

AGENDA
PORT LIBRARY BOARD OF TRUSTEES
September 12, 2016

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|-----|-----------------------------------|----------------|
| 1. | Call meeting to order | Information |
| 2. | Check-in members | Information |
| 3. | Public Comment | Information |
| 4. | Minutes: August 8 | Consent Agenda |
| 5. | Financial reports | Consent Agenda |
| | a) Library Credit Card renewal | |
| 6. | Director's report | Consent Agenda |
| 7. | Old business | |
| 8. | New business | |
| | a) New City Administrator | |
| 9. | Long Range and Strategic Planning | |
| 10. | Other Business | |
| 11. | Adjourn | Action |

Next meeting: Monday, October 10, 2016 at 5:30 PM

Port Library Board of Trustees Meeting Minutes
Monday August 8, 2016

President Keith Bottrell called the meeting to order at 5:35 p.m. Members present were; Tori Bowers, Lorraine Jensby, Tammy Channell, Joyce McKinney, Kelly Kimerer and Rachel Malay.

Public Comment:

The Port Library was a Blue Jeans for Charity recipient from Guaranty State Bank. Rachel received \$65.00 and found a great deal on a Keurig machine and made the purchase.

The minutes of the July meeting were reviewed with no changes.

The financial report and bills to be paid were reviewed. Rachel included a vendor list so the board will have more knowledge as to what is purchased from certain vendors.

The director's report was reviewed. Rachel included fall activity brochures and a summer library program report. Rachel also noted fall adult programming will be starting, there will be two dates for library mini golf later in August and story port and port tots will be starting in September.

Kelly made a motion to accept the July minutes, the financial report and the director's report. Joyce seconded and the motion carried 7-0.

New Business:

Rachel presented an idea to the board for a new library event called Beer and Book Tasting. This would take place at Kettle Restaurant downtown Beloit. Rachel would like to plan this event in November. The idea is a version of a beer tasting, but with companion book suggestions. The idea is to expose great library books and materials to a group who may not use the library facilities and services currently. Kelly made a motion to accept that Rachel contact the city about legal regulations for this event and that the library sponsor the food and non-alcoholic beverages at this event and charge participants a fee to be determined at a later date. Lorraine seconded and the motion carried 7-0.

Rachel notified the board that the metal railings on the front steps of the library are in need of repair or replacement. Since it is outside the building it needs to be addressed by the city. Keith will contact Lynn at the Parks and Rec. department to let her know about the issue.

With there being no further business to discuss, Tammy made a motion to adjourn. Joyce seconded and the meeting adjourned at 6:05 p.m.

Tori Bowers
Secretary

Next meeting is September 12th at 5:30 p.m.

Port Library

August 2016- Reported September 12, 2016

	2016 Budget	Spent Y-T-D	%-Age Spent	Budget Remaining
Salaries & Wages	116540.00	62664.51	53.77	53875.49
Payroll Taxes	12650.00	4793.93	37.90	7856.07
KPERS	9900.00	4858.69	49.08	5041.31
Utilities	300.00	104.00	34.67	196.00
Telephone	500.00	156.31	31.26	343.69
Technology/Service	2650.00	398.15	15.02	2251.85
Printing & Ads	860.00	205.00	23.84	655.00
Supplies	5000.00	2188.80	43.78	2811.20
Materials: Books	5500.00	4633.08	84.24	866.92
AV/Other	4250.00	2813.12	66.20	1436.88
Periodicals	3700.00	3097.30	83.71	602.70
Maint/Supplies	1500.00	596.73	39.78	903.27
Insurance	4900.00	4508.00	92.00	392.00
Postage/Stamps	900.00	820.86	91.21	79.14
Programming: Story Port	300.00	24.05	8.02	275.95
Summer	400.00	413.47	(103.37)	(13.47)
YA/Other	550.00	393.79	71.60	156.21
Staff Development & Travel	1300.00	333.15	25.63	966.85
Equipment & Automation	5500.00	1531.65	27.85	3968.35
Other	400.00	40.00	10.00	360.00
	177600.00	94574.59	53.25	83025.41
Capital	14000.00	-0-	-0-	14000.00
Total	191600.00	94574.59	49.36	97025.41

Port Library Bank Accounts – August Activity
Reported: September 12, 2016

Beginning Balance	General Checking	General DDA-	State GSB	CKLS GSB	Special GSB	Special GSB
Balance 7.31.2016	974.17	321307.47	436.22	4313.23	6466.85	93942.83
Credits:						
DDA Transfer	12000.00					
Adj.						1.00
Interest		40.53			.28	11.94
Copies/Fines					331.85	
Genealogy					36.00	
Donation					10.00	
CKL Disbursement (2 nd)				2667.00		
Book Replacements				39.00		
Insurance Refund	2.00					
Total	12976.17	321348.00	436.22	7019.23	6844.98	93955.77
Checks & Debits:						
NC Flint Hills Area Agency	15.00	Trans.				
Salina Blue	263.11	Chkg.	12000.00		ML	
Sterling Computer	190.41			Card	Heller	222.13
MicroMarketing	93.08			Svs.	Dean	
Card Services	55.04				Wise	99.30
Central Office	74.80					
Cunningham	33.18					
Rays Apple Market	19.65			Gale/	Dean	
Cintas Fire	95.46			Cenage	Wise	368.41
Brian DeBey	1158.75					
Marla Evert-Sarver	1346.07					
Mary Lou Heller	530.75					
Debora Imhoff	513.58					
Rachel Malay	2132.51					
Craig Marcotte	516.68					
KPERS	1025.84					
KSWH	232.00					
FWH	601.00					
Fica/Medi	1230.64					
Synchrony Bank/Amazon	673.63					
Visa	331.03					
Cunningham	35.19					
Culligan	11.50					
Central Office	70.78					
Balance 8.31.2016	1726.49	309348.00	122.39	5387.75	6155.14	93955.77

STATISTICAL REPORT
September 12, 2016 (August activity)

New Registrations

Adult:	19	Juvenile:	2	Total :	21
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Active Patron Accounts: 1,530

Material Added (Accessions)

Books: Adult:	44	Non-books:	DVDs:	23
Juvenile:	223		Video Games:	17

Total Materials Added: 307

Circulation

Books: Adult Fiction	545	Non-Books:	Audio Materials	56
Adult Non-Fiction	149		Video Materials	365
Juvenile Fiction	316		Video Games	40
Juvenile Non-Fiction	95		Microfilm Rolls	22
Large Print	74		Magazines	83
Young Adult	171		Machinery	13
CKLS Rotating	65		E-books	91
Paperbacks	42	Interlibrary Loan: Borrowed		53
		Sent		27
 Total	 1,457	 Total		 750

Grand Total Circulation: 2.207

In-House Machinery Use

Computer #1 Users:	3	Computer #5 Users:	30
Computer #2 Users:	23	Computer #6 Users:	15
Computer #3 Users:	16	Computer #7 Users:	11
Computer #4 Users:	45	Computer #8 Users:	1

In-House Computer Users Grand Total: 144

Microfilm Reader/Printer Users:	12	AWE (Kid's) Users:	10
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Library Services

Wireless Internet Users:	23	Reference Questions Answered:	206
Average People per Day:	66	Estimated People per Month:	1,710
Programs (Juvenile & Adult):	3	Estimated People at Programs:	25
Website Visitors	1,181	OPAC Users:	426

Monies Collected

Fines:	\$112.50	Copies:	\$52.25	
Microfilm:	\$18.75			<i>Total collected: \$183.50</i>

Director's Report

September 12, 2016

August is always a time to take a deep breath after the busy-ness of summer, to focus on some office work, and file those pesky reports that come up from time to time. This year we tried adding some adult programs near the end of the month to get a head start on fall activities.

The first week of August the Rotating Book Van came on the second. Brian took the afternoon off on the 3rd for some appointments, and the study room was used by a patron in the afternoon. Mary Lou organized a Hot Dog party, co-sponsored with Sonic for all the summer readers who had won prizes. She had about 30 kids and parents over at the shelter house just south of the library. Marla was gone on the 5th for an appointment.

After the board meeting, Brian was gone for another appointment in the afternoon of the 9th and morning of the 10th. On Friday Parents as Teachers used the Schafer room for a meeting.

On the 15th Brian had another short appointment away from work, while the library closed on the 17th so the staff could attend CKLS' Fall Forward in Great Bend. This year's topics weren't quite as germane as they have been in the past, but all the staff attended at least half the day. Chris Rippel of CLKS is retiring this year and there was a short retirement party in the afternoon for him. His position isn't being directly re-hired in the future; instead CKLS is rearranging a few job duties and hiring a part time person in another department. On Thursday we had the first of a monthly classic movie night in the Schafer Room. About 5 people attended and we were able to solve the volume problems we'd had in the spring. On Friday Marla took a vacation day.

On the 23rd Brian celebrated a birthday with a half-day gone from the library. The next week the library had the first of the Library Mini Golf nights on Monday the 29th. We had two large families come and try out the course. We were able to test the durability and layout. The next night about 3 families came through and promised to spread the word. A newspaper article has since appeared and I've heard from at least 3 new people who plan to come on our next golf night September 12.

The library was closed Labor Day, and Parents as Teachers used the Schafer Room the evening of the 8th. Mary Lou started a new Port Tots story time for Toddlers on the 9th.

Looking ahead: Library Mini Golf nights wrap up for the planned sessions so far on Monday and Tuesday night, the 12th and 13th. Story Port also starts Monday afternoon for the fall session. Mary Lou will be gone to a youth services workshop in Great Bend on the 13th. The second movie night is scheduled for the 15th, and Mary Lou will be continuing Port Tots on Friday the 16th. A TOPS (Take Off Pounds Sensibly) group will be using the library to hold meetings starting on the 21st at 1 pm, and KUMC staff will be using the Schafer Room to hold a satellite meeting on the 26th for most of the day. The Rotating Book Van comes again October 4th, Marla will attend a KPERS workshop October 11th, the library's annual book sale happens October 12-15, I will be gone to present at KLA this year October 18-21, and the third movie night is scheduled for October 20th.

Trustee Dinner and Training

Tuesday, November 15th at (TBA)

Wednesday, November 16th at (TBA)

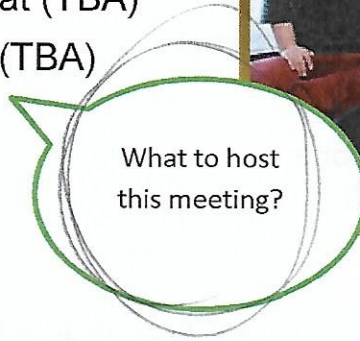
Thursday, November 17th at (TBA)

5:30 pm Dinner

6:30 pm Program

Dinner is free.

Please register for count.



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Send
email

Topics for this year's training

- *New Kansas Public Library Trustee Manual*
- CKLS System services including next year's grant requirements
- Trustee liabilities

Direct questions about this workshop to Chris Rippel at 800-362-2642 or crippel@ckls.org