

Monona Public Library Board Agenda

In person in the Library

Tuesday, September 20 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
6. Board Discussion Topics
 - a. Operating Budget
 - b. Books, Movies, and Shows Recommendations
7. Action Items
 - a. Approve 2023 Operating Budget
8. Announcements:
 - a. Next Board Meeting, Tuesday, October 18

Minutes
Monona Public Library Board
Library Board Room
August 16, 2022, 7:00 p.m.

I. Roll Call

Library Board Trustees Present: Mary Anderson, President; Kathy Thomas, Alderperson; Joseph Swinea, Secretary; Erinn Monoe-Nye, Community Representative; Margaret Clark, Community Representative; Jennifer Fonner, School Board Representative
Library Board Trustees Absent: Roselyn Ebel, Community Representative
Library Staff Present: Director Claringbole

II. Call to Order

President Anderson called the meeting to order at 7:06 p.m. Members introduced themselves since there are new members who are attending in person for the first time.

III. Approval of Minutes

Kathy motions to approve, Erinn approves.

IV. Consent Agenda

Margaret motions to approve, Jenny seconds.

V. Library Directors Report

A. Dumpster Covering

Moving the dumpsters closer to the road will make it difficult for residents to jump on the roof. To save on the cost,

B. Youth Services Report

Paper forms and online forms will be used to gather information. They will also use the Library Newsletter

VI. Discussion Topics

A. Library's Role in Advocacy

Originally, City Attorney Bill Kohl was going to speak on what employees could and could not do in the building. A patron had been in the Youth Services room in June and let it be known that they would not be checking out materials in June because of the library's support of LGBTQ community. Staff spoke with Director Claringbone and asked for greater clarification on what they could say in such events. Furthermore, they wanted to know what the distinction between Freedom of Speech and harassment is.

Director Claringbone told the staff that he would support them, but they are not allowed to say that a patron is "wrong" because of their beliefs. Legally, it is still clear as to whether or not they could as they are representatives of their employer. Employees are allowed to tell patrons that they do not feel comfortable with talking to them. However, the employees would like to engage with these patrons because this topic speaks to their identity.

Nationally, libraries are moving towards advocacy in these situations and current staff sees this trend. Director Claringbone has let employees know that they are free to step away from the situation and that if the patron is harassing the employee then the employee needs to leave the building.

Director Claringbone would like a written policy to support him in these situations. Everyone on the Board agreed that having a written policy would be helpful and that it would be helpful to have the City Attorney's input. President Anderson asked if there would be 2-3 people willing to work together on drafting a policy.

B. Capital Budget

Director Claringbone is still working on locating a sign company. Originally, the library was told they could not purchase a digital sign, but there is now the possibility of purchasing a digital sign. The sign would be more expensive than the ones that had previously been considered. All board members saw the value of having a digital sign. President Anderson expressed concern about drivers being distracted.

Director Claringbone mentioned the possibility of placing the digital sign at the bottom of the hill for this purpose. He also mentioned that the message on the sign would be static to further prevent distracting drivers.

Our fire alarm system is outdated. Replacing the system would cost \$20,500. This would add a security system to the main entrances, which the library currently does not have. The system would also include two panic buttons at the front desk. This would also allow Director Claringbone to manually lock the doors.

The opportunity was given for all Board Members to ask questions. There were no questions.

C. Operating Budget

Based on what we know now, the city will not have enough money to pay the bills over the next couple years without finding additional sources of revenue. Director Claringbone created a budget with reduced costs in order to create a 0% and a -2% budget. Friends of Monona Library feels confident that they will be able to increase the amount of money donated to them and this might offset some of the increased costs. The 0% budget left building and maintenance untouched, but that needed to be cut for the -2% budget.

Staff have noticed they are making less money than employees in similar-sized libraries in the area. One possible solution would be to increase the hourly wage but cut the number of hours for library employees. Director Claringbone

mentioned that the library has an excellent staff and that he would like to retain them. This would have an adverse effect on their health insurance, however.

D. Book Display Policy

The policy is to add further protection in case there are patrons who object to book displays.

VII. Action Items

Kathy moves approve Capital Budget, Jenny seconded, all approved
Margaret moves to approve Book Display Policy, Erinn seconded, all approved
Mary moves to approve Joseph Swinea as Secretary, Margaret seconded, all approved.

VIII. Announcements

IX. Adjournment

Monona Public Library Expenditures Paid August 2022
SERVICES | CONTRACTS | SUPPLIES

Account	Payable By Vendor	Description	Amount	Total
202-55-55110-134	Professional Development	training		
	Metro Market	staff meeting	\$ (20.96)	
	SmartSheet	subscription	\$ (168.00)	
	SUBTOTAL PROFESSIONAL DEVELOPMENT			\$ (188.96)
202-55-55110-220	Gas & Electric Utility			
	MG&E	Utility, July	\$ (3,002.14)	
	SUBTOTAL GAS & ELECTRIC UTILITY			\$ (3,002.14)
202-55-55110-222	Water & Sewer Utility			
	Monona Water Utility	Water, July	\$ (328.71)	
	SUBTOTAL WATER & SEWER UTILITY			\$ (328.71)
202-55-55110-240	Service Contracts			
	Corporate Business Systems	Public printer, 3rd Q	\$ (166.17)	
	Coverall	Cleaning, August	\$ (1,772.19)	
	Schumacher	Elevator maintain, 3rd Q	\$ (134.28)	
	SUBTOTAL SERVICE CONTRACTS			\$ (2,072.64)
202-55-55110-310	Office Supplies			
	Amazon	supplies	\$ (53.67)	
	Demco	supplies	\$ (91.05)	
	Hillas Manufacturing & Packaging	supplies	\$ (18.12)	
	ODP Business Solutions	supplies	\$ (130.08)	
	SUBTOTAL OFFICE SUPPLIES			\$ (292.92)
202-55-55110-341	Programming			
	Adult Dharma Trading Co.	supplies	\$ (117.36)	
	Adult Michael's	supplies	\$ (87.08)	
	SUBTOTAL PROGRAMMING			\$ (204.44)
202-55-55110-351	Building Maintenance & Repair			
	Menards	supplies	\$ (42.70)	
	SUBTOTAL BUILDING MAINTENANCE & REPAIR			\$ (42.70)
TOTAL SERVICES CONTRACTS SUPPLIES				\$ (6,132.51)

MATERIAL ACQUISITIONS

Account	Payable By Vendor	Description	Amount	Total
202-55-55110-809	Periodicals			
	The New York Times	subscription	\$ (336.72)	
	SUBTOTAL PERIODICALS			\$ (336.72)
202-55-55110-810	DVDs / CDs / Book on CD			
	Amazon	materials	\$ (32.51)	
	Ingram Baker & Taylor	materials	\$ (242.10)	
	SUBTOTAL DVDs / CDs / Book on CD			\$ (274.61)
202-55-55110-811	Adult Books			
	Ingram	materials	\$ (1,500.21)	
	SUBTOTAL ADULT BOOKS			\$ (1,500.21)
202-55-55110-812	Children's Books			
	Ingram	materials	\$ (1,062.41)	
	SUBTOTAL CHILDREN'S BOOKS			\$ (1,062.41)
202-55-55110-813	Young Adult Books			
	Ingram	materials	\$ (168.18)	
	SUBTOTAL YOUNG ADULT BOOKS			\$ (168.18)
202-55-55110-814	Large Print Books			
	Cengage Learning / Ingram	materials	\$ (260.31)	
	SUBTOTAL LARGE PRINT BOOKS			\$ (260.31)
TOTAL MATERIAL ACQUISITIONS				\$ (3,602.44)
TOTAL EXPENDITURES PAID AUGUST 2022				\$ (9,734.95)

CITY OF MONONA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 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	653,067.00	653,067.00	.00	100.00
202-46-43720-000 COUNTY AID FOR LIBRARIES	.00	218,179.73	218,000.00	179.73	100.08
202-46-46110-000 COPIER RECEIPTS	169.37	1,201.50	3,000.00	(1,798.50)	40.05
202-46-46710-000 FINES	606.68	2,032.64	6,000.00	(3,967.36)	33.88
202-46-46730-000 ROOM RENTALS	.00	3,619.00	5,000.00	(1,381.00)	72.38
202-46-48900-100 VENDING MACHINE	38.00	509.15	3,500.00	(2,990.85)	14.55
TOTAL PUBLIC CHARGES FOR SERVICE	814.05	878,609.02	888,567.00	(9,957.98)	98.88
TOTAL FUND REVENUE	814.05	878,609.02	888,567.00	(9,957.98)	98.88



CITY OF MONONA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2022

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	LIBRARY SALARIES	32,721.36	261,301.20	391,535.00	130,233.80	66.74
202-55-55110-119	WAGES, PART-TIME	8,466.98	65,651.33	102,808.00	37,156.67	63.86
202-55-55110-130	FICA	2,931.21	23,103.93	37,817.00	14,713.07	61.09
202-55-55110-131	WISCONSIN RETIREMENT	2,079.32	16,679.65	25,450.00	8,770.35	65.54
202-55-55110-132	LIFE & DISABILITY INSURANCE	1.89	15.12	50.00	34.88	30.24
202-55-55110-133	HEALTH INSURANCE	8,336.72	72,971.82	105,153.00	32,181.18	69.40
202-55-55110-134	PROFESSIONAL DEVELOPMENT	.00	628.86	3,000.00	2,371.14	20.96
202-55-55110-220	GAS & ELECTRIC UTILITIES	5,247.95	26,941.21	32,000.00	5,058.79	84.19
202-55-55110-222	WATER & SEWER UTILITIES	328.71	2,278.01	3,554.00	1,275.99	64.10
202-55-55110-240	SERVICE CONTRACTS	1,906.47	28,247.07	49,000.00	20,752.93	57.65
202-55-55110-241	SCLS MEMBERSHIP	.00	43,143.00	44,500.00	1,357.00	96.95
202-55-55110-310	OFFICE SUPPLIES	614.21	1,845.01	2,000.00	154.99	92.25
202-55-55110-312	POSTAGE	.00	.00	150.00	150.00	.00
202-55-55110-340	JANITORIAL SUPPLIES	.00	1,389.80	2,000.00	610.20	69.49
202-55-55110-341	PROGRAMMING	228.25	3,165.65	4,000.00	834.35	79.14
202-55-55110-344	CASH OVER/SHORT	(1.00)	(1.00)	.00	1.00	.00
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	.00	6,119.38	6,000.00	(119.38)	101.99
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	165.22	1,456.99	5,300.00	3,843.01	27.49
202-55-55110-809	PERIODICALS	.00	828.22	4,100.00	3,271.78	20.20
202-55-55110-810	DVD/CD/BOOK ON CD	802.59	6,927.05	12,000.00	5,072.95	57.73
202-55-55110-811	ADULT BOOKS	561.44	10,001.89	15,500.00	5,498.11	64.53
202-55-55110-812	CHILDRENS BOOKS	455.87	4,912.63	10,000.00	5,087.37	49.13
202-55-55110-813	YOUNG ADULT BOOKS	34.24	1,301.71	3,250.00	1,948.29	40.05
202-55-55110-814	LARGE PRINT BOOKS	229.92	2,222.61	3,500.00	1,277.39	63.50
202-55-55110-817	ELECTRONIC INFO SOURCES	.00	3,931.00	4,000.00	69.00	98.28
202-55-55110-818	BOOK LEASE PROGRAM	.00	4,852.00	4,400.00	(452.00)	110.27
202-55-55110-819	VENDING MACHINE EXPENSE	.00	536.22	2,000.00	1,463.78	26.81
	TOTAL LIBRARY EXPENDITURES	65,111.35	590,450.36	873,067.00	282,616.64	67.63
<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	65,111.35	590,450.36	888,567.00	298,116.64	66.45
	NET REVENUES OVER EXPENDITURES	(64,297.30)	288,158.66	.00	288,158.66	.00



Library Activity Report	2021	2022	2022	2022	2022	2022	2022	2022	2022				
	August	September	October	November	December	January	February	March	April	May	June	July	August
Physical Item Checkouts	13967	13758	2862	16817	17788	2925	2540	2866	2728	2918	2807	2858	16275
E-Book Checkouts													2030
Total Item Checkouts	13967	13758	2862	16817	17788	2925	2540	2866	2728	2918	2807	2858	18305
Online Database Usage	496	797				580	410	586	1266	1365	1252	1282	1122
Wireless Network Sessions	1214	1173	4718* (the main door counter was not functioning between Dec. 10-17)			1129	1232	1714	1860	2170	2601		2535
Library Visits	5558					5633	5980	7615	7688	7539	8134	7929	8209
Adult Programs	5	3				2	6	5	6	6	7	5	5
# attended	80	65				38	95	65	59	201	63	63	59
Children's Programs	10	14				11	20	16	17	9	14	14	16
# Attended	362	285				289	378 in person/live 722* including views after when recorded	273	399	231	513	353	415
Teen/Tween Programs	9	8				3	3	6	3	0	9	9	8
# Attended	41	81				14	36	70	31	0	108	98	93
Summer Reading Program Sign-up													

Administrative Report - September 20, 2022

Administration

Circulation Supervisor

Amelia submitted her two week notice for her position of Circulation Supervisor. Staff are both very sad but very excited for her as she goes on to do incredible work at her new job. A position description was updated and posted on the City's website on Thursday, September 15. It is stated in the position that it is open until filled. Director Claringbole will put together an interview panel and interview quality applicants as they come in. The goal is to find someone that can do the position to the level that is expected as soon as possible. Duties are currently being distributed to other staff to help manage during the interim period.

Capital Budget

Director Claringbole presented the Board-approved capital budget to Mayor O'Connor and Acting Administrator Houtakker. They both inquired on how old the current fire system is, if the outside sign can be electronic or not, and some of the logistics of the panic buttons. Director Claringbole hopes to find out what projects are moving forward soon.

HVAC Project

The crane and crews arrived at the library on Monday, September 12; however, due to inclement weather the crews were unable to use the crane. They had unhooked all of the units, which prevented fresh air flow from coming in, preventing the library from being open to the public. The library had to be closed Tuesday, September 13 until 2pm to allow the cranes to get the old units off and get the new units on. Crews continued to work throughout the week to complete the hookup and install of the new HVAC units. At this point in time, the library has five new HVAC units.

Operating Budget

As a refresher, below is the information on the two budgets Director Claringbole was told to provide to the City:

For the 0% budget, there are reductions in professional development, postage, periodicals, and databases. This is to compensate for the increase in SCLS fees.

For the -2% budget, there are higher reductions in professional development, equipment and building maintenance, periodicals, adult books, databases, and vending supplies.

The Library Director also recognizes that the financial compensation for the positions at the library is less than the surrounding areas. This will make it increasingly more difficult to retain quality staff and/or hire new staff.

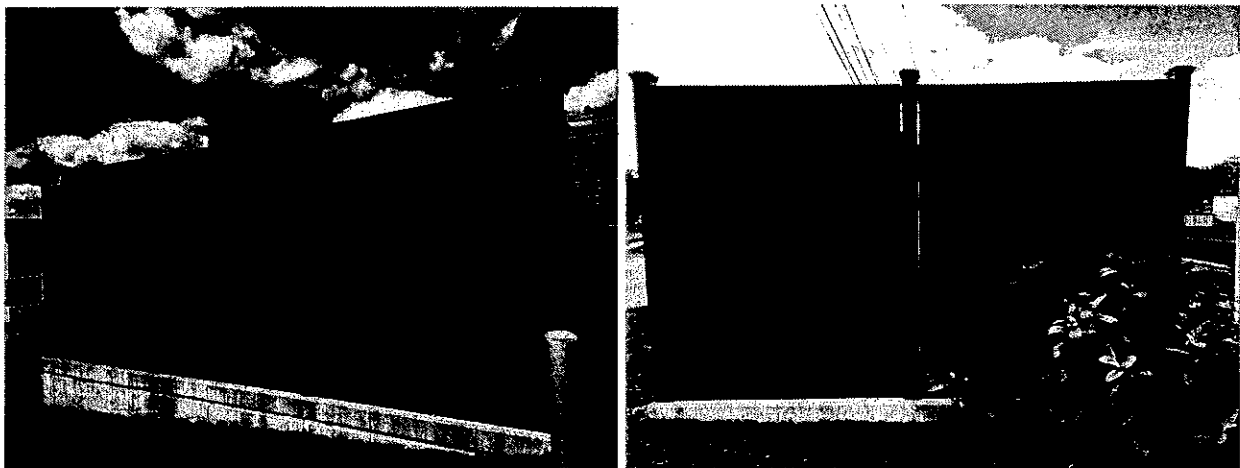
The Library Board will vote to approve the operating budget on September 20, and it will then go to the Mayor.

Staff In-service

The library will hold a staff in-service on Thursday, September 29 at the library. The library was scheduled to be closed anyway on that date for duct cleaning. Monona Police Department will be here to provide a refresher on active shooter training. Someone from the City's Employee Assistance Program will be here to give an overview of the services that are available for all staff, and then be onsite for 1-2 hours to talk with any staff who are having challenges from the active shooter training or the past couple years. Lunch will be served, and finally WiLS will conduct the beginning of the new strategic plan by talking with staff about library goals and community goals and where they align.

Dumpster Covering

Director Claringbole talked with Public Works and they are beginning this project at the end of September. The department dealt with some staffing challenges in late August/early September, but it is confirmed that they are still able to do the project. 8'



Youth Services Report

Youth Services is immensely proud of the work we accomplished in collaboration with staff, the Friends group, and the community for the Summer Reading Program! To wrap up our summer, I wanted to provide some numbers in comparison to 2021 to show you what an explosion of participation we experienced this summer!

Total Number of Registrants

794 (2022) | 635 (2021)

25% increase in participation

Age Registration Breakdown

Kids: 396 (2022) | 298 (2021) | 32.9% increase in participation

Tween/Teen: 232 (2022) | 179 (2021) | 29.6% increase in participation

Adult: 166 (2022) | 158 (2021) | 5.1% increase in participation

Completion Rate (percentage of participants that completed the SRP)

All Registrants: 49.8% (2022) | 18.9% (2021)

Kids: 46.7% (2022) | 18.5% (2021)

Tween/Teen: 47.4% (2022) | 24% (2021)

Adult: 42.2% (2022) | 13.9% (2021)

Total Prize Packs Claimed in 2022

Kids + Tween/Teens: 520

Adults: 6

With the research and data demonstrating the declining literacy rates in the US, this feels like such a big win for the community as we supported readers young and old.

Fall Outreach, Programs, and Project Work

Youth Services has just begun fall outreach and programming, and we have a lot of exciting projects in the works.

Outreach

- Winnequah Elementary
 - Back to School Night: Angelika and Tiffany piloted a new library card sign up process (collaboration between Tiffany and Amelia) where we were able to

hand over library cards on the spot to patrons! It went very well and certainly made library cards more accessible for families to obtain.

- 2nd Grade Visit: Tiffany will be visiting for the 2nd grade unit on Community and will talk with students about what it's like to be a librarian and the work that the library does to help the community.
- One City Preparatory Academy: Tiffany (Youth Services Coordinator) has begun building a relationship with One City Preparatory School, supporting their middle and high school programs. Tiffany will be visiting their school next week to provide an overview on how to use the library and unique services we offer, and will also be leading a special session with 6th grade groups who are planning to contribute to the Youth Zine Project - a culmination effort for tweens and teens after the Community Read. All students are being set up with a Monona Public Library card if they do not already have one in the system.
- Nuestro Mundo: 3rd grade classes will be visiting Friday, Sept 23rd
- MG21: has begun their regular visit schedule (once a month) and have asked for supporting materials for their academic pursuits! Tiffany will be leading a special library session with them in October.
- Middle School/High School: Tiffany is working to find a time to visit in October.
- Cottage Grove Schools: Youth Services sent out materials to schools in the Cottage Grove area advertising the library.

Programs

Youth Services will be continuing with series programming (makerspaces, storytimes, playgroup, etc.) and Angelika will also be participating in the Wisconsin Science Festival. The focus this year is "glass" and Angelika has partnered with UW Physics department to do a special session on the science of prisms. We will also be reinvigorating our Teen "Library After Dark" program in December during winter break.

Project Work

The Youth Services Team is undergoing three major projects this fall, including:

- Project Ready: Reimagining Equity & Access for Diverse Youth. This is an advanced and targeted diversity and equity training program specifically for youth services librarians. This entire training will take a year max to complete and will help Youth Services continue to develop antiracist practices and enhance cultural competence. This training was used as a resource in constructing the new Unattended Child Policy.
- Space Evaluation: The Youth Services Team has begun visiting libraries in the area (recently went to Fitchburg and Waunakee) to learn more about new approaches to enhance our space. We will soon start using funding for some ideas we have gained from partner libraries, and some ideas we have developed on our own. This includes the Friends group special donation for tech in the children's area, as well as foundation funds. Our course of action will be to focus on open ended, discovery, and

imaginative play that promotes family engagement. We are also working to develop our "unique niche" we can have in both the children and teen spaces to make the library a place that is always a destination for learning, community, and fun.

- Picture Book/Early Reader Neighborhoods: The Youth Services Team has been consulting other libraries in the area who have moved to a generified picture book collection. All libraries in the area who have done this have been in strong support, and have also received extremely positive feedback from their community. All libraries have noted increased circ and findability as they have designed their collection specifically for the young readers they intend to capture! Tiffany is developing a community survey to release soon that will give families the opportunity to share feedback on this possible change. Ideally, we would someday love to move to an open-face shelving concept: another change that most libraries have reported extremely positive feedback on.

Adult Services

Adult Programming:

- We are working with Kyla Beard, a member of the HoChunk Tribe and ongoing partner to schedule a November program exploring indigenous people's work around food sovereignty. We hope to host the director of Wild Bearies, a local educational, community outreach nonprofit that strives to bring ancestral foods to communities in a nurturing and nourishing way.
- Creative Quarantine continues to be a popular monthly program. As much as possible we offer this as a hybrid program as the majority of participants prefer to login from home. We will change the day of the week in 2023. Participants from the last 4 months are being surveyed so we can find a new time that works for the community.
- Eco-Action Tuesday programs have been well attended. Penny and her team have done a great job starting back up and have already met to plan for the 2023 season.
- Tech Tutoring with Dan Eklof filling up regularly, often with a waitlist. Dan has been a long-time volunteer for this program and our patrons greatly benefit from his expertise.
- The final program in our fermentation series will be October 19 when Mo Cheeks from Bread & Justice will share about his non-profit work baking sourdough and supporting local social justice organizations.
- We continue to experiment with a monthly movie program, adjusting the time, date, and marketing.
- We will attend the Monona Fall Festival, offering a quick fun activity that will offer folks the opportunity to connect with the library. We are in the process of pricing out coffee mugs and pint glasses that we can offer as prizes and "library swag." Thank you to the Friends group for helping with this purchase through their annual contribution.

	2019	2020	2021	TO DATE 6/30/2022	2022		0%	-2%
					YEAR END ESTIMATED	BUDGET		
LIBRARY REVENUES								
GENERAL PROPERTY TAXES	604,100	614,453	617,774	653,067	653,067	653,067	668,051	664,097
COUNTY AID FOR LIBRARIES OPERATIONS	218,245	166,131	218,102	1,957	-	218,000	218,000	218,000
COUNTY AID FOR LIBRARIES FACILITIES	-	50,806	447	-	-	-	-	-
COPIER RECEIPTS	3,229	885	922	888	-	3,000	2,000	2,000
FINES	5,785	2,814	2,050	1,280	-	6,000	5,000	5,000
ROOM RENTALS	5,919	4,413	2,304	3,362	-	5,000	6,500	6,500
VENDING MACHINE	5,285	1,111	794	371	-	3,500	3,000	3,000
FUND BALANCES APPLIED	-	-	-	-	-	-	-	-
	842,563	840,613	842,393	660,925	653,067	888,567	902,551	898,597



EXPENDITURES	202-55-55110-110	202-55-55110-118	202-55-55110-119	202-55-55110-130	202-55-55110-131	202-55-55110-132	202-55-55110-133	202-55-55110-134	202-55-55110-220	202-55-55110-222	202-55-55110-240	202-55-55110-241	202-55-55110-310	202-55-55110-312	202-55-55110-340	202-55-55110-341	202-55-55110-344	202-55-55110-350	202-55-55110-351	202-55-55110-809	202-55-55110-810	202-55-55110-811	202-55-55110-812	202-55-55110-813	202-55-55110-814	202-55-55110-817	202-55-55110-818	202-55-55110-851	202-55-59210-212	202-55-59210-510	
PERMANENT LIBRARY UNION SALARIES	236,200	224,021	392,279	195,003	392,006	391,535	400,147	400,147	103,000	103,000	103,000	103,000	103,000	103,000	103,000	103,000	103,000	103,000	103,000	103,000	103,000	103,000	103,000	103,000	103,000	103,000	103,000	103,000	103,000	103,000	
COVID 19 Wages		18,303																													
WAGES, PART TIME	127,459	78,470	84,127	48,933	97,666	102,808	103,000	103,000	37,460	37,460	37,460	37,460	37,460	37,460	37,460	37,460	37,460	37,460	37,460	37,460	37,460	37,460	37,460	37,460	37,460	37,460	37,460	37,460	37,460	37,460	
FIGA	35,951	34,539	33,933	17,262	25,480	25,450	27,210	27,210	25,480	25,480	25,450	27,210	27,210	27,210	27,210	27,210	27,210	27,210	27,210	27,210	27,210	27,210	27,210	27,210	27,210	27,210	27,210	27,210	27,210	27,210	
WISCONSIN RETIREMENT	23,642	24,874	25,981	12,547	21	50	25	25	21	21	50	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	
LIFE & DISABILITY INSURANCE	16	20	11	11	108,096	105,153	109,574	109,574	108,096	108,096	105,153	109,574	109,574	109,574	109,574	109,574	109,574	109,574	109,574	109,574	109,574	109,574	109,574	109,574	109,574	109,574	109,574	109,574	109,574	109,574	
HEALTH INSURANCE	74,463	64,194	98,731	54,048	3,000	3,000	2,000	2,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	
PROFESSIONAL DEVELOPMENT	3,895	2,951	749	629																											
GAS & ELECTRIC UTILITIES	36,344	26,060	35,196	17,841																											
WATER & SEWER UTILITIES	3,702	3,584	3,796	1,634																											
SERVICE CONTRACTS	46,533	37,839	47,099	22,266																											
AUTO CIRCULATION SYSTEM RENTAL	41,355	43,987	44,397	43,143																											
OFFICE SUPPLIES	4,859	4,530	4,167	976																											
POSTAGE		24	25																												
JANITORIAL SUPPLIES	1,822	2,080	2,090	1,390																											
PROGRAMMING	4,743	5,322	4,553	2,557																											
CASH OVER/SHORT	(2)		(1)																												
EQUIPMENT MAINTENANCE & REPAIR	11,278	10,576	15,358	3,028																											
BUILDING MAINTENANCE & REPAIR	14,658	12,036	2,835	650																											
PERIODICAL, PAMPHLETS	4,198	4,290	4,221	719																											
PERIODICAL, PAMPHLETS & AV SOFTWARE	13,737	13,727	11,239	4,611																											
ADULT BOOKS	17,518	18,069	15,014	7,663																											
CHILDREN'S BOOKS	10,222	10,105	10,241	3,522																											
YOUNG ADULT BOOKS	3,257	3,293	3,092	952																											
LARGE PRINT BOOKS	3,672	3,398	3,375	1,407																											
ELECTRONIC INFO SOURCES	7,638	6,866	1,972	3,931																											
BOOK LEASE PROGRAM	3,780	788	4,390	4,852																											
VENDING MACHINE EXPENSE	4,958	1,126	938	214																											
LIBRARY CAPITAL OUTLAY	5,525		7,962																												
CITY ACCOUNTING & AUDIT SERVICES	4,500	4,500	4,500	4,500																											
INSURANCE	11,000	11,000	11,000																												
TOTAL	756,913	671,602	873,273	450,689	676,229	888,567	902,551	898,597	676,229	676,229	888,567	902,551	898,597	898,597	898,597	898,597	898,597	898,597	898,597	898,597	898,597	898,597	898,597	898,597	898,597	898,597	898,597	898,597	898,597	898,597	

Levy Increase/Decrease
Expenditure Increase/Decrease

2%
2%

0% Budget
DIFFERENCE

2% Budget
DIFFERENCE

YEAR

PROPOSED

DIFFERENCE

PROPOSED

DIFFERENCE

2% Budget

DIFFERENCE



LIBRARY

2022 PROJECTS

Upper Level Bathrooms
Dumpster Covering

	GO BONDS	SEWER RESERVES	OTHER REVENUES	CAPITAL RESERVES	WATER RESERVES
TOTAL	\$ 22,000	\$ -	\$ -	\$ -	\$ -
	10,000	-	-	-	-
	\$ 32,000	\$ -	\$ -	\$ -	\$ -
<hr/>					
2023 PROJECTS					
Fire Alarm System	\$ 20,500	\$ -	\$ -	\$ -	\$ -
Security System	\$ 5,500				
Total	\$ 26,000	\$ -	\$ -	\$ -	\$ -
<hr/>					
2024 PROJECTS					
Children Room Remodel	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Library Sign	25,000				
Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -
<hr/>					
2025 PROJECTS					
Technology Update	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Total	\$ 20,000	\$ -	\$ -	\$ -	\$ -
<hr/>					
2026 PROJECTS					
New Shelves	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Total	\$ 100,000	\$ -	\$ -	\$ -	\$ -



Job Proposal

1605 S. Park St. • Madison, WI 53715
 (608).255.5799 • www.jksecurity.com

Name	Monona Public Library	Phone:	608-216-7458	Date:	8/4/2022
Address	1000 Nichols Road	Fax:	0	RE:	Security
City, ST	Monona, WI 53716	Email:	ryan@mononallibrary.org	Salesman:	DWC
Job Loc:					

J&K Security Solutions would like to offer the following proposal as a solution to the security needs at the Monona Public Library.

We recommend installing a Honeywell Solution with monitoring by an LTE cellular communicator. Monitoring features the Total Connect package which allows for keypad functionality from your smart phone. Monthly cellular monitoring is \$34.00 and is billed annually. **(no contract required)**

All equipment is new, comes with a one year parts and labor warranty and will be installed by trained and certified technicians. Complete system details and pricing information listed below.

Customer to provide power (outlets) as needed.

Qty	Item Description
1	Honeywell control panel w/ enclosure, power supply and back up battery
1	Honeywell fixed alphanumeric ON/OFF keypad
1 ea.	LTE cellular communicator, wireless signal repeater, interior siren
2	Hardwired panic buttons
7	Door contacts (2 wireless / 5 hardwired)
9	Motion detectors (5 wireless / 4 hardwired)
Lot	Cable, labor & miscellaneous items as needed
1	Year warranty on parts and labor

Total Price of Quoted Services: \$ 5,408.18

Authorization Signature: Doug Cooper

(This quote is good for 14 days)

Payment to Be Made as Follows: Net 30 Days

Acceptance of Proposal: The above specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified. Payment will be made as above.

Signature: _____ Date of Acceptance: _____



Illingworth-Kilgust

Mechanical

An EMCOR Company

Milwaukee:
11217 West Becher Street
West Allis, WI 53227-1032
Phone: 414.476.5790
Fax: 414.476.0916

Madison:
4701 Tradewinds Parkway
Madison, WI 53718-6917
Phone: 608.222.9196
Fax: 608.222.3339

www.illingworth-kilgust.com

PLANNED MAINTENANCE AGREEMENT RENEWAL

between

ILLINGWORTH-KILGUST MECHANICAL, INC.

and

MONONA PUBLIC LIBRARY

August 26, 2022

Under this agreement, Illingworth-Kilgust Mechanical, Inc. will provide maintenance services as detailed on equipment and systems listed, in accordance with the schedules, terms and conditions hereinafter set forth. These services will be provided at the following location(s):

Monona Public Library
1000 Nichols Road
Monona, WI 53716

ATTN: Brad Bruun
PHONE: (608) 222-2525
EMAIL: bbruun@ci.monona.wi.us

MAINTENANCE SERVICES

These services are included as part of this Agreement Renewal

Page 2.....	Equipment List
Page 3-11.....	Services Provided
Page 12.....	Contact List for Obtaining Service
Page 13-14.....	Planned Maintenance Agreement
Page 15.....	General Terms and Conditions
Page 16.....	Other Services Provided by Illingworth-Kilgust Mechanical, Inc.

EQUIPMENT LIST

MONONA PUBLIC LIBRARY

Quantity	Equipment	Tons / Size	Manufacturer	Model / Serial	Location
1	Packaged Rooftop HVAC Unit	6 Ton	AAON (new)	RQ-006-2-V-H A02-33B	Roof
1	Packaged Rooftop HVAC Unit	7 Ton	AAON (new)	RN-007-2-0-G A02-3KB	Roof
1	Packaged Rooftop HVAC Unit	15 Ton	AAON (new)	RN-015-2-0-C A02-3GB	Roof
1	Packaged Rooftop HVAC Unit	13 Ton	AAON (new)	RN-013-2-0-C A02-3GB	Roof
1	Packaged Rooftop HVAC Unit		AAON	RTU 5 (existing)	Roof
2	Climate Changers Air Handling Units		Trane		Basement
1	A/C Condensing Unit		Trane	TTA180B300CC	
1	Boiler		Lochinvar	CHN651	Basement
4	Circulating Pumps		Bell & Gossett		Basement
1	Humidifier		Dri-Steam	Removed from Service	Not included
1	HW Cabinet Unit Heater				
1	Rooftop Ventilation Fan				Roof
1	Ductless Split Unit				Media Room
8	Variable Air Volume				Various

SERVICES INCLUDED

PACKAGE HEATING AND COOLING ROOFTOP UNITS

Illingworth-Kilgust Mechanical, Inc. will perform four (4) scheduled inspections per year. The tasks to be performed are as follows:

PREPARE ALL EQUIPMENT FOR COOLING SEASON (SPRING)

- Calibrate all unit-cooling controls
- Check power supply operation
- Measure and record volts/amps of compressors
- Check starters and contact surfaces
- Measure and record operating temperatures
- Check refrigerant charge
- Check all belts and pulleys > change belts as needed
- Check all safety controls
- Check head pressure controls
- Check all operating controls
- Check and tighten all operating controls
- Check and tighten all electrical connections
- Lube motors/bearings
- Visual check for oil/refrigerant leaks
- Check fan sheave wear
- Check fan sheave alignment
- Check fan-bearing alignment
- Check damper operations
- Check damper linkages
- Check damper motor operation
- Clean condensate pans and drains
- Change air filters
- Check unusual noises/vibrations
- Check cabinetry/hardware conditions

MIDSEASON FILTER CHANGE (SUMMER & WINTER)

- Change air filters
- Chemically clean condenser coils
- Check unusual noises/vibrations
- Check cabinetry/hardware conditions

PREPARE ALL EQUIPMENT FOR HEATING SEASON (FALL)

- Check burners and heat exchangers
- Clean burner assemblies as needed
- Check pilot operation
- Check system for gas leaks
- Calibrate all unit-heating controls
- Check power supply operation
- Check all belts and pulleys > change belts as needed
- Check all safety controls
- Check all electrical connections
- Lube motors/bearings
- Change air filters

- Check unusual noises/vibrations

Services Included AIR HANDLING UNIT

Illingworth-Kilgust Mechanical, Inc. will perform (4) scheduled inspections per year. The tasks to be performed are as follows:

SEMI-ANNUAL INSPECTION (SPRING, FALL)

- Check fan wheels, clean as required
- Check inlet screens
- Check fan sheave wear
- Check fan sheave alignment
- Check fan spring isolation
- Check flexible fan connections where applicable
- Check starter and contact surfaces
- Check and tighten all wiring connections
- Measure motor amps/volts
- Check damper linkages
- Check damper motor operation
- Check condition of coils
- Clean condensate pans
- Change air filters
- Check for gas leaks

OPERATION MAINTENANCE INSPECTION (SUMMER, WINTER)

- Check fan wheels > clean as required
- Check fan sheave wear
- Check fan sheave alignment
- Check starter and contact surfaces
- Check all wiring connections
- Measure motor amps/volts
- Check damper linkages
- Check damper motor operation
- Change air filters
- Check unusual noises/vibrations
- Check cabinetry/hardware conditions

Services Included CONDENSING UNITS

Illingworth-Kilgust Mechanical, Inc. will perform two (2) scheduled inspections per year. The tasks to be performed are as follows:

PREPARE ALL EQUIPMENT FOR COOLING SEASON (SPRING)

- Calibrate all unit-cooling controls
- Measure and check power supply operation
- Measure and record volts/amps of compressors
- Measure and check starters and contact surfaces
- Measure and record operating temperatures
- Measure and check refrigerant charge
- Measure and check all belts and pulleys > change belts as needed
- Measure and check all safety controls
- Measure and check head pressure controls
- Measure and check all operating controls
- Check and tighten all operating controls
- Check and tighten all electrical connections
- Lube motors/bearings
- Chemically clean condenser coil
- Visual measure and check for oil/refrigerant leaks
- Measure and check fan sheave wear
- Measure and check fan sheave alignment
- Measure and check fan-bearing alignment
- Measure and check damper operations
- Measure and check damper linkages
- Measure and check damper motor operation
- Measure and clean condensate pans and drains
- Measure and check unusual noises/vibrations
- Measure and check cabinetry/hardware conditions

MIDSEASON OPERATION CHECK OF ALL MECHANICAL EQUIPMENT (SUMMER)

- Measure and check power supply operation
- Check belts > change as needed
- Check and tighten all electrical connections
- Visual measure and check for oil/refrigerant leaks
- Measure and check damper operation
- Measure and check unusual noises/vibrations
- Measure and check cabinetry/hardware conditions

Services Included BOILERS

Illingworth-Kilgust Mechanical, Inc. will perform two (2) scheduled inspections per year. The tasks to be performed are as follows:

START-UP INSPECTION (FALL)

- Test relief valve, low water control and water feed valve
- Calibrate high limit and step controller
- Lubricate all motors and bearings > check linkages
- Check gas valves (tight seating) and regulators
- Test and calibrate flame safeguard control system
- Clean burner ignition switches
- Test and clean burners
- Test and calibrate burner efficiency using combustion analyzer
- Check and calibrate fuel input ratios and modulation
- Clean sight glass and check water flow valve
- Clean combustion blower > if applicable
- Calibrate unit controls and pressure control
- Check and record blower motor rating and amperage draw
- Check condensate float valve, return pump and tank > if applicable

MIDSEASON INSPECTION (WINTER)

- General check of all boiler controls and functions to ensure proper and efficient operation
- Perform combustion efficiency test and make adjustments as required
- Test system water PH level
- Review operation with operating engineer

Services Included CIRCULATING PUMPS

Illingworth-Kilgust Mechanical, Inc. will perform two (2) scheduled inspections per year. The tasks to be performed are as follows:

SEMI-ANNUAL INSPECTION (SPRING, FALL)

- Lubricate motors per manufacturers recommendation
- Inspect pump coupling and alignment
- Examine seals and gaskets
- Check vibration pads and motor mounts > adjust as required
- Inspect hand valves and check valves
- Clean external surfaces as required

Services Included HUMIDIFIER

Illingworth-Kilgust Mechanical, Inc. will perform two (2) scheduled inspections per year. The tasks to be performed are as follows:

SEMI-ANNUAL MAINTENANCE INSPECTION (SPRING, FALL)

- Visually inspect and clean humidifier strainer where applicable
- Measure and check humidifier hand valves operation
- Visually inspect and clean humidifier float assembly
- Measure and check humidifier level controls
- Visually inspect and clean humidifier drain/pan
- Measure and check humidifier/heating elements
- Measure and check all humidifier controls

Services Included UNIT HEATERS

Illingworth-Kilgust Mechanical, Inc. will perform (1) scheduled inspection per year. The tasks to be performed are as follows:

ANNUAL INSPECTION (FALL)

- Check unit operation > adjust as necessary
- Check heat exchanger
- Lubricate fan and motor bearings per manufacturers recommendation
- Check electrical wiring and connections
- Check contactors
- Check relays
- Check operating and safety controls
- Check belt and sheaves > not applicable if direct drive

Services Included DUCTLESS SPLIT SYSTEM

Illingworth-Kilgust Mechanical, Inc. will perform two (2) scheduled inspections per year. The tasks to be performed are as follows:

SEMI-ANNUAL INSPECTION (FALL, SPRING)

- Check power supply
- Check volts/amperage of compressors
- Check starters and contact surfaces
- Check operating temperatures
- Check refrigerant charge
- Check belts > Replace if necessary
- Adjust belts and pulleys per manufacturers specifications
- Check all safety controls
- Check all operating controls
- Check and tighten all electrical connections
- Lube motors/bearings if necessary
- Power wash and clean condenser coils
- Check unusual noises/vibrations
- Check and record pressures
- Check refrigerant leaks
- Check and clean condensate drains and drain pans
- Check structural integrity of unit
- Check cabinetry/hardware conditions
- Change air filters

Services Included CONTROLS

Illingworth-Kilgust Mechanical, Inc. will perform two (2) scheduled inspections per year. The tasks to be performed are as follows:

The following is included:

- 5 Year software maintenance from Schneider Electric for the JACE 8025
- Implementation of software maintenance
- Annual database saves
- Server/computer disk management
- Software/firmware revision updates (if applicable)
- Alarm management
- Seasonal setpoint adjustments with time allotted
- Non-critical control adjustments and minor programming adjustments
- Additional operator training, if requested with time allotted
- Troubleshoot and minor programming revisions with time allotted
- Continuing controller retro commissioning with time allotted
- Functional testing for BAS with time allotted
- Testing of cooling through the BAS with time allotted
- Testing of heating through the BAS with time allotted

The following is not included:

- Major programming changes, including control point additions
- Additions to control system or network
- Control components/devices such as controllers, relays, sensors, control devices, etc
- Major version upgrade
- Overtime and after-hours response
- Telephone support
- Remote troubleshooting

Note: Control services that are not included are available on a time and material basis at preferred control service rates.

PLANNED MAINTENANCE AGREEMENT RENEWAL

Illingworth-Kilgust Mechanical, Inc.'s Planned Maintenance Agreement is the base agreement and is included in all maintenance programs offered. Under this agreement, Illingworth-Kilgust Mechanical, Inc. will provide a total of number (4) inspection(s) per year at the following intervals:

- SPRING INSPECTION
- SUMMER INSPECTION
- FALL INSPECTION
- WINTER INSPECTION

This agreement is effective **January 1, 2023, through December 31, 2026**. Either party may cancel with a 30-day written notification prior to the end of the current term.

Illingworth-Kilgust Mechanical, Inc. agrees to provide the scheduled services for which the customer agrees to pay:

Service Agreement:

- 2023 – The cost for this program is: **\$9,490.00** per year, invoiced in four (4) installments + applicable tax
- 2024 – The cost for this program is: **\$9,774.00** per year, invoiced in four (4) installments + applicable tax
- 2025 – The cost for this program is: **\$10,067.00** per year, invoiced in four (4) installments + applicable tax
- 2026 – The cost for this program is: **\$10,369.00** per year, invoiced in four (4) installments + applicable tax

Controls Agreement:

- 2023 – The cost for this project is: **\$2,480.00** per year, invoiced in one (1) installment + applicable tax
- 2024 – The cost for this project is: **\$2,554.40** per year, invoiced in one (1) installment + applicable tax
- 2025 – The cost for this project is: **\$2,631.03** per year, invoiced in one (1) installment + applicable tax
- 2026 – The cost for this project is: **\$2,709.96** per year, invoiced in one (1) installment + applicable tax

Note: Customer must allow IKM staff to use their electric man lift during the inspections.

Note: All equipment data including model, serial numbers and ratings will be obtained during the first inspection.

In addition to the above, Illingworth-Kilgust Mechanical, Inc. agrees to provide the five-year software maintenance from Schneider Electric for the JACE 8025 for which the customer agrees to pay **\$851.33** to be invoiced at time of service as indicated below:

The first payment of \$851.33 is due at the beginning of the contract.

The above noted software maintenance from Schneider Electric for the JACE 8025 will bring the existing agreement to the below indicated status.

	Current Software Maintenance End date	New Software Maintenance End date
Jace 8025	August 2, 2023	August 1, 2028

Repairs will be handled separately from the maintenance agreement. When repairs are identified by the Illingworth-Kilgust Mechanical, Inc. technician, owner will take responsibility or authorize Illingworth-Kilgust Mechanical, Inc. to perform the repair.



(54)

Extra services performed upon purchaser's approval will be billed at our special contract rates in effect. This rate changes June 1st of each year based on the union contracts. There are no additional hidden charges incurred above and beyond this preferred rate.

Submitted by: David Bavisotto
David Bavisotto
Illingworth-Kilgust Mechanical, Inc.

Nathan Bergemann
Nathan Bergemann
Illingworth-Kilgust Mechanical, Inc.

Purchaser's Acceptance

Purchaser : _____

Signature : _____

Name : _____

Title : _____

Date : _____

PO # (if applicable) : _____

Seller's Acceptance

Seller : Illingworth-Kilgust Mechanical, Inc.

Signature : _____

Name : _____

Title : _____

Date : _____