

Special City Council Meeting
June 19, 2012
7:00 PM

Call to Order: The Special Meeting of the Richmond City Council was called to order by Mayor Scott Snow at 7:13 PM.

Council Members Present: Rick Weber, Verlin Springer and Claire Blackburn.

Staff present: Marla Gadelman

Guests Present: Royal Yost, Donna Thompson, Barbara Lane, Sharon Akes and Connie Weber.

1. Discussion of 2013 Richmond Public Library proposed budget. Council members were provided a copy of the current 2013 Proposed Library Budget and other documents supporting the Library's request. (See attached) Barbara Lane, Board of Trustees, Board Chair, presented information on behalf of the Library and requested \$15,000 for the year 2013. Alternative budgets were also presented to the Council to reduce the \$15,000 request provided the Council would pay for some utilities and/or internet. Information was provided showing what other linking libraries receive from their cities. All linking libraries receive the same NEKLS grant. Requirements of the NEKLS grant were provided to the Council. Certain percentages of grant must be spent on specific types of items. The phone bill will be increased \$70 to \$100 per month because the Internet service will no longer be free. Automation has been completed as required by the NEKLS grant. Several computers need to be replaced.

Several of the library programs are being paid for by library board members and trustees. Many donations of supplies are made by the members and trustees also.

Local sales tax revenues were discussed.

In order to keep the NEKLS grant the library must receive as much money from the City as it did the year before.

Volunteers were discussed.

The savings account has been depleted.

Some money needs to be carried over each year to pay January salaries and taxes.

A large increase in the near future is not anticipated. The mill levy for the library has not increased in many years.

No action was taken by the City Council.

Adjournment: Verlin Springer made a motion to adjourn the meeting. Claire Blackburn seconded the motion. Vote 3-0, motion passed. Time 8:25 PM.

APPROVED:

By: _____
Scott Snow, Mayor

ATTEST:

Marla Gadelman, City Clerk

2013 Proposed Library Budget

Expenses	2013	<i>City pay gas & KCP&L</i>	<i>city pays one utility</i>	<i>City pays for internet</i>
Salaries	\$16,000.00	\$16,000.00	\$16,000.00	\$16,000.00
Taxes	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00
Automation	\$400.00	\$400.00	\$400.00	\$400.00
Utilities	\$2,000.00	if City pays	\$1,000.00	\$2,000.00
Phone/ Internet	\$1,900.00	\$1,900.00	\$1,900.00	\$700.00
Collection Material- Books	\$2,736.00	\$2,736.00	\$2,736.00	\$2,736.00
Movies/ Music	\$770.00	\$770.00	\$770.00	\$770.00
Periodical /Newspapers	\$114.00	\$114.00	\$114.00	\$114.00
Econtent	\$76.00	\$76.00	\$76.00	\$76.00
Software	\$114.00	\$114.00	\$114.00	\$114.00
Insurance/Bond	\$700.00	\$700.00	\$700.00	\$700.00
Summer Reading Program	\$150.00	\$150.00	\$150.00	\$150.00
Other programs	\$150.00	\$150.00	\$150.00	\$150.00
Continuing Education/ Mileage	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Office Machines	\$750.00	\$750.00	\$750.00	\$750.00
Postage/ Courier	\$325.00	\$325.00	\$325.00	\$325.00
Supplies	\$500.00	\$500.00	\$500.00	\$500.00
Repairs/ Maintenance	\$200.00	\$200.00	\$200.00	\$200.00
Staff & Board Subscriptions	\$240.00	\$240.00	\$240.00	\$240.00
Fund Raisers				
EXPENSE	\$32,825.00	\$30,825.00	\$31,825.00	\$31,625.00
Income	2013			
NEKLS System Grant	\$10,400.00	\$10,400.00	\$10,400.00	\$10,400.00
NEKLS CE Grant	\$470.00	\$470.00	\$470.00	\$470.00
NEKLS-KLTA Reimbursement	\$70.00	\$70.00	\$70.00	\$70.00
Richmond Township	\$250.00	\$250.00	\$250.00	\$250.00
City of Richmond	\$15,000.00	\$12,193.00	\$13,000.00	\$12,558.00
E-Rate	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
State Aid	\$100.00	\$100.00	\$100.00	\$100.00
Donations/ Memorials	\$300.00	\$300.00	\$300.00	\$300.00
Fines/Faxes Copies/ Book Sales	\$250.00	\$250.00	\$250.00	\$250.00
Fund Raisers	\$1,700.00	\$1,700.00	\$1,700.00	\$1,700.00
MWA Matching Grant				
Wal-mart DC Grant	\$750.00	\$750.00	\$750.00	\$750.00
INCOME	\$30,290.00	\$27,483.00	\$28,290.00	\$27,848.00
Capital Improvement	\$306.00	\$306.00	\$306.00	\$306.00
Library Saving Account	\$169.00	\$169.00	\$169.00	\$169.00

← 3%

Requirements for the library to receive the NEKLS Library Development Accreditation

2012 NEKLS grant is \$10,100.00

Library must be open 18 to 30 hours with some hours being after 5:00 pm and some on Saturday or Sunday, and has an Internet web page

Library expends not less than 12% of its total operating expenditures for purchase of library materials.

