

Adams County Library Board Minutes

Monday, August 15, 2022

(These minutes have not yet been approved by the Library Board of Trustees)

The meeting was called to order 2:00 p.m. by Board President Mary Nelson. Members present: Nelson, Peterson, Edwards, Theim and Waugh (acting recording secretary). Excused, David. Absent, Townsend. Also present, Erin Foley, Library Director and Marylu Silka. Kyle Patterson and Cynthia Haggard per virtual attendance.

The meeting was properly announced. Motion to approve agenda by Edwards/Theim. Motion carried.

There was no public input, but it is always appreciated.

Motion to approve the minutes by Theim/Edwards. Motion carried.

Bills were circulated for review and initials.

Motion to approve financial report by Waugh/Theim. Motion carried.

Treasurer's Report for July:

Balance forward 84,689.77; interest 62.69; Admin fees -97.46; gains/losses 4,743.29; balance 89,398.29.

Communications and reports: None

SCLS Report:

Nelson reported on meeting of July 28, 2022. A) Presentation-How to Understand the Financial Statements. B) Building Project-action items passed to focus on new site under consideration.

Director's Report:

Circulation up 28% from last year. A line was added to the monthly expense report for Limited Term Employee (LTE). Due to drop in delivery ILS/Tech fees went down 1,530 for 2023. Added 500.00 to Purchase of Services, needed for programs and crafts. County mandated 18,600 more for wages and health insurance. July County Board mtg. supported request for additional 10 hours for expanding programming activities.

Quick Notes:

Staff loves new circulation desk, more drawers and cabinets. Thanks to Runnels for his help. He is preparing to advertise the old desk.

SCLS Director's mtg: cost of circulation for 2023 was confirmed.

Hotspot returned by patron was damaged, process of billing the patron. May not replace as library is getting 5 free hotspots next year.

New computers were installed in July. Now have a staff laptop maintained by SCLS.

Estate update; funds will be distributed between Library, Humane Society and Scholarship Committee. Funds scheduled to be released after August 16, 2022.
Trustee Training webinars during week of August 22-26.

Discussion and Action Items:

- 9 a. New date/time for Library Board Meetings: no change
- b. 2023 Budget: discussed decreases and increases to be made, that was outlined under Director's Report. Discussion was continued under Bookmobile project. See 9-d.
- c. Book Sale 2022: Total receipts was 724.55. Very good turn-out. Remainder of books were donated to Roche A Cri State Park and Erin and Judy donated a lot of boxes to a couple of Goodwills in the area.
- d. Bookmobile project: discussion on the budgeting for hours and expense of Bookmobile with Patterson and Haggard. They recommend increasing the hours for staff from 10 to the full 20 needed. Also, to consider the expense of insurance, gas and upkeep of Bookmobile. Erin will meet with them to make corrections to the budget before the Library Board can approve the 2023 budget. Board will be notified when ready.

Agenda items for future meetings:

- 1. Approve 2023 Budget
- 2. Bookmobile project

Next meeting will be Sept. 19, 2022 at 2:00 p.m. in the Adams County Community Center.
Meeting was adjourned at 2:45 pm by Nelson.

Respectfully submitted,

Barbara Waugh,
Acting Recording Secretary