



## 2010 WISCONSIN LIBRARY OF THE YEAR

1000 NICHOLS ROAD ■ MONONA, WI 53716-2531  
(608) 222-6127  
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[www.mononallibrary.org](http://www.mononallibrary.org)  
[ask@mononallibrary.org](mailto:ask@mononallibrary.org)

### AGENDA Monona Public Library Board Board Room

Tuesday, November 15, 2016, 7 pm

- I. **Roll Call**
- II. **Call to Order**
- III. **Appearances**
- IV. **Approval of Minutes from October 18, 2016**
- V. **Consent Agenda**
  - A. Approval of Bill Payments, October 15 – November 10, 2016
  - B. Approval of Financial Report, October 2016
- VI. **Board Action Items**
  - A. Approval of Library Parking Area Drainage Review & Opinion of Probable Construction Cost
  - B. Approval of Interview Questions
  - C. Approval of Library Board Hiring Subcommittees
  - D. Approval of Proceeding Now or Waiting for New Library Director to Hire Youth Services Coordinator
- VII. **Co-Interim Library Directors Report**
  - A. Administrative Report October through Mid-November
  - B. Friends of Monona Library Fundraiser Update
- VIII. **Board Discussion**
  - A. Discuss Phone / Skype Library Director Interview Questions
  - B. Discuss Appointing a Board Secretary
- IX. **Announcements**
  - A. Next Monona Library Board Meeting, Tuesday, December 20 at 7 pm
  - B. Friends of Monona Library
    - i. Board Meeting, November 17, 5:55 pm
    - ii. Loud in the Library Subcommittee Meeting, November 21, 6 pm
    - iii. Loud in the Library; *Mardi Gras!* Saturday, January 28, 7-10 pm
  - C. Library Closed at 6 pm on Wednesday, November 23 & All Day November 24 & 25
- X. **Adjournment**

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

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



## 2010 WISCONSIN LIBRARY OF THE YEAR

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**Minutes**  
**Monona Public Library Board**  
**Board Room**  
**Tuesday, October 18, 2016, 7 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; Matt Heindel, Technical Services Coordinator

**II. Call to Order**

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

**III. Appearances**

None.

**IV. Approval of Minutes from September 20, October 2 & October 11, 2016**

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

**V. Consent Agenda**

**A. Approval of Bill Payments September 16 – October 15, 2016**

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

**B. Approval of Financial Report, September 2016**

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

**VI. Board Action Items**

**A. Approval of Resolution Approving Amendment to Dane County Standards for Public Libraries**

Alder Kitslaar motioned, seconded by Trustee Fonner, to approve the resolution approving the amendment to Dane County Standards for Public Libraries.  
Motion passed unanimously.

**B. Approval of Naturally Refined Painting, LLC, Interior Door Jambs, Touch Up and Repainting Proposal**

Alder Kitslaar motioned, seconded by Trustee Anderson, to approve the Naturally Refined Painting, LLC, Interior Door Jambs, Touch Up and Repainting Proposal.

Discussion: The Board requested the addition of "Date of completion not to exceed December 31, 2016".

Motion passed unanimously.

**C. Approval of Supplemental Interview Questions**

Appendix A, Supplemental Questions

Discussion: Carr reported that Leah Kimmell, City of Monona Director of Administrative Service, felt the supplemental questions (page 20) were too broad.

Alder Kitslaar motioned, seconded by Trustee Stebbins, to approve the supplemental interview questions as recorded by Carr.

Motion passed unanimously.

**D. Approval of Library Director Position Description**

Alder Kitslaar motioned, seconded by Trustee Fonner, to approve the Library Director Position Description as recorded by Carr.

Motion passed unanimously.

**E. Approval of Library Closing at 6 pm on Wednesday, November 23**

Trustee Stebbins motioned, seconded by Alder Kitslaar, to approve the Library closing at 6 pm on Wednesday, November 23.

Discussion: Plumb called attention to page 25 of the packet and noted that the Library will be closed December 23 - 26 to coincide with the City's holiday schedule.

Motion passed unanimously.

**VII. Board Discussion**

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

Appendix B, Administration Report for Library Board Meeting October 18, 2016

Appendix C, Parking Lot Layout, Alternative 1 with 37 Stalls

Appendix D, Parking Lot Layout, Alternative 2 with 39 Stalls

Plumb is working with Sally Buffat and Matt Heindel on a smooth transition and secure day-to-day operations until a new director is hired. Plumb reopened the search for a part time Children's Librarian.

On October 24 at 8 am, President Carr and Vice President Stebbins, and other Board members who are able to attend, will meet with Library staff to discuss the timeline and process for finding a new director, to discuss Library options and management during the interim period, and to answer any questions staff may have.

Plumb and Carr met with Mayor Miller to discuss the Library's 2017 operating budget. The Mayor approved the Library Board's requests. Plumb, Carr and other Board members who are able to attend, Buffat and Heindel will appear before City Council Committee of the Whole on November 2.

Additional meetings will be City Council on November 7 for the first reading of the budget and possibly November 14 for a second reading of the budget.

Plumb expects that the most of the book / materials budget will be encumbered by November 4 and that all program planning will be set by then, as well.

Plumb met with Trustee Fonner to discuss holes in the Library's children's collection. Fonner relayed feedback from colleagues on what units are taught and which authors and chapter books are popular with elementary-aged children.

Plumb reported on the capital budget. Both vestibules will appear on the Library's capital budget. The parking lot redesign was discussed at City Council; there is considerable concern about reducing the number of parking stalls so Strand Associates came up with two (2) alternative designs, Appendix C with 37 stalls & Appendix D with 39 stalls. Alder Kitslaar submitted a \$50,000 budget amendment for the parking lot redesign. City Council voted against the budget amendment and asked the Library Board to bring back a specific design with a solid cost estimate and to resubmit the budget amendment. The parking lot will need to be approved by City Council by December in order to move forward. If / when City Council approves the parking lot design, it then will need to be approved by the Plan Commission.

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

Buffat and Carr gave an update on Loud in the Library: *Mardi Gras!* which will be taking place in the Library building on Saturday, January 28 from 7-10 p.m. Tickets will go on sale December 1; Board members will be invited to sell tickets.

