

AGENDA  
PORT LIBRARY BOARD OF TRUSTEES  
October 12, 2015

- |     |                                       |                |
|-----|---------------------------------------|----------------|
| 1.  | Call meeting to order                 | Information    |
| 2.  | Check-in members                      | Information    |
| 3.  | Public Comment                        | Information    |
| 4.  | Minutes: September 14, 2015           | Consent Agenda |
| 5.  | Financial report                      | Consent Agenda |
|     | a) Quarterly Building Funds Report    |                |
| 6.  | Director's report                     | Consent Agenda |
|     | a) Quarterly Statistical Charts       |                |
|     | b) ARSL Report                        |                |
| 7.  | Old business                          |                |
|     | a) Policy Committee Report            | Information    |
| 8.  | New business                          |                |
|     | a) Strategic Planning agenda addition | Information    |
|     | b) Used Book Sale volunteering        | Information    |
| 9.  | Other Business                        |                |
| 10. | Adjourn                               | Action         |

Next meeting: Monday, November 9, 2015 at 5:30 PM

Port Library Board of Trustees Meeting Minutes  
September 14, 2015

President Keith Bottrell called the meeting to order at 5:35 p.m., members present were Tori Bowers, Lorraine Jensby, Tammy Channell, Mary Ann Kibbe, Joyce McKinney and Rachel Malay.

The minutes of the August 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 Youth Services Librarian position has been filled by Mary Lou Heller, and all summer programs have wrapped up and fall activities have started including Story Port.

Tammy made a motion to accept the minutes of the August meeting, the financial report and the director's report. Lorraine seconded and the motion carried 7-0.

Old Business:

Work has been done on the front planting bed, thanks to the board and family members. There are a couple of plants left to be purchased but overall it is looking great.

New Business:

In previous year the CKLS has required libraries to go through policies and bylaws every 3 years. They are now changing it to every year. It was discussed that a committee should be formed to go through our libraries current policies and bylaws. Mary Ann, Tammy and Lorraine volunteered to be on the committee starting next year.

There is an Equipment Grant available through CKLS. The board discussed the possibility of purchasing a 3D printer with this grant. After much discussion regarding the options available for a 3D printer including: purchasing our own, leasing one from CKLS for a year or checking one out from CKLS for a 1 or 2 week period, it was decided that the library should just check one out from CKLS to see what type of interest there is for one in Beloit. The board also discussed other pieces of equipment the library could use (such as a floor buffer, digital microfilm reader, tablets for inventory). Lorraine made a motion to apply for the grant and use the money towards purchasing 2 new tablets that can be used for library inventory. Mary Ann seconded and the motion carried 7-0.

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

Tori Bowers, secretary

Next meeting is Monday October 12, 2015 at 5:30 p.m.

Port Library  
September 2015-Reported October 12, 2015

	2015 Budget	Spent Y-T-D	%-Age Spent	Budget Remaining
Salaries & Wages	114370.00	69419.73	60.70	44950.27
Payroll Taxes	12280.00	5326.72	43.38	6953.28
KPERS	9400.00	6185.09	65.80	3214.91
Utilities	300.00	104.00	34.67	196.00
Telephone	450.00	294.26	65.39	155.74
Technology/Service	2500.00	617.31	24.70	1882.69
Printing & Ads	200.00	342.22	(171.11)	(142.22)
Supplies	3500.00	1487.92	42.51	2012.08
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	867.72	72.31	332.28
Insurance	4500.00	4861.00	(108.02)	(361.00)
Postage/Stamps	600.00	787.94	(131.33)	(187.94)
Programming: Story Port	150.00	30.67	20.45	119.33
Summer	300.00	320.69	(106.90)	( 20.69)
YA/Other	350.00	192.00	54.86	158.00
Staff Development and Travel	800.00	961.51	(120.19)	(161.51)
Equipment & Automation	4000.00	3250.96	81.27	749.04
Other	300.00	73.45	24.48	226.55
<hr/>				
	163900.00	99100.69	60.47	64799.31
Capital	10000.00	-0-	-0-	10000.00
<b>Total</b>	<b>173900.00</b>	<b>99100.69</b>	<b>56.99</b>	<b>74799.31</b>

