AGENDA
PORT LIBRARY BOARD OF TRUSTEES
August 8, 2016

1. Call meeting to order
   Information

2. Check-in members
   Information

3. Public Comment
   Information
   a) Blue Jeans for Charity recipient
      Information

4. Minutes: July 11
   Consent Agenda

5. Financial reports
   Consent Agenda
   a) Trustee training packet addendum: Vendor list
      Information

6. Director’s report
   Consent Agenda
   a) Fall activity brochures
      Information

7. Old business

8. New business
   a) November event: Beer & Books Tasting
      Information/Action

9. Long Range and Strategic Planning

10. Other Business

11. Adjourn
    Action

Next meeting: Monday, September 12, 2016 at 5:30 PM
President Keith Bottrell called the meeting to order at 5:35 pm. Members present were: Lorraine Jensby, Rachel Malay, Tammy Channell, Joyce McKinney, Kelly Kimerer.

Consent Agenda:
- The minutes of the June meeting were reviewed with no changes.
- The financial report and bills to be paid were reviewed. Rachel clarified that the savings accounts at Farmway Credit Union and Guaranty State Bank were simply savings accounts and NOT CDs. The Guaranty Mitchell County Community Foundation Account handles 501c3 donations.
- The Director’s report was reviewed. Because it’s summertime, the library has been busy this past month. Several new library cards have been issued. Staff members will be taking vacations days later this month.
- Tammy made a motion to accept the March Minutes, the Financial Report, and the Director’s Report. Kelly seconded, and the motion carried 5 – 0.

Old Business:
- Business Appreciation Month award will be presented Thursday, July 14 at the North Central Regional planning Commission. Library Trustees are welcome to attend the presentation.
- There are two options for leasing a 3D printer from CKLS:
  1. Simple 2 – 3 week loan, free of charge - OR -
  2. Long-term, 1 year loan. A plan of use needs to be submitted along with an agreement to pay for materials used as well as pay for damages incurred. (there is an option to purchase the printer at the end of loan period... $5,000!)
- Mini Golf has been postponed until the end of August due to delay in construction (some other pressing projects came up for the builder!)
- Even after sending a second copy of the agreement for the art donation to Jim Nelson, Rachel is STILL awaiting the return of the signed copy from Mr. Nelson.

New Business:
Keith checked with our interim city administrator in regard to the impact of overtime exemptions for salaried employees. As it stands, this should not cause any changes at the library.

There being no further business to discuss, Kelly made the motion to adjourn. Tammy seconded, and the meeting adjourned at 6:00 pm.

Respectfully submitted (with apologies to Tori Bowers!),
Joyce McKinney

Next meeting is August 8, 2016 at 5:30 pm.
July 9, 2016

Port Library
Attn: Rachel Malay
1718 N Hersey
Beloit, KS 67420

Dear Rachel:

A great 2nd quarter is in the books for The Guaranty’s Blue Jeans for Charity program. Our employees gave a generous $2865 to 34 different local charities! We are excited to continue this project and hope that we can match or exceed 2015’s giving in excess of $10,000.00!

Please accept our cashier’s check in the amount of $65.00. We hope that this gift will help with your programs in a small way!

If you should have any questions concerning The Guaranty’s Blue Jeans for Charity program, please do not hesitate to contact me.

Sincerely,

[Signature]

Tami Pruitt
Senior Vice President/
Marketing Services

Enclosure

This gift was given lovingly by Sandy Budke.
Port Library

_July 2016- Reported August 8, 2016_

<table>
<thead>
<tr>
<th></th>
<th>2016 Budget</th>
<th>2016 Y-T-D</th>
<th>%-Age Spent</th>
<th>2016 Budget Remaining</th>
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<td>(103.37)</td>
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## Port Library Bank Accounts – July Activity

** Reported: August 08, 2016 **

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<th>Beginning Balance</th>
<th>General Checking</th>
<th>General DDA</th>
<th>State GSB</th>
<th>CKLS GSB</th>
<th>Special GSB</th>
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<td>331265.79</td>
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<td>GSB Donation</td>
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<td>Book Replacement</td>
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<td><strong>Total</strong></td>
<td>11925.80</td>
<td>331265.79</td>
<td>436.22</td>
<td>5274.54</td>
<td>7605.49</td>
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<td><strong>Checks &amp; Debits:</strong></td>
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<td>4313.23</td>
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## Vendors List

