

BOARD OF TRUSTEES OF THE JEROME PUBLIC LIBRARY
MEETING MINUTES
August 14, 2018

The Board of Trustees of the Jerome Public Library met in the library conference room for their monthly meeting on August 14, 2018. In attendance were Board Chair Bill Allred, Vice Chair Linda Burton, Trevor Churchman, Lydia Cosio, and Director Linda Meham.

The meeting was called to order by Bill Allred at 5:32 p.m.

There were no changes to the agenda.

Linda Burton made a motion to approve the July minutes as written. Jamie Hyatt seconded the motion. Motion passed unanimously.

Financial Report – We are 83% through fiscal year. We have received the second installment of \$148,260.13 for the year's property taxes. This means we have received 96.5% of the budgeted revenue. We anticipate meeting the remaining percentage through monthly revenue during the last two months of the fiscal year. All expenditure line items are within the expected range with the exception of the building repair and maintenance. The overall expenses are at 76.9%. We have been very conservative in all other areas of the budget. This month's expenses include our yearly automation fees. The cost of the new computers has not yet been figured in to the budget. We will also be spending the full amount allocated for library circulation materials.

July 2018 bills were approved by all board members present by signature.

Director's Report:

- Monthly summary was presented.
- Statistics for the months of July were presented. Program stats were lower than last month as the summer reading program is now finished, but were higher than last year due to the Harry Potter event. Circulation stats are lower than last month because of the summer reading program. However, they are higher than the same time last year, which can probably be attributed to the services in Hazelton. while circulation stats are slightly lower. We have reinstated Mango Languages and are beginning to see a rise in usage.
- Services to Hazelton was very successful. In the month of July, over 500 items were circulated. This type of data will be useful to present to the Valley Foundation for the possibility of continuing this service next year. We also have some great stories to share. These stories will be something to remember and present to stakeholders. It is also a great reminder for the staff and the library board that our library the services offered are important.
- The repair to the meeting room has been completed. It was not covered by insurance. The total cost of \$2,788.04 included for \$1,988.04 for Mr. Steam and \$800 for Dat-Sun Construction. The board would like to have a meeting with the City Administrator and perhaps someone from public works or engineering to discuss some of the recurring problems we have been having with the building and grounds.
- The library did not receive the 1st Federal Foundation grant for the mobile hotspots. It was considered an operating expense. We submit another grant to them in December for the processing of the microfilm for the North Side News. She has submitted a grant to the Idaho Community Foundation for the digitization project. If we receive both grants, we should be able to complete this project within a year.

Unfinished Business

- The board revisited the idea of having hotspots for checkout from the library. They would like to create a policy well in advance of acquiring hotspots. This will be addressed at subsequent board meetings until they are satisfied with the policy. They would also like to have companies come

New Business

- Jamie Hyatt had turned in her resignation due to the sale of her house. She later discovered that they would be remaining in Jerome. She asked if she could remain on the board until the end of her term in February 2019. Trevor Churchman made a motion to rescind the resignation of Jamie Hyatt and restore her as a member of the Library Board. Linda Burton seconded that motion. Motion passed unanimously.
- Dylan Baker provided an information on trends that we are seeing in libraries. He further provided information on how those trends are being utilized in libraries of similar size and libraries in our area. See attached.

Bill Allred adjourned the meeting at 6:40 p.m.

Department: Library

Date: July 2018

Department Overview:

7/6/18 This was our final Summer Reading Program. The children who registered and tracked their reading progress read 3,348 books over the course of 6 weeks.

Tuesdays

06/5 & 10/18 Liberty Johnson, Vicki Leininger, and Linda Mecham did a summer STEM program at the park during the lunch program. We involved between 60 and 80 children each week.

Wednesdays

07/11-25/18 Canyonside Christian School summer storytime for about 10 children.

7/23/2018

Met with Bill Maikranz to work out ways the library can support afterschool programs.

Thursdays

7/5-26/2018 Spanish hour. Aracely Domine-Raddatz and Paola Lagunas host an hour of stories, activities, crafts and conversation in a Spanish-only setting to support the dual immersion program at Jefferson Elementary. The program is open to all children regardless of the school they attend. The attendance has been averaging 20 students.

Outreach services to the Hazelton area continued to be well attended. Their circulation accounted for over 500 items circulated.

7/27/2018

The Harry Potter event with the help of event planner Gloria Bonilla went very smoothly. We had some roaring games of Quidditch, some fizzy butterbeer and scrumptious chocolate frogs, some magic wands and, of course, a sorting hat. More than 150 adults and children attended.



