

Monona Public Library Board Agenda

In person in the Library

Tuesday, September 21 at 7:00PM

1. Call to Order
2. Approval of the Minutes
3. Appearances:
4. Consent Agenda
 - a. Review of and Approval of Bill Payments, Financial Report and Activity Report
5. Library Directors Report
 - a. Services during pandemic
 - b. Operating Budget
 - c. Capital Budget
 - d. Retaining Wall
 - e. Friends
6. Board Discussion Topics:
 - a. Operating Budget
 - b. Library Programs
 - c. Books, Movies, and Shows
7. Action Items
 - a. Vote to approve 2022 Operating Budget
8. Announcements:
 - i. Next Board Meeting is October 19, 2021

Minutes
Monona Public Library Board
In Library Upper Level
August 17 2021, 7:00 p.m.

I. Roll Call

Library Board Trustees Present: Sue Carr, President; Roselyn Ebel, Secretary; Jennifer Kuhr, Alderperson; Erinn Monroe-Nye, Community Representative; Mary Anderson, Community Representative; Todd Stebbins, Vice President
Library Board Trustees Absent: Jennifer Fonner, School Board Representative
Library Staff Present: Director Claringbole

II. Call to Order

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

III. Approval of Minutes

Trustee Monroe-Nye motioned to approve Minutes for July 2021. Trustee Anderson seconded. Motion passed.

IV. Consent Agenda

- A. Review of and Approval of Bill Payments, Financial Report and Activity Report
Trustee Ebel motioned to approve Bill Payments, Financial Report, and Activity Report for July 2021. Alderperson Kuhr seconded. Motion passed.

V. Library Directors Report

A. Tool Library

Director Claringbole shared the update that all tools are going to the Restore; the library is going to work with the Restore to establish checkout program. The Board suggested a community feedback/brainstorm to explore other options as well, such as kitchen tools, board games, etc.

B. Homeless

A patron was banned for two weeks following an incident wherein a verbal interaction occurred that made another patron feel unsafe in the library; the incident involved a child.

Director Claringbole met with City staff regarding the growing homeless community within Monona and how the City can best help serve the homeless community in a compassionate way but also in a way that follows policy. There will be further training coming to help staff learn how to interact with and support the homeless community.

C. Community Read

This is a year-long project; staff is working hard to plan discussions and events. They

are determining how many books to order. The Board generally recommends setting up a registration process to be guaranteed a book.

D. Capital Budget Update

Director Claringbole shared that he met with City leadership regarding the Capital budget projects.

E. Mask Update

The mask requirement will be reinstated later this week per the new Dane County health mandate, for all ages 2+. Signage is being created and posted.

VI. Board Discussion Topics

A. Signage Mock up

Director Claringbole shared a mockup of the signage for the upper level. It looks great and signage will be ordered soon.

B. Operating Budget

Director Claringbole reviewed the proposed operating budget as included in the agenda packet. Line items that have increases include utilities, auto circulation system rental, equipment and building maintenance and repair; book lease program, and personnel. The periodical line item has a decrease. The Board offered feedback for Director Claringbole to consider. Director Claringbole will revise and present again at the next meeting.

C. Values

The Board offered a few final revisions and suggested the values be posted within the library and highlighted on social media, possibly aligned with the community read kickoff.

D. Work from Home Policy

Director Claringbole reviewed his proposed work from home policy. An employee may work up to 8 hours a week from home. Salaried employees only would be eligible; hourly employees of the library would not qualify as their duties could not be performed from home. The Board offered a few revisions for Director Claringbole to consider. The Board does not need to vote on this internal policy.

E. Recruitment for Open Position

Encourage candidates to apply!

VII. Book, Television & Movie Recommendations

The Board shared their book, television, and movie recommendations.

VIII. Board Votes

A. Possible vote to approve Operating Budget

Tabled until next meeting.

IX. Announcements

- A. Next Board Meeting is September 21 at 7:00 p.m. in the library.
- B. Loud in the Library is January 29, 2022.
- C. The Board recognizes outgoing member and President Sue Carr's commitment and dedication to many years of service to the library. You will be missed and are very appreciated.

X. Adjournment

Trustee Ebel motioned to adjourn the meeting. Alder Kuhr seconded. President Carr adjourned the meeting at 8:45 p.m.

Minutes recorded by Roselyn Ebel

DRAFT

Monona Public Library Expenditures Paid August 2021

SERVICES CONTRACTS SUPPLIES				
Account	Payable By Vendor	Description	Amount	Total
202-55-55110-220	Gas & Electric Utility			
	MG&E	July	\$ (2,808.27)	
	SUBTOTAL GAS & ELECTRIC UTILITY			\$ (2,808.27)
202-55-55110-222	Water & Sewer Utility			
	Monona Water Utility		\$ (597.68)	
	SUBTOTAL WATER & SEWER UTILITY			\$ (597.68)
202-55-55110-240	Service Contracts			
	Corporate Business Systems	public printer	\$ (143.94)	
	Coverall	service	\$ (1,772.19)	
	Illingworth-Kilgust	HVAC third quarter	\$ (2,214.25)	
	Schumacher	quarterly maintain	\$ (130.38)	
	SUBTOTAL SERVICE CONTRACTS			\$ (4,260.76)
202-55-55110-310	Office Supplies			
	Ecological Toner & Service	supplies	\$ (178.00)	
	Office Depot, Inc.	supplies	\$ (14.05)	
	SmartSheet	subscription	\$ (168.00)	
	SUBTOTAL OFFICE SUPPLIES			\$ (360.05)
202-55-55110-312	Postage			
	Petty Cash: Buffat, Sally	postage	\$ (3.00)	
	SUBTOTAL POSTAGE			\$ (3.00)
202-55-55110-340	Janitorial Supplies			
	Menards	rental	\$ (65.37)	
	SUBTOTAL JANITORIAL SUPPLIES			\$ (65.37)
202-55-55110-341	Programming			
Child	Dollar Tree	supplies	\$ (97.00)	
Teen	Amazon	supplies	\$ (9.54)	
Teen	Elevate Packaging	supplies	\$ (45.50)	
Teen	Facebook	post	\$ (31.90)	
Teen	Reimburse: Helgerson, Tiffany	supplies	\$ (86.13)	
Adult	Michael's	supplies	\$ (242.14)	
	SUBTOTAL PROGRAMMING			\$ (512.21)

202-55-55110-351	Equipment Maintenance			
	Menards	supplies	\$ (31.93)	
	Total Water	supplies	\$ (65.76)	
	SUBTOTAL EQUIPMENT MAINTENANCE			\$ (97.69)
TOTAL SERVICES CONTRACTS SUPPLIES				\$ (8,705.03)
MATERIAL ACQUISITIONS				
Account	Payable By Vendor	Description	Amount	Total
202-55-55110-810	DVDs / CDs / Book on CD			
	Ingram / Baker & Taylor		\$ (623.39)	
	SUBTOTAL DVDs / CDs / Book on CD			\$ (623.39)
202-55-55110-811	Adult Books			
	Ingram		\$ (503.44)	
	SUBTOTAL ADULT BOOKS			\$ (503.44)
202-55-55110-812	Children's Books			
	Ingram		\$ (611.62)	
	SUBTOTAL CHILDREN'S BOOKS			\$ (611.62)
202-55-55110-813	Young Adult Books			
	Ingram		\$ (108.37)	
	SUBTOTAL YOUNG ADULT BOOKS			\$ (108.37)
202-55-55110-814	Large Print Books			
	Cengage Learning / Ingram		\$ (229.03)	
	SUBTOTAL LARGE PRINT BOOKS			\$ (229.03)
TOTAL MATERIAL ACQUISITIONS				\$ (2,075.85)
TOTAL EXPENDITURES PAID AUGUST 202				\$ (10,780.88)

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

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	617,774.00	617,774.00	.00	100.00
202-46-43720-000	COUNTY AID FOR LIBRARIES	.00	218,102.18	162,270.00	55,832.18	134.41
202-46-43730-000	COUNTY AID LIBRARY FACILITIES	.00	447.00	53,815.00	(53,368.00)	.83
202-46-46110-000	COPIER RECEIPTS	150.71	419.29	3,000.00	(2,580.71)	13.98
202-46-46710-000	FINES	557.79	1,086.93	6,000.00	(4,913.07)	18.12
202-46-46730-000	ROOM RENTALS	7.11	9.72	5,000.00	(4,990.28)	.19
202-46-48900-100	VENDING MACHINE	92.00	324.60	3,500.00	(3,175.40)	9.27
TOTAL PUBLIC CHARGES FOR SERVICE		807.61	838,163.72	851,359.00	(13,195.28)	98.45
TOTAL FUND REVENUE		807.61	838,163.72	851,359.00	(13,195.28)	98.45

