

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors

April 20, 2004

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, April 20, 2004 with the following present: Ms. Donna Aldrich, Ms. Sarah Bagby, Ms. Barbara Baker, Mr. Randy Brown, Ms. Susan Estes, Mr. Matt Goolsby, Mr. Ed Koon, Mr. Gerald Layman, Ms. Evelyn Neier and Ms. Helen Parli. Absent: Ms. Jane Eshelman, Ms. Cathy Landwehr, Mr. Tim Moore and Ms. Nancy Ogle.

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

Also in attendance: Ms. Janice Goudy, League of Women Voters.

During lunch, Julie Ellert, Coordinator of Support Services, reported on the status of the library's budget submittal. City departments submit their 2004 Revised/2005 Adopted/2006 Proposed budgets at this time of year. The Library was requested to submit a budget with a possible four percent decrease in funding. This percentage translates into a \$249,000 decrease in 2004; \$255,000 in 2005 and 2006. To meet this request, the following are being recommended by staff as ways to bring in additional revenue:

- Switch to flat-fee pricing for accounts processed by the library's collection agency and pass on the complete \$8.95 per account fee to customers* (savings of \$7,200 in 2004);
- Increase the fee for a replacement library card from \$1 to \$2 (new revenue of \$2,570 in 2004; \$7,700 in 2005/06);
- Increase the cap on overdue fees for all items except videos and DVDs from \$4 to \$5 (new revenue of \$4,590 in 2004; \$13,770 in 2005/06);
- Lower the threshold for which outstanding accounts are sent to collection from \$40 to \$25 (new revenue of \$98,000 in 2004; \$23,000 for 2005/06);
- Raise processing fees (when book is declared lost) from \$5 to \$7 (new revenue of \$2,150 in 2004; \$6,450 for 2005/06).

*already adopted by Library Board

These fee raises have been identified because they are things over which customers have a great deal of control. Library customers who return materials undamaged and on time will not be impacted by any of these fee changes. To further meet the four percent reduction, we are proposing:

- Staff furlough days (Columbus Day and day before Thanksgiving for 2004 and the Saturday of Memorial Day weekend and the day before Thanksgiving for 2005 and 2006) – (savings of \$16,000 each day). Urban libraries across the country are utilizing staff furlough days to meet budget demands. Staff furlough days were included in reduction scenarios last year, but not selected for implementation.

The 2004 estimates are given with a September 1 implementation date, due to the budget being certified on August 25. With the above new revenue estimates, \$125,000 remains to come out of the 2004 budget. The only place identified to do so, and not affect staff and library hours, is to reduce the library materials budget. Mr. Layman commented that the Finance Committee endorses the staff recommendations as the best way to raise revenue. The Board thanked John for the budget update.

In the absence of Tim Moore, President, the meeting was called to order at 12:15 p.m. by Gerald Layman, First Vice President, a quorum being present.

Minutes of the regular meeting held on March 16, 2004 were presented. Barbara Baker moved (Brown) that the minutes be approved as presented. **Motion carried unanimously.**

Finance Committee Report

Susan Estes moved that the Finance report for March be approved as presented on the agenda: Operating Fund Bills in the amount of \$440,495.73; Grant Fund Bills of \$43,089.14; Prior Year Grant Fund Bills of \$15,990.15; and Memorial & Gift Fund Bills of \$8,182.67 for the month of March 2004, as well as the Financial Report for March 2004. **Motion carried unanimously.**

Operations Committee Report

Nancy Ogle, Chair, was absent. Ms. Berner Harris stated she would incorporate the Operations Committee information during her Director's report.

Planning & Facilities Committee Report

Ed Koon, Chair, gave the report of the Planning and Facilities Committee.

Committee members received a letter from local architect Martin Hanney showing designs for the possible expansion of Westlink. The expansion would almost double the square footage, as well as increase parking space.

Ms. Berner Harris has met with the Special Projects Coordinator for Public Works to develop the specifications for enhancements to the Evergreen building.

Roof leaks at Linwood and carpet problems at Evergreen remain unresolved.

Mr. Layman interjected that he was glad the Planning and Facilities Committee was moving forward on the Westlink expansion, but hoped that the idea of a bookmobile would still be considered. Mr. Koon stated that the committee was awaiting more information from the Director to formalize proposals, and then bring to the Board asking for its help in prioritizing them. A history of the bookmobile, when it was researched as a possibility for the 1999 strategic plan, will be compiled for the newer members of the Board. Ms. Sarah Bagby commented that she was on the committee when the bookmobile was considered as a

way not to eliminate areas of service. The bookmobile was being considered intensively as an option until the Evergreen building became available and a choice had to be made.

Public Affairs Committee Report

Randy Brown, Chair, gave the Public Affairs report.

House Bill 2420 (Children's Internet Protection Act) has not had any action taken on the bill. Someone may force the issue when the legislature reconvenes. Because of an amendment that would not require compliance until the state provides funding for filtering products, we expect little impact for the next year.

There will be an official public unveiling of the new "Bhutan" book on May 4. We are hoping to attract media attention, which as a result may encourage River Festival participants to come see the new exhibit.

Friends of the Library Liaison Report

Helen Parli, Friends of the Library liaison, reported that the Friends of the Library met April 8. She imparted the following information:

- The bookstore had another good month with book sales up, as well as the book sale;
- Friends' Board members were encouraged to look in the Central Auditorium to see part of the Sullivan-Galiardo art exhibit on display;
- The Volunteer Luncheon went well yesterday at Botanica;
- The Friends of the Library membership is up with 453 gold cards issued; and
- Barbara Melzer, acting Bookstore manager, received a bonus for her good work.

Director of Libraries Report

Board members were encouraged to attend the May 4 unveiling of the "Bhutan" book, 3rd floor at Central outside the Auditorium, at 4:00 p.m. The original artwork of the Sullivan-Galiardo exhibit presently in the Auditorium will be moved into the Art Music & Video section as a continuing exhibit. Barry and Paula Downing will make a loan of their photography of their Bhutan travels to be in the Auditorium to accompany the May 4 book unveiling. Ours is number 46 of the 500 "Bhutan" books published.

After good work on the part of Mr. Tim Moore, all the public libraries in Sedgwick County agreed to sign the agreement releasing the successor trustee of the Levand Trust from liability for decisions and actions of former trustees. The value of the trust will be determined by the new trustee once appointed.

Staff has done an assessment of the library goals progress through the first quarter. Ms. Berner Harris offered to provide a detailed report to any board members wishing the information and summarized that the majority of projects and activities are on schedule.

Ms. Berner Harris read a thank-you note from an Arizona woman who had called the library and found the customer service exceptional.

Parking may prove even more of a problem because there will be an overlap of the Women's Bowling tournament and the River Festival in early May.

Termites have been found at Central. The Public Works Department will investigate and develop a plan of action.

There has been a resurgence of inappropriate customer activity. One man was found to have a filet knife in his pants. He is being prosecuted for having a concealed weapon as well as for trespassing as he had formerly been banned from the building. Also, the cleaning crew notified library staff that there have been two males who come to the Central library windows in the evenings and expose themselves.

On behalf of the Operations Committee, Ms. Berner Harris noted that the final results of the KanGuard filter test were received with near equal numbers coming from the filtered and unfiltered workstations. In fact, the satisfaction rates were higher for patrons using workstations with the filters enabled. We will thus move forward with implementation of KanGuard on all public access workstations.

Unfinished Business

None.

New Business

Ms. Berner Harris requested that the Board close all libraries on Sunday, July 4. The official City holiday is Monday, July 5. The July 4 closing, if granted, would not be a paid holiday for staff, but either a rescheduling of hours or vacation may be used. Mr. Randy Brown moved (Neier) to close all libraries on Sunday, July 4. **Motion carried unanimously.**

Announcements

None.

Adjournment

Susan Estes moved (Brown) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:35 p.m.

The next regularly scheduled meeting will be April 20, 2004.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries