



## 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, August 16, 2016, 6 pm

- I. Roll Call
- II. Call to Order
- III. Appearances
- IV. Approval of Minutes from July 19, 2016
- V. Consent Agenda
  - A. Approval of Bill Payments, July 15 – August 10, 2016
  - B. Approval of Financial Report, July 2016
- VI. Board Action Items
  - A. Approval of Monona Public Library Board of Trustees Amended By-Laws
- VII. Library Director Report & Board Discussion
  - A. Administrative Report July through Mid-August
  - B. Discuss Community Survey
  - C. Discuss Friends of Monona Library Fundraisers
- VIII. Announcements
  - A. Next Monona Library Board Meeting, Tuesday, September 20 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
- IX. Adjournment

NOTE: Upon reasonable notice, the City of Monona will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Joan Andrusz at (608) 222-2525 (not a TDD telephone number), FAX: (608) 222-9225, or through the City Police Department TDD telephone number 441-0399.

The public is notified that any final action taken at a previous meeting may be reconsidered pursuant to the City of Monona ordinances. A suspension of the rules may allow for final action to be taken on an item of New Business. It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.



## 2010 WISCONSIN LIBRARY OF THE YEAR

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)

**Minutes**  
**Monona Public Library Board**  
**Board Room**  
**Tuesday, July 19, 2016, 7 pm**

### **I. Roll Call**

Library Board Trustees Present: Sue Carr, President; Andrew Kitslaar, Alderperson; Jennifer Fonner, School Board Representative; Mary Anderson, Brett Blomme and Val Edwards, Community Representatives

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

Absent: Todd Stebbins, Vice President

### **II. Call to Order**

Presiding Officer Carr called the meeting to order at 7:03 pm. The Board made introductions and extended a warm welcome to its newest member, Mary Anderson.

### **III. Appearances**

None.

### **IV. Approval of Minutes from June 21, 2016**

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

### **V. Consent Agenda**

#### **A. Approval of Bill Payments, June 16 – July 15, 2016**

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

#### **B. Approval of Financial Report, June 2016**

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

### **VI. Library Director Report & Board Discussion**

#### **A. Administrative Report June through Mid-July**

Director Plumb reported that the Summer Reading Program has been fun and busy. Although attendance at most summer programs has been strong, Karen has noticed a downward trend in the number of people attending children's programs this year.

We hired two new Library Assistants this month and have re-posted the half-time Youth Services position.

Plumb brought to the Board's attention Library Trustee Training Week, August 22-26, with free webinars that can be listened to live or as a recording.

Plumb reviewed the statistical analysis. Circulation continues to decline while visits are on the rise. Unfortunately, the Library receives County funding based on circulation, not visits.

The Board discussed an age-range weakness in the grade-school through early teens collection. The Board suggested tapping into school librarians to find out the top 100 books checked out / most popular series for this age range.

Plumb pointed out that we've been regularly losing hourly staff. Monona Library pays shelveers \$7.50/hour; Madison library system pays shelveers \$13.50/hour. Monona Library pays Library Assistants \$13.50/hour; other area libraries start Library Assistants at \$16/hour.

#### **B. Discuss Library Parking Lot Renovation**

Strand Associates would like to have the Board zero-in on a design direction. After discussion, the Board decided to forfeit 10 parking spaces to accommodate a center walkway for pedestrian safety.

#### **C. Discuss Library Heating, Ventilation & Air Conditioning**

The Board reviewed Illingworth-Kilgust Mechanical HVAC Expenses between 2011 through the first six months of 2016. In 5-1/2 years, the Library has spent \$28,000 in additional repairs (an average of \$5,100 / year) over and above its baseline service agreement (this year's contract is \$7,400). Already between January – June of 2016, we've had \$6,200 in repairs, putting us on track for this being our most expensive maintenance year yet. City Administrator April Little suggested the Library get a quote for replacing the entire system and / or replacing the part of the system responsible for heating and cooling the original portion of the building built in 1967. In addition, Plumb would like to see the City roll all facilities into one service contract so that when an issue arises, the contractor is dealing with a City engineer rather than Library staff.

#### **D. Discuss Community Survey**

Plumb and the Department heads worked on a draft of the community survey. The Board subcommittee reviewed and modified it. The Board discussed its vision for the results and whether the Board should hire a consultant to look at questions before sending the survey out and / or if a professional should interpret results afterwards. Plumb will get a consultant cost estimate.