**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 Anderson motioned, seconded by Trustee Stebbins, to go into closed session. Motion passed by roll call at 8:33 p.m.

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

Trustee Anderson motioned, seconded by Trustee Fonner to reconvene in open session. Motion passed by roll call at 9:07 p.m.

**X. Additional Board Action Items**

- a. Approve Temporary Pay Increase for Business Coordinator
- b. Approve Temporary Pay Increase for Technical Services Coordinator

Trustee Blomme motioned, seconded by Trustee Kitslaar to approve a temporary pay increase of \$500 per pay period during the interim for Business Coordinator and Technical Services Coordinator for taking on additional duties until a new director begins.

Motion passed unanimously.

**XI. Announcements**

- A. Next Monona Library Board Meeting, Tuesday, November 15 at 7 pm
- B. Next Friends of Monona Library Board Meeting, Thursday, November 17, 5:55 pm
- C. Friends of Monona Library Fundraisers
  - i. Loud in the Library: *Mardi Gras!*, Saturday, January 28, 7-10 pm

**XII. Adjournment**

Trustee Kitslaar motioned, seconded by Trustee Blomme, to adjourn the meeting.  
Board President Carr adjourned the meeting at 9:13 p.m.

DRAFT

Minutes recorded by Sally Buffat

Attachments:

Appendix A, Supplemental Questions

Appendix B, Administration Report for Library Board Meeting October 18, 2016

Appendix C, Parking Lot Layout, Alternative 1 with 37 Stalls

Appendix D, Parking Lot Layout, Alternative 2 with 39 Stalls

On a scale of 1 to 10 (10 being highest) how would you rate your experience level in the following:

- Recruiting, hiring, and promotion (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)
- Discipline and termination (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)
- Supervision and performance evaluations (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)
- Employee training and development (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)

Which best describes your experience in developing and presenting an annual budget?

- I am very familiar with developing a library budget and have prepared more than 5 annual budgets.
- I am familiar with the budget development process, and have worked in conjunction with others in the preparation of annual budgets.
- I have never prepared an annual budget.

On a scale of 1 to 10 (10 being highest) please rate your level of experience in dealing with the following groups:

- Customers (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)
- Oversight boards (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)
- Friends groups (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)
- Elected officials (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)
- City, village, town administrators (*less experience*) 1 2 3 4 5 6 7 8 9 10 (*more experience*)

Do you have experience in managing the repair and maintenance of a library facility? Yes No

## MONONA PUBLIC LIBRARY

### ADMINISTRATION REPORT FOR LIBRARY BOARD MEETING

October 18, 2016

Erick Plumb, Library Director

#### *Director Transition update*

I have begun to work with Sally Buffat and Matt Heindel on what will be necessary to ensure a smooth transition after I leave November 4. We are discussing tasks that they currently do that could be delegated to other staff during the interim period. They are aware of the meetings and tasks that will be necessary to attend and complete through February. My goal is to have all 2017 programming planned by the time I leave, with the expectation that no new programs will be introduced until the next director begins work. Doing so will hopefully make Sally and Matt's time easier managing staff. Besides daily operations, the main tasks that will require their full attention will be completing the operating budget cycle, coordinating staff participation in planning Loud in the Library, and completing the State Annual Report in January and February.

I've cancelled my upcoming continuing education activities through the remainder of the year that were paid for with library funds. Matt, Karen Wendt, Toni Streckert, and Ronda Pettey-Kucher will attend the Wisconsin Library Association conference in Milwaukee at the end of October. Matt will also attend a CE workshop on "leading from the middle" in November.

The Library has also reopened its search for a part time Children's Librarian. We have received a handful of applications. I'm hopeful to interview at least a couple of candidates prior to the end of the month, so that the position will finally be filled.

#### *Operating Budget Update*

Sue Carr and I met with Mayor Miller on Monday, October 17 to discuss the Board's 2017 operating budget. The Mayor approved the increases in salary that the Board discussed last month, plus the increase in the city's share of the programming budget from \$2,000 to \$5,000. I will appear a final time before the City Council on November 2 for the Committee of the Whole. I will be working extensively with Matt Heindel and Sally Buffat to familiarize them with the ins-and-outs of the budget in case the Council has questions.

#### *Capital Budget Update*

7  
Appendix B

The Council voted to approve the 2017 capital budget on October 17. Andrew Kitslaar made an amendment that would increase the project's costs by \$50,000 to increase the footprint of the parking lot. The lot would be pushed out toward Nichols Road the the sidewalk. After the Committee of the Whole capital budget meeting on September 23, I requested Strand do a mock up to see if such a set-up would be feasible. They concluded it would at an additional cost. The benefit of this plan would be that the enlarged lot would accommodate the central walkway desired by the Library Board, plus an additional row of parking.

The council rejected the amendment. The Council has requested that Strand provide more firm cost figures and a greater detail in their design if the budget number is to be changed. We will now work with Strand on a final design to maximize parking spaces and pedestrian safety. I will attempt to have Zach Simpson from Strand attend the November meeting. I will provide a thorough summary of the Council meeting at our meeting on Tuesday.

#### *Community Survey Update*

Based on feedback from the Library Board, I've informed Bill Wilson of Himmel & Wilson that the Library will look at performing the Community Survey after the new library director begins his or her duties in the beginning of the next year. He is fine with delaying the project, and has Sally's contact information when the Board is ready to proceed.

#### *Friends of the Library Update*

The Friends held their Annual Book and Bake Sale on October 7 & 8. In conjunction with the Monona Fall Festival. They raised a record \$3,000 this year, the first time they have hit that sales figure. Many congratulations are in order to the Friends for their continued success. I would also like to thank the volunteers that assisted, and Sally and Matt, who both did copious amounts of physical labor setting up and taking down the sale, and discarding boxes of unsold items for donations to a food pantry.

#### *Foundation Update*

The Library Foundation will be sending out its first annual end-of-year letter to potential donors. Foundation directors and library staff have worked with the Madison Community Foundation's Amy Overbey and Angela Davis on crafting the letter. It will be sent out to several hundred people prior to my departure.





## Summary of Expenditures Posted October 15 - November 10, 2016

<b>Services/Contracts/Supplies</b>			
Accounts Payable by Vendor	Account Code	Description	Amount
<b>Professional Development</b>	<b>202-55-55110-134</b>		
Petty Cash: Pettey-Kucher		mileage	(\$15.04)
Reimbursement: Pettey-Kucher		mileage	(\$82.40)
Reimbursement: Buffat, Sally		EP going away	(\$130.33)
<b>TOTAL PROFESSIONAL DEVELOPMENT</b>			<b>(\$227.77)</b>
<b>Gas &amp; Electric Utility</b>	<b>202-55-55110-220</b>		
MG&E		September	(\$1,934.80)
MG&E		October	(\$1,870.19)
<b>TOTAL GAS &amp; ELECTRIC UTILITY</b>			<b>(\$3,804.99)</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>		
Copp's		batteries	(\$11.98)
Office Depot		supplies	(\$25.53)
South Central Library System		cards, spine labels, etc	(\$589.60)
Petty Cash: Buffat, Sally		chair glides	(\$12.64)
<b>TOTAL OFFICE SUPPLIES</b>			<b>(\$639.75)</b>
<b>Janitorial Supplies</b>	<b>202-55-55110-340</b>		
Menards		plungers	(\$21.36)
Ace Hardware		hardware	(\$2.99)
<b>TOTAL JANITORIAL SUPPLIES</b>			<b>(\$24.35)</b>
<b>Programming</b>	<b>202-55-55110-341</b>		
SCLS		Zoho subscription	(\$40.88)
<b>TOTAL PROGRAMMING</b>			<b>(\$40.88)</b>
<b>Equipment/Building Maintenance/Repair</b>	<b>202-55-55110-350</b>		
Facility Concepts Plus, LLC		window cleaning in/out	(\$2,894.00)
Naturally Refined Painting, LLC		painting / touch-ups x 5	(\$1,425.00)
Illingworth-Kilgust		boiler alarm low water l	(\$108.50)
<b>TOTAL EQUIPMENT/BUILDING MAINTENANCE/REPAIR</b>			<b>(\$4,427.50)</b>
<b>Vending</b>	<b>202-55-55110-819</b>		
Pepsi		soda	(\$348.85)
Madison Coffee & Vending		water filter	(\$93.50)

<b>TOTAL VENDING</b>			<b>(\$442.35)</b>
<b>Services/Contracts/Supplies Subtotal</b>			<b>(\$13,934.17)</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	(\$916.66)
Amazon.com		CD	(\$150.24)
Ingram		BOCD	(\$53.80)
<b>TOTAL DVDs &amp; CDs</b>			<b>(\$1,120.70)</b>
<b>Adult Books</b>	<b>202-55-55110-811</b>		
Ingram		Non-fiction	(\$1,046.40)
Ingram		fiction	(\$508.77)
Ingram		express	(\$33.51)
<b>TOTAL ADULT BOOKS</b>			<b>(\$1,588.68)</b>
<b>Children's Books</b>	<b>202-55-55110-812</b>		
Ingram		children's books	(\$1,820.97)
<b>TOTAL CHILDREN'S BOOKS</b>			<b>(\$1,820.97)</b>
<b>Young Adult Books</b>	<b>202-55-55110-813</b>		
Ingram		YA books	(\$534.27)
<b>TOTAL YOUNG ADULT BOOKS</b>			<b>(\$534.27)</b>
<b>Large Print Books</b>	<b>202-55-55110-814</b>		
Cengage Learning		standing order	(\$438.29)
<b>TOTAL LARGE PRINT BOOKS</b>			<b>(\$438.29)</b>
<b>Library Acquisitions Subtotal</b>			<b>(\$5,502.91)</b>
<b>Total Expenditures Posted</b>			
<b>October 15 - November 10, 2016</b>			<b>(\$19,437.08)</b>

**CITY OF MONONA**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 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	237.38	2,185.78	3,000.00	( 814.22)	72.86
202-46-46710-000	FINES	324.46	4,929.37	6,500.00	( 1,570.63)	75.84
202-46-46730-000	ROOM RENTALS	242.87	2,973.38	2,700.00	273.38	110.13
202-46-48900-100	VENDING MACHINE	311.90	3,327.32	3,250.00	77.32	102.38
<b>TOTAL PUBLIC CHARGES FOR SERVICE</b>		<b>1,116.61</b>	<b>763,858.85</b>	<b>764,608.00</b>	<b>( 749.15)</b>	<b>99.90</b>
<b>TOTAL FUND REVENUE</b>		<b>1,116.61</b>	<b>763,858.85</b>	<b>764,608.00</b>	<b>( 749.15)</b>	<b>99.90</b>

