

Agenda
Linwood Community Library Board Meeting
April 25, 2023 at 7:00 pm
Public Notice

Lisa Turney (Chair)
Dalton Tornadoen

Robert Firth
Lea Chrisman

Melanie Morris

Stacey Schmitt

Call to Order

Introduction of Guests, if present

Changes or additions to the agenda, if needed

Consent Agenda

All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on these items.

- March 28, Board Meeting Minutes
- Treasurer's Report
- Communications for the Board

Director's Report –

- Financial reports
- Statistical report

Old Business

- Blackstone Bill

Committee Reports

- **Building & Equipment**
- **Financial**
- **Personnel and Policies: Nothing to report, no new activity with director search.**

New Business

- Bills for Payment
- Building Insurance
- Health Insurance

Public Comments – Please state name and address. 2- minute time limit

Executive Session -----) Adjournment - Next Regular Board Meeting: Tuesday, May 23rd, 2023 at 7:00 pm



Director's Report

Submitted by Dalton Torneden with notes from Dennis Shelton

March 25th, 2023

- Nicole made three visits to the BL elementary school to read to different classes in April. Nicole also visited the Early Learning Center to read to children and provide a craft for the children.
- Teresa attended the DeSoto high school and visited with students looking at careers in early education to stress the importance of reading in early education as well as give them bags with literature to help with their education.
- The library will be giving William Allen White books to the 5th graders at the elementary school. We have ordered and received the books for Jayne to hand out to the students when she returns.
- Nicole's last day will be April 29th and Jayne will return May 2nd. We will be having a welcome-back meeting/staff meeting to make sure everyone is up to speed and there is no lapse in our forward momentum for the summer reading programs with the staff, including Jayne and Nicole.
- Nicole will be available some, over the summer and is willing to fill in when needed if she is available.
- Amy will be taking over the "Cozy Tea Time" book club with Nicole's departure.
- Amy will begin a twice-a-month walking club in May on Wednesdays.
- Kidz Klub has been somewhat sporadic but in April we have had a group of about 6 kids, with parents, come in two of the Thursdays to play Nintendo. We had considered shutting down Kidz Klub, at least for the summer, but will continue and evaluate over the next couple of months.
- Summer reading programs are coming together. We will be attending an evening open house at The Early Learning Center to promote our youth summer reading programs the last week of April.
- The elementary school and the Early Learning Center will also share a section of their newsletter to promote our Summer Reading Program for youth.

- The First Friday Concerts are booked and everything's coming together with help from Howie at the Baptist church. Tail Lights will be grilling for us, we have reached out to Kona Shaved Ice, and there should be a taco truck. We are looking into banners and signs to promote the concerts to residents and to advertise the library and summer reading. We want to make the community see the library as a part of the community, not just a stodgy building on 32 Highway!
- Teresa continues to work with several of the local libraries on the adult summer reading programs.
- Teresa has booked a "Mystery Theater" for the library on June 29th at 6:30 PM

Circulation:

	March 2023	Y-T-D	March 2022	Y-T-D
Adult Books	189	529	163	554
Child Books	407	1,126	238	694
Young Adult	11	32	25	58
Magazines	1	3	5	10
Movies/Videogames	155	428	155	435
Music		-		-
Audiobooks	18	63	24	59
Large Print	19	61	37	100
Electronic Materials	420	1,318	224	655
Total:	1,220	3,560	871	2,565
% of Change	40.07	38.79		

New Acquisitions:

	March 2023	Y-T-D	March 2022	Y-T-D
Adult	25	96	60	164
Children	30	97	17	78
Young Adult	1	2	14	33
Audiovisual	13	24	21	69
Total:	69	219	112	344
% of Change	(38.39)	(36.34)		

Inter-Library Loan:

	March 2023	Y-T-D	March 2022	Y-T-D
NEXT Loaned	275	790	280	682
NEXT Borrowed	145	444	66	267
ShareIt ILL Loaned	4	10	3	8
ShareIt ILL Rec'd	4	7	1	2
Total:	428	1,251	350	959
% of Change	22.29	30.45		

Programs:

