

10

AGENDA –
Monona Public Library Board
Library Conference Room

Tuesday, October 20, 2009
7 p.m.

- I. Call to Order.**
- II. Public Appearances**
- III. Consent Agenda**
 - a) **Minutes of September 15, 2009 Board meeting**
 - b) **Financial Report for September 2009.**
 - c) **Monthly bills for September 10, 2009 to October 13, 2009**
- IV. Information Items**
 - a) **2010 Budget update**
 - b) **Foundation and Library Friends Update**
 - c) **Library Administration Report**
- V. Action Items to Approve**
 - None**
- VI. Announcements**
 - a) **Library will be closed half day on November 5th for staff development. We will open at 1:00pm**

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.

Draft Minutes
Monona Library Board
Library Board Room
September 15, 2009

Library Board Present: Andrew Taylor (presiding), Jim Busse, Val Edwards, Mary O'Connor, Edward Van Gemert

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

Absent: Ben Redding and Melissa Zietz.

President Taylor called the meeting to order at 7:12 p.m.

Director Gerber reported to the Board that the Friends of the Monona Library have pledged \$5000 to the Booked for Life endowment campaign, and will consider additional donations to the campaign after their book sale in October. Demita stated that the combination of pledges and contributions is now around \$26,000 (that would be \$39,000 when matched).

The Library Foundation agreed to start the "Booked for a Day" funds drive in November. Persons who have already pledged \$500 will be offered the opportunity to have the library booked in their name for one day if they wish. The minimum contribution will be \$60 for individuals and \$100 for businesses.

There was discussion of what the "Booked Owner" would receive. Each "Library Owner" could pick a day on the 2010 calendar. For that day, the library would be named after the "owner," their ownership would be highlighted on the electronic display in the lobby, they would receive a certificate naming them as Library Owner for the day, and they would have a reserved parking space.

Trustee O'Connor stated that Library Webpage needs to make it clearer that we will accept smaller contributions for the Endowment Campaign. There is also a need to mention the "Booked Donation Box" at the Circulation Desk.

The Director discussed the problems with removing the unsightly spider webs from under the overhang. Ideally, power washing should be used. But there are heat sensors in the overhand ceiling that short-out when water comes in contact with them. This is what happened last year and this year when power washing was done. To clean the webs using more labor intensive methods would cost an additional \$800.

This year water resulted in activating the fire alarm, which needed to be shut off by the Monona Fire Department and then re-set by Simplex Grinnell.

Gerber then discussed the 2010 Budget, which is due to the Mayor by the end of September. Funding for the Monona Library is divided between the City of Monona and Dane County. The City gives 2/3's funding and the county provides the other 1/3.

At this point, no one knows what percentage of funding the County will be providing; 70% funding is required by state law. Last year the libraries were funded, for the first time, at 100%. If the county funding were cut below 88%, the Monona Library would have to cut its public access hours.

Last year the library added hours for public use, without adding any additional staff. To reduce costs, the Library has begun offering fewer programs for children and adults. Despite this, circulation has gone up significantly. Gerber pointed out, it would not be possible to keep the same hours with lower funding. Individuals, who suggest that the library should be open fewer hours to reduce operating costs, need to keep in mind that it can be counter productive. Currently, the county reimburses each library based on its circulation. Having fewer hours can also have a significant impact on the number of items checked out, which would result in decreased revenue.

Trustee Edwards (who is the Librarian for Monona- Grove High School) recommended not deciding about hours at this time. She stated that hours could always be cut later if need be.

Trustee Busse questioned the proposed use of budget fund balances to help fund the Library in 2010. He expressed the need to present a more austere budget to the Council and the Mayor. The City has requested department heads to submit a 0%, -1%, and -3% budget. Busse pointed out that the part time salary line on the proposed budget was 10% higher than the previous year.

Gerber informed the Board that on July 24, 2009, the federal minimum wage was increased from \$6.55 per hour to \$7.25 per hour. In order to encourage staff retention, wages for *experienced part-time staff* were also increased, while new hires would receive minimum wage for their first year of service (a probationary increase was eliminated). This resulted in an increase in the budget.

Demita also expressed concern with the rising cost of the health insurance policy offered by the City. Unlike the State of Wisconsin, the City provides no insurance selection and requires employees to pay a percentage of the premiums.

Busse also expressed concern that a greater amount of the fund balance was added to this year's budget than last year's. Gerber pointed out that even though the Board has added fund balances to previous budgets, they have never actually used those funds. When all was said and done, other budgeted funds were sufficient without tapping fund balances. This has been due to staff time-off and periods when positions have been vacant, prior to hiring replacements.

