

# Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

**Meeting: Monthly Library Board Meeting**

**Date:** Tuesday, January 11th at 6:00pm

**Meeting Leader:** Stephen Scanlan

**Location:** Library Building, 512 E. Lake Ave, Monticello, WI 53570

## ATTENDANCE:

Participant	Present	Participant	Present
Ann DeNure		Renee Croushore	
Kenneth Colle		Stephen Scanlan	
Robert LaBarre		Katrina Linde-Moriarty	
<b>Guests:</b>			

## AGENDA ITEMS:

Start Time	Topic	Lead(s)
6:00 PM	Call to Order/Roll Call	Scanlan
6:05 PM	Public Appearances and Citizen Comments (up to 30 min.)	Scanlan
6:10 PM	Approvals: Agenda, Minutes, Finance	Scanlan
	New Business	
6:15 PM	Strategic Planning Budget Request	Katrina
	Old Business	
6:25 PM	Strategic Planning Committee Update	Katrina
6:35 PM	Reopening Guidelines Review	Katrina
6:45 PM	Director's Report <ul style="list-style-type: none"> <li>- Village Update</li> <li>- Programming Update</li> <li>- SCLS Update</li> <li>- Finance Update</li> </ul>	Katrina
7:00 PM	Adjourn	Scanlan
<b>Next Meeting: Tuesday, February 8th at 6:00 PM</b>		

# Item Descriptions for the Monticello Library Board Meeting

## Call To Order/Roll Call

\_\_\_\_\_ called the meeting to order at \_\_\_\_\_.

Roll Call:

Ann DeNure		Renee Croushore	
Kenneth Colle		Stephen Scanlan	
Robert LaBarre		Katrina Linde-Moriarty	

Guests:

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## Agenda

Motion: Approve the agenda as set. (Or with the following amendments)

Discussion:

1st: \_\_\_\_\_ 2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_

## Minutes

Motion: Approve the minutes from 12/14/21.

Discussion:

1st: \_\_\_\_\_ 2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_

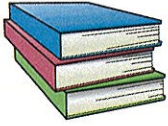
## Finance Report

Motion: Approve the Finance Report as given.

Discussion:

1st: \_\_\_\_\_ 2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_



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## New Business

### Strategic Planning Budget Request

Reason: The Strategic Planning Committee needs a budget for postage, printing, and catering to gather and produce data for our strategic plan.

Motion: Approve the request of up to \$3,000 of donations from the Greenwood checking account to be used to complete the Strategic Plan.

Discussion:

1st: \_\_\_\_\_

2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_

## Old Business

### Strategic Planning Committee Update

Reason: The director will update the library board on the progress and actions of the Strategic Planning committee and the project's timeline.

Discussion:

### Reopening Guidelines Review

Reason: The library director will give an update on the library's reopening plans and discuss any changes.

Motion:

Discussion:

1st: \_\_\_\_\_

2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_

### Director's Report

Discussion:

## Adjourn

Motion to adjourn at \_\_\_\_\_.

1st: \_\_\_\_\_

2nd: \_\_\_\_\_

Vote outcome: \_\_\_\_\_



# Monticello Public Library

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**Meeting: Monthly Library Board Meeting Minutes**

**Date:** Tuesday, December 14th at 6:00pm

**Meeting Leader:** Stephen Scanlan

**Location:** Library Building, 512 E. Lake Ave, Monticello, WI 53570

## ATTENDANCE:

Participant	Present	Participant	Present
Ann DeNure	x	Renee Croushore	x
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x
<b>Guests:</b>			

