

Library Board Meeting Minutes
August 27, 2024 5:30pm

Friends of the Library Community Room
Minutes by L. Phelan

Board Member Attendees: Randall Crow, Laura Phelan, Marta Bechtol, MaryBeth Paulisse, Dennis Dorn, Jean Phillips, Stefanie Moritz, Rashiqa Kamal
Staff Attendance: Jocelyne Sansing, Rebecca Light

Call to Order at 5:31 pm

1. Public comment

- a. No public comments.

2. Approval of the Minutes from the July Library Board meeting (action)

- a. Motion made to approve the July Library Board Minutes made by Stefanie Moritz, seconded by MaryBeth Paulisse. Motion passed unanimously.

3. Approval of the July Vendor Report and financial review of operations, gifts and donations (action)

- a. 335 Digital resources - the Hoopla charge was missing for this month, so there will be 2 on next month's report. There should be 3 more Hoopla charges to get through part of September.
- b. Funds Held Outside City - The Friends have been transferring larger amounts of money into the account to pay for bookmobile items.
- c. There were a few donations to the foundation and the endowment this month.
- d. Motion to approve the July Vendor Report made by Rashiqa Kamal, seconded by Stefanie Moritz. Motion passed unanimously.

4. 2025 Capital and Operating Budget Recommendation (action)

- a. 2025 Capital Budget
 - i. The biggest item for 2025 is the Automated Materials Handling/sorter. Currently have a 3 year maintenance contract at \$17,500 per year and there have been 8 calls so far this year. Estimated cost is \$300,000 (extra included for possible need for electrical work or carpet replacement under existing sorter). The new service contract would be much lower.
 - ii. Lactation room - required by PUMP law. Best option would be to convert the main floor janitor's closet, but then the only sink for mop water would be on the lower level. Estimate is \$13,000.
 - iii. Ceiling tiles - tiles are in rough shape. Estimate is \$40,000.
 - iv. Ceiling microphones in meeting rooms - feedback from programs or presenters is hard to hear, especially in Archer room.
 - v. Shades for kids area - quote was under \$5,000, so may be able to get in this year's budget.
- b. 2025 Operating Budget

- i. Cross County Border Reimbursement - \$9,682 - signed this year to be paid out in 2025.
- ii. County Facility and Operating Reimbursement is \$1,009,776.
- iii. Copies and Fax revenue decreased to \$18,000 to reflect changes in this service from the last few years.
- iv. Transfer in from general fund - \$1,604,748.
- v. Part Time Perm and Part Time Non Perm - there was still an issue and it was discovered the 112 Part Time Non Perm (Pages) formulas were being calculated from 2021 numbers. The 2 lines should still reconcile due to staff vacancies.
- vi. Incentive pay request for the outreach position (Amy) for extra duties with the bookmobile. Would look to reclassify the position in the future.
- vii. Total benefits for 2025 - \$380,123.
- viii. Operating expenses -
 - 1. Move \$18,179 from 335 digital resources funds (from ending Hoopla and Kanopy subscriptions) back to 230 Books.
 - 2. Telephone bill is going up \$407.
 - 3. 310 Link Services is decreasing \$2,095 due to Infrastructure and ILS Services costs going down.
 - 4. 340 Buildings & Grounds Maintenance - requesting an increase of \$5,000. Already 84% spent out this year, with work still needing to be done on AC and the front door replacement.
 - 5. 460 Insurance - the \$29,700 doesn't include bookmobile insurance, so it will increase.
 - 6. Just with operations, annual operating increase of \$24,562 for 2025.
- ix. Hoopla and Kanopy changes - started using Hoopla in December 2020 with 36 uses. In July 2024, there were 2346 uses. These are pay per use, so it is hard to budget. Tried Kanopy for 2 years and is more expensive per circulation. Many other local libraries are in the same boat.
- x. 335 Digital Resources - increasing amount into the Overdrive Advantage for Middleton Library so books should be available earlier.
- xi. Looking into what other libraries have for their training and development budgets.
- c. Motion to approve the 2025 operating budget recommendation with a change to decrease fuel and increase staff development made by Dennis Dorn, second by MaryBeth Paulisse. Motion passed unanimously.

5. Development Committee (discussion)

- a. Stef - The last meeting was in July and the next one will be before the next Library Board meeting. Working on a memorandum of understanding between the development committee and the Friends.

6. Community Campus Committee (discussion)

- a. Jean - the committee met last week. The city will be in a good position in the next 10 years to borrow for this project. Fundraising won't be a big component, but maybe the library and senior center would be able to focus on it more.

7. Trustee Essentials and Annual Calendar:

- a. **Personnel Committee forms, Sept. BOT mtg. to include closed session**

b. Proclamations National Library Card Sign up Month and Banned Books week – to be presented at the Sept. 3rd Common Council meeting.

c. Down the road:

i. September Annual TTW highlights and share outs

ii. September 13th Library closed for Annual Staff Development Day

iii. October and November Meeting - Staff Presentations

8. Monthly Road Map/Director's Report

a. Would like to move the agenda packet to the city website in January to use the same program as other city departments.

9. New business:

a. No new business.

10. Next meeting: Tuesday Sept. 10th 5:30pm

11. Adjourn (action item)

a. Motion to adjourn made by Dennis Dorn, with a second by Marta Bechtol. Motion passed unanimously. Meeting adjourned at 7:08 pm.