**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

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

**REGULAR MONTHLY MEETING: Meeting /April 19th 2023 / 5:00 PM**

**ATTENDEES:**

Jochimsen (Library Director), Board: Espino, Dukelow, Hinrichsen, Bittner, Archambo, Giffin

Members absent: Suttner

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

**Reading of the minutes from previous meeting:** Read, Giffin moved to approve, Archambo seconded. Motion Passed.

**Public Comment**: Espino will stay library city council rep for 2023.

**Old Business**:

* Reappoints: Giffin, Bittner, and Suttner approved by city.
* New business: Shared the 2022 Abbotsford Library Annual Report infographic created by Anne Hamland.
* Pizza Garden: Dukelow will grow 36 tomatoes for the Plant a Pizza Garden program.
* Fairy Garden Program in May: In honor of Board President’s Hinrichsen’s granddaughter. In program is held in future years Dukelow can help get plants. Update: Program to be held Tuesday, May 16th at 5pm.

**New Business**

* No Summer Saturdays
  + Reminder that the library will be closed on Saturdays in the summer. The Colby Library will have Saturday hours in the summer. During the school year, the Colby Library is closed on Saturdays and the Abbotsford library is open. Staff will start reminding patrons.
* Year book scanning update: The library has had two regular volunteers, as well as teen seeking volunteer hours for school graduation requirements, who have been helping with the scanning. The school has brought over the physical copies of the books the library does not have. Each book takes about 20-30 minutes to scan. Once the books are all scanned, their pdfs will be converted to text searchable pdfs. The director has a question out to the system about the legality of posting the yearbooks the website. Even if the yearbooks cannot be posted, having the resource available to be used in the library will still be great reference and geological tool.

**Treasurer’s Report**:

**Treasurer’s Report**:

* + E-statement update
    - The E-statements are being sent to City Hall and city hall staff will email us the monthly statement.
  + 18% of Budget Spent

**Bank Account Balances:**

* + **March** Forward: $42,285.75, Forward Retirement: $601.57, Nicolet: $ 51,476.60
  + **Feb 2023:** Forward: $42,274.98, Forward Retirement: $601.41, Nicolet: $55,639.54
  + **Jan 2023:** Forward: $42,266.26, Forward Retirement: $601.25, Nicolet: $55,672.85

**Circulation Report:**

* Total Circulation:
* **March 2023: 1703**

Year to Date: Feb. 1902 Jan: 1652 Dec: 1774 Nov: 2021Sept: 1812Aug 1,789 July: 1857June: 1807 May: 1417 April: 1794 March: 1808

* Past Circ: March 2022: 1808 March 2021: 1621 March 2020: 2902 March 2019: 2,601 March 2018: 2,537 March 2017: 2,575 March 2016: ­­­2193 March 2015:2187 March 2014: 1863
* Circulation Break-down: **March:** Books: 857, DVD: 228, Spoken Record: 63, Large Print: 56, Magazines: 30, Other: 47

**Other Usage Report:**

* Wireless Sessions: **March: 149** Feb: 113 Jan: 117 Dec:128 Nov:154 Oct:205 Sept:144 Aug: 120 July: 140 June: 200 May: 88 April: 76 March: 95
* Overdrive E-material Checkout: **March: 252** Feb: 199 Jan: no data Dec:222 Nov:208 Oct:183 Sept:194 Aug: 181 July: 201 June: 164 May: 176 April: 157 March: 225
* Website Visits: **March: 296** Feb: 266 Jan: 318 Dec:318 Nov:300 Oct:755 Sept: 419 Aug: 449 July: 302 June: 269 May: 236 April: 223 March: 263 Feb: 205
* Public Computer Uses in **March: 123** Feb: 110 Jan: 83 Dec:90 Nov:110 Oct:92 Sept:131 Aug: 137 July: 110 June: 172 May: 120 April: 105 March: 102
* Monthly Reference:
  + **March: 51**  Feb:47Jan:49 Dec:41 Nov:66 Oct:68 Sept: 78 Aug: 86July: 32June: 49May: 66April: 98March: 85
* Patron Count:
  + **March: 972**  Feb:739Jan:713 Dec:618 Nov:812 Oct:716 Sept:663 Aug: 898July: 936June: 906May: 742April:829March: 737

**Policy Review:** none

**WVLS Report:** Shared the Vcat top 10 of 2022, new staff

**Director Report**

* Mrs. Will class visit for May 22nd for tour of the library.
* Grant updates
  + AWE arrived. Baby Bags: one given out.
  + Quote on book drop
    - The book drop that that director plans to order is a duel media/book drop. The library’s media drop has also having access issues, as ice gotten into cracks and expanded making the bin hard to open. Demco offers of a duel bin that will be $1000 more than what the grant was written for. The library can use funds from the equipment budget line to cover the difference. This will also make relocating the drop to a new cement slap easier for the City when the drop arrives.
* Summer Reading: To be held month of June
  + School visit scheduled for May 18th.
  + Adult Glass Class, Sassy Glassers, June 19th, will only have limit spots.
  + Read with Rover, Wednesdays at 3:00pm
  + Three Wednesday evening programs: magician, comedian, and live animals.
  + Four Tuesday afternoons with Miss Nancy, starting with the “plant a pizza garden” program.
  + Teen Program and Adult Program
* Last Month Program Count:
  + **March**: Monthly Program total: 11 programs, 181 attendance
* Future/Current Programs Overview: (see newsletter)
  + Author Visit, Tea Party, Fairy Garden
  + Book sale will be held May 2nd through the 13th.
  + Change up egg hunt for next year: The library had low turn out for the egg hunt before movie night. Movie nights in general have been having a lower turn out. Next year the library will have a “bunnymart” egg hunt. Eggs will be hidden in the library 1-2 weeks before Easter. Eggs will have “bunnybucks” in them. Children will to told to find x-amount of eggs, open them, count their bunnybucks, and then use those bunnybucks to buy candy or small items from the bunnymart. Can be used as a way to teach financial literacy.
  + Board member requested a future program or library handout for the education of songbird preservation.
  + Also mentioned was a program that would have period readings done in period costumes.

**Next meeting:**

Wed. May 17th at 5:00 pm.

Note: June’s meeting will aim to be a half-hour meeting as it occurs right before a library summer performer.

**Adjourn:** 5:40pm pm



