

STE. GENEVIEVE COUNTY LIBRARY
Board Meeting
Monday, August 8th, 2022
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, August 8th, 2022 beginning at 12:02 p.m. 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, David Woods, Library Executive Director Shawn Long and Assistant Director Lindsey Picou and employee Kim Rapp.

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

Public Comment: Nobody showed to comment.

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

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

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

New Business

Hoopla Engage

We will be utilizing Hoopla Engage the entire month of September to correspond with Library Card Sign up month. This program will allow us to provide hoopla borrows to non-cardholders.

Non-cardholders will register through the Hoopla Engage functionality on either hoopladigital.com or via their app. After registering the new users are offered 3 borrows in exchange for their email address. We can then reach out to those community members and show all the resources and programs available here at our library.

Library Card Sign Up Month

September is Library card sign up month. We are working on giveaways and other ways of promoting this aspect of our library.

Network issue

Last week one of our relays went down in the Library since this was beyond my abilities, I reached out to Lee from Computer21 to come and fix the issue. I am also working on getting a price to have him look over our network monthly to avoid this downtime in the future.

Speakers in the Library

I reached out to HD Media to look at our existing speaker system here in the library. When this was built 20 years ago there were 5 speakers placed throughout our library (4 in each corner and 1 in the meeting room) The Amp was actually placed in Stephanie's current office. Since we broke apart from Ozark these speakers have never worked and a few years ago the community center actually got rid of the amp.

With our big programs being significantly bigger I have discussed the idea of utilizing our speakers to make announcements as well as play music to add more ambiance to the library. More importantly it will help us make announcements about Closing or direct patrons to other locations of the library during a program. The cost of this would be \$2,112.32. Which would include the cost of installation and equipment. We would utilize our Tech budget to pay for this.

2023 Eclipse

I have applied for 2,000 pairs of Eclipse glasses to be handed out for the October 14 2023 Eclipse. The program is through SEAL (Solar Eclipse Activities for Libraries) The paperwork was turned in at the end of June, I'm not sure when we will hear back about this but the more we can hand out the better! I have also been in contact with Jeff Wix from the Tourism Department about working on other activities during the Eclipse as well as be a Glass distribution location.

Volunteers

Our volunteer program has BLOWN UP! At this moment we have 5 active volunteers. I am currently working on developing a good volunteer program to help us keep track of hours and ensuring that they are useful when they come here. Currently most of our volunteers have read shelves which is a HUGE help to our staff. We have also had them help fill bags for make and take projects. We also have one volunteer who wants to help us with an additional Book Club! We currently have 85 volunteer hours logged for the month of July, that is a savings of just over \$1,000!

Cataloging Certification

In an attempt to ensure the catalog is in the best possible position the Evergreen Cataloging Committee developed 2 certification levels that every library should have covered no later than August 14th. A level 1 certification is Basic Cataloging and Level 2 is Original Cataloging.

Since the staff shake up in April I have taken lead on all things catalog. So I have trained on both Level 1 AND 2 effective July 19th. I will also be having both Lindsey and Kim get their Level 1 certification to ensure someone knows how to catalog in case I am unable to. Both of these trainings combined took approximately 20 hours.

Niche Academy

As you will see in this report, we are growing tremendously! Library Card registrations are up, visitors coming in are up. Hoopla usage is up significantly. As we are dealing with this growth one of the issues, I have discovered is our library is in serious need of quality training. Not only for the staff, (to educate them on how our resources work, but also educating our patrons on the resources we do offer) During my digging I came across Niche Academy. (Their big claim is that they will increase your database usage) I am currently utilizing a few of the trainings for our staff training today. I have been very impressed with what it has to offer. The best part is I can also develop playlists for new hires to ensure they are well trained on all aspects of our library regardless of when they get hired. Total cost for this program is \$2,500 dollars. However, I feel that we can also use the Technology line item to pay for this for possibly this year or even next year.

First Aid/CPR

I put a questionnaire in all of my staff's mailbox in June to plan our staff training today. One of the main requests they made was First Aid & CPR training. After reaching out to a company I got a quote of 85.00 per person for this training. (By comparison Red Cross costs \$125.00) I am working with him to get him to our January training so all of our staff will be First Aid/CPR certified. This will be added to our 2023 Training Budget.

Humidity Issues

Staff alerted me to issues with our inline humidity issues. On July 20th it read 72%. (Ideal humidity for a library is at most 50%) Staff came by and checked the machine. It still worked it was just that hot and the machine just can't keep up. Rather than bring out the small de-humidifiers that we were using I instead purchased a large area dehumidifier. This will cause our Maintenance budget to be over spent, (We had to replace our DVD repair machine earlier this year) I am still trying to figure out if I should up this line item in 2023. However, this is the first year since I have been here that we have ever overspent on this line item.

