

VALLEY CENTER PUBLIC LIBRARY  
BOARD MEETING MINUTES  
January 13, 2025

The meeting was called to order by Amy Heilman, Board Chair. Those in attendance were Amy Heilman, Jeanne Shove, Barbara Jarman, Shelli Miller, Chris Cartwright, Marco Benitez, Terry Foster and Janice Sharp.

Jeanne made a motion to approve the agenda; Amy seconded. Motion carried; vote was unanimous.

Shelli made a motion to approve the minutes from the December 9, 2024 meeting; Jeanne seconded. Motion carried; vote was unanimous.

Amy made a motion to approve the financial report, Shelli seconded. Motion carried; vote was unanimous.

In the Financial report, Janice shared she included a 10% down payment on a small cabinet that has been ordered from Yoder Furniture. It was ordered in December and should take about three months to complete. She also had included payment to the Wichita Eagle that was due. All other payments were normal expenses. Janice shared her concern regarding the payment for the December cleaning. The Library had not been cleaned twice each of the two weeks of the Christmas/New Years holidays. The Board requested that she call the City for clarification.

She listed the renewal payment information for Sage that will process on January 18. We received a year-end payment from the City for the last of the tax receipts of 2024. Even though it was received in January, it was recorded as a 2024 receipt -- \$6,183.75.

In the documents for the meeting, Janice included a copy of the proposed budget she had developed based on the 2024 final balances. She will post the figures into the accounting system for the next meeting. She did not include the monthly comparison report for this meeting since the budget figures had not been presented and entered.

Janice and Terry have been working on the State Report for the State Library that is due on February 8. Janice completes the financial portion and Terry completes the statistical portion.

The status of the printers through City Hall is still an ongoing issue. Janice has visited with the clerk that handles the payables and they will talk again after the clerk checks with the leasing company.

Janice is needing to go back into previous years files to look up the information on our insurance coverage. That will come in the next few months. The concern is that we are not covered in several areas since we became covered under the City umbrella.

In the Office Manager's report, Terry shared that the stats at year end were a close comparison to those of the previous year. Some areas exceeded previous totals.

We have started a new program through Blackstone called Blackstone Unlimited that provides over 7,000 titles that can be accessed with no waiting time and no holds. The app can be found in the play store or app store. Patrons cannot have overdue materials or any outstanding fines on their accounts. For access, patrons need to enter their library card numbers and passwords. In the short time we've had the service, the response has been very favorable.

Terry has completed an application for the Menocause grant – requesting funds for 2 Civics classes that would be online. The response from the committee will come in late January or early February.

We have received the new Sophos upgrade equipment. Terry will contact Twotrees to arrange for the installation by their technician.

Terry presented the Public Input & Library Responsiveness Policy draft. Comments were that if we received a challenge, it would require less time if we have the books being challenged. The Board is planning to adopt this policy in February.

One of the leased printers has stopped working and may need to be replaced. Terry has contacted the leasing company regarding the issue. We are waiting for their response.

Terry has completed entering the planned programs in the online Community Calendar. She entered the repeating programs such as story times, Brick Clubs and the upcoming summer reading data.

In Old Business, Janice had included the Media Relations Policy that had been discussed previously. The City attorney has approved the policy but needs Board adoption. Jeanne made a motion to adopt the policy; Marco seconded. Motion carried; vote was unanimous.

There was no New Business.

Marco made a motion to adjourn the meeting; Chris seconded. Motion carried; vote was unanimous.