

Library Board Minutes

July 16, 2011

Present:

Bob Eatman, Chair; Shawna Washam; Dawn Miller; Treva Heiser; Sandy Darby; Amy Cohen, and Liz Lucke, Board Alternates; Marcia Lewis, Assistant Director; Ted Schmidt, Library Director; Patty Goodwine, Recording Secretary; Kent Solt, Council Liaison. Absent were Barbara Franke and Gemmy Brown.

Bob added 2 items under New Business.

A Tour of the new addition was given prior to the beginning of the meeting.

Minutes of June 16, were approved as distributed.

Correspondence: (summary)

- 1) None

Old Business

4.1 Building Expansion/Renovation update – The scheduled completion date for staff to move into the new areas and be open to the public is August 15.

4.2 2012 Budget – A motion was made by Treva and seconded by Sandy to accept the preliminary budget as presented by Ted and Marcia. The motion passed with a unanimous vote.

4.3 Revision of City Comprehensive Plan/ Policies – The Phase II plan is being drafted and will be brought to the Board in August. Bob and Gemmy are working on this committee.

4.4 Grand Re-Opening - The Friends have budgeted \$5,000 for expenses related to a week-long celebration in February.

New /Business

5.1 Disillusion of the Scott Trust – Ted met with Moses regarding the disillusion of the Scott Trust. The next step is to develop a position paper with the reasons and benefits of dissolving of the trust.

5.2 Kroh Trust - A motion to transfer \$150,000 to the construction project was made by Dawn and seconded by Sandy passing with a 4 yes vote.

Ted requested we move the September meeting from the 15th to the 22nd since he will be out of town.

Reports

6.0 Staff Report- No comment

6.2 Statistical Report – Distributed with no questions or comments

6.3 Friends – Large check was given to the City Council from fundraising efforts concluding the capital campaign.

6.4 Loveland Loves to Read - Nothing new to report.

We adjourned at 6:45 PM.

Respectfully submitted,

Patty Goodwine

RFID tagging continues and Lynn Parks is tagging new adult materials before they go to processing. Preparation for the two-step move into the new offices in August was a focus this month.

TEENSEEN

We're busy preparing for the move. Michelle Turner, our new library aide, will begin Monday, August 1, 2011.

The teenseen area is taking shape. The shelving is up and the seating has been moved into the area – YEA!

In July we hosted 5 Young Adult programs:

| | |
|--------------------------|----|
| Teen Game Night | 28 |
| Tick Tock Beat the Clock | 18 |
| Sweet Suitcases | 7 |
| Drum Workshop | 21 |
| Pool Party | 47 |

Total: 121

The Teen Summer Reading Program wrapped up Friday night with a pool party at Winona. Participation in the teen program this summer was down.

Teens registered for SRP 358 teens

Michelle and I will meet to discuss upcoming additions to YA programming and any changes that need to be made with existing programs. It is going to be wonderful having someone to share and bounce ideas off of -

YOUTH SERVICES

| Service Provided | Sessions | Usage |
|-----------------------------|----------|----------------|
| Toddler/Preschool Storytime | 30 | 860 attended |
| Lap Babies Storytime | 18 | 815 attended |
| Raise-A-Reader/Outreach | 0/5 | 0/118 attended |
| Programs | 6 | 365 attended |
| Teen Programs | 5 | 121 attended |
| Tours | 0 | 0 attended |
| Game Computer | 14 | 11 hours |
| Internet Computers | 236 | 168 hours |
| Homework Computer | n/a | hours |
| TV/VCR/DVD Player | 13 | 12 hours |
| Dial-A-Story | ----- | 84 calls |
| TumbleBooks | ----- | 275 views |
| | | |

It was a very busy month in Children's Department. July was the official end of the Summer Reading Program but we will continue to hand out book prizes until August 19th. We are trying to keep things as normal as possible while we pack our desks and plan for the upcoming move. No time to waste!

We are excited to welcome Jessica Sherman to our staff. She will be a librarian I and work with the elementary age children. She begins the week of August 8th. On a related note, we are sad to see Beth leave our department, but our loss is the teen's gain. We wish her the best!

This month, Dobby was still dressed as a construction worker. The bulletin board continued to highlight Summer Reading Program. The theme bin was filled with construction books.

Library Staff Report July 2011

ADMINISTRATION

Noontime Nature was the only adult program hosted in July and 33 attended.

The successful completion of the Friends of the Library's capital campaign was celebrated at the City Council meeting on July 19.

Most of the activities this month related to the upcoming completion of the library addition and moving into the new space in August. Some of the desks were already moved but staff cannot occupy spaces until August 8. Celebrations of the completion of phase 1 of the project were hosted by the Friends of the Library, Project Manager Ken Cooper and the library's Morale Committee.

ADULT SERVICES

The adult book discussion group read the classic book, *The Adventures of Huckleberry Finn*, by Mark Twain; 39 people attended the three sessions. The InterLibrary Loan librarians processed 584 requests, borrowing 341 items from other libraries for our patrons out of 397 requests and loaning 159 items from our collection out of 186 requests. We proctored three exams. The book display continued our adult summer reading program theme, "Dig into Books", and the display case held a Loveland youth's Lego bionicles creations.

CIRCULATION

July was mostly spent packing for our move to the new staff offices in August and discarding everything circulation no longer needs.

Lupe worked on circulation department's 2012 budget and policy revisions.

All circulation staff is continuing to help with the RFID tagging.

It was also a sad time for the staff. Beverly Owen, one of the pages passed away very suddenly.

| 2010 | | 2011 | | Difference |
|-------------------|--------|-------------------|--------|--|
| Circulation Total | 65,935 | Circulation Total | 59,968 | 5,967 fewer items checked out in July 2011 |
| New Cards | 435 | New Cards | 413 | 22 fewer cards were made in July 2011 |
| Gate Count | 34,864 | Gate Count | 32,291 | 2573 fewer customers passed through our gates July 2011 |
| Holds Filled | 2,193 | Holds Filled | 1,770 | 423 fewer holds were filled in July 2011 |
| Self-Check Users | 2,512 | Self-Check Users | 2,150 | 362 fewer customer used our self-check machine in July 2011 |
| Self-Check Items | 12,154 | Self-Check Items | 10,771 | 1383 fewer items were checked out on our self-check machine in July 2011 |
| Remote Access | 29,133 | Remote Access | 29,117 | We were remotely accessed 16 fewer times in July 2011 |
| | | | | |

MEDIA

No report

TECHNICAL SERVICES

| Category | This Month | Last Month | This Mo. Last Yr | YTD |
|-----------------|------------|------------|------------------|-------|
| | | | | |
| Items ordered | 763 | 856 | 1084 | 6372 |
| Items cataloged | 1160 | 1738 | 1416 | 10061 |
| Items mended | 236 | 391 | 277 | 2501 |
| Items discarded | 1651 | 1269 | 881 | 8396 |
| Items released | 963 | 1377 | 1169 | 8123 |