**Port Library Bank Accounts – September Activity**  
**Reported: October 13, 2014**

		<b>General</b>	<b>General</b>	<b>State</b>	<b>CKLS</b>	<b>Special</b>	<b>Special</b>
<b>Beginning Balance</b>		<b>Checking</b>	<b>DDA-</b>	<b>GSB</b>	<b>GSB</b>	<b>GSB</b>	<b>GSB</b>
<b>Balance</b>	8.31.2015	3181.83	291208.20	660.09	7176.08	4383.43	83792.77
<b>Credits:</b>							
<b>DDA Transfer</b>		10000.00					
<b>Interest</b>			35.49			.20	10.33
<b>Grant</b>						250.00	
<b>Genealogy</b>						38.00	
<b>Fines/Copies</b>						189.65	
<b>Book Replacement</b>					9.99		
<b>Total</b>		13181.83	291243.69	660.09	7186.07	4861.28	83803.10
<b>Checks &amp; Debits:</b>							
<b>Ingram</b>		500.00	Trans.				
<b>Syn. Bank/ Amazon</b>		182.55	Chkg.	10000.00	SyBnk		
<b>MicroMktg.</b>		99.99			Amzn	640.96	
<b>Cunningham</b>		28.29				R.Malay	
<b>Blade Empire</b>		66.12				reimb	10.28
<b>Waconda Trader</b>		36.00				CKLS	12.00
<b>Culligan</b>		17.25				CKLS	78.00
<b>Sterling Computer</b>		203.18				Ingram	3595.85
<b>Schendel Pest Control</b>		235.00				R.Malay	
<b>BJSHS Yearbook</b>		65.00				reimb	113.39
<b>Brian DeBey</b>		1168.41					
<b>Marla Evert-Sarver</b>		1368.66					
<b>Mary Lou Heller</b>		513.23					
<b>Debora Imhoff</b>		238.19					
<b>Rachel Malay</b>		2073.56					
<b>Craig Marcotte</b>		503.74					
<b>KPERS</b>		1027.80					
<b>FWH</b>		451.00					
<b>KSWH</b>		191.00					
<b>Fica/Medi</b>		1142.86					
<b>Balance</b>	9.30.2015	3070.00	281243.69	19.13	3376.55	4861.28	83803.10

## **New Library Building Funds Quarterly Report**

July to September 2015

*(Reported October 12, 2015)*

<u>Account Name/#</u>	<u>Balance</u>
Farmway Savings #19142-00	14253.71
Guaranty Capital Savings #1801252	83803.10
<u>*Guaranty Mitchell Co. Comm. Found. #1810597</u>	<u>5736.81</u>
Total	103793.62

\*Account updates from Mitchell County Community Foundation funds received biannually. This report reflects the most recent update the library has received.

**STATISTICAL REPORT**  
**October 12, 2015 (September activity)**

**New Registrations**

Adult: 11                                          Juvenile: 2                                          Total : 13

*Highest Card Number:*                          2222

**Material Added (Accessions)**

Books: Adult:                                          131    Non-books:                                          CDs:                                          2  
                  Juvenile:                                          64                                          Video Games:                                          20

*Total Materials Added:*                          217

**Circulation**

Books: Adult Fiction	470	Non-Books:	Audio Materials	42
Adult Non-Fiction	95		Video Materials	249
Juvenile Fiction	291		Video Games	45
Juvenile Non-Fiction	57		Microfilm Rolls	7
Large Print	69		Magazines	68
Young Adult	96		E-Readers/Machinery	10
CKLS Rotating	94		Overdrive (ebooks)	51
Paperbacks	99	Interlibrary Loan: Borrowed		20
		Sent		23
Total	1,271	Total		515

*Grand Total Circulation:*                          1,786

**In-House Machinery Use**

Computer #1 Users:	4	Computer #5 Users:	26
Computer #2 Users:	19	Computer #6 Users:	11
Computer #3 Users:	27	Computer #7 Users:	3
Computer #4 Users:	19	Computer #8 Users:	3

*In-House Computer Users Grand Total: 112*

Microfilm Reader/Printer Users:	8	AWE (Kid's) Users:	11
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**Library Services**

Wireless Internet Users:	24	Reference Questions Answered:	222
Average People per Day:	47	Estimated People per Month:	1,126
Programs (Juvenile & Adult):	4	Estimated People at Programs:	34
Website Visitors	867	OPAC Users:	374