The Director admitted that the Library was currently over-staffed with librarians, but this was needed to create a strategic plan for the future, before she retires. Also, staff is needed for collection and staff development. Demita suggested that if a budget short-fall should occur, she was willing to take furlough days or reduce her hours from 40 to 30 per week.

President Taylor recommended that the Library Board prepare its justifications for using a fund balance in 2010.

Gerber mentioned the "Focus on Energy" report she recently received. The report is lengthy. Some report highlights were that many areas of the Library do not have sufficient lighting, and there is need to provide window coverings and better exterior doors to conserve energy.

ACTION ITEMS:

- A. Busse moved, seconded by Edwards to approve the Consent Agenda. Motion passed.
- B. O'Connor moved, seconded by Edwards to approve submitting the Library Budget as amended, estimating County Funding at 95% at \$188,129, facilities at \$29051, and use of \$19,000 from the Library Fund Balance. Motion passed.
- C. Edwards moved, seconded by Van Gemert to approve "Booked For A Day" with contributions at \$60 for individuals (and families), \$100 business contribution and what donors will receive as amended. Motion passed.

Edwards moved, seconded by Van Gemert, to adjourn. Motion passed.
President Taylor adjourned the meeting at 8:45 p.m.

The next regular meeting of Monona Library Board will be held at 7:00 p.m. on Tuesday, October 20, 2009, in the Board Room of the Monona Library Building.

Recorder: Chris Lazaneo

Minutes approved by the Board on _____, 2009.

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CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2009

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY EXPENDITURES</u>					
202-55-55110-110	8,196.33	81,965.79	111,879.00	29,913.21	73.26
202-55-55110-111	11,544.04	108,348.34	142,190.00	33,841.66	76.20
202-55-55110-112	31.00	296.14	700.00	403.86	42.31
202-55-55110-117	.00	.00	500.00	500.00	.00
202-55-55110-119	7,489.80	58,474.02	73,091.00	14,616.98	80.00
202-55-55110-120	.00	80.54	.00	(80.54)	.00
202-55-55110-130	2,100.44	19,446.72	25,120.00	5,673.28	77.42
202-55-55110-131	1,952.36	18,783.30	26,423.00	7,639.70	71.09
202-55-55110-132	21.66	190.62	375.00	184.38	50.83
202-55-55110-133	3,307.60	30,006.77	51,655.00	21,648.23	58.09
202-55-55110-134	.00	885.00	2,000.00	1,115.00	44.25
202-55-55110-220	2,390.53	23,784.83	45,000.00	21,215.17	52.86
202-55-55110-221	118.45	562.38	800.00	237.62	70.30
202-55-55110-222	534.15	1,787.67	2,400.00	612.33	74.49
202-55-55110-240	5,336.13	30,774.61	44,060.00	13,285.39	69.85
202-55-55110-241	.00	39,556.44	40,141.00	584.56	98.54
202-55-55110-310	860.47	7,206.92	9,000.00	1,793.08	80.08
202-55-55110-312	.00	1,180.06	3,600.00	2,419.94	32.78
202-55-55110-321	.00	.00	200.00	200.00	.00
202-55-55110-340	.00	1,610.99	2,000.00	389.01	80.55
202-55-55110-341	.00	1,055.26	2,500.00	1,444.74	42.21
202-55-55110-344	(.20)	68.43	.00	(68.43)	.00
202-55-55110-350	.00	6,761.42	4,775.00	(1,986.42)	141.60
202-55-55110-351	.00	3,189.70	7,375.00	4,185.30	43.25
202-55-55110-390	.00	170.71	419.00	248.29	40.74
202-55-55110-700	.00	.00	975.00	975.00	.00
202-55-55110-702	18.06	128.91	.00	(128.91)	.00
202-55-55110-809	10.00	1,796.80	4,500.00	2,703.20	39.93
202-55-55110-810	1,566.47	15,315.08	16,084.00	768.92	95.22
202-55-55110-811	1,011.85	10,668.73	17,000.00	6,331.27	62.76
202-55-55110-812	469.69	6,851.00	10,000.00	3,149.00	68.51
202-55-55110-813	297.49	1,765.16	2,000.00	234.84	88.26
202-55-55110-814	353.26	2,059.26	2,300.00	240.74	89.53
202-55-55110-815	.00	1,621.87	2,000.00	378.13	81.09
202-55-55110-817	.00	1,736.00	3,000.00	1,264.00	57.87
202-55-55110-819	148.50	1,791.68	2,300.00	508.32	77.90
TOTAL LIBRARY EXPENDITURES	47,758.08	479,921.15	656,362.00	176,440.85	73.12
<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	47,758.08	479,921.15	671,862.00	191,940.85	71.43

