

## Prescott Public Library Board of Trustees Monthly Meeting Minutes September 20, 2018

**Present:** Charity Lubich, Dave Finley, Amy Fiege, Susan Oney, Kate Otto, Anne Kressly, Susan Soberg for Carissa Langer

**Absent:** Galen Seipel, Carissa Langer

**Call to Order:** President Lubich called the meeting to order 6:34pm with a roll call of Board members confirming that a quorum was present. This meeting is in compliance with the open meeting laws.

**Agenda:** A motion to modify the agenda for September 20, 2018 to add 8c., IFLS delivery day, in New Business was made by Kate Otto, seconded by Amy Fiege, and carried.

### **Approval of Minutes:**

A motion to approve the August 16, 2018 Library Board minutes was made by Anne Kressly, seconded by Dave Finley, and carried.

### **Director's Report September 20, 2018**

<b>Revenue: August 2018</b>	
Fines & Fees	\$421.95
Copies & Fax	\$287.15
Book Sale & Donations	
<b>Total</b>	<b>\$709.10</b>

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

### **Library Statistics**

<b>August</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Total Circulation (Checkouts & Renewals)	4,555	3,512	4,989
Checkins	3,985	3,867	4,243
OverDrive & Freeding Checkouts	455	515	634
Pharos Internet Management	339	357	279
Door Count	3,463	3,275	3,869
Wireless Sessions	971	765	1,141
Website Visits	997	895	1,151
New Patrons	16	13	21
New Items	202	94	167

**Programming Statistics**

**August 2018: Event Attendance**

Age Levels	Storytime	Yoga (4)	Lego Club (1)	Laser & Science Night	Movie (7)	Kevin Hall-Magic Maniac	Teen Open Mic Night	TAB
Adults	11	44	4	11	13	33		
Teens				19	2	3	8	
Children	5	1	12	13	35	113		
<b>Totals</b>	<b>16</b>	<b>45</b>	<b>16</b>	<b>43</b>	<b>50</b>	<b>149</b>	<b>8</b>	

Age Levels	Nutrition Class (4)	Family Game Night	Teen Lock In	Teen Book Club	Coloring Craze (2)	Totals
Adults	47	2	3	1	6	<b>173</b>
Teens		1		6		<b>49</b>
Children	1	1	16		3	<b>184</b>
<b>Totals</b>	<b>48</b>	<b>4</b>	<b>19</b>	<b>7</b>	<b>9</b>	<b>425</b>

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

**On-going Programs**

***Summer Library Program***

Registrations as of August 31 = 387

***1000 Books Before Kindergarten***

Registrations as of August 31 = 165

27 children have completed the program as of August.

**Total number of people served by Programming and Outreach in August 2018 was 425.**

Year	Programs	Totals
2015	2	22
2016	7	92
2017	7	137
2018	26	425

**Upcoming/On-going Programs:** Nutrition and Wellness Classes (Wednesdays at 6pm), Yoga (Mondays at 2pm and Wednesdays at 10am), Storytime (Tuesdays and Fridays, Movies at the library (Mondays at 5:30pm).

**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.

### **Directors Report:**

Susan Soberg in place of Carissa Langer who is out on maternity leave.

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

### **Financial Report:**

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

### **New Business:**

\*Review and approval of 2019 Library budget:

- a. Review and approval of 2019 library wages  
Board went into closed session at 7:04pm; a motion to increase library staff salary and wages as proposed for 2019 was made by Susan Oney, seconded by Kate Otto, and carried. 7:10 pm closed session ended.
- b. Discussion on building usage split with City of Prescott for budgeting purposes and full review of the proposed 2019 budget:  
A motion to approve the proposed budgets, either with the 45/55 or 50/50 split with the Prescott Public Library and the City of Prescott, with recommendation for the City of Prescott to include the Library Director in decisions of operating the building, building expenditures, etc., was made by Kate Otto, seconded by Dave Finley, and carried.

c. IFLS Delivery Day

Decrease IFLS delivery from 4 days to 3 days, proposed delivery days would be Monday, Wednesday and Friday. This will be reviewed again after Director Langer returns as it does not affect the current budget.

\*Review and possible action for new library board trustee:

Board reviewed two applications for filling vacant library board position. Susan Oney nominated Gerald Klassen, seconded by Kate Otto. Put to board to vote, the motion passed unanimously. Sending to City Council for approval.

**Treasurer's Report:** \$4647.15

**Issues and assignments for October 18, 2018 Board meeting:**

- Review of Budget Presentation

**Adjourn:** A motion to adjourn the meeting at 7:22pm was made by Dave Finley, seconded by Anne Kressly.

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

Respectfully Submitted,

Susan Oney