

AGENDA
Monona Public Library Board
Library Conference Room
Wednesday, February 17, 2010
7 p.m.

- I. Call to Order**
- II. Public Appearances**
- III. Consent Agenda**
 - a. Minutes of January 19, 2010 meeting
 - b. Financial Report for January 2010
 - c. Monthly bills for January 1 – February 9, 2010
- IV. Information Items and Library Administration Report**
- V. Closed Session**

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. Statement Concerning Public Library System Effectiveness
 - b. Draft of Annual Report to the State
- VIII. Announcements**
- IX. Adjournment**

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

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

DRAFT Minutes
Monona Library Board
Library Forum Room
January 19, 2010

Present: Andrew Taylor (arrived at 6:45), Mary O'Connor, Jim Busse, Edward Van Gemert, Val Edwards, Ben Redding, Melissa Zietz (arrived at 7:00).

Also Present: Demita Gerber, Erick Plumb, Sally Buffat

Public Appearances: Karen Wendt

Board Vice President Van Gemert called the meeting to order at 6:36 p.m.

Karen Wendt, the Library's Children's Services Coordinator, wanted to update the Board on the current strategies to expand its early literacy efforts. In October, the Children's Library early literacy program was the beneficiary of the Community Pie Party fundraiser. Patrons are enthused about the additional early literacy terminal added with Pie Party funds. Other new items have been ordered and will soon add to the options for children's pre-reading exploration. Wendt also highlighted the continuing success of the Library's storytimes. Director Gerber reiterated the need to emphasize the educational aspects of the library's youth programs, and that some libraries have seen greater response by calling storytimes "early literacy times." Wendt said that many of her programs are designed for parents, to teach them skills to boost their children's literacy. The Board complimented Wendt and the Youth Services Department for their continued success.

President Taylor arrived at 6:45 and presided over the rest of the meeting.

Director Gerber gave the Board an update of the status of the Library's Capital Budget requests. The City Council made no amendments that would cut the Library's requests. In addition, an amendment was proposed to buy a defibrillator for the Library as well as other City buildings.

Alderman Busse expressed his concern over steady increases in the City's capital expenses. One new item in the 2011 capital budget for the Library was originally challenged but Busse withdrew that amendment because he realized that a paint job would last for 10 years. Gerber and the staff will be exploring using dumb terminals hooked up to a server as a possible way of reducing capital budget costs for public and staff PC's.

Trustee O'Connor updated the Board on the *Booked for Life* project and reported that the Foundation has now raised almost \$93,000 and the timeframe for the match from Madison Community Foundation has been extended to March 31, making the goal of raising \$100,000 within grasp. Director Gerber learned at a recent Dane County Library Director's meeting that Waunakee Library is at currently \$80,000. We do not know how much the Sequoya Branch of Madison Public has raised so far.

President Taylor asked if the Board has gotten matching funds from Madison Community Foundation or do we need to ask for it. Director Gerber said she would check into this.

There was general discussion and praise for the Harry Potter Fest which took place under Toni Streckert's direction on December 29th & 30th. Trustee O'Connor suggested that we nominate the Teen Advisory Board for a Mayor's Award for the extraordinary level of volunteerism expressed in the design of Teen Programs and their space in the library.

Director Gerber reported a 9.5% increase in circulation for 2009 with just a slight increase in the December 2009 circulation compared to December 2008.

We offered 15% fewer Children's programs and had 20% less attendance in 2009. We have been looking at the number of programs offered and the average number attending. We also have significantly more materials to identify and purchase because of the \$20,000 capital fund for materials. And at the same time, we saw a 25% increase in teen program attendance, and an increase in adult attendance at programs as well.

Gerber stated that Toni Streckert will also be doing adult activities as well as youth zone activities.

Gerber corrected \$7,553 for equipment maintenance. She stated the importance of noting the changes in health insurance, which may or may not be needed.

In light of full funding from the County, recommended changes to the operating budget were discussed. Alderman Busse asked about the reserve fund. Director Gerber said the library's reserve was at about \$70,000. Busse thought that having a reserve fund is a good safety net. Gerber suggested keeping at least 8-10% in the reserve fund. Gerber noted that the library under-estimates building maintenance on a regular basis. And the library's security cameras will eventually need to be replaced.

Trustee Edwards asked about salary negotiations. She inquired into what happens if the union employees' contract expires. Trustee O'Connor stated that union employees usually operate under the previous contract until there is a new contract. General discussion about the city picking up a differential in health insurance costs. Trustee O'Connor noted that in the past the city has covered that cost.

ACTION ITEMS

- A. Redding moved, Busse seconded to approve the Consent Agenda. Motion passed.
- B. Van Gemert moved, Redding seconded to approve the Dane County Library Contract for 2010. Motion passed unanimously.
- C. Van Gemert moved to adopt the proposed changes to the 2010 Operating budget to include full funding from Dane County Library's reimbursement formula in 2010. Motion carried unanimously.

The Board was reminded about the upcoming Staff/Board breakfast scheduled for January 29 from 8 to 9 am and Library Legislative Day scheduled for February 16.

Van Gemert moved to adjourn Redding seconded. Motion carried and the meeting ended at 7:34 pm.

The next regular meeting of the Monona Library Board will be held at 7 p.m. on Wednesday, February 17, 2010, in the Board Room of the Monona Library Building.

