



2010 WISCONSIN LIBRARY OF THE YEAR

1000 NICHOLS ROAD ■ MONONA, WI 53716-2531

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AGENDA

Monona Public Library Board

Board Room

Tuesday, July 19, 2016, 7 pm

- I. **Roll Call**
- II. **Call to Order**
- III. **Appearances**
- IV. **Approval of Minutes from June 21, 2016**
- V. **Consent Agenda**
 - A. Approval of Bill Payments, June 16 – July 15, 2016
 - B. Approval of Financial Report, June 2016
- VI. **Library Director Report & Board Discussion**
 - A. Administrative Report June through Mid-July
 - B. Discuss Library Parking Lot Renovation
 - C. Discuss Library Heating, Ventilation & Air Conditioning
 - D. Discuss Community Survey
 - E. Discuss Library Board Trustee Selection Process
 - F. Discuss Friends of Monona Library Fundraisers
- VII. **Announcements**
 - A. Next Monona Library Board Meeting, Tuesday, August 16 at 7 pm
 - B. Friends of Monona Library Fundraisers
 - i. FoMLASH, Friends of Monona Library Annual Scavenger Hunt, September 9-19
 - ii. Loud in the Library: Mardi Gras, January 28
- VIII. **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.

Minutes
Monona Public Library Board
Board Room
Tuesday, June 21, 2016, 7 pm

I. Roll Call

Library Board Trustees Present: Todd Stebbins, Vice President; Andrew Kitslaar, Alderperson; Jennifer Fonner, School Board Representative; Brett Blomme and Val Edwards, Community Representatives

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

Absent with Prior Notice: Sue Carr, President

II. Call to Order

Presiding Officer Stebbins called the meeting to order at 7 o'clock.

III. Appearances

None.

IV. Approval of Minutes from May 17, 2016

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

V. Consent Agenda

A. Approval of Bill Payments, May 15 – June 16, 2016

Trustee Edwards motioned, seconded by Adler Kitslaar, to approve bill payments. Motion passed unanimously.

B. Approval of Financial Report, May 2016

Trustee Blomme motioned, seconded by Trustee Edwards, to approve the financial report. Motion passed unanimously.

VI. Board Action Items

A. New Business

i. Approve 2017 Capital Budget Request

Trustee Edwards motioned, seconded by Trustee Blomme, to approve 2017 Capital Budget Requests for parking lot reconstruction and installation of vestibule at side entrance (Nichols Road) and Children's room entrance (Schluter Road).

Discussion: Blomme suggested adding wording about public safety in the parking lot to the Parking Lot Reconstruction Capital Improvement Request Form.

Motion passed unanimously.

VII. Library Director Report

A. Administrative Report May through Mid-June

The Summer Reading Program is off and running with 960 people registered, including almost 200 adults. 97 people attended the kick-off event with juggler Josh Casey. In May, we went to

every Monona Grove elementary classroom to introduce this year's theme "On Your Mark, Get Set, Read!"

The Friends' Paint & Sip fundraiser on June 16 was a success with 20 participants who each paid \$40 to sip wine as they created a masterpiece. The event sold out quickly and participants had an enjoyable time. Director Plumb expressed appreciation to Library Assistant Chris Marsh for coordinating the event, to Board President Sue Carr for serving wine, and to Tom Stolper for donating all the wine for the event!

We're getting out of the building! Our first Storytime at the Park this season was yesterday featuring stories by Library Assistant Angelika Neitzel. Today we hosted Make Music Madison, an all-day concert featuring six different musical ensembles on the patio near the main entrance, coordinated by Library Assistant Danny Atwater.

Sally Buffat told of her experience as a fully-paid scholarship recipient from Madison Community Foundation to attend a three-day fundraising for non-profits seminar. She also attended a follow up meeting at MCF with the other six scholarship recipients.

B. Discuss Strategic Planning

The Board discussed a community survey; it will be approximately 20 questions, available on-line with hard copies available at the Library, City Hall, Community Center and Senior Center. Publicity for the survey will on our website page, the City's page, WVMO and cable access announcements, fliers and ¼-page handouts with QR codes in City buildings and to be handed out at concerts at Winnequah Park, etc. Plumb will draft a survey to be submitted to the Strategic Planning subcommittee consisting of Trustees Blomme, Fonner and Stebbins.

VIII. Announcements

- A.** Next Monona Library Board Meeting, Tuesday, July 19 at 7 pm
- B.** Library Closed July 4 for Independence Day
- C.** Friends of Monona Library Fundraisers
 - i.** FoMLASH Scavenger Hunt, September 16, 17 & 18
 - ii.** Loud in the Library, January 28

XI. Adjournment

Trustee Blomme motioned, seconded by Trustee Edwards, to adjourn the meeting. Presiding Officer Stebbins adjourned the meeting at 7:39 pm.

Minutes recorded by Sally Buffat

LIBRARY ACQUISITIONS			
Accounts Payable by Vendor	Account Code	Description	
DVDs & CDs	202-55-55110-810		
Amazon.com		DVD	(\$557.18)
Amazon.com		CD	(\$177.01)
Ingram		BOCD	(\$20.29)
TOTAL DVDs & CDs			(\$754.48)
Adult Books	202-55-55110-811		
Ingram		Non-fiction	(\$322.37)
Ingram		fiction	(\$764.01)
		express	(\$229.66)
TOTAL ADULT BOOKS			(\$1,316.04)
Children's Books	202-55-55110-812		
Ingram		children's books	(\$1,169.45)
TOTAL CHILDREN'S BOOKS			(\$1,169.45)
Young Adult Books	202-55-55110-813		
Ingram		YA books	(\$134.49)
TOTAL YOUNG ADULT BOOKS			(\$134.49)
Large Print Books	202-55-55110-814		
Cengage Learning		standing order	(\$365.48)
TOTAL LARGE PRINT BOOKS			(\$365.48)
Library Acquisitions Subtotal			(\$3,739.94)
Expenditures Posted June 15 - July 15, 2016			(\$12,091.63)

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 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	232,256.00	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	171.50	1,283.57	3,000.00	(1,716.43)	42.79
202-46-46710-000	FINES	989.83	3,368.78	6,500.00	(3,131.22)	51.83
202-46-46730-000	ROOM RENTALS	106.23	2,334.07	2,700.00	(365.93)	86.45
202-46-48900-100	VENDING MACHINE	131.45	1,850.07	3,250.00	(1,399.93)	56.93
	TOTAL PUBLIC CHARGES FOR SERVICE	1,399.01	759,279.49	764,608.00	(5,328.51)	99.30
	TOTAL FUND REVENUE	1,399.01	759,279.49	764,608.00	(5,328.51)	99.30

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2016

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	LIBRARY SALARIES	25,540.32	166,184.17	299,014.00	132,829.83	55.58
202-55-55110-119	WAGES, PART-TIME	8,621.97	47,157.34	131,365.00	84,207.66	35.90
202-55-55110-130	FICA	2,549.35	15,973.59	32,924.00	16,950.41	48.52
202-55-55110-131	WISCONSIN RETIREMENT	1,686.68	10,612.32	19,735.00	9,122.68	53.77
202-55-55110-132	LIFE & DISABILITY INSURANCE	1.89	12.28	375.00	362.72	3.27
202-55-55110-133	HEALTH INSURANCE	4,420.15	26,851.79	49,276.00	22,424.21	54.49
202-55-55110-134	PROFESSIONAL DEVELOPMENT	.00	341.19	4,000.00	3,658.81	8.53
202-55-55110-220	GAS & ELECTRIC UTILITIES	1,705.15	11,604.10	36,400.00	24,795.90	31.88
202-55-55110-221	TELEPHONE	.00	.00	2,000.00	2,000.00	.00
202-55-55110-222	WATER & SEWER UTILITIES	427.85	830.20	2,600.00	1,769.80	31.93
202-55-55110-240	SERVICE CONTRACTS	2,353.94	27,869.20	44,505.00	16,635.80	62.62
202-55-55110-241	AUTO CIRCULATION SYSTEM RENTAL	.00	40,226.50	40,506.00	279.50	99.31
202-55-55110-310	OFFICE SUPPLIES	430.04	2,374.93	5,000.00	2,625.07	47.50
202-55-55110-312	POSTAGE	.00	2.54	200.00	197.46	1.27
202-55-55110-340	JANITORIAL SUPPLIES	258.72	484.97	2,000.00	1,515.03	24.25
202-55-55110-341	CHILDREN'S/YA SERVICES	12.15	764.58	2,000.00	1,235.42	38.23
202-55-55110-344	CASH OVER/SHORT	(1.02)	(9.86)	.00	9.86	.00
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	137.49	7,090.82	8,000.00	909.18	88.64
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	1,365.97	3,590.61	8,000.00	4,409.39	44.88
202-55-55110-390	OTHER SUPPLIES & EXPENSE	.00	20.00	300.00	280.00	6.67
202-55-55110-809	PERIODICALS	244.40	1,137.60	4,500.00	3,362.40	25.28
202-55-55110-810	DVD/CD/BOOK ON CD	1,253.96	6,121.55	14,000.00	7,878.45	43.73
202-55-55110-811	ADULT BOOKS	1,561.79	7,569.28	17,000.00	9,430.72	44.53
202-55-55110-812	CHILDRENS BOOKS	2,073.68	3,932.15	10,250.00	6,317.85	38.36
202-55-55110-813	YOUNG ADULT BOOKS	198.41	1,575.11	3,250.00	1,674.89	48.46
202-55-55110-814	LARGE PRINT BOOKS	726.16	1,573.07	2,500.00	926.93	62.92
202-55-55110-817	ELECTRONIC INFO SOURCES	.00	1,592.50	4,000.00	2,407.50	39.81
202-55-55110-818	BOOK LEASE PROGRAM	.00	3,208.00	3,208.00	.00	100.00
202-55-55110-819	VENDING MACHINE EXPENSE	262.59	1,639.86	2,200.00	560.14	74.54
	TOTAL LIBRARY EXPENDITURES	55,831.64	390,330.39	749,108.00	358,777.61	52.11
<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	55,831.64	390,330.39	764,608.00	374,277.61	51.05
	NET REVENUES OVER EXPENDITURES	(54,432.63)	368,949.10	.00	368,949.10	.00