**CITY OF MONONA**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2016**

**LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	% OF BUDGET		
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	LIBRARY SALARIES	25,153.68	266,744.99	299,014.00	32,269.01	89.21
202-55-55110-119	WAGES, PART-TIME	9,893.01	82,897.87	131,365.00	48,667.13	62.95
202-55-55110-130	FICA	2,611.17	26,132.90	32,924.00	6,791.10	79.37
202-55-55110-131	WISCONSIN RETIREMENT	1,664.08	17,265.60	19,735.00	2,469.40	87.49
202-55-55110-132	LIFE & DISABILITY INSURANCE	1.97	20.23	375.00	354.77	5.39
202-55-55110-133	HEALTH INSURANCE	4,443.29	44,701.60	49,276.00	4,574.40	90.72
202-55-55110-134	PROFESSIONAL DEVELOPMENT	156.70	1,700.39	4,000.00	2,299.61	42.51
202-55-55110-220	GAS & ELECTRIC UTILITIES	1,934.80	23,384.09	36,400.00	13,015.91	64.24
202-55-55110-221	TELEPHONE	.00	.00	2,000.00	2,000.00	.00
202-55-55110-222	WATER & SEWER UTILITIES	.00	1,682.01	2,600.00	917.99	64.69
202-55-55110-240	SERVICE CONTRACTS	6,316.97	40,526.70	44,505.00	3,978.30	91.06
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	209.11	3,014.36	5,000.00	1,985.64	60.29
202-55-55110-312	POSTAGE	.00	2.54	200.00	197.46	1.27
202-55-55110-340	JANITORIAL SUPPLIES	.00	1,343.44	2,000.00	656.56	67.17
202-55-55110-341	CHILDREN'S/YA SERVICES	214.93	1,485.47	2,000.00	514.53	74.27
202-55-55110-344	CASH OVER/SHORT	( .08)	( 9.58)	.00	9.58	.00
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	283.28	7,409.38	8,000.00	590.62	92.62
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	4,549.49	9,024.60	8,000.00	( 1,024.60)	112.81
202-55-55110-390	OTHER SUPPLIES & EXPENSE	.00	279.95	300.00	20.05	93.32
202-55-55110-809	PERIODICALS	.00	4,631.18	4,500.00	( 131.18)	102.92
202-55-55110-810	DVD/CD/BOOK ON CD	1,337.86	9,856.85	14,000.00	4,143.15	70.41
202-55-55110-811	ADULT BOOKS	1,050.75	13,613.20	17,000.00	3,386.80	80.08
202-55-55110-812	CHILDRENS BOOKS	1,647.25	8,191.22	10,250.00	2,058.78	79.91
202-55-55110-813	YOUNG ADULT BOOKS	271.93	2,807.92	3,250.00	442.08	86.40
202-55-55110-814	LARGE PRINT BOOKS	272.71	2,026.52	2,500.00	473.48	81.06
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	313.69	2,821.62	2,200.00	( 621.62)	128.26
<b>TOTAL LIBRARY EXPENDITURES</b>		<b>62,326.59</b>	<b>616,382.05</b>	<b>749,108.00</b>	<b>132,725.95</b>	<b>82.28</b>
<u>TRANSFERS</u>						
202-55-59210-212	ACCOUNTING SERVICES	.00	.00	4,500.00	4,500.00	.00
202-55-59210-510	INSURANCE	.00	.00	11,000.00	11,000.00	.00
<b>TOTAL TRANSFERS</b>		<b>.00</b>	<b>.00</b>	<b>15,500.00</b>	<b>15,500.00</b>	<b>.00</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>62,326.59</b>	<b>616,382.05</b>	<b>764,608.00</b>	<b>148,225.95</b>	<b>80.61</b>
<b>NET REVENUES OVER EXPENDITURES</b>		<b>( 61,209.98)</b>	<b>147,476.80</b>	<b>.00</b>	<b>147,476.80</b>	<b>.00</b>



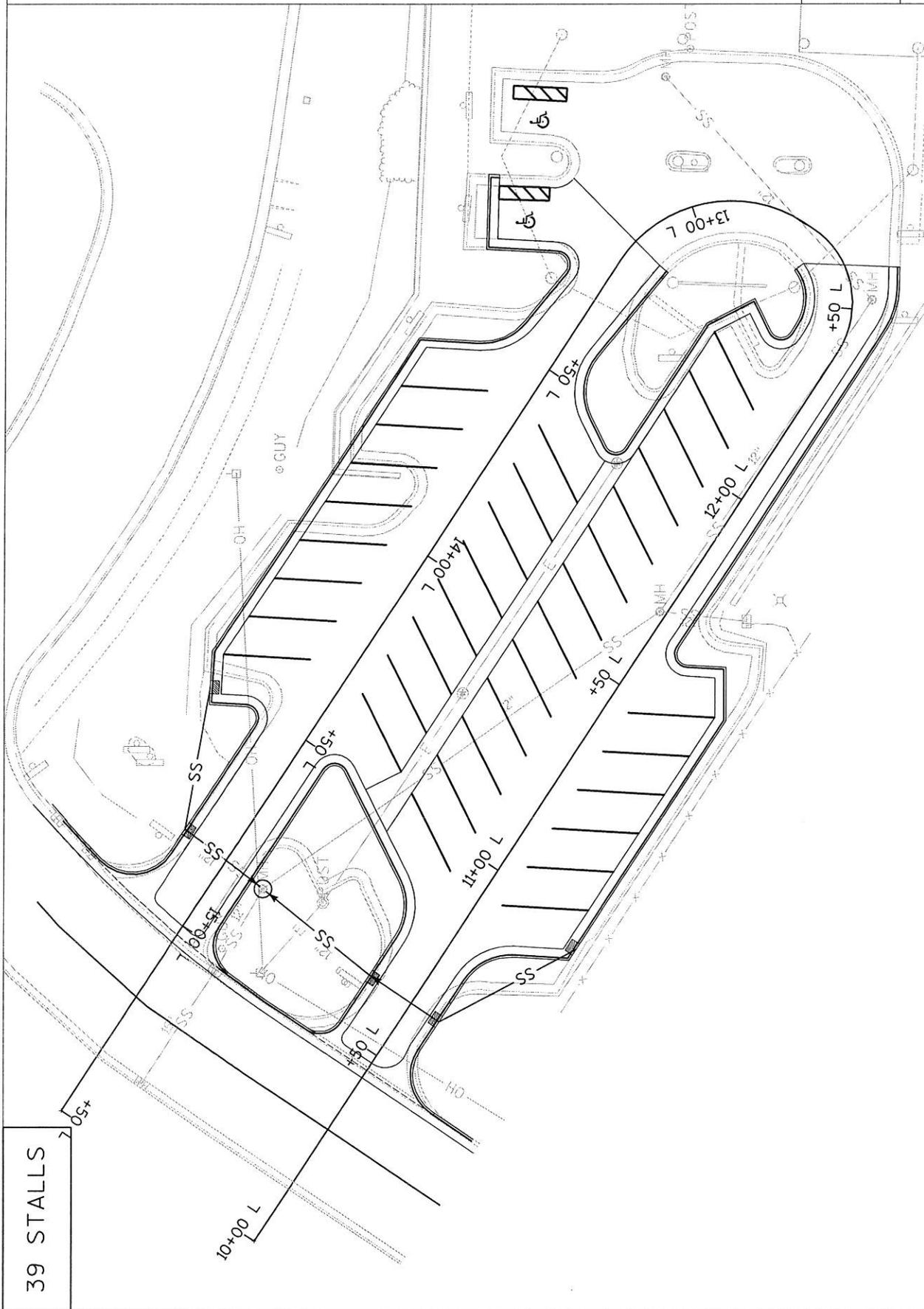
City of Monona  
 Library Parking Area Drainage Review  
 Opinion of Probable Construction Cost  
 11/7/16

*Current Preferred Option*

Number	Item	Quantity	Unit	Unit Price	Total
1	Restoration/plantings	1	LS	\$ 4,000.00	\$ 4,000.00
2	Erosion Control	1	LS	\$ 4,000.00	\$ 4,000.00
3	Common Excavation	1000	CY	\$ 15.00	\$ 15,000.00
5	Crushed Aggregate Base Course	1100	T	\$ 20.00	\$ 22,000.00
6	Asphaltic Concrete Pavement	300	T	\$ 90.00	\$ 27,000.00
7	Mill and Relay Asphaltic Pavement (BLUE)	325	SY	\$ 12.00	\$ 3,900.00
8	Seed Restoration with Erosion Mat	750	SY	\$ 6.00	\$ 4,500.00
9	Concrete Curb and Gutter, 30- IN	975	LF	\$ 15.00	\$ 14,625.00
10	Concrete Valley Gutter	420	SF	\$ 10.00	\$ 4,200.00
11	Concrete Sidewalk, 5-IN	1,575	SF	\$ 6.00	\$ 9,450.00
14	Tree removal	4	EA	\$ 500.00	\$ 2,000.00
15	Remove Retaining Wall	100	VSF	\$ 40.00	\$ 4,000.00
16	RCP Storm Sewer, 15-IN	90	LF	\$ 50.00	\$ 4,500.00
17	Connect to existing storm sewer	2	EA	\$ 500.00	\$ 1,000.00
18	Precast Concrete Inlet Box, 2-FT by 3-FT, W/Casting and Grate	4	EA	\$ 2,500.00	\$ 10,000.00
19	Precast Concrete Storm MH,4- FT DIA,W/Casting and Lid	1	EA	\$ 3,000.00	\$ 3,000.00
20	Replace existing Storm Casting	4	EA	\$ 500.00	\$ 2,000.00
21	Pavement Markings	1	LS	\$ 4,000.00	\$ 4,000.00
24	Detectable Warning Field for Pedestrian Ramp, 2- FT by 2-FT	12	EA	\$ 155.00	\$ 1,860.00

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

39 STALLS



**PARKING LAYOUT - ALTERNATIVE 1**  
**LIBRARY PARKING AREA WITHOUT SIDEWALK**  
 CITY OF MONONA  
 DANE COUNTY, WISCONSIN



**FIGURE 2**  
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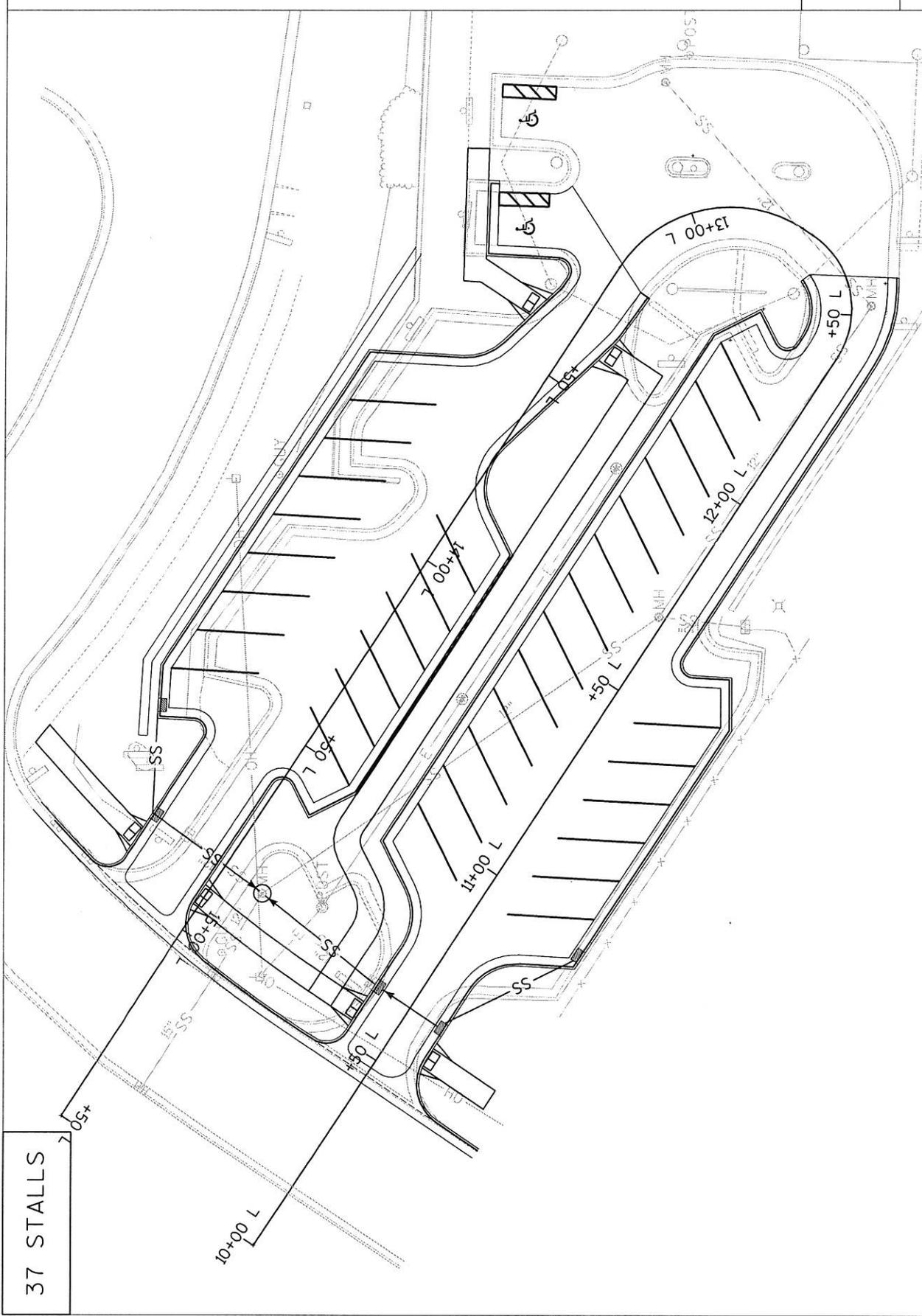
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City of Monona  
 Library Parking Area Drainage Review  
 Opinion of Probable Construction Cost  
 11/7/16

