

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

***In person in the Library***

***Tuesday, April 19 at 7:00pm***

1. Call to order
2. Approval of the Minutes
3. Consent Agenda
  - a. Review of and Approval of Bill Payments, Financial Report and Activity Report
4. Library Directors Report
  - a. Outdoor Lockers
  - b. Youth and Adult Services
5. Appearances
6. Board Discussion Topics
  - a. Unattended Child and Borrowing Policies
  - b. Staff & Volunteer Appreciation
  - c. Books, Movies, and Shows
7. Action Items
  - a. Approval of color to outdoor columns
7. Closed Session
  - a. Under Wisconsin Statutes Section 19.85(1)(c) Considering Employment, Promotion, Compensation or Performance Evaluation of Any Public Employee Over Which the Government Body has Jurisdiction or Exercises Responsibility (Compensation of Public Employees)
8. Announcements:
  - a. Next Board Meeting is May 17, 2022 at 7pm
  - b. Staff & Volunteer Appreciation

## Monona Public Library Expenditures Paid March 2022

SERVICES   CONTRACTS   SUPPLIES				
Account	Payable By Vendor	Description	Amount	Total
202-55-55110-134	Professional Development			
	Metro Market	inservice	\$ (20.46)	
	Millo's	inservice	\$ (161.79)	
	Staples	inservice	\$ (38.46)	
	SUBTOTAL PROFESSIONAL DEVELOPMENT			\$ (220.71)
202-55-55110-220	Gas & Electric Utility			
	MG&E	March utility	\$ (3,752.40)	
	SUBTOTAL GAS & ELECTRIC UTILITY			\$ (3,752.40)
202-55-55110-222	Water & Sewer Utility			
	Monona Water Utility	March water	\$ (321.07)	
	SUBTOTAL WATER & SEWER UTILITY			\$ (321.07)
202-55-55110-240	Service Contracts			
	Coverall	March cleaning	\$ (1,772.19)	
	Gordon Flesch	1st Q, Staff Printer	\$ (381.07)	
	Johnson Controls	Annual Contract	\$ (6,434.89)	
	SUBTOTAL SERVICE CONTRACTS			\$ (8,588.15)
202-55-55110-310	Office Supplies			
	Demco	supplies	\$ (90.09)	
	Office Depot	supplies	\$ (29.97)	
	Staples	supplies	\$ (21.09)	
	SUBTOTAL OFFICE SUPPLIES			\$ (141.15)
202-55-55110-351	Building Maintenance & Repair			
	Menards	supplies	\$ (30.14)	
	Amazon	supplies	\$ (166.43)	
	SUBTOTAL BUILDING MAINTENANCE & REPAIR			\$ (196.57)
202-55-55110-819	Vending			
	Pepsi	soda	(222.53)	
	SUBTOTAL VENDING			\$ (222.53)
<b>TOTAL SERVICES   CONTRACTS   SUPPLIES</b>				<b>\$ (13,442.58)</b>

**MATERIAL ACQUISITIONS**

<b>Account</b>	<b>Payable By Vendor</b>	<b>Description</b>	<b>Amount</b>	<b>Total</b>
202-55-55110-809	Periodicals			
	Bravery	subscription	\$ (18.00)	
	SUBTOTAL PERIODICALS			\$ (18.00)
202-55-55110-810	DVDs / CDs / Book on CD			
	Ingram   Baker & Taylor	materials	\$ (468.10)	
	SUBTOTAL DVDs / CDs / Book on CD			\$ (468.10)
202-55-55110-811	Adult Books			
	Ingram	materials	\$ (1,129.39)	
	SUBTOTAL ADULT BOOKS			\$ (1,129.39)
202-55-55110-812	Children's Books			
	Ingram	materials	\$ (515.91)	
	SUBTOTAL CHILDREN'S BOOKS			\$ (515.91)
202-55-55110-813	Young Adult Books			
	Ingram	materials	\$ (148.85)	
	SUBTOTAL YOUNG ADULT BOOKS			\$ (148.85)
202-55-55110-814	Large Print Books			
	Cengage Learning / Ingram	materials	\$ (188.34)	
	SUBTOTAL LARGE PRINT BOOKS			\$ (188.34)
202-55-55110-817	Electronic Info Sources			
	Kanopy	movie streaming	\$ (3,000.00)	
	SUBTOTAL ELECTRONIC INFO SOURCES			\$ (3,000.00)
<b>TOTAL MATERIAL ACQUISITIONS</b>				<b>\$ (5,468.59)</b>
<b>TOTAL EXPENDITURES PAID MARCH 2022</b>				<b>\$ (18,911.17)</b>

**CITY OF MONONA**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 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	1,428.80	1,956.73	218,000.00	( 216,043.27)	.90
202-46-46110-000 COPIER RECEIPTS	124.78	315.87	3,000.00	( 2,684.13)	10.53
202-46-46710-000 FINES	45.36	497.83	6,000.00	( 5,502.17)	8.30
202-46-46730-000 ROOM RENTALS	1,072.54	2,017.49	5,000.00	( 2,982.51)	40.35
202-46-48900-100 VENDING MACHINE	58.00	117.75	3,500.00	( 3,382.25)	3.36
<b>TOTAL PUBLIC CHARGES FOR SERVICE</b>	<b>2,727.48</b>	<b>657,972.67</b>	<b>888,567.00</b>	<b>( 230,594.33)</b>	<b>74.05</b>
<b>TOTAL FUND REVENUE</b>	<b>2,727.48</b>	<b>657,972.67</b>	<b>888,567.00</b>	<b>( 230,594.33)</b>	<b>74.05</b>

**CITY OF MONONA**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 3 MONTHS ENDING MARCH 31, 2022**

**LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>LIBRARY EXPENDITURES</u>						
202-55-55110-110	LIBRARY SALARIES	32,428.78	97,869.22	391,535.00	293,665.78	25.00
202-55-55110-119	WAGES, PART-TIME	7,656.68	23,234.55	102,808.00	79,573.45	22.60
202-55-55110-130	FICA	2,822.90	8,514.96	37,817.00	29,302.04	22.52
202-55-55110-131	WISCONSIN RETIREMENT	2,060.83	6,257.11	25,450.00	19,192.89	24.59
202-55-55110-132	LIFE & DISABILITY INSURANCE	1.89	5.67	50.00	44.33	11.34
202-55-55110-133	HEALTH INSURANCE	8,336.72	29,038.22	105,153.00	76,114.78	27.62
202-55-55110-134	PROFESSIONAL DEVELOPMENT	250.00	250.00	3,000.00	2,750.00	8.33
202-55-55110-220	GAS & ELECTRIC UTILITIES	3,752.40	7,968.52	32,000.00	24,031.48	24.90
202-55-55110-222	WATER & SEWER UTILITIES	321.07	624.23	3,554.00	2,929.77	17.56
202-55-55110-240	SERVICE CONTRACTS	8,588.15	16,141.58	49,000.00	32,858.42	32.94
202-55-55110-241	SCLS MEMBERSHIP	.00	43,143.00	44,500.00	1,357.00	96.95
202-55-55110-310	OFFICE SUPPLIES	187.54	287.54	2,000.00	1,712.46	14.38
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	( 43.43)	1,049.30	4,000.00	2,950.70	26.23
202-55-55110-350	EQUIPMENT MAINTENANCE & REPAIR	529.00	2,375.38	6,000.00	3,624.62	39.59
202-55-55110-351	BUILDING MAINTENANCE & REPAIR	196.66	304.78	5,300.00	4,995.22	5.75
202-55-55110-809	PERIODICALS	392.15	392.15	4,100.00	3,707.85	9.56
202-55-55110-810	DVD/CD/BOOK ON CD	1,360.28	2,450.61	12,000.00	9,549.39	20.42
202-55-55110-811	ADULT BOOKS	1,762.30	4,224.64	15,500.00	11,275.36	27.26
202-55-55110-812	CHILDRENS BOOKS	1,010.34	1,615.32	10,000.00	8,384.68	16.15
202-55-55110-813	YOUNG ADULT BOOKS	279.72	620.40	3,250.00	2,629.60	19.09
202-55-55110-814	LARGE PRINT BOOKS	418.47	669.82	3,500.00	2,830.18	19.14
202-55-55110-817	ELECTRONIC INFO SOURCES	3,000.00	3,811.00	4,000.00	189.00	95.28
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	.00	2,000.00	2,000.00	.00
<b>TOTAL LIBRARY EXPENDITURES</b>		<b>75,312.45</b>	<b>255,700.00</b>	<b>873,067.00</b>	<b>617,367.00</b>	<b>29.29</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>75,312.45</b>	<b>255,700.00</b>	<b>888,567.00</b>	<b>632,867.00</b>	<b>28.78</b>
<b>NET REVENUES OVER EXPENDITURES</b>		<b>( 72,584.97)</b>	<b>402,272.67</b>	<b>.00</b>	<b>402,272.67</b>	<b>.00</b>



## **Administrative Report - April 19, 2022**

### Administration

#### *Policies*

The library is reviewing the Unattended Child policy and Borrowing policy to provide updates. Staff have voiced concerns with the Unattended Child policy as, if read literally, an adult must be with a child under seven (7) years of age, even if the adult needs to use the restroom or is with another child. We are looking at the process in the Borrowing policy that deals with items requested to be removed from collections. This is a national conversation, and we want to be sure the policy is clear on what those steps are.

#### *Upper Level Restroom Project*

The upper level restrooms renovation project is mostly finished. The base tile needs to be changed, and after that is completed Kris from the City will paint both restrooms. They are currently open for use to the public and to staff. We are waiting for the general contractor to inform us of an updated schedule on when the tilers are coming to complete the project. There have also been complaints about the placement of the toilet roll dispensers. We are working with Kris to replace them with ones that are more accessible.

#### *Inservice*

Library staff had their inservice on March 22. Staff were introduced to Fire Chief McMullen and Police Chief Chaney Austin, reviewed databases that the library has, were updated on technology improvements in the two main meeting spaces that are coming soon, and began process discussing internal standards and expectations. Due to time constraints, we were unable to finish the internal standards and expectations discussion, and Ryan will see how that can be done virtually with staff.

#### *Lego Wall*

Kris from the City is helping Youth Services install a lego wall. It is located on the wall near the nonfiction collection. The lego wall will allow children and tweens to explore their creativity through legos.

#### *Outdoor Lockers*

We are moving forward with the outdoor lockers. We had a call with SCLS on what locations would work the best. Currently the best location the library offers is to the right of the book drop return slot on the lower level outside. The challenge will be either shimming one side since the ground is slanted, or anchoring the lockers to the wall. Holes will need to be drilled to allow for cabling and wiring in the sorter room. SCLS has funds to help libraries with the cost associated with wiring.

### *Tool Library Revisited*

Jenna has been in contact with Restore and Jessica. Restore has sold some of the tools and distributed the rest to their teams that build homes. We are looking into having them donate what is left as the beginning of the tool library, depending on what tools are available.

### *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.

### Youth Services

Youth Services is teeming with Community Read preparation, School Outreach planning, Summer Reading Program, and getting ready for our amazing Teen Volunteers to start! This is one of our most exciting times of year, but also, our busiest! Here is what you will see from Youth Services in the coming months:

#### Community Read (Launching May 14th):

- Community Read Storytimes with our partners Lisa Berry and Raquel Diaz. Working with the Ho Chunk Nation on attending the final Community Read Storytime.
- Two parent/caregiver sessions: "How to Talk to Children About Race" and "Advocating for Children in Schools" with Lisa Berry
- Tween/Teen Book Discussions of "This Book is Antiracist" by Tiffany Jewell
- Tween/Teen Community Zine Project in collaboration with Rachel Werner, Creative Director Of The Little Book Project. Rachel is also leading a Zine camp for youth at ArtLitLab this summer.

#### Summer Reading Program: "Oceans of Possibilities"

- Continuation of our Summer Reading Program on Beanstack. We will have a midway prize and a completion prize this year!
- Programs for Children & Families: Storytimes, Outdoor Playgroup, STEAM Saturdays (with special guests), Graphic Novel Book Club, Makerspace Kids, and Ocean-themed activities!
- Programs for Tweens & Teens: Sea of STEM (with Rob), Gaming Hangouts (in-person), Teen Makerspaces, Graphic Novel Book Club (ages 10-12), and looking to potentially start an LGBTQIA+ book club for 13+ (still doing some research/exploring partners).

#### School Outreach:



We will be returning to our in-person outreach/library visits with schools! Tiffany will be visiting Glacial Drumlin, MGHS, and will be hosting other schools nearby within the grade 2+ range. Angelika will be looking at preschool/daycare outreach, and will help with visits from our neighboring schools. We will potentially explore outreach in Cottage Grove, but want to start in our more immediate area this year.

### Adult Services

Like the youth department, the community read is a big focus for upcoming adult programming. As activity picks up in the community I also hope to get out to meet with community members and organizations. This is some of the behind-the-scenes work that grows relationships and builds energy and ideas for future services. Here is a quick highlight reel of what you can expect in the next few months:

#### Community Read:

- The adult portion of the community read will focus on the book *How to be an Antiracist* by Ibram X. Kendi.
- We will discuss the book in three sections to create a space for folks to read the book slowly, and lean into its many topics and themes. In June, July, and August we will offer online (Tuesday evening) and in-person (Thursday morning) options for each discussion.
- Throughout the discussions, we will be listening for topics that drum up questions and interest in the community. These observations will serve as a guide for future program plans.
- Along the way we will also be doing simple surveys with all participants to help us better understand what folks are learning and what resources and approaches are most meaningful.
- We hope to see you all at the kickoff, 1-3 pm, May 14 at the Dream Park!

#### Other Adult Programming:

- Creative Quarantine continues to be a popular monthly program. In addition to tapping into creative energy, it has become an online gathering place that has been meaningful to many participants in the last couple of years.

- Eco-Action Tuesday will return in May for a 6-month season. Programs will continue to focus on inspiring personal action and offering resources that help community members take steps toward a more sustainable future.
  - Tech Tutoring will also return in May, offering individual 30-minute appointments where folks can receive personalized tech advice on everything from ----- to setting up email to synch to their smartphone.
  - Coming this fall:
    - We are planning a series of programs on fermentation including everything from indigo dye to sourdough and kimchi. We are coordinating with local creators and businesses.
    - We also hope to host a program with the Police and Fire Chiefs, offering the community an opportunity to learn more about some of the changes and progress taking place in each department.
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# Monona Public Library Calendar of Events

## April 2022

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



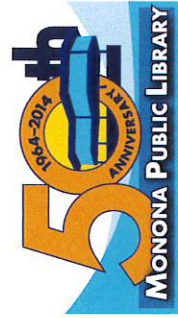
- Children's events
- Teen events
- Adult events
- All ages events

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
3 *2:00 PM - In-Person: Race, The Power of an Illusion: Episode 1 - "The Difference Between Us"	4	5 9:30 AM - OUTDOOR Playgroup!	6 9:30 AM - In-Person Busy Bee Baby Storytime (Masks required for ages 2yrs+)	7 9:30 AM - In-Person Friendly Foxes Storytime (2-5yrs old) Masks Required for ages 2+	8 10:00 AM - Take & Make Craft Kits for Kids! (Ages 4-8)	9 *1:00 PM - In-Person Makerspace Kids: Clothespin Cutes! (Ages 6-12)
Teen Volunteer Application Open March 28– May 20						
10	11 *5:00 PM - In-Person: Graphic Novel Book Club (Ages 7-12)	12 9:30 AM - OUTDOOR Playgroup!	13 9:30 AM - In-Person Busy Bee Baby Storytime (Masks required for ages 2yrs+)	14 9:30 AM - In-Person Storytime (2-5yrs old) Masks Required for ages 2+ *6:30 PM - Online Creative Quarantine: Simple Self -Portraits	15 *10:00 AM - In-Person Friday Morning Book Group	16
Teen Volunteer Application Open March 28– May 20						
17	18	19 9:30 AM - OUTDOOR Playgroup!	20 9:30AM In-Person Baby Storytime (Masks required for ages 2+) *6:30 PM - In-Person: An Intro to Gender-Neutral Pronouns	21 9:30 AM - In-Person Friendly Foxes Storytime (2-5yrs old) Masks Required for ages 2+	22 10:00 AM - Take & Make Craft Kits for Kids! (Ages 4-8)	23 10:30 AM - In-Person S.T.E.A.M Saturday - UW Insect Ambassadors (K-5) Masks strongly recommended *1:00 PM - In-Person Teen Makerspace: Birdhouses (Ages 8-18)
Teen Volunteer Application Open March 28– May 20						
24 *2:00 PM - In-Person: Race, The Power of an Illusion: Episode 2 - "The Story We Tell"	25 *6:30 PM - Online: Estate Planning: Anticipating Family Conflicts	26 9:30 AM - OUTDOOR Playgroup!	27 9:30 AM - In-Person Busy Bee Baby Storytime (Masks required for ages 2yrs+)	28 9:30 AM - In-Person Friendly Foxes Storytime (2-5yrs old) Masks Required for ages 2+	29	30 1:00 PM - In-Person 1000 Books Celebration! Ages birth - 5 yrs old (Masks required for ages 2yrs+)
Teen Volunteer Application Open March 28– May 20						
						<b>*Registration required</b>



## MONONA

# Monona relaunches early literacy program

By Madeline Westberg

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The Monona Public Library's beloved 1,000 Books Before Kindergarten program, an early literacy reading challenge for young children, is getting a makeover this year.

Angelika Neitzel, the youth services coordinator at the library, said the long-running program is relaunching this April with a digital format, using an easy virtual platform called Beanstack.

The 1,000 Books program in Monona was created by Karen Wendt, a youth services coordinator who retired last year. It's based on a nationwide program run by a nonprofit foundation.

The goal, Neitzel said, is to help children develop their early literacy skills, and a fondness for reading.

"The goal is to have read 1,000 books by the end of kindergarten,"

Neitzel said. "If it takes longer, that is OK. We are here to support our youngest learners and their caregivers on their reading journey."

"Studies show that families/caregivers who start reading aloud to their children from birth help strengthen language skills and build vocabulary," Neitzel said. "Especially with changes due to the pandemic, children need more support."

Early literacy skills, Neitzel said, are phonological awareness, vocabulary, background knowledge, print awareness and letter knowledge, and the program is meant to help strengthen those skills, and to "let the magic of stories do the rest," the library's website says.

Families can sign up on Beanstack, and track the number of books read. Children can read the same book multiple times and while the goal is to finish 1,000 books before kindergarten, Neitzel said it's okay if they don't quite make it.

Children earn prizes for finishing books. They can collect a treasure box prize and sticker for every 100 books they finish.

After 300 books, they'll receive a free book. After reading 600 books, they'll get a reading buddy, created by the Madison Knitters Guild. And after 1,000

# CONGRATULATIONS!

## 1000 Books Before Kindergarten

Monona Public Library  
A reader completes the 1,000 Books Before Kindergarten program through the Monona Public Library

books, they'll receive a special completion prize and certificate.

The library is kicking off this program on April 30, with a social event on Saturday, April 30 from 1-3 p.m. at the Monona Public Library, 1900 Nichols Road. Families can learn more about the program, meet each other,

sign up for the program and play games together. While 1,000 Books Before Kindergarten is operating on Beanstack, Neitzel said paper resources are also available for the program, and people can sign up at [www.mononapubliclibrary.beanstack.org/readers365](http://www.mononapubliclibrary.beanstack.org/readers365).

"Reading helps build social and emotional skills, sparks creativity and imagination, promotes bonding, and helps kids do well overall in school," the library's website says. "Take that motivation, open one book and get started. And remember, 1,000 is just a number. The goal is to work reading aloud into your regular routine."



**Madeline Westberg/**  
Tobi Redlinski makes a volcano in the snow using baking soda and vinegar outside the Monona Public Library on Tuesday, Feb. 15. The library hosts an outdoor play group most weeks for young children to do activities and meet each other.