#### **E. Discuss Library Board Trustee Selection Process**

The Board discussed how new board members have been selected in the past and the value of putting in writing a process for the future. The Board discussed Library Board By-Laws draft wording and discussed what to do about applicants that are not selected.

**F. Discuss Friends of Monona Library Fundraisers**

The Board discussed progress on FoMLASH (Friends of Monona Library Annual Scavenger Hunt) and Loud in the Library. Board President Carr organized a Library Board FoMLASH team! And Carr secured Chad's Design Build to underwrite \$500 for Loud in the Library!

**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

**XI. Adjournment**

Trustee Blomme motioned, seconded by Trustee Edwards, to adjourn the meeting. Presiding Officer Carr adjourned the meeting at 8:41 pm.

Minutes recorded by Sally Buffat

DRAFT

## Summary of Expenditures Posted July 15 - August 10, 2016

<b>Services/Contracts/Supplies</b>			
Accounts Payable by Vendor	Account Code	Description	Amount
<b>Professional Development</b>	<b>202-55-55110-134</b>		
Wisconsin Library Association		Kitslaar membership	(\$50.00)
Wisconsin Library Association		Blomme membership	(\$50.00)
Wisconsin Library Association		Fonner membership	(\$50.00)
Wisconsin Library Association		Carr membership	(\$50.00)
Wisconsin Library Association		Stebbins membership	(\$50.00)
Wisconsin Library Association		Edwards membership	(\$50.00)
Wisconsin Library Association		Anderson membership	(\$50.00)
LibraryWorks, Inc.		Plumb CE webinar	(\$49.00)
UWEX		Plumb CE webinar	(\$285.00)
UWEX		Plumb CE webinar	(\$112.50)
UW Continuing Studies		Heindel registration	(\$150.00)
<b>TOTAL PROFESSIONAL DEVELOPMENT</b>			<b>(\$946.50)</b>
<b>Gas &amp; Electric Utility</b>	<b>202-55-55110-220</b>		
MG&E		July	(\$2,421.27)
<b>TOTAL GAS &amp; ELECTRIC UTILITY</b>			<b>(\$2,421.27)</b>
<b>Office Supplies</b>	<b>202-55-55110-310</b>		
SCLS		coordinated order	(\$478.37)
Bed Bath & Beyond		cup dispenser	(\$10.54)
<b>TOTAL OFFICE SUPPLIES</b>			<b>(\$488.91)</b>
<b>Programming</b>	<b>202-55-55110-341</b>		
Amazon.com		Fearless Crafters	(\$55.97)
<b>TOTAL PROGRAMMING</b>			<b>(\$55.97)</b>
<b>Equipment/Building Maintenance/Repair</b>	<b>202-55-55110-350</b>		
Menards		light bulbs, railing brace	(\$42.88)
<b>TOTAL EQUIPMENT/BUILDING MAINTENANCE/REPAIR</b>			<b>(\$42.88)</b>
<b>Vending</b>	<b>202-55-55110-819</b>		
Pepsi		soda	(\$248.97)
<b>TOTAL VENDING</b>			<b>(\$248.97)</b>
<b>Services/Contracts/Supplies Subtotal</b>			<b>(\$4,204.50)</b>

<b>LIBRARY ACQUISITIONS</b>			
<b>Accounts Payable by Vendor</b>	<b>Account Code</b>	<b>Description</b>	
<b>Magazines &amp; Newspapers</b>	<b>202-55-55110-809</b>		
EBSCO 2016 subscriptions		2017 renewals	(\$2,817.23)
<b>TOTAL MAGAZINES &amp; NEWSPAPERS</b>			<b>(\$2,817.23)</b>
<b>DVDs &amp; CDs</b>	<b>202-55-55110-810</b>		
<u>Amazon.com</u>		DVD	(\$895.85)
Ingram		BOCD	(\$393.43)
<b>TOTAL DVDs &amp; CDs</b>			<b>(\$1,289.28)</b>
<b>Adult Books</b>	<b>202-55-55110-811</b>		
Ingram		Non-fiction	(\$839.81)
Ingram		fiction	(\$1,411.86)
Ingram		express	(\$246.47)
<b>TOTAL ADULT BOOKS</b>			<b>(\$2,498.14)</b>
<b>Children's Books</b>	<b>202-55-55110-812</b>		
Ingram		children's books	(\$1,179.16)
<b>TOTAL CHILDREN'S BOOKS</b>			<b>(\$1,179.16)</b>
<b>Young Adult Books</b>	<b>202-55-55110-813</b>		
Ingram		YA books	(\$383.19)
<b>TOTAL YOUNG ADULT BOOKS</b>			<b>(\$383.19)</b>
<b>Library Acquisitions Subtotal</b>			<b>(\$8,167.00)</b>
<b>Expenditures Posted July 15 - August 10, 2016</b>			<b>(\$12,371.50)</b>

