

# W. J. NIEDERKORN LIBRARY LIBRARY BOARD MEETING

## AGENDA

**Friday, March 18, 2011, 8:30 A.M.**  
In the Community Room of the Library

1. Roll call.
2. Correspondence.
3. Public comment (limit of 5 minutes per person).  
David Weinhold thanks Tom Hudson.
4. Approval of minutes - February 25, 2011.
5. Approval of schedule of invoices:
  - A. Log of debits - March 2011.
  - B. Invoices March 2011.
6. Approval of balance sheets - February 2011.
7. Approve ebook reader purchase.
8. Approve 2010 City Annual Report.
9. Approve benchmarks for the Director 2011.
10. Director's Report:
  - A. Ozaukee County appointment information.
  - B. One Book, One Community.
  - C. Credit card reader.
  - D. New copier - new features and services.
  - E. EasiCat upgrade report.
11. Adjournment.

Persons with disabilities requiring special accommodations for attendance at this meeting should contact the librarian at least one (1) business day prior to the meeting.

Please note: It is possible that one or more members, and possibly a quorum of members, of other governmental bodies of the municipality may be in attendance at the above meeting to gather information. No action will be taken by any other governmental body at this meeting except by the governing body noticed above. State ex rel. Badke v. Village Board, 173 Wis. 2d 53 (1993).

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**W. J. NIEDERKORN LIBRARY  
LIBRARY BOARD MEETING**

**Minutes**

Friday, February 25, 2011 8:30 A.M.

In the Library Community Room

1. Roll call. Attending: Bob Bretl, Kay Goodwin, Tom Hudson, Judy Jones, Justin Ritter, and Dr. Mike Weber. Also attending Director David Nimmer. Meeting called to order at 8:30 a.m. by President Ritter.
2. Correspondence. None.
3. Public comment. None. David Weinhold to thank Tom Hudson at March meeting.
4. Approval of minutes from January 21, 2011. Strike sentence from 7a from Membership through time sheets. Hudson made a motion to approve minutes and seconded by Bretl. Passed. Goodwin will resubmit to Nimmer with change.
5. Approval of schedule of invoices – log of debits February 2010, invoices end of year 2010-2, invoices February 2011. Hudson made a motion to approve invoices and seconded by Jones. Passed.
6. Approval of balance sheets from January 2011. Jones made the motion to approve balance sheets and Bretl approved. Passed.
7. Approve blinds for Community Room. Hold off for now until drapes are decided.
8. Approve 2010 State Annual Report. Jones made the motion to approve the 2010 State Annual report and Bretl seconded. Passed.
9. Approve landscaping contract for 2011. Hudson made the motion to approve landscaping contract with Natural Concepts Landscape for \$770 and Bretl seconded. Passed.
10. Directors Report.
  - A. Visits per hour. Statistics are captured of people visiting the library by day of week, by hour. Mondays an average of 50 people per hour visit, Tuesdays 53, Wednesdays 48, Thursdays 42, Fridays 47 and Saturdays 56.
  - B. Bag Giveaway -50<sup>th</sup> anniversary celebration. Bags are being handed out and have received a lot of nice compliments.
  - C. BTOP fiber grant. The grant for fiber optic cable will not happen. However, the WJ Niederkorn Library may get more bandwidth later this year.
  - D. Budget Repair Bill. Because Libraries are not part of the union, library staff may have to pay the new costs sooner. The current pay scale may also be an issue.

Minutes respectfully submitted by Kay J. Goodwin

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## March 2011

Vendor	Year	Date	Check #	Account Name	Account #	Invoice Number	Amount	
Time Warner Cable	2011	3/18/11	4016	Internet	560	03/01/11	\$195.14	<input type="checkbox"/>
Connie Baldwin	2011	3/18/11	4017	Yoga	730	03/14/11	\$120.00	<input type="checkbox"/>
Unique Management Services	2011	3/18/11	4018	Collection	560	206673	\$26.85	<input type="checkbox"/>
Eric Larson Explore	2011	3/18/11	4019	Programming	730	04/26/11	\$500.00	<input type="checkbox"/>
Diverse Media, Inc.	2011	3/18/11	4020	DVDs	510	433430	\$44.31	<input type="checkbox"/>
Refund - Elizabeth Cantrall	2011	3/18/11	4021	Refund	510	03/15/11	\$2.00	<input type="checkbox"/>
Refund - Marie Zirbes	2011	3/18/11	4022	Refund	510	03/02/11	\$19.00	<input type="checkbox"/>
Mileage - David Nimmer	2010	3/18/11	4023	Mileage	430	12/31/2010	\$335.45	<input type="checkbox"/>
							<b>\$1,242.75</b>	

