

Library Director's Report November 2020

WELCOME NEW BOARD MEMBERS

I would like to welcome our new Library Board members, Michael Ford and Jolynne Roorda. Michael has worked with MPL in the past while he developed his nationally recognized hip hop architect program for youth. Jolynne serves on the Board of Directors for the Art & Lit Lab as their Visual and Performing Arts Director. She has participated as a reviewer on MPL's jury process for artist exhibit submissions and was a co-collaborator with the Bubbler on the MUNICIPAL project.

RESTORATION OF SERVICES and REOPENING LIBRARY BUILDINGS

Just as our plans for expanding access to our buildings and its resources were being finalized, Dane County experienced a major uptick in positive COVID tests. As a result, we have had to place the plans on hold, and we have had to pull back on some other programs due to the most recent Public Health order eliminating mass gatherings inside buildings. The computer literacy class with DANenet had to be canceled. We are still able to maintain public computing and that has expanded to Saturdays at Hawthorne, Meadowridge, and Lakeview libraires.

We are also looking to expand our reach by working to increase delivery of materials to other agencies and to increase access to home services to include patrons that are restricted due to the pandemic. The challenge to this expansion is delivery. We are exploring some options to make deliveries on this scale flexible, effective, and hopefully sustainable.

In conjunction with the expansion plans I mentioned earlier we did receive confirmation from Public Health that the metrics we selected to monitor for our operations were appropriate and sufficient to provide as safe a workplace as we can during the pandemic.

In addition to MMSD in addressing digital inclusion, we will be investigating an opportunity with the Community Development Department that would include a larger range of coverage in our community beyond student households.

IMAGINATION CENTER

Interviews with the top four designer finalists will begin December 7, 2020. We had hoped to be able to invite firms into the library to present but with the new Public Health orders it was decided to make all presentations virtual. We should know by the middle of December who will be moving forward as the designer for the project. It will be challenging to maintain the level of community engagement we had anticipated for this project due to the pandemic, and that will be a major focus of our interviews about how the design team will compensate for the conditions

COVID SAFETY UPDATES

Following the successful testing of having a Symptom Check Station for staff as they entered the workplace, we have expanded the stations to all MPL locations. The symptom check station will remind staff to monitor for various symptoms and it provides a thermometer for a temperature check as staff enters the workplace if they are unable to take their temperature at home.

In addition to receiving regular updates from Public Health and reviewing their orders to make sure MPL is in compliance, I have been in direct communication with Public Health about making sure our procedures and operations are remaining current for best practices. Due to the amount of new positive cases, Public Health is asking us to assist with contact tracing if a MPL employee tests positive or comes in close contact with someone who has tested positive. Public Health will also follow up with everyone with a positive test, but this will allow us to make sure we can determine any close contact possibilities as soon as possible. I have also asked our supervisors to review again our operating processes to make sure we do maintain 6 feet between each other in the workplace. Public health approves of these measures and emphasizes our safety precautions of masks, distancing, hand washing, and not coming into work when sick will still be the most effective way to keep the workplace as safe as we can.

NEW ASSIGNMENT

As part of my participation in the Government Services Funding and Recovery committee I will be coordinating the City Vaccine Team in developing plans for distribution of the coronavirus vaccine for City Employees. In addition to myself, the team is composed of representatives from Human Resources, City Attorney, Public Health, and Civil Rights.

BUDGET 2021

The final Capital and Operating budgets for 2021 were approved by Common Council. Outside of a technical adjustment to our Operating Budget, and the approved amendment shifting the dates of the Imagination Center in the Capital Budget, the Executive budgets stood as presented.

Operating Budget Comparison

2019 Actual	\$ 20,617,953
2020 Adopted	\$ 20,831,551
2020 Projected	\$ 19,855,299
2021 Request	\$ 21,607,605
2021 Executive	\$ 21,527,422
2021 Adopted*	\$ 21,636,931

*This includes the CC amendment for the revenue and expense in the new HAW lease

Although we did experience cuts to our budget due to having to replace loss revenue from eliminating fines and some of the reductions in our proposed budget were not restored, the actual comparison between the adopted 2020 and 2021 budgets does show a small percentage increase of 3.86%. Lori Suiter explained that this is mainly due to recording the Dane County Contract revenue separate from the expense. In the past we recorded a net expense, in 2021 our budget request includes \$1,277,496 of revenue from Dane County Contract and \$1,803,075 of expense; if recorded as in previous years it would only be an expense amount of \$525,579.

