

AGENDA
Monona Public Library Board
Board Room
Tuesday, September 20, 2016, 7 pm

- I. Roll Call**
- II. Call to Order**
- III. Appearances**
- IV. Approval of Minutes from August 16, 2016**
- V. Consent Agenda**
 - A.** Approval of Bill Payments, August 10 – September 16, 2016
 - B.** Approval of Financial Report, August 2016
- VI. Board Action Items**
 - A.** Approval of Professional Services Contract with Himmel & Wilson, Library Consultants, \$6,000 to Conduct a Community Survey
 - B.** Approval of 2017 Operating Budget Proposal
 - C.** Approval of Library Remaining Open till 9 pm for Gallery Night, Friday, October 7
 - D.** Approval of Serving Wine in the Library for Gallery Night, May 6, 2016
- VII. Library Director Report & Board Discussion**
 - A.** Administrative Report August through Mid-September
 - B.** Discuss Friends of Monona Library Fundraisers
- 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 (Compensation).
- IX. Reconvene in Open Session Under Wisconsin Statute Section 19.85**
- X. Announcements**
 - A.** Next Monona Library Board Meeting, Tuesday, October 18 at 7 pm
 - B.** Friends of Monona Library Fundraisers
 - i.** Annual Book & Bake Sale, Saturday & Sunday, October 8 & 9
 - ii.** Loud in the Library: Mardi Gras, Saturday, January 28
 - C.** Monona Public Library Hosts Gallery Night, Friday, October 7, 6-9 pm
- XI. Adjournment**

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

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



2010 WISCONSIN LIBRARY OF THE YEAR

1000 NICHOLS ROAD ■ MONONA, WI 53716-2531
(608) 222-6127
fax (608) 222-8590
www.mononallibrary.org
ask@mononallibrary.org

Minutes
Monona Public Library Board
Board Room
Tuesday, August 16, 2016, 6 pm

I. Roll Call

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

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

II. Call to Order

Vice-president Stebbins called the meeting to order at 6:01 pm; Board President Carr was running a few minutes late.

III. Appearances

None.

IV. Approval of Minutes from July 19, 2016

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

V. Consent Agenda

A. Approval of Bill Payments, July 15 – August 10, 2016

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

B. Approval of Financial Report, July 2016

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

Present Carr arrived to preside over the meeting at 6:08 p.m.

VI. Board Action Items

A. Approval of Monona Public Library Board of Trustees Amended By-Laws

Alder Kitslaar motioned, seconded by Trustee Edwards, approval of Monona Public Library Board of Trustees Amended By-Laws.

Motion passed unanimously.

VII. Library Director Report & Board Discussion

A. Administrative Report July through Mid-August

Director Plumb reported that the Summer Reading Program (SRP) is complete and that registration was robust, yet participation was even better. This year, a record-setting number of people, especially adults (175!), completed the program. Also this year, the quality of SRP teen volunteers was exemplary. Monona Library could not support such a successful program without their help registering participants, disseminating prizes and helping with programs. The Youth Services Department will hold a teen volunteer appreciation event on August 27 for the 26 workers who volunteered their time this summer.

The search for a part-time Youth Services librarian continues; the job posting will remain open continuously. Two interviews were scheduled for this month; one declined to be interviewed, while the other candidate was not the right fit. Plumb extended LTE Angelika Neitzel's appointment through the end of the year and increased her hours per week from 11 to 16.

Using the capital budget, we installed new LED fixtures with a daylight harvesting feature in the Quiet Reading Room. The fixtures feature an integrated light sensor to assess available light from the floor-to-ceiling windows and gradually adjusts the fixture's light output.

Using the capital furniture budget, we purchased 80 high-density stacking chairs for the Forum Room. The chairs feature three bright colors, a sled base for greater stability, and lumbar support with seat-back ventilation for comfort.

The Library's HVAC controller needs to be replaced due to frequent malfunction, and it is recommended that the controller be moved since it is inaccessible -- located beyond reach of the staircase landing. On a related topic, the City is looking into grant opportunities for a city-wide HVAC service contract.

Plumb reminded the Board of Library Trustee Training Week, August 22-26, with free webinars, live or recorded.

Plumb reviewed 2016 goals. Continuing education is underway with participation in webinars and registration for two UW-Madison courses.

The Library capital budget was sent to the City; Plumb will meet with Mayor Miller in the coming weeks. A draft of the Library's operating budget will be in the September packet; 2.5% pay increase for staff and all other line items at 0% increase.

Plumb spoke with two consultants about the Library community survey. Cheryl Becker would look at what we have drafted already and provide feedback and would analyze the results we receive. Bill Wilson would do all the work, use their templates, deconstruct what we've done and map our users. Plumb set aside \$10,000 for strategic planning.

