

# MIDDLETON PUBLIC LIBRARY



## Library Board Minutes

August 12, 2008

Board members present: Bornhofen, Hilbert, Kozich, Olson, Smith, Westbury

Board members absent: Fulton, Soeteber

Staff present: Nelson

### Call to Order

President Bornhofen called the meeting to order at 6:30 p.m.

### Minutes

Moved by Westbury, seconded by Kozich, to approve the minutes of the July 8, 2008, regular meeting, as corrected. (Pamela Westby, under "Library Director Transition".) Motion carried unanimously.

### Approval of Monthly Expenditures Report

Moved by Olson, seconded by Smith, to approve the July 2008 expenditures report as prepared. Motion carried unanimously.

### Director's Report

Nelson reported on the following items for July 2008:

- Middleton set a new monthly circulation record (74,202), which was just 3,000 less than what was checked out during the same month at the Madison Central Library.
- A total of 64 programs attracted 1,659 participants. The program total is not a record, but the number of participants is – by a wide margin.
- The library attracted record numbers of participants to its children's, teen, and adult summer reading programs.
- The numbers of items lent to and borrowed from other LINK libraries showed an unexpected large increase, a point of concern as this is a staff-intensive area of our operations.
- The library's annual staff in-service will take place on Thursday morning, August 28. The main focus of the program will be on successful workplace transitions.
- Nelson shared the last of his many statistical presentations: Snapshot of Library Holdings (1991-2008), Circulation Comparison by Format (for both books and audiovisual materials). Nelson has promised to share all of his statistics with new Director Westby, who is also an inveterate number cruncher.

### Report of Nominating Committee

Kozich presented the following slate of officers for the 2008-2009 term.

President: Steve Olson

Vice-President: Patricia Bornhofen

Secretary: Sandra Smith

Moved by Kozich, seconded by Westbury, to close the nominations and cast a unanimous ballot for slate of officers as presented. Motion carried unanimously.

[Steve Olson chaired the meeting from this point forward.]

### **2009 Dane County Library Service Budget Proposal**

The DCLS Library Board advocates that the county library tax be set at a rate to fund the two major elements of the county library service program at 100% of their actual costs. The two programs are the existing direct service programs and the reimbursement of municipal libraries for a portion of their operational and facilities costs for extending the same level of service to non-residents.

Moved by Bornhofen, seconded by Kozich to support the goal of the Dane County Library Service Board of Trustees to set the county library tax at a rate that will be sufficient to fund the two major elements of the Dane County Library Service budget at 100% of their actual costs.

### **2009 Middleton Public Library Budget Proposal**

Nelson reported that this year's budget guidelines have been modified. According to a memo from Finance Director Tim Studer, department budgets for 2009 should reflect the costs to provide the current levels of service. If additional programs or expansion of existing services are needed, then these costs should be listed as decision items.

Nelson distributed revised copies of the library's 2009 budget proposal, based on the latest guidelines, and noted the pages where changes were required. These included the executive summary on page 3 and the 2009 Increases by Budget Account, which sets forth a cost-to-continue scenario, on pages 9 and 10.

Board members discussed at length the two decision items (Library Assistant II for Children's Services and Supplemental Staff Hours Account), specifically as to content and priority. No action was taken at this time. A final budget review will be conducted at the September 9<sup>th</sup> meeting.

### **Library Director: Transition and Orientation**

Retiring Director Nelson and Incoming Director Westby will meet on Monday, August 18, for an all-day orientation session. Nelson has prepared an outline of topics for discussion during a library walk-through. A significant amount of time will be spent on budget issues.

### **Adjournment**

Moved by Bornhofen, seconded by Smith, to adjourn at 7:30 p.m.

Paul Nelson, recorder

*Note: These minutes were prepared by Paul Nelson, Library Director. They are based on his notes as recorder and are subject to change at a subsequent meeting.*