



Montgomery County Library Board

December 11, 2024

ATTENDEES: Bouie, Brier, Clouse-Radigan, Johnson, Lighter, Manubay, Schiff, Solomon, Spencer, Van Puymbroeck, Will

STAFF: Darcell Graham, Director, Montgomery County Public Libraries; Dianne Whitaker, Regional Manager; Steve Kapani, Business Manager; Michelle Hwang, Management and Budget Specialist; Regina Holyfield-Jewett, Staff Liaison

GUESTS: Logan Anbinder, Legislative Analyst, Montgomery County Council; Felicity Brown, Manager, Collection Management

The meeting was called to order by Chair Lighter at 7:01 PM.

INTRODUCTIONS:

- Roll call of Board members
- Introduction of guests

MINUTES AND LAC APPLICATION APPROVALS:

- The minutes from the November 12, 2024, meeting were approved. [Motion to approve made by Wilma Brier seconded by Grace Manubay. Unanimous vote to approve.]
- The following LAC applications was approved. [Motion to approve made by Lindsay Bouie, seconded by Candice Will. Unanimous vote to approve.]
 - Brigadier General Charles E. McGee – Diamond
 - Little Falls – Camens, Shaw
 - Potomac – Ma
 - White Oak – Kutato, Melle

PRESENTATION: Budget and Fiscal Overview

Steve Kapani, Business Manager and Michelle Hwang, Management and Budget Specialist

- The Business Office
 - provides administrative and fiscal support to MCPL.
 - reports directly to the MCPL director.
 - liaises with the Department of Finance, the Office of Management and Budget, the Department of Information Systems and Telecommunications, Department of General Services, and the Department of Transportation.
- The Business Office provides the following services: Budget management, Fiscal administration, Procurement, Accounts payable, Grants coordination, Capital Improvement Program (CIP) coordination, Revenue and accounts receivable, General fiscal administration and special projects.

- Two budgets – one county
 - Operating budget – primary budget for the ongoing costs of operating the libraries on a day to day basis and the focus of this presentation.
 - Capital Budget (CIP) - Schools and College facilities; Roads and bridges; Water and sewer; facilities Information Technology infrastructure; Library Buildings; Police and Fire stations; General Government Facilities.
- CIP budget development is multi-departmental effort and appropriated on a biannual cycle. MCPL has two main capital projects:
 - CIP Library Refurbishment/Refresh Project – This project provides structured process to modernize all 21 library branches over 20 years with new technologies and service delivery improvements which reflect the latest in 21st century library trends at much less costs than renovations. The improvements include renovated restrooms, creating group collaboration rooms, providing new sit/stand ergonomic service desks, prekindergarten early literacy display elements, new water fountains with bottle filling features, and a general refurbishment of new paint, carpet, and other flooring.
 - CIP 21st Century Library Refurbishment – This project is intended to maintain and keep technology current in existing libraries by updating technology and technology support systems. When appropriate, upgrades will be coordinated with Library Refurbishment project work.
- Operating Budget Overview
 - Fiscal year runs July 1 – June 30
 - Council appropriates funds for each County department by Personnel Costs and Operating Expenditures – Personnel Costs (PC): Expenditures for salaries, wages, and benefits for County employees. – Operating Expenditures (OE): All operating budget costs other than personnel costs, such as charges for contractual services, telephones, printing, motor pool, office supplies, etc.
 - A department may only spend up to the appropriated ceiling for its appropriation authority.
 - Two types of mechanisms to spend annual appropriation authority (or “spend the budget”):
 - Expenditure: A decrease in the net financial resources of the County due to the purchase of goods and services or salaries and benefits. (Actual cost has been incurred and invoice paid.)
 - Encumbrance: An accounting commitment that reserves appropriated funds for unperformed contracts for goods or services. Encumbrances are recorded in the financial records as Purchase Orders (POs). The total of all expenditures and encumbrances for a Department in a fiscal year may not exceed its total appropriation for that fiscal year.
- [Office of Management and Budget’s Role](#)
 - Ensure the County’s limited financial resources are used in a fiscally prudent way.
 - Evaluate requests and related outcomes; question assumptions; consider alternatives; ensure coordination; prioritize requests across departments for CE decision meetings; benchmarking.
 - Understand overarching trends and develop global budget strategies.
 - Provide options and recommendations to the CE and CAO. The CE is the decisionmaker.
 - Promote better inter-departmental and inter-agency coordination.
 - Promote a culture committed to cost-effective strategic work towards common goals.
 - Help explain budget proposals and their rationale to Council and the public.

