

AGENDA
PORT LIBRARY BOARD OF TRUSTEES
April 11, 2016

- | | | |
|-----|---|----------------|
| 1. | Call meeting to order | Information |
| 2. | Check-in members | Information |
| 3. | Public Comment | Information |
| 4. | Minutes: March 14 | Consent Agenda |
| 5. | Financial reports | Consent Agenda |
| 6. | Director's report | Consent Agenda |
| 7. | Old business | |
| | a) 2015 Library Director Evaluation | Information |
| | b) Jim Nelson Painting Donation Agreement | Information |
| 8. | New business | |
| | a) Solomon Valley Community Foundation/Dane G. Hansen Grant Application – Library Mini Golf | Information |
| 9. | Long Range and Strategic Planning | |
| 10. | Other Business | |
| 11. | Adjourn | Action |

Next meeting: Monday, May 9, 2016 at 5:30 PM

Port Library Board of Trustees Meeting Minutes
Monday March 14, 2016

President Keith Bottrell called the meeting to order at 5:30 p.m., members present were Tori Bowers, Lorraine Jensby, Tammy Channell, Kelly Kemerer, Mary Ann Kibbe, Joyce McKinney and Rachel Malay.

Rachel informed us of a Thank You note sent over from BES. The extra children's books from the book sale were donated to BES. They were very grateful!

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

The financial report and bills to be paid were reviewed. Rachel noted the donation from Cunningham Cable for the base cost of phone and internet services. The library still pays the taxes or fees that accompany the bill.

The director's report was reviewed. Rachel noted the Youth Services Department hosted a LEGO creation contest during the month of February. There was four grand prize winners and a few second place winners. The library had an Alice in Wonderland tea party and children's book sale that was attended by approximately 30 people. Many more activities planned ahead.

Mary Ann made a motion to accept the February minutes, the financial report and the director's report. Lorraine seconded and the motion carried 7-0.

Old Buisness:

Rachel gave the board a copy of the agreement for the art donation made by Jim Nelson. After reviewing the agreement the board, Kelly made a motion to accept the agreement as written. Mary Ann seconded and the motion carried 7-0.

Rachel informed the board of a nomination by Solomon Valley Economic Development for the Business Appreciation Month Program (BAM) by the Kansas Department of Commerce. The program collects nominations from around the state and then finalists are chosen from each region. The winners and finalists are announced in May.

Other Business:

Rachel discussed with the board HB2719. It would effect library funding.

With no further business to discuss a motion to adjourn was made by Tammy and seconded by Joyce. The meeting was adjourned at 6:00 p.m.

Tori Bowers, secretary

Next meeting is Monday April 11, 2016 at 5:30 p.m.

Port Library

March 2016- Reported April 11, 2016

	2016 Budget	Spent Y-T-D	%-Age Spent	Budget Remaining
Salaries & Wages	116540.00	23082.12	19.81	93457.88
Payroll Taxes	12650.00	1765.82	13.96	10884.18
KPERS	9900.00	1875.34	18.94	8024.66
Utilities	300.00	-0-	-0-	300.00
Telephone	500.00	38.68	7.74	461.32
Technology/Service	2650.00	73.63	2.78	2576.37
Printing & Ads	860.00	135.00	15.70	725.00
Supplies	5000.00	1001.88	20.04	3998.12
Materials: Books	5500.00	4633.08	84.24	866.92
AV/Other	4250.00	489.83	11.53	3760.17
Periodicals	3700.00	504.67	13.64	3195.33
Maint/Supplies	1500.00	150.93	10.06	1349.07
Insurance	4900.00	-0-	-0-	4900.00
Postage/Stamps	900.00	86.49	9.61	813.51
Programming: Story Port	300.00	14.34	4.78	285.66
Summer	400.00	176.72	44.18	223.28
YA/Other	550.00	84.94	15.44	465.06
Staff Development & Travel	1300.00	258.87	19.91	1041.13
Equipment & Automation	5500.00	1210.54	22.01	4289.46
Other	400.00	-0-	-0-	400.00
	177600.00	35582.88	20.04	142017.12
Capital	14000.00	-0-	-0-	14000.00
Total	191600.00	35582.88	18.57	156017.12

