

**Hamilton North Public Library
Board of Trustees Meeting Minutes
Cicero Branch – June 18, 2015 at 6:30 p.m.**

- I. Regular Session**
 - a. Call to order by Vice President Sharon Bislich at 6:30 p.m.
 - b. Members present: Mike Jenkins, Laura Holliday, Sharon Bislich, Emily Beechler, Lee Templeton
 - c. Members absent: Steve Griffith, Emily Holt
 - d. Others present: Ann Hoehn (Director), Katherine Marshall (Assistant Director), Amy Wolfe (Bookkeeper), out at 7 p.m.

- II. Review Agenda [Exhibit #1 , Pages 1]**
 - a. Review of Agenda by Vice President Sharon Bislich.

- III. Minutes – May 21th, 2015 [Exhibit #2, Pages 1-8]**
 - a. Discussion: Change to official meeting start time- now 6:46 p.m., Filled in Personal Services at \$25,639.
 - a. Motion to approve minutes for June 21th, 2015
 - i. Motion made by Mike Jenkins
 - ii. Seconded by Laura Holliday
 - iii. Motion carried by vote of 5/5

- IV. Financial Reports for May 2015 [Exhibit #3, Pages 1-26]**
 - a. Review of May report
 - iv. \$25,265 personal services, \$896 supplies, \$7,684 Other Services & Charges \$1,551 Capital Outlays, \$35,396 total expense for month. Run rate 41.8%, 41.7% of total budget used.
 - v. Motion to pay May bills
 - 1. Motion made by Laura Holliday
 - 2. Seconded by Emily Beechler
 - 3. Motion passed by a vote of 5/5 (All vote AYE)
 - 4. All signed register of claims

- V. Department Reports [Exhibit #1, Pages 3-8]**
 - A. Director – Ann Hoehn**

Last month, the Board asked what the Bounce Rate and Users on the above report are. Bounce Rate is the percentage of single-page visits to total visits. A “bounce” has occurred when someone views only one page on our website; that is, they don’t “click” and go elsewhere on the HNPL website. Users are “unique visitors.”

Cindy Ritter has jumped right into her role as the new Circulation Manager. She is very hard working, conscientious, and sets a great example for all library employees. Cindy has been asking many good questions and is learning her job quickly. I am very pleased to work with her in her new position.

I faxed to the DLGF the paperwork they need to approve our request for an additional appropriation, the public hearing for which we held last month. No response yet.

The library was closed 5/24-25 in observance of Memorial Day. I spoke about the library's Summer Reading Program at Kiwanis on 6/6. There were about 40 of their members in the audience. Kiwanis presented me with a \$500 donation to HNPL.

Kate, Mary, and I cleared out storage items from the Atlanta Branch basement. A lot of old "stuff" was recycled; a few things were taken to Good Will.

Cindy and I had a telephone conference with our account manager from Unique Management collection agency. The purpose of the meeting was to review process and procedure.

Karen Allen, who works part-time at Atlanta and Cicero Branches and has a journalism background, has agreed to write a feature story for the library's newsletter each month. She has also taken on some social media duties for the library. She seems to have the social media knack.

As it turns out, we do have a current Pavilion Use Policy which is under review. I will be presenting recommended policy changes to the Board this summer. Also, I confirmed with our insurance company that the public is covered under our liability insurance when using the pavilion.

Emily Pearson was able to procure free use of the Red Bridge Community Center for Charlie's spaghetti dinner fundraiser in exchange for the Friends of the Park's free use of the library pavilion for their August 1st concert and walk-a-thon.

Inventory continues at Atlanta and Cicero.

Charlie and Rosie Williams received the meals that the Friends of the Library and the Library Board paid for last month.

A group of quilters meets regularly at the Atlanta Branch, and Mary Palmiero, the Atlanta Branch Manager, is a quilter herself. These ladies came up with a fantastic idea. Together they will be sewing a handmade quilt which they would like to auction off for the library's centennial.

