

AGENDA
PORT LIBRARY BOARD OF TRUSTEES
August 10, 2015

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|-----|---|----------------|
| 1. | Call meeting to order | Information |
| 2. | Check-in members | Information |
| 3. | Public Comment | Information |
| 4. | Minutes: July 13, 2015 | Consent Agenda |
| 5. | Financial report | Consent Agenda |
| 6. | Director's report | Consent Agenda |
| | a) Summer Library Programs Final Report | |
| 7. | Old business | |
| | a) Front planting bed – work day | Action |
| 8. | New business | |
| 9. | Other Business | |
| 10. | Adjourn | Action |

Next meeting: Monday, September 14, 2015 at 5:30 PM

Port Library Board of Trustees Meeting Minutes
July 20, 2015

President Keith Bottrell called the meeting to order at 5:35 p.m., members present were Tori Bowers, Joyce McKinney, Lorraine Jensby, Tammy Channell, Mary Ann Kibbe, Kelly Kimerer and Rachel Malay.

The minutes of the June meeting were reviewed with no changes.

The financial report and bills to be paid were reviewed.

The director's report was reviewed. Rachel noted that the library has been busy with summer programs. Rachel gave the board a full report on her trip to the ALA conference in San Francisco. She also mentioned that Jasmine will be leaving in August and Rachel plans to hire a new Youth Services Librarian before Jasmine leaves.

Kelly made a motion to accept the minutes of the June meeting, the financial report and the director's report. Joyce seconded and the motion carried 8-0.

Old Business:

Rachel has purchased the Quickbooks program to begin use in January 2016.

The board reviewed a drawing from master gardeners in regards to the front planting bed. The work would be done in the fall, possibly September. After discussion among the board Kelly made a motion to accept the drawing from the master gardeners and have the work on the front planting bed done. Tori seconded and the motion carried 8-0.

New Business:

Consolidated Printing Lease – The library currently pays a \$25.00 service agreement fee each month for an older copier that is not getting much use. The library has a newer copier that was anonymously donated and is the primary copier that is used. Rachel proposed that we terminate the service agreement on the older copier. Kelly made a motion to accept Rachel's proposal. Mary Ann seconded, and the motion carried 8-0.

Library Website - The library currently uses the free version of the website creator weebly.com. Rachel talked to the library board about paying for our own domain name and basic website support. The cost would be \$5.80 a month, though we would pay a total of \$228.71 right now to have the domain name for 5 years into the future and 2 years of website support. After some discussion by the board, Lorraine made a motion to accept the proposal of paying for a domain name and website support. Seconded by Tammy, the motion carried 8-0.

Volunteer Policy – The library's current volunteer policy was written in 1995. The board discussed a need to update the policy, and talked about a need for more research to be done before the policy can be revised. Lorraine made a motion to table this discussion until next months meeting when we could have more information available. Joyce seconded and the motion carried 8-0.

Rachel noted to the board that the Hays Public Library had some free laser printers to give away and she requested one and our library has received one of the printers.

It was noted that the Friends of the Port Library should be contacted about possibly helping with some of the costs of the planting bed supplies.

With no further business to discuss, a motion to adjourn the meeting was made by Tammy and seconded by Mary Ann. The meeting was adjourned at 6:20 p.m.

Tori Bowers, secretary

Next meeting is Monday August 10, 2015 at 5:30 p.m.

Port Library
July 2015-Reported August 10, 2015

	2015 Budget	Spent Y-T-D	%-Age Spent	Budget Remaining
Salaries & Wages	114370.00	54517.17	47.67	59852.83
Payroll Taxes	12280.00	4182.82	34.06	8097.18
KPERS	9400.00	4886.47	51.99	4513.53
Utilities	300.00	104.00	34.67	196.00
Telephone	450.00	275.12	61.14	174.88
Technology/Service	2500.00	583.16	23.33	1916.84
Printing & Ads	200.00	175.10	87.55	24.90
Supplies	3500.00	1228.29	35.10	2271.71
Materials: Books	3500.00	1785.04	51.00	1714.96
AV/Other	2000.00	841.80	42.09	1158.20
Periodicals	3200.00	425.96	13.31	2774.04
Maint/Supplies	1200.00	526.64	43.89	673.36
Insurance	4500.00	4861.00	(108.02)	(361.00)
Postage/Stamps	600.00	787.94	(131.33)	(187.94)
Programming: Story Port	150.00	30.67	20.45	119.33
Summer	300.00	320.69	(106.90)	(20.69)
YA/Other	350.00	184.01	52.60	165.99
Staff Development and Travel	800.00	584.85	73.11	215.15
Equipment & Automation	4000.00	3022.21	75.56	977.79
Other	300.00	33.45	11.15	266.55
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	163900.00	79356.39	48.42	84543.61
Capital	10000.00	-0-	-0-	10000.00
Total	173900.00	79356.39	45.64	94543.61

