



Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: Monthly Library Board Meeting

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		Renee Croushore	
Kenneth Colle		Stephen Scanlan	
Robert LaBarre		Katrina Linde-Moriarty	
Guests:			

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
Next Meeting: Tuesday, December 14th at 6:00 PM		

*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 11/9/21.

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

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 as presented.

Discussion:

1st: _____

2nd: _____

Vote outcome: _____

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:

1st: _____

2nd: _____

Vote outcome: _____

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:

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:

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.

1st: _____ 2nd: _____

Vote outcome: _____

Roll Call:

Ann DeNure		Janet Willman	
Kenneth Colle		Stephen Scanlan	
Robert LaBarre		Katrina Linde-Moriarty	



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Reconvene in Open Session

Motion: To convene in open session with roll call.

1st: _____ 2nd: _____

Vote outcome: _____

Roll Call:

Ann DeNure		Janet Willman	
Kenneth Colle		Stephen Scanlan	
Robert LaBarre		Katrina Linde-Moriarty	

Take Action on Item/s Discussed During Closed Session

Motion: _____

1st: _____ 2nd: _____

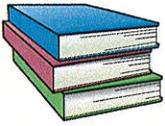
Vote outcome: _____

Adjourn

Motion to adjourn at _____.

1st: _____ 2nd: _____

Vote outcome: _____



Monticello Public Library

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Meeting: Monthly Library Board Meeting Minutes

Date: Tuesday, November 9th at 6:00pm

Meeting Leader: Stephen Scanlan

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

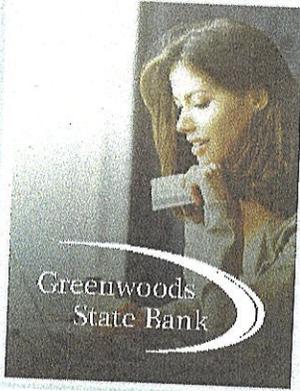
ATTENDANCE:

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

AGENDA ITEMS:

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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 Library Director Job Description	Scanlan
6:25 PM	Review Youth Services and Library Assistant Job Description	Katrina
6:35 PM	December 27th-30th Closure Request	Katrina
6:45 PM	Youth Nonfiction Series Request	Katrina
	Old Business	
6:55 PM	Reopening Guidelines Review	Katrina
7:00 PM	Director's Report: Village Update, Programming Update, SCLS Update, Finance Update	Katrina
7:10 PM	Adjourn	Scanlan
Next Meeting: Tuesday, December 14th at 6:00 PM		

Summary of Accounts



Account Type

Account Type	Account Number	Ending Balance
PRIMETIME BUSINESS INTEREST CHECKING	113523	\$52,956.96

PRIMETIME BUSINESS INTEREST CHECKING-113523

Account Summary

Date	Description	Amount	Interest Summary Description	Amount
10/30/2021	Beginning Balance	\$50,893.73	Annual Percentage Yield Earned	0.10%
	2 Credit(s) This Period	\$2,513.23	Interest Days	32
	1 Debit(s) This Period	\$450.00	Interest Earned	\$4.53
11/30/2021	Ending Balance	\$52,956.96	Interest Paid This Period	\$4.53
			Interest Paid Year-to-Date	\$58.52
			Average Ledger Balance	\$51,754.33

Account Activity

Post Date	Description	Debits	Credits	Balance
10/30/2021	Beginning Balance			\$50,893.73
11/03/2021	CHECK # 3516			\$50,443.73
11/15/2021	DEPOSIT	\$450.00		\$52,952.43
11/30/2021	INTEREST		\$2,508.70	\$52,956.96
11/30/2021	Ending Balance		\$4.53	\$52,956.96

Checks Cleared

Check Nbr	Date	Amount
3516	11/03/2021	\$450.00

* 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 • monticellopubliclibrary.org

Invoice Date	Invoice #/Account	11/4/2021 Payee	(Credit)	Amount Due
10/12/2021	2036233958	Baker & Taylor		\$46.23
	700-00-55110-310-050	3 Books		
10/15/2021	2036246299	Baker & Taylor		\$60.93
	700-00-55110-310-050	6 Books		
10/18/2021	2036239992	Baker & Taylor		\$156.80
	700-00-55110-310-050	9 Books		
10/26/2021	2036274333	Baker & Taylor		\$502.05
	700-00-55110-310-050	46 Books		
10/19/2021	7026674	Demco		\$122.16
	700-00-55110-310-000	Processing Labels		
10/19/2021	501148688	Midwest Tape		\$42.73
	700-00-55110-310-050	2 DVDs		
10/20/2021	501149236	Midwest Tape		\$26.24
	700-00-55110-310-050	1 DVD		
10/25/2021	501177085	Midwest Tape		\$63.23
	700-00-55110-310-050	1 Audiobook, 1 DVD		
11/7/2021	44415	The Monroe Times		\$99.00
	700-00-55110-310-050	Annual Newspaper Subscription		
10/26/2021	IN3063046	rkdixon		\$226.88
	700-00-55110-310-000	Quarterly Service Contract		
11/1/2021	3101610	W.T Cox		\$620.13
	700-00-55110-310-050	27 Annual Magazine Subscriptions		
10/14/2021	2875099	Xerox		\$263.15
	700-00-55110-310-000	Monthly Lease (Sept/Oct)		
Total			\$0.00	\$2,229.53

Signature: *Stephen R. Sawyer* 11/5/21

Kenneth J. Colle 11/5/21



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Invoice Date	Invoice #/Account	Payee	(Credit)	Amount Due
11/30/2021				
11/11/2021	14842	Advanced HVAC, Inc.		\$296.68
	700-00-55110-350-000	Repair/Equipment: Annual Furnace Check		
11/3/2021	2036265387	Baker & Taylor		\$32.00
	700-00-55110-310-050	2 Books		
11/9/2021	2036299203	Baker & Taylor		\$96.03
	700-00-55110-310-050	11 Books		
11/11/2021	2036285429	Baker & Taylor		\$94.88
	700-00-55110-310-050	9 Books		
11/22/2021	2036306325	Baker & Taylor		\$119.23
	700-00-55110-310-050	8 Books		
11/23/2021	2036355957	Baker & Taylor		\$97.64
	700-00-55110-310-050	6 Books		
11/17/2021	7043074	Demco		\$478.62
	700-00-55110-310-000	Shelf Signs and Book Displays		
11/2/2021	501213518	Midwest Tape		\$49.47
	700-00-55110-310-050	2 CDs, 1 DVD		
11/8/2021	501245260	Midwest Tape		\$79.46
	700-00-55110-310-050	4 DVDs		
11/22/2021	501301379	Midwest Tape		\$97.96
	700-00-55110-310-050	1 Audiobook, 3 DVDs		
11/3/2021	48899	News Publishing Company Inc		\$16.66
	700-00-55110-310-000	Holiday Advertisement		
Visa Bill				
9/30/2021	700-00-55110-310-000	Facebook: Advertisement		\$6.83
9/30/2021	700-00-55110-310-000	Walmart: Programming Supplies		\$32.27
10/19/2021	700-00-55110-310-000	Amazon: Programming Supplies		\$13.71
10/19/2021	700-00-55110-310-000	JoAnn's: Programming Supplies		\$28.43
10/19/2021	700-00-55110-310-000	Walmart: Programming Supplies		\$36.40
10/20/2021	700-00-55110-310-000	Walmart: Programming Supplies		\$64.62
10/22/2021	700-00-55110-310-000	Amazon: Programming Supplies		\$72.36
10/22/2021	700-00-55110-310-000	USPS: Shipping		\$33.66
10/25/2021	700-00-55110-310-000	Amazon: Programming Supplies		\$8.28
10/31/2021	700-00-55110-310-000	Facebook: Advertisement		\$25.00
11/3/2021	2928690	Xerox		\$113.96
	700-00-55110-250-000	Monthly Lease		
11/22/2021	495847	WILS		\$2,775.00
	700-00-55110-310-000	Strategic Planning Cohort Fees		
Total			\$0.00	\$4,669.15

Signature: _____

Job Title: Library Assistant I

Department: Library

Reports to: Library Director

Employed by: Village

Hours: 20 hours per week

General Statement of Duties:

Under immediate or general supervision, performs routine clerical duties and related work as required.

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.

- Performs circulation desk procedures, such as checking in and checking out materials, registering patrons, issuing cards, and collecting fines and calling and sending overdue notices.
- Helps patrons locate materials in the library.
- Shelves library materials and “reads” shelves.
- Helps patrons with copying and faxing needs.
- Helps patrons with library computers, personal devices, and databases.
- Assists with programs and displays.
- Answers reference questions.
- Attends staff meetings and participates in planning and policy discussions.
- Maintains skills in above-mentioned areas through active participation in appropriate continuing education activities.
- 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.
- 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.
- Provides excellent customer service to internal and external customers.
- Provides information and recommendations to the Library Director that can be used for materials selection.

- Other activities as directed by the Library Director, including book processing, materials searching, etc.

Knowledge and Abilities

- Knowledge of daily library operations, services and materials.
- Ability to direct and supervise the work of others.
- Ability to communicate effectively with staff and public and maintain effective public relations.
- Ability to maintain confidentiality of library patron information.
- Ability to operate library machines properly and use computer software and manage computerized files.
- Working knowledge of English grammar and spelling.
- Willingness to keep pace with changing technologies.

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:

- High School diploma preferred and the ability to work creatively, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

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 Employee

Date

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

Signature of Library Director

Date

10-05-2021

Job Title: Youth Services Coordinator

Department: Library

Reports to: Library Director

Employed by: Village

Hours: 30 hours per week

General Statement of Duties:

Under general supervision, works with library patrons directly or indirectly. May have supervisory and decision-making responsibilities. Assists in performing the clerical operations of the library. Shall do such duties as the library director subscribes.

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.

- Performs circulation desk procedures, such as checking in and checking out materials, registering patrons, issuing cards, and collecting fines and calling and sending overdue notices.
- Collects and organizes statistics.
- Conducts library services and programs in the area of responsibility with children's services including weekly storytime, summer library program, and additional special programming.
- Assists in plans with special interest displays, programs and projects.
- Helps patrons locate materials in the library.
- Shelves library materials and "reads" shelves.
- Helps patrons with copying and faxing needs.
- Helps patrons with library computers, personal devices, and databases.
- Assists with programs and displays.
- Answers reference questions.
- Assists with inventory and does weeding of collection.
- Provides information and recommendations to the Library Director that can be used for materials selection.
- Attends staff meetings and participates in planning and policy discussions.
- Maintains skills in above-mentioned areas through active participation in appropriate continuing education activities.

- 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.
- 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.
- Provides excellent customer service to internal and external customers.
- Provides information and recommendations to the Library Director that can be used for materials selection.
- Other activities as directed by the Library Director, including book processing, materials searching, etc.

Knowledge and Abilities

- Knowledge of daily library operations, services, and materials.
- Ability to direct and supervise the work of others.
- Ability to communicate effectively with staff and public and maintain effective public relations.
- Ability to maintain confidentiality of library patron information.
- Ability to operate library machines properly and use computer software and manage computerized files.
- Working knowledge of English grammar and spelling.
- Willingness to keep pace with changing technologies.
- Ability to travel to meetings outside the library.

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:

Monticello Director's Report



Thursday, December 9th, 2021

1. Announcements
 - a. 1,000 Books before Kindergarten Program has launched!
 - b. Surge in non-Monticello users.
2. LINKcat/SCLS
 - a. Monthly Checkouts: 1134; Holds Placed: 351; Holds Filled: 305; Library Cards: 2
 - b. YTD Checkouts: 12,135; Holds Placed: 3673; Items Added to Collection: 1,182
3. Programming
 - a. November: Had 6 attendees for our Board Game (no school) Day. We are gaining traction with our crafting night.
 - b. December: Continue with ongoing programming such as book club, craft night and no school days. Taking it slow into the new year with a focus on the Strategic Plan.
4. Village Update
 - a. No Update
5. Finance Update
 - a. The library is on track with the budget at this time. I am working on updating the monthly sheets so we are ready for the end of year and Annual Report (Jan/Feb).
6. CE/Meetings Attended
 - a. Youth Services: 5 Webinars
 - b. Director: 8 Meetings and 2 Webinars
7. Closures/Overtime
 - a. Library will be closed for the holiday break from Dec. 24th to January 2nd.
8. Incidents at the Library/Request from Public
 - a. Nothing to report.
9. Horizon/Projects
 - a. Continued: Weeding through adult materials to make space on the shelves for new items and outward facing books.
 - b. Strategic Plan: 2 meetings so far. Looking at a digital survey in January and a paper survey to target missing demographics in Feb.

Nov 2021	1	2	3	4	5	6	7	8	9	10	11	12	13	15	16	17	18	19	20	22	23	24	29	30	Totals	Average	
10:00	3	2	6	4	1	2	3	2	1	4	3	1	3	4	2	4	2	4	2	4	3	5	4	2	1	66	2.87
10:30	1	2	0	0	1	0	0	0	0	0	1	0	3	0	1	2	1	0	0	0	0	0	1	0	0	13	0.57
11:00	0	2	0	0	2	2	3	0	2	0	1	1	3	3	1	3	1	3	0	2	1	0	1	0	4	31	1.35
11:30	0	0	0	1	2	0	4	1	1	0	0	0	0	2	0	0	0	0	5	0	0	1	0	1	18	0.78	
12:00	1	2	3	0	1	0	0	1	2	0	1	0	10	1	2	1	0	0	2	1	0	1	0	4	1	33	1.43
12:30	0	0	0	1	1	0	1	0	1	0	2	0	0	2	0	1	0	0	0	0	0	0	1	0	17	0.74	
1:00	1	0	0	1	2	2	0	0	1	0	1	3	1	2	0	1	1	1	0	0	0	1	0	0	17	0.74	
1:30	2	1	2	1	1	1	0	0	1	0	1	0	1	2	2	2	0	1	0	0	1	1	0	0	22	0.96	
2:00	2	0	1	0	0	0	0	0	0	1	4	3	0	0	0	0	0	0	0	0	1	0	2	2	16	0.80	
2:30	0	0	2	1	0	1	0	1	1	1	1	3	0	1	0	1	0	2	2	1	0	2	1	0	19	0.95	
3:00	1	1	2	0	1	1	0	2	0	1	1	1	1	1	1	2	2	1	0	1	0	1	2	1	21	1.05	
3:30	1	2	1	1	3	1	0	3	1	1	1	1	2	1	2	1	6	0	1	3	1	0	0	13	42	2.10	
4:00	1	1	2	0	1	0	0	1	0	3	0	0	0	0	0	0	1	0	0	0	0	0	0	2	12	0.60	
4:30	0	0	1	1	1	1	0	1	0	0	0	0	1	2	0	2	0	0	0	0	0	0	3	1	12	0.60	
5:00	0	0	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	1	0	10	0.45	
5:30	0	0	1	0	3	3	3	1	0	0	0	0	0	1	0	4	2	0	0	0	0	0	0	1	19	0.95	
6:00	2	0	0	0	0	1	0	1	1	1	1	0	0	0	0	0	0	1	1	1	0	0	1	0	9	0.45	
6:30	1	0	0	0	1	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0.20	
Totals	16	13	22	12	22	7	20	7	18	9	22	6	30	21	14	25	11	11	15	13	18	18	31	381			

Programs	Youth	Adult	Totals	Programs	Activities
11/5: Board Games	3	3	6	May	89
11/10: Book Club	0	2	2	June	212
11/15: 2nd Graders	9	1	10	July	183
11/18: Craft Night	0	5	5	August	215
11/24: Movie	5	3	8	September	26
Total	17	14	31	October	383
Passive Activities				November	31
Activity Bags	80	40	120		

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