

Altoona Library Board Meeting Agenda
Wednesday, February 20, 2019
9:00 a.m. in the Altoona Library

1. Call Meeting to Order
2. Roll call for Library Board
3. Approval of January, 2019 Minutes
4. Public Comments
5. President's report
6. Approval of January, 2019 expenses and financials
7. Librarian's report
 - a. January, 2019 circulation (AL)
 - b. January, 2019 IFLS circulation
 - c. January, 2019 programming and Youth Services updates
8. Schedule next meeting & items for the agenda
9. Adjourn

Future Reference:

Sept: Library Director Evaluation

November: Long range goal review

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Library Director at 839-5029 with as much advance notice as possible.

Altoona Library Board Minutes

Wednesday, January 16, 2019 9:00 a.m.

Roll Call: Meeting called to order at 9:05 a.m. Board members present: Elizabeth Snyder, Liz Kaetterhenry, Brenda Schlafer, and Sharon Hanks via telephone. Also present Library Director Alyson Jones. Dale Stuber and Sheila Presler were excused.

Approval of Minutes: Motion made by Snyder to approve minutes of the November 28, 2018 meeting, 2nd by Kaetterhenry. **Motion carried.**

Public Comments: None.

President's Report: The board would like to do a memorial in honor of long-time board member Kem Dahlheimer, who passed away last weekend. Possibilities include a collection of books (sewing?) or a memorial in her name to the Friends of the Library unless the family indicates something more specific. Any Board member wishing to contribute should give the money to Alyson Jones.

Approval of Expenses: Alyson noted that the Capital Outlay line does not reflect a \$4500 withdrawal to pay for the Community Room AC unit, which will bring our overall expense budget status to 94%. Since printing our financial summary, additional programming, office supplies and equipment, and material purchases were taken out of respective 2018 budget lines. Motion made by Schlafer to approve the November and December, 2018 expenses and financials, 2nd by Kaetterhenry. Hanks-yes; Kaetterhenry-yes; Snyder-yes; Schlafer-yes. **Motion carried.**

Librarian's Report:

November and December programming and Youth Services updates: Overall circulation and new library cards for 2018 were higher than 2017, although in-person visits were lower.

Annual Report work starting: The WI DPI Annual Report portals will go live mid-month. Reports are due to the state by 3/1/19. Alyson will attend an in-house workshop at IFLS on 2/1 where she expects to largely complete the report. Reports are typically due to IFLS by the second week of February, so they can review the information and submit reports to the state without worrying about deadlines.

CCF Account: Alyson closed the business savings account at CCF and opened a new CD with the \$1074.40, plus \$3925.59 from the checking account in order to make a \$5000 CD. The interest rate on the money went from 0.03% to 2.23%.

Food for Fines: APL collected the equivalent of about \$430 during the Food for Fines program in November for the Altoona Compassion Coalition.

Art display update: Our pilot attempt to hang art on the back wall went well-no problems in setup, maintenance, or breakdown; so we will continue to allow the CVA to rotate art out every 6-8 weeks.

Staff party: The staff is getting together for an offsite post-holiday party brunch at The French Press on Sunday, February 3, 2019.

Staff goal setting and evaluations: Alyson is having staff compile a list of five goals they want to accomplish during the upcoming year. These are due January 22. After that meeting, Alyson will individually schedule times over the next two weeks to conduct a 2018 performance evaluation and 2019 goals review.

November and December Circulation Statistics: In **November, 2018**, our checkouts were slightly more than November 2017 (8,516 vs. 8,244); we had fewer renewals (1,675 vs. 1,420) but overall circulation remained about the same (11,410 vs. 11,363). Our YTD checkouts (Jan-Nov) were down compared to 2017 (2017=98,527; 2018=94,129). However, our overall circulation was higher (2017=126,472 vs. 2018=127,872). System wide for November 2018, we were 8th in checkouts and 8th in renewals. LEPMPL borrowed slightly more from AL in November, 2018 vs. November 2017 (2017=2,823 vs. 2018=2,909) but AL borrowed **a lot more** from LEPMPL in November 2018 vs. November 2017 (2017=1,493 vs. 2018=2,169). YTD, we have taken in **\$10,212.86 less in 2018** vs. 2017 (\$32,348 vs. \$22,135.31).

In **December, 2018**, our checkouts were less than December, 2017 (6,795 vs. 6,511); we had more renewals (2,686 vs. 2,812) and overall circulation was slightly lower (9,481 vs. 9,323). Our 2018 checkouts were down compared to 2017 (2017=105,322 vs. 2018=100,640). However, overall circulation was higher (135,953 vs. 137,195). System wide for December 2018, we were 8th in checkouts and 7th in renewals. LEPMPL borrowed slightly more from AL in December, 2018 vs. December, 2017 (2017=2,184 vs. 2018=2,296) but AL borrowed **a lot more** from LEPMPL in December, 2018 vs. December, 2017 (2017=1,275 vs. 2018=1,748). YTD, we have taken in **\$11,664.43 less in 2018** vs. 2017 (\$34,326.34 vs. \$22,661.91).

After looking at the statistics over the course of a year, the board is authorizing Alyson to begin developing and mapping out procedures for going fine-free in 2019. A possible roll-out in conjunction with the summer reading program was discussed.

Next board meeting: Wednesday February 20, 2019 at 9:00am.

Adjourn: Snyder motioned to adjourn, 9:52 a.m., 2nd by Kaetterhenry. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer and Alyson Jones.