

**Outagamie Waupaca Library System
Board of Trustees**
September 19, 2013 Meeting Minutes

The meeting was called to order at 6:35 p.m. by President Gilbert at the New London Public Library.

PRESENT: Will Bloedow, Bobbie Buchholtz, Patricia Craig, Terry Dawson, Carol Diehl, Peter Gilbert, Paul Girod, Linda Hagen, Marilyn Herman, Eunice Lawrence, Bill Morien, Theresa Rechner, John Signoretti, Marcia Trentlage.

EXCUSED: Nicole Lemke.

OTHERS PRESENT: Walter Burkhalter, Rick Krumwiede.

Lawrence moved, seconded by Diehl, to approve the minutes of the August 15, 2013 meeting. Motion carried. Craig moved, seconded by Bloedow, to approve checks numbered 26428-26472, inclusive, in the amount of \$135,241.75 and 7/14/13-8/10/13 payroll-related expenditures in the amount of \$66,542.79. Motion carried. Morien moved, seconded by Trentlage, to approve the August 2013 financial report. Motion carried.

DIRECTOR'S REPORT

Gilbert read a note from the Black Creek Village Library thanking OWLS for supporting its summer library program. Krumwiede reported on the annual meeting of OWLS library directors and assistant directors, which was held in Kaukauna on August 23rd. Most of the meeting consisted of directors sharing information about activities at their libraries. The OWLS staff also presented some information about their projects and activities.

Krumwiede provided an update on Outagamie County's response to bills from Brown County Library, including meetings with the County Corporation Counsel. On Tuesday, September 17, Colleen Rortvedt and Krumwiede testified in support of AB 288 to the Assembly Committee on Urban and Local Affairs. Brown County representatives testified in opposition, and DPI and WLA representatives testified for information. Krumwiede distributed a copy of his testimony and a follow-up memo that he wrote to the Committee.

A document ranking OWLS libraries in comparison to libraries in other systems was distributed. Diehl spoke about ALA President Barbara Stripling's initiative, Libraries Change Lives. Information about Trustee Day at the Wisconsin Library Association's annual conference in Green Bay was distributed.

An OWLSnet Planning Process Report will be presented at the upcoming AAC meeting. The planning document, which was compiled by staff and considered input from member libraries, includes priorities and steps in the following areas: ILS review, discovery layer

search, eContent, infrastructure, finances and fees, OWLSnet competencies, interlibrary loan, and ongoing planning. Progress has already been made with out-of-OWLSnet interlibrary loan, and it's likely that OWLS, NFLS, and member libraries will switch from using OCLC to WISCAT as an interloan tool.

Krumwiede shared information, including posters, about a program at the Shiocton Public Library featuring Wisconsin Poet Laureate Max Garland. Krumwiede complimented the work that OWLS Graphic Artist, Bradd Hintz, did on Shiocton's program poster, and he shared that Hintz has designed the WLA Conference logo and much of the artwork for conference materials.

OLD BUSINESS

On behalf of the Personnel Committee, Gilbert introduced the new OWLS Director, Walter Burkhalter, to the Board. Burkhalter shared information about his background and answered a few questions. Board members look forward to working with Burkhalter in the future.

NEW BUSINESS

Krumwiede recommended the following revisions to the 2013 budget based on year-to-date experience and year-end projections. His objective was to leave as much as possible in the budget stabilization fund for use in future budgets.

	2013 Budget 04/18/13	2013 Budget 09/19/13	Change	% Change
Income				
Automation Income	\$812,575.00	\$808,000.00	(\$4,575.00)	-0.6%
Miscellaneous Income	\$46,851.00	\$45,351.00	(\$1,500.00)	-3.2%
Total Revenue	\$4,432,814.00	\$4,426,739.00	(\$6,075.00)	-0.1%
Transfer from Fund Balance	\$93,881.00	\$69,314.00	(\$24,567.00)	-26.2%
Expenditures				
300-03 Salaries	\$62,863.00	\$64,646.00	\$1,783.00	2.8%
301-03 Payroll Taxes	\$4,809.00	\$4,945.00	\$136.00	2.8%
302-03 Fringe Benefits	\$31,605.00	\$31,721.00	\$116.00	0.4%
325-03 Meeting and Travel	\$2,600.00	\$3,000.00	\$400.00	15.4%
332-03 Insurance	\$3,600.00	\$4,000.00	\$400.00	11.1%
375-03 Miscellaneous	\$1,000.00	\$2,000.00	\$1,000.00	100.0%
300-11 Salaries	\$57,623.00	\$55,427.00	(\$2,196.00)	-3.8%
301-11 Payroll Taxes	\$4,408.00	\$4,240.00	(\$168.00)	-3.8%
302-11 Fringe Benefits	\$14,584.00	\$14,441.00	(\$143.00)	-1.0%
300-05 Salaries	\$358,235.00	\$349,281.00	(\$8,954.00)	-2.5%
301-05 Payroll Taxes	\$27,400.00	\$26,720.00	(\$680.00)	-2.5%
302-05 Fringe Benefits	\$112,324.00	\$111,746.00	(\$578.00)	-0.5%
313-05 Telecommunications	\$100,000.00	\$97,000.00	(\$3,000.00)	-3.0%
314-05 Borrowers' Card Supplies	\$6,500.00	\$5,000.00	(\$1,500.00)	-23.1%
315-05 Printing & Promotion	\$4,200.00	\$3,200.00	(\$1,000.00)	-23.8%

	2013 Budget 04/18/13	2013 Budget 09/19/13	Change	% Change
Expenditures (cont.)				
325-05 Meeting and Travel	\$7,000.00	\$5,000.00	(\$2,000.00)	-28.6%
326-05 Training/Consulting	\$2,000.00	\$500.00	(\$1,500.00)	-75.0%
342-05 Online Databases	\$35,000.00	\$32,500.00	(\$2,500.00)	-7.1%
345-05 OCLC Charges	\$85,000.00	\$82,000.00	(\$3,000.00)	-3.5%
300-10 Salaries	\$49,807.00	\$51,573.00	\$1,766.00	3.5%
301-10 Payroll Taxes	\$3,810.00	\$3,945.00	\$135.00	3.5%
302-10 Fringe Benefits	\$16,790.00	\$16,905.00	\$115.00	0.7%
325-10 Travel	\$3,000.00	\$2,000.00	(\$1,000.00)	-33.3%
327-10 Staff Development	\$4,000.00	\$3,500.00	(\$500.00)	-12.5%
300-08 Salaries	\$14,759.00	\$14,270.00	(\$489.00)	-3.3%
301-08 Payroll Taxes	\$1,129.00	\$1,092.00	(\$37.00)	-3.3%
302-08 Fringe Benefits	\$3,714.00	\$3,682.00	(\$32.00)	-0.9%
312-08 Supplies	\$2,000.00	\$1,000.00	(\$1,000.00)	-50.0%
363-08 Contractual Services	\$88,000.00	\$89,000.00	\$1,000.00	1.1%
300-13 Salaries	\$15,715.00	\$15,736.00	\$21.00	0.1%
301-13 Payroll Taxes	\$1,202.00	\$1,204.00	\$2.00	0.2%
302-13 Fringe Benefits	\$7,732.00	\$7,733.00	\$1.00	0.0%
339-13 Materials and Projects	\$6,000.00	\$6,100.00	\$100.00	1.7%
300-15 Salaries	\$16,582.00	\$16,604.00	\$22.00	0.1%
301-15 Payroll Taxes	\$1,269.00	\$1,270.00	\$1.00	0.1%
302-15 Fringe Benefits	\$5,114.00	\$5,115.00	\$1.00	0.0%
312-15 Supplies	\$9,000.00	\$5,500.00	(\$3,500.00)	-38.9%
320-15 Equipment	\$6,000.00	\$4,000.00	(\$2,000.00)	-33.3%
364-15 Commercial Work	\$5,000.00	\$2,500.00	(\$2,500.00)	-50.0%
300-06 Salaries	\$23,531.00	\$23,562.00	\$31.00	0.1%
301-06 Payroll Taxes	\$1,800.00	\$1,803.00	\$3.00	0.2%
302-06 Fringe Benefits	\$6,056.00	\$6,058.00	\$2.00	0.0%
312-06 Supplies & Materials	\$3,000.00	\$2,000.00	(\$1,000.00)	-33.3%
327-06 SLP Program Grants	\$10,200.00	\$9,800.00	(\$400.00)	-3.9%
Budget Summary				
Total Revenue & Transfers	\$4,526,695.00	\$4,496,053.00	(\$30,642.00)	-0.7%
Total Expenditures	\$4,526,695.00	\$4,496,053.00	(\$30,642.00)	-0.7%

Craig moved, seconded by Lawrence, to approve the 2013 budget revisions as recommended. Motion carried.

Annually, the Board determines a cost of living percentage that is used to increase pay ranges and employee pay from October 1st through September 30th. Krumwiede reported on the increase in the Consumer Price Index and recommended a 2% increase. Girod moved, seconded by Bloedow, to approve a 2% cost of living increase effective October 1, 2013. Motion carried.

Annually, the Board determines the percentage of health insurance premium paid by the employer. Last year OWLS switched from Wisconsin Public Employers plan PO2 to plan PO4 in order to include deductibles. No change in health insurance benefits was recommended for 2014. Craig moved, seconded by Trentlage, to pay the same percentage of health insurance premiums and make the same contribution to employee flexible spending accounts as in 2013. Motion carried.

The proposed 2014 plan and budget were distributed in the meeting mailing. Krumwiede made a few comments regarding 2014 plans and stated that no significant changes are being proposed at this time. Dawson moved, seconded by Trentlage, to adopt the 2014 library system plan and budget, as proposed, to comply with statutory requirements. Motion carried.

The meeting was adjourned by President Gilbert at 7:55 p.m.

Respectfully submitted,

Theresa Rechner
Secretary/Treasurer