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CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2009

LIBRARY FUND

	PERIOD		BUDGET		% OF
	PERIOD	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET
NET REVENUES OVER EXPENDITURES	(45,736.00)	185,157.93	.00	185,157.93	.00

Accounts Payable - September 10, 2009 to October 14, 2009				
Items	Account Code	Expenditure Per Vendor	Total per budget line	
Library Materials	202-55-55110			
Adult Books				
Baker & Taylor - NF	811	\$ 1,173.65	\$	1,173.65
Baker & Taylor -AD/FIC	811	\$ 1,304.53		
Amazon - AD/FIC	811	\$ 30.80	\$	1,335.33
Children				
Baker & Taylor	812	\$ 2,022.41	\$	2,022.41
Young Adult				
Baker & Taylor	813	\$ 188.15	\$	188.15
Large Print				
Gale Group	814	\$ 326.96		
Baker & Taylor	814	\$ 52.66	\$	379.62
Electronic Materials				
Recorded Books	810	\$ 609.82		
Baker & Taylor	810	\$ 21.99		
Amazon.com	810	\$ 1,231.97	\$	1,863.78
Electronic Info Sources				
AWE Software Update	817	\$ 350.00	\$	350.00
Periodicals				
Wis. State Journal	809	\$ 247.00	\$	247.00
Acquisitions Total	\$7,559.94			
TDS				
Phone	221	\$ 146.44	\$	146.44
Vending Expenses				
Pepsi	819	\$ 92.00	\$	92.00
Service Contracts				
Simplex-Grinnell	240	\$ 1,183.85	\$	1,183.85
Equipment Maintenance				
Kilgust	350	\$ 165.00		
TDS - 2 replacement phones	350	\$ 599.20	\$	764.20
Office Supplies				
Menards	310	\$ 6.49		
DEMCO	310	\$ 155.98		
Corp. Bus. Systems	310	\$ 119.00	\$	281.47
Children/YA Services				
Performer - Weeden	341	\$ 100.00		
Performer - Helb	341	\$ 50.00		
Performer - Rocker	341	\$ 100.00	\$	250.00
MGE				
MGE	222	\$ 2,332.65	\$	2,332.65
Water Utility				
Monona	222	\$ 32.20	\$	32.20
Lib. Material Replacement				
Refund to Waunakee Library	0.012	\$ 39.98	\$	39.98
Refunds to patrons	0.012	\$ 25.00	\$	25.00
Total Expenditures		\$12,682.73		\$12,682.73

Library Activity Report - September 2009

Circulation	#23	2008		2009		2009		2009		Sept '08 Vs Sept '09		Comparison	
		September	September	September	September	Yr to Date	Yr to Date	Yr to Date	Yr to Date	Month Difference by number	Months	Year diff	Year % Change
	Adult	13953	14804	121652	134571	851	6	12919	11				
	Children	8809	7714	68705	77243	-1095	-12	8538	12				
	Young Adults	863	786	7783	8554	-77	-9	771	10				
	Other	91	89	764	730	-2	-2	-34	-4				
	Total	23716	23393	198904	221098	-323	-1	22194	11				
Intralibrary Activity													
	Loaned to Other	7220	7687	71534	69289	467	6	-2245	-3				
	Borrowed From Other	6412	6728	54355	61988	316	5	7633	14				
Computer Holds													
	Computer Holds Placed	1384	1191	9542	10597	-193	-14	1055	11				
	Holds Filled	5210	5580	45865	51371	370	7	5506	12				
Library Cards Issued													
		100	67	535	625	-33	-33	90	17				
Reg. Internet Sessions													
	Wireless Internet		1934										
	Total Sessions	2357	2247	18427	19827	-110	-5	1400	8				
Library Traffic													
		12052	11543	104310	110665	-509	-4	6355	6				
Adult Programs													
	# attended	2	7	25	29	5	5	4	33				
		39	99	311	409	60	60	154	32				
YA Programs													
	# attended	6	6	67	64	0	0	-3	-4				
		118	41	927	1119	-77	-65	192	21				
Childrens Programs													
	# Attended	24	27	241	202	3	13	-39	-16				
		537	577	6043	4758	40	7	-1285	-21				

MONONA PUBLIC LIBRARY

ADMINISTRATION REPORT FOR BOARD MEETING October 20, 2009

LIBRARY ACTIVITY IN SEPTEMBER 2009

We are surprised by the very slight decrease in circulation last month, and believe this could be attributed to the mandatory, one day closing for furlough in early September. It is also possible that the Monona Drive project, which has gotten into full swing, inhibits eastside users from doing the trip to the library. We will watch this closely to see if a new pattern is developing. What is confusing is that most of the loss in circulation has occurred in the Children's (-12%), and Young Adult (-9%) areas. On the other hand, Adult circulation rose 6% in September 09 compared with September 08.

We are doing a two-week count of library reference and information questions received in order to provide an annual figure for the state report for library activity in 2010.

Obviously, a great deal of attention has been focused on fund raising and setting up the different ways that folks can participate in Booked for Life or a Day. Mary O'Connor serves as Foundation treasurer and she has begun to pick up a lot of the follow-up responsibilities, but we still have to do considerable marketing and advertising.

ROOM USE FOR SEPTEMBER 2009

Monona Public Library rooms were used 35 times by approx. 875 people. Here is the analysis of room usage:

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

The average time spent by the City of Monona in MPL rooms was 25 hours.

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

2) The Board Room was used one time by TNS for 2 hours.

3) The Forum and/or Board Rooms were not rented this month

4) Playtime Players used the Forum Room 18 times.

Study Rooms were used 73 times in September. .

PERSONNEL

Rob Klecker, Support Services Librarian, reported that staff illnesses and unexpected family emergencies made for difficult scheduling in the month of September. Toni Streckert was out for several days for surgery and several staff members had bad colds. So far, there is no report of the H1N1 virus hitting the staff. We have provided Instant Hand Sanitizer bottles throughout the library, and encouraged staff to do use it freely and frequently.

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

Training

- Ronda, Erick and Rob K. are preparing to review circulation procedure for the staff on the staff development half-day in November. The Director attended Security Awareness training at SCLS, a Risk Management workshop at the City, the SCLS/Link Technology Planning meeting at Olbrich Gardens, the South Central Library Celebration, and a Strategic Planning workshop at SCLS. We have signed Chris Lazaneo up for an online tutorial class from UW to learn how to use the ACCESS database
- Erick Plumb is attending one day at the Wisconsin Library Association annual conference in Appleton, and Karen Wendt will be doing a pre-conference there as well.
- Toni Streckert is attending an all day workshop at UW-Whitewater on Library .2 tech- nologies, and we will be launching a Facebook page for TAB.
- Jennifer Falkowski will be completing her seasonal assignment in the Children’s Room at the end of October. We can hopefully rehire her when things get busy in spring and summer.

September 2009 Volunteer Report

Adult Regular volunteers

Name	Monthly Total Hours Worked
Bill Lofthus	13.5
Jim Sheets	4
Fran Grove	4.25
Arthur Wiczorek	2.5
Janice Johnson	6
Trudy Kuhn	10
David Baer	5.5
Kim Flickinger	2

Total Adult Monthly Hours: 53.75

Total Adult Volunteer Hours for 2009: 602.5

Adult Volunteer activities performed: Shelving and shelf-reading. Materials weeding and helping with pick-list. Bill Lofthus assists exclusively with afternoon pick-list. Fran Grove helps weed the collection & with item processing. Arthur Wiczorek helps clean the Fish tank. Janice Johnson & Trudy Kuhn assist with Technical Services.

New Adult volunteer: Kim Flickinger

FACILITIES AND EQUIPMENT

We have been advised by Kilgust that we are due for changes in the HVAC compressors and are beginning to get pricing information. The need for upgrades in HVAC equipment for the Community Center, City Hall and Library have been fully articulated in the Focus on Energy and the City has applied for support in funding these upgrades.

As the need for heat in the building became apparent in early October, we discovered a problem with controlling the temperature in the new part of the building. We were getting cold air and heated air at the same time. They are still working on the problem.

After many months of follow up and prodding, we at last can say that the rubberized resurfacing of the joint between the roof of the older building and the roof of the new addition has now been completed. We will wait until spring of 2010 to see if the solution is long-lasting, before we pursue fixing the interior damage (caused by leaks and ice dams, in the area along the seam between the two buildings). There are several places in both sections and in the lower level that have damaged ceiling tiles that will eventually need to be replaced.

BUDGET AND FINANCE

Board President, Andrew Taylor, and the Library Director met with the Mayor, City Administrator, and Finance Director to review the Budget Request for 2010. We are still seeking clarity on anticipated funding for libraries from Dane County. The very latest is that it will be at 100% but that the direct service provider, Dane County Library System itself will see a budget shortfall. While the funding may be projected at the 100% level in 2010, each library in Dane County may need to pay their portion of cost for delivery and outreach, normally paid out of the Dane County reimbursement funds before the funds are distributed. Therefore, we are using the 88% figure in the budget and have increased the amount that can be deployed from the fund balance. (See attached Budget Sheet.)

The Pie Party held the first Saturday in October rose over \$6,000 to be used by the library for its Early Childhood Literacy Center. We provided a table of information to promote additional donations via the Friends and/or the Foundation, and purchased a lot of pies for family and friends. The community sponsors were absolutely incredible.

Mary O'Connor served on the committee as the Friend's of the Library Board representative. Everyone put in an incredible number of volunteer hours and their dedication is quite moving.

The Friends of the Monona Library have recently voted to donate \$5,000 to the Booked Life Endowment Fund and will review an additional pledge for the future two years after their book sale in October.

At the moment, we have pledges or cash for Booked for Life of \$27,878. We have revitalized our marketing to engage more participants in the opportunity. We are still concerned that we have a limited time to solicit the pledges, and get as much of the matching funds from the Foundation as we can.

Finally, Madison Community Foundation is proposing a new grant opportunity that will affect all eighteen Dane County Libraries. They will work with use to create a humanities endowment totaling \$2 million within the next five years. According to Tom Linfield, the "endowment earnings will fund materials acquisition and event programming in the humanities." The plan is to apply to the NEH for \$500,000 (deadline is May, 2010), to be matched by \$1.5 million within five years. A group of Dane County Library Directors met with MCF on October 15, including Monona, and reviewed elements of the plan. While being keenly interested in the project, we feel that we need to focus attention in the next several months on our own matching endowment project. So, we do not plan to volunteer to serve on the steering committee (that has been asked to help Mr. Linfield write the grant).

LIBRARY SERVICES AND PROGRAMS

Children's and Young Adult Monthly Report for September 2009

<u>Children's Programs/</u>	<u>Attendance</u>	<u>Programs</u>	<u>Notes</u>
Wed 9:30 Storytime	148	4	
Wed 10:15 Toddler time	67	4	16 avg, 23, 14, 14, 16
Wed 11a.m. Toddler time	64	4	16 avg, 10, 16,20, 18
Thurs 9:45 Toddler time	52	4	13 avg, 14, 13, 14, 11
Thurs 10:30 Storytime	100	4	25 avg, 24, 28, 27, 21
Thurs 11 Baby Time	50	4	12 avg., 10,12,14,14
Family Night Plant a Garden	34	1	
T4K Family Night	52	1	
Read to a Dog	10	1	
<i>Total</i>	<i>577</i>	<i>27</i>	

<u>Teen Programs</u>	<u>Attendance</u>	<u>Programs/Meetings</u>
General TAB meeting	14	1
TAB Decorating Committee	6	1
TAB Twilight Fest Committee	3	1
TAB Potterfest Committee	10	1
TAB Newsletter	4	1
And /Teen Read Week Committee		1
TAB Officers Meeting	4	1
Total:	41	7

Nintendo Wii Games: Wii (teen, Fri): closed, 9, 1, 0.
 Three programs with 9 attending. We have stopped doing this program in the fall.

Sept. Meetings

- 10: Met with Toni about upcoming events, staffing & PR needed
- 14: Met with Deborah Proctor, the Recycle Bug
- 15: Stacey Pipson re: Wisconsin Book Festival planning
- 28: Met with Erick about publicity for upcoming events

Notes from Youth Services staff

- Karen has been very busy ordering materials into order to close-out the regular and Capital budgets before the end of the year.
- Created the November December Events; including storytimes, family events, Tellabration and publicity calendar.
- Supervised YS Page, Jennifer Falkowski.
- Planned, publicized, and implemented T4K Family Fun Night held September 16.
- Maintained displays and publicized the October 3 Pie Party fundraiser. Developed purchase strategies for the Library Director on how we can spend the funds that are raised at the Pie Party (update, \$6100).
- Worked on booking performers for SRP 2010.
- Contacted area daycare centers, preschools, learning centers to update contact information and invite them to use the Monona Library.

“Spider Plant Garden Family Storytime”

- Karen and Vanessa presented stories and songs in English and Spanish; Bridget, a patron of the library who comes to programs, donated pots and prepared sprouts for children to plant and take home. While we did more programs this year than last, more of them were repeat storytimes to save time and we have offered fewer special events.
- Worked with Stacey Pipson to plan class visits to the Monona Public Library this fall.

Comments:

- *“Whoever came up with the Read-to-a-Dog program should give them a pat on the back. It’s a great idea. I’m sure it really encourages the children to open up and read.”* spoken by a man who saw the poster for the Read-to-a-Dog Program.

- A dad who was at both the T4K Family Night and the Read to a Dog Program said he and his daughter prefer the Monona Public Library to any other in the area.

Notes from Toni:

- Teen Express continues to do well and we have ordered new titles. These however get counted in the adult circulation rather than YA.
- Our amazing TAB group is still expanding. The Teens have decided to elect officers and establish a set of guidelines regarding attendance, participation and behavior for TAB membership. It was very well thought out. They are also meeting in affinity groups: Decorating Teen Space, Harry Potter Fest, Teen Read Week, Twilight fest, Events Committee, and TAB Officers. Committee heads then report on progress at the monthly TAB meetings. They have decided to cap the TAB membership at present for efficiency (they are rather large number for a TAB group, but so far it works). Interested teens can still participate in events and be on our mailing list and join individual groups but not necessarily be on the Board.

We have an informal goal of trying to get a newsletter out every 6 weeks and are also looking into setting up a Facebook presence.
 TAB teens have also signed up to volunteer for the Pie Party and the Friends Book sale. As I've said, they are an amazing bunch!

Adult Services Report for August Erick Plumb

Erick Plumb – September 2009 Report

Outreach, Programming, Customer Service, and Information Literacy

- Film Series started with a collection of short films on September 11; drew 23 people. On September 25, we screened The Drummer and had 8 people in attendance.
- Book-a-Librarian program: three sessions
- We gave an Intro to the Internet course on September 17, followed by a Health Information Online course on September 24. This drew a total of six people.
- Green Tuesdays re-started with two programs with a total of 39 people in attendance.
- In keeping with UW Reads, we held a special “Green Wednesday” discussion of the works of author Michael Pollan that drew 23 people.

Collection Development and Management

- Held a week-long Fine & Lost book Amnesty, September 13-19. We received 38 lost items back, about double what we average per week.
- In September we ordered 89 consumer health titles for the Health & Wellness Collection.
 We proctored exams for four independent students.

Mr. Plumb:

- Attended SCLS Governance Meeting on September 18 with Director
- Attended September 29 Legal Information Workshop at SCLS
- Attended Job Search Resources Online webinar on September 11
- Attended Regional Resources for Elderly and Caregivers on September 30
- Assisted in planning for Monona Pie Party on October 3
- Along with Rob Klecker & Ronda Pettey-Kucher, began planning for Staff In-service training on November 6.
- Mr. Plumb has assigned Circulation Supervisor, Rob Klecker, to develop a revised staff orientation packet for new employees, and will oversee the development of these materials by mid-November.

South Central Library System News

South Central will be moving to their new facilities in November. They will be moving several servers from Madison, which will necessitate being down briefly. We will need to use the backup software, PC Reliance, when this happens. Internet terminals may also be down sporadically.

SCLS held another Technology Planning meeting at the Olbrich Gardens on September 18th to present the committee's proposed reorganization plan for integrating the LINK staff and operation with their own. The change in organizational structure will require individual library board approval from each of the South Central libraries. Again, the most noticeable change is that we will be utilizing a representative form of governing to make technology decisions. The virtue of this model is that it will be more efficient, decisions can be made more rapidly, and technology services will be integrated under one department at SCLS. The challenges are that we no longer have a direct say in many areas of technology deployment and cost, but will need to work through the specific individuals selected to represent us.

We have attached the just received new contract from SCLS and suggest a reading of it by the Board to be considered as new business at the November meeting.

The Library Director is serving on the interview committee for the Technology Manager position at SCLS. After reviewing 23 excellent resumes, we will be interviewing eight candidates over a three-day period during the last three days of October in order to make a selection.

The SCLS Marketing and Public Relations Committee has developed a new project called, "Libraries for Real Life." We are seeking stories from patrons that highlight how the library has contributed to transformation in their lives. Personal stories will be mounted on a web page and also be present in individual libraries. We are delaying the announcement of the project until the last week in October, because of all the other Booked for Life/ Day/ Pie Project/ Book and Bake Sale/Budget going on this month.

NEW BUSINESS

There is no new business to execute on the agenda. Discussion regarding possible ways to proceed with Strategic Planning is invited.

