

MIDDLETON PUBLIC LIBRARY



Library Board Minutes Archer Rooms (lower level) November 9, 2010

Members present: Brar, Clay, Gillman, Hammes, Kozich, Shoemaker-Allen, Smith, Soeteber, Westbury

Staff present: Westby

Call to Order: by President Kozich, at 6:30 PM

Minutes:

Moved by Brar, seconded by Smith, to accept and approve the meeting minutes from October 12, 2010. Motion carried unanimously.

Expenditures Report:

Moved by Gillman, seconded by Smith, to approve the October, 2010, Expenditures Report. Motion carried unanimously.

Monthly Reports:

Review and discussion of Director's Report, Librarians' Reports, and other Library-related reports.

From the Director's Report, the following highlights: 1) Total circulation in October, 2010, was lower (by ~ 1%) than in October, 2009. Total year-to-date circulation in 2010 remains slightly greater (+ 1.1%) than circulation for the same year-to-date period in 2009. 2) Self service checkout accounted for 35% of transactions in October. 3) Dynix holds (reflecting cross-library transactions) **from MPL** totaled 18,451 items, and those **to MPL** totaled 19,123 items. 4) 67 programs were provided, attended by 2215 patrons. The great majority of programming was for children (53 programs, attended by 1517 patrons). Notable programs included a haunted house for teens (accounting for more than 500 teen patron visits), and 6 origami workshops (each attended by about 20 patrons). 5) 31,451 visits to the Library were counted in October, 2010, compared to 30,671 visits counted in October, 2009, representing a true-count increase of 2.5%. 6) The City Finance Committee approved the Library Board request for additional funding for books, in effect approving a 2011 budget that will total \$7000 above the level required by statute for maintenance of effort. Reimbursement formulas for Dane County Library Service (relating to operation and facilities support) will provide \$15000 above the funding total for 2010. 7) KOHA software (supporting circulation functions) will become operational Jan. 17, 2011. The new software has an Amazon.com-like user interface, and provides increased power for searching and user-defined reading and request records. Public-use tutorials are planned, though no specific calendar is now in place.

Business:

Moved by Shoemaker-Allen, seconded by Brar, to request City permission to carry forward \$8,000 unexpended from the 2010 Library budget, and to combine that amount with \$12,000 from the Lost Damaged Book Fund, providing an additional \$20,000 total to support Phase III of the Capital Improvement Project relating to RFID tagging and technology. The additional \$20,000 will be

combined with \$160,000 in capital funding approved by the City Finance Committee to complete the RFID initiative. Motion carried unanimously.

Moved by Gillman, seconded by Hammes, to accept proposed changes to section IV of the Library's *Gift and Special Account Policy*, in subsection (A) renaming the "Lost Damaged Book Fund" to "Reimbursements Account" (lines 1 and 11), correcting an agreement error in line 6 (changing "are" to "is"), striking text from lines 4-6; and in subsection (B), renaming the Account (line 1) and extending the period within which designated gifts must be expended (line 5) from "two (2) months" to "one year." Motion carried unanimously.

Director Westby reported that the public dedication of the origami installation will be at 6:15 P.M., Thursday, Dec. 2, 2010. Additional details about the event and especially the reception were provided.

President Kozich reported that the Evaluation Subcommittee continues to meet. The next meeting is scheduled to immediately follow this Board meeting.

Moved by Brar, seconded by Smith, to convene into closed session in accordance with Wisconsin State Statue 19.85(1)(c), to discuss employee compensation and performance evaluation data. Motion carried unanimously. Moved by Brar, seconded by Smith, to exit closed session, returning to open session. Motion carried unanimously.

Moved by Gillman, seconded by Smith, to adjourn. Motion carried unanimously. Adjourned at 7:40 PM. Next meeting December 14, 2010, starting an hour earlier than usual at 5:30 P.M. Board members are encouraged to bring something edible to share with members of the City Council, and other local governmental representatives.

Respectfully submitted by,

John Westbury, Secretary

Note: These minutes were prepared by John Westbury. They are based on his notes as recorder and are subject to change at a subsequent meeting.