

# Prescott Public Library Board of Trustees Monthly Meeting Minutes October 18, 2018

**Present:** Charity Lubich, Anne Kressley, Kate Otto, Galen Seipel, David Finley, Amy Fiege, Danielle Welch, Susan Soberg

**Absent:** Susan Oney

**Call to Order:** President Lubich 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 October 18, 2018 made by Kate Otto, seconded by Anne Kressley, and carried.

## **Approval of Minutes:**

A motion to approve the September 20, 2018 meeting minutes was made by Anne Kressley, seconded by Kate Otto, and carried.

## **Director's Report October 18, 2018**

<b>Revenue: September 2018</b>	
Fines & Fees	\$356.50
Copies & Fax	\$128.55
Book Sale & Donations	\$220.40
<b>Total</b>	<b>\$705.45</b>

\*The coin-operated machine for the printer was emptied in August 2018 resulting in a higher amount for copies/faxes.

## **Library Statistics**

<b>September</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Total Circulation (Checkouts & Renewals)	4,208	3,876	3,560
Checkins	3,348	3,019	2,931
OverDrive & Freeding Checkouts	469	503	559
Pharos Internet Management	296	324	261
Door Count	3,052	2,782	2,975
Wireless Sessions	990	903	1,059
Website Visits	844	1,110	1,066
New Patrons	23	14	26
New Items	205	139	191

**September 2018 Programming Statistics  
Event Attendance**

Age Levels	Storytime(5)	Yoga (6)	Lego Club (1)	Frankenstein in Presentation	Movie (3)	Nutrition Class (4)	Teen Book Club	Coloring Craze (2)	TAB	Totals
Adults	44	66	4	15	8	10	1	7	1	156
Teens					6		3		14	23
Children	54		12							66
<b>Totals</b>	<b>98</b>	<b>66</b>	<b>18</b>	<b>15</b>	<b>14</b>	<b>10</b>	<b>4</b>	<b>7</b>	<b>15</b>	<b>247</b>

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

**Outreach**

Activity	Location	Date(s)	Attendance			Total
			Adults	Teens	Children	
High School Book Club	Prescott High School	9/7/18	2	10		12
<b>Totals</b>						<b>12</b>

**1000 Books Before Kindergarten** Registrations as of September 30 = 175  
27 children have completed the program as of September.

**Total number of people served by Programming and Outreach in September 2018 was 259.**

September Stats and Counts History

<u>Year</u>	<u>Count</u>
2018.....	259
2017.....	117
2016.....	342
2015.....	no information
2014.....	299
2013.....	111

## **Library Updates**

**ACT 150:** The Pierce county libraries have been working to get our county/ACT 150 reimbursement rate up to 85%. At the last meeting, the Pierce County Finance and Personnel Committee voted to keep the rate at 80% for 2019, which they will take to the Pierce County Board of Supervisors budget hearing October 23, 2019. At the county budget meeting on October 23, a supervisor (possibly Rod Gilles or Mike Kahlow) will make a motion to amend the 80% recommendation and open the floor to discussion and consideration of increasing to 85%. Spring Valley's library board/village representative, Rich O'Connell, has been working on behalf of the Pierce County libraries to obtain this amendment to the committee's recommendation. Rich has drafted a letter which will be sent out to the county board supervisors about the importance of the funding and how it will help our libraries and communities.

The county budget meeting is on October 23, 2019. Courthouse - County Board Room; 414 W. Main St. – Ellsworth, WI. Please consider going to show support for our library and the rest of the libraries in Pierce County.

**Records Retention Schedule for Wisconsin Public Libraries:** The General Records Schedule for Wisconsin's Public Libraries and Public Library Systems and Related Records has been approved by the Wisconsin Historical Society and public records board. This schedule was approved by the Prescott Public Library Board of Trustees at the June 2018 meeting.

**A motion to approve the Director's Report was made by Anne Kressley, seconded by Kate Otto, and carried.**

### **Financial Report:**

**A motion to approve the presented paid bills for October 18, 2018 was made by Kate Otto, seconded by Amy Fiege, and carried.**

### **New Business:**

#### **Budget Review:**

President Lubich presented the budget to the Prescott City Council on October 15, 2018. No questions were raised by the council members.

#### **Programming Update:**

Programming Specialist Danielle Welch presented a programming update to the board. Current library programs were reviewed and an update of the summer reading program was presented. The 2019 summer reading program theme was discussed. The Teen Advisory Board (TAB) has increased in its volunteers and there are currently 54 active students.

**A motion was made by Kate Otto to provide the Teen Advisory Board the amount of \$88.74 to be used for t-shirt purchases with funds provided by the Library Board of Trustees account. The motion was seconded by Anne Kressley and carried.**

**Treasurer's Report:**

The Board of Trustee's account balance is \$4647.15

The signature change at BMO Harris bank has been difficult. A discussion of a potential bank change was led by Kate Otto, outgoing treasurer, and Amy Fiege, incoming treasurer. Additional information will be brought back to the next board meeting.

**Action items:**

1. ACT 150 update.
2. Bank account change review.
3. Staffing update.

**Adjourn:** A motion to adjourn the meeting at 7:40pm was made by Amy Fiege seconded by Kate Otto.

Next Meeting: Date to be determined. The meeting will be held after the return of Carissa Langer and will combine a November and December meeting.

Respectfully Submitted,  
Charity Lubich  
President