

Board Meeting of the Finney County Public Library

Regular Meeting
5:00 p.m.
June 27th, 2022

(Notice of meeting having been duly given)

MEETING AGENDA

Agenda:	Additions / Deletions
Introductions:	
Minutes from:	Board Meeting May 16, 2022 Action: Motion to approve
Financial Reports- May:	Action: Motion to approve
Statistics Reports- May:	Action: Accept for filing May Reports
Friends of the Library:	Inform: Oral Report: Lydia Smith
Board of Trustees Report:	Inform: Oral Reports
Library Report:	Inform: Oral Report: Pamela Tuller
Correspondence:	

Old Business:

- Policy Review – Policy Manual Overview

New Business:

- Discuss Bylaw updates

Out of Contract Expenses:

- \$974.85 – OOC Card

Adjournment

MINUTES

Finney County Public Library Board of Trustees Meeting May 16, 2022 5:00 PM

Members Present: Robert Scrivner, Jay Cook, Dave Jones, Marsha Wright, Paula Kimbrel, Rebecca Price

Members Absent: Marsha Wright

Others Present: Pam Tuller—Library Director, Calli Villanueva—Programming Director, Karissa Rojas—Recorder

Robert Scrivner called the meeting to order at 5:00 pm. Robert asked if there were any additions or corrections to the agenda.

Minutes: The April minutes were presented for approval. Robert asked if there were any additions or corrections to the minutes. **Dave Jones made a motion to accept the April minutes. Robert Scrivner seconded the motion. The motion carried. The April minutes were approved for filing.**

Financial Reports April: Robert asked if there were any questions or comments regarding the April financial reports. **Marsha Wright made a motion to accept the April financial reports. Paula Kimbrel seconded the motion. The motion carried. The April financial reports were approved for filing.**

Statistics Reports April: Robert asked if there was any discussion of the April Statistic reports. **Statistics for April were approved by consensus.**

Friends of the Library: Lydia Smith

Board of Trustees Report:

Jay Cook – Asked about partnering with the college library

Robert Scrivner – Welcomed new board members. Would like to define roles and limitations of serving on the board and volunteering

Dave Jones – Informed of event at Juvenile Detention Center

Marsha Wright – Welcomed everyone and encouraged new members to ask questions

Paula Kimbrel – Said she is proud of being accepted to serve on the board

Rebecca Price – Said she is looking forward to serving on the board

Director's Report - Summer Reading is about to begin! June 3rd kicks off SRP with Water Day and SRP Sign Up starts on June 6th. Other special events for June and July include and Pirate Scavenger Hunt, Ink Masters (washable body art), Bubble Day, and the Closing Ceremony on August 2nd; this celebration will be held in conjunction with National Night Out and we will have a big block party that evening as well.

Community Culture Day is coming soon, May 21st and is being planned with Turning Point Church, Catholic Charities and other local organizations.

The FCPL Staff would like to welcome all 3 new members of our Board. We will do a few introductions each month so both staff and Board Members can be familiar with each other.

Current Projects in the works:

- Planning Community Culture Day – May 21st
- Summer Reading Program
- Reading Incentives and Booklists being developed
- Finnup Foundation grant application for equipment and staffing for Oral Histories – Submitted – Was accepted, but they requested an additional proposal to make the project bigger than originally submitted

Staff Report

- Staff Development Day on April 15th went really well. Sue and Mallory (LS&S Human Resources) joined us. Topics included Diversity, Equity, and Inclusion, DISC Personality Assessment (How we work together), Policy Review and Customer Service.
 - A BIG THANK YOU to the Board for providing lunch and a special THANK YOU to Claudia and Marsha for setting everything up.