## AGENDA ITEMS:

Start Time	Topic	Lead(s)
6:00 PM	Call to Order/Roll Call	Scanlan
6:05 PM	Public Appearances and Citizen Comments (up to 30 min.)	Scanlan
6:10 PM	Approvals: Agenda, Minutes, Finance	Scanlan
	New Business	
6:15 PM	Update Youth Services & Library Assistant Job Descriptions	Scanlan
6:25 PM	2022 Library Closure Dates	Katrina
	Old Business	
6:35 PM	Youth Nonfiction Series Update	Katrina
6:55 PM	Reopening Guidelines Review	Katrina
7:00 PM	Director's Report: Village Update, Programming Update, SCLS Update, Finance Update, Strategic Planning Update	Katrina
	Closed Session (19.85(1)(c))*	Scanlan
7:10 PM	Adjourn	Scanlan
<b>Next Meeting: Tuesday, January 11th at 6:00 PM</b>		

\*19.85(1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

## Item Descriptions for the Monticello Library Board Meeting

### Call To Order/Roll Call

Scanlan called the meeting to order at 6pm.

Roll Call:

Ann DeNure	x	Renee Croushore	x
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x

Guests: Vicki Colle in attendance.

### Agenda

Motion: Approve the agenda as set. (Or with the following amendments)

Discussion: None

1st: Colle                      2nd: DeNure                      Vote outcome: 4/0 Passed

### Minutes

Motion: Approve the minutes from 11/9/21.

Discussion: None

1st: LaBarre                      2nd: DeNure                      Vote outcome: 4/0 Passed

### Finance Report

Motion: Approve the Finance Report as given.

Discussion: Director answered clarifying questions about the WiLS invoice from 11/30 Finance Sheet.

1st: Colle                      2nd: DeNure                      Vote outcome: 4/0 Passed

## New Business

### Update Youth Services and Library Assistant Job Descriptions

Reason: The director would like the board to review and update these job descriptions to allow for uniformity in the elements across all job descriptions.

Motion: Approve the updated Youth Services and Library Assistant Job Descriptions sticking “excellent” from customer service line.



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Discussion: Board members reviewed the wording around the line relating to customer service identical to both job descriptions. An edit was recommended to strike the word “excellent” from the line since it is an objective descriptor.

1st: LaBarre                      2nd: Croushore                      Vote outcome: 5/0 Passed

## 2022 Library Closure Dates

Reason: Annually the library board sets the closure dates of which holidays will be observed.

Motion: Approve the 2022 Library Closures to include the following dates:

- New Year's Day: January 1, 2022
- Memorial Day: May 30, 2022
- Independence Day: July 4, 2022
- Labor Day: September 5, 2022
- Thanksgiving Day: November 24, 2022
- Thanksgiving Holiday: November 25, 2022
- Thanksgiving Holiday: November 26, 2022
- Christmas Eve: December 24, 2022
- Christmas Day: December 25, 2022
- New Years Eve: December 31, 2022

Discussion: None

1st: Colle                      2nd: DeNure                      Vote outcome: 5/0 Passed

## Old Business

### Youth Nonfiction Series Update

Reason: At a previous meeting, donated funds were approved to purchase new youth nonfiction series. An update will be given by the director on the project and the school rep will present their findings from speaking with the teachers.

Discussion: Director reviewed that half the allotted funds have been spent. DeNure followed up with sharing a list she created based on feedback from the teachers across all grade levels. She also shared the teachers’

excitement at acquiring new materials. Director and Youth Services will review the list and select new titles with the remaining budget.

### Reopening Guidelines Review

Reason: The library director will give an update to the board on the library's reopening plans and discuss any changes.

Discussion: Director recommended the library board maintain the current level of service. Director is keeping an active eye on cases within the county and emerging trends with the Omnicrom variant.

### Director's Report

Discussion: Director gave a monthly overview of the library's programs, statistics, and operations. An update about the library's strategic plan project included a timeline, committee's goals, and digital survey progress.

### Closed Session: (19.85(1)(c))

Reason: 19.85(1)(c) - Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion: To convene in closed session with roll call at 6:45pm.