Port Library Bank Accounts – July Activity
Reported: August 10, 2015

Beginning Balance	General Checking	General DDA	State GSB	CKLS GSB	Special GSB	Special GSB
Balance 6.30.2015	3687.21	263292.17	660.09	5303.11	4198.25	83771.43
Credits:						
City of Beloit DDA Transfer	10000.00	47840.25				
Interest		37.90			.18	
Copies/Fines					238.45	
Total	13687.21	311170.32	660.09	5303.11	4436.88	83771.43
Checks & Debits:						
M.Evert-Sarver	102.12	Trans. Chkg.			M. Evert-reimb	
R. Malay	53.82	10000.00		R.Malay-Reimb	128.70	
Synchrony/Amazon	58.73					
Cunningham	66.90					
Quill	270.56			Card Svs.		
Ingram	219.04			126.96		
Catlin's	25.53				R. Malay-reimb	
TEI Landmark Audio	167.00				28.11	
Micro-Mktg,	60.37					
Demco	315.24					
Card Services	261.74					
Culligan	11.50					
Hays Daily News	175.00					
Brian DeBey	1245.25					
Marla Evert-Sarver	1413.51					
Debora Imhoff	373.11					
Rachel Malay	2073.56					
Craig Marcotte	503.74					
Jasmine Turley	446.31					
KPERS	1055.98					
KSWH	211.00					
FWH	522.00					
Fica/Medi	1191.00					
Balance 7.31.2015	2864.20	301170.32	660.09	5100.94	4280.07	83771.43

NOTICE OF BUDGET HEARING

The governing body of
CITY OF BELOIT
will meet on AUGUST 18, 2015 at 7:00 PM at CITY HALL for the purpose of
hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.
Detailed budget information is available at CITY HALL and will be available at this hearing.

BUDGET SUMMARY

Proposed Budget 2016 Expenditures and Amount of 2015 Ad Valorem Tax establish the maximum limits of the 2016 budget.
Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2014		Current Year Estimate for 2015		Proposed Budget for 2016		
	Expenditures	Actual Tax Rate *	Expenditures	Actual Tax Rate *	Budget Authority for Expenditures	Amount of 2015 Ad Valorem Tax	Estimate Tax Rate *
General	2,301,596	27.373	2,622,436	41.233	2,663,728	877,403	36.001
Debt Service							
Library	161,129	6.329	184,324	6.785	203,020	151,138	6.201
Employee Benefit Fund	1,192,121	13.708	1,253,142	5.906	1,376,474	287,809	11.809
Fire Department Equipment			24,488	1.080	29,969	25,006	1.026
Special Highway	75,114		132,840		137,657		
Special Parks and Recreation	412		20,000		60,024		
Economic Development	74,769		76,375		80,579		
Law Enforcement	12,852		23,319		7,750		
Neighborhood Revitalization	167						
Water	1,595,146		1,626,661		1,416,369		
Water Pollution	961,583		1,029,623		1,165,886		
Electric	6,026,164		6,450,081		6,970,223		
Refuse	273,028		274,400		340,987		
Non-Budgeted Funds-A	899,955						
Non-Budgeted Funds-B	362,892						
Non-Budgeted Funds-C							
Totals	13,936,927	47.410	13,717,688	55.004	14,452,665	1,341,356	55.037
Less: Transfers	1,664,183		1,778,397		1,896,285		
Net Expenditure	12,272,744		11,939,291		12,556,380		
Total Tax Levied	1,100,434		1,268,136		xxxxxxxxxxxxxxxxxxxx		
Assessed Valuation	23,211,235		23,056,099		24,371,644		
Outstanding Indebtedness, January 1,							
G.O. Bonds	0		0		0		
Revenue Bonds	5,210,000		5,230,000		4,610,000		
Other	700,586		831,755		632,641		
Lease Purchase Principal	4,532,369		4,612,945		4,787,017		
Total	10,442,955		10,674,700		10,029,658		

