

**AGENDA**  
**Monona Public Library Board**  
Library Conference Room  
**September 20, 2011**  
7 p.m.

- I. **Call to Order**
- II. **Public Appearances**
- 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
- IV. **Information Items**
  - a. Monthly Activity report
  - b. Budget Update
  - c. Capital Budget review
  - d. Building projects – Tour of Library to review painting proposals
- 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. Create Library Board Facility Planning Committee
  - b. Create Library Board Personnel Committee
  - c. Approve 2012-13 Capital Budget plan for submission to City
- 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**

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**  
**August 16, 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 7:06 p.m.

**II. Public Appearances**

None.

**III. Consent Agenda**

- a. Minutes of July 19, 2011, meeting
- b. Financial Report for July 2011
- c. Monthly bills for July 14 – August 11, 2011

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

**IV. Information Items**

- a. Library Activity Report
- b. Buildings and Grounds
- c. 2012 Budget proposals and discussion

We are very pleased with over 1,000 patrons of all ages that participated in this year's Summer Reading Program. This year's SRP topped 2010's record-breaking enrollment of 835 participants. We believe one reason for the increase in participation this year is due to easier registration on line.

This was one of the Library's busiest summers on record with July having the highest gate count of the year, although circulation wasn't quite as high. This is a trend that will most likely continue as Monona transitions into being a meeting / gathering community hub.

Building Projects

The final version of Aro Eberle Architects report was passed out. After general discussion, the Board asked Plumb to request from Matt Aro a price breakdown so the Board could better determine what components of the report could be addressed with the amount of money we have to invest.

Plumb and some department leaders are meeting with SCLS design consultant Deb Haeffner to discuss interior painting color schemes and new modular circulation furniture options to replace the circulation desk.

### Facilities and Equipment

The boiler is now officially replaced and ventilation work is underway in the Children's room. Our energy bills are much lower, down 14% over last year, since the HVAC software upgrade / tune-up earlier this spring.

### Library Services and Programs

Outreach Coordinator Toni Streckert received a commitment from Starbucks, Monona, for coffee donations for all adult programs this coming year.

The Library received a \$2,500 grant from the New Harvest Foundation of Madison to establish a LGBT Teen/Young Adult Collection. The collection will be interfiled (not in a separate section) and will have a New Harvest spine label. A bibliography, hard copy and on-line version, will be available. Thanks to Page Darlene Kemmerer for bringing this grant opportunity to our attention and to Streckert for preparing and submitting the grant.

### KOHA

A much-needed Koha upgrade happened on August 4. This upgrade fixed many bugs relating to system speed, fines and fees management, and problems with the holds system. It did nothing, however, to address search functionality, the most troublesome part of Koha.

Redding addressed the SCLS Board at their August 8 meeting. Redding said it was awkward to address the Board while they ate lunch since no one looked at or acknowledged him. Redding spoke of the difficulties navigating Koha as a patron. One Board member agreed with the issues Redding raised, while another's response was, "I find everything I look for." SCLS Board President Gary Poulson told Redding, "I don't know what else I can tell you."

The Board thanked Redding for attending SCLS's Board meeting and for questioning what will be done to fix the problems he and others have encountered while using the system. The Board discussed sending another letter to SCLS's Board and contacting Dane County Executive Joe Parisi to ask if he is aware of Koha's issues and how it affects his constituents.

### 2012 Budget Discussion

Plumb passed out a draft budget based on a 0% projection with 95% county reimbursement. The draft budget does not reduce materials or staff. Wages include a 3% increase for non-union employees; Plumb and Rob Klecker's salaries are frozen. In the draft budget over due fines are eliminated. The Board is supportive of being a fine-free library, saying that when that goes into effect, the Library should publicize it.

Plumb suggested the Board think hard about adding another professional librarian to the staff to develop collections, create programming and be a professional presence on the Library floor.

**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)

Redding moved, seconded by Trustee Zietz, to go into closed session under Wisconsin Statutes Section 19:85(1) at 8:40 p.m. Motion passed unanimously.

**VI. Reconvene in Open Session under Wisconsin Statutes 19.85**

Edwards moved, seconded by Redding, to resume the meeting in open session, under Wisconsin Statutes Section 19.85(1) at 8:58 p.m. Motion passed unanimously.

**VII. Action Items to Approve**

- a. Approve 2012 Operating Budget proposals

Trustee Munson moved, seconded by Zietz, to Approve 2012 Operating Budget proposal as shown in column B (implies striking columns A & C). Motion passed unanimously.

**VIII. Announcements**

- a. Library closed Monday, September 5 for Labor Day
- b. Sunday Hours resume September 11

**IX. Adjournment**

Redding moved, seconded by Zietz, to adjourn the meeting. President Taylor adjourned the meeting at 9:16 p.m.

Recorder: Sally Buffat

Approved:

CITY OF MONONA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2011

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	438,957.00	438,957.00	100.00
202-46-43720-000	COUNTY AID FOR LIBRARIES	00	207,115.00	196,831.00	105.22
202-46-43730-000	COUNTY AID LIBRARY FACILITIES	00	30,948.00	29,328.00	105.52
202-46-46110-000	COPIER RECEIPTS	109.90	1,244.13	3,000.00 ( 1,755.87 )	41.47
202-46-46710-000	FINES	1,000.40	11,168.51	24,000.00 ( 12,831.49 )	46.54
202-46-46710-341	CHILDRENS	00	1,283.75	00	1,283.75
202-46-46710-342	TEEN/ADULT PROGRAM REVENUE	00	273.59	00	273.59
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	216.07	1,824.72	3,800.00 ( 1,975.28 )	48.02
202-46-49300-000	FUND BALANCES APPLIED	00	00	30,700.00 ( 30,700.00 )	00
TOTAL PUBLIC CHARGES FOR SERVICE		1,326.37	693,978.94	730,016.00 ( 36,037.06 )	95.06
TOTAL FUND REVENUE		1,326.37	693,978.94	730,016.00 ( 36,037.06 )	95.06

CITY OF MONONA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 8 MONTHS ENDING AUGUST 31, 2011

LIBRARY FUND

	PERIOD		BUDGET		% OF		
	ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET		
<u>LIBRARY EXPENDITURES</u>							
202-55-55110-110	UNION STAFF SALARIES	9,910.00	81,395.70	88,812.00	7,416.30	91.65	
202-55-55110-111	MANAGEMENT SALARIES	8,472.25	65,051.54	178,126.00	113,074.46	36.52	
202-55-55110-112	SHIFT DIFFERENTIAL	22.88	260.14	600.00	339.86	43.36	
202-55-55110-117	LONGEVITY PAY	.00	.00	500.00	500.00	.00	
202-55-55110-119	WAGES, PART-TIME	9,017.59	63,715.74	99,894.00	36,178.26	63.78	
202-55-55110-130	FICA	2,071.03	14,920.13	28,147.00	13,226.87	53.01	
202-55-55110-131	WISCONSIN RETIREMENT	1,541.71	14,756.36	31,092.00	16,335.64	47.46	
202-55-55110-132	LIFE & DISABILITY INSURANCE	13.73	109.78	375.00	265.22	29.27	
202-55-55110-133	HEALTH INSURANCE	3,363.52	26,970.46	66,118.00	39,147.54	40.79	
202-55-55110-134	PROFESSIONAL DEVELOPMENT	.00	492.30	2,000.00	1,507.70	24.62	
202-55-55110-220	GAS & ELECTRIC UTILITIES	2,941.82	19,881.11	40,950.00	21,068.89	48.55	
202-55-55110-221	TELEPHONE	158.00	752.10	1,200.00	447.90	62.68	
202-55-55110-222	WATER & SEWER UTILITIES	.00	1,166.59	3,600.00	2,433.41	32.41	
202-55-55110-240	SERVICE CONTRACTS	611.23	19,487.85	38,000.00	18,512.15	51.28	
202-55-55110-241	AUTO CIRCULATION SYSTEM RENTAL	.00	37,616.00	41,500.00	3,882.00	90.65	
202-55-55110-310	OFFICE SUPPLIES	160.81	2,189.01	7,500.00	5,310.99	29.19	
202-55-55110-312	POSTAGE	.00	5.15	477.00	471.85	1.08	
202-55-55110-321	PUBLIC NOTICES	.00	.00	100.00	100.00	.00	
202-55-55110-340	JANITORIAL SUPPLIES	8.79	1,140.09	2,000.00	859.91	57.00	
202-55-55110-341	CHILDREN'S/YA SERVICES	238.57	3,225.35	2,250.00 (	975.35 )	143.35	
202-55-55110-342	TEENS SERVICES	141.73	1,586.81	.00 (	1,586.81 )	.00	
202-55-55110-344	CASH OVER/SHORT	.00 (	9.13 )	.00	9.13	.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	(	81.68 )	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	.00	1,422.24	5,500.00	4,077.76	25.86	
202-55-55110-810	PERIODICAL, PAMPHLETS & AV SOFT	1,086.90	7,859.93	18,500.00	10,640.07	42.49	
202-55-55110-811	ADULT BOOKS	1,325.32	9,483.88	17,500.00	8,016.12	54.19	
202-55-55110-812	CHILDRENS BOOKS	3,054.04	7,473.38	10,500.00	3,026.62	71.18	
202-55-55110-813	YOUNG ADULT BOOKS	806.39	1,634.87	2,500.00	865.13	65.39	
202-55-55110-814	LARGE PRINT BOOKS	391.89	1,998.69	2,500.00	501.31	79.95	
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	201.50	1,004.50	2,300.00	1,295.50	43.67	
<b>TOTAL LIBRARY EXPENDITURES</b>		<b>45,458.02</b>	<b>396,268.84</b>	<b>714,516.00</b>	<b>318,247.16</b>	<b>55.46</b>	
<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	
<b>TOTAL TRANSFERS</b>		<b>.00</b>	<b>.00</b>	<b>15,500.00</b>	<b>15,500.00</b>	<b>.00</b>	
<b>TOTAL FUND EXPENDITURES</b>		<b>45,458.02</b>	<b>396,268.84</b>	<b>730,016.00</b>	<b>333,747.16</b>	<b>54.28</b>	

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CITY OF MONONA  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 8 MONTHS ENDING AUGUST 31, 2011

LIBRARY FUND

	PERIOD		BUDGET		% OF
	PERIOD	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET
NET REVENUES OVER EXPENDITURES	( 44,131.65 )	297,710.10	00	297,710.10	00

## Summary of Invoices Posted August 11 - September 15, 2011

Accounts Payable by Vendor	Account Code	Description			
<b>Library Building Fund</b>	<b>405-111-000</b>				
Aro Eberle Architects, Inc.		library study 60%	\$	5,400.00	8/5/2011
Aro Eberle Architects, Inc.		facility study report	\$	3,600.00	9/1/2011
<b>TOTAL LIBRARY BUILDING FUND EXPENSE</b>			\$	<b>9,000.00</b>	
<b>Gas &amp; Electric Utility</b>	<b>202-55-55110-220</b>				
MG&E		gas & electric	\$	2,963.56	9/8/2011
<b>TOTAL GAS &amp; ELECTIC UTILITY</b>			\$	<b>2,963.56</b>	
<b>Telephone</b>	<b>202-55-55110-221</b>				
TDS		monthly service	\$	63.95	8/19/2011
Charter		internet service	\$	31.64	9/6/2011
<b>TOTAL TELEPHONE</b>			\$	<b>95.59</b>	
<b>Water &amp; Sewer Utility</b>	<b>202-55-55110-222</b>				
Monona Water Utility		water/sewer	\$	568.14	9/13/2011
<b>TOTAL WATER &amp; SEWER UTILITY</b>			\$	<b>568.14</b>	
<b>Service Contracts</b>	<b>202-55-55110-240</b>				
Clean Power		service for August	\$	1,866.71	8/17/2011
Illingworth-Kilgust Mechanical		8/1-8/31	\$	517.33	8/30/2011
Schumacher		quarterly maintenance	\$	93.90	8/1/2011
<b>TOTAL SERVICE CONTRACTS</b>			\$	<b>2,477.94</b>	
<b>Auto Circ System Rental</b>	<b>202-55-55110-241</b>				
SCLS		library online mainten	\$	898.10	8/12/2011
<b>TOTAL AUTO CIRC SYSTEM RENTAL</b>			\$	<b>898.10</b>	
<b>Office Supplies</b>	<b>202-55-55110-310</b>				
Amazon.com		laptop AC adapter	\$	22.75	8/5/2011
VISA: ebay.com		kids headphones	\$	129.90	8/21/2011
VISA: ebay.com		kids mouse	\$	44.95	8/21/2011
VISA: Staples		phone cord, batery char	\$	71.84	8/21/2011
IS Computer Services, Inc.		HP 4200 toner	\$	69.95	8/24/2011
<b>TOTAL OFFICE SUPPLIES</b>			\$	<b>339.39</b>	
<b>Postage</b>	<b>202-55-55110-312</b>				
SprintPrint		posters on foam	\$	89.66	8/19/2011
<b>TOTAL POSTAGE</b>			\$	<b>89.66</b>	
<b>Janitorial Supplies</b>	<b>202-55-55110-340</b>				
Messner Incorporated		liquid soap	\$	142.00	8/23/2011
<b>TOTAL JANITORIAL SUPPLIES</b>			\$	<b>142.00</b>	
<b>Children's Programming</b>	<b>202-55-55110-342</b>				
Reimburse: Wendt, Karen	SRP	programming supplies	\$	199.65	8/12/2011
<b>TOTAL CHILDREN'S PROGRAMMING</b>			\$	<b>199.65</b>	

