**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

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

**REGULAR MONTHLY MEETING: Meeting /March 15th 2023 / 5:00 PM**

**ATTENDEES:**

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

Members absent: Suttner, Giffin

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

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

**Public Comment:**

**Old Business**:

* Author Visit – Wednesday, April 26th. “Badger Aces” by Mike O’Connor at 6:00pm.
* Annual Report
* System Effectiveness
* Year books, Historical books, and Scanner: 100 years of Abbotsford Book Scanned. Update: 100 Years of Abbotsford Scanned, City Council approved adding the book to the library’s website. Teen volunteer in need of hours to start scan of yearbooks.

**New 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.

**Treasurer’s Report**:

* + Statements for Nicolet have been switched to electronic statements, however neither the city or the library has access. The City of Abbotsford switched to E-statements at the same time the library stopped receiving paper statements, so the issue is tied to that switch. The director has been working on fixing this issue.
  + 2023 Budget Amendment: The Director stated that the interest on the Forward account was being counted twice in the library annual report as both incoming funds and other funds held by the library. Director requested to remove the budget line of $50 interest from the Forward Bank Account from the incoming funds and decrees the Education/Travel expense line by $50 to balance the budget. Dukelow moved and Espino seconded. Motion passed.
  + 12% of Budget Spent

**Bank Account Balances:**

* + **Feb 2023:** Forward: $42,274.98, Forward Retirement: $601.41, Nicolet: $55639.54
  + **Jan 2023:** Forward: $42,266.26, Forward Retirement: $601.25, Nicolet: $55,672.85
  + **Dec 2022:** Forward: $42,254.66, Forward Retirement: $601.07, Nicolet: $49,347.75

**Circulation Report:**

* **Feb. 2023: 1902**

Year to Date: Jan: 1652 Dec: 1774 Nov: 2021Sept: 1812Aug 1,789 July: 1857June: 1807 May: 1417 April: 1794 March: 1808 Feb.2022: 1592 Jan. 2022: 1594

* Past Circ: Feb.2022: 1592 Feb. 2021: 1275 Feb 2020: 2,134 Feb. 2019: 2,444 Feb 2018: 2,165 Feb. 2017: 2,383 Feb 2016: 2046 Feb 2015:2118 Feb 2014:1688
* Circulation Break-down: **Feb:** Books: 1067, DVD: 249, Spoken Record: 49, Large Print: 68, Magazines: 18, Other: 40

**Other Usage Report:**

* Wireless Sessions: **Feb: 113** Jan: 117Dec:128 Nov:154 Oct:205 Sept:144 Aug: 120 July: 140 June: 200 May: 88 April: 76 March: 95 Feb: 81
* Overdrive E-material Checkout: **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 Feb: 181
* Website Visits: **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 **Feb: 110** Jan: 83 Dec:90 Nov:110 Oct:92 Sept:131 Aug: 137 July: 110 June: 172 May: 120 April: 105 March: 102 Feb: 113
* Monthly Reference:
  + **Feb:47** Jan:49 Dec:41 Nov:66 Oct:68 Sept: 78 Aug: 86July: 32June: 49May: 66April: 98March: 85Feb: 144
* Patron Count:
  + **Feb:739** Jan:713 Dec:618 Nov:812 Oct:716 Sept:663 Aug: 898July: 936June: 906May: 742April:829March: 737 Feb: 759

**Policy Review:** none

**WVLS Report:**

**Director Report**

* Grant updates
  + AWE arrived. Baby Bags assembled on 3/11/23. Will talk to city about book drop.
* Last Month Program Count:
  + Feb: Monthly Program total: 12 programs, 131 attendance
* Future/Current Programs Overview: (see newsletter)
* Summer Reading: Booking performers, Director will send an email to Taylor Bender to talk about bringing the school children to school for a summer program introduction.

**Staffing/Operating Issues**:

* N. Corley has mentioned she is thinking about retirement. No end date giving at this time.
* Director’s mother, Mary Jochimsen, would be willing to be trained in a library sub for emergency coverage situations. Board had no objections.

**Next meeting:**

Wed. April 19th at 5:00 pm.

**Adjourn:** 5:46pm pm Bittner/Dukelow



