



AGENDA
Park City Public Library
Monthly Meeting
Date April 13th 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 3-9-2023
 2. Treasurer's Report
 - a. Balance Sheet \$673,888.30
 - b. Profit and Loss 150,233.89 March \$98,851.18 YTD
 - c. EFT Transactions \$5205.05 March \$28,193.23 YTD
 - d. Payroll Report \$18,615.13 March \$44854.81 YTD
 - e. Bank and Credit Card Reconciliations
- f. Comments from the Board
- g. Library Director's Report and Communications
 - a. We are very pleased with the Lockers. Patrons seems very pleased. Our guestimate is that we are utilizing about 50% on a regular basis. I have only seen 1 day when we had used 25 of the 29 lockers.
 - b. I found some software Called OBS Open Broadcast System. It is open source and does screen grabs. I need to spend some time learning it, but it will allow me to make a video of the catalog page, while I manipulate it. I can show logging on, finding a book, putting it on hold and so on. I think we will be able to use it for the videos we want of the lockers.
 - c. Our switch to appointments for passports has helped myself and the staff. We are back to having time to accomplish things and not just doing passports..
- h. Committee reports
 - a. Capital Improvements.
 - i. Could they look into Office Chairs for the public use computer area??
- i. Old Business
 - a. Director's position. Emily brought me a copy of the Director Duties in Detail from Goddard's web page as they are looking for a new Director. This is the same thing they used when they searched and found April. April left a few weeks ago.

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- b. I am behind on getting the handouts for the locker system for the local companies. I will get something done this week and see if I can get John Todd who does the Chamber email to send an announcement out for me and that do a follow up contact with handouts.
- j. New Business
 - a. Assign Bank Account signatories. Seems we have not updated the paperwork with either bank in a while so we need to assign at least 3 if not 4 people as signatories for the accounts. This is usually the Chairman, Vice Chairman, Secretary, and one other. We currently have Emily Kittle, Judy Decker and Linda Holsey. My recommendation would be Emily Kittle, Judy Decker, Kim Jantz, Linda Holsey and if we need one more Jason Brabander.
 - b. Budget.
 - i. I have worked a budget based on 3 MIL for the 2024 fiscal year. It needs to be approved and sent to the city for them to add to theirs.
 - c. Shred-it.
 - i. Several libraries offer shredding to their patrons. Emily brought us an item from the Shred-it company. The cost is either \$90 Dollars or \$70 based on size of machine the 18 gallon or the 32 gallon. There is no rental fee, but you must notify them in advance if you want to skip a monthly pickup. Cost would be \$840 and \$1080 a year respectively.
 - d. 811
 - i. The 811 Safety Committee needs a place to meet on the second Thursday of each month. There meetings are at 10:00 am and they are expecting about 25 people. I have tentatively approved them using the downstairs. This would be a no-cost use of the facilities.
- k. Sign minutes, reports and reconciliations
- l. ADJOURN

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