

## Prescott Public Library Board of Trustees Monthly Meeting Minutes September 19, 2019

**Present:** Carissa Langer, Amy Fiege, Jerry Klasen, Susan Oney, Charity Lubich

**Absent:** Dave Finley, Galen Seipel, Anne Kressly

**Call to Order:** Charity Lubich called the meeting to order at 6:35pm 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 accept the agenda for September 19, 2019 was made by Jerry Klasen, seconded by Amy Fiege, and carried.

### Approval of Minutes:

A motion to approve the August 15, 2019 Library Board minutes was made by Jerry Klasen, seconded by Amy Fiege, and carried.

### Director's Report September 19, 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         | \$405.15   | \$204.85     | \$73.05   |          |              | \$683.05           |   |
| August       | \$390.99   | \$296.75     | \$29.80   |          |              | \$717.54           | The coin-operated machine for the printer/cop |
| September    |            |              |           |          |              | \$0.00             |   |
| October      |            |              |           |          |              | \$0.00             |   |
| November     |            |              |           |          |              | \$0.00             |   |
| December     |            |              |           |          |              | \$0.00             |   |
|              |            |              |           |          | <b>Total</b> | <b>\$73,795.45</b> |   |

### Library Statistics

| August                                   | 2017  | 2018  | 2019  |
|--|-------|-------|-------|
| Total Circulation (Checkouts & Renewals) | 4,411 | 4,989 | 4,411 |
| Checkins                                 | 3,867 | 4,243 | 3,752 |
| OverDrive & Freading Checkouts           | 515   | 634   | 767   |
| Pharos Internet Management               | 357   | 279   | 232   |
| Door Count                               | 3,275 | 3,869 | 3,112 |
| Wireless Sessions                        | 765   | 1,141 | 832   |
| Website Visits                           | 895   | 1,151 | 1,488 |
| New Patrons                              | 13    | 21    | 17    |
| New Items                                | 94    | 167   | 207   |

### Program Statistics

| Programs: August 2019 |           |            |           |                |           |           |              |              |               |            |
|-----------------------|-----------|------------|-----------|----------------|-----------|-----------|--------------|--------------|---------------|------------|
|                       | Storytime | Yoga       | Movies    | Coloring Craze | Lego Club | TAB       | Teen Lock-In | Tail Waggin' | Fun with STEM | Totals     |
| <b>Ages</b>           | 5         | 15         | 4         | 2              | 1         | 1         | 1            | 1            | 1             | <b>31</b>  |
| Children              | 19        | 3          | 1         | 0              | 9         | 0         | 0            | 1            | 6             | <b>39</b>  |
| Teens                 | 0         | 0          | 0         | 0              | 0         | 12        | 8            | 0            | 0             | <b>20</b>  |
| Adults                | 20        | 121        | 10        | 5              | 2         | 1         | 2            | 2            | 4             | <b>167</b> |
| <b>Totals</b>         | <b>39</b> | <b>124</b> | <b>11</b> | <b>5</b>       | <b>11</b> | <b>13</b> | <b>10</b>    | <b>3</b>     | <b>10</b>     | <b>226</b> |

#### Drop-In Programs

Bookworm count: 36

Teen short story contest: 2 submissions

#### Ongoing Programs

*1000 Books Before Kindergarten*

Number currently continuing program: 66

7 registered in 2019

Number completed program in 2019: 1

#### Outreach

Malone Intermediate School Orientation (8/28)

Malone Elementary School Orientation (9/3)

#### **Total Numbers (Programming & Drop-Ins): 264**

Upcoming: Snake Discovery (Oct. 25 @ 3:00 pm), Family Resource Center's Play and Learn classes

Continuing Programs: Movie Mondays, Yoga, Adult Coloring, Storytime, LEGO Club, Tail Wagging Tutors, and Teen Advisory Board (TAB)

### Library Updates

**Training:** One staff member attended an all-day training workshop on Inter-library loans. The library director attended the New Director Boot Camp held by the Wisconsin Department of Public Instruction (DPI). The boot camp was held over a span of three days. The programming specialist will be attending the annual youth services workshop this fall.

**School Orientations:** Our program specialist and another staff member set up a table at the school orientations for Malone Elementary (9/3) and Malone Intermediate (8/28).

**Family Resource Center St. Croix Valley:** Had their first Play and Learn class on September 12 here at the PPL.

**Directors Report:**

A motion to approve the Director's Report was made by Jerry Klasen, seconded by Amy Fiege, and carried.

**Financial Report:**

A motion to approve the presented paid bills for August 2019 was made by Amy Fiege, seconded by Jerry Klasen, and carried.

**Old Business**

- Closed Session:  
Committee convened at 6:48pm into closed session pursuant to Sec. 19.85(1) (c) Wis. Stats. for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Review and approval of library staff wages and director's salary.
- Open Session: Committee returned to open session at 6:54pm. A motion to approve recommended wage increase for library staff wages and director's salary was made by Amy Fiege, seconded by Jerry Klasen, and carried.
- Final review and approval of 2020 budget. A motion to approve 2020 budget was made by Amy Fiege, seconded by Jerry Klasen, and carried.
- Current 2019 budget review and action. A motion to spend underage of 2019 budget funds on technology, programming, books, and periodicals made by Jerry Klasen, seconded by Amy Fiege.

**New Business**

Review library board trustee applications and choose recommended applicant. A motion to recommend Penny Peterson to Library Board of Trustees was made by Jerry Klasen, seconded by Amy Fiege, and carried. Carissa Langer will submit Penny Peterson to City Council for approval. Goal is to have new Library Board of Trustees member by November.

**Treasurers Report:** \$4722.61

**Issues and assignments for October 17, 2019 Board meeting:**

- Update on new library board trustee
- Update on Budget Hearing with City Council
- Library Board officer elections
- Discussion and possible action on going Fines Free

**Adjourn:** A motion to adjourn the meeting at 7:45pm was made by Jerry Klasen, seconded by Amy Fiege.

**Next Meeting:** Thursday, October 17, 2019 6:30 p.m.

Respectfully Submitted,

Susan Oney

