

AGENDA
Monona Public Library Board
Board Room
January 24, 2017, 6 pm

- I. Roll Call**
- II. Call to Order**
- III. Appearances**
- IV. Approval of Minutes from December 20, 2016 and January 12, January 13, January 15, January 19, 2017**
- V. Consent Agenda**
 - A. Approval of Bill Payments, December 15, 2016 – January 20, 2017
 - B. Approval of Financial Report, December 2016
- VI. Library Director Report**
 - A. Administrative Report December through Mid-January
 - B. Parking Lot Project Update
 - C. Fundraising Update
- VII. Closed Session**
 - A. Under Wisconsin Statutes Section 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation of Any Public Employee Over Which the Government Body has Jurisdiction or Exercises Responsibility (Employment, Library Director).
- VIII. Reconvene in Open Session Under Wisconsin Statute Section 19.85**
- IX. Board Action Items**
 - A. Approve Contacting Library Director Candidate References
 - B. Approve Wage Increases as Budgeted in 2017 Operating Budget
- X. Announcements**
 - A. Loud in the Library, Saturday, January 28, 7-10 pm
 - B. Next Monona Library Board Meeting, Tuesday, February 21 at 7 pm
 - C. Friends of Monona Library Board Meeting, Tuesday, February 14 at 6:45 pm
- XI. 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.



2010 WISCONSIN LIBRARY OF THE YEAR

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Minutes

Monona Public Library Board
Board Room
Tuesday, December 20, 2016, 7 pm

I. Roll Call

Library Board Trustees Present: Sue Carr, President; Todd Stebbins, Vice President; Andrew Kitslaar, Alderperson; Jennifer Fonner, School Board Representative; Val Edwards, Community Representative
Library Staff Present: Sally Buffat & Matt Heindel, Co-Interim Library Directors
Library Board Trustees Absent: Mary Anderson and Brett Blomme, Community Representatives

II. Call to Order

President Carr called the meeting to order at 7 o'clock.

III. Appearances

None.

IV. Approval of Minutes from November 15, 2016

Alder Kitslaar motioned, seconded by Trustee Edwards, to approve the minutes.
Motion passed unanimously.

V. Consent Agenda

A. Approval of Bill Payments November 10 – December 15, 2016

B. Approval of Financial Report, November 2016

Trustee Edwards motioned, seconded by Trustee Fonner, to approve the consent agenda.

Motion passed unanimously.

VI. Board Discussion

A. Parking Layout

Discussion: Zach Simpson, Strand Associates, and Brad Bruun, City of Monona Project Coordinator, facilitated discussion of Parking Layout – Hybrid Final Alternative Library

Parking Area with Sidewalk and Terrace including 37 stalls +2 ADA stalls. They pointed out changed features:

- Concrete raised center walkway with concrete gutter pan and sloped sidewalk approach instead of curb abutment
- Proper cross slope across parking area needed for proper water drainage
- Elimination of the sidewalk along Healy Lane from original design
 - Sidewalk in parking area meant to get visitors off parking lot drive lanes and assist accessibility; was not meant as a way to get visitors from the street to the building entrance
 - Use area with removed sidewalk for storm water collection
 - Removal of added sidewalk along Healy saves a tree
 - Difficult to make that sidewalk ADA compliant due to grade steepness, greater than 7.5% with switchback
 - Less future maintenance needed

Retaining Wall

Appendix A, Alternative Wall Types

Existing wall is a cast-in-place concrete retaining wall; it will be very expensive to match existing wall, approximately \$360/VSF because wall footings are likely placed at frost level, approximately 4-feet below ground. Strand suggests cutting the existing wall top down about one foot and choosing an alternative wall type to place in front of existing wall and along edge of proposed parking area expansion. It is possible the existing concrete wall was designed to give assisted structural integrity to the posts supporting the Library addition; needs to be confirmed by Strand. Proposed new wall choices include: Boulder Wall (~\$30/VSF), Modular Block Wall (~\$40/VSF), Gravity Block Wall (~\$60/VSF). The Boulder wall would be a landscape feature and would not require engineering to install. The Modular block wall would need to be installed 12" below grade. The Gravity block wall would need to be installed 16" below grade. The structural integrity of the wall comes from back fill.

Trustee Edwards motioned, seconded by Trustee Fonner, to go out of order and add an action item to approve the parking lot design.

Motion passed unanimously.

Trustee Stebbins motioned, seconded by Trustee Edwards, to approve the Parking Layout – Hybrid Final Alternative and to request additional capital funds to cover the added costs from the original proposal of \$197,500 to the new Opinion of Probable Construction Cost (to be determined; up to \$263,770).

Motion passed unanimously.

B. Convert Delivery Parking at Nichols Road Entrance to Public Parking Temporarily During Construction

Discussion: Brad Bruun, City of Monona Project Coordinator, facilitated discussion of converting the delivery parking area at the Nichols Road entrance to public parking

temporarily during the main parking lot construction project. The space will probably accommodate 2 cars. The City will temporarily bag the "Delivery Parking Only" sign.

C. Format for In-Person Library Director Process

Discussion: The second interview will be an in-person interview with the entire Board. The Board discussed the framework / structure of the interview. One component will be a staff meeting. Invite the public to attend? Should there be a social component?

D. Questions for In-Person Library Director Board Interview

Discussion: The Board discussed wording for possible in-person interview questions.

VII. Board Action Items

A. Approval of Questions for In-Person Library Director Interview

B. Approval of Library Director Hiring Schedule

Correction; should read: *Approval of Format for In-Person Library Director Process*

Trustee Edwards motioned, seconded by Trustee Fonner, to approve the in-person interview format and to approve basic in-person interview question guidelines. Motion passed unanimously.

C. Approval of Closing the Library Early on January 28 for Loud in the Library

Alder Kitslaar motioned, seconded by Trustee Edwards, to close the Library at 4 p.m. on Saturday, January 28 for Loud in the Library.

Motion passed unanimously.

VIII. Co-Interim Library Directors Report

A. Administrative Report November through Mid-December

Matt Heindel and Sally Buffat reviewed highlights from the November through Mid-December Administrative Report and answered Board questions.

B. Friends of Monona Library Fundraiser Update

Sally reported that tickets are on sale and publicity will ramp up the first week in January, including WVMO radio spots and a feature in the Herald Independent.

IX. Closed Session

A. Under Wisconsin Statutes Section 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation of Any Public Employee Over Which the Government Body has Jurisdiction or Exercises Responsibility (Employment).

Trustee Edwards motioned, seconded by Trustee Fonner, to go into Closed Session. Motion passed by roll call at 9:32 p.m.

X. Reconvene in Open Session Under Wisconsin Statute Section 19.85

Alder Kitslaar motioned, seconded by Trustee Edwards, to reconvene in Open Session. Motion passed by roll call at 10:20 p.m.

Trustee Edwards motioned, seconded by Trustee Fonner, to approve the candidates to put forward for second (in-person) interviews, pending results of final phone interview. Motion passed unanimously.

XI. Announcements

- A. Next Monona Library Board Meeting may be Rescheduled due to City Council Meeting on Tuesday, January 17 at 7:30 pm
- B. Friends of Monona Library
 - i. Loud in the Library Subcommittee Meeting Each Thursday in January at 5:55 pm
 - ii. Loud in the Library; *Mardi Gras!* Saturday, January 28, 7-10 pm
 - iii. Library Closed Friday – Monday, December 23 – 26 to Coincide with City of Monona Holiday Schedule for Christmas Eve & Christmas Day
 - iv. Library Closed Monday, January 2 to Coincide with City of Monona Holiday for New Year's Day
 - v. City Council, Tuesdays, January 3 & January 17, 7:30 pm, Consideration of Resolution Library Parking Lot Design Approval & Consideration of Resolution Amending the 2017 Capital Budget for Reconstruction of the Library Parking Lot
 - vi. Plan Commission Meetings, Mondays, January 9 & January 23, 7 pm

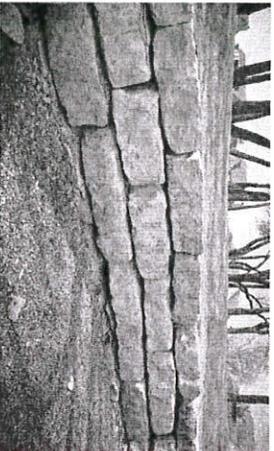
XII. Adjournment

Trustee Fonner motioned, seconded by Trustee Edwards, to adjourn the meeting. Board President Carr adjourned the meeting at 10:22 p.m.

