

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

- I. Call to Order**
- II. Public Appearances**
- III. Consent Agenda**
 - a. Minutes of December 21, 2010 meeting
 - b. Financial Report
 - c. Monthly bills
- IV. Library Administration Report**
 - a. Overview of December activity
 - b. Fund Balance & Building funds
 - c. Staffing overview at comparable area libraries
- V. Action Items to Approve**
 - a. Approve 2011 contract with Dane County for Library reimbursement
- 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**

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, December 21, 2010
7:00 PM

Library Board Present: Andrew Taylor (Presiding), Val Edwards, Mary O'Connor, Ben Redding, Todd Stebbins and Melissa Zietz

Also Present: Library Director Erick Plumb and Sally Buffat

Absent with prior notification: Scott Munson

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 November 18, 2010, meeting
- b. Financial Report
- c. Monthly bills

Trustee Edwards moved, seconded by Zietz, to approve this month's Library Board Consent Agenda. Motion passed unanimously.

IV. Library Administration Report

Director Plumb reported that the Library remains exceedingly busy. The trend is for circulation to go down drastically in the months of November and December and this year our circulation numbers actually went up.

Outreach Coordinator Toni Streckert has been spending time on the next phase of Komen grant preparations. We should hear by February if the grant has been approved. If successful, the grant will allow the Library to continue to expand its Health collection, as well as continue to develop programming with other Komen-grantee organizations. A further innovation for 2011 would be a small Monona Library-owned "satellite collection" of women's health and cancer materials that would circulate at the Gilda's Club of Madison facility in Middleton. Those materials would not be in Linkcat so no holds could be placed on them.

The HVAC system had issues again this month. In late November, one of the pumps on the air-handling units on our roof cracked. This part had to be replaced immediately, as carbon monoxide was being released outside the building. While this posed no threat to patrons or staff inside the building, it would be dangerous to anyone working on the roof units. Kilgust replaced the pump for over \$1,900.

Plumb and Buffat met with Interior Designer Michelle Nagorsen in December. Nagorsen will work pro bono with Administrative staff to develop ways to improve spaces that can be difficult for patrons and staff to navigate, while improving the overall look of the facility.

Plumb and Circulation Supervisor Rob Klecker did a walkthrough of the building with Monona Police Department's Jeremy Winge to discuss ways for staff to better monitor the building and grounds. Options include new security camera placements, motion sensors that would alert desk staff when patrons entered certain portions of the building at night and on weekends, and possibly closing off some parts of the building at various times. The easiest way to enhance security is to continue to be present and seen by patrons throughout the building, by regularly walking through both levels of the building on a consistent basis.

Koha is scheduled to "go live" on January 18. There will be some measure of inconvenience to patrons. Not everything promised will be functional at the onset. Many SCLS directors, including Plumb, are concerned that patrons will notice many of the features that will be absent or non-functional. We will have extended due dates and system-wide amnesty during the transition. January will be bumpy for staff, but the migration to Koha will be beneficial in the long-term.

Member libraries also have grown impatient with the pace (or lack thereof) of SCLS' willingness to adopt technological improvements that area library customers want, such as the ability to pay their fines using credit cards online, registering for cards online, and an updated, easier-to-use in-library wireless network that includes the ability to print.

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)

Trustee Redding moved, seconded by Edwards, to go into closed session under Wisconsin Statutes Section 19:85(1) at 7:35 p.m. Motion passed unanimously.

VI. Reconvene in Open Session under Wisconsin Statutes 19.85 Discussion Items and Library Administration Report

Trustee Redding moved, seconded by Zietz, to resume the meeting in open session, under Wisconsin Statutes Section 19.85(1) at 8 p.m. Motion passed unanimously.

VII. Action Items to Approve

- a. Approve creation of Public Information Coordinator Position

The position would assist library staff in developing and promoting library programs and services. This position would also free senior staff to focus on their professional responsibilities.

After discussion, the Board decided not to approve the creation of a Public Information Coordinator Position.

b. Change Library Assistant II position (30 hours) to Library Assistant III (30 hours) Ronda Pettey-Kucher, our senior circulation worker of thirteen years, will assist Librarian Rob Klecker as deputy head of circulation. Ronda handles all patron "problem" items, such as lost or damaged books, and also is responsible for all Outer library Loan requests and processing.

Trustee Edwards moved, seconded by Stebbins, to change Library Assistant II position (30 hours) to Library Assistant III (30 hours). Motion passed unanimously.

c. Approve Librarian salary for 2011

The salary for Librarian Rob Klecker includes a 3% cost of living increase over his 2010 salary. Rob provided solid support as a supervisor during a tumultuous 2010. He has increased his responsibilities, serving as de facto reference librarian and coordinating activities at our busy main desk.

Trustee O'Connor moved, seconded by Zietz, to approve Librarian salary for 2011. Motion passed unanimously.

VIII. Announcements

a. Harry Potter Fest, December 29

b. Library will be closed December 24-25. Library will close at 5 PM on December 31. Library will be closed on January 1 and January 17, 2011.

IX. Adjournment

Recorder: Sally Buffat

Approved: _____, 2010

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2010

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	424,357.00	424,357.00	.00	100.00
202-46-43570-000 GRANT REVENUES	.00	1,300.00	.00	1,300.00	.00
202-46-43720-000 COUNTY AID FOR LIBRARIES	.00	230,458.00	188,129.00	42,329.00	122.50
202-46-43730-000 COUNTY AID LIBRARY FACILITIES	.00	.00	29,501.00	(29,501.00)	.00
202-46-46110-000 COPIER RECEIPTS	107.08	2,163.73	2,400.00	(236.27)	90.16
202-46-46710-000 FINES	1,325.60	20,432.44	24,000.00	(3,567.56)	85.14
202-46-46730-000 ROOM RENTALS	639.06	2,455.84	1,900.00	555.84	129.25
202-46-48900-000 OTHER REVENUES	.00	.00	1,100.00	(1,100.00)	.00
202-46-48900-100 VENDING MACHINE	174.52	3,445.32	3,800.00	(354.68)	90.67
202-46-49300-000 FUND BALANCES APPLIED	.00	.00	19,000.00	(19,000.00)	.00
 TOTAL PUBLIC CHARGES FOR SERVICE	 2,246.26	 684,612.33	 694,187.00	 (9,574.67)	 98.62
 TOTAL FUND REVENUE	 2,246.26	 684,612.33	 694,187.00	 (9,574.67)	 98.62

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2010

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY EXPENDITURES</u>					
202-55-55110-110	9,738.81	115,805.73	115,500.00	(305.73)	100.26
202-55-55110-111	8,395.67	120,656.82	149,218.00	28,561.18	80.86
202-55-55110-112	33.75	432.14	700.00	267.86	61.73
202-55-55110-117	.00	378.00	500.00	122.00	75.60
202-55-55110-119	7,750.62	92,626.58	84,494.00	(8,132.58)	109.63
202-55-55110-130	1,917.11	25,141.32	26,807.00	1,665.68	93.79
202-55-55110-131	1,884.83	24,773.85	29,250.00	4,476.15	84.70
202-55-55110-132	13.65	215.83	375.00	159.17	57.55
202-55-55110-133	3,363.52	41,455.17	43,466.00	2,010.83	95.37
202-55-55110-134	.00	1,823.55	2,000.00	176.45	91.18
202-55-55110-220	2,330.33	30,107.26	39,000.00	8,892.74	77.20
202-55-55110-221	159.01	1,262.38	800.00	(462.38)	157.80
202-55-55110-222	594.81	2,380.89	3,000.00	619.11	79.36
202-55-55110-240	2,871.37	33,525.66	44,000.00	10,474.34	76.19
202-55-55110-241	.00	40,360.75	41,000.00	639.25	98.44
202-55-55110-310	162.28	3,012.64	8,500.00	5,487.36	35.44
202-55-55110-312	(48.06)	991.02	2,500.00	1,508.98	39.64
202-55-55110-321	.00	.00	200.00	200.00	.00
202-55-55110-340	141.21	1,340.38	2,000.00	659.62	67.02
202-55-55110-341	(93.87)	2,217.78	2,500.00	282.22	88.71
202-55-55110-344	.02 (3.37)	.00	.00	3.37	.00
202-55-55110-350	4,648.20	13,555.67	8,500.00	(5,055.67)	159.48
202-55-55110-351	.00	14,612.17	8,500.00	(6,112.17)	171.91
202-55-55110-390	.00	200.40	400.00	199.60	50.10
202-55-55110-700	.00	390.45	975.00	584.55	40.05
202-55-55110-702	1,380.56	1,380.56	.00	(1,380.56)	.00
202-55-55110-809	210.35	7,117.71	5,500.00	(1,617.71)	129.41
202-55-55110-810	2,244.59	16,320.20	18,500.00	2,179.80	88.22
202-55-55110-811	2,388.03	19,602.14	17,000.00	(2,602.14)	115.31
202-55-55110-812	1,698.45	11,762.54	10,500.00	(1,262.54)	112.02
202-55-55110-813	252.91	2,758.18	2,500.00	(258.18)	110.33
202-55-55110-814	414.94	3,389.92	2,577.00	(812.92)	131.55
202-55-55110-815	.00	529.89	1,600.00	1,070.11	33.12
202-55-55110-817	114.00	1,444.00	4,025.00	2,581.00	35.88
202-55-55110-819	425.25	2,887.49	2,300.00	(587.49)	125.54
TOTAL LIBRARY EXPENDITURES	52,992.34	634,455.70	678,687.00	44,231.30	93.48
<u>TRANSFERS</u>					
202-55-59210-212	.00	.00	4,500.00	4,500.00	.00
202-55-59210-510	.00	.00	11,000.00	11,000.00	.00
TOTAL TRANSFERS	.00	.00	15,500.00	15,500.00	.00
TOTAL FUND EXPENDITURES	52,992.34	634,455.70	694,187.00	59,731.30	91.40

CITY OF MONONA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2010

LIBRARY FUND

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
NET REVENUES OVER EXPENDITURES	(50,746.08)	50,156.63	.00	50,156.63	.00

CITY OF MONONA

BALANCE SHEET
DECEMBER 31, 2010

LIBRARY FUND

ASSETS

202-111000	TREASURER'S CASH	(202,964.34)	
202-118000	PETTY CASH	50.00	
202-121000	PROPERTY TAXES RECEIVABLE	424,357.00	
202-131000	ACCOUNTS RECEIVABLE	.00	
202-151000	DUE FROM GENERAL FUND	.00	
202-160000	PREPAID EXPENSES	.00	
	TOTAL ASSETS		<u>221,442.66</u>

LIABILITIES AND EQUITY

LIABILITIES

202-211000	ACCOUNTS PAYABLE	1,865.91	
202-211001	PRIOR YEAR ACCOUNTS PAYABLE	.00	
202-217000	PAYROLL PAYABLE	9,534.07	
202-219000	SUNDRY ACCOUNTS	.00	
202-251000	DUE TO GENERAL FUND	.00	
202-254000	DUE TO CAPITAL PROJECTS	.00	
202-261000	DEFERED TAX ROLL COLLECTIONS	.00	
	TOTAL LIABILITIES		11,399.98

FUND EQUITY

202-341700	RESERVED FOR NEXT YEARS BUDGET	.00	
202-342000	SOUTH CENTRAL GRANT	.00	
202-343000	FUND BALANCE-UNDESIGNATED	95,611.69	
	REVENUE OVER EXPENDITURES - YTD	50,156.63	
	TOTAL FUND EQUITY		<u>145,768.32</u>
	TOTAL LIABILITIES AND EQUITY		<u>157,168.30</u>

← fund balance

Summary of Invoices Posted December 14, 2010 - January 12, 2011			
Accounts Payable by Vendor	Account Code	Description	Amount
Professional Development 202-55-55110-134			
Reimburse: Streckert, Toni		WLA conference reg	\$ 55.00
TOTAL PROFESSIONAL DEVELOPMENT			\$ 55.00
TDS & Charter 202-55-55110-221			
TDS		phone	\$ 61.71
Charter		internet service	\$ 31.64
TOTAL TDS/CHARTER			\$ 93.35
Water & Sewer Utilities 202-55-55110-222			
Monona Water Utility		water & sewer	\$ 32.30
TOTAL WATER & SEWER UTILITIES			\$ 32.30
Service Contracts 202-55-55110-240			
Clean Power		service for december	\$ 1,866.71
Illingworth-Kilgust		service for december	\$ 502.33
TOTAL SERVICE CONTRACTS			\$ 2,369.04
Office Supplies 202-55-55110-310			
VISA: Staples		thermal paper	\$ 31.99
TOTAL OFFICE SUPPLIES			\$ 31.99
Janitorial Supplies 202-55-55110-340			
CHARGE: Menards			\$ 9.96
TOTAL JANITORIAL SUPPLIES			\$ 9.96
Children's/YA Services 202-55-55110-341			
Petty Cash: Wendt, Karen	general supplies	glue & coloring books	\$ 8.18
VISA: AccuCut	general supplies	dicut roller	\$ 43.00
Reimburse: Streckert, Toni	general supplies	organizing bins	\$ 40.14
Petty Cash: Streckert, Toni	TAB programming	hunger games	\$ 16.95
Petty Cash: Streckert, Toni	TAB programming	food	\$ 12.95
VISA: ebay thank you gift	telebration	pie stand K. Sobol	\$ 23.90
Reimburse: Falkowski, Jennifer	potterfest	hand-made prizes	\$ 35.00
Reimburse: Streckert, Toni	potterfest	prizes, food, décor	\$ 182.80
VISA: Borders	potterfest	gift cards, prizes	\$ 95.85
CHARGE: Copps	potterfest	soda	\$ 6.49
TOTAL CHILDREN'S/YA SERVICES			\$ 465.26
Equipment Maintenance & Repair 202-55-55110-350			
Wisconsin Elevator Inspection		annual inspection	\$ 150.00
Braun Corporation		replace ballasts	\$ 266.50
WI Dept of Commerce	elevator	permit to operate fee	\$ 50.00
VISA: Wheelchair Recycling Program		wheelchair	\$ 135.00
Illingworth-Kilgust	HVAC	service RTU 1 & 3	\$ 255.00
Illingworth-Kilgust	HVAC	replace heat exchange	\$ 1,915.00
Illingworth-Kilgust	HVAC	hot water pump noise	\$ 270.70
Illingworth-Kilgust	HVAC	rooftop unit #2 shake	\$ 255.00
TOTAL EQUIPMENT MAINTENANCE & REPAIR			\$ 3,297.20

Vending	202-55-55110-819			
Pepsi-Cola Company		soda	\$	184.75
TOTAL VENDING			\$	184.75
Services/Contract/Supplies Subtotal			\$	6,538.85
LIBRARY ACQUISITIONS				
LSTA Grant/MG21	202-55-55110-702			
Trader Joe's	solstace	food	\$	51.94
Milio's Sandwiches	solstace	food	\$	66.96
Cherie St. Cyr	solstace	performer	\$	75.00
CHARGE: Copps	solstace	food	\$	36.85
Baker & Taylor		books	\$	81.67
TOTAL LSTA GRANT/MG21			\$	312.42
Periodicals/Pamphlets	202-55-55110-809			
The New York Times		1 year subscription	\$	192.40
The Kiplinger Tax Letter		1 year subscription	\$	59.00
The Kiplinger Letter		1 year subscription	\$	58.00
The Wall Street Journal		1 year subscription	\$	181.48
Journal Community Publishing		1 year silent sports	\$	17.95
TOTAL PERIODICALS			\$	508.83
CDs & DVDs	202-55-55110-810			
Baker & Taylor		DVDs	\$	595.67
TOTAL CDs & DVDs			\$	595.67
Adult Books	202-55-55110-811			
Baker & Taylor		adult books	\$	339.75
TOTAL ADULT BOOKS			\$	339.75
Children's Books	202-55-55110-812			
Baker & Taylor		children's books	\$	93.73
TOTAL CHILDREN'S BOOKS			\$	93.73
Large Print Books	202-55-55110-814			
Gale		large print	\$	196.75
TOTAL LARGE PRINT BOOKS			\$	196.75
Electronic Information Sources	202-55-55110-817			
Wisconsin Library Services		ancestry, novel, morning	\$	1,081.50
SCLS		microsoft office licenses	\$	114.00
TOTAL ELECT INFO SOURCES			\$	1,195.50
Library Acquisitions Subtotal			\$	3,242.65
TOTAL EXPENDITURES 12/14/10 - 1/12/11			\$	9,781.50

Wisconsin Public Library Service Data: Monona Public Library

Year	Circulation Total	Library Visits	Library Programs Total Attendance
2000	234,055	83,768	6,284
2001	248,069	97,779	7,459
2002	262,505	125,016	6,132
2003	264,804	148,391	6,337
2004	261,010	138,945	7,301
2005	253,410	131,998	7,577
2006	252,333	136,002	9,273
2007	248,307	134,078	9,505
2008	265,114	135,707	8,738
2009	290,364	132,011	7,721
2010	294,817	148,687	8,136

<http://dpi.wi.gov/pld/dm-lib-stat.html>

Library Activity Report December 2010

Circulation	2009	2010	2009 YTD		2010 YTD		DEC '10/09	DEC '10/09	Yr Diff	Comparison
	DEC	DEC			diff by #	diff by %			Year %	
Self-Checkout CKOs	Adult	14630	14348	178523	179976	-282	-1.9%	1453	0.1%	
	Children	5832	6308	99780	101626	476	8.0%	1846	1.8%	
	Young Adults	899	708	11076	11841	-191	-21.0%	765	6.9%	
	Other	119	140	1050	1374	21	17.6%	324	30.1%	
	Total	21480	21504	290429	294817	24	0.1%	4388	1.5%	
Interlibrary Activity										
Loaned to Other	6909	6747	91111	81273	-162	-2.3%	-9838	-11.8%		
Borrowed From Other	6919	7677	82557	92802	758	11.0%	10245	12.4%		
Library Cards Issued	43	32	758	723	-11	-25.6%	-35	-4.6%		
Reg. Internet Sessions	1622	1491	n/a	22598	-131	-8.1%				
Wireless sessions	353	367	n/a	4345	14	4.0%				
Total Computer Use	1975	1858	28160	26943	-117	-6.0%	-1217	-4.3%		
Library Traffic	9615	9520	132011	148687	-95	-1.0%	16676	12.6%		
Adult Programs										
# attended	0	2	36	24	2	200.0%	-12	-33.0%		
YA Programs										
# attended	9	3	89	56	-3	-66.0%	-33	-37.0%		
Children's Programs										
# Attended	15	21	263	277	6	40.0%	14	5.3%		
	182	319	5744	6628	137	75.3%	884	15.4%		

MONONA PUBLIC LIBRARY

DIRECTOR'S REPORT FOR BOARD MEETING

January 18, 2011

Erick Plumb

LIBRARY ACTIVITY IN DECEMBER 2010 & EARLY JANUARY 2011

The Library ended 2010 on a high note, as we finished the year with our highest circulation of materials ever, a total of 294,817 items, beating 2009's record. On top of that, 148,687 people visited the Library in 2010, barely beating 2003's highest-ever total. While we are excited about our record usage, we must temper our excitement with the knowledge that it is likely that circulation of materials will probably go down in the future, as formats continue to change and more digital content becomes more widely available at ever-cheaper costs to consumers.

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 extraordinarily staff-intensive, it must be said that drawing teens to library programming in such numbers is unheard-of in library's Monona's size.

Finally, using capital funds, we added LED lighting in the children's room to dramatically increase the amount of light in order to make finding materials easier for patrons and staff. We plan on continuing to add supplemental LED lighting fixtures in staff and other public areas in 2011.

Karen Wendt, Toni Streckert, and I have begun planning programs for spring and summer. We eagerly await the results of our application for a new Susan G. Komen grant in 2011-12.

NON-LIBRARY ROOM USE - DECEMBER 2010

Monona Public Library rooms were used 21 times by approx. 420 people.

Analysis of room usage:

1a) City of Monona (City Hall) used the Media room 6 times, and the Board room 6 times, (room usage total is 12).

The average time spent by the City of Monona in MPL rooms was 13 hours.

1b) The Monona Senior Center did not use any room this month.

2) The Board room was rented once for 1 hour (\$15) for tutoring.

3) Playtime Players used the Forum room 8 times.

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

PERSONNEL

Circulation Supervisor Rob Klecker has been enrolled in a one-month class beginning in March called "Personnel Management." The course is being run through UW-Madison's School of Library and Information Studies. This opportunity gives Rob an additional avenue to develop as a library manager.

The Wisconsin Association of Public Libraries (WAPL) conference will be held in Madison in May. Karen Wendt has been asked to present for two sessions: "Story Time Swap – Story Time isn't just for Pre-schoolers Anymore" and "Creating Hands-On Pre-Literacy Activity Areas in Your Library." Karen's reputation as a children's programmer makes her a great choice to share her wisdom with her colleagues.

I am working with fellow Dane County library directors to hold a spring "Director's Retreat" that will focus on increased cooperation and planning for the years ahead. With funding an issue, plus disruptive technologies increasingly an issue, we will brainstorm together on ways to position our area's libraries to withstand uncertainty and remain a dynamic positive force in our communities. Note that this is a library-led initiative, and will not include SCLS staff apart from their director.

FACILITIES AND EQUIPMENT

Amazingly, our HVAC system has not malfunctioned since early November. We are also up-to-code in all areas. Pat Marsh also assures me that the HVAC replacement project remains likely to be completed this March or April. We have begun to replace water-stained ceiling tiles upstairs, a project that will continue throughout the year.

Finally, I'd like to thank 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.

BUDGET AND FINANCE

Due to Library Director Demita Gerber's passing, the Library had over \$30,000 in operating budget funds that were not spent in 2010. The Library's fund balance has ballooned to over \$130,000. 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 \$70,000-\$75,000. It is my hope that we can allocate some of that fund balance for projects that could provide immediate benefits for our patrons and for library operations. Such projects could include:

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

It should be noted that the Library still has over \$12,000 in an account at Monona State Bank from the Library expansion project of a decade ago. Those funds should also be

utilized this year. Additionally, the 2011 Capital Budget will allow the Library to paint the interior and to replace carpeting in well-trafficked areas upstairs. If the Library Board is amenable, staff could present options for various projects at February's meeting.

Library supporters are watching the 2011 legislative session carefully. As has been noted, the new legislative majority and Administration may target Library Maintenance of Effort (MOE), as a way to cut costs. I will keep the Board fully informed of the status of legislation that would affect libraries.

LIBRARY SERVICES AND PROGRAMS

Children's Services Monthly Report for December 2010 - Karen Wendt

<u>Programs/Storytimes</u>	<u>Attendance</u>	<u>Programs</u>	<u>Notes</u>
Make Sock Puppets	28	1 Dec 7	D. Proctor, RecycleBug
Read to a Dog	6	1 Dec 13	R.E.A.D. Volunteer
Winter Craft	35	1 Dec 11	Jennifer Falkowski
Chilly Days Storytime	14	1 Dec 14,	2p.m.
Tuesday 10:15 2-4yr	21 (13, 8)	2 Dec 7,	14
Wednesday 2-4yr 9:15	44 (18, 14, 12)	3 Dec 1,	8, 15
Wednesday Toddler 10:05	46 (17, 23, 26)	3 Dec 1,	8, 15
Wednesday 2-4yr 10:50	62 (25, 17, 20)	3 Dec 1,	8, 15
Thursday Toddler 9:15	33 (7, 4)	2 Dec 2,	9
Thursday 2-4yr 10:00	52 (35, 17)	2 Dec 2,	9
Thursday Baby 10:50	18 (6, 12)	2 Dec 2,	9
Total	319 attendance	21 programs	(avg attendance 15)

December Meetings, Workshops, etc.

2: Webinar "Re-energizing Your Preschool Storytime"

3: Staff Inservice

6: Meeting with Melanie re Read to a Dog

7: City Training "Dealing with Difficult Customers"

16: Youth Services SRP meeting

20: Meeting with Toni re: prep for Friends mtg; paint bathroom

21: Meeting with LisaJo and Doug re: website graphics

Raves and Reviews from our Patrons

- "The library is a gem for Monona, especially for the kids!" Alex
- "My daughter loves Read to a Dog, and wants to sign up every month if possible! Her reading skills have grown since she's started reading to the dogs, and she really loves reading aloud. Her 2-year-old sister sometimes walks away from the books she reads, her parents sometimes correct her mis-read words, but the dog offers no judgment and listens patiently, and it really builds her confidence as a reader! Julia's favorite part came when, a couple of times, the dog she was reading to fell asleep with its head on her lap. She felt so good about having soothed the dog to sleep." Thanks -Laura

- “We love storytime! I get tips on ways to play with and read to Natalie that I wouldn't have thought of otherwise. Now we use music, toys, puppets, colors, and humor when reading and playing together. Also, I've memorized and can recite her favorite picture book to her (a great tip!)” ~Laura
- "Story time with Miss Karen is one of the most looked forward to activities of the week in our house! .. Karen eagerly engages the children with her enthusiasm and love for reading and she personally makes each child feel included by remembering their names and giving each their own opportunity to participate. ...story time is especially enriching for me because Karen takes the time to share her knowledge and expertise about why certain aspects of reading and literacy are important to a child's development which is a strong encouragement for making reading at home a priority. It's hard to believe this program is free because it is a very valuable experience for all participants." Sincerely, Megan Rohde

Teen & Adult Services Outreach Monthly Report for December 2010 - Toni Streckert

<u>Programs</u>	<u>Attendance</u>	<u>Programs</u>	<u>Notes</u>
Sat afternoon Foreign Film, adults	8	1	
MG21 Alt Hs Family Literacy Night	26*	1	
Teen EcoCraft Workshop	8	1	
Hunger Games Teen Disc	6	1	
Potterfest	80 (+ 5 volunteers)	1	
Totals	133	5	

** 18 attended however, an additional 6 parent/teens 6 prepped for the program by reading a book together but couldn't attend (illness and schedule conflict)*

December Outreach Meetings and Other Activities

- 2 TAB meetings re Potterfest (decoration and program checkin/station assignments: 12 teens attended each meeting [24 total])
- At MG21 Open House: created a poster and display about the Great Stories Book Discussions Monona Library/MG21 grant and LSTA grants. Over 100 people attended and viewed the display.
- Booked for a day dates, December: 2!

MG21 Family Literacy Night Book Discussion: We've had a great (and continuing) partnership with the Monona Grove Alternative High School (now called MG21) through the ALA Great Stories program (described in earlier reports). So far we have held 6 book discussions and project presentations at library, with an average of between 11 and 17 teens attending (attendance is voluntary and the school has between 20 and 22 teens enrolled so the participation rate is high). In part because of the Great Stories program with MG21, the Monona Public Library was able to get a LSTA grant through SCLS (and the State of Wisconsin) which is targeted to building library connections through collection and programs to at risk teens. The LSTA grant also has a family literacy component. The majority of the LSTA monies went to special collection development

targeting the needs of the students at the school but through it we were also able to hold a family literacy party at the library on Dec 21. To participate, teens and parents/ care-givers/foster parents/older siblings had to sign up to read (in pairs) a book (we left the selection up to them, but encouraged them to browse through the new collection). A round robin book discussion was held with food, games, and a other activities on Dec 21.

Toni Streckert, outreach coordinator, and Rebecca Fox-Blair, executive director of MG21, led the discussions and each paired team gave book synopses and overall impressions. A tarot card reader (activity chosen by the teens) was invited and the evening concluded with word games and desserts. There were very positive reactions from parents and teens, with a few parents asking if we could make this a seasonal event.

Potterfest 3: This year the TAB group's months of planning for Potterfest culminated in a single day program with 80 participants (a new record for 1 day attendance) and an additional 5 volunteers helping out. Extensive promotion was done through the middle and high schools and on the TeenEscape facebook page, as well as through contacting local news media. Highlights of the program included:

- A TAB-run bake sale which raised over \$129, especially noteworthy since most items ranged from 50¢ to \$1.
- A donation of 7 pizzas from Pizza Oven, totaling over \$90
- Eight stations developed and run by teens including the Wheel of Wand, Gwarp's Guessing Game, Create a Spell, Spell Quiz, Professor Lockhart's Memory Game, Moaning Myrtle Beanbag Toss, Luna's Crafts Table and Bananagrams Magic
- Three large group activities run by TAB members including the Trivia Game Quiz (teens were divided into houses for this), Harry Potter Charades, and the crowd favorite, Costume Contest.
- Three additional teen activities including a divination card reader (Professor Emmalina), a scavenger hunt and Whomping Willow checkout slip random drawing (to get teens familiar with the library and to check out materials).
- Many photos were taken of the event which are featured on Monona Library's facebook and TeenEscape facebook pages.

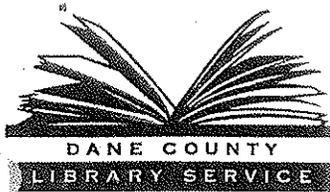
South Central Library System News

The migration to KOHA was pushed back from a January 17 launch date to February 14. We eagerly await the transition, although we also want a product that works for both patrons and staff.

I began my second year as a cluster representative on the SCLS Technology committee. My colleagues in Dane County continue to prod SCLS for expanded technology services undertaken at a more nimble speed. In late January, I will undertake my first Annual Report for the state to be completed solo.

ACTION ITEMS

1. Approve Dane County Library Contract for 2011



December 30, 2010

TO: Library Directors expecting payments from Dane County in 2011

FROM: Julie Anne Chase, 266 6388 email: dcljac@scls.lib.wi.us

SUBJECT: 2011 Contracts for Extension of Service

Attached you will find two copies of the 2011 contract. Both have been signed by the Dane County Library Board President and me. In order for the specified payment(s) to be made, the contracts must be signed by representatives of your **LIBRARY** board. When this is done, please return one fully executed copy to:

Dane County Library Service
ATTN: Julie Chase
201 W. Mifflin St.
Madison, WI 53703

Please return our copy of the signed contract at your earliest convenience! Thanks.

JULIE ANNE CHASE
Director

201 West Mifflin Street
Madison, Wisconsin 53703
Voice 608.266.6388
TDD 608.266.6389
www.scls.lib.wi.us/dcl

AGREEMENT

THIS AGREEMENT made and entered into by and between the Dane County Library Board (hereinafter referred to as "the County Library Board") and **Monona Library Board** (hereinafter "the local Library Board") serving the municipality of Monona.

WITNESSETH:

WHEREAS the County Library Board, established by the County Board of Supervisors in accordance with sec. 43.57, Wis. Stats., is required to and does provide services to the residents of those Dane County municipalities which do not operate their own libraries; and

WHEREAS the Local Library Board, a municipal public library legally organized under sec.43.52, Wis. Stats., with a board appointed in compliance with sec 43.54, Wis Stats., is required to and does provide library services only to residents of its parent municipality, which has exempted itself from the county library tax in accordance with sec. 43.64, Wis. Stats.; and

WHEREAS the Local Library Board is able and willing to serve those in Dane County who reside in areas taxed by the county for library service, provided adequate financial arrangements are furnished; and

WHEREAS the County Library Board wishes to arrange for walk-in services for such persons;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the County Library Board and the Local Library Board do agree, as authorized by chapter 43 and sec. 66.30, Wis. Stats., as follows:

1. The Local Library Board agrees to provide all on-site services, programs, collections, and facilities to residents of Dane County on the same basis as residents of its parent municipality; and honor valid borrowers' cards as issued by the Dane County Library Service or other local participating libraries, issue and mail library cards to local residents based on applications taken at other participating libraries and forwarded to them, and accept applications for such cards, forwarding them to the Dane County Library Service or the appropriate local participating libraries.
2. The Local Library Board agrees to maintain, and provide to the Dane County Library Service accurate service, facility, and financial records, including a copy of the Annual Report filed on or before February 15 of 2011 with the Wisconsin Department of Public Instruction, and records of circulation as specified in Wisconsin Statutes Section 43.12(2).
3. The Local Library Board agrees to maintain the current level of service by expending annually for operating purposes, funds appropriated by the municipal governing body in an amount not lower than the average of the previous three years. Such appropriation shall consist solely of funds provided by the local library board's municipal governing body and shall not include revenues generated by the local library, nor funds provided to the library by the county, state, or federal government or by agencies, organizations, corporations, endowments, or individuals.

4. The Local Library Board agrees to maintain its status as a member in good standing of the South Central Library System, meeting all requirements under Section 43.15(4)(c) of the Wisconsin Statutes.
5. In exchange for the Local Library Board's providing services under this agreement to residents of areas taxed by the county for library service, the County Library Board agrees to pay the Local Library Board the sum of \$207,191. This sum represents the net payment due after averaging use and cost data from 2007, 2008 and 2009, subtracting the amount due the County for the Local Library's share of Outreach and Delivery services, and adjusting the payment as required by cross-municipal usage. The sources of data used in these calculations shall include 2007, 2008 and 2009 circulation, expenditure and revenue figures as reported by the Local Library Board to the Department of Public Instruction, as well as circulation by patron statistical codes as reported by the shared circulation system for 2007, 2008 and 2009. This sum includes an estimated payment of \$4,553 to the Fitchburg Public Library for anticipated service to Monona residents and an estimated payment of \$3,681 from the Fitchburg Public Library for anticipated service to Fitchburg residents. These estimates are based on a July 1, 2011 opening of the Fitchburg Public Library. Adjustments in future payments facilitated by Dane County will be made once actual use data becomes available.
6. In recognition of the facility expense incurred by the local library in serving non-residents, the county shall make an additional payment of \$30,872. This sum includes an estimated payment of \$602 to the Fitchburg Public Library for anticipated service to Monona residents and an estimated payment of \$512 from the Fitchburg Public Library for anticipated service to Fitchburg residents. These estimates are based on a July 1, 2011 opening of the Fitchburg Public Library. Adjustments in future payments facilitated by Dane County will be made once actual use data becomes available.
7. The County Library Board shall make payment by June 30, 2011.
8. This agreement shall be in effect from January 1, 2011 and shall continue in full force and effect until December 31, 2011 unless sooner terminated.

LOCAL LIBRARY BOARD

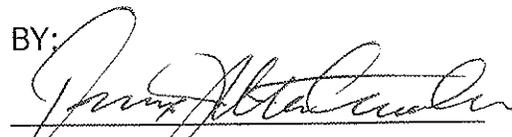
DANE COUNTY LIBRARY BOARD

BY:



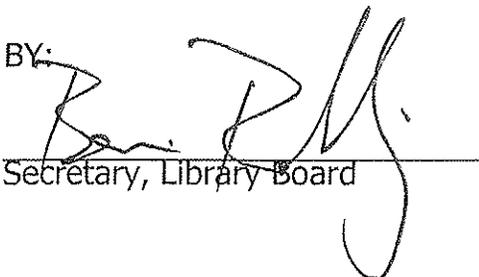
President, Library Board

BY:



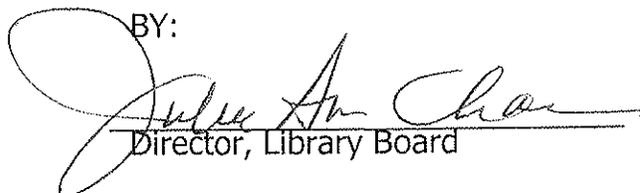
President, Library Board

BY:



Secretary, Library Board

BY:



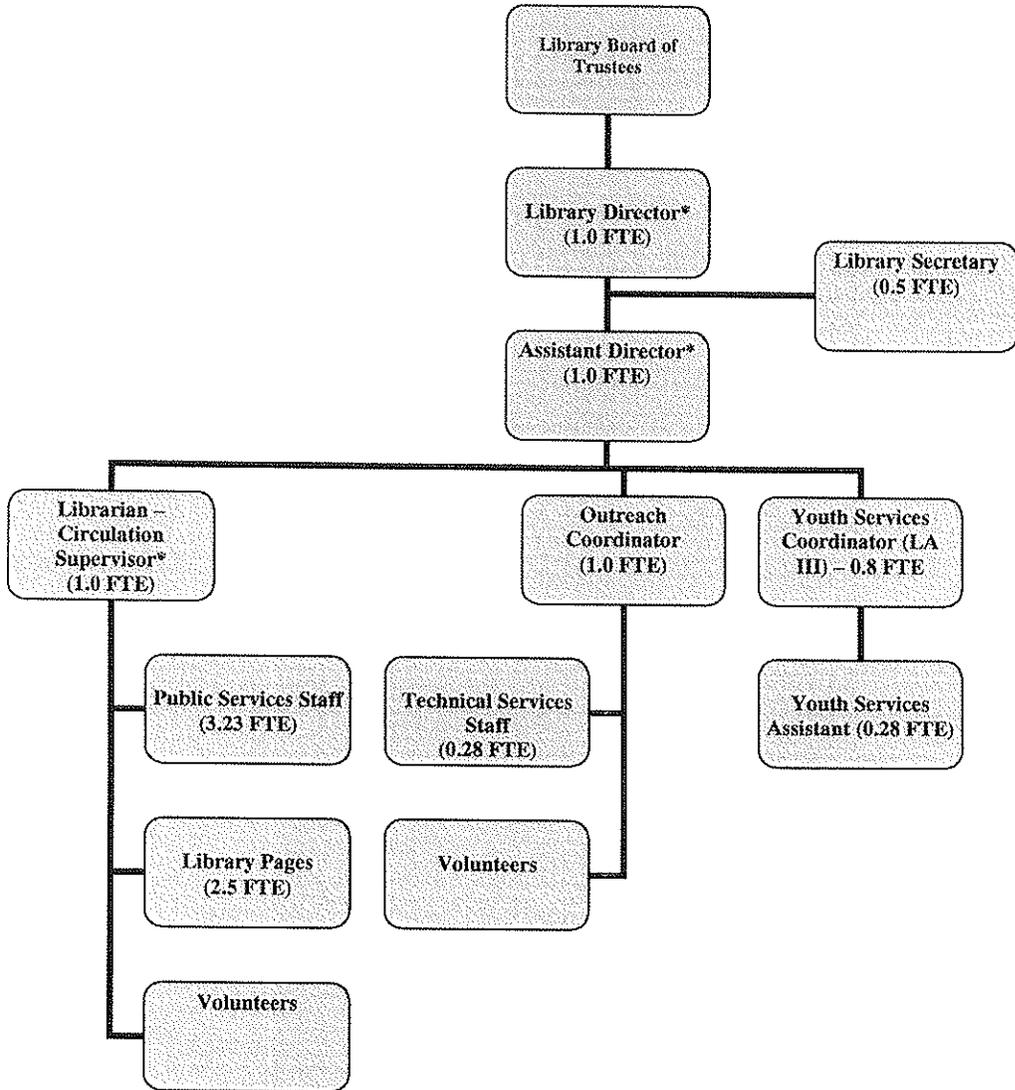
Director, Library Board

2009 Wisconsin Public Library Service Data

Municipality	Library Staff				
	Librarians with ALA MLS	Other Librarian s	Total Librarian s	Other Paid Staff	Total Staff
DeForest	1.00	6.02	7.02	5.68	12.70
McFarland	1.98	1.00	2.98	4.42	7.40
Middleton	7.00	3.00	10.00	11.20	21.20
Monona	3.00	1.55	4.55	6.48	11.03
Oregon	3.00	1.50	4.50	7.30	11.80
Stoughton	2.00	1.00	3.00	8.15	11.15
Sun Prairie	5.50	1.00	6.50	15.72	22.22
Verona	5.30	0.00	5.30	8.50	13.80
Waunakee	2.00	0.00	2.00	8.19	10.19
Jan. 2011 Monona	2.00	1.80	3.80	6.70	10.50

<http://dpi.wi.gov/pd/dm-lib-stat.html>

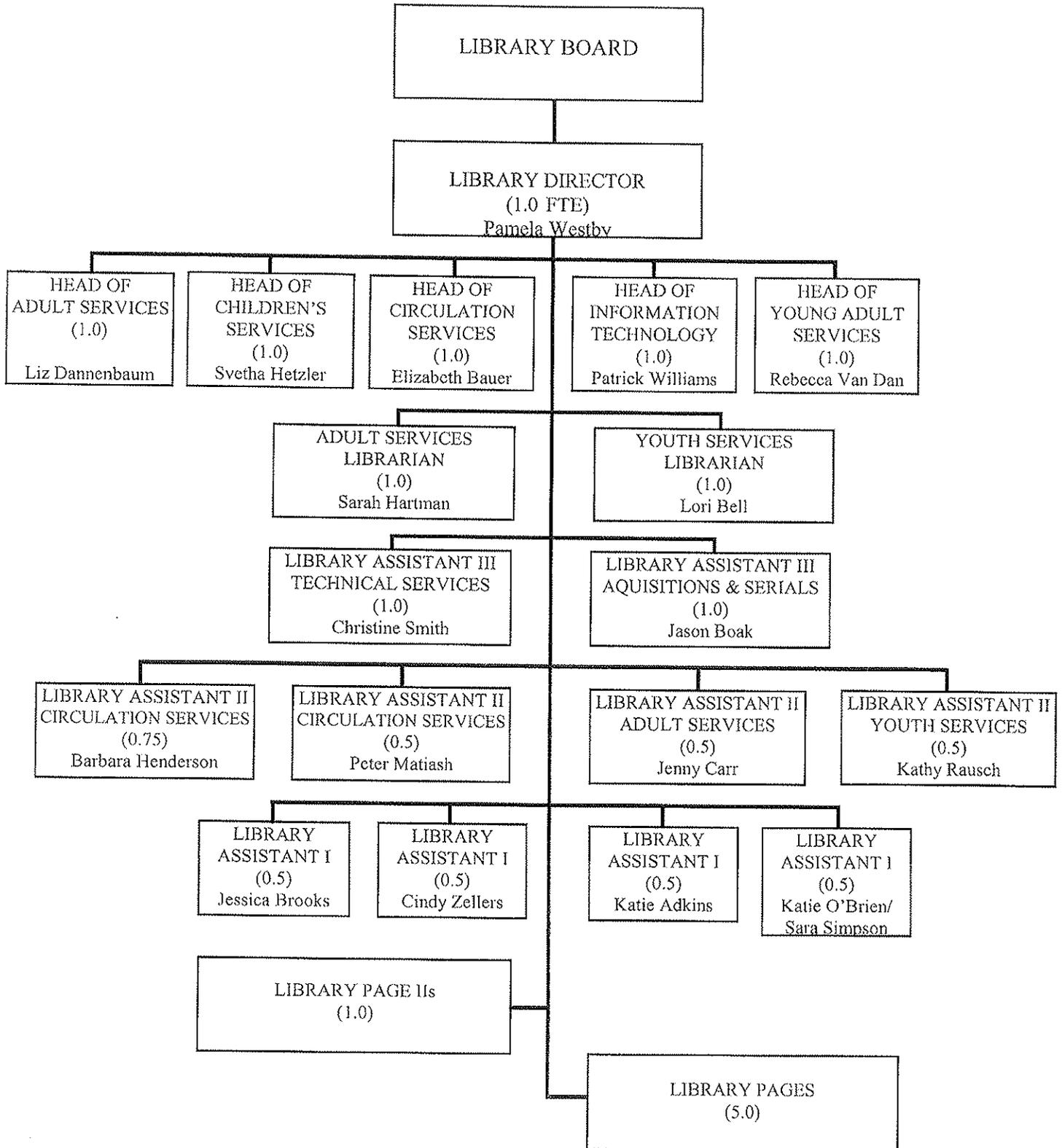
Organizational chart
Monona Public Library
January 2010



* MLS degree holder

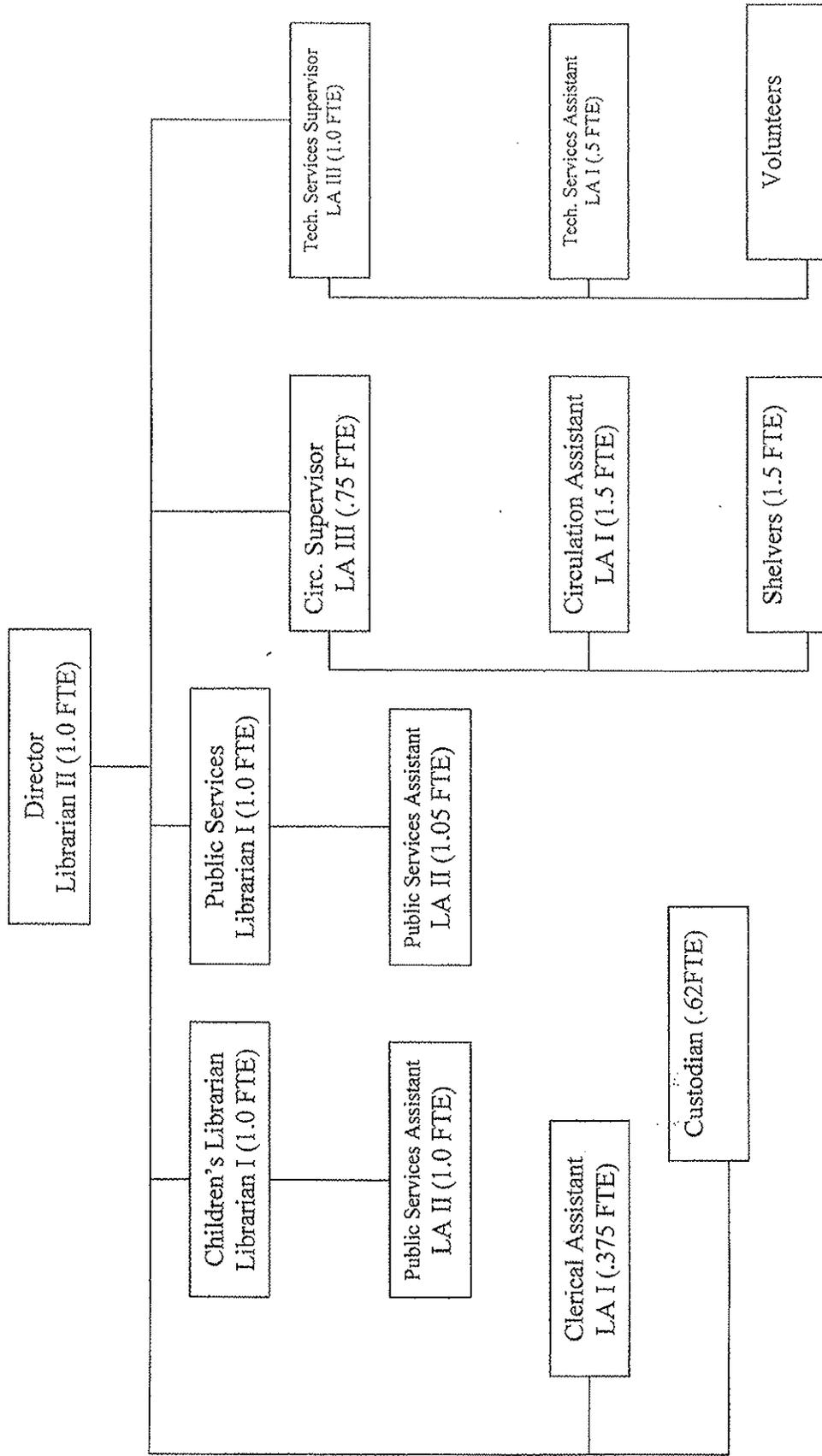
MIDDLETON PUBLIC LIBRARY

2008 ORGANIZATION CHART

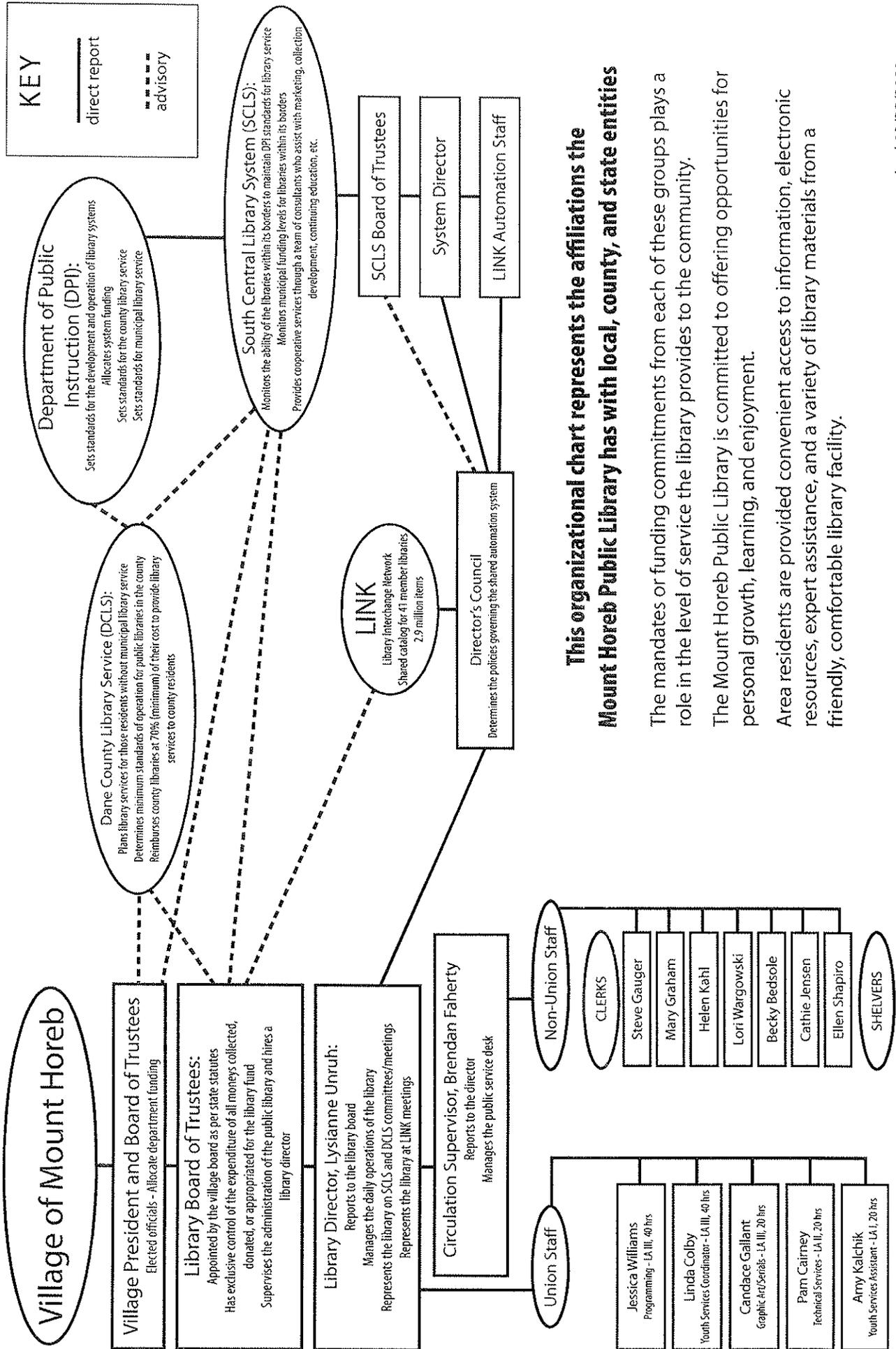


TOTAL FTE: 20.125

Stoughton Public Library Organizational Chart



Mount Horeb Public Library Organizational Chart



This organizational chart represents the affiliations the Mount Horeb Public Library has with local, county, and state entities

The mandates or funding commitments from each of these groups plays a role in the level of service the library provides to the community.

The Mount Horeb Public Library is committed to offering opportunities for personal growth, learning, and enjoyment.

Area residents are provided convenient access to information, electronic resources, expert assistance, and a variety of library materials from a friendly, comfortable library facility.

**Organizational chart
Fond du Lac Public Library Management Team**