FoMLASH registration is open and sign up is off to a slow start. Plumb expressed concern over the amount of time Library staff is spending on marketing, registration and technical support. The Board discussed setting parameters for how fundraising volunteers interact / help without drawing too many resources from Library staff.

School Board Representative Fonner meet with Plumb to discuss how Monona Library could work with teachers to create a book list for mid-level readers.

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

XI. Adjournment

Trustee Edwards motioned, seconded by Alder Kitslaar, to adjourn the meeting. Presiding Officer Carr adjourned the meeting at 7 o'clock.

Minutes recorded by Sally Buffat

DRAFT

Summary of Expenditures Posted August 10 - September 15, 2016

Services/Contracts/Supplies			
Accounts Payable by Vendor	Account Code	Description	Amount
Professional Development	202-55-55110-134		
Wisconsin Library Association		Heindel membership	(\$114.00)
TOTAL PROFESSIONAL DEVELOPMENT			(\$114.00)
Gas & Electric Utility	202-55-55110-220		
MG&E		July & August	(\$4,929.17)
TOTAL GAS & ELECTRIC UTILITY			(\$4,929.17)
Water & Sewer Utility	202-55-55110-222		
Monona Water Utility		water	(\$860.32)
TOTAL WATER & SEWER UTILITY			(\$860.32)
Service Contracts	202-55-55110-240		
CleanPower		August & September	(\$3,980.78)
Gordon Flesch		work room contract	(\$396.30)
Schumacher		quarterly maintenance	(\$111.45)
TOTAL SERVICE CONTRACTS			(\$4,488.53)
Office Supplies	202-55-55110-310		
OfficeDepot.com		tape & batteries	(\$49.95)
Petty Cash: Buffat, Sally		band aids, chair glides	(\$39.82)
Demco		book tape & subject lab	(\$98.71)
TOTAL OFFICE SUPPLIES			(\$188.48)
Janitorial Supplies	202-55-55110-340		
Nassco		paper towel	(\$200.15)
TOTAL JANITORIAL SUPPLIES			(\$200.15)
Programming	202-55-55110-341		
Reimbursement: Smithson & Wendt		SRP supplies	(\$49.99)
TOTAL PROGRAMMING			(\$49.99)
Equipment/Building Maintenance/Repair	202-55-55110-351		
Illingworth-Kilgust		boiler alarm & RTU5	(\$296.00)
TOTAL EQUIPMENT/BUILDING MAINTENANCE/REPAIR			(\$296.00)
Vending	202-55-55110-819		
Pepsi		soda	(\$385.22)
Madison Coffee & Vending		hot cocoa	(\$51.50)
TOTAL VENDING			(\$436.72)
Services/Contracts/Supplies Subtotal			(\$11,563.36)

LIBRARY ACQUISITIONS			
Accounts Payable by Vendor	Account Code	Description	
Magazines & Newspapers	202-55-55110-809		
Madison Magazine		1-year subscription	(\$14.95)
Wisconsin State Journal		7-day @ 52 weeks	(\$404.92)
The New York Times		8/26-11/27	(\$242.48)
TOTAL MAGAZINES & NEWSPAPERS			(\$662.35)
DVDs & CDs	202-55-55110-810		
Amazon.com		DVD	(\$515.62)
Amazon.com		CD	(\$174.39)
Ingram		BOCD	(\$393.43)
TOTAL DVDs & CDs			(\$1,083.44)
Adult Books	202-55-55110-811		
Ingram		Non-fiction	(\$240.12)
Ingram		fiction	(\$1,063.33)
Ingram		express	(\$32.17)
TOTAL ADULT BOOKS			(\$1,335.62)
Children's Books	202-55-55110-812		
Ingram		children's books	(\$611.86)
TOTAL CHILDREN'S BOOKS			(\$611.86)
Young Adult Books	202-55-55110-813		
Ingram		YA books	(\$273.97)
TOTAL YOUNG ADULT BOOKS			(\$273.97)
Large Print Books	202-55-55110-814		
Cengage Learning		standing order	(\$572.61)
TOTAL LARGE PRINT BOOKS			(\$572.61)
Library Acquisitions Subtotal			(\$4,539.85)
Expenditures Posted August 10 - September 15, 2016			(\$16,103.21)

