



Library Board Meeting Agenda

4:30 PM - May 13, 2021

Join Zoom Meeting

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Meeting ID: 876 0282 2266

Passcode: 544787

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- I. Welcome and Call to Order
- II. Approve Agenda - (**Action Item**)
- III. Public Comment
- IV. Approve Consent Agenda - (**Action Item**)
 - a. Minutes of April 8, 2021 meeting
 - b. Administrative, Committee and Representative Reports
- V. Treasurer's Report
 - a. Financials for April 2021 – (**Action Item**)
- VI. Unfinished Business
 - a. Strategic Plan - (**In Committee**)
- VII. New Business
 - a. Review Unattended Child Policy - (**Action Item**)
 - b. Revise Library Director job description to reflect change in title to Executive Director - (**Action Item**)
 - c. Review quote from Schumann Electric for relocation of flag pole, installation of additional electrical box and connection to sign- (**Action Item**)
 - d. Construction project – (**Information Only**)
- VIII. Friends Report
- IX. Board Comment
- X. Adjournment

NOTE: NEXT BOARD MEETING WILL BE THURSDAY, JUNE 10 at 4:30 P.M.



The April 8, 2021, meeting of the Emporia Public Library Board of Directors was called to order at 4:30 p.m. by Andrew Smith, Chair. Those present were board members Katie Bacon, Scott Capes, Melinda Chiroy, Barbara Ehr, Rob Gilligan, and Andrew Smith; board member Dawn Moews logged in at 4:32; Robin Newell, Library Director, and Mckenzie Gulick, Assistant Director.

The board approved the agenda. (MSP Ehr/Bacon 6/0)

Public Comment

None

The board approved the consent agenda. (MSP Chiroy/Bacon 7/0)

Treasurer's Report

Barbara Ehr presented the March, 2021, treasurer's report. The board approved the treasurer's report and payment of the March, 2021, bills. (MSP Bacon/Capes 7/0)

Unfinished Business

The Strategic Plan remains in committee.

New Business

Smith thanked Barbara Ehr and Katie Bacon for their service to the library. This is their last official meeting as board members.

Smith welcomed Scott Capes to the board, filling the vacated seat of Ciera Symmonds, to the meeting and announced Victor Acosta and Steve Younger will be joining the board at the next meeting.

The board approved the Proctoring Policy. (MSP Bacon/Ehr 7/0)

The board approved the Children's Internet Protection Act Policy. (MSP Bacon/Capes 7/0)

The board approved the Surplus Property Policy. (MSP Bacon/Ehr 7/0)

The board approved the Continuing Education Policy (Employee Handbook addition). (MSP Bacon/Chiroy 7/0)

The board approved changing *Library Director* to *Executive Director* in all policy documents. (MSP Bacon/Capes 7/0)

The board approved the 2020 Audit. (MSP Ehr/Gilligan 7/0)

The board approved moving 2020 unexpended funds (\$41,535) into the Capital Improvement Fund. (MSP (Bacon/Ehr 7/0)

The board approved the 2022 Draft Budget. (MSP Ehr/Bacon 7/0)

Friends of the Library Report

Dawn Moews gave a brief report on the March Friends of the Library meeting. They were finalizing plans for the Teddy Bear Clinic Drive Through. Plans are being made for the Summer Reading Program. They filed their application for Match Day. Since they weren't able to hold a book sale for more than a year, they are exploring the possibility of having a booth at the Farmer's Market. They were told they didn't meet the vendor requirements for this, but there is a possibility that they could have a booth at the Great American Market. They are exploring this possibility.

Board Comment

Katie Bacon expressed her pleasure at working with the board. Smith once again thanked Katie Bacon and Barbara Ehr for all their work on behalf of the library and welcomed Scott Capes to the board.

The meeting was adjourned by Andrew Smith at 5:05 p.m.

The next board meeting will be held on Thursday, May 13, 2021, at 4:30 p.m.

DIRECTOR'S REPORT TO THE LIBRARY BOARD OF TRUSTEES

Prepared by Robin Newell

May 13, 2021

Management

Met with graduate assistant re: end of program. Discussed continued library employment as weekend supervisor.

Attended webinar on REALM study, informed staff discussion regarding lifting pandemic related restrictions

Provided Trustee Orientation to three new board members

Met with Friends of the Library president re: generic Friends email

Met with library staff re: American Library Association conference attendance

Met with NCS re: library backup

Hired Alex Mosakowski as full time Outreach Specialist

Met with staff re: relocation due to hiring of Outreach Specialist

Met individually with all full time staff re: communication

Met with Friends of the Library representatives to discuss materials in the library basement

Held two staff meetings.

Attended Friends of the Library meeting. Gave board meeting report and director's report.

Followed up on possible glitch in hold system in catalog

Worked on updating Network of the National Library of Medicine grant for Charley Cart.

Worked with Mckenzie on technology replacement quote, chose computers to replace.

Sent press release re: library suspending services during construction

Approved timecards

Finances

Met with Eric Kientz, CPA, Assistant Director and Business Manager re: 2021 Audit

Received \$1000 grant from Emporia Optimist Club for Summer Reading Program

Facility

Met with city manager re: conversation with commissioners regarding sign project. Will delay conversation until after roof construction is complete.

Met with building contractor, roofing contractor and city facilities manager re: library atrium/roof construction.

Contacted alarm company, police department and fire department about library construction project.

Planted outdoor entrance flower pots

Site visit to Hays Public Library to discuss Hays' renovation project and assess furniture

New touchless faucets were installed in the restrooms

Public Relations/Marketing/Advocacy

Promoted library on KVOE Newsmaker segment

Programming

Presented program for ESU SLIM Arkansas Cohort on library board recruitment, orientation and retention

Presented program for ESU SLIM South Dakota Cohort on library board recruitment, orientation and retention

Professional Development

Attended Colorado Library Consortium Virtual Spring Workshop.

There's a New Sheriff in Town: Libraries and Law Enforcement

Power of Coaching Conversations for Librarians

Professional Development Program: One Library's Process

Colorado State Library Update

Managing the Talent: A Wholistic Look at Library HR

Empowering Teens Through Connected Learning

Met with MPLA executive secretary re: MPLA Leadership Institute, committee, funding, etc.

Met with executive coach re: library communication.

Attended Kansas Library Association Executive Committee meeting

Attended National Network of the Library of Medicine Catalyst 4 Community Health presentation by C4CH cohort members

Attended Mountain Plains Library Association Lightning Talks

Attended Mountain Plains Library Association executive board meeting

Attended Mountain Plains Library Association general membership meeting

Facilitated Mountain Plains Library Association executive board meeting as president

Attended Budget Workshop by Roger Carswell, Southeast Kansas Library System

Attended Keeping it Legal Workshop by Roger Carswell, Southeast Kansas Library System

Met with KLA Health and Wellness grant committee, promotion of grants will start on July 1

Attended KLA conference planning committee meeting

Attended KLA Council meeting

Public Services Report

Molly Chenault, Public Services Librarian

April 2021

Programming

I am preparing the adult summer reading program. This will include a beanstack challenge, grab & go activities for adults, One Book One Emporia, and prerecorded programs. I am working to make sure everything is ready to go in case the roof construction takes longer than anticipated.

Robin Newell presented the following outreach programs:

February 6: ESU/SLIM introduction to library work (15 attendees).

February 13: ESU/SLIM introduction to library work (15 attendees).

February 20: University of Nebraska at Omaha Library Science program (10 attendees).

