



**City of Madison**  
**Meeting Minutes - Final**  
**MADISON PUBLIC LIBRARY BOARD**

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

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Thursday, March 2, 2006

4:30 PM

Madison Public Library  
201 W. Mifflin St., Rm. 201

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**I. CALL TO ORDER**

*The meeting was called to order at 4:30 p.m.*

**Present:** Ald. Larry Palm, William C. Keys, Barbara J. Karlen, John A. Taft, Jr., Ramon R. Hernandez, Ann L. Falconer, David L. Wallner, Theodore C. Widder, III and Gregory Markle

*Also Present: Dimick, Sawyer, Benno, Lee, Olson, Froistad, Grogan, Roughen, Marzen, journalism students*

**II. APPROVAL OF MINUTES**

*The February 2, 2006 Minutes were approved.*

**A motion was made by Keys, seconded by Karlen, to Approve the Minutes. The motion passed by acclamation.**

**III. CORRESPONDENCE**

*A letter from Rick Grobschmidt, Assistant Superintendent, Division for Libraries, Technology and Community Learning was circulated indicating the Library Director's certification was up-to-date.*

**IV. PUBLIC COMMENT**

*There was none.*

**V. BOARD INFORMATION EXCHANGE**

*An article in Isthmus about delinquent tax payers listed Sherman Plaza Inc., the Lakeview Branch Library landlord, as missing 2005 payments on four of its eight parcels. It was noted that the library, as of December, 2005, has paid all taxes on the library's portion to the owner.*

**VI. FINANCIAL REPORT**

*The 2005 year-end financial report was reviewed. There was an additional revenue item - transfer in from general fund - which was money the City gave the library to make us whole after the 2004-05 wage settlements were finalized. Reserves applied from 2004 were \$236,000.*

*In expenditures, \$200,000 remained in the salary budget as a result of having an unusually large number of vacancies during the year. The library was over budget in utilities by about \$25,000. Branch costs were underspent by nearly \$72,000 (This was money that was allocated for operating costs for an expanded Sequoia which did not occur in 2005 - these funds to be carried over to 2006). The library materials account was underspent by \$106,000, the result of materials ordered but not billed in 2005.*

*The net result between revenues and expenditures was \$269,000. Reserves applied (\$236,000) were then added for a total carryover balance of \$506,000.*

*A plan to allocate the carryover was broken down into several categories and reviewed:*

- Contingency fund - \$9,083*
- 2005 Encumbrances - \$114,092*
- Dedicated fund balances (funds received in 2005 for specific purposes, but not yet expended) - \$82,130 (\$72,000 of this is for Sequoia increased operating costs which won't occur till 2007))*
- Unrestricted fund balance - \$300,748*

*Staff had the following recommendations for use of the unrestricted fund balance:*

- Increase library materials/work supplies - \$124,000*
- Add communications equipment (recabling for BadgerLINK) - \$73,815*
- Add to Meadowridge permanent/hourly wages/benefits to increase open hours - \$33,124*
- Self-check machines - \$29,929*
- Increase in general building/grounds services - \$15,000*
- Increase in electricity - \$11,879*
- Increase in AV supplies - \$10,000*
- Increase training/travel - \$2,000*
- Office equipment - \$1,000*

*There was discussion about opening Meadowridge additional hours. The library is underserving our populations in the "smaller" branches by being open less hours than in the larger branches. Staff would like to try to increase hours one branch at a time, beginning with Meadowridge, which has the largest service area and circulation of all the smaller branches.*

*The proposal would be to open 58 hours/week which would include all mornings and weekday evenings beginning July 1 by adding the equivalent of one full-time employee and page hours for a cost of \$33,000.*

*By doing this we would have to commit \$66,000 for 2007. Ms. Dimick feels that we usually have enough salary savings and staff changes that salary money could be reconfigured to accomplish this.*

*The 2006 budget was reviewed. The following adjustments were made to revenues: Increase DCLS reimbursement by \$14,422; increase fines by \$10,000, and decrease M&I earnings by \$733.*

*Adjustments to expenditures included funds for additional salaries for Meadowridge hours change, increase in gas and electricity, mileage, training, computer furnishings, library materials and supplies, self-check machines and recabling costs.*

*There was discussion about the \$72,000 being carried over for Sequoia operating costs which will not be needed until 2007. This money was part of the library levy and as such the Library Board has the authority to reallocate it as it sees fit. The following ideas were suggested:*

- Open a second small branch additional hours (Staff responded that increasing hours at more branches would necessitate bumping up the*

- price tag of subsequent branches in order to cover absences due to vacation/illness/vacancy/awop.)*
- *Open Meadowridge additional hours to conform with the other large tier branches*
  - *Add even more money to materials budget. (The addition of new materials would require an additional cataloging position; duplicate materials could be done with additional clerical staff. Both would require additional expenditure for supplies)*
  - *Retain some of the money for current Sequoia maintenance expenses*

**Hernandez moved, seconded by Karlen, to approve the carryover expenditures as submitted with the understanding that alternatives for the Sequoia carry-forward operational funds be brought back to the April meeting for discussion. Motion passed by acclamation.**

## VII. SEQUOIA LIBRARY EXPANSION

*Library Board approval is required on the resolution authorizing the purchase of approximately 20,000 sq. ft. of space from Midvale Plaza Joint Venture for a new Sequoia Branch Library, and authorizing funds to complete the space for use as a City of Madison Public Library.*

[02895](#)

Accepting an Offer to Sell Real Property from Midvale Plaza Joint Venture or its assignee for the purchase of space within the Midvale Plaza located at 525 South Midvale Boulevard and authorizing funds to complete the space for use as a City of Madison Public Library. BY TITLE ONLY. 11th Ald. Dist.

**A motion was made by Keys, seconded by Wallner, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by acclamation.**

## VIII. APPROVAL OF SCLS COMPLIANCE REPORT

*Each year libraries are asked to certify they are in compliance with system membership requirements and to sign a statement concerning the system's effectiveness.*

**Markle moved, seconded by Taft, to approve the Compliance Report. Motion passed by acclamation.**

## IX. LIBRARY CARD REGISTRATION UPDATE

*The library needs to change its library cardholder requirements. The official age definition for adult library card status is currently 14. This needs to be changed to 16 to comply with state law.*

**Karlen moved, seconded by Hernandez, to approve the change of adult status from 14 years of age to 16. Motion passed by acclamation.**

## X. UNIQUE MANAGEMENT REPORT

*Jane Grogan reported on the three-month trial period with Unique Management Systems, the vendor LINK members are working with to collect long overdue library materials and fines.*

*The vendor contacts customers owing over \$50 whether it be fines or materials checked out and not returned. There was \$47,700 in process by Unique Management for December and January. The library received \$3000 in money and \$9,500 in materials*

*returned which is a 45% completion rate as a result of their contact in two months. The cost was around \$3000 (\$9.00 per account ) but we are getting items back so it saves us a lot of money by not having to repurchase and process items not returned.*

*Staff recommends extending the contract.*

**Palm moved, seconded by Taft, to continue our association with Unique Management Services until such time there is evidence it is no longer valuable. Motion passed by acclamation.**

## **XI. FACILITIES UPDATE**

*Ms. Dimick attended the Urban Design Commission meeting the the same night the community meeting was held at Our Lady Queen of Peace Church regarding the Midvale Plaza project.*

*The Urban Design Commission was pretty positive about the project. They weren't concerned about the density and height; they thought it was a very good urban infrastructure development.*

*Citizens concerned about the increased population, traffic and the height of the development spoke out at the community meeting. It was suggested that an open area be included between the library and the retail areas to allow a "cut through area".*

## **XII. FRIENDS' UPDATE**

*It was reported in the last Ashman Friends newsletter that they have raised nearly \$10,000 in the past year.*

## **XIII. FOUNDATION UPDATE**

*The Foundation is preparing to interview for the Sequoia Campaign fund raiser position.*

*The Central campaign is still in its quiet phase. We hope to have some word about major gifts in the next 60-90 days.*

## **XIV. SOUTH CENTRAL LIBRARY SYSTEM UPDATE**

*The selection committee will be interviewing the finalists for the Director position tomorrow.*

## **XV. DANE COUNTY LIBRARY SERVICE UPDATE**

*The consultants are still gathering information. Ms. Dimick will be meeting with them next week.*

## **XVI. COMMITTEE UPDATES**

*No report; the Committees have not met.*

## **XVII. ADJOURNMENT**

*The meeting adjourned at 6:03 p.m.*

**A motion was made by Wallner, seconded by Falconer, to Adjourn. The motion passed by acclamation.**