## WJ Niederkorn Library Schedule of Invoices March 2011

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Vendor	Account Number	Invoice Number	Amount	Totals
AudioGo	01-87-55110-510	413469	\$163.91	<b>\$163.91</b>
Annie Bahringer	01-87-55110-730	03/18/11	\$57.67	<b>\$57.67</b>
Baker & Taylor	01-87-55110-510	2025576017	\$245.09	
	01-87-55110-510	2025599734	\$304.14	
	01-87-55110-510	0002110538	-\$13.59	
	01-87-55110-510	0002112923	-\$9.68	
	01-87-55110-510	2025626130	\$388.59	<b>\$914.55</b>
Boelter	01-87-55110-370	93374558	\$31.38	<b>\$31.38</b>
Chicago Tribune	01-87-55110-510	02/18/2011	\$396.18	<b>\$396.18</b>
Cintas Document Management	01-87-55110-560	DG75029267	\$31.05	<b>\$31.05</b>
Drews True Value	01-87-55110-370	098722	\$30.33	
	01-87-55110-370	098963	\$8.97	<b>\$39.30</b>
Eastern Shores Library System	01-87-55110-730	03-2011-140	\$503.35	
	01-87-55110-560	03-2011-127	\$6,926.00	
	<b>01-87-65110-700</b>	03-2011-127	\$1,747.00	<b>\$9,176.35</b>
Gale	01-87-55110-510	17102476	\$199.46	
	01-87-55110-510	17102800	\$143.22	<b>\$342.68</b>
Harbor City Plumbing	01-87-55110-360	1142	\$413.46	<b>\$413.46</b>
Port Washington State Bank	01-87-55110-560	03/02/11	\$31.67	
	01-87-55110-370	03/02/11	\$230.25	<b>\$261.92</b>
Quill Corporation	01-87-55110-370	2520832	\$11.99	
	01-87-55110-370	2637212	\$159.98	
	01-87-55110-370	2637212	-\$159.98	
	01-87-55110-370	2590053	\$119.98	<b>\$131.97</b>
Sentry	01-87-55110-730	02/25/11	\$47.02	<b>\$47.02</b>
Superior Chemical Company	01-87-55110-370	52853	\$127.35	<b>\$127.35</b>
WH Jacklin, INc.	01-87-55110-560	2823	\$1,070.00	<b>\$1,070.00</b>
Wisconsin Department of Commerce	01-87-55110-560	258832	\$50.00	<b>\$50.00</b>
				<b>\$13,254.79</b>

<b>W. J. Niederkorn Library</b>			
<b>Bank Checking Account #192-137</b>			
<b>Port Washington State Bank</b>			
<b>February 2011</b>			
		Balance Brought Forward	\$ 1,928.54
Deposits:	02/03/2011	Weekly Deposit	\$ 733.32
	02/14/2011	Weekly Deposit	\$ 939.18
	02/24/2011	Weekly Deposit	\$ 812.98
		Deposit Total	\$ 2,485.48
Checks:	02/15/2011	Gordan Flesch ACH	\$ (307.64)
	02/22/2011	Key Finance ACH	\$ (284.24)
		Checks Total	\$ (591.88)
Interest:	2/28/11	February	\$ 0.12
		Interest Total	\$ 0.12
			\$ 1,928.54
			\$ 2,485.48
			\$ (591.88)
			\$ 0.12
		Balance	\$ 3,822.26

**W. J. Niederkorn Library**  
**Harris Bank**  
**Public Funds Money Market #3531190365**  
**February 2011**

<b>Type</b>	<b>Date</b>	<b>Number</b>	<b>Description</b>	<b>Amount</b>
			<b>Balance Brought Forward</b>	<b>\$ 11,925.35</b>
Additions:	Feb 1, 2011		Verification of Deposit Fee	\$ (5.00)
	Feb 28, 2011	1033	City of Port Washington	\$ (1,337.45)
			Deposit Total	\$ (1,342.45)
Subtractions:				
			Subtractions Total	\$ 0.00
Interest:			Interest	\$ 1.75
			Interest Total	\$ 1.75
			Balance Brought Forward	\$ 11,925.35
			Additions	\$ (1,342.45)
			Subtractions	\$ 0.00
			Interest	\$ 1.75
			<b>Ending Balance</b>	<b>\$ 10,584.65</b>