September Conference

I am passing around an itinerary for the conference myself and the other full-time staff will be going to in September. This will be another line item which will exceed the allotted budget. Truthfully, this was a line item I had removed when I presented the budget to the board in November (I had cut it to 500 I think to cover our 2 staff trainings a year) When I presented this to the commissioners and mentioned it, they told me that training is a need and not a want and asked how much I needed. I had a basic idea of cost and raised it accordingly. However, when I discovered that the ARLA conference was only 6 hours away, I also tried to include Lindsey. After we hired Kim, I feel that she would also benefit greatly from this so registered her as well. This conference moves every year so next year I believe it is on the east coast, then the west then central. So, sending Kim next year would have been 10x costlier than doing it this way (It would have included Air Fare) Next year's budget will include a more accurate representation of costs for anything beyond our traditional 2 staff trainings.

Bloomsdale

Kim or I have been covering Bloomsdale the last few weeks. This is due to the conversation we had at our previous meeting. I have been there 2 weeks and have had no more than 6 people all day (my first day was 2) And truthfully this has got me thinking of the costs involved with this branch. After accounting all of our expenses. It comes out to about \$28.00 a patron to keep our Bloomsdale Branch open. (Bloomsdale over all costs about 26-30k a year in expenses.

So, this has got me thinking of ways we can be more efficient while still providing library services to this region. (Lindsey goes WEEKS without having to do a cash report because so few people are printing things) Most of the reason people come to the library is to pick up holds. (Even fewer are coming to browse) Truthfully, I think many of the reasons for this issue is because of circumstances beyond our control. These include the community still doesn't know we are there, if they do find out about the library, our lack of our own door makes it more of a burden for patrons to get in. And many just feel odd going in because you have to not only walk through another business but also walk on a track the wrong way to get to it. That's why I have been looking into Smart Lockers.

Many surrounding branches have had a lot of success with these. This would be set up as its own entity (For instance if a patron made their primary library Bloomsdale with, they place holds it will still get sent to Bloomsdale. We would still go up and drop off books, only this time we would check them in at the locker, a locker will open up and when it is in the patron will then be notified that their book is in the locker. They then come and scan their library card and the correct locker opens up!

Other libraries have been very happy with these lockers and say the only issue is ensuring internet connectivity. Aside from the initial investment and maybe a monthly “rent” fee this would actually save us money in the long run without affecting current library usage. I am working on getting costs together and can present this at future meetings if this is something the board would be interested in. More importantly this can also open us to providing other locations including St. Mary or Ozora if demand is deemed enough.

Programming

Jour De Fete

We will be at Jour De Fete on Saturday August 13th. Time will be from 10-6. We will have a sensory area featuring Water Beads where kids can play in them and also make their own sensory bag to take home!

Movie in the Park Series

Sadly, due to poor attendance for the last 2 movies the Parks department has decided to cancel August’s movie and they may also cancel September. They are hoping to get people excited about the October movie.

Adult Programming

Kim Update-

Tech Classes 101 for Seniors-7 participants registered for June. Since this is the first class Kim is taking it a bit slower than anticipated (our initial goal was to do a new session every month) However, the classes she developed are taking much longer than anticipated so she is extending the same class into July. Our new focus will be to do an evening senior tech class starting in August.

Tech Classes 102-

Reading to Seniors-Kim read to approximately 160 people at the Care Center and St. Elizabeth’s combined

Future Programing

Tea Program-

Boards & Boba- August 11th 5:30 pm. Board Games and Boba tea!

August 9th Back to School Blast @Valle

August 18th- Back to School Program at Ste. Gen & Bloomsdale

September 18-24 Banned Books Week

September 26-30 Will be our Financial Literacy Week in partnership with Bloomsdale Bank. We will host a Financial Story Time program at 10:00 am on that Tuesday, along with a Seniors Class at 12:00 and a Teen focused class that Thursday.

October 15th- Bookend Project 9-11

October 22nd-Halloween Spooktacular

December 10th- Storytime w/Santa

Old Business

Grants

Senior Citizen Grant

On Tuesday July 12 we submitted our Grant paperwork to get reimbursed for our Senior Programs. We currently have 170.00 remaining of our total cost.

Dollar General Summer Reading Grant

We have received the grant and items were officially purchased and stations were featured during our summer reading kickoff!

Community Foundation Grant

Design has been approved and, the pictures seen here are the artist render. Currently we still anticipate towards the end of September.

NEW! ATT Grant- We applied for an ATT&MLA grant to help teach tech classes to our community. Hopefully we will hear something soon about this new grant.

Robin Reynolds talked about what a huge success the Rock & Roll Bingo fund raiser was. Approximately 150 people were in attendance and it was a fun time for all.

Unfinished Business: none

New Business: none.

Public Forum: Nobody was in attendance besides those on the roll call.

Next Meeting: The board came to a consensus to have the next meeting on September 12th, 2022 at noon.

Meeting Adjournment: There being no further business before the board, a motion was made by Cindy Nugent to adjourn at 1:20 p.m. Melissa Otto seconded the motion. Jean Johnson, Cindy Nugent, Melissa Otto, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried

PRESIDENT – JEAN JOHNSON

SECRETARY - DAVID B. WOODS