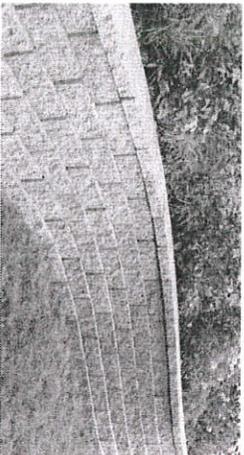
Minutes recorded by Sally Buffat
December 20, 2016

Appendix A: Alternative Wall Types

Alternative Wall Types



- Boulder Wall ~\$30/VSF (\$94/LF)
= ~\$15K for complete replacement along Nichols
(assuming 500 VSF)



- Modular Block Wall ~\$40/VSF (\$125/LF)
= ~\$19K for complete replacement along Nichols
(assuming 500 VSF)



- Gravity Block Wall ~\$60/VSF (\$188/LF)
= ~\$29K for complete replacement along Nichols
(assuming 500 VSF)

Minutes

MONONA PUBLIC LIBRARY BOARD
MONONA PUBLIC LIBRARY
1000 NICHOLS ROAD

THURSDAY, JANUARY 12, 2017
4:00 P.M.

1. Roll Call
Library Board Trustees Present: Sue Carr, President; Todd Stebbins, Vice President; Andrew Kitslaar, Alderperson; Jennifer Fonner, School Board Representative; Mary Anderson, Brett Blomme, and Val Edwards, Community Representatives

2. Call to Order
President Carr called the meeting to order at 4 o'clock.

3. Library Director Candidate Open Forum

Library Director Candidate Tobias was presented to the Public.

The candidate was asked to prepare a presentation on the topic of her choice, followed by a time for questions and answers.

People who attended the public forum were given a brief bio consisting of the Candidate's education and work experience, along with a feedback form on which to take notes and to submit to the Board with their impressions. People were also given index cards on which to write out questions for the Candidate.

4. Library Director Candidate Meeting/Presentation to Library Staff

Library Director Candidate Tobias was presented to the Staff.

The Candidate was given the following scenario:

Today is your initial staff meeting. Introduce yourself and describe your leadership and management style. Describe your first 100 days and what your approach will be.

Staff members were given a brief bio consisting of the Candidate's education and work experience, along with a feedback form on which to take notes and to submit to the Board with their impressions. Staff members were also given index cards on which to write out questions for the Candidate.

5. Convene in Closed Session under Wisconsin Statute section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Library Director Candidate Formal Interview and Library Board Final Comments About Candidate)

Trustee Edwards motioned, seconded by Trustee Fonner, to go into Closed Session.
Motion passed by roll call at 5:28 p.m.

6. Reconvene in Open Session Under Wisconsin Statute Section 19.85(2)

Trustee Edwards motioned, seconded by Alder Kitslaar, to reconvene in Open Session.
Motion passed by roll call at 7:59 p.m.

7. Adjournment

Trustee Edwards motioned, seconded by Trustee Fonner, to adjourn the meeting.
Board President Carr adjourned the meeting at 8 o'clock.

Minutes recorded by Mary Anderson

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Monona Public Library Director Candidate Finalist

Sarah Tobias

Thursday, Jan. 12

4:00–8:00 pm

Education:

- Master's Degree, Library Science, Northern Illinois University
- Bachelor's Degree, Art, Carthage College

Work Experience:

- *Director*, Sycamore Public Library, Sycamore, IL, 6/2001–8/2016
- *Co-Owner and Manager*, Advance Communications, DeKalb, IL, 6/1998–6/2003
- *Children's Librarian*, DeKalb Public Library, DeKalb, IL, 5/1997–6/1998

Minutes

MONONA PUBLIC LIBRARY BOARD
MONONA PUBLIC LIBRARY
1000 NICHOLS ROAD

FRIDAY, JANUARY 13, 2017
4:00 P.M.

1. Roll Call
Library Board Trustees Present: Sue Carr, President; Todd Stebbins, Vice President; Andrew Kitslaar, Alderperson; Jennifer Fonner, School Board Representative; Mary Anderson, Brett Blomme, and Val Edwards, Community Representatives

2. Call to Order
President Carr called the meeting to order at 4 o'clock.

3. Library Director Candidate Open Forum

Library Director Candidate Casanova was presented to the Public.

The candidate was asked to prepare a presentation on the topic of her choice, followed by a time for questions and answers.

People who attended the public forum were given a brief bio consisting of the Candidate's education and work experience, along with a feedback form on which to take notes and to submit to the Board with their impressions. People were also given index cards on which to write out questions for the Candidate.

4. Library Director Candidate Meeting/Presentation to Library Staff

Library Director Candidate Casanova was presented to the Staff.

The Candidate was given the following scenario:

Today is your initial staff meeting. Introduce yourself and describe your leadership and management style. Describe your first 100 days and what your approach will be.

Staff members were given a brief bio consisting of the Candidate's education and work experience, along with a feedback form on which to take notes and to submit to the Board with their impressions. Staff members were also given index cards on which to write out questions for the Candidate.

5. Convene in Closed Session under Wisconsin Statute section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Library Director Candidate Formal Interview and Library Board Final Comments About Candidate)

Trustee Edwards motioned, seconded by Adler Kitslaar, to go into Closed Session.
Motion passed by roll call at 5:07 p.m.

6. Reconvene in Open Session Under Wisconsin Statute Section 19.85(2)

Trustee Stebbins motioned, seconded by Trustee Edwards, to reconvene in Open Session.
Motion passed by roll call at 7:40 p.m.

7. Adjournment

Trustee Edwards motioned, seconded by Trustee Fonner, to adjourn the meeting.
Board President Carr adjourned the meeting at 7:45 p.m.

Minutes recorded by Mary Anderson

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Monona Public Library Director Candidate Finalist

Monica Casanova

Friday, Jan. 13
4:00–8:00 pm

Education:

- Master's Degree, Public/Applied Science, Indiana University-Purdue University at Indianapolis
- Master's Degree, Library Science, Indiana University-Purdue University at Indianapolis
- Bachelor's Degree, Education, Purdue University

Work Experience:

- *Director*, Monticello-Union Township Public Library, Monticello, IN, 2/2012–present
- *Adult Services Librarian*, Monticello-Union Township Public Library, Monticello, IN, 3/2008–2/2012
- *Collections Assistant*, Indiana Historical Society, Indianapolis, IN, 5/2007–3/2008

Minutes

MONONA PUBLIC LIBRARY BOARD
MONONA PUBLIC LIBRARY
1000 NICHOLS ROAD

SUNDAY, JANUARY 15, 2017
11:00 A.M.

1. Roll Call
Library Board Trustees Present: Sue Carr, President; Todd Stebbins, Vice President; Andrew Kitslaar, Alderperson; Jennifer Fonner, School Board Representative; Mary Anderson, Brett Blomme, and Val Edwards, Community Representatives

2. Call to Order
President Carr called the meeting to order at 11 o'clock.

Library Director Candidate Fesemyer was presented to the Staff.

The Candidate was given the following scenario:

Today is your initial staff meeting. Introduce yourself and describe your leadership and management style. Describe your first 100 days and what your approach will be.

Staff members were given a brief bio consisting of the Candidate's education and work experience, along with a feedback form on which to take notes and to submit to the Board with their impressions. Staff members were also given index cards on which to write out questions for the Candidate.

4. Library Director Candidate Open Forum

Library Director Candidate Fesemyer was presented to the Public.

The candidate was asked to prepare a presentation on the topic of her choice, followed by a time for questions and answers.

People who attended the public forum were given a brief bio consisting of the Candidate's education and work experience, along with a feedback form on which to take notes and to submit to the Board with their impressions. People were also given index cards on which to write out questions for the Candidate.

6. Convene in Closed Session under Wisconsin Statute section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Library Director Candidate Formal Interview)

Trustee Edwards motioned, seconded by Trustee Fonner, to go into Closed Session. Motion passed by roll call at 1:16 p.m.

7. Reconvene in Open Session Under Wisconsin Statute Section 19.85(2)

Trustee Stebbins motioned, seconded by Trustee Edwards, to reconvene in Open Session. Motion passed by roll call at 2:45 p.m.

8. Board Discussion
 - A. Parking Lot Retaining Wall Options

Discussion: Brad Bruun, City Public Works Department talked about retaining wall options. He confirmed with Strand Associates that the current wall is not structural.

