

AGENDA –
Monona Public Library Board
Library Conference Room

Tuesday, September 15, 2009
7 p.m.

- I. Call to Order.
- II. Public Appearances: Monona Library Foundation members
- III. Consent Agenda
 - a) Minutes of August 18, 2009 meeting
 - b) Financial Report for August 18, 2009.
 - c) Monthly bills for to August 18, 2009 to September 9, 2009
- IV. Information Items
 - a) Foundation and Friend's Update
 - b) Library Administration Report
- V. Action Items to Approve
 - a) Plan for "Own the Library for a Day," 2010.
 - b) 2010 Budget – Initial Proposal
- VI. Announcements
 - a) Pie Party October 3, 2009
 - b) Friends Book Sale – Oct. 17 & 18, 2009
 - c) Friend's Donation of \$5000 to Booked For Life Fund
- VII. Adjournment

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399.

The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

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Draft Minutes
Monona Library Board
Library Board Room
August 18, 2009

Library Board Present: Andrew Taylor (presiding), Jim Busse, Val Edwards, Mary O'Connor, Ben Redding, Edward Van Gemert (started the meeting), Melissa Zietz.

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

Guests: Members of the Monona Library Foundation Board - Margaret Metcalfe, Ann Bowles, Judy Fritz, George Latorocca.

Vice President Van Gemert called the meeting to order at 7:07 p.m. (President Taylor was delayed).

The meeting started with a brainstorming session between Board and Foundation member to focus on how to increase donations to the "Booked for Life" Monona Foundation Fund Drive. Gerber reported that to-date approximately \$16,000 had been contributed or pledged. Initially, it was hoped that a fundraising event could be held this fall, but after reviewing possibilities it was observed that there were so many other professional and community events no date seemed appropriate.

President Taylor arrived at the meeting and chaired the meeting, thanking Van Gemert for his assistance. Taylor suggested we should plan something for each of the four months left to gather more donations and pledge and bring attention to the campaign. Trustee O'Connor suggested that the large sign used for the Friends Book Sale could be used at the end of the Library driveway to announce the campaign. Themes were suggested. Trustee Zietz suggested we emphasize that these donations are tax deductible. Zietz stated that there needs to be a sign or display showing progress as it happens. The current thermometer does not easily show progress.

Alderman Busse suggested an "Own the Library for a Day" or "Book a Day" theme. This could be a gift for someone who has everything. It could be used by companies or individuals. It was suggested the minimum contribution be \$100. Each "Library Owner" could pick a day on the 2010 calendar. This calendar would show progress, as the dates filled up. For that day the library would be named after the "owner"; their ownership would be highlighted on the electronic display in the lobby, they would receive a certificate naming them as Library Owner for the Day and one book would be purchased in their name with a bookplate naming them as a contributor.

It was suggested that book marks be printed to highlight this funding option. Those who contribute in this manner could reserve the Library Café for a small party to celebrate the event.

Board members formed a committee to develop marketing language for this contribution promotion. Suggested messages were:

- Giving to your library just got easier.
- Get a 50% return on your investment (referring to the MCF Match).
- Don't know what to get Grandma for Christmas?

Trustees Taylor and Van Gemert stated they would contact businesses along Monona Drive asking them to distribute promotional flyers about the fund drive.

Director Gerber stated that the library was becoming the "Swimming Pool of the Community." It has become a gathering place for kids still out of school, parents with small children, job seekers, and other patrons. Circulation increases continue at almost 14% over last year.

Gerber stated that with a 14% increase in circulation and no increase in staff, any promoting of the fundraising event needs help from volunteers, because staff utilization is already near maximum. The Director reports that the Mayor has requested Department Heads prepare three budget versions for 2010: 0% increase, -1% decrease, and a -3% decrease.

Gerber said she was in limbo as far as far as rigorous budgeting due to no firm revenue figures available from the County. By law the county is required to provide 70% funding of the Dane County Funding formula in order to reimburse libraries for cross borrowing use and for serving portions of the County with no library in the community. The amount we usually receive represents almost a third of the library's revenue.

The Dane County Library Board will be meeting with the County on August 27th and 28th to discuss county appropriations for library service.

Alderman Jim Busse provided an update on progress towards fixing the Library roof, which leaks where the new addition meets the older section of the building. A roofer did examine the library roof and found several areas referred to as "fish mouths," where the rubber membrane on the new roof meets the shingled older building section. These areas were not done properly when the roof was redone last summer. The "Fish Mouths" now allow moisture to seep into the openings, causing ceiling and wall damage to the Library interior. Steps will soon be taken to determine what will be done and by whom.

Alderman Busse also reported on "Focus on Energy." They are still working on their report. They have been swamped with requests for the preparation of energy assistance grants.

The Board Nominating Committee nominated Andrew Taylor for Board President, and Ed Van Gemert for Board Vice President. Both accepted their nomination and were re-elected to new one year terms.

