

AGENDA
Monona Public Library Board
Library Conference Room
Tuesday, September 28, 2010
7:00 PM

- I. Call to Order**
- II. Public Appearances**
- III. Consent Agenda**
 - a. Minutes of August 17, 2010 meeting
 - b. Financial Report
 - c. Monthly bills
- IV. Discussion Items and Library Administration Report**
 - a. Library Administration Report
 - b. 2011 Budget preview
- 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. Approve 2011 Budget Proposals
- 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
- 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, August 17, 2010
7:00 PM

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

Also Present: Interim Library Director Erick Plumb and Sally Buffat

Absent with prior notification: Val Edwards and Ben Redding

I. Call to Order

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

II. Public Appearances

Monona Alder Jim Busse appeared to express congratulations to the Library Board, Library Staff, and the Friends of the Monona Public Library for the honor of being selected as Wisconsin Library Association 2010 Library of the Year.

III. Consent Agenda

- a. Minutes of July 20, 2010 meeting
- b. Financial Report
- c. Monthly bills

Trustee Zietz moved, seconded by Stebbins, to approve this month's Library Board Consent Agenda. Motion passed.

IV. Discussion Items and Library Administration Report

- a. Library Administration Report

Interim Director Plumb reported that it has been another record-breaking month in terms of program participation and circulation. The most exciting news was the announcement by the Wisconsin Library Association of Monona as 2010 Library of the Year. The Library will have a "2010 Library of the Year" banner in place by the fall festival.

In terms of library facilities, Plumb reported that something always seems to be broken. The security camera server is dead and to replace it with the same system as the City has will cost between \$8,000-9,000. General discussion about which funds will be used to cover the cost of replacement of current security camera server. The Library windows were recently washed, inside and out, and the overhang by the main entrance was power washed and treated for spiders.

Plumb reported that issues relating to parent / child interactions in the Library were addressed in a meeting with himself, Children's Services Coordinator Wendt, Teen

Services & Outreach Coordinator Streckert and South Central's Youth Services Coordinator Shawn Brommer. Brommer provided training for dealing with difficult patron issues such as screaming, grabbing and other behavior issues related to child safety in the library how the library staff might approach such situations in a non-threatening way. In September SCLS will publish an informational campaign, with Monona as its pilot project, about how to create an environment for people to behave their best.

Plumb discussed the 2011 Budget proposals. The City has asked departments to prepare 0%, -1%, and -3% budget proposals. The Board discussed the appropriate percentage of County reimbursement money to include in the budget proposal. 95% of the full County funding was decided upon. Plumb announced he will have a completed budget proposal for Board approval at the September meeting. The completed proposals are due September 30.

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 O'Connor moved, seconded by Zietz, to go into closed session under Wisconsin Statutes Section 19:85(1) at 7:51 p.m. Motion passed unanimously.

VI. Reconvene in Open Session under Wisconsin Statutes 19.85

Trustee O'Connor moved, seconded by Munson, 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 Library Director job description

Trustee Zietz moved, seconded by Stebbins, to approve the City of Monona Library Director Job Description as amended. Motion passed unanimously. See attached.

Trustee Munson moved, seconded by Zietz, to approve \$5,000 for Director search / screen budget. Motion passed unanimously.

- b. Appoint members to Library Board Finance Committee

Trustees Munson and Redding were appointed by President Taylor.

- c. Approve Addendum to SCLS Agreement to Participate in a Shared Automated Resources System

Trustee O'Connor moved, seconded by Stebbins, to approve Addendum to SCLS Agreement to Participate in a Shared Automated Resources System. Motion passed unanimously.

VIII. Announcements

- a) Library resumes regular Sunday afternoon hours on September 12
- b) Library Board meeting, Tuesday, September 21 at 7 PM
- c) Wisconsin Library Association Awards Banquet, Thursday, November 4 at Kalahari Resort in Wisconsin Dells

IX. Adjournment

Trustee Zietz moved, seconded by Munson, to adjourn the meeting. President Taylor adjourned the meeting at 8:45 p.m.

Recorder: Sally Buffat
2010

Approved: _____,

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 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	191.85	1,655.77	2,400.00 (744.23)	68.99
202-46-46710-000	FINES	1,875.69	14,473.83	24,000.00 (9,526.17)	60.31
202-46-46730-000	ROOM RENTALS	.00	1,712.82	1,900.00 (187.18)	90.15
202-46-48900-000	OTHER REVENUES	.00	.00	1,100.00 (1,100.00)	.00
202-46-48900-100	VENDING MACHINE	273.70	2,224.25	3,800.00 (1,575.75)	58.53
202-46-49300-000	FUND BALANCES APPLIED	.00	.00	19,000.00 (19,000.00)	.00
TOTAL PUBLIC CHARGES FOR SERVICE		2,341.24	676,181.67	694,187.00 (18,005.33)	97.41
TOTAL FUND REVENUE		2,341.24	676,181.67	694,187.00 (18,005.33)	97.41

