AGENDA
PORT LIBRARY BOARD OF TRUSTEES
January 9, 2017

1.	Call meeting to order	Information
2.	Check-in members	Information
3.	Public Comment	Information
4.	Minutes: December 12, 2016	Consent Agenda
5.	Financial reports	Consent Agenda
6.	Director's report	Consent Agenda
	a) Quarterly and Year-end Statistics	
7.	Old business	
	a) Basement Lift Quote	Action
8.	New business	
	a) Immediate Payment of Bills Waiver FY2017	Action
	b) Head of Circ/Admin Asst. Job Description	Action
	c) Cost of Living Wage Increase	Action
9.	Long Range and Strategic Planning	
10.	Other Business	
11.	Adjourn	Action

Next meeting: Monday, February 13, 2017 at 5:30 PM

Port Library Board of Trustees Meeting Minutes
Monday, December 12, 2016

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

Public Comment:
Rachel presented the board with a stack of "thank you" notes from a 4th grade class in the Kansas City area, they received books from the Port Library book sale.

The minutes of the November meeting were reviewed with no changes.
The financial report and bills to be paid were reviewed.
The director's report was reviewed. Rachel reported on all the activities going on at the library including vacation days by staff members, The Aisle of Lights that was attended by 64 people this year, story port and port tots as well as the use of the library rooms by patrons.
Joyce made a motion to accept the November minutes, the financial report and the director's report. Mary Ann seconded and the motion carried 7-0.

Old Business:

The basement lift project is moving along. Fugate construction stopped by to take a look and will be supplying a quote soon. Rachel is still waiting on a quote from another contractor. There will need to be some electrical work done with the construction. The book drop will also be relocated.

Rachel is still working on getting Library logo clothing for the employees. She has been in contact with Jim Brabec and will be getting more information soon.

Keith made a suggestion to the board at the last meeting about the possibility of splitting the finances of the library between two banks (First National Bank and Guaranty Bank) due to the farm economy. After some discussion Kelly made a motion to move the general checking account and the DDA to First National Bank permanently and leave the rest of the accounts at Guaranty Bank after the 15th of January. Tammy seconded and the motion carried 7-0.

New Business:

Rachel gave the board a report of the staff evaluations she conducted.

Rachel also gave the board job description changes for the library staff. After some discussion by the board, Tammy made a motion to accept the proposed job description changes. Mary Ann seconded and the motion carried 7-0.

Each year the library encumber funds from the current fiscal year for January and February of the following year. These are funds for the operations of the library during those two months. Joyce made a motion to approve the amount of $23,755 for the encumbered funds for January – February 2017. Tammy seconded and the motion carried 7-0.

Rachel presented a Holiday Schedule for the library for the dates of Thursday December 22nd through Tuesday, January 3rd. The library will have shortened hours on closings for the holidays. The schedule will be posted on the doors immediately and also on the library facebook page. Joyce made a motion to accept the 2016 Holiday schedule. Tammy seconded and the motion carried 7-0.

Other Business:

Rachel mentioned the need to move a thermostat from inside the genealogy room to outside the room to better regulate the temperature. It was mentioned by the board to check with Craig to see if he could do it before having someone else come in to do it.

With there being no further business to discuss, Kelly made a motion to adjourn. Joyce seconded and the meeting adjourned at 6:30 pm.

Tori Bowers
Secretary

Next meeting is Monday January 9m 2017 at 5:30 pm.