Library Activity Report for June 2016

	2015		2016		2016 / 2015		2016 / 2015		2016 / 2015	
	June	YTD June	June	YTD June	Diff by #	Diff by %	YTD Year	Diff	YTD Compare	Year %
Physical Item Checkouts	22,660	122,524	21,928	120,694	-732	-3%	-1,830	-1,830	-1%	
E-Book Checkouts	1,179	7,052	1,495	8,663	316	27%	1,611	1,611	23%	
Total item Checkouts	23,839	129,576	23,423	129,357	-416	-2%	-219	-219	0%	
Meeting Room Bookings	31	233	34	221	3	10%	-12	-12	-5%	
Study Room Bookings	130	689	97	681	-33	-25%	-8	-8	-1%	
Wireless Network Sessions	9,364	39,720	11,801	56,340	2437	26%	16,620	16,620	42%	
Library Visits	13,455	80,406	18,265	91,958	4810	36%	11,552	11,552	14%	
Adult & Teen Programs	7	31	7	47	0	0%	16	16	52%	
# attended	96	733	262	1,473	166	173%	740	740	101%	
Children's Programs	27	182	36	152	9	33%	-30	-30	-16%	
# Attended	775	4,487	889	3,680	114	15%	-807	-807	-18%	

2013-16 June YTD comparisons

	2013		2014		2015		2016		2013-16 YTD		YTD Compare
	YTD June	June	YTD June	June	YTD June	June	YTD June	June	Year Diff	Year %	
Physical Item Checkouts	144,094	123,302	122,524	120,694					-23,400		-16.24
E-Book Checkouts	4,318	6,040	7,052	8,663					4,345		100.63
Total item Checkouts	148,412	129,342	129,576	129,357					-19,055		-12.84
Meeting Room Bookings	226	231	233	221					-5		-2.21
Study Room Bookings	746	649	689	681					-65		-8.71
Patron computer sessions	7,652	6,044	5,600	5,276					-2,376		-31.05
Wireless Network Sessions	n/a	36,350	39,720	56,340					19,990		54.99
Library Visits	79,466	74,778	80,406	91,958					12,492		15.72
Adult & Teen Programs	35	37	31	47					12		0.34
# attended	712	847	733	1,473					761		106.88
Children's Programs	158	163	182	152					-6		-3.80
# Attended	4,461	4,032	4,487	3,680					-781		-17.51



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MONONA PUBLIC LIBRARY

ADMINISTRATION REPORT FOR LIBRARY BOARD MEETING

July 19, 2016

Erick Plumb, Library Director

The Summer Reading Program is in full swing. This year's theme is "On Your Mark, Get Set, Read," focusing on physical activity in addition to reading. As of July 1st, 1,108 people have registered. We are looking forward to serving many happy faces this summer! Attendance at most of the summer programs is strong.

We have hired two new Library Assistants, Erin Dedin and Greg Iaccarino. Erin will be attending the School of Library & Information Studies at UW in the fall. Greg is looking at pursuing a career change into librarianship. We said goodbye to Danny Atwater, who has accepted a full-time position with the Madison Public Library. Danny, despite being here only eight months, made quite the impact, most noticeably with his coordination of our library's participation in the Make Music Madison event in June. We wish him the best.

We have re-opened our search for the half-time Youth Services Librarian position. Our fingers are crossed that we find a great librarian to assist us. Applications are due at the end of the month.

I'd like to again bring to the Board's attention Library Trustee Training Week held August 22-26. There will be five free webinars that you can listen to, live at noon or on your own time as a recording. Topics include "Duties of the 21st Century Library Board" and "Ensuring Director Success." This is the third year this online series has been held, coordinated by the library systems statewide, including the South Central Library System. More information is at www.wistrusteetraining.com.

Monday, August 22

Duties of the 21st Century Library Board



Pat Wagner
Sierra Learn

Library boards, whether appointed or elected, advisory or governing, have oversight over the director, as well as approve of the budget, the strategic plan, and the policies. Micromanagement is a mistake, as well as what we call the “captive board”, which does nothing. So what are the duties of the library board and its members in relationship to directors, staff, volunteers, and the greater community?

Pat Wagner has been a library trainer, educator, and consultant since 1978, having worked with libraries in 48 states and Canada. She is a management consultant and instructional producer at Pattern Research, Inc. She has consulted for elected and appointed nonprofit and public boards, councils and commissions including library, school, charitable, church, municipal, county, and state organizations. Pat has worked on board-level leadership issues including ethics, strategic planning, material challenges, community engagement, and director hiring and evaluation. She is a frequent visitor to Wisconsin libraries and library systems.

Tuesday, August 23

Engaged Planning: Ask What You Can Do For Your Community



Cindy Fesemyer,
Director
Columbus (WI)
Public Library

Which communities are served by your library? What are the aspirations of those communities? How can your library help them get there? These answers can be found via your planning process. Cindy Fesemyer will walk you through the steps you might take as you begin planning for your library and the community it serves. Starting with a brief peek at data collection options, the webinar will focus on what it means for your library to “turn outward” and secure its place at the heart of your community.

Librarianship is Cindy Fesemyer's second career, following 14 years in nonprofit administration and community organizing. Upon her 2012 graduation from UW-Madison SLIS, Cindy was pleased as punch to accept the position of Library Director at the Columbus Public Library in Wisconsin. Turns out community engagement is much more fun and effective as a public librarian, so she's never looking back.

Wednesday, August 24

The Green to Dream: Preparing for a Capital Campaign



Karen Rose
Principal Consultant
Library Strategies

Your community needs a new library but public funding comes up short. Consider expanding your funding resources to include private donors and build the library your community deserves. Learn the steps to conducting a successful capital campaign, including feasibility studies, campaign planning and leadership recruitment.

Karen Rose is a Principal Consultant for Library Strategies. Karen brings over 15 years of experience as a fundraising professional. She has provided fundraising and campaign counsel for libraries all over the country, as well as for museums, schools, and numerous social service organizations. She has conducted strategic planning for numerous public-private collaborative initiatives and has served in local and national government positions.

Thursday, August 25

Ensuring Director Success



Catherine Hakala-Ausperk
Consultant
Libraries Thrive
Consulting

If you ask most library board members what the most important part of their job is, many will say it's hiring the director. That's only half right. After hiring, their job has just begun. Like every other person at the library, the director needs support, motivation, encouragement, growth, challenge and feedback in order to be successful. In other words, boards can't just hire a director, they have to manage them, too. This webinar will describe how to create a healthy, effective and supportive relationship between the board and the library director that can help both the individuals and the organizations involved succeed.

Cathy Hakala-Ausperk, Owner of Libraries Thrive Consulting. Cathy has more than 31 years of library experience in everything from direct customer service to management and administration. She's the author of three books including *Renew Yourself! Choose Your Own Success* that is due out this year.

Friday, August 26

Wisconsin Trustees: You Ask, We'll Answer

Unsure of how library systems function in Wisconsin? Confused on how Chapter 43 affects libraries? Three panelists, including two library system directors and a library and system board trustee, will be available to discuss frequently asked questions of Wisconsin library trustees. Their combined experiences of trustee training, years of leadership, and board service will shed some light on even the most confusing topics. Whether you are a seasoned library trustee or a newcomer, this is a great opportunity to get your questions answered and be part of a worthwhile discussion.

Panelists:

- John Thompson, Director Indianhead Federated Library System
- Bruce Gay, Director, Milwaukee County Federated Library System
- Jaime Healy-Plotkin, Trustee, South Central Library System and Madison Public Library



John Thompson has been the Director at the Indianhead Federated Library System since 2007. He is the former director of the Prairie du Sac Public Library. John has presented a series of trustee workshops on director hiring, library law, advocacy, planning and budgeting, and more. He values how Wisconsin libraries share expertise with one another.



Bruce Gay has been the director at the Milwaukee County Federated Library System (MCFLS) since August, 2014. MCFLS is made up of fifteen municipal libraries in Milwaukee County serving 950,000 people at 28 locations. Before that he worked as the Technical Services and Collections Director, a branch manager, and a librarian for 16 years at the Milwaukee Public Library. In the last year MCFLS has renegotiated its member, technology, cataloging and resource library agreements while creating its first-in-living-memory strategic plan.



Jaime Healy-Plotkin is the cataloging librarian at the Wisconsin State Law Library and a member of the South Central Library System Board of Trustees and the Madison Public Library Board. She is a graduate of the UW School of Library and Information Studies with years of experience in special interest libraries, including corporate, state agency, and academic libraries. Jaime's personal experience as a mother of a young child with a voracious need for library resources allows her to be an informed patron of such a stellar library system that is connected statewide.

Register Online:

www.wistrusteetraining.com
(Click on "Register" tab)

You must register for each session individually. Sessions will begin at 12 p.m., are 60 minutes, and will be recorded.

Questions?

Contact Jean Anderson
South Central Library System
608-246-5613
jean@scsls.info



Wisconsin Trustee Training Week was coordinated by the South Central Library System, and is supported by the following public library systems:

Arrowhead
Bridges
Eastern Shores
Indianhead
Lakeshores
Manitowoc-Calumet
Mid-Wisconsin
Milwaukee County
Nicolet
Outagamie Waupaca
Southwest
Winding Rivers
Winnefox
Wisconsin Valley

Support is also provided by the Division for Libraries and Technology and the Institute of Museum and Library Services (IMLS).



August 22-26, 2016
12-1 p.m.

www.wistrusteetraining.com

30 STALLS



PARKING LAYOUT - ALTERNATIVE 5

LIBRARY PARKING AREA DRAINAGE REVIEW

**CITY OF MONONA
DANE COUNTY, WISCONSIN**



S&A STRAND ASSOCIATES
 FIGURE 6
 1093.026

City of Monona
 Library Parking Area Drainage Review
 Opinion of Probable Construction Cost
 6/9/16

