

**AGENDA**  
Monona Public Library Board  
Library Conference Room  
**Tuesday, January 19, 2010**  
**6:30 PM**

**I. Call to Order.**

**II. Public Appearances:**

**III. Consent Agenda**

- a) Minutes of December 15, 2009 meeting
- b) Financial Report for December 2009.
- c) Monthly bills for December 11 to December 31, 2009

**IV. Information Items**

- a) 2010 Capital Budget Update
- b) Booked for Life Update
- c) Library Administration Report

**V. Action Items to Approve**

- a) Dane County Library Contract for 2010
- b) Recommended 2010 Operating Budget Changes

**VI. Announcements**

- a) Staff/Board Breakfast January 29 from 8am to 9am
- b) Library Legislation Day February 16th

**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. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

**Draft Minutes**  
Monona Library Board  
Library Board Room  
December 15, 2009

Library Board Present: Andrew Taylor (presiding), Edward Van Gemert, Jim Busse, Val Edwards, Ben Redding, Melissa Zietz.

Also Present: Demita Gerber, Chris Lazaneo, and Erick Plumb.

Absent with prior notification: Mary O'Connor

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

Assistant Library Director Plumb reported on the City Council Meeting on December 7, 2009, where Capitol Budget requests from all City departments were reviewed. He mentioned that Ald. Kathy Thomas stated during his presentation, "It is frustrating that after eight years (since the opening of the library addition) that the same issues keeping coming up." She was referring to defects in the library addition, which were not addressed during the building process such as: lighting, weather proofing, and insulation. Final Capital Budget approval is not expected until early January 2010.

It is important to note that the Library is comprised of a 2002 addition attached to a 1968 building. The renovation did not solve the chronic building challenges of the older structure. Actually the defects in the building happen mostly where the two buildings are joined, and in the infrastructure of the older portion of the building which we did not have funds to rehabilitate. The lighting problems, for instance, are in the older building. The need to refurbish, clean units and change ballasts in the new portion of the building are standard requirements in a building that is eight years old.

The large windows enclosing the new addition bring in light that blinds the staff at the Circulation Desk during certain times of the year. This blast of sunlight also affects patrons using the computers or tables by the window. Window coverings would correct this problem and also add some insulation.

Trustee Busse raised concerns about using Capital Budget financing to purchase items that actually only last a few years. The City may incur too great a debt by purchasing items that last only a few years while paying for them over a ten-year time period. His concern is that the City is getting deeper in debt by putting operating items into the capital budget. Busse also reported that in 2010 the City will put health insurance coverage for City employees out for bid. However, there is a concern that, with an aging City work force, premiums may be higher than what the City is now paying.

Gerber announced that the Booked for Life Endowment Campaign has raised approximately \$56,000 as of the first of December. She would like to see more people subscribe to "Booked for a Day". Trustee Busse reported that he had contacted Sunny Shubert, asking for an article about Booked for Day, hoping news coverage may increase donations, as this campaign comes to an end.

Along with increasing endowment funds, circulation over last year has grown as well. Demita reported circulation growth now stands around 10%. She has also been seeing a lot of patrons using the laptop computers that the library loans for two-hour time periods for in-library use. Gerber mentioned that Mary Kloster, a library page who has worked here since 1995, is retiring. She will be greatly missed. A farewell party for her will happen after the first of the year.

Erick Plumb reported that since November, when the library began to refer patrons owing \$50 or more to the collection agency, the library has received returned books and fines payments amounting to \$723, which exceeded staff expectations.

Trustee Van Gemert asked if the SCLS Agreement to Participate in Shared Automated Resources System had been reviewed by the City's legal counsel before being mailed. Director Gerber stated that it had and that it has been forwarded to the system.

Van Gemert moved, seconded by Zietz, to go into closed session, under Wisconsin Statutes Section 19:85(1). Motion passed.

Zietz moved, seconded by Edwards, to approve resuming the meeting in open session, under Wisconsin Statutes Section 19.85(1). Motion passed. .

Demita discussed again holding a Board-Staff Breakfast Meeting in January. The dates suggested were the 22<sup>nd</sup> or the 29<sup>th</sup>. Board members will contact Demita to let her know of their availability.

Trustee Taylor requested, on a recommendation of Trustee Busse, that the payroll allocation change for the promotion of an employee from LA II to LA III be on the January 2010 agenda, along with data showing the budget effect of that change. Taylor also requested that an amendment be considered at the January 2010 Board Meeting requesting Board approval for the transfer of \$10,000 to the appropriated fund balance line in anticipation of 100% reimbursement funding from the County.

#### ACTION ITEMS:

- A. Busse moved, seconded by Zietz, to approve this month's Library Board Consent Agenda. Motion passed.
- B. Zietz moved, seconded by Edwards, to approve promoting Toni Streckert from LA II to LA III, and increase her weekly work hours from 30 to 40 hours per week. Motion passed.
- C. Busse moved, seconded by Van Gemert, to approve an amendment to the original motion (Item D, above) to approve funding of the new position based on January 19, 2010 Board approval of the adjustment made to the Library Budget. Motion passed.

Edwards moved, seconded by Zietz, to adjourn. Motion passed.  
President Taylor adjourned the meeting at 8:06 p.m.

The next regular meeting of Monona Library Board will be held at 6:30 p.m. on Tuesday, January 19, 2010, in the Board Room of the Monona Library Building.

