

AGENDA
PORT LIBRARY BOARD OF TRUSTEES
August 8, 2016

- | | | |
|-----|--|--------------------|
| 1. | Call meeting to order | Information |
| 2. | Check-in members | Information |
| 3. | Public Comment | Information |
| | a) Blue Jeans for Charity recipient | Information |
| 4. | Minutes: July 11 | Consent Agenda |
| 5. | Financial reports | Consent Agenda |
| | a) Trustee training packet addendum: Vendor list | Information |
| 6. | Director's report | Consent Agenda |
| | a) Fall activity brochures | Information |
| 7. | Old business | |
| 8. | New business | |
| | a) November event: Beer & Books Tasting | Information/Action |
| 9. | Long Range and Strategic Planning | |
| 10. | Other Business | |
| 11. | Adjourn | Action |

Next meeting: Monday, September 12, 2016 at 5:30 PM

Port Library Board of Trustees Meeting Minutes
Monday, July 11, 2016

President Keith Bottrell called the meeting to order at 5:35 pm. Members present were: Lorraine Jensby, Rachel Malay, Tammy Channell, Joyce McKinney, Kelly Kimerer.

Consent Agenda:

- The minutes of the June meeting were reviewed with no changes.
- The financial report and bills to be paid were reviewed. Rachel clarified that the savings accounts at Farmway Credit Union and Guaranty State Bank were simply savings accounts and NOT CDs. The Guaranty Mitchell County Community Foundation Account handles 501c3 donations.
- The Director's report was reviewed. Because it's summertime, the library has been busy this past month. Several new library cards have been issued. Staff members will be taking vacations days later this month.

Tammy made a motion to accept the March Minutes, the Financial Report, and the Director's Report. Kelly seconded, and the motion carried 5 – 0.

Old Business:

- Business Appreciation Month award will be presented Thursday, July 14 at the North Central Regional planning Commission. Library Trustees are welcome to attend the presentation.
- There are two options for leasing a 3D printer from CKLS:
 1. Simple 2 – 3 week loan, free of charge - OR -
 2. Long-term, 1 year loan. A plan of use needs to be submitted along with an agreement to pay for materials used as well as pay for damages incurred. (there is an option to purchase the printer at the end of loan period... \$5,000!)
- Mini Golf has been postponed until the end of August due to delay in construction (some other pressing projects came up for the builder!)
- Even after sending a second copy of the agreement for the art donation to Jim Nelson, Rachel is STILL awaiting the return of the signed copy from Mr. Nelson.

New Business:

Keith checked with our interim city administrator in regard to the impact of overtime exemptions for salaried employees. As it stands, this should not cause any changes at the library.

There being no further business to discuss, Kelly made the motion to adjourn. Tammy seconded, and the meeting adjourned at 6:00 pm.

Respectfully submitted (with apologies to Tori Bowers!),
Joyce McKinney

Next meeting is August 8, 2016 at 5:30 pm.

the
Guaranty
STATE BANK & TRUST CO.

July 9, 2016

Port Library
Attn: Rachel Malay
1718 N Hersey
Beloit, KS 67420

Dear Rachel:

A great 2nd quarter is in the books for The Guaranty's Blue Jeans for Charity program. Our employees gave a generous \$2865 to 34 different local charities! We are excited to continue this project and hope that we can match or exceed 2015's giving in excess of \$10,000.00!

Please accept our cashier's check in the amount of \$65.00. We hope that this gift will help with your programs in a small way!

If you should have any questions concerning The Guaranty's Blue Jeans for Charity program, please do not hesitate to contact me.

Sincerely,

Tami Pruitt

Kewig

Tami Pruitt
Senior Vice President/
Marketing Services

Enclosure

This gift was given lovingly by Sandy Budke.

