



Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: Monthly Library Board Meeting

Date: Tuesday, February 8th 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	Youth Nonfiction Update and Request	Katrina
6:25 PM	Set Date for Special Annual Report Meeting	Scanlan
	Old Business	
6:30 PM	Strategic Planning Committee Update	Katrina
6:40 PM	Reopening Guidelines Review	Katrina
6:50 PM	Director's Report <ul style="list-style-type: none"> - Village Update - Programming Update - SCLS Update - Finance Update 	Katrina
7:00 PM	Adjourn	Scanlan
Next Meeting: Tuesday, February 8th at 6:00 PM		

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 1/11/22.

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

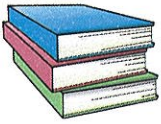
Finance Report

Motion: Approve the Finance Report as given.

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____



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New Business

Youth Nonfiction Update and Request

Reason: Library board approved the use of \$5,000 worth of donations to be spent towards updating the library's youth nonfiction sets. Director will give an update on how the funds were used and request \$1,851.60 to cover the remaining topics identified for local teachers.

Motion: Approve the request of up to \$2,000 of donations from the Greenwood checking account to be used to complete purchases of youth nonfiction sets to update the collection.

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

Set Date for Special Annual Report Meeting

Reason: Each year an Annual Report is created and approved by the library board and submitted to DPI. A special meeting is called to review and approve the report.

Motion: Set the date for the Special Annual Report Meeting for _____.

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, 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	x	Renee Croushore	x
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x
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	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"> - Village Update - Programming Update - SCLS Update - Finance Update 	Katrina
7:00 PM	Adjourn	Scanlan
Next Meeting: Tuesday, February 8th at 6:00 PM		

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:

Victoria Colle	
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Agenda

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

Discussion: None

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

Minutes

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

Discussion: None

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

Finance Report

Motion: Approve the Finance Report as given.

Discussion: None

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

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.



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Motion: Approve the request of up to \$4,000 of donations from the Greenwood checking account to be used to complete the Strategic Plan.

Discussion: Director discussed upcoming expenditures for conducting the strategic plan and asked for funds to cover printing, postage, and catering.

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

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: Director updated the board on the project's timeline. The plan was on schedule for the digital survey and print questionnaire. Plans were in the works for securing locations for the community conversations.

Reopening Guidelines Review

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

Discussion: Director advised the library board to maintain the library's current level of service given local conditions and data from the county's health department.

Director's Report

Discussion: Director gave a monthly overview of the library's programs, statistics, and operations. Clarification around the village's new clerk and finance reporting questions were given by our village representative LaBarre.

Adjourn

Motion to adjourn at 6:25pm.

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



MONTICELLO PUBLIC LIBRARY

512 E. Lake Avenue
 Monticello, WI 53570
 608-938-4011 • mntpublib.director@gmail.com • monticellopubliclibrary.org

Invoice Date	Invoice #/Account	Payee	(Credit)	Amount Due
1/20/2022				
1/11/2022		Audio Book Circuit		\$500.00
	700-00-55110-310-050	Annual Audiobook Subscription		
12/27/2021	2036417755	Baker & Taylor		\$351.14
	700-00-55110-310-050	23 Books		
12/29/2021	2036428376	Baker & Taylor		\$122.68
	700-00-55110-310-050	7 Books		
1/3/2022	2036377373	Baker & Taylor		\$75.62
	700-00-55110-310-050	6 Books		
1/5/2022	2036442171	Baker & Taylor		\$92.21
	700-00-55110-310-050	8 Books		
1/6/2022	2036386226	Baker & Taylor		\$75.81
	700-00-55110-310-050	6 Books		
12/20/2021	501439332	Midwest Tape		\$41.23
	700-00-55110-310-050	2 DVDs		
12/28/2021	501472608	Midwest Tape		\$69.98
	700-00-55110-310-050	2 Audiobooks		
1/4/2022	501504291	Midwest Tape		\$22.49
	700-00-55110-310-050	1 DVD		
1/10/2022	201530065	Midwest Tape		\$82.46
	700-00-55110-310-050	4 DVDs		
12/30/2021	33562	Monroe Glass Company, Inc.		\$43.87
	700-00-55110-350-000	Door Weather Strip		
12/27/2022	21-713	South Central Library System		\$12.00
	700-00-55110-330-000	CE Workshop Lunch		
1/9/2022	22-024	South Central Library System		\$11,819.00
	700-00-55110-315-000	Annual Tech/ILS Member Fees		
		Visa Bill		\$413.05
11/30/2021	700-00-55110-310-000	Walmart: Programming Supplies		\$33.80
12/6/2021	700-00-55110-310-000	Amazon: Programming Supplies		\$6.99
12/6/2021	700-00-55110-310-000	Amazon: Programming Supplies		\$25.76
12/7/2021	700-00-55110-310-000	Walmart: Programming Supplies		\$43.36
12/12/2021	700-00-55110-310-000	Asana: Annual Project Management Software		\$197.82
12/16/2021	700-00-55110-310-000	Home Depot: Programming Supplies		\$15.32
12/20/2021	700-00-55110-310-050	News Publishing Co.: Newspaper Subscription		\$90.00
1/6/2022	496027	WiLS		\$119.05
	700-00-55110-310-050	Annual Database Subscriptions		
Total			\$0.00	\$13,840.59

