

STE. GENEVIEVE COUNTY LIBRARY

Board Meeting

Monday, March 15th, 2021

Noon

Be it Remembered: A meeting of the Ste. Genevieve County Library Board was called to order by the Board President Jean Johnson on Monday, March 15th, 2021 beginning at Noon at the Ste. Genevieve County Library located at 21388 Highway 61, Ste. Genevieve, Missouri 63670.

Roll Call: Board Members answering the roll call were Board President Jean Johnson, Cindy Nugent, Melissa Otto, Robin Reynolds and David Woods, Library Executive Director Shawn Long and Assistant Director Lindsey Picou. Bob Nugent arrived at 12:05.

Approval of Agenda: A motion was made by David Woods to approve the agenda. Cindy Nugent seconded the motion. Cindy Nugent, Jean Johnson, Robin Reynolds, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

Approval of Minutes: Robin Reynolds made a motion to approve the minutes. Cindy Nugent seconded the motion. Cindy Nugent, Jean Johnson, Robin Reynolds, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

Financial Report: Library Executive Director Shawn Long went over the Financials. Cindy Nugent made a motion to approve the Financial Report. Melissa Otto seconded the motion. Cindy Nugent, Jean Johnson, Robin Reynolds, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

Directors Report: Library Executive Director Shawn Long went over the following Directors Report:

Old Business

Weeding project

Our 2021 Weeding project is as complete as it can be. We have weeded Paperback fiction, our YA area and Audiobooks. In all we removed nearly 2,000 items give or take from the collection. We have a large collection of Paperbacks that were donated to us that we have been keeping to the side in anticipation of this weeding so those will be added. We were also donated a large box of Audiobooks by a patron. After going through them nearly all of these will be added to our collection so we will more than likely have MORE audiobooks in the collection then we did before we weeded. Now we will be weeding areas as we need to rather than trying to weed the ENTIRE collection. We currently have a few shelves in J that need attention and we will need to go through our DVD section before the end of the year.



Homebound Program:

We delivered one bag in February with the next delivery being April. (Unless we get additional registrations for March. Between the weather and everything else we were delayed 2 weeks for delivery.

Bloomsdale Remodel

Lots of positive feedback from our new Bloomsdale set-up. Tessa is now out

their full time and I am going to be working with her in developing some marketing material to get people aware of that location.

Teen Book Box

We had 5 teen book boxes go out last month, 2 more came the day we made them! We are hoping to get this total to 24 monthly participants.

Winter Cleaning

With the remodel of Bloomsdale, we added shelving to our storage area to give us more room. Now if we run out of space in the back, I don't know what we will be able to do! Between the new furniture moving stuff around we have eliminated 10 wooden chairs, 1 small table, a coffee table and some misc shelf pieces. We also packed up all the remaining toys with the intention of just leaving the kitchen play set toys out when we resume putting toys out.

We also removed 3 old computers and monitors and they were donated to the Life Center (The board voted last month to remove these items from our inventory)

With these new changes we have made as much room as possible in our current set up. If we outgrow this space, we will have to nearly redesign the layout of the library and its storage areas to try and make more room. We have eliminated everything we could and we have moved all unneeded furniture to progress sports complex, sadly we are at capacity out there as well.

Hoopla

We spent \$279.95 in February on Hoopla and registered 59 patrons to utilize the service.

Grant Updates

Senior Citizen Grant

I am waiting for an official letter before we move forward with any of the purchasing. Currently working on putting books aside for each of these little free libraries.

Department of Economic Development Grant

Locations went live 2/23 and 2/24. Signs have been dropped off to each location. Currently Lion's Club Park, Zell Fire Department, Ozora Laundromat, Bloomsdale Library and our main branch signage is up. We also have numerous signs to promote this service so if you are aware of some high traffic areas, we can put some signs please let me know and I would be happy to either give you a sign or put it up!

Each Wi-Fi location costs \$65.00 per month and we are only granted for one year. We will evaluate this cost / benefit after the grant runs out.

2021 Microfilm Grant

The Microfilm grant was submitted and they are having a meeting at the end of May 2021. According to my contact we should know if we got this by the beginning of June.

