

AGENDA
Monona Public Library Board
Library Conference Room
Tuesday, July 20, 2010
7:00 PM

- I. Call to Order**
- II. Public Appearances**
- III. Consent Agenda**
 - a. Minutes of June 15, 2010 meeting
 - b. Financial Report
 - c. Monthly bills
- IV. Discussion Items and Library Administration Report**
 - a. 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**
- VII. Action Items to Approve**
 - a. Establish timeline for Library Director search
 - b. 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
- VIII. Announcements**
 - Demita Gerber memorial service on Saturday, July 31 from 9 AM to 11 AM at Olbrich Gardens in Madison
 - Library Board meeting, Tuesday, August 17 at 7 PM
- 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.

DRAFT Minutes
Monona Library Board
Library Board Room
June 15, 2010

Library Board Present: Andrew Taylor (Presiding), Edward Van Gemert (Vice President), Val Edwards, Scott Munson, Mary O'Connor, Ben Redding, and Melissa Zietz

Also Present: Acting Library Director Erick Plumb

I. Call to Order

Board President Taylor called the meeting to order at 7:00 p.m.

II. Public Appearances

None

III. Consent Agenda

- a. Minutes of May 24 meeting
- b. Financial Report
- c. Monthly bills

Trustee O'Connor moved, seconded by Van Gemert, to approve the Library Board Consent Agenda. Motion passed unanimously.

IV. Information Items

- a. Library Administration Report

Acting Director Plumb discussed the impact that Library Director Demita Gerber's death on June 12 has had on Library staff. Staff held a "debriefing" session on May 25 with Meriter's Bob Seidner, so staff could talk about Demita's illness, transition to hospice, and eventual passing. Board president Taylor also attended. Plumb reported that the staff had a frank and fruitful session, and he was struck by the trust amongst staff that allowed everyone to speak freely.

The Library hired two pages, one for the children's room and one for the general collection.

The duties of the vacant Assistant Director position have largely been divided between Plumb, Circulation Supervisor Ron Klecker, and Outreach Coordinator Toni Streckert. Plumb asked the Board for permission to add another 11-hour Library Assistant position to free Klecker from serving on the Service Desk. Plumb has been holding weekly managerial meetings with Streckert, Klecker, and Children's Librarian Karen Wendt to share information and to encourage them to begin to fill administrative roles.

Plumb discussed May's circulation and activity. The Library had a successful month, posting its second-largest May circulation figure.

b. Demita Gerber memorial at the Library

Plumb discussed possible ways to memorialize Gerber at the Library. He and Demita's great friend Jacqui Bishop thought establishing a "meditation & mindfulness" reading nook somewhere in the Library would be appropriate. The space would have a small collection on non-religious meditation and mindfulness resources. Also, Plumb proposed that a small section of the Library's gardens be set aside in Gerber's memory. Perhaps a tree could be planted.

V. Closed Session

Edwards moved, seconded by Zietz, to go into closed session. Motion passed unanimously at 7:21 PM.

VI. Reconvene in Open Session under Wisconsin Statute 19.85

Edwards moved, seconded by Redding, to go into open session. Motion passed unanimously at 8:10 PM.

VII. Action Items to Approve

a. 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.

b. Approve new Library Assistant I position

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

VIII. Announcements

a. Library Board meeting, July 20 at 7 PM.

Plumb thanked Board Vice President Van Gemert on behalf of the staff for his service on the Library Board. Van Gemert's term expires in July.

IX. Adjournment

Trustee Van Gemert moved, seconded by Munson, to adjourn the meeting. President Taylor adjourned the meeting at 8:25 p.m.

Recorder: Erick Plumb
2010

Approved: _____,

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 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	228,611.00	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	210.67	1,333.62	2,400.00 (1,066.38)	55.57
202-46-46710-000 FINES	2,151.16	10,828.85	24,000.00 (13,171.15)	45.12
202-46-46730-000 ROOM RENTALS	.00	1,656.12	1,900.00 (243.88)	87.16
202-46-48900-000 OTHER REVENUES	.00	.00	1,100.00 (1,100.00)	.00
202-46-48900-100 VENDING MACHINE	306.50	1,632.60	3,800.00 (2,167.40)	42.96
202-46-49300-000 FUND BALANCES APPLIED	.00	.00	19,000.00 (19,000.00)	.00
TOTAL PUBLIC CHARGES FOR SERVICE	<u>231,279.33</u>	<u>671,566.19</u>	<u>694,187.00 (</u>	<u>22,620.81)</u>	<u>96.74</u>
TOTAL FUND REVENUE	<u><u>231,279.33</u></u>	<u><u>671,566.19</u></u>	<u><u>694,187.00 (</u></u>	<u><u>22,620.81)</u></u>	<u><u>96.74</u></u>

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2010

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY EXPENDITURES</u>					
202-55-55110-110	9,927.08	57,630.27	115,500.00	57,869.73	49.90
202-55-55110-111	12,141.19	74,906.35	149,218.00	74,311.65	50.20
202-55-55110-112	38.00	232.88	700.00	467.12	33.27
202-55-55110-117	.00	.00	500.00	500.00	.00
202-55-55110-119	7,868.01	42,500.95	84,494.00	41,993.05	50.30
202-55-55110-130	2,288.85	13,485.59	26,807.00	13,321.41	50.31
202-55-55110-131	2,157.79	13,669.89	29,250.00	15,580.11	46.73
202-55-55110-132	21.66	129.96	375.00	245.04	34.66
202-55-55110-133	3,406.49	21,778.99	43,466.00	21,687.01	50.11
202-55-55110-134	.00	1,294.96	2,000.00	705.04	64.75
202-55-55110-220	2,085.39	14,729.00	39,000.00	24,271.00	37.77
202-55-55110-221	94.50	620.32	800.00	179.68	77.54
202-55-55110-222	571.95	1,164.77	3,000.00	1,835.23	38.83
202-55-55110-240	2,459.34	16,284.60	44,000.00	27,715.40	37.01
202-55-55110-241	81.48	40,360.75	41,000.00	639.25	98.44
202-55-55110-310	284.96	2,468.32	8,500.00	6,031.68	29.04
202-55-55110-312	.00	29.11	2,500.00	2,470.89	1.16
202-55-55110-321	.00	.00	200.00	200.00	.00
202-55-55110-340	.00	121.14	2,000.00	1,878.86	6.06
202-55-55110-341	128.62	511.87	2,500.00	1,988.13	20.47
202-55-55110-344	1.90	5.22	.00	(5.22)	.00
202-55-55110-350	56.10	1,405.49	8,500.00	7,094.51	16.54
202-55-55110-351	845.02	4,719.91	8,500.00	3,780.09	55.53
202-55-55110-390	.00	200.40	400.00	199.60	50.10
202-55-55110-700	.00	(223.00)	975.00	1,198.00	(22.87)
202-55-55110-809	39.95	2,068.58	5,500.00	3,431.42	37.61
202-55-55110-810	807.67	5,084.92	18,500.00	13,415.08	27.49
202-55-55110-811	2,191.52	8,969.04	17,000.00	8,030.96	52.76
202-55-55110-812	530.50	3,688.44	10,500.00	6,811.56	35.13
202-55-55110-813	114.13	958.27	2,500.00	1,541.73	38.33
202-55-55110-814	245.59	1,295.98	2,577.00	1,281.02	50.29
202-55-55110-815	.00	.00	1,600.00	1,600.00	.00
202-55-55110-817	630.00	980.00	4,025.00	3,045.00	24.35
202-55-55110-819	321.25	1,175.00	2,300.00	1,125.00	51.09
TOTAL LIBRARY EXPENDITURES	49,338.94	332,247.97	678,687.00	346,439.03	48.95
<u>TRANSFERS</u>					
202-55-59210-212	.00	.00	4,500.00	4,500.00	.00
202-55-59210-510	.00	.00	11,000.00	11,000.00	.00
TOTAL TRANSFERS	.00	.00	15,500.00	15,500.00	.00
TOTAL FUND EXPENDITURES	49,338.94	332,247.97	694,187.00	361,939.03	47.86

CITY OF MONONA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 6 MONTHS ENDING JUNE 30, 2010

LIBRARY FUND

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
NET REVENUES OVER EXPENDITURES	181,940.39	339,318.22	.00	339,318.22	.00

Summary of Invoices posted June 9 - July 8, 2010

Accounts Payable by Vendor	Account Code	Description	Total/budget line				
Professional Development	202-55-55110-134	millage & parking	\$11.05	5/7/10			
Karen Wendt: petty cash							
TOTAL PROFESSIONAL DEVELOPMENT							
Utilities	202-55-55110-220	gas & electric	\$3,067.23	6/30/10			
MG & E							
TOTAL UTILITIES			\$3,067.23				
TDS & Charter	202-55-55110-221	internet service	\$29.99	6/29/10			
Charter		phone	\$61.12	6/29/10			
TDS							
TOTAL TDS/CHARTER			\$91.11				
Service Contracts	202-55-55110-240	5/1-5/31 contract	\$1,866.71	6/30/10			
Clean Power							
TOTAL SERVICE CONTRACTS			\$1,866.71				
Office Supplies	202-55-55110-310	card for Demita	\$1.99	5/3/10			
Sally Bufat: petty cash							
TOTAL OFFICE SUPPLIES			\$1.99				
Children's/YA Services	202-55-55110-341	SRP Luau	\$15.50	5/4/10			
Karen Wendt petty cash		SRP plastic folders	\$13.32	6/28/10			
Karen Wendt reimbursement							
TOTAL CHILDREN'S/YA SERVICES			\$28.82				
South Central Library System	202-55-55110-700	2010 annual maintenanc	\$613.45	6/30/10			
Library On-Line							
TOTAL SCLS			\$613.45				
Vending	202-55-55110-700	soda	\$183.80	6/30/10			
Pepsi-Cola Company							
TOTAL VENDING			\$183.80				

