

AGENDA
PORT LIBRARY BOARD OF TRUSTEES
April 13, 2015

- | | | |
|-----|---|----------------|
| 1. | Call meeting to order | Information |
| 2. | Check-in members | Information |
| 3. | Public Comment | Information |
| 4. | Minutes: March 9, 2015 | Consent Agenda |
| 5. | Financial report | Consent Agenda |
| 6. | Director's report | |
| | a) Final Spring 2015 Story Port Report from Youth Services | Consent Agenda |
| 7. | Old business | |
| 8. | New business | |
| | a) New Employees | Information |
| | b) CKLS Continuing Education Grant Application | Action |
| | c) Request For and Exchange of Records From the Mitchell Co. Museum | Action |
| 9. | Other Business | |
| 10. | Adjourn | Action |

Next meeting: Monday, May 11, 2015 at 5:30 PM

Port Library Board of Trustees Meeting Minutes
March 9, 2015

President Verlin Kolmann called the meeting to order at 5:30 p.m., members present were Tori Bowers, John Highland, Keith Bottrell, Lorraine Jensby, Rachel Malay and Joyce McKinney (joining us a few minutes late)

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

The financial report and bills to be paid were reviewed.

The director's report was reviewed. Rachel noted the last video game night was held to fulfill the required programming for the Gaming in Libraries grant received last summer. Andrea is working to continue these as they were popular.

Lorraine made a motion to accept the minutes of the February meeting, the financial report and the director's report. Keith seconded, and the motion carried 5 – 0.

Old Business:

Keith reported to the board that after talking to the insurance agent, we can expect our rates to increase by 5%.

New Business:

We are still searching for new library board members. Applications are due to the city by March 28th and the positions are appointed by the Mayor.

Other Business:

Rachel told the board about an opportunity to attend the ALA conference in San Francisco in June. After some discussion, a motion was made by Keith to approve Rachel to attend the National Conference and pay her registration fee. Seconded by Joyce, the motion carried 6 – 0.

With no further business to discuss, a motion to adjourn the meeting was made by John and seconded by Lorraine. The meeting was adjourned at 5:50 p.m.

Tori Bowers, secretary

Next meeting is Monday April 13, 2015 at 5:30 p.m.

Port Library
March 2015-Reported April 13, 2015

	2015 Budget	Spent Y-T-D	%-Age Spent	Budget Remaining
Salaries & Wages	114370.00	24068.83	21.05	90301.17
Payroll Taxes	12280.00	1847.61	15.05	10432.39
KPERS	9400.00	2321.03	24.70	7078.97
Utilities	300.00	-0-	-0-	300.00
Telephone	450.00	83.98	18.66	366.02
Technology/Service				
	2500.00	181.03	7.24	2318.97
Printing & Ads	200.00	111.30	55.65	88.70
Supplies	3500.00	358.02	10.23	3141.98
Materials: Books	3500.00	893.50	25.53	2606.50
AV/Other	2000.00	93.50	4.68	1906.50
Periodicals	3200.00	68.80	2.15	3131.20
Maint/Supplies	1200.00	157.26	13.11	1042.74
Insurance	4500.00	-0-	-0-	4500.00
Postage/Stamps	600.00	150.00	25.00	450.00
Programming: Story Port	150.00	14.90	9.93	135.10
Summer	300.00	-0-	-0-	300.00
YA/Other	350.00	74.40	21.26	275.60
Staff Development and Travel	800.00	519.85	64.98	280.15
Equipment & Automation	4000.00	2003.61	50.09	1996.39
Other	300.00	-0-	-0-	300.00
<hr/>				
	163900.00	32947.62	20.10	130952.38
Capital	10000.00	-0-	-0-	10000.00
Total	173900.00	32947.62	18.95	140952.38

STATISTICAL REPORT

April 13, 2015 (January – March Activity)

