

PHOEBE APPERSON HEARST LIBRARY
BOARD OF TRUSTEES MEETING
Monday, August 22, 2022 @ 5:00 pm
MINUTES

Call to order at 5:02 pm

Present: Gary Linn, presiding, Micki Moore, Barb Fosheim, Elizabeth Groeger, Donna Job

Also present: Sarah Shoop, library director

Consent Calendar Items

Review of minutes from June 27th meeting

M/Micki, S/Barb carried to approve as read August 22, 2022 Board of Trustees Regular Meeting Minutes

Administrative Reports

Circulation

In June, circulation totaled 1,828 items. This is the most that we have checked out in one month all year. That number includes:

601 total online checkouts (also the most we have checked out all year) and 200 items exchanged via Interlibrary loan.

In July, circulation totaled 1,603 items. That number includes:

357 online checkouts and 168 items exchanged via Interlibrary loan.

Financial Reports

June petty cash shows mostly routine expenses. There is a purchase using the Thad Fuller fund. The money for that was donated to us in April of this year. We bought 2 new vacuums, as one of ours quit working and the other was on its last leg.

The June budget includes payment for image hosting on KOHA provided by Baker & Taylor. Otherwise, there are mostly routine expenses.

July petty cash shows routine expenses. We renewed our subscription with Newspapers.com. That has been very useful in helping patrons with research as it has a searchable database, which our microfilm does not. It also has access to more newspapers than our microfilm machine.

July budget shows registration for Sarah to go to conference in Brookings this year. There is also a payment to the SD Humanities Council. This is for a discussion for the book club for the SD One Book.

M/Donna, S/Elizabeth carried to approve as read August 22, 2022 Financial Reports.

Library Website

The website had 275 sessions in June and 306 sessions in July.

Old Business

County Funding – The library received a letter from Lawrence County stating that it will receive \$97,866.00 for 2023 which is the same amount that was received for this year. The total library budget for the County is \$443,054.00 for all four Lawrence County libraries.

New Business

Grants

Micole applied for and was awarded a \$1,000 grant from Warf which will go towards next year's summer reading program.

Sarah applied for and was awarded a \$400 grant from the SD State Library for conference. This money can be used toward all costs related to conference (travel, hotel, meals, etc.).

Review Mission Statement approved with the addition of periods.

M/Barb, S/Donna

Review Confidentiality Statement approved with the addition of periods.

M/Micki, S/Elizabeth

Summer Reading Update

There was a total of 72 kids signed up for the children's summer reading program. The library hosted 16 programs and attendance to those programs totaled 484 people.

There was a total of 24 teens signed up for the teen summer reading program. The library hosted 8 programs and had 52 attendees.

Upcoming Dates

SDLA Conference

September 28th-30th

Library Board Meeting

October 24th, 2022 5:00 pm