

Monona Public Library Board Agenda

In person in the Library

Tuesday, August 16 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. Library's role in advocacy
 - b. Capital Budget
 - c. Operating Budget
 - d. Display Policy
 - e. Books, Movies, and Shows Recommendations
7. Action Items
 - a. Approve Capital Budget
 - b. Approve revisions to Display Policy
 - c. Approve Board Secretary
7. Announcements:
 - a. Next Board Meeting is September 20, 2022 at 7pm

Minutes
Monona Public Library Board
Library Board Room
July 19, 2022, 7:00 p.m.

I. Roll Call

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

II. Call to Order

President Anderson called the meeting to order at 7:04 p.m.
She welcomed Margaret Clark to the Board.

III. Approval of Minutes

Trustee Ebel motioned to approve Minutes for June 2022 with the correction that Monroe-Nye approved the minutes last month, not President Anderson.
Alderperson Thomas seconded. Motion passed.

IV. Consent Agenda

- A. Review of and Approval of Bill Payments, Financial Report and Activity Report
Trustee Monroe-Nye motioned to approve Bill Payments, Financial Report, and Activity Report for June 2022. Alderperson Thomas seconded. Motion passed.

V. Library Directors Report

- A. Video Game Collection Changes
Director Claringbole shared that the cases for video games will be shelved and then the actual games are kept behind the desk for checkout as a loss prevention method.
- B. Book Display Policy
Director Claringbole shared a draft of a display policy he'd like to adopt. There have been three complaints about displays at the Monona Public Library and it's becoming more of an issue nationally, so it would be good to have a formal policy on how to handle these situations and an explanation of how books are chosen. The Board should review the draft and will likely be voted on in the August meeting. Alderperson Thomas commented that Director Claringbole may want to consider putting explicit language in the policy regarding that selections are also based on inclusivity and diversity topics.

VI. Board Discussion Topics

A. Capital Budget

The two outside signs are in need of replacement. Director Claringbole does not believe an electronic sign can be placed because of zoning, but he is going to double check. Director Claringbole is investigating further if his Capital budget needs to include City projects such as the HVAC. Director Claringbole would like to add more cameras as well. Director Claringbole is also gathering estimates for a fire alarm update that would likely be added to 2024 projects.

B. Strategic Plan

We are over mid-way through the 5-year plan, having about 1.5 years left. Because of COVID and because of the prominence of DEI initiatives, Director Claringbole is proposing that we make the current plan a 4 year plan and start the next plan early. Alderperson Thomas suggested Director Claringbole discuss with some community partners certain topics like DEI. Director Claringbole will move forward with looking at some estimates of costs and timeline. The Board supports beginning this process.

C. Board Officers

President Anderson discussed Board roles moving forward. President Anderson nominated Trustee Ebel for the Vice President position since Todd Stebbins is no longer on the Board. President Anderson asked for others to be in contact who may want to step into the role of Secretary.

D. Book, Television & Movie Recommendations

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

VII. Action Items

A. Approve Revisions to Unattended Child Policy

Trustee-Monroe Nye motioned to approve the proposed revisions to the Unattended Child Policy. Trustee Ebel seconded. Motion passed.

B. Approve revisions to Reconsideration of Library Materials in Collection Development Policy

Trustee Monroe-Nye motioned to approve the proposed revisions to this policy. Alderperson Thomas seconded. Motioned passed.

C. Approve Board Officers

Alderperson Thomas moved to approve Trustee Ebel as Vice President. Trustee Monroe-Nye seconded. Motion passed

VIII. Announcements

A. Next Board Meeting is August 16 at 7:00 p.m. in the library.

B. The Library will be closed Monday, August 15.

IX. Adjournment

Aldersperson Thomas motioned to adjourn the meeting. Trustee Monroe-Nye seconded. Motion passed. President Anderson adjourned the meeting at 7:56 p.m.

Minutes recorded by Roselyn Ebel

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

Account	Payable By Vendor	Description	Amount	Total
202-55-55110-220	Gas & Electric Utility			
	MG&E	Utility, June	\$ (3,851.81)	
	SUBTOTAL GAS & ELECTRIC UTILITY			\$ (3,851.81)
202-55-55110-222	Water & Sewer Utility			
	Monona Water Utility	Water, June	\$ (315.38)	
	SUBTOTAL WATER & SEWER UTILITY			\$ (315.38)
202-55-55110-240	Service Contracts			
	Coverall	Cleaning, July	\$ (1,772.19)	
	Illingworth-Kilgust	HVAC maintain, 2nd Q	\$ (2,302.82)	
	SUBTOTAL SERVICE CONTRACTS			\$ (4,075.01)
202-55-55110-310	Office Supplies			
	Staples	supplies	\$ (314.94)	
	Walgreen's	supplies	\$ (10.67)	
	SUBTOTAL OFFICE SUPPLIES			\$ (325.61)
202-55-55110-341	Programming			
Teen	The Home Depot	supplies	\$ (43.93)	
Teen	Michael's	supplies	\$ (63.74)	
Teen	Nintendo	supplies	\$ (63.29)	
Teen	Reimburse: Smithson, Rob	supplies	\$ (23.76)	
Adult	Amazon	supplies	\$ (56.93)	
	SUBTOTAL PROGRAMMING			\$ (251.65)
202-55-55110-351	Building Maintenance & Repair			
	H.J. Pertzborn	service	\$ (332.54)	
	Menards	supplies	\$ (25.98)	
	Sherwin-Williams Co.	supplies	\$ (65.11)	
	SUBTOTAL BUILDING MAINTENANCE & REPAIR			\$ (423.63)
TOTAL SERVICES CONTRACTS SUPPLIES				\$ (9,243.09)

MATERIAL ACQUISITIONS

Account	Payable By Vendor	Description	Amount	Total
202-55-55110-809	Periodicals			
	Herald Independent	subscription	\$ (68.95)	
	SUBTOTAL PERIODICALS			\$ (68.95)

202-55-55110-810	DVDs / CDs / Book on CD			
	Amazon	materials	\$ (115.61)	
	Best Buy	materials	\$ (179.95)	
	Findaway	materials	\$ (9.94)	
	Ingram Baker & Taylor	materials	\$ (1,083.20)	
	SUBTOTAL DVDs / CDs / Book on CD			\$ (1,388.70)
202-55-55110-811	Adult Books			
	Ingram	materials	\$ (1,285.98)	
	SUBTOTAL ADULT BOOKS			\$ (1,285.98)
202-55-55110-812	Children's Books			
	Ingram	materials	\$ (840.18)	
	SUBTOTAL CHILDREN'S BOOKS			\$ (840.18)
202-55-55110-813	Young Adult Books			
	Ingram	materials	\$ (191.44)	
	SUBTOTAL YOUNG ADULT BOOKS			\$ (191.44)
202-55-55110-814	Large Print Books			
	Cengage Learning / Ingram	materials	\$ (251.57)	
	SUBTOTAL LARGE PRINT BOOKS			\$ (251.57)
	TOTAL MATERIAL ACQUISITIONS			\$ (4,026.82)
	TOTAL EXPENDITURES PAID JULY 2022			\$ (13,269.91)

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	48.48	1,080.61	3,000.00	(1,919.39)	36.02
202-46-46710-000 FINES	129.51	1,555.47	6,000.00	(4,444.53)	25.92
202-46-46730-000 ROOM RENTALS	.00	3,546.47	5,000.00	(1,453.53)	70.93
202-46-48900-100 VENDING MACHINE	38.00	509.15	3,500.00	(2,990.85)	14.55
TOTAL PUBLIC CHARGES FOR SERVICE	215.99	877,938.43	888,567.00	(10,628.57)	98.80
TOTAL FUND REVENUE	215.99	877,938.43	888,567.00	(10,628.57)	98.80



