



# Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

**Meeting: Monthly Library Board Meeting**

**Date:** Tuesday, March 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	
<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	Summer Library Program 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 - Village Update - Programming Update - SCLS Update - Finance Update	Katrina
7:00 PM	Adjourn	Scanlan
<b>Next Meeting: Tuesday, April 12th 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 2.8.22 & 2.19.22.

Discussion:

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

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

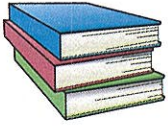
### Finance Report

Motion: Approve the Finance Report as given.

Discussion:

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

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



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## New Business

### Summer Library Program Request

Reason: Library board annually approves a budget of donations to be used for the summer library program

Motion: Approve the request of up to \$3,000 of donations from the Greenwood checking account to be used for the 2022 Summer Library Program for programs, supplies, and prizes.

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, 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"> <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, March 8th at 6:00 PM</b>		

## 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	
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre		Katrina Linde-Moriarty	x

Guests:

Vicki Colle	
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### Agenda

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

Discussion: None

1st: Colle                      2nd: DeNure                      Vote outcome: 3/0 Passed

### Minutes

Motion: Approve the minutes from 1/11/22.

Discussion: None

1st: DeNure                      2nd: Colle                      Vote outcome: 3/0 Passed

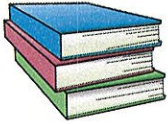
### Finance Report

Motion: Approve the Finance Report as given.

Discussion: Director mentioned that due to this meeting being so early in the month the Greenwood Checking Account statement and SCLS Foundation reports have not been received yet.

1st: Colle                      2nd: DeNure

Vote outcome: 3/0 Passed



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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: DeNure                      2nd: Colle

Vote outcome: 3/0 Passed

### Set Date for Special Annual Report Meeting - Tabled

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.

Discussion: Short discussion was had on possible dates in late February for a second special annual report meeting. Due to a shortage of board members and uncertainty of when the report would be cleared from review by the library system, the item was tabled until those factors could be considered. The Library Board President will call a meeting when appropriate.

## 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 progress of the strategic plan. The questionnaire was successfully mailed out and inserted into the newspaper. The digital survey closed the day before on the 7th. Support has been positive so far and there is excitement from the committee to see how well the print

questionnaire is received. Community conversations will be held in late March hopefully at the Pink Heifer and Java Lava.

## Reopening Guidelines Review

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

Discussion: The Director recommended the board wait one more month before moving to the next phase of service. Health data is trending downward but they would like to see sustained lower cases beforehand. Current service levels are within the guidelines set by the health department though patrons increasingly are asking for a change in service. Other director's in Green Co. are making assessments for their libraries as well.

## Director's Report

Discussion: Director gave a monthly overview of the library's programs, statistics, and operations. Youth programs will continue as kits but adult programming will begin in-person. A few closures occurred in January due to staffing concerns and extremely cold weather.

## Adjourn

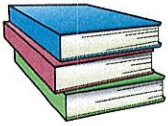
Motion to adjourn at 6:29pm.

1st: Colle

2nd: DeNure

Vote outcome: 3/0 Passed





# Monticello Public Library

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**Meeting: Monthly Library Board Special Annual Report Meeting**

**Date:** Saturday, February 19th at 9:00am

**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)
9:00 AM	Call to Order/Roll Call	Scanlan
9:05 AM	Public Appearances and Citizen Comments (up to 30 min.)	Scanlan
9:10 AM	Approvals: Agenda	Scanlan
	New Business	
9:15 AM	2021 Annual Report Review and Approval	Katrina
	Old Business	
9:45 AM	Reopening Guidelines Review	Katrina
10:00 AM	Adjourn	Scanlan
<b>Next Meeting: Tuesday, March 8th at 6:00 PM</b>		

# Item Descriptions for the Monticello Library Board Meeting

## Call To Order/Roll Call

Scanlan called the meeting to order at 9am.

Roll Call:

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

Guests: None

## Agenda

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

Discussion: None

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

## New Business

### 2021 Annual Report Review and Approval

Reason: Annually the director compiles data and completes an Annual Report to be given to DPI. The report needs to be reviewed and approved by the board prior to being sent to DPI.

Motion: Approve the 2021 Annual Report correcting Section 3 Program Attendance Statistics for Young Adults from -1 to 0 and Section 4 Library Governance to add Kenneth Colle as a board member and to authorize the library board president (or Robert LaBarre in his absence) to sign.

Discussion: After a presentation by the director, there was brief discussion on the trends of the data and the identification of the two corrections as mentioned in the motion.

