



The Rogers Public Library Commission met in a regular session in the Glotzbecker Conference Room at the Rogers Public Library, Tuesday, August 21, 2018.

**MEMBERS PRESENT:**

Richard Bland, Steve Hardin, Caroline Smith, Judy Tobler, & Matt Tolson.

**STAFF:**

Judy Casey, Library Director  
Sami Espenschied, Administrative Assistant  
Hannah Milligan, Circulation Manager  
Hisham Makki, Systems Manager

**FRIENDS REPRESENTATIVE:**

None present

**FOUNDATION REPRESENTATIVE:**

None present

**CITY COUNCIL REPRESENTATIVE:**

None present

**PRESS:**

None present

**CALL TO ORDER:**

The meeting was called to order at 6:33p.m.

**PUBLIC FORUM:**

RPL Circulation Manager Hannah Milligan sitting in on this meeting to meet requirements for one of her MLIS classes. She did not formally address the Board of Trustees.

**SECRETARY'S REPORT**

Motion by Steve Hardin: The minutes of July 17, 2018, are to be approved as submitted.  
Second by Caroline Smith.  
Approved unanimously. Minutes adopted.

## **ROGERS PUBLIC LIBRARY FOUNDATION**

Judy Casey reported:

- Conversations with the Author Update:
  - Handout: Eloisa James flyer.
  - The Arkansas State Library Director Carolyn Ashcraft distributed this event's information via the ArkLib distribution email list.
  - Judy Casey took flyers and posters to various locations.
- Grant approved for new mounts for the Children's tabletop iPads.
- New Systems Manager Hisham Makki was introduced to the Foundation Board.
- Last month they did not have a quorum.
- \$1.8-million is in the Endowment. It was down in June.

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

Caroline Smith and Judy Casey reported:

- New gift certificates are being printed.
- Additional \$8.00 & \$5.50 book bags were ordered. (See display as they are sold at RPL in the Circulation department.)
- Leanna Walker replaced Martha Miller as their Marketing person.
- Arlene Doyle is the new Volunteer Coordinator.
- July Volunteer Hours were over 1,400 hours.
- They had record sales for collectibles.
- Judy Casey reported on the Downtown Museum Expansion project.
  - Library Director Judy Casey spoke with Museum Director John Burroughs early on in the planning to potentially have an area for RPL at the museum.
  - We want to catalog their collection here in our card catalogue so people can search in our catalog.
  - The City Bond Issue passed, but RPL didn't get additional meeting space at RPL approved. Judy Casey noted that Rogers' citizens requested additional meeting spaces.
  - John Burroughs asked if we might partner in the old library building downtown. The building would need a new elevator. Judy Casey suggested keeping popular materials at this location.
  - There are four (4) schools nearby: Arkansas Arts Academy High School, Cross Roads, Hass Academy, and Rogers Heritage High School.
    - The Headmaster of Hass Academy is receptive for ecards.
    - We will need library personnel downtown. John Burroughs suggested that they might be able to help staff.
  - Judy Casey has sent Mayor Greg Hines an email regarding the possibility of having a downtown library section.
  - The goal is to make both collections (RPL and Museum) searchable on our catalog, which the Friends of RPL are very interested.
  - Matt Tolson asked where furniture would come from if they are renovating and for an estimation of timing.
  - Judy Casey said that the City would have to supply the furniture. She estimated for time that it might be about one year to complete the discussion of the project and then another 2-3 years to get it approved and started. She noted that the bathrooms would also need completely reworked before meeting space could open. She continued that RPL's meeting room usage is in such demand that we cannot offer repeat usage and that there's a real need in our community for meeting space usage. She noted that this location would also be a good space for additional tutoring rooms.



- Richard Bland commented that this building has had several recent improvements.
- Judy Casey stated that the Friends of RPL want us to have an additional downtown presence.
- Judy Tobler asked what the rationale was for not including RPL in the bond.
- Judy Casey explained that Police, Fire, and Parks departments as well as infrastructure were in greater need. Additional note, people want us on the east side of town.

### **FINANCIAL REPORT**

Judy Casey reported:

- See City report (p.9). We are very close on personnel expenses; and that we are almost caught up from the two (2) employee retirement payouts from spring. Overall, we are in good shape for the remainder of the year.
- Matt Tolson asked for clarification on the payouts.
- Judy Casey explained the way payouts work when staff leaves their City employment. It depends. Employees hired before a certain time can earn a maximum of 12 weeks Sick Time; and there's a maximum on earned Vacation as well. One of the retirees had all 12 weeks of Sick Time plus 4 weeks of Vacation paid out. This was at a high salary for approximately 700 hours.
- Steve Hardin asked if it was paid out in a lump sum.
- Judy Casey explained that an employee has options: either lump sum payout or rollover to a Deferred Comp account. She noted that newer employees fall under the fiscal year 2000 change to only ½ of Sick Time can be paid out.
- Miscellaneous Expense: Scholarship payments flow through this account as a pass-through expense.
- Natural Gas Utilities: Still pending reimbursement. The City's Legal department is handling the reimbursement for us. Judy Casey noted that this month's expense was \$96.00.
- Building & Grounds: We still need to spend items that we budgeted for and have scheduled these improvements.
- Security Cameras update was discussed.
- All other areas are doing well.

