

AGENDA
Monona Public Library Board
Library Conference Room
Monday, May 24, 2010
8:00 PM

- I. Call to Order**
- II. Public Appearances**
- III. Consent Agenda**
 - a. Minutes of April 20 meeting
 - b. Minutes of May 7 special meeting
 - c. Financial Report
 - d. Monthly bills
- IV. Informational Items and Library Administration Report**
 - a. Library Administration Report
 - b. Friends and Foundation update
 - c. Nomination to WLA Library of the Year Award
- 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. Close on Monday, July 5 for Independence Day holiday
- VIII. Announcements**
 - a. All SCLS Directors meeting on May 27 at Sun Prairie.
 - b. Susan G. Komen Race for the Cure on June 5.
 - c. Library Board meeting, Tuesday, June 15 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.

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.

DRAFT Minutes
Monona Library Board
Library Board Room
April 20, 2010

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

Also Present: Demita Gerber, Erick Plumb and Sally Buffat

Absent with prior notification: Edward Van Gemert (Vice-President), Jim Busse and Ben Redding

I. Call to Order

Board President Taylor called the meeting to order at 7:05 p.m.

II. Public Appearances

None

III. Consent Agenda

- a. Minutes of March 2010 meeting
- b. Financial Report for March 2010
- c. Monthly bills for March 9 – April 9, 2010

Trustee Zietz moved, seconded by Edwards, to approve the Library Board Consent Agenda. Motion passed unanimously.

IV. Information Items

- a. Booked for Life and a Day – follow up

Trustee O'Connor reported that the official amount raised was \$103,061.28. Checks are still coming in. The next step is to draft a letter to those who have pledged but still owe. There is \$23,780 yet to be collected in pledges by the end of 2011.

The entire board expressed its thanks to O'Connor for all her hard work and for keeping such good track of all the accounting details pertaining to the Madison Community Foundation challenge grant.

The April 15th Booked for Life Celebration was a success with approximately 60 people in attendance. The evening was emceed by the ever-jovial Bob Miller and included speeches by Paul Hauseman, president of the Madison Community Foundation, and by Library Director Demita Gerber.

Gerber presented two engraved plaques to the Gregory family in memory of Harriet Gregory. One plaque is for New Easy Readers, the other is for New Large Print Books. Gerber also recognized Ann & Dean Bowls; the Friends of Monona Public Library; businesses & organizations, such as WPS, Monona Grove Businessmen's Association, The Natural Step Monona, and various book clubs that made significant contributions.

President Taylor asked if we need to report the amount of money collected every quarter in order to be reimbursed by Madison Community Foundation. Trustee O'Connor replied in the affirmative. The Board must report the amount collected quarterly. Money is matched by the Foundation based on the actual amount collected. A check was received from the Madison Community Foundation in the amount of \$21,500 in December 2009.

b. Administration report

Director Gerber outlined the details leading up to the apprehension of two teens who, on April 12, stacked chairs on tables in the café area and knocked them over, causing damage to the furniture. Staff at the circulation desk heard the disruption and observed them on the security monitors. When Rob Klecker went to investigate, he saw the two still on the premises and alerted police. Both of the teens' parents have been in touch with the Director to express their regret over the incident and to offer restitution.

Assistant Director Plumb pointed out that the Library has been tracking a downward trend in children's book circulation. Trustee Zietz concurred with Director Gerber's supposition that the decline in children's book circulation may be due to the introduction of 4-year old kindergarten last year.

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)

Trustee O'Connor moved seconded by Zietz, to go into closed session under Wisconsin Statutes Section 19:85(1) at 7:32 p.m. Motion passed unanimously.

VI. Reconvene in Open Session under Wisconsin Statutes 19.85

Trustee O'Connor moved, seconded by Zietz, to resume the meeting in open session, under Wisconsin Statutes Section 19.85(1) at 7:41 p.m. Motion passed unanimously.

VII. Action Items to Approve

- a. 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.

- b. 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.

VIII. Announcements

- a. Friend's of the Library Dinner 5/12/09 6:00pm
- b. Friend's Annual meeting 5/19/10 at 6:45pm
- c. Library Board Meeting 5/18/10 at 7pm

Assistant Director Plumb and Toni Streckert attended a reception for Komen Foundation grant recipients and realized that the Library received \$5,000 only because it did not ask for more. The grant money is to be spent on materials for general women's health, cancer support and programming. One of the programs, "Positive Psychology: 5 Steps to Better Living with Dr. Teri Woods" is coming up on Wednesday, April 28 at 6:30 p.m.; Plumb will attend.

Director Gerber announced that Trustee Van Gemert is planning to move to Madison.

IX. Adjournment

Trustee Zietz moved, seconded by Edwards, to adjourn the meeting. President Taylor adjourned the meeting at 8:17 p.m.

Recorder: Sally Buffat

Approved: _____, 2010

AGENDA
Monona Public Library Board
Library Conference Room
Friday, May 7, 2010
8:00 a.m.

I. Call to Order

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

Also Present: Erick Plumb and Sally Buffat

Absent with prior notification: Edward Van Gemert (Vice-President)

Board President Taylor called the meeting to order at 8:02 a.m.