FUND: GENERAL FUND  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2011

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	% COLLECTED/EXPENDED
<b>LIBRARY REVENUES</b>					
01-87-42920-000	REVENUE-REIMBURSEMENTS/GRANTS	0.00	2,926.78	113,817.00	2.5
01-87-42920-100	COUNTY REIMBURSEMENT GRANT	0.00	0.00	0.00	0.0
01-87-42920-200	DONATIONS	0.00	0.00	0.00	0.0
<b>TOTAL REVENUE-REIMBURSEMENTS/GRANTS</b>		0.00	2,926.78	113,817.00	2.5
<b>LIBRARY REVENUES</b>					
01-87-44611-000	LIBRARY REVENUES	0.00	0.00	8,000.00	0.0
<b>TOTAL REVENUE-LIBRARY</b>		0.00	0.00	8,000.00	0.0
<b>TOTAL REVENUES: LIBRARY</b>		0.00	2,926.78	121,817.00	2.4
<b>EXPENSES</b>					
<b>LIBRARY</b>					
01-87-55110-100	LIBRARY-WAGES W/BENEFITS	15,376.17	28,654.09	223,932.00	12.7
01-87-55110-110	LIBRARY-WAGES PART TIME	2,076.96	3,495.09	17,468.00	20.0
01-87-55110-120	LIBRARY-PT PARTIAL BENEFITS	4,542.94	7,917.64	48,314.00	16.3
01-87-55110-130	LIBRARY-WAGES OVERTIME	0.00	0.00	0.00	0.0
01-87-55110-145	LIBRARY-WELLNESS AWARD	0.00	0.00	0.00	0.0
01-87-55110-150	LIBRARY-SEASON ADULTS/NO BENEF	0.00	0.00	1,981.00	0.0
01-87-55110-160	LIBRARY-STUDENT WAGES/NO BENEF	283.31	715.13	10,054.00	7.1
01-87-55110-170	LIBRARY-OTHER DEPT EMP	0.00	0.00	650.00	0.0
01-87-55110-210	LIBRARY-SOCIAL SECURITY	1,645.60	3,277.27	23,084.00	14.1
01-87-55110-220	LIBRARY-HEALTH INSURANCE	683.76	1,367.52	0.00	(100.0)
01-87-55110-221	LIBRARY-PRETAXED HEALTH INS	6,252.40	12,504.80	91,021.00	13.7
01-87-55110-230	LIBRARY-LIFE INSURANCE	0.00	0.00	0.00	0.0
01-87-55110-231	LIBRARY-LIFE INSURANCE	28.24	56.48	320.00	17.6
01-87-55110-240	LIBRARY-DENTAL INSURANCE	75.12	150.24	0.00	(100.0)
01-87-55110-241	LIBRARY-PRETAXED DENTAL INS	400.65	819.69	5,289.00	15.4
01-87-55110-250	LIBRARY-RETIREMENT	2,417.81	4,857.01	31,591.00	15.3
01-87-55110-310	LIBRARY-ELECTRICITY	2,000.08	2,000.08	24,000.00	8.3
01-87-55110-320	LIBRARY-GAS HEATING	1,469.04	1,469.04	12,000.00	12.2
01-87-55110-330	LIBRARY-WATER	0.00	0.00	1,500.00	0.0

FUND: GENERAL FUND  
 FOR 2 PERIODS ENDING FEBRUARY 28, 2011

ACCOUNT NUMBER	DESCRIPTION	FEBRUARY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	FISCAL YEAR BUDGET	% COLLECTED/EXPENDED
<b>LIBRARY EXPENSES</b>					
<b>LIBRARY</b>					
01-87-55110-340	LIBRARY-TELEPHONE	299.50	544.90	4,700.00	11.5
01-87-55110-360	LIBRARY-REPAIRS & MAINTENANCE	0.00	0.00	1,000.00	0.0
01-87-55110-370	LIBRARY-SUPPLIES	377.66	563.51	6,975.00	8.0
01-87-55110-390	LIBRARY-MISC OPERATING	10.76	74.06	100.00	74.0
01-87-55110-430	LIBRARY-TRAVEL/MILEAGE	0.00	65.00	1,200.00	5.4
01-87-55110-510	LIBRARY-BOOKS/SUBSCRIPTIONS	4,226.65	7,441.31	55,050.00	13.5
01-87-55110-560	LIBRARY-MAINT CONTRACT	35.64	755.24	15,800.00	4.7
01-87-55110-620	LIBRARY-BUILDING MAINT	0.00	0.00	1,000.00	0.0
01-87-55110-730	LIBRARY-SUMMER READING PROGRAM	107.42	107.42	1,200.00	8.9
01-87-55110-830	LIBRARY-EQUIPMENT	0.00	0.00	0.00	0.0
<b>TOTAL LIBRARY</b>		<b>42,309.71</b>	<b>76,835.52</b>	<b>578,229.00</b>	<b>13.2</b>
<b>CAPITAL OUTLAY-LIBRARY</b>					
01-87-65110-210	OUTLAY-LIBRARY-SOCIAL SECURITY	0.00	0.00	0.00	0.0
01-87-65110-220	OUTLAY-LIBRARY-HEALTH INSUR	0.00	0.00	0.00	0.0
01-87-65110-230	OUTLAY-LIBRARY-LIFE INSURANCE	0.00	0.00	0.00	0.0
01-87-65110-240	OUTLAY-LIBRARY-DENTAL INSUR	0.00	0.00	0.00	0.0
01-87-65110-250	OUTLAY-LIBRARY-RETIREMENT	0.00	0.00	0.00	0.0
01-87-65110-380	OUTLAY-LIBRARY-BUILDING	0.00	0.00	0.00	0.0
01-87-65110-700	OUTLAY-LIBRARY-COMPUTER	0.00	0.00	1,800.00	0.0
01-87-65110-810	OUTLAY-LIBRARY-MACHINERY	0.00	0.00	0.00	0.0
01-87-65110-820	OUTLAY-LIBRARY-SHELVING	0.00	0.00	0.00	0.0
01-87-65110-870	OUTLAY-LIBRARY-BLDG MAINT	0.00	0.00	0.00	0.0
<b>TOTAL CAPITAL OUTLAY-LIBRARY</b>		<b>0.00</b>	<b>0.00</b>	<b>1,800.00</b>	<b>0.0</b>
<b>TOTAL EXPENSES: LIBRARY</b>		<b>42,309.71</b>	<b>76,835.52</b>	<b>580,029.00</b>	<b>13.2</b>

