

**Newstead Public Library
Board of Trustees
April 11, 2018**

Board Members: Sue Brown, Mary Mangan, Sue Sweitzer, Bob Tiedt

At Large: Library Director Kristine Sutton, Newstead Councilman John Jendrowski,

Call to Order: 7:06 PM

Approval of Minutes

Sue Brown made a motion to approve December minutes and Mary seconded.

Approval of Agenda

Sue Sweitzer made motion to approve agenda, Sue Brown seconded.

Library Activities & Community Events

Adult Events:

Mahjong- 7-12 players, Tuesday Morning Book Club- 7, Ladies Book Club - 8, Peace, Love & Yarn- 6, DSS- 3 sessions- 5 visits, Genealogy Group- 8, Civil War Music Program- 15, Reminisce- 5, Landscaping Program- 9, Science Book Talk, The Martian- 19

Intergenerational Events:

Makerspace Day- 25

Children Events:

Therapy Dogs (5 dog visits)- 17, Jumpbunch (2 sessions)- 17, APA class visit (1)- 6, Lego Club- 20, Fairy Tale Engineering- 6, Yoga (7 sessions)- 30, Books & Babies (4 sessions)- 23, Music with Mar (2 sessions)- 25

Teen Events:

Life of a Writer, 2 sessions- 7 teens

Outreach:

Kristine read to One Church Playgroup- 15

Kristine read to Play Group @ Miss Jeans- 6

Community Events:

Friends Book Sale- May 2,4, and 5

Director's Report

Program Statistics- # of programs and attendance by age group

Monthly Library Statistics- Down in most categories with the exception of a slight rise in WiFi usage. 25% drop in Computer Sessions. Same trends found with most other libraries.

Friends of the Newstead Library Report- Received a couple checks from the Friends

Financial Review

Reviewed County and Privately paid along with other bills. Big drop in electric bill- review previous years to determine if weather related.

Motion to approve Financial Report by Sue Sweitzer, seconded by Bob

Building

Water level still rising in the basement- John and Bill to investigate further

Library Old Business:

- 1- Hallway Leak- still leaking- John to call Paintec
- 2- System staff training- Library will open at regular time
- 3- Newstead website and Facebook are ADA compliant

Library New Business:

- 1- Panic Button and Alarm System- Armored Access will provide quote
- 2- Lending Lawn Games- discussed lending various family lawn games to patrons for a one week period. Fees for damages and late returns apply.
- 3- Approval of State Report 2017- Kristine reviewed and summarized the report.

Highlights include:

Total Holdings (35665)- includes Print, Electronic, and Non-Electronic (up 828)

Library Usage (40766)- Down from 41920 previous year

Total Number of Programs- 378- Up from 269 previous year

Total Program Attendance- 3386- Up from 2879 previous year

Total Summer Program Attendance- 850- Up from 808 previous year

Total Catalogued Book Circulation- 24296- Down from 25250 previous year

Total Operating Fund receipts- \$199141- Up from \$192557 previous year

Total Disbursements, Transfers, & Balance- \$257555 vs \$251678 previous year

Resolution we operated under plan, financial information is valid and reviewed:

Approved: 4 Ayes, 0 Noes, 1 Absent

- 4- Asset Analysis- Need to establish policy for purchases using private funds (not County money). Agreed to report on amounts over \$4000.

Meeting Adjourned at 7:58: Motion made by Sue Sweitzer and seconded by Sue Brown

Next meeting: May 9, 2018 7PM

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