



Forsyth County Public Library Board of Trustees Minutes from March 21, 2016 Meeting

The Forsyth County Public Library Board of Trustees held its March meeting at the Cumming Library on March 21, 2016. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, and Kristin Morrissey; Tim Plotner joined the meeting by telephone. Also present were Anna Lyle (Director), Holly Barfield, Linda Kelly, Stephen Kight, and other staff members. Kayla Robins with the *Forsyth County News* was also present.

Mary Helen McGruder called the meeting to order.

Approval of January 19, 2016 Library Board meeting minutes

Motion was made by Bob Keller to approve the minutes of the January 19, 2016 meeting. Jean Bowline seconded the motion. The motion carried unanimously, with four Board members present and Mr. Plotner participating by teleconference.

Discussion of closing libraries for Staff Training Day

Anna Lyle, Director, explained that for the past several years the library's Staff Training Day had been held on Columbus Day, a date that library patrons might expect the library to be closed. In order to plan for the event well in advance, Board approval was requested to close the library annually on the Columbus Day holiday for Staff Training Day. (In the past, the decision has been made each year.)

Motion was made by Kristin Morrissey to close all library locations annually on Columbus Day, which is not a paid holiday, for Staff Training Day. Bob Keller seconded the motion. The motion carried unanimously, with four Board members present and Mr. Plotner participating by teleconference.

Discussion of uncollectable patron debt for 2012

Ms. Lyle reported a downward trend in patron debt write-offs, referring to a chart showing that this year's requested write-off of 2012 bad debt of \$45,030.64 was lower than last year's write-off of \$50,245.49 from 2011 as well as the previous year's write-off of \$64,583.08 from 2010. She also reported that an upcoming change in the debt collection process could result in decreased revenues. Effective June 15, 2016, national credit reporting agencies will place new restrictions on accounts eligible for submittal. The new rules will not allow fines, tickets, and other assessments to be reported, and this change will apply to all library debt. Staff will monitor the impact on revenue.

Motion was made by Jean Bowline to write off \$45,030.64 in patron debt remaining from 2012. Tim Plotner seconded the motion. The motion carried unanimously, with four Board members present and Mr. Plotner participating by teleconference.

Discussion of proposed Fiscal Year 2016 budget adjustments

Anna Lyle asked the Board to approve two budget adjustments for Fiscal Year 2016.

The first request was for a \$2,500 donation from Literacy Forsyth to purchase books for adult emerging readers. Ms. Lyle introduced Denise Leeson, President of Literacy Forsyth and Branch Manager at the Cumming Library, who discussed the need for materials in support of adult literacy. Ms. Leeson, along with Linda Kelly, Assistant Director for Materials Services, explained how the new Adult Emerging Readers collection would be handled and answered several questions from Board members. Publishers market these materials as “hi-lo” (high interest materials at a low reader level). The books would be shelved with the regular Adult Fiction and Adult Nonfiction items, and would look the same as other materials on the shelves so that adults would not feel self-conscious about checking them out. A list of items in the collection would be provided to Literacy Forsyth to have available to teachers, tutors, and adult students. The initial collection would be primarily based at the Cumming Library, with a smaller quantity housed at the Hampton Park Library.

Ms. Leeson said that \$1,500 of the \$2,500 donation was being made in memory of the late Kathy Jolly, who helped start Literacy Forsyth and who passed away in July 2015.

All Board members expressed their support for the Adult Emerging Readers collection. Ms. Morrissey said she would love to see English as a Second Language (ESL) materials in the collection, and asked if samples of titles in the new collection could be available at the next Board meeting. Tim Plotner said that this donation hits the heart of FCPL’s mission.

Motion was made by Tim Plotner to increase Other revenues and Materials expenses by \$2,500 to reflect a donation from Literacy Forsyth for the Adult Emerging Readers collection. Bob Keller seconded the motion. The motion carried unanimously, with four Board members present and Mr. Plotner participating by teleconference.

The second request was to transfer \$55,000 from the Personnel budget to the Materials budget. These funds reflect savings in the Personnel budget due to the change in Director, temporary vacancies in several full-time positions, and a budgeted increase in health insurance costs that did not occur as expected. The funds would be used to purchase materials in Juvenile, Easy, Teen, and Adult collections.

Motion was made by Bob Keller to transfer \$55,000 from Personnel expenses to Materials expenses for various collections. Tim Plotner seconded the motion. The motion carried unanimously, with four Board members present and Mr. Plotner participating by teleconference.

