

# Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

**Meeting: Monthly Library Board Meeting**

**Date:** Tuesday, April 12th 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   | Adjacent County Reimbursement Form   | Katrina         |
| 6:20 PM   | Outdoor Sign and Letters Request   | Katrina         |
| 6:30 PM   | Sitting Area in Young Adult Space Project  | Katrina         |
| 6:40 PM   | Interim Transitional Plan  | Scanlan/Katrina |
| 6:55 PM   | 2022 Transition Wages  | Scanlan         |
| 7:05 PM   | Leave Benefits for Linde-Moriarty  | Scanlan         |
| 7:15 PM   | Interim Finance Authorization Plan   | Scanlan         |
| 7:25 PM   | Director Search Committee  | Scanlan         |
|   | Old Business   |                 |
| 7:35 PM   | Strategic Planning Committee Update  | Katrina         |
| 7:45 PM   | Reopening Guidelines Review  | Katrina         |
| 7:50 PM   | Director's Report<br><ul style="list-style-type: none"> <li>- Village Update</li> <li>- Programming Update</li> <li>- SCLS Update</li> <li>- Finance Update</li> </ul> | Katrina         |
| 8:00 PM   | Adjourn  | Scanlan         |
| <b>Next Meeting: Tuesday, May 10th 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:

|  |  |
|--|--|
|  |  |
|--|--|

## Agenda

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

Discussion:

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

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

## Minutes

Motion: Approve the minutes from 3.8.22.

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

### Adjacent County Reimbursement Form

Reason: Annually, the board approves SCLS to pursue adjacent county reimbursements from our neighbors for servicing their patrons who are outside a library's service area.

Motion: Approve the Adjacent County Reimbursement Form as presented.

Discussion:

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

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

### Outdoor Sign and Letters Request

Reason: Our old outdoor sign is beyond repair and we would like to have an outdoor sign to announce upcoming programs.

Motion: Approve the outdoor quote for \$ \_\_\_\_\_ from Outdoor Signs America.

Discussion:

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

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

### Sitting Area in Young Adult Space Project

Reason: During the Strategic Planning Process, additional study and reading spaces were identified as a need especially for our young adults. This project would provide a work space for all patrons during the day and a study space for young adults after school with minimal implementation and maintenance.

Motion: Approve up to \$4,500 of donations to create and furnish a new Young Adult Sitting Area as presented.

Discussion:

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

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

## Interim Transitional Plan

Reason: This plan will clarify the responsibilities of each person with regards to administrative, finance, and daily library operations during the interim transition to a new director.

Motion: Approve the Interim Transition Plan as presented (or with the following changes \_\_\_\_\_.)

Discussion:

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

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

## 2022 Transition Wages

Reason: An increase in wages during the interim would correspond with the increase in responsibilities for staff members.

Motion: Approve the 2022 Transition Wages as presented.

Discussion:

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

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

## Leave Benefits for Linde-Moriarty

Reason: The Director has accrued vacation hours during their employment. The Library Board needs to authorize a payout of the leave benefits.

Motion: Approve the Village of Monticello to pay out the remaining balance of vacation time upon the termination of employment for Katrina Linde-Moriarty.

Discussion:

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

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

## Director Search Committee

Reason: The library board should appoint two board members to form the Director Search Committee to lead out in hiring a new library director.

Motion: Create the Director Search Committee and appoint \_\_\_\_\_ and \_\_\_\_\_ to the committee.

Discussion:

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



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

## Interim Finance Authorization Plan

Reason: During the interim, the library board needs to authorize an individual to be responsible for managing the library's daily finances alongside the Finance Committee.

Motion: Appoint \_\_\_\_\_ as the library's Finance Authorizer in conjunction with the Finance Committee during the interim period of the library.

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

512 E. Lake Avenue · Monticello, WI 53570

**Meeting:** Monthly Library Board Meeting Minutes

**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     | x       | Renee Croushore        | x       |
| Kenneth Colle  |         | 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   | 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 <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, April 12th 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        | x |
| Kenneth Colle  |   | 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: 4/0 Passed

### Minutes

Motion: Approve the minutes from 2.8.22 & 2.19.22.

Discussion: None

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

### Finance Report

Motion: Approve the Finance Report as given.

Discussion: None

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

### New Business

#### Summer Library Program Request

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





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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: Director itemized the projected expenditures. DeNure asked about school visits in May. The director assured that could be arranged in time.

1st: DeNure                      2nd: LaBarre                      Vote outcome: 4/0 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 reported about the print questionnaire and requested the board members assistance at the upcoming Community Conversations later in the month.