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2010

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY EXPENDITURES</u>					
202-55-55110-110 UNION STAFF SALARIES	9,155.32	75,651.65	115,500.00	39,848.35	65.50
202-55-55110-111 MANAGEMENT SALARIES	7,470.96	89,848.27	149,218.00	59,369.73	60.21
202-55-55110-112 SHIFT DIFFERENTIAL	27.00	278.13	700.00	421.87	39.73
202-55-55110-117 LONGEVITY PAY	.00	.00	500.00	500.00	.00
202-55-55110-119 WAGES, PART-TIME	8,194.10	59,242.19	84,494.00	25,251.81	70.11
202-55-55110-130 FICA	1,876.10	17,242.03	26,807.00	9,564.97	64.32
202-55-55110-131 WISCONSIN RETIREMENT	1,763.99	17,203.89	29,250.00	12,046.11	58.82
202-55-55110-132 LIFE & DISABILITY INSURANCE	13.50	156.96	375.00	218.04	41.86
202-55-55110-133 HEALTH INSURANCE	3,113.72	28,006.43	43,466.00	15,459.57	64.43
202-55-55110-134 PROFESSIONAL DEVELOPMENT	11.05	1,314.01	2,000.00	685.99	65.70
202-55-55110-220 GAS & ELECTRIC UTILITIES	2,807.32	20,143.46	39,000.00	18,856.54	51.65
202-55-55110-221 TELEPHONE	93.44	807.92	800.00	(7.92)	100.99
202-55-55110-222 WATER & SEWER UTILITIES	.00	1,197.07	3,000.00	1,802.93	39.90
202-55-55110-240 SERVICE CONTRACTS	2,811.13	23,331.48	44,000.00	20,668.52	53.03
202-55-55110-241 AUTO CIRCULATION SYSTEM RENTAL	.00	40,360.75	41,000.00	639.25	98.44
202-55-55110-310 OFFICE SUPPLIES	78.79	2,636.54	8,500.00	5,863.46	31.02
202-55-55110-312 POSTAGE	.00	29.11	2,500.00	2,470.89	1.16
202-55-55110-321 PUBLIC NOTICES	.00	.00	200.00	200.00	.00
202-55-55110-340 JANITORIAL SUPPLIES	399.14	520.28	2,000.00	1,479.72	26.01
202-55-55110-341 CHILDREN'S/YA SERVICES	218.97	1,095.06	2,500.00	1,404.94	43.80
202-55-55110-344 CASH OVER/SHORT	.02	(3.46)	.00	3.46	.00
202-55-55110-350 EQUIPMENT MAINTENANCE & REPAIR	.00	1,405.49	8,500.00	7,094.51	16.54
202-55-55110-351 BUILDING MAINTENANCE & REPAIR	1,090.00	5,809.91	8,500.00	2,690.09	68.35
202-55-55110-390 OTHER SUPPLIES & EXPENSE	.00	200.40	400.00	199.60	50.10
202-55-55110-700 SOUTH CENTRAL NET LENDER PYMT	.00	390.45	975.00	584.55	40.05
202-55-55110-809 PERIODICALS & PAMPHLETS	3,804.79	6,161.77	5,500.00	(661.77)	112.03
202-55-55110-810 PERIODICAL, PAMPHLETS & AV SOFT	2,997.07	8,501.46	18,500.00	9,998.54	45.95
202-55-55110-811 ADULT BOOKS	2,572.53	13,201.58	17,000.00	3,798.42	77.66
202-55-55110-812 CHILDRENS BOOKS	1,151.66	6,506.85	10,500.00	3,993.15	61.97
202-55-55110-813 YOUNG ADULT BOOKS	457.80	1,764.42	2,500.00	735.58	70.58
202-55-55110-814 LARGE PRINT BOOKS	283.82	1,825.58	2,577.00	751.42	70.84
202-55-55110-815 REFERENCE BOOKS	529.89	529.89	1,600.00	1,070.11	33.12
202-55-55110-817 ELECTRONIC INFO SOURCES	.00	980.00	4,025.00	3,045.00	24.35
202-55-55110-819 VENDING MACHINE EXPENSE	535.55	1,894.35	2,300.00	405.65	82.36
TOTAL LIBRARY EXPENDITURES	51,457.66	428,233.92	678,687.00	250,453.08	63.10
<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	51,457.66	428,233.92	694,187.00	265,953.08	61.69

CITY OF MONONA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 8 MONTHS ENDING AUGUST 31, 2010

LIBRARY FUND

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
NET REVENUES OVER EXPENDITURES	(49,116.42)	247,947.75	.00	247,947.75	.00

Summary of Invoices posted August 6 - September 22, 2010			
Accounts Payable by Vendor	Account Code	Description	Total/budget line
TDS & Charter	202-55-55110-221		
Charter		internet service	\$ 29.99
TDS		phone 8/19	\$ 129.20
TOTAL TDS/CHARTER			\$ 159.19
Water & Sewer Utilities	202-55-55110-222		
Monona Water Utility		water/sewer	\$ 556.71
TOTAL WATER & SEWER			\$ 556.71
Service Contracts	202-55-55110-240		
Clean Power		service for august	\$ 1,866.71
Illingworth-Kilgust		service for august	\$ 502.33
Schumacher		service for august	\$ 90.30
TOTAL SERVICE CONTRACTS			\$ 2,459.34
Office Supplies	202-55-55110-310		
Petty cash: Rob Smithson		tape measure	\$3.99
CREDIT: vernon library supplies		visa	(\$21.15)
TOTAL OFFICE SUPPLIES			(\$17.16)
Postage	202-55-55110-312		
Staples name badge lanyards		visa	\$243.76
ALA online ad director position		60 days	\$137.20
Thysee Printing Services		letterhead	\$246.75
TOTAL POSTAGE			\$627.71
Janitorial Supplies	202-55-55110-340		
Kranz		roll towel	\$491.60
Schilling Supply Company		toilet tissue	\$300.82
TOTAL JANITORIAL SUPPLIES			\$792.42
Children's/YA Services	202-55-55110-341		
reimbursement: toni streckert		party for Jr volunteers	\$ 20.53
petty cash: karen wendt		SRP party supplies	\$ 4.94
petty cash: toni streckert		snacks TAB/Alt HS	\$ 19.95
TOTAL CHILDREN'S/YA SERVICES			\$ 45.42
Building Maintenance & Repair	202-55-55110-351		
Facility Concepts Plus, LLC		pressure washing/windo	\$ 2,585.00
Illingworth-Kilgust		rooftop units #1 & #4	\$ 367.50
SimplexGrinnell		fire safety	\$ 4,006.10
TOTAL BUILDING MAINTENANCE & REPAIR			\$ 6,958.60
Vending	202-55-55110-700		
Pepsi-Cola Company		soda	\$ 27.70
TOTAL VENDING			\$ 27.70
Services/Contract/Supplies Subtotal			\$ 11,609.93

LIBRARY ACQUISITIONS			
Periodicals/Pamphlets	202-55-55110-809		
The New York Times		service from 9/6-12/5	\$ 192.40
TOTAL PERIODICALS			\$ 192.40
CDs & DVDs	202-55-55110-810		
Audio Editions		CDs	\$ 1,199.55
Baker & Taylor		DVDs	\$ 1,105.12
TOTAL CDs & DVDs			\$ 2,304.67
Adult Books	202-55-55110-811		
Baker & Taylor			\$ 2,421.95
TOTAL ADULT BOOKS			\$ 2,421.95
Children's Books	202-55-55110-812		
Baker & Taylor			\$ 1,721.50
TOTAL CHILDREN'S BOOKS			\$ 1,721.50
Young Adult Books	202-55-55110-813		
Baker & Taylor			\$ 1,611.41
TOTAL YOUNG ADULT BOOKS			\$ 1,611.41
Large Print Books	202-55-55110-814		
Gale			\$ 422.27
Baker & Taylor			\$ 64.43
TOTAL LARGE PRINT BOOKS			\$ 486.70
Reference Books	202-55-55110-815		
Polk Government & Library Division		city directory	\$ 430.00
TOTAL REFERENCE BOOKS			\$ 430.00
Electronic Info Sources	202-55-55110-817		
AWE		license renewal	\$ 350.00
TOTAL ELECTRONIC INFO SOURCES			\$ 350.00
Library Acquisitions Subtotal			\$ 9,518.63
TOTAL EXPENDITURES August 6 - September 22, 2010			\$ 21,128.56

Library Activity Report August 2010

	2009 August	2010 August	2009 YTD	2010 YTD	Aug '10/09 diff by #	Aug '10/09 diff by %	Yr Diff	Comparison Year %
Circulation								
Adult	15956	15871	119767	121667	-85	-0.1%	1900	1.6%
Children	8708	9364	69529	69675	656	7.5%	146	0.0%
Young Adults	1237	1175	7768	8309	-62	-5.1%	541	7.0%
Other	94	114	641	874	20	21.3%	233	36.3%
Total	25995	26524	197705	200519	529	2.0%	2814	1.4%
Self-Checkout CKOs	n/a	4847	n/a	38862				
Interlibrary Activity								
Loaned to Other	7553	6796	61602	50778	-757	-10.0%	-10824	-17.5%
Borrowed From Other	7148	7786	55260	58823	638	8.9%	3563	6.4%
Library Cards Issued	71	54	557	537	-17	-24.0%	-20	-3.6%
Reg. Internet Sessions	2109	2122		13413	13	0.1%		n/a
Wireless sessions	296	482	n/a	3101	186	62.8%	n/a	n/a
Total Computer Use	2405	2604	17580	16514	199	8.3%	-1066	-6.1%
Library Traffic	13429	13998	99122	102632	569	4.2%	3510	3.5%
Adult Programs	0	0	22	17	0	0.0%	-5	-22.7%
# attended	0	0	310	373	0	0.0%	63	20.3%
YA Programs	5	3	58	43	-2	-40.0%	-15	-26.0%
# attended	51	28	1078	802	-23	-45.0%	-276	-25.7%
Children's Programs	9	3	175	168	-6	-66.0%	-49	-22.6%
# Attended	112	76	4181	4284	-36	-32.0%	103	2.5%

MONONA PUBLIC LIBRARY

ADMINISTRATION REPORT FOR BOARD MEETING

September 28, 2010

LIBRARY ACTIVITY IN AUGUST 2010

The Library experienced another busy month in August, logging it's highest August circulation ever. We remain on pace to best last year's record. The rebound of our children's circulation pleases staff. Also, while the total number of summer programs was lower than in previous years, we saw a one-third increase in our SLP reading game participation, with an astounding 853 registered readers.

Staff are gearing up for a busy Fall schedule, with the Early Literacy Night, the Fall Festival, the Film Series, Friends' Book Sale, and the Susan G. Komen events all planned for late September and October.

We have spent considerable time spreading the word about our Library of the Year award. Harry Streckert, a design student and Toni's son, devised the banners that now hang on the Library's exterior. He did an incredible job and the result turned out better than what we had initially hoped for. The Friends of the Library generously donated the money to print these banners.

Our award was featured in the Wisconsin State Journal, and Interim Director Plumb appeared as a guest on Wisconsin Public Radio's Kathleen Dunn program to discuss Wisconsin Libraries.

NON-LIBRARY ROOM USE - AUGUST 2010

Monona Public Library rooms were used 18 times by approx. 265 people.

Analysis of room usage:

1a) City of Monona (City Hall) used the Media room 6 times, and the Board room 6 times, (room usage total is 12).

The average time spent by the City of Monona in MPL rooms was 18 hours.

1b) The Monona Senior Center used the Forum room/Board room for classes 2 times for a total of 2 hours.

2) The Board room was used 3 times for a total of 6 hours by groups whose fees were waived, (i.e. Natural Step).

3) The Forum and/or Board rooms were not rented.

4) Playtime Players used the Forum room 1 time.

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

PERSONNEL

Because we anticipate that the switch to Koha will require intensive staff training in November and December, we've pushed forward with several training initiatives now.

First, we are training all public services staff the procedures to troubleshoot the Library's internet and library network servers. Previously, we have relied solely on the Assistant Director position and Librarian Rob Klecker to handle all of these problems. Due to staff changes, we feel that more of our public services staff should know the basics of our network so that if Interim Director Plumb and Klecker are both unavailable at night or on a weekend, staff would have the knowledge to quickly restore basic technology services for the public.

Secondly, Plumb is sending Klecker, and two Library Assistant IIs, Ronda Pettey-Kucher and Debbie Haack (our Sunday supervisor), to an all-day library security training session on October 7, conducted by the nationally-known "Black-Belt Librarian," Warren Graham. While we hope to someday have the entire staff trained on basic Library security measures, these three employees will set the tone for the rest of the staff until full training is possible.

We conducted a "PR boot camp" on September 9 for Toni Streckert, Karen Wendt, Sally Buffat, and Rob Smithson, all of whom increasingly are asked to contribute to the Library's PR efforts. Sandy Kallio, formerly of the *State Journal* and now working for UW-Extension, gave pointers on press releases, targeted marketing, and creating attention-grabbing signage. Sandy is also helping us with promoting our Komen event on October 6.

In an effort to share knowledge more freely, we have begun holding separate "Circulation Staff" meetings, where staff can speak at length about problems and develop best-practices in a collaborative way, before coming to the Director. Previously, these smaller, day-to-day issues would get buried under the larger topics of our full staff meetings.

While most people dread meetings, it is important to meet face-to-face in an organization where employees are spread out thinly over the course of the workweek.

Lastly, we instituted name badges for staff complete with photo and logo, to eliminate the dreaded "Do you work here?" question from patrons.

FACILITIES AND EQUIPMENT

While we suffered no catastrophic equipment failure, we did spend over \$4,000 on bringing our sprinkler system up to code. Additionally, a further Simplex-Grinnell inspection of our fire alarm system revealed several valves that needed replacement. These projects have been concluded.

We are moving forward on replacing some of our less-efficient lighting in the Children's Room and over the circulation desk with LED replacements and plan to also relocate some of the lighting tracks from the cafe area to the children's room. We hope that there will be enough left in our capital budget following this to enable the installation of more LED light fixtures to improve the lighting in the Children's Room.

We began ordering new PCs for patrons, also with capital money. Two of our staff PCs will also need to be replaced.

BUDGET AND FINANCE

The Board is aware of the City's instructions regarding preparing 0% to -3% budgets. A 0% budget will give us the same appropriation as 2009 and 2010. Unfortunately, that will mean significant cuts to our materials budgets (-22.5%) and other services, due to the increase in salaries, benefits, and other fixed costs. Union employees will receive a 2.75% increase in wages. We will need to utilize a portion of our fund balance, which is currently at \$95,611. The Budget proposal calls for spending \$30,000 of the total Fund Balance in 2011.

The budget proposals and narrative are attached. President Taylor and Plumb will meet with Mayor Kahl in early October.

LIBRARY SERVICES AND PROGRAMS

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

<u>Children's Programs</u>	<u>Attendance</u>	<u>Programs</u>	<u>Notes</u>
Harold and the Purple Crayon	52	1	

TAB meeting	21	17	1
Middle School Summer Book Group	10		2
Booked for a Day		1	
Totals		28	3

Aug Meetings

- 3 Meeting with TAB officers to coplan teen fall programs
- 6 Meeting with Rebecca Fox-Blair re: at risk grant and fall/winter Alt High School/Monona Lib programs
- 24 Meeting with Jen to plan new monthly teen eco crafts program
- 25 Meeting with Sandy Kallio re planning Oct 6th Komen Event and soliciting sponsors

Notes: On vacation for part of the month; otherwise did mostly planning activities and grant writing/coordination. Working on additional Komen funding for promotion of collection—we were profiled in their August newsletter as a grantee organization.

Re: At-Risk grant and MG21 Collaboration: We had such a great and fruitful collaboration for the Great Stories grant that we'd like to continue our 4-6 week book discussion and project groups held at our library. Rebecca Fox-Blair (the ex director/principal) also noted that a great challenge for her is finding books for her special population of boys with subject matter that would engage them (many are also reluctant readers). We decided that a good portion of grant funds would be spent on a special collection (kind of a satellite collection) for them--half of which would be kept at school in special cart (checked out to her), which would rotate out with the other half at the library.

Rebecca also had a fantastic idea about how to implement some of the grant program funds with a family literacy twist. She would like to hold a family literacy night at the library with parent/teen or teen/sibling or relative or caregiver pairs that would read the same book. Each pair would read a different book and then we would have a book discussion, presentation and maybe some other related programming. We want to hold it on the winter solstice (Dec 21) and have some snacks and --well I'm still working on the full program. Shawn gave the OK to buy double copies of a few titles for this. Rebecca's idea is that to have a program with perks (food, giveaways) would encourage parental involvement.

SRP stats:

Middle School: 117 registered readers and an additional 68 for OT reading

High School: 30 registered readers (combined with adults for OT reading)

Adults: 77 registered readers and an additional 262 (combined with high school) for OT reading

South Central Library System News

Martha Van Pelt began her tenure as SCLS Director on September 1.

Library Board President Andrew Taylor, Trustee Mary O'Connor, Interim Director Plumb and Youth Services Coordinator Karen Wendt attended the SCLS Celebration in Wisconsin Dells on September 21, where Taylor and Plumb accepted the SCLS Library of the Year award.

ACTION ITEMS

1. Approve 2011 Budget Proposals for submission to the City.

**DEPARTMENT
PROGRAM BUDGET
ACCOUNT 2011**

**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, services and staffing at current levels*

We recognize the difficult economic climate facing the City, and seek to maintain our current levels of service for 2011. 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.

There are minimum staffing requirements for each hour open, and outreach, programming and collection development take preparation time. Staff turnover has been reduced in 2009 and gains in staff competencies through cross training and on-going courses and conferences are sourcing innovation, efficiencies and responsive library 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 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

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

The materials collection was improved dramatically due to the great boost of funds from the 2008 through 2010 Capital Budgets. We were able to fill large holes in our collection and remove out of date materials. We were also fortunate in 2009 and 2010 to receive a large grant from the Madison Community Foundation for Health & Wellness materials, plus an associated grant from Susan G Komen for the Cure for additional cancer resources.

While we anticipate adding fewer materials in 2011 due to decreased funds, we believe that patrons will not see the quality of our collections diminish. Additionally, the Library will work towards making digital materials more broadly available and easier to access.

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 will paint the interior of the Library in 2011 with Capital funds, greatly warming the feel of the building. We will invest in new signage to make navigating the building easier. Finally, we are working on training Library staff to be ever more vigilant and assertive in handling patron behavioral problems to make the Library a more enjoyable experience for all.

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 2011, 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 Foundation. We will continue to seek new partners that will enable us to broaden our offerings. We also need to continue to enhance the marketing and outreach activities of the library.

DEPARTMENT 2011 GOALS TO MEET CHALLENGES AND OPPORTUNITIES:

2011 Goal	Method for Measuring Success
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.	Receive a 2011 grant from Komen Foundation. Determine number of items purchased with Endowment funds.
Support a digital 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.	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. We will increase staff training on 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, leaning 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. We will see energy reductions in lighting.
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.
Manage a smooth transfer from the classic Dynix library automation product to an open source product called KOHA with staff trained and ready to assist patrons.	Transition to new product in January 2011 will result in improved customer satisfaction with the online catalog.
The new 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 3 to 5 years.

SIGNIFICANT PROGRAM CHANGES:

Due to the Library Director vacancy, we are unclear what significant program changes are in store for 2011.

