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**WASHINGTON COUNTY  
LIBRARY SERVICES BOARD**

Courthouse - Government Center  
West Bend, Wisconsin

August 9, 2012  
1:30 p.m.

Present: Kieth Kriewaldt (arrived at 1:35 p.m.) Margaret McFadden, Michael Miller, Beverly Schroeder, Paul Ustruck, and Darlene Vosen.

Absent: Paul Rice.

Also Present: Herbert J. Tennies, County Board Chairperson; Brenda J. Jaszewski, County Clerk; Sue Cantrell, West Bend Community Library; Michael Gelhausen, Jack Russell Memorial Library; Roberta Olson, Germantown Community Library; Jennifer Einwalter, Slinger Community Library; Gary Morgenstern, Vice President Jack Russell Memorial Library Board; and Mary G. Lemke, Deputy County Clerk.

Mr. Tennies called the meeting to order at 1:30 p.m. and the Affidavit of Posting was read.

**ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON**

Mr. Miller nominated Mr. Ustruck as Chairperson. Moved by Ms. McFadden, seconded by Ms. Vosen to close nominations and cast a unanimous ballot for Mr. Ustruck as Chairperson of the Washington County Library Services Board. Motion carried.

Mr. Ustruck nominated Ms. McFadden as Vice-Chairperson. Moved by Mr. Miller, seconded by Ms. Vosen to close nominations and cast a unanimous ballot for Ms. McFadden as Vice-Chairperson of the Washington County Library Services Board. Motion carried.

**APPROVE MINUTES OF APRIL 12, 2012**

Moved by Ms. Vosen, seconded by Ms. Schroeder to approve the April 12, 2012, Library Services Board minutes as presented. Motion carried.

**REVIEW OF CIRCULATION STATISTICS**

Presented and reviewed was the second quarter 2012 circulation statistics for Washington County Library Services.

Moved by Ms. McFadden, seconded by Ms. Vosen to accept the second quarter 2012 circulation statistics for Washington County Library Services Board. Motion carried.

**AUTHORIZE PAYMENT OF QUARTERLY EXPENSES**

Moved by Ms. Vosen, seconded by Mr. Ustruck to approve the third quarter distribution for 2012, based on the second quarter, 2012 circulation.

**3rd Quarter Distribution**

West Bend	\$133,314
Germantown	\$ 58,289

1	Hartford	\$ 38,729
2	Kewaskum	\$ 16,623
3	Slinger	<u>\$ 37,931</u>
4	<b>Total</b>	<b>\$284,886</b>

5  
6 Motion carried.

7  
8 **AUTHORIZE PAYMENT OF ANY OTHER INVOICES**

9 Moved by Ms. Vosen, seconded by Mr. Kriewaldt to make payment on the outstanding  
10 obligation for the City of West Bend for second quarter Outreach Services Librarian in the  
11 amount of \$7,326.80, the 2012 six-month TEACH data lines for WACCOOL in the amount of  
12 \$3,000, and the 2012 Lease Program and DVD Subscription Reimbursement for WACCOOL in  
13 the amount of \$6,680.04. Motion carried.

14  
15 **2011 LIBRARY SERVICES BOARD ANNUAL REPORT TO COUNTY BOARD**

16 Mr. Gelhausen will present the 2011 Annual Report to the County Board at the September 11,  
17 2012, meeting; he will also recruit Mr. Baker of the Kewaskum Library to help present the  
18 Annual Report. Ms. Olson stated that if Mr. Baker is not able to attend the September 11, 2012,  
19 meeting she would be happy to help present the report.

20  
21 **REVIEW REIMBURSEMENT REQUEST FOR INTER-COUNTY PAYMENTS**

22 Ms. Jaszewski reviewed the Inter-County payments and statistics.

23  
24 It was suggested that Ms. Jaszewski research the Inter-County Library requests for both Oscar  
25 Grady Library, and Hartland and report back to this Committee with her findings.

26  
27 **DETERMINE ELIGIBILITY FOR PAYMENT OF LATE-ARRIVING**  
28 **REIMBURSEMENT REQUEST FOR INTER-COUNTY PAYMENT**

29 Ms. Jaszewski informed the Committee that the Lomira Quad Graphic Community Library is  
30 requesting \$2,298.87, and only has documentation for \$309.89, and Ms. Jaszewski also informed  
31 the committee that the new director submitted the request one day late after the Statutory  
32 deadline.

33  
34 Moved by Ms. Vosen, seconded by Ms. McFadden to deny payment for the Inter-County Library  
35 reimbursement for the Lomira Quad Graphic Community Library. Motion carried.

36  
37 **2013 COUNTY LIBRARY BUDGET**

38 Ms. Jaszewski presented the proposed 2013 Library budget and noted that Mr. Johnson had  
39 requested she inform the Board that although the Library base budget was established to be  
40 \$1,631,917, he is suggesting a 2% decrease, which is what most County department received as  
41 their base budget. Ms. Jaszewski reviewed the amounts to non-lapse from 2012, which will  
42 reduce the required levy.

43  
44 Moved by Mr. Miller, seconded by Ms. Vosen to approve the 2013 County Library Services  
45 Board budget as presented, with the base amount of \$1,631,917, and forward to the Executive  
46 Committee. Motion carried.

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2           **LEVY BUDGET**

3  
4           Circulation (Library System)                   \$1,206,098  
5           Resource Library                                 25,000  
6           Other Administrative Expense                   0  
7           Printing   0  
8           Capital Offset                                     233,106  
9           Outreach   28,146  
10          Automation   29,091  
11          Inter-County Payments                         110,476  
12          **Total 2012 Requested Levy Budget           \$1,631,917**

13  
14 Ms. Jaszewski informed the Committee the following dates for Committee meetings:

15 Executive – August 28, 2012, at 9:00 a.m.

16 Library/Finance – September 27, 2012, at 10:15 a.m.

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18           **UPDATE ON PROPOSED OR PENDING LEGISLATION**

19 Mr. Gelhausen stated the only thing being discussed right now is the division for Libraries and  
20 Technologies. They are looking into appointing a Task Force to start work next year in revising  
21 Chapter 43.

22  
23           **NEXT MEETING DATE**

24 The next meeting date is tentatively scheduled for Thursday, October 18, 2012, at 1:30 p.m. in  
25 Room 2024 of the Government Center, located in the Courthouse.

26  
27           **SYSTEM UPDATE**

28 Ms. Schroeder informed the Committee that right now they have an Interim Director. There is  
29 consideration of combining the various systems within the State and Mr. Gelhausen believes this  
30 is what will be coming out of the Task Force. Currently, there are seventeen systems; they would  
31 like to eliminate the single counties which are Kenosha, Rock, Waukesha and Milwaukee. The  
32 other alternative would be to create bigger units of library service.

33  
34 Mr. Gelhausen stated that currently, we are a three-county operation in the Mid-Wisconsin  
35 Federated Library System, but we do partner with Lakeshore for shared networks. One of the  
36 things that could happen would be that Mid-Wisconsin and Lakeshore would look into merging.  
37 This would mean that there would be one director, one operating budget etc. and eventually the  
38 intent would be Racine, Waukesha, or possibly someone else would join. Mr. Gelhausen  
39 believes this could happen within the next five years.

40  
41           **LIBRARY DIRECTORS' REPORTS**

42 Ms. Olson reported the summer reading program has ended. Circulation in June and July was  
43 up.

44  
45 Ms. Cantrell mentioned that there are quite a few new members on the Library Board. The  
46 Library's Park is coming along and they are in the beginning stages of fund raisers.

47

1 Ms Einwalter stated they had a successful summer reading program. 530 children participated  
2 and read 291,000 minutes which is 3,650 hours of reading. The Teach T1 line was upgraded  
3 from a 1 ½ circuit to a 3 circuit this past week, and they will start multiplexing with Charter  
4 Cable. A couple of the programs coming up are the Can-O-Rama on Thursday, August 16, 2012,  
5 at 6:00 p.m., a back to school give away, and there will be a Murder at the Library in October.  
6

7 Mr. Gelhausen stated that the Jack Russell Library has been given its budget by the City, which  
8 is the same budget they have had for the last seven years. The Jack Russell Library has had a  
9 fantastic year. They set a record circulation in June and then beat that number in July. Mr.  
10 Gelhausen also mentioned they have a new Youth Librarian which is working out very well, she  
11 did some very nice projects and encouraged more teens to be involved. Hours and staff for the  
12 library will remain the same.  
13

14 **ADJOURNMENT**

15 Chairperson Ustruck adjourned at 3:00 p.m. Motion carried.  
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18 Brenda J. Jaszewski, County Clerk