



STATE LIBRARY RESOURCE CENTER
OVERSIGHT COMMISSION
January 15, 2015

**Enoch Pratt Free Library
Board Room**

10:15 a.m.

Minutes

Attendees:

Sharan Marshall, SLRC Commission Chair, Director: Southern Maryland Region Library; Cathy Ashby; Daria Parry; Jay Bansbach; Richard Werking; Kathleen Teaze; Debby Bennett; Dennis Nangle; Irene Padilla; Carla Hayden; Gordon Krabbe; Michael Walsh; Wendy Allen; Wesley Wilson.

Call to Order:

10:23 a.m.

Introductions:

None

Approval of Minutes:

Upon motion (Kathleen Teaze), and second (Cathy Ashby) the minutes from November, 20 2014 were approved.

Financial Report:

As a mid-year report it should be noted that there are some timing differences: Sailor databases to be paid in June and Marina maintenance that has most recently been paid, are not reflected here, which is why the report shows less than exactly fifty percent of funding being spent.

Due to some areas potentially being outside of the ten percent rule governing modification of the budget, there may be a need to come back to MSDE regarding some changes. A number of key jobs have been filled, and as such, salary and benefits costs will increase throughout the year unless a significant number of vacancies occur over the next six months, which there has been no indication of.

SAC Report:

Emphasis was placed at the last SAC meeting on virtual meetings and distance learning; Stuart Ragland suggested sharing information with the branch managers in each system to facilitate and spearhead the use of Google Hangouts and the equipment that is available.

EBSCO databases, after some analysis, have been found capable of vetting by cost per download; this information should be available by the next marking period. Daria Parry is examining the visibility of using the databases and ways to increase the libraries' web presence so as to promote the databases. One such example of this has been brought forward by Dennis Nangle concerning the auto repair database and how to promote its use with career and technology students.

DLDS is working on cross-training staff and documenting procedures to help with transitions, end of year IMLS reports have been completed.

Some reorganization and different reporting to note: what used to be the Information Access Division is now Collections and Access Services. It includes Collection Management Resource Delivery, Digitization, and Documents. Mike Walsh's department will now be known as Information Systems and Web will be under that. Mike Walsh is under Administrative Services and Gordon Krabbe.

Budget Preview 2016:

Capital:

Construction funding has been received for fiscal year 2015 for SLRC; those funds will not be drawn on due to the project being slightly delayed. Ninety-five percent of the documents and the actual design documents ought to be ready by early summer, with construction slated to start in early fall. While a construction management firm has not yet been hired, a case can be made for significant investment and progress for what has been accomplished. Delays will only cost more money. Next year, there should be a release of approximately 25 million per year towards funding.

On the planning side, 7-8 million has been spent of the 19 million allocated. One of the aspects of being able to draw down the 2015 Fiscal Year money was to have the MOU in place with the Maryland State House Trust to ensure the public display of the Six Lords of Baltimore portraits to the State of Maryland. Dr. Hayden has facilitated these meetings and the portraits are set to go to Annapolis- the paintings will remain there through the duration of construction. The Statewide Capital Funding for Library Systems has drawn down most of the funding that it has acquired in recent years to renovate branches; this is due in large part to the Waverly and Canton renovations.

Operating:

Both the city and the state are having many of the same problems with regards to revenues and we have been advised to expect reductions. A budget was formed based on the target given to the Library which is three percent below expected; that plan is currently being vetted. Several committees will look at budgets from different agencies set around specific goals and objectives, each group has a set amount of money to spend, and then those recommendations will be made to the Mayor. At that point, SLRC will have an opportunity to defend the budget to the Council and the Mayor before everything is finalized. With a flat SLRC per capita of \$1.67 over the next 5-6 years a continuation of a good case for funding will need to be made every year. Shannon already talked about the point of arguing return on investment.

SLRC Plan Annual Update:

Wesley Wilson, Wendy Allen, and Michael Walsh gave the SLRC Annual Plan Update. (For the full plan please refer to the FY 2015 January SLRC Annual Plan Approved by the SLRC Commission January 15, 2015.)

A Renovation update was also included during the presentation of the report and is given here:

Renovation is proceeding with the Annapolis Road Off-Site Operations Center (ARLOC) being prepared for occupancy; structural changes are being made, a new HVAC system is being installed, and a lift that will accommodate library vans will replace the current lift at the premises. As internal meetings continue the focus has shifted to not only the physical appearance of the Library post-renovation but the environment. A committee known as the Reference Services Model is examining what reference services will look like for staff as well as for the public post renovation. Hand in hand with this is the continuation of the RFID project which has been completed for almost all of the collections on the public floor, tagging and programming of the stacks will be done at ARLOC. So far, 250,000 items have been tagged and programmed.

Michael Walsh gave the following update on Internet Connectivity:

Comcast servers are being installed in Prince Frederick in Calvert County which will complete the Southern Maryland conversion. Eastern shore sites which are Centreville in Queen Anne's, Chestertown Kent and Easton and Talbot are to be served by a consortium led by Bay Country in conjunction with Eastern Utilities and Maryland Broadband An access agreement with Maryland Broadband is being pursued. By the end of this calendar year the wireless network should be turned down. There are still some questions about a Cross-Bay connection, and whether that should be kept up for any kind of backup, through the fiber that's on the Eastern Shore.

Other:

Next meeting is scheduled for March 18, 2015 in the Board Room of the Enoch Pratt Free Library Central Library.

Meeting adjourned: 11:26 a.m.