Recorder: Sally buffat

Approved: _____ date

5

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 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 | 104.29 | 2,629.59 | 2,300.00 | 329.59 | 114.33 |
| 202-46-46710-000 FINES | 1,671.93 | 23,826.49 | 22,000.00 | 1,826.49 | 108.30 |
| 202-46-46730-000 ROOM RENTALS | .00 | 1,136.77 | 1,300.00 | (163.23) | 87.44 |
| 202-46-48900-000 OTHER REVENUES | .00 | 570.00 | 1,500.00 | (930.00) | 38.00 |
| 202-46-48900-100 VENDING MACHINE | 350.25 | 3,887.63 | 3,500.00 | 387.63 | 111.08 |
| 202-46-49300-000 FUND BALANCES APPLIED | .00 | .00 | 25,000.00 | (25,000.00) | .00 |
| TOTAL PUBLIC CHARGES FOR SERVICE | 2,126.47 | 671,541.48 | 671,862.00 | (320.52) | 99.95 |
| TOTAL FUND REVENUE | 2,126.47 | 671,541.48 | 671,862.00 | (320.52) | 99.95 |

6

CITY OF MONONA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2009

LIBRARY FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|-----------------------------------|------------------|-------------------|-------------------|------------------|----------------|
| <u>LIBRARY EXPENDITURES</u> | | | | | |
| 202-55-55110-110 | 9,161.44 | 108,276.01 | 111,879.00 | 3,602.99 | 96.78 |
| 202-55-55110-111 | 12,102.60 | 144,656.14 | 142,190.00 | (2,466.14) | 101.73 |
| 202-55-55110-112 | 40.63 | 400.41 | 700.00 | 299.59 | 57.20 |
| 202-55-55110-117 | .00 | 350.10 | 500.00 | 149.90 | 70.02 |
| 202-55-55110-119 | 6,904.46 | 79,880.35 | 73,091.00 | (6,789.35) | 109.29 |
| 202-55-55110-120 | .00 | 80.54 | .00 | (80.54) | .00 |
| 202-55-55110-130 | 2,174.30 | 25,938.64 | 25,120.00 | (818.64) | 103.26 |
| 202-55-55110-131 | 2,100.72 | 24,999.83 | 26,423.00 | 1,423.17 | 94.61 |
| 202-55-55110-132 | 21.66 | 255.60 | 375.00 | 119.40 | 68.16 |
| 202-55-55110-133 | 5,330.19 | 41,952.16 | 51,655.00 | 9,702.84 | 81.22 |
| 202-55-55110-134 | (125.00) | 1,841.70 | 2,000.00 | 158.30 | 92.09 |
| 202-55-55110-220 | 5,355.04 | 33,764.64 | 45,000.00 | 11,235.36 | 75.03 |
| 202-55-55110-221 | 156.69 | 909.89 | 800.00 | (109.89) | 113.74 |
| 202-55-55110-222 | 577.69 | 2,397.66 | 2,400.00 | 2.34 | 99.90 |
| 202-55-55110-240 | 4,699.78 | 42,344.27 | 44,060.00 | 1,715.73 | 96.11 |
| 202-55-55110-241 | 68.00 | 39,624.44 | 40,141.00 | 516.56 | 98.71 |
| 202-55-55110-310 | 1,415.57 | 9,848.14 | 9,000.00 | (848.14) | 109.42 |
| 202-55-55110-312 | .00 | 1,202.24 | 3,600.00 | 2,397.76 | 33.40 |
| 202-55-55110-321 | 82.80 | 82.80 | 200.00 | 117.20 | 41.40 |
| 202-55-55110-340 | 210.13 | 2,229.80 | 2,000.00 | (229.80) | 111.49 |
| 202-55-55110-341 | 354.73 | 1,715.87 | 2,500.00 | 784.13 | 68.63 |
| 202-55-55110-344 | (1.12) | 59.38 | .00 | (59.38) | .00 |
| 202-55-55110-350 | 286.00 | 9,352.99 | 4,775.00 | (4,577.99) | 195.87 |
| 202-55-55110-351 | 537.20 | 4,982.86 | 7,375.00 | 2,392.14 | 67.56 |
| 202-55-55110-390 | 32.98 | 203.69 | 419.00 | 215.31 | 48.61 |
| 202-55-55110-700 | .00 | .00 | 975.00 | 975.00 | .00 |
| 202-55-55110-702 | .00 | 28.91 | .00 | (28.91) | .00 |
| 202-55-55110-809 | 232.35 | 5,205.88 | 4,500.00 | (705.88) | 115.69 |
| 202-55-55110-810 | 3,949.42 | 22,274.93 | 16,084.00 | (6,190.93) | 138.49 |
| 202-55-55110-811 | 2,452.77 | 15,614.49 | 17,000.00 | 1,385.51 | 91.85 |
| 202-55-55110-812 | 737.18 | 10,785.91 | 10,000.00 | (785.91) | 107.86 |
| 202-55-55110-813 | 23.24 | 2,056.86 | 2,000.00 | (56.86) | 102.84 |
| 202-55-55110-814 | 431.25 | 2,897.34 | 2,300.00 | (597.34) | 125.97 |
| 202-55-55110-815 | 59.95 | 1,681.82 | 2,000.00 | 318.18 | 84.09 |
| 202-55-55110-817 | .00 | 4,586.00 | 3,000.00 | (1,586.00) | 152.87 |
| 202-55-55110-819 | 167.45 | 2,269.73 | 2,300.00 | 30.27 | 98.68 |
| TOTAL LIBRARY EXPENDITURES | 59,540.10 | 644,752.02 | 656,362.00 | 11,609.98 | 98.23 |
| <u>TRANSFERS</u> | | | | | |
| 202-55-59210-212 | .00 | .00 | 4,500.00 | 4,500.00 | .00 |
| 202-55-59210-510 | .00 | .00 | 11,000.00 | 11,000.00 | .00 |
| TOTAL TRANSFERS | .00 | .00 | 15,500.00 | 15,500.00 | .00 |
| TOTAL FUND EXPENDITURES | 59,540.10 | 644,752.02 | 671,862.00 | 27,109.98 | 95.96 |

7

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2009

LIBRARY FUND

| PERIOD | | BUDGET | | % OF |
|--------------------------------|---------------|-----------|----------|-----------|
| PERIOD | YTD ACTUAL | AMOUNT | VARIANCE | BUDGET |
| NET REVENUES OVER EXPENDITURES | (57,413.63) | 26,789.46 | .00 | 26,789.46 |
| | | .00 | | .00 |