April 7: University of Missouri SISLT students. Resume writing, cover letters, application process, interview skills in Public Libraryland. Joint presentation with Chris Pryor, who covered the Academic side of the process. (20 attendees).

Youtube Channel

I am continuing to upload the storytime videos that the Youth Services department provides and market them on social media. I am recording and uploading other programs as well to reach a wider audience. I have posted several author visits from the Youth Services department as well as promos for giveaways. In addition to the live Zoom programs, there will be a selection of on-demand programs on Youtube for summer.

Online Book Clubs

Right now, our book clubs are meeting online through Zoom. Even though this isn't an ideal situation for many of our members, they are happy to be able to connect even virtually. Some are choosing just to read the book, and some are both reading and attending the Zoom meetings. March books were *Hamnet* by Maggie O'Farrell and *The Glass Hotel* by Emily St. John Mandel.

Collection Development

We are continuing to withdraw damaged items from the collection. Although it would be useful to do a more in-depth weeding at this time, there is no room in the basement to store material

since the Friends of the Library were not able to have their spring book sale. We are trying out Baker & Taylor's Sustainable Shelves program, which buys back withdrawn materials for account credit. To my understanding, the materials they buy are reused or recycled depending on condition. We have begun to receive credit for the recycled books. B&T has updated their process and set up most parts of it to be submitted online (shipping labels, etc.) so it is going faster than before.

Marketing

The marketing team (myself, Mckenzie Gulick, and Erin Livingston) has grown our online audience through consistency and variety with our online posting. We have a presence on: Facebook, Instagram, Twitter, Youtube, Pinterest, Goodreads, etc. While some platforms are certainly more popular than others, we are able to reach people on all of them. The guessing jars we post weekly on Facebook for the Youth Services department are especially popular right now.

We are currently gearing up for advertising EPL summer reading programs as well as continuing to promote books and other materials. We have created a summer newsletter for distribution to the community and have reserved a billboard for the fall.

Staff Development

Full time staff have attended two Step Up inservice days at the Emporia Chamber. The third will take place in May.

Miscellaneous

There is no longer a 30 minute limit for patrons in the building. Furniture has been replaced (with social distancing in mind) so that patrons can once again sit and do work or read in the library. The study rooms are available for use again and have been in demand. Returned items are no longer quarantined. The Kansas Room and microfilm are now available.

Staff continue to perform reference services for patrons who call. This can include finding phone numbers for individuals or businesses, providing direction to appropriate community resources (depending on the problem), and performing genealogy or obituary research with our microfilm materials. Since the opening of the building, assistance with locating materials has resumed.

**Youth Services Report
April 2021
Submitted by Lori Heller**

Programming

Storytimes Online

- Monthly Mother Goose Storytimes and Preschool Storytimes and bi-monthly Spanish Storytimes are being recorded, posted to EPL's YouTube channel, linked on EPL's webpage, and made available for viewing.
- Many of the 2020, as well as the 2021, recorded storytimes, with COVID-19 copyright permissions continuing to be extended by publishers, will remain posted until June 30th or September 30th, 2021. The following statistics reflect the storytimes recorded in 2021 and the cumulative number of views (as of April 30th), but not the number of children and adults in the room watching each video.

Mother Goose Time (toddlers up to 36 months)

Date & Time made available for viewing:	Theme:	Number of views:
Thursday, 1-21-21, 9:30 a.m.	"Polar Pals"	16
Thursday, 2-18-21, 9:30 a.m.	"Socks!"	9
Thursday, 3-18-21, 9:30 a.m.	"Button, Button!"	6
Thursday, 4-1-21, 9:30 a.m.	"Silly Stories"	10
Thursday, 4-15-21, 9:30 a.m.	"Just Ducky"	8
Total number of views:		49
Average number of views:		10

Preschool Storytime (3-5 year olds)

Date & Time made available for viewing:	Theme:	Number of views:
Thursday, 2-4-21, 10:30 a.m.	"Mustache Mania!"	7
Thursday, 3-4-21, 10:30 a.m.	"Windy Weather"	6
Thursday, 4-29-21, 10:30 a.m.	"Balloons!"	6
Total number of views:		19
Average number of views:		6

Spanish Storytime (3-5 year olds)

Date & Time made available for viewing:	Theme:	Number of views:
Tuesday, 1-12-21, 10:00 a.m.	“Abrazo Fuerte”	23
Tuesday, 1-26-21, 10:00 a.m.	“Araña Pequeñita”	14
Tuesday, 2-9-21, 10:00 a.m.	“¡Que Frio!”	11
Tuesday, 2-23-21, 10:00 a.m.	“¡Nam Ñam!”	14
Tuesday, 3-9-21, 10:00 a.m.	“Mucho Ruido”	3
Tuesday, 3-23-21, 10:00 a.m.	“Reto”	6
Tuesday, 4-6-21, 10:00 a.m.	“Abrazo Pequeño”	6
Tuesday, 4-20-21, 10:00 a.m.	“Búho Espera”	2
Total number of views:		79
Average number of views:		10

Grab & Go Kits

- Grab & Go Kits were created and made available each week. A new kit was made available each Monday. Participants are encouraged to share their work by posting pictures on social media using the social media tag #EPLGrabAndGo, or sending pictures of their work to the email epl@emporialibrary.org.

Available for pick-up:	Theme:	Kits made:	Kits picked up:
Monday, 3-29-21	Hungry Caterpillar	75	75
Monday, 4-5-21	Little Boat	75	66
Monday, 4-12-21	Pining for Spring	75	60
Monday, 4-19-21	Bees & Seeds	75 bees / 112 seed bombs	75 bees / 82 seed bombs
Monday 4-26-21	My Thumb is Green!	75	continued into May

Guessing Jars

- A Guessing Jar Contest is being posted on EPL's Facebook page each week. The participant with the closest guess wins a prize.

Date & Time made available for viewing:	Theme:	Participants:
Monday, 3-29-21, 12:00 p.m.	Light Bulbs	83
Monday, 4-5-21, 12:00 p.m.	Eggs	56
Monday, 4-12-21, 12:00 p.m.	Marbles	41
Monday, 4-19-21, 12:00 p.m.	LOL Dolls	38
Monday, 4-26-21, 12:00 p.m.	Hands	continued into May

Virtual Outreach Visits

- Monthly virtual outreach visits are being provided to area preschools this school year. The outreach visits are pre-recorded and made available for viewing in the classrooms at each of the sites as well as made available to the students who are learning remotely. This month featured an "Oceans of Fun!" theme.

Location:	Number of classrooms/homes:	Enrollment:
ECKAN Head Start	4	76 children
Maynard Early Childhood Center	10	181 children
Emporia Christian School Preschool	3	28 children
Sacred Heart Preschool	2	30 children
Friend's Together Preschool	2	12 children
Lord's Lamb Preschool	4	67 children
Olpe Early Childhood Center	2	50 children
Neosho Rapids Early Childhood Center	2	50 children
ESU Center for Early Childhood Education	2	35 children
Crosswinds Therapeutic Preschool		16 children
Home Child Care Providers	12	78 children
Total:	43	623 children

Downtown Storywalk®

- The April/May Downtown Storywalk® was put out on April 1st and features “Do Like a Duck Does!” by Judy Hindley.
- Downtown Storywalks® for June and July that will tie in with the summer reading theme, “Tails & Tales” were prepared this month. June will feature “Who Has This Tail?” by Laura Hulbert and July will feature “Way Far Away on a Wild Safari” by Jan Peck.

