

Revised AGENDA
Monona Public Library Board
Library Conference Room
November 15, 2011
7 p.m.

- I. **Call to Order**
- II. **Public Appearances**
- III. **Consent Agenda**
 - a. Minutes of October 18, 2011, meeting
 - b. Financial Report for October 2011
 - c. Monthly bills for September October 12 – November 17, 2011
- IV. **Information Items**
 - a. Director's Report
 - b. Budget Update
 - c. Koha
 - d. Personnel Committee Update
- V. **Closed Session**
 - a. Under Wisconsin Statutes Section 19.85(1) Considering Employment, Promotion, Compensation or Performance Evaluation of Any Public Employee over Which the Government Body has Jurisdiction or Exercises Responsibility (Compensation)
- VI. **Reconvene in Open Session under Wisconsin Statutes 19.85**
- VII. **Action Items to Approve**
 - a. Approve 2012 Agreement Between South Central Library System and the Monona Library
 - b. Approve Addendum to Agreement to Participate in a Shared Automated Resource System for 2012
 - c. Amend Library Code of Conduct
 - d. Approve revised Dane County Library Standards
 - e. Approve bid for painting Library interior
 - f. Approve bid for re-carpeting Main Desk area
 - g. Approve purchase of service station furniture
- VIII. **Announcements**
 - a. Library closes at 5 PM on Wednesday, November 23. Closed for Thanksgiving, November 24.
 - b. Library closed until 2 PM for Inservice on Friday, December 9.
- IX. **Adjournment**

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

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

Minutes
Monona Public Library Board
Library Conference Room
October 18, 2011
7 p.m.

Library Board Present: Andrew Taylor (Presiding), Val Edwards, Scott Munson, Todd Stebbins and Melissa Zietz

Also Present: Library Director Erick Plumb and Sally Buffat

Absent with prior notification: Mary O'Connor and Ben Redding

I. Call to Order

Board President Taylor called the meeting to order at 7:05 p.m.

II. Public Appearances

None.

III. Consent Agenda

- a. Minutes of September 20, 2011, meeting
- b. Financial Report for September 2011
- c. Monthly Bills for September 14 – October 12, 2011

Trustee Edwards motioned, seconded by Trustee Zietz, to approve the Consent Agenda. Motion passed unanimously.

IV. Information Items

Monthly Activity Report

Circulation in September dipped 10% from last year. Contributing factors might have been nice weather, acquisitions not being current due to Koha, and patrons checking out the Fitchburg Library.

The Library will be included under the City-wide ordinance for municipal buildings prohibiting concealed weapons. On November 1st we will post temporary signs with standard wording until the City's ordinance has been finalized.

Overdrive cut a deal with Amazon to allow their e-titles to circulate on Kindles. The Wisconsin Public Library Consortium (WPLC) is investing in an e-book statewide buying pool for participating libraries beginning in 2012. Kudos to WPLC for setting this up. It will significantly increase the number of titles available to library patrons. Currently, there are not enough e-book titles or digital copies available to meet demand. Monona will participate and will set aside 5% of our 2012 collection budget to pay into the service.

Personnel

On November 17 and 18, senior staff will meet to discuss 2011 and to plan for 2012. Public services, circulation services, access (technical) services, and programming & outreach will be discussed in detail.

Plumb is working on scaling back the Koman grant. Currently the grant is for \$15,000 yet we are investing too many staff hours for too narrow of a subject. Plumb wants to tap into Meriter & UW Health to expand the health collection.

All Koha issues are on hold while Koha gets GetIt—their acquisitions module—up and running. With no working Acquisitions module, we rely on Excel spreadsheets, a calculator, and luck to make sure that our expenditures are where they should be. Checking to see if we have already ordered an item already is a time-consuming task. Sally Buffat and Rob Klecker are making acquisitions workflows a priority through the end of the year. Our goal is to spend all of the money dedicated to acquisitions; we have only spent half so far. Baker & Taylor has a license we could purchase to track acquisitions. President Taylor recommended subscribing.

Facilities and Equipment

The HVAC system is completely up and running smoothly. The heat is on and we have had no troubles!

A request for bids for painting the interior of the building was released with an October 28 deadline for submissions. The City decided to paint the Media Room after all.

Budget

Plumb projected 8% increase for health care costs—actual is 15%, and projected 0% increase for dental—actual is 8%. In order to balance the budget, City Finance Director Marc Houtakker increased our levy by \$4,100.

Given the budget climate, Plumb stressed the importance of beginning to spend the fund balance down soon. Taylor suggested the Board send an email to the Alders letting them know that plans are underway to spend down the fund balance.

Capital Budget Review

Plumb met with ITG Biblioteka sales representative Patty Wanninger to discuss RFID. Our building presents a number of challenges for adopting RFID, especially with our current book-drop room downstairs. It is possible to fit a RFID materials-sorter in the space; unfortunately it will require a customized model. The total for the project is \$128,000 to be paid for, hopefully, with capital funds, implemented over two-years. In addition to initial start-up costs, there is a \$10,000 / year RFID maintenance contract. Other capital items include 10 new chairs at \$600 each.

Drawings for circulation desk furniture should be coming in November. We would like to purchase three new stand-alone self-check stations (two in the adult section; one in children's) and possibly a staff station.

V. Closed Session

None.

VI. Reconvene in Open Session under Wisconsin Statutes 19.85

None.

VII. Action Items to Approve

a. Amend Behavior Policy for Concealed Carry Legislation
Trustee Munson moved, seconded by Trustee Stebbins, to postpone indefinitely amending the Behavior Policy for Concealed Carry Legislation. Motion passed unanimously.

b. Approve Closing Library 9 am – 2 pm on Friday, 12/9, for Staff In-service
Zeitz moved, seconded by Edwards, to approved closing the Library from 9 am to 2 pm on Friday, December 9, for staff in-service.

Discussion: the two major items to be accomplished that day are a workshop conducted by SCLS's Shawn Braumer on Creating Welcoming Spaces and staff training on Kindle / Overdrive.

Motion passed unanimously.

VIII. Adjournment

Munson moved, seconded by Edwards, to adjourn the meeting. President Taylor adjourned the meeting at 8:01 p.m.

