

**Altoona Library Board Meeting Agenda**  
**Wednesday, April 17, 2019**  
**9:00 a.m. in the library**

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

Future Reference:

May: Election of Officers

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, March 20, 2019 9:00 a.m.*

**Roll Call:** Meeting called to order at 9:00 a.m. Board members present: Elizabeth Snyder, Liz Kaetterhenry, Brenda Schlafer, and Dale Stuber. Also present was Library Director Alyson Jones. Sheila Presler and Sharon Hanks were excused. Deb Swan joined us as a guest.

**Approval of Minutes:** Motion made by Stuber to approve minutes of the February 20, 2019 meeting, 2<sup>nd</sup> by Snyder. **Motion carried.**

**Public Comments:** None.

**President's Report:** Snyder brought attention to the Leader Telegram article reviewing LEPMPL's first year after going fine-free.

**Approval of Expenses:** Motion made by Schlafer to approve the February, 2019 expenses and financials, 2<sup>nd</sup> by Kaetterhenry. Stuber-yes; Kaetterhenry-yes; Snyder-yes; Schlafer-yes. **Motion carried.**

### **Librarian's Report:**

**Weather-related closures:** APL had two weather-related closure days in February and two days with closures at 5:00 pm.

**Fine-free updates:** Alyson shared IFLS-provided statistics comparing February, 2018 to **January, 2019:** 4,497 **(3,613)** patrons system-wide consider AL their home library; 3,734 **(3,123)** AL residents have cards system-wide; 3,037 **(2,393)** AL residents have designated AL as their home library; 1,461 **(1,219)** non-AL residents have designated AL as their home library; 548 **(459)** EC residents have designated AL as their home library. Some of this decrease can be attributed to a recent system-wide purge of inactive accounts.

Alyson exchanged e-mails with Paula Stanton at LEPMPL in order to find out if, since going fine-free, their loan periods have lengthened and/or their number of "overdue" items has increased. LEPMPL saw the same number of overdue items; however there were more items overdue by a few days and less items overdue by a few months. LEPMPL shortened their billing cycle by almost half when they went fine-free (45 to 21 days) so they almost doubled bills sent. LEPMPL thinks this is more due to the short billing cycle than going fine-free. They do send more billing notices but don't have an increase in cost as they are sent via e-mail, text, and phone. LEPMPL circulation went up 6%, but their patron count only went up a little. They believe this is because a few people checked out a lot more stuff. They also believe beautifying the collection played a role in the circulation increase. LEPMPL also had

a decrease in the number of customers in collections at any one time. Paula believes this is because they had less fear about bringing materials back since there is no fine to pay. Fine-free has also freed up staff time resulting in more positive customer interactions and less stress due to negative fine interactions.

Snyder polled the Board and all present were in favor of going fine-free. Alyson said she would be willing to talk to the city council about the decision using charts and graphs to explain why the Board feels it is necessary. We discussed having a June roll-out to coincide with the summer reading program. Alyson thought it was an ambitious goal but she will try.

**River Prairie:** Alyson and Regina met with Mike and Roy twice to discuss library participation in both the River Prairie Festival (May 11) and in a more general way down in River Prairie this summer. Alyson also visited RP to inspect/take photos of the space they have in mind for library participation. There will be some sort of mobile but secure storage maintained by the library in the newly constructed building. In addition, the city will designate two library staff parking spots relatively close by on event nights.

The library will co-sponsor a children's performer for the Festival, and Alyson and Regina will staff a table.

Alyson and Regina will staff a cart once a week on Wednesday evenings to make materials available for checkout during the summer concert series. As the summer progresses, Alyson is open to the idea of swapping out for other library staff, but especially initially she would like to be there to see how things go.

A "River Prairie Collection" of about 400-600 pieces (75% children and 25% adult) will be created that will stay down in RP for checkout during the summer concert series. They will have a laptop and scanner in order to check people out and create library cards. Return materials will not be accepted and no money will be exchanged. Ideas brought up included publicizing the library's Wednesday night presence at RP in the Leader Telegram, distributing bookmarks with the Wednesday night dates on them, and having plastic bags printed with the library's logo for carrying books checked out at RP.

**February Circulation Statistics:** In February, 2019, our checkouts were higher than February, 2018 (7,966 vs. 7,147); we had more renewals (2,754 vs. 2,402) and our overall circulation was higher (10,720 vs. 9,549). System-wide, in both 2018 and 2019, we were 8<sup>th</sup> in checkouts and 8<sup>th</sup> in renewals.

LEPMPL checkouts were down February, 2018 to February, 2019 (46,701 to 45,772), and its overall circulation was down (63,250 to 61,295).

February, 2018: EC borrowed from AL=2,488 items. AL borrowed from EC=1,786 items. **(+\$982.78)**

February, 2019: EC borrowed from AL=2,612 items. AL borrowed from EC=1,675 items. **(\$1,793.81)**

So, LEPMPL borrowed slightly **more** from AL in February, 2019 vs. February, 2018 and AL borrowed **less** from LEPMPL.

**February, 2019 programming and Youth Services Update:** Regina has just wrapped up story times. The teen nights were well attended. A Chess Club was rolled out. It was well attended and was held once a month on Saturdays for three months, with one more month remaining.

**Next board meeting:** Wednesday April 17, 2019 at 9:00 am.

**Adjourn:** Snyder motioned to adjourn, 9:58 a.m., 2<sup>nd</sup> by Kaetterhenry. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer and Alyson Jones.