**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

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

**REGULAR MONTHLY MEETING: Meeting /Jan. 18th 2022 / 5:00 PM / Public Room**

**ATTENDEES:**

Jochimsen (Library Director), Board: Giffin, Archambo(remote), Espino, Dukelow, Hinrichsen, Suttner (approved late arrival)

Members absent: Bittner

**Call to order:** 4:59 pm

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

**Public Comment:**

**Old Business**:

* Holiday Hours
* Holiday Program:
  + Suggestions for next year:
    - 6:00pm start time.
    - Recruitment method learned from school presentation-each board member try to bring 5 people they know.
    - Place ad in St. Bernard’s bulletin
    - Keep right/left game
* Author for April.
* Clark County Board Meeting, Nov. 16th, 2022. At the meeting it was decided to try to create a promotional video of Clark County Libraries.

**New Business**

* Author Visit – Wednesday, April 26th. “Badger Aces” by Mike O’Connor.
* Safety Day – Director will email school to see if they are still interested in processing this program.
* Approve 2023 Holidays:

First Closed Summer Saturday: Saturday, May 27th: Closed

Memorial Day: Monday, May 28th: Closed

Independence Day: Tuesday, July 4th : Closed

Labor Day: Monday, September 4th: Closed

Thanksgiving: Thursday, November 23rd: Closed

Black Friday: Friday, November 24th: : Closed

Christmas Eve (half day): on a Sunday, close Saturday Dec. 23rd.

Christmas: Monday, December 25th: Closed

New Year’s Eve (half day): Sunday, close Saturday Dec. 30th.

New Year’s Day 2024: Monday, January 1st: Closed.

**Election of Discuss Election of Officers:** February Meeting

**Reappointments:**

* Up for reappointment in 2023: Giffin, Bittner, Suttner
  + At January Meeting, Giffin and Bittner expressed interested in reappointment.
* Appointed in 2022: Archambo and Espino (city representative). Resigned in 2022: Braun.
* Reappointed in 2021: Dukelow, Hinrichsen
* Current City Rep: Espino, Current School Rep: Bittner

**Treasurer’s Report**:

* + 99% of Budget Spent Dec: 90% of Budget Spent Nov:

**Bank Account Balances:**

* + **Dec 2022:** Forward: $42,254.66, Forward Retirement: $601.07, Nicolet: $49347.75
  + **Nov 2022:** Forward: $42,249.28, Forward Retirement: $600.92, Nicolet: $43,653.55
  + **Oct 2022:** Forward: $42,24407, Forward Retirement: $600.77, Nicolet: $43,929.22

**Circulation Report:**

* Total Circulation:

**Nov.2022: 2021 Dec. 2022: 1774**

* Past: Nov. 2021: 1613 Nov.2020: 1619 Nov. 2019: 1914 Nov. 2018: 2518 Nov. 2017: 2,399 Nov 2016: 2,427 Nov. 2015: 1948 Nov. 2014: 1948
* Past: Dec. 2021:1539 Dec. 2020: 1695 Dec. 2019: 2037 Dec 2018: 2,478 Dec 2017: 2,229 Dec 2016: 2,273 Dec 2015:1966 Dec 2014: 1954

Circulation Break-down: **Nov.**

Books: 998, DVD: 324, Spoken Record: 55, Large Print: 56, Magazines: 28, Other: 72

Circulation Break-down: **Dec.**

Books: 627, DVD: 224, Spoken Record: 49, Large Print: 27, Magazines: 37, Other: 51

**Other Usage Report:**

* Wireless Sessions: **Dec:128 Nov:154**  Oct:205 Sept:144 Aug: 120 July: 140 June: 200 May: 88 April: 76 March: 95 Feb: 81 Jan: 266 Dec: 511 Nov: 447 Oct: 347
* Overdrive E-material Checkout: **Dec:222 Nov:208**  Oct:183 Sept:194 Aug: 181 July: 201 June: 164 May: 176 April: 157 March: 225 Feb: 181 Jan: 209 Dec: 168 Nov: 173 Oct: 143
* Website Visits: **Dec:318 Nov:300**  Oct:755 Sept: 419 Aug: 449 July: 302 June: 269 May: 236 April: 223 March: 263 Feb: 205 Jan: 266 Dec: 192 Nov: 192 Oct: 347
* Public Computer Uses in **Dec:90 Nov:110**  Oct:92 Sept:131 Aug: 137 July: 110 June: 172 May: 120 April: 105 March: 102 Feb: 113 Jan: 102 Dec: 118 Nov: 142 Oct: 143
* Monthly Reference:
  + **Dec:41 Nov:66**  Oct:68 Sept: 78 Aug: 86July: 32June: 49May: 66April: 98March: 85Feb: 144Jan: 106
* Patron Count:
  + **Dec:618 Nov:812**  Oct:716 Sept:663 Aug: 898July: 936June: 906May: 742April:829March: 737 Feb: 759Jan: 681Dec.: 876 Nov: 650 Oct: 553

**Policy Review:** none

**WVLS Report:** Next meeting held Feb 2nd.

**Director Report**

* Director Grant/Donation Report
  + AnnMarie: AWE Early Learning Literacy Station (partial coverage)
  + Shortner Trust: Summer Reading and to cover the rest needed for the AWE station.
  + Clark Big Dreams: Welcome Baby Bags-will cover 10 bags per Clark county library
  + Christensen: New outdoor book drop – wait for spring to install.
* Last Month Program Count:
  + Nov: Monthly Program total: 12 programs, 256 attendance
  + Dec: Monthly Program total: 14 programs, 197 attendance
  + Highlights: Winter Break programs
  + No attendees to Nov. or Dec. movies nights. Two families at Jan.
* Future/Current Programs Overview: (see newsletter)
  + Highlights: upcoming Winter Luau, Book Bingo, Blind Date (high school volunteer helped)

**Staffing/Operating Issues**

* Director sent email to WVLS about catalog computer and ordering 2 new public computers. Old catalog computers were run on Raspberry Pi, this system will no longer support updated catalog search engine. On suggestion of Josh at WVLS, the director will move an older public computer to the catalog computer and replace the oldest two public computers with the new computers. The Library gets charged per computers connected to the internet. The library has not had all 8 public computers full since Covid. This change will keep the number of computers connected to the internet the same as it has been in the past. Public computers will go down to 7 and search engine catalog computers will move from 2 to 1.
* Program to celebrate Abbotsford’s History: Board suggested putting together a picture slideshow and have refreshments available for viewers. Director suggested a community wide scavenger hunt. No date yet on celebration.

**Next meeting:**

Moved to second Wednesday of the month so annual report documents and be signed and shipped, so meeting will be on February 8th at 5:00pm.

**Adjourn:** 5:48pm pm Giffin/Dukelow