Updated Alternative

Number	Item	Quantity	Unit	Unit Price	Total
1	Restoration/plantings	1	LS	\$ 4,000.00	\$ 4,000.00
2	Erosion Control	1	LS	\$ 4,000.00	\$ 4,000.00
3	Common Excavation	1000	CY	\$ 15.00	\$ 15,000.00
5	Crushed Aggregate Base Course	1100	T	\$ 20.00	\$ 22,000.00
6	Asphaltic Concrete Pavement	300	T	\$ 90.00	\$ 27,000.00
7	Mill and Relay Asphaltic Pavement (BLUE)	325	SY	\$ 12.00	\$ 3,900.00
8	Seed Restoration with Erosion Mat	750	SY	\$ 6.00	\$ 4,500.00
9	Concrete Curb and Gutter, 30- IN	975	LF	\$ 15.00	\$ 14,625.00
10	Concrete Valley Gutter	420	SF	\$ 10.00	\$ 4,200.00
11	Concrete Sidewalk, 5-IN (GRAY)	900	SF	\$ 6.00	\$ 5,400.00
12	Concrete Sidewalk, 5-IN (YELLOW)	575	SF	\$ 6.00	\$ 3,450.00
13	Concrete Sidewalk, 5-IN (RED)	100	SF	\$ 6.00	\$ 600.00
14	Tree removal	4	EA	\$ 500.00	\$ 2,000.00
15	Remove Retaining Wall	100	VSF	\$ 40.00	\$ 4,000.00
16	RCP Storm Sewer, 15-IN	90	LF	\$ 50.00	\$ 4,500.00
17	Connect to existing storm sewer	2	EA	\$ 500.00	\$ 1,000.00
18	Precast Concrete Inlet Box, 2-FT by 3-FT, W/Casting and Grate	4	EA	\$ 2,500.00	\$ 10,000.00
19	Precast Concrete Storm MH, 4- FT DIA, W/Casting and Lid	1	EA	\$ 3,000.00	\$ 3,000.00
20	Replace existing Storm Casting	4	EA	\$ 500.00	\$ 2,000.00
21	Pavement Markings	1	LS	\$ 4,000.00	\$ 4,000.00
22	Detectable Warning Field for Pedestrian Ramp, 2- FT by 2-FT (GRAY)	4	EA	\$ 155.00	\$ 620.00
23	Detectable Warning Field for Pedestrian Ramp, 2- FT by 2-FT (YELLOW)	4	EA	\$ 155.00	\$ 620.00
24	Detectable Warning Field for Pedestrian Ramp, 2- FT by 2-FT (RED)	4	EA	\$ 155.00	\$ 620.00

Subtotal	\$	141,000.00
10% Construction Contingency	\$	14,100.00
Technical Services	\$	42,400.00
Total	\$	197,500.00

Illingworth-Kilgust Mechanical
HVAC Expenses
2011 - 2016*

Year	Service Contract	Additional Repairs	Annual Expense
2011	\$5,690.63	\$2,215.23	\$7,905.86
2012	\$6,456.00	\$1,780.80	\$8,236.80
2013	\$6,714.00	\$5,749.82	\$12,463.82
2014	\$6,983.00	\$7,276.49	\$14,259.49
2015	\$7,192.00	\$4,869.63	\$12,061.63
2016*	\$7,408.00	\$6,197.75	\$13,605.75
Total	\$40,443.63	\$28,089.72	\$68,533.35

*2016 expenses are for January - June

**City of Monona
CAPITAL IMPROVEMENTS REQUEST FORM**

1. **Project Name:** Parking Lot reconstruction
2. **Year Proposed:** 2017 Rank: 1
3. **Requested By:** Library Board of Trustees
4. **Prepared By:** Erick Plumb
5. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

Based upon the results of the 2015 Parking Lot study and 2016 Strand design, the Library Board seeks to implement changes to the grade and drainage of the lot. Strand Associates performed a site study in 2015 to determine ways of mitigating the difficulty in traversing the library's parking lot during the winter months. Because of the steepness of the grade of the lot, even relatively small amounts of snowfall or ice make footing treacherous - even with plowing and copious amounts of salt being applied. In 2013, during their last site visit, CVMIC rated the Library's parking lot a significant hazard and liability risk to the city should someone fall.

6. **Total Project cost: \$197,500 (Strand Associates quote based on design work performed in May, 2016)**

**City of Monona
CAPITAL IMPROVEMENTS REQUEST FORM**

1. **Project Name:** Upper level carpet
2. **Year Proposed:** 2018 **Rank:** 1
3. **Requested By:** Library Board of Trustees
4. **Prepared By:** Erick Plumb

6. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

The carpeting on the main level of the library was installed in 2002. It has begun to show significant wear and tear, especially in highly-trafficked areas.

6. **Total Project Cost:** \$75,000 (\$65,000 for carpet replacement, \$10,000 for furniture/stacks relocation. Quote from Coyle Carpets.)

**City of Monona
CAPITAL IMPROVEMENTS REQUEST FORM**

1. **Project Name:** Lower level carpet and tile replacement
2. **Year Proposed:** 2019 **Rank:** 1
3. **Requested By:** Library Board of Trustees
4. **Prepared By:** Erick Plumb

7. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

Bathroom tiles in lower level bathrooms need replacement. Carpet in Municipal, Board, and Forum Rooms will need replacement as they were installed in 2001 and are showing wear.

6. **Total Project Cost:** \$30,000

Monona Public Library Community Survey

The Monona Public Library seeks your input as we look to continue to grow and evolve our services to best serve Monona and the surrounding area. Please take approximately 5-10 minutes to answer this anonymous survey about the Monona Public Library. All questions are optional.

1. Do you have a library card?

- No, I do not have a library card
- Yes, I have a Monona Library card
- Yes, I have a Madison Library card
- Yes, I have a Dane County Library Service card
- Other (please specify)

2. On average, how often do you visit the Monona Public Library?

- Daily
- Weekly
- Monthly
- Several times per year
- Never

If you answered "never," please state why you do not visit the Monona Library.

3. If you frequent another public library on a consistent basis, which one(s) do you use? Check all that apply.

- Madison Central branch
- Madison Pinney branch
- Madison Hawthorne branch
- McFarland E.D. Locke Public Library
- Fitchburg Public Library
- Sun Prairie Public Library
- Other (please specify)

4. If you use another area public library, why do you use that library?

- Convenience
- Location
- Better collection of materials
- Programs
- Facility is nicer
- Other (please specify)

5. How often do you visit the Monona Public Library's website and LINKcat?

- Daily
- Weekly
- Monthly
- Several times per year
- Never

If you answered "never," please state why you haven't visited the website.

6. How would you rate each of the following Monona Public Library services?

	Excellent	Good	Fair	Poor	Don't know	N/A
Customer Service	<input type="radio"/>					
Variety of materials on our shelves (books, DVDs, etc.)	<input type="radio"/>					
Variety of online services (website, LINKcat, ebooks, online resources)	<input type="radio"/>					
Programs for children, teens, and adults (workshops, storytimes, lectures, etc.)	<input type="radio"/>					
Building and Grounds	<input type="radio"/>					
Hours of operation (Are our hours convenient?)	<input type="radio"/>					
Overall, how would you rate the Monona Public Library?	<input type="radio"/>					

Additional comments

7. How important to you is each of the following services available at the Monona Public Library?

	Very Important	Important	Somewhat Important	Not Important	Don't Know	N/A
Borrowing materials (books, movies, music, etc.)	<input type="radio"/>					
Reference (Assistance from library staff)	<input type="radio"/>					
Programs for children and teens	<input type="radio"/>					
Programs for adults	<input type="radio"/>					
Internet access and wifi	<input type="radio"/>					
Technology access (computers, printers, scanner, copier)	<input type="radio"/>					
Help using technology	<input type="radio"/>					
Study rooms and reading areas	<input type="radio"/>					
Meeting rooms	<input type="radio"/>					

	Very Important	Important	Somewhat Important	Not Important	Don't Know	N/A
Access to print newspapers and magazines	<input type="radio"/>					
Access to ebooks, online magazines, online Consumer Reports, and online resources	<input type="radio"/>					
No overdue fines on materials checked out at the Monona Library	<input type="radio"/>					
Comfortable areas to hangout, relax	<input type="radio"/>					
Summer Reading program	<input type="radio"/>					
Access to Spanish language materials	<input type="radio"/>					
Access to tax forms	<input type="radio"/>					
Art displays	<input type="radio"/>					
Coffee and vending service	<input type="radio"/>					
Overall, how important is the Monona Public Library to you and your family?	<input type="radio"/>					

8. What are the best times during the week for you to visit the Monona Library? Check all that apply.

- Weekday Mornings (M-F 9 AM-12PM)
- Weekday Early Afternoons (M-F 12-3 PM)
- Weekday Late Afternoons (M-F 3-6 PM)
- Weekday Evenings (M-W 6-8 PM)
- Saturday Mornings (9AM-12PM)
- Saturday Afternoons (12-5 PM)
- Sunday Afternoons (1-5 PM)
- Don't know/Not Applicable
- Other (please specify)

9. The Library currently is closed on Sundays during the summer months. If the Library were to remain open on Sundays during the summer, how likely are you to use the Library during that time?

- Very likely
- Likely
- Somewhat likely
- Somewhat unlikely
- Unlikely
- Very unlikely
- No opinion

10. How do you typically find out about Monona Library programs and services? Check all that apply.

- Library website
- Social media (Facebook, Twitter, Instagram)
- Library e-newsletter
- Community newspaper
- Signs or flyers in the Library
- Word of Mouth
- Library staff
- Other (please specify)

11. Are you familiar with the Friends of the Monona Library and what they do?

- Yes
- No
- Other (please specify)

12. Are you aware of the Monona Public Library Foundation?

- Yes
- No

Other (please specify)

13. What do you value **most** about the Monona Library?

14. How could the Monona Library and its services be improved?

15. How does the Monona Library benefit you, your family, and/or the community?

16. What could the Monona Public Library do to encourage you to use the Library more often?

17. Would you recommend the Monona Public Library to a friend or neighbor?

Yes

No

If yes, why? If no, why not?

18. Please tell us your age.

Under 18

18-29

30-44

45-64

65 or over

Prefer not to answer

19. With which gender do you identify?

- Male
- Female
- Other
- Prefer not to answer

20. What is the highest level of education that you have completed?

- Some high school
- High school graduate or GED
- Some college
- Associate degree
- Bachelor degree
- Graduate degree
- Prefer not to answer

21. In which city do you reside?

- Monona
- Madison
- Cottage Grove
- None
- Other (please specify)

22. What is your employment status?

- Full-time student
- Part-time student
- Employed full-time
- Employed part-time
- Retired
- Unemployed
- Self-employed
- Full-time parent or caregiver
- Prefer not to answer

23. Please add any additional comments

Adopted May 22, 1982
Amended October 11, 1989
Amended June 16, 1993
Amended ??, 2016

By-Laws
MONONA PUBLIC LIBRARY BOARD OF TRUSTEES

(Proposed amended language in italics.)

Article I - NAME

This organization shall be called "The Board of Trustees of the Monona Public Library" existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

Article II - BOARD COMPOSITION

Section 1. The Board shall be composed of seven members; six shall be citizen members, one shall be a school district administrator or his/her representative. Not more than one member of the City Council shall be at any one time a member of the Library Board.

Section 2. Appointments shall be for three-year terms. After completion of one full term, a Board member may be reappointed for additional terms. Appointments are made by the Mayor of Monona and approved by the City Council.

Section 3. When a resignation occurs, a new member is appointed to fill the unexpired term. *When the resignation of a trustee creates an opening on the board the process to choose a new trustee is this:*

- 1. City staff will list opening on all library/city related websites and social media, encouraging applicants to send application by a certain date.*
- 2. After the application date closes, city staff will send applications to:*
 - A. Library Director*
 - B. Board President*
 - C. City Council Library Board representative.*
- 3. Those three will confer, assess the skills of each applicant, and make a recommendation to the mayor of Monona. The Mayor will make his or her selection of a person to be appointed and will put chosen name on agenda for City Council approval.*
- 4. Library Director will meet with the new trustee and orient him or her to the rules and regulations pertaining to the duties of the Library Board.*

He/she is eligible for reappointment to additional three-year terms.

Section 4. Board members are expected to attend regularly scheduled meetings. Each member is expected to notify the Library Director when he/she must miss a meeting. Three absences without notice or six absences with notice over a six month period of time shall constitute grounds for removal.

Article III - OFFICERS

Section 1. The officers shall be a President and a Vice President, elected from among the appointed trustees at the July meeting of the Board.

Section 2. In June, the Board President shall appoint a nominating committee, which will present a slate of officers at the meeting. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the meeting at which they are elected and until their successors are duly elected.

Section 4. The President shall preside at all meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 5. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.

Section 6. The board may, by a majority vote, delegate to appropriate staff any duties or responsibilities assigned to these officers.

Article IV - MEETINGS

Section 1. The regular meetings shall be held each month, the date and hour to be set by the Board at its July meeting.

Section 2. The order of business for regular meetings may include, but not be limited to, the following items:

1. Roll call of members
2. Disposition of minutes of previous regular meeting and any intervening special meeting
3. Action on bills
4. Director's financial report of the Library
5. Progress and service report of the Director
6. Committee reports

7. Communications
8. Unfinished business
9. New business
10. Public presentation to, or discussion with, the Board
11. Adjournment

Section 3. Special meetings may be called by the President, or or at the request of two members, for the transaction of business as stated in the call for the meeting.

Section 4. A quorum for the transaction of business at any meeting shall consists of four members of the Board present in person.

Section 5. Conduct of meetings: Proceedings of all meetings shall be governed by Roberts' Rules of Order except when in conflict with these by-laws.

Article V - LIBRARY DIRECTOR AND STAFF

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction. The Director shall notify the Board of new appointments and specify the duties of other employees and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the Library's property, for the proper and adequate selection of materials in keeping with the stated policy of the Board, for the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation.

Article VI - COMMITTEES

Section 1. The President shall appoint committees of one or more members each for such specific purposes as the business of the Board shall require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

Section 2. All committees currently active shall make a progress report to the Library Board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VII - AMENDMENTS

Section 1. The by-laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least five days prior to the meeting at which such action is proposed to be taken.

Section 2. Any rule or resolution of the Board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (five) of the members of the Board shall be present and two-thirds of those present shall so approve.

FRIENDS OF THE MONONA LIBRARY ANNUAL SCAVENGER HUNT

MONA

A fantastically fun, creative, friendly, zany, scavenger hunt fundraiser for the Monona Public Library!

September 9-19

Sign up begins August 1st.

Only \$10 per person!

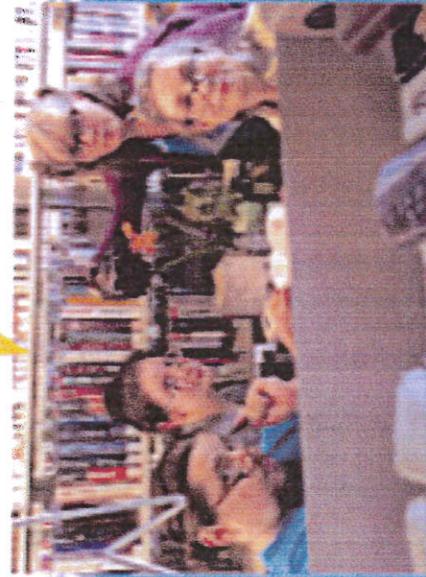
\$11 online. For ages 14 and up.

