

AGENDA
Monona Public Library Board
Library Conference Room
Tuesday, February 15, 2010
7:00 PM

- I. Call to Order**
- II. Public Appearances**
- III. Consent Agenda**
 - a. Minutes of January 18, 2011 meeting
 - b. Financial Report
 - c. Monthly bills
- IV. Library Administration Report**
 - a. Library activity in January
 - b. Capital Budget projects 2011-2014
 - c. Fund Balance
 - d. Staffing review and proposals
- V. Closed Session**
 - a. Under Wisconsin Statutes Section 19.85(1) Considering Employment, Promotion, Compensation or Performance Evaluation of Any Public Employee over Which the Government Body has Jurisdiction or Exercises Responsibility (Compensation)
- VI. Reconvene in Open Session under Wisconsin Statutes 19.85 Discussion Items and Library Administration Report**
- VII. Action Items to Approve**
 - a. Approve 2010 Annual Report for submission to Department of Public Instruction
 - b. Approve Fund Balance Policy
- VIII. Announcements**
- IX. 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.

Draft Minutes
Monona Public Library Board
Library Conference Room
Tuesday, January 18, 2011
7:00 PM

Library Board Present: Andrew Taylor (Presiding), Val Edwards, Scott Munson (excused at 7:25 p.m.), Mary O'Connor, Ben Redding, Todd Stebbins and Melissa Zietz

Also Present: Library Director Erick Plumb and Sally Buffat

I. Call to Order

Board President Taylor called the meeting to order at 7:03 p.m.

II. Public Appearances
None.

III. Consent Agenda

- a. Minutes of December 21, 2010, meeting
- b. Financial Report
- c. Monthly bills

President Taylor motioned to remove Minutes of December 21, 2010, meeting from consent agenda; motion was seconded by Trustee Zietz.

President Taylor asked the minutes be amended to reflect in **VII. Action Items** to Approve, a. **Approve creation of Public Information Coordinator Position** that the motion was not seconded, so the motion to Approve Creation of Public Information Coordinator Position did not pass.

Trustee O'Connor moved, seconded by Edwards, to approve the Minutes of December 21, 2010, meeting as amended. Motion passed unanimously.

Trustee Stebbins moved, seconded by Redding, to approve the Financial Report and Monthly bills. Motion passed unanimously.

IV. Library Administration Report

a. **Overview of December activity**

Director Plumb reported that the Library ended 2010 on a high note, finishing the year with our highest circulation of materials ever. On top of that, more people visited the Library in 2010 than any other year on record.

The Library hosted its third-annual "PotterFest" for teens on December 29. 86 teens attended, an extraordinary number for an afternoon event during winter break. The Teen

Advisory Board and Toni Streckert did their usual terrific job. While such events are extremely staff-intensive, it must be said that drawing teens to library programming in such numbers is unheard-of in libraries Monona's size.

Karen Wendt has been asked to present for two sessions at the Wisconsin Association of Public Libraries (WAPL) conference in May. Wendt's reputation as a children's programmer makes her a great choice to share her wisdom with her colleagues.

Wendt, Streckert, and Plumb have begun planning programs for spring and summer.

Circulation Supervisor Rob Klecker has enrolled in a "Personnel Management" class through UW-Madison's School of Library and Information Studies. This gives Klecker an additional avenue to develop as a library manager.

KOHA is now scheduled to go live on Sunday, February 13.

LED lighting was added in the children's room using capital funds. The additional lighting dramatically increased the amount of light for patrons and staff to find materials. Lighting was also added to the sofa/play area to make reading in the library easier. We still have money left and plan to add supplemental LED lighting fixtures in staff and other public areas in 2011.

We have not had any major building malfunctions recently and we are also up-to-code in all areas. Pat Marsh assured Plumb that the HVAC replacement project remains likely to be completed this March or April. City Engineer Rich Vela resigned as of January 21 so Jeff Greger, Assistant to the City Engineer, will take over the HVAC replacement project.

Plumb expressed appreciation to the City's Public Works staff for being responsive to the Library's requests for additional snow or ice removal in our parking lot and sidewalks.

b. Fund Balance & Building funds

The Library's fund balance is currently over \$100,000. The rule of thumb for library reserve funds is to maintain reserves near 10-15% of the operating budget's total. For us, that would be approximately \$70,000-\$75,000.

Taylor recommended that the Board set a policy for reserve funds stipulating what amount is prudent/what amount is too much.

Plumb hopes to allocate some of that fund balance for projects that could provide immediate benefits for our patrons and for library safety and operations. Such projects could include:

- upgrades and expansion of the library's security system and cameras
- additional self-service checkout stations
- professional signage for the building's interior
- furniture replacement or repair

- replacement of older equipment such as book carts
- energy savings/efficiencies
- infrastructure projects, such as airlocks on doors in children's room and the delivery entrance

The Board requested prices for the Library's wish list for the February meeting. Trustee Stebbins emphasized that projects pertaining to safety and security should be the Board's top priorities.

c. Staffing overview at comparable area libraries

Plumb discussed the current makeup of the Library's staff. He discussed what each position was responsible for. He next discussed how other similar-sized libraries deploy their staff. Plumb highlighted Mt. Horeb's model, where the library emphasizes self-help for routine transactions, but has also invested heavily in professional staff and in outreach and marketing.

Plumb and the Board discussed areas that could be improved at Monona library, such as:

- Collection maintenance
- Reference help
- Adult services

The Board suggested Plumb make a chart based on our needs vs. who we already have on staff. How do we staff the Library to deliver the things that are important to the community?

