

# Prescott Public Library Board of Trustees

## Monthly Meeting Minutes

### July 18, 2019

**Present:** Charity Lubich, Anne Kressley, David Finley, Jerry Klasen, Carissa Langer

**Absent:** Susan Oney, Amy Fiege, Galen Seipel

**Call to Order:** President Lubich called the meeting to order 6:33pm 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 July 18, 2019 made by Ann Kressley, seconded by Dave Finley, and carried.

#### Approval of Minutes:

A motion to approve the June 20, 2019 meeting minutes was made by Jerry Klasen seconded by Ann Kressley and carried.

### Director's Report

#### July 18, 2019

2019 Revenue							
	Fines/Fees	Copies/Faxes	Donations	ACT 150	ACT 420	Total	Notes
January	\$291.50	\$134.85	\$13.25		\$224.02	\$663.62	ACT 420-Dunn County
February	\$258.64	\$112.35	\$33.00	\$68,675		\$69,078.99	ACT 150-Pierce County
March	\$335.17	\$341.60	\$50.06		\$216.48	\$943.31	ACT 420-St. Croix County; The coin-operate
April	\$229.56	\$166.00	\$22.34			\$417.90	
May	\$366.30	\$126.40	\$50.00			\$542.70	
June	\$405.19	\$285.15	\$58.00			\$748.34	
July						\$0.00	
August						\$0.00	
September						\$0.00	
October						\$0.00	
November						\$0.00	
December						\$0.00	

#### Library Statistics

June	2017	2018	2019
Total Circulation (Checkouts & Renewals)	4,916	4,924	5,108
Checkins	3,390	3,292	3,663
OverDrive & Freading Checkouts	515	548	779
Pharos Internet Management	334	262	138
Door Count	3,877	3,531	3,648
Wireless Sessions	1,009	1,142	929
Website Visits	931	1,210	1,410
New Patrons	27	36	22
New Items	147	170	200

## Program Statistics

Continuing Programs: June 2019								
	Storytime	Yoga	Movies	Coloring	Lego Club	TAB	Tail Waggin' Tutors	Totals
# of times event occurred	3	6	3	2	1	1	1	17
<b>Age Levels</b>								
Children	30	0	9	0	5	0	1	45
Teens	0	0	0	0	0	12	0	12
Adults	18	72	9	6	1	1	2	109
<b>Totals</b>	<b>48</b>	<b>72</b>	<b>18</b>	<b>6</b>	<b>6</b>	<b>13</b>	<b>3</b>	<b>166</b>

SRP Programs: June 2019							
	Family Craft N	Planting Activ	Fun with STEM	Driftless	Teen Trivia	Lego Guy	Totals
# of times event occurred	1	1	1	1	1	1	6
<b>Age Levels</b>							
Children	2	6	14	0	0	13	35
Teens	6	2	9	3	11	3	34
Adults	2	7	7	6	1	7	30
<b>Totals</b>	<b>10</b>	<b>15</b>	<b>30</b>	<b>9</b>	<b>12</b>	<b>23</b>	<b>99</b>

## Outreach

Activity	Location	Date	Totals
Prescott Kick-Off to Summer	Prescott Middle School	5-Jun	56

\*Totals reflect number of registrants for the Summer Reading Program

**Outreach total: 56**

## Drop-in Programs

Bookworm Counting (continuing): 23 participants

## 1000 Books Before Kindergarten

Registrations as of June 2019: 183

Completed program as of June 2019: 30

\*1 new registration and 0 new completions from last month

**Total Numbers (Programming, Outreach, & Drop-ins): 344**

Upcoming: Books and Benches: Storytime at Freedom Park, Traveling Lantern Theatre Company: My Mother the Astronaut (at Ptaceks Event Center), Pint Size Polkas (SRP Finale).  
Continuing Programs: Movie Mondays, Yoga, Adult Coloring, Storytime, LEGO Club, Tail Wagging Tutors, and Teen Advisory Board (TAB)

## **Library Updates**

**E-Library Cards:** E-cards are now available for patrons to check out e-materials. If a patron wants to check out physical materials, they must come into the library to sign up for a regular card. Signing up for an e-card also allows patrons access to online resources such as Transparent Language, Lynda, Freading and WI Digital Library.

**Family Resource Center:** We met with the Family Resource Center of St. Croix Valley who would like to change locations to Prescott. They would like to have their sessions (winter, spring and fall) for their Play and Learn classes at the library and possibly partner with us for some of the activities.

**Wisconsin Trustee Training Week:** August 12-16, 2019. You must register for each session individually. Sessions will begin at 12:00 pm each day, are 60 minutes and will be recorded.

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

### **Financial Report:**

**A motion to approve the presented paid bills for July 18, 2019 was made by Dave Finley, seconded by Ann Kressley, and carried.**

### **New Business:**

#### **Library Circulation Policy**

Library Director Langer presented changes to the Prescott Public Library Circulation Policy. The changes were reviewed and discussed. An updated form titled "Appeal of Library Charges" was also presented for review.

**A motion was made by Dave Finley to accept the proposed changes to the Library Circulation Policy and to adopt the updated form "Appeal of Library Charges." The motion was seconded by Ann Kressley and carried.**

#### **Wi-Fi Hot Spots**

Library Director Langer proposed the purchase of HotSpots to be available for checkout by patrons. A Wi-Fi HotSpot Lending Policy and User Agreement was also presented to the Board of Trustees. Langer explained that the Technology budget would allow for the purchase of the hotspots for the 2019 calendar year. Hotspot service plans were also reviewed.

**A motion was made by Jerry Klasen to allow the Prescott Public Library to purchase four (4) hotspots with service plans from T-Mobile with funds being used from the Technology budget. The motion included adoption of the Wi-Fi HotSpot Lending Policy and User Agreement. The motion was seconded by Ann Kressley and carried.**

**Treasurer's Report:**

The Board of Trustee's account balance is \$7042.61.

**Action items:**

1. Discussion / Action on Friends Group
2. Preliminary Budget for 2020

**Adjourn:** A motion to adjourn the meeting at 7:51pm was made by Jerry Klasen, seconded by Dave Finley.

Respectfully Submitted,  
Charity Lubich  
President