

## MINUTES

### **Arkansas City Public Library Board of Trustees Special Meeting via Zoom – January 17, 2022**

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, January 17, 2022 at 5:30 p.m. via Zoom.

#### MEMBERS PRESENT:

- |  |  |
|--|--|
| <input type="checkbox"/> Duane Oestmann, City Commissioner, ex-officio | <input checked="" type="checkbox"/> Mitch Reichle, Treasurer   |
| <input checked="" type="checkbox"/> Shawna Allison, Secretary          | <input checked="" type="checkbox"/> Kayleigh Lawson, President |
| <input checked="" type="checkbox"/> Lloyd Colston                      | <input type="checkbox"/> Gia Watson                            |
|  | <input checked="" type="checkbox"/> Emily Mitton               |

STAFF PRESENT: Mendy Pfannenstiel, Library Director

OTHERS PRESENT: None

Lawson called the meeting to order at 5:32 p.m.

**Motion by Colston to approve the December meeting minutes. Second by Allison. Approved unanimously.**

**Motion by Allison to approve the November Treasurer's Report. Second by Colston. Approved unanimously.** The November 2021 report shows that we have total assets of \$488,140.77 (\$5,593.25 in current liabilities, \$135,803.05 in the operating fund and \$321,531.43 in the capital improvement fund). We have accepted 113% of our anticipated receipts and expended 83% of our anticipated budget.

There was a short discussion about moving more capital improvement funds into a CD and moving the current CD funds once they mature, as well.

Pfannenstiel provided a Director's report to the Board.

**Motion by Reichle to accept the current Designated Depositories (RCB: Checking; Community National Bank: CD; USB: Savings & Friends Checking; Stock Exchange Bank: CD; Legacy Foundation: Endowments). Second by Colston. Approved unanimously.**

**Motion by Colston to accept the following GAAP Waiver as written. Second by Allison. Approved unanimously.**

"Whereas the Arkansas City Public Library, Arkansas City, Kansas has determined that the financial statements and financial reports for the year ended 2022 to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Arkansas City Public Library Board or the members of the general public of Arkansas City and Whereas there are no revenue bond ordinances or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended 2021. Now, therefore

# Director's Report

## Personnel:

- Nothing new to report.

## Facilities & Grounds:

- Painting & water damage repair is finished in the MakerSpace and a new electrical outlet was installed. We're working on moving everything back into the room and opening the space to the public soon.

## Budget/Finance:

- Nothing new to report.

## Collection/Circulation:

- We'll start a weeding schedule for the year of the entire collection.

## Special Projects / Grants:

- StoryWalk displays for Lovie Watson Park have been quoted. Half the cost will be paid for by Power of the Purse's \$2500 grant. Placing the order & installation will depend on approval of the Beautification Board.
- The solar-charging outdoor tables will ship this month. Installation will depend on the availability of City workers.
- End-of-year purchases included a GlowForge for the Makerspace, Study Carrel furniture to offer patrons more privacy; New Chairs for periodical section (more comfortable for patrons); Summer Reading prizes and supplies; Collection & Library supplies; OverDrive content; and Bookmobile supplies.

## Technology:

- Nothing new to report.

## Programming:

- Planning for Summer Reading is in full swing! This year's theme is "Oceans of Possibilities."

## Public Relations:

- Facebook: 1,791 Page Likes; 1,895 Followers; 95 Page Views; 1,985 Post Reach; 272 Post Engagements
- Website: 22 Views
- Marketing: Facebook boosts; CourierTraveler ads; StoryWalk
- Partners: Community Health Center, USD 470 ELI, Chamber of Commerce, Cowley County Emergency Services, RISE Cowley, Ark City Rec

## SCKLS/SCKAN/State Library:

- The State Report is due in February.

## Gifts, Memorials, and Other:

- Nothing new to report.

## Statistics:

- Year-end stats will be available next month

Submitted by:

Mendy Pfannenstiel, Director

January, 2021