

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
April 18, 2006

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, April 21, 2006 with the following present: Ms. Barbara Baker, Ms. Cathy Landwehr, Mr. Gerald Layman, Mr. Tim Moore, Ms. Evelyn Neier, Ms. Nancy Ogle, Ms. Helen Parli, Mr. Rodger Woods and Ms. Marge Zakoura-Vaughan. Absent: Ms. Donna Aldrich, Mr. Randy Brown, Mr. Tom Engelmann, Ms. Jane Eshelman and Ms. Susan Estes.

Staff Present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Collection Development Administrator; John Ellert, Support Services Administrator; Ginny Ray, Customer Service Administrator; Larry Vos, Reference Services Administrator; Seif Al-Shaer, Operations Section Manager; Jennifer Heinicke, Special Projects Librarian; and Lucille Holder, Administrative Aide II.

During lunch, Ginny Ray, Customer Service Administrator, introduced Ofonime Ikpe, recently promoted to Circulation Section Manager, and Jean Hatfield, newly hired Manager of the Alford Branch.

Ofonime has a degree in Business Administration with emphasis in computer, and was promoted from Stacks Manager. She lists personal goals of: Implementing the small balance program; Training – very important for staff to be solid and helpful to the customers; and working with the Customer Services Initiatives team to reduce service road blocks for library users.

Jean Hatfield comes to us from Johnson County Library, has had a lot of experience with youth services and programming, and has served on several local, regional and national library committees including a current appointment on the Newbery Awards Committee. Jean believes that WPL is on the cusp of becoming a leading library system. Her goal is for Alford to be the best branch library in the entire system, to increase circulation and programming attendance, and help make southwest Wichita shine.

Tim Moore, President, called the meeting to order at 12:17 p.m., a quorum being present.

Minutes of the regular meeting held on March 21, 2006 were presented. Marge Zakoura-Vaughan moved (Ogle) that the minutes be approved as presented. **Motion carried unanimously.**

Finance Committee Report

Susan Estes moved that the Finance report for March 2006 be approved as presented on the agenda: Operating Fund Bills in the amount of \$447,237.65; 2006 Grant Fund Bills of \$46,362.31; Prior Year Grant Fund Bills of (\$9,729.86); and Memorial & Gift Fund Bills of \$2,449.62 for a total of \$486,319.72 for the month of March 2006, as well as the Financial Report for March 2006. **Motion carried unanimously.**

The Finance Committee reviewed an invoice exceeding \$10,000 needing approval of the Board. The Law Department is negotiating a license agreement for renewal of the subscription to the ReferenceUSA electronic database. The Finance Committee recommends renewal of the subscription at a price of \$22,000 contingent upon the ability of the Law Department to negotiate a satisfactory license agreement. **Motion carried unanimously.**

The City budget process is being handled different than previous years. The timing of the process has not allowed for review and feedback of the submission by the Board. The new process emphasizes the outcomes generated by the services included in the budget. Ms. Berner Harris explained that departments are using the “Transforming Wichita” goals, aligning their budgets with those goals. For the library, most goals relate to the Quality of Life for the citizens of Wichita. We have extracted the administrative overhead, which does not relate to direct service to taxpayers, such as payroll process, financial accounting and such. The Planeview Community Library portion of the budget is also extracted due to its dependence on an annual Memorandum of Agreement between the City Council and the Board of Education. The remaining portions of the budget have been submitted as a single service referred to as “Library Operations.” Employee strategy teams will review budget information as it relates to each of the five Council goals. John Ellert, Support Services Administrator, is a member of the “Safe & Secure Community” strategy team. The Director is on the “Quality of Life” team. The teams prioritize budget submissions from each department, and submit recommendations to the City Manager and Council. The IT department is expected to submit a service adjustment plan (formerly known as program option) for realigning funding for technology charges so that all library employees will be on the City’s e-mail system. Also, we are proposing a partnership with the Police Department regarding security at the Central Library. A security contractor would no longer provide this service. Instead, the service would be provided by the employees who are now involved with security in the remodeled atrium at City Hall. Two officers would be on duty at the Library during all public service hours. One security officer would be stationed at the front doors, and the other would roam the building and grounds. They would be armed officers, but could not make an arrest. These employees would be funded by and part of the Police Department. This initiative will not be measured under “Quality of Life,” but under the “Safe and Secure” initiatives. The budget would come from the Police Department. If granted, this would eliminate the approximate \$38,000 annual security contract.