Signature: _____

Title	Number of books in the set	Where to find it	Reading Level	Grades requesting	Cost per set
Batch 1					
Cool Makerspace Gadgets & Gizmos	6	ABDO Books	3rd-6th		\$125.70
Cool Makerspace	6	ABDO Books	3rd-6th		\$125.70
Extreme Weather	8	ABDO Books	2nd-5th		\$167.60
Seasons: Fall Fun!	6	ABDO Books	Pre-K-2nd		\$119.70
Seasons: Spring Cheer!	6	ABDO Books	Pre-K-2nd		\$119.70
Seasons: Winter Wonder!	6	ABDO Books	Pre-K-2nd		\$119.70
Season: Summer TBA!	6	ABDO Books	Pre-K-2nd		\$119.70
Places in My Community	8	ABDO Books	K-3rd		\$159.60
My Family Set 2	6	ABDO Books	Pre-K-4th		\$119.70
Community Helpers	32	Bellwether Books	K-3rd		\$606.40
Happily Ever Crafter	6	Lerner Books	K-3rd		\$125.96
Step by Step	18	Lerner Books	K-3rd		\$359.78
Money Smarts	6	Lerner Books	K-3rd		\$131.94
Global Ghost Stories	6	Bellwether Books	2nd-5th		\$119.71
Paranormal Mysteries	6	Bellwether Books	2nd-5th		\$131.70
Animals of the Desert	10	Bellwether Books pg 26	1st-2nd	2nd, 5th-8th grade	\$189.50
Animals of the Arctic	10	Bellwether Books pg 27	1st-2nd	2nd, 5th-8th grade	\$189.50
Animals of the Mountains	10	Bellwether Books pg 28	1st-2nd	2nd, 5th-8th grade	\$189.50
Animals of the Coral Reef	10	Bellwether Books pg 29	1st-2nd	2nd, 5th-8th grade	\$189.50
Animals of the Wetlands	10	Bellwether Books pg. 30	1st-2nd	2nd, 5th-8th grade	\$189.50
Animals of the Rain Forest	10	Bellwether Books pg 31	1st-2nd	2nd, 5th-8th grade	\$189.50
Animals of the Forest	10	Bellwether Books pg 32	1st-2nd	2nd, 5th-8th grade	\$189.50
Animals of the Grasslands	10	Bellwether Books pg 33	1st-2nd	2nd, 5th-8th grade	\$189.50
Our Planet Earth	12	Bellwether Books pg 47	2nd-3rd	2nd, 5th-8th grade	\$227.40
Natural Disasters	12	Bellwether Books pg 48	2nd-3rd	4th grade	\$227.40
Discover the Continents	7	Bellwether Books pg 52	2nd-3rd	2nd, 5th-8th grade	\$132.65
Rocks and Minerals	6	Bellwether Books pg 67	4th	5th-8th grade	\$119.70
Extraordinary Explorers	6	Bellwether Books pg 98	3rd-4th	5th-8th grade	\$131.70
Total					\$5,007.44
Batch 2					
A Maker's Guide to Simple Machines	6	Lerner Books pg 24	2nd-3rd	3rd grade	\$119.93
A Young Astronaut's Guide to the Universe	4	Lerner Books pg 25	1st-2nd	3rd grade	\$79.95
Beginner Biography Set	8	Lerner Books pg 55	2nd	3rd grade	\$151.92
Science Essentials	5	Lerner Books pg 89	3rd	5th-8th grade	\$99.94
Biomes of North America Second Edition	6	Lerner Books pg 93	4th	5th-8th grade	\$137.93
One Planet	6	Lerner Books pg 93	5th	5th-8th grade	\$131.94
50 Things You Didn't Know About	6	Lerner Books pg 109	2nd	2nd, 4th and 5th-8th	\$125.96
Getting Into Government	6	Lerner Books pg 109	3rd-4th	2nd, 5th-8th grade	\$137.93
Understanding Disabilities	6	ABDO Books pg 121	3rd	1st	\$125.70
Fact and Fiction of American History	6	ABDO Books pg 217	4th	5th-8th grade	\$137.70
Daily Life in US History	8	ABDO Books pg 220	4th	5th-8th grade	\$183.60
Exploring America's Regions	6	ABDO Books pg 226	4th	2nd grade, 5th-8th gra	\$137.70
Native American Leaders	6	ABDO Books pg 234	1st	3rd grade	\$113.70
Amazing Young People	8	ABDO Books pg 235	3rd	3rd grade	\$167.70
Total					\$1,851.60



Monticello Director's Report

Friday, February 4th, 2022

1. Announcements
 - a. Library Questionnaire has been posted in mail and buyer's guide newspaper.
 - b. Signed 2021 Annual report is due to DPI by Feb. 24th
2. LINKcat/SCLS
 - a. Monthly Checkouts: 1237; Holds Placed: 539; Holds Filled: 485; Library Cards: 4
 - b. YTD Checkouts: 1237; Holds Placed: 539; Items Added to Collection: 75
3. Programming
 - a. January: Youth programming and craft club were moved to an activity kit.
 - b. February: With High cases in Green Co., youth programs have been turned into activity kits. Book and craft clubs are planned for in-person since spacing out is allowed.
4. Village Update: Assisted financial auditors with library's information.
5. Finance Update
 - a. 2021 Monthly sheets are complete. Director is reviewing itemized sheets from village.
 - b. Once finances are fully balanced, director will begin entering into Annual Report
6. CE/Meetings Attended
 - a. Youth Services: 1 Meeting and 5 CE
 - b. Director: 8 Meetings and 1 CE
7. Closures/Overtime
 - a. Jan. 6-8th: Closed due to possible Covid exposure
 - b. Jan. 22nd: Closed due to staffing concerns
 - c. Jan. 26th: Closed due to extremely cold weather conditions
8. Incidents at the Library/Request from Public
 - a. Fraudulent activity was caught on our credit card. Charges were quickly overturned with the bank and a new card is being issued. All is resolved.
9. Horizon/Projects
 - a. Strategic Plan
 - i. Project is on schedule. Digital survey closes Feb. 7th at 4pm.
 - ii. Print questionnaire is circulating at the school district, online, in the mail, and inserted into the Buyer's Guide. Most highschool students have filled it out.
 - iii. Community conversations are planned for March. Dates to be set soon.

Jan 2022	3	4	5	10	11	12	13	14	15	17	18	19	20	21	24	25	27	28	29	31	Totals	Average	Programs	Youth	Adult	Totals	Programs	Activities		
10:00	4	2	1	1	2	4	3	4	1	2	4	3	2	8	1	2	3	2	1	2	52	2.60	12th: Book Club	0	3	July	183	168		
10:30	1	0	1	3	0	2	2	1	0	2	0	1	1	1	0	0	1	0	2	0	18	0.90	20th: Craft Club	0	5	August	215	178		
11:00	1	2	1	2	1	0	1	0	2	0	4	2	0	1	1	0	3	1	1	0	23	1.15	21st Pajama Party	2	0	September	26	92		
11:30	1	0	0	1	1	0	1	0	1	0	0	1	0	2	1	0	0	2	5	0	16	0.80	29th: Early Dev. Day	5	12	October	383	120		
12:00	4	1	0	0	0	2	0	1	0	0	1	2	0	0	1	1	0	0	1	1	15	0.75	Total	7	20	November	31	120		
12:30	3	1	0	0	1	0	1	0	0	1	0	1	1	0	0	0	0	5	0	1	15	0.75	Passive Activities			December	20	96		
1:00	1	1	1	4	3	0	0	1	0	0	3	2	1	0	0	2	0	0	0	0	19	0.95	Activity Bags	80	16	January	27	96		
1:30	1	0	0	2	0	1	3	1	0	1	0	1	0	0	0	0	1	0	0	1	12	0.60								
2:00	0	1	0	0	1	0	1	0	1	1	2	2	0	3	1	1	2	1	1	3	19	1.06								
2:30	2	1	0	2	1	1	2	1	0	0	2	1	0	2	3	0	1	2	0	0	21	1.17								
3:00	1	3	0	1	1	1	1	1	1	1	2	0	0	1	1	2	0	1	1	1	18	1.00								
3:30	5	1	3	0	1	2	1	0	1	1	0	1	0	1	0	0	3	1	1	1	21	1.17								
4:00	1	2	2	1	2	0	0	1	0	0	0	0	0	2	1	1	1	0	0	0	14	0.78								
4:30	0	1	0	1	0	0	1	1	0	0	0	0	3	0	0	0	0	1	0	0	9	0.50								
5:00	0	1	0	1	0	1	1	0	0	0	0	2	0	2	0	1	1	3	1	1	14	0.78								
5:30	1	2	1	0	5	2	1	0	0	0	3	0	1	1	0	1	0	0	4	4	22	1.22								
6:00	2	1	0	0	2	2	1	1	1	1	0	0	1	0	1	0	2	0	0	0	14	0.78								
6:30	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	3	0.17								
Totals	29	20	10	20	21	18	20	13	4	10	21	22	7	25	11	11	19	19	10	15	310									

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