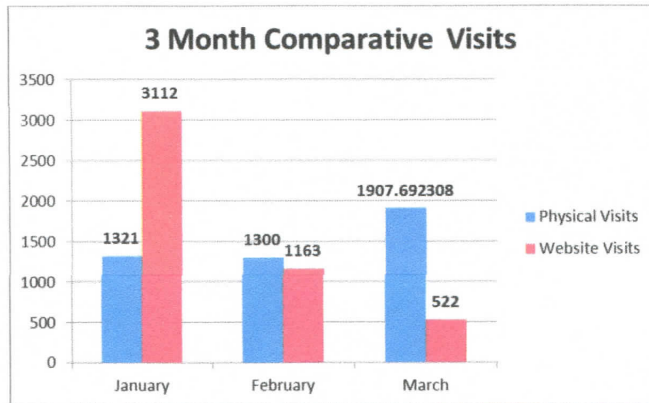
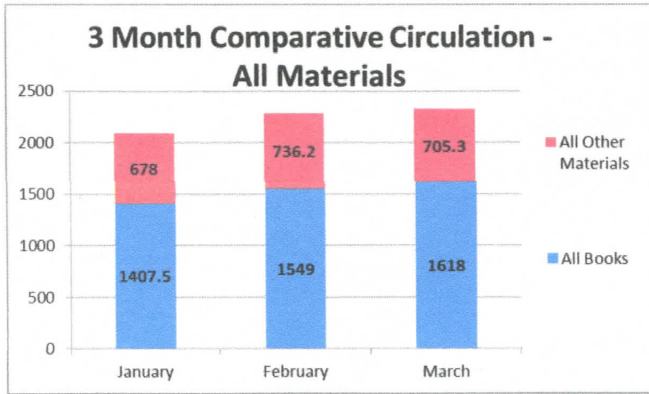
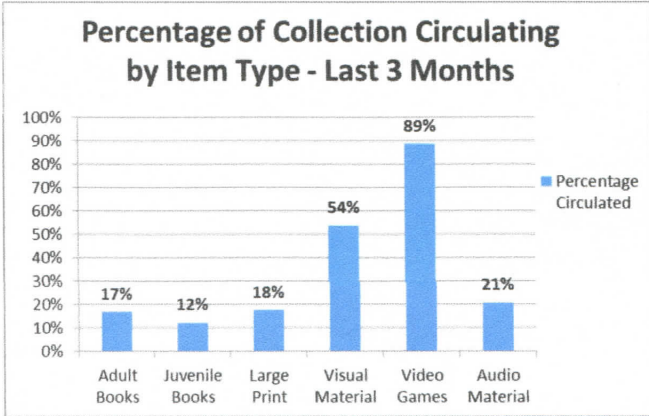
Total New Automated Registrations January - March

Adult: 44

Juvenile: 8

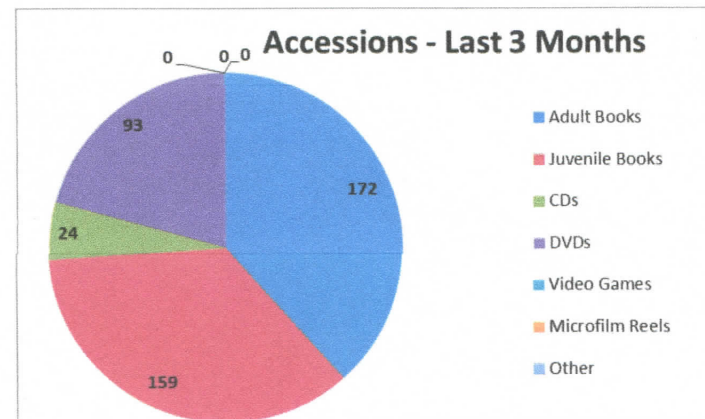
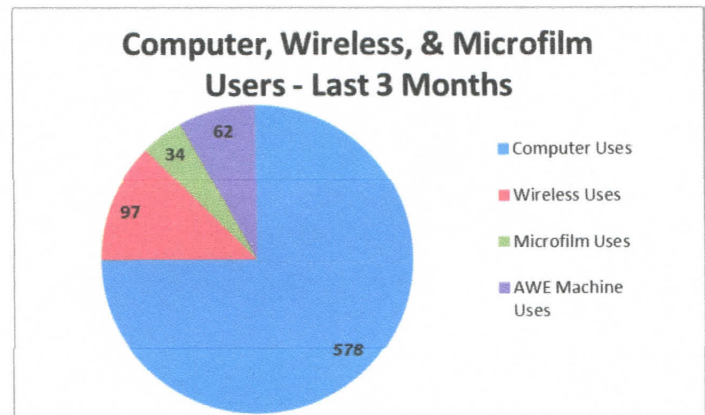
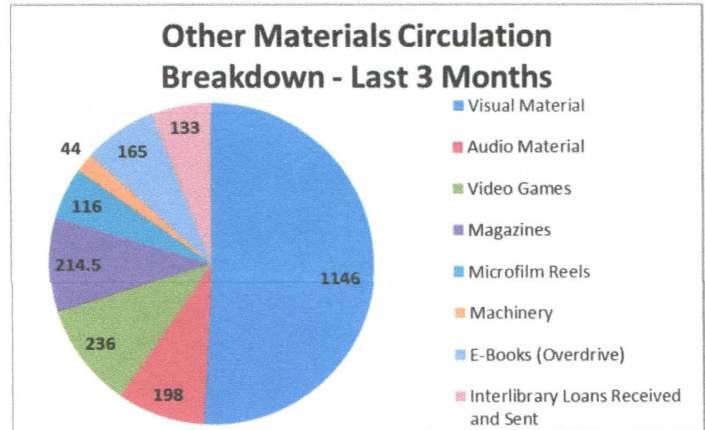
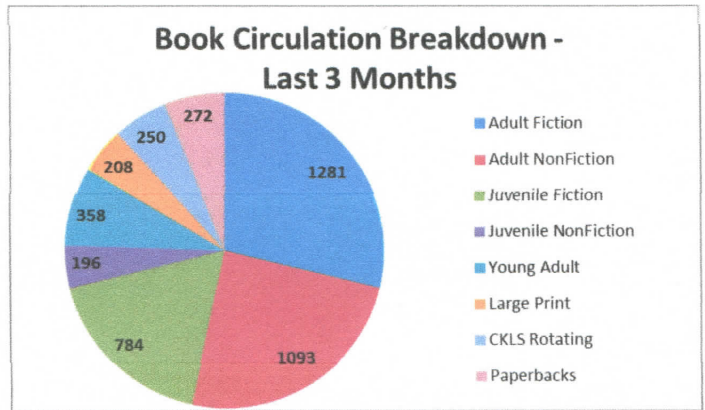
Total: 52

