

**BRADFORD MEMORIAL LIBRARY**  
Library Board Meeting Minutes of March 13<sup>th</sup>, 2017

Board Members Present: Mrs. Nancy Wagner, Mrs. Judy Cole, Mr. Richard King, and Mrs. Susan Holthaus.

Others Present: Mrs. Marlene Rethmen and Mrs. Kristi Jacobs.

**I – CALL TO ORDER**

Mrs. Wagner called the meeting to order.

**II – CONSENT AGENDA (January minutes, January and February bills, and financial statements)**

Mrs. Jacobs explained that the \$300.00 for bags was referring to the 500 plastic bags that were purchased to be used in any future programming such as Trick or Treat Down the Street or Kidz Fest.

She also explained that though it does not look like the correct amount for total revenue, the money is really there. There are actually three different budget funds for the library. Fund 006 is used for ad-valorem and the motor vehicle taxes, etc... These totals should be receipted by the City and then immediately moved to fund 011, which is the library's operating account. This was not done this year yet. The true total should show as \$246,399.06. A correction will be made soon. The third fund is 015 which is the Capital Improvement account.

The motion was made by Mrs. Cole to accept the January minutes, January and February bills, and financial statements as presented. The motion was seconded by Mrs. Holthaus and passed unanimously.

**III – COMMITTEE REPORTS**

*Friends of the Library:* The Friends met earlier today. Part of the money they gave to the children's department went to purchasing the large area rug in the Clymer room and Mrs. Tower used the money she got from them to purchase books and some new sturdy bags for Outreach book deliveries.

Mrs. Jacobs attended the meeting and shared all of the happenings at the library. The Friends voted and decided to pay \$85.00 for the Summer Youth Tab, which is an article section of the paper promoting summer youth programming. Kristian Strom has not paid the Friends for its portion of the books he sold that he got before the book sale before last. They have not been able to get a hold of him but are still trying.

The next book sale will be on the Thursday, Friday, and Saturday of March 30<sup>th</sup>, 31<sup>st</sup>, and April 1<sup>st</sup>. All felt the hours worked well last time so they will keep them at 5:00-8:00 on Thursday evening, 9:00-5:00 on Friday, and 9:00-2:00 on Saturday. The leftover books and materials will go to the rescue mission and they will come and pick everything up like they did last time.

On September 26<sup>th</sup>, Rosa Walston Latimer who is the author of "Harvey Houses of Kansas: Historic Hospitality from Topeka to Syracuse" will be at the library for a book signing and meet-and-greet. More details to follow.

**BRADFORD MEMORIAL LIBRARY**  
Library Board Meeting Minutes of March 13<sup>th</sup>, 2017

**IV – DIRECTOR’S REPORT**

The programming is going well lately. The genealogy program went well and was free because Patti Luck and Lee Lewellyn, who are teaching it, are part of a local genealogy club. They will be putting on another one on Saturday, April 8<sup>th</sup> from 10:00-12:00 in which they are suggesting patrons bring in their own laptops or tablets so that they can walk them through the process of looking up family members.

There will be a program on Saturday, March 25<sup>th</sup> about Kansas weather, in life, literature, and photography. The author is Caryn Mirriam-Goldberg who wrote “Chasing Weather”.

There will be another basic computers class in March and two more in April, using the internet and using Word features.

Mr. King suggested it be announced that the Oil Museum/Historical Society has had a subscription to Ancestry.com and patrons can go there and use that for free.

There was discussion about the ebooks and audiobooks available through OneClickDigital on the state library site and Overdrive through sunflowerelibrary.org. Mrs. Jacobs is glad to see that the numbers of patron usage on the sunflower site has more than doubled in the last year and would like to include these numbers as part of the circulation totals in the future. There is money in the budget used for purchasing these materials and suggestions can be made to the library staff about which titles patrons would like to have available.

**V – OLD BUSINESS**

*Sales Tax Proposal(Nancy):* Mrs. Wagner and Mrs. Jacobs attended and presented at the Sales Tax Committee meeting. It was the committee’s recommendation that the library would get the full amount requested. That means that ten ChromeBook tablets, head phones, and a charging/storage cart can be purchased for future computer classes. Also, it was also the recommendation of the committee that the money remaining after distributions will go into improving the city parks, including the library park which may consist of new equipment and a full basketball court. These improvements may not come about until sometime in 2018, but the money for the ChromeBooks may or may not be available before then.