9. Board Action Item
 - A. Approve Option for the Retaining Wall Along the North Side of the Library Parking Lot

Trustee Edwards moved, seconded by Trustee Blomme, to approve a stackable limestone option for the Retaining Wall Along the North Side of the Library Parking Lot. Motion passed unanimously.

10. Convene in Closed Session under Wisconsin Statute section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Library Board Final Comments About Candidate).

Trustee Fonner motioned, seconded by Trustee Edwards, to go into Closed Session. Motion passed by roll call at 2:55 p.m.

11. Reconvene in Open Session Under Wisconsin Statute Section 19.85(2)

Trustee Stebbins motioned, seconded by Trustee Edwards, to reconvene in Open Session. Motion passed by roll call at 3:14 p.m.

12. Adjournment

Trustee Edwards motioned, seconded by Trustee Fonner, to adjourn the meeting. Board President Carr adjourned the meeting at 3:15 p.m.

Minutes recorded by Mary Anderson



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Monona Public Library Director Candidate Finalist

Cynthia Fesemyer

Sunday, Jan. 15

11:00 am–3:00 pm

Education:

- Master's Degree, Library and Information Studies, UW-Madison
- Master's Degree, M.A. English Literature, Humbolt State University, Arcata, CA
- Bachelor's Degree, English, UW-Madison

Work Experience:

- *Director*, Columbus Public Library, Columbus, WI, 5/2012–present
- *Instructor*, UW-Madison School of Library and Information Studies, 7/2015–present
- *Page 2*, Pinney Branch of Madison Public Library, 2/2012–5/2012
- *Reel to Real Library Liaison*, Wisconsin Public Television, 1/2012–5/2012
- *Volunteer*, Go Big Read and Allied Drive Literacy Time, 10/2010–5/2012
- *Reference Librarian Practicum Student*, Hawthorne Branch of Madison Public Library, 9/2011–12/2011
- *Project Assistant*, UW-Madison, 10/2010–8/2011
- *Youth Services Practicum Student*, DeForest Area Public Library, 5/2011–8/2011
- *Interim Executive Director, Dir of Development & Operations; Financial & Grants Adm; Office Manager*, Wisconsin Community Fund, 4/2000–8/2010
- *Development Director*, Wisconsin League of Conservation Voters, 9/2005–4/2007
- *Financial Manager*, Wisconsin Democracy Campaign, 11/2004–8/2005

Minutes

MONONA PUBLIC LIBRARY BOARD
MONONA PUBLIC LIBRARY
1000 NICHOLS ROAD

THURSDAY, JANUARY 19, 2017
4:00 P.M.

1. Roll Call
Library Board Trustees Present: Sue Carr, President; Todd Stebbins, Vice President; Andrew Kitslaar, Alderperson; Jennifer Fonner, School Board Representative; Mary Anderson, Brett Blomme, and Val Edwards, Community Representatives

2. Call to Order
President Carr called the meeting to order at 4 o'clock.

3. Library Director Candidate Open Forum

Library Director Candidate Claringbole was presented to the Public.

The candidate was asked to prepare a presentation on the topic of her choice, followed by a time for questions and answers.

People who attended the public forum were given a brief bio consisting of the Candidate's education and work experience, along with a feedback form on which to take notes and to submit to the Board with their impressions. People were also given index cards on which to write out questions for the Candidate.

4. Library Director Candidate Meeting/Presentation to Library Staff

Library Director Candidate Claringbole was presented to the Staff.

The Candidate was given the following scenario:

Today is your initial staff meeting. Introduce yourself and describe your leadership and management style. Describe your first 100 days and what your approach will be.

Staff members were given a brief bio consisting of the Candidate's education and work experience, along with a feedback form on which to take notes and to submit to the Board with their impressions. Staff members were also given index cards on which to write out questions for the Candidate.

5. Convene in Closed Session under Wisconsin Statute section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Library Director Candidate Formal Interview and Library Board Final Comments About Candidate)

Trustee Edwards motioned, seconded by Alder Kitslaar, to go into Closed Session.
Motion passed by roll call at 4:59 p.m.

6. Reconvene in Open Session Under Wisconsin Statute Section 19.85(2)

Trustee Edwards motioned, seconded by Trustee Stebbins, to reconvene in Open Session.
Motion passed by roll call at 8:13 p.m.

7. Adjournment

Trustee Edwards motioned, seconded by Trustee Fonner, to adjourn the meeting.
Board President Carr adjourned the meeting at 8:14 p.m.

Minutes recorded by Mary Anderson

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Monona Public Library Director Candidate Finalist

Ryan Claringbole

Thursday, Jan. 19
4:00–8:00 pm

Education:

- Master's Degree, History, UW-Milwaukee
- Master's Degree, Library and Information Science, UW-Milwaukee
- Bachelor's Degree, English/History, UW-La Crosse

Work Experience:

- *Public Library Technology Consultant*, Department of Public Instruction / Public Library Development Team, 2/2014–present
- *Overnight Supervisor*, College Library at UW–Madison, 5/2013–3/2014
- *Digital Branch Services Manager, Librarian II*, Chesapeake Public Library, Chesapeake, VA, 1/2010–1/2013
- *Librarian Intern*, UW–Madison Ebling Library, 1/2009–5/2009
- *Archivist Intern*, UW–Milwaukee University Archives, 5/2006–7/2007
- *Library Aide*, La Crosse Public Library, 10/2001–5/2005

Feedback Form for Library Director Candidate Open Forum

Candidate's Name _____

Your Name (Optional) _____

Your Affiliation (Citizen, Friends Member, Friends Board, Foundation Board, etc.)

(Optional) _____

What are your overall impressions of this candidate?

What do you see as this candidate's strengths?

What concerns do you have about this candidate?

Please share any other thoughts.

Feedback Form for Library Director Staff Meeting

Candidate's Name _____

Your Name (Optional) _____

What are your overall impressions of this candidate?

What do you see as this candidate's strengths?

What concerns do you have about this candidate?

Please share any other thoughts.

Summary of Expenditures Posted December 15, 2016 - January 18, 2017

Services/Contracts/Supplies			
Accounts Payable by Vendor	Account Code	Description	Amount
Gas & Electric Utility	202-55-55110-220		
MG&E		December	(\$2,862.73)
TOTAL GAS & ELECTRIC UTILITY			(\$2,862.73)
Service Contracts	202-55-55110-240		
Automatic Entrances of WI, Inc.		1/1/16 - 12/31/16	(\$280.00)
CleanPower		services for January	(\$1,990.39)
TOTAL SERVICE CONTRACTS			(\$2,270.39)
Auto Circulation System Rental	202-55-55110-241		
South Central Library System		Tech/ILS member fee	(\$41,036.71)
TOTAL AUTO CIRCULATION SYSTEM RENTAL			(\$41,036.71)
Office Supplies	202-55-55110-310		
South Central Library System		500 library cards	(\$75.00)
Brodart		Juvenile labels	(\$58.05)
South Central Library System		2016 printing overage	(\$114.15)
TOTAL OFFICE SUPPLIES			(\$247.20)
Postage	202-55-55110-312		
Snelling, Kathryn		return postage	(\$3.09)
TOTAL POSTAGE			(\$3.09)
Janitorial Supplies	202-55-55110-340		
Nassco		paper towel	(\$73.95)
TOTAL JANITORIAL SUPPLIES			(\$73.95)
Programming	202-55-55110-341		
Discount School Supply	youth services	programming supplies	(\$205.38)
TOTAL PROGRAMMING			(\$205.38)
Equipment/Building Maintenance/Repair	202-55-55110-350		
Menard's		corner guards	(\$38.56)
Illingworth-Kilgust		install bearing assembly	(\$1,987.00)
TOTAL EQUIPMENT/BUILDING MAINTENANCE/REPAIR			(\$2,025.56)
Equipment Maintenance & Repair	202-55-55110-351		
Illingworth-Kilgust		cooling locked out in ma	(\$1,197.28)
Midland Plastics, Inc.		chair rails for study room	(\$126.25)
TOTAL EQUIPMENT MAINTENANCE & REPAIR			(\$1,323.53)

Electronic Info Sources	202-55-55110-817		
SCLS		Flipster subscription	(\$198.15)
TOTAL ELECTRONIC INFO SOURCES			(\$198.15)
Book Lease Program	202-55-55110-818		
SCLS		Digital Media buying po	(\$3,137.00)
SCLS		Overdrive Digital Media	(\$277.54)
TOTAL BOOK LEASE PROGRAM			(\$3,414.54)
Vending	202-55-55110-819		
Pepsi		soda	(\$171.08)
TOTAL VENDING			(\$171.08)
Services/Contracts/Supplies Subtotal			(\$53,829.22)
LIBRARY ACQUISITIONS			
Accounts Payable by Vendor	Account Code	Description	
Magazines & Newspapers	202-55-55110-809		
The New York Times		11/28/16 - 2/26/17	(\$224.40)
EBSCO 2017 subscriptions		2017 renewals	(\$105.05)
TOTAL MAGAZINES & NEWSPAPERS			(\$329.45)
DVDs & CDs	202-55-55110-810		
Amazon.com		DVD	(\$287.78)
Ingram		BOCD	(\$267.91)
TOTAL DVDs & CDs			(\$555.69)
Adult Books	202-55-55110-811		
Ingram		Non-fiction	(\$298.15)
Ingram		fiction	(\$640.88)
TOTAL ADULT BOOKS			(\$939.03)
Young Adult Books	202-55-55110-813		
Ingram		YA books	(\$128.30)
TOTAL YOUNG ADULT BOOKS			(\$128.30)
Large Print Books	202-55-55110-814		
Cengage Learning		standing order	(\$61.58)
TOTAL LARGE PRINT BOOKS			(\$61.58)
Library Acquisitions Subtotal			(\$2,014.05)
Total Expenditures Posted December 15, 2016 - January 18, 2017			(\$55,843.27)

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

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	518,187.00	518,187.00	.00	100.00
202-46-43720-000	COUNTY AID FOR LIBRARIES	.00	232,258.00	190,251.00	42,005.00	122.08
202-46-43730-000	COUNTY AID LIBRARY FACILITIES	.00	.00	40,720.00 (40,720.00)	.00
202-46-46110-000	COPIER RECEIPTS	218.02	2,616.70	3,000.00 (383.30)	87.22
202-46-46710-000	FINES	267.16	6,068.13	6,500.00 (431.87)	93.36
202-46-46730-000	ROOM RENTALS	855.23	4,144.25	2,700.00	1,444.25	153.49
202-46-48900-100	VENDING MACHINE	608.25	4,218.57	3,250.00	968.57	129.80
	TOTAL PUBLIC CHARGES FOR SERVICE	1,946.66	767,490.65	764,608.00	2,882.65	100.38
	TOTAL FUND REVENUE	1,946.66	767,490.65	764,608.00	2,882.65	100.38

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	LIBRARY SALARIES	21,835.85	315,837.64	299,014.00 (16,823.64)	105.63	
202-55-55110-119	WAGES, PART-TIME	9,399.74	102,168.92	131,365.00	29,196.08 77.77	
202-55-55110-130	FICA	2,375.05	31,237.21	32,924.00	1,686.79 94.88	
202-55-55110-131	WISCONSIN RETIREMENT	1,456.94	20,556.30	19,735.00 (821.30)	104.16	
202-55-55110-132	LIFE & DISABILITY INSURANCE	1.05	22.64	375.00	352.36 6.04	
202-55-55110-133	HEALTH INSURANCE	2,633.87	50,581.67	49,276.00 (1,305.67)	102.65	
202-55-55110-134	PROFESSIONAL DEVELOPMENT	36.00	2,898.12	4,000.00	1,101.88 72.45	
202-55-55110-220	GAS & ELECTRIC UTILITIES	4,763.82	30,018.10	36,400.00	6,381.90 82.47	
202-55-55110-221	INTERNET	.00	.00	2,000.00	2,000.00 .00	
202-55-55110-222	WATER & SEWER UTILITIES	902.81	2,584.82	2,600.00	15.18 99.42	
202-55-55110-240	SERVICE CONTRACTS	2,476.83	45,105.37	44,505.00 (600.37)	101.35	
202-55-55110-241	SCLS MEMBERSHIP	.00	40,226.50	40,506.00	279.50 99.31	
202-55-55110-310	OFFICE SUPPLIES	394.30	4,485.72	5,000.00	514.28 89.71	
202-55-55110-312	POSTAGE	.00	2.54	200.00	197.46 1.27	
202-55-55110-340	JANITORIAL SUPPLIES	348.91	2,003.23	2,000.00 (3.23)	100.16	
202-55-55110-341	PROGRAMMING	167.97	1,727.66	2,000.00	272.34 86.38	
202-55-55110-344	CASH OVER/SHORT	(4.98)	(15.04)	.00	15.04 .00	
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	2,748.53	10,969.87	8,000.00 (2,969.87)	137.12	
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	3,022.23	12,439.39	8,000.00 (4,439.39)	155.49	
202-55-55110-390	OTHER SUPPLIES & EXPENSE	33.07	313.02	300.00 (13.02)	104.34	
202-55-55110-809	PERIODICALS	244.40	4,875.58	4,500.00 (375.58)	108.35	
202-55-55110-810	DVD/CD/BOOK ON CD	3,230.53	13,572.29	14,000.00	427.71 96.94	
202-55-55110-811	ADULT BOOKS	2,098.62	17,226.27	17,000.00 (226.27)	101.33	
202-55-55110-812	CHILDRENS BOOKS	47.47	10,083.12	10,250.00	166.88 98.37	
202-55-55110-813	YOUNG ADULT BOOKS	153.73	3,247.60	3,250.00	2.40 99.93	
202-55-55110-814	LARGE PRINT BOOKS	335.09	2,799.90	2,500.00 (299.90)	112.00	
202-55-55110-817	ELECTRONIC INFO SOURCES	1,320.00	2,912.50	4,000.00	1,087.50 72.81	
202-55-55110-818	BOOK LEASE PROGRAM	.00	3,208.00	3,208.00	.00 100.00	
202-55-55110-819	VENDING MACHINE EXPENSE	499.28	3,783.25	2,200.00 (1,563.25)	171.06	
TOTAL LIBRARY EXPENDITURES		60,521.11	734,852.19	749,108.00	14,255.81	98.10
<u>TRANSFERS</u>						
202-55-59210-212	ACCOUNTING SERVICES	.00	4,500.00	4,500.00	.00 100.00	
202-55-59210-510	INSURANCE	.00	11,000.00	11,000.00	.00 100.00	
TOTAL TRANSFERS		.00	15,500.00	15,500.00	.00	100.00
TOTAL FUND EXPENDITURES		60,521.11	750,352.19	764,608.00	14,255.81	98.14
NET REVENUES OVER EXPENDITURES		(58,574.45)	17,138.46	.00	17,138.46	.00

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>COMMUNITY CENTER</u>						
400-57-57600-847	ELECTRIC SCISSOR LIFT	.00	15,000.00	.00 (15,000.00)	.00	
400-57-57600-848	BAR AREA IMPROVEMENT/STORAGE	.00	1,200.00	.00 (1,200.00)	.00	
TOTAL COMMUNITY CENTER		.00	16,200.00	.00 (16,200.00)	.00	
<u>LIBRARY</u>						
400-57-57610-832	LIGHTING	.00	1,358.21	5,690.00	4,331.79	23.87
400-57-57610-839	PATRON SEATING FURNITURE REPLA	.00	6,403.90	7,896.00	1,492.10	81.10
400-57-57610-844	PLUMBING FIXTURE REPLACEMENT	.00	3,408.60	2,500.00	(908.60)	136.34
400-57-57610-845	ACCESSIBLE ENTRANCE	.00	.00	3,200.00	3,200.00	.00
400-57-57610-846	PARKING LOT	311.32	14,129.69	52,000.00	37,870.31	27.17
TOTAL LIBRARY		311.32	25,300.40	71,286.00	45,985.60	35.49
<u>PARKS</u>						
400-57-57620-846	WOODLAND PARK MANAGEMENT PLAN	.00	5,577.75	10,000.00	4,422.25	55.78
400-57-57620-849	SCHLUTER BEACH IMPROVEMENT	1,720.00	421,664.13	598,900.00	177,235.87	70.41
400-57-57620-874	PARK BENCHES/TRASH CANS/ BIKE	.00	7,780.51	7,500.00	(280.51)	103.74
400-57-57620-880	PARK TREE REPLACEMENT	.00	5,076.60	5,000.00	(76.60)	101.53
400-57-57620-885	PARK AND REC TRUCK	.00	18,613.93	18,750.00	136.07	99.27
400-57-57620-886	WINNEQUAH PARK MASTER PLAN	.00	10,000.00	20,000.00	10,000.00	50.00
TOTAL PARKS		1,720.00	468,712.92	660,150.00	191,437.08	71.00
<u>POOL</u>						
400-57-57630-827	DECK FURNITURE	.00	7,756.45	8,000.00	243.55	96.96
400-57-57630-842	PUMP REPAIRS/UPGRADE	.00	5,693.72	15,000.00	9,306.28	37.96
400-57-57630-846	PROTECTIVE NETTING	.00	.00	40,000.00	40,000.00	.00
400-57-57630-847	SHADE SYSTEM	.00	.00	10,000.00	10,000.00	.00
400-57-57630-848	CONCRETE REPAIRS	.00	168.00	5,000.00	4,832.00	3.36
TOTAL POOL		.00	13,618.17	78,000.00	64,381.83	17.46
TOTAL FUND EXPENDITURES		28,478.29	2,626,175.44	3,305,688.00	679,512.56	79.44
NET REVENUES OVER EXPENDITURES		(23,478.29)	132,002.47	(3,285,688.00)	3,417,690.47	4.02