Alternative 1

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

Subtotal	\$	129,700.00
10% Construction Contingency	\$	12,970.00
Technical Services	\$	42,400.00
<b>Total</b>	<b>\$</b>	<b>185,070.00</b>



37 STALLS

PARKING LAYOUT - ALTERNATIVE 2  
 LIBRARY PARKING AREA WITH SIDEWALK  
 CITY OF MONONA  
 DANE COUNTY, WISCONSIN



FIGURE 3  
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City of Monona  
 Library Parking Area Drainage Review  
 Opinion of Probable Construction Cost  
 11/7/16

Alternative 2

Number	Item	Quantity	Unit	Unit Price	Total
1	Restoration/plantings	1	LS	\$ 4,000.00	\$ 4,000.00
2	Erosion Control	1	LS	\$ 4,000.00	\$ 4,000.00
3	Common Excavation	1000	CY	\$ 15.00	\$ 15,000.00
4	Install CIP Retaining Wall with Brick Veneer	130	LF	\$ 360.00	\$ 46,800.00
5	Crushed Aggregate Base Course	1100	T	\$ 20.00	\$ 22,000.00
6	Asphaltic Concrete Pavement	300	T	\$ 90.00	\$ 27,000.00
7	Mill and Relay Asphaltic Pavement	325	SY	\$ 12.00	\$ 3,900.00
8	Seed Restoration with Erosion Mat	750	SY	\$ 6.00	\$ 4,500.00
9	Concrete Curb and Gutter, 30- IN	975	LF	\$ 15.00	\$ 14,625.00
10	Concrete Valley Gutter	420	SF	\$ 10.00	\$ 4,200.00
11	Concrete Sidewalk, 5-IN	1,575	SF	\$ 6.00	\$ 9,450.00
12	Tree removal	4	EA	\$ 500.00	\$ 2,000.00
13	Remove Retaining Wall	100	VSF	\$ 40.00	\$ 4,000.00
14	RCP Storm Sewer, 15-IN	90	LF	\$ 50.00	\$ 4,500.00
15	Connect to existing storm sewer	2	EA	\$ 500.00	\$ 1,000.00
16	Precast Concrete Inlet Box, 2-FT by 3-FT, W/Casting and Grate	4	EA	\$ 2,500.00	\$ 10,000.00
17	Precast Concrete Storm MH,4- FT DIA, W/Casting and Lid	1	EA	\$ 3,000.00	\$ 3,000.00
18	Replace existing Storm Casting	4	EA	\$ 500.00	\$ 2,000.00
19	Pavement Markings	1	LS	\$ 4,000.00	\$ 4,000.00
20	Detectable Warning Field for Pedestrian Ramp, 2- FT by 2-FT	12	EA	\$ 155.00	\$ 1,860.00

Subtotal	\$	187,800.00
10% Construction Contingency	\$	18,780.00
Technical Services	\$	42,400.00
<b>Total</b>	<b>\$</b>	<b>248,980.00</b>

## MONONA PUBLIC LIBRARY

### ADMINISTRATION REPORT FOR LIBRARY BOARD MEETING

November 15, 2016

Sally Buffat & Matt Heindel, Co-Interim Library Directors

The Library hosted a farewell gathering for Erick Plumb on Thursday, November 3; it was well-attended by current and former Library Board members, Friends Board members, Foundation Board members, City staff and Library staff. It was a nice send-off for the next chapter in Erick's professional life.

#### *Director Transition update*

Erick departed for Waunakee and the transition has been smooth thus far. Leah Kimmell, Director of Administrative Services, confirmed the position has been successfully posted on ALA, WLA, SCLS, UW-Madison, UW-Milwaukee, and RAILS (Illinois-area). Three applicants have submitted materials, none of whom have the required five years of library work experience.

#### *Staff*

Erick's final weeks as director were decidedly busy. That being the case, no progress was made on filling the Children's Librarian position opening. InBusiness Seminar Series offered Sally & Amy complimentary registration to a 2-hour *Emerging Social Media Techniques to Grow Your Business* session. Library staff will help Debbie Haack celebrate her 20+ work anniversary this month with a card and a cake; Debbie was hired on November 1, 1993.

#### *Operating Budget Update*

Matt & Sally attended the Committee of the Whole meeting along with Erick on November 2. The initial reading of the Operating Budget at City Council took place on Monday, November 7. No amendments were put forward.

#### *Programming*

Programs throughout the month experienced typically strong attendance, with Gallery Night standing out in particular. There was an especially strong response to the babysitter training events for youth - we would anticipate Karen organizing similar events in the near future.

#### *Equipment*

Matt & Sally sat in on a demonstration of two products from Evanced: *Spaces*, which is used for managing meeting room reservations, and *SignUp*, which is used for creating library event listings and maintaining patron registration. The expectation is that *Spaces* would make it possible for any staff member to complete room reservations for patrons; currently, all room reservations are made by Sally. *SignUp* would be used in place of Engaged Patrons, which serves its purpose but has several shortcomings. Upon sharing a recording of the demonstration with other staff, it was agreed that we should move forward with the

implementation of both *Spaces* and *SignUp*. The cost for a one year subscription is \$695 per product, \$1390 total. We will try the products for one year and if satisfied, consider purchasing a permanent license for the products, accompanied by an annual maintenance fee.

### *Facility*

The roof leak that presented in May has not been resolved. The ceiling tiles outside the Quiet Reading Room were dripping again this month. Sally is coordinating with Dan Stephany & Brad Bruun, Monona Public Works Department, for repairs. Public Works is working with Southern Wisconsin Roofing Co, Inc. who gave a time and materials estimate in the \$700-\$800 range to 1) pull back the roof membrane and seal the roof drain, and 2) repair corroded seals on several support pillars.

Dan Stephany contacted Illingworth-Kilgust Mechanical to request a one-year planned maintenance agreement for three facilities: City Hall, the Community Center, and the Library. The City would then prepare a RFP for planned maintenance services in 2017 that would take effect in 2018 for all three facilities.