WAWA Book Club

- Weekly live read-aloud and book discussion sessions featuring the 3rd -5th grade William Allen White Children’s Book Award Nominees for the 2020-2021 school year ended this month after the conclusion of the WAWA voting on April 15th, 2021. These sessions were targeted towards 3rd - 5th graders and conducted via Zoom.

Date & Time:	Book:	Participants:
Wednesday, 3-3-21, 4:30 p.m.	“Inkling”	3 children / 0 adults
Wednesday, 3-10-21, 4:30 p.m.	“Inkling”	2 children / 0 adults
Wednesday, 3-17-21, 4:30 p.m.	“Inkling”	5 children / 2 adults
Wednesday, 3-24-21, 4:30 p.m.	“Inkling”	2 children / 1 adult
Wednesday, 3-28-21, 4:30 p.m.	“Inkling”	3 children / 2 adults
Total number of participants:		15 children / 5 adults
Average number of participants:		3 children / 1 adult

Mad Science

- In partnership with ESU Professor, Claudia Aguirre Mendez, and students from her Nature of Science PS430 BSE Physical Sciences class, Mad Science videos created by ESU students were posted during the week of Spring Break. These are the total number of views as of April 30th.

Science activity:	Number of views:
Thermodynamics!	4
Spectroscope!	4
DIY Pop-Ups!	11
Air Pressure	13
Siren's Call	9
Balance Phenomenon	13
Total views:	54

Teddy Bear Clinic

- This year the annual Teddy Bear Clinic, sponsored by Newman Regional Health, was a drive-thru event held at the hospital on Saturday, April 10th from 9 a.m. - noon. More than 300 bags containing a children's first aid kit and other health related promotional items were distributed that morning. EPL provided nurse and doctor rubber duckies to be included in the bags. Volunteers from Friends of the Library tied an Emporia Public Library tag around the neck of each duck to promote the library.

2021 Summer Reading Program - "Tales & Tails"

- Planning for the 2021 Summer Reading Program is completed. Summer Reading will run from June 1st - July 31st. The Summer Reading Challenges for all ages will be offered through Beanstack again this year and all summer programming will be offered online.
- Youth and Teen Summer Reading Challenges on Beanstack are nearing completion.
- The Summer Newsletter 2021 was completed this month and is attached to this report. The Summer Newsletter will be distributed to all of the elementary schools in Emporia and Olpe mid-May. Copies will also be distributed to area preschool programs.

- Since we are unable to make in-person school visits this year, Gloria and I are preparing short promotional videos for elementary school students. Once the videos are sent out to the schools mid-May, summer newsletters as well as a “Tails & Tales” poster will be delivered to each elementary school in Emporia and Olpe.
- We have signed on (along with several other Kansas libraries) with Page Turner Adventures to offer their virtual summer library programming this summer. We have purchased their pre-recorded interactive content which includes shows, crafts, field trips, authors, guests and more. Page Turners will provide us with 8 weeks of content / 5 days a week / 10-25 minutes per day, beginning June 7th. We plan for patrons to access the content from our webpage and also through Beanstack. Patrons will be able to access the daily content, once it is posted, all summer long.
- June & July’s Grab & Go Kits will go along with the Page Turner Animal Adventures weekly craft segments. Those Grab & Go Kits are being assembled in preparation for the summer.
- Coupons are being solicited from local businesses and organizations to be included in the 500 “goodie” bags that we are preparing for children who sign up for the Summer Reading Challenge through Beanstack. We already have coupons from Sonic for free ice cream cones, Subway for free kid’s meals, and the Sertoma Club for free train rides. We are awaiting “market buck” coupons from the Emporia Farmer’s Market and kid’s meal coupons from Applebees.
- 4 Mother Goose Storytimes and 5 Preschool Storytimes have been filmed to be posted in June and July. These storytimes will all feature the “Tails & Tales” theme. Filming of the 5 Spanish Storytimes has begun.
- We will be posting a series of 6 pre-recorded videos this summer called “Tails & Tales” from Lyon County. These videos are all animal inspired and will include “Animal Yoga”, “Avery and Dodie: A Day in the Life of a Service Dog”, “L & L Pets”, a local veterinarian, and the Emporia Animal Shelter. Gloria has already filmed the L & L Pets and Dorsey Animal Clinic segments.

Lyon County Home Providers Read4Keeps Bags

- EPL is partnering with Mobilizing Literacy in Lyon County to distribute bags to home childcare providers in Lyon County. Each bag, provided by Mobilizing Literacy, includes books with activities to support early learning. EPL also has the opportunity to add promotional material to the bags. Providers sign up through a google form from Mobilizing Literacy and then pick up their bags at EPL on the 3rd weekend of each month. 11 Read4Keeps Bags were distributed this month.

K.I.S.S.

- This year, K.I.S.S. (Keep It a Safe Summer), will be a drive-thru only event at the Anderson Building on the Lyon County Fairgrounds on Thursday, May 20th. A rack card promoting EPL summer reading (in English and Spanish) has been created and printed to be included in the 1,000 bags being prepared for the event. A keychain promoting summer reading and EPL will be attached to each rack card.

Tours & Other Group Visits

- On Thursday, April 15th, Elizabeth Kornowski, ESL Instructor at FHTC Adult Education Center, brought in a group of 4 students for a library tour.
- On Wednesday, April 28th, Elizabeth Kornowski, ESL Instructor at FHTC Adult Education Center, brought in a group of 5 students for a library tour. Each student received a “swag” bag with EPL promotional items.

Public Relations/Marketing/Advocacy

- On Tuesday, April 6th, at Newman Regional Health, I helped stuff 500 bags in preparation for the Teddy Bear Clinic Drive-Thru on Saturday, April 10th.
- On Wednesday morning, April 7th, I attended the spring online meeting of Emporia High School’s FCS Advisory Council, Early Childhood Development & Services Pathway.
- On Wednesday evenings, April 21st and 28th, Gloria attended Hispanics of Today & Tomorrow meetings. This year, in light of COVID-19 restrictions, plans are being made to cancel the Cinco de Mayo celebration and plan for the Dia de los Muertos celebration on Saturday, October 30th.
- On Thursday, April 29th, I attended the luncheon meeting of the Flint Hills Optimist Club via Zoom. I told the 10 members of the club in attendance about Youth Services plans for the summer. Youth Services received a \$1,000 check for our Summer Reading Programs.

Professional Development

- Gloria participated in the online live performance by Latin Grammy award winning musician and author, Mister G, on Thursday, April 1st via Zoom. The performance was provided for early childhood classrooms by Mobilizing Literacy in Lyon County. Mobilizing Literacy donated a copy of Mister G's bilingual picture book, "Señorita Mariposa" for our children's Spanish language collection.
- On Wednesday afternoon, April 7th, Gloria and I participated in the Page Turners Facebook Live event.
- On Tuesday, April 27th, Gloria and I participated in our second all-day StepUp Inservice session at the Trusler Business Center.
- On Thursday afternoon, April 30th, I participated in the presentations by author and oceanographer, Michael Patrick O'Neill, via Zoom. Morning and afternoon presentations were provided for preschool - 2nd grade classrooms by Mobilizing Literacy in Lyon County. Mobilizing Literacy donated copies of 3 of Michael Patrick O'Neill's books for our children's collection.

Collection Development

- Ordering of new children's materials is ongoing, but the arrival of new books from Baker & Taylor is still very slow due to COVID-19.
- Weeding of old and/or damaged materials continues.

Other

- Gloria and I attended 2 staff meetings on Tuesday, April 6th and Tuesday, April 20th.
- On Wednesday, April 7th, Gloria and I met with Robin and Mckenzie for our scheduled individual monthly meetings.
- On Tuesday, March 23rd, Gloria, Molly, Mckenzie and I met to discuss summer programming plans. We plan to meet monthly going forward.
- Tables and limited seating has been returned to the Children's Room.

