

AGENDA
Monona Public Library Board
Library Conference Room
October 18, 2011
7 p.m.

- I. **Call to Order**
- II. **Public Appearances**
- III. **Consent Agenda**
 - a. Minutes of September 20, 2011, meeting
 - b. Financial Report for September 2011
 - c. Monthly Bills for September 14 – October 12, 2011
- IV. **Information Items**
 - a. Monthly Activity Report
 - b. Budget Update
 - c. Building Projects
 - d. Koha Update
 - e. Report from Board Personnel Committee
- V. **Closed Session**
 - a. Under Wisconsin Statutes Section 19.85(1) Considering Employment, Promotion, Compensation or Performance Evaluation of Any Public Employee over Which the Government Body has Jurisdiction or Exercises Responsibility (Compensation)
- VI. **Reconvene in Open Session under Wisconsin Statutes 19.85**
- VII. **Action Items to Approve**
 - a. Amend Behavior Policy for Concealed Carry Legislation
 - b. Approve Closing Library 9 am – 2 pm on Friday, 12/9, for Staff In-service
- VIII. **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.

**Minutes
Monona Public Library Board
Library Conference Room
September 20, 2011**

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

Also Present: Library Director Erick Plumb and Sally Buffat

I. Call to Order

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

II. Public Appearances

None.

III. Consent Agenda

- a. Minutes of August 16, 2011, meeting
- b. Financial Report for August 2011
- c. Monthly bills for August 14 – September 14, 2011

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

IV. Information Items

- a. Monthly Activity report
- b. Budget Update
- c. Capital Budget review
- d. Building projects – Tour of Library to review painting proposals

Monthly Activity Report

Circulation and building visits remain just below 2010's record. Pinney Branch is now open Sundays due to the Central Library building project.

The Summer Reading Program wrapped up with a final tally of 1007 participants. Fall and Winter programming is well underway.

Rob Klecker and Ronda Pettey-Kucher are spending part of their shifts at the Children's reference desk as part of our cross-training efforts to increase our customer service presence. We will continue to emphasize the need for all employees to be comfortable and proficient working with patrons in all areas of the library.

Plumb is looking into a price quote for Enterprise wireless program which will give us stronger, faster internet access, give statistics on the number of wireless devices in use in the building, and we will be able to set on / off zones within the Library.

Plumb feels it's time to pull the plug on Tutor.com. With a price tag of \$2,000 / year and approximately 50 sessions logged, it's not being utilized. It will be replaced with another product.

Plumb was nominated for a Koha decision-making committee. He is reluctant to be on the committee since there is no firm timeline for recommendations to be implemented, not to mention the time commitment.

Koha's issues remain essentially unchanged from last month. It should be noted that our SCLS costs will rise 2.3% in 2012, yet we are receiving *fewer* services than in January 2011. We have no acquisitions module and there is no set time-frame for implementing one.

Budget Update

Board President Taylor and Plumb met with Mayor Miller to discuss the Library's budget on September 14. The meeting went well, and Taylor and Plumb answered the Mayor's questions about overdue fines & fees, the management salary line and library assistant line, as well as questions about the fund balance cushion. The Library was the only committee that came in with a 0% budget, and Plumb does not anticipate any changes from the Mayor.

Plumb will appear before the City Council on Wednesday, September 21, to defend the budget. This is a particularly hard budget year and Plumb anticipates that all six alders will have the laid off police officer in mind. The Board suggested bringing the Fund Balance Policy along to read and explain that the Library has plans for reducing the Fund Balance by spending parts of it on safety and security updates for our patrons.

Dane County's updated projections for 2012 reimbursement to county libraries shows Monona getting a projected increase of approximately \$7,000 if the County reimburses at 100%. Projected circulation at Fitchburg library is lower than anticipated, raising the reimbursement numbers for libraries.

Capital Budget Review

See page 26, Outline of Capital Plan for Monona Library 2013 & 2013. The main thrust is furniture replacement and RFID. Plumb would like to see the number of professional staff increase to 4-5 employees and the number of part time staff members decrease. Over 52% of what employees currently do every day is to check in items. RFID would reduce the number of hours spent on check in.

Building Projects

We worked with SCLS building and design consultant Deb Haeffner on interior paint schemes. The Board took a field trip throughout the library to see color samples. The various shades elicited much discussion but no major objections were raised. Plumb will submit RFP paperwork in October.

Haeffner is also working with us on service desk furniture design and pricing. Additionally, she assisted both Wendt and Plumb to plan small rearrangements to the Children's Room to make the space easier to use and hopefully less cluttered.

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 Stebbins moved, seconded by Edwards, to go into closed session under Wisconsin Statutes Section 19:85(1) at 8:25 p.m. Motion passed unanimously.

VI. Reconvene in Open Session under Wisconsin Statutes 19.85

Trustee Redding moved, seconded by Edwards, to resume the meeting in open session, under Wisconsin Statutes Section 19.85(1) at 8:46 p.m. Motion passed unanimously.