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2016

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	LIBRARY SALARIES	25,142.93	216,473.31	299,014.00	82,540.69	72.40
202-55-55110-119	WAGES, PART-TIME	8,505.75	63,804.60	131,365.00	67,560.40	48.57
202-55-55110-130	FICA	2,517.17	20,974.79	32,924.00	11,949.21	63.71
202-55-55110-131	WISCONSIN RETIREMENT	1,662.54	13,941.23	19,735.00	5,793.77	70.64
202-55-55110-132	LIFE & DISABILITY INSURANCE	2.06	16.36	375.00	358.64	4.36
202-55-55110-133	HEALTH INSURANCE	4,466.57	35,832.94	49,276.00	13,443.06	72.72
202-55-55110-134	PROFESSIONAL DEVELOPMENT	349.00	1,040.19	4,000.00	2,959.81	26.00
202-55-55110-220	GAS & ELECTRIC UTILITIES	2,494.75	16,520.12	36,400.00	19,879.88	45.38
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	2,101.84	31,823.04	44,505.00	12,681.96	71.50
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	214.54	2,616.77	5,000.00	2,383.23	52.34
202-55-55110-312	POSTAGE	.00	2.54	200.00	197.46	1.27
202-55-55110-340	JANITORIAL SUPPLIES	.00	1,143.29	2,000.00	856.71	57.16
202-55-55110-341	CHILDREN'S/YA SERVICES	.00	820.55	2,000.00	1,179.45	41.03
202-55-55110-344	CASH OVER/SHORT	.03	(9.83)	.00	9.83	.00
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	35.28	7,126.10	8,000.00	873.90	89.08
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	232.55	3,973.12	8,000.00	4,026.88	49.66
202-55-55110-390	OTHER SUPPLIES & EXPENSE	.00	20.00	300.00	280.00	6.67
202-55-55110-809	PERIODICALS	404.92	4,373.75	4,500.00	126.25	97.19
202-55-55110-810	DVD/CD/BOOK ON CD	1,143.93	8,121.13	14,000.00	5,878.87	58.01
202-55-55110-811	ADULT BOOKS	1,098.07	10,615.39	17,000.00	6,384.61	62.44
202-55-55110-812	CHILDRENS BOOKS	555.78	5,812.04	10,250.00	4,437.96	56.70
202-55-55110-813	YOUNG ADULT BOOKS	244.22	2,211.02	3,250.00	1,038.98	68.03
202-55-55110-814	LARGE PRINT BOOKS	.00	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	248.97	2,308.85	2,200.00	(108.85)	104.95
TOTAL LIBRARY EXPENDITURES		51,420.90	497,113.93	749,108.00	251,994.07	66.36
<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		51,420.90	497,113.93	764,608.00	267,494.07	65.02
NET REVENUES OVER EXPENDITURES		(50,120.91)	264,569.52	.00	264,569.52	.00

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 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	204.18	1,710.33	3,000.00 (1,289.67)	57.01
202-46-46710-000	FINES	719.83	4,308.56	6,500.00 (2,191.44)	66.29
202-46-46730-000	ROOM RENTALS	33.08	2,425.74	2,700.00 (274.26)	89.84
202-46-48900-100	VENDING MACHINE	342.90	2,795.82	3,250.00 (454.18)	86.03
	TOTAL PUBLIC CHARGES FOR SERVICE	1,299.99	761,683.45	764,608.00 (2,924.55)	99.62
	TOTAL FUND REVENUE	1,299.99	761,683.45	764,608.00 (2,924.55)	99.62

Monona Public Library Professional Services Contract Monona, Wisconsin

This contract is by and between the Monona Public Library, Monona, Wisconsin hereinafter referred to as the LIBRARY and Himmel & Wilson, Library Consultants, a Wisconsin General Partnership, hereinafter called the CONSULTANTS.

1. Effective Date and Duration

This contract shall become effective on the date at which every party has signed this contract. Unless earlier terminated or extended, this contract shall expire on April 30, 2017. However, such expiration shall not extinguish or prejudice the LIBRARY's right to enforce this contract with respect to:

- (i) any breach of a CONSULTANTS' warranty; or
- (ii) any default or defect in CONSULTANTS' performance that has not been cured.

2. Statement of Work

The statement of work, including the delivery schedule for the work, is contained in a document entitled *Web Survey Development, Implementation and Analysis Work Plan*, which is attached hereto and by this reference made a part hereof.

3. Consideration

The LIBRARY agrees to pay the CONSULTANTS the sum of \$ 6,000 for accomplishing the work required by this contract. The maximum, not-to-exceed compensation payable to the CONSULTANTS under this contract, which includes any allowable expenses, is \$6,00.

Payments will be made to the CONSULTANTS in accordance with the payment schedule, which is included as Exhibit A.

4. Terms and Conditions

1. Independent Contractor

CONSULTANTS shall perform the work required by this contract as an independent contractor. Although the LIBRARY reserves the right:

- (i) to determine (and modify) the delivery schedule for the work to be performed and,
- (ii) to evaluate the quality of the completed performance.

The CONSULTANTS are responsible for determining the appropriate means and manner of performing the work.

2. Subcontracts and Assignment; Successors in Interest

CONSULTANTS shall not enter into any subcontracts for any of the work required by this contract, or assign or transfer any of its interest in this contract, without the prior written consent of the LIBRARY. The provisions of this contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns, if any.

