

AGENDA
Monona Public Library Board
Library Conference Room
Tuesday, March 15, 2011
7:00 PM

- I. Call to Order**
- II. Public Appearances**
- III. Consent Agenda**
 - a. Minutes of February 15, 2011, meeting
 - b. Financial report
 - c. Monthly bills
- IV. Library Administration Report**
 - a. Library activity in February and early March, 2011
 - b. Governor Walker's Budget Bill
 - c. Discussion of security improvements
- V. Action Items to Approve**
 - a. Approve purchase of 24 replacement and new security cameras from Boldtronics, Inc.
 - b. Approve purchase of alert chime for lower level from Capital Fire & Security
 - c. Approve purchase of two self-check machines from Verona Public Library for \$1,000
 - d. Approve closing for Staff In-service Day on April 8. Library would open at 2 p.m.
- VI. Announcements**
- 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.

**Minutes
Monona Public Library Board
Library Conference Room
Tuesday, February 15, 2011
7:00 PM**

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

Also Present: Library Director Erick Plumb and Sally Buffat

Absent with prior notification: Scott Munson and Mary O'Connor

I. Call to Order

Board President Taylor called the meeting to order at 7:02 p.m.

II. Public Appearances

None.

III. Consent Agenda

- a. **Minutes of January 18, 2011, meeting**
- b. **Financial Report**
- c. **Monthly bills**

Trustee Zietz motioned, seconded by Redding, to approve the Consent Agenda. Motion passed unanimously.

IV. Library Administration Report

a. Library activity in January

Director Plumb reported that January was a slow month in terms of usage. Circulation, computer usage, and the number of visitors was down from January last year. It is likely that circulation and total usage in 2011 will not match the record high levels 2009 and 2010. The Library remains a busy place, and we look forward to being a meaningful community place, even as we rely on new ways beyond numbers to do so.

The Library applied for another year-long grant from the Susan G. Komen for the Cure foundation. Also, we hosted a meeting of Komen grantee organizations in late January. Plumb gave a tour of the Library to the attendees and Toni Streckert represented us at the meeting.

Plumb received certification from the state which is valid through January 2016. All library directors must receive certification from the state's Department of Public Instruction.

The HVAC system was within the realm of tolerability with two repair calls: one for a minor leak in a valve above Sally's desk and the other for a new igniter when the heat failed to kick on one Monday morning.

A manhole is sinking in the driveway of our parking lot. The City is aware of it but will not fix it till spring.

Bob Johnson and Andy Nath have been removing and/or repairing water-stained ceiling tiles in the main library.

Our elevator is not working today, and when the elevator is out of order, this facility is not compliant with the Americans with Disabilities Act. Patrons who cannot navigate the stairs are welcome to park on Schuller Road and use the Children's Room emergency exit door. Although there is no way for patrons to contact the front desk if they are downstairs and do not have a cell phone.

The Friends have promised \$2,700 to fund Children's and Teen/Adult programming for the coming year, including \$500 to start a local music collection.

Karen Wendt and Toni Streckert are putting together a celebratory tea event for the Friends on April 13.

Wendt and Streckert participated in Bullying webinar on January 26.

Koha: the Go Live date of February 13, 2011 has been cancelled. Testing by SCLS of the software resulted in unacceptable performance. In particular, the holds are not functioning properly.

Plumb received official word that the \$23 million federal grant to BadgerNet that would have provided broadband fiber to all public libraries in the state is dead after languishing for months. Had the grant gone through, SCLS would have developed its own fiber network in the next year, freeing libraries from relying on outside ISPs like Charter or TDS. In talking with folks at SCLS, they are hopeful that with broadband prices continuing to drop, that they can still cobble together a "Plan B" network. But it will take some time.

b. Capital Budget projects 2011-2014

Plumb discussed 2011 Capital Budget projects such as carpet repair and painting.

c. Fund Balance

The City has not closed the books on 2010 yet. We estimate that we will carry forward \$31,000 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-\$70,000.

Plumb proposed spending an additional \$30,000 of the fund balance in 2011 on projects that would increase security, provide needed building upgrades, and improve our public services. We have an additional \$12,000 in our building fund that should be spent on building-related projects in 2011.

In addition to the Fund Balance Proposals outlined in the Director's report, the Board would like to investigate adding two security gates:

- indoors between the elevator and the Media room
- outdoors in the area adjacent to the book drop

If for code compliance we cannot install a security gate to section off the area of the lower level beyond the elevators, the Board would like to investigate a security bell/alarm system that would alert the main desk when that part of the building is accessed on nights and weekends.

Instead of purchasing new desk-mounted self-checkout machines, the Board would like Plumb to pursue the purchase of two used, RFID-ready machines from Verona.

The Board would like to have Michelle Nagorsen, Space Planning and Design Consultant for Corporate Services at QBE the Americas, to draw up a design for alleviating congestion at the main desk.

d. Staffing review and proposals

Plumb discussed possible work flow scenarios based on library service trends.

V. Closed Session

Forego.

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

Forego.