*Tax rates are expressed in mills

AMANDA LOMAX

City Official Title: CITY CLERK

STATISTICAL REPORT
August 10, 2015 (July activity)

New Registrations

Adult: 13	Juvenile: 12	Total : 25
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Highest Card Number: 2190

Material Added (Accessions)

Books: Adult:	85	Non-books:	DVDs:	29
Juvenile:	103		CDs:	27

Total Materials Added: 244

Circulation

Books: Adult Fiction	468	Non-Books:	Audio Materials	78
Adult Non-Fiction	153		Video Materials	359
Juvenile Fiction	631		Video Games	56
Juvenile Non-Fiction	77		Microfilm Rolls	13
Large Print	46		Magazines	74
Young Adult	172		E-Readers/Machinery	41
CKLS Rotating	137		Overdrive (ebooks)	34
Paperbacks	24	Interlibrary Loan: Borrowed		28
		Sent		23
 Total	 1,708	 Total		 706

Grand Total Circulation: 2,414

In-House Machinery Use

Computer #1 Users:	2	Computer #5 Users:	28
Computer #2 Users:	22	Computer #6 Users:	12
Computer #3 Users:	23	Computer #7 Users:	5
Computer #4 Users:	28	Computer #8 Users:	3

In-House Computer Users Grand Total: 123

Microfilm Reader/Printer Users: 7	AWE (Kid's) Users: 36
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Library Services

Wireless Internet Users:	26	Reference Questions Answered:	116
Average People per Day:	69	Estimated People per Month:	1,799
Programs (Juvenile & Adult):	24	Estimated People at Programs:	369
Website Visitors	832	OPAC Users:	499

Monies Collected

Fines: \$99.40	Copies: \$42.10
Microfilm: \$6.00	

Total collected: \$147.50

Director's Report

August 10, 2015

July thankfully brought an end to summer library program activity; August will be a good time for the staff to catch a breath before diving into fall programming and activities.

July 2nd Scott Davies from the police station next door came over to visit one of the summer library program groups. The library was closed Friday, July 4th for the holiday. The first full week in July we had our regular summer library program, visits from the Early Learning Center groups, Minecrafternoons, and I visited Summer Kid's Café. This schedule of programs continued thorough the month. Tonja Bisnette held a summer library program for her Parents as Teachers participants Friday July 10th in the Schafer Room.

We had a board meeting on the 13th. I had a personal consultation with a patron for help with her tablet and accessing ebooks on July 15th. The Study Room was used on Friday the 17th while I took a vacation day to help move my brother and his wife in Manhattan, KS.

I was still gone the first part of Monday the 20th as I had put my husband on an airplane in Wichita bound for Washington DC earlier that day. The same patron who had ebook questions the week before was back for more help on Tuesday the 21st. Deb, Brian and I attended CKLS' How-To Conference in Great Bend on Wednesday the 22nd. This mini-conference replaced the activity CKLS has had in the past for new librarians. Both Deb and Brian found it immensely helpful, and I even picked up a tip or two. On the 24th Tonja Bisnette held her last summer program for Parents as Teachers. She liked the use of the space and said she'll probably do that sort of program again next year at the library, and we penciled in some dates.

On Wednesday July 29th I interviewed Jennifer McMillan for the position of Youth Services Librarian. Jennifer has been volunteering all summer with Jasmine and really enjoys the work. Pending her acceptance, she should start training Monday August 10th.

Ellenz of Tipton were at the library on August 4th to install the vertical blinds in the Schafer Room that were provided by a grant from the Solomon Valley Community Foundation. The original wood design we wanted was no longer manufactured by the company, so I went with an almond color to match the wall paint. The blinds look great! I was gone August 5th and part of the 6th while my husband had gallbladder removal surgery. Jasmine Turley's last official day as temporary Youth Services librarian was August 7th.

Looking ahead: the rotating book van visits the 11th. I will be gone to Salina for a workshop on programming ideas (hopefully with Jennifer as well) on August 12th, and also on the 18th for an afternoon workshop on managing email. The first day of school is the 21st. On September 2nd CKLS will be hosting a workshop here on library policies and bylaws. The library will be closed for Labor day on September 7th.