ALA Conversation Grant-

Recently submitted a Grant to host a conversation in our community related to Covid-19 pandemic and how it has affected our community. This \$3,000 grant will include purchasing Books, PPE, Zoom license and food to host up to 50 people to discuss how Covid-19 has affected our community. We should hear if we received it by the end of this month.

This is a partnership with the Hospital.

Community Development Fund Grant

Sandra Cabot called Saturday and told us the good news that we have been approved for the entire amount of the grant! The total was for nearly \$6,000 dollars. In the grant proposal we asked for a Vibe interactive white board for our meeting room, a stand with additional styluses, a webcam, 4 additional I-Pads, A locking cabinet for the IPads, an HDMI cable & mouse and keyboard combo, and a few STEM items including a Cubelet builder kit, Bionic arm and a hard-shell case for it. Lindsey did a great job writing the grant and we are excited to purchase the items soon.

Library Card Registrations for 2020

Month	2019	2020	2021
January	41	38	22
February	32	57	31*
March	20	26	
April (Ecard)	34	7	
May	43	CLOSED	
June	55	27	
July	47	44	
August	51	30	
September	166	20	
October	36	32	
November	29	10	
December	29	22	
Total	583	315	53

*Special Notes March 2021, 22 registrants were specifically to utilize Hoopla

New Business:

Annual Report

Please review the annual report. If you have any questions, let me know. Some of the interesting points to be aware of:

We weeded nearly 5,000 books from our catalog, but still ended the year with 2.6% increase in library items. We had a 33% increase in digital checkouts, and a 16% increase in Web visits. Our YA checkouts took another significant hit, we had 332 items checked out in 2020, whereas in 2018 we had 844. We are currently working on reaching out to this target demographic.

National Library Week (April 4-10)

I would like to promote our library services during this week. Including but not limited to April 5th, Releasing the State of America's Library Report released and the Top Ten Frequently challenged books of 2020

Tuesday-National Library Workers Day-Maybe doing something special for the staff? Lunch, purchase a logo piece of clothing?

Wednesday-National Library Outreach Day

Thursday-Take Action for Libraries Day- A day to rally advocates to support libraries.

5 Year Anniversary Celebration

We will be celebrating 5 years as our own independent Library in June! We officially took over June 1st 2016. I think this is a great opportunity to do something fun and creative! Maybe some sort of 5-year Logo design in conjunction with an Open House in our community to showcase what changes we

have made over the last 5 years? I would love to hear your suggestions!

I'm thinking an Open house where we invite dignitaries, have tables set out promoting library services etc. This could be done in conjunction with our Summer Reading kickoff. (I'm thinking June 12)

Shawn Long made the following logos, but the Board chose the logo designed by Assistant Library Director Lindsey Picou for the final product. The board also discussed placing this logo on t shirts, stickers and mugs. Robin Reynolds said that maybe the Community Service Forum could help us with the 501 c(3) to help get this out into the community.



Jurassic Park...in the Park

May 15th starting at 5:00 pm will be our Jurassic Park in the Park program. The cost of the license is \$550 dollars and we are splitting this cost with the Museum. They will do some hands-on activities and programs for kids and the library will have a pop-up signing people up for library cards. If you would like to help us or come, we would love to have you!

I spoke with the Parks Department about this program and they would actually like to do a movie night every month of June, July, August. They will work on securing sponsors to pay for the program and we will utilize the equipment and do the pop-ups each month.

The fourth Saturday of each month will have activities for kids.

Virtual Wednesdays

I have spoken with Bailey Otto in regards to SG R-2's Virtual Wednesdays for their High School kids we have developed a flyer that she will send out to the students promoting our services and having them check out a table throughout the library. We will also set up our meeting room for a quiet area that up to 6 kids can check out. The board reviewed the flyer.



BEAM Interactive Playground

If my memory serves me correctly, I mentioned this last meeting in passing. Sad that I missed seeing this when I submitted my infrastructure request a few weeks before. Well, this \$10,000 piece of equipment was on sale for \$5,000 and with that I went directly to the commissioners asking to utilize some of the Infrastructure fund to pay for it since it was 50% off.

They are on board with it and instead will utilize C.A.R.E.S funding for this program since it eliminates touching and is relatively germ free.