### **DEPARTMENTAL REPORTS**

Judy Casey reported:

- Goals and measures tied to our Strategic Plan are included on several of the departmental reports.
- Tutor.com (p.24): People are using resources from the Skills Center. That usage is up, which is usually test prep and means that people are finding this tool.
- Study Room Comments: "Thanks for the white board." – Room 158
- Matt Tolson asked if we can track Wandoo Reader (Summer Reading tracking tool, p. 16) total scores and number of logins.
- Judy Casey replied that she will be contacting the vendor (Demco Software) to confirm. She explained that this is a new, large, software company that is in addition to its parent company, Demco. This is the third or fourth year that this "new" Wandoo Reader version was offered, but the first year that RPL opted to utilize this program. We gave strong feedback to the company from all of our departments.
- Matt Tolson asked if we evaluate the databases with decreased usage.
- Judy Casey explained the difference between EBSCO and ProQuest. We only pay for Novelist and Novelist Plus from EBSCO; and ProQuest includes 50+ smaller databases. She additionally noted that the Sunday she worked in July that Encore was down. She

continued explanation that we had used EBSCOHost for about 20 years prior to moving to ProQuest due to high pricing. She noted that we have to watch Gale database usage as it is typically up during the school year and decreases in summer; however, Assistant Director Robert Finch had teachers utilizing Gale in July 2017.

- Caroline Smith asked about the millage roll back in the section, "Other Items" from the Director's Report (p. 43).
- Judy Casey explained the standards for a library to receive State Aid are that we have a 1.0-mil property tax. If tax goes up 10%, then property tax is rolled back. She has mentioned to the City for the past ten (10) year that there is always a possibility of not receiving State Aid. The City said that they would pick up this expense if need be.
- Judy Casey noted that moving forward she will try to attend all State Library Board meetings. Example: One of the poorest counties in Arkansas had 0.3-mil from a 1.0-mil rollback and didn't have a MLS (Master of Library Science) librarian or director so they joined with a 1.0-mil consortium that partners with their museum. The State Library Board opted to not help this library. Since then, the director has graduated with her MLS and requested mil.
- Judy Casey hopes to continue receiving State Aid, but has notified the Mayor, CFO, and Board of Trustees that there is possibility of not receiving aid without a 1.0-mil. She received verbal confirmation the City will cover our expenditures if we lose State Aid. Some years ago when we lost State Aid, the City picked up these expenses.
- Matt Tolson asked when this happened.
- Judy Casey replied that it was in the early 2000s and that libraries all over the state were blindsided.
- For fiscal year 2020, she will try to get the 1.0-mil back. She noted that if we obtain a full mil that it will bring in \$146,000 in State Aid.
- Steve Hardin asked if the mil was at sunset or permanent.
- Judy Casey confirmed "permanent".
- Judy Tobler asked if it was voted at 0.9-mil.
- Judy Casey clarified the vote was at 1.0-mil, but it rolled back and that going back to vote is the only way to get the 1.0-mil again.

#### **DIRECTOR'S REPORT**

Judy Casey reported:

- Handout: RPL tri-fold brochure.
- Staff handled the recent news reported incident at the corner of South Dixieland Road and Sycamore Street wonderfully. Staff kept calm and responded professionally. Judy Casey noted that RPL Staff had recent training during our Staff In-Service Day (August 3) and that we are continually working on emergency procedures.

#### **OLD BUSINESS**

##### **Update on Security Cameras by Judy Casey**

- We are requesting five (5) additional external cameras for FY 2019.

##### **Staff Updates by Judy Casey**

- We only have one part-time position open.

#### **NEW BUSINESS**



#### **FY 2019 Budget by Judy Casey**

- Handouts given: (1) budget calendar and (2) Budget 2019 to-date.
- Judy Casey's meeting with Mayor Hines is the morning of September 19 at City Hall. She can bring a Board Member.
- Board President Matt Tolson expressed interest in attending. Judy Casey will email him the exact date and time.

#### **ArLA (Arkansas Library Association) Conference by Judy Casey**

- The Board of Trustees is welcome to attend. Let Judy Casey know so she can get you signed up and paid. Cost is \$75 per person per day. She recommended attending either Sunday or Monday as these look like the days you might be most interested in.
- Matt Tolson would like one of them to attend.
- ArLA is still finalizing the schedule. The event is from Saturday, September 22 – Tuesday, September 25 at noon.
- It will be at the John Q. Hammons Center in Rogers.
- About 10-15 RPL Staff will attend.
- RPL is not presenting this year, but offered to at last year's conference held in the same location. The Committee Chair did not reach out to Judy Casey.

#### **ADJOURNMENT**

Motion by Caroline Smith to adjourned the meeting at 7:30 p.m.

Second by Judy Tobler.

Agreed unanimously.

  
Prepared by Sami Espenschied

Date

  
Approved

Date

