



# Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

**Meeting: Monthly Library Board Meeting**

**Date:** Tuesday, October 12th, 2021 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 Subcommittee	Katrina
6:25 PM	Review Library Director Job Description	Katrina
	Old Business	
6:40 PM	Reopening Guidelines Review	Katrina
6:50 PM	Director's Report: Village Update, Programming Update, SCLS Update, Finance Update	Katrina
7:00 PM	Closed Session: Staff Reviews (19.85(1)(c))*	Scanlan
7:20 PM	Adjourn	Scanlan
<b>Next Meeting: Tuesday, November 9th 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

\_\_\_\_\_ 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 8/10/21.

Discussion:

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

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

### Finance Report

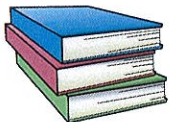
Motion: Approve the Finance Report as given.

Discussion:

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

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

### New Business



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## Strategic Planning Discussion

Reason: The director will present 4-5 members of the board and public to assist as a short-term subcommittee for the project.

Motion: To approve the formation of the Strategic Planning Subcommittee with the following members

\_\_\_\_\_.  
This subcommittee will work with the library director and WiLS in the coming month to conduct research, gather community input, and draft a strategic plan for the Monticello Public Library.

Discussion:

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

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

## Review Library Director Job Description

Reason: The director would like the board to review and update the Director job description to align with elements found in other job descriptions for library employees.

Discussion:

## Old Business

## Reopening Guidelines Review

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

Motion:

Discussion:

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

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

## Director's Report

Discussion:

Last Revised:  
10/7/2021

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

Reason: 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.

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

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

Roll Call:

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

## Reconvene in Open Session

Motion: To convene in open session with roll call.

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

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

Roll Call:

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

## Adjourn

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

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

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



# Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

**Meeting: Monthly Library Board Meeting**

**Date:** Tuesday, September 14th, 2021 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	x
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x
<b>Guests:</b>			
None			

## 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	2022 Library Budget	Katrina
6:30 PM	Strategic Planning Discussion	Katrina
	Old Business	
6:40 PM	Reopening Guidelines Review	Katrina
6:50 PM	Director's Report: Village Update, Programming Update, SCLS Update, Finance Update	Katrina
7:00 PM	Closed Session: Staff Reviews (19.85(1)(c))*	Scanlan
7:20 PM	Adjourn	Scanlan
<b>Next Meeting: Tuesday, October 12th 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 6:00 pm.

Roll Call:

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

Guests:

None	
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### Agenda

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

Discussion: None

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

### Minutes

Motion: Approve the minutes from 8/10/21.

Discussion: None

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

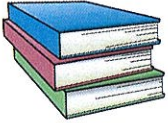
### Finance Report

Motion: Approve the Finance Report as given.

Discussion: None

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

### New Business



# Monticello Public Library

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## 2022 Library Budget Proposal

Reason: Annually the library board reviews and sets the budget for the coming year. The director will present a recommended budget for 2022 and defend using supporting data such as current financial trends and annual fees.

Motion: To approve the 2022 Library Budget Draft and to request the amount of \$74,679.00 of General Property Tax Funds for the library's budget from the Village finance committee and board.

Discussion: After the director presented the budget as detailed in the Summary of the 2022 Library Budget sheet to the board at the previous meeting, the board reviewed the materials and moved to approve with little clarifying discussion.

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

## Strategic Planning Discussion

Reason: Planning for the library's first strategic plans begin in October. The director will present an overview of the timeline and see out 4-5 members of the board and public to assist as a short-term subcommittee for the project.

Discussion: The project will occur from October 2021 to June 2022. The scope of the project is to learn from residents (village and rural) their future aspirations for the library and larger community.

## Old Business

## 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: A short discussion occurred around the Green Co. Health Dept. statistics on the Covid-19 trends in our area. No decisions were made to change the current level of service from Phase 1 of our reopening guidelines.

## Director's Report

Discussion: Director reported on the library's monthly statistics, programming, and partnerships efforts and shared their projections for the season. The director shared a request from the Village for library reports to be given by the library board representative at Village Meetings when possible in the future.

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

Reason: 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 6:42pm.

