

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **July 16, 2015** at **5:15 p.m.** at the **Northern Building, 305 E. Walnut Street, Room 660, Green Bay, WI**

**PRESENT:** KATHY PLETCHER, CHAD BIANCHI, NATHAN JESKE, BOB NIELSEN, and CHRISTOPHER WAGNER

**EXCUSED:** CARLA BUBOLTZ TIM NIXON, JOHN VAN DYCK, and VICKY VAN VONDEREN

**ALSO PRESENT:** Brian Simons, Lori Denault, Sue Lagerman, Curt Beyler, Francis Beaumier and Becky Phillips (staff). August Neverman (Chief Information Officer, Brown County Technical Services); Bill Meindl (Green Bay Development News); and Harold Kaye (Brown County Supervisor).

### **CALL TO ORDER**

President Kathy Pletcher called the meeting to order at 5:23 p.m.

### **II. APPROVE CONSENT ITEMS**

**A. Agenda** There were no changes to the agenda. **Motion** by C. Bianchi, seconded by N. Jeske, to approve the agenda. **Motion carried.**

**B. Minutes** B. Nielsen asked about the Southwest Branch and the execution of the addition; specifically who would have jurisdiction? Ideally, the Library Board should make decisions but it really depends on where the funding is chosen from. However, the library, in the past, has had a voice in decisions even in these circumstances. There were no changes to the minutes. **Motion** by N. Jeske, seconded by B. Nielsen, to approve the May meeting minutes. **Motion carried.**

### **III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

None.

### **IV. LIBRARY BUSINESS**

#### **A. Technology Report**

##### **1. BCTS Budget Presentation – August Neverman, BCTS CIO**

August Neverman presented on the 2016 BCTS budget of \$7,904,874 and explained how chargebacks to the library are allocated (it's a mathematical formula applied to all county departments). He also reviewed BCTS' 2015 Services Goals, many of which have been met (goals related to email and secure data transfer, SharePoint preparation, collaboration tools upgrade, the formation of a Technology Steering Committee which Brian and Kathy Pletcher serve on, and more) and others that are still in process (operations improvement, work order system upgrade; network security updates, etc.). Planned activity for 2016 includes studying the wireless signal for the public wireless network (which impacts the library significantly) improving public and private wireless security; BCTS staff reorganization; and general security improvements.

B. Nielsen asked how long this model has been used and about validation – how much did services align with chargebacks? A. Neverman replied that this model has been used for least three fiscal cycles. A time study was previously conducted and it came within 5-10%. This is a stable model but it doesn't represent when there is a major upgrade.

The library's bill is \$751,550 includes services/expenses specific to the library. Overhead costs are divided among all departments based on ratios.

C. Wagner thanked A. Neverman for his presentation and mentioned how he feels much more comfortable with the process being used. K. Pletcher thanked August for the transparency – and the steering committee for their governance.

#### **B. Financial Manager's Report, Bills and Donations**

**Motion** by C. Wagner, seconded C. Bianchi to approve the April, May and June Gifts grants and donations as follows:

**Brown County Library  
Gifts, Grants & Donations Report  
April 2015**

|          |  |                    |                             |
|----------|--|--------------------|-----------------------------|
| 04/01/15 | Central Donation Box (various donors)  | 44.10              | Children's Garden           |
| 04/08/15 | Friends of Brown County Library        | 260.00             | Local History Event         |
| 04/08/15 | Denmark Lions Club                     | 500.00             | Denmark Classes & Events    |
| 04/08/15 | Ulster Irish Genealogy Participants    | 254.00             | Adult Classes & Events      |
| 04/08/15 | Friends of Brown County Library        | 63.56              | Class & Event Supplies      |
| 04/09/15 | Evening in Tuscany Participants        | 573.00             | Wrightstown Materials       |
| 04/09/15 | Local History & Genealogy Participants | 61.00              | Genealogy/History Materials |
| 04/17/15 | Joanne Johnson                         | 1,000.00           | Ashwaubenon Improvements    |
| 04/17/15 | Friends of Brown County Library        | 8.98               | Class & Event Supplies      |
| 04/17/15 | Focus on Energy                        | 1,435.84           | Kress Lighting              |
| 04/23/15 | Susan Chapel Conlon                    | 500.00             | Kress Summer Reading        |
| 04/23/15 | Branch Buddies of Brown County Library | 163.41             | Class & Event Supplies      |
| 04/23/15 | Friends of Brown County Library        | 17.89              | Every Child Ready to Read   |
| 04/01/15 | Ashwaubenon                            | 25.40              | Donation Box                |
| 04/01/15 | Bookmobile                             |                    | Donation Box                |
| 04/01/15 | East                                   | 60.99              | Donation Box                |
| 04/01/15 | Weyers/Hilliard                        | 19.09              | Donation Box                |
| 04/01/15 | Central Circulation                    |                    | Donation Box                |
| 04/01/15 | Kress                                  | 23.07              | Donation Box                |
| 04/01/15 | Pulaski                                | 7.30               | Donation Box                |
| 04/01/15 | Southwest                              | 11.88              | Donation Box                |
| 04/01/15 | Wrightstown                            | 31.48              | Donation Box                |
|          | <b>Total Donations</b>                 | <b>\$ 5,060.99</b> |                             |

#### Federal & State Grants

|          |                                  |                    |                        |
|----------|----------------------------------|--------------------|------------------------|
| 04/30/15 | Nicolet Federated Library System | \$ 3,901.26        | Collection Development |
| 04/30/15 | Nicolet Federated Library System | 440.00             | Continuing Education   |
| 04/30/15 | Nicolet Federated Library System | 2,083.33           | Technology Grant       |
|          | <b>Total Grants</b>              | <b>\$ 6,424.59</b> |                        |

### Brown County Library Gifts, Grants & Donations Report May 2015

#### Gifts & Donations

|          |  |          |                             |
|----------|--|----------|-----------------------------|
| 05/01/15 | Central Donation Box (various donors)              | 12.38    | Children's Garden           |
| 05/06/15 | Friends of Brown County Library                    | 2,127.58 | Class & Event Supplies      |
| 05/06/15 | James & Julia Norton                               | 100.00   | East Summer Reading Prog.   |
| 05/06/15 | FBCL/Wrightstown Area Library Committee            | 3,065.86 | Wrightstown Operating Exp.  |
| 05/13/15 | Mary Watts   | 20.00    | Children's Garden           |
| 05/20/15 | Lasch Steel & Recycling                            | 102.46   | Weyers-Hilliard Programming |
| 05/20/15 | Eileen Swanson - In Memory of Frances Van Da Huvel | 25.00    | Genealogy/History Materials |
| 05/20/15 | Gillott/Tomcheck - In Memory of Al Denissen        | 50.00    | History/Local Veterans      |
| 05/31/15 | Denault  | 10.00    | Library Improvements        |
| 05/01/15 | Ashwaubenon  | 31.32    | Donation Box                |
| 05/01/15 | Bookmobile   |          | Donation Box                |
| 05/01/15 | East   | 36.06    | Donation Box                |
| 05/01/15 | Weyers/Hilliard                                    | 14.31    | Donation Box                |
| 05/01/15 | Central Circulation                                |          | Donation Box                |
| 05/01/15 | Kress  | 7.89     | Donation Box                |
| 05/01/15 | Pulaski  | 10.50    | Donation Box                |
| 05/01/15 | Southwest  | 46.70    | Donation Box                |

|                                   |                                  |    |                     |                        |
|-----------------------------------|----------------------------------|----|---------------------|------------------------|
| 05/01/15                          | Wrightstown                      |    | 11.99               | Donation Box           |
|                                   | <b>Total Donations</b>           |    | <b>\$ 5,672.05</b>  |                        |
| <b>Federal &amp; State Grants</b> |                                  |    |                     |                        |
| 05/31/15                          | Nicolet Federated Library System | \$ | 13,185.77           | Collection Development |
| 05/31/15                          | Nicolet Federated Library System |    | 676.91              | Continuing Education   |
| 05/31/15                          | Nicolet Federated Library System |    | 2,083.33            | Technology Grant       |
|                                   | <b>Total Grants</b>              |    | <b>\$ 15,946.01</b> |                        |

**Brown County Library  
Gifts, Grants & Donations Report  
June 2015**

**Gifts & Donations**

|          |                                       |  |                    |                          |
|----------|---------------------------------------|--|--------------------|--------------------------|
| 06/01/15 | Central Donation Box (various donors) |  | 19.03              | Children's Garden        |
| 06/03/15 | Prevea Health                         |  | 5,000.00           | Children's Garden        |
| 06/03/15 | Craig Hileman                         |  | 3.50               | Library Improvements     |
| 06/10/15 | Joanne Johnson                        |  | 1,000.00           | Ashwaubenon Improvements |
| 06/10/15 | Anonymous                             |  | 70.00              | Denmark Children's Prog. |
| 06/17/15 | Ann Kapitz                            |  | 500.00             | Southwest Improvements   |
| 06/17/15 | Friends of Brown County Library       |  | 126.69             | East Supplies            |
| 06/24/15 | Sandra Bohman                         |  | 200.00             | East Improvements        |
| 06/30/15 | Friends of Brown County Library       |  | 874.64             | Software Subscriptions   |
| 06/30/15 | Francis Beaumier                      |  | 25.00              | Library Improvements     |
| 06/01/15 | Ashwaubenon                           |  | 18.02              | Donation Box             |
| 06/01/15 | Bookmobile                            |  | 6.30               | Donation Box             |
| 06/01/15 | East                                  |  | 27.90              | Donation Box             |
| 06/01/15 | Weyers/Hilliard                       |  | 55.87              | Donation Box             |
| 06/01/15 | Central Circulation                   |  |                    | Donation Box             |
| 06/01/15 | Kress                                 |  | 10.85              | Donation Box             |
| 06/01/15 | Pulaski                               |  | 5.85               | Donation Box             |
| 06/01/15 | Southwest                             |  | 16.00              | Donation Box             |
| 06/01/15 | Wrightstown                           |  | 8.40               | Donation Box             |
|          | <b>Total Donations</b>                |  | <b>\$ 7,968.05</b> |                          |

**Federal & State Grants**

|          |                                  |    |                    |                        |
|----------|----------------------------------|----|--------------------|------------------------|
| 06/30/15 | Nicolet Federated Library System | \$ | 3,576.70           | Collection Development |
| 06/30/15 | Nicolet Federated Library System |    | 1,266.15           | Continuing Education   |
| 06/30/15 | Nicolet Federated Library System |    | 2,083.33           | Technology Grant       |
|          | <b>Total Grants</b>              |    | <b>\$ 6,926.18</b> |                        |

**Motion carried.**

**C. FACILITIES REPORT**

**1. Facilities Committee Update**

The Ashwaubenon Branch card access system is about 80% complete.

**2. Southwest Branch Addition Update**

**a. Discussion and possible action regarding the bids and scenarios resulting**

A Tabulation Record/Intent to Award document was explained by B. Simons. Of the eight contractors participating, Silvercrest Construction Group of t Kaukauna, WI was the low bidder. B. Simons further explained that the one-time costs of \$44,037 (includes permits, furniture, fixtures and equipment) could be included in the construction costs, and recurring costs of \$17,114 (utilities, maintenance, cleaning and additional BCTS chargebacks) would have to be built in to the 2016 budget. K. Pletcher asked about a timeline that the quotes are good for in the event the project would have to be delayed due to budget negotiations.

### **3. Central Library Facility**

C. Beyer received an estimate of \$30,500 to move the transformer and an estimate of \$89,547 to rework and improve the Central Library parking lot. Through additional reconfiguration, the library would gain 10 parking stalls for a total of 43. This may be worth considering for 2016 as the parking lot is in desperate need of repair. B. Simons talked to Chad Weininger (BC Administration) and recommended funding this project from the \$359,000 left in the 425 Library Renovation Fund. Since that fund is controlled by Public Works, the County Board would have to approve its use.

Other completed Central Library projects include a new sound system in the auditorium and the installation of real time energy monitoring.

## **V. BUDGET**

### **A. Approve Performance Measures, Mission Statement and Program Description**

This document is included in the published county budget book. Motion by N. Jeske, seconded by C. Bianchi to approve the Performance Measures, Mission Statement and Program Description including the changes of measurement headings from "Registered Borrowers" to "Active Card Holders" and to eliminate the "Program Strength" heading. Motion carried.

### **B. Approve 2016 Budget Proposal**

B. Simons presented three scenarios for a balanced budget. The library is in a very difficult position. The County Executive recommends levied funds for the library that he can support in his budget, and the Library Board controls how it is spent. The county levy in the County Supervisor's budget for the library for 2015 was \$6,189,558. The county levy for 2016 is \$6,284,073. The increase in the county levy is tied to an increase in costs for BCTS services and other indirect chargebacks. There is no additional funding to cover the 2015 gap in operating expenses. In addition, there are increased costs for technology equipment, software maintenance, supplies and printing, so the budget gap has grown. The County Board will have their say after the County Executive presents his budget, but right now, we only know what we are given by the County Executive.

### **OPTIMUM BUDGET:**

This budget scenario built in funding for one full-time housekeeper position (salary and benefits); and additional \$20,000 for Adult and Children's Programming; 40 new computers @\$1000 each plus peripherals and eReaders to checkout; an increase in dues/membership for professional membership in organizations like the American Library Association, Public Library Association, International Facility Management Association Customers of SirsiDynix users Group; landscaping; and books, periodicals, subscriptions. It also included revenue and expenditures from out of county payments and bills. Lastly, it provides for a van that would be used short-term as the delivery vehicle for the deposit collections. In order to prolong the life of the Bookmobile the library committed to using it less going forward in 2015. Doing so, previous Bookmobile stops have been augmented with deposit collections. Staff who manages and delivers the collections uses a county vehicle which must be reserved weekly and even when one is available it could be a van or a Toyota Prius. Boxes of materials do not fit well and it is difficult to plan not knowing what vehicle is available.

### **BUDGET OPTION 1 – SOUTHWEST BRANCH CLOSURE**

This budget scenario includes elimination of staff (3.06 FTEs) achieved by closing the Southwest Branch (this, however, does not mean eliminating Southwest Branch staff); layoffs would be based on performance and the operational needs of the library. Southwest is equidistant (2.5 miles) from the Central Library and the Ashwaubenon Branch, thus making its closure the least impactful when considering other locations. Before the closure of any branch was considered, the library took great efforts to eliminate as much out of its line item budget as it could to reduce the roughly \$313,000 structural deficit, grown from \$138,000 in 2015. This option includes elimination of: the staff's benefit of Casual Leave Payout, marketing data tools, the van, the additional position of Housekeeper, and materials reductions.

### **BUDGET OPTION 2 – CLOSE BRANCHES ON WEEKENDS**

This budget scenario would require the elimination of 2.83 FTEs and would result in a bigger impact on the entire county and on the library. In its line items, the same reductions are proposed as in Option 1, except the materials budget needs to be cut deeper because more staff are needed to keep all nine facilities open. Additionally, there is less savings in utilities and maintenance because nine rather than eight facilities are open.

C. Wagner suggested another option of reducing hours at all libraries. B. Simons replied that there is not volume in staffing cuts to meet the budgetary amount needed.

Supervisor Kaye asked what amount was needed (\$312,966 will keep everything as is and advance the Southwest Branch addition) and to tell the county what the library needs.

B. Simons stated that because the Southwest Branch addition would increase costs by over \$17,000 due to increases in county chargebacks for more computers in the branch, a larger cleaning cost, and greater utilities to heat, cool, and electrify the larger space the real number needed would be closer to \$330,000.

The amount appropriated is the County Executive's budget (proposed). B. Simons noted that the library is just trying to be a good steward of taxpayers' money and wants to be prepared. H. Kaye replied that the County Board doesn't want to cut.

K. Pletcher noted that B. Simons and L. Denault have to present one budget based on the information we have right now. All scenarios will be presented to Ed. & Rec. in the course of the process.

**Motion** by C. Wagner, seconded by C. Bianchi, to use the 425 Library Renovation Fund, held by Public Works, to fund the redesign and replacement of the parking lot at the Central Library. **Motion carried.**

**Motion** by N. Jeske, seconded by B. Nielsen, to use the remainder of the 425 Library Renovation Fund, held by Public Works, to fund the Southwest Branch renovation including FF&E and permits pending funding of the Optimum 2016 budget in full. **Motion carried.**

**Motion** by C. Bianchi, seconded B. Nielsen, to reluctantly adopt for submission to the County Executive, the balanced budget (Option 1) by closing the Southwest Branch. It was noted in discussion that the County Board at the Education and Recreation Committee level and at the Board of Supervisors level could make changes to the revenue to attain the Optimum Budget. **Motion carried.**

**Motion** by C. Wagner, seconded by N. Jeske, to support the additional funding to achieve the Optimum Budget plus the additional annual operating funds needed to fully support the Southwest Branch addition if county officials were to attain them. **Motion carried.**

#### **VI. DISCUSSION AND POSSIBLE ACTION ON BCL DEPUTY DIRECTOR POSITION DESCRIPTION**

**Motion** by N. Jeske, seconded by C. Bianchi to approve the Deputy Director position description and to direct the Executive Director to move forward on the hiring process. **Motion carried.**

#### **VII. ED & REC MEETING ROTATION PLANNING FOR BOARD MEMBER ATTENDANCE**

Chad Bianchi will attend the August 6 meeting.

#### **VIII. OLD BUSINESS**

##### **A. Adjacent County Billing**

Our bill to Outagamie is due March 1, 2016, B. Simons will call OWLS to inquire about payment and to determine their intent.

#### **IX. PERSONNEL COMMITTEE**

No report.

#### **X. NICOLET FEDERATED LIBRARY SYSTEM**

C. Wagner reported the last meeting was in Florence. NFLS is working on an updated mission statement.

#### **XI. PRESIDENT'S REPORT**

No report.

#### **XII. LIBRARY DIRECTOR'S REPORT**

There is a party interested in the third floor. Their plan, which may be only 3-4 months away from fruition, also included facade updates – lighting and signage. B. Simons will schedule a presentation from the group in an upcoming Library Board meeting.

B. Simons is reaching out to medical community to involve the library in the Reach Out and Read literacy program in which physicians coach their expectant and new parents on the importance of early literacy. A doctor in Ashwaubenon has implemented this program. B. Simons is meeting with her soon. Additionally, he is meeting with Adam Hardy from Achieve Brown County and The Volunteer Center to discuss expanding the Reading Coaches to include additional school districts.

**XIII. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

C. Wagner suggested discussing a different date and time for meetings due to difficulty in making a quorum.

**XIV. MEETING SUMMARY/NEXT MEETING PLANNING**

None.

**XV. ADJOURNMENT**

**Motion** by B. Nielsen, seconded by N. Jeske, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 9:00 p.m.

**NEXT REGULAR MEETING**

**August 20, 2015**

**Central Library**

**515 Pine Street, downtown Green Bay**

**5:15 p.m.**

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary