

Wayne Public Library Board of Trustees
Tuesday, January 6, 2015 / 5 p.m., Conference Room

MINUTES

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

ROLL CALL: Joel Ankeny, Spring Dahl, Jenny Hammer, Ellen Imdieke, Dennis Lipp and Lauran Lofgren (Library Director) were in attendance.

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: The minutes were approved as presented.

FINANCIAL REPORT: The financial report was approved as presented.

Notes: The final numbers from Nancy Braden are shown on this report, and are the numbers presented to the library commission.

DIRECTOR'S REPORT

- Statistics (see attached): Circulation is up!
- Staff Activities
 - LKL met with Personnel Committee for the Three Rivers Library System in Wayne.
 - JOsnes held Santa Story Hour with 78 children and about 60 adults. Thanks to the Senior Center for the use of their facility, and to the many volunteers from the community and Wayne State College. Mark and Jenny Hammer made a prize donation.
 - JOsnes and RMcLean earned continuing education credit through an NCompass live recording from the Nebraska Library Commission, expanding their skills in helping users with the Overdrive downloadable book app.
 - LKL met with Three Rivers Library System executive board in Fremont.
 - LKL met with OneLibrary Consortium board in Norfolk.
 - RMcLean organized the annual periodical booksale to be held in January.
 - Library provided computers for the Senior Center Medicare sign-up event.
 - Library hosted a Kiwanis book giveaway for Wayne children ages 0-5 during the week between Christmas and New Year's.
 - Library offered a Christmas Bingo game with divisions for kids and adults.

OLD BUSINESS: No old business was discussed.

NEW BUSINESS: No new business was discussed.

The meeting was adjourned at 5:21pm.

Respectfully submitted,
Jennifer Hammer, Secretary

WAYNE PUBLIC LIBRARY
December 2014 Financial Report

<u>Revenues:</u>		<u>YTD</u>
Cash drawer	699.14	1,899.93
T & A Account @ FNB (interest bearing)		1,460.99
Trust & Agency Acct 50-1002 (furniture -7,656)		2,666.39
<u>Commodities:</u>		
20.00 Black Hills Gas		39.83
20.00 City utilities		764.03
21.00 Telephone		65.76
24.00 Clean to a T		650.00
24.00 Marco – copier lease		126.36
30.00 Copy Write		112.98
32.00 Wayne Herald – legal notice		13.64
48.00 LKL attending OneLibrary Consortium meeting		32.48
51.00 Oriental Trading		388.20
51.00 Shopko		11.98
51.00 Pinmonkey – DJ for Teen dance		200.00
51.00 Amazon		17.16
53.00 CPR Training for staff		152.00
54.01 Baker & Taylor refund		(191.96)
54.01 Baker & Taylor books		747.47
54.01 Wayne Herald – 2 subscriptions		96.00
54.01 Ebay – book		16.99
54.01 Gale (large print) (46.48)(71.47)		117.95
54.01 Amazon		228.50
54.02 Capstone Press		562.21
54.02 Amazon		60.46
54.03 Random House (books on cd)		36.25
54.03 Amazon		73.82
57.00 Amazon		35.22
58.00 Carhart Lumber		17.45
82.00 Heaven’s Best carpet cleaning		1,700.00
TOTAL COMMODITIES		6,074.78
TOTAL SALARIES		14,943.44
TOTAL MONTH EXPENSES		21,018.22