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2017

CAPITAL PROJECTS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>LIBRARY</u>					
400-57-57610-846	.00	.00	197,500.00	197,500.00	.00
400-57-57610-847	.00	.00	40,113.00	40,113.00	.00
TOTAL LIBRARY	.00	.00	237,613.00	237,613.00	.00
<u>PARKS</u>					
400-57-57620-846	.00	.00	10,000.00	10,000.00	.00
400-57-57620-874	.00	.00	15,000.00	15,000.00	.00
400-57-57620-880	.00	.00	10,000.00	10,000.00	.00
400-57-57620-889	.00	.00	20,000.00	20,000.00	.00
400-57-57620-890	.00	.00	130,000.00	130,000.00	.00
400-57-57620-891	.00	.00	65,000.00	65,000.00	.00
400-57-57620-892	.00	.00	85,000.00	85,000.00	.00
400-57-57620-893	.00	.00	25,000.00	25,000.00	.00
400-57-57620-894	.00	.00	50,000.00	50,000.00	.00
400-57-57620-895	.00	.00	25,000.00	25,000.00	.00
400-57-57620-896	.00	.00	15,000.00	15,000.00	.00
TOTAL PARKS	.00	.00	450,000.00	450,000.00	.00
<u>POOL</u>					
400-57-57630-824	.00	.00	20,000.00	20,000.00	.00
400-57-57630-827	.00	.00	8,000.00	8,000.00	.00
400-57-57630-844	.00	.00	15,000.00	15,000.00	.00
400-57-57630-845	.00	.00	10,000.00	10,000.00	.00
400-57-57630-849	.00	.00	8,000.00	8,000.00	.00
TOTAL POOL	.00	.00	61,000.00	61,000.00	.00
<u>SENIOR CENTER</u>					
400-57-57640-814	.00	.00	24,150.00	24,150.00	.00
TOTAL SENIOR CENTER	.00	.00	24,150.00	24,150.00	.00
TOTAL FUND EXPENDITURES	.00	.00	4,703,313.00	4,703,313.00	.00
NET REVENUES OVER EXPENDITURES	.00	.00	(1,885,950.00)	1,885,950.00	.00



2010 WISCONSIN LIBRARY OF THE YEAR

1000 NICHOLS ROAD ■ MONONA, WI 53716-2531

(608) 222-6127

fax (608) 222-8590

www.mononalibrary.org

ask@mononalibrary.org

Library Activity Report	2016	2016
	Dec	YTD Dec
Physical Item Checkouts	18,569	240,114
E-Book Checkouts	1,189	14,768
Total item Checkouts	19,758	254,882
Meeting Room Bookings	48	498
Study Room Bookings	89	1,360
Book a Librarian sessions	4	103
Exams Proctored	-	9
Online Database Usage	89	1,036
Wireless Network Sessions	11,335	106,815
Library Visits	13,851	191,951
Adult Programs	8	76
# attended	171	2,122
Children's Programs	28	326
# Attended	529	8,738
Teen Programs	-	16
# Attended	-	235



2010 WISCONSIN LIBRARY OF THE YEAR

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MONONA PUBLIC LIBRARY

ADMINISTRATION REPORT FOR LIBRARY BOARD MEETING

January 24, 2017

Sally Buffat & Matt Heindel, Co-Interim Library Directors

General

Matt has begun work on the annual report to be submitted to DPI. The timeline for completion:

- **February 17:** Submit to Mark Ibach, SCLS Consulting Services Coordinator, for review
- **February 21:** Completed report in Board packet
- **February 27:** Signed version due to DPI

Personnel

Angela Hircock began as the part-time Youth Services librarian on January 16. She has been working with Karen going over expected responsibilities with regards to collection development and outreach. Angela will work with Ronda in the coming weeks to be trained in basic circulation tasks, and will work with Matt to get familiar with the technical aspects of the materials ordering process.

Programming

Icy road conditions on January 16 resulted in that evening's Read to a Dog being cancelled by the dog's owner.

Programming over the past month has experienced its usual strong attendance figures.

Equipment

Swiveling monitor stands were installed at the circulation desk. This makes it much easier to show patrons the display.

Jeron Abegglen, City of Monona IT consultant, worked with Craig Ellefson, SCLS, to migrate the city's server equipment to a new rack. This includes the computer from which security camera footage is accessed. SCLS's equipment is now is on its own rack.

The process of transitioning to SignUp and Spaces scheduling software is proving to be more cumbersome than anticipated. All existing event listings and room reservations are being added

to the new applications manually. While the hope was to introduce staff to the Evanced software at the February circulation meeting, and thus make it available to the public as well, this goal may or may not be reached depending on the completion of importing existing events and general administrative staff preparedness.

Parking Lot

On January 17, City Council considered a resolution to approve the Library Parking Lot Design. Sally summarized the features and advantages of the new hybrid parking lot design with a raised center walkway, concrete gutter pan, 37 stalls (including 2 existing ADA stalls), and a stackable limestone retaining wall. This type of wall is a landscape feature and does not require engineering to install. The resolution to approve the Library Parking Lot Design passed City Council unanimously.

The 2017 Capital Budget amendment presented by Alder Kitslaar was adjusted to increase the Library Parking Lot Reconstruction Project from \$197,500 to \$238,000 for the project total. The Amendment passed City Council unanimously.

The approved parking lot design is on the January 24 Plan Commission agenda.

Facility

Acrylic chair rails were installed in the study rooms to prevent scuffing and damage. Ductwork in the Children's Room was dusted. New paper towel dispensers were installed in all restrooms.

On January 9 equipment in the Municipal Room's control room began to smoke. In consultation with Will Nimmow, Director of Community Media, all equipment was unplugged. No damage was caused. Since then, Will cleaned and dusted the equipment in question and removed unnecessary cables and equipment.

Fundraising Update

The Friends fundraising committee led by Sue Carr and the decorating subcommittee led by Val Edwards have organized teams of volunteer to bring all their planning efforts to fruition. And the committee's publicity is paying off with \$2,095 in ticket sales collected so far. The Temporary Operator's License for Loud in the Library covers beer & wine, not hard liquor. Whirlricanes (wine punch) will be substituted for traditional Hurricanes (rum punch). The evening of January 28 promises to transform this serene library space into a festive carnival. Let the good times at Monona Library roll!

Foundation

The response from the Monona Library Foundation mailing in November was beyond expectations, bringing in \$8,800.



Strand Associates, Inc.®

910 West Wingra Drive

Madison, WI 53715

(P) 608-251-4843

(F) 608-251-8655

January 11, 2017

Ms. Sonja Reichertz
City of Monona
5211 Schluter Road
Monona, WI 53716

Re: Monona Library Parking Lot Improvements

Dear Sonja,

Attached is a Zoning Permit and Plan Commission review application for your review and approval of the proposed City of Monona Parking Lot Improvements. The Monona Library Board is requesting that the existing parking lot at the Library be reconstructed to improve the safety of the parking lot by addressing grading and drainage concerns as related to pedestrian access. In late 2015 and early 2016, the Library board went through a comprehensive planning effort that evaluated the pros and cons of various levels of reconstruction. In late 2016, the board re-evaluated their preferred reconstruction alternative to address concerns that too many parking stalls would be lost.

Currently there are 47 marked stalls within the parking lot. They consist of 2 handicapped parking stalls, and 45 general parking stalls. The proposed improvements would include 39 total parking stalls consisting of 2 handicapped parking stalls and 37 parking stalls. The lot would be reconstructed with one-way circulation as it is today. In order to improve pedestrian safety, particularly related to icing, the design proposes to flatten the longitudinal grade of the lot and increase the transverse grade of the lot to promote outward surface drainage. In addition, a dedicated pedestrian route is proposed down the center of the lot. In order to accommodate the pedestrian sidewalk and maintain an appropriate number of stalls, the north edge of the lot will require retaining wall modifications.

We have attached the Zoning Permit and Plan Commission review application to this letter. You will find the following within the application packet:

1. Site Plan

The plan and profile sheet for the parking lot is the best reference for proposed removals, protection of existing elements, and scope of improvements which include new curb and gutter, storm sewer installation, sidewalk installation, and retaining wall improvements.

The proposed retaining wall improvements include partial removal of the existing cast-in-place concrete retaining wall and replacement with a more natural boulder wall. The boulder wall option is being considered due to cost implications; we believe it will be more cost effective to install a landscaped boulder wall for the entire length of the lot

ZRS:tlw\S\MAD\1000-1099\1093\054\WrdProject Management\Plan Commission\Plan Commission Letter.docx

Ms. Sonja Reichertz
City of Monona
Page 2
January 11, 2017

along Nichols Road than it will be to remove and re-install a partial length of cast-in-place concrete wall with the matching brick veneer. Photos of the existing and proposed wall types are included below:



Existing Cast-in-Place Concrete Wall



Proposed Landscaped Boulder Wall Example

2. Landscaping Plan

This plan consists of the removal of some existing trees and bushes, as well as, the addition of new trees and plantings along the parking areas. The existing prairie grasses at the northeast end of the parking lot will be protected and new landscaped areas with stone or mulch are shown on the plan. A summary landscaping table worksheet is attached for reference. It should also be noted the plans show more than 12 parking stalls in a row without a landscape island. This was done to maximize the available parking down the center aisle of the lot.

3. Pavement Marking and Signage Plan

This plan consists of proposed parking pavement marking layout and existing signs to be relocated. The proposed parking layout includes a 14-foot drive aisle, with 18.5-foot 50° angled parking stalls, a total dimension of 51 feet from face of curb to face of curb. In addition to minor adjustments to parking signs within the parking area, the large Monona Library sign located at the corner of Nichols Road and Healy Lane will be relocated into a proposed landscaped area to alleviate future maintenance efforts.

Sincerely,

STRAND ASSOCIATES, INC.®

Zachary R. Simpson, P.E.

Enclosures

c/enc.: Sally Buffat, Monona Library
Dan Stephany, DPW

ZONING PERMIT & PLAN COMMISSION REVIEW APPLICATION FORM

It is the responsibility of the applicant to contact the City Planner at (608)222-2525 or sreichertz@ci.monona.wi.us prior to application submittal to discuss the process. Please note that your application will not be put on the agenda until all materials are received at the City Planning office.

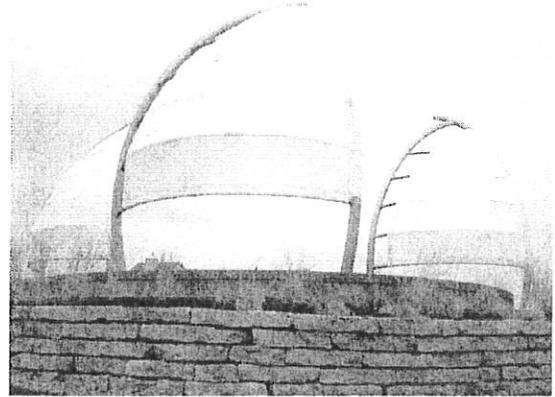
APPLICANT

Name Sally Buffat
Company Monona Public Library
Mailing Address 1000 Nichols Road
Telephone 608-216-7452
Email sally@mononlibrary.org

APPLICANT WILL BE REPRESENTED BY

The owner's representative (if any) will receive all official correspondence.

Name Zach Simpson
Company Strand Associates
Mailing Address 910 W. Wingra Drive
Telephone 608-251-4843
Email zach.simpson@strand.com



PROPERTY INFORMATION

Property Address 1000 Nichols Road
Owner Name City of Monona
Owners Address 5211 Schluter Road
Current Zoning Public Facilities
Existing Property Use Monona Library - Public Facility

ZONING PERMIT APPLICATION PROCEDURES

Applications must include:

1. A letter or memo stating your request and reasons why the request should be reviewed and considered for approval. Include a description of items including: the current and proposed business, hours of operation, number of employees, number of anticipated visitors per day, number of parking stalls, how and where deliveries are made, the modifications or additions to be made to the property, etc.
2. Name, address, and phone number of the Owner, Developer, Firm and Individual at that firm who prepared the plans. Owner authorization must be provided for tenants or lessees.
3. Project plans labeled with scale, north arrow, adjacent street names, and dates on which plans were prepared or revised. Text must be readable (min. size 10 font). It is recommended plans be prepared by a professional engineer, architect, etc.

Submittal Process:

1. All materials must be received at the City Planning office before the item is scheduled for a meeting. The petitioner will be asked to submit **10 copies** of **all plans** with any changes suggested by department heads on 11" x 17" size paper or larger **two weeks prior** to the meeting (date of meeting requested: 1/23/17).
2. The applicant is also asked to submit electronic (PDF) copies of plans.
3. The applicable permit fee of \$ 0.00 is due at the time of plan submittal.

Below Space for Office Use:

Date Approved _____
Approved By _____

Permit Number _____
Conditions of Approval (see attached)

Revised December 09, 2014

CITY OF MONONA: CHECKLIST OF SUBMITTALS FOR PLAN COMMISSION REVIEW

Additional information may be required.

Site Plan: (include 10 copies at a scale of 1"=20' or 1"=40', with all text being readable)

- Indicate property boundaries, existing/new structures, parking, building location with front yard, side yard & rear yard setbacks.
- Location of neighboring buildings.
- Total area of the site, square footage of buildings, square footage or % of paved surface, square footage or % of green space.
- Location of existing & proposed driveways, curb-cuts, sidewalks, loading & delivery areas, fire hydrants, etc.
- Locations of existing and proposed sanitary sewer, storm sewer, water mains, proposed or existing easements.
- Parking lot layout indicating size and quantity of spaces, dimensions of drive aisles, handicapped stall locations.
- Location, type, height and materials of existing and proposed fences or walls.
- Location of dumpsters, any outdoor storage areas and a list of items to be stored in that area.

Stormwater Management Plan: (include 10 copies on at a scale of 1"=20' or 1"=40', with all text being readable)

- Existing and proposed grades, contours of the site.
- Direction of water runoff, drainage and the location of stormwater holding areas.
- Site drainage plans and any catch basin locations.
- Erosion control plans and schedules.
- A signed maintenance agreement may be required before final permits are issued.

Building Plans: (include 10 copies at a scale of 1/8"= 1', with all text being readable)

- Building floor plan with dimensions.
- Detailed building elevations of all sides of the proposed building(s).
- Elevations must indicate the type & location of the exterior materials to be used & the proposed color scheme.
- Locate exterior lighting, locations for wall signage, awnings, or other exterior features.
- Indicate location of all HVAC units or other mechanicals and your proposal for screening.
- Present actual samples of materials and colors proposed for all exterior materials to the Plan Commission.

Landscaping Plan: (include 10 copies at a scale of 1"=20' or 1"=40', with all text being readable)

- Indicate size, quantity, type and common name of all existing and proposed trees, shrubbery, perennials, and other landscaping.
- Indicate the use of large scale planters, solutions for foundation plantings, and landscaping for parking islands.
- Describe the screening proposed for outdoor storage areas, parking, etc.
- Include the vision triangle area on plans to show the required lines of sight where driveways meet streets.
- Location of berms, fences with details and materials used, and any non-plant features proposed.
- Indicate exterior seating areas, bicycle racks, etc. along with manufacturer photos, materials and colors used.

Lighting Plan: (include 10 copies at a scale of 1"=20' or 1"=40', with all text being readable)

- Show exterior lighting solutions including locations and the levels of illumination/foot candles to be supplied.
- Include copies of manufacturers' brochures, specs, sizes and colors to show the type of fixtures or poles proposed.
- Show that lighting is designed so level of direction and illumination will not affect existing residential areas, traffic, etc.

Signage Plan & Completed Permit Form: (include 10 copies with all text being readable)

- Indicate location of proposed and existing site and landscape signage on an overall site plan (at 1" = 20' scale) including drive locations.
- Show proposed size & height of signs and signage elements, specific typestyle and all graphic elements to be used.
- Illustrate materials and colors used to fabricate signs.
- Shopping centers/buildings with leased space shall develop a comprehensive signage plan.

