

## Prescott Public Library Board of Trustees Meeting Minutes February 18, 2021

**Online Meeting via Zoom, Present:** Carissa Langer, Thomas Oss, Anne Kressly, Jerry Klasen. Amy Fiege, Erin Kosmalski, Susan Oney

Absent: Penny Peterson

**Call to Order:** Anne Kressly called the meeting to order at 6:31pm 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 18, 2021 was made by Jerry Klasen, seconded by, Tom Oss, and carried.

### Approval of Minutes:

A motion to approve the January 21, 2021 Library Board minutes was made by Jerry Klasen, seconded by, Tom Oss, and carried.

### Public Comment:

- a. The Library Board will receive public comments on any issue not related to agenda items. Discussion by board members may take place but no action will be taken on any item raised. No public comments as no one outside of the board joined the meeting.

## Prescott Public Library Director's Report February 18, 2021

### LIBRARY STATISTICS

2021	November	December	January
Total Circulation (Checkouts & Renewals)	2,125	1,606	1,951
Checkins	1,491	1,419	1,159
OverDrive & Freading Checkouts	753	893	927
Pharos Internet Management	0	0	0
Door Count	*411	*396	*418
Wireless Sessions	362	338	333
Website Visits	1,756	1,979	2,642
New Patrons	7	5	5
New Items	149	94	80

\*Reflects # of curbside pickups in June (library materials, faxes and copies, SRP prizes)

Phone Calls		
	# of Calls*	Total Minutes
December 24-January 22	928	1,444

\*Includes incoming, outgoing and missed phone calls

## PROGRAM UPDATES

### January 2021 Programming Statistics

Program	Views on YouTube
Virtual Yoga (January 11 <sup>th</sup> – YouTube)	21
Virtual Yoga (January 13 <sup>th</sup> – YouTube)	19
Virtual Yoga (January 25 <sup>th</sup> – YouTube)	13
Virtual Yoga (January 27 <sup>th</sup> – YouTube)	13

### Self-Directed Programs

*Winter Take & Make Crafts (48 total ordered for January)*

- Number of crafts picked up (as of January 31<sup>st</sup>): **41**

### Winter Reading Program (stats from Jan. 1<sup>st</sup> – 31<sup>st</sup>):

- Registrations: **44**
- Badges earned: **291**
- Activities completed: **103**
- Books read (ages 0-6): **370**
- Minutes read (ages 7+): **22,771**
- Challenge completions: **12**

### Website Clicks

- Programs page (January 1<sup>st</sup> – 31<sup>st</sup>): **297**

## LIBRARY UPDATES

**Reopening Plan Update:** As of 2/15/2021, Pierce County's activity level has moved into the Accelerated Spread (orange) level. We are planning to reopen by appointment for browsing, computer use, and copying/faxing/printing.

**Staff Projects/Tasks:** some projects include weeding/shifting collection, marketing/social media plans/goals, Care Kits (early learning, memory care, mental health) and resources for mental health, violence, homeschooling, new community members.

### **Directors Report:**

A motion to approve the Director's Report was made by Amy Fiege, seconded by Tom Oss, put to board to vote, the motion passed unanimously, and carried.

## Financial Report:

A motion to approve the presented paid bills was made by Amy Fiege, seconded by Tom Oss, put to board to vote, the motion passed unanimously, and carried.

## Presentation by Library Director, Carissa Langer, on Technology Grant Ideas

### PRESCOTT PUBLIC LIBRARY HENKEL DONATION TECHNOLOGY IDEAS

#### 2020 Patron Survey Results

Patrons indicated the following devices they would like to see available for checkout (in order):

1. None (75)
2. More wi-fi hotspots (33)
3. Laptops/Chromebooks (29)
4. E-Readers (25)
5. Tablets (23)
6. Other: 3D printer, online app (2)

(x): number of people who chose listed option

Chromebook	Cost
Dell ChromeBook 11 -Intel Celeron 2955U, 4GB Ram, 16GB SSD, WebCam, HDMI, (11.6 HD Screen 1366x768) (Renewed)	\$145
SAMSUNG XE310XBA-K02US Chromebook 4 Chrome OS 11.6" HD Intel Celeron Processor N4000 4GB RAM 64GB eMMC Gigabit Wi-Fi	\$241
Lenovo Chromebook Flex 5 13" Laptop, FHD (1920 x 1080) Touch Display, Intel Core i3-10110U Processor, 4GB DDR4 Onboard RAM, 64GB SSD, Intel Integrated Graphics, Chrome OS, 82B80006UX, Graphite Grey	\$393
ASUS Chromebook Flip C434 2-In-1 Laptop, 14" Full HD Touchscreen 4-Way NanoEdge, Intel Core M3-8100Y Processor, 4GB RAM, 64GB eMMC Storage, All-Metal Body, Backlit KB, Chrome OS- C434TA-DSM4T, Silver	\$514
Google Pixelbook Go - Lightweight Chromebook Laptop - Up to 12 Hours Battery Life[1] - Touch Screen Chromebook - Just Black	\$840

Pros: cheaper, Chrome OS is fast, longer battery life, not as prone to viruses, lightweight

Cons: minimal local storage, have to use Google programs (docs, drive), can't use it much offline

**Wi-Fi Hotspots (T-Mobile)**

T-Mobile				
Cost per month/device	\$29.40	\$29.40	\$29.40	\$29.40
# of devices	1	2	3	4
Total cost per month	\$29.40	\$58.80	\$88.20	\$117.60
Total cost per year	\$352.80	\$705.60	\$1,058.40	\$1,411.20
Total cost for rest of 2020 (June-Dec)	\$205.80	\$411.60	\$617.40	\$823.20

\*Add \$14.99/case

E-Reader	Cost
<ul style="list-style-type: none"> <li>Kindle - Now with a Built-in Front Light - Black - Ad-Supported</li> <li>Kindle Essentials Bundle including Kindle, now with a built-in front light, Black - Ad-Supported, Kindle Fabric Cover – Charcoal Black, and Power Adapter</li> </ul>	\$65 (sale); \$90 \$100.00 (bundle: device, case, adapter)
<ul style="list-style-type: none"> <li>Kindle Paperwhite –Waterproof w/ 2x the Storage-Ad-Supported</li> <li>Kindle Paperwhite Essentials Bundle including Kindle Paperwhite – Wi-fi, Ad-Supported, Amazon Leather Cover, Power Adapter</li> </ul>	\$95 (sale); \$130 \$135 (sale); \$190
<ul style="list-style-type: none"> <li>Fire 7 tablet (7" display, 16 GB) - Black</li> <li>Case</li> <li>Adapter for charger</li> </ul>	\$40 (sale); \$50 \$10-20 \$10-20
<ul style="list-style-type: none"> <li>Fire HD 10 Tablet (10.1" 1080p full HD display, 32 GB) – Black</li> <li>Case</li> <li>Adapter for charger</li> </ul>	\$95 (sale); 150 \$20-40 \$10-20
Preloaded e-books	

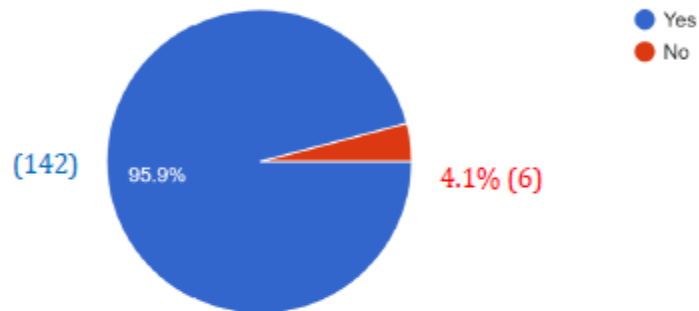
Other Ideas	Cost
Moving computer stations <ul style="list-style-type: none"> <li>Cabling</li> <li>Wiring (Public Works)</li> <li>Furniture</li> </ul>	\$2,890.50

**PRESCOTT PUBLIC LIBRARY  
2020 PATRON SURVEY RESULTS**

**INTRODUCTORY INFORMATION**

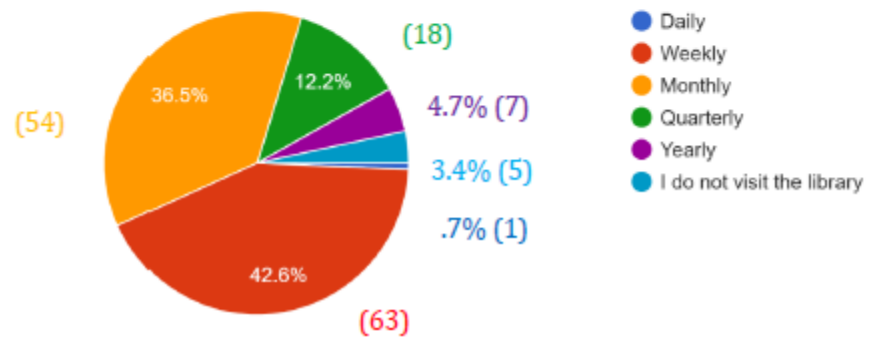
Do you have a library card?

148 responses

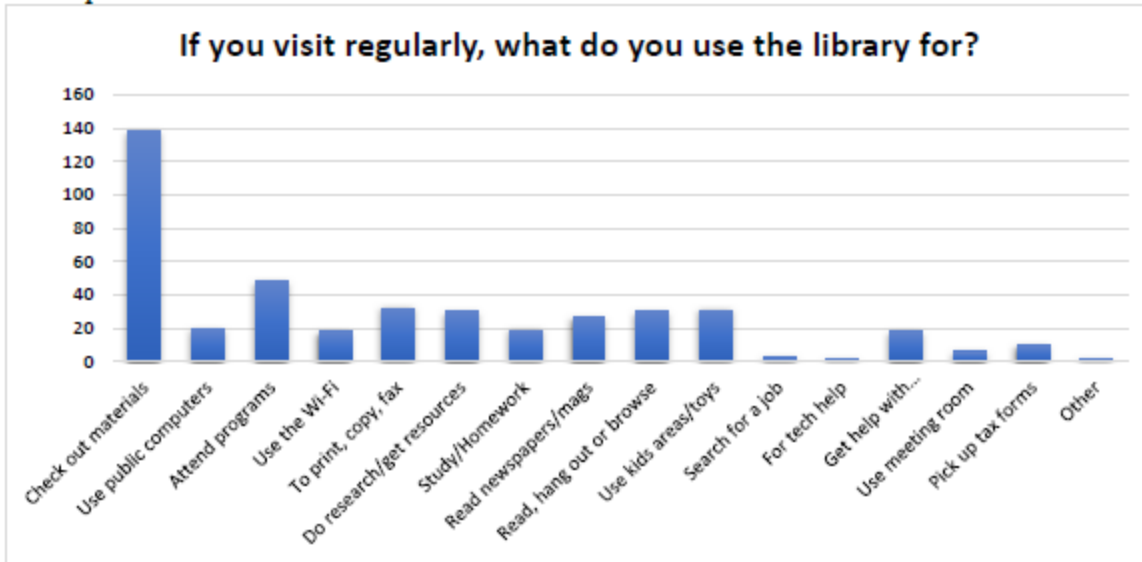


How often do you visit the library?

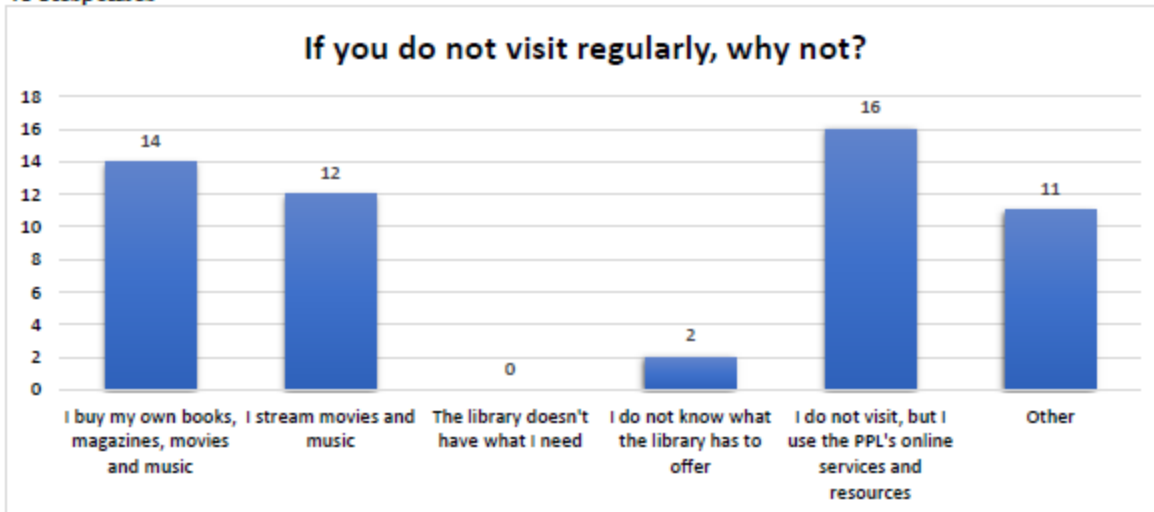
148 responses



145 responses



41 Responses

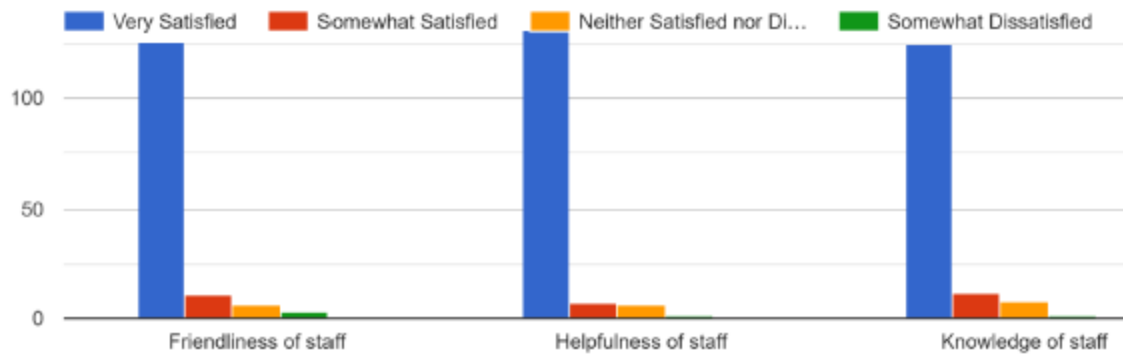


**Additional resources or services you would like the library to provide to the community?**

- More digital books
- Programs: more reading programs/book clubs, more kids' programs
- Quieter study areas
- More tech time for senior citizens/instructional classes for using online services/resources
- Home book delivery for home bound patrons
- Bigger kid section/area
- Collection: more large print and non-fiction audiobooks
- App for catalog

### LIBRARY STAFF

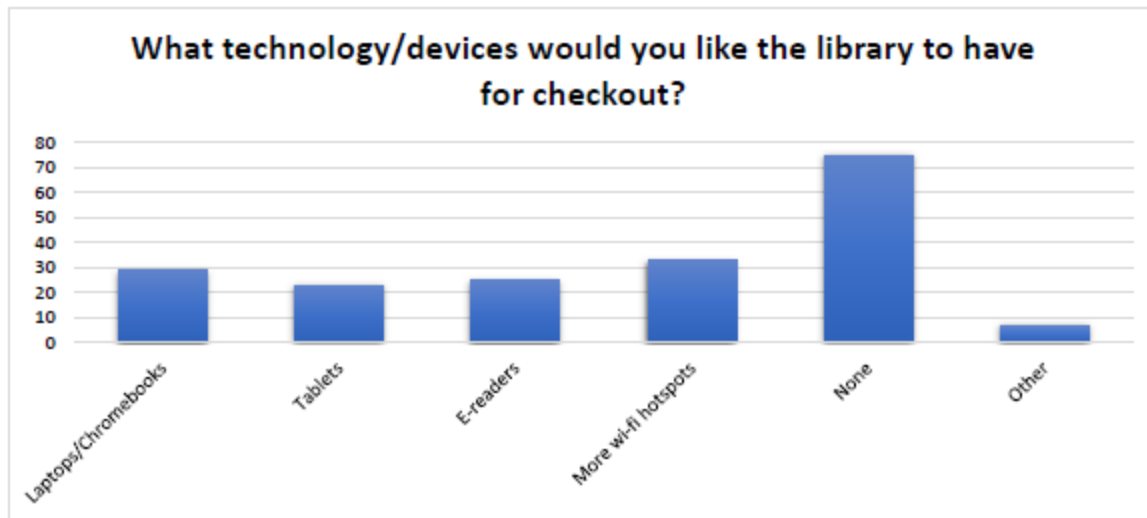
Please rate your level of satisfaction with the following:



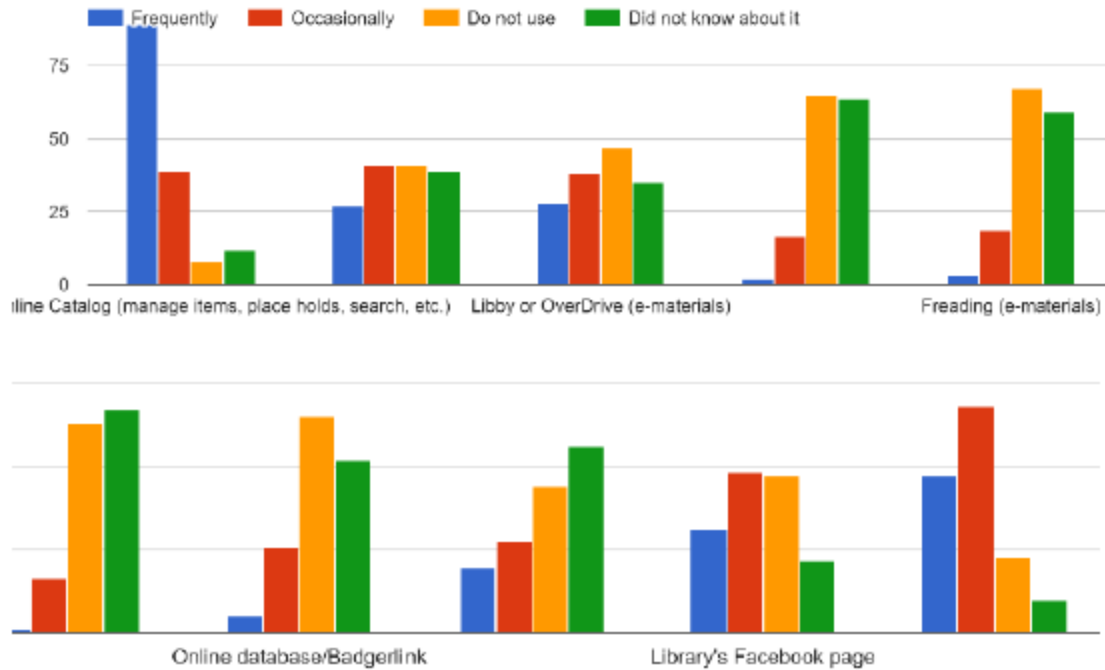
### INTERNET & TECHNOLOGY

94.6% of patrons who completed the survey said they have internet access at home (140 responses).

Out of 8 responses, 50% said internet service was too expensive followed by 37.5% who said they could not get internet where they live.



How often have you or your family used the following online services in the past 12 months.

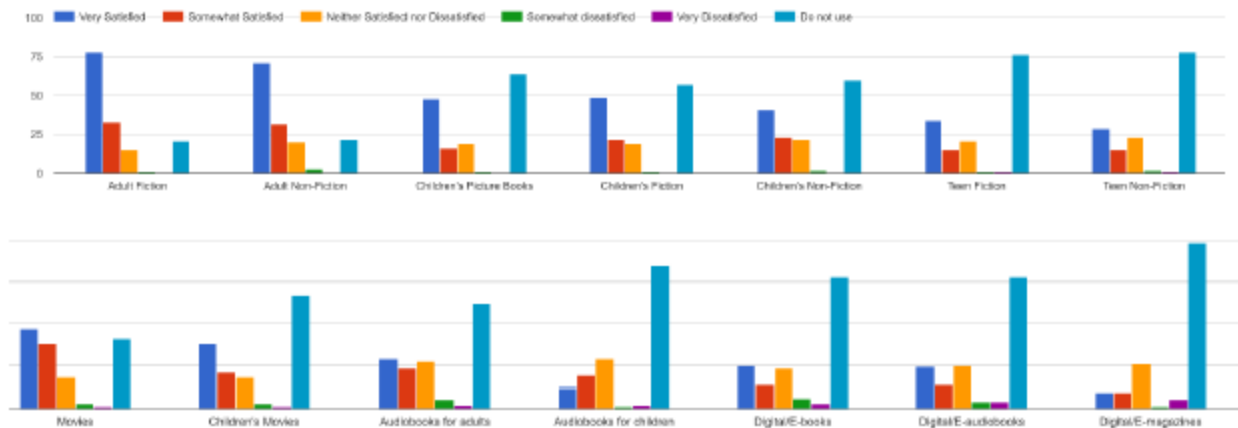


**Comments or suggestions about the library's online resources and services.**

- More advertisement and outreach of available resources
- Positive responses about Libby
- Easy to navigate library website

**LIBRARY MATERIALS**

Please rate your level of satisfaction with the library's selection of materials listed below:





**Would you like to see more digital/e-materials available?**

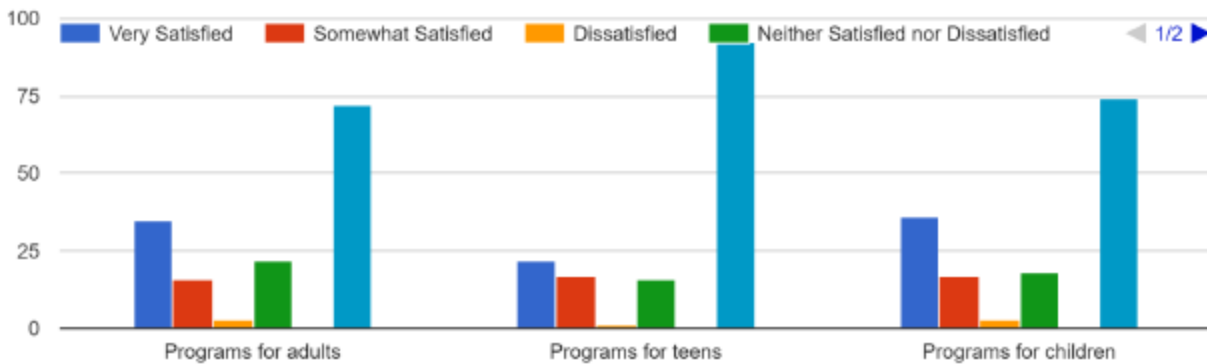
Of 148 responses, 50.7% of respondents reported they didn't care, 41.9% said yes and the remaining 7.4% said no they did not want to see more digital materials.

**Additional comments or suggestions about the library's materials (print or digital).**

- More manga
- Recently released digital movies
- Adult audiobooks
- Popular audiobooks on Libby
- More religious/classic kids' books

**PROGRAMS AND ACTIVITIES**

Rate your level of satisfaction with the library's programs?

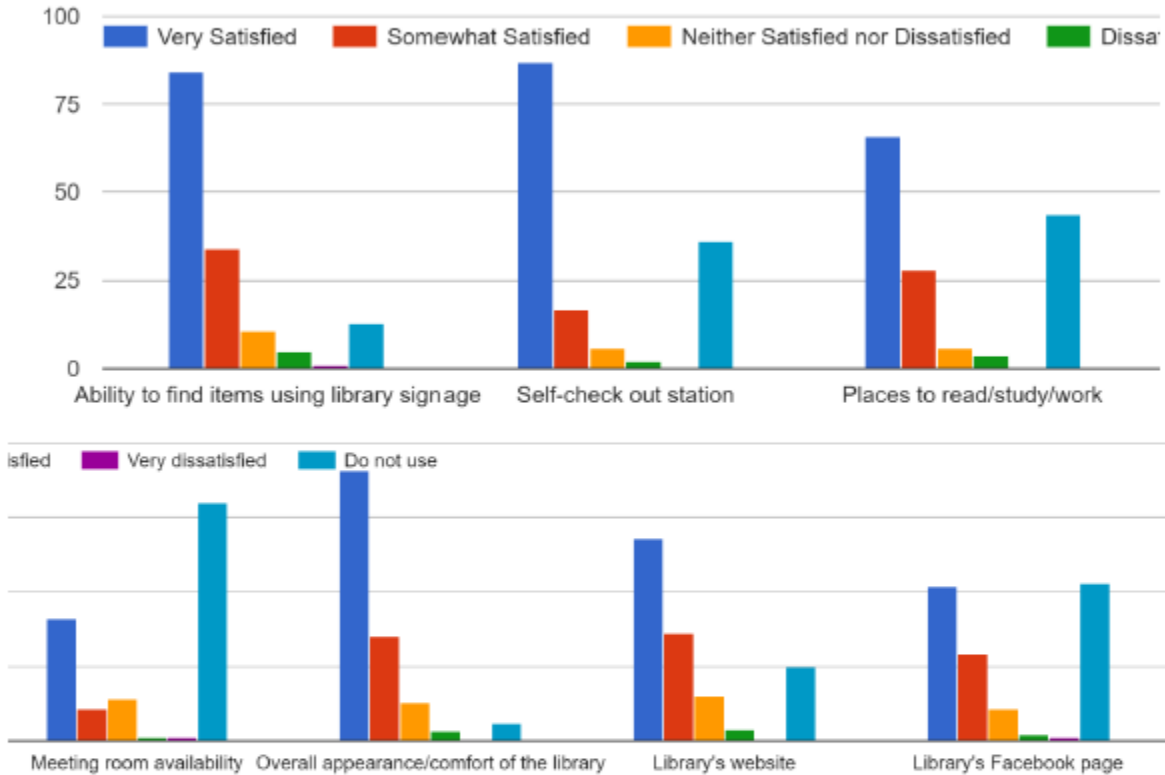


**What programs/activities would you like the library to have in the future?**

- Craft classes (knitting, macramé)
- Continue yoga
- More programs (kids, teens, and adults)
- More evening/weekend programs
- Author visits
- Book clubs (for all ages)

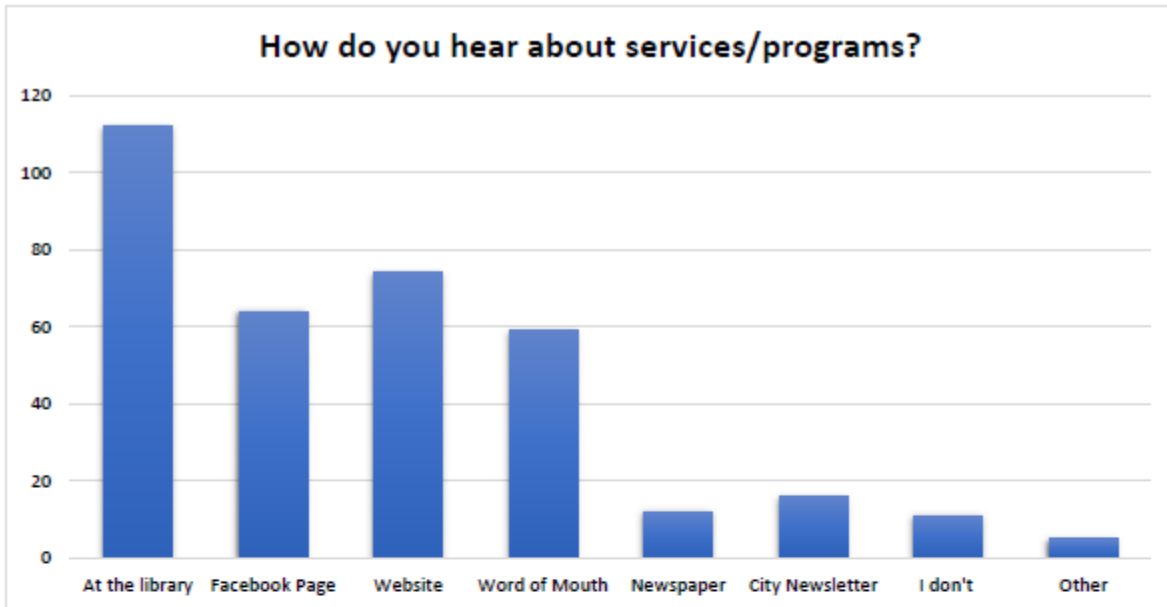
## OTHER LIBRARY AREAS AND FEATURES

Rate your level of satisfaction with the following:



**Improvement suggestions (signage, self-check station, places to read/study/work, meeting room, overall appearance/comfort, library's website and Facebook page).**

- Bigger signs
- How-To on website for online resources (Freeding, overdrive, more)
- Stem toys, puzzles
- Adult chair section
- Updated décor and seating
- Reading alcoves
- More social media activity (book recommendations, book discussions, reviews on new items) and marketing

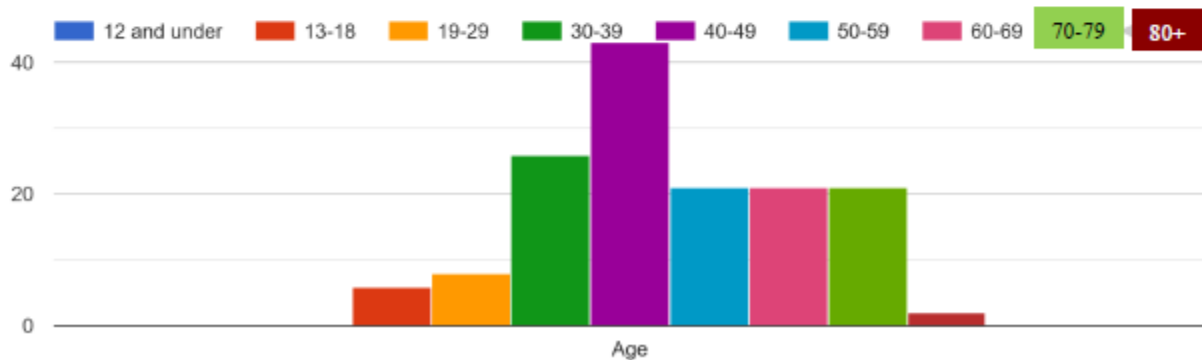


**Additional comments or suggestions for the library.**

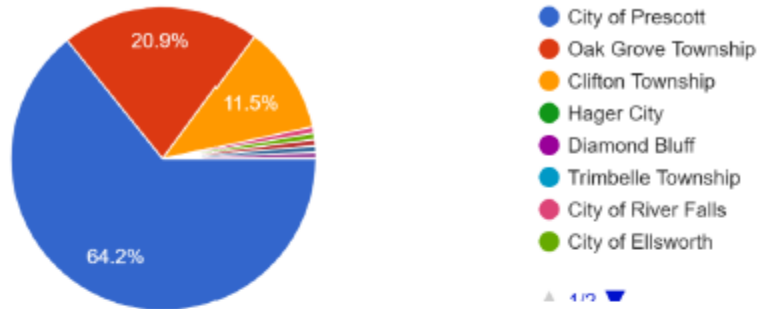
- Thank you, Prescott library staff, for all you do!
- I obviously didn't spend enough time at the web sites - I usually just head to the more catalog and search
- Please know the community really really loves you and thank you for everything you do. You are valuable and hope not to lose a single one of you. Stay safe. <3
- I love the staff at the Prescott library. They are all friendly and make you feel welcome, especially when you are new to the area. The hours are also great!

**RESPONDANT INFORMATION**

What is your age?



Where do you live?  
148 responses



I used to live in Clifton Township, but have now moved to Auburn, WI  
Minnesota, but was raised in Prescott and still use the library!  
Beldenville

### SURVEY NOTES

In order to gather information from both library and non-library users throughout the City of Prescott and surrounding townships, the Patron Survey was administered online (due to COVID-19) from May through December. The survey link was posted on the library's Facebook page and website, sent out in the Library's e-newsletter and reminder slips were handed out in curbside bags. It was also shared through the City of Prescott's Facebook page and in the Prescott Area Chamber of Commerce e-newsletter.

The 2020 patron survey was not administered in-person and did not have a physical form option due to restraints related to the COVID-19 pandemic.

All graphs with a y-axis is number of people.

- Review and possible action of Library Updates:  
Library director presented quotes she has received to date for electrical, cabling, and furniture to relocate the patron computer stations. Library Board tabling until all quotes have been received.

**Treasurers Report:** \$3072.61

**Issues and assignments for March 18, 2021 Board meeting:**

- \*Library director will continue to accumulate quotes for relocation of computer lab.
- \*Annual Report Update

**Adjourn:** A motion to adjourn the meeting at 7:45pm was made by Jerry Klasen, seconded by Amy Fiege, put to board to vote, the motion passed unanimously, and carried.

**Next Meeting:** Thursday, March 18, 2021, 6:30 p.m.

Respectfully Submitted,

Susan Oney