

## WICHITA PUBLIC LIBRARY

### Minutes of a Regular Meeting of the Library Board of Directors

May 21, 2002

The regular meeting of the Library Board of Directors was held at 12:00 Noon on Tuesday, May 21, 2002. Mr. Gillard Cohen, First Vice President, called the meeting to order at 12:25 p.m. with the following present: Ms. Sarah Bagby, Ms. Barbara Baker, Ms. Jane Eshelman, Mr. Ed Koon, Ms. Ronda Limon-Lowderman, Ms. Nancy Ogle, Mr. Karl Peterjohn and Ms. Lois Ruby. Absent: Mr. Randy Brown, Ms. Cathy Landwehr, Mr. Gerald Layman, Mr. Tim Moore and Ms. Helen Parli. Staff present: Cynthia Berner Harris, Director of Libraries; Mary K. Bird-Guilliams, Coordinator of Collection Development; Julie Linneman, Coordinator of Programming/Outreach; Ginny Ray, Coordinator of Customer Service; Larry Vos, Coordinator of Reference Services; Seif Al-Shaer, Operations Section Manager; Jennifer Heinicke, Special Projects Librarian; and Lucille Holder, Administrative Aide II.

During lunch, Julie Linneman, Coordinator of Programming/Outreach, reported on this year's Summer Reading Club program. "Join the Winner's Circle – Read!" is this year's theme for Kansas and surrounding states. The time period for the program is June 1 through July 31. Upon registration, children will receive a bookmark, book bag, and a reading record. Each child sets a personal reading goal. Upon reaching the goal, prizes are awarded from July 1 to August 7. Prizes consist of a certificate, a prize bag, and kids' meal coupons from McDonald's, Pizza Hut and Carlos O'Kelly's. Teens will set goals via tracking of their time rather than number of books read. Julie expects another great summer and believes the program and prizes are appreciated by the youth.

In the absence of Tim Moore, President, Mr. Cohen, First Vice President, called the meeting to order at 12:25 p.m., a quorum being present.

Minutes of the regular meeting held on April 16, 2002 were presented. Nancy Ogle moved (Baker) that the minutes be approved as presented. **Motion carried unanimously.**

### Finance Committee Report

Karl Peterjohn, Chair, presented the Finance Committee report. Operating Fund Bills in the amount of \$419,045.22; Grant Fund Bills of \$46,895.92; and Memorial & Gift Fund Bills of \$819.79 totaling \$466,760.93 for the month of April 2002 were presented, as well as the Financial Reports for March and April 2002. Mr. Peterjohn moved that the Financial Report for March and the bills and Financial Report for April 2002 be approved and payment authorized. **Motion carried unanimously.**

Cyndi Berner Harris recommended to the Finance Committee to authorize the use of \$25,000 in certificates of deposit in the Friends of the Library's Gift & Memorial Fund toward the Challenge Grant program offered by the Wichita Community Foundation. The Friends of the Library's Board voted to commit \$32,000 of additional savings toward this program with the intent of completing local fundraising for the NEH Challenge Grant. Every \$3.00 may be matched by \$1.00 from the Wichita Community Foundation. Mr. Karl Peterjohn moved, on behalf of the Finance Committee, to follow the recommendation of Ms. Berner Harris to authorize the use of \$25,000 toward the base amount of funds for the challenge grant. **Motion carried unanimously.**

### **Operations Committee Report**

Nancy Ogle, Chair, stated that we are still awaiting the court decision in the CIPA (Children's Internet Protection Act) case.

Cyndi Berner Harris, along with Rex Cornelius, Electronic Resources Manager, and Jennifer Heinicke, Special Projects Librarian, tested the filtering that was set up for the Neighborhood City Halls. The software recommended by the City, SonicWall, was considered by staff as not a bad way to go if we have to use filtering. The basis for this staff opinion is the relatively small cost of purchasing filtering through this vendor and the fact that the quality of filtering is so inadequate that the likelihood of appropriate sites being blocked is slim. There is supposed to be a logging functionality; however, it failed when tested. Ms. Berner Harris believes that our "Internet Access & Acceptable Use Policy" will continue to be the best defense; however, if the court mandates filtering, SonicWall will make us legitimately conform to the law.

### **Planning and Facilities Committee Report**

Ronda Limon-Lowderman gave the Planning and Facilities Committee report as follows:

- **Evergreen Branch:** Although the base bids for the remodeling fell within engineer's estimates, the overall renovation costs exceeded the available funds. The City's Finance staff reviewed the proposals against available funds and have determined a way to fully fund the remodeling costs for the library portion of the building and to subsidize a small amount of the renovation costs for the Head Start portion of the building. With funding in place, the City Council has approved a contract with Caro Construction for remodeling of the facility. The contractor is committed to a substantial completion date for the Head Start classrooms prior to September 1 with substantial completion of the remaining

portions of the building to follow. The Library expects to be ready to begin service hours around October 1.

- Alford Branch: Furniture specifications have been more thoroughly developed. The project continues on schedule with the land being cleared and ground work well underway.

### **Public Affairs Committee Report**

Lois Ruby gave the Public Affairs report. The KAN-ED enabling legislation was signed by the Governor yesterday. This creates the framework for a Broadband telecommunications network for schools, libraries, hospitals and cities. Funding of \$10,000,000 through an increase in the Kansas universal service fund was also approved in the Omnibus funding bill so it looks like we get the program and the funding for the program which is nice.

State funding cuts for libraries are still uncertain. It appears that grants in aid to local libraries will be cut at least \$76,000, impacting the Wichita Public Library by an estimated \$7,600. If additional cuts are required, the State Library hopes first to make reductions in legal research information in the State Library, and then to eliminate support for the Kansas Library Catalog and interlibrary loan system, state contracts for on-line databases and deeper cuts of grants-in-aid. The full impact of cuts will be dependent on the state's ability to reconcile adopted spending with incoming revenues.

### **Director of Libraries Report**

Cyndi Berner Harris spent yesterday afternoon at the Auburn Hills Clubhouse for the Budget Review Committee meetings. Most of the budget discussion regarded the seven program options submitted.

- 1) & 2) Evergreen & Alford Branches operating costs – Endorsed by the Budget Office and Ray Trail, Director of Finance.
- 3) Increase in insurance charge back from City – The library's 2001 cost of being covered under the City's self-insurance program was \$41,000 instead of the original estimate of \$35,000. The Budget office determined that this year the library would be billed only \$27,000, which would make up the difference in cost. Finance is in the process of assuring this cost estimate from Risk Management.
- 4) Creating assisted workstations – There were some questions about the funding. Proposed funding was a mix of Community Service Block Grants, Community Development Block Grants and general funding. Ongoing costs for maintenance would come from general funding. The Budget Review Committee asked Ms. Berner Harris if the Friends of the Library would be willing to cover the costs of the workstations. She

replied in the negative since it is the City that has the obligation to do this. A way will be found, or perhaps staff will be asked to apply for special populations grants.

- 5) Integration of IT support to City structure – Costs are high but are primarily interdepartmental transfers. This, too, is recommended by Budget and Mr. Trail.
- 6) Replace Central Library public seating – The City Manager has issued a decree that stained carpeting reflects poorly on customer service. It was proposed that stained seating may be even more noticeable to customers. Therefore, if there are end-of-year savings, this prospect may receive at least partial funding.
- 7) Four-percent reduction scenario – Was replaced with a program option regarding microfilm readers and printers. The Analyst did not recommend these purchases. Ms. Berner Harris talked about how Genealogy is one of the most rapidly increasing parts of our service and, that by having to make the change in our *Wichita Eagle* archival database product last year, we no longer have access to as many articles on-line in full text format which has pushed us back to microfilm to retrieve some of these articles. Yesterday we received the 1930 census. The fact that this census is now available is really going to bring in some customers interested in researching this type information. The cost of a reader is approximately \$3,500, and \$7,000 for a reader printer. Last year we spent over \$5,000 on repairs to our current machines. This year we have had eight service calls at a cost of more than \$2,000. This presents a good argument for the purchase of new printers/readers versus continuing mounting repair costs. The outcome of this request is uncertain at this time.

During discussions of program options and the reduction scenario, questions were raised about the fundraising support of the Friends of the Library. Ms. Berner Harris reported with regret that it is apparent that further education of City staff is required to ensure an understanding of the role of both the Friends and Foundation in fundraising for "excellence" rather than merely replacing local government support. Overall, she feels the library budget is in good shape.

The "Listening to the Prairie" exhibit is going well. So far over 1,000 people have viewed the exhibit with positive comments written in the guest book. Oklahoma State University representatives were visiting today to see how the exhibit is set up, as they will be hosting the exhibit in 2003.

The Wichita Public Library's Technology Training Center has been identified as a model for libraries from our region in delivering public technology training to customers. We have been invited to talk about what we do in our technology training center during the MPLA (Mountain Plains Library Association) meeting in Fargo, North Dakota, later this year. Mr. Rex Cornelius, Electronic Resources Manager, will attend on behalf of the Wichita Public Library. Ms. Berner Harris is pleased that we have been noticed in this regard.

Pizza Hut has expressed the intent to contribute \$5,000 to the Evergreen Branch to create a "Book It" corner honoring Eunice Ellis, who has been the coordinator of Pizza Hut's "Book It" program for 18 years and is retiring. Details of the gift will be finalized soon.

Applications are being accepted for the position of the Local History Librarian.

Nancy Tush, former WPL Board member and current KLTA (Kansas Library Trustee Association) member, will speak at next month's meeting in lieu of the staff presentation. She will speak on the benefits of the Wichita Public Library becoming a public organizational member of KLTA for the membership year of July 1 – June 30, 2002.

### **Unfinished Business**

None.

### **New Business**

None.

### **Announcements**

None.

### **Adjournment**

Lois Ruby moved (Peterjohn) for adjournment. **Motion carried unanimously.** The meeting was adjourned at 12:56 p.m.

**The next regularly scheduled meeting will be June 18, 2002.**

Respectfully submitted,

Cynthia Berner Harris

Director of Libraries