



The Rogers Public Library Commission met in a regular session in the Glotzbecker Conference Room at the Rogers Public Library, Tuesday, January 15, 2019.

**MEMBERS PRESENT:**

Richard Bland, Caroline Smith, Judy Tobler, Matt Tolson, & Brice Wagner.

**STAFF:**

Judy Casey, Library Director

**FRIENDS REPRESENTATIVE:**

None present

**FOUNDATION REPRESENTATIVE:**

None present

**CITY COUNCIL REPRESENTATIVE:**

None present

**PRESS:**

Alex Golden, NWA Democrat-Gazette

**CALL TO ORDER:**

The meeting was called to order at 6:38p.m.

**PUBLIC FORUM:**

None present.

**SECRETARY'S REPORT**

Motion by Brice Wagner: The minutes of December 18, 2018, are to be approved as submitted.

Second by Richard Bland.

Approved unanimously. Minutes adopted.

### **APPOINTING OF BOARD MEMBERS**

- Judy Casey addressed the current Board requesting that they (1) reaffirm their places in Office and (2) Elect Officers:
  - Judy Casey, Library Director, asked the Board members present if they agree to the statement, "We agree to serve the residents of Rogers, Arkansas, as a member of the Rogers Public Library Board of Trustees as appointed by the Mayor of Rogers and approved by the Rogers City Council and follow the Board By-laws and Arkansas Law regarding public library services."
  - All members present affirmed, "I will."
- Election of Officers
  - Judy Tobler recommended Matt Tolson to continue as President.
  - Matt Tolson accepted the recommendation.
  - Richard Bland seconded the recommendation.
  - Caroline Smith recommended Brice Wagner to continue as Secretary.
  - Brice Wagner accepted the recommendation.
  - Judy Tobler seconded the recommendation.
  - The Board approved unanimously to reinstate Matt Tolson as President and Brice Wagner as Secretary.
- Next meeting will need to reaffirm Board members not present: Cindy Holmer & Steve Hardin.

### **ROGERS PUBLIC LIBRARY FOUNDATION**

- To be held Monday, January 28 at 6:00pm in the RPL Glotzbecker Conference Room.

### **FRIENDS OF THE ROGERS PUBLIC LIBRARY**

- Annual/next meeting to be held Tuesday, January 22 at 9:30am in the RPL Glotzbecker Conference Room.

### **FRIENDS AND FOUNDATION MEETING TIME**

- Caroline Smith asked why the meeting dates changed for both Friends and Foundation.
- Judy Casey explained that it's difficult to receive financial reports in time for their meetings in the third week of the month. She noted that it's also sometimes difficult for RPL staff to gather all of our reports in time for this meeting (again, 3<sup>rd</sup> week of month). Both groups, the Friends of RPL and the RPL Foundation, have accounting firms they work with for their financial reporting. In addition, for the Foundation, several of the third Mondays are holidays, which causes them to reschedule frequently. Therefore, the Foundation like the Friends are trying the fourth Mondays this year. To be clear:
  - 4<sup>th</sup> Monday = Foundation
  - 4<sup>th</sup> Tuesday = Friends
- Judy will send Caroline Smith reminders for the upcoming Friends meetings.
- The Board discussed with these meeting date changes will mean this Board will be 3 weeks behind on receiving information. Judy Casey will send the Board updates after each of their meetings.
- Next Foundation meeting, Matt Tolson to attend.

## **FINANCIAL REPORT**

Judy Casey reported:

- Year-end we did well. Revenues were a little above what was expected due to State Aid did get reinstated at the higher rate and property taxes came in slightly higher than anticipated.
- Nice to see our estimates for a couple of our smaller revenues, Printing and Non-Resident Fees, were slightly up despite a recent downward trend. Non-Resident Fees are \$15.00/household.
- Judy Tobler expressed surprise that we have such printing income.
- Judy Casey explained that we are convenient for people who are already here looking up information and want to print. Additionally, our printing/copying charges are minimal at 15¢/page for black & white copies and 25¢/page for color copies. She provided a few examples of "emergency" copy needs that we've been able to provide such as birth certificates and other legal documents. This is a great service provided to our community.
- Brice Wagner shared his appreciation of this service.
- Year-end financial performance statistics reflect that we were over in a few areas as anticipated, but were under in other areas to compensate for the overages. Overall, we were 97% of operating budget which meets our goal to be close without going over budget. There were a few building and grounds items that could not be scheduled, but will be in 2019.
- New since Sami Espenschied's December 2018 Building & Grounds report, we have discovered mold and water damage under the Teen windows. A few years ago, we had similar damage in the same areas.
  - Judy Tobler and Brice Wagner asked if this was related. Judy Casey stated that we are not certain at this time, but we have notified David Hook of City Hall. She added that other prior Teen water issues were not related, but due to a vent that connects to the roof and it was backed up; and, gutters that needed cleaned. We clean the gutters twice a year now.
- Last year we had some A/V shelving for teens approved under \$2,000, but did not get to spend it. We've received permission to move the money into 2019 to spend.