**CITY OF MONONA**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2016**

**LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>PUBLIC CHARGES FOR SERVICE</u>						
202-46-41110-000	GENERAL PROPERTY TAXES	.00	518,187.00	518,187.00	.00	100.00
202-46-43720-000	COUNTY AID FOR LIBRARIES	.00	232,256.00	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	222.58	1,506.15	3,000.00 (	1,493.85)	50.21
202-46-46710-000	FINES	219.95	3,588.73	6,500.00 (	2,911.27)	55.21
202-46-46730-000	ROOM RENTALS	58.59	2,392.66	2,700.00 (	307.34)	88.62
202-46-48900-100	VENDING MACHINE	602.85	2,452.92	3,250.00 (	797.08)	75.47
	<b>TOTAL PUBLIC CHARGES FOR SERVICE</b>	<b>1,103.97</b>	<b>760,383.46</b>	<b>764,608.00 (</b>	<b>4,224.54)</b>	<b>99.45</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,103.97</b>	<b>760,383.46</b>	<b>764,608.00 (</b>	<b>4,224.54)</b>	<b>99.45</b>

**CITY OF MONONA**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING JULY 31, 2016**

**LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	LIBRARY SALARIES	25,146.21	191,330.38	299,014.00	107,683.62	63.99
202-55-55110-119	WAGES, PART-TIME	8,141.51	55,298.85	131,365.00	76,066.15	42.10
202-55-55110-130	FICA	2,484.03	18,457.62	32,924.00	14,466.38	56.06
202-55-55110-131	WISCONSIN RETIREMENT	1,666.37	12,278.69	19,735.00	7,456.31	62.22
202-55-55110-132	LIFE & DISABILITY INSURANCE	2.02	14.30	375.00	360.70	3.81
202-55-55110-133	HEALTH INSURANCE	4,455.08	31,366.37	49,276.00	17,909.63	63.65
202-55-55110-134	PROFESSIONAL DEVELOPMENT	350.00	691.19	4,000.00	3,308.81	17.28
202-55-55110-220	GAS & ELECTRIC UTILITIES	2,421.27	14,025.37	36,400.00	22,374.63	38.53
202-55-55110-221	TELEPHONE	.00	.00	2,000.00	2,000.00	.00
202-55-55110-222	WATER & SEWER UTILITIES	.00	830.20	2,600.00	1,769.80	31.93
202-55-55110-240	SERVICE CONTRACTS	1,852.00	29,721.20	44,505.00	14,783.80	66.78
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	27.30	2,402.23	5,000.00	2,597.77	48.04
202-55-55110-312	POSTAGE	.00	2.54	200.00	197.46	1.27
202-55-55110-340	JANITORIAL SUPPLIES	658.32	1,143.29	2,000.00	856.71	57.16
202-55-55110-341	CHILDREN'S/YA SERVICES	55.97	820.55	2,000.00	1,179.45	41.03
202-55-55110-344	CASH OVER/SHORT	.00	( 9.86)	.00	9.86	.00
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	.00	7,090.82	8,000.00	909.18	88.64
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	149.96	3,740.57	8,000.00	4,259.43	46.76
202-55-55110-390	OTHER SUPPLIES & EXPENSE	.00	20.00	300.00	280.00	6.67
202-55-55110-809	PERIODICALS	2,831.23	3,968.83	4,500.00	531.17	88.20
202-55-55110-810	DVD/CD/BOOK ON CD	855.65	6,977.20	14,000.00	7,022.80	49.84
202-55-55110-811	ADULT BOOKS	1,948.04	9,517.32	17,000.00	7,482.68	55.98
202-55-55110-812	CHILDRENS BOOKS	1,324.11	5,256.26	10,250.00	4,993.74	51.28
202-55-55110-813	YOUNG ADULT BOOKS	391.69	1,966.80	3,250.00	1,283.20	60.52
202-55-55110-814	LARGE PRINT BOOKS	122.36	1,695.43	2,500.00	804.57	67.82
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	420.02	2,059.88	2,200.00	140.12	93.63
	<b>TOTAL LIBRARY EXPENDITURES</b>	<b>55,303.14</b>	<b>445,693.03</b>	<b>749,108.00</b>	<b>303,414.97</b>	<b>59.50</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>55,303.14</b>	<b>445,693.03</b>	<b>764,608.00</b>	<b>318,914.97</b>	<b>58.29</b>
	<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 54,199.17)</b>	<b>314,690.43</b>	<b>.00</b>	<b>314,690.43</b>	<b>.00</b>