Recorder: Sally Buffat
Approved:

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2011

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 | 438,957.00 | 438,957.00 | .00 | 100.00 |
| 202-46-43720-000 | COUNTY AID FOR LIBRARIES | .00 | 207,115.00 | 196,831.00 | 10,284.00 | 105.22 |
| 202-46-43730-000 | COUNTY AID LIBRARY FACILITIES | .00 | 30,948.00 | 29,328.00 | 1,620.00 | 105.52 |
| 202-46-46110-000 | COPIER RECEIPTS | 145.10 | 1,598.11 | 3,000.00 (| 1,401.89) | 53.27 |
| 202-46-46710-000 | FINES | 1,588.07 | 14,502.64 | 24,000.00 (| 9,497.36) | 60.43 |
| 202-46-46710-341 | CHILDRENS | .00 | 1,283.75 | .00 | 1,283.75 | .00 |
| 202-46-46710-342 | TEEN/ADULT PROGRAM REVENUE | .00 | 273.59 | .00 | 273.59 | .00 |
| 202-46-46730-000 | ROOM RENTALS | 18.90 | 1,183.14 | 2,300.00 (| 1,116.86) | 51.44 |
| 202-46-47300-000 | SOUTH CENTRAL LIBRARIES | .00 (| 451.00) | .00 (| 451.00) | .00 |
| 202-46-48900-000 | OTHER REVENUES | .00 | .00 | 1,100.00 (| 1,100.00) | .00 |
| 202-46-48900-100 | VENDING MACHINE | 280.50 | 2,324.47 | 3,800.00 (| 1,475.53) | 61.17 |
| 202-46-49300-000 | FUND BALANCES APPLIED | .00 | .00 | 30,700.00 (| 30,700.00) | .00 |
| TOTAL PUBLIC CHARGES FOR SERVICE | | 2,032.57 | 697,734.70 | 730,016.00 (| 32,281.30) | 95.58 |
| TOTAL FUND REVENUE | | 2,032.57 | 697,734.70 | 730,016.00 (| 32,281.30) | 95.58 |

CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2011

LIBRARY FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET | |
|-----------------------------------|--------------------------------|------------------|-------------------|-----------------------|-------------------|--------------|
| <u>LIBRARY EXPENDITURES</u> | | | | | | |
| 202-55-55110-110 | UNION STAFF SALARIES | 5,093.37 | 97,631.85 | 88,812.00 (8,819.85) | 109.93 | |
| 202-55-55110-111 | MANAGEMENT SALARIES | 4,207.25 | 77,673.29 | 178,126.00 | 100,452.71 | 43.61 |
| 202-55-55110-112 | SHIFT DIFFERENTIAL | 23.13 | 302.15 | 600.00 | 297.85 | 50.36 |
| 202-55-55110-117 | LONGEVITY PAY | .00 | .00 | 500.00 | 500.00 | .00 |
| 202-55-55110-119 | WAGES, PART-TIME | 4,582.50 | 77,561.67 | 99,894.00 | 22,332.33 | 77.64 |
| 202-55-55110-130 | FICA | 1,037.03 | 18,136.62 | 28,147.00 | 10,010.38 | 64.44 |
| 202-55-55110-131 | WISCONSIN RETIREMENT | 778.40 | 17,209.48 | 31,092.00 | 13,882.52 | 55.35 |
| 202-55-55110-132 | LIFE & DISABILITY INSURANCE | 13.73 | 137.24 | 375.00 | 237.76 | 36.60 |
| 202-55-55110-133 | HEALTH INSURANCE | 3,363.52 | 33,697.50 | 66,118.00 | 32,420.50 | 50.97 |
| 202-55-55110-134 | PROFESSIONAL DEVELOPMENT | .00 | 492.30 | 2,000.00 | 1,507.70 | 24.62 |
| 202-55-55110-220 | GAS & ELECTRIC UTILITIES | 2,493.39 | 25,338.06 | 40,950.00 | 15,611.94 | 61.88 |
| 202-55-55110-221 | TELEPHONE | 97.90 | 881.64 | 1,200.00 | 318.36 | 73.47 |
| 202-55-55110-222 | WATER & SEWER UTILITIES | 32.30 | 1,767.03 | 3,600.00 | 1,832.97 | 49.08 |
| 202-55-55110-240 | SERVICE CONTRACTS | 1,255.32 | 24,993.92 | 38,000.00 | 13,006.08 | 65.77 |
| 202-55-55110-241 | AUTO CIRCULATION SYSTEM RENTAL | .00 | 38,516.10 | 41,500.00 | 2,983.90 | 92.81 |
| 202-55-55110-310 | OFFICE SUPPLIES | 156.84 | 2,662.49 | 7,500.00 | 4,837.51 | 35.50 |
| 202-55-55110-312 | POSTAGE | .00 | 94.81 | 477.00 | 382.19 | 19.88 |
| 202-55-55110-321 | PUBLIC NOTICES | .00 | .00 | 100.00 | 100.00 | .00 |
| 202-55-55110-340 | JANITORIAL SUPPLIES | 439.35 | 1,859.87 | 2,000.00 | 140.13 | 92.99 |
| 202-55-55110-341 | CHILDREN'S/YA SERVICES | .00 | 3,225.35 | 2,250.00 (975.35) | 143.35 | |
| 202-55-55110-342 | TEENS SERVICES | .00 | 1,539.62 | .00 (1,539.62) | .00 | |
| 202-55-55110-344 | CASH OVER/SHORT | (.90) | (20.27) | .00 | 20.27 | .00 |
| 202-55-55110-350 | EQUIPMENT MAINTENANCE & REPAIR | 1,058.66 | 5,731.02 | 8,250.00 | 2,518.98 | 69.47 |
| 202-55-55110-351 | BUILDING MAINTENANCE & REPAIR | 4,324.92 | 8,028.64 | 8,250.00 | 221.36 | 97.32 |
| 202-55-55110-390 | OTHER SUPPLIES & EXPENSE | .00 | 55.93 | 300.00 | 244.07 | 18.64 |
| 202-55-55110-700 | SOUTH CENTRAL NET LENDER PYMT | .00 | .00 | 975.00 | 975.00 | .00 |
| 202-55-55110-702 | LSTA GRANT EXPENDITURES | .00 (73.24) | .00 | 73.24 | .00 | |
| 202-55-55110-809 | PERIODICALS & PAMPHLETS | 247.00 | 1,861.64 | 5,500.00 | 3,638.36 | 33.85 |
| 202-55-55110-810 | PERIODICAL, PAMPLETS & AV SOFT | 1,370.38 | 10,005.64 | 18,500.00 | 8,494.36 | 54.08 |
| 202-55-55110-811 | ADULT BOOKS | 1,401.07 | 12,639.38 | 17,500.00 | 4,860.62 | 72.23 |
| 202-55-55110-812 | CHILDRENS BOOKS | 385.41 | 8,942.13 | 10,500.00 | 1,557.87 | 85.16 |
| 202-55-55110-813 | YOUNG ADULT BOOKS | 63.70 | 2,250.44 | 2,500.00 | 249.56 | 90.02 |
| 202-55-55110-814 | LARGE PRINT BOOKS | 72.74 | 2,344.91 | 2,500.00 | 155.09 | 93.80 |
| 202-55-55110-815 | REFERENCE BOOKS | .00 | .00 | 200.00 | 200.00 | .00 |
| 202-55-55110-817 | ELECTRONIC INFO SOURCES | 350.00 | 2,667.50 | 4,000.00 | 1,332.50 | 66.69 |
| 202-55-55110-819 | VENDING MACHINE EXPENSE | 93.88 | 1,227.59 | 2,300.00 | 1,072.41 | 53.37 |
| TOTAL LIBRARY EXPENDITURES | | 32,940.89 | 479,382.30 | 714,516.00 | 235,133.70 | 67.09 |
| <u>TRANSFERS</u> | | | | | | |
| 202-55-59210-212 | ACCOUNTING SERVICES | .00 | .00 | 4,500.00 | 4,500.00 | .00 |
| 202-55-59210-510 | INSURANCE | .00 | .00 | 11,000.00 | 11,000.00 | .00 |
| TOTAL TRANSFERS | | .00 | .00 | 15,500.00 | 15,500.00 | .00 |
| TOTAL FUND EXPENDITURES | | 32,940.89 | 479,382.30 | 730,016.00 | 250,633.70 | 65.67 |