3. No Third Party Beneficiaries

The LIBRARY and the CONSULTANTS are the only official parties to this contract and are the only parties entitled to enforce its terms. Nothing in this contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this contract.

4. Termination

This contract may be terminated at any time by mutual consent of both parties, or by the LIBRARY upon 30 days' notice, in writing and delivered by certified mail or in person if:

(i) The CONSULTANTS fail to provide services called for by this contract within the time specified herein or any extension thereof;

or

(ii) The CONSULTANTS fail to perform any of the other provisions of this contract, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from the LIBRARY, fails to correct such failures within 14 calendar days or such other period as the LIBRARY may authorize or require.

Upon receiving a notice of termination, the CONSULTANTS shall immediately cease all activities under this contract, unless expressly directed otherwise by the LIBRARY in the notice of termination. Further, upon termination, CONSULTANTS shall deliver to the LIBRARY all contract documents, information, works in-progress and other property that are or would be deliverables had the contract been completed. Upon termination, CONSULTANTS shall be entitled to retain progress payments previously made, but the LIBRARY shall have no further liability.

5. Records Maintenance: Access

The CONSULTANTS shall maintain all fiscal records relating to this contract in accordance with generally accepted accounting principles. In addition, the CONSULTANTS shall maintain any other records pertinent to this contract in such a manner as to clearly document the CONSULTANTS' performance hereunder. The CONSULTANTS acknowledge and agree that the LIBRARY and their duly authorized representative shall have access to such fiscal records and to all other books, documents, papers, plans and writings of the CONSULTANTS that are pertinent to this contract for the purpose of performing examinations and audits, and making excerpts and transcripts. All such fiscal records, books, documents, papers, plans, and writings shall be retained by CONSULTANTS and kept accessible for a minimum of five years, except as required longer by law, following final payment and termination of this contract, or until the conclusion of any audit, controversy or litigation arising out of or related to this contract, whichever date is later.

6. Compliance with Applicable Law

The CONSULTANTS shall comply with all federal, state and local laws and ordinances applicable to the work under this contract.

7. Governing Law: Venue

This contract shall be governed by and construed in accordance with the laws of the State of Wisconsin. Any claim, action, or suit between the LIBRARY and the CONSULTANTS that arises out of or relates to performance of this contract shall be brought and shall be conducted within the Circuit Court of Dane County for the State of Wisconsin.

8. Indemnity

CONSULTANTS shall defend, save, hold harmless, and indemnify the LIBRARY, their respective officers, employees, agents, and members, from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of CONSULTANTS or its officers, employees, subcontractors, or agents under this contract.

9. Ownership of Work Product

All work products of the CONSULTANTS that result from this contract are to be considered "works made for hire" under the copyright laws of the United States and the LIBRARY shall have the exclusive ownership rights therein.

10. Force Majeure

Neither the LIBRARY nor the CONSULTANTS shall be held responsible for delay or default caused by fire, riot, acts of God, or war where such cause was beyond, respectively, the LIBRARY's or the CONSULTANTS' reasonable control. The CONSULTANTS shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this contract.

5. Travel and Other Expenses

No reimbursement other than that which is included in the not-to-exceed compensation of \$ 6,000 will be provided to the CONSULTANTS.

6. Amendments

The terms of this contract shall not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written instrument signed by the parties.

Approved by the LIBRARY

Approved by the CONSULTANTS

signature

signature

print or type name

print or type name

title

title

date

date

APPENDIX A

Payment Schedule

Payment for this project will be made in accordance with the following schedule:

1. The CONSULTANTS shall submit an invoice to the LIBRARY in the amount of \$1,000 as a project initiation fee within thirty (30) days of the execution of the contract. This invoice will be processed for payment upon certification by the designated representative of the LIBRARY that the contract has been signed by both parties.

2. The CONSULTANTS shall submit an invoice to the LIBRARY in the amount of \$5,000 after the work described in the work plan has been completed to the LIBRARY's satisfaction. This invoice will be processed for payment upon certification by the designated representative of the LIBRARY that the building web survey has been developed, implemented, and analyzed, and a report has been submitted to and accepted by the LIBRARY.

Contractor Data and Certification

Name of Contractor: Himmel & Wilson Library Consultants

Address: 417 E. High St. Milton, WI 53563

Business Designation: corporation ____ partnership X

Federal Tax ID #: 39 - 1736532

Certification: Under penalties under perjury, do hereby certify that:

- (a) the number shown on this form is our correct taxpayer ID
- (b) We are not subject to backup withholding.