**Resolution 09-09-1654
Monona Common Council**

A Resolution Requesting Exemption from County Library Tax

WHEREAS, the Dane County Board has established a county library and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes; and

WHEREAS, the Dane County Library Board has determined that the library serving the City of Monona meets the minimum standards of operation established by County Board Resolution 269, 2007-2008 in compliance with Section 43.11 (3) (d) of the Wisconsin Statutes; and

WHEREAS, Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city which levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year; and

WHEREAS, the City of Monona will appropriate in 2009 and expend in 2010 an amount in excess of that calculated above;

NOW, THEREFORE, BE IT RESOLVED that the City of Monona hereby requests of the Dane County Board of Supervisors that the City of Monona be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2);

BE IT FURTHER RESOLVED that confirmed copies of this resolution be forwarded by the city clerk to the following party: Director, Dane County Library Service, 201 W. Mifflin St., Madison, WI 53703.

Adopted this 21st day of September, 2009.

BY ORDER OF THE COMMON COUNCIL



Robb B. Kahl
Mayor

ATTEST: 

Joan Andrusz
City Clerk

Requested By: Demita Gerber, Library Director

Council Action:
Date Approved: 9-21-09
Date Disapproved: _____
Vote: unanimous

Forwarded as directed above 9-22-09.

TO: Library Board Presidents – C/O Library Director (*LINK*)
 FROM: Phyllis Davis, Director, Stef Morrill, Associate Library Director, South Central Library System (SCLS)
 DATE: October 14, 2009
 RE: New SCLS Governance Structure & Replacement for the LINK Agreement

As we mentioned in our memo dated July 13, SCLS has been working with groups of member librarians since last year to study the issues and identify changes needed to make our decision-making structure more agile, flexible and responsive. Conferences with member libraries to discuss and approve these changes were held on May 15th and September 18th, where member library directors agreed to proceed with implementing these changes. The resulting new SCLS governance model and two copies of the new "Agreement to Participate in a Shared Automated Resources System" are attached.

The biggest change for your library is probably that the LINK consortium, as a stand-alone entity, is dissolved. This changes the shared automated Integrated Library System (ILS) from a separately governed service with its own governance body and bylaws, into a system service aligned with other system services, while still maintaining opportunities for all library directors to be included in decisions about budget and service priorities. The cost to your library for ILS services in 2010 does not change under this new agreement. The formula for apportioning costs also does not change in this agreement. However, we anticipate a change in the formula in 2010, after which your library will need to sign a new agreement.

✓ Please take action on the "Agreement to Participate in a Shared Automated Resources System," at your November or December Library Board meeting. Our goal is to have the new governance structure in place at the beginning of January 2010. If you accept the agreement, which is based on the previous LINK agreement, please sign both copies and return them to SCLS by December 31st. The SCLS Board President will sign both copies and return one original to you.

We anticipate that library board members may have questions about how these changes impact their libraries. Two opportunities to discuss this information have been scheduled: October 26 from 12:00 to 1:00 and November 4 from 4:00 to 5:00. These webinar sessions are an opportunity for board members to ask questions of SCLS staff and Governance Task Force members. You may register for the sessions by going to: <http://host.evanced.info/scls/evanced/eventcalendar.asp>

Please feel free to contact us at any time if you have any question or concerns. We will make ourselves available as much as possible during the next couple of months:
 Phyllis Davis (608) 246-7975 or pbdavis@scls.lib.wi.us
 Stef Morrill (608) 245-5799 or smorrill@scls.lib.wi.us

TIMELINE

SCLS MIGRATION TO KOHA

DATES	EVENT	RESPONSIBILITY
DATA MIGRATION		
10/6/09-12/10/09	Pre-mapping consultation I	SCLS/LINK
12/10/09	Approve code configurations	LINK
12/11/09-12/21/09	Pre-mapping consultation II	SCLS/LINK
12/21/09-1/22/10	Data mapping	SCLS
1/25/10-4/2/10	Data test load I	LibLime/SCLS
2/15/10-3/12/10	Review test data	Migration Committees
4/3/10-5/24/10	Data test load II	LibLime/SCLS
4/26/10-5/7/2010	Review test data	Migration Committees
5/7/2010	New Code Cutoff	
DEVELOPMENT		
Nov. 2009-Jan. 2010	Phase I	LibLime
Nov. 2009-Jan. 2010	Testing	Migration Committees
Feb. 2010-Apr. 2010	Phase II	LibLime
Feb. 2010-Apr. 2010	Testing	Migration Committees
May 2010-July 2010	Phase III	LibLime
May 2010-Aug 2010	Testing	Migration Committees
SETUP		
10/16/09	System Admin Training	LibLime/SCLS
Oct. 2009-	Configure system	SCLS
July-Aug	PAC Customization	SCLS
TRAINING		
Apr.-May 2010	Prepare wireless lab	SCLS
Apr. 2010	LibLime on-site training	LibLime/SCLS
May 2010-June 2010	Prepare training	SCLS
July 2010	Train the trainer Hands on with lab Webinars	SCLS/LINK
Aug. 2010	Library staff trained	LINK
Late Aug. 2010	Refresher webinars & tutorials	SCLS/LINK
CUTOVER		
8/30/10	Stop cataloging, ACQ & Serials on Dynix	LINK
9/1/10 or 9/3/10	Stop circulation	LINK
9/3/10 or 9/7/10	Go Live on Koha	LINK
LINK		
Key event		
Migration Committees		