V. Action Items to Approve

c. Approve 2011 Contract with Dane County for Library Reimbursement

Trustee Redding moved, seconded by Edwards, to approve the 2011 contract with Dane County for Library Reimbursement. Motion passed unanimously.

VI. Announcements

- a. Library will host a meeting of Komen Grantees on January 26.
- b. Next Library Board meeting to be held on Tuesday, February 15 at 7 PM.

VII. Adjournment

Trustee Zietz moved, seconded by Edwards, to adjourn the meeting. President Taylor adjourned the meeting at 8:27 p.m.

Recorder: Sally Buffat

Approved: _____, 2011

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2011

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC CHARGES FOR SERVICE</u>					
202-46-41110-000 GENERAL PROPERTY TAXES	.00	.00	438,957.00	(438,957.00)	.00
202-46-43720-000 COUNTY AID FOR LIBRARIES	.00	.00	196,831.00	(196,831.00)	.00
202-46-43730-000 COUNTY AID LIBRARY FACILITIES	.00	.00	29,328.00	(29,328.00)	.00
202-46-46110-000 COPIER RECEIPTS	208.28	208.28	3,000.00	(2,791.72)	6.94
202-46-46710-000 FINES	1,896.03	1,896.03	24,000.00	(22,103.97)	7.90
202-46-46730-000 ROOM RENTALS	28.35	28.35	2,300.00	(2,271.65)	1.23
202-46-48900-000 OTHER REVENUES	.00	.00	1,100.00	(1,100.00)	.00
202-46-48900-100 VENDING MACHINE	165.59	165.59	3,800.00	(3,634.41)	4.36
202-46-49300-000 FUND BALANCES APPLIED	.00	.00	30,700.00	(30,700.00)	.00
TOTAL PUBLIC CHARGES FOR SERVICE	2,298.25	2,298.25	730,016.00	(727,717.75)	.31
TOTAL FUND REVENUE	2,298.25	2,298.25	730,016.00	(727,717.75)	.31

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2011

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY EXPENDITURES</u>					
202-55-55110-110 UNION STAFF SALARIES	10,123.83	10,123.83	88,812.00	78,688.17	11.40
202-55-55110-111 MANAGEMENT SALARIES	8,703.22	8,703.22	178,126.00	169,422.78	4.89
202-55-55110-112 SHIFT DIFFERENTIAL	42.01	42.01	600.00	557.99	7.00
202-55-55110-117 LONGEVITY PAY	.00	.00	500.00	500.00	.00
202-55-55110-119 WAGES, PART-TIME	6,878.98	6,878.98	99,894.00	93,015.02	6.89
202-55-55110-130 FICA	970.56	970.56	28,147.00	27,176.44	3.45
202-55-55110-131 WISCONSIN RETIREMENT	1,100.00	1,100.00	31,092.00	29,992.00	3.54
202-55-55110-132 LIFE & DISABILITY INSURANCE	13.65	13.65	375.00	361.35	3.64
202-55-55110-133 HEALTH INSURANCE	3,363.52	3,363.52	66,118.00	62,754.48	5.09
202-55-55110-134 PROFESSIONAL DEVELOPMENT	107.90	107.90	2,000.00	1,892.10	5.40
202-55-55110-220 GAS & ELECTRIC UTILITIES	.00	.00	40,950.00	40,950.00	.00
202-55-55110-221 TELEPHONE	34.22	34.22	1,200.00	1,165.78	2.85
202-55-55110-222 WATER & SEWER UTILITIES	.00	.00	3,600.00	3,600.00	.00
202-55-55110-240 SERVICE CONTRACTS	1,988.97	1,988.97	38,000.00	36,011.03	5.23
202-55-55110-241 AUTO CIRCULATION SYSTEM RENTAL	.00	.00	41,500.00	41,500.00	.00
202-55-55110-310 OFFICE SUPPLIES	6.98	6.98	7,500.00	7,493.02	.09
202-55-55110-312 POSTAGE	.00	.00	477.00	477.00	.00
202-55-55110-321 PUBLIC NOTICES	.00	.00	100.00	100.00	.00
202-55-55110-340 JANITORIAL SUPPLIES	.00	.00	2,000.00	2,000.00	.00
202-55-55110-341 CHILDREN'S/YA SERVICES	338.32	338.32	2,250.00	1,911.68	15.04
202-55-55110-350 EQUIPMENT MAINTENANCE & REPAIR	.00	.00	8,250.00	8,250.00	.00
202-55-55110-351 BUILDING MAINTENANCE & REPAIR	.00	.00	8,250.00	8,250.00	.00
202-55-55110-390 OTHER SUPPLIES & EXPENSE	.00	.00	300.00	300.00	.00
202-55-55110-700 SOUTH CENTRAL NET LENDER PYMT	.00	.00	975.00	975.00	.00
202-55-55110-809 PERIODICALS & PAMPHLETS	59.00	59.00	5,500.00	5,441.00	1.07
202-55-55110-810 PERIODICAL, PAMPHLETS & AV SOFT	.00	.00	18,500.00	18,500.00	.00
202-55-55110-811 ADULT BOOKS	45.69	45.69	17,500.00	17,454.31	.26
202-55-55110-812 CHILDRENS BOOKS	(69.00)	(69.00)	10,500.00	10,569.00	(.66)
202-55-55110-813 YOUNG ADULT BOOKS	.00	.00	2,500.00	2,500.00	.00
202-55-55110-814 LARGE PRINT BOOKS	.00	.00	2,500.00	2,500.00	.00
202-55-55110-815 REFERENCE BOOKS	.00	.00	200.00	200.00	.00
202-55-55110-817 ELECTRONIC INFO SOURCES	.00	.00	4,000.00	4,000.00	.00
202-55-55110-819 VENDING MACHINE EXPENSE	.00	.00	2,300.00	2,300.00	.00
TOTAL LIBRARY EXPENDITURES	33,707.85	33,707.85	714,516.00	680,808.15	4.72
<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	33,707.85	33,707.85	730,016.00	696,308.15	4.62
NET REVENUES OVER EXPENDITURES	(31,409.60)	(31,409.60)	.00	(31,409.60)	.00

6.

Summary of Invoices Posted January 13 - February 10, 2011

Accounts Payable by Vendor	Account Code	Description	Amount
Professional Development	202-55-55110-134		
Petty Cash: Streckert		staff meeting	\$ 17.24
Wisconsin Library Association		membership renewals	\$ 357.00
TOTAL PROFESSIONAL DEVELOPMENT			\$ 374.24
Gas & Electric Utility	202-55-55110-220		
MG&E		heat & electric	\$ 3,322.24
TOTAL GAS & ELECTIC UTILITY			\$ 3,322.24
TDS & Charter	202-55-55110-221		
TDS		phone	\$ 61.05
Charter		internet service	\$ 31.64
TOTAL TDS/CHARTER			\$ 92.69
Service Contracts	202-55-55110-240		
Clean Power		service for january	\$ 1,866.71
Illingworth-Kilgust		1/1/11-1/31/11	\$ 517.33
Corporate Business Systems		2/21/11-5/20/11	\$ 112.26
Integrated Technology Group		annual support billing	\$ 1,764.71
TOTAL SERVICE CONTRACTS			\$ 4,261.01
Auto Circ. System Rental	202-55-55110-241		
SCLS		2011 ILS/Tech Cost	\$ 37,618.00
AUTO CIRC. SYSTEM RENTAL TOTAL			\$ 37,618.00
Office Supplies	202-55-55110-310		
VISA: Staples		misc. files, copy paper	\$ 334.07
Rubin's Cleanace Center		coat tree	\$ 29.95
ShadowFax		HP laser Jet M2727	\$ 579.00
Petty Cash: Buffat, Sally		Woodman's fresh wipes	\$ 3.35
TOTAL OFFICE SUPPLIES			\$ 946.37
Janitorial Supplies	202-55-55110-340		
Schilling Supply Company		toilet & paper towel	\$ 383.67
VISA: Messner		garbage liners	\$ 34.04
TOTAL JANITORIAL SUPPLIES			\$ 417.71
Children's/YA Services	202-55-55110-341		
VISA: Staples	general supplies	storage bins	\$ 59.13
VISA: Trader Joe's	potterfest	chocolate	\$ 11.85
VISA: Borders	potterfest	prizes	\$ 95.85
ALA Store	YA	teen read week	\$ 41.50
Global Communication	SRP	Sadarri Saskill	\$ 95.00
TOTAL CHILDREN'S/YA SERVICES			\$ 303.33
Equipment Maintenance & Repair	202-55-55110-350		
Wisconsin Dept of Commerce	passenger elevator	permit to operate fee	\$ 50.00
TOTAL EQUIPMENT MAINTENANCE & REPAIR			\$ 50.00

Building Maintenance	202-55-55110-351		
SimplexGrinnell		troubleshooting panel	\$ 379.00
TOTAL BUILDING MAINTENANCE			\$ 379.00
Services/Contract/Supplies Subtotal			\$ 47,764.59
LIBRARY ACQUISITIONS			
LSTA Grant/MG21	202-55-55110-702		
Baker & Taylor		MG21 books	\$ 31.88
TOTAL LSTA GRANT/MG21			\$ 31.88
Periodicals/Pamphlets	202-55-55110-809		
The Wall Street Journal		1 year subscription	\$ 181.48
The Kiplinger Letter		1 year subscription	\$ 58.00
Kiplinger's Retirement Report		1 year/12 issues	\$ 59.95
TOTAL PERIODICALS			\$ 299.43
CDs & DVDs	202-55-55110-810		
Audio Editions		CDs	\$ 376.42
Baker & Taylor		DVDs	\$ 753.73
TOTAL CDs & DVDs			\$ 1,130.15
Adult Books	202-55-55110-811		
Baker & Taylor		adult books	\$ 1,239.73
TOTAL ADULT BOOKS			\$ 1,239.73
Children's Books	202-55-55110-812		
Donation		Pick A Book	\$ (112.00)
Baker & Taylor		Pick A Book	\$ 21.59
Baker & Taylor		Children's Books	\$ 158.42
TOTAL CHILDREN'S BOOKS			\$ 68.01
Young Adult Books	202-55-55110-813		
Baker & Taylor		YA	\$ 72.04
TOTAL YOUNG ADULT BOOKS			\$ 72.04
Large Print Books	202-55-55110-814		
Gale		large print	\$ 155.06
Baker & Taylor		large print	\$ 106.15
TOTAL LARGE PRINT BOOKS			\$ 261.21
Library Acquisitions Subtotal			\$ 3,102.45
TOTAL EXPENDITURES 1/13/11-2/10/11			\$ 50,867.04

Library Activity Report January 2011

Circulation	2010	2011	JAN '10/'11	JAN '10/'11
	JAN	JAN	diff by #	diff by %
Adult	16036	14889	-1147	-7.2%
Children	8117	7683	-434	-5.5%
Young Adults	952	760	-192	-20.2%
Other	99	87	-12	-12.0%
Total	25204	23419	-1785	-7.1%
Self-Checkout CKOs	n/a	4246	18.1 % of CKOs were self-check	
Interlibrary Activity				
Loaned to Other	7098	6989	-109	-1.5%
Borrowed From Other	7704	8093	389	5.0%
Library Cards Issued	53	33	-20	-37.0%
Internet Sessions	2751	2030	-721	26.2%
Library Visits	11284	10440	-844	-7.5%
Adult Programs				
# attended	1	4	3	400.0%
	34	49	15	44.1%
YA Programs				
# attended	4	1	-3	-75.0%
	41	30	-11	-26.8%
Children's Programs				
# Attended	21	15	-6	-28.6%
	326	337	11	3.4%

CAPITAL BUDGET

LIBRARY

		SOURCE OF FUNDING					
		TAX	GO	SEWER	OTHER	CAPITAL	WATER
TOTAL		LEVY	BONDS	RESERVES	REVENUES	RESERVES	RESERVES

2010 PROJECTS							
Lighting Improvements	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Window Coverings in New portion of Building	5,000	-	5,000	-	-	-	-
Collection Expansion	5,000	-	5,000	-	-	-	-
Public Assoc Computer Replacements	5,000	-	5,000	-	-	-	-
Total	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -

2011 PROJECTS							
Redo damaged Tile and carpet	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -
Paint Library - Interior	20,000	-	20,000	-	-	-	-
Paint Library - exterior	5,000	-	5,000	-	-	-	-
Replace Workstation for Staff	5,000	-	5,000	-	-	-	-
Total	\$ 38,000	\$ -	\$ 38,000	\$ -	\$ -	\$ -	\$ -

2012 PROJECTS							
Convert Existing Self-Check to RFID Self-Check	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -
Self-Check Machine/RFID	18,000	-	18,000	-	-	-	-
Replace Printer/Copier	7,000	-	7,000	-	-	-	-
RFID Tags - Software & Reader	25,000	-	25,000	-	-	-	-
Install Vestibule - lower level	20,000	-	20,000	-	-	-	-
Total	\$ 73,000	\$ -	\$ 73,000	\$ -	\$ -	\$ -	\$ -

2013 PROJECTS							
RFID tags	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Replace PAC Terminals	7,000	-	7,000	-	-	-	-
Replace outdoor lighting with LED bulbs	7,000	-	7,000	-	-	-	-
Furniture Replacement	15,000	-	15,000	-	-	-	-
Replace Old plumbing Fixtures	15,000	-	15,000	-	-	-	-
Total	\$ 49,000	\$ -	\$ 49,000	\$ -	\$ -	\$ -	\$ -

2014 PROJECTS							
First Phase of RFID materials handling equipment	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Repairs to Cement pillar in old building	20,000	-	20,000	-	-	-	-
Total	\$ 70,000	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -

MONONA PUBLIC LIBRARY

DIRECTOR'S REPORT FOR BOARD MEETING

February 15, 2011

Erick Plumb

LIBRARY ACTIVITY IN JANUARY 2011 & EARLY FEBRUARY 2011

January was a disappointing month in terms of usage, as our circulation, computer usage, and the number of visitors slid from the previous January. Circulation was down at a number of similar-sized Dane County libraries last month. As stated before, it is likely that circulation and total usage in 2011 will not match the record high levels of the previous two years. There are a number of factors for this, the primary two being the improving economy and the rapid rise of new media formats usurping older technologies. Nonetheless, the Library remains a busy place, and we look forward to continuing to tell our story as a place of meaningful community engagement, even as we rely on new ways beyond numbers to do so.

The Library formally applied for another year-long grant from the Susan G. Komen for the Cure foundation. We hope to hear shortly if we can continue our efforts as our Komen collection has proven popular and continues to get the Library noticed by other organizations throughout Dane County. In late January, the Library hosted a meeting of Komen grantee organizations. I gave a tour of the Library to the attendees, and Toni Streckert represented us at the meeting, as she has done marvelously throughout our Komen collaboration.

We experienced one of our few snow days during the blizzard of January 31-February 1.

NON-LIBRARY ROOM USE – JANUARY 2011

Monona Public Library rooms were used 17 times by approx. 300 people.

Analysis of room usage:

1) City of Monona (City Hall) used the Media room 7 times, and the Board room 6 times, (room usage total is 13).

The average time spent by the City of Monona in MPL rooms was 22 hours.

2) The Board Room was used 2 times for tutoring (fee waived), for 3 hours total.

3) The Forum and/or Board rooms were rented by a group 1 time for a total of \$30.00 (i.e. 4-H Club, GSA).

4) Playtime Players used the Forum Room 1 time.

This count does not include use by Monona Public Library for programming

PERSONNEL

I received certification from the state (confirmation letter attached) which will be valid through January 2016. All library directors must receive certification from the state's Department of Public Instruction.

At our January staff meeting, we changed things up and held an all-staff SWOT analysis exercise. It was a fun morning and staff members were fully-engaged. Results are located in the packet. It was helpful for me to see their perspective on the state of our library and libraries in general.

FACILITIES AND EQUIPMENT

After a month-long respite, our HVAC began acting up again. First, a valve needed to be replaced above Sally's desk, after water leaked onto her desk. Second, the heat failed to kick on one Monday morning, leading to a new igniter. We look forward to our new system come April.

A sinkhole has developed in our parking lot, on the drive. A manhole is sinking which is apparently not uncommon. The City is aware of this but will wait for winter's end before fixing it.

We are switching out all water-stained ceiling tiles in the upper level. Bob Johnson and Andy Nath are performing this task. Another issue is the men's restroom downstairs. The toilet apparently came loose from the floor, leading to a very unpleasant rocking when one sits on it. Also, the drywall in that restroom has been damaged by either someone kicking it or slamming the door into it. We are working on repairs. All restrooms are in serious need of sprucing up.

