

Stan Joyner  
*Mayor*

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



James H. Lewellen  
*Town Administrator*

Lynn Carmack  
*Town Clerk*

## Town of Collierville

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### COLLIERVILLE PUBLIC LIBRARY BOARD MEETING—June 25<sup>th</sup>, 2013

Notice is hereby given that the Collierville Public Library Board will meet Tuesday, June 25<sup>th</sup> 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 March 26<sup>th</sup>, 2013
4. Acceptance of Donations
5. Renewal of Contract for Library Management Services with LSSI
6. Library Director Presentation
7. Other Business/ Discussion
8. Adjournment

A regular meeting of the Collierville Public Library Board was held on March 26, 2013 at 6:00p.m. in the Board Chambers at Collierville Town Hall, at 500 Poplar View Parkway.

Mr. Harlow called the meeting to order.

### **ROLL CALL**

ROLL CALL: Pamela Hathaway - yes, Linda Mayfield - yes, Richard Harlow - yes, Liz Rozanski - yes. Absent were Jeff Martindale, Eddie Maier and Alderman Billy Patton.

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

### **APPROVAL OF MINUTES FOR NOVEMBER 13, 2012**

Mr. Harlow asked if there were any changes, corrections or comments to the minutes for November 13, 2012. None were brought forth.

Mr. Harlow called for a motion.

Mrs. Mayfield made motion, seconded by Mrs. Rozanski, to approve the minutes from the November 13, 2012, Library Board meeting. All were in favor, none were opposed. Motion is approved.

### **ACCEPTANCE OF DONATIONS**

Mr. Suddath stated that the Burch Library has received donations totaling \$846 for the period of October 17, 2012, to February 22, 2013. Collierville Rotary Club donated \$800, \$30 was donated by Melody Pittman, the director of the Germantown Community Library, and \$16 was an anonymous donation.

The Collierville Rotary Club donation will be used to purchase two special shelving units in the Young Adult area of the Library for the display of new editions to the collection, and the remainder will be used for materials.

Mr. Harlow called for a motion to accept the donations.

Mrs. Mayfield made motion, seconded by Mrs. Hathaway, to accept donations to the Lucius E. and Elsie C. Burch, Jr. Library in the amount of \$846. All were in favor, none were opposed. Motion is approved.

### **DISCUSSION OF PROPOSED FY14 LIBRARY BUDGET**

Mr. Suddath stated that he would like to review the proposed FY14 budget with the Library Board. He stated that this budget is essentially a flat budget with not much new being added to it, and that revenues are projected to be the same next year.

Mr. Suddath reviewed the budget spreadsheet with the Board members.

Mr. Suddath stated that one item of significance is that ten computers will be replaced throughout the library by the I.T. Department. Some of these replacement computers are for public access and some

are for staff. Some of the current computers are seven or eight years old, and are in need of replacement.

Mr. Suddath stated that a new specialized label printer for the Library's materials collection will also be purchased at a cost \$3,269. The current one has a very cumbersome and time-consuming process for creating labels for all the new books brought in the collection. This new one will streamline the process and allow the staff to be more efficient in accomplishing more tasks and work on other programs.

Mr. Suddath stated that in the previous fiscal year, \$3,116 was for a credit card reader at the self-check machine. He stated that at the Board of Mayor & Aldermen meeting last night, they approved credit card use at the Collierville Burch Library. The Town will enter into a merchant agreement to have face-to-face credit card payments at the Courts and at the Collierville Burch Library. This will alleviate a lot of customer complaints. There will be three credit card readers at the front desk and one at the self-check station. This will hopefully be up and running in the next few months.

Mr. Suddath stated that the total budget number is \$1.217 million, essentially the same as the previous year.

### **TENTATIVE CIP BUDGET REQUEST FOR COLLIERVILLE BURCH LIBRARY**

Mr. Suddath stated that he has put in a request to the Capital Investment Program (CIP) for this year's budget for a potential library expansion. The amount requested for FY14 is \$50,000, which will be used to begin a feasibility study and have a concept plan done by an architect. The actual architectural drawings would come later on, and the construction would start in approximately 2018.

Mr. Suddath stated that in discussing this with the Friends of the Library, they have agreed to contribute \$25,000 for the concept plan.

Mr. Suddath stated that with fundraising, it is important to have something to show people rather than just telling them about what is planned. The donations seem to increase when people are able to see something, and visualize and understand the plan. That's why it is important to put together a good conceptual plan early in the process, so that people understand what is being done.

Mr. Suddath stated that he did research on comparable cities to Collierville that are relatively affluent, have 30,000-50,000 people, and operate their own city library. The cities that he came up with were Brentwood, Germantown, Oak Ridge, Bristol, Johnson City and Kingsport. Franklin was not included as theirs is a county library. He found that the Burch Library has the lowest square footage, at 26,000 square feet, than any of these other cities, including Oak Ridge which basically has half the population of Collierville. The collection size for Collierville is the smallest as well.

Mr. Suddath stated that an expansion is something that should at least be explored, and see what the community has to say.

Mr. Suddath stated that he budgeted \$4 million overall for the entire project. Of that, \$350,000 would be for architectural drawings and \$3 million would be for construction. The remainder would be monies included for books, furnishings and technology improvements. It would be for an additional 20,000 square feet.

Mr. Harlow asked if the site would support an expansion.

Mr. Suddath stated that it would, and that the current library was originally built with an eventual expansion in mind.

With a question from the Board, Mr. Suddath stated that if the Board of Mayor & Aldermen approves it and it is put into the budget, a RFSOQ (Request for Statement of Qualifications) would be issued to advertise it nationally. A committee would then be formed to evaluate those that are interested in doing the job. A few would be selected to be interviewed, and then one would be selected from there.

Mr. Harlow called for any further questions or discussion, and asked if a vote needed to be taken on these items. Mr. Suddath stated that these items were presented for informational purposes only, and that no vote was necessary.

## **LIBRARY DIRECTOR PRESENTATION**

### **- 2012 Burch Library at a Glance**

Mrs. Britton distributed the 2012 Burch Library at a Glance packet to each of the Board members for informational purposes. It is a synopsis of what occurred last year, a lot of which was covered in previous Library Board meetings. She stated that this was a presentation that she made to the Rotary Club in January.

### **- Programming in the Library**

Mrs. Britton stated that she wanted to highlight the kind of programming that they are doing in the Burch Library.

Mrs. Britton stated that they have continued to do the gardening programs as they are always popular and well attended.

Mrs. Britton stated that the computer classes are still going strong. She has asked the instructor to prepare PowerPoint instruction for the fall. This will be expanding what is currently offered with Basic Word and Excel.

Mrs. Britton stated that the Department of Veterans Affairs contacted her. They will be coming and bringing their mobile Vet Center. She is going to try it and see how often they need to visit the Burch Library. It is run out of the US Department of Veteran Affairs, and it is a readjustment counseling service for Veterans. They help them find jobs and in receiving the kind of services that they are due as Veterans. They come in a beautiful Class-A motorhome. There were seven or eight Veterans that came through during the Vet Center's last visit and they learned things they didn't know about.

### **- Storytime**

Mrs. Britton stated that Alderman John Worley provided a storytime at the Burch Library in January.

### **- Civil War**

Mrs. Britton stated that they have the Civil War programming coming in the fall. Professor Thomas Flagel is coming from Columbia State Community College. He lives in Franklin, TN. He will be doing a "Meet the Author" program. He has published a few books on the Civil War, including one called "A History Buff's Civil War". He will also be doing another program on another book called "Messengers of Death: How the Press Reported the Civil War".

Mrs. Britton stated that there will be two faculty members from the University of Memphis, one of whom will give a talk in the Burch Library on part of a 20-year project that she has worked on of indexing all the Memphis newspapers during the Civil War.

The other faculty member is the Curator of Special Collections Department who is going to bring primary source material, such as letters from Confederate and Union soldiers and family members.

Mrs. Britton stated that there will be an exhibit coming from the Tennessee State Archives on Lincoln.

Mrs. Britton stated that there will also be another exhibit coming from the Lehrman Institute in New York that will be about Lincoln as well, and political cartoons of those times.

Mrs. Britton stated that she is also coordinating these exhibits with the Morton Museum of Collierville History as they have some special activities occurring during October of this year.

- **Fayetteville, Arkansas Public Library**

Mrs. Britton stated that she visited the Fayetteville Public Library in Arkansas and spent the day with the Director and toured the facility. They are getting ready to expand their facility and they discussed architects and staffing and the things that they are wanting in their expanding facility. They received "Library of the Year" in 2005. They have a coffee shop and technology center with computers dedicated to teaching people. They benefit by being in close proximity to the University of Arkansas. They have a lot of experimental relationships within the university with many different projects.

- **Intern**

Mrs. Britton stated that they had an intern, Stacy Peeler, this past winter. She was from the University of Tennessee, and worked in the Children's Department.

- **Exhibit**

Mrs. Britton stated that they just completed showing their first exhibit from the Tennessee State Archives. It was called "Disasters in Tennessee", and it ran from mid-January to mid-February. The next exhibit will be on Lincoln.

- **Circulation Statistics**

Mrs. Britton briefly reviewed the circulation statistics. She stated that in comparing month-to-month and year-to-year in the circulation of the total circulated material, from 2011 to 2012, that figure is up 13% from July of the previous year. In August, it was up 20%. September was up 12%, October was up 13%, November was up 5%, and December was up 10%. Then, in January, it went down 2% and in February, it went down .5%.

