

**Forsyth County Public Library Board of Trustees
Minutes from July 20, 2010 Meeting**

The Forsyth County Public Library Board of Trustees held its July meeting at the Hampton Park Library on July 20, 2010. Present were Board members Mary Helen McGruder (Chairman), Jean Bowline, Bob Keller, and Tim Plotner. Also present were Jon McDaniel (Director), Carla Beasley, Vanessa Cowie, Linda Kelly, Anna Lyle, Cheryl Morgan, and other staff members. Alyssa LaRenzie from the *Forsyth County News* and Jennifer Dugan, President of the FCPL Friends and Advocates, were also present.

Mary Helen McGruder called the meeting to order. She welcomed Jean Bowline to the Library Board. Ms. Bowline was recently appointed to the Board by District 5 Commissioner, Jim Boff.

Approval of May 17, 2010 Library Board Meeting Minutes

Motion was made by Tim Plotner to approve the minutes of the May 17, 2010 meeting. Bob Keller seconded the motion; no one was opposed.

Election of Interim Library Board Vice-Chairman

Jon McDaniel stated that an interim Vice-Chairman needs to be elected. The position was previously held by Mike Sleister, whose term of office ended on June 30. Regular elections are scheduled for the September meeting.

Mary Helen McGruder nominated Tim Plotner as Interim Library Board Vice-Chairman. Bob Keller seconded the nomination. All board members present voted in favor of the election of Mr. Plotner as Interim Library Board Vice-Chairman.

Approval of Library Director Having Signature Authorization on Behalf of the Library

Jon McDaniel explained that the State Board of Regents (BoR) requires that the Library Board formally authorize the Library Director to have "signature authority" in order for the Director's signature to be accepted on State documents, such as reimbursement requests for expenses related to State grants. It is the staff's practice to bring this signature authorization to the Library Board for its approval at the beginning of each new fiscal year of library operation.

Motion was made by Jean Bowline to give signature authority for all contracts and other documents to Jon McDaniel, who holds the position of Director. Tim Plotner seconded the motion; no one was opposed.

Discussion of Plans to Implement the “Buy Your Own” Procedure for the Library Catalog

Jon McDaniel updated the Board on plans to implement the “Buy Your Own” policy that was approved at the May Board meeting. He said that Amazon has been selected as the vendor for the “Buy Your Own” feature in Polaris (the integrated library system). Mr. McDaniel noted that some of the information provided by staff (at the May Board meeting) has changed due to Amazon’s contractual requirements and an upcoming upgrade to Polaris, which will change available options. Tim Plotner asked if Amazon’s contract requirement of no press releases or public communications would be in conflict with the Library Board’s minutes being public record. Mr. McDaniel, Bob Keller, and Mary Helen McGruder did not interpret the requirement in this way. Mr. Plotner suggested that the wording used to alert patrons to the new feature could say “Buy Your Own from Amazon.com” rather than the planned “Buy Your Own (search Amazon.com for this item).”

Discussion of Proposed Budget Policy

Anna Lyle, Assistant Director for Support Services, presented the proposed Budget Policy. She said it formalizes current budget practices, including the budget period, budgeting process, sources of funding, categories of expenditures, budgetary basis, balanced budget requirement, legal level of budgetary control, and reporting. Tim Plotner questioned the section of the proposed policy that stated that “one-time revenues will not be used to fund ongoing operating expenses.” Using donations from the FCPL Friends and Advocates as an example, he pointed out that the library occasionally receives gifts designated for operating expenses. Ms. Lyle said she would clarify that section and bring the revised policy to the September Board meeting.

Discussion of Proposed Revision to Capital Assets Policy

Anna Lyle presented the proposed revised Capital Assets Policy. She explained that the revised policy incorporates three topics that the auditors recommended be formally documented: donated assets valuation, useful life determination, and capital asset impairments. The donated assets and useful life sections formalize procedures and practices already in place. Ms. Lyle noted that it is very unusual for the library to receive asset donations other than library materials, so the policy focuses on those donations. Useful life is the number of years used in depreciating assets. The capital asset impairments section outlines the process of monitoring capital assets for unexpected damage or obsolescence (e.g., natural disaster, discontinuation of use of computer equipment before it is depreciated). Referring to sections of the policy approved in 2007, Mr. Plotner asked if the \$5,000 capitalization threshold and the \$500 inventory threshold were standard numbers. Ms. Lyle responded that the capitalization threshold was changed from \$2,000 to \$5,000 in 2007. \$5,000 is the minimum threshold recommended by the Government Finance Officers Association. There is not an official source for the \$500 inventory threshold. Mr. Plotner asked what types of items are valued at more than \$5,000. Ms. Lyle provided examples, including large service desks, servers, software, and the materials collection.

Motion was made by Bob Keller to approve the revised Capital Assets Policy effective July 20, 2010. Tim Plotner seconded the motion; no one was opposed.

Discussion of Adjustments to Library's Fiscal Year 2010 Budget

Anna Lyle requested Board approval for one adjustment to the Fiscal Year 2010 (FY2010) budget, noting that FY2010 ended on June 30, 2010. Prior to the end of FY2010, Georgia libraries received LSTA (Library Services and Technology Act) funds for \$500 per service location for programming performers. FCPL used these funds to pay for the special "showcase" performers used during Summer Reading Fun. Ms. Lyle pointed out that this is the only federal funding received in FY2010.

Tim Plotner moved to increase Federal revenues and Operations expenses to receive a \$1,500 LSTA (Library Services and Technology Act) grant. Jean Bowline seconded the motion; no one was opposed.

Discussion of Adjustments to Library's Fiscal Year 2011 Budget

Anna Lyle requested Board approval for four adjustments to the Fiscal Year 2011 (FY2011) budget, which began on July 1, 2010. She explained that governmental accounting standards require that items be paid for in the fiscal year in which they are received. She requested approval to carry forward encumbrances totaling \$128.03 for items ordered but not received in FY2010 to FY2011. She noted that the encumbrance amount is usually several thousand dollars.

Ms. Lyle stated that the FY2011 budget needs to be adjusted to reflect the latest information on FY2011 State grant amounts, which differs from information available at the time the FY2011 budget was prepared. The FY2011 budget adopted at the March 2010 Board meeting assumed six furlough days for the four state-funded employees. Because the State's recent grant notification does not include furlough days, there is an increase over the original FY2011 State revenue budget. Ms. Lyle noted that it is possible that furlough days may be implemented at a later time, in which case funding would be reduced. In addition to the State-paid positions being fully funded, there are increases in the Materials and System Services grants due to the per capita calculation being based on a higher population figure than in FY2010. The total increase is 15,352.11.

Ms. Lyle stated that the last two adjustments are due to donations from the FCPL Friends and Advocates (Friends). There is \$580.80 remaining from a FY2010 Friends donation for adult programs and book groups. Ms. Lyle requested Board approval to move these funds to FY2011 so that the group's plans for the funds can be realized. The other adjustment is for a recent donation of \$3,182 for movie licensing for the Hampton Park Library, summer reading program performers, reimbursement to the Library for storage costs for sale books, and the annual spelling bee team fee. Jon McDaniel introduced Jennifer Dugan, president of the FCPL Friends and Advocates. He thanked her for her work benefitting the library and commented that the current group of Friends officers is aggressive with ideas for fundraising. Mary Helen McGruder said that, as the president of the first Friends group, she is excited to see the group move to a new level.

Motion was made by Bob Keller to carry forward \$128.03 in Materials encumbrances from FY2010. Jean Bowline seconded the motion; no one was opposed.

Motion was made by Jean Bowline to adjust State revenues to reflect new grant information from GPLS, which includes an increase of \$15,352.11 over budgeted amounts. This increase is comprised of a \$5,159.76 increase in the State Materials grant, a \$1,742.50 increase in the System Services grant (used for Materials), and an \$8,449.85 increase in the State Personnel grant. Because expenditures were already budgeted in full, the State increase will be used to offset local expenditures and reduce Budgetary Fund Balance. Tim Plotner seconded the motion; no one was opposed.

Motion was made by Tim Plotner to increase Other revenues and Operations expenses by \$582.80 to reflect a donation from the FCPL Friends and Advocates; the donation was received FY2010 and this portion was deferred until FY2011. Jean Bowline seconded the motion; no one was opposed.

Motion was made by Bob Keller to increase Other revenues and Operations expenses by \$3,182.00 to reflect a donation from the FCPL Friends and Advocates in FY2011. Tim Plotner seconded the motion; no one was opposed.

Other Business:

Library Financial Report for May 2010

Anna Lyle presented the financial statement report for the period ending May 31, 2010. There were no questions about the financial report. Ms. Lyle noted that the audit is scheduled for the week of November 8th.

May/June 2010 Library Activities Report

Vanessa Cowie, Programming Coordinator, described activities related to the Summer Reading Fun program. Over 3,000 have enrolled in the program and over 26,000 books have been recorded by participants. Attendance at programs has exceeded 8,500. Ms. Cowie noted that additional programs were offered so that fewer patrons would be turned away. (Attendance is limited due to fire safety capacity limits.)

Ms. Cowie announced that the Library is starting "FCPL Cinema," a series of movie programs to be held at the Hampton Park Library. The Library has purchased an umbrella movie license that allows staff to select from the catalogs of most major film studios. Ms. Cowie said that movies shown will be tied to literature, will have a PG-13 or lower rating, and will be appropriate to a variety of age groups.

Ms. Cowie said that the percentage of total checkouts handled by the ExpressCheck units has increased from 3.9% in FY2009 to 14.0% in FY2010. Plans are in place to further increase the percentage of total checkouts done on the self-service units. Mary Helen McGruder asked what FCPL's goal is and how FCPL's percentages compare to those of other libraries.

Cheryl Morgan, Assistant Director for Information Technology, replied that the percentage of items checked out using self-service technology depends on the goals of each library system. Ms. Morgan said that some libraries have 90% as a goal and have completely removed their Circulation desks. Ms. Morgan said that this approach did not fit with FCPL's customer service goals. FCPL management staff plan to reach the following percentages by the end of 2010: 45% at the Hampton Park Library, 20% at the Cumming Library, and 20% at the Sharon Forks Library. Jon McDaniel said that one goal is to streamline staffing so that fewer staff members are required to open new branches in the future.

Construction and Facilities Report

Carla Beasley, Assistant Director for Planning and Facilities, shared that library staff have started working with the architect on designing the Post Road Library. In response to a question from Mr. Plotner about the funding for the Post Road Library, Ms. Beasley said that it will be funded through a State construction grant and local SPLOST funds.

Ms. Beasley stated that the Library will benefit from a federal stimulus energy grant received by Forsyth County Government. The T-12 lights at the Cumming Library will be replaced with more energy-efficient T-8 lights.

Mr. McDaniel showed the Board a mock-up of a postcard that the Library plans to send to residents in the Hampton Park Library service area to promote awareness of the new library.

Before asking for a motion to close the meeting, Ms. McGruder noted that there is a public hearing later in the week regarding a possible increase in the millage rate. She asked that each Library Board member talk with the commissioner who appointed him or her about the Library's funding needs.

Motion was made by Tim Plotner to adjourn the meeting. Bob Keller seconded the motion; no one was opposed.

The next regularly scheduled meeting of the Forsyth County Public Library Board of Trustees will be Tuesday, September 21, 2010 at 5:30 PM at the Cumming Library.