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.



## 2010 WISCONSIN LIBRARY OF THE YEAR

1000 NICHOLS ROAD ■ MONONA, WI 53716-2531  
(608) 222-6127  
fax (608) 222-8590

**MONONA PUBLIC LIBRARY**

[www.mononallibrary.org](http://www.mononallibrary.org)  
[ask@mononallibrary.org](mailto:ask@mononallibrary.org)

### **ADMINISTRATION REPORT FOR LIBRARY BOARD MEETING**

**August 16, 2016**

**Erick Plumb, Library Director**

The Summer Reading Program is winding down. This year's theme is "On Your Mark, Get Set, Read," focusing on physical activity in addition to reading. As of August 8th, 1,392 people have registered, with 45% completing the program thus far. Attendance for children's programs in July was up over last July (1,313 this year vs. 886 in 2015) which was very good to see.

Highlights of the month included an outdoor obstacle course set up by the Monona Grove high school cross country team. During the program, one young participant asked, "Can we do this again next week?" Another great event, Meet the Athletes, was held on July 20. 120 people came to see UW women's hockey players, Madison Radicals ultimate Frisbee players, Maynard G. Mallard, and staff from Rutabaga. And on July 27, we had a bouncy house on the lawn which was a big hit in my household - and with the community - 265 people bounced outside before or after beating the heat inside our Children's Room.

We would not be able to serve our summer patrons as well as we do without our summer teen volunteers. Each summer, these volunteers assist patrons with program registration and prize collection, taking much of the workload off of our busy desk staff. We had more than 50 kids apply for the 26 positions; this year's group has been particularly effective and has made the summer reading program run particularly smoothly.

We are interviewing several candidates for the reopened Youth Services Librarian position. Our fingers are crossed that we find a great librarian to assist us. We will keep you posted.

We installed new lighting in the Quiet Reading Room as part of 2016's capital budget projects. The lighting utilizes "daylight harvesting" with a sensor that responds to natural light to either dim or brighten the lights. Ideally, if this type of lighting is successful, we hope to install similar lights in other areas of the building that receive generous exposure to sunlight.

HVAC update: we have yet another service call out to replace a malfunctioning control unit located in the older portion of the building. We expect the costs associated with this to run around \$1500 when the work is completed.

MUFN updated: the Library (again) has tentative plans to go live on the Metropolitan Unified Fiber Network (MUFN) this fall. Equipment has been ordered by the South Central Library System and so we await the completion of this long, long-awaited project.

Library Trustee Training Week is 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](http://www.wistrusteetraining.com).

#### *Update on Director’s Goals for 2016*

I have begun to earnestly pursue completion of continuing education to work on some of the objectives set in my last review by the Board. I will be taking a course from UW-Madison’s School of Library & Information Studies this fall called “Friends Forever: The Optimal Library Relationship.” The course will cover ways to recruit new members to a Friends organization, finding creative ways to fundraise, and ways for library staff to best interact with members of the Friends to successfully assist the Friends in their mission to help the library.

In December, I will be taking a two-day workshop at the Pyle Center on “Conducting Fearless Performance Reviews.” Goals of the seminar are to make the annual evaluation process more meaningful for both the director and employee. I’m particularly interested in learning ways to coach more effectively. Ideally, I would like to burnish my skills in this area to a place where people leave these meetings feeling inspired, and approach them without dread.

On August 9 I attended a webinar on strategic merchandising for libraries. In short, the webinar wanted to stress how important the idea of making your building easier to navigate, and the items on your shelves easier to find. It was a good synthesis on things we’ve worked on in Monona over the last several years, such as reducing visual “clutter” on walls, improving signage, creating clearer sightlines, and “opening” the space. My management team will be watching the webinar over the next few weeks so we can continue the discussion.

#### *Community Survey Update*

At the Board’s request, I got in touch with several library consultants to discuss bringing someone on board to assist with our community survey this fall. There are two consultants that would work within our fall survey schedule.

Cheryl Becker, former Administrative Consultant for SCLS; retired, but still teaches as an adjunct for UW-Madison’s School of Library & Information Studies and consults. Cheryl estimates between 10-20 hours of work for the project at \$60/hour for \$600-\$1,200.

Himmel & Wilson Library Consultants from Milton, WI would provide full service work - preparing the survey, marketing, and full analysis of the survey results. They would charge a flat \$6,000 fee for the project. Himmel & Wilson are known nationally and recently completed a similar project for the Waunakee Library. I had an informal 30-minute consult with Bill Wilson and was very impressed by his knowledge and what he could provide.



## 2010 WISCONSIN LIBRARY OF THE YEAR

1000 NICHOLS ROAD ■ MONONA, WI 53716-2531

(608) 222-6127

fax (608) 222-8590

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

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

Library Activity Report	2010	2009
	July	July
Physical Item Checkouts	22,301	142,995
E-Book Checkouts	1,495	8,663
<b>Total item Checkouts</b>	<b>23,796</b>	<b>151,658</b>
<b>Meeting Room Bookings</b>	<b>26</b>	<b>247</b>
<b>Study Room Bookings</b>	<b>132</b>	<b>813</b>
<b>Book a Librarian sessions</b>	<b>12</b>	<b>78</b>
<b>Exams Proctored</b>	<b>-</b>	<b>8</b>
<b>Online Database Usage</b>	<b>111</b>	<b>467</b>
<b>Wireless Network Sessions</b>	<b>13,167</b>	<b>56,340</b>
<b><u>Library Visits</u></b>	<b><u>19,388</u></b>	<b><u>111,346</u></b>
<b>Adult Programs</b>	2	39
# attended	40	1,373
<b>Children's Programs</b>	38	190
# Attended	1,313	4,993
<b>Teen Programs</b>	4	14
# Attended	70	210



## 2016 Community Survey

### 1. 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 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. When you visit the Monona Library, do you find what you are looking for?

- Always
- Most of the time
- Sometimes
- Not often
- Never

4. 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)

5. 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)

6. How often do you visit the Monona Public Library's website?

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

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

7. How often do you visit LINKcat?

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

8. 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

9. 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"/>					
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"/>					

	Very Important	Important	Somewhat Important	Not Important	Don't Know	N/A
Overall, how important is the Monona Public Library to you and your family?	<input type="radio"/>					

10. 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)

11. 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

12. 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)

13. Are you aware that the Monona Library does not charge late fees?

- Yes
- No

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

- Yes
- No
- Other (please specify)

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

- Yes
- No

Other (please specify)

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

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

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

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

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

Yes

No

If yes, why? If no, why not?

21. Please tell us your age.

Under 18

18-29

30-44

45-64

65 or over

Prefer not to answer

22. With which gender do you identify?

Male

Female

Other

Prefer not to answer

23. 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

24. In which city do you reside?

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

25. 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

26. Please add any additional comments



## 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)

Date

Dear {name}:

Thank you for your interest in serving as a community representative on Monona Public Library's Board of Trustees. The Mayor has selected another applicant to be appointed to the Board at this time. The City of Monona will keep your application on file for future openings on the Library Board.

I would like to invite you to share your talents and enthusiasm for the Library. In addition to the governing Library Board, the Library relies on two additional boards: Friends of Monona Public Library and Monona Public Library Foundation. Both of these boards of directors are seeking new voices and energy. The Friends conduct annual fundraising to support library programs. The Foundation solicits planned gifts to support long-term projects and permanent endowments. Both boards serve to supplement and enhance library services and programs beyond what we can accomplish with the City of Monona annual budget.

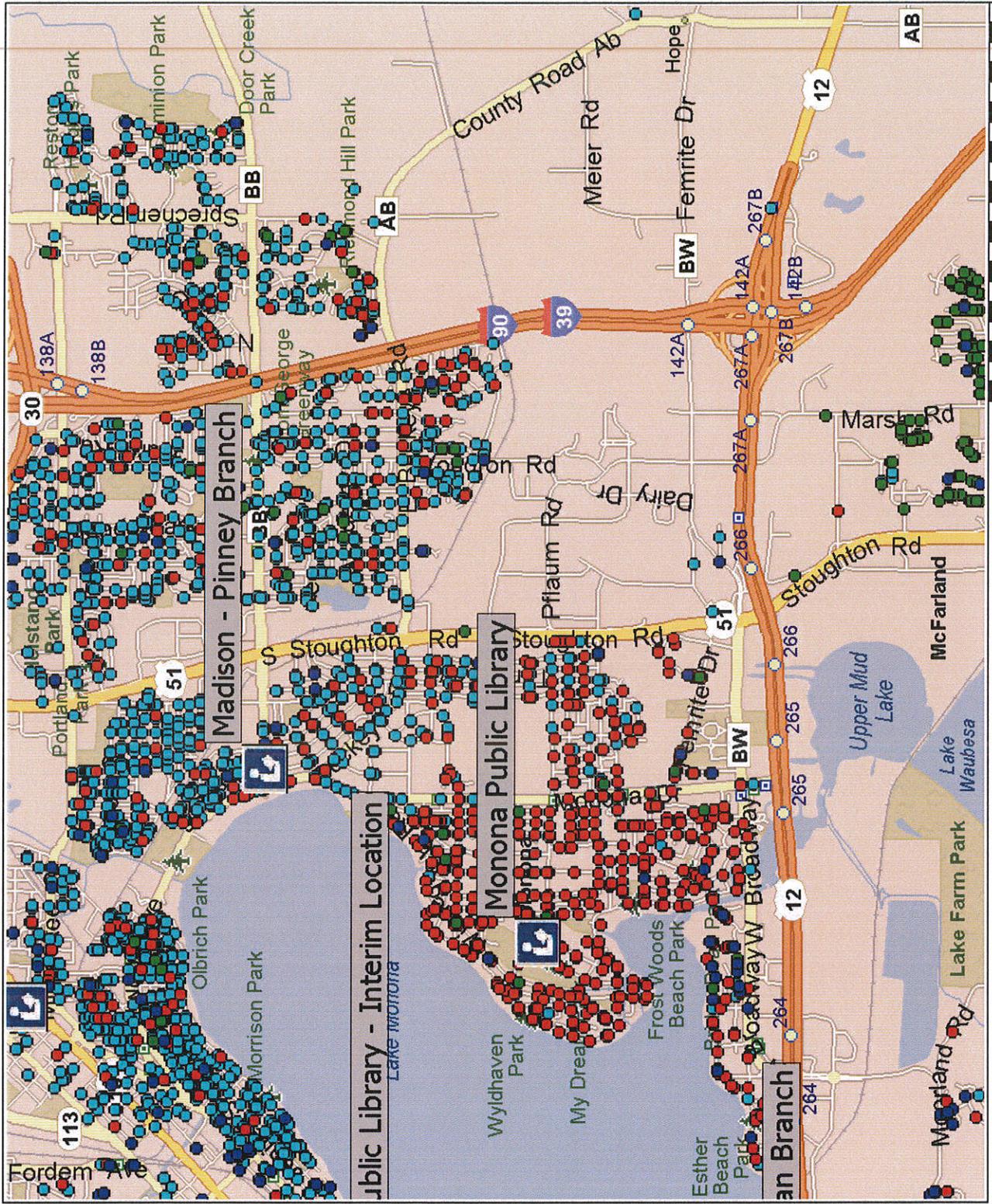
Both the Friends of the Library and the Library Foundation are critical to fulfilling the Library's mission to meet the information and recreation needs of area residents and businesses. If you are interested in serving on either board of directors or would like more information, please call, email, or simply stop in my office the next time you visit the Library.

Thank you again for your interest in serving on the Monona Public Library Board. Your support is one of the reasons the Monona Library remains at the heart of the community!

Best wishes,

Erick Plumb, Library Director  
608-216-7459  
[eplumb@mononallibrary.org](mailto:eplumb@mononallibrary.org)

# Dane County - Monona - Local View



## Pushpins



Library Location

- Madison-Goodman So...
- E.D. Locke (McFarland)
- Monona
- Madison-Pinney

COPY

Task Order No. 16-01  
City of Monona, Wisconsin (CITY)  
and Strand Associates, Inc.® (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, inspect 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.



16-3-2089

Strand Associates, Inc.<sup>®</sup>  
910 West Wingra Drive  
Madison, WI 53715  
(P) 608-251-4843  
(F) 608-251-8655

### Transmittal Letter

DATE: March 9, 2016 PROJECT NO. 1093.026

COMPANY NAME: Monona Public Library  
ATTENTION: Erick Plumb, Director  
ADDRESS: 1000 Nichols Road  
CITY/STATE/ZIP: Monona, WI 53716  
RE: Library Parking Lot Reconstruction

**WE ARE SENDING YOU:**

- Change Order
- Drawings
- Samples
- Specifications
- Copy of Letter
- Enclosed
- Shop Drawings
- Under Separate Cover
- Other \_\_\_\_\_

Copies	Date	No.	Description
2	3/9/2016	2	Task Order No. 16-01

**ITEMS TRANSMITTED AS SHOWN:**

- For approval
- For use
- As requested
- For review and comment
- Other \_\_\_\_\_
- Approved as submitted
- Approved as noted
- Approved as noted-Resubmit
- Not Approved
- Resubmit \_\_\_\_\_ copies for approval
- Submit \_\_\_\_\_ copies for distribution
- Additional Information Required
- For signature

**REMARKS:**

Erick,

Attached are two original copies of Task Order No.16-01 for the Library Parking Lot. Please have Ms. Little execute both copies and return both copies to Strand for execution. We will send back to you one fully executed original. If you have any questions please call.

Signed Zachary R. Simpson  
Zachary R. Simpson, P.E.

Copy to: File  
Correspondence

# Monona Public Library Calendar of Events

## August 2016



- Children's events
- Teen events
- Adult events
- Tech Classes

Register for events at  
[www.mononallibrary.org](http://www.mononallibrary.org)

### Monona Public Library

1000 Nichols Road  
 Monona, WI 53716  
 Phone: 608-222-6127  
[www.mononallibrary.org](http://www.mononallibrary.org)

#### Hours:

Mon–Wed: 9am–8pm  
 Thurs–Fri: 9am–6pm  
 Sat: 9am–5pm  
 Sun: 1–5pm



Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 5:00pm Watercolor Artists Art Show Reception	3	4 10:00am Discovery Days - Book Swap 11:30am Storytime Baby & Me (2-22 mo.) 2:45pm Jazz and Hip Hop Dance 3:30pm Creative Mvmt	5 9:30am Storytime Foxes (ages 2-4) 10:00am-12:00pm PBS Kids Get Up and Go! Day, UW-Madison Campus	6
7	8 4:00pm Building Days! Build with LEGO® bricks (All ages)	9 9:30am Storytime Foxes (ages 2-4) 5:00–8:00pm Eat at Culver's on Cottage Grove Rd. to Benefit Children's Room 6:30pm Teen Lit for Adults	10 6:00pm Fearless Crafters – Down the Garden Path	11 11:30am Storytime Baby & Me (2-22 mo.) 2:45pm Jazz and Hip Hop Dance 3:30pm Creative Movement	12	13 1:00pm Tech Tutoring with Dan the Tech Guru (sign-up)
14	15 LAST DAY TO COLLECT SUMMER READING PROGRAM PRIZES 4:30pm Read to a Dog (sign-up)	16 9:30am Storytime Foxes (ages 2-4) 5:00pm National Nite Out—Winnequah Park 7:00pm Library Board Meeting	17	18 10am Discovery Days - Origami 11:30am Storytime Baby & Me (2-22 mo.) 2:45pm Jazz and Hip Hop Dance 3:30pm Creative Mvmt	19 10:00am Friday Morning Book Club	20 1:00pm Tech Tutoring with Dan the Tech Guru (sign-up)
21	22 4:00pm Building Days! Build with LEGO® bricks (All ages)	23 9:30am Storytime Foxes (ages 2-4)	24	25 11:30am Storytime Baby & Me (ages 2-22 months)	26 9:30am Storytime Foxes (ages 2-4)	27
28	29 4:00pm Building Days! Build with LEGO® bricks (All ages)	30	31			