Port Library Bank Accounts – March Activity
Reported: April 11, 2016

	General Checking	General DDA	State GSB	CKLS GSB	Special GSB	Special GSB
Beginning Balance						
Balance 2.29.2016	425.62	319116.50	1209.14	5024.36	5221.61	93884.95
Credits:						
DDA Transfer	15000.00					11.93
Interest		39.70			.23	
SLP Donations					345.00	
Fines/Copies					168.45	
Genealogy					10.00	
Book Memorials				45.00		
Book Reimbursement				8.99		
Cunningham Rebate	203.40					
Total	15629.02	319156.20	1209.14	5078.35	5745.29	93896.88
Checks & Debits:						
Visa	49.00					
Beloit Typewriter	37.87					
KSWH Adj.	1.00	Trans.		S.Bank/		
Quill	219.40	Chkg.	15000.00	Amazon	414.62	
Keith Bottrell -reimb.	24.99					
Cunningham	34.82					
Central Office Supply	15.89					
Ingram	945.60					
Cash-postage	75.00					
Book Systems	1095.00					
Visa	11.49					
Rachel Malay –reimb.	131.83					
Culligan	5.75					
Sterling Computer	281.98					
Ingram	307.50					
Brian DeBey	1145.32					
Marla Evert-Sarver	1331.71					
Mary Lou Heller	305.25					
Debora Imhoff	380.42					
Rachel Malay	2074.56					
Craig Marcotte	503.74					
KPERS	1006.36					
KSWH	230.00					
FWH	553.00					
Fica/Medi	1145.34					
Balance 3.31.2016	3716.20	304156.20	1209.14	4663.73	5745.29	93896.88

STATISTICAL REPORT
April 11, 2016 (March activity)

New Registrations

Adult: 8 Juvenile: 0 Total : 8

Active Patron Accounts: 2174

Material Added (Accessions)

Books: Adult:	188	Non-books:	DVDs:	48
Juvenile:	189		CD:	1
			Video Games:	18
			Microfilm Reels:	1
			Machinery:	4

Total Materials Added: 448

Circulation

Books: Adult Fiction	525	Non-Books:	Audio Materials	48
Adult Non-Fiction	94		Video Materials	334
Juvenile Fiction	318		Video Games	34
Juvenile Non-Fiction	61		Microfilm Rolls	9
Large Print	99		Magazines	107
Young Adult	120		Machinery	22
CKLS Rotating	71		Overdrive (e-books)	88
Paperbacks	90	Interlibrary Loan: Borrowed		48
		Sent		23
 Total	 1,378	 Total		 713

Grand Total Circulation: 2,091

In-House Machinery Use

Computer #1 Users:	0	Computer #5 Users:	18
Computer #2 Users:	13	Computer #6 Users:	24
Computer #3 Users:	28	Computer #7 Users:	18
Computer #4 Users:	15	Computer #8 Users:	5

In-House Computer Users Grand Total: 121

Microfilm Reader/Printer Users: 9 AWE (Kid's) Users: 5

Library Services

Wireless Internet Users:	29	Reference Questions Answered:	237
Average People per Day:	45	Estimated People per Month:	1,408
Programs (Juvenile & Adult):	6	Estimated People at Programs:	17
Website Visitors	1,470	OPAC Users:	304

Monies Collected

Fines:	\$67.70	Copies:	\$65.20	
Microfilm:	\$11.50	Books Sold:	\$63.25	<i>Total collected: \$207.65</i>

STATISTICAL REPORT
April 11, 2016 (1st Quarter)

