



AGENDA  
Park City Public Library  
Monthly Meeting  
Date December 14th 2023 7:00 PM

- a. Call the meeting to order
- b. Pledge of Allegiance
- c. Roll Call
- d. Approval of Agenda
- e. Approval of the Consent Agenda
  1. Minutes of the Meeting of November 9th
  2. Treasurer's Report
    - a. Balance Sheet \$756,100.43
    - b. Profit and Loss -\$14,187.96 November, \$171,175.27 year to date.
    - c. EFT Transactions \$0.00 November \$134,237.41 year to date.
    - d. Payroll Report \$11,586.39
    - e. Bank and Credit Card Reconciliations
- f. Comments from the Board
- g. Library Director's Report and Communications

EFT Transaction of \$0.00 for November. I paid all those bill first of December. Thanksgiving.
- h. Committee reports
  - a. Capital Improvements.
    - i. Painting and other work. Should be done.
- i. Old Business
  - a. Flashing light outside. Emily spoke with 3D and was told that model was no longer produced. They are sending pictures so we can okay they replacement. I have not received them yet. I will call them Friday and see if they can come and simply disconnect it and leave the wires terminated.
- j. New Business

**Matt Helmick**

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\$3,000 to set up the web page, and monthly fee ( as yet unknown) to manage and update. This was approved last Months. Here is the monthly proposal and cost.

From our conversation, this is what I gathered are some of your ongoing wants/needs:

- Regular website updates and backups
- Updating events on the website
- Posting events on Facebook and the LED signs
- A new logo for the library
- Posting agendas and minutes on the web
- Video on passports
- Video on how to use the return boxes
- Video on how to use Kanshare/OPAC
- A sign up form for passport applications (24-48 hours in advance)
- Regular social posts
- New employee photos

After considering these needs, my proposal is to provide all of these services for **\$1,000 a month**, billed at the beginning of the month. As a contractor I'll be covering my own expenses, and I do not need any benefits.

This prices also includes:

- 3+ social media posts a week with custom and professional graphics
- Custom graphics for all of your events
- Custom LED animations for all events
- A branded logo animation to add to videos and the LED sign animations
- Photos of various events and new items (like your free take home crafts and your puzzle exchange)
- Other videos throughout the year (information on rental space, how to use computers, how to reserve books, etc.) Up to 1 a month.
- Help with new email addresses should the need arise when Len leaves.

The goal is to be your one-stop shop for media and web related solutions.

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- k. Discuss applications received so far for Director's Position
- l. Consider appropriating \$20,000 or an appropriate amount, for new computers and a server for 2024. I will bring bids at the January and February meeting.

We currently have

2: computers for OPACs (online public access catalogs)

2: computers for front check in check out

5: computers at the front area for various work including the print server and public computer control

10: public computers

2 in the office for QuickBooks and the Outside Sign

Total of 21 desktop computers.

The server is running Windows Server 2012. It is approximately 25 years old. I was able to acquire it and the server cabinet in 2008 before I started working here. It was on the replacement list at K-State and is why we acquired it at no cost.

So we have 21 computers and 1 server that need replaced. The Dell computers have reached the end of their maintenance agreement, I extended it twice and they won't do it again. The hp's have been out of warranty for 10 years at least, and the Dell PowerEdge Server was never under warranty for us.

This is brought up, just so we are looking and know we have to replace.

- m. Blackstone Audio Books The Blackstone system will allow for the download of audio books that are approximately one year old. There is no hold time as they can be used by as many people as want them. There is a cost breakdown sheet in the packet showing cost. I think it is a great idea.
- n. Braden Matthew Jessup will be back in town Friday. I will meet with him soon and find out what his intentions are. We are obligated to return him to his position if you so requests within 30 days of his discharge from the Guard.
- o. WIFI for the outside sign or connect outside sign to the internet. I have a call in but don't know anything yet.
- p. Sign minutes, reports and reconciliations
- q. ADJOURN

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