

## **Adams County Library Board Minutes**

**Monday September 20, 2021**

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

The meeting was called to order at 2:00pm by Mary Nelson, President. Members present: David, Edwards, Nelson, Peterson, Theim, Townsend and Waugh. Erin Foley, Library Director and Marylu Silka were in attendance. Kyle Patterson (online) and Cynthia Haggard (online) were also in attendance.

The meeting was properly announced.

Motion to approve the agenda by Edwards/Townsend. Motion carried.

No member of the public was present, but public input is always welcome.

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

Bills were circulated for review and initials.

Motion to approve the financial report by Edwards/Townsend. Motion carried.

Treasurer's Report given by Theim. Balance forward 99,817.98, interest 54.08, Admin fee - 111.18, realized gains or losses 1347.13, total balance forward 101,108.01

### **Communications and Reports**

SCLS Board of Trustees Mtg. 8/26/21

1. Approve and Sign Borrowing Resolution
2. Approve 2022-2024 Strategic Plan
3. Presentation-K. Goeden, SCLS Business/Financial Manager "Understanding the Financial Statements Packet"

### **Director's Report**

Circulation is down 11%.

Budget is 67% of the year and ACL is at 62% of spending.

Overspent on books budget and programming line, but balanced by under spending on the student staffing line

2:10 Meeting was interrupted by a technology issue

2:21 Meeting came back to order w/out technological capabilities

Patron door counter is still broken

Looking in October to doing a survey week for count

### Quick Notes:

Remodeling Updates: We are finishing up the security case for the Nintendo Switch. Looking to celebrating, and get contacts for Gaming Club Advisor

Friends of the Library Sept. 14 Meeting: Friends have decided to hold a cash raffle instead of the Chocolate Affair. They will have a drawing at the Community Center on the first Saturday in February-Feb. 5. Next meeting is in November.

Shelving: Delivery of the new J Fic shelving is delayed until October. Judy estimates the current books can be moved off the shelves within a day.

Staff Meeting: At the Aug 25 staff meeting, Library staff discussed using masks, new computers  
Book sale extras: 40 boxes of leftovers. Will start taking them to Practical Cents  
ARPA Grants: Wis DPI just released the outline for applying for these funds. SCLS is working on creating grant requests that will benefit a large number of libraries. We might be able to apply for funding for AV equipment or outdoor lockers for after hour pickups of materials.

**Items for Discussion and Possible Action**

- a. 2022 Budget
  - discussion about health insurance changes
- b. 2021 Summer Reading Program report from Stephanie Klopotek
  - lower numbers 37 signed up, 13 finished until the end
  - online format might have been tough
  - in house raffles/sign-ups more popular along w/ larger prizes
  - Story Time was well attended this summer
  - Craft Kits were popular and donations were enough to get by
  - Summer school came by for Story Time
  - Currently Wednesday and Fridays for Story Time
  - Christmas Show will be December 4 Miller and Mike sponsored by the Friends
  - 1000 Books Program-will be promoting
  - Adapted to outdoor programming
  - What helped is that other libraries were going through similar issues as ACL
- c. Bookmobile Committee Report
  - did not meet this month
- d. Covid best practices update
  - County has passed new covid policy w/masks worn when away from workstations
  - Consideration of volunteers to open new room to get shelving and books up

**Agenda items for future meetings**

2022 Budget Update  
Bookmobile Brainstorm  
Pandemic Pivot and Practices Brainstorm

The next meeting will be October 18 at 2:00pm in the Adams County Community Center.

Meeting adjourned at 3:10pm.

Respectfully Submitted,

Theresa David