Applicant Signature



Date

11/11/17

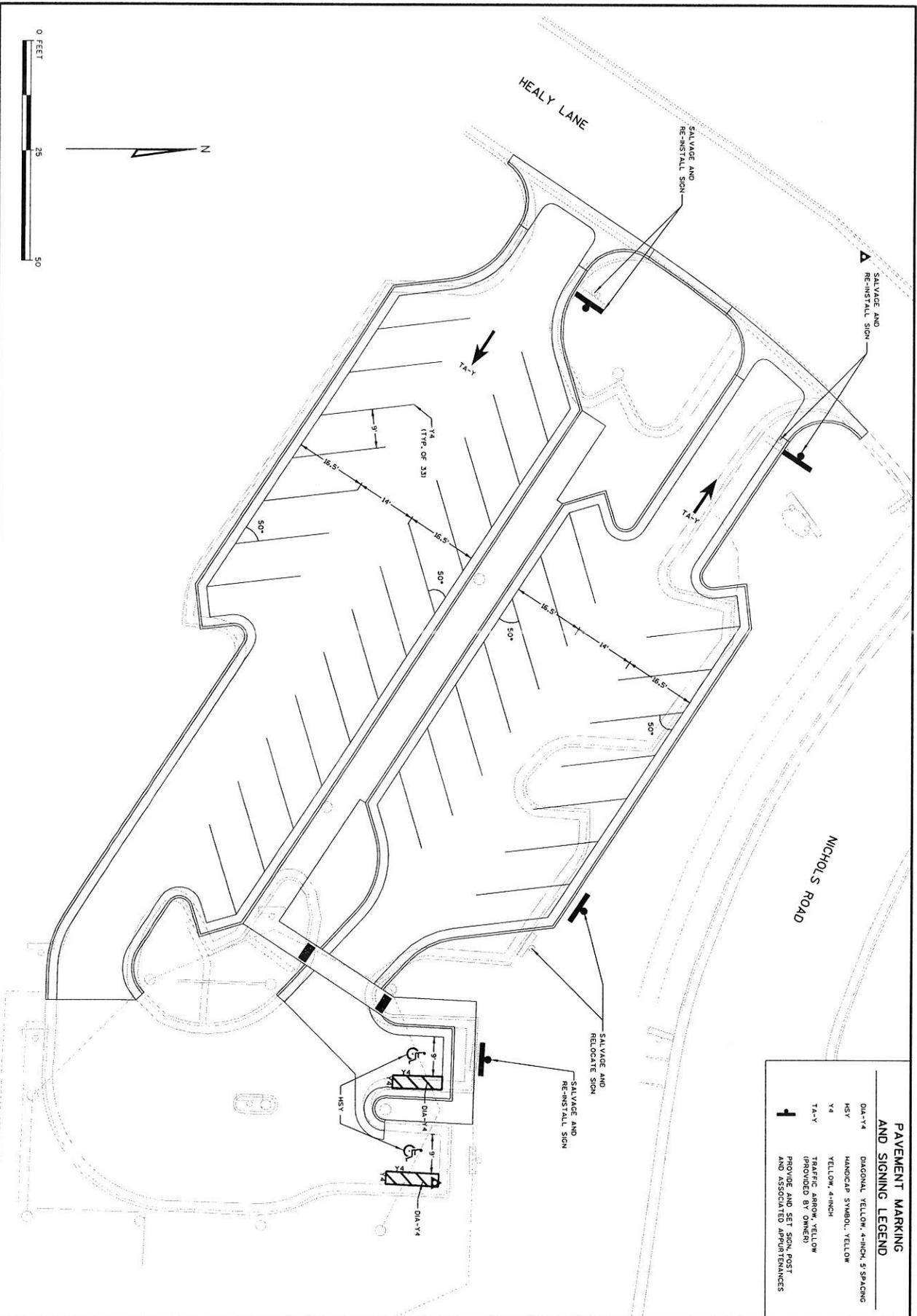
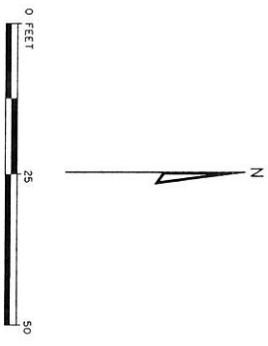
Revised December 09, 2014

S:\work\1000-1093\1093\054\Monona\Plan\ Pavement Markings and Signage Design

user: mdtbww

1/11/2017

4:28:42 PM



PAVEMENT MARKING AND SIGNING LEGEND

DA-Y4	DIAGONAL YELLOW 4-INCH 5 SPACING
HSY	HANDICAP SYMBOL YELLOW
Y4	YELLOW 4-INCH
TA-Y	TRAFFIC ARROW YELLOW PROVIDED BY OWNER
+	PROVIDE AND SET SIGN POST AND ASSOCIATED APPURTENANCES

	PAVEMENT MARKINGS AND SIGNAGE PLAN LIBRARY PARKING LOT 2017 PARKING LOT IMPROVEMENTS CITY OF MONONA DANE COUNTY, WISCONSIN	NO. REVISIONS DATE:
	JOB NO. 1093.054 PROJECT MGR. ZMS	(Empty table for revisions)

MONONA LIBRARY PLANT DATA CHART

PLANT CODE	COMMON NAME	SCIENTIFIC NAME	AVG. MATURE HEIGHT	AVG. MATURE SPREAD	SIZE WHEN PLANTED	ROOT ZONE MODE	MINIMUM SIZE				FERT. PACK. REQ'D	MULCH RING DIA.	QUANTITY	POINTS EACH	TOTAL POINTS
							MIN. BALL OR POT SIZE	MIN. CONT. MIN. CONT. SIZE	MIN. HOLE DIA.	MIN. HOLE DEPTH					
DECIDUOUS TREES															
BO	Bur Oak	Quercus macrocarpa	75'	75'	2" Cal.	B&B	16"	40"	16"	4	48"	1	50	50	
EF	English Oak	Quercus robur 'Fastigiata'	50-60'	10-18'	2" Cal.	B&B	16"	40"	16"	4	48"	1	50	50	
RE	Regal Elm	Ulmus 'Regal'	50-60'	25-30'	2.5" Cal	B&B	19"	44"	16"	4	48"	2	50	100	
JTL	Japanese Tree Lilac	Syringa Reticulata 'Ivory Silk'	25'	20'	1.5" Cal.	B&B	14"	36"	16"	3	Bed	1	20	20	
DECIDUOUS SHRUBS															
DBH	Dwarf bush Honeysuckle	Diervilla lonicera	3'	3-4'	24" HT	POT	9"	28"	9"	1	Bed	15	30	90	
KSJ	Kalm's St. Johnswort	Hypericum Kalmianum	3'	3'	24" HT	POT	9"	28"	9"	1	Bed	21	3	63	
RR	Carefree Sunshine Shrub Rose	Rosa 'Radsun'	3'	3-4'	18" HT	POT	9"	28"	9"	1	Bed	9	3	27	
RT	Double Knockout Rose	Rosa 'Radtko'	3-4"	3-4'	18" HT	POT	9"	28"	9"	1	Bed	9	3	27	
WR	Rumba Weigela	Weigela X 'Rumba'	3-5'	3-5'	24" HT	POT	9"	28"	9"	2	Bed				
WR	Weigela	Weigela X 'Red Prince'	5-6'	5-6'	30" HT	B&B	9"	28"	9"	1	Bed				
PERENNIALS															
FG	Perennial Fountain Grass	Pennisetum alopecuroides	36"	36"	12"	POT	8"	14"	8"	--	Bed	43	3	129	
HR	Daylily Happy Returns	Hemerocallis 'Happy Returns'	18"	24"	12"	POT	8"	14"	8"	--	Bed	14	3	42	
PM	Pardon Me Daylily	Hemerocallis 'Pardon Me'	18"	18-24"	18"	POT	8"	16"	8"	--	Bed	25	3	75	
Existing Plant Materials															
Red C	Red cedar											2	30	60	
													Total Points	643	