### Reopening Guidelines Review

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

Discussion: Director recommended maintaining the current level of service in accordance with local and national recommendations.

### Director's Report

Discussion: Director gave a monthly overview of the library's programs, statistics, and operations. Patron's have responded positively to the library's reopening. Scanlan stepped in to report that the director had given notice of accepting another position. The director's final day will be April 22nd, 2022.

### Adjourn

Motion to adjourn at 7:08pm.

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



# 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    | 3/23/22<br>Payee             | (Credit)      | Amount Due                   |
|--------------|----------------------|------------------------------|---------------|------------------------------|
| 2/28/2022    | 2036551567           | Baker & Taylor               | 203.83        | \$129.82                     |
|              | 700-00-55110-310-050 | 13 Books                     |               |                              |
| 3/3/2022     | 2036562170           | Baker & Taylor               |               | \$117.59                     |
|              | 700-00-55110-310-050 | 7 Books                      |               |                              |
| 3/10/2022    | 2036573401           | Baker & Taylor               |               | \$133.06                     |
|              | 700-00-55110-310-050 | 9 Books                      |               |                              |
| 3/14/2022    | 2036585575           | Baker & Taylor               |               | \$57.14                      |
|              | 700-00-55110-310-050 | 5 Books                      |               |                              |
| 2/22/2022    | 501723325            | Midwest Tape                 |               | \$60.73                      |
|              | 700-00-55110-310-050 | 1 Audiobook, 1 DVD           |               |                              |
| 3/1/2022     | 501755382            | Midwest Tape                 |               | \$91.71                      |
|              | 700-00-55110-310-050 | 1 Audiobook, 3 DVDs          |               |                              |
| 3/9/2022     | 501794785            | Midwest Tape                 |               | \$91.46                      |
|              | 700-00-55110-310-050 | 4 DVDs                       |               |                              |
| 3/14/2022    | 501819457            | Midwest Tape                 |               | \$52.47                      |
|              | 700-00-55110-310-050 | 3 DVDs                       |               |                              |
| 3/1/2022     | 103362               | News Publishing Company Inc  |               | \$100.30                     |
|              | 700-00-55110-310-000 | Ad and Flyer Insert          |               |                              |
| 3/9/2022     | 235198               | Regez Supply Co. Inc.        |               | \$178.77                     |
|              | 700-00-55110-310-000 | Paper and Sanitizer          |               |                              |
| 3/10/2022    | 22-305               | South Central Library System |               | \$199.43                     |
|              | 700-00-55110-350-000 | Fax Machine                  |               |                              |
| 2/27/2022    |                      | Visa Bill                    |               | \$0.00                       |
|              |                      | No Balance Owed              |               |                              |
| <b>Total</b> |                      |                              | <b>\$0.00</b> | <b>\$1,212.48</b><br>1286.49 |

Signature:

*Stephen H. Scarpa*

2/23/22

*Kenneth J. Colle*

2/24/22

# PRIMETIME BUSINESS INTEREST CHECKING-113523

## Account Summary

| Date       | Description             | Amount      |
|------------|-------------------------|-------------|
| 03/01/2022 | Beginning Balance       | \$52,053.98 |
|            | 2 Credit(s) This Period | \$2,620.21  |
|            | 5 Debit(s) This Period  | \$5,464.33  |
| 03/31/2022 | Ending Balance          | \$49,209.86 |

## Interest Summary

| Description                    | Amount      |
|--------------------------------|-------------|
| Annual Percentage Yield Earned | 0.10%       |
| Interest Days                  | 31          |
| Interest Earned                | \$4.18      |
| Interest Paid This Period      | \$4.18      |
| Interest Paid Year-to-Date     | \$12.50     |
| Average Ledger Balance         | \$49,307.45 |

## Account Activity

| Post Date  | Description       | Debits     | Credits    | Balance     |
|------------|-------------------|------------|------------|-------------|
| 03/01/2022 | Beginning Balance |            |            | \$52,053.98 |
| 03/01/2022 | CHECK # 3551      | \$2,241.15 |            | \$49,812.83 |
| 03/01/2022 | CHECK # 3552      | \$1,723.98 |            | \$48,088.85 |
| 03/01/2022 | CHECK # 3553      | \$113.70   |            | \$47,975.15 |
| 03/15/2022 | DEPOSIT           |            | \$2,616.03 | \$50,591.18 |
| 03/29/2022 | CHECK # 3556      | \$400.00   |            | \$50,191.18 |
| 03/30/2022 | CHECK # 3554      | \$985.50   |            | \$49,205.68 |
| 03/31/2022 | INTEREST          |            | \$4.18     | \$49,209.86 |
| 03/31/2022 | Ending Balance    |            |            | \$49,209.86 |