1st: DeNure                    2nd: LaBarre

Roll Call:

Ann DeNure	x	Renee Croushore	x
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	

### Reconvene in Open Session

Motion: To convene in open session with roll call at 7:00pm.

1st: Croushore                2nd: LaBarre

Roll Call:

Ann DeNure	x	Renee Croushore	x
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x





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## Take Action on Item/s Discussed During Closed Session

Motion 1: Award Director a one time bonus in 2021 of \$1,500.

1st: LaBarre                      2nd: Colle                      Vote outcome: 5/0 Passed

Motion 2: Approve the director to appropriate \$1,750 for a one time bonus in 2021 for library employees (\$1,000 for the Youth Services' position and \$750 for the Library Assistant position).

1st: DeNure                      2nd: LaBarre                      Vote outcome: 5/0 Passed

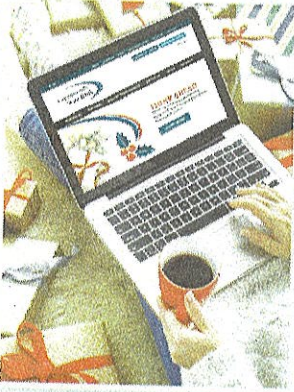
## Adjourn

Motion to adjourn at 7:05pm.

1st: Croushore                      2nd: Colle

Vote outcome: 5/0 Passed

### Summary of Accounts



Account Type	Account Number	Ending Balance
PRIMETIME BUSINESS INTEREST CHECKING	113523	\$50,748.22

## PRIMETIME BUSINESS INTEREST CHECKING-113523

### Account Summary

Date	Description	Amount
12/01/2021	Beginning Balance	\$52,956.96
	2 Credit(s) This Period	\$2,516.72
	5 Debit(s) This Period	\$4,725.46
12/31/2021	Ending Balance	\$50,748.22

### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.10%
Interest Days	31
Interest Earned	\$4.42
Interest Paid This Period	\$4.42
Interest Paid Year-to-Date	\$62.94
Average Ledger Balance	\$52,267.64

### Account Activity

Post Date	Description	Debits	Credits	Balance
12/01/2021	Beginning Balance			\$52,956.96
12/08/2021	CHECK # 3519	\$617.66		\$52,339.30
12/09/2021	CHECK # 3518	\$857.80		\$51,481.50
12/17/2021	DEPOSIT		\$2,512.30	\$53,993.80
12/23/2021	CHECK # 3521	\$1,500.00		\$52,493.80
12/24/2021	CHECK # 3523	\$750.00		\$51,743.80
12/27/2021	CHECK # 3522	\$1,000.00		\$50,743.80
12/31/2021	INTEREST		\$4.42	\$50,748.22
12/31/2021	Ending Balance			\$50,748.22

### Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
3518	12/09/2021	\$857.80	3521*	12/23/2021	\$1,500.00	3523	12/24/2021	\$750.00
3519	12/08/2021	\$617.66	3522	12/27/2021	\$1,000.00			

\* Indicates skipped check number

### Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Monticello Public Library	Ending Market Value from previous month	Additions (Withdrawals)	Balance After Addtn's/Withd rawl	Proration of Admin Fee	Interest/ Dividend Income	UnRealized Gains/(Losses)	Realized Gains/(Losses)	Ending Market Value
April 30, 2019	\$ -	\$ 150,001.00	\$ 150,001.00	\$ (70.66)	\$ 123.04	\$ 3,438.96		\$ 153,492.35
May 31, 2019	\$ 153,492.35		\$ 153,492.35	\$ (178.13)	\$ 117.00	\$ (6,198.33)		\$ 147,232.88
June 30, 2019	\$ 147,232.88		\$ 147,232.88	\$ (177.26)	\$ 836.13	\$ 6,390.54		\$ 154,282.28
July 31, 2019	\$ 154,282.28		\$ 154,282.28	\$ (173.55)	\$ 135.18	\$ 530.94		\$ 154,774.85
August 31, 2019	\$ 154,774.85	\$ 36,000.00	\$ 190,774.85	\$ (193.28)	\$ 135.84	\$ (1,744.86)		\$ 188,972.54
September 30, 2019	\$ 188,972.54		\$ 188,972.54	\$ (217.28)	\$ 604.99	\$ 2,104.42		\$ 191,464.68
October 31, 2019	\$ 191,464.68		\$ 191,464.68	\$ (220.25)	\$ 217.51	\$ 2,956.50		\$ 194,418.44
November 30, 2019	\$ 194,418.44		\$ 194,418.44	\$ (223.56)	\$ 131.46	\$ 3,246.13		\$ 197,572.47
December 31, 2019	\$ 197,572.47		\$ 197,572.47	\$ (227.23)	\$ 1,345.21	\$ 3,056.66		\$ 201,747.11
January 31, 2020	\$ 201,747.11		\$ 201,747.11	\$ (230.68)	\$ 72.83	\$ (874.58)		\$ 200,714.67
February 31, 2020	\$ 200,714.67		\$ 200,714.67	\$ (228.93)	\$ 133.02	\$ (10,687.36)		\$ 189,931.41
March 31, 2020	\$ 189,931.41		\$ 189,931.41	\$ (218.30)	\$ 533.11	\$ (21,766.23)		\$ 168,479.98
April 30, 2020	\$ 168,479.98		\$ 168,479.98	\$ (202.37)	\$ 144.85	\$ 12,965.55		\$ 181,388.01
May 31, 2020	\$ 181,388.01		\$ 181,388.01	\$ (208.99)	\$ 137.76	\$ 6,051.63		\$ 187,368.41
June 30, 2020	\$ 187,368.41		\$ 187,368.41	\$ (215.59)	\$ 805.61	\$ 2,465.78		\$ 190,424.21
July 31, 2020	\$ 190,424.21		\$ 190,424.21	\$ (218.96)	\$ 175.61	\$ 6,650.28		\$ 197,031.14
August 31, 2020	\$ 197,031.14		\$ 197,031.14	\$ (222.97)	\$ 135.02	\$ 6,074.04		\$ 203,017.23
September 30, 2020	\$ 203,017.23		\$ 203,017.23	\$ (231.93)	\$ 489.02	\$ (4,378.26)		\$ 198,896.06
October 31, 2020	\$ 198,896.06		\$ 198,896.06	\$ (227.65)	\$ 185.26	\$ (2,222.80)		\$ 196,630.86
November 30, 2020	\$ 196,630.86		\$ 196,630.86	\$ (222.85)	\$ 130.22	\$ 14,510.85		\$ 211,049.08
December 31, 2020	\$ 211,049.08		\$ 211,049.08	\$ (239.76)	\$ 830.69	\$ 5,732.45		\$ 217,372.46
January 31, 2021	\$ 217,372.46		\$ 217,372.46	\$ (236.29)	\$ 75.02	\$ 11.16		\$ 217,222.36
February 28, 2021	\$ 217,222.36		\$ 217,222.36	\$ (244.52)	\$ 81.61	\$ 1,921.01		\$ 218,980.47
March 31, 2021	\$ 218,980.47		\$ 218,980.47	\$ (242.08)	\$ 430.46	\$ 2,210.59		\$ 221,379.44
April 30, 2021	\$ 221,379.11		\$ 221,379.11	\$ (255.78)	\$ 134.38	\$ 6,626.23		\$ 227,884.26
May 31, 2021	\$ 227,884.26	\$ 55,000.00	\$ 282,884.26	\$ (273.52)	\$ 166.56	\$ 1,735.15		\$ 284,512.45
June 30, 2021	\$ 284,512.45		\$ 284,512.45	\$ (288.26)	\$ 977.03	\$ 1,956.69		\$ 287,157.92
July 31, 2021	\$ 287,157.92		\$ 287,157.92	\$ (295.94)	\$ 157.93	\$ 2,499.97		\$ 289,519.87
August 31, 2021	\$ 289,519.87		\$ 289,519.87	\$ (286.29)	\$ 156.85	\$ 3,907.31		\$ 293,297.74
September 30, 2021	\$ 293,297.74		\$ 293,297.74	\$ (296.95)	\$ 550.51	\$ (8,279.66)		\$ 285,271.64
October 31, 2021	\$ 285,271.64		\$ 285,271.64	\$ (286.65)	\$ 164.63	\$ 8,873.01		\$ 294,022.62
November 30, 2021	\$ 294,022.62		\$ 294,022.62	\$ (298.55)	\$ 174.22	\$ (4,658.94)		\$ 289,239.34
December 31, 2021	\$ 289,239.34		\$ 289,239.34	\$ (288.59)	\$ 1,460.21	\$ 3,665.61	\$ 72.52	\$ 294,149.09



# MONTICELLO PUBLIC LIBRARY

512 E. Lake Avenue  
Monticello, WI 53570

608-938-4011 • [mntpublib.director@gmail.com](mailto:mntpublib.director@gmail.com) • [monticellopubliclibrary.org](http://monticellopubliclibrary.org)

Invoice Date	Invoice #/Account	12/20/2021 Payee	(Credit)	Amount Due
11/30/2021	2036319807	Baker & Taylor		\$82.38
	700-00-55110-310-050	5 Books		
12/1/2021	2036341144	Baker & Taylor		\$368.13
	700-00-55110-310-050	27 Books		
12/6/2021	2036345398	Baker & Taylor		\$119.83
	700-00-55110-310-050	6 Books		
12/8/2021	2036333407	Baker & Taylor		\$97.83
	700-00-55110-310-050	5 Books		
12/16/2021	2036405257	Baker & Taylor		\$96.17
	700-00-55110-310-050	9 Books		
11/29/2021	501339611	Midwest Tape		\$100.81
	700-00-55110-310-050	1 CD, 1 Audiobook, 2 DVDs		
12/3/2021	501361845	Midwest Tape		\$164.19
	700-00-55110-310-050	1 Audiobook, 5 DVDs		
12/11/2021	501394367	Midwest Tape		\$29.99
	700-00-55110-310-050	1 DVD		
12/20/2021		Monticello Chamber of Commerce		\$50.00
	700-00-55110-310-000	Annual Membership		
		Visa Bill		\$801.40
11/1/2021	700-00-55110-310-000	Facebook: Advertisement		\$3.17
11/15/2021	700-00-55110-310-000	Amazon: Disc Cleaning Supplies		\$66.90
11/17/2021	700-00-55110-310-000	Dollar Tree: Programming Supplies		\$5.28
11/17/2021	700-00-55110-310-000	Walmart: Vacuum Cleaner		\$501.09
11/18/2021	700-00-55110-310-000	Hootsuite: Management Software Subscription		\$171.00
11/22/2021	700-00-55110-310-000	Amazon: Programming Supplies		\$26.99
11/23/2021	700-00-55110-310-000	Pick n Save: Programming Supplies		\$26.97
<b>Total</b>			<b>\$0.00</b>	<b>\$1,910.73</b>

Signature: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Monticello Director's Report



Tuesday, January 11th, 2022

1. Announcements
  - a. Digital Library Survey began 1/10!
2. LINKcat/SCLS
  - a. Monthly Checkouts: 835; Holds Placed: 272; Holds Filled: 269; Library Cards: 5
  - b. YTD Checkouts: 12970; Holds Placed: 3945; Items Added to Collection: 1,294
3. Programming
  - a. December: Continued with ongoing programming such as book club, craft night and no school days.
  - b. January: Keeping an eye on Green Co. Covid-19 numbers. We may cancel in-person youth programs.
  - c. Activity Kits: Our staff and volunteers made 1706 kits this year which is more the materials we added!
4. Village Update
  - a. No Update
5. Finance Update
  - a. Working through the end of 2021 to ready our sheets for the Annual Report.
  - b. Will need a Full Itemized Transaction report from the Village to continue.
6. CE/Meetings Attended
  - a. Youth Services: 2 Meetings
  - b. Director: 7 Meetings and 1 Webinar
7. Closures/Overtime
  - a. Dec. 24th to Jan. 2nd: Winter Holiday Closure
  - b. Jan. 6-8th: Closure due to Staff Illness
8. Incidents at the Library/Request from Public
  - a. Nothing to report.
9. Horizon/Projects
  - a. Strategic Plan: Began our digital survey. Will follow up with a print questionnaire mailed out to all residents. Community Conversations to follow in late Feb/March. Working to spread the word about the survey.

Dec 2021	1	2	3	4	6	7	8	9	10	11	13	14	15	16	17	18	20	21	22	23	Totals	Average	Programs	Youth	Adult	Totals	Programs	Activities		
10:00	2	5	3	2	2	3	4	7	1	2	4	1	3	4	1	1	3	2	2	2	2	54	2.70	12/8: Book Club	3	3	May	89	180	
10:30	1	1	2	0	0	3	3	3	3	0	0	1	1	0	0	0	1	0	2	0	0	18	0.90	12/10: Cookie Decorating	5	8	June	212	152	
11:00	0	0	0	0	3	1	0	1	0	0	1	2	1	0	2	3	1	2	1	3	3	21	1.05	12/16: Craft Night	4	4	July	183	168	
11:30	0	2	0	0	2	0	4	0	3	1	0	1	2	3	1	0	1	1	0	0	0	21	1.05	Total	5	15	August	215	178	
12:00	3	0	1	1	0	0	2	0	3	0	1	2	4	3	2	0	0	0	1	2	2	25	1.25	Passive Activities			September	26	92	
12:30	0	1	0	0	1	1	1	1	0	0	0	1	1	0	1	0	2	1	2	2	2	15	0.75	Activity Bags	80	16	October	383	120	
1:00	3	0	0	0	1	1	2	0	1	0	1	2	2	2	3	0	0	1	0	0	0	19	0.95				November	31	120	
1:30	1	2	1	0	0	2	0	4	1	0	3	3	1	0	2	1	0	0	1	0	0	22	1.10				December	20	96	
2:00	0	1	0	1	0	0	0	0	5	1	1	1	2	0	1	0	0	1	0	0	0	13	0.76							
2:30	0	3	1	1	1	0	0	0	5	0	0	0	2	1	2	2	2	1	3	2	2	24	1.41							
3:00	1	0	0	2	2	2	1	2	0	2	1	3	1	0	0	1	3	1	1	1	1	21	1.24							
3:30	2	0	4	0	2	3	1	0	0	0	0	0	3	1	0	0	0	0	3	0	0	19	1.12							
4:00	2	1	0	0	0	0	0	0	0	0	0	1	0	2	2	0	2	2	0	0	12	0.71								
4:30	1	0	3	0	1	1	0	0	0	2	1	0	0	0	0	0	0	1	0	0	10	0.59								
5:00	0	0	1	1	2	0	2	1	0	0	0	0	0	0	1	0	0	1	1	0	10	0.41								
5:30	0	0	0	3	0	2	1	0	0	1	0	1	0	1	2	0	1	0	1	1	13	0.76								
6:00	0	0	0	0	1	1	1	0	1	0	0	0	0	1	1	2	0	0	0	0	7	0.41								
6:30	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	3	0.18								
Totals	17	16	16	3	17	17	24	22	25	3	16	17	26	20	19	5	14	16	20	14	327									

Red: >0.49  
Orange: 0.5-0.74  
Yellow: 0.75-0.99  
Green: 1.00<