JEROME PUBLIC LIBRARY
OPERATIONS REPORT FOR

JULY 2018

CIRCULATION		Jul 2018	Jun 2018	Jul 2017
ADULT		1350	1162	1284
YOUNG ADULT		462	527	533
JUVENILE		1390	1682	1306
CHILDREN'S		1673	2173	1427
LARGE PRINT		41	64	39
SPANISH		80	88	78
AUDIO MUSIC		36	54	92
BOOKS ON CD		201	207	199
DVDs		1098	964	1252
EAUDIOBOOKS		108	143	106
EBOOKS		248	218	187
MAGAZINES		7	13	4
ILL'S		11	8	14
TOTAL CIRCULATED		6,705	7,303	6,521

REVENUE		Jul 2018	Jun 2018	Jul 2017
FINES		\$568.12	\$927.48	\$469.03
RURAL FEES		\$679.20	\$655.61	\$212.25
DONATIONS		\$70.74	\$87.97	\$77.29
COPIES/FAXES		\$614.50	\$731.50	\$668.50
BAGS/EAR BUDS		\$30.11	\$36.68	\$30.11
MEETING ROOM		\$0.00	\$0.00	\$94.34
TOTAL REVENUE		\$1,962.67	\$2,439.24	\$1,551.52

COMPUTER USE / Assists		Jul 2018	Jun 2018	Jul 2017
ADULT		610	591	690
MANGO/ROSETTA		33	18	11
JUVENILE		383	503	448
TOTAL USE		1,026	1,112	1,149
			Wi-Fi 3,662	Wi-Fi 3,647
				Wi-Fi 3,590

NEW LIBRARY CARDS		Jul 2018	Jun 2018	Jul 2017
ADULT		23	21	21
CHILD		13	25	15
STUDENT		3	4	2
RURAL		17	20	19
TOTAL CARDHOLDERS		56	70	57

MATERIALS		Jul 2018	Jun 2018	Jul 2017
MATERIAL ADDED		215	493	268
MATERIAL REMOVED		20	282	487
TOTAL MATERIALS		195	211	-219

Notarized Documents 49 42 38

PROGRAMS / Proctoring		Jul 2018	Jun 2018	Jul 2017
CHILD PROGRAMS		15	20	12
CHILD ATTENDANCE		756	1488	461
YOUTH OUTREACH		0	0	103
TEEN PROGRAMS		1	1	0
TEEN ATTENDANCE		17	7	0
ADULT PROGRAMS		1	1	2
ADULT ATTENDANCE		6	6	21
TOTAL PROGRAMS		17	22	14
TOTAL ATTENDANCE		779	1,494	585

Holdings
40,398

Hi Linda,

Thank you for your call yesterday! Here are some brief thoughts about emerging technology and trends for public libraries that I've seen:

- Mobile Hotspots for Checkout
 - Obviously this one is already on your radar, which is great!
 - Valley of the Tetons District Library (which serves about the same size population as your library) just purchased 5 mobile hotspots for check out in June, while Garden City Public Library (also quite similar to your library in terms of population served) has been circulating 15 mobile hotspots for at least a year. I am sure they would be happy to share their experiences so far if you wanted to contact them.
 - There's also [a good LibraryJournal article regarding "How to Hot Spot"](#) as well as [a 7-page "Starting a Mobile Hotspot Lending Program" \(PDF\) guide](#).
 - If you have decent Sprint coverage in your area, the most cost-effective mobile hotspots are available from [Mobile Beacon through TechSoup](#). You can get up to 11 mobile hotspots per year for anywhere from \$10.80-\$18.00 per device (depending on how many you buy). Unlimited data for each device is then just \$120 per year. So, for example, you could start by piloting 2 mobile hotspots for a total of \$276 for the first year.
 - If Sprint coverage is not good in your area, you can purchase mobile hotspots off [the statewide contracts](#) from any of the major wireless providers too.
- Chromebooks for Checkout
 - Twin Falls Public Library has just started checking out Chromebooks for use both inside and outside of their library. Chromebooks are great for circulating since they are easy to restore to factory default settings between uses and they are relatively inexpensive if a patron damages or loses one. It looks like Twin has gone with [the Dell Chromebook 3189 Education 2-in-1](#), which Dell sells for \$329.
- Virtual Reality
 - The [Oculus Go](#) is a self-contained virtual reality headset that launched on May 1 and starts at \$199 for the entire device (no computer or smartphone required). I haven't heard of any Idaho libraries with one yet and I haven't gotten to try one myself, but it sounds like a great starting device for allowing patrons to try experiencing basic virtual reality experiences. Here's an article about it with a catchy title: ["The Oculus Go is a VR headset for grannies, and that's a good thing."](#)
- Going Fine Free
 - Not strictly technology, but there has been a trend of more and more public libraries eliminating overdue fines. There's a section in [the latest of the Nexus Newsletter \(PDF\)](#) that just came out about that (as well as some more ideas in the "Why Didn't I Think of That?" section).

Let me know if you have questions about any of these and/or want me to expand further and/or if there is another topic you specifically wanted more information on. I love talking emerging trends and technologies, so I am happy to go deeper on these or any other topics.

I hope this is helpful and thanks again for contacting me!

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