**Monies Collected**

Fines:	\$83.50	Copies:	\$35.70	
Microfilm:	\$6.75	Books Sold Jul.-Sept.:	\$17.50	<i>Total collected: \$143.45</i>

## STATISTICAL REPORT

October 12, 2015 (July - September Activity)

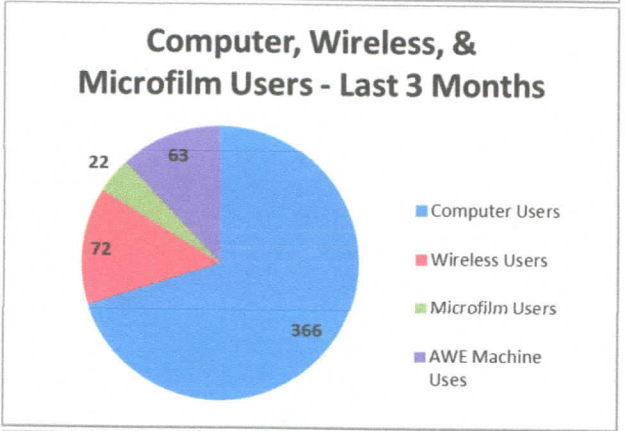
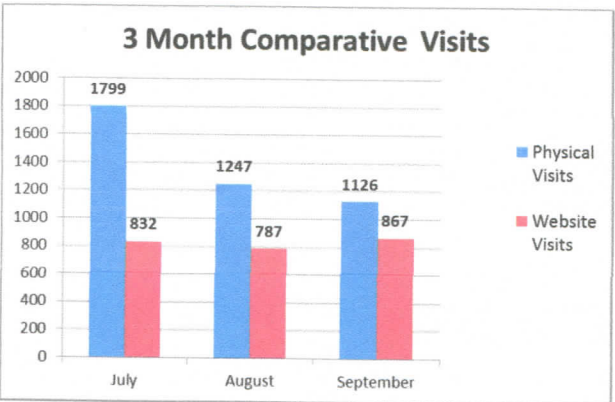
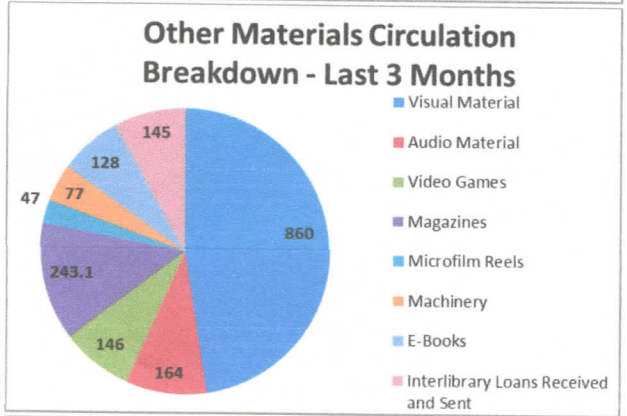
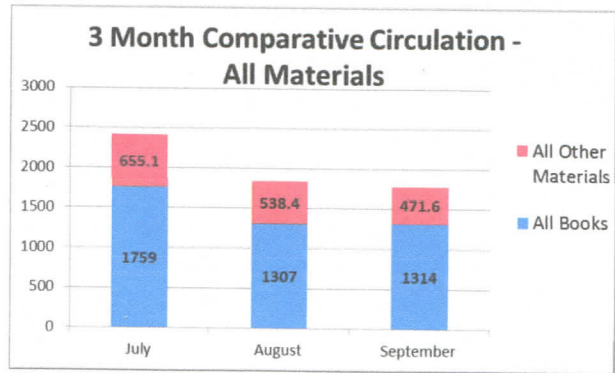
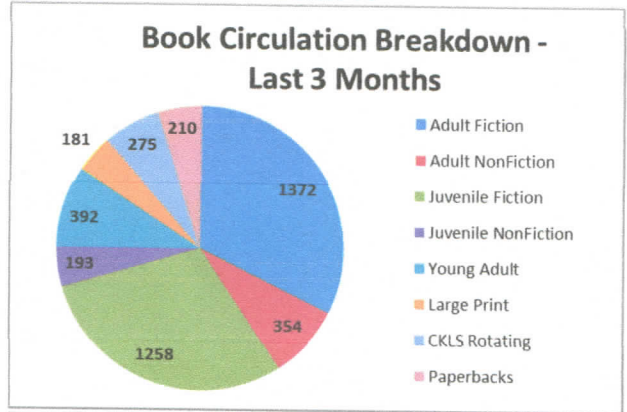
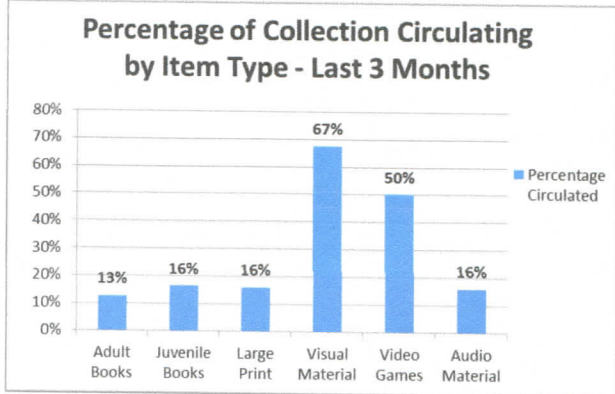
### Total New Automated Registrations July - September

