

**Wayne Public Library Board of Trustees**

**Tuesday, January 8, 2013 / 5 p.m., Conference Room**

**MINUTES**

The meeting was called to order at 5:05 p.m.

Present were: Joel Ankeny, Spring Dahl, Dennis Lipp, Jenny Hammer & Lauran Lofgren, Library Director. Also present was Brian Kesting, City of Wayne Technology Support Specialist.

Anyone desiring to view the Open Meetings Act may do so. The document is available for public inspection and is located on the south wall of the Library/Senior Center Conference Room.

The minutes were approved as presented.

The financial report was approved as presented.

**DIRECTOR'S REPORT**

Statistics (25%)                      NOV12                      DEC12                      DEC11                      % of Previous  
  
Year Total

|                  | NOV12 | DEC12 | DEC11 | % of Previous |
|------------------|-------|-------|-------|---------------|
| Circulation      | 4520  | 3420  | 4567  | 21            |
| Patrons          | na    | 3438  | 3783  | 14            |
| Meeting Room     | 10    | 6     | 6     | 33            |
| Reference ?s     | 188   | 177   | 154   | 21            |
| Computer ?s      | 180   | 144   | 89    | 23            |
| Phone Calls      | 389   | 403   | 361   | 24            |
| OPACS            | 233   | 189   | 214   | 23            |
| AWEs             | 476   | 309   | 324   | 13            |
| Internet         | 939   | 767   | 775   | 23            |
| New Patron Cards | 16    | 25    | 9     | 21            |
| Items Added      | 101   | 124   | 180   | 19            |
| Items Deleted    | 3     | 18    | 12    | 3             |

- LKL reported a slow month. Not sure why.
- LKL is going to look at different formats to represent a broader sense of statistics.
- Staff Activities
  - LKL had annual performance evaluation with Lowell Johnson
  - Staff met at library for a staff Christmas party
  - Staff received a workshop sexual harassment conducted by attorney Eric Knutson during our monthly staff meeting
  - LKL attended OneLibrary consortium meeting
  - JO organized "Read Your Way through the Holiday" for the Christmas break
  - LKL met with Betty McGuire regarding over dues/fines and procedures

- o LKL has begun work on the annual statistical report for the Nebraska Library Commission
- o Santa Story time was held and was very successful. Record number of children and their families attended (82 children; 52 adults)
- o The Silent Wreath auction wrapped up with \$470 raised for the local food bank. The final event held in the Senior Center included a reading of The Gift of the Magi by Jennifer Nelson, demonstration and giveaway of two Christmas table decorations by Lou Wiltse of the Wayne Greenhouse, and a musical performance and sing-along with library staffer Katie Hansen and WSC pianist Phil Pfaltzgraff.

## OLD BUSINESS

- Library "Wish Tree" update – had a few responses, but probably not more than 6 or so. We will discuss at staff meeting ways to make a list of these items available on a more on-going basis. WPL may switch to a list instead.
- Handling of over dues and bills
  - o Sent an email to area librarians – no responses
  - o Visited with Betty McGuire. We would have to get our own account with a collection agency or credit bureau and she wasn't sure of the cost. She also encouraged the board to further investigate the registration/printing software that would limit access to the library Internet for cardholders with over dues and/or fines.
  - o LKL will be looking further into costs.
  - o Collection of over dues and bills will be integral to the technology plan for WPL.

## NEW BUSINESS –

Technology plan discussion & review of 3-Year Technology Plan (2010-2013) with Brian Kesting, City of Wayne Technology Support Specialist

Some of the things that we might consider are:

1. Plan for the changeover from audio books on CD to all downloadable (a multi-year process)
2. Eliminate books on cassette from the collection
3. Standardize staff training
4. Some sort of messaging system in the library to run announcements, etc., that could also be switched to TV to broadcast council meetings (when that happens), and other important events
5. Continue Wayne Herald file conversion to make it accessible online
6. Address how to update software on children's computers
7. Continue expanding use of social media
8. Find a way to track wireless use
9. Move to 3 phone lines (Brian took care of that with a simple \$100 device for our fax)
10. Improve promotion of available technology

11. Develop computer tutorials for new staff and also to use a staff refreshers
12. Investigate contacting patrons through email or text messaging
13. Investigate security system for library materials
14. Investigate computer lab scheduling/printing software
15. Redo web pages
16. Eliminate reference section and make titles available digitally

Discussion:

- LKL is very pleased that WPL had a \$15,000 grant that paid for all improvements.
- Wayne Herald conversion should be done by the end of the year.
- LKL stated that we will need to decide what to include as a focus for the next three years. We might consider what would make the most efficient use of time and staff resource as a theme.
- Board needs to review and let LKL know if anything should be added.

Meeting adjourned at 6:00pm

Respectfully submitted,

Jenny Hammer, Secretary