CITY OF MONONA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2011

LIBRARY FUND

| | PERIOD PERIOD | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|--------------------------------|------------------|------------|------------------|------------|----------------|
| NET REVENUES OVER EXPENDITURES | (30,908.32) | 218,352.40 | .00 | 218,352.40 | .00 |

Summary of Invoices Posted October 12 - November 17, 2011

| Accounts Payable by Vendor | Account Code | Description | Amount |
|--|-------------------------|---------------------|--------------------|
| Professional Development | 202-55-55110-134 | | |
| VISA: Crema Café | | meeting | \$ 58.75 |
| Reimburse: Wendt, Karen | | milage | \$ 10.32 |
| VISA: Ebooks: The New Normal | | registration | \$ 29.95 |
| TOTAL PROFESSIONAL DEVELOPMENT | | | \$ 99.02 |
| Gas & Electric Utility | 202-55-55110-220 | | |
| MG&E | | gas & electric | \$ 2,121.80 |
| TOTAL GAS & ELECTIC UTILITY | | | \$ 2,121.80 |
| Telephone | 202-55-55110-221 | | |
| TDS | | monthly service | \$ 63.35 |
| TOTAL TELEPHONE | | | \$ 63.35 |
| Service Contracts | 202-55-55110-240 | | |
| Clean Power | | service for October | \$ 1,866.71 |
| Illingworth-Kilgust Mechanical | | 10/1/11-10/31/11 | \$ 517.33 |
| Corporate Business Systems | | 11/21/11/2/20/12 | \$ 188.99 |
| TOTAL SERVICE CONTRACTS | | | \$ 2,573.03 |
| Office Supplies | 202-55-55110-310 | | |
| VISA: Displays2Go | | brochure stands | \$ 533.88 |
| BPI (blueprints) | | scan plans to disk | \$ 281.33 |
| VISA: Staples | | 2012 calendars | \$ 62.96 |
| VISA: Staples | | mice & keyboard | \$ 101.97 |
| TOTAL OFFICE SUPPLIES | | | \$ 980.14 |
| Children's Programming | 202-55-55110-341 | | |
| Petty Cash: Wendt, Karen | | leaf printing | \$ 5.57 |
| TOTAL CHILDREN'S PROGRAMMING | | | \$ 5.57 |
| Vending | 202-55-55110-819 | | |
| Pepsi-Cola Company | | soda | \$ 154.60 |
| TOTAL VENDING | | | \$ 154.60 |
| Services/Contract/Supplies Subtotal | | | \$ 5,997.51 |
| LIBRARY ACQUISITIONS | | | |
| Periodicals/Pamphlets | 202-55-55110-809 | | |
| Milwaukee Journal Sentinel | | 11/22/11-5/21/12 | \$ 122.98 |
| TOTAL PERIODICALS/PAMPHELETS | | | \$ 122.98 |
| CDs & DVDs | 202-55-55110-810 | | |
| David HB Drake, Organic Arts LTD | | AV materials | \$ 10.00 |
| Petty Cash: Wendt, Karen | | book & CD | \$ 4.00 |
| Audio Editions | | BOCD | \$ 469.96 |
| Recorded Books | | Foreign DVDs | \$ 135.97 |
| Baker & Taylor | | DVDs | \$ 650.97 |
| TOTAL CDs & DVDs | | | \$ 1,270.90 |

| | | | |
|--|-------------------------|-------------------|---------------------|
| Adult Books | 202-55-55110-811 | | |
| Baker & Taylor | | adult books | \$ 3,603.14 |
| TOTAL ADULT BOOKS | | | \$ 3,603.14 |
| Children's Books | 202-55-55110-812 | | |
| Baker & Taylor | | children's books | \$ 614.66 |
| TOTAL CHILDREN'S BOOKS | | | \$ 614.66 |
| Young Adult Books | | | |
| Baker & Taylor | | young adult books | \$ 688.56 |
| TOTAL YOUNG ADULT BOOKS | | | \$ 688.56 |
| Large Print Books | 202-55-55110-814 | | |
| Gale | | large print books | \$ 291.03 |
| Baker & Taylor | | large print | \$ 85.37 |
| TOTAL LARGE PRINT BOOKS | | | \$ 376.40 |
| Electronic Info Sources | 202-55-55110-817 | | |
| VISA: Amazon.com | | Kindle | \$ 79.00 |
| TOTAL ELECTRONIC INFO SOURCES | | | \$ 79.00 |
| Library Acquisitions Subtotal | | | \$ 6,755.64 |
| Summary of Expenditures Posted October 12 - November 17, 2011 | | | \$ 12,753.15 |

Library Activity Report, October 2011

| Circulation | 2010 | 2011 | 2010 YTD | 2011 YTD | Sept '11/'10 | Sept '11/'10 | Yr Diff | Comparison |
|--------------------------|---------|---------|----------|----------|--------------|--------------|---------|------------|
| | October | October | | | diff by # | diff by % | | Year % |
| Total | 24285 | 22701 | 248819 | 238764 | -1584 | -6.5% | -10055 | -4.0% |
| Self-Checkout CKOs | 4055 | 12800 | 46909 | 80376 | 8745 | 215.7% | 33467 | 71.3% |
| Patron Internet Sessions | 1851 | 1540 | 17106 | 15936 | -311 | -16.8% | -1170 | -6.8% |
| Library Visits | 12679 | 11135 | 127491 | 121627 | -1544 | -12.2% | -5864 | -4.6% |
| Adult Programs | 3 | 3 | 21 | 37 | 0 | 0.0% | 16 | 76.2% |
| # attended | 69 | 41 | 437 | 1059 | -28 | -40.6% | 622 | 142.3% |
| YA Programs | 3 | 1 | 50 | 22 | -2 | -66.7% | -28 | -56.0% |
| # attended | 52 | 14 | 897 | 912 | -38 | -73.1% | 15 | 1.7% |
| Children's Programs | 31 | 38 | 226 | 220 | 7 | 22.6% | -6 | -2.7% |
| # Attended | 581 | 1019 | 5479 | 5943 | 438 | 75.4% | 464 | 8.5% |

MONONA PUBLIC LIBRARY

ADMINISTRATION REPORT FOR BOARD MEETING

November 15, 2011

Erick Plumb, Library Director

LIBRARY ACTIVITY IN OCTOBER & EARLY NOVEMBER 2011

Circulation rebounded from September, although we recognize that our totals for 2011 will not reach 2010's record level.

It has been a busy month. We celebrated Teen Tech Week, participated in the Wisconsin Book Festival, and held our first ever Artists' Reception on November 9. A program on coupon clipping proved so popular we had to turn people away and schedule a second installment of the program in January. The Friends of the Library held their annual Book & Bake Sale the weekend of October 15, earning a robust \$2,000.

PERSONNEL

The Library's management team met all day on November 1 to discuss our progress in 2011 and to begin planning for 2012. We discussed what core services are working well, what could be improved, and discussed possible services or programs that we should discontinue. We will follow-up these initial discussions in December.

FACILITIES AND EQUIPMENT

We received six bids for painting the interior of the building. Should the Board approve the low bid, we will begin this project the week of November 28. We expect the project to be complete by mid-December.

We have selected replacement carpeting for the area around the circ desk. The carpet will complement the current color scheme. The carpet in this area is quite worn after a decade of use. We will also need to install carpeting where the circulation desk was located.

We are having drywall repaired in several areas, most notably by the Main Service desk. As you may remember, we suffered water damage in 2008-09 due to ice dams on the roof. The repairs will be completed prior to beginning the painting project.

We continue to tinker with lighting improvements. We removed the covers on the light fixtures in the children's room to boost light levels 20%. We are also working with the City on replacing bulbs and ballasts in the newer portion of the building with a higher-quality, more-uniform product.

Mayor Miller instructed the Public Works Department to plan to fix the massive sinkhole in our parking lot. Numerous people, including the Mayor, have reported that the rising and falling manhole cover in the drive have jostled their cars.

BUDGET AND FINANCE

The 2012 operating budget had its first reading at the City Council meeting on November 7. None of the 24 budget amendments offered by the alders affected the Library. The health care premium estimates for the City, originally pegged at 8%, then boosted to 15%, are now set at 10.2%. The City will raise it's appropriation to the Library slightly from 2011 to balance the budget.

LIBRARY SERVICES AND PROGRAMS

Children's and Young Adult Monthly Report for October 2011

| Programs | Attendance | Programs | Notes |
|-------------------------------------|-------------------|-----------------|--|
| Wed 9:30 PreK [32, 22, 23, 28] | 105 | 4 | |
| Wed 10:15 Toddler [25, 23, 24, 16] | 88 | 4 | |
| Wed 11:00 Toddler [26, 25, 23, 16] | 90 | 4 | |
| Thur 9:30 PreK [26, 30, 26, 18] | 100 | 4 | |
| Thur 10:15 Toddler [23, 19, 21, 18] | 81 | 4 | |
| Thur 11:00 Baby [22, 21, 12, 18] | 73 | 4 | |
| Read to a Dog | 12 | 1 | |
| Transportation [10, 16] | 26 | 2 | |
| David HB Drake [125, 50] | 175 | 2 | |
| IHM School Visit | 14 | 1 | Outreach, Met w teachers |
| Autumn Leaf T-shirt | 24 | 1 | Recycle Bug |
| Fall Crafts Storytime | 7 | 1 | Karen Wendt |
| Many Voices [8, 14] | 22 | 2 | |
| David HB Drake [120, 50] | 170 | 2 | WI Book Fest; School visit, Public event |
| Hide & Seek [13, 19] | 32 | 2 | Brownie group visit |
| TOTAL | 1019 | 38 | 26.8 avg attendance |

Notes from Karen:

Ordering, weeding, children's room maintenance, supervision of YS Page and LAI.
 Fall program planning and implementation.

Meetings, Workshops, etc:

- 10/6: Grassroots Meeting at SCLS
- 10/10: Talk w/ Peg re WLA workshop on using Internet for programming and promotion. She is going to use the Childrens' Services Video Book Reviews program and the *Storytime Live* webpage for the workshop.
- 10/13: Department Head Meeting
- 10/20: Department Head Meeting
- 10/28: Webinar: Dream Big Storytimes with Shawn Brommer

Hi Karen, My son enjoyed the Read to a Dog program with Raider this week!

Mother of R.E.A.D. reader.

Hi Karen, Thanks for facillitating such a fun program last night! My grandson was mesmerized. He was so quiet during the program, but chattered all the way home. He especially loved his book! Thanks for making our first Orion/Gamma outing so positive! Joan Andrusz

Oct 2011 Monthly Report Teen & Adult Outreach Services

| Programs | Attendance | Programs | Notes |
|--------------------------------|-------------------|-------------------------------|--------------|
| | | (T=teen; A=adult, E=everyone) | |
| Back to School Clutter Control | 19 | 1 | A |
| Teen Lit for Adults | 15 | 1 | A |
| Sr Center Book Talk (Megan) | 7 | 1 | A |
| TAB meeting | 14 | 1 | T |
| Totals | 55 | 4 | |

Meetings and Events:

Book Collections and Displays coordinated for four outreach Oct Breast Cancer Awareness events:

- Dyan Armstrong of Smart Women re Book Displays at two Oct Komen workshops
- Lilliam Post re Spanish Komen Book Displays for Catholic Multicultural Center Open House
- Toni Streckert presented the Komen collection at the opening of Wisconsin Wellness and Healing Arts Center
- Our Teen Advisory Board designed and set up 5 book genre book displays in the TeenEscape area to help promote Teen Read Week
- At the GSAFE (Gay Straight Alliance for Safe Schools) Eat, Walk, Run event, 300 bookmarks were distributed announcing the upcoming Monona Library New Harvest GLBTQ collection
- Toni Streckert promoted the Komen for the Cure collection at the B-Smart class for breast cancers survivors at Gilda's Club
- Monona Library participated in the Oct 17 Go Pink citywide observation of Breast Cancer Awareness month and pictures were taken with members of the police and fire departments in the library by the Susan G Komen collection
- Our Constant Contact monthly Adult E-Newsletter continues to build subscribers with information about upcoming programs, collection additions, highlights of previous programs and Friends news; I would encourage all board members to subscribe. We will be presenting book reviews in upcoming issues and it would be timely to feature a variety of city and library staff and volunteers (including Monona Library Board members) as guest reviewers.

