

NEBRASKA LIBRARY COMMISSION

Lincoln, NE

March 9, 2016

MINUTES

The Nebraska Library Commission met on March 9, 2016, at the Atrium building, 1200 N Street, Lincoln. The meeting notice was posted on the Commission website and the Nebraska.gov public meeting calendar.

Commission members present: Michael LaCroix, Patricia Gross, Debby Whitehill Bloom and Sherry Crow; Molly Fisher via telephone. Staff present: Rod Wagner, Richard Miller and Jennifer Wrampe.

Pat Gross called the meeting to order at 9:30 a.m. This meeting is in compliance with the Nebraska Open Meetings Act.

Approval of Agenda: A motion was made by Michael LaCroix and seconded by Sherry Crow to approve the agenda. Motion carried on roll call vote: Debby Whitehill Bloom – aye; Patricia Gross – aye; Michael LaCroix – aye; Sherry Crow - aye. Motion approved.

Approval of the Minutes: (January 15, 2016) a motion was made by Michael LaCroix and seconded by Debby Whitehill Bloom to approve the minutes as amended. Motion carried on roll call vote: Debby Whitehill Bloom – aye; Sherry Crow – aye; Patricia Gross – aye; Michael LaCroix – aye. Motion approved.

Chair's Report and Commissioners' Comments

Debby Whitehill Bloom reported that she sat in on the Big Talk for Small Libraries webinar. The Association for Rural and Small Libraries will hold its next conference in Fargo, North Dakota (October 27-29). Keene Memorial Library (Fremont) is offering computer instruction classes. Debby attended NLA Advocacy Day on March 8. The groundbreaking for Blair Public Library's new facility will be held on March 14. Lincoln City Libraries will begin its Read to a Dog program on March 14 for children ages 6-12.

Michael LaCroix attended NLA Advocacy Day March 8. Several libraries from the Three Rivers Library System received Library Commission Library Improvement Grants. LaVista public library will host its Summer Reading Program March 16. Columbus public library will host a budgeting workshop on March 17. Craig Lefteroff, Library Commission technology innovation librarian, will present a Maker Space workshop in Bancroft in April. Ponca public library friends group held a spelling bee fundraiser.

Sherry Crow reported the Grand Island public library held a Summer Reading Program workshop in January with more than 40 people in attendance. Central Plains Library System sponsored a "Week of Weeding" at the beginning of February. Libraries participating included 15 public and 15 school libraries. Libraries turned in weeding reports with nearly 7,000 items

removed from collections. Denise Harders presented a “Dazzling Displays” program at Hastings Public Schools. Janice Hartman, a long-time school librarian for Red Cloud Community Schools, was dismissed without prior notice. The reason given was that the school board eliminated the school librarian position to save funds.

Molly Fisher reported that the Nebraska Literary Heritage Association will hold its annual adult spelling bee on March 29 with funds going toward support of the Jane Pope Geske Heritage Room of Nebraska Authors at the Bennett Martin Public Library (Lincoln). The Foundation for Lincoln City Libraries will host its annual Wine and Wii event on April 21. The Southeast Library System will hold a fundraiser event – Aged to Perfection – on May 12. The Bess Streeter Aldrich Foundation will host a fundraiser on March 12. Milligan has a new library. The library is in the former drug store on Main Street. Seward Public Library will hold a Policies for Results workshop on March 17. There will be a competition among small libraries due April 10 with a \$100 prize to the library that has the most innovative approach to bringing in new people to the library. On April 22, Lincoln City Libraries Gere branch will host a workshop on local history. Central City Public Library and Crete Public Library both have adult coloring workshops on a weekly basis.

Pat Gross reported Brenda Jinks, Morrill public library director, retired in February. Pat noted an article in *Nebraska Life* magazine about Alliance public library. A summer reading program workshop will be held on March 22 in Imperial. Pat said that she listened in on the Big Talk for Small Libraries webinar. She also participated in Nebraska Library Advocacy Day activities.

Director’s Report

Personnel Updates – Rod Wagner introduced two new staff members: Allison Badger, Cataloger, and Holli Duggan, Continuing Education Coordinator.

LSTA National Leadership Grant Proposal Update – Wagner reported the preliminary proposal was submitted in February. The Institute of Museum and Library Services will notify the Commission by March 16 if it will be invited to submit a full proposal. If so, a full application will be due June 1.

Library Improvement Grants – Richard Miller reported on the Library Improvement grants. He distributed documents highlighting the grant process. In addition to Richard, staff participating on the grants review team were Allana Novotny, Christa Burns, and Rod Wagner. Scott Childers, Southeast Library System Director, also participated in reviewing grant applications. All but one of the grant applications were approved. In order to be eligible to apply and receive a grant, applications must meet one or more of the LSTA priorities. Miller also reviewed the application process. Miller reported that a total of \$82,283 was awarded to 14 public libraries and the Pioneer Consortium (shared library automation system). With applicant matching funds the grant total is \$110,082.

Audit Follow-Up Actions – Wagner reported the State Auditor of Public Accounts conducted a follow-up to the audit from a year ago. The follow-up was in regard to the LSTA state grant. One of the audit recommendations concerned the Library Commission’s administrative oversight of

the regional library system contracts and expenditures. About half of regional library systems' funding comes from the annual LSTA grants to states program. Wagner said that a Commission staff representative attends every regional library system board meeting and the Commission receives administrative and financial reports from the systems. He said the systems provide detailed financial reports. The reports are regularly reviewed. However, the audit indicated that some additional steps were needed in verifying expenditures for compliance with federal requirements. The audit also noted that the contract documents the Commission issues annually to the regional systems did not include the full references to identify the source of the federal funds. The grant agreements issued for the coming fiscal year will include the required references. Another point that was made concerns Library Commission personnel expenditures. Some Commission staff positions are paid with a combination of state and federal funds. For those employees, the audit indicated that more detailed records are needed to verify that each employee's work time is accurately documented to support the expenditure of federal funds (e.g., if an employee's pay is 25% federal the work activities of that employee must associate with LSTA purposes). Wagner said that Jerry Breazile, Commission business manager, has devised a modified time log for staff to use. The timesheet will include a breakdown of the number of hours the employee works to match up with state and federal activities. Another audit point concerned administrative costs paid from federal funds. State Library Agencies cannot expend more than 4% of their annual LSTA allocation for administrative costs. The audit had questioned the expenditure of federal funds for office space. The Commission has allocated a portion of office space lease costs to federal funds for many prior years and contends that this allocation is a program cost. However, to address this point all office space lease costs are now paid from state funds.

Building Lease and Options – Wagner reported that the current ten-year office space lease agreement will end in in November 2017. Jerry Breazile has talked with Administrative Services – State Building Division staff about lease renewal. The State Building Division leases office space for state agencies. There will also be discussions with the property manager about a new lease. The State Building Division can also seek proposals from other sources for office space.

Nebraska Library Advocacy Day – Wagner reported that he attended and participated in Nebraska Library Advocacy Day. He noted that there was a good turn-out for all activities. Six library volunteers were recognized at the luncheon.

State and Federal Legislative Outlook – Wagner reported that the Legislature's general affairs committee has not acted on LB969 (re public library boards). Wagner said that there is some opposition to the bill within the committee.

Unfinished Business

National Library Legislative Day – Wagner reported that National Library Legislative Day will be held May 2-3, 2016 in Washington D.C. Wagner and Commissioners LaCroix and Crow will attend.

Financial Report

January-February Financial Report – Wagner reported that expenditures are in line with budgeted amounts. The Commission’s largest operating budget category is personnel. Funds that are not spent for personnel costs can be re-allocated for other operating expenses.

Library Services and Technology Act Appropriations and State Allotments FY 2016 – Wagner reported the LSTA grant award was received. Nebraska’s LSTA state program grant award for the current fiscal year is \$1,389,029. This amount is an increase of \$12,109 over last year’s grant.

New Business

State Advisory Council on Libraries Appointment – Rod Wagner reported that Norma Pountney (Omaha Public Library) is retiring and will also resign from the State Advisory Council on Libraries. Norma recommended Laura Marlane, Omaha Public Library Executive Director, be considered as a replacement. Wagner presented a recommendation for appointment of Laura Marlane to fill the vacancy. Wagner also recommended three re-appointments to the Council: John Dale, Cecilia Lawrence, and Beth Kabes.

A motion was made by Sherry Crow and seconded by Michael LaCroix to approve the recommended appointments to the State Advisory Council on Libraries. Motion carried on roll call vote: Debby Whitehill Bloom – aye; Patricia Gross – aye; Michael LaCroix – aye; Sherry Crow - aye. Motion approved.

Next Meeting Dates – The next Commission meetings will be held May 13, July 8 and September 9.

Adjournment

The meeting was adjourned by Patricia Gross at 11:26 p.m.

Jennifer Wrampe