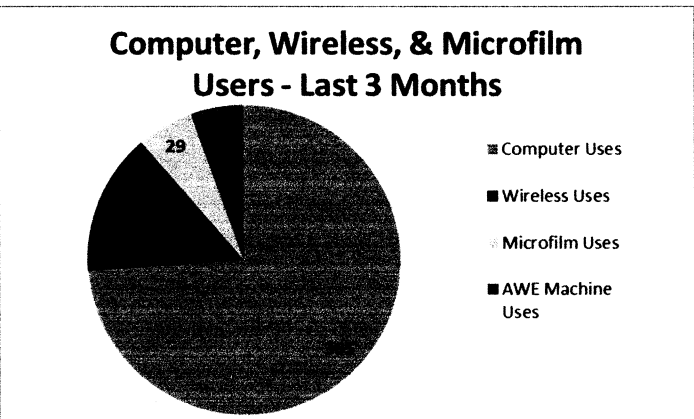
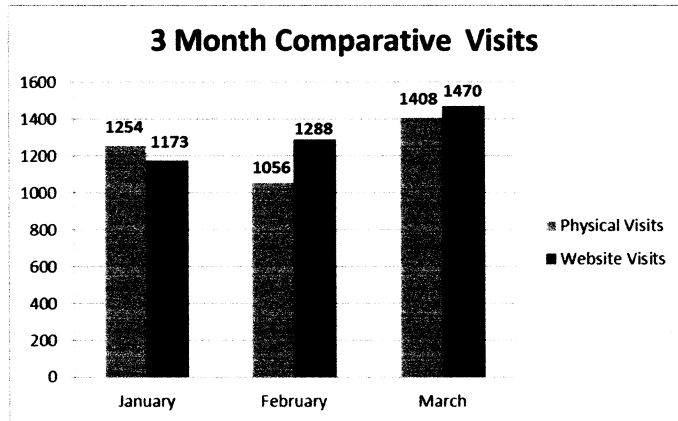
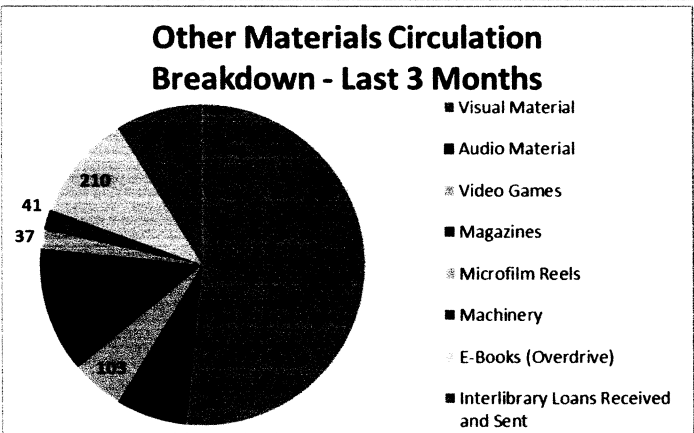
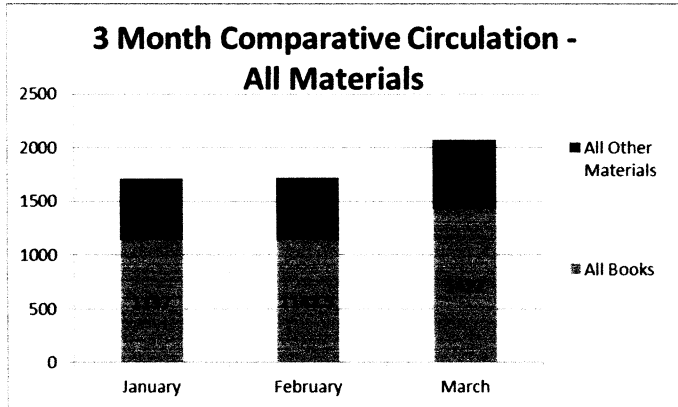
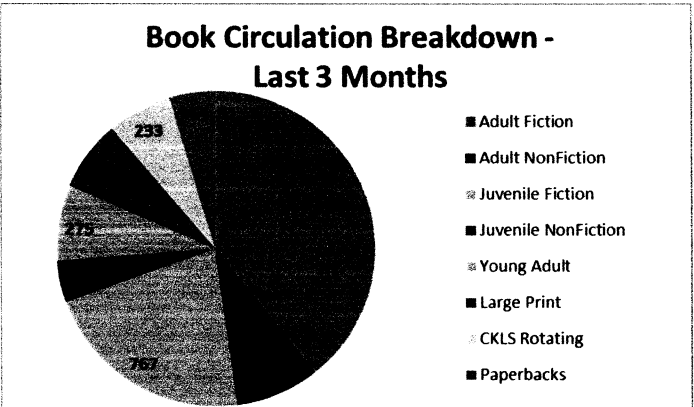
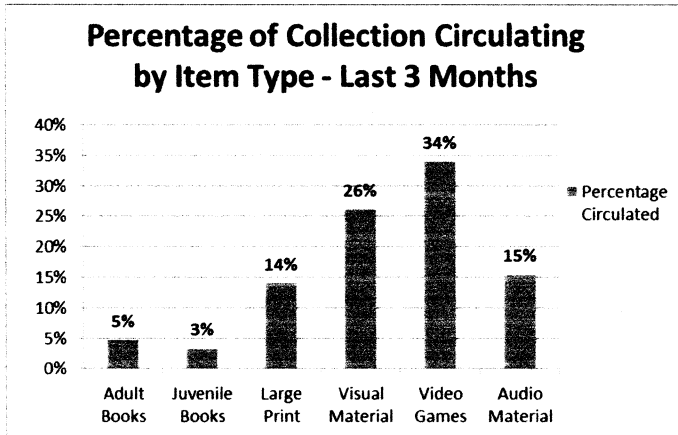
Total New Automated Registrations

