**ABBOTSFORD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING**

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

**REGULAR MONTHLY MEETING: Meeting /Aug 16th 2023 / 5:00 PM**

**ATTENDEES:**

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

Members absent: Bittner

**Call to order:** 5:01 pm

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

**Public Comment**:

**Old Business**:

* Hiring update: the director hired Lita Landwehr. The library had 8 applicants for the position. The library chose to interview 5 of the 8. Of these interviews, all would have made good or great hires. The director stated it was very hard decision to make, as there was more than one good candidate. Landwehr has volunteered with the library, is part of the library book club, has worked with the Abbotsford School PTO, and just last year did a long-term sub with the Abbotsford School 4K class.
* Wayfinding Sign: The library will re-inquire with City Hall about the process of adding a sign on North Highway 13 that points to the Library/City Hall on the intersection of East Birch.
* Kindness Rocks 150th project: The library will have one summer school class help paint the rocks and will hold community paint days to get 150 kindness rocks ready to be hide in October. Board members were asked to help hide the rocks when the time comes. The director will send out donation request letters to bring in prizes for those who find the rocks.
* Permission to post year books on the library’s website has been granted by the School Super Intendent. The library will work on converting the scanned yearbooks to text searchable format and adding them to the site. To view the site in progress visit: https://abbotsfordpl.org/history-resources/

**New Business**

* Story time is back: There will be a flyer going to the new program at the school for 3-year-olds.
* New Computers: The library had three public computer that needed replacement. The library chose to replace only two and remove one of the public computers. Usage of public computers is down and equipment budget was already used to pay for the new book drop. Next year the library will be replacing staff computers.
* Donations for Oct. Rocks.
  + Tombstone Pizza will be donating 48 pizzas.
  + Board members will help hid rocks.
  + Article will be sent to paper before October.
* Holiday Party: Wednesday, Nov. 29th.
  + Poinsettias need to be pre-ordered before August. Dukelow forwarded the library the order form and the library’s poinsettias are ordered.
  + Time will be changed to 6:00pm.
  + Start looking for holiday party demonstrators.
    - Lisa Thompson: Soap? Espino will contact.
    - Jessie: Clay/Hoop. Hinrichsen will help her daughter demonstrate.
    - One more presenter is needed.

**Treasurer’s Report**:

* + 60% of Budget Spent: Suttner moved to approve, Bittner seconded. Motion Passed.

**Bank Account Balances:**

* + **July 2023:** Forward: $42,328.12, Forward Retirement: $602.30, Nicolet: $49,233.26
  + **June 2023:** Forward: $42,117.35, Forward Retirement: $602.12, Nicolet: $46,334.56
  + **May 2023:** Forward: $42,306.96, Forward Retirement: $601.94, Nicolet: $51,341.32

**Circulation Report:**

* Total Circulation:
* **July: 1723**

Year to Date: June: 1725 May 1809 April: 1617March: 1703 Feb. 1902 Jan: 1652 Dec: 1774 Nov: 2021Sept: 1812Aug 1,789 July: 1857June: 1807

* + Past Circ Monthly comparison: July 2022: 1857 July 2021: 1915 July 2020: 2,147 July 2019: 2,852 July 2018: 2,870 July 2017: 2,571 July 2016: 2923 Jul 2015: 2467 Jul 2014: 2637
* Circulation Break-down: Books: 1101, DVD: 174, Spoken Record: 32, Large Print: 66, Magazines: 35, Other: 23

**Other Usage Report:**

* Wireless Sessions: **July: 209** June: 316 May: 195 April: 152 March: 149 Feb: 113 Jan: 117 Dec:128 Nov:154 Oct:205 Sept:144 Aug: 120 July: 140 June: 200 May: 88
* Overdrive E-material Checkout: **July 205** June: 161 May: 138 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
* Website Visits: **July: 394** June: 288 May: 242 April: 276 March: 296 Feb: 266 Jan: 318 Dec:318 Nov:300 Oct:755 Sept: 419 Aug: 449 July: 302 June: 269 May: 236
* Public Computer Uses in **July: 118** June: 109 May: 125 April: 113 March: 123 Feb: 110 Jan: 83 Dec:90 Nov:110 Oct:92 Sept:131 Aug: 137 July: 110 June: 172 May: 120
* Monthly Reference:
  + **July: 67** June: 54 May: 41 April: 52 March: 51 Feb:47 Jan:49 Dec:41 Nov:66 Oct:68 Sept: 78 Aug: 86 July: 32 June: 49 May: 66 April: 98 March: 85
* Patron Count:
  + **July:1063** June: 1077 May: 1136 April: 791 March: 972 Feb:739 Jan:713 Dec:618 Nov:812 Oct:716 Sept:663 Aug: 898 July: 936 June: 906 May: 742 April:829 March: 737

**Policy Review:** Volunteer Policy/Website Page. Giffin moved to approve, Suttner seconded. Motion passed.

**WVLS Report:** Gale Course discontinued due to lack of use and rising costs.

**Director Report**

* **Community volunteers**
  + Aug: 1000 books before kindergarten
    - The library used the Teacher volunteers to help with kindness rock painting and to replace the 1000 Books Before Kindergarten wall. The library is revamping the program with the help of a donation from a community member. A. Teska. The new theme is “All Aboard the Reading Train!”.
  + Oct volunteers from bank: Director is thinking of creating a Middle school fiction collection by shifting Ya over a shelf and condensing adult nonfiction.
    - Couch for teen area?
* Last Month Program Count:
  + July: Monthly Program total: 20 programs, 273 attendance
* Future/Current Programs Overview: (see newsletter)

**Staffing/Operating Issues**:

Staffing covered in new business

**Next meeting:** R. H. cannot make, check other dates if needed.

Wed. Sept. 21st at 5:00pm



