**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

[**www.abbotsfordpl.org**](http://www.abbotsfordpl.org)

**REGULAR MONTHLY MEETING: Meeting / Aug 18, 2021 / 5:00 PM / Public Room**

**ATTENDEES:**

Jochimsen (Library Director), Board: Giffin, Bittner, Huther, Hinrichsen, Dukelow, Braun

Members absent: Suttner

**Call to order:** 5:00 pm

**Reading of the minutes from previous meeting:** Read and approved. Giffin/Braun

**Public Comment:**

**Old Business**:

* ARSL Conference: The director was awarded a scholarship to attend the American Rural and Small Libraries Conference which will be held in Reno/Sparks, Nevada during October 20-23, 2021. Library Board President’s signature is needed to receive the scholarship. Signature given.
* Clock update: The local clock aficionado from Dorchester recommended the library contact a store located in Chippewa Falls. A worker from “Clock Works” to look at the clock on Aug. 6th.
* August Hours/Procedures and Covid precaution updates: Procedures to remain the same.
* Phone: Contact was made via email on 6/30/2021. The director shared the contact with the City Administrator. Both the Director and the City Administrator responded to Spectrum about the desire to add the library line to the city account. No further contact has been made. Director will call or email.
* Activity Bags: New library collection. Being worked on by Nancy Corley. This collection will replace take-n-makes. The bags will be filled with 2-3 books and a craft matched to theme. The bags need to checked-out and them and the books returned to the library.

**New Business**

* Clock update: “Clockworks” repairperson came to fix clock. Stated that gears were quite dry and main reason for disrepair was need of oil. The oil job should last the library 4 years. He also stated that the clock was not as “tight” as it could be. It is possible that when it needs to be oiled next repairs could be necessary. Bill was very reasonable.
* Sept Covid procedures and precautions:
  + Masks: If a community member comes in wearing a mask, staff will wear one. If the director feels the need to masks poor recommended in the library due to increased Covid-19 conditions she can do so.
  + All other procedures/precautions
* Phone: Spectrum will be replacing an unused city phone number with the library number. The library has not been given a time frame on the project. There seems to be an average 3-4 weeks between communications with the company.
* New signers on Forward Account: This needs to go through the city council, if possible the library will try for three signers instead of two. Director will ask if she or the Library Board President is allowed to be one of the signers.

**Treasurer’s Report**: 59% of budget spent, total=$80,215.26 of $135,018.97 - approved

* Retirement payout’s first check has been written and will be visible on the next report.

**Circulation Report:**

* **Change in circulation periods at the beginning of the year could have an effect on circulation totals. Renewals of library materials are counted in circulation totals. At the start of the year the library changed circulation periods for books over 6 months from a 2-week checkout to a 3-week checkout. This will result in fewer renewals for books and will lower circulations totals. The change was made to standardize circulations periods across libraries in the WVLS system.**
* Total Circulation:
  + **June 2021: 1863** May 2021: 1840 April 2021: 1,390 March 2021: 1621
    - Circulation Break-down of new Checkouts:
    - Books: 1060 DVDs: 198, Spoken Record: 42, Large Print: 25, Magazines: 41, Other: 32
* Past Circulation History:
  + June 2020: 1,497 June 2019: 2,783 June 2018: 2,942 June 2017: 3,232 June 2016: ­­­2354 June 2015: 2591 June 2014: 2673

**Other Usage Report:**

* Wireless Sessions: **June: 556** May: 415 April: 417 March:442 Feb:289 Jan: 269 Dec: 256 Nov: 360 Oct: 325 Sept: 473 Aug: 459 July: 490 June: 331 May: 327
* Overdrive E-material Checkout: **June: 172** May: 212 April: 225 March: 218 Feb:221 Jan: 229 Dec: 201 Nov: 187 Oct: 207 Sept: 211 Aug: 213 July: 250 June: 243 May: 237
* Website Visits: **June: 237** May: 270 April: 192 March:220 Feb:175 Jan: 204 Dec: 217 Nov: 166 Oct: 220 Sept: 195 Aug: 221 July: 222 June: 256 May: 276
* Public Computer Uses in **June: 144** May: 116 April: 124 March:147 Feb:125 Jan: 82 Dec: 100 Nov: 100 Oct: 85 Sept: 100 Aug: 99
* Monthly Reference:

June: 42

* Patron Count:
  + June 2021: 742 May 2021: 555 April: 2021: 449
  + June 2020: 471 June 2019: 1086 June 2018: 1019 June 2017: 1543 June 2016: 1417

**Policy Review:** n/a

**WVLS report:** Director’s retreat postponed. Next WVLS meeting 9/2/21, Director will be Vcat chair for remainder of this year as well as next year due to current chair leaving.

**Clark County Report:** Clark County Library representative will be asking Clark County to fund libraries that same total they received in 2021. For Abbotsford this will be a total of $39,087.86. This total will be finalized in November 2021.

**Director Report**

* Last Month Program Count:

June: Monthly Program total: 22 programs, 487 attendance

* Future/Current Programs Overview: (see newsletter)
  + Oct. 5 Fire Cider, hosts, authors of *Dare to be a Green Witch*, will be virtual but class will be held in public room. The virtual class will be live, participants can ask questions and be able to make their own Fire Cider. Abbotsford was given a $50 discount due to our smaller size.
  + Bring Your Own Book: 8/27 at 6pm permission to have alcoholic drink passed.
  + Mailchimp: Director is working on setting up a way to sign-up to receive a monthly newsletter using Mailchimp. Sign-up will be found on the library’s website.
* Review Summer Reading Program Overview: Performers and summer school visits went well. There was a decrease in kids bringing in their reading logs. This could be because there was not a weekly summer reading activity day held as there has been in the past.
* More people have been using the library’s study rooms to host zoom or other virtual meetings. It has been noted that the rooms are not very soundproof. The director will look into the cost of white noise machines and sound muffling panels as a possible donation request.

**Staffing/Operating Issues**

none

**Next meeting:**

Wed. Sept 15th at 5:00pm:

**Adjourn:** 5:34pm Giffin/Bittner, passed



