



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

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

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Thursday, March 1, 2007

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 4:35 p.m.*

**II. ROLL CALL**

**Present:** Larry Palm, Carol Carstensen, Annette Miller, Ann L. Falconer and David L. Wallner

**Absent:** Tracy K. Kuczenski and Gregory Markle

**Excused:** Barbara J. Karlen and Theodore C. Widder, III

*Also Present: Dimick, Sawyer, Grogan, Froistad*

**III. APPROVAL OF MINUTES**

*The February 1, 2007 Minutes were approved with minor corrections.*

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

**IV. CORRESPONDENCE**

*There was none.*

**V. PUBLIC COMMENT**

*There were none.*

**VI. BOARD INFORMATION EXCHANGE**

*There was none.*

**Roll Call**

*Greg Markle arrived at 4:36 p.m.; Barbara Karlen at 4:37 p.m. and Tracy Kuczenski at 4:40 p.m.*

**Present:** Larry Palm, Carol Carstensen, Barbara J. Karlen, Tracy K. Kuczenski, Annette Miller, Ann L. Falconer, David L. Wallner and Gregory Markle

**Excused:** Theodore C. Widder, III

**VII. FINANCIAL REPORT**

*The final 2006 budget analysis and 2007 budget were reviewed.*

*For 2006 the library received revenues of \$238,331 more than was budgeted. This was primarily due to an increase in grants received from the Foundation. Even so, revenues were underreceived by \$238,331. Expenditures were underspend by \$165,460 leaving the library with a negative balance of \$72,870. The library has a Reserves Applied account (\$496,972) which the city does not receive. Once these reserves were applied, the library was left with a balance of \$424,101.*

*Staff recommendations for the use of the balance were discussed. The city requests that the library maintain a contingency fund (5% of the 2007 city appropriation). \$24,530 of the balance is needed to increase the contingency fund to \$498,300.*

*Materials for the collection, cataloging and AV supplies and youth services supplies ordered in late 2006 have not been billed to the library yet. These bills (encumbrances) total \$178,666.*

*There are several projects the library is committed to but for one reason or another was unable to complete in 2006. In addition, it also received large designated grants from the Foundation in late December and was unable to spend that money by year-end. These dedicated funds total \$67,225.*

*The total of the money needed to maintain the contingency fund, pay the encumbrances and cover the designated funds totals \$270,421. That leaves an unrestricted balance of \$153,680.*

*Staff recommended the unrestricted fund balance be used in 2007 for salaries and benefits of both permanent and hourly employees. There is a need to hire an additional cataloging person and there will be increases in our hourly positions to keep up with our circulation functions. The library was within \$17,000 of spending the 2006 salary budget. That was cutting it too close.*

*A Balance Sheet Report was presented verifying that library records matched the city's records.*

*The 2007 Revised Operating Budget was reviewed. Adjustments have been made to the budget since the time it was adopted by the City. Revenues have increased \$101,095 from the Dane County Walk-In Service, \$5700 for an LSTA grant and \$450 for an SCLS - Summer Library Program grant. The unrestricted fund balance (\$153,680), dedicated fund balance (\$67,225) and encumbered reserved balance (\$178,666) were added increasing the budget to a total of \$12,610,230.*

*Expenditures to the 2007 budget were adjusted as well. The major changes were to increase salaries and benefits; replace some carpeting and asbestos at Central; maintenance of the HVAC system; development fees for Website Hosting Services; purchase electronic service software upgrades, tailgate for maintenance vehicle, safety signage, steam cleaner and microfiche machine.*

*It was noted that according to the Government Accounting Standards Board accounting rules followed by the city, library materials are now considered capital assets and have been transferred to the appropriate section of the budget.*

*Palm moved, seconded by Falconer, to approve the Revised 2007 Operating Budget as presented. Motion passed by acclamation.*

## **VIII. REPORT FROM DANE COUNTY LIBRARY GOVERNANCE OPTIONS STUDY**

*The preliminary report looking at different funding options is complete. The result is that there are no good options. There will be a more complete report later on.*

## **IX. SOUTH MADISON ADDITIONAL RENT RECONCILIATION**

### 05726

Authorizing an amendment to the sublease with the County of Dane for space within the South Madison Health and Family Center ("SMHFC") and authorizing the use of additional space at the SMHFC by the Madison Public Library.

*The library is part of the Harambee mix and as such pays for part of the common space and meeting room space of the entire facility. When the South Madison/Meadowridge branch supervisor was hired, there was no space for an office for her at either branch. There was space available at the Harambee Center at the time. This space has since been needed by another organization and the supervisor has been moved to a different space. The management company never reconciled the increase in rent we were to pay within SMHFC.*

*The resolution authorizes the use of additional space which will result in an increase for the library to its percentage share of rent payable to the City from 14% to 14.83% or an increase of \$355 a month.*

**A motion was made by Markle, seconded by Miller, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by acclamation.**

## **X. FACILITIES REPORT**

*The City has hired the Strang Architectural firm to help with the next phase of the planning for the Villager Mall redevelopment. This has been a difficult process, given the different needs and financial status of all the entities that want to be involved.*

## **XI. FRIENDS' UPDATE**

*The Central Friends book sale was very successful. They made \$2300. They advertised in the estate/garage classified section of the newspaper.*

## **XII. FOUNDATION UPDATE**

*A written report was distributed. The Foundation has worked with the Madison Community Foundation to develop a draft strategic plan. This plan of Strategic Initiatives with timelines, budgets and assigned responsibilities will be presented to the Foundation Board for approval in April. The next issue of Sequels will be mailed early in March and the spring solicitation mailing will go out in early April.*

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

*There was no report.*

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

*There was no report.*

## **XV. COMMITTEE UPDATES**

*The question arose about whether it is necessary to prepare a resolution for Council*

*approval to have non-board members serving on a subcommittee. Staff will look into this.*

## **XVI. ADJOURNMENT**

*The meeting adjourned at 5:25 p.m.*

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