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

Roll Call:

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

## Reconvene in Open Session

Motion: To convene in open session with roll call at 7:22pm.

1st: LaBarre 2nd: Croushore Vote outcome: 3/0 Passed

Roll Call:

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

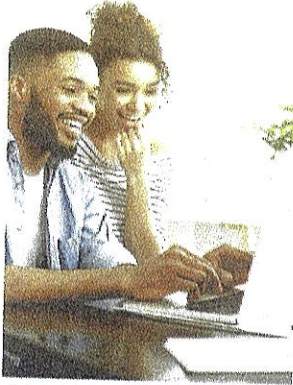
## Adjourn

Motion to adjourn at 7:22 pm.

1st: Croushore 2nd: LaBarre Vote outcome: 3/0 Passed



# Summary of Accounts



Account Type	Account Number	Ending Balance
PRIMETIME BUSINESS INTEREST CHECKING	113523	\$48,382.80

## PRIMETIME BUSINESS INTEREST CHECKING-113523

### Account Summary

Date	Description	Amount
09/01/2021	Beginning Balance	\$45,375.95
	2 Credit(s) This Period	\$3,011.85
	1 Debit(s) This Period	\$5.00
09/30/2021	Ending Balance	\$48,382.80

### Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.10%
Interest Days	30
Interest Earned	\$3.85
Interest Paid This Period	\$3.85
Interest Paid Year-to-Date	\$50.06
Average Ledger Balance	\$46,876.11

### Account Activity

Post Date	Description	Debits	Credits	Balance
09/01/2021	Beginning Balance			\$45,375.95
09/08/2021	CHECK # 3515	\$5.00		\$45,370.95
09/16/2021	DEPOSIT			\$48,378.95
09/30/2021	INTEREST		\$3,008.00	\$48,382.80
09/30/2021	Ending Balance		\$3.85	\$48,382.80

### Checks Cleared

Check Nbr	Date	Amount
3515	09/08/2021	\$5.00

\* 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**

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	9/9/2021 Payee	(Credit)	Amount Due
8/23/2021	2036125114	Baker & Taylor		\$31.56
	700-00-55110-310-050	2 Books		
8/25/2021	2036090586	Baker & Taylor		\$330.87
	700-00-55110-310-050	23 Books		
8/25/2021	2036113592	Baker & Taylor		\$188.85
	700-00-55110-310-050	12 Books		
8/30/2021	2036141086	Baker & Taylor		\$145.41
	700-00-55110-310-050	11 Books		
8/31/2021	2036153688	Baker & Taylor		\$110.40
	700-00-55110-310-050	7 Books		
9/2/2021	2036164187	Baker & Taylor		\$61.64
	700-00-55110-310-050	4 Books		
9/7/2021	1569	Maris Associates		\$138.33
	700-00-55110-310-050	8 Books		
8/24/2021	500888461	Midwest Tape		\$183.43
	700-00-55110-310-050	2 Audiobooks, 5 DVDs		
8/3/2021	500915467	Midwest Tape		\$193.44
	700-00-55110-310-050	2 Audiobooks, 4 DVDs		
9/7/2021	500951191	Midwest Tape		\$98.96
	700-00-55110-310-050	1 CD, 1 Audiobook, 2 DVDs		
		<b>Visa Credit Card Bill</b>		<b>\$559.99</b>
8/12/2021	700-00-55110-310-000	Walmart: Cleaning Supplies		\$7.77
8/13/2021	700-00-55110-310-000	Amazon: Children's Toys		\$49.95
8/16/2021	700-00-55110-310-000	Amazon: Children's Toys		\$39.82
8/16/2021	700-00-55110-310-000	Amazon: Children's Toys		\$368.45
8/16/2021	700-00-55110-310-000	Amazon: Children's Toys		\$18.63
8/28/2021	700-00-55110-310-000	Joann's: Programming Supplies		\$9.31
8/29/2021	700-00-55110-310-000	Walmart: Summer Library Prizes		\$66.06
8/14/2021	2774716	Xerox		\$113.96
	700-00-55110-250-000	Monthly Contract		
8/31/2021	2021-89	WJZ Cleaning LLC		\$540.00
	700-00-55110-350-000	4 Cleanings		
<b>Total</b>			<b>\$0.00</b>	<b>\$2,696.84</b>

