

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
October 13, 2025

The meeting was called to order by Amy Heilman, Board Chair. Those in attendance were Amy Heilman, Barbara Jarman, Michael Vo, Karen Hunsinger, Marco Benitez, Shelli Miller, Terry Foster and Janice Sharp.

After the flag salute, Shelli made a motion to approve the agenda; Barbara seconded. Motion carried; vote was unanimous.

There was no one here to speak in the Public Forum.

Marco made a motion to approve the minutes from the September 15, 2025 meeting; Barbara seconded. Motion carried; vote was unanimous.

Amy made a motion to approve the financial report for October and pay bills; Michael seconded. Motion carried; vote was unanimous. Janice pointed out that we are issuing checks for Daniel Baird (Handpan Dan) who will be the program for the Chamber luncheon and to Biblionix which is an annual contract for our automation system. The payment to Swank Movie Licensing is also for an annual contract. We should be receiving a check from the City of Valley Center for the September distribution from Sedgwick County. The check will be for \$19,607.93. The library has received \$314,000. to date from the city.

In the Director's report, Janice provided a copy of the information for an insurance policy for volunteers as well as a copy of the waiver used by the City. The Board, after discussion, decided that we will do both – purchase the policy for \$300 for a year of coverage and prepare a waiver letter/form to be used as well when we have volunteers helping. The volunteer form should be updated yearly, and maintained on file. The form should verify if the individual has personal insurance coverage or not; stressing that, in the case of an event, personal insurance is utilized first then the volunteer policy. For those uninsured personally, the volunteer insurance should cover any incidents. The waiver form should include a photographic release for posting photos on social media and also have a disclaimer that the insurance provided by the library is secondary to any personal insurance the volunteer may have.

The luncheon for the Chamber will be on Wednesday, October 15. Staff is preparing different soups, desserts and salads. Karen has volunteered to bring a soup as well. We are planning for about 35 people.

Martha Donohue's son has expressed to desire to be a part of the decision when discussing the use of memorial funds received after her passing.

Trick or Treat Main Street will be on Tuesday, October 28, from 5 to 7 PM. Janice requested permission to close the library at 4:30 PM to allow staff adequate time to set up for the event. Amy made the motion to approve the closing; Marco seconded. Motion carried; vote was unanimous.

The remainders of the book sale have all been distributed. Janice and her husband Gene have taken 35 boxes to Open Door Ministries. It required use of both vehicles. The Sedgwick County Jail will pick up the 10 flats of paperbacks that were saved for them. The Police Department picked up several children's books to be used for their Christmas Kids program.

In the Office Manager's report, Terry shared that the stats remain consistently from month to month. The scheduled Civics Class will be held by zoom on Thursday, October 23 from 6 to 7:30 PM. There are 25 individuals currently signed up for the class. The cost of the class is \$450 with \$50 for advertising. We received a grant covering the whole amount.

Terry presented additional information about Princh – a remote printing software from Denmark that allows patrons to print from their personal devices accepts payments directly from individuals' credit cards. There are two libraries near Valley Center currently using Princh and each gave positive comments about the system. Princh charges \$399 per year

for the service. The fees charged (estimated to be about 4.95 % or 7 cents flat fee depending on platform) to the printing patron by Princh are deducted from the payments by patrons prior to Princh paying our library. In discussion last month, the Board had discussed setting up an additional bank account specifically for this service. Princh would be able to deduct their annual fee as well as depositing the receipts quarterly into the account for the printing charges by patrons. Janice has checked with Halstead Bank and we would not be charged any fees for this additional account. Amy made a motion to approve the service from Princh; Karen seconded. Motion carried; vote was unanimous.

Terry shared that in checking with Kinko's, they charge about \$.75 for color copies and \$.20 each for black and white copies. Karen made a motion to raise our rate for black and white copies to \$.20 each effective November 1; Amy seconded. Motion carried; vote was unanimous. The current charge of \$.75 per copy we charge for color copies will remain the same.

Terry shared that we have received several grants recently. The Civics class was funded by a Programming Grant from SCKLS. Another grant is from SCKLS for \$250 the purchase of books from the American 250th anniversary collection development, specifically Kansas notable books and PBS America 250 adult/youth books; another grant application was to the Valley Center Community Foundation for a community event. We have applied for funding a traveling petting zoo that would be a part of the Spring Family Party celebrated at Easter weekend. We have not yet received notification of this grant but have contracted with the petting zoo anyway.

The results of the book sale are: 1,493 materials sold, received \$927.00 for the Friends; 35 boxes of remaining materials to Open Door Ministries; 10 flats of paperback books to the Sedgwick County Jail and a few books to the Police Department.

We had a patron fall while visiting the book sale. He was using a rollator walker that moved away from him causing the fall. Terry prepared an incident report; Tabitha (staff member) assisted the patron then she and Nancy Anderson cleaned the blood stains on the carpet. We marked the area with tape for the janitorial crew to clean additionally.

The Parents of Teachers organization from Abilene School will be visiting our story time on Tuesday, October 29 and will be bringing their book bus. They had purchased the bus and renovated it through a grant. The bus is utilized for children not yet in Kindergarten. There are plans for more combined programs.

Terry presented information about an environmental issue in the library. No action was taken.

Janice shared that we will have another concert by Sarah McQuaid on Thursday, Nov. 6, beginning at 7 PM. The Wichita War Dancer will perform here on Monday, November 24, beginning at 3 PM. This date was chosen since schools will not be in session.

Janice also presented discussion about changing the date of the November board meeting since it falls early in the month. The meeting will be held on Monday, November 17; it was also decided to change the December meeting to Monday, December 15 for the same reason. The December meeting is usually a holiday event for the board members and staff to all bring their families to share snacks and finger foods.

Janice also reminded that we are having a virtual costume contest for Halloween.

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