Director Gerber reported on plans for a Library Amnesty Week, from September 13th to the 19th, for the collection of lost or damaged books. The Amnesty period will be publicized in the community paper, on the Library webpage, and with some flyers. Patrons making use of this opportunity will be given the chance to share their excuse for not returning the items on time. The patron with the most creative or clever excuse will win a prize. After the week of Amnesty, Unique Management Services will begin their fees collection service for a trial period of three months starting the week of September 20, 2009 (for patrons owing \$50 or more).

Erick Plumb, Assistant Library Director, reviewed the proposed new Collection Development Policy with the Board. Trustees made some changes and then passed the Policy with the Board amendments. These are attached to the minutes.

ACTION ITEMS:

- A. Redding moved, seconded by Zietz to approve the Consent Agenda. Motion passed.
- B. Edwards moved, seconded by Busse to approve the nominations made by the Nominating Committee and vote to re-elect Trustee Taylor for Board President and Trustee Van Gemert for Board Vice President. Motion passed.
- C. Van Gemert moved, seconded by Busse to approve the Collection Development Policy as amended. Motion passed.
- D. O'Connor moved, seconded by Edwards to approve the contract with Unique Management Services to collect past due late fees and fines (with the stipulation that this be preceded by Amnesty Week) Motion passed.

Van Gemert moved, seconded by Zietz, to adjourn. Motion passed.
President Taylor adjourned the meeting at 8:58 p.m.

The next regular meeting of Monona Library Board will be held at 7:00 p.m. on Tuesday, September 15, 2009, in the Board Room of the Monona Library Building.

Recorder: Chris Lazaneo

Minutes approved by the Board on _____, 2009.

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2009

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>PUBLIC CHARGES FOR SERVICE</u>						
202-46-41110-000	GENERAL PROPERTY TAXES	.00	424,357.00	424,357.00	.00	100.00
202-46-43720-000	COUNTY AID FOR LIBRARIES	.00	184,569.00	164,205.00	20,364.00	112.40
202-46-43730-000	COUNTY AID LIBRARY FACILITIES	.00	30,565.00	27,700.00	2,865.00	110.34
202-46-46110-000	COPIER RECEIPTS	193.71	1,894.33	2,300.00	(405.67)	82.36
202-46-46710-000	FINES	2,011.30	17,199.50	22,000.00	(4,800.50)	78.18
202-46-46730-000	ROOM RENTALS	.00	1,056.43	1,300.00	(243.57)	81.26
202-46-48900-000	OTHER REVENUES	62.00	605.00	1,500.00	(895.00)	40.33
202-46-48900-100	VENDING MACHINE	310.28	2,810.74	3,500.00	(689.26)	80.31
202-46-49300-000	FUND BALANCES APPLIED	.00	.00	25,000.00	(25,000.00)	.00
TOTAL PUBLIC CHARGES FOR SERVICE		2,577.29	663,057.00	671,862.00	(8,805.00)	98.69
TOTAL FUND REVENUE		2,577.29	663,057.00	671,862.00	(8,805.00)	98.69

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CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2009

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	UNION STAFF SALARIES	8,867.60	73,769.46	111,879.00	38,109.54	65.94
202-55-55110-111	MANAGEMENT SALARIES	9,400.23	94,101.93	142,190.00	48,088.07	66.18
202-55-55110-112	SHIFT DIFFERENTIAL	24.00	265.14	700.00	434.86	37.88
202-55-55110-117	LONGEVITY PAY	.00	.00	500.00	500.00	.00
202-55-55110-119	WAGES, PART-TIME	7,270.23	50,984.22	73,091.00	22,106.78	69.75
202-55-55110-120	OVERTIME	.00	80.54	.00	(80.54)	.00
202-55-55110-130	FICA	2,177.17	17,121.07	25,120.00	7,998.93	68.16
202-55-55110-131	WISCONSIN RETIREMENT	2,063.99	16,524.78	26,423.00	9,898.22	62.54
202-55-55110-132	LIFE & DISABILITY INSURANCE	21.66	168.96	375.00	206.04	45.06
202-55-55110-133	HEALTH INSURANCE	3,066.15	26,457.72	51,655.00	25,197.28	51.22
202-55-55110-134	PROFESSIONAL DEVELOPMENT	.00	885.00	2,000.00	1,115.00	44.25
202-55-55110-220	GAS & ELECTRIC UTILITIES	2,873.80	21,394.30	45,000.00	23,605.70	47.54
202-55-55110-221	TELEPHONE	62.64	443.93	800.00	356.07	55.49
202-55-55110-222	WATER & SEWER UTILITIES	.00	1,253.52	2,400.00	1,146.48	52.23
202-55-55110-240	SERVICE CONTRACTS	3,126.02	25,438.48	44,060.00	18,621.52	57.74
202-55-55110-241	AUTO CIRCULATION SYSTEM RENTAL	.00	39,556.44	40,141.00	584.56	98.54
202-55-55110-310	OFFICE SUPPLIES	575.06	6,346.45	9,000.00	2,653.55	70.52
202-55-55110-312	POSTAGE	28.74	1,180.06	3,600.00	2,419.94	32.78
202-55-55110-321	PUBLIC NOTICES	.00	.00	200.00	200.00	.00
202-55-55110-340	JANITORIAL SUPPLIES	470.55	1,610.99	2,000.00	389.01	80.55
202-55-55110-341	CHILDREN'S/YA SERVICES	72.68	1,055.26	2,500.00	1,444.74	42.21
202-55-55110-344	CASH OVER/SHORT	.02	68.63	.00	(68.63)	.00
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	.00	6,761.42	4,775.00	(1,986.42)	141.60
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	.00	3,189.70	7,375.00	4,185.30	43.25
202-55-55110-390	OTHER SUPPLIES & EXPENSE	.00	170.71	419.00	248.29	40.74
202-55-55110-700	SOUTH CENTRAL NET LENDER PYMT	.00	.00	975.00	975.00	.00
202-55-55110-702	LSTA GRANT EXPENDITURES	45.24	110.85	.00	(110.85)	.00
202-55-55110-809	PERIODICALS & PAMPHLETS	192.40	1,786.80	4,500.00	2,713.20	39.71
202-55-55110-810	PERIODICAL, PAMPLETS & AV SOFT	556.85	13,748.61	16,084.00	2,335.39	85.48
202-55-55110-811	ADULT BOOKS	881.61	9,656.88	17,000.00	7,343.12	56.81
202-55-55110-812	CHILDRENS BOOKS	1,602.40	6,381.31	10,000.00	3,618.69	63.81
202-55-55110-813	YOUNG ADULT BOOKS	271.28	1,467.67	2,000.00	532.33	73.38
202-55-55110-814	LARGE PRINT BOOKS	310.34	1,706.00	2,300.00	594.00	74.17
202-55-55110-815	REFERENCE BOOKS	.00	1,561.92	2,000.00	438.08	78.10
202-55-55110-817	ELECTRONIC INFO SOURCES	.00	1,736.00	3,000.00	1,264.00	57.87
202-55-55110-819	VENDING MACHINE EXPENSE	248.78	1,643.18	2,300.00	656.82	71.44
	TOTAL LIBRARY EXPENDITURES	44,209.44	428,627.93	656,362.00	227,734.07	65.30
<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	44,209.44	428,627.93	671,862.00	243,234.07	63.80

CITY OF MONONA

BALANCE SHEET
JULY 31, 2009

LIBRARY FUND

ASSETS

202-111000	TREASURER'S CASH	369,807.57	
202-118000	PETTY CASH	50.00	
202-121000	PROPERTY TAXES RECEIVABLE	.00	
202-131000	ACCOUNTS RECEIVABLE	.00	
202-151000	DUE FROM GENERAL FUND	.00	
202-160000	PREPAID EXPENSES	.00	
	TOTAL ASSETS		<u>369,857.57</u>

LIABILITIES AND EQUITY

LIABILITIES

202-211000	ACCOUNTS PAYABLE	(59.95)	
202-211001	PRIOR YEAR ACCOUNTS PAYABLE	.00	
202-217000	PAYROLL PAYABLE	9,093.81	
202-219000	SUNDRY ACCOUNTS	.00	
202-251000	DUE TO GENERAL FUND	.00	
202-254000	DUE TO CAPITAL PROJECTS	.00	
202-261000	DEFERED TAX ROLL COLLECTIONS	.00	
	TOTAL LIABILITIES		9,033.86

FUND EQUITY

202-341700	RESERVED FOR NEXT YEARS BUDGET	.00	
202-342000	SOUTH CENTRAL GRANT	.00	
202-343000	FUND BALANCE-UNDESIGNATED	84,762.49	
	REVENUE OVER EXPENDITURES - YTD	276,061.22	
	TOTAL FUND EQUITY		<u>360,823.71</u>
	TOTAL LIABILITIES AND EQUITY		<u>369,857.57</u>

Accounts Payable - August 15, 2009 to September 9, 2009			
Items	Account Code	Expenditure Per Vendor	Total per budget line
Library Materials	202-55-55110		
Adult Books			
ALA Store - AD/NF	811	\$ 15.14	
Baker & Taylor - NF	811	\$ 410.73	\$425.87
Baker & Taylor -AD/FIC	811	\$ 267.19	
Amazon - AD/FIC	811	\$ 15.14	\$ 282.33
Children			
Baker & Taylor	812	\$ 469.69	\$ 469.69
Young Adult			
Baker & Taylor	813	\$ 287.84	\$ 287.84
Large Print			
Gale Group	814	\$ 215.65	
Baker & Taylor	814	\$ 85.73	\$ 301.38
Electronic Materials			
Recorded Books	810	\$ 1,233.09	\$ 1,233.09
Periodicals			
Forbes Mag.	809	\$ 10.00	\$ 10.00
Acquisitions Total	\$2,995.06		
TDS			
Phone	221	\$ 59.38	\$ 59.38
Vending Expenses			
Pepsi	819	\$ 148.50	\$ 148.50
Service Contracts			
Clean Power	240	\$ 2,262.28	
Schumacher - elevator	240	\$ 86.82	
Subtotal			\$ 2,349.10
Office Supplies			
Menards	310	\$ 13.56	
DEMCO	310	\$ 72.84	
PrintPal	310	\$ 161.92	
Subtotal			\$ 248.32
MGE			
MGE	222	\$ 2,390.53	\$ 2,390.53
Water Utility			
Monona	222	\$ 534.15	\$ 534.15
Lib. Material Replacement			
Refund to Middleton Lib.	0.012	\$ 12.00	\$ 12.00
Total Expenditures		\$8,752.18	\$8,752.18

Library Activity Report - August 2009

Circulation	2008		2009		2009		2009		Aug '09 vs Aug '08		Comparison		Year	
	August	August	August	August	Yr to Date	Yr to Date	Yr to Date	Yr to Date	Month Difference by number	Months	% Change	diff	Year	% Change
Circulation														
Adult	14018	15956	107699	119767	1938	14	12068	11						
Children	7905	8708	59896	69529	803	10	9633	16						
Young Adults	1085	1237	6920	7768	152	14	848	12						
Other	63	94	673	641	31	49	-32	-5						
Total	23073	25995	175190	197705	2922	13	22515	13						
Intralibrary Activity														
Loaned to Other	7317	7553	64314	61602	236	0	-2712	-4						
Borrowed From Other	6446	7148	47943	55260	702	1	7317	15						
Computer Holds														
Computer Holds Placed	1064	1315	8158	9406	251	3	1248	15						
Holds Filled	5283	5757	40655	45791	474	1	5136	13						
Library Cards Issued														
Library Cards Issued	65	71	435	558	6	1	123	28						
Reg. Internet Sessions														
Reg. Internet Sessions		2109												
Wireless Internet														
Wireless Internet		296												
Total Sessions														
Total Sessions	2177	2405	16070	17580	228	1	1510	9						
Library Traffic														
Library Traffic	12042	13429	92258	99122	1387	2	6864	7						
Adult Programs														
Adult Programs	1	0	23	22	-1	-4	-1	33						
# attended	25	0	272	310	-25	-9	38	14						
YA Programs														
YA Programs	9	5	61	58	-4	-7	-3	-5						
# attended	61	51	809	1078	-10	-1	269	33						
Childrens Programs														
Childrens Programs	18	9	217	175	-9	-4	-42	-19						
# Attended	715	112	5506	4181	-603	-11	-1325	-24						

MONONA PUBLIC LIBRARY

**ADMINISTRATION REPORT FOR
BOARD MEETING September 15, 2009**

LIBRARY ACTIVITY IN AUGUST 2009

We've had another successful month with increases occurring at the 10% level for the month and 13% for the year. Children's circulation went up by 10% for the month, and Young Adult circulation saw a 14% increase. Library traffic increased by 2% for the month, and 7% for the year.

ROOM USE FOR AUGUST 2009

Library rooms were used 20 times by approx. 310 people. The City of Monona used the Media Room 7 times, and the Board Room 6 times (room usage total is 13). The time spent by the City of Monona in MPL rooms was 26 hours. The Monona Senior Center used the Forum Room/Board Room for classes 2 times for a total of 2 hours. The Media Room was not used by outside groups this month. The Board Room was used 3 times by "The Natural Step" for 6 hours total and the MG School Board used it for 2 hours. Study Rooms were used 83 times in August.

PERSONNEL

Union

We still have not heard from the union regarding negotiations. The union contract is up at the end of 2009. Ronda Petty Kucher is the shop steward for the library and current membership includes Rob Smithson and Toni Streckert. We will not program in an increase for permanent part-time Library Assistants until we settle the contract. We can tap into the fund balance to balance any increases decided on through negotiations. As mentioned last month, the City contracts spell out the following increases.

2010	2.75%
2011	2.75%
2012	3%
2013	3%

Training

We have picked the first Fridays in November and December to provide a half-day of in-service staff training. This means that with Library Board approval, we will be closed to public until 1:00pm on November 6 and December 4th. Topics for training include circulation desk procedures, review of the Collections procedures and staff response in an emergency.

August 2009 Volunteer Report

Adult Regular volunteers	Monthly Total Hours Worked
Debra Desmidt	7
Bill Lofthus	12.25
Jim Sheets	5
Fran Grove	7.5
Arthur Wieczorek	2.5
Martha Lehman	1.25
Maxine Vang	0
Janice Johnson	9
Trudy Kuhn	12
David Baer	4
Wayne Chase	0
Gregg Punswick	6.25
Judy Lynn	6.75

Total Adult Monthly Hours: 72.25

Total Adult Volunteer Hours for 2009: 568.75

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

FACILITIES AND EQUIPMENT

Windows are being washed this week and the outside areas were power washed over the Labor Day weekend. The heat alarm was triggered when the power washing occurred on the Furlough Day. So, the Director came in to facilitate resetting the alarm. We will need to use a leaf blower to blow the spider webs away from the heat sensors in the future.

