



## 2010 WISCONSIN LIBRARY OF THE YEAR

1000 NICHOLS ROAD ■ MONONA, WI 53716-2531  
(608) 222-6127

fax (608) 222-8590

[www.mononallibrary.org](http://www.mononallibrary.org)

[ask@mononallibrary.org](mailto:ask@mononallibrary.org)

**AGENDA**  
**Monona Public Library Board**  
**Board Room**  
**Tuesday, February 16, 2016, 7 pm**

- I. **Roll Call**
- II. **Call to Order**
- III. **Appearances**
- IV. **Approval of Minutes from January 25, 2015**
- V. **Consent Agenda**
  - A. Approval of Bill Payments, January 14 – February 8, 2016
  - B. Approval of Financial Report, January 2016
- VI. **Board Action Items**
  - A. Unfinished Business
  - B. New Business
    - i. Approve 2015 State of Wisconsin Annual Report
    - ii. Approve City of Monona Task Order 16-01 Authorizing Strand Associates, Inc. to Provide Engineering Services for Library Parking Lot Reconstruction Project
- VII. **Library Director Report**
  - A. Administrative Report January through Mid-February
  - B. Fundraising
- VIII. **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 (Performance Evaluation).
- IX. **Reconvene in Open Session Under Wisconsin Statute Section 19.85**
- X. **Announcements**
  - A. Next Monona Library Board Meeting, Tuesday, March 15 at 7 pm
  - B. Staff and Board Appreciation Event, March 31 after 6 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.



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### AGENDA

#### Monona Public Library Board

#### Board Room

Monday, January 25, 2016, 7 pm

#### I. Roll Call

Library Board Trustees Present: Ben Redding, President; Todd Stebbins, Vice President; Jennifer Fonner, School Board Representative; Brett Blomme, Sue Carr and Val Edwards, Community Representatives

Library Staff Present: Erick Plumb, Library Director; Sally Buffat, Business Coordinator

Trustee Absent: Doug Wood, Alderperson

#### II. Call to Order

Presiding Officer Redding called the meeting to order at 7:03 p.m.

#### III. Appearances

Greg Barniskis, Computer Systems Integrator, South Central Library System

Monona Public Library staff Penny DePaola, Library Assistant I; Matt Heindel, Technical Services Coordinator; Karen Wendt, Youth Services Coordinator; Sally Buffat, Business Coordinator; Amy Babula (via email message) Community Information and Marketing Coordinator

Library staff appeared before the Board in support of Monona Public Library's participation in South Central Library System's grant for federal e-rate funding and using the iBoss filter. Staff expressed support of the grant since content that would be blocked by iBoss is against State of Wisconsin law and against Monona Public Library policy, and since participation in the grant would provide funds to be applied to SCLS technology costs.

#### IV. Approval of Minutes from December 15, 2015

Trustee Blomme motioned, seconded by Trustee Edwards, to approve the December 15, 2015, minutes.

Motion passed unanimously.

#### V. Consent Agenda

A. Approval of Bill Payments, December 10, 2015 – January 14, 2016

B. Approval of Financial Report, December 2015

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

Motion passed unanimously.

**VI. Board Action Items**

**A. Unfinished Business**

- i. Approve Monona Public Library's Participation in South Central Library System's Grant for Federal E-Rate Funding

Trustee Fonner motioned, seconded by Trustee Blomme, to approve Monona Public Library's Participation in South Central Library System's grant for federal e-rate funding.

Discussion: Greg Barniskis, South Central Library System Computer Systems Integrator, gave an overview of the grant and the iBoss filter. The Board asked for a cost-savings breakdown. Barniskis fielded a variety of questions and concerns from the Board about patron privacy. Currently Madison Public Library and its 10 branches are on-board, as well as Stoughton, Oregon, McFarland, Black Earth, WI Rapids, and Portage County. Barniskis asked if Monona Library is willing to sign-on and take the next step – modify our Internet Use Policy to be Child Internet Protection Act (CIPA) compliant and hold a public meeting to gauge community interest / feedback.

President Redding suggested amending the action item wording to:

Approve Library Director bringing forward proposed policy and procedural changes to the Internet Use Policy.

Trustee Stebbins motioned, seconded by Trustee Carr, to approve the Library Director bringing forward proposed policy and procedural changes to the Internet Use Policy.

Motion passed 4-2 with Trustees Blomme, Fonner, Redding, Stebbins in support and Trustees Carr and Edwards opposed.

**B. New Business**

- i. Approve Monona Library Meeting Room Policy

Trustee Carr motioned, seconded by Trustee Edwards, to approve the revised Monona Library Meeting Room Policy.

Motion passed unanimously.

**VII. Library Director Report**

- A. Administrative Report December through Mid-January**
- B. Discussion of Parking Lot Project**

Director Plumb reported that 2015 was a good year and that circulation was up.

Recent staff changes include Library Assistants Elizabeth Craft and Jamie Spanaway who accepted new positions elsewhere, and Children's Librarian Karlyn Spevacek who will be leaving us in March. Pages / shelveers Monika Linsenmeyer and Kate Rakini have been promoted to fill the Library Assistant vacancies. Library staff received Dementia Friendly training on January 21 by the Monona Area Dementia Friendly Community Coalition.

Plumb has been appointed to SCLS administrative council and will attend one meeting / month.

Major weeding is in progress so that collections can be consolidated and books in the main library moved closer to the circulation desk to free up space near the windows.

Plumb asked the Board to consider removing the center walkway from the parking lot re-design; he is nervous about losing 10 parking stalls. The primary goal of the parking lot redesign is to improve the steep grade by the building and to improve drainage; in Plumb's view, the central walkway is nice, yet not necessary. President Redding is reluctant to not have the walkway; he would like to see the parking lot as pedestrian-friendly as possible. The Board asked if Zach Simpson of Strand Associates, Inc. could include stairs from the cross-walk coming from the community center. The consensus was to keep the walkway.

**VIII. 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 (Performance Evaluation).

No closed session necessary.

Plumb's annual review will be next month. Redding will send staff a survey with the same questions as last year.

**IX. Reconvene in Open Session Under Wisconsin Statute Section 19.85**

Not necessary.

**X. Announcements**

- A. Next Monona Library Board Meeting, Tuesday, February 16 at 7 pm
- B. Friends of Monona Library Board Meeting, Thursday, January 28 at 7 pm

**XI. Adjournment**

Trustee Blomme motioned, seconded by Trustee Stebbins, to adjourn the meeting. Presiding Officer Redding adjourned the meeting at 9 o'clock.

Minutes recorded by Sally Buffat

## Summary of Expenditures Posted January 20 - February 8, 2016

Accounts Payable by Vendor	Account Code	Description	
<b>Professional Development</b>	<b>202-55-55110-134</b>		
Wisconsin DPI		Plumb license	(\$50.00)
<b>TOTAL PROFESSIONAL DEVELOPMENT</b>			<b>(\$50.00)</b>
<b>Service Contracts</b>	<b>202-55-55110-240</b>		
CleanPower	203-55-55370-800	services for January	(\$1,990.39)
<b>TOTAL SERVICE CONTRACTS</b>			<b>(\$1,990.39)</b>
<b>SCLS Membership</b>	<b>202-55-55110-241</b>		
South Central Library System		Tech/ILS member fee	(\$40,039.00)
South Central Library System		PC time management	(\$187.50)
<b>TOTAL WATER &amp; SEWER UTILITY</b>			<b>(\$40,226.50)</b>
<b>Office Supplies</b>	<b>202-55-55110-310</b>		
SCLS		9,000 RFID tags	(\$1,172.25)
OfficeDepot.com		supplies	(\$40.00)
<b>TOTAL OFFICE SUPPLIES</b>			<b>(\$1,212.25)</b>
<b>Janitorial Supplies</b>	<b>202-55-55110-340</b>		
Nassco		sanitizer	(\$132.25)
<b>TOTAL JANITORIAL SUPPLIES</b>			<b>(\$132.25)</b>
<b>Programming</b>	<b>202-55-55110-341</b>		
Engaged Patrons		custom programming	(\$150.00)
<b>TOTAL PROGRAMMING</b>			<b>(\$150.00)</b>
<b>Equipment Maintenance &amp; Repair</b>	<b>202-55-55110-350</b>		
Illingworth-Kilgust		boiler alarm	(\$2,118.25)
<b>TOTAL EQUIPMENT MAINTENANCE &amp; REPAIR</b>			<b>(\$2,118.25)</b>
<b>Equipment Maintenance &amp; Repair</b>	<b>202-55-55110-351</b>		
State of WI DSPS	elevator	permit to operate	(\$50.00)
<b>TOTAL EQUIPMENT MAINTENANCE &amp; REPAIR</b>			<b>(\$50.00)</b>
<b>Vending</b>	<b>202-55-55110-819</b>		
Pepsi		soda	(\$185.60)
<b>TOTAL VENDING</b>			<b>(\$185.60)</b>
<b>Services/Contracts/Supplies Subtotal</b>			<b>(\$46,115.24)</b>

<b>LIBRARY ACQUISITIONS</b>			
<b>Accounts Payable by Vendor</b>	<b>Account Code</b>	<b>Description</b>	
<b>DVDs &amp; CDs</b>	<b>202-55-55110-810</b>		
Amazon.com		DVD	(\$456.31)
Amazon.com		CD	(\$72.15)
<b>TOTAL DVDs &amp; CDs</b>			<b>(\$528.46)</b>
<b>Adult Books</b>	<b>202-55-55110-811</b>		
Ingram		Non-fiction	\$ (539.76)
Ingram		fiction	(\$507.55)
Ingram		express	(\$251.96)
<b>TOTAL ADULT BOOKS</b>			<b>\$ (1,299.27)</b>
<b>Children's Books</b>	<b>202-55-55110-812</b>		
Ingram		children's books	(\$737.18)
<b>TOTAL CHILDREN'S BOOKS</b>			<b>\$ (737.18)</b>
<b>Young Adult Books</b>	<b>202-55-55110-813</b>		
Baker & Taylor		YA books	(\$266.67)
<b>TOTAL YOUNG ADULT BOOKS</b>			<b>(\$266.67)</b>
<b>Electronic Info Sources</b>	<b>202-55-55110-817</b>		
WILS		Consumer Reports	(\$1,382.77)
<b>TOTAL ELECTRONIC INFO SOURCES</b>			<b>(\$1,382.77)</b>
<b>Book Lease Program</b>	<b>202-55-55110-818</b>		
South Central Library System		digital media pool	(\$2,906.00)
South Central Library System		overdrive	(\$302.00)
<b>TOTAL BOOK LEASE PROGRAM</b>			<b>(\$3,208.00)</b>
<b>Library Acquisitions Subtotal</b>			<b>(\$7,422.35)</b>
<b>Expenditures Posted January 20 - February 8, 2016</b>			<b>(\$53,537.59)</b>

CITY OF MONONA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JANUARY 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	.00	518,187.00	( 518,187.00 )	.00
202-46-43720-000 COUNTY AID FOR LIBRARIES	.00	.00	190,251.00	( 190,251.00 )	.00
202-46-43730-000 COUNTY AID LIBRARY FACILITIES	.00	.00	40,720.00	( 40,720.00 )	.00
202-46-46110-000 COPIER RECEIPTS	217.62	217.62	3,000.00	( 2,782.38 )	7.25
202-46-46710-000 FINES	320.09	320.09	6,500.00	( 6,179.91 )	4.92
202-46-46730-000 ROOM RENTALS	871.76	871.76	2,700.00	( 1,828.24 )	32.29
202-46-48900-100 VENDING MACHINE	170.50	170.50	3,250.00	( 3,079.50 )	5.25
TOTAL PUBLIC CHARGES FOR SERVICE	<u>1,579.97</u>	<u>1,579.97</u>	<u>764,608.00</u>	<u>( 763,028.03 )</u>	<u>.21</u>
TOTAL FUND REVENUE	<u><u>1,579.97</u></u>	<u><u>1,579.97</u></u>	<u><u>764,608.00</u></u>	<u><u>( 763,028.03 )</u></u>	<u><u>.21</u></u>

**CITY OF MONONA**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 1 MONTHS ENDING JANUARY 31, 2016**

**LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	LIBRARY SALARIES	14,432.11	14,432.11	299,014.00	284,581.89	4.83
202-55-55110-119	WAGES, PART-TIME	3,146.62	3,146.62	131,365.00	128,218.38	2.40
202-55-55110-130	FICA	1,298.17	1,298.17	32,924.00	31,625.83	3.94
202-55-55110-131	WISCONSIN RETIREMENT	873.63	873.63	19,735.00	18,861.37	4.43
202-55-55110-132	LIFE & DISABILITY INSURANCE	1.89	1.89	375.00	373.11	.50
202-55-55110-133	HEALTH INSURANCE	3,824.40	3,824.40	49,276.00	45,451.60	7.76
202-55-55110-134	PROFESSIONAL DEVELOPMENT	50.00	50.00	4,000.00	3,950.00	1.25
202-55-55110-220	GAS & ELECTRIC UTILITIES	.00	.00	36,400.00	36,400.00	.00
202-55-55110-221	TELEPHONE	.00	.00	2,000.00	2,000.00	.00
202-55-55110-222	WATER & SEWER UTILITIES	.00	.00	2,600.00	2,600.00	.00
202-55-55110-240	SERVICE CONTRACTS	240.00	240.00	44,505.00	44,265.00	.54
202-55-55110-241	AUTO CIRCULATION SYSTEM RENTAL	.00	.00	40,506.00	40,506.00	.00
202-55-55110-310	OFFICE SUPPLIES	1,185.24	1,185.24	5,000.00	3,814.76	23.70
202-55-55110-312	POSTAGE	.00	.00	200.00	200.00	.00
202-55-55110-340	JANITORIAL SUPPLIES	.00	.00	2,000.00	2,000.00	.00
202-55-55110-341	CHILDREN'S/YA SERVICES	.00	.00	2,000.00	2,000.00	.00
202-55-55110-344	CASH OVER/SHORT	( 2.65 )	( 2.65 )	.00	2.65	.00
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	327.72	327.72	8,000.00	7,672.28	4.10
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	24.55	24.55	8,000.00	7,975.45	.31
202-55-55110-390	OTHER SUPPLIES & EXPENSE	.00	.00	300.00	300.00	.00
202-55-55110-809	PERIODICALS	.00	.00	4,500.00	4,500.00	.00
202-55-55110-810	DVD/CD/BOOK ON CD	.00	.00	14,000.00	14,000.00	.00
202-55-55110-811	ADULT BOOKS	1,041.25	1,041.25	17,000.00	15,958.75	6.12
202-55-55110-812	CHILDRENS BOOKS	551.97	551.97	10,250.00	9,698.03	5.39
202-55-55110-813	YOUNG ADULT BOOKS	136.45	136.45	3,250.00	3,113.55	4.20
202-55-55110-814	LARGE PRINT BOOKS	.00	.00	2,500.00	2,500.00	.00
202-55-55110-817	ELECTRONIC INFO SOURCES	.00	.00	4,000.00	4,000.00	.00
202-55-55110-818	BOOK LEASE PROGRAM	.00	.00	3,208.00	3,208.00	.00
202-55-55110-819	VENDING MACHINE EXPENSE	153.20	153.20	2,200.00	2,046.80	6.96
	<b>TOTAL LIBRARY EXPENDITURES</b>	<b>27,284.55</b>	<b>27,284.55</b>	<b>749,108.00</b>	<b>721,823.45</b>	<b>3.64</b>
<u>TRANSFERS</u>						
202-55-59210-212	ACCOUNTING SERVICES	.00	.00	4,500.00	4,500.00	.00
202-55-59210-510	INSURANCE	.00	.00	11,000.00	11,000.00	.00
	<b>TOTAL TRANSFERS</b>	<b>.00</b>	<b>.00</b>	<b>15,500.00</b>	<b>15,500.00</b>	<b>.00</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>27,284.55</b>	<b>27,284.55</b>	<b>764,608.00</b>	<b>737,323.45</b>	<b>3.57</b>
	<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 25,704.58 )</b>	<b>( 25,704.58 )</b>	<b>.00</b>	<b>( 25,704.58 )</b>	<b>.00</b>



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Library Activity Report	2016	2016
	Jan	YTD Jan
Physical Item Checkouts	20,187	20,187
E-Book Checkouts	1,482	1,482
<b>Total item Checkouts</b>	<b>21,669</b>	<b>21,669</b>
<b>Meeting Room Bookings</b>	<b>23</b>	<b>23</b>
<b>Study Room Bookings</b>	<b>84</b>	<b>84</b>
<b>Book a Librarian sessions</b>	<b>13</b>	<b>13</b>
<b>Exams Proctored</b>	<b>1</b>	<b>1</b>
<b>Patron Internet Sessions</b>	<b>963</b>	<b>963</b>
<b>Wireless Network Sessions</b>	<b>9,275</b>	<b>9,275</b>
<b><u>Library Visits</u></b>	<b><u>13,830</u></b>	<b><u>13,830</u></b>
<b>Adult Programs</b>	5	5
# attended	<b>222</b>	<b>222</b>
<b>Children's Programs</b>	24	24
# Attended	<b>719</b>	<b>719</b>
<b>Teen Programs</b>	2	2
# Attended	<b>12</b>	<b>12</b>



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### MONONA PUBLIC LIBRARY

#### ADMINISTRATION REPORT FOR LIBRARY BOARD MEETING

February 16, 2016

Erick Plumb, Library Director

On January 24, we hosted over 200 people to celebrate the one year anniversary of the 1000 Books Before Kindergarten program. Twenty-one children completed the program, and an additional 370 kids are currently enrolled in the program. I would like to thank the sponsors of the program and all of the participants. I'd also like to thank librarians Karen Wendt and Karlyn Spevacek for their tireless efforts to promote this important initiative.

We are in the process of accepting applications for the half-time children's librarian position. Karlyn will leave us on March 1 to return Washington, her home state. She has been an amazing asset to our staff, both in the last year as a paid employee and previously as a student intern. We will miss her. We look forward to building on our success with this new position.

On February 11, we installed new time management software for our patron PCs, replacing the antiquated LibraryOnline system. The new software, MyPC, allows patrons two hours of access to a PC instead of 60 minutes, and allows staff to extend sessions if patrons need extra time, without the fear of losing their work - something incredibly important to someone filling out an application online. We also will now have patrons pay for their printed pages at the desk, eliminating the need for a patron to set up a separate printing account. In all, our staff believes that this change is very patron-friendly.

The Friends of the Monona Library met on January 28. They approved giving money to the library for new folding tables and to replace the plastic electric floor-boxes that were becoming a significant trip hazard. The Friends also approved the creation of a Friends Fundraising Subcommittee, separate from the ongoing Book Store and annual Book & Bake Sale.



**I. GENERAL INFORMATION**

1. Name of Library Monona Public Library		2. Public Library System South Central Library System			
3a. Head Librarian First Name Erick	3b. Head Librarian Last Name Plumb	4a. Certification Grade Gr 1	4b. Certification Type Regular		5. Certification Expiration Date 01/31/2016
6a. Street Address 1000 Nichols Rd.	6b. Mailing Address or PO Box 1000 Nichols Rd.	7. City / Village / Town Monona		8a. ZIP 53716	8b. ZIP4 2531
9. County Dane	10. Library Phone Number (608)222-6127	11. Fax Number (608)222-8590	12. Library E-mail Address of Director eplumb@mononallibrary.org		
13. Library Website URL www.mononallibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
19a. Winter Hours Open per Week 63	19b. Number of Winter Weeks 37	19c. Summer Hours Open per Week 59	19d. Number of Summer Weeks 15		
20. Square Footage of Public Library 27,182	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year? No		22. DUNS Number <i>Nine digits</i> 080489701		

**II. LIBRARY COLLECTION**

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	45,623	3,891
2. Electronic Books <i>E-books</i>	138,839	
3. Audio Materials	4,171	506
4. Electronic Audio Materials <i>Downloadable</i>	35,300	
5. Video Materials	5,492	935
6. Electronic Video Materials <i>Downloadable</i>	1,059	
7. Other Materials Owned <i>Describe</i>	0	
8. Databases Locally Owned or Leased	5	
9. Total Databases <i>Local, regional, and state</i>	53	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	202	

## III. LIBRARY SERVICES

1. Circulation Transactions				2. Interlibrary Loans			
a. Total Circulation		b. Children's Materials		a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>	
241,536		95,887		88,285		99,968	
3. Number of Registered Users				4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method	b. Annual Count	
5,249	2,893	8,142	Did Not Collect		Actual Count	167,339	
6. Uses of Public Internet Computers			7. Uses of Public Wireless Internet		8a. Number of Licensed Database Sessions	8b. No. of Locally-Created, Non-commercial Database Sessions	
a. Method	b. Annual Count	a. Method	b. Annual Count				
Actual Count	11,407	Password Controlled	98,798	426	0		
9. Uses of Electronic Materials by Users of Your Library							
a. E-Books		b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials	
10,523		4,012	31	14,566		1,299	
10. Programs and Program Attendance Annual Count						11. Number of Public Use Computers	
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total	b. Internet Access	
Number of Programs	353	-1	74	426	25	23	
Total Attendance	8,547	-1	1,717	10,264			

## IV. LIBRARY GOVERNANCE

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

First Name	Last Name	Street Address	City	ZIP+4	Email Address
<b>PRESIDENT</b>					
1. Benjamin	Redding	6019 Queens Way	Monona	53716	redding.benjamin@gmail.com
2. Todd	Stebbins	5005 McKenna Road	Monona	53716	stebbins@madisoncollege.edu
3. Valeric	Edwards	1004 Sioux Trail	Monona	53716	valann.edwards@gmail.com
4. Jennifer	Fonner	5509 McKenna Rd	Monona	53716	jennifer.fonner@mgschools.net
5. Douglas	Wood	5304 Schluter Road	Monona	53716	dougwood1975@gmail.com
6. Susan	Carr	4209 Winnequah Road	Monona	53716	sucs310@gmail.com
7. Brett	Blomme	5308 Maywood Road	Monona	53716	brett.blomme@gmail.com
8.					
9.					
10.					
11.					
12.					
No. of Library Board Members Include vacancies in this count					
7					

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

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

Municipality Type	Name	Amount
City	Monona	\$498,557
Subtotal 1		\$498,557

2. County

a. Home County Appropriation for Library Service Subtotal 2a \$235,556

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Columbia	\$792	Sauk	\$31
Green	\$158	Dodge	\$47
Iowa	\$4		
Jefferson	\$198		
Rock	\$86		
Subtotal 2b		\$1,316	

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS SLP Performers	\$400		
	\$0		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3		\$400	

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount
	\$0
Subtotal 4	

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
	\$0		
Subtotal 5			

6. Funds Carried Forward <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income	8. Total Operating Income <i>Add 1 through 7</i>	9. What is the 2016 annual appropriation provided by your governing body/bodies for your public library?	10. Was your library's municipality exempt from the county library tax for 2015? <i>Wis. Stat. s. 43.64(2)</i>
\$98,148	\$15,560	\$849,537	\$518,187	Yes



**X. STAFF**

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$64,400	40.00				
Information Services Coordinator	Librn. no-MLS	\$42,230	40.00				
Youth Services Coordinator	Librn. no-MLS	\$33,280	32.00				
Business Coordinator	Other	\$42,230	40.00				
Community Information Coordinator	Other	\$20,800	20.00				
Technical Services Coordinator	MLS (ALA)	\$38,500	40.00				
Youth Services Librarian	MLS (ALA)	\$19,000	20.00				
Circulation Supervisor	Other	\$33,280	35.00				

b. Other Paid Staff See instructions

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Library Assistant II	Other	\$25,272	30.00				
Library Assistant I	Other	\$60,318	81.00				
Pages	Other	\$43,302	92.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

2.50

Other Persons Holding the Title of Librarian (FTE)

1.80

Subtotal 2a

4.30

b. All Other Paid Staff (FTE) Include maintenance, plant operations, and security

6.70

c. Total Library Staff (FTE)

11.00

### XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*  
 114,661

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County	94,759	18,162	112,921
3. Circulation to Nonresidents Living in Another County in Your System	546	431	977
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System	191	174	365
5. Circulation to All Other Wisconsin Residents 398			
	6. Circulation to Persons from Out of the State 0		

7. Are the answers to items 1 through 6 based on actual count or survey/sample?  Actual	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?  No	8b. If yes, do you allow residents in adjacent systems to purchase library cards?  No
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9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Columbia	181	f. Rock	159
b. Dodge		g. Sauk	
c. Green		h.	
d. Iowa		i.	
e. Jefferson	158	j.	

### XII. TECHNOLOGY

1. Does your library provide wireless Internet access for patrons' mobile devices?  Yes	2. What type of Internet connection do you have? <i>Mark all that apply</i> <input type="checkbox"/> a. State TEACH line <input checked="" type="checkbox"/> b. Other broadband connection Local cable, telco, community network, etc.	3. Does your library use any type of Internet filtering software or service? <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input checked="" type="checkbox"/> c. No filtering on any Internet workstation
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### XIII. YOUTH SERVICES

1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Summer Literacy Offerings	1	1	1	3
	Total Unduplicated Individuals Involved	892	250	301	1,443
	Number of Other Literacy Offerings	1			1
2. Drop-in Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Drop-in Activities	38	0	0	38
	Total Drop-in Activity Participation	874	0	0	874

3. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary is displayed here.*

a. First Name	b. Last Name	c. Email Address
Karen	Wendt	karen@mononalibrary.org

**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's electronic database only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

**I CERTIFY THAT,** to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature ➤	Name of President <i>Print or type</i>	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i>	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.\*

County
Dane

The Monona Public Library Board of Trustees hereby states that in 2015, the South Central Library System
Name of Public Library Name of Public Library System / Service

Indicate with an X one of the following two statements.

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

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



\* The statement may be sent directly to Wisconsin Department of Public Instruction, ATTN: Jamie McCanless, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

CERTIFICATION

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

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

Table with 3 columns: President, Library Board of Trustees Signature; Name of President Print or type; Date Signed

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COMMENTS

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SECTION\_XII

b. Other Broadband connection

Local cable--2016-02-08

DRAFT

Task Order No. 16-01  
City of Monona, Wisconsin (CITY)  
and Strand Associates, Inc.<sup>®</sup> (CONTRACTOR)  
Pursuant to INDEPENDENT CONTRACT AGREEMENT  
for Municipal Engineering Services dated April 13, 2012

### **Project Information**

Project Name: Library Parking Lot Reconstruction

Services Description: Provide engineering services for the reconstruction of the City of Monona public library parking area located at the intersection of Nichols Road and Healy Lane.

### **Scope of Services**

CONTRACTOR will provide the following services to CITY.

#### Design Services

1. Conduct a topographic survey for the project area.
2. Prepare storm sewer reconfiguration and lighting relocation drawings.
3. Prepare plan and profile drawings and cross sections for parking lot and sidewalk reconstruction.
4. Prepare an erosion control plan and miscellaneous details.
5. Submit final drawings, specifications, and related forms to the Wisconsin Department of Natural Resources (WDNR) for an anticipated WDNR Notice of Intent Permit Coverage. [To be included with 2017 public works contract(s).]
6. Prepare an opinion of probable construction cost for the project.
7. Attend two design meetings with CITY and one library board meeting.
8. Prepare Bidding Documents using Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2007 edition, technical specifications, and engineering drawings. [To be included with 2017 public works contract(s).]

