

Prescott Public Library Board of Trustees

Monthly Meeting Minutes

February 20, 2020

Present: Anne Kressly, Galen Seipel, Amy Fiege, David Finley, Jerry Klasen, Carissa Langer, Penny Peterson (arrived at 6:55 pm).

Call to Order: Anne Kressly called the meeting to order at 6:37 pm 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 February 20, 2020 was made by Klasen, seconded by Seipel and carried.

Approval of Minutes:

A motion to approve the December 19, 2020 Library Board minutes was made by Klasen, seconded by Finley and carried.

Director's Report

February 20, 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; TI
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
September	\$216.18	\$185.30	\$34.00			\$435.48	The coin-operated machine for
October	\$280.59	\$225.12	\$46.00			\$551.71	The coin-operated machine not
November	\$523.77	\$128.10	\$50.25			\$702.12	The coin-operated machine not
December	\$166.65	\$130.15	\$40.00			\$336.80	The coin-operated machine not
	\$3,869.69	\$2,336.62	\$499.75	\$68,675.00	\$440.50	\$75,821.56	
Budgeted Amount	3,700.00	2,200.00	350.00	\$68,675	\$440.50		

2020 Revenue							
	Fines/Fees	Copies/Faxes	Donations	ACT 150	ACT 420	Total	Notes
January	\$56.75	\$144.00	\$2,359.85		\$99.85		\$2,000 Henkel Foundation for t
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							
	\$56.75	\$144.00	\$2,359.85	\$0.00	\$99.85	\$0.00	
Budgeted Amount	0.00	2,200.00	350.00				

Library Statistics

Total Year	2017	2018	2019
Total Circulation (Checkouts & Renewals)	49,082	51,935	50,967
Checkins	38,872	39,504	40,156
OverDrive & Freading Checkouts	5,877	6,994	8,683
Pharos Internet Management	3,595	3,134	2,680
Door Count	36,055	38,821	35,846
Wireless Sessions	10,378	12,641	9,377
Website Visits	12,075	14,343	15,977
New Patrons	187	248	218
New Items	1,777	2,246	2,383

January	2018	2019	2020
Total Circulation (Checkouts & Renewals)	4,030	3,805	4,222
Checkins	2,889	2,929	3,009
OverDrive & Freading Checkouts	578	733	783
Pharos Internet Management	242	257	171
Door Count	2,775	2,940	2,748
Wireless Sessions	655	1,058	688
Website Visits	1,245	1,664	1,199
New Patrons	24	17	19
New Items	145	152	196

Program Statistics

Programs: December 2019									
	Storytime	Yoga	Movie	Coloring	Lego Club	TAB	Tail Waggin'	Intro to Macram	Totals
# of times event occurred	7	8	3	1	1	1	2	1	24
Age Levels									
Children	50	0	0	0	5	0	2	0	57
Teens	0	0	0	0	0	11	0	0	11
Adults	47	62	5	3	2	1	2	10	132
Totals	97	62	5	3	7	12	4	10	200

Programs: January 2020									
Age Levels	Storytime	Yoga	Movie	Coloring	Lego Club	TAB	Tail Waggin'	Play & Learn	Totals
# of programs	6	7	2	2	1	1	1	4	24
Children	44	0	0	0	6	0	1	23	74
Teens	0	0	0	0	0	12	0	0	12
Adults	40	77	5	6	3	1	1	32	165
Totals	84	77	5	6	9	13	2	55	251

Drop-Ins

- Tracks in Snow: 3 participants

Ongoing Programs

1000 Books Before Kindergarten

- Number currently continuing program: 46
- Number registered in 2020: 2
- Number completed program in 2020: 0

Mississippi Room Reservations

- Number of groups that reserved room: 5

Total Numbers (Programming, Outreach, & Drop-Ins): 254

Library Updates

New Online Catalog Launch: Bibliocore officially launched on February 11. For the month of January, there was a preview period which allowed patrons to begin trying out the updated online catalog.

Coin-Op: Has been repaired and costs were covered per our contract with EO Johnson.

Get Out & Try St. Croix Valley: Created to help get people out to try new things, meet people and to break out of daily routine. They have created a master online calendar and directory to bring together all that is going on in the St. Croix Valley area. We have joined this list and are

able to post events on their upcoming website in an effort to spread the word and reach more people.

Summer Kick-Off: We have been approached by Community Education to take over the annual kick-off celebration. We are going to merge the library's kick-off to summer/summer reading program with the summer kick-off event. The event will take place here in the parking lot/around the building. Further details to come.

Technology Donation: The library received a \$2,000 donation from the Henkel Foundation to be used for technology resources.

Directors Report:

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

Financial Report/Library Expenditures:

A motion to approve the presented paid bills and report for January 2020 was made by Fiege seconded by Seipel and carried.

Collection Development Policy & Forms

A new Collection Development policy, Acknowledgement of Donation form and Request for Reconsideration form were presented and reviewed.

A motion to accept the new Collection Development Policy and forms, Acknowledgment of Donation and Request for Reconsideration, was made by Peterson, seconded by Finley and carried.

Treasurer's Report:

\$2,572.61

Issues and assignments for March 19, 2020 Board meeting:

Annual Report

Policy update

Technology donation

Adjourn:

A motion to adjourn the meeting was made by Klasen, seconded by Seipel.

Next Meeting:

Thursday, March 19, 2020 at 6:30 p.m.

Respectfully Submitted,
Carissa Langer