Highest Card Number Used: 2083



Funds Collected January - March

Fines and Fees	\$386.45
Computer and Xerox Copies	\$212.95
Microfilm Copies	\$11.75
Books Sold	\$26.00
Total Collected	\$637.15



Director's Report

April 13, 2015

Two more days until tax day! We've had a few last minute people into the library. Since the IRS decided not to send out paper forms this year we've had other displays up in that area, and are happy to help people get on the computer if they want to.

Andrea attended the Summer Library Program Workshop the first week of March. She found it overall helpful, with plenty of book ideas and a focus on ninjas. The summer theme focuses on superheroes. Marla took a few vacation days to attend a Kansas Musician's Hall of Fame induction ceremony in Lawrence with her husband.

The second week in March workmen were here from Willow Springs to replace equipment on the roof. It was a bit weird hearing people "on the second floor" all day, but the work was completed just fine.

I attended an afternoon workshop in Salina on the basics of book repair. When I catch a free moment or find I need a distraction I'll be able to help Marla with the stack in the workroom. On Thursday of that week I had the next-to-last adult monthly program before the summer. I gave a presentation on vintage aprons, and the display is still up on the wall in the Schafer Room. About 7 ladies attended, and we had a drawing for 2 handmade aprons. On Saturday the 28th author Phil S. Dixon came to Beloit to talk about his book about the Kansas City Monarchs Negro League baseball team, and the team's connection to Beloit. Because we expected more than the Schafer Room could handle, we moved over to the high school commons. About 55 people attended, including researchers from Kansas City. The Friend's group provided refreshments. Everyone thoroughly enjoyed the presentation. Marla further helped the researchers from Kansas City with materials from the library's Kansas Room after they had been turned away by the Museum. Some newspaper displays with baseball scores and accounts of the games the library created are still up for viewing in the library.

Monday the 30th started out with the front desk computer dying. I took it down to Computer Solutions downtown and they were able to diagnose it as being caught in a loop after an update applied improperly. We had the computer back in working order the next day. However, this scare prompted me to order an updated computer for the front desk area as the two others up there are over 4 years old and slowing down. CKLS's computer grant program will provide a replacement later this year for the other older one we're using. Also on Monday the Youth Services Librarian Andrea Weidenhaft gave her two weeks' notice. Her last day was Saturday, April 11th. On April 1st Geisler Roofing was up on the roof doing prep work for the aluminum coating the city insurance plan provided for. The rotating van visited April 7th.