VII. Action Items to Approve

a. Approve 2010 Annual Report for submission to Department of Public Instruction

Trustee Redding motioned, seconded by Edwards, to approve the 2010 Annual Report for submission to Department of Public Instruction. Motion passed unanimously.

b. Approve Fund Balance Policy

Trustee Edwards motioned, seconded by Redding, to approve the Fund Balance Policy as stated below:

*Fund Balance Policy
February 2011*

The Monona Public Library Board of Trustees believes that sound financial management principals require that all public funding received should be expended on providing library services to the community. Fund balance is defined as the difference between the assets and liabilities of the library fund. Excess funds for any given fiscal year are determined by the following formula: total revenue minus total expenditures.

The Board of Trustees will make every effort to use all funds as budgeted. However, the Board will keep a portion of funds carried forward from previous years as a contingency. The Board will keep a fund balance target of 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.

Motion passed unanimously.

VIII. Announcements

Library Legislative Day is February 22.

Baby Plumb is due March 2. Director plans to use sick leave rather than taking a formal leave of absence.

IX. Adjournment

Trustee Zietz moved, seconded by Stebbins, to adjourn the meeting. President Taylor adjourned the meeting at 8:25 p.m.

Recorder: Sally Buffat

Approved: _____

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	166.31	374.59	3,000.00	(2,625.41)	12.49
202-46-46710-000 FINES	1,716.03	3,612.06	24,000.00	(20,387.94)	15.05
202-46-46710-341 CHILDRENS	175.00	175.00	.00	175.00	.00
TOTAL PUBLIC CHARGES FOR SERVICE	2,057.34	4,161.65	692,116.00	(687,954.35)	.60
TOTAL FUND REVENUE	2,057.34	4,161.65	692,116.00	(687,954.35)	.60

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2011

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY EXPENDITURES</u>					
202-55-55110-110 UNION STAFF SALARIES	5,068.41	15,192.24	88,812.00	73,619.76	17.11
202-55-55110-111 MANAGEMENT SALARIES	3,976.61	12,679.83	178,126.00	165,446.17	7.12
202-55-55110-112 SHIFT DIFFERENTIAL	22.25	64.26	600.00	535.74	10.71
202-55-55110-117 LONGEVITY PAY	.00	.00	500.00	500.00	.00
202-55-55110-119 WAGES, PART-TIME	4,194.81	11,073.79	99,894.00	88,820.21	11.09
202-55-55110-130 FICA	987.72	1,958.28	28,147.00	26,188.72	6.96
202-55-55110-131 WISCONSIN RETIREMENT	1,000.13	2,100.13	31,092.00	28,991.87	6.75
202-55-55110-132 LIFE & DISABILITY INSURANCE	13.65	27.30	375.00	347.70	7.28
202-55-55110-133 HEALTH INSURANCE	3,363.52	6,727.04	66,118.00	59,390.96	10.17
202-55-55110-134 PROFESSIONAL DEVELOPMENT	165.00	272.90	2,000.00	1,727.10	13.64
202-55-55110-220 GAS & ELECTRIC UTILITIES	3,229.59	3,229.59	40,950.00	37,720.41	7.89
202-55-55110-221 TELEPHONE	93.34	127.56	1,200.00	1,072.44	10.63
202-55-55110-222 WATER & SEWER UTILITIES	.00	.00	3,600.00	3,600.00	.00
202-55-55110-240 SERVICE CONTRACTS	4,148.75	6,137.72	38,000.00	31,862.28	16.15
202-55-55110-241 AUTO CIRCULATION SYSTEM RENTAL	37,618.00	37,618.00	41,500.00	3,882.00	90.65
202-55-55110-310 OFFICE SUPPLIES	926.21	933.19	7,500.00	6,566.81	12.44
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	417.71	417.71	2,000.00	1,582.29	20.89
202-55-55110-341 CHILDREN'S/YA SERVICES	183.78	522.10	2,250.00	1,727.90	23.20
202-55-55110-344 CASH OVER/SHORT	.70	.70	.00	(.70)	.00
202-55-55110-350 EQUIPMENT MAINTENANCE & REPAIR	50.00	50.00	8,250.00	8,200.00	.61
202-55-55110-351 BUILDING MAINTENANCE & REPAIR	379.00	379.00	8,250.00	7,871.00	4.59
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
202-55-55110-702 LSTA GRANT EXPENDITURES	(188.30)	(188.30)	.00	188.30	.00
202-55-55110-809 PERIODICALS & PAMPHLETS	299.43	358.43	5,500.00	5,141.57	6.52
202-55-55110-810 PERIODICAL, PAMPLETS & AV SOFT	1,356.56	1,356.56	18,500.00	17,143.44	7.33
202-55-55110-811 ADULT BOOKS	1,242.73	1,288.42	17,500.00	16,211.58	7.36
202-55-55110-812 CHILDRENS BOOKS	165.01	96.01	10,500.00	10,403.99	.91
202-55-55110-813 YOUNG ADULT BOOKS	72.04	72.04	2,500.00	2,427.96	2.88
202-55-55110-814 LARGE PRINT BOOKS	405.17	405.17	2,500.00	2,094.83	16.21
202-55-55110-815 REFERENCE BOOKS	.00	.00	200.00	200.00	.00
202-55-55110-817 ELECTRONIC INFO SOURCES	1,081.50	1,081.50	4,000.00	2,918.50	27.04
202-55-55110-819 VENDING MACHINE EXPENSE	.00	.00	2,300.00	2,300.00	.00
TOTAL LIBRARY EXPENDITURES	70,273.32	103,981.17	714,516.00	610,534.83	14.55
<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	70,273.32	103,981.17	730,016.00	626,034.83	14.24

7.

CITY OF MONONA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2011

LIBRARY FUND

	PERIOD	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	PERIOD	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
NET REVENUES OVER EXPENDITURES	(68,215.98)	(99,819.52)	(37,900.00)	(61,919.52)	(263.38)

8.

Final 2010

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

LIBRARY FUND

	PERIOD		BUDGET		% OF	
	ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	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	.00	2,194.45	2,400.00	(205.55)	91.44
202-46-46710-000	FINES	.00	20,865.39	24,000.00	(3,134.61)	86.94
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	TOTAL PUBLIC CHARGES FOR SERVICE	.00	679,174.84	668,387.00	10,787.84	101.61
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	TOTAL FUND REVENUE	.00	679,174.84	668,387.00	10,787.84	101.61
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9.

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		115,805.73	115,500.00	(305.73)	100.26
202-55-55110-111		120,656.82	149,218.00	28,561.18	80.86
202-55-55110-112		432.14	700.00	267.86	61.73
202-55-55110-117		378.00	500.00	122.00	75.60
202-55-55110-119		92,626.58	84,494.00	(8,132.58)	109.63
202-55-55110-130		25,141.32	26,807.00	1,665.68	93.79
202-55-55110-131		24,773.85	29,250.00	4,476.15	84.70
202-55-55110-132		215.83	375.00	159.17	57.55
202-55-55110-133		41,455.17	43,466.00	2,010.83	95.37
202-55-55110-134		1,823.55	2,000.00	176.45	91.18
202-55-55110-220		33,429.50	39,000.00	5,570.50	85.72
202-55-55110-221		1,262.38	800.00	(462.38)	157.80
202-55-55110-222		2,413.19	3,000.00	586.81	80.44
202-55-55110-240		33,525.66	44,000.00	10,474.34	76.19
202-55-55110-241		40,360.75	41,000.00	639.25	98.44
202-55-55110-310		3,066.02	8,500.00	5,433.98	36.07
202-55-55110-312		991.02	2,500.00	1,508.98	39.64
202-55-55110-321		.00	200.00	200.00	.00
202-55-55110-340		1,340.38	2,000.00	659.62	67.02
202-55-55110-341		2,325.48	2,500.00	174.52	93.02
202-55-55110-344		(3.37)	.00	3.37	.00
202-55-55110-350		13,555.67	8,500.00	(5,055.67)	159.48
202-55-55110-351		14,612.17	8,500.00	(6,112.17)	171.91
202-55-55110-390		200.40	400.00	199.60	50.10
202-55-55110-700		390.45	975.00	584.55	40.05
202-55-55110-702		1,380.56	.00	(1,380.56)	.00
202-55-55110-809		7,117.71	5,500.00	(1,617.71)	129.41
202-55-55110-810		16,320.20	18,500.00	2,179.80	88.22
202-55-55110-811		19,602.14	17,000.00	(2,602.14)	115.31
202-55-55110-812		11,762.54	10,500.00	(1,262.54)	112.02
202-55-55110-813		2,758.18	2,500.00	(258.18)	110.33
202-55-55110-814		3,389.92	2,577.00	(812.92)	131.55
202-55-55110-815		529.89	1,600.00	1,070.11	33.12
202-55-55110-817		3,944.00	4,025.00	81.00	97.99
202-55-55110-819		2,887.49	2,300.00	(587.49)	125.54
TOTAL LIBRARY EXPENDITURES		640,471.32	678,687.00	38,215.68	94.37
<u>TRANSFERS</u>					
202-55-59210-212		4,500.00	4,500.00	.00	100.00
202-55-59210-510		11,000.00	11,000.00	.00	100.00
TOTAL TRANSFERS		15,500.00	15,500.00	.00	100.00
TOTAL FUND EXPENDITURES		655,971.32	694,187.00	38,215.68	94.49

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	.00	23,203.52	(25,800.00)	49,003.52	89.94