Port Library

December 2016- Reported January 9, 2017

		2016 Budget	Spent Y-T-D	%-Age Spent	Budget Remaining
Salaries & Wages		116540.00	95123.85	81.62	21416.15
Payroll Taxes		12650.00	7277.08	57.53	5372.92
KPERS		9900.00	7418.71	74.94	2481.29
Utilities		300.00	104.00	34.67	196.00
Telephone		500.00	212.16	42.43	287.84
Technology/Service		2650.00	608.02	22.95	2041.98
Printing & Ads		860.00	471.00	54.77	389.00
Supplies		5000.00	4376.82	87.54	623.18
Materials:	Books	5500.00	6449.73	(117.27)	(949.73)
	AV/Other	4250.00	6252.45	(147.12)	(2002.45)
Periodicals		3700.00	3397.30	91.82	302.70
Maint/Supplies		1500.00	1333.99	88.93	166.01
Insurance		4900.00	4506.00	91.96	394.00
Postage/Stamps		900.00	895.86	99.54	4.14
Programming:	Story Port	300.00	24.05	8.02	275.95
	Summer	400.00	413.47	(103.37)	(13.47)
	YA/Other	550.00	596.92	(108.53)	(46.92)
Staff Development & Travel		1300.00	1230.12	94.65	69.88
Equipment & Automation		5500.00	4192.56	76.23	1307.44
Other		400.00	101.82	25.46	298.18
		177600.00	144985.91	81.64	32614.09
Capital		14000.00	14000.00	100.00	-0-
Total		191600.00	158985.91	82.98	32614.09

Port Library Bank Accounts – December Activity
Reported: January 09, 2017

Beginning Balance	General Checking	General DDA-	State GSB	CKLS GSB	Special GSB	Special GSB
Balance 11.30.2016	1569.30	275438.87	9.14	5728.86	7151.22	93990.81
Credits:						
DDA Transfer	27500.00					
Fines/Copies (Oct/Nov)					273.15	
CKLS reimb.	450.00					
Book Replacement				114.95		
Donations					13.00	
Capital Savings						14000.00
Total	29519.30	275438.87	9.14	5843.81	7437.37	107990.81
Checks & Debits:						
R. Malay-reimb	50.04	Trans.				
Cunningham Telephone	32.98	Chkg. 27500.00				
Boettcher Supply	12.20				Visa 135.00	
Waconda Trader	75.60					
Book Systems	395.00					
Lerner Publishing Group	839.58					
MicroMktg.	804.11					
Zachary Ace	19.98					
CKLS Tech. Svs.	42.17					
Central Office Service	888.69					
The Library Store	181.91					
Ray's Applemarket	7.77					
Visa	222.24					
Capital Savings	14000.00					
The Library Store	217.42					
Quill Corp.	150.03					
Gaylord Archival	119.23					
Gale/Cengage	47.23					
Postage Cash	75.00					
Brian DeBey	1190.37					
Marla Evert-Sarver	1419.64					
Mary Lou Heller	494.53					
Debora Imhoff	507.09					
Rachel Malay	2132.51					
Craig Marcotte	516.68					
KPERS	1046.61					
KSWH	252.00					
FWH	617.00					
Fica/Medi	1248.52					
Balance 12.31.2016	1913.17	247938.87	9.14	5843.81	7302.37	107990.81

STATISTICAL REPORT

January 9, 2017 (December 2016 Activity)

New Registrations

Adult	5	Juvenile	1	Total	6

Active Patrons *1,497*

Materials Added (Accessions)

Books	Adult	154	Non Books	CDs	5
	Juvenile	162		DVD	48
				Video Game	10
				Microfilm	-
				Machinery	-
Total Materials Added		*379*			

Circulation

Books	Adult Fiction	454	Non-Books	Audio Materials	65
	Adult Non-Fiction	80		Video Materials	209
	Juvenile Fiction	304		Video Games	61
	Juvenile Non-Fiction	30		Microfilm	29
	Large Print	55		Magazines	68
	Young Adult	75		Machinery	10
	CKLS Rotating	41		E-Books	82
	Paperbacks	33	Interlibrary Loan	Borrowed	48
				Sent	10
	Total	1,072	Total		582
Grand Total Circulation		*1,654*			

