

Altoona Library Board Meeting Agenda
Wednesday, February 19, 2020
9:00 a.m. in the Altoona Library

1. Call Meeting to Order
2. Roll call for Library Board
3. Approval of January, 2020 Minutes
4. Public Comments
5. President's report
6. Approval of January, 2020 expenses and financials
7. Librarian's report
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 15, 2020 9:00 a.m.

Roll Call: Meeting called to order at 9:02 a.m. Board members present: Liz Snyder, Liz Kaetterhenry, Brenda Schlafer, Sheila Presler, Deb Swan, and Sue Rowe. Also present was Library Director Alyson Jones. Sharon Hanks was excused.

Approval of Minutes: Motion made by Swan to approve minutes of the November 20, 2019 meeting, 2nd by Presler. **Motion carried.**

Public Comments: None.

President's Report: None.

Approval of Expenses: Motion made by Schlafer to approve the November, 2019 expenses and financials, 2nd by Snyder. Snyder-yes; Swan-yes; Presler-yes; Kaetterhenry-yes; Schlafer-yes. **Motion carried.** Motion made by Swan to approve the December, 2019 expenses and financials, 2nd by Presler. Snyder-yes; Swan-yes; Presler-yes; Kaetterhenry-yes; Rowe-yes; Schlafer-yes. **Motion carried.**

Librarian's Report:

Sharon Hanks retirement: After years of service, Sharon Hanks has submitted her Board resignation. She is able to serve through April if necessary. We would like to have cake and coffee at the library and take her out to lunch to express our appreciation once she returns from Arizona.

Spending breakdown: While individual categories are higher and some are lower than 100%, the bottom-line figure is the one to watch. Also, numbers will change as we continue to post 2019 expenses to the accounts in the next couple of weeks. At February's meeting we should have a more accurate sense of final numbers.

November and December programming and Youth Services updates: Overall circulation, new library cards, and new items added for 2019 were higher than 2018; in-person visits continued to trend lower, although our Summer Reading Program participation numbers were higher.

Annual Report work starting: Reports are due to the state by 2/29/19. Alyson will attend an in-house workshop at IFLS on 1/30 where she will largely complete the report by the end of the day. Reports are due to IFLS by February 13 so they can review the information and submit reports to the state without worrying about deadlines.

CCF Account Questions: One of the CDs reached its maturity date on 12/28/19. CDs with a 12-month term renew into a 12-month term. Alyson spoke with a representative who will call back with options.

November Food for Fines: We collected the equivalent of about \$71.50 in fines during our Food for Fines program in November. This is about 25% of what we collected in the previous year, but makes sense given our fine-free status. Since we are now fine-free, the idea of possibly renaming this program for next year was discussed.

Staff party: The staff is getting together for an offsite post-holiday party brunch at The French Press on February 2. The party is partially paid for by donations by patrons for a staff party.

Severe Weather Policy: There was much discussion regarding closing procedures due to winter weather. The board decided to leave the decision to close due to inclement weather to the discretion of the Library Director based on the circumstances at the time. All efforts will be made by library staff to inform the public via voicemail, signs, website, social media, and news stations. Also, the Board feels it is important to have a minimum of two staff members working at a time for safety reasons. If this is not possible due to poor weather, we would prefer that the library closes early.

Material security measures: The board approved by consensus Alyson's security plan as described in her Librarian's Report. Alyson will run a report of missing items at the end of 2020 in order to evaluate how the security measures are working.

November 2019 Circulation Statistics: In November, 2019, our checkouts were almost exactly the same as November, 2018 (8,518 vs. 8,516); we had fewer renewals (2,529 vs. 2,894) and our overall circulation was down (11,047 vs. 11,410). System-wide, we were 8th in checkouts and 8th in renewals in 2018, and 8th in checkouts and 9th in renewals in 2019.

LEPMPL checkouts were down November, 2018 to November, 2019 (49,318 to 47,475), and overall circulation was down (65,274 to 62,440).

November, 2018: EC borrowed from AL=2,909 items. AL borrowed from EC=2,169 items. **(+841.28)**

November, 2019: EC borrowed from AL=3,076 items. AL borrowed from EC=2,167 items. **(+1371.61)**

So, LEPMPL borrowed **more** from AL November, 2019 vs. November, 2018 and AL borrowed about the same from LEPMPL.

December 2019 Circulation Statistics: In December, 2019, our checkouts were higher than December, 2018 (6,991 vs, 6,511); we had fewer renewals (2,418 vs 2,812) and our overall circulation was slightly higher (9,409 vs 9,323). Our 2019 checkouts were up compared to 2018 (2018=100,640; 2019=105,890). Renewals were down (31,573 vs 36,555), and our overall circulation was up (137,463 vs 137,195). System-wide, we were 8th in checkouts and 8th in renewals in 2018; and 8th in checkouts and 8th in renewals in 2019. For the year, in 2018 we were 8th in checkouts and 8th in renewals; in 2019, we were 7th in checkouts and 8th in renewals.

LEPMPL checkouts were up in December, 2018 to December, 2019 (44,005 to 44,881), but its overall circulation was down (59,546 to 56,177).

December, 2018: EC borrowed from AL=2,296 items. AL borrowed from EC=1,748 items. (+\$526.60)

December, 2019: EC borrowed from AL=2,232 items. AL borrowed from EC=1,788 items. (+\$173.88)

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

Next board meeting: Wednesday February 19, 2020 at 9:00 am.

Adjourn: Schlafer motioned to adjourn, 9:50 a.m., 2nd by Swan. **Motion carried.**

Respectfully transcribed and submitted by Brenda Schlafer and Alyson Jones.