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

LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	BUDGET	% OF BUDGET	
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	LIBRARY SALARIES	.00	228,579.84	391,535.00	162,955.16	58.38
202-55-55110-119	WAGES, PART-TIME	.00	57,184.35	102,808.00	45,623.65	55.62
202-55-55110-130	FICA	.00	20,172.72	37,817.00	17,644.28	53.34
202-55-55110-131	WISCONSIN RETIREMENT	.00	14,600.33	25,450.00	10,849.67	57.37
202-55-55110-132	LIFE & DISABILITY INSURANCE	.00	13.23	50.00	36.77	26.46
202-55-55110-133	HEALTH INSURANCE	.00	64,635.10	105,153.00	40,517.90	61.47
202-55-55110-134	PROFESSIONAL DEVELOPMENT	.00	628.86	3,000.00	2,371.14	20.96
202-55-55110-220	GAS & ELECTRIC UTILITIES	2,245.81	23,939.07	32,000.00	8,060.93	74.81
202-55-55110-222	WATER & SEWER UTILITIES	.00	1,949.30	3,554.00	1,604.70	54.85
202-55-55110-240	SERVICE CONTRACTS	.00	26,340.60	49,000.00	22,659.40	53.76
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	1,230.80	2,000.00	769.20	61.54
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	.00	2,937.40	4,000.00	1,062.60	73.44
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	95.83	1,387.60	5,300.00	3,912.40	26.18
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	351.21	6,475.67	12,000.00	5,524.33	53.96
202-55-55110-811	ADULT BOOKS	91.86	9,532.31	15,500.00	5,967.69	61.50
202-55-55110-812	CHILDRENS BOOKS	423.96	4,880.72	10,000.00	5,119.28	48.81
202-55-55110-813	YOUNG ADULT BOOKS	27.75	1,295.22	3,250.00	1,954.78	39.85
202-55-55110-814	LARGE PRINT BOOKS	.00	1,992.69	3,500.00	1,507.31	56.93
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	3,236.42	528,575.43	873,067.00	344,491.57	60.54
<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	3,236.42	528,575.43	888,567.00	359,991.57	59.49
	NET REVENUES OVER EXPENDITURES	(3,020.43)	349,363.00	.00	349,363.00	.00

Library Activity Report	2021 October	2021 November	2021 December	2022 January	2022 February	2022 March	2022 April	2022 May	2022 June	2022 July
Physical Item Checkouts	14251	13967	13758	14873	14039	15829	14681	13454	14868	15214
E-Book Checkouts	2823	2850	2562	2925	2540	2866	2728	2918	2807	2858
Total Item Checkouts	16874	16817	16320	17798	16579	18695	17419	16372	17775	18072
Online Database Usage	403	496	797	580	410	586	1266	1365	1252	1282
Wireless Network Sessions	1322	1214	1173 4718* (the main door counter was not functioning between Dec. 10-17)	1129	1232	1714	1860	2170	2601	7929
Library Visits	5554	5558	5633	5633	5980	7615	7688	7539	8134	7929
Adult Programs	4	5	3	2	6	5	6	6	7	5
# attended	89	80	65	38	95	65	59	201	63	63
Children's Programs	12	10	14	11	20	16	17	9	14	14
# Attended	376	362	285	289	378 in person/722* including views after when recorded	273	399	231	513	353
Teen/Tween Programs	3	9	8	3	3	6	3	0	9	9
# Attended	13	41	81	14	36	70	31	0	108	98
Summer Reading Program Sign-up										

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Administrative Report - August 16, 2022

Administration

Capital Budget

The sign company has not gotten back with an updated quote. Still pinging them to supply what would be the cost for the two signs. Current submission of \$25,000 based on previous quote + adjusted for inflation would cover at least one sign, the lower level at the parking lot.

Also had contractors in to look at the fire alarm system, and different contractors to look at installing panic buttons and alarm systems for the library. Should receive both quotes by the week of August 8 and can provide those estimates during the Library Board meeting.

HVAC Project

The date of August 15 for the removal of the old rooftop units and installation of new rooftop units with a crane has been delayed. This is due to shipping complications in the supply chain. The new date has not been shared yet. The City has informed the contractors that the library needs ample time to let the public know that the library will be closed on whatever date they set, and the contractor stated they will let the library know as soon as they can.

Because of this change, the library will be open on August 15. The staff in-service is being pushed to September 29 when the building will be closed for duct cleaning.

Book Drop

City staff member Kris is almost done with the new book drop slot where the sorter used to be. Once completed, a sign will be put up letting the public know that the slot is where materials should be placed upon entering the building. We are very appreciative of Kris' work and time throughout this project.

Operating Budget

The City is dealing with fiscal challenges for the next couple years. Much of this is due to the City's ability to increase the levy with net new construction, which is currently low in the City of Monona. Because of this, the library was asked to come up with two operating budgets for 2023: 0% and -2% for all non-salaries and wages. Next year's budget will include a 2% pay increase for staff.

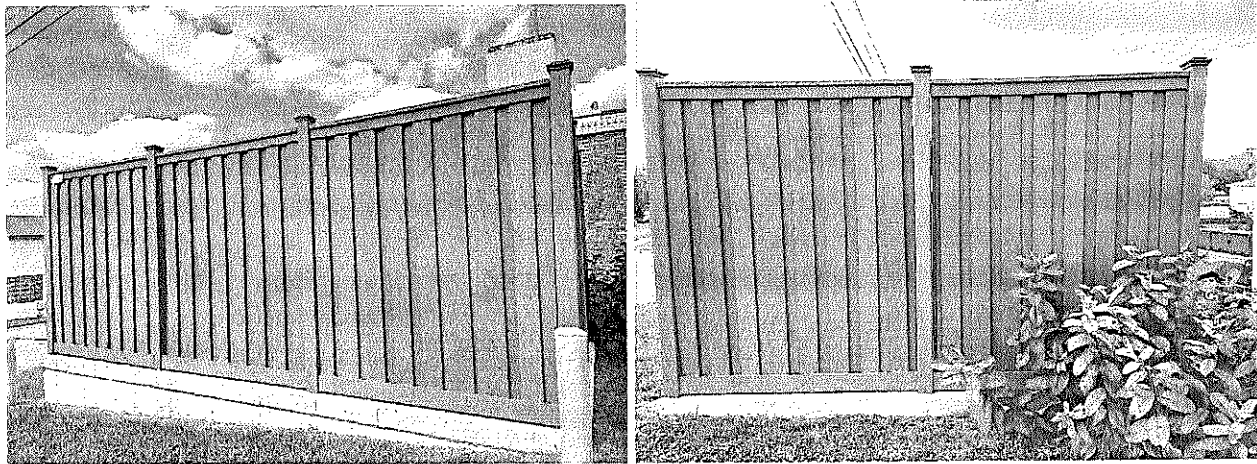
For the 0% budget, there are reductions in professional development, postage, periodicals, and databases. This is to compensate for the increase in SCLS fees.

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.

Dumpster Covering

The structure that currently covers the garbage and recycling dumpsters is slated to be torn down and rebuilt closer to the road in 2022. The current structure consists of four (4) brick walls with a wood roof and wood gate. The current issue is that the structure is used by members of the community to get on to the library roof. The new structure will be modeled after the structure around the HVAC unit outside of City Hall. It will consist of wood-looking slats of a composite material, and will also have a gate. Pictures below show what the unit outside of City Hall looks like.



Youth Services Report

Youth Services has spent the month of July planning fall and leading our summer programs and initiatives. We are beginning to gear up for some project-work September - December, including:

- Begin Section 1 of Project READY: Reimagining Equity & Access for Diverse Youth. The focus of this training (developed by the Institute for Museum and Library Services) is to provide libraries with a free curriculum to address DEI issues within Youth Librarianship. The primary goal for us is to grow our services, programs, and space to fit diverse needs of youth and families in our community. A module of this training was utilized for the Unattended Child Policy revision.
- Complete Board Book Diversity Audit - still some areas to be completed that our SLIS Intern did not have time to complete & grab final demographic/statistic info.

- Conduct community survey to reevaluate needs for neighborhood topics. Once neighborhoods are finalized, conduct diversity audit within our existing neighborhoods and create a purchasing plan.

We are also beginning to coordinate fall school visits for library card sign up, and will be present at some back to school nights in the area! The Summer Reading Program has almost reached the end--last day of logging will be on August 20th, and prize drawing winners will be notified the week after if they have been selected for a prize!

Adult Services

The community read has concluded and while program attendance wasn't through the roof, participants were deeply engaged, consistent, and ready to ask, "what's next?" We shared over 250 books with the community (youth, teen, and adult). We continue to incorporate EDI into future programs and plan to start a monthly program to come together and discuss articles, podcast, and other shorter resources.

