



OLATHE PUBLIC LIBRARY ADVISORY BOARD
REGULAR MONTHLY MEETING
September 16, 2015

The regular September meeting of the Olathe Public Library Advisory Board was called to order at 4:01 p.m. by Chairman Tom Glinstra. Members present were John Andrade, Brad Cornell, John Ernst, Ann Horner, Matt Shatto (arrived at 4:10 p.m.), Dean Vakas, Colette McGee (President of Friends of the Library), Cliff Tatham (Chairperson of the Olathe Public Library Foundation) and Library Director Emily Baker. Also attending were library employees Julie Clark and Leslie Ellsworth.

There were no public comments.

1. READING OF MINUTES OF LAST MEETING

The minutes of the library board meeting of August 19th were reviewed. Matt Shatto moved to table the approval of the August 19th minutes until the October meeting. Seconded by Brad Cornell and motion passed.

2. ADDITIONS OR DELETIONS TO THE AGENDA

Add 9F. 2016 Holiday Closings and 9G. Olathe Comprehensive Plan Update to New Business.

3. REPORT OF THE TREASURER

Tom Glinstra informed the board members of some guidelines for expenditures that were discussed with City Manager, Michael Wilkes. Expenditures up to \$25,000 can be approved by the Library Director and approved by the Advisory Board, expenditures between \$25,000 and \$50,000 will require the City Manager's approval and expenditures above \$50,000 will require City Council approval. Ann Horner gave the treasurer's report. The revenue from fines and income is \$23,000 more than projected. The library continues to see a good response from the weekly email sent to customers. The City of Olathe has informed the library that Rubin Brown will perform the 2015 annual library audit. Matt Shatto moved to approve the treasurer's report. Seconded by Dean Vakas and motion passed.

4. CONSENT AGENDA

The August expenditures were reviewed. Dean Vakas moved to approve the August expenditures. Seconded by Ann Horner and motion passed.

5. REPORT OF LIBRARY DIRECTOR

The monthly report was given by Library Director Emily Baker. The statistics for July 2015 show the in-house circulation decreased 1.9% at the downtown location and decreased 0.1% at the Indian Creek location. The circulation of OPL items decreased 0.4% for the downtown library and decreased 0.5% for the Indian Creek Library. The downtown gate

count increased 1.7% and the Indian Creek gate count decreased 2.2%. Interlibrary loan borrowing decreased 2.2% and lending decreased 3.0%. The number of combined volunteer hours increased 24.2% and the number of combined volunteers increased 41.1%. The computer user sessions at downtown were down 10.6% and down 7.7% at Indian Creek. The decrease in computer user sessions could be attributed to library customers bringing in their own devices. Website visits were down 4.5%.

Ms. Baker continues to attend agenda review, executive team, and city council meetings on August 26th, September 1st, September 2nd, September 9th, and September 16th. Ms. Baker has been working with representatives from the Olathe Chamber of Commerce, MidAmerica Nazarene University and Alana Muller to host the second Business Toolkit Workshop on October 16th at the Olathe Community Center. Ms. Baker attended the City Council meeting on September 1st where Mayor Michael Copeland presented a Proclamation for Hispanic Heritage Month. Ms. Baker attended a Regional Union Catalog Steering Committee meeting on September 3rd.

The library hosted the Fourth Friday event on August 28th and provided crafts and stories. The event was held at the gazebo area on the courthouse lawn. Ms. Baker announced the library will be partnering with Johnson County Library to determine how to promote local musicians and make their music available to the community. Ms. Baker rode on a float with the Mayor and Kate Capps drove the library bookmobile in the Old Settlers Parade.

The Olathe Public Library Foundation dinner will be held on September 26th at Hilton Garden Inn. The library will be hosting a United Way Cookout on October 8th. Bob Miller, Indian Creek Manager, will be providing pulled pork for sliders. The library will be closed the morning of October 12th for staff training. The library will open at 1 p.m.

6. FRIENDS OF THE LIBRARY REPORT

The Friends of the Library report was given by Colette McGee. The next book sale will be held on October 9th, October 10th and October 11th at the Indian Creek Library. Ms. McGee reported the Friends of the Library gave \$3,000 to the Olathe Public Library Foundation.

7. OLATHE PUBLIC LIBRARY FOUNDATION BOARD REPORT

The Olathe Public Library Foundation Board Report was given by Cliff Tatham. Mr. Tatham announced a new contribution level, Chaucer, has been added as a result of the Friends of the Library donation. The foundation has raised around \$14,000 so far. This is the first year that there will be tables sponsored by groups/individuals.

8. UNFINISHED BUSINESS

Future Facility Planning/OPL Master Plan

Ms. Baker announced that a Request for Qualifications for Programming Services for the Olathe Public Library Expansions are due from interested consultants on Thursday, September 17th at 5 p.m.

Sustainable Services Planning for OPL

Ms. Baker announced that planning was suspended during the summer months due to increased programming and activities. Library staff will resume planning this fall. Ms. Baker announced that the library is working with a volunteer to conduct a staff survey to begin the process of using and analyzing more data.

Indian Creek Paving Project

Emily Baker announced that the library is waiting to hear back from O'Donnell & Sons. O'Donnell is behind due to the rain but they remain hopeful that the Indian Creek Paving

project can be added this fall. The parking lot lights at the downtown library have been replaced with LED lighting.

Library Board Retreat

Tom Glinstra and Emily Baker continue to talk to the City Manager's office regarding the library/city merger and feel it would be best to wait until November for the retreat.

9. NEW BUSINESS

OPL Publicity

Rita Patterson provided board members with an overview of how the library handles promoting library events and activities to the community.

Indian Creek Library Hours

Emily Baker presented the Library Hours of Operation policy that proposes changing the opening hours at the Indian Creek Library to 9 a.m. Monday through Friday instead of 10 a.m. Dean Vakas moved to approve the change in the Library Hours of Operation policy. Seconded by John Andrade and motion passed.

Nancy Quinlisk Chandler Award

Emily Baker shared the Nancy Quinlisk Chandler volunteer award information that board members would need if they were interested in nominating someone for the award. The award will be presented at the volunteer dinner on November 6th at 6 p.m. at Prince of Peace. Ms. Baker will accept nominations and answer questions for library board members.

November Board Meeting Date

Ms. Baker asked if the November meeting could be changed due to a personal obligation. Board members were in agreement to change the meeting to Tuesday, November 17th at 4 p.m.

2016 Holiday Closings

Leslie Ellsworth presented the proposed list of 2016 holiday closings for the library. Dean Vakas moved to approve the 2016 Holiday Closings. Seconded by Brad Cornell and motion passed.

Comprehensive Plan Update

Dean Vakas shared information about the city's Comprehensive Plan Update Community Survey and urged board members and staff to take time to complete the survey.

10. ADJOURNMENT

Tom Glinstra adjourned the meeting at 5:07 p.m.

Brad Cornell, Secretary