1st: DeNure                      2nd: Colle

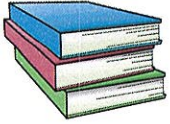
Vote outcome: 4/0 Passed

## Old Business

### Reopening Guidelines Review

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

Motion: Approve to move the library to Phase 2 of the Phased Reopening Guidelines on Feb 28th, 2022.



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Discussion: In light of emerging data and trends, the director recommended moving to Phase 2 Monday, Feb 28th. Feedback from the questionnaires and decreasing cases in the county show a support for transitioning to the next phase. Director also gave a summary of Phase 2's service level including open browsing and computers.

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

## Adjourn

Motion to adjourn at 9:40am.

1st: DeNure                      2nd: LaBarre

Vote outcome: 4/0 Passed

# PRIMETIME BUSINESS INTEREST CHECKING-113523

## Account Summary

Date	Description	Amount
01/01/2022	Beginning Balance	\$50,748.22
	2 Credit(s) This Period	\$2,629.98
	2 Debit(s) This Period	\$1,355.90
01/31/2022	Ending Balance	\$52,022.30

## Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.10%
Interest Days	31
Interest Earned	\$4.33
Interest Paid This Period	\$4.33
Interest Paid Year-to-Date	\$4.33
Average Ledger Balance	\$51,304.50

## Account Activity

Post Date	Description	Debits	Credits	Balance
01/01/2022	Beginning Balance			\$50,748.22
01/07/2022	CHECK # 3524	\$1,057.40		\$49,690.82
01/14/2022	DEPOSIT		\$2,625.65	\$52,316.47
01/20/2022	CHECK # 3525	\$298.50		\$52,017.97
01/31/2022	INTEREST		\$4.33	\$52,022.30
01/31/2022	Ending Balance			\$52,022.30

## Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
3524	01/07/2022	\$1,057.40	3525	01/20/2022	\$298.50

\* Indicates skipped check number

## Overdraft and Returned Item Fees

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

2/23/22

Invoice Date	Invoice #/Account	Payee	(Credit)	Amount Due
2/8/2022	2036507261	Baker & Taylor		\$96.78
	700-00-55110-310-050	6 Books		
2/11/2022	2036521764	Baker & Taylor		\$119.57
	700-00-55110-310-050	7 Books		
2/16/2022	2036532784	Baker & Taylor		\$105.07
	700-00-55110-310-050	5 Books		
2/19/2022	2036535066	Baker & Taylor		\$186.26
	700-00-55110-310-050	18 Books		
2/7/2022	501657527	Midwest Tape		\$163.19
	700-00-55110-310-050	1 CD, 1 Audiobook, 4 DVDs		
2/15/2022	501695816	Midwest Tape		\$76.47
	700-00-55110-310-050	1 Audiobook, 2 DVDs		
2/15/2022	501689607	Midwest Tape		\$22.49
	700-00-55110-310-050	1 DVD		
2/9/2022		Reimbursement: Stephen Scanlan		\$84.39
	700-00-55110-310-000	2 Phone Handset System		
2/11/2022	3089124	Xerox		\$78.73
	700-00-55110-250-000	Monthly Lease Contract		
		Visa Bill		
1/14/2022	700-00-55110-330-000	Wisconsin Library Association: Annual Membership		\$37.28
1/14/2022	700-00-55110-330-000	Wisconsin Library Association: Library Legislative Day		\$25.00
1/14/2022	700-00-55110-310-000	Amazon: Program Supplies		\$74.77
1/14/2022	700-00-55110-310-000	Walmart: Office Supplies		\$28.47
1/23/2022	700-00-55110-410-000	Walmart: Office Supplies (Strategic Plan)		\$19.71
1/23/2022	700-00-55110-410-000	Office Depot: Office Supplies (Strategic Plan)		\$101.77
<b>Total</b>			<b>\$0.00</b>	<b>\$1,219.95</b>

Signature:

*Stephen Scanlan*

2/24/22

*Kenneth J. Cole*

2/24/22



# Monticello Director's Report

Friday, March 4th, 2022

1. Announcements
  - a. 2021 Annual Report has been filed with DPI
  - b. Library reopened for browsing Feb. 28th
2. LINKcat/SCLS
  - a. Monthly Checkouts: 1130; Holds Placed: 490; Holds Filled: 426; Library Cards: 5
  - b. YTD Checkouts: 2367; Holds Placed: 1029; Items Added to Collection: 300
3. Programming
  - a. February: With high cases in Green Co., youth programs were turned into activity kits. Book and craft clubs occurred in-person. Low turnout across all events.
  - b. March: Youth programming ramps up for Spring Break in-person. Public interest increased for our craft night. Book Club has not gained interest though public input in the questionnaire points to a communication issue.
  - c. SLP outlook: Planning weekly drop-in STEAM program, monthly movie night, monthly family presenter, and monthly adult speaker. Reading programs and activity kits will run alongside.
4. Village Update: Nothing to report.
5. Finance Update
  - a. Now that the Annual Report is complete, the Director is working on getting the new monthly sheets in order.
6. CE/Meetings Attended
  - a. Youth Services: 2 Webinars and 1 Meeting
  - b. Director: 12 Meetings
7. Closures/Overtime
  - a. Feb ~~25<sup>th</sup>~~<sup>27<sup>th</sup></sup>: Closed due winter weather conditions
8. Incidents at the Library/Request from Public: None
9. Horizon/Projects
  - a. Strategic Plan
    - i. Project is on schedule. Questionnaire has closed and data has been entered.
    - ii. The Library Board is invited to the Strategic Planning Meeting Thursday, March 10th at 6pm if able to assist with Community Conversations later in the month.
    - iii. Community Conversations will be held at the Pink Heifer at 6pm March 22nd and 30th and at the Java Lava March 24th at 2pm.

Feb 2022	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	Totals	Average	Programs	Youth	Adult	Totals	Programs	Activities
10:00	2	3	2	3	3	1	2	3	1	2	3	1	2	2	2	5	2	2	1	4	2	2	3	1	1	4	2	56	2.43	9th: Book Club	0	2	July	183	168	
10:30	1	5	2	0	2	2	1	1	1	0	1	0	1	3	1	1	1	3	1	2	2	1	1	0	2	2	0	27	1.17	17th: Craft Club	0	2	August	215	178	
11:00	0	2	0	1	1	1	0	1	0	1	0	1	0	2	0	2	0	3	0	1	0	2	0	1	0	1	2	20	0.87	19th: Escape Room Kit	0	0	September	26	92	
11:30	0	1	0	0	0	1	0	0	3	0	0	0	1	0	0	0	1	0	3	2	2	0	1	0	1	0	14	0.61	Total	0	4	October	383	120		
12:00	2	3	1	1	0	0	0	3	1	3	3	1	2	0	1	2	0	1	1	1	1	2	0	0	0	0	0	26	1.13	Passive Activities			November	31	120	
12:30	0	3	0	0	1	2	0	1	2	0	0	2	0	1	1	1	0	2	0	1	0	0	1	1	0	3	17	0.74	Activity Bags	60	12	December	20	96		
1:00	0	0	2	1	1	2	2	2	2	0	2	2	0	1	0	2	0	2	0	2	0	1	0	0	0	2	22	0.96				January	27	96		
1:30	0	0	0	1	0	1	0	2	1	1	1	0	0	1	0	1	0	0	0	1	0	1	0	1	2	1	12	0.52				February	4	72		
2:00	0	2	0	2	0	1	3	0	1	3	0	1	2	1	2	1	0	0	0	1	0	0	1	0	3	1	0	17	0.89							
2:30	0	0	1	0	1	2	1	2	1	2	1	1	1	3	1	1	3	1	2	0	0	0	1	0	3	0	1	18	0.95							
3:00	3	0	0	2	1	1	0	3	1	0	3	1	0	4	2	0	2	0	0	0	3	1	2	1	2	1	24	1.26								
3:30	0	1	5	4	1	0	2	2	1	0	2	1	0	0	1	0	1	0	0	0	1	2	1	2	1	2	1	22	1.16							
4:00	4	0	0	0	2	1	1	4	4	1	4	0	0	0	1	1	1	0	1	1	1	1	1	0	0	1	21	1.11								
4:30	0	0	2	0	1	4	2	0	0	2	0	1	0	0	2	0	2	2	0	1	0	0	1	0	0	1	16	0.84								
5:00	0	1	0	1	0	1	0	1	1	0	0	3	0	0	0	0	0	1	2	0	2	2	0	2	2	0	14	0.26								
5:30	1	0	0	0	5	3	0	0	0	0	0	0	1	0	1	0	0	0	4	0	0	0	0	0	0	0	14	0.74								
6:00	0	0	0	0	2	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	1	0	5	0.26								
6:30	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	2	0.11								
Totals	13	22	15	16	10	24	20	24	24	16	19	7	12	17	15	17	17	13	6	18	18	14	11	15	11	11	12	347								

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