BUDGET AND FINANCE

We await the potential impact of legislation being considered at the Capitol regarding changes to municipal employee benefits. Proposed legislation would require municipal employees contribute 5.8% of their salary into the retirement system, would up health care premiums to 12.5%, and cap wage increases at the consumer price index.

While the City has *still* not closed the books on 2010, we estimate that we will carry forward \$31,141 from 2010's operating budget. This puts our fund balance at \$126,752. We have allocated \$30,700 of this total in our 2011 operating budget. Typically, the rule of thumb for library reserve funds is to maintain reserves near 10-15% of the operating budget's total. For Monona, that would mean a fund balance in the neighborhood of \$65,000 to \$70,000.

FUND BALANCE PROPOSALS

I propose that we spend an additional \$30,000 of our fund balance in 2011 on various projects that would increase security, provide needed building upgrades, and improve our public services. Our fund balance would be reduced to around \$66,000 by 2012. We have an additional \$12,000 in our building fund that should be spent on building-related projects in 2011.

1. Security camera replacement and expansion of coverage - \$8,000

We would replace all 16 current cameras with new models. We would add 8 additional cameras in the following locations

- lower level restroom hallway
- lower level back hallway
- outdoor north entry (Schluter or "old" entrance)
- outdoor book return area
- main computer area
- two additional cameras in children's room
- seating area in front of storytime room

Cost for camera replacement, new cameras and installation based on quotes from Boldtronics is \$8,000. We have a new server for this system which was installed in mid-2010.

2. Add one brand-new desk-mounted self-checkout machine – \$16,000

Adding a desk-mounted self-checkout machine to complement existing self-check model. New model would be RFID-ready. Cost per quote from ITG and includes maintenance contract.

3. Library Signage and Display upgrades - \$6,000

Our library struggles with poor directional signage and a general low-quality of signage. Additionally, we lack display options for highlighting new materials and special collections. Cost based on custom-overhead and wall-mounted signage in DEMCO.

4. Library patron furniture replacement - \$6,000

The majority of our public furniture is now ten years old. We propose buying five new sitting chairs to replace the most-egregiously frayed and worn chairs. We have \$15,000 for furniture replacement in 2013's capital budget, but a smaller upgrade now would do much to improve the library's appearance. Quote based on general patron chair prices from DEMCO.

5. Computer workstation chair replacement - \$1,000

Replace current computer corral seating for patrons with 12 adjustable seat models. Price based on \$80 public chair models in DEMCO.

6. Replace 4 Book carts - \$1,000

7. Replace Board Room chairs - \$1,700

Cost based on DEMCO \$170 meeting room model.

The projects above total \$39,700. I have not yet looked for price quotes for other possible projects, such as full carpeting replacement, adding additional electrical work (such as adding outlets). Also, the Board could consider beginning 2012-2014 capital projects this year; we could, for instance begin looking at RFID conversion projects like tagging, or installing the lower level vestibule.

LIBRARY SERVICES AND PROGRAMS

The Friends of the Library generously allocated \$2,700 for 2011 adult, teen, and children's programming at their January 25 meeting. This money is in addition to amounts allocated for programming in the operating budget.

Jan 2011 Monthly Report Teen & Adult Outreach Services

<u>Programs</u>	<u>Attendance</u>	<u>Programs</u>	<u>Notes</u>
Sat afternoon Foreign Film, adults	8	1	
MG21 Great Stories Program Intro	30	1	
Komen Grantee Quarterly Meeting	25	1	
Book a Librarian	2	2	(see description)
Totals	65	5	

Jan notes re programs and other activities

- We were the only library in Wisconsin to receive an ALA renewal grant for the Great Stories Program for at risk teens and only one of 10 nationwide to receive a small programming grant for it (which will be used to buy pizza for our book discussion meetings) Booked for a day dates, December. The program is described as follows (from the ALA/Great Stories website : *The Great Stories Club (GSC) is a reading and discussion program that targets underserved, troubled teen populations. The program reaches teens through books that are relevant to their lives, inviting them to read and keep the books, and encourages them to consider and discuss each title with a group of their peers. It seeks to show that reading can be a source of pleasure, a tool for self-exploration, and a meaningful way to connect to the wider world. Its ultimate goal is to inspire young adults who face difficult situations to take control of their lives by embracing the power of reading. A project of the ALA Public Programs Office and YALSA, the Great Stories Club is funded by a grant from Oprah's Angel Network.* The next three book discussions are to be completed within the school year. Grantees are given 11 books; participation is voluntary, though once teens sign up they must commit to the activities, reading log, projects, and discussion for each book. After a presentation of

the first book, Hate List, at the Alt School 15 students signed up (resulting in 4 additional copies needing to be ordered),

