

WICHITA PUBLIC LIBRARY

Minutes of a Special Meeting of the Library Board of Directors

May 29, 2008

The special meeting of the Library Board of Directors was held at 12:00 pm on Thursday, May 29, 2008 with the following present: Ms. Donna Aldrich, Ms. Barbara Baker, Mr. Randy Brown, Mr. Tom Engelmann, Mrs. Susan Estes, Ms. Nancy Ogle, Ms. Helen Parli, and Mr. Steve Roberts. Absent: Ms. Melissa Alley, Ms. Jane Eshelman, Ms. Cathy Landwehr, Ms. Evelyn Neier, Mr. Rodger Woods, and Ms. Marge Zakoura-Vaughan.

Staff Present: Cynthia Berner Harris, Director of Libraries; Tammy Penland, Senior Management Analyst and Jennifer Allen, Administrative Aide II.

Nancy Ogle, First Vice-President, called the meeting to order at 12:05 p.m., a quorum being present.

Review of Proposed Budget Submission

Cynthia Berner Harris began the discussion by explaining the format of the budget submission. She explained the outline of object level codes, pointing out 2006 and 2007 actual expenditures in each spending category as well as places where changes are recommended as part of the 2008 revised, 2009 proposed and/or 2010 projected budgets. Among the areas where changes are recommended are:

- Personal Services – Planned Savings. A 2% planned savings at the general fund level is being included by the Budget Office for 2008. In 2009 and 2010, the savings will be required at the department level. She explained that this shouldn't be too difficult for the Library to meet due to the amount of turnover that occurs within the department.
- Personal Services – Employee Mileage. With increasing fuel costs, more employees working in multiple locations in a single day are taking time to document mileage and to submit these reports for reimbursement. As a result, the budget line for these costs has been increased by \$500.
- Contractuals – Universal Service Discounts. The Library does not include subsidy payments for qualifying e-rate discounts until confirmation of awards has been received. For this reason, costs are planned at 100% of market rate in future years. Once e-rate awards have been made, the amounts are added in as credits against the expenditures during the current year revision process.
- Contractuals – Pre-employment Expenses. The Library will begin using a designated code to capture and track contractual costs related to recruitment and appointment of new employees, e.g. background checks, interview travel expenses, etc.
- Contractuals – Volunteer Background Checks. With the support of the department's budget analyst, costs related to background checks for library volunteers have been incorporated into the 2008-2010 budgets.
- Contractuals – IT charges. Reductions in charges to departments will result in a significant budget savings against previously projected technology fees to the IT/IS department.
- Contractuals – Fleet Charges. A significant increase in charges from the Public Works Department relating to the primary delivery van was noted.

- Contractuals – Building Leases. A policy change in 2007 eliminated planned transfers across general fund departments. One example was the elimination of rent charges carried in the Library budget to be paid to the Park Department for space in the Linwood and Orchard recreation centers. Funding was maintained in the 2008 adopted budget, but staff is told this was an error.
- Contractuals – Pest Control. These costs are now to be carried as part of the service delivered to the Library by the Public Works Department.
- Contractuals – Snow Removal. This program option is also incorporated into the budget beginning with 2008 revised (fall 2008).
- Contingency Funds – Debt financing for Polaris. Ms. Berner Harris reminded the board of the terms of the agreement for purchase of the Polaris system, including a no-interest loan from the IT Equipment Replacement Fund to be repaid over five years. Based upon projections of more challenging years in 2009 and 2010, staff recommends planning for the maximum possible 2008 payment in order to potentially reduce the repayment burden at a later date. She noted that the proposed \$24,760 payment captured all budget savings less those resulting from errors or transfers of expenditures to other general fund departments. It also excludes the significant savings from lower IT charges.

Ms. Berner Harris also referenced expense areas where the budget analyst had recommended review and possible downward revision during 2008. The most apparent example was utilities. Although the 2008 adopted budget is considerably higher than 2007 actual expenditures, Ms. Berner Harris noted that 2006 costs were much closer to the 2008 budget levels. With news of potential fee increases by Westar, staff has opted to be conservative and to retain utility budgets at adopted levels.

Ms. Berner Harris asked if there were any questions or comments. In particular, she sought feedback on the topics of utilities and Board preferences on including enhancements for snow removal and background checks as opposed to increasing contingency funding for Polaris system repayment.

Ms. Estes asked for more information about instructions given to staff for the budget preparation process, specifically relating to realignment of costs and savings. Ms. Berner Harris reported that there was less information and guidance this year than at any other time in her memory. Most of what has been received has been verbal information from the budget analyst rather than written instruction shared across all departments.

There was discussion on moving savings from pest control, IT fee reductions, and lease payments into contingency to create an opportunity for even faster repayment of Polaris debt financing. Tom Engelmann asked if the money from building leases could be left alone since it was a mistake admitted by the budget office but that the savings from other areas be moved to contingency. Ms. Berner Harris stated that the Board could recommend whatever it felt appropriate.

Mr. Engelmann moved (Brown) to adjust the budget submission to place into contingency the \$65,340 from IT fee reductions and accept the rest of the budget as presented. **Motion carried unanimously.**

Board members collectively expressed appreciation to staff for the thoughtful development of the submission and the attention to detail and commitment to accountability reflected therein.

Adjournment

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

The next regularly scheduled meeting will be June 17, 2008.

Respectfully submitted,

Cynthia Berner Harris
Director of Libraries