

## ***Monona Public Library Board Agenda***

***In person in the Library***

***Tuesday, March 15 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. Tool Library
  - b. Restrooms
  - c. Board Games
6. Board Discussion Topics
  - a. Update on Strategic Plan
  - b. Staff & Volunteer Appreciation, April 17-23
  - c. Books, Movies, and Shows
8. Announcements:
  - a. Next Board Meeting is April 19, 2022 at 7pm

**Minutes**  
**Monona Public Library Board**  
**Library Board Room**  
**February 22, 2022, 7:00 p.m.**

**I. Roll Call**

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

**II. Call to Order**

President Anderson called the meeting to order at 7:11 p.m.

**III. Approval of Minutes**

Trustee Monroe-Nye motioned to approve Minutes for January 2022, with the correction that Trustee Monroe-Nye actually adjourned the meeting last month, not Alderperson Kuhr. Trustee Ebel seconded. Motion passed.

**IV. Consent Agenda**

- A. Review of and Approval of Bill Payments, Financial Report and Activity Report  
Vice President Stebbins motioned to approve Bill Payments, Financial Report, and Activity Report for January 2022. Trustee Monroe-Nye seconded. Trustee Ebel asked about the N95s purchased; they will be distributed to patrons as well as staff. Vice President Stebbins asked about the faucet that needed to be repaired; it was the one in the children's bathroom. President Anderson asked about the Teen program numbers and the variation in attendance. Motion passed.

**V. Library Directors Report**

- A. Mask Mandate  
Staff will also meet soon to discuss in-person programming. Director Claringbole shared the library is moving to masks recommended for patrons as of March 1 per local health guidelines and required for staff for at least a few weeks more.
- B. Outdoor Lockers  
Director Claringbole is working on deciding where the lockers could go. Vice President Stebbins asked about potential installation costs and asked to see additional information about that before anything is finalized.
- C. Community Read  
The Community Read will kick off at the Dream Park on May 14, 1 – 3 pm. Staff is working on finalizing speakers and music. Books will be distributed to the public.

D. HVAC Project

The City Council approved a budget amendment to cover the project to include the total amount needed to cover replacement of the remaining rooftop units and all components/controllers, including necessary duct work. Based on the expertise and help of Brad Bruun, this project is able to move forward to properly correct issues and continue serving the community. The project is expected to be done in June or July timeframe.

**VI. Board Discussion Topics**

A. Board of Trustees Opening

President Anderson shared an update on the position opening. The process will reconvene soon via the City and the position will be listed in mid-March on the City website. President Anderson encourages Board members to encourage those interested to apply through the City website.

B. Director's Evaluation

The Board made plans and a timeline to begin to work through the evaluation and provide feedback in April.

C. Book, Television & Movie Recommendations

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

**VII. Board Votes**

A. Discussion of consideration of use of fund balance for HVAC project

Skipped this topic as it is no longer applicable.

B. Vote on Library Closure

Trustee Ebel motioned to close the library March 22 until noon for staff in-service. Alderperson Kuhr seconded. Motion passed. The former day approved had been cancelled due to Director Claringbole being out of office unexpectedly.

**VIII. Announcements**

A. Next Board Meeting is March 15 at 7:00 p.m. in the library.

**IX. Adjournment**

Trustee Monroe-Nye motioned to adjourn the meeting. Trustee Ebel seconded. Motion passed. President Anderson adjourned the meeting at 8:26 p.m.

Minutes recorded by Roselyn Ebel

**CITY OF MONONA**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022**

**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	.00	653,067.00	( 653,067.00)	.00
202-46-43720-000 COUNTY AID FOR LIBRARIES	341.60	527.93	218,000.00	( 217,472.07)	.24
202-46-46110-000 COPIER RECEIPTS	113.60	191.09	3,000.00	( 2,808.91)	6.37
202-46-46710-000 FINES	379.38	452.47	6,000.00	( 5,547.53)	7.54
202-46-46730-000 ROOM RENTALS	819.91	864.95	5,000.00	( 4,135.05)	17.30
202-46-48900-100 VENDING MACHINE	41.75	61.75	3,500.00	( 3,438.25)	1.76
<b>TOTAL PUBLIC CHARGES FOR SERVICE</b>	<b>1,696.24</b>	<b>2,098.19</b>	<b>888,567.00</b>	<b>( 886,468.81)</b>	<b>.24</b>
<b>TOTAL FUND REVENUE</b>	<b>1,696.24</b>	<b>2,098.19</b>	<b>888,567.00</b>	<b>( 886,468.81)</b>	<b>.24</b>

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**CITY OF MONONA**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022**

**LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	BUDGET	% OF BUDGET	
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	LIBRARY SALARIES	16,238.74	49,074.49	391,535.00	342,460.51	12.53
202-55-55110-119	WAGES, PART-TIME	4,035.92	11,501.26	102,808.00	91,306.74	11.19
202-55-55110-130	FICA	1,377.02	4,211.81	37,817.00	33,605.19	11.14
202-55-55110-131	WISCONSIN RETIREMENT	1,056.26	3,152.39	25,450.00	22,297.61	12.39
202-55-55110-132	LIFE & DISABILITY INSURANCE	1.89	3.78	50.00	46.22	7.56
202-55-55110-133	HEALTH INSURANCE	7,927.17	18,513.89	105,153.00	86,639.11	17.61
202-55-55110-134	PROFESSIONAL DEVELOPMENT	.00	.00	3,000.00	3,000.00	.00
202-55-55110-220	GAS & ELECTRIC UTILITIES	4,216.12	4,216.12	32,000.00	27,783.88	13.18
202-55-55110-222	WATER & SEWER UTILITIES	303.16	303.16	3,554.00	3,250.84	8.53
202-55-55110-240	SERVICE CONTRACTS	2,037.99	7,553.43	49,000.00	41,446.57	15.42
202-55-55110-241	SCLS MEMBERSHIP	.00	43,143.00	44,500.00	1,357.00	96.95
202-55-55110-310	OFFICE SUPPLIES	.00	50.00	2,000.00	1,950.00	2.50
202-55-55110-312	POSTAGE	.00	.00	150.00	150.00	.00
202-55-55110-340	JANITORIAL SUPPLIES	.00	.00	2,000.00	2,000.00	.00
202-55-55110-341	PROGRAMMING	1,051.48	1,051.48	4,000.00	2,948.52	26.29
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	1,025.10	1,846.38	6,000.00	4,153.62	30.77
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	81.81	108.12	5,300.00	5,191.88	2.04
202-55-55110-809	PERIODICALS	.00	.00	4,100.00	4,100.00	.00
202-55-55110-810	DVD/CD/BOOK ON CD	400.80	1,090.33	12,000.00	10,909.67	9.09
202-55-55110-811	ADULT BOOKS	1,440.23	2,462.34	15,500.00	13,037.66	15.89
202-55-55110-812	CHILDRENS BOOKS	583.56	604.98	10,000.00	9,395.02	6.05
202-55-55110-813	YOUNG ADULT BOOKS	323.56	340.68	3,250.00	2,909.32	10.48
202-55-55110-814	LARGE PRINT BOOKS	.00	251.35	3,500.00	3,248.65	7.18
202-55-55110-817	ELECTRONIC INFO SOURCES	811.00	811.00	4,000.00	3,189.00	20.28
202-55-55110-818	BOOK LEASE PROGRAM	4,852.00	4,852.00	4,400.00	( 452.00)	110.27
202-55-55110-819	VENDING MACHINE EXPENSE	.00	.00	2,000.00	2,000.00	.00
	<b>TOTAL LIBRARY EXPENDITURES</b>	<b>47,763.81</b>	<b>155,141.99</b>	<b>873,067.00</b>	<b>717,925.01</b>	<b>17.77</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>47,763.81</b>	<b>155,141.99</b>	<b>888,567.00</b>	<b>733,425.01</b>	<b>17.46</b>
	<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 46,067.57)</b>	<b>( 153,043.80)</b>	<b>.00</b>	<b>( 153,043.80)</b>	<b>.00</b>

## Monona Public Library Expenditures Paid Februray 2022

### SERVICES | CONTRACTS | SUPPLIES

Account	Payable By Vendor	Description	Amount	Total
202-55-55110-134	Professional Development	training		
	University of Wisconsin	Neitzel	\$ (250.00)	
	SUBTOTAL PROFESSIONAL DEVELOPMENT			\$ (250.00)
202-55-55110-220	Gas & Electric Utility			
	MG&E	February	\$ (4,216.12)	
	SUBTOTAL GAS & ELECTRIC UTILITY			\$ (4,216.12)
202-55-55110-222	Water & Sewer Utility			
	Monona Water Utility	February	\$ (303.16)	
	SUBTOTAL WATER & SEWER UTILITY			\$ (303.16)
202-55-55110-240	Service Contracts			
	Coverall	February cleaning	\$ (1,772.19)	
	Corporate Business Systems	public printer, 1st Q	\$ (131.52)	
	Schumacher	elevator maintain, 1st Q	\$ (134.28)	
	SUBTOTAL SERVICE CONTRACTS			\$ (2,037.99)
202-55-55110-310	Office Supplies			
	Reimburse: Notstad, Kris	supplies	\$ (26.36)	
	Staples	supplies	\$ (11.98)	
	SUBTOTAL OFFICE SUPPLIES			\$ (38.34)
202-55-55110-341	Programming			
Child	Amazon	supplies	\$ (86.70)	
Child	Elevate Packaging	supplies	\$ (124.13)	
Child	Michael's	supplies	\$ (23.94)	
Child	Target	supplies	\$ (30.84)	
Child	Walmart	supplies	\$ (44.63)	
Teen	Michael's	supplies	\$ (53.03)	
Adult	JDog Productions, LLC	performer	\$ (100.00)	
	SUBTOTAL PROGRAMMING			\$ (463.27)
202-55-55110-350	Equipment Maintenance & Repair			
	Illingworth-Kilgust	pump coupler repair	\$ (533.00)	
	Illingworth-Kilgust	RTU1 repair	\$ (529.00)	
	Schumacher	service call	\$ (59.75)	
	SUBTOTAL EQUIPMENT MAINTENANCE & REPAIR			\$ (1,121.75)

202-55-55110-351	Building Maintenance & Repair			
	Amazon	supplies	\$	(38.93)
	Menard's	supplies	\$	(42.88)
	SUBTOTAL BUILDING MAINTENANCE & REPAIR			\$ (81.81)
<b>TOTAL SERVICES   CONTRACTS   SUPPLIES</b>				<b>\$ (8,512.44)</b>

**MATERIAL ACQUISITIONS**

Account	Payable By Vendor	Description	Amount	Total
202-55-55110-809	Periodicals			
	The New York Times	subscription	\$	(309.20)
	SUBTOTAL PERIODICALS			\$ (309.20)
202-55-55110-810	DVDs / CDs / Book on CD			
	Best Buy	materials	\$	(465.90)
	Findaway	materials	\$	(534.91)
	Ingram   Baker & Taylor	materials	\$	(695.54)
	SUBTOTAL DVDs / CDs / Book on CD			\$ (1,696.35)
202-55-55110-811	Adult Books			
	Ingram	materials	\$	(1,999.39)
	SUBTOTAL ADULT BOOKS			\$ (1,999.39)
202-55-55110-812	Children's Books			
	Ingram	materials	\$	(1,115.41)
	SUBTOTAL CHILDREN'S BOOKS			\$ (1,115.41)
202-55-55110-813	Young Adult Books			
	Ingram	materials	\$	(465.06)
	SUBTOTAL YOUNG ADULT BOOKS			\$ (465.06)
202-55-55110-814	Large Print Books			
	Cengage Learning / Ingram	materials	\$	(230.13)
	SUBTOTAL LARGE PRINT BOOKS			\$ (230.13)
<b>TOTAL MATERIAL ACQUISITIONS</b>				<b>\$ (5,815.54)</b>
<b>TOTAL EXPENDITURES PAID FEBRUARY 2022</b>				<b>\$ (14,327.98)</b>

Library Activity Report	2021 April	2021 May	2021 June	2021 July	2021 August	2021 September	2021 October	2021 November	2021 December	2022 January	2022 February
Physical Item Checkouts	11293	14516	16884	16001	15610	14272	14251	13967	13756	14873	14039
E-Book Checkouts	2881	2307	2660	2904	2805	2250	2623	2850	2562	2925	2540
Total Item Checkouts	14174	16823	19544	18905	18415	16522	16874	16817	16320	17798	16579
Online Database Usage	511	578	612	540	580	475	463	496	797	589	410
Wireless Network Sessions	883	1117	1601	2929	1639	1390	1322	1214	1173	1129	1232
Library Visits	3943	5233	5233	5575	5235	5034	5554	5558	4718* (the main door counter was not functioning between Dec. 10-17)	5633	5960
Adult Programs	3	7	3	3	3	4	4	5	3	2	6
# attended	47	235	43	45	70	103	89	80	65	38	95
Children's Programs	13	10	14	19	13	9	12	10	14	11	20
101 Attendance	247	247	247	247	247	247	247	247	247	247	247
1723* (Total views)	7	5	7	11	10	3	3	9	8	3	3
Teen/Tween Programs	53	31	63	80	45	26	13	41	81	14	36
# Attended											
Summer Reading Program Sign-up											

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## **Administrative Report - March 15, 2022**

### *Upper Level Restroom Project*

The upper level restrooms renovation project started the week of March 7. The restrooms will be back open to the public on Wednesday, March 23. Signs are up informing the public that the restrooms are unavailable, and that they should use the lower level restrooms during this time. There is also signage letting families know which restroom has a baby changing table.

### *Ripple Project*

As part of the coordinated programming done through the Dane County Ripple Project, Monona Public Library, in partnership with seven other libraries, will host a traveling exhibit that will highlight women in STEM. They will be of various sizes showcased around the stairwell and near the windows by the hold shelf, each profiling a woman of color in the science technology, engineering, and mathematics. The exhibit has handouts highlighting the collection and a QR code so those attending can interact with the exhibit. The exhibit is up now through the end of April.

### *Kanopy*

Starting March 12 Monona patrons will have access to the Kanopy movie streaming platform. Patrons will click on a link, put in their library card number, create an account on Kanopy's site, and have access to thousands of movies to watch. Based on our current funding model, patrons have access to 8 viewings per month. This year is a trial year to see if the community enjoys this services.

### *Signage*

Kris, the City Facilities staff member, put up the signs in the library. Many, especially staff, have commented how nice it is to have signage to provide wayfinding to our collections. After a period of time to acclimate to the change, we will evaluate the library and see if additional signage is necessary to point to other areas of the library, such as the restrooms, service desk, etc.

### *Outdoor Lockers*

SCLS informed participating libraries that there are LSTA grant funds available to assist in the cabling and installation cost of the lockers. I informed SCLS that we would like to get access to those funds.

### *Board Games Collection*

We have board games available for checkout at the library. These games currently are on display in the main section of the library, near the Holds shelf. Games are available for two week

checkout period, and are available locally only, meaning they cannot be put on hold and go to other libraries. We will take six months to see how the games are received by the community before looking at expanding the collection, either by purchasing new games or receiving donations of used games or both.

#### *Tool Library Revisited*

We were recently contacted by the ReStore that they are unable to follow through on their commitment to taking the tool library. We have a meeting with Jessica, the caretaker of the tool library on what options there are. The library will put forward our previous plan of receiving a large chunk of the manual tools, no power tools, and establishing a location for where the tools can be housed at the library.

#### *New Foundation Board Member*

The Monona Library Foundation Board voted and approved the filling of one of its vacant seats. Amanda Pert Meyer, an attorney with Haskins Short & Brindley in Monona, will be a great addition to the Foundation Board. Amanda has already been a huge help, leading a program series at the library for the public on planned giving.

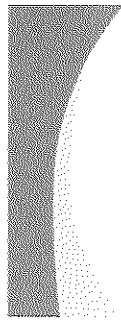
#### *Issues with Holds Notification*





We noticed issues with Holds not being picked up during the week of March 7. After looking into it and consulting SCLS, it turned out that the library needed to have an SPF record added to its domain account. The issue was resolved by SCLS on Thursday, March 10. On that same day, messaging went out to patrons who had hold items on the shelf stating that they should check their account online to see if they have items that are at the library, and/or call the library to see if we can check the shelf for them.

# Monona Public Library Calendar of Events

## March 2022

See our online calendar at [www.mononapubliclibrary.org](http://www.mononapubliclibrary.org) for more details. \*Registration required



-  Children's events
-  Teen events
-  Adult events
-  All ages events

Register for events at [www.mononapubliclibrary.org](http://www.mononapubliclibrary.org)

Monona Public Library  
 1000 Nichols Road  
 Monona, WI 53716  
 Phone: 608-222-6127  
[www.mononapubliclibrary.org](http://www.mononapubliclibrary.org)

### Hours:

Mon-Wed: 9am-8pm  
 Thurs-Fri: 9am-6pm  
 Sat: 9am-5pm  
 Sun: 1-5pm (Labor Day-Memorial Day)



Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 9:30 AM - New time! OUTDOOR Playgroup! *6:30 PM - Climate Reality	9	10 9:30 AM - NEW TIME! Online Storytime with Angelika *6:30 PM - Creative Quarantine: Marbled Embroidery	11 10:00 AM - Take & Make Craft Kits for Kids! Ages 4-8	12 *1:00 PM - Virtual Makerspace Kids: Confetti Pretzels (Ages 6-12)
13 *2:00 PM - Justified Journey Documentary: Online Screening	14	15 9:30 AM - New time! OUTDOOR Playgroup!	16	17 9:30 AM - NEW TIME! Online Storytime with Angelika	18 *10:00 AM - Friday Morning Book Group (on Zoom)	19 10:30 AM - Online S.T.E.A.M. Saturday (K-5)
20	21	22 9:30 AM - New time! OUTDOOR Playgroup!	23	24 9:30 AM - NEW TIME! Online Storytime with Angelika	25 10:00 AM - Take & Make Craft Kits for Kids! Ages 4-8	26 *1:00 PM - Virtual Teen Makerspace: Let's Play with Gouache (Ages 8-18)
27	28 *10:00 AM - Origami Series *6:30 PM - Estate Planning: Life and Death Decisions	29 9:30 AM - New time! OUTDOOR Playgroup! *10:00 AM - Origami Series	30 *10:00 AM - Origami Series *1:00 PM - Take Home Painting Kit	31 9:30 AM - NEW TIME! Online Storytime with Angelika *10:00 AM - Origami Series		

\*Registration required