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**AGENDA**  
Monona Public Library Board  
Library Conference Room  
Tuesday, March 16, 2010

**I. Call to Order**

**II. Public Appearances**

**III. Consent Agenda**

- a. Minutes of February 17<sup>th</sup> meeting
- b. Financial Report for February 2009
- c. Monthly bills

**IV. Information Items**

- a. Booked for Life Update
- b. Library Administration Report

**V. Action Items to Review or Approve**

- a. Conference Attendance
- b. Library Personnel Manual based on City's Personnel Manual

**VI. Announcements**

- a. Pie Party Open House - Children's Room, April 12<sup>th</sup> between 4 and 7pm.
- b. Booked for Life Celebration – April 15<sup>th</sup> , 7:00 to 8:30pm

**VII. 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  
February 17, 2010

Library Board Present: Andrew Taylor (presiding), Edward Van Gemert (Vice-President), Val Edwards, Mary O'Connor, Ben Redding, Melissa Zietz.

Also Present: Demita Gerber, Sally Buffat, and Erick Plumb.

Absent with prior notification: Jim Busse

**I. Call to Order**

Board President Taylor called the meeting to order at 7:03 p.m.

**II. Public Appearances**

None

**III. Consent Agenda**

- a. Minutes of January 19, 2010 meeting
- b. Financial Report for January 2010
- c. Monthly bills for January 1 – February 9, 2010

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

**IV. Information Items and Library Administration Report**

Trustee O'Connor asked if the Teen Advisory Board had been nominated for the Mayor's Award. We will need to check with Alderman Busse.

Discussion about and praise for the article in the Business Section of the Wisconsin State Journal featuring Director Gerber (Sunday, February 14, 2010, "From overdue fines to library director" by Patricia Simms). Director Gerber expressed embarrassment that the interview was so focused on her when there is a whole team to celebrate at the library. We are glad for the coverage of Booked for Life and the need for fundraising.

Director Gerber announced the hiring of two new library employees: Lisa Jo Von Allmen as a Library Assistant I. Her strength is web page development and Bridget Magee as a Page I. She formerly worked in a school library. The Library is also working with Katie Morgan as an intern from the School of Library & Information Sciences, who is assigned her for the semester.

There was a brief discussion about the Library phasing out its books on tape collection. While we regret doing it, the demand is quite low and it is a diminishing collection.

It was noted that Karen Wendt represented the Library with an on-location Story Time at the grand opening of new Monona business Happy Bambino, a boutique that specializes in maternity and young children's fashion and equipment. This type of outreach brings new users to the library and gets the message out regarding the importance of early literacy training.

**V. Closed Session**

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

**VI. Reconvene in Open Session under Wisconsin Statutes 19.85**

Redding moved, seconded by O'Connor, to approve resuming the meeting in open session, under Wisconsin Statutes Section 19.85(1). Motion passed unanimously.

**VII. Action Items to Approve**

a. Statement Concerning Public Library System Effectiveness

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

b. 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 Zeitz, to approve the Annual Report to the State. Motion passed unanimously.

**VIII. Announcements**

Van Gemert expressed his curiosity about what is to be done regarding the \$6,500 yet to be raised for the Madison Community Foundation matching grant. There was a general discussion about sources yet to be tapped, such as WalMart or the Monona State Bank. The Board wondered if the funds were matched only if the Library hit its target of \$100,000. Director Gerber clarified that the 50% match is for as much as we raise. The work of following up on pledge fulfillment continues.

There will be an Early Literacy Open House the evening of April 12 to showcase the Early Literacy Program and to showcase items purchased with funds from the Pie Party.

**IX. Adjournment**

Zietz moved, seconded by Van Gemert, to adjourn. Motion passed.  
President Taylor adjourned the meeting at 7:57 p.m.

The next regular meeting of Monona Library Board will be held at 7:00 p.m. on Tuesday, March 16, 2010, in the Board Room of the Monona Library Building.

Recorder: Sally Buffat

Approved: \_\_\_\_\_, 2010

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CITY OF MONONA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2010

LIBRARY FUND

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET
<u>PUBLIC CHARGES FOR SERVICE</u>						
202-46-41110-000	GENERAL PROPERTY TAXES	.00	.00	424,357.00	( 424,357.00 )	.00
202-46-43720-000	COUNTY AID FOR LIBRARIES	1,813.00	1,813.00	188,129.00	( 186,316.00 )	.96
202-46-43730-000	COUNTY AID LIBRARY FACILITIES	.00	.00	29,501.00	( 29,501.00 )	.00
202-46-46110-000	COPIER RECEIPTS	302.47	600.22	2,400.00	( 1,799.78 )	25.01
202-46-46710-000	FINES	2,457.95	4,087.60	24,000.00	( 19,912.40 )	17.03
202-46-46730-000	ROOM RENTALS	73.24	786.72	1,900.00	( 1,113.28 )	41.41
202-46-48900-000	OTHER REVENUES	.00	.00	1,100.00	( 1,100.00 )	.00
202-46-48900-100	VENDING MACHINE	289.15	430.15	3,800.00	( 3,369.85 )	11.32
202-46-49300-000	FUND BALANCES APPLIED	.00	.00	19,000.00	( 19,000.00 )	.00
TOTAL PUBLIC CHARGES FOR SERVICE		4,935.81	7,717.69	694,187.00	( 686,469.31 )	1.11
TOTAL FUND REVENUE		4,935.81	7,717.69	694,187.00	( 686,469.31 )	1.11

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**CITY OF MONONA**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2010**

**LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	UNION STAFF SALARIES	9,478.73	19,562.82	115,500.00	95,937.18	16.94
202-55-55110-111	MANAGEMENT SALARIES	12,506.48	25,012.96	149,218.00	124,205.04	16.76
202-55-55110-112	SHIFT DIFFERENTIAL	41.00	79.00	700.00	621.00	11.29
202-55-55110-117	LONGEVITY PAY	.00	.00	500.00	500.00	.00
202-55-55110-119	WAGES, PART-TIME	6,130.09	12,579.93	84,494.00	71,914.07	14.89
202-55-55110-130	FICA	2,170.26	4,411.08	26,807.00	22,395.92	16.45
202-55-55110-131	WISCONSIN RETIREMENT	2,096.34	4,292.30	29,250.00	24,957.70	14.67
202-55-55110-132	LIFE & DISABILITY INSURANCE	21.66	43.32	375.00	331.68	11.55
202-55-55110-133	HEALTH INSURANCE	3,674.50	7,349.00	43,466.00	36,117.00	16.91
202-55-55110-134	PROFESSIONAL DEVELOPMENT	607.98	607.98	2,000.00	1,392.02	30.40
202-55-55110-220	GAS & ELECTRIC UTILITIES	7,194.13	7,194.13	39,000.00	31,805.87	18.45
202-55-55110-221	TELEPHONE	185.77	219.47	800.00	580.53	27.43
202-55-55110-222	WATER & SEWER UTILITIES	.00	.00	3,000.00	3,000.00	.00
202-55-55110-240	SERVICE CONTRACTS	2,709.34	4,576.05	44,000.00	39,423.95	10.40
202-55-55110-241	AUTO CIRCULATION SYSTEM RENTAL	37,933.41	37,933.41	41,000.00	3,066.59	92.52
202-55-55110-310	OFFICE SUPPLIES	1,150.13	1,516.66	8,500.00	6,983.34	17.84
202-55-55110-312	POSTAGE	18.16	29.11	2,500.00	2,470.89	1.16
202-55-55110-321	PUBLIC NOTICES	.00	.00	200.00	200.00	.00
202-55-55110-340	JANITORIAL SUPPLIES	.00	.00	2,000.00	2,000.00	.00
202-55-55110-341	CHILDREN'S/YA SERVICES	.00	189.26	2,500.00	2,310.74	7.57
202-55-55110-344	CASH OVER/SHORT	.09	.07	.00	.07	.00
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	921.86	921.86	8,500.00	7,578.14	10.85
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	1,988.15	2,532.03	8,500.00	5,967.97	29.79
202-55-55110-390	OTHER SUPPLIES & EXPENSE	200.40	200.40	400.00	199.60	50.10
202-55-55110-700	SOUTH CENTRAL NET LENDER PYMT	.00	.00	975.00	975.00	.00
202-55-55110-809	PERIODICALS & PAMPHLETS	.00	11.84	5,500.00	5,488.16	.22
202-55-55110-810	PERIODICAL, PAMPLETS & AV SOFT	1,812.15	1,812.15	18,500.00	16,687.85	9.80
202-55-55110-811	ADULT BOOKS	2,111.46	2,307.20	17,000.00	14,692.80	13.57
202-55-55110-812	CHILDRENS BOOKS	1,559.29	1,584.98	10,500.00	8,915.02	15.10
202-55-55110-813	YOUNG ADULT BOOKS	437.22	437.22	2,500.00	2,062.78	17.49
202-55-55110-814	LARGE PRINT BOOKS	352.74	352.74	2,577.00	2,224.26	13.69
202-55-55110-815	REFERENCE BOOKS	.00	.00	1,600.00	1,600.00	.00
202-55-55110-817	ELECTRONIC INFO SOURCES	.00	350.00	4,025.00	3,675.00	8.70
202-55-55110-819	VENDING MACHINE EXPENSE	531.00	531.00	2,300.00	1,769.00	23.09
	<b>TOTAL LIBRARY EXPENDITURES</b>	<b>95,832.34</b>	<b>136,637.97</b>	<b>678,687.00</b>	<b>542,049.03</b>	<b>20.13</b>
<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
	<b>TOTAL TRANSFERS</b>	<b>.00</b>	<b>.00</b>	<b>15,500.00</b>	<b>15,500.00</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>95,832.34</b>	<b>136,637.97</b>	<b>694,187.00</b>	<b>557,549.03</b>	<b>19.68</b>

CITY OF MONONA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 3 MONTHS ENDING MARCH 31, 2010

LIBRARY FUND

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
NET REVENUES OVER EXPENDITURES	( 90,896.53 )	( 128,920.28 )	.00	( 128,920.28 )	.00

<b>Accounts Payable - February 10- March 9, 2010</b>			
<b>Expenditure Per Vendor</b>	<b>Account Code</b>	<b>Description</b>	<b>Total/budget line</b>
<b>Utilities</b>	<b>202-55-55110-220</b>		
MG&E		Gas/Elect	\$ 3,231.27
<b>TOTAL UTILITIES</b>			<b>\$ 3,231.27</b>
<b>TDS &amp; Charter</b>	<b>202-55-55110-221</b>		
Charter		internet	\$ 29.99
TDS		Phones	\$ 60.99
<b>TOTAL TDS/CHARTER</b>			<b>\$ 90.98</b>
<b>Water/Sewer</b>	<b>202-55-55110-222</b>		
Monona Water Utility		stormwater	\$ 560.52
<b>TOTAL WATER/SEWER</b>			<b>\$ 560.52</b>
<b>Service Contracts</b>	<b>202-55-55110-240</b>		
Kilgust		February service	\$ 502.33
Clean Power		February service	\$ 1,866.71
Schumacher		scheduled maintenanc	\$ 90.30
<b>TOTAL SERVICE CONTRACTS</b>			<b>\$ 2,459.34</b>
<b>Auto Circ Rental</b>	<b>202-55-55110-241</b>		
SCLS		annual Wifi Software	\$ 85.00
Integrated Technology Group		annual support billing	\$ 1,764.71
<b>TOTAL AUTO CIRC RENTAL</b>			<b>\$ 1,849.71</b>
<b>Office Supplies</b>	<b>202-55-55110-310</b>		
Demco		library display access	\$ 475.55
South Central Library System		coordinated orders	\$ 563.49
<b>TOTAL OFFICE SUPPLIES</b>			<b>\$ 1,039.04</b>
<b>Equipment Maintenance &amp; Repair</b>	<b>202-55-55110-350</b>		
Capital Fire & Security Inc		color hi res camera	\$ 921.86
<b>TOTAL EQUIPMENT MAINTENANCE</b>			<b>\$ 921.86</b>
<b>Building Maintenance</b>	<b>202-55-55110-351</b>		
Overhead Door Company		repaired rolling grille	\$ 90.00
Werner		light bulbs	\$ 173.50
<b>TOTAL BUILDING MAINTENANCE</b>			<b>\$ 263.50</b>
<b>Other Supplies &amp; Expense</b>	<b>202-55-55110-390</b>		
South Central Library System		coordinated orders	\$ 200.40
<b>TOTAL OTHER SUPPLIES</b>			<b>\$ 200.40</b>





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MONONA LIBRARY BUILDING TRUST  
CITY OF MONONA  
1000 NICHOLS RD  
MONONA WI 53716-2531

Last statement: January 29, 2010  
This statement: February 26, 2010  
Total days in statement period: 28

Page 1  
00114-264  
( 0)

Direct inquiries to:  
608-223-6243, 1-866-672-8890

Monona State Bank  
P.O. Box 6500  
Monona WI 53716

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*DIAL MONONA 1-800-646-5166, YOUR 24 HOUR AUTOMATED ACCOUNT INFORMATION SERVICE.*

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### City Of Monona-NOW

Account number	00114-264	Beginning balance	\$12,243.03
Low balance	\$12,243.03	Total additions	4.55
Average balance	\$12,243.03	Total subtractions	0.00
Interest paid year to date	\$9.34	Ending balance	\$ 12,247.58

#### CREDITS

Date	Description	Additions
02-26	Interest	4.55

#### DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
01-29	12,243.03	02-26	12,247.58		

#### INTEREST INFORMATION

Annual percentage yield earned	0.49%
Interest-bearing days	28
Average balance for APY	\$12,243.03
Interest earned	\$4.55

Thank you for banking with Monona State Bank

*Board packet*

# Library Activity Report

Circulation	2010		Jan/Feb '10 diff by %	Feb 09/10 diff by #	Feb 09/10 diff by %
	February	February			
Adult	14667	14667	-8.54	253	1.76
Children	7788	7788	-4.05	-340	-4.18
Young Adults	779	779	-18.17	-51	-6.14
Other	91	91	-8.08	5	5.81
Total	23325	23325	-7.46	-133	-0.57
<b>Intralibrary Activity</b>					
Loaned to Other	7524	7524	6.00	337	4.69
Borrowed From Other	6506	6506	-15.55	-472	-6.76
<b>Computer Holds</b>					
Computer Holds Placed	1238	1238	-6.42	136	12.34
Holds Filled	6208	6208	-3.14	141	2.32
<b>Library Cards Issued</b>					
Patron	55	55	3.77	-8	-12.7
<b>Internet Sessions</b>					
Internet Sessions	1897	1897	-19.31	-145	-7.1
<b>Library Traffic</b>					
Library Traffic	10203	10203	-9.58	-1172	-10.3
<b>Adult Programs</b>					
# attended	2	2	100.00	-2	-50
	37	37	8.82	23	164.29
<b>YA Programs</b>					
# attended	6	6	50.00	-1	-14.29
	46	46	12.20	-27	-36.99
<b>Childrens Programs</b>					
# Attended	30	30	42.86	4	15.38
	529	529	62.27	-60	-10.19

## MONONA PUBLIC LIBRARY

### **ADMINISTRATION REPORT FOR BOARD MEETING March 16, 2010**

#### **LIBRARY ACTIVITY IN FEBRUARY 2010**

We did not see an increase in circulation in February this year although we got close to the same level of circulation experienced in February 2009. When looking at the data however, we had 8836 checkout sessions in 2010 versus 8707 checkout sessions in 2009. This suggests that more people are checking out material but they check out less of it comparatively speaking. We have been slow to get new paperbacks into the collection since we have been so focused on grant material. This will be a priority as we move into vacation time since many people like to read paperback material over the summer. The terminals and laptops have been popular and patrons seem to be happy with the service we provide.

#### **NON LIBRARY ROOM USE FEBRUARY 2010**

Monona Public Library rooms were used 40 times by approx. 995 people.

- 1) City of Monona (City Hall) used the Media room 10 times, and the Board room 4 times for a City room usage total of 14. The average time spent by the City of Monona in MPL rooms was 20 hours.
- 2) The Monona Senior Center used the Forum room for classes 4 times for a total of 4 hours.
- 3) TNS used the Conference room once for 2 hours.
- 4) The Forum and Board rooms were rented by group 5 times for a total revenue of \$127.50.
- 5) Playtime Productions used the Forum room 16 times.
- 6) The study rooms were used 87 times.

#### **PERSONNEL**

Training of the newer part time staff is going at a great pace. We are pleased with new staffing levels, in particular having Sally Buffat serve as the Office Assistant for 19 hours, and then working on the Circulation Desk for 6 hours. It is also great to have Toni Streckert full time as we begin to explore balancing adult programming levels with programs for Teens and Children.

Union negotiations have not progressed since our response to their request for different pay increase from the rest of the City unions and our insistence that we have flexibility in scheduling staff with a month's notice.

A draft of the City Personnel Policy, designed primarily for non-contract employees, is included in this month's packet. For the most part, we follow all of the details except the authority is in the hands of the Library Board rather than the City Administrator or City Council. Much of this applies only to the Library Director and the two librarians. Other staff are covered by the contract, which is currently being negotiated.

### **FACILITIES AND EQUIPMENT**

The workroom copier was out of commission for almost two weeks. This has been a problematic copier since its purchase during John Seery's tenure. The repair people have problems finding parts since the copier was not popular and was already dated at the time of purchase. The part was finally found in the first week of March and the copier has been working since March 8<sup>th</sup>.

Kilgust came and checked the belts and filters of the rooftop units and mentioned possible leaking in 4 reheat valves. We are awaiting a repair estimate.

Overhead Door was called in February to repair the "gate". This too breaks down periodically and yet is necessary to prevent people from using the library when it is not open, but the lower level is still used to host meetings, etc.

We moved the phone jack out of the Children's Librarians office and placed in near the desk so it can be used more easily. Also, we set up an office phone in Toni's office that is shared with Eric and technical processing staff.

The City has gotten its energy assistance grant and will be replacing the old boiler in the library building as well as their own. In addition, improvements to the doors in Children's Library and the downstairs Nichols Road entrance will be done in the following year. This should ultimately result in major improvements in the heating and cooling bills for the building.

### **BUDGET AND FINANCE**

Marc Houtakker, Finance Department of the City of Monona told the Director that we still have to file a resolution to change the operating budget in 2010. We need to integrate the increased amount from Dane County and use it to provide appropriate of service. At the moment, the Library's fund balance is over \$100,000. We are on the agenda for March 15<sup>th</sup> so this will be resolved by the next Library Board meeting.

As of March 11<sup>th</sup>, pledges or cash for Booked for Life are over \$96,000, thanks to a recent and generous additional pledge from Ann and Dean Bowles. The Madison Community Foundation is urging us to continue to find a few individuals or businesses willing to help us make the final \$4,000 in donations. We may want to do some last minute calling to see if supporters will come through for us. A friendly reminder that folks have through 2011 to pay the pledge! However, the re-pledges could be done by extending the time through 2012 if we chose to do so. Sequoya branch has more than

reached their goal and now has \$166,000. We are not sure where Waunakee is with their efforts.

We are pleased to announce that the library has received a \$5,000 grant for educational programs and materials from the Madison Branch of the Susan G. Komen Foundation. We will add material about breast cancer care and prevention and host a couple of program presentations. We are considering doing a Pampering Day for women with nutrition and other cancer prevention issues to be discussed. And we will serve as the east side resource site for breast cancer information.

This is one of many extended connections we hope to make with other organizations and groups to maintain continual expansion and renewal of the current health and wellness collection. Given all the attention regarding health insurance costs and the medical challenges people face, it is important to recognize that the Monona Library can be a resource center both for wellness and health related programming and resources. The next series of purchases will focus on young people's health and well-being, and to acquiring more materials on health topics in Spanish.

### **LIBRARY SERVICES AND PROGRAMS**

#### **Children's and Young Adult Monthly Report for February 2010**

<b><u>Programs/Storytimes</u></b>	<b><u>Attendance</u></b>	<b><u>Programs</u></b>	<b><u>Notes</u></b>
Wednesday PreK 9:30	87	4	
Wednesday Toddler 10:15	85	4	
Wednesday 2&3 yr old 10:50	67	4	
Thursday Toddler 9:30	76	4	
Thursday PreK 10:15	93	4	
Thursday Baby 11:00	56	4	
Read to a Dog 2/8	12	1	Standard Poodle, Sophie
Saturday Storytime 2/13	6	1	Family & Friends stories & craft
Saturday Storytime 2/27/10	10	1	Nursery Rhymes & craft
Early Literacy Activities	10	1	
Cloudy Chance of Meatballs	25	1	
Teen Knitting	2	1	

**Total** *529 attendance 30 programs*

#### *Notes from Karen:*

- Outreach: Early Learning Fair. 148 expected children. I talked to many parents and they were very happy to know they can use their Madison and Dane County cards at Monona. I also did storytimes for the children and one mom said to me, "I'm a convert. I'll be at your storytimes."

- SLIS intern Katy Morgan is working on leveling Beginning Readers, presenting 4 weeks of storytimes on Monday afternoons March 29 to April 19, reference and reader's advisory, and helping to develop the story time webpage on our children's website. We are working with Jill Jensen, music instructor at Winnequah School, to have 5<sup>th</sup> graders videotape storytime songs for the website. Katy will also be working with Toni in Teen Services.
- I set up books related to our Early Literacy Adventure storytimes and Family Fun Evenings and they seem to fly out of here. Prepared the April/May Calendar of Events. Read to a Dog, etc.
- Wrote article for the Friends of the Library spring newsletter. Sent info for the Summer Recreation Guide.
- Dr. Seuss Read-a-Thon and Horton Hears a Who Scavenger Hunt is planned for May 14 & 15.
- National Library Week, plan event (April 12) to celebrate our Pie Party purchases for our Early Literacy Center. Thanks to Demita for initiating this great service! Ordered many literacy materials, they have arrived. Some are already in use and the rest we will be set up before the April 12 Open House.
- Barbara Allen donated over \$200 for children's music CDs and Booked a Day.

