

# Neenah Public Library Board of Trustees Meeting

Wednesday, October 16, 2019 at 4:00 p.m., Carpenter Conference Room

240 E. Wisconsin Avenue, Neenah, Wisconsin

1. Call to order
2. Public questions & comments
3. Library board consideration of public questions & comments
4. Minutes:
  - a. Library Board meeting 09-18-19 2 – 3 Action item
5. Library statistical reports 4 - 8 Information item
6. Bills for consideration Handout Action item
7. Director’s report 9 Information item
8. Business for consideration 9+
  - a. Monthly financial reports Information item
  - b. Board member resignation Discussion item
  - c. Trust Fund policy review Discussion item
  - d. Project updates Information item
  - e. Fundraising campaign Discussion item
9. Reports:
  - Winnebago County representative
  - Neenah City Council representative
  - Neenah Joint School District representative
10. Announcements and future agenda items
11. Next regularly scheduled meeting time and date: Wednesday, November 20, 2019 at 4:00 p.m.
12. Adjournment

## Inspiring ideas ♦ Enriching lives ♦ Creating community ♦ Celebrating literacy

*Everyone is welcome to participate in library programs, events, and activities, attend library board meetings, and utilize library services and resources. If accommodations are needed, please contact the Library’s information desk by phone at 920-886-6315 or by email at [library@neenahlibrary.org](mailto:library@neenahlibrary.org), or contact the City’s ADA Coordinator by phone at 920-886-6106 or by email at [attorney@ci.neenah.wi.us](mailto:attorney@ci.neenah.wi.us). Notifying us at least 48 hours in advance will allow us time to address your request. Thank you.*

## **Neenah Public Library Board of Trustee Meeting Minutes – September 18, 2019**

### **Call to Order**

With Sarnecki in the chair, the Neenah Public Library Board of Trustees meeting was called to order at 4:00 p.m. in the Carpenter Conference Room. Members present: Jan Sarnecki (president), Patricia Rickman (vice president), Carol Codner, Beth Irish, Angela Greselin, George Scherck, Tami Erickson (Aldermanic representative), and Randy Fieldhack. Members excused: Merry Whipple, Lisa Hemes and Tim Kachur (Neenah Joint School District Representative).

Present also, Nicole Hardina-Wilhelm, assistant director, Nancy Baird, circulation services manager, and Katrina Wulff, youth services manager.

### **Minutes**

On motion of Irish, seconded by Erickson, the Finance & Personnel Committee approved the minutes of the August 16, 2019 Finance & Personnel Committee meeting.

On motion of Sarnecki, seconded by Fieldhack, the Board approved the minutes of the Library Board meeting of August 21, 2019.

### **Statistical report**

Electronic circulations are up 12% for the year. Physical material is down 6% for the year. Program attendance is up 28% for the year.

### **Bills for consideration**

On motion of Fieldhack, seconded by Codner, the Board unanimously approved payment of the September bills.

### **Department reports**

#### **Youth Services Department**

Wulff discussed the October Read to Me program. She distributed flyers to doctor's offices in the area, and each flyer will be put in the Reach Out and Read books. She also delivered them to 4Ks and daycares in the area. Wulff read a compliment from a teacher expressing her gratitude for teacher collections.

#### **Adult and Technical Services Department**

Hardina-Wilhelm reminded board members Fox Cities Book Festival will be from October 7 to 13. The Technical Services department continues to improve their processes, allowing time for projects, such as the youth nonfiction project. The Friends of the Neenah Public Library Book Sale is September 25 - September 30. Hardina-Wilhelm distributed the new library brochure.

### **July 4<sup>th</sup> holiday, 2020**

On motion of Irish, seconded by Scherck, the library board unanimously approved closing the library on Sunday, July 5, 2020.

### **Ongoing book sale**

On motion of Fieldhack, seconded by Rickman, the board unanimously approved an ongoing Friends of the Neenah Public Library book sale.

**Next regularly scheduled meeting**

Wednesday, October 16 at 4:00 p.m. in the Carpenter Room.

**Adjournment**

On motion of Codner, seconded by Fieldhack, the library board adjourned at 4:43 p.m.