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 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 | .00 | 424,357.00 | (424,357.00) | .00 |
| 202-46-43720-000 COUNTY AID FOR LIBRARIES | .00 | .00 | 188,129.00 | (188,129.00) | .00 |
| 202-46-43730-000 COUNTY AID LIBRARY FACILITIES | .00 | .00 | 29,501.00 | (29,501.00) | .00 |
| 202-46-46110-000 COPIER RECEIPTS | 156.15 | 453.90 | 2,400.00 | (1,946.10) | 18.91 |
| 202-46-46710-000 FINES | 827.10 | 2,456.75 | 24,000.00 | (21,543.25) | 10.24 |
| 202-46-46730-000 ROOM RENTALS | 16.54 | 730.02 | 1,900.00 | (1,169.98) | 38.42 |
| 202-46-48900-000 OTHER REVENUES | .00 | .00 | 1,100.00 | (1,100.00) | .00 |
| 202-46-48900-100 VENDING MACHINE | 148.90 | 289.90 | 3,800.00 | (3,510.10) | 7.63 |
| 202-46-49300-000 FUND BALANCES APPLIED | .00 | .00 | 19,000.00 | (19,000.00) | .00 |
| TOTAL PUBLIC CHARGES FOR SERVICE | 1,148.69 | 3,930.57 | 694,187.00 | (690,256.43) | .57 |
| TOTAL FUND REVENUE | 1,148.69 | 3,930.57 | 694,187.00 | (690,256.43) | .57 |

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2010

LIBRARY FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET | |
|-----------------------------|-----------------------------------|-----------------|------------------|-------------------|-------------------|-------------|
| <u>LIBRARY EXPENDITURES</u> | | | | | | |
| 202-55-55110-110 | UNION STAFF SALARIES | .00 | 10,084.09 | 115,500.00 | 105,415.91 | 8.73 |
| 202-55-55110-111 | MANAGEMENT SALARIES | .00 | 12,506.48 | 149,218.00 | 136,711.52 | 8.38 |
| 202-55-55110-112 | SHIFT DIFFERENTIAL | .00 | 38.00 | 700.00 | 662.00 | 5.43 |
| 202-55-55110-117 | LONGEVITY PAY | .00 | .00 | 500.00 | 500.00 | .00 |
| 202-55-55110-119 | WAGES, PART-TIME | .00 | 6,449.84 | 84,494.00 | 78,044.16 | 7.63 |
| 202-55-55110-130 | FICA | .00 | 2,240.82 | 26,807.00 | 24,566.18 | 8.36 |
| 202-55-55110-131 | WISCONSIN RETIREMENT | .00 | 2,195.96 | 29,250.00 | 27,054.04 | 7.51 |
| 202-55-55110-132 | LIFE & DISABILITY INSURANCE | .00 | 21.66 | 375.00 | 353.34 | 5.78 |
| 202-55-55110-133 | HEALTH INSURANCE | .00 | 3,674.50 | 43,466.00 | 39,791.50 | 8.45 |
| 202-55-55110-134 | PROFESSIONAL DEVELOPMENT | 607.98 | 607.98 | 2,000.00 | 1,392.02 | 30.40 |
| 202-55-55110-220 | GAS & ELECTRIC UTILITIES | 3,962.86 | 3,962.86 | 39,000.00 | 35,037.14 | 10.16 |
| 202-55-55110-221 | TELEPHONE | 91.50 | 125.20 | 800.00 | 674.80 | 15.65 |
| 202-55-55110-222 | WATER & SEWER UTILITIES | .00 | .00 | 3,000.00 | 3,000.00 | .00 |
| 202-55-55110-240 | SERVICE CONTRACTS | 150.00 | 2,016.71 | 44,000.00 | 41,983.29 | 4.58 |
| 202-55-55110-241 | AUTO CIRCULATION SYSTEM RENTAL | 230.41 | 230.41 | 41,000.00 | 40,769.59 | .56 |
| 202-55-55110-310 | OFFICE SUPPLIES | 37.78 | 404.31 | 8,500.00 | 8,095.69 | 4.76 |
| 202-55-55110-312 | POSTAGE | 18.16 | 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 | .00 | .00 | 2,000.00 | 2,000.00 | .00 |
| 202-55-55110-341 | CHILDREN'S/YA SERVICES | .00 | 189.26 | 2,500.00 | 2,310.74 | 7.57 |
| 202-55-55110-344 | CASH OVER/SHORT | .00 | (.02) | .00 | .02 | .00 |
| 202-55-55110-350 | EQUIPMENT MAINTENANCE & REPAIR | .00 | .00 | 8,500.00 | 8,500.00 | .00 |
| 202-55-55110-351 | BUILDING MAINTENANCE & REPAIR | 1,162.75 | 1,706.63 | 8,500.00 | 6,793.37 | 20.08 |
| 202-55-55110-390 | OTHER SUPPLIES & EXPENSE | .00 | .00 | 400.00 | 400.00 | .00 |
| 202-55-55110-700 | SOUTH CENTRAL NET LENDER PYMT | .00 | .00 | 975.00 | 975.00 | .00 |
| 202-55-55110-809 | PERIODICALS & PAMPHLETS | .00 | 11.84 | 5,500.00 | 5,488.16 | .22 |
| 202-55-55110-810 | PERIODICAL, PAMPLETS & AV SOFT | 63.00 | 63.00 | 18,500.00 | 18,437.00 | .34 |
| 202-55-55110-811 | ADULT BOOKS | 125.83 | 321.57 | 17,000.00 | 16,678.43 | 1.89 |
| 202-55-55110-812 | CHILDRENS BOOKS | 11.63 | 37.32 | 10,500.00 | 10,462.68 | .36 |
| 202-55-55110-813 | YOUNG ADULT BOOKS | .00 | .00 | 2,500.00 | 2,500.00 | .00 |
| 202-55-55110-814 | LARGE PRINT BOOKS | 140.60 | 140.60 | 2,577.00 | 2,436.40 | 5.46 |
| 202-55-55110-815 | REFERENCE BOOKS | .00 | .00 | 1,600.00 | 1,600.00 | .00 |
| 202-55-55110-817 | ELECTRONIC INFO SOURCES | .00 | 350.00 | 4,025.00 | 3,675.00 | 8.70 |
| 202-55-55110-819 | VENDING MACHINE EXPENSE | 196.25 | 196.25 | 2,300.00 | 2,103.75 | 8.53 |
| | TOTAL LIBRARY EXPENDITURES | 6,798.75 | 47,604.38 | 678,687.00 | 631,082.62 | 7.01 |
| <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 | 6,798.75 | 47,604.38 | 694,187.00 | 646,582.62 | 6.86 |

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2010

LIBRARY FUND

| | PERIOD | | BUDGET | | % OF | | | |
|--------------------------------|--------|------------|--------|------------|--------|---|------------|-----|
| | PERIOD | YTD ACTUAL | AMOUNT | VARIANCE | BUDGET | | | |
| NET REVENUES OVER EXPENDITURES | (| 5,650.06) | (| 43,673.81) | .00 | (| 43,673.81) | .00 |

Accounts Payable - January 1, 2010 to February 9, 2010

| Items | Account Code | Expenditure Per Vendor | Total per budget line |
|---------------------------------------|---------------------|---------------------------|-----------------------|
| Library Materials Acquisitions | 202-55-55110 | | \$2,765.17 |
| Periodicals | 809 | \$11.84 | * \$11.84 |
| Electronic Materials | 810 | | \$496.56 |
| Audio Editions | | \$433.56 | |
| Recorded Books | | \$63.00 | |
| Adult Books | 811 | | \$1,290.70 |
| Baker & Taylor | | \$1,290.70 | |
| Children | 812 | | \$292.33 |
| Baker & Taylor | | \$282.33 | |
| Belleville Public Library | | \$10.00 | |
| Young Adult | 813 | | \$418.40 |
| Baker & Taylor | | \$418.40 | |
| Large Print | 814 | | \$255.34 |
| Gale Group | | \$237.96 | |
| Baker & Taylor | | \$17.38 | |
| Refunds - Material Replacemen | 012 | | \$85.74 |
| Refunds | | \$ 69.75 | |
| Materials Replacement | | \$ 15.99 | |
| Utilities | 220 | | \$3,962.86 |
| MGE | | \$3,962.86 | |
| Phones | 221 | | \$90.83 |
| TDS | | \$29.99 | |
| Charter | | \$60.84 | |
| Service Contracts | 240 | | \$2,619.04 |
| Kilgust | | \$ 2,369.04 | |
| WI Dept of Commerce | | \$ 100.00 | |
| WI Elevator\Inspection | | \$ 150.00 | |
| Auto Circ. Rental | 241 | | \$37,916.41 |
| SCLS | | 37686 | |
| WI Library Service | | 230.41 | |

| Items | Account Code | Expenditure Per Vendor | Total per budget line |
|-----------------------------|--------------|---------------------------|-----------------------|
| Office Supplies | 310 | | \$452.29 |
| misc | | \$ 37.78 | |
| Shadow Fax | | \$ 138.50 | |
| Corporate Business Systems | | \$ 276.01 | |
| Postage | 312 | | \$18.16 |
| postage | | 18.16 | |
| Building Maintenance | 351 | | \$2,268.53 |
| Kilgust | | \$ 1,372.75 | |
| Neher | | \$ 351.90 | |
| Braun | | \$ 543.88 | |
| Total Expenditures | | | \$52,944.20 |

Library Activity Report

| Circulation | 2009 | 2010 | YTD 2009 | YTD 2010 | Jan 09 vs. Jan 10 |
|------------------------------|---------|---------|----------|----------|-------------------------------|
| | January | January | | | Month Difference by number |
| Adult | 15346 | 16036 | 15346 | 16036 | 690 |
| Children | 7699 | 8117 | 7699 | 8117 | 418 |
| Young Adults | 816 | 952 | 816 | 952 | 136 |
| Other | 71 | 99 | 71 | 99 | 28 |
| Total | 23932 | 25204 | 23932 | 25204 | 1272 |
| Intralibrary Activity | | | | | |
| Loaned to Other | 8005 | 7098 | 8005 | 7098 | -907 |
| Borrowed From Other | 7230 | 7704 | 7230 | 7704 | 474 |
| Computer Holds | | | | | |
| Computer Holds Placed | 1255 | 1323 | 1255 | 1323 | 68 |
| Holds Filled | 6053 | 6409 | 6053 | 6409 | 356 |
| Library Cards Issued | | | | | |
| Patron | 68 | 53 | 68 | 53 | -15 |
| Internet Sessions | | | | | |
| Regular | 1862 | 2351 | 1862 | 2351 | 489 |
| Wireless | no data | 400 | no data | 400 | |
| Library Traffic | | | | | |
| | 9599 | 11284 | 9599 | 11284 | 1685 |
| Adult Programs | | | | | |
| # attended | 2 | 1 | 2 | 1 | -1 |
| | 38 | 34 | 38 | 34 | -4 |
| YA Programs | | | | | |
| # attended | 3 | 4 | 3 | 4 | 1 |
| | 12 | 41 | 12 | 41 | 29 |
| Childrens Programs | | | | | |
| # Attended | 16 | 21 | 16 | 21 | 5 |
| | 229 | 326 | 229 | 326 | 97 |

MONONA PUBLIC LIBRARY

ADMINISTRATION REPORT FOR BOARD MEETING - February 17, 2010

LIBRARY ACTIVITY IN JANUARY 2010

We set a January monthly record for most checkouts with 16,036, up 4.5% from last January's total. Additionally, we saw an 18% jump in foot traffic inside the building, as well as a 26% increase in internet users over January 2009. We are seeing that traditionally "slower" months like December and January remain quite busy, with usage of the Library far above previous years.

The Booked for Life campaign was extended through March 31, 2010. We remain at \$93,000, and continue to seek additional donations through the Booked for a Day program. However, the Library Foundation has chosen to continue the press for Booked for Life. We had three days "booked" in January: Livres et Libations Book Club Library on January 11; Lesley Busse Library on January 21; Ryan & Alex Ceithamer Public Library on January 26. This program is quite popular and attracts much notice from our patrons. While time consuming for staff, we feel the program allows us a great opportunity to build stronger and more personal relationships with our donors and people who use the library. Hopefully this personalized approach will result in gaining support in many different ways besides actual dollars.

ROOM USE FOR JANUARY 2010

Monona Public Library rooms were used 14 times by approx. 220 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 25 hours.

