



- 1) Whether there is a dollar amount threshold at which committee and/or board discussion and approval is required for equipment or other facilities-related purchases. The committee concluded that no set dollar amount is in place, and only large projects require discussion and approval.
- 2) Purchase of replacement self-check units. Ann Hokanson provided the committee with information on three different models and gave her recommendation that the one on which unit would best fit the library's needs (the i-Circ Self Checkout). The total cost of three machines would be approximately \$37,785, which includes installation of the machines and training for staff, with free shipping. The two other models considered for purchase were slightly higher in cost and did not as closely meet the library's needs. The committee recommended that approval be granted by the board for purchase of three i-Circ self-check machines.

In response to inquiry from Sally Baker, Tom Dankert confirmed that the purchase of new self-check machines had been provided for in the capital budget for the city in the amount of approximately \$45,000. Ann Hokanson noted that the purchase had originally been included in the 2009 budget, but had to be postponed due to economic issues.

A motion was made by Carmen Tribbett, seconded by Duane Feragen, that the board approve the purchase of the three i-Circ Self Checkout machines. Carried.

#### DIRECTOR'S REPORT:

##### Presentation by Tom Dankert, Director of Administrative Services, City of Austin:

Ann Hokanson introduced Tom Dankert and advised that he was present for the purpose of providing background information on the new budget report format.

Tom Dankert reported that the City of Austin converted to a new software system for its finances in January 2010, resulting in a change in the look and format of the finance reports. He noted that the finance department now has the capability to run the city check register in a way that only shows the checks related to library expenses (as opposed to checks for all city departments), so the board now receives the previous month's check register, showing all library expenses. (In the past, the list of expenses had been manually typed up as a separate task, requiring additional staff time.)

Mr. Dankert provided explanation of the data reported in the Finance Report – revenue accounts are reflected in the top portion of the report (with all revenue amounts showing as negative numbers as a function of the software program), and then the expense accounts are listed. The report shows the amount budgeted for each revenue and expense account, and then shows the current status (how much as been received or spent) for each account in the previous month and cumulatively year-to-date. He reiterated that from 2011 onward, the report will also contain comparative data from the prior year.

Mr. Dankert noted for the board that because the library board of directors meets early in the month, the finance department is not always able to provide a complete budget report, listing expenses paid in the previous month, since the report is not finalized until several days into the new month. However, Ann Hokanson advised the board that any expenses not captured in any given month's report will still be reflected in future months'

year-to-date information, and that all expenses are listed on the check register for the month in which payment was made. Also, Tom Dankert noted that updated reports are available and can be provided to board members upon request at any time.

Tom Dankert also reported to the board regarding the budget outlook, noting the following significant information:

- 1) \$408,000 market value credit will be lost by the City in 2010 due to state cuts to Local Government Assistance (LGA), and the state deficit is still not resolved, so further cuts are possible.
- 2) In 2012, the \$408,000 will come back to the City, and state aid (LGA) should go up from \$7.1 million to \$7.8 million, but this is dependant on the state economy.
- 3) Generally, the City begins its budget process for the next year in July or August, then in October and November makes adjustments as needed before the Truth in Taxation hearings take place in December. The new budget is usually in place and approved in January or February.

Ann Hokanson, Library Director:

Spring Book Sale by the Friends of the Library and the AAUW resulted in \$4,500 in sales. Ann noted that the two groups split the proceeds of the sale (50% to each), and the Friends of the Library pledge 25% of their revenue to the library each year, which is sent to the Minnesota Community Foundation for investment on behalf of the library. The profits of those investments are then given to the library each year by the Foundation.

Sally Baker advised that the Floral Club's Book Luncheon will take place on April 29. The event is held every two years and tickets are \$25 each, of which \$10 covers the cost of the lunch and \$15 allows the purchaser to select a book for donation to the Austin Public Library with his/her name on a placard in the book. The Floral Club has over forty members and expects approximately 75 to 100 people at the luncheon.

Ann Hokanson concluded her report by noting upcoming library events, including the Austin Page Turners' author event with William Kent Krueger on April 22, the Rad Zoo children's program on April 20, and the Trace Bundy free concert on May 15.

**SELCO REPORT:**

Ann Hokanson advised that she is a liaison with SELCO's advisory council and reported that there have been some problems with Pharos over the past weekend. (She explained that Pharos is the program that operates on the library's public computers and allows internet access for patrons, etc., through SELCO.) This is the second time in recent weeks for a weekend system outage, and SELCO is working to resolve the issues.

Sally Baker is the new Mower County representative to SELCO and is scheduled to receive her orientation later this month.

**OTHER BUSINESS:**

Carmen Tribbett requested an update on the status of the new security system. Ann Hokanson advised that the City had invited bids and that the bidding will close on April 15. Following that date, Ann will review the bids with Jon Erichson and provide the information to the board.

Carmen Tribbett requested an update on the status of the potential cooperative project with Austin Arts in the Park. Ann Hokanson reported that she had not heard back from Karen Sundal with a revised proposal. Ann also advised that next year, "vetted" (pre-approved) programs will be available, which should make application for Legacy funding possible for more libraries, since some libraries were not able to work up a totally new program on their own within the timeframe provided this year and funding is only approved for programs not already being offered in that library.

Carmen Tribbett noted that no weeding or gardening has been done yet this spring and perhaps volunteers could be recruited to take care of some of the grounds. Ann Hokanson advised that the Parks and Recreation department has not yet hired its staff for this summer and would probably not be able to provide someone until the school year ends in the first week of June.

#### MARCH 2010 GIFTS REPORT:

Carmen Tribbett asked for information about the Minnesota Community Foundation sums received by the library. Ann Hokanson informed the board that the funds reflect interest paid to the library on our investments, including a special annual endowment fund set up by Dean Pacholl for children's programs in the library. Carmen asked if the library had an option to reinvest those funds, but Ann advised that the monies are restricted for use by the library and cannot be diverted to other foundations or investments.

A motion was made by Pat Toschak, seconded by Duane Feragen, to approve the March 2010 gift report. Carried.

#### CITIZEN'S COMMENTS:

None.

#### BOARD COMMENTS:

None.

#### ADJOURNMENT:

Motion made Carmen Tribbet, seconded by Sally Baker, to adjourn at 4:05 p.m. Carried.

Respectfully submitted,

Sara Steinhoff  
Recording Secretary

NEXT MEETING  
3:00 p.m., Monday, May 10, 2010