After the community forum discussing the EDI Workgroup report, I have had meetings with a few workgroup and community members to make connections and discuss ideas for how the library can add energy and resources to their work. These conversations are ongoing and will hopefully lead to new programming in 2023.

Other Adult Programming:

- Creative Quarantine continues to be a popular monthly program. As much as possible we offer this as a hybrid program. Approximately 1/3 participate in person, the remaining online.
- Eco-Action Tuesday is halfway through the first season back after our pause due to Covid. Programs have been well attended. Penny and her team have done a great job starting back up and will soon meet to plan the next season.
- Tech Tutoring with Dan Eklof is gaining momentum with new community members signing up each month. Dan has been a long-time volunteer for this program and our patrons greatly benefit from his expertise.
- This fall we will offer three programs exploring fermentation. Jen Falkowski will lead an indigo dye workshop. Mo Cheeks from Bread & Justice will share about his non-profit work baking sourdough and supporting local social justice organizations. And Laura Poe, a registered dietitian will offer a program on fermented beverages.
- Thanks to our membership with Swank, we are starting up a monthly matinee program. Swank provides public performance licensing so we are able to show films to the public without breaking copyright law.

...	...	2019	2020	2021	TO DATE	2022		2023	-2%
						ACTUAL	ACTUAL		
202-46-41110-000	REVENUES	604,100	614,453	617,774	653,067	653,067	653,067	668,051	664,097
202-46-43720-000	GENERAL PROPERTY TAXES	218,245	166,131	218,102	1,957	-	218,000	218,000	218,000
202-46-43730-000	COUNTY AID FOR LIBRARIES OPERATIONS	-	50,806	447	-	-	-	-	-
202-46-46110-000	COUNTY AID FOR LIBRARIES FACILITIES	3,229	885	922	888	-	3,000	2,000	2,000
202-46-46710-000	COPIER RECEIPTS	5,785	2,814	2,050	1,280	-	6,000	5,000	5,000
202-46-46730-000	FINES	5,919	4,413	2,304	3,362	-	5,000	6,500	6,500
202-46-48900-100	ROOM RENTALS	5,285	1,111	794	371	-	3,500	3,000	3,000
202-46-49300-000	VENDING MACHINE	-	-	-	-	-	-	-	-
...	FUND BALANCES APPLIED	842,563	840,613	842,393	660,925	653,067	888,567	902,551	898,597

EXPENDITURES	236,200	224,021	392,279	196,003	392,006	391,535	400,147	400,147
PERMANENT LIBRARY UNION SALARIES								
COVID 19 Wages	19,303							
WAGES, PART TIME	127,459	78,470	84,127	48,833	97,666	102,808	103,000	103,000
FICA	35,951	34,539	33,933	17,262	37,460	37,817	38,491	38,491
WISCONSIN RETIREMENT	23,842	24,874	25,981	12,547	25,480	25,450	27,210	27,210
LIFE & DISABILITY INSURANCE	16	20	22	11	21	50	25	25
HEALTH INSURANCE	74,463	64,194	98,731	54,048	108,096	105,153	109,574	109,574
PROFESSIONAL DEVELOPMENT	3,885	2,951	749	629	-	3,000	2,090	1,500
GAS & ELECTRIC UTILITIES	36,344	26,060	35,196	17,841	-	32,000	33,000	33,000
WATER & SEWER UTILITIES	3,702	3,594	3,796	1,634	-	3,554	3,000	3,000
SERVICE CONTRACTS	46,533	37,839	47,099	22,266	-	49,000	50,000	50,000
AUTO CIRCULATION SYSTEM RENTAL	41,355	43,987	44,397	43,143	-	44,500	44,500	44,500
OFFICE SUPPLIES	4,859	4,530	4,167	976	-	2,000	2,000	2,000
POSTAGE		24	25			150		
JANITORIAL SUPPLIES	1,822	2,080	2,090	1,390	-	2,000	2,000	2,000
PROGRAMMING	4,743	5,322	4,553	2,557	-	4,000	3,500	3,500
CASH OVER/SHORT	(2)	-	(1)	-	-	-	-	-
EQUIPMENT MAINTENANCE & REPAIR	11,278	10,576	15,350	3,028	-	6,000	6,000	5,000
BUILDING MAINTENANCE & REPAIR	14,658	12,036	2,835	650	-	5,300	5,300	5,000
PERIODICAL, PAMPHLETS	4,198	4,290	4,221	719	-	4,100	4,100	3,500
PERIODICAL, PAMPHLETS & AV SOFTWARE	13,737	13,727	11,239	4,611	-	12,000	11,000	10,000
ADULT BOOKS	17,518	18,069	15,014	7,663	-	15,500	15,000	15,000
CHILDREN'S BOOKS	10,222	10,105	10,241	3,522	-	10,000	10,000	10,000
YOUNG ADULT BOOKS	3,257	3,293	3,092	952	-	3,250	3,250	3,250
LARGE PRINT BOOKS	3,672	3,398	3,375	1,407	-	3,500	3,500	3,500
ELECTRONIC INFO SOURCES	7,638	6,866	1,972	3,931	-	4,000	3,750	3,750
BOOK LEASE PROGRAM	3,780	788	4,390	4,852	-	4,400	4,400	4,400
VENDING MACHINE EXPENSE	4,958	1,126	938	214	-	2,000	1,750	1,750
LIBRARY CAPITAL OUTLAY	5,525	-	7,962	-	-	-	-	-
CITY ACCOUNTING & AUDIT SERVICES	4,500	4,500	4,500	-	4,500	4,500	4,500	4,500
INSURANCE	11,000	11,000	11,000	-	11,000	11,000	11,000	11,000
	756,913	671,602	873,273	450,689	676,229	888,567	902,551	898,597

Levy Increase/decrease 2% 2%
Expenditure Increase/decrease 2% 2%

YEAR
0% Budget DIFFERENCE PROPOSED
-2% Budget DIFFERENCE PROPOSED



LIBRARY

	GO BONDS	SEWER RESERVES	OTHER REVENUES	CAPITAL RESERVES	WATER RESERVES
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	TOTAL				
2022 PROJECTS					
Upper Level Bathrooms	\$ 22,000	\$ -	\$ -	\$ -	\$ -
Dumpster Covering	10,000	-	-	-	-
Total	\$ 32,000	\$ -	\$ -	\$ -	\$ -
2023 PROJECTS					
Fire Alarm System	\$ 20,500	\$ -	\$ -	\$ -	\$ -
Security System	\$ 5,500	-	-	-	-
Total	\$ 26,000	\$ -	\$ -	\$ -	\$ -
2024 PROJECTS					
Children Room Remodel	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Library Sign	25,000	-	-	-	-
Total	\$ 75,000	\$ -	\$ -	\$ -	\$ -
2025 PROJECTS					
Technology Update	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Total	\$ 20,000	\$ -	\$ -	\$ -	\$ -
2026 PROJECTS					
New Shelves	\$ 100,000	\$ -	\$ -	\$ -	\$ -
Total	\$ 100,000	\$ -	\$ -	\$ -	\$ -

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**City of Monona
CAPITAL IMPROVEMENTS REQUEST FORM**

1. **Project Name:** Fire Alarm System
2. **Year Proposed:** 2023 **Rank:** 1
3. **Requested By:** Ryan Claringbole
4. **Prepared By:** Ryan Claringbole
5. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**

This project is for a full head end hardware upgrade for the library's fire alarm control panel. The existing panel is obsolete and the vendor cannot guarantee repairs due to the age of its parts. The new replacement (going from a Simplex 4010 to 4010ES) will have new software, more processing power, as well as a more updated look to the panels.

The cost includes all electrical work, technician trip to survey existing conditions prior to upgrade, label, go over any concerns, as well as programming, testing existing devices to confirm functionality.

6. **Future Cost (maint, staff cost, etc)**

No future costs can be determined.