I continue to have weekly meetings with everyone who reports directly to me. I drive to Atlanta weekly to meet with Mary.

The Cicero cataloger now reports directly to Kate.

Summer Reading is going well. This year's program is seven weeks long, a week longer than in recent years. This year's Summer Reading theme for all age groups is

“heroes.” As of this meeting, we have the following number of participants: Preschool – 48; Grades K-5—145; Grades 6-12—61; Adults—99.

Summer Reading prize donations are still rolling in. We are expecting a generous donation of performance passes from the Indiana Repertory Theatre.

A young couple, Gage and Miranda Hazelwood, were married at the Cicero Library Pavilion on June 3rd. We posted the event on the library’s Facebook Page. The entry reached 471 people! Talk about good, free publicity for the library!

Richard Parker submitted to me his analysis of our marketing campaign. This topic is on our June agenda. I emailed a copy of his report to the Board on June 15.

I proctored an exam for an online student this month.

I attended the June 9th Tuesdays with Friends program, “Taking Award-Winning Photos with Chris LeSesne.” This was the kick-off event for our 2015 Annual Photographer Contest, sponsored by Friends of the Library. (Entries will be accepted July 27-31. Judging will take place in early August.)

Steve Griffith, Jim Roy, and I met with representatives from Comfort Systems. The purpose of their visit to Cicero Library is to evaluate the HVAC system. I am expecting their report in time for the June Board meeting.

I asked Friends president Emily Pearson if she could organize volunteers to do some garden weeding at Cicero Library on May 30. Six volunteers, including Steve Griffith, donated their services to the effort.

As reported earlier, Charlie Williams will not be returning to work. I told Charlie that he would receive his normal payroll check for the time being. This information was conveyed to our bookkeeper, Amy.

Jim and I are in the process of finding a candidate for the Atlanta custodian position. Jim identified a prospect. We interviewed him. I checked his references. He subsequently withdrew his application. Jim and I have restarted the search.

HNPL is assisting with the Hamilton Heights Middle and Elementary Schools’ summer reading programs by distributing books to students.

I interviewed a prospective volunteer to assist with Summer Reading, but she called and cancelled her first “gig.”

I held mandatory staff meeting(s) to review the library’s and schools’ Summer Reading Programs with staff.

I set up the June 2 Artist Reception for Deanna Leonard’s art students, whose work is currently on display at Cicero Library.

I'm doing young adult summer activities. Our meeting time is Wednesdays at 2:30 p.m. Teen summer programs include Yucky Food Challenge; Olympic Track and Field; a picnic; and, back by popular demand, Shannon Lee Alexander who is doing a writing workshop for creating strong heroes which meshes perfectly with hero summer theme.

Regarding the project to recover the wall leading to the Children's Room, Patti Host updated me on the price which is now expected to be \$2375, not \$2,285 as reported last month. I will ask the Board to approve the new price on Thursday.

I'm continuing to learn how to make various updates and revisions to the library's new website. Most updates are very easy to make; one just needs to know where to "click." Figuring out how to make the necessary updates is taking less and less time.

The State Board of Accounts "would not take exception" to not listing employee names on monthly Disbursement and Payroll Registers, according to Todd Caldwell, SBOA Assistant Director, Cities & Towns, Hospitals, Libraries, Utilities, and Special Districts.

LONG RANGE PLANNING

Financial Advice: At the May Board meeting it was agreed that I would try to schedule a meeting with the CFO of Hamilton Southeastern Schools in order to get advice on how to maintain our revenue level after we retire our debt at the end of 2017. Subsequently, however, I learned that public schools don't get County Option Income Tax (COIT). HNPL, on the other hand, relies heavily on COIT, and it is our COIT revenue that will be drastically reduced when we retire our debt.

A former director of the Sheridan Public Library recommended Crowe Horwath, financial advisors well versed in public funding. I was told "they know public libraries."

