

Stan Joyner
Mayor

Maureen Fraser, *Alderman*
Jimmy Lott, *Alderman*
John Worley, *Alderman*
Tom Allen, *Alderman*
Billy Patton, *Alderman*

James H. Lewellen
Town Administrator

Lynn Carmack
Town Clerk



Town of Collierville

COLLIERVILLE PUBLIC LIBRARY BOARD MEETING—March 26th, 2013

Notice is hereby given that the Collierville Public Library Board will meet Tuesday, March 26th at 6:00 p.m. in the Board Chambers at Collierville Town Hall, located at 500 Poplar View Parkway. At that time, consideration will be given to the following:

1. Call to order
2. Roll Call
3. Approval of Minutes from November 13th, 2012
4. Acceptance of Donations
5. Discussion of Proposed FY14 Library Budget
6. Library Director Presentation
7. Other Business/ Discussion
8. Adjournment

A regular meeting of the Collierville Public Library Board was held November 13, 2012 at 6:00p.m. in the Board Chambers at Collierville Town Hall, at 500 Poplar View Parkway.

Mr. Martindale called the meeting to order.

ROLL CALL

ROLL CALL: Pamela Hathaway - yes, Linda Mayfield - yes, Jeff Martindale - yes, Liz Rozanski - yes, Alderman Billy Patton - yes. Richard Harlow was absent. Mr. Eddie Maier arrived at 6:06pm.

Staff members present were Josh Suddath, Assistant to the Town Administrator, and Deanna Britton, Library Director.

APPROVAL OF MINUTES FOR JULY 31, 2012

Mr. Martindale asked if there were any changes or additions to the minutes for July 31, 2012. None were brought forth.

Mr. Martindale called for a motion.

Mrs. Hathaway made motion, seconded by Mrs. Rozanski, to approve the minutes from the July 31, 2012, Library Board meeting.

ROLL CALL: Hathaway - yes, Mayfield - yes, Martindale - abstain, Rozanski - yes, Alderman Patton - abstain. Motion is approved.

Mr. Maier arrived for the meeting at this time.

ACCEPTANCE OF DONATIONS

Mr. Suddath stated that this is an acceptance of donations to the Collierville Burch Library, totaling \$7,286.76, which was collected for the period of July 7th, 2012 through October 16th, 2012. \$486.76 was donated by the Landmark Woman's Club and \$6,800.00 was donated by the Friends of the Library.

Mr. Suddath stated that the donation from the Landmark Woman's Club will be used for some educational programming related to the sesquicentennial events that are coming up over the course of the next year. The donation from the Friends of the Library will be used for material for the Burch Library.

Mr. Suddath stated that staff recommends approval, and it will be before the Board of Mayor & Aldermen for approval at the next meeting.

Mr. Martindale called for a motion.

Mrs. Mayfield made motion, seconded by Mrs. Hathaway, to approve the acceptance of donations to the Lucius E. and Elsie C. Burch, Jr Library for a total of \$7,286.76.

ROLL CALL: Hathaway - yes, Mayfield - yes, Martindale - yes, Rozanski - yes, Maier - yes, Alderman Patton - yes. Motion is approved.

AMENDMENT TO THE COLLIERVILLE PUBLIC LIBRARY BOARD (CPLB) BY-LAWS

Mr. Suddath stated that the purpose of this agenda item is to amend the Library Board's by-laws to bring those by-laws in accordance with State law. He stated that Library Boards have a considerable amount of autonomy granted to them by the state of Tennessee.

Mr. Suddath stated that the Board of Mayor & Aldermen are not really empowered to make amendments to the Library Board's by-laws because they are set up to be somewhat independent by the State.

In the last legislative session, the state of Tennessee amended the portion of the Tennessee Code that was related to Library Boards (Title 10, Chapter 3). The by-laws now state that the Library Boards have seven members. The State has now decided to change that to Library Boards having between seven and eleven members. The Board of Mayor & Aldermen will, at their discretion, be able to appoint between seven and eleven members.

This change to a state law also removes the requirements of having a certain number of the Board's members having to be of the same sex. Under the most recent by-laws, with seven members, four members would have to be of the same sex. Under the new by-laws, this no longer applies. It can now be an all male or female Board, or any split that is appointed.

Mr. Suddath stated that this change is to bring the Collierville Library Board in line with the State's requirements. He also stated that staff recommends approval.

Mr. Martindale inquired about a strike-through paragraph, Article 2, Section 1, that reflects this change. He asked if this was the only place within the by-laws where it needs to be corrected.

Mr. Suddath stated that it is the only place that it shows in the Library Board by-laws. He also stated that the Library Board is empowered to amend its own by-laws without approval of the Board of Mayor & Aldermen, so this action tonight will be final.

Alderman Patton stated there is a renewed interest in people wanting to serve on the Library Board, with many applying to be on this Board.

Mr. Martindale asked when the vote for the Board occurs.

Alderman Patton stated that the vote occurs on December 3rd. He also stated that there is a work session for the people who have applied.

Mrs. Hathaway asked if the Board could keep the number of males and females on the Board as equal as possible because she sees value in having the same amount of each gender represented.

Alderman Patton stated that he agrees, but that with the amount of people who have applied for positions is down. He stated when there are six men and two ladies who have applied, it is difficult to keep this equal amount.

Mr. Suddath stated that he will bring up at the work session that the Library Board is requesting to keep the makeup the same.

Mr. Martindale asked the Board members for their thoughts and opinions on increasing the number of Board members, and to give Alderman Patton a recommendation of what is decided, so he can engage in the discussion with his colleagues. He stated that Mr. Harlow and he are the members up for renewal, and that if they both return, that leaves up to four new possible members.

Further discussion ensued regarding the amount of members to have on the Board.

Mr. Martindale called for a motion.

Mrs. Mayfield made motion, seconded by Mr. Maier, to approve the motion as written with a recommendation to the BMA that the Library Board will try to keep gender representation similar to its current makeup.

ROLL CALL: Hathaway - no, Mayfield - yes, Martindale - yes, Rozanski - yes, Maier - yes, Alderman Patton - yes. Motion is approved.

LIBRARY DIRECTOR PRESENTATION

- Statistics

Mrs. Britton briefly reviewed the statistics with the Library Board.

Mrs. Britton stated that the gate count is up by 6%, and the circulation of physical books in the library is up 13%, or almost 15,000 items. The circulation, including all the digital products added, is up 17%. Self-check use is up 8%, and "holds" are up 62%. The reason "holds" are up so dramatically is that it went from two per patron to five per patron. Public computer sessions are down 9%, this due to more people having computers in their homes and as well as smart devices.

Mrs. Britton also stated that the overall attendance for library programs is up 59%. "Meetings hosted" is up 15%, which is significant. "Volunteer hours" is the only area that the Library has gone down. It has gone down 15%.

Mrs. Britton stated that there are several reasons for there not being as many adult volunteers. The shelving of books task has been assigned to staff, which allows them to "own" their areas. Thus, materials are easier to locate with not as many different people shelving.

Mrs. Britton stated that her Volunteer Coordinator is going on maternity leave soon. She is reducing the number of volunteers to track until she returns. Most of the volunteers who have been there will remain to lessen the amount of training that would need to happen for new volunteers while she is out.

Mrs. Britton also stated that due to the amount of materials sold at the book sales, not as many volunteers are needed to staff those book sales. The Library does not get as many donations as they used to receive. They have also had some very active members of the "Friends of the Library" move out of state.

Mrs. Britton stated that Julia Dow, who has been the resident artist for the library, is moving away to be near family. She has provided art work for at least the eight years that Mrs. Britton has been at the library. She does the monthly bulletin boards as well.

Mrs. Britton stated that she has been monitoring the DVD rental fees. She stated that Germantown and Arlington have lowered the checkout fee amount from \$2.00 to \$1.00. This change has not affected the number of DVD rentals for Collierville. The DVD rental revenue is actually up 14% from the previous year. She stated that Collierville has a good collection, including the classics.

- **Intern**

Mrs. Britton stated that the library will have an intern from the University of Tennessee. Her name is Stacy Peeler, and she contacted Mrs. Britton a few weeks ago. She needs to get some experience in using eServices, so she will be working in the children's area. She will be there from January through March of 2013, and will work a total of 150 hours. At the beginning, she will be observing, but will then acquire hands-on experience as well. This is the degree for which she is going to school.