II. Public Appearances

None

III. Informational Items

President Taylor stated the Board's goal is to help the Library move forward while Director Gerber is on indefinite medical leave.

Assistant Director Plumb gave a report of events leading up to today's meeting.

- The evening of Sunday, April 25, Gerber called Plumb stating that she was having issues with her head and was on her way to the hospital.
- Monday morning, April 26, there were voice mail messages awaiting Plumb from Gerber and her son informing him that she was being evaluated for a possible brain aneurysm. Later that day it was confirmed that Gerber had an aneurysm that had not yet ruptured. She was being treated medically and was under close observation.
- Tuesday, April 27, Gerber underwent brain surgery, during which it was discovered that the aneurysm had ruptured and that there was a second aneurysm located on the same blood vessel. The vessel was removed and she was put on a 72-hour medically-induced coma.
- Wednesday, April 28, Gerber's pupils were not responsive to light, nor did she have a gag reflex.
- Thursday, April 29, her pupils reacted to light, she had a gag reflex and a brain scan showed activity. Her family and physicians were confident that she would come out of the coma when medication to induce the coma ceased.
- As of today, Gerber has not regained consciousness. Her doctors report that she could wake up in 2 minutes or 2 months. Gerber's son Ted reported that the likelihood of her returning to work is slim.

Plumb reported that the staff is doing as well as can be expected, especially those who worked closely with Gerber. Staff is providing the same amount of service, bills are being paid and the budget is being maintained. Plumb has an all-staff meeting scheduled for May 14 at 8 a.m. Taylor will attend.

Taylor expressed his confidence in Plumb's leadership and suggested John DeBacher and the Mayor as a good resources.

Plumb reported that the Library is taking applications to hire two new pages and is in the middle of ratifying a new union contract.

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Taylor recommended getting a general press release out as soon as possible regarding Director Gerber's situation. Ted Gerber, Demita's son, gave permission to say his mother suffered a brain aneurysm and is on indefinite medical leave. Plumb will draft the press release and send it to Taylor for approval.

General discussion about how the Board can best support the Library staff. Trustee Zietz will coordinate a food schedule. Taylor referenced an employee assistant program, a free service provided by the city. Trustee Edwards suggested tapping into it as a staff upheaval/stress relief resource.

IV. 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)

Trustee O'Connor moved, seconded by Zietz, to go into closed session under Wisconsin Statutes Section 19:85(1) at 8:23 a.m. Motion passed unanimously.

V. Reconvene in Open Session under Wisconsin Statutes 19.85

The meeting resumed in open session, under Wisconsin Statutes Section 19.85(1) at 8:57 a.m.

VI. Action Items to Approve

- a. 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.

VII. Announcements

- a. **Seuss-a-thon on Friday, May 14 (all day)**
- b. **Pamper Yourself Komen Collection Kickoff Event, Saturday, May 15, 12 to 2 PM**
- c. **Library Board meeting, Tuesday, May 18 at 7 PM**

Next Library Board meeting has been rescheduled to **Monday, May 24 at 8 p.m.** due to scheduling conflicts with the originally scheduled date.

VIII. Adjournment

Trustee Redding moved, seconded by Munson, to adjourn the meeting. President Taylor adjourned the meeting at 9:05 a.m.

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 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 |
| 202-46-43720-000 COUNTY AID FOR LIBRARIES | .00 | 1,847.00 | 188,129.00 | (186,282.00) | .98 |
| 202-46-43730-000 COUNTY AID LIBRARY FACILITIES | .00 | .00 | 29,501.00 | (29,501.00) | .00 |
| 202-46-46110-000 COPIER RECEIPTS | 143.78 | 886.13 | 2,400.00 | (1,513.87) | 36.92 |
| 202-46-46710-000 FINES | 1,924.84 | 7,203.14 | 24,000.00 | (16,796.86) | 30.01 |
| 202-46-46730-000 ROOM RENTALS | 160.65 | 985.17 | 1,900.00 | (914.83) | 51.85 |
| 202-46-48900-000 OTHER REVENUES | .00 | .00 | 1,100.00 | (1,100.00) | .00 |
| 202-46-48900-100 VENDING MACHINE | 351.10 | 1,033.15 | 3,800.00 | (2,766.85) | 27.19 |
| 202-46-49300-000 FUND BALANCES APPLIED | .00 | .00 | 19,000.00 | (19,000.00) | .00 |
| TOTAL PUBLIC CHARGES FOR SERVICE | 2,580.37 | 436,311.59 | 694,187.00 | (257,875.41) | 62.85 |
| TOTAL FUND REVENUE | 2,580.37 | 436,311.59 | 694,187.00 | (257,875.41) | 62.85 |

8.

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2010

LIBRARY FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|-----------------------------------|------------------|-------------------|-------------------|-------------------|----------------|
| <u>LIBRARY EXPENDITURES</u> | | | | | |
| 202-55-55110-110 | 9,459.89 | 37,746.54 | 115,500.00 | 77,753.46 | 32.68 |
| 202-55-55110-111 | 12,506.48 | 50,076.67 | 149,218.00 | 99,141.33 | 33.56 |
| 202-55-55110-112 | 38.50 | 154.38 | 700.00 | 545.62 | 22.05 |
| 202-55-55110-117 | .00 | .00 | 500.00 | 500.00 | .00 |
| 202-55-55110-119 | 7,132.54 | 26,128.74 | 84,494.00 | 58,365.26 | 30.92 |
| 202-55-55110-130 | 2,245.30 | 8,794.38 | 26,807.00 | 18,012.62 | 32.81 |
| 202-55-55110-131 | 2,415.00 | 9,021.07 | 29,250.00 | 20,228.93 | 30.84 |
| 202-55-55110-132 | 21.66 | 86.64 | 375.00 | 288.36 | 23.10 |
| 202-55-55110-133 | 3,674.50 | 14,698.00 | 43,466.00 | 28,768.00 | 33.81 |
| 202-55-55110-134 | 79.00 | 1,294.96 | 2,000.00 | 705.04 | 64.75 |
| 202-55-55110-220 | 3,064.70 | 10,258.83 | 39,000.00 | 28,741.17 | 26.30 |
| 202-55-55110-221 | 94.36 | 316.41 | 800.00 | 483.59 | 39.55 |
| 202-55-55110-222 | 32.30 | 592.82 | 3,000.00 | 2,407.18 | 19.76 |
| 202-55-55110-240 | 4,235.75 | 12,908.13 | 44,000.00 | 31,091.87 | 29.34 |
| 202-55-55110-241 | 389.15 | 40,087.27 | 41,000.00 | 912.73 | 97.77 |
| 202-55-55110-310 | 350.25 | 1,866.70 | 8,500.00 | 6,633.30 | 21.96 |
| 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 | 2.91 | 2,000.00 | 1,997.09 | .15 |
| 202-55-55110-341 | 100.00 | 317.25 | 2,500.00 | 2,182.75 | 12.69 |
| 202-55-55110-344 | 1.01 | 1.59 | .00 | (1.59) | .00 |
| 202-55-55110-350 | 120.00 | 1,291.86 | 8,500.00 | 7,208.14 | 15.20 |
| 202-55-55110-351 | 300.00 | 3,874.89 | 8,500.00 | 4,625.11 | 45.59 |
| 202-55-55110-390 | .00 | 200.40 | 400.00 | 199.60 | 50.10 |
| 202-55-55110-700 | .00 | .00 | 975.00 | 975.00 | .00 |
| 202-55-55110-809 | 1,686.01 | 1,791.75 | 5,500.00 | 3,708.25 | 32.58 |
| 202-55-55110-810 | 1,087.39 | 3,490.49 | 18,500.00 | 15,009.51 | 18.87 |
| 202-55-55110-811 | 1,922.82 | 4,352.23 | 17,000.00 | 12,647.77 | 25.60 |
| 202-55-55110-812 | 629.62 | 2,469.53 | 10,500.00 | 8,030.47 | 23.52 |
| 202-55-55110-813 | 57.22 | 505.77 | 2,500.00 | 1,994.23 | 20.23 |
| 202-55-55110-814 | 423.60 | 873.90 | 2,577.00 | 1,703.10 | 33.91 |
| 202-55-55110-815 | .00 | .00 | 1,600.00 | 1,600.00 | .00 |
| 202-55-55110-817 | .00 | 350.00 | 4,025.00 | 3,675.00 | 8.70 |
| 202-55-55110-819 | 322.75 | 853.75 | 2,300.00 | 1,446.25 | 37.12 |
| TOTAL LIBRARY EXPENDITURES | 52,389.80 | 234,436.97 | 678,687.00 | 444,250.03 | 34.54 |
| <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 | 52,389.80 | 234,436.97 | 694,187.00 | 459,750.03 | 33.77 |

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2010

LIBRARY FUND

| | PERIOD | | BUDGET | | % OF |
|--------------------------------|---------------|------------|--------|------------|--------|
| | PERIOD | YTD ACTUAL | AMOUNT | VARIANCE | BUDGET |
| NET REVENUES OVER EXPENDITURES | (49,809.43) | 201,874.62 | .00 | 201,874.62 | .00 |