Signature and Title of Authorized CONSULTANTS' Representative

signature

Ethel E. Himmel

print or type name

title

Principal Partner

print title

date

Web Survey Development, Implementation and Analysis Work Plan

Himmel & Wilson, Library Consultants agrees to provide the following services for the Monona Public Library, Monona, Wisconsin:

1. Meet with the Library Board and Director to discuss the purpose and needs related to the administration of a web-based community survey regarding library services and facilities.
2. Develop a draft web survey for review and comment.
3. Revise web survey based on input from the Library and accepted survey research standards.
4. Mount and host the same web survey with multiple URLs for different categories of users.
5. Provide model text to be used for the distribution of the survey through community organizations, the Library and the Library's website.
6. Collect survey responses.
7. Analyze survey responses.
8. Develop a report showing responses, answer frequencies, and answer percentages.
9. Provide both a written and oral presentation of the survey results.

Library Operational Budget Highlights – 2017

Revenue

1. Total Dane County reimbursement will be **\$8,683** lower than 2016. The City's appropriation to the Library will have to increase to make up for the shortfall.
2. We will increase the revenue lines for vending due to the coffee machine and room rentals due to the increase in price for the Forum Room.
3. Printing will see a slight decrease (~\$500) based on 2016 receipts.

Expenses

1. Personnel
 - 2.5% salary and wage increase for all personnel.
 - Health Insurance costs are not finalized at this time. The number in the spreadsheet is based on an estimate on this year's coverage.
 -
2. Facility & Equipment
 - Added \$2,000 to each of the building and equipment maintenance and repair lined (lines 350 and 351) to better reflect the actual expenses that we have experienced in recent years
3. Materials
 - Expenditures for physical items remains the same as 2016. Expenditures for e-books and magazines (line 818) rise to reflect statewide buying pool commitment.

	2013			2014		2015		2016		2017		2017	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ESTIMATED	ESTIMATED	BUDGET	DEPARTMENT BUDGET	COMMITTEE BUDGET	DEPARTMENT BUDGET	COMMITTEE BUDGET
LIBRARY REVENUES													
202-46-41110-000	442,286	462,766	498,557	518,187	518,187	518,187			518,187	534,516	536,794		
202-46-43720-000	207,273	206,637	200,420	232,256	232,256	232,256			190,251	179,008	179,008		
202-46-43730-000	34,464	35,105	35,136	-	-	-			40,720	43,280	43,280		
202-46-46110-000	2,815	2,941	3,049	1,284	2,400	2,400			3,000	2,500	2,500		
202-46-46710-000	5,307	6,013	6,277	3,369	6,700	6,700			6,500	6,500	6,500		
202-46-46730-000	2,601	2,240	2,438	2,334	4,800	4,800			2,700	4,500	4,500		
202-46-48900-100	2,619	2,292	3,743	1,850	3,600	3,600			3,250	3,600	3,600		
202-46-49300-000	-	-	-	-	-	-			-	-	-		
---	697,365	718,014	749,620	759,280	767,943	767,943			764,608	773,904	776,182		
LIBRARY EXPENDITURES													
202-55-55110-110	236,200	224,021	304,413	166,184	288,000	288,000			299,014	329,418	331,408		
202-55-55110-112	203	142	-	-	-	-			-	-	-		
202-55-55110-117	294	-	-	-	-	-			-	-	-		
202-55-55110-119	102,852	98,241	98,324	47,157	103,000	103,000			131,365	99,573	99,573		
202-55-55110-130	27,408	28,074	30,573	15,974	32,000	32,000			32,924	32,818	32,970		
202-55-55110-131	19,888	22,026	23,093	10,612	21,000	21,000			19,735	22,400	22,536		
202-55-55110-132	15	13	19	12	12	12			375	375	375		
202-55-55110-133	42,295	40,893	47,263	26,911	51,500	51,500			49,276	51,741	51,741		
202-55-55110-134	3,404	2,491	4,155	341	4,000	4,000			4,000	4,000	4,000		
202-55-55110-135	8,491	-	-	-	-	-			-	-	-		
202-55-55110-220	39,214	37,349	32,316	11,604	34,000	34,000			36,400	36,000	36,000		
202-55-55110-221	2,447	3,104	229	-	2,000	2,000			2,000	-	-		
202-55-55110-222	1,773	2,552	2,486	830	2,000	2,000			2,600	2,600	2,600		
202-55-55110-240	36,039	43,000	38,496	27,869	46,000	46,000			44,505	46,341	46,341		
202-55-55110-241	39,071	40,883	40,223	40,227	40,506	40,506			40,506	41,172	41,172		
202-55-55110-310	5,356	5,381	3,902	2,375	5,000	5,000			5,000	5,000	5,000		
202-55-55110-312	27	203	175	3	200	200			200	200	200		
202-55-55110-340	1,001	1,962	2,153	485	2,000	2,000			2,000	2,000	2,000		
202-55-55110-341	1,143	1,925	2,020	765	2,000	2,000			2,000	2,000	2,000		
202-55-55110-344	(24)	(41)	(5)	(10)	-	-			-	-	-		
202-55-55110-350	8,619	10,441	8,599	7,091	12,000	12,000			8,000	10,000	10,000		
202-55-55110-351	11,541	8,320	10,566	3,591	10,000	10,000			8,000	10,000	10,000		
202-55-55110-390	302	282	301	20	300	300			300	-	-		
202-55-55110-702	123	-	-	-	-	-			-	-	-		
202-55-55110-809	5,752	4,866	4,503	1,138	4,500	4,500			4,500	4,500	4,500		
202-55-55110-810	16,503	13,943	12,287	6,122	14,000	14,000			14,000	14,000	14,000		
202-55-55110-811	16,837	16,713	15,992	7,569	17,000	17,000			17,000	17,000	17,000		
202-55-55110-812	10,466	9,646	10,124	3,932	10,250	10,250			10,250	10,250	10,250		
202-55-55110-813	3,261	3,169	3,259	1,575	3,250	3,250			3,250	3,250	3,250		
202-55-55110-814	2,311	2,115	2,519	1,573	2,500	2,500			2,500	2,500	2,500		
202-55-55110-817	7,209	1,446	3,641	1,593	4,000	4,000			4,000	4,000	4,000		
202-55-55110-818	-	4,435	3,079	3,208	3,208	3,208			3,208	3,666	3,666		
202-55-57610-851	-	4,232	-	-	-	-			-	-	-		

	2013		2014		2015		2016		2017	
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	TO DATE 6/30/2016	YEAR END ESTIMATED	2016 BUDGET	2017 DEPARTMENT BUDGET	2017 COMMITTEE BUDGET	
LIBRARY EXPENDITURES										
202-55-55110-819 VENDING MACHINE EXPENSE	1,709	1,880	2,819	1,640		3,200	3,250	3,600	3,600	
202-55-55110-851 LIBRARY CAPITAL OUTLAY	5,312	1,622	7,422	-		7,500	-	-	-	
202-55-59210-212 CITY ACCOUNTING & AUDIT SERVICES	4,500	4,500	4,500	-		4,500	4,500	4,500	4,500	
202-55-59210-510 INSURANCE	11,000	11,000	11,000	-		11,000	11,000	11,000	11,000	
TOTAL	672,542	650,829	730,446	432,942		738,426	765,658	773,904	776,182	

PROPOSED	DIFFERENCE
540,325	0.67%
233,579	1.97%
<u>773,904</u>	<u>1.07%</u>

CURRENT YEAR
536,689
228,969
<u>765,658</u>

PERSONNEL
NON-PERSONNEL
TOTAL



2010 WISCONSIN LIBRARY OF THE YEAR

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MONONA PUBLIC LIBRARY

ADMINISTRATION REPORT FOR LIBRARY BOARD MEETING

September 20, 2016

Erick Plumb, Library Director

The Summer Reading Program wrapped up at the tail end of August. A total of 1,375 people participated in the reading program this summer. We were very happy to see that over 50% of those that registered (700 people) completed the program. 314 adults participated as did 175 middle schoolers, and 47 high school-aged students. Many thanks to all of our staff members, sponsors, teen volunteers and, of course, our fantastic patrons for making yet another summer memorable at the library.

FoMLASH (Friends of Monona Library Annual Scavenger Hunt) went off with few hitches on September 9 and concluded September 19. A total of 75 people bought tickets to participate as part of eight teams. In all, the event raised over \$700 for the Friends of the Library. We thank Jennifer Falkowski, a former staff member, for volunteering much time to launching this event of on our behalf.

HVAC update: I have begun working with Director of Public Works Dan Stephany and Park Director Jake Anderson on preparing an RFP for a joint service agreement for HVAC maintenance and repair for 2017. City Hall, the Library and Community Center all currently utilize HVAC services from Kilgust on separate contracts.

The Library's management team viewed the webinar on Strategic Merchandising on September 13 and began discussions on improvements that could be made to further make the Library easier to use - from signage for restroom locations to better displays of new books to clearing visual clutter at the service desks. We are looking forward to continuing to discuss and develop these ideas in future months. As the board knows, making the building easier to navigate has been a priority of mine since becoming director, a passion formed by getting lost after entering the building for my own job interview in 2006 and by helping hundreds of similarly confused patrons the past ten years make their way upstairs or find a restroom.

Library Trustee Training Week took place August 22-26. Topics included "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. If you missed it, you can find recordings at www.wistrusteetraining.com.

Capital Budget Update

Library Board president Sue Carr and I met with Mayor Miller at the end of August to discuss the Board's capital budget proposals - the renovated parking lot and the addition of new vestibules at the Children's Room and side entrances. The mayor included all three projects in his capital budget which will go next to the City Council. He did note how tight this budget would be.

The Board should be aware of some concern about the reduction of parking as planned in the current design proposal. The introduction of a central walkway through the lot reduces the total number of parking stalls from 40 to 30. According to City Planner Sonja Reichert, such a reduction may violate the city code (see attached email). The issue will likely be thoroughly discussed at the Plan Commission if the project is approved by the Council as a capital project.

Update on Director's Goals for 2016:

I completed this year's annual evaluations for the Library's management team over the past several weeks. You'll recall that in December I'll be taking a two day seminar at the Pyle Center on ways to conduct performance evaluation more effectively.

At the end of September 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, most importantly, ways for library staff to best interact with members of the Friends to successfully assist the Friends in their mission to help the library.

Also, coming up on October 13, Sally and I will be attending an all day workshop hosted by SCLS at Olbrich Gardens on fundraising. The day will feature representatives from the St. Paul (MN) Public Library - a library that is nationally renowned for its fundraising activities in the past decade. We're looking forward to it.

Community Survey Update

Pending the Library Board's approval of the service agreement between the Library and Himmel & Wilson, consultant Bill Wilson will begin work on the community survey immediately. He will attend the October 18 Library Board meeting to discuss the survey with the Board and to answer any questions. The survey would then go out to the community on November 1. Wilson will compile the results of the survey, write a report, then present the survey's findings to the board at a later meeting.



2010 WISCONSIN LIBRARY OF THE YEAR

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Library Activity Report	2016 August	2016 YTD August
Physical Item Checkouts	20,869	163,864
E-Book Checkouts	1,354	10,017
Total item Checkouts	22,223	173,881
Meeting Room Bookings	24	271
Study Room Bookings	137	950
Book a Librarian sessions	5	83
Exams Proctored	-	8
Online Database Usage	95	662
Wireless Network Sessions	10,881	67,221
Library Visits	15,296	126,642
Adult Programs	3	42
# attended	48	1,421
Children's Programs	19	209
# Attended	872	5,865
Teen Programs	2	16
# Attended	25	235

Fwd: Parking space question

1 message

Erick Plumb <eplumb@mononalibrary.org>
To: Sally Buffat <sally@mononalibrary.org>

Tue, Aug 30, 2016 at 5:18 PM

Interesting

From: Sonja Reichertz <sreichertz@ci.monona.wi.us>
Date: August 30, 2016 at 4:56:00 PM CDT
To: Erick Plumb <EPlumb@mononalibrary.org>
Cc: April Little <alittle@ci.monona.wi.us>
Subject: RE: Parking space question

Hi Erick,

Appendix A of the Zoning Code requires one parking stall for each 800 square feet of gross floor area for libraries. For a 26,000 square foot library, the requirement is 32.5 stalls. I will need to do a little additional research in the file and see if the 40 stalls were required for a particular reason. The lot does fill up for events and meetings and I think the Plan Commission may have some concern reducing it to 30. Plan Commission review may also be required for the substantial grading and new parking lot design, but I will check with the Chair and get back to you with more details. This is a planned capital item for 2017 correct?

Sonja Reichertz, AICP
City Planner & Economic
Development Director

Erick Plumb [mailto:eplumb@mononalibrary.org]
Sent: Monday, August 29, 2016 12:34 PM
To: Sonja Reichertz
Cc: April Little
Subject: Parking space question

Hi Sonja:

We're going to renovate our parking lot next year to flatten it (if the Mayor and Council plays ball). The leading design proposal that the Library Board favors puts in a central walkway through the middle of the rebuilt lot. Unfortunately, this will cost us 10 parking spaces, reducing our total from 40 stalls to 30.

Mary O'Connor was wondering if that reduction in the number of spots is up to code, i.e. is 30 stalls enough for a 26,000 sq/ft building? Any insight you can lend is much appreciated.

Thanks, Erick

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Instructor: Jeff Russell is co-director of Russell Consulting, where he helps organizations successfully respond to the challenges of continuous change with a focus on leadership, strategic thinking, leading change, and performance coaching.

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FRIENDS FOREVER: THE OPTIMAL LIBRARY RELATIONSHIP

September 26 – October 22

\$125 *10% off when you register by September 11!*

1.4 CEUs/14 LEUs

Course #3036

A Library Friends group can be a library's most supportive ally and helper. They can assist with fundraising, recruiting volunteers, and publicizing the library. But starting a group from scratch may seem daunting & overly time consuming, while revitalizing an existing group may seem difficult to imagine. Sometimes having a Friends group becomes more of a burden than a pleasure. In this four week class we'll discuss ideas & suggestions from the American Library Association, as well as from other librarians & volunteers. We will share our own experiences working with Friends groups and develop our own "best practices" list.

Over four weeks we will cover

- The most effective way to recruit & interact with members
- How Friends can utilize social media & technology to support & promote the library
- Creative & successful fundraising methods
- Documenting methods & procedures to streamline training & procedures

Expectations: You will be expected to post to the class discussion at least twice a week and to share with the class plans & publicity for either a membership drive or a fundraising event to coincide with National Friends of Libraries Week.

