

**Board Meeting
Regular Meeting Minutes
December 12, 2024
Meeting in Person and Online via Zoom**

Members Present: John Mackey, Elisabeth Kasckow, Susan Berry, Hortencia Dominguez, Patricia Welicky, Claudia Patrick, Tom Stephens, Jeff Harrington, Judy Anderson

Others Present: Jack Granath (Director), Laura T. Carroll (Assistant Director)

Call to Order—The meeting was called to order by John at 5:29 p.m.

Public Concerns

There were no public concerns.

Additions to the Agenda

Jack added the painting of the meeting room and a discussion of the elevator maintenance contract to the agenda.

Consent Agenda

- (1) Regular Meeting Minutes for November 14, 2024, (2) Presentation of Invoices and Supplemental Checks from November 15 through December 12, 2024 (3) Treasurer's Report for December 12, 2024.

A motion was made by Patricia to accept the Consent Agenda and was seconded by Susan. The motion carried.

Librarian's Report

Jack reported on upcoming programs and holiday closings.

Thursday, December 12 at 6:30: Grinch Party
Saturday, December 14 at 5:00 (line-up): Christmas Parade in downtown Bonner Springs
December 23 (at 5:00) through 25: Library closed for Christmas
December 31 (at 5:00) through January 1: Library closed for New Year's

Staff development

The fall in-service training on November 11 featured a workshop on time management from Brenda Hough, Staff Development Coordinator at the Topeka & Shawnee County Library. The staff also participated in chair yoga led by Elisabeth.

Laura traveled to Osage City to teach a cataloging class to NEKLS librarians.

Katy Konovalske took a webinar on "The Geopolitics of the Internet and Its Implications for the Governance of AI" with Dame Wendy Hall, Director of the Web Science Institute at the University of Southampton.

November programs offered to children and families

Morning story times, story time play days, pajama story time, Family Feud Trivia at the Olde Mill, Family Crafternoon, Lego Club Derby Races, Dungeons & Dragons Club, Coding Clubs, Pokemon Cub, Chess Club, movie matinee showing Harold and the Purple Crayon, Teen DIY making pumpkin lanterns, STEM explorers making a scribble bot, Teen Advisory Group and Minecraft Monday.

Outreach and passive programs

Lesley Lard did outreach at McDaniel Preschool, Delaware Ridge Elementary Pre-K, and Head Start. Nancy Landers taught a Junior Achievement Outreach class on the subject of taxes to second graders at Bonner Springs Elementary School. There were three passive programs: Wall of Honor, recognizing local veterans, Hollywood's 10th birthday party, and a scavenger hunt with the question, What is a scarecrow's favorite food?

Programs offered to adults

Examined Life discussion of can democracy fail? A Currents discussion on climate change and public perception, Film Club discussion of A.I., Wordslingers Writing Group, chair yoga, Tai Chi, tech help appointments and Books in Motion.

Jack shared the November statistics.

Wyandotte County Library Board

Judy reported that the Board met Tuesday, November 19 and finalized the 2025 budget. The total budget is \$4,259,802. Of that amount \$302,970 will be allotted to the Bonner Springs City Library. This is 36% of total income.

Judy stated that if Edwardsville should open a library, that will impact that amount of tax revenue the Library will receive from Wyandotte County. There is currently over two million dollars in a cash reserve earmarked to equip libraries in Piper and Edwardsville. Since the Wyandotte County Library Board voted to remain revenue neutral, any extra funds received will be deposited in the reserve fund.

The building project that the voters of Edwardsville just recently approved is slated to be completed in 2027. It is anticipated that the new construction will house a library. Judy ventured that a library in Edwardsville could function as a branch of the Bonner Springs City Library. Jack commented that he did not think that was likely. Jeff commented that the Board should have an idea of a reasonable split of future County funds and that the Bonner Springs City Library Board should be prepared to offer a cogent appeal for future funds.

Friends of the Library

Susan shared that the Friends received \$348 from the December book sale. The December meeting was held Monday, December 9 and the members had a book swap. The next meeting will be Tuesday, January 21. There will be the same slate of officers as last year.

Budget Review

Jack shared that the budget target as of the end of November was \$726,770, 91.67% of the budget. As of that date, he had spent \$772,277, an overspending of \$45, 507.