ACTION ITEMS

1. Amend Library Code of Conduct

Changes include banning weapons, public intoxication, canvassing, and changes to the cell-phone policy.

2. Approve revised Dane County Library Standards

3. Approve bid from Naturally Refined Painting for interior painting project using Capital Budget funds. Total project cost: not to exceed \$9,000.00

4. Approve bid from Coyle Carpeting for re-carpeting Main Desk area using Capital Budget Funds. Total cost: \$4,975.00

5. Approve purchase of service station furniture from Embury, Ltd. using Fund Balance
 The Library would purchase three laminate stand-alone self-checkout stands and one sit-down service desk. Total cost \$6,802.30 to be paid from Fund Balance.

MONONA PUBLIC LIBRARY

ADMINISTRATION REPORT FOR BOARD MEETING

November 15, 2011

Erick Plumb, Library Director

LIBRARY ACTIVITY IN OCTOBER & EARLY NOVEMBER 2011

Circulation rebounded from September, although we have recognized that our totals for 2011 will not reach 2010's record level.

It was a busy month. We celebrated Teen Tech Week, participated in the Wisconsin Book Festival, and held our first ever Artists' Reception on November 9. A program on coupon clipping proved so popular we had to turn people away and schedule a second installment of the program in January. The Friends of the Library held their annual Book & Bake Sale the weekend of October 15, earning a robust \$2,000.

PERSONNEL

The Library's management team met all day on November 1 to discuss our progress in 2011 and to begin planning for 2012. We discussed what core services are working well, what could be improved, and discussed possible services or programs that we should discontinue. We will follow-up these initial discussions in December.

FACILITIES AND EQUIPMENT

We received six bids for the painting the interior of the building. Should the Board approve the low bid, we will begin this project the week of November 28. The project should be complete by mid-December.

We have selected carpeting for the replacement of the area around the circ desk. The carpet will complement the current color scheme. The current carpet in the area is quite worn after a decade of use. We will also need to install carpeting where the circulation desk was located.

We are having drywall repaired in several areas, most notably by the Main Service desk. As you may remember, we suffered water damage in 2008-09 due to ice dams on the roof. The repairs will be completed prior to beginning the painting project.

We continue to tinker with lighting improvements. We removed the covers on the light fixtures in the children's room to boost light levels 20%. We are also working with the City on replacing bulbs and ballasts in the newer portion of the building with a higher-quality, more-uniform product.

Mayor Miller instructed the Public Works Department to plan to fix the massive sinkhole in our parking lot. Numerous people have reported that the rising and falling manhole cover in the drive have jostled their cars, including the Mayor.

BUDGET AND FINANCE

The 2012 operating budget had its first reading at the City Council meeting on November 7. None of the 24 budget amendments offered by the alders affected the Library. The health care premium estimates for the City, originally pegged at 8%, then boosted to 15%, are now set at 10.2%. The City will raise its appropriation to the Library slightly from 2011 to balance the budget.

LIBRARY SERVICES AND PROGRAMS

Children's and Young Adult Monthly Report for October 2011

| Programs | Attendance | Programs | Notes |
|-------------------------------------|------------|----------|--|
| Wed 9:30 PreK [32, 22, 23, 28] | 105 | 4 | |
| Wed 10:15 Toddler [25, 23, 24, 16] | 88 | 4 | |
| Wed 11:00 Toddler [26, 25, 23, 16] | 90 | 4 | |
| Thur 9:30 PreK [26, 30, 26, 18] | 100 | 4 | |
| Thur 10:15 Toddler [23, 19, 21, 18] | 81 | 4 | |
| Thur 11:00 Baby [22, 21, 12, 18] | 73 | 4 | |
| Read to a Dog | 12 | 1 | |
| Transportation [10, 16] | 26 | 2 | |
| David HB Drake [125, 50] | 175 | 2 | |
| IHM School Visit | 14 | 1 | Outreach, Met w teachers |
| Autumn Leaf T-shirt | 24 | 1 | Recycle Bug |
| Fall Crafts Storytime | 7 | 1 | Karen Wendt |
| Many Voices [8, 14] | 22 | 2 | |
| David HB Drake [120, 50] | 170 | 2 | WI Book Fest; School visit, Public event |
| Hide & Seek [13, 19] | 32 | 2 | Brownie group visit |
| TOTAL | 1019 | 38 | 26.8 avg attendance |

Notes from Karen:

Ordering, weeding, children's room maintenance, supervision of YS Page and LAI.
Fall program planning and implementation.

Meetings, Workshops, etc:

10/6: Grassroots Meeting at SCLS

10/10: Talk w/ Peg re WLA workshop on using Internet for programming and promotion. She is going to use the Children's Services Video Book Reviews program and the *Storytime Live* webpage for the workshop.

10/13: Department Head Meeting

10/20: Department Head Meeting

10/28: Webinar: Dream Big Storytimes with Shawn Brommer

Hi Karen, My son enjoyed the Read to a Dog program with Raider this week!

Mother of R.E.A.D. reader.

Hi Karen, Thanks for facilitating such a fun program last night! My grandson was mesmerized.

He was so quiet during the program, but chattered all the way home. He especially loved his book! Thanks for making our first Orion/Gamma outing so positive! Joan Andrusz

Oct 2011 Monthly Report Teen & Adult Outreach Services

| Programs | Attendance | Programs | Notes (T=teen; A=adult, E=everyone) |
|--------------------------------|-------------------|-----------------|--|
| Back to School Clutter Control | 19 | 1 | A |
| Teen Lit for Adults | 15 | 1 | A |
| Sr Center Book Talk (Megan) | 7 | 1 | A |
| TAB meeting | 14 | 1 | T |
| Totals | 55 | 4 | |

Meetings and Events:

Book Collections and Displays coordinated for four outreach Oct Breast Cancer Awareness events:

- Dyan Armstrong of Smart Women re Book Displays at two Oct Komen workshops
- Lilliam Post re Spanish Komen Book Displays for Catholic Multicultural Center Open House
- Toni Streckert presented the Komen collection at the opening of Wisconsin Wellness and Healing Arts Center
- Our Teen Advisory Board designed and set up 5 book genre book displays in the TeenEscape area to help promote Teen Read Week
- At the GSAFE (Gay Straight Alliance for Safe Schools) Eat, Walk, Run event, 300 bookmarks were distributed announcing the upcoming Monona Library New Harvest GLBTQ collection
- Toni Streckert promoted the Komen for the Cure collection at the B-Smart class for breast cancers survivors at Gilda's Club
- Monona Library participated in the Oct 17 Go Pink citywide observation of Breast Cancer Awareness month and pictures were taken with members of the police and fire departments in the library by the Susan G Komen collection
- Our Constant Contact monthly Adult E-Newsletter continues to build subscribers with information about upcoming programs, collection additions, highlights of previous programs and Friends news; I would encourage all board members to subscribe. We will be presenting book reviews in upcoming issues and it would be timely to feature a variety of city and library staff and volunteers (including Monona Library Board members) as guest reviewers

ACTION ITEMS

1. Amend Library Code of Conduct

Changes include banning weapons, public intoxication, canvassing, and changes to the cell-phone policy.

2. Approve revised Dane County Library Standards

3. Approve bid from Naturally Refined Painting for interior painting project using Capital Budget funds. Total project cost: not to exceed \$9,000.00

4. Approve bid from Coyle Carpeting for re-carpeting Main Desk area using Capital Budget Funds. Total cost: \$4,975.00

5. Approve purchase of service station furniture from Embury, Ltd. using Fund Balance
The Library would purchase three laminate stand-alone self-checkout stands and one sit-down service desk. Total cost \$6,802.30 to be paid from Fund Balance.

DRAFT -

Code of Conduct in the Library

Changes underlined

PURPOSE

Under the provisions of Chapter 43 of the Wisconsin State Statutes, Section 43.52 (1), the Monona Public Library Board of Trustees may enact regulations that serve to insure the safety of library staff and patrons, protect the materials collection and maintain order in the library. While committed to providing an atmosphere that welcomes all ages to partake of the library's services, this policy attempts to provide guidelines which preserve a reasonably quiet environment and which promote safety and comfort for all individuals.

GUIDELINES FOR USING THE LIBRARY

1. So that everyone feels comfortable and welcome, treat everyone in the Library with respect.
2. So that others are not disturbed, talk quietly. Disruptive, threatening or abusive language/behavior is prohibited.
3. For your safety, walk in the Library.
4. For your child's safety and out of respect for other patrons, children under nine (9) should be accompanied by an adult or caretaker age 12 or older.
5. For your health and safety, shoes and shirts must be worn in the Library.
6. For your safety, the Monona Public Library prohibits, on Library premises, all firearms, explosives, and any item deemed a dangerous weapon in Wisconsin Statute sec. 939.22(10).
7. For your safety, the Library prohibits possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
8. To protect materials and furniture, food/snacks are not allowed in the Library. Covered beverages are permitted.
9. Library staff cannot be responsible for your belongings. Keep your coat and other belongings with you.
10. Use of tobacco products is not allowed in the building.
11. No pets or other animals are allowed in the library unless they are guide-dogs service animals or part of a library program.
12. ~~Cell phones must be on vibration mode at all times in the library. Use of cell phones is confined to the building's lower level. Usage of cell phones and other electronic devices are allowed, but their use may not disrupt library use by other patrons. Patrons may use computers and other electronic devices in the library; however, We ask that patrons turn~~

off all audible sounds or use headphones.

Solicitation & Canvassing

1. Only persons on library business will be allowed to solicit for the sale of goods and services in the library. Salespersons may meet with authorized library personnel only. Exceptions may be made for library- sponsored activities and organizations affiliated with the library.
2. Surveying of groups or individuals may only be done in conjunction with output measures or other similar surveys designed to quantify library use or satisfaction with library services.
3. Canvassing -- for example, soliciting signatures for a petition, nomination papers, and the like -- is not allowed on library property.

GUIDELINES FOR HANDLING PROBLEM PATRONS

1. It is a patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her individual rights and the rights and privileges of other patrons.
2. Occasionally, staff members may have to deal with patrons who violate the rights of others or who create a disturbance in the library. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by staff will be subject to the law.
3. A brief written report of any incident involving theft, vandalism, illegal activity, or major disruptive behavior will be filed with the Director as soon as possible after its occurrence.
4. The Library Director, acting on behalf of the Board of Trustees, may suspend the library privileges of any individual who willfully violates library regulations when the severity or continued re-occurrence warrants such action. [Wisconsin State Statutes 43.52 {2}.] The Library Director will inform the Library Board of any such action taken.
5. The person whose library privileges are suspended shall be advised in writing of the suspension and the reason(s) for such action. The offending person shall also be informed that the suspension may be appealed at the next regularly scheduled Library Board meeting.
6. Disruptive children will be given a warning that he/she must settle down or be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, he/she may do so and then wait by the main entrance until the parent arrives.

Unattended Children

1. One of the primary missions of the Library is to provide a variety of services for children of all ages. The library encourages visits by young children, and it is our desire to make these visits both memorable and enjoyable for the child.

2. "Unattended" means that the parent or designated person is not in close proximity to the child. Library staff cannot be expected to assume responsibility for the care of unsupervised children in the library. Parents are responsible for their children's behavior while in the library.
3. Therefore it is the policy of the Library that all children under the age of nine (9) must be in the company of a parent or caretaker (age 12 or older) while in the library. Even if the young person is attending a program, it is required that the parent/responsible person remains in the Library throughout the program.
4. If it is determined that a child is lost or left unattended, a staff member shall bring the child to the Youth Services Coordinator or other staff member in charge. He/she will then attempt to identify and locate the parent/responsible person. If a parent/responsible person cannot be found, then the child will be remanded to the care of the Monona Police Department.

Amended and approved by the Library Board ~~April 15, 2008~~ _____

Resolution Approving Revised Dane County Standards for Public Libraries

Whereas the Dane County Board 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 that the Dane County Plan for Library Services contain revised operational standards developed by Library Directors in Dane County meeting electronically and in person, and subsequently approved by the Dane County Library Board, and

Whereas, these revised standards are delineated in the document entitled *Standards for Dane County Public Libraries*, dated September 1, 2011, and

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 _____ Library Board hereby approves the standards for inclusion in the Dane County Plan for Service.