Summary of Invoices Posted January 13 - February 10, 2011

Accounts Payable by Vendor	Account Code	Description	Amount
Professional Development	202-55-55110-134		
SCLS reimbursements		WLA membership	\$ (292.00)
TOTAL PROFESSIONAL DEVELOPMENT			\$ (292.00)
Gas & Electric Utility	202-55-55110-220		
MG&E		gas & electric	\$ 3,276.20
TOTAL GAS & ELECTIC UTILITY			\$ 3,322.24
TDS & Charter	202-55-55110-221		
TDS		phone	\$ 61.00
Charter		internet service	\$ 31.64
TOTAL TDS/CHARTER			\$ 92.64
Water/Sewer Utility	202-55-55110-222		
Monona Water Utility		water/sewer	\$ 545.28
TOTAL WATER/SEWER UTILITY			\$ 545.28
Service Contracts	202-55-55110-240		
Clean Power		february service	\$ 1,866.71
Illingworth-Kilgust		2/1/11-2/28/11	\$ 517.33
Schumacher		scheduled maintenance	\$ 93.90
TOTAL SERVICE CONTRACTS			\$ 2,477.94
Office Supplies	202-55-55110-310		
VISA: staples		misc	\$ 59.34
VISA: B & H	general	portable PA system	\$ 242.50
Salguod Creative (website)		icons creation design	\$ 200.00
TOTAL OFFICE SUPPLIES			\$ 501.84
Children's Programming	202-55-55110-341		
VISA: staples CREDIT		items returned	\$ (24.58)
Petty Cash: Wendt, Karen		SRP	\$ 10.00
TOTAL CHILDREN'S PROGRAMMING			\$ (14.58)
YA/ADULT PROGRAMMING	202-55-55110-342		
VISA: staples		general	\$ 7.00
VISA: Pizza Oven		TAB	\$ 20.00
VISA: Studio Z		teen spa	\$ 115.00
TOTAL CHILDREN'S/YA SERVICES			\$ 142.00
Equipment Maintenance & Repair	202-55-55110-350		
Illingworth-Kilgust		repairs	\$ 1,286.51
TOTAL EQUIPMENT MAINTENANCE & REPAIR			\$ 1,286.51
Services/Contract/Supplies Subtotal			\$ 7,969.23

LIBRARY ACQUISITIONS			
LSTA Grant/MG21	202-55-55110-702		
GRANT: American Library Association		MG21 pizza fund	\$ (150.00)
TOTAL LSTA GRANT/MG21			\$ (150.00)
CDs & DVDs	202-55-55110-810		
Jack Emmett Norton		CDs	\$ 35.96
Reimburse: Wendt, Karen		CDs	\$ 40.00
Audio Editions		CDs	\$ 626.81
Baker & Taylor		DVDs	\$ 966.86
TOTAL CDs & DVDs			\$ 1,669.63
Adult Books	202-55-55110-811		
Baker & Taylor		adult books	\$ 1,369.53
TOTAL ADULT BOOKS			\$ 1,369.53
Children's Books	202-55-55110-812		
Baker & Taylor		Children's Books	\$ 997.63
TOTAL CHILDREN'S BOOKS			\$ 997.63
Young Adult Books	202-55-55110-813		
Baker & Taylor		YA	\$ 164.50
TOTAL YOUNG ADULT BOOKS			\$ 164.50
Large Print Books	202-55-55110-814		
Gale		large print	\$ 243.94
Baker & Taylor		large print	\$ 128.49
TOTAL LARGE PRINT BOOKS			\$ 372.43
Electronic Information Sources	202-55-55110-817		
Tutor.com		contract 10/10-10/11	\$ 2,500.00
TOTAL ELECTRONIC INFO			\$ 2,500.00
Library Acquisitions Subtotal			\$ 6,923.72
TOTAL EXPENDITURES 2/10/11 - 3/10/11			\$ 14,892.95

Library Activity Report February 2011

Circulation	2010	2011	2010 YTD	2011 YTD	FEB '11/'10	FEB '11/'10	Yr Diff	Comparison
	FEB	FEB	FEB	FEB	diff by #	diff by %	Year %	
Adult	14667	13616	30703	28505	-1051	-7.2%	-2198	-7.2%
Children	7788	7591	15905	15274	-197	97.5%	-631	-4.0%
Young Adults	779	796	1731	1556	18	2.2%	-175	-10.0%
Other	91	75	190	162	-16	82.4%	-28	85.3%
Total	23325	22078	48529	45497	-1247	-5.3%	-3032	-6.4%
Self-Checkout CKOs	n/a	3914						
Library Cards Issued	55	40	108	73	-15	-27.3%	-35	-32.4%
Patron Internet Sessions	1897	1576	4248	3606	-321	-17.0%	-642	-15.1%
Library Visits	10203	9548	21487	19988	-655	-6.4%	-1489	-6.9%
Adult Programs # attended	2	3	3	7	1	150.0%	4	233.0%
YA Programs # attended	37	33	71	82	-4	-10.8%	11	15.5%
Children's Programs # Attended	6	2	10	3	-4	-66.0%	-7	-70.0%
	46	24	87	54	-22	-47.8%	-33	-38.0%
	30	23	51	38	-7	-71.3%	-22	-25.5%
	529	546	855	883	17	3.2%	28	3.3%

MONONA PUBLIC LIBRARY

DIRECTOR'S REPORT FOR BOARD MEETING

March 15, 2011

Erick Plumb

LIBRARY ACTIVITY IN FEBRUARY 2011 & EARLY MARCH 2011

The Library received word that our application for a \$15,000 grant from the Susan G. Komen for the Cure- Madison Affiliate was approved. We plan to use these funds to expand our special health collections, offer new programs both in the Library and off-site, and work with Komen-grantee partner organizations to implement an off-site collection of library-owned women's health materials.

We experienced another dip in our usage in February. This continues to be the trend in Dane County.

NON-LIBRARY ROOM USE – FEBRUARY 2011

Monona Public Library rooms were used 40 times by approx. 1105 people.

Analysis of room usage:

1) City of Monona (City Hall) used the Media room 9 times, and the Board room 6 times, (room usage total is 15).

The average time spent by the City of Monona in MPL rooms was 25.5 hours.

2) The Board Room was used 1 time by the Dane County Cultural Affairs for 2.5 hours (fee waived).

3) The Forum and/or Board room was rented by a group 1 time for a total of \$25.00 (i.e. 4-H Club, GSA).

4) Playtime Players used the Forum room 23 times.

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

FACILITIES AND EQUIPMENT

On February 19, our fish tank sprung a leak, dumping over twenty gallons of water onto the floor. Water seeped through to the lower level's ceiling, staining several ceiling tiles downstairs. Those ceiling tiles have been replaced and the fish tank has been repaired. No fish were harmed in this episode.

BUDGET AND FINANCE

We await the result of the budget battle at the Capitol. Governor Walker's proposal would eliminate the maintenance of effort (MOE) requirement for libraries, making possible deeper cuts to municipal library appropriations in future years. The City of Monona stands to lose anywhere from \$147,000 to \$217,000 in revenue from the state, depending upon various scenarios. City departments have been warned that the 2012 budget may include significant cuts. It is still much too early to know how this will play out.

The best summary thus far about possible impacts to Monona was found on Alder Doug Wood's "Monona Doug" blog in a post from March 11:

"2011/2012 Budget Impacts – As discussed at the Council meeting earlier this week, the Governor's Budget Adjustment Bill and the proposed biennial budget will impact the City and our staff significantly. **Cuts in aid to recycling (\$47,000) and shared revenue (\$77,482). The amount of lost transportation aid is uncertain.** A 10% reduction would be about \$60,817. The total reduction from these three items is **\$185,299**.

The city government will have an expenditure decrease of about \$70,000 from the transfer of 5.8% pension contributions to the nonrepresented employees. The **change in pension contributions will take place in 2011**. The employees covered by existing collective bargaining agreements would not make these contributions until those agreements expire in 2013 and 2014. The city administrator's recommendation is to reimburse the employees for this expense until December 31, 2011 since that money is budgeted through 2011."

(source: <http://mononadoug.blogspot.com/2011/03/state-budget-impact-on-monona.html>)

One bright spot: county reimbursement should *not* be affected based on the current budget proposals.

Madison Community Foundation released our fund distributions for 2011. Our general Foundation fund will pay out \$637.70. These funds will be allocated at the Spring Foundation meeting. The Booked for Life fund will pay out \$3,670.85 for materials.

SECURITY PROJECTS

I propose that we begin spending all of our money sitting in the Building Fund (a total of \$12,456).

1. Security camera replacement and expansion of coverage – Price quotes attached in packet from Boldtronics, Inc.

We would replace all 16 current cameras with new models - \$4,024

We would add 8 additional cameras in areas currently uncovered - \$3,232

Total cost for camera replacement and expansion: \$7,256

2. Install Entry alert system with chime alert at entrance to lower lobby (beyond elevator) – Price quote attached from Capital Fire & Security

The system would allow staff to monitor activity in the back of the lower level during evening and weekend hours. A person entering the lower lobby area would set off a chime that would be heard at the staff work desk. The system would be turned off during weekdays and during events.

Cost: \$724.74

LIBRARY SERVICES AND PROGRAMS

Children's Services Monthly Report for February 2011

<u>Programs/Storytimes</u>	<u>Attendance</u>	<u>Programs</u>	<u>Notes</u>
Tuesday PreK 10:15	105	4	avg 26
Wednesday PreK 9:30	80	3	avg 26.6
Wednesday Toddler 10:15	71	3	avg 23.6
Wednesday 2&3 yr old 11:00	68	3	avg 22.6
Thursday PreK 10:00	107	4	avg 26.75
Thursday Baby 10:45	85	4	avg 21
Read to a Dog 2/8	16	1	
Afternoon Storytime 2/22	14	1	
Total	546 attendance	23 programs	avg 24

Notes from Karen:

- Outreach: Early Learning Fair 2/7
- Planning, Publicity & Programs; Ordering & Weeding
- Monona Grove Nursery School donated \$50 for children's department

Meetings

8: YS meeting Summer Reading Records
15: Webinar, SRP incentives
17: Staff Meeting
18: Book Discussion Group
20: Read books and give out library flyers at Kids Expo
22: Webinar, Spring Into Books

Comments

I just wanted to thank you so much for participating in the Story and Snacktime segment at the Madison Kids Expo with Bean Sprouts! It was such a great time and we really

appreciate you taking time out of your weekend to come read some stories to the kids. We hope to see you again next year! Thanks again, Carolyn, Bean Sprouts Cafe Intern

Feb 2011 Monthly Report Teen & Adult Outreach Services

<u>Programs</u>	<u>Attendance</u>	<u>Programs</u>	<u>Notes</u>
Teen Spa Night Planning Meeting	7	1	
Teen Spa Night	17	1	
Sr Center Large Print Book Talk	6	1	
Not Just For Teens Adult Book Group	12	1	
Green Tuesday	25	1	
Totals	59	5 (and 1 TAB meeting)	

Feb notes re programs and other activities

- Teen Spa night was a great success. We served 17 teens, and issued 2 library cards. All teens attending checked out books. A local high school student provided henna tattoos, the teens made facials, we had a healthy eating buffet, and a massage therapist come in and discuss “mouse shoulder” and give 3 minute shoulder massages. A photographer from the Herald came out to take pictures (hasn’t been featured yet) and stayed for almost an hour. We drew a group of teens (and some boys) who usually don’t attend teen programs. At an SCLS-sponsored teen summer programs workshop I attended a week after the event, several teen librarians asked for info about the program so they could copy it
- Two new programs: a monthly Large Print book talk at the senior center held in conjunction with their monthly bookgroup and the first Teen Lit for Adults bookgroup, which will meet (usually) on the third Tuesday of every month in the Quiet Reading Room. The Teen for Adults was well attended for a new book group-12, with 4 additional people emailing about not being able to attend this meeting but wanting to know the book title for the March meeting. Participants shared some of their favorite YA titles and I presented about 10 critically acclaimed selections for future book discussions. Members voted and we picked the next 4 titles.
- A beautiful art exhibit by Julie Sutter-Blair, *Second Nature* was hung and will be featured through March 25. The exquisite nature etching were influenced in part by the Michael Pollen book, *Second Nature: A Gardner’s Education*. Patons have had very positive comments on our Facebook site, where we displayed some jpgs of the work and also to library staff about Ms Sutter-Blair’s work.
- A staff volunteer list (for the variety show/program, baking, and creating small gifts/doorprizes) for the April 13 Friends appreciation night has been assembled. Our remarkable staff has been very supportive of this recognition. Karen Wendt is coordinating the program and Toni Streckert is coordinating the display and invitations for this evening.

- Several short meetings were held regarding the progress of the April 20th teen (and adult) *Not so Fantastic Plastic Program* for earth week. Whole Foods has again agreed to sponsor this event and provide food for 50, a gift certificate, and some multiuse bags for giveaways, the UW Environmental Studies Club has also agreed to participate in the program along with some reps of the Mad City Ski team (discussing clean water). Key staff helping to plan and coordinate this initiative are Toni Streckert, Penny DePaola, and Jen Falkowski. The next phase is outreach to teen green clubs and science teachers at the middle and high school level to promote this event.

South Central Library System News

SCLS has established an E-commerce working group, set to begin meeting on March 24. The director of the Monona Library talked himself onto this workgroup. E-commerce implementation must wait for the introduction of KOHA, of course, and we *still* await yet another launch date for that project.

The State of Wisconsin declined a \$23 million federal grant for the installation of fiber networks to all libraries and schools in the state. While SCLS will try to cobble together a new “SCLS network” using existing infrastructure, the failure of this initiative is baffling.

SCLS Associate Director Stef Morrill resigned to take a job with the Wisconsin Library Services cooperative. She will be missed.

ACTION ITEMS

- 1. Approve purchase of 24 replacement & new security cameras from Boldtronics, Inc.**
- 2. Approve purchase of alert chime for lower level from Capital Fire & Security**
- 3. Approve purchase of two 2009 self-check machines from Verona Public Library for \$1,000**
- 4. Approve closing for Staff Inservice Day on April 8. Library would open at 2 PM.** The Library has booked SCLS’ Jean Anderson to instruct staff on assisting patrons with OverDrive, the online e-book platform. Also, Library staff will conduct emergency situation drills including building evacuation. We would open to the public at 2 PM.

BOLDTRONICS, INC.

655 Post Road
Madison, Wisconsin 53713

Phone (608) 271-8979

Fax (608) 274-5111

February 2, 2011

Monona Public Library
Attn: Rob Klecker
1000 Nichols Rd.
Monona, WI 53716-2598

Dear Rob:

Enclosed is the cost to upgrade all of your current cameras with new current models with the lattes Hi Res standard.

Your equipment and services would consist of:

- 4, Hi Res color camera Bodies
- 4, 2.8 to 12mm Auto Iris Lens
- 12, CBW Dome cameras with 2.8-12mm Lens and IR Lighting
- 1, Replacement Power Supply
- 1, Labor it remove and replace existing cameras and dispose of old units, Aim, focus and check DVR proگرامing

Your cost for the above listed equipment would be: \$4,024.00

We warrant that our installation shall be good and workmanlike and shall be free from defects for a period of twelve (12) months. Such warranty shall not extend to any damage caused by you, your employees, your customers or the general public, whether intentionally or through negligent acts or omissions. Upon installation of the equipment shown above, we will also transfer to you any accompanying manufacturers' warranties. This proposal is valid for 30 days and does not include State or Local tax. Unused or returned products are subject to a 15% restocking fee. Terms are net 30 days, upon completion of work. Clerical errors are subject to correction. Past due accounts will be assessed a monthly finance charge of 1.5% per month.

I appreciate the opportunity to provide you this price quote. Please feel free to contact me at (608) 271-8979 with any questions you may have. As one of the largest video surveillance suppliers in the area, **BOLDTRONICS, INC.** looks forward to working with and serving you.

Sincerely,

Burt Boldebuck
President – **BOLDTRONICS, INC.**

Accepted By: _____ Title: _____ Date: _____

BOLDTRONICS, INC.

655 Post Road
Madison, Wisconsin 53713

Phone (608) 271-8979

Fax (608) 274-5111

February 2, 2011

Monona Public Library
Attn: Rob Klecker
1000 Nichols Rd.
Monona, WI 53716-2598

Dear Rob:

Enclosed you will find the cost for the project that we spoke about on Jan 28, 2011.
The cost to add in 8 additional cameras in your facility at the following locations:

1. Lower level restroom's hallway.
2. Lower level Back Hallway.
3. Outdoor North Entry
4. Outdoor Book return / Mechanical area overview
5. Main computer lab area
6. Children's area overview
7. Children's area overview
8. Children's seating area

Your upgrades would include the following equipment and services:

- 1, 8 output 12vdc power supply
- 2, Stand off camera mounts
- 2, Hi res color camera bodies
- 6, CBW Dome cameras with 2.8-12mm Lens and IR Lighting
- 1, Cable and installation kit
- 1, Labor to install and program

Your cost for the above listed equipment and labor would be: \$3,232.00

We warrant that our installation shall be good and workmanlike and shall be free from defects for a period of twelve (12) months. Such warranty shall not extend to any damage caused by you, your employees, your customers or the general public, whether intentionally or through negligent acts or omissions. Upon installation of the equipment shown above, we will also transfer to you any accompanying manufacturers' warranties. This proposal is valid for 30 days and does not include State or Local tax. Unused or returned products are subject to a 15% restocking fee. Terms are net 30 days, upon completion of work. Clerical errors are subject to correction. Past due accounts will be assessed a monthly finance charge of 1.5% per month.

I appreciate the opportunity to provide you this price quote. Please feel free to contact me at (608) 271-8979 with any questions you may have. As one of the largest video surveillance suppliers in the area, **BOLDTRONICS, INC.** looks forward to working with and serving you.

Sincerely,



1308 Regent Street Madison, WI 53715-1255
 t. 608-442-8777 f. 608-442-5340

QUOTE

Number 1
 Date Mar 9, 2011

Sold To
Monona Public Library Eric Plumb 1000 Nichols Rd. Monona, WI 53716 Phone Fax

Ship To
Monona Public Library Eric Plumb 1000 Nichols Rd. Monona, WI 53716 Phone Fax

OK, Eric, Sally & Rob

This represents the first of two quotes for a door chime arrangement using the brain of an alarm system, keypad, wireless receiver and wireless motion detector. Per our dialogue, the intent is to provide you the immediate solution to your LL dilemma yet offer the basis for future expansion if the need arises.

This will do two different things, simply chime upon someone walking past the motion during regular hours or sound an alarm at the keypad that is loud enough to be heard if a staff member is in the stacks somewhere. turning the alarm side of this on and off is accomplished at the keypad by pressing in an arming code and the same number to disarm.

Salesperson		P.O. Number	Ship Via	Terms
James L. Zirbel				
Line	Qty	Description	Unit Price	Ext. Price
1	1	Panel, in 340 enclosure, with Dialer, Cellular Mod		
2	1	LCD Display, Blue Display, with shortcut keys, Whi		
3	1	Wireless In-Line Receiver for XT Panel		
4	1	Wireless PIR w/ pet immunity 90° 50' x 50'		
5	4	System Installation & Programming		
			SubTotal	\$724.74
			Tax	\$0.00
			Shipping	\$0.00
			Total	\$724.74

THIS QUOTATION MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS

Date Of Acceptance _____ Authorized Signature _____

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE QUOTED. GENERALLY ALL HARDWARE COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY AND ANY INSTALLATION LABOR BY A 90 DAY WARRANTY. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE OR DAMAGES RELATED TO THIS AGREEMENT AND ANY ASSOCIATED DOCUMENTS. PLEASE REQUEST OUR ADDITIONAL TERMS & CONDITIONS FOR FURTHER EXPLANATION.

Sales Contract

This sales contract is between the Verona Public Library (hereafter referred to as Seller) and the Monona Public Library (hereafter referred to as Buyer) for the sale of two Integrated Technology Group (ITG) Self-Check units. The units include the hardware of two PCs, two touch screens, two barcode scanners, two keyboards, and two mice. Also included in the sale is the software necessary to run the hardware on the South Central Library System LinkCat catalog.

After the sale, the Buyer is responsible for contacting ITG to activate them at which time ITG will give the Buyer a quote for ongoing maintenance. At the time of sale (defined by the date the Buyer receives the equipment) the Seller forgoes any further responsibility for the units, software, or licensing.

If by 30 days after the sale the units do not operate, the Seller will reimburse the Buyer. This only applies if the units do not operate, not if the Buyer is unhappy with their performance or the manner in which the units are used by the Buyer's users.

The sale price will be \$1,000 total for both units.



Verona Public Library Representative Signature

3/11/2011

Date

Monona Public Library Representative Signature

Date

First Impressions of Monona Public Library
By Michelle Nagorsen
Space Planning and Design Consultant

When I walk into Monona Public Library I feel as if I have walked in through the back door. The exterior boasts this beautiful large and visually open building but once through the doors there is no clear direction on how to reach the library.

There is no directional sign or indicator that you have to climb the stairs or use the elevator – in fact you could walk right past the stairs and elevator into the meeting spaces before you realize you have gone too far.

The staircase into the library is not inviting and does not allow easily for two-way traffic. Once up the stairs and through the book detectors, you again have a congested area – people entering/exiting the space and people waiting for questions to be answered or books to be checked out. The overall size and location of the check out area is large and seems to encourage sprawl in the main entrance.