BELOIT
201 S. Mill
785-738-3501

BURR OAK
121 S. Main
785-647-6621

ESBON
501 Grand
785-725-3663

JEWELL
120 S. Washington
785-428-3241

SMITH CENTER
133 S. Main
785-282-6641

Port Library

July 2016- Reported August 8, 2016

	2016 Budget	Spent Y-T-D	%-Age Spent	Budget Remaining
Salaries & Wages	116540.00	54621.21	46.87	61918.79
Payroll Taxes	12650.00	4178.61	33.03	8471.39
KPERS	9900.00	4229.49	42.72	5670.51
Utilities	300.00	104.00	34.67	196.00
Telephone	500.00	118.34	23.67	381.66
Technology/Service	2650.00	367.75	13.88	2282.25
Printing & Ads	860.00	205.00	23.84	655.00
Supplies	5000.00	1589.70	31.80	3410.30
Materials: Books	5500.00	4633.08	84.24	866.92
AV/Other	4250.00	2046.41	48.15	2203.59
Periodicals	3700.00	3082.30	83.31	617.70
Maint/Supplies	1500.00	470.12	31.34	1029.88
Insurance	4900.00	4508.00	92.00	392.00
Postage/Stamps	900.00	774.79	86.09	125.21
Programming: Story Port	300.00	24.05	8.02	275.95
Summer	400.00	413.47	(103.37)	(13.47)
YA/Other	550.00	93.79	17.06	456.21
Staff Development & Travel	1300.00	333.15	25.63	966.85
Equipment & Automation	5500.00	1531.65	27.85	3968.35
Other	400.00	-0-	-0-	400.00
	177600.00	83324.91	46.92	94275.09
Capital	14000.00	-0-	-0-	14000.00
Total	191600.00	83324.91	43.49	108275.09

Port Library Bank Accounts – July Activity

Reported: August 08, 2016

97

	General Checking	General DDA	State GSB	CKLS GSB	Special GSB	Special GSB
Beginning Balance						
Balance 6.30.2016	1925.80	331265.79	436.22	5234.54	7540.21	93931.90
Credits:						
DDA Transfer	10000.00					
Interest					.28	
GSB Donation					65.00	
Book Replacement				40.00		
Total	11925.80	331265.79	436.22	5274.54	7605.49	93931.90
Checks & Debits:						
Visa	62.50	Trans.				
MicroMarketing	146.76	Chkg. 10000.00		Visa 102.66		
Culligan	5.75				Visa 982.72	
Central Office Service	107.05			D.Imhoff-		
Salina Journal	182.16			Reimb. 71.55	Mary	
Rachel Malay-reimb.	19.50				Lou	
Marla Evert-Sarver-reimb	98.80			Ingram 787.10	Heller-	
Zachary Ace	25.98				Reimb 80.00	
Cunningham	33.27				.	
Waconda Trader	34.75				Quill 75.92	
Cash-postage	100.00					
Hays Daily News	175.00					
Culligan	11.50					
MicroMarketing	355.80					
Brian DeBey	1133.78					
Marla Evert-Sarver	1406.80					
Mary Lou Heller	772.91					
Debora Imhoff	441.54					
Rachel Malay	2132.51					
Craig Marcotte	516.68					
KPERS	1060.09					
KSWH	240.00					
FWH	619.00					
Fica/Medi	1269.50					
Balance 7.31.2016	974.17	321265.79	436.22	4313.23	6466.85	93931.90

Vendors List

When reading the bank account balance monthly report, it may be helpful to consult this list if you have questions about vendors (payees) listed. This list is not comprehensive, and changes slightly each year. Some vendors who were used only once have been left off this list. *(Updated 8/3/2016)*