The Library received \$47,048 in income over what was budgeted. This amount eliminated overspending and created a cushion of \$1,541 in excess funds. This is the first time in 2024 that the budget as not been overspent. Jack anticipates that he will come in under budget at the end of 2024.

New Business

Northeast Kansas Library System Accreditation Application, Library Development Accreditation Program for 2025-2027

Jack noted that the NEKLS accreditation standards and the Library Development Grant application were included in the Board's packet. He stated that in the past the Library has had difficulty in meeting standard number 16 which requires that a library allocate 60% of total funds for personnel. The standard now clearly states that contractors may be included in this 60%, so the Library will be able to meet this goal. As of the December 12, the Library has spent 60.2% on personnel without factoring in contractors. Additional, recent salary increases helped the Library to make the standard. Jack shared that his 2025 budget has allocated almost 63% for personnel.

Another standard that the Library has had difficulty meeting in the past was the requirement of spending 12% of total operating expenditures on materials and electronic resources. However, Jack said, the cost of e-books has now made it easier to meet this standard. Currently, he has spent 13.2% of operating expenditures on materials. He noted that as salaries take up a larger part of the total budget, spending on materials has decreased. For 2025, he has budgeted 11.6% on materials. While this bears watching, he did not feel the need to request a waiver from NEKLS as spending on personnel may fluctuate with staff turnover during the year and historically he has overspent on materials.

Claudia moved that the Board approve the application for certification and the library development grant. Jeff seconded the motion. The motion carried.

Additional December check run

Jack requested that the Board approve a second check run at the end of December. He would like to pay invoices through the end of December out of 2024 funds to create a better fiscal position of the beginning of 2025. He anticipates he will spend up to, without exceeding, actual income.

Patricia moved that the Board approve a second check run. Hortencia seconded the motion. The motion carried.

Happy Hearts

Jack shared that Happy Hearts Working Inc. is building a new facility for their clients with intellectual and developmental disabilities and they have asked the Library to put out a donation jar through the end of the month. Jack asked the Board to approve the request.

Tom moved that the Board approve the request for a donation jar to collect funds for Happy Hearts Working, Inc. through the month of December. Claudia seconded the motion. The motion carried.

Old Business

Strategic Plan

Jack reported that the Strategic Planning Committee (John, Claudia, and Patricia) met with Laura, Lesley, and himself some months ago to update the Library's Strategic Plan for 2025-2027. He shared a copy of the final plan.

Hortencia moved that the Strategic Plan as presented by approved by the Board. Elisabeth seconded the motion. The motion carried.

Additions to the Agenda

Painting

Jack shared that Mark McMahan of M & D Painting has asked if the Library had any interior painting needs. He said that staff had requested that the meeting room walls be repainted. This would be an early 2025 expenditure. McMahan offered a quote for \$1,650. Jack suggested a chair rail be installed along the east wall, and that would be an additional \$325. Earlier this year Jack had approved the repair of the ceiling that was damaged by a leak and the re-painting in the hallway by the public restrooms. The total for all the work will be \$2,550, with \$575 possibly to be paid out of 2024 funds and the rest out of 2025.

Jeff moved that the Board approve the painting project. Patricia seconded the motion. The motion carried.

Elevator maintenance contract

Jack shared that contrary to his earlier reporting that Schindler Elevators & Escalators in Kansas City's was offering discounts for renewing the Library's contract, this offer has been rescinded and then was offered again. Jack commented that he may be different messages from different representatives.

According to the terms of the original 2010 contract, the contract will automatically renew on July 27, 2025 for another five years. Getting out of the contract requires written notification 90 days prior, April 28, 2025.

Jack said that he will be getting quotes from Schindler, Otis, MEI, Kone, and ThyssenKrupp for a new elevator maintenance contract.

Jeff asked if the elevator was operating well and Jack said that it was.

Staffing

Jack shared that Amy Cushing has submitted her resignation. She has accepted a position at the Kansas City, Kansas Library as a young adult materials selector. Her last day will Friday, January 3. Jack commented that Amy has done a great job for the Library.

Jack's anniversary

The Board recognized Jack's ten-year anniversary with the Bonner Springs City Library. They presented him a gift and thanked him for his service. Jeff commented that the Library is a valuable asset of the community.

Adjourn

The meeting adjourned at 6:08 p.m.

Respectfully submitted,

Laura T. Carroll