

Adams County Library Board Minutes  
February 20th, 2017

The meeting was called to order at 1:00 p.m. by Mary Nelson, Board President, in the library meeting room. Members present were Nelson, Edwards, Peterson, Grosshuesch, Theim, Townsend, and Foley. Skala was excused.

The meeting was properly announced at the library and on the Adams County web site.

Motion to approve the agenda by Townsend / Peterson. Motion Carried.

Public citizen input is invited. However, no members of the public were in attendance.

Motion to approve the minutes by Theim / Edwards. Corrections were noted and the motion to approve the minutes as amended carried.

Bills were distributed for review and initials.

Motion to approve the financial report by Peterson / Theim. Motion carried.

#### Communications and Reports

Nelson reported on the January 26th South Central Library System meeting

- Nelson has been elected vice president of the SCLS board of trustees
- The SCLS board has reactivated their bylaws committee
- Shared Overdrive and physical circulation statistics over time
- Shared this SCLS circulation statistics web page:  
<http://www.scls.info/reference/libstats/index.html>

Foley presented the Director's reports

- Circulation is down more than expected, likely due to weather related closures
- The budget is on track
- The Friends of the Library Chocolate Affair was held in early February
  - Revenue was similar to previous years, but down slightly
  - Ideas for future Chocolate Affair events were discussed by Foley and the board
    - Staff a library booth to present and explain library services
    - Have musical or theatrical performances inside the main event space
    - Provide space for kids' displays
    - Emphasize spring activities like gardening
- The Friends of the Library are proceeding with their application for tax-exempt status by adopting new bylaws
- Foley attended the monthly department head meeting, which was very informative
- SCLS technology notes
  - SCLS is encouraging library staff certification in the use of the current Koha catalog software
  - The current catalog software is changing soon. The Koha academic library and public library catalog systems are merging.

#### Action Items

#### Report from the audit committee

- Grosshuesch and Skala were the members of the audit committee. Grosshuesch presented the report.
- The three library checking accounts were in good order, as were supporting documents
  - Two of the accounts were balanced without difficulty
  - The committee had trouble balancing the most active account and will seek Marylu Silka's assistance
- The committee gained an understanding of day-to-day library financial activity and is reassured that professional auditors also review the accounts and supporting documents
- Motion by \_\_\_\_\_ / \_\_\_\_\_ to accept the report. Motion carried.

#### Annual Report

- Foley presented the annual report
- Them noted the Adams-Friendship School District contribution. Board members expressed appreciation for the school district's financial support. Board members discussed ways to express that appreciation and ways to demonstrate the value of the library to the schools in the context of strained school budgets.
- Reporting of attendance counts for library programming are made according to DPI methods, but past reports incorrectly used more intuitive methods.
- Department of Public Instruction staff commented on the large amount "Other Operating Income." The sources and applications of those other funds are explained in the Comments section of the report.
- Motion to accept the annual report by Peterson / Townsend, motion carried.

#### Fiscal Compliance Update

- Foley relayed that Interim County Manager Barb Petkovsek stated that support from county administration would be available after the county audit is complete
- The board discussed fiscal standards for libraries
  - Edwards referred to Trustee Essentials 9 on the topic of library finances
  - Nelson referred to the parts of Chapter 43 of the Wisconsin Statutes that relate to consolidated county library finances
  - Discussed ways of organizing finances to reflect the principles of transparency, wise investment, legal compliance, and efficient library operations.
- No action was taken

#### Revenue Account

- To become fiscally compliant the county should hold library revenue from copies and fines in a revenue account
- No action was taken

#### Summer Reading Program

- Stephanie Klopotek provided information about the summer reading program and other upcoming programming
  - Summer reading program events will be held at Adams-Friendship summer school
  - There will also be an adult summer reading program this year
  - The library will have a display at Kids Day
  - Story time attendance has been low and the library has been trying to improve attendance
- The board thanked Stephanie and no action was taken

### Shelving update

- Most books were inventoried while the library was closed for the shelving installation.
  - Losses were not bad
  - Staff are continuing the inventory, especially in junior fiction
  - The entire collection is being inventoried over the course of the year
- No action was taken

### Possible Items for Future Meetings

- Bylaws Review
- Policy Review
- Fiscal compliance

Motion to adjourn by Nelson / Theim at 2:50 p.m. Motion carried.

Respectfully submitted,

Tyler Grosshuesch