

AGENDA  
PORT LIBRARY BOARD OF TRUSTEES  
February 8, 2016

- |     |   |                |
|-----|---|----------------|
| 1.  | Call meeting to order   | Information    |
| 2.  | Check-in members  | Information    |
| 3.  | Public Comment  | Information    |
| 4.  | Minutes: January 11   | Consent Agenda |
| 5.  | Financial reports   | Consent Agenda |
|     | a) 2015 Year End Reports  |                |
| 6.  | Director's report   | Consent Agenda |
| 7.  | Old business  |                |
|     | a) Policy Review Committee – Final updates  | Action         |
|     | b) Dane G. Hansen /Solomon Valley<br>Community Foundation Grant Recognition and Thank You | Information    |
| 8.  | New business  |                |
|     | a) Immediate Payment of Bills Waiver FY 2016  | Action         |
|     | b) Review of policy relating to KS-CIPA   | Action         |
| 9.  | Long Range and Strategic Planning   |                |
|     | a) Staff Door Doorbell and Lift Plate   | Information    |
| 10. | Other Business  |                |
| 11. | Adjourn   | Action         |

Next meeting: Monday, March 14, 2016 at 5:30 PM

Port Library Board of Trustees Meeting Minutes  
January 11, 2016

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

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

The financial report and bills to be paid were reviewed.

The director's report was reviewed. Rachel noted December passed quickly with many staff members taking vacation days and closing early for the holidays. Story Port ended for the fall and will start again later in January. Rachel also provided the board with quarterly and year-end statistics.

Tammy made a motion to accept the December meeting minutes, the financial report and the director's report. Mary Ann seconded and the motion carried 6-0.

Old Business:

Rachel provided a list of meeting dates and activities planned so far for 2016.

The policy committee will be meeting again in January to continue working on getting everything updated.

In regards to Jim Nelson and his artwork donated to the library, things are moving forward to get it placed in the library and a date set up for a reception.

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

Tori Bowers, secretary

Next meeting is Monday, February 8, 2016 at 5:30 p.m.

Port Library  
**YEAR END (2015 Activity)-Reported February 8, 2016**

	2015 Budget	Spent Y-T-D	%-Age Spent	Budget Remaining
Salaries & Wages	114370.00	95154.68	83.20	19215.32
Payroll Taxes	12280.00	7279.40	59.28	5000.60
KPERS	9400.00	8269.65	87.98	1130.35
Utilities	300.00	104.00	34.67	196.00
Telephone	450.00	368.11	81.80	81.89
Technology/Service	2500.00	1054.76	42.19	1445.24
Printing & Ads	200.00	342.22	(171.11)	(142.22)
Supplies	3500.00	1945.10	55.58	1554.90
Materials: Books	3500.00	3492.63	99.79	7.37
AV/Other	2000.00	3423.91	(171.20)	(1423.91)
Periodicals	3200.00	2040.22	63.76	1159.78
Maint/Supplies	1200.00	1569.53	(130.80)	(369.53)
Insurance	4500.00	4859.00	(107.98)	(359.00)
Postage/Stamps	600.00	1081.46	(180.24)	(481.46)
Programming: Story Port	150.00	71.14	47.43	78.86
Summer	300.00	320.69	(106.90)	( 20.69)
YA/Other	350.00	263.06	75.16	86.94
Staff Development and Travel	800.00	1275.75	(159.47)	(475.75)
Equipment & Automation	4000.00	7592.10	(189.80)	(3592.10)
Other	300.00	77.73	25.91	222.27
	163900.00	140585.14	85.78	23314.86
Capital	10000.00	10000.00	100.00	-0-
<b>Total</b>	<b>173900.00</b>	<b>150585.14</b>	<b>86.60</b>	<b>23314.86</b>