Altius Awards	Plaques for donations, memorials	Various - paid from special account
ARSL	Annual membership	Continuing Ed.
Beloit Typewriter	Office supplies	Supplies
Blade Empire Publishing	Beloit Call newspaper, ads	Periodicals, ads
Boettcher Supply	Maintenance supplies, computer supplies	Maintenance, Automation/Tech.
Book Systems, Inc.	Automation software and supplies	Automation/Tech.
Brodart	Library supplies	Supplies
CDWG	Computer supplies	Automation/Tech.
Center Point Large Print	Books	Materials - books
Central Office Supply	Office supplies	Supplies
Cintas Fire Protection	Fire extinguisher inspection	Tech./Contracts
CKLS	Books, supplies, summer library mood cups	Materials - books, supplies, SLP
Cunningham Telephone & Cable	Telephone & internet service	Telephone and Tech./Contracts
Demco	Library supplies	Supplies
EBSCO	Newspapers and magazines	Periodicals
Hays Daily News	Newspaper	Periodicals
HQH2O Culligan Water	Drinking water for the staff room & events	Maintenance Supplies
Ingram Library Services	Books, DVDs, audio	Materials - books or A/V
KLA	Annual membership	Continuing Ed.
MicroMarketing, LLC	Books, DVDs, audio	Materials - books or A/V
Mitchell County Solid Waste	Trash hauling	Utilities
OverDrive, Inc.	E-books	Tech./Contracts, A/V
Quill Corporation	Library and maintenance supplies, computer supplies, furniture	Supplies, Maintenance Supplies, Automation & Tech.
Ray's Applemarket	Toilet paper, food, paper plates	Supplies, maintenance supplies, programs
Royal Publishing	Ads in local sports circulars	Ads
Sage Products, Inc.	Soap dispenser and hand sanitizer liquid	Maintenance Supplies
Salina Blueprint	Microfilm supplies and repair	Supplies or Tech./Contracts
Schendel Pest Control	Bug control and termite monitoring	Tech./Contracts
Scholastic, Inc.	Books	Materials - books
Sentimental Productions	DVD series	Materials - AV
Smart Apple Media	Books	Materials - books
State Farm	Insurance	Insurance
Sterling Computer Products	Computer ink	Supplies
Synchrony Bank/Amazon	Books, DVDs, audio, supplies, etc.	Materials, Supplies, Summer Library Program, Automation & Technology
TEI Landmark Audio	A/V	Materials - AV
The Library Store	Library supplies	Supplies
Upstart	Summer library program materials	Summer Library Program
USPS	Stamps, post office box	Postage
VISA	Whatever is put on the library charge card, various budget lines	Supplies, Automation/Tech, Summer Library Program, etc.
Waconda Trader	Custom printing, bookmarks, ads	Supplies or ads
Zachary Ace Hardware	Various repair and maintenance supplies	Maintenance Supplies

STATISTICAL REPORT
July 11, 2016 (2nd Quarter)