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

Dane County Library Board
201 W. Mifflin St.
Madison, WI 53703

Date Passed: _____

Vote: _____

Authorized Signature

Title of Person signing

Revision proposed September 1, 2011
Subject to the approval of 50% of the participating libraries
containing 80% of the population of the
participating municipalities
AND adoption by the Dane County Board of Supervisors
TENTATIVE EFFECTIVE DATE: 1/1/2012

Dane County Library Board
201 W. Mifflin St.
Madison, WI 53703

Standards for Dane County Public Libraries

Under the provisions of Chapter 43.11(d) and Chapter 43.64(2m) of the Wisconsin Statutes, the following standards of operation are established for public libraries within Dane County. Also established as part of these standards is the process by which libraries demonstrate their compliance or their plan to achieve compliance within the timelines provided.

It can not be emphasized strongly enough that all standards established through this planning process are to be considered minimum standards for adequate library service, that is, the floor—not the ceiling. The quantitative standards are, to the extent practicable, patterned after existing state standards, but set at the 50th percentile for libraries of like size in Wisconsin. This level is defined as “basic” by the Wisconsin Department of Public Instruction. The goal of these standards is that libraries, by meeting all of these low minimums, retain the flexibility to exceed some or many in order to fulfill locally determined needs for service or materials above minimum level.

All public libraries must:

- have a delivery service connecting with all other Dane County public libraries, the Dane County Library Service, and the South Central Library System with service a minimum of five days per week.
- employ directors who are properly certified by the Wisconsin Department of Public Instruction.
- offer the delivery of library materials to qualified homebound individuals either directly or through a service contract with another library agency.
- provide patron access to the Internet, governed by a locally determined policy.
- share an automated integrated library system.
- annually compensate all other standards-compliant public libraries within Dane County, including those libraries which have been granted provisional exemptions based on accepted plans to achieve compliance, for the cost of services provided to

residents of the library's municipality. Service shall be measured by checkouts; the compensation model shall be that established by Dane County Library Board for compensating municipal libraries for serving residents of areas taxed by the county for library service.

- meet or exceed the following minimum quantitative standards based on the Wisconsin Official Population Final Estimates issued by the Wisconsin Department of Administration for the most recent year.:

Minimum Hours open annually per capita

| | | RANGE |
|---|------|-----------------------|
| Villages up to 2,500 population | 1 | 1,000 to 1,875 hours |
| Villages/cities between 2,500 and 5,000 | .75 | 1875 to 2,250 Hours |
| Villages/cities between 5,000 and 10,000 | .45 | 2,250 to 2,500 Hours |
| Villages/cities between 10,000 and 25,000 | .25 | 2,500 to 3,000 Hours |
| Villages/cities between 25,000 and 50,000 | .12 | 3,000 to 3,250 Hours |
| Villages/cities between 50,000 and 99,000 | .065 | 3,250 to 3500 Hours |
| Cities over 100,000 | .05 | 3,500 to 12,500 hours |

Minimum FTE Paid Staff Per Capita

| | | RANGE |
|---|----------------------------|------------------|
| Villages up to 2,500 population | .001 (1 FTE minimum total) | 1.00 to 2.00 FTE |
| Villages/cities between 2,500 and 5,000 | .0008 | 2.00 to 4.00 FTE |
| Villages/cities between 5,000 and 10,000 | .0008 | 4.00 to 7.00 FTE |
| Villages/cities between 10,000 and 25,000 | .0007 | 7.00 to 15 FTE |
| Villages/cities between 25,000 and 50,000 | .0006 | 15 to 25.00 FTE |
| Villages/cities between 50,000 and 99,000 | .0005 | 25 to 40.00 FTE |
| Cities over 100,000 | .0004 | 40 to 120.00 FTE |

Minimum Public Internet Access Workstations per capita

| | | RANGE: |
|---|-------|------------------------|
| Villages up to 2,500 population | .001 | 1 to 3 workstations |
| Villages/cities between 2,500 and 5,000 | .001 | 3 to 5 workstations |
| Villages/cities between 5,000 and 10,000 | .001 | 5 to 7 workstations |
| Villages/cities between 10,000 and 25,000 | .0007 | 7 to 13 workstations |
| Villages/cities between 25,000 and 50,000 | .0005 | 13 to 25 workstations |
| Villages/cities between 50,000 and 99,000 | .0005 | 25 to 50 workstations |
| Cities over 100,000 | .0005 | 50 to 125 workstations |

Minimum Annual Material Expenditures Per Capita

| | | Range: |
|---|--------|------------------------------|
| Villages up to 2,500 population | \$6.00 | \$6,000 to \$14,250 Total |
| Villages/cities between 2,500 and 5,000 | \$5.70 | \$14,250 to \$28,500 Total |
| Villages/cities between 5,000 and 10,000 | \$5.70 | \$28,500 to \$54,000 Total |
| Villages/cities between 10,000 and 25,000 | \$5.40 | \$54,000 to \$127,500 Total |
| Villages/cities between 25,000 and 50,000 | \$5.10 | \$127,500 to \$240,000 Total |
| Villages/cities between 50,000 and 99,000 | \$4.80 | \$240,000 to \$340,000 Total |
| Cities over 100,000 | \$3.40 | \$340,000 to \$850,000 Total |

Minimum Total Items Held per capita

| | | RANGE |
|---|-----|-----------------------------------|
| Villages up to 2,500 population | 8 | 8,000 to 16,250 Total items |
| Villages/cities between 2,500 and 5,000 | 6.5 | 16,250 to 28,500 Total items |
| Villages/cities between 5,000 and 10,000 | 5.7 | 28,500 to 44,000 Total items |
| Villages/cities between 10,000 and 25,000 | 4.4 | 44,000 to 85,000 Total items |
| Villages/cities between 25,000 and 50,000 | 3.4 | 85,000 to 160,000 Total items |
| Villages/cities between 50,000 and 99,000 | 3.2 | 160,000 to 250,000 Total items |
| Cities over 100,000 | 2.5 | 250,000 to 625,000 Total items |

Minimum Annual Item Acquisitions as a Percent of Holdings

| | |
|---|---|
| Villages up to 2,500 population | 5% of holdings –greater of minimum/actual |
| Villages/cities between 2,500 and 5,000 | 5% of holdings –greater of minimum/actual |
| Villages/cities between 5,000 and 10,000 | 5% of holdings –greater of minimum/actual |
| Villages/cities between 10,000 and 25,000 | 5% of holdings –greater of minimum/actual |
| Villages/cities between 25,000 and 50,000 | 5% of holdings –greater of minimum/actual |
| Villages/cities between 50,000 and 99,000 | 5% of holdings –greater of minimum/actual |
| Cities over 100,000 | 5% of holdings –greater of minimum/actual |

Total Print and Electronic Periodical Subscriptions per capita

| | | RANGE |
|---|------|--------------------------------|
| Villages up to 2,500 population | .024 | 24-45 Total subscriptions |
| Villages between 2,500 and 5,000 | .018 | 45-75 Total subscriptions |
| Villages between 5,000 and 10,000 | .015 | 75-100 Total subscriptions |
| Villages/cities between 10,000 and 25,000 | .010 | 100-150 Total subscriptions |
| Villages/cities between 25,000 and 50,000 | .006 | 150-250 Total subscriptions |
| Villages/cities between 50,000 and 99,000 | .004 | 250-300 Total subscriptions |
| Cities over 100,000 | .003 | 300-750 Total subscriptions |

These library standards must be met by any municipality seeking an exemption from the county library tax. Any library not meeting one or more of the quantitative standards above may be granted a provisional exemption on an annual basis, not to exceed three provisional exemptions in any ten year period, by submitting for county library board approval a plan designed to bring the library into full compliance. The Library Board shall review and approve such plans as appropriate and shall authorize provisional exemptions.

