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AGENDA
Monona Public Library Board
Library Conference Room
Tuesday, December 15, 2009
7 PM

I. Call to Order.

II. Public Appearances:

III. Consent Agenda

- a) Minutes of November 17 meeting
- b) Financial Report for November 2009.
- c) Monthly bills for November 10 to December 10, 2009

IV. Information Items

- a) 2010 Capital Budget update
- b) Foundation and Friend's Update
- c) Library Administration Report

V. Action Items to Approve

- a) Library Closures for 2010

VI. Closed Session

- a) Under Wisconsin Statutes Section 19.85(1) Considering Employment, Promotion, Compensation or Performance Evaluation of Any Public Employee over Which the Government Body has Jurisdiction or Exercises Responsibility. (Compensation)

VII. Reconvene in Open Session under Wisconsin Statutes 19.85

VIII. Action Items to Approve

- a) Change Library Assistant II position (30 hour)
to Library Assistant III (40 hours)

IX. Announcements

- a) South Central Library System has moved to
4610 S. Biltmore Lane, Madison, WI 53718
- b) Harry Potter Fest sponsored by Teen Advisory Board
will be held December 29th and December 30th.

X. Adjournment

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399.

The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

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DRAFT Minutes
Monona Library Board
Library Board Room
November 17, 2009

Library Board Present: Edward Van Gemert (presiding), Jim Busse, Val Edwards, Mary O'Connor, Ben Redding.

Also Present: Demita Gerber, Chris Lazaneo, and Erick Plumb.

Absent with prior notification: Andrew Taylor and Melissa Zietz.

Board Vice-President Van Gemert called the meeting to order at 7:05 p.m.

The Director called attention to the fact that other City Departments received increased taxpayer funding for 2010, despite the City's initial request that Departments stick to a zero increase budget. . She stated that the library did pretty well in terms of the budget, but that library administrators and the Board Trustee need to speak to the library's very real needs with future budgets. She also suggested that the furlough, used to help balance the City's budget, would not be used again, because it cost the library in other ways.

Ald. Busse mentioned that extra funds were given to the Recreation Department, because they earned less revenue in 2009, particularly in the pool due to cool temperatures in July.

The Library has a need to expand personnel in Youth Services. The library administrator is concerned that current and future needs of the Monona Library will go unmet and the progress achieved to date will be lost if current employees with great talent and training are lost to another employer who can offer full time employment at higher salaries.

Demita also spoke of her concern about the high cost of health insurance for City of Monona employees. This cost is an obstacle when hiring full time library employees since the cost for family coverage is almost \$19,000 which greatly increases the cost of having fulltime staff. The question has been raised about the City's eligibility to participate in the State's Employee Health Plan.

Trustee Busse stated that he had spoken recently to Ald. Doug Wood, and he thought Wood told him that the City was not eligible. However, Busse said he would check further into that matter.

The Director stated that the Library will not be included in the City's first year application for a Focus On Energy Grant, because City Hall is in need of new windows. However, for the second year grant application, Gerber stated that Library needs will most likely be included along with other City Departments. She pointed out that these energy saving grants only contribute to part of the cost. Gerber was concerned, because the library

building is a marriage of a 60-year-old building to a much younger addition. Often others refer to the Library as a “new” building, when actually it is an old building with a newer add-on.

Trustee O’Connor reported on the Monona Library Endowment Fund Drive. She said that as of this evening we had \$49,000 in pledges and donations. Volunteer, Sandra Kallio, has written the text for a 3.5” x 11” card, which will be used for a final donation request, to be mailed to Library Friends and others. She also reported that the Friends of the Monona Library had given \$5,000, pledged \$2,000 more by the end of the year, and will pledge \$7,000 over the next three years for a total of \$14,000. Director Gerber invited the Board to consider a revised foundation fundraising goal of \$60,000, or possibly \$75,000, all of which needs to be received or pledged by the end of December 2009.

Trustee Busse stated he always mentions Booked for a Day at City Council Meetings. And he plans to contact the local reporter, Sunny Schubert, to suggest a feature story about Booked for a Day.

Demita added that the local Pie Party Fundraiser was hugely successful and resulted in a grand total of \$6,500 for Early Literacy programs and material for the Monona Library’s Children’s Room. She mentioned that Early Literacy is not just a local goal, but a national goal. Director Gerber also mentioned that most of the \$5,000 in the 2010 Capital Budget for collection expansion will be used to up-grade the collection in the Children’s Room. She called attention to how library programming for children dovetails nicely with the Family Attraction Committee’s work, to encourage more young families to live in Monona.

The Director stated in her report to the Board that Monona circulation had declined in the last month, primarily with children’s books. Teen circulation made a slight increase.

She also mentioned that SCLS is moving to their new location this weekend. Demita went on to explain the (SCLS) Agreement to Participate in Shared Automated Resources System. Under this plan, SCLS libraries will be grouped into 5 clusters (each with a voting representative). Madison libraries make up two clusters, and the remaining clusters are comprised of other groups of libraries. Monona’s cluster includes: Sun Prairie, Middleton, Verona, Marshall, Oregon and McFarland. Even though this will be a representative form of governance, individual libraries will have opportunities for involvement by participating in ad hoc committees as well as serving on clusters.

Trustee Van Gemert expressed concerns about possible indemnity or failure to perform legal issues for Monona’s Library under this agreement. He suggested that the City attorney review this agreement prior to Board approval. This resulted in a motion to approve this agreement pending legal council’s approval. This agreement is due to SCLS in December.

The proposed changes to the Library's Media Room Policy were reviewed. Trustee O'Connor expressed a desire to have in this policy a clearly written statement that the Library controls the use of the Media Room, to re-emphasize who actually owns the room. Trustee Busse asked that Andy Hagen meet with the Board on some future date to communicate his understanding of the use of the Media Room.

Trustee O'Connor stated that this issue had at one time been cleared up, but with changes in City staff and the Library Board the history of what had been agreed upon in years past had been lost. She suggested that former Monona Library Director John Debacher, who worked out the previous understanding between the Library and the City, meet with the Library Board and discuss the intent of the original Media Room Policy. At that point, the Board decided to table the issue until more historical information on the policy could be obtained.

ACTION ITEMS:

- A. Busse moved, seconded by Edwards, to approve the Consent Agenda for the October 20, 2009 Board Meeting. Motion passed.
- B. Edwards moved, seconded by Busse, to approve the Agreement to Participate in the Shared Automated Resources System (through the South Central Library System) pending City of Monona legal council's approval. Motion passed.
- C. Busse moved, seconded by Edwards, to table the Media Room Policy. Motion passed.

Redding moved, seconded by Busse, to adjourn. Motion passed.
Vice President Van Gemert adjourned the meeting at 8:32 p.m.

The next regular meeting of Monona Library Board will be held at 7:00 p.m. on Tuesday, December 15, 2009, in the Board Room of the Monona Library Building.

Recorder: Chris Lazaneo Approved: _____, 2009

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CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2009

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>PUBLIC CHARGES FOR SERVICE</u>						
202-46-41110-000	GENERAL PROPERTY TAXES	.00	424,357.00	424,357.00	.00	100.00
202-46-43720-000	COUNTY AID FOR LIBRARIES	.00	184,569.00	164,205.00	20,364.00	112.40
202-46-43730-000	COUNTY AID LIBRARY FACILITIES	.00	30,565.00	27,700.00	2,865.00	110.34
202-46-46110-000	COPIER RECEIPTS	224.17	2,525.30	2,300.00	225.30	109.80
202-46-46710-000	FINES	1,537.45	22,154.56	22,000.00	154.56	100.70
202-46-46730-000	ROOM RENTALS	47.26	1,136.77	1,300.00	(163.23)	87.44
202-46-48900-000	OTHER REVENUES	.00	570.00	1,500.00	(930.00)	38.00
202-46-48900-100	VENDING MACHINE	151.80	3,537.38	3,500.00	37.38	101.07
202-46-49300-000	FUND BALANCES APPLIED	.00	.00	25,000.00	(25,000.00)	.00
TOTAL PUBLIC CHARGES FOR SERVICE		1,960.68	669,415.01	671,862.00	(2,446.99)	99.64
TOTAL FUND REVENUE		1,960.68	669,415.01	671,862.00	(2,446.99)	99.64

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CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2009

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	UNION STAFF SALARIES	4,381.49	95,136.93	111,879.00	16,742.07	85.04
202-55-55110-111	MANAGEMENT SALARIES	6,051.30	126,502.24	142,190.00	15,687.76	88.97
202-55-55110-112	SHIFT DIFFERENTIAL	15.50	348.65	700.00	351.35	49.81
202-55-55110-117	LONGEVITY PAY	.00	.00	500.00	500.00	.00
202-55-55110-119	WAGES, PART-TIME	4,059.00	69,574.46	73,091.00	3,516.54	95.19
202-55-55110-120	OVERTIME	.00	80.54	.00	(80.54)	.00
202-55-55110-130	FICA	1,093.80	22,687.60	25,120.00	2,432.40	90.32
202-55-55110-131	WISCONSIN RETIREMENT	1,025.11	21,871.31	26,423.00	4,551.69	82.77
202-55-55110-132	LIFE & DISABILITY INSURANCE	21.66	233.94	375.00	141.06	62.38
202-55-55110-133	HEALTH INSURANCE	3,066.15	36,380.52	51,655.00	15,274.48	70.43
202-55-55110-134	PROFESSIONAL DEVELOPMENT	739.85	1,966.70	2,000.00	33.30	98.34
202-55-55110-220	GAS & ELECTRIC UTILITIES	2,292.12	28,409.60	45,000.00	16,590.40	63.13
202-55-55110-221	TELEPHONE	94.89	753.20	800.00	46.80	94.15
202-55-55110-222	WATER & SEWER UTILITIES	.00	1,819.97	2,400.00	580.03	75.83
202-55-55110-240	SERVICE CONTRACTS	4,087.60	37,644.49	44,060.00	6,415.51	85.44
202-55-55110-241	AUTO CIRCULATION SYSTEM RENTAL	.00	39,556.44	40,141.00	584.56	98.54
202-55-55110-310	OFFICE SUPPLIES	517.26	8,394.58	9,000.00	605.42	93.27
202-55-55110-312	POSTAGE	22.18	1,202.24	3,600.00	2,397.76	33.40
202-55-55110-321	PUBLIC NOTICES	.00	.00	200.00	200.00	.00
202-55-55110-340	JANITORIAL SUPPLIES	408.68	2,019.67	2,000.00	(19.67)	100.98
202-55-55110-341	CHILDREN'S/YA SERVICES	5.00	1,317.25	2,500.00	1,182.75	52.69
202-55-55110-344	CASH OVER/SHORT	(7.97)	60.50	.00	(60.50)	.00
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	1,538.58	9,066.99	4,775.00	(4,291.99)	189.88
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	1,213.80	4,403.50	7,375.00	2,971.50	59.71
202-55-55110-390	OTHER SUPPLIES & EXPENSE	.00	170.71	419.00	248.29	40.74
202-55-55110-700	SOUTH CENTRAL NET LENDER PYMT	.00	.00	975.00	975.00	.00
202-55-55110-702	LSTA GRANT EXPENDITURES	(100.00)	28.91	.00	(28.91)	.00
202-55-55110-809	PERIODICALS & PAMPHLETS	3,176.73	4,973.53	4,500.00	(473.53)	110.52
202-55-55110-810	PERIODICAL, PAMPLETS & AV SOFT	1,456.95	18,325.51	16,084.00	(2,241.51)	113.94
202-55-55110-811	ADULT BOOKS	660.09	13,161.72	17,000.00	3,838.28	77.42
202-55-55110-812	CHILDRENS BOOKS	1,359.60	10,048.73	10,000.00	(48.73)	100.49
202-55-55110-813	YOUNG ADULT BOOKS	92.09	2,033.62	2,000.00	(33.62)	101.68
202-55-55110-814	LARGE PRINT BOOKS	135.81	2,466.09	2,300.00	(166.09)	107.22
202-55-55110-815	REFERENCE BOOKS	.00	1,621.87	2,000.00	378.13	81.09
202-55-55110-817	ELECTRONIC INFO SOURCES	2,500.00	4,586.00	3,000.00	(1,586.00)	152.87
202-55-55110-819	VENDING MACHINE EXPENSE	218.60	2,102.28	2,300.00	197.72	91.40
TOTAL LIBRARY EXPENDITURES		40,125.87	568,950.29	656,362.00	87,411.71	86.68
<u>TRANSFERS</u>						
202-55-59210-212	ACCOUNTING SERVICES	.00	.00	4,500.00	4,500.00	.00
202-55-59210-510	INSURANCE	.00	.00	11,000.00	11,000.00	.00
TOTAL TRANSFERS		.00	.00	15,500.00	15,500.00	.00
TOTAL FUND EXPENDITURES		40,125.87	568,950.29	671,862.00	102,911.71	84.68

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CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2009

LIBRARY FUND

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
NET REVENUES OVER EXPENDITURES	(38,165.19)	100,464.72	.00	100,464.72	.00

Accounts Payable - November 10, 2009 to December 10, 2009				
Items	Account Code	Expenditure Per Vendor	Total per budget line	
Library Materials				
202-55-55110				
Adult Books				
Baker & Taylor - NF	811	\$ 508.47	\$	508.47
Baker & Taylor -AD/FIC	811	\$ 246.55	\$	246.55
Amazon - AD/FIC	811	\$ 20.19	\$	20.19
Children				
ProQuest	812	\$ 183.71		
Baker & Taylor	812	\$ 618.85	\$	802.56
Young Adult				
Baker & Taylor	813	\$ 97.28	\$	97.28
Large Print				
Gale Group	814	\$ 216.40	\$	216.40
Electronic Materials				
Recorded Books	810	\$ 1,341.95	\$	1,341.95
Periodicals				
EBSCO - annual bill	809	\$ 2,950.51	\$	2,950.51
Acquisitions Total		\$6,183.91		
Professional Development				
ALA - Membership - Gerber	134	\$ 245.00		
Wendt - Meeting Lunch	134	\$ 10.00	\$	255.00
Phone				
TDS	221	\$ 60.96		
Charter	221	\$ 29.99	\$	90.95
Vending Expenses				
Pepsi	819	\$ 167.45	\$	167.45
Service Contracts				
Schumacher - Elevator	240	\$ 86.82		
Wis. Dept. of Commerce	240	\$ 35.00		
Clean Power	240	\$ 4,524.56	\$	4,646.38
Janitorial Supplies				
Kranz	340	\$ 131.83		
Schilling Supply	340	\$ 42.40		
Messners	340	\$ 149.93	\$	324.16
Equipment Maintenance				
Braun - Ballasts	350	\$ 166.00	\$	166.00
Building Maintenance				
Werner Electric Supply	351	\$ 35.70		
DEMARC - Boiler Inspection	351	\$ 53.00	\$	88.70
Office Supplies				
Reimbursement - Lazaneo	310	\$ 90.96		
DEMCO	310	\$ 129.85		
Shadow Fax - Toner	310	\$ 55.14		
Menards	310	\$ 15.32	\$	291.27

Accounts Payable - November 10, 2009 to December 10, 2009				
Postage				
Petty Cash - Lazaneo	312	\$	10.58	\$ 10.58
Public Notices				
Hearld Independent - Job Ad	321	\$	82.80	\$ 82.80
Children/YA Services				
Reimbursement - Wendt	341	\$	43.89	
Performer - Kohlhagen	341	\$	125.00	\$ 168.89
MGE				
MGE	220	\$	2,405.04	\$ 2,405.04
Water Utility				
Monona	222	\$	545.39	\$ 545.39
Lib. Material Replacement				
Refund - Howard	0.012	\$	22.00	\$ 22.00
Total Expenditures		\$	15,448.52	\$15,448.52

Library Activity Report - November 2009

Report #26	2008	2009	2008	2009	Nov. '09 vs Nov. '08	Comparison	Year	Comparison
Circulation	November	November	Yr to Date	Yr to Date	Month Difference	Months	diff	Year
					by number	% Change		% Change
Adult	12867	14130	148547	163893	1263	10	15346	10
Children	7504	8109	85324	93948	605	8	8624	10
Young Adults	743	794	9399	10177	51	7	778	8
Other	64	97	895	931	33	52	36	4
Total	21178	23130	244167	268949	1952	9	24782	10
Intralibrary Activity								
Loaned to Other	6576	7090	85713	84202	514	8	-1511	-2
Borrowed From Other	5958	6581	66808	75638	623	10	8830	13
Computer Holds								
Computer Holds Placed	1212	1234	11896	13079	22	2	1183	10
Holds Filled	4902	5349	55984	62579	447	9	6595	12
Library Cards Issued	54	34	658	715	-20	-37	57	9
Reg. Internet Sessions		3311						
Wireless Internet		374						
Total Sessions	3113	3685	23777	26185	572	18	2408	10
Library Traffic	10371	11173	126372	133569	802	8	7197	6
Adult Programs	3	3	32	36	0	0	4	33
# attended	38	35	400	512	-3	-8	112	28
YA Programs	8	4	79	80	-4	-50	1	1
# attended	64	23	1010	1276	-41	-64	266	26
Childrens Programs	26	20	297	248	-6	-23	-49	-16
# Attended	458	363	7011	5562	-95	-21	-1449	-21

MONONA PUBLIC LIBRARY

**ADMINISTRATION REPORT FOR
BOARD MEETING December 15, 2009**

LIBRARY ACTIVITY IN NOVEMBER 2009

November's circulation was up 9.2% over last November's total. We remain over our 2008 total circulation by over 10%. We have already surpassed 2008's record for total circulation with one month left.

Considerable time was spent preparing for a final marketing push for Booked for Life. We have now collected donations or pledges over \$53,000, nearly doubling our total in a little over two months. We had three days in November where patrons "Booked" the library for the day.

ROOM USE FOR NOVEMBER 2009

Monona Public Library rooms were used 39 times by approx. 1125 people.

Analysis of room usage:

1. City of Monona (City Hall) used the Media Room 8 times, and the Board Room 8 times, (room usage total is 16).
The average time spent by the City of Monona in MPL rooms was 32 hours.
- 1b. The Monona Senior Center used the Forum Room/Board Room for classes 4 times
and the Media Room 2 times for a total of 11 hours.
2. The Board Room was used twice by TNS for 4 hours.
3. The Forum and/or Board rooms were rented 2 times this month for a total of \$55.
4. Playtime Players used the Forum Room 13 times.

This count does not include use by Monona Public Library for programming

PERSONNEL

Rob Klecker, Head of Circulation, reported that Mary Kloster has resigned her position as Library Page, effective December 30. Mary has worked for the Library since 1995. She will be missed.

Director Gerber and Assistant Director Plumb are in the process of interviewing candidates for the open Library Secretary position. This position, currently held by Chris Lazaneo, will be converted to a 19-hour per week position and will start after the first of the year. Mrs. Lazaneo is willing to help train the new person and will be paid at the current rate when she does so. As soon as she starts her assignment as Library Assistant I, she will be paid at that rate.

We have still not heard from the Union about salary negotiations for 2010.

Training

- Erick Plumb led a Staff In-service training for all staff members on December 4, focusing on online resources on topics such as jobs, health, and consumer information. Rob Klecker also discussed search strategies within Dynix.
- Karen Wendt attended an SCLS workshop on the 2010 Summer Reading Program on November 13.

November 2009 Volunteer Report

Adult Regular volunteers

Name	Monthly Total Hours Worked
Bill Lofthus	12.75
Jim Sheets	2
Fran Grove	0
Arthur Wiczorek	1.5
Janice Johnson	7.5
Trudy Kuhn	9.25
David Baer	1.5
Victoria Gear	5.25
Linda Kaemer	1

Total Adult Monthly Hours: 40.75

Total Adult Volunteer Hours for 2009: 643.25

Adult Volunteer activities performed: Shelving and shelf-reading, weeding and doing the pick-list. We have a new Adult volunteer: Victoria Gear.

FACILITIES AND EQUIPMENT

On the morning of November 2, we had to evacuate the building for a half-hour after staff smelled gas leaking from a pipe outside of the building near the Children's Room entrance. Both MG&E and the Fire Department were called in. Fortunately the leak was minor, and no gas actually entered the building. MG&E came on November 6 and replaced part of the affected gas pipe.

The Library received two new computers for public use. South Central technician Dan Jacobson will install the necessary software in December. With these two new PCs and the increased usage of the Library's laptops, we feel confident that we offer enough computers to meet public demand during times of peak usage.

We have been having trouble with repair of Return Air Handling Unit(RTU) 4, and Kilgust is ordering a new circuit Board.

BUDGET AND FINANCE

The City Council approved the 2010 Operating Budget at their November 16 meeting. The City's appropriation to the Library remained at \$424,357, a zero-percent increase.

The Dane County Library Service will give us 100% funding; although, we currently have 95% funding programmed into the revenue lines.

As of December 7, we have pledges or cash for Booked for Life of \$53,039.50. Thanks to the extraordinary efforts of Trustee Mary O'Connor and volunteer Sandy Kallio, we have nearly doubled our total pledges in the last two months. Staff members also are fully engaged in spreading the message to patrons. The Library Foundation Board sent a final mailing in late-November to potential donors, and we have received several responses to that mailing.

LIBRARY SERVICES AND PROGRAMS

Children's and Young Adult Monthly Report for November 2009

Children's Programs/ Attendance / #Programs Notes

Wed 9:30 Storytime	71	3 (20, 29, 22)
Wed 10:15 Toddler time	40	3 (10, 14, 16)
Wed 11a.m. Toddler time		28 3 (8, 8, 12)
Thurs 9:45 Toddler time	34	2 (17, 17)
Thurs 10:15 Storytime	54	3 (22, 17, 15)
Thurs 11 Baby Time	22	2 (12, 10)
Fancy Nancy Tea Party	65	1
Recycle Bug Family	16	1
Read to a Dog	15	1
<u>Bilingual Storytime</u>	<u>18</u>	<u>1</u>

Total: 363 in attendance; 20 program, 18 avg (95 people & 6 less programs than 2008)

<u>Wii Programs</u>	<u>Attendance</u>	<u>Programs/Meetings</u>
National Gaming Day	6	1 (Audience was...
Family Wii Day 11/27	19	1 12 ch, 7 adults

<u>Teen Programs</u>	<u>Attendance</u>	<u>Programs/Meetings</u>
General TAB meeting	8	1
TAB Potterfest Committee	11	2
TAB Officers	4	1
Teen Knitting		
Total:	23	4 (avg 5.75 attendance)

Notes from Karen

- Handed out bookmarks and talked about Booked for a Day (Booked for Life) at every program. After Nov 21, I was able to show how it worked for my grand daughter Ava. I created a space to offer a book display of a child's favorite library books for a week when they Book a Day.
- Worked with Rob S to update the website. Plans to update the Kids & Family website will continue for a few months. Updated events on Engaged Patrons registration page and other websites.
- Used Pie Party funds to purchase early literacy toys for babies and toddlers, alphabet letters, posters, a new tree house, and I am working on getting musical instruments to hold music storytimes, puppets and a puppet theater, and painting the children's bathroom.
- I've been working with Rob K and Rob S to purchase a new camera and video camera. We often use cameras at events. We get media releases from patrons if we plan to use the pictures for news releases, posters, website, etc. Now that we are making YouTube videos for our website, such as Dr. Seuss Read-a-Thon, it is important we have cameras.
- Continue to work on booking performers for SRP 2010; theme for next summer is *Make a Splash @ Your Library*. Worked on getting the Upstart Order ready by the Dec 1 deadline, but missed it. We'll receive things in early April instead of early March.
- Maintain children's room, collections, displays; weeding. We will be soon receiving a weeding list for non-fiction and will work on that in late December and early January.
- Kem and I moved Children's AV materials to the unit with DVDs. This includes Picture Books, Beginning Readers, and Chapter Books on CD/Tape, Music & Storytelling CDs, Leap Frog, DVDs, and VHS. VHS tapes were weeded.
- Planned, publicized, and implemented Baby, Toddler, and Preschool Storytimes; Family Programs, such as the Bilingual Storytimes, Read to a Dog events, Recycle Bug Leaf Printing Nov 3; and the popular Fancy Nancy Tea Party Nov. 21.

- Parent Teacher Conferences at Winnequah and Maywood went very well. People were very interested in Tutor.com, the focus of our booth. The Maywood booth was in the library and at Winnequah School. They set me up right in the hall at a crossroads where every parent would see me. As I was talking to one group, a mom and daughter rushed past on their way to meet with a teacher and called back to the group, "We've used it, it's great!"
- Without Jennifer's 11 hours per week, I can see an unfortunate difference in room maintenance, including shelf-reading, creating and filling displays, straightening and cleaning toys, and other miscellaneous things Jen did for us. Pages have been great pitching in to help; however, shelf-reading won't be getting done as often as it was when Jen was working eleven hours. A little bit of retraining and the Pages can do some of the things Jennifer did while they are shelving materials. Jennifer is called in periodically to help with special events such as the Fancy Nancy Tea Party, Potterfest, and also if Toni or I are on vacation.
- Since we have less YS hours, we need to find ways to be more efficient. One thing Rob S did for us is create a "staff jobs" calendar in Google. This way Toni and I can keep track of delegated tasks. Erick also gave us permission to delegate some tasks to LA staff. Andy makes posters for us and we have a shelf behind the circ desk for LA staff to remove books from "new" status.

Karen's Meetings

- 13: SCLS summer reading program workshop
- 19: Staff Meeting
- 23: SLIS panel, talk about YS activities at Monona as compared to Sun Prairie and Black Earth.
- 24: Youth Services Staff Meeting with Karen, Toni, Rob, Jennifer
- 30: Meet with Toni regarding summer Upstart order

Notes from Toni

- Focus this month was on Booked for Life/Booked for a Day promotion (displays, etc) and preparing for our 2-day Potterfest (to be held the end of Dec) , which again is being developed and coordinated by our Teen Advisory Board
- Attended School Conference Evenings at Glacial Drumlin (for 2 nights) and MGHS (1 night) and made tutor.com handouts for them. I talked to over 200 parents about tutor.com and gave them information on the service when they came to check in. The schools provided a table for me next to conference registration.
- Continued outreach with Monona Grove Alternative High School. We are applying for an ALA at-risk adolescent literacy grant (this would be for three sets of books to be given to the teens –we would get one copy from each set) and library programs to support each book
- We will be drawing our first winners of the short blurb contest in the Teen Space. This contest will be ongoing (for at least 5 months) with a winner picked each month. The focus of the contest is to write a blurb about a book using 15 words or less.
- Rob S. is doing a terrific job with his Wii Teen and Family programs and a new assignment of Erick's assistant for website design.

- The teens working on Potterfest are coming up with some amazing ideas and have already started working on them. They have planned two jeopardy style trivia contests, a book/movie discussion, a Professor Lockhart's memory game, an alternate ending contest (which will be promoted to area schools as a literacy enhancement), a "Dumbledore's Enchantments" section with Chamber Music and 9-Pin Bowling, a Hogwart's Bake Sale (sponsored by TAB), a Costume Contest, Potter charades, Madam Trelawney's Fortune Telling, Board Game section, the Wheel of Wand, a Scavenger Hunt, Creative Patronus Making and more! They have formed subcommittees for these sections, which have met independently.

Toni's Meetings:

11/19: Staff Meeting

11/24: YS Staff Meeting

Adult Services Report for November 2009 - Erick Plumb

Outreach, Programming, Customer Service, and Information Literacy

- Film Series continued with one film. The Lebanese film *Under the Bombs* drew 9 on November 13.
- A job information program was held on November 18 with MATC Librarian Mark Perkins. 9 people attended.
- Created content for digital video display monitor in Library's entrance
- Book a Librarian program: six sessions -- all job-related
- Provided reference and readers advisory services to patrons
- Provided a Library newsfeed of events on Twitter and Facebook
- Green Tuesday held on November 13, showing the film *Kilowatt Hours*. This event drew 17 people

Collection Development and Management

- Ordered 106 consumer health titles for Health & Wellness Collection.
- The Library recovered \$723 in fines and item costs from Unique Management Services in November

Mr. Plumb:

- Attended special Committee of the Whole hearing on the City's Capital Budget on December 7.
- Assisted with Booked for Life and Booked for a Day program. We had three days "Booked": Mary Lou Thomas booked November 2, a patron booked a day for Benjamin Franklin on November 13, and Karen Wendt booked a day for her granddaughter on November 21. We have three days "booked" in December, and have 13 days booked for 2010.
- Assisted with job description and advertising of open Library Secretary position
- Attended City Department Heads meeting and City Council meeting on November 2, during Director's absence

- Met with Senior Center Director Diane Mikelbank on November 17 to plan joint programming for seniors on health matters in 2010
- Participated in a webinar roundtable discussion on Library outreach to seniors on December 1.
- Led Staff In-service sessions on November 6 and December 4
- Mr. Plumb has assigned Library Assistant Rob Smithson the primary responsibilities for maintaining the Library's website.
- Updated Emergency Operations manual for staff and distributed revised manual to staff at November In service. Staff training in emergency management is key, as there are many hours during the week when managerial staff is not in the building.

South Central Library System News

South Central completed their move to their new building in mid-November. They moved several servers from downtown Madison, which necessitated being down briefly.

SCLS held elections for the four new governing and advisory committees in November. Monona joins Middleton, Verona, Oregon, Marshall, Mount Horeb, and Cross Plains in our "cluster." Monona's own Erick Plumb was elected as our cluster's representative to the SCLS Technology Committee. Cross Plains' Director Pam Bosben will be our representative on the governing Administrative Council. These new committees will begin meeting in January 2010.

NEW BUSINESS

1. Approve the 2010 Scheduled Closings for the Library.

- January 1 - New Year's Day**
- January 18 - Martin Luther King Jr. Day**
- April 4 - Spring Holiday**
- May 31 - Memorial Day**
- July 4 - Independence Day**
- September 6 - Labor Day**
- November 25 - Thanksgiving Day**
- December 24 - Christmas Eve**
- December 25 - Christmas**

In addition to the days noted above, we plan on closing for one half-day on a Friday in May and one half-day on a Friday in September for staff training.

2. Appoint Toni Streckert, currently Library Assistant II at 30 hours a week to a newly created position of Young Adult/ Adult Services at a level of Library Assistant III for 40 hours a week.

We would eliminate the current 30-hour position of Library Assistant II that Mrs. Streckert currently fills. Mrs. Streckert would work a varied shift with weekend emphasis. Please see the following proposed schedule:

Toni Streckert Proposed Full Time Schedule as of Jan 2010:

Mon 930-530 = **8 hours**
 Tues off (consumer health class **3 hours**: Jan to May)
 Wed 12-8 **8 hours**
 Thurs 10-6 **8 hours**
 Fri -9:30--5:30 **8 hours** (adjusted as needed for evening programs; films etc)
 Sun noon- **5.5 hours**
Total: 37 hours

The additional 3 hours per week would be put worked on Sat (once a month—8 hours), and she would be coming in earlier as needed on Sunday for collection development/ program development.

