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**WASHINGTON COUNTY
LIBRARY SERVICES BOARD**

Courthouse - Government Center
West Bend, Wisconsin

August 15, 2013
1:30 p.m.

Present: Kieth Kriewaldt, Margaret McFadden, Michael Miller, Paul Rice, Paul Ustruck, and Darlene Vosen.

Excused: Beverly Schroeder.

Also Present: County Clerk Brenda Jaszewski, West Bend Community Library Director Amy Becker, West Bend Community Library Assistant Director Brad Neu, Jack Russell Memorial Library Director Michael Gelhausen, Germantown Community Library Director Roberta Olson, Slinger Community Library Director Jennifer Einwalter, and Mid-Wisconsin Federated Library System Director Sue Cantrell.

Chairperson Ustruck called the meeting to order at 1:30 p.m. and read the Affidavit of Posting.

APPROVE MINUTES OF APRIL 18, 2013

Moved by Ms. McFadden, seconded by Ms. Vosen to approve the April 18, 2013, Library Services Board minutes as presented. Motion carried.

REVIEW OF CIRCULATION STATISTICS

Moved by Ms. Vosen, seconded by Mr. Kriewaldt to accept the second quarter 2013 circulation statistics for Washington County Libraries. Motion carried.

AUTHORIZE PAYMENT OF QUARTERLY EXPENSES

Moved by Mr. Kriewaldt, seconded by Ms. Vosen to authorize the quarterly distribution for 2013, based on second quarter circulation as follows: West Bend - \$135,106, Germantown - \$60,761, Hartford - \$39,271, Kewaskum - \$15,002, Slinger - \$36,308, for a total amount of \$286,448. Motion carried.

AUTHORIZE PAYMENT OF JANUARY THROUGH JUNE TEACH DATA LINES

Moved by Mr. Miller, seconded by Ms. McFadden to authorize payment in the amount of \$600 to each of the five libraries, for a total of \$3,000, for the January through June 2013 TEACH data lines. Motion carried.

AUTHORIZE PAYMENT OF 2013 LEASE PROGRAM & DVD SUBSCRIPTION

Mr. Gelhausen explained that the libraries will no longer be utilizing this program and the amount submitted is the final payment.

Moved by Mr. Rice, seconded by Mr. Miller to authorize payment of the 2013 lease program and DVD subscription reimbursement as follows: Germantown - \$155.45, Hartford - \$113.93, Kewaskum - \$45.21, Slinger - \$62.95, West Bend - \$267.02, for a total amount of \$644.56. Motion carried.

1 **AUTHORIZE PAYMENT OF 2013 SKYRIVER CATALOGING CHARGES**

2 Mr. Gelhausen stated that in previous years, the cataloging charges were included in the invoice for
3 system maintenance, however, effective this year it will be submitted as a separate invoice.

4
5 Moved by Mr. Rice, seconded by Ms. McFadden to authorize payment of the 2013 SkyRiver
6 cataloging charges as follows: Germantown - \$540.09, Hartford - \$392.85, Kewaskum - \$156.34,
7 Slinger - \$218.32, West Bend, \$860.80, for a total amount of \$2,168.40. Motion carried.

8
9 **AUTHORIZE PAYMENT OF SECOND QUARTER OUTREACH SERVICES LIBRARIAN**

10 Moved by Ms. Vosen, seconded by Mr. Miller to authorize payment in the amount of \$7,326.80 for
11 the second quarter Outreach Services Librarian. Motion carried.

12
13 **REVIEW AND APPROVE REVISIONS TO LIBRARY CONTRACT**

14 Ms. Jaszewski presented a draft contract between the five County libraries and Washington County
15 and reviewed the proposed changes. The Board made changes to Item #9 to better define the
16 county’s financial responsibility regarding communication lines, maintenance on hardware and
17 software, catalog software, and a magazine database. The contract will be submitted to the County
18 Attorney and brought back to this Board in October for final consideration.

19
20 **REVIEW AND APPROVE REQUESTS FOR INTER-COUNTY PAYMENTS FOR 2014**

21 Ms. Jaszewski presented the requests from libraries in adjoining counties for reimbursement of
22 circulations to our non-served residents.

23
24 Moved by Ms. Vosen, seconded by Mr. Rice to deny the request of the Watertown Public Library for
25 reimbursement due to the Library being located in Jefferson County, which is not adjacent to
26 Washington County, and therefore is not statutorily eligible for reimbursement. Motion carried.

27
28 Moved by Mr. Miller, seconded by Mr. Kriewaldt to deny the request of four circulations from the
29 Fond du Lac Public Library due to the inability to determine which municipality in Washington
30 County the residents live for these four circulations. Motion carried.

31
32 Moved by Ms. McFadden, seconded by Ms. Vosen to deny the reimbursement request of the Oscar
33 Grady Library in Saukville in the amount of \$3,981.00, due to the request not being received by the
34 County Clerk by the statutory deadline of July 1, 2013. Motion carried.

35
36 Moved by McFadden, seconded by Ms. Vosen to authorize payment in the amount of \$102,754.78
37 prior to March 1, 2014, for the approved inter-county library reimbursement requests received by the
38 County Clerk prior to the July 1, 2013 statutory deadline. Motion carried.

39
40 **2014 COUNTY LIBRARY BUDGET**

41 Ms. Jaszewski presented the proposed 2014 Library budget. The 2014 Library Services Board base
42 and requested level budget is \$1,631,917.

43
44 **LEVY BUDGET**

45		
46	Circulation (Library System)	\$1,206,421
47	Resource Library	\$ 25,000

1	Other Administrative Expense	\$ 550
2	Printing	\$ 0
3	Capital Offset	\$ 233,106
4	Outreach	\$ 31,959
5	Automation	\$ 32,126
6	Inter-County Payments	\$ 102,755
7	Total 2014 Requested Levy Budget	\$1,631,917

8
9 Moved by Mr. Kriewaldt, seconded by Ms. Vosen to approve the 2014 Library budget with a net levy
10 in the amount of \$1,631,917, and forward to the Executive Committee. Motion carried.

11
12 **2012 LIBRARY SERVICES BOARD ANNUAL REPORT TO COUNTY BOARD**

13 Ms. Einwalter and Mr. Gelhausen will present the 2012 annual report to the County Board on
14 September 10, 2013.

15
16 **UPDATE ON PROPOSED OR PENDING LEGISLATION**

17 No report.

18
19 **SYSTEM UPDATE**

20 Mr. Gelhausen and Ms. Cantrell informed the Board that both the Mid-Wisconsin Federated Library
21 System and Lakeshore System have signed the SHARE agreement, which will allow the continuation
22 of materials to move back and forth between the two Systems. In addition, both Boards have agreed
23 to explore the possibility of a merger of both Systems into one single System. Ms. Cantrell will be
24 attending a meeting next month to discuss this with the Department of Public Instruction. Later that
25 day, both System Boards will meet with a facilitator to begin to discuss a possible merger. Ms.
26 Cantrell stated that there is a major disparity in assets between the two Systems and she will be
27 meeting with auditors for advice.

28
29 **LIBRARY DIRECTORS' REPORTS**

30 Ms. Olson stated the Germantown library hosted almost 1,200 children at the summer reading
31 program last week. They are celebrating 50 years of library services in Germantown and in
32 November, the Germantown Library Board will have a celebration event and will be in the Christmas
33 parade.

34
35 Ms. Einwalter stated that the Slinger Library circulation is down, so the Library Board is working on
36 updating a long range plan. They are considering changes to the interior of the library and are in the
37 process of having a mural painted in the children's area.

38
39 Mr. Gelhausen informed the Board that the Hartford Library just completed a successful summer
40 program that had more children attend and more programs than prior years. They have completed
41 their five year plan. Mr. Gelhausen stated it remains a challenge to provide services while the entire
42 roof is now being replaced due to the severe condensation problem.

43
44 Ms. Becker stated she has been the Director for the West Bend Library for three months now and just
45 completed the summer reading program, where they registered over 1,980 children and teens. The
46 Library Board is working on Patron's Park and will be letting bids in late December or early January
47 for a hopeful start date in spring and completion date of next summer.

1 **NEXT MEETING DATE**

2 The next meeting date is tentatively scheduled for Thursday, October 17, 2013 at 1:30 p.m.

3

4 **ADJOURNMENT**

5 Moved by Mr. Kriewaldt, seconded by Ms. Vosen to adjourn at 2:50 p.m. Motion carried.

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Brenda J. Jaszewski, County Clerk