

AGENDA  
PORT LIBRARY BOARD OF TRUSTEES  
May 11, 2015

- |     |   |                |
|-----|---|----------------|
| 1.  | Call meeting to order                               | Information    |
| 2.  | Check-in members                                    | Information    |
| 3.  | Public Comment                                      | Information    |
|     | a) Grant Award: Solomon Valley Community Foundation | Information    |
| 4.  | Minutes: April 13, 2015                             | Consent Agenda |
| 5.  | Financial report                                    | Consent Agenda |
| 6.  | Director's report                                   |                |
|     | a) New Audiobook Format - Playaway                  | Consent Agenda |
| 7.  | Old business  |                |
| 8.  | New business  |                |
|     | a) Welcome New Board Members                        | Information    |
|     | b) Election of Officers                             | Action         |
| 9.  | Other Business                                      |                |
| 10. | Adjourn   | Action         |

Next meeting: Monday, June 8, 2015 at 5:30 PM

Port Library Board of Trustees Meeting Minutes  
April 13, 2015

President Verlin Kolmann called the meeting to order at 5:35 p.m., members present were Tori Bowers, John Highland, Lorraine Jensby, Joyce McKinney and Rachel Malay.

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

The financial report and bills to be paid were reviewed. Rachel noted that she received a letter from Cunningham Cable indicating the library may be getting reduced rates or possible free internet starting in July. The director's report was reviewed. Rachel noted that she attended a workshop in Salina on the basics of book repair. She did a program on vintage aprons with 7 ladies. Author Phil S. Dixon came to Beloit to talk about his book and there were approximately 55 in attendance. Youth services Librarian Andrea Weidenhaft gave her 2 weeks notice, her last day was Saturday April 11<sup>th</sup>. Geisler roofing has started doing some work on the roof of the library.

Tori made a motion to accept the minutes of the March meeting, the financial report and the director's report. Joyce seconded and the motion carried 5-0.

Old Business:

A short discussion on the CKLS Bi-annual meeting that is coming up. None of the Board members are able to attend. John made a motion to give Rachel authorization to vote on behalf of the Port Library at the meeting. Seconded by Lorraine, the motion carried 5-0.

New Business:

With Andrea's departure, some staffing adjustments have been made in the library. New employee, Deb Imhoff will work the circulation desk in the afternoon. Brian will be working with technology in the Library. Summer help in the Youth Services department will be handled by Jasmine Turley. She has helped in previous summers and done a great job. Rachel will wait until fall to fill the Youth Services position with a part-time employee.

Rachel presented a grant application from CKLS for continuing education. This grant would be used for her trip to San Francisco for the ALA conference. Joyce made a motion to approve the application, seconded by Tori. The motion carried 5-0.

Mitchell County Museum sent a letter to each of the Board members requesting an exchange of records. After some discussion and input from Rachel, it was decided that we will wait to hear back from the State Historical Society before making a decision. Rachel will contact Vicky and let her know the status of this request.

Other Business

Nothing at this time.

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

Tori Bowers, secretary

Next meeting is Monday May 11, 2015 at 5:30pm.

Port Library  
**April 2015-Reported May 11, 2015**

|                                 | 2015<br>Budget   | Spent<br>Y-T-D  | %-Age<br>Spent | Budget<br>Remaining |
|---------------------------------|------------------|-----------------|----------------|---------------------|
| Salaries & Wages                | 114370.00        | 32183.62        | 28.14          | 82186.38            |
| Payroll Taxes                   | 12280.00         | 2462.02         | 20.05          | 9817.98             |
| KPERS                           | 9400.00          | 3012.84         | 32.05          | 6387.16             |
| Utilities                       | 300.00           | -0-             | -0-            | 300.00              |
| Telephone                       | 450.00           | 126.95          | 28.21          | 323.05              |
| Technology/Service              |                  |                 |                |                     |
|                                 | 2500.00          | 329.76          | 13.19          | 2170.24             |
| Printing & Ads                  | 200.00           | 175.10          | 87.55          | 24.90               |
| Supplies                        | 3500.00          | 475.59          | 13.59          | 3024.41             |
| Materials: Books                | 3500.00          | 1041.00         | 29.75          | 2459.00             |
| AV/Other                        | 2000.00          | 299.64          | 14.98          | 1700.36             |
| Periodicals                     | 3200.00          | 68.80           | 2.15           | 3131.20             |
| Maint/Supplies                  | 1200.00          | 277.49          | 23.13          | 922.51              |
| Insurance                       | 4500.00          | -0-             | -0-            | 4500.00             |
| Postage/Stamps                  | 600.00           | 150.00          | 25.00          | 450.00              |
| Programming: Story Port         | 150.00           | 18.88           | 12.59          | 131.12              |
| Summer                          | 300.00           | 208.09          | 69.36          | 91.91               |
| YA/Other                        | 350.00           | 87.25           | 24.93          | 262.75              |
| Staff Development<br>and Travel | 800.00           | 519.85          | 64.98          | 280.15              |
| Equipment & Automation          | 4000.00          | 2834.06         | 70.85          | 1165.94             |
| Other                           | 300.00           | 33.45           | 11.15          | 266.55              |
| <hr/>                           |                  |                 |                |                     |
|                                 | 163900.00        | 44304.39        | 27.03          | 119595.61           |
| Capital                         | 10000.00         | -0-             | -0-            | 10000.00            |
| <b>Total</b>                    | <b>173900.00</b> | <b>44304.39</b> | <b>25.48</b>   | <b>129595.61</b>    |

**Port Library Bank Accounts – April Activity**  
**Reported: May 11, 2015**

| <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> 3.31.15      | 3350.56                 | 198262.24          | 659.13           | 3213.33         | 4034.80            | 83740.11           |
| <b>Credits:</b>             |                         |                    |                  |                 |                    |                    |
| City of Beloit              |                         | 100932.59          |                  |                 |                    |                    |
| Interest                    |                         | 27.60              |                  |                 | .17                | 10.32              |
| DDA Transfer                | 10000.00                |                    |                  |                 |                    |                    |
| Adj.                        |                         | .16                |                  |                 |                    |                    |
| CKLS disbursement ½         |                         |                    |                  | 5334.00         |                    |                    |
| Book Replacement            |                         |                    |                  | 11.95           |                    |                    |
| Donation                    |                         |                    |                  | 7.50            |                    |                    |
| Genealogy                   |                         |                    |                  |                 | 38.31              |                    |
| Fines/copies                |                         |                    |                  |                 | 210.70             |                    |
| SLP Donation                |                         |                    |                  |                 | 50.00              |                    |
| <b>Total</b>                | <b>13350.56</b>         | <b>299222.59</b>   | <b>659.13</b>    | <b>8566.78</b>  | <b>4333.98</b>     | <b>83750.43</b>    |
| <b>Checks &amp; Debits:</b> |                         |                    |                  |                 |                    |                    |
| Schendel Pest               | 75.00                   | Trans.             |                  | Motor           |                    |                    |
| Catlin's                    | 16.83                   | Chkg.              | 10000.00         | Mid-            |                    |                    |
| Cunningham                  | 75.44                   |                    |                  | West            | 125.00             |                    |
| A. Weidenhaft (reimb)       | 6.00                    |                    |                  |                 |                    |                    |
| Computer Solutions          | 57.50                   |                    |                  | Susan           |                    |                    |
| Quill                       | 249.44                  |                    |                  | Davis           | 15.00              |                    |
| Essdack                     | 33.76                   |                    |                  |                 |                    |                    |
| Waconda Trader              | 63.80                   |                    |                  | Micro-          | 48.74              |                    |
| Ace Hardware                | 27.98                   |                    |                  | Mktg.           |                    |                    |
| Visa                        | 110.90                  |                    |                  |                 |                    |                    |
| R. Malay                    | 33.45                   |                    |                  | Ingram          | 1329.02            |                    |
| Upstart                     | 154.51                  |                    |                  |                 |                    |                    |
| Culligan                    | 17.25                   |                    |                  |                 |                    |                    |
| CDW Government              | 722.16                  |                    |                  |                 |                    |                    |
| Synchrony/Amazon            | 266.74                  |                    |                  | TEI             |                    |                    |
| Brian DeBey                 | 1092.02                 |                    |                  | Land-           | 167.27             |                    |
| Marla Evert-Sarver          | 1358.59                 |                    |                  | mark            |                    |                    |
| Debora Imhoff               | 249.11                  |                    |                  |                 |                    |                    |
| Rachel Malay                | 2015.61                 |                    |                  |                 |                    |                    |
| Craig Marcotte              | 505.14                  |                    |                  |                 |                    |                    |
| Jasmine Turley              | 32.14                   |                    |                  |                 |                    |                    |
| Andrea Weidenhaft           | 985.15                  |                    |                  |                 |                    |                    |
| KPERS                       | 1121.33                 |                    |                  |                 |                    |                    |
| KSWH                        | 243.00                  |                    |                  |                 |                    |                    |
| FWH                         | 507.00                  |                    |                  |                 |                    |                    |
| Fica/Medi                   | 1228.82                 |                    |                  |                 |                    |                    |
| Consolidated Ptg.           | 25.00                   |                    |                  |                 |                    |                    |
| <b>Balance</b> 4.30.2015    | <b>2076.89</b>          | <b>289222.59</b>   | <b>659.13</b>    | <b>6881.75</b>  | <b>4333.98</b>     | <b>83750.43</b>    |

**STATISTICAL REPORT**  
**May 11, 2015 (April activity)**

**New Registrations**

Adult: 12    Juvenile: 0    Total : 12

*Highest Card Number:*                          2095

**Material Added (Accessions)**

|               |    |            |              |    |
|---------------|----|------------|--------------|----|
| Books: Adult: | 53 | Non-books: | DVDs:        | 21 |
| Juvenile:     | 6  |            | CDs:         | 35 |
|               |    |            | Video Games: | 3  |
|               |    |            | Microfilm    | 13 |

*Total Materials Added:*                          131

**Circulation**

|                      |           |                             |                     |         |
|----------------------|-----------|-----------------------------|---------------------|---------|
| Books: Adult Fiction | 378       | Non-Books:                  | Audio Materials     | 78      |
| Adult Non-Fiction    | 126       |                             | Video Materials     | 384     |
| Juvenile Fiction     | 245       |                             | Video Games         | 78      |
| Juvenile Non-Fiction | 81        |                             | Microfilm Rolls     | 26      |
| Large Print          | 52        |                             | Magazines           | 64      |
| Young Adult          | 129       |                             | E-Readers/Machinery | 10      |
| CKLS Rotating        | 86        |                             | Overdrive (ebooks)  | 48      |
| Paperbacks           | 126       | Interlibrary Loan: Borrowed |                     | 12      |
|                      |           | Sent                        |                     | 23      |
| <br>Total            | <br>1,223 | <br>Total                   |                     | <br>723 |

*Grand Total Circulation:*                          1,946

**In-House Machinery Use**

|                    |    |                    |    |
|--------------------|----|--------------------|----|
| Computer #1 Users: | 8  | Computer #5 Users: | 24 |
| Computer #2 Users: | 36 | Computer #6 Users: | 26 |
| Computer #3 Users: | 31 | Computer #7 Users: | 10 |
| Computer #4 Users: | 24 | Computer #8 Users: | 9  |

*In-House Computer Users Grand Total:* 168

|                                 |   |                    |    |
|---------------------------------|---|--------------------|----|
| Microfilm Reader/Printer Users: | 9 | AWE (Kid's) Users: | 19 |
|---------------------------------|---|--------------------|----|

**Library Services**

|                              |     |                               |       |
|------------------------------|-----|-------------------------------|-------|
| Wireless Internet Users:     | 26  | Reference Questions Answered: | 268   |
| Average People per Day:      | 52  | Estimated People per Month:   | 1,354 |
| Programs (Juvenile & Adult): | 5   | Estimated People at Programs: | 14    |
| Website Visitors             | 510 | OPAC Users:                   | 314   |

**Monies Collected**

|            |         |         |         |                                  |
|------------|---------|---------|---------|----------------------------------|
| Fines:     | \$90.05 | Copies: | \$43.25 |                                  |
| Microfilm: | \$1.75  |         |         | <i>Total collected: \$135.05</i> |

## Director's Report

May 11, 2015

The air conditioning is officially on in the library! Bring on the summer!

The first week in April, Wednesday the 1<sup>st</sup>, Geisler roofing visited to prep the roof for the aluminum coating as provided by the city's insurance policy for last fall's hail damage. On the 2<sup>nd</sup> faculty from NCK Tech. used the Schafer Room for a meeting.

The Rotating Book Van visited April 7<sup>th</sup>. The staff toilet started backing up on the 8<sup>th</sup>, and Craig Marcotte came in the evening to take a look, shutting off the water until he could investigate further. Andrea's last day at the Port Library was Friday the 10<sup>th</sup> and our new circulation assistant, Deb Imhoff began that day.

National library week was April 12 – 18<sup>th</sup>, and the library handed out blue polyester fiber bags to all patrons checking out materials. Marla was scheduled to go to an interlibrary loan regional meeting/workshop on Thursday the 16<sup>th</sup>, but had to cancel due to illness. She was able to virtually attend a follow up online seminar and view the slide show from the original meeting. I proctored a test on the 16<sup>th</sup>.

Jasmine Turley, our temporary summer Youth Services Librarian, began working after school a couple days a week on April 20<sup>th</sup>. The library closed in the afternoon of April 21<sup>st</sup> as Geisler Roofing was here applying the aluminum coating. The fumes from the coating came into the library but not back out quickly (even with doors open) and the staff began getting ill. We reopened the next morning and kept the doors open all day to air things out.

After much investigation and waiting on replacement parts, the staff toilet was finally fixed on the 28<sup>th</sup>. Some of the parks and rec. department employees came over to help snake out the toilet drain, and after consultation with Willow Springs it was decided the drain pipe was graded in the wrong direction under the library. It was lifted into the right position with a bracket. Under our lease the city should take care of these repairs. The final adult program for the spring, a Tea Tasting Party, occurred on the 30<sup>th</sup>. Four people attended, and we had a nice time visiting about tea. I also displayed a number of books on and about tea from the library's collection.

The first full week in May sign-ups for the summer library programs began. On Wednesday Tonja Bisnette from Parents as Teachers used the Schafer Room for a program. I trained new trustees on Thursday.

Looking ahead: the library will be closed Tuesday the 12<sup>th</sup> and Wednesday the 13<sup>th</sup> for CKLS Spring Forward training at Ringneck Ranch in Tipton. A representative from Tim Huelskamp's office will be using the study room for a meeting on the 14<sup>th</sup>. I give a speech to the Lion's Club on May 20<sup>th</sup>, and CKLS will be using the Schafer Room all day for librarian training. We will be closed for Memorial Day on the 25<sup>th</sup>. The summer activities start for me on the 26<sup>th</sup> with the start of a weekly program at Summer Kid's Café. On the 28<sup>th</sup> is the first of a weekly planned video game program called Minecrafternoons.

June starts the summer programs – 6 to 8 programs a week! The Rotating Book Van visits again June 9<sup>th</sup>, and I will be gone to San Francisco starting June 25<sup>th</sup> through the 30<sup>th</sup>.