#### *Meetings*

12: Ask Away webinar

18: Meet with Erick about Bridget helping set up Early Literacy materials

24: CCBC webinar

25: Meet with Bridget about RAP packs

26: Meet with Michelle Zander about Early Literacy workshop

26: Meet with Jill Jensen about videotaping students for story time webpage

<b><u>Teen Programs, Meetings/</u></b>	<b><u>Attendance</u></b>	<b><u>Programs</u></b>	<b><u>Notes</u></b>
Teen Advisory Board (TAB) Meeting	13	1	
TAB Officers Meeting	5	1	
Teen Knitting	5		
Great Stories Meeting	13	1	
Teen Writing Workshop	6	1	
<b><i>Total</i></b>	<b><i>44</i></b>	<b><i>6</i></b>	

#### **Outreach and Meetings**

Great Stories Planning Meeting

UW Students Environmental Studies Club/Monona Library Teen Green Group meeting

Facilitation Skills for the Real World SCLS Workshop

Teen SLP 2010 Workshop

New Teen Books Webinar

Book Talk at Monona Grove Alternative High School for next Great Stories program

Ask Away Webinar

Handled Booked for a Day (February 6 days booked)

Met with Val Edwards about the Library Club co-hosting the Wizard Rock event at MOO (April 19)

## Notes

- Met with student president of UW-Madison Environmental Studies Club and Abby Taylor, head of MOO's Teen Green Group about having a Green Studies Program: The Next Step, College. This would be an event aimed at middle and high school students who are interested in green programs at college. UW Environmental Club would supply student speakers from a variety of fields, explaining some of the green career study options at the college level (from toxicology to international policy....)
- Helped Katy, our SLIS intern, structure and run the first writer's workshop on Feb. 28 and supervised her designs for a new TeenEscape display.
- Set up "Staff Picks" display for times when our Booked for a Day Donor Recommended Reads is not in use. This is proving to be quite popular with patrons and staff.
- Helped oversee new edition of TeenEscape Newsletter, featuring teen book reviews and TeenEscape Event reporting—this can be downloaded from our webpage and is also available in print form in the TeenEscape.
- Feedback on our Seeing Red February display: Love Stinks/I Believe in Love has been very positive from teens.
- Patrons for Booked for a Day seem to be especially enthusiastic about having their favorite library materials displayed. We've noticed quite a few library patrons viewing the previous Booked for a Day donor signs in the glass display case.
- Met with Rob S. re-planning a Lego building contest event for Teen Tech Week (March 14<sup>th</sup>, winners get pies because its National Pi Day); Sam Taylor of TAB will help run this.
- We had our first ALA Great Stories book discussion program with teens from the Alternative High School coming here to discuss "Rules of Survival" by Nancy Werlin. It was held in the Story Room. The alternative high school supplied pizza and we supplied lemonade and brownies. The book discussion lasted about 70 minutes and was very animated. Each of the 11 teens in attendance had strong opinions about the book (which they overwhelmingly liked) and in particular the character of the unstable mother. They also profiled their remarkable blurbs—a summation of the story themes in 6 words, which were decorated as flyers. Examples: "Three Kids: One Dream", "Get Away!", "Fear and Love Keep Us Alive", "Forced to Live in Constant Unknown", "Winner Gets To Tell the Story", "Surviving Abusive Parents Brings People Together". It was a very successful afternoon!

## Adult Services report for February 2010 – Erick Plumb

### Outreach, Programming, Customer Service, and Information Literacy

- 1) Held first film of 2010 and it was from Uruguay. *Gigante* drew 11 on February 26<sup>th</sup>.
- 2) Created content for digital video display monitor in Library's entrance.
- 3) Green Tuesday program on Healthy Home Fabrics with Karen Powell on February 9 drew 26 people.