- Two Book a Librarian Sessions with Toni Streckert and two patrons on how to write a letter of inquiry and research background information for a mini grant.
- The Quarterly Komen meeting was attended by the Executive Director of the Komen for the Cure-Madison Foundation, a Komen board member, and several administrative staff members as well as representatives from Breast Cancer Recovery, the B-Smart Program, Gilda’s Club, Allied Wellness Centers (the SASSY program), the Wisconsin Comprehensive Cancer Control Program (Breast Cancer Task Force) the Wisconsin Well Women Program, and the UW Center for Patient Partnerships. They were given a tour of the library and of the collection and expressed interest in continuing to work with us. The announcements for the 2011/2012 grants awards will occur in mid March.
- Planning for the spring and summer library programs with a focus (for adults) on health and “happiness,” including cooking with Farmer’s Market produce, mindfulness and health: new evidence-backed discoveries, with Dr. Teri Woods; an autism program featuring local author, Jacqueline Houtman (*the Reinvention of Edison Thomas*) and a speaker from the Wisconsin Autism Foundation; getting a handle your personal paper overflow, with Jill Annis of Simply Organized. We are also featuring some combined teen and adult programs on clean water systems and plastic pollution for Earth Day (week), and recycling materials for furnishings and gifts.
- Presentation to the Friend’s Board seeking funding for select teen and adult programming and a special initiative: start up funding for a local music CD collection reflecting the diversity of musical talent and genres in the Madison area. This is to be coordinated by staff member Andrew Nath, also a musician, who will develop and inaugurate the collection with a series of two summer concerts in the Forum Room featuring many of the artists represented in the collection.
- Plans for an April 13 “tea and party” honoring the Friends for the selfless work they have done over the years promoting the library, sponsoring events and underwriting materials and activities, fundraising through the ongoing Friends book store, which they also maintain, and though the annual Friends book sale.

Children's and Young Adult Monthly Report for January 2011

<u>Programs/Storytimes</u>	<u>Attendance</u>	<u>Programs</u>	<u>Notes</u>
Brownie Group	15	1	
Homeschool Book Group	19	1	1/21/11
Tuesday Storytime (10:15)	54	2	
Tuesday Afternoon Storytime	12	1	
Wednesday Storytime (9:30)	49	2	

Wednesday Toddlertime (10:15)	52	2
Wednesday Storytime (11)	58	2
Thursday Storytime (10)	46	2
Thursday Baby Time (10:45)	32	2
Total	337	15 (avg 22.46)
Story Room Use (not 'planned' programming) Accucut, Nursing, book groups, reading, etc.	People: 103	Times: 12

Notes from Karen:

- 20: Staff meeting
- 25: Friends meeting
- 26: Webinar Cyberbullying

South Central Library System News

It was not too terribly surprising, but KOHA was delayed again. No new date for migration has been set.

The SCLS Library Directors will conduct a retreat in DeForest on April 15 to discuss shared visioning and responses to funding and technological challenges.

ACTION ITEMS

- 1. Approve 2010 Annual Report for submission to Department of Public Instruction**
- 2. Approve Fund Balance Policy**

**DRAFT - FUND BALANCE POLICY
FEBRUARY 2011**

The Monona Public Library believes that sound financial management principals require that all public funding received should be expended on providing library services to the community. Excess funds for any given fiscal year are determined by the following formula: total revenue minus total expenditures equals the Library's fund balance.

The Board of Trustees will make every effort to use all funds as budgeted. However, the Board will keep a portion funds carried forward from previous years as a contingency fund for unexpected expenditures. The Board will keep a fund balance amount at 10% of the Library's operating budget. Should the fund balance exceed 10% of the operating budget, the Library Board may determine to allocate spending from the Library's fund balance for non-recurring expenditures.



I. GENERAL INFORMATION					
1. Name of Library Monona Public Library			2. Public Library System South Central Library System		
3a. Head Librarian First Name Erick	3b. Head Librarian Last Name Plumb		4a. Certificate Grade Gr 1	4b. Certificate Type Regular	5. Certificate Exp. Date 01/31/2016
6a. Street Address 1000 Nichols Rd.		6b. PO Box	7. City/Village/Town Monona	8a. ZIP 53716	8b. ZIP4 2531
9. County Dane		10. Library Phone Number (608)222-6127		11. Fax Number (608)222-8590	
12. Director's E-mail Address eplumb@mononalibrary.org			13. Library Web Address URL www.mononalibrary.org		
14. No. of Branches 0		15. No. of Bookmobiles Owned 0		16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No		18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and a municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stats. 43.53? No			
19a. Winter Hours Open per Week 63		19b. Number of Winter Weeks 37		19c. Summer Hours Open per Week 59	
19d. Number of Summer Weeks 15		20. Annual Public Service Hours for the Main Library and Any Branches and Bookmobiles 3,216		21. Square Footage of Public Library 26,882	
22. Did your library move to a new facility or branch or expand an existing facility in 2010? No					

II. LIBRARY COLLECTION		
	Number Owned / Leased	Number Added
1. Books and Serial Volumes in Print	53,710	4,251
2. Electronics Books <i>E-Books</i>	7,494	
3. Audio Materials	3,639	400
4. Electronic Audio Materials <i>Downloadable</i>	5,260	
5. Video Materials	5,667	761
6. Electronic Video Materials <i>Downloadable</i>	318	
7. Others Materials Owned <i>Describe</i> Toys, software, kits, equipment, video games	210	
8. Databases Locally Owned or Leased	3	
9. Total Databases <i>Local, regional, and state</i>	41	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	179	

III. LIBRARY SERVICES

1. Circulation Transactions			2. Interlibrary Loans			
a. Total Circulation		b. Children's Materials	a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>	
294,792		101,626	81,323		92,802	
3. Number of Registered Borrowers			4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL	a. Annual Count	b. Method	a. Annual Count	b. Method
4,933	2,513	7,446	5,718	Survey Week(s)	148,687	Actual Count
6. Users of Public Internet Computers			7a. Number of Licensed Database Sessions		7b. Number of Locally-created, Non-commercial Database Sessions	
a. Annual Count		b. Method	453			
26,943		Actual Count				
7c. Uses of E-Books by Users of Your Library			7d. Uses of E-Audio by Users of Your Library		7e. Uses of E-Video by Users of Your Library	
40			371		13	
8. Programs and Program Attendance Annual count					9. Number of Public Use Computers	
	a. Children	b. Young Adult	c. Other Programs	d. TOTAL	a. Total	b. Internet Access
Number of Programs	277	56	24	357	26	22
Attendance	6,628	1,030	478	8,136		