We will seek to improve 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 2010:

- *We received statewide recognition for our unique services and collections, including the Wisconsin Library Association's "Library of the Year" Award*

The Library's increased success over the previous several years were recognized by our peers, resulting in two prestigious Library of the Year Awards, from the WLA and South Central Library System. Additionally, some of our unique programs, such as Booked for a Day, Book a Librarian, and health collection initiatives have been featured in library-world online seminars and, notably, Wisconsin Public Radio. We hope to build on this success and leverage our increasingly high reputation into further opportunities.

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

In an extremely difficult economic climate, the Library Foundation raised \$103,000 as part of the Booked For Life/Booked for a Day library endowment drive, matched with an additional \$50,000 by the Madison Community Foundation. This success speaks to the level of community support in Monona for its library. We were also recipients of additional grants from the Madison Community Foundation, Susan G. Komen for the Cure, and American Library Association for additional funds for collections and programming.

We continued to expand our presence on the web and social media to further promote library programming and collections. We will feature a new, easier-to-use website in Fall 2010.

The Library is increasingly used via Facebook and Twitter, in an effort to convey library happenings to users in the fastest way possible. We have also redeveloped our website to make access to Library information and the catalog easier for our patrons.

- *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.*

2010 saw the introduction of the Susan G. Komen Collection, the doubling-in-size of the Health & Wellness Collection, and significant increases in materials to the Sustainability Collection and Parenting 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.*

With funds from the 2009 Monona Pie Party, the Library now offers three early literacy terminals for children and their caregivers. We have invested in laptops for in-house patron use. We are exploring options with the Madison Public Library and South central Library System to offer increased access to digital materials, such as ebooks and downloadable audiobooks.

- *We have increased circulation of Teen materials and use of the facility by preteens and teens. Our Teen Advisory Board was recognized by the City of Monona for their efforts.*

Teens themselves put on the 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, and plan to do it again this coming December. They also put on a Dr. Seuss Read-a-thon in the Spring. They designed a way to decoratively paint their area and helped move the space around to facilitate safer use of the equipment and technology.

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

We added LED lighting in the Children's room and in the staff area, and improved the lighting at the circulation desk. Replacing many of our existing light fixtures with LED lights will significantly reduce energy usage over time. We anticipate the replacement of our troublesome HVAC unit with a new unit courtesy of the Community Energy Bloc grant secured by City Administrator Pat Marsh. This project should also significantly reduce maintenance costs (repairs to the HVAC have cost over \$19,000 since 2007). We utilized a strong corps of volunteers to maintain and improve the gardens. We added a rain barrel, rain bench, and rain garden to reduce water runoff. We used a minimal amount of funds, some of which were provided by grants.

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

Ideally, we would add staff to keep up with the tremendous increase in library usage. However, we know that this is not feasible. Instead, 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 2010:

1. We have made progress with facility maintenance, but many problem areas remain and upkeep costs are still a drain on other library areas requiring better funding.
2. Due to Director's death, an updated Strategic Planning process was not undertaken.
3. We have not utilized self-service checkout to its fullest extent.
4. We have not spent an adequate amount of time or attention on local history.

LIBRARY 2011
ACCOUNT JUSTIFICATION

REVENUES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
202-46-41110-000 GENERAL PROPERTY TAXES	\$ 424,376	Maintain City Appropriation at same level as 2009-10 budgets.
202-46-43570-000 LSCA/LSTA GRANT	\$ -0-	No anticipation of grant money from LSCA/LSTA
202-46-43720-000 COUNTY AID FOR LIBRARIES	\$ 196,831	Estimated Dane County aid for operations based on projections provided by Dane County
202-46-43730-000 COUNTY AID FOR LIBRARY FACILITIES	\$ 29,328	Estimated Dane County aid for facilities-use reimbursement
202-46-46110-000 COPIER RECIEPTS	\$ 3,000	Slightly higher than 2010 due to increased color printing
202-46-46710-00 FINES	\$ 24,000	Based on record high circulation levels at current fine structure and maintaining collection agency services.
202-46-46720-000 BOOK AND AV RENTALS	\$ -0-	No longer charge rent for demand items.
202-46-46730-000 ROOM RENTALS	\$ 2,300	Based on anticipated 2010 receipts, which proved higher years.
202-46-48900-000 OTHER REVENUES	\$ 1,100	South Central Library System "Net Lender" payment, for serving non-resident circulation and other revenue.
202-46-48900-100 VENDING MACHINES	\$ 3,800	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	\$30,700	To meet goals for 2011 and utilize, in a manner, the saved funds from previous years.

EXPENDITURES

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
202-55-55110-110 UNION STAFF SALARIES	\$88,812	Reflects Union contract-mandated increases and the shift of one FT Union employee to a Professional Position.
202-55-55110-111 PROFESSIONAL SALARIES	\$178,126	Director, Assistant Director, and two Librarians, based on Board-approved salary schedule. Includes change of one FT Union position to a professional position .

(EXPENDITURES CONT).

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
202-55-55110-112 SHIFT DIFFERENTIAL	\$ 600	Evening staff pay differential
02-55-55110-117 LONGEVITY PAY	\$ 500	Based upon 2010 budget.
202-55-55110-119 WAGES PART-TIME	\$99,894	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	\$28,147	Increases due to salary increases
202-55-55110-131 WISCONSIN RETIREMENT	\$31,092	Increase based on eligible salaries
202-55-55110-132 LIFE AND DISABILITY INSURANCE	\$ 375	Based on staff participation
202-55-55110-133 HEALTH INSURANCE	\$66,118	Estimate based on staff participation. Please note that 2010's Fund Balance Applied was for one staff member's health insurance.
202-55-55110-134 PROFESSIONAL DEVELOPMENT	\$ 500	Knowledge workers need on-going training to meet community expectations.
202-55-55110-220 GAS AND ELECTRIC UTILITIES	\$ 40,850	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	\$ 1,200	Based on actual costs experienced in 2010
202-55-55110-222 WATER AND SEWER UTILITIES	\$ 3,600	Projected 25% increase in 2011
202-55-55110-240 SERVICE CONTRACTS	\$ 38,000	Cleaning, HVAC, Elevator, Fire suppression, Windows, and landscape. We have cancelled two service contracts regarding outdated equipment
202-55-55110-241 AUTO SHARED COST SYSTEM	\$41,500	Cost set by shared automation agreement with SCLS
202-55-55110-310 OFFICE SUPPLIES	\$7,500	Processing of new materials as well as traditional office expenses paid out of this line.
202-55-55110-312 POSTAGE	\$477	Reflects decreased 2010 expenses

(EXPENDITURES CONT.)

<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
202-55-55110-340 JANITORIAL SUPPLIES	\$ 2,000	Necessary for building maintenance & cleaning.
202-55-55110-340 CHILDREN'S/YA SERVICES	\$ 2,250	Used for story times, program supplies, and performers.
202-55-55110-3505 EQUIPMENT MAINT/REPAIR	\$8,250	Based on expenses in 2010 and anticipated repair of equipment
202-55-55110-351 BUILDING MAINTENANCE AND REPAIR	\$8,250	Half the building is over 40 years old. Plumbing, lighting and hardware problems frequently occur. We do anticipate fewer problems due to new grant
202-55-55110-390 OTHER SUPPLIES/EXPENSES	\$ 300	Slightly lower than 2010
202-55-55110-700 SOUTH CENTRAL LIBRARY SYSTEM	\$ 975	Charges for printing and other items.
202-55-55110-809 PERIODICAL, PAMPHLETS	\$ 3,400	Significantly reduced from 2010.
202-55-55110-810 AV & SOFTWARE	\$ 15,250	All DVD's, Books on CD, Playaways and gaming software for all age levels. Reduced from 2010
202-55-55110-811 ADULT BOOKS	\$ 15,250	Slightly lower than in 2010
202-55-55110-812 CHILDREN'S BOOKS	\$ 9,000	Slightly lower than in 2010
202-55-55110-813 YOUNG ADULT BOOKS	\$ 2,000	Reduced from 2010.
202-55-55110-814 LARGE PRINT BOOKS	\$ 2,000	For senior population & others. Reduced from 2010.
202-55-55110-815 REFERENCE BOOKS	\$ 200	Sharp decrease reflecting lack of demand and online resources becoming predominant as reference tool
202-55-55110-817 ELECTRONIC INFO SOURCES	\$ 1,000	Online subscriptions and services. Online tutoring service, Tutor.com, would be cancelled when current subscription expires.
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	\$-0-	N/A
202-55-59210-212 CITY ACCOUNTING/AUDIT SERVICES	\$ 4,500	No change
202-55-5921-510 INSURANCE	\$ 11,000	No change

	2007		2008		2009		TO DATE 6/30/2010	YEAR END ESTIMATED	2010 BUDGET	2011		2011 COMMITTEE BUDGET
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	DEPARTMENT BUDGET	DEPARTMENT BUDGET				DEPARTMENT BUDGET	DEPARTMENT BUDGET	
LIBRARY												
REVENUES												
202-46-41110-000	GENERAL PROPERTY TAXES	375,432	399,100	415,096	424,357	424,357	424,357	424,357	424,357	432,844	432,844	
202-46-43570-000	LSCA/LSTA GRANT	2,000	-	-	-	-	-	-	-	-	-	
202-46-43720-000	COUNTY AID FOR LIBRARIES OPERATIONS	151,580	161,247	165,406	215,134	194,599	188,129	196,831	196,831	196,831		
202-46-43730-000	COUNTY AID FOR LIBRARIES FACILITIES	33,779	32,831	30,692	-	35,859	29,501	29,328	29,328	29,328		
202-46-46110-000	COPIER RECEIPTS	2,725	2,347	2,425	1,404	2,300	2,400	3,000	3,000	3,000		
202-46-46710-000	FINES	23,316	21,633	24,112	13,047	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	2,300	1,900	2,300	2,300	2,300		
202-46-48900-000	OTHER REVENUES	1,809	1,587	1,647	543	1,300	1,100	1,100	1,100	1,100		
202-46-48900-100	VENDING MACHINE	-	-	-	2,125	3,100	3,800	3,800	3,800	3,800		
202-49-49210-000	TRANSFER FROM GENERAL FUND	-	5,439	-	-	-	-	-	-	-		
202-46-49300-000	FUND BALANCES APPLIED	-	-	-	-	-	19,000	30,700	30,700	30,700		
		592,925	625,596	641,003	657,824	685,815	694,187	702,685	711,172	715,416	723,903	

EXPENDITURES														
202-55-55110-110	PERMANENT LIBRARY UNION SALARIES	203,868	97,169	108,855	57,630	115,000	115,500	84,322	86,441	88,812	88,812	88,812	88,812	88,812
202-55-55110-111	MANAGEMENT SALARIES	-	133,743	144,656	74,906	120,000	149,218	176,457	178,126	178,126	178,126	178,126	178,126	178,126
202-55-55110-112	SHIFT DIFFERENTIAL	378	452	406	233	350	700	500	600	600	600	600	600	600
202-55-55110-117	LONGEVITY PAY	504	322	350	-	-	500	500	500	500	500	500	500	500
202-55-55110-119	WAGES, PART TIME	73,364	71,073	79,693	42,501	84,000	84,494	97,720	99,894	99,894	99,894	99,894	99,894	99,894
202-55-55110-120	OVERTIME	67	182	35	-	-	-	-	-	-	-	-	-	-
202-55-55110-130	FICA	21,110	23,490	25,966	13,486	22,000	26,807	27,502	27,965	28,147	28,147	28,147	28,147	28,147
202-55-55110-131	WISCONSIN RETIREMENT	21,534	22,853	25,061	13,670	29,000	29,250	30,366	30,817	31,092	31,092	31,092	31,092	31,092
202-55-55110-132	LIFE & DISABILITY INSURANCE	335	298	256	130	375	375	375	375	375	375	375	375	375
202-55-55110-133	HEALTH INSURANCE	41,085	39,373	41,952	21,779	43,466	43,466	66,118	66,118	66,118	66,118	66,118	66,118	66,118
202-55-55110-134	PROFESSIONAL DEVELOPMENT	1,833	1,722	1,842	1,295	2,000	2,000	500	500	500	500	500	500	500
202-55-55110-220	GAS & ELECTRIC UTILITIES	39,305	36,325	33,765	14,729	39,000	39,000	40,950	40,950	40,950	40,950	40,950	40,950	40,950
202-55-55110-221	TELEPHONE/INTERNET	884	775	910	620	1,200	800	1,200	1,200	1,200	1,200	1,200	1,200	1,200
202-55-55110-222	WATER & SEWER UTILITIES	2,291	2,445	2,398	1,165	3,000	3,000	3,600	3,600	3,600	3,600	3,600	3,600	3,600
202-55-55110-240	SERVICE CONTRACTS	32,505	40,188	42,344	16,285	40,000	44,000	38,000	38,000	38,000	38,000	38,000	38,000	38,000
202-55-55110-241	AUTO CIRCULATION SYSTEM RENTAL	40,923	40,967	39,624	40,361	40,361	41,000	41,500	41,500	41,500	41,500	41,500	41,500	41,500
202-55-55110-310	OFFICE SUPPLIES	9,543	6,785	9,848	2,468	6,500	8,500	7,000	7,500	7,500	7,500	7,500	7,500	7,500
202-55-55110-312	POSTAGE	748	2,604	1,202	29	800	2,500	500	500	477	477	500	500	500
202-55-55110-321	PUBLIC NOTICES	126	-	83	-	-	200	100	100	100	100	100	100	200
202-55-55110-340	JANITORIAL SUPPLIES	924	1,850	2,230	121	1,800	2,000	1,800	2,000	2,000	2,000	2,000	2,000	2,000
202-55-55110-341	CHILDREN'S/YOUNG ADULT SERVICES	2,307	1,236	1,716	512	2,500	2,500	1,750	2,250	2,250	2,250	2,250	2,250	2,500
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	3,848	8,401	9,353	1,405	8,500	8,500	7,905	8,000	8,250	8,250	8,500	8,500	8,500
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	22,806	11,284	4,983	4,720	12,000	8,500	7,845	7,860	8,250	8,250	8,500	8,500	8,500
202-55-55110-390	OTHER SUPPLIES & EXPENSE	431	2,860	204	200	400	400	300	300	300	300	300	300	400
202-55-55110-700	SOUTH CENTRAL LIBRARIES	741	(841)	-	(223)	975	975	975	975	975	975	975	975	975
202-55-55110-702	LSTA GRANT	46	1,111	29	-	-	-	-	-	-	-	-	-	-
202-55-55110-809	PERIODICAL, PAMPHLETS	-	4,938	5,206	2,069	6,500	5,500	3,000	3,200	3,400	3,400	3,800	3,800	3,800
202-55-55110-810	PERIODICAL, PAMPHLETS & AV SOFTWARE	23,010	22,404	22,275	5,085	18,500	18,500	15,200	15,200	15,250	15,250	16,500	16,500	16,200
202-55-55110-811	ADULT BOOKS	17,920	15,083	15,614	8,969	17,000	17,000	15,100	15,200	15,250	15,250	16,200	16,200	16,200
202-55-55110-812	CHILDREN'S BOOKS	7,319	9,422	10,786	3,688	10,500	10,500	8,900	9,000	9,000	9,000	10,500	10,500	10,500
202-55-55110-813	YOUNG ADULT BOOKS	2,437	2,057	2,057	958	2,500	2,500	1,800	2,000	2,000	2,000	2,400	2,400	2,400
202-55-55110-814	LARGE PRINT BOOKS	2,677	3,309	2,897	1,296	2,577	2,577	1,900	2,000	2,000	2,000	2,000	2,000	2,000
202-55-55110-815	REFERENCE BOOKS	3,064	2,059	1,682	-	1,600	1,600	200	200	200	200	250	250	250
202-55-55110-817	ELECTRONIC INFO SOURCES	1,293	2,007	4,586	990	4,025	4,025	1,000	1,000	1,000	1,000	3,000	3,000	3,000
202-55-55110-818	BOOK LEASE PROGRAM	-	-	-	-	-	-	-	-	-	-	-	-	-
202-55-55110-850	FUTURE LIBRARIES FACILITIES	-	-	-	-	-	-	-	-	-	-	-	-	-
202-55-57610-850	LOCAL HISTORY ACCESS EQUIP	-	-	-	-	-	-	-	-	-	-	-	-	-
202-55-57610-851	TECHNOLOGY ENHANCEMENTS	-	-	-	-	-	-	-	-	-	-	-	-	-
202-55-57610-851	TECHNOLOGY ENHANCEMENTS	-	-	-	-	-	-	-	-	-	-	-	-	-
202-55-57610-819	VENDING MACHINE EXPENSE	3,025	2,844	2,270	1,175	2,400	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300
202-55-57610-852	EXTERIOR REPAIRS	-	-	-	-	-	-	-	-	-	-	-	-	-
202-55-59210-100	TRANSFER TO GENERAL FUND	-	-	-	-	-	-	-	-	-	-	-	-	-
202-55-59210-212	CITY ACCOUNTING & AUDIT SERVICES	4,500	4,500	4,500	-	-	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500
202-55-59210-510	INSURANCE	11,000	11,000	11,000	-	-	11,000	11,000	11,000	11,000	11,000	11,000	11,000	11,000
TOTAL		597,751	626,070	660,634	332,242	638,829	694,187	702,685	711,672	715,416	723,903	723,903	723,903	723,903

CURRENT YEAR	452,310
NON-PERSONNEL	241,877
TOTAL	694,187

PROPOSED	484,360	2%	DIFFERENCE	6.62%
PROPOSED	218,325	0%	DIFFERENCE	-10.79%
TOTAL	702,685		DIFFERENCE	1.21%

PROPOSED	494,164	0%	DIFFERENCE	9.25%
PROPOSED	221,252	0%	DIFFERENCE	-8.53%
TOTAL	715,416		DIFFERENCE	3.06%



CONGRESS OF THE UNITED STATES
HOUSE OF REPRESENTATIVES
WASHINGTON, D.C. 20515

TAMMY BALDWIN
2ND DISTRICT, WISCONSIN

August 16, 2010

Mr. Erick Plumb
Library Director
Monona Public Library
1000 Nichols Rd
Monona, Wisconsin 53716

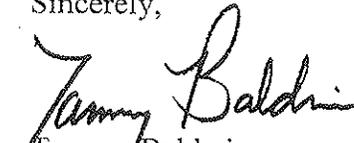
Dear Mr. Plumb:

I am writing to extend my congratulations to the Monona Public Library on receiving the Library of the Year award for 2010 from the Wisconsin Library Association! I admire your organization's dedication to the people of our community.