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CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2021

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	LIBRARY SALARIES	31,439.28	266,396.05	381,587.00	115,190.95	69.81
202-55-55110-119	WAGES, PART-TIME	7,197.73	52,988.86	92,949.00	39,960.14	57.01
202-55-55110-130	FICA	2,732.63	22,830.80	36,302.00	13,471.20	62.89
202-55-55110-131	WISCONSIN RETIREMENT	2,095.67	17,665.12	25,757.00	8,091.88	68.58
202-55-55110-132	LIFE & DISABILITY INSURANCE	1.89	14.57	100.00	85.43	14.57
202-55-55110-133	HEALTH INSURANCE	7,947.93	66,824.38	85,034.00	18,409.62	78.35
202-55-55110-134	PROFESSIONAL DEVELOPMENT	.00	57.14	2,000.00	1,942.86	2.86
202-55-55110-220	GAS & ELECTRIC UTILITIES	2,808.27	17,433.71	32,000.00	14,566.29	54.48
202-55-55110-222	WATER & SEWER UTILITIES	597.68	2,280.53	3,554.00	1,273.47	64.17
202-55-55110-240	SERVICE CONTRACTS	5,921.05	32,055.76	49,000.00	16,944.24	65.42
202-55-55110-241	SCLS MEMBERSHIP	.00	44,396.94	44,500.00	103.06	99.77
202-55-55110-310	OFFICE SUPPLIES	131.04	1,367.15	2,000.00	632.85	68.36
202-55-55110-312	POSTAGE	.00	22.00	150.00	128.00	14.67
202-55-55110-340	JANITORIAL SUPPLIES	94.37	1,137.10	2,000.00	862.90	56.86
202-55-55110-341	PROGRAMMING	207.83	1,723.98	4,000.00	2,276.02	43.10
202-55-55110-344	CASH OVER/SHORT	(1.00)	(1.00)	.00	1.00	.00
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	.00	14,073.00	8,300.00	(5,773.00)	169.55
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	13.33	1,341.68	7,500.00	6,158.32	17.89
202-55-55110-809	PERIODICALS	59.95	923.63	4,500.00	3,576.37	20.53
202-55-55110-810	DVD/CD/BOOK ON CD	934.83	6,102.13	12,000.00	5,897.87	50.85
202-55-55110-811	ADULT BOOKS	1,116.54	9,390.31	15,500.00	6,109.69	60.58
202-55-55110-812	CHILDRENS BOOKS	1,295.24	6,276.99	10,000.00	3,723.01	62.77
202-55-55110-813	YOUNG ADULT BOOKS	245.89	2,077.46	3,250.00	1,172.54	63.92
202-55-55110-814	LARGE PRINT BOOKS	139.86	1,840.66	3,500.00	1,659.34	52.59
202-55-55110-817	ELECTRONIC INFO SOURCES	76.28	(1,716.02)	4,000.00	5,716.02	(42.90)
202-55-55110-818	BOOK LEASE PROGRAM	.00	4,390.00	4,376.00	(14.00)	100.32
202-55-55110-819	VENDING MACHINE EXPENSE	.00	479.65	2,000.00	1,620.35	23.98
202-55-55110-851	LIBRARY CAPITAL OUTLAY	.00	6,419.74	.00	(6,419.74)	.00
	TOTAL LIBRARY EXPENDITURES	65,056.29	578,592.32	835,859.00	257,266.68	69.22
<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	65,056.29	578,592.32	851,359.00	272,766.68	67.96
	NET REVENUES OVER EXPENDITURES	(64,248.68)	259,571.40	.00	259,571.40	.00

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Administrative Report - August 17, 2021

Operating Budget

The City has instructed to provide two budgets to allow for a 2% increase in salaries and wages: a 0% and 1% increase in non-salary line items.

The 1% increase is spread out between increased cost in gas and electric utilities and SCLS fee increases. There is also the recommendation to increase dollars between the building and equipment maintenance line item.

Capital Budget

Director Claringbole will attend the first Committee of the Whole meeting for the capital project on Monday, September 20. The two projects that will be discussed are renovating the upper level restrooms at \$22,000 and moving the dumpsters fixture away from the roof for \$10,000. Also, under City projects the HVAC project will be discussed to replace the remaining rooftop units and controllers.