Wayne Public Library Financial Report December 2014

	25%	Budget	Monthly	Accum.	Budget	Percent
		<u>FY 2014-15</u>	<u>Expenditures</u>	<u>Expenses</u>	<u>Remaining</u>	<u>Used</u>
1.00	Library Regular Wages	\$ 113,148.00	\$ 8,428.81	\$ 29,638.61	\$ 83,509.39	26%
1.01	Building manager	\$ 960.00	\$ 73.84	\$ 258.44	\$ 701.56	27%
2.00	Library Temporary Wages	\$ 56,370.00	\$ 3,726.82	\$ 14,417.84	\$ 41,952.16	26%
4.00	Library Retirement	\$ 3,401.00	\$ 260.60	\$ 912.10	\$ 2,488.90	27%
5.00	Library Payroll Taxes	\$ 12,781.00	\$ 887.15	\$ 3,220.56	\$ 9,560.44	25%
6.00	Group Health	\$ 14,508.00	\$ 1,566.22	\$ 6,142.37	\$ 8,365.63	42%
7.00	Library Workman's Comp.	\$ 388.00	\$ -	\$ 92.30	\$ 295.70	24%
	Total Personnel Services	\$ 187,032.00	\$ 14,943.44	\$ 54,682.22	\$ 132,349.78	29%
20.00	Library gas utility	\$ 356.00	\$ 39.83	\$ 71.46	\$ 284.54	20%
20.00	Library city utilities	\$ 12,163.00	\$ 764.03	\$ 1,993.63	\$ 10,169.37	16%
21.00	Library Telephone	\$ 1,620.00	\$ 65.76	\$ 194.48	\$ 1,425.52	12%
24.00	Library - Other Contract.Serv.	\$ 11,857.00	\$ 776.36	\$ 1,561.81	\$ 10,295.19	13%
	Total Contractual Services	\$ 24,322.00	\$ 1,645.98	\$ 3,821.38	\$ 20,500.62	16%
30.00	Library Office Supplies	\$ 1,155.00	\$ 112.98	\$ 172.99	\$ 982.01	15%
31.00	Library Printing	\$ 750.00		\$ -	\$ 750.00	0%
32.00	Library Publications	\$ 192.00	\$ 13.64	\$ 27.28	\$ 164.72	14%
33.00	Library Promotions	\$ 900.00		\$ 40.71	\$ 859.29	5%
35.00	Library Postage	\$ 1,848.00		\$ 160.06	\$ 1,687.94	9%
38.00	Library Insurance	\$ 5,059.00		\$ 1,204.41	\$ 3,854.59	24%
40.00	Library Community Service	\$ 1,100.00		\$ -	\$ 1,100.00	0%
45.00	Library Miscellaneous	\$ 100.00		\$ -	\$ 100.00	0%
47.00	Library Membership, Dues	\$ 900.00		\$ 130.00	\$ 770.00	14%
48.00	Library Travel, Conf., Mtgs.	\$ 3,500.00	\$ 32.48	\$ 543.80	\$ 2,956.20	16%
51.00	Youth Programming	\$ 1,782.00	\$ 617.34	\$ 686.69	\$ 1,095.31	39%
51.01	Adult Programming	\$ 700.00		\$ -	\$ 700.00	0%
53.00	Library Clothing & Personnel	\$ 1,000.00	\$ 152.00	\$ 152.00	\$ 848.00	15%
54.00	Computer equipment	\$ 2,500.00		\$ -	\$ 2,500.00	0%
54.01	Materials - adults & misc.	\$ 18,709.00	\$ 1,014.95	\$ 4,459.27	\$ 14,249.73	24%
54.02	Materials - childrens	\$ 8,492.00	\$ 622.67	\$ 1,684.38	\$ 6,807.62	20%
54.03	Materials - electronic	\$ 14,365.00	\$ 110.07	\$ 3,306.08	\$ 11,058.92	23%
57.00	Library Equip. - Main./OpExp.	\$ 5,311.00	\$ 35.22	\$ 131.22	\$ 5,179.78	2%
58.00	Library Main. - Bldg. & Grds.	\$ 7,375.00	\$ 17.45	\$ 703.61	\$ 6,671.39	10%
	Total Commodities	\$ 74,406.00	\$ 2,728.80	\$ 13,402.50	\$ 61,003.50	18%
82.00	Lib Improv-other than bldg	\$ 8,000.00	\$ 1,700.00	\$ 1,700.00	\$ 6,300.00	0%
	Total Capital	\$ 8,000.00	\$ 1,700.00	\$ 1,700.00	\$ 6,300.00	21%
	Total Library	\$ 293,760.00	\$ 21,018.22	\$ 73,606.10	\$ 220,153.90	25%

**Calendar of Events
January 2015 – March 2015**

Getting something new and techie for Christmas? We will have Media Monday's from 10 AM to 2 PM and 4 PM to 8 PM during the month of January. Book a Librarian for a 30 minute period during this time to help you figure it out.