We will be installing this in the kid's section and currently looking for someone to tint the 8 windows in this area to ensure it is dark enough for the program. However, between the elimination of the lights it should show up pretty well. This is a great addition to the library because we have 100 interactive educational games to choose from. And is great for children with sensory issues as well. (they have programs like jump in leaves or play in the snow) Estimated installation is 6 weeks away.

To see how it operates check it out here.

<https://www.youtube.com/watch?v=4IQue0WdCMA>

1000 Books before Kindergarten

We have not really promoted or done anything special for the 1000 books before Kindergarten program in the past, and if we have I am unaware of it. However, we will be kicking off this program April 1st. We will utilize our Read Squared program to track the books read and recognize kids in our kid's area.

Friends Book Sale

Our shelf space in Progress sports complex is slowly getting filled with boxes upon boxes of books. I'm going to see if the Friends group would be interested in have a big sale in the next few months as a fundraiser. The books currently stored are a combination of weeded and donated books. The newest weeds have pretty much put our shelving at capacity.

Furniture Storage

We have stored 8 chairs, 2 step stools, 3 end tables and tons of shelving in the progress sports complex. This is also on top of the seasonal items we moved over there. With limited storage we are in desperate need to make every inch of our facility working for us. I am very hesitant to completely get rid of items like chairs or tables simply because if we need to buy new ones they cost upwards of \$275.00 brand new.

Iggy's Pop Shop & Family Game Day

Iggy from Iggy's Pop Shop spoke with me on Friday the 5th about partnering together and doing a Family Game Day 1 Saturday a month. He discussed a few ideas with me what we decided on was him bringing a few sample board games of a few different varieties. He would have a table set up where he would have order forms for the games he is sampling. We would have a registration where we would have 10 tables throughout the library bookable for 4-6 players this would ensure we can keep a firm count on people.

Gale Business

I have been reviewing other offerings at similar sized libraries throughout the area and one thing I have really wanted to pursue is a focus on small business assistance. I feel this is a good area where we can grow our offerings, expand our reach and bring in non-library users. One database I have found is called Gale Business. There are 4 separate databases that I am looking at, they are:

Gale DemographicsNow: Business and People

DemographicsNow is an online subscription resource that provides users with access to robust and highly detailed U.S. demographic data, magnified by reporting capabilities that allow users to easily and rapidly compile information to make informed and accurate decisions.

Entrepreneurship Mapped to four key business stages—plan, fund, start, and manage—, this resource covers all major areas of starting and operating a business. Now integrated with G Suite for Education and Microsoft Office 365 tools.

Plan Builder Offers a step-by-step guide to starting and optimizing a business as well as how to manage it. The intuitive dashboard walks users through five areas of exploration to develop a plan focused on long-term success and the 400 highly-curated links to "Helpful Resources" inform and assist them in completing business planning activities.

Legal Forms Provides users with a wide selection of essential state-specific (and multistate) legal forms that may be customized for most common legal procedures. Many forms are ideal for supporting legal tasks relevant to small business owners, such as filing for copyrights, patents, and trademarks; articles of incorporation; licenses; and more.

The cost of these databases for one year is on a special right now and that is \$1,326.52. I have reached out to Dena at the Chamber to get both her opinion on this software and see if the Chamber would be interested in sponsoring this database for not only existing members but hopefully FUTURE members. We have the ability to pay for this out of our pocket but between all the other programs we have started off I don't want to over extend ourselves or purchase something that the community doesn't need/want.

Public Forum: David Woods mentioned he discussed a library presence in St. Mary at the Aldermen meeting. The aldermen discussed how at the old Post Office location downtown in the Lawbaugh Building there was a bookshelf with books for citizens. Executive Director Shawn Long discussed the overabundance of books at the library and the need of St. Mary for books.

Robin Reynolds and Melissa Otto discussed how they appreciated the disposed of electronics from the Library and how they are being utilized to help people at the Life Center and County Museum. Executive Director Shawn Long said he is glad they can be utilized and not terminated at an electronics disposal event.

Meeting Adjournment: There being no further business before the board, a motion was made by Cindy Nugent to adjourn at 12:56 p.m. Robin Reynolds seconded the motion. Cindy Nugent, Jean Johnson, Robin Reynolds, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

PRESIDENT – JEAN JOHNSON

SECRETARY - DAVID B. WOODS