VII. Action Items to Approve

- a. Create Library Board Facility Planning Committee

Edwards motioned, seconded by Zietz, to create a Library Board Facility Planning Committee, comprised of Redding, O'Connor and Munson. This committee will make recommendations to the Board regarding facility planning (based on Aro-Eberle report). Motion passed unanimously.

Committee will meet to formulate its objectives and will report back to the Board.

- b. Create Library Board Personnel Committee

Trustee O'Connor motion, seconded by Redding, to create a Library Board Personnel Committee, comprised of Zietz, Edwards and Stebbins. This committee will provide attention to current job descriptions and make recommendations to the Board and Director for updates. Motion passed unanimously.

Committee will meet to formulate its objectives and will report back to the Board.

- c. Approve 2012-13 Capital Budget plan for submission to City

Redding motioned, seconded by Edwards, to table capitol budget review. Motion passed unanimously.

VIII. Announcements

- a. 2012 Budget Hearing, Wednesday, September 21
- b. Monona Fall Festival, September 25, 11-2
- c. Friends of the Library Book & Bake Sale, October 15-16.

IX. Adjournment

Redding moved, seconded by Zietz, to adjourn the meeting. President Taylor adjourned the meeting at 8:55 p.m.

Recorder: Sally Buffat

Approved:

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 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	438,957.00	438,957.00	.00	100.00
202-46-43720-000	COUNTY AID FOR LIBRARIES	.00	207,115.00	196,831.00	10,284.00	105.22
202-46-43730-000	COUNTY AID LIBRARY FACILITIES	.00	30,948.00	29,328.00	1,620.00	105.52
202-46-46110-000	COPIER RECEIPTS	200.00	1,444.13	3,000.00	(1,555.87)	48.14
202-46-46710-000	FINES	1,606.36	12,774.87	24,000.00	(11,225.13)	53.23
202-46-46710-341	CHILDRENS	.00	1,283.75	.00	1,283.75	.00
202-46-46710-342	TEEN/ADULT PROGRAM REVENUE	.00	273.59	.00	273.59	.00
202-46-46730-000	ROOM-RENTALS	.00	1,164.24	2,300.00	(1,135.76)	50.62
202-46-48900-000	OTHER REVENUES	.00	.00	1,100.00	(1,100.00)	.00
202-46-48900-100	VENDING MACHINE	169.25	1,993.97	3,800.00	(1,806.03)	52.47
202-46-49300-000	FUND BALANCES APPLIED	.00	.00	30,700.00	(30,700.00)	.00
TOTAL PUBLIC CHARGES FOR SERVICE		1,975.61	695,954.55	730,016.00	(34,061.45)	95.33
TOTAL FUND REVENUE		1,975.61	695,954.55	730,016.00	(34,061.45)	95.33

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2011

LIBRARY FUND

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	UNION STAFF SALARIES	11,142.78	92,538.48	88,812.00	(3,726.48)	104.20
202-55-55110-111	MANAGEMENT SALARIES	8,414.50	73,466.04	178,126.00	104,659.96	41.24
202-55-55110-112	SHIFT DIFFERENTIAL	18.88	279.02	600.00	320.98	46.50
202-55-55110-117	LONGEVITY PAY	.00	.00	500.00	500.00	.00
202-55-55110-119	WAGES, PART-TIME	9,263.43	72,979.17	99,894.00	26,914.83	73.06
202-55-55110-130	FICA	2,179.46	17,099.59	28,147.00	11,047.41	60.75
202-55-55110-131	WISCONSIN RETIREMENT	1,674.72	16,431.08	31,092.00	14,660.92	52.85
202-55-55110-132	LIFE & DISABILITY INSURANCE	13.73	123.51	375.00	251.49	32.94
202-55-55110-133	HEALTH INSURANCE	3,363.52	30,333.98	66,118.00	35,784.02	45.88
202-55-55110-134	PROFESSIONAL DEVELOPMENT	.00	492.30	2,000.00	1,507.70	24.62
202-55-55110-220	GAS & ELECTRIC UTILITIES	2,963.56	22,844.67	40,950.00	18,105.33	55.79
202-55-55110-221	TELEPHONE	31.64	783.74	1,200.00	416.26	65.31
202-55-55110-222	WATER & SEWER UTILITIES	568.14	1,734.73	3,600.00	1,865.27	48.19
202-55-55110-240	SERVICE CONTRACTS	4,250.75	23,738.60	38,000.00	14,261.40	62.47
202-55-55110-241	AUTO CIRCULATION SYSTEM RENTAL	898.10	38,516.10	41,500.00	2,983.90	92.81
202-55-55110-310	OFFICE SUPPLIES	316.64	2,505.65	7,500.00	4,994.35	33.41
202-55-55110-312	POSTAGE	89.66	94.81	477.00	382.19	19.88
202-55-55110-321	PUBLIC NOTICES	.00	.00	100.00	100.00	.00
202-55-55110-340	JANITORIAL SUPPLIES	280.43	1,420.52	2,000.00	579.48	71.03
202-55-55110-341	CHILDREN'S/YA SERVICES	.00	3,225.35	2,250.00	(975.35)	143.35
202-55-55110-342	TEENS SERVICES	170.00	1,756.81	.00	(1,756.81)	.00
202-55-55110-344	CASH OVER/SHORT	(10.24)	(19.37)	.00	19.37	.00
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	.00	4,672.36	8,250.00	3,577.64	56.63
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	.00	3,703.72	8,250.00	4,546.28	44.89
202-55-55110-390	OTHER SUPPLIES & EXPENSE	.00	55.93	300.00	244.07	18.64
202-55-55110-700	SOUTH CENTRAL NET LENDER PYMT	.00	.00	975.00	975.00	.00
202-55-55110-702	LSTA GRANT EXPENDITURES	.00	(73.24)	.00	73.24	.00
202-55-55110-809	PERIODICALS & PAMPHLETS	192.40	1,614.64	5,500.00	3,885.36	29.36
202-55-55110-810	PERIODICAL, PAMPLETS & AV SOFT	838.04	8,697.97	18,500.00	9,802.03	47.02
202-55-55110-811	ADULT BOOKS	1,754.43	11,238.31	17,500.00	6,261.69	64.22
202-55-55110-812	CHILDRENS BOOKS	1,083.34	8,556.72	10,500.00	1,943.28	81.49
202-55-55110-813	YOUNG ADULT BOOKS	551.87	2,186.74	2,500.00	313.26	87.47
202-55-55110-814	LARGE PRINT BOOKS	273.48	2,272.17	2,500.00	227.83	90.89
202-55-55110-815	REFERENCE BOOKS	.00	.00	200.00	200.00	.00
202-55-55110-817	ELECTRONIC INFO SOURCES	.00	2,317.50	4,000.00	1,682.50	57.94
202-55-55110-819	VENDING MACHINE EXPENSE	129.21	1,133.71	2,300.00	1,166.29	49.29
TOTAL LIBRARY EXPENDITURES		50,452.47	446,721.31	714,516.00	267,794.69	62.52
<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		50,452.47	446,721.31	730,016.00	283,294.69	61.19