Looking ahead: The week of April 13th is National Library Week. The library will be handing out blue browsing bags and hold a book basket drawing. We expect the auditors will ask for library information sometime in April and are getting the paperwork together. I will be proctoring a test on the 13th and Marla will be gone to an interlibrary loan workshop in Hutchinson on the 16th. The last adult monthly program for the spring will be a tea party April 30th. CKLS's Spring Forward conference is May 12-13th in Tipton this year. The library will close so that staff may attend. I will be giving a speech to the Lion's Club on May 20th, and the library will be closed May 25th for Memorial Day. Summer programs start June 1st.

2015 Spring Story Port Evaluation

This spring's Story Port was animal themed and the kids really enjoyed it. We had 6 kids sign up and most of them showed up to every session. For the first session, after a quick story and snack, we talked about what kind of animals they would want to learn about. The big ones were dinosaurs, sharks, snakes, and alligators. After figuring out what animals we wanted, we took advantage of the nice weather and played a game outdoors.

The first animal we talked about was lions. We did a craft that incorporated Valentine's Day into the lion by making a lion out of all heart shapes. The kids then ran around the room pretending their lions were real. It was noisy fun. Bears were next on our list, and I used Valentine's Day again. They made signs for their parents with bears on it that said, "I love you beary much!" They turned out adorable. They also got some candy for Valentine's Day.

There was no Story Port for President's Day, but the kids were back the following week ready to learn about sharks. We narrowed it down to Megalodon, the giant prehistoric shark, and the boys loved this session. I hooked up the laptop and projected Youtube videos onto the wall of different types of sharks. We ended up looking at some alligator videos in this session too.

Some of the other animals we talked about were wolves, cheetahs, snakes, and cows. This is the first time I have done a "themed" Story Port, and I think it went very well. Usually I just think of different crafts, but this gave the kids a way to input what they wanted to learn as well as making it easier for me to plan. It's a great way to simplify the program, while keeping it fun for the kids. It was another successful spring Story Port!

Application for CKLS Continuing Education Grant

Library: Port Library

Name of event(s): ALA Annual Conference

Date(s) and location(s) of event(s): San Francisco, CA June 25-30

Checkmark your type of library Local match: percentage of amount requested

<input type="checkbox"/> Major Resource Libraries and Major Service Centers II and school districts	50%
<input checked="" type="checkbox"/> Major Service Centers I	40%
<input type="checkbox"/> Service Centers	30%
<input type="checkbox"/> Linking Libraries	20%
<input type="checkbox"/> Gateway Libraries	10%

Grant amount requested: \$ 600
Local match: \$ 400 Percentage of grant amount requested: 40 %

Could this project be done with partial funding of the grant amount requested? Yes No Maybe

Person responsible for grant administration and final report: Rachel Malay

If funded, to whom should the check be payable? Rachel Malay

On separate paper provide the following information. The questions can be handled as separately, in groups or all together in one essay. We recommend answers be clear and address the questions.

1. Please describe the event(s) and the reasons you want to attend.
2. Provide a budget spreadsheet showing costs for registration, travel, food, lodging, parking, etc.
3. Resolution / Happy ending: How will this solution change the library, staff and patrons? What will the solution's happy ending look like? How will you know whether solution is successful?

Librarian Signature: Rachel Malay Date: 4-13-15

Board President or School Principal Signature: _____ Date: _____



I am applying for a CKLS Competitive Continuing Education Grant to help cover the cost of attending the American Library Association Annual Conference in San Francisco, California in June 2015.

I have never been to a national conference. My experiences with regional (CKLS), state (KLA), and small national conferences (ARSL 2013) have been very positive in the past. The Port Library is big enough to have staff to cover conference absences, but not big enough to regularly fund out-of-state conferences. I have put in conference session proposals to ARSL this year, and if I am accepted my library's continuing education funds will go towards that conference or KLA if I don't attend ARSL, not to mention various regional conferences my staff and I attend throughout the year.

Conferences re-energize my passion for library work, and I find the other experiences from librarians at conferences helps me gain a better perspective on my own work, as well as offering possible solutions to library problems I may have. Occasionally I have even learned a thing or two at a conference session! This year's opportunity to attend ALA comes at an extra discount as my sister (Kate Wise, Kansas Wesleyan University Associate Librarian) had already planned on attending the conference and will be covering the hotel costs in a (previously) unshared room.

I know from past experiences both attending and presenting at conferences what help they bring to me and my ever changing profession, mostly in the form of realistic, actionable advances in the field of library science. I am looking forward to adding ALA 2015 to my conference experiences.

