

AGENDA
Monona Public Library Board
Library Conference Room
Tuesday, October 19, 2010
7:00 PM

- I. Call to Order**
- II. Public Appearances**
- III. Consent Agenda**
 - a. Minutes of September 28, 2010 and October 11, 2010 meetings
 - b. Financial Report
 - c. Monthly bills
- IV. 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)
- V. Reconvene in Open Session under Wisconsin Statutes 19.85 Discussion Items and Library Administration Report**
- VI. Library Administration Report**
 - a. Library Administration Report
 - b. 2011 Budget preview
- VII. Action Items to Approve**
 - a. Board approval of Library Director interview and selection process
- VIII. Announcements**
 - a) WLA banquet on November 4 at Kalahrai
- IX. Adjournment**

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399. The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility.

**DRAFT Minutes
Monona Public Library Board
Library Conference Room
Tuesday, September 28, 2010
7:00 PM**

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

Also Present: Interim Library Director Erick Plumb and Sally Buffat

I. Call to Order

Board President Taylor called the meeting to order at 7:04 p.m.

II. Public Appearances

None

III. Consent Agenda

- a. Minutes of August 17, 2010 meeting
- b. Financial Report
- c. Monthly bills

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

IV. Discussion Items and Library Administration Report

a. Library Administration Report

Interim Director Plumb reported that the Library continues to have excellent circulation statistics and that we are particularly proud of the record-setting participation in the Summer Reading Program. There was a 40% increase in adult participation and a 30% increase in children participating over last year.

Plumb, President Taylor and Trustee O'Connor attended the SCLS awards ceremony in Wisconsin Dells and were awarded with the SCLS Library of the Year plaque.

Word is out about our status as 2010 Library of the Year! Plumb was interviewed by Kathleen Dunn on Wisconsin Public Radio Ideas Network on September 13 from 10-11 a.m. Façade banners were designed by design student Harry Streckert (Toni's son) and installed by Bob Johnson, City of Monona facilities engineer. The Library has been written up in the Wisconsin State Journal, The Herald-Independent and in the Friends of the Monona Public Library newsletter.

Plumb and circulation supervisor Rob Klecker are cross-training the staff. The Library had a short power outage recently at 5:05 p.m. and the evening staff did not know how to reboot/restart all equipment. Fortunately Plumb was here and got everything up and

running. Staff has since been trained. Plumb initiated monthly circulation staff meetings to be run by Klecker. These meetings are especially important as a way to share information among 9-11 hour staff who rarely see each other.

The Library is excited to present an event on October 6 in conjunction with Susan G. Komen for the Cure. It is a 2-part program

- **Talking to Children: What if Mom, Dad, or Grandma Has Cancer?** Karen Wendt will focus on Komen resources available at the library and ways to use library resources to discuss cancer with children from preschool age through young teens. This program is open to all and targeted to day care providers and parents or caregivers who have cancer or who have another family member with cancer. Continuing education credits are available.
- **Someone You Know Has Cancer: What Can You Do?** Discussion and Q & A with cancer survivors and representatives from local breast cancer programs.

Every 5 years the Library is required to bring its sprinkler system up to code, to the tune of \$4,000 and counting.

We are excited to implement new LED lighting in the children's library and at the circulation desk. The bulbs currently being used have 2,000 usage hours; the high efficiency bulbs will last 50,000 hours. The new LED lights will significantly brighten overall lighting and are "green" since they will last longer and will use less energy.

As a low cost way to improve lighting throughout the children's library, we would like to incorporate track lighting along the exposed beams. The lights on tracks can be aimed at specific places in the stacks or on the walls.

Parking lot lights will be replaced with LEDs as they burn out.

b. 2011 Budget preview

Plumb previewed the 2011 Budget. Cuts come in 3 areas: materials (periodicals & pamphlets as well as electronic information sources – tutor.com/reference USA/Chilton), professional development, and child/YA services budget.

The Board discussed budget and finance concerns, including what is an appropriate amount of funds to be held in the fund balance. President Taylor asked for suggestions for a major project on which to spend approximately \$25,000-worth of capital funds. Trustee Stebbins suggested that patron security be a priority. The Library currently has 16 cameras; we need closer to 30-32 cameras for adequate coverage.

The Library budget will be submitted to the City on September 30. In early October Taylor and Plumb will meet with the Mayor and City staff to defend the Library budget.

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 Edwards moved, seconded by Munson, to go into closed session under Wisconsin Statutes Section 19:85(1) at 7:55 p.m. Motion passed unanimously.

VI. Reconvene in Open Session under Wisconsin Statutes 19.85

Trustee Edwards moved, seconded by Redding, to resume the meeting in open session, under Wisconsin Statutes Section 19.85(1) at 8:33 p.m. Motion passed unanimously.

VII. Action Items to Approve

- a. Approve 2011 Budget Proposals

Trustee O'Conner moved, seconded by Redding, to approve -3%, -1%, 0%, 2% columns as is and to approve the cost-to-continue informational column with designated changes subject to approval by the budget committee. Motion passed unanimously.

VIII. Announcements

- a) Susan G. Komen Cancer Awareness event on October 6
- b) Library Board meeting, Tuesday, October 19 at 7 PM
- c) Friends of the Library Book Sale, October 16-17
- d) Wisconsin Library Association Awards Banquet, Thursday, November 4 at Kalahari Resort in Wisconsin Dells

The Board added a meeting on Monday, October 11 at 5:30 p.m.
 Plumb announced to the Board that he and his wife are expecting a child in March. Each Member of the Board expressed hardy congratulations!
 Trustee Edwards brought the Board's attention a Ban the Book event at Mickey's Tavern on Friday, October 1 from 5:30-7:30 p.m.

IX. Adjournment

Trustee Munson moved, seconded by Zietz, to adjourn the meeting. President Taylor adjourned the meeting at 8:50 p.m.

Recorder: Sally Buffat

Approved: _____, 2010

DRAFT Minutes

Monona Public Library Board
Library Conference Room
Monday, October 11, 2010
5:30 pm

Library Board Present: Andrew Taylor (presiding), Scott Munson, Mary O'Conner, Todd Stebbins, Val Edwards, Ben Redding.

Absent with prior notification: Melissa Zietz

I. Call to Order

Board President Taylor called the meeting to order at 5:35 pm

II. Public Appearances

None.

III. 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 O'Connor moved, seconded by Redding, to go into closed session under Wisconsin Statutes Section 19.85(1) at 5:38 pm. Motion passed unanimously.

IV. Reconvene in Open Session under Wisconsin Statute 19.85

Trustee Edwards moved, seconded by Redding, to resume the meeting in open session, under Wisconsin Statutes Section 19.85(1) at 6:04 pm. Motion passed unanimously.

V. Adjournment

Edwards moved, seconded by Munson, to adjourn. President Taylor adjourned the meeting at 6:06 pm.

Recorder: Andrew Taylor

Approved: _____, 2010

6.

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2010

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC CHARGES FOR SERVICE</u>					
202-46-41110-000 GENERAL PROPERTY TAXES	.00	424,357.00	424,357.00	.00	100.00
202-46-43570-000 GRANT REVENUES	.00	1,300.00	.00	1,300.00	.00
202-46-43720-000 COUNTY AID FOR LIBRARIES	.00	230,458.00	188,129.00	42,329.00	122.50
202-46-43730-000 COUNTY AID LIBRARY FACILITIES	.00	.00	29,501.00 (29,501.00)	.00
202-46-46110-000 COPIER RECEIPTS	140.18	1,795.95	2,400.00 (604.05)	74.83
202-46-46710-000 FINES	1,735.57	16,209.40	24,000.00 (7,790.60)	67.54
202-46-46730-000 ROOM RENTALS	51.98	1,764.80	1,900.00 (135.20)	92.88
202-46-48900-000 OTHER REVENUES	.00	.00	1,100.00 (1,100.00)	.00
202-46-48900-100 VENDING MACHINE	371.45	2,595.70	3,800.00 (1,204.30)	68.31
202-46-49300-000 FUND BALANCES APPLIED	.00	.00	19,000.00 (19,000.00)	.00
TOTAL PUBLIC CHARGES FOR SERVICE	2,299.18	678,480.85	694,187.00 (15,706.15)	97.74
TOTAL FUND REVENUE	2,299.18	678,480.85	694,187.00 (15,706.15)	97.74

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2010

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY EXPENDITURES</u>					
202-55-55110-110	11,144.86	86,796.51	115,500.00	28,703.49	75.15
202-55-55110-111	7,470.96	97,319.23	149,218.00	51,898.77	65.22
202-55-55110-112	22.50	300.63	700.00	399.37	42.95
202-55-55110-117	.00	.00	500.00	500.00	.00
202-55-55110-119	8,000.82	67,243.01	84,494.00	17,250.99	79.58
202-55-55110-130	2,010.47	19,252.50	26,807.00	7,554.50	71.82
202-55-55110-131	1,977.37	19,181.26	29,250.00	10,068.74	65.58
202-55-55110-132	16.96	173.92	375.00	201.08	46.38
202-55-55110-133	3,695.13	31,701.56	43,466.00	11,764.44	72.93
202-55-55110-134	.00	1,314.01	2,000.00	685.99	65.70
202-55-55110-220	2,861.08	23,004.54	39,000.00	15,995.46	58.99
202-55-55110-221	163.55	971.47	800.00	(171.47)	121.43
202-55-55110-222	556.71	1,753.78	3,000.00	1,246.22	58.46
202-55-55110-240	502.33	23,833.81	44,000.00	20,166.19	54.17
202-55-55110-241	.00	40,360.75	41,000.00	639.25	98.44
202-55-55110-310	.00	2,636.54	8,500.00	5,863.46	31.02
202-55-55110-312	627.71	656.82	2,500.00	1,843.18	26.27
202-55-55110-321	.00	.00	200.00	200.00	.00
202-55-55110-340	514.03	1,034.31	2,000.00	965.69	51.72
202-55-55110-341	.00	1,095.06	2,500.00	1,404.94	43.80
202-55-55110-344	8.26	4.80	.00	(4.80)	.00
202-55-55110-350	.00	1,405.49	8,500.00	7,094.51	16.54
202-55-55110-351	5,868.60	11,678.51	8,500.00	(3,178.51)	137.39
202-55-55110-390	.00	200.40	400.00	199.60	50.10
202-55-55110-700	.00	390.45	975.00	584.55	40.05
202-55-55110-809	192.40	6,354.17	5,500.00	(854.17)	115.53
202-55-55110-810	1,719.84	10,221.30	18,500.00	8,278.70	55.25
202-55-55110-811	1,532.02	14,733.60	17,000.00	2,266.40	86.67
202-55-55110-812	1,749.84	8,256.69	10,500.00	2,243.31	78.64
202-55-55110-813	448.87	2,213.29	2,500.00	286.71	88.53
202-55-55110-814	470.44	2,296.02	2,577.00	280.98	89.10
202-55-55110-815	.00	529.89	1,600.00	1,070.11	33.12
202-55-55110-817	350.00	1,330.00	4,025.00	2,695.00	33.04
202-55-55110-819	27.70	1,922.05	2,300.00	377.95	83.57
TOTAL LIBRARY EXPENDITURES	51,932.45	480,166.37	678,687.00	198,520.63	70.75
<u>TRANSFERS</u>					
202-55-59210-212	.00	.00	4,500.00	4,500.00	.00
202-55-59210-510	.00	.00	11,000.00	11,000.00	.00
TOTAL TRANSFERS	.00	.00	15,500.00	15,500.00	.00
TOTAL FUND EXPENDITURES	51,932.45	480,166.37	694,187.00	214,020.63	69.17

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2010

LIBRARY FUND

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
NET REVENUES OVER EXPENDITURES	(49,633.27)	198,314.48	.00	198,314.48	.00

Summary of Invoices posted September 22 - October 13, 2010			
Accounts Payable by Vendor	Account Code	Description	Total/budget line
Gas & Electric Utilities	202-55-55110-220		
MG & E		85% of 3093.71	\$ 2,629.65
TOTAL GAS & ELECTRIC UTILITIES			\$ 2,629.65
TDS & Charter	202-55-55110-221		
Charter		internet service	\$ 31.64
TOTAL TDS/CHARTER			\$ 31.64
Water & Sewer Utilities	202-55-55110-222		
Monona Water Utility		water/sewer	\$ 32.30
TOTAL WATER & SEWER			\$ 32.30
Service Contracts	202-55-55110-240		
Clean Power		service for september	\$ 1,866.71
Illingworth-Kilgust		service for september	\$ 502.33
TOTAL SERVICE CONTRACTS			\$ 2,369.04
Office Supplies	202-55-55110-310		
Staples		misc	\$ 60.64
Walgreen's		cold pack	\$ 3.00
reimbursement: buffat, sally		milage	\$ 30.00
TOTAL OFFICE SUPPLIES			\$ 93.64
Postage	202-55-55110-312		
Thysse Printing Services		letterhead imprinting	\$ 54.26
FastSigns		interior banner	\$ 228.00
Harry Streckert		logo/banner design	\$ 100.00
TOTAL POSTAGE			\$ 382.26
Janitorial Supplies	202-55-55110-340		
Schilling Supply Company		facial tissue	\$ 120.75
Werner		light bulbs	\$ 73.00
Messner Incorporated		trash liners	\$ 75.13
Menards		misc	\$ 4.23
reimbursement: buffat, sally		mileage	\$ 12.50
TOTAL JANITORIAL SUPPLIES			\$ 285.61
Children's/YA Services	202-55-55110-341		
reimbursement: toni streckert		teen group game	\$ 37.95
reimbursement: jennifer falkowski		sewing machine/crafts	\$ 84.92
ALA Store		teen read week	\$ 38.50
Staples		family literacy night	\$ 44.05
petty cash: karen wendt		alpha stickers/parking	\$ 5.50
TOTAL CHILDREN'S/YA SERVICES			\$ 210.92
Equipment Maintenance & Repa	202-55-55110-350		
ebay		no smoking sign	\$ 9.98
Hook Signs		no skateboarding sign	\$ 82.00
TOTAL EQUIPMENT MAINTENANCE & REPAIR			\$ 91.98

Building Maintenance & Repair	202-55-55110-351		
SimplexGrinnell		alarm & detection monit	\$ 520.00
SimplexGrinnell		replace dry valve plate	\$ 1,162.30
TOTAL BUILDING MAINTENANCE & REPAIR			\$ 1,682.30
Services/Contract/Supplies Subtotal			\$ 7,809.34
LIBRARY ACQUISITIONS			
Periodicals/Pamphlets	202-55-55110-809		
Brava Enterprises		12 issues	\$ 14.00
TOTAL PERIODICALS			\$ 14.00
CDs & DVDs	202-55-55110-810		
employee reimbursement: wendt		CDs	\$ 50.85
Live Oak Media		CDs	\$ 870.06
Audio Editions		CDs	\$ 680.20
Baker & Taylor		DVDs	\$ 501.26
TOTAL CDs & DVDs			\$ 2,102.37
Adult Books	202-55-55110-811		
Baker & Taylor			\$ 873.78
TOTAL ADULT BOOKS			\$ 873.78
Children's Books	202-55-55110-812		
Baker & Taylor			\$ 494.92
TOTAL CHILDREN'S BOOKS			\$ 494.92
Young Adult Books	202-55-55110-813		
Baker & Taylor			\$ 83.73
TOTAL YOUNG ADULT BOOKS			\$ 83.73
Large Print Books	202-55-55110-814		
Gale			\$ 211.10
Baker & Taylor			\$ 51.72
TOTAL LARGE PRINT BOOKS			\$ 262.82
Electronic Info Source	202-55-55110-817		
AWE		license renewal	\$ 350.00
TOTAL ELECTRONIC INFO SOURCE			\$ 350.00
Library Acquisitions Subtotal			\$ 4,181.62
TOTAL EXPENDITURES August 6 - September 22, 2010			
			\$ 11,990.96

Library Activity Report September 2010

Circulation	2009	2010	2009 YTD	2010 YTD	Sep '10/'09	Sep '10/'09	Yr Diff	Comparison
	Sept	Sept			diff by #	diff by %		
Adult	14804	14584	134571	136245	-220	-1.5%	1674	1.2%
Children	7714	8445	77243	78120	731	9.5%	877	1.1%
Young Adults	786	876	8554	9185	90	11.5%	631	7.4%
Other	89	110	730	984	21	23.5%	254	34.8%
Total	23393	24015	221098	224534	622	2.7%	3436	1.6%
Self-Checkout CKOs	n/a	3992	n/a	42854				
19% of total 2010 CKOs are self-check								
Interlibrary Activity								
Loaned to Other	6728	6470	71534	57248	-258	-3.8%	-14286	-20.0%
Borrowed From Other	7687	7700	54355	62960	13	0.0%	8605	15.8%
Library Cards Issued	67	66	624	603	-1	-1.5%	-21	-3.4%
Reg. Internet Sessions								
Wireless sessions	1934	1842	n/a	15255	-92	-4.8%		
Total Computer Use	313	424	n/a	3525	111	35.5%		
	2247	2266	19827	18780	19	0.1%	-1047	-5.3%
Library Traffic	11543	12180	110665	114812	637	5.5%	4147	3.7%
Adult Programs								
# attended	7	1	29	18	-6	-85.7%	-11	-38.0%
	99	5	409	378	-94	-95.0%	-31	-7.6%
YA Programs								
# attended	6	4	64	47	-2	-33.0%	-17	-26.6%
	41	43	1119	845	2	4.9%	-274	-24.5%
Children's Programs								
# Attended	27	28	202	196	1	3.7%	-6	-3.0%
	577	614	4758	4898	37	6.4%	140	2.9%

MONONA PUBLIC LIBRARY

ADMINISTRATION REPORT FOR BOARD MEETING

October 19, 2010

LIBRARY ACTIVITY IN SEPTEMBER 2010

September traditionally provides a “lull” in library activity, with attendance, circulation, and programming all dropping. 2010 was no exception, although we did set another monthly record for highest circulation. After the Library’s busiest summer ever, staff certainly appreciated a quieter month to focus on planning programs, collection development, training opportunities, and the opportunity to catch up on various projects.

NON-LIBRARY ROOM USE - SEPTEMBER 2010

Monona Public Library rooms were used 36 times by approx. 747 people.

Analysis of room usage:

1a) City of Monona (City Hall) used the Media room 5 times, and the Board room 5 times, (room usage total is 10).

The average time spent by the City of Monona in MPL rooms was 16 hours.

1b) The Monona Senior Center used the Forum room/Board room for classes 5 times for a total of 5 hours.

2) There was no unpaid room use for September.

3) The Forum and/or Board rooms were rented by groups 2 times for a total of \$55.00 (i.e. 4-H Club, GSA).

4) Playtime Players used the Forum room 19 times.

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

PERSONNEL

Staff did an exemplary job planning, preparing, and marketing for the October 6 Komen events held at the Library. Toni Streckert, Karen Wendt, and super-volunteer Sandy Kallio created a remarkable evening with two distinct cancer-related programs, one for the caregivers of children, and another highlighting the needs of cancer patients. Toni

and Karen were ably assisted by a number of other staff members who participated in preparing for and carrying-out the event. A total of sixty people participated in one or both programs. Toni was featured in a live interview on Channel 27 prior to the event. Programming like this continues to raise Monona's profile as a progressive library performing unique services for our patrons.

We have begun staff training for the planned January 2011 transition to KOHA. Rob Klecker has been doing a fine job in cross-training staff on various technical duties.

FACILITIES AND EQUIPMENT

As noted in September, we made necessary repairs to our fire suppression system to bring the system up to code. A new digital camera-system server was installed which is fully up-to-date and is capable of hosting up to 36 cameras in the future (we currently have 16). The system also allows more staff workstations to have the ability to monitor the system from their desks.

Our capital lighting project continues, if a bit more slowly than the Interim Director would like. We have committed to working with EnergyTech Solutions, a Monona-based firm, on installing new light fixtures in the Children's room, staff areas, and exterior.

We also are spending \$5,000 of capital money on replacing several staff and patron PCs, and acquiring several new laptops for patron-use.

Finally, we have removed the old snack-machine from the cafe. We are awaiting installation of a Yo Naturals vending machine, which will provide more healthful options and will also give the Library 15% of the revenue. The Community Center currently hosts a Yo Naturals machine.

BUDGET AND FINANCE

Board President Andrew Taylor and Interim Director Erick Plumb met with the Mayor regarding 2011's budget on October 14. We informed the Mayor that in order to adhere to a 0% budget, the budget lines for new materials would have to be reduced over 22% due to increasing benefit and facility costs. Taylor calculated that benefit costs in 2011 rise 26%, while salaries and wages would rise 5%. We presented to the Mayor a small spreadsheet showing the extent of material cuts that would have to be made to support a 0% budget.

We were delighted to have the mayor restore the materials budgets to 2010's levels, in an effort to continue to build-upon the great gains we have made since 2007 in developing our collection. To have the Mayor recognize the improvements the Library has made in

recent years, and to devote more resources to continue those improvements in a difficult fiscal cycle, was a great affirmation. Plumb will appear before the Council on October 18 for a budget hearing.

More good news came on October 15, when we received word that Dane County Executive Kathleen Falk's budget called for 100% reimbursement for county libraries.

We will not celebrate, of course, until these budgets are finalized by the City Council and County Board. But in a year where many libraries are struggling to receive adequate funds, Monona is quite fortunate to have the support we do.

LIBRARY SERVICES AND PROGRAMS

Outer-Library Loans (OLL)

A regular patron filed a complaint about the Library's OLL service, specifically due to being referred to Madison to fulfill a request for an item.

The Library provides access to materials that are not owned by any South Central Library System library through the Outer Library Loan program (OLL), where the Library requests materials from participating libraries to be sent to Monona for patron borrowing. The system is administered within Dane County by Madison Public Library, who has a small department that handles the processing of the items. Currently, Monona fills requests only for materials within the state of Wisconsin and the state of Minnesota. There is a state-wide delivery system (with reciprocity with Minnesota) that will deliver OLL items to and from a library free of charge.

Monona currently does not fill OLL requests for items outside Wisconsin or Minnesota. It is our understanding that this was a financial decision, made several years ago, because filling those requests would require the Library to pay postage for delivery to and from the owning library. State law prohibits libraries from passing on the costs associated with OLL requests, such as postage, to patrons, as is the standard practice elsewhere in the country. For requests that can be filled only from libraries outside of Wisconsin or Minnesota, we currently pass those patrons to Madison, where those requests can be filled.

In the last 18 months (since April 2009), the Library has received 68 OLL requests. We were unable to fill 20 of those requests. Ten of those unfilled requests were due to OLL restrictions from the owning library (item was too new, too rare to circulate, etc.) and ten were referrals to Madison for out-of-state OLL requests. Because Madison provides out of state OLL services at all branches, including the nearby Pinney Branch, Monona staff is comfortable with the current policy but welcomes discussion of amending the policy.

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

Children's and Young Adult Monthly Report for September 2010

<u>Programs/Storytimes</u>	<u>Attendance</u>	<u>Programs</u>	<u>Notes</u>
School Bus Storytime	32, 27	2	
Tuesday 9:30 3to16mo	19, 16, 10	3	
Tuesday 10:15 PreK	25, 44, 29	3	
Wednesday PreK 9:30	26, 23, 25	3	
Wednesday Toddler 10:15	17, 20, 28	3	
Wednesday 2&3 10:50	26, 18, 19	3	
Thursday Toddler 9:15	17, 17	2	
Thursday 2-4yr 10:05	12, 16	2	
Thursday Baby 10:50	15, 16	2	
No School Day event 9/21	9	1	
Read to a Dog 9/20	8	1	
4K Literacy 9/22 6:00pm	60	1	
Daycare Tour/Story 9/24	15	1	
<i>Farm</i> storytime 9/27	25	1	
<i>Total</i>	<i>614 attendance</i>	<i>28 programs (avg22)</i>	

Notes from Karen:

We're finding that the community has a greater need for baby and toddler storytimes than preschool age storytimes. To accommodate the demand, I have more programs with fewer numbers. Due to the nature and developmental needs of toddlers, I limit Toddler & Baby Storytime to 10 at each session (allowing walk-ins to attend). This has caused statistics to look as if they have gone down in numbers from previous years.

Projects include weekly storytime book displays and seasonal displays, ordering materials and weeding nonfiction books; Badger Bus storytimes; early literacy storytimes, T4K Family Literacy Night, Komen workshop "Talking to Children: What if Mom, Dad, or Grandma has Cancer?"; Tellabration publicity; No School Day event for school-age children; noise level bookmarks; welcome letter for patrons; Library Card Sign Up month, MG&E Juggling program with Bob Kann 10/26, Recycle Bug programs 10/19.

Outreach and Meetings

9: Publicity workshop and publicity for Komen event with Sandy Kallio

13: Met with Rob Klecker to find staff for T4K event

15: Department Heads meeting

22: Math Literacy Night: 35 adults and 25 children. 5 volunteers and 3 staff members to play and read with children while parents heard booktalks and math skills ideas.

23: Staff Meeting

29: Met with Toni to create a to do list and planning chart for 10/6 Komen workshop.

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

September 2010 Monthly Report Teen & Adult Outreach Services

<u>Programs</u>	<u>Attendance</u>	<u>Programs</u>
Teen Ecocraft	6	1
Tween Bookworms Group*	14	2
Sat afternoon Foreign Film, adults	5	1
Alternate High School Book talk intro	23	1
Totals	48	5

*This book group also includes 2-3 parents—the parents rotate in attendance

Booked for a day dates, September 2

New Art Exhibit (Sept 12 through Nov 14)

Aug Meetings

TAB officers meeting

2 meetings with Sandy Kallio re planning Oct 6th Komen Event

Komen , Grantee Meeting at UW Hospital, Breast Center-- 22 in attendance; did presentation of library materials

Fall Festival planning meeting for TAB volunteers: 7 TAB volunteers helped out at two Fall Festival Activities

Tween Bookworms group agreed to do a Mock Newbery program in Dec with their parents , held at the library with TS moderating

Upcoming Komen Program on Oct 6: Very pleased to have solicited diverse participation for the second part of the program, including Dr. Patti Tellez-Giron (Wingra Clinic), 3 participants from the Witness Program (African American Council of Churches allied with Komen for the Cure-Madison), 4 participants from the B-Smart Program (UW Hospitals) and 5 participants from Gilda's Club . Komen for the Cure-Madison is helping to promote this program by sending out information on it to all the grantee members, reinforcing what we sent out earlier.

MG21 Collaboration: Presentation at new Alternative High School: MG21 in part of former Nichols School space. Introduced book discussion program, profiled first book (*Rash* by Pete Hautman) and discussed participation (voluntary, but once a student signs up, they must see it through). Reflective journals and projects are assigned for each book, to be displayed at the book discussion at the library (new title every 3-5 weeks). The Alternative High School will buy copies of the first 3 books for participating students

to keep (building the idea of personal libraries and recreational reading on the ALA's Great Stories for At-Risk Teens model) The principal and TS will be co-moderators of the book discussions.

South Central Library System News

SCLS is holding elections for cluster representatives. Erick Plumb, the Cluster 11 representative on the Technology Committee, has one more year on his term.

ACTION ITEMS

1. Board approval of Library Director candidate interview and selection process.