**CITY OF PORT WASHINGTON  
Library Board  
Agenda**

**Discussion Item**

**Agenda Item: 07. Approve ebook reader purchase.**

**Prepared By: David Nimmer**

**Date: March 18, 2011**

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**Background Information (Attach Additional Sheets If Necessary):**

The anonymous computer donation still has well over \$6,000 in its balance. After scrubbing any idea of purchasing ebook readers last year, I am going to recommend that we purchase some for this year for the public to use.

I am recommending that we spend \$4,000-\$5,000 on a variety of ebook readers and content (ebook readers run around \$49-\$349 each). I would like the ebook readers to be stand alone so we rarely if ever have to plug them into a computer.

I suggest that we offer each customer the book of their choice on the reader when they pick it up. Eventually requests will match up with the content on the reader.

By offering various designs the patrons can try different readers. But that also bring more challenges to staff to remember how to use and download content onto each device.

But in this manner the patrons will get to use and try a variety of devices that are all compatible with our digital ebook collection at Overdrive.

**Budget Ramifications (if any):**

**None.**

**Staff Recommendation:**

Approve purchase of ebook readers and accompanying digital content.

**(Committee) (Commission) (Board) Recommendation:**

## Anonymous Computer Donation Summary End of Year 2010

Balances	Amounts
Balance 12/31/07	\$ 6,036.90
Interest 2008-10	\$ 594.48
Expenditures 2008-10	\$ 0.00
<b>Balance 12/31/10</b>	<b>\$6,631.38</b>

Year	Total Interest	Percentage of	Interest Earned
Interest 2008	\$ 6,824.17	4.30%	\$ 293.44
Interest 2009	\$ 3,701.48	4.40%	\$ 162.87
Interest 2010	\$ 2,819.97	4.90%	\$ 138.18
<b>Interest Applied to Balance</b>			<b>\$594.48</b>

## Device Resource Center

▼ **Device Resource Center**

- Compatible Devices
- Incompatible Devices
- Glossary
- Frequently Asked Questions



*last updated March 11, 2011*

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### Literati Reader

*With firmware v1.8 (or newer).*



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**Test a Device for Compatibility**

Follow these steps to test a device for compatibility with OverDrive WMA and WMV titles.

**CITY OF PORT WASHINGTON  
Library Board  
Agenda**

**Discussion Item**

**Agenda Item: 08. Approve 2010 City Annual Report**

**Prepared By: David Nimmer**

**Date: March 18, 2011**

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**Background Information (Attach Additional Sheets If Necessary):**

The city annual report is due and is completed barring any changes. A review and a look at the highlights will take place at the meeting on Friday.

**Budget Ramifications (if any):**

**None.**

**Staff Recommendation:**

Approve report barring any corrections.

**(Committee) (Commission) (Board) Recommendation:**

# 2010 ANNUAL REPORT

**CITY OF  
PORT WASHINGTON**

## **NEW AND NOTEWORTHY IN 2010**

**WJ NIEDERKORN  
LIBRARY**

David Nimmer  
Director

### **Program Attendance, Circulation and Internet Access Increases:**

Once again the library saw large increases in most services provided. Program attendance was up 32% over 2009. It was the first time we saw more than 10,000 people attending programs.

Circulation was up 5.6% over 2009

Internet access, on computers and wireless, was up 55% in 2010 or just over 26,000 sessions.

### **Library Visits**

For the first time in years the library was able to determine the actual count of people visiting the library. 140,213 people visited the library in 2010, or about 500 people per day.

### **Ebooks Access Online**

Although library patrons have been accessing downloadable audiobooks online for a few years now, this year was unique in that we saw an explosion in the use of downloadable ebooks.

With access now available on ebook readers, smartphone and iPads, the use and demand for this service has grown through the roof.

316 W. Grand Ave  
Port Washington, WI 53074  
(262) 284-5031  
(262) 284-7680 Fax  
dnimmer@esls.lib.wi.us

## LIBRARY OPERATION

*The W. J. Niederkorn Library operates under Wisconsin State Statutes Chapter 43 as well as under the provisions of City Ordinance 87-14. The Library functions as a department of the City of Port Washington and extends service to residents of the City of Port Washington, any residents having a valid card in the Eastern Shores Library System, and any residents of other library systems with which we have a Reciprocal Borrowing Agreement.*

*Financial Support for the library is obtained by taxation through the City of Port Washington and Ozaukee and Sheboygan Counties with the budget being set by the Library Board.*

## POLICY STATEMENT

*It shall be the Policy of the W. J. Niederkorn Library to serve the community as a general service center of reliable information and of quality recreational materials and programs.*

## THE LIBRARY BOARD

*This board shall consist of seven members\* who shall be residents of the City of Port Washington. There shall be one member from the Common Council, one member shall be a school district administrator or his representative, and the Mayor shall appoint the rest with approval by the Common Council.*