CITY OF MONONA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2011

LIBRARY FUND

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
NET REVENUES OVER EXPENDITURES	(48,476.86)	249,233.24	.00	249,233.24	.00

Summary of Invoices Posted September 15 - October 12, 2011

Accounts Payable by Vendor	Account Code	Description	Amount
Gas & Electric Utility	202-55-55110-220		
MG&E		gas & electric 10/5/11	\$ 2,493.39
TOTAL GAS & ELECTIC UTILITY			\$ 2,493.39
Telephone	202-55-55110-221		
TDS		monthly service	\$ 65.98
Charter		internet service	\$ 31.64
TOTAL TELEPHONE			\$ 97.62
Water & Sewer Utility	202-55-55110-222		
Monona Water Utility		water	\$ 32.30
TOTAL WATER & SEWER UTILITY			\$ 32.30
Service Contracts	202-55-55110-240		
Clean Power		service for September	\$ 1,866.71
Illingworth-Kilgust Mechanical		9/1-930/11	\$ 517.33
SimplexGrinnell		Dry pipe valve trip test	\$ 549.00
TOTAL SERVICE CONTRACTS			\$ 2,933.04
Office Supplies	202-55-55110-310		
VISA: bpi (blueprints) sign		children's room foam core	\$ 14.00
VISA: Staples		phone cord, box cutter	\$ 23.56
Gaylord		spine labels	\$ 122.90
VISA: Epson Store		black ink cartridge	\$ 19.94
TOTAL OFFICE SUPPLIES			\$ 180.40
Janitorial Supplies	202-55-55110-340		
Messner Incorporated		garbage liners	\$ 138.43
Werner Electric Supply		light fixture workroom	\$ 250.48
TOTAL JANITORIAL SUPPLIES			\$ 388.91
Children's Programming	202-55-55110-342		
Petty Cash: Streckert, Toni	Teen reads for adults	meeting food	\$ 8.46
TOTAL CHILDREN'S PROGRAMMING			\$ 8.46
Equipment Maintenance & Repair	202-55-55110-350		
Illingworth-Kilgust		drip over toni's desk	\$ 145.00
Braun Corporation		ballasts, add fixtures	\$ 598.47
Schumacher Elevator Company		button pushed through	\$ 315.19
TOTAL EQUIPMENT MAINTENANCE & REPAIR			\$ 1,058.66
Building Maintenance & Repair	202-55-55110-351		
Facility Concepts, Kevin Wall		window washing/spider	\$ 2,785.00
Braun Corporation (past due)	work done 6/30/11	ballasts, 2x2 fixture	\$ 1,079.00
TOTAL BUILDING MAINTENANCE & REPAIR			\$ 3,864.00
Services/Contract/Supplies Subtotal			\$ 11,056.78