- Financial Timeline
 - FY24-Prior Fiscal Year: July 1, 2023 to June 30, 2024
 - FY25-Current Fiscal Year: July 1, 2024 to June 30, 2025
 - FY26-Next Fiscal Year: July 1, 2025 to June 30, 2026 (currently in budget development)

DIRECTOR’S REPORT:

- Director Graham shared a brief summary of her meetings with other County departments/agencies during November and December to date.
- Shared the major programs in November and December and upcoming programs.
- The end of the current strategic plan is approaching.
- Upcoming months – meet with OMB and CE and other stakeholders.
- Thanks to Steve Kapani and Michelle Hwang and the whole Executive Committee for their support.
- Who we are, why we are here and how we support our communities.

PRESENTATION: Dianne Whitaker, Regional Manager – Marilyn Praisner, Olney, Wheaton, White Oak

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Wheaton Region by the Numbers				
July 1, 2023 – June 30, 2024				
	Wheaton	White Oak	Marilyn Praisner	Olney
Checkouts	53,476	26,526	19,410	154
Foot Traffic (visitors)	758,064	*235,094	477,190	
Number of Programs	634	324	349	
Attendance	19,283	9,163	7,941	

- Wheaton
 - Located in Wheaton-Glenmont area.
 - Main floor library and meeting room. Sharing 2nd floor space with REC department.
 - Rebuilt in 2019, this site has had a library since 1962.
 - Public transit accessible by bus and Metro, between Wheaton and Glenmont.
 - Public PCs and in-house lending laptops.
 - 22 employees, 1 vacancy
 - Languages in collection – Spanish, English, Chinese and Vietnamese.
 - Eight reservable collaboration spaces, 1 medium meeting room
 - Storytimes; Tech programs; English conversation club; teen programs
- Marilyn Praisner
 - Located in Burtonsville
 - Opened in 1993, refreshed in 2019
 - Public PCs and in-house lending laptops
 - 16 employees, 2 vacancies
 - Languages in collection – Chinese, Korean, Spanish (Children only)
 - Two collaboration spaces, discovery room, 1 medium and 1 small meeting room
 - Programs include storytimes, English conversation club and teen programs

- Olney
 - Located in Olney
 - Public transit accessible – bus
 - Opened in 1976, completely renovated – 2014
 - Main floor library, one small and one large meeting room
 - Public PCs and in-house lending laptops
 - Storytimes: Weekly Family Storytimes and a monthly Sunday storytime, Monthly Baby Storytime, Weekly STEAM and STEM activities including Lego Builders; English Conversation Club; Teen programs: Teen Advisory Board, Teen Crafts & STEM; Technology Resources Clinic; Senior programs including Bone Builders, Yoga, Bridge and Adult Programs including a Quilting group and local writers group
 - Some of these programs are not Strategic Plan but community driven
- White Oak
 - Located in White Oak/Silver Spring Area
 - Public transit accessible – Bus
 - Opened in 1967, refurbished in 1989, refreshed in 2018
 - Main floor library, meeting room on the lower level
 - Public PCs and in-house lending laptops
 - Storytimes 1 to 2 days per week; Toddler Time; Baby Story time, Preschool Story time; Saturday Family Story time; English Conversation Club; Teen programs: Teen Advisory Board, Board Game Afternoons; Monthly Book Clubs (Evening Adult, Mystery and African American)

CHAIR’ S REPORT:

- Joint letter sent to the County Executive and County Council.

