

Abbotsford Public Library

REGULAR MONTHLY MEETING: Meeting called to order Jan. 8th 2020 / 5:02 PM / Conference Room

ATTENDEES

Braun, Jochimsen, Giffin, Dukelow, Writz, Suttner, Hinrichsen,

Members absent: Bittner

AGENDA

Previous minutes: Read and approved. Motion to approve by Writz, seconded by Giffin, motion passed.

Public Comment: Mason R.

Old Business

- Magazine Provider: The library switched magazine providers from Ebsco to Rivistas. Magazines are \$2 cheaper and the Rivistas website is easier to use. Service was recommended by Erica Brewster, Director of the Edward U. Demmer Memorial Library. <http://www.rivistas.com/> Update: Magazines have not yet arrived from the new seller, Director will call provider and check order progress.
- Receipt Examples: A recent update to the library's circulation software will allow the price of items checked-out to be listed at the bottom of a patron's due back slip. The wording thanks the patron for using the library and lists how much they saved using the library. Different examples were shown and the board chose items from each example that they would like to see at Abbotsford. The director will inform staff at WVLS of the recommendations of the board and have the changes made. Update: staff at WVLS will change over receipts after the annual reports have been finished.
- Printer/Copier: Although the library planned to use the equipment budget on two new staff computers, staff changes at WVLS have caused a delay and it is unsure if the computers would still come in the 2019 budget year. The library's printer/fax machine had a lease that would be up in 2020. The board reviewed a quote by its current provider (Bauernfeind) and a competitor (Marco). Although the Marco deal was very comparable the library has not had an issue with Bauernfeind's service and the staff are familiar with the machine. The director will ask if Bauernfeind if they would add some color copies into the new lease. It was also asked if there would be a way to demine how many prints are made by library staff vs. patrons. The Board gave the director approval to purchase a new printer/copier through Bauernfeind. Update: new printer has arrived. There are no issues with the new printer.

New Business

- This year the library will update the two staff computers and three of the public computers. The orders are in for the computers with WVLS.
- Possible Future programs:
 - Human Trafficking: The director will contact Abiding Care of Medford to see if they have and willing to do an education presentation on Human Trafficking.
 - Abe Lincoln impersonator: Educational/historical/entertainment presentation. This year the performer received a grant which will allow him to do discounted shows in the Wisconsin area.
<http://www.livetributeproductions.com/2019-line-up.html>
 - Strong Bodies collaboration with Dorchester. The StrongWomen™ training programs are designed to help women become or stay fit, strong, and healthy. This would require use of the pubic room, paid training of the director, weights purchased for the program. This program idea is still in the talking stage with Dorchester. If attempted Dorchester would hold one class a week and Abbotsford would hold a class on a different day of the week.
<https://fyi.extension.wisc.edu/strongwomenwisconsin/>

Treasurer's Report: 93% spent, there a small number of invoices still pending.

Circulation Report:

- Total Circulation:
Nov: 1914 Dec: 2037
- Nov. 2018: 2518 Nov. 2017: 2,399 Nov 2016: 2,427 Nov. 2015: 1948 Nov. 2014: 2042
- Dec 2018: 2,478 Dec 2017: 2,229 Dec 2016: 2,273 Dec 2015:1966 Dec 2014: 1954

-Circulation Break-down: November=

Books: 773, DVD: 523, Spoken Record: 52, Large Print: 44, Magazines: 28, Other: 31

-Circulation Break-down: December=

Books: 848, DVD: 486, Spoken Record: 55, Large Print: 27, Magazines: 50, Other: 55

Other Usage Report:

- **Wireless Sessions:** Dec: 121 Nov: 184 233 Oct: 269 Sept: 290 Aug: 338 July: 168 June: 186 May: 188 April: 299 March: 146 Feb: 32 Jan: 313
- **Overdrive E-material Checkout:** Dec:177 Nov: Oct: 242 Sept: 243 Aug: 212 July: 111 June: 188 May: 166 April: 210 March: 203 Feb: 195 Jan: 188
- **Monthly Reference:**
Dec.:73 Nov.: 58
- **Patron Count:**
Nov.:2019: 866 2018: 934 2017: 950
Dec.:2019: 1208 2018: 1090 2017: 958

Policy Review: Study room policy to be looked at in the future.

WVLS report: Next meeting February 6th.

Director Report

- Last Month Program Count:
Nov: Monthly Program total: 8 programs, 135 attendance
Dec: Monthly Program total: 12 programs, 263 attendance
Highlights: Christmas Eve Movie showing – repeat next year! Possible field trip opportunity next year for Life Size Candyland.
- Future Programs: See handout
- Director asked about changing future meetings to the third Wednesday of the month. Board was agreed to try this change.

Staffing/Operating Issues: none

Next meeting: Feb. Wed. Feb. 12th at 5:00pm

Adjourn: Adjourned at 5:49pm, Writz/Dukelow, motion passed



