

**Revised AGENDA**  
**Monona Public Library Board**  
**Board Room**  
**Tuesday, October 18, 2016, 7 pm**

- I. **Roll Call**
- II. **Call to Order**
- III. **Appearances**
- IV. **Approval of Minutes from September 20, October 2 & October 11, 2016**
- V. **Consent Agenda**
  - A. Approval of Bill Payments, September 16 – October 15, 2016
  - B. Approval of Financial Report, September 2016
- VI. **Board Action Items**
  - A. Approval of Resolution Approving Amendment to Dane County Standards for Public Libraries
  - B. Approval of Naturally Refined Painting, LLC, Interior Door Jambs, Touch Up and Repainting Proposal
  - C. Approval of Supplemental Interview Questions
  - D. Approval of Library Director Position Description
  - E. Approval of Library Closing at 6 pm on Wednesday, November 23
- VII. **Board Discussion**
  - A. Administrative Report September through Mid-October
  - 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. **Additional Board Action Items**
  - A. Approve Temporary Pay Increase for Business Coordinator
  - B. Approve Temporary Pay Increase for Technical Services Coordinator
- XI. **Announcements**
  - A. Next Monona Library Board Meeting, Tuesday, November 15 at 7 pm
  - B. Next Friends of Monona Library Board Meeting, November 17, 5:55 pm
  - C. Friends of Monona Library Fundraisers
    - i. Loud in the Library: Mardi Gras, Saturday, January 28
- XII. **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, September 20, 2016, 7 pm

#### I. Roll Call

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

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

Absent: Andrew Kitslaar, Alderperson; Brett Blomme, Community Representative

#### II. Call to Order

President Carr called the meeting to order at 7:02 pm.

#### III. Appearances

None.

#### IV. Approval of Minutes from July 19, 2016

Trustee Stebbins motioned, seconded by Trustee Fonner, to approve the minutes.

Motion passed unanimously.

#### V. Consent Agenda

##### A. Approval of Bill Payments August 10 – September 16, 2016

Trustee Fonner motioned, seconded by Trustee Anderson, to approve bill payments.

Motion passed unanimously.

##### B. Approval of Financial Report, August 2016

Trustee Fonner motioned, seconded by Trustee Anderson, to approve the financial report.

Motion passed unanimously.

#### VI. Board Action Items

##### A. Approval of Professional Services Contract with Himmel & Wilson, Library Consultants, \$6,000 to Conduct a Community Survey.

Trustee Anderson motioned, seconded by Trustee Fonner, to approve the \$6,000 professional services contract with Himmel & Wilson, Library Consultants, to conduct a community survey.

Discussion: Plumb outlined the timeframe – Wilson will come to October Board Meeting, go live with the survey in November and have results for us in December. We want 400-500 responses to be statistically viable.

Motion passed unanimously.

**B. Approval of 2017 Operating Budget Proposal**

Discussion: Director Plumb handed out Appendix A; see attached.

Dane County reimbursement is \$8,700 less than last year.

Health insurance costs for 2017 will decrease 4.5%.

Plumb will ask the City for \$5,000 for programming, up from \$2,000.

Trustee Edwards motioned, seconded by Trustee Fonner, to take agenda out of order.

Motion passed unanimously.

**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).**

Trustee Edwards motioned, seconded by Trustee Anderson, to go into closed session.

Motion passed by roll call at 7:35 p.m.

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

Trustee Edwards motioned, seconded by Trustee Stebbins, to reconvene in open session.

Motion passed by roll call at 8:10 p.m.

**VI. B. Approval of 2017 Operating Budget Proposal, continued**

Trustee Stebbins motioned, seconded by Trustee Anderson, to approve the 2017 operating budget proposal as amended.

Motion passed unanimously.

- C. Approval of Library Remaining Open till 9 p.m. for Gallery Night, Friday, October 7, 2016**

Trustee Edwards motioned, seconded by Trustee Fonner, to approve Library remaining open till 9 p.m. for Gallery Night, Friday, October 7, 2016.

Motion passed unanimously.

- D. Approval of Serving Wine in the Library for Gallery Night, October 7, 2016**

Trustee Edwards motioned, seconded by Trustee Stebbins, to approve serving wine in the Library for Gallery Night, October 7, 2016.

Motion passed unanimously.

**VII. Library Director Report & Board Discussion**

- A. Administrative Report August through Mid-September**

- B. Discuss Friends of Monona Library Fundraisers**

Director Plumb reported the summer reading program was a resounding success.

FoMLASH (Friends of Monona Library Annual Scavenger Hunt) was a lot of fun for those who participated and raised approximately \$800 for the Friends.

The Library department heads watched a library merchandising webinar.

Plumb reported push back on the parking lot design at City Council; city code stipulates the Library should have 32.5 spaces.

The vestibules were discussed at City Council; the Mayor is in favor of doing the Schluter Road entrance only this coming year.

The Monona East Side Business Alliance held a Lunch & Learn meeting in the Quiet Reading Room this month.

On October 27, Amy Overby and Angela Davis from the Madison Community Foundation will be attending the Monona Library Foundation meeting.

**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**

Trustee Edwards motioned, seconded by Trustee Fonner, to adjourn the meeting.  
Board President Carr adjourned the meeting at 8:43 p.m.

Minutes recorded by Sally Buffat  
Appendix A attached

DRAFT

2013	2014	2015	TO DATE 6/30/2016	2016 YEAR END ESTIMATE	2016 BUDGET	2017	
						DEPARTMENT BUDGET	COMMITTEE BUDGET
---							
---							
202-46-41110-000	442,286	498,557	518,187	518,187	518,187	534,516	536,794
202-46-43720-000	207,273	200,420	232,256	232,256	190,251	179,008	179,008
202-46-43730-000	34,464	35,136	-	-	40,720	43,280	43,280
202-46-46110-000	2,815	2,941	1,284	2,400	3,000	2,500	2,500
202-46-46710-000	5,307	6,277	3,369	6,700	6,500	6,500	6,500
202-46-46730-000	2,601	2,438	2,334	4,800	2,700	4,500	4,500
202-46-48900-100	2,619	3,743	1,850	3,600	3,250	3,600	3,600
202-46-49300-000	---	---	---	---	---	---	---
---	697,365	749,620	759,280	767,943	764,608	773,904	776,182

LIBRARY

REVENUES

GENERAL PROPERTY TAXES

COUNTY AID FOR LIBRARIES OPERATIONS

COUNTY AID FOR LIBRARIES FACILITIES

COPIER RECEIPTS

FINES

ROOM RENTALS

VENDING MACHINE

FUND BALANCES APPLIED

Appendix A page 1

2017	2016 YEAR END		2016		2017		2017		
	ESTIMATE	BUDGET	BUDGET	BUDGET	DEPARTMENT BUDGET	COMMITTEE BUDGET	DEPARTMENT BUDGET	COMMITTEE BUDGET	
2013	2014	2015	TO DATE 6/30/2016	2016 YEAR END ESTIMATE	2016 BUDGET	2017 DEPARTMENT BUDGET	2017 COMMITTEE BUDGET	2017 DEPARTMENT BUDGET	2017 COMMITTEE BUDGET
LIBRARY									
EXPENDITURES									
LIBRARY SALARY	236,200	224,021	304,413	166,184	288,000	299,014	331,408	329,418	331,408
SHIFT DIFFERENTIAL	203	142	-	-	-	-	-	-	-
LONGEVITY PAY	294	-	-	-	-	-	-	-	-
WAGES, PART TIME	102,852	98,241	98,324	47,157	103,000	131,365	99,573	99,573	99,573
FICA	27,408	28,074	30,573	15,974	32,000	32,924	32,970	32,818	32,970
WISCONSIN RETIREMENT	19,888	22,026	23,093	10,612	21,000	19,735	22,400	22,400	22,536
LIFE & DISABILITY INSURANCE	15	13	19	12	12	375	375	375	375
HEALTH INSURANCE	42,295	40,893	47,263	26,911	51,500	49,276	51,741	51,741	51,741
PROFESSIONAL DEVELOPMENT	3,404	2,491	4,155	341	4,000	4,000	4,000	4,000	4,000
UNEMPLOYMENT COMPENSATION	8,491	-	-	-	-	-	-	-	-
GAS & ELECTRIC UTILITIES	39,214	37,349	32,316	11,604	34,000	36,400	36,000	36,000	36,000
INTERNET	2,447	3,104	229	-	-	2,000	-	-	-
WATER & SEWER UTILITIES	1,773	2,552	2,486	830	2,000	2,600	2,600	2,600	2,600
SERVICE CONTRACTS	36,039	43,000	38,496	27,869	46,000	44,505	46,341	46,341	46,341
SOUTH CENTRAL LIBRARY SYSTEM	39,071	40,883	40,223	40,227	40,506	40,506	41,172	41,172	41,172
OFFICE SUPPLIES	5,356	5,381	3,902	2,375	5,000	5,000	5,000	5,000	5,000
POSTAGE	27	203	175	3	200	200	200	200	200
JANITORIAL SUPPLIES	1,001	1,962	2,153	485	2,000	2,000	2,000	2,000	2,000
CHILDREN'S / YOUNG ADULT SERVICES	1,143	1,925	2,020	765	2,000	2,000	2,000	2,000	2,000
CASH OVER/SHORT	(24)	(41)	(5)	(10)	-	-	-	-	-
EQUIPMENT MAINTENANCE & REPAIR	8,619	10,441	8,599	7,091	12,000	8,000	10,000	10,000	10,000
BUILDING MAINTENANCE & REPAIR	11,541	8,320	10,566	3,591	10,000	8,000	10,000	10,000	10,000
OTHER SUPPLIES & EXPENSE	302	282	301	20	300	300	-	-	-
LSTA GRANT	123	-	-	-	-	-	-	-	-
PERIODICALS	5,752	4,866	4,503	1,138	4,500	4,500	4,500	4,500	4,500
AUDIOVISUAL	16,503	13,943	12,287	6,122	14,000	14,000	14,000	14,000	14,000
ADULT BOOKS	16,837	16,713	15,992	7,569	17,000	17,000	17,000	17,000	17,000
CHILDREN'S BOOKS	10,466	9,646	10,124	3,932	10,250	10,250	10,250	10,250	10,250
YOUNG ADULT BOOKS	3,261	3,169	3,259	1,575	3,250	3,250	3,250	3,250	3,250
LARGE PRINT BOOKS	2,311	2,115	2,519	1,573	2,500	2,500	2,500	2,500	2,500
ELECTRONIC INFO SOURCES	7,209	1,446	3,641	1,593	4,000	4,000	4,000	4,000	4,000
EBOOKS	-	4,435	3,079	3,208	3,208	3,208	3,666	3,666	3,666
TECHNOLOGY ENHANCEMENTS	-	4,232	-	-	-	-	-	-	-
VENDING MACHINE EXPENSE	1,709	1,880	2,819	1,640	3,200	3,250	3,600	3,600	3,600
LIBRARY CAPITAL OUTLAY	5,312	7,422	7,422	-	7,500	-	-	-	-
CITY ACCOUNTING & AUDIT SERVICES	4,500	4,500	4,500	-	4,500	4,500	4,500	4,500	4,500
INSURANCE	11,000	11,000	11,000	-	11,000	11,000	11,000	11,000	11,000
TOTAL	672,542	650,829	730,446	390,391	738,426	765,658	773,904	773,904	776,182

CURRENT YEAR	PROPOSED	DIFFERENCE
536,689	540,325	0.67%
228,969	233,579	1.97%
<u>765,658</u>	<u>773,904</u>	<u>1.07%</u>

Appendix A Page 2



## 2010 WISCONSIN LIBRARY OF THE YEAR

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**Minutes**  
**Monona Public Library Board**  
**Board Room**  
**Sunday, October 2, 2016, 10 a.m.**

### **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

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

President Carr called the meeting to order at 10 a.m.

### **III. 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).

Trustee Kitslaar motioned, seconded by Trustee Fonner to go into closed session.  
Motion passed by roll call at 10:01 a.m.

