

Wayne Public Library Board of Trustees  
Tuesday, October 7, 2014 / 5 p.m., Conference Room

AGENDA

CALL TO ORDER

ROLL CALL

Anyone desiring to view the Open Meetings Act may do so. The document is available for public inspection and is located on the south wall of the Library/Senior Center Conference Room.

The Library Board may go into closed session to discuss certain agenda items to protect the public interest or to prevent the needless injury to the reputation of an individual and if such individual has not requested a public hearing.

APPROVAL OF MINUTES

FINANCIAL REPORT

DIRECTOR'S REPORT

- Statistics

	AUG14	SEP14	SEP13
Circulation	4824	5075	4574
Patrons	4236	3796	3521
Meeting Room	13	10	3
Reference ?s	155	162	183
Computer ?s	52	71	128
Phone Calls	309	303	314
OPACS	141	162	164
AWEs	587	313	330
Internet	840	707	726
New Patron Cards	29	28	22
Items Added	159	199	105
Items Deleted	32	58	177

- Staff Activities
  - The library hosted a poetry reading / book signing with Dwaine Spieker. 26 people attended.
  - LKL attended a meeting of the Interim Board for the new Three Rivers Library System (a compilation of the Northeast Library System and the Eastern Library System).
  - LKL attended a meeting of the OneLibrary Consortium. Lofgren is serving as president of the board for the next two years.
  - JOsnes presented for two education classes at Wayne State College.

- JOsnes helped bus tables during the Great Books for Great Kids annual fundraiser sponsored by Runza. We will receive a record high \$465.17.
- RMcLean, JOsnes, and LKL sat in on a webinar demonstration on a new music service – Freegal. Used by several public libraries in the state, Freegal is an economical way (versus purchasing CDs) to provide a 24/7 downloadable and/or streaming music component to our collection.
- LKL attended the final Northeast Library Systems annual meeting.

#### OLD BUSINESS

- Privacy policy and procedures – work with city attorney and staff

**WAYNE PUBLIC LIBRARY**  
**September 2014 Financial Report**  
**(Bills cleared through city hall October 1, 2014)**

<u>Revenues:</u>		<u>YTD</u>
Cash drawer	805.45	8,766.16
T & A Account @ FNB (interest bearing)		1,460.75
Trust & Agency Acct 50-1002		10,322.39

<u>Commodities:</u>		
20.00	City utilities	889.23
20.00	Black Hills – gas	59.19
21.00	Telephone	64.78
24.00	Marco Inc	126.36
24.00	Clean to a T	650.00
30.00	Five Star – name tags	15.32
30.00	Amazon	41.98
32.00	Wayne Herald legal	13.64
35.00	Postage	331.99
40.00	Amazon	34.69
40.00	Petty cash	20.00
47.00	ALA – LKL membership	198.00
48.00	NELS Annual meeting registration	25.00
51.00	Upstart	20.95
51.00	Shopko	49.39
51.01	Petty cash	12.56
54.01	Sioux City Journal annual subscription	203.84
54.01	Gale large print books (93.56)(115.65)	209.21
54.01	Amazon (108.26)(13.49)	121.75
54.01	Petty cash (20.99)(55.99)	76.98
54.01	Baker & Taylor (1554.83)(33.52)	1588.35
54.01	PHP Sales	288.00
54.01	ABDO	126.65
54.02	Amazon (12.73)(21.78)	34.51
54.02	Ingram	40.26
54.03	Amazon (99.85)(251.29)	351.14
54.03	Random House	73.75
57.00	Demco	338.25
57.00	Uline	102.96
57.00	Amazon	6.69
58.00	Floor Maintenance	106.38
58.00	Amazon (13.28)(49.99)	63.27
58.00	Glass Edge	1558.00
58.00	Bill Young	72.50
58.00	Jason Carollo	46.67

TOTAL COMMODITIES		7,962.24
TOTAL SALARIES		13,690.26
TOTAL MONTH EXPENSES		21,652.50

FY 2013-14 bills submitted to city since 9/30/2014 printout

24.00	Marco Inc	126.35
35.00	Postage	27.64
51.00	Nebraska Red Zone SRP prize	27.67
54.01	Best Books	1,192.48
54.01	Petty cash (47.00)(8.99)	55.99
54.02	Ingram	838.74
54.03	Random House	401.25
57.00	Demco (102.57)(791.01)(163.91)	1,057.49
80.01	Midwest Storage Solutions	1,318.00

This will appear in our final EOY report from the city. There are still a few more bills to come in.

Wayne Public Library Financial Report September 2014

100%		Budget	Monthly	Accum.	Budget	Percent
		<u>FY 2013-14</u>	<u>Expenditures</u>	<u>Expenses</u>	<u>Remaining</u>	<u>Used</u>
1.00	Library Regular Wages	\$ 114,286.00	\$ 8,399.30	\$ 109,349.59	\$ 4,936.41	96%
1.01	Building manager	\$ 960.00	\$ 73.84	\$ 959.92	\$ 0.08	100%
2.00	Library Temporary Wages	\$ 52,195.00	\$ 3,780.31	\$ 50,889.22	\$ 1,305.78	97%
4.00	Library Retirement	\$ 3,334.00	\$ 260.60	\$ 3,368.16	\$ (34.16)	101%
5.00	Library Payroll Taxes	\$ 12,809.00	\$ 891.79	\$ 11,763.34	\$ 1,045.66	92%
6.00	Group Health	\$ 3,035.00	\$ 284.42	\$ 4,991.08	\$ (1,956.08)	164%
7.00	Library Workman's Comp.	\$ 413.00	\$ -	\$ 480.29	\$ (67.29)	116%
	<b>Total Personnel Services</b>	<b>\$ 187,032.00</b>	<b>\$ 13,690.26</b>	<b>\$ 181,801.60</b>	<b>\$ 5,230.40</b>	<b>97%</b>
20.00	Library gas utility	\$ 380.00	\$ 59.19	\$ 377.32	\$ 2.68	99%
20.00	Library city utilities	\$ 10,945.00	\$ 889.23	\$ 11,479.56	\$ (534.56)	105%
21.00	Library Telephone	\$ 1,140.00	\$ 64.78	\$ 709.05	\$ 430.95	62%
24.00	Library - Other Contract.Serv.	\$ 11,857.00	\$ 776.36	\$ 8,820.44	\$ 3,036.56	74%
	<b>Total Contractual Services</b>	<b>\$ 24,322.00</b>	<b>\$ 1,789.56</b>	<b>\$ 21,386.37</b>	<b>\$ 2,935.63</b>	<b>88%</b>
30.00	Library Office Supplies	\$ 1,155.00	\$ 57.30	\$ 1,352.69	\$ (197.69)	117%
31.00	Library Printing	\$ 750.00		\$ 529.24	\$ 220.76	71%
32.00	Library Publications	\$ 192.00	\$ 13.64	\$ 149.33	\$ 42.67	78%
33.00	Library Promotions	\$ 900.00		\$ 149.30	\$ 750.70	17%
35.00	Library Postage	\$ 1,848.00	\$ 331.99	\$ 1,089.00	\$ 759.00	59%
38.00	Library Insurance	\$ 4,256.00	\$ -	\$ 4,639.52	\$ (383.52)	109%
40.00	Library Community Service	\$ 1,100.00	\$ 54.69	\$ 578.87	\$ 521.13	53%
45.00	Library Miscellaneous	\$ 100.00	\$ -	\$ (659.00)	\$ 759.00	-659%
47.00	Library Membership, Dues	\$ 900.00	\$ 198.00	\$ 718.00	\$ 182.00	80%
48.00	Library Travel, Conf., Mtgs.	\$ 3,760.00	\$ 25.00	\$ 2,161.83	\$ 1,598.17	57%
51.00	Youth Programming	\$ 1,782.00	\$ 70.34	\$ 1,395.21	\$ 386.79	78%
51.01	Adult Programming	\$ 700.00	\$ 12.56	\$ 789.68	\$ (89.68)	113%
53.00	Library Clothing & Personnel	\$ 1,000.00		\$ 373.67	\$ 626.33	37%
54.00	Computer equipment	\$ 4,250.00	\$ -	\$ 105.32	\$ 4,144.68	2%
54.01	Materials - adults & misc.	\$ 18,709.00	\$ 2,614.78	\$ 15,310.82	\$ 3,398.18	82%
54.02	Materials - childrens	\$ 7,720.00	\$ 74.77	\$ 6,279.04	\$ 1,440.96	81%
54.03	Materials - electronic	\$ 12,209.00	\$ 424.89	\$ 12,995.20	\$ (786.20)	106%
57.00	Library Equip. - Main./OpExp.	\$ 3,885.00	\$ 447.90	\$ 2,584.45	\$ 1,300.55	67%
57.01	Library op exp. - city initiated	\$ 1,815.00		\$ -	\$ 1,815.00	0%
58.00	Library Main. - Bldg. & Grds.	\$ 7,375.00	\$ 1,846.82	\$ 4,564.93	\$ 2,810.07	62%
	<b>Total Commodities</b>	<b>\$ 74,406.00</b>	<b>\$ 6,172.68</b>	<b>\$ 55,107.10</b>	<b>\$ 19,298.90</b>	<b>74%</b>
81.01	Roof	\$ 11,794.00	\$ -	\$ 1,794.00	\$ 10,000.00	15%
83.00	Computer equipment	\$ -	\$ -	\$ -	\$ -	0%
83.01	Library technology	\$ -		\$ -	\$ -	0%
	<b>Total Capital</b>	<b>\$ 11,794.00</b>	<b>\$ -</b>	<b>\$ 1,794.00</b>	<b>\$ 10,000.00</b>	<b>15%</b>
	<b>Total Library</b>	<b>\$ 297,554.00</b>	<b>\$ 21,652.50</b>	<b>\$ 260,089.07</b>	<b>\$ 37,464.93</b>	<b>87%</b>

