



LIBRARY ADVISORY BOARD

MINUTES OF THE LIBRARY ADVISORY BOARD held on September 2, 2021 via Zoom

- I. Call to Order
 - Meeting called to order at 9:30 am
- II. Roll Call

<u>Present</u>	<u>Absent</u>
Alma Howell (Chair)	Jennifer Knight
Tim Holt	
Mary Jo Dhein	
Michael Rothmiller	
Lois Fruhwirth	
Diane Catlin	
Council Liaison, Councilwoman Rusing	
Staff Liaison, Roger Saft	
- III. Approval of minutes of May 20, 2021
 - Minutes approved with changes
- IV. Library Use Statistics May-15 Aug 2021
 - Library use statistics presented
 - Use fell off during August due to end of Summer Reading program. This happens most years
 - A surge in COVID in August also resulted in fewer people coming into the library
 - Use of electronic items which can be accessed from home continues to increase each month.
- V. Current library services and changes due to COVID-19
 - In August with the CDC recommendation that people wear masks indoors in areas of high transmission, staff and volunteers began to wear masks in the public portions of the library.
 - Library programs were suspended
- VI. FY 2022 Budget Update/Comparison with FY2021 Final
 - Question last time about comparison of FY2022 and FY2021 budgets

- Biggest increase in salaries related to city's classification and compensation study
 - Internal charges for IT, Maintenance and HR also increased reflecting city wide salary adjustments
 - Increase in salaries account for 76% of budget increase
- IT expenses: two large projects for IT in FY22 budget
 - security cameras
 - Office 365
 - These two project account for a little over \$40,000--19% of increase.
- Rest of increase reflects general increase in costs
- FY22 also reflects anticipated reduction of amount of revenue sharing from the County Library District
- Library Fines—Library network instituted an automatic renewal which reduced the number of overdue items.
- Question: Why did database subscription go down? In FY2021 we added some expensive databases to help provide remote services during times when access to the building was restricted. When building reopened we didn't renew those subscriptions.
- Question: Are there any anticipated major projects? One large project in the future will need to be HVAC system. Current system is 16 years old and parts are not available for repairs. A couple of units are currently limping along. Maintenance of HVAC system is the responsibility of Facilities Department. Facilities is aware of need and will need to add this in their Capital Improvements line in a future budget year.

VII. Luanne Leeson Library and Nature Learning Center update

- Area that has been looked at for library/learning center is a portion of land that would have to be purchased from AED.
- RFP for library planner needs to be written to facilitate discussion of what is envisioned by the community for a library.
- Money that Friends of the Library was left by Luanne Leeson is still in probate.

VIII. Fine Free Library update

- Currently with City Manager
- Eliminating late fees will account for less than 1% of budget
- Currently only Prescott Public Library and Chino Valley Public Library charge late fees.

IX. Topics for next meeting

- Virtual Frank Talks
- Exploring series of guest speaker on all kinds of topics
- Next meeting scheduled for November 18 at 9:30 via Zoom

X. Adjournment

- Meeting adjourned at 10:15 am

Alma C. Howell

Alma Howell, Chair

A handwritten signature in black ink, appearing to read "Roger Saft", with a long, sweeping horizontal stroke extending to the right.

Roger Saft, Library Director