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CITY OF MONONA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2009

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
202-46-43720-000 COUNTY AID FOR LIBRARIES	.00	184,569.00	164,205.00	20,364.00	112.40
202-46-43730-000 COUNTY AID LIBRARY FACILITIES	.00	30,565.00	27,700.00	2,865.00	110.34
202-46-46110-000 COPIER RECEIPTS	104.29	2,629.59	2,300.00	329.59	114.33
202-46-46710-000 FINES	1,671.93	23,826.49	22,000.00	1,826.49	108.30
202-46-46730-000 ROOM RENTALS	.00	1,136.77	1,300.00	( 163.23 )	87.44
202-46-48900-000 OTHER REVENUES	.00	570.00	1,500.00	( 930.00 )	38.00
202-46-48900-100 VENDING MACHINE	350.25	3,887.63	3,500.00	387.63	111.08
202-46-49300-000 FUND BALANCES APPLIED	.00	.00	25,000.00	( 25,000.00 )	.00
TOTAL PUBLIC CHARGES FOR SERVICE	2,126.47	671,541.48	671,862.00	( 320.52 )	99.95
TOTAL FUND REVENUE	2,126.47	671,541.48	671,862.00	( 320.52 )	99.95

CITY OF MONONA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2009

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	UNION STAFF SALARIES	9,161.44	108,276.01	111,879.00	3,602.99	96.78
202-55-55110-111	MANAGEMENT SALARIES	12,102.60	144,656.14	142,190.00 (	2,466.14)	101.73
202-55-55110-112	SHIFT DIFFERENTIAL	40.63	400.41	700.00	299.59	57.20
202-55-55110-117	LONGEVITY PAY	.00	350.10	500.00	149.90	70.02
202-55-55110-119	WAGES, PART-TIME	6,904.46	79,880.35	73,091.00 (	6,789.35)	109.29
202-55-55110-120	OVERTIME	.00	80.54	.00 (	80.54)	.00
202-55-55110-130	FICA	2,174.30	25,938.64	25,120.00 (	818.64)	103.26
202-55-55110-131	WISCONSIN RETIREMENT	2,100.72	24,999.83	26,423.00	1,423.17	94.61
202-55-55110-132	LIFE & DISABILITY INSURANCE	21.66	255.60	375.00	119.40	68.16
202-55-55110-133	HEALTH INSURANCE	5,330.19	41,952.16	51,655.00	9,702.84	81.22
202-55-55110-134	PROFESSIONAL DEVELOPMENT	.00	1,966.70	2,000.00	33.30	98.34
202-55-55110-220	GAS & ELECTRIC UTILITIES	5,355.04	33,764.64	45,000.00	11,235.36	75.03
202-55-55110-221	TELEPHONE	156.69	909.89	800.00 (	109.89)	113.74
202-55-55110-222	WATER & SEWER UTILITIES	577.69	2,397.66	2,400.00	2.34	99.90
202-55-55110-240	SERVICE CONTRACTS	4,734.23	42,378.72	44,060.00	1,681.28	96.18
202-55-55110-241	AUTO CIRCULATION SYSTEM RENTAL	.00	39,556.44	40,141.00	584.56	98.54
202-55-55110-310	OFFICE SUPPLIES	1,269.05	9,701.62	9,000.00 (	701.62)	107.80
202-55-55110-312	POSTAGE	.00	1,202.24	3,600.00	2,397.76	33.40
202-55-55110-321	PUBLIC NOTICES	82.80	82.80	200.00	117.20	41.40
202-55-55110-340	JANITORIAL SUPPLIES	210.13	2,229.80	2,000.00 (	229.80)	111.49
202-55-55110-341	CHILDREN'S/YA SERVICES	229.73	1,590.87	2,500.00	909.13	63.63
202-55-55110-344	CASH OVER/SHORT	( 1.12 )	59.38	.00 (	59.38)	.00
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	166.00	9,232.99	4,775.00 (	4,457.99)	193.36
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	537.20	4,982.86	7,375.00	2,392.14	67.56
202-55-55110-390	OTHER SUPPLIES & EXPENSE	.00	170.71	419.00	248.29	40.74
202-55-55110-700	SOUTH CENTRAL NET LENDER PYMT	.00	.00	975.00	975.00	.00
202-55-55110-702	LSTA GRANT EXPENDITURES	.00	28.91	.00 (	28.91)	.00
202-55-55110-809	PERIODICALS & PAMPHLETS	.00	4,973.53	4,500.00 (	473.53)	110.52
202-55-55110-810	PERIODICAL, PAMPHLETS & AV SOFT	4,068.42	22,393.93	16,084.00 (	6,309.93)	139.23
202-55-55110-811	ADULT BOOKS	2,452.77	15,614.49	17,000.00	1,385.51	91.85
202-55-55110-812	CHILDRENS BOOKS	737.18	10,785.91	10,000.00 (	785.91)	107.86
202-55-55110-813	YOUNG ADULT BOOKS	23.24	2,056.86	2,000.00 (	56.86)	102.84
202-55-55110-814	LARGE PRINT BOOKS	431.25	2,897.34	2,300.00 (	597.34)	125.97
202-55-55110-815	REFERENCE BOOKS	.00	1,621.87	2,000.00	378.13	81.09
202-55-55110-817	ELECTRONIC INFO SOURCES	.00	4,586.00	3,000.00 (	1,586.00)	152.87
202-55-55110-819	VENDING MACHINE EXPENSE	167.45	2,269.73	2,300.00	30.27	98.68
TOTAL LIBRARY EXPENDITURES		59,033.75	644,245.67	656,362.00	12,116.33	98.15
<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		59,033.75	644,245.67	671,862.00	27,616.33	95.89

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CITY OF MONONA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2009

LIBRARY FUND

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
NET REVENUES OVER EXPENDITURES	( 56,907.28 )	27,295.81	.00	27,295.81	.00