**JANUARY DISPLAY: WAYNE STATE
COLLEGE PHOTO
PROJECT**

Jan. 4-10: Cuddle Up with a Book Week

1/1	CLOSED	New Year's Day
1/5	10-2 pm	Media Monday – book a Time
1/5	4-8 pm	Media Monday – book a time
1/6	5 pm	Library Board Meeting
1/7	10:30 am	Mother Goose
1/10	10:30 am	Winter story hour
1/11		Draw winners for Cuddle Up with a Book Week
1/12	10-2 pm	Media Monday – book a time
1/12	4-8 pm	Media Monday – book a time
1/14	10:30 am	Mother Goose
1/17	10:30 am	Winter story hour
1/19	OPEN	Martin Luther King, Jr. Day
1/19	10-2 pm	Media Monday – book a time
1/19	4-8 pm	Media Monday – book a time
1/21	10:30 am	Mother Goose
1/24	10:30 am	Winter story hour
1/26	10-2 pm	Media Monday – book a time
1/26	4-8 pm	Media Monday – book a time
1/27	6:30 pm	WPL Book Club Discussion
1/28	10:30 am	Mother Goose

1/31 10:30 am Winter story hour

FEBRUARY DISPLAY: Boy Scouts

2/3	5 pm	Library Board Meeting
2/4	10:30 am	Mother Goose
2/7	10:30 am	Winter story hour
2/11	10:30 am	Mother Goose
2/14	10:30 am	Winter story hour
2/17	ALL DAY	Mardi Gras Celebration
2/18	10:30 am	Mother Goose
2/21	10:30 am	Winter story hour
2/24	6:30 pm	WPL Book Club Discussion
2/25	10:30 am	Mother Goose
2/28	10:30 am	Winter story hour

MARCH DISPLAY: TBD

3/3	5 pm	Library Board Meeting
3/4	10:30 am	Mother Goose
3/7	10:30 am	Winter story hour
3/11	10:30 am	Mother Goose
3/14	10:30 am	Winter story hour
3/18	10:30 am	Mother Goose
3/21	10:30 am	Winter story hour
3/25	10:30 am	Mother Goose
3/28	10:30 am	Easter Egg Hunt
3/31	6:30 pm	WPL Book Club Discussion

Wayne Public Library Board of Trustees
Tuesday, December 2, 2014 / 5 p.m., Conference Room

MINUTES

CALL TO ORDER: The meeting was called to order at 5:06pm.

ROLL CALL: Joel Ankeny, Spring Dahl, Jenny Hammer, Ellen Imdieke, and Lauran Lofgren (Library Director) were in attendance. Absent: Dennis Lipp.

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: The minutes were approved as presented.

FINANCIAL REPORT: The financial report was approved as presented.

Notes: WPL is now 17% of the way through the approved budget year.

DIRECTOR'S REPORT

- Statistics (see attached) LKL is trying a new format which incorporates both versions of the library stats. She also added online searches to the categories.
- Staff Activities
 - 8 staff members took CPR training (good for 2 years)
 - Successful first Junk in the Trunk event. Will repeat in nicer weather.
 - LKL participated in Overdrive webinar
 - New children's furniture delivered. Looks great!! Majority of cost covered by non city funding.
 - Library hosted Chamber Coffee to introduce new furniture.
 - LKL attended Three Rivers board meeting in Fremont.
 - LKL attended SIRSI Users Group meeting at Bellevue University
 - The library was given an Appreciation Award from WPS Second Graders during a ceremony at the school. JOSnes and LKL attended. (It was awesome!!)
 - RMcLean held final book club of the calendar year. Plans are in the works for the 2015 series.
 - JOSnes held final Fall Story Time for the year. Mother Goose goes through December.

- Library closed one day early for Thanksgiving to permit dry cleaning of the carpet. We've already had several comments from the public regarding the difference.
- LKL had annual evaluation with Lowell Johnson.
- Staff is making plans for December events, including the annual Santa Story Time on December 9, and a Holiday Bingo promotion that will run during the last part of December.
- FOL Book Sale date has been set for April 9-10-11, 2015.

OLD BUSINESS

- Strategic Planning: Board reviewed a Wayne city survey from 18 months ago, at which LKL recommended that we pull the top public concerns and have library staff create options for the planning and implementation of a strategic plan. She also suggested that outsiders could be included. A benefit is that the City Office is designing a new comprehensive plan, and the library could ask to be included. The strategic plan could then be finalized and to the mayor by June, and then possibly ready for accreditation by August. The library board agreed.

NEW BUSINESS

No new business.

The meeting was adjourned at 5:32pm.

Respectfully submitted,
Jennifer Hammer, Secretary