Since school finance and library finance are so different, Steve Griffith agreed that we should contact Crowe Horwath instead of the school CFO for financial advice. Steve and I had a teleconference with Crowe Horwath yesterday.

NOTES FROM OUR 5/2/2015 CONFERENCE CALL Crowe Horwath (prepared by Steve)
Steve Griffith and Ann Hoehn participated in the teleconference with financial advisors from Crowe Horwath. The advisors were told that HNPL will be retiring debt at the end of 2017 and that the library needs financial advice on our options for maintaining our revenue once the current debt is retired. (When we retire the debt, our revenue from COIT (county option income tax) will significantly decrease.)

1. Q: Is COIT the only income that we will lose? A: Yes.
2. Q: When will we lose it? A: After the January 2018 payment.
3. Q: How much? A: The lease rental for 2015 is \$297,000 (+/-). (COIT in 2014 was \$281,000). We are in competition with other like entities in Hamilton County for these funds.

4. Q: How do we replace it? A: A levy needs to be placed on the May 2017 primary or the November 2017 general election. The levy needs to be for new debt.

5. Q: When does that levy information need to be submitted in order to get on the ballot? A: For the May 2017 primary the filing needs to be in February 2017, and for the November 2017 general election the filing needs to be in July 2017.

6. Strategy for levy is extremely important. Usually the November general election is preferred (the "naysayers" and voters who are against almost everything are the ones that generally turn out for a primary).

7. To improve our chances of getting a levy approved we need a team consisting of the library director, members of the library board, personnel from a group that specializes in library (public entity) funding, a community group such as Friends of the Library, our legal representative and possibly a large legal group (i.e., some firm such as Barnes & Thornberg or Ice-Miller) who can put together the actual 500 to 600 page document.

8. It may also improve our chances of success if we have someone like Richard Parker do targeted mailings as the election approaches explaining what the levy is for, why it is necessary and the fact that the tax rate will not change if the levy is approved (assuming that the new debt is not greater than the old debt). It would also probably help if we had a door-to-door campaign just before the election by community members in support of the levy.

9. We need input from the focus group, library staff, library board and others (such as the consulting firm that we talked to on 5/2) to determine what the actual bond amount should be.

Following the meeting, Ann emailed our current debt schedule and our budget form #1782 to Herschel Frierson who is our main Crowe Horwath contact, at least for the time being. Mr. Frierson will present us with an initial plan of attack before long. He indicated that we should have something concrete to present at our June board meeting.

Focus Groups: Per Steve's suggestion, I asked Richard Parker if he would be interested in facilitating our focus groups. It sounds like he is interested in heading up the project for us. He'll do it free-of-charge; we'd have to pay for only his out-of-pocket expenses.

Richard wrote, "I have done that [focus groups] many times. Are you looking just for a "facilitator" only or also someone who knows how to formulate the proper considerations, ask and handle questions, choose the right kind of participants, manage the dynamics in the focus group dialogue, and then write a report on the results? To get the most out of a focus group, there is more to it than just presenting a premise and helping along the dialogue. There's more and I can explain it all as I have managed them, participated in many, hired others to do it, etc. Do remember that focus groups are qualitative and not quantitative. I suppose everybody knows

that. But since I am not familiar with the subject matter to be addressed, I just have to lay it out there.”

Because of other commitments, Richard won't be able to start on the project until end of June or early July, and he'll be out of town when we have the June Board meeting. He indicated, however, that he should be able to attend the July 16 Board meeting. If the Board doesn't want to wait until mid-July, perhaps we could schedule a committee meeting for just after the 4th of July and ask Richard to attend. At the June 18th meeting, we should discuss focus group composition and the information we would like to collect from the focus groups.

Richard sent me a 10-page document, Guidelines for Conducting a Focus Group. I'll bring it to the Board meeting.

Looking Ahead: Continuing Summer Reading ; 4th of July Activities

Action Item: Suggested we give a donation to the Kiwanis 4th of July Silent Auction, likely something out of our donated stash of books.