Demita Gerber

From: Tom Linfield [tlinfield@madisoncommunityfoundation.org]
Sent: Thursday, October 01, 2009 4:31 PM
To: Demita Gerber
Subject: meeting to discuss grant opportunity for libraries

Hi Demita,

I'd like to invite you to a meeting at the Madison Community Foundation to discuss a new grant opportunity. As we look out beyond the current library collection project one of the opportunities we see is to create a large endowment for Dane County libraries. I'm inviting five or six of the county and Madison library staff for an initial brainstorming meeting on October 15th from 10-11:30am.

In a nutshell, the National Endowment for the Humanities (NEH) has a challenge grant program to help strengthen non-profit humanities programming and content. The grants are quite large (we'd see a \$500,000 application possibility), with a four-year, 3:1 matching requirement. This would result in a \$2 million endowment for the participating libraries of Dane County. I've written two successful proposals for this NEH program in the past, so know the program well and think this would be a good fit. We propose submitting a coalition proposal, with MCF taking the lead in the grant writing, and then helping the libraries raise the match. The matching timeline is generous and MCF staff would certainly help in terms of funding strategies and prospect identification. We would also likely provide a grant towards the match.

To learn more about the NEH Challenge Grant program, see:
<http://www.neh.gov/grants/guidelines/challenge.html>

Please let me know if you can make the meeting.

Thanks,

Tom

Tom Linfield
Vice President, Grantmaking and Community Initiatives
Madison Community Foundation
2 Science Court
P.O.Box 5010
Madison WI 53705-0010
T: (608) 232-1763 FAX: (608) 232-1772
tlinfield@madisoncommunityfoundation.org
www.madisoncommunityfoundation.org

10/14/2009

National Endowment for the Humanities Challenge Grant Program

Opportunity: MCF will work with a Dane County public library consortium to create a humanities endowment totaling \$2 million within the next five years. The endowment earnings will fund materials acquisition and event programming in the humanities. We can apply to NEH for \$500,000 (deadline is May, 2010), to be matched by \$1.5 million within five years.

Program Description

NEH challenge grants are capacity-building grants, intended to help institutions and organizations secure long-term improvements in and support for their humanities programs and resources. Grants may be used to establish or enhance endowments that generate expendable earnings to support ongoing program activities. Funds may also be used for one-time capital expenditures (such as construction and renovation, purchase of equipment, and acquisitions) that bring long-term benefits to the institution and to the humanities more broadly.

Programs that involve collaboration among multiple institutions are eligible as well, but one institution must serve as the lead agent and formal applicant of record.

Sample match and release schedule for a regular challenge grant

NEH Challenge offer of \$500,000, with a three-to-one matching ratio

	Year 1	Year 2	Year 3	Year 4	*Year 5	Total
NEH funds (federal) offered	\$50,000	\$175,000	\$175,000	\$100,000	n/a	\$500,000
Nonfederal funds to be raised	\$150,000	\$525,000	\$525,000	\$300,000	n/a	\$1,500,000
Total grant funds	\$200,000	\$700,000	\$700,000	\$400,000	n/a	\$2,000,000

* year five available if needed.

Challenge grants timetable

<i>December 1, 2009</i>	Date prior to the May deadline from which advance fund-raising may count toward the matching requirement.
<i>Six weeks before deadline</i>	Target date for submission of draft proposals for comment by NEH staff.
<i>May 1, 2010</i>	Receipt deadline for applications.
<i>December 2010</i>	Notification of awards.
<i>July 31</i>	Annual date after notification by which the grantee must submit certification of the gifts required to claim each year's installment of federal funds.
<i>July 31, 2015</i>	Campaign finished