## **DEPARTMENTAL REPORTS**

Judy Casey reported:

- Judy Casey is so proud of staff – overall up over 21% in Circulation for December.
  - Up 36% in OverDrive
  - Up 8% in Visits to the library.
- Hands-On Preschool Time today had over 100 in attendance. Both the Community Room and the Storytime Room were full of people coming and going. This is a kinetic activity for families. Tends to be parents and grandparents with children with an occasional preschool attending.
  - Caroline Smith asked what the ages of this program are.
  - Judy Casey replied, "Birth to 3 years."
  - Judy Tobler noted that there was a "no" on "clean room" for this program (Community Room). [See "Meeting Room Satisfaction Report", pp. 15-19.]



- Judy Casey explained that we are already addressing this issue with this room in particular as it gets used extensively. It is difficult with back-to-back usage. She assured that when we do get a negative response that we call and follow-up with the user and thank them for letting us know.

### **DIRECTOR'S REPORT**

Judy Casey reported:

- Assistant Director Robert Finch went with Young Adult Librarian Evan Day to New Tech high this week and continue to build relations. Several of the students came in after school to check out the library.
- We had a lot of new cards in the evening after the Homeschool group came in.
- Judy Tobler spoke highly of New Tech High School and their recent awards.

### **OLD BUSINESS**

#### **Viewing Security Cameras by Judy Casey**

- PC for security cameras has arrived and is being configured.
  - Matt Tolson asked for an ETA.
  - Judy Casey is hoping installed by end of month.

#### **Conversation with Dr. Berry about potential partnership with Rogers Public Schools by Judy Casey**

- The principal for the new school Fairview Elementary on Garratt Road should be announced at tonight's meeting.
  - Once the principal is hired, then we can continue working together.
  - Continue to receive lots of positive response for this potential on-site services offering.
  - Judy Tobler brought up logistics of the area and added that she does not expect too many walkers.
  - Judy Casey noted there are subdivisions nearby once Garratt Road gets opened up all the way through. Additionally, Bellview (road) was widened, which is a plus.
  - Distance from Janie Darr Elementary was discussed as well as the path/trail being near the new school.
  - Judy Casey has had people state that they don't want to cross I-49. Now both Pleasant Grove Road and Bellview Road have been widened. She believes that in conjunction with these widenings and Garratt Road opening up that people will be receptive to this location.
  - Judy Casey continued that indeed infrastructure needs are so demanding right now. We're still growing 20-30 people a day in Rogers. Mayor Hines has really encouraged partnerships. This is a possible partnership with schools; and the Mayor had asked once how we could potentially partnership with the schools.
  - The school opens Fall 2019. Judy Casey does not know if we can make this partnership occur by that time as our budget runs January through December. We would need additional funding and isn't certain that City Council would dip into reserves.

- Matt Tolson suggested another type of partnership option of moving the kiosk from the RAC (Rogers Activity Center) to the new school or lockers perhaps.
- Judy Casey said that she would like to get in a Walmart or the Grocery checkout.
- Matt Tolson reminded that the Board had discussed lockers about a year ago and discussed Amazon's (.com) new locker delivery. That both Walmart experimented with and Sam's Club has locker systems. He recommended something that allows people to pick up on a regular basis, not necessarily on a daily basis.
- Judy Casey sees potential in this, but still wants something on the southwest side (of Rogers).
- Judy Casey referred the Board to her Director's Report in the packet regarding the Tyson grants. She already has three (3) applicants for this summer's internship. The intern will be at least a college junior. This person will do surveys and help us to get out into the community better.
- Judy Casey met with Tyson's grant/community service coordinator last week. City approvals are required for various items. Literacy based for lower income and ESL – the working immigrant population that Tyson wants to help them feel included and literate. This grant may even allow payment for an additional employee.
- Matt Tolson regarding the school partnership expressed his belief that a staff session to see what our staff thinks and allow them an active presence and generate ideas.
- Judy Tobler added that we could ask teachers as well.
- Matt Tolson continued stating that we might could rollout something comprehensive by fall, but maybe not. Perhaps at least something that we could build upon.
- Judy Casey noted we've talked to the schools and the programs that we do here (at RPL) on digital literacy and that type of thing for the teachers do count for their CEUs (Continuing Education Units/Credits). When she spoke with Dr. Berry about possible partnerships, this is why we've gone to New Tech (high school). That Evan Day actually goes to the high schools on a monthly basis and sits during lunch and talks to teachers, students, and parents. He may only have 5-6 talk to him, but they are now distributing our information via their internal systems. We've been doing this program for a couple of years.
- Foundation Rotations were discussed (p. 33). Judy Casey will make the changes and reprint. The May 2019 meeting will have to be rescheduled as the 27<sup>th</sup> is Memorial Day.
- "Libraries Change Lives", the old ALA Campaign (p. 36-37), Judy Casey made into cards and mailed them to the City Council and thanked them for their support.
- Judy Casey read the patron comment about Systems Manager Hisham Makki (p. 33), "Hisham is a rare gem! He helped me scan an old manuscript/booklet from 1908. His service is second to none! We're so fortunate in Rogers to have him at our library. He's the best librarian ever!" from one of our regular patrons. We continue to receive comments about other staff as well. We are trying our best to meet people where they are at in the library.

**NEW BUSINESS**

- None

**ADJOURNMENT**

Motion by Brice Wagner to adjourned the meeting at 7:18 p.m.

Second by Caroline Smith.

Agreed unanimously.

  
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Prepared by Sami Espenschied

Date

2-13-2019

  
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Approved

Date

2-19-19