## Checks Cleared

| Check Nbr | Date       | Amount     | Check Nbr | Date       | Amount   | Check Nbr | Date       | Amount   |
|-----------|------------|------------|-----------|------------|----------|-----------|------------|----------|
| 3551      | 03/01/2022 | \$2,241.15 | 3553      | 03/01/2022 | \$113.70 | 3556*     | 03/29/2022 | \$400.00 |
| 3552      | 03/01/2022 | \$1,723.98 | 3554      | 03/30/2022 | \$985.50 |           |            |          |

\* 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             |



**South Central Library System**

4610 S. Biltmore Lane • Madison, WI 53718  
608/246-7973 • FAX 608/246-7958 • TDD 608/246-7974

**Date:** March 10, 2022  
**To** Library Board & Director, **Monticello (MNT)**  
**From** Tracie Miller, South Central Library System  
**RE:** 2022 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library's 2021 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

| Adjacent County | Amount Eligible to Request – payable in 2023 (70% minimum reimbursement level) | Do you want SCLS to bill this county for this amount? |    |
|-----------------|--|---|----|
| Dane            | \$156.93   | Yes   | No |
| Lafayette       | \$680.04   | Yes   | No |

1. Please indicate above whether your library would like us to “bill” the adjacent county—**CIRCLE YES OR NO**
2. Please sign and date below—both Library Board President and Library Director.

When authorized by this completed form, SCLS will “bill” the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2022, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2023. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form by email to [traciemiller@scls.info](mailto:traciemiller@scls.info) no later than April 22, 2021.**