Discussion of Library's proposed Fiscal Year 2017 budget

Ms. Lyle reviewed the Library's proposed budget for Fiscal Year 2017, reporting that this year's budget was very stable. An increase was expected in County revenues due to new hourly positions and a 3% merit increase awarded by Forsyth County in January 2016. This is the second year the Library is receiving steady revenue from the FCPL Friends & Advocates. She said that staff would be monitoring a potential change in fines revenue due to changes in the debt collection process. State revenue was budgeted the same, although there is a possibility of additional state funding for materials. State health insurance was budgeted for the same amount based on the continued expectation of an increase in the monthly amount. She noted that the monthly rate had not increased since State Health's rate structure changed from a percentage of salaries to a per-person rate. Approximately \$55,000 was expected to be reimbursed from E-Rate and the Georgia Public Library Service for communication lines.

Mr. Plotner commented that the Capital Equipment line did not reflect purchase of a new automated materials handler (AMH) for the Sharon Forks Library. Ms. Lyle confirmed that this type of purchase would be considered a capital equipment expense but should come out of construction funds.

Motion was made by Jean Bowline to approve FCPL's Fiscal Year 2017 proposed budget as presented, including revenues of \$5,759,355, expenditures of \$5,930,289, reserves of \$177,900, and \$348,834 in budgetary fund balance. Kristin Morrissey seconded the motion. The motion carried unanimously, with four Board members present and Mr. Plotner participating by teleconference.

Discussion of Library's proposed Calendar Year 2017 County budget request

Ms. Lyle reviewed this year's budget request to the County for Calendar Year 2017, which parallels the Fiscal Year budget except for two main requests. The Library is requesting an increase of \$70,000 for the Materials budget to maintain current service levels. She reviewed a chart showing the library's budget history and per capita statistics since FY2007. While the county's population has increased 37% over the years, the library's circulation has doubled (99%), and the Materials funding per capita has declined from a high of \$3.38 in FY2009 to \$2.68 in FY2016. She said that the library has done a good job of adding materials but, to keep up with the community's voracious appetite for materials, additional funding is needed. Kristin Morrissey commented on the growing demand, and Mary Helen McGruder said that the circulation statistics certainly support the request.

The second request is for a 3% merit increase for library staff, if a pay increase is awarded to County staff.

Motion was made by Tim Plotner to approve FCPL's Calendar Year 2017 County proposed budget request as presented. Jean Bowline seconded the motion. The motion carried unanimously, with four Board members present and Mr. Plotner participating by teleconference.

Other Business:

Library Financial Report for January 2016

Anna Lyle presented the financial report for the period ending January 31, 2016. There was no discussion.

Update on Sharon Forks Library construction project

Anna Lyle gave an update on the Sharon Forks Library construction project. A meeting with the architectural team was scheduled for the following day.

Tim Plotner asked about the status of remaining funds for the Post Road construction project. Linda Kelly said that the FY2017 budget anticipated \$110,000 to be spent next year, and approximately that much in FY2018. Construction funds will likely be depleted in FY2018 so additional Materials funding will be requested from the County for the regular FY2019 budget.

Tim Plotner asked whether the remaining \$138,000 shown in the Post Road Materials budget would be spent over the next year and a half. Ms. Lyle answered in the affirmative, and added that a bathroom to be added on the lower level should cost around \$20,000-\$25,000, and the remainder of the contingency reserve funds (\$100,000) would be used for materials. Mr. Plotner expressed his approval of the funds being used for materials.

January/February 2016 Library activities reports

Denise Leeson presented the report on Public Services activities in the absence of Steve Kight, Assistant Director for Public Services. She reviewed some of the programs and activities occurring during this period, as well as the patron response. She said there had been an increase in library cards, partly due to the new partnership with schools to offer free library cards to students and teachers. Ms. Morrissey commented on the impact that Summer Reading Program could have on library cards. Ms. Leeson reported that students were being invited to participate in Summer Reading Program and 1,384 library cards were already in process. Ms. Leeson also pointed out the large increase in wireless sessions, including a 46% increase at the Hampton Park Library. Bob Keller asked about the drop in volunteer hours at the Post Road Library, and Ms. Lyle explained that there is an ebb and flow with volunteers.

Update on Materials activities

Linda Kelly asked Board members for feedback on the various data she provides in the monthly Materials Statistics reports. Board members asked questions and made comments on several areas, particularly regarding Overdrive and Hoopla. Ms. Kelly then reviewed plans for spending the \$55,000 approved by the Board to move from the Personnel budget to the Materials budget. She also reviewed recent discussions that could lead to significant savings in the areas of digital magazines and eBooks. Board members expressed interest in the options, and asked questions about how various subscriptions or services would work. Ms. Morrissey asked staff to let Board members know what staff decide to do.

Approved

Motion was made by Kristin Morrissey to adjourn the meeting. Jean Bowline seconded the motion. The motion carried unanimously, with four Board members present and Mr. Plotner participating by teleconference.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be May 16, 2016 at 5:30 p.m. at the Cumming Library, 585 Dahlonega Road, Cumming, GA 30040.