

### *Library Advisory Board Minutes*

**Date: Wednesday, September 5, 2018**

Attendees: Megan Bolinder, Melissa Godoy, Judy Marquess, Nathan Pollet, Kim Seay, Chuck Pribbernow, Teresa Stafford, Octavio Sanchez, Hadi Dudley, and Michelle Vargas

### **Call to Order**

Hadi Dudley, Library Director, called the meeting to order at 1:01 p.m.

### **Approval of June 6, 2018 Minutes**

The group reviewed the minutes from the June 6, 2018 meeting. Kim Seay moved, Judy Marquess seconded, to approve the minutes as presented. The June 6, 2018 board minutes were approved as presented.

### **Agenda Items**

1. Hadi gave the Library Report.
  - a. 2018's Summer Reading Club was the best ever!
    - i. Nearly 2,800 participants read a total of over 51,000 hours.
    - ii. Program attendance totaled more than 15,000.
      1. Programs were a big hit with everyone who attended.
      2. Super Science had to reschedule- will perform at BPL in October.
    - iii. Over 110,000 physical item checkouts in June and July.
    - iv. Prizes helped boost participation.
      1. Adult prizes included an iPad, Kindle Fire, and Walmart gift cards.
  - b. The Tech Card Program is now in its fifth year!
    - i. BPL issued 25,000 cards to local students in service area.
      1. Great partnerships with librarians at different schools to help them use the resources.
        - a. Megan spoke on the impact the Tech Card Program has had with NWACC students who are testing below college level. 2,500 students in the program. Program is a great introduction to the library and helps students that would otherwise be unable to afford the resources the Tech Card Program provides.
    - ii. Library databases have been used 400,000+ times since program launch.
      1. Use of databases has grown 69% over five years.
      2. Database usage rivals downloadable services (i.e. ebooks, magazines, music)
    - iii. Top databases used in 2017: PebbleGo, Scholastic Flix Suite, Rosetta Stone.
    - iv. New databases added this year include Learning Express Library (Arkansas Traveler had provided it in the past,) and a teen health database.
    - v. BPL will deliver Tech Cards to Haas Hall later in September.
    - vi. Walmart Volunteerism Always Pays (VAP) volunteers help to assemble the packets that are delivered to the schools.
  - c. Author visit at BPL on November 3- graphic novelist Nate Powell.

- i. Nate Powell is the illustrator for the award-winning graphic novel *March*.
      - 1. *March* is an autobiographical graphic novel of the life of Congressman John Lewis.
    - ii. Event will be targeted to teens and adults and take place November 3 at 1 p.m.
  - d. Personnel update: fully staffed again with new personnel in training.
    - i. Three new part time clerks have been hired and are in training.
    - ii. One part time clerk promoted to full-time specialist to fill a children's department vacancy.
    - iii. One new full time specialist hired; begins work September 6 to fill adult cataloger vacancy.
    - iv. Administrative Assistant/Building Manager pending retirement in Spring. Staff is looking at a realignment of duties to better structure staff functionality. Hope to hire replacement in December.
  - e. FY19 Budget was submitted to City Council August 31.
    - i. OM and Capital Budget is \$623,745; this is a decrease of 1% from 2018.
    - ii. OM is \$585,495.
      - 1. Budgets for books, programming, and professional services all increased.
      - 2. Budgets for equipment, computers, and facility all decreased.
      - 3. Increase in Travel/Training, offset by State Library Scholarships for MLIS candidates.
        - a. Three BPL staff enrolled in graduate school next year.
    - iii. Capital is \$38,250.
      - 1. Shelving Expansion Project. Project needed due to growth. Hadi anticipates using Impact Fees.
      - 2. Entrance Mat Replacement: Maintenance Project.
        - a. Current mat is 12 years old and had 3+ million visits.
      - 3. Salaries and Benefits calculated separately; Mayor approves personnel requests.
  - f. Arkansas Library Association Conference is in Rogers September 23-25.
    - i. BPL will be hosting a small reception and library tours for Arkansas Library Paraprofessionals on Friday, September 21 after hours.
    - ii. One BPL staff member will be presenting and four will be attending.
- 2. Chuck gave the Friends of the Library Report.
  - a. The semi-annual used Book Sale will take place October 4-6
    - i. Friends currently have 120+ boxes of books in storage ready for the book sale.
    - ii. Committee for the book sale is Carie, Judy and Dennis.
  - b. The Best Friend award for *Booked for the Evening* will be given to Jean Batta.
  - c. The Friends bought new shirts and aprons to wear while working in the book store.
  - d. Friends received several ReaderLink donations over the summer.
  - e. Income/Expense report for July 2018.
    - i. Bookstore sales were \$2,004, a record.
    - ii. Total income was \$2,330.
    - iii. Total expenses was \$3,445.
      - 1. Expenses included storage for the year and staff shirts.
    - iv. Year to date income is \$17,848.
    - v. Year to date expenses is \$14,377.
    - vi. Current total on deposit is \$27,939.
  - f. Projections for July 2018-July 2019 is income \$49,260 and expenses \$42,353.50.
    - i. Projections based off low income estimate and high expense estimate.
- 3. Teresa gave the Library Foundation report.

- a. *Booked for the Evening* at Tavola is September 18.
  - i. The Library Advisory Board's Emerging Leader Award winner, Alyssa Hobbs, will be able to attend.
  - ii. The Foundation found sponsors to cover the cost of all four awards.
- b. 260 Gifts received in 2018.
  - i. Number of donors is up 35% over last year.
- c. End of year appeal set to go out day before Thanksgiving.
  - i. End of year appeal will include information about difference between BPL and the Foundation.
  - ii. Appeal will also include information about projects and programs made possible by funding support from BLF, such as Tech Card and Youth Literature Festival.
  - iii. Appeal will go out to all past and current donors plus 600 new individuals identified as being philanthropic through the predictive analytic software.
- 4. The Library Advisory Board had a round table discussion.
  - a. LAB discussed the possibility of a new vendor filling the café space.
    - i. LAB agreed they would like to see a new vendor in the café space as they believe it adds to the overall mission of the library.
    - ii. LAB discussed how a vendor in the space would look different from the past.
      - 1. New model may be based off Parks and Recreation's concessions' policy.
      - 2. Discussed liabilities.
    - iii. Mayor would have to make decision about the café space.
    - iv. LAB agreed they would like to have a proposal of support ready before Mayor McCaslin leaves office.

**The Library Advisory Board will meet October 3, 2018.**

#### **Adjournment**

The Library Advisory Board adjourned at 2:01 p.m.