



**AGENDA ITEM #3.4**

**REPORT TO CITY COUNCIL**

**Report Prepared by: Angie Duus**

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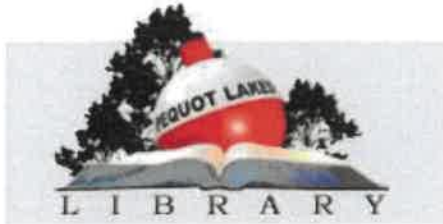
**Date: October 2, 2023**

**Subject: Library Report**

**Report: Attached is the August Library Report and the September 12, 2023 Library Board minutes for your review.**

**Council Action Requested: No Council action requested.**

Library Report  
Submitted: 9/10/2023



Report Dates: August 1-31, 2023

Number of Days Open within report dates:	27
Total Number of Patrons:	1728
Average Number of Patrons per day:	64
Number of Patrons Attending programs:	531
Total Number of Volunteer Shifts:	102
Total Number of Volunteer Hours:	397.25
Average Number of Volunteers Per Day:	4

## PEQUOT LAKES COMMUNITY LIBRARY BOARD MINUTES SEPTEMBER 12<sup>TH</sup>, 2023

The meeting was called to order by Chairman, Mark Jurchen, at 4:30PM. In addition, those present were Linda Olson, Faith Kimbler, Stacey Paulbeck, and Ann Hutchings representing the Friends of the Library. There was not a quorum present.

Mark shared that a computer glitch must have occurred on his Office Outlook program on his personal computer resulting in only Linda Olson receiving the 3 notifications of the meeting along with the financials.

**The minutes** had been sent via email previously but approval will be moved to the December Board Meeting.

**The financials** were reviewed which are provided by the City Staff. Stacey inquired as to the supply budget of \$7,000 and if the amount has to be spent by the end of the year. Mark explained we are off the levy so our budget is not a “use it or lose it” category. Excess could be applied to other areas and there is no formal carryover. We currently have a \$90,361 balance as of the end of the year.

**Budget fro 2024:** Mark, Stacey, and Linda will form a budget committee along with Angie Duus from City Staff to prepare the budget for 2024. Discussion with the Friends of the Library as to future operational support will also be undertaken as part of a review on the 4 to 5 year fiscal planning process.

**Linda Olson Report:** Please see attached written report from Linda. In addition to the report, we will be hosting a “Read to a Dog” event the first Thursday of each month at 4:30PM. The kickoff will be October 5<sup>th</sup>. Mark also recognized that Linda will have been our coordinator for 1 full year on October 3<sup>rd</sup>. Congratulations and thank you for all you do!

**Volunteer Picnic:** The volunteers for the library gathered September 4<sup>th</sup> at the library due to the heat. There was a good turnout and the food was great! Thank you Tom and Marcy for coordinating the event!

**Story time and Summer Reading:** Story Time continues to go well with 6 or 7 young patrons attending each Tuesday. The Summer Reading Program was also a huge success. Terri was not present, abut each program during the summer was attended by 100 or so participants and

featured some excellent events. Terri had shared with Mark that she is currently working on the 2024 Summer Reading Program.

**Additional Equipment:** Mark reported that a portable projector, which can be used by various computers and IPHones as purchased along with an ION portable wireless speaker/PA unit.

**Children's Author/Writing Program:** Linda reported that we had only one participant in the program

**Friend's of the Library Back Lot Update:** Mark shared that there was not much additional action during the summer on the back lot. He did report that Pat Bonicatto will be developing a master plan for the lot in the next couple of months. This will aide in providing an organized plan for the various parts of the lot and its usage rather than piecing it together.

**Garden Grant Opportunities:** Mark and Stacey will look into possible grant applications for the development of youth gardening activities for the back lot. The grants are available though Kids Gardening, a non-profit dedicated to "Helping Young Minds Grow".

**Back Lot Fall Activity:** Ann shared that she would approach the Friends Board about initiating some form of fall activity such as a picnic or related event this fall. Due to time constraints and that a picnic was just held for the volunteers, all agreed that it may be difficult to hold such an event this year.

Discussion on a 2024 spring event involving a "Fairy House Tour" was briefly discussed for an activity to be considered.

**The Meeting was adjourned at 5:20PM**

Respectfully submitted by Mark Jurchen, Chair.