

Wayne Public Library Board of Trustees

Tuesday, December 6, 2005

5:15 p.m., Conference Room

MINUTES

CALL TO ORDER - The Wayne Public Library met in regular session on Tuesday, December 6, 2005 at 5:15 p.m. The meeting was called to order by President Joel Ankeny.

ROLL CALL - Board member Maureen Kingston was absent. All other members, plus Library Director Luran Lofgren were present.

APPROVAL OF MINUTES - The minutes of the November 2005 meeting were approved as submitted.

FINANCIAL REPORT - Highlights - Materials spending was a little high because magazine subscriptions and a large print subscription were paid this month. The report also includes spending and reimbursement for materials for the Carroll Public Library. The digital camera has been purchased, at a lower price than was expected. The financial report was approved as submitted.

DIRECTOR'S REPORT

| Statistics | OCT 05 | NOV 05 | NOV 04 |
|--------------------|--------|--------|--------|
| - Circulation | 4597 | 3625 | 4412 |
| - Patrons | 3719 | 3169 | 2554 |
| - Meeting Room | 12 | 13 | 20 |
| - Reference ?s | 230 | 153 | 191 |
| - Computer ?s | 43 | 30 | 45 |
| - Phone Calls | 361 | 325 | 358 |
| - OPACs | 278 | 277 | 180 |
| - CD-ROMs | 219 | 143 | 190 |
| - Internet | 1197 | 966 | 850 |
| - New Patron Cards | 31 | 18 | 30 |

Circulation was down, due to closings for SIRSI training and bad weather. Patron numbers were up over November 2004.

Meetings Attended

L Lofgren held interviews for the Adult Services position

L Lofgren made several SIRSI related phone calls

Staff members attended SIRSI training

Julie Osnes and Carol Kielty attended Basic Skills training in Norfolk.

The staff has undertaken extra duties during the transition period for the Adult Services position.

Staff Projects and Concerns

The new staff member is Carol Kielty

The staff continues to clean up database prior to final software change

J Osnes held the final fall story time. Fall story time attendance averaged 22-23 adults & children per week.

J Osnes held a teen murder mystery evening.

J Osnes held daily events during Children's Book Week. Activities included a mystery event similar to the teen event, painting (cancelled due to weather), a book sharing, use your imagination craft, and a Harry Potter trivia contest. Had 15-22 children participate each day.

The planned game night didn't materialize due to lack of attendance, probably because of the high school music concert rescheduled to that evening.

The library closed early two days due to bad weather, a day and a half for SIRSI training and two days at Thanksgiving.

J Osnes read at St. Mary's school as a "local celebrity".

The Friends of the Library held a Christmas craft on November 5.

L Lofgren proctored an on-line test for a patron.

Computer/Building Concerns

The new staff computers have been ordered

OLD BUSINESS

SIRSI update - Training is complete. Trainer was very thorough. Ready for change over in January.

Long Range Planning - The Long Range Planning summary was approved as submitted. The final report will be submitted to the state Library Commission.

NEW BUSINESS

The Board voted to change the January meeting date from Tuesday, January 3 to Tuesday, January 10.

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Mary Carstens,
Board Secretary