When reading the bank account balance monthly report, it may be helpful to consult this list if you have questions about vendors (payees) listed. This list is not comprehensive, and changes slightly each year. Some vendors who were used only once have been left off this list. *(Updated 8/3/2016)*

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<tr>
<th>Vendor Name</th>
<th>Description</th>
<th>Account Name</th>
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<td>Altius Awards</td>
<td>Plaques for donations, memorials</td>
<td>Various - paid from special account</td>
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<td>ARSL</td>
<td>Annual membership</td>
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<td>Beloit Typewriter</td>
<td>Office supplies</td>
<td>Supplies</td>
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<td>Blade Empire Publishing</td>
<td>Beloit Call newspaper, ads</td>
<td>Periodicals, ads</td>
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<td>Boettcher Supply</td>
<td>Maintenance supplies, computer supplies</td>
<td>Maintenance, Automation/Tech.</td>
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<td>Brodart</td>
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<td>CDWG</td>
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<td>Center Point Large Print</td>
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<td>Office supplies</td>
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<td>Tech./Contracts</td>
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<td>CKLS</td>
<td>Books, supplies, summer library mood cups</td>
<td>Materials - books, supplies, SLP</td>
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<td>Cunningham Telephone &amp; Cable</td>
<td>Telephone &amp; internet service</td>
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<td>Demco</td>
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<td>Newspaper</td>
<td>Periodicals</td>
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<td>HQH2O Culligan Water</td>
<td>Drinking water for the staff room &amp; events</td>
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<td>Mitchell County Solid Waste</td>
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<td>OverDrive, Inc.</td>
<td>E-books</td>
<td>Tech./Contracts, A/V</td>
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<td>Quill Corporation</td>
<td>Library and maintenance supplies, computer supplies, furniture</td>
<td>Supplies, Maintenance Supplies,</td>
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<td>Ray's Applemarket</td>
<td>Toilet paper, food, paper plates</td>
<td>Automation &amp; Tech.</td>
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<td>Royal Publishing</td>
<td>Ads in local sports circulars</td>
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<td>Sage Products, Inc.</td>
<td>Soap dispenser and hand sanitizer liquid</td>
<td>programs</td>
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<td>Salina Blueprint</td>
<td>Microfilm supplies and repair</td>
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<td>Schendel Pest Control</td>
<td>Bug control and termite monitoring</td>
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<td>Scholastic, Inc.</td>
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<td>Smart Apple Media</td>
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<td>Materials - books</td>
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<td>Synchrony Bank/Amazon</td>
<td>Books, DVDs, audio, supplies, etc.</td>
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<td>A/V</td>
<td>Program, Automation &amp; Technology</td>
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<td>Upstart</td>
<td>Summer library program materials</td>
<td>Summer Library Program</td>
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<td>USPS</td>
<td>Stamps, post office box</td>
<td>Postage</td>
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<td>VISA</td>
<td>Whatever is put on the library charge card, various budget lines</td>
<td>Supplies, Automation/Tech, Summer</td>
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<td>Waconda Trader</td>
<td>Custom printing, bookmarks, ads</td>
<td>Library Program, etc.</td>
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<tr>
<td>Zachary Ace Hardware</td>
<td>Various repair and maintenance supplies</td>
<td>Maintenance Supplies</td>
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</tbody>
</table>
Total New Automated Registrations
Adult: 28
Juvenile: 6
Total: 34

Average Active Card Holders: 1,564

Percentage of Collection Circulating by Item Type - Last 3 Months

3 Month Comparative Circulation - All Materials

3 Month Comparative Visits

Funds Collected
Fines and Fees $263.05
Computer and Xerox Copies $160.00
Microfilm Copies $10.50
Books Sold $25.50
Total Collected $459.05
New Registrations

Adult: 12  Juvenile: 4  Total: 16

Active Patron Accounts: 1560

Material Added (Accessions)

Books: Adult: 166  Non-books: DVDs: 2
Juvenile: 33

Total Materials Added: 201

Circulation

Books: Adult Fiction 522  Non-Books: Audio Materials 43
Adult Non-Fiction 105  Video Materials 405
Juvenile Fiction 677  Video Games 84
Juvenile Non-Fiction 86  Microfilm Rolls 20
Large Print 61  Magazines 59
Young Adult 132  Machinery 7
CKLS Rotating 70  Ebooks 63
Paperbacks 72  Interlibrary Loan: Borrowed 67
             Sent 14

Total 1,725  Total 762

Grand Total Circulation: 2,487

In-House Machinery Use

Computer #1 Users: 2  Computer #5 Users: 28
Computer #2 Users: 10  Computer #6 Users: 15
Computer #3 Users: 30  Computer #7 Users: 5
Computer #4 Users: 21  Computer #8 Users: 2

In-House Computer Users Grand Total: 0

Microfilm Reader/Printer Users: 11  AWE (Kid’s) Users: 12

Library Services

Wireless Internet Users: 10  Reference Questions Answered: 112
Average People per Day: 81  Estimated People per Month: 2,022
Programs (Juvenile & Adult): 21  Estimated People at Programs: 259
Website Visitors 1,410  OPAC Users: 266

Monies Collected

Fines: $70.95  Copies: $53.10  Total collected: $135.80
Microfilm: $11.75
Director’s Report

August 8, 2016

Summer library programs are officially over, and I think everyone is relieved and looking forward to a change in the fall activities around the library.

The first full week in August I was gone for a family vacation. The library was closed on the 4th for the holiday. There was a bad sewer smell reported in the staff restroom on the 6th, 11th, and 28th. The last report included the women’s restroom as well. The library may need to call in a plumbing expert or building engineer to verify our vents were installed correctly for our type of roof and usual wind speed. Summer programs continued as usual. Mary Lou combined toddler summer library programs with Parents as Teachers on Fridays in July.

After the board meeting, the week continued as planned with summer programs. Brian took a couple sick days and a vacation day toward the end of the week. The third full week in July was more of the same busy schedule.

I took nearly the remainder of my vacation days starting on the 27th through the end of the week. The study room was reserved on the 27th as well. On the 30th Mary Lou used the Schafer Room for a group she works with through OCCK.

Several local people and some from out of town came to consult the library’s microfilm holdings throughout the month. The old machine held up reasonably well, but I can see the pressing need for updated hardware in the near future if the library is to be a place for genealogy research. Grant monies to partially cover the cost may be available through the Solomon Valley Community Foundation or CKLS in a year or so.

The rotating book van came August 2nd. The study room was reserved again the 3rd, and Mary Lou had her summer program year end hot dog party on the 4th. She’ll have a summer programs report at the September meeting.

Looking ahead: Parents as Teachers is using the library on the 12th. The library will be closed on the 17th for CKLS Fall Forward/Technology Day. I will be starting the fall adult programming with a movie night on the 18th, and library mini golf on the 29-30th. Fall Story Port and (new this year) Port Tots will start in September.
Beer & Book Tasting Event

I would like to plan a library program for November 2016 in conjunction with Kettle Restaurant. The idea is a version of a beer tasting, but with companion book suggestions. There would be stations set up around the restaurant and reader’s and drinker’s advisors would be at each station to suggest book pairings with that station’s drink selection.

For example: at a station with dark beer, the advisor would talk about the latest Clive Cussler book, the next military fiction novel, and a great science fiction find. At a station with white wine, a selection of literary fiction and women’s fiction would be presented. At a station with red wine, the best in steamy, paranormal, or regency romances would be discussed. At a station with thirst-quenching ales the latest summer blockbusters from James Patterson and Nora Roberts could be featured.

Other station options could include one with food prepared from a recipe in a cozy mystery, an Italian cream soda with a young adult book, or just about anything at a station highlighting the extensive collection of drink recipe and history books from the library. DVD and video games could be included as well. Ideally each station would have one drink and at least 5 reading or viewing suggestions.

The point would be to expose great library books and materials to a group of people who may not use our facilities and services currently. Since our catalog is automated and online, a librarian could sign people up for cards and check out materials right from the restaurant that evening.

What I need from the board are answers to legal questions, such as:

- Can the library sponsor (in name or with funds) an event, even off-site, that features alcohol?
- Should the funds the library uses to sponsor the event be from funds other than tax dollars?
- What is the maximum amount the library can sponsor or what should a ticket price be to attract people to this event? (I have not discussed actual costs with the Kettle yet.)
- Plus any other question I haven’t thought of yet...

An event with alcohol sponsored by the library may seem controversial to some of our very conservative patrons. The library board will need to pass a motion to proceed with this program idea, and I would solicit book/drink pairing suggestions from any board member!
February
Classic Movie Series:
Witness for the Prosecution (1957)

⇒ Thursday, February 16th.
⇒ 6:00 pm — 8:00 pm
⇒ Free popcorn and soft drinks!