**Port Library Bank Accounts – YEAR END**  
**Reported: February 8, 2016**

<b>Beginning Balance</b>	<b>General Checking</b>	<b>General DDA-</b>	<b>State GSB</b>	<b>CKLS GSB</b>	<b>Special GSB</b>	<b>Special GSB</b>
<b>Balance</b> 12.31.2015	4501.98	249047.34	19.13	5139.26	4940.43	93861.86
<b>Credits:</b>						
<b>Total</b>	4501.98	249047.34	19.13	5139.26	4940.43	93861.86
<b>Checks &amp; Debits:</b>						
Ingram	37.08					
Cunningham	33.26					
Ace Hardware	14.99					
MicroMarketing	171.95					
Marla Evert-Sarver reimb	102.12					
Rachel Malay reimb	41.40					
Adj. KSWH (Dec)	5.00					
<b>Balance</b> 1.15.16	4096.18	249047.34	19.13	5139.26	4940.43	93861.86

**STATISTICAL REPORT**  
**February 8, 2016 (January activity)**

**New Registrations**

Adult:	17	Juvenile:	0	Total :	17
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*Active Patron Accounts: 1956*

**Material Added (Accessions)**

Books: Adult:	18	Non-books:	DVDs:	65
Juvenile:	11		Video Games:	10

*Total Materials Added: 104*

**Circulation**

Books: Adult Fiction	454	Non-Books:	Audio Materials	45
Adult Non-Fiction	108		Video Materials	353
Juvenile Fiction	215		Video Games	40
Juvenile Non-Fiction	46		Microfilm Rolls	8
Large Print	97		Magazines	79
Young Adult	67		Machinery	8
CKLS Rotating	82		Overdrive (e-books)	42
Paperbacks	18	Interlibrary Loan: Borrowed		24
		Sent		26
 Total	 1,087	 Total		 625

*Grand Total Circulation: 1,712*

**In-House Machinery Use**

Computer #1 Users:	0	Computer #5 Users:	23
Computer #2 Users:	21	Computer #6 Users:	21
Computer #3 Users:	33	Computer #7 Users:	3
Computer #4 Users:	25	Computer #8 Users:	10

*In-House Computer Users Grand Total: 136*

Microfilm Reader/Printer Users:	6	AWE (Kid's) Users:	12
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**Library Services**

Wireless Internet Users:	21	Reference Questions Answered:	99
Average People per Day:	48	Estimated People per Month:	1,254
Programs (Juvenile & Adult):	3	Estimated People at Programs:	45
Website Visitors	1,173	OPAC Users:	300

**Monies Collected**

Fines:	\$70.80	Copies:	\$57.45	
Microfilm:	\$3.75			<i>Total collected: \$132.00</i>

## Director's Report

February 8, 2016

Is it February already? Really? I could do with less icy weather as the spring approaches (apparently faster) than I realized.

The first week of 2016 I took my final vacation day of 2015 and we all made the effort to begin a new calendar. A patron used the Schafer Room on Friday briefly in the afternoon. In the second week, the North Central Kansas Flint Hills Area Agency on Aging (say that 3 times fast!) used the Schafer and Study rooms for meetings on January 13<sup>th</sup>.

Parents as Teachers used the library Thursday, January 21<sup>st</sup> in the morning for a meeting, and Jim Nelson came to put hanging hardware on the painting he donated the previous November. Our Classic Movie Night activity was cancelled as we closed early due to wintry weather. I took a vacation day on the 22<sup>nd</sup> to help out with the Beloit Invitational Wrestling Tournament.

Mary Lou started Story Port for the spring session on January 25<sup>th</sup>, and celebrated Kansas Day with activities throughout the week. I put up a 2015 Kansas Notable Books display by the end of the week. On the 30<sup>th</sup> the library had an Art Unveiling to dedicate the painting Jim Nelson donated – “Lady and Dog.” An estimated 40 people attended.

In February Mary Lou has begun a Lego creation contest all month long in the youth services department. I will attend a CLKS workshop in Ellsworth on makerspaces in libraries on February 4<sup>th</sup>. Our book-sale-room-turned-activity-room qualifies as a makerspace, so I hope to get more effective ideas on how to use the space. I have completed the CKLS System Incentive Grant for 2016, and am still working on the State Aid Grant, due February 10<sup>th</sup>. The rotating book van visits on Tuesday the 9<sup>th</sup>, and the library will be closed the 15<sup>th</sup> for President's Day. Mary Lou is planning an Alice in Wonderland themed tea party February 20<sup>th</sup>. I will have a workshop/seminar on ebooks in the Schafer Room February 25<sup>th</sup>. Mary Lou's youth services summer library program workshop is in Great Bend March 1<sup>st</sup>.