	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	TO DATE 6/30/2016	2016 YEAR END ESTIMATE	2016 BUDGET	2017	
							DEPARTMENT BUDGET	COMMITTEE BUDGET
LIBRARY								
EXPENDITURES								
LIBRARY SALARY	236,200	224,021	304,413	166,184	288,000	289,014	329,418	331,408
SHIFT DIFFERENTIAL	203	142	-	-	-	-	-	-
LONGEVITY PAY	294	-	-	-	-	-	-	-
WAGES, PART TIME	102,852	98,241	98,324	47,157	103,000	131,365	99,573	99,573
FICA	27,408	28,074	30,573	15,974	32,000	32,924	32,818	32,970
WISCONSIN RETIREMENT	19,888	22,026	23,093	10,612	21,000	19,735	22,400	22,536
LIFE & DISABILITY INSURANCE	15	13	19	12	12	375	375	375
HEALTH INSURANCE	42,295	40,893	47,263	26,911	51,500	49,276	51,741	51,741
PROFESSIONAL DEVELOPMENT	3,404	2,491	4,155	341	4,000	4,000	4,000	4,000
UNEMPLOYMENT COMPENSATION	8,491	-	-	-	-	-	-	-
GAS & ELECTRIC UTILITIES	39,214	37,349	32,316	11,604	34,000	36,400	36,000	36,000
INTERNET	2,447	3,104	229	-	-	2,000	2,000	-
WATER & SEWER UTILITIES	1,773	2,552	2,486	830	2,000	2,600	2,600	2,600
SERVICE CONTRACTS	36,039	43,000	38,496	27,869	46,000	44,505	46,341	46,341
SOUTH CENTRAL LIBRARY SYSTEM	39,071	40,883	40,223	40,227	40,506	40,506	41,172	41,172
OFFICE SUPPLIES	5,356	5,381	3,902	2,375	5,000	5,000	5,000	5,000
POSTAGE	27	203	175	3	200	200	200	200
JANITORIAL SUPPLIES	1,001	1,962	2,153	485	2,000	2,000	2,000	2,000
CHILDREN'S / YOUNG ADULT SERVICES	1,143	1,925	2,020	765	2,000	2,000	2,000	2,000
CASH OVER/SHORT	(24)	(41)	(5)	(10)	-	-	-	-
EQUIPMENT MAINTENANCE & REPAIR	8,619	10,441	8,599	7,091	12,000	8,000	10,000	10,000
BUILDING MAINTENANCE & REPAIR	11,541	8,320	10,566	3,591	10,000	8,000	10,000	10,000
OTHER SUPPLIES & EXPENSE	302	282	301	20	300	300	-	-
LSTA GRANT	123	-	-	-	-	-	-	-
PERIODICALS	5,752	4,866	4,503	1,138	4,500	4,500	4,500	4,500
AUDIOVISUAL	16,503	13,943	12,287	6,122	14,000	14,000	14,000	14,000
ADULT BOOKS	16,837	16,713	15,992	7,569	17,000	17,000	17,000	17,000
CHILDREN'S BOOKS	10,466	9,646	10,124	3,932	10,250	10,250	10,250	10,250
YOUNG ADULT BOOKS	3,261	3,169	3,259	1,575	3,250	3,250	3,250	3,250
LARGE PRINT BOOKS	2,311	2,115	2,519	1,573	2,500	2,500	2,500	2,500
ELECTRONIC INFO SOURCES	7,209	1,446	3,641	1,593	4,000	4,000	4,000	4,000
EBOOKS	-	4,435	3,079	3,208	3,208	3,208	3,666	3,666
TECHNOLOGY ENHANCEMENTS	-	4,232	-	-	-	-	-	-
VENDING MACHINE EXPENSE	1,709	1,880	2,819	1,640	3,200	3,250	3,600	3,600
LIBRARY CAPITAL OUTLAY	5,312	1,622	7,422	-	7,500	-	-	-
CITY ACCOUNTING & AUDIT SERVICES	4,500	4,500	4,500	-	4,500	4,500	4,500	4,500
INSURANCE	11,000	11,000	11,000	-	11,000	11,000	11,000	11,000
	672,542	650,829	730,446	390,391	738,426	765,658	773,904	776,182

CURRENT YEAR	PROPOSED	DIFFERENCE
536,689	540,325	0.67%
228,969	233,579	1.97%
<u>765,658</u>	<u>773,904</u>	<u>1.07%</u>

0%

PERSONNEL
NON-PERSONNEL
TOTAL

Library

Continued from Page A1

Sue Carr, Val Edwards, Mari Anne Lichtfeld, Mary O'Connor and several library staff members.

"The Friends work really hard to supplement the programming," Thomas said. "This community really loves this library, and they support it by coming to the library and with their funds."

Loud in the Library will feature live music presented by The Dixie Sizzlers, savory and sweet treats with a New Orleans flair and a cash bar.

New Orleans Take Out will offer up walking jambalaya. The cash bar will feature hurricanes, beer, wine and nonalcoholic drinks.

Mayor Bob Miller will serve as the evening's master of ceremonies.

Activities will also

include a photo booth, a tarot card reader, Mardi Gras beads, a wandering magician and a 50/50 raffle.

"That's a lot of fun for only \$20," Carr said. "We want it to be a celebration of the library."

Monona State Bank has stepped up as the key sponsor.

"You can always count on them," Thomas said.

Other sponsors include New Orleans Take Out, Tom Stolper, William Cole, Chads Design Build, The Noot Team, Monona Motors, Anytime Fitness and Culver's.

"These allow us to keep the price low," Carr said.

Carr said the fact that the event is being planned without the benefit of the library having a full-time director is a testament to the volunteers.

"There are a ton of dedicated people and staff helping at this event," she

LOUD IN THE LIBRARY Mardi Gras

said. "So many people are working on it in so many different ways."

Erick Plumb, the former director, left in November for a similar job in Waunakee. The Library Board continues its search for a replacement.

Thomas jokingly said organizers are going to cap attendance at 3,000, but Buffat quickly added that the more realistic expectation is 200.

"It's a perfect chance to socialize with friends, support the library and meet new people," Thomas said. "We need to do more things like this in Monona."

Tickets are \$20 per person in advance and \$25 at the door. They may be purchased now at the library or online at www.mymonona.com/1122/LOUD-IN-THE-LIBRARY.

For more information, call the library at 222-6127.

McFARLAND

Rock'N for the Pride Pantry

By Amber Gerber
agerber@hngnews.com

Local performers are invited to not only show off their talents but offer support for McFarland High School students. Rock'N Rollz Sandwich Co. is hosting an open mic night from 6-9 p.m. Friday, Jan. 13.

Amber Farnum, one of the restaurant's owners, said an open mic night was held last year with great success. The whole dining room was full, she said.

"We decided to up it a notch," Farnum said. Adding to the fun night is letting people give back to the community through a minimal cost to performers — \$1 or two canned goods.

All proceeds will be given the McFarland High School's student food pantry, the Pride Pantry.

"We donate our day-old bread to them every Friday," Farnum said. "I was thinking that since

we're doing an open mic night, we could have the possibility of collecting donations ... because it's just an awesome thing they (the school) do."

Those who want to contribute but don't want to perform are encouraged to bring nonperishable food items or winter clothing for those in need.

Donation buckets will also be set out.

All ages are invited to perform. Farnum said the inaugural open mic night had performers between the ages of 8 and 50. Each participant is allowed to perform up to three songs, poems, etc. Additionally, each performer will receive a free cookie and be entered in to a drawing for a free Rock'N Meal or a gift card.

Farnum said Rock'N Rollz will also have food specials that night.

Anyone interested in taking the stage at this family friendly event can call or text Farnum at 449-1234.

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NEWS BRIEFS

Start the year off with a good book

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MONONA

Celebrate Mardi Gras with a unique fundrasier at the library

By Kevin Passon
kpasson@hngnews.com

You would be hard pressed to find a Monona Public Library staff member placing a finger to his or her lips and saying "Shhhhh!" to a patron.

Well, later this month, not only won't you be told to be quiet, but you're invited to make noise when the Friends of Monona Public Library host the Loud in the Library fundraiser, complete with a Mardi Gras theme and a

jazz band.

Sally Buffat, business director and interim director at the library, said the glimmer of an idea was shared a few years ago when Parks and Recreation Director Jake Anderson was in the library and com-

mented that staff should use the space to be open late at night and let people run around and be loud.

"We've decided to set aside the last Saturday in January for our Loud in the Library events," Buffat said. "The theme will

change each year."

Mardi Gras will be the theme for the first event, set for 7-10 p.m. Saturday, Jan. 28. It will be held upstairs at the library and is for adults only.

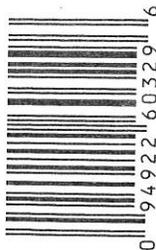
"We've all thought about going (to New Orleans for

Mardi Gras), so if you can't go there, we decided to bring it here," said Kathy Thomas, a member of the planning committee.

Other Friends members on the committee include

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The Herald-Independent, January 5, 2017



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