

AGENDA  
PORT LIBRARY BOARD OF TRUSTEES  
June 13, 2016

- |     |  |                    |
|-----|--|--------------------|
| 1.  | Call meeting to order                          | Information        |
| 2.  | Check-in members                               | Information        |
| 3.  | Public Comment                                 | Information        |
| 4.  | Minutes: May 9                                 | Consent Agenda     |
| 5.  | Financial reports                              | Consent Agenda     |
| 6.  | Director's report                              |                    |
|     | a) 2016-2017 Board Directory                   |                    |
|     | b) 2015-2016 Story Port Report                 |                    |
|     | c) Summer Library Program Schedule             |                    |
|     | d) Business Appreciation Month Finalist        | Consent Agenda     |
| 7.  | Old business                                   |                    |
|     | a) 3-D Printer Loan from CKLS                  | Information/Action |
|     | b) Jim Nelson painting agreement update        | Information        |
| 8.  | New business                                   |                    |
|     | a) Portable Picnic Table Request               | Information/Action |
|     | b) FY 2017 Budget                              | Action             |
|     | c) Executive Session: 2016-2017 Staff Salaries | Information        |
| 9.  | Long Range and Strategic Planning              |                    |
| 10. | Other Business                                 |                    |
| 11. | Adjourn  | Action             |

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

Port Library Board of Trustees Meeting Minutes  
May 9, 2016

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

The minutes of the April 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 she broke down and turned the air conditioning on in the library. There is still an issue going on with a smell in the restrooms, the city has been notified. Mary Lou is back following her knee surgery. Summer library programs will be beginning soon.

Joyce made a motion to accept the April minutes, the financial report and the director's report. Tammy seconded and the motion carried 8-0.

**Old Business:**

New signs have been installed outside the library for parking. There are signs to be placed around town to give direction to the library. They are being made.

When visiting with the city council, it was suggested that they visit and get signed up for a library card.

Rachel did some statistics regarding physical visit increase and circulation increase. She compared numbers from 3 years prior to the move to the new building with numbers from 3 years post moving to the new building. She told the board that there has been a 25% increase in physical visits and a 3% increase in circulation. She will use these numbers to guide her in future services for the library.

Rachel is still waiting to hear from Jim Nelson regarding his art donation.

The Solomon Valley Community Foundation grant was funded and Rachel will begin work on the new mini golf course for use in the library.

**New Business:**

Officers of the board job descriptions were reviewed and current officers took turns describing their duties. After a brief discussion, Mary Ann made a motion to cast a unanimous vote to retain all current officer positions. Kelly seconded and the motion carried 8-0.

Officers are as follows for 2016-2017:

President – Keith Bottrell

Vice President – Lorraine Jensby

Treasurer – Joyce McKinney

Secretary – Tori Bowers

**Long Range and Strategic Planning:**

Many items were discussed during this time including possible programs that can be taken to people outside of the library, for example daycare's, the senior center or hilltop. Another item is possible expansion of children's services or genealogy services. Rachel noted that having a good staff and customer service are at the top of her priority.

**Other Business:**

Rachel will get a new Staff/Board Directory to us at the next meeting.

With no further business to discuss a motion to adjourn was made by Tori and seconded by Joyce. The meeting was adjourned at 6:15 p.m.

Tori Bowers, secretary

Next meeting is Monday June 13, 2016 at 5:30 p.m.

