



MINUTES OF THE CITY OF PRESCOTT LIBRARY ADVISORY BOARD

May 16, 2018
3:30 p.m.

Elsea Room/Prescott Public Library
215 E. Goodwin
Prescott, Arizona 86303

Minutes of the Library Advisory Board Meeting held on May 16, 2018 at the Prescott Public Library in the Elsea Room, located at 215 E. Goodwin Street, Prescott, Arizona.

I. Call to Order

Chairman Jones called the meeting to order at 3:30 p.m.

II. Roll Call

Present

Jerry Jones (Chair)
Alma Howell
William Arnold
Sharon Seymour

Excused/Absent

Deborah McCasland (Vice-Chair)
Jennifer Hernandez
Dakota King

Council Liaison

Council Liaison, Councilwoman Alexa Scholl

Staff Present

Staff Liaison and Library Director Roger Saft

III. Approval of the February 21, 2018 Meeting Minutes

Motion to approve minutes made by Alma Howell, seconded by Sharon Seymour.
Approved unanimously.

IV. Overview of Tentative FY 2019 Budget

Saft presented details of FY2019 tentative budget including breakdown of budget and comparison with FY2018. Total budget is 6% above the FY2018 budget. The bulk of the increase is in salaries. This is to cover Sunday openings and the increase in Temporary Part time per hour increase. LED conversion resulted in reduction of APS electric charges.

Seymour asked if special revenue funds are forfeited if not used annually. These funds are given specifically for library use and are held by the city. The funds roll over from year to year if not used.

Jones noted that the library's use of the General Fund is less than 5%. Although the salaries line may seem large at 67% of total, the library is a service organization and requires personnel to provide those services.

Jones asked about the number of volunteers working within the library. The library had 14,650 volunteer hours in the last fiscal year. Equivalent to 7 FTE. Volunteer are coordinated by a staff member. The Volunteer Coordinator matches applicants to needs and the city does background check. Volunteers are then trained to the specific tasks that they perform. Seymour pointed out that many volunteers have many years of experience.

V. Year to Date Library Use Statistics

Most use statistics are up Year to Date over FY2017. Job help computer use has fallen—perhaps due to increase in the number of groups in town that have computers available as well as the decrease in the number of substance abuse rehabilitation homes. These homes often required residents to apply for jobs.

Seymour stated that room rental charges have resulted in drop in room use. Jones asked when charges would cease. This is a discussion that the city manager will have with council.

Jones asked if the library has a booth that the library uses to promote the library at events. The library does have a tent that is used, but because of staff constraints this has not been done as much recently.

One thing that the library would like to study is a way to reach out to the older community, either by taking programs to the places where there is a concentration of older residents or creating book van to go to these places and/or service schools and preschools. The largest expense would be personnel. Jones stated that it may be possible to team up with Meals on Wheels to provide such a service.

VI. Current and Upcoming Fiscal Year Library Activities

YouToo! Expo

Summer Reading program. 1200 youth and teens participated in 2017. All summer reading programs are payed for by the Friends of the Library.

Technology Help Hour--Volunteer run program

In response to a question from Jones, the consensus of the library board was that meeting room rental charges be rescinded.

VII. Topics for Future Agendas

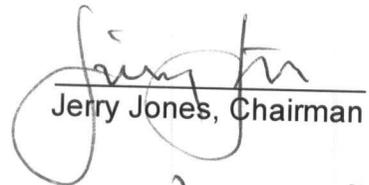
The next meeting is scheduled for Wednesday, August 15, 2018 at 3:30 p.m.

VIII. Adjournment

There being no further business to discuss, Chairman Jones adjourned the meeting at 4:25 p.m.

Respectfully Submitted by:


Roger Saft, Library Director


Jerry Jones, Chairman

Date: 8-15-18