## Summary of Policy Changes – February 2016

*A complete list with exact wording of these policy changes can be found in the official notebook.*

- Where possible, applicable K.S.A. numbers have been noted in policy.

### Personnel Policy:

- A clarification was made between permanent and temporary library employees.
- Under staff conduct, language was added that states that library employees are expected to be familiar with present library technology in order to aid patrons effectively.
- Language was clarified to state that employees were responsible for keeping their own records of time worked on an individual library time sheet, and sign the time sheets by the end of the pay period.
- Vacation, sick leave, and paid holidays shall apply to all permanent employees.
- A clarification was made to the hours paid for librarians attending workshops. Also, that the library would pay for expenses for employees to attend KLA. Reimbursements for attending other regional, state, and national conferences will be at the approval of the board.

### Trustee Policy:

- Language was changed to allow the library to pay bills immediately, as they are received.
- A quorum is five board members.
- The Chairman and Secretary are authorized check signers. (Not the Treasurer.)
- The default System Board Voting Representative is the library board chairman, unless otherwise designated on a yearly basis.
- Addition of GAAP Waiver and Immediate Payment of Bills Waiver as appendixes.

### Service Policy

- Added a section on the procedure for expelling patrons from the building, and that there could be an appeal process.
- Added language specifically prohibiting pornography viewing on library computers.



The Port Library  
P.O. Box 427  
1718 N. Hersey  
Beloit, KS 67420

January 25, 2016

Dane G. Hansen Foundation  
PO Box 187  
Logan, KS 67646

Dear Sirs,

The Port Library received assistance from the Dane G. Hansen Foundation in the form of a Community Impact Fund grant through the Solomon Valley Community Foundation last year. We used the funds to furnish our community and activity room with a refrigerator and blinds for the windows.

The refrigerator was installed in time for us to use it for the summer library programs last year, and the kids very much appreciated cold drinks right at hand. Later in the fall a few civic organizations used the room to meet and we able to store their snacks. The library has used the refrigerator as well to store drinks for our bi-monthly classic movie series.

The blinds have come in useful as well, helping to darken the room for presentations and other shows with our projector. Also, they help to soften the "hard edges" of our multi-purpose room, making the whole space more inviting.

The grant was a wonderful opportunity and the local community has immediately and directly benefitted. Thank you!

Sincerely and on behalf of the Port Library Board of Trustees,

A handwritten signature in cursive script that reads "Rachel Malay". The signature is written in black ink and is positioned below the typed name.

Rachel Malay  
Port Library Director



## Immediate Payment of Bills Waiver

**Whereas**, the Board of Trustees of the Port Library, in order to maintain timely accounts with all vendors and retailers, shall give authorization to pay vouchers, invoices, and bills as immediately as possible, and

**Whereas**, the Board of Trustees of the Port Library has determined that the requirements of Kansas statutes are not relevant to the timely payment of bills for the functioning of the library ended in the year 2016.

**Now therefore let it be resolved**, by the trustees of the Port Library in regular meeting duly assembled this eighth day of February, 2016 that the trustees of the Port Library waives the requirements of Kansas statutes as they apply to the trustees at the Port Library for the year ended 2016.

**Be it further resolved** that the library board shall cause the financial statements and reports of the Port Library to be regularly prepared and approved at each regular meeting, showing bills, invoices, and vouchers already paid for the previous month.

**75-2589. Kansas children's internet protection act; public libraries; school districts; state librarian; rules and regulations; liability.** (a) Any school district that provides public access to a computer shall implement and enforce technology protection measures to ensure that no minor has access to visual depictions that are child pornography, harmful to minors or obscene. Each board of education shall adopt policies for the enforcement of this subsection. Such policies and any standards or rules promulgated pursuant to such policies shall be made available to the public.

(b) (1) Any public library that provides public access to a computer shall implement and enforce technology protection measures to:

(A) Ensure that no minor has access to visual depictions that are child pornography, harmful to minors or obscene; and

(B) ensure that no person has access to visual depictions that are child pornography or obscene.

(2) An employee of a public library may disable a technology protection measure if:

(A) Requested to do so by a library patron who is not a minor; and

(B) the technology protection measure is disabled only to enable access for legitimate research or other lawful purpose.

(c) The state librarian shall establish standards and promulgate rules and regulations for the enforcement of the provisions of subsection (b). Such standards and rules and regulations shall be distributed to the public libraries in this state, posted in a conspicuous place in such public libraries and made available to the public.

(d) The governing body of each public library shall adopt a policy to implement and enforce the provisions of subsection (b) in accordance with the standards and rules and regulations described in subsection (c). Such policy shall be reviewed at least once every three years by such governing body and shall:

(1) State that the purpose of the policy is to restrict access to those materials that are child pornography, harmful to minors or obscene;

(2) provide how such public library will meet the requirements of this section;

(3) require such public library to inform its patrons of the standards and rules and regulations that library employees follow to enforce the provisions of this section; and

(4) require such public library to inform its patrons that procedures for the submission of complaints about the standards and rules and regulations, the enforcement thereof, or observed patron behavior, have been adopted and are available for review.

(e) Any school district or public library that is in compliance with the provisions of this section shall not be liable for any damages arising out of or related to a minor gaining access to visual depictions that are child pornography, harmful to minors or obscene through the use of a computer that is owned or controlled by such school district or public library.

(f) As used in this section:

(1) "Board of education" means the board of education of any school district;

(2) "child pornography" means a visual depiction of a minor shown or heard engaging in sexually explicit conduct with intent to arouse or satisfy the sexual desires or appeal to the prurient interest of the offender or any other person;

(3) "harmful to minors" shall have the same meaning as that term is defined in K.S.A. 2015 Supp. 21-6402, and amendments thereto;

(4) "minor" means any person under 18 years of age;

(5) "obscene" shall have the same meaning as that term is defined in K.S.A. 2015 Supp. 21-6401, and amendments thereto;

(6) "public library" means any library established pursuant to article 12 of chapter 12 of the Kansas Statutes Annotated, and amendments thereto, and any other library which serves the general public and is

funded in whole or in part from moneys derived from tax levies;

(7) "school district" means any public school district organized under the laws of this state;

(8) "technology protection measure" means any computer technology or other process that blocks or filters online access to visual depictions; and

(9) "visual depiction" shall have the same meaning as that term is defined in K.S.A. 2015 Supp. 21-5510, and amendments thereto.

(g) This act shall be known and may be cited as the Kansas children's internet protection act.

**History:** L. 2013, ch. 98, § 1; July 1.

Article 4. Children's Internet Protection; Public Library Requirements

**54-4-1. Public library internet access policy; adoption and review.** (a) The governing body of each public library shall adopt an internet access policy that meets the applicable requirements of subsection (b) and K.S.A. 2013 Supp. 75-2589, and amendments thereto.

(b) Each internet access policy shall meet the following requirements:

(1) State that the purpose of the policy is to restrict access to those materials that are child pornography, are harmful to minors, or are obscene;

(2) state how the public library will meet the applicable requirements of K.S.A. 2013 Supp. 75-2589, and amendments thereto;

(3) require the public library to inform its patrons of the procedures that library employees follow to enforce the applicable requirements of K.S.A. 2013 Supp. 75-2589, and amendments thereto; and

(4) require the public library to inform its patrons that procedures for the submission of complaints about the policy, the enforcement of the policy, and observed patron behavior have been adopted and are available for review.

(c) The governing body of each public library shall review its internet access policy at least once every three years. (Authorized by and implementing K.S.A. 2013 Supp. 75-2589; effective P-\_\_\_\_\_.)