Port Library

May 2016- Reported June 13, 2016

	2016 Budget	Spent Y-T-D	%-Age Spent	Budget Remaining
Salaries & Wages	116540.00	38158.07	32.74	78381.93
Payroll Taxes	12650.00	2919.17	23.10	9730.83
KPERS	9900.00	3004.70	30.35	6895.30
Utilities	300.00	-0-	-0-	300.00
Telephone	500.00	100.27	20.05	399.73
Technology/Service	2650.00	225.43	8.51	2424.57
Printing & Ads	860.00	205.00	23.84	655.00
Supplies	5000.00	1350.74	27.02	3649.26
Materials: Books	5500.00	4633.08	84.24	866.92
AV/Other	4250.00	804.82	18.94	3445.18
Periodicals	3700.00	504.67	13.64	3195.33
Maint/Supplies	1500.00	243.18	16.21	1256.82
Insurance	4900.00	4508.00	92.00	392.00
Postage/Stamps	900.00	556.49	61.83	343.51
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	59609.73	33.56	117990.27
Capital	14000.00	-0-	-0-	14000.00
<b>Total</b>	<b>191600.00</b>	<b>59609.73</b>	<b>31.11</b>	<b>131990.27</b>

**Port Library Bank Accounts – May Activity  
Reported: June 13, 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> 4.30.16	4218.67	294193.19	1209.14	8273.10	6023.18	93908.42
<b>Credits:</b>						
DDA Transfer	15000.00					
Dane Hansen Grant					2050.00	
Interest		36.65			.27	11.93
Donation				25.00		
Replacements				25.50		
<b>Total</b>	19218.67	294229.84	1209.14	8323.60	8073.45	93920.35
<b>Checks &amp; Debits:</b>						
Ingram	113.50	Trans.-				
Card Services	236.75	Chkg. 15000.00	Center	Micro-		
State Farm	601.00		Point	Mktg.	61.21	Mary L
State Farm	3907.00		LP 772.92			Heller-
Micro Mktg.	76.49					SLP 89.46
USPS	470.00			Ingram	788.05	
M. L. Heller- reimb	74.28					
Cunningham	35.37					
Ray's Apple Mkt.	8.85					
Sentimental Prod.	125.00					
Cunningham	33.43					
Culligan	11.50					
Brian DeBey	1151.80					
Marla Evert-Sarver	1321.17					
Mary Lou Heller	474.71					
Debora Imhoff	398.19					
Rachel Malay	2074.56					
Craig Marcotte	503.74					
KPERS	945.46					
KSWH	234.00					
FWH	556.00					
Fica/Medi	1176.82					
<b>Balance</b> 5.31.16	4689.35	279229.84	660.09	436.22	7983.99	93920.35

**STATISTICAL REPORT**  
**June 13, 2016 (May activity)**

**New Registrations**

Adult:	16	Juvenile:	5	Total :	21
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*Active Patron Accounts: 1548*

**Material Added (Accessions)**

Books: Adult:	174	Non-books:	DVDs:	0
Juvenile:	0		CD:	0

*Total Materials Added: 174*

**Circulation**

Books: Adult Fiction	396	Non-Books:	Audio Materials	64
Adult Non-Fiction	99		Video Materials	367
Juvenile Fiction	280		Video Games	51
Juvenile Non-Fiction	53		Microfilm Rolls	31
Large Print	56		Magazines	72
Young Adult	128		Machinery	8
CKLS Rotating	63		Local & State Ebooks	100
Paperbacks	159	Interlibrary Loan: Borrowed		48
		Sent		11
 Total	 1,234	 Total		 752

*Grand Total Circulation: 1,986*

**In-House Machinery Use**

Computer #1 Users:	3	Computer #5 Users:	19
Computer #2 Users:	21	Computer #6 Users:	15
Computer #3 Users:	21	Computer #7 Users:	6
Computer #4 Users:	16	Computer #8 Users:	1

*In-House Computer Users Grand Total: 102*

Microfilm Reader/Printer Users:	13	AWE (Kid's) Users:	7
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**Library Services**

Wireless Internet Users:	19	Reference Questions Answered:	210
Average People per Day:	49	Estimated People per Month:	1,132
Programs (Juvenile & Adult):	0	Estimated People at Programs:	0
Website Visitors	1,315	OPAC Users:	336

**Monies Collected**

Fines:	\$59.05	Copies:	\$61.30	
Microfilm:	\$4.00			<i>Total collected: \$124.35</i>

## Director's Report

June 13, 2016

May always seems like the calm before the summer library craziness and it was nice to have a month to finish winter projects.

Parents as teachers used the Schafer Room on May 5<sup>th</sup>. On May 9<sup>th</sup> Mary Lou and I spent the morning and early afternoon at the grade school publicizing the summer library program in the classrooms before I came back to the library for the board meeting in the evening.

The library was closed My 10 and 11<sup>th</sup> for Spring Forward, which was at Ringneck Ranch in Tipton again this year. Marla attended the first day only, and Deb attended the second day only, with the rest of the staff attending both days. The theme was "Creating Library Magic." It was nice to have a theme, even if every seminar topic didn't exactly fit. The draft for the 2017 CKLS Incentive Grant was handed out. Next year CKLS will start requiring a copy of the trustee training materials we use for new trustees. This shouldn't be a problem. They will also expect libraries to purchase memberships to KLA for the director and/or board members, which we already do as well. CKLS also debuted a new marketing software tool that can be used by member libraries for free called Library Aware. The software is really fantastic and I can't wait to show the library board a preview later this year. As usual I came away with a big to-do list and more ideas than are feasible to put into practice.

Marla took half a vacation day on the 16<sup>th</sup> and Maribeth Schafer was here from CKLS on the 19<sup>th</sup> to install Windows 10 on the public computers. So far we haven't had any problems converting to the new operating system.

The study room was used on the 23<sup>rd</sup> by a community member, and Marla took the other half of her vacation day on the 27<sup>th</sup>. I took my turn and worked Memorial Day weekend (Saturday) this year. We've had several groups of genealogists use the library and send in requests in May.

Summer library programs have started; I'm attaching a schedule. Mary Lou's work hours will be flexible this month as we figure out the best schedule for her. The rotating van came June 9<sup>th</sup>, and the hospital used the Schafer Room later after the summer programs that same day for a management training exercise. About 25 people were in and out of the library that day.

Deb will be gone to a CKLS workshop in Salina on book repair June 14. Smoky Hills PBS is coming to do a program for the kids on June 15<sup>th</sup>. The study room has been reserved for every Wednesday in June, and Sonic Restaurant is using the Schafer Room on the afternoon of the 23<sup>rd</sup> for some required restaurant safety training. The library will be closed July 4<sup>th</sup> for the holiday, and I will be on vacation July 1<sup>st</sup> – 8<sup>th</sup> in Colorado.

May 2016 – April 2017  
PORT LIBRARY BOARD OF TRUSTEES

**PRESIDENT**      **Keith Bottrell**      (keithbottrell3@yahoo.com)  
1411 N. Mill, Beloit KS 67420  
Phone: 402-525-7349 (cell) 402-350-5607 (wife's cell)  
Term: 2013 – 2017 (first term)

**VICE PRESIDENT**      **Lorraine Jensby**      (lorraine616@gmail.com)  
920 N. Walnut, Beloit KS, 67420  
Phone: 785-534-1327 (home) 402-239-5012 (cell)  
Term: 2014 -2018 (first term)

**TREASURER**      **Joyce McKinney**      (jamckinn@ksu.edu)  
914 N. Hersey Ave, Beloit KS 67420  
Phone: 738-3120 (home) 534-3344 (cell)  
Term: 2014 – 2018 (first term)

**SECRETARY**      **Tori Bowers**      (bowersmomof2@yahoo.com)  
319 N. Hersey, Beloit, KS 67420  
Phone: 738-2704 (home) 534-0724 (cell)  
Term: 2013-2017 (first term)

**Kelly Kimerer**      (kkimerer@hotmail.com)  
600 N. Mill, Beloit KS, 67420  
Phone: 785-738-2399 (home) 785-738-8710 (cell)  
Term: 2015 – 2019 (first term)

