

**Prescott Public Library Board of Trustees
November 16, 2017 at 6:30 PM
Mississippi Room
800 Borner Street North
Prescott, WI 54021**

Agenda

1. Call to order
2. Establish a quorum
3. Certification of compliance with open meeting law
4. Modify or accept agenda
5. Approve or amend September 21, 2017 Library Board meeting minutes
6. Review and approval of Director's report
7. Review and approval of library expenditures
8. 2018 Closed Days revision
9. 2018 Budget update and revisions
 - a. 2018 Wages
 - b. Unfunded Need
 - c. Cleaning Service Expense
10. Request list for programming: Danielle Welch
11. Treasurers report
12. Issues and assignments for the December 21, 2017 Board meeting
13. Adjourn

Notice: Access to the Municipal Building for the Disabled is available through the parking lot entrance. All those with special needs should call the library (715-262-5555) if assistance is required.

Director's Report November 2017

Revenue	
Fines & Fees	\$97.00
Copies & Fax	\$227.70
Book Sale	\$34.00
Total	\$358.70

*This table shows the revenue of the Prescott Public Library for November 2017.

Library Statistics

October	2015	2016	2017
Total Circulation (Checkouts & Renewals)	4,057	4,403	4,491
Checkins	3,258	3,860	3,515
OverDrive & Freading Checkouts	438	452	499
Pharos Internet Management	304	295	334
Door Count	2,944	3,031	2,982
Wireless Sessions	N/A	880	898
Website Visits	1,485	879	N/A

*This table shows the Prescott Public Library statistics for the month of October. It compares the years 2015, 2016, and 2017.

Programming Statistics

Event Attendance (October 2017)				
Age Levels	Storytime (8)	Coloring Craze	NAMI Presentation	Totals
Adults	61	2	6	69
Teens	0	0		0
Children	86	0		86
Totals	147	2	6	155

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

On-going Programs

1000 Books Before Kindergarten Registrations as of October 31, 2017 = 152

23 children have completed the program as of October 31.

Total number of people served by Programming and Outreach in October 2017 was 155.

Library Updates

Staff: On Tuesday, October 3, 2017 Carissa Langer started as the new Prescott Public Library Director. All staff members are now working 25 hours per week. I will be hiring a new Library Assistant to begin working in 2018.

Stephanie Boden has been approved by City Council as our newest library board trustee.

Programming: Beginning in November the library will be incorporating Infant Lapsit Storytime and an extra Adult Coloring Craze day into our regular programming. Other programs and events happening in November are:

1. Food For Fines (all month)
2. Backyard Birds: Attracting and Identifying Them by Judith Sparrow (November 15 at 6:30 p.m.)
3. Small Business Saturday (November 25 from 10:00a.m - 2:00p.m.)

Kiwanis: Thursday, November 2, 2017 I gave a presentation alongside Erica Keezer and Joan Simon at Kiwanis. The presentation was called, "Libraries Lead" and focused on the importance libraries hold in helping kids read, learn, and get involved. My part focused mainly on the collaboration between the Prescott Public Library and Prescott schools.

Budget: The Prescott Public Library's 2018 budget was proposed to the Prescott City Council on October 17, 2017.

ACT 150 Funding: On Tuesday, November 14, 2017 the Pierce County Board of Supervisors met for the 2018 budget. For our ACT 150 funding, the board approved the 80% reimbursement rate for 2018.

Cleaning Service: Prescott City Hall is currently looking into hiring PRO Cleaners 4U LLC for our cleaning service.

Construction Clean-up: The lights have been fixed and cleaned, ceiling tiles have been replaced, and hole in the wall by the printer has been covered.

Prescott Public Library Bills: October 2017

Vendor	Description	Account No.	Invoice #	Invoice Date	Paid Balance
B&T	Movies	202-55-110-3-24	B62924150	10/5/2017	\$16.55
Midwest Tape	Audiobooks	202-55-110-3-24	95461841	10/6/2017	\$39.99
EO Johnson	Contractual Service	202-55-110-3-10	INV206800	10/6/2017	\$70.84
B&T	Books	202-55-110-3-21	2033207516	10/5/2017	\$63.37
B&T	Books	202-55-110-3-21	2033207517	10/5/2017	\$17.93
B&T	Books	202-55-110-3-21	2033207518	10/5/2017	\$29.96
Prescott Area Historical	Books	202-55-110-3-21	City Check	10/18/2017	\$32.00
B&T	DVDs	202-55-110-3-24	B64133520	10/18/2017	\$185.88
B&T	Books	202-55-110-3-21	2033236677	10/18/2017	\$127.85
B&T	Books	202-55-110-3-21	2033236678	10/18/2017	\$5.03
B&T	Books	202-55-110-3-21	2033236679	10/18/2017	\$26.42
B&T	Books	202-55-110-3-21	2033238249	10/19/2017	\$16.83
B&T	Books	202-55-110-3-21	2033238250	10/19/2017	\$178.11
B&T	Books	202-55-110-3-21	2033238171	10/19/2017	\$306.13
B&T	Books	202-55-110-3-21	2033241139	10/20/2017	\$31.40
B&T	Books	202-55-110-3-21	2033241140	10/20/2017	\$107.62
B&T	DVDs	202-55-110-3-24	B64696580	10/24/2017	\$22.31
IFLS	Computers	202-55-110-3-55	217353	10/5/2017	\$1,664.48
B&T	Books	202-55-110-3-21	2033254008	10/25/2017	\$31.41
B&T	Books	202-55-110-3-21	2033254009	10/25/2017	\$3.14
B&T	Books	202-55-110-3-21	2033254010	10/25/2017	\$39.95
B&T	Books	202-55-110-3-21	2033254011	10/25/2017	\$99.50
Total=					\$3,116.70

CITY OF PRESCOTT
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	175,458.00	175,458.00	.00	100.0
TOTAL TAXES	.00	175,458.00	175,458.00	.00	100.0
<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	269.97	2,781.45	5,500.00	2,738.55	50.2
202-48-802-0-05 COPIES & FAXES	24.90	1,781.82	2,700.00	918.18	66.0
202-48-802-0-10 DONATIONS/FUNDRAISING	99.47	1,079.94	600.00	(479.94)	180.0
TOTAL MISC REVENUE	394.34	60,431.21	61,503.00	1,071.79	98.3
TOTAL FUND REVENUE	394.34	235,889.21	236,961.00	1,071.79	99.6

CITY OF PRESCOTT
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 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	10,095.73	51,914.84	58,469.00	6,554.16 88.8
202-55-110-1-22	LIBRARY PART-TIME WAGES	6,242.50	66,142.50	80,932.00	14,789.50 81.7
202-55-110-1-30	LIBRARY FICA	1,248.80	8,933.35	10,500.00	1,566.65 85.1
202-55-110-1-31	RETIREMENT	548.55	6,440.77	9,480.00	3,039.23 67.9
202-55-110-1-32	HEALTH INSURANCE	1,076.52	10,158.96	12,954.00	2,795.04 78.4
202-55-110-1-34	LIFE INSURANCE	13.72	383.67	650.00	266.33 59.0
202-55-110-1-35	DISABILITY	32.69	360.98	650.00	289.02 55.5
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	2,731.50	3,300.00	568.50 82.8
202-55-110-2-10	CONTRACTUAL SERVICES	70.84	2,130.56	3,375.00	1,244.44 63.1
202-55-110-2-13	HIRING EXPENSES	.00	574.40	300.00	(274.40) 191.5
202-55-110-2-20	TELEPHONE	120.83	1,782.68	1,200.00	(582.68) 148.9
202-55-110-2-21	ELECTRICITY	303.81	2,752.60	5,400.00	2,647.40 51.0
202-55-110-2-22	WATER/ SEWER	.00	371.22	550.00	178.78 67.5
202-55-110-2-24	NATURAL GAS	60.70	471.15	1,600.00	1,128.85 29.5
202-55-110-3-10	OFFICE SUPPLIES	.00	1,099.17	1,200.00	100.83 91.6
202-55-110-3-12	POSTAGE	.00	119.78	250.00	130.22 47.9
202-55-110-3-21	PRINTED MATERIAL/ BOOKS	1,335.75	14,805.23	15,431.00	625.77 95.9
202-55-110-3-22	SERIALS/ PERIODICALS	180.60	2,099.55	2,000.00	(99.55) 105.0
202-55-110-3-24	AUDIO/ VISUAL	327.40	4,367.71	5,500.00	1,132.29 79.4
202-55-110-3-25	LIBRARY BANK FEES	.00	36.08	100.00	63.92 36.1
202-55-110-3-31	TRAINING/ TRAVEL COSTS	.00	277.05	1,000.00	722.95 27.7
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	91.17	1,012.21	600.00	(412.21) 168.7
202-55-110-3-40	OPERATING EXPENSES	85.00	2,517.52	2,000.00	(517.52) 125.9
202-55-110-3-41	PROGRAMMING EVENTS	.00	2,781.71	2,500.00	(281.71) 111.3
202-55-110-3-42	ADVERTISING FOR EVENTS	.00	145.00	350.00	205.00 41.4
202-55-110-3-50	FURNITURE EXPENSE	.00	7,194.46	.00	(7,194.46) .0
202-55-110-3-55	TECHNOLOGY EXPENSE	.00	822.50	4,500.00	3,877.50 13.8
202-55-110-6-10	WORK COMP INSURANCE	291.06	376.48	570.00	193.52 66.1
202-55-110-6-11	BUILDING/EQUIPMENT INSURANCE	.00	1,249.50	1,200.00	(49.50) 104.1
TOTAL LIBRARY		22,398.82	202,488.62	236,981.00	34,472.38 85.5
TOTAL FUND EXPENDITURES		22,398.82	202,488.62	236,981.00	34,472.38 85.5
NET REVENUE OVER EXPENDITURES		(22,004.48)	33,400.59	.00	(33,400.59) .0

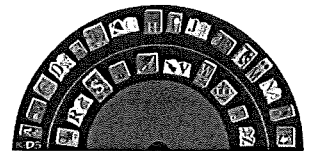
Programming Supplies Request

By order of priority:

1. **Brother Scan & Cut** - \$309.95 @ Walmart
The Scan & Cut will allow us to cut alphabet letters as well as any SVG design that can be used to decorate the storytime room, library, displays, in summer reading programs crafts
 - a. Consumable Supplies-(\$50) Cardstock and replacement mats
2. **Legos for Lego Club** (\$400)
Lego clubs are very successful throughout libraries throughout the state and country.
3. **Magna-Tiles Starter Set** - \$129.99 Lakeshore Learning
 - a. Magna Tiles are useful with different STEM programs and are good manipulatives for children 3 and older.
4. **Safety Wall Mirrors** (2 X 4) Lakeshore Learning \$149
5. **Rhythm Sticks** (20 pair @ 3.69 each pair)
 - a. Rhythm Sticks are another way for children to participate in storytime, just as with shakers. This promotes listening skills, following directions and participation.
6. **Shaker Egg** (\$19.99)
 - a. Replacement for some broken eggs.
7. **Wrist & Ankle Bells** (\$39.99)
 - a. For movement in Infant/Toddler Lapsit
8. **Shake & Move Ribbon Bells** (\$24.99)
 - a. For movement in Infant/Toddler Lapsit
9. **Soft & Washable Sensory Ball** (\$29.99)
 - a. Sensory balls are good for infants when exploring their environment.
10. **Fidgets for Storytime** (Approx \$50)
 - a. Children with learning disabilities and sensory issues are often times able to focus on stories and instructions when they have an object in their hands to “fidget” with.
11. **Hardwood Unit Blocks** – Lakeshore Learning \$549 for 184 pc builder set (cabinet additional \$319).
 - a. The building blocks would not only be used during our building crafts nights during the summer reading program but after morning story times. They would be stored in the Mississippi for use for 30 minutes after storytime. This promotes sharing, playing, develops perception and problem solving skills which can all be used in early literacy.
12. **Lakeshore Cuddly Washable Dolls** (\$69.99)
13. **Toddler Bristle Builders** - Lakeshore Learning (\$39.99)
 - a. These builders are especially useful after lapsit story times to promote problem solving and creativity in the under 2 crowd.
14. **Ukulele** (\$59.99 Brickhouse Music) For Danielle to play during storytime for music and movement time.
15. **Rug for Mississippi Room** (\$484.99)

Total= \$2505.00 without the block cabinet.

Total= \$2825 with the block cabinet.



A motion to approve the Director's Report was made by Ann Kressly, seconded by Dave Finley, and carried.

Financial Report:

A motion to approve the presented paid bills for October, 2017 was made by Kate Otto, seconded by Ann Kressly, and carried.

2018 Library Closed Days was presented by Carissa Langer for review by board.

A motion to approve the 2018 date's was made by Kate Otto, seconded by Dave Finley, and carried.

2018 Budget update and revisions:

2018 Staff Wages

A motion to approve the 2% increase for library staff and increase Debbie Chernohorsky's wages from \$14 (in 2017) to \$15 (in 2018) since she will have more responsibilities was made by Kate Otto, seconded by Ann Kressly, and carried.

Unfunded Need expense

\$10,000 was requested from the Prescott City Council for replacing furniture.

Cleaning Service: Prescott City Hall is currently looking into hiring PRO Cleaners 4U LLC for our cleaning service. A motion to stay with current cleaning bill split with city 55% city / 45% library was made by Kate Otto, seconded by Ann Kressly, and carried.

ACT 150 Funding: On Tuesday, November 14, 2017 the Pierce County Board of Supervisors met for the 2018 budget. A motion to use the ACT 150 funding for books and materials was made by Ann Kressly, seconded by Kate Otto, and carried.

Request list for programming:

Danielle Welch presented list of Programming Supplies needed.

A motion to use the treasurer fund for the fifteen items on the written list, with the addition of two sets of item 3, Magna-Tiles, was made by Kate Otto, seconded by Stephanie Boden, unanimous vote and carried.

Treasurer's Report:

A Treasure's report was reviewed. \$7860.15 balance reported.

Action items for January 2018:

- 1. Personnel Update**
- 2. Update on Programming Purchases**
- 3. Discuss Trustee Account**
- 4. Art work for walls in Mississippi Room**

Adjourn: A motion to adjourn the meeting at 8:15pm was made by Ann Kressly, seconded by Kate Otto.

Next Meeting: Thursday, January 18, 2018 6:30 p.m.

Respectfully Submitted,

Susan Oney