April
Classic Movie Series:
Showboat (1936)

⇒ Thursday, April 20th.
⇒ 6:00 pm — 8:00 pm
⇒ Free popcorn and soft drinks!

March
Classic Movie Series:
The Quiet Man (1952)

⇒ Thursday, March 16th.
⇒ 6:00 pm — 8:00 pm
⇒ Free popcorn and soft drinks!

Port Library
Beloit KS
1718 N Hersey
PO Box 427
Beloit, KS 67420

Phone: 785-738-3936
portlibrary.org
E-mail: portlib@nckcn.com

See individual program listings for times. Everything is free of charge. Patrons under 13 may not attend alone. Register by contacting the library no later than the Tuesday before the desired program.

August 2016 to April 2017
**August**
Classic Movie Series:
*The Mating Season* (1951)

- Thursday, August 18th.
- 6:00 pm — 8:00 pm
- Free popcorn and soft drinks!

**October**
Classic Movie Series:
*Arsenic & Old Lace* (1944)

- Thursday, October 20th.
- 6:00 pm — 8:00 pm
- Free popcorn and soft drinks!

**December**
Classic Movie Series:
*A Christmas Carol* (1938)

- Thursday, December 15th.
- 6:00 pm — 8:00 pm
- Free popcorn and soft drinks!

**September**
Classic Movie Series:
*Ruggles of Red Gap* (1935)

- Thursday, September 15th.
- 6:00 pm — 8:00 pm
- Free popcorn and soft drinks!

**November**
Classic Movie Series:
*Holiday Inn* (1942)

- Thursday, November 17th.
- 6:00 pm — 8:00 pm
- Free popcorn and soft drinks!

**January**
Classic Movie Series:
*She Wore a Yellow Ribbon* (1949)

- Thursday, January 19th.
- 6:00 pm — 8:00 pm
- Free popcorn and soft drinks!
Computer, Email, and Facebook Basics

Learn the basics of using a personal computer with Windows 10, how to create and access an email account, and how to navigate your own Facebook page and see others’ posts.

- March 20, 6-8pm.
- For beginning computer users.
- Class size limited to 8.
- Private tutoring available on request.

Also check out our FREE Classic Movie Series!
3rd Thursday, August 2016 - April 2017

Celebrate National Library Week!
April 9-15, 2017

- Pick up a free book bag at the library.
- Free pencils, bookmarks, stickers, and more.
- Enter a drawing for a book basket.
- Check out an item and be entered to win a $25 Amazon gift card.

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August 2016 to April 2017
Library Mini-Golf Nights!

Play mini golf inside the cool Port Library for free!

- Nine holes with obstacles.
- Putters in 7 lengths.
- Light refreshments in the Schafer Room.
- Regular library services suspended for this event.

Tee times available:
- Aug. 29th, 7-9 pm
- Aug. 30th, 7-9 pm
- Sept. 12th, 7-9 pm
- Sept. 13th, 7-9 pm

Guessing Jar Month!

November 2016

- Drawing held November 30th.
- 1 guess per jar per person
- Guess buttons, lollipops, pennies, or paperclips
- Win fabulous prizes!

At the Port Library:

learn how to GET E-BOOKS FOR FREE

- Kindle devices
- Nook devices
- Android Devices
- iOS devices
- Smartphones
- Laptops
- Netbooks

- Monday, January 16th
- 6:00—8:00 pm

Library Book Sale in the Schafer Room

- Paperbacks, Hardbacks, Large Print, CDs, Videocassettes, DVDs
- All items 25¢ each.
- Buy 4 get 1 free.
- Everything must go!

Wed. Oct. 12, 4 pm - 6 pm
Thurs. Oct. 13, 10 am - 8 pm
Fri. Oct. 14, 10 am - 6 pm
Sat. Oct. 15, 10 am - 2 pm

Come to Port Library’s “Aisle of Lites”

FRIDAY December 2, 2015
5:00—8:00 PM

An indoor version of the famous display set up in Chautauqua Park!

- Stroll among the bookshelves while Christmas music plays.
- Children’s stories in the children’s section and in the aisles
- Hot spiced cider and cookies will be available in the Schafer Room.

Library Love Week

February 13th - 17th

- Monday: DIY Valentines.
- Tuesday: Amnesty Day. (Bring back lost or overdue items, no penalty.)
- Wednesday: Food for Fines. (Food goes to Food Pantry)
- Thursday: Free Chocolate Chip Cookie Day.
- Friday: Free coffee, hot chocolate, or cider in Schafer Room.