If first impressions are key to spaces, the Monona Library makes a magnificent impression on the outside – it is just gaining access to the magnificent space on the inside. Congestion at some of the major traffic flow areas – the stairs and the check-out/entrance should be addressed.

Turning left and entering the Adult Library from the stairway or elevator a person walks into a small, cramped and unwelcoming area. Once through the detectors and into the main library – the open feeling from the windows and the feel of hovering over the park is amazing!

What this area lacks is some color which can be improved by carpet and paint and possibly carrying the exterior feel to the columns by wrapping them with a stacked stone or a light wood grain that is present throughout the library. Also there is a lack of signage. It is difficult to find simple direction to the specialty areas the library has to offer. The addition of signage would alleviate the need for people to gather at the front desk and would provide more of the self service feel libraries are currently moving towards.

Turning right and entering the Children's Library has a completely different feel. The lower ceiling and brick walls give the children's area a safe, cozy atmosphere. Improvements could be made by space planning of the shelving, better overall lighting and better task lighting – table lamps and lighting highlighting the comfy areas. The carpeting and wall paints could be improved and help lighten up the area.



Madison Affiliate
8030 Excelsior Drive, Suite 306
Madison, WI 53717
608.836.1083 800.435.3405
www.komenmadison.org

March 3, 2011

Toni Streckert, Outreach Director
Monona Public Library
1000 Nichols Rd.
Monona, WI. 53716

Dear Ms. Streckert,

Congratulations! I am pleased to inform you that the grant application you submitted has been approved for funding in the amount of \$15,000. Our outside reviewers suggested adding measurements to evaluate the usage volume of the Komen collection, to track how many times books are checked out. They were impressed with the use of satellite collections and the continued emphasis on bi-lingual materials.

This grant approval is contingent upon a fully executed agreement between the Madison Affiliate of Susan G. Komen for the Cure® ("Madison Affiliate") and your organization. You should receive the grant agreement for execution within the next few weeks. Please sign the grant agreement and return it to the Madison Affiliate office as soon as possible.

Once we have received the signed grant agreement, a certificate of insurance and a final report on the 2010 grant, we will issue the first payment check by April 1, 2011 or upon receipt of the executed contract, whichever last occurs. In addition, you will be enrolled in the direct ordering program for Komen educational materials. This Program allows you to order educational materials directly from Komen at the preferred price. The Komen materials have been developed and written based on the latest peer-reviewed findings on breast cancer and have been approved by our medical review team. Each grantee is strongly encouraged to use Komen developed materials to communicate the Komen mission and message. This enables us to carry out the Community Profile goal of providing consistent messages on breast health. Also, please remember that proper recognition should always be given to the Madison Affiliate as the funding source on all publications, services or presentations related to this grant award.

Grantees are strongly encouraged to attend and participate in the following Madison Affiliate programs during the year:

- An award program on April 12, 2011
- The Race for the Cure Pasta Dinner on June 3, 2011
- Quarterly information-sharing meetings with the other 2011 grantees.

At the grantee award program on April 12th at 5:00-7:00 p.m., at the Inn on the Park, each grantee is expected to present their grant program including a brief summary of previous results and current goals from Komen funded projects. We encourage you to bring a client or a recipient of your services to attend with each Grantee program representative. Additional information about the program will follow. We look forward to seeing you on April 12th.

Please contact Pam Bartel at 836-1083 or grants@komenmadison.org if you have any questions or would like additional information on the grants process.

Again, congratulations. We are very excited about this grant and the work that can be achieved in our continued efforts to move ever closer to fulfilling the promise of Susan G. Komen for the Cure – to save lives and end breast cancer forever by empowering people, ensuring quality care for all and energizing science to find the cures.

Sincerely,

A handwritten signature in black ink, appearing to read "Terry Nelson", written over a horizontal line.

Terry Nelson

Board President

Cc: Michelle Heitzinger, Executive Director

FUND ACTIVITY REPORT
Monona Public Library Foundation, Inc. Fund
Fund #1030299

Beginning Date	1/1/2010
Ending Date	12/31/2010
Beginning Balance	\$13,736.36
+ Contributions	\$ 125.00
+ Transfers	\$0
+ Income Received	\$ 143.13
+ Accrued Income	\$ 58.89

+ / - Portfolio Gains (Losses)

Realized	(\$ 76.58)
Unrealized	\$ 986.39
- Distributions	(\$ 615.34)
- Transfers Out	\$0
- Trust Fees	(\$ 20.50)
- Administrative Fees	(\$ 133.72)
Ending Balance	\$14,203.63

FUND ACTIVITY REPORT
Monona Library Book for Life Fund
Fund #1030300

Beginning Date	1/1/2010
Ending Date	12/31/2010
Beginning Balance	\$67,499.74
+ Contributions	\$71,287.90
+ Transfers	\$1,050.00
+ Income Received	\$1,048.81
+ Accrued Income	\$ 746.52

+ / - Portfolio Gains (Losses)

Realized	(\$ 336.21)
Unrealized	\$10,746.87
- Distributions	(\$1,440.59)
- Transfers Out	\$0
- Trust Fees	(\$ 168.64)
- Administrative Fees	(\$1,109.34)
Ending Balance	\$149,325.06