Get ready for a summer of fun!



June–July 2021

**REGISTER FOR
SUMMER
READING ON
BEANSTACK!**



Grab & Go

New crafts weekly!

**Look for teen and
adult kits this
summer!**

**DOWNTOWN
STORYWALKS®**

June: "Who Has This Tail?"

by Laura Hulbert

**July: "Way Far Away on a
Wild Safari" by Jan Peck**

Walk along Commercial
Street and read a story by
following the map to
participating downtown
businesses!



ON ZOOM:

ZOOM BINGO

Tuesdays at 6:30 p.m.

Join us for a fun family evening and win great prizes!

BOOKSHELF TOURS

July 20 at 6:00 p.m.

Show off your collection and socialize with other adults!

MIDDLE GRADE CONNECT

May 12 at 4:30 p.m.

June 16 & July 14 at 4:00 p.m.

Ages 10-14

ONE BOOK ONE EMPORIA

June 17 & July 29 at 6:30 p.m.

Join us to discuss this year's selection, "The Topeka School" by Ben Lerner.

ON YOUTUBE:

LYON COUNTY TAILS & TALES

June 4, 11, 18, 25 & July 9, 23

10:00 a.m.

Watch animal inspired programs from all around Lyon County!

ZOO READ ALONG

Wednesdays at 1:00 p.m.

Learn about different animals with a fun story read by staff at the David Traylor Zoo!

PAGE TURNER ANIMAL ADVENTURES

Every weekday at 9:00 a.m.

starting June 7th

Jump into the Once Upon a Time Machine in search of adventure!

PRESCHOOL STORYTIME

June 3, 17 & July 1, 15, 29

10:30 a.m.

3-5 years

MOTHER GOOSE STORYTIME

June 10, 24 & July 8, 22

9:30 a.m.

18-36 months

SPANISH STORYTIME

June 1, 15, 29 & July 13, 27

10:00 a.m.

3-5 years

RECORDING YOUR FAMILY STORIES

July 17 at 10:00 a.m.

Learn how to record your own family histories!

EPL GENEALOGY TOOLS

June 12 at 10:00 a.m.

Learn how to use the library's tools to research your family.

SIMPLE UPCYCLING

June 26 at 10:00 a.m.

Get ideas for simple upcycling projects you can do at home!

MAD SCIENCE!

Mondays at 1:00 p.m.

ALL PROGRAMS ARE VIRTUAL

Emporia Public Library
Profit & Loss Budget vs. Actual Month By Month 2021.1
January through April 2021

	<u>Jan 21</u>	<u>Feb 21</u>	<u>Mar 21</u>	<u>Apr 21</u>	<u>Jan - Apr 21</u>	<u>Budget</u>	<u>Not Yet Rec'd</u>	<u>% of Budget</u>
Income								
4100 · CITY OF EMPORIA								
4101 · Ad Valorem Property Tax	0.00	431,544.26	39,926.00	0.00	471,470.26	842,867.00	-371,396.74	55.94%
4102 · Back Tax Collection	0.00	1,457.04	2,868.43	0.00	4,325.47	15,000.00	-10,674.53	28.84%
4103 · Motor Vehicle Tax	0.00	3,865.44	8,594.46	0.00	12,459.90	96,472.00	-84,012.10	12.92%
4104 · Recreational Vehicle Tax	0.00	51.69	73.51	0.00	125.20	949.00	-823.80	13.19%
4105 · Ad Valorem Tax Reduction	0.00	-3,594.13	-1,471.42	0.00	-5,065.55	-9,500.00	4,434.45	53.32%
Total 4100 · CITY OF EMPORIA	0.00	433,324.30	49,990.98	0.00	483,315.28	945,788.00	-462,472.72	51.1%
 4200 · Lyon County Appropriation	0.00	0.00	0.00	41,840.00	41,840.00	169,040.00	-127,200.00	24.75%
 4300 · OTHER INCOME								
4301 · Copies	0.00	0.00	44.75	22.90	67.65	7,000.00	-6,932.35	0.97%
4302 · Fax	0.00	0.00	7.25	51.00	58.25	1,000.00	-941.75	5.83%
4303 · Fines	10.00	0.00	0.00	71.55	81.55	500.00	-418.45	16.31%
4304 · Lost Books	103.09	-19.95	26.19	382.73	492.06	400.00	92.06	123.02%
4305 · Patron Consumables Income	2.00	0.00	50.25	0.00	52.25	1,000.00	-947.75	5.23%
Total 4300 · OTHER INCOME	115.09	-19.95	128.44	528.18	751.76	9,900.00	-9,148.24	7.59%
 Total Income	<u>115.09</u>	<u>433,304.35</u>	<u>50,119.42</u>	<u>42,368.18</u>	<u>525,907.04</u>	<u>1,124,728.00</u>	<u>-598,820.96</u>	<u>46.76%</u>

Emporia Public Library
Profit & Loss Budget vs. Actual Month By Month 2021.1
January through April 2021

	<u>Jan 21</u>	<u>Feb 21</u>	<u>Mar 21</u>	<u>Apr 21</u>	<u>Jan - Apr 21</u>	<u>Budget</u>	<u>\$ Unspent</u>	<u>% of Budget</u>
Expense								
5000 · PERSONNEL EXPENSES								
5001 · Salaries Full-Time	31,953.21	31,894.19	31,860.09	32,657.93	128,365.42	491,968.00	-363,602.58	26.09%
5002 · Salaries Part-time	5,215.70	4,550.77	4,807.24	4,346.11	18,919.82	85,262.00	-66,342.18	22.19%
5003 · Administrative Fees	583.76	680.96	425.08	661.87	2,351.67	7,500.00	-5,148.33	31.36%
5004 · Unemployment ER Pd	88.03	86.35	86.82	87.68	348.88	1,385.00	-1,036.12	25.19%
5005 · KPERS ER Pd	3,153.80	3,147.97	3,144.62	3,223.34	12,669.73	48,534.00	-35,864.27	26.11%
5006 · Workers Compensation ER Pd	-220.00	0.00	0.00	0.00	-220.00	1,200.00	-1,420.00	-18.33%
5007 · Medicare Tax ER Pd	531.98	521.45	524.68	529.60	2,107.71	8,369.00	-6,261.29	25.19%
5008 · Social Security ER Pd	2,274.61	2,227.19	2,243.50	2,264.44	9,009.74	35,788.00	-26,778.26	25.18%
5009 · Health & Dental Ins ER Pd	2,264.48	6,793.36	4,528.96	4,528.96	18,115.76	88,625.00	-70,509.24	20.44%
Total 5000 · PERSONNEL EXPENSES	45,845.57	49,902.24	47,620.99	48,299.93	191,668.73	768,631.00	-576,962.27	24.94%
5100 · COLLECTION MATERIALS								
5101 · Books-Adult	3,970.74	2,897.89	1,751.13	2,368.41	10,988.17	41,000.00	-30,011.83	26.8%
5102 · Books-Young Adult	767.11	309.17	0.00	25.81	1,102.09	5,000.00	-3,897.91	22.04%
5103 · Books-Children	3,187.31	190.55	494.77	392.44	4,265.07	15,000.00	-10,734.93	28.43%
5104 · AudioBooks Adult	838.75	669.10	644.59	312.07	2,464.51	6,500.00	-4,035.49	37.92%
5105 · AudioBooks-Young Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
5106 · AudioBooks Children	0.00	118.10	132.14	97.82	348.06	1,000.00	-651.94	34.81%
5107 · DVDs-Adult	1,309.54	295.35	866.75	329.05	2,800.69	10,000.00	-7,199.31	28.01%
5108 · DVDs-Young Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
5109 · DVDs-Children	204.12	64.47	298.29	98.92	665.80	4,000.00	-3,334.20	16.65%
5110 · Database Subscriptions	0.00	0.00	0.00	0.00	0.00	2,800.00	-2,800.00	0.0%
5111 · Periodicals	39.00	3,703.14	0.00	0.00	3,742.14	4,500.00	-757.86	83.16%
5112 · Mobile Hotspot Internet	751.65	751.65	731.61	811.79	3,046.70	9,000.00	-5,953.30	33.85%
5113 · E books	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
5114 · Microfilm	0.00	0.00	0.00	0.00	0.00	9,000.00	-9,000.00	0.0%
5115 · Lost ILL Books	10.00	0.00	15.00	0.00	25.00	500.00	-475.00	5.0%
Total 5100 · COLLECTION MATERIALS	11,078.22	8,999.42	4,934.28	4,436.31	29,448.23	112,300.00	-82,851.77	26.22%

