

Minutes of the Meeting of the Kimberly-Little Chute Public Library Board

September 24, 2009

The meeting was called to order at 6:15 p.m.

PRESENT: Margi Fuller, Judy Stangel, Marcia Trentlage, Cyndi Vander Pas, Rose Vander Velden.

EXCUSED: Sarah Dollevoet, Jason Leicht, Jim Moes.

OTHERS PRESENT: Beth Carpenter, Jill Hasseler.

Stangel moved, seconded by Vander Pas, to approve the minutes of the August 11, 2009 meeting. Motion carried. Trentlage moved, seconded by Vander Pas, to approve the invoices for August 2009. Motion carried. The August financial and statistics reports were discussed briefly.

DIRECTOR'S REPORT

A private staff blog has been created to facilitate staff questions & discussions, and to gather input in between scheduled staff meetings and is off to a good start. A private online staff calendar has also been created – staff can view and update from any computer or from home, swaps & PTO can be tracked, and the director's schedule is included. Carpenter met with each staff member individually to hand out a staff survey and to discuss individual questions and concerns. The surveys will be completed anonymously, and the results will be tabulated by Rick Krumwiede at OWLS. A staff meeting was held on Wednesday, September 16, to discuss the budget for 2009 and 2010 and other issues that had come up on the blog.

The library has a YouTube channel available at <http://www.youtube.com/user/kimlitlibrary> where we have posted videos of staff discussing banned books for Banned Books Week, which is being celebrated September 26 to October 3, 2009. In addition, Abby Nikolay, one of our summer students, recorded several podcasts of teen book reviews before returning to college, which will be available as "In the Book Drop" on Gabcast at <http://www.gabcast.com/index.php?a=episodes&id=31437>. Episodes will be released approximately twice a month through the end of 2009.

Carpenter and Hasseler were invited to do a presentation for the Senior Service Club in Little Chute on September 9th. Information about the library and InfoSoup was shared and was well-received. Carpenter and Hasseler were invited back for the Club's November meeting.

The Friends of the Library (FOLKS) agreed to allocate \$3,000 for the purchase of popular DVDs, Playaways, and a circulating video game collection. A portion of this money has also been allocated to purchase 2 Wii gaming consoles to be used for youth, family, senior, and multi-generational programming at both locations. The FOLKS 3rd Thursday program is approaching on October 15th, when Great Lakes Chocolate & Coffee Co. will present a program on coffee and chocolate complete with samples.

A plan for the library website is underway. Changes have been made to the current homepage in the time being. Carpenter is working with staff member Kris Dreissen on preparing information for staff and

the public regarding the H1N1 flu virus. We will be creating a webpage for the library website, putting out disinfectant wipes and hand gel for public & staff in the coming weeks, and are working on finding a speaker to do a program for the public on the topic.

Carpenter attended a Kimberly Centennial planning meeting on Tuesday, September 22. The library will offer a family scavenger hunt in September of 2010 with prizes to be funded by the Centennial budget. The library in Kimberly will also use its display cases to highlight the history of the Village throughout the year, and Carpenter is looking into digitizing some local history photos in the library's collection. Recording of oral histories for sharing online may also be pursued by the library 'Casting Crew.

The Community Reads author for 2010 will be Lesley Kagen, and she will be scheduled to present a program at the library during National Library Week. James Campbell may also speak in Little Chute as part of the Fox Cities Book Festival, but arrangements have not yet been completed at this time. Carpenter is also working on the redesign of the Book Festival website.

Carpenter's certification documents have been approved. Staff member Karen Vandenberg has been researching the list of past directors for the Director's Room in Kimberly and will continue as time permits. Carpenter will be meeting with Rick Krumwiede to discuss the planning process and to prepare for the presentation of the library budget to the Village Boards on October 5th. Carpenter is a member of the Library Information and Technology Advisory Committee for the state of Wisconsin and will be attending a LITAC meeting on October 13. The Wisconsin Library Association annual conference will be in Appleton October 21-23, and Carpenter will be involved in 3 presentations and will accept a Media & Technology Section Webbies Award for a collaborative project she worked on while at OWLS called Project Play.

