

AGENDA
PORT LIBRARY BOARD OF TRUSTEES
November 9, 2015

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|-----|----------------------------|--------------------|
| 1. | Call meeting to order | Information |
| 2. | Check-in members | Information |
| 3. | Public Comment | Information |
| 4. | Minutes: October 12, 2015 | Consent Agenda |
| 5. | Financial report | Consent Agenda |
| 6. | Director's report | Consent Agenda |
| 7. | Old business | |
| | a) Policy Committee Report | Information/Action |
| 8. | New business | |
| | a) Staff Christmas Bonus | Action |
| 9. | Strategic Planning | |
| 10. | Other Business | |
| 11. | Adjourn | Action |

Next meeting: Monday, December 14, 2015 at 5:30 PM

Port Library Board of Trustees Meeting Minutes
October 12, 2015

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

The minutes of the September meeting were reviewed with one change. The equipment grant listed in the September minutes was submitted for 3 tablets in lieu of 2.

The financial report and bills to be paid were reviewed.

The director's report was reviewed. Rachel noted that story port has started with an average of 9 kids in attendance, the color laser printer has been set up, the library book sale is Oct. 15-17 and she gave a report on her trip to ARSL conference.

Mary Ann made a motion to accept the minutes of the September meeting with the change listed above, the financial report and the director's report. Lorraine seconded and the motion carried 8-0.

Old Business:

Rachel is still working on getting a meeting together for the Policy Committee.

New Business:

Rachel talked with the board about adding a line to our monthly agenda. It would be for Strategic Planning. A time for discussion of ideas to aide the librarian and staff in possible changes in the library. Lorraine made a motion to add this line to our agenda. Tammy seconded and the motion carried 8-0.

Rachel discussed the upcoming book sale with the board members and asked for volunteers to help out during the sale.

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

Tori Bowers, secretary

Next meeting is Monday November 9, 2015 at 5:30 p.m.

Port Library
 October 2015- Reported November 9, 2015

	2015 Budget	Spent Y-T-D	%-Age Spent	Budget Remaining
Salaries & Wages	114370.00	77278.58	67.57	37091.42
Payroll Taxes	12280.00	5929.84	48.29	6350.16
KPERS	9400.00	6829.94	72.66	2570.06
Utilities	300.00	104.00	34.67	196.00
Telephone	450.00	313.67	69.70	136.33
Technology/Service	2500.00	709.27	28.37	1790.73
Printing & Ads	200.00	342.22	(171.11)	(142.22)
Supplies	3500.00	1559.62	44.56	1940.38
Materials: Books	3500.00	2397.82	68.51	1102.18
AV/Other	2000.00	1138.72	56.94	861.28
Periodicals	3200.00	440.96	13.78	2759.04
Maint/Supplies	1200.00	1178.67	98.23	21.33
Insurance	4500.00	4861.00	(108.02)	(361.00)
Postage/Stamps	600.00	787.94	(131.33)	(187.94)
Programming: Story Port	150.00	38.79	25.86	111.21
Summer	300.00	320.69	(106.90)	(20.69)
YA/Other	350.00	247.38	70.68	102.62
Staff Development and Travel	800.00	1399.12	(174.89)	(599.12)
Equipment & Automation	4000.00	3392.00	84.80	608.00
Other	300.00	77.73	25.91	222.27
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	163900.00	109347.96	66.72	54552.04
Capital	10000.00	-0-	-0-	10000.00
Total	173900.00	109347.96	62.88	64552.04

