

## **WICHITA PUBLIC LIBRARY**

Minutes of a Regular Meeting of the Library Board of Directors  
July 21, 2009

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, July 21, 2009 with the following present: Mr. Randy Brown, Mr. Tom Engelmann, Ms. Jane Eshelman, Mrs. Susan Estes Ms. Cathy Landwehr, Ms. Evelyn Neier, Ms. Marcia Newton, Ms. Nancy Ogle, Mr. Steve Roberts, and Ms. Marge Zakoura-Vaughan. Absent: Ms. Donna Aldrich, Ms. Melissa Alley, and Mr. Randy Yeisley.

Staff Present: Jennifer Allen, Administrative Aide II, Cynthia Berner Harris, Director of Libraries; Rex Cornelius, Digital Services Manager; Jennifer Heinicke, Special Projects Librarian; Julie Linneman, Programming/Outreach Manager; Tammy Penland, Support Services Manager; Jaime Prothro, Customer Service Manager;

Public Present: Ms. Helen Parli, former Library Board member.

Cynthia Berner Harris, Director of Libraries gave the staff presentation on the 2009 Hennen Annual Public Library Report (HAPLR).

The report is an attempt by Tom Hennen, Director of the Waukesha County Federated Library System, to quantify the quality of library service by public libraries around the United States. This is the tenth year he has done this report. The report takes data from the Federal database and applies formulas to come up with a score for each library – the higher the number, the “better” your library is. The Wichita Public Library does not tend to score very well on the report.

The report uses a combination of input and output measures. The primary output measure used is expenditures per capita. A lot of the other measures are linked to this which makes it disproportionate – if your budget is higher, then your materials expenditures and staffing per capita are going to be higher. The Library is in the 30<sup>th</sup> percentile for expenditures with a reported \$20.95 per capita. This amount does not include City expenditures for libraries made by other departments such as Public Works, Human Resources, Finance, and Police.

There are a couple of other places that the Library does not do well due to inaccurate or old data. One is collection turnover. This is due to the fact that the book volumes number used in the report includes all library resources (globes, vertical files, pamphlets, rolls of microfilm, etc) and not just books. Another is visits per capita. The data in the current report is based on 2006 data. In 2006, WPL was only tracking visits at three of the libraries. This was footnoted on State reports but does not show up on the Hennen report.

A better measure of how WPL is doing is by comparing the scores over the years. In 2005, WPL scored 403 but scored 448 for 2009.

Nancy Ogle, President, called the meeting to order at 12:22 p.m., a quorum being present.

## **Introductions**

Marcia Newton was introduced and welcomed to the Board.

## **Public Comment**

None

## **Approval of Minutes**

Minutes of the regular meeting held on May 19, 2009 were presented. Randy Brown moved (Eshelman) 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 June 2009 minutes of the Finance Committee and the June 2009 Finance reports. **Motion carried unanimously.**

Mr. Engelmann made a committee motion to approve the bills for June 2009 as presented on the agenda: General Fund Operating Bills in the amount of \$615,038.34; Grant Fund Bills of \$41,438.57; prior year Grant Fund Bills of \$4,475.14; and Gift & Memorial Fund Bills of \$140.45 for a total of \$661,092.50. **Motion carried unanimously.**

Cynthia Berner Harris reviewed the City Manager's Budget recommendations. The Manager is recommending in both 2010 and 2011 a total General Fund Library budget of \$7,577,520. This is exactly the same as the 2009 revised budget. The bottom line was deliberate on the part of the Manager because he is trying to continue to position the Library to qualify for State Grant in Aid. If the budget is reduced, the Library may not meet the maintenance of effort requirement in statute and will lose that additional money.

Mr. Engelmann stated that the Finance Committee reviewed both the Semi-Annual Gift and Memorials Account Report and the Semi-Annual Employee Travel Reports.

## **Operations Committee Report**

Jane Eshelman gave the Operations Committee Report.

Staff has proposed a fee increase for unclaimed holds. A copy of the proposed revision to CIR-009 is included in board packets. The current hold fee is 25¢ for patrons and no charge for staff, volunteers, and Gold Card members with no extra charge if the hold is not picked up by the unclaimed date. The revision would charge a fee of \$1.00 for all unclaimed holds, including those for staff, volunteers, and Gold Card members. The recommended implementation date is October 1, 2009. Ms. Eshelman moved (Roberts) to approve the policy revision as recommended by staff. **Motion carried unanimously.**

## **Planning & Facilities Committee Report**

Evelyn Neier gave the Planning & Facilities Committee report.