Emporia Public Library

Profit & Loss Budget vs. Actual Month By Month 2021.1

January through April 2021

	Jan 21	Feb 21	Mar 21	Apr 21	Jan - Apr 21	Budget	\$ Unspent	% of Budget
5200 · SUPPLIES								
5201 · General Office	801.08	659.29	919.01	1,405.42	3,784.80	12,000.00	-8,215.20	31.54%
5202 · Programming Supplies	31.26	69.52	535.95	208.70	845.43	3,000.00	-2,154.57	28.18%
5203 · Postage	-301.43	17.99	17.99	235.84	-29.61	3,000.00	-3,029.61	-0.99%
Total 5200 · SUPPLIES	530.91	746.80	1,472.95	1,849.96	4,600.62	18,000.00	-13,399.38	25.56%
5300 · PROFESSIONAL DEVELOPMENT								
5301 · Travel, Training & Conf Registr	284.00	425.00	-325.00	401.00	785.00	9,197.00	-8,412.00	8.54%
5302 · Dues	0.00	0.00	0.00	753.00	753.00	2,000.00	-1,247.00	37.65%
5303 · Staff Investment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total 5300 · PROFESSIONAL DEVELOPMENT	284.00	425.00	-325.00	1,154.00	1,538.00	11,197.00	-9,659.00	13.74%
5400 · CONTRACTUAL SERVICES								
5401 · Audit Fee	0.00	0.00	0.00	0.00	0.00	8,500.00	-8,500.00	0.0%
5402 · Processing	0.00	0.00	0.00	0.00	0.00	11,000.00	-11,000.00	0.0%
5403 · Maintenance Janitorial	212.62	0.00	308.24	136.62	657.48	41,500.00	-40,842.52	1.58%
5404 · Maintenance Office Equipment	98.46	123.34	103.74	118.14	443.68	2,400.00	-1,956.32	18.49%
5405 · Programming Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
5406 · Courier/ILL	0.00	640.00	0.00	0.00	640.00	1,700.00	-1,060.00	37.65%
5407 · Consulting Services	0.00	0.00	100.00	0.00	100.00	5,500.00	-5,400.00	1.82%
5408 · Technology Contract Services	0.00	0.00	0.00	0.00	0.00	15,000.00	-15,000.00	0.0%
Total 5400 · CONTRACTUAL SERVICES	311.08	763.34	511.98	254.76	1,841.16	85,600.00	-83,758.84	2.15%
5500 · INSURANCE								
5501 · Insurance - Bond	0.00	495.00	0.00	0.00	495.00	500.00	-5.00	99.0%
5502 · Insurance-Building	0.00	0.00	0.00	0.00	0.00	9,500.00	-9,500.00	0.0%
Total 5500 · INSURANCE	0.00	495.00	0.00	0.00	495.00	10,000.00	-9,505.00	4.95%
5600 · TECHNOLOGY								
5601 · Software	1,620.31	1,507.19	4,956.19	328.58	8,412.27	18,500.00	-10,087.73	45.47%
5602 · Hardware	1,225.52	615.00	0.00	0.00	1,840.52	9,000.00	-7,159.48	20.45%
5603 · Maintenance & Repair Tech	0.00	110.00	165.00	0.00	275.00	10,000.00	-9,725.00	2.75%
Total 5600 · TECHNOLOGY	2,845.83	2,232.19	5,121.19	328.58	10,527.79	37,500.00	-26,972.21	28.07%
5700 · BUILDING & GROUNDS								
5701 · Maintenance & Repairs Build & G	0.00	148.70	0.00	0.00	148.70	7,000.00	-6,851.30	2.12%
Total 5700 · BUILDING & GROUNDS	0.00	148.70	0.00	0.00	148.70	7,000.00	-6,851.30	2.12%

Emporia Public Library
Profit & Loss Budget vs. Actual Month By Month 2021.1
January through April 2021

	<u>Jan 21</u>	<u>Feb 21</u>	<u>Mar 21</u>	<u>Apr 21</u>	<u>Jan - Apr 21</u>	<u>Budget</u>	<u>\$ Unspent</u>	<u>% of Budget</u>
5800 · UTILITIES								
5801 · Gas	431.99	577.75	665.65	7,793.94	9,469.33	5,000.00	4,469.33	189.39%
5802 · Water & Refuse	271.55	280.01	280.01	285.41	1,116.98	4,500.00	-3,383.02	24.82%
5803 · Electric	1,850.74	1,574.98	1,686.25	2,328.87	7,440.84	38,000.00	-30,559.16	19.58%
5804 · Internet	1,018.00	0.00	509.00	509.00	2,036.00	6,500.00	-4,464.00	31.32%
5805 · Phone	56.40	56.40	112.94	56.40	282.14	1,000.00	-717.86	28.21%
Total 5800 · UTILITIES	<u>3,628.68</u>	<u>2,489.14</u>	<u>3,253.85</u>	<u>10,973.62</u>	<u>20,345.29</u>	<u>55,000.00</u>	<u>-34,654.71</u>	<u>36.99%</u>
5901 · Patron Consumables	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
5902 · Contract Labor	119.00	50.00	35.00	0.00	204.00	3,000.00	-2,796.00	6.8%
5903 · Vehicle Expense	0.00	635.31	12.00	0.00	647.31	3,000.00	-2,352.69	21.58%
5904 · Marketing	320.00	0.00	40.00	0.00	360.00	12,000.00	-11,640.00	3.0%
5905 · Mileage	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
5906 · Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Total Expense	<u><u>64,963.29</u></u>	<u><u>66,887.14</u></u>	<u><u>62,677.24</u></u>	<u><u>67,297.16</u></u>	<u><u>261,824.83</u></u>	<u><u>1,124,728.00</u></u>	<u><u>-862,903.17</u></u>	<u><u>23.28%</u></u>

Account Activity

Month Ending April 30, 2021

Account	Beginning Bal. Bank Statement	Income	Expenses	Ending Balance Bank Statement
Lyon County State Bank				
Warrant Checking:	\$765,714.13	\$42,368.18	-\$345,038.69	\$463,043.62
State Aid	\$0.00	\$8,348.29		\$8,348.29
	<u>\$765,714.13</u>	<u>\$50,716.47</u>	<u>-\$345,038.69</u>	<u>\$471,391.91</u>
Gift and Memorial Checking:	\$60,754.56		-\$441.24	<u>\$60,313.32</u>
Capital Outley Checking:	\$89.93	\$281,101.77	-\$10.07	<u>\$281,181.63</u>