Adult: 33

Juvenile: 0

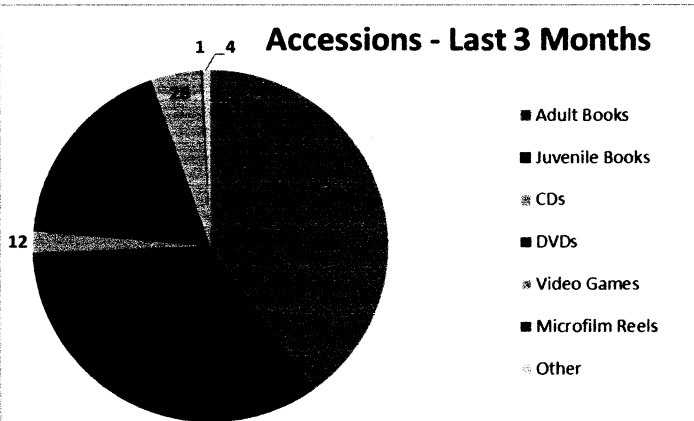
Total: 33

Average Active Users: 2,021



Funds Collected

Fines and Fees	\$229.95
Computer and Xerox Copies	\$178.90
Microfilm Copies	\$36.50
Books Sold	\$63.25
Total Collected	\$508.60



Director's Report

April 11, 2016

Spring has seemingly come early around the state, and I know it won't be long before we need to turn on the air conditioning system. Until then the afternoons will just be a little warm.

On March 1 Mary Lou attended the summer library program workshop in Great Bend. She came back with a lot of creative ideas, and when the rest of the program is planned in May I know they'll be put to good use. Seuss Day was celebrated on the 2nd with handouts of Dr. Seuss themed pencils, erasers, and bookmarks. On the 3rd Parents as Teachers used the Schafer Room.

Marla took a couple vacation days on the 4th and 7th, and Parents as Teachers was back on the 10th. I took a vacation day on the 11th. Story Port was cancelled the following Monday as Mary Lou was on a family vacation. Marla was scheduled, but felt a bit ill, so I took Brian to Great Bend on the 15th to attend the first of a series of Reader's Advisory workshops. Reader's advisory is not my strong suit, and the resources I gained at the workshop helped me update our website at least.

On the 21st Mary Lou had knee surgery, which went well. She is recovering at home with physical therapy and will be back to work as soon as she gets a doctor's release. I have taken over Story Port in the meantime. On the 29th Keith and I met with the new interim city manager, Jay Newton. Mr. Newton's wife is on the Wichita Public Library board, and he was impressed with our facilities. We also celebrated Read a Book Have a Coke Day, and have extra soda in the Schafer Room. The study room was used on the 30th by a patron, and the last classic movie night was on Thursday the 31st.

Marla was gone for a doctor's appointment on April 1st, and the rotating book van came the next week on the 5th. I chose books for the children's department.

Looking ahead: Marla will be taking a vacation day on the 11th, and the library will have DEAR Day activities on the 12th. National Library week is the week of the 10th – 16th. Brian will take a vacation day on the 19th. A Bubble Tea Party is scheduled for the 21st of April, and I will be taking a vacation day on the 22nd and a half day on the 25th to volunteer at the Great Plains Renaissance Festival in Wichita. Mary Lou is tentatively scheduled to attend another summer library program workshop on the 28th.

Fields with an asterisk (*) are required.

Project Name*

Library MiniGolf Course

Amount Requested*

\$2,050.00

Project Summary*

The grant request covers the design, construction materials, putters and balls, and labor to construct a flexible, indoor, portable, mini-golf course for use in the Port Library for programs for the local community.