Click here
for details

SUBMISSION EXAMPLES



VIKINGS CONSIDER THE VENDING MACHINE



LIBRARIANS IN THEIR NATURAL HABITAT



SERENADE A LIBRARIAN

All funds raised will go to support the Monona Public Library

Citywide scavenger hunt to benefit Monona library

What is FoMLASH? It is the very first Friends of Monona Library Annual Scavenger Hunt, a local community-building event to support the Monona Public Library. This is not your parents' scavenger hunt. It will be fun, creative, friendly, zany, engaging, entertaining and every other exciting descriptive word you can think of, organizers said.

FoMLASH signup begins Aug. 1 and ends Aug. 29; the scavenger hunt itself will be in September.

"I'm all about getting adults to play more, and I'm a huge fan of Monona library," said Jennifer Falkowski, Friends volunteer and founder of the event. "Being able to put these two things together and support the Friends of Monona Library is like a dream come true for me. A scavenger hunt is a fan-

tastic way to build community and to have fun while raising funds for a fantastic cause. I hope people will come out and play and have a great time."

Teams of seven to 10 people, ages 14 and older, will compete Sept. 9-19.

People can put together their own teams, or FoMLASH will randomly assign participants to a team.

Teams will receive a list of fun and creative tasks to do around the community and will submit photos or videos of completed tasks via email.

All tasks can be completed using a cell phone camera and Internet access.

Teams will be judged on the tasks completed and the creativity they display.

Each team member pays \$10 (\$11 online) to participate.

All funds raised will go

to the Friends of Monona Public Library to support programs at the library.

Items from the list of tasks might include shooting a video of meeting some new neighbors and raking or mowing their lawn or doing some other good deed for them, or taking a photo of yourself dressed as a worm and ordering something from the Monona Bait Shop.

"FoMLASH will be a great way to have fun with friends and neighbors while supporting the Friends of the Monona Library," said Erick Plumb, director of Monona Public Library.

"The Friends pay for over 90 percent of the programming that the library provides each year, so if you've been to a program at the library, it was most definitely sponsored by the Friends. We could not do what we do without their

support."

Chris Whelley, converted scavenger hunt skeptic, said explaining FoMLASH isn't easy.

"In 2013, my teenage daughter asked if our family could participate in GISHWHES (the Greatest International Scavenger Hunt the World Has Ever Seen)," Whelley said. "She said it would be great fun. I Googled it, read about it

and still wasn't quite sure what it was, yet agreed to participate. It was a fantastically fun time that our entire extended family still talks about. FoMLASH is loosely based on GISHWHES. I am so excited to participate in a local version of this silly, creative scavenger hunt."

For more information about this topic, see www.mononalibrary.org or send questions to fomlash@mononalibrary.org.



Erick Plumb <eplumb@mononallibrary.org>

[dcl-directors] library page pay?

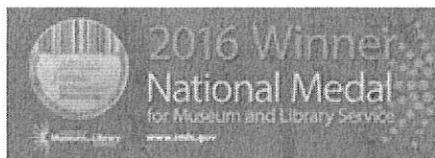
Mickells, Gregory <GMickells@madisonpubliclibrary.org>

Wed, Jul 6, 2016 at 2:02 PM

To: Diana S <dianas@marlib.org>, Stacey Burkart <sburkart@ci.verona.wi.us>, dcl-directors email list <dcl-directors@warden.wiscnet.net>

Current rate in Madison is \$13.02 but I believe it is suppose to go up slightly next pay period. Not by much but a little.

-Greg

Gregory P. Mickells**Library Director***Madison Public Library**201 W Mifflin St**Madison, WI 53703**Office: 608-267-1184**gmickells@madisonpubliclibrary.org*

From: dcl-directors-bounces@warden.wiscnet.net [mailto:dcl-directors-bounces@warden.wiscnet.net] **On Behalf Of** Diana S
Sent: Wednesday, July 06, 2016 12:18 PM
To: Stacey Burkart; dcl-directors email list
Subject: Re: [dcl-directors] library page pay?

We just started a page position in late 2015. Starting pay is 8.00/hour. Even in tiny Marshall we have to compete for the good teens with Subway.

35

Diana Skalitzky -

Marshall Community Library Director -
DPI Rural Schools, Libraries and Communities Council 2015 - 2017

WISL Past Chair 2015-2016
WLA Board Member 2014 -

A lie doesn't become truth, wrong doesn't become right and evil doesn't become good, just because it's accepted by a majority.
I value my library and I vote. (TM)
For it is after all, not the few great libraries, but the thousand small ones, that may do the most for the people.
L.D. Stearns, Library Journal, 1899

From: dcl-directors-bounces@warden.wiscnet.net <dcl-directors-bounces@warden.wiscnet.net> on behalf of Stacey Burkart <sburkart@ci.verona.wi.us>
Sent: Wednesday, July 6, 2016 11:49:19 AM
To: dcl-directors email list
Subject: [dcl-directors] library page pay?

Could you share what your starting pay for library pages/shelvers? Our library page duties are primarily shelving, with some check-in, holds, and pick list.

I'm looking to make a case to increase page wages for next year. We start at \$7.48 currently and (not surprisingly) are having a hard time filling positions. Thanks!

Stacey Burkart
Library Director
Verona Public Library
500 Silent Street
Verona, WI 53593
608-845-7180 x125

dcl-directors mailing list
dcl-directors@warden.wiscnet.net
<http://warden.wiscnet.net/mailman/listinfo/dcl-directors>