AGENDA
PORT LIBRARY BOARD OF TRUSTEES
April 10, 2017

1.	Call meeting to order	Information
2.	Check-in members	Information
3.	Public Comment	Information
4.	Minutes: March 13	Consent Agenda
5.	Financial reports	Consent Agenda
a)	Quarterly Building Funds	
6.	Director's report	Consent Agenda
a)	Quarterly Statistics	
7.	Old business	
a)	CKLS Weeding Date: May 8-9	Information/Action
8.	New business	
a)	Election of Officers	Action
9.	Long Range and Strategic Planning	
10.	Other Business	
11.	Adjourn	Action

Next meeting: Monday, May 8, 2017 at 5:30 PM

Port Library Board of Trustees Meeting Minutes
Monday March 13, 2017

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

The minutes of the February meeting were reviewed with no changes.
The financial report and bills to be paid were reviewed. Rachel informed about the splitting of bank accounts between First National and Guaranty. At the end of the first quarter of 2017 or by April 5th the library staff will be closing the following checking and DDA accounts at Guaranty State Bank and moving the balances to the currently dormant accounts at First National and reactivating the First National accounts
as follows:
Closing DDA Guaranty 13-0050-1 to reactivate dormant MMDA First National 030-731-9
Closing CKLS Checking Guaranty 13-0017-1 to reactivate CKL Checking First National 030-718-1
Closing State Checking Guaranty 13-0045-7 to reactivate State Checking First National 030-749-1
Closing Special Checking Guaranty 13-0014-9 to reactivate Special Checking First National 030-748-3
The General Checking Guaranty 13-0028-1 and Capital Savings Guaranty 18-0125-2 accounts will remain the same, and open.
The General Checking First National 030-729-7 will be closed.
This leaves library income raised through local tax monies in interest earning accounts at both banks.
This is being done in accordance with board action passed by a majority vote at the December 12, 2016 board meeting."
The director's report was reviewed. Rachel noted Story Port and Port Tots continues to being going well for Mary Lou, Library Love Week was during the week of Valentines Day and this is something Rachel will do again next year, the basement lift installation was going on and is now complete, the next Beer and Books night will be in April.
Joyce made a motion to accept the February meeting minutes, the financial report and the director's report. Tammy seconded and the motion carried 7-0.

Old Business:
Rachel provided the final bills from Fugate Construction and S&S Drug for the lift installation. Fugate bill was $6,540 and S&S was $13,621 for a total of $20,161. This total amount will need to be transferred from the library capital savings account. Kelly made a motion to accept the final bills from Fugate Construction and S&S Drug and to transfer the $20,161 from the capital savings account. Lorraine seconded and the motion carried 7-0.

New Business:
Rachel notified the board of an opportunity from CKLS for book weeding services. This is a free service provided by CKLS. Our current book collection has never been weeded by CKLS. It is recommended that 2 – 5% of the collection should be weeded yearly. Any books weeded by CKLS would be taken to the basement for storage until a book sale occurs. Rachel would need to contact CKLS to set up a date for this to happen. She is thinking sometime in May. The weeding would take place when the library is closed.
Kelly made a motion to approve CKLS to come in and weed the current book collection. Tammy seconded and the motion carried 7-0.

The library received a check from the Friends of Port Library club. The amount of the check was $1175.42. Rachel will use some of the money to purchase a culligan water dispenser base, a microwave and a stand for use in the Schaefer room.

Other Business:
Keith made a suggestion to contact Gary Underhill to work on door closure mounts. They tend to stick and cause issues. Also to work on the door to the janitors closet.

The library board will need a new member, Rachel will contact the city council. If you know of anyone that would like to serve on the board, send them to the city office. The board will have election of officers at our next meeting.

With there being no further business to discuss, Joyce made a motion to adjourn. Tori seconded and the meeting was adjourned at 6:00 p.m.

Tori Bowers
Secretary

Next meeting is Monday April 10, 2017 at 5:30 p.m.

Port Library

March 2017 – Reported April 13, 2017

	2017 Budget	Spent Y-T-D	%-Age Spent	Budget Remaining
Salaries & Wages	124600.00	24732.10	19.85	99867.90
Payroll Taxes	10000.00	1892.01	18.92	8107.99
KPERS	10800.00	1764.00	16.33	9036.00
Utilities	200.00	-0-	-0-	200.00
Telephone	500.00	36.88	7.38	463.12
Technology/Service Calls				
Maintenance Contracts	2650.00	29.59	1.12	2620.41
Printing & Ads	1050.00	100.80	9.60	949.20
Supplies	5000.00	1023.01	20.46	3976.99
Materials:				
Books	6000.00	522.01	8.70	5477.99
AV/Other	4250.00	1511.26	35.56	2738.74
Periodicals	3800.00	72.24	1.90	3727.76
Maintenance	1500.00	33.17	2.21	1466.83
Insurance	5100.00	-0-	-0-	5100.00
Postage/Stamps	900.00	229.17	25.46	670.83
Programming:				
Story Port	400.00	42.44	10.61	357.56
Summer	500.00	-0-	-0-	500.00
YA/Other	550.00	110.74	20.13	439.26
Staff Development & Travel	1300.00	49.00	3.77	1251.00
Equipment & Automation	5500.00	198.00	3.60	5302.00
Other	400.00	198.90	49.73	201.10
	185000.00	32545.32	17.59	152454.68
Capital	14000.00	-0-	-0-	14000.00
Total	199000.00	32545.32	16.36	166454.68

Port Library Bank Accounts – March Activity
Reported: April 13, 2017

Beginning Balance		General Checking	General DDA	State GSB	CKLS GSB	Special GSB	Special GSB
Balance	2.28.2017	3150.65	366668.44	9.14	5843.81	7113.42	108040.95
Credits:							
DDA Transfer		12000.00					
Trans from Capital Imp.		20161.00					
State of Kansas				1142.87			
CKLS ½ distribution					5148.50		
Friends Donation						1175.42	
SLP Donations						185.00	
Genealogy						54.82	
Donation-Proctor						20.00	
Total		35311.65	366668.44	1152.01	10992.31	8548.66	108040.95
Checks & Debits:							
Syn Bank/Amazon		45.96					
Rays Applemarket		81.08	Trans.				Trans.
Visa		262.46	Chkg. 12000.00				Chkg. 20161.00
Waconda Trader		50.40					
Ingram		17.74					
Gale/Cenage		47.23					
Culligan		11.50					
TEI Landmark		547.47					
CKLS/Tech. Services		353.69					
MicroMktg.		15.99					
Quill		51.27					
Cunningham		33.33					
Ace Hardware		18.98					
Central Office Svs		55.11					
CKLS/Tech Services		40.12					
Fugate Construction		6540.00					
S&S Drug/Home		13621.00					
Brian DeBey		1116.14					
Marla Evert-Sarver		1230.24					
Mary Lou Heller		514.19					
Debora Imhoff		616.27					
Rachel Malay		2141.50					
Craig Marcotte		522.85					
KPERS		944.43					
KSWH		248.00					
FWH		567.00					
Fica/Medi		1216.08					
Balance	3.31.2017	4401.62	354668.44	1152.01	10992.31	8548.66	87879.95

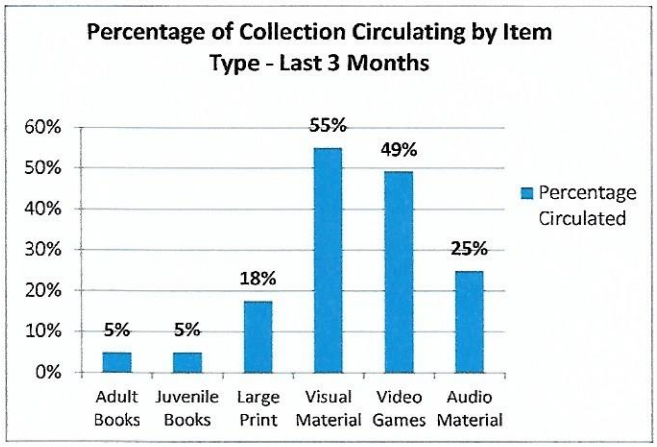
STATISTICAL REPORT

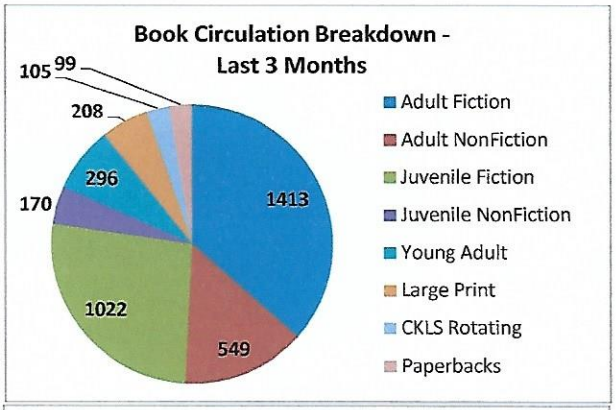
April 10, 2017 (Jan. - Mar.)

