

Prescott Public Library Board of Trustees Monthly Meeting Minutes February 15, 2018

Present: Charity Lubich, Kate Otto, Galen Seipel, David Finley, Carissa Langer

Absent: Susan Oney, Anne Kressley

Call to Order: President Lubich called the meeting to order 6:32pm. 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 15, 2018 made by Kate Otto, seconded by David Finley, and carried.

Approval of Minutes:

A motion to approve the November 16, 2017 meeting minutes was made by Galen Seipel, seconded by Kate Otto, and carried.

Director's Report February 2018

Revenue: December		Revenue: December	
Fines & Fees	\$230.85	Fines & Fees	\$178.36
Copies & Fax	\$33.00	Copies & Fax	\$76.00
Book Sale & Donations	\$194.75	Book Sale & Donations	\$27.00
Total	\$458.60	Total	\$281.36

*The total revenue in December 2017 was \$739.96

Revenue: January	
Fines & Fees	\$337.66
Copies & Fax	\$122.00
Book Sale & Donations	\$17.00
Total	\$476.66

Library Statistics

November	2015	2016	2017
Total Circulation (Checkouts & Renewals)	3,605	4,409	4,031
Checkins	2,824	3,402	3,155
OverDrive & Freading Checkouts	420	455	439
Pharos Internet Management	240	268	300
Door Count	2,353	2,847	2,769
Wireless Sessions	0	899	791
Website Visits	1,180	1,242	1,062

December	2015	2016	2017
Total Circulation (Checkouts & Renewals)	3,666	3,592	3,467
Checkins	3,027	3,258	2,614
OverDrive & Freading Checkouts	432	447	450
Pharos Internet Management	278	236	216
Door Count	2,479	2,146	2,258
Wireless Sessions	1	745	635
Website Visits	1,450	939	1,457

January	2016	2017	2018
Total Circulation (Checkouts & Renewals)	3,651	4,076	4,030
Checkins	2,897	3,289	3,260
OverDrive & Freading Checkouts	473	488	578
Pharos Internet Management	266	261	242
Door Count	2,623	2,512	2,775
Wireless Sessions	677	780	655
Website Visits	1,603	1,441	1,245

*These tables show the Prescott Public Library's statistics for November 2017, December 2017, and January 2018. It compares the years 2016, 2017, and 2018.

Programming Statistics

Event Attendance (November 2017)					
Age Levels	Storytime (5)	Coloring Craze	Backyard Birds Presentation	Infant Lapsit (4)	Totals
Adults	37	3	6	9	55
Teens		0	0	0	0
Children	49	0	0	13	62
Totals	86	3	6	22	117

*Number of times event occurred is (1), unless otherwise noted.

On-going Programs

1000 Books Before Kindergarten Registrations as of November 30, 2017 = 152

23 children have completed the program as of November 30.

Special Programs:

Small Business Saturday-Welcome Center – 155

Total number of people served by Programming and Outreach in November 2017 was 272



Event Attendance (December 2017)							
Age Levels	Storytime (4)	Coloring Craze	Tail Waggin Tutors (3)	Infant Lapsit (2)	Cardmaking	Crafternoon	Totals
Adults	24	3	9	3	9	5	53
Teens		0	0	0			
Children	37	0	11	7		13	68
Totals	61	3	20	10	9	18	121

*Number of times event occurred is (1), unless otherwise noted.

On-going Programs

1000 Books Before Kindergarten Registrations as of December 31, 2017 = 154

23 children have completed the program as of December 31.

	St. Joes 6 th grade class	Prescott Middle School	Prescott High School-Book Club	Total
Adult	2	16	2	20
Children	8	351	8	367
Totals	10	367	10	387



Total number of people served by Programming and Outreach in December was 508.

Event Attendance (January 2018)

Age Levels	Storytime (8)	Coloring Craze	Tail Waggin Tutors (3)	Infant Lapsit (3)	Lego Club	Knot Just Knitting	Crafternoon	Yoga	Totals
Adults	44	5	7	3	7	2	5	6	79
Teens		0	0	0			6		6
Children	60	0	10	3	19		10		102
Totals	104	5	17	6	26	2	21		187

Number of times event occurred is (1), unless otherwise noted.

On-going Programs

1000 Books Before Kindergarten Registrations as of January 31, 2018 = 156

23 children have completed the program as of December 31.

Total number of people served by Programming and Outreach in January was 187.

Library Updates

ACT 150 Funding: On Tuesday, November 14, 2017 the Pierce County Board of Supervisors met to discuss the 2018 budget. The board approved 80% as the reimbursement rate for Pierce County libraries ACT 150 funding in 2018.

MORE Directors Council: During the November director's council meeting MORE libraries voted in favor of changing the method in which libraries fill holds. It will be changing from a first-come, first serve basis to a local-holds priority. The Directors Council also voted in favor of removing the ID field from patrons' records. It is up to local library policy to decide what is collected on paper forms and what is required for registering for a library card.

Libraries Going Fine Free: We're seeing more and more libraries moving in the direction of being fines free or at least considering the possibility.

Director's Certification Courses: I've enrolled in the Basic Public Library Administration course which began February 12. This course is required within the first year of directorship.

Training: Two library staff members attended the cataloging certification retreat Monday, January 15. In order to maintain the cataloging certification through Indianhead Federated Library System, all catalogers must attend training once a year.

The director also attended an Annual Report workshop to get training to complete the library's 2017 annual report.

Allina Health Neighborhood Connection Grant: This grant helps bring communities together through healthy eating and physical activity. In order to receive this grant, we have begun incorporating programs that promote healthy and positive living in our library and therefore, our community. One such program is a regular yoga class held in the Mississippi Room. We will find out whether or not we were accepted in March 2018. If so, we will receive the funding in April 2018. The funding will then continue to go to the regular yoga classes as well as self-defense classes.

Subscriptions/Vendors: Recently, we have been taking a closer look at our vendors and evaluating whether or not to keep existing subscriptions/contracts or at the very least change what we are receiving.

Currently, our biggest vendors include Baker and Taylor (B&T), Midwest Tape, CenterPoint Large Print, and Popular Subscription. B&T and Midwest Tape still continue to be our best vendors in regards to materials purchased, popularity, and discounts we receive. The only change we made with B&T was decreasing the amount of automatically yours (AY) books coming in. After some evaluation, we found the CenterPoint Large Print books are not. Only one out of four large print books on our current subscription are checked or sent out. Even then, the one book is not getting the circulation numbers we are looking for. We believe it would be best to stop CenterPoint LP as our vendor once the contract is up in May 2018. This will allow us to shift our focus to more specific large print books that are on high-demand hold lists and requested by our patrons. We believe this will create a better balance between purchased items and circulation. Lastly, in addition to the large print books circulation numbers, we are also taking this time to evaluate Popular Subscription (Magazines/Periodicals). In an effort to reduce the items that do not get circulated or used, we are reviewing and either decreasing or replacing the magazine subscriptions here at the library. There are a handful of subscriptions that don't get checked-out and with the release of the new app, Flipster, we may or may not see circulation numbers decrease even more.

BadgerNet Upgrade: On February 8, 2018 AT&T came and did the TTU/WAN transformation for the BadgerNet upgrade. Everything went smoothly and this upgrade has increased our bandwidth to 100 Mbps.

Wisconsin.gov explains, "BadgerNet is Wisconsin's state-wide network serving all 72 counties by providing wide area network, Internet transport and video applications to state government and educational entities. The BadgerNet Broadband technology program is replacing the existing BadgerNet Converged Network (BCN)."

A motion to approve the Director's Report was made by Kate Otto, seconded by Galen Seipel, and carried.

Financial Report:

A motion to approve the presented paid bills for February 15, 2018 was made by Kate Otto, seconded by David Finley, and carried.

Personnel Updates:

Director Langer provided the board with a staff update; including new hire Miriam King. An update of employee training was also presented.

Programming Update:

Programming Specialist Danielle Welch provided the board with an update on the programming provided at the library since the November meeting. New programming materials have been purchased and helped to improve the programs experience. Increased programming options have greatly increased the attendance and visits to the library. Ms. Welch reviewed the new programs added in 2018 and the schedule for the Summer Reading Program. A public performance license was purchased to give the library the ability to show movies to the public. The first program was well attended and additional movie programs have been scheduled. Ms. Welch is in the beginning stages of creating a Teen Advisory Board. The Bylaws of the Teen Advisory Board were presented, but will be reviewed at the March board meeting.

Trustees Account:

The Board of Trustees financial account was reviewed and a discussion of the purpose of the account was held. The Summer Reading Program donation process was reviewed. Donations received will continue to pay for Summer Reading Program performers as has been the past practice.

A motion was made by Kate Otto to designate the Board of Trustees financial account be used specifically for library programming unless otherwise designated by the Board of Trustees. The motion was seconded by Galen Seipel and carried.

A motion was made by Kate Otto to allocate \$100.00 from the Board of Trustee's account to cover the cost of the Yoga class for the month of March 2018. The motion was seconded by David Finley and carried.

Mimeo Project:

Director Langer provided information regarding a possible Mimeo projector/screen for the Mississippi Room. The Cable Commission is proposing to help the library pay for the system, but the amount of assistance from the Cable Commission is unknown at this time. Additional funding would have to come from the Library's technology budget. The board will table this proposal until further information regarding cost distribution is determined.

Unfunded Needs:

Director Langer reviewed the furniture items proposed to be purchased through the unfunded needs. A library rearrangement plan was reviewed with specific locations and needs of the furniture items.

A motion was made by Kate Otto to approve the proposed library rearrangement plan and the furniture items requested, with the final proposal to be presented and approved by the Prescott City Council. The motion was seconded by Galen Seipel and carried.

Director Langer will inform the Board of a date that this presentation will be made to the Prescott City Council.

**The board convened to Executive Session at 8:17pm
The board reconvened to Open Session at 8:34pm.**

A motion was made by Kate Otto to approve the HRA reimbursement request from Jane Enright in the amount of \$235.71 with funds to be used from the 2017 budget. The motion was seconded by David Finley and carried.

Treasurer's Report:

The Board of Trustee's account balance is \$5035.15.

Action items for March:

1. Patron records – ID Fields
2. Additional information regarding Fine Free libraries
3. Teen Advisory Board Bylaws
4. Additional information regarding Mimeo Projector

Adjourn: A motion to adjourn the meeting at 8:35pm was made by Kate Otto seconded by David Finley.

Next Meeting: Thursday, March 15, 2018 6:30 p.m.

Respectfully Submitted,
Charity Lubich
President