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

2) The Study Rooms were used by 144 people.

3) Playtime Productions did not use the Forum Room. They begin their Spring production schedule in February.

4) There were no room rental fees collected in January.

PERSONNEL

The Library hired Lisa Jo VonAllman as an 8-hour Library Assistant I. Mrs. VonAllman is a Monona resident who is quite active in the community, serving as a member of the Parks and Recreation Board. She has an extensive background with technology and web development. In addition to serving at the Main Desk, we hope that she will be able to assist us with our website and marketing efforts, as well as assisting in the Children's Room.

Sally Buffat began work as the Library Administrative Assistant in January. Former secretary Chris Lazaneo has graciously helped to train Sally. Sally works in the Director's Office for 19 hours per week, and also works at the Main Desk for an additional 6 hours each week.

Negotiations with the Union began for a new contract. Director Gerber met with City Administrator Patrick Marsh and Union representatives on January 28. The Union proposed a wage increase of 3% over the previous contract. Additionally, the Union proposed new language regarding scheduled work hours for staff members, which would guarantee them that we would not change their work schedule unless they agree to it. Concerns about this clause can be more fully addressed in a Personnel committee meeting regarding the contract.

We have a new SLIS practicum student, Katy Morgan, who will be working with both Karen and Toni on youth and teen services projects. Katy has a very welcome background in web design and also writes teen fiction as a hobby. Among her YA practicum projects are starting a teen writing workshop and assessing and making recommendations for our Manga collection. She will present 4 weeks of storytimes on Monday afternoons March 29 to April 19, provide reference and readers advisory, and help Karen develop the storytime webpage on the children's portion of our website.

Training

- Erick Plumb attended an SCLS webinar on preparing the State Annual Report on January 20.
- Karen Wendt attended a CCBC webinar on January 27 on new materials.

January 2010 Volunteer Report

Adult Regular volunteers

| Name | Monthly Total Hours Worked |
|-----------------|----------------------------|
| Bill Lofthus | 18 |
| Jim Sheets | 4 |
| Fran Grove | 0 |
| Arthur Wiczorek | 1 |
| Janice Johnson | 9.5 |
| Trudy Kuhn | 11.5 |
| David Baer | 1 |
| Victoria Gear | 8 |

Total Adult Monthly Hours: 53

New Adult volunteers: None

BUDGET AND FINANCE

The Capital Budget requests for 2010 and 2011 were approved by the City Council. The price quote for the lighting work is at least two years old and we want to solicit at least three quotes so we can get a competitive price. We would also like to explore LED lighting options as well. This means that the process is likely to take a few months longer but we will be proceeding in a way that will produce efficient as well as effective lighting.

The Library Foundation met and decided to not send out another campaign letter to try and capture the remaining \$7,000. Hopefully, we will still be able to attract new donors and to sell the idea of booking the library for a day. We are planning a fund raising celebration to be held at the library after hours on Thursday, April 15th. We want to honor and thank all those who participated and supported the campaign.

The union contract is being negotiated and they have made their first offer which will be discussed in closed session at the Library Board meeting.

The newly formed Administrative Council of SCLS is exploring new ways of funding LINK since terminal shares have dwindled with the advent of public access terminals and the efficacy of giving people access to LINK information via the web. A new formula is necessary and it is challenging to come up with a method that provides fair and equitable assessment to underwrite the provision of the LINK network in all the libraries in SCLS using the network.

We note the progress that the City of Fitchburg is having with the design aspects of their proposed new Library. It looks as if groundbreaking there will occur in summer of 2010 and that they will be using geothermal technology for heating and cooling. We also note the decline in interest on the part of the village of Cottage Grove to provide their residents with direct library service.

LIBRARY SERVICES AND PROGRAMS

Director Gerber, Erick Plumb, Toni Streckert and volunteer Sandy Kallio prepared a grant application from the Susan G. Komen for the Cure Foundation. The grant would provide \$5,000-worth of funding to the Library for breast and women's health materials and programming. If we are successful in our application, the Library will be able to supplement our Health Collection and to provide funding for health-related programming.

Children's and Young Adult Monthly Report for January 2010

| <u>Programs/Storytimes</u> | <u>Attendance</u> | <u>Programs</u> | <u>Notes</u> |
|-----------------------------------|--------------------------|------------------------|---------------------|
| Wednesday PreK 9:30 | 75—[26, 26, 23] | 3 | |
| Wednesday Toddler 10:15 | 62—[25, 16, 21] | 3 | |
| Wednesday 2&3 yr old 10:50 | 44—[16, 12, 16] | 3 | |
| Thursday Toddler 9:30 | 46—[20, 17, 9] | 3 | |
| Thursday PreK 10:15 | 55—[12, 21, 22] | 3 | |
| Thursday Baby 11:00 | 21—[4, 6, 11] | 3 | |

| | | | |
|-------------------------|-----------------------|---------------------|--------------------------|
| Read to a Dog 1/12 | 7 | 1 | Standard Poodle, Sophie |
| Saturday Storytime 1/23 | 7 | 1 | Award books & bingo |
| Saturday Storytime 1/30 | 9 | 1 | Elephant stories & craft |
| Total | 326 attendance | 21 programs; | avg 15.5 |

Average attendance is up from 2008 & the same as 2009.

| <u>Teen Programs, Meetings/</u> | <u>Attendance</u> | <u>Programs</u> | <u>Notes</u> |
|---------------------------------|-------------------|-----------------|--------------------------------------|
| Teen Advisory Board Meeting | 12 | 1 | |
| Teen Knitting | 5 | 1 | |
| Great Stories Meeting | 22 | 1 | |
| Great Stories Planning Meeting | 2 | 1 | Meeting with Alternative HS Director |
| Total | 41 | 4 | |

Notes from Karen Wendt:

- Karen continues to tell patrons about Tutor.com and the availability of a live tutor to help them with homework when they log onto the library website and click on the Online Tutors logo. During early spring she will again be visiting schools to promote the program. Bookmarks created last year have been updated and handed out to help promote the program. It looks like the number of patrons using Tutor went up in November and December, which is right after Toni and Karen set up informational booths at Parent/Teacher conference nights at the schools.
- Outreach: Early Learning Fair. 148 expected children. Karen talked to many parents and they were very happy to know they can use their Madison and Dane County cards at Monona. Karen also did storytimes for the children and one mom said, "I'm a convert. I'll be at your storytimes."
- Outreach: Happy Bambino Grand Re-Opening. They advertised the Monona Library and set up our flyers and calendars in their store. Karen performed several 15 minute storytimes throughout the morning from 10:30am to 12:30pm and was able to talk with many parents about our library. Many signed up to receive our email newsletter.
- Planning & Programs: Prepare, publicize, and implement events. We set up related books to our Early Literacy Adventure storytimes and Family Fun Evenings and they seem to fly out of here. Plan and prepare the March April Calendar of Events. Begin to work on a 2010 annual plan for children's services.
- Summer Reading Program: Continue to work on parts of SRP planning, including getting activities planned, performers booked, and calendar information to the Recreation Department for the Monona Recreation Guide by Feb 4. Currently under contract are the following performers: the very popular Charlie Williams, The Noise Guy; The Recycle Bug, Keeping It Green at the Library!; local musician David Landau; the exciting Bubble Wonders!; Henry Vilas ZooMobile; and facepainting at our Catch the Last Wave Finale event. Karen will be looking for sponsors for SRP in early February.
- Saturday afternoons 1/9, 1/23 & 1/30 were busy in the children's room with folks checking out books and other materials, using the Literacy computers, and playing in the Literacy Activities Center. We held 30 minute family fun programs and while not everyone in the room was interested in attending the program, children and their parents were happy to join us for books, crafts, and games. We will be hosting two February and two March Saturday family programs.
- *Read to a Dog* - plan events from February to April.
- Dr. Seuss Read-a-Thon & Horton Hears a Who Scavenger Hunt, scheduled May 14 & 15.

- On the first Monday of National Library Week, we will celebrate our Pie Party purchases for our Early Literacy Center with an open house of the new Center.
- Dan Robinson “Laugh It Up Around the World” book nook will be nearly one year old and is a very popular space. Karen moved the magazines near that area and they get used more often than when they were by the bathroom. She will also be adding some fun activities to the wall in that area for older children as part of our Literacy Adventures space initiative.

Comments

A patron commented, “My daughter is so excited to come to the Monona Library to see the Orca whale painted in the children’s bathroom! It helps so much to have that wonderful mural in there since we are also potty training. Public bathrooms are usually intimidating for her but the Monona Library has solved that problem! Thank you so much for the great feature!” Sarah B.

Teen Program Notes from Toni Streckert:

- Harry Potter evaluation surveys were given to TAB members and selected participants (winners of various contests, Costume Contest judges, etc). We had about 20 responders. We spent a large part of the TAB meeting on the 24th discussing the responses and assessing the program event by event. Based on the success of the program, community support, and the feeling of good will the event generated for the library, TAB members want to continue the festival in 2010.
- Teens also worked with Ms. Streckert on spring and summer program ideas, including a lock in, poetry contest, ideas for Teen Tech week, and the top 5 summer programs they would like to see. Keeping with the theme of the summer reading program, a pool party was at the top of the list. We pared down the summer offerings considerably, keeping in mind the promised Monona Drive construction access difficulties in 2010.
- We have a lovely antique library table that was donated to the TeenEscape area. It is being used for YA nonfiction display, since one of our goals is to get teens connected with nonfiction resources (and many of them don’t leave the teen area unless they are looking for DVDs). The books are slowly but surely being checked out from this area, which will be highlighted in an upcoming teen newsletter.

Outreach Activity – Toni Streckert

- Toni met with Rebecca Fox-Blair, principal of the Monona Grove Alternative High School to plan the ALA Great Stories grant and discussion dates and projects. We have 3 books to present and the ALA would like us to have between 6 and 11 participants per book. Sign up is voluntary, but once a teen signs up they must commit to the book, discussion group, and projects. Toni went to the high school and presented the program with Rebecca. For the first book, *Rules of Survival* by Nancy Werlin, 4 students signed up (with a possibility of additional participants). The teens seem very excited and we will have a book and project presentation (and group discussion) in the library on Feb 12.
- The Booked for a Day display case featuring patron pictures with their library day above them has generated a lot of patron interest and comments. Most of the patrons who have “booked for a day,” are very excited about sharing their reading (and multimedia) recommendations with others and very enthused about our display at the front desk.

Adult Services Report for January 2010 – Erick Plumb

Outreach, Programming, Customer Service, and Information Literacy

- Planned spring 2010 programs for adults with new outreach coordinator Toni Streckert
- Created content for digital video display monitor in Library’s entrance
- Provided reference and readers advisory services to patrons
- Maintained website
- Green Tuesday program on Urban Forestry 101 on January 12 drew 34 people
- Launched “Monona Musings” Library blog; maintained and enhanced Library’s presence on Twitter & Facebook

Collection Development and Management

- Weeded out all books on cassette
- Began weeding videocassette collection
- Met with Recorded Books representative Brad Grey on January 27 to discuss possible local alternatives to the state’s Overdrive digital audio book program
- Unique Management Collection agency assisted the Library in the recovery of \$2,817.82-worth of materials since launching in October 2009

Staffing and Professional Responsibilities

- Plumb attended SCLS webinar on state annual report preparation on January 20
- Assisted Library Director in preparation of State Annual Report
- Assisted in training new Library Administrative Assistant, Sally Buffat
- Led staff meeting on January 21

South Central Library System News

Jon Mark Bolthouse began as SCLS' Technology Project Manager in January, replacing Lauren Blough.

SCLS implemented its new representative governing structure in January. The Administrative Council and ILS Committee met for the first time. The Technology Committee, of which Erick Plumb is a member, and Delivery Committee will meet for the first time in February.

NEW BUSINESS

1. **Recommend approval of the Statement Concerning Public Library System Effectiveness**

See attached document. Approved form needs to be submitted with the State Report for 2009. Library Director does endorse the efforts of South Central Library.

2. **Recommend approval of the Library Annual Report to the State for 2009 as submitted.**

3. **Discuss Library Board Committee Structure**

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities. The statement may be sent directly to the Division for Libraries and Community Learning (DLCL), c/o John DeBacher, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

The _____ Board of Trustees hereby states that in 2009, the _____
(Name of Public Library) (Name of Your Public Library System/Service)

Indicate with an X one of the following two statements.

- Did provide effective leadership and adequately meet the needs of the library.
Did not provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. Attach additional sheets if necessary.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

Signature line for President, Library Board of Trustees and Date Signed.



I. GENERAL INFORMATION

| | | | | |
|--|--|--|---|--|
| 1. Name of Library Monona Public Library | | 2. Public Library System South Central Library System | | |
| 3. Head Librarian First Name Demita | 3a. Head Librarian Last Name Gerber | 4. Certificate Grade Gr 1 | 4a. Certificate Grade Type Regular | 5. Cert. Expiration Date 01/31/2012 |
| 6. Street Address 1000 Nichols Rd. | 6a. Mailing Address (PO Box #) | 7. City/Village/Town Monona | 8. ZIP Code 53716 | 8a. ZIP4 2531 |
| 9. County Dane | | 10. Library Telephone No. (608)222-6127 | | |
| 11. Fax No. (608)222-8590 | | 12. Director's E-mail Address dgerber@ci.monona.wi.us | | |
| 13. Library Web Address www.mononallibrary.org | | 14. No. of Branches 0 | 15. No. of Bookmobiles Owned 0 | |
| 16. No. of Other Public Service Outlets 0 | | 17. Does Your Library Operate a Books-By-Mail Program? No | | |
| 18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and a municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stats. 43.53? No | | | | |
| 19a. Winter Hours open per week 63 | 19b. Number of Winter Weeks 37 | 19c. Summer Hours Open Per Week 59 | 19d. Number of Summer Weeks 15 | |
| 20. Annual Public Service Hours for the main library and any branches and bookmobiles 3,216 | | 21. Square Footage of public library 26,882 | 22. Did your library move to a new facility or branch or expand an existing facility in 2009? No | |

II. LIBRARY COLLECTION

| | Number Owned/Leased | Number Added |
|--|---------------------|--------------|
| 1. Books and Serial Volumes in Print | 58,402 | 6,948 |
| 2. Electronics Books (E-Books) | 8,479 | |
| 3. Audio Materials | 3,746 | 460 |
| 4. Electronic Audio Materials (downloadable) | 4,174 | |
| 5. Video Materials | 6,838 | 1,036 |
| 6. Electronic Video Materials (downloadable) | 318 | |
| 7. Others Materials Owned | 170 | |
| Describe Toys, software, kits, equipment, vertical file | | |
| 8. Databases (locally owned or leased) | 3 | |
| 9. Subscriptions (Include periodicals and newspapers, but exclude those in electronic format.) | 179 | |
| 10. Current electronic serial subscriptions | 0 | |

22

III. LIBRARY SERVICES

| 1. Circulation Transactions | | 2. Interlibrary Loans | |
|-----------------------------|-------------------------|-------------------------------|-----------------------------------|
| a. Total Circulation | b. Children's Materials | a. Items Loaned (provided to) | b. Items Received (received from) |
| 290,364 | 99,780 | 91,176 | 82,596 |

| 3. Number of Registered Borrowers | | | 4. Reference Transactions | | 5. Library Visits | |
|---|----------------|----------|---------------------------|----------------|-------------------|--------------|
| a. Resident | b. Nonresident | c. TOTAL | a. Annual Count | b. Method | a. Annual Count | b. Method |
| 5,172 | 2,440 | 7,612 | 5,044 | Survey Week(s) | 132,011 | Actual Count |
| 6. Number of Users of Public Internet Computers | | | | | 28,160 | Actual Count |
| 7. Number of Locally Licensed Database Sessions | | | | | 200 | |

8. Programs and Program Attendance (annual count)

| | a. Children | b. Young Adult | c. Other Programs | d. TOTAL |
|--------------------|-------------|----------------|-------------------|----------|
| Number of Programs | 263 | 89 | 36 | 388 |
| Attendance | 5,744 | 1,465 | 512 | 7,721 |

9. Number of Public Use Computers

| | | | |
|-------|----|-----------------|----|
| Total | 26 | Internet Access | 22 |
|-------|----|-----------------|----|

IV. LIBRARY GOVERNANCE

1. **Library Board Members.** List the members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries, Technology, and Community Learning as they occur. When reporting such changes, indicate the departing board members.

| First Name | Last Name | Street Address | City | ZIP+4 | Email Address |
|----------------------|------------|------------------------|--------|-------|-----------------------------|
| PRESIDENT, Andrew | Taylor | 4908 Winnequah Road | Monona | 53716 | ataylor@artsaxis.com |
| Edward | Van Gemert | 1400 Wylldhaven Avenue | Monona | 53716 | evangemert@library.wisc.edu |
| Jim | Busse | 8012 Maywood Road | Monona | 53716 | jbusse@ci.monona.wi.us |
| Valerie | Edwards | 1004 Sioux Trail | Monona | 53716 | val_edwards@mononagrove.org |
| Mary | O'Connor | 5103 Winnequah Road | Monona | 53716 | mkoconnor@charter.net |
| Benjamin | Redding | 6019 Queens Way | Monona | 53716 | redding.benjamin@gmail.com |
| Melissa | Zietz | 1411 Joyce Road | Monona | 53716 | melissa.zietz@gmail.com |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| | |
|---|---|
| 2. Number of library board members (include vacancies in this count.) | 7 |
|---|---|

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service (Only Joint libraries will report more than one municipality here.)

| Municipal Type | Name | Amount |
|----------------|--------|-----------|
| City | Monona | \$424,357 |
| | | |
| | | |
| | | |
| | | |
| | | |
| Subtotal 1 | | \$424,357 |

| County | Amount |
|---|-----------------------|
| 2a. Home County Appropriation for Library Service | Subtotal 2a \$215,134 |