*\*The County Chairperson, with approval from the county board, may appoint from among the residents of the county additional members to the municipal library board when the annual sum appropriated to the library by the county meets certain percentage thresholds. In 2009 one additional appointment was made by the Ozaukee County to our library board.*

## THE BUDGET

The operating revenue of the library can be broken down as follows

City of Port Washington	\$444,933
Ozaukee County	\$102,764
Other Counties	\$4,354
Grants	\$715
All other	\$54,821
<b>Total</b>	<b>\$607,587</b>

The operating expenditures of the library can be broken down as follows:

Salaries and Wages	\$288,752
Employee Benefits	\$140,124
Library Materials	\$70,745
All Other	\$107,906
<b>Total</b>	<b>\$607,587</b>

The City of Port Washington retired **\$365,659** in debt service for the library.

The capital revenue/expenditures of the library can be broken down as follows:

	Revenue	Expenditure
EasiCat Upgrade	\$1,747	\$1,800
Community Room Renovation	\$6,857	\$13,000
<b>Totals</b>	<b>\$9,136</b>	<b>\$14,800</b>

At the end of the year \$3,531 was approved for carry over from capital expenditures to spend in 2011 as it was not possible to finish all the Community Room updates by the end of the year.

The Library held **\$147,136** in its reserve account at the end of 2010.

## STATISTICS

Circulation: The library circulated 280,588 items in 2010 a 5.6% increase over 2009. The circulation can be broken down as follows: 166,918 adult items were circulated and 113,670 children's items were circulated.

<b>2010</b>	<b>280,588</b>
2009	265,515
2008	238,851
2007	231,624
2006	226,638
2005	222,094

Number of Registered Borrowers: The library keeps a database of current registered borrowers. In 2010 there were 8,561 registered Port Washington borrowers and 2,746 non-resident registered borrowers for a total of 11,307. In 2010 5,664 unique individuals borrowed material.

Library Collection: The library continues to add new materials to the library collection. But each year we also withdraw outdated and damaged materials. The library added a total of 5,618 items to the library collection.

Our library has 51,556 books/serials, 3,682 audiobooks, 6,803 videos and 116 other items for a total of 62,157. 16,819 electronic format books, audiobooks and videos are part of the collection and available in digital versions online. The shared library catalog holds well over 1.2 million items.

Magazines: The library subscribes to, or receives through gift donations, 149 magazines and newspapers.

Computers: There are 16 Public Access Computers, 10 offer Internet access (with Microsoft and Open Office products and Adobe Reader), 4 only access the library catalog, and 2 are early childhood literacy computers (1 English and 1 bilingual Spanish). There are 13 staff computers.

Programs: The library held 493 programs for people of all ages. The attendance for the year was 10,420.

Interlibrary Loans: We supplied 43,757 items to other libraries and received 51,342 from other libraries. This is a net borrowing of 7,585 down from 9,231 in 2009.

## **STAFFING**

The library had a staff of 9.2 FTE, including the maintenance staff. David Nimmer served as the Library Director in 2010.

## **LIBRARY BOARD MEMBERS**

### **At the end of the year**

President:	Mr. Justin Ritter (County Appointment)
Vice President:	Mrs. Marie Zirbes
Treasurer:	Mr. Thomas Hudson (Aldermanic Representative)
Secretary:	Ms. Kay Goodwin
Members:	Mrs. Judy Jones
	Dr. Michael Weber (School Superintendent)
	Mr. Robert Bretl
	Vacant

## **SUMMER READING PROGRAM**

A total of 810 children registered for the summer reading program. 86 teens registered for the Teen Summer Reading Program.

## **LIBRARY SERVICES**

Library Hours:

Monday - Thursday	9:00 AM - 8:00 PM
Friday	9:00 AM - 6:00 PM
Saturday	9:00 AM - 1:00 PM
Sunday	Closed

Reference: For answers to your questions help is available at the Circulation desk, by phoning the library at 262-284-5031.

Book clubs: The library works in conjunction with the Port Senior Center to sponsor a monthly book talk. The library also hosts four other book clubs which meets monthly in the library,

Barb's Book Club, W.J. Niederkorn Library Fiction Book Club, a Teen Book Club and a Parent Child Book Club.

Book Club Corner: The Library started in 2009 a collection of books that are available for use by local book clubs. Four titles started the Book Club Corner in 2009, there are now 13 titles in the collection.

Internet access: Internet service is available on 10 PCs and is made available via a T1 line. In addition a separate wireless Internet service is available for wireless capable devices.

FAX service: Fax services include both sending and receiving faxes.

Tax forms: Access to tax forms is provided throughout the year. From late January through April selected state and federal forms are available for free. Other forms can be printed off the Internet by staff, copied from a IRS binder, or printed off the Internet by the patron.

Children's programming: In addition to participation in the statewide Summer Reading Program, the Children's Department hosts a series of story time programs for kids aged birth to 6<sup>th</sup> grade.

Preschool visits: Port Preschool, and others, take advantage of visits to the library to participate in a story time and to check out books.