LIBRARY ACQUISITIONS

Periodicals/Pamphlets	202-55-55110-809		
The New York Times		9/5/11-12/4/11	\$ 192.40
Wisconsin State Journal		paid through 10/23/11	\$ 247.00
TOTAL PERIODICALS/PAMPHLETS			\$ 439.40
CDs & DVDs	202-55-55110-810		
Recorded Books, LLC	foreign films	DVDs	\$ 396.00
Audio Editions		BOCD	\$ 267.94
Baker & Taylor		DVDs	\$ 706.41
TOTAL CDs & DVDs			\$ 1,370.35
Adult Books	202-55-55110-811		
Baker & Taylor		adult books	\$ 1,742.77
TOTAL ADULT BOOKS			\$ 1,742.77
Children's Books	202-55-55110-812		
Baker & Taylor		children's books	\$ 410.37
TOTAL CHILDREN'S BOOKS			\$ 410.37
Young Adult Books			
Baker & Taylor		young adult books	\$ 63.70
TOTAL YOUNG ADULT BOOKS			\$ 63.70
Large Print Books	202-55-55110-814		
Gale		large print books	\$ 72.74
TOTAL LARGE PRINT BOOKS			\$ 72.74
Electronic Info Sources			
AWE digital learning solutions		annual new release license	\$ 350.00
TOTAL ELECTRONIC INFO SOURCES			\$ 350.00
Library Acquisitions Subtotal			\$ 4,449.33
Summary of Expenditures Posted September 15 - October 12, 2011			\$ 15,506.11

Library Activity Report, September 2011

Circulation	2010	2011	2010 YTD	2011 YTD	Sept '11/'10	Sept '11/'10	Yr Diff	Comparison
	September	September			diff by #	diff by %		Year %
Total	24015	21737	224534	216063	-2278	-9.5%	-8471	-3.8%
Self-Checkout CKOs	3992	12336	42854	67576	8344	209.0%	24722	57.7%
Patron Internet Sessions	1842	1416	15255	14396	-426	-23.1%	-859	-5.6%
Library Visits	12180	10611	114812	110492	-1569	-12.9%	-4320	-3.8%
Adult Programs	1	4	18	34	3	300.0%	16	88.9%
# attended	5	90	378	1018	85	1700.0%	640	169.3%
YA Programs	4	1	47	21	-3	-75.0%	-26	-55.3%
# attended	43	16	845	898	-27	-62.8%	53	6.3%
Children's Programs	28	22	196	182	-6	-21.4%	-14	-7.1%
# Attended	614	675	4898	4924	61	9.9%	26	0.5%

MONONA PUBLIC LIBRARY

ADMINISTRATION REPORT FOR BOARD MEETING

October 18, 2011

Erick Plumb, Library Director

LIBRARY ACTIVITY IN SEPTEMBER & EARLY OCTOBER 2011

September was admittedly slower than we would have liked, as circulation and attendance dipped from last year. Fall programming began, with successful programs like the Math Literacy night, Bountiful Harvest cooking class, and the launch of the season's storytimes. We had a successful presence at the Monona Fall Festival on September 25. Karen Wendt provided storytelling, and we distributed information about upcoming library events and signed up a number of people to receive e-newsletters.

PERSONNEL

Our misfortune with Koha has recently manifested itself with numerous buying items issues. Previously, we could track the amount of funds expended or encumbered to the cent; with no working Acquisitions module, we must rely on Excel spreadsheets, a calculator, and luck to make sure that our expenditures are where they should be. Checking to see if we have already ordered an item already is a time-consuming task. I have asked Sally Buffat and Rob Klecker to make our Acquisitions workflows a priority through the remainder of 2011. On September 26, they attended a meeting at Madison to discuss with other libraries methods of accurately and efficiently tracking orders. Thus far, they are both to be commended for their efforts. Also, Library Assistant Neiva Fett, the person in charge of cataloging and processing new materials, will assist in ordering items.

I was interviewed by *Madison Magazine's* Jen Garrett about the resiliency of libraries in a digital age. The brief article is slated to appear in the November issue.

On November 17 and 18, senior staff will meet to discuss 2011 and to plan for 2012. Workflow, collection development, outreach, and programming will be discussed in detail.

FACILITIES AND EQUIPMENT

A request for bids for painting the interior of the building was released in mid-October, with a deadline for submissions of October 28.

On October 3, I met with Patty Wanninger of ITG Biblioteca, the RFID and self-check vendor for SCLS libraries. We conducted a site tour to discuss RFID options. Unlike

many recent buildings, the Monona Library building presents a number of challenges for easily adopting RFID, especially with our current book-drop room downstairs. The upshot is that it is possible to fit an RFID materials-sorter in the space; unfortunately it will require a customized model to make it work. The total for the entire project is \$106,000 to be paid for, hopefully, with capital funds. This would be a two-year project to implement.

We have selected furniture to replace the circulation desk. We would purchase three new stand-alone self-check stations (two in the adult section; one in children's) and possibly a staff station. (We may utilize the old reference desk - currently located in my office - for the staff station.)

We are looking at different fencing options for the area near the exterior bookdrop.

In September, the Board discussed the new Concealed-Carry law that goes into effect on November 1. I spoke with City Administrator Patrick Marsh and was assured that the City is working on a City-wide ordinance for municipal buildings that would prohibit concealed weapons. This will include the Library.

BUDGET AND FINANCE

I appeared alongside Trustee Mary O'Connor before the City Council on September 21 to discuss 2012's budget. The meeting was positive. At this writing, no budget amendments that would affect the library have been proposed. We anticipate the same appropriation as in 2011.

County Executive Joe Parisi released his 2012 budget. Happily, this includes full 100% reimbursement for non-resident usage of county libraries. This will put us close to 2011's reimbursement of nearly \$238,000.

LIBRARY SERVICES AND PROGRAMS

On September 22, the Overdrive media service announced that library e-books will now be compatible with Amazon's Kindle e-readers. We purchased a new \$79 Kindle to train staff since, alas, downloading an Overdrive title to a Kindle is less-than-intuitive.

The Wisconsin Public Library Consortium (WPLC) is investing in an e-book statewide buying pool for participating libraries beginning in 2012. WPLC is to be applauded for this move, as it will significantly increase the number of titles available to library patrons. Currently, there simply are not enough e-book titles or digital "copies" available to meet ever-growing demand. Monona will participate and will set aside 5% of our 2012 collection budget to pay into the service. We will be making a new e-book line-item in our budget to reflect this.

Children's Services Monthly Report for September 2011 - Karen Wendt

Programs/Storytimes	Attendance	Programs	Notes
School Bus Storytime	39, 41	2	
Wed 9:30 PreK Storytime	26, 45, 32	3	
Wed 10:15 Toddler	25, 35, 25	3	
Wed 11:00 Toddler	34, 32, 26	3	
Thur 9:30 PreK	34, 27, 26	3	
Thur 10:15 Toddler	33, 24, 23	3	
Thur 11:00 Baby	33, 25, 22	3	
Read to a Dog	9	1	Sept 13
Math Literacy Night	<u>37</u>	<u>1</u>	Sept 21
TOTAL	675	22	

Notes from Karen:

Ordering, weeding, children's room maintenance, supervision of YS Page and SLIS student. Fall program planning.

Meetings, Workshops, etc:

- 1: Department Head Meeting
- 2: Met with Rob S re: summer reading statistics
- 14: Met with Erick about collection placement and book displays in the Children's Room.
- 15: Met with Deb H from SCLS re paint colors
- 25: Math Literacy booth and storytelling at Monona Fall Festival
- 28: "Creating Welcoming Environments: Wakenheza Project" CE at Fitchburg Library

Teen & Adult Outreach Services Monthly Report for September 2011 - Toni Streckert

Programs	Attendance	Programs	Notes
(T=teen; A=adult, E=everyone)			
Teen Lit for Adults	14	1	A
Sr Center Book Talk (Megan)	7	1	A
TAB meeting	16	1	T
Komen Grantee meeting (parts 1 and 2)	50	1	A
Barbara Wright Bountiful Harvest demo	<u>19</u>	<u>1</u>	E
Totals	106	5	

Meetings:

- Teri Woods re: B-Smart Book Recommendations (Wisconsin Well Women)
- Dyan Armstrong re: Book Displays at upcoming Oct Komen events

Lilliam Post re: Spanish Komen Book Displays for Catholic Multicultural Center Events in Oct.

Officer Reiter of Monona Police Dept. re: coordinating community government employee "Going Pink" day in Oct.

TAB Teen Read Week committee.

Notes re: programs and other activities

This month has been primarily focusing on completing collection development for the initial 6 month grant period for Komen and working on their progress reports. Based on feedback from patrons, breast cancer survivors, grantee partners and Komen representatives, we have increased holdings on: stress management, books in Spanish on cancer, possible environmental links to cancer, exercise and cancer DVDs, special diet and healthy cooking books, mindfulness and mediation CDs, and materials on creativity and healing. We are also purchasing the most up to date patient guides as they become available. Funding for these books has been taken from the Komen grant and all funds have been expended for the first grant period. (We will receive the second half of funds in Oct). We also hosted a very well attended workshop for both current Komen grantees (part 1) and potential grant recipients (part 2).

Representatives of other breast cancer organizations have been contacting us re: amassing collection materials for special public education programs they are holding in Oct. They will also be advertising our collection at these events.

Our TAB group is starting up with full meetings and the TAB officers have come up with an agreement for participation. They are helping to coordinate our Teen Read Activities in Oct and have formed a committee to manage this. The Monona Madison Lionesses have donated funds to purchase an I-Pod as an incentive to garner participation in teen read week. The contest will be announced on Oct 17 and will run through Nov 22. Our TAB membership is at an all time high of 20 members.

ACTION ITEMS

- 1. Approve Closing the Library until 2 PM on Friday, December 9, for staff inservice**

BID Request
MONONA PUBLIC LIBRARY INTERIOR PAINTING PROJECT
For the
CITY OF MONONA, WISCONSIN

Introduction:

The Monona Public Library will be repainting the interior walls of the building.

Background:

Bids will be accepted until October 28, 2011, 4:30 p.m. local standard time for the repainting of the interior portions of the Monona Public Library. The facilities are currently located at 1000 Nichols Road in Monona, Dane County, Wisconsin. The Library building was renovated and refurbished in 2001.

Contact Information:

Library Director Erick Plumb at 216-7458 or eplumb@mononalibrary.org 5211 Schluter Road, Monona, WI 53716, 608-222-6127, Fax (608) 222-8590

The purpose of the remodel is to:

- Re-paint and refresh the interior portions of the Library building. œ

Proposal Requirements:

1. Pre-Bid Walk Through - Prior to submitting bids, contractors are asked to schedule a Pre-Bid meeting so that all interested consultants can gather information and tour the current facilities. You may make separate appointments, if necessary afterwards, to allow for sub-contractors to tour and gather information. Such requests are to be made with the Library Director.
2. The contractor's bid shall include:
 - 2.1. A detailed description of the work being performed and an itemized cost breakdown of such work.
3. The contractor selection process shall be conducted as follows:
 - 3.1. Staff will make a recommendation to the Library Board of Trustees based on low qualified bid, professional qualifications
4. The selected contractor shall assume and deliver:
 - 4.1. All supplies, materials and equipment for completion of the project
5. The Monona Public Library reserves the right to accept or reject any or all bids or to award a contract to the next most qualified firm if the successful firm does not execute a contract within thirty (30) days after award of the proposal.
6. All costs associated with the preparation of a submission in response to this request shall be the responsibility of the contractor.
7. Project schedule
October 17-26 , 2011 Pre-bid meetings will be conducted, by appointment only.
October 28, 2011 4:30 p.m. - Deadline to submit bids.

8. Contractors are hereby notified that any communications with members of the City Council or Library Board are expressly forbidden without consent of the Library Director or City Administrator and may result in the rejection of their bid.

9. PLEASE DELIVER YOUR BID NO LATER THAN 4:30 P.M. LOCAL TIME OCTOBER 28, 2011 TO: Erick Plumb, Library Director, 1000 Nichols Road, Monona, WI 53716, 608-222-6127, Fax (608) 222-8590, Email: eplumb@mononalibrary.org .



Proprietary and Confidential

Quote #: 20110927MPL_RFID.Phase 1
Library Name: Monona Public Library
Contact: Erick Plumb
Address: 1000 Nichols Rd, Monona WI

Telephone:
Fax:
Email: epplumb@mononalibrary.org

Item #	Description	Unit List Price	Quantity	Your Unit Price	Unit	Your Extended Price
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RFID Tags, Boosters and Cover Labels

Book Tags

RFID370ST	Square Book Tag, 2,000 per roll.	\$ 0.28	58,000	\$ 0.200	Each	\$ 11,600.00
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AV Tags

RFID370CD	CD/DVD Hub Tag, 2,000 per roll.	\$ 0.39		\$ 0.250	Each	\$ -
RFID370STINGRAY	Stingray Full Coverage CD/DVD Tag, 1,000 per roll. Recommended for improved reading at circulation stations and superior detection at security gates.	\$ 0.96		\$ 0.760	Each	\$ -

Staff Applications

Staff Circulation/Technical Services Station to be installed on existing staff workstation(s)

[CLICK HERE](#) to download FlexCheck Staff Station Information Sheet

Staff Station Package includes the hardware and software required to upgrade a standard ILS staff client to RFID. Does not require SIP unless Holds Ticket Returns System is used. Includes:

- » RFID reader and pad antenna (for under counter mounting, strength of reader required depends on composition/thickness of work surface)
- » Staff circulation software
- » Staff tag programming software.

Library provides:

- » Computer*
- » Bar code scanner*
- » ILS staff client software

* Can be purchased separately from Bibliotheca-ITG

RFID210S	FlexCheck™ Staff Station. STANDARD. Designed for RFID antenna mounted "on counter" and some "under counter" configurations.	\$ 2,540.00	3	\$ 2,032.00	Each	\$ 6,096.00
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Combined Tagging & Shelf Reading

[CLICK HERE](#) to download Total Mobile Information Sheet (Mobile Staff Stations)

Total Mobile™ Staff Station – A combination of the FlexCheck mobile staff station and the Power Reader shelf reader and inventory system described below. Recommended in place of purchase or lease of tagging station and separate shelf reader.

Includes:

- » Mobile cart with high-powered battery
- » RFID reader and Pad Antenna
- » PowerReader™ Shelf-reading Wand Antenna
- » Tag/Label Dispenser
- » Bar code scanner
- » Staff Circulation software
- » Tag programming software
- » Shelf Reading/Inventory software

Library provides:

- » Computer (laptop or small form factor desktop/with monitor)*
- » Access to the ILS Inventory Module

* Can be purchased separately from Bibliotheca-ITG

RFID550COMBO	Total Mobile Staff Station	\$ 8,870.00		\$ 7,096.00	Each	\$ -
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Self-Checkout



Item #	Description	Unit List Price	Quantity	Your Unit Price	Unit	Your Extended Price
CLICK HERE to download Orion RFID Self-Checkout Information Sheet						
CLICK HERE to download XpressCheck RFID Self-Checkout Information Sheet						
ITGTTSL	Text to Speech Foreign Language (price per language per station in addition to English and Spanish provided at no charge)	\$ 50.00		\$ 30.00	Each	\$ -
Built above/into Library Furniture						
<p>Self-Checkout RFID Package. Build above/into Library Work Surface. Individual components; Library installed. Type of RFID reader required for under counter mounting depends on composition and thickness of countertop. Includes:</p> <ul style="list-style-type: none"> » PC Tower » 17" Touchscreen Monitor » XpressCheck Graphical, Customizable, Patron-friendly Software » RFID reader and Pad Antenna » Bar code scanner » Receipt Printer (optional dual-sided printer available for additional charge) <p>Library provides</p> <ul style="list-style-type: none"> » SIP2 from ILS Provider 						
RFID300BA	RFID Self-Checkout Build Above/Into Counter - Standard RFID reader	\$ 9,950.00		\$ 7,960.00	Each	\$ -
RFID300AIOBAHW	RFID Self-Checkout Including one-piece NCR SelfServ 60™ Kiosk with 17" LCD Touch Screen Monitor Standard RFID reader	\$ 9,950.00		\$ 7,960.00	Each	\$ -
<p>XpressCheck™ Medallion Edition Kiosks:</p> <p>Countertop Kiosk is designed to sit on top of a library-supplied counter or desk. With the surface at a maximum height of 28", the unit is ADA-compliant. Freestanding Kiosk can be ordered at regular height or as ADA compliant and can be located anywhere in the library where there is access to power and the library's Ethernet network, either by cable or wireless. Includes:</p> <ul style="list-style-type: none"> » NCR SelfServ 60™ Kiosk with 17" LCD Touch Screen Monitor » XpressCheck Graphical, Customizable, Patron-friendly Software » RFID antenna and reader » Built-in bar code scanner » Receipt printer (optional dual-sided printer available for additional charge) » Exceptional, built-in cable management <p>Library provides</p> <ul style="list-style-type: none"> » SIP2 from ILS Provider 						
RFID300CTMED	Medallion RFID - Countertop Kiosk	\$ 12,140.00	3	\$ 9,712.00	Each	\$ 29,136.00
RFID300FSMED	Medallion RFID - Freestanding Kiosk	\$ 13,140.00		\$ 10,512.00	Each	\$ -
RFID300FSMADA	Medallion RFID - ADA Compliant Freestanding Kiosk	\$ 13,140.00		\$ -	Each	\$ -
Item Identification Software						
ITG410EWSITEL	Item Identification and Gate Tracking Software SITE License	\$ 4,950.00	1	\$ -	Each	INCL
ITG410EWCFG	Item Identification and Gate Tracking Software Security Pedestal Configuration Price per security pedestal	\$ 125.00	4	\$ 125.00	Each	\$ 500.00
Hardware						
Biblio VII Clear Security Pedestals						
Q70001	Single Aisle Security Gate - 2 Pedestals	\$ 8,250.00	2	\$ 7,250.00	Set	\$ 14,500.00
Q70002	Dual Aisle Security Gate - 3 Pedestals	\$ 12,375.00		\$ -	Set	\$ -
Q70003	Triple Aisle Security Gate - 4 Pedestals	\$ 16,500.00		\$ -	Set	\$ -
Q70004	Quad Aisle Security Gate - 5 Pedestals	\$ 20,185.00		\$ -	Set	\$ -
Installation and Training						



Item #	Description	Unit List Price	Quantity	Your Unit Price	Unit	Your Extended Price
<p><i>On-Site Installation is required for most new installations. Additional products can usually be installed and configured remotely, depending on type. Training is provided as part of the installation price and is also available subsequently, tailored to the library's requirements.</i></p> <p><i>Security Pedestal In-Floor Mounting, Electrical and Network Connection (if required) and Configuration is included in the On-Site Installation price. Does not include trenching or network/electric cabling, which must be performed by the library if required.</i></p>						
INSTALLTRN	On-Site Installation and/or Training		1	\$ 3,400.00	Total	\$ 3,400.00
REMOTECFGTRN	Remote Configuration and/or Training	\$ 750.00		\$ -	Session	\$ -
Shipping						
SHIP	Shipping and Administrative			\$ 2,474.70	Total	\$ 2,474.70
Grand Total:						\$ 67,706.70

Prices quoted above include first year's Support and Maintenance.

Annual Support and Maintenance following first year:

- 8% Hardware Only Components: Percentage of unit list price shown above
- 10% Bundled Products: Percentage of unit list price shown above

Customer may enjoy savings of 3% for every year, up to five years, of support and maintenance paid in advance together with system purchase. Discount is based on the annual fee of the first year for which support and maintenance is charged (year 2) so that prepayment program also protects customer from yearly pricing escalations. Annual support and maintenance fees, together with the savings enjoyed through prepayment are calculated below.