### **IV. Reconvene in Open Session Under Wisconsin Statute Section 19.85**

Trustee Fonner motioned, seconded by Trustee Anderson, to reconvene in open session.  
Motion passed by roll call at 11:01 a.m.

Trustee Fonner motioned, seconded by Trustee Anderson, to approve offering Library Director Erick Plumb a 5% increase over his 2016 salary, as opposed to the 2.5% built into the 2017 operating budget.

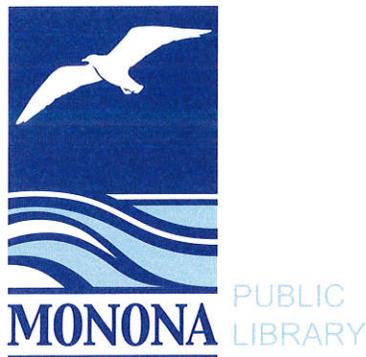
Motion passed unanimously.

### **V. 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

### **VI. Adjournment**

Alder Kitslaar motioned, seconded by Trustee Fonner, to adjourn the meeting.  
Board President Carr adjourned the meeting at 11:03 a.m.



## 2010 WISCONSIN LIBRARY OF THE YEAR

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(608) 222-6127  
fax (608) 222-8590  
www.mononalibrary.org  
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### Minutes

**Monona Public Library Board  
Library Director's Office  
Tuesday, October 11, 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 (attended at 6:45), Brett Blomme (attended at 6:22) and Val Edwards, Community Representatives

Library Staff Present: Sally Buffat, Business Coordinator

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

President Carr called the meeting to order at 6:02 pm.

#### **III. Appearances**

None.

#### **IV. Board Discussion**

##### **A. Community Survey**

The Board discussed the pros and cons of going forward or postponing the community survey. It was decided to postpone the survey till a later date.

##### **B. Hiring Process for Library Director**

The Board discussed the hiring process for the Library Director as laid out on page 2 of the packet. The question of whether or not to hire a consultant to facilitate the hiring process was discussed.

Trustee Edwards volunteered to research where to post the opening.

##### **C. Director Position Description**

Alder Kitslaar and Trustee Stebbins will modify the Library Director Job Description for approval at the October 18 Board Meeting.

The Board reviewed the salary survey of surrounding area library directors, page 9 of the packet. It was noted that the 2016 salary amounts are estimates based on 2013 Municipal Budget information plus 2.5% increase per year.

The Board suggested posting the current position within the \$65,000 - \$75,000 range.

**D. Time Frame**

The time frame as laid out on page 3 of the packet was reviewed and discussed as aggressive and ambitious, yet doable.

**E. Hiring Committee**

Postponed till later in the process.

**F. Interim Director Position**

The Board discussed what will happen after Director Plumb leaves on November 4. Plumb reported to President Carr that the three main responsibilities that need coverage in the interim are:

- Signing bills
- Annual report
- Resolving staff conflicts

**V. Closed Session**

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).

Trustee Edwards motioned, seconded by Trustee Blomme, to go into closed session. Motion passed by roll call at 7:29 p.m.

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

Trustee Edwards motioned, seconded by Trustee Anderson, to reconvene in open session. Motion passed by roll call at 8:07 p.m.

**VII. Announcements**

- A. Next Monona Library Board Meeting, Tuesday, October 18 at 7 pm
- B. Next Friends of Monona Library Board Meeting, November 17, 5:55 p.m.
- C. Friends of Monona Library Fundraisers
  - i. Loud in the Library: Mardi Gras, Saturday, January 28

**VIII. Adjournment**

Trustee Anderson motioned, seconded by Trustee Blomme, to adjourn the meeting. Board President Carr adjourned the meeting at 8:08 p.m.

## Summary of Expenditures Posted September 15 - October 15, 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		Strecker membership	(\$142.00)
SCLS		Wendt Star Power	(\$12.00)
UWEX	credit	Plumb cancelled	\$260.00
WLA		Petty-Kucher member	(\$99.00)
WLA Conference Registrtrion		Wendt	(\$234.00)
AFP Renewal		Buffat	(\$150.00)
Petty Cash: DePaola, Penny		mileage	(\$15.33)
Petty Cash: Dedin, Erin		mileage	(\$15.33)
<b>TOTAL PROFESSIONAL DEVELOPMENT</b>			<b>(\$407.66)</b>
<b>Service Contracts</b>	<b>202-55-55110-240</b>		
CleanPower		October	(\$1,990.39)
Illingworth-Kilgust		10/1/14-12/31/14	(\$1,852.00)
SimplexGrinnell		monitoring 11/1/15 - 10/	(\$484.19)
<b>TOTAL SERVICE CONTRACTS</b>			<b>(\$4,326.58)</b>
<b>Office Supplies</b>	<b>202-55-55110-310</b>		
Office Depot		folding tables	(\$161.60)
Uline		DVD cases	(\$99.34)
Ace Hardware		cordless doorbell	(\$20.98)
IS Computer Service, Inc.		public printer toner	(\$69.95)
<b>TOTAL OFFICE SUPPLIES</b>			<b>(\$351.87)</b>
<b>Janitorial Supplies</b>	<b>202-55-55110-340</b>		
Nassco		hand wash	(\$168.33)
<b>TOTAL JANITORIAL SUPPLIES</b>			<b>(\$168.33)</b>
<b>Programming</b>	<b>202-55-55110-341</b>		
Walmart		babysitting program sup	(\$33.34)
<b>TOTAL PROGRAMMING</b>			<b>(\$33.34)</b>
<b>Equipment/Building Maintenance/Repair</b>	<b>202-55-55110-350</b>		
Illingworth-Kilgust		RTU2 compressor	(\$102.78)
Illingworth-Kilgust		boilor alarm	(\$180.50)
Trane U.S. Inc		filters	(\$68.52)
<b>TOTAL EQUIPMENT/BUILDING MAINTENANCE/REPAIR</b>			<b>(\$351.80)</b>
<b>Vending</b>	<b>202-55-55110-819</b>		
Pepsi		soda	(\$127.55)

Madison Coffee & Vending		hot cocoa	(\$51.50)
<b>TOTAL VENDING</b>			<b>(\$179.05)</b>
<b>Services/Contracts/Supplies Subtotal</b>			<b>(\$5,818.63)</b>
<b>LIBRARY ACQUISITIONS</b>			
<b>Accounts Payable by Vendor</b>	<b>Account Code</b>	<b>Description</b>	
<b>DVDs &amp; CDs</b>	<b>202-55-55110-810</b>		
Amazon.com		DVD	(\$349.02)
<b>TOTAL DVDs &amp; CDs</b>			<b>(\$349.02)</b>
<b>Adult Books</b>	<b>202-55-55110-811</b>		
Ingram		Non-fiction	(\$577.80)
Ingram		fiction	(\$529.46)
Ingram		express	(\$240.50)
<b>TOTAL ADULT BOOKS</b>			<b>(\$1,347.76)</b>
<b>Children's Books</b>	<b>202-55-55110-812</b>		
Ingram		children's books	(\$555.94)
Junior Library Guild		contract	(\$1,236.50)
<b>TOTAL CHILDREN'S BOOKS</b>			<b>(\$1,792.44)</b>
<b>Young Adult Books</b>	<b>202-55-55110-813</b>		
Ingram		YA books	(\$288.68)
<b>TOTAL YOUNG ADULT BOOKS</b>			<b>(\$288.68)</b>
<b>Library Acquisitions Subtotal</b>			<b>(\$3,777.90)</b>
<b>Total Expenditures Posted</b>			
<b>September 15 - October 15, 2016</b>			<b>(\$9,596.53)</b>

**CITY OF MONONA**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 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	238.07	1,948.40	3,000.00 (	1,051.60)	64.95
202-46-46710-000	FINES	296.35	4,604.91	6,500.00 (	1,895.09)	70.84
202-46-46730-000	ROOM RENTALS	304.77	2,730.51	2,700.00	30.51	101.13
202-46-48900-100	VENDING MACHINE	219.60	3,015.42	3,250.00 (	234.58)	92.78
	<b>TOTAL PUBLIC CHARGES FOR SERVICE</b>	<b>1,058.79</b>	<b>762,742.24</b>	<b>764,608.00 (</b>	<b>1,865.76)</b>	<b>99.76</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,058.79</b>	<b>762,742.24</b>	<b>764,608.00 (</b>	<b>1,865.76)</b>	<b>99.76</b>

**CITY OF MONONA**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2016**

**LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	%	OF BUDGET	
<b>LIBRARY EXPENDITURES</b>						
202-55-55110-110	LIBRARY SALARIES	25,118.00	241,591.31	299,014.00	57,422.69	80.80
202-55-55110-119	WAGES, PART-TIME	9,000.26	72,804.86	131,365.00	58,560.14	55.42
202-55-55110-130	FICA	2,546.94	23,521.73	32,924.00	9,402.27	71.44
202-55-55110-131	WISCONSIN RETIREMENT	1,660.29	15,601.52	19,735.00	4,133.48	79.06
202-55-55110-132	LIFE & DISABILITY INSURANCE	1.90	18.26	375.00	356.74	4.87
202-55-55110-133	HEALTH INSURANCE	4,425.37	40,258.31	49,276.00	9,017.69	81.70
202-55-55110-134	PROFESSIONAL DEVELOPMENT	503.50	1,543.69	4,000.00	2,456.31	38.59
202-55-55110-220	GAS & ELECTRIC UTILITIES	4,929.17	21,449.29	36,400.00	14,950.71	58.93
202-55-55110-221	TELEPHONE	.00	.00	2,000.00	2,000.00	.00
202-55-55110-222	WATER & SEWER UTILITIES	851.81	1,682.01	2,600.00	917.99	64.69
202-55-55110-240	SERVICE CONTRACTS	2,386.69	34,209.73	44,505.00	10,295.27	76.87
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	188.48	2,805.25	5,000.00	2,194.75	56.11
202-55-55110-312	POSTAGE	.00	2.54	200.00	197.46	1.27
202-55-55110-340	JANITORIAL SUPPLIES	200.15	1,343.44	2,000.00	656.56	67.17
202-55-55110-341	CHILDREN'S/YA SERVICES	449.99	1,270.54	2,000.00	729.46	63.53
202-55-55110-344	CASH OVER/SHORT	.33	( 9.50)	.00	9.50	.00
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	.00	7,126.10	8,000.00	873.90	89.08
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	501.99	4,475.11	8,000.00	3,524.89	55.94
202-55-55110-390	OTHER SUPPLIES & EXPENSE	259.95	279.95	300.00	20.05	93.32
202-55-55110-809	PERIODICALS	257.43	4,631.18	4,500.00	( 131.18)	102.92
202-55-55110-810	DVD/CD/BOOK ON CD	397.86	8,518.99	14,000.00	5,481.01	60.85
202-55-55110-811	ADULT BOOKS	1,947.06	12,562.45	17,000.00	4,437.55	73.90
202-55-55110-812	CHILDRENS BOOKS	731.93	6,543.97	10,250.00	3,706.03	63.84
202-55-55110-813	YOUNG ADULT BOOKS	324.97	2,535.99	3,250.00	714.01	78.03
202-55-55110-814	LARGE PRINT BOOKS	58.38	1,753.81	2,500.00	746.19	70.15
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	199.08	2,507.93	2,200.00	( 307.93)	114.00
<b>TOTAL LIBRARY EXPENDITURES</b>		<b>56,941.53</b>	<b>554,055.46</b>	<b>749,108.00</b>	<b>195,052.54</b>	<b>73.96</b>
<b>TRANSFERS</b>						
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>56,941.53</b>	<b>554,055.46</b>	<b>764,608.00</b>	<b>210,552.54</b>	<b>72.46</b>
<b>NET REVENUES OVER EXPENDITURES</b>		<b>( 55,882.74)</b>	<b>208,686.78</b>	<b>.00</b>	<b>208,686.78</b>	<b>.00</b>

**Resolution Approving Amendment to Dane County Standards for Public Libraries**

Whereas the Dane County Board of Supervisors has established the County Library Board as the County Library Planning Committee as required by Section 43.11, Wisconsin Statutes, and

Whereas Section 43.11(3)(d) of the Wisconsin Statutes states that the plan of library services for a county may include standards of operation for public libraries in the county, and

Whereas, the Dane County Library Board is proposing Resolution 233, 2016 to the Dane County Board of Supervisors to amend the standards to do the following:

- Include a percentage of digital titles in the "Minimum Total Items Held per Capita."
- Base the 5% "Minimum Annual Item Acquisitions" standard on the "Minimum Total Items Held per Capita" standard, thereby creating a range and eliminating standards from being in direct conflict.
- Eliminate the standard for periodicals.

Whereas Section 43.11(3)(d) requires that such standards be approved by the public library boards of at least 50% of the participating municipalities in the county that contain at least 80% of the population of participating municipalities in the county prior to adoption by the County Board of Supervisors,

Now, therefore be it resolved that the Monona Library Board hereby approves the amendment as proposed in Resolution 233, 2016 amending Dane County Library Standards.

Now, therefore be it further resolved that a confirmed copy of this resolution be forwarded by this Library Board to:

Dane County Library Board  
1819 Aberg Ave.  
Madison, WI 53703

Date Passed: October 18, 2016

Vote: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Library Director

Title of Person signing

## **PROPOSAL**

**From: Kevin Kiley**

**Date: October 14, 2016**

**Naturally Refined Painting, LLC**

**To: Sally Buffat**

**Monona Public Library, 1000 Nichols Rd. Monona, WI**

**Re: Interior Door Jambs, Touch Ups and Repainting**

Propose to furnish all materials and perform all labor necessary to complete the following:

### **Job Description:**

1. Cover floors in working areas with canvas tarps.
2. Scrape and sand areas of peeling paint on door jambs, vacuum up debris and dust. Allow reasonable time to manually color match with color swatches and test new paint to match the existing color of door jambs as closely as possible.
3. Apply hand-mixed drywall compound to the dents and damaged areas of specified walls. Let dry.
4. Job description for prepping door jambs is lightly scraping and sanding, wipe them down with a tack cloth and cleaning, then spot-priming with a d.t.m. (direct to metal) low lustre paint on damaged areas, letting dry, then painting the door jamb completely.

Scope of work includes, but is not limited to:

5. Prep and paint the 2nd floor elevator door jambs. Lightly patch and paint the walls adjacent to the elevators with a slightly higher gloss sheen to prevent scuffing.
6. Patch and repaint sections of study rooms. Paint one pillar in teen space, paint one wall in the bathroom. Paint the fireplace section in the reading room. Paint lower sections of four pillars in the main room of 2nd floor.
7. Prep and paint a total of nine door jambs on both sides. Prep and paint adjacent windows of study room, reading room and staff room.
8. Prep, prime and paint the door and jamb to the sorting room downstairs.
9. Paint the pillars of downstairs lobby.
10. Prep and paint the downstairs elevator jambs and adjacent walls.
11. Paint the forum room walls completely with two coats. touch up the handrail.
12. Repaint one accent wall of soft blue on both sides. Repaint three walls adjacent to the rear forum room exit.

13. In the board room, patch and paint the back wall, paint over the purple accent wall with soft blue.

14. Prep and paint a total of eleven door jambs in the downstairs, also the railing and handrails outside of the forum room.

**Date of Commencement and Substantial Completion**

The date of commencement shall be as follows: November, December 2016. The Painter shall achieve substantial completion of the work two weeks.

**Contractor's Rates**

Hourly rate for principal painter shall be \$35. Hourly rate for painter's assistant shall be \$30. Painting materials shall be marked up 10% for handling, time shall not be charged for material acquisition.

**Estimated Cost:** **\$2,850**

**Estimated Cost, Not to Exceed:** **\$3,400**

Contact Initial \_\_\_\_\_

Painter Initial \_\_\_\_\_

CONTRACT AGREEMENT

The contract agreement is between NATURALLY REFINED PAINTING, LLC, a Wisconsin Limited Liability Company, (Contractor) and the Owner listed below, for the work particularly described on the attached PROPOSAL dated October 14, 2016 which is made a part hereof by reference.

Project Name: Interior Door Jambs, Touch Ups and Repainting

Project Address: Monona Public Library, 1000 Nichols Rd. Monona

Building Contacts: Sally Buffat

Contract Amount: See Attached Proposal                      Contract Date: October 14, 2016                      Job Number: 3076

Payment Terms: Fifty (50%) per cent of the contract price shall be due at the time of execution of this Agreement and the balance shall be due upon completion of the project. Upon completion of the project, the Contractor and the Owner, or Owner's Representative, shall inspect the project. A final lien waiver will be issued in exchange for the final payment which shall constitute acceptance of the work.

Late Payment: Any balance unpaid after completion will be charged interest at the rate of 1.5% per month (18% per year). Owner agrees to pay all costs and expenses, including reasonable Attorney's fee, incurred by Contractor to collect any amounts due under this contract and/or to otherwise enforce the terms and conditions of this contract.

Change Orders: Any alteration or deviation from the PROPOSAL shall be performed only upon written Change Order executed by all parties and will become an extra charge to this Contract. Unless otherwise agreed in writing, all extra charges shall be paid as follows: 50% at the time the change order is signed and the balance upon completion of the project.

Force Majeure: Contractor shall not be held liable for any loss, damage, or delay due to accidents, fire, strike, weather, windstorm, or any other cause beyond its control.