Mrs. Britton stated that she is a believer in mentoring and has wanted to do this for a long time.

- **Exhibits**

Mrs. Britton stated that she has some exhibits coming from the Tennessee Library and Archives. The first exhibit that will be on display is called "Disasters in Tennessee". She stated that it will probably include events related to Reelfoot Lake and the earthquake that happened there, as well as fires and flooding incidences that occurred in Tennessee's history. This exhibit will be here from January through February in 2013.

Mrs. Britton stated that in commemoration of the 150-year Civil War anniversary, there will also be an exhibit next year called "Abraham Lincoln: Not Just a Penny".

Mrs. Britton stated that she will be working with Mrs. Erin Narloch, Museum Curator for the Morton Museum of Collierville History, next year on some food related programming. They will have an exhibit from the Tennessee Archives on the history of cooking in Tennessee. They will be providing historic recipes.

Mrs. Britton stated that the only cost is the shipping of the exhibit material back and forth. She stated that she will not know the cost of this shipping until it happens, as the Tennessee Archives has not done this before. She also stated that the Tennessee Archive representative told her that if they have someone coming this way, they will physically deliver them. She also spoke with the Friends of the Library regarding assistance in covering the shipping costs if her postage budget cannot handle the amount. They have agreed to help.

- **Polaris System Issues**

Mrs. Britton stated that they are having some difficulties with how the search mechanism is working in the Polaris System between Germantown, Arlington and Millington. She stated that if Collierville and Germantown both order and receive the same book, it should merge them and create one record in the system, but it is creating two records. She stated that she was told that this would be taken care of, but it has been a year now.

Mrs. Britton has called a Wolf River meeting for tomorrow to discuss with LSSI the many issues occurring with the Polaris System. These issues with the system are making it difficult for patrons to locate material, and it also creates more work for her staff.

Mrs. Hathaway asked if the library has any problems with lost material or with people not returning materials.

Mrs. Britton stated that they did have problems prior to the recession, but do not have as much of a problem now with people more concerned about where their money is going. They will spend the time to look for materials and return them.

OTHER BUSINESS / DISCUSSION

Mr. Martindale asked the Board to consider joining the Friends of the Library. It costs \$10.00 per year to be a member, and it is a good way to show support for the Library.

Mr. Martindale asked for any questions or further discussion.

ADJOURNMENT

There being no further business, Mr. Martindale declared the meeting adjourned at approximately 6:30pm.

Mr. Jeff Martindale, Chairman

Josh Suddath, Assistant to Town Administrator

Agenda Number: _____

REPORT TO THE LIBRARY BOARD

DATE: March 26, 2013

FROM: Josh Suddath, Assistant to the Town Administrator

SUBJECT: Acceptance of Donations to the Lucius E. and Elsie C. Burch, Jr. Library

DISCUSSION: The library received donations totaling \$846 for the period from October 17, 2012 through February 22, 2013. \$800.00 was donated by the Collierville Rotary Foundation, \$30.00 was a donation from Melody Pittman, Director of the Germantown Community Library, and \$16 was an anonymous donation. The Collierville Rotary Foundation donation will be used to purchase two special shelving units in the Young Adult area for the display of new additions to the collection. The remainder of the donations will be used for material purchases.

RECOMMENDATION BY: Assistant to the Town Administrator Josh Suddath for approval.

PROPOSED MOTION: To accept donations to the Lucius E. and Elsie C. Burch, Jr. Library for a total of \$846.

BOARD ACTION:

Motion By: _____ Seconded By: _____

VOTE	HATHAWAY	MAYFIELD	MARTINDALE	HARLOW	ROZANSKI	MAIER	PATTON
YES							
NO							
ABSTAIN							

ACCT CODE	DESCRIPTION	ACTUAL FY 11	ACTUAL FY 12	BUDGET FY 13	ESTM'D FY 13	PROPOSED FY 14
Beginning Fund Balance		\$ 17,478	\$ 7,381	\$ 7,707	\$ 7,707	\$ (1,097,391)
REVENUE						
33310	State Grant					
34761	Late Fees	37,096	33,608	34,000	34,000	34,000
34762	Sales - Best Sellers					
34763	Room Rental Fee	240	90	150	100	100
34764	Audio Rentals	13,320	12,602	12,000	12,000	12,000
34765	Video Rentals	14,385	14,532	14,300	14,500	14,500
34766	Fees - Copier	1,533	1,621	1,500	1,400	1,400
34767	Fees - Printing	5,147	5,418	5,500	5,500	5,500
34768	Damage Fee	2,085	1,374	2,000	2,000	2,000
34769	Lost/Paid	2,667	2,703	3,500	3,000	3,000
34771	Local Interlibrary Late Fee		12			
34772	State Interlibrary Loan Fee	84	62			
34773	State Interlibrary Late Fee	6	6		26	
34781	Non-Resident Card Fee	17,880	15,410	15,500	15,500	15,500
34782	Replacement Card Fee	3,895	3,883	3,500	3,500	3,500
34783	Temp 7-Day Fee	1,660	1,315	1,200	1,200	1,200
36721	Donations	7,952	20,076	17,132	17,178	
36900	Miscellaneous Revenue	182	123		100	
TOTAL REVENUE		108,132	112,836	110,282	110,004	92,700
EXPENDITURES						
Operating Expenses						
211	Postage	8,852	5,198	6,700	5,664	6,700
221	Printing/Stationery/Forms	1,389	876	2,000	1,396	2,000
222	Materials	212,634	210,251	211,850	211,850	200,000
231	Publication of Legal Notices	530				
233	Subscriptions	16,000	16,000	16,000	16,000	16,000
235	Memberships/Registration Fees	1,115	1,608	1,200	1,200	1,200
236	Public Relations	5,888	5,027	5,200	5,200	6,500
239	Programming	7,299	7,755	8,822	8,822	5,000
241	Utilities	72,728	76,469	84,024	79,056	84,024
245	Telephone	15,154	15,422	16,000	15,656	16,000
256	Professional Services	1,080				
262	Other Equipment Repair & Maint.	1,102		2,250	2,200	2,250
263	Office Equip. Repair & Maint.	1,097	420	2,200	1,950	2,200
265	Grounds Repair & Maintenance	9,000	9,000	9,000	9,000	9,000
266	Building Repair & Maintenance	15,865	11,373	14,250	14,250	14,250
267	HVAC Repair & Maintenance	1,764	1,255	7,000	7,000	7,000
269	Other Repair & Maint.	11,893	10,794	14,220	13,549	14,220
283	Out of Town Travel Expense	926	3,366	1,000	1,000	1,000
287	Local Travel Expense	227	204	450	250	500
294	Equipment Lease/Rental	5,680	5,256	6,116	5,564	6,116
299	Contractual Services	613,234	631,444	652,877	652,877	670,984

ACCT CODE	DESCRIPTION	ACTUAL FY 11	ACTUAL FY 12	BUDGET FY 13	ESTM'D FY 13	PROPOSED FY 14
311	Office Supplies	10,391	20,821	17,877	17,877	15,000
312	Small Items of Equipment	4,737	5,097	9,590	9,590	4,000
324	Household/Janitorial Supplies	1,468	2,367	2,000	2,000	2,000
335	Painting/Plumbing Supplies	740	397	500	500	500
336	Electrical Supplies	751	740	2,000	2,000	2,000
339	Repair & Maintenance Supplies	674	331	1,000	1,000	1,000
511	Liability Insurance	4,730	4,730	4,730	4,730	4,730
520	Property Insurance	6,311	6,311	6,311	6,311	6,311
733	Prizes and Awards	175	175	175	121	175
	Total Operating Expenses	1,033,433	1,052,685	1,105,342	1,096,613	1,100,660
	Capital Outlay					
942	Building Improvement					
947	Office Equipment					
948	Computer Equipment	1,410	3,287	7,000	7,000	10,000
949	Other Equipment		2,675	3,116	3,116	6,385
	Total Capital Outlay	1,410	5,962	10,116	10,116	16,385
	Debt Service					
	Principal					
	2005 G I B Refunding	60,467	80,623	79,279	79,279	77,936
	Subtotal - Principal	60,467	80,623	79,279	79,279	77,936
	Interest					
	2005 G I B Refunding	35,037	32,291	29,093	29,093	26,046
	Subtotal - Interest	35,037	32,291	29,093	29,093	26,046
	Total Debt Service	95,505	112,914	108,373	108,373	103,982
	TOTAL EXPENDITURES	1,130,348	1,171,562	1,223,830	1,215,102	1,221,027