Action Item: Ann will create a comparison chart for new website stats similar to the Circulation stats for future use. Current stats overview are in Appendix 1.

Action Item: Any child participating in Summer Reading used to get a party at the end. Suggested that we do this again this year.

Action Item: Posting the Janitorial job on the website, Facebook, sign out front?

B. Assistant Director – Kate Marshall

General

- Debriefed with Emily about some of her job duties & passwords before she left.
- Became a notary
- Had several Ask a Librarian computer assistance sessions, patron seemed very pleased.
- Attended two webinars
- SPRING CLEANING Event!
- Cleaned out Atlanta storage room with Ann & Mary
- Attended Friends of the 4-H Extension Office meeting
- Prepped, edited, and finalized board reports
- Took over as supervisor for Greg, spent time evaluating and editing work-flow.
- Merged Emily's inventory team into my work-flow, kicked off Atlanta's inventory; continued monitoring project and editing parameters as needed
- Worked with Cindy to get parts of her new job up and running properly
- Created consolidated master list of passwords
- Set up Andrew & Alexa with their staff e-mails
- Contacted Mark Finnegan at Sim2K about new billing options
- Set up meeting for June 9th with a rep from IRT to talk about partnership
- Had our Evergreen Membership Directory information updated with current emails--all member communications were going to defunct email accounts.
- Contributed to Newsletter with staff picks

Technology

- Further investigation of future technology options
- More software and OS re-installations (took several days due to slow bandwidth issues at Atlanta)
- Spent entire day successfully resolving missing product keys issue, tweaking inventory list to include product keys
- Was finally able to authenticate software re-installations at Atlanta
- Updated Inventory lists re: current technology, weeded technology
- Rotated a newer computer into Cicero lab to replace a slow XP-based computer (XP no longer supported)
- Worked with SpinWeb to get staff photos uploaded to website
- Contacted & met with 2 IT vendors (GadellNet & AVC), scheduled June meeting with the 3rd one (eKeepers).
- Confirmed with RICOH they have been re-awarded state contract for copiers (re: our expiring lease next summer)
- Price out replacement for dead AWE machine.
- Navigated initial issues surrounding updating the website & summer reading software for Summer Reading.
- Uploaded board meeting minutes & newly approved policies to website

Looking forward: Organizing Summer Reading programming, research for Ann.

Action Items: Continue tracking Atlanta bandwidth (re: wifi printer & Roblox hiatus)

C. Circulation – Cindy Ritter

- a. The **circulation stats** for May were 6,910 compared to May of last year at 7,626 and a three year average of 7,880. Atlanta had 342 circulations and Cicero had 6,568. In-house use for Atlanta was 30 and Cicero had 268. Sent out 85 holds from Atlanta and 232 from Cicero. Atlanta received 11 holds from other libraries and Cicero received 317. Top selections for patrons in January were DVD, 1879; Adult Fiction, 1397; Children, 859; Juvenile Fiction, 487; Computer, 455; Juvenile Non-Fiction, 388; Adult Non-Fiction 372. **Subscription databases Usage:** Overdrive, 478; Freegal 82; Ancestry.com 53 searches.
- b. 43 new cards were issued in May.
- c. Emily Dickos has resigned and Cindy Ritter has stepped into her position as Circulation Manager.
- d. A part-time circulation staff member resigned. We hired a temporary employee to work this summer. Two permanent, part-time circulation staff members will be hired in August.
- e. **Action Item:** Try to hold more Children's event in the main area to draw more circulation.
- f. **Discussion:** We're also concerned with use of the building as well as the circulation and we're not really accounting for building use very well. It would be great to brainstorm how to report or track that better?

D. Atlanta – Mary Palmiero

We had some good participation in the Young Adult/Children Programs this month. Activities included planting flowers, general cleaning inside and outside the library, making yarn globes in patriotic colors and hanging them in the tree for Memorial Day, and making card collages.

Watching other kids participate seems to be more of an incentive to join in than planning ahead too much in detail.

Statistics

| NAME OF EVENT | NUMBER OF EVENTS | TOTAL ATTENDANCE | COST OF EVENT | COST PER ATTENDEE |
|-------------------|------------------|------------------|------------------|-------------------|
| Planting Flowers | 1 | 5 | \$18 for flowers | \$3.60 |
| Movie Afternoons | 3 | 17 | 0 | 0 |
| Library Cleanup | 1 | 8 | 0 | 0 |
| Yarn Globes | 2 | 10 | 0 | 0 |
| Collage Cards | 1 | 10 | 0 | 0 |
| Crochet and Quilt | 4 | 19 | 0 | 0 |
| TOTALS | 12 | 69 | \$18 | 26 cents |

E. Adult – Cindy Ritter

- a. May Programs: 9; Attendance, 53; Cost: \$3.00. There were 17 non-library uses of rooms.
- b. Coming up: Friday Night Outdoor Family Movies; Tuesdays with Friends, “Meet Robert Daugherty,” award-winning, retired AP photographer on 7/14 at 6:30 p.m.

F. Children’s – Debra Brown

- a. May Programs: 26; Attendance, 282; Cost: \$10.50; Cost per Attendee: .04 cents.
- b. Library Collection – Book displays this month featured Mother’s Day, Memorial Day and Baseball. Books about Super Heroes are being pulled to help assist decorating efforts for Summer Reading Program. Book inventory in the Youth Services Collection has started in the Fiction section, and we will be able to start Picture books by the end of the month. 10-15 titles pertaining to the week’s story time theme are being pulled at the beginning of each week and displayed in the programming room - caregivers indicated they would like to check out more books but often don’t have the luxury of “browsing time” after the morning program is over. They appreciate having some titles there in the room, at the ready, so they can grab and go.
- c. Programs – Programming themes this month included Children’s Book Week, Mother’s, Memorial Day and Baseball. The first week of the month was big for crafting and making gifts for mothers. The Tuesday afternoon Homeschool Program ended mid-month to be resumed after Labor Day. The Memorial Day theme was a

good opportunity to introduce and tie-in our summer reading program theme of heroes. Baseball week was fun because it gave preschoolers a chance to see picture books about all sports and hear a message about being a good teammate

- d. Looking Ahead – Summer Reading Program themes will feature a different set of heroes each week – comic book heroes, science heroes, history heroes, etc
- e. Special Thanks– The wonderful teaching staff at the Cicero Christian School – I had a great time visiting them on Friday morning for story time
- f. **Action Item:** Someone needs to start doing marketing for Debra’s events—Facebook, event calendar.

G. Young Adult – Ann Hoehn

- g. May Programs: 2; Attendance, 6; Cost \$8.00; Cost per person: \$1.33.
- h. Coming up: Teen summer programs on Wednesdays at 2:30 p.m.

H. Maintenance – Jim Roy

- a. The HVAC system electronics have been checked, adjusted where possible and Comfort Systems detected 2 defects that require replacement parts. There is an outside air control, a relatively minor repair and, as reported earlier, the boiler control is defective. We have and continue to manually control the boilers and they are presently shut down for the summer cooling system. CS is trying to locate a replacement controller of the same style and make but they are no longer manufactured so this may not be possible. If they do not locate a similar, the repair will be expensive.
- b. Comfort Systems also reviewed the mechanical equipment and is preparing a cost estimate on replacing various components which is supposed to be available for Board review at the June meeting. CS has agreed to have representatives here for a future Board meeting to answer questions and provide information for guidelines for future planning.
- c. A back flow preventer on the main water line servicing the building was leaking and required repairs from Koorsen. This service line is separate from the sprinkler system and does have a shut-off valve but it has corroded and is no longer serviceable. There is, however, an additional valve which shuts off the water flow inside the building which is in working order.
- d. Looking forward: The landscaping is behind schedule with a goal of finishing by July 4th.

VI. Old Business

I. Director’s 2015 Raise

- a. 2% raise approved
- b. Motion to increase pay for Ann for 2015 calendar year retroactive from January 1st.
 - a. Motion made by Laura Holliday
 - b. Seconded by Mike Jenkins
 - c. Motion carried by vote of 5/5

- J. Social Media Policy Draft - 1st reading [Exhibit #4, Pages 1]
 - a. 1st reading by board, no action taken at this time.
- K. Computer Technology Update [Exhibit #5, Pages 1]
 - a. T1 line installation--date is now Aug. 1st, more likely to be mid-late July. Will know better in about a week. US Signal is the new 3rd party vendor. Mike Meyers is our scheduler at ENA. Not truly complete until ENA comes out and actually hooks up the service. US Signal is only installing the infrastructure, not hooking up the service. ENA will come out before or after library is open.
 - b. Finally heard back from Sim2K about the pay-as-you-go option. We'd be paying full price per hour, which is \$110.00. Generally they bill twice a month. We currently owe them about 192.00 for currently rendered service. Have withheld asking for more fixes until we figure out what we're doing regarding switching outsourced IT.
 - c. Checked with Sue, Karen & Mary -- no one has an iPhone 6. May need to look at going password-only on the Wi-Fi, although we may want to hold off until August and we see what the increased bandwidth does for the library?
 - d. I had Atlanta shut down the computer labs on Tuesday from 3:30-7 pm because the days that are most often maxing out on bandwidth are days that are NOT Weds.
 - e. JIM: Swan quotes for Atlanta (not yet), new jack upstairs --have a name (next board mtg) & Ethernet in Kids (should be by end of next week). Without Charlie Jim is having a bit of difficulty fitting in anything that isn't cleaning & mowing right now.
 - f. Re: Atlanta outlet with mystery grounding issue. Jim has confirmed that the outlet with the issue in fact has NO grounding wire running to it. He believes he can fix it himself though. It was a 'false outlet' where a plug from the kitchen area was punched through the wall.
 - g. I went poking around the internet a bit to learn more about that online game Roblox. From a couple of sources it sounds like actively playing the game takes up the equivalent of streaming an HD movie. So one person playing the game is probably enough to tap out our entire bandwidth when combined with everyday staff usage. We're putting Roblox on hiatus until our second T1 line goes in and tracking bandwidth until then. However we are still seeing our bandwidth max out without it.
 - h. After surveying the perimeter of the ATL grounds, [Karen] can report that the Wi-Fi is accessible even in the far corners of the lawn area. (She did not go across the street because it began to rain). The further you go from the building, the weaker the signal . . . EXCEPT for the HP-Print-EC-Deskjet 3520 series. That printer (upstairs ATL) shows a stronger signal than the Wi-Fi. She can print to it from her iPad. We did see a good dip in the bandwidth when we shut the printer off, but it didn't solve the problem when more than just the staff were on the computers (2 kids playing a low-bandwidth online game kept it maxed out).
 - i. **Main conclusion:** we need an expert to come figure out why our bandwidth is being maxed out when a T1 line should definitely support more than 2 people at a time.
- L. Wireless Internet Policy, Draft – 1st reading [Exhibit #6, Pages 1-2]

- a. Motion to approve the wireless policy
 - a. Motion made by Emily Beechler
 - b. Seconded by Mike Jenkins
 - c. Motion carried by vote of 5/5

- M. Marketing Campaign Evaluation [Exhibit # 7, Pages 2, #8, Pages 10, #9, Pages 10]
 - a. Did not receive enough of a statistically significant response to do anything with.

- N. Long-Range Planning [Exhibit #10, Pages 1-2]
 - a. Interest rates are supposed to increase sooner rather than later, Bond Debt Service rates quoted are for 2015 because interest rates are low right now. {Bond Guy} said there was a way to start new bond/construction now and not have the bond tax hike kick in until the old bond ends. There should be a way that a new bond would not need to go to a public vote according to {Bond Guy}. Pay a fine to start early and get lower interest rate. We should have plenty of time to plan and do this right despite moving ahead with an early bond.
 - b. **Discussion:** Need to do research to find out what other libraries are doing to ‘future proof’ their libraries. Where are they being successful? If they aren’t successful, what IS being successful in the community?
 - c. **Discussion:** Our previous architects would be happy to help with needs assessment.
 - d. **Discussion:** Maybe try marketing the pavilion as a wedding venue?
 - e. **Discussion:** Need to upgrade at least the pavilion camera to try and catch vandals.
 - f. **Action Item:** Reach out to the architect to arrange for a needs assessment- invite them to an upcoming meeting. Let’s set a July, August, & September goal. **July meeting** –Ann will call and ask Architectural firm to come speak at July – Richard will be here next month too. KRM is an option for one of the required bids. InterDesign is our current architect. **August meeting**—talk about the idea for focus groups. We need to set types of people for the focus groups—like business leaders , parents with kids, teens, 65+, etc. We’re looking for idea generation – what are the limitations on the current building.
 - g. **Action Item:** ALA has a community engagement process- Ann will look at that.
 - h. **Action Item:** Industry research to build a list of ideas/parameters for facilitator.

- O. Recovering 3-Wall Panel – New Price
 - a. New price is \$2375 due to previous quote only covering between the pillars not entire wall.
 - b. Motion to approve just the wall covering
 - i. Motion made by Laura Holliday
 - ii. Seconded Emily Beechler
 - iii. Motion carried by a vote of 5/5

- P. HVAC Evaluation [Exhibit #11, Pages 1-2]
 - a. **Discussion:** Should we actually spend 58k on repairs when we’ll probably be doing construction very soon and tear it right out? Also current system is unlikely to cover heating/cooling needs of any new building parameters, so we need to be thinking about the bigger picture.

b. **Action Item:** Get the actual quote for repair needed only for this winter (~\$5k)

VII. New Business

Q. 2016 Budget [Exhibit #12, Pages 1]

a. We don't know the growth quotient yet, State has not released it. Estimated at 2.6% and applied to total budget. General nod of approval from board over preliminary figures.

R. Quote- Installation of New Lights for Cicero Front Awning

a. Tabled until next meeting.

VIII. Looking Ahead: Regular library board meeting on July 16th, 6:30 p.m. at Cicero Library.

IX. Meeting Adjournment

a. Motion to adjourn

vi. Motion made by Emily Beechler

vii. Seconded by Laura Holliday

viii. Motion carried by a vote of 5/5 (all vote AYE)

b. 8:17 PM meeting adjourned.

X. Executive Session – None

Audience Overview

May 1, 2015 - May 31, 2015

All Sessions
100.00%

Overview

Sessions



Sessions
2,215

Users
1,564

Pageviews
4,272

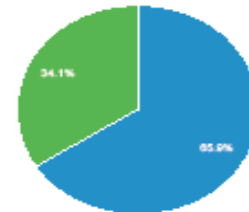
Pages / Session
1.93

Avg. Session Duration
00:01:18

Bounce Rate
66.28%

% New Sessions
65.82%

■ New Visitor ■ Returning Visitor



| Language | Sessions | % Sessions |
|--------------|----------|------------|
| 1. en-us | 1,500 | 67.72% |
| 2. (not set) | 677 | 30.56% |
| 3. en | 18 | 0.81% |
| 4. c | 5 | 0.23% |
| 5. en-gb | 5 | 0.23% |
| 6. ru | 3 | 0.14% |
| 7. cs-cz | 1 | 0.05% |
| 8. de | 1 | 0.05% |
| 9. en-au | 1 | 0.05% |
| 10. en-ca | 1 | 0.05% |