#### Construction-Related Services

1. Provide construction-related services, attend the preconstruction conference, prepare bid tab, prepare Contract Documents for signature, review contractor's shop drawing submittals, interpret and clarify Contract Documents, conduct periodic site visits, and participate in project closeout.
2. Provide up to 80 hours of full-time Resident Project Representative services. In furnishing observation services, CONTRACTOR's efforts will be directed toward determining for CITY that the completed project will, in general, conform to the Contract Documents; but CONTRACTOR will not supervise, direct, or have control over the contractor's work and will not be responsible for the contractor's construction means, methods, techniques, sequences, procedures, or health and safety precautions or programs, or for the contractor's failure to perform the construction work in accordance with the Contract Documents.



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## Support Monona Library

1 message

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Monona Public Library <moolibrary@gmail.com>

Reply-To: moolibrary@gmail.com

To: sally@mononalibrary.org

Wed, Dec 23, 2015 at 12:11 PM

**Dear Library Champion,**



This Holiday Season, the Monona Public Library remains a bustling place. Beyond our core mission to serve as a hub for literacy, enrichment, and lifelong learning, the Library is a community connection place - where parents socialize after story time, where children share toys at the train table, and where neighbors meet to attend a class or demonstration. And we will always remain a place to grab a good book!

Increasingly the Library must rely on private donations to grow our services beyond what the City of Monona budget provides. ***In fact, we already rely on private donations to fund over 90% of our program expenses for children and adults.***

You can financially support Monona Library by donating to:

- **Friends of the Monona Library.** If you came to an event at the Library - for children or adults - that event was paid for by the Friends. Even if you are already a member of the Friends, consider an additional contribution. Please write your check payable to "Friends of Monona Library" and mail (1000 Nichols Road) or bring it to the library (we hope to have an on-line donation option available in early 2016).

- **Monona Public Library Foundation.** While the Friends serve to fund immediate needs, contributions to the Foundation are a long term investment. A portion of the endowment is allocated annually to enrich services that make our library special. Funds are invested and managed by the Madison Community Foundation. To give now, visit [Madison Community Foundation on-line giving page](#). To give later as part of your estate plan, contact Harmony Kronick, MCF Operations Director, (608) 232-1763 or [hkronick@madisoncommunityfoundation.org](mailto:hkronick@madisoncommunityfoundation.org). She can help you develop a simple and personal approach to charitable giving.

Those who use Monona Library and love it deserve a first-class library. Thank you for considering a contribution to help us remain the heartbeat of Monona.

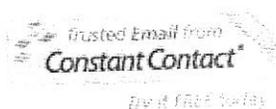
Thank you,  
Erick Plumb, Library Director  
608-216-7458 [eplumb@mononallibrary.org](mailto:eplumb@mononallibrary.org)

Connect with us



Monona Public Library | 1000 Nichols Road | Monona | WI | 53716

This email was sent to [sally@mononallibrary.org](mailto:sally@mononallibrary.org) by [moolibrary@gmail.com](mailto:moolibrary@gmail.com)  
[Update Profile/Email Address](#) | [Privacy Policy](#)  
Unsubscribe  [Safe Unsubscribe](#)



## Library Timeline for E-rate Participations

February 2, 2016-March 23, 2016

- Group of libraries work on iBoss filtering policies and an MOU committing libraries to filtering for the 2016/2017 E-rate grant cycle.
- Develop sample Internet safety policy

March 23, 2016 Submit draft policy and MOU to TC for approval at April 6, 2016 meeting

End of February through indefinite—staff pilot of iBoss available for any library (not just E-rate libraries)

February, March or April

- Create CIPA Compliant Internet Safety Policy
- Board review of CIPA Compliant Internet Safety Policy
- Find filtering solution for PCs not on SCLS network (SCLS will provide suggestions)

March, April or May

- Provide reasonable public notice and hold at least one public hearing or meeting to address a proposed technology protection measure and Internet safety policy
- Trial of iBoss filtering on patron PCs (Technology Protection Measure)

April, May or June

- Approve and sign MOU committing to CIPA compliance for the 2016/2017 E-rate grant cycle

June 30, 2016

- Filtering must be in place on all PCs and wireless
- MOU must be submitted to SCLS
- Form 479?