Program Area*

Recreation

Project Description*

This grant would cover the cost of supplies for nine separate and portable tee mats, obstacles, and 9 holes in portable units of no more than 3'x3' in size, made out of lightweight materials that could be set up in any configuration in any indoor space, plus the cost to purchase putters at various heights from very tall adults to toddlers, and low-bounce balls for up to 25 golfers at once. The course could be set up in any configuration that fits the space. The Port Library would hold family night events in the summer of 2016 to coincide with the summer library program 2016 sports oriented theme, and then make the golf course equipment available to area libraries.

Definition of Need*

Mini golf courses inside libraries and other public spaces is not actually a new idea. A company in Connecticut, Library Mini Golf.com, provides the design and set up of mini golf courses for fundraising events inside libraries, but only as far west as Indiana, and for a higher fee than the library can afford. At least 5 libraries in the Central Kansas Library System service area have expressed great interest in a library mini golf set to be loaned out and used in communities surrounding Mitchell County. Libraries are always looking for ways to serve their community. The nearest mini golf course to Beloit is at least 45 minutes' drive away. This would provide a family centered activity for citizens of Beloit for this summer and beyond. The collaborative summer library theme for libraries in Kansas in 2016 is sports oriented: "On Your Mark, Get Ready, Read!" and provides a theme-oriented reason to construct and use a library mini golf course this summer in particular.

Community Involvement & Volunteerism

Volunteers would be needed to monitor golf nights. The course could be used as a fundraiser by other community members, or local businesses could sponsor holes. All ages and many skill levels can use the course.

Target Population*

Community at Large

Target Population Details*

Ideally, families with members from grandparents to toddlers would use the course. In addition, this is a physical activity that can be easily adapted to all skill and ability levels.

Geographic Area*

Beloit

Project Results*

Successful results of this project would be well-attended game nights, at least 15 people at each of at least 4 events throughout the months of July and August. The library would advertise at local businesses, posters in the library, radio spots, at the schools, and in the newspaper. This project would be successful if the library sees use by patrons who are not currently library card holders, and also if other businesses and libraries request to borrow the golf course. The library would hope to receive positive feedback with requests for more, or regular, golf nights.

Timetable*

If the grant is funded, we would like to spend funds beginning in early May to purchase supplies and begin construction of the course. Construction should take less than a month and the staff would set up and try out the course in June to work out any necessary changes to the design. The library would schedule weekly mini golf nights in July and early August. The library would keep track of attendees at each event night and gather anecdotal evidence from golfers. In September a review and report would be presented to the library board and Solomon Valley Community Foundation.

Evaluation*

Attendance at each game night will be taken, as well as an opportunity to sign up for library cards, and other events at the library. Feedback would be solicited from the golfers, and a record of interest from other businesses and libraries would be kept.

Sustainability*

After initial construction and supplies costs are covered by this grant, the library can maintain the expense of occasional repair or replacement of the library mini golf equipment within the normal library budget. If damage is done to the course by other organizations, they would be responsible for repair, replacement, or monetary donation to repair or replace the course pieces.

Project Financial Information

Funding Type*

Project/Program

SVCF Grant Request Amount *

\$2,050.00

Minimum Request*

If you answered, "Yes, but there is a minimum amount required to proceed," please enter that amount below.

\$1,750.00

Budget Page*

Date when funds are needed*

May 9, 2016

How will the SVCF dollars specifically be used?*

Monies will be used to purchase supplies to build a library mini golf course, purchase putters and balls, and less than 10% for design and labor costs. The design would be created and fabricated by a retired aircraft design engineer.

General Information

Government/Public Entity

IRS Filing*

I certify that the organization is current on all IRS filings, including form 990 tax returns and all quarterly payroll returns.

Yes

Organization Annual Operating Budget

\$191,600.00

Mission*

The Port Library strives to create an environment where lifelong education flourishes. We are an equal opportunity resource for self-directed learning, providing research assistance, guided instruction and life

enriching activities for the greater community. We work with our patrons to enhance their quality of life.

List of Board Members or Principal Parties*

Please type a list here or upload the list.

Keith Bottrell – President
Lorraine Jensby – Vice President
Joyce McKinney – Treasurer
Tori Bowers – Secretary
Kelly Kimerer
Mary Ann Kibbe
Tammy Channell

Foundation Fund Holder*

Do you currently have a fund at the community foundation?

Yes

Terms of Acceptance and Signature

I, the applicant for this grant, warrant the truthfulness of the information provided in this application.

Electronic Signature*

Rachel Anne Malay