

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **July 21, 2022** at **5:15 p.m.** at the Central Library, 515 Pine Street, downtown Green Bay, WI, 54301

PRESENT: BRIAN ANDERSON, DAVID RUNNING, MARISSA MELI, JAYME SELLEN, and WENDY WOODWARD

EXCUSED: ANNETTE AUBINGER, KATHY PLETCHER, and JOHN VAN DYCK.

ALSO PRESENT: Emily Rogers, Sue Lagerman, Linda Chosa, Curt Beyler, Bethany Neuman, Leah Liebergen, and Becky Phillips (staff).

1. CALL TO ORDER President Anderson called the meeting to order at 5:30 p.m.

2. APPROVE/MODIFY AGENDA AND MINUTES

Motion by Sellen, seconded by Meli, to approve the agenda and the June 2022 minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC

4. DISCUSSION AND POSSIBLE ACTION REGARDING 2023 BUDGET NARRATIVE AND PERFORMANCE MEASUREMENTS

There were not any changes to the mission and program description.

Performance measures. The budget change column compares 2022 to 2023. The 2022 numbers may have been a little high since they were hard to predict coming out of COVID. A gradual increase/upward trend can be seen by comparing the three-year span of 2021-2023. Measures are reviewed for impact and purpose.

Organizational Chart. One change (previously approved) split Collection Management Services into Technical Services Manager and Collection Development Manager (Acquisitions).

Grants. E-rate was not budgeted due to Denmark's temporary closure (only qualifying location).

Rates & Fees. Two changes were noted – the removal of Young Adult overdue fees (previously approved) and an increase to the piano tuning fee.

Initiatives. The Mapping and Documentation of Library IT Infrastructure initiative was brought forward and added to three new initiatives.

Other items discussed included possible levy reductions, grant details, and progress of 2022 initiatives.

Motion by Woodward, seconded by Running, to approve the 2023 budget narrative and performance measurements. **Motion carried.**

5. DISCUSSION AND POSSIBLE ACTION REGARDING 2023 BUDGET DRAFT

Chosa reviewed the draft budget including changes in revenues and expenses. Revenues decreased by 7.66%. This was mainly due to a decrease in IT chargebacks. Library fines decreased as a result of the elimination of overdue fees on Young Adult materials. Revenue from municipalities had a net increase of \$3,000. The county appropriation and transfer for wage increases had a net reduction of \$478,910 primarily caused by the reduction of IT chargebacks due to removal library public computers being removed from IT management.

Salaries and Fringe. Salaries decreased by \$16.5K due to staffing assessment and reorganization. Fringe decreased by \$85K. Per new county policy, fringe will be budgeted at 20.5% of salary of all benefit-eligible employees. County Administration is submitting a budget which includes a COLA increase and two one-time payments for each employee that receives a satisfactory evaluation in 2023. It is called the 2-2-2 plan. If approved, employees will receive a one-time payment of 2% of annual salary at the end of 2022, a 2% COLA increase to their current hourly wage effective Jan. 1, 2023, and another 2% one-time payment at the end of 2023. Funds will be transferred to each department from the County Budget to cover the expense.

Library employees who receive a satisfactory performance evaluation are approved to receive a COLA increase. Incentive pay is based on personnel surplus.

Supplies Expense. Reduced Technical Services supplies account to purchase First Search software budgeted in Software Maintenance account.

Other expenditure changes discussed included Copier Expense and Copier Chargebacks, Software and Equipment Maintenance, Rental Space, Books/Periodicals/Subscriptions, Travel and Mileage, Service Fees, Electric, Gas, Storm Water Management, Indirect Chargebacks (Shared services), Information Technology Chargebacks, and Other Contracted Services.

Motion by Meli, seconded by Woodward, to approve the 2023 budget draft. **Motion carried.**

6. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. Financial Manager Update

I. Financial, and Gifts, Grants, and Donation Reports Chosa distributed the financial statements and noted that Fines and Fees revenue had a 22% shortfall and personnel costs are 3% under budget. YTD, over \$100,000 has been met of turnover reduction. Operating expenses are 7% under budget. IT monthly chargeback were reduced to remove public computers from equation that calculates chargeback. A 50% down payment on new Bookmobile was made. Donations were slight. Donation boxes are consistent with last year.

B. CAPITAL PROJECTS AND FACILITIES UPDATE

I. Central Lower Level – Beyler reported that the Audio/Visual (AV) design review is taking place and should be complete and ready for posting next week. Furniture will be ordered as soon as last sample arrives. A buildout walkthrough took place Monday and five general contractors attended. Bids are due a week from Friday. County Purchasing indicated that since the \$1.2M for this project was already approved, acceptance and approval of bids could take place in this order: Ed & Rec. on August 3, County Board on August 17, and Library Board on August 18.

II. Pulaski Branch Update – The Phase 1 Environmental Site Assessment was conducted by Robert E. Lee & Associates. It determined two closed cases with continuing obligations. There is contaminated ground water under one section. If you disturb any contaminated materials – fill has to be brought to the landfill – not put back. An in-ground storage tank would need some vapor remediation (similar to Radon remediation). A hydraulic hoist would need to be capped and filled with concrete. This is not an issue if the ground is not cut into. Beyler has been in touch with the DNR. A Phase 2 assessment would not be needed unless the site would be excavated. The situation is manageable.

III. East Branch Update The Design Development stage done. The next estimate should be ready at the end of the month. Selection of finishes and furniture is taking place and there will be more to report at the August meeting.

IV. Facilities – Central Projects – loading dock is just about finished. Door glass is delayed but is expected in a few weeks. The loading dock's railing is being fabricated.

C. PERSONNEL UPDATE

Exits: Two Shelves - Marissa Paulson and Edith Vasquez; Katie Esserman – Youth Services Librarian, Cadance Yungwirth – Southwest Associate, and Melissa Taylor – Southwest Clerk.

Successful Candidates: Kadan Strohl – Weyers-Hilliard Shelver

Open Searches: Part-Time Youth Services Librarian at Central, Ashwaubenon Shelver, Central and Southwest clerks, Southwest Associate.

Planning for the Fall Staff Development Day, September 23 in partnership with NFLS is underway. The guest speaker will focus on Customer Service. The party for those who retired during COVID will take place at the end of the day. Al Hughes is going to do safety training with NFLS branches. Employees are participating in the county's

mandatory Cyber Security training. A Seed Library is being explored in partnership with BC Extension and New Leaf Foods.

D. COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that work continues on the Reading Success Summit that will be held in October. Scott Hall has been secured as the keynote speaker. He is Senior Vice President of Civic and Community Initiatives at the Greater Kansas City Chamber of Commerce. He has worked with the Campaign for Grade Level Reading in Kansas City for over 7 years. Their successes and key learnings will be shared.

Save the Date cards were sent today for the dinner event with David Maraniss in September. The event will feature his newest biography, *Path Lit by Lightning – The Life of Jim Thorpe*. Packers Give Back and Oneida Nation are co-sponsors.

Our recent digital billboard promoting Summer Reading was played over 37,000 times. There were over 487,000 impressions. It was on the south side of the Mason Street Bridge. It was quite impressive and exciting to see! An awareness billboard campaign for September on Hwy- 172 is being planned.

7. DISCUSSION AND POSSIBLE ACTION REGARDING ARPA FUNDS EXPENDITURE The County allocated \$2.1 for Central HVAC and the funds have to be committed before end of 2024. Beyler would like to get started now with writing a RFP for architects and engineers. A proposal from Concord Group to provide owner's representative services for the HVAC upgrades in the amount of \$117,298. Beyler would like Board approval of the Concord proposal so bid documents can be prepared. **Motion** by Running, seconded by Woodward, to direct staff to forward proposal to Ed & Rec. on August 3 for approval of ARPA funds expenditure in the allocated amount of \$117,298. **Motion carried.**

8. WRIGHTSTOWN BRANCH UPDATE Beyler reported that the Cotter family is working with Alliance for a building design. Half would be used by the library. Sugden and Rogers have met with the builder and the Cotter family. Van Dyck has met with them most recently – working on a one-time cost, and other ongoing costs, including maintenance and cleaning. A more formal plan will be brought forward in August. Cotter family is looking for a commitment fairly soon to secure funding.

9. BOOKMOBILE UPDATE Lagerman reported that initial communications with TechOps has taken place and the project is underway. The down payment was made and a document that details all the options for the base vehicle is expected soon. An overall project timeline will be developed once TechOps knows when the chassis will be complete.

8. PRESIDENT'S REPORT Anderson commented that he appreciates the Leadership Team's on budget and capital projects.

8. LIBRARY DIRECTOR'S REPORT None.

9. OTHER BUSINESS None.

10. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

11. ADJOURNMENT

Motion by Sellen, seconded by Running, to adjourn the meeting. **Motion carried.**
The meeting adjourned at 6:56 pm.

NEXT REGULAR MEETING:
August 18, 2022 | 5:15 p.m.
Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary