AGENDA
PORT LIBRARY BOARD OF TRUSTEES
October 10, 2016

1. Call meeting to order
   Information

2. Check-in members
   Information

3. Public Comment
   Information

4. Minutes: September 12
   Consent Agenda

5. Financial reports
   Consent Agenda
   a) Quarterly Building Funds Report
   b) Results of FY2015 Audit

6. Director’s report
   Consent Agenda
   a) Trustee Training Opportunities
      Information

7. Old business
   Information

8. New business
   Information
   a) Library Director’s Annual Evaluation
   b) Salina Journal article

9. Long Range and Strategic Planning

10. Other Business

11. Adjourn
    Action

Next meeting: Monday, November 14, 2016 at 5:30 PM
President Keith Bottrell called the meeting to order at 5:30 p.m. Members present were; Tori Bowers, Joyce McKinney, Lorraine Jensby, Tammy Channell, Mary Ann Kibbe and Rachel Malay.

The minutes of the August meeting were reviewed with no changes. The financial report and bills to be paid were reviewed. Rachel noted that the library credit card was renewed early due to fraudulent activity on the card.

The director’s report was reviewed. Rachel noted that Chris Rippel of CKLS is retiring this year, the first classic movie night happened with 5 in attendance, the library hosted the first of the mini golf nights with two large families in attendance, the next night three families came, and Mary Lou started Port Tots story time.

Lorraine made a motion to accept the August minutes, the financial report and the director’s report. Tori seconded and the motion carried 7-0.

New Business:

Rachel informed the board that the Beer and Book Tasting is tentatively set for the first week in November. The board will receive more information at the October meeting.

Rachel asked for volunteers to go with her and Keith to meet the new city administrator. Mary Ann volunteered.

With there being no further business to discuss, Joyce made a motion to adjourn. Lorraine seconded and the meeting adjourned at 5:50 pm. The board was asked to stay and help set up the mini golf course for the evening.

Tori Bowers
Secretary

Next meeting is Monday, October 10, 2016 at 5:30 pm.
Port Library

September 2016- Reported October 10, 2016

<table>
<thead>
<tr>
<th>Category</th>
<th>2016 Budget</th>
<th>2016 Spent Y-T-D</th>
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Port Library Bank Accounts – September Activity  
Reported: October 10, 2016

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<th>Beginning Balance</th>
<th>General Checking</th>
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<th>State GSB</th>
<th>CKLS GSB</th>
<th>Special GSB</th>
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<td><strong>Balance 9.30.2016</strong></td>
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<td>4820.62</td>
<td>6343.90</td>
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New Library Building Funds Quarterly Report

July to September 2016

*(Reported October 10, 2016)*

<table>
<thead>
<tr>
<th>Account Name/#</th>
<th>Balance</th>
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<tr>
<td>Farmway Savings #19142-00</td>
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<td>Guaranty Capital Savings #1801252</td>
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<td><em>Guaranty Mitchell Co. Comm. Found. #1810597</em></td>
<td>5,801.44</td>
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<td>Total</td>
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*Account updates from Mitchell County Community Foundation funds received biannually. This report reflects the most recent update the library has received.
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<th>Cash Receipts</th>
<th>Prior Year Actual</th>
<th>Current Year Actual</th>
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<td>State of Kansas</td>
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<td>CKLS Grant</td>
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<td>11,895.04</td>
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<td>Fines, Memorials and Other</td>
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<td>5,339.00</td>
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<td>Library Foundation</td>
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<td>Interest</td>
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<td>536.97</td>
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<td><strong>Total Cash Receipts</strong></td>
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<td><strong>188,138.21</strong></td>
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<th>Expenditures</th>
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<td>Salaries, Retirement and Payroll Taxes</td>
<td>108,260.02</td>
<td>111,279.58</td>
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<td>Books, Periodicals, Videos and Technology</td>
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<td>Insurance</td>
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<th>Receipts Over (Under) Expenditures</th>
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<th>Unencumbered Cash, Beginning</th>
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<td>325,412.36</td>
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<td>$340,911.91</td>
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# Statistical Report
October 10, 2016 (September Activity)