General Conditions: Contractor assumes no responsibility for, and is hereby held harmless from, damages, or claims for damages, incurred due to normal painting operations. Contractor and its employees will use ordinary care when accessing the building with trucks and equipment. However, it may be necessary to gain access over existing lawns and/or landscaping. The access areas will be located and approved by Owner. Contractor shall not be liable for any damages, or claims for damages to driveways, sidewalks, lawns, trees, bushes, shrubbery or flowers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lien Notice: AS REQUIRED BY WISCONSIN CONSTRUCTION LIEN LAW CONTRACTOR HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNERS LAND MAY HAVE LIEN RIGHTS ON OWNERS LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CONTRACTOR ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER WILL RECEIVE NOTICE FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. CONTRACTOR AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

NATURALLY REFINED PAINTING, LLC,  
A Wisconsin Limited Liability Company

By: \_\_\_\_\_  
Kevin Kiley, Owner

Date: \_\_\_\_\_

The above contract is accepted.

By \_\_\_\_\_  
(Owner or Authorized Representative)

Date: \_\_\_\_\_

October 4, 2016

Dear Library Trustees:

I am writing to inform you that I am resigning my position as Library Director of the Monona Public Library. As you are aware, I have been offered a position as Director of the Waunakee Public Library, which I have accepted. My final day at the Monona Library will be Friday, November 4.

I have been with the Monona Public Library since 2006. In that time, I have grown immeasurably as a librarian, an administrator, and as a person. I will be forever grateful to the people of Monona and our Library's patrons for treating me so well, as we worked to make a good library even better. I am immensely proud of what we have achieved the past decade, and I leave knowing that the Library is well-positioned to face the challenges of the future.

I would like to thank you as a library board for your support of my professional development as a director. I have been fortunate to have worked with wonderful people on the Board, on the Council, at City Hall, and with the Friends and Library Foundation. But I have been most fortunate to have worked with an exemplary library staff that have risen to meet every challenge. Few library directors have ever been so lucky. Leaving Monona is a very difficult decision, but the opportunity presented to me was simply one I could not refuse.

I look forward to working with you to ensure a smooth transition.

Sincerely,

A handwritten signature in black ink, appearing to read "Erick N. Plumb". The signature is fluid and cursive, with a large, sweeping initial "E".

Erick N. Plumb

**Library Director Interview  
Supplemental Questions**

1. Have you included the following with your application:
  - a. Resume and Cover Letter  Yes  No
  - b. Three Professional References  Yes  No
  - c. Transcripts  Yes  No
  
2. Do you have a Master's Degree in Library Science or Library & Information Science from an American Library Association accredited school? A master's degree is a statutory requirement.  
 Yes  No
  
3. Do you have five years of public library experience including three years management and administration experience?  
 Yes  No
  
4. Describe the strategies you have used to assess and prioritize projects within a public library setting.
  
  
  
  
  
  
  
  
  
  
5. Describe a situation where you have led a major innovative change in a library setting. How did you address the needs of staff, Friends groups, customers, oversight boards and other key stakeholders?
  
  
  
  
  
  
  
  
  
  
6. Describe your experience preparing, developing and presenting an annual budget.
  
  
  
  
  
  
  
  
  
  
7. Please share with us an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?
  
  
  
  
  
  
  
  
  
  
8. What do you enjoy most about working in a public library and why?

## City of Monona

### LIBRARY DIRECTOR

#### Position Description

The City of Monona, Wisconsin seeks a Director responsible for all aspects of library administration. The library board, staff, and volunteers seek a partner in providing a treasured place for our community and its citizens. We believe that a core set of principles is essential to that goal:

- **Service**  
Our goal is engaged, personable, and proactive service that makes every patron feel welcome, respected, served, and eager to return.
- **Programming**  
We strive to provide an engaging mix of programs that bring entertainment and insight to a diverse range of children, families, and adults.
- **Collections**  
We secure public access to a world of human discovery through a fresh and dynamic resident collection and a growing network of global resources.
- **Community Space**  
We take pride in providing a safe, clean, and welcoming facility for library patrons and community users.
- **Accountability**  
We respect the public trust through effective financial management, responsive leadership, and efficient operations.

Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position.

#### GENERAL STATEMENT OF DUTIES:

Under the general direction of the Library Board and supervision of the City Administrator, the Library Director works with the Library Board and staff to plan and carry out a comprehensive program of library services for area residents. The Director is responsible for the administration and operation of the library and the supervision of library staff.

#### DUTIES/RESPONSIBILITIES

The following duties are standard for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

1. **Management & Supervision**

- a. Hires, recommends for promotion, disciplines, and dismisses library staff as guided by the Library Board and in accordance with collective bargaining agreements. Solicits and trains, or has other staff train, library volunteers in performing routine library tasks.
- b. Supervises library staff and delegates responsibilities to appropriate staff as needed.
- c. Trains staff members in conducting basic reference interviews and in providing good reference service. Encourages staff to develop a thorough knowledge of the library's collection and of other area and online information resources.
- d. Ensures that staff understands the service-oriented nature of public library work and the critical need to maintain positive relationships and attitudes with patrons.
- e. Ensures that all library staff members are evaluated at least once per calendar year and encourages staff members to grow professionally. Periodically reports the status of evaluations, including staff-related problems/issues, to the Library Board.

2. **Systems and Financial Controls**

- a. Prepares a budget that will enable the library to meet its objectives and goals. Periodically reviews the budget and recommends to the Library Board any changes needed to better meet the library's objectives and goals.
- b. In cooperation with the Public Works Department, ensures proper maintenance and repair of the library building and its contents. Ensures a safe and orderly environment for staff and patrons.
- c. Oversees the library's computers, internet network, and other library technology.
- d. Oversees the maintenance of all necessary library statistical and financial records.
- e. In cooperation with the Community Media Coordinator, jointly manages the use of the Municipal Room.
- f. Ensures that the library provides a welcoming environment.

3. **Governance and Community Engagement**

- a. Prepares agendas and necessary informational materials regarding library operations and issues for the Library Board. Attends Library Board meetings and arranges for minutes to be taken.
- b. Prepares reports on the library's progress, activities, and needs, in consultation with the Library Board, for the Mayor, City Administrator, and City Council.
- c. Assists the Library Board in developing both long-term and annual goals and objectives for the library.
- d. Exercises leadership in the development and improvement of library services in the community, area library system, county, and state.

