

Approved Board Minutes - Presque Isle Community Library - Board of Trustees

Meeting Category:	Regular Meeting
Date :	Tuesday February 14, 2017
Time :	4:00 pm
Location :	Town Board Room

- 1) Call to Order: Bob Berdan – 4:06 pm
- 2) Roll Call of Members / Introduction of Visitors
 - a) Board members present: Jackie Bassett (JB), Adam Johnson (left early ~5:20 AJ), Bob Berdan (RJB), Brenda Schuppe (BDS), Pam Whipple (PW) & Mike Czarny (MC). Also present - Library Director Shelly Knaack (SK). Absent: Christine Wallace (excused-CW)
 - b) Visitors: None
- 3) Agenda approval/modification: MC – motion / JB - 2nd / Unanimous vote.
- 4) Approval of Minutes (January 10, 2017) - approved with noted changes. PW - Motion / BDS- 2nd / Unanimous. RJB expressed a desire for more detail for historical purposes, which will be accomplished by the attachment of the Library Director's notes to the monthly meeting minutes.
- 5) Treasurer's report
 - a) Action on bills to be paid - February: Motion to pay bills in the amount of \$2901.35. JB – motion / PW - 2nd / Unanimous vote.
 - b) Treasurer Operations during Brenda's absence. BDS reviewed changes to Treasurer - Director responsibilities. SK has taken over most of the day-to-day responsibilities, shifting a larger burden towards the Library Director. The Treasurer continues to provide oversight and monthly accounting.
- 6) Library Director's Report / NWLS & Merlin Reports - **Director's report will be attached to all future Board minutes.**
 - a) Onboard Status Report
 - b) Annual Report
 - c) Hiring of Library Assistant
 - d) PICL Hours
 - e) LD Office Move In
 - f) Volunteer Training
 - g) Collection Development Plans 2017
 - h) LD Office Hours: Tuesdays 2-9 / Wednesdays 10-12 & 2-4 / Thursdays 4-9 / Fridays 10-12 & 2-4.
 - i) 2017 Northwoods Bookfest
 - j) Vilas County Libraries Status Update (Arbor Vitae, etc.)
 - k) Lower Level Audio Update
- 7) Committee Reports & FOL Update
 - a) FOL - no meeting / report due to weather.
 - b) Recognition Event Planning Firm up plans in March - Plan to firm up event dates, schedule, and work plans at next meeting.
 - c) Strategy Long Range Planning - MC to wait for town elections in April (new town library rep).
 - d) Evaluation Committee Update – Discussion of good monthly checks and balances between Library Director and review committee.
- 8) OLD BUSINESS
 - a) LD Office Transfer - DONE
 - b) Bank Signature Status – Town has signed off on signatures.

c) Pavers – RJB accumulated list for both large and small pavers. RJB will present final list and expenditures next month, as well as draft "paver policy" to better clarify actions.

9) NEW BUSINESS

- a) PICL Secretary - Mike discussed Google Docs Archive-Transition / Monthly Minutes Review
- b) 2018 Potential Board Vacancies - Discussed potential vacancies for 2018 and perhaps accelerating efforts.
 - i) (2) JB and MC confirmed they will not seek another term.
 - ii) (1) BDS pending opening
 - iii) (1) RJB confirmed he will seek another term, but not as Pres.

10) Public comment: NONE

11) Adjournment: 5:45 pm - PW - Motion / JB- 2nd / Unanimous.

Next regular meeting date: March 14 4:00 PM Town Board Room. Please remember to electronically circulate documents for this board meeting, ~ 1 week in advance of the meeting.

This is an image of the original posted Agenda, for Archive Purposes

Agenda - Presque Isle Community Library - Board of Trustees	
Meeting Category:	Regular Meeting
Date:	Tuesday February 14, 2017
Time:	4:00 pm
Location:	Town Board Room

- 1) Call to Order
- 2) Roll Call of Members / Introduction of Visitors
- 3) Agenda approval/modification
- 4) Approval of Minutes (January 10, 2017)
- 5) Treasurer's report
 - a.) Action on bills to be paid - February
 - b.) Treasurer Operations during Brenda's absence
- 6) Library Director's Report / NWLS & Merlin Reports
 - a) Onboard Status Report
 - b) Annual Report
 - c) Hiring of Library Assistant
 - d) PICL Hours
 - e) LD Office Move In
 - f) Volunteer Training
 - g) Collection Development Plans 2017
 - h) LD Office Hours
 - i) 2017 ~~Northwoods Bookfest~~
 - j) Vilas County Libraries Status Update (Arbor Vitae, etc.)
 - k) Lower Level Audio Update
- 7) Committee Reports & FOL Update
 - a) FOL
 - b) Recognition Event Planning
 - c) Strategy Long Range Planning
 - d) Evaluation Committee Update
- 8) OLD BUSINESS
 - a) LD Office Transfer
 - b) Bank Signature Status
 - c) Pavers
- 9) NEW BUSINESS
 - a) PICL Secretary - Google Docs Archive-Transition / Monthly Minutes Review
 - b) 2018 Potential Board Vacancies
- 11) Public comment
- 10) Adjournment

Next regular meeting date: March 14 4:00 PM Town Board Room

PICL Board Agenda 02142017 Page 1 of 1

Library Director's Report February 14, 2017

Circulation Report

Mike Czarny has helped me tremendously by putting information in a spreadsheet so that I will be able to input numbers on a monthly basis going forward, but will only report to the board, as he suggested, in Jan. & July. See attached data for reference.

Onboard Status

The Onboard Status is mostly complete.

These are the items I have not completed yet:

- 8. m. iv.-Downstairs shelves-important contents.
- 8. u. - all items need to be completed except (v.) First Aid Kit, which I have located.

Annual Report

Overview: 2016

Consistent with 2015 as far as circulation and patron numbers (downward trend).
Program numbers have also fallen.

I added our custodian to be counted as an employee. I had to have his salary inputted into the report, broken down with his dedicated time at the library in there, so instead of 1.25 for PICL employees we have 1.36.

Lorine has worked with me on the numbers for annual report and has set up a spreadsheet on google which she has shared with me, so next year will be a lot easier.

In addition, I know what data to collect, so I can set up my own ways of collecting data from here forward.

Hiring of Library Assistant-Update

This position will assist the director in any way needed including, but not limited to:

- Cataloging & Processing of materials
- WISCAT
- Reconciliation of Petty Cash Weekly
- Assist with Library Programming including Story Hour
- Assist with Kid's Summer Reading Program
- Assisting patrons in the library and on computers or devices
- Helping volunteers as needed
- Operation of audio/video equipment in downstairs community room
- Any other tasks as assigned

I will advertise for this position in the following ways:

- On the PICL website
- On the PICL Facebook page
- FYI & possibly Lakeland Times
- Signs in the library

PICL Hours

In an effort to serve the library better, I propose changing hours.

These hours were determined in the following way:

- My own observations at PICL
- My past experiences at other libraries
- Evaluating PICL patron data
- Looking at hours of other libraries in the area
- Feedback from PICL volunteers, Friends, patrons, Board members

Starting March 1st (It is a Wednesday)

Mondays: 9-3 **6 hrs.** (one hour earlier)
Tuesdays: 2-7 **5 hrs.** (switched to earlier, this is the busier of the 2 nights) **Wednesdays:** 9-3 **6 hrs.** (one hour earlier)
Thursdays: 9-2 **5 hrs** (Slowest night, moved to day)
Fridays: 9-2 **5 hrs** (Friday afternoons are VERY slow)
Saturdays: 9-12 **3 hrs** (One hour earlier, plus added 1 hour)

Total hours = 30 (unchanged)

I will evaluate after 3 months and report back.

Advertising of new hours: Signs on doors of library, on counter at circulation desk, on chamber board sign, facebook, website

LD Office Hours & Move In

My office hours have changed to reflect when I have a volunteer here.

SHELLY'S OFFICE HOURS:

Mon, Wed, Fri: 10-Noon

Tuesdays: 2-7

Feel free to stop in at any time, though and I may be available.

I am moved into my office and have been cleaning and reorganizing. My Mom has been volunteering her time on Saturday mornings, helping me. Max has moved 11 pieces of furniture out. Bob Berdan is offering up some of his artwork to add now that my office is empty.

Volunteer Training

I have contacted Mary Koster and she is willing to help me with volunteer training this spring so that volunteers are up to speed before the busy season.

I will present volunteer opportunities to the Friends group at the next Friends meeting.

I am working on a continuing list of "things to do" for volunteers. This list will be located in my office

Collection Development Plans 2017

Adult Collection

Weed collection

Reorganize collection

Update collection (spine labels, covers, etc.)

Order new materials to enhance collection

Catalog magazines
Create display(s) of new items in the library

Children's Collection

Weed, clean & organize
More focus will be put on this area in 2018

This will be the plan ongoing for 2017. I do hope to make changes by summer so that when folks arrive back in town for the season, they can get excited about changes.

2017 Northwoods BookFest Update

I attended the Book fest meeting on Jan. 30th.
It was decided that each librarian is responsible for funding their own speaker.

For the headliner and promotions, after grant money is subtracted, the librarians are, as a group, responsible for funding the headliner and for promotions of bookfest.

Teresa from Mercer is applying for the \$2000 Walmart grant (last year \$1000 was awarded).
Mary, Library Director from Minocqua has received \$2000 from St. Mathias Thrift Shop.

Headliner is James Campbell, author of "Braving It", who is \$1550 (\$1400 fee plus 150 travel)

I have contacted Joseph Heywood for Presque Isle and he is \$750.

Carmen, Kathy Sprester and I have been emailing back and forth about Bookfest over the past couple of weeks. I am going to see if Joseph Heywood will negotiate his fee.

Is the board open to Presque Isle Library being a part of Bookfest and hosting Joseph Heywood, or another author if I cannot get Joseph Heywood?

Vilas County Libraries Status Update

I asked Jeff Burke to attend our Library Board meeting since he is now president of the NWLS board; however he had a conflict in his schedule and could not make it.

County Tax Issue

Refer to letter explaining the tax situation. Line 11 should be zero on the tax statement. Next year this line will be zero.
Dave Alleman, Vilas County Clerk made a mistake by filing it that way.

Vilas County pays Northern Waters a sum each year of which Presque Isle's portion is approx. \$5098.06.

Northern Waters sends each library back \$2800.

The balance of \$2298.06 is what Presque Isle pays to Northern Waters.

NWLS is very valuable to us. Without the support of Northern Waters, we would not have tech assistance and we would not have library delivery service. In short, we would not to have access to the resources offered by the 30 libraries combined if we were not in the Northern Waters Library System.

Arbor Vitae

Arbor Vitae has dropped Eagle River as their home library. Therefore, Vilas County is now partially un-librared. Funding will change. I spoke with Sherry from Northern Waters and she is not sure exactly how funding will change at this time.

Library Committee Issue

Vilas County will have a new library planning committee by Feb. 28th.

A Library Plan will be ready to be passed by March 13th.

Vilas County Library Directors are meeting here at the Presque Isle Community Library to make sure we are all in agreement going forward. I will update in next board meeting.

Lower Level Audio Update

Mike Czarny and I are working with Ty and also Benjamin from Northern Waters to get this worked out. Mike has spent a lot of time with tech support working on this issue. The current status is that we cannot get the equipment to NOT work; therefore we cannot problem solve the issue. Mike is worked on user guides for me.

There is a possibility that we have a faulty HDMI cable.

Science on Tap had to be cancelled in February, which was very frustrating to the Friends.

PICL TOTAL CIRCULATION													
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2013	924	765	683	668	979	1211	2031	1601	1103	963	949	865	12742
2014	900	712	806	790	746	1175	1790	1777	1189	1073	832	899	12689
2015	899	809	721	716	780	1146	1643	1512	1070	848	741	662	11547
2016	845	776	762	741	866	1033	1486	1378	983	789	735	707	11101
2013-2016 AVG	892	766	743	729	843	1141	1738	1567	1086	918	814	783	12020
2017	724												724
AVG +/-	-168												
PICL TOTAL PATRONAGE													
Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
2013	624	497	536	579	653	1154	1802	1571	807	679	606	514	10022
2014	611	450	534	471	553	827	1419	1500	793	726	506	508	8898
2015	498	477	532	486	707	901	1291	1133	874	726	564	479	8668
2016	566	502	460	594	671	927	1226	1283	837	607	538	469	8680
2013-2016 AVG	575	482	516	533	646	952	1435	1372	828	685	554	493	9067
2017	502												502
AVG +/-	-73												

1. NWLS reports monthly data breakdown: <http://nwls.wislib.org/index.php/for-directors-trustees/reports/merlin-statistics>
2. Downward trends continue from the HIGHS of 2007-8
3. There are no large gross % changes within circulation categories, over the years. (See next Page)
4. Propose to track data monthly but only hand out report updates in January and July.
5. Propose to use data as a basis for proposals to adjust hours and staffing - based on usage and seasonality.

2016 Data by Category			Patronage Averages by Day 2013-2016			
MEDIA REPORTS (All checkouts from the library)						
ADULT	TOTAL		4 Yr Avg	Day	Totals	
Book Fiction	2666	27%	6 hrs	Mon	1973	22%
Book Nonfiction	1400	14%	5 hrs	Tues	1078	12%
Large Print Fiction	365	4%	6 hrs	Weds	1989	22%
Large Print NonFiction	15	0%	5 hrs	Thurs	969	11%
Audio Book Fiction	609	6%	6 hrs	Fri	1938	21%
Audio Book NonFiction	91	1%	2 hrs	Sat	1119	12%
Audio Music	32	0%			9067	100%
Movie Fiction	4561	46%		Totals	9067	
Movie NonFiction	186	2%				
Magazines, News	9	0%				
3d (Kits, Toys, Art)	0	0%				
Electronics (Equipment, CdRom)	0	0%				
Adult Total	9934	100%				
JUVENILE						
Book Fiction	1233	76%				
Book Nonfiction	164	10%				
Large Print	2	0%				
Audio Book Fiction	64	4%				
Audio Book NonFiction	1	0%				
Audio Music	2	0%				
Movie Fiction	140	9%				
Movie NonFiction	0	0%				
Magazines, News	2	0%				
3d (Kits, Toys, Art)	4	0%				
Electronics (Equipment, CdRom)	0	0%				
Juvenile Total	1612	100%				