### Collection Development and Management

- Began ordering 2010 Health collection materials
- Continued weeding videocassette collection
- Met with Recorded Books representative Brad Grey on February 16 to demo OneClick downloadable audiobook service, a possible local alternative to the state's cumbersome Overdrive digital audio book program

### Staffing and Professional Responsibilities

- Plumb attended first meeting of SCLS Technology Committee on February 10. As part of duties, he will be on the 2010 technology plan workgroup
- Assisted Library Director in preparation of State Annual Report
- Assisted in training new Library Assistant, Lisa Jo VonAllmen
- Led staff meeting on February 25

### South Central Library System News

"Libraries for Real Life" is a public relations and marketing project sponsored by the PR committee of South Central Library System. The Director is on the committee. We will be hosting a prize-winning opportunity for patrons to share how the library has helped them negotiate real life. The kickoff will be during National Library Week and submission will be entered into a drawing where the first prize is \$100, 2 prizes of \$50 and 4 prizes of \$25 will also be given.

The new administrative council structure is being tested and things seem to be going well. Erick is serving on the Technology Committee and Rob is still attending the Circulation Committee meetings.

There is an all-Director's meeting scheduled for May 27<sup>th</sup>. This is a replacement of the traditional annual meeting which will be scheduled sometime in the fall.

Dane County Library Directors continue to meet on a bi-monthly basis. We are working with Tom Linfield, of Madison Community Foundation, who is developing a grant proposal for humanities programming in Dane County Libraries. The proposal will be to the National Council for the Humanities and seek matching funds for an endowment for cultural programming to be used around the County libraries.

**NEW BUSINESS**

1. **Recommend Erick Plumb attend the WAPL conference on April 29<sup>th</sup> and April 30<sup>th</sup>. The cost of conference reimbursement is not to exceed \$450.**

The conference is being held in Sheboygan and has several programs that will help us resolve current issues, including meeting room policies.

2. **Recommend the Library Board 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.**

We will ask members of the Personnel Committee of the Board to review the City Policy and endorse or change what is needed to be changed. The Board will adopt the City Policy with changes proposed by the Committee at the next Board meeting in April. Rather than rewrite the entire policy with wording changes, we can endorse the policies and articulate amendment(s) if warranted.

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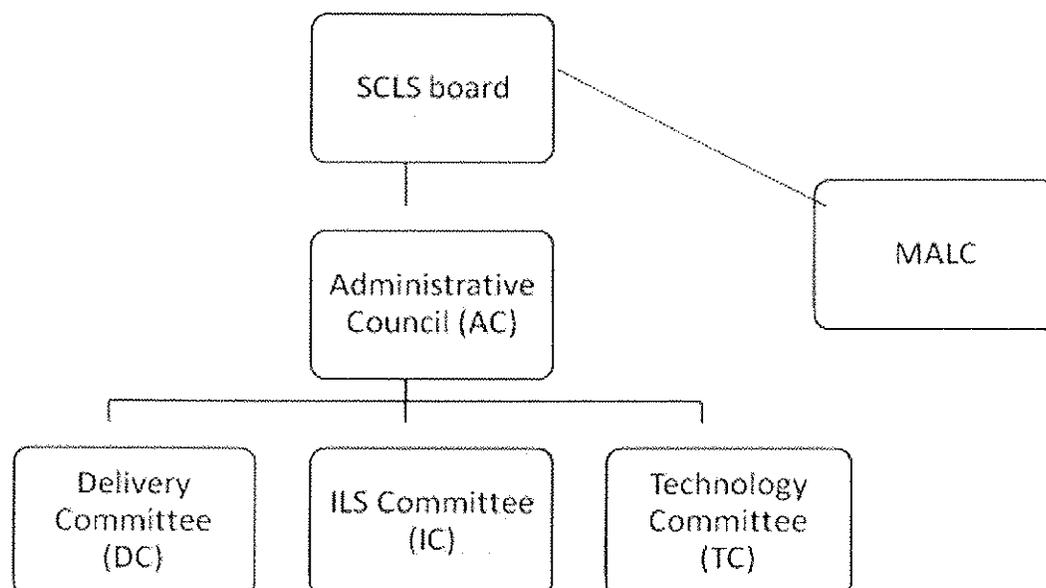


# South Central Library System

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## Summary of Governance Structure



### Administrative Council (AC):

The primary advisory group to SCLS staff and the SCLS Board. This body determines course of action concerning major issues, receives reports from the committees, makes planning recommendations, and recommends annual budget, plan, and services priorities. Includes 12 library members with a total of 15 votes and non-voting SCLS staff and MALC representation. Creates working groups for issues not covered by other committees, including any necessary for SCLS consultant services.

### Delivery Committee (DC):

Focuses on the SCLS Delivery Service. This body serves as a forum for discussion and first-level decision-making concerning delivery. Oversees planning, determines procedures, makes recommendations concerning policy and budget, and creates working groups for delivery issues. Includes 12 library members and non-voting SCLS staff and MALC representation.

