

**MINUTES
CEDAR FALLS PUBLIC LIBRARY
(CFPL)
BOARD OF TRUSTEES
January 5, 2005**

Members present: Beed, Blair-Broeker, Deaver, Gasser, Luze, Pfalzgraf, Richardson. Staff: Johnson, Anderson, Dargan, Nangle, Kayser. Guests: Julie Tilton (practicum student), City Council members, Mayor, City Staff.

1. Meeting was called to order by Vice President Beed.
2. **MOTION:** (Pfalzgraf, Luze) to approve the agenda with the addition of Department Head Reports between item V. and VI. Passed.
3. **MOTION:** (Blair-Broeker, Richardson) to approve the December minutes with the deletion of the words "with and Iowa them" in Item VII. B. 2. Passed.
4. Communications from the Officers: Board, staff and guests introduced themselves.
5. **MOTION:** (Deaver, Blair-Broeker) to approve the January bills as presented. Passed.
6. Special Order of Business: Informal discussion with City Council overview:

Distributed a revised FY06 budget request (dated Dec 29) with a corrected Part-Time Salary line item amount which resulted in the total budget request being reduced by \$87,290. It was noted that the Full-Time Salary request for FY06 is lower than FY05 due to the reduction of one full-time library assistant position. Increases in the part-time request reflect the addition of two 32-hour/week positions in the youth department (to replace the eliminated full-time position), estimated percentage increases (based on information provided by Financial Services), and an additional 20 hours per week at the library assistant rate in anticipation of opening on Thursday mornings all year around.

Currently, from October to May the library is open four hours on Sundays and closed to the public on Thursday mornings. This maintains our public hours at 64 hours per week, which is the minimum for our accreditation standards. With the additional part-time hours, the library would be able to open for 68 hours a week during October-May. This would be a great service to the community since we are open Monday-Wednesday, Friday & Saturday mornings at 9 AM and opening at 1 PM on Thursdays is confusing and inconvenient to the public. The board wishes to retain Sunday hours since this is a time when many families and rural patrons are able to come to the library. The City Council was pleased that the library never budgets or expends for overtime pay.

Part of the reason the library was able to reopen at three times the size, nearly double the circulation but with no additional staff was the successful planning and implementation of our self-check system. Using quality equipment, a user-friendly system and the right location in the building has resulted in 80 to 82% of circulation (check-out) transactions going through the two self-check stations. Staff at the service desk still offer this service as well as tasks that are not available through self-check such as renewing or issuing library cards or collecting overdue charges. The reference service desk is often staffed with one librarian on duty due to the success of the self-reservation and printing system. The number of public Internet stations has increased from five to twenty. There are also three study rooms, a conference room and a public meeting room that can be divided to accommodate two meetings at once. These areas have also shown increased scheduling and traffic. Scheduling to cover the Youth Public Service Desk was a minor issue upon reopening. The flexibility of the two 32 hour/week positions helped alleviate this.

All of these methods of maintaining services without increased staffing have generated much interest from libraries across the state. Several public libraries have visited with staff and toured our facility in order to begin preparing for their building projects. It was noted that Prairie Construction has plans to submit the new library building for some type of award.

The library has also requested additional funds in FY06 for materials. The amount requested is at the level of funding that we had in FY03, prior to the 'Reinventing Iowa' state-mandated reduction. Audio-Visual materials (CD, DVD, books-on-tape) have shown a large increase in popularity but these are areas

that we either did not have in our collection (space restrictions) or did not have sufficient funds budgeted for these formats.

The State Library is in the process of updating the minimum requirements for accreditation standards and the Cedar Falls Public Library would not meet the requirements for a library of our size without the proposed materials budget increase. The lowest level (minimum standard) states that 10% of total library expenditures needs to be for materials. Not meeting this requirement would impact other funds we receive from the State and limit our participation in these programs such as the Enrich Iowa and Direct State Aid funds which are approximately \$15,000 for FY05.

Various services were highlighted in response to questions from City Council members:

Traveling Tales - a project that has volunteers visiting day cares in the area with theme-based kits of materials (books, puzzles, puppets) provided by the library through a grant from Junior League. The Traveling Tales van is used in both Waterloo and Cedar Falls. There are currently 65 metro sites being served through this project.

Storytimes - the library sponsors several options each week from storytimes directed at babies, toddlers, and preschoolers to an evening "pajama" storytime.

Third Age/Gray Matters - the projects are funding with grant and Enrich Iowa monies to address the needs of seniors in the Cedar Valley. Part of the funds are used for the salary of the project coordinator and the remaining funds are used for materials and equipment. Outreach activities are also part of this project.

On-Line Resources: the Cedar Falls Library shares the cost with Waterloo Library for several on-line resources which can be accessed from the library and some may be accessed from other locations with a valid library card. The resources offer access to databases which may include full-text articles from magazines and newspapers, auto repair manuals, as well as an on-line reader's advisory database.

Department Head Reports:

Public Services: Anderson reported that 80-82% of our check-out transactions are going through the self-check units. Iowa City maintains a self-check transaction rate of 45-50%.

Youth Department: Nangle gave an overview of the Cedar Valley Youth Reads project that will involve Waterloo & Cedar Falls libraries, schools, and a Midwestern author who has written the book, "Donuthead". The author will visit the metro area for one week near the end of March. Copies of the book are available in the youth department. The youth department is also proud to report that 9 interns have gone on to library school after working in the Cedar Falls Public Library Youth Department.

7. Committee Reports

- A. Blair-Broeker gave an overview of the Friends of the Library operations. It was noted that their contributions totally underwrite the Youth and Young Adult Summer Library Programs as well as many special projects in the library. This year the Friends outfitted the community meeting room with kitchen supplies. Volunteers operate the Book Nook which provides some of the funds budgeted for library projects, programming, etc.

8. Unfinished Business: none.

9. New Business:

10. **MOTION**: (Pfalzgraf, Luze) to adjourn. Passed.

Respectfully submitted,

Carol Kayser
Secretary Pro-Tem