WORKGROUP REPORTS:

- Library Policy and Practices (Clouse-Radigan, Will, Lighter)
 - Scheduling a meeting with the work group.
- Legislative and Public Affairs Workgroup (Bouie, Montgomery, Schiff, Solomon)
 - Joint letter to CE and County Council member
 - Planning joint meeting scheduled for January 15 at the Wheaton Social Hall. Director Graham will be speaking. Council members have been invited. Councilmember Mink has been invited to speak.
- LAC and Board Activities (Brier, Manubay, Mohan)
 - Encouraging the LACs to attend the Joint Meeting
 - Having a recruitment table at the Joint Meeting.

OLD BUSINESS:

- Submitted the data request to MCPL’s data analyst; has not heard back yet.
- New York Times article regarding stress in the public libraries.
 - Director Graham has had an initial meeting with Health and Human Service regarding providing services in the libraries.
 - It would be good to have information from another system that is actively incorporating that type of assistance into their everyday processes.

NEW BUSINESS:

- None

LIAISON REPORTS:

- Germantown – Met on November 25; there was a quorum.
- Gaithersburg – Scheduled to meet on December 17.
- Long Branch – Met in November; they meet every other month. Regional Manager Kate Sweeney was present. There was quorum. The new canopy is complete. It will only be up a few weeks due to inclement weather. A dedication ceremony will be in the spring. There is a new branch supervisor. During Library Lovers Month there will be an outreach table to recruit new members.
- Brigadier General Charles E. McGee – Met in November. Window tinting is in process. The dedication of the memorial monument on December 5 was well attended by the public. The LAC participated in the Thanksgiving parade, where they distributed library bookmarks.
- Maggie Nightingale - No LAC meeting since last Board meeting, Scheduled to meet on January 13.
- Quince Orchard – Meets the second week in January.
- Marilyn Praisner – Met on November 20; did not have a quorum. They talked a lot about collecting data especially for programs - MCPL by the numbers.
- Aspen Hill – Met on November 18. Some LAC members participated in the Thanksgiving parade. They do a lot of data collection. Looking forward to the Joint Meeting.
- Potomac – Will hold its quarterly meeting next week.
- Connie Morella – Meet on December 10. They are interested in the video Director Graham and the CE.
- Olney – Meets on December 17.
- Accessibility Advisory Committee – Met on December 10 and elected new officers. Medicaid funding for accessibility/disability programs. Talked about problems with MetroAccess bringing customers to the wrong libraries. Want to be involved with next strategic plan.
- Kensington Park – Did not meet in November.
- Wheaton – Talked about programming. Appreciates that the Board meetings are hybrid. Developing programming for disabled customers. Meets on December 16.
- Noyes – During last meeting elected new chair and a new secretary. Staffing and programming are going well. Help support recruitment for LAC members – coordinating tabling. Article came out after the meeting regarding the possible delay in construction on the building.
- Damascus – Met on November 19. Expecting a new vacancy soon. Refresh project happening soon. MCPL is reaching out to other organizations for programming space. Want to do a seed library. Interested in recruiting new members. Next meeting is on January 14.
- Little Falls – Has very active garden club that has someone water the plants twice a week. Outdoor stone painting will happen in the spring; the stones will be used to decorate the outdoor garden. LAC secretary interested in using AI Companion to write minutes. The Regional Manager started a sticky note survey – suggestions for the library. Next meeting is Meeting scheduled for January 7.
- Twinbrook – Still inactive.
- White Oak – Met prior to the last Board meeting. Has a new member. Meets again in January.
- Rockville Memorial – Has a new member. Talked about programming. Happy about the new printers.
- MCPS – A shipment of 1066 books that have been delivered/returned to them since March from MCPL. Promoting the Winter Reading Challenge. This Friday will be an interesting meeting with MCPL's Tyler Chadwell-English and Maranda Schoppert spearheading a unified

library card effort between MCPL and MCPS. The superintendent of schools will be presenting his operating budget on December 18.

PUBLIC COMMENT:

- None

ADJOURNMENT:

- The meeting was adjourned at 8:44 p.m.