

AGENDA  
PORT LIBRARY BOARD OF TRUSTEES  
December 14, 2015

- |     |                              |                |
|-----|------------------------------|----------------|
| 12. | Call meeting to order        | Information    |
| 13. | Check-in members             | Information    |
| 14. | Public Comment               | Information    |
| 15. | Minutes: November 9, 2015    | Consent Agenda |
| 16. | Financial report             | Consent Agenda |
|     | a) Encumbrances Jan-Feb 2016 | Action         |
| 17. | Director's report            | Consent Agenda |
| 18. | Old business                 |                |
|     | a) Policy Committee Report   | Action         |
| 19. | New business                 |                |
|     | a) Holiday Hours             | Action         |
| 20. | Other Business               |                |
| 21. | Adjourn                      | Action         |

Next meeting: Monday, January 11, 2016 at 5:30 PM

Port Library Board of Trustees Meeting Minutes  
November 9, 2015

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

The minutes of the October 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 approximately 170 people came in for the book sale with a \$325 donation into the library's special account by the end of the sale, there were internet problems the last week of October. The early learning center came over with about 55 kids on October 30<sup>th</sup> for trick-or-treating.

Lorraine made a motion to accept the October meeting minutes, the financial report and the director's report. Kelly seconded the motion and the motion carried 7-0.

Old Business:

The policy committee has met and came up with a list of things that need to be updated or changed. There is still more work to be done. Kelly made a motion to accept the list of changes/updates and allow the policy committee to make the changes/updates. Tori seconded and the motion carried 7-0.

New Business:

There was some discussion about Christmas bonuses for the Port Library staff. A suggested amount for each staff member was provided and Kelly made a motion to approve the Christmas bonuses at the amounts suggested. Mary Ann seconded and the motion carried 7-0.

Jim Nelson, local artist from Jewell, has generously offered a painting of his late wife to the library. The board discussed some issues regarding this, including a possible written agreement with the artist, possible increase in insurance coverage, and possibly creating an art/artifact donation policy for the policy book. Tori made a motion to accept the painting for storage and display the painting once the policy is written and passed at the next board meeting. Mary Ann seconded and the motion passed 7-0.

After a week of off and on internet problems at the library in October, the board discussed the issue of a Network technician for the library. The CKLS has a technician available but it takes a couple of weeks before they can get to the library. Keith mentioned that he had talked to Mike Meier about having him be our on call person that we can call in an emergency situation. It was agreed that he should be contacted and the library should have him come in and get familiar with the network for the library so he can be called next time an issue comes up.

Other Business:

The library was awarded the 2015 notable books grant.

The library was awarded the CKLS Equipment grant that was previously applied for.

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

Tori Bowers, secretary

Next meeting is Monday December 14, 2015 at 5:30 p.m.

Port Library  
**November 2015-Reported December 14, 2015**

	2015 Budget	Spent Y-T-D	%-Age Spent	Budget Remaining
Salaries & Wages	114370.00	87533.54	76.54	26836.46
Payroll Taxes	12280.00	6716.26	54.70	5563.74
KPERS	9400.00	7641.64	81.30	1758.36
Utilities	300.00	104.00	34.67	196.00
Telephone	450.00	332.11	73.80	117.89
Technology/Service	2500.00	1024.43	41.00	1475.57
Printing & Ads	200.00	342.22	(171.11)	( 142.22)
Supplies	3500.00	1640.68	46.88	1859.32
Materials: Books	3500.00	3247.40	92.78	252.60
AV/Other	2000.00	2067.47	(103.39)	( 67.47)
Periodicals	3200.00	2040.22	63.76	1159.78
Maint/Supplies	1200.00	1537.29	(128.11)	(337.29)
Insurance	4500.00	4859.00	(107.98)	(359.00)
Postage/Stamps	600.00	787.94	(131.33)	(187.94)
Programming: Story Port	150.00	38.79	25.86	111.21
Summer	300.00	320.69	(106.90)	( 20.69)
YA/Other	350.00	247.38	70.68	102.62
Staff Development and Travel	800.00	1511.36	(188.92)	(711.36)
Equipment & Automation	4000.00	6595.44	(164.89)	(2595.44)
Other	300.00	77.73	25.91	222.27
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	163900.00	128665.59	79.00	35234.41
Capital	10000.00	10000.00	100.00	-0-
<b>Total</b>	<b>173900.00</b>	<b>138665.59</b>	<b>79.74</b>	<b>35234.41</b>