- e. Continues professional development by attending library workshops, conferences, and seminars, and by reading professional literature.
- f. Publicizes library services and programs through web-based media, local newspapers, cable TV, community radio station, brochures, bibliographies, displays, and other outlets as appropriate.
- g. Serves as or designates a liaison between the Library and the City Administrator, other city departments, the Friends of the Library, and the Library Foundation to ensure effective service and cooperation. Ensures that a liaison exists between the library and the schools and community organizations.
- h. Continually evaluates the informational, recreational, cultural, and educational needs of the community, and in cooperation with the Library Board and staff, plans, develops, and administers library policies and programs to meet those needs.

**4. Collection Development and Stewardship**

- a. Oversees the selection of library materials to meet the informational, recreational, cultural, and educational needs of all patrons.
- b. Supervises the classification, organization, and maintenance of materials in the collection, including weeding of materials as necessary. Ensures that patrons can conveniently find items and information they need.
- c. Is knowledgeable of and uses the information resources available from other libraries, the library system, and other sources in the community, county, and state.
- d. Recommends library materials or information resources suited to the needs and interests of patrons. Encourages staff to develop skills in readers' advisory work.

**5. Development**

- a. Builds relationships with the community to further strengthen the library.
- b. Is knowledgeable and willing to actively participate in development and fundraising strategies.
- c. Serve as liaison and coordinate with the:
  - Friends of the Library to plan and conduct fundraising events (ex. annual gala and Book & Bake Sale).
  - Library Foundation in facilitating and participating in planned giving activities.

**KNOWLEDGE AND ABILITIES:**

- Ability to provide leadership in strategic planning for the library
- Knowledge of library and information science, techniques, systems, and procedures.
- Knowledge of modern methods of library organization and administration.
- Knowledge of current library technologies and emerging trends.
- Ability to supervise and motivate others; the ability to evaluate the work of others

and to delegate responsibility.

- Ability to establish and maintain effective working relationships with department heads, employees, city administrative and elected officials, and the public.
- Excellent oral and written skills; the ability to prepare clear and detailed reports.
- Knowledge of library materials and the ability to acquire an extensive knowledge of the local library collection.
- Knowledge of the community or the ability to acquire such knowledge; the ability to evaluate community needs and develop library services and programs to meet those needs.

### **PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate, handle, or feel; to talk, and to hear. The employee frequently is required to sit. The employee is frequently required to stand, walk, reach with hands and arms, stoop, and crouch. The employee is occasionally required to kneel, climb, or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

### **QUALIFICATIONS:**

1. Masters degree in library science from an institution accredited by the American Library Association.
2. Minimum of 5 years of progressively responsible public library experience, including experience in an administrative position.
3. Eligibility for or possession of Grade 1 Library Certification from the State of Wisconsin.



Sally Buffat <sally@mononallibrary.org>

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## Closed dates in Nov., Dec, and Jan

1 message

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**Ronda Pettey-Kucher** <ronda@mononallibrary.org>

Thu, Oct 13, 2016 at 11:33 AM

To: staff <staff@mononallibrary.org>, Caitlin Curtis <CAITLINAC2000@gmail.com>, Charlotte Smith <charsmi07@hotmail.com>, Julie Pretell <jopretell.rieland@gmail.com>, Mary Binzley <mary.binzley@gmail.com>, Michaela Mulroe <mickk232@gmail.com>, Natalie Ben-Zikri <njbenzik@wisc.edu>, Phyllis Miller <phylmil39@sbcglobal.net>

Hello,

In case you missed an earlier email, here are some dates when we will be closed in the up coming months:

Thursday November 24 (Thanksgiving)

Friday November 25

Friday December 23

Saturday December 24

Sunday December 25

Monday December 26

Sunday January 1, 2017

Monday January 2, 2017

Ronda

--

Ronda Pettey-Kucher, Circulation Supervisor | ronda@mononallibrary.org  
Monona Public Library | <http://www.mononallibrary.org/>  
1000 Nichols Road, Monona, WI 53716  
608.222.6127



## 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	2016	2016
	Sept	YTD Sept
Physical Item Checkouts	19,205	183,069
E-Book Checkouts	1,245	11,262
<b>Total item Checkouts</b>	<b>20,450</b>	<b>194,331</b>
<b>Meeting Room Bookings</b>	<b>59</b>	<b>330</b>
<b>Study Room Bookings</b>	<b>127</b>	<b>1,077</b>
<b>Book a Librarian sessions</b>	<b>8</b>	<b>91</b>
<b>Exams Proctored</b>	<b>-</b>	<b>8</b>
<b>Online Database Usage</b>	<b>95</b>	<b>757</b>
<b>Wireless Network Sessions</b>	<b>10,881</b>	<b>67,221</b>
<b>Library Visits</b>	<b>16,436</b>	<b>143,078</b>
<b>Adult Programs</b>	5	47
# attended	157	1,578
<b>Children's Programs</b>	27	236
# Attended	617	6,482
<b>Teen Programs</b>	-	16
# Attended	-	235

## Library Fundraising Updates:

(present at meeting: Sally, Sue, Mary O, Kathy T and Val E.)

- Kathy has lined up Tom Stolper to donate all the wine
- We will apply in January for a \$50 gift card for Walmart to cover cupcakes
- Sally will contact Kristie for a box of masks to borrow for the photo booth.
- Sue is building photo booth.
- Tickets will go on sale on December 1
- Posters will go up on January 1
- Mary will write press releases for Dec 1 and January 1
- Sally and Amy will work on ticket with a logo for LITL and for Mardi Gras- also put on there Friends of the Monona Library and tax deductible up to \$15.
- Sue will be ordering beads- (waiting to place order until Val knows if she needs anything to decorate- so as not to pay shipping)
- Val will be convening the decorations committee soon-Kris L, Mary O, Chris P, Kym Davick, Jane Beebe.
- Tickets will be available on December 1. We will give some to each friend, foundation member, and board member to sell.
- Our next meeting will be November 3 at 6:45. We will decide on the lighting for the event, and also the layout of the various things. Also we will decide if we should hire a magician, depending on whether we have additional sponsors and/or have found a low cost/volunteer.
- A letter went out to area businesses asking them to sponsor signed by me, Kay and Erick.
- Please encourage friends to come to next meeting or get involved in some way! A reminder- with Erick's departure, both of our "co-chairs" (Sue and Sally) have increased responsibilities and work both in the library and with the search. So we need all hands on deck!

