

Wilderness Coast Public Libraries
Serving Franklin, Jefferson, & Wakulla Counties
Governing Board Meeting Minutes
Monday, April 10, 2017, 1:30 PM
Community Room of the Wakulla County Public Library
4330 Crawfordville Hwy, Crawfordville, FL 32327

Board Members Present: Sharon Rider, Marilyn Lewis, Nancy Wideman, and Chuck Hess

Board Members Absent: Richard Bailar and Sondra Taylor Furbee

Others Present: Pat Gilleland, Natalie Binder, Robyn Drummond, Lisa Lance, Keith Dean, Richard Powell, and Amanda Street

Chair Sharon Rider called the meeting to order at 1:33 PM.

Changes to the Agenda: Sharon asked if there were any changes to the agenda. Marilyn Lewis asked to move the audit report to the beginning of the agenda, Chuck Hess seconded, and the motion carried. Sharon said the minutes should say February, not November.

Minutes: Sharon asked if there were any additions or corrections, Marilyn moved to accept, Nancy seconded, and the motion carried.

Financial Statements: Pat Gilleland said she wanted to add a couple of comments to the statement. We still haven't received our State Aid checks, but we have received back our grant agreements saying the checks have been processed and we should see them soon. The funds from Carly's old position have been moved to Operating Expenses in the budget as approved. Chilton's database membership has been purchased and is live. The Directors are also investigating membership to Mango Languages, a popular language program that is very popular and easy to use. They have received questions from the public about a language program, so they are hoping to purchase something soon. Nancy asked if Mango taught foreign languages or translated them, and Pat said it teaches. She said it correlates to public school curriculum. She said it would take some work to set up, but we hope to have it available by summer. Marilyn said she has seen it in action and thinks it will be great. Other items to be paid this summer are our auditor's fee, ILS fees, and OverDrive fees. Pat said we have had issues with Comcast. They changed the WILD account to a VoIP system when WCPL changed to that system without authorization. It has taken 6 months to get everything cleared up, and it was only by accident Jonathan reach a representative that helped us. Because of the mistake, we were delayed in filling out our e-Rate forms because the bills were not correct, but it is correct now so we should be set for our refund in a couple of months. Nancy moved to accept, Marilyn carried, and the motion carried.

Old Business:

Administrator Monthly Report: Pat said her report went over more of the Chilton and Mango details. She said we have begun our Long Range Plan. She wanted to show an example of the survey cards she used for the previous plan. She said the responses will be compiled and used for forming the new plan. Now that all of the Directors know how to run the statistical reports, she will not be running as many reports for the meeting and that the directors will be including more in their reports. She included the statistics she handed out at Staff Day, and she wanted to point out that the outside use of our website access has increased by 50% this year. Sharon asked if it was just people using the Internet, and Pat said it was use of WILD based resources. Marilyn said this doesn't necessarily utilize the library barcodes, and Pat said yes. Chuck asked if it could be indicated how many of those were library

cardholders, and Pat said yes. Pat said library use is up in general. Nancy asked the difference between borrower and checkout, and Pat explained that a borrower is counting a person while a checkout is counting an item. Sharon asked for a motion to accept the administrator report, Marilyn moved, Nancy seconded, and the motion carried.

New Business

Presentation of Annual Audit – Richard Powell: Richard greeted everyone, said Pat and Keith have reviewed the audit, and that the formal presentation would be going over the highlights. Page 4 and 5 are the audit opinion that states the audit was completed with applicable auditing standards. There are two levels of required audit procedures. You want a clean, unmodified opinion, which WILD received. That is a good reflection on WILD's practices. Page 6 is some required overview information about WILD's finances and practices. On Page 12, it explains that the district operates under fund accounting with one general fund. A snapshot of the financial state at the end of the fiscal year was included. He explained that Wakulla County is the fiscal agent for WILD to even out finances throughout the year. The liabilities only include payroll related liabilities, which is good. Fund balances are cash reserves. In earlier years the district had earmarked the \$40,000 in case WILD had to terminate operations and pay unemployment and it is contained within cash reserves. He said there was enough to operate for about five months without new funds, so WILD had a nice fund balance for a small organization. He reviewed the total revenue of WILD, saying we had an excess of expenditures over revenue to help whittle down the ending fund balance. On page 22, the last two years have required a disclosure statement for every agency that participates in the State pension plan. The statement requires the total liability for retirement for the organization, and WILD had \$240,669 for 4 employees. He said he doubts we'll ever get a bill for that, but it shows that retirement rates are not likely to lower in the future. Next, page 38 covers auditing standards required by the State Auditing office. There were no findings on those issues. There were no additional findings this year or the previous year. Page 43 shows communication between the auditor's office and the Board saying all required information was provided and WILD cooperated. The last page is the Central Administrator's letter to the Board and the auditor general. Sharon opened the floor for questions. Chuck asked what caused the \$22,000 of reserves to be spent. Richard said that would be explained by WILD Staff. Keith said on page 32 it shows our rollover funds from previous years. This is from many years ago. Our budget reflects the rollover as management fund, so we are actually under budget. He said we have been working to reduce the rollover funds as we should, so this is a good thing because that money accumulated from activities WILD should have been doing all along like staff education, travel, and not charging the libraries for services we should have been funding. However, the audit only looks at this year's funds, so that's why it shows as a deficit. Marilyn said it was great to hear it was being used so we didn't lose the funds. Sharon asked if there was a motion to accept the report, Marilyn moved to accept, Nancy seconded, and the motion carried. Richard then excused himself. Keith said he had a couple of brief talking points. The State requires that if you are under a certain level of budget, you have a fiscal agent to help with your finances. It works by Wakulla fronting us the money we will be awarded through the State Aid grant, and then our State Aid check is deposited into their account. Wakulla keeps us afloat since we have a small budget. Chuck asked if Keith created the financial report, and Keith said it is created with our accounting software. Chuck said the first column doesn't tell him anything. Keith said he would recommend switching the columns to be current year to date, annual budget, and a remainder column. He said it was an older template that needs updating since we have upgraded our software. Keith said for the purposes of today's meeting, ignore the third column. The other two columns show our annual budget and the year to date. Keith then explained WILD's current financial status. He said the communications budget is over, but we will be getting e-Rate and Comcast reimbursements. Chuck said we look like we're in good financial position, and Keith agreed. Keith said he also wanted to explain that WILD operates as a cash-basis organization, so there will be a big number at the top for total financial

