

## **Library Board Meeting**

January 11, 2016

Members present: Hoehn, LaBrosse, Lanegran, Radloff, Rund, Tetrick, and Trisko and Halgren (staff)

Absent: Apfelbacher (excused), Niederkorn (excused)

**Meeting called to order:** 7:05 pm

### **Consent Agenda**

**Minutes:** M/S/P

**Bills:** M/S/P

### **Unfinished Business**

**Repair and Maintenance:** Faulty linkage to the air handler was temporarily fixed (on Jan. 11) until a permanent fix can be performed in the spring. Wanek has researched variety of options for wrapping the Lucy statue for winter conditions. Halgren shared options with the board, and the board agreed statue should be okay for this year but might look into covering for next winter.

**2015 Budget:** The library is currently spent out at 87.73%. Still have library card bill and last Parks & Rec brochure to account for. Possible factors for underspending: courier charges for 2015 were significantly lower than previous years, the city's window washer went out of business, and we did not have any major repairs to equipment or the building. Cut off for 2015 bills is February 2, 2016

**300 Books Before Kindergarten update:** Commers presented her first set of storytimes focusing on the first literacy practice of "talk" to Lincoln Center preschoolers on Jan. 6. Halgren was along for many of the classes to pass out bags (Halgren showed a bag to the board). Commers will visit Kaposia on Jan. 13 to complete her initial visits to preschool classes. Commers will go back monthly, focusing on a different literacy practice each time. Halgren will be in contact with the visiting nurse at Neighbors, Inc.

### **New Business**

**Circulation Stats:** Circulations statistics were down just .42% in December. The overall 2015 circulation (excluding electronic circ) was 110,710 items, a 7.2% decrease from 2014 [119,332] when Inver Glen was closed much of the summer. 2015 annual self-check stats included 39,389 [50,604 ('14)] items attempted [22.2% decrease]; 10,889 [13,514 ('14)] patrons [19.4% decrease].

**Library Board Applications:** Apfelbacher, Lanegran, and Tetrick terms are due to expire in Feb.; Halgren read Apfelbacher's resignation letter. Lanegran announced she does not plan to pursue another term, and Tetrick announced she will most likely apply for another term. Applications must be postmarked by 1/22/16.

**2016 Budget:** The approved 2016 Budget is \$724,987 (a slight increase from 720,000 in 2015). Cupola painting and duct cleaning will be scheduled for 2016.

**DCL Fine and Fee Changes:** The biggest change is that children's and teen materials overdue charges went from 5 cents to 10 cents a day with a maximum fine of \$4.10 (previously \$4.00). The maximum fine for adult paperbacks and magazines dropped from \$9.00 or the cover price to \$8.25 and other adult materials from \$15.60 to \$15.50. The maximum fine for DVDs dropped from \$16.00 to \$15.50, while SSP rental DVD maximum will remain at \$10.00. The collection agency fee dropped from \$15.50 to \$15.30, and the non-resident library card fee increased from \$60 to \$62 annually.

**DCL Technology Changes and Delivery Charges:** In 2016 DCL will bill for tech support, but not for courier service. Regarding technology charge changes, the charge for tech support was raised \$300 (last change in 2011) for a total of \$4500 a year, and the SirsiDynix contract increased only 1.9%. Our monthly charge will be \$948.74 plus collections and postage fees. Halgren negotiated with Mike Lexvold of DC Facilities Management for a courier rate of \$4500 for 2016. There will be automatic increases to both libraries with a 2017 increase of 2.3% for \$4,603.50 and a 2018 increase of 4.4% for \$4806.

**Winter Reading Programs and Remodeled Forthcoming Fiction:** Halgren presented the Winter Family Reading Program brochure with reading log marshmallows, Hot Reads for Cold Nights packet with new bingo board, and an updated monthly Forthcoming Fiction.

**Hoopla:** DCL is offering Dakota County and SSP residents a new service called Hoopla, which is a digital streaming service featuring movies, TV shows, audiobooks, eBooks, comic books and music. Patrons can download 5 titles per month and items disappear once they are due. Movies/TV shows will have a 3-day checkout period; music will have a 7-day checkout period, and other items will have 21-day checkout period.

#### **Current Programming:**

A. **Adult Programs** - Fifteen participants enjoyed winning books at the Hot Reads Book Bingo kick off (1/4); *Upcoming:* Book Discussions (1/13 & 14); iPad Basics (1/20); Finger Weave a Scarf (1/25)

B. **Children's Programs** – Storytimes are resuming this week after a month-long break. *Upcoming:* Indoor Parade (1/14); DIY Tortillas (1/22); Explore Snow (1/27); Take Your Child to the Library Day (2/6).

**Other/Correspondence:** Halgren received an e-mail from new DCHS executive director Matthew Carter asking for a letter of support for a grant he is submitting; Halgren read an e-mail from L. Erickson praising Commers and her skill as Youth Services Librarian; Radloff praised the help of Dyson in locating materials

**Meeting Adjourned:** 8:12 pm

**Next meeting:** February 8, 2016

Respectfully submitted,  
Dawn LaBrosse