<b>Accounts Payable - December 11, 2009 to December 31, 2009</b>			
Items	Account Code	Expenditure Per Vendor	Total per budget line
<b>Library Materials</b>	<b>202-55-55110</b>		
<b>Adult Books</b>			
Baker & Taylor - NF	811	\$ 629.52	\$629.52
Baker & Taylor -AD/FIC	811	\$ 1,185.38	
Amazon - AD/FIC	811	\$ 15.15	
			\$ 1,200.53
<b>Children</b>			
Baker & Taylor	812	\$ 72.46	\$ 72.46
<b>Large Print</b>			
Gale Group	814	\$ 218.89	\$ 218.89
<b>Electronic Materials</b>			
Recorded Books	810	\$ 544.00	
Audio Editions	810	\$ 993.70	
Amazon.com	810	\$ 1,630.32	
			\$ 3,168.02
<b>Acquisitions Total</b>		\$ 5,289.42	
<b>TDS &amp; Charter</b>			
Phone	221	\$ 60.95	
Charter	221	\$ 29.99	
<b>Subtotal</b>			\$ 90.94
<b>Service Contracts</b>			
Kilgust	240	\$ 1,950.00	
<b>Subtotal</b>			\$ 1,950.00
<b>Equipment Maintenance</b>			
Corp. Bus. Systems	350	\$ 120.00	
<b>Subtotal</b>			\$ 120.00
<b>Building Maintenance</b>			
Neher Electric	351	\$ 126.00	
Kilgust	351	\$ 322.50	
<b>Subtotal</b>			\$ 448.50
<b>Office Supplies</b>			
Insty Prints	310	\$ 594.60	
DEMCO	310	\$ 174.86	
Staples	310	\$ 66.45	
Quill	310	\$ 99.35	
Corp. Bus. Systems	310	\$ 119.00	
<b>Subtotal</b>			\$ 1,054.26
<b>Children/YA Services</b>			
Proctor	341	\$ 125.00	
Harry Potter Fest	341	168.73	
Copp's Charge	341	31.08	
<b>Subtotal</b>			\$ 324.81

Accounts Payable - December 11, 2009 to December 31, 2009			
<b>MGE</b>			
MGE	222	\$	2,950.00
<b>Subtotal</b>			\$ 2,950.00
<b>Water Utility</b>			
Monona	222	\$	32.30
<b>Subtotal</b>			\$ 32.30
<b>Lib. Material Replacement</b>			
Refund to MAD Lib.	0.012	\$	17.49
<b>Subtotal</b>			\$ 17.49
<b>Total Expenditures</b>	\$ 12,277.72		

# Library Activity Report - December 2009

Report #27 Circulation	2008		2009		2008		2009		Dec '09 vs Dec '08		Comparison		Year	
	December		December		Yr to Date		Yr to Date		Month Difference by number		Months		diff	
Adult	13697	14630	162244	178523	933	0.58	16279	10						
Children	6497	5832	91821	99780	-665	-0.72	7959	9						
Young Adults	739	899	10138	11076	160	1.58	938	9						
Other	72	119	967	1050	47	4.86	83	9						
<b>Total</b>	<b>21005</b>	<b>21480</b>	<b>265172</b>	<b>290429</b>	<b>475</b>	<b>0.18</b>	<b>25257</b>	<b>10</b>						
<b>Intralibrary Activity</b>														
Loaned to Other	6886	6909	92599	91111	23	0.02	-1488	-2						
Borrowed From Other	6197	6919	73005	82557	722	0.99	9552	13						
<b>Computer Holds</b>														
Computer Holds Placed	910	978	12806	14057	68	0.53	1251	10						
Holds Filled	5073	5665	61057	68244	592	0.97	7187	12						
<b>Library Cards Issued</b>														
Library Cards Issued	40	40	698	755	0	0.00	57	8						
<b>Reg Internet-May-Jan</b>														
Reg Internet-May-Jan		1622		17146										
<b>Wireless Internet</b>														
Wireless Internet		353		2482										
<b>Total Sessions</b>	1470	1975	25247	28160	505	2.00	2913	12						
<b>Library Traffic</b>	9335	9615	135707	132011	280	0.21	-3696	-3						
<b>Adult Programs</b>	2	0	34	36	-2	-5.88	2	33						
# attended	31	0	431	512	-31	-7.19	81	19						
<b>YA Programs</b>	8	9	87	89	1	1.15	2	2						
# attended	166	189	1176	1465	23	1.96	289	25						
<b>Childrens Programs</b>	14	15	311	263	1	0.32	-48	-15						
# Attended	170	182	7181	5744	12	0.17	-1437	-20						

**MONONA PUBLIC LIBRARY**

**ADMINISTRATION REPORT FOR  
BOARD MEETING January 19, 2010**

**LIBRARY ACTIVITY IN DECEMBER 2009**

December circulation saw an increase of less than one percent and this lowered the overall increase for 2009 to 9.53%. At one point during the summer we experienced a 14 % increase in circulation. The decline in the percentage increase began in August and it is difficult to attribute this to anything specific. Possible suspects include the Monona Drive project and perhaps the decline in the number of Children’s programs we were able to offer.

We had a few miracles just prior to the end of the year with our Booked for Life Campaign and have now collected donations or pledges for over \$93,000. This means that we have until the end of March to find the other \$7,000 if we wish to make the goal of \$100,000.

We were closed for a snow day in December which possibly alters comparative statistics.

**NON-LIBRARY ROOM USE FOR DECEMBER 2009**

Monona Public Library rooms were used 26 times by approx. 900 people.

Analysis of room usage:

- 1) City of Monona (City Hall) used the Media room 8 times, and the Board room 5 times for a City room usage total of 16.
- 2) The average time spent by the City of Monona in MPL rooms was 33 hours.
- 3) The Monona Senior Center used the Forum room/Board room for classes 4 times for a total of 4 hours.
- 4) The Board room was used twice by TNS for 2 hours.
- 5) The Forum and/or Board rooms were not rented this month.
- 6) Playtime Players used the Forum room 8 times.

