

Prescott Public Library Board of Trustees Monthly Meeting Minutes November 21, 2019

Present: Carissa Langer, Amy Fiege, Jerry Klasen, Susan Oney, Charity Lubich, Dave Finley, Galen Seipel, Anne Kressly, Penny Peterson

Call to Order: Charity Lubich called the meeting to order at 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 accept the agenda for November 21, 2019 was made by Anne Kressly, seconded by Galen Seipel, and carried.

Approval of Minutes:

A motion to approve the September 19, 2019 Library Board minutes was made by Jerry Klasen, seconded by Amy Fiege, and carried.

Director's Report November 21, 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	\$216.18	\$185.30	\$34.00			\$435.48	The coin-operated machine for the printer/cop
October	\$280.59	\$225.12	\$46.00			\$551.71	The coin-operated machine for the printer/cop
November						\$0.00	
December						\$0.00	
	\$3,179.27	\$2,078.37	\$409.50	\$68,675.00	\$440.50	\$74,782.64	

Library Statistics

September	2017	2018	2019
Total Circulation (Checkouts & Renewals)	3,876	3,560	3,829
Checkins	3,019	2,931	3,187
OverDrive & Freading Checkouts	503	559	724
Pharos Internet Management	324	261	181
Door Count	2,782	2,981	2,796
Wireless Sessions	903	1,059	841
Website Visits	1,110	1,066	1,200
New Patrons	14	26	18
New Items	139	191	200

October	2017	2018	2019
Total Circulation (Checkouts & Renewals)	4,491	4,172	4,737
Checkins	3,515	3,232	3,796
OverDrive & Freading Checkouts	499	591	729
Pharos Internet Management	334	370	237
Door Count	2,982	3,495	3,377
Wireless Sessions	898	1,243	756
Website Visits	*90	1,122	1,177
New Patrons	19	20	30
New Items	158	210	268
*new website; dashboard not set-up right away			

Program Statistics

Programs: September 2019								
	Storytime	Yoga	Movie	Coloring	Lego Clu	TAB	Play & Learn Cla	Totals
# of times event occurred	7	12	3	2	1	1	2	28
Children	68	0	0	0	1	0	9	78
Teens	0	0	0	0	0	12	0	12
Adults	50	101	16	5	1	1	12	186
Totals	118	101	16	5	2	13	21	276

Outreach			
Activity	Location	Date	Total
Orientation Night	Malone Elementary School	9/3/2019	30*

*Total reflects number of people that stopped by our table and we talked to

Total Numbers (Programming, Outreach, & Drop-Ins): 314

Programs: October 2019											
	Storytime	Yoga	Movie	Coloring	Lego Clu	TAB	Play & Lea	Tail Wag	Snake Discover	Trunk or	Totals
# of times event occurred	9	13	2	2	1	(2)*	5	1	1	1	35
Children	116	1	5	0	4	0	42	4	13	0	185
Teens	0	0	0	0	0	19	0	0	0	11	30
Adults	84	100	9	5	2	2	37	4	12	2	257
Totals	200	101	14	5	6	21	79	8	25	13**	472

*Second TAB meeting was to discuss plans for Trunk or Treat, not an official TAB meeting

**Reflects number of people the library had participating in this event

Outreach			
Activity	Location	Date	Total
Trunk or Treat	Prescott High School	10/27/2019	300*

*Reflects number of people served/interacted with at event

Drop-In Programs

- Emoji Book Titles: 12 participants

Ongoing Programs

1000 Books Before Kindergarten

- Number currently continuing program: 43
- Number registered in 2019: 9
- Number completed program in 2019: 4

Total Numbers (Programming, Outreach, & Drop-Ins): 784

Upcoming:

Small Business Saturday November 30 from 10am-2pm

Gingerbread House Contest November 21-30

Continuing Programs: Movie Mondays, Yoga, Adult Coloring, Storytime, LEGO Club, Tail Wagging Tutors, Teen Advisory Board (TAB) and Plan & Learn Classes (partner with Family Resource Center).

Library Updates

2020 Budget Hearing: The 2020 library budget was proposed and accepted by city council. No unfunded need was requested for the upcoming year.

Small Business Saturday (SBS): For the third year in a row, we have been approved for the American Express: Small Business Saturday materials grant. We have partnered with the Chamber of Commerce for the event and the library will serve as the welcoming center.

Lynda: Access to the Lynda.com database will be ending December 4, 2019.

2020 Census:

McMillan Publishers: Has put a limit on the number of copies libraries can purchase for the first 8 weeks. After the initial 2 months, libraries will then be able to buy additional copies at a higher price. This embargo will increase wait times for e-books (published by Mcmillan).

Directors Report:

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

Financial Report:

A motion to approve the presented paid bills for September and October 2019 was made by Jerry Klasen seconded by Anne Kressly, and carried.

*Library Board welcomed new Library Board Trustee Penny Peterson

*2020 Library closed dates -A motion to approve the 2020 Library closed dates was made by Dave Finley, seconded by Amy Fiege, and carried.

The Prescott Public Library will be closed on the following days:

January 1: New Year's Day

May 25: Memorial Day

July 4: Independence Day

September 7: Labor Day

November 11: Veterans Day: Library in-service (Training, cleaning, and collection maintenance)

November 28: Thanksgiving Day

November 29: Day after Thanksgiving

December 24: Christmas Eve

December 25: Christmas Day

December 26: Day after Christmas

*Election was held for Library Board Officers for 2020

A motion to approve the Library Board Officers was made by Penny Peterson, seconded by Galen Seipel, and carried.

President –Anne Kressly

Vice President –Jerry Klasen

Secretary-Susan Oney

Treasurer- Amy Fiege

*Leanne Goepfner presented the library board with a programming and summer reading program update.

*Fines Free

A motion to approve the Library adapting fines free program was made by Susan Oney, seconded by Jerry Klassen, and carried.

January 1, 2020 the fines free program will be implanted.

*Allina grant for Yoga is not available for 2020. A motion to approve use of \$6000 from reserve fund to fund Yoga for 2020 was made by Jerry Klasen seconded by Dave Finley, and carried.

*Creating a friends group has been tabled

Treasurers Report: \$3472.61

Issues and assignments for December 19, 2019 Board meeting:

- Review of library board's structure and bylaws

Adjourn: A motion to adjourn the meeting at 7:50pm was made by Jerry Klasen, seconded by Galen Seipel.

Next Meeting: Thursday, December 19, 2019 6:30 p.m.

Respectfully Submitted,

Susan Oney