In-House Machinery Use

Computer #1 Users	-	Computer #5 Users	16
Computer #2 Users	26	Computer #6 Users	17
Computer #3 Users	6	Computer #7 Users	8
Computer #4 Users	23	Computer #8 Users	1
In House Computers Users Total	97		
Microfilm Machine Users	12	AWE Machine Users	19

Library Services

Wireless Internet Users	17	Reference Questions Answered	102
Average People Per Day	53	Estimated People Per Month	1,213
Programs (Juvenile & Adult)	4	Estimated People at Programs	84
Website Visitors	1,262	OPAC Users	209

Monies Collected

Fines	$ 65.95	Microfilm	$ 4.50
Copies	$ 59.55	Books Sold Oct.-Dec.	$ 40.75
		Total Collected	$ 170.75

STATISTICAL REPORT

February 13, 2017 (2016 Full Year Activity)

New Registrations

Adult	146	Juvenile	44	Total	190

Avg. Active Patro *1,549*

Materials Added (Accessions)

Books	Adult	1,287	Non Books	CDs	162
	Juvenile	940		DVD	283
				Video Game	97
				Microfilm	2
				Machinery	6
Total Materials Added		*2,777*			

Circulation

Books	Adult Fiction	5,539	Non-Books	Audio Materials	643
	Adult Non-Fiction	1,194		Video Materials	4,028
	Juvenile Fiction	4,374		Video Games	622
	Juvenile Non-Fiction	822		Microfilm	232
	Large Print	798		Magazines	894
	Young Adult	1,300		Machinery	283
	CKLS Rotating	820		E-Books	1,040
	Paperbacks	878	Interlibrary Loan	Borrowed	609
				Sent	237
	Total	15,725	Total		8,588
Grand Total Circulation		*24,313*			

In-House Machinery Use

Computer #1 Users	14	Computer #5 Users	248
Computer #2 Users	223	Computer #6 Users	211
Computer #3 Users	274	Computer #7 Users	107
Computer #4 Users	294	Computer #8 Users	41
In House Computers Users Total	1,412		
Microfilm Machine Users	128	AWE Machine Users	113

Library Services

Wireless Internet Users	264	Reference Questions Answered	2,149
Average People Per Day	59	Estimated People Per Month	1,459
Programs (Juvenile & Adult)	105	Estimated People at Programs	887
Website Visitors	15,610	OPAC Users	3,635

Monies Collected

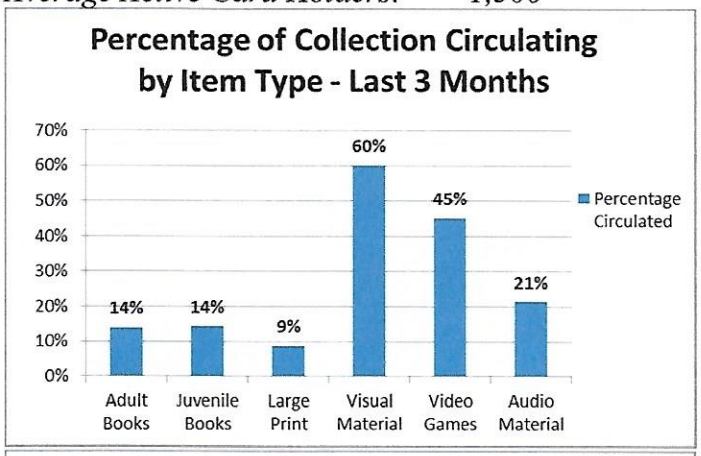
Fines	$ 907.55	Microfilm	$ 97.50
Copies	$ 681.60	Books Sold Jan.-Dec.	$ 157.00
		Total Collected	$ 1,843.65

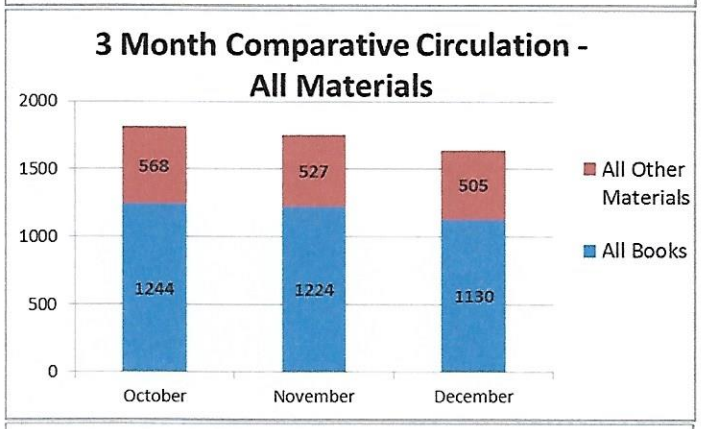
STATISTICAL REPORT
January 9, 2017 (4th Quarter)

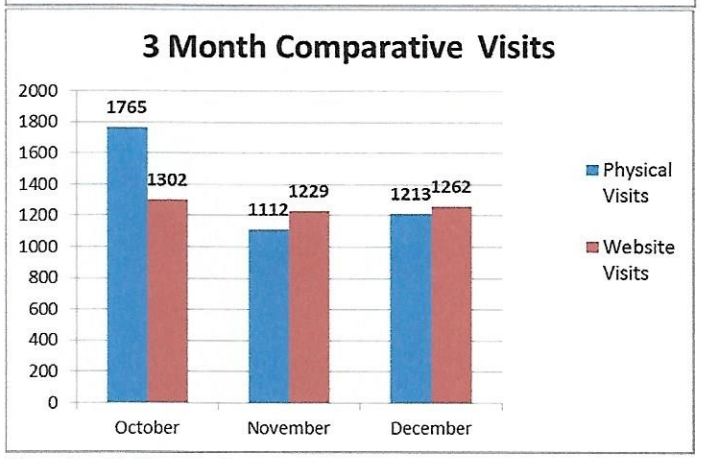
Total New Automated Registrations

Adult: 29 Juvenile: 7 Total: 36

Average Active Card Holders: 1,506

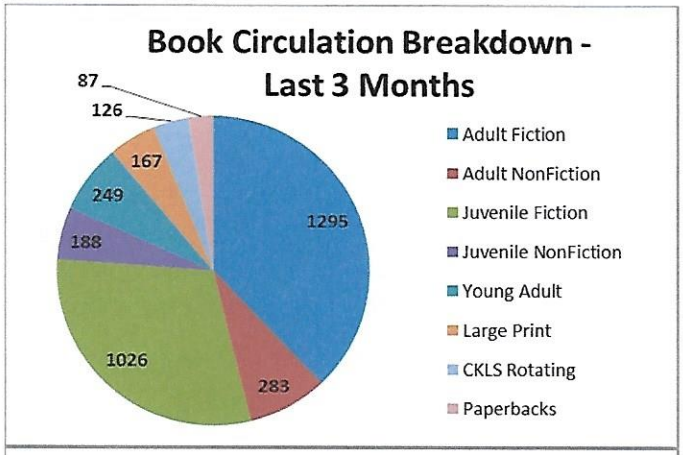


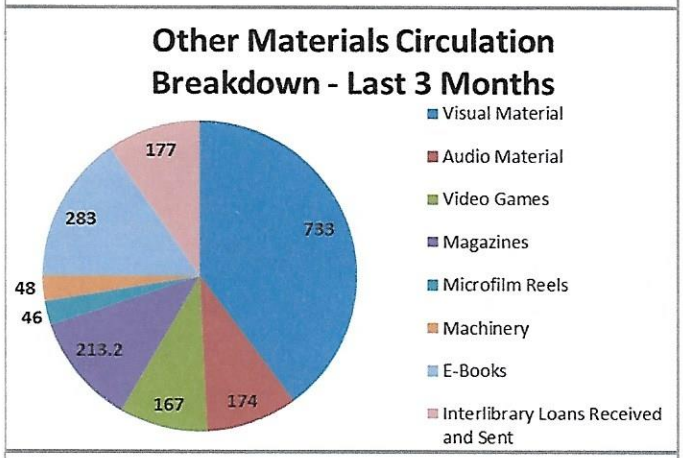


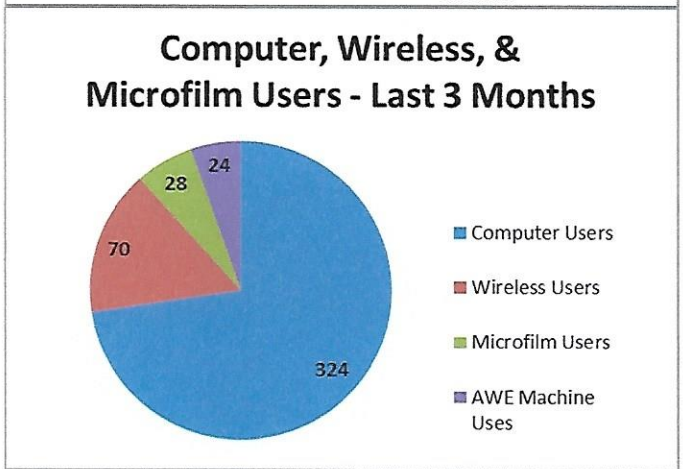


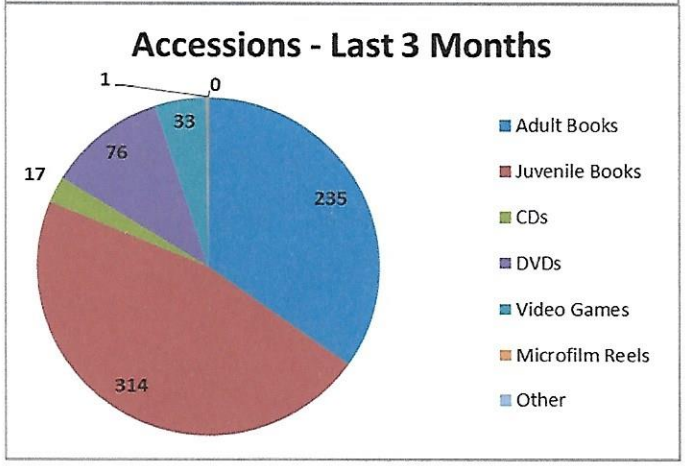
Funds Collected

Fines and Fees	$209.90
Computer and Xerox Copies	$176.75
Microfilm Copies	$16.50
Books Sold	$40.75
Total Collected	$443.90









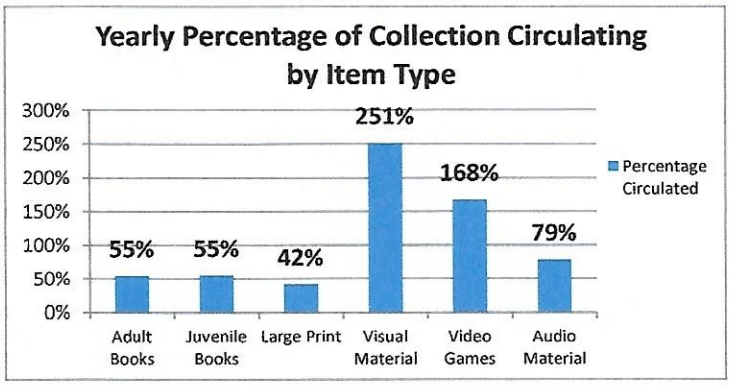
STATISTICAL REPORT

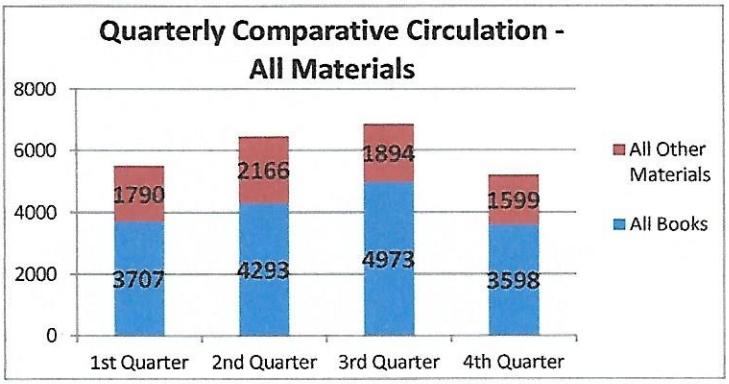
January 9, 2017 (2016 Year Totals)

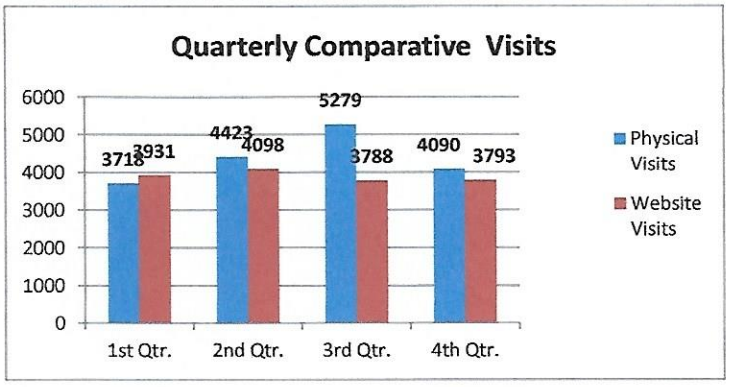
Total New Automated Registrations

Adult:	155	Juvenile:	35	Total:	190

Average Active Card Holders: *1,549*

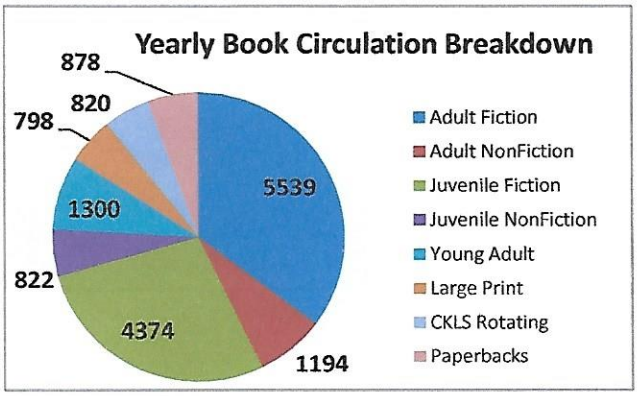


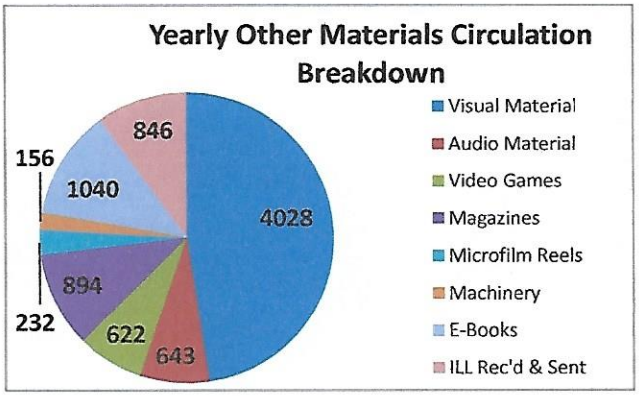


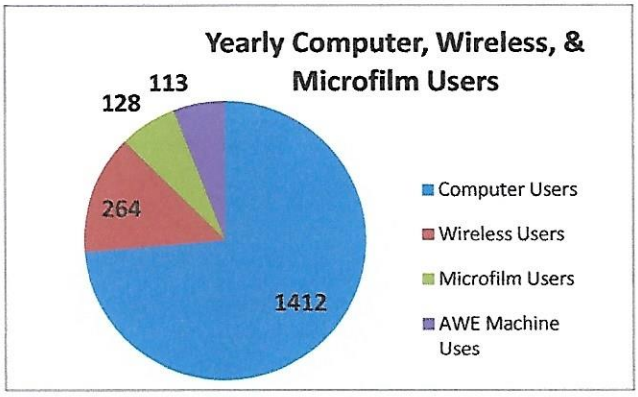


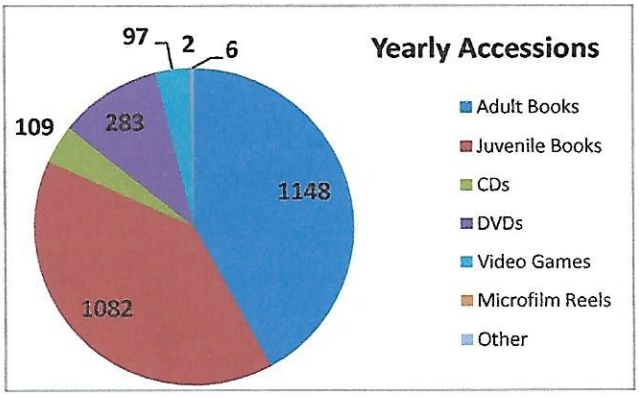
Funds Collected

Fines & Fees	$	907.55
Computer & Xerox Copies	$	681.60
Microfilm Copies	$	97.50
Books Sold	$	157.00
Total Collected	$	1,843.65









Director's Report

January 9, 2017

December passed by in a rush, though I wouldn't trade any of the time off to have it go slower. The library staff completed 4 ½ years in this new building, and I think we're all looking forward to what can happen in 2017 to better serve the community.

Friday December 2nd Mary Lou had her second to last Port Tots of the semester, and in the evening the library closed early for the 3rd annual Aisle of Lites. We had more people this year than any other year, with good feedback among young families. Plenty of cookies, cider and holiday cheer among the patrons!

On Monday December 5th the last Story Port of the semester was held, and on the 6th consultants from CKLS came to drop off a large format flat bed scanner and laptop for future use digitizing some of the library's unique, local, and fragile collection. I haven't had a chance to use it yet, but it the software looks similar to what I've used before. It is in my office for the time being. Ben Fugate came by also on Tuesday to look at the library space where we'd like to install the basement lift. TOPS met on Wednesday, and Marla proctored at test on Thursday. On Friday the last Port Tots of the semester was held. Brian took a vacation day.

