

## Prescott Public Library Board of Trustees Monthly Meeting Minutes August 17, 2017

**Present:** Charity Lubich, Jane Enright, Dave Finley, Kate Otto, Susan Oney

**Absent:** Anne Kressly, Galen Seipel

**Call to Order:** President Lubich called the meeting to order 6:45pm. with a roll call of Board members confirming that a quorum was present. This meeting is in compliance with the open meeting law.

**Agenda:** A motion to approve the agenda for August 17, 2017 was made by Kate Otto, seconded by Dave Finley, and carried.

### **Approval of Minutes:**

A motion to approve the July 20, 2017 Library Board minutes was made by Kate Otto, seconded by Susan Oney, and carried.

### **Director's Report August 2017**

<b>Revenues</b>	<b>Fines &amp; Fees</b>	<b>Copies &amp; Fax</b>	
07/24/17	\$223.85	\$264.80	
<b>Circulation</b>	<b>July 2017</b>	<b>July 2016</b>	<b>July 2015</b>
	8,393	9,368	8,428
<b>OverDrive</b>	465	471	334
<b>Pharos Internet Management</b>			
<b># of Sessions</b>	291	367	398
<b>Door Count</b>	3,574	3,202	3,313
<b>Wireless Sessions</b>	894	1040	
<b>Website Visits</b>	637	1455	

### **July 2017 Programming Statistics**

August 7<sup>th</sup> the Pierce County Finance Committee met in Ellsworth. Pierce County librarians shared information with them about Act 150 County funding. A copy of that presentation is provided. State Statutes requires counties to pay 70% of the cost to deliver library services to rural patrons. Until last year when we requested an increase, additional funds had never been provided. In 2017 that amount was increased to 75% with the stipulation that we would need to come back each year to share how the additional funds were spent and to request requests over the 70% required amount. The Pierce County Finance Committee recommended an 80% reimbursement rate to the full Board of Supervisors for 2018. We are hoping that the 80% will stand after all other budget issues are addressed.

In a meeting with City Department heads on Monday, I was told that it will be a few weeks before the City will be providing budget guidance. There has been very little net new construction.

The Prescott Municipal Building was closed on 8/16 so that all city employees could pay their respects to the family and friends of Chief of Police Gary Krutke who passed away from cancer on August 5<sup>th</sup>.

The fall utility bills will be mailed to Prescott residents at the end of August. Your library will share information about what we are providing for residents and about autumn programming.

At last months' Library Board meeting I shared information about Library Trustee Training week which takes place August 21-25 from noon to one each day. The webinar registration information was provided. All webinars are archived for later attendance and past archived trainings can be found at <http://www.wistrusteetraining.com/archive.html>.

The Technology Plan calls for two new computers to be purchased so that we are rotating out older equipment. I have ordered them and they should arrive for installation in September.

The HVAC system continues to be a problem. The humidity levels are too high. I am recommending that we purchase two or three new dehumidifiers. I purchased new humidity monitors that arrived today. Library staff began cleaning shelves. The top of the tall stacks is covered with a black greasy dirt. It is too big of a job for my staff and it requires ladders. This will need to be cleaned by Trane Company or the cleaning company for this building. I will find out and see what additional cost could be incurred by this department. We have some processing supplies that were purchased this year that appears to have mold on it.



Jane Enright <enright@prescottpubliclibrary.org>

**Re: [Moredir] Director's Council July 21**

1 message

Lori Roholt <roholt@ifls.lib.wi.us>

Wed, Jul 19, 2017 at 12:56 PM

To: Jane Enright <enright@prescottpubliclibrary.org>

Hi Jane,

Here's what I've gathered from colleagues about your estimated 2018 costs billed by IFLS. I'll include the MORE-related charges per the recommended budget draft, though of course the MORE operations and digital content numbers could change in the budget approved by Directors Council on Friday:

- MORE Operations: \$7,655
- Digital content (included in MORE budget spreadsheet): \$2,292
- Self-check (included in MORE budget's "2018 Cost to Libs" sheet): \$305
- ~~Courier: \$975/day beyond 3~~ (Eliminate Monday Delivery) - \$975.00
- Software licenses: We don't have a good estimate this far in advance. Gus recommends adding 10% to your 2017 costs to be safe, assuming you keep the same number of computers

I hope that's helpful, but please let me know if you need other details. Thanks,

Lori Roholt

MORE Administrator

Indianhead Federated Library System

1538 Truax Blvd, Eau Claire, WI 54703

Phone: 715-839-5082, ext. 123 • Fax: 715-839-5151 • Email: roholt@ifls.lib.wi.us

*\$11,227.00*

*Plus Software Licenses  
Approx #550.00*

*2018 Approximate MORE Costs = \$11,767.00*

2018 Recommended MORE Budget

2018 MORE Costs to Library Participants

Based on 2018 Recommended Budget

7/7/2017

2018 Total MORE Budget = \$ 745,963 up 7.0%  
 Less 2018 IFLS Subsidy (off top) = \$ 56,971  
 2018 MORE Budget billable to Libs = \$ 688,992  
 Add'l 2018 IFLS Subsidy = Am't per Lib (\$800 Min) \$ 525.00

<----- Includes----->

Contents Gen Maint.  
 \$ 150,792 \$ 538,200

See list of libraries with additional costs below (re: special modules or self-checks)

Line #	Library w/start date (AnnMaint next yr)	Formula Circ&Items % of Total	Total Cost per Library before IFLS Subsidy	IFLS Subsidy per Library	2018 Total Cost to Library	2018 Contents/ Materials	2018 General Maintenance	
1	Altoona 1/1/2000	3.31%	\$ 22,814	\$ 525	\$ 22,289	\$ 4,993	\$ 17,296	**
2	Baldwin 1/1/2000	1.64%	11,311	525	10,786	2,476	8,310	**
3	Balsam Lake 1/1/2000	0.69%	4,732	525	4,207	1,036	3,171	
4	CVTC 1/1/2000 (withdrawal 1/1/2006)		-	-	-	-	-	
5	Deer Park 1/1/2000	0.31%	2,158	525	1,633	472	1,161	
6	Dresser 1/1/2000	0.46%	3,152	525	2,627	690	1,937	
7	Ellsworth 1/1/2000	1.79%	12,304	525	11,779	2,693	9,086	**
8	Glenwood City 1/1/2000	0.60%	4,126	525	3,601	903	2,698	**
9	Hudson 1/1/2000	5.62%	38,694	525	38,169	8,468	29,701	**
10	LEP MPL 1/1/2000	18.83%	129,739	525	129,214	28,395	100,819	**
11	Luck 1/1/2000	0.93%	6,418	525	5,893	1,405	4,488	
12	Milltown 1/1/2000	0.90%	6,211	525	5,686	1,359	4,327	
13	New Richmond 1/1/2000	4.37%	30,093	525	29,568	6,586	22,982	**
14	Osceola 1/1/2000	1.54%	10,626	525	10,101	2,326	7,775	
15	Park Falls 1/1/2000	1.73%	11,939	525	11,414	2,613	8,801	
16	Polk County 1/1/2000		-	-	-	-	-	
17	Prescott 1/1/2000	1.52%	10,472	525	9,947	2,292	7,655	** ←
18	River Falls 1/1/2000	7.27%	50,080	525	49,555	10,961	38,594	**
19	Somerset 1/1/2000	1.30%	8,933	525	8,408	1,955	6,453	
20	Woodville 1/1/2000	0.75%	5,174	525	4,649	1,132	3,517	**
21	Boyceville * 1/1/2000	0.75%	5,191	525	4,666	1,136	3,530	
22	Colfax * 1/1/2002	0.73%	5,022	525	4,497	1,099	3,398	
23	Clear Lake * 7/1/2003	0.84%	5,787	525	5,262	1,266	3,996	
24	Centuria * 7/1/2003	0.37%	2,526	525	2,001	553	1,448	
25	Frederic * 7/1/2003	1.18%	8,138	525	7,613	1,781	5,832	**
26	Menomonie * 7/1/2003	6.46%	44,479	525	43,954	9,735	34,219	**
27	Pepin * 7/1/2003	0.57%	3,926	525	3,401	859	2,542	**
28	St Croix Falls * 7/1/2003	1.45%	10,006	525	9,481	2,190	7,291	**
29	Chippewa Falls * 1/1/2004	6.84%	47,128	525	46,603	10,314	36,289	**
30	Roberts * 7/1/2004	1.67%	11,483	525	10,958	2,513	8,445	**
31	Fall Creek * 7/1/2004	0.85%	5,847	525	5,322	1,280	4,042	
32	Spring Valley * 7/1/2004	0.81%	5,555	525	5,030	1,216	3,814	**
33	Elmwood * 1/1/2005	0.47%	3,209	525	2,684	702	1,982	
34	Hammond * 1/1/2005	1.57%	10,840	525	10,315	2,373	7,942	
35	Rice Lake * 7/1/2005	3.80%	26,184	525	25,659	5,731	19,928	**
36	Chetek * 1/1/2006	0.97%	6,694	525	6,169	1,465	4,704	
37	Augusta * 7/1/2006	0.74%	5,098	525	4,573	1,116	3,457	
38	Cadott * 7/1/2006	0.83%	5,752	525	5,227	1,259	3,968	
39	Plum City * 7/1/2006	0.73%	5,006	525	4,481	1,096	3,385	
40	Phillips * 7/1/2007	1.49%	10,258	525	9,733	2,245	7,488	
41	Stanley * 7/1/2007	1.04%	7,168	525	6,643	1,569	5,074	**
42	Barron * 7/1/2008	1.74%	11,954	525	11,429	2,616	8,813	**
43	Bruce * 7/1/2008	0.51%	3,536	525	3,011	774	2,237	
44	Cameron * 7/1/2008	0.59%	4,063	525	3,538	889	2,649	
45	Cumberland * 7/1/2008	1.60%	11,006	525	10,481	2,409	8,072	

2018 Recommended MORE Budget

Line #	Library w/start date (AnnMaint next yr)	Formula Circ&Items % of Total	Total Cost per Library before IFLS Subsidy	IFLS Subsidy per Library	2018 Total Cost to Library	2018 Contents/ Materials	2018 General Maintenance
46	Ladysmith * 7/1/2008	2.57%	17,707	525	17,182	3,875	13,307
47	Turtle Lake * 7/1/2008	0.57%	3,955	525	3,430	866	2,564
48	Sand Creek * 7/1/2010	0.29%	1,999	525	1,474	438	1,036
49	Bloomer * 1/1/2011	1.46%	10,076	525	9,551	2,205	7,346
50	Amery * 7/1/2011	2.45%	16,865	525	16,340	3,691	12,649
51	Ogema * 1/1/2012	0.52%	3,559	525	3,034	779	2,255
	IFLS Contributions to Libs				25,725		
	<b>Total</b>	<b>100.00%</b>	<b>688,992</b>	<b>25,725</b>	<b>663,267</b>	<b>150,795</b>	<b>512,472</b>

slight differences = rounding

\* Libraries added after the 1st 20

**\*\* Libraries with Additional Maintenance re: Special Modules or Self-check**

Altoona	\$305	Self-check
Amery	\$305	Self-check
Baldwin	\$305	Self-check
Barron	\$305	Self-check
Chippewa	\$305	Self-check
Eau Claire, Chippewa, Menomonie, Ladysmith, others to be determined	\$1,540	Collection agency
Ellsworth	\$305	Self-check
Frederic	\$305	Self-check
Glenwood City	\$305	Self-check
Hudson	\$610	2 Self-check
Menomonie	\$610	2 Self-check
New Richmond	\$610	2 Self-check
Pepin	\$305	Self-check
<u>Prescott</u>	<u>\$305</u>	<u>Self-check</u>
Rice Lake	\$305	Self-check
River Falls	\$610	2 Self-check
Roberts	\$305	Self-check
Spring Valley	\$305	Self-check
Stanley	\$305	Self-check
St Croix Falls	\$305	Self-check
Woodville	\$305	Self-check
<b>Total Additional Billable</b>	<b>8,863</b>	

**Prescott Public Library**  
**Paid Bills by Vendor**  
As of August 17, 2017

<u>Description</u>	<u>Account No.</u>	<u>Vendor</u>	<u>Date</u>	<u>Paid Balance</u>
<b>Books</b>	202-55-110-3-21	B & T	07/11/17	16.26
			07/11/17	321.46
			07/24/17	95.94
			07/24/17	14.86
			07/24/17	46.25
			08/02/17	170.43
		World Book	07/21/17	300.00
		Eau Claire PL	07/13/17	14.99
<b>AV</b>	202-55-110-3-24	Midwest Tape	07/28/17	39.99
			08/04/17	39.99
<b>Periodicals</b>	202-55-110-3-22	Lake Time	08/14/17	54.00
<b>Training/Travel</b>	202-55-110-3-31	Eau Claire/Jane Enright	07/21/17	76.50
		Ellsworth/Jane Enright	08/07/17	16.32
<b>Operating</b>	202-55-110-3-40	Quill	07/28/17	113.93
<b>Programming</b>	202-55-110-3-41	VISA/Papa Tronios	08/11/17	90.00
		VISA/Ptaceks	08/11/17	8.27
<b>Furniture</b>	202-55-110-3-50	Sky Coat	07/24/17	6,965.00
			<b>Total</b>	<b>\$8,384.19</b>

CITY OF PRESCOTT  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JULY 31, 2017

LIBRARY FUND (202)

	CURRENT PERIOD	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF AMOU
<u>TAXES</u>					
202-41-110-0-00 GENERAL PROPERTY TAXES	.00	116,806.82	175,458.00	58,651.18	66.6
TOTAL TAXES	.00	116,806.82	175,458.00	58,651.18	66.6
<u>MISC REVENUE</u>					
202-48-801-1-10 ACT 150 (PIERCE) COUNTY REV.	.00	54,808.00	52,703.00	( 2,105.00)	104.0
202-48-802-0-00 LIBRARY FEES & FINES	223.85	1,912.35	5,500.00	3,587.65	34.8
202-48-802-0-05 COPIES & FAXES	264.80	1,223.47	2,700.00	1,476.53	45.3
202-48-802-0-10 DONATIONS/FUNDRAISING	.00	930.07	600.00	( 330.07)	155.0
TOTAL MISC REVENUE	488.65	58,873.89	61,503.00	2,629.11	95.7
TOTAL FUND REVENUE	488.65	175,680.71	236,961.00	61,280.29	74.1

**CITY OF PRESCOTT**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2017**

LIBRARY FUND (202)

	CURRENT PERIOD	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF AMOU
<u>LIBRARY</u>					
202-55-110-1-10	LIBRARY DIRECTOR WAGES	4,496.68	30,577.42	58,469.00	27,891.58 52.3
202-55-110-1-22	LIBRARY PART-TIME WAGES	6,674.50	44,009.00	80,932.00	36,923.00 54.4
202-55-110-1-30	LIBRARY FICA	841.41	5,635.27	10,500.00	4,864.73 53.7
202-55-110-1-31	RETIREMENT	629.12	4,331.67	9,480.00	5,148.33 45.7
202-55-110-1-32	HEALTH INSURANCE	1,176.80	7,231.90	12,954.00	5,722.10 55.8
202-55-110-1-34	LIFE INSURANCE	41.65	286.65	650.00	363.35 44.1
202-55-110-1-35	DISABILITY	35.53	257.23	650.00	392.77 39.6
202-55-110-1-71	BUILDING REPAIR & MAINT WAGES	.00	131.05	250.00	118.95 52.4
202-55-110-1-72	BLDG REPAIR/MAINT WAGES PW-PT	.00	.00	100.00	100.00 .0
202-55-110-1-73	CLEANING SERVICE EXPENSE	273.15	1,912.05	3,300.00	1,387.95 57.9
202-55-110-2-10	CONTRACTUAL SERVICES	165.62	1,865.72	3,375.00	1,509.28 55.3
202-55-110-2-13	HIRING EXPENSES	.00	574.40	300.00	( 274.40) 191.5
202-55-110-2-20	TELEPHONE	166.04	1,331.14	1,200.00	( 131.14) 110.9
202-55-110-2-21	ELECTRICITY	307.25	1,795.96	5,400.00	3,604.04 33.3
202-55-110-2-22	WATER/ SEWER	.00	244.82	550.00	305.18 44.5
202-55-110-2-24	NATURAL GAS	10.05	365.19	1,600.00	1,234.81 22.8
202-55-110-3-10	OFFICE SUPPLIES	.00	985.24	1,200.00	214.76 82.1
202-55-110-3-12	POSTAGE	.00	101.42	250.00	148.58 40.6
202-55-110-3-21	PRINTED MATERIAL/ BOOKS	1,234.70	12,078.54	15,431.00	3,352.46 78.3
202-55-110-3-22	SERIALS/ PERIODICALS	56.00	1,445.95	2,000.00	554.05 72.3
202-55-110-3-24	AUDIO/ VISUAL	555.26	3,590.95	5,500.00	1,909.05 65.3
202-55-110-3-25	LIBRARY BANK FEES	2.04	29.11	100.00	70.89 29.1
202-55-110-3-31	TRAINING/ TRAVEL COSTS	76.50	205.65	1,000.00	794.35 20.6
202-55-110-3-34	M.O.R.E. COMPUTER CATALOG	.00	7,924.44	8,850.00	925.56 89.5
202-55-110-3-37	INTERNET (T-1 LINE)	.00	600.00	1,200.00	600.00 50.0
202-55-110-3-39	BLDG MAINTENANCE SUPPLIES	107.45	713.11	600.00	( 113.11) 118.9
202-55-110-3-40	OPERATING EXPENSES	1,124.32	2,237.15	2,000.00	( 237.15) 111.9
202-55-110-3-41	PROGRAMMING EVENTS	720.08	2,683.44	2,500.00	( 183.44) 107.3
202-55-110-3-42	ADVERTISING FOR EVENTS	.00	45.00	350.00	305.00 12.9
202-55-110-3-50	FURNITURE EXPENSE	6,965.20	7,194.46	.00	( 7,194.46) .0
202-55-110-3-55	TECHNOLOGY EXPENSE	.00	622.50	4,500.00	3,877.50 13.8
202-55-110-6-10	WORK COMP INSURANCE	.00	85.42	570.00	484.58 15.0
202-55-110-6-11	BUILDING/EQUIPMENT INSURANCE	.00	1,249.50	1,200.00	( 49.50) 104.1
TOTAL LIBRARY		25,659.35	142,341.35	236,961.00	94,619.65 60.1
TOTAL FUND EXPENDITURES		25,659.35	142,341.35	236,961.00	94,619.65 60.1
NET REVENUE OVER EXPENDITURES		( 25,170.70)	33,339.36	.00	( 33,339.36) .0