Kilgust was on site this month to investigate a recurring low water level boiler alarm. A low water circuit board and a low water sensor were replaced. Kilgust was onsite in September to clean the boiler low water cut out sensor (\$180.50) and again in October to investigate the boiler alarm - low water level (\$180.50).

An electrician was on site in November to replace ballasts and stained ceiling tiles tied to lighting fixtures.

### *Fundraising*

Loud in the Library, co-chaired by Sue Carr and Val Edwards, will have Library support from Toni Streckert.

Sponsorship: Gold Sponsorship (\$500) Tom Stolper (in kind for wine), New Orleans Take Out (in kind for food), Bill Cole and Chad's Design Build. Silver Sponsorship (\$250) Monona Motors and Anytime Fitness. Other: Culver's Cottage Grove Road \$100

Entertainment; Live music will be provided by The Dixie Sizzlers, and New Orleans Take Out (Fordem Avenue) is donating 'walking jambalaya' with choice of cornbread or French bread, guests will also be served a decorated cupcake. There will be a roving magician, a tarot card reader, a photo booth, a 50/50 raffle, and a cash bar.

Marketing: Tickets go on sale on December 1. Library Board, Friends Board, and Foundation Board members will be invited to take tickets to sell. Goal is to sell 200 tickets.

Volunteers: Still needed!



## 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)

Library Activity Report	2010	2011
	Oct	YTD Oct
Physical Item Checkouts	19,094	202,163
E-Book Checkouts	1,187	12,449
<b>Total item Checkouts</b>	<b>20,281</b>	<b>214,612</b>
<b>Meeting Room Bookings</b>	<b>63</b>	<b>393</b>
<b>Study Room Bookings</b>	<b>87</b>	<b>1,164</b>
<b>Book a Librarian sessions</b>	<b>4</b>	<b>95</b>
<b>Exams Proctored</b>	<b>1</b>	<b>9</b>
<b>Online Database Usage</b>	<b>80</b>	<b>837</b>
<b>Wireless Network Sessions</b>	<b>14,971</b>	<b>82,192</b>
<b>Library Visits</b>	<b>18,166</b>	<b>161,244</b>
<b>Adult Programs</b>	11	58
# attended	188	1,766
<b>Children's Programs</b>	27	263
# Attended	743	7,225
<b>Teen Programs</b>	-	16
# Attended	-	235



Date: October 25, 2016  
Library Contact: Matt Heindel  
Library: Monona Public Library  
Quote Valid Through: 12/31/2016  
PRODUCTS QUOTED: SignUp, Space

## QUOTE

**CONTACT:**

Heidi van Gennep  
Account Executive  
312.391.2229  
[heidi@boopsie.com](mailto:heidi@boopsie.com)

4810 Forest Run Road  
Madison, WI 53704

As part of the Demco family, we are dedicated to providing products to libraries and schools to enable the sharing of knowledge and the ability to put that knowledge into action. Software solutions provided by Demco include:

- [Evanced Room Booking Solutions](#)
- [Evanced Reading Innovation](#)
- [Evanced Event Calendar Management](#)
- [Boopsie - Mobile Apps for Libraries \(Paas\)](#)

**SignUp:** You can easily bring patrons to your door with SignUp. The calendaring and events software enables you to attractively promote your special programming, community meetings, and more with detailed descriptions, photos, and video. A patron-facing calendar enables patrons to register for upcoming library events on their own. And, with SignUp, you can avoid conflicts, send alerts to staff and patrons, capture attendance numbers, and run reports.

**Spaces:** Your library's rooms and equipment are a valuable resource for the community. Spaces allows you to showcase those resources, while still giving your staff full control of reservations and availability. And, using our easy branding tools, you can quickly and seamlessly integrate this elegant room booking solution into your own website.

**PRICE:**

The following pricing is based on your approximate Population Served of **9k**. You can opt to subscribe or purchase a perpetual license per product as quoted below.

Evanced Product	12-Month Subscription Price	Annual Maintenance Fee
<b>SignUp</b>	\$695	Waived
<b>Spaces</b>	\$695	Waived

\* Annual maintenance fee is waived for all subscription customers; all software updates and releases, as well as customer support and online training are included at no additional cost. List price indicates single module price; discounts for multiple modules may apply.



PRICE (Continued From Page 1):

Evanced Product	Purchase Permanent License Price	Annual Maintenance Fee
<b>SignUp</b>	\$1,495	(21%) \$313.95
<b>Spaces</b>	\$1,495	(21%) \$313.95

\* Annual maintenance fee is charged at the start of Year 2 against the list price of the software, and includes all upgrades, customer support, and online training. List price indicates single module price; discounts for multiple modules may apply.

## QUOTE

**CONTACT:**

Heidi van Gennep  
 Account Executive  
 312.391.2229  
[heidi@boopsie.com](mailto:heidi@boopsie.com)

4810 Forest Run Road  
 Madison, WI 53704

Optional Services	Price
Patron Authentication - Setup Fee (ILS, InCommon Shib, LDAP)	\$450 Per Product or \$650 for Two
Concierge Implementation	\$450 Per Product or \$650 for Two
Web Training (Unlimited)	Free
Private Web-based Training	\$150 Per One-Hour Session
eCommerce Module	\$149 One Time Set-Up Fee*

\* Transaction fees may apply. See eCommerce Module details below.

\*We offer a 10% discount off the list price of SignUp and Spaces if purchased together. Discount does not apply to annual maintenance fee or any of the listed Optional Services (authentication, concierge, private web based training, or eCommerce module)

**PRODUCT & SERVICES DETAILS** (Click for More Information Online):

- [DIBS](#)
- [Sign-Up](#)
- [Spaces](#)
- [Wandoo Reader](#)
- [Concierge Implementation](#)
- [Training & Support](#)
- [eCommerce Module](#)

Please contact Heidi van Gennep, Account Executive, at [heidi@boopsie.com](mailto:heidi@boopsie.com) with questions or to schedule a live demonstration.

Thank you for your consideration!

Sue's summary of the compilation of staff feedback

Staff comments about the future director- a commentary on the compilation

I have tried to compile the individual comments on the following page into categories, and I listed as many verbatim comments as I could—but basically here my interpretation---important to recognize that these are not a comment on the performance of any past director, but simply comments on the important things that people see as needed moving forward. I am hoping that this information will help us to decide on the direction of our interview questions.