After the board meeting on Monday the 12th we had a quiet day before Brian took a vacation day on the 14th. The high school borrowed the library mini golf course again on the 14th and 15th and Deb helped out with the monthly classic movie night on the 15th. Deb took a vacation day Friday.

Marla took a vacation day Tuesday the 20th and the 22nd. I took a vacation day on the 23rd, and the library was closed for Christmas the 24-26th. I took my final vacation day the 27th, which was needed as I was getting over the Christmas flu. The TOPS group met again Wednesday the 28th, and Mary Lou and Marla took vacation time on the 30th. We all appreciated closing a bit early that week. The library was closed the 31st through the 2nd for the New Year holiday.

Thompson's delivered the memorial benches on January 4th that had been ordered in late November. The donors haven't seen them in place yet. TOPS met again on Wednesday the 4th also, and Mary Lou started Port Tots up again on the 6th. Deb, Brian, and I have been working on putting the new DVDs and audio CDs in their own space instead of mixed with our older collection. We've received good feedback from the patrons so far.

Looking ahead: TOPS has reserved meeting space on Wednesdays for the rest of January. Story Port starts up again on the 9th, and Mary Lou has arranged bus transportation with the elementary school for kids who want to attend. We have an ebooks refresher class on MONDAY the 16th from 6-8 pm after regular library hours. On Thursday the 19th the classic movie night will feature She Wore a Yellow Ribbon at 6 pm in the Schafer Room. I am taking a vacation day January 20th to help out at the Beloit Invitational Wrestling Tournament.