Respectfully submitted,

Nicole Hardina-Wilhelm

CIRCULATION		SEP 2019	SEP 2018	SEP 2017	% Change 2019-2018	% Change 2018-2017	% Change 2019-2017	YTD 2019	YTD 2018	YTD 2017	% Change 2019-2018	% Change 2018-2017	% Change 2019-2017
Books	Adult	13,158	12,462	13,031	6%	-4%	1%	128,313	127,548	125,819	1%	1%	2%
	Teen	1,042	1,532	1,549	-32%	-1%	-33%	13,634	17,094	16,879	-20%	1%	-19%
	Youth	22,114	19,208	20,434	15%	-6%	8%	203,806	200,825	203,862	1%	-1%	0%
Audio Books	Adult	1,081	1,146	1,135	-6%	1%	-5%	10,209	11,247	11,376	-9%	-1%	-10%
	Teen	45	35	56	29%	-38%	-20%	383	400	696	-4%	-43%	-45%
	Youth	598	416	538	44%	-23%	11%	5,648	4,587	4,683	23%	-2%	21%
DVDs	Adult	15,181	14,013	15,925	8%	-12%	-5%	148,471	160,572	174,720	-8%	-8%	-15%
	Teen	4	1,118	1,109	-100%	1%	-100%	49	11,253	12,826	-100%	-12%	-100%
	Youth	3,859	4,209	4,673	-8%	-10%	-17%	41,235	46,848	50,729	-12%	-8%	-19%
Music CDs	Adult	1,647	1,780	2,629	-7%	-32%	-37%	16,255	21,727	28,388	-25%	-23%	-43%
	Teen	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	0	0	7	#DIV/0!	-100%	-100%
	Youth	179	327	370	-45%	-12%	-52%	2,804	3,338	4,407	-16%	-24%	-36%
Digital Books	Adult	560	591	589	-5%	0%	-5%	5,481	5,609	5,602	-2%	0%	-2%
	Teen	15	16	25	-6%	-36%	-40%	222	226	356	-2%	-37%	-38%
	Youth	384	137	207	180%	-34%	86%	2,741	1,983	1,918	38%	3%	43%
Magazines	Adult	1,532	1,543	1,719	-1%	-10%	-11%	16,067	17,591	17,017	-9%	3%	-6%
	Teen	4	39	38	-90%	3%	-89%	206	407	360	-49%	13%	-43%
	Youth	53	85	121	-38%	-30%	-56%	1,167	1,037	1,103	13%	-6%	6%
Other (games, kits)	Adult	302	153	113	97%	35%	167%	2,778	1,848	1,295	50%	43%	115%
	Teen	0	0	0	#DIV/0!	#DIV/0!	#DIV/0!	9	6	24	50%	-75%	-63%
	Youth	449	222	264	102%	-16%	70%	3,531	2,924	2,459	21%	19%	44%
<b>Physical Materials Subtotal</b>		<b>62,207</b>	<b>59,032</b>	<b>64,525</b>	<b>5%</b>	<b>-9%</b>	<b>-4%</b>	<b>603,009</b>	<b>637,070</b>	<b>664,526</b>	<b>-5%</b>	<b>-4%</b>	<b>-9%</b>
<b>Electronic Circulation</b>													
Audiobooks		3,162	2,202	1,844	44%	19%	71%	25,658	20,687	15,772	24%	31%	63%
eBooks		3,689	3,359	2,884	10%	16%	28%	34,578	32,891	26,272	5%	25%	32%
Video		109	5	4	2080%	25%	2625%	517	73	80	608%	-9%	546%
Music		50	0	0	#DIV/0!	#DIV/0!	#DIV/0!	245	0	0			
<b>Electronic Materials Subtotal</b>		<b>6,960</b>	<b>5,566</b>	<b>4,732</b>	<b>25%</b>	<b>18%</b>	<b>47%</b>	<b>60,753</b>	<b>53,651</b>	<b>42,124</b>	<b>13%</b>	<b>27%</b>	<b>44%</b>
<b>TOTAL CIRCULATION</b>		<b>69,167</b>	<b>64,598</b>	<b>79,026</b>	<b>7%</b>	<b>-18%</b>	<b>-12%</b>	<b>663,762</b>	<b>690,721</b>	<b>706,650</b>	<b>-4%</b>	<b>-2%</b>	<b>-6%</b>
Total Books only		<b>36,314</b>	<b>33,202</b>	<b>35,014</b>	<b>9%</b>	<b>-5%</b>	<b>4%</b>						