No library will be granted an exemption while not in compliance for more than three years out of any ten year period. Municipal library boards may appeal any decision to the Dane County Library Board through the appeals process established within the Plan for Library Service.

The effective date of these standards will be January 1, 2012, or the date of adoption by the County Board of Supervisors, whichever is later.

Interior Painting Bids 2011

| Contractor | Bid Total | Comments |
|------------------------------------|-------------------------|-----------------------------|
| Klein-Dickert Co. | \$23,680.00 | No V.O.C. paint. Painted |
| Naturally Refined Painting, LLC | Not to exceed \$9000 | TEENeSCAPE 2009 |
| Thomas Mason Co. | \$35,975.00 | |
| Thrift Painting, Inc. | \$17,989.00 | |
| Schmelzer Paint Co. | \$22,470.00 | |
| Wall-Tech, Inc. | \$14,200.00 | |

PROPOSAL

From: Kevin Kiley

Date: October 25, 2011

Naturally Refined Painting, LLC

To: Erick Plumb

Re: Interior Painting of Monona Library

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

Job Description:

1. Cover floors with rosin paper and canvas drop cloths. Tape and mask trim and cover countertops or furniture with plastic sheets where needed. Remove outlet covers.
2. Prep walls by spackling nail holes, performing minor drywall repairs and caulking. Spot prime the drywall patches.
3. Paint all specified walls with two coats throughout the library, applying chosen colors and sheen. Exclude ceilings and all duct work. Exclude only specified spaces, such as the story room, one 2nd floor bathroom, and the circulation office.
4. Painting shall be done exclusively with low odor, no V.O.C. or low V.O.C. paint where durability is a priority.
5. Prep and paint the stairway handrails with two coats of particularly strong enamel.
6. Remove tape and plastic sheets, replace outlet covers. Worksite shall be reasonably clean upon completion.

Date of Commencement and Substantial Completion

The date of commencement shall be as follows: December 2011.

The Contractors shall achieve substantial completion of the work in twelve days.

Contractor Rates

Hourly rate for principal painter shall be \$35.00. Hourly rate for painter's assistant shall be \$32.50. All materials purchased by Contractor shall be marked up 10% for handling. Time shall not be charged for material acquisition.

Estimated Cost, Interior Painting including premium paint: \$7,250.00

Estimated Cost, Entire Project Not to Exceed: \$9,000.00

Painter Initial _____

Contact Initial _____

October 25, 2011

PAINTING THE MONONA LIBRARY INTERIOR WALLS

Dear Monona Library Board and staff,

Thank you for the opportunity to bid on this project.

Having successfully painted the teen space in the library makes me a prime candidate for this job. The work in that space illustrates my care and precision. Having met much of the staff already, and creating a good working relationship will also put me in a top position to commence the new painting project.

I've owned and managed Naturally Refined Painting for over ten years, after graduating college with a Bachelor of Fine Arts. I am fully insured of course, and have extensive experience applying green or low odor, no V.O.C. paints. It's these products that I use almost exclusively.

The scope of the job and its magnitude is not daunting to me, as I have successfully completed painting the hallways, lobbies and common areas of larger condominium buildings with only one assistant. Entering and working in a public space is less disruptive with a smaller crew. I have great references from that condo committee, as well as the trust and recommendation of the Benjamin Moore paint store, whose products have always been the forefront of eco-friendly paints.

I would greatly look forward to your acceptance of my proposal, and come December, improving the library with new paint and color.

Thank you!

Kevin Kiley,

Naturally Refined Painting, L.L.C.

CONTRACT AGREEMENT

The contract agreement is between NATURALLY REFINED PAINTING, L.L.C., a Wisconsin Limited Liability Company, (Contractor) and the Association listed below, for the work particularly described on the attached PROPOSAL dated October 25, 2011 which is made a part hereof by reference

Project Name: Interior Painting of Monona Library

Project Address: 1000 Nichols Rd., Monona, WI 53716

Project Contact: Erick Plumb

Contract Amount: See Attached Proposal Contract Date: October 25, 2011 Job Number: 2040

Payment Terms: Half (50%) of the contract price shall be due upon starting this project, 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 entering the building with trucks and working with equipment. The access areas will be located and approved by Owner. Contractor shall not be responsible for moving furniture or artwork, and not liable for any damages, or claims for damages to those possessions not moved by the owner. Painters will use drop cloths and plastic sheets to cover furniture as a part of ordinary care.

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, L.L.C.
A Wisconsin Limited Liability Company

The above contract is accepted

By _____
Kevin Kiley, Owner

By _____
(Owner or Authorized Representative)

Date: _____

Date: _____

COYLE CONTRACT PROPOSAL

250 W. BELTLINE HIGHWAY
MADISON, WI 53713
(608)327-5130
(608)258-7248 FAX
dwpavlik@coylecarpet.com

Submitted To: Monona Library
Address: 1000 Nichols Rd
City: Monona
State, Zip: WI
Contact & Phone: Erick Plumb

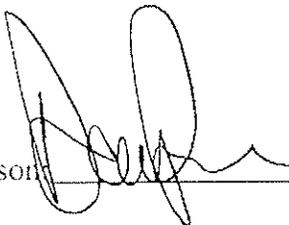
Date: 10/25/2011
Salesperson: Darren Pavlik
Terms:
Architect:
Job Name: Library Entrance Way

Carpet Tile & Vinyl Base furnished and installed.
Removal and disposal of existing carpet is included.
Floor Prep (if any is needed) is not included.
All work figured during regular business hours.

Carpet Selection – Interface "Cubic" Carpet Tile
Color – TBD
Carpet Total Needed – 156 SY

\$4,975.00

Salesperson: _____



Date: _____

10/25/11

Accepted By: _____

Date: _____

Note: This proposal may be withdrawn if not accepted within 30 days.