Key elements of the 2021 Operating Budget:

- Elimination of Fines has been made operational.
- Monroe St. Library possible temporary closure was avoided, and funds were restored to allow for the library to be open for 3 days/week during 2021.

- All libraries normal operating hours were restored with the exception of the Ashman Library that will have an 8 hour/day instead of usual 12 hours/day in 2021, and the reduction of Monroe St Library to an 8 hour/day for 3 days instead of 5 days.
- Elimination of positions: 1 librarian, 1 part-time Cataloger, 1 part-time Clerk, 1 Security Monitor, and 12 Pages
- Sunday hours will remain at Central Library, Sunday hours at Sequoya Library will move to Goodman South Library, and Pinney Library Sunday hours will move to Lakeview Library.

TeamCity CHANGE LEADERSHIP

TeamCity Change Leadership was developed to replace the monthly Department/Division Head meetings. Mayor Satya had surveyed the D/D membership and asked how the monthly meeting could be improved and become more effective for the city. The top response was to be more inclusive and involve more City staff to participate and share their perspective. Not only is more input important but it also allows for more staff to learn directly from the Mayor on her vision and direction for Madison. Each department head was asked to identify staff from a variety of areas within their organization, based on their responsibilities and by some of the work they were doing already at the City level. Joining me at the introductory Leadership Forum on December 7th will be Krissy Wick, Tana Elias, Jane Jorgenson, Yesianne Ramiriz, Dominic Davis, and Binta Ceesay.

ORGANIZATIONAL DEVELOPMENT

Prior to the pandemic, MPL's Management Team had some discussion about our organization's structure and how that configuration may be addressed to promote a more effective organization. It was also important to consider along with our examination of the organization's structure that we include leadership practices and organizational culture. With that in mind we have engaged a consultant to lead us through that process.

With funding from the MPL Foundation we have engaged the services of Brookfield-based Organization Development Consultants, Inc. (ODC) to provide their professional services and expertise in organizational effectiveness. ODC has worked with over 1,000 organizations since its founding in 1994. They offer assessment-based services for improving individual, team, and organization-wide performance. For more information about ODC, www.od-consultants.com.

The organizational study will include a survey-based process of data gathering, augmented by interviews and focus groups. The goal of the study is to provide us with an examination of our organization through the lens of a competency-based model that links leadership practices with organizational culture. The data from the study will serve as a basis for refining our practices and build on our success as an exemplary library system.

PINNEY LIBRARY NEWS

Very proud to announce that we received confirmation that Pinney Library has received LEED GOLD certification from the U.S. Green Building Council. Special thanks to City Engineering and Amy Scanlon

for her leadership and guidance in the design and build of the Pinney Library in achieving this goal. Pinney Library now joins Central Library as a LEED GOLD building.

STAFF RECOGNITION: IT'S THE LITTLE THINGS

As Dane County is in the national spotlight conducting a recount of the ballots cast in the 2020 Presidential Election, a former librarian participating as part of the recounting team reached out to MPL to ask if we could provide some book trucks to help with the process. Our staff jumped right on it gathering book trucks and maintenance staff delivered them to Monona Terrace to help out.

GIVING THANKS

As part of my message to staff prior to the Thanksgiving holiday I shared my thanks for their dedication and the many contributions everyone has made so far this year. I am extremely proud of how we have responded to the many challenges especially under the pressures and constantly shifting conditions of the pandemic. I also want to thank the Library Board for your support of our work, and especially for your thoughtfulness in allowing us to extend the holiday breaks in your recognition of how difficult a year this has been for our staff. Thank you for your service to MPL.

UPDATE ON MEETINGS, COMMITTEES, & TEAMS

City

Mayor's Management Team
Mayor's Human Service Committee
Performance Excellence Transition Team
Racial Equity & Social Justice Strategic Planning
Deputy Mayor Check-in
Digital Inclusion Team
Funding and Recovery – Government Services Team:
Policies Team and Communications Team
Funding and Recovery-City Vaccine Team
Subtle Acts of Exclusion Team

MPL

Library Management Team
Administration and Communications Check-in
All Staff Town Hall
Budget Convenings

External

South Central Library System Library Directors
Dane County Directors
Wisconsin Resource Library Directors with DPI
Urban Libraries Council Directors