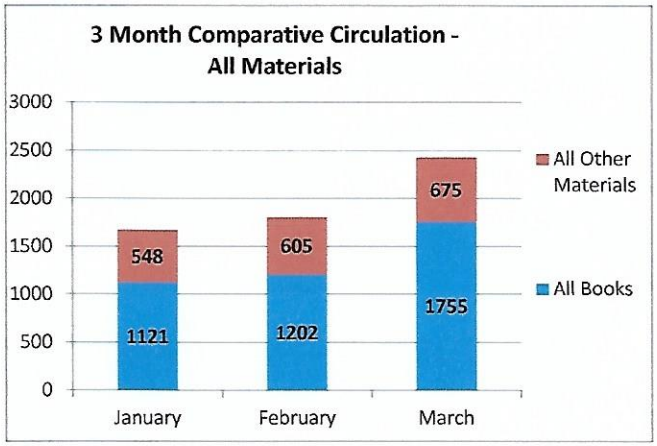
Total New Automated Registrations

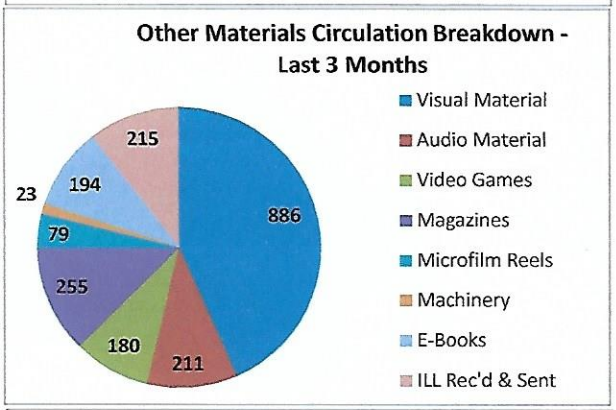
Adult:	38	Juvenile:	5	Total:	43

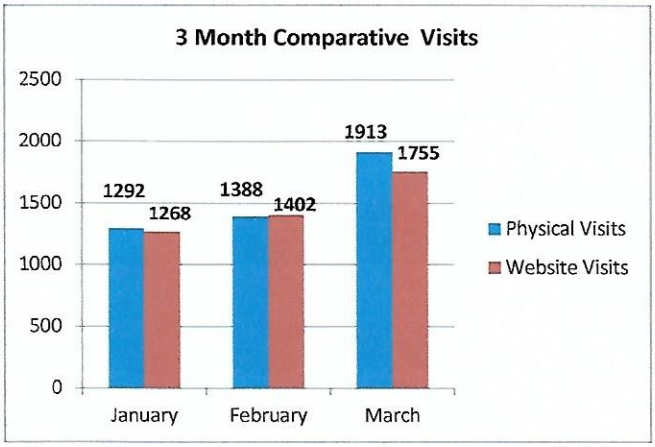
Average Active Card Holders: *1,510*

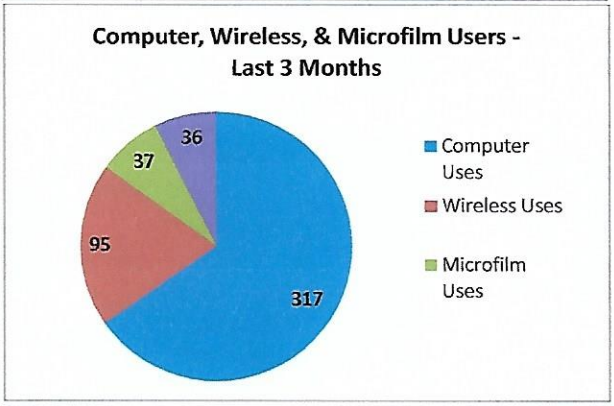


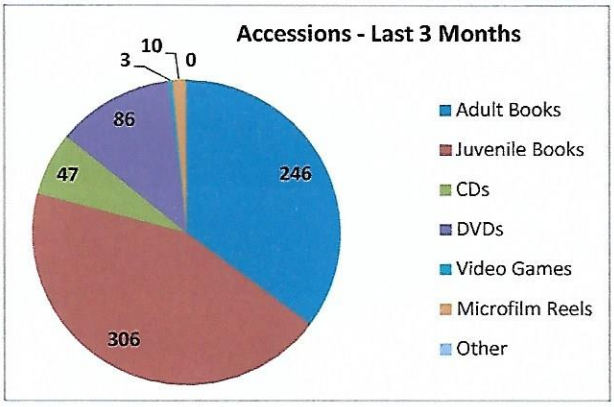












Funds Collected

Fines & Fees	$ 229.20
Computer & Xerox Copies	$ 192.70
Microfilm Copies	$ 9.00
Books Sold	$ 13.00
Total Collected	$ 443.90

STATISTICAL REPORT

April 10, 2017 (March Activity)

New Registrations

Adult	13	Juvenile	4	Total	17

Active Patrons *1,515*

Materials Added (Accessions)

Books	Adult	115	Non Books	CDs	15
	Juvenile	196		DVD	41
				Video Game	3
				Microfilm	10
				Machinery	-
Total Materials Added		*380*			

Circulation

Books	Adult Fiction	539	Non-Books	Audio Materials	77
	Adult Non-Fiction	389		Video Materials	346
	Juvenile Fiction	432		Video Games	64
	Juvenile Non-Fiction	72		Microfilm	32
	Large Print	73		Magazines	77
	Young Adult	96		Machinery	5
	CKLS Rotating	48		E-Books	74
	Paperbacks	26	Interlibrary Loan	Borrowed	59
				Sent	21
	Total	1,675	Total		755

Grand Total Circulation *2,429*

In-House Machinery Use

Computer #1 Users	-	Computer #5 Users	22
Computer #2 Users	29	Computer #6 Users	13
Computer #3 Users	13	Computer #7 Users	8
Computer #4 Users	29	Computer #8 Users	-
In House Computers Users Total	114		
Microfilm Machine Users	17	AWE Machine Users	22

Library Services

Wireless Internet Users	35	Reference Questions Answered	176
Average People Per Day	62	Estimated People Per Month	1,913
Programs (Juvenile & Adult)	9	Estimated People at Programs	87
Website Visitors	1,755	OPAC Users	339

Monies Collected

Fines	$ 119.00	Microfilm	$ 1.50
Copies	$ 80.00	Books Sold	$ 13.00
		Total Collected	$ 213.50

Director's Report

April 10, 2017

I thought February was supposed to be the shortest month; then why did March seem to fly by so quickly? The end of winter weather has come and gone in a mild fashion, although I am thankful for the recent rain.

The first week in March saw the construction crew still here for the lift installation. Although the board was able to use a functional lift at the board meeting, the final touches weren't in place until later in the month. We've used it quite a bit since then, including moving the library mini golf set from the administration building down to the basement.

Our regular programs and meetings continued throughout the month with Story Port on Monday afternoons and Port Tots on Friday mornings, with the exception of a couple days when Mary Lou took vacation times. The TOPS group used the library on Wednesday mornings for their meetings, and the Farmer's Market group has started their planning meetings, using the Schafer Room as well.

On March 2nd Amanda McGuire with Parents as Teachers used the Schafer Room. Later in the month Marla proctored a test on the 29th. My jury duty, originally on the 26th, has been postponed until May.

Classic Movie night was the 16th and this time the theater donated popcorn! It was a welcome addition. We have only one more classic movie night this year with a showing of Show Boat from the 1930s, which is not the classic musical most people remember. Attendance is still good at the movie nights. I held an introductory computers class with a whopping total attendance of 2 on March 20th. Actually, I prefer attendance this low as I have less people to try to keep up at the same pace. I was able to troubleshoot issues with one person backing up their photos from an ipad, and another updating his Garmin GPS. Not what I intended, but patrons were helped.

April 6-7 I was unexpectedly called away to a funeral for my husband's grandpa who lived in Denver. The Schafer Room was used by representatives from Fort Hays on April 6th for a KAMS meeting.

Looking ahead: The programs in the Youth Services department continue as usual, and the library will be celebrating National Library week beginning April 10th with giveaways all week. The Rotating Van comes the 11th. The last Classic Movie Night is the 20th, and there will be a Beer & Books 2 program on April 28th at the Kettle. Any help with book reviewing is appreciated, and you'll get the ticket price comped! I'll be taking vacation days the 21st and part of the 24th. CKLS is coming to help the staff weed the collection May 8-9th, and the annual CKLS Spring Forward meeting are May 23-24th in Salina.