Covid Adjustments

In a Dane County directors meeting it was discussed how libraries are moving forward in the fourth quarter of 2021. Only a select few libraries are hosting programs in the building. All of them require masks and a limit to the number of people who can attend. The libraries who are doing this have the space to host 15-30 people socially distanced apart. The majority of the libraries do not plan to host programs and storytimes in the library building until 2022.

We continue to come up with programs that we can do either outside or virtually. Along with our anti-racism initiative, we are continuing our crafting, Seasonal Chef, Eco-action Tuesday, and looking to start history programs back for adults. For teens and tweens we have video game hangout outdoors as long as we can do it depending on the weather, graphic novel book club, and maker space events. For children we have our storytimes outside for as long as we can, virtual storytimes, makerspace events, and other special programs.

Retaining Wall

The 2021 capital project to replace the eroding retaining wall on the Nichols Rd side of the building is almost completed. The wall will have two tiers like the original, but the stone will be much larger, matching the ones added during the parking lot project. New shrubbery, trees, and vegetation will need to be added once construction on the wall is complete.

Community Read Project

The launch of the Community Read Project was delayed until May 2022. This was due to the delta variant of the covid virus. The library is expecting a large group, and did not feel that having such a large group was safe during this time in the pandemic. Also, we want the entire

community to feel welcome and safe to attend. With the Community Read moving to May, we are moving up some of the programs we were going to have in the spring to late fall, along with linking to other programs and having virtual listening sessions discussing what was shared in those programs.

Jenna and Tiffany are also applying for an extension to the ALA grant that was already awarded. Due to the size of this initiative, they talked with ALA and were told that it would make sense to apply for this extension. The funds will go towards additional copies of the book and paying for performers and lecturers.

As a reminder, the books for this project are:

How to be Anti-racist by Ibram X. Kendi - for adults

This Book is Anti-racist by Tiffany Jewell - for teens

Our Skin: A First Conversation About Race by Jessica Ralli and Megan Madison

Friends of the Monona Library

The Friends of the Monona Library met on Tuesday, September 14. One of the items discussed was for the Friends to go through a mini strategic plan to see what changes should and can be made, including establishing goals for the Friends to work towards. The Friends will also look to see how they can help with some of the library's strategic plan efforts, such as helping with the lower level remodel and helping with outreach out into the community and conveying to community members what they do and what all the library does with their help.

Signs

We have our signs ready to send to the printer but we are waiting on the SCLS design consultant to come by the library and provide some feedback on placement and sign sizes before we send to the printer. The signs we have designated to be printed are:

Fiction / Ficción

Non-fiction / No ficción

Movies, Music, and Audiobooks / Películas, música y audiolibros

Young Adult / Adultos jóvenes

Tween / Adolescentes

Early Readers / Lectores tempranos

Children's Non-fiction / No ficción infantil

Children's Fiction / Ficción infantil

Delta variant delays community anti-racism read at Monona Public Library

By Lucy Ripp
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Monona Public Library has delayed its community-wide read on anti-racism.

The library planned to use a \$3,000 grant from the American Library Association (ALA) to fund the program this fall, but library staff have announced that the initiative will be postponed due to a local rise in COVID-19 cases.

"With the Delta variant spreading rapidly, we have decided that it is best for us to postpone this program until

May of 2022," said Tiffany Helgerson, the library's youth services coordinator.

Helgerson said the plan is to use the ALA grant funds to purchase several copies of three books on anti-racism, each one for different age groups of readers.

Books chosen for the program include "How to Be an Antiracist," for adults, by Ibram X. Kendi; "This Book is Anti-Racist," for teens, by Tiffany Jewell and "Our Skin: A First Conversation About Race," for children, by Jessica Rall and Megan Madison.

The library will be working with

"several community partners," including the Nehemiah Center for Urban Leadership Development, to provide inclusive guidance and insight for readers throughout the reading project, Helgerson said.

Despite a delay in the program, though, library staff said it "does not mean we are halting discussions about anti-racism until May."

"We know antiracist conversations and action needs to happen in Monona," said Helgerson. "This fall we will still offer programs that will provide context

for the importance of anti-racism as a practice in our community."

She said the library will also be working internally to combat racism in its policies and procedures.

"COVID-19 is not the only public health crisis we are experiencing," Helgerson said. "Racism has been declared a public health crisis in Wisconsin since 2018, and we know that it has been for hundreds of years, [so] let's keep working together to make our community a safe and inclusive space for all."