



2010 WISCONSIN LIBRARY OF THE YEAR

1000 NICHOLS ROAD ■ MONONA, WI 53716-2531
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AGENDA
Monona Public Library Board
Quiet Reading Room
Monday, March 28, 2016, 7 pm

- I. Roll Call
- II. Call to Order
- III. Appearances
- IV. Approval of Minutes from February 16, 2016
- V. Consent Agenda
 - A. Approval of Bill Payments, February 8 – March 24, 2016
 - B. Approval of Financial Report, February 2016
- VI. Library Director Report
 - A. Administrative Report February through Mid-March
 - B. Amended Internet Access Policy
 - 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 (Performance Evaluation).
- VIII. Reconvene in Open Session Under Wisconsin Statute Section 19.85
- IX. Announcements
 - A. Next Monona Library Board Meeting, Tuesday, April 19 at 7 pm
 - B. Board Appreciation Event for Library Staff and Volunteers, March 31, 6:15 pm
- X. 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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Minutes
Monona Public Library Board
Board Room
Tuesday, February 16, 2016, 7 pm

I. Roll Call

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

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

Trustee Absent: Brett Blomme, Community Representative

II. Call to Order

Presiding Officer Redding called the meeting to order at 7:00 p.m.

III. Appearances

None.

IV. Approval of Minutes from January 25, 2016

Trustee Edwards motioned, seconded by Trustee Stebbins, to approve the January 25, 2016, minutes.

Motion passed unanimously.

V. Consent Agenda

A. Approval of Bill Payments, January 14 – February 8, 2016

B. Approval of Financial Report, January 2016

Alder Wood motioned, seconded by Trustee Stebbins, to approve the consent agenda.

Motion passed unanimously.

VI. Board Action Items

A. Unfinished Business

[Unfinished Filtering Discussion will be on April agenda]

B. New Business

i. Approve 2015 State of Wisconsin Annual Report

Trustee Carr motioned, seconded by Trustee Edwards, to approve Monona Public Library's 2015 State of Wisconsin Annual Report.

Discussion: Library use from Monona residents in 2015 was up a bit; use from non-Monona residents was down slightly. We are refunded from Dane County based on non-resident

circulation. Plumb forecasts continued decline of non-resident use with Pinney Branch opening next year. Monona Library is shifting its emphasis from circulation to programming. Motion passed unanimously.

- ii. Approve City of Monona Task Order 16-01 Authorizing Strand Associates, Inc. to Provide Engineering Services for Library Parking Lot Reconstruction Project

Alder Wood motioned, seconded by Trustee Fonner, to approve Authorizing Strand Associates, Inc. to Provide Engineering Services for Library Parking Lot Reconstruction Project.

Discussion: Strand is ready to move ahead. Board would like to keep central sidewalk, yet note that parking lot is often remarkably full; central walkway would decrease number of stalls by about 10 spaces.

Motion passed unanimously.

VII. Library Director Report

- A. Administrative Report January through Mid-February
- B. Fundraising

Director Plumb reported a \$10-million cap on 2017 capital funds and anticipates pushing parking lot project back a year. The City's Riverfront redevelopment project and PCB cleanup in Winnequah Park lagoon will take up most of the City's capital resources.

The 1000 Books Before Kindergarten open house and graduation ceremony on January 24 was a wild success with almost 200 people buzzing about the children's room. Karen and Karlyn have done an outstanding job promoting this important initiative.

The Youth Services part-time librarian position is closed; we received 10 applicants.

New computer-use software has been installed on public computers; patrons now have a 2-hour time slot vs. 1-hour. We no longer require patrons to pre-pay for printing; they pay at the desk after printing.

The Friends of Monona Public Library met in January and approved funds for new 6-foot, rectangular folding tables and money to replace aging and broken plastic electric box covers with new brass covers. The Friends also approved the creation of a Fundraising Subcommittee. Sue Carr, Sally Buffat and Jennifer Falkowski met once to outline a fundraising infrastructure and begin to discuss possible events. Plumb's "Dear Library Champion" e-Newsletter was sent to 1200 people, 300 opened it with 7 click-throughs to the Foundation link; very good statistics.

Out of order:

X. Announcements

- A. Next Monona Library Board Meeting, Tuesday, March 15 at 7 pm

~~Plumb will create a Doodle Poll to pick another date for the March Board meeting.~~

B. Staff and Board Appreciation Event, March 31 after 6 pm

The Board appreciation event for Library Staff and Volunteers will be March 31 at 6:15. Trustee Carr will create a Signupgenious.com event for Trustees to sign up for what to bring.

Additional Announcement: President Redding announced that he is stepping down from the Library Board; April will be his last meeting. The Board acknowledged Redding's years of service and expressed appreciation for his leadership.

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).

Trustee ?? motioned, seconded by Trustee ??, to go into Closed Session.
Motion passed by roll call at ?? p.m.

IX. Reconvene in Open Session Under Wisconsin Statute Section 19.85

Trustee ?? motioned, seconded by Trustee ??, to Reconvene in Open Session.
Motion passed unanimously at ?? p.m.

XI. Adjournment

Trustee ?? motioned, seconded by Trustee ??, to adjourn the meeting.
Presiding Officer Redding adjourned the meeting at ?? p.m.

Minutes recorded by Sally Buffat

Summary of Expenditures Posted February 8 - March 24, 2016

Services/Contracts/Supplies

Accounts Payable by Vendor	Account Code	Description	Amount
Professional Development	202-55-55110-134		
WLA		Plumb renewal	(\$186.00)
ALA		Plumb renewal	(\$137.00)
Copp's		Dane County director's	(\$23.79)
TOTAL PROFESSIONAL DEVELOPMENT			(\$346.79)
Gas & Electric Utility	202-55-55110-220		
MG&E		January & February	(\$5,598.06)
TOTAL GAS & ELECTRIC UTILITY			(\$5,598.06)
Water & Sewer Utility	202-55-55110-222		
Monona Water Utility		stormwater	(\$402.35)
TOTAL WATER & SEWER UTILITY			(\$402.35)
Service Contracts	202-55-55110-240		
CleanPower		February & March	(\$3,980.78)
Gordon Flesch		copier second quarter	(\$310.33)
Illingworth-Kilgust		HVAC first quarter	(\$1,852.00)
Schumacher		quarterly maintenance	(\$111.45)
SCLS		2016 Bibliotectha supp	(\$6,535.23)
SimplexGrinnell		2016 fire protection	(\$4,270.85)
TOTAL SERVICE CONTRACTS			(\$17,060.64)
Office Supplies	202-55-55110-310		
SCLS		barcode labels	(\$110.66)
Demco		stickers & labels	(\$79.49)
Nasco		shipping	(\$14.08)
Amazon.com		credit	\$79.00
Office Depot		batteries	(\$7.27)
TOTAL OFFICE SUPPLIES			(\$132.50)
Programming	202-55-55110-341		
Falkowski, Jennifer	teen/adult	Fearless Crafters	(\$100.00)
Constant Contact		e-newsletters	(\$336.00)
Books 4 School	children's	book swap program	(\$101.20)
TOTAL PROGRAMMING			(\$537.20)
Equipment Maintenance & Repair	202-55-55110-350		
Ace Hardware		supplies	(\$1.29)
Illingworth-Kilgust		RTU5	(\$291.00)
Crescent Electric Supplies		bulbs	(\$89.85)
Capital Lock, Inc.		front door	(\$99.00)
SimplexGinnell		fire extinguisher	(\$73.49)
Schumacher		ADA compliant phone	(\$640.00)

Menards		supplies	(\$17.21)
Illingworth-Kilgust		RTU5 damper	(\$1,538.00)
Trane		filters	(\$131.52)
Illingworth-Kilgust		boiler ignition	(\$641.00)
TOTAL EQUIPMENT MAINTENANCE & REPAIR			(\$3,522.36)
Equipment Maintenance & Repair		202-55-55110-351	
Schumacher		elevator safety test	(\$575.00)
Menard's		supplies	(\$44.77)
Ace Hardware		supplies	(\$4.90)
Department of Safety		permit to operate	(\$50.00)
TOTAL EQUIPMENT MAINTENANCE & REPAIR			(\$674.67)
Vending		202-55-55110-819	
Pepsi		soda	(\$300.36)
Madison Coffee & Vending		coffee supplies	(\$179.40)
TOTAL VENDING			(\$479.76)
Services/Contracts/Supplies Subtotal			(\$28,754.33)
LIBRARY ACQUISITIONS			
Accounts Payable by Vendor	Account Code	Description	Amount
DVDs & CDs	202-55-55110-810		
Amazon.com		DVD	(\$1,471.14)
Amazon.com		CD	(\$310.85)
Ingram		BOCD	(\$567.63)
TOTAL DVDs & CDs			(\$2,349.62)
Adult Books	202-55-55110-811		
Ingram		Non-fiction	(\$1,151.21)
Ingram		fiction	(\$998.29)
TOTAL ADULT BOOKS			(\$2,149.50)
Children's Books	202-55-55110-812		
Ingram		children's books	(\$454.94)
TOTAL CHILDREN'S BOOKS			(\$454.94)
Young Adult Books	202-55-55110-813		
Ingram		YA books	(\$567.13)
TOTAL YOUNG ADULT BOOKS			(\$567.13)
Large Print Books	202-55-55110-814		
Cengage Learning		standing order	(\$390.26)
TOTAL LARGE PRINT BOOKS			(\$390.26)
Library Acquisitions Subtotal			(\$5,911.45)
Expenditures Posted	February 8		
- March 24, 2016			(\$34,665.78)

CITY OF MONONA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

LIBRARY FUND

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	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	676.00	676.00	190,251.00	(189,575.00)	.36
202-46-43730-000	COUNTY AID LIBRARY FACILITIES	.00	.00	40,720.00	(40,720.00)	.00
202-46-46110-000	COPIER RECEIPTS	126.15	343.77	3,000.00	(2,656.23)	11.46
202-46-46710-000	FINES	415.11	735.20	6,500.00	(5,764.80)	11.31
202-46-46730-000	ROOM RENTALS	66.15	937.91	2,700.00	(1,762.09)	34.74
202-46-48900-100	VENDING MACHINE	282.32	452.82	3,250.00	(2,797.18)	13.93
TOTAL PUBLIC CHARGES FOR SERVICE		1,565.73	3,145.70	764,608.00	(761,462.30)	.41
TOTAL FUND REVENUE		1,565.73	3,145.70	764,608.00	(761,462.30)	.41

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2016

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY EXPENDITURES</u>					
202-55-55110-110 LIBRARY SALARIES	13,552.65	41,496.58	299,014.00	257,517.42	13.88
202-55-55110-119 WAGES, PART-TIME	3,855.24	10,737.12	131,365.00	120,627.88	8.17
202-55-55110-130 FICA	1,293.75	3,897.62	32,924.00	29,026.38	11.84
202-55-55110-131 WISCONSIN RETIREMENT	833.69	2,547.40	19,735.00	17,187.60	12.91
202-55-55110-132 LIFE & DISABILITY INSURANCE	2.24	4.13	375.00	370.87	1.10
202-55-55110-133 HEALTH INSURANCE	3,919.20	8,342.93	49,276.00	40,933.07	16.93
202-55-55110-134 PROFESSIONAL DEVELOPMENT	.00	50.00	4,000.00	3,950.00	1.25
202-55-55110-220 GAS & ELECTRIC UTILITIES	3,120.44	3,120.44	36,400.00	33,279.56	8.57
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	2,101.84	2,341.84	44,505.00	42,163.16	5.26
202-55-55110-241 AUTO CIRCULATION SYSTEM RENTAL	187.50	187.50	40,506.00	40,318.50	.46
202-55-55110-310 OFFICE SUPPLIES	130.57	1,315.81	5,000.00	3,684.19	26.32
202-55-55110-312 POSTAGE	2.54	2.54	200.00	197.46	1.27
202-55-55110-340 JANITORIAL SUPPLIES	132.25	132.25	2,000.00	1,867.75	6.61
202-55-55110-341 CHILDREN'S/YA SERVICES	250.00	250.00	2,000.00	1,750.00	12.50
202-55-55110-344 CASH OVER/SHORT	(6.04)	(8.69)	.00	8.69	.00
202-55-55110-350 EQUIPMENT MAINTENANCE & REPAIR	2,516.31	2,844.03	8,000.00	5,155.97	35.55
202-55-55110-351 BUILDING MAINTENANCE & REPAIR	220.08	394.60	8,000.00	7,605.40	4.93
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	528.46	528.46	14,000.00	13,471.54	3.77
202-55-55110-811 ADULT BOOKS	1,310.16	2,351.41	17,000.00	14,648.59	13.83
202-55-55110-812 CHILDRENS BOOKS	266.51	818.48	10,250.00	9,431.52	7.99
202-55-55110-813 YOUNG ADULT BOOKS	426.29	562.74	3,250.00	2,687.26	17.32
202-55-55110-814 LARGE PRINT BOOKS	219.92	219.92	2,500.00	2,280.08	8.80
202-55-55110-817 ELECTRONIC INFO SOURCES	209.73	209.73	4,000.00	3,790.27	5.24
202-55-55110-818 BOOK LEASE PROGRAM	3,208.00	3,208.00	3,208.00	.00	100.00
202-55-55110-819 VENDING MACHINE EXPENSE	240.60	393.80	2,200.00	1,806.20	17.90
TOTAL LIBRARY EXPENDITURES	38,521.93	85,948.64	749,108.00	663,159.36	11.47
<u>TRANSFERS</u>					
202-55-59210-212 ACCOUNTING SERVICES	.00	.00	4,500.00	4,500.00	.00
202-55-59210-510 INSURANCE	.00	.00	11,000.00	11,000.00	.00
TOTAL TRANSFERS	.00	.00	15,500.00	15,500.00	.00
TOTAL FUND EXPENDITURES	38,521.93	85,948.64	764,608.00	678,659.36	11.24
NET REVENUES OVER EXPENDITURES	(36,956.20)	(82,802.94)	.00	(82,802.94)	.00



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Library Activity Report	2016	2016
	Feb	YTD Feb
Physical Item Checkouts	19,765	39,950
E-Book Checkouts	1,339	2,821
Total item Checkouts	21,104	42,771
Meeting Room Bookings	50	73
Study Room Bookings	133	217
Book a Librarian sessions	8	21
Exams Proctored	1	2
Patron Internet Sessions	n/a	n/a
Wireless Network Sessions	11,438	20,713
<u>Library Visits</u>	<u>13,471</u>	<u>27,301</u>
Adult Programs	8	13
# attended	199	421
Children's Programs	42	66
# Attended	689	1,408
Teen Programs	1	3
# Attended	3	15



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MONONA PUBLIC LIBRARY

ADMINISTRATION REPORT FOR LIBRARY BOARD MEETING

March 28, 2016

Erick Plumb, Library Director

We've been busy in March, especially hosting events for children during Spring Break. Special events included a Spa Night for teens presented by Studio Z, a Book Swap, a Lego Building Club and Mindstorms Robot workshop which drew 120 kids! Adult March offerings included a Beyond the Page-funded Irish folktale radio concert, a digital App-Stravaganza workshop and two Monona History Club lectures. The Eco-Action Tuesday series is gathering steam with 39 people attending the backyard beekeeping presentation.

We re-open our search for the half-time Children's Librarian, formerly held by Karlyn Spevacek. We offered the position to a candidate, who ultimately decided not to accept the job, electing instead to continue as a stay-at-home parent. We determined the other finalists were not the right fit, and decided to reopen our search. We really hope to have someone on hand to assist with our May class visits to Monona Grove schools ahead of the Summer Reading Program.

We had a technology-induced scare this month. On March 14, it was discovered that patrons that were checking out items at our self-checkout machines were having their checkouts credited to the Madison Public Library. The problem evidently began on March 1 and affected only Monona Public Library. Not only did Monona lose circulations, but our patrons were being charged Madison library fines. Thankfully SCLS staff reacted quickly and was able to solve the problem with the folks that run the Koha system. Ultimately, it was discovered that the problem only extended to twenty eight (28) patrons. SCLS was able to go in and "fix" the records to change the circulations to Monona, wiping out any of Madison's overdue fines. We thank SCLS staff for their rapid response to the situation.

Random notes:

- Library staff visited the Monona Fire Department on March 17 to be trained on suppressing a small fire using a fire extinguisher.
- We had the library furniture upholstery cleaned. Also, the bathroom tile in the two upstairs bathrooms was professionally cleaned.

- The plastic in-floor electric box covers in the Main Library and Quiet Reading Room have been replaced with new brass covers. Many of the original plastic covers were broken and were a trip hazard.
- The Library hosted the Dane County Library Directors meeting on March 10 in the Quiet Reading Room.
- The magazines have been moved to the space just outside the Quiet Reading Room, opening up the space to a greater degree and allowing it to be utilized for special events.
- The City is converting to a new financial administration software system. We hope that this will allow the Library to clean up some of the unclear budget lines.

Parking Lot Update

On March 21, the City Council approved the surveying and engineering contract with Strand Associates that the Library Board approved in February. After surveying work is completed this spring, we will move onto the engineering and design phase. We will work closely with Dan Stephany, City of Monona Director of Public Works, to assist us with the process.

Strategic Planning Update

I have been in contact with two consultants that Dane County Libraries have utilized for strategic planning. I will get pricing information and more details about the process for the Board's review in April.

Fundraising Update

On March 7, the Friends of the Library Fundraising Subcommittee met to discuss upcoming events. The Library will sponsor a community-wide scavenger hunt in September, organized by former Library Assistant Jen Falkowski. Participants will pay to join teams to find landmark clues throughout Monona.

Please mark your calendars now for Saturday, January 28, 2017. We will host our "big" fundraising event that evening, the first in what we intend to be an annual event that will be held each year on the last Saturday in January. The inaugural event will be an event based around jazz and New Orleans-style culture and flavor.

E-rate Discussion

The Library has been a pilot site for the iBoss filtering software. The software was activated on staff PCs and staff was asked to test the software. Board members were also encouraged to try the system out. We have been compiling examples of sites that have been blocked, as well as examples of adult content that has not been filtered. Google image searches for some pornographic images, for example, are not filtered (if the safe-search preference on Google is disabled), but the links to the porn sites themselves are filtered. We have found that iBoss does indeed "under filter" in practice. Google, Wikipedia, Craigslist, Amazon, Tumblr, Reddit, Twitter and other sites are not filtered, despite containing adult images.

Oregon Public Library has already approved and gone live with filtering their entire network. Attached is a printout of the PC screen a patron sees when accessing a blocked site. The screen can be customized by individual libraries.

The draft of an amended Internet Access Policy is attached, as is an Executive Summary document that will be released to the public ahead of the April public hearing. The public hearing will be advertised via flyer, web, social media, and on WVMO-FM.

Cost Savings

Estimates on cost-savings remain that - estimates. Here is a list of equipment that would be eligible for e-rate discounts:

- Routers, switches, wireless access points
- Antennas, cabling, connectors, and related components used for internal broadband connections
- Racks
- Uninterruptible power supply/battery backup
- Caching
- Basic maintenance of eligible broadband internal connections components

Most of that equipment is housed at SCLS headquarters, and we would see slight reductions in our annual technology fees as those upgrades occur. Any work done for the MUFN project would also be eligible.

Here's a breakdown of estimated savings for the 2016-17 Cycle:

- Annual Network Fee discount - \$962
- Annual Library Hardware & Maintenance Fee discount - \$568 (low estimate) or \$657 (high estimate)

Total SCLS FEE SAVINGS: \$1,528 - \$1,617 for next year.

One-time hardware costs:

- 2017 Replacement of 3 Wireless Access points at \$1,000 each (50% discount): \$1,500 savings
- Planned connection to MUFN network @ \$2,500: \$1,250 savings.

MONONA PUBLIC LIBRARY

INTERNET ACCESS & COMPUTER USE POLICY AND GUIDELINES

I. Purpose

Monona Public Library provides access to a broad range of information resources through the Internet. We make this service available as part of our mission to fulfill individual informational needs for day-to-day living, cultural, educational and leisure pursuits. The library strives to serve people of all ages at all levels of need and considers its endorsement of the Library Bill of Rights and the Freedom to Read documents to apply to the use of electronic information.

II. Disclaimer

- A. The library does not monitor, has no control over, and does not accept responsibility for material on the Internet. The library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof. The quality, accuracy and timeliness of information on the Internet varies from site to site, and sites may be controversial or of a mature nature.
- B. The availability of networked information via library computers or wireless access does not constitute the library's endorsement of the content of that information. If any patron believes that information obtained via library computers is inaccurate or offensive, the patron should contact the original producer or distributor of the information.
- C. Users access the library computer hardware, software and documentation at their own risk. Monona Public Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data etc. or electronic transactions of any type which are related to the public use of library computer resources.

III. Eligible Computer Workstation Users

- A. Individuals with a current South Central Library System library card may access the internet using their library card number.
- B. Users must use their own personal library card or internet-use only card to access the Internet or ask for a guest pass.
- C. Guest passes may be issued to individuals who do not have a library card if they are 16 or older and have a valid photo ID such as a current driver's license which includes their full name and date of birth.

- D. Individuals who are ineligible for a South Central Library System library card due to lack of proof of address may apply for an internet-use card using a current photo ID.
- E. Students can be issued an Internet card on a case by case basis.
- F. Children eight years or younger are required to be accompanied by parent/guardian or caretaker to use a computer.
- G. Patrons are limited to two 120-minute sessions on a workstation or a total of four hours per day.

IV. Responsibilities of Users

- A. Access, use, or dissemination of information via the Internet in the library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian. Because parents or guardians may feel that information available through the Internet is not suitable for viewing by children in their care, supervision is advised.
- B. Users should be aware that they are working in a public environment shared by people of all ages and sensibilities. Users will refrain from the use of Internet sounds and visuals which might disrupt the ability of other library patrons to use the library and its resources.
- C. Library staff reserve the right to end Internet sessions when sexually explicit or pornographic materials are displayed. (See also Illegal and Unacceptable Uses). The sites that users have accessed may be visually monitored to ensure the library's policy is followed.
- D. Patrons are responsible for all printing and photocopying costs. Failure to pay for printing will result in loss of computer privileges. A charge of \$.10 per page will be charged for black and white printouts, and a charge of \$.50 per page will be charged for color printouts payable at the service desk.
- E. The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Patrons using library equipment and/or Internet are responsible for any infringement.
- F. Storage devices are available for use in the building at the service desk.

V. Choosing and Evaluating Sources

- A. Users should evaluate Internet sources just as they do print materials, questioning the accuracy and completeness of information.

- B. Users must use the Internet at their own risk realizing that beyond the library's home page and supporting documents they may encounter materials they find offensive.

VI. Supervising Children's Use

- A. Monona Public Library supports the right for each family to decide what appropriate Internet use is for their child(ren). The responsibility for what minors read or view on the Internet rests with parents or guardians.
- B. The library will make information available to help parents and guardians in their efforts to exercise their rights and responsibilities regarding their own children's use of electronic resources. For more information on children and the Internet see Child Safety on the Information Highway (<http://www.safekids.com>).
- C. Parents and children are encouraged to start their exploration of the Internet with the library's homepage and reference links.
- D. The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or in the library.
 1. Use the Internet as a family. Join your children in Internet exploration.
 2. Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
 3. Encourage children to use sites recommended on the library's homepage and counsel them to avoid sites you consider unsuitable.
 4. Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
 5. Instruct children never to give out personal information (name, address, password, telephone number, credit card number) online.
 6. Provide children with guidelines on acceptable use of electronic resources, including email and social networking sites.
 7. Teach children to be good online consumers. As with print information, consider the source and accuracy of online information.
- E. Librarians are partners with parents in guiding children to safe and appropriate use of the Internet. In compliance with requirements of the Children's Internet Protection Act (CIPA), MPL filters all Internet computers and wireless signals available through the library. Adult patrons age 17 years

and older may elect to disable the filter for unrestricted Internet access for any lawful purpose that meets Monona Public Library guidelines. A valid South Central Library System card provides authorized access to Monona Public Library computers for the use of our patrons. Parents and guardians are solely responsible for supervising their children's Internet sessions and for letting their children know if there are materials children should not use or view; library staff cannot monitor parental restrictions. The library assists parents and guardians who desire guidance for their children's use of the Internet through their technical expertise and guidance.

Monona Public Library staff provides guidance and assistance to children, parents and guardians in a variety of areas:

- Reference librarians provide suggestions and assistance in conducting online research and evaluation of Web sites.
- Monona Public Library website includes specially designed pages for children that contain links to recommended free and paid information resources in a variety of frequently requested topic areas.
- Individual help is provided as time permits in the use of applications on Monona Public Library website.

VII. Illegal and Unacceptable Uses of Library Internet:

People may use the library computers only for legal purposes. Examples of unacceptable uses include but are not limited to the following:

- A. Harassment of other users and/or violation of their privacy.
- B. Any and all forms of bullying.
- C. Libeling, slandering, or maliciously offending other users.
- D. Violating copyright laws or software licensing agreements.
- E. Using another person's library card or misrepresenting oneself as another user.
- F. Obstructing other people's work by overuse of system resources.
- G. Attempting to modify or gain access to files, passwords, or data belonging to others.
- H. Attempting to crash, degrade performance of or gain unauthorized access to the library's computer systems and networks.

- I. Intentionally modifying or damaging equipment software or data belonging to the library or other users.
- J. Sending, receiving, or displaying text or graphics which are deemed inappropriate or harmful according to accepted community standards, or which disturb or disrupt the library use of other patrons.
- K. Viewing or sending child pornography is a federal offense and the City of Monona Police Department will be notified.
- L. Exposing children to harmful materials, see Sec.948.11 Wisconsin Statutes.
- M. These restrictions also apply in email and social networking environments accessed through the library computers and the library's wireless network.

VIII. Compliance

If an individual or group of Internet users creates a disturbance that limits the effective use of the library by others, he/she/they will be asked to correct his/her/their behavior, disband, and/or leave the building as appropriate.

Failure to comply with this policy or with library staff directions may result in restriction or termination of the user's library privileges and may result in prosecution under local, state or federal laws.

Any person who enters or remains on library premises after losing their library privileges will be reported to the City of Monona Police Department for removal.

IX. Appeal Procedure

The library director may reconsider, if he/she so chooses and at his/or own sole discretion, a decision to suspend library privileges upon written request, and if the information submitted by the patron warrants such modification. The director will respond in writing to the individual with a notice to the library staff and the library board president of the reconsideration decision.

X. Reevaluation of Monona Public Library Internet/Computer Policy and Guidelines

This policy will be reviewed and amended, if needed, on an annual basis.

Adopted by Monona Public Library Board November 20, 1996
Last Amended June 19, 2002

Your Library, E-Rate Discounts, and Internet Filtering

The Monona Public Library Board of Trustees will be considering your input on April 19, 2016.

Libraries throughout South Central Library System are looking at applying for **E-Rate Funding** through the Federal Government as a way to **keep technology costs down**. To be eligible, the library would need to filter its internet in compliance with the Children's Internet Protection Act, implement an "Acceptable Use Policy", and hold a public meeting to discuss said filtering and policy.

The Process:

1. Inform the public about the pending decision and its background by making this document available.
2. Begin writing a CIPA-compliant Acceptable Internet Use Policy.
3. Schedule a public meeting at which internet filtering and accompanying policy will be discussed:
Library Board Meeting on Tuesday, April 19, 2016, at 7 p.m.
in the Board Room at Monona Public Library
4. Solicit YOUR feedback: Please consider attending the scheduled meeting (listed above) to share your perspective. You may also contact a member of the **Library Board of Trustees** or **Erick Plumb, Library Director**, (eplumb@mononibrary.org or 608-8216-7458) any time before the meeting.

Background:

What is E-Rate?

The Schools and Libraries program, also known as the E-rate program, makes telecommunications and information services more affordable for schools and libraries in America. Eligible schools and libraries **may receive discounts** on telecommunications services, internet access, and network infrastructure.¹

To be eligible, these public institutions must comply with the Children's Internet Protection Act (CIPA). CIPA compliance means that an institution is **filtering their Internet services** and has **implemented a formal Internet Safety Policy** (also frequently known as an Acceptable Use Policy).²

What devices will be filtered?

Any device that is connected to the library's internet (wired or wireless) would need to be filtered. This includes all staff devices as well as any phones, tablets, laptops, etc. that belong to the public and are using the library's connection.

What internet content will be blocked?

The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors).³ The definition of "harmful to minors" is intentionally left open to local cultural interpretation.

¹ (Source: <https://www.fcc.gov/consumers/guides/universal-service-program-schools-and-libraries-e-rate>; Accessed: March 21, 2016)

² (Source: <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>; Accessed: March 21, 2016)

³ (Source: <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>; Accessed: March 21, 2016)

How much money could our library save?

According to the FCC's E-rate discount matrix, Monona Public Library is eligible for a rate of 50% on qualifying costs. On annual costs, for instance, our library might be eligible for approximately \$1,000 in savings. Upgrades to the library system's network infrastructure (including Wireless) in the next several years, would be eligible at a prorated basis, lessening our portion of the overall cost. Also, the network infrastructure that would be part of any new library building project (a one-time cost) would likely be E-rate eligible.

What technology will be used to implement the filtering?

- The "iboss"; short for "the iboss Secure Web Gateway appliance".
- This technology provides content filtering, with granular controls and bypass options; due to the precision, it is the product South Central Library System will be using for libraries wishing to filter.

Will it over block, restricting desirable content?

- Possibly, but not likely, since it uses "website name filtering" rather than using keywords or flesh tones.
- iboss will be blocking "known providers of pornography", rather than looking for "indicators of nakedness or sex acts" on each webpage.
- Accidentally blocking access to art, literature or medical information is unlikely.

Will it under block, permitting undesirable content?

- Yes, it will. No content filtering works perfectly.
- Sites may not be marked as needing blocking, particularly brand new website names.
- CIPA compliance is about reasonable efforts to block pornographic images, not about perfection.

How will iboss impact library users when blocking content?

- The iboss will display a "block page" instead of the website requested by the patron.
- When blocks occur, adults may choose to bypass the block.

How will an adult bypass a block?

- Bypassing, permitted under FCC rules for "lawful purposes", requires proof of adult age.
- Per court rulings, *libraries may not ask an adult what their purpose is in accessing a restricted site.*
 - Adults may *self-certify* that they have a lawful purpose for being on a blocked site.
 - South Central Library System aims to *automate this process* by allowing users of Adult Library Cards (and PINs) to have a bypass option which they can use without direct staff intervention.
 - This option would not be available to those using a card which belongs to a minor.

Please contact Library Director Erick Plumb at 608-216-7458 or eplumb@mononalibrary.org for more information.



**OREGON
PUBLIC
LIBRARY**

Restricted Content

The website you were trying to reach may violate the Internet safety policy of [Oregon Public Library](#).

If you believe that you are receiving this message in error or have questions, please visit the Information Desk for assistance. [Click to view Oregon Public Library's Internet/Computer Use Policy for further details.](#)

Website	N/A
Reason blocked	N/A (N/A)

To bypass the content filter:

Patrons of age 17 and older may request a bypass of these content restrictions, for lawful purposes.

For age validation, enter your complete library card number and PIN, then click the Bypass Filtering button.

Library card number:

PIN:

Bypass Filtering

Coffee Vending 2016

Coffee Vending	income	deposit	\$96.75	1/6/2016
Madison Coffee & Vending	expense	coffee cocoa	(\$102.20)	1/6/2016
Madison Coffee & Vending	expense	french vanilla	(\$24.00)	1/11/2016
Madison Coffee & Vending	expense	coffee	(\$27.00)	1/6/2016
Madison Coffee & Vending	expense	cups & lids	(\$19.50)	1/19/2016
Madison Coffee & Vending	expense	cups & lids	(\$35.50)	2/11/2016
Coffee Vending	income	deposit	\$26.00	1/14/2016
Coffee Vending	income	deposit	\$44.00	1/28/2016
Coffee Vending	income	deposit	\$23.75	2/6/2016
Madison Coffee & Vending	expense	coffee & cocoa	(\$119.90)	
Madison Coffee & Vending	income	deposit	\$20.00	2/24/2016
Madison Coffee & Vending	expense	cups & lids	(\$59.50)	3/18/2016
Coffee Vending	income	deposit	\$63.32	2/23/2016
Coffee Vending	income	deposit	\$20.00	2/24/2016
Madison Coffee & Vending	guessed @ 1/2	deposit	\$94.00	3/7/2016
Coffee Vending	income	deposit	\$6.50	3/14/2016
Amount Earned			\$6.72	

February 8, 2016

Erick N. Plumb
Monona Public Library
1000 Nichols Rd.
Monona, WI 53716-2531

Dear Mr. Plumb:

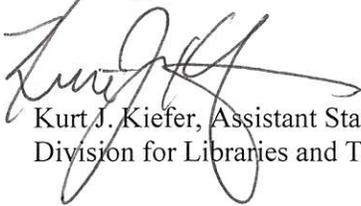
This is to inform you that we have reviewed your application materials and are granting you the enclosed Grade I Public Librarian Certificate, valid through January 2021.

Your participation in continuing education activities during the past five years will help protect the public's investment in Wisconsin public libraries by assuring a high level of professional management and administration of library programs and resources.

Information about certification is available on the Web at http://pld.dpi.wi.gov/pld_cert, including a downloadable copy of the *Certification Manual for Wisconsin Public Library Directors* (2011).

Congratulations on the renewal of your Grade I Public Librarian Certificate. The division's certification consultant, Terrie Howe, can be reached at (608) 266-2413 or teresa.howe@dpi.wi.gov, or by writing her at the letterhead address. Please keep us informed of any name or address changes.

Sincerely,



Kurt J. Kiefer, Assistant State Superintendent
Division for Libraries and Technology

Enc.