We received four laptops for use by the public and they continue to be popular. We are purchasing two more desktops to be used for public access terminals using the remainder of our capital budget funds for 2009.

BUDGET AND FINANCE

A preliminary budget needs to be submitted for the Mayor's review at the end of September. Basically, the document submitted for Board approval has four variations. All depend on using \$35,000 of an estimated \$85,000 in the fund balance. This year we applied \$25,000 in the fund balance, but we underestimated the amount we would receive from the County so that amount will not likely be spent. The same issue applies with 2010, because we can only estimate County reimbursement at 88%, since the final figures remain undetermined and we have been advised by Dane County to use 88%.

We were instructed to prepare a zero increase budget (meaning a zero increase in appropriations from the City,) a -1%, and -3%, as well as, a Library Board budget. Salary increases for non-union, full time employees are proposed at 2.5%. Union wages are not determined as yet.

The Library Board budget uses a 3% increase in City appropriation, which responds to the levy limit cap announced by the state.

Personnel costs remain fixed in all four scenarios except that in the -3%, we have the option of Director's furlough days to make up salary differences. This obviously can be used in the other options at the discretion of the Board. By keeping personnel costs the same, there is no request to alter current hours of operation.

Materials Budgets vary as does the Service Contracts, Building Maintenance and Equipment Maintenance lines. In the plus 3% variation, we would spend \$12,500 more on library materials than in the minus 3% version.

Although the Board is asked to approve the submission to the Mayor, a final version usually is a compromise after meeting with the Mayor and the Finance Committee of the Board.

We are troubled by the high cost of health insurance relative to what the State offers and are hopeful that the City will study why these amounts seem to be much higher compared to what other nearby libraries are paying for group plans.

Foundation

We have not received any donations prompted by the business letter sent out under Bill Bathke or Bob Miller's signatures. We recently clarified with the Madison Community Foundation that the extension for payments could be up to five years on any pledges received by the end of 2009. However, the library is responsible for collecting on the pledges, and therefore, we strongly urge that we allow only two years for payment of anything pledged by the end of 2009.

The Friends of the Monona Library have recently voted to donate \$5,000 to the Booked Life Endowment Fund. The Friends will review an additional pledge for the future two years after their book sale in October.

At the moment we have pledges or cash for Booked for Life of \$27,878.

LIBRARY SERVICES AND PROGRAMS

Children's and Young Adult Monthly Report for August 2009

<u>Children's Programs/</u>	<u>Attendance</u>	<u>Programs</u>	<u>Notes</u>
Catch the Last Act	19	1	Family theater games & sundaes
Random Drawing	21	1	Overtime reading prizes
Read to a Dog	20	1	Readers and their families
Class visit YMCA	19	1	8/11@ 1p.m.
Class visit YMCA	13	1	8/21@1:15p.m.
Total	92	5	

<u>Teen Programs</u>	<u>Attendance</u>	<u>Programs</u>
TAB	8	1
Recycled Art Lab	6	1
Summertime Smoothies	11	1
Drum Circle w Elmore	18	1
Total :	43	4

Nintendo Wii Games: Wii (teen, Fri): 6, 4, 11, 7 -- 4 programs, 7 average attendance
Meetings:

6: Meeting with Shawn Brommer regarding Early Literacy planning

Notes from Youth Services staff

- Ordering has been a big priority for Youth Services staff from August 10 to 18.
- Update events on Engaged Patrons registration page and other websites.
- Summer program Stats; Patron comments.
- Plan the September October Events; including storytimes, family events, Library Card Sign Up month, Wisconsin Book Festival. (Continued on next page.)

- Create the September October Calendar of Events. Organize delivery.
- We did not get approved for the Wisconsin Authors & Illustrators Speak 2009-2010 grant to have Kashmir Sheth speak at the library.
- Publicize the T4K Family Fun Night event for September 16.
- Publicize and create displays for the October 3 Pie Party fundraiser.
- Work with area libraries to book performers for SRP 2010. Block booking saves money as performers will give a discount and it splits mileage fees.
- The summer reading program was advertised in many places, including local school newsletters.

Comments:

- The Junior Volunteers did an excellent job.
- Patron comments on summer survey: “We really enjoyed the activities this year! The “Family Fun” was wonderful! Thank you so much for all you do! We love the library”!
- Erica brought her parents to the library 2 hours after her Winnequah YMCA class visited the library and had them sign her up for a library card. She was so very excited to get her very own library card and check out books.

Notes from Toni:

- Adult and High School Overtime reading had almost 200 slips submitted! This is an additional reading activity to the 190 adult and high school readers signed up for the initial summer reading program.
- The Teen Advisory Board has formed subcommittees for Teen Read Week, the Teen Newsletter, a teen-planned Twilight Fest, and a teen planned Harry Potter Fest, a writers group, a TeenEscape decorating group and a Teen Green Group, which will draw teens from grades 6-12 in public and private schools and meet at the library.

The Monona Library partnership with Natural Step Monona for the Community Read and panel discussion on the works of Michael Pollen on Sept 30th will be “catered” by Whole Foods

Adult Services Report for August Erick Plumb

Outreach, Programming, Customer Service, and Information Literacy

1. Created content for digital video display monitor in Library’s entrance
2. Maintained BookLetters software on the Library’s website. Created new item newsletters and uploaded new item webpages on the website.
3. Book a Librarian program had five sessions.
4. Provided reference and readers advisory services to patrons
5. Provided a Library newsfeed of events on Twitter
6. While there were no adult programs in August, a significant time was spent in planning for fall programs.
7. Assisted in writing text for Friends of the Library Fall newsletter.

Collection Development and Management

- Ordered 97 consumer health titles for the newly established Health & Wellness Collection.
- Began ordering Parenting collection materials
- Ordered newer materials on writing resumes, cover letters, and job interviews.

Staffing and Professional Responsibilities

- In Charge of Library during Director's vacation, August 24-28.
- Facilitated the signing of agreement between the Library and Unique Management Services.
- Had circulation staff members attend Tutor.com training session on August 27.
- Attended training on Job Information for patrons at SCLS on August 11.
- Attended a webinar on Drug & Prescription Medication Information for Seniors on August 18.
- Attended a webinar on Library Online 3.7 computer management software on August 19.
- Assisted in planning for Library's Fine Amnesty in September.
- Assisted in planning Library's Own the Library for a Day program where patrons may name the Library after themselves or a friend or family member in return for a Booked for Life donation.
- Revised Collection Development Policy for Board's review and approval.

South Central Library System news

Migration is still being planned for Labor Day 2010; but as many of you know, this is a floating deadline.

In November, SCLS headquarters will be moving to a location nearby their current one and will be able to add the entire LINK staff, currently housed at Madison Public Library, into the new facility.

SCLS is hosting another Technology Planning meeting at the Olbrich Gardens on September 18th to present the committee's proposed reorganization plan for integrating the LINK staff and operation with their own. The PLAC committee looked at the proposal at their August meeting, making suggestions for the final plan.

In the next couple of months, the Library Board will be asked to dissolve LINK as a separate entity and sign a new contract arrangement for LINK services under the auspices of SCLS. The most noticeable change is that we will not each have a seat at the table for decision-making, but will be using a representative form of governing to make technology decisions. The virtue of this model is that it will be more efficient, decisions can be made more rapidly and technology services integrated under one department at SCLS. The challenges are that we no longer have a direct say in many areas of technology deployment and cost.

The Library Director has been asked to be the Dane County's representative to the interview committee for the Technology Manager position at SCLS. This position has been redesigned to fill the vacancy created by Lauren Blough's retirement effective at the end of 2009. It will involve reviewing over 20 applications and three days of interviews.

NEW BUSINESS

A. Recommend approval of the "Own the Library for Day" project 2010, as described below.

Booked for a Day program 2010

- \$60 for individuals or families
- \$100 for businesses/organizations

What donor receives:

- Naming rights to the Library
- Name and picture on the television in the entryway ("Welcome to the Jane Doe Public Library!")
- Name and picture on Library's website
- Reserved parking spot for "Library Owner"
- Prominent opportunity to plug your favorite library item (material display near Circ desk)
- A high-quality certificate of authenticity commemorating the name change!
- Purchase of book of choice for the collection subject to Gift Policy of the Library

Program Infrastructure Currently In-place:

- Library email account set up for interested donors (booked@mononallibrary.org)
- Online Google calendar set up to display scheduled bookings on website

Items to be purchased:

- "Library Owner" parking sign
- Certificates
- Large master calendar to be displayed in Library

Tasks to be Completed:

- Determine pricing for Businesses
- Contact pledged Booked for Life Donors for a free Booked for a Day, beginning 2010
- Press Release (text largely done by Ben Redding for Friends newsletter)
- Web page (including online calendar of bookings, web form to be filled out by donors)
- Design and printing of certificates

Erick will be in charge of scheduling. Some tasks may be delegated to Chris and other staff.

b. Recommend approval of the Preliminary 2010 Budget Request- see attached.

2010 BUDGET PROPOSAL

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LIBRARY REVENUES	2006 ACTUAL	2007 ACTUAL	2008 ACTUAL	TO DATE 6/30/2009	2009 YEAR END ESTIMATED	2009 BUDGET	2010 DEPARTMENT BUDGET			2010 COMMITTEE BUDGET
							-3%	-1%	0%	
202-46-4110-000 GENERAL PROPERTY TAXES	375,432	399,100	415,096	424,357	424,357	424,357	411,626	420,113	424,357	437,088
202-46-43570-000 LSCA/LSTA GRANT	2,000	-	-	-	-	-	-	-	-	-
202-46-43720-000 COUNTY AID FOR LIBRARIES OPERATIONS	151,580	161,247	165,406	184,569	184,569	164,205	174,267	174,267	174,267	174,267
202-46-43730-000 COUNTY AID FOR LIBRARIES FACILITIES	33,779	32,831	30,682	30,565	30,565	27,700	26,911	26,911	26,911	26,911
202-46-46110-000 COPIER RECEIPTS	2,725	2,347	2,425	1,404	2,750	2,300	2,400	2,400	2,400	2,400
202-46-46710-000 FINES	23,316	21,633	24,112	13,047	26,000	22,000	24,000	24,000	24,000	24,000
202-46-46720-000 BOOK & AV RENTALS	832	17	-	-	-	-	-	-	-	-
202-46-46730-000 ROOM RENTALS	1,452	1,395	1,635	1,014	1,800	1,300	1,300	1,300	1,300	1,300
202-46-48900-000 OTHER REVENUES	1,809	1,587	1,647	543	1,100	1,500	1,500	1,100	1,100	1,100
202-46-48900-100 VENDING MACHINE	-	-	-	2,125	4,000	3,500	3,800	3,800	3,800	3,800
202-49-49210-000 TRANSFER FROM GENERAL FUND	-	-	-	-	-	-	-	-	-	-
202-46-49300-000 FUND BALANCES APPLIED	-	-	-	-	25,000	25,000	35,000	35,000	35,000	35,000
TOTAL	592,925	625,596	641,003	657,624	700,141	671,862	581,404	689,491	693,735	706,466

EXPENDITURE 2010

	2006	2007	2008	2009 TODAY	2009 ESTIMATED	5 YEAR 2009	-3% 2010	-1% 2010	0% 2010	+3% 2010
EXPENDITURES										
202-55-55110-110 PERMANENT LIBRARY UNION SALARIES	733,181	203,866	97,169	51,997	111,879	111,879	122,960	122,960	122,960	122,960
202-55-55110-111 MANAGEMENT SALARIES	402	378	452	190	450	700	700	700	700	700
202-55-55110-112 SHIFT DIFFERENTIAL	812	504	322	400	400	500	500	500	500	500
202-55-55110-117 LONGEVITY PAY	68,092	73,364	71,073	34,252	73,000	73,000	81,901	81,901	81,901	81,901
202-55-55110-119 WAGES, PART TIME		67	182	81						
202-55-55110-120 OVERTIME										
202-55-55110-130 FICA	20,803	21,110	23,490	11,754	25,120	25,120	27,086	27,179	27,179	27,179
202-55-55110-131 WISCONSIN RETIREMENT	23,524	21,594	22,853	11,292	23,000	26,423	29,938	30,072	30,072	30,072
202-55-55110-132 LIFE & DISABILITY INSURANCE	332	335	298	125	300	375	375	375	375	375
202-55-55110-133 HEALTH INSURANCE	38,648	41,085	38,373	19,471	49,000	51,655	41,989	41,989	41,989	41,989
202-55-55110-134 PROFESSIONAL DEVELOPMENT	3,378	1,833	1,722	885	2,000	2,000	2,000	2,000	2,000	2,000
202-55-55110-220 GAS & ELECTRIC UTILITIES	37,603	39,305	36,325	16,522	40,000	40,000	40,000	40,000	40,000	40,000
202-55-55110-221 TELEPHONE	2,324	884	775	318	650	800	800	800	800	800
202-55-55110-222 WATER & SEWER UTILITIES	2,305	2,291	2,445	1,221	2,400	2,400	2,400	2,400	2,400	2,400
202-55-55110-240 SERVICE CONTRACTS	33,933	32,505	40,188	19,563	44,060	44,060	40,000	40,000	40,000	40,000
202-55-55110-241 AUTO CIRCULATION SYSTEM RENTAL	39,902	40,923	40,967	39,135	40,000	40,141	41,000	41,000	41,000	41,000
202-55-55110-310 OFFICE SUPPLIES	7,830	9,543	6,785	4,805	9,800	9,000	8,000	8,000	8,000	8,500
202-55-55110-312 POSTAGE	1,379	748	2,604	121	2,000	3,600	3,000	3,000	3,000	3,000
202-55-55110-321 PUBLIC NOTICES		126			100	200	200	200	200	200
202-55-55110-340 JANITORIAL SUPPLIES	2,708	924	1,950	924	2,000	2,000	2,000	2,000	2,000	2,200
202-55-55110-341 CHILDREN'S/YOUNG ADULT SERVICES	2,284	2,307	1,235	727	2,500	2,500	2,500	2,500	2,500	2,500
202-55-55110-350 EQUIPMENT MAINTENANCE & REPAIR	1,752	3,848	8,401	6,761	10,000	4,775	6,000	7,500	8,000	9,000
202-55-55110-351 BUILDING MAINTENANCE & REPAIR	8,800	22,805	11,284	3,088	8,000	7,375	6,000	7,000	8,000	9,000
202-55-55110-390 OTHER SUPPLIES & EXPENSE	815	431	2,860	171	400	419	300	300	400	400
202-55-55110-700 SOUTH CENTRAL LIBRARIES	974	741	(841)			975				
202-55-55110-702 LSTA GRANT	2,125	46	1,111	66						
202-55-55110-800 PERIODICAL, PAMPHLETS	14,260	23,010	22,404	10,705	16,500	16,084	16,000	18,000	18,000	19,000
202-55-55110-810 PERIODICAL, PAMPHLETS & AV SOFTWARE	21,184	17,920	15,083	8,150	17,000	17,000	17,500	18,000	17,000	18,200
202-55-55110-811 ADULT BOOKS	7,052	7,319	9,422	4,383	10,000	10,000	8,000	9,000	9,000	11,000
202-55-55110-812 CHILDREN'S BOOKS	2,363	2,437	1,827	1,189	3,000	2,000	2,000	2,500	2,855	2,950
202-55-55110-813 YOUNG ADULT BOOKS	2,843	2,677	3,309	1,067	2,300	2,000	1,955	2,038	2,787	3,123
202-55-55110-814 LARGE PRINT BOOKS	1,843	3,064	2,069	1,562	2,300	2,000	1,500	1,500	1,500	3,000
202-55-55110-815 REFERENCE BOOKS	2,429	1,293	2,007	1,735	3,000	3,000	4,000	4,000	4,500	5,000
202-55-55110-817 ELECTRONIC INFO SOURCES	6,000									
202-55-55110-818 BOOK LEASE PROGRAM										
202-55-55110-850 FUTURE LIBRARIES FACILITIES										
202-55-55110-851 LOCAL HISTORY ACCESS EQUIP										
202-55-55110-851 TECHNOLOGY ENHANCEMENTS										
202-55-55110-819 VENDING MACHINE EXPENSE										
202-55-55110-852 EXTERIOR REPAIRS										
202-55-55110-100 TRANSFER TO GENERAL FUND	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500
202-55-55110-212 CITY ACCOUNTING & AUDIT SERVICES	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
202-55-55110-510 INSURANCE	569,532	597,751	626,070	320,585	640,649	666,962	681,404	689,431	693,735	706,466

PROPOSED	DIFFERENCE
455,893	5.28%
236,842	1.66%
693,735	4.03%

PROPOSED	DIFFERENCE
455,448	4.72%
229,956	-3.89%
681,405	2.13%

CURRENT YEAR	433,933
PERSONNEL	232,929
NON-PERSONNEL	666,882
TOTAL	666,882

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**Monona Public Library Fine Amnesty
September 13 through September 19, 2009**

Frequently Asked Questions

1. What kinds of fines are subject to the amnesty?

Overdue fines for materials totaling less than \$10 and lost item charges for materials **owned by the Monona Public Library** that are still checked out and returned during the amnesty period.

2. What is not covered by the amnesty?

Fines incurred prior to the amnesty on materials already returned. Also, **charges for lost or damaged materials owned by other libraries** are not covered by this amnesty.

3. Can I return my items in the bookdrop when the Library is closed?

Yes, as long as you return your Monona Library items during the amnesty period your fines will be cleared.

4. When will my fines be cleared?

The fine will be cleared from your record shortly after being checked-in by Monona Library staff. The fastest way to clear your record is to visit the Main Desk and have a Library staff member check your items in.

5. What if I've lost my card?

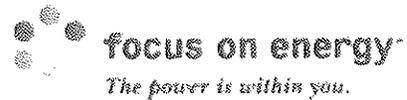
You do not need your card to return items. However, it's important that you notify us if your card is lost.

6. I paid for a lost item owned by the Monona Public Library, but I've found it. Can I get my money back?

Yes, a refund is made for the price of a lost-and-paid-for item when the item in good condition is returned within six months of payment. The processing surcharge is not refundable.

7. I get many items on hold from other libraries. Why does this fine amnesty only cover Monona Library-owned items?

Although we share a catalog and delivery system with other libraries in the South Central Library System, all of the memeber libraries are independent. Therefore, we can only offer amnesty on items that we own under our agreement with our partner libraries.



September 10, 2009

Demita Gerber
Monona Community Library
1000 Nichols Road
Monona, WI 53716

RE: Energy Audit

Dear Demita,

Thank you for the opportunity to meet and talk with you about your facility. Thank you as well for being so patient with me in getting this report back to you. I finally was able to spend a week in the office this week!! I am very sorry for the delay. I know we spoke of everything during our visit, but a formal report helps to support your efforts.

You have such a unique facility. There are many areas that we can help you reduce your energy costs and create a more comfortable learning and working environment for the staff and the community members. After you have reviewed the energy conservation recommendations I hope that we can talk again and get a plan in place for you.

I did take the liberty of putting your utility data in some worksheets that are able to provide visual graphs. I would advise you to fill in missing information and to keep up the start that I have given you. Managing your utility charges is key to seeing what measures are important to implement, track changes and their effectiveness and to be a measure of how much you are reducing your energy usage over time. If you do want to use the program I have given you please advise and I will help you get started and we do offer training on the entire program. It is from our Practical Energy Management program.

I am going to email this letter and the report to you and to Patrick Marsh. Then I will be dropping by or mailing hard copies for you, as well, with Patrick.

If you have any questions please do not hesitate to let me know. I am more than happy to help.

Thank you again!!

Respectfully,

Jennifer Everhart
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