Beginning Balance	General Checking	General DDA-	State 1st National	CKLS 1st National	Special 1st National	Special GSB
Balance 9.30.2015	3070.00	281243.69	19.13	3376.55	4861.28	83803.10
Credits:						
DDA Transfer	12300.00					
Fines/Copies					143.45	
Cash (Bk. Sale)					150.00	
Book Sale Profit					325.00	
Donation					30.00	
CKLS (Glen Elder)				273.61		
Book Replacements				47.59		
Interest		37.35			.21	10.68
City of Beloit		20000.00				
Total	15370.00	301281.04	19.13	3697.75	5509.94	83813.78
Checks & Debits:						
Visa	445.75	Trans.		R.Malay	Visa	250.00
Demco	68.16	Chkg.	12300.00	Reimb.		
Cunningham	34.57					
Schendel Pest	75.00			Visa	Cash- Book Sale	150.00
Ace Hardware	59.46					
Catlins	78.48			M.Frederick		
The Library Store	141.04					
Quill	149.70			Ingram		
Culligan	11.50					
Essdack	68.66			Catlins		
Keith Bottrell-reimb.	8.13					
Brian DeBey	1212.39			Amzn./ SynBank		
Marla Evert-Sarver	1373.42					
Mary Lou Heller	639.98					
Debora Imhoff	404.44					
Rachel Malay	2073.56					
Craig Marcotte	503.74					
KPERS	1039.00					
FWH	480.00					
KSWH	199.00					
Fica/Medi	1206.24					
Balance 10.31.2015	5097.78	288981.04	19.13	2814.06	5109.94	83813.78

STATISTICAL REPORT
November 9, 2015 (October activity)

New Registrations

Adult: 9 Juvenile: 0 Total : 9

Highest Card Number: 2233

Material Added (Accessions)

Books: Adult: 114 Non-books: CDs: 3
 Juvenile: 3 Microfilm Reels: 14

Total Materials Added: 137

Circulation

Books: Adult Fiction	422	Non-Books:	Audio Materials	42
Adult Non-Fiction	117		Video Materials	315
Juvenile Fiction	298		Video Games	56
Juvenile Non-Fiction	50		Microfilm Rolls	2
Large Print	86		Magazines	77
Young Adult	93		E-Readers/Machinery	9
CKLS Rotating	62		Overdrive (ebooks)	47
Paperbacks	96	Interlibrary Loan: Borrowed		29
		Sent		28
 Total	 1,224	 Total		 605

Grand Total Circulation: 1,829

In-House Machinery Use

Computer #1 Users:	1	Computer #5 Users:	22
Computer #2 Users:	22	Computer #6 Users:	18
Computer #3 Users:	23	Computer #7 Users:	9
Computer #4 Users:	23	Computer #8 Users:	4

In-House Computer Users Grand Total: 122

Microfilm Reader/Printer Users: 5 AWE (Kid's) Users: 6

Library Services

Wireless Internet Users:	25	Reference Questions Answered:	266
Average People per Day:	51	Estimated People per Month:	1,369
Programs (Juvenile & Adult):	9	Estimated People at Programs:	266
Website Visitors	895	OPAC Users:	340

Monies Collected

Fines:	\$83.25	Copies:	\$33.60	
Microfilm:	\$4.00			<i>Total collected: \$120.85</i>

Director's Report

November 9, 2015

It took a lot longer into the month than I would have suspected before we turned on the heat.

I was gone the first few days of October at ARSL in Little Rock and was glad for the weekend to readjust to a regular work week! On the 5th Mary Lou had Story Port, and on Wednesday the insect man was here to spray as he does bi-annually. The Rotating Book Van from CKLS did not visit as scheduled as the driver had knee surgery and the van needed a new engine! The Delphian Club held a meeting at 1:30 in the Schafer Room on October 8th and I gave a tour of the library to the ladies. They enjoyed the tour and had a great time using the room. I took a vacation day on Friday as it was my birthday, and Marla proctored a test.

On October 12 technicians came to install a fiber optic line in the library before Story Port and the board meeting. They had been working on the North Campus and just installed the junction box, but didn't hook the library up. Cunningham hired them to do the installation and I expect the library will hear from Cunningham once everything's set up as to whether the library will get fiber optic now or later. Right now we receive our cable internet as a free service; using the fiber optic line may cost the library quite a bit. On Tuesday Leadership Mitchell County used the Schafer Room and I had a private Kindle tutoring session with a patron. On Wednesday the staff and volunteers started setting up the Schafer Room for the book sale, which ran through Saturday. We had an estimated 170 people come to the sale, with a \$325 donation into the library's special account by the end of the sale. Craig Marcotte is still arranging for recycling of the books.

