

AGENDA –
Monona Public Library Board
Library Conference Room

Tuesday, August 18, 2009
7 p.m.

- I. Call to Order.**
- II. Public Appearances: Monona Library Foundation members**
- III. Consent Agenda**
 - a) **Minutes of July 28, 2009 meeting**
 - b) **Financial Report for July 2009.**
 - c) **Monthly bills for to July 23, 2009 to Aug 14, 2009**
- IV. Information Items**
 - a) **Report on Contributions and Fund-raising Strategy**
 - b) **Library Administration Report**
 - c) **2010 Budget Preview**
- V. Action Items to Approve**
 - a) **Election of Board Officers**
 - b) **Change start date for Unique Management and approve Contract**
 - c) **Revised Collection Development Policy**
 - d) **Amnesty Week, September 13th through September 19th**
- VI. Announcements**
 - a) **South Central System Celebration**
9/24 at Lake Windsor Golf Club
 - b) **Pie Party at Community Center, 10/3**
 - c) **Friend's Booksale, 10/17 and 10/18**
- 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
July 28, 2009

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

Also Present: Demita Gerber, Chris Lazaneo, Erick Plumb

Guest: Patrick Marsh, Monona City Administrator

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

Director Demita Gerber reported on the "Booked for Life" endowment fundraising campaign. She stated that we were getting a fairly good response from the personal letters sent out by Foundation and Library Board trustees. We currently stand at \$15,300 in contributions / pledges which is not very close to the \$100,000 target.

She stated she could provide donation letters, with the current month, to any trustee who had not already sent out their letters. Ben Redding's list of potential and actual donors, which is stored on the internet, has been kept up-to-date. Before sending out letters, trustees should recheck that list to make sure their potential donors have not already donated or had a mailing sent to them.

Strategies for increasing donations to "Booked for Life" were discussed: possible: a fall library event, in-library informational book mark distribution, and a local newspaper story (reporting on this fundraising drive and our success to date).

Gerber stated that in August donation request letters will be sent to local businesses. She reminded the Board that all pledges must be in by the end of December 2009, but payments can be made through 2011.

President Taylor asked that a nominating committee be formed to nominate persons for board offices. Val Edwards, Melisa Zietz, and Jim Busse agreed to perform this task and present their nominees at the next Board Meeting.

Teens were not showing up for the programs that we had provided so some cancellations were necessary. Nevertheless, there was a significant increase in over-all circulation.

Library staff has created a nice environment with lots of new books in easy-to-find locations. Our new Health Collection is an attraction, and our over-all circulation has increased by 13% for the year.

Andrew Taylor suggested generating a "Good News" article for the Herald, accompanied by a chart of how Monona ranks in circulation with other area libraries.

Patrick Marsh, City Administrator, explained the city's mandated furlough day. He stated that the City's budget was in the red and that to put it into the black again could be done by having every City employee take one day off without pay, and by keeping a hiring freeze in place. This, along with a police dispatch position not being filled, would result in the necessary savings. The furlough day designated by the Mayor is September 4th. He stated that one union has issued a grievance, but he hope it can be resolved. The City's only other option would be to cut a staff position. The trustees asked questions and after discussion agreed to approve a furlough day for library staff. This would reduce the City 2009 appropriation to the Library by about \$1300 for 2009.

Gerber informed the Board that she wished to retract her request that the library also be closed on Saturday, September 5th.

Trustee Busse inquired about the progress in getting the leaking library roof fixed before winter. Marsh stated that the City is getting some other roofs fixed and when the roofer comes to fix those, he will have the library's roof looked at to determine what needs to be done. Busse also asked about the Focus On Energy Report. Marsh stated that Jennifer Everhart is finalizing the report and will assist the City in applying for energy-saving grants funded by the federal Stimulus Package.

The Director mentioned the library's security gate has not been working for some time. 3M now provides the service for this mechanism. Demita stated she has held off on getting it fixed because of repair costs and also due to discussions with other library directors that have suspended their use of security devises as a cost-saving measure. It appears that absorbing the cost of stolen items is less expensive than the cost of magnetic stripping.

Demita presented her case for using a collection service. She recommended Unique Management Services, with years of experience working with libraries. They send letters to patrons that owe more than \$50 for lost books or fines. The service is being successfully used by a number of Dane County libraries including Madison, Middleton, McFarland and Sun Prairie. The Board Trustees requested that use of this service be preceded by a fine-free amnesty time period, during which patrons can return items declared lost and thereby reduce the fees they owe.

ACTION ITEMS:

- A. Van Gemert moved, seconded by Edwards to approve the Consent Agenda.
Motion passed.
- B. O'Connor moved, seconded by Redding, to approve the use of Unique Management Services as a fees collection service for a trial period of three months starting September 15, 2009, to be preceded by a Fine-Free Amnesty Week
Motion passed.

C. Van Gemert moved, seconded by Edwards, to approve the library's participation in the City-wide employee furlough day on September 4th and refund to the City \$1357 of the current Library appropriation.
Motion passed.

O'Connor moved, seconded by Zietz, to adjourn. Motion passed.
President Taylor adjourned the meeting at 8:40 p.m.

The next regular meeting of Monona Library Board will be held at 7:00 p.m. on Tuesday, August 18, 2009, in the Board Room of the Monona Library Building.

Recorder: Chris Lazaneo

Minutes approved by the Board on _____, 2009.

5

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2009

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	424,357.00	424,357.00	.00	100.00
202-46-43720-000	COUNTY AID FOR LIBRARIES	.00	184,569.00	164,205.00	20,364.00	112.40
202-46-43730-000	COUNTY AID LIBRARY FACILITIES	.00	30,565.00	27,700.00	2,865.00	110.34
202-46-46110-000	COPIER RECEIPTS	250.75	1,700.62	2,300.00	(599.38)	73.94
202-46-46710-000	FINES	1,673.45	15,188.20	22,000.00	(6,811.80)	69.04
202-46-46730-000	ROOM RENTALS	.00	1,056.43	1,300.00	(243.57)	81.26
202-46-48900-000	OTHER REVENUES	.00	543.00	1,500.00	(957.00)	36.20
202-46-48900-100	VENDING MACHINE	285.75	2,500.46	3,500.00	(999.54)	71.44
202-46-49300-000	FUND BALANCES APPLIED	.00	.00	25,000.00	(25,000.00)	.00
TOTAL PUBLIC CHARGES FOR SERVICE		2,209.95	660,479.71	671,862.00	(11,382.29)	98.31
TOTAL FUND REVENUE		2,209.95	660,479.71	671,862.00	(11,382.29)	98.31

6

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2009

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	UNION STAFF SALARIES	9,177.13	64,901.86	111,879.00	46,977.14	58.01
202-55-55110-111	MANAGEMENT SALARIES	12,102.60	84,701.70	142,190.00	57,488.30	59.57
202-55-55110-112	SHIFT DIFFERENTIAL	31.75	241.14	700.00	458.86	34.45
202-55-55110-117	LONGEVITY PAY	.00	.00	500.00	500.00	.00
202-55-55110-119	WAGES, PART-TIME	6,340.72	43,713.99	73,091.00	29,377.01	59.81
202-55-55110-120	OVERTIME	.00	80.54	.00	(80.54)	.00
202-55-55110-130	FICA	2,136.72	14,943.90	25,120.00	10,176.10	59.49
202-55-55110-131	WISCONSIN RETIREMENT	2,125.99	14,460.79	26,423.00	11,962.21	54.73
202-55-55110-132	LIFE & DISABILITY INSURANCE	21.83	147.30	375.00	227.70	39.28
202-55-55110-133	HEALTH INSURANCE	3,327.61	23,391.57	51,655.00	28,263.43	45.28
202-55-55110-134	PROFESSIONAL DEVELOPMENT	.00	885.00	2,000.00	1,115.00	44.25
202-55-55110-220	GAS & ELECTRIC UTILITIES	1,998.18	18,520.50	45,000.00	26,479.50	41.16
202-55-55110-221	TELEPHONE	63.22	381.29	800.00	418.71	47.66
202-55-55110-222	WATER & SEWER UTILITIES	32.30	1,253.52	2,400.00	1,146.48	52.23
202-55-55110-240	SERVICE CONTRACTS	2,749.78	22,312.46	44,060.00	21,747.54	50.64
202-55-55110-241	AUTO CIRCULATION SYSTEM RENTAL	421.44	39,556.44	40,141.00	584.56	98.54
202-55-55110-310	OFFICE SUPPLIES	421.27	5,771.39	9,000.00	3,228.61	64.13
202-55-55110-312	POSTAGE	1,019.76	1,151.32	3,600.00	2,448.68	31.98
202-55-55110-321	PUBLIC NOTICES	.00	.00	200.00	200.00	.00
202-55-55110-340	JANITORIAL SUPPLIES	215.96	1,140.44	2,000.00	859.56	57.02
202-55-55110-341	CHILDREN'S/YA SERVICES	227.27	982.58	2,500.00	1,517.42	39.30
202-55-55110-344	CASH OVER/SHORT	(.06)	68.61	.00	(68.61)	.00
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	.00	6,761.42	4,775.00	(1,986.42)	141.60
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	102.19	3,189.70	7,375.00	4,185.30	43.25
202-55-55110-390	OTHER SUPPLIES & EXPENSE	.00	170.71	419.00	248.29	40.74
202-55-55110-700	SOUTH CENTRAL NET LENDER PYMT	.00	.00	975.00	975.00	.00
202-55-55110-702	LSTA GRANT EXPENDITURES	.00	65.61	.00	(65.61)	.00
202-55-55110-809	PERIODICALS & PAMPHLETS	221.00	1,594.40	4,500.00	2,905.60	35.43
202-55-55110-810	PERIODICAL, PAMPLETS & AV SOFT	1,397.37	13,191.76	16,084.00	2,892.24	82.02
202-55-55110-811	ADULT BOOKS	540.84	8,775.27	17,000.00	8,224.73	51.62
202-55-55110-812	CHILDRENS BOOKS	395.81	4,778.91	10,000.00	5,221.09	47.79
202-55-55110-813	YOUNG ADULT BOOKS	6.92	1,196.39	2,000.00	803.61	59.82
202-55-55110-814	LARGE PRINT BOOKS	329.09	1,395.66	2,300.00	904.34	60.68
202-55-55110-815	REFERENCE BOOKS	.00	1,561.92	2,000.00	438.08	78.10
202-55-55110-817	ELECTRONIC INFO SOURCES	.00	1,736.00	3,000.00	1,264.00	57.87
202-55-55110-819	VENDING MACHINE EXPENSE	391.72	1,394.40	2,300.00	905.60	60.63
TOTAL LIBRARY EXPENDITURES		45,798.41	384,418.49	656,362.00	271,943.51	58.57
<u>TRANSFERS</u>						
202-55-59210-212	ACCOUNTING SERVICES	.00	.00	4,500.00	4,500.00	.00
202-55-59210-510	INSURANCE	.00	.00	11,000.00	11,000.00	.00
TOTAL TRANSFERS		.00	.00	15,500.00	15,500.00	.00
TOTAL FUND EXPENDITURES		45,798.41	384,418.49	671,862.00	287,443.51	57.22

CITY OF MONONA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 7 MONTHS ENDING JULY 31, 2009

7

LIBRARY FUND

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
NET REVENUES OVER EXPENDITURES	(43,588.46)	276,061.22	.00	276,061.22	.00

Accounts Payable - July 23, 2009 to August 14, 2009			
Items	Account Code	Expenditure Per Vendor	Total per budget line
Library Materials	202-55-55110		
Adult Books			
Baker & Taylor - NF	811	\$ 14.03	
Baker & Taylor - FIC	811	\$ 61.08	\$ 75.11
Amazon - AD/FIC	811	\$ 236.38	\$ 236.38
ALA	811	\$ 128.00	\$ 128.00
Children			
Baker & Taylor	812	\$ 761.18	\$ 761.18
Young Adult			
Baker & Taylor	813	\$ 94.73	\$ 94.73
Large Print			
Gale Group	814	\$ 202.93	\$ 202.93
Electronic Materials			
Amazon	810	\$ 521.16	\$ 521.16
Periodicals			
NY Times	809	\$ 192.40	\$ 192.40
Acquisitions Total	\$2,211.89		
TDS			
Phone	221	\$ 58.93	\$ 58.93
Building Maintenance			
Werner Electric Supply	351		
Janitorial Supplies			
Kranz	340	\$ 70.60	\$ 70.60
Service Contracts			
Clean Power	240	\$ 2,262.28	
Kilgust	240	\$ 487.50	
Subtotal			\$ 2,749.78
Office Supplies			
Petty Cash - Lazaneo	310	\$ 28.79	
Reimbursement - Lazaneo	310	\$ 49.98	\$ 78.77
DEMCO	310	\$ 159.59	\$ 159.59
Corp. Bus. Systems - Copies	310	\$ 289.42	\$ 289.42
SCLS	310	\$ 467.23	\$ 467.23
Subtotal	\$ 995.01		

Accounts Payable - July 23, 2009 to August 14, 2009				
Items	Account Code			
MGE				
MGE	222	\$	2,873.80	\$ 2,873.80
Postage				
Petty Cash - Chris	312	\$	18.92	\$ 18.92
Child / YA Services				
Petty Cash - Toni/Karen	341	\$	72.68	\$ 72.68
Lib. Material Replacement				
Refunds to Patrons	0.012	\$	74.00	\$ 74.00
Total Expenditures			\$9,125.61	\$9,125.61

Library Activity Report - July 2009

Circulation	2008		2009		2008		2009		July '09 vs July '08 Month Difference by number	Comparison		Year diff	Comparison	
	July	July	July	July	Yr to Date	Yr to Date	Yr to Date	Yr to Date		Months % Change	Year % Change			
Adult	14425	15549	93681	103811					1124	8	10130	11		
Children	8696	9903	51991	60821					1207	14	8830	17		
Young Adults	1138	1313	5835	6531					175	15	696	12		
Other	78	87	610	547					9	12	-63	-10		
Total	24337	26852	152117	171710					2515	10	19593	13		
Intralibrary Activity														
Loaned to Other	8470	8125	56997	54049					-345	-4	-2948	-5		
Borrowed From Other	6329	6922	41497	48112					593	9	6615	16		
Computer Holds														
Computer Holds Placed	1169	1304	7094	8091					135	12	997	14		
Holds Filled	5479	5735	35372	40034					256	5	4662	13		
Library Cards Issued														
	62	66	370	487					4	6	117	32		
Reg. Internet Sessions														
Wireless Internet		2016												
Total Sessions	2050	2261	13893	15175					211	10	1282	9		
Library Traffic														
	14008	14229	80216	85693					221	2	5477	7		
Adult Programs														
# attended	1	0	22	22					-1	-100	0	33		
	12	0	247	310					-12	-100	63	26		
YA Programs														
# attended	14	9	52	53					-5	-36	1	2		
	81	133	748	1027					52	64	279	37		
Childrens Programs														
# Attended	29	17	199	166					-12	-41	-33	-17		
	939	657	4791	4069					-282	-30	-722	-15		

MONONA PUBLIC LIBRARY

ADMINISTRATION REPORT FOR BOARD MEETING August 18, 2009

LIBRARY ACTIVITY IN JULY 2009

We've had another successful month with increases occurring at the 10% level for the month and 13% for the year. The summer reading game was quite successful. During the month of July, we saw a great improvement in the number of teens and adults participating in the Summer Reading Program. Children's circulation went up by 17% for the month and Young Adult circulation saw a 12% increase. Library traffic increased by 2% for the month and 7% for the year. We are gratified to have these double digit increases, and we will be watching closely as we go into the fall to see if the work on Monona Drive will be affecting the number of people visiting the library and checking out materials.

ROOM USE FOR JULY 2009

Monona Public Library rooms were used 26 times by approximately 520 people.
Analysis of room usage:

1. City of Monona (City Hall) used the Media Room 10 times, the Forum Room once and the Board Room 6 times (room usage total is 17). The time spent by the City of Monona in MPL rooms was 41 hours.
2. The Monona Senior Center used the Forum Room/Board Room for classes 4 times for classes for a total of 4 hours.
3. The Media Room was not used by outside groups this month. The Board Room was used five times by "The Natural Step" for 10 hrs.
4. There were no paid room rentals for July 2009. Study Rooms were use 129 times.

PERSONNEL

Union Update

The union contract is up at the end of 2009. Ronda Kucher is the shop steward for the library and membership includes Rob Smithson and Toni Streckert. The City has settled its union contracts in the following manner.

2010	2.75%
2011	2.75%
2012	3%
2013	3%

The union has also filed a grievance over the City and Library furlough day scheduled for September 4th. The City labor attorney helped draft a letter in response which is at the end of this report.

Training

In order to meet current contract requirements, the library needs to offer a day of in-service training. We had thought about scheduling it on September 11th, but we will be closed the Friday before and do not feel it is good to close two Fridays in a row. We will be coming up with another date in the fall. The focus will be on the new Consumer Health Collection and a review of circulation desk procedures.

A good deal of training provided by SCLS is brought to us online now. This certainly saves on travel expenses and is an effective way of keeping everyone's skill levels high. **Staff continues to meet every month for an all staff meeting and this is also a training opportunity.**

Monona Public Library - July 2009 Adult Volunteer Report

	Monthly Total Hours Worked
Bill Lofthus	21.25
Richard Rawling	8.5
Jim Sheets	5
Fran Grove	2.75
Arthur Wiczorek	2.5
Martha Lehman	1.25
Maxine Vang	0
Janice Johnson	7
Trudy Kuhn	11
David Baer	4.5
Wayne Chase	1.75
Gregg Punswick	5
Judy Lynn	1.75

Total Adult Volunteer Monthly Hours: 72.25, Total Adult Volunteer Hours for 2009: 503.25

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

New Adult volunteers: None

Adult Volunteers Dropping Out: Both Dick Rawling and Martha Lehman gave notice that they would no longer be volunteering. Both have gotten part-time jobs. While we will miss their service, the fact that their time here assisted them in getting paid employment is a credit to our volunteer program.

FACILITIES AND EQUIPMENT

We still have not received a report from Focus on Energy (based on the tour of the Library building on June 30). They will identify projects that could possibly be eligible for external funding, either through the federal stimulus or other grants. We are hopeful that some funding might be provided to add new doors and weather vestibules at the two other library entrances. We also need weather protection shades.

There has been a breakthrough in getting some expert attention on the roof leaks. On Monday, August 10, the City Engineer, Alderman Busse, and a roofer checked out the problems on the roof.

During the first week of September, windows will be washed, and the outside areas power washed, where warranted. The spiders that congregate inside the overhang ceiling will be flooded with soapy water. Hopefully, this will reduce the unsightly webs that seem to exponentially grow this time of year. We are also hopeful that some of the bubble gum residue can be removed from the concrete in front of the door.

Charter Cable has informed us that we will no longer get free data access. We will be charged \$29 a month. Apparently, cable companies won a court case and are no longer required to offer free access to municipal governments and their agencies.

BUDGET AND FINANCE

A preliminary budget will be submitted for the Mayor's review at the end of September. It would be good to meet with the Library Board Finance Committee to put together the details and strategy, before the next Library Board meeting

At the moment, the Dane County reimbursement projections for 2010 are at 88% of the full funding we are eligible to receive. We will use the figure of \$174,267 for Operating Expenses (reductions to meet the County Executive's Target). If we were able to get full funding it would have be \$198,031, a difference of \$23,764. The Facility Reimbursement would also be at 88%, which means \$26,911 instead of \$30, 580. This year we got 100% financing at \$30,565 for Facility Reimbursement, and \$184,569 for a total of \$215,134. If we cannot successfully lobby the County to fund us at 100% in 2010, we will most likely receive a total of \$201,178, which means a cut of \$13,956 from funding levels of 2009.

This equates into two part time Library Assistants at 11 hours each. This year lobbying efforts to improve this level of funding may surely be warranted. We will keep the Board posted regarding specific opportunities.

At the moment, we have been instructed to prepare a zero increase budget (meaning a zero increase in appropriations from the City) and a -1%, and -3%, as well as a Library Board budget. Salary increases for non-union, full time employees are proposed at 2.5%. Current union contracts for other than the library union are 2.75% for 2010, 2.75% for 2011, and then 3% for each year, 2012, and 2013. The Library's union contract is up this year and possibly those proposed salary increases may change, but we can consider budgeting at the same level that the other City unions have accepted. We have not as yet been contacted by the union regarding next year's contract.

Foundation

Hopefully, all Board members on the Foundation and Library Board have sent out their personal canvass letters for participation in the Booked for Life project. This is a reminder that MCF will give us three years to collect on pledged amounts, which means a typical donor can pledge \$500, and pay it in increments over the next three years. All pledges must be received by December 31, 2009, but to be eligible for the MCF match they can be paid by the end of 2011. We need to set up a way to emphasize the need for pledging by the end of this year. Also, we are working on tracking the pledges and updating our database.

The business campaign to solicit larger donations for segments of the collection is in progress. For \$5000, we will purchase a collection of up to 30 items a year. There are related levels of participation which go as low as \$1,000. The letters of invitation were sent out by Library staff in early August under the signatures of Bill Bathke and Bob Miller.

At the moment, we have a total of \$15,988 in pledges or cash for Booked for Life, and we are halfway into the month of August. We are reworking some of our promotional statements on the web page and will also need to consider another event, perhaps in November, to focus on meeting the pledge deadline by the end of December.

Foundation members have been invited to attend the Library Board meeting on August 18th. Hopefully, some new ideas will prompt better participation in the fundraising effort.

LIBRARY PROGRAMS AND SERVICES FOR JULY

Children's and Young Adult Monthly Report for July 2009

Tuesday Performers	67	1	Talent Show 7/7 – Donor Monona State Bank
Tuesday Performer	71	1	Create a Play 7/14
Tuesday Performer	137	1	Traveling Lantern 7/21
Tuesday Performance	85	1	Creation Stations, staff & JVs 7/28
Wednesday Storytime	133	5	July 1, 8, 15, 22, 29
Thursday Got Art	58	3	July 9(17), 7/16(19), 7/23(22)
Friday Discovery Days	62	2	Musical Instruments (7); Balloon (55)
Read to a Dog	15	1	
Class Visit, July 10	16	1	Maywood Back to Kindergarten
Class Visit, July 21	13	1	Helped kids find books to cko
Total	657	17	

Reading Adventures

As of Tuesday, July 30 we had 798 readers registered (552 on June 23). 106 Read to Me/preK readers; 382 BookHoppers/ Kto5th grades; 97 Artrageous Readers/ Gr 6 to 8; 183 HS/Adult readers; 30 Summer School group.

Nintendo Wii Games: Wii (family, Thr) 28; (teen, Fri) 24

<u>Teen Programs</u>	<u>Attendance</u>	<u>Programs</u>
TAB meeting	12	1
Recycled Art Lab	3	1
Theater Games	11	1
Junior Volunteer Awards	16	1
Teen Drum Workshop	21	1
Amazing Art with Andy	9	1
Teen Knitting	6	1
Total :	76	7

Meetings:

July 1: Going away cake for Jean Tupper

July 29: Meet briefly with Libby Howting re: Pie Party facepainting activity

Notes from Youth Services staff

- Update events on Engaged Patrons registration page and other websites.
- Continued to work on Summer Reading Program, preparation of and running events, contacting performers, training and supervision of 21 Junior Volunteers.
- Junior Volunteers donated over 740 hours of time up to July 29.
- Storytimes: Color & Movement; Games Around the World; Parade Day; Music & Dance; Let's Create Good Things to Eat!
- Plan and create the September /October Calendar of Events; including storytimes, family events, Library Card Sign Up month, Wisconsin Book Festival.
- Write and send event and service information for Fall 2009 for the City of Monona Guide, Friends of the Library Newsletter, and Around Town Monona.
- Jennifer Falkowski started her seasonal 11 hour work week on July 19 ending Oct 25, to help keep up with the busy Children's Room.

Comments:

- "The Junior Volunteers did an excellent job running the Got Art? Origami program!"
- On behalf of Madison Children's Museum, thank you for your participation in this years *Book It to the Museum* promotion. As requested, here is the total number of Monona Library patrons that visited the museum during the month of May: **63**. Thanks again for your participation and help in making this a successful event. Jackie Shapiro, Communications/Marketing Intern, Madison Children's Museum. jshapiro@madisonchildrensmuseum.org

Notes from Toni:

- Absolutely Art provided supplies for the “Got Art” and “Amazing Art with Andy” programs
- Ben LeRoy of the new publishing house, Tryus Books (in Madison) has agreed to hold a program on writing and publishing a mystery book (or other genres)
- Starbucks of Monona agreed to provide additional prizes due to the popularity of the Adult Reading Program.
- Junior volunteers and Teen Advisory Board members planned and ran both a children’s art and reading program (total: 18 participants and 5 volunteers) and a Teen Theater Arts Workshop (total: 11 participants and 3 volunteers), for 2 successful programs
- Teen newsletter for July was planned, designed and written by TAB members (Toni as consultant)

The Youth Services Department will be scaling back activities in the fall, because of the uncertain effect on the library due to Monona Road construction. We also feel that more patron access difficulty will be experienced next spring through fall of 2010.

Adult Services Report for July Erick Plumb

Outreach, Programming, Customer Service, and Information Literacy

1. Worked the July 4th Community Festival in the afternoon.
2. Created content for digital video display monitor in Library’s entrance.
3. Maintained BookLetters software on the Library’s website. Created new item newsletters and uploaded new item webpages on the website.
4. Book-a-Librarian program held a record-breaking **ten** sessions.
5. Provided reference and readers advisory services to patrons.
6. Provided a Library newsfeed of events on Twitter.
7. There were no adult programs in July. However, significant time was spent on planning fall programs.
8. Assisted in writing text for City’s fall newsletter.
9. Met with representatives from the Oak Park Place retirement community about possible joint program offerings for seniors.

Collection Development and Management

- Ordered **134** consumer health titles to order for Health & Wellness Collection; moved collection to permanent location across from computer corral
- Catalogued Library’s newspaper microfilm holdings. We have Monona newspapers on microfilm from 1955-59 and from 1968-1999. Prepared to write grant proposal in August that would allow us to digitize these holdings.

Staffing and Professional Responsibilities

- In charge of the Library during Director’s vacation, July 16 - July 25
- Adult volunteers put in 65.5 hours in July.
- Corresponded with John DeBacher at DPI about issues relating to City furlough
- With Director, met with SCLS’s Vickie Teal Lovely on July 7 to discuss issues regarding MOO’s relationship with SCLS, issues involving circulation and automation, as well as the 2010 migration to Koha.

17

The Winnequah Festival library booth was a success. We definitely had a great strategic location-- on the way to the beer and food tents. We ran out of helium, but not balloons....so, if we wish, we can use the balloons at the Pie Party. Although we didn't have anyone register for Booked for Life, we certainly won the good will of parents and children.

South Central Library System news

The Director and Assistant Director, met with LINK Software Support Specialist, Vickie Teal Lovely, on July 7 to discuss issues regarding Monona Library's relationship with LINK and SCLS. We discussed concerns involving circulation and automation, as well as the 2010 migration to Koha.

Migration is now planned for Labor Day 2010 and not Memorial Day as originally proposed. It is well known that this is a tentative date, Hopeful, the migration can be accomplished before the end of the year, 2010.

SCLS is hosting another Technology Planning meeting at the Olbrich Gardens on September 18th to present the committee proposed reorganization plan for integrating the LINK staff and operation with their own. The PLAC committee looked at the proposal at suggested the August meeting and made suggestions at that time.

SCLS will have a System Celebration on September 24th, beginning at 6:00pm at the Lake Windsor Golf Club. Trustees should have received invitations in the mail. Please RSVP before Sept. 3rd.

18

NEW BUSINESS

- 1) **Election of Board Officers for Board President and Vice President for 2009-2010.**
- 2) **Change the date of initial service from Unique Management Services from September 1st to September 15, 2009 and approve attached contract.**

Staff seeks postponement in order to train the staff and to have time to prepare for the amnesty that will proceed the start period for the collection agency.

- 3) **Approve the Collection Development policy as revised.**

There are a minimum number of revised areas but the policy should be reviewed and revised on a frequent basis.

- 4) **Provide an Amnesty Week for overdue and lost materials owned by Monona Library to begin on Sunday, September 13 and end on at closing on Saturday, September 19th.**

Intended to give people a chance to get long overdue materials returned us prior to sending their record into the collection agency. Amnesty Week will be announced on August 31st.

Changes in the revised Collection Development Policy Draft August 2009

The Monona Public Library Collection development Policy was last updated in 1997. Changes in the scope of the collection, information-seeking behaviors of the public as well as changes in technologies, have necessitated a revision of the previous policy.

The first three sections (**Purpose, Function, Mission, and Roles**, and **Principles**) of this policy are largely unchanged from the 1997 version.

Sections IV-V discuss the responsibilities and criteria for selection, both taken largely from the previous version. Sections VI (Selection Tools) and VII (Collection Maintenance and Weeding) are new, based on a policy from White Plains, New York.

Changes to the Library collection descriptions (Section VIII) were made to reflect changes in scope of the Library's collection (i.e. new collections such as Sustainability and the Health & Wellness Collection), and changing technologies, such as the replacement of video- and audiocassettes by DVDs & CDs, plus the rapid decline of reference.

Previously, the Library had Gift and Donations of Materials guidelines posted, but no formal policy that we could find. The purpose of adding the Gifts portion of the revised policy is to elucidate the reasons why a donated item may or may not be added to the collection to potential donors, and also how the Library handles cash donations for new materials purchases.

The Reconsideration of Library Materials (X) portion is completely revised. It is based on similar policies in Middleton and in West Bend. The revised policy restates the need for a diversity of viewpoints within the Library's collection and that items with merit will be selected even if some may find the item potentially offensive. Also added, in light of the situation in West Bend, where a small group of residents repeatedly challenged books of similar subjects on similar grounds, is set of procedures to handle repeated or redundant requests.

Significant changes are underlined.

Monona Public Library
Collection Development & Management Policy
2009 Revision - DRAFT

I. Purpose:

Is the intent of this document to provide for public understanding the purpose of the Library's collection and how it was developed as well as to give guidance and direction to Library staff for materials acquisition and collection maintenance.

II. Function, Mission, and Roles:

Function - It is the function of the public Library to provide library services to the residents of Monona. The Library also maintains service contracts with Dane County and the South Central Library System, which provide certain library services to seven counties in southern and central Wisconsin.

Mission - The Monona Public Library's primary mission is to provide, through the use of a variety of technologies, current, high-demand materials in a wide range of formats and subjects to fill the information and recreation needs of area residents and businesses. Through a balanced, well-maintained and current collection, the Library also seeks to stimulate the reading and learning interests of our citizens--from preschool children through the life-long learning or vocational needs of adults and seniors. We also seek to provide timely, accurate reference and information services to our customers, using the resources of our collection, electronic sources, and the broad resources of our regional library system.

Roles - In carrying out this function and mission, the Monona Public Library established two major roles. One is to act as a *popular library* where residents would have convenient access to current and high demand materials.

The second role is to act as an *information and enrichment* center where the public has access to a basic collection of up-to-date and accurate information supplemented by the resources of other libraries through an automated network and supported by an interlibrary delivery system.

The Library has also established a minor role as a *child's door to learning* where children are encouraged to develop an interest in reading and learning through services for children and their families.

III. Principles

Certain principles shape the nature and use of the collection. These include:

The principle of free thought. The collection contains original, critical, and sometimes unorthodox ideas necessary for the functioning of a democratic society and therefore public opinion is not the sole guide for the selection of material. It is the Library's position that society is at greater risk through the suppression or censorship of information and ideas than from their free and open distribution.

The principle of free and open use for all. Individual choice is paramount and protected. Materials are arranged in a way to facilitate access to the information. They are not marked or identified to show approval or disapproval of contents. No restriction is placed on their use except for the purposes of protecting them from theft or damage.

The principle that the collection covers the interests and views of all ages. Selection for materials for adults is not restricted by the possibility that children or adolescents may obtain materials some consider inappropriate. All patrons regardless of age have access to the entirety of the Library's collection. Responsibility for a child's use of the library materials, regardless of format or content, lies with the parent or guardian, not with the Library.

The Monona Public Library supports the American Library Association's *Library Bill of Rights*, which reaffirms these principles.

IV. Responsibility for Selection

The Library Board vests the Library Director with responsibility for collection development and management, and the Library Director operates within a framework of policies reviewed and approved by the Library Board of Trustees. The Library Director recommends policy and budget to carry out the collection development program, determines allocation of resources, assigns library staff the responsibility for carrying out the program, and oversees results.

V. Criteria for Selection

Selection is based upon awareness of the diverse needs and interests of the individuals in this community, balanced against evaluation of materials and knowledge of the collection's strengths and weaknesses. The selection process is also shaped by budgetary and space considerations, and the accessibility of alternative information sources, such as the South Central Library System's Library Interchange Network (LINK), of which Monona Public Library is a member.

General criteria for selection are listed below. An item need not meet all of the criteria in order to be acceptable:

- Literary and/or artistic merit
- Public demand. Demonstrated or perceived interest by patrons. An item in great demand may be purchased despite negative reviews

- Evaluation in standard review media
- Reputation or qualifications of the author, performer, or publisher
- Receipt or of or nomination for major awards or prizes
- The need for added material in subject area
- Quality of art and illustrations. Especially significant for children’s materials.
- Present and potential relevance to the community,
- Appropriateness. Supports library’s mission and role and enhances existing collection
- Price. Has value in proportion to its cost

VI. Selection Tools

Library staff rely on standard review sources such as *Library Journal*, *Booklist*, and *Publisher’s Weekly*. Patron or staff recommendations, reviews or notices in the general media, publisher catalogs, bibliographies prepared by experts in a field, and other tools may be used. Strong patron demand for copies of materials at other SCLS libraries may influence the Library’s decision to purchase a title.

VII. Collection Maintenance, Replacement, and Weeding

Library staff regularly review items in the collection to ensure that they continue to meet patrons’ needs. Materials that are worn, obsolete, unused, or unnecessarily duplicated are removed. It is the responsibility of the Library staff to assess the need for replacing materials that are damaged, destroyed, or lost. Items are not automatically replaced. Decisions on replacement are based upon need, demand, budget, and criteria for selection.

VIII. Library Collection Descriptions

The Library collects a broad range of print and non-print materials to accommodate the diverse tastes, reading levels, languages, viewpoints, and interests of users of all ages.

Subjects are covered at an introductory through community college level. The Library is not a research-level institution, therefore specialized or scholarly materials are not collected. Such materials may be accessed through interlibrary loan or by visiting area academic or special libraries.

Adult & Young Adult Fiction

The Library’s Fiction Collection focuses on current popular literature with a secondary emphasis on other twentieth and twenty-first century fiction including classics, diverse genres, and special interests. This collection includes both hardcover and paperbacks. Literary genres include: General Fiction, Mysteries, Horror, Westerns, Science Fiction & Fantasy, Romance, and Graphic Novels.

Adult & Young Adult Nonfiction

The nonfiction collection emphasizes timely, accurate, and useful informational

materials to support individual, business, government, and community interests. This collection emphasizes materials that are current and high-demand. Materials are available for all ages and reading levels and in a variety of formats.

Children's Collection

The Children's Collection contains a wide variety of materials for children of all ages and their families. The book collection includes Board Books, Picture Books, Easy Readers, fictional Chapter books, and nonfiction. The Children's Collection also contains DVDs, Videocassettes, audio books, computer software, and LeapPad education toys. A small collection of toys and simple puzzles is also available for patrons to borrow. In addition to materials for children, the Library is developing a small Parenting Collection for parents and guardians relating to the care and development of children.

EXPRESS Collection

The EXPRESS collection consists of high-demand adult and young adult books (both nonfiction and fiction) and DVDs. These materials are intended for Monona Library patrons visiting the Library building. Unlike regular materials, these books cannot be placed on hold or renewed. All EXPRESS items are selected in addition to unrestricted circulating copies.

Health & Wellness Collection

The Library's Health & Wellness Collection is a unique collection funded by the Madison Community Foundation as part of the Dane County Library Collections grant. The goal of the collection is to offer consumer health information for all ages in a variety of formats to Monona patrons and to Library patrons throughout the South Central Library System. Subjects include: illnesses & conditions; medical tests and procedures; drugs and medicine; preventive medicine and general wellness; mental health; complementary and alternative medicine; societal issues such as health care reform and insurance; and healthful aging. The collection also will offer some information on general nutrition and exercise, although a unique collection specifically devoted to these topics exists at another area library.

Large-Print Collection

Adult Fiction and non-fiction items printed in large type are collected to provide a steady flow and variety of new materials as demand dictates and budget permits.

Magazines and Newspapers

The Library subscribes to over 100 magazines and newspapers in print. Titles include a wide variety of current events, general interest titles, as well as periodicals covering specific interests and hobbies for all ages. Selection and retention decisions are based on such factors as a publication's research merit, patron demand, price, and space considerations. A significant amount of patron use of magazines and newspapers has shifted to online databases and websites in recent years, and print copies of many titles have been discontinued. It is expected that this trend will continue.

Reference Collection

Reference works provide quick, concise, up-to-date information. Reference materials include such items as encyclopedias, dictionaries, handbooks, almanacs, directories, bibliographies, etc., as well as more specialized materials that directly support the information needs of Library users. As information-seeking behavior by patrons has moved increasingly online, the scope and focus of the Library's Reference Collection has narrowed considerably, and many titles formerly housed in this collection have been weeded or moved to Adult Non-Fiction.

DVDs and Videocassettes

The Library owns both feature films and non-theatrical titles in a growing DVD collection as well as videocassette (VHS). Feature films include popular works, foreign films, classics, and children's features. Non-theatrical titles include general non-fiction and short fiction works produced for the educational and home markets including documentaries, how-to, self-paced learning and instruction, sports, music, health, and other topics The Library no longer acquires videocassettes and is rapidly weeding them from the collection.

Audiobooks

The Library offers fiction and nonfiction titles for adults, young adults and children on both CD and audiocassette. The Library no longer orders books on cassette and is rapidly weeding them from the collection. The Library also provides access to downloadable audiobooks through OverDrive, provided through the State of Wisconsin.

Music CDs

The Library offers musical CDs in a number of genres, such as pop, rock, country, classical, folk, blues, opera, world music, music for children, and musical and film soundtracks. It is expected that most music will be increasingly available via internet download and that the number of CDs purchases will decrease in the future as demand wanes.

Español Collection

The Español Collection provides a limited collection of Spanish-language books of all types for patrons of all ages from picture books for children, to nonfiction and fiction for adults. Only titles in high demand will be purchased.

The Sustainability Section

The Sustainability Section provides informational materials about environmental and economic sustainability. The Sustainability Section covers local, regional, and global topics in a variety of formats including books, DVDs, and informational handouts.

IX. Gifts and Donations of Materials:

The Library accepts gifts of new or gently-used books, DVDs, and music or books on CDs. Gift or donated items that are added to the collection must meet the same selection criteria as purchased materials. The Library retains unconditional ownership

of all donations and makes the final decision on acceptance, use, or disposition. The appraisal of gifts for tax purposes is the responsibility of the donor.

When the Library accepts a monetary gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. Library staff will make selection of specific titles.

X. Reconsideration of Library Materials

The library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles set forth in this policy.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered, except to protect it from damage or theft.

Responsibility for reading and the use of the library by children rests with their parents or legal guardians. At no time will library staff act *in loco parentis*. Selection of library materials will not be inhibited by the possibility that they may come into the possession of children.

While a person may reject materials for himself or herself and for his or her children, he or she cannot restrict access to the material by others.

Patrons requesting that an item be withdrawn from the collection may complete a "Reconsideration of Library Materials" form, copies of which are included as part of the appendix to this policy.

Procedures for Request for Reconsideration

Any individual expressing an objection to or concern about library-owned material should receive respectful attention from the staff member first approached. The following steps will be used:

- A Request for Reconsideration form should be obtained from the Library and filled out by the complainant. **Use one form per item.**
- The Library Director will review the request and respond to the patron. If the patron is not satisfied with the response, he or she may request in writing that the complaint be reviewed by the Library Board at their next scheduled meeting.
- The Library Board will review the request for reconsideration and render a decision. The Library Board's decision is final.

Repeated or redundant requests by an individual or a group to reconsider materials with differing titles but similar content will be restricted as follows: if the Library Director concludes that a request for reconsideration to be redundant, he or she will notify the

complainant/complainants that the item(s) in question, having already undergone a thorough review and reconsideration process, will not be re-evaluated.

In the event that a complainant charges that a particular item is not protected under the First Amendment of the Constitution of the United States of America, the onus of proof rests with the complainant.

XI. Policy Review and Revision

This Collection Development and Management Policy will be reviewed and updated by the Library Board as necessary.