Fugate Construction

Ben Fugate Owner

401 N Lincoln

Beloit, KS 67420

Cell (785)-534-0356

Email:bfugateconstruction@gmail.com

LP Smartside Certified Installer

Port Library

Lift installation

- Cut 50"x54"x6" Hole for lift
- Cut 36"x20.5"x12 Hole for new book drop
- Patch in masonry and drywall for old book drop hole
- Includes temporary covering for lift hole
- Includes all labor and materials to complete preparation for lift
- **Thicker Concrete or Masonry will warrant a price increase**
- **Does Not include adding electrical if existing can't be used**

Subcontractors

Kansas Coring and Cutting

620 N Broadway

Salina, KS 67401

785-825-7222

Koster Masonry

322 N Chestnut St

Beloit, KS 67420

785-534-0570

Fugate Construction LLC

401 N Lincoln Ave
Beloit, KS 67420

Estimate

Date	Estimate #
1/2/2017	70

Name / Address
Port Library 1718 N. Hersey PO Box 427 Beloit, Kansas 67420

Project

Description	Qty	U/M	Rate	Total
Bid for Cutting Hole For Lift. Cutting hole to move book drop and filling and patching old book drop			4,200.00	4,200.00
			Total	$4,200.00

Immediate Payment of Bills Waiver

Whereas, the Board of Trustees of the Port Library, in order to maintain timely accounts with all vendors and retailers, shall give authorization to pay vouchers, invoices, and bills as immediately as possible, and

Whereas, the Board of Trustees of the Port Library has determined that the requirements of Kansas statutes are not relevant to the timely payment of bills for the functioning of the library ended in the year 2017.

Now therefore let it be resolved, by the trustees of the Port Library in regular meeting duly assembled this ninth day of January, 2017 that the trustees of the Port Library waives the requirements of Kansas statutes as they apply to the trustees at the Port Library for the year ended 2017.

Be it further resolved that the library board shall cause the financial statements and reports of the Port Library to be regularly prepared and approved at each regular meeting, showing bills, invoices, and vouchers already paid for the previous month.

Board Members:

Last June when approving the 2017 budget, consideration was made for a cost-of-living type wage and salary increase for all employees of around 1.5% beginning in January 2017. These changes in wages will help bring the Port Library's pay scale closer to the state average of libraries our size.

I did not advise the board to make these changes official with the rest of the approved budget in 2016 for several reasons.

1. Our traditional time to increase wages and salaries is July of each year. This helps protect the library employees and board from allegations of unfair wage increases, as the increase must be planned into the following year's budget well ahead of time.
2. Should the unfortunate circumstance arise that our funding is cut short from the city mid-year, we are not tied into a wage or salary we cannot pay out.

After consulting the State Department of Administration's website and the City of Beloit website for the approved 2017 budget, I am happy to say the amount granted to the library should cover both the January 1.5% increase, and the other traditional increase in July. Should the library board vote to pass wage increases, the new pay scale would look like:

	July-December 2016	January-June 2017
Rachel Malay	$35,500.00/year	$36,000.00/year
Marla Evert-Sarver	$11.30/hr	$11.45/hr.
Brian DeBey	$10.25/hr	$10.40/hr
Debora Imhoff	$9.35/hr.	$10.15/hr.
Mary Lou Heller	$9.35/hr.	$9.50/hr.
Craig Marcotte	$10.30/hr.	$10.40/hr.

You may notice a higher than normal jump in Deb Imhoff's pay. With the rearrangement of job titles and descriptions she will also be working 6 extra hours a week and taking on more responsibility. These changes were begun in December and hopefully will be settled at this meeting or in February upon approval of job description changes. These changes have also been worked into the 2017 budget already.

Thank you,

Rachel Malay, Port Library Director