**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

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

**REGULAR MONTHLY MEETING: Meeting /May 18th 2023 / 5:00 PM**

**ATTENDEES:**

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

Members absent:

**Call to order:** 5:02 pm

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

**Public Comment**:

**Old 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.

**New Business**

* Year book scanning update: Under 10 books left to scan, and then convert all books to searchable format. Director was informed by WVLS to get school district permission. The Director will write an email to the superintendent.
* Remote Programs – shuttle: The director inquired if shuttles have ever been used to transport patrons to library programs. Board is unaware of any in the past. One board member reported that a local transport company would be Progressive Travel. Director was inquiring because she had noticed that a local business out of Withee had been featured in the Our Wisconsin Magazine. She was debating if a tour scheduled for library patrons would be of interest. The library could also forgo the shuttle and just inform patron to meet at the business if a tour time could be arranged. This ideal might have to get tabled till next year. As noted in the Director’s Report. One of the library’s part time staff is retiring and the time needed for research may not be present this year.
* Clark County Library Video promotion project update. The Clark County Libraries are currently in the process of creating a promotional video, this video will be presented at the Clark County meeting on June 15th at 7:00pm. The library board is invited to attend.

**Treasurer’s Report**:

* + 24% of Budget Spent

**Bank Account Balances:**

* + **April 2023:** Forward: $42,296.18, Forward Retirement: $601.77, Nicolet: $51,442.45
  + **March** Forward: $42,285.75, Forward Retirement: $601.59, Nicolet: $ 51,476.60
  + **Feb 2023:** Forward: $42,274.98, Forward Retirement: $601.41, Nicolet: $55,639.54

**Circulation Report:**

* Total Circulation:
* **April: 1617**

Year to Date: March: 1703 Feb. 1902 Jan: 1652 Dec: 1774 Nov: 2021Sept: 1812Aug 1,789 July: 1857June: 1807 May: 1417 April: 1794

* Past Circ Monthly comparison: April 2022: 1794 April 2021: 1390 April 2019: 2579 April 2018: 2,334 April 2017: 2,000 April 2016: 2,193 Apr 2015: 2176 Apr 2014: 2695
* Circulation Break-down: April**:** Books: 915, DVD: 258, Spoken Record: 53, Large Print: 58, Magazines: 35, Other: 44

**Other Usage Report:**

* Wireless Sessions: **April: 152** 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: **April: 178** 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: **April: 276** 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 **April: 113** 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:
  + **April: 52** March: 51 Feb:47Jan:49 Dec:41 Nov:66 Oct:68 Sept: 78 Aug: 86July: 32June: 49May: 66April: 98March: 85
* Patron Count:
  + **April: 791** 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:** Next meeting June 1st.

**Director Report**

* School Volunteers: 6 teens volunteered for hours needed as graduation requirements.
* Grant updates
  + Book Drop ordered, should be arriving soon, may have to deliver to the workshop if comes during the festival.
* Summer Reading: To be held month of June
  + School visit scheduled for May 18th.
  + Mrs. Will class visit for May 22nd.
  + Adult Glass Class, Sassy Glassers, June 19th.
  + Read with Rover, Wednesdays at 3:00pm
  + Three Wednesday evening programs at 6:00pm. Magic on the 14th, Puppet Comedy on the 21st and Animals on the 28th.
  + Four Tuesday afternoons with Miss Nancy starting with pizza Garden.
  + Teen Program and Adult Program: both read for rewards
    - three teen events: craft, game night, pizza night
    - 2 adults events: Glass Craft and Puzzle competition.
* Last Month Program Count:
  + **April**: Monthly Program total: 11 programs, 132 attendance
* Future/Current Programs Overview: (see newsletter)

**Staffing/Operating Issues**:

**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



