

Jefferson County Library Service

Dwight Foster Public Library
209 Merchants Avenue
Fort Atkinson, WI 53538
920.563.7790

Jefferson County Library Service Board Meeting at Dwight Foster Public Library

June 20, 2011

MINUTES

County Library Board Members Present: Sue Hartwick, Leigh Froelich, Betty Stoffel, Dean Sanders

Council Library Board Members Absent: Julaine Appling, Dwayne Morris, Janet Sayre Hoeft

Librarians Present: Connie Meyer, County library services administrator/Fort Atkinson; Kathy Hookham, Palmyra; Joan Behm, Cambridge; Leann Schwandt Lehner, Jefferson; Gerard Saylor, Lake Mills; Luci Bledsoe, Johnson Creek; Stacey Lunsford, Whitewater; Cecilia Wiltzius, Waterloo; and Peg Checkai, Watertown.

Guests: There were no guests

Administrator Meyer called the meeting to order at 7 p.m. since the chair of the committee, Doug Keiser, resigned at the end of 2010 and vice chair Hoeft could not attend this meeting.

An election of officers took place and Sue Hartwick was elected chair with Janet Sayre Hoeft as vice chair. (Stoffel/Froelich) There was discussion on the need for a secretary but no nomination was made due to the large number of trustees absent.

The minutes of the July 12, 2010 meeting were approved by consensus.

There were no comments from the public and no correspondence.

There was a discussion of the county library planning/review process done in 2010 with the assistance of UW-Extension agent/planner, Steve Grabow. Meyer reported that she shared the document with County Administrator Gary Petre and he was appreciative of all the work and time invested in the process. The county library board approved the plan. (Stoffel/Sanders) Hartwick indicated she would forward it to the county administrator as the final document.

There was discussion about the implementation of the three strategic issues identified in the planning process as well as the development of a long range plan. A proposal which will include tasks and a timeline will be drafted for discussion at the next county library board meeting.

The request from Fort Atkinson's Dwight Foster Public Library for county resource library services in the amount of \$2,896 in 2012 was approved. (Sanders/Stoffel)

The budget request for 2012 was discussed at length. No decision was made on the amount to request since all the numbers have not yet been finalized. The difference between the zero percent budget request (Scenario B) and the formula budget request (Scenario A) based on the countywide average cost per circulation is anticipated to be \$25,687. There was a suggestion that if the budget request was made using scenario A, the difference might be requested for capital expenditures. Divided equally, each library amount would be \$2,854. Library directors were asked to consider how they might use \$2,854 in capital funds and report that to Meyer in advance of the next county library board meeting. Meyer was asked to gather the information and present it at the next meeting for discussion and possible inclusion in the 2012 budget request as a capital request.

The next meeting date was not set. Meyer will send out some possible dates for a late July or early August meeting.

Libraries reported as follows:

Palmyra – The library is working on making alterations to their building. The lifts need replacing and they are working on additional handicapped-accessibility issues. Additionally they are having roof problems that need to be addressed. The library will be sponsoring its Garden Walk next Saturday which will include a raffle to bring in additional dollars.

Waterloo – They recently bought a microfilm scanner and some new computers to update their technology.

Cambridge – They are gearing up for the summer reading program. Their conversion to open source software for LINK didn't go as well as planned to they are a bit behind in most things. The library, with the help of the Cambridge Foundation, is purchasing a new copier since theirs is 12 years old.

Johnson Creek – They had a homeschooling fair recently. They have 219 children signed up for the summer reading program and many activities planned for the summer.

Whitewater – They recently celebrated 20 years in their library building. They had a celebration and opened a time capsule. The library will have its first adult reading

program this summer. They have also added a Kindle, a Nook, and a Sony e-reader to their library for circulation to patrons.

Jefferson – Their summer reading program has started and is going well. They got new carpeting and upgraded their HVAC system. Additionally, they are wrapping up all the activities related to settling the estate of Pat Albee. Pat was a former library director in Jefferson and donated her entire estate (including her house and all her belongings) to the library when she passed away just over a year ago.

Watertown – The library will be recarpeting soon. Additionally, they are moving the children's department to the old Carnegie area of the library. The former children's area will be the technology area. These changes will be made in August and they expect to be closed for about 2 weeks (August 2-19th). Watertown is also instituting a grace period on books and is changing from \$2/day overdue fine to \$1/day overdue fine on DVDs.

Lake Mills – The library has purchased a Nook but it's being tested by staff and not quite ready for circulation to patrons. They are also working on a remodeling project and expect work to begin in September.

Fort Atkinson – The staff has been learning about the new library building since moving back and reopening on February 1st. Circulation has shown a very sizeable increase.

The meeting was adjourned at 8:30 p.m. (Stoffel/Freolich)

Respectfully submitted,

Connie Meyer
Jefferson County Library Service Administrator