

Meeting minutes of the Board of Trustees for the University City Public Library for September 12, 2012.

Attendance

Members Present: Luise Hoffman, Larry Nolan, Susan Glassman, Serena Jones, Beth Ostroff, Deborah Arbogast

Members Absent: Joy Lieberman, David Stokes, William Baldwin

City Council Liaison: Terry Crowe

Library Staff: Patrick Wall-Director, Christa Van Herreweghe

The meeting of the University City Public Library was called to order at 5:16 PM by Larry Nolan, President

Minutes

The minutes from the May and June meetings were approved.

Correspondence

A plaque was received for the tapestries in Linda's honor.

A reference to an article which appeared in the Jewish Light, reporting on the library's gallery collections.

Friends Report

There is no report on the Friends- no meeting was held.

Librarian's Report

The Librarian's Report was provided by Patrick and the full report is attached to the minutes.

Council Liaison

- Councilman Crowe reported that there was joint University City-Olivette council meeting regarding the McKnight development area.
- An update was given on the Washington University East Gate-West Gate development.
- The Loop Trolley has been approved. Changes had to be made due to the presence of an underground gas line. There will be a stop in front of the library.
- There was a groundbreaking for the new fire station.
- All security cameras along Delmar have been installed.
- There have conversations with business owners regarding the surface parking lots and a vote to preserve all surface parking.
- The old fire station may be utilized for a police department expansion.

- The traffic//parking study not yet determined. Investigation into consultants and the associated costs.

President's Report

- A suggestion was made to include more pictorial information in the annual library report in the future
- Larry and Patrick attended the meeting of the Pension Board. The library has a separate report-in 2011 the accrued liability was \$1,736,934.00, with 16 active employees and 2 retired employees. In 2012, the accrued liability was \$2,048,378.00 with 16 active employees and 3 retired employees.
The unfunded amount for 2011 was \$276,000.00, with funded percentage at 84%.
The unfunded amount for 2012 is \$521,000.00, with funded percentage at 74.5%. The threshold is 80%. Reasons for the changes include changes in mortality tables, rate of return on investments, and an additional retiree. The board will continue to discuss.

Committee Reports

- The Buildings and Grounds Committee will meet on Oct. 6 for the annual inspection and review.
- Committee assignments are as reported in the Librarian's Report.

Old Business

New Business

- The tax rates as set in 2008 were inadvertently rolled back. A motion was made to undo the inadvertent rollback. The motion was seconded and passed unanimously with the following language:
The Board of the University Public Library passes this resolution to undo the voluntary rollback to its property tax rate made in 2008, in order in order to allow the library to collect sufficient funds to make necessary improvements to the library's facilities and to operate the library in a manner expected by the citizens of University City.
- Our board has asked that we include the explanation of why we undid what the State considers our previous rollback. As one board member stated:
"We did nothing wrong back in 2008 and . . . the state is applying a very technical interpretation of the statute here. We based our 2008 rate on the best information at the time, and then we did not change it when we could have raised it when new information came in.
The wording makes it sound as if we are attempting to raise our rate unilaterally when it fact this is coming up only because we have kept our rate voluntarily below its cap (albeit slightly) for the past several years. It should also be clearly stated that the difference between the rollback rate and the revised rate is only a ½ cent".
According to the State Auditor's office, in 2008 (I believe that this is actually from the setting of the 2007 tax rates) the Library Board approved that year's preliminary tax rates which were based on the preliminary assessed valuation of property. The language in the motion was to approve the tax rates at a rate "no

higher than” those preliminary rates. When the final assessed valuation came in at a different rate with a correspondingly higher allowable tax rate, the Board’s motion was interpreted as a voluntary roll-back under Missouri’s Hancock amendment.

We were bound by this roll-back until the Library Board passed this resolution undoing the roll-back in a public meeting.

- A motion was made approving the 2012 posted tax rates (below) or the maximum allowable by the State Auditor’s Office based on final assessed valuations. The motion was seconded and passed unanimously

Final Rates 2012	rate
Residential	\$0.246
Commercial	\$0.254
Personal Property	\$0.28

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Adjournment

The meeting was adjourned at 6:20 PM

Deborah Arbogast-Board Secretary

LIBRARIAN'S REPORT, September 2012

MONTHLY CIRCULATION STATISTICS, August 2012						
	Aug 2012	Aug 2011	%chg	2012-2013	2011-2012	%chg to date
1st time checkouts	34,211	36,718	-7%	70,349	75,904	-8%
Renewals in library	913	1,425	-56%	1,850	3,115	-68%
Phone renewals	2,792	2,729	2%	5,476	5,418	1%
iPAC renewals	5,446	5,747	-6%	11,205	12,234	-9%
Computers	-4,147	-4,492	-8%	-8,043	-8,633	-7%
Subtotal	39,215	42,127	-7%	80,837	88,038	-9%
EBooks	525	262	50%	1,129	498	56%
Downloadable Audio	319	254	20%	614	571	7%
Total Downloadable	844	516	39%	1,743	1,069	39%
Total	40,059	42,643	-6%	82,580	89,107	-8%

Information Items

Circulation Report

Overall circulation was down 6% in August 2012 compared to 2011.

Circulation of ebooks and downloadable audiobooks were up 39% over last year.

The MLC purchased over 250 ebooks in first two months of the 2012-2013 FY, and 999 in the last FY.

Building Issues

Dallas, our new building supervisor, has been very busy working on improving the look and functionality of the Library. He has overseen several projects to completion and has several more moving through the planning stages.

- The City's security camera has been successfully installed. The contractor ran the electrical cabling under our lot, avoiding the need for patching and repairs.
- The parking lot has been sealed and striped.
- The Gallery has been repainted. The 2nd floor computer lab / staff room has been repainted, the old carpet has been removed, and the floor has been cleaned, stripped, and sealed. The first floor magazine room has also been repainted.
- We have finally managed to meet with a new contractor for men's room floor. They recommend re-running cameras through all drains due to the drought. Our first contractor never did do the exploratory drilling they had suggested, despite repeated calls and emails.
- We have been working with Jenny Wendt from the University City Public Works Dept concerning lighting issues that the Library is facing. The Gallery has had new LED bulbs installed for the 2012-2013 Gallery season. Please take a look at those if you get a chance. We hope to install dimmable LED lights in the auditorium as well. These bulbs cost \$32 each, but have a 70,000 hour life and will draw 14w as opposed to 75w, and will not heat up the auditorium. It can get very warm when the room is full, even with the AC running. A lighting consultant will be giving us price estimates on new lights for the circulation desk and for the parking lot. The parking lot lights would provide more illumination than what we currently have and would draw 100w each as opposed to the current 900w each.
- We have installed new lights in the basement which give off more illumination and use far less power than the old high-wattage bulbs they replaced.
- We have reattached one bathroom sink and replaced one urinal due to interesting but unrelated incidents.

- Bell Electric has given us a bid for running wiring to two areas of the library where we would like to install staff computers. The new wireless server system will make it possible to install computers without having to also run cable. We are seeking several other bids before proceeding.
- New mechanical keypad locks have been ordered for the computer lab on the second floor.
- Sue Pruchnicki, from Bond Wolfe, will be meeting with Christa, Dallas, and me to begin the RFI process for a new HVAC system. She will also help us with locating local furniture vendors.

Wireless Network Upgrade / Bandwidth

- Representatives from MOREnet brought their new wireless analysis tool to our library on July 10. They were able to help us map out a plan for maximizing wireless access throughout the building, including the staff area, the auditorium, and the meeting rooms. They were also able to recommend equipment that they thought would best suit our needs. Christa took the information provided to us by MOREnet's technicians and applied for an LSTA grant. We have just received word that we were awarded \$2763 for the purchase of six Meraki MR 16 access points.
- MOREnet has sent us a router and thrown their switch (after about twelve hours of work on Christa's part) and we now have doubled UCPL's bandwidth to 20Mb. This should be very noticeable to our patrons once the new wireless access points are installed.
- Our public Scanning / Faxing station has been wildly popular, and has proved to be as easy for the public to use as we had hoped. Kara Krekeler and Christa wrote the grant application for this item.

Staff News

- Matthew Robinson and Allison Wommack have left the Library to begin their college careers. We all wish them all the best and hope that they will come back and join us when they are home on breaks.
- Reference assistant, JP Majors, who had recently finished his MLIS, has moved to North Carolina where his wife will begin teaching. He recently told us he may be starting work at a public library there. They would be very lucky to have him.
- Allison Scott has moved to Minnesota and plans to start in a Library program. Allison has always been one of our friendliest and most helpful staffers. Everyone was sad that she was leaving us again.
- We also said goodbye to Tierra Garret, Michael McKinney, Tristian Fields and Ariel Brown who joined as part of the City's 2012 Youth Employment Program. They did a great job helping us with shelving, weeding, shifting books, painting, and with the Summer Reading Program. Ariel, who had been with us last year too, even found time to help the Historical Society sort some of their donated documents.
- Loretta Lipsey, who had worked with us from 2004-2008, has rejoined the circulation staff. Loretta was always one of the best representatives the Library could have, kind and patient with all patrons, and competent at all aspects of
- Robert Levy and Donald Foster have joined us at the circulation desk and as shelvers. Rob works at Subterranean Books and writes for the St Louis Beacon as well. Donald recently graduated from St. Louis University and is taking some time off while he considers Graduate School.
- Correy Smotherson has joined the Youth Services department as a shelver. Correy is attending CBC, and had helped us out as a volunteer for the Summer Reading Program.