Operations Committee Report

Nancy Ogle, Chair, gave the Committee report.

- As approved at last month’s Board meeting, K-9 training will be held this Friday after closing at Central.
- Efforts to obtain proper credit for the photos taken from our archives for use on a local commercial website are not making much progress.
- As part of safety initiatives discussed today, we are initiating a review of the Customer Code of Conduct with consultation from members of the Police Department to see if there are any changes that will make it easier for us to help prevent disruptive/inappropriate activity in the Central Library or on library grounds.

Planning & Facilities Committee Report

Barbara Baker, Chair, gave the Planning & Facilities Committee report.

- The master planning process is nearing completion. The Director meets with the City Manager April 21 to review the six options that have been identified. Mr. Kolb will be asked to react and share any information that might show how these options relate to other planned projects. After this meeting, a presentation will be scheduled before the Board.
- Rockwell had an incident of vandalism – the outside south wall and the Children’s Room window had been spray-painted.
- There have been some delays in the reupholstering of chairs at Central. Bids should be released by end of next week.

Public Affairs Committee Report

In the absence of Randy Brown, Chair, Rodger Wood gave the Public Affairs Committee report.

- The State Legislature is scheduled to go back for a lengthy session. Ms. Berner Harris stated what is left on the slate:
 - The State Library budget which has to conference because the House recommended funding for the Talking Books budget, but placed on hold the Tutor.com budget; the Senate approved the Tutor.com funding, but placed on hold the enhanced Talking Books budget.
 - They tried to conference the bill to consolidate the two state library boards but because of some amendments on the House side the Senate would not agree. This will probably be brought to life again next year.
 - The sales tax exemption bill for the Friends will conference. Senator Donovan is one of the conference committee members and reports that he expects the exemption to be approved.
 - Another bill regarding filtering remains in committee and is not expected to receive consideration during the Omnibus session.
- Once the master plan is received, the Public Affairs Committee will be asked to discuss how to coordinate media attention to the eventual presentation and adoption of a plan. Ms. Landwehr asked if the master plan had anything to do with Visioneering Wichita. Ms. Berner Harris stated that the concepts of Visioneering have been part of the background information used to develop the plan.

Special Committee Reports

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

- The Friends Board met April 13. March was another good month for the bookstore.
- During the Kansas Library Association Tri-Conference, the Friends of WPL received the 2005 Friends Award. Larry Romine, Treasurer, was present to receive the award as well as a \$100 check.
- Larry Romine was credited for all the work he had done on the sales tax issue.

- The books given to Dexter, Kansas for a new library were stored in Burden, Kansas. Now, Burden would like to have any books or items left from a future WPL Friends book sale.
- The Volunteer Luncheon is Monday, April 24, at Botanica.
- We have been requested to participate in the “Read With Me” Preschoolers Program. The Board voted to underwrite \$1050 in projected costs to allow the Library to purchase books and program supplies for this fall event.
- Membership consists of 472 Gold Card, 43 regular, for a total of 515 memberships.

Library Foundation – There will be a Foundation meeting before the Volunteer Luncheon Monday, April 24.

Wichita Genealogical Society – Barbara Baker reported a workshop was held at Alford last Saturday with 30 attending. A donation of genealogy items (15 boxes of materials) from a deceased person’s estate was received. The donation is being processed with appropriate items being added to our collections.

Director of Libraries Report

The Volunteer Luncheon is Monday, April 24. The Levand Trust will be recognized for its ongoing support of the library. Lou Heldman will be there. Bill Crowe, Spencer Research librarian at the University of Kansas, will be the guest speaker. He is an outstanding speaker and ALA presidential candidate.

A handout was given of the books we are buying as our part of the Overdrive Consortium. The State Library has given May 1 as the start date of this project being available on-line.

A copy of the Citizen Survey was also distributed. This is the survey the City is doing in conjunction with the City Council’s goals. Libraries are mentioned in a couple places.

Unique Management shared information after ten years into their service. During this time, they have generated a value of \$766,982.34. Basically, that figure translates into recovering \$3.19 for every dollar we have paid them. The total recovery on the small balance program so far is in excess of \$150,000.

Unfinished Business

None.

New Business

None.

Announcements

None.

Adjournment

Nancy Ogle moved (Landwehr) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:54 p.m.

The next regularly scheduled meeting will be May 16, 2006.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries