will look to the public. December 11 the Library is closed for staff training. Some trainings will be held in small groups and others will be self-guided. They will be working on circulation in the morning and catalog in the afternoon. The Friends of the Library are providing lunch. We currently have a test site of our data that the Board will see in January. Everything is going very well. Wendy plans to put up some signs during the transition for patrons as the process might be slower than normal.

#### B. Building & Grounds

- Work has started on the Quiet Room.
- We are still trying to find the best bulbs to put in the light fixtures in the great room. We have tested a couple of LED bulbs and have some more on order.
- The damaged fence has been removed from the parking lot.
- Ryan (City of Pella Maintenance) replaced the stained sections of carpet in the meeting room with spare carpet squares.
- During our staff in-service day (Dec. 11), we will have the carpet shampooed and the upholstered chairs cleaned.

#### C. Staff activities

Youth Services: In October and November, Katie offered a Book to Movie Club. The group read *The Borrowers* by Mary Norton and *Mrs. Frisby and the Rats of NIMH* by Robert C. O'Brien. Holiday Story Times will be held on December 15 and 16 at 10:30 a.m. and December 17 at 6:30 p.m.

Assistant Director: This month, Chris has focused heavily on training for the new SirsiDynix Symphony system. He started the process of re-writing procedures, set up and managed the circulation staff training, and worked to get the new software installed on staff computers.

Director: I attended all the SirsiDynix classes and planning sessions. I coordinated our staff training day, put together the budget, and submitted our application for state accreditation.

#### D. Upcoming events

- December 8 at 4:00 p.m.: Girls LEGO Club for girls in grades K and up. No sign up is needed.
- December 11: Library CLOSED for staff training.
- December 15 and 16 at 10:30 a.m.: Holiday Story Time. Join us for stories, songs and simple craft. All ages are welcome for this special Holiday Story Time.
- December 17 at 10:15 a.m.: Genealogy Club will meet in the Meeting Room.
- December 17 at 6:30 p.m.: Holiday Story Time. Join us for stories, songs and simple craft. All ages are welcome for this special Holiday Story Time.
- Drop In LEGO Club Dates
  - Thursday, December 3 from 4:00 to 5:00 p.m. for students in grades K and up.
  - Tuesday, December 8 from 6:00 to 7:00 p.m. for children of all ages with parent/caregiver.
  - Wednesday, December 16 from 2:30 to 3:30 p.m. for students in grades K and up.
- The Brown Bag Book Club does not meet in December.
- Winter Session of Story Time, Tot Time and Lap Sit will start the week of January 11, 2015

#### **X. Committee reports:** None

**XI. Adjournment:** Alli Bogaard will be absent at the next meeting. Praveen volunteered to take the minutes. The Board will vote on appreciation ideas to provide for the staff during the transition to the new system. President Rebecca Manifold adjourned the meeting at 5:03 p.m. The next regularly scheduled Board Meeting is scheduled for January 12, 2016 at 4 PM.