| Summary of Invoices posted April 10-May 18, 2010 | | | Worksheet 1 |
|--|-------------------------|--------------------------------|--------------------|
| Expenditure Per Vendor | Account Number | Description | Total/budget line |
| Professional Development | 202-55-55110-134 | | |
| Karen Wendt Petty Cash | | mileage & parking | \$ 11.05 |
| TOTAL PROFESSIONAL DEVELOPMENT | | | \$ 11.05 |
| Utilities | 202-55-55110-220 | | |
| MG&E | | | \$ 2,384.78 |
| TOTAL UTILITIES | | | \$ 2,384.78 |
| TDS & Charter | 202-55-55110-221 | | |
| Charter | | | \$ 29.99 |
| TDS | | phone & library voice mail | \$ 182.76 |
| TOTAL TDS/CHARTER | | | \$ 212.75 |
| Service Contracts | 202-55-55110-240 | | |
| Clean Power | | contracted cleaning service | \$ 1,866.71 |
| Corporate Business Systems | | copier meter | \$ 275.52 |
| Illingworth-Kilgust | | 4/1-4/30 billing | \$ 502.33 |
| TOTAL SERVICE CONTRACTS | | | \$ 2,644.56 |
| Auto Circ Rental | 202-55-55110-241 | | |
| South Central Library System | | printer network card, licenses | \$ 409.48 |
| TOTAL AUTO CIRC RENTAL | | | \$ 409.48 |
| Office Supplies | 202-55-55110-310 | | |
| Corporate Business Systems | | toner: demita's copier | \$ 119.00 |
| DEMCO | | labels, stamp pad/ink | \$ 53.35 |
| Menards | | mounting putty | \$ 8.87 |
| Sally Buffat petty cash | | demita notebooks & card | \$ 8.97 |
| Staples | | poster putty, notebooks | \$ 135.44 |
| TOTAL OFFICE SUPPLIES | | | \$ 325.63 |
| Janitorial Supplies | 202-55-55110-340 | | |
| 1000 Bulbs.com | | GE Constant Color | \$ 108.30 |
| TOTAL JANITORIAL SUPPLIES | | | \$ 108.30 |
| Children's/YA Services | 202-55-55110-341 | | |
| Deborah Proctor | | Performer | \$ 95.00 |
| Karen Wendt petty cash | | Hawaiian Luau SRP supplies | \$ 18.50 |
| Matt Maggiacomo | | Wizard Rock concert | \$ 100.00 |
| The Art of Wonder, LLC | | Performer Geoff Akins | \$ 305.00 |
| Toni Streckert | | prize give-aways | \$ 66.00 |
| TOTAL CHILD/YA SERVICES | | | \$ 584.50 |
| Equipment Maintenance & Rep | 202-55-55110-350 | | |
| CDW-G | | apple wired keyboard | \$ 57.53 |
| Corporate Business Systems | | demita's copier | \$ 259.28 |
| TOTAL EQUIPMENT MAINTENANCE | | | \$ 316.81 |

Library Activity Report Apr-10

| Circulation | 2009 | 2010 | 2009 YTD | 2010 YTD | April '10/'09 diff by # | April '10/'09 diff by % | Mo % chg | Yr Diff | Comparison Year % |
|------------------------------|-------|-------|----------|----------|----------------------------|----------------------------|-------------|---------|----------------------|
| | April | April | | | | | | | |
| Adult | 14785 | 14295 | 59975 | 61572 | -490 | -3.31% | -4.90 | 1597 | 2.66% |
| Children | 8880 | 8238 | 34116 | 33013 | -642 | -7.23% | -6.42 | -1103 | -3.23% |
| Young Adults | 869 | 947 | 3325 | 3665 | 78 | 8.98% | 0.78 | 340 | 10.23% |
| Other | 83 | 119 | 305 | 419 | 36 | 43.37% | 0.36 | 114 | 37.38% |
| Total | 24617 | 23599 | 97721 | 98669 | -1018 | -4.14% | -10.18 | 948 | 0.97% |
| Intralibrary Activity | | | | | | | | | |
| Loaned to Other | 7605 | 6732 | 31058 | 23519 | -873 | -11.48% | -8.73 | -7539 | -24.27% |
| Borrowed From Other | 7112 | 7398 | 28540 | 29840 | 286 | 4.02% | 2.86 | 1300 | 4.56% |
| Computer Holds | | | | | | | | | |
| Computer Holds Placed | 1096 | 894 | 4662 | 4943 | -202 | -18.43% | -2.02 | 281 | 6.03% |
| Holds Filled | 5941 | 5995 | 23962 | 25453 | 54 | 0.91% | 0.54 | 1491 | 6.22% |
| Library Cards Issued | | | | | | | | | |
| Patron | 70 | 63 | 264 | 217 | -7 | -10.00% | -0.07 | -47 | -17.80% |
| Internet Sessions | 2352 | 2254 | 8632 | 9123 | -98 | -4.17% | -0.98 | 491 | 5.69% |
| Library Traffic | 12632 | 12934 | 46452 | 46479 | 302 | 2.39% | 3.02 | 27 | 0.06% |
| Adult Programs | | | | | | | | | |
| # attended | 4 | 4 | 18 | 13 | | 0.00% | 0.00 | -5 | -27.78% |
| | 62 | 112 | 242 | 294 | 50 | 80.65% | 0.50 | 52 | 21.49% |
| YA Programs | | | | | | | | | |
| # attended | 9 | 9 | 26 | 26 | | 0.00% | 0.00 | 0 | 0.00% |
| | 72 | 170 | 236 | 345 | 98 | 136.11% | 0.98 | 109 | 46.19% |
| Children's Programs | | | | | | | | | |
| # Attended | 30 | 39 | 103 | 119 | 9 | 30.00% | 0.09 | 16 | 15.53% |
| | 539 | 833 | 2065 | 2348 | 294 | 54.55% | 2.94 | 283 | 13.70% |

MONONA PUBLIC LIBRARY

ADMINISTRATION REPORT FOR BOARD MEETING May 24, 2010

LIBRARY ACTIVITY IN APRIL 2010

We experienced a disappointing slide in monthly circulation in April, down 4% from a year ago. We console ourselves that despite the reduced number, last month was still the second-highest April on record. We are up 1% for 2010 over last year's record circulation. Additionally, attendance for programs is up in all areas for 2010. The Library remains a busy place.

One area that continues to baffle us is the continued drop in circulation of children's materials. Traffic in the children's room remains at normal, high levels. We are exploring moving certain high-demand collections, such as new children's books and DVDs, to more accessible locations to ease patrons in finding materials.

Happily, we did celebrate the end of Booked for Life with a terrific reception on April 15. Attended by more than 60 community members, the party featured the always-entertaining Bob Miller as emcee. The evening was a great way to celebrate the success of a long, at-times grueling, but ultimately rewarding campaign undertaken during difficult economic times. Library staff continue to marvel at the extraordinary support that the community provides to its library.

NON-LIBRARY ROOM USE APRIL 2010

Monona Public Library rooms were used 43 times by approx. 1,095 people.

Analysis of room usage:

1a) City of Monona (City Hall) used the Media room 6 times, and the Board room 6 times, (room usage total is 12).

The average time spent by the City of Monona in MPL rooms was 21 hours.

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

2) TNS used the Board room 3 times for 6 hours and the Media room once for 3 hours. Stray Fellow Film Project used the Board room 1 time for 2 hours.

3) The Forum and/or Board rooms were rented by groups 3 times for a total of \$60.00 (i.e. 4-H Club, GSA).

4) Playtime Players used the Forum room 19 times.

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

PERSONNEL

The Library staff continues to cope with the absence of Director Demita Gerber. Hospitalized in late April for a brain aneurysm, she remains in a coma in a hospice facility in Fitchburg. Demita provided firm guidance on a daily basis, and her absence is felt keenly each day. Staff continues to think of Demita and especially of her family, who have experienced a significant trauma.

Acting Director Erick Plumb would like to thank the Library Board for their support of staff in this trying time. We would also like to warmly acknowledge the tremendous outpouring of sympathy and support by members of the public for Demita, her family, and for her staff.

The Library will hire two new pages to assist us with our busy summer months. One page will help exclusively in the Children's Room.

The City Council approved the contract with the union at their May 17, 2010 meeting. Library Assistants will see raises in their wages retroactive to January 1.

FACILITIES AND EQUIPMENT

City Administrator Pat Marsh reported that work has begun on an RFP for replacement of the HVAC systems at City Hall, the Community Center, and the Library. This will be done as part of a Community Energy Bloc grant that the City received earlier this year. We are looking forward to the implementation of a new or significantly renovated system, as we see the fine folks from Kilgust far too frequently for service calls beyond the monthly maintenance covered by our service contract.

Librarian Rob Klecker continues to do a great job keeping up with building issues and getting assistance from the building maintenance staff of the City. His assistance with daily management is much appreciated.

The volunteer garden crew, led by Leslie Johnson, have spent many hours raking and cleaning up and will be getting assistance from some of the members of the alternative high school. Also, the Library will unveil its rain bench at the June 13 Green Monona Tour. Leslie has been working with Second Rain, Inc. to install this feature as part of the Library's planned rain garden.

BUDGET AND FINANCE

At the May 13 county Directors meeting, Julie Chase of the Dane County Library explained changes in the reimbursement formula for Dane County libraries expected in 2011. Fitchburg will open its new library in July 2011 and their arrival on the scene will impact county reimbursement to other libraries. Essentially, there will be two county reimbursement formulas for 2011: one for the six months without a Fitchburg library, and another for the six months with a Fitchburg library. While other county libraries will be more significantly affected financially by Fitchburg's presence, Monona will see some drop in its county reimbursement from the county beginning next year and especially in 2012.

Prior to her illness, Demita Gerber had been obtaining bids to replace the Library's security cameras. The camera system is nearly a decade old and many parts of the building and grounds are not covered by the surveillance system. We will likely wait several months before continuing on this project. There are remaining Capital budget items for 2010 include \$5,000 for collections, \$5,000 for computers and \$15,000 for improved lighting. The Board will have to determine the timeline for pursuing these projects in 2010.