Instructor: Liz Dannenbaum was the Head of Adult Services at the Middleton (WI) Public Library for 24 years and is currently a board member for the Friends of the Pinney Library in Madison, WI. She feels privileged to have experienced both sides of the special library-friends relationship. Tracy Herold, Director of the Dane County Library Service (WI) and former director of the Sun Prairie (WI) Public Library will be a guest lecturer on the topic of effective communication between Friends and staff, as well as starting a Friends group that spans several municipalities.

To register:

ONLINE – Friends Forever

PHONE – Pyle Center Registration Office: (608) 262-2451

FAX or MAIL – Print out a registration form

Questions? Contact Meredith Lowe or Anna Palmer

Print

Cancel

The Fundraising Workshop: Building Your Capacity...Sustaining Your Library

Event Type: CE - Continuing Education Workshop

Date: 10/13/2016

Start Time: 9:00 AM

End Time: 4:00 PM

Location: Olbrich Gardens, Madison

Description: 8:30 - 9 a.m. Registration & Refreshments

9 - 12:30: The Fundraising Workshop: Building your Capacity...Sustaining Your Library

Join Stu Wilson and Sue Hall, consultants for Library Strategies, for a fundraising workshop. The goal of this workshop is for you to have a broader understanding of library fundraising in general, appreciate best practices in library development, and have your fundraising questions answered. The workshop will cover roles and activities of Friends and foundations, and best practices for each, advocacy, fundraising activities, public awareness, board development, planning and more.

12:30 - 1:15 p.m. Lunch

1:15 - 3:30 p.m.

Library Fundraising Panel:

Three library directors share their experiences of building projects. Lori Belongia, Marshfield Public Library, Jennifer Endres Way, Ruth Culver Community Library, and Wendy Rawson, Fitchburg Public Library will share the stories surrounding their building projects.

Bring your questions for both sessions - take advantage of the fundraising expertise at this workshop!

Other: Lunch will be catered and will have a vegetarian option available. Please let Jean know of other dietary requirements and we'll do our best to accommodate. The fee for lunch will be \$12.



Sally Buffat <sally@mononalibrary.org>

Fw: Monona Library

2 messages

John Schmitz <John_Schmitz@emcorgroup.com>
To: sally@mononalibrary.org

Mon, Aug 22, 2016 at 4:42 PM

Sally,

As you may recall we had Rick on site to troubleshoot the communication problems that you are experiencing with the Delta control system. While on site Rick located the general vicinity of the controller that we believe may be causing the problem, but due to its location we were unable to continue with the troubleshooting as the current location has become virtually inaccessible. I instructed Rick to leave the site as I did not want to incur (or you to incur) any unnecessary charges trying to figure out what to do next. I am currently working with our safety director to find a means to safely access the controller.

John Schmitz

Vice President - Controls Division

EMCOR Services Integrated Solutions

11243 West Becher Street

West Allis, WI 53227

Office: (414) 431-7200

Direct: (414) 431-7190

Mobile: (414) 881-8148

Email: john_schmitz@emcorgroup.com

<http://www.emcorintegratedsolutions.com>



— Forwarded by John Schmitz/IK/EMS/EMCORGROUP on 08/22/2016 04:35 PM —

From: Rick Schmitz/IK/EMS/EMCORGROUP

To: John Schmitz/IK/EMS/EMCORGROUP@EMCORGROUP, Nate Bergemann/IK/EMS/EMCORGROUP@EMCORGROUP

Date: 08/08/2016 08:34 AM

Subject: Monona Library

Hi,

Attached are the pictures of the area where the RTU 5 controller is located. I also attached the picture of the report. The controller is actually above the first light in the track lighting off of the stairs, which is past the edge of the floor.

We need to figure out how to access this controller, safely, and possibly relocate it to the second floor where it can be reached from a ladder.

Thanks,

Rick Schmitz

DDC Technician

EMCOR Services Integrated Solutions

11243 West Becher Street

West Allis, WI 53227

Office: (414) 431-7200



Monona Police Department

"Partners for a Safe Community"

Walter J. Ostrenga - Chief of Police

September 12, 2016

Monona Public Library
Attn: Erick Plumb
1000 Nicholas Rd
Monona, WI 53716

Dear Erick,

On behalf of the Monona Police Department I would like to thank the members Monona Public Library for participating in the 2016 Monona National Night Out Against Crime.

"National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, better places to live"

This National Night Out slogan is something we at the Monona Police Department continue to strive for each and every day. With your staff's help we were able make this slogan possible on August 16th. Again, thank you for making Monona National Night Out a great event!

Sincerely,

James Reiter
Community Resource Officer

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