Annual Maintenance	Discount for All	Cumulative if Paid up Front	Savings if Paid up Front
Year 2: \$5724.00	3%	\$ 5,552.28	\$ 171.72
Year 3: \$6010.20	6%	\$ 10,761.12	\$ 973.08
Year 4: \$6310.71	9%	\$ 15,626.52	\$ 2,418.39
Year 5: \$6626.25	12%	\$ 20,148.48	\$ 4,522.68
Year 6: \$6957.56	15%	\$ 24,327.00	\$ 7,301.71

Good through: 12/29/2011
Today's Date: 9/30/2011

Quoted By: Patty Wanninger
Approved By: Steve Mackey

Accepted By: _____

Accepted Date: _____



Proprietary and Confidential

Quote #: 20110927MPL_RFID Phase 2
Library Name: Monona Public Library
Contact: Erick Plumb
Address: 1000 Nichols Rd, Monona WI

Telephone:
Fax:
Email: epplumb@mononalibrary.org

Item #	Description	Unit List Price	Quantity	Your Unit Price	Unit	Your Extended Price
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Automated Materials Handling

Sorting Systems

RFID700-2	ShortSort™ 2-bin mini-sorting system	\$ 25,495.00		\$ -	Each	\$ -
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FullSort Compact 3-Bin and 5-Bin Compact Sorting Systems

[CLICK HERE to download FullSort Compact Information Sheet](#)

FullSort Compact Sorting Systems - full featured sorters with reduced footprint and price

Includes:

- » Returns™ software
- » Conveyor Assembly with Diverters
- » Desk-top Computer and Flat Panel Monitor
- » Multiple RFID readers and antennas
- » Bin Full Indicators
- » Holds Ticket Printer (for use with HandyHolds receipt paper)
- » Traffic Light Controller for In-Wall Return

Library provides:

- » Carts*
- » SIP2 from ILS Provider
- » Standard In-Wall Return (faceplate and chute)* (for systems with no patron receipts)

Library provides, if patron receipt printing selected:

- » TekStar In-Wall Return (faceplate with start/stop button for receipts and slot for receipt printer and chute)*
- » Patron Receipt Printer*

* Can be purchased separately from Bibliotheca-ITG

RFID700-3C	FullSort Compact™ 3-Bin Sorter	\$ 44,375.00		\$ 39,937.50	Each	\$ -
RFID700-5C	FullSort Compact™ 5-Bin Sorter	\$ 53,800.00	1	\$ 48,420.00	Each	\$ 48,420.00

Carts

EZ8CART	EZ Drop Book Cart 38"D x 28"W x 28"H	\$ 850.00		\$ 850.00	Each	\$ -
KIN309040	Kingsley Standard Capacity Aluminum Cart 26"D x 26"W x 30"H	\$ 1,259.00		\$ 1,133.10	Each	\$ -
KIN309050	Kingsley Super Capacity Aluminum Cart 26"D x 26"W x 39"H	\$ 1,459.00	5	\$ 1,313.10	Each	\$ 6,565.50

In-Wall Returns (Face Plates and Chutes)

HiCap In-Wall Return: Manual Internally Controlled Locking Mechanism

- One-handed depositing of items
- Built-in air lock
- Installs in up to 13" thick wall (optional thick wall kit, up to 18" available)
- Requires no electricity

Tekstar In-Wall Return: Lighted external LED sign

- Internally Controlled Electronic Locking Mechanism
- Smoke and Fire detection with electronic lock activation
- Red and Green LEDs on patron side to indicate locked or unlocked status
- One-handed depositing of items
- Built-in air lock
- Installs in up to 13" thick wall (optional thick wall kit, up to 18", available)
- Requires 110VAC outlet adjacent to book drop.

KIN108700	HiCap In-Wall Return Face Plate and Chute	\$ 1,349.00	1	\$ 1,214.10	Each	\$ 1,214.10
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Item #	Description	Unit List Price	Quantity	Your Unit Price	Unit	Your Extended Price
Installation and Training						
<i>On-Site Installation is required for most new installations. Additional products can usually be installed and configured remotely, depending on type. Training is provided as part of the installation price and is also available subsequently, tailored to the library's requirements.</i>						
INSTALLTRN	On-Site Installation and/or Training		1	\$ 3,500.00	Total	\$ 3,500.00
REMOTECFGTRN	Remote Configuration and/or Training	\$ 750.00		\$ -	Session	\$ -
Shipping						
SHIP	Shipping and Administrative			\$ 1,421.76	Total	\$ 1,421.76
Grand Total:						\$ 61,121.36

Prices quoted above include first year's Support and Maintenance.

Annual Support and Maintenance following first year:

- 8% Hardware Only Components: Percentage of unit list price shown above
- 10% Bundled Products: Percentage of unit list price shown above

Customer may enjoy savings of 3% for every year, up to five years, of support and maintenance paid in advance together with system purchase. Discount is based on the annual fee of the first year for which support and maintenance is charged (year 2) so that prepayment program also protects customer from yearly pricing escalations. Annual support and maintenance fees, together with the savings enjoyed through prepayment are calculated below.

Annual Maintenance		Discount for All	Cumulative if Paid up Front	Savings if Paid up Front
Year 2: \$5380.00		3%	\$ 5,218.60	\$ 161.40
Year 3: \$5649.00		6%	\$ 10,114.40	\$ 914.60
Year 4: \$5931.45		9%	\$ 14,687.40	\$ 2,273.05
Year 5: \$6228.02		12%	\$ 18,937.60	\$ 4,250.87
Year 6: \$6539.42		15%	\$ 22,865.00	\$ 6,862.90

Good through: 12/29/2011
Today's Date: 9/30/2011

Quoted By: Patty Wanninger
Approved By: Steve Mackey

Accepted By: _____

Accepted Date: _____