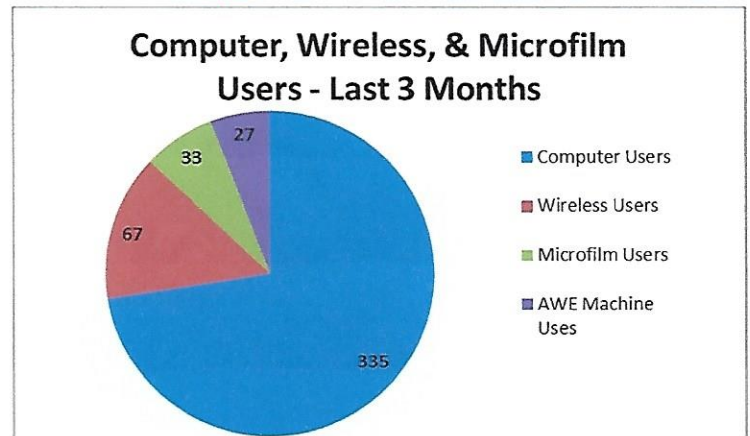
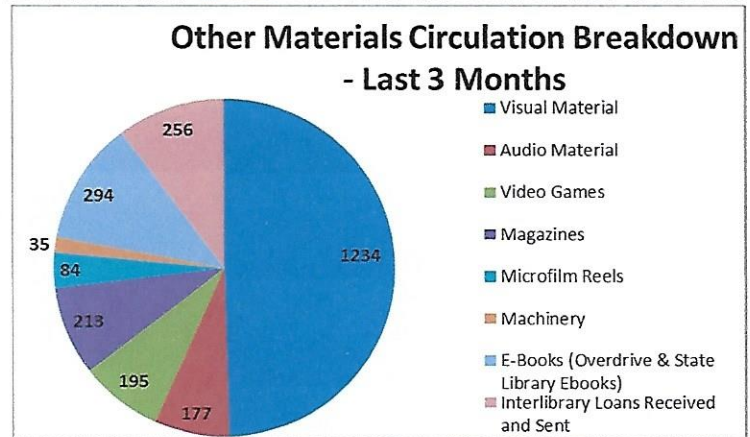
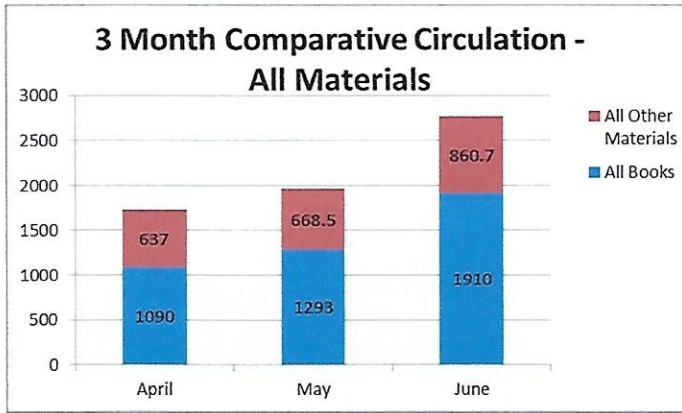
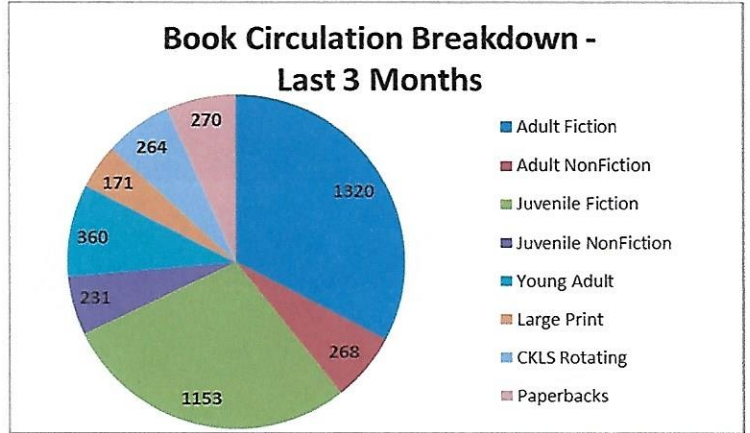
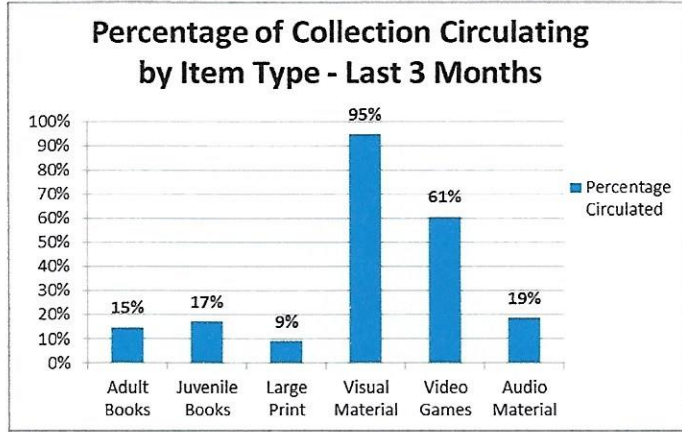
Total New Automated Registrations

Adult: 28

Juvenile: 6

Total: 34

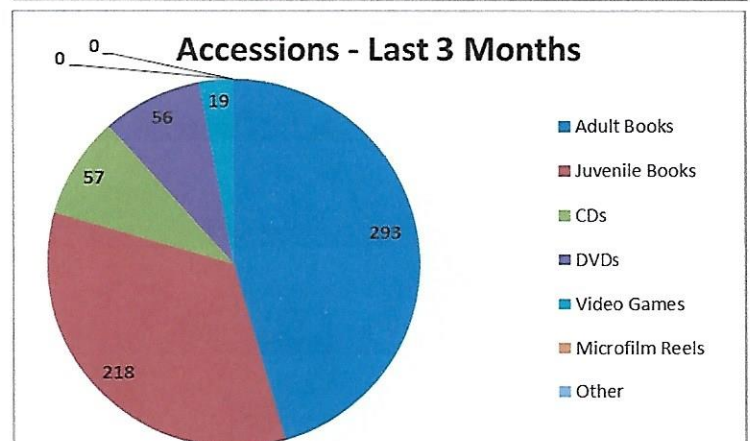
Average Active Card Holders: 1,564



Funds Collected

Fines and Fees	\$263.05
Computer and Xerox Copies	\$160.00
Microfilm Copies	\$10.50
Books Sold	\$25.50

Total Collected \$459.05



STATISTICAL REPORT
August 8, 2016 (July activity)

New Registrations

Adult: 12 Juvenile: 4 Total : 16

Active Patron Accounts: 1560

Material Added (Accessions)

Books: Adult: 166 Non-books: DVDs: 2
 Juvenile: 33

Total Materials Added: 201

Circulation

Books: Adult Fiction	522	Non-Books: Audio Materials	43
Adult Non-Fiction	105	Video Materials	405
Juvenile Fiction	677	Video Games	84
Juvenile Non-Fiction	86	Microfilm Rolls	20
Large Print	61	Magazines	59
Young Adult	132	Machinery	7
CKLS Rotating	70	Ebooks	63
Paperbacks	72	Interlibrary Loan: Borrowed	67
		Sent	14

Total 1,725 Total 762

Grand Total Circulation: 2,487

In-House Machinery Use

Computer #1 Users:	2	Computer #5 Users:	28
Computer #2 Users:	10	Computer #6 Users:	15
Computer #3 Users:	30	Computer #7 Users:	5
Computer #4 Users:	21	Computer #8 Users:	2

In-House Computer Users Grand Total: 0

Microfilm Reader/Printer Users: 11 AWE (Kid's) Users: 12

Library Services

Wireless Internet Users:	10	Reference Questions Answered:	112
Average People per Day:	81	Estimated People per Month:	2,022
Programs (Juvenile & Adult):	21	Estimated People at Programs:	259
Website Visitors	1,410	OPAC Users:	266

Monies Collected

Fines: \$70.95	Copies: \$53.10	
Microfilm: \$11.75		<i>Total collected: \$135.80</i>

Director's Report

August 8, 2016

Summer library programs are officially over, and I think everyone is relieved and looking forward to a change in the fall activities around the library.

The first full week in August I was gone for a family vacation. The library was closed on the 4th for the holiday. There was a bad sewer smell reported in the staff restroom on the 6th, 11th, and 28th. The last report included the women's restroom as well. The library may need to call in a plumbing expert or building engineer to verify our vents were installed correctly for our type of roof and usual wind speed. Summer programs continued as usual. Mary Lou combined toddler summer library programs with Parents as Teachers on Fridays in July.

After the board meeting, the week continued as planned with summer programs. Brian took a couple sick days and a vacation day toward the end of the week. The third full week in July was more of the same busy schedule.

I took nearly the remainder of my vacation days starting on the 27th through the end of the week. The study room was reserved on the 27th as well. On the 30th Mary Lou used the Schafer Room for a group she works with through OCCK.

