

AGENDA
Monona Public Library Board
Library Conference Room
Tuesday, December 21, 2010
7:00 PM

- I. Call to Order**
- II. Public Appearances**
- III. Consent Agenda**
 - a. Minutes of November 16, 2010 meeting
 - b. Financial Report
 - c. Monthly bills
- IV. Library Administration Report**
- V. 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)
- VI. Reconvene in Open Session under Wisconsin Statutes 19.85 Discussion Items and Library Administration Report**
- VII. Action Items to Approve**
 - a. Approve creation of Public Information Coordinator Position
 - b. Change Library Assistant II position (30 hours) to Library Assistant III (30 hours)
 - c. Approve Librarian salary for 2011
- VIII. Announcements**
 - a. Harry Potter Fest, December 29
 - b. Library will be closed December 24-25. Library will close at 5 PM on December 31. Library will be closed on January 1 and January 17, 2011.
- IX. 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.

**DRAFT Minutes
Monona Public Library Board
Library Conference Room
Thursday, November 18, 2010
8:00 PM**

Library Board Present: Andrew Taylor (Presiding), Val Edwards, Mary O'Connor, Ben Redding, Todd Stebbins and Melissa Zietz

Also Present: Interim Library Director Erick Plumb and Sally Buffat

Absent with prior notification: Scott Munson

I. Call to Order

Board President Taylor called the meeting to order at 8:00 p.m.

II. Public Appearances

None.

III. Consent Agenda

- a. Minutes of October 19, 2010, meetings
- b. Financial Report
- c. Monthly bills

Trustee Edwards moved, seconded by Redding, to approve this month's Library Board Consent Agenda. Motion passed unanimously.

Trustee Stebbins moved, seconded by Edwards, to reorder the agenda so that the Board goes into Closed Session at the end of the agenda. Motion passed unanimously.

IV. Library Administration Report

- a. Library Administration Report

Plumb sent Librarian Rob Klecker and lead Library Assistants Ronda Pettey-Kucher and Debbie Haack to a full-day workshop on library security, run by the author of *Black Belt Librarians*, Warren Graham.

The Library will be closed on December 3 from 9 a.m.-2 p.m. for staff Koha training.

We are pushing forward with a lighting project. A significant amount of track lighting will be added in the Children's Library and we are retrofitting can lighting as a more efficient light source.

The public server went down recently. We bought two new hard drives to compensate.

b. 2011 Budget

To Plumb's delight, the budget passed in record time.

V. Action Items to Approve

a. 2011 Holiday Schedule

Edwards moved, seconded by Redding, to approve the 2011 Holiday Schedule. Motion passed unanimously.

b. Close on Friday, December 3, for Staff Inservice – Training on KOHA
Trustee O'Connor moved, seconded by Edwards, to close the Library on Friday, December 3, for Staff Inservice Training on Koha. Motion passed unanimously.

VI. Announcements

Karen Wendt will host one of her biggest events of the year, "Tellabration" – a celebration of storytelling, on Saturday, November 20.

VII. 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)

O'Connor moved, seconded by Zietz, to go into closed session under Wisconsin Statutes Section 19:85(1) at 8:15 p.m. Motion passed unanimously.

VIII. Reconvene in Open Session under Wisconsin Statutes 19.85

Edwards moved, seconded by Stebbins, to resume the meeting in open session, under Wisconsin Statutes Section 19.85(1) at 9:03 p.m. Motion passed unanimously.

Adjournment

Edwards moved, seconded by Stebbins, to adjourn the meeting. President Taylor adjourned the meeting at 9:05 p.m.

Recorder: Sally Buffat

Approved: _____, 2010

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2010

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
202-46-43570-000					
GRANT REVENUES	.00	1,300.00	.00	1,300.00	.00
202-46-43720-000					
COUNTY AID FOR LIBRARIES	.00	230,458.00	188,129.00	42,329.00	122.50
202-46-43730-000					
COUNTY AID LIBRARY FACILITIES	.00	.00	29,501.00	(29,501.00)	.00
202-46-46110-000					
COPIER RECEIPTS	114.39	2,056.65	2,400.00	(343.35)	85.69
202-46-46710-000					
FINES	1,436.59	19,106.84	24,000.00	(4,893.16)	79.61
202-46-46730-000					
ROOM RENTALS	.00	1,816.78	1,900.00	(83.22)	95.62
202-46-48900-000					
OTHER REVENUES	.00	.00	1,100.00	(1,100.00)	.00
202-46-48900-100					
VENDING MACHINE	267.30	3,270.80	3,800.00	(529.20)	86.07
202-46-49300-000					
FUND BALANCES APPLIED	.00	.00	19,000.00	(19,000.00)	.00
TOTAL PUBLIC CHARGES FOR SERVICE	1,818.28	682,366.07	694,187.00	(11,820.93)	98.30
TOTAL FUND REVENUE	1,818.28	682,366.07	694,187.00	(11,820.93)	98.30

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2010

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	UNION STAFF SALARIES	9,565.22	106,066.92	115,500.00	9,433.08	91.83
202-55-55110-111	MANAGEMENT SALARIES	7,470.96	112,261.15	149,218.00	36,956.85	75.23
202-55-55110-112	SHIFT DIFFERENTIAL	56.13	398.39	700.00	301.61	56.91
202-55-55110-117	LONGEVITY PAY	378.00	378.00	500.00	122.00	75.60
202-55-55110-119	WAGES, PART-TIME	8,998.35	84,875.96	84,494.00	(381.96)	100.45
202-55-55110-130	FICA	2,000.19	23,224.21	26,807.00	3,582.79	86.63
202-55-55110-131	WISCONSIN RETIREMENT	1,863.94	22,889.02	29,250.00	6,360.98	78.25
202-55-55110-132	LIFE & DISABILITY INSURANCE	13.50	202.18	375.00	172.82	53.91
202-55-55110-133	HEALTH INSURANCE	3,113.72	38,091.65	43,466.00	5,374.35	87.64
202-55-55110-134	PROFESSIONAL DEVELOPMENT	509.54	1,823.55	2,000.00	176.45	91.18
202-55-55110-220	GAS & ELECTRIC UTILITIES	2,142.74	27,776.93	39,000.00	11,223.07	71.22
202-55-55110-221	TELEPHONE	97.68	1,103.37	800.00	(303.37)	137.92
202-55-55110-222	WATER & SEWER UTILITIES	.00	1,786.08	3,000.00	1,213.92	59.54
202-55-55110-240	SERVICE CONTRACTS	4,326.05	30,654.29	44,000.00	13,345.71	69.67
202-55-55110-241	AUTO CIRCULATION SYSTEM RENTAL	.00	40,360.75	41,000.00	639.25	98.44
202-55-55110-310	OFFICE SUPPLIES	120.18	2,850.36	8,500.00	5,649.64	33.53
202-55-55110-312	POSTAGE	.00	1,039.08	2,500.00	1,460.92	41.56
202-55-55110-321	PUBLIC NOTICES	.00	.00	200.00	200.00	.00
202-55-55110-340	JANITORIAL SUPPLIES	.00	1,199.17	2,000.00	800.83	59.96
202-55-55110-341	CHILDREN'S/YA SERVICES	811.17	2,311.65	2,500.00	188.35	92.47
202-55-55110-344	CASH OVER/SHORT	(6.94)	(3.39)	.00	3.39	.00
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	7,410.00	8,907.47	8,500.00	(407.47)	104.79
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	991.44	14,612.17	8,500.00	(6,112.17)	171.91
202-55-55110-390	OTHER SUPPLIES & EXPENSE	.00	200.40	400.00	199.60	50.10
202-55-55110-700	SOUTH CENTRAL NET LENDER PYMT	.00	390.45	975.00	584.55	40.05
202-55-55110-809	PERIODICALS & PAMPHLETS	292.19	6,907.36	5,500.00	(1,407.36)	125.59
202-55-55110-810	PERIODICAL, PAMPHLETS & AV SOFT	1,541.16	14,075.61	18,500.00	4,424.39	76.08
202-55-55110-811	ADULT BOOKS	1,151.28	17,214.11	17,000.00	(214.11)	101.26
202-55-55110-812	CHILDRENS BOOKS	1,050.70	10,064.09	10,500.00	435.91	95.85
202-55-55110-813	YOUNG ADULT BOOKS	63.94	2,505.27	2,500.00	(5.27)	100.21
202-55-55110-814	LARGE PRINT BOOKS	327.14	2,974.98	2,577.00	(397.98)	115.44
202-55-55110-815	REFERENCE BOOKS	.00	529.89	1,600.00	1,070.11	33.12
202-55-55110-817	ELECTRONIC INFO SOURCES	.00	1,330.00	4,025.00	2,695.00	33.04
202-55-55110-819	VENDING MACHINE EXPENSE	540.19	2,462.24	2,300.00	(162.24)	107.05
TOTAL LIBRARY EXPENDITURES		54,828.47	581,463.36	678,687.00	97,223.64	85.67
<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		54,828.47	581,463.36	694,187.00	112,723.64	83.76

CITY OF MONONA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2010

LIBRARY FUND

PERIOD	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
NET REVENUES OVER EXPENDITURES (53,010.19)	100,902.71	.00	100,902.71	.00

Summary of Invoices Posted November 3 - December 14, 2010			
Accounts Payable by Vendor	Account Code	Description	
Management Salaries	202-55-55110-111		
Visa: Cranberry Creek Catering		interview food	\$ 188.85
Reimburse: Mary O'Connor		interview food	\$ 123.46
Reimburse: Walter Burkhalter		milage	\$ 96.00
Food Fight Card: Wally Jankowski		screen committee thx	\$ 100.00
TOTAL MANAGEMENT SALARIES			\$ 508.31
Gas & Electric Utilities	202-55-55110-220		
MG & E November		85% of 2520.88	\$ 2,142.74
MG & E December		85% of 2741.57	\$ 2,330.33
TOTAL GAS & ELECTRIC UTILITIES			\$ 4,473.07
TDS & Charter	202-55-55110-221		
TDS		phone	\$ 61.67
Charter		internet service	\$ 31.64
TOTAL TDS/CHARTER			\$ 93.31
Water & Sewer Utilities	202-55-55110-222		
Monona Water Utility		water & sewer	\$ 594.81
TOTAL WATER & SEWER UTILITIES			\$ 594.81
Service Contracts	202-55-55110-240		
Clean Power		service for november	\$ 1,866.71
Schumacher		scheduled maintenance	\$ 90.30
Illingworth-Kilgust		service for november	\$ 502.33
TOTAL SERVICE CONTRACTS			\$ 2,459.34
Office Supplies	202-55-55110-310		
Petty Cash: Buffat		2011 office date book	\$ 6.98
Visa: Staples		easel & thermal paper	\$ 49.98
Visa: Staples		karen 2011 date book	\$ 21.99
Visa: US Digital Media		DVD case single	\$ 58.32
TOTAL OFFICE SUPPLIES			\$ 137.27
Postage	202-55-55110-312		
Visa: Staples		return lanyard supplies	\$ (48.06)
TOTAL POSTAGE			\$ (48.06)
Janitorial Supplies	202-55-55110-340		
Schilling Supply Company		toilet tissue	\$ 127.50
TOTAL JANITORIAL SUPPLIES			\$ 127.50
Children's/YA Services	202-55-55110-341		
Saskill, Sadarri or Rick		tellebration performer	\$ 125.00
Loch-Wouters, Marge		tellebration performer	\$ 100.00
Elmsley Weeden, Kay		tellebration performer	\$ 75.00
VOID: Elmsley Weeden, Kay		tellebration performer	\$ (75.00)
Copps		tellebration pie supplies	\$ 14.04

Petty Cash: Wendt		Tellabration	\$	17.98	
Friends of the Monona Public Library		Tellabration	\$	(250.00)	
		tellabration subtotal			\$7.02
Petty Cash: Streckert		general food/supplies	\$	14.33	
Petty Cash: Streckert		teen game	\$	9.99	
Reimbursement: Streckert		food teen/tween	\$	23.93	
Reimbursement: Streckert		food & display supplie	\$	68.70	
TOTAL CHILDREN'S/YA SERVICES			\$	123.97	
Equipment Maintenance & Repair	202-55-55110-350				
Access Door & More, LLC		handicapped door	\$	1,096.00	
Illingworth-Kilgust		rooftop unit #5 repair	\$	255.00	
Illingworth-Kilgust		boiler not working	\$	991.44	
TOTAL EQUIPMENT MAINTENANCE & REPAIR			\$	2,342.44	
Vending	202-55-55110-819				
Pepsi-Cola Company		soda	\$	240.50	
Green Gorilla Vending Oct/Nov		snack revenue	\$	(26.07)	
TOTAL VENDING			\$	214.43	
Services/Contract/Supplies Subtotal			\$	10,933.08	
LIBRARY ACQUISITIONS					
LSTA Grant/MG21	202-55-55110-702				
Reimbursement: Streckert		display board & paper	\$	23.97	
Baker & Taylor		books	\$	974.65	
TOTAL LSTA GRANT/MG21			\$	998.62	
Periodicals/Pamphlets	202-55-55110-809				
ESBCO		CREDIT	\$	(59.91)	
Chicago Tribune		6/27-9/20 paper	\$	16.25	
School Library Journal		24 issues	\$	128.99	
Madison Magazine		24 issues	\$	29.95	
TOTAL PERIODICALS			\$	115.28	
CDs & DVDs	202-55-55110-810				
Audio Editions		CDs	\$	384.74	
Baker & Taylor		DVDs	\$	1,435.42	
TOTAL CDs & DVDs			\$	1,820.16	
Adult Books	202-55-55110-811				
Baker & Taylor		adult books	\$	2,562.82	
TOTAL ADULT BOOKS			\$	2,562.82	
Children's Books	202-55-55110-812				
Baker & Taylor		children's books	\$	1,830.51	
TOTAL CHILDREN'S BOOKS			\$	1,830.51	

Library Activity Report November 2010

Circulation 2009 2010 2009 YTD 2010 YTD NOV '10/09 NOV '10/09 Yr Diff Comparison
 NOV NOV diff by # diff by % Year %

	2009	2010	2009 YTD	2010 YTD	NOV '10/09	NOV '10/09	Yr Diff	Comparison
	NOV	NOV			diff by #	diff by %		Year %
Adult	14130	14946	163893	165628	816	5.8%	1735	1.0%
Children	8109	8460	93948	95318	351	4.3%	1370	1.5%
Young Adults	794	965	10177	11133	171	21.5%	956	9.4%
Other	97	123	931	1234	26	27.0%	303	32.5%
Total	23130	24494	268949	273313	1364	5.9%	4364	1.6%

Self-Checkout CKOs n/a 4154 n/a 51103 19% of total 2010 CKOs are self-cher

Interlibrary Activity	Loaned to Other	7090	6643	84202	70537	-447	-6.3%	-13665	-16.2%
Borrowed From Other	6581	8160	75638	79244	1579	24.0%	3606	4.8%	

Library Cards Issued 35 41 715 691 6 17.0% -24 -2.5%

Reg. Internet Sessions 1975 1774 n/a 18880

Wireless sessions 374 425 n/a 3978

Total Computer Use 2349 2199 24849 22858 -150 -6.4% -1991 -8.1%

Library Traffic 11173 11676 133596 139167 503 4.5% 5571 4.2%

Adult Programs # attended 3 1 36 22 -2 -66.7% -14 -38.9%

YA Programs # attended 4 3 79 53 -1 -25.0% -26 -33.0%

Children's Programs # Attended 20 30 248 256 10 50.0% 8 3.2%

363 830 5562 6309 467 229.0% 747 13.4%

MONONA PUBLIC LIBRARY

ADMINISTRATION REPORT FOR BOARD MEETING December 21, 2010

LIBRARY ACTIVITY IN NOVEMBER & EARLY DECEMBER 2010

The Library set a record for circulation in November, up 6% over last November's circulation. We remain on pace to have our highest circulation ever in 2010. We are heartened that usage remains strong in most areas of the collection, even during a traditionally "slow" month.

The Library hosted a very successful Telebration event on November 20, with over 100 participants. Karen Wendt did her usual terrific job bringing off the event.

Outreach Coordinator Toni Streckert prepared the Library's application for a second-year grant from Susan G. Komen. If successful, the grant will allow the Library to continue to expand its new Health collection, as well as continue to develop programming with other Komen-grantee organizations. A further innovation for 2011 would be a small Monona Library-owned "satellite collection" of women's health and cancer materials that would circulate at the Gilda's Club of Madison facility in Middleton.

The Library hired Erick Plumb as Library Director after holding interviews on November 12 and 13. His first official day was December 1.

NON-LIBRARY ROOM USE - NOVEMBER 2010

Room use for November 2010

Monona Public Library rooms were used 31 times by approx. 925 people.

Analysis of room usage:

1a) City of Monona (City Hall) used the Media room 9 times, and the Board room 5 times, (room usage total is 14).

The average time spent by the City of Monona in MPL rooms was 24 hours.

1b) The Monona Senior Center used the Forum room/Board room for classes 4 times for a total of 4 hours.

2) MG21 Charter School used the forum room (no charge) for 2.5 hours.

3) The Forum and/or Board rooms were not rented for the month of November

4) Playtime Players used the Forum room 12 times.

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

PERSONNEL

The Library hired Chris March on December 17 as an eleven-hour Library Assistant. We're delighted to have her on our team.

We continue staff training for the planned January 2011 transition to KOHA. The Library was closed for a half-day staff inservice on Friday, December 3.

Erick Plumb began the certification process required of all Library Directors.

FACILITIES AND EQUIPMENT

Our struggles against our seemingly-cursed HVAC system continue. In late November, one of the pumps on the air-handling units on our roof developed a crack. This part had to be replaced immediately, as carbon monoxide was being released. While this posed no threat to patrons or staff inside the building, it would be dangerous to anyone working on the roof units. Kilgust replaced the pump for over \$1,900.

Plumb spoke with City Engineer Rich Vela about repairs to the interior water damage suffered the previous two winters, when ice dams on the roof led to water seeping inside our walls. While confident that the ice dam problem was fixed last winter, they agreed to wait until early Spring to make the repairs. Relatedly, the Library will begin to replace water-stained ceiling tiles on the second floor.

In an effort to assist some of our patrons, we purchased a used wheelchair for customers that require it.

Michelle Nagorsen, a professional Interior designer, visited the Library on December 8 to give feedback on low-cost ways to make the interior spaces of the Library more attractive and inviting. She will work pro bono with Administrative staff over the next several months to develop ways to best utilize spaces that can be difficult for patrons and staff to navigate, while improving the overall "look" of the facility. In 2011, the Library has money set aside in the Capital Budget for carpeting replacement and the painting of the interior, making this winter a good time to begin thinking about a comprehensive revamping of the Library's spaces.

Finally, Plumb and Circulation Supervisor Rob Klecker did a walkthrough of the building with Monona Police Department's Jeremy Winge to discuss easy-to-implement ways for staff to better monitor the building and grounds. Options include new security camera placements, motion sensors that would alert desk staff when patrons entered certain portions of the building at night and on weekends, and possibly closing off some parts of the building at various times. The easiest way to enhance security is to continue to be

present and seen by patrons throughout the building, by regularly walking through both levels of the building on a consistent basis.

BUDGET AND FINANCE

Plumb and indefatigable Administrative Assistant Sally Buffat have begun to develop updated methods for tracking non-operating revenue and expenditures in 2011. As the Board is aware, after Demita Gerber's illness, the interim administration had enormous difficulty keeping tabs on Friends of the Library expenditures and other donation account resources. Plumb and Buffat will continue to develop spreadsheets to track the various funds that are "off the books" so that regular reports can be made to the Board in 2011.

LIBRARY SERVICES AND PROGRAMS

The Library purchased a subscription to the Morningstar Investment Research database for 2011. Morningstar is quite well-regarded for its analysis of stocks and mutual funds, and we believe that this service will be a useful resource for Monona patrons. We continue to look for additional online tools that will enhance our collections and resources.

Children's Services Monthly Report for November 2010 - Karen Wendt

<u>Programs/Storytimes</u>	<u>Attendance</u>	<u>Programs</u>	<u>Notes</u>
Monona Grove Nursery	47	1	Wiggle Jiggle Storytime 11/3
Puppet Making Workshop	15	1	Homeschoolers 11/5
Music Makers Recycle Bug	37	1	Nov 9 Deborah Proctor
Read to a Dog	11	1	Nov 8 READ volunteers
Tuesday 10:15 PreK	78 (33, 22, 23)	3	Nov 16, 23, 30
Wednesday PreK 9:15	82 (30, 28, 24)	3	Nov 10, 17, 24
Wednesday Toddler 10:05	84 (36, 25, 23)	3	Nov 10, 17, 24
Wednesday 2to4 10:50	86 (28, 33, 25)	3	Nov 10, 17, 24
Thursday Toddler 9:15	33 (7, 26)	2	Nov 11, 18
Thursday 2-4yr 10:05	53 (18, 35)	2	Nov 11, 18
Thursday Baby 10:50	14 (8, 6)	2	Nov 11, 18
Winnequah class visit	60	3	Nov 16 3 rd & 4 th grades
Maywood class visit	44	2	Nov 19 Kindergartens
Tellabration	135, 41	2	Nov 20 3:30pm family; 5pm adults
Elephant Romp	10	1	Nov 30, 2p.m. storytime
<i>Total</i>	<i>830 attendance</i>	<i>30 programs</i>	<i>(avg attendance 27.6)</i>

November Meetings, Workshops, etc.

4: Wisconsin Library Association Conference

10: Met with Rob & Sally, lighting for children's room

12: SCLS 2011 Summer Reading Program workshop; Library Director Interviews

17: Set up Monona Library display at Winnequah School for Parent Night

Notes from Karen:

Homeschoolers love coming to the library for events and wish we could offer more of these programs. I do about 2 to 4 programs for homeschoolers each year. Jennifer Falkowski held an event in August for parents interested in learning more about homeschooling. The October (games & tour) and November (making puppets) events were for children with parents. Comments: “..We love the Homeschool art/ craft hour! Can we have them more often, like once a month? There are many families who want this!” Heidi Crabb. “I brought my 3 girls to Homeschool story hour today and we had a great time. We made puppets and then told a story with the puppets. We would love to see a monthly Homeschool story hour. Karen was great!!!” Melinda Cooper.

We get many wonderful comments from patrons about our library staff and our events. I would like to see a “Raves & Reviews” page on our new website. I think it would be a great way to promote our library and to give our patrons credit for their comments.

Teen & Adult Services Outreach Monthly Report for November 2010 - Toni Streckert

<u>Programs</u>	<u>Attendance</u>	<u>Programs</u>
Sat afternoon Foreign Film, adults	7	1
Alternate High School Book Discus	14	1
TAB meeting	10	1
Just Desserts Book Discussion	10	1
Totals	41	4

NOV Meetings

TAB meeting re Potterfest (overwhelmingly wanted to hold it again; might be last year)
Meeting with Rebecca Fox Blair, Alternative High School principal, Kirstin Norslein (Program Director of Gilda’s Club—re Komen renewal grant),

Other Activities: Finished ordering Komen for the Cure (Komen Grant) and MG21 books (LSTAS grant)

Booked for a day dates, November: 6!

Coordinated new art exhibit. *Partners in Art:* quilts by Cherie St Cyr and abstract paintings by Frank Matin Lawrence

MG21 Book Discussion: The book discussed was Francisco X. Stork’s *Marcelo in the Real World*, which is aptly described by VOYA as, “*Artfully crafted characters form the heart of Stork's judicious novel. Marcelo Sandoval, a 17-year-old with an Asperger's-like condition, has arranged a job caring for ponies at his special school's therapeutic-riding stables. But he is forced to exit his comfort zone when his high-powered father steers Marcelo to work in his law firm's mailroom (in return, Marcelo can decide whether to stay in special ed, as he prefers, or be mainstreamed for his senior year). Stork introduces ethical dilemmas, the possibility of love, and other "real world" conflicts, all*

the while preserving the integrity of his characterizations and intensifying the novel's psychological and emotional stakes. Not to be missed. '

As an adjunct to the book discussion, the teens listed their own rules of the real world (select library staff were asked to submit a rule also) and to form a combined list used as a starting point for discussion. Many of the teens' lists concerned knowing who their friends were and having the courage to travel a different route. Library staff's rules tended to be full of practical advice, such as "Always phone first," and "Don't overthink it," and "Nothing can be tasty and fat-free." This proved to be a good way to initiate the discussion. This is the sixth discussion we've had in the past 18 months with the alternative school and the comfort level and engagement of the teens is strong. The compromises, tiny and large, ethical and philosophical, that need to be made to survive in the everyday world and as an employee, friend, student, were also explored. It was a dynamic discussion and could have gone longer but we ran out of time.

South Central Library System News

There is much angst among many of the area libraries regarding the planned migration to Koha in January. Many directors are quite concerned that patrons will notice many of the features that will be absent or non-functional when we "go live" on January 18. To an extent, Monona shares those concerns. We know that January may be a bit bumpy for staff, but still believe that the move will be beneficial in the long-term. What is disturbing to us is the poor communication from SCLS to member libraries regarding changes and updates to KOHA as the launch date approaches. Plumb joined many of his colleagues in expressing frustration in the way SCLS has handled the migration process.

Member libraries also have grown impatient with the pace (or lack thereof) of SCLS' willingness to adopt technological improvements that area library customers want, such as the ability to pay their fines using credit cards online, registering for cards online, and an updated, easier-to-use in-library wireless network that includes the ability to print. Monona's cluster have begun discussing adoption of several projects via library-to-library collaborations, minimizing SCLS' role.