**Tammy Channell**      (tchannell@usd273.org)  
1403 N. Bell, Beloit KS, 67420  
Phone: 620-546-3302 (cell)  
Term: 2015 – 2019 (first term)

**Mary Ann Kibbe**      (makibbe2271@yahoo.com)  
1119 E. Topeka Ave., Beloit KS, 67420  
Phone: 785-738-7627 (cell)  
Term: 2015 – 2019 (first term)

**STAFF:** Rachel Malay (Mrs. Ryan), Director  
401 E. 8<sup>th</sup>, Beloit, KS 67420  
534-2341 (cell) 769-4111 (Ryan's cell)

Marla Evert-Sarver (Mrs. Linus), Admin. Asst./Adult Circ.  
811 E. 8<sup>th</sup>, Beloit, KS 67420  
738-0137 (cell)

Brian DeBey, Circulation Assistant  
210 N. Lincoln, Apt. #1, Beloit, KS 67420  
534-0782 (cell)

Debora Imhoff, Circulation Assistant  
717 N. Bell, Beloit, KS 67420  
785-452-5343 (cell)

Mary Lou Heller, Youth Services  
502 N. Pine, Beloit, KS 67420  
569-7127 (cell) 738-3352 (home)

Craig Marcotte, Custodian  
610 Elliott, Beloit, KS 67420  
738-6526 (home) 569-7362 (cell)

## Story Port

Fall 2015 – Spring 2016

I have had a wonderful time being a part of Story Port this last year. We started with 7 enrolled but we averaged 5 each week. We read a variety of books starting with seasonal things. Because all of the participants were older, I tried to explore different areas of the library. We did traditional picture books but we also did non-fiction, graphic novels, biographies and chapter books. With each story we did some kind of craft. The boys did moan when they had to sew poppies. I imparted great pieces of knowledge like what the poop deck was for on the Mayflower. I am looking forward to next year. I hope to increase our numbers and have checked with the school about busing students from the elementary school to the high school for Story Port.

Mary Lou Heller

Youth Services



## Port Library 2016 Summer Programs – Subject to Change

\* Regular Public Children's Summer Library Program

Date	Time	Program Type	Age	Location	Sponsor/Partner
3-Jun	10:30 - 11:30 an	Reading/Activity	Toddler	Library	Parents as Teachers
6-Jun	10:15 - 10:45 an	Reading/Activity	2 year olds	Library	Early Learning Center & Library Staff
7-Jun	10:30 - Noon	Reading/Activity	Age 5 - 5th Grade	Library	Library Staff
7-Jun	10:15 - 11:15 an	Reading/Activity	K-4th Grade	Elementary School	Early Learning Center & Library Staff
8-Jun	10:00 - 10:50 an	Reading/Activity	3 year olds	Library	Early Learning Center & Library Staff
9-Jun	10:00 - 10:50 an	Reading/Activity	4 year olds	Library	Early Learning Center & Library Staff
9-Jun	TBA	Video Games - Minecraft	Teen	Library	Library Staff
13-Jun	10:15 - 10:45 an	Reading/Activity	2 year olds	Library	Early Learning Center & Library Staff
14-Jun	10:30 - Noon	Reading/Activity	Age 5 - 5th Grade	Library	Library Staff
14-Jun	10:15 - 11:15 an	Reading/Activity	K-4th Grade	Elementary School	Early Learning Center & Library Staff
15-Jun	10:00 - 11:00 an	PBS Smoky Hills Share-a-Si	3 year olds	Library	PBS, Early Learning Center, Library Staf
16-Jun	10:00 - 10:50 an	Reading/Activity	4 year olds	Library	Early Learning Center & Library Staff
16-Jun	TBA	Video Games - Minecraft	Teen	Library	Library Staff
20-Jun	10:15 - 10:45 an	Reading/Activity	2 year olds	Library	Early Learning Center & Library Staff
21-Jun	10:30 - Noon	Reading/Activity	Age 5 - 5th Grade	Library	Library Staff
21-Jun	10:15 - 11:15 an	Reading/Activity	K-4th Grade	Elementary School	Early Learning Center & Library Staff
22-Jun	10:00 - 10:50 an	Reading/Activity	3 year olds	Library	Early Learning Center & Library Staff
23-Jun	10:00 - 10:50 an	Reading/Activity	4 year olds	Library	Early Learning Center & Library Staff
23-Jun	TBA	Video Games - Minecraft	Teen	Library	Library Staff
24-Jun	10:30 - 11:30 an	Reading/Activity	Toddler	Library	Parents as Teachers
27-Jun	10:15 - 10:45 an	Reading/Activity	2 year olds	Library	Early Learning Center & Library Staff
28-Jun	10:30 - Noon	Reading/Activity	Age 5 - 5th Grade	Library	Library Staff
28-Jun	10:15 - 11:15 an	Reading/Activity	K-4th Grade	Elementary School	Early Learning Center & Library Staff
29-Jun	10:00 - 10:50 an	Reading/Activity	3 year olds	Library	Early Learning Center & Library Staff
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12-Jul	10:30 - Noon	Reading/Activity	Age 5 - 5th Grade	Library	Library Staff
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18-Jul	10:15 - 10:45 an	Reading/Activity	2 year olds	Library	Early Learning Center & Library Staff
18-Jul	6:30 - 9:00 pm	Library Mini Golf	Adults & all ages	Library	Library Staff
19-Jul	10:30 - Noon	Reading/Activity	Age 5 - 5th Grade	Library	Library Staff
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28-Jul	TBA	Video Games - Minecraft	Teen	Library	Library Staff

