

APPROVED

MINUTES

KENT DISTRICT LIBRARY SPECIAL BOARD MEETING
BUDGET WORK SESSION

Kent District Library Service Center

814 West River Center Dr. NE, Comstock Park, MI 49321

Thursday, August 28, 2008 – 4:30 p.m.

Present: *Shirley Bruursema, Charles Fry, Fran Gilcrest, Joel Hondorp, Vickie Hoekstra, Charles R. Myers (via telephone), Sandra Wisniewski*

Absent: *Carol Simpson*

I. CALL TO ORDER

The meeting was called to order at 4:31 p.m.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

Motion: Ms. Wisniewski moved for approval of the agenda.

Support: Supported by Ms. Hoekstra.

RESULT: Motion carried unanimously.

IV. LIAISON REPRESENTATIVE COMMENTS – None

V. PUBLIC COMMENTS – None

VI. OLD BUSINESS – None

VII. NEW BUSINESS

A. 2009 Business Plan

Library Director Martha Smart presented the draft 2009 Business Plan. Ms. Smart indicated the format followed last year's model with four key sections: (1) Peer Comparison, (2) Strategic Plan, (3) Achievements, and (4) Budget.

(1) Peer Comparison: Ms. Smart said KDL compares favorably with its peers, as identified in the 2007 Public Library Data Service Annual Report. All respondents answered the same questionnaire; however, not all peer libraries gather information in the same way.

(2) Strategic Plan: In 2009, KDL will work with a nationally recognized library strategic planner to completely review and re-write its strategic plan. In writing this new plan, KDL will utilize the Public Library Association's publication entitled *Strategic Planning for Results*. Prior to this full review in 2009, KDL has incorporated three Public Library Service Responses from this publication as focus areas for the current 2009 Business Plan and these are: (1) create young readers/early literacy, (2) information fluency, and (3) to stimulate imagination: reading, viewing, and listening for pleasure.

This year's strategic plan remains an active document focused on action plans addressing three strategic long range objectives: (1) 10% of revenue generated outside of state/local government funding, (2) increase the user base, and (3) meet the competition.

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Some highlights of the 2009 strategic plan include: (1) establishing fee-based online access to the *What's Next* database as well as potentially selling this database to an outside vendor; (2) plans to increase the number of adult computer courses; (3) plans to increase public awareness concerning the content of KDL's online resources, (4) establishing a KDL disaster recovery site, and (5) a new regional approach among the branches to improve operational efficiencies.

The "regional approach" was discussed in further detail as it represents a significant change for KDL. The creation of branch regions is meant to increase collaboration and prepare the organization as a whole for major changes in staffing anticipated in the coming years. Approximately 50 KDL employees are currently eligible for retirement and this number will increase to over 100 employees in the next five years. A regional plan will allow for more flexibility as staff begin to retire and will impact the Assistant Directors' job descriptions as Cheryl Garrison will oversee central services and Pamela VanderPloeg will oversee public services.

- (3) **Achievements:** In 2008, KDL has worked on 94 action plans to meet 12 short-term goals. It is anticipated that by the end of the year, 92% of these action plans will be completed.
- (4) **Budget:** The 2009 proposed budget reveals an anticipated balanced budget with a 15.9% fund balance at the end of the year. KDL is facing a new challenge with its funding as property tax revenue is projected to increase by only 1.6% (historically this figure has been approximately 5%); this will have a major impact on KDL this year and through the life of the current millage. The implementation of a branch regional model will help KDL be more cost effective and efficient in light of these new budgetary realities.

Trustee Questions:

- Q. Mr. Fry: One of the long range objectives is to generate 10% of revenue from outside of state and local government funding. Do we expect to raise all 10% during 2009?
- A. The 10% revenue generation refers to the entire life of the strategic plan from 2005 – 2009. This objective will be re-evaluated during next year's strategic plan review.
- Q. Mr. Myers: I did have some concerns regarding the LBPH funding for 2009. Do we have a sense of the funding for 2009 as it is not stated in the budget narrative?
- A. The LBPH funding will stay the same in 2009.
- Q. Mr. Hondorp: Concerning the new regional plan, what are we looking at with regard to the branch manager model? I'm concerned there will not be a "face" for the library in each community.
- A. It is our intention to maintain our current model of having a library "face" in each community.
- Q. Ms. Bruursema: Are there plans to eliminate positions in 2009? Does the Union need to be involved in this process?
- A. One of the goals in moving to a regional approach is to afford KDL opportunities with regard to hiring and staffing as retirements do occur. The Union needs to be involved when any changes impact Union positions.
- Q. Mr. Hondorp: Do we have any plans to offer employee retirement incentives?
- A. No, not at this time.
- Q. Mr. Fry: Why implement the disaster recovery site now instead of last year or next year?
- A. We have desired to implement this recovery site in previous years, but other important IT changes have made it difficult to move this priority to the top.

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Q. Mr. Fry: Concerning the amount budgeted for health insurance in 2009, do we think the budgeted increase for that line item will meet the cost?

A. It is difficult to say. We will not know the specific figures until about one month before we need to renew our policy with the health insurance providers, but we believe that this budgeted amount will cover our expenses.

Q. Mr. Fry: Could you explain the increase in the budget line for legal fees?

A. We anticipate increased legal fees in 2009 as we again undertake labor contract negotiations. This increase is consistent with what occurred during our last round of negotiations.

Q. Ms. Bruursema: Are start-up costs for the new Kentwood branch and Caledonia branch (if Caledonia Township's millage campaign is successful) indicated somewhere in the 2009 budget or will that be in a later budget?

A. The costs will be included in the 2010 budget.

VIII. LIAISON REPRESENTATIVE COMMENTS – None

IX. PUBLIC COMMENTS – None

X. BOARD MEMBER COMMENTS

Shirley Bruursema reported on the success of the annual report presentations for the local municipalities. The KDL materials passed out to the municipal boards have been very well received.

XI. MEETING DATES:

Next Meeting: Thursday, September 18, 2008, Wyoming Branch Library, 7:00 p.m.

XII. ADJOURNMENT

The meeting adjourned at 5:55 p.m.


CAROL JEAN SIMPSON, KDL BOARD SECRETARY