YOUTH SERVICES REPORT

Hasseler reported that storytime started on September 21 and is off to a good start. No registration is required and seems to work well as it gives families more flexibility. Hasseler and Tomasovic attended a Brown Bag meeting in Marion on September 11 and benefited from sharing information with other OWLS youth librarians on what worked and what didn't with summer library programs this year. Carpenter, Hasseler, and Tomasovic provided the Good to Go program at Little Chute High School, but had technical difficulties connecting to Millennium, so only 2 classes were included. It will be attempted again and will be provided in Kimberly next April. The library will be hosting a family Game Night in Kimberly on October 29 with help from The Learning Shop, and the Little Gym will be providing a music and movement class in both locations on November 18.

OLD BUSINESS

Carpenter presented what had happened with the 2010 budget submission to Rick Hermus. At the request of Trentlage, that information is being included here. At the August meeting, the board approved a budget that would keep increases from the Villages at 0%. After that meeting, Carpenter had a discussion with Rick Hermus about how to be included in the Villages' capital improvement program in light of the library's Trust Fund being depleted at the end of 2009. Hermus recommended that the dollar amount approved in the 2010 capital improvement program be included in the Outlay line item of the library's budget. Carpenter contacted library board president Jim Moes to see if the board needed to meet again to approve adding the CIP funds to the budget or if it should be submitted with the change. It was recommended that the budget be submitted with the change, based on Hermus'

recommendation, and the budget was submitted with Outlay funds included. This resulted in a 4% increase in the library budget, which was not the board's intent.

Carpenter also discussed staff hour overages. Staff regularly work extra hours for things like: workshops, training sessions, staff meetings, outreach, programs, emptying book drops over holidays, FOLKS meetings, monthly deposits, annual reports, etc. A study was completed examining such overages occurring in past 5 years that showed that an average overage of \$5,600 annually, plus benefit overages, resulted because of these additional duties and were paid by under-spending in other line items, mainly in Books. Carpenter discussed this with Hermus who suggested adding some of these hours in the Part-time Wages worksheet of the budget.

In addition, Outagamie County contributions are likely to be funded at 84% in 2010, so revenues for the library will increase. Carpenter presented two budget options to address the issues of the inclusion of CIP funds, staff hour overages, and county funding. Trentlage moved, seconded by Fuller to approve Option 1. Motion carried.

NEW BUSINESS

Nothing had been completed regarding the Capital Improvement Program for 2009, and it was agreed that the projects included for this year would not be addressed in light of the depletion of the library's Trust Fund and current status of the 2009 budget.

Carpenter presented data on staffing level comparisons. Based on population for both villages and according to state standards for public libraries, a basic level of staffing would be 12.25 FTE. The library has 10 FTE. A comparison of 13 peer libraries based on activity level showed that the group had on average 3.64 FTE MLS librarians and 12.91 FTE total staff. Waupaca was included in the peer group and has 3 MLS librarians and 14.50 FTEs and only one location to staff. Kimberly-Little Chute Public Library has 1 FTE MLS, 10 total FTEs, and 2 locations to staff. Other considerations with open hours and staff coverage were discussed. Trentlage asked Carpenter to also study salary comparisons in preparation for the October 5 board meeting. Carpenter asked for guidance on scheduling of staff in-service days for training.

Meeting dates for board meetings was discussed. The next meeting will be on October 8 at 6 p.m. in Kimberly. Dates for the future will be discussed at the next meeting. A library logo was presented and discussed. Suggestions from the board were taken, and the logo will be re-worked.

Fuller moved, seconded by Stangel, to adjourn the meeting at 8:00 p.m. Motion carried.

Respectfully submitted,

Beth A. Carpenter
Recording Secretary