



AGENDA ITEM #3.4

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

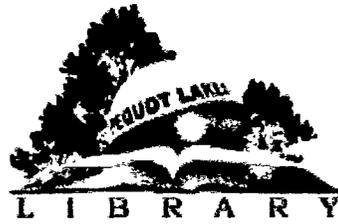
Date: May 7, 2019

Subject: Library Reports

Report: Attached are the December 2018 through March 2019 Library Reports and the April 23, 2019 Board of Directors Meeting minutes for your review.

Council Action Requested: No Council action requested.

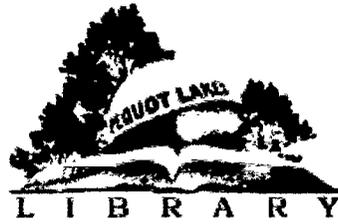
Library Report
Submitted: 3/29/2019



Report Dates: December 1-31, 2018

Number of Days Open within report dates:	21
Total Number of Patrons:	977
Average Number of Patrons per day:	47
Number of Patrons Attending programs:	74
Total Number of Volunteer Shifts:	84
Total Number of Volunteer Hours:	291.50
Average Number of Volunteers Per Day:	4.0

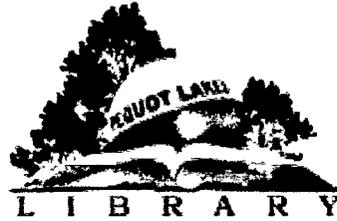
Library Report
Submitted: 4/5/2019



Report Dates: January 1-31, 2019

Number of Days Open within report dates:	22
Total Number of Patrons:	931
Average Number of Patrons per day:	42
Number of Patrons Attending programs:	123
Total Number of Volunteer Shifts:	78
Total Number of Volunteer Hours:	327.00
Average Number of Volunteers Per Day:	3.5

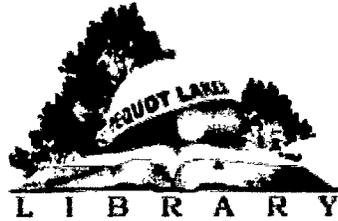
Library Report
Submitted: 4/5/2019



Report Dates: February 1-28, 2019

Number of Days Open within report dates:	24
Total Number of Patrons:	1032
Average Number of Patrons per day:	43
Number of Patrons Attending programs:	154
Total Number of Volunteer Shifts:	94
Total Number of Volunteer Hours:	318.25
Average Number of Volunteers Per Day:	3.9

Library Report
Submitted: 4/5/2019



Report Dates: March 1-30, 2019

Number of Days Open within report dates:	26
Total Number of Patrons:	1299
Average Number of Patrons per day:	50
Number of Patrons Attending programs:	67
Total Number of Volunteer Shifts:	89
Total Number of Volunteer Hours:	292.25
Average Number of Volunteers Per Day:	3.4

PEQUOT LAKES COMMUNITY LIBRARY

Board of Directors Meeting Minutes

April 23, 2019

Opening

The regular meeting of the Pequot Lakes Community Library was called to order at 4:30pm in the Pequot Lakes Library on April 23, 2019 by Board Chair Melissa Birch.

Members Present: Melissa Birch, Faith Kimbler, Mark Jurchen, Michael Czech

Members Absent: Terri Grimes, Renee Moody

Visitors: Tom Adams, Nancy Adams, Judy Larson, Nancy Malecha

November 2018 meeting minutes were approved. Motion made by Mark, seconded by Michael.

Financial Report: 2019 year to date cash balance is \$161,757.86. After some discussion explaining the report, Mark moved to approve the financial report and Michael seconded.

Volunteer Report Nancy Adams reported that the Summer volunteers are coming back to the area and taking shifts. Marcy MacCauley started as a new volunteer. Kevin Olson's last day as a volunteer is Monday, April 29th. Nancy has trained five volunteers to take over jobs that Nancy had previously done.

Children's Program Terri was not at the meeting, but she sent her summer reading program plan. All events will take place at the Cole Building except for Meadow Ridge Farm, and registration will take place at the library. These are the events she has planned:

May 30 will be registration at the library from 5-6:30pm or at any time at the library after that.

June 5th from 10-11:00am Happy Dancing Turtle will present a water cycle and water quality activity

June 12th from 10-11:00am Crow wing presenting the importance of preserving our resources

June 19th at 2:00 will be Robert the Magician

June 25th from 10-11:00am will be a naturalist from Deep Portage

July 10th from 10-11:00am will be a Meet and Greet: Ariel and Sebastian from the musical "The Little Mermaid" playing in July at PLHS

July 17th 10:30-11:30am Duluth Traveling Zoo

July 24th 10-11:00am Trip to the Meadow Ridge Farm – reading to the ponies

July 31st 10-11:00am Science Stations with Terri and Friends

August 1st All reading sheets are due to Terri

August 7th 10-11:00am REAL – Importance of Solar Energy

August 14th 10-11:00am Certificates and Ice Cream – Ending Party

Mark will share these events with the Children's Museum group to work together to provide activities to kids in our community.

Library Strategic Planning The latest draft presented was the most recent one from a week and a half previous. All agreed Melissa did a great job writing the plan. There was some discussion explaining that the goals will be about collecting data to get a baseline. Mark moved to submit to the City of Pequot Lakes this latest draft as our strategic plan. Michael seconded. Nancy Malecha will put it on the May City Council Agenda. For the future, the plan is to take the service goals and activities and figure out how to implement them, this includes a paid position as needed. Nancy Adams suggested we develop a priority list. Mark suggested that Nancy, Melissa, and volunteers will decide priority of implementation.

New Business

Lost Books Judy Larson presented an Overdue Report. Currently, the process used for overdue notification is as follows:

Week 1 Judy emails or calls the patron about their overdue materials.

Week 2 If materials are not returned, Judy sends a second email or makes a second call.

Week 3 If materials are not returned, Judy sends a letter and adds \$1 postage fine to their account.

Week 4 If materials are not returned, the patron is assessed for lost materials. An invoice is sent plus a \$2 postage fine is added to their account.

At present, uncollected fines date back to 2013. 249 patrons are on the Overdue Unpaid Fines list. There is a total of \$4,293 in lost materials that remains unpaid. Additionally, \$1,024 is due in postage fines. Because the library volunteers may have a difficult time collecting fines or refusing further checkouts, it was suggested that the library have a Forgiveness Month. The Forgiveness Month would provide an opportunity for patrons to return books and all fines would be waived. It was decided that we should take lost books that are older than 6 months out of the system and send out letters to patrons. Nancy Malecha will look into whether assessments can be made on taxes for library fees. A motion was made by Mark that we send this new policy for a Forgiveness Month to City Council to be approved. It was seconded by Michael.

For the good of the cause Mark talked about the Minnesota Children's Museum which is run by a nonprofit group which wants to open another facility along the 371/210 corridor. Request for proposals was due by the end of March. Nancy Malecha and Mark put together a proposal and are proposing other options for sites: Sibley DNR land, Sibley wetlands which is privately owned, and the old fire tower. The Minnesota Children's Museum is looking for water quality and lakes, sustainable agriculture, and forestry and needs to be sold on the fact that Pequot Lakes is the perfect place for the museum. Mark is working through the county to collaborate on the possibility of the old fire tower as a site. The Heart of the Good Life business park property is still an option. May 3 is the deadline for final submission. \$9-11 million is the capital outlay. Mark is unsure of the funding sourcing, but fundraising and grants would be needed.

5:25pm meeting adjourned.

Next meeting June 11, 2019, 4:30pm.

Minutes submitted by Faith Kimbler, Secretary.