Library participates directly in the statewide interlibrary loan system.

Library weeds a minimum of 3% of the materials in the collection annually.

Library has purchased access to downloadable electronic content such as ebooks as part of its collection

Library has a phone, fax and answering machine.

Library provides wireless internet access point.

Library has Internet connection with bandwidth of at least 1.5 megabits per second.

Library has an integrated library automation system that at a minimum provides circulation control and online public access catalog functions.

Library has a paid director, and library pays for a personal membership for the director to the Kansas Library Association

Library personnel pursue and ongoing program of continuing education activities.

Library provides free public access to at least four computers with an internet connection.

Library provides and pays for a current membership in the Kansas Library Association and Kansas Library of Trustee Association for all members of the library board. There are seven members of the library board of trustees.

Library board participates in at least one continuing education activity annually.

The treasurer of the board is bonded as required by KSA 12-1226

The library has an Internet web page that is actively maintained and that contains current information about library services and programs.

Liability insurance for the library is maintained by the library board or the libraries parent government body [city, township or county]

Taken from the 2011 Statistical Report

NEKLS has 47 libraries receiving the Library Development Grant money.
Of those 47 libraries 8 are Linking Libraries including Richmond.

Library	Population	Mill Levy Budget	Automated	Indirect Local Support	Other City Funds	Mill Levy	NEKLS
Bern Community Library	438	\$15,274	yes			4	9,100
Centralia Community Library	486	\$17,370	yes	4,004		9	9,100
Effingham Community Library	575	8,104	yes	3,300	3,000	4	9,100
Everest/ Barnes Reading Room	509	8,815	no	6,919		5	9,100
Mclouth Public Library	835	24,113	yes			4	9,100
Richmond Public Library	503	11,575	no	400		5	9,100
Wetmore Public Library	341	4,916	yes	5,000		22	9,100
Williamsburg Library	357	17,113	yes		2,909	9	9,100

Everest/ Barnes:

City pays for water, mowing and insurance on building, and provides the building for free

Wetmore:

City pays all utilities, insurance and provides the building for free

Williamsburg:

City pays all utilities and insurance

Centralia:

City pays all utilities and provides the building

Effingham:

City pays all utilities, provides the building and shares the insurance

What does Your Library have to Offer?

We're not just a place for books anymore.

You can check you email

Look for a Job

File for Unemployment

File your taxes

If you need a certain book for your job, school or other reason and this library does not own it we can Interlibrary loan most books for you.

You can also interlibrary loan movies if we do not have what you are looking for.

There is Story Time for the preschool kids

Summer Reading program for all ages

Craft days for most major holidays

There are special craft days for adults only

ALL this for FREE

2011 @ the Library

Adult Visitors	3,161
Children Visitors	2,493
Reference Questions	652
Audio book	4
Computer Games	9
Music CD's	7
Movies	1,960
Internet Users	1,795
Newspapers & Magazines	427
ILL's- We Sent	130
ILL's We Requested	128
Kids Books [Child, Jr, 7 YA]	1,694
Adult Books	1,674

<u>PROGRAMS</u>		How Many Attended
Story Time	37	272
Adult Programs	5	43
Teen Programs	1	9
Craft Days	8	137

<u>Summer Reading Program</u>		How many attended
Adult crafts	8	45
Teen crafts	5	37
Kids Crafts & stuff	15	301

Added to the Collection

Adult books	98	
Kids book	167	
VHS-Movies	4	
DVD Movies	111	
Blu-Ray Movies	5	

The Library Has

There are over 2,100 adult books. This includes fiction, non-fiction and large print books.

There are over 250 Young Adult books [teen books].

There are around 170 Graphic Novels [comic books]

There are over 300 DVD's. This includes some TV shows, non-fiction DVDs, classics as well as current.

There are over 650 Junior books. This includes fiction and non-fiction.

There are over 1,100 Children's books. This includes, beginning read, chapter books, picture books and toddler books.

212 VHS Tapes

394 DVD's

5 Blu-Rays

9 Audio CD's

20 Audio Cassettes

1 Play-a-way

178 Graphic Novels
2,246 Adult books
1,240 Children's books

We pulled around 500 books in 2011

Added 162 children's, junior and YA books in 2011
Added 80 Adult books in 2011