**Subject:** Fwd: 2016 BAM Winners Announced!  
**From:** Heather Hartman <hhartman@beloitks.org>  
**Date:** 5/20/2016 10:15 AM  
**To:** Rachel Malay <portlibdir@nckcn.com>

CONGRATULATIONS!

Congrats for being named one of the 26 Regional Winners for the Business Appreciation Month. There were a lot of talented businesses nominated and the Port Library stood out!

We will have someone from the Department of Commerce here sometime this summer to recognize you and your staff.

*Heather Hartman*

Mitchell County Community Development Director

123 North Mill Street, Beloit KS 67420

785.738.7336 cell

785.738.3000 office

**From:** Tricia Kensinger-Rice <Tricia.Rice@ks.gov>  
**To:**  
**Sent:** 5/19/2016 10:51 AM  
**Subject:** 2016 BAM Winners Announced!

Thank you again for your nominations and participation in support of Business Appreciation Month - enclosed are details regarding this year's program.

Tricia Rice  
Marketing Executive  
Kansas Department of Commerce  
trice@kansascommerce.com  
785.296.7911

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Total Control Panel

Login



Finalists and Regional Business Excellence Award Winners

<b>FINALISTS</b>	<b>Name of Nominating Organization:</b>	<b>Category</b>	<b>County:</b>	<b>Region:</b>
CivicPlus	Manhattan Area Chamber of Commerce	Service	Riley	Northeast
Cunningham Telephone & Cable	Solomon Valley Economic Development	Service	Mitchell	Northwest
KanOkla Networks	City of Caldwell	Service	Sumner	South Central
RedGuard	Kansas Small Business Center at WSU	Manufacturing/Distribution	Sedgwick	South Central
Roto-Mix, LLC	Dodge City Ford County Development Corporation	Manufacturing / Distribution	Ford	Southwest