Children's Parent Child Book Club: The Children's Librarian runs the book club for parents and children to attend together.

Teen programming: Programs for teens includes a teen book talk, and gaming on Wednesday afternoon including DDR (Dance Dance Revolution), Guitar Hero, Wii games and regular board and card games.

Library catalog: Access to the library catalog is available at [www.easicat.net](http://www.easicat.net) which also provides access to library account information for placing requests, checking on status of requests, renewing items checked out and checking due dates. With our new library automation software consenting patrons can keep a permanent reading list of all items checked out from the library.

Book drop: The book drop is located outside on the alley entrance and is available all hours for quick drop off.

Services offered: The library offers adult books, young adult books, children's book, large print books, videos, audiobooks, music CDs, CD-ROMs, DVDs, children's cassette/book sets, reference materials and indexes, business and investment materials, magazines and newspapers, pamphlets, college class schedules and catalogs, tax forms, community information, access to local newspapers on microfilm, computers, a photocopier, and a microfilm reader/printer. Community Room: the Community Meeting Room is available for use or rental, as availability allows. The room can be set up in a variety of layouts to suit the needs of the meeting.

Display Case: the two level display case is available for month long displays in a protected glass enclosure.

Art Displays fill the Community Room and the Children's Department each year bringing families in to view the very creative work of their children.

The Friends of the library maintain a Thomas the Tank Engine train table in the Children's Department in addition to an ongoing book Store, a yearly book sale and an ongoing coffee and tea service.

Respectively Submitted,

David Nimmer  
Library Director.

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**CITY OF PORT WASHINGTON  
Library Board  
Agenda**

**Discussion Item**

**Agenda Item: 09. Approve Benchmarks for the Director 2011.**

**Prepared By: David Nimmer**

**Date: March 18, 2011**

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**Background Information (Attach Additional Sheets If Necessary):**

It is time to set benchmarks for 2011 for the library director.

Enclosed is a selection of benchmarks to choose from.

I may have more ideas by Friday. Bring your suggestions.

**Budget Ramifications (if any):**

**None - Performance review.**

**Staff Recommendation:**

Approve from selection of benchmarks proposed.

**(Committee) (Commission) (Board) Recommendation:**

## **Suggested Library Director Benchmarks for 2011**

### **Ebooks Readers**

If it is decided to purchase some ebook readers this year, then the goal would be to get them into as many hands as possible. Excluding some expected wait-on-the-shelf time we could expect to see a maximum of 150 circulations for the remainder of the year. If we act fast and get good publicity we could well achieve that goal.

Circulate the ebook readers over 125 times in 2011.

### **Promote ebook downloads**

In addition to new ebook readers (or even without) we should expect to see a large increase in the use of downloadable ebooks in 2011 (lots of people received a ebook reader for Christmas 2010). I would look to see more than 30 downloads per month for our library.

At this time we only can get data for the library system as a whole. The numbers have grown from 29 per month in January 2010 to 243 per month in December 2010.  $243 \div 15$  (libraries) = 16,  $243 \div 10$  (percentage of patrons) = 24 so 30 per month would be great.

### **New Services Promotion - Copier services**

With the new copier just days away. It is a good time to promote the copier services that can be accomplished here. In addition to our current copy options (2 sided, B&W and color, and letter, legal and tabloid (11x17) sizes), we will be adding the ability to print from wireless devices, the ability to scan documents and email them, and the ability to print from a usb storage device.

Numbers will be hard to lay down to quantify, but if we can track these new features, then looking at the numbers will give us some idea how well we did promoting the new services.

### **Design new parking lot option**

Working with Rob Vanden Noven, redesign the East end of the alley parking lot so that snow can be plowed all the way out of the parking lot. In the redesign, we should be able to add 2-4 more parking spots but will need to move the storage shed. This Winter we were down 4-5 spots from the snow pile for a week, and down 3 spots for several weeks.

With the design in hand then a future funding can be sought.

Have the plan done by the end of the year.

### **Design new interior study rooms and circulation area**

The library could really use some study rooms for individuals and small groups. We should be able to add at least two study rooms, if not three, and redesign the circulation area to be more efficient and importantly much quieter.

Funds would have to be secured separately, but these are strong needs for these improvements in the library.

Have the plan in hand by the end of summer (or year).

**Create an area that acknowledges staff and board members who served more than 10 (or 20) years for the library**

Incorporate the commissioned 50th anniversary painting into a area that acknowledges those who have given a lot to the library over the years. In 2011 we would like to acknowledge everyone who deserves credit from 1961 to present. Eventually we will work back even farther than that.

Have it in place by the end of 2011.

**50 Anniversary Celebration (speakers and anniversary event)**

Throughout the year we will be hosting author visits (one adult, one teen, one children's author) and have an anniversary event near the end of the year.

Good attendance (in the hundreds total) would show the expense to be worth the effort.

**Library Directional Signs**

This year I would like to add library signage at the entry ways to the city as well as at the corner of Spring and Grand. Working with the sign reevaluation group, incorporate our signs into the entry ways as well as into downtown signage.

Get it approved and done this year

**OZAUKEE COUNTY**

**County Library Service  
County Board Appointment Worksheet**

**2011**

03/01/2011

**According to the chart below, the Ozaukee County Board may appoint two (2) additional member to the municipal library board at Cedar Grove Public Library, and one (1) additional member to the municipal library boards of Cedarburg Public Library, W.J. Niederkorn Library (Port Washington), Oscar Grady Library (Saukville), and Lakeview Community Library (Random Lake).**

- Wisc. Stat. 43.60(3) (a) A county chairperson, with the approval of the county board, may appoint from among the residents of the county additional members to the municipal library board, for a term of 3 years from the May 1 following the appointment, and thereafter for a 3 year term as follows:
1. If the annual sum appropriated to the library by the County equals at least 1/6th - but less than 1/3rd of the municipal library appropriation of the preceding year, the County Board may appoint from the residents of the county, one (1) additional member to the municipal library board.
  2. If the annual sum appropriated to the library by the County equals at least 1/3rd - but less than 1/2 of the municipal library appropriation of the preceding year, the County Board may appoint from the residents of the county, two (2) additional members to the municipal library board.
  3. If the annual sum appropriated to the library by the County equals at least 1/2 - but less than 2/3rds of the municipal library appropriation of the preceding year, the County Board may appoint from the residents of the county, three (3) additional members to the municipal library board.
  4. If the annual sum appropriated to the library by the County equals at least 2/3rds - but less than the full amount of the municipal library appropriation of the preceding year, the County Board may appoint from the residents of the county, four (4) additional members to the municipal library board.
  5. If the annual sum appropriated to the library by the County equals at least the full amount of the municipal library appropriation of the preceding year, the County Board may appoint from the residents of the county, five (5) additional members to the municipal library board.
- (b) For a joint public library (2 or more municipalities) the "annual sum appropriated" is total appropriated by all the municipalities in the joint library.
- (c) A county chairperson may appoint a county supervisor to serve as a member under (a), but no more than one county supervisor so appointed may serve on the library board at the same time.

Wisc. Stat. 43.60(4) If the additional member appointed to a library board under 43.60(3)(a) loses the status upon which the appointment was based, he or she ceases to be a member of the library board effective the following May 1.

Library	2011 Payment											
	Non-librari- ed Residents	2010 Municipal Appropriation	IF 1/6th of Municipal Appropriation	THEN 1 additional member	IF 1/3rd of Municipal Appropriation	THEN 2 additional members	IF 1/2 of Municipal Appropriation	THEN 3 additional members	IF 2/3rds of Municipal Appropriation	THEN 4 additional members	IF Full amount of Municipal Appropriation	THEN 5 additional members
<b>Cedar Grove</b>	<b>\$33,802</b>	<b>\$84,235</b>	\$14,039	1	<b>\$28,078</b>	<b>2</b>	\$42,118	0	\$56,157	0	\$84,235	0
Elkhart Lake	\$2	\$66,242	\$11,040	0	\$22,081	0	\$33,121	0	\$44,161	0	\$66,242	0
Kohler	\$416	\$175,611	\$29,269	0	\$58,537	0	\$87,806	0	\$117,074	0	\$175,611	0
Oostburg	\$521	\$81,321	\$13,554	0	\$27,107	0	\$40,661	0	\$54,214	0	\$81,321	0
Plymouth	\$1,711	\$366,813	\$61,136	0	\$122,271	0	\$183,407	0	\$244,542	0	\$366,813	0
<b>Random Lake</b>	<b>\$32,938</b>	<b>\$146,589</b>	<b>\$24,432</b>	<b>1</b>	\$48,863	0	\$73,295	0	\$97,726	0	\$146,589	0
Sheboygan	\$9,039	\$2,635,988	\$439,331	0	\$878,663	0	\$1,317,994	0	\$1,757,325	0	\$2,635,988	0
Sheboygan Falls	\$159	\$298,123	\$49,687	0	\$99,374	0	\$149,062	0	\$198,749	0	\$298,123	0
<b>Cedarburg</b>	<b>\$118,519</b>	<b>\$428,454</b>	<b>\$71,409</b>	<b>1</b>	\$142,818	0	\$214,227	0	\$285,636	0	\$428,454	0
Grafton	\$47,044	\$604,094	\$100,682	0	\$201,365	0	\$302,047	0	\$402,729	0	\$604,094	0
Mequon Thiensville	\$12,127	\$1,007,930	\$167,988	0	\$335,977	0	\$503,965	0	\$671,953	0	\$1,007,930	0
<b>Port Washington</b>	<b>\$108,934</b>	<b>\$444,933</b>	<b>\$74,156</b>	<b>1</b>	\$148,311	0	\$222,467	0	\$296,622	0	\$444,933	0
<b>Saukville</b>	<b>\$86,135</b>	<b>\$279,737</b>	<b>\$46,623</b>	<b>1</b>	\$93,246	0	\$139,869	0	\$186,491	0	\$279,737	0

## Eco-Crafts!

### Recycled Jewelry Workshop

Monday, April 4th  
6-7 p.m.

at the WJ Niederkorn Library

Bring your old silverware forks or spoons to turn into something spectacular! Also bring a hammer if you've got one!

