

Library Board Meeting February 9, 2022

PRESENT

Adams,  Brown-Kurtz,  Griffith,  Pizano,  Skretta,  Stelse,  Zinn,  
 City Council Liaison Peg Beyer,  Library Director Anderson

GUESTS: Write in any guests:

EXCUSED:

APPROVE AGENDA:

Moved by: Seconded by:

Moved by:  Adams \_\_\_\_\_ Seconded by:  Pizano \_\_\_\_\_

APPROVE/CORRECT MINUTES OF January 2022 meeting

Any changes or corrections:

Moved by:  Skretta \_\_\_\_\_ Seconded by:  Adams \_\_\_\_\_ Unanimous:  yes \_\_\_\_\_

COMMENTS FROM PUBLIC/CORRESPONDENCE:

Thank you card for Chirstmas gift of Chamber Bucks

• STATISTIC REPORT AND FNANCE REPORTS:

- Increase in circulation from last month and Jan 2021.
- \*Total card holders = 3628. I will be running a separate report monthly to determine actual number, as compared to previous number (6364) that was used, which did not consider the deletion of in-active cards. This number (3628) will give a more accurate snapshot of how many card holders the library has.
  - Could we send a postcard to patrons that show not a lot of activity? To gain them back?
- Increase in library visits, Jan — 1872
  - Increase in technology usage — Internet computers, Wi-Fi, and tech assistance

Finance Reports  
Petty Cash - \$193.54

- 2021 End of Year Expenditures — No additional expenses, other than payroll.
- Approved budget \$642,987.22, Total Expenditures \$640,260.30.
- 2022 Expenditures \_Payments due to Bridges totaling \$20,880.60

- Café' Annual Support \$15,344.00
- Share of Database Costs \$622.00
- Gale Courses \$1385.00
- Flipster \$553.00

- Movie Licensing \$365.00
- Advantage Program (Additional Overdrive titles) \$1921.00
- Co-Op Purchases — RFID tags \$618.00 and Receipt Tape \$72.60 o Otherwise, general monthly expenses
- Revenue — I do not have Library Levy Tax totals yet.  
Revenue only reflects public charges and donations

**AUDIT BILLS:**

January

2022:

Expenses: 32,007.03

Salaries: 19,943.38

Fringes: 6,289.87

TOTAL: 585240.28

x	Adams	x	Skretta
	Brown-Kurtz		Stelse
x	Griffith		Zinn
x	Pizano		Teeter

\_\_\_\_\_ Skretta reviewed the bills from January 2022, and asked for approval. Seconded by: Pizano and Adams

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**COMMITTEE REPORTS:**

Personnel/Staffing: x

Budget/Finance: x

Policy/ Procedures:x

Building & Grounds:x

**FOUNDATION BUSINESS:**

SCLS monthly report: no report

Jefferson Community Foundation: quarterly report at meeting

DIRECTOR'S REPORT:

Continuing Education

I attended the Wild Wisconsin Winter Web Conference Feb. 26 & 27

- Radically Imagining the Role of Public Libraries ● Managerial Leadership: Leading from the Middle
- PR Is More Than a Press Release
- How A Remarkable Customer Experience Can Be Your Best Sales and Marketing Strategy

Other staff members attended various sessions.

Storywalk Campaign

\$1300 from Theisen's

Donations so far = \$6200

We have reached our goal!

Posts and supplies have been ordered. Should arrive in March.

10. Business and Discussion: none

11. New Business

- a. 2021 Annual Report (Action)

The Annual Report is due to the State by March 1. The report opens up to Director's on Feb. 1 and it will not be ready by the Board meeting on Feb. 9<sup>th</sup> for signatures.

Action item to authorize Board President to sign the report once completed. Deadline for completion is March 1<sup>st</sup>.

As soon as I have the Annual Report completed, I will contact Dan (President) for signing.

The Library board has authorized Dan (the board president) to sign the Annual Report when it becomes available.

Moved by Adams Seconded by Pizano Unanimous: yes

NEXT MEETING DATE: March 9, 2022

Adjournment: 6:26 P.M.

Moved by: Skretta Seconded by: Adams

Unanimous: yes

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