Lucius E. and Elsie C. Burch, Jr. Library

Fiscal Year July 2012-June 2013

Activity	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Days Closed	1	0	1	0	2	2	2	2	2	2	2	2	8
Hours Open	994	268	242	270	240	242	250	240	240	240	240	240	2,906
Gate Count	20,919	18,041	17,784	18,751	15,551	13,580	16,073	17,550					138,249
Library Cards Added													
Resident Cards Added 38017, 38037	250	253	201	214	127	119	157	143					1,464
Non-Resident Cards Added	14	20	11	5	19	9	15	16					100
Total Cards Added	264	273	212	219	137	128	172	159					1,564
Active Cards (New & Renewed)													
Active Resident Cards	9,439	9,263	9,520	9,615	10,345	9,706	9,602	9,517					
Active Non-Resident Cards	832	568	559	557	594	442	544	546					
Total Active Cards	10,271	9,831	10,079	10,172	10,939	10,148	10,146	10,063					
Circulation													
Branch Circulation	36,051	30,697	38,928	30,054	26,898	25,847	27,454	27,399					233,328
OverDrive	586	1,114	649	887	484	589	606	492					5,307
OneClick Digital	49	91	80	86	107	106	109	93					721
DK Travel Guides	1	4	0	16	0	0	0	0					21
Zinio	1	218	134	144	18	49	131	66					785
Tumble Bugs	16	143	98	32	24	3	10	22					348
Session Street	7	56	140	89	149	147	78	68					721
Gate Digital Titles through TEL	2	12	3	18	0	3	4	0					37
Gate Legal Forms	6	9	13	13	18	9	18	0					80
Learning Express Library	1	25	4	22	2	1	5	13					45
World Book	0	0	9	18	11	1	2	4					45
Total Circulation	36,718	32,356	39,946	31,379	27,712	26,751	28,417	28,157					241,440
In-House	5,364	3,311	3,439	3,439	2,652	2,578	2,785	3,159					26,549
Total With In-House	42,082	35,667	43,385	34,800	30,364	29,329	31,202	31,316					267,989
Self-Check													
Patron Use	2,634	2,492	2,240	2,225	1,837	1,788	2,225	2,092					17,743
Patrons Returned	267	208	209	209	195	202	177	209					1,876
Items Checked Out	10,280	9,053	8,261	8,010	6,804	6,801	8,046	7,973					65,533
Holds													
Total	1,730	1,664	1,399	1,621	1,376	1,174	1,376	1,465					11,705
Total Not Picked Up	140	301	257	273	236	265	202	244					1,948
Carrier Service													
Landed to Germantown	403	526	480	433	400	345	503	390					3,480
Landed to Arlington	107	105	134	97	84	55	81	107					760
Landed to Millington	70	68	49	52	35	38	65	78					465
Total Landed	580	699	663	582	519	438	649	575					4,805
Borrowed from Germantown	424	560	466	512	345	345	446	492					4,712
Borrowed from Arlington	113	94	78	95	60	68	75	85					671
Borrowed from Millington	61	71	58	50	52	54	57	48					431
Total Borrowed	698	725	602	657	457	467	578	625					4,814
Total Courier Service	1,378	1,424	1,265	1,232	998	885	1,227	1,200					9,619
Materials													
Purchased	5,089	1,232	1,075	1,132	1,048	983	783	775					11,617
Gifts Added	0	5	6	10	10	35	0	20					92
Withdrawals	1,159	759	566	994	1,132	3,968	811	226					9,615
Total Material	120,982	121,465	121,980	122,134	122,060	119,110	118,582	119,151					1,191,511
Reference													
Total Questions	27,749	2,963	2,793	2,376	2,017	1,454	2,195	2,634					19,131