**FRIENDS OF MONONA PUBLIC LIBRARY**  
1000 NICHOLS ROAD, MONONA, WI 53716 | 608-222-6127

October 10, 2016

Hello Monona Library Supporter,

On behalf of the **Friends of the Monona Public Library** we would like to invite you to support our annual fundraising gala night. On January 28, we will host *Loud in the Library: Mardi Gras!* This nighttime party in the library for adults will feature music by The Dixie Sizzlers, food from New Orleans Take Out and a cash bar. It will be a festive, New Orleans-style atmosphere for folks to celebrate and support the Monona Public Library within its beautiful space.

We need your help. We would love to list your name or your company's name on our sponsorship list. We are hoping to raise enough money with this event to support Monona Public Library's 2017 programming budget for children and adults. Each year, the Friends of Monona Library pays for 90% of the programs the Library provides - over 400 programs that draw more than 12,000 people each year. Monona Library provides free programming – thanks to their Friends! -- for everyone from adults, kids, teens and families!

We are grateful for a community that cares about its public library and for donors who support it. Your support amplifies that it takes an investment to make a great library extraordinary.

Sincerely,



Kay Gage,  
Friends Board President



Sue Carr,  
Monona Library Board President

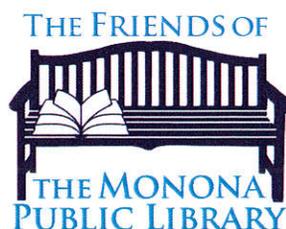


Erick Plumb,  
Monona Library Director

*We would love to sponsor the first annual Loud in the Library event on January 28, 2017!*

- Platinum Sponsor \$1000 Named as Sponsoring Company, link to website, signage at event and on publicity, Facebook post and 6 tickets*
- Gold Sponsorship \$500 link to website, signage at event and on publicity, Facebook post, and 2 tickets*
- Silver Sponsorship \$250 Signage at event and on publicity, Facebook post*

*Please send your tax-deductible sponsorship check, made payable to "Friends of Monona Library", to Friends of Monona Public Library, 1000 Nichols Road, Monona WI 53716*



# Monona Public Library Calendar of Events

## October 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	3 4:00pm Craft Camp	4 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3)	5	6 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3) 11:15am Storytime Bunnies (Non-walkers)	7 9:30am Storytime Foxes (ages 2-4) 10:15am Storytime Chipmunks (ages 1-3) 5:00pm Gallery Night Reception	8 10:00am Non-Fiction Round Table 1:00pm Tech Tutoring with Dan the Tech Guru (sign-up) BOOK+BAKE SALE 10-4:00 MONONA FALL FESTIVAL
9 FRIENDS BOOK + BAKE SALE 1:00-3:00pm MONONA FALL FEST 2:00pm Monona Library Mending Day TEEN READ WEEK	10 4:00pm Craft Camp 6:00 Babysitters Backpack Training	11 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3) 5:30pm Caregiver Stress	12 6:00pm Fearless Crafters — Masks 6:00 Babysitters Backpack Training	13 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3) 11:15am Storytime Bunnies (Non-walkers) 4:00p Teen Lit for Ad.	14 9:30am Storytime Foxes (ages 2-4) 10:15am Storytime Chipmunks (ages 1-3)	15 1:00pm Tech Tutoring with Dan the Tech Guru (sign-up)
16 2:00pm Monona History Club — The Cherry Harvest	17 4:00pm Craft Camp 4:30pm Read to a Dog (sign-up)	18 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3) 2:30p Memory Screening 6:30p Book Trailer Fest 7:00pm Library Board	19 6:15pm Pajama Storytime: Fire Truck & Fire Safety Program	20 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3) 11:15am Storytime Bunnies (Non-walkers)	21 9:30am Storytime Foxes (ages 2-4) 10:00am Friday Morning Book Club	22
23	24 4:00pm Craft Camp 4:00pm Craft Camp Construction Zone!	25 4:15pm Spanish Storytime 5:30pm Staying Safe & Independent in Your Home 6:30pm Eco-Action Tue.	26	27	28 9:30am Storytime Foxes (ages 2-4) 10:15am Storytime Chipmunks (ages 1-3)	29
	30	31				

# Monona Public Library Calendar of Events

## November 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
		1 4:15pm Spanish Storytime	2 6:00pm Go Big Read Discussion — <b>Evicted</b>	3	4 9:30am Storytime Foxes (ages 2-4) 10:15am Storytime Chipmunks (ages 1-3)	5 10:00am Non-Fiction Round Table
6	7	8 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3) 4:15pm Spanish Storytime 6:30pm Teen Lit for Adults	9	10 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3)	11 9:30am Storytime Foxes (ages 2-4) 10:15am Storytime Chipmunks (ages 1-3) 4:00pm Family Fort Night	12 1:00pm Tech Tutoring with Dan the Tech Guru (sign-up)
13 2:00pm Monona History Club — Author Peter Shrake discusses <u>The Silver Man</u> 2:00pm Monona Library Mending Day	14	15 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3) 4:15pm Spanish Storytime 7:00pm Library Board Meeting	16 Make Some Noise - Tellabration™: 4:00pm Little Wiggles 6:00pm Families 7:20pm Adults/Teens	17 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3)	18 10:00am Friday Morning Book Club	19 International Games Day Drop in and play all day! 1:00pm Tech Tutoring with Dan the Tech Guru (sign-up)
20	21 4:30pm Read to a Dog (sign-up) 6:15pm Pajama Storytime	22 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3) 6:30pm Eco-Action Tue.	23	24 LIBRARY CLOSED	25 LIBRARY CLOSED	26
27	28 4:00pm Construction Zone! Build with LEGO® bricks & more (All ages)	29 9:30am Storytime Raccoons (ages 2-5) 10:15am Storytime Chipmunks (ages 1-3)	30			