<b>YA &amp; Outreach Services</b>	<b>202-55-55110-342</b>			
VISA: Lauren Fairweather	teen programming	Whomping Willows CDs	\$ 51.00	6/29/2011
Petty Cash: Streckert, Toni	teen read week	prize & display	\$ 10.00	8/24/2011
Performer: Barbara Wright	adult programming	bountiful harvest	\$ 150.00	9/1/2011
Petty Cash: Streckert, Toni	adult programming	teen reads for adults ref	\$ 4.99	8/16/2011
Petty Cash: Streckert, Toni	MG21	food summer book club	\$ 8.75	8/16/2011
VISA: Pizza Oven	TAB	meeting food	\$ 20.00	8/16/2011
Petty Cash: Streckert, Toni	TAB	meeting treats	\$ 12.34	8/19/2011
Petty Cash: Streckert, Toni	TAB	graduation party	\$ 23.88	8/19/2011
Petty Cash: Streckert, Toni	TAB	meeting treats	\$ 5.97	8/19/2011
<b>TOTAL YA &amp; OUTREACH SERVICES</b>			<b>\$ 286.93</b>	

<b>Vending</b>	<b>202-55-55110-819</b>			
Kate Sanchez, Green Gorilla		refund cash return	\$ 15.25	8/29/2011
Pepsi-Cola Company		soda	\$ 207.84	8/26/2011
<b>TOTAL VENDING</b>			<b>\$ 223.09</b>	

**Services/Contract/Supplies Subtotal \$ 17,284.05**

**LIBRARY ACQUISITIONS**

<b>CDs &amp; DVDs</b>	<b>202-55-55110-810</b>			
Audio Editions		BOCD	\$ 358.24	8/11/2011
Baker & Taylor		DVDs	\$ 500.79	8/9/2011
<b>TOTAL CDs &amp; DVDs</b>			<b>\$ 859.03</b>	

<b>Adult Books</b>	<b>202-55-55110-811</b>			
Baker & Taylor		adult books	\$ 1,974.25	8/4/2011
<b>TOTAL ADULT BOOKS</b>			<b>\$ 1,974.25</b>	

<b>Children's Books</b>	<b>202-55-55110-812</b>			
Baker & Taylor		children's books	\$ 1,452.07	8/3/2011
<b>TOTAL CHILDREN'S BOOKS</b>			<b>\$ 1,452.07</b>	

<b>Young Adult Books</b>				
Amanda M. Neupert		YA	\$ 216.00	9/6/2011
Baker & Taylor		YA	\$ 345.41	8/4/2011
<b>TOTAL YOUNG ADULT BOOKS</b>			<b>\$ 561.41</b>	

<b>Large Print Books</b>	<b>202-55-55110-814</b>			
Gale		large print	\$ 474.22	8/4/2011
<b>TOTAL LARGE PRINT BOOKS</b>			<b>\$ 474.22</b>	

**Library Acquisitions Subtotal \$ 5,320.98**

**Summary of Expenditures Posted August 11 - September 15, 2011**  
**\$ 22,605.03**

# Library Activity Report, August 2011

Circulation	2010	2011	2010 YTD	2011 YTD	Aug '11/'10	Aug '11/'10	Yr Diff	Comparison
	August	August			diff by #	diff by %		Year %
Total	26524	26175	200519	194326	-349	-1.3%	-6193	-3.1%
Self-Checkout CKOs	4847	15242	38862	55240	10395	214.5%	16378	42.1%
Patron Internet Sessions	2122	1812	13413	12980	-310	-14.6%	-433	-3.2%
Library Visits	13998	12775	102632	99879	-1223	-8.7%	-2753	-2.7%
Adult Programs	0	2	17	30	2		13	76.5%
# attended	0	21	373	928	21		555	148.8%
YA Programs	3	1	43	20	-2	-66.7%	-23	-53.5%
# attended	28	9	802	882	-19	-67.9%	80	10.0%
Children's Programs	3	2	168	160	-1	-33.3%	-8	-4.8%
# Attended	76	25	4284	4249	-51	-67.1%	-35	-0.8%

MONONA PUBLIC LIBRARY

DIRECTOR'S REPORT FOR BOARD MEETING

September 20, 2011

Erick Plumb

LIBRARY ACTIVITY IN AUGUST 2011 & EARLY SEPTEMBER 2011

Circulation and building visits remain steady, still just below 2010. August was spent wrapping up the Summer Reading program and planning for Fall and Winter programming. The SLP's final total of registered patrons was 1,007, up 20.6% from 2010.

The Library's management team spent the month budgeting for 2012 as well as preparing for building projects and wrestling with Koha. A focus has been on streamlining our acquisitions processes, and catching up on ordering new materials after a several month Koha-induced hiatus.

We continue also to cross-train our staff. I have asked Librarian Rob Klecker and Library Assistant III Ronda Pettey-Kucher to work a shift at the Children's Room service desk to increase our customer service coverage. We will continue to emphasize the need for all public services to be comfortable and proficient with working with patrons in all areas of the library.

KOHA & ILS ISSUES

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. The performance of the online catalog remains subpar. Statistical reports are by-and-large unusable at this point (it took two revisions by SCLS staff to make sure the August circulation totals were correct).

SCLS passed along 14 items for development to PTFS. I am unclear when we can expect those changes to occur.

I have joined several County library directors in looking at alternative products. I will share further information with the Board at the October meeting.

FACILITIES AND EQUIPMENT

Our HVAC boiler replacement and related duct work has been completed. We are confident a new boiler will lead to greater efficiency and energy savings this winter.

We have been working with SCLS building and design consultant Deb Haeffner on various painting schemes for the interior. After mulling through various shades of many different colors, we are ready to provide the Board members a glimpse at a proposed color scheme at the upcoming meeting. If no objections are raised, we will solicit bids for review in October with the goal of having painting completed by the end of the year.

Haeffner is also working with us on service desk furniture. I will provide product pricing for approval in October. We also hope to have the circ desk replaced with modular furniture by the end of 2011. Additionally, she has assisted both Karen Wendt and I to plan for small re-arrangements to the Children's Room to make the space easier to use and a touch less cluttered.

We will be having our windows and exterior walls washed in the upcoming weeks.

**BUDGET UPDATE**

Andrew Taylor and I met with Mayor Miller on the evening of September 14. The meeting went well, and we do not anticipate many changes from the mayor to our proposed budget (budget documents attached). I will appear before the City Council on Wednesday, September 21 for the committee-of-the-whole meeting.

Dane County passed along updated projections for 2012 reimbursement to county libraries. After two months of being open, projected circulation at Fitchburg's new library is lower than had been anticipated, raising the reimbursement numbers for libraries. Monona should see a projected increase of around \$7,000 if the County reimburses at 100%.

**LIBRARY SERVICES AND PROGRAMS**

After three years, I believe it's time to drop Tutor.com when our contract expires in October. We simply haven't had the usage we expected to continue. I am looking at replacing this online service with Mango, an online foreign language service and AtoZ Databases, a business and white pages online directory.

**Children's and Young Adult Monthly Report for August 2011**

<u>Programs/Storytimes</u>	<u>Attendance</u>	<u>Programs</u>	<u>Notes</u>
Teen Volunteer Awards	13	1	
Grand Prize Drawing	12	1	8/18 11a.m.
Homeschool Basics 101	19	1	8/20 Jennifer's program
TOTAL	44	3	

*Notes from Karen:*

I worked on preparation of fall programs including storytimes, Family Fun Days, Math Literacy Night, booking performer IIB Drake for our library for the Wisconsin Book Festival, and creating early publicity for the events.

I filled out a contract to participate in the 2012 Literacy LSTA grant.

I worked with Rob to prepare the summary of statistics of the 2011 Summer Reading Program. We met with Toni and Jennifer to discuss the results and make notes for 2012.

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

*Meetings, Workshops, etc:*

2: Department Head Meeting

4: Attend poster session for SLIS student Christina Endres

9: *Cuddle Up and Read: Storytimes for Teen Moms* webinar; Met with Elizabeth Twombly regarding the ASQ Ages & Stages Questionnaires we will house in the Children's Room.

15: Met with Toni to organize the drawing for summer overtime and grand prizes

17: Met with Erick and Deb Haeffner about painting the children's room this fall; met with Rob S. to start work on summer statistics

22 – 30: Vacation

**August 2011 Monthly Report Teen & Adult Outreach Services**

<b>Programs</b>	<b>Attendance</b>	<b>Programs</b>	<b>Notes</b>
<b>(T=teen; A=adult, E=everync)</b>			
Teen Lit for Adults	15	1	A
Sr Center Book Talk (Megan)	6	1	A
Summer TAB meeting	9	1	T
<b>Totals</b>	<b>30</b>	<b>3</b>	

**Meetings:**

UW-SLIS re Go Big Read

Absolutely Art re upcoming art displays and Breast Cancer Awareness Month Art Show

Starbucks of Monona re providing complementary refreshments for our adult fall/winter programs

**Notes re programs and other activities**

I. This month has been very busy with Komen ordering and collaborative planning for Oct. Breast Cancer Awareness month, which we hope will also highlight our health collection. We are planning an art display with Liina Keerd, the Komen poster artist in Oct and with artists from Absolutely Art, the award-winning community art gallery on Madison's east side. They are also recruiting artists who have had their lives touched by someone who has/had breast cancer. We are also planning a webinar on cancer resources and patient advocacy tools with UW's Center for Patient Partnerships and with Nina Miller the Director of Breast Cancer Recovery who was formerly with the American Cancer Society. This

webinar will also feature T. Streckert highlighting our Komen for the Cure collection.

- II. Fall and Winter teen and adult programs were planned; the document is attached. There will be a few additional programs added. A program for Teen Read Week in October which will be coplanned with the Teen Advisory Board, we will be a Go Big Read (book: Enrique's Journey) discussion site (the date of the discussion will depend on the date of the availability of the books, which I'm still working on), which I will moderate (along with staff member Chris Marsh) and an exclusive author reading program with WSJ reporter and the author of CLUCK!, Susan Troller, on the Inspiration of the Chicken.
- III. The wonderful Monona Starbucks manager, Leslie Milton, has agreed to provide bagged coffee and decaf and black and herbal teas and cups for all of our adult fall and winter events.
- IV. We will be hosting the Komen for the Cure grantee meeting as well as a workshop for those interested in applying for a Komen grant on Wed Sept 21.
- V. A beautiful photography and related art exhibit, *Light and Depth*, by staff member Kelly Seidl went be displayed at the library through September.

#### **ACTION ITEMS**

- a. Appoint Library Board Facility Planning Committee
- b. Appoint Library Board Personnel Committee
- c. Approve 2012-13 Capital Budget plan for submission to City

	2008 ACTUAL	2009 ACTUAL	2010 ACTUAL	TO DATE 6/30/2011	2011		0% 2012	
					YEAR END ESTIMATED	BUDGET	DEPARTMENT BUDGET	COMMITTEE BUDGET
LIBRARY REVENUES	415,096	424,357	424,357	438,557	438,557	438,557	438,557	438,957
GENERAL PROPERTY TAXES	-	-	1,300	-	-	-	-	-
LSCA/ILSTA GRANT	165,406	184,569	230,458	207,115	196,831	193,208	193,208	193,208
COUNTY AID FOR LIBRARIES OPERATIONS	30,682	30,565	-	30,948	29,328	28,870	28,870	28,870
COUNTY AID FOR LIBRARIES FACILITIES	2,425	2,630	2,194	989	2,000	2,000	2,000	2,000
COPIER RECEIPTS	24,112	23,826	20,865	9,079	19,000	24,000	20,000	20,000
FINES	-	-	-	-	-	-	-	-
BOOK & AV RENTALS	1,635	1,137	2,456	1,144	2,300	2,300	2,300	2,300
ROOM RENTALS	1,647	570	-	-	1,500	1,100	1,500	1,500
OTHER REVENUES	3,940	3,888	3,499	1,356	3,000	3,600	3,000	3,000
VENDING MACHINE	-	-	-	-	-	-	-	-
TRANSFER FROM GENERAL FUND	-	-	-	-	10,000	30,700	41,000	41,000
FUND BALANCES APPLIED	644,943	671,542	685,129	689,588	714,820	730,016	730,835	730,835



**DEPARTMENT  
PROGRAM BUDGET  
ACCOUNT 2012**

**Library  
Library Operations  
202**

**MISSION OF DEPARTMENT:**

The Monona Public Library's primary mission is to help meet the educational, informational, and leisure needs of area residents, organizations, and businesses. We are a dynamic, civic resource which offers creative and capable staff, and responds to community needs for quality information and library services. We provide free and open access to recorded knowledge and provide expert guidance in its use. We offer the community a well-maintained, balanced collection of materials in popular formats.

Offering innovative, relevant programming to stimulate reading and the desire to learn, we also provide an array of public use computers, information technologies, training and tutoring opportunities. As a portal to an ever expanding world of information and knowledge, the library is a synergistic center of activity and opportunity for the expanded community. The library fully participates in collaborative library activities -- within the County and region -- and in so doing provides the widest range of services and resources possible in the most cost effective manner. We carry out programs and services in a comfortable, attractive and safe library building and grounds.

**CHALLENGES AND OPPORTUNITIES AHEAD**

**1. Maintain programs and services at current levels**

We recognize the difficult economic climate facing the City, and seek to maintain our current levels of service for 2012. In previous years, we have significantly expanded our offerings, with early literacy efforts, increased technology, new services that encourage adult enrichment and the exchange of ideas, and increased attention on teens. We seek to maintain our current offerings while also seeking to add new, low-cost services.

**2. Provide access to and train patrons in the use of various technologies in and out of the library building**

We continue to update many of our patron access computers and have provided wireless laptops to extend access to the Internet in the library. We need to offer formal and one-to-one training and support for these and other technologies. Also, the Library seeks to work with SCLS to expand Library offerings and services online via PC and mobile devices, areas where much could be done to enhance offerings for the public. We hope to significantly upgrade the Library's wireless network in 2012, making the service more robust and consistent throughout the building.

**3. Sustain the significant gains made in developing a more relevant and useful collection of materials in all major formats**

We continue to leverage our materials budgets provided by the City with grants from organizations such as Susan G. Komen, Wisconsin Public Radio, the New Harvest Foundation, and other sources.

**4. Provide a safe, clean, secure and inviting facility and surroundings**

We have systematically been working to improve the care and upkeep of the facility and its environs so that users find a library building that is always pleasant and fun to visit. We want library equipment cared for and properly maintained and to guarantee the infrastructure is preserved in the best possible manner. The replacement of the HVAC in the Fall will do much to decrease expanding maintenance costs.

We have completed a Building & Grounds Planning Study by Aro Eberle Architects of Madison to guide future development of the building's interior spaces and grounds. We hope to make the building more flexible and allow for our patrons to easier locate materials and services provided.

**5. Secure adequate resources to provide for library goals and objectives and seek alternative funding, including donations and grants, and plan for changes in Dane County funding of public libraries**

Almost a third of our operating revenue comes from Dane County reimbursement funding that demands that we maintain certain standards of service. The funding formula remains the same for the moment, but County officials are calling for changes in the near future. The opening of a new library in Fitchburg will also negatively affect available funding of other Dane County libraries.

The Library continues to receive meaningful contributions from our Friends group. The group has a fall book sale every year and sells library bags to add new sources of revenue. Many of the enhanced youth services programs are supported by money raised by the Friends. While alternative sources of funding are meant to support purchases and activities outside the scope of the library's operating budget, be assured that we join them in actively seeking new ways to bring in more donations and funds.

In 2012, funds for materials from the Booked for Life endowment will be made available to augment our materials purchasing. We will seek to extend and expand the terms of our Susan G. Komen grant for women's health. We will continue to seek new opportunities to maximize revenue from non-traditional sources.

#### 6. Focus on collaboration and networking with others

We need to continue to find opportunities for collaboration with other community groups, businesses and City agencies to meet common goals and objectives. We are working closely with Monona Grove, the Alternative High School, the Madison Community Foundation, and Susan G. Komen for the Cure Foundation. We will continue to seek new partners that will enable us to broaden our offerings. We are working with several other Dane County libraries to pursue jointly purchasing electronic resources.

We also need to continue to enhance the marketing and outreach activities of the library.

**DEPARTMENT 2012 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:**

<b>2012 Goal</b>	<b>Method for Measuring Success</b>
Offer a relevant and current collection of materials that is effectively merchandized to encourage reading and learning.	We will easily meet Dane County Standards for materials budget and size of collection. We will experience an increase in circulation of materials and reduce wait time for items in demand by Monona residents.
Augment Materials budget with Booked for Life and grant-supported funds. Continue to search for new and apply for new grant opportunities.	Receive a 2012 grant from Komen Foundation. Determine number of items purchased with Endowment funds.
Support a digitized way of life and be a favored digital destination by offering an outstanding web presence, high bandwidth, and access to computers and other relevant technology, including ebooks.	Determine if accomplished by measuring usage of and monitor increases in web page usage figures.
Keep current staffing and volunteer levels and search for operational efficiencies by encouraging self-check usage. We will increase staff training in all areas, especially technology troubleshooting.	Comparative analysis of available volunteer hours and improved retention rates. We will encourage patron use of self-check machines and evaluate usage
Continue to be a family attraction in Monona with additional resources in Early Literacy Learning that foster love of reading, language skills, learning readiness and creativity.	Determine the amount of increase in youth program offerings and attendance and library checkouts of youth material.
Continue to correct external & internal building problems and continue to improve landscape and grounds.	Reduced costs on building maintenance. Lighting will meet national standards. The extent of our gardens will increase.
Provide more literacy and computer literacy programs and market unique appointment-based reference and information services as well as online tutoring services	Compare statistics on an annual basis.
Continue to expand our focus on Health & Wellness with expanded programs for patrons	Determine amount of programs and increase in collection size.
Reduce all lighting problems in the public and staff areas of the building.	Lighting levels in all areas of the Library will match national standards for public libraries and be sustainable.
Continue to adapt to new Library operating software	Continue to provide in-depth customer and staff training on new operating system. Work with other SCLS libraries to prompt system to implement development of new software features.
The Library Director will work with the Board to develop a Strategic Plan to set direction of Library for next 5 years	Provide a planning platform for staff and community involvement and explore direction the Library needs to embark on for the next 5 to 10 years.

## SIGNIFICANT PROGRAM CHANGES:

We will continue to emphasize usage of the self-checkout machine to enable further staff productivity in other areas.

We are creating a strong identity as an Early Childhood Learning Center, adding more Early Literacy Computers, educational toys that enhance literacy skills and interests in the young child, and more books on parenting.

We are expanding our vision and capacity to focus on specific areas of outreach, such as health literacy, environmental literacy, and parental support.

## GOAL ACHIEVEMENTS IN 2011:

- *We continued to augment our operating budget by successfully seeking alternative funding sources. We were able to build new partnerships and strengthen existing relationships*

We were a recipients of grants from the Madison Community Foundation, Susan G. Komen for the Cure, New Harvest Foundation, and American Library Association for additional funds for collections and programming. We are working on joint-programming with Gilda's Club of Madison, the Center for Patient Partnerships, the Wisconsin Well Woman Program, The Natural Step Monona, and the Aldo Leopold Foundation.

- *We completed a Building & Grounds Planning Study by Aro Eberle Architects of Madison to guide and prioritize future building projects*

The Library Board commissioned local architectural firm Aro Eberle to conduct a space-use study, and to develop conceptual plans for future projects that would improve the building's efficiency and flexibility, the patron experience, and safety and security. Priorities include making the entrance and lobby more attractive and the library more accessible, eliminating foot traffic "choke-points" in the upstairs portion of the building, and utilizing the ground floor to a greater extent.

- *We implemented two new self-checkout stations for patrons, increasing self-service to over 50% of transactions*

We have long had the goal of emphasizing self-use by our customers for basic circulation transactions. The three self check stations free staff to focus on other duties and also enables them to give longer, more in-depth customer service when required.

- *We began and continue to develop new special collections, for use by Monona residents and all residents within the South Central Library System. We continue to focus on boosting various forms of literacies of people in all age groups*

2011 saw the expansion of the Susan G. Komen Collection, the Health & Wellness Collection, the Sustainability Section, Parenting Collection and the introduction of the Local Music Collection and New Harvest LGBT Collection. We take pride in our efforts to enrich the lives of our patrons.

- *We continue to upgrade our technology offerings for patrons of all ages*

We continue to invest in technological upgrades for our patrons, including additional laptops for use by patrons in-house. We are exploring options with the South Central Library System to offer increased access to digital materials, such as ebooks and downloadable audiobooks.

- *We continue to emphasize Teen materials and use of the facility by preteens and teens*

Teens themselves put on another Harry Potter Festival during the December school break, the National Pi Day, worked with the UW-Madison Environmental Studies Club on environmental programs for teens. Our June 2011 "Wizard Rock" concert was featured on the front page of the *Wisconsin State Journal*. We continue to work with the MG21 Alternative High School on Literacy programs for their students.

- *We corrected some of the lighting and building problems and improved the landscape*

We completed the addition of LED lighting in the Children's room and in the staff area, and improved the lighting at the circulation area. Replacing many of our existing light fixtures with LED lights will significantly reduce energy usage over time. We replaced our troublesome HVAC unit with a new unit courtesy of the Community Energy Bloc grant secured in 2010 by City Administrator Pat Marsh. This project will significantly reduce maintenance costs. We continue to employ a strong corps of volunteers to maintain and improve the gardens and grounds.

- *We continue aggressively cross-training staff on all procedures to maximize staff efficiency*

We are working on ensuring that all staff members are fully-trained in different functions of the Library, so that productivity can be maintained and maximized. All staff will be fully proficient in technology troubleshooting, such as resetting servers, will have knowledge of both public and technical services, and will assist in public outreach.

#### **GOALS NOT ACHIEVED IN 2011:**

1. An updated Strategic Planning process was not undertaken.
2. We have not redeveloped our website as planned.
3. We have not spent an adequate amount of time or attention on local history.

LIBRARY 2012  
ACCOUNT JUSTIFICATION

**REVENUES**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
202-46-41110-000 GENERAL PROPERTY TAXES	\$ 438,957	Maintain City Appropriation at same level as 2011 budget.
202-46-43570-000 LSCA/LSTA GRANT	\$ -0-	No anticipation of grant money from LSCA/LSTA
202-46-43720-000 COUNTY AID FOR LIBRARIES	\$ 193,208	Estimated Dane County aid for operations based on projections provided by Dane County
202-46-43730-000 COUNTY AID FOR LIBRARY FACILITIES	\$ 28,870	Estimated Dane County aid for facilities-use reimbursement
202-46-46110-000 COPIER RECIEPTS	\$ 2,000	Based on 2011 estimated revenue
202-46-46710-00 FINES	\$ 20,000	Based on 2011 estimated circulation and revenue.
202-46-46720-000 BOOK AND AV RENTALS	\$ -0-	We no longer charge rent for demand items.
202-46-46730-000 ROOM RENTALS	\$ 2,300	Based on anticipated 2011 receipts.
202-46-48900-000 OTHER REVENUES	\$ 1,500	South Central Library System "Net Lender" payment, for serving non-resident circulation and other revenue.
202-46-48900-100 VENDING MACHINES	\$ 3,000	Estimated collection from vending machines to offset products purchased (see expenditures). New vending units promise slightly higher revenue for 2011.
202-46-49300-002 FUND BALANCES APPLIED	\$41,000	To meet goals for 2012 and utilize, in a manner, the saved funds from previous years. The Library Board wishes to bring down our Fund Balance.

**EXPENDITURES**

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
202-55-55110-110 UNION STAFF SALARIES	\$129,691	Reflects Union contract-mandated increases.
202-55-55110-111 PROFESSIONAL SALARIES	\$135,438	Library Director and two Librarians, based on Board-approved salary schedule.

## (EXPENDITURES CONT.)

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
202-55-55110-112 SHIFT DIFFERENTIAL	\$ 500	Evening and Sunday staff pay differential
02-55-55110-117 LONGEVITY PAY	\$ 500	Based upon 2011 budget.
202-55-55110-119 WAGES PART-TIME	\$106,220	Part-time Library Assistants and Pages, including seasonal and outdoor summer help
202-55-55110-120 OVERTIME	\$ -0-	No overtime allowed
202-55-55110-130 FICA	\$27,351	Estimate based on 2012 salaries.
202-55-55110-131 WISCONSIN RETIREMENT	\$22,411	Estimate based on eligible salaries and changes to the Wisconsin Retirement System Payments by the City.
202-55-55110-132 LIFE AND DISABILITY INSURANCE	\$ 375	Based on staff participation
202-55-55110-133 HEALTH INSURANCE	\$64,096	Estimate based on staff participation.
202-55-55110-134 PROFESSIONAL DEVELOPMENT	\$ 4,000	Knowledge workers need on-going training to meet community expectations.
202-55-55110-220 GAS AND ELECTRIC UTILITIES	\$ 42,998	Represents the library's share; additional amount of 15% is paid from the Cable fund for Library Media Room costs.
202-55-55110-221 TELEPHONE & INTERNET	\$ 1,600	Based on actual costs experienced in 2011.
202-55-55110-222 WATER AND SEWER UTILITIES	\$ 3,600	Based on projected 20% increase in 2012
202-55-55110-240 SERVICE CONTRACTS	\$ 39,000	Cleaning, HVAC, Elevator, Fire suppression, Windows, and landscape.
202-55-55110-241 AUTO SHARED COST SYSTEM	\$39,614	Cost set by shared automation agreement with SCLS
202-55-55110-310 OFFICE SUPPLIES	\$7,766	Processing of new materials as well as traditional office expenses are paid out of this line.
202-55-55110-312 POSTAGE	\$200	Reflects decreased 2010 expenses

## (EXPENDITURES CONT.)

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
202-55-55110-340 JANITORIAL SUPPLIES	\$ 2,200	Necessary for building maintenance & cleaning.
202-55-55110-340 CHILDREN'S/YA SERVICES	\$ 2,500	Used for story times, program supplies, and performers.
202-55-55110-3505 EQUIPMENT MAINT/REPAIR	\$8,500	Based on expenses in 2011 and anticipated repair of equipment
202-55-55110-351 BUILDING MAINTENANCE AND REPAIR	\$8,500	Half the building is over 40 years old. Plumbing, lighting, and hardware problems frequently occur. We do anticipate fewer problems due to new HVAC system courtesy of Energy Block Grant
202-55-55110-390 OTHER SUPPLIES/EXPENSES	\$ 300	
202-55-55110-700 SOUTH CENTRAL LIBRARY SYSTEM	\$ 975	Charges for printing and other items.
202-55-55110-809 PERIODICAL, PAMPHLETS	\$ 5,500	Maintains 2011 level.
202-55-55110-810 AV & SOFTWARE	\$ 18,500	All DVD's, Books on CD, Playaways and gaming software for all age levels. Maintains 2011 level.
202-55-55110-811 ADULT BOOKS	\$ 17,500	2011 level.
202-55-55110-812 CHILDREN'S BOOKS	\$ 10,500	2011 level.
202-55-55110-813 YOUNG ADULT BOOKS	\$ 3,200	Increase from 2011 based on demand
202-55-55110-814 LARGE PRINT BOOKS	\$ 2,700	For senior population & others.
202-55-55110-815 REFERENCE BOOKS	\$ 200	Reflects decrease of demand as online resources becoming predominant as reference tool
202-55-55110-817 ELECTRONIC INFO SOURCES	\$ 4,000	Online subscriptions and services.
202-55-55110-818 BOOK LEASE PROGRAM	\$ -0-	Plan discontinued in 2007.
202-55-55110-819 VENDING MACHINE EXPENSE	\$ 2,300	Cost of products for vending machine. Pass through since we show profit on revenue side.

(EXPENDITURES CONT.)

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
202-55-55110-850 FUTURE LIBRARY FACILITIES	\$-0-	N/A
202-55-57610-851 TECHNOLOGY ENHANCEMENTS	\$ 2,500	Upgrades to building's wireless network and replacement of patron PCs.
202-55-59210-212 CITY ACCOUNTING/AUDIT SERVICES	\$ 4,500	No change
202-55-5921-510 INSURANCE	\$ 11,000	No change

**OUTLINE OF CAPITAL PLAN FOR MONONA LIBRARY  
2012 and 2013**

**REQUEST FOR YEAR 2012**

\$ 15,000	Patron Furniture Replacement
\$ 8,000	Replace Copier/Printer
\$ 7,000	RFID Tags for materials
\$ 25,000*	RFID Tag Software & Reader
\$ 5,000*	Convert existing self-check units to RFID units
<b>\$60,000</b>	<b>Total</b>

**REQUEST FOR YEAR 2013**

\$ 50,000*	RFID sorter & materials handling equipment*
\$ 25,000*	Install Vestibule – Lower Level
\$ 15,000*	Additional Self-Check Machine
<b>\$90,000</b>	<b>Total</b>

\*These numbers reflect 2009 price quotes. Our submission to the City in October would have all of these proposals re-quoted.

PAINT: SHERWIN WILLIAMS

Forum Room:

Stage: 6084 Modest White

Walls: 6676 Butterfield

Board Room:

Accent wall: 6549 Ash Violet

Walls: 6101 Sands of Time

Vending wall & curved wall: 6549 Ash Violet

Men's Room: 6534 Icy

Women's Room: 6541 Daydream

Stairway & Elevator/stair walls: 6177 Softened Green

Railings: Rust

Entry Lobby: 6084 Modest White

Book Return Wall: 6086 Sand Dune

Vestibule: 6086 Sand Dune

General Paint Color (including columns & main floor elevator area): 6085

Copier Room, Staff Room (old computer lab), area across from circ desk: 6084 Modest White

Study Rooms: 6204 Sea Salt (accent walls? rest 6084)

Circulation Desk Wall: 0008 Cajun Red

"Circulation Desk" Soffit: 6086 Sand Dune

Young Adult:

Two walls: Marigold (alt. Benjamin Moore 172 Sunny Days)

Wall between Children's to YA: 6824 Forget-me-Not

Restroom & angled wall: 6884 Obstinate Orange\

Restroom: 6204 Sea Salt

Children's:

General Color: 6703 Frolic

Bathroom walls: 6823 Brave Purple

Columns: 6895 Laughing Orange

Office wall: 6950 Calypso

Quiet Reading Room:

General color: 6100 Practical Beighe

Niches on Fireplace Wall: 6101 Sands of Time

Fireplace: 6613 Clary Sage

Hearth: 6102 Portabello

Restrooms in basement (green tile): 7008 Alabaster

## SCLS Technology News

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09/01/2011

### PC Support: Why do libraries have to purchase PCs through SCLS?

*Recently, one of our member library directors was asked by their library board why PCs needed to be purchased through SCLS. The board's concern centered around the price of the PCs, and felt that there could be a cost savings for the library (and therefore the municipality) by purchasing less expensive PCs.*

*I think it's worth sharing my response with all members, since you most likely will be asked a similar question by your municipality at some time:*

In order to support over 1,300 PCs on the SCLS network, it is imperative that we ask libraries to purchase PCs that are reliable, dependable, and can run the appropriate software needed for library services over the lifespan of the PC, currently 5 years.

The PC model we support is far from the top of the line (and indeed at \$801, how could it be?). The actual cost of the PC is what the libraries pay; we do not attach any sort of overhead costs or service fee. But even at that price we are able to offer that PC with a next-day parts and service warranty from Dell for three years. Moreover, by having a consistent PC model throughout the SCLS libraries, we are able to extend that warranty for an additional two years by keeping an inventory of parts at no additional charge to the libraries.

When configuring a PC for the SCLS network, we create an "image" that we use to install the operating system and software on each PC. This technique allows us to thoroughly test the hardware and hardware drivers, as well as any proprietary library software. That image is directly tied to the hardware and software drivers for the PC model currently in use. This process takes time, but it guarantees compatibility between the hardware and software we use. If libraries purchased any PC they chose, we would conceivably have to maintain and test 1,300 separate images, one for each PC supported by SCLS.

It is true that there are PCs that cost less. However, any PCs sized considerably smaller or any great savings realized would result in either substandard hardware, limited warranty coverage, or PCs that would become obsolete at a much faster rate. Indeed, we ourselves have been victim to this sort of short-sighted type of planning here at SCLS: the first laptop purchased for the Gadget Pack was an ASUS Netbook. We spent about \$400 for it. The warranty coverage was only 90 days. After 5 months of limited use, the Netbook quit working and could not be repaired. We replaced it with a standard Dell laptop, one with a 3 year warranty and better parts (I think we paid under \$600 for it). It's still running with no problems after a year of use.

The Technology Team spends a significant amount of time researching, testing, and choosing a PC that offers our member libraries the best combination of speed, performance, reliability, and value for their money.

Posted by Jon Mark Bolthouse on 09/01/2011 at 03:06 PM in [PCs](#), [Policies](#) | [Permalink](#)

#### Comments

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Kitchens + Baths + Additions + Basements + Interiors + Exteriors + Renovation + New Construction + Cabinetry + Porches + Flooring

**REMODELING PROPOSAL**

The following is a general description of items proposed. These may change due to owner's decisions or product selection. All contractors involved have Certificates of insurance on file with W. E. Davies.

September 6, 2011

Monona Library - Attention Rob Klecker  
 1000 Nichols Rd.  
 Monona, WI 53716  
 Rob: Direct # 216-7449

**Removal of interior wall – Entry / Commons Area**

- 1) Removal of the entire curved wall that is located on the main entrance level that separates the commons area and the hallway. This includes the drywall, framing and components in wall.
- 2) Once drywall is removed, Electrician (Hill electric) is to disconnect all wiring from a single outlet in wall. We have included an allowance for this and any other electrical work that may be "tied into" this wiring as well.
- 3) Electrical allowance of \$ 360.00
- 4) Dispose of all building materials from job site

Note: Someone from the library staff (This Not figured in quote) will be responsible for any ceramic tile voids on floor from the electrical outlet.

TOTAL COST OF CONTRACT \$ 970.00

Down Payment - Signing of Contract \$ 200.00  
 Contract Complete \$ 770.00

ANY / All change orders (credits or charges) due with final payment.

Owners Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Authorized Signature W. E. Davies Date 9-6-11  
 W. E. Davies & Sons Remodeling Inc.

This proposal is void if not accepted in writing within 15 days of this date.