	March 2023	Y-T-D	March 2022	Y-T-D
Adult Programs	41	108	26	117
Total Adult attendance	227	623	161	462
Childrens Programs	14	40	6	17
Total Childrens attendance	57	138	66	129
Young Adult Programs	-	-	3	3
Total YA attendance	-	-	27	27
Outreach Events	3	7	-	-
Outreach Attendance Total	17	168	-	-
Total Library Events	58	155	35	137
Total Attend/Outreach	301	929	254	618
Meeting Room Uses	-	-	1	4
Meeting Attendance	-	-	11	31
Total Attend:	602	1,858	519	1,267
% of Change		46.65		

Electronic Materials Use:

	March 2023	Y-T-D	March 2022	Y-T-D	% of Change
Consortial Users					
Flipster Magazines	264	672	190	686	(2.04)
Lynda Users	9	35	16	52	(32.69)
Local Uses					
Cloud Library	27	75	46	106	(29.25)
Kanopy (Dec 2020)	-	11	5	31	(64.52)
Hoopla	77	234	71	195	20.00
Overdrive	43	302	135	385	(21.56)
Total Local Use:	420	1,329	463	1,455	
% of Change		(8.66)			

Miscellaneous:

	March 2023	Y-T-D	March 2022	Y-T-D	% of Change
Door Count	630	1,735	498	1,201	44.46
Reference	1	5	33	62	(91.94)
Computer Use	23	42	29	78	(46.15)
Wireless Activity	ts/ 16 per day	-	419	1,090	(100.00)
Website Users	218	662	878	1,536	(56.90)
Website Sessions	558	1,462	257	429	240.79
Public Service Hours	236	609	229	588	3.49
FB Video Views	NA	-	81	83	(100.00)
Engagements - Adult	1,079	4,109	252	518	693.24
Engagements - Youth	NA	-	66	253	(100.00)

	Jan	Feb	Mar
Borrowers end of month	630	636	634
Borrower Accounts used	76	85	85
Borrowers Added	5	6	6
Borrowers Renewed	16	16	16
Borrowers Deleted	4	0	8
Total Check Outs/ Renewals	710	735	805
Adult Checkouts/Renewals	274	297	308
Youth Checkouts/Renewals	436	438	497

NEKLS

Value of Membership Report: 2022

for

Linwood Community Library

The Northeast Kansas Library System inspires and empowers member libraries to engage, educate and add value to their communities.

This is our mission. In practice, we pursue this mission by providing an array of services and financial support to member libraries during the year.

- ✓ In 2022, direct financial support of the library in the form of grants and subsidies totaled **\$6,140**. This may have included grants and subsidies for accreditation, e-content, continuing education, courier services as well as various other services and resources.
- ✓ Some financial support benefited a cross section of membership. This included the Next Catalog, which was enhanced by Flipster and LinkedIn Learning.
- ✓ In addition, NEKLS staff provided library and information technology consulting and support to member libraries.

We admire the work you do in your communities and we appreciate the opportunity to support you in your efforts.

Connect with us at 785-838-4090 and online at <https://nekls.org>



Grants – \$2,298

Grants from NEKLS enable libraries to enhance collections, programs and services, and support employee and trustee continuing education.

\$1,250 Library Development Grant as an accredited Service Center II Library

Library Development Grants recognize libraries for accomplishing a rigorous set of library standards. This grant is typically the largest single grant to a member library.

\$875 Hoopla grant

E-content is a vital component of a public library's collection. NEKLS was pleased to support the library's efforts to provide content in diverse formats.

\$-- Continuing Education grants

Grants were available for educational programs that were not provided directly by NEKLS. Grant funds were allocated for library conferences and other continuing education activities. (NEKLS also offers CE grants for tuition for MLS degree college credits, which are paid directly to the student and not reflected here.)

\$-- Literacy Exploration Grant

Competitive grant to improve literacy in four areas: Literacy; Information & Digital Literacy; Financial Literacy; and Health Literacy.

\$173 Mileage Reimbursement Grant

Provided up to \$250 per library for Summer Library Performer mileage expenses.

\$-- Substitute Librarian Program

Eligibility limitations apply. Must be used to provide library coverage while the director attends a continuing education activity, a legislative advocacy event, or a NEKLS committee meeting. NEKLS will provide financial support of \$8.00 per hour with no benefits.