7. **Total Project Cost:** \$20,500.00

**City of Monona
CAPITAL IMPROVEMENTS REQUEST FORM**

1. **Project Name:** Library Security
2. **Year Proposed:** 2023 **Rank:** 2
3. **Requested By:** Ryan Claringbole
4. **Prepared By:** Ryan Claringbole
5. **Project Description/Justification (briefly indicate the size, location, type of projects or purchases, and time schedule involved in implementation.)**
This project includes adding a security control panel with power supply and backup battery, along with contacts for the two major entrances/exits. This system will send an alarm in the event someone enters the library after hours who does not have access to the security code. It also includes two (2) panic buttons to be installed at both service desks to allow staff to alert police to an immediate threat. The library is also going to look at if the panic buttons have access to the electronic locks so that they can be engaged manually, locking the building down in the event that there is a threat outside the building.
6. **Future Cost (maint, staff cost, etc)**
\$100 year maintenance projected.
7. **Total Project Cost:** \$5,500.00



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: _____



Johnson Controls Fire Protection LP Quotation

To:
Monona Public Library
1000 Nichols Road
Monona, WI 53176

Project: Monona Public Library FACP Upg - CPQ-273801
Johnson Controls Reference: 650273801
Proposal #: 1
Date: 08/10/2022
Page: 1 of 11

Johnson Controls is pleased to offer for your consideration this quotation for the above project

Scope of Work

This proposal is for a full head end hardware upgrade to a new Simplex 4010ES Fire Alarm Control Panel to replace the existing 4020 panel at the Monona Public Library, this proposal also includes upgrading the existing annunciator and (1) exiting MAPNET monitor module to an IDNET monitor module. This quote was requested by Ryan Claringbole at Monona Public Library.

The existing Simplex 4010 Fire Alarm Panel has reached obsolete status and is now discontinued. As a result, we may no longer be able to provide repairs due to the age of the panel and the unavailability of many replacement parts. By proactively upgrading your Fire Alarm Panel, you avoid potential compromised safety, fire watch if the system suddenly fails, significant operational costs, etc. Taking action helps ensure "Up-to-Date" protection, maximized system reliability and compliance, uninterrupted fire alarm system performance.

The Simplex 4010ES is direct replacement to the Simplex 4010. The new platform, and its software, has more processing power, and has improved the ability to add several new life cycle cost-saving features such as: an On-board Mass Storage device and others. The main control panel and annunciator will receive a new enclosure, and provide a new aesthetic look, and maintain its current location.

All electrical work will be completed by Universal Power and Systems; including removal of existing panels (FACP,FAAP) and monitor module. Customer's EC of choice is also responsible for installation of new panels (FACP,FAAP) and monitor module. Any additional pipework and 120VAC connections.

Our price includes a technician trip to survey existing conditions prior to panel upgrade, label existing cables inside panel, and go over any questions with the installing electrician. Price also includes programming, testing existing devices to confirm functionality with new FACP, and providing an NFPA certification.

Please note the following:

Fire, Security, Communications, Sales & Service
Offices & Representatives in Principal Cities throughout North America





- It is our intent to do a Service FACP replacement. If the AHJ requires anything additional, then this would be extra.
- Any patchwork is the responsibility of the customer
- Existing fire alarm cabling to remain "as-is". Troubleshooting and/or repairing of any existing system troubles or wiring issues will be an extra.
- Any existing, non-functioning devices found during testing after system change-over that need to be replaced will be extra.
- Fire Watch not included and is the responsibility of the Customer.
- Troubleshooting issues regarding existing field devices or wiring not included. Additional troubleshooting to be completed on T&M basis.
- Work completed during normal business hours 8AM to 5PM, Monday through Friday
- Quotation include tax. If tax exempt, please provide tax exempt certificate with purchase order.
- Quotation is valid for (10) days.

Delays, Costs and Extensions of Time.

JCI's time for performance of the Work shall be extended for such reasonable time as JCI is delayed due to causes reasonably beyond JCI's control, whether such causes are foreseeable or unforeseeable, including pandemics such as coronavirus (provisionally named SARS-CoV-2, with its disease being named COVID-19) including, without limitation, labor, parts or equipment shortages. To the extent JCI or its subcontractors expend additional time or costs related to conditions or events set forth in this provision, including without limitation, expedited shipping, hazard pay associated with site conditions, additional PPE requirements, additional time associated with complying with social distancing or hygiene requirements, or additional access restrictions, the Contract Sum shall be equitably adjusted.

IMPORTANT NOTICE TO CUSTOMER

In accepting this Proposal, Customer agrees to the terms and conditions contained herein including those on the following pages of this Agreement and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that the customer may issue. Any changes in the system requested by the Customer after the execution of this Agreement shall be paid for by the Customer and such changes shall be authorized in writing. ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE FOLLOWING PAGES. This Proposal shall be void if not accepted in writing within thirty (30) days from the date of the Proposal.

If you have any questions, please call me.

Jason Ropson/ Electronic Service Sales Representative / JCI
2400 Kilgust Rd Madison WI 53713
Mobile: 608-509-2881

Fire, Security, Communications, Sales & Service
Offices & Representatives in Principal Cities throughout North America



Jason.ropson@ici.com <<mailto:Jason.ropson@ici.com>>

Please note:
FOB Jobsite

If approved, please sign the last page of the quote and e-mail or fax back the entire quote. If required, please forward a purchase order with the signed quote. Purchase Orders must include our quote number

Fire, Security, Communications, Sales & Service
Offices & Representatives in Principal Cities throughout North America

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QTY	MODEL NUMBER	DESCRIPTION
1	4090-9001	SUPERVISED IAM
1	4606-9102	REMOTE LCD ANNUN FOR 4010ES
1	4010-9912	SERIAL DACT
1	2975-9206	6 GANG BOX, IVORY, 5744-6
1	4010-9402	4010ES FACP 120V PLATINUM
	PM LAB	PROJECT/CONSTRUCTION MGMT
	TECH LAB	TECHNICAL LABOR
	DPSUB	SUBCONTRACTING LABOR

Total net selling price, FOB shipping point, \$20,403.34

Payment Options:

Johnson Controls Capital Funding Solutions

Equipment Finance Agreement: Allows for payment over time for products and installation costs, while maintaining ownership of assets. No down payment required.

As a Service Subscription: Covers costs of installation and services over time without ownership of assets. No upfront costs.

Final pricing subject to change based on credit approval, any applicable state/local taxes

For more information on Johnson Controls Capital funding solutions, please forward this proposal along with any questions to your sales representative and JCCapitalNA@jci.com.

Monona Public Library Display Policy

Monona Public Library provides displays and exhibits in the library to highlight the library's collection and inform the public.

Selection of Displays

Library displays are planned, organized, and/or implemented by library staff. Library staff use the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs

In addition, the Library draws upon other community resources in developing displays and exhibits, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

The Library will strive to include a wide spectrum of opinions and viewpoints in Library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by Monona Public Library or the City of Monona of the content of the display or exhibit, or of the views expressed in materials on display.

Responsibility

Library staff accept suggestions for display topics, but topics and materials selection is at the discretion of the library staff, and ultimately, the Library Director.

Questions and Concerns

The Library welcomes expressions of opinion from patrons concerning library exhibits and displays. Questions or concerns should first be addressed with a Library staff member. Patrons who wish to continue their request for review may submit a Request for Reconsideration form, which can be obtained at the Library. Requests for review of library displays and exhibits will be considered in the same manner as requests for reconsideration of materials, as outlined in the Request for Reconsideration Policy.



August 3, 2022

Dear Library Board of Trustees,

This is to inform you of news regarding the 2023 Operational and Facility Reimbursements to Dane County Libraries. Once again, the reimbursement for 2023 will be held at the levels of 2021 and 2022. This recognizes that data from 2020 and 2021 bear the story of COVID playing out across libraries in Dane County. As a reminder, the current formula uses a 3-year average of circulation and cost-per-circulation data. The 2020 and 2021 data sets skew that average in variety of ways, including:

- roughly 50% drop in circulation in 2020;
- artificially high costs per circulation;
- libraries reopened at differing rates;
- services changed as libraries adapted to public health recommendations;
- reduced/uneven services across libraries as variants broke out.

Maintaining reimbursement at the 2020 and 2021 levels is an attempt to provide financial stability for libraries.

The Dane County Libraries have embarked on a study of the Operational Formula with the firm ReThinking Libraries. RTL will spend the next few months studying our formula, funding structures, circulation and services in order to offer 2-3 alternative ways of measuring library service, value and reimbursement. The intent is to update the current formula or adopt a new formula that bases reimbursement on all the factors that drive library costs.

I am happy to answer any questions or visit one of your meetings to explain this matter further.

Sincerely,

Tracy Herold, Director