Adult: 37

Juvenile: 16

Total: 53

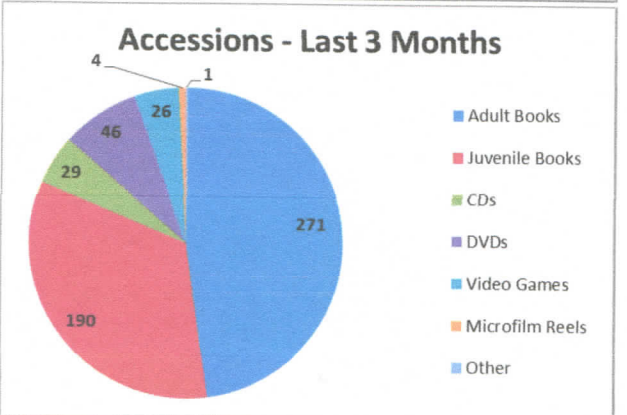
Highest Card Number Used: 2222



### Funds Collected July - September

Fines and Fees	\$314.35
Computer and Xerox Copies	\$132.75
Microfilm Copies	\$16.00
Books Sold	\$17.50

Total Collected \$480.60



## Director's Report

October 12, 2015

Fall is finally in the air and the library had a busy month!

September 1<sup>st</sup> the library's new Youth Services Librarian, Mary Lou Heller, started work. Mary Lou comes from a teaching background and has transitioned easily into the librarian position, aside from being more efficient than I was expecting! It's a great problem to have. On September 2<sup>nd</sup> CKLS had a conference here on policy and bylaw requirements for their incentive grant in 2016. Mary Ann Kibbe was able to attend for some of the session in the afternoon. The new Policy Committee of the library board was formed at the next meeting, but hasn't begun regular meetings themselves.

The library was closed for Labor Day on the 7<sup>th</sup>, and I had a private computer tutoring session with a patron on Tuesday. A group from Parents as Teachers used the Schafer Room on Wednesday and Thursday morning for meetings.

A nice group from board members, former board members, spouses, and Friends of the Library joined to rejuvenate the front planting bed on Sunday the 13<sup>th</sup>. Our efforts paid off, and a picture was in the newspaper by the end of the week, plus good positive feedback on Facebook. Mary Lou started her first Story Port on the 14<sup>th</sup>, with an average attendance of about 9 kids each week after that. We've had themes of apples, pumpkins, and fall leaves so far. We had our board meeting on the 14<sup>th</sup> as well. I attended CKLS' fall technology day in Great Bend on the 16<sup>th</sup>.

The Allegro Music Club used the library after hours for their meeting on the 21<sup>st</sup>. Maribeth Shafer from CKLS was at the library on the 22<sup>nd</sup> to hook up our (new to us) color laser printer. We haven't had any problems with it since then. The library's first adult program of the fall was on Thursday night: a classic movie night. About 7 people came to drink soda, have popcorn, and watch the 1933 film *Dinner at Eight*. Everyone had a good time, and I hope to have a few more people on the next movie night. I took a vacation day on the 25<sup>th</sup>.

On Tuesday the 29<sup>th</sup> I left for Little Rock, AR and the Association of Rural and Small Libraries Conference where I was a presenter on Thursday. A full report is attached. MCPC used the Schafer Room October 3<sup>rd</sup> for a meeting.