Courier Subsidies – \$2,713

The library is a participant in *Kansas Library Express*, the statewide courier service. For 2022, the library's volume of shared and borrowed materials necessitated receiving 5-days-a-week service. (This volume determines whether a library is billed for 3-days or 5-days-a-week service.)

For 2022, the approved base courier rate for 5-days-a-week service was \$2,900. The KLE Policy Committee opted to replace this base rate for 2022 with a COVID Relief rate of \$2,600. In turn, NEKLS subsidized the COVID Relief rate, volume fees and fuel surcharges.

\$2,600 KLE Courier Covid Relief Rate
(base courier rate for 5-days-a-week service was \$2,900)

\$900 Amount paid by the library for courier service

\$1,700 NEKLS courier rate subsidy

\$500 Volume fees

\$513 Fuel surcharges

\$2,713 TOTAL NEKLS support for library's courier service

Courier by the numbers in Kansas in 2022

356

Number of libraries on the courier state wide

73,214

Monthly average number of items on the courier

\$0.99

Average cost per item shipped

Direct Subsidies – \$1,129

Member libraries may benefit from several direct subsidies. The figures listed below are specific to your library.

\$-- Architectural Services

Libraries must apply. Provided funds remained available throughout the year, NEKLS paid up to \$2,800 for a library to consult with Sabatini Architects.

\$270 Legal Consultations

Libraries must apply. Provided funds remained available throughout the year, NEKLS supported a library's initial consultation with an attorney of NEKLS' choosing. Usage not listed here.

\$500 APPLE

APPLE (APplied Public Library Education) is a training program for public library directors in Kansas. NEKLS covers the cost for enrollment and lodging, meals and mileage for any required in-person events.

\$119 E-Rate management services

Some libraries participate in the federal E-Rate Program. NEKLS partners with eRate Solutions LLC to help member libraries navigate the application process. NEKLS covered the cost of eRate Solutions' services.

\$49 Public computer stability – Deep Freeze

Deep Freeze protects endpoints by Freezing a snapshot of a computer's desired configuration and settings defined by the IT Admin. With an instant reboot, any unwelcome or unwanted changes are removed from the system, restoring it to its pristine Frozen state. NEKLS provided up to 20 seats per library.

\$30 Antivirus protection for computers – ESET

Computers need to be protected from viruses. NEKLS provided up to 20 seats per library.

\$99 Web Content Filtering – Cisco Umbrella

This web content filtering tool ensures public libraries are compliant with The Kansas Children's Internet Protection Act (KS-CIPA). NEKLS covered this cost for the library.

\$40 Annual Public Performance Site Licensing

An Annual Public Performance Site License allows you to legally show as many movies as you want anywhere inside your library for endless entertainment. NEKLS covered this cost for the library.

\$22 Kansas Libraries on the Web (KLOW)

NEKLS hosts the library's website.

\$-- Kansas State Park Passes

NEKLS paid for 25 passes for any library interested in participating.

\$-- StoryWalk

NEKLS held a competitive program where libraries could receive StoryWalk signs and backing panels.

Other Subsidies

In some instances, NEKLS provides support that has the potential to benefit all member libraries, but is difficult to quantify the impact on a specific library. The following areas may or may not have been used by your library or your patrons.

\$25,000 Cloud Library, State Library of Kansas

NEKLS purchased titles directly for the Cloud Library. This content is available to all library patrons in the NEKLS region.

\$1,424 OCLC WorldCat (ILL)

Used by NEKLS to assist libraries when items are not available through ShareIt (statewide ILL).

\$-- Recollections Kansas

Website hosting and training on use of hardware and software. NEKLS partners with other entities, including regional library systems, to offer this program.

Next/Koha Coordination – Consortium-wide support

The success of Next is a group effort. As a member of the Next consortium, the library's participation fee for 2022 = **\$1,500**. Next members enjoyed:

\$11,025 Flipster

Flipster is a next-generation digital magazine distribution service which lets users access their favorite magazines. Users can download these magazines to read offline, anytime, anywhere. Some participating libraries purchased titles or provided funds for titles; the amount shown reflects funding provided directly by NEKLS for this service.

\$7,817 NovelList

Connecting users of the Next Catalog to their next great read. NEKLS covered the entire cost for NovelList.

\$20,000 LinkedIn Learning*

*Access to over 16,800 online, self-paced courses and Learning Paths on topics aimed at supporting personal and professional growth. NEKLS covered the entire cost for LinkedIn Learning. *Note: LinkedIn Learning is under review and may not be renewed for 2023 due to low usage.*

\$45,145 ByWater Solutions

Provides hosting, support services and KOHA developments.

\$ -- Next Catalog Coordinator

NEKLS has one position dedicated solely to the Next Catalog. Other staff provide training and other support, as needed.

Continuing Education & Training

Throughout the year, NEKLS offers continuing education and professional development opportunities for library staff and trustees. 2022 brought:

- After Lunch course #1 – *Policy Writing and Review* with Andrew Smith; cost of presenter shared by Regional Library Systems, including NEKLS, and the State Library of Kansas
- After Lunch course #2 – *Intellectual Freedom* with Martin Garnar; cost of presenter shared by Regional Library Systems, including NEKLS, and the State Library of Kansas
- After Lunch course #3 – *Cultural Humility* with Xan Goodman; cost of presenter shared by Regional Library Systems, including NEKLS, and the State Library of Kansas
- After Lunch course #4 – *Leading from Where You Are* with Sharon Morris; cost of presenter shared by Regional Library Systems, including NEKLS, and the State Library of Kansas
- Annual Trustee Training – *The Board's Role in Storytelling* with Bonnie McKewon
- *Introvert Friendly Libraries Keynote and Follow-up Discussion* with Dr. Jennifer Kahnweiler, cost of presenter subsidized by NEKLS with contributions from Lawrence Public Library and Topeka & Shawnee County Library
- Koha ILS Training – scheduled with NEKLS trainer as needed
- Koha ILS Upgrade trainings and Q&A sessions
- *Materials on the Move* – Amigos online conference, a webinar watch-party at NEKLS
- Next User Group meetings
- OCLC Training: WorldShare ILL and CatExpress (OCLC Connexion) – scheduled with NEKLS trainer as needed
- Public Library Director Fall Meeting – *Servant Leadership in Libraries* with Savannah Ball & *Freedom to Read* with Scarlett Fisher-Herreman
- Public Library Director Spring Meeting – *Not Another Library Survey!* with Keith Rocci & *Data Visualization on A Dime* with Linda Hofschire
- *Public Library Innovation Exchange (PLIX) Webinar for Youth Services Staff* with Jennifer McCulley, a webinar co-sponsored by NEKLS and NCKLS
- ShareIt (State ILL) Training – scheduled with NEKLS trainer as needed
- State Statistical Report drop-in sessions
- Statewide Database Training – scheduled with NEKLS trainer as needed
- Summer Reading workshop (school age program ideas with Sarah Howard)
- Summer Reading workshop (teens with Marisa Hicking)
- Summer Reading workshop (Adult/Family idea swap)
- *Sunflower State Libraries*, a library-focused video series
- Software Training – scheduled with NEKLS trainer as needed
- *Unbound from Northeast Kansas Library System*, a library-focused podcast
- WordPress Training – scheduled with NEKLS trainer as needed

Consulting Services

NEKLS provides consulting services to member libraries. Any mix of NEKLS staff could be involved.

This service is provided free of charge.

Consulting topics include:

ADA Assessment & Planning
Adult Services & Programming
Advocacy
Board Development & Training
Budget & Finances
Children's Services & Programming
Collection Development / Weeding
Community Engagement
Copyright
Data Mapping (Policy Map)
E-Rate
Fundraising / Grants
Human Resources
Intellectual Freedom
Kansas Library Statute
KOMA & KORA
Leadership
Library Management & Operations
Marketing
New Director Orientation
Policies & Procedures
Privacy & Confidentiality
Public Relations
Readers' Advisory
Space Planning
Staff Development
Strategic Planning
Technical Services
Technology



IT Support by Service Level

Depending on a library's accredited service level, IT staff support is provided by NEKLS.

This service is provided free of charge. (Libraries are charged for any purchased equipment placed in the library.)

