

## **WICHITA PUBLIC LIBRARY**

Minutes of a Regular Meeting of the Library Board of Directors  
November 18, 2008

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, November 18, 2008 with the following present: Ms. Donna Aldrich, Ms. Melissa Alley, Ms. Barbara Baker, Mr. Tom Engelmann, Mrs. Susan Estes, Ms. Cathy Landwehr, Ms. Evelyn Neier, Ms. Nancy Ogle, Ms. Helen Parli, Mr. Steve Roberts, Mr. Randy Yeisley, and Ms. Marge Zakoura-Vaughan. Absent: Mr. Randy Brown and Ms. Jane Eshelman.

Staff Present: Jennifer Allen, Administrative Aide II; Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Collection Development Administrator; Rex Cornelius, Electronic Resources Manager; John Ellert, Digital Services Manager; Jennifer Heinicke, Special Projects Librarian; Julie Linneman, Programming/Outreach Manager; Tammy Penland, Support Services Manager; and Larry Vos, Reference Services Manager.

### **Staff Presentation**

Rex Cornelius, Electronic Resources Manager, gave a presentation on the new Polaris catalog. He stated that the catalog on the Internet and the one used inside library facilities are now the same. A survey was done on customer use of the old catalog and from this information the new catalog was developed.

The catalog is available in both English and in Spanish and in both large and regular text. There are direct links to new materials the Library is purchasing and the user has the option of receiving an RSS feed from the catalog so that they receive posted updates as new items are placed on order. Customers can choose to save searches or reading histories. One of the things most requested by customers was the ability to search by media. This is now possible.

Polaris was chosen because of its impressive point and click capabilities, much like Windows, but it is also built on a SQL database which is very powerful. This allows for extensive and precise search limiting. There is also a separate children's catalog which displays only items from the Library's children's collections.

Nancy Ogle, President, called the meeting to order at 12:18 p.m., a quorum being present.

### **Introductions**

None

### **Public Comment**

None

### **Approval of Minutes**

Minutes of the regular meeting held on October 20, 2008 were presented. Randy Yeisley

moved (Roberts) to approve the minutes as written. **Motion carried unanimously.**

### **Finance Committee Report**

Tom Engelmann gave the Finance report.

Mr. Engelmann made a committee motion to approve the Finance report and bills for October 2008 as presented on the agenda: General Fund Operating Bills in the amount of \$847,718.02; prior year Grant Fund Bills of (\$3,331.87); 2008 Grant Fund Bills of \$53,257.07; and Gift & Memorial Fund Bills of \$4,351.50 for a total of \$901,994.72. **Motion carried unanimously.**

Per lease agreements with Child Start, any shared space costs paid for lease of Head Start space at the Evergreen library that exceeds the cost of maintaining that leased portion of the building are to be refunded. Staff projects the amount of the end of year overpayment as \$137.52, although end of year maintenance issues or the need to contract for snow removal from the parking lot could offset this balance. On behalf of the Finance Committee, Mr. Engelmann moved to authorize staff to refund up to \$137.52 to Child Start prior to the end of the fiscal year. **Motion carried unanimously.**

The Library predicts a 10% reduction in its 2009 grants-in-aid award from the State Library of Kansas. The City has also increased the administrative charges for Library grants from 2.2% last year to 9.5526%. The grant is used to provide salaries and benefits for a total of seven staff positions. The cost of salaries and benefits currently carried with this budget exceeds the projected revenue by nearly \$5,000. With the help of the Finance Department, the Library has been able to restructure the budget to keep from eliminating positions or laying off any employees. One currently vacant part-time Clerk I position will be frozen indefinitely. Through these changes, staff has been able to prepare and recommend a balanced budget for this grant program. On behalf of the Finance Committee, Mr. Engelmann moved to approve the budget as proposed by staff. **Motion carried unanimously.**

The Director explained how the administrative charges are calculated. It is based on the number of financial transactions that take place in the federal and state grants. These figures are sent to a third party who calculates the charges. At this time, administrative fees are assessed only on grants in which there are personal services expenses. The Library established positions in its grant programs many years ago to offset the gap between necessary and authorized staffing funded by the City's General Fund. One of challenges in the future is to more clearly demonstrate the staffing levels required to adequately deliver library service to Wichitans. In addition, grant-writing for materials and equipment will need to become more aggressive and it is likely that reliance on volunteers will need to increase.