Schendel Pest Control came to spray for bugs on October 7<sup>th</sup>, and I gave a tour to the Delphian Club, who met in the Schafer Room. I took a vacation day (for my birthday) October 9<sup>th</sup>, while the Parents as Teachers group used the Schafer Room and Marla proctored a test in the study room.

Looking ahead: After our board meeting Monday, Leadership Mitchell County is using the Schafer Room for the end of a session on October 13<sup>th</sup> and a Used Book Sale is planned for October 15-17<sup>th</sup> in the Schafer Room. Marla is taking a vacation day October 19<sup>th</sup> and she is also proctoring a test on the 20<sup>th</sup> in the Study Room. I'm having a basic book repair clinic in the Schafer Room on October 22<sup>nd</sup>, and Mary Lou and I will attend a CKLS Youth Services workshop in Great Bend on October 28<sup>th</sup>. The rotating book van which would normally visit in October will be skipping us this time as the driver is having knee surgery and the van's engine is being replaced.



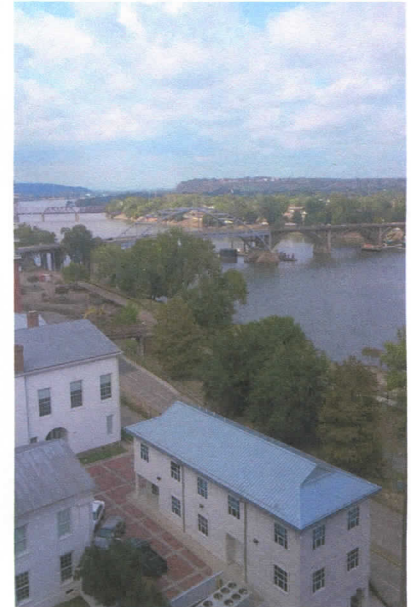
I was able to attend the 2015 Association of Rural and Small Libraries annual conference in Little Rock, AR this fall, due to generous grants both from the Central Kansas Library System and from the Kansas Library Association Education Fund as well as conference registration fees covered since my proposal for a session was accepted and I attended as a presenter. After doing research on airplane tickets vs. mileage reimbursements I determined it would actually cost the library less if I flew in one day early for the conference than drove myself. This was a great option as it gave me time to get travel sickness medicine side effects out of my system and allowed me to go on a preconference tour.



My view from the hotel window. The Capitol Hotel (lower left) apparently housed Bill Clinton while I was there.

On Monday night I drove down to my parents' house south of Wichita and stayed overnight. They shuttled me to the airport Tuesday morning. I had a layover in Houston and while my flight to Little Rock left about 40 minutes late I made good time and was

at the Marriott by 5:15 pm. I settled into my room and chose to eat dinner at the hotel restaurant.



The view out the back of the hotel to the Ar-KANSAS River. The white buildings are the Old Statehouse Museum.



The Flying Fish Restaurant was low-key and comfortable.

Tuesday morning I worked at last minute changes to my presentation before taking a 4 block walk into the River Market district to a restaurant called the Flying Fish.

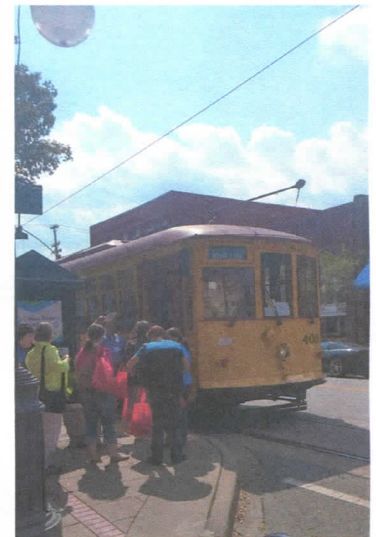
Although their specialty was fried catfish and they served

frog legs, I opted for a delicious fried shrimp po' boy. At 1 PM I had signed up for the "Two Libraries Trolley Tour." A group of about 20 librarians met and took the wooden