ACTION ITEMS

1. Approve Public Information Coordinator Position (Library Assistant II) – 20 hours

The position will assist library staff in developing and promoting library programs and services. This position will also free senior staff to focus on their professional responsibilities.

2. Change Library Assistant II position (30 hours) to Library Assistant III position (30 hours). Ronda Pettey-Kucher, our senior circulation worker of thirteen years, will assist Librarian Rob Klecker as deputy head of circulation. Ronda handles all patron "problem" items, such as lost or damaged books, and also is responsible for all Outer library Loan requests and processing.

3. Approve Librarian salary for 2011

The salary for Librarian Rob Klecker includes a 3% cost of living increase over his 2010 salary of \$39,645. His salary for 2011 would be \$40,834. Rob provided solid support as a supervisor during a tumultuous 2010. He has increased his responsibilities, serving as de factor reference librarian and coordinating activities at our busy main desk.

Monona Public Library
PUBLIC INFORMATION COORDINATOR – Library Assistant II (20 hours)

JOB DESCRIPTION

Under administrative supervision, publicizes library services and programs inside and outside the library, as well as other duties related to creating and maintaining good public relations.

DUTIES/EXAMPLES OF WORK

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

1. Provides information on the library's services and programs through a variety of media.
2. Works with Library Director, Youth Services Coordinator, and Outreach Coordinator to develop, plan, and present library programming. Assists with special events.
3. Coordinates centralized production and printing of library publications, signs, etc.
4. Views library facility with eye to aesthetic appeal and ease of use for customers, suggesting improvements as needed.
5. Prepares effective and professional-looking brochures, bookmarks, resource handouts and other materials relating to library services and programs.
6. Assists in preparation of library newsletters.
7. Updates information on library's website. Manages library's online presence on social media websites.
8. Serves as liaison to the Friends of the Library (along with Library Director) and provides assistance as necessary.
9. Oversees display of library publications .
10. Maintains a good working relationship with area media.
11. Works cooperatively with the City of Monona and South Central Library System.

KNOWLEDGE AND ABILITIES

1. Ability to engage in graphic design, computer typography, and desktop publishing and photography.
2. Ability to follow detailed instructions.
3. Ability to write professional copy.
4. Ability to transform ideas into effective informational/promotional works.
5. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
6. Mobility: travel to meetings outside the library and distribute printed materials as necessary.
7. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers, and supervisors.

8. Knowledge of marketing and promotion, printing and audio/visual production techniques, and broadcast media.
9. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
10. Working knowledge of English grammar, spelling and composition.

ENVIRONMENTAL / WORKING CONDITIONS

1. Occasional nights and weekends required.
2. Typical office setting.

PHYSICAL DEMANDS

Physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to sit, talk, or listen for long periods of time; use hands to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision and ability to adjust focus.

MENTAL REQUIREMENTS

1. Ability to analyze many variables and handle novel and diverse work problems on a daily bases.
2. Must be able to resolve problems, handle conflict and make decisions.
3. Ability to apply technical knowledge.
4. Ability to comprehend and follow instructions
5. Ability to deal with abstract and concrete variables.
6. Ability to interpret technical regulations and instructions
7. Communication skills: effectively communicate ideas and information both in written and verbal form.
8. Reading ability: effectively read and understand information contained in memoranda, reports, and bulletins, etc.
9. Mathematical ability: calculate basic
10. Time management: set priorities in order to meet assignment deadlines.

QUALIFICATIONS

1. Bachelor's Degree or equivalent, as demonstrated by prior work experience or documented accomplishments in marketing or related field.\
2. At least one year of public relations work.
3. Experience with desktop publishing, written and verbal communication.

2010 Summary of Action Items to Approve

January 19, 2010

Redding moved, Busse seconded to approve the Consent Agenda. Motion passed.

Van Gemert moved, Redding seconded to approve the Dane County Library Contract for 2010. Motion passed unanimously.

Van Gemert moved to adopt the proposed changes to the 2010 Operating budget to include full funding from Dane County Library's reimbursement formula in 2010. Motion carried unanimously.

February 17, 2010

Statement Concerning Public Library System Effectiveness

Van Gemert moved, seconded by Zietz, to approve Statement Concerning Public Library System Effectiveness. Motion passed unanimously.

Draft of Annual Report to the State

Director Gerber read aloud Page 8 of the State Report, "Public Library Assurance of Compliance with System Membership Requirements", which got left out of the Board Packet (see attached). It was noted that the Board must rely on the Director to fill out the form completely and accurately.

Van Gemert moved, seconded by Zietz, to approve the Annual Report to the State. Motion passed unanimously.

March 16, 2010

Conference Attendance

Trustee Van Gemert moved, seconded by Redding, to send Erick Plumb to attend the WAPL conference on April 29th and April 30th in Sheboygan. The cost of conference reimbursement is not to exceed \$450. Motion carried unanimously.

Library Personnel Manual based on City's Personnel Manual

Trustee motioned to approve the Library Personnel Manual based on City's Personnel Manual. The recommendation is for the Library Board to adopt the City Personnel Policy as submitted to the Board with the understanding that where the City Administrator and the City Council are mentioned, the Library Director and the Library Board are to be substituted.

Trustee O'Connor asked if Director Gerber has read through the City's

Personnel Manual. Gerber responded in the affirmative and pointed out that for the most part, the Library follows all of the details in the City Personnel Manual except the Library's authority is in the hands of the Library Board rather than the City Administrator or City Council. Much of the City Personnel Manual applies only to the Library Director and the two librarians. Other Library staff is covered by the union contract, which is currently being negotiated; and "seasonal" part-time employees are not covered at all because they are regarded as temporary employees.

An *ad hoc* committee was formed to review and approve the Library Personnel Manual based on the City of Monona's Personnel Manual. Trustees Busse and Redding volunteered to review the City Policy and endorse or change what needs to be changed. Rather than rewrite the entire policy with wording changes, we can endorse the policies and articulate amendment(s) if warranted.

Trustee Busse moved, seconded by Van Gemert, to table the motion until the next meeting. The Board will adopt the City Policy with changes proposed by the Committee at the next Board meeting in April.

April 20, 2010

Hire Attorney to provide Library Personnel Manual

Gerber passed out Middleton Public Library's personnel policy for the Board's review and praised it for its comprehensiveness. Gerber admitted that initially she was in favor of the Library Board adopting the City of Monona's Personnel Policy with the understanding that where 'City Administrator' and 'City Council' are mentioned, 'Library Director' and 'Library Board' would be substituted. But after reviewing Middleton Public Library's Personnel Policy, perhaps the Board needs to consider doing something similar to Middleton.

President Taylor noted that so much of the City of Monona's Personnel Policy is specific to City employees. Taylor noted that the City's policy has a separate chapter for Police; maybe we need to have a separate chapter for Library. Taylor wondered if the State of Wisconsin has a boiler plate personnel policy. It was suggested that John DeBacher would be a good resource on this matter.

Gerber stated that she is not going through this effort for her tenure; it's for the benefit of all future operations. She asked if the Board could table the matter another month and suggested making part of the May board meeting a personnel policy working session.

The Board unanimously decided to table the issue; it will be taken up at a future meeting.

Approve Labor Contract for Permanent Part and Full Time Non Exempt Employees

Trustee O'Connor moved, seconded by Edwards, to approve Labor Contract for Permanent Part and Full Time Non Exempt Employees. Motion passed.

May 7, 2010

Appointing Acting Director

Trustee O'Connor moved that the Board appoint Erick Plumb as Acting Director with an associated salary increase of 10%, which is estimated to increase his salary to \$48,163. The Acting Director position carries all the authority of the Director with the exception that staff termination decisions are subject to Library Board consultation and approval. Motion seconded by Zietz. Motion passed unanimously.

Plumb accepted the appointment and expressed his appreciation for the Board's confidence in his abilities.

Trustee Redding suggested that it be known in the press release that Plumb has been appointed by the Library Board as Acting Director.

May 24, 2010

Close on Monday, July 5 for Independence Day holiday

Trustee Edwards moved, seconded by Redding, to close the Library on Monday, July 5. Motion passed unanimously.

June 15, 2010

Appoint Interim Library Director

Edwards made a motion, seconded by O'Connor, to appoint Erick Plumb to the position of Interim Director, with an associated increase in salary to \$50,000. The appointment is effective June 16, 2010. Motion passed unanimously.

Approve new Library Assistant I position

Trustee Zietz moved, seconded by Van Gemert, to approve the hiring of a new, 11-hour Library Assistant I. Motion passed unanimously.

July 20, 2010

Establish timeline for Library Director search

The Board appointed a subcommittee consisting of Trustees O'Connor, Redding and to review the 2006 Library Director position description.

Trustee Edwards moved, seconded by Zietz, to approve the following proposed timeline for the Library Director search:

August 17 Board meeting, position description and posting will be approved
August 23 Post position description
September 24 Deadline to apply
Initial phone interviews in early October
In-person interviews in late October / early November
Decision in November
Motion passed unanimously.

Open 12 PM to 5 PM on Saturday, July 31, to allow for staff attendance at Demita Gerber memorial service from 9 to 11 AM

Trustee Edwards questioned if, by closing the Library from 9-12 PM, employees scheduled to work those hours might lose hours / pay that they were counting on. Plumb said employees who were originally scheduled to work the morning of July 31 would have the option to make up the hours if they so choose.

The change in Library hours on July 31 will be posted on the website, announced on the library voice mail message and on posters throughout the building.

Trustee O'Connor moved, seconded by Redding, to change Library hours on Saturday, July 31, Open 12 PM to 5 PM, to allow for staff attendance at Demita Gerber memorial service from 9 to 11 AM. Motion passed unanimously.

Elect Board Officers for 2010-11

Trustee Edwards moved, seconded by Muson, to approve the nominating committee's recommendation of Andrew Taylor as president and Ben Redding as vice president of the Library Board for 2010-11. Motion passed unanimously.

August 17, 2010

Approve Library Director job description

Trustee moved, seconded by Stebbins, to approve the City of Monona Library Director Job Description as amended. Motion passed unanimously. See attached.

Trustee Munson moved, seconded by Zietz, to approve \$5,000 for Director search / screen budget. Motion passed unanimously.

Appoint members to Library Board Finance Committee

Trustees Munson and Redding were appointed by President Taylor.

Approve Addendum to SCLS Agreement to Participate in a Shared Automated Resources System

Trustee O'Connor moved, seconded by Stebbins, to approve Addendum to SCLS Agreement to Participate in a Shared Automated Resources System. Motion passed unanimously.

September 28, 2010

Approve 2011 Budget Proposals

Trustee O'Connor moved, seconded by Redding, to approve -3%, -1%, 0%, 2% columns as is and to approve the cost-to-continue informational column with designated changes subject to approval by the budget committee. Motion passed unanimously.

October 19, 2010

Board approval of Library Director interview and selection process

Trustee Redding moved, seconded by O'Connor, to accept the Library Director interview and selection process and amended questions. Motion passed unanimously.

November 18, 2010

2011 Holiday Schedule

Trustee Edwards moved, seconded by Redding, to approve the 2011 Holiday Schedule. Motion passed unanimously.

Close on Friday, December 3, for Staff In-service – Training on KOHA

Trustee O'Connor moved, seconded by Edwards, to close the Library on Friday, December 3, for Staff In-service Training on Koha. Motion passed unanimously.

December 2010

Dear Monona Library Board + Staff -

Thank you once again for providing PlayTime with a home base for cast

rehearsals and performance preparations. Our two organizations have a long history together going back to the 1980's.

It has been a significantly sad year of loss for both of us as well since both your director Demita Gerken and Teddy Skedd, PTP Founding Director, passed away this year. I am thankful PlayTime continues to serve the community of families and children and glad to be linked with you who continue to do the same. Thanks again.

Renee PlayTime

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SECURITY PRINT

Featured Scholarship Recipient: Toni Streckert, Olive C. Koch Rowe Memorial Scholarship

Many incoming SLIS students have already accomplished much in library work. Their hard work is acknowledged in part through SLIS-funded awards, grants, and scholarships. The following profile is the first in a series to highlight the achievements of SLIS scholarship recipients. Toni Streckert, Outreach Coordinator at the Monona Public Library, was awarded the Olive C. Koch Rowe Memorial Scholarship for Fall 2010.

By Toni Streckert

My educational background includes studies in English literature and special education (learning disabilities), with additional training in school library and media programs. I have worked as a copy editor, a grant writer/fundraiser, and a substitute teacher/school librarian. I have also been a freelance writer and authored a book on Wisconsin community cookbooks, which involved interviewing some remarkable women on their community and immigrant heritage. I began working as a library assistant in youth services for the beautiful Monona Public Library two and a half years ago and this position has expanded to include teen and some adult programming. Currently, I work as the outreach coordinator for the library, which is very gratifying because it involves a little bit of everything.

One of the highlights of working at the Monona Public Library for me is working with teens and involving them directly in program planning. They have wonderful ideas such as a Lego-building contest held on March 14, which is also National Pi Day, so they competed for homemade pies as prizes.

I've had the privilege of mentoring our Teen Advisory Board, which last year won a mayoral award for their work in promoting teen literacy, green



COURTESY OF TONI STRECKERT

Streckert was the recipient of the 2010 Olive C. Koch Rowe Scholarship.

activities, and library use. We also have a strong community partnership with the Monona Grove Alternative High School and co-host book discussions and projects with them, which has been (and continues to be) a rich and illuminating experience for me.

I am closely involved with an exciting new initiative from the Madison branch of the Susan G. Komen Foundation to develop a comprehensive special collection of materials focusing on breast cancer and women's (and men's) health. This includes developing a core of materials for youth from pre-K through teens who have a relative, caregiver or friend with cancer, a topic which is often overlooked in this area. Learning how to promote library services and collections is another area of interest for me.

I think there is a great wellspring of community support of public libraries, if we can tap into it through programs, marketing and activities, so it is an exciting challenge to figure out how to make this possible. From my previous work in development, I have learned the importance of mission and values statements to distill the philosophy of an organization and one of

the reasons I'm excited to be enrolled at SLIS is in being able to see (and learn) how to realize this, and in particular the following statement: "We believe in the core values of service to our clients and the importance of intellectual freedom to a democratic society. We believe that information grows more valuable as it is used to create new knowledge and understandings." In addition, the reputation and wonderful work of the CCBC has been a significant influence on my growth and ongoing interest in the profession.

I am very interested in how our profession is changing and adapting to the economic, technological, and cultural climate, and its intersection with areas that previously might be ascribed to social services (job hunting, health care research and options) or education (pre-K and adolescent literacy, particularly for at-risk populations). I think the outreach aspect of a librarian's job — making other business, institutional, community, and personal connections and partnerships — are vital for both the continuity (and survival) of library services. Getting the support for additional training and certification to follow these areas will help me become a better advocate for our patrons and our library. I am quite grateful for this opportunity which will help allow me the means to be able to pursue my greatest interest, which, with two children currently in college, would not be otherwise possible. I cannot envision working in an occupation that offers greater job satisfaction or personal fulfillment and I am enthralled with the prospect of being able to progress in this field.

Monona Public Library was the 2010 SCLS Library of the Year and WLA 2010 Wisconsin Library of the Year.