2b. Other County Payments for Library Services

| Name | Amount | Name | Amount |
|-------------|---------|------|---------|
| Columbia | \$1,312 | | |
| Jefferson | \$246 | | |
| Rock | \$40 | | |
| Sauk | \$116 | | |
| Green | \$81 | | |
| Subtotal 2b | | | \$1,795 |

State Funds

3a. Public Library System State Funds

| Description | Amount | Description | Amount |
|--|--------|--------------------------------|---------|
| SLP Performers | \$400 | SCLS Net Lender Payment | \$543 |
| SCLS Payment | \$125 | | |
| 3b. Funds carried forward from previous year | | 3c. Other State Funded Program | |
| Subtotal 3 | | | \$1,068 |

4. Federal Funds – Name program and, if LSTA, show project number

| Project Name and Number | Amount | |
|----------------------------|--------|-------|
| 09-524 LS1 LSTA Jobs Grant | \$100 | |
| | | |
| | | |
| Subtotal 4 | | \$100 |

5. Contract income from other governmental units, libraries, agencies, library systems, etc.

| Name | Amount | Name | Amount |
|------------|--------|------|--------|
| | | | |
| | | | |
| Subtotal 5 | | | |

| | | | | |
|--|-------------------------------|---|--|--|
| 6. Funds Carried Forward (Do not include state aid. Report state funds in 3b above.) | 7. All Other Operating Income | 8. Total Operating Income Add 1 through 7 | 9. What is the 2010 annual appropriation provided by your governing board for your public library? | 10. Did your library's municipality exempt itself from the county library tax for 2009 Wis. Stats. s.43.64(2)? |
| \$82,000 | \$75,740 | \$800,194 | \$424,357 | Yes |

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total 2009 circulation reported for your library from Section III, Line 1, what was the total circulation to nonresidents See instructions for definition of nonresident. 149,232

Divide your nonresident circulation among the following categories. The total for lines 2 through 6 should equal the number reported in question 1 above.

2. Circulation to nonresidents living in your county
a. Those with a library 117,781
b. Those without a library 28,589
c. Subtotal 146,370

3. Circulation to nonresidents living in another county in your system
a. Those with a library 465
b. Those without a library 724
c. Subtotal 1,189

4. Circulation to nonresidents living in an adjacent county not in your system
a. Those with a library 710
b. Those without a library 262
c. Subtotal 972

5. Circulation to all other Wisconsin residents 693

6. Circulation to persons from out of the state. 8

7. Are the answers to questions 1 through 6 based on actual count or survey/sample? Actual

8a. Does your library deny access to residents of adjacent public library systems on the basis of Wis. Stats. s. 43.17(11)(b)? No

8b. If yes, do you allow residents in adjacent systems to purchase library cards? No

9. Circulation to nonresidents living in adjacent county who do not have a local public library. Table with columns: Name of County, Circulation. Rows include Columbia (414), Green (135), Iowa (35), Jefferson (189), Rock (38), Sauk (175), g., h., i., j.

XII. TECHNOLOGY AND YOUTH SERVICES

Technology

- 1. What type of Internet connection do you have?
 - a. Only a dedicated or leased line (often provided by TEACH program)
 - b. Only a broadband cable or DSL line
 - c. Both a and b.

- 2. Is the speed of your Internet connection sufficient to meet patron and staff needs?
 - a. Our speed is sufficient almost all the time (at least 95% of the time).
 - b. Our speed is sufficient most of the time (at least 80%).
 - c. Our speed is NOT sufficient most of the time or is not sufficient at critical daily periods.

- 3. Does your library use any type of Internet filtering software or service?
 - a. Yes, on all Internet workstations.
 - b. Yes, on some Internet workstations.
 - c. No filtering on any Internet workstations.

- 4. Does your library provide wireless Internet access for patron laptops? Yes

Summer Library Programming

- 5. How many individual children and young adults registered for or participated in the 2009 summer library program? 690

- 6. How many children who participated in the summer library program were under five? (Please estimate if the library does not have this number.) 135

- 7. How many of those who participated in the summer library program were age 12-18? (Please estimate if the library does not have this number.) 170

- 8. What was the total attendance (children and adults) at children's programs at the library this summer? 1,984

- 9. Please indicate the name(s) and email address(es) of staff who serve as the children, youth, or teen librarian(s). If the director serves as this librarian, only that name is needed. List only paid staff and do not include volunteers. Indicate location when different from main library.

| First Name | Last Name | Location | Email Address |
|------------|-----------|-----------------------|---------------------------|
| Karen | Wendt | Monona Public Library | knwendt@mononalibrary.org |
| Toni | Streckert | Monona | tonis@mononalibrary.org |
| | | | |
| | | | |
| | | | |
| | | | |

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities. The statement may be sent directly to the Division for Libraries and Community Learning (DLCL), c/o John DeBacher, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

The Monona Public Library Board of Trustees hereby states that in 2009, the South Central Library System

(Name of Public Library)

(Name of Your Public Library System/Service)

Indicate with an X one of the following two statements.

- Did provide effective leadership and adequately meet the needs of the library.
Did not provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. Attach additional sheets if necessary.



CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature

Date Signed



DONATIONS
2010 FRIEND'S WISH LIST

YOUTH SERVICES

| | | |
|---------------------------------|--------------------|-------------------------|
| 1. Summer Reading Game | \$ 800 | plus already \$1,000 |
| 2. Teen Programming | 700 | |
| 3. Tellabration | 250 | |
| 4. Debra Morningstar | 500 | <i>postponed 2011 -</i> |
| TOTAL | \$ 2250 | |
| | \$ 1750 | |

ADULTS

| | | |
|----------------------------|----------------|---|
| Film Series | 350 | <i>Separate list from ERICK for past acquisitions</i> |
| Great Decisions | 100 | |
| Father/Son Book Discussion | 75 | |
| TOTAL | \$ 525 | |

MISCELLANEOUS

| | |
|-----------------------|--------|
| Planters outdoors | 300 |
| Paint for YA Bathroom | 100 |
| Hospitality Fund | 250 |
| TOTAL | \$ 650 |

Final Total ~~3,435~~

~~500~~

~~\$ 2,935~~ *approved*

~~2000~~ *Booked for Life
2010 Donation*

~~\$ 4,935~~