

AGENDA
PORT LIBRARY BOARD OF TRUSTEES
March 9, 2015

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|-----|---|----------------|
| 1. | Call meeting to order | Information |
| 2. | Check-in members | Information |
| 3. | Public Comment | Information |
| 4. | Minutes: February 9, 2015 | Consent Agenda |
| 5. | Financial report | Consent Agenda |
| 6. | Director's report | Consent Agenda |
| 7. | Old business | |
| | a) 2015 – 2016 Insurance rates | Information |
| 8. | New business | |
| | a) New Library Board Members (appointed March 28) | Information |
| 9. | Other Business | |
| 10. | Adjourn | Action |

Next meeting: Monday, April 13, 2014 at 5:30 PM

Port Library Board of Trustees Meeting Minutes
February 9, 2015

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

The minutes of the January meeting were reviewed with no changes.
The financial report, year end report and bills to be paid were reviewed.
The director's report was reviewed. Rachel noted workmen from Schnell & Pestinger were on the roof replacing air handling fins on the heat/ac units. A plumbing issue was discovered by Craig and things were handled quickly to get that fixed. The Schafer Room is getting a lot of use during the month. Another adult program is planned for later in February.

John made a motion to accept the minutes of the January meeting, the financial report, year end report and the director's report. Lorraine seconded, and the motion carried 6 – 0.

Old Business:

Some discussion was held about the library's insurance policy. It will renew on July 1st. Keith will get the amount of the renewal as soon as it is available for budget purposes.

New Business:

No new business at this time.

Other Business:

Rachel placed an ad in the Waconda Trader and the Beloit Call about the open Board member position. Rachel has not heard back about the grant application filed with the Mitchell County Foundation.

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

Tori Bowers, secretary

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

Port Library
February 2015-Reported March 9, 2015

	2015 Budget	Spent Y-T-D	%-Age Spent	Budget Remaining
Salaries & Wages	114370.00	16430.86	14.37	97939.14
Payroll Taxes	12280.00	1256.95	10.24	11023.05
KPERS	9400.00	1581.74	16.83	7818.26
Utilities	300.00	-0-	-0-	300.00
Telephone	450.00	41.01	9.12	408.99
Technology/Service				
	2500.00	123.56	5.00	2376.44
Printing & Ads	200.00	-0-	-0-	200.00
Supplies	3500.00	7.90	.23	3492.10
Materials: Books	3500.00	108.09	3.09	3391.91
AV/Other	2000.00	-0-	-0-	2000.00
Periodicals	3200.00	68.80	2.15	3131.20
Maint/Supplies	1200.00	128.51	10.71	1071.49
Insurance	4500.00	-0-	-0-	4500.00
Postage/Stamps	600.00	150.00	25.00	450.00
Programming: Story Port	150.00	14.90	9.93	135.10
Summer	300.00	-0-	-0-	300.00
YA/Other	350.00	60.44	17.27	289.56
Staff Development and Travel	800.00	100.10	12.52	699.90
Equipment & Automation	4000.00	908.61	22.72	3091.39
Other	300.00	-0-	-0-	300.00
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	163900.00	20981.47	12.81	142918.53
Capital	10000.00	-0-	-0-	10000.00
Total	173900.00	20981.47	12.07	152918.53