IV. LIBRARY GOVERNANCE

1. **Library Board Members.** List the members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries, Technology, and Community Learning as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
a. Andrew	Taylor	4908 Winnequah Road	Monona	53716	ataylor@artsaxis.com
b. Todd	Stebbins	5005 McKenna Road	Monona	53716	stebbins@matcmadison.edu
c. Scott	Munson	501 Panther Trail	Monona	53716	smunson@ci.monona.wi.us
d. Valerie	Edwards	1004 Sioux Trail	Monona	53716	val_edwards@mononagrove.org
e. Mary	O'Connor	5103 Winnequah Road	Monona	53716	mkoconnor@charter.net
f. Benjamin	Redding	6019 Queens Way	Monona	53716	redding.benjamin@gmail.com
g. Melissa	Zietz	1411 Joyce Road	Monona	53716	melissa.zietz@gmail.com
h.					
i.					
j.					
k.					
l.					

2. Number of Library Board Members *Include vacancies in this count*

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service. Only Joint libraries will report more than one municipality here.

Municipal Type	Name	Amount
City	Monona	\$424,357
Subtotal 1		\$424,357

2. County

a. Home County Appropriation for Library Service

Subtotal 2a \$228,611

b. Other County Payments for Library Services

Name	Amount	Name	Amount
Columbia	\$1,151	Juneau	\$24
Jefferson	\$175		
Rock	\$34		
Sauk	\$303		
Green	\$160		
Subtotal 2b			\$1,847

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SLP Performers	\$400	SCLS Net Lender Payment	\$223
SLP Incentives	\$125		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$748

4. Federal Funds -- Name program and, if LSTA, show project number

Project Name and Number	Amount	
10-269 LST: LSTA Teen Succeed	\$1,300	
Subtotal 4		\$1,300

5. Contract Income from Other Governmental Units, Libraries, Agencies, Library Systems, Etc.

Name	Amount	Name	Amount
	\$0		
Subtotal 5			\$0

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income	8. Total Operating Income Add 1 through 7	9. What is the 2011 annual appropriation provided by your governing board for your public library?	10. Did your library's municipality exempt itself from the county library tax for 2010 Wis. Stats. s.43.64(2)?
\$96,511	\$64,472	\$817,846	\$438,957	Yes

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees report all employees under 1a and 1b below. Libraries with more than 15 employees list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel only.

a. Employees holding the title of librarian. Indicate advanced degrees with a check or an X.

Position	MLS (ALA)	Annual Salary	Hrs. Worked per Week	Position	MLS (ALA)	Annual Salary	Hrs. Worked per Week
Director / Head Librarian	MLS(A)	\$55,000	40.00				
Librarian	MLS(A)	\$39,645	40.00				
Outreach Coordinator	Librn.	\$30,556	40.00				
Youth Services Coordinator	Librn.	\$26,951	32.00				

b. Other Paid Staff See instructions

	Type	Total Annual Wages	Hrs. per Week Worked	Position	Type	Total Annual Wages	Hrs. per Week Worked
Library Assistant II - Secretary	Other	\$16,425	25.00	Seasonal Gardener	Other	\$1,300	1.00
Library Assistant II	Other	\$30,306	41.00				
Library Assistant I	Other	\$67,775	91.00				
Page II	Other	\$11,328	27.00				
Page I	Other	\$24,713	73.00				

2. Library Staff full-time equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA accredited program (FTE)

2.00

Other persons holding the title of librarian (FTE)

1.80

Subtotal 2a

3.80

b. All other paid staff *include maintenance, plant operations, and security*

6.45

c. Total Library Staff Full-Time Equivalents *Add 2a subtotal and 2b*

10.25

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total 2010 circulation reported for your library from Section III, Line 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*

150,732

Divide nonresident circulation among the following categories. The total for 2 through 6 below should equal the number reported in question 1 above.			
	a. Those With a Library	b. Those Without a Library	c. Subtotal
2. Circulation to nonresidents living in your county	118,386	29,063	147,449
3. Circulation to nonresidents living in another county in your system	705	806	1,511
4. Circulation to nonresidents living in an adjacent county not in your system	863	246	1,109
5. Circulation to All Other Wisconsin Residents	567		
		96	
			6. Circulation to Persons from Out of the State.

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS (cont'd.)

7. Are the answers to questions 1 through 6 based on actual count or survey/sample? <p style="text-align: center;">Actual</p>	8a. Does your library deny access to residents of adjacent public library systems on the basis of Wis. Stats. s. 43.17(11)(b)? <p style="text-align: center;">No</p>	8b. If yes, do you allow residents in adjacent systems to purchase library cards?
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9. Circulation to nonresidents living in adjacent county who do not have a local public library.

Name of County	Circulation	Name of County	Circulation
a. Columbia	454	f. Sauk	149
b. Green	195	g. Dodge	22
c. Iowa	14	h.	
d. Jefferson	188	i.	
e. Rock	22	j.	

XII. TECHNOLOGY

1. What type of Internet connection do you have?
 a. Only a dedicated or leased line *Often provided by TEACH program*
 b. Only a broadband cable or DSL line
 c. Both a and b.

2. Is the speed of your Internet connection sufficient to meet patron and staff needs?
 a. Our speed is sufficient almost all the time (at least 95% of the time).
 b. Our speed is sufficient most of the time (at least 80%).
 c. Our speed is NOT sufficient most of the time or is not sufficient at critical daily periods.