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

Originally  
Signed one  
turned in to  
Village



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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	9/28/2021 Payee	(Credit)	Amount Due
9/8/2021	2036175446	Baker & Taylor		\$33.33
	700-00-55110-310-050	2 Books		
9/24/2021	2036199506	Baker & Taylor		\$390.09
	700-00-55110-310-050	28 Books		
9/24/2021	2036206402	Baker & Taylor		\$109.07
	700-00-55110-310-050	8 Books		
9/13/2021	500980407	Midwest Tape		\$73.22
	700-00-55110-310-050	1 CD, 2 DVDs		
9/15/2021	500993064	Midwest Tape		\$48.73
	700-00-55110-310-050	2 DVDs		
9/17/2021	501005454	Midwest Tape		\$98.22
	700-00-55110-310-050	1 Audiobook, 2 DVDs		
		Reimbursement: Krystal Watkins		\$27.50
	700-00-55110-310-000	Programming Supplies		
9/13/2021	2821342	Xerox		\$263.15
	700-00-55110-310-000	Equipment Contract		
<b>Total</b>			<b>\$0.00</b>	<b>\$1,043.31</b>

Signature: Stephen A. Sawyer 9/29/21

Kenneth J. Colle 9/29/21

**Job Title: Library Director**

Department: Library

Reports to: Library Board

Employed by: Village

Hours: 40 hours per week

**General Statement of Duties:**

Under the direction of the Library Board of Trustees, develops, administers, supervises, and coordinates the work of the Library and staff, performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services in conformity of the policies established by the Board of Trustees and the regulations of the State of Wisconsin.

**Essential Duties and Responsibilities:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes and administers programs and procedures governing library services.
- Prepares budget requests and administers the budget approved by the library board.
- Manages library personnel including hiring, scheduling, supervision, evaluation and training to include continuing education activities. Manages the library volunteer program.
- Attends all library board meetings and acts as a technical advisor to the library board, especially in the formulation of policies, budget documents, long range plans and goals, and implements these policies.
- Prepares reports and statistics required by governmental agencies.
- Facilitates additional funding opportunities including grants, gifts and donations.
- Provides friendly and efficient assistance to library visitors including circulation, reference, and technology coordination.
- Addresses concerns and troubleshoot problems for patrons and staff.
- Directs library technology including: purchase and support of computers and other equipment, staff training and support, troubleshooting and administration of technologies such as the website.
- Plans for new building or enhancements to the existing facility.
- Coordinates building inspections, maintenance, service calls and warranty work.

- Attends professional meetings (such as those for the South Central Library System, Green County, Village, Township) and participates in professional development opportunities.
- Plans and directs a public relations program to generate public awareness of library programs and resources including print material, website and social media.
- Promotes cooperation and partnerships with other libraries, schools and the community.
- Serves as a library representative to the community.
- Oversees the selection and weeding of library materials for all media and age groups.
- Ability to work independently & collaboratively, organize and prioritize work, pay attention to details, respond to varied work demands, and make decisions as required.
- Consistently presents the Monticello Public Library and its services in a positive manner and adheres to customer service guidelines and procedures as established by the Library Board.
- Complies with the established rules of operation, procedures, and policies when using library computers, peripheral hardware, and software. Individual passwords and any other confidential information regarding library records shall be kept confidential.

### **Knowledge and Abilities**

- Comprehensive knowledge of professional library science and administration.
- Ability to plan and supervise the work of others.
- Ability to establish and maintain effective, cooperative & courteous working relationships with supervisors, co-workers, and the public including community groups and organizations.
- Ability to plan, organize and direct a complete program of library activities
- Ability to interpret community interest and needs to provide appropriate library services.
- Ability to understand and efficiently perform library work as directed by the Library Board.
- Ability to maintain a friendly, helpful and professional appearance at all times.
- Possess good spelling and typing skills, advanced knowledge of computers, technology and other library equipment.

- Familiarity with the theory and practice of library service and the ability to acquire extensive knowledge of the local library collection, services and resources.
- Ability to maintain accurate and complete records and prepare clear and detailed reports in accordance with state record retention laws.

### **Environment / Working Conditions:**

- Ability to work effectively in a library environment.
- Position may require out of town travel with own reliable transportation.
- Is subject to frequent interruptions.
- Is subject to work beyond normal working hours, evenings, weekends, and holidays when necessary with notice.
- Attends and participates in continuing educational programs designed to keep one aware of changes in the profession.
- Moves intermittently during working hours.

### **Education and Experience:**

- Minimum:
  - Hold or be eligible for Grade 3 library certification
    - 54 credit hours at an accredited college, university or technical college, half of which must be in the liberal arts and science; additional three semester credits of coursework or the equivalent on public library administration, selection of all types of library materials, organization of library materials and provision of reference and information services. Provisional and temporary certification may be granted under certain circumstances.
- Preferred:
  - Bachelor's College degree.
  - Library experience (or equivalent helpful).
  - Management and supervisory experience or two years of progressively more responsible management experience.

### **Other Requirements:**

- A criminal background check and drug test are required.
- Serve a probation period of 6 months.

I, \_\_\_\_\_, have read and acknowledge that I am able to comply with the aforementioned rules, duties, and responsibilities.

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date

I, \_\_\_\_\_, bare witness to the acknowledgement and will uphold the supervisory role of the aforementioned rules, duties, and responsibilities.

\_\_\_\_\_  
Signature of Library Board President

\_\_\_\_\_  
Date

10-07-2021



# Monticello Director's Report

Thursday, October 7th, 2021

1. Announcements
  - a. Green Co. Library Budget was passed including a \$1,000 boost to each library.
2. LINKcat/SCLS
  - a. Monthly Checkouts:1211; Holds Placed: 390; Holds Filled: 300; Library Cards: 7
  - b. YTD Checkouts: 9915; Holds Placed: 2964; Items Added to Collection: 965
3. Programming
  - a. September: Started a new craft club for all ages, moving most of our programs outdoors and requiring masks for indoor programs, planned programs for every day off of school.
  - b. October: Running a full watercolor class with a local instructor, continuing with book club, craft club, and no-school days activities. Library will participate in a village-wide trick-or-treat night on Oct. 30th.
4. Village Update
  - a. Director presented the library's 2022 Budget at Finance and Village meetings on Oct. 6th.
5. Finance Update
  - a. The library is on track with the budget at this time.
6. CE/Meetings Attended
  - a. Youth Services: 2 Webinars, 1 Virtual Conference, and 1 Meeting
    - i. Will be attending the ARSL Conference this month.
  - b. Director: 8 Meetings, 1 Webinar, and 1 Online Course
    - i. Enrolled in a DEI Course and this year's Green Co. Leaders Cohort group.
7. Closures/Overtime
  - a. Director: 2 hours of overtime to cover a staff member
8. Incidents at the Library/Request from Public
  - a. Nothing to report.
9. Horizon
  - a. Dinovember Mural in partnership with the elementary school.

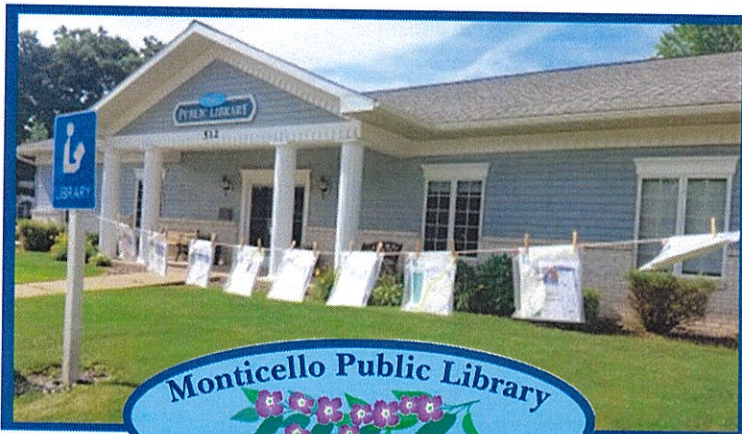


# Sources of Library Funding

41%

## Village Property Tax

Annually, the Village of Monticello approves an allotted amount of the Property Tax to fund the library's building, utilities, staff, resources, and services as per ss. 43.58.



Monticello Public Library  
Established 1948

## Grants

Funding awarded by local, regional, or national org. for specific short term projects, partnerships, and/or initiatives.

18%

## Donations

Funds given to the library as donations, bequeaths, and for special projects by the general public and organizations.

6%

## Investments

Interest from generally donated funds which have been invested for future projects through the South Central Library System Foundation.

## Adjacent Co. Payments

Libraries in adjacent counties receive county reimbursement for library use by residents of those counties who are not serviced by a public library.

34.5%

## Green Co. Payments

From serving residents who live in communities without a public library, and other special library projects supported by the county board as per SS. 43.12(1).

Percentages reflect the library's YTD revenue amounts from 2020 with a .5% margin for miscellaneous revenue (petty sales from printing, faxing, etc).

September 2021	1	2	3	4	6	7	8	9	10	11	13	14	15	16	17	18	20	21	22	23	24	25	27	28	29	30	Totals	Average	
10:00	1	2	5	3	6	4	6	8	5	2	3	1	4	5	1	1	1	1	1	3	2	1	2	2	2	2	73	2.92	
10:30	1	2	4	1	1	0	6	9	6	1	0	0	0	0	0	0	1	0	0	0	3	3	0	1	2	0	41	1.64	
11:00	0	0	1	0	1	0	7	4	1	1	2	0	1	3	4	2	1	0	2	2	2	0	0	1	2	0	35	1.40	
11:30	0	1	0	4	2	0	4	5	7	0	0	0	0	1	0	2	0	0	0	0	2	0	0	1	3	2	34	1.36	
12:00	0	0	0	0	2	1	2	5	1	0	2	0	0	1	3	0	0	1	2	0	1	1	0	1	1	1	25	1.00	
12:30	0	1	2	1	0	2	1	2	3	0	2	2	1	1	0	1	0	1	0	1	0	1	0	0	1	2	16	0.64	
1:00	1	2	1	0	3	5	1	2	4	0	3	1	0	0	0	0	2	1	3	0	0	0	1	2	1	0	33	1.32	
1:30	4	2	0	0	0	0	1	7	4	0	2	1	0	0	0	0	2	1	3	0	0	0	1	1	2	0	32	1.28	
2:00	0	2	0	0	2	2	2	2	2	2	2	1	0	0	0	3	1	0	0	0	0	0	0	1	1	2	0	19	0.90
2:30	1	0	0	0	0	3	2	1	1	1	1	3	1	1	1	1	2	0	1	1	1	1	0	1	0	1	21	1.00	
3:00	1	1	3	0	2	0	5	3	1	4	1	4	1	2	1	0	1	1	4	1	1	1	0	2	0	0	33	1.57	
3:30	4	1	0	0	1	0	6	1	5	1	5	1	3	4	1	0	3	3	0	3	0	3	3	2	1	0	42	2.00	
4:00	2	0	2	0	1	5	5	8	0	0	0	2	0	2	2	4	1	0	4	0	0	0	1	0	0	0	37	1.76	
4:30	0	1	0	0	1	1	0	2	2	0	0	0	0	1	0	0	0	1	3	1	1	0	3	1	0	17	0.81		
5:00	0	1	1	0	3	0	1	5	1	0	1	0	1	0	1	1	0	0	0	3	0	0	1	0	1	1	21	0.38	
5:30	1	2	0	0	0	0	0	0	0	0	3	1	0	0	0	1	0	0	1	1	1	1	1	0	2	0	13	0.62	
6:00	0	0	0	0	0	0	1	4	0	0	1	0	0	0	0	0	0	0	0	1	0	1	1	0	0	0	8	0.38	
6:30	1	0	0	0	0	2	0	1	0	0	0	0	0	3	0	0	1	0	1	0	1	0	2	0	0	0	11	0.52	
Totals	17	18	17	8	0	27	26	60	61	23	21	14	14	18	20	5	20	13	14	23	19	6	15	17	22	6	511		

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

Programs	Youth	Adult	Totals	Programs	Activities
9/1: 4th Graders	21	1	22	May	89
9/8: Book Club	0	4	4	June	212
9/16: Crafters Unite	0	0	0	July	183
Total	21	5	26	August	215
Passive Activities				September	26
Activity Bags	80	12	92		