Port Library Bank Accounts – February Activity
Reported: March 9, 2015

	General Checking	General DDA	State GSB	CKLS GSB	Special GSB	Special GSB
Beginning Balance						
Balance 1.31.2015	3030.84	220410.77	18.17	4754.04	3153.07	83719.81
Credits:						
DDA Transfer	10000.00					
Cunningham-reimb.	203.40					
Fines/Copies					223.65	
Interest		25.12			.13	9.63
Book Replacement				4.95		
Total	13234.24	220435.89	18.17	4758.99	3376.85	83729.44
Checks & Debits						
Catlin's	73.36	Trans.		Ingram	702.97	
Cunningham	75.36	Chkg.	10000.00	Card		
Beloit Typewriter	7.90			Svs.	95.90	
Ace Hardware	76.51			Best		
Catlin's	7.98			Books	435.45	
Visa	39.00					
Ingram	108.09					
Culligan	23.00					
Brian DeBey	1088.32					
Marla Evert-Sarver	1392.31					
Rachel Malay	2015.61					
Craig Marcotte	495.99					
Andrea Weidenhaft	1296.22					
KPERS	1273.62					
KSWH	226.00					
FWH	558.00					
Fica/Medi	1252.16					
Consolidated Printing	25.00					
Balance 2.28.2015	3199.81	210435.89	18.17	3524.67	3376.85	83729.44

STATISTICAL REPORT
March 9, 2015 (February activity)

New Registrations

Adult: 11 Juvenile: 1 Total : 12

Highest Card Number: 2060

Material Added (Accessions)

Books: Adult: 106 Non-books: N/A
 Juvenile: 73

Total Materials Added: 179

Circulation

Books: Adult Fiction	404	Non-Books: Audio Materials	80
Adult Non-Fiction	369	Video Materials	396
Juvenile Fiction	277	Video Games	91
Juvenile Non-Fiction	55	Microfilm Rolls	45
Large Print	81	Magazines	57
Young Adult	89	E-Readers/Machinery	18
CKLS Rotating	92	Overdrive (ebooks)	49
Paperbacks	132	Interlibrary Loan: Borrowed	22
		Sent	28
 Total	 1,499	 Total	 786

Grand Total Circulation: 2,285

In-House Machinery Use

Computer #1 Users:	16	Computer #5 Users:	34
Computer #2 Users:	36	Computer #6 Users:	16
Computer #3 Users:	27	Computer #7 Users:	24
Computer #4 Users:	46	Computer #8 Users:	1

In-House Computer Users Grand Total: 200

Microfilm Reader/Printer Users: 9 AWE (Kid's) Users: 17

Library Services

Wireless Internet Users:	47	Reference Questions Answered:	162
Average People per Day:	57	Estimated People per Month:	1300
Programs (Juvenile & Adult):	6	Estimated People at Programs:	55
Website Visitors	1163	OPAC Users:	314

Monies Collected

Fines: \$134.85 Copies: \$85.45 *Total collected: \$222.80*
 Microfilm: \$2.50

Director's Report

March 9, 2015

February is always a short month, especially with President's Day as well, but our library had no less activity than normal!

The first week of February we had a floor drain backup in the public restrooms after hours. Craig Marcotte, our custodian, discovered it and cleaned it up. After speaking to him on the phone that evening, he returned before we opened the next morning with another city employee and snaked out the drain. He said he didn't find any unusual blockages, and the library was opened as usual.

The Cassiopeia Club used the library for a regular meeting on the evening of the 10th. We were closed for President's Day February 16th.

Parents as Teachers used the library to hold an instructive session on the evening of the 24th of February. Andrea held her final regularly scheduled video game night on the 25th with a Mario Kart party. We've now completed the required programming for the Gaming in Libraries grant we received from the State Library of Kansas last summer. Minecraft seemed to be the most popular night, so I'll be working with Andrea to develop more gaming nights on that topic and others. On the 26th I had scheduled another monthly adult's programming night, this one on cozy mysteries in a book club style setting. However, no one signed up so I cancelled the program. Instead, the library hosted the Community Garden Club's first meeting of the year. I was happy to see a couple board members, and despite my lack of green thumb my husband and I signed up for a plot this year too.

Brian took a vacation day Monday, March 2nd, and Andrea was gone to the annual CKLS Summer Library Program Workshop, this year in Hunter, KS. I will be gone the afternoon of the 23rd to Salina for a book repair workshop. My next-to-last adult program for the spring on vintage aprons will be March 26th. On the 28th Marla is helping to present a program on the Negro Baseball Leagues – especially the Monarchs. I'll have more information on that later in the month if you're interested.