Emporia Community Foundation/Emporia Public Library					
Gift & Memorial Endowed & Non Endowed Funds					
	Beginning Year Fund Balance	Increase In Value	Decrease In Value	Fees	Ending Fund Balance
Year - to - Date (Jan - Dec 2021)					
ECF/EPL Designated NON Endowed Fund	\$122,078.09	\$4,626.48		\$459.73	<u>\$126,244.84</u>
ECF/EPL Designated Endowed Fund	\$242,491.30	\$7,976.38		\$748.53	<u>\$249,719.15</u>
	Beginning Quarter Fund Balance	Increase In Value	Decrease In Value	Fees	Ending Quarter Fund Balance
March 31st, 2021					
ECF/EPL Designated NON Endowed Fund	\$122,078.09	\$4,626.48		\$459.73	<u>\$126,244.84</u>
ECF/EPL Designated Endowed Fund	\$242,491.30	\$7,976.38		\$748.53	<u>\$249,719.15</u>
January 1st, 2021					
ECF/EPL Designated NON Endowed Fund	\$122,078.09				<u>\$122,078.09</u>
ECF/EPL Designated Endowed Fund	\$242,491.30				<u>\$242,491.30</u>
Year - to - Date (Jan - Dec 2020)					
ECF/EPL Designated NON Endowed Fund	\$109,854.74	\$13,841.19		\$1,617.84	<u>\$122,078.09</u>
ECF/EPL Designated Endowed Fund	\$216,084.22	\$29,050.29		\$2,643.21	<u>\$242,491.30</u>

Year - to - Date (Jan - Dec 2021)	Increase
ECF/EPL Designated NON Endowed Fund	\$4,166.75
ECF/EPL Designated Endowed Fund	\$7,227.85

5/5/2021

Emporia Public Library

Unattended Child Policy

Approved by the Library Board March 14, 2019

Emporia Public Library welcomes children and their families to use its facility and services. However, the responsibility for supervising minor children's behavior and assuring their safety while at the library, which is a public building, rests solely with the parents, guardians or assigned chaperones of those children at all times, not with library personnel.

The Emporia Public Library is not responsible or liable for any minors left unattended on library premises.

1. Children seven years of age and older may use the library unattended, subject to the rules and regulations of the Emporia Public Library.
2. All children under seven years of age, and children of any age having special needs related to physical or mental ability requiring special accommodations, shall be attended and adequately supervised at all times by a parent, legal guardian, or an individual fourteen years of age or older (hereinafter "chaperone") who is authorized by the parent or guardian to be responsible for the care of children using the library or attending scheduled library programs. The person in charge of such children must be on the library premises at all times.
3. In the event that any child described in Section 1 above appears to be left unattended or lost, or any other minor child appears to be lost, two library staff members will stay with the child at all times while other staff members attempt to locate the child's parent, guardian or chaperone on the library premises. If the parent, guardian or chaperone is not located on the library premises within a reasonable period of time, as determined at the sole discretion of the Library Director or the designated Librarian in-charge, the library staff shall contact the Police Department for assistance. Under no circumstances shall library staff take an unattended child out of the library building or provide or arrange transportation for the child.

Parents, guardians and chaperones who leave their child unattended and unsupervised at the library, in violation of Section 1 above, may have their library privileges suspended temporarily or permanently, at the sole discretion of the Library Director.

JOB DESCRIPTION

DIRECTOR – EMPORIA PUBLIC LIBRARY

The Director serves as the chief executive officer of the library and is responsible for the administration of all library functions within the goals, guidelines, and policies established by the Library Board of Trustees. This responsibility includes the organization and dissemination of information and services through the effective utilization of library resources. The director is also responsible for the facilities, financial management, and personnel of the library, under the governance and oversight of the board.

The Director is expected to provide a leadership role within the library, the community, and the library profession. The Director serves as the official representative of the library.

AREAS OF RESPONSIBILITY:

1. General Administration and Management

- Formulates and recommends policies to the library board
- Implements library policies and procedures
- Submits an annual budget to the library board in a timely way and directs and monitors expenditures
- Provides monthly financial planning data to the library board to assist in establishing long and short-term financial priorities
- Looks for new revenue sources, collaborations with other organizations, and profit- centered approaches to services with the business community
- Orients new trustees and serves as a resource for trustee activities
- Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation
- Directs the maintenance of the library building and grounds and recommends future space needs
- Demonstrates leadership within the organization: Takes initiative, solves problems, effects change through the action of others, and encourages the development of other staff through a positive work environment

2. Planning, Organization, and Evaluation

- Plans, organizes, coordinates, and directs a balanced program of library service to meet the immediate and long-range goals of the library and the community
- Identifies the standards of excellence for all operations
- Evaluates the effectiveness of library services in relation to the changing needs of the community
- Provides for critical review of internal library operations such as acquisitions, circulation, technology, etc.
- Analyzes data affecting the library's operation such as legal, physical, and statistical factors
- Investigates new trends and specific library programs and facilitates testing of new techniques, materials, and equipment to improve the operation of the library

3. Personnel Management

- Develops staff job descriptions, recommends and administers personnel policies
- Hires, evaluates, promotes and terminates staff (except when library board consultation is required)
- Defines expectations for staff performance and sets goals for service and programming
- Works to promote high staff morale
- Supervises planning for optimum utilization of personnel
- Provides in-service programs for employee training and development, encouraging staff input
- Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities
- Ensures that staff performance appraisals are done on a regular schedule
- Acts as a consultant, mediator, and facilitator for staff

4. Community and Professional Development

- Recommends and administers public relations programs
- Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library
- Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public
- Serves as official representative of the library in actions that legally bind or

politically influence the library

- Serves as a model to staff in the sense of professionalism, demonstrating strong professional ethics and keeping informed through professional literature
- Supports and facilitates the work of the Friends of the Library
- Attends professional and other meetings to maintain contact with other professional and library-related agencies
- Participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library field

5. Other duties as required

REQUIRED QUALIFICATIONS

A Master's degree in library science from an ALA-accredited school
City of Emporia residency

DESIRED QUALIFICATIONS

- Five (5) years library experience including administrative responsibilities
- Thorough knowledge of the philosophy and techniques of all facets of public library service
- Ability to think analytically and to develop new services
- Ability to exercise initiative and independent judgment
- Considerable knowledge of computers and data communications especially in regards to library applications
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
- Highly developed verbal and written communication skills, social skills, and adaptability
- Ability to make administrative decisions, develop policies and supervise staff
- Effective interpersonal skills consisting of creative and diplomatic management abilities
- Demonstrated dynamic motivational leadership skills
- Ability to process information effectively to learn new materials, handle complex concepts, and consider issues macrocosmically
- Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies and the general public

- Visionary regarding library trends, the impact of changing information technology, and the amount of acceptable risk the board is willing to take in implementing new ideas
- A desire to meet and serve the public

CRITICAL MENTAL REQUIREMENTS

Continuously:

- Is consistently accurate
- Uses good organizational skills at all times
- Maintains absolute confidentiality of library records and administrative matters

Frequently:

- Acts independently and assumes responsibility
- Works effectively with associates, supervisors and customers
- Is flexible, works well under short time constraints, and meets deadlines
- Makes sound administrative decisions and judiciously interprets and applies policies
- Interacts positively with co-workers and supervisors, and the public

CRITICAL PHYSICAL REQUIREMENTS

Continuously: Observing and analyzing

Frequently: Keyboarding or handwriting to complete forms

Occasionally: Walking, sitting

Salary Range \$72,000 - \$99,500

Employee Signature

Date

Board Chair Signature

Date

Revised and approved by board action 11/12/2020

Gerald Schumann

ELECTRA

INC.