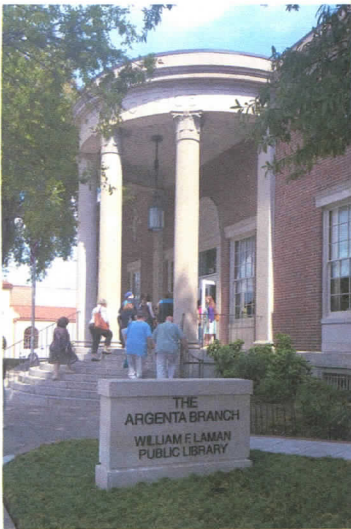


Argenta Public Library's children's section has an opening in the middle to the adult's section below, but is separated by glass.

trolley on the electric line that ran through downtown Little Rock and looped up into North Little Rock to stop at the Argenta Branch of the William F. Laman Public Library System of North Little Rock. The library moved occupy a renovated Post Office (originally built in the 1930s) just last year. I was impressed that the new location focused on services rather than collections, with a computer lab, art gallery, two meeting rooms, public



The Blue Line electric trolley runs in downtown Little Rock and North Little Rock.



Argenta was North Little Rock's first city name. This branch library opened just last year in a renovated post office.



The Argenta Public Library even has an art gallery - now showing Delta des Refusés pieces.

lounge with vending machines, and several seating areas all in three story space no bigger than the Port Library. Our second stop on the tour was the Clinton Presidential Library. This was the first presidential library I had visited, and it makes me want to see the Eisenhower Library in

Abilene! After running a few errands I made my way over to the main branch of the Little Rock Public Library in

downtown Little Rock for the opening reception. The reception food and drink were fabulous and I chatted with a

few other librarians from Wisconsin and Florida. That night at about 9:00 pm Rachel Jones from Glen Elder joined me at the hotel as my roommate for the rest of the week.



The William J. Clinton Presidential Library was larger than I expected.

We got up in time to register formally on Thursday morning before breakfast. The speaker for the morning was Craig O'Neill, a local radio and TV personality who was funny, touching and dynamic. Then it was time for me to prepare for my presentation as the exhibitors opened their booths. It was a good thing that I started early and brought my own laptop as the conference-provided laptop had several problems and we had to switch about 10 minutes before my presentation! However, the presentation itself went well; I had about 40 attendees and a good discussion among them. Because I was cleaning up I nearly missed



Exhibits inside were well laid-out. Each slant wall had a year from his presidency, and alcoves with important events.



The entrance to the main branch of the Little Rock Public Library.

lunch and the

lunchtime speaker, Josh Hanagarne. Mr. Hanagarne is the author of the book *The World's Strongest Librarian*. He is a librarian in Utah and also suffers from one of the country's worst cases of Tourette's Syndrome. He was engaging, hilarious and touching also, and now I need to read our library's copy of his book! In the afternoon I attended a session by two Colorado librarians on creating a "Culture of Yes" in the library. Avoid responding "No" to questions and situations whenever possible. Instead say "Yes, but" and

hopefully "Yes and" to more than fulfill the patron's request. The next afternoon session I attended was an introduction from the ALA's office in Washington DC and an update on how they're advocating in the federal government for library initiatives and policy. The most recent (successful!) engagement with the government has been to advise and advocate



10 minutes before my presentation and the laptop isn't working!

Friday morning's breakfast speaker was Dr. Daniel Black, author of *A Perfect Peace*. He was dramatic and inspiring and had encouraging words for librarians to continue to create places of inclusion in their libraries. I didn't see any sessions Friday morning that looked too good to miss, so I took myself next door to the Old Statehouse Museum. It was the statehouse of Arkansas from 1836 to the early 1900s and has been a museum since the 1920s. The place wasn't big but was



A ceremonial gate - a gift from Korea. Little Rock holds the world Tae Kwon Do Championships every year.



The Old Statehouse Museum had a permanent display of former governor's first ladies gowns. This one is c1925.

an example of how to do fantastic displays. Some of the rooms on the ground floor were historic recreations of period rooms put together by various Little Rock Ladies' Societies. The current non-permanent displays were on the Arkansas connections to Hollywood and film, and one on bicycles. On the second floor both the congressional meeting halls of 1836 and 1884. The older meeting hall was hosting an annual group of Arkansas College History Professors so I couldn't peek in. In addition to traveling exhibits there was a display of gowns of first ladies of past governors. I made lunch in good time on Friday, where the speaker was young adult novelist P.C. Cast. She was funny and approachable – she even had a full tattoo sleeve and I could tell she was censoring off-handed cuss words throughout her speech. I got an autographed book for a friend after lunch. I attended a session aimed at the librarian who has fallen into cataloging in MARC language by accident – something I can identify with! I took notes furiously and now have several resources to consult when I have questions. The last session on Friday was on management in smaller organizations. Although the speaker had great advice she was still coming from a larger employer and area from which to draw employees. I took the handout and left half way through to take a nap and get rid of my headache. The dine-around for this evening took me to Dizzy's Gypsy Bistro in downtown Little Rock. The restaurant was certainly eclectic, and the food a delicious fusion of