Please contact me via e-mail ([traciemiller@scls.info](mailto:traciemiller@scls.info)) or phone (608-246-5612) if you have questions.

~~~~~  
The **Monticello (MNT)** Board of Trustees and the Library Director authorize SCLS to submit the adjacent county reimbursement requests listed above:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



**\$489.99**

**SWINGER-plus® Standard Message Board Roadside Sign**



Options

Quantity:

Quantity selector with a dropdown arrow, the number '1', and an upward arrow.

ADD TO CART

BUY NOW



Home



Categories



Account



Contact



More



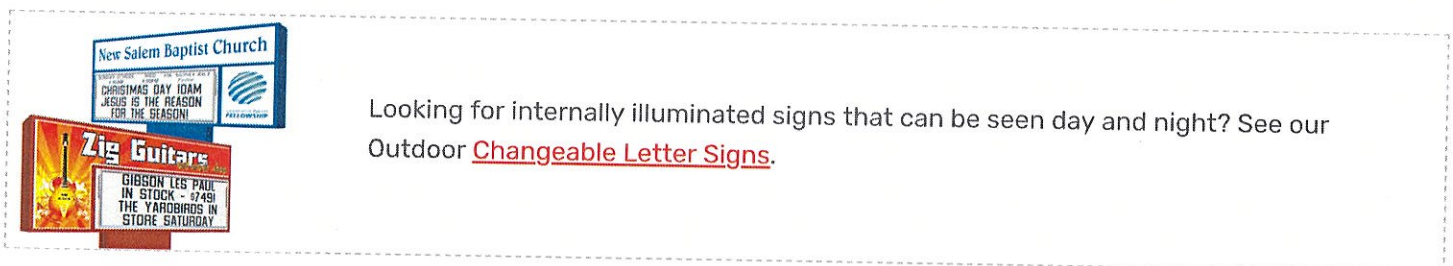
windy conditions. With wind resistance of up to 30 mph, your message will stay visible. The 30-inch profile easily fits through any door.

With a SWINGER-plus® roadside sign frame, this double-sided standard message board in white provides up to 5 lines of changeable text. A set of 421 5-inch letters, numbers and symbols are included, as well as 24 10-inch numbers and two 10-inch Sale/Special headers.

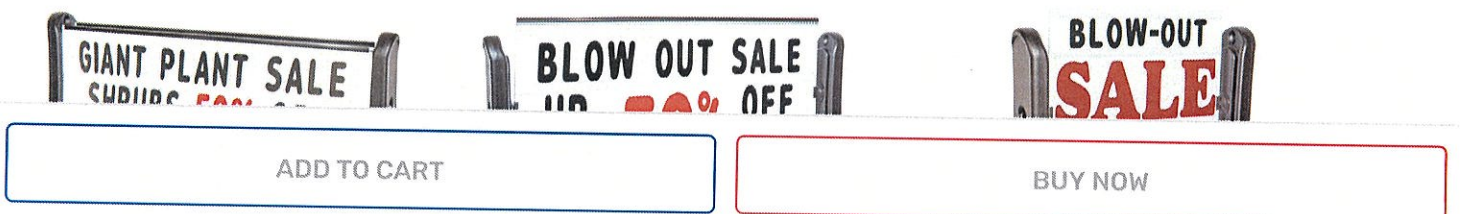
Includes the following:

- One 36" x 48" x 1/2" white sign face
- Two 30" x 42" black sign uprights
- Two steel-filled black cross tubes
- Two decorative endcaps
- Four no-slide feet
- 421 5-inch letters, numbers and symbols
- Assembly hardware set and instructions
- Ships in two cartons
- Assembled weight is approximately 40lbs

**Frame Style:** SWINGER-plus®  
**Frame Size:** Roadside  
**Face Style:** Standard Message Board  
**Face Color:** White  
**Portability:** Rolling Sign  
**Letter Color:** Black Letters and Red Numbers/Symbols on White Panels



#### Related Products



## Young Adult Sitting Area Project

### Shapes® Series II Common Area Sofa w/ Tablet Arm

Estimated Shipping Cost: \$278.76

Product Cost: \$776.88

Estimated Total Cost: \$1,055.64

### Shapes® Series II Stacks Nested Soft Seating - Set of 3 Benches

Estimated Shipping Cost: \$314.34

Product Cost: \$1,486.64

Estimated Total Cost: \$1,800.98

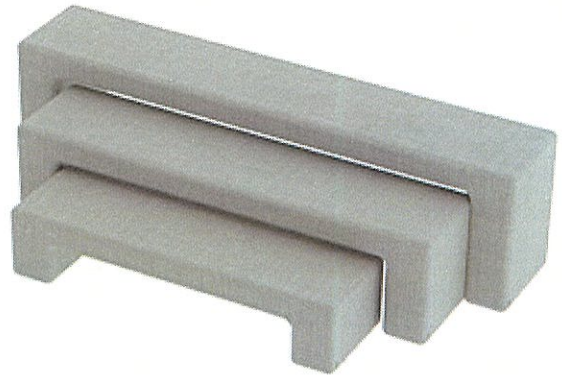
Installation of Carpet Squares

Estimated Cost: \$500

Public Works Labor

Estimated Cost: \$500

Total Project: \$3,856.62



Project will take over an 11x8.5 foot space in the back corner of the library.

One quarter of a shelving range would be unusable but the remaining quarter would be added to Large Print. The other half of the range will remain in section for the Audiobook Collection.

DVDs will be shifted down one display to create 3 display nodes at the end of each range to accommodate extending Large Print.

Work will only cost one afternoon of library closure to complete shifting and carpeting.

# Interim Transitional Plan 2022

This plan will outline the duties and responsibilities of each person at the library. These are represented in primary and secondary points of responsibility with an overlap when skills are cross-trained.

| Library Administrative |                      |
|------------------------|----------------------|
| Primary                | Secondary            |
| Finances & Invoices    | Outreach & Publicity |
| Payroll                |                      |
| Administration         |                      |

| Krystal Watkins - Youth Services Coordinator |                  |
|----------------------------------------------|------------------|
| Primary                                      | Secondary        |
| Programming                                  | Administration   |
| Outreach & Publicity                         | Payroll          |
| Website & Social Media                       | Cleaning         |
| Ordering                                     | Special Projects |
| Databases                                    | Cataloging       |
| Daily Tasks                                  |                  |

| Austin Blumer - Library Assistant I |           |
|-------------------------------------|-----------|
| Primary                             | Secondary |
| Processing & Cataloging             | Cleaning  |
| Daily Tasks                         |           |
| Special Projects                    |           |



| Cindy Salas - Library Assistant II |                      |
|------------------------------------|----------------------|
| Primary                            | Secondary            |
| Processing & Cataloging            | Cleaning             |
| Materials Ordering                 | Youth Programming    |
| Daily Tasks                        | Outreach & Publicity |
|                                    | Special Projects     |

| Delaney Snyder - Library Page |                  |
|-------------------------------|------------------|
| Primary                       | Secondary        |
| Daily Tasks                   | Cleaning         |
|                               | Special Projects |

## Transition Period Wages 5/2/22-10/1/22 (22 weeks)

| Position                     | Weekly Rate                                        | Projected Wages |
|------------------------------|----------------------------------------------------|-----------------|
| Director                     | (40hrs*\$22.00)*?weeks                             | ?