## New Registrations

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<tr>
<th>Type</th>
<th>Adult</th>
<th>Juvenile</th>
<th>Total</th>
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<tr>
<td>Adult</td>
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<td>Juvenile</td>
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<tr>
<td>Total</td>
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**Active Patrons**: 1,540

## Materials Added (Accessions)

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<tr>
<th>Category</th>
<th>Adult</th>
<th>Juvenile</th>
<th>Non Books</th>
<th>CDs</th>
<th>DVD</th>
<th>Video Game</th>
<th>Microfilm</th>
<th>Machinery</th>
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<tr>
<td>Books Adult</td>
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<tr>
<td>Books Juvenile</td>
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## Circulation

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<th>Adult Non-Fiction</th>
<th>Juvenile Fiction</th>
<th>Juvenile Non-Fiction</th>
<th>Large Print</th>
<th>Young Adult</th>
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<th>Paperbacks</th>
<th>Non-Books</th>
<th>Audio Materials</th>
<th>Video Materials</th>
<th>Video Games</th>
<th>Microfilm</th>
<th>Magazines</th>
<th>Machinery</th>
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<td>Books Adult</td>
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<td>435</td>
<td>71</td>
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**Grand Total Circulation**: 2,158

## In-House Machinery Use

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<th>Category</th>
<th>Computer #1 Users</th>
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<th>Computer #3 Users</th>
<th>Computer #4 Users</th>
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<td>22</td>
<td>22</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>Computer #5 Users</td>
<td>Computer #6 Users</td>
<td>Computer #7 Users</td>
<td>Computer #8 Users</td>
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**In House Computers Users Total**: 131

<table>
<thead>
<tr>
<th>Category</th>
<th>Microfilm Machine Users</th>
<th>AWE Machine Users</th>
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## Library Services

<table>
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<th>Value</th>
<th>Category</th>
<th>Value</th>
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<td>Wireless Internet Users</td>
<td>21</td>
<td>Reference Questions Answered</td>
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<tr>
<td>Average People Per Day</td>
<td>64</td>
<td>Estimated People Per Month</td>
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<td>Programs (Juvenile &amp; Adult)</td>
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<td>Estimated People at Programs</td>
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<tr>
<td>Website Visitors</td>
<td>1,255</td>
<td>OPAC Users</td>
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## Monies Collected

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<th>Category</th>
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<th>Category</th>
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<tr>
<td>Fines</td>
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<td>Microfilm</td>
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<td>Copies</td>
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<td>Books Sold Jul.-Sept.</td>
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**Total Collected**: $143.30
Total New Automated Registrations

Adult: 40  Juvenile: 8  Total: 48

Average Active Card Holders: 1,543

Percentage of Collection Circulating by Item Type - Last 3 Months

- Adult Books: 18%
- Juvenile Books: 20%
- Large Print: 11%
- Visual Material: 46%
- Video Games: 4%
- Audio Material: 17%

3 Month Comparative Circulation - All Materials

- July: 681
- August: 661
- September: 552

- All Other Materials
- All Books

3 Month Comparative Visits

- July: 2022
- August: 1710
- September: 1547

- Physical Visits
- Website Visits

Funds Collected

- Fines and Fees: $205.15
- Computer and Xerox Copies: $165.95
- Microfilm Copies: $34.00
- Books Sold: $27.50

Total Collected: $432.60

Computer, Wireless, & Microfilm Users - Last 3 Months

- Computer Users: 388
- Wireless Users: 35
- Microfilm Users: 35
- AWE Machine Uses: 88

Accessions - Last 3 Months

- Adult Books
- Juvenile Books
- CDs
- DVDs
- Video Games
- Microfilm Reels
- Other