LIBRARY SERVICES AND PROGRAMS

Children's Services Monthly Report for April 2010

| <u>Programs</u> | <u>Attendance</u> | <u>Programs</u> | <u>Notes</u> |
|----------------------------|----------------------|-----------------|--|
| Monday PreK 4:30pm | 30 | 4 | Katy & Jennifer |
| Wednesday PreK 9:30 | 104 | 4 | |
| Wednesday Toddler 10:15 | 103 | 4 | |
| Wednesday 2&3 10:50 | 74 | 4 | |
| Thursday Toddler 9:30 | 78 | 4 | |
| Thursday PreK 10:15 | 67 | 4 | |
| Thursday Baby 11:00 | 36 | 4 | |
| Read to a Dog 4/5 | 15 | 1 | |
| Afternoon Storytimes | 56 | 4 | |
| Sign Language 4/10 | 35 | 1 | |
| Open House 4/12 | 80 | 1 | |
| Spanish Storytime 4/13 | 18 | 1 | MGHS Spanish students |
| Saturday Storytime 4/17 | 7 | 1 | <i>A Day on the Farm</i> |
| Winnequah Family Fun Night | 85 | 1 | 3 rd to 5 th gr parents, siblings, & teachers 4/21 |
| Trash to Treasure art show | 45 | 1 | Girl Scout Troop 2045 |
| <i>Total</i> | <i>833attendance</i> | | <i>39 programs (avg 21.3)</i> |

Notes from Karen:

- Storytime Themes: “Dance & Movement”; “Books, Books, Books!”; “A Day on the Farm”; “Sounds Like Fun!”
- Open House on April 12 from 4 to 7p.m..
- *Storytime Live!* Webpage.
- Summer: Contact sponsors, work on reading records, set up online registration...
- Picturing America Fine Art Treasure Hunt.
- National Library Week events included Early Literacy Center Open House, Spanish Language Storytime, “Books, Books, Books” storytimes, Pick a Book wall, “A Day on the Farm” Saturday storytime.
- Early Literacy Open House 4/12-
2 to 7p.m. Tours were given to about 13 individuals and small groups; Book displays and displays of the materials purchased with Pie Party funds;
4:15p.m. “I Took My Frog to the Library” puppet show with Karen Wendt and “Books, Books, Books” Storytime with Katy Morgan. New puppets displayed along with Jungle Books available for checking out.
5:15p.m. Spider Plant: When looking for ways to cut down on chemicals, one of the things we can do is have indoor plants which can help absorb pollution. During the Open House we helped children pot their own spider plant to take home. To help children learn how they can cut down on unsustainable "food miles", we checked out books about gardening.
6 to 7p.m. Meet & Greet our READ to a Dog dogs, Molly (Chocolate Lab), Molly (Bison Frieze), and Buddy (Golden Retriever).
5:30 to 7p.m. Pie for All with pies baked by several members of the Pie Party committee. Thank you!
- Contracted for the MaGic Energy show with Bob Kann for October 26, Energy Awareness Month. The show is donated by MG&E.
- READ to a Dog event
- Pick a Book bulletin board was up on March 30 for the April to May display. So far 17 have been purchased by patrons.
- Created booklists, “Books for Babies” and “Beginning with Books” for toddlers.
- Invitations to guest readers for the Dr. Seuss Read-A-Thon.
- Culver’s Coloring Contest ends April 30. We had 83 participants.
- Maintain children’s room and collections; ordering, straightening, book displays, Bulletin Boards.
- Weeding - picture books, Spanish books, Board books, Beginning readers.
- Compile reports; sort, read and reply to email; maintain event registration; readers advisory and reference; publicity. Brief tours to patrons.
- Planning & Programs: Prepare, publicize, and implement events. A survey to look for ideas from our patrons is available in print and online.

Patron Comments:

“I just wanted to let you know that the [4/12 Early Literacy] open house that was put on by the library was Wonderful. My daughter had so much fun that she didn't want to leave. She really enjoyed hearing the stories and singing the songs. Which I continued to hear most of the night. The staff was wonder[ful] especially when my daughter [proceeded] to

help everyone [by] putting a ton of dirt in their plants. She [loved] helping with the dirt, I think she spent at least 30 min doing that (which was great because she [is] only 2). She also [went to see] the (reading dogs) puppies as she calls them. She was excited that she got to pet the dogs even though she is [too] little to read to them. I hope that you continue to have these open houses. It was a really great time. Oh, and the pies that were [there] were delicious, please thank the people for making them.” Sincerely, Melissa Muir
 Regarding the Winnequah Family Fun Night: “Thanks again for all the work you and your staff did. Many of the students were very fired up about the possibilities at the library.” Christine Charlson, Teacher, Winnequah School

Young Adult Services Outreach Monthly Report for April 2010

| <u>Programs</u> | <u>Attendance</u> | <u>Programs</u> | <u>Notes</u> |
|------------------------------|-------------------|-----------------|---------------------------|
| Teen Advisory Board Meeting | 40 | 3 | (extra meeting Wizard Rk) |
| Wizard Rock concert | 77 | 1 | |
| Teen Green Event meetings | 4 | 1 | |
| Great Stories/Alt HS Program | 17 | 1 | |
| Teen Writing Workshop | 5 | 1 | |
| Total | 143 | 7 | |

