

LIBRARY BOARD MINUTES

November 14, 2016

The meeting was called to order at 4:07 P.M. by Kathryn Miller. Also present were Cheryl Miller, David Ross, Kerry Devine, Martha Hutzel, Sam Smart, Xavier Richardson, Rebecca Purdy, and Chris Glover. Bob Thomas had a business meeting out of town.

Martha Hutzel introduced the newest board member, David Ross, and thanked him for his support in procuring the additional \$124,581 from Spotsylvania County.

The minutes from the August 29, 2016 meeting were adopted on a motion by Sam Smart, seconded by Kerry Devine. All voted Yes, except for David Ross, who abstained.

Martha Hutzel presented the Quarterly Circulation Reports saying that the decrease in print circulation is unusual because we had increases in the last two quarters of the past fiscal year. We've looked in-depth at the decreases and they fell in our popular areas such as fiction, DVDs and picture books. Due to our limited book budget we are unable to buy sufficient copies to support the extensive hold lists. As expected, eMaterials circulation continues to increase.

Martha Hutzel presented the Special Use Statistics. As you can see overall, reference and community attendance are both up this quarter. And as usual, computer use and WiFi use are also up. Electronic documents reflect the number of articles from databases and websites that are printed in-house. This year they are included in the Special Use report instead of circulation reports; this reflects changes in the state's reporting requirement.

Martha Hutzel presented the Fiscal Report from the first quarter. Revenues were as anticipated, with Stafford County as is standard holding back 5% until their mid-year review. The bottom line for expenditures is 26.28%, including the Library Service Center. Martha Hutzel reminded the Board that the line-item report reflects up-front payments for insurance, computer services, professional services and memberships, and noted that the biggest line items, salaries and benefits, came in under 25%. This report does not include the additional \$124,581 from Spotsylvania County since it was created before the Board of Supervisors vote. Those additional funds will allow us to maintain the current level of services in Spotsylvania and to pursue the rural WiFi project.

David Ross requested figures on system-wide burglar alarm costs.

Moving on to Designated Accounts Martha Hutzel noted the expenditure in Information Access, which comes from overdue fines, was for the purchase of scanner/copiers. The Vehicle Fund is being replenished after the purchase of a new vehicle last year with \$2,000 a quarter being transferred from the Information Access account.

Under Budget Update, Martha Hutzel presented the FY2017-2018 budget proposal. The goals for this year's budget are:

- 3% salary increase for staff, which is possible with only a 1.98% increase in FY2017-2018 due to staffing changes
- 3.51% increase for benefits due to rising costs of health insurance
- 3.4% increase for books and eMaterials (will bring to 6.67 % of total budget)
- Increased request from the City of Fredericksburg based on the maintenance costs for the Headquarters facility. We have received \$135,000 a year for the past fifteen years. Based on a conversation with Assistant City Manager Mark Whitley we are requesting an additional \$50,000 to cover the rising costs of maintaining the building.

The goals above lead to a 3.15% overall budget increase. There is an increase in the operating budget request from the three large jurisdictions by the following percentages: a 4.66% increase from Spotsylvania, 1.22% from Stafford and 4.04% from Fredericksburg (for a total of 7.37% from Fredericksburg after including the increased Headquarters maintenance cost).

Kathryn Miller called for a motion to approve the budget. The motion was made by Sam Smart, seconded by Cheryl Miller, and it passed unanimously.

Given the fact that our staff have received only two salary adjustments in eight years, including this year, we have worked hard to realize salary savings in the current fiscal year through attrition and retirements. As the new Library Director, Martha Hutzel requested the privilege of offering a small bonus to library staff this year. After working with our Budget Office and looking at the current fiscal report we believe that we can offer a 2% bonus for a total of \$136,615. We achieved the ability to pay bonuses by streamlining and evaluating every vacated position and reviewing every vendor contract. Kathryn Miller noted that staff works incredibly hard and deserves this small token of appreciation. Kathryn Miller called for a motion; the motion was made by Sam Smart, seconded by Xavier Richardson, and passed unanimously. Kerry Devine and David Ross asked to have any future information on salary or bonuses supplied well before the meeting.

Under Building Update, Martha Hutzal announced that a lease has been signed allowing the remaining administrative offices currently housed in the Headquarters Library to finally join the current administrative services at the Library Service Center. This will allow all administrative functions to be under one roof and will save a huge amount of staff time, vehicle and maintenance costs, allowing the library to provide substantially more public service space in the Headquarters Library. It will also allow us to get all adult collections off of the Children's Floor. The cost for the new space is \$7.93 per square foot. This is a long planned move.

Under Other Business, Martha Hutzal announced that the CRRL has been named a Star Library by Library Journal for the ninth year in a row, earning four stars for the third year in a row. We are only one of three libraries in Virginia to earn this honor.

The next regular Board meeting is scheduled for Monday, February 13, 2017 at 4:00 P.M. We hope to have the meeting at Salem Church Branch; Emma will email everyone ASAP. Martha Hutzal invited the Board to call anytime with suggestions, ideas, or concerns.

Kerry Devine moved to adjourn. Sam Smart seconded the motion. The motion passed unanimously. The meeting was adjourned at 5:10 P.M.