



AGENDA ITEM #3.4

REPORT TO CITY COUNCIL

Report Prepared by: Angie Duus

Date: September 3, 2019

Subject: Library Reports

Report: Attached is the July 2019 Library Report and August 22, 2019 Library Board Special Meeting Minutes for your review.

Council Action Requested: No Council action requested.

Library Report
Submitted: 8/2/2019



Report Dates: July 1-31, 2019

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| Number of Days Open within report dates: | 26 |
| Total Number of Patrons: | 1967 |
| Average Number of Patrons per day: | 76 |
| Number of Patrons Attending programs: | 491 |
| Total Number of Volunteer Shifts: | 110 |
| Total Number of Volunteer Hours: | 356.00 |
| Average Number of Volunteers Per Day: | 4.2 |

PEQUOT LAKES COMMUNITY LIBRARY
MINUTES OF THE SPECIAL MEETING
AUGUST 22, 2019

PRESENT: Melissa Birch, Michael Czech, Mark Jurchen, Renee Moodie,
Nancy Adams, Nancy Malecha

1. Meeting was called to order by Melissa Birch, Chair, at 6:00 p.m.
2. Hour change: Melissa gave an explanation regarding hours of expansion that came about as a result of the Strategic Planning Process. Mark Jurchen moved, Michael Czech moved, that starting September 1, 2019, work hours would be 9 a.m. – 1 p.m. and 1 p.m. = 5 p.m. Motion carried unanimously.
3. Nancy Adams discussed the background of the request for upgrading and redecorating of the library. Two estimates were submitted for carpet and two for painting. Mark Jurchen moved, and Michael Czech seconded, that the bids from JAG Interiors and A & B Painting be accepted and the recommendations be submitted to the City Council for approval at their September 3, 2019, meeting. Melissa will represent the library at this meeting. Funds for this project will be taken from the library's Fund Balance.
4. Meeting was adjourned. The next regular meeting of the Library Board will be September 10, 2019, at 6 p.m. at the library.