Several local people and some from out of town came to consult the library's microfilm holdings throughout the month. The old machine held up reasonably well, but I can see the pressing need for updated hardware in the near future if the library is to be a place for genealogy research. Grant monies to partially cover the cost may be available through the Solomon Valley Community Foundation or CKLS in a year or so.

The rotating book van came August 2nd. The study room was reserved again the 3rd, and Mary Lou had her summer program year end hot dog party on the 4th. She'll have a summer programs report at the September meeting.

Looking ahead: Parents as Teachers is using the library on the 12th. The library will be closed on the 17th for CKLS Fall Forward/Technology Day. I will be starting the fall adult programming with a movie night on the 18th, and library mini golf on the 29-30th. Fall Story Port and (new this year) Port Tots will start in September.

Beer & Book Tasting Event

I would like to plan a library program for November 2016 in conjunction with Kettle Restaurant. The idea is a version of a beer tasting, but with companion book suggestions. There would be stations set up around the restaurant and reader's and drinker's advisors would be at each station to suggest book pairings with that station's drink selection.

For example: at a station with dark beer, the advisor would talk about the latest Clive Cussler book, the next military fiction novel, and a great science fiction find. At a station with white wine, a selection of literary fiction and women's fiction would be presented. At a station with red wine, the best in steamy, paranormal, or regency romances would be discussed. At a station with thirst-quenching ales the latest summer blockbusters from James Patterson and Nora Roberts could be featured.

Other station options could include one with food prepared from a recipe in a cozy mystery, an Italian cream soda with a young adult book, or just about anything at a station highlighting the extensive collection of drink recipe and history books from the library. DVD and video games could be included as well. Ideally each station would have one drink and at least 5 reading or viewing suggestions.

The point would be to expose great library books and materials to a group of people who may not use our facilities and services currently. Since our catalog is automated and online, a librarian could sign people up for cards and check out materials right from the restaurant that evening.

What I need from the board are answers to legal questions, such as:

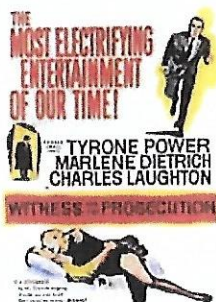
- Can the library sponsor (in name or with funds) an event, even off-site, that features alcohol?
- Should the funds the library uses to sponsor the event be from funds other than tax dollars?
- What is the maximum amount the library can sponsor or what should a ticket price be to attract people to this event? (I have not discussed actual costs with the Kettle yet.)
- Plus any other question I haven't thought of yet...

An event with alcohol sponsored by the library may seem controversial to some of our very conservative patrons. The library board will need to pass a motion to proceed with this program idea, and I would solicit book/drink pairing suggestions from any board member!

February

Classic Movie Series:

Witness for the Prosecution (1957)

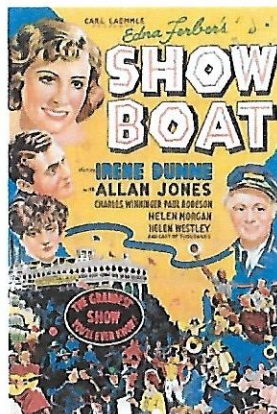


- ⇒ Thursday, February 16th.
- ⇒ 6:00 pm — 8:00 pm
- ⇒ Free popcorn and soft drinks!

April

Classic Movie Series:

Showboat (1936)



- ⇒ Thursday, April 20th.
- ⇒ 6:00 pm — 8:00 pm
- ⇒ Free popcorn and soft drinks!

March

Classic Movie Series:

The Quiet Man (1952)



- ⇒ Thursday, March 16th.
- ⇒ 6:00 pm — 8:00 pm
- ⇒ Free popcorn and soft drinks!



