

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, August 18, 2015

Members Present: Deb Bartnikowski, Chris Jenkins, Karen Wachholz, ,
Doug Rakowski, Joanne Kline, JC Callen, Al Jung, Jim Knepler, Tim Harder

Members Absent, None

(Minutes submitted by Karen Wachholz, Secretary)

1. Call to Order: 6:28 PM, Deb Bartnikowski

2. Approval of the Agenda: Motion to approve the agenda was made by Doug, 2nd by JC, the motion passed.

3. City of West Bend Administration proposed changes to the 2016 Library Operations Budget

Steve Volkert & TJ Justice from the City of West Bend (See handout from city)

Steve Volkert presented to the board what the city sees as discrepancies in the library 2016 budget approved by the library board. These allocations, (see handout) are already being taken by the city from sewer, water & cable but the library has not contributed to these cost in the past. These monies are considered "outside funding" such as fees, taxes and services. The city considers property taxes as the library funding source. As presented by Steve Volkert, there is a \$40,464 shortfall in the library 2016 operating budget.

Doug asked if those was a policy change by the city and therefore needed to go to the common council. Mr. Volkert said this was a process change and did not need common council approval. A discussion followed between the board, Steve Volkert & TJ Justice. Amy Becker will meet with Steve to work the numbers and come back to the board with options which may include asking for an increase in the tax levy or decreasing operation hours of the library. A special board meeting will be called in early September, 2015 to review the revised budget and possible options. The board was asked to email Amy with ideas/options for funding considerations to address the shortfall in monies.

4. Consent Agenda

A. Minutes of July 21, 2015 meeting.

B. Approval of Library Expenditures for July 2015

A motion was made by Jonne Kline and 2nd by Al Jung, the motion passed unanimously.

5. Financial Reports: Doug Rakowski (see handout)

There is an error in reporting of the Patron's Park Fund of \$2000. It was from a donation that should have been deposited into the Money Market/Checking. This donation was specified for use in children's books. Doug made a motion to move .22 from Fund 21, undesignated fund balance and .31 from Fund 126 undesignated fund balance to Strategic planning of each of these funds. The motion was 2nd by Chris Jenkins and the motion passed unanimously.

6. Public Comments: None

7. Library Director's Report: Amy Becker (see report in packet)

A. A yearly calendar with the board meeting was given out.

B. The Library Director's Review is due in mid October and Deb will be sending out the forms to the board.

C. Mystery Night at The Library: Preparations are under way and requests for sponsorship have been send out. The first check from a sponsor has arrived.

8. President's Report: Deb Bartnikowski

Deb has gathered statistics from the library and the city to show that there are more library card holders than registered voters. Statistics show that 20,000-25,000 people enter the library each month. Deb will meet with all the alderman to promote the library as a valued resource to the community.

9. Old Business

- A. **MWFLS Update:** A possible merger with other systems was discussed. A letter will be sent out to all the libraries in Washington and Dodge counties for input into a possible merger. It does not have to be a neighboring county but in most cases that is what is done.
- B. **Library Redesign Project:** Vanessa and Jordan have left PH Design. Sam Egan is our new designer with PH and there will be a presentation of the final design at the next board meeting.

10. New Business

- A. **Yearly Calendar Review:** See hand out

11. Next meeting date: Tuesday, September 18, 2015

12. Assigned Task Review

- A. Amy will meet with Steve Volkert on the budget.
- B. Special board meeting date will be set for early September to review the proposed 2016 budget.
- C. Deb will send out the library director review forms to the board.

13. The meeting was adjourned at 7:46 PM, Tuesday, September 18, 2015