IT support includes:

Desktop Support
Network Support
E-Rate support
Hardware Purchasing
Software Purchasing
Hardware Installation
Software Installation

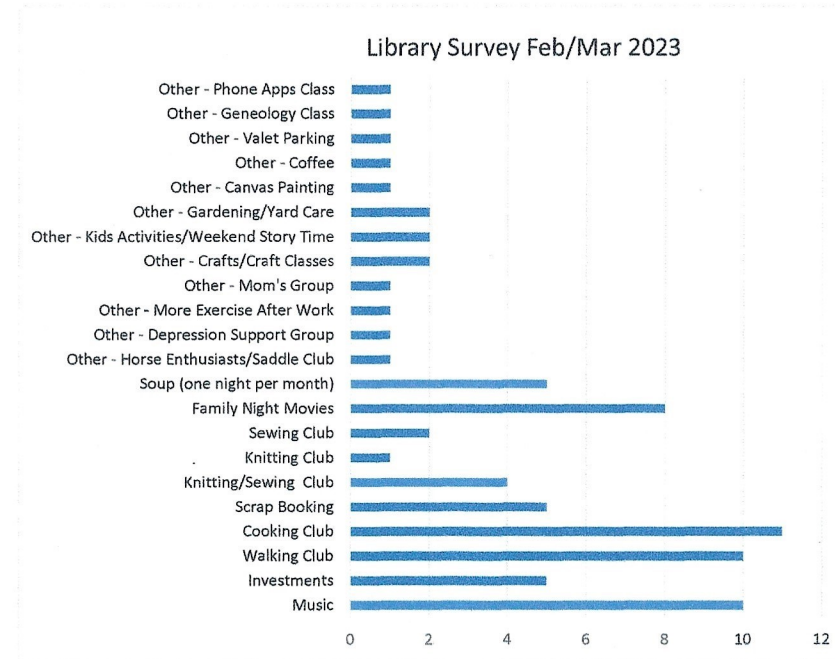
Other Benefits

- ✓ Access to the NEKLS professional library collection
- ✓ Access to the online Learning Management System, providing on-demand access to resources and recorded training
- ✓ Access to NEKLS-L discussion lists for directors and staff
- ✓ Access to bulk purchasing
- ✓ Access to Collaborative Summer Library Program (CSLP) materials bulk ordering
- ✓ Access to Ellison die cuts
- ✓ Northeast Kansas Library Foundation. Currently, the library **does** have an established fund with the Foundation.
- ✓ Northeast Kansas Library Foundation – Library Giving Day. Each member library has the option to participate in Library Giving Day through the Foundation.



Patron Survey Feb/Mar 2023

Description	Total
Music	10
Investments	5
Walking Club	10
Cooking Club	11
Scrap Booking	5
Knitting/Sewing Club	4
Knitting Club	1
Sewing Club	2
Family Night Movies	8
Soup (one night per month)	5
Other - Horse Enthusiasts/Saddle Club	1
Other - Depression Support Group	1
Other - More Exercise After Work	1
Other - Mom's Group	1
Other - Crafts/Craft Classes	2
Other - Kids Activities/Weekend Story Time	2
Other - Gardening/Yard Care	2
Other - Canvas Painting	1
Other - Coffee	1
Other - Valet Parking	1
Other - Geneology Class	1
Other - Phone Apps Class	1
Total	76



Service Charges

Printing and Copies

Black and White - 1 sided	.10 per page
Black and White - 2 sided	.15 per page
Color - 1 sided	.20 per page
Color - 2 sided	.25 per page

Faxes

Send Fax	.10
Receive Fax	.10 per 1 sided b/w page

Laminating

Per Item	1.00
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Treasurer's Report
for the
Linwood Community Library
Board Meeting
April 25, 2023

General Fund (GF) Checking account balance as of 3-31-2023 was \$357,398.36. The GF Checking account has NOT been proven to QuickBooks due to two small issues which Joyce had identified and was sorting out with the bank.

Capitol Improvement Fund (CIF) Checking account balance as of 3-31-2023 was \$151,504.71. The CIF Checking account has been proven to QuickBooks through 3-31-2023 noting no difference.

Petty Cash was counted by Teresa on 4-17-2023. She stated the balance was \$45.40.