

Prescott Public Library Board of Trustees Monthly Meeting Minutes February 16, 2017

Present: Colleen Harris, Anne Kressly, Charity Lubich, Jane Enright, Jennifer Hanson

Absent: Galen Seipel, Susan Oney, Kate Otto

Call to Order: President Harris called the meeting to order 6:30pm. 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 February 16, 2017 was made by Anne Kressly, seconded by Charity Lubich, and carried.

Approval of Minutes:

A motion to approve the January 19, 2017 meeting minutes was made by Anne Kressly, seconded by Jennifer Hanson, and carried.

Director's Report February 2017

Revenues	ACT 150	Fines & Fees	Copies & Fax	Donation
02/10/17	\$54,808.00			
01/30/17		\$205.60	\$88.10	\$100.00
Circulation	January 2017	January 2016	January 2015	
	6,974	6,548	8,027	
OverDrive	488	473	331	
Pharos Internet Management				
# of Sessions	261	677	345	
Door Count	2,512	2,623	2,902	
Wireless Sessions	780			
Website Visits	1,442			

Program Attendance
***New Programming Specialist began 1/24/17**

	January 2017	January 2016
Adults	51	38
Children	29	56
Total	*80	94

1000 Books Before Kindergarten has had 135 registered children ages 1 month to 5 years. Of those registered, 23 have completed the program, 51 are still in progress and 61 never turned in their first completed sheet. However, there has been 269 sheets turned in with 100 books read and recorded per sheet for a total of 26,900 books read to date. Prescott area caregivers are doing a great job of developing pre-reading skills that ensure that children are ready to learn when they start kindergarten.

Library News

Danielle Welch, Programming Specialist, and Lisa Imm, Library Aide, began training on January 24th in their new positions.

Danielle was introduced to Prescott area parents and 4K teachers at her first Storytimes on January 31st and February 3rd. She has been spending time reviewing the files of her predecessor, setting Storytime schedules, ordering her materials and starting to work on the 2017 Summer Reading Program. I have sat in to critique her presentations and she is doing well at engaging the children and parents.

Lisa Imm is exceptionally efficient and accurate. She has been able to adapt to the various job duties and asks good questions when unsure of procedures. Your library is fortunate to have employed excellent candidates for these positions.

The library is closed on Presidents Day but all staff will be working. Projects include shifting the stacks to loosen up space in areas that are overcrowded. Supply inventory will be done. Danielle will organize and schedule summer events. I spoke with Public Works Director and they will assist in hauling away unused shelving and files from the storage closet and the Mississippi Room.

Skycoat has been hired to begin the cabinet and shelving project for the Mississippi Room. He will bring in color samples anytime so your library staff can choose a color that will be conducive to all residents who will be reserving the Mississippi Room, as well as the children and families attending reading programs. In May the work will be completed prior to the kick-off of the summer reading extravaganza.

The ACT 150 County revenue check arrived this week. I am pleased to announce that after a two year campaign to increase funding for the cost to provide library service to rural residents, we received the 5% increase. Pierce County Library Directors and many library advocates made this happen. That 75% (compared to the 70% that is the least amount the county can pay according to WI State Statutes) amounted to \$2,105.00 in

additional dollars. Since Prescott Library's circulation of books and materials to County residents also increased in 2015, we received \$7,278.00 more than we received from Pierce County the previous year.

I completed the 2016 annual report this week. These statistics and comparison figures will be provided to you at next month's Board meeting on March 16th.

The spring Community Education booklet will be out soon. Your library will, as usual, be announcing the summer program theme "Build a Better World." We will also be collaborating with Community Education on the 2017 Peeps Diorama contest. Interested contestants can pick up applications here beginning in March and entries will be on display April 7th-20th with all awards being announced on April 15th. Prescott's annual "Kick Off to Summer" will take place on June 2, 2017.

Dr. Seuss is on the loose at your library on March 10th at 10:30. School is not in session that day.

Since the City phone service was changed to Verizon, we have not had a consistently working Fax machine. The revenue we receive for sending Faxes has dropped dramatically. The clarity of calls is also somewhat sketchy.

Look for the City newsletter to arrive in March with your utility bills. I will be promoting the summer program and Peeps contest.

A rather unusual incident occurred this week. Every year I order Federal and State tax forms for the public to pick up here in the library hallway. Someone stole all the Federal Form 1 copies I ordered.

A motion to approve the Director's Report was made by Charity Lubich, seconded by Anne Kressly, and carried.

Note: Kate Otto joined the meeting at 6:54pm.

Financial Report:

A motion to approve the presented paid bills for February 16, 2017 was made by Anne Kressly, seconded by Jennifer Hanson, and carried.

Mississippi Room Plans

The Mississippi Room cabinets are scheduled for installation in May 2017. The staff is in the process of cleaning out the room and cabinet areas.

Personnel

The new personnel and staff hours were reviewed.

Annual Report

The Annual Report has been completed. The comparatives between 2015 and 2016 will be available at the March meeting.

Fundraising

The community / business fundraiser to assist with the Summer Reading Programs was discussed. Jane will work with the staff to locate the previous letter and business listings. Volunteers will assist with the mailing process.

Treasurer's Report:

Kate Otto reported that the Board of Trustee's account balance is \$7335.15. Ideas for programming, supplies, etc are requested to be brought to the March meeting.

Action items for March:

1. Annual Report comparisons.
2. Fundraising letter / business listing files.
3. Programming and/or supply ideas.

Adjourn: A motion to adjourn the meeting at 7:43pm was made by Kate Otto; seconded by Anne Kressly.

Next Meeting: Thursday, March 16, 2017 6:30 p.m.

Respectfully Submitted,
Charity Lubich
Secretary