

Minutes of Prairie du Chien Memorial Library Board of Trustees Meeting

President Linda Munson called the June 17, 2014 meeting of the Prairie du Chien Memorial Library Board of Trustees to order at 5:30 p.m.

1. **Roll Call** Present: Linda Munson, Norb Aschom, Mary Ann Stemper, Brenda Anderson, Kersten Rocksvold, Drew Johnson and Library Director, Nancy Ashmore. Absent: Layne David. Jill Doll arrived at 5:35 p.m.
2. Motion by Rocksvold second by Johnson to certify the open meeting law agenda requirements. Motion carried.
3. Motion by Aschom seconded by Anderson to approve the minutes of the May 20 meeting. Motion carried.
4. Motion by Anderson seconded by Rocksvold to approve the monthly bills. Roll call vote was unanimous.
5. **Summer Reading Report**
 - Elizabeth Byers reported on the summer reading program for teens aged 12 and older. They are encouraged to read 600 minutes and complete 5 of the 7 weekly challenges. The program aims to encourage young people to read and to enjoy coming into the library. Weekly Thursday evening movies are scheduled. The program runs through July. The reading program for teens is relatively new and the board was pleased to see the increasing interest of teen patrons. The grand prize for the summer challenge is a Kindle Fire. When asked what the board could do to support the program, Byers said that money to offer premiums like the Kindle Fire throughout the year would be helpful.
 - The monthly statistics show the Young adult checkouts in 2013 were up 70% since 2009 and 39% in 2013. Children checkouts have always been strong, but they increased 16 % over five years and 14 % in one year. Attention to the needs of the community's young readers continues to be a high priority with the director and the board.
6. **President's Report**

Golf Outing Munson reported on a golf outing scheduled for Friday September 26. The purpose is twofold, to fun raise and have an enjoyable time.

June 21 The board received a copy of *An Old Indian Town: Prairie du Chien in 1814* which will be given to attendees on Saturday. The *Friends of the Library* have again made this possible. The program on June 21 aims to give the public a chance to see and discuss plans for the library expansion and to join in the community's celebration of the 200th anniversary of the Battle of Prairie du Chien. Brenda Anderson discussed simple games for the children like top spinning and hopscotch that children two hundred years ago would have enjoyed. A short musical program honoring the creation of the national anthem will be a part of the afternoon. Treats made from maple sugar will be offered since people here in 1814 would likely have used maple in their sweets. Some simple door prized will be given.
7. Motion by Doll seconded by Anderson to approve the **Capital Campaign Feasibility Study Request for Proposals [See attachment]**Proposals are due July 11, 2014. Roll Call vote was unanimous.
8. **Library Director's Report**
 - Most of the monthly staff meeting was used to plan June 21. Visitors will be able to check out materials and browse the collection.

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- The director appeared at a recent school board meeting and received a \$50 for the fundraising effort.
 - Ms. Ashmore purchased three Microsoft Surface tablets to replace the aging laptops and is very satisfied with them.
 - 49 % of April's checkouts went to Prairie du Chien residents. Another 37% went to citizens of Crawford County. Of those, Town of Prairie du Chien 12 %, Eastman 8% and Bridgeport 5%. The remaining 14% of the total was for patrons from other counties and from Iowa.
 - An informal discussion was had about offering educational programs for adults like use of computers especially the newer technologies, language programs using the school's resources of Spanish or Chinese. Ms. Ashmore drew the board's attention to Mongo a wonderful language learning resource on the library's website.
9. The next regular meeting is July 15. A review of the director's goals is on the agenda.

Submitted by
Mary Ann Stemper
Secretary

Attachment: Feasibility Study RFP

Capital Campaign Feasibility Study Request for Proposals

Prairie du Chien Memorial Library

Prairie du Chien, Wisconsin

RFP Issued: June 18, 2014

Proposals Due: July 11, 2014

Prairie du Chien Memorial Library

125 South Wacouta Avenue

Prairie du Chien, WI 53821

www.pdcpubliclibrary.org (both the preliminary building designs and a library expansion information brochure can be found at this website)

The Prairie du Chien Memorial Library is considering a capital campaign to raise funds to renovate and double the size of the existing library building. Based on a space needs assessment study, facility condition assessment, and initial building designs developed by Cameron Aslaksen Architects, the anticipated project cost is \$2.92 million, of which the Library hopes to raise \$1.5 million through private donations.

The Prairie du Chien Memorial Library is a customer-driven institution whose mission is to provide quality resources and services to fulfill individual informational, educational and recreational needs. The Library provides these resources and services to the people of Prairie du Chien, surrounding communities, and the state. The Library upholds the principles of intellectual freedom and provides information and materials which reflect all points of view. The Library serves customers of all ages at all levels of need. Access and guidance in using library services is provided by a trained staff, using effective technology, in an atmosphere that is welcoming and respectful.

Project	The Board of Trustees of the Prairie du Chien Memorial Library seeks proposals from responsive and responsible consultants for completing a capital campaign feasibility study for raising \$1.5 million in order to renovate and double the size of the existing library building.
Contact	Nancy Ashmore, Director Prairie du Chien Memorial Library 125 South Wacouta Avenue; Prairie du Chien, WI 53821 (608) 326-6211 • nashmore@swls.org
Timeline	<p>June 18, 2014 – Request for Proposals Issued July 11, 2014 – Proposals Due July 21, 2014 – July 25, 2014 – Interviews with firms if necessary July 30, 2014 – Award of Contract August 6, 2014 – Start Date</p> <p><u>Proposal Deadline</u> July 11, 2014 - 3 PM Local Time. Sealed proposals for the project will be received by Julie Jackson, City of Prairie du Chien, City Hall; 214 East Blackhawk Avenue, PO Box 324; Prairie du Chien, WI 53821 until the Proposal Deadline. Proposal envelopes are to be marked “Proposal For Capital</p>

Proposal Form

**Capital Campaign Feasibility Study
Prairie du Chien Memorial Library**

Pursuant to and in compliance with the ***Request For Proposals***, the undersigned firm hereby states that it has carefully examined the ***Request for Proposals*** and the party understands the provisions, requirement, terms and conditions thereof, all of which are acknowledged to be part of the ***Request for Proposals***.

Further, the firm has become familiar with local conditions and the extent of work; has determined the required quality, quantity, and sources of supply of all plant, equipment, materials, tools, supplies, labor, and all other facilities and things necessary or proper or incidental to the continuous execution and completion of the work as required; and hereby agrees to perform the contract.

The undersigned firm hereby agrees that the proposal submitted shall remain in effect and binding upon the undersigned for a period of 90 calendar days, from the date and time proposals are due.

The undersigned declares that the firm's proposal in all respects is fair and made without collusion with any other person, firm, corporation making a proposal for this work.

Total Price	\$ _____
Business Name	_____
Address	_____
Signed	_____
Print Name	_____
Title	_____

Phone

Fax

Email

Website

FIN