**Port Library Bank Accounts – November Activity**  
**Reported: December 14, 2015**

Beginning Balance	General Checking	General DDA-	State GSB	CKLS GSB	Special GSB	Special GSB
Balance 10.31.2015	5097.78	288981.04	19.13	2814.06	5109.94	83813.78
<b>Credits:</b>						
DDA Transfer	26500.00					
Insurance Refund	2.00					
CKLS disbursement				2667.00		
KS Notable Bks. Grant			261.99			10000.00
Capital Deposit						25.00
Delphian Donation						11.12
Interest		33.64			.21	
<b>Total</b>	<b>31599.78</b>	<b>289014.68</b>	<b>281.12</b>	<b>5481.06</b>	<b>5110.15</b>	<b>93849.90</b>
<b>Checks &amp; Debits:</b>		Trans.				
Cunningham	33.60	Chkg. 26500.00				
Book Systems	1696.00					
Mary Lou Heller	197.64			GSB-	Book-	
Ace Hardware	25.98			checks	Cattle	
Beloit Typewriter	15.98				Drive	55.00
Boettcher Supply	48.00			16.00		
Visa	69.89					
Quill Corp.	301.49					
CDWG	1226.90					
TEI Landmark	328.75					
Ingram	38.21					
SAGE Products	237.28					
Ebsco	1599.26					
OverDrive	900.00					
Center Point LP	747.57					
GSB #18-01252	10000.00					
Brian DeBey	388.57					
Marla Evert-Sarver	400.75					
Mary Lou Heller	369.40					
Debora Imhoff	342.40					
Rachel Malay	515.10					
Craig Marcotte	354.40					
Brian DeBey	1208.07					
Marla Evert-Sarver	1407.98					
Mary Lou Heller	444.67					
Debora Imhoff	273.75					
Rachel Malay	2073.56					
Craig Marcotte	486.18					
KPERS	1301.36					
KSWH	214.00					
FWH	520.00					
Fica/Medi	1572.84					
Balance 11.30.2015	2260.20	262514.68	281.12	5465.06	5055.15	93849.90

### Library Budget Encumbered

The Board of Trustees of the Port Library shall encumber the following funds from the 2015 fiscal year for the operations of the Port Library during January – February 2016:

Salaries & Wages	\$15,810.00
Payroll Taxes	\$1,150.00
KPERS	\$1,300.00
Telephone	\$40.00
Technical Service & Maintenance Contracts	\$80.00
Supplies	\$40.00
Books/AV	\$2,500.00
Maintenance	\$20.00
Postage	\$150.00
Story Port	\$30.00
Other Programming	\$20.00
<u>Equipment</u>	<u>\$350.00</u>
Total	\$21,490.00

Approved by a majority at the regular meeting of the Board of Trustees Monday, December 14, 2015

## Director's Report

December 14, 2015

Merry (early) Christmas everyone! I hope you have a great holiday planned for yourselves, and include some down time in your schedule.

November had several holidays and vacation time for the staff. I was on vacation the first Monday of the month, and Brian took the next day off. Chris Rippel from CKLS came to use the library's study room to remote host some librarian training on Wednesday, November 4<sup>th</sup>. On the 5<sup>th</sup> Parents as Teachers used our Schafer Room for a meeting, and I gave a tour of the library, particularly our microfilmed newspapers, to a high school class. My husband gave an assignment to his AP US History class to research the day they were born. I also took a vacation day on that Friday.

Marla took a half vacation day on Monday the 9<sup>th</sup>. The next day employees of Sonic used our Schafer room to hold employee training. We were closed for Veteran's Day on the 11<sup>th</sup>.

On November 16<sup>th</sup> Marla used another half vacation day. That Thursday we had the second in our classic movie series – this time we watched *My Man Godfrey*. About 6 people attended; a few different from the first movie. I've had more inquiries about movie night since then, so I hope to see attendance increasing. I attempted to take a vacation day on Friday the 20<sup>th</sup> but Maribeth Shafer from CKLS came to swap out a hard drive on one of our older computers. We will have it in storage as a back-up. The #1 public computer has had issues for about a month and I may replace it if I can't fix it after New Year's. We haven't had a line for public use computers so it's not a pressing issue. On Saturday Mary Lou used the Schafer Room with some of her OCK clients.

Although originally we planned not to have Story Port on the 23<sup>rd</sup> Mary Lou had an activity planned – and nearly everyone showed up! Mary Lou took an extended vacation from the 24<sup>th</sup> through December 4<sup>th</sup> for a trip to New York City she had planned before being hired at the library. I took vacation days on the 24<sup>th</sup> and 25<sup>th</sup> and the library was closed for Thanksgiving and the day after. Due to bad weather the library closed on Saturday as well.

The library was also closed Monday morning, November 30<sup>th</sup> since the weather was still predicted to be bad, plus the school closed as well. Marla proctored a test on the 2<sup>nd</sup> and I took half a vacation day on Friday. Marla was gone on a vacation day all day.