### ILS Committee (IC):

Focuses on the shared integrated library system (ILS). This body oversees

the software development and implementation and maintenance of the ILS. It serves as a forum for discussion and first-level decision-making concerning the ILS. Oversees planning, determines procedures, makes recommendations concerning policy and budget, and creates working groups for ILS issues. Includes 11 library members and non-voting SCLS staff.

### **Technology Committee (TC):**

Focuses on library technology infrastructure and services. This body oversees technology projects and schedules. It serves as a forum for discussion and first-level decision-making concerning technology. Oversees planning, determines procedures, makes recommendations concerning policy and budget, and creates working groups for technology issues. Includes 12 library members and non-voting SCLS staff and MALC representation.

### **Multitype Advisory Library Committee (MALC):**

Focuses on multitype services and issues and advises the SCLS Board and staff. Will have non-voting representation on the AC, DC, and TC. Details about MALC are not included in this document.

### **Philosophy:**

One of the goals of the governance structure is to solve problems at the committee level. If a solution is within existing policy and budget, committees are charged to make appropriate decisions and report these decisions to the Administrative Council (AC). If a solution is controversial, needs additional resources, or involves multiple committees, then it will be referred to the AC as an action item.

Members of the AC and committees have voice and vote. They are able to speak at meetings and vote on action items. SCLS does not vote, but has voice and recommendation. SCLS speaks at meetings, and, for all decisions, SCLS makes a recommendation. Individuals without an elected seat have voice per agenda but no vote. They have the right to attend meetings, and every agenda will include the opportunity to request to address the body. All SCLS member libraries have the right to make proposals and appeal any decision to the AC (for committee decisions) or the SCLS Board (for AC decisions). The decision of the SCLS board is final.

### **Role of committees in setting fees and budgets:**

Each committee (DC, IC, and TC) will make recommendations to SCLS staff concerning the annual budget. The SCLS Director and Associate Director will propose costs and member fees to the AC based on the recommendations of the committees and staff. The costs and member

fees will be recommended by the AC at the All-Directors meeting. All directors will have the detailed fee recommendation at least two weeks in advance of the All-Directors meeting so there is time to review the proposal. The recommended costs and member fees will be used by the SCLS Director and Associate Director to prepare the SCLS system annual budget. The complete budget will be recommended by the AC before it is submitted to the SCLS Board and the Department of Public Instruction.

### **Evaluation:**

The governance structure will be thoroughly reviewed in 2011. The AC will review the governance structure as a regular part of the annual SCLS planning process, and will recommend changes to the structure if appropriate. The AC will seek feedback from SCLS member libraries as part of this review process. However, feedback will be welcomed and reviewed by the AC throughout the year, though changes may not be implemented until the time of the yearly review. Any changes recommended by the AC must be codified in the SCLS Board Bylaws, and must be approved by the SCLS Board Bylaws Committee and the complete SCLS Board before going into effect.

For more information about Governance, contact XYZ.

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FUTURE CONSIDERATION

JD



Demita Gerber <dgerber@mononallibrary.org>

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## Library Board Advocacy Training Implementation

1 message

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Mark Ibach <mibach@scls.lib.wi.us>

Tue, Mar 2, 2010 at 12:24 PM

Good Morning:

Last fall the SCLS Board's Advocacy Committee decided to develop and implement a grassroots advocacy training program designed for Library Board Trustees. We have done that, and we're rolling it out on Thursday, March 11, with a presentation to the Sun Prairie Library Board.

Because this will be the first implementation of this new program, we're interested in feedback. Therefore, you're invited to attend this this meeting, and then over the next several days send me your thoughts. Our goal was to create a short program that focuses on grassroots advocacy. We want board members to leave the session with the belief that they can do this. To that end, participants will leave the meeting with one sheet of talking points that they can use to share the good news about the library.

While we can't do an entirely new presentation for each library board, there is some opportunity to do some customization to address local needs. What I'm interested in learning from your observations is how you think this training will work with your board, and what parts might be most or least important (or of most or least interest).

The Advocacy Committee's intention is to make this training available to all library boards in the seven-county SCLS area.

The March 11 meeting will begin at 5 p.m. at the Sun Prairie Public Library, 1350 Linnerud Drive, Sun Prairie, WI 53590. Please let me know whether you will be attending so I can have some materials for you.

--  
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