assistance, and that number will be reconciled with expenses at the end of the fiscal year. Sharon asked if there were any other questions, and there were none.

Library Updates:

WCPL: Robyn Drummond said she has completed six days across two months of County training. She completed her first budget review. The Wakulla staff attended WILD staff day, and she, Pat, and Lisa attended the directors meeting with the State Library. She said her chickens were famous. They hosted five free public computer classes on various topics. They are running a Peeps diorama contest that they found out about via Geek the Library. The Lego cabinet has several submissions. The winners will be announced at a Peeps S'mores roast on Thursday, April 13th at 6:00pm. The Lego Club has had an expansion. They have purchased several of the big base plates in response to patron requests. Summer Reading is ready to roll and their brochures will be printed this week. The new children's room floor was installed. Spring Kids Coding has finished, and they are already getting requests for the next semester. They are doing a program for Hurricane preparedness to "Build a Safety Bucket." They will be hosting a traveling exhibit from May 29th through July 8th called "The Literature of Prescription" about Charlotte Perkins Gilman and "The Yellow Wallpaper." Tomorrow is Celebrate National Library Workers day, so she encouraged everyone to hug a librarian.

JCPL: Natalie Binder said they are still focused on getting the library literacy grant going. There was an article in the paper with an overview of the grant and what it is being done with it. In February they had the first round of "Family ABC, 123" nights. Nancy asked if it was once a week, and Natalie said yes, and it will be done again in May and September. Natalie said she is very excited for the Bringing Baby Home literacy kits they will be handing out. Marilyn asked how they find out about the babies, and Natalie said they go through the Health Department and reach out to members of the new parenting class. They have enough so each new baby should be able to get a kit. Nancy asked about the turnout for the February events, and Natalie said great. They started out with ten families and twenty kids, and they ended with sixty-six participants. She said they won't have impact results for about a year, but she's happy with the initial response. They have several little free libraries installed in the County. She and staff member Terez Washington will be attending ALA in Chicago this year through the help of WILD, and they are both excited. Natalie attended a two-day training for new managers through Fred Pryor Company. She said it was great, and she will be sending more of her staff to train through them. They are looking to get their flat roof converted to a peaked roof that will last longer than the existing, old roof, and they will be using State Aid rollover to cover it.

FCPL: Lisa Lance said she has hit her three-month anniversary. Tax assistance has been well attended, especially in Carrabelle. Gardening and Ancestry classes are still being held and well received. A County Commissioner worked with the Ancestry group to find a long-lost relative. They are finally fully staffed with a new full-time employee at Eastpoint. They have updated a lot of equipment for efficiency, and need more shelving so they are rearranging things to accommodate new materials. They will be adding a new STEAM program to split the interested kids by age into two groups. They have finally finished booking summer reading performers. They are hoping to roll out several new children's programs in the near future, and starting May 1, 2017, the Eastpoint branch will be returning to regular operating hours to open at 9:00AM and be open on Saturdays. She will be attending FLA conference in May. Sharon said that Lisa is doing an excellent job. Lisa said the Friends' group is holding a Cinco de Mayo book sale and party on St. George Island to benefit the libraries. Pat asked if it was at an art gallery and Lisa said it was a spice store called Sometimes It's Hotter. Sharon said they have a good Friends group in Franklin County.

Sharon asked if there was anything else. Marilyn said she would like to suggest everyone look into their Friends, volunteers, and non-staff people to apply for the awards to attend ALA conference. She said they just awarded the ones for annual 2017, and she just really encouraged everyone to apply before the January 2018 deadline. Sharon asked if there was a motion to adjourn. Marilyn moved, Nancy seconded, and the motion carried.

The meeting adjourned at 2:24 PM.

The next meeting will be held in Wakulla County at the Wakulla County Public Library at 1:30 PM on Monday, August 14, 2017.