The last Story Port for 2015 was on Monday the 7<sup>th</sup>. I think Mary Lou has enjoyed planning and doing Story Port quite a bit so I'm excited to see what she will have planned for the spring as well. On Tuesday the 8<sup>th</sup> the rotating book van visited for the first time since the summer. The Schafer Room was reserved for the 10<sup>th</sup> by a patron, but on December 11<sup>th</sup> in the evening was the 2<sup>nd</sup> annual "Aisle of Lites."

Looking ahead: Brian, Marla, and myself have more vacation days scattered through the end of the month. The library will be closed for Christmas Eve and Day, and New Year's Eve and Day. We'll have another classic movie night in the Schafer Room January 21<sup>st</sup> and Story Port will start up again February 1<sup>st</sup>.

**STATISTICAL REPORT**  
**December 14, 2015 (November activity)**

**New Registrations**

Adult: 9                                  Juvenile: 0                                  Total : 9

*Highest Card Number:*                  2242

**Material Added (Accessions)**

Books: Adult:                                  54    Non-books:                  DVDs:                                  2  
                 Juvenile:                                  122                                  CDs:                                  27

*Total Materials Added:*                  205

**Circulation**

Books: Adult Fiction	355	Non-Books:	Audio Materials	44
Adult Non-Fiction	242		Video Materials	258
Juvenile Fiction	251		Video Games	51
Juvenile Non-Fiction	25		Microfilm Rolls	9
Large Print	65		Magazines	73
Young Adult	68		E-Readers/Machinery	15
CKLS Rotating	30		Overdrive (ebooks)	34
Paperbacks	75	Interlibrary Loan: Borrowed		21
		Sent		14

Total                                  1,111    Total                                  519

*Grand Total Circulation:*                  1,630

**In-House Machinery Use**

Computer #1 Users:	0	Computer #5 Users:	28
Computer #2 Users:	19	Computer #6 Users:	21
Computer #3 Users:	24	Computer #7 Users:	7
Computer #4 Users:	34	Computer #8 Users:	3

*In-House Computer Users Grand Total: 0*

Microfilm Reader/Printer Users: 3                  AWE (Kid's) Users: 9

**Library Services**

Wireless Internet Users:	28	Reference Questions Answered:	178
Average People per Day:	51	Estimated People per Month:	1,065
Programs (Juvenile & Adult):	7	Estimated People at Programs:	41
Website Visitors	914	OPAC Users:	359

**Monies Collected**

Fines:	\$140.05	Copies:	\$35.80	
Microfilm:	\$1.75			<i>Total collected: \$177.60</i>

## Policy Committee Suggested Changes

December 2015

1. Move the Video Games and E-readers Lending Policy to the Limits on Borrowing section of the Service Policy.
2. Move the Test Proctoring policy under the Library Services section of the Service Policy.
3. Re-order the policies to make the Materials Selection Policy between the Service and Personnel Policy.
4. Reviewed the job descriptions for minor changes still related to the old building
5. Took off the "Programming Librarian" from the Technology Librarian job description and moved those duties elsewhere.
6. Added language to job descriptions to include checking the smoke detectors and staff maintenance of the Staff Break Room.
7. Took language of adding videocassettes out of the Materials Selection Policy.
8. Created a "Gifts of Art and other Artifacts policy to be placed right after the "Gifts of Books" policy.
9. Divided the Policy document into the following separate policies for easier editing:

Trustee Policy – with (renamed) appendix C, H, and the Trustee Conflict of Interest form as a new appendix.

Service Policy - with (renamed) appendix A, B, E, F, G, J, K, L, M, N

Materials Selection Policy

Personnel Policy – with (renamed) appendix D, I, O



## Gifts of Art and Other Artifacts

The Port Library recognizes that a library space can function as a community resource for the display of local and national art and artifacts that have merit and some connection to the library and local community. However, display space is limited within this public building so some selection and display criteria must exist for the acceptance and display of such works. The library will make all reasonable accommodations for space to display donated art, but the library doesn't guarantee space will be available.

The library does not accept for permanent deposit art or artifacts that are not given as outright gifts. A written art donation agreement, unique for each art piece donated, will be drawn up and signed by both the library board president and art donor.

Any artist or art owner may submit their works to the Port Library, but acceptance of such a gift is subject to the unanimous approval of the entire Port Library board by a vote at a regular meeting. The Port Library board has the power to determine a length of time the art will be displayed at the library before it may be stored, donated to another organization or the original owner, or sold at auction or to a private party.

The library makes no promise that their insurance policy will immediately or permanently cover donated art objects. Additionally, the library cannot control public behavior around the art object or any library property and does not promise extra protective measures can be put in place for the donated art object.

Patrons who find donated and library board approved art offensive may register a complaint with the library board during the public comment section of any regular board meeting. Patrons are encouraged to be familiar with and/or use the Request for Reconsideration of Material (Appendix E of the Service Policy). The library board will be under no obligation to remove or cover art that has had a complaint registered against it.