Marla took a vacation day on Monday the 19th. Mary Lou had Story Port. On Tuesday Marla proctored another test. On Thursday Marla took another ½ vacation day and I had the basic book repair clinic in the Staff Room with just two attendees. We had fun and got about 8 library books repaired while I taught some basic book repair techniques and we practiced. On Friday night the Schafer Room was used by a member of the public for a meeting.

We had internet problems most of the last week of October, and finally were able to purchase a new switch to solve the problem (we thought) on Friday. Meanwhile Brian took a vacation day on Monday and Mary Lou had Story Port, Marla took a vacation day on Tuesday, and Mary Lou and I traveled to Great Bend for a Storytime WOW workshop at CKLS on Wednesday. Since Mary Lou hadn't been to CKLS before I wanted to guide her the first time. We had a good time and as I suspected, Mary Lou's background as a teacher makes her somewhat over-qualified to do story time! We had a good time anyway. The Early Learning Center came over with about 55 kids on Friday the 30th to trick-or-treat. We had goodie bags ready for them with leftover summer library program prizes, plus a book for each of them donated by Mary Lou and her leftover books from teaching days.

On November 1st I took a vacation day, and the internet service tried to do the same. Mary Lou had Story Port. By Tuesday we had the internet back up again, with the suspicion that the public router is going out. Brian took a vacation day Tuesday. Chris Rippel used our Study Room on Wednesday to broadcast a seminar as part of the state-sponsored APPLE training for new librarians. Parents as Teachers used the Schafer Room on Thursday morning, and I gave a tour of the library to about 20 high school students. A couple of my husband's classes have an assignment that requires the use of the Microfilm machine to look at old Beloit newspapers.

Looking ahead: Marla has a vacation day November 9th and Sonic will be using the Schafer Room to do Serv-Safe classes November 10th. We'll be closed November 11th in observance of Veteran's Day. Marla has another vacation day on the 16th and I am taking one on the 20th. The Classic Movie Series is on the 19th and we'll watch My Man Godfrey. I am taking more vacation days on the 24th and 25th and the library is closed on the 26th and 27th for Thanksgiving.

Policy change overview

Exact language for policy changes can be found in the Director's notebook of meetings (official record) or observed in the policy book printed after December 2015.

Here are the policy changes the Policy Review Committee suggests:

1. Add long-range planning section to the meeting agenda.
2. No longer charge for ILL postage.
3. Computer Policy changes:
 - a. Integrate the computer use agreement into the library card application.
 - b. Let patrons 13 to 18 use the computers with parent permission; 12 and under with parent present.
 - c. Added language to include library laptops in the computer policy.
4. DVD circulation and fines:
 - a. Let patrons age 16 and up borrow DVDs.
 - b. DVD borrowing limits have increased to 3 items per patron at a time.
 - c. DVDs may be renewed for 3 days.
 - d. DVD overdue fines are reduced to \$0.50 per day.
5. CDs may be renewed for another two weeks.
6. Copying and printing:
 - a. Charges for printing and photocopying are \$0.15 per page for either black & white or color.
 - b. Printing limits are increased to 50 pages per day.
7. Details on fines, fees, renewals, borrowing limits and length of loans have been moved to one place in the Appendix.
8. Added a section and appendix officially outlining test proctoring services and agreements.
9. Deleted the Flip Video camera policy.
10. Other extra language within the service policy, especially the computer policy, was reduced.

2015 Staff Christmas Bonuses

These amounts are based on the overall rates of pay and general number of hours worked per week. The budget will allow for more per staff member, or other adjustments can be made. The percentages in the third column are the approximate take-home portion of that employee's monthly paycheck.

Rachel Malay	\$600.00	72%
Marla Evert-Sarver	\$500.00	75%
Mary Lou Heller	\$400.00	92%
Brian DeBey	\$450.00	83%
Deb Imhoff	\$400.00	85%
Craig Marcotte	\$400.00	90%
TOTAL	\$2750.00	