### SEPTEMBER 2014 CIRC STATS

LOCATION	CIRC	INHOUSE	CATEGORY 1	CIRC	INHOUSE
Artprint	0	0	ANF	104	15
Biography	30	2	ART	0	0
Browser	981	16	BCD	105	0
Cataloging	1	0	BIO	30	2
Childroom	1582	337	BRD	134	18
Circdesk	6	34	CD	0	0
Diroffice	0	0	DVD	967	0
Fiction	631	21	EQU	2	0
ILL	24	0	EZ	265	36
LP	234	0	FICTION	633	21
Nebraska	24	3	GAM	11	10
Nonfiction	102	15	GMP	3	1
Oversize	0	0	ILL	23	0
Per-WPL	183	309	INT	237	16
RCBD	100	0	JPB	121	5
Reference	1	1	JUV	244	18
Snagshelf	17	0	LP	235	0
YA	103	1	NEB	24	3
			NEWSPAPER	0	281
Total	4019	739	OVR	0	0
			PB	0	16
			PC	30	1
			PER	183	42
			PHB	0	3
			PIC	548	233
			PRO	0	0
			REF	1	1
			YA	119	1
			UNKNOWN	0	0
			Total	4019	739



Wayne Public Library Board of Trustees  
Tuesday, September 16, 2014 / 5 p.m., Conference Room

MINUTES

CALL TO ORDER. The meeting was called to order at 5:05 pm.

ROLL CALL. Joel Ankeny, Dennis Lipp, Ellen Imdieke, and Spring Dahl were all in attendance. Lauran Lofgren, Library Director, also attended.

Anyone desiring to view the Open Meetings Act may do so. The document is available for public inspection and is located on the south wall of the Library/Senior Center Conference Room.

The Library Board may go into closed session to discuss certain agenda items to protect the public interest or to prevent the needless injury to the reputation of an individual and if such individual has not requested a public hearing.

APPROVAL OF MINUTES. Minutes were approved as submitted.

FINANCIAL REPORT. Lofgren reported that we would probably be under budget for personnel costs. Other expenses will be close to budget limits. A 10% downpayment on the new children's furniture was made out of capital projects monies.

DIRECTOR'S REPORT

- Statistics

	JUL14	AUG14	AUG13
Circulation	6731	4824	5103
Patrons	5596	4236	3917
Meeting Room	14	13	5
Reference ?s	149	155	178
Computer ?s	82	52	126
Phone Calls	311	309	327
OPACS	192	141	165
AWEs	749	587	476
Internet	1033	840	966
New Patron Cards	37	29	33
Items Added	173	159	151
Items Deleted	8	32	69

- Staff Activities
  - LKL and Ellen Imdieke attended city council budget meeting
  - Library staff completed inventory of library collection
  - LKL took a few vacation days
  - RMcLean and JOsnes manned the Welcome Back Business Expo at Wayne State College

- Library participated in the Random Acts of Kindness Day: put out postcards for people to send “I Appreciate You” notes to friends, teachers, etc.; accepted two donations. First paid off \$200 in book fines for randomly selected patrons and the second was a \$20 to pay the first \$1 in book fines as patrons came in. The second donation prompted people to leave money to “pay it forward,” and the \$20 double or tripled and lasted for about 2 weeks. We sent letters to the people whose fines were paid by the first anonymous donor and one of them came in and gave money to pay someone else’s fine.
- JOsnes held a back to school party
- The library was approached by Herman Chiropractic about sponsoring a program on chiropractic medicine. The board directed Lauran Lofgren to visit with them about developing a joint program with the other chiropractic offices in town before deciding if the library should pursue this program.

#### OLD BUSINESS

- Privacy policy and procedures. The board reviewed the privacy policy as rewritten after the July meeting with Amy Miller of the city attorney’s office. The new policy states that the library will abide by the Nebraska State Statute on this subject, and then restates the statute as part of the policy. The policy was approved unanimously. (moved Imdieke; seconded Lipp). The board then discussed the recommended procedures for implementing the new policy, asking that the director create an incident report form for staff interaction with law enforcement officials. Once this is created, the director will forward the form to the city attorney’s office prior to the October 7 in-service on the newly adopted privacy policy.

NEW BUSINESS – no new business

The meeting was adjourned at 5:25 pm.

Respectfully submitted

Lauran Lofgren  
Library Director