Total Registered Patrons
29,644
1,411
31,055

Activity	July	August	September	October	November	December	January	February	March	April	May	June	YTD Total
Interlibrary Loan													
Borrowed	1	3	2	9	3	1	7	3					26
Sent	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					n/a
Unfilled	0	0	0	0	0	0	0	0					0
Total ILLs	1	3	2	9	3	1	7	3					26
Public Computer Sessions	2165	2375	2773	2198	1791	1550	1491	1350					16573
Library Programs													
Adult Programs Hosted	3	11	8	13	9	8	7	15					74
Number Attending	41	168	62	111	53	66	65	189					778
Young Adult Programs Hosted	3	2	3	3	2	2	3	3					21
Number Attending	31	20	32	29	20	22	39	58					251
Children's Programs Hosted	19	29	27	28	23	23	27	23					203
Number Attending	917	689	654	601	584	329	566	574					4885
Total Programs Hosted	25	42	38	44	40	31	37	41					298
Total Attending	1,009	877	749	741	657	437	673	771					5,914
Outreach Programs													
Programs Held	0	1	1	1	2	2	5	2					17
Number Attending	0	20	25	37	118	126	85	68					479
Meetings Hosted	29	42	41	45	33	35	43	48					317
Study Rooms	245	199	240	271	227	219	218	252					1,971
Volunteer Hours													
Juvenile	55	45	61	74	70	105	43	40					483
Adult	20	44	67	100	39	51	44	162					528
Summer Reading Club	493	0	0	0	0	0	0	0					493
Friends of the Library	272	305	209	699	297	231	253	290					2,556
Total	840	394	337	873	406	387	340	483					4,090
Revenue													
Late Fines	\$3,004.40	\$3,095.95	\$2,964.28	\$2,769.35	\$2,995.21	\$2,378.68	\$3,244.94	\$2,976.04					\$23,428.55
Room Rental Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00
Audio Rental Fees	\$1,087.90	\$1,011.50	\$901.09	\$987.89	\$839.56	\$837.56	\$821.50	\$797.00					\$7,283.40
DVD Rental Fees	\$1,734.00	\$1,346.00	\$1,164.00	\$1,294.00	\$1,016.00	\$1,100.00	\$986.20	\$1,037.20					\$9,667.40
Teacopier	\$972.50	\$145.10	\$170.55	\$109.95	\$105.65	\$83.20	\$100.20	\$134.20					\$890.75
Fee-Frithing	\$467.60	\$512.30	\$482.05	\$524.30	\$393.80	\$380.45	\$421.05	\$466.15					\$3,667.70
Damage Fines	\$289.49	\$98.88	\$221.67	\$79.98	\$211.71	\$166.87	\$217.65	\$119.96					\$1,376.21
Lost/Paid Fines	\$177.72	\$391.24	\$440.02	\$173.19	\$172.34	\$268.33	\$261.57	\$231.78					\$2,116.19
Annual Non-Resident Fee	\$950.00	\$1,680.00	\$1,895.00	\$1,325.00	\$975.00	\$875.00	\$1,185.00	\$1,290.00					\$10,065.00
Sever Day Non-Resident Fee	\$140.00	\$130.00	\$75.00	\$105.00	\$80.00	\$77.00	\$60.00	\$100.00					\$747.00
Replacement Card Fine	\$260.00	\$365.00	\$360.00	\$295.00	\$250.00	\$215.00	\$195.00	\$340.00					\$2,280.00
Miscellaneous Fees	\$21.00	\$18.00	\$15.00	\$12.00	\$16.20	\$2.40	\$2.00	\$8.00					\$112.20
ILL Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00	\$2.00	\$9.72	\$8.48					\$36.00
OverShort	\$11.65	\$25.45	\$14.70	\$3.05	\$3.46	\$0.79	\$9.72	\$8.48					\$15.77
Library Donations	\$9,845.00	\$0.00	\$486.76	\$6,800.00	\$7,082.35	\$6,391.64	\$7,521.43	\$8,250.78					\$17,977.76
Total	\$18,027.96	\$8,799.12	\$5,106.63	\$14,494.02	\$7,082.35	\$6,391.64	\$7,521.43	\$8,250.78					\$79,664.23

*The Library was closed on the following days: Wednesday, July 4th, Monday, Sept. 3rd, Thursday & Friday, Nov 22-23, Monday & Tuesday, Dec 24-25, Tuesday, Jan 1, Monday, Jan 21
 **Not Available in July