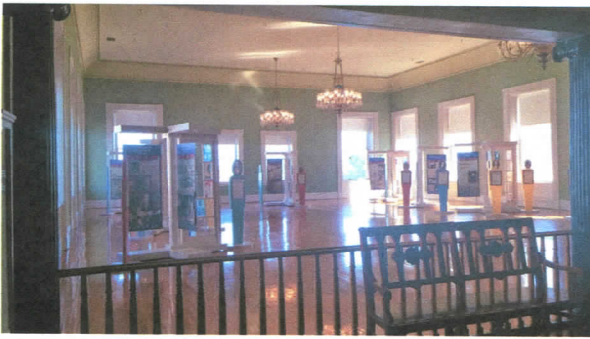
on the recent changes to the federal e-rate program. In the future the possibility of federal standards for e-books may be addressed. It was great to know that these library advocates existed, that they wanted to work with rural libraries' interests, and to put a face with an office. That evening Rachel Jones and I joined a "Dine-Around" group going to Benihana's Japanese Steakhouse in North Little Rock. I am happy to report that you'll get just as good an example of a Japanese Steakhouse at Diamaru in Salina. A group of us decided to skip the shuttle bus back over the river and walk off our enormous dinner instead.



Little Rock at night across the Arkansas River.



The Old Statehouse Museum.



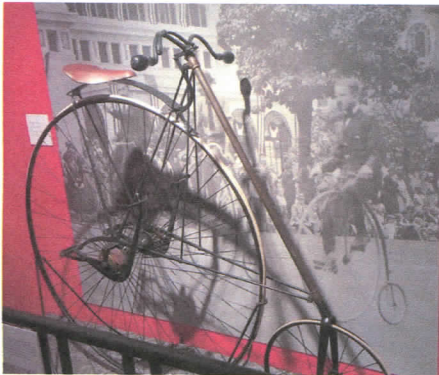
The room where Arkansas' congress met in 1885 in the Old Statehouse Museum.

Italian, American, Spanish and more with a comfort food twist. I had the tomato, grilled onion, and Havarti cheeseburger and an almond crème soda. I did a little evening shopping before heading back to the hotel.

Saturday morning boasted two sessions before brunch. With no immediate coffee present, I decided to skip the first session and

sleep in. The second session I attended on the topic of including homeschoolers in the library. The presenter was from Georgia and came from a library that balanced public,

private and home schoolers. Her main advice was to be accommodating but fair, but didn't offer any concrete steps on attracting homeschoolers or particular resource materials. The brunch speaker was Zach Benedict, but as I hadn't checked out of the hotel and his speech was scheduled to conclude after check-out time I ducked out early to pack up. The hotel held my bags for an hour or so before my shuttle back to the airport. I lucked out and both my flights to Houston and then to Wichita were actually early! I stayed overnight with my parents again before heading back to Beloit on Sunday. My travel



The other display at the Old Statehouse Museum - on bicycles.

sickness medicine had been lost in my suitcase, and the emergency backup supply was a little out of date. I was a grateful that my husband was driving as I was out of it most of the way through Sunday.

I would say that comparing this experience to Omaha two years ago I attended more immediately applicable sessions in 2013. However, part of the conference experience is the location, and this one was definitely better than Omaha. I very much enjoyed the opportunity to go to a presidential library and going without other CKLS librarians forced me to talk to other people much more. Next year's conference is in Fargo, ND and I'd like to try to go with the aid of another CKLS Continuing Education Grant and perhaps another presentation if I'm accepted.



From the Lights! Camera! Arkansas! Display at the Old Statehouse Museum - the Creature from the Black Lagoon!



P. C. Cast took pictures with everyone who asked.



Welcoming me home in the Wichita Eisenhower Airport - a display from AGCO!