<b>REGIONAL WINNERS</b>	<b>Nominating Organization:</b>	<b>Category</b>	<b>County:</b>	<b>Region:</b>
Atchison Hospital	City of Atchison	Hospital / Non-Profit	Atchison	Northeast
Big I Bail Bonds LLC	Grant County Economic Development Corporation	Service	Grant	Southwest
Bosselman Energy Inc. of Kansas	Rooks County Economic Development	Retail	Rooks	Northwest
Carter's LLC dba Thrifty King	Stevens County Economic Development Board	Retail	Stevens	Southwest
Crossland Construction Companies	Columbus Chamber of Commerce	Service	Cherokee	Southeast
Custom Storefronts, Inc.	Custom Storefronts, Inc.	Manufacturing / Distribution	Johnson	East Central
EGEBiodiesel (Emergent Green Energy)	City of Minneola	Manufacturing / Distribution	Clark	Southwest
Flinthills Services	El Dorado Chamber of Commerce & El Dorado Inc.	Hospital / Non-Profit	Butler	South Central
Guest Home Estates VII	City of Garnett	Hospital / Non-Profit	Anderson	Southeast
High Plains Music Fest, Inc.	Stevens County Economic Development Board	Hospital / Non-Profit	Stevens	Southwest
KCAS Bioanalytical & Biomarker Services	Shawnee Economic Development Council	Service	Johnson	East Central
MGP Ingredients, Inc.	City of Atchison	Manufacturing / Dist.	Atchison	Northeast
Mid American Credit Union	Arkansas City Area Chamber of Commerce	Retail	Sedgwick	South Central
New Age Industrial Corporation, Inc.	Norton Chamber of Commerce	Manufacturing / Distribution	Norton	Northwest
Newell-Rubbermaid	Winfield Area Chamber of Commerce	Manufacturing/Distribution	Cowley	South Central
Original Bread dba Panera Bread	Original Bread dba Panera Bread	Retail	Johnson	East Central
Peerless Products, Inc.	City of Fort Scott	Manufacturing / Distribution	Bourbon	Southeast
Port Library	Solomon Valley Economic Development	Hospital / Non-Profit	Mitchell	Northwest
Rooks County Holdings, LLC	Rooks County Economic Development	Service	Rooks	Northwest
Sandra's Quick Stop	City of Garnett	Retail	Anderson	Southeast
Wheat State Telephone	Cowley First	Service	Cowley	South Central

## **Borrowing CKLS' 3D Printer**

CKLS members can borrow the 3D printer and dedicated laptop for three weeks.

CKLS provides the following:

- Lulzbot Mini 3D printer
- Dedicated laptop with:
  - Software for running the 3D printer
  - Software for designing objects to print with 3D printer
  - Files for objects easy to print.
  - Spreadsheet for tracking prints
- Spools of filament: HIPS and other types of filaments
  - HIPS filament is a variety of colors
  - PLA filament that glows in dark and changes color.
- Training
  - Handouts
  - Demonstrations including a demonstration to community
  - One-on-one training when necessary

The library provides the following:

- At least two local people who will learn how to use the Lulzbot Mini 3D printer.
- Place for the Lulzbot printer within sight of library staff.
- A promise to record prints into CKLS 3D Printer Log.
- Payment to CKLS for filament used. Money will be used to buy more filament.



Search



FREE store pickup as soon as today

## Stansport Camp Table with Folding Bench Seats

48 reviews

**\$82.61**

Was: \$91.99 Save \$9.38

### About this item

**Important Made in USA Origin Disclaimer:** For certain items sold by Walmart on Walmart.com, the displayed country of origin information may not be accurate or consistent with manufacturer information. For updated, accurate country of origin data, it is recommended that you rely on product packaging or manufacturer information.

The Stansport Camp Table with Folding Bench Seats is a rugged piece of furniture that makes an excellent companion when camping. It's made of high-density polyethylene HDPE plastic that can stand up to lots of weight and rough use transporting the table between your vehicle and campsite. This Stansport picnic table with folding seats has a white table top with matching benches, outfitted with telescoping, black powder-coated steel legs that add stability to the device. With sturdy bench seats, it can easily accommodate four campers along with a variety of food and drink on the tabletop. To set up this camping picnic table, you simply unfold the bench and can do this in a matter of seconds. The seats fully nest inside the table making it versatile and easy to carry when not in use.