



AGENDA
Park City Public Library
Board Meeting
January 8th, 2026, 7pm

- 1) Call to order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Approval of Agenda
- 5) Approval of Minutes
- 6) Treasurer's Report
 - a. Budget Spreadsheet
 - b. Bank Balance
 - c. 2026 COLA raises **vote**
 - d. Bill for Lockers **vote**
- 7) Director's Report
 - a. 2025 Monthly Report
 - b. 2025 Annual Circulation Stats
- 8) Old Business
 - a. Cintas Issue updates **information**
 - b. Draft Verbiage for Financial Policy **vote**
 - c. FMLA policy **vote**
 - d. Form subcommittees **vote**
- 9) New Business
 - a. Half day staff workday January 9th at 1pm **information**
 - i. Paint reading room and other touch ups
 - b. Phone call with potential Attorney on retainer **information**
 - c. Insurance cost breakouts **vote**
 - d. Friends of the Library update **information**
 - i. Lowe's Grant
 - ii. Coffee meeting
 - iii. Book sale
 - e. Library future **discussion**
- 10) Sign minutes, reports and reconciliations
- 11) ADJOURN

2107 E. 61st. N.
Park City, Kansas 67219
316-744-6318
316-744-6319 Fax
www.parkcitypubliclibrary.com



*The next meeting will be February 12th, 2026, at 7pm

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Minutes of Meeting

DATE: 01/08/26

The meeting was called to order at 7:05 pm

Pledge of Allegiance led by Jason Brabander.

Attendance (Roll Call)

		Mercedes Lubbers	P	Kim Jantz	P	Aurora Hynes	P	Jason Brabander	P
Julie Mills	P	Cindi Salmans	P	Adrienn Pogue	P	Scott Emond	P	John Lehnherr	L

(Use Present, Late, Absent)

Also Present: James (Julie Mills' mentee), Laura Robles (patron guest)

Agenda:

Motion to accept the agenda as submitted by: Scott Emond

Motion seconded by: Cindi Salmans

Motion passes: 7-0

Minutes:

Motion to approve minutes by: Scott Emond

Motion seconded by: Jason Brabander

Motion passes: 7-0

Treasurer's Report:

- a. Scott Emond and Julie Mills are testing the capabilities of existing software, but have included month profit/loss and year profit/loss for now. Budget documents included in backup materials.
- b. Bank balance - \$550,070.50
- c. 2026 COLA raises - Social Security cost of living is 2.8% for 2026. Raises would take effect with upcoming pay period.
 - i. Motion to approve 2026 COLA raises at 2.8% for Park City Public Library staff by: Jason Brabander
 - ii. Motion seconded by: Kim Jantz
 - iii. Motion passes: 7-0
- d. Bill for lockers - not a contract. This is the software that runs the delivery lockers. It is a once a year expense, but is over Julie's spending limit.

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- i. Motion to authorize payment of bill for lockers at \$2,972.00 by: Jason Brabander
- ii. Motion seconded by: Aurora Hynes
- iii. Motion passes: 7-0

Library Director's Report:

- a. 2025 Monthly report - Director's full report included in agenda materials. The Library will incorporate a yearly reading challenge similar to Read ICT.
- b. 2025 Annual Circulation Stats - Spreadsheet included in agenda materials.

Old Business:

- a. Cintas issue update -
 - i. Motion to defer Cintas discussion by: Jason Brabander
 - ii. Seconded by: Scott Emond
 - iii. Motion passes: 7-0
- b. Draft verbiage for financial policy - reviewed most recent. Board discussed clarification related to contract price increases. Julie to rework and present at future meeting.
- c. FMLA policy - Reviewed Augusta's policy. Julie to request Park City's policy for review.
- d. Form subcommittees
 - i. Strategic Planning Committee: Kim Jantz, Jason Brabander, Julie Mills. Julie will also see if any members of the public are interested.
 - 1. Motion to form Executive and Strategic Planning Committees by: Jason Brabander
 - 2. Seconded by: Scott Emond
 - 3. Motion passes: 8-0

New Business:

- a. Half day staff workday on January 9th at 1:00 pm
 - i. Staff will be painting the reading room and doing other touch ups.
- b. Phone call with potential attorney on retainer. - Ashlyn Lindskog at AB Legal
- c. Insurance cost breakouts - Discussed increase to premium. Adrienn asked if limits are consistent with Kansas Tort Claims Act cap of \$500,000.00
 - i. Motion to accept current rates but to review limits for potential change coverage and premium by: Jason Brabander
 - ii. Seconded by: Aurora Hynes
 - iii. Motions passes: 8-0
- d. Friends of the Library update
 - i. Lowe's grant
 - ii. Coffee meeting
 - iii. Book sale

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- e. Library future - Strategic Planning Committee will discuss.
- f. Furnace bid from Mechanical Commercial and Residential- Cost to replace part on the current furnace is \$5,200.00. However, the cost to replace the furnace is \$4,900.00. A new furnace would include a 10 year parts warranty.
 - i. Motion to replace the furnace at a cost of \$4,900.00 by John Lehnherr
 - ii. Seconded by: Jason Brabander
 - iii. Motion passes: 8-0
- g. Overdrive
 - i. Motion to authorize Julie to pay Overdrive fee of \$1,500.00 by: Jason Brabander
 - ii. Seconded by: Mercedes Lubbers
 - iii. Motion passes: 8-0

Adjourn

Motion to adjourn by: Jason Brabander

Motion seconded by: John Lehnherr

Motion passes: 8-0

Time: 7:56pm

Next meeting: February 12, 2026 at 7:00 pm