

AGENDA  
PORT LIBRARY BOARD OF TRUSTEES  
March 14, 2016

- |     |  |                |
|-----|--|----------------|
| 1.  | Call meeting to order                  | Information    |
| 2.  | Check-in members                       | Information    |
| 3.  | Public Comment                         | Information    |
|     | a) Thank you note from BES             |                |
| 4.  | Minutes: February 8                    | Consent Agenda |
| 5.  | Financial reports                      | Consent Agenda |
|     | a) Cunningham donation                 |                |
| 6.  | Director's report                      | Consent Agenda |
| 7.  | Old business                           |                |
|     | a) Nelson Art Donation Agreement       | Action         |
|     | b) KS Dept. of Commerce BAM Nomination | Information    |
| 8.  | New business                           |                |
| 9.  | Long Range and Strategic Planning      |                |
| 10. | Other Business                         |                |
| 11. | Adjourn                                | Action         |

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

Port Library Board of Trustees Meeting Minutes  
February 8, 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, Joyce McKinney and Rachel Malay.

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

The financial report and bills to be paid were reviewed.

The director's report was reviewed. Rachel noted Story Port has started for the spring session, the Art Unveiling to dedicate the painting donated by Jim Nelson was attended by about 40 people, the month of February has many activities planned. Rachel also included Year End Reports for the board to review.

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

Old Business:

The policy review committee gave a report on their final updates including changes made to the Personnel Policy, the Trustee Policy and the Service Policy. Mary Ann made a motion to accept the recommended changes as presented. Lorraine seconded and the motion carried 7-0.

Rachel provided a copy of the Thank You note that was sent to the Dane G. Hansen/Solomon Valley Community Foundation Grant Recognition in regards to the grant the library received last fall.

New Business:

Rachel discussed with the board an Immediate Payment of Bills Waiver. The library has many vendors that require payment at different times of the month. This waiver gives authorization to pay vouchers, invoices and bills as immediately as possible. Kelly made a motion to accept this waiver as written. Tammy seconded and the motion carried 7-0.

The board reviewed the policy relating to KS-CIPA (childrens internet protection act). This is in regards to providing public access to computers and what cannot be viewed on these computers. Tori made a motion to affirm that the Port Library follows the requirements of the KS-CIPA. Lorraine seconded and the motion carried 7-0.

Long Range and Strategic Planning

The board discussed the Dock lift plate that is at the staff entrance of the library and a door bell button that is also at the entrance. Both of these things have been disabled and they need to be removed. Keith will check with the park department and work on getting these issues resolved.

New lighting for the new portrait was also discussed. This will be looked into.

Other Business:

Keith made a motion to go into executive session at 6:08 p.m for 5 minutes to discuss non-elected personnel. Lorraine seconded and the motion carried 7-0. No decisions were made during the executive session. The meeting room was opened at 6:13 p.m.

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

Tori Bowers, secretary

Next meeting is Monday March 14, 2016 at 5:30 p.m.

Port Library

February 2016- Reported March 14, 2016

	2016 Budget	Spent Y-T-D	%-Age Spent	Budget Remaining
Salaries & Wages	116540.00	15596.57	13.39	100943.43
Payroll Taxes	12650.00	1193.15	9.43	11456.85
KPERS	9900.00	1257.86	12.71	8642.14
Utilities	300.00	-0-	-0-	300.00
Telephone	500.00	19.07	3.81	480.93
Technology/Service	2650.00	58.42	2.21	2591.58
Printing & Ads	860.00	135.00	15.70	725.00
Supplies	5000.00	549.20	10.99	4450.80
Materials: Books	5500.00	3545.89	64.47	1954.11
AV/Other	4250.00	323.92	7.62	3926.08
Periodicals	3700.00	504.67	10.99	3195.33
Maint/Supplies	1500.00	58.61	3.91	1441.39
Insurance	4900.00	-0-	-0-	4900.00
Postage/Stamps	900.00	-0-	-0-	900.00
Programming: Story Port	300.00	14.34	4.78	285.66
Summer	400.00	176.72	44.18	223.28
YA/Other	550.00	84.94	15.44	465.06
Staff Development & Travel	1300.00	78.04	6.00	1221.96
Equipment & Automation	5500.00	74.66	1.36	5425.34
Other	400.00	-0-	-0-	400.00
	177600.00	23671.06	13.33	153928.94
Capital	14000.00	-0-	-0-	14000.00
<b>Total</b>	<b>191600.00</b>	<b>23671.06</b>	<b>12.35</b>	<b>167928.94</b>