Annual Administrative Report

The Library's annual report to the City was submitted in August. A copy is included in the Board packet.

Summer Reading and Other Programs

- Dream Big: Read was a great success for Marilyn Phillips and our Youth Services Department. 778 children and teens read 1,230 hours. With the assistance of 120 teen volunteers we did achieve our dream and had record numbers of readers, finishers, and total hours read.
- We had over 55 people checkout copies of *Les Miserable* for our adult summer reading program. We have had over 70 people at the four events.
- Our Building Common Ground art show was a big success. There was a very nice write-up about it in the Beacon. Kathleen Gallagher has one more program, a service fair, on the schedule for this grant-funded series.
- Rod Milam will be presenting his *The University City Musician Documentary Project* on Friday, September 21 in the auditorium. His project is focused on chronicling current and former U-City residents and former U-City students who are now or have been professional musicians.

MLC

The MLC has begun discussions concerning our Integrated Library System (ILS- our patron database and catalog of library items). Our current Horizon server will be at end-of-life in June of 2013. We will be trying to decide whether to purchase another server (grant money for this is no longer available), stay on Horizon, but with the server hosted elsewhere (potentially more expensive), or move to another ILS such as the Missouri Evergreen project. All options have good and bad points.

The MLC is also considering adding the Recorded Books "One Click Digital" collection of audiobooks to its digital holdings.

Several directors, myself included, attended a webinar about the Douglas County Colorado Library's new model of ebook purchasing and lending. They are attempting to cut out the middleman and deal directly with publishers to acquire ebooks. They spent over \$100,000 for their server and the necessary programming. They are making all of their knowledge (and coding) available to any public library. The possibility of doing something like this on a statewide level will be discussed at December's Missouri Public Library Director's meeting.

Discussion Items

Survey

Our designated staff survey-compiler / mastermind moved to North Carolina on us this summer, so we are a little bit behind schedule. We have an email list and a mailing list prepared for our user survey and we should be getting a mailing list from which to create a mailing list of library non-users. Our user survey is currently in two parts due to restrictions on the free portion of Survey Monkey. Once we are ready to send out the surveys we will pay the subscription fee and that will allow us more flexibility in the look of the survey and in the analysis of results.

Monthly Financial Reports

I have included the June and July bank statements, but will not receive the August statements until early next week. I should also receive the August statement of Revenue and Expenditures and the investment statements on Monday.

Action Items

Tax Rates

Tina has informed me that the State Auditor's Office believes we (the City and the Library combined) may have to re-do last year's tax rate calculation sheet. This seems to be a matter of form, and not something that will affect the tax rates we used last year, or affect this year's rates. But this, coupled with delays in obtaining final assessed valuations, could mean we will not have the final rates in time for our meeting. We would then have to set a meeting to approve the final rates before the end of the month.

The draft rates we have obtained are in the far right column below:

		2005	2006	2007	2008	2009	2010	2011	2012
Library									
	Residential	0.249	0.249	0.223	0.223	0.238	0.238	0.241	0.250
	Commercial	0.283	0.284	0.251	0.262	0.27	0.28	0.28	0.251
	Personal	0.301	0.301	0.301	0.301	0.28	0.28	0.28	0.28

Action- Approve Tax Rates

OR

Action-Set Date for Tax Rate Approval.

Building and Grounds Committee Meeting

October is traditionally the month when the Building and Grounds Committee meets to walk through the Library and discuss upcoming projects.

Action-Set Date for Building and Grounds Committee meeting.

Committee Choices

The current Committee members (with Chairs underlined) are:

Budget & Finance: Beth Ostroff, Joy Lieberman, David Stokes

Long Range Planning: Susan Glassman, Deborah Arbogast, Luise Hoffman

Building & Grounds: Luise Hoffman, Deborah Arbogast, Joy Lieberman

Personnel & Policy: David Stokes, Bill Baldwin, Serena Jones

Action-Appoint committee members.