# Monona Public Library Calendar of Events

## September 2016



- Children's events
- Teen events
- Adult events
- Tech Classes

Register for events at  
[www.mononallibrary.org](http://www.mononallibrary.org)

### Monona Public Library

1000 Nichols Road  
 Monona, WI 53716  
 Phone: 608-222-6127  
[www.mononallibrary.org](http://www.mononallibrary.org)

#### Hours:

Mon-Wed: 9am-8pm  
 Thurs-Fri: 9am-6pm  
 Sat: 9am-5pm  
 Sun: 1-5pm (Labor Day-Memorial Day)



Sun	Mon	Tue	Wed	Thu	Fri	Sat
4 Library closed on Sundays for Summer	5 LIBRARY CLOSED	6 13 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3) 3:30pm DIY Dot Day Craft & Storywalk 6:30pm Teen Lit for Adults	7 14 3:30pm DIY Dot Day Craft & Storywalk	8 15 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3) 3:30pm DIY Dot Day Craft & Storywalk	9 16 9:00am FoMLASH Begins 10:00am Friday Morning Book Club	10 17 10:00am Non-Fiction Round Table 1:00pm Tech Tutoring with Dan the Tech Guru (sign-up)
11 Library resumes Sunday hours Open 1:00-5:00pm 2:00pm Monona Library Mending Day	12 3:30pm DIY Dot Day Craft & Storywalk	13 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3) 3:30pm DIY Dot Day Craft & Storywalk 6:30pm Teen Lit for Adults	14 3:30pm DIY Dot Day Craft & Storywalk	15 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3) 3:30pm DIY Dot Day Craft & Storywalk	16 10:00am Friday Morning Book Club	17 1:00pm Tech Tutoring with Dan the Tech Guru (sign-up)
18	19 12pm FoMLASH Ends 4:30pm Read to a Dog (sign-up) 6:15pm Pajama Storytime	20 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3) 7:00pm Library Board Meeting	21 6:00pm Bedtime Math Pajama Party	22 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3)	23	24
25	26 4:00pm Building Days! Build with LEGO® bricks (All ages)	27 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3)	28	29 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3)	30	

## READY FOR THE HUNT

The Monona Library Board team is registered and ready to compete in the upcoming FoMLASH community building activity in support of the Library. Sue Carr, left, and Val Edwards registered the team. The scavenger hunt fundraiser will be held Sept. 9–19. Teams of seven to 10 will complete a series of tasks around Monona. All tasks are submitted using a cell phone camera and internet access. Sign up at the Monona Public Library or get more information at [mymonona.com/731/FoMLASH-Fundraiser](http://mymonona.com/731/FoMLASH-Fundraiser).

Submitted photo





Erick Plumb &lt;eplumb@mononalibrary.org&gt;

**[scls-announce] Job Openings - Fitchburg Public Library**

1 message

Amy Tracy &lt;Amy.Tracy@fitchburgwi.gov&gt;

Mon, Aug 8, 2016 at 3:00 PM

To: "scls-announce@warden.wiscnet.net" &lt;scls-announce@warden.wiscnet.net&gt;

**TITLE:** Shelver (3 Positions)**SALARY:** \$9.00 /Hour**OPENING DATE:** 08/08/16**CLOSING DATE:** 08/21/16**DESCRIPTION:**

Under the supervision of the Access Services Manager, assists with materials handling including check-in, sorting, and shelving of materials. Helps maintain the Library collection in a neat and orderly fashion.

**Schedules for open positions:*****Position 1:* Tuesday 8-12; Thursday 8-12; and every other Saturday 9-1*****Position 2:* Monday 12-3; Tuesday 12-3; Friday 9-1*****Position 3:* Monday 5-9; Wednesday 5-9; and every other Saturday 2-6****EXAMPLES OF DUTIES:****Essential Functions:**

- Performs sorting alphabetically and by Dewey Decimal System.
- Reshelves materials in the proper location and order.
- Empties book drops and sorts materials.
- Brings materials in poor condition to the attention of appropriate staff.
- Shelf-reads and straightens materials on the shelves.