**PERSONNEL**

Mary Tygum, recently appointed to the part-time Office Assistant position resigned at the end of the first week of training. We promoted Sally Buffat, LA I (11hours) into the 19 hour Office Asst/LA II Position. She will also do six hours a week on the public service desk. Chris Lazaneo is training her during the first three weeks of January.

We have still not heard from the Union about salary negotiations for 2010.

**Training**

**Monona Public Library  
December 2009 Volunteer Report**

Adult Regular volunteers

Name	Monthly Total Hours Worked
Bill Lofthus	11.25
Jim Sheets	3
Fran Grove	5
Arthur Wiczorek	2.5
Janice Johnson	7.5
Trudy Kuhn	8
David Baer	1
Victoria Gear	6.25

**Total Adult Monthly Hours: 44.5**

**Total Adult Volunteer Hours for 2009: 687.75**

**Adult Volunteer activities performed:** Shelving and shelf-reading. Weeding, helping with pick-list. Bill Lofthus assists exclusively with afternoon pick-list. Fran Grove helps weed the collection & with item processing. Arthur Wiczorek helps clean the Fish tank. Janice Johnson & Trudy Kuhn assist with Technical Services.

**New Adult volunteers:** None

## FACILITIES AND EQUIPMENT

One of the tasks that Chris Lazaneo so ably performed was to help with facility maintenance and repair. We have reassigned this function to Rob Klecker and we will be having weekly meetings with the Library Director to review building problems and remedies in place.

The Library received two new computers for public use. Unfortunately South Central Library technician Dan Jacobson was unable to install them in December as planned but we have been promised that they will be installed the third week of January. One is targeted for the vacant spot in the Computer Corral and the other will be added to the Young Adult area.

We continue to call out for service on the HVAC system for a variety of problems. Routine service calls are covered under the maintenance agreement. However, special problems are not.

Leslie Johnson, gardening volunteer, is presenting the results of the Master Gardening grant we received in 2009 to the funder. However, there is one snafu. We can't seem to get the gutter downspout fitted to the rain barrel, which is supposed to be touted as a demonstration of rain barrel usage on a public building. We are waiting until spring for new solutions to be tested.

One of the security cameras is not functioning and is in for repairs and we are asking for a quote for an expansion and replacement of the current system. Hopefully we can retool the current system using IT funds through the City in 2010.

Middleton and Verona are both working on RFID projects. Verona has capital budget funding for materials handling as well as other equipment. This means that most of the circulation returns will be automatically checked in and presorted without staff intervention. This will take a year to implement but they are in process. There is some talk among SCLS staff about the possibility of using LSTA funds to buy RFID chips for all SCLS libraries to begin to convert all new material being added into the system.

## BUDGET AND FINANCE

The Dane County Library Service will give us 100% funding and we submitted a 2010 budget with only 95% funding programmed into the revenue lines. Please note the revised 2010 budget request in the new business section.

As of January 10th we have pledges or cash for Booked for Life of almost \$93,000. Thanks to the extraordinary efforts of Trustee Mary O'Connor and our volunteer Sandy Kallio, we have been quite successful. We have three months to go and it is conceivable that we make the full amount if everyone works at the fundraising process just a little bit more.

**LIBRARY SERVICES AND PROGRAMS**

**Children's and Young Adult Monthly Report for December 2009**

<b><u>Children's and Programs/</u></b>	<b><u>Attendance</u></b>	<b><u>/ #Programs</u></b>	<b><u>Notes</u></b>
Wed 9:30 Storytime	18	1	(Wed, Dec 9 cancelled, snowstorm)
Wed 10:15 Toddler time	7	1	
Wed 11a.m. Toddler time	14	1	
Thurs 9:45 Toddler time	26	2	
Thurs 10:15 Storytime	23	2	(low attendance, snowstorm day before)
Thurs 11 Baby Time	11	2	
Recycle Bug Family	19	1	"Let It Snow!"
Home School Basics	5	1	host: Jennifer Falkowski
Bilingual Storytimes	43	2	12/15 (25) & 12/28 (18) Kay Weeden
Winter Wonderland	16	2	2pm (14); 6:15pm (2)
<b>Total:</b>	<b>182</b>	<b>15</b>	<b>average attendance, 12 (2009 avg12)</b>

<b><u>Teen Programs</u></b>	<b><u>Attendance</u></b>	<b><u>Programs/Meetings</u></b>	
General TAB meeting	12	1	
TAB Potterfest Committees	56 (total)	6	
TAB Officers			
Potterfest	121 (total)	2	Day 1 (57); Day 2 (64)
<b>Total:</b>	<b>189</b>	<b>9</b>	

*Notes from Karen*

- With permission of Library Administration, Karen Wendt started painting sea creatures in the children's bathroom. So far we have an Orca whale, two sharks, an Octopus, and some sea weeds. We plan to add dolphins and a coral reef with sea turtles and other reef creatures. Eventually there will be word bubbles, and counting snails which will be an added element of fun for our Early Literacy Center. Children and parents have been very excited about the "new" bathroom.
- Booked for a Day displays, postcards, write up in newsletter were emphasized.
- We continue to update children's pages on the website including information and pictures.
- Items have been selected to order for our Early Literacy Center with Pie Party donations.
- We offer lessons on Tutor.com as frequently as possible for teens, elementary students and parents.
- Plan, publicize, and implement programs. We had a very fun drop-in storytime and winter craft program during Winter Break. Attendance at Kay Weeden's Bilingual storytimes increased in December, which was great, however Kay will not be doing any spring programs for us. We need to find a replacement bilingual storyteller.
- Patron reference, tours & library cards for new patrons, reader's advisory (one little girl had to choose between two books and she was very excited to find that one of them had a character with her name!" Very busy day December 30!)

• Comments from Patrons:

Theresa Cunningham says, *“The children’s program at Monona Library is excellent. Karen runs a wonderful program and we very much enjoy the storytimes. Thank you.”*

Heidi Ackley says, *“Monona Library Staff, We are so very thankful for the excellent programs the Monona Library has for preschool and toddlers. They do a wonderful job having a variety of activities for all ages. Thank you Karen for sharing all of your knowledge and energy with the children.”*

A woman came to the desk to express her appreciation for the *Home school Basics* class held on December 12; she said Jennifer was a *wealth of information*.

-- Sally

A woman came in with three children and told us she is new to the area and was told that Monona had the best library. She got library cards for everyone,

Notes from Toni Streckert on YA activities.

Potterfest was a wonderful success, though at times exhausting. We marketed it through local middle and high schools and had great cooperation from school administrative staff (who included it in daily announcements) and school librarians from: MGHS, Glacial Drumlin Middle School, Whitehorse Middle School, Cherokee Middle School, Hamilton Middle School, O’Keeffe Middle School, and Winnequah School.

In addition, Teen Services staff and TAB members posted flyers at area businesses (our inimitable, talented staff member Andy Nath, designed an eye-catching “Potterpalooza” poster for Potterfest). Facebook, Twitter and press releases were also used to promote the event, which received coverage in the Wisconsin State Journal on two occasions. TAB members wrote a special Potterfest newsletter, which could be downloaded through our website and also was featured on the TAB Facebook page. They also created a detailed program for attendees of the event.

Chad’s Carpentry, the Door Creek Pharmacy (businesses owned by parents of TAB members) helped to sponsor Potterfest, which also received food or prize donations from Rocky Rococo’s, The Pizza Oven, Java Cat, and Ace Hardware.

Nearly all TAB members (15) contributed items to the bake sale and food sales (including pizza) came to slightly over \$160, an impressive amount considering that most items were 50 cents (nothing more than \$1, to keep it affordable for teens) and the bake sale was open less than 2 hours each day. The bake sale was run and managed entirely by TAB members on the Food Committee, who coordinated baked and paper goods and the keg of root beer (another huge hit!), supervised volunteers and coordinated monies. They did a terrific job!

Potterfest is a special passion of TAB members, who began planning for it in August. They felt it had to be a 2-day festival to adequately discuss and present the entire series. Together we talked about the overall structure of the event, and then they planned the activities and formed subcommittees, which this year included Newsletter, Food, Decorating, Trivia and Book Discussion, and the “Master Committee.”

Everyone in TAB signs up for an area and one of the TAB members coordinates participation through a Google docs spreadsheet that everyone can update. For Potterfest '09 the teens decided on the following activities: (both days) Trivia Contest (books 1-4, day 1 and books 5-7 day 2) , Book Discussion, Professor Lockhart's Memory Game, Hogwarts Bake Sale, Spell Quizzes, Muggle Polls, and the Blurbing Book Contest, Dumbledore's Enjoyments: 10 pin tabletop bowling, Random Drawing Book Checkout Contest, Hogwarts Bake Sale. In addition each day featured unique activities such as Potter Charades, House Banner Making, Magical Object Creation (from recycled products), Pin the Tail on Dudley, the Leaky Cauldron Costume Contest featuring guest judges (such as Val Edwards, librarian extraordinaire from MGHS), Madame Trelawney's Divination Readings (an actress who did a eerily fantastic job), Quidditch Scavenger Hunts (to promote familiarity and use of the library upstairs), the Whirling Wheel of Wand, the Celebrity Mirror of Erised (teens try and guess what celebrities would see when they gaze into the mirror, which shows your heart's desire) and the Alternate Ending Contest, in which readers are encouraged to continue the story or write a different ending to it (limit 4 pages).

TAB members gathered props, decorated, made signs and manned their activity "stations." As is evidenced by this brief description, it was a massive amount of work; however, well-worth it in staff eyes for the heightened awareness of teen library services and overall community recognition of the work our amazing Teen Advisory Board accomplishes. It was also very exciting to help mentor teens who could work to realize their ideas and watch them efficiently and effectively coordinate a complicated and large community event. Displays throughout the library promoted Potterfest, as well as checking out "read alike" books. We are in the process of editing Potterfest pictures (those with media permission slips) to be featured on our website and our Facebook site. Since Potterfest is held over Winter Break when many families are out of town, we projected a general goal of 40-50 teens each day and we were quite pleased to exceed our mark. We had 57 people on the first day and 64 on the second.

**Adult Services Report for December 2009 - Erick Plumb**

1. Had three Booked Days in December: Ted Gerber Public Library on December 12, First Friday Book Club Library on December 17, and Penny & Ross DePaola Public Library on December 21.
2. Created content for digital video display monitor in Library's entrance

**Outreach, Programming, Customer Service, and Information Literacy**

1. Continued soliciting donations for Booked for Life campaign. We have 33 days Book a Librarian program: two sessions
2. Trained and Supervised Rob Smithson as he took charge of Library webmaster duties.
3. Green Tuesday program on December 8 was cancelled due to blizzard.

Collection Development and Management

- Concluded 2009 ordering for the year and finished selection and acquisition for the Capital Budget funds, as well as MCF Health grant.

Staffing and Professional Responsibilities

- Held staff In service on December 4, focusing on online resources and DYNIX information search strategies.
- Represented the Library at the December 7 City Council capital budget hearing. Discussed requested items included in the 2010 and 2011 capital requests.
- Ordered Library closed in consultation with Board President on Wednesday, December 9 due to severe snowstorm.

Volunteers put in 44.5 hours in December. We finished the year with over 687 hours in volunteer time, not counting the service rendered by Junior Volunteers in the summer.

South Central Library System News

Executive Director of South Central Library System, Phyllis Davis, has announced that she will retire in June 2010. She has served as the SCLS Director for the past four and a half years and it will also be the 40<sup>th</sup> anniversary of the start of her first library job at Ohio State University.

**ANNOUNCEMENTS**

Library Legislation Day is February 16<sup>th</sup>. Libraries are encouraged to bring a resident, elected official, student, friend or trustee as a guest. Cost to attend is \$14.00 which covers printing, refreshments, and space at the Inn On the Park.

ALA Intellection Freedom Webinars of Library Trustees are available in February. There are three one-hour webinars designed for Library Trustees on the topic of controversial materials in library collections. Cost is \$49.00. To register go to [www.ala.org/oif/onlinetraining](http://www.ala.org/oif/onlinetraining).

**NEW BUSINESS**

1. **Recommend accepting the Dane County Contract for Service for 2010 as attached.**

Please note that this represents 100% reimbursement funding and therefore we are changing the 2010 budget to include the corrected revenue amounts.

2. **Recommend revision of the 2010 to include the new revenue amounts from Dane County in 2010 and corresponding increase in expenditure lines.**

**REVENUE**

	<u>Original Amount</u>	<u>Revised Amount</u>
Line 43720	\$188,129	\$198,031
Line 43730	29,501	30,580
Line 49300	19,000	29,000

**EXPENDITURES**

110	Permanent Union	\$115,500	\$122,928*
111	Managerial	149,218	150,071
119	Part Time	84,494	82,789
131	Retirement	29,251	30,162
133	Health Insurance	43,466	58,507**
350	Equipment Maint.	8,500	7,573
351	Building Maint.	8,500	7,900

\* Includes increase in hours and salary for Toni Streckert, LA III at \$13.99 per hour, \$29,099 annually.

\*\*The increase in Health Insurance accommodates the possibility that an incumbent, eligible employee may need insurance in the future, but is currently not requesting it.

ORIGINAL BUDGET with changes proposed at 1/19/2010 meeting

LIBRARY REVENUES	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	TO DATE 6/30/2009	2009 YEAR END ESTIMATED	2009 BUDGET	2010 DEPARTMENT BUDGET			2010 COMMITTEE BUDGET
							-3% 2010	-1% 2010	0% 2010	
202-46-41110-000 GENERAL PROPERTY TAXES	375,432	399,100	415,096	424,357	424,357	424,357	411,626	420,113	424,357	437,088
202-46-43570-000 LSCA /LSTA GRANT	2,000	-	-	-	-	-	-	-	-	-
202-46-43720-000 COUNTY AID FOR LIBRARIES OPERATIONS	151,580	161,247	165,406	184,569	184,569	164,205	188,129	188,129	198,023	197,885
202-46-43730-000 COUNTY AID FOR LIBRARIES FACILITIES	33,779	32,831	30,682	30,565	30,565	27,700	29,501	29,501	30,565	30,500
202-46-46110-000 COPIER RECEIPTS	2,725	2,347	2,425	1,404	2,750	2,300	2,400	2,400	2,400	2,300
202-46-46710-000 FINES	23,316	21,633	24,112	13,047	26,000	22,000	24,000	24,000	24,000	24,000
202-46-46720-000 BOOK & AV RENTALS	832	17	-	-	-	-	-	-	-	-
202-46-46730-000 ROOM RENTALS	1,452	1,395	1,635	1,014	1,800	1,300	1,900	1,900	1,900	1,900
202-46-48900-000 OTHER REVENUES	1,809	1,587	1,647	543	1,100	1,500	1,500	1,100	1,100	1,100
202-46-48900-100 VENDING MACHINE	-	-	-	2,125	4,000	3,500	3,800	3,800	3,800	3,980
202-49-49210-000 TRANSFER FROM GENERAL FUND	-	5,439	-	-	-	25,000	19,000	19,000	27,000	19,000
202-46-49300-000 FUND BALANCES APPLIED	592,925	625,596	641,003	657,824	675,141	671,862	681,856	689,943	690,487	717,573

715,168

Original Budget with changes propose

EXPENDITURES	193,181	203,888	97,169	51,397	111,879	122,960	111,879	122,960	122,960	125,000
202-55-55110-110 PERMANENT LIBRARY UNION SALARIES	-	-	133,743	66,548	142,190	148,000	142,190	149,218	149,218	149,218
202-55-55110-111 MANAGEMENT SALARIES	402	378	452	190	450	700	700	700	700	700
202-55-55110-112 SHIFT DIFFERENTIAL	812	504	322	-	400	500	500	500	500	500
202-55-55110-117 LONGEVITY PAY	68,092	73,364	71,073	34,252	73,091	81,901	73,091	81,901	81,901	84,494
202-55-55110-119 WAGES, PART TIME	-	67	182	81	-	-	-	-	-	-
202-55-55110-120 OVERTIME	-	-	-	-	-	-	-	-	-	-
202-55-55110-130 FICA	20,803	21,110	23,490	11,754	25,120	27,086	25,120	27,179	27,533	27,533
202-55-55110-131 WISCONSIN RETIREMENT	33,524	21,534	22,863	11,292	23,000	29,938	26,423	30,072	30,296	30,296
202-55-55110-132 LIFE & DISABILITY INSURANCE	332	335	298	125	300	375	375	375	375	375
202-55-55110-133 HEALTH INSURANCE	38,648	41,085	39,373	19,471	33,000	41,989	51,855	41,989	43,466	43,466
202-55-55110-134 PROFESSIONAL DEVELOPMENT	3,378	1,833	1,722	885	2,000	2,000	2,000	2,000	2,000	2,000
202-55-55110-220 GAS & ELECTRIC UTILITIES	37,803	39,305	36,325	16,522	40,000	40,000	40,000	40,000	39,000	39,000
202-55-55110-221 TELEPHONE	2,324	884	775	318	650	800	800	800	800	800
202-55-55110-222 WATER & SEWER UTILITIES	2,305	2,291	2,445	1,221	2,400	3,000	2,400	3,000	3,000	3,000
202-55-55110-240 SERVICE CONTRACTS	33,933	32,505	40,188	19,563	44,060	41,000	44,060	41,000	44,000	44,000
202-55-55110-241 AUTO CIRCULATION SYSTEM RENTAL	39,902	40,923	40,967	39,135	40,000	41,000	40,141	41,000	41,000	41,000
202-55-55110-310 OFFICE SUPPLIES	7,830	9,543	6,785	4,805	9,800	7,852	9,000	8,000	8,500	8,500
202-55-55110-312 POSTAGE	1,379	748	2,604	121	2,000	2,500	3,600	2,500	2,500	2,500
202-55-55110-321 PUBLIC NOTICES	-	126	-	-	100	200	200	200	200	200
202-55-55110-340 JANITORIAL SUPPLIES	2,708	924	1,850	924	2,000	2,000	2,000	2,000	2,000	2,000
202-55-55110-341 CHILDREN'S/YOUNG ADULT SERVICES	2,284	2,307	1,236	727	2,500	2,500	2,500	2,500	2,500	2,500
202-55-55110-350 EQUIPMENT MAINTENANCE & REPAIR	1,752	3,848	8,401	6,761	10,000	6,000	4,775	7,500	8,500	9,000
202-55-55110-351 BUILDING MAINTENANCE & REPAIR	8,800	22,806	11,284	3,088	8,000	6,000	7,975	7,000	8,500	9,000
202-55-55110-390 OTHER SUPPLIES & EXPENSE	815	431	2,860	171	408	300	419	300	400	400
202-55-55110-700 SOUTH CENTRAL LIBRARIES	974	741	(841)	-	-	-	975	-	975	975
202-55-55110-702 LSTA GRANT	2,125	46	1,111	66	-	-	-	-	-	-
202-55-55110-809 PERIODICAL, PAMPHLETS	-	-	4,938	1,373	5,000	5,000	4,500	5,000	5,500	5,500
202-55-55110-810 PERIODICAL, PAMPHLETS & AV SOFTWARE	14,260	23,010	22,404	10,705	16,500	16,000	16,084	18,000	18,500	20,352
202-55-55110-811 ADULT BOOKS	21,784	17,920	15,083	8,150	17,000	17,000	17,000	17,000	18,200	18,200
202-55-55110-812 CHILDREN'S BOOKS	7,052	7,319	9,422	4,383	10,000	8,000	10,000	9,000	10,500	12,500
202-55-55110-813 YOUNG ADULT BOOKS	2,363	2,437	1,827	1,189	3,000	2,000	2,000	2,500	3,500	3,500
202-55-55110-814 LARGE PRINT BOOKS	2,843	2,677	3,309	1,067	2,300	1,956	2,300	2,450	2,577	3,123
202-55-55110-815 REFERENCE BOOKS	1,843	3,064	2,069	1,562	2,300	1,500	2,000	1,500	1,600	3,000
202-55-55110-817 ELECTRONIC INFO SOURCES	2,429	1,293	2,007	1,736	3,000	4,000	3,000	4,000	4,025	5,000
202-55-55110-818 BOOK LEASE PROGRAM	6,000	-	-	-	-	-	-	-	-	-
202-55-55110-850 FUTURE LIBRARIES FACILITIES	-	-	-	-	-	-	-	-	-	-
202-55-57610-850 LOCAL HISTORY ACCESS EQUIP	-	-	-	-	-	-	-	-	-	1,000
202-55-55110-819 TECHNOLOGY ENHANCEMENTS	-	-	-	-	-	-	-	-	-	-
202-55-55110-819 VENDING MACHINE EXPENSE	2,152	3,025	2,844	1,003	2,300	2,300	2,300	2,300	2,300	2,300
202-55-57610-852 EXTERIOR REPAIRS	-	-	-	-	-	-	-	-	-	-
202-55-59210-100 TRANSFER TO GENERAL FUND	-	-	-	-	-	-	-	-	-	-
202-55-59210-212 CITY ACCOUNTING & AUDIT SERVICES	4,500	4,500	4,500	-	-	4,500	4,500	4,500	4,500	4,500
202-55-59210-510 INSURANCE	11,000	11,000	11,000	-	-	11,000	11,000	11,000	11,000	11,000
TOTAL	569,532	597,751	626,070	320,585	634,649	681,856	666,862	689,943	694,187	716,632

0% DIFFERENCE	PROPOSED	DIFFERENCE
	452,310	4.23%
	241,877	3.84%
	694,187	4.10%

2% DIFFERENCE	PROPOSED	DIFFERENCE
	455,448	4.72%
	226,408	-2.88%
	681,856	2.20%

CURRENT YEAR	PROPOSED	DIFFERENCE
433,933	455,448	4.72%
232,929	226,408	-2.88%
666,862	681,856	2.20%



Revised 2010

LIBRARY REVENUES	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	TO DATE 6/30/2009	2009 YEAR END ESTIMATED	2009 BUDGET	-3% 2010		-1% 2010		0% 2010	
							DEPARTMENT BUDGET					
202-46-41110-000 GENERAL PROPERTY TAXES	375,432	399,100	415,096	424,357	424,357	424,357	411,626	420,113	424,357	424,357	424,357	424,357
202-46-43570-000 LSCA /LSTA GRANT	2,000	-	-	-	-	-	-	-	-	-	-	-
202-46-43720-000 COUNTY AID FOR LIBRARIES OPERATIONS	151,580	161,247	165,406	184,569	184,569	164,205	188,129	188,129	188,129	188,129	198,031	198,031
202-46-43730-000 COUNTY AID FOR LIBRARIES FACILITIES	33,779	32,831	30,682	30,565	30,565	27,700	29,501	29,501	29,501	29,501	30,580	30,580
202-46-46110-000 COPIER RECEIPTS	2,725	2,347	2,425	1,404	2,750	2,300	2,400	2,400	2,400	2,400	2,400	2,400
202-46-46710-000 FINES	23,316	21,633	24,112	13,047	26,000	22,000	24,000	24,000	24,000	24,000	24,000	24,000
202-46-46720-000 BOOK & AV RENTALS	832	17	-	-	-	-	-	-	-	-	-	-
202-46-46730-000 ROOM RENTALS	1,452	1,395	1,635	1,014	1,800	1,300	1,900	1,900	1,900	1,900	1,900	1,900
202-46-48900-000 OTHER REVENUES	1,809	1,587	1,647	543	1,100	1,500	1,500	1,500	1,500	1,500	1,500	1,500
202-46-48900-100 VENDING MACHINE	-	-	-	2,125	4,000	3,500	3,800	3,800	3,800	3,800	3,800	3,800
202-49-49210-000 TRANSFER FROM GENERAL FUND	-	5,439	-	-	-	-	-	-	-	-	-	-
202-46-49300-000 FUND BALANCES APPLIED	592,925	625,596	641,003	657,624	675,141	671,862	681,856	689,943	689,943	689,943	715,168	715,168

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Demita Gerber <dgerber@mononalibrary.org>

## [scls-announce] Fwd: PTFS to Acquire LibLime

1 message

vtl@scls.lib.wi.us <vtl@scls.lib.wi.us>

Wed, Jan 13, 2010 at 5:49 PM

To: SCLS ANNOUNCE <scls-announce@scls.lib.wi.us>

Some of you may have received this press release or seen an article on the PTFS acquisition of LibLime which was announced today. Staff at SCLS met with PTFS and LibLime representatives for much of today. We can assure you that this acquisition will be a positive event for SCLS. PTFS brings many years of experience supporting automated library systems for a variety of library types, and have recently begun supporting Koha. This combined with LibLime's experience with Koha migrations and Koha development will assure that we get the best service possible.

We look forward to working with PTFS and the LibLime staff to see that we go live on Koha on September 7, 2010 as planned.

Please let me know if you have any questions.

----- Forwarded message -----

From: **PTFS** <ptfs@303media.net>  
Date: Wed, Jan 13, 2010 at 1:24 PM  
Subject: PTFS to Acquire LibLime  
To: [vtl@scls.lib.wi.us](mailto:vtl@scls.lib.wi.us)



**For Release On: January 13, 2010**

### **PTFS to Acquire LibLime**

Bethesda, MD--January 13, 2010--Progressive Technology Federal Systems, Inc. (PTFS), an industry-leading library solutions provider and developer of the ArchivalWare digital library and content management software, has announced it will acquire LibLime, the global leader in open-source software solutions for libraries. The transaction is expected to close before the end of January 2010.

"PTFS has supported ILS solutions for 15 years and is committed to resolving community differences and advancing Koha open source library technology. At a time when many libraries are experiencing budget cuts, PTFS's LibLime division plans to significantly enhance this highly cost effective library automation alternative," commented John Yokley, PTFS CEO.

This acquisition expands PTFS's existing U.S. and European open-source library solutions business. LibLime will accelerate PTFS's Digital Library System (DLS) initiative, an integration between the Koha ILS and ArchivalWare. The DLS solution will provide libraries and information centers with a single toolset to manage all of their collections - print and digital.

PTFS will integrate its library solutions team with the LibLime team, including LibLime's founding

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CEO, Joshua Ferraro, who will continue to lead LibLime's current development projects to conclusion. PTFS's LibLime division will bolster enterprise-class support resources for a combined customer base of over 800 special, public, and academic libraries.

In 2005, LibLime became the first U. S. company to commercially support Koha, an open source Integrated Library System. LibLime has scaled up rapidly in response to growing demand for collaboratively-developed library solutions, and currently supports over 500 libraries with its customer-focused, highly-regarded SaaS, support and development services.

"We are impressed with PTFS's experience in the ILS space, as well as their outstanding record for customer service focus in all their business divisions. This acquisition will bring that experience and customer focus to bear for LibLime's existing customers," said LibLime's founding CEO, Joshua Ferraro.

The acquisition establishes PTFS as the world's largest company providing open-source ILS solutions for libraries. PTFS will hold a press conference at the LibLime ALA booth (2538) at 11:30 AM on Saturday January 16th.

**About PTFS, Inc.:** Founded in 1995, PTFS is a library centric company and is the developer of the ArchivalWare content management software. PTFS has provided commercial ILS systems integration, implementation, and support since its inception. In 2008, PTFS entered the open source library marketplace in 2008, developing, implementing, and supporting Koha ILS solutions. Providing digital library and content management solutions for over a decade, PTFS is experienced in executing complete turn-key solutions as well as on-site library staffing and consulting services. For more information, see [www.ptfs.com](http://www.ptfs.com).

**About LibLime:** LibLime is the world's leading provider of open-source library solutions. Rather than sell software licenses for static, hard-to-customize software products, LibLime educates libraries about the benefits of open source, enabling them to make choices about how best to provide their communities and staff with better technology services. LibLime then facilitates implementation of open source in libraries by providing outstanding development, customization, support and training solutions--solutions tailored to each library's needs. For more information, see [www.liblime.com](http://www.liblime.com).

Contact:  
Richard Bangs  
[rbangs@ptfs.com](mailto:rbangs@ptfs.com)



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Vicki Teal Lovely

Helping our 52 member libraries provide the best possible service to the public.

Software Applications Supervisor  
South Central Library System