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Services, Supplies, Contracts subtotal				\$5,864.16					
Periodicals/Pamphlets	202-55-55110-809								
The New York Times		subscription		\$192.40	6/29/10				
TOTAL PERIODICALS				\$192.40					
CDS & DVDs	202-55-55110-810								
Baker & Taylor		DVDs		\$230.94	6/30/10				
TOTAL CDS & DVDs				\$230.94					
Adult Books	202-55-55110-811								
Baker & Taylor				\$647.39	6/30/10				
TOTAL ADULT BOOKS				\$647.39					
Children's Books	202-55-55110-812								
Baker & Taylor				\$1,534.39	6/30/10				
TOTAL CHILDREN'S BOOKS				\$1,534.39					
Young Adult Books	202-55-55110-813								
Baker & Taylor				\$348.35	6/30/10				
TOTAL YOUNG ADULT BOOKS				\$348.35					
Large Print Books	202-55-55110-814								
Baker & Taylor				\$179.46	6/30/10				
Gale				\$77.44	6/29/10				
TOTAL LARGE PRINT BOOKS				\$256.90					
Material acquisitions subtotal				\$3,210.37					
TOTAL INVOICES POSTED JUNE 9 - JULY 8, 2010				\$9,074.53					

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MONONA PUBLIC LIBRARY

**ADMINISTRATION REPORT FOR BOARD MEETING
July 20, 2010**

LIBRARY ACTIVITY IN JUNE 2010

We had our highest circulation ever for the month of June, and the second highest monthly total on record. We remain on pace to break last year's record for the number of items checked out. Additionally, the number of people entering the Library is up over last year. We were cheered to see that Young Adult circulations remains at our highest level, and that Children's materials, strangely low in 2010, has begun to rebound.

Our Summer Reading Program launched in June. We have over 800 people of all ages signed up – another record. We have made registering much easier for our patrons by introducing online registration. Attendance at our summer programs is also up significantly from 2009.

NON-LIBRARY ROOM USE - JUNE 2010

Analysis of room usage:

1a) City of Monona (City Hall) used the Media room 7 times, and the Board room 6 times (room use total is 13).

The time spent by the City of Monona in MPL rooms was 22 hours.

1b) The Monona Senior Center used the Forum room/Board room for classes 3 times for a total of 3 hours.

2) Media room use (other than City of Monona) was 0 times, (Media room use by 4-Lakes, i.e. Safe Harbor and DPI) for a total of 0 hours, and the Board room was used once by "The Natural Step" for 2 hrs. Market Day used the hall between the Media room and the forum room for 3 hours.

3) There were no paid room rentals for June 2010

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

PERSONNEL

June was a difficult month. Library Director Demita Gerber passed away on June 12 following a month's stay in hospice. Outreach Librarian Toni Streckert's mother also fell ill and passed away following a week's stay in hospice, making necessary a 13-day leave. Assistant to the Director Sally Buffet was out for a long-planned two-week vacation. Staff also continued to contend with changed roles due to Demita's death, the vacancy of the Assistant Director position, and the new tasks that are being asked of supervisory staff. It has been bumpy at times.

I am currently meeting individually with staff members for what I am calling "non-exit interviews." This gives them the opportunity to speak frankly and openly about issues that concern them, such as the quality of staff communication, and allows me to identify areas where our staff can receive better training in the future. Already these discussions have helped me to see areas where we can make small improvements.

We hired Kirstin Carlson-Dakes as a new Library Assistant. She will begin on July 19. Kirstin has an impressive background in children's and young adult literature and has served as a volunteer at the Library for events such as Harry Potter Fest. We are excited to have her join our great staff!

Library Assistant Lisa Jo VonAllmen continues to work on a new version of our website. Our goal is to introduce a site that is significantly less cluttered and much easier to navigate and update. We are investigating web-based hosting options. Our timeline is to unveil the site in the fall.

FACILITIES AND EQUIPMENT

On July 12, our handicapped door opening mechanism broke. Due to the age of the system (it is my understanding that the doors were not upgraded when the new building opened in 2002), and the scarcity of replacement parts for our units, we continue to wait for the necessary parts to arrive. This is frustrating for both patrons and staff. We may want to consider a complete replacement of these units as part of a future Capital Budget request.

Our "rain garden" was installed by volunteers on June 26. This will expand significantly in future years as part of the garden plan developed by Demita Gerber and Master Gardener Leslie Johnson.

