

Adams County Library Board Minutes  
July 24th, 2017

The meeting was called to order at 1:00 p.m. by Mary Nelson, Board President, in the library meeting room. Present were Edwards, Foley, Grosshuesch, Nelson, Peterson, Them, and Townsend. Skala was absent.

Public input is invited. Adams County Finance Director Kyle Patterson was present.

Motion to approve the June 26th meeting minutes by Townsend / Edwards. Motion carried.

The bills were reviewed and initialed.

Motion to approve the financial report by Nelson / Peterson. Motion carried.

Them presented the format that will be used for the Treasurer's report. He worked with library staff to develop a format that is consistent with previous financial reports.

#### Communications and Reports

- Them reported that the short story contest is almost done. Although have been fewer submissions so far they are of very high quality. The submissions will be posted on the library web site.
- Grosshuesch presented the Circulation Committee report. Townsend, Them, and Grosshuesch met to discuss ideas for increasing circulation and for demonstrating the value of the library in ways that aren't related to circulation statistics. Ideas include developing promotional materials, stories, and strategies, cooperating with other community organizations, targeted marketing that includes social media campaigns, and holding a community member focus group. Discussion led to suggestions for promotional materials and a book shelf at the laundromat, a place other libraries have had success in reaching more patrons.
- Grosshuesch announced that he and his family will be moving out of state. He'll be dividing his time between Adams-Friendship and Minnesota through January and will have to resign from the board in December.
- Townsend and Foley discussed books purchased in memory of past board member James Kreten. The books that have been chosen to honor Jim's memory reflect his strong interest in politics and his military service.
- Nelson noted that funding for the Institute of Museum and Library Sciences was restored in the congressional budget, a victory for library advocates.

The South Central Library System board has not yet met this month.

#### Director's Reports

- Circulation Report: Foley noted that the decline in circulation is comparable to many other SCLS libraries. Circulation is down about 10%.

- Financial report: Foley reported that the budget is on track. She also pointed out the new Meals and Lodging budget lines that were added to comply with county accounting practices.
- Quick Notes - the following was discussed in addition to the printed notes.
  - Barb Petkovsek will be staying while she is needed and plans to help the new county administrator during his first months with Adams County.
  - The library has been cooperating with the Cooperative Extension on the butterfly garden and on marketing efforts. They are looking for more opportunities to cooperate.
  - Since Wilma's departure the obituary index project has not been maintained. Foley hopes to find a volunteer to maintain the index.
  - Library staff still lack access to the county shared file network (the T:\ drive) and to the county accounting system, Skyward.

### Action Items

- A. 2018 Budget - Foley presented the options she prepared for her budget proposal. The board reviewed and discussed the options and recommended that Foley propose a budget that will come as close as possible to meeting library and patron needs.
- B. Position Upgrade - Foley presented her proposal to upgrade the one full time staff position (now held by Judy Taft) to Technical Services Coordinator / Lead Library Assistant / Library Assistant II. The upgrade would reflect the responsibilities of the position which includes processing materials and cataloging in addition to the responsibilities shared with the other library assistants. Motion to approve the reclassification of the full time position and to change the position title by Townsend / Grosshuesch. Motion carried.
- C. Fiscal Compliance Update - The 2018 budget will provide for the county holding fines and fees for the library, bringing the library into fiscal compliance on that matter. The funds will be held in a non-lapsing special revenue account that will include expense line items to cover the office necessities that are being purchased through the library checking account. This special revenue account is separate from the county general fund and will not include tax levy funds. Kyle Patterson participated in the discussion.
- D. Changes to ACL overdue charges - Foley presented a proposal to reduce overdue fees for DVDs and videos. The staff recommends reducing fines and think decreased fines will increase circulation. The proposal reduces the fine from \$1/day to the same amount charged for most other library materials, \$0.10/day. Motion to reduce DVD and video fines to \$0.10/day by Edward / Peterson. Motion carried.

E. Book Sale volunteers - A schedule and sign-up sheet was circulated. Most board members will be available to work. Kathy Challoner is unavailable so no bake sale will be held this year.

F. Invite a staff member - Bonnie Schultz is a part-time library assistant who has worked at the library since 2005. In addition to circulation duties she specializes in maintaining the web page, designing fliers. Her biggest special responsibility is recovering library materials. Before the annual fine amnesty program she prepares and send letters to people who have overdue materials. In the past the library has cooperated with the police district attorney to send letters regarding missing library materials and press charges when justified. This was effective and may be tried again. Bonnie thinks that decreasing fines will help recover missing materials. She also recommends reducing the cap on fines from \$10 to \$1. That proposal will be placed on an upcoming agenda. When asked what she wished for to improve the library she replied that she'd like more hours. All workloads have increased but available hours have stayed the same. Bonnie also noted that the library staff has worked together for a long time and know each other well. She also said that many summer vacationers use the library. She remarked on the popularity of computer use, especially in Winter. She suggested extending library hours, perhaps on Thursday and Sunday

10. Identify possible items for future meetings - Items for the August 28th meeting will include: budget proposal and reducing the fine cap. The board decided not to change the meeting date to allow more board members to attend. Peterson, Grosshuesch, and Theim are unavailable on August 28th. Budget documents will be circulated before the meeting to allow all board members to review the 2018 budget proposal.

11. Adjournment - Motion to adjourn by Nelson / Townsend. Motion carried.

Respectfully submitted,

Tyler Grosshuesch  
August 24th, 2017