MONONA PUBLIC LIBRARY

2010 WISCONSIN LIBRARY OF THE YEAR

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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 Statues 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 Statue 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
Approved 2016.10.18

---	LIBRARY	2013	2014	2015	TO DATE	2016 YEAR END	2016	2017 DEPARTMENT	2017 COMMITTEE
---	REVENUES	ACTUAL	ACTUAL	ACTUAL	6/30/2016	ESTIMATE	BUDGET	BUDGET	BUDGET
202-46-41110-000	GENERAL PROPERTY TAXES	442,286	462,786	498,557	518,187	518,187	518,187	534,516	536,794
202-46-43720-000	COUNTY AID FOR LIBRARIES OPERATIONS	207,273	206,637	200,420	232,256	232,256	190,251	179,008	179,008
202-46-43730-000	COUNTY AID FOR LIBRARIES FACILITIES	34,464	35,105	35,136	-	-	40,720	43,280	43,280
202-46-46110-000	COPIER RECEIPTS	2,815	2,941	3,049	1,284	2,400	3,000	2,500	2,500
202-46-46710-000	FINES	5,307	6,013	6,277	3,369	6,700	6,500	6,500	6,500
202-46-46730-000	ROOM RENTALS	2,601	2,240	2,438	2,334	4,800	2,700	4,500	4,500
202-46-48900-100	VENDING MACHINE	2,619	2,292	3,743	1,850	3,600	3,250	3,600	3,600
202-46-49300-000	FUND BALANCES APPLIED	-	-	-	-	-	-	-	-
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LIBRARY

	EXPENDITURES	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	TO DATE 6/30/2016	2016 YEAR END ESTIMATE	2016 BUDGET	2017 DEPARTMENT BUDGET	2017 COMMITTEE BUDGET
202-55-55110-110	LIBRARY SALARY	236,200	224,021	304,413	166,184	288,000	299,014	329,418	331,408
202-55-55110-112	SHIFT DIFFERENTIAL	203	142	-	-	-	-	-	-
202-55-55110-117	LONGEVITY PAY	294	-	-	-	-	-	-	-
202-55-55110-119	WAGES, PART TIME	102,852	98,241	98,324	47,157	103,000	131,365	99,573	99,573
202-55-55110-130	FICA	27,408	28,074	30,573	15,974	32,000	32,924	32,818	32,970
202-55-55110-131	WISCONSIN RETIREMENT	19,888	22,026	23,093	10,612	21,000	19,735	22,400	22,536
202-55-55110-132	LIFE & DISABILITY INSURANCE	15	13	19	12	12	375	375	375
202-55-55110-133	HEALTH INSURANCE	42,295	40,893	47,263	26,911	51,500	49,276	51,741	51,741
202-55-55110-134	PROFESSIONAL DEVELOPMENT	3,404	2,491	4,155	341	4,000	4,000	4,000	4,000
202-55-55110-135	UNEMPLOYMENT COMPENSATION	8,491	-	-	-	-	-	-	-
202-55-55110-220	GAS & ELECTRIC UTILITIES	39,214	37,349	32,316	11,604	34,000	36,400	36,000	36,000
202-55-55110-221	INTERNET	2,447	3,104	229	-	-	2,000	-	-
202-55-55110-222	WATER & SEWER UTILITIES	1,773	2,552	2,486	830	2,000	2,600	2,600	2,600
202-55-55110-240	SERVICE CONTRACTS	36,039	43,000	38,496	27,869	46,000	44,505	46,341	46,341
202-55-55110-241	SOUTH CENTRAL LIBRARY SYSTEM	39,071	40,883	40,223	40,227	40,506	40,506	41,172	41,172
202-55-55110-310	OFFICE SUPPLIES	5,356	5,381	3,902	2,375	5,000	5,000	5,000	5,000
202-55-55110-312	POSTAGE	27	203	175	3	200	200	200	200
202-55-55110-340	JANITORIAL SUPPLIES	1,001	1,962	2,153	485	2,000	2,000	2,000	2,000
202-55-55110-341	CHILDREN'S /YOUNG ADULT SERVICES	1,143	1,925	2,020	765	2,000	2,000	2,000	2,000
202-55-55110-344	CASH OVER/SHORT	(24)	(41)	(5)	(10)	-	-	-	-
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	8,619	10,441	8,599	7,091	12,000	8,000	10,000	10,000
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	11,541	8,320	10,566	3,591	10,000	8,000	10,000	10,000
202-55-55110-390	OTHER SUPPLIES & EXPENSE	302	282	301	20	300	300	-	-
202-55-55110-702	LSTA GRANT	123	-	-	-	-	-		
202-55-55110-809	PERIODICALS	5,752	4,866	4,503	1,138	4,500	4,500	4,500	4,500
202-55-55110-810	AUDI0VISUAL	16,503	13,943	12,287	6,122	14,000	14,000	14,000	14,000
202-55-55110-811	ADULT BOOKS	16,837	16,713	15,992	7,569	17,000	17,000	17,000	17,000
202-55-55110-812	CHILDREN'S BOOKS	10,466	9,646	10,124	3,932	10,250	10,250	10,250	10,250
202-55-55110-813	YOUNG ADULT BOOKS	3,261	3,169	3,259	1,575	3,250	3,250	3,250	3,250
202-55-55110-814	LARGE PRINT BOOKS	2,311	2,115	2,519	1,573	2,500	2,500	2,500	2,500
202-55-55110-817	ELECTRONIC INFO SOURCES	7,209	1,446	3,641	1,593	4,000	4,000	4,000	4,000
202-55-55110-818	EBOOKS	-	4,435	3,079	3,208	3,208	3,208	3,666	3,666
202-55-57610-851	TECHNOLOGY ENHANCEMENTS	-	4,232	-	-	-	-	-	-
202-55-55110-819	VENDING MACHINE EXPENSE	1,709	1,880	2,819	1,640	3,200	3,250	3,600	3,600
202-55-55110-851	LIBRARY CAPITAL OUTLAY	5,312	1,622	7,422	-	7,500	-	-	-
202-55-59210-212	CITY ACCOUNTING & AUDIT SERVICES	4,500	4,500	4,500	-	4,500	4,500	4,500	4,500
202-55-59210-510	INSURANCE	11,000	11,000	11,000	-	11,000	11,000	11,000	11,000
		672,542	650,829	730,446	390,391	738,426	765,658	773,904	776,182

	CURRENT YEAR	PROPOSED	0% DIFFERENCE
PERSONNEL	536,689	540,325	0.67%
NON-PERSONNEL	228,969	233,579	1.97%
TOTAL	765,658	773,904	1.07%

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