It is wonderful to see the Monona Public Library's commitment and perseverance recognized in such a way. Thank you for the work you have all done to make our community a better place.

Again, congratulations and best wishes.

Sincerely,


Tammy Baldwin
Member of Congress

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City of Monona
LIBRARY DIRECTOR

Job Description (Reorganized 2010 Committee Version)

The City of Monona, Wisconsin, a community of 8,000 on Lake Monona in the Greater Madison area, seeks a Director responsible for all aspects of library administration. Recently named the 2010 Library of the Year by the Wisconsin Library Association, the library board, staff, and volunteers seek a partner in providing a treasured place for our community and its citizens. We believe that a core set of principles is essential to that goal:

- **Service**
Our goal is engaged, personable, and proactive service that makes every patron feel welcome, respected, served, and eager to return.
- **Programming**
We strive to provide an engaging mix of programs that bring entertainment and insight to a diverse range of children, families, and adults.
- **Collections**
We secure public access to a world of human discovery through a fresh and dynamic resident collection and a growing network of global resources.
- **Community Space**
We take pride in providing a safe, clean, and welcoming facility for library patrons and community users.
- **Accountability**
We respect the public trust through effective financial management, responsive leadership, and efficient operations.

Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position.

GENERAL STATEMENT OF DUTIES:

Under the general direction of the Library Board, and supervision of the City Administrator, works with the Library Board and staff to plan and carry out a comprehensive program of library services for area residents. Responsible for the administration and operation of the library, and the supervision of library staff.

DUTIES/RESPONSIBILITIES

The following duties are standard for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

1. Management & Supervision
 - a. Hires, recommends for promotion, disciplines, and dismisses library staff as directed by the Library Board and in accordance with collective bargaining agreements. Solicits and trains, or has other staff train, library volunteers in performing routine library tasks.
 - b. Supervises library staff and delegates responsibilities to appropriate staff as needed.
 - c. Trains staff members in conducting basic reference interviews and in

providing good reference service. Encourages staff to develop a thorough knowledge of the library's collection and of other area and online information resources.

- d. Ensures that staff understands the service-oriented nature of public library work and the critical need to maintain positive relationships and attitudes with patrons.
- e. Ensures that all library staff members are evaluated at least once per calendar year and encourages staff members to improve their job performance. Periodically reports the status of evaluations, including staff-related problems/issues to the Library Board.

2. Systems and Financial Controls

- a. Oversees the library's computers, integrated system and LAN.
- b. Oversees the maintenance of all necessary library statistical and financial records.
- c. Prepares a budget that will enable the library to meet its objectives and goals. Periodically reviews the budget and recommends to the Library Board any changes needed to better meet the library's objectives and goals.
- d. In cooperation with the Public Works Department and the City Engineer, ensures proper maintenance and repair of the library building and its contents. Ensures a safe and orderly environment for staff and patrons.
- e. In cooperation with the City Cable Coordinator, jointly manages the use of the Community Media Room.
- f. Ensures that the library provides a welcoming environment.

3. Governance and Community Engagement

- a. Prepares agendas and necessary informational materials regarding library operations and issues for the Library Board. Attends Library Board meetings and arranges for minutes to be taken.
- b. Prepares reports on the library's progress, activities, and needs, in consultation with the Library Board, for the Mayor, City Administrator, and City Council.
- c. Represents the library in contract negotiations with any unions authorized to represent library employees. Keeps the Library Board informed throughout the bargaining process.
- d. Assists the Library Board in developing both long-term and annual goals and objectives for the library.
- e. Exercises leadership in the development and improvement of library services in the community, area library system, county, and state.
- f. Continues professional development by attending library workshops, conferences, and seminars, and by reading professional literature.
- g. Publicizes library services and programs through web-based media, local newspapers, cable TV, brochures, bibliographies, and displays.
- h. Serves as or designates a liaison between the Library and the City Administrator, other city departments, the Friends group, and the

Foundation to ensure effective service and cooperation. Ensures that a liaison exists between the library and the schools and community organizations.

- i. Continually evaluates the informational, recreational, cultural, and educational needs of the community, and in cooperation with the Library Board and staff, plans, develops, and administers library policies and programs to meet those needs.
4. Collection Development and Stewardship
 - a. Oversees the selection of library materials to meet the informational, recreational, cultural, and educational needs of all patrons.
 - b. Supervises the classification, organization, and maintenance of materials in the collection, including weeding of materials as necessary. Ensures that patrons can conveniently find items and information they need.
 - c. Is knowledgeable of and uses the information resources available from other libraries, the library system, and other sources in the community, county, and state.
 - d. Recommends library materials or information resources suited to the needs and interests of patrons. Encourages staff to develop skills in readers' advisory work.

KNOWLEDGE AND ABILITIES:

1. Knowledge of library and information science, techniques, systems, and procedures.
2. Knowledge of modern methods of library organization and administration.
3. Knowledge of current library technologies and emerging trends.
4. Ability to supervise and motivate others; the ability to evaluate the work of others and to delegate responsibility.
5. Ability to establish and maintain effective working relationships with department heads, employees, city administrative and elected officials, and the public.
6. Excellent oral and written skills; the ability to prepare clear and detailed reports.
7. Knowledge of library materials and the ability to acquire an extensive knowledge of the local library collection.
8. Knowledge of the community or the ability to acquire such knowledge; the ability to evaluate community needs and develop library services and programs to meet those needs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate, handle, or feel; to talk, and to hear. The employee frequently is required to sit. The employee is frequently required to stand, walk, reach with hands and arms,

stoop, and crouch. The employee is occasionally required to kneel, climb, or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

QUALIFICATIONS:

1. Masters degree in library science from an institution accredited by the American Library Association.
2. Minimum of 5 years of progressively responsible library experience, including experience in an administrative position.
3. Eligibility for or possession of Grade 1 Library Certification from the State of Wisconsin.

(8/16/10)