I received 21 purple sheets from the staff members (anonymously) from Sally and Matt down to Shelves.

1. By Far, the most prevalent comments were about being visible in the library, working with the public, working the circ desk, and attending and leading programs. Strong sense among the library staff that a director should be willing to work with the public, personable, and "present" in the library and at library events. Being a dynamic person who advocates for the library in the public eye, and is willing to participate.
2. .As I see it, the second most common suggestion is a desire to have a director who excels at leading: gets input from staff but then makes decisions, sticks with them and follows up on them. Has a strong vision and is able to motivate people. Willing to confront and deal with issues that come up.
3. Many of the other comments had to do with experience in marketing, technology, budgets, programming, collection development, and a knowledge of being able to work with other city entities as well as doing outreach advocating for the library.

***Library Staff -- Please take 10 minutes to job down your thoughts about the qualities you think are most important in our search for a library director. Be creative and forthcoming!***

<p><b>Random list of qualities staff would like to see</b></p>	<p>Attitude! Positive Motivator, Treats all employees with Respect, good listener personable, friendly to staff, open minded, patient even tempered, thoughtful and invested</p> <p>new person needs to be dynamic and engaged, sense of humor, a people person, hardworking, creative thinker</p> <p>creative thinker, ideas person, likeable and personable, good sense of humor, someone who enjoys life and the work we do, has a positive outlook</p>
<p><b>All comments relating to public/circ desk/presence</b></p>	<p>Not afraid to interact with public and will work on Circ Desk part of the team, presence on the circ desk and at programs</p> <p>willing to lead a program once in a while</p> <p>willing to attend a program once in a while</p> <p>Friendly to all patrons</p> <p>equally engaged with staff and patrons-</p> <p>someone who is visible to patrons and willing to attend or lead a program sometime</p> <p>great interpersonal skills with both staff and patrons.</p> <p>knows what the circ desk does, and will even spend time at the desk to get to know patrons.</p> <p>willing to work circ to understand the public</p> <p>involved with both staff and public</p> <p>enjoys interacting with staff and public</p> <p>Will work behind the desk once in a while</p> <p>Gets to know our patrons and their needs</p> <p>likes to have some fun- like participates in our dress up days or smiles.</p>
<p><b>All comments about staff interaction/development</b></p>	<p>prompt and clear with communication, provides spaces for open dialogue</p> <p>Will Make Decisions and Follow thru-making sure they are carried out will follow through on decisions.</p> <p>will be so involved that the staff will want to do the best work possible.</p> <p>ability to delegate tasks but also display personal investment, desire to check in and gently push/set goals</p> <p>courage and flexibility to change, be open to new ideas, even if the library has always done it this way.</p> <p>says what he means and does what he says!!</p> <p>democratic in terms of input from all staff and shelvers</p> <p>is able to be decisive</p> <p>Will call out staff on petty in-fighting</p> <p>assists staff with guiding them in professional development.</p> <p>encourages staff to share ideas</p> <p>someone who gets to know the staff as people</p> <p>treats all staff with respect</p>

**Continued**

<p><b>All comments about staff interaction/development</b> <b>Continued</b></p>	<p>gets to know staff and works with their strengths to understand the culture of the library has a family first attitude. someone who follows through on commitments polite to staff, like says Hi Ability to work with as well as lead a staff</p>
<p><b>Experience</b></p>	<p>Experience in a small library with small library budgets knowledgeable about budgets and working with city staff. takes the time to understand the culture of Monona. Honest info gathering from staff and patrons financially savvy</p> <p>advocates, understands the schmoozing of city hall, mayor, friends, foundation loves libraries and is willing to advocate for their place in the community, and is willing to fight</p>
<p><b>More random thoughts</b></p>	<p>Increase Technological resources/ Increase Volunteers in library Creative with programs furthers the library mission/collaboration with area groups and organizations solid knowledge of collection development-perspective on how the collection should grow- ability to know what public wants. Tech skills Bi/multi lingual Supports programming (Adult and Kids) with manpower actively creates community partnerships understands the full scope of library marketing. Have a strong understanding of the workload that accompanies a successful community programming available to discuss ideas about programming dedicated to long term growth of Monona Library Able to think outside the box.</p>

# Phone Screen Pre-Interview Guide for Library Director

Interview Day/Time	
Candidate E-mail Address	
Caller	
<b>Motivation for this job</b>	
Why did you choose to apply for this job?	
Why are you considering leaving your current job?	
What do you know about Monona and the Monona Public Library?	
Comments:	
<b>Work History</b>	
Describe your experiences hiring, firing, and evaluating staff. (Ask about specific positions hired.)	
What did/do you enjoy most & least about your current position.	

29



<p>What would you say is your area of "expertise"?</p>	
<p>Comments:</p>	
<b>Job Fit</b>	
<p>How have you acted as an ambassador to the community in your position as a professional librarian?</p>	
<p>What experience do you have in dealing with local government officials?</p>	
<p>In Wisconsin, the library board is ultimately responsible for the operation of the library. As a professional librarian, how have you interacted with a library board?</p>	
<p>Comments:</p>	



**Industry Knowledge and Education:**

Describe your experiences with reference services for a smaller size library

Please describe your technology skills.

Comments:

**Question Specific to Candidate:**

**Additional Information:**

Interviews are scheduled for September 22<sup>nd</sup> and 23<sup>rd</sup>. If you are selected for an interview, we will notify you the week of Sept 4



<b>Evaluation</b>			
Communication Skills*	Poor	Good -	Superior
	<b>Yes</b>	<b>No</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>▪ Has motivation for the Job</li> <li>▪ Has a stable work history</li> <li>▪ Meets skill requirements</li> </ul>		<ul style="list-style-type: none"> <li>▪ Has related skills</li> <li>▪ Has industry experience</li> <li>▪ Recommendation this candidate be brought in for an interview</li> </ul>	<b>No</b>
Overall Recommendation/Additional Comments:			

\*Rate communication skills according to the following:

- Poor – no motivation in voice, could not describe skills in clear manner, etc.
- Good/Very Good – communicated well, demonstrated the ability to explain self and work history in a clear manner
- Superior – adept, clear communicator; ability to lead, persuade and influence