The hotel, conference registration, and flight have already been purchased. Here is how all expenses should break down:

Item	Port Library's Cost	CKLS Grant	Personal/Covered Costs
Conference Fees	\$345.00		
Airfare		\$431.20	
Hotel (1/2 cost)			\$635.55
Est. food costs (\$45/day + drinks)	\$55.00	\$113.80	\$50.00
Incidental transportation, shopping, ticketed conference sessions, etc.			\$100.00
TOTAL	\$400.00	\$600.00	\$785.55

Although ALA is a national conference, I do hope to find a few conference sessions that relate to the small public library. If nothing else, I look forward to the opportunities to meet various authors and be exposed to vendors who may not have had the opportunity to attend KLA or ARSL conferences in the past.

I will count this conference a success if I come back with at least one new idea that I can put into effect at my library for better staff management, new programming, funding avenues, or collection management. I will also count a success if I can make new friends or other business contacts.



P.O Box 472
Beloit, KS 67420

785-735-5355
mchistorical@yahoo.com

3/24/2015

Dear Port Library Board,

It has recently come to the Mitchell County Historical Society Board's attention during a research project, that you have a piece of valuable Mitchell County history, of which we would love to have a copy! MCHS would like to formally request a copy of the microfilm of Birth, Death and Marriage Records for Mitchell County, to be possessed and used in the Museum. We are more than happy to pay to have the master copy reproduced. Our goal is to make public genealogy resources easily accessible to everyone.

In exchange, we offer a recently acquired piece of History that we believe you may be interested in. We would like to trade the admission records from the Girl's Industrial School. We have roughly 6,000 digital pages, returned to the Museum archives after months of persuasion! We would provide a USB Drive or Disc of the digital images of the Girl's Industrial School intake and discharge records. Please consider our proposition and contact Vickie Mears at 738-8923 if you have any questions.

We await your reply,

Mitchell County Historical Society Board

Did you receive a letter from the Mitchell County Museum?

Subject: Did you receive a letter from the Mitchell County Museum?

From: Port Library <portlib@nckcn.com>

Date: 4/6/2015 1:38 PM

To: Verlin Kolman <vrddkolman@nckcn.com>, Keith Bottrell <keithbottrell3@yahoo.com>, John Highland <jljmhighland@nckcn.com>, Tori Bowers <bowersmomof2@yahoo.com>, Joyce McKinney <jamckinn@k-state.edu>, lorraine616@gmail.com

Hello!

We'll discuss this subject at the board meeting, but I wanted to get some information out before hand so the library board can be informed.

Verlin and Joyce have given me copies of a letter apparently sent to all the board members from the MCHS Museum requesting copies of the library's birth, death, and marriage records. Volunteers and employees of the museum have been aware of these records for at least as long as I've worked at the library (nearly 9 years), and representatives frequently come in to consult the records on microfilm. The original paper copies are never touched for research or copy, even by library staff, in order to preserve them. The microfilm scans are clear enough to consult in their place.

Some months ago the library decided to house the microfilm reels behind the front desk instead of in the Genealogy Room. The cardboard cases are becoming a bit fragile and people need to come to the front desk to check out the microfilm reader for use anyway. We are not restricting access to the records; just making the cases secure against accidental damage.

Early last fall a request was made for the library to print out these records and give paper copies to a patron. This is not the best use of library staff's time or resources as there are easily 1,200 pages (possibly more) that would need to be copied. However in this situation, if volunteers from the Museum want to come to the library to use the microfilm reader and printer themselves the library would be willing to reserve a regular time and charge \$0.10 per page instead of the usual \$0.25. There's no way the library could justify giving that number of copies away to any person or organization for free.

The request in the letter from the Museum was that a new master copy be made of the marriage, birth, and death records. The letter did not indicate if it is a paper or microfilm copy they want. The library doesn't have a copy machine capable of copying the original records without damaging the spines of the original record books. I have only seen the type of copy machine needed to make copies without damaging original materials at the library archives and preservation department of Kansas State University. And as stated before, the microfilmed records are clear enough to make paper copies from.

If the library were willing to have new microfilm copies made we would need to take the books down to the Kansas State Historical Society ourselves to be microfilmed. The originals are too valuable and fragile to trust to any mail/shipping system. We are checking into having our microfilmed records reproduced by the State Historical Society. That way the state would have microfilm reels that could be made available to the public, and we could request another microfilm copy for the Museum. Based on last year's costs, the cost for original microfilming would probably be \$1,000 +, but the cost for copies of microfilm already made is around \$80 a reel.

Did you receive a letter from the Mitchell County Museum?