The Library projects 2009 grant funds from the South Central Kansas Library System to decrease by 5% along with the same increase in administrative charges as State grants-in-aid. The grant budget funds the employee who manages the Library's Interlibrary Loan service and a part-time library assistant at the Westlink branch. The grant also helps to fund employee training and proposes a \$25,000 budget for library materials. On behalf of the Finance Committee, Tom Engelmann moved to approve the grant budget as proposed by staff. **Motion carried unanimously.**

Cathy Landwehr asked if there was any leveraging power associated with all of the administrative fees the Library is paying to the City. She wanted to know if this money could be used for new positions within the Library. The Director answered that when meeting with the Finance Department staff, she and Ms. Penland were told that if the fees were not charged at the rates assessed, it would create revenue shortfalls and the need for possible staff reductions in the internal service departments.

*Helen Parli arrived.*

### **Operations Committee Report**

Randy Yeisley gave the Operations Committee Report.

The Operations Committee met to discuss two items. One was the Continuity of Operations Plan. This is part of the City's master emergency plan and talks about what would happen during various types of disasters. The Greensburg tornado was used as an example. The path of that storm was laid over the city of Wichita to see what types of services would have been disrupted if this had happened here. The emphasis of plan is to help departments prepare for emergencies and to be ready to restore essential services as quickly as possible. The Operations Committee reviewed this plan and suggested only one minor editorial correction. On behalf of the Operations Committee, Mr. Yeisley moved to approve the plan as amended. **Motion carried unanimously.**

The other item discussed was the Policy REF-011 FamilySearch Center Affiliate Program. This is a microforms loan program through the Family History Center of the Church of Jesus Christ of Latter-day Saints. To offer this as a revenue neutral program requires the Library to pass on the fees to the users. On behalf of the Operations Committee, Mr. Yeisley moved to approve the policy as included in Board packets. **Motion carried unanimously.**

### **Planning & Facilities Committee Report**

Donna Aldrich gave the Planning & Facilities Committee Report.

The request for proposals for the Central Library programming project is on the street. A pre-proposal meeting is scheduled for November 21. Proposals are due back in early December. Early response to the RFP suggests that the number and quality of responses will be high. One architecture firm from Kansas City will be visiting on Thursday to learn more about the Library prior to their submission. Interim Manager Moore has approved the Director's request for a waiver of the standard composition of the staff screening and selection committee to allow representation from the Library Board and Foundation Board.

The City Council has approved a fund transfer to allow for replacement of the Linwood roof. Work should begin in the very near future.

The furniture for the Rockwell branch has been received. The staff continues to adjust collections and the location of the portable media units. Once settled, however, the entry area

of the Library will have an improved merchandising design with shelves and media bins that offer easier browsing, slat wall end panels to allow for materials displays and more comfortable lounge seating. The Library appreciates the Foundation funds that have supplemented the insurance settlement to allow for these improvements.

Excavation has occurred along the west wall of the Westlink branch as the Public Works department continues to seek solutions to the problems of water leaks at that facility.

Within the next two weeks some preliminary rearranging will take place in the Wulfmeyer Special Collections area of the Central Library. This will allow painting prior to receipt of new shelving units and tables. Signage in the area will also be updated. Unless the equipment order is delayed, the remodel of this space should be completed by January 1.

Staff will be resubmitting the Central Library, West side branch and Southeast branch projects for continued consideration as the City's Capital Improvement Program Plan begins a revision process. Councilman Skelton has been in touch with staff about some possible changes to properties in the target area of the Southeast branch library as included in the master plan. He expressed significant displeasure at the lack of activity on that part of the master plan.

### **Public Affairs Committee Report**

Melissa Alley gave the Public Affairs Committee Report.

There was no meeting last month.

Feedback from participants of The Big Read affirms what the Library has known for some time: publicity impacts enthusiasm for and attendance at library activities. A program partners meeting will be held November 19 to evaluate this year's program and to have a first conversation about whether or not to submit an application for a program in 2009.

Cathy Landwehr commented that the events associated with The Big Read looked like they were fun. She wished she had been able to attend more of the events.

There is no news from the Kansas Library Association's Governmental Affairs Committee. The State Library, like all other state agencies, is trying to determine how to reduce its operating budget. As more information is gathered about where and how deeply these cuts will occur, the Committee will begin work on its legislative plan.

The first draft of a 2009 marketing budget for the Library has been completed. Funding comes from the Library Foundation's 2009 City Cultural Arts Grant, a restricted endowment of the Friends of the Library held at the Wichita Community Foundation and small printing budgets within the City General Fund and the South Central Kansas Library System grant. As with everything else, the revenues will be decreasing but costs are projected to increase. This will require staff to be even more strategic in deciding where and how to publicize the Library.

## **Special Committee Reports**

Friends of the Library – Helen Parli gave the following information:

- The Friends of the Library Board met last Thursday.
- The Barnes and Noble bookfair on October 18<sup>th</sup> was very successful.
- Two Good Samaritan requests were granted.
- Board member Melissa Alley requested children's books to send to her husband who is deployed with the National Guard in Southeast Asia. He records DVDs of himself reading the bedtime stories and then mails the books home for his son to read as he watches the DVD.
- The Friends bookstore manager has resigned.
- Current membership is 815 members, including 26 platinum, 738 gold and 51 Individual card members.
- The next meeting will be December 11<sup>th</sup>.

Library Foundation – Marge Zakoura-Vaughan gave the following information:

- The Library Foundation has not met since the last Library Board meeting.
- The Excerpts Newsletter that was recently sent out contained an envelope for donations. These donations have started to be received.
- The next meeting will be December 4<sup>th</sup>.

Wichita Genealogical Society – Barbara Baker gave the following information:

- The Board met a week ago Monday.
- The general meeting was last Saturday at Alford with 48 people present. The topic was on finding Civil War records.

## **Director of Libraries Report**

- Cynthia Berner Harris pointed out the letter from the American Overseas Schools Historical Society (AOSHS) that was included in the packets. She stated that the society is interested in the possibility of co-locating at the new Central Library. This will be an appropriate conversation to include during the building programming.
- Janet Miller, the President of the Park Board, forwarded a letter to the Director suggesting that the Library and the Park Board work together to do something with the landscape that might provide a recreational park in some of the excess space around the new library. Landscaping discussions will occur as part of the design phase of the Central Library project.
- The Director received an email from Rodger Woods which she shared with the board.
- Today was the first day of the Library's experiment of working with the Wichita Symphony to manage access to the book drops while the buses are coming in. It is too early to know if this has been successful.
- Library staff has also been involved in monitoring the Maya Angelou Northeast branch parking lot prior to the start of Wichita State University basketball games that take place during the branch service hours. Three games have taken place so far with parking problems for men's games significantly greater than for the women's games. The parking lot entrance on 21<sup>st</sup> Street is blocked off during the games with library

users directed to enter through the south entrance. There is additional signage at that entrance to the branch noting that the lot is restricted to use for Library parking with others to be tickets. Staff is posted at that entrance to monitor those who come into the library and those who park but go elsewhere. They make note of the cars which are not parked by library users and report the vehicle information to the Police substation.

- December packets will have preliminary 2008 annual report information. It is hoped that a proposed department work plan for 2009 will also be included. The Director asked the board to be thinking about whether or not they wish to schedule an executive session to review her performance.
- The Director had a meeting with John D'Angelo and Cathy Holdeman to discuss the libraries that exist in agencies that are now part of the City's division of Cultural Services. The discussion has been initiated due to the upcoming retirement of Lois Crane who has been serving as a librarian for the Wichita Art Museum. Other agencies with research collections include Cowtown, the Indian Center and Botanica. It was agreed that an assessment of these collections would be the first step in determining a course of action to ensure that they are adequately maintained and made accessible to the community.
- Jodene Pappas, a librarian in the Technical Services Section, has resigned to accept a position in Wyoming.
- Genealogy Librarian Marsha Stenholm who was recognized with a 37-year service award at the last board meeting has announced her retirement effective in mid-December.
- Financial projections indicate that the Library will be able to offset the shortfall in budgeted revenue receipts and make complete repayment of loans for the Polaris system while still returning approximately \$150,000 to the General Fund. The majority of these funds are the result of staff vacancies and savings on utilities.
- A group of staff members will be going to the Wichita Public Schools Board of Education meeting on December 1<sup>st</sup> to accept Good Apple awards.

### **Unfinished Business**

None

### **New Business**

None

### **Announcements**

None

The meeting was adjourned at 12:58 p.m.

The next regularly scheduled meeting will be December 16, 2008.

Respectfully submitted,

Cynthia Berner Harris  
Director of Libraries