

**Shiocton Public Library
Board of Directors Meeting
August 11, 2022**

Call to Order

The meeting was called to order by Trustee Brownson at 2:00PM

Pledge

Trustee Brownson led the Pledge.

Roll Call

Trustees present: LouAnn Johnson, Tammy Free, Nancy Brownson, and Nichole Schweitzer (virtual - Facetime). Also in attendance: Shay Foxenberg, Director; Bradley Shipps, OWLS Director. Excused absent: Karen Kroncke

Meeting Agenda

Motion by Brownson, second by Free to table the closed session until September's meeting.

Motion by Schweitzer, second by Brownson to approve the August 11, 2022 meeting agenda as approved.
Motion carried, 4-0.

Meeting Minutes

Trustee Brownson questioned if Trustee Schweitzer called the meeting to order in July as indicated in the minutes. Following discussion, it was determined that Trustee Brownson called the meeting to order in July and the minutes need to be amended.

Motion by Schweitzer, second by Free to approve the July 13, 2022 meeting minutes as amended. Motion carried, 4-0.

Financial Reports and Bills - July

During a review of the bills, Director Foxenberg noted that the refrigerator is not work properly and a new vacuum cleaner is needed. Motion by Free, second by Johnson to approve the July 2022 Financial Report and Bills as presented. Motion carried, 4-0.

Public Comments

OWLS Director, Bradley Shipps, shared information about OWLS, noting that she is conducting site visits of all 17 libraries that comprise the OWLS system. Director Shipps spoke on county funding of libraries (see handout). Checks to see that the village appropriation is sufficient to cover the county library property tax. If not, then a tax assessment at the county level would be assigned to all tax payers. The Village of Shiocton's appropriation for the Shiocton Public Library is sufficient. Shipps also reviewed the funding equation used by the Outagamie County (OC); OC pays 103% of the formula laid out in WI State law. She also noted that this is not tied to resident circulation but rather accounts for county circulation and that across the state. Shipps also noted that there has been a great deal of changes in usage patterns due to COVID.

A breakdown of the amount of funds provided through OC since 2015 was reviewed. She also noted that electronic circulation is growing greatly, having risen from 5% to 14% in the past three years. The pandemic likely played into this growth. Electronic circulation is becoming more a part of our regular business and will be phased in for the funding formula over five years. Currently in Year 3 of 5. This should lend to less volatility in funding for OWLS libraries.

Director Shipps emphasized that expenditures are the greatest funding equation factor that we have control over and stressed the importance of not underspending. This negatively impact the "cost per circ", which is a

significant factor in the funding equation. She noted that the county could reduce us to the statutory funding level but she did not feel that would happen but to be mindful of it given some of the new county personnel (executive director, director of finance, etc.).

Outagamie Waupaca Library System (OWLS) Membership Agreement for 2023

OWLS Director, Bradley Shipps, reviewed the changes in the Membership Agreement for 2023. Trustee Free motioned, Trustee Johnson second the motion to approve the Outagamie Waupaca Library System Membership Agreement for 2023. Motion carried. 4-0

Proposal of Creating a Reading Loft with donation from Shiocton Steps for Suicide Awareness

Director Foxenberg noted that a representative with the insurance company employed by the Village of Shiocton indicated that the reading loft would be covered under the current liability policy.

Trustee Free motioned, Trustee Johnson second the motion to approve the purchase of the reading loft. Motion carried. 4-0.

Library Usage Statistics for Consideration for 2023 Budget Proposal

Director Foxenberg shared the graph representing the statistics related to library usage from 2021 and 2022. She also reviewed the number of hours open per day and the number of hours staff are scheduled. She also reviewed alternatives to current open hours so as to address the projected shortfall of revenue. Staff provided feedback, the consensus of which was to close one full day rather than alter hours, which could cause challenges for patrons to remember different start/close times. Could look at extending hours, AM and PM, on the other days that the library is currently open. Much discussion was held regarding additional feedback on use from community members and how to reach community members. OWLS Director Shipps suggested targeting the survey to a specific population such as the parents of the 4K (and younger) children. Director Foxenberg reviewed other options she crafted to address the funding shortfall. Discussion also included the use of the set-aside monies.

The consensus for next steps: build a budget proposal for September's meeting that does not include aggressively changing the hours but that does include the additional \$1,000 and if the Village does not approve it, we may need to use the set-aside dollars. Additionally, Director Foxenberg will send a draft survey to all Trustees prior to the September meeting.

Director's Report

Director Foxenberg noted that National Night Out went well. The life-size Candy Land game was enjoyed by attendees. Tables from the grant are in use and Shiocton DPW is helping to get rid of the bees. Trustee training is August 22 – 26 from 12noon to 1:00PM. She will email out the links to the trainings. If you register and then are not able to attend, you will get a link to the recorded session(s). Also discussed 100 Books collaboration with the school and changing up story time to adjust for the full-day 4K starting this fall at the school

Board Comments

none

Next Meeting

Set the next meeting date and time as September 15, 2022 at 2:00PM.

Adjourn

The meeting was adjourned at 3:30PM.