Mrs. Britton equated the drop to perhaps the schools not having as much science fair activity anymore, which is usually a big thing in January. This could be part of the reason that circulation has dropped off in January.

- **Polaris System**

Mrs. Britton stated that the Polaris System has the capability to link all library cards in one family. This would help in a situation where perhaps one card in a family is "maxed out" due to checking out the maximum amount of material, or has fines on it, or has not been renewed. The link will allow the system to see all cards for one family and for the family to use another card in their group. This will make the checkout less time consuming with the family not having to search for another card.

Connecting all the library cards that are in the system to related family members in Collierville will take two to three years. There are approximately 30,000 library cards that are still within the Burch Library database, but only 10,000 to 11,000 stay active year-to-year. Card information is kept for three years and then deleted, so there may be someone who gets a card, but does not renew until the end of that third year.

- **Babygarten Instructor**

Mrs. Britton stated that they have a new Babygarten instructor. She has a master's degree in secondary education and is working part-time. Mrs. Britton distributed the newsletter to the Board members that the instructor gives to the parents, and will discuss with the parents any parenting issues they may be having. The newsletter contains information that they can use with their children, plus facts about the library that they may not have known.

- **Debbie Hale Resigning, Full-time Children's Section**

Mrs. Britton stated that one of the employees in the children's section, Debbie Hale, is resigning her position. She stated that she is pleased to say that Ms. Hale will still remain with the Burch Library, but as a volunteer.

Mrs. Britton stated that they have hired a new full-time person in the children's section, and she will start on August 6<sup>th</sup>, 2013. She is originally from England, and has good, positive energy. She will be a welcomed addition to the Burch Library staff.

- **Circulation Statistics**

Mrs. Britton stated that something that came out of Library Journal is the top circulation materials. She distributed a graph to the Board members. It is a materials survey that they do every year. They look nationally at what the top circulators are in fiction and the top circulating areas in non-fiction.

Mrs. Britton ran a report for what are the top circulators at the Burch Library. She found that the primary areas of interest in fiction at the Burch Library are mystery followed by young adult. Although, they have found that many adults are reading young adult.

Mrs. Britton stated that in non-fiction, cooking was number one, followed by medicine and health, then history, then biography/memoir, then current events/political and then travel.

Mrs. Britton asked if the Board members had any questions.

With a question from the Board regarding who are the top patrons of the library, Mrs. Britton stated that there are a lot more adults with library cards than kids. The children's checkout is higher than adults, and that is because adults will checkout many children's books at a time for their children. These books may be 10-page books or a board book with 4 pages, and this makes for a higher circulation for children's books. There are also a lot of young children in Collierville.

Mrs. Britton stated that adults will not checkout as many novels and adult books at a time as compared to the amount of children's books that are checked out.

Mrs. Britton stated that the heavy fiction readers in Collierville are senior citizens. They have more time to read.

Mr. Suddath stated that the Polaris System allows reports to be run for different groups. An example would be to take the top patrons in readership and meet with them to voice their opinion about the Burch Library. He stated that it will be a good tool to use in the coming years to understand what the community expectations are for the library.

Mrs. Britton stated that they are getting ready to reorganize the children's collection. A lot of this is in anticipation of a different kind of facility, and it cannot be done at the same time. It is currently not friendly in its setup. The picture books will be arranged by concept/subject, i.e. transportation, holidays, nature, bedtime stories, etc. They want to organize it in the way people think, and make it easy to find what they need without staff help. She stated that the reorganization will start on September 1<sup>st</sup>. This will mean a different filing system than the Dewey system, and will be more user-friendly.

Mrs. Britton stated that they will also set up a bookshelf that will house all new material before it is cataloged. This way, the new material will be there to be checked out by patrons and not sitting in the back waiting to be catalogued first. Then, the material can be catalogued as time allows. This material will be bar-coded and identified before its initial checkout.

#### **OTHER BUSINESS / DISCUSSION**

Mrs. Rozanski stated that the "Friends of the Library" Book Sale is next week. Pre-sale for members is Thursday night, from 5pm-7pm, and then the sale is open to the public on Friday and Saturday from 10am-6pm. They still need donations of paperback books. Anyone can attend Thursday night and become a member by joining for \$10.

Mr. Harlow asked for any questions or further discussion.

#### **ADJOURNMENT**

There being no further business, Mr. Harlow declared the meeting adjourned at approximately 6:45pm.