3. Does your library use any type of Internet filtering software or service?
 a. Yes, on all internet workstations.
 b. Yes, on some Internet workstations.
 c. No filtering on any internet workstations.

4. Does your library provide wireless Internet access for patron laptops?
 Yes

XIII. YOUTH SERVICES

1. Summer Library Programming *Estimate if the library does not have this number*

a. How many individual children and young adults registered for or participated in the 2010 summer library program? <p style="text-align: center;">730</p>	b. How many children who participated in the summer library program were under five? <p style="text-align: center;">129</p>	c. How many of those who participated in the summer library program were age 12-18? <p style="text-align: center;">147</p>	d. What was the total attendance (children and adults) at children's programs at the library this summer? <p style="text-align: center;">1,470</p>
---	--	---	---

2. Indicate the name(s) and email address(es) of staff who serve as the children, youth, or teen librarian(s). If the director serves as this librarian, only that name is needed. List only paid staff and do not include volunteers. **Indicate location when different from main library.**

Name	Location	Email Address
Karen Wendt		kmwendt@mononalibrary.org
Toni Streckert		tonis@mononalibrary.org

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We hereby assure the Public Library System of which this library is a member and the Division for Libraries, Technology, and Community Learning, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's electronic database only to its residents. [s.43.15(4)(c)4].
- In 2010, the library received funding from the library board's governing body or, for a joint library, its governing bodies, at a level not lower than the average of such funding received for the previous three years [s. 43.15(4)(c)5].
- For 2011, the library received funding from the library board's governing body at a level not lower than the average of such funding received for the previous three years [s. 43.15(4)(c)5].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s.43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library, beginning in 2008, annually, is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library, beginning in 2008, annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature 	Name of President	Date Signed
Library Director/Head Librarian Signature 	Name of Director/Head Librarian	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities. The statement may be sent directly to the Division for Libraries and Community Learning (DLCL), c/o John DeBacher, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

The Monona Public Library Board of Trustees hereby states that in 2010, the South Central Library System

Name of Public Library

Name of Your Public Library System/Service

Indicate with an X one of the following two statements.

- Did provide effective leadership and adequately meet the needs of the library.
Did not provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. Attach additional sheets if necessary.

DRAFT

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

Table with 3 columns: President, Library Board of Trustees Signature; Name of President; Date Signed.

SWOT Analysis
Staff Meeting
1/20/2011

Strengths	<ul style="list-style-type: none"> Children's Programming Young Adult Programming Building & community space Customer service! Relationships with clientele Relationships between staff Willing to change/try new things Ever-improving collections Art exhibits 	<ul style="list-style-type: none"> Staff talents Open hold shelves Flowers at desk Boutique experience Support from the City of Monona Open on Sundays Community Partnerships Cleanliness of facility
Weaknesses	<ul style="list-style-type: none"> Signage Directions No public fax machine/scanner Lack of cultural diversity among staff Need more staffing Cluttered information Displays – highlight books Accessibility of collection Coverage at Children's reference Furniture upholstery Upstairs/downstairs communication Local collections Security 	<ul style="list-style-type: none"> Building layout, steps Bathroom location Dirty bathrooms Parking lot slope Shopping carts Noise Books too low/high Open hold shelves Phone system Circulation desk Large print No head phones
Opportunities	<ul style="list-style-type: none"> Electronic support, more training Forum room for performers Utilize meeting spaces: bands, speakers book club (YA literature for adults) Exploring other genres/expanding Boutique services Library = 'living room' of the community Café: wasted space (coffee :) Monona-specific on-line presence 	<ul style="list-style-type: none"> Outreach More one-on-one with patrons e-books & e-commerce Reconfigure space Book displays tied to related programming Tweens programming Staff in teen area local author series Staff deployment in building
Threats	<ul style="list-style-type: none"> Fitchburg Funding Aging population Losing younger patrons Changing technology e-books Driveway, entrance Competing programming 	<ul style="list-style-type: none"> 4-year old kindergarten Angry patrons Safety Theft Building infrastructure SCLS system-wide Delivery system

February 1, 2011

Erick N. Plumb
Monona Public Library
1000 Nichols Rd.
Monona, WI 53716-2531

Dear Mr. Plumb:

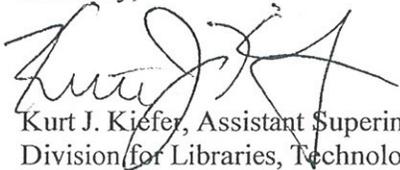
This is to inform you that we have examined your educational credentials and are granting you the enclosed Grade 1 Public Librarian Certificate, valid through January 2016.

Your five-year certificate may be renewed in January 2016 upon evidence which satisfies the Division for Libraries, Technology, and Community Learning that you have participated in 100 contact hours of continuing education which are directly related to the position held or will permit advancement in the profession. You will need to have your continuing education activities validated annually. The validator in your area is Jean Anderson of the South Central Library System.

Information on certification is available on the Web at <http://dpi.wi.gov/pld/cert.html>, including a downloadable copy of the *Certification Manual for Wisconsin Public Library Directors* (2004). A printed copy of the *Manual* is available upon request.

I am confident you are prepared for the many challenges and responsibilities of library service in this information age. Congratulations on the receipt of your Grade 1 Public Librarian Certificate. The division's certification consultant, Terrie Howe, can be reached at (608) 266-2413 or teresa.howe@dpi.wi.gov, or by writing her at the letterhead address. Please keep us informed of any name or address changes.

Sincerely,



Kurt J. Kiefer, Assistant Superintendent
Division for Libraries, Technology, and Community Learning

Enc.

cc: Jean Anderson, South Central Library System
Board President, Monona Public Library