Book Circulation Breakdown - Last 3 Months

- Adult Fiction: 1535
- Adult NonFiction: 357
- Juvenile Fiction: 204
- Juvenile NonFiction: 197
- Young Adult: 416
- Large Print: 252
- CKLS Rotating: 1428
- Paperbacks: 341

Other Materials Circulation Breakdown - Last 3 Months

- Visual Material: 243
- Audio Material: 32
- Video Games: 65
- Magazines: 219.7
- Microfilm Reels: 157
- Machinery: 154
- E-Books: 54
- Interlibrary Loans Received and Sent: 38

Total: 1048
Director’s Report

October 10, 2016

The fall has well and truly started, and in the next week or so we may even turn off the air conditioner! September began all the fall programs in earnest, and as usual the pace is just picking up speed as the holidays loom closer on the calendar.

The library was closed Monday September 5th for Labor Day. Parents as Teachers met in the Schafer Room Thursday evening, and Mary Lou had her first official Port Tots story program for toddlers. She has had a fantastic turnout all month on Fridays, eventually capping the enrollment at 12 kids (with their parents present).

The last two Library Mini Golf nights of the fall happened Monday night after the board meeting and the following night. We had increasing attendance each night, and the school borrowed the set for a teacher in-service activity the following Monday. Mary Lou attended a CKLS youth services workshop in Great Bend on Tuesday the 13th. Our monthly movie night had a last minute change in title as the digital download wouldn’t play, but everyone still enjoyed the substitute title.

Story Port dwindled to just a couple kids by Monday, September 19th, but Mary Lou’s schedule is full with the Port Tots and other librarian duties. The only CKLS grant requirement for children’s story time is that the library offer 8 sessions – not that we meet any attendance requirements or age ranges. A new TOPS (Take Off Pounds Sensibly) group started meeting on September 21st in the Schafer Room on Wednesdays at 1:30 pm. On Thursday the Study Room was used to proctor a test.

The Study Room was again reserved on the 26th so that a KU pre-board meeting could take place. The visitors enjoyed using the space and said they might be back.

On October 4th the rotating book van visited and I attended a workshop in Great Bend on a newly available library marketing tool – Library Aware. On Wednesday the library will start the annual book sale at 4 pm. Before that during the day I will be providing a library skills seminar to high school students, and then have about 6 of them to volunteer in the library in the afternoon for a school-wide service learning day.

Starting October 19th I will be in Wichita for KLA. I am presenting a session with my sister on basic public speaking skills for librarians on Wednesday at 1 pm. Deb will be hosting October’s monthly movie night on Thursday the 20th. On November the 4th the library is partnering with Kettle Restaurant for Beer & Books event. Look for advertising on that soon. In November the library will be closed for Veteran’s Day, Thanksgiving Day, and the Friday following.
Trustee Topic Dinner and Training

Save the Date!

Tuesday, November 15th in Mankato, Buffalo Roam, 740 Highway 36, Mankato, 5:30 p.m. - 8:30 p.m.

Wednesday, November 16th in Downs, Lutheran Fellowship Hall, 1019 Blunt St, Downs, 5:30 p.m. - 8:30 p.m.

Thursday, November 17th in Ellsworth, J.H. Robbins Memorial Library, 219 North Lincoln, Ellsworth, 5:30 p.m. - 8:30 p.m.

5:30 pm - Dinner
6:30 pm - Program

CKLS pays for the dinner.

Registration for this program at the CKLS website. Go to www.ckls.org, then click on Event Registration.

Registration deadline is November 7th. Please register before the deadline so we have an accurate meal count.

Topics for this year’s training
- New Kansas Public Library Trustee Manual
- CKLS System services including next year’s grant requirements
- Trustee liabilities

Librarians are encouraged to attend with their board members.
You can use your CKLS Continuing Education Grant to pay for the mileage.

Direct questions about this workshop to Chris Rippel at 800-362-2642
Trustees & Friends Day at KLA

The seven Regional Library Systems have worked with Friends of Kansas Libraries (FoKL) and the Kansas Library Trustee Association (KLTA) to cooperatively sponsor an affordable day of training and activities. Join Library Trustees and Friends Groups from across the state on October 19th.

8:30am: Registration
Hyatt Regency Wichita

9:00 – 11:50am: The Fully Engaged Trustee
Maple Conference Room

Library consultant and futurist Joan Frye Williams will lead this upbeat and enjoyable preconference designed to highlight exciting possibilities for the future, reframing the role of the public library trustee for a changing environment. The emphasis will be on pragmatic techniques that audience members can apply immediately in their respective communities. It will also include a panel discussion focusing on situations that every board should be preparing for. Morning refreshments will be provided.

12:00 – 1:50pm: Friends of Kansas Libraries Luncheon
Redbud Ballroom C

Featured speaker Joan Frye Williams, consultant and futurist, will talk about "Future-Proofing" our libraries.

FoKL will recognize outstanding Friends’ groups, individuals, and grant recipients.

2:00 – 3:50pm: Conference Sessions
Various Rooms

4:00 – 6:00pm: Exhibitor’s Bash
Exhibitor Hall

To Register, point your Internet Browser to kslibassoc.org/2016conf and click on the Registration link; If you only wish to attend on Wednesday please follow the instructions for Trustees and Friends.
In the Online Store, remember to select the FoKL/KLTA Luncheon as part of the registration process and it will be no additional charge. You can pay $50 by credit card or ask for an invoice if you wish, but Register today!

The CKLS Continuing Education grant can be used to pay for registration and travel expenses for this event.
2016 KANSAS LIBRARY CONFERENCE REGISTRATION


The web site address above opens to the 2016 Kansas Library Conference registration page.

- In the black tool bar across the page, click “REGISTRATION”
- Scroll to the lower half of the page to the 12 registration steps. (the 12 steps have been printed below to make it easier to follow as you advance through the registration process.)

If you are a trustee or friend and just attending Wednesday, here is a quick rundown of the registration steps:

1: Click on the registration link above
2: Select the first option: “Champions by Design: 2016 Annual Conference” Event
3: If you are not a current member of KLA please select the “New Visitor Registration” option
4: Enter email address and select “Go”
5: Complete the personal information requested
6: Set up password and select create account
7: Select Trustees/Friends registration and select “Next” at the bottom of the screen
8: Confirm badge information, and choose the KLTA/FOKL luncheon for your free meal. Then “Next” at the bottom of the screen
9: Confirm registration by selecting the “Register Now” button at the bottom of the screen
10: Confirm the cart by selecting “Check Out”
11: Select/Enter Payment Information and finalize by clicking “Purchase Now”
12: You will know you were successful when you see a confirmation of purchase

If you have problems with the registration, you may call CKLS for assistance. – 1-800-362-2642
Evaluation of Library Director
Port Library

Date: ____________

Use the numerical scale below to evaluate the performance of the Library Director this past year. Select the number that best indicates your perception of the Director’s performance for each of the criteria listed. Evaluation is to be based on the attached job description.

Points
5 – Outstanding far exceeding performance criteria (comment required)
4 – Above Average exceeds normal expectations
3 – Average generally meets expectations
2 – Weak erratic performance, falls short of normal expectations, requires remedial action
1 – Unsatisfactory unacceptable performance, which must receive immediate attention.
(comment required)

Rating A. Relationships with Board

_____ 1. Keeps the Board informed on issues, needs and operations of library
_____ 2. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on thorough study and analysis.
_____ 3. Supports and executes Board policy and intent to public and staff.
_____ 4. Seeks and accepts constructive criticism of work.
_____ 5. Seriously considers, and/or acts on individual Board member’s suggestions.

Comments:

B. Goals and Objectives

_____ 6. Provides leadership in developing long and short term goals to accomplish mission of the library.
_____ 7. Keeps the Board updated on implementation of library goals and objectives.

Comments:

C. Community and Professional Relationships

_____ 8. Gains respect and support of the total community on the operation of the library.
9. Maintains and effective press and media campaign.
10. Keeps abreast of local, state and national library issues.
11. Participates in local, state and national library associations.

Comments:

D. Staff and Personnel Relationships

12. Develops and executes sound personnel procedures and practices.
13. Develops good staff morale and loyalty to the organization.
14. Delegates authority to members appropriate to the positions each holds.
15. Recruits and assigns the best available personnel in terms of their competencies.
16. Evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.

Comments:

E. Business and Finance

17. Keeps informed on needs of the library – plant, facilities, equipment, and supplies.
18. Evaluates financial needs and makes recommendations for adequate financing.
19. Determines that funds are wisely spent and within budget limitations.

Comments:

F. Personal Qualities

21. Maintains high standards of ethics, honesty and integrity in all professional matters.

Comments:

Comments and Discussion

What are three major strengths of the Director?

Are there limitations in the Director’s performance?

In the past year, what difficult issues have faced the library and how did the Director bring them to resolution?
What should be the organizational goals and/or personal development goals for the Director for the coming year?

Overall Performance Rating

Based upon the preceding comments and evaluations, check the term which best describes the Director's overall performance for the evaluation period. This may not necessarily be an "average" of your criteria ratings, since some criteria are more important than others. Use the back of this page (or make another one) for further comments and recommendations.

_____ Outstanding
_____ Above Average
_____ Average
_____ Weak
_____ Unsatisfactory

Board Members

Reviewed By

________________________________________  President of the Board  Date

________________________________________  Vice President of the Board  Date

________________________________________

Director  Date
DIRECTOR

Other duties may be assigned.

Trustees

Prepare the agenda for Trustee meetings in consultation with the Trustee president and get notebooks ready for Trustee meeting. Provide Trustees with all necessary reports and correspondence, financial, administrative and such. Attend to all official correspondence of Library Trustees and attend Trustee meetings. Responsible for training of new Trustee members and continued in-service for all Trustee members. Prepare a written report for Trustees each month on activities and conditions of the library.

Policy and Recordkeeping

Recommends, coordinates and administers all applicable library related policies. Recommend policy for adoption by Library Trustees and administer same after adoption. Coordinate and administer all applicable library-related policies and/or statutes as adopted by the State of Kansas, Kansas State Library, Central Kansas Library System, Mitchell County and the City of Beloit. Maintain a permanent file of materials relating to the library business and policy. Create and maintain statistical and anecdotal records of programming functions in the library. If necessary, create and keep visual and/or audiovisual records of programming functions in the library. Provide all reports as required by the State Library, Central Kansas Library System, the City of Beloit and any other “official” bodies as required.

Budget and Funding

Assure that all records for the various accounts for library funds are accurately maintained in a timely manner. Maintain and supervise an adequate staffing ratio within budget.

Staff and Continuing Education

Maintains and supervises adequate staff. Hire and dismiss staff with the approval of Library Trustees. Is responsible for director’s continuing education and that of staff. Attend library workshops and other meetings as possible. May coordinate preparation for workshop when held in Beloit, including, but not limited to moving library furniture, carrying library materials from place to place in the library building. Should encourage all staff to include continuing education in their goals.

Collection

Book selection, book reviewing of adult, children’s and YA levels, audiovisual and vertical file reviewing, selection, discarding, etc. Cataloging of materials as needed. Select materials for bindery, repair or discard. Minor repair of books, periodicals and other materials. Review and examine gift books, determining if they are to be included in the permanent collection. Maintain a file of “possible purchase” items for use at year’s end or as “suggestion” when memorial books are being donated or money gifts earmarked “books”.

Publicity
Maintains an active public relations program. Prepare library information talks for groups or classes as requested. Assist with class visits as needed in the library building. Prepare and deliver book “teasers” for publications in print and/or other media. Maintain the in-house community bulletin board, and library activity announcement board. Prepare and put up bulletin board and other displays in any space of the library.

Public Relations and Service

Maintain an active public relations program, including, but not restricted to, written book “teasers” and bulletin board displays. Receive programming ideas and plans from any other librarian, prepare and implement publicity including but not limited to writing newspaper articles, creating aesthetically pleasing posters, recording radio announcements, posting to the blog, website, and Facebook page, or other web presence, posting television ads, or other in-house publicity. Create and maintain a calendar of events and schedule groups to use the library as necessary. Maintain contact with groups scheduled to use the library. Coordinate use of all study, genealogy, programming room, or other library space as needed. Assist with patron needs in the library, including, but not limited to, carrying library materials to and from any area of the building. Assist at Main and Children’s/YA desks as needed. Has a working knowledge of present technology and assists patrons with their needs. Assist patrons with any and all equipment in the library.

Building and Equipment Maintenance

Must possess a working knowledge of present technology in the library and have willingness to further learn about new computer-assisted library activities. Maintain smoke detectors as needed in the building and be responsible for cleaning up any activities in the employee break room in a timely manner. Manages the physical plant to ensure proper maintenance, safety, and service for patrons.
K.C. library officials question arrest

Library employee, patron arrested during event

By The Associated Press

KANSAS CITY, Mo. — The arrests of a man who asked questions during a Kansas City library event and an employee who tried to intervene are raising concerns among library officials.

The arrests occurred in May at the Plaza branch library, where Dennis Ross, an author and diplomat who was involved in the Middle East peace process, was speaking. Ross' speech, the inaugural Truman and Israel Lecture, established by the Truman Library Institute and the Jewish Community Foundation of Greater Kansas City, was canceled.

“Ross' speech was going to be cancelled due to security concerns,” said Foote. "But he didn’t cancel it and the event continued as planned."

Man arrested for injuring woman, child

By ERIN MATHEWS

A Lincoln man was arrested Sunday, accused of entering a south Salina home in the early morning hours, attempting to strangle a female acquaintance and causing injury to a toddler.

Sawyer A. Reimer, 25, was arrested on a warrant by Ellsworth County law enforcement and transported to the Saline County Jail Sunday, said Lt. Mike Smith of the Saline County Sheriff’s Office.

Capt. Mike Sweeney of the Saline Police Department said Reimer is accused of entering the unlocked front door of a south Salina home at 3 a.m. and becoming involved in a disturbance with a woman in her 20s.

Reimer is accused of attempting to strangle a woman who had red marks on her throat, cuts and bruises on her face, a small fracture to her left eye socket, a bite mark on the back of her neck, Sweeney said.

He said a young boy in the home, who also was battered, had been kinds on the left side of his face and near his ear.

Sweeney said that during the incident Reimer damaged a television, a flower vase and a wall. Damage is estimated at $480.

Commission agrees to keep management

By ERIC WIILEY

The Salina City Commission on Monday agreed to continue partnering with Spectra, managers of the Salina Bicentennial Center, during an afternoon meeting.

Spectra, represented by General Manager Ron Rideout and Regional Vice President and Venue Manager Rick Hontz, spoke to the commissioners about improvements made from 2012 through August of this year.

Since the city contracted with Spectra, those attending events at the Bicentennial Center have nearly doubled the amount of dollars spent on food and beverage at the facility per event.

Spectra took the facility from having just five sponsors to more than quadruple that amount.

“With all the more diverse groups that use the facility,” said Hontz.

City commissioners agreed to continue the relationship with Spectra.

— Report timely available to

SUGGESTIONS? CALL DOUG ARMBRUSTER, DEPUTY EDITOR, AT 822-1421 OR 1-800-827-6363, OR EMAIL AT news@salina.com