BUDGET AND FINANCE

The Budget outlook for 2011 continues to look promising - at least concerning the City's appropriation. Currently, the City foresees no need to anticipate a budget shortfall, meaning no furlough days, as occurred last September. The Finance Director remains hopeful that the Mayor will not ask departments to budget for a lower appropriation in 2011. The Library will likely prepare 0% to 3% budgets for 2011.

While the City's share of the 2011 looks promising, things are not quite as rosy regarding our County funding. As Trustees are aware, the Library receives one-third of its revenue from Dane County. Unfortunately, even if the County reimburses the Library at the full 100% rate, the size of the county pie has shrunk due to the opening of Fitchburg's library in July 2011. Fitchburg's opening means the County stands to lose at least \$495,000 in county Library Tax revenue in 2011, and at least double that amount in 2012. As of July 16, the actual reimbursement dollar amounts have not been released. Our fingers are crossed.

LIBRARY SERVICES AND PROGRAMS

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

<u>Children's Programs</u>	<u>Attendance</u>	<u>Programs</u>	<u>Notes</u>
Class Visits Maywood	42	2	
Junior Volunteer Training	21	2	Sponsor Friends of the Library
Charlie Williams, The Noise Guy Family	135	1	\$200 Sponsor Weinberger
Deborah Proctor, The Recycle Bug	115	1	\$95 Sponsor SCLS
David Landau, Musician Family	132	1	\$200 Sponsor Weinberger
Storytime, Thursday 9:15	12, 21	2	"Who Lives in the Deep Blue Sea"
Storytime, Thursday 10:30	15, 27	2	"Camping Out & Canoe Fun"
Spanish Storytime, Friday 10:00	17, 8, 13	3	Volunteer Karen Craig
Discovery Days, Camp Out!	8	1	
Summer School Class Visit, Read to a Dog	36	2	6/18, 6/25
Class Visit, On Your Way to K	18	1	
Discovery Days, Just Ducky	15	1	Tour, SRP sign up, Storytime
<i>Total</i>	653	20	<i>avg 32.65</i>

Notes from Karen:

Summer Reading Program is incredible this year – we have over 800 people registered in all four reading levels. Circulation has increased and it shows by how busy the children’s room is. We are very happy with how the online summer reading sign up is going, thanks to Rob K and Rob S. Jen and I are continuing to weed and order children’s books. I ordered a large number of DVDs. We will be getting a display of children’s summer school artwork. Children and parents love the Reading Tent that I set up in the children’s room. We have a great bunch of Junior Volunteers helping us this summer and they took to our new online format very nicely.

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

Programs	Attendance	Programs	Notes
TAB officers meeting	5	1	
Asian Cooking for Teens	15	1	
Just Desserts Book Disc parent/teen	12	1	
Summer Reading Program presentations			
8 th Grade @ Glacial D	80	1	
7 th Grade @ Glacial D	150	1	
6 th Grade, MOO (Winnqh)	65	1	
Total	327	7	

Meetings/Notes - Toni

Represented the library as a grantee for the Komen Race for the Cure Pasta Dinner on 6/4 and set up an information table during the event, and on 6/5 , the Komen Foundation provided us with one of the grantee tables/booths at the race. We (Toni Streckert, Sandy Kallio and a few other volunteers) were able to set up a display of some of the Komen books in the new collection, and handed out over 150 pink packets about the collection and information on some of the services the other grantee organizations provided. We had a very good reception from both members of the Komen (Madison) Board and race participants. Our first annual library team registered 16 for this event!

The Monona Library was recognized for outreach and support (and thanked in the program) at the Monona Grove Alternative High School Graduation Ceremony in early June

Teen Services of the Monona Library is moderating 5 books in the current SCLS Teen Read Summer blog, and the Monona Grove High School is recommending all incoming freshman pick one of the Teen Read books to discuss for the beginning of the fall school year. We have ordered express copiers of all teen read books to help meet the demand.

Our wonderful high school volunteer (and new TAB member), Alison Kleppin, helped to design and paint one of the rain barrels near the front entryway.

South Central Library System News

SCLS hired Martha Van Pelt as its new Director. "Marty," as she prefers to be called, comes from Walla Walla, WA, where she has served as Library Director for the past decade. She will begin her tenure on September 1. Significantly, Van Pelt led Walla Walla through a conversion to a Koha ILS.

Fitchburg finally broke ground and began construction of its new library, due to open in July 2011. While Dane County library directors sometimes rue the financial impact that the new library will have on Dane County's budget, it is genuinely exciting to see a new library open, especially one of Fitchburg's size.

NEW BUSINESS

- 1. Establish timeline for Library Director Search**
- 2. Open 12 PM to 5 PM on Saturday, July 31, to allow for staff attendance at Demita Gerber's memorial service from 9 to 11 AM**