Partnerships Report

- Catholic Charities – presenting at classes hosted by Catholic Charities. Tours being scheduled.
- Catholic Charities and Turning Point Church - Culture fair being planned for May 2022.
- USD 457 Afterschool Programs –Crafts will be sent out once a week for Summer School.
- Garden City Arts – Art Display by Amy Warfield – Mixed Media

Programming Report (Calli Villanueva)

- Summer Reading Overview
- SRP Calendar Available

Correspondence: WKCF 1st Quarter report

Old Business:

- Covid Update
- Officer Nominations - discussion

New Business:

- Election of Officers – **Jay Cook made a motion to elect Robert Scrivner as Board President, Paula Kimbrel as Board Vice-President, and Rebecca Price as Board Secretary. Marsha Wright seconded the motion. The motion carried.**
- Annual Library Tour

Out of Contract Expenses

- \$1339.06 – OOC Card

Board discusses availability during the summer. **Marsha Wright makes a motion to change the next meeting from June 20th to June 27th. Paula Kimbrel seconds the motion.**

The meeting adjourned at 6:05 pm.

The next meeting is scheduled June 27, 2022.

Respectfully submitted,

Rebecca Price

FCPL BANK ACCOUNTS
FCPL Certificates of Deposit
As of May 31, 2022

Type	Date	Memo	Amount	Balance
FCPL Certificates of Deposit				
2020 Wampler CD				153,351.68
Total 2020 Wampler CD				100,000.00
CD-74 Capital Needs				53,351.68
Total CD-74 Capital Needs				53,351.68
Total FCPL Certificates of Deposit				153,351.68
TOTAL				153,351.68

FCPL BANK ACCOUNTS
Board Report 2020
 As of May 31, 2022

Type	Date	Name	Memo	Split	Amount	Balance
Operating						381.66
BOARD CHECKING 0043						381.66
Total BOARD CHECKING 0043						381.66
Total Operating						381.66
TOTAL						381.66

FCPL BANK ACCOUNTS
 Board Report 2020
 As of May 31, 2022

Type	Date	Name	Memo	Split	Amount	Balance
Operating						
OPERATING MM 187						
Deposit	05/06/2022		Deposit			212,615.90
Deposit	05/06/2022		Deposit - copies	Fines and Fees	333.04	212,615.90
Deposit	05/10/2022		Deposit	Copies	32.60	212,948.94
Deposit	05/13/2022		Deposit	County Appropriations	68,647.54	212,981.54
Deposit	05/13/2022		Deposit - copies	Fines and Fees	212.75	281,629.08
Deposit	05/20/2022		Deposit	Copies	45.80	281,841.83
Deposit	05/20/2022		Deposit - copies	Fines and Fees	293.30	281,887.63
Deposit	05/20/2022		Deposit	Copies	61.55	282,180.93
Check	05/20/2022	LS&S	May payment Seq #2127	Better World Books	221.71	282,464.19
Check	05/22/2022		Service Charge	-SPLIT-	-90,382.00	192,082.19
Deposit	05/22/2022		Interest	Bank Fees	-40.00	192,042.19
Deposit	05/27/2022		Deposit	Interest Revenue	10.07	192,052.26
Deposit	05/27/2022		Deposit - copies	Fines and Fees	348.31	192,400.57
				Copies	37.00	192,437.57
Total OPERATING MM 187					-20,178.33	192,437.57
Total Operating					-20,178.33	192,437.57
TOTAL					-20,178.33	192,437.57

FCPL BANK ACCOUNTS
Board Report 2020
As of May 31, 2022

Type	Date	Num	Name	Memo	Split	Amount	Balance
OUT OF CONTRACT (751010771)							
Summer Reading Donations	05/27/2022			Deposit	-SPLIT-	1,175.00	48,100.83
Deposit							2,452.56
Total Summer Reading Donations						1,175.00	3,627.56
OUT OF CONTRACT (751010771) - Other							
Deposit	05/06/2022			Deposit	Summer Reading Don. Income	500.00	45,648.27
Deposit	05/06/2022			Deposit	Summer Reading Don. Income	100.00	46,148.27
Deposit	05/13/2022			Deposit	-SPLIT-	230.00	46,478.27
Check	05/16/2022	1361	Commerce Bank - Commercial Cards	OCC card	Summer Reading	-1,339.06	45,139.21
Check	05/18/2022	1362	Longhorn Liners	5/17	Cement Pad NE	-1,638.30	43,500.91
Deposit	05/20/2022			Deposit	OCC Memorials	75.00	43,575.91
Deposit	05/20/2022			Deposit	-SPLIT-	300.00	43,875.91
Deposit	05/20/2022			Deposit	Miscellaneous	1,638.30	45,514.21
Total OUT OF CONTRACT (751010771) - Other						-134.06	45,514.21
Total OUT OF CONTRACT (751010771)						1,040.94	49,141.77
TOTAL						1,040.94	49,141.77

FCPL BANK ACCOUNTS
Board Report 2020
 As of May 31, 2022

Type	Date	Memo	Split	Amount	Balance
WAMPLER ACCOUNT (2283) Deposit	05/31/2022	Interest		5.97	137,922.39
Total WAMPLER ACCOUNT (2283)		Interest Revenue		5.97	137,928.36
TOTAL				5.97	137,928.36

FCPL BANK ACCOUNTS

Board Report 2020

As of May 31, 2022

Type	Date	Memo	Split	Amount	Balance
NATURE EXPLORE CLASSROOM 3569 Check	05/31/2022	Service Charge		-12.00	470.37
		Bank Fees		-12.00	458.37
Total NATURE EXPLORE CLASSROOM 3569				<u>-12.00</u>	<u>458.37</u>
TOTAL				<u>-12.00</u>	<u>458.37</u>

FCPL BANK ACCOUNTS
Board Report 2020
As of May 31, 2022

Type	Date	Memo	Split	Amount	Balance
Capital Improvement					5,539.86
CAPITAL IMPROVEMENTS 6834					5,539.86
Deposit	05/31/2022	Interest	Interest Revenue	0.24	5,540.10
Total CAPITAL IMPROVEMENTS 6834				0.24	5,540.10
Total Capital Improvement				0.24	5,540.10
TOTAL				0.24	5,540.10

FCPL BANK ACCOUNTS
Board Report 2020
As of May 31, 2022

Type	Date	Name	Memo	Split	Amount	Balance
Operating						2,445.30
MERCHANT ACCOUNT (9520)						2,445.30
Deposit	05/02/2022		Deposit - Paypal	PayPal	203.82	2,649.12
Deposit	05/02/2022		Deposit - TSYS	TSYS	50.40	2,699.52
Check	05/03/2022		Service Charge	TSYS Fees	-107.33	2,592.19
Deposit	05/06/2022		Deposit - Paypal	PayPal	115.92	2,708.11
Deposit	05/13/2022		Deposit - paypal	PayPal	95.35	2,803.46
Deposit	05/20/2022		Deposit - TSYS	-SPLIT-	18.00	2,821.46
Deposit	05/20/2022		Deposit - Paypal	PayPal	199.72	3,021.18
Deposit	05/27/2022		Deposit - paypal	PayPal	277.24	3,298.42
Total MERCHANT ACCOUNT (9520)					853.12	3,298.42
Total Operating					853.12	3,298.42
TOTAL					853.12	3,298.42

FCPL BANK ACCOUNTS
Statement of Income and Expense
May 2022

Type	Date	Num	Name	Memo	Split	Paid Amount	Balance
Ordinary Income/Expense							
Income							
54-75 Out of Contract							
Better World Books							
Deposit	05/20/2022	0200937	Better World Books	Oct 2021 - Mar 2022	OPERATING MM 187	221.71	221.71
Total Better World Books						221.71	221.71
OCC Memorials							
Deposit	05/20/2022	22593	Robert and Linda Park	Don Brungardt Memorial	OUT OF CONTRACT (751010771)	75.00	75.00
Total OCC Memorials						75.00	75.00
Summer Reading Don. Income							
Deposit	05/06/2022	15391	Golden Plains Credit Uni...	4/27	OUT OF CONTRACT (751010771)	500.00	500.00
Deposit	05/06/2022	206412	American Implement, Inc	5/3	OUT OF CONTRACT (751010771)	100.00	600.00
Deposit	05/13/2022	2982	Nail Style, LLC	5/3/22	OUT OF CONTRACT (751010771)	30.00	630.00
Deposit	05/13/2022	0002467808	Commerce Bank	5/4/22	OUT OF CONTRACT (751010771)	100.00	730.00
Deposit	05/13/2022	71417	Sunflower Electric Power...	5/5/22	OUT OF CONTRACT (751010771)	100.00	830.00
Deposit	05/20/2022	074635	Klotz Sand Co, inc.	5/10	OUT OF CONTRACT (751010771)	100.00	930.00
Deposit	05/20/2022	44498	Hopkins & Hopkins Opto...	5/16	OUT OF CONTRACT (751010771)	100.00	1,030.00
Deposit	05/20/2022	1515	Daughters of isabella	5/9	OUT OF CONTRACT (751010771)	100.00	1,130.00
Deposit	05/27/2022	7674	A-1 Locksmithing	5/17	Summer Reading Donations	50.00	1,180.00
Deposit	05/27/2022	5699	WKCF	5/13	Summer Reading Donations	1,125.00	2,305.00
Total Summer Reading Don. Income						2,305.00	2,305.00
Total 54-75 Out of Contract						2,601.71	2,601.71
County Appropriations							
Deposit	05/10/2022	1004682	Finney County Clerk	3/18/22	OPERATING MM 187	68,647.54	68,647.54
Total County Appropriations						68,647.54	68,647.54
Fines and Fees							
Copies							
Deposit	05/06/2022		Daily Cash Receipts	4/29-5/6	OPERATING MM 187	32.60	32.60
Deposit	05/13/2022		Daily Cash Receipts	5/6-5/13	OPERATING MM 187	45.80	78.40
Deposit	05/20/2022		Daily Cash Receipts	5/13-5/19	OPERATING MM 187	61.55	139.95
Deposit	05/27/2022		Daily Cash Receipts	5/20-5/26	OPERATING MM 187	37.00	176.95
Total Copies						176.95	176.95
PayPal							
Deposit	05/02/2022		Daily Cash Receipts	4/22-4/28	MERCHANT ACCOUNT (9520)	203.82	203.82
Deposit	05/06/2022		Daily Cash Receipts	4/29-5/5	MERCHANT ACCOUNT (9520)	115.92	319.74
Deposit	05/13/2022		Daily Cash Receipts	5/6-5/13	MERCHANT ACCOUNT (9520)	95.35	415.09
Deposit	05/20/2022		Daily Cash Receipts	5/13-5/19	MERCHANT ACCOUNT (9520)	199.72	614.81
Deposit	05/27/2022		Daily Cash Receipts	5/20-5/26	MERCHANT ACCOUNT (9520)	277.24	892.05
Total PayPal						892.05	892.05
TSYS							
Deposit	05/02/2022		Daily Cash Receipts	5/2	MERCHANT ACCOUNT (9520)	50.40	50.40
Deposit	05/20/2022		Daily Cash Receipts	5/17	MERCHANT ACCOUNT (9520)	5.50	55.90
Deposit	05/20/2022		Daily Cash Receipts	5/19	MERCHANT ACCOUNT (9520)	0.20	56.10
Deposit	05/20/2022		Daily Cash Receipts	5/20	MERCHANT ACCOUNT (9520)	12.30	68.40
Total TSYS						68.40	68.40
Fines and Fees - Other							
Deposit	05/06/2022		Daily Cash Receipts	4/29-5/6	OPERATING MM 187	333.04	333.04
Deposit	05/13/2022		Daily Cash Receipts	5/6-5/13	OPERATING MM 187	212.75	545.79
Deposit	05/20/2022		Daily Cash Receipts	5/13-5/19	OPERATING MM 187	293.30	839.09
Deposit	05/27/2022		Daily Cash Receipts	5/20-5/26	OPERATING MM 187	348.31	1,187.40
Total Fines and Fees - Other						1,187.40	1,187.40
Total Fines and Fees						2,324.80	2,324.80
Interest Revenue							
Deposit	05/22/2022			Interest	OPERATING MM 187	10.07	10.07
Deposit	05/31/2022			Interest	WAMPLER ACCOUNT (2283)	5.97	16.04
Deposit	05/31/2022			Interest	CAPITAL IMPROVEMENTS 6834	0.24	16.28
Total Interest Revenue						16.28	16.28
Miscellaneous							
Deposit	05/20/2022		Wards Garden Center	Nature Explore Stage	OUT OF CONTRACT (751010771)	1,638.30	1,638.30
Total Miscellaneous						1,638.30	1,638.30
Total Income						75,228.63	75,228.63
Gross Profit						75,228.63	75,228.63
Expense							
Bank Fees							
TSYS Fees							
Check	05/03/2022			Service Charge	MERCHANT ACCOUNT (9520)	107.33	107.33
Total TSYS Fees						107.33	107.33
Bank Fees - Other							
Check	05/22/2022			Service Charge	OPERATING MM 187	40.00	40.00
Check	05/31/2022			Service Charge	NATURE EXPLORE CLASSROOM ...	12.00	52.00