Outreach and Meetings - Toni's notes

- There were 7 Booked for a Day donors featured in April
- Komen Grantee presentation May 13; promotion networking for Pamper Yourself
- Met with Sandy Kallio twice re Pamper Yourself event coordination
- Assisted with Booked for Life donor celebration
- Met with Leslie, manager of Monona Grove Starbucks re promoting adult SRP through Starbuck's gift cards as a reading incentive
- We held the third book discussion meeting here with the Alternative High School here for the ALA Great Stories grant. I was not expecting very good attendance (as mentioned earlier participation for each of the book's discussed is voluntary) and the book chosen by the ALA oddly resided deep within the borders of "Chick Lit." This Sonya Sones novel, *One of Those Hideous Books Where the Mother Dies*, is in story poem format and the protagonist is a grieving 15 year old girl who, after her mother's death, is sent to live with her movie star father who had heretofore never acknowledged her. Subplots of this book concern her boyfriend's barely concealed involvement with her best friend

and her father's barely concealed journey out of the closet. One would be hard pressed to find a book, on the surface that was less suitable for at-risk male teen readers. The assignment for the book (in addition to the discussion) was to assemble a 2 to 3 song play list (a PG one) that would reflect the viewpoint of one of the main characters .. Amazingly we had 4 boys attend the discussion and they grudgingly admitted to not disliking the novel, and the songs they chose were quite revealing—from the viewpoint of an estranged father. I am so impressed with these young men who make an effort to respond (though they do get a bit silly at times) to nearly all of our questions. Equally heartening is that the class and principal voted to extend our collaboration for one final book, *Angry Management* by Chris Crutcher (a far better choice for teen boys and at times, alienated girls). Ms Fox-Blair is providing the funding to buy books for all who opt to partipate and we are planning the final meeting for May 21. Because of this collaboration we were awarded a \$1300 grant channeled through SCLS to implement additional programming (and purchase some materials) for this public library/alternative school connection to serve at-risk teens.

- Our Wizard Rock program was a big success, attracting almost 80 participants, and hopefully boosting circulation and awareness of teenEscape. The Teen Advisory Board raised almost \$80 for teen programming through a bake sale.
- Met with Fay Augustyn, Abby Taylor and Justin Bloesch from UW Students Environmental Studies Club, MGHS Environmental Club and TAB Green Group about the May 5 teen green program and Whole Foods and Crema Café agreed to donate snacks and door prizes to promote the event.
- Katy Morgan our SLIS student finished her final writing workshops. She also created a helpful green book list/pathfinder targeted to teens for the sustainability and teenEscape sections.
- Dr. Teri Woods grew a good-sized crowd and helped to promote our wellness section. She talked extemporaneously for over an hour and was funny, engaging, and quite insightful....oh yes, she also is my good friend.

South Central Library System

The migration from Dynix Classic to Koha has been pushed back from September 7 to January 1, 2011. This was announced at the Dane County Directors meeting on May 13. Far from eliciting groans, my colleagues and I were pleased to see the date moved back. First, it was clear that many critical features of an ILS, such as Acquisitions and Serials management, would not be ready by September. Going live with a half-finished product would have significantly had an impact on library services. We had been preparing to spend the majority of our materials budget prior to September and would have had to develop our own short-term serials tracking module.

There are other benefits to delaying the migration. The summer training program was proving problematic due to staff vacations and summer reading program. We would

likely have had to close to hold an all-day inservice day in August, when we remain extraordinarily busy. Postponing to the end of year means that the cataloging and acquisitions cutoff will be at a time when library activity declines naturally. There will be one year-end process (on Dynix only) which means that libraries will have just one set of reports to work with for the state annual report. Acquisitions libraries will be able to begin on a new fiscal year, instead of in the middle of a year in progress. Migrating over one of the December holidays will mean that more libraries are closed for more days than if we migrated over the Labor Day holiday. Needless to say, this decision has significantly reduced the stress on SCLS library administrators!

Phyllis Davis' last day as Director of SCLS is on June 4. The search committee for Phyllis' replacement has 5 candidates whom they will interview the week of May 24. Phyllis has provided steady leadership to the system, and has presided over much-needed changes in the system's governance structure. SCLS is much more receptive now to the needs of its member libraries. She will be missed.

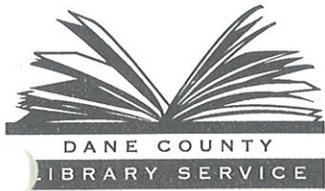
The two bandwidth stimulus grants in which SCLS and member libraries are participants were approved. Monona is not on the list because we already have fiber connection to South Central which presumably was installed when we renovated our building. However, Plumb will enquire as to whether or not Monona should in fact be included in this project.

An all Library Directors meeting is scheduled for May 27th, in lieu of the traditional annual meeting of SCLS and library employees. Erick Plumb will attend. The cost structure for SCLS should remain the same as in 2010. Library staff will provide the Board more information on SCLS fees and changes in the system's service models at the June 2010 Board meeting.

NEW BUSINESS

1. Recommend closing the Library on Monday, July 5 for Independence Day holiday.

Independence Day falls on a Sunday in 2010. Managerial staff and unionized staff receive Monday off for the holiday. Because we will be short-staffed, I recommend we close on Monday, July 5. Sun Prairie, Oregon, Stoughton, and Verona Libraries will also be closed that day.



