

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, July 18, 2017

Members Present: Deb Bartnikowski, Karen Wachholz, Jim Knepler

Doug Rakowski, Tim Harder, Chris Jenkins, Andrew Chevalier

Members Absent: Al Jung, Joanne Kline

Staff Present: Amy Becker, Brad Ney

**1. Call to Order:** Deb Bartnikowski, 6:30 PM

**2. Approval of the Agenda:** A motion was made to approve the agenda. 1<sup>st</sup> by Doug Rakowski, 2<sup>nd</sup> by Tim Harder, the motion passed unanimously.

**3. Consent Agenda**

**A. Meeting Minutes, June 20, 2017**

**B. Approval of Library Expenditures for June 2017**

A motion was made to approve the meeting minutes of June 20, 2017 and the Library Expenditures for Jun, 2017. 1<sup>st</sup> by Jim Knepler, 2<sup>nd</sup> by Chris Jenkins, the motion passed unanimously.

**4. Financial Reports:** Jim Knepler ( see handout in packet)

The increase in Fund 126 was due to the receipt of the 2nd quarter check from the county.

**5. Public Comments:** None

**6. Library Director's Report:** Amy Becker (see handout in packet)

Amy Becker reported that the summer reading program is going very well. There are 1776 children and teens signed up and 94 teen volunteers. There has also been an increase in participation in adult programs. A big thank you goes out to Hannah for organizing the teen volunteers. The average attendance at the Memory Café has been 20-26 individuals. Amy sent an email out with information Trustee Training Week, August 21-25. Amy would like to thank the Department of Public Works for painting the lines in the parking lot parking spaces in the front of the library.

**Review of Library Statistics:** There has been a decrease in circulation and this is happening at other libraries in the area. Statistics are up for the month but down from last year.

**Marketing Efforts:** See Facebook Marketing sheet in packet

Next Month Amy will be giving a presentation at NAMI Washington County of what services the library can provide for their clients.

**7. Library President's Report:** Deb Bartnikowski

**Assigned Task Review:** Amy Becker

1. Transfer of capital monies was added to the July agenda.

2. There is no liability with the water feature.

3. The city engineering department will be the project manager for the water feature install.

## **8. Old Business**

**A. Monarch Library System Update:** Amy Becker, see Library Director's report in packet  
47 people from West Bend attended Family Fun Night at the Horicon Marsh. There was a total 481 attendees, which was sponsored by the system. A mediator was suggested to bring the libraries in the Monarch system into a more cohesive group and Amy Birtell is looking into that and how much it will cost and who will pay.

### **B. 2018 Library Operating Budget:**

Three different budget proposals were in the packet; 0%, 1% and 2% raise for employees. The city is Proposing a 2% raise for all city employees. Amy Becker provided a sheet, Budget 2018 Executive Summary. The city is going to maintain the current tax levy. The amount of money from Washington County is projected to decrease. A discussion followed with a consensus of the board to reduce expenditures in Contractual Services and Library Materials to meet the 2% raise for city employees. Not all financial figures were available from the city or the county, Amy will be attending the County Library Services Committee meeting on August 17<sup>th</sup>. Chris Jenkins requested Amy gather information from other libraries to see how they are planning their budgets and if they plan raises. Chris would like to see circulation statistics from the past few years to help justify or not the reduction of monies spent on materials. The approval of a budget was tabled until the August meeting when more complete financial figures can be presented.

## **9. New Business**

### **A. Washington County Capitol Funds to Transfer to the City of West Bend**

Deb Bartnikowski called for a motion to move \$107,364.00 in Washington County Capitol Funds to Library Capitol Funds account with the city of West Bend. 1<sup>st</sup> by Doug Rakowski, 2<sup>nd</sup> by Tim Harder. The motion passed unanimously. Chris Jenkins will make a motion at a Common Council meeting to move the funds.

### **B. Yearly Calendar Review:**

Budget, Amy Becker to gather more info and finalize the budget for the August meeting.

## **10. Next regular meeting date Tuesday August 15, 2017**

Amy requested we move the meeting to August 22, 2017 when she will have more complete financial information from the county.

## **11. Assigned Task Review**

Amy Becker, gather information requested by Chris Jenkins on how other libraries are doing their budgets and gather statistics on circulation.

## **12. Adjournment:**

The meeting was adjourned at 7:46 PM, Tuesday, July 18, 2017

Minutes submitted by:

Karen Wachholz

West Bend Community Library Board secretary