FCPL BANK ACCOUNTS
Statement of Income and Expense
 May 2022

Type	Date	Num	Name	Memo	Split	Paid Amount	Balance
Total Bank Fees - Other						52.00	52.00
Total Bank Fees						159.33	159.33
LS&S, LLC Fees							
LS&S Management Fees							
Check	05/20/2022	INV5545	LS&S	Operations Billing	OPERATING MM 187	80,387.92	80,387.92
Check	05/20/2022	INV5545	LS&S	Materials Billing	OPERATING MM 187	9,994.08	90,382.00
Total LS&S Management Fees						90,382.00	90,382.00
Total LS&S, LLC Fees						90,382.00	90,382.00
Nature Explore Expenses							
Cement Pad NE							
Check	05/18/2022	1362	Longhorn Liners	granitex flooring	OUT OF CONTRACT (751010771)	1,638.30	1,638.30
Total Cement Pad NE						1,638.30	1,638.30
Total Nature Explore Expenses						1,638.30	1,638.30
Out of Contract Expense							
Summer Reading							
Check	05/16/2022	1361	Commerce Bank - Comm...	SR OOC card	OUT OF CONTRACT (751010771)	1,339.06	1,339.06
Total Summer Reading						1,339.06	1,339.06
Total Out of Contract Expense						1,339.06	1,339.06
Total Expense						93,518.69	93,518.69
Net Ordinary Income						-18,290.06	-18,290.06
Net Income						-18,290.06	-18,290.06

FCPL Statistics May 2022

	NOV	DEC	JAN	FEB	MAR	APR	MAY	Total
Total Program Attendance	1,202	415	202	479	268	1,594	805	4,965
Uses of Public Internet Computers	636	640	480	450	735	627	861	4,429
Number of Website Visits	11,360	9,909	10,350	12,323	15,411	15,758	14,140	89,251
Total Circulation - Electronic Materials	1,206	1,193	1,640	1,951	2,289	1,472	1,715	11,466
Library Visits	4,199	4,214	3,636	3,751	4,700	4,318	5,631	30,449
Total Circulation - Physical Materials	4,700	4,145	4,901	4,489	5,102	4,831	5,283	33,451
New Borrowers - Adult	32	21	32	37	56	47	51	276
New Borrowers - Child	14	10	16	20	18	5	57	140
Total Library Programs	10	33	44	42	35	51	25	240

Performance Indicators		
Public Service Hours	2022-05	311
	Gap	9.51%
	2021-05	284
Library Visits	2022-05	5,631
	Gap	54.83%
	2021-05	3,637
In-library use of materials	2022-05	1,467
	Gap	47.44%
	2021-05	995
Total Circulation - Physical Materials	2022-05	5,283
	Gap	31.94%
	2021-05	4,004
Total Circulation - Electronic Materials	2022-05	1,715
	Gap	29.34%
	2021-05	1,326
Total Reference Transactions	2022-05	700
	Gap	50.54%
	2021-05	465
Uses of Public Internet Computers	2022-05	861
	Gap	63.38%
	2021-05	527
Wireless Sessions	2022-05	5,503
	Gap	57.63%
	2021-05	3,491
Number of Website Visits	2022-05	14,140
	Gap	2.01%
	2021-05	13,862
New Borrowers - Total	2022-05	108
	Gap	157.14%
	2021-05	42
Total Library Programs	2022-05	25
	Gap	177.78%
	2021-05	9
Total Program Attendance	2022-05	805
	Gap	304.52%
	2021-05	199