April 5, 2010

Demita Gerber
Monona Public Library
1000 Nichols Rd.
Monona, WI 53716

Dear Demita:

At its April meeting, the Dane County Library Board determined that, based on the data supplied in your 2009 annual report to the Department of Public Instruction, the Monona Public Library meets the minimum standards of operation established through County Board Resolution 269, 2007-2008.

This means that there is no need for you to supply any further data regarding your library's performance and that your municipality is eligible to apply for exemption from the County Library Tax, subject only to the minimum appropriation/expenditure described in Section 43.64, Wisconsin Statutes. Specific amounts can not be calculated until property valuation data becomes available in mid-August.

You will be notified by September 1 of the minimum exemption requirements. At that time, you will also be provided a sample resolution your municipal governing body may use to request this exemption. Such a resolution must be adopted by your municipal governing body and be submitted to Dane County prior to the adoption of the 2011 County Budget by the Dane County Board of Supervisors.

If you have questions about the implementation of standards or about the exemption process, please don't hesitate to contact me.

Sincerely,

Julie Anne Chase
Director

JULIE ANNE CHASE
Director

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Madison, Wisconsin 53703
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SCLS PC support and network services: A new vision for service

The Cost Formula Workgroup was charged with creating a new fee structure and formula for SCLS technology and ILS services. As stated in the complete proposal, the group has decided to wait until 2011 to create a new formula because there are a number of uncertainties that make it difficult to determine a fair division of costs.

One uncertainty is the change in cost the migration to Koha may bring. We are in the middle of the migration process, and costs will become clearer once we have migrated and been active on the system for a few months.

Another uncertainty is related to PC Support and network services. The changes in the SCLS organizational structure and governance provide an opportunity for a new vision for service. However, planning for the new vision will take time, and costs for PC support and network services cannot be determined until a more developed plan is in place.

This document provides some background on the issues related to PC support and network services, a description of the new vision for service, and a brief list of what the new vision will mean for libraries.

Background

In the past, the SCLS integrated library system (ILS) service, access to the wide area network, and support for devices attached to the network were rolled together into a package of services purchased by being a part of LINK.

There were some limitations to the network services provided through LINK:

- The software that could be added to patron computers was limited.
- There was a large cost to add workstations after the budget was passed.
- Wireless for the public was not accommodated.

As a result of these limitations, libraries that participated in LINK began to use secondary internet service providers (ISP) (Charter, TDS, etc.) to accommodate needs that could not be met. Libraries that did not participate in LINK could not be part of the network, so they also used these secondary ISPs to get internet access for patron and staff machines.

Over time, this division has created a split in PC support around the system. At SCLS, there are two groups of people providing purchasing, staging, and support of computers, which has resulted in redundant work among the SCLS staff. It has also created a support system that is difficult for library staff to navigate, requiring them to have specific knowledge about the SCLS structure before they can receive support. In addition, some libraries developed in-house technical support to deal with computers on secondary networks. This additional layer of support created more redundant work at the library level, particularly in the areas of purchasing and staging computers, and the research necessary to complete this work.

In 2008, when libraries were surveyed about technology issues, this division of support and the associated complications to service were identified as significant problems.

The new vision for service

The new organizational and governance structure at SCLS allows us to begin a paradigm shift for how we provide these services. Our intention is to separate the ILS services from network and PC support services, and to maintain existing services while improving how service is provided. Libraries will be able to choose to use the ILS and network/PC support services, or just the network/PC support services. Libraries will also have the option to maintain computers with in-house technical support, but to include those computers on the SCLS network, with more flexibility and control than the standard patron and staff computer model. The separation of computer support will go away, which means libraries will be able to call one number for help with all of their technology needs. Staff will be cross-trained to provide support for all computers on the network. Libraries that are not ILS participants will be able to use SCLS as their internet service provider, giving them the opportunity to have very high-speed, high-quality access.

Staff will also be able to provide remote support for all computers, which means that travel to the library will not be necessary for many support calls, resulting in better response times and better service for all computers.

To achieve this vision of service, some changes will have to be made. SCLS will no longer be able to support computers that receive internet access through secondary ISPs (Charter, TDS, etc.). Libraries that are already part of the SCLS network (former "LINK" members) will be expected to move all computers to the SCLS network if they want SCLS to continue to support their PCs. Libraries that have been getting internet access only through secondary providers will be expected to pay to participate in the SCLS network to continue to receive support from SCLS staff. For libraries with specific and complicated network needs, SCLS and the library will work together to find a mutually satisfactory solution.

There are many details to work out, and this shift will take time. However, it is our hope that we will be able to begin moving computers away from secondary ISPs to the SCLS network in 2011, with the intention to have all computers supported by SCLS on the SCLS network by the end of 2012.

As a new cost formula is developed in 2011 (for 2012), these changes will be reflected in the new fees.

What this means for libraries

To summarize what this change will mean for libraries:

- Libraries will be expected to move all computers supported by SCLS to the SCLS network by the end of 2012.

- Libraries that are currently not part of the SCLS network will be expected to pay for network and PC support service beginning in 2012 if they wish to continue to have SCLS support.
- After 2012, SCLS will no longer support computers that are not part of the SCLS network.

Rev: 03/29/2010