

**PAGE PUBLIC LIBRARY ADVISORY BOARD
REGULAR MEETING MINUTES**

July 18, 2024

A Regular Page Public Library Advisory Board Meeting was held on May 16, 2024, at 5:30 p.m. at the Page Public Library.

Members	Position	
Cindy Stafford	Chair	Present
Debbie Winlock	Library Manager	Present
Marie Cloutier	Present	Present
Tracy Salmi	Absent	Present
Stacey Shropshire	Secretary	Absent
Terrie Simmons	Absent	Present
Kathy Spellman	Present	Present
Camille Hammond	Absent	Present

Chair Cindy Stafford presided and called the meeting to order at 5:30 p.m.

MINUTES

Regular Meeting July 18, 2024, 5:30 pm

Motion to accept: Traci Salami

Seconded: Terri Simmons

Motion carried unanimously.

REPORTS

Manager's Report

- Reference has a new desk; the old one will be removed from the library.
- The library closed out the A to Z kids Grant in the amount of \$7,500
- The AC unit is not working in the Program room, workroom, and manager's office. Been facilitating programs in the children's area or reference area. It does get loud during these program times.
- The library is wrapping up our summer reading in a few weeks.
- Debbie will be on Vacation from July 26 – Aug 9th
- Staff shortage: still trying to hire the children's library aide.
- The children's Coordinator position has been offered to an individual with extensive experience working with children. She will visit the library on Saturday to see it and meet with a realtor.

UNFINISHED BUSINESS

AGENDA FOR THE BOARD MEETING

WEDNESDAY, JULY 18, 2024

7:00 PM

A meeting of the Board of Directors of the Public Library Administration was held on July 18, 2024, at 7:00 p.m. at the Public Library.

Members	Position	Present
Carolyn Smith	Chair	Present
Debra Wilson	Library Manager	Present
Mark Johnson	Program	Present
Timy Salim	Admin	Present
Steve Stangor	Services	Absent
Tommy Simmons	Admin	Present
Early Spelman	Admin	Present
Carolee Johnson	Admin	Present

Chair Carolyn Smith presided and called the meeting to order at 7:00 p.m.

MINUTES

Minutes of the meeting held July 18, 2024, at 7:00 p.m. were read and approved by the Board.

REPORTS

Manager's Report

- Reference has a few books the old one will be removed from the library.
- The library closed out the A to Z Kids Grant in the amount of \$7,500.
- The A/C unit is not working in the Program room, workroom, and manager's office. Been installing programs in the manager's area of reference area. It does get hot during these program times.
- The library is wrapping up our summer reading in a few weeks.
- Debbie will be on Vacation from July 28 - Aug 3rd.
- Staff shortage still trying to hire the children's library side.
- The children's Coordinator position has been offered to an individual with extensive experience working with children. She will visit the library on Saturday to see it and meet with a liaison.

FINANCIAL MATTERS

A. None

NEW BUSINESS

Programs

- Tea Party – 50th Anniversary
- Afterschool Passive programs until we are fully staffed.
- Two Adult craft programs facilitated by Jessica Kline.

Library Stats

Please see the attachment for yearly stats.

Budget

Approved to hire for a custodial position.

50th Celebration

- We need to ensure the city staff changes in charge of this celebration does not negatively impact the celebration. We will re-invite DeJay Lister to the next meeting.

Library Policy:

- Overdue Material
- Outstanding Overdue's
- Damaged Library Materials

Motion to approve revised Library policy: Overdue Material., Outstanding Overdue's and Damaged Library Materials

Motion to accept: Marie Cloutier

Seconded: Terri Simmons

Motion carried unanimously.

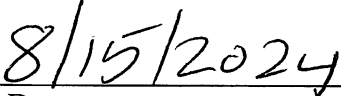
BOARD MEMBER UPDATES

- **ADJOURNED** at 6:30 pm.

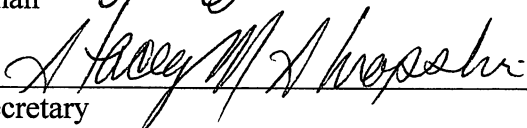
FOR YOUR INFORMATION: The next regular meeting is on July 18, 2024, at 5:30 pm at the Library.



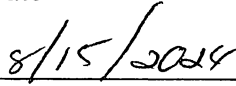
Chair



Date



Secretary



Date

Page Public Library 2024 Statistics

	July	August	September	October	November	December	January	February	March	April	May	June	YTD	2023	%
GENERAL															
Total attendance in library	7,245	9,883	8,813	8,569	6,950	7,217	7,808	9,951	9,873	11,041	9,937	9,983	107,270	91,381	17%
Total registered users	19,767	19,812	19,850	19,930	20,034	20,084	20,121	20,154	20,206	20,247	20,314	20,390	20,990	19,708	7%
Reference Questions	7,395	10,419	7,205	5,881	7,755	7,596	9,672	11,250	10,577	11,873	8,999	14,473	113,095	95,542	18%
Notary	149	145	148	112	195	126	146	117	124	145	127	124	1,658	2,031	-18%
CIRCULATION															
Total Circulation (checkouts & renewals)	4,882	4,734	4,414	4,581	8,266	3,867	4,839	4,553	5,083	5,471	5,471	5,770	61,931	51,407	20%
Ebook	232	153	156	139	2095	182	221	153	189	152	309	191	4,172	1,795	132%
Eaudio	242	176	199	207	2,434	209	260	220	266	232	294	287	5,026	2,344	114%
Other	30	26	23	69		60	80	65	58	36	34	28	509	209	144%
In-House Usage	5,207	3,996	3,473	4,002	3,354	3,369	4,598	3,658	5,260	4,161	4,161	4,984	50,223	58,363	-14%
Magazine	321	329	270	316	267	267	254	255	259	280	237	223	3,278	3,859	-15%
ILLs Provided by your library	8	1	3	12	5	7	5	7	3	8	2	9	70	96	-31%
ILLs Received	19	25	38	82	24	26	29	23	15	26	25	52	384	224	53%
COMPUTER, WI-FI, WEBSITE USAGE															
Number of Sessions on Public Internet Computers	878	1,626	1,412	1,658	1,234	1,563	1,904	1,556	1,756	1,883	1,243	1,302	18,015	12,289	47%
Early Literacy Station Sessions	619	514	349	738	498	609	396	443	427	600	684	715	6,592	8,056	-18%
Number of Wireless Sessions	3,112	4,037	3,545	3,749	3,123	3,128	2,938	3,241	3,943	3,848	3,278	4,000	41,942	42,627	-2%
Hits to Library Website	4,869	11,696	4,882	4,381	3,072	3,705	4,403	4,583	5,562	5,426	4,692	4,720	61,991	48,555	28%
Online Catalog Searches	185,167	80,954	185,096	100,297	66,256	27,916	205,104	1,066,425	2,042,546	1,902,266	1,902,266	199,999	7,964,292	1,389,521	473%
PROGRAMMING															
Number of In-Person Programs	95	112	81	83	72	79	82	98	115	106	113	117	1,153	1,031	12%
Attendance at In-Person Programs	5,624	4,118	2,787	8,799	2,673	3,005	2,262	4,348	4,069	3,743	4,697	4,273	50,398	45,720	10.00%
Number of Virtual Programs	0	0	1	0	0	0	0	2	0	3	3	0	9	N/A	
Attendance at Virtual Programs	0	0	8	0	0	0	0	425	0	39	32	0	504	N/A	
Meals															
Back Pack	120	120	120	120	120	120	120	120	120	120	120	120	1,440	1,661	-13%
Meals	986	2,238	1,051	2,198	1,065	1,090	1,291	1,693	1,433	1,678	1,710	2,492	18,925	12,647	50%