601 W. 6th Ave.
Emporia, Kansas 66801

620-342-2176

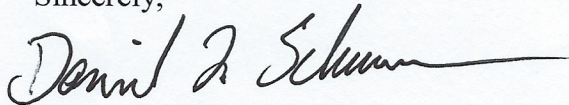
April 20, 2021

Emporia Library
Attn: Robin

Relocate flag pole, utilize one existing flag pole light to install on one pole light in courtyard to illuminate relocated flag pole, install new 24 space 100 Amp 120/208 Volt 3-phase breaker panel on west wall of basement, install conduit & wire underground to new message center. Owner will be responsible for repair of sprinkler system.

Labor, material, trucks and subs - \$24,684.14

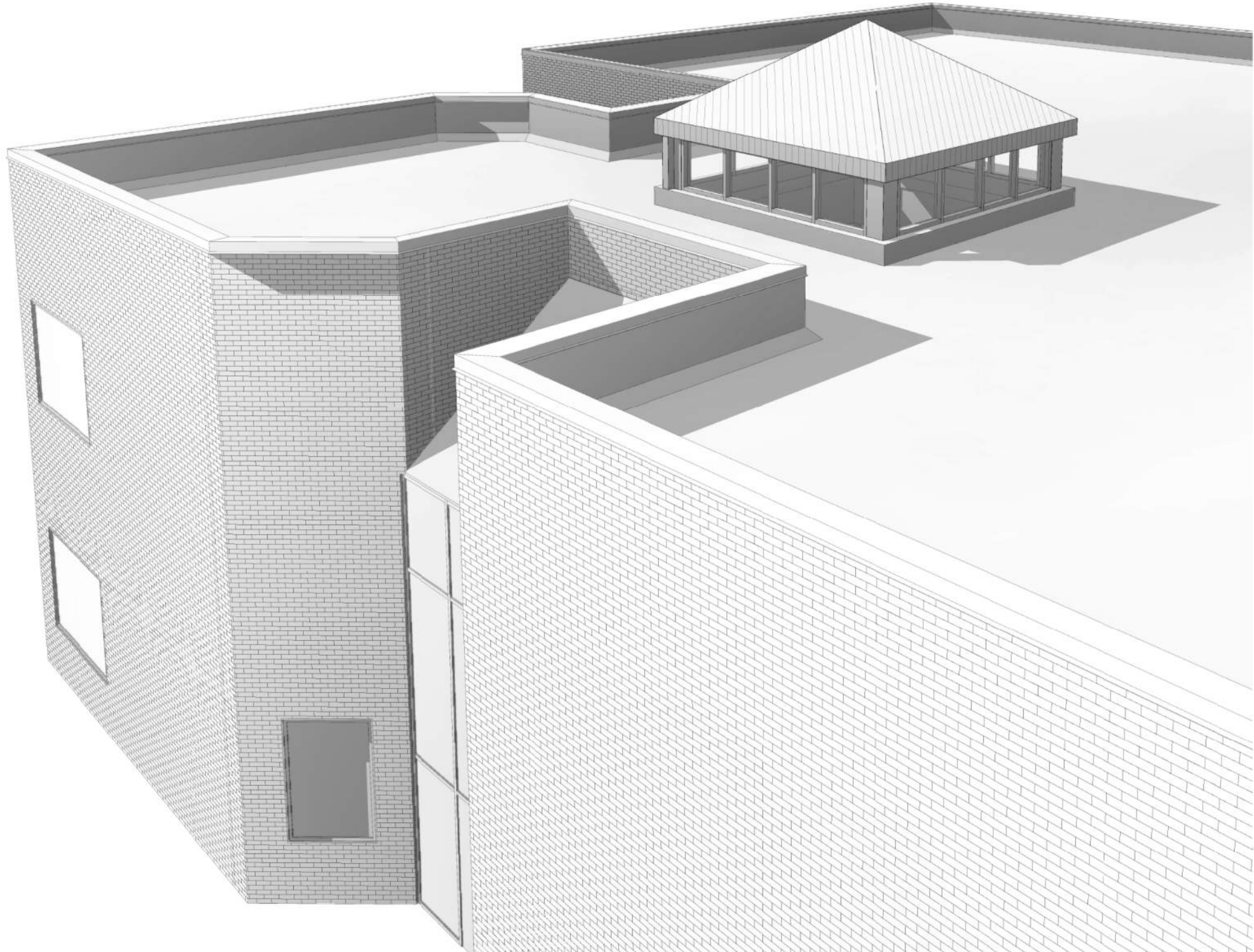
Sincerely,



Daniel L. Schumann
Master Electrician

Emporia Library Re-Roof and New Skylight

110 E 6th Ave,
Emporia, KS 66801



9/14/2020

Renovation

Project No. 20-1112E

Construction Documents

PROJECT DIRECTORY

OWNER

City of Emporia

ARCHITECTURE

BG Consultants, Inc.
1405 Wakarusa Dr.
Lawrence, KS 66049
ph: 785-749-4474
www.bgcons.com

STRUCTURAL

BG Consultants, Inc.
4806 Vue Du Lac Place
Manhattan, KS 66503
ph: 785-537-7448
www.bgcons.com

SCOPE OF WORK

Re-roof and New Skylight

SHEET INDEX

Sheet List	
Sheet #	Sheet Name
General	
G101	Cover Sheet
G102	General Information
Demolition	
D101	Demolition Plan
Structural	
S000	Structural General Notes
S100	Cupola Framing Plan
S101	Cupola Section and Connection Details
Architectural	
A111	Roof Plan
A501	Details
A502	Roofing Details

SITE MAP

PROJECT LOCATION



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BG Consultants, Inc.



Construction Documents



Manhattan Lawrence Emporia

ARCHITECTURE

BG Consultants, Inc.
1405 Wakarusa Dr.
Lawrence, KS 66049
ph: 785-749-4474
www.bgcons.com

CIVIL

BG Consultants, Inc.
4806 Vue Du Lac Place
Manhattan, KS 66503
ph: 785-537-7448
www.bgcons.com

M/E/P

BG Consultants, Inc.
1405 Wakarusa Dr.
Lawrence, KS 66049
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STRUCTURAL

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City of Emporia, Kansas

Emporia Library Re-Roof and New Skylight

110 E 6th Ave,
Emporia, KS 66801

Revision Key

No.	Date	Revision
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Project Manager:

David Devore, AIA

Project Engineer:

Checked By:

Project Number:

20-1112E

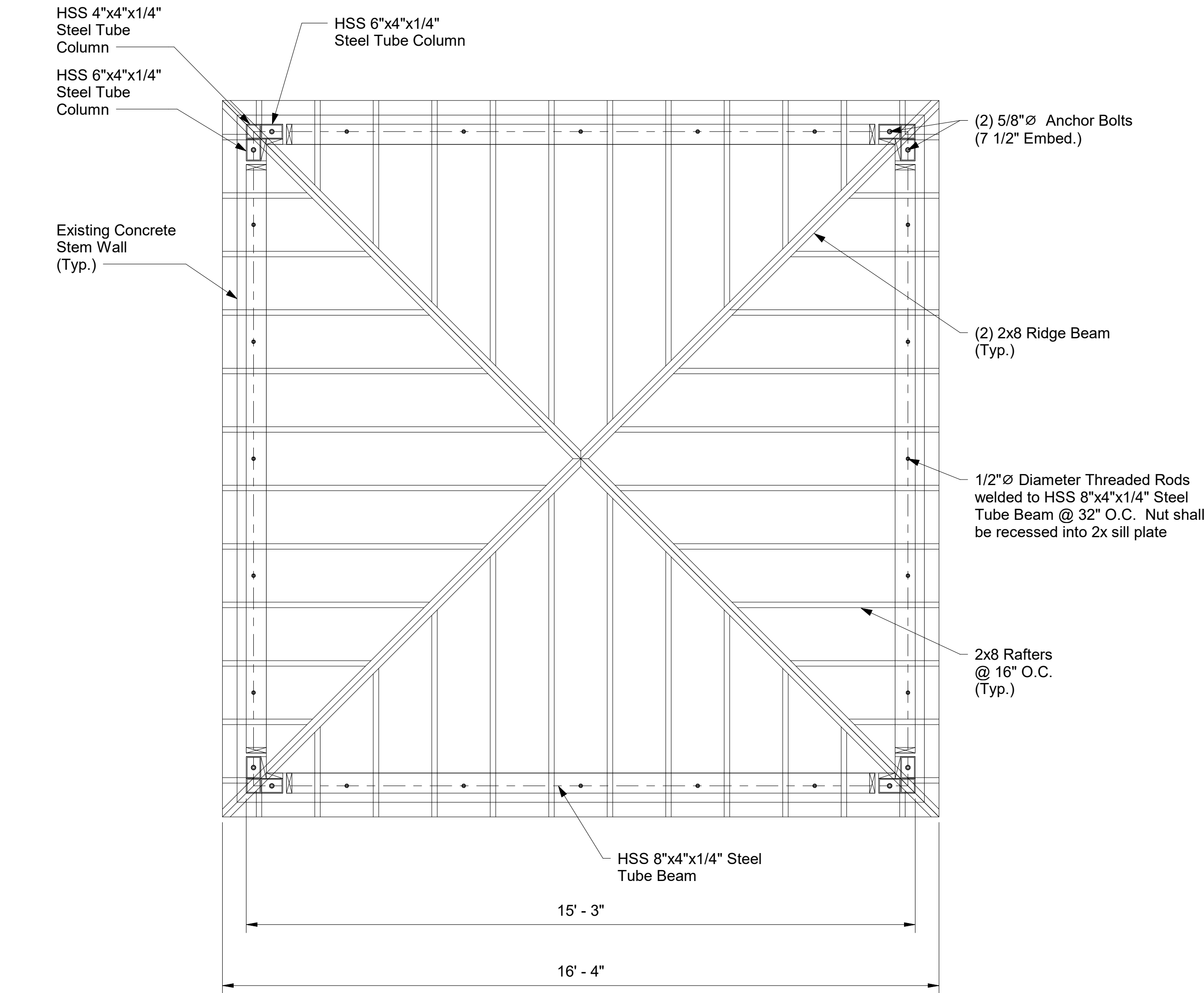
Date of Issue:

9/14/2020

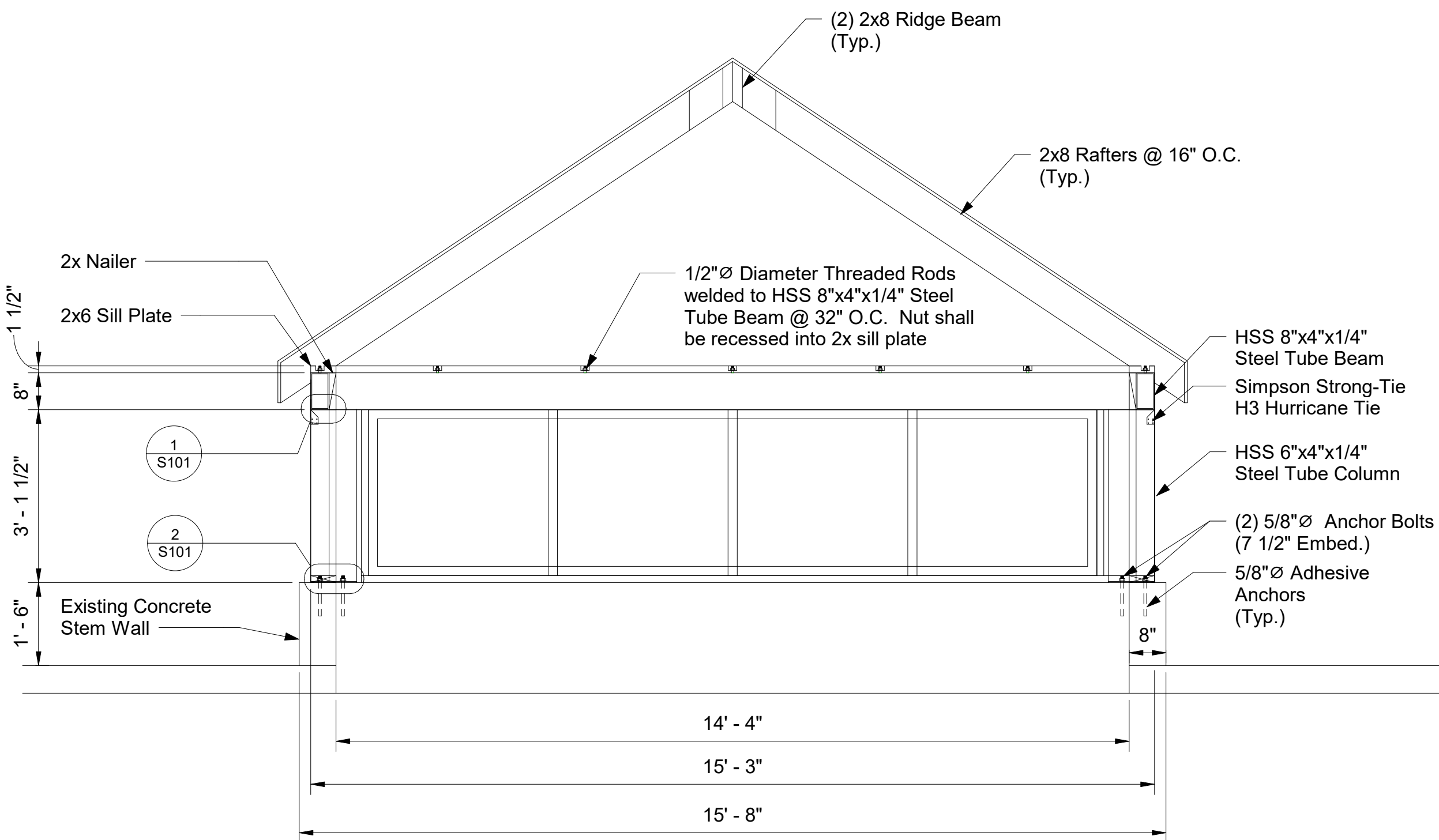
Sheet Number:

G101

Cover Sheet



1 Cupola Framing Plan
1/2" = 1'-0"



2 Cupola Section
1/2" = 1'-0"



Manhattan Lawrence Emporia

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City of Emporia, Kansas

Emporia Library Re-Roof and New Skylight

110 E 6th Ave,
Emporia, KS 66801

Revision Key

No.	Date	Revision
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Project Manager:

David Devore, AIA

Project Engineer:

Johnny Eclavea, P.E.

Checked By:

Brady Hedstrom, P.E.

Project Number:

20-1112E

Date of Issue:

9/14/2020

Sheet Number:

S100

Cupola Framing Plan