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Mr. Richard Harlow, Vice-Chairman

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Josh Suddath, Assistant to Town Administrator







### THIRD AMENDMENT TO CONTRACT

This Third Amendment to Contract (herein the "Third Amendment") is made and entered into effective this 28th day of May 2013 by and between the COLLIERVILLE PUBLIC LIBRARY BOARD (herein the "CPLB") of the TOWN OF COLLIERVILLE, TENNESSEE, a Tennessee municipal corporation (herein the "TOWN"), and joined by the TOWN for the purposes hereinafter indicated and LIBRARY SYSTEMS & SERVICES, LLC (herein LSSI, the "Contractor").

WHEREAS, the CPLB, the TOWN and the Contractor have previously entered into that certain LIBRARY SERVICES AGREEMENT dated April 13, 2009 (herein the "Contract") under the terms of which the Contractor supplies library management and operations services (herein the "Contract Items") to the TOWN; and

WHEREAS, the parties previously amended the Contract by the First Amendment to Contract dated December 14, 2009, and the Second Amendment to Contract dated February 23, 2012; and

WHEREAS, the parties now have agreed to amend the Contract further.

NOW, THEREFORE, for good and valuable consideration, received or to be received, the sufficiency of which the parties acknowledge, the parties agree as follows:

1. Item 10.01, Term, of the Contract is hereby amended by the following:

The TOWN elects to exercise its option to renew the Contract for the period from July 1, 2013 to June 30, 2014.

2. Item 1.02, Compensation and Fees, of the Contract, is hereby amended to provide that, for Contract Items supplied during the Renewal Term, the TOWN shall pay the Contractor for such Contract Items an amount not-to-exceed Eight Hundred Fifty-Nine Thousand Five Hundred Fifty-Five and 00/100 Dollars (\$859,555.00) as stated in the proposal dated April 30, 2013 attached hereto as Exhibit A and incorporated herein by reference.
3. The terms of this Third Amendment shall supercede any inconsistent terms in the Contract, but the terms of the Contract that are not amended hereby are ratified and affirmed.

[Signatures follow on next page]

[Signature page for Third Amendment to Contract]

WITNESS THE DUE EXECUTION HEREOF

**COLLIERVILLE PUBLIC  
LIBRARY BOARD,  
COLLIERVILLE, TENNESSEE.**

**LIBRARY SYSTEMS AND  
SERVICES, LLC**

By: \_\_\_\_\_  
Chairman  
Collierville Public Library Board

By: Ronald D. Dulhazy  
Its: CEO

The Town joins herein to guarantee the performance of the CPLB of all of its obligations to LSSI hereunder.

CONTRACTOR'S Mailing Address:  
12850 Middlebrook Road, Suite 400  
Germantown, MD 20874

CONTRACTOR'S Telephone Number:  
(301) 540-5100

**THE TOWN OF COLLIERVILLE**

CONTRACTOR'S Facsimile Number:  
(301) 540-5522

By: Stan Joyner  
Stan Joyner, Mayor

ATTEST:

By: Kim Carmack  
Town Clerk/Recorder

APPROVED AS TO FORM AND  
CONTENT

Derek Honeycutt  
Derek Honeycutt  
Director of General Services

**EXHIBIT A**

**Proposal**



April 30, 2013

Ms. Celia Rosser  
Contract Specialist  
Town of Collierville  
500 Poplar View Parkway  
Collierville, TN 38017

Dear Celia,

In direct response to your request, LSSI is delighted to extend the initial term of the existing contract with the Town of Collierville dated April 13, 2009 for an additional year, as delineated in paragraph 10 of the contract.

The costs/terms for the fiscal year ending June 30, 2014 are as follows:

	FY Ending 2014
Personnel	\$621,675.00
<b>Adm/Direct Costs</b>	
Database Subscriptions	16,000.00
Automation	14,800.00
Supplies	1,200.00
<b>Subtotal</b>	<b>\$653,675.00</b>
Materials	200,000.00
<b>Total Fee</b>	<b>\$853,675.00</b>
Courier (Not to Exceed)	5,880.00
<b>Total Fee with Courier (Not to Exceed)</b>	<b>\$859,555.00</b>

I want to note that the personnel costs have been increased by the standard 3% in our contract in an effort to provide merit increases for our employees and to recover some of our increases in employee benefits costs.

Regarding your concern about limiting the Courier service fees, LSSI has placed a "not to exceed" cost for your budgeting convenience.

As always, LSSI is grateful for the opportunity to partner with the Town of Collierville to provide library services to the community. Please feel free to contact me with any questions or concerns throughout the approval process.

Best Regards,

A handwritten signature in black ink that reads "George S. Bateman". The signature is written in a cursive style with a large, stylized "G" and "B".

George S. Bateman  
Vice President

Cc: Ron Dubberly, Susan Hauer, Jennifer Peterson, Stan Pezzanite