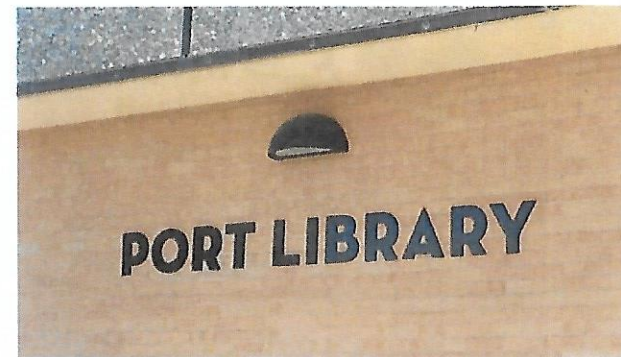
Port Library Beloit KS

1718 N Hersey
PO Box 427
Beloit, KS 67420

Phone: 785-738-3936
portlibrary.org
E-mail: portlib@nckcn.com

Port Library

Classic Movie Series



See individual program listings for times. Everything is free of charge. Patrons under 13 may not attend alone. Register by contacting the library no later than the Tuesday before the desired program.

August 2016
to
April 2017

August

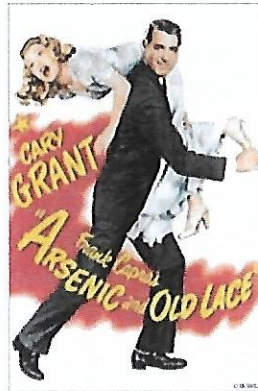
Classic Movie Series: *The Mating Season* (1951)



- ⇒ Thursday, August 18th.
- ⇒ 6:00 pm — 8:00 pm
- ⇒ Free popcorn and soft drinks!

October

Classic Movie Series: *Arsenic & Old Lace* (1944)



- ⇒ Thursday, October 20th.
- ⇒ 6:00 pm — 8:00 pm
- ⇒ Free popcorn and soft drinks!

December

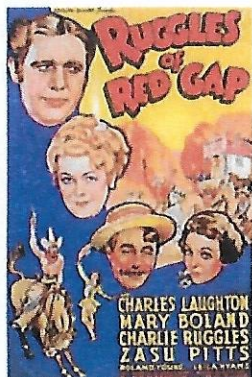
Classic Movie Series: *A Christmas Carol* (1938)



- ⇒ Thursday, December 15th.
- ⇒ 6:00 pm — 8:00 pm
- ⇒ Free popcorn and soft drinks!

September

Classic Movie Series: *Ruggles of Red Gap* (1935)



- ⇒ Thursday, September 15th.
- ⇒ 6:00 pm — 8:00 pm
- ⇒ Free popcorn and soft drinks!

November

Classic Movie Series: *Holiday Inn* (1942)



- ⇒ Thursday, November 17th.
- ⇒ 6:00 pm — 8:00 pm
- ⇒ Free popcorn and soft drinks!

January

Classic Movie Series: *She Wore a Yellow Ribbon* (1949)



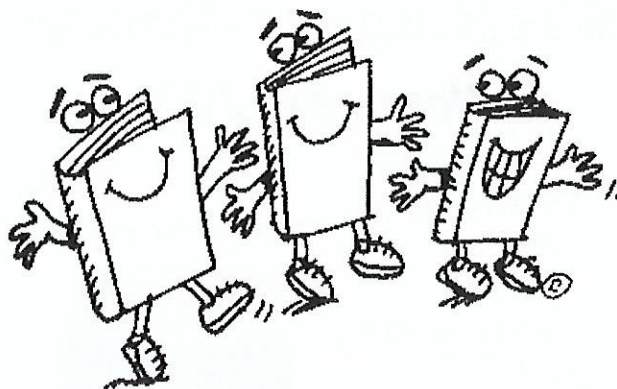
- ⇒ Thursday, January 19th.
- ⇒ 6:00 pm — 8:00 pm
- ⇒ Free popcorn and soft drinks!

Computer, Email, and Facebook Basics

Learn the basics of using a personal computer with Windows 10, how to create and access an email account, and how to navigate your own Facebook page and see others' posts.



- ◆ March 20, 6-8pm.
- ◆ For beginning computer users.
- ◆ Class size limited to 8.
- ◆ Private tutoring available on request.



