

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, September 21, 2020

Place: Door Co. Government Center – County Board Room, 1st Floor, 421 Nebraska Street, Sturgeon Bay, Wisconsin and Online via Webex

Board Meeting Time: 5:30 P.M. or immediately following the joint meeting of the Museum Committee & Library Board which begins at 5:00 P.M.

AGENDA

1. Call to Order.
2. Approval of Agenda.
3. Public Input/Correspondence.
4. Approval of Minutes of August 3, 2020.
5. Reports –
 - A. Director’s Report – Library Operations.
 1. Events – Virtual Programming
 2. General – ILS
 3. Staff – Update
 4. Statistics – Jan-Jul, Summer
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. Strategic Plan 2022.
7. Discussion: Door County Library and Miller Art Museum Partnership.
8. Donations.
9. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
10. Vouchers Review and Approval.
11. Meeting Per Diem Code.
12. Adjournment.

In light of the declared state of emergency and to mitigate the impact of COVID-19 this meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely.

To attend the meeting via computer:
Go to:
<https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=ec5829306f835fb0e393184f85a3226b2>

Event Password: Sept21lib2020

Access Code: 146 594 1081

To Connect via phone:
 1-408-418-9388

These minutes have not been approved by the oversight committee and are subject to approval or revision at the next regular committee meeting.

DOOR COUNTY LIBRARY BOARD MINUTES

August 3, 2020

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:00 P.M. by Library Board President Bob Dickson. Six Library Board Members appeared virtually – Bob Dickson, Helen Bacon, Bridget Bowers, Megan Lundahl, Mary Jackson, and Nissa Norton. Library Director Tina Kakuske, Administrative Assistant Kay Jensen, Technical Support Specialist Shauwn Rosendale, and Miller Art Museum Executive Director Beth Meissner-Gigstead appeared virtually. David Hayes was excused.

Motion by Dickson second by Norton for APPROVAL OF AGENDA. Motion carried.

PUBLIC PARTICIPATION/CORRESPONDENCE: There was no PUBLIC PARTICIPATION or CORRESPONDENCE.

Motion by Dickson, second Bowers, for APPROVAL OF THE MINUTES OF THE MEETING of July 20, 2020. Motion carried.

2021 BUDGETS: Kakuske reviewed the proposed 2021 budgets for County, City/County, and Revenues. She identified the accounts that were revised since the July 2020 meeting. Motion by Norton, second by Bowers to recommend that the 2021 Library budget expenses and revenues be approved as follows: County – \$1,584,530, City/County – \$159,134, and Revenues – \$120,562. Motion carried.

POLICY: Kakuske reported that instead of drafting a new Emergency Policy, our Closure Policy already provides for all possible emergency closures. She reviewed the current policy and recommended that the policy be amended to include, “Miller Art Museum, library branch municipal offices” under the “Official Notification” section of the policy. Motion by Norton, second by Lundahl to amend the closure policy as presented. Motion carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm on Monday, September 21, 2020, and will be held virtually.

VOUCHERS REVIEW AND APPROVAL. Having reviewed this month’s voucher summary, the library board members agreed to the approval of all library expenditures. Treasurer Lundahl’s signature to be secured per by-law.

Per Diem code for this meeting is 820.

Motion by Bacon, second by Norton, for ADJOURNMENT. Motion carried. The meeting was adjourned at 5:45 pm.

2019 vs 2020 - Jan - July - OverDrive				
Branch	2019 E Book Uses	2020 E Book Uses	Difference	% Inc/Dec
BAI	1,417	1,808	391	27.59%
EGG	668	993	325	48.65%
EPH	392	325	(67)	-17.09%
FIS	1,343	1,352	9	0.67%
FOR	306	631	325	106.21%
SIS	2,518	3,503	985	39.12%
STR	8,145	10,473	2,328	28.58%
WSH	501	726	225	44.91%
	15,290	19,811	4,521	22.82%

2019 vs 2020 - Jan - July - OverDrive				
Branch	2019 Audio Book Uses	2020 Audio Book Uses	Difference	% Inc/Dec
BAI	725	788	63	8.69%
EGG	308	628	320	103.90%
EPH	434	318	(116)	-26.73%
FIS	291	402	111	38.14%
FOR	108	147	39	36.11%
SIS	1,682	2,146	464	27.59%
STR	4,069	5,119	1,050	25.80%
WSH	323	400	77	23.84%
	7,940	9,948	2,008	20.18%

2019 vs 2020 - Jan - July - OverDrive				
Branch	2019 Video Uses	2020 Video Uses	Difference	% Inc/Dec
All Branches	11	30	19	172.73%

2019 vs 2020 - Jan - July - Hoopla				
	2019 Circs	2020 Circs	Difference	% Inc/Dec
All Branches	5,413	8,103	2,690	49.70%

2019 vs 2020 - Jan - July - RB Dig Magazines				
Branch	2019 Magazines	2020 Magazines	Difference	% Inc/Dec
BAI	146	166	20	13.70%
EGG	123	166	43	34.96%
EPH	0	0	0	0.00%
FIS	201	292	91	45.27%
FOR	66	76	10	15.15%
SIS	968	1,107	139	14.36%
STR	709	1,192	483	68.12%
WSH	63	116	53	84.13%
	2,276	3,115	839	26.93%

2019 vs 2020 - Jan - July - RB Dig Audio Books				
Branch	2019 A Bks	2020 A Bks	Difference	% Inc/Dec
BAI	14	143	129	921.43%
EGG	6	15	9	150.00%
EPH	9	24	15	0.00%
FIS	95	247	152	160.00%
FOR	0	0	0	0.00%
SIS	146	211	65	44.52%
STR	475	603	128	26.95%
WSH	28	76	48	171.43%
	773	1,319	546	41.39%

Donations.xlsx

2020	Donor	in the name of	Donation	Total
Jul-20	Friends Grant - Movie Licensing Fee		1,670.00	
	Friends of the Door Co Libraries (Ann.Donations)		2,250.00	
	Donation to Washington Island Library		200.00	
	Donation to Sturgeon Bay Library		10.00	
	Donations to Sister Bay/Liberty Grove Library		75.00	
				4,205.00

Donations.xlsx

2020	Donor	in the name of	Donation	Total
Aug-20	Book Sale - Fish Creek Library		100.00	
	Book Sale - Egg Harbor Library		264.00	
	Donation to Fish Creek Library	In memory of Dorothy Sumnicht	1,000.00	
	Donation to Fish Creek Library		200.00	
	Donation to Fish Creek Library	Wall St. Journal	200.00	
	Donation to Sturgeon Bay Library		75.00	
	Door County Reads 2021	DC Medical Center	1,000.00	
	Friends Grant - Summer Reading Program		1,000.00	
	Foundation Grant - DC Reads 2020		5,703.36	
	Donations to Sister Bay/Liberty Grove Library		100.00	
	Door County Reads 2021	Lott	100.00	
	NFLS - Continuing Ed.		250.00	
				9,992.36

8/16/20

Accounts Payable Invoice Report

G/L Date Range 08/10/20 - 08/10/20
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 36 - Library									
Batch Number 2020-00000440 Batch Date 08/10/2020 Entered by User Kay Jensen									
Vendor 11300 - ALGOMA PUBLIC LIBRARY									
Sub-Department 36 Library									
2020-00000250	1 N/A	Edit		08/10/2020	08/10/2020	08/10/2020			16.98
Sub-Department 36 Library Totals									0
Vendor 11300 - ALGOMA PUBLIC LIBRARY Totals									<u>\$16.98</u>
Vendor 15157 - AMAZON COM CREDIT									
Sub-Department 36 Library									
AMZ-8-10-2020	bks,oper sup,bldg,memorial	Edit		08/10/2020	08/10/2020	08/10/2020			946.38
Sub-Department 36 Library Totals									0
Vendor 15157 - AMAZON COM CREDIT Totals									<u>\$946.38</u>
Vendor 9776 - CARDMEMBER SERVICE									
Sub-Department 36 Library									
VISA-7-3to8-3-20	oper sup,lib mat, memorials	Edit		08/10/2020	08/10/2020	08/10/2020			833.97
Sub-Department 36 Library Totals									0
Vendor 9776 - CARDMEMBER SERVICE Totals									<u>\$833.97</u>
Vendor 4818 - CELLCOM WISCONSIN RSA 10									
Sub-Department 36 Library									
630365	cell phone - Library	Edit		08/10/2020	08/10/2020	08/10/2020			55.87
Sub-Department 36 Library Totals									0
Vendor 4818 - CELLCOM WISCONSIN RSA 10 Totals									<u>\$55.87</u>
Vendor 8520 - DOOR COUNTY HARDWARE COMPANY									
Sub-Department 36 Library									
368149	Building Maintenance	Edit		08/10/2020	08/10/2020	08/10/2020			25.88
Sub-Department 36 Library Totals									0
Vendor 8520 - DOOR COUNTY HARDWARE COMPANY Totals									<u>\$25.88</u>
Vendor 14164 - INGRAM LIBRARY SERVICES									
Sub-Department 36 Library									
Ing-Aug#2	books, proc, nfs	Edit		08/10/2020	08/10/2020	08/10/2020			4,462.96
Sub-Department 36 Library Totals									0
Vendor 14164 - INGRAM LIBRARY SERVICES Totals									<u>\$4,462.96</u>
Vendor 22298 - LAURA HALE									
Sub-Department 36 Library									
LH-mi-7-2020	operational travel	Edit		08/10/2020	08/10/2020	08/10/2020			43.70
Sub-Department 36 Library Totals									0
Vendor 22298 - LAURA HALE Totals									<u>\$43.70</u>

Accounts Payable Invoice Report

G/L Date Range 08/10/20 - 08/10/20
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 10103 - MIDWEST TAPE									
Sub-Department 36 Library									
99206579	Hoopla	Edit		08/10/2020	08/10/2020	08/10/2020			2,390.11
MidwestTAug#2	av & nfs	Edit		08/10/2020	08/10/2020	08/10/2020			336.11
Sub-Department 36 Library Totals									0
Vendor 10103 - MIDWEST TAPE Totals							Invoices	2	\$2,726.22
Vendor 18650 - PENINSULA PULSE									
Sub-Department 36 Library									
21711	1/4 page B & W ad	Edit		08/10/2020	08/10/2020	08/10/2020			190.80
Sub-Department 36 Library Totals									0
Vendor 18650 - PENINSULA PULSE Totals							Invoices	1	\$190.80
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 36 Library									
Staples-8-2020-2	Oper sup & paper	Edit		08/10/2020	08/10/2020	08/10/2020			105.99
Sub-Department 36 Library Totals									0
Vendor 15069 - STAPLES ADVANTAGE Totals							Invoices	1	\$105.99
Vendor 30820 - STURGEON BAY UTILITIES									
Sub-Department 36 Library									
SBU-8-6-29	utilities	Edit		08/10/2020	08/10/2020	08/10/2020			2,635.25
Sub-Department 36 Library Totals									0
Vendor 30820 - STURGEON BAY UTILITIES Totals							Invoices	1	\$2,635.25
Vendor 18078 - THE LIBRARY STORE, INC.									
Sub-Department 36 Library									
663552	processing	Edit		08/10/2020	08/10/2020	08/10/2020			448.55
Sub-Department 36 Library Totals									0
Vendor 18078 - THE LIBRARY STORE, INC. Totals							Invoices	1	\$448.55
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL									
Sub-Department 36 Library									
207325	Janitorial	Edit		08/10/2020	08/10/2020	08/10/2020			71.82
Sub-Department 36 Library Totals									0
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL Totals							Invoices	1	\$71.82
Batch Number 2020-00000440 Totals							Invoices	14	\$12,564.37
Department 36 - Library Totals							Invoices	14	\$12,564.37
36 Library									
Grand Totals						Invoices	14	\$12,564.37	

9/1/20

Accounts Payable Invoice Report

G/L Date Range 09/01/20 - 09/01/20
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount		
Department 36 - Library											
Batch Number 2020-00000463		Batch Date 08/24/2020		Entered by User Kay Jensen							
Vendor 5245 - DC PRINTING LLC											
Sub-Department 36 Library											
966736	envelopes	Edit		08/24/2020	08/24/2020	09/01/2020			68.00		
Sub-Department 36 Library Totals									Invoices	1	0
Vendor 5245 - DC PRINTING LLC Totals									Invoices	1	<u>\$68.00</u>
Vendor 8520 - DOOR COUNTY HARDWARE COMPANY											
Sub-Department 36 Library											
368904,368983,et	Building Maintenance	Edit		08/24/2020	08/24/2020	09/01/2020			61.85		
Sub-Department 36 Library Totals									Invoices	1	0
Vendor 8520 - DOOR COUNTY HARDWARE COMPANY Totals									Invoices	1	<u>\$61.85</u>
Vendor 13620 - HERLACHE SMALL ENGINE											
Sub-Department 36 Library											
153835	Ariens part - machinery maintenance	Edit		08/24/2020	08/24/2020	09/01/2020			29.95		
Sub-Department 36 Library Totals									Invoices	1	0
Vendor 13620 - HERLACHE SMALL ENGINE Totals									Invoices	1	<u>\$29.95</u>
Vendor 10337 - MILLER ART MUSEUM											
Sub-Department 36 Library											
MAM-8-11-20	reim req 8-11-20	Edit		08/24/2020	08/24/2020	09/01/2020			2,586.58		
Sub-Department 36 Library Totals									Invoices	1	0
Vendor 10337 - MILLER ART MUSEUM Totals									Invoices	1	<u>\$2,586.58</u>
Vendor 10334 - OWLS											
Sub-Department 36 Library											
3506	processing	Edit		08/24/2020	08/24/2020	09/01/2020			74.00		
Sub-Department 36 Library Totals									Invoices	1	0
Vendor 10334 - OWLS Totals									Invoices	1	<u>\$74.00</u>
Vendor 15732 - PACIFIC TELEMAGEMENT SERVICE											
Sub-Department 36 Library											
2050932	pay phone	Edit		08/24/2020	08/24/2020	09/01/2020			33.00		
Sub-Department 36 Library Totals									Invoices	1	0
Vendor 15732 - PACIFIC TELEMAGEMENT SERVICE Totals									Invoices	1	<u>\$33.00</u>
Vendor 15069 - STAPLES ADVANTAGE											
Sub-Department 36 Library											
3453522486 etc	oper sup and cartridges	Edit		08/24/2020	08/24/2020	09/01/2020			602.85		
Sub-Department 36 Library Totals									Invoices	1	0

Accounts Payable Invoice Report

G/L Date Range 09/01/20 - 09/01/20

Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 22193 - UNIQUE MANAGEMENT SERVICES INC			Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices	1		\$602.85
Sub-Department 36 Library									
595469	placements - WSH	Edit		08/24/2020	08/24/2020	09/01/2020			8.95
			Sub-Department 36 Library Totals			Invoices	1		0
Vendor 22193 - UNIQUE MANAGEMENT SERVICES INC Totals						Invoices	1		\$8.95
Sub-Department 36 Library									
Vendor 34875 - VANS FIRE & SAFETY									
Sub-Department 36 Library									
4138439	bldg maint-fire extinguishers	Edit		08/24/2020	08/24/2020	09/01/2020			155.11
			Sub-Department 36 Library Totals			Invoices	1		0
Vendor 34875 - VANS FIRE & SAFETY Totals						Invoices	1		\$155.11
Sub-Department 36 Library									
Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP									
Sub-Department 36 Library									
WPS-8-17-20	heat	Edit		08/24/2020	08/24/2020	09/01/2020			43.18
			Sub-Department 36 Library Totals			Invoices	1		0
Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP Totals						Invoices	1		\$43.18
			Batch Number 2020-00000463 Totals			Invoices	10		\$3,663.47
			Department 36 - Library Totals			Invoices	10		\$3,663.47
36 Library				Grand Totals		Invoices	10		\$3,663.47

9/9/20

Accounts Payable Invoice Report

G/L Date Range 09/09/20 - 09/09/20
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 36 - Library									
Batch Number 2020-00000491 Batch Date 09/09/2020 Entered by User Kay Jensen									
Vendor 9776 - CARDMEMBER SERVICE									
Sub-Department 36 Library									
VISA-8-4 to 9-1	Memorial and Lib Materials	Edit		09/09/2020	09/09/2020	09/09/2020			395.95
				Sub-Department 36 Library Totals		Invoices	1		0
				Vendor 9776 - CARDMEMBER SERVICE Totals		Invoices	1		<u>\$395.95</u>
Vendor 8520 - DOOR COUNTY HARDWARE COMPANY									
Sub-Department 36 Library									
369908 & 370740	bldg & machinery maintenance	Edit		09/09/2020	09/09/2020	09/09/2020			60.88
				Sub-Department 36 Library Totals		Invoices	1		0
				Vendor 8520 - DOOR COUNTY HARDWARE COMPANY Totals		Invoices	1		<u>\$60.88</u>
Vendor 10473 - DOOR COUNTY LIBRARY									
Sub-Department 36 Library									
FIS-PettyC9-2020	FIS-PettyC - postage	Edit		09/09/2020	09/09/2020	09/09/2020			34.62
				Sub-Department 36 Library Totals		Invoices	1		0
				Vendor 10473 - DOOR COUNTY LIBRARY Totals		Invoices	1		<u>\$34.62</u>
Vendor 20544 - DRAIN PROS INC									
Sub-Department 36 Library									
5799	fix-mens restroom	Edit		09/09/2020	09/09/2020	09/09/2020			225.00
				Sub-Department 36 Library Totals		Invoices	1		0
				Vendor 20544 - DRAIN PROS INC Totals		Invoices	1		<u>\$225.00</u>
Vendor 20674 - JASON FELDMAN LANDSCAPES, LLC									
Sub-Department 36 Library									
2288	garden maintenance	Edit		09/09/2020	09/09/2020	09/09/2020			650.00
				Sub-Department 36 Library Totals		Invoices	1		0
				Vendor 20674 - JASON FELDMAN LANDSCAPES, LLC Totals		Invoices	1		<u>\$650.00</u>
Vendor 22298 - LAURA HALE									
Sub-Department 36 Library									
LH-ml-8-2020	operational travel	Edit		09/09/2020	09/09/2020	09/09/2020			52.90
				Sub-Department 36 Library Totals		Invoices	1		0
				Vendor 22298 - LAURA HALE Totals		Invoices	1		<u>\$52.90</u>
Vendor 10103 - MIDWEST TAPE									
Sub-Department 36 Library									
99333667	Hoopla	Edit		09/09/2020	09/09/2020	09/09/2020			2,573.30
				Sub-Department 36 Library Totals		Invoices	1		0
				Vendor 10103 - MIDWEST TAPE Totals		Invoices	1		<u>\$2,573.30</u>

Accounts Payable Invoice Report

G/L Date Range 09/09/20 - 09/09/20
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 25070 - PITNEY BOWES									
Sub-Department 36 Library									
3311878664	postage meter quarterly payment	Edit		09/09/2020	09/09/2020	09/09/2020			142.53
				Sub-Department 36 Library Totals		Invoices	1		0
				Vendor 25070 - PITNEY BOWES Totals		Invoices	1		<u>\$142.53</u>
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 36 Library									
Staples-9-9-20	paper & cartridges	Edit		09/09/2020	09/09/2020	09/09/2020			457.81
				Sub-Department 36 Library Totals		Invoices	1		0
				Vendor 15069 - STAPLES ADVANTAGE Totals		Invoices	1		<u>\$457.81</u>
Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL									
Sub-Department 36 Library									
208193	Janitorial	Edit		09/09/2020	09/09/2020	09/09/2020			55.95
				Sub-Department 36 Library Totals		Invoices	1		0
				Vendor 36120 - WARNER-WEXEL WHOLESALE & POOL Totals		Invoices	1		<u>\$55.95</u>
Vendor 986 - WASHINGTON ISLAND OBSERVER									
Sub-Department 36 Library									
2335-WSH-IS OB	newspaper - WSH	Edit		09/09/2020	09/09/2020	09/09/2020			38.00
				Sub-Department 36 Library Totals		Invoices	1		0
				Vendor 986 - WASHINGTON ISLAND OBSERVER Totals		Invoices	1		<u>\$38.00</u>
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 36 Library									
111780 & 111781	Printing & maint eq	Edit		09/09/2020	09/09/2020	09/09/2020			474.42
				Sub-Department 36 Library Totals		Invoices	1		0
				Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals		Invoices	1		<u>\$474.42</u>
				Batch Number 2020-00000491 Totals		Invoices	12		<u>\$5,161.36</u>
				Department 36 - Library Totals		Invoices	12		<u>\$5,161.36</u>
36 Library				Grand Totals		Invoices	12		<u><u>\$5,161.36</u></u>