



Library Board Meeting Minutes
February 19th, 2021 9:00am

Meeting conducted via Zoom due to COVID-19 pandemic.

Minutes by R. Burck

Board Member Attendees: Robert Burck, MaryBeth Paulisse, Courtney Ward-Reichard, Rob Seltzer, Rose Sime, Art Waldman, Ralph Zahnow and Cindy Zellers

Missing: Chris Morris

Staff Attendance: Jocelyne Sansing

Public in Attendance: NONE

Call to Order: 9:00 am

1. Public Comments:

- NONE

2. Old Business

a. 2020 Annual DPI Report (action) –

Jocelyne made clear up front that the DPI Report is not a budget and the numbers do not match any budget numbers because the DPI Report asks for numbers prior to final numbers coming into the City. We don't have final numbers until after the City audit, sometime around March. Therefore, the DPI Report is only a snapshot in time.

Jocelyne reviewed the report with the Board from beginning to end. Under the section on Covid-19 information, Jocelyne noted that the Middleton Public Library offers almost all of the services that the DPI was asking about, except for circulating wi-fi hotspots. Jocelyne stated that circulating wi-fi hotspots is something that we are looking into offering in the future.

Cindy Zellers noted from the report the large increase in e-books in the circulation numbers this past year.

The Middleton Public Library is more of a borrowing library than a lending library, and that has been a change that has occurred over the last 5 years. We would typically like the numbers of lent books and books that we borrow to be a wash. But in recent years, we borrow more books than we lend. When asked why this was the case, Jocelyne explained that we have a lower inventory of books in house than we did in the past, and we have increased e-books, and these two factors mean that our library generally needs to borrow more books from the inventory of other libraries (such as Madison).

It was also noted that the Middleton Public Library had 110,291 uses of Libby to check out electronic materials.

Under the section on Registered Cardholders, Jocelyne pointed out that we have very good cardholder numbers. We have 11,356 registered resident users, and 7,422 non-resident (outside of Middleton) registered users at the Middleton Library.

Sections 5 and on deal with dollar amounts. Jocelyne again explained that these dollar amounts shown in the DPI Report will not generally match anything in our budget because of two reasons:

- 1) the DPI defines categories of expenses and revenues differently than the City does, and the way the DPI measures certain metrics duplicate some of the numbers multiple times in different categories, and
- 2) the DPI report requires the Middleton Library to report to them prior to the City audit, and therefore we are being asked to provide numbers to the DPI prior to having finalized numbers in March.

Ralph Zahnow asked if our circulation in 2021 was 40% of the circulation of 2020, as he understood the DPI report to state. Jocelyne explained that circulation is measured in multiple ways. If you look at only physical books circulated, you would get one number, but when you include e-books as the DPI form does this year, you get a very different circulation number. The DPI form does not really provide a clear answer to this question, but Jocelyne and Rebecca will be trying to answer this more fully outside of these DPI report in the annual report that they create for the Middleton Public Library.

There is a single check box to state whether we are satisfied with the services of the South Central Library System (SCLS). The Board discussed how this is not particularly useful in providing useful information as to how the system could be changed to make it more useful to Public Libraries. The Board suggested that we check the "No" box again this year, as the concerns that we had in 2020 have not been addressed. Checking "Yes" would make it sound like our concerns have been addressed. Jocelyne said that she would mark the DPI report in this way, and she would follow up with the Board during the following week with a statement that could more fully explain our "No" vote and identify to DPI and SCLS how we would be willing to work with them to improve the South Central Library System for all libraries.

Motion to approve the 2020 DPI Report by Rob Seltzer, seconded by Art Waldman.
Motion passed unanimously.

b. 2020 Financial Review (review only) –

The Total Library fund balance from 2020 is a little over \$200,000.

The Library has funds remaining of \$159,120 for the Next Chapter project.

The final phase (Next Chapter) plans to pay additional expenses of approximately \$178,000 for tables, chairs, meeting room tech (projector, screen, cabling), outdoor benches, artists' gallery display system, signage, and other furniture. The difference between the \$178,000 expenses and the \$159,000 funds remaining could be covered by using some of the \$200,000 Library fund balance.

The remaining fund balance could be saved, but we might also need to spend much of this money on building maintenance issues. Jocelyne described some of the

maintenance issues that have started occurring recently, including an alarm going off on a Sunday night that was found to be caused when a broken water pipe sprayed water on electronics in the mechanical room. The water damage was relatively severe, and the costs of this maintenance issue are unknown at this time.

Art Waldman asked if there was any way to budget for some of these expenses. Jocelyne showed an Excel spreadsheet showing how she tries to budget for replacement of aging equipment, but damage caused by emergencies such as the recent broken water pipe are nearly impossible to plan for.

The Board agreed that this was a good review. No action was taken at this meeting, but the Board will think about the information presented and possibly discuss this further in March.

3. New Business

- NONE

4. Next Meeting (Monthly Board Meeting): March 9th, 2021 at 5:30 pm

5. Adjourn: Motion by Cindy Zellers to adjourn, seconded by Art Waldman at 10:00 AM. Motion passed unanimously.