Also check out our **FREE**
Classic Movie Series!
3rd Thursday,
August 2016 - April 2017

Celebrate National Library Week! April 9-15, 2017

- ◆ Pick up a free book bag at the library.
- ◆ Free pencils, bookmarks, stickers, and more.
- ◆ Enter a drawing for a book basket.
- ◆ Check out an item and be entered to win a \$25 Amazon gift card.

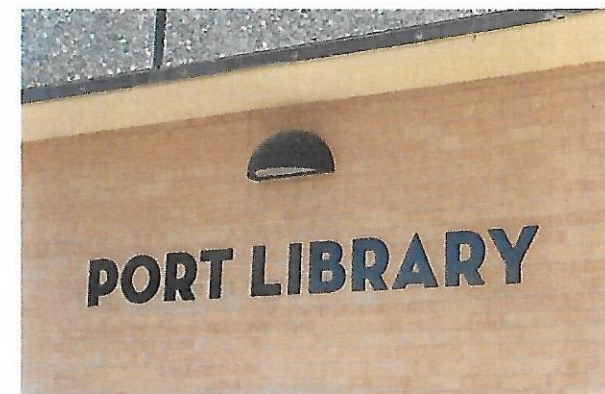


Port Library
Beloit KS

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Port Library Activities Calendar



Please see individual programs for dates and times. Everything is free of charge. Patrons under 13 may not attend alone. Register by contacting the library no later than the Friday before the desired program.

**August 2016
to
April 2017**

Library Mini-Golf Nights!



Play mini golf inside the *cool* Port Library for free!

- * Nine holes with obstacles.
- * Putters in 7 lengths.
- * Light refreshments in the Schafer Room.
- * Regular library services suspended for this event.

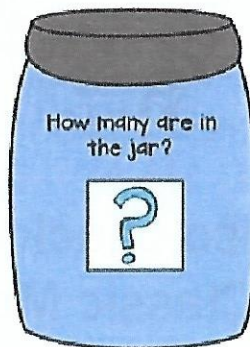
Tee times available:

Aug. 29th, 7-9 pm
 Aug. 30th, 7-9 pm
 Sept. 12th, 7-9 pm
 Sept. 13th, 7-9 pm

Guessing Jar Month! November 2016

- Drawing held November 30th.
- 1 guess per jar per person
- Guess buttons, lollipops, pennies, or paperclips
- Win fabulous prizes!

What's your guess?



At the Port Library:
 learn how to
**GET E-BOOKS
 FOR FREE**

Kindle devices • Nook devices
 Android Devices • iOS devices
 Smartphones • Laptops • Netbooks



- Monday, January 16th
- 6:00—8:00 pm

Library Book Sale in the Schafer Room

- * Paperbacks, Hardbacks, Large Print, CDs, Videocassettes, DVDs
- * All items 25¢ each.
- * Buy 4 get 1 free.

Everything must go!

Wed. Oct. 12, 4 pm - 6 pm
 Thurs. Oct. 13, 10 am - 8 pm
 Fri. Oct. 14, 10 am - 6 pm
 Sat. Oct. 15, 10 am - 2 pm

Come to Port Library's "Aisle of Lites"

**FRIDAY December 2,
 2015**

5:00—8:00 PM

An indoor version of the famous display set up in Chautauqua Park!

- Stroll among the bookshelves while Christmas music plays.
- Children's stories in the children's section and in the aisles
- Hot spiced cider and cookies will be available in the Schafer Room.



Library Love Week February 13th - 17th

- ♥ Monday: DIY Valentines.
- ♥ Tuesday: Amnesty Day. (*Bring back lost or overdue items, no penalty.*)
- ♥ Wednesday: Food for Fines. (*Food goes to Food Pantry*)
- ♥ Thursday: Free Chocolate Chip Cookie Day.
- ♥ Friday: Free coffee, hot chocolate, or cider in Schafer Room.