

AGENDA  
PORT LIBRARY BOARD OF TRUSTEES  
June 8, 2015

- |     |   |                |
|-----|---|----------------|
| 1.  | Call meeting to order   | Information    |
| 2.  | Check-in members  | Information    |
| 3.  | Public Comment  | Information    |
| 4.  | Minutes: May 11, 2015   | Consent Agenda |
| 5.  | Financial report  | Consent Agenda |
| 6.  | Director's report   | Consent Agenda |
| 7.  | Old business  |                |
|     | a) Grant Award: Solomon Valley Community Foundation:<br>Window Blinds Quote from Ellenz of Tipton | Action         |
| 8.  | New business  |                |
|     | a) Review/Revision of Board Meeting Time  | Action         |
|     | b) Automation of Library Finances onto QuickBooks   | Action         |
|     | c) FY 2016 Budget   | Action         |
|     | EXECUTIVE SESSION:  |                |
|     | d) Salary Review  | Action         |
| 9.  | Other Business  |                |
| 10. | Adjourn   | Action         |

Next meeting: Monday, July 13, 2015 at 5:30 PM

Port Library Board of Trustees Meeting Minutes  
May 11, 2015

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

Solomon Valley Community Foundation was present at the first of our meeting to award a grant to the library for \$850.00. The money will be used to purchase a small refrigerator for the Schafer Room.

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 the work to the library roof has been completed by Geisler roofing. The staff toilet has finally been fixed after much investigation and waiting on replacement parts. Jasmine Turley, temporary summer Youth Services Librarian, began working after school a couple days a week. Sign-ups for the summer library program has begun. And the final adult program for the spring was a Tea Tasting Party with four in attendance.

Rachel mentioned that the CKLS grant has been approved that she submitted for continuing education funds. She let us know that the State Historical Society is making a copy of records that were requested by the Mitchell County Museum.

Rachel talked with the Board about new digital books called Playaway. There are four books currently in our library, she will be looking in to getting more later in the year.

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

Old Business

Nothing at this time

New Business

Introduction of new Board Members; Kelly Kimerer, Tammy Channell and Mary Ann Kibbe.

Members were nominated for a 1 year term in the officer positions as follows:

Keith Botrell was nominated as President

Lorraine Jensby was nominated as Vice President

Tori Bowers was nominated as Secretary

Joyce McKinney was nominated as Treasurer

The nominations carried with a unanimous vote of 8-0.

With no further business to discuss, a motion to adjourn the meeting was made by Mary Ann and seconded by Tammy. The meeting was adjourned at 6:10 p.m.

Tori Bowers, secretary

Next meeting is Monday June 8, 2015 at 5:30 p.m.

Port Library  
 May 2015-Reported June 8, 2015

	2015 Budget	Spent Y-T-D	%-Age Spent	Budget Remaining
Salaries & Wages	114370.00	39361.99	34.42	75008.01
Payroll Taxes	12280.00	3019.63	24.60	9260.37
KPERS	9400.00	3628.11	38.60	5771.89
Utilities	300.00	-0-	-0-	300.00
Telephone	450.00	171.89	38.20	278.11
Technology/Service				
	2500.00	387.23	15.49	2112.77
Printing & Ads	200.00	175.10	87.55	24.90
Supplies	3500.00	495.16	14.15	3004.84
Materials: Books	3500.00	1066.00	30.46	2434.00
AV/Other	2000.00	299.64	14.99	1700.36
Periodicals	3200.00	68.80	2.15	3131.20
Maint/Supplies	1200.00	415.43	34.62	784.57
Insurance	4500.00	4861.00	(108.02)	(361.00)
Postage/Stamps	600.00	632.00	(105.33)	(32.00)
Programming: Story Port	150.00	18.88	12.59	131.12
Summer	300.00	208.09	69.36	91.91
YA/Other	350.00	95.33	27.24	254.67
Staff Development and Travel	800.00	584.85	73.11	215.15
Equipment & Automation	4000.00	2834.06	70.85	1165.94
Other	300.00	33.45	11.15	266.55
<hr/>				
	163900.00	58356.64	35.61	105543.36
Capital	10000.00	-0-	-0-	10000.00
<b>Total</b>	<b>173900.00</b>	<b>58356.64</b>	<b>33.56</b>	<b>115543.36</b>

Beginning Balance	General Checking	General MMDA-	State Guaranty	CKLS Guaranty	Special Guaranty	Special GSB
<b>Balance</b> 4.30.15	2076.89	289222.59	659.13	6881.75	4333.98	83750.43
<b>Credits:</b>						
DDA Transfers	15000.00					
CKLS Grant				1000.00		
SVCF Grant					850.00	
Fines/Copies					135.05	
Book Replacement				15.50		
<b>Total</b>	17076.89	289222.59	659.13	7810.01	5319.03	83750.43
<b>Checks &amp; Debits:</b>						
State Farm-bldg.	4248.00	Trans.-	Center	Center		
State Farm-work/comp	613.00	Chkg. 15000.00	Point 640.00	Point 107.57	Schnell& Pestinger 619.00	
USPS	482.00					
Cunningham	77.41			Ingram 789.96		
Cloud Co. Gen. Soc.	25.00					
Quill	157.51			R.Malay-mileage 84.53		
Card Services	73.08					
Brian DeBey	1140.22					
Marla Evert-Sarver	1358.59			M.Evert-mileage 46.23		
Debora Imhoff	423.98					
Rachel Malay	2015.61					
Craig Marcotte	495.99			Kate Wise-reimb.travel for R.Malay 431.20		
Jasmine Turley	249.11					
KPERS	1000.33					
KSWH	196.00					
FWH	467.00					
Fica/Medi	1115.22					
Consolidated Ptg.	25.00					
<b>Balance</b> 5.31.15	2913.84	274222.59	19.13	6350.52	4700.03	83750.43



## Director's Report

June 8, 2015

After proverbially taking a deep breath in May, the library has begun the summer program craziness. But first, a summary of May activities.

The first week in May Parents as Teachers used the Schafer Room to meet on Wednesday. I trained our two new trustees on that Thursday.

Our board meeting was the following week, and the library was closed the 12<sup>th</sup> and 13<sup>th</sup> for CKLS' Spring Forward and bi-annual meeting. This year it was in Tipton, KS so I didn't have to spend the night out anywhere. Marla and Brian attended the first day only, while I stayed for the second day. The theme of the conference was customer service, but CKLS demonstrated their new 3D printer as well. After the library was reopened that Friday the Study Room was used by a patron.

On May 20<sup>th</sup> I gave a speech to the Lion's club about current library activity that was well received. That same day CKLS was using the library's Schafer Room to host an "APPLE Watch Party." APPLE is the new state-sponsored training for new librarians. Those librarians in the CKLS area going through the course as well as other interested people got together to watch the online lecture together, then discuss it in the afternoon. It was on budgeting, and I wished I could have stayed for the whole conference.

After being closed on Memorial Day, I attended the kickoff picnic for the Beloit Summer Kid's Café at the Lutheran Church playground. I will be reading to the kids before their lunch every Tuesday until August, and this kick-off picnic allowed me to introduce myself. On Thursday of that week I held the first "Minecraftafternoons" program in the Study Room. Three teen and pre-teen boys attended and we had a good time playing the video game Minecraft. I've had a few more sign up since then, even though the maximum allowed by the game is four players.

Summer programs started for real this week. Our general schedule is as follows: Mondays the preschoolers from the Early Learning Center visit. Tuesdays is Summer Kid's Café off-site, then our regular public program from 1-2 pm at the library. Wednesday we see the toddler group from the Early Learning Center, then Thursday is the grade school age group from the Early Learning Center in the early afternoon and Minecraftafternoons later in the day. If you're keeping count that's 6 programs weekly. Tonja Bisnette will be coming in two Fridays in June and two in July for a preschool program through the Parents as Teachers group. Smoky Hills PBS makes a special visit June 11<sup>th</sup>, and Milford Nature center visits June 16<sup>th</sup>.

The Rotating Book Van visits June 9<sup>th</sup>. I will be gone June 25<sup>th</sup> – 30<sup>th</sup> to ALA in San Francisco.

I'll be taking a vacation day July 17<sup>th</sup>, and the summer programs continue in July as they were in June. We'll be closed July 4<sup>th</sup>.

Ellenz of Tipton  
 889B KS 181 Hwy  
 Tipton, KS 67485

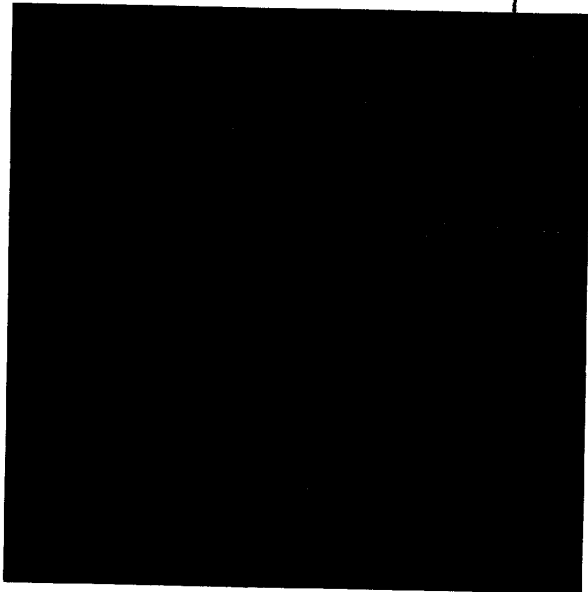
# Estimate

Date	Estimate #
5/26/2015	1166

Name / Address
Port Library Beloit, KS 67420

Customer Phone #

Description	Qty	Rate	Total
Graber Simple Selections 2" Faux Wood Blinds for meeting room 20 1/2" X 92" each Less 40% Discount	7	111.00 -310.80	777.00 -310.80
Option #2 Graber Classic 1" Aluminum Blinds for meeting room 7 Blinds for a total of \$625.80			



Includes Installation Tax Not Included	<b>Total</b>	\$466.20
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Phone #	Fax #
785-373-4315	785-373-4335

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Requesting for Port Library  
(Change organization?)

### Description

QuickBooks Premier 2015 is accounting software that helps organizations manage essential financial tasks like paying bills, creating invoices, producing reports, and tracking expenses, contributions, and payments. It can be installed as a general business edition or as one of five industry-specific editions, including a nonprofit edition.

This donation provides three user licenses for QuickBooks Premier 2015. Over a network, up to five users can work with the organization's data at the same time. Each user must have both a user license and a separate installation of the same edition and version of QuickBooks. Organizations that require more than three licenses can purchase them directly from Intuit.

### Benefits for Organizations

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