The offer was made by the Museum to give the library digital admission and discharge records from the Girl's Industrial School. The library has received one or two requests from the public for these types of state records in the past 3 years. We have given out a phone number to the corresponding department in the Kansas Department of Corrections that houses these records. In most instances, the state only releases records to family members. The Museum didn't indicate the years that are included in their digital records, so I can't say how easily people may be able to get the same records from the state. The library is open to housing these digital records.

We have many options yet to explore but I would like to arrange a mutually beneficial exchange between the library and museum.

Let me know if you have questions in the meanwhile. Otherwise, we'll discuss this at the board meeting.

Thanks!

Rachel

--

Rachel Malay
Port Library Director
785-738-3936
portlib@nckcn.com
www.portlibrary.weebly.com

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April 13, 2015

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**Port Library Bank Accounts – March Activity
Reported: April 13, 2015**

Beginning Balance	General Checking	General DDA	State GSB	CKLS GSB	Special GSB	Special GSB
Balance 2.28.2015	3199.81	210435.89	18.17	3524.67	3376.85	83729.44
Credits:						
DDA Transfer	12200.00					
Interest		26.51			.15	10.67
SLP Donations					435.00	
Fines/Copies					222.80	
State of Kansas			640.96			
Total	15399.81	210462.24	659.13	3524.67	4034.80	83740.11
Checks & Debits:						
Catlins	13.96					
Blade-Empire	73.50					
Sterling Computer	350.12	Trans.		S.Bank/		
Cunningham	75.44	Chkg.	12200.00	Amazon	159.69	
Waconda Trader	37.80					
Ingram	65.41			Best		
Book Systems	1095.00			Books	151.65	
R. Malay-reimb.	74.75					
TEI Landmark Audio	93.50					
Michael Frederick	20.00					
Culligan	28.75					
Visa	345.00					
Best Books	700.00					
Brian DeBey	1008.24					
Marla Evert-Sarver	1265.12					
Rachel Malay	2015.61					
Craig Marcotte	505.14					
Andrea Weidenhaft	1166.20					
KPERS	1196.39					
KSWH	218.00					
FWH	495.00					
Fica/Medi	1181.32					
Consolidated Ptg.	25.00					
Balance 3.31.2015	3350.56	198262.24	659.13	3213.33	4034.80	83740.11

New Library Building Funds Quarterly Report

January to March 2015

(Reported April 13, 2015)

<u>Account Name/#</u>	<u>Balance</u>
Farmway Savings #19142-00	14246.65
Guaranty Capital Savings #1801252	83740.11
<u>*Guaranty Mitchell Co. Comm. Found. #1810597</u>	<u>\$5736.81</u>
Total	103723.57

*Account updates from Mitchell County Community Foundation funds received biannually. This report reflects the most recent update the library has received.

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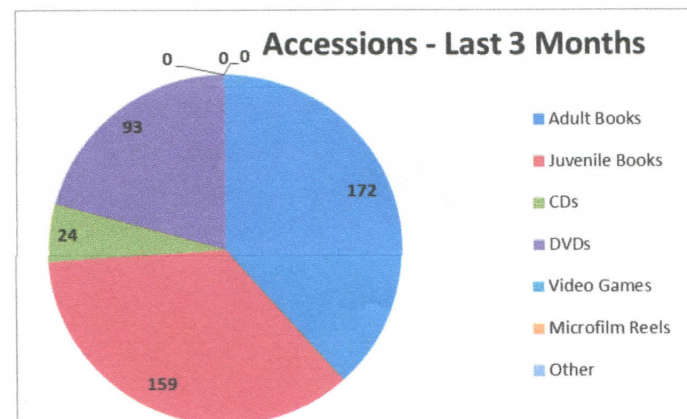
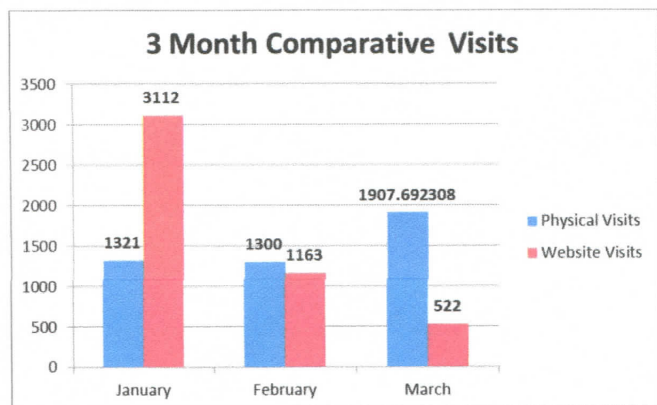
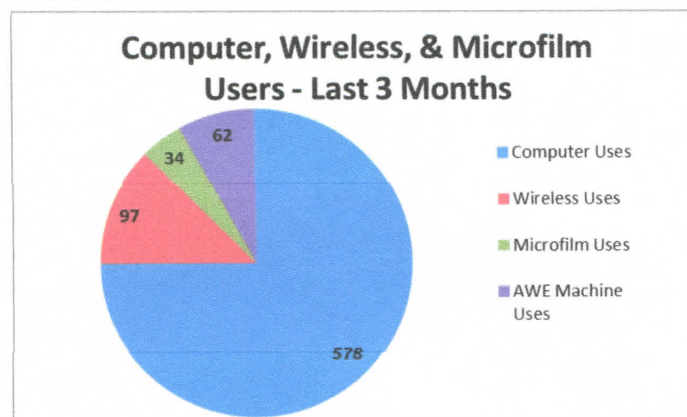
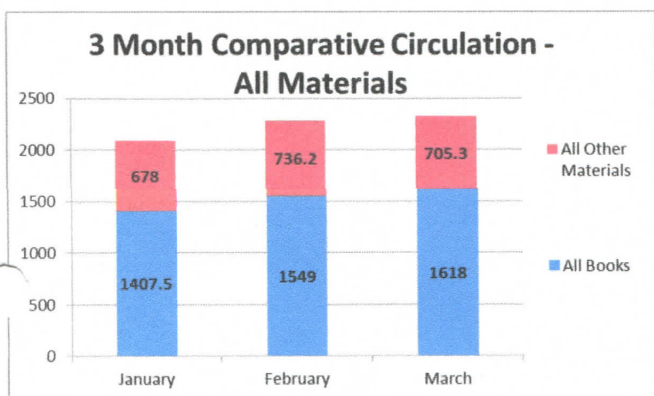
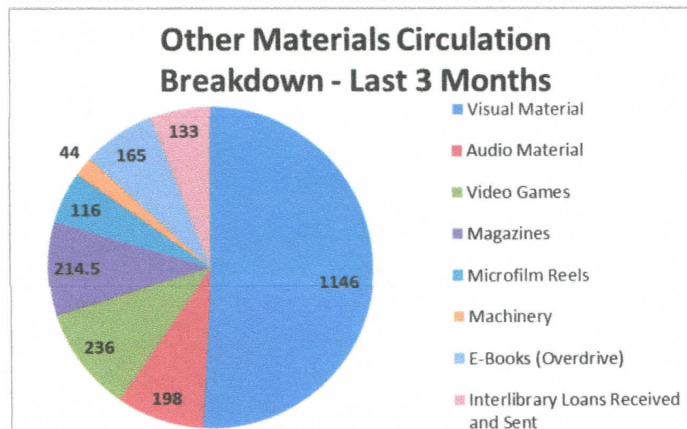
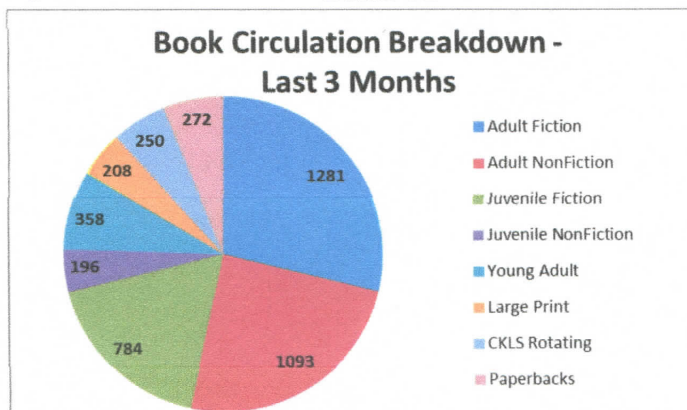
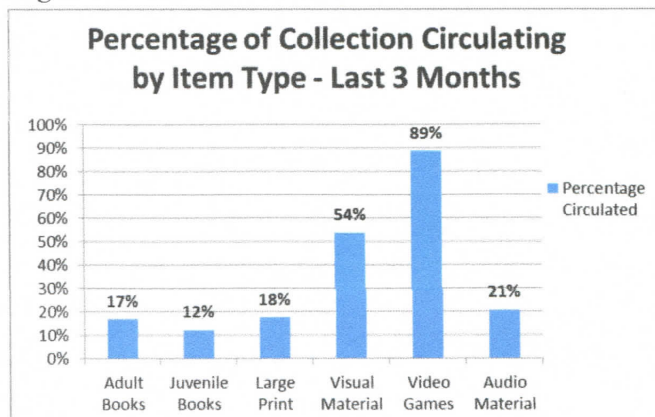
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Andrea attended the Summer Library Program Workshop the first week of March. She found it overall helpful, with plenty of book ideas and a focus on ninjas. The summer theme focuses on superheroes. Marla took a few vacation days to attend a Kansas Musician's Hall of Fame induction ceremony in Lawrence with her husband.

The second week in March workmen were here from Willow Springs to replace equipment on the roof. It was a bit weird hearing people "on the second floor" all day, but the work was completed just fine.

I attended an afternoon workshop in Salina on the basics of book repair. When I catch a free moment or find I need a distraction I'll be able to help Marla with the stack in the workroom. On Thursday of that week I had the next-to-last adult monthly program before the summer. I gave a presentation on vintage aprons, and the display is still up on the wall in the Schafer Room. About 7 ladies attended, and we had a drawing for 2 handmade aprons. On Saturday the 28th author Phil S. Dixon came to Beloit to talk about his book about the Kansas City Monarchs Negro League baseball team, and the team's connection to Beloit. Because we expected more than the Schafer Room could handle, we moved over to the high school commons. About 55 people attended, including researchers from Kansas City. The Friend's group provided refreshments. Everyone thoroughly enjoyed the presentation. Marla further helped the researchers from Kansas City with materials from the library's Kansas Room after they had been turned away by the Museum. Some newspaper displays with baseball scores and accounts of the games the library created are still up for viewing in the library.

Monday the 30th started out with the front desk computer dying. I took it down to Computer Solutions downtown and they were able to diagnose it as being caught in a loop after an update applied improperly. We had the computer back in working order the next day. However, this scare prompted me to order an updated computer for the front desk area as the two others up there are over 4 years old and slowing down. CKLS's computer grant program will provide a replacement later this year for the other older one we're using. Also on Monday the Youth Services Librarian Andrea Weidenhaft gave her two weeks' notice. Her last day was Saturday, April 11th. On April 1st Geisler Roofing was up on the roof doing prep work for the aluminum coating the city insurance plan provided for. The rotating van visited April 7th.

Looking ahead: The week of April 13th is National Library Week. The library will be handing out blue browsing bags and hold a book basket drawing. We expect the auditors will ask for library information sometime in April and are getting the paperwork together. I will be proctoring a test on the 13th and Marla will be gone to an interlibrary loan workshop in Hutchinson on the 16th. The last adult monthly program for the spring will be a tea party April 30th. CKLS's Spring Forward conference is May 12-13th in Tipton this year. The library will close so that staff may attend. I will be giving a speech to the Lion's Club on May 20th, and the library will be closed May 25th for Memorial Day. Summer programs start June 1st.

2015 Spring Story Port Evaluation

This spring's Story Port was animal themed and the kids really enjoyed it. We had 6 kids sign up and most of them showed up to every session. For the first session, after a quick story and snack, we talked about what kind of animals they would want to learn about. The big ones were dinosaurs, sharks, snakes, and alligators. After figuring out what animals we wanted, we took advantage of the nice weather and played a game outdoors.

The first animal we talked about was lions. We did a craft that incorporated Valentine's Day into the lion by making a lion out of all heart shapes. The kids then ran around the room pretending their lions were real. It was noisy fun. Bears were next on our list, and I used Valentine's Day again. They made signs for their parents with bears on it that said, "I love you beary much!" They turned out adorable. They also got some candy for Valentine's Day.

There was no Story Port for President's Day, but the kids were back the following week ready to learn about sharks. We narrowed it down to Megladon, the giant prehistoric shark, and the boys loved this session. I hooked up the laptop and projected Youtube videos onto the wall of different types of sharks. We ended up looking at some alligator videos in this session too.

Some of the other animals we talked about were wolves, cheetahs, snakes, and cows. This is the first time I have done a "themed" Story Port, and I think it went very well. Usually I just think of different crafts, but this gave the kids a way to input what they wanted to learn as well as making it easier for me to plan. It's a great way to simplify the program, while keeping it fun for the kids. It was another successful spring Story Port!