~Please register~

### Papier-Mâché

Monday, April 25th  
6-7 p.m.

at the WJ Niederkorn Library

We will be making small piñatas, using recycled newspaper. Just in time for some Cinco de Mayo fun!

~Please Register~

### Special thanks to:

Port Washington Women's Club

Port Washington-Saukville Rotary

Friends of the Oscar Grady Library

Friends of the WJ Niederkorn Library

Character Counts of Port Washington/  
Saukville communities

### For more information:

Oscar Grady:  
262-284-6022  
[www.oscargradylibrary.org](http://www.oscargradylibrary.org)

WJ Niederkorn Library:  
262-284-5031  
[www.wjnlib.org](http://www.wjnlib.org)

Port Washington High School:  
262-268-5531  
[Megan.Jacoby@pwssd.k12.wi.us](mailto:Megan.Jacoby@pwssd.k12.wi.us)

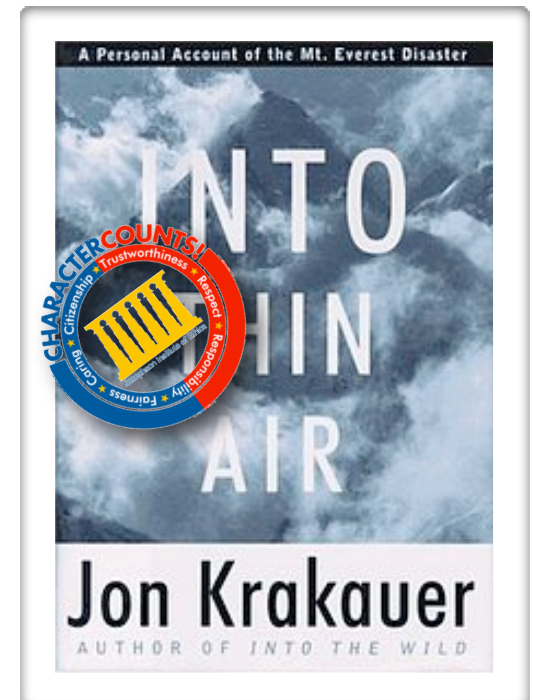
# One Book

## ONE COMMUNITY<sup>®</sup>

Bringing Communities  
together one book at a time.

Our 2011 Book Choice is:

Into Thin Air  
by Jon Krakauer



# Our Book: Into Thin Air by Jon Krakauer

## The Story:

In 1996, two groups head up the North Face of Mount Everest.

Not all of them make it back down the mountain.

A bank of clouds was assembling on the not-so-distant horizon, but journalist-mountaineer Jon Krakauer, standing on the summit of Mt. Everest, saw nothing that "suggested that a murderous storm was bearing down." He was wrong. The storm, which claimed five lives and countless injured and near death, left even more-including Krakauer- in guilt-ridden disarray. This is the story of those lives lost and saved, how they risked everything for their friends and showed true strength of character at the bleakest moment of their lives.

Books can be checked out or purchased at either the Oscar Grady Library in Saukville or the WJ Niederkorn Library in Port Washington. Copies are also available at the Port Washington High School Library.

## Special Presentation

### Guest Speaker Eric Larsen

Adventurer and Environmentalist

## Tuesday, April 26th 6:30 p.m.

at the WJ Niederkorn Library

MT. EVEREST, THE NORTH POLE AND SOUTH POLE represent the harshest and most extreme environments on the planet. Yet as inhospitable as these places are to humans, they are also the areas most affected by people.

On October 15th, 2010, polar adventurer and expedition guide Eric Larsen, originally from Cedarburg, WI, stood on the summit of Mt. Everest. In doing so, he became the first person in history to reach the South Pole, North Pole and summit of Mt. Everest in a 365-day period.

Hear this incredible first hand account in an hour-long presentation that unveils the beauty and vastness of these remote landscapes - areas few people have ever seen - how they are changing, and ultimately, what we can do to protect them. Through breathtaking images, engaging story telling and captivating video, Eric describes the triumphs and tribulations, of planning, executing and completing three major expeditions to world's three 'poles'. Eric will also talk about how important understanding the 'science of climate' and the individual and combined efforts are needed to save these fragile environments.

30

## Book Discussions

Monday, April 11th, 6:30 p.m.  
at the WJ Niederkorn Library  
in Port Washington

Thursday, April 14th, 6:30 p.m.  
at the Oscar Grady Library  
in Saukville

Tuesday, April 19th, 6:30 p.m.  
at the YMCA in Saukville

## Movie Presentation

### Storm over Everest

a David Breashears/NOVA Film

### At the Oscar Grady Library:

Thursday, March 10th at 6 p.m.  
Friday, March 11th at 2 p.m.

Tuesday, April 19th at 6 p.m.  
Thursday, April 21st at 6 p.m.

### At the WJ Niederkorn Library:

Saturday, April 16th at 10:30 a.m.