

**Jack Russell Memorial Library**  
**Regular Meeting – Wednesday, May 8, 2024**

This regular meeting of the Jack Russell Memorial Library board was called to order by President Purman at 4:30 PM in the JRML Community Room. Those present were Ms. Shari Purman, Mr. Craig Westfall, Mr. Jamie Wolman, Mr. Allen Brown, Ms. Maggie Yoder, Mr. Jeff Walters, Administrative Services Assistant Kayla Claas, and Library Director Vanessa Taylir. Youth Services Librarian Greta Swigert attended until 4:57 pm. Ms. Emilee Mooney and Ms. Tina Savage were absent and excused.

**CALL MEETING TO ORDER**

**APPROVAL OF AGENDA**

Mr. Allen Brown made a motion to approve the agenda. Mr. Craig Westfall seconded the motion. Motion passed unanimously.

**PUBLIC COMMENT PERIOD/APPEARANCES – 5-Minute Limit - None**

**OLD BUSINESS**

Washington County/Monarch Library System Operating Updates – Discussion Only

Library Director Taylir will be attending the Washington County Director's meeting next week. System Director Riti Grover came to JRML to go through new director orientation on April 22. Many topics, including the annual report and e-resources were discussed.

Friends of the Library – Discussion Only

Library Director Taylir met with the new Friends president. The group would like to get more involved. The Friends board would like to open more of their meetings to the public in the hopes it will get more people involved. The group has asked to be informed of which events they are sponsoring and has also agreed to help with the Summer Reading Program party in July again.

**NEW BUSINESS**

Welcome New Library Board Member – Discussion Only

Ms. Tina Savage was not in attendance. This will be postponed to the June meeting.

Digital Checkouts & Cost of Hoopla – Discussion Only

Library Director Taylir wanted to discuss Hoopla with the board. The cost to JRML is rising and has been for quite some time. Midwest Tape (who owns Hoopla) is not flexible with libraries to assist them in affording it. There is also not a significant discount if Monarch was to get it as a group. JRML is currently down to three (3) checkouts per person a month and will cost approximately \$15,000 for the year if it remains steady. The library pays per item circulated. Different items have different costs. Audiobooks are the greatest amount of checkouts for JRML and cost \$2.99-\$3.99 each.

There are two (2) possible options for JRML. The library could take the number of checkouts down to two (2) per person. However, it has recently been stated that Midwest Tape will not allow libraries to go lower than five (5) any longer, but the Bridges Library System reportedly just was allowed to go down to two (2). The second option is to set a budget on Hoopla to allow only so much money to be spent per day. When the limit is reached, patrons cannot check out until the next day.

The board would like to see if there is money in other areas that could be funneled into Hoopla.

Fines – Discussion

Library Director Taylir wanted to learn more about how the board felt about fines. JRML is the only library in Washington County that charges fines on all materials. Slinger is completely fine free. West Bend, Germantown, and Kewaskum do not charge fines on children's materials. JRML had approximately \$5,300 in fine revenue in 2023. Accounts with more than \$10 in fines are barred from using the library until the fines have been paid. Library Director Taylir stated that JRML's circulation has gone down more than the rest of the libraries in Washington County. The library has more

check-ins than check-outs. JRML is curious if there is a correlation between the lower circulation and more fines. Most of the board members wanted fines to stay as is but would like to see more information.

#### Youth Services Librarian Report – Discussion Only

Youth Services Librarian Swigert provided updates. First Grade Round-Ups have been completed. Over 300 students participated, as well as 100 4k students. JRML also had groups of seventh graders come through on a field trip. Youth Services is participating in National Screen Free Week with various activities, including a community puzzle and DIY kits. Summer Previews will be done in May. The Summer Reading Program begins June 3 and culminates with the party on July 31.

#### Library Director Report – Discussion Only

Library Director Taylir updated the board on library functions. Library Director Taylir attended WAPL on Thursday and Friday, sitting in on programs for management and technology. JRML is beginning a passport for adults to travel throughout the other libraries within Monarch. For every five (5) libraries visited, patrons will get an entry to win the grand prize. The program will run from May through October. City Administrator Steve Volkert came to do a round table meeting with the staff. Hartford elementary schools did an art show in the atrium, with HUHS doing one next week. HUHS has a day of service on May 22, in which they will be working on the landscaping at JRML.

#### **UNANIMOUS CONSENT AGENDA**

The following items were on the unanimous consent agenda for the board's review and approval:

1. Approval of the April 12, 2024, Library board meeting minutes.
2. Approval of the financial reports comparing budgeted versus actual numbers for April 2024.
3. Approval of the library bills for April 2024.
4. Approval of the Jack Russell Memorial Library usage and services report for April 2024.
5. Approval of the Adult Services and Connections report for April 2024.
6. Approval of the Hartford History Room usage report for April 2024.
7. Approval of the Youth Services Monthly Program report for April 2024.

Mr. Craig Westfall made a motion to approve the Unanimous Consent Agenda. Mr. Allen Brown seconded the motion. Motion passed unanimously.

#### **UPCOMING LIBRARY BOARD MEETINGS**

A regular meeting will be held on Wednesday, June 12, 2024, at 4:30 PM in the JRML Community Room.

#### **ADJOURNMENT**

Mr. Jamie Wolman made a motion to adjourn the meeting at 5:48 PM. Mr. Jeff Walters seconded the motion. Motion passed unanimously.

Respectfully submitted,  
Kayla Claas  
Administrative Services Assistant

KCC/MINUTES