The sales tax distribution committee’s recommendations still need to be approved by the city commissioners, this usually happens in August when the overall budget is approved.

It was noted that \$3,000 of the \$5,000 requested by and allotted to the library had been previously allocated to the library for display cases to be built by prisoners from the Honor Camp. The Honor Camp is no longer in El Dorado and those display cases were never built, so that money was put back into the total available for use now.

**VI – NEW BUSINESS**

*2018 Budget (Kristi):* The budget proposal needs to be turned in by March 31<sup>st</sup>, though changes can be made after that. Mrs. Jacobs will present this to the city finance officer and the city manager on Tuesday, April 4<sup>th</sup> at 3:30 in the afternoon in the conference room at city hall. Any

**BRADFORD MEMORIAL LIBRARY**  
Library Board Meeting Minutes of March 13<sup>th</sup>, 2017

library board members that would like to and are able to go with her are welcome to do so. Mrs. Jacobs shared a draft of the proposed budget with the board.

The Professional Services includes the Polaris system, cleaning services, a movie license fee each year, the auditors, pest control, fire extinguisher testing, fire sprinkler inspection, some software and support for another computer system, elevator servicing, and the Overdrive platform fee. The elevator servicing belongs in the Professional Services because there is a service contract, if and when there is a problem call outside of that contract that money will come out of maintenance and repair for the parts and labor. The internet, phones, gas, and electric fall under utilities. There is approximately a 15% increase proposed for utilities over last year. Part of the reason for an increase in utilities is in case there is an increase in the internet bandwidth.

There is an increase in salaries but nothing marked in the budget for sick leave. Mrs. Jacobs said we do not budget for sick leave. It is paid separately but when the budget is done it is included in the salary and part-time pay line items. This is also how the city does it.

The amount in Equipment Maintenance and Repair went up then back down in the last couple of years. This accounts for money used to replace the lighting downstairs with LED lighting.

There is money budgeted for the YMCA. This is for a discounted membership, \$15.00 per month, for full-time employees.

Money in Commodities and Other Maintenance and Repair is for things such as yard work upkeep, like mulch for example. The city covers the cost of the maintenance but not materials and the labor and materials are budgeted separately.

There was a cut in Books and Periodicals. Mrs. Jacobs needed to cut the revenue somewhere and about the only place that she can is books and materials, programming, and staff. The reason the revenue needed to be cut was because a transfer was not made as it should have been. The budget can continue to be revised so this number will likely change when she gets final numbers from the city.

The Capital Outlay budget line is for payments on the bonds. The \$30,000 is for the bond principle and the other is for the interest.

The Office Equipment and Furniture line is at zero. If those items are needed then they would be budgeted or can be purchased out of the Capital Improvement.

The proposed budget can be continually modified if need be until it is presented in August.

The motion was made by Mr. King to accept the proposed budget for 2018. The motion was seconded by Mrs. Cole and passed unanimously.

*Section 8.4 of Personnel Handbook (Richard):* Mr. King's question with this section is concerning the 6% rate allowable for increase in employee wages. This rate is the one the city

**BRADFORD MEMORIAL LIBRARY**  
Library Board Meeting Minutes of March 13<sup>th</sup>, 2017

uses as are the employee performance review forms. The library follows the City's policy and the City Commission sets the policy, including the 0-6% range.

**VII – FURTHER DISCUSSION AND ADJOURNMENT**

Then next board meeting will be April 10<sup>th</sup>. The date of the May 8<sup>th</sup> meeting might be changed or might be canceled. There was discussion about if the board is required to meet once per month or if the meetings could be scheduled when needed. The bills and other financials need to be approved each month but as of now the meetings take place after the bills are already paid so changes in the meeting frequency could, in theory, be adopted without a whole lot of interruptions. This can be discussed further at the April meeting.

There was discussion about purchasing a banner or a personalized table cloth to be used for future events where the library has an information table set up. This can also be discussed further at the April meeting.

After no further discussion, the meeting adjourned.

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Kristi Jacobs, Secretary