



Library Board Meeting Minutes
August 8th, 2017
5:30 pm
Archer Meeting Room

The meeting was called to order by President Robert Seltzer at 5:30 p.m.

Present: Marybeth Paulisse, David Reed, Roshelle Ritzenthaler, Robert Seltzer, Jeremiah Tucker, Courtney Ward-Reichard, Thomas Yost and Cindy Zellers. Library Director Jocelyne Sansing, Administrative Librarian Rebecca Light, and Bill Burns and Melissa Bohse of the Middleton City Finance Department also attended.

Absent: Robert Burck

1. Public Comments

No members of the public were present.

2. Approval of Minutes of the July 11, 2017 meeting (action item)

Ms. Ward-Reichard noted a correction submitted prior to the meeting by Mr. Seltzer, clarifying that matching funds of \$500 for contributions of trustees will be donated by former trustee Joan Gillman, not SCLS.

Motion to approve the minutes as amended was made by Mr. Reed, and seconded by Ms. Zellers. The motion passed unanimously.

3. Approval of Vendor Report for June 2017 (action item)

Motion to approve the June 2017 Vendor Report was made by Mr. Reed, seconded by Ms. Paulisse. The motion passed unanimously.

The July 2017 Vendor Report was completed just prior to the meeting, but will be considered during the September meeting so that there is more time for trustees to analyze the report.

4. 2018 Budget

- a. Bill Burns and Melissa Bohse of the Middleton City Finance Department were introduced by Ms. Sansing.
 - i. Overview of Municipal Budget Operations and Revenue as it relates to the Library

Mr. Burns gave an overview of the city budget process, which begins each July. This year, capital requests were due on July 28, with operating requests due on August 11. Finance and Personnel Committee meetings will be held in September and October, with a public hearing and consideration by the Common Council in November.

Budget requests include base items (existing budget and staff) plus additional requests. The library may carry forward budget balances from year to year, which is not something all departments are able to do.

Revenue for the Library Operations Fund consists of General Fund Transfer, Dane County Aid, Cross Border Reimbursements and Copies and Faxes.

In 2018, projections are for \$367,500 in additional revenue for the City, out of a budget over \$55 million. This means there are limited funds available for additional requests from City departments.

Specifically with respect to the library fund balances, Ms. Bohse explained that there are two funds: Fund 212 (library operations fund) and Fund 204 (library special funds). In 2016, total revenues for Fund 212 were \$2.057M, and expenditures were \$2.000M, resulting in a surplus of \$57,435. This amount remains at the discretion of the library board, and will not go back to any other department. Most of the surplus comes from the vacancy in the executive director position during 2016, so it is not likely that future surplus will be this large.

Fund 204 consists of funds raised through gifts, grants and lost and damaged books. The fund totals \$311,822, but \$225,000 of this total is held in endowment by Madison Community Foundation, so only the earnings are available for spending.

Ms. Sansing explained that a Foundation will be created as a separate account in Fund 204. It was also noted that the Friends are a separate 501(c)(3) organization, so its funds are held separately and only come into Fund 204 if the Friends make a donation to the library for a program.

Ms. Bohse explained budgets for capital borrowing. There will be a total of \$3.999M of borrowing in 2017, largely for street construction and repair and vehicle replacement, but also some funds available for other capital projects. She also explained a projection showing debt service until 2034, suggesting that there that there may available funds in the 2027 timeframe for a library facility project. A mill levy prior to that time might also be a possibility.

General fund projections are for just over \$100K available in additional spending for all city departments, including new personnel requests.

The Board thanked Mr. Burns and Ms. Bohse for their information, and they left the meeting.

b. 2018 Capital Requests (action item)

Ms. Sansing explained that a prior version of the capital request contained a request for shelving, but that the Development Committee has recommended that the carryover of \$59,000 from 2016 be used to cover the request for shelving. This leaves a capital request of \$25K for a dumpster, \$50K for furniture, \$32K for meeting room chairs and \$16.5K for painting. The total capital request is \$123,500 for the coming year.

Ms. Sansing explained that items such as furniture could be the subject of fundraising efforts if the capital request is denied. Other needs of a vehicle, service desks and mechanical equipment will be the subject of capital requests in the future.

Mr. Tucker moved to accept the proposed capital request, and Ms. Zellers seconded. The motion carried unanimously.

c. 2018 Personnel Requests (action item)

Ms. Sansing explained her request for an additional full-time librarian to perform outreach services, and her proposal to cover part of the cost with money from Fund 212 that currently goes to pay two teachers from MCPASD to run the Media Maker lab. The teachers would still work as contractors when needed, but those costs would be covered by a request for programming funds from the Friends. The next step is to submit a proposal to the City for additional funding for the position.

Mr. Reed and Ms. Zellers left the meeting due to other commitments.

Mr. Tucker moved to approve the personnel request as presented, with the additional input of the City Administrator to determine the most appealing way to make the ask. Ms. Ritzenhaler seconded the motion. The motion passed unanimously.

d. 2018 Operating Budget (action item)

Ms. Sansing discussed the proposed operating budget, indicating few changes from 2017. Some increased expense items were highlighted, including office supplies, postage, telephone, communications, link services, electronic resources, equipment maintenance and mileage.

Mr. Tucker moved to approve the operating budget as requested, Ms. Ward-Reichard seconded. The motion carried unanimously.

5. Director's Update / Library Board Report Review

In the interest of time, Ms Sansing referred the Board to her written report.

6. Next Meeting: September 12, 2017

7. Adjourn (action item)

Ms. Ward-Reichard moved to adjourn, Mr. Yost seconded. Motion carried unanimously.