Linwood roof repairs have been completed and the crew is now doing finishing touches to it. During the recent rains all has remained dry in the library. Arrangements to clean the carpets and replace the ceiling tiles are now underway.

A sun-blocking film was installed on the South-diamond window at Rockwell. The film has greatly reduced, if not eliminated, the sun glare for staff and customers at the service desk.

Westlink has been having problems with the automatic mat that opens the door. Public Works has made an evaluation since this is a potential American Disabilities Act (ADA) issue. They have gotten quotes and awarded the job to the lowest bidder.

- The metal railings will be removed.
- The exterior pads will be removed and that space will be concreted over.
- The bronze door will be replaced with a glass door.
- A frame will be mounted to the concrete frame.
- ADA push buttons will be mounted outside the building and inside on the glass.

## **Public Affairs Committee Report**

Randy Brown gave the Public Affairs Committee report.

Mr. Brown stated that the final State legislative outcomes have been announced including a 13% cut to State Aid, 12.6% to the ILDP program, 5.7% to Talking Books, and an overall State Library operating budget cut of 16%. There are likely more cuts to come with the Governor's 2% rescission.

One bright note is that the Kan-Ed Network has agreed to take over the Homework Kansas program for the upcoming year.

Thanks to the aggressiveness of Jennifer Heinicke, the Library has received great media attention on June's record-breaking summer reading participation.

## **Special Committee Reports**

*Friends of the Library* – Ms. Berner Harris stated that the Friends of the Library book sale will be August 25-29 with a member's only preview on the first day. The store on the first floor will close the week before for a thorough cleaning and restocking.

*Library Foundation* – Nancy Ogle stated the Foundation board has not met since the last Library Board meeting.

*Wichita Genealogical Society* – Marcia Newton gave the following information:

- The Wichita Genealogical Society (WGS) meets the second Monday of every month at

6:30 p.m. in the Board Room.

- In June, WGS worked with the Kansas Association of Genealogical Societies to put on their annual conference at the Spiritual Life Center. Nearly 100 people attended.
- WGS is gearing up for their annual trip to the Family History Library in Salt Lake City.
- The August quarterly meeting will be about Genealogy and the new Central Library.
- To go along with The Big Read, October's quarterly meeting will be on finding adoption records and looking for your family health history since Edgar Allan Poe was adopted.

### **Director of Libraries Report**

Director of Libraries Cynthia Berner Harris reported on the following items:

- Kent Cornish, Executive Director of the Kansas Association of Broadcasters (KAB), has contacted the Library with an offer to distribute public service announcements about The Big Read to all KAB affiliates.
- The Library has received \$41,050 from the City's 2010 Cultural Arts Grant. This is up from \$22,500 from 2009.
- The Library has received a grant of \$2,500 from the IMA Foundation to help with a preschool one-book program in November that will be called "The Little Read."
- The Kansas Arts Commission – Touring Artists grant has awarded the Library \$1,900 to help with costs of some of the performers to be used in programming between July 1, 2009 and June 30, 2010.
- Two positions at the Evergreen branch will be transferred from state grant funding to American Recovery and Reinvestment Act (ARRA) funding under the Community Service Block Grant umbrella. ARRA funding will continue until mid 2010.
- HB+M|Providence, the Central Library programming team, was here June 30-July 1 to do twelve focus groups. The Library received lots of interesting feedback. The next site visit is planned for August 13. Ms. Berner Harris pointed out that the Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF) newsletter is included in the board packets.
- A draft of the State Library of Kansas' Kansas Public Library Standards was passed out and reviewed. Consensus of board members was that the document is well-intended but not practical in terms of use as a customer survey tool nor in quantifying deficiencies in library service.

### **Unfinished Business**

None

### **New Business**

None

### **Announcements**

Ms. Neier stated that having the names available on the Opinion Line comments puts them into perspective because it shows when the same few people are commenting back and forth rather than several different people participating in the feedback.

The meeting was adjourned at 1:10 p.m.

The next regularly scheduled meeting will be August 18, 2009.

Respectfully submitted,

Cynthia Berner Harris  
Director of Libraries