

## **Director's Report to Library Board January 2015**

### **Happy New Year**

#### **LIBRARY SITING AND ALLOCATION**

Pending approval by the Library Board and Common Council we begin the process of closing on the Facility and Maintenance Building.

We have been working with Ruedebusch on the exterior design for the building that will house the library. We have been asking for some features to catch the eye of the by-passer to first be attracted to the building and second that it is a library. Catherine Duarte has put together a draft of a timeline for community input and processing for our Pinney project and the Eastside planning strategy.

#### **HUMAN RESOURCES FOR THE LIBRARY**

The city's HR department has been doing some shuffling of staff that will impact the library. Emaan Abdel-Halim who has been our HR analyst will be replaced by Julie Trimbell. In addition, Harper Donahue will replace Erin Stenson on the library labor management team.

#### **FOCUS AT THE START OF 2015**

There are a number of activities that are having an impact on our operations.

- MUNIS training and implementation of MUNIS. MUNIS is the new accounting system for the city. Beginning in 2015 we are experiencing a very labor intensive process for getting our payroll completed. Cindi Ofstun and Tom Karls have really stepped it up to be able to deal with the new system and the coding of staff timesheets. Deb Lehnerr along with Susan Lee and other staff have been working on the library's configuration of MUNIS so we can enter our receivables and payables.
- Telestaff is a new scheduling system that will allow us to schedule and import reported work into MUNIS. Our work has just started. Susan Lee and Margie Navarre Saaf are leading this project.
- Act 10 The impact of Act 10 is finally a reality as union contracts have been replaced with the Staff Handbook beginning in 2015. There has already been one issue brought forward by staff that will need to be resolved.
- Equity Lens. MPL is just beginning to explore ways where we need to have an equity lens on our operations. Our major focus at the start will be our hiring methodology. Staff members are just beginning to receive city delivered racial equity and social justice training. I have strongly recommended that management enroll in this training so we have a common voice on how these measures will be part of our operations.

#### **NEIGHBORHOOD POLICE OFFICE**

Officer Jessica McLay has accepted our offer to locate a downtown Neighborhood Police Office in Central Library. We are currently modifying a former study space for her new office on the 1<sup>st</sup> floor. She will be joined by other downtown officers who will use the space for meetings, report work, and as a field resource for computer access, etc.

#### **STAFF RECOGNITION**

Congratulations to Jane Roughen on her retirement from MPL. Jane's last day was January 21, 2015 after over 30 years of service from when she first started in 1972. Although I have only had the opportunity to work with her for a short time I was impressed by the number of "hats" Jane has worn throughout her many years with MPL. Some of those hats were passed on and some were kept to this very day. Her dedication was always evident in the way she was devoted to the community, to staff, and especially to young people. Jane has a tremendous commitment to early literacy and her leadership as the Youth Services Supervisor demonstrated her passion for that aspect of our youth services.

Jane was also responsible for a large number of hires throughout her career, and the majority of our current management team was probably interviewed by her at one time. She continued to share her experience with this team and she has always been the "go to" person for advice and direction on management issues.

She will take with her some invaluable institutional knowledge and leadership but she will leave us with many individuals within MPL that have profited from her guidance. We wish her well and I will finish my report with Jane's parting words, "Keep calm and keep on doing what you're doing. Keep learning and changing."

## **JANUARY SCHEDULE**

### **Business Meetings:**

- Interview with Cap Times on Central Library's social services
- Meeting with Sabrina "Heymiss Progress" Madison
- Meeting with Vicki Teal Lovely on broadband connections
- Royster Corners Design Team meeting
- Tour of Madison Media Institute
- Telestaff Demo
- Meeting with Trent Miller and Phil Scanlan regarding the Pyle Center on UW Madison campus
- RESJ Training
- Meeting about Circulation training program
- Pinney Library design review
- Nosh at Noon, DMI program on TIF and TIDs
- Meeting with Friends' group from Central
- Labor management meeting
- Meeting with Alder Ahrens on Pinney program
- Staff meeting at Meadowridge Library with Enis Ragland

### **City Business:**

- Department and Division Head meeting with the Mayor
- Mayor's Management Team meetings
- Mayor's Human Services committee

### **Public/Media Appearances:**

- Cap Times, January 8, 2015 "Central Library provides warmth, service referrals for Madison's homeless" [http://host.madison.com/ct/news/local/writers/pat\\_schneider/central-library-provides-warmth-service-referrals-for-madison-s-homeless/article\\_a80a9ed2-9c23-5f54-a813-ccd744cd74a7.html](http://host.madison.com/ct/news/local/writers/pat_schneider/central-library-provides-warmth-service-referrals-for-madison-s-homeless/article_a80a9ed2-9c23-5f54-a813-ccd744cd74a7.html)
- Madison Media Institute Showcase. Highlights of student work.
- Gave tour of Central Library to Madison Media Institute staff as a future location for their student showcases.
- Supervisory Academy Graduation
- MLK Outstanding Youth Breakfast
- Tour of Central Library to the Wall Family