

Johnson Creek Public Library Board
Minutes
December 2, 2015

The December 2, 2015 meeting of the Johnson Creek Public Library Board was called to order by President Charlie Schick at 5:30 p.m. Members present were Les, Charlie, Kris and Library Director Luci Bledsoe. Also present was Mark Johnsrud, Village Administrator. Sara Hackbarth was absent. Tim Semo arrived at 5:50 p.m.

Public Appearances--None

Correspondence—None

A motion was made by Kris; second by Les; to discuss Budget 2016 under Old Business first.

A motion to approve the minutes from the October 21, 2015 meeting was made by Les; second by Charlie.

A motion to approve the financial report was made by Kris; second by Les. **Roll Call Vote**

Yes, Les; Absent Tim; Yes, Kris; Yes, Charlie

Director's Report

Two trees were planted in late November on the library's front lawn; one replaced a tree that died earlier in the year.

I received eight applications for the vacant library assistant position and have interviewed two individuals so far.

For the first time in at least six years, possibly seven, the Village Board is providing each village employee with a gift certificate to a village business of their choice; and a catered meal to be held Wednesday, December 9 at noon. Full time employees receive a \$50 gift certificate and part-time employees will receive a \$25 gift certificate. What is really nice is that for the first time ever, the library budget will not be charged for the certificates and meal. Appreciation is extended to Village President John Swisher and the Village Board for approving these employee appreciation gifts and appreciation is also extended to Mark Johnsrud, Village Administrator, for not making the different departments pay for their own certificates.

Our 15 Early Literacy back packs started circulating a month ago. Each of them has a theme, such as alphabet or colors, and has a variety of items: books; DVDs; compact discs; games; and puzzles.

Due to the generosity of one of our residents, we are now offering a quick and easy fund raiser: Christmas and greeting cards; gift tags; gift bags; wrapping paper; and 2016 calendars, 50 cents each or 3/\$1.00.

Old Business

A. **Update in Library System Affiliation (Bridges)**—We go “live” next Thursday, December 10. Our new Cisco router was delivered December 1 and will be installed before next Thursday. The last day of delivery with the present courier is December 8. The new courier, CS Logistics, will be here on December 9 to deliver bins and bags and explain their procedures and process. They start delivery for all the public libraries in Jefferson County on December 10, and for the first time since we reduced hours, the delivery person will arrive while the library is open. At present, we are only checking out items to customers using “offline” but do have access to the **trio** database to verify bar codes if the customer does not have his or her library card. Until December 10, none of the libraries can check in returned materials; register new patrons; or renew items. In addition, customers cannot log in to their account; view the online catalog; pay fines or fees; or place holds (neither can library staff). We also now have access to some of WCFLS’ databases, such as Reference USA. Training webinars for both library staff and customers will be available.

B. **Budget 2016**—At the previous library board meeting, the board modified the 2016 budget as follows: to spend \$2439.93 (presently designated as undesignated in the library’s trust fund) and to use \$724.22 (presently designated as interest in the trust fund) and to spend no more than \$500 from the library’s restricted account (presently designated as shelving/flooring) to be used for the additional six hours and Social Security needed to increase one of the library assistant’s hours from 14 hours/week to 20 hours/week in 2016). Roll call vote. ___Y___Sara; ___Y___Les; ___Y___Charlie

I invited Mark to share his concerns about this with you.

Village Administrator Mark Johnsrud talked with the library board about using money not in the budget. This could cause a structural deficit. When such a deficit happens, the question is then “how do you make up for those funds? He recommended that the library board try to achieve all the parts in the library’s new strategic plan and get “buy in” from the village to implement the strategic plan. He also suggested creating a timeline for this implementation and

to look at the strategic plan in its entirety. Extra staffing could then be incorporated into the strategic plan

New Business

A. Bridges Library System Agreement—Both the Bridges Library System and the Café Agreements were approved and signed by the Library Board President and the Library Board Secretary. Motion made by Kris; second by Les. All were in favor

B. Fines and Fees 2016—A motion to approve the fines and fees for 2016 was made by Les; second by Kris. **Roll Call Vote**

 Y Charlie; Y Kris; Y Les; Y Tim

C. Hours of Operation 2016—A motion to approve the hours of operation for 2016 was made by Les; second by Tim. All were in favor

D. Budget Transfers—

A motion was made by Les; second by Kris to transfer the following from the Trust Fund (06-112.130) to the Library Checking Account (06-100.001) in the amount of \$1,575.82

- \$ 16.21 for book (Hoeft memorial)
- \$ 15.65 for book (Rock River Geological Society)
- \$ 2,124.17 for 2015 summer library program
- \$ 10.00 for Friends annual fee for WI
- \$ 425.75 for Child Safety Fair

\$ 2,591.78

Roll Call Vote

Charlie Yes

Kris Yes

Les Yes

Tim Yes

Sara Absent

A motion was made by Les; second by Kris to transfer the amount of **\$1,926.79** from the Restricted Account (06-111.110) to the Library checking account (06-100.001) the following amount:

- \$ 156.81 for blocks and beads (Early Literacy)
- \$ 539.85 for new computer (Computers/Technology)
- \$ 471.10 for new refrigerator (Shelving/Flooring)
- \$ 5,650.00 for strategic plan (Strategic Planning)

\$ 6,817.76

Roll Call Vote: Les Y Kris Y Charlie Y Sara Tim Y

The next meeting will be Wednesday, January 20 at 5:30 p.m.

A motion to adjourn the meeting at 6:14 p.m. was made by Kris; second by Les.

Minutes written by
Tim Semo