**Port Library Bank Accounts – February Activity**  
**Reported: March 14, 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> 1.31.2016	4946.36	239078.74	19.13	5139.26	5091.34	93873.79
<b>Credits:</b>						
DDA Transfer	10000.00					
Book Replacements				41.50		
Fines/Copies					132.00	
Genealogy					10.00	
State of Kansas			1190.01			
Interest		37.76			.21	11.16
City of Beloit		90000.00				
<b>Total</b>	14946.36	329116.50	1209.14	5180.76	5233.55	93884.95
<b>Checks &amp; Debits</b>						
Quill	116.19	Trans.				
Ace Hardware	14.96	Chkg.	10000.00			
Central Office Supply	41.29			Ingram	156.40	Altius Awards 11.94
Catlin's	9.94					
Cunningham	34.28					
Upstart	176.72					
Demco	250.29					
Culligan	5.75					
Essdack	43.21					
Sterling Computer	141.43					
Beloit Call	68.80					
Rachel Malay	78.04					
Mary Lou Heller	122.04					
Deb Imhoff	6.45					
Marla Evert-Sarver	7.21					
Ingram	822.11					
Royal Publishing	135.00					
Ingram	2620.69					
Ebsco	435.37					
Catlin's	407.05					
Syn.Bank/Amazon	52.97					
Quill	21.69					
Culligan	11.50					
Brian DeBey	1127.58					
Marla Evert-Sarver	1333.04					
Mary Lou Heller	505.88					
Debora Imhoff	378.34					
Rachel Malay	2074.56					
Craig Marcotte	503.74					
KPERS	1004.58					
KSWH	234.00					
FWH	559.00					
Fica/Medi	1177.04					
<b>Balance</b> 2.29.2016	425.62	319116.50	1209.14	5024.36	5221.61	93884.95

**Cunningham Telephone and Cable Company, Inc.**

**220 W. Main Street • P.O. Box 108**

**Glen Elder, Kansas 67446**

**785-545-3215**

February 29, 2016

Dear Public Library,

Cunningham Telephone and Cable would like to help support your library once again by donating to you an entire year's worth of the "Business Local Telephone Service", the monthly value of \$16.95. In past years, this donation was done behind the scene with just a credit on your bill and you may not have even been aware of it. For better accounting purposes, a check for \$203.40 is enclosed. You may deposit the check and then write us a check for that same amount to put that credit on your account. Or you can deposit the check to be used however you prefer and know you will have to pay your full bill that will include the \$16.95.

Sincerely,



Denise K. Jackson

Billing Supervisor

**STATISTICAL REPORT**  
**March 14, 2016 (February activity)**

**New Registrations**

Adult:	8	Juvenile:	0	Total :	8
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*Active Patron Accounts: 1,933*

**Material Added (Accessions)**

Books: Adult:	41	Non-books:	CD:	11
Juvenile:	12			

*Total Materials Added: 64*

**Circulation**

Books: Adult Fiction	410	Non-Books:	Audio Materials	45
Adult Non-Fiction	100		Video Materials	326
Juvenile Fiction	234		Video Games	29
Juvenile Non-Fiction	44		Microfilm Rolls	20
Large Print	82		Magazines	62
Young Adult	88		Machinery	11
CKLS Rotating	80		Overdrive (e-books)	80
Paperbacks	56	Interlibrary Loan: Borrowed		35
		Sent		14
 Total	 1,094	 Total		 622

*Grand Total Circulation: 1,716*

**In-House Machinery Use**

Computer #1 Users:	0	Computer #5 Users:	19
Computer #2 Users:	13	Computer #6 Users:	19
Computer #3 Users:	20	Computer #7 Users:	9
Computer #4 Users:	21	Computer #8 Users:	7

*In-House Computer Users Grand Total: 108*

Microfilm Reader/Printer Users:	14	AWE (Kid's) Users:	10
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**Library Services**

Wireless Internet Users:	23	Reference Questions Answered:	85
Average People per Day:	44	Estimated People per Month:	1,056
Programs (Juvenile & Adult):	6	Estimated People at Programs:	59
Website Visitors	1,288	OPAC Users:	380

**Monies Collected**

Fines:	\$90.95	Copies:	\$56.25	
Microfilm:	\$21.25			<i>Total collected: \$168.45</i>

## Director's Report

March 14, 2016

I think the spring-like weather is here to stay. Our energy efficient heating and cooling doesn't like the 40+ degree differences each day, but we're managing to keep comfortable with that trusty librarian uniform – the cardigan.

February began a LEGO creation contest in the Youth Services Department. There were 4 grand prize winners at the end of the month, and a few second place winners. All participants got a certificate. The activity was fun, and the new lego tables in the children's department are certainly seeing use. On February 4<sup>th</sup> I was gone to Ellsworth for a programming workshop by CKLS. There were certainly plenty of ideas, and I was reminded that the library might want to borrow a 3D printer this spring or summer.

The book van visited the 9<sup>th</sup> for its regular rotation. A representative from Tim Huelskamp's office was at the library February 10<sup>th</sup> to answer constituent's questions. I don't believe the meeting was well attended.

The library was closed February 15<sup>th</sup> for President's Day. On the 20<sup>th</sup> Mary Lou had an Alice in Wonderland Tea Party and children's book sale. My sister came up from Salina and we were Tweedledee and Tweedledum. Mary Lou's son and daughter in law were the Mad Hatter and White Rabbit, while a grandkid and a friend played Cheshire Cat and Alice. We all had a fabulous time and our picture got in the newspaper! About 30 people attended.

On February 25<sup>th</sup> I had an e-books seminar in the Schafer Room. We buzzed right through every offering available to Port Library patrons and got lots of questions answered. I updated the library's e-book how-to brochures, and am still doing so for all the e-reader platforms out there. I took a vacation day February 26<sup>th</sup> to attend the 3-2-1A State Wrestling Tournament in Hays.

March 1<sup>st</sup> Mary Lou attended the Summer Library Program workshop in Great Bend and got lots of new and exciting ideas for advertising the summer library program. We'll be having the Early Learning Center kids over again this summer, so we expect it to be busy!

Looking ahead: Mary Lou has lots of activities planned for the youth services department for Dr. Seuss Day (March 2), Read a Book, Have a Coke Day (March 29), and various Story Port sessions. She has knee surgery March 21<sup>st</sup>, and will be out of the office probably 6 weeks for recovery. We wish her a speedy recovery! I will be taking a vacation day March 11<sup>th</sup>, and Marla on March 16<sup>th</sup>. On March 15 Brian and Marla are scheduled to go to a Reader's Advisory workshop in Great Bend. The classic movie night has been rescheduled from Maundy Thursday to March 31<sup>st</sup> at 6 pm in the Schafer Room.

Art Donation Agreement

Date of donation: January 30, 2016

Title of Piece: Lady and Dog

Description: 3' 3" by 6' 7" canvas of an oil painting in a gold frame. Portrait depicting Sharon Nelson in a teal dress with a small white dog by her side. Dark background, painted in the alla prima technique. Piece completed ca 2011.

Estimated Value \$ \_\_\_\_\_ - \$ \_\_\_\_\_.

Location in library: Southeast corner of the adult fiction stacks, on the east wall

Artist: Jim Nelson

Received by: Port Library Board of Trustees

The above described art piece has been donated free and clear by the above named artist to the Port Library as a gift. The library agrees to display the piece as long as possible, but does not guarantee the piece will stay in the same location it is originally hung. The library will provide adequate lighting for the art piece. The Port Library Board of Trustees has the power to determine a length of time the art will be displayed at the library before it may be stored or other action taken as the Board of Trustees determines. The library will cover any applicable insurance on the art piece but makes no guarantee that insurance coverage will be immediately available. The artist understands that the public has the option to register complaints with the library but the library board is under no obligation to censor art that has received complaints. This gift shall comply with the library's art donation policy.

The acceptance of this art piece has been unanimously approved by the Board of Trustees of the Port Library, Beloit KS by action at their regular board meeting November 9, 2015.

Copies of this agreement and the library's art donation policy have been given to the artist, and the library will keep a copy of this agreement in the official meeting notebook and on file in the director's office.

\_\_\_\_\_  
Artist \_\_\_\_\_  
Date

\_\_\_\_\_  
President of the Port Library Board of Trustees \_\_\_\_\_  
Date



**Subject:** Business Appreciation Month Nomination  
**From:** Heather Hartman <hhartman@beloitks.org>  
**Date:** 3/4/2016 5:03 PM  
**To:** Rachel Malay <portlibdir@nckcn.com>

Hello Rachel,

Solomon Valley Economic Development would like to nominate The Port Library for the Business Appreciation Month Program by the Kansas Department of Commerce. The program collects nominations from around the state and then finalists are chosen from each region.

Nominees are evaluated on the following:

- Business expansion in Kansas
- *Successful employee retention and recruitment*
- Employee training and educational programs
- Capital investment in Kansas
- Support of local activities

During our last SVED meeting The Port Library was discussed as a great fit for this nomination. You can visit Kansas Department of Commerce - Business Appreciation Awards to find out more information. <http://kansascommerce.com/index.aspx?NID=313>

I will complete the application for you, but I do need some information. I am attaching a guide that we used last year.

I hope it doesn't take too long for you to do .... kind of defeats the purpose if you have to put a lot of time into it! :)

The nominations are due mid-March. In May the Regional winners and finalists are announced, and someone from Commerce will come to a SVED meeting to present awards. Then if you happen to be a Finalists there is a Governor's Award of Excellence dinner in June.

Let me know if you have any more questions. Congrats again!

*Heather Hartman*

Mitchell County Community Development Director  
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