**WEBSITE & COMPUTER USAGE**

WiFi distinct clients*	3,455	3,255	2,912	6%	12%	19%	30,694	29,394	26,483	4%	11%	16%
Pharos usage	1,586	1,544	1,970	3%	-22%	-19%	14,157	16,689	18,337	-15%	-9%	-23%
Internet usage/number of hours	1,130	1,127	1,340	0%	-16%	-16%	10,053	11,581	12,693	-13%	-9%	-21%
Website sessions	14,782	13,642	14,501	8%	-6%	2%	133,761	122,768	139,737	9%	-12%	-4%
*daily average of WiFi users	288	260	233	11%	12%	24%						

QUESTIONS ANSWERED	SEP 2019	SEP 2018	SEP 2017	% Change 2019-2018	% Change 2018-2017	% Change 2019-2017	YTD 2019	YTD 2018	YTD 2017	% Change 2019-2018	% Change 2018-2017	% Change 2019-2017
Adult Dept.												
Reference/Research	3,252	2,696	2,835	21%	-5%	15%	29,450	26,618	28,991	11%	-8%	2%
Directional/Rule/Policy	1,946	1,693	1,127	15%	50%	73%	18,198	16,771	10,982	9%	53%	66%
Circulation Dept.												
Reference/Research	639	510	599	25%	-15%	7%	5,488	6,495	5,525	-16%	18%	-1%
Directional/Rule/Policy	3,812	3,089	2,916	23%	6%	31%	34,606	32,836	28,553	5%	15%	21%
Youth Dept.												
Reference/Research	1,147	1,066	1,079	8%	-1%	6%	13,680	12,666	14,480	8%	-13%	-6%
Directional/Rule/Policy	485	645	543	-25%	19%	-11%	8,276	9,914	8,423	-17%	18%	-2%
<b>TOTAL REFERENCE</b>	<b>5,038</b>	<b>4,272</b>	<b>4,513</b>	<b>18%</b>	<b>-5%</b>	<b>12%</b>	<b>48,618</b>	<b>45,779</b>	<b>48,996</b>	<b>6%</b>	<b>-7%</b>	<b>-1%</b>
<b>MISCELLANEOUS</b>												
Book Club-to-Go Kits	16	18	16	-11%	13%	0%	142	152	144	-7%	6%	-1%
Bookshuttle Bags	1	1	0	0%	#DIV/0!	#DIV/0!	117	126	103	-7%	22%	14%
Customer Count	22,028	22,579	23,307	-2%	-3%	-5%	46,785	215,319	226,062	-78%	-5%	-79%
SelfCheck % of Checkout	49%	51%	54%	-5%	-5%	-10%	49%	51%	54%	-4%	-5%	-8%
Teacher Packs	32	24	18	33%	33%	78%	208	176	166	18%	6%	25%
Volunteer Hours Worked	320	338	523	-5%	-35%	-39%	3,506	3,844	4,228	-9%	-9%	-17%
<b>RECEIPTS</b>												
Fines & Misc. Fees	\$1,289	\$4,259	\$1,877	-70%	127%	-31%	\$18,512	\$18,890	\$18,397	-2%	3%	1%
Copier/Printer Fees	\$1,162	\$1,469	\$1,766	-21%	-17%	-34%	\$11,353	\$10,946	\$11,380	4%	-4%	0%
Lost/Damaged Fees	\$237	\$1,628	\$2,598	-85%	-37%	-91%	\$5,624	\$5,186	\$6,868	8%	-24%	-18%
Sale of Property	\$0	\$0	\$15	#DIV/0!	-100%	-100%	\$0	\$51	\$168	-100%	-70%	-100%
Coffee Sales	\$61	\$117	\$129	-48%	-9%	-53%	\$1,328	\$1,170	\$1,102	13%	6%	21%
Beverages & snacks	\$121	\$486	\$204	-75%	138%	-41%	\$2,453	\$2,173	\$1,967	13%	10%	25%
Collection Agency Fees	\$91	\$486	\$770	-81%	-37%	-88%	\$1,959	\$1,730	\$2,237	13%	-23%	-12%
Winnebago Co. Major Facility	\$0	\$27,628	\$27,127	-100%	2%	-100%	\$83,171	\$82,885	\$81,382	0%	2%	2%
Winnebago Co. Operations	\$0	\$191,924	\$189,211	-100%	1%	-100%	\$590,258	\$575,773	\$567,632	3%	1%	4%
Other counties	\$0	\$0	\$0	#DIV/0!	#DIV/0!	#DIV/0!	\$22,339	\$23,083	\$22,497	-3%	3%	-1%
<b>TOTAL</b>	<b>\$2,960</b>	<b>\$227,998</b>	<b>\$223,696</b>	<b>-99%</b>	<b>2%</b>	<b>-99%</b>	<b>\$736,997</b>	<b>\$721,887</b>	<b>\$713,630</b>	<b>2%</b>	<b>1%</b>	<b>3%</b>

PROGRAMS	SEP 2019	SEP 2018	SEP 2017	% Change 2019-2018	% Change 2018-2017	% Change 2019-2017	YTD 2019	YTD 2018	YTD 2017	% Change 2019-2018	% Change 2018-2017	% Change 2019-2017
<b>Programs given</b>												
Adult (Ages 19+)	26	27	18	-4%	50%	44%	305	245	196	24%	25%	56%
Young Adult (Ages 12-18)	3	4	6	-25%	-33%	-50%	34	41	35	-17%	17%	-3%
Youth (ages 0-11)	40	40	60	0%	-33%	-33%	488	473	451	3%	5%	8%
<b>TOTAL</b>	<b>69</b>	<b>71</b>	<b>84</b>	<b>-3%</b>	<b>-15%</b>	<b>-18%</b>	<b>827</b>	<b>759</b>	<b>682</b>	<b>9%</b>	<b>11%</b>	<b>21%</b>

<b>Program attendance</b>												
Adult (Ages 19+)	654	533	389	23%	37%	68%	8,439	6,243	5,162	35%	21%	63%
Young Adult (Ages 12-18)	43	101	254	-57%	-60%	-83%	1,137	914	1,238	24%	-26%	-8%
Youth (ages 0-11)	2,112	1,448	1,970	46%	-26%	7%	27,696	21,748	21,609	27%	1%	28%
<b>TOTAL</b>	<b>2,809</b>	<b>2,082</b>	<b>2,613</b>	<b>35%</b>	<b>-20%</b>	<b>8%</b>	<b>37,272</b>	<b>28,905</b>	<b>28,009</b>	<b>29%</b>	<b>3%</b>	<b>33%</b>

Program	Topic/Title/Presentation	Date	Attendees
<b>Adult</b>			
Tuesday Night Movie	The Secret Life of Pets 2	9/17/2019	49
Kneenah Knits		9/4/2019	4
Kneenah Knits		9/18/2019	4
Chess		weekly (4)	92
Dungeons and Dragons		9/8/2019	6
Monday Matinee	Poms	9/9/2019	39
Outreach Assisi Homes	Wisconsin Authors	9/20/2019	7
Short Story Night		9/9/2019	40
Fitness Friday		9/6/2019	13
Fitness Friday		9/20/2019	5
Larry Lewis		9/18/2019	20
A.M. Investment Coffee Club		9/11/2019	4
Memory Cafe	Dance	9/16/2019	23
MMBK		9/23/2019	13
History Program	Hidden History of Doty Island-Part 1	9/19/2019	200
Device Workshop US Cellular		9/10/2019	6
Bibliocycle	Washington Park Grand reopening	9/14/2019	96
Ukulele open jams		weekly (4)	33
<b>TOTAL</b>			<b>654</b>
<b>Young Adult</b>			
Library Visit	Shattuck CD	9/16/2019	10
Library Visit	NHS CDS	9/20/2019	12
Outreach	Lakeside Packaging	9/25/2019	21
<b>TOTAL</b>			<b>43</b>

**Youth**

Outreach	Farmers Market	9/7/2019	192
Outreach	Lake Edge	9/12/2019	18
Library Visit	Trinity Lutheran	9/12/2019	14
Library Program	Footloose Friday	9/13/2019	61
Library Visit	Wilson 4th Grade	9/13/2019	53
Library Program	Pooches & Pages	9/14/2019	9
Library Program	Legos in the Library	9/15/2019	18
Outreach	KinderCare	9/19/2019	12
Outreach	Headstart AM & PM	9/19/2019	54
Outreach	Stepping Stones	9/20/2019	40
Outreach	A Child's Imagination	9/20/2019	19
Outreach	Stepping Stone	9/20/2019	40
Outreach	Fox Cities Marathon	9/20/2019	366
Library Visit	Homeschool Friends	9/26/2019	18
Outreach	YMCA	9/27/2019	87
Storytimes		Various	1,111
<b>TOTAL</b>			<b>2,112</b>



## Reports & Recommendations

### 7. Director's report

- a. Meetings/Events/Information
  - Weekly: Monday morning briefings
  - Weekly: Library department heads
  - 09-26 City Department Head meeting
  - 09-30 Meeting with West Bend Library Director
  - 10-09 CVMIC webinar: Conflict Resolution
  - 10-09 Neenah Arts Council
  - 10-10 Friends of the Library Board meeting
  - Personnel changes
- b. Report from Circulation Services
- c. Report from Youth Services
- d. Report from Adult Services and Technical Services

### 8. Business for consideration

- a. **Monthly financial reports from Finance department** (handouts at meeting)  
*Information item.*

- b. **Board member resignation**

Jan Sarnecki has resigned from the Library Board. (He has moved out of state to be close to family.) Pat Rickman has agreed to serve as President for the remainder of the term (until the January Library Board meeting). The City Attorney has confirmed that the Vice-President position can remain unfilled until 2020. The Chair of the Finance and Personnel Committee position remains unchanged.

Relevant Library Board Bylaws:

#### **Article 3 Officers**

**Section 1.** The officers shall be a president, a vice-president, and a chairperson of the Finance & Personnel Committee, elected from among the appointed trustees at the January meeting. Officers may succeed themselves once only and may be re-elected to the same office after a lapse of at least one year. Vacancies in office shall be filled by vote at the next regular Board meeting after the vacancy occurs. Removal from office shall be by a two-thirds vote of all members of the Board.

**Section 2.** A nominating committee shall be appointed by the president at the November or December meeting and shall present a slate of officers at the following January meeting. Additional nominations may be made from the floor at that time.

**Section 3.** Officers shall serve a term of one year from the January meeting at which they are elected and until their successors are duly elected.

**Section 4.** The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute documents authorized by the Board, sign vouchers for disbursements from the City's Library funds, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

**Section 5.** The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

**Section 6.** The chairperson of the Finance & Personnel Committee shall preside over that committee and shall assume and perform the duties and functions associated with that office. In the absence of the president and the vice-president, the chairperson of the Finance & Personnel Committee shall preside at any Board meeting.

**c. Trust Fund Policy review**

The Library Board's Trust Fund Policy is below. The director is not proposing any changes but requests a review by the Library Board. The policy was last updated in 2006, with minor changes made in 2007 and 2008.

***Discussion item.***

***Trust Fund Policy***

***Introduction***

*Trust Fund expenditures shall, in general, be for special projects, programs, or resources, and for start-up funds and building enhancements, that supplement and do not supplant regular city operating or capital improvement budget appropriations.*

***Memorandum of Agreement with City of Neenah***

*The Memorandum of Agreement – Library Trust Fund, executed with the City of Neenah, is hereby incorporated into this Trust Fund Policy.*

***Trust Fund accounts***

*The Library Board shall establish and terminate trust fund accounts as it deems necessary. Existing accounts include the following:*

- 1. The **Library Materials Endowment** consists of bequests or gifts that are legally bound to remain as unspent principal. Income from this account shall revert to the **Library Materials Account**.*
- 2. The **Library Materials Account** includes income from the **Library Materials Endowment**, individual gifts, grant funds, and additional sums transferred to it by the Library Board. Income from this account shall remain in the account. Expenditures from this account shall be for library materials only.*
- 3. The **Program Account** includes grant funds, individual gifts, and additional sums transferred to it by the Library Board. Income from this account shall remain in the account. Expenditures from this account shall be for programming only. This fund shall have a minimum balance of \$250,000.*
- 4. The **Building Account** includes donations to the new library fund, additional individual gifts, and sums transferred to it by the Library Board. Income from this account shall remain in the account. Expenditures from this account shall be for the new library building, large-scale special projects, building remodeling or improvement, an addition to the library, or a new library.*

5. *The **Marshall Schroeder Staff Recognition Account** includes donations made for staff recognition as well as additional sums transferred to it by the Library Board. Income from this account shall remain in the account. Expenditures from this account shall be used for staff recognition.*
6. *The Library Board shall allocate monies not in specific accounts to the **General Account**. Income from this account shall remain in the account. Expenditures from this account may be for any item or service consistent with the general intent of the trust fund. The account may be increased by general gifts, grants, or by action of the Library Board. The Library Board may transfer monies from this account to other accounts, as needed.*
7. *The **Youth Account** includes individual gifts, grant funds, and additional sums transferred to it by the Library Board. Income from this account shall remain in the account. Expenditures from this account shall be for any item or service for the Youth Department.*
8. *The **Adult Account** includes individual gifts, grant funds, and additional sums transferred to it by the Library Board. Income from this account shall remain in the account. Expenditures from this account shall be for any item or service for the Adult Department*
9. *The library shall maintain (and replace as necessary) the Automated External Defibrillator from the **General Account** as long as this type of device is recommended by the Neenah Health Department for use in the library.*

**Library director**

1. *Without prior Library Board approval, the library director is authorized to spend:*
  - a. *Amounts up to \$1,000 from any account for purposes consistent with that account (subject to the limitations below).*
  - b. *Amounts up to \$100 to recognize special achievement from the **General Account**. Amounts up to five percent of the **Library Materials Account** annually. If expenditures are under five percent in any year, unspent funds from that year may be carried over into ensuing years and may be expended in addition to ensuing years' five percent limits. 01.17.07*
  - c. *Amounts up to five percent of the **Program Account** annually. If expenditures are under five percent in any year, unspent funds from that year may be carried over into ensuing years and may be expended in addition to ensuing years' five percent limits. 01.17.07*
  - d. *Amounts, as specified in the Staff Recognition Policy, from the **Marshall Schroeder Staff Recognition Account**, for staff recognition. Up to \$1,500 annually, from the **General Account**, for a volunteer recognition event. 04.18.07/09.17.08*

2. *The library director is authorized to allocate unspecified deposits up to \$1,000 into any authorized account.*
3. *The library director is authorized to request that checks be drawn from and deposits made to the money-market account at the City.  
The library director is authorized to notify the City and/or the financial institution holding securities in the trust fund of cash flow needs so that either one or both can take action to provide for those needs.*
4. *The library director shall distribute to the Library Board, at least quarterly, reports from the City regarding trust fund deposits, expenditures, and balances.*
5. *The library director shall make recommendations for transferring funds from one account to another to the Library Board.*
6. *The library director shall distribute to the Library Board, at least quarterly, the balances of each trust fund account.*

*11.15.89/6.19.91/7.17.91/6.20.01/04.19.06/6.21.06*

**d. Project updates**

- Teen material and newspaper/magazine collections have been swapped to allow for more visibility of the Teen area.
- Signage for the library will be ordered within the next couple of weeks. (Some wall signage will be delayed because painting and paint curing must take place first.)
- The wall mural design and layout is underway. (For the area behind the self-checkout machines.)
- After seeing samples and speaking to various representatives, staff are waiting for quotes on furniture for the various areas – comfortable seating and small tables, computer spaces, etc.

***Information item.***

**e. Fundraising campaign**

The director has been asked about fundraising possibilities for future projects. The proposed meeting rooms on second floor, east side of the building, would be an ideal project for a campaign. The project is currently scheduled as a Capital Improvements Program item for 2022.

***Discussion item.***

**9. Reports:**

**Winnebago County representative**  
**Neenah City Council representative**  
**Neenah Joint School District representative**

**10. Announcements and future agenda items**

**11. Next regularly scheduled meeting: November 20, 2019, 4:00 p.m. in the Carpenter Conference Room.**

**12. Adjournment**