

**Cedar Rapids Public Library
Board of Trustees
Meeting Minutes – Special Budget Session
November 13, 2007**

Board members present: President Tim Hill, Vice President Susan Corrigan, and board members, Doug Elliott, Maureen Engle, Phyllis Fleming, Joe Lock, Susan McDermott, Dennis McMenimen and Nancy Shey.

Staff & others present: Library Director Lori Barkema; library staff members BarbGay, Leon Green, Karen Johnson, Jeff Krohn, Chris North, Christina Riedel, Roger Rayborn, Lola Shull (for the union) and Kit Wong; and City Council liaison Brian Fagan.

President Hill welcomed City Council member Brian Fagan, newly appointed Council liaison to the library, to his first board meeting. Hill also thanked Lori Barkema, Kit Wong, Dennis McMenimen and Joe Lock for their diligence in putting together the FY09 budget plan.

A. Library Board Committee Reports

1. Finance Committee – Dennis McMenimen, committee chair

a. City budget proposal

McMenimen provided an overview of the four documents making up the FY09 budget package. The two principal components are the FY09 Budget Requests and Options and the 10-year Capital Improvement Program expenses. The FY09 Budget Items Narrative and Westdale Branch Library Costs complete the package. There are, he said, limited dollars that can be eliminated before Westdale takes center stage.

The city has again asked its department to prepare 10% reduction options for FY09, amounting to \$378,656 if implemented. Barkema walked the Board through the budget package, outlining revenue and expenditures as follows:

Revenue increases –

- 1) Small increases in Linn County and Metro Library Network funding
- 2) Higher rental and administrative reimbursements for services to the Iowa Substance Abuse Information Center (ISAIC) – 10% of the ISAIC budget goes toward these administrative costs

Expenditures –

- 1) **Required increases** are personnel costs to include wages under the bargaining contract and estimated health care benefits (\$113,695), guard service based on the city contract (\$800), re-grading of the Library Clerk II position (\$4,504), and property/liability insurance (\$2,000).
- 2) **Items to restore** to the budget are summer Sunday hours (\$23,500), the youth librarian position (\$61,900), library collection maintenance funds (\$42,000), and a part-time clerical support position (\$27,000).
- 3) Designated **savings** are the demise of the Big Pipe internet service (\$10,000), software maintenance to be paid from FY08 funds (\$21,200), E-rate savings on telephone services (\$5,000), and purchase fewer computer supplies (\$7,505).

4) Other **savings options** in order of implementation are to spend less on furniture, fixtures and equipment (\$7,000); reduce the staff training budget (\$3,000); eliminate the deposit collection serving daycares and retirement homes and one halftime grade 18 position (\$41,500); eliminate one fulltime grade 30 position and close the Downtown and West Side libraries at 8:00 pm, the lowest foot-traffic time (\$69,700); and close the West Side library (\$264,000). Reducing hours open per week from 69 to 65 does not affect state accreditation and funding but will change the Cedar Rapids Public Library from an A to a B rating, a matter of community pride.

Though the rationale for maintaining the West Side branch is strong, the Downtown library absorbed all the funding cuts in the FY08 budget, and McMenimen said little flexibility remains there, particularly if accreditation becomes an issue. Barkema stressed the importance of maintaining the collection, noting that the guideline for libraries is to spend 20% of the budget on the collection, a goal this library does not meet.

ISAIC Program Manager Barb Gay addressed the Board, explaining that the Center's annual contract with the Iowa Department of Public Health includes payment of administrative fees to the library. A proposal to increase ISAIC's funding for problem gambling would have a positive impact on those fees. Barkema pointed out that the Board has fiscal oversight over ISAIC.

As to capital improvements, Barkema said the top items on the FY09 CIP expenditures (HVAC control system, updated phone system, library improvement consultant, architectural planning and funding feasibility study) are key in moving the building program forward. Placing the Special Library Levy on the city ballot remains an option for 2009 or 2011. If the measure is properly worded, levy funds could be used for operating expenses in addition to the collection support provided under the current levy.

McMenimen moved to adopt the operating budget as presented together with the budget concerning ISAIC and the CIP budget as proposed. Lock seconded and the motion passed unanimously.

b. Request to the Foundation – budget proposal

Barkema asked the Board to approve a request to the Foundation to fund a one-year trial project enabling Metro Library Network patrons to download audio books and music to a computer, CD or MP3 player. This provides an opportunity to offer a new technology with a growing following. The fee for the Cedar Rapids' portion of the collaborative project is \$35,000 for the first year of the four-year contract.

Elliott moved to request a minimum of \$35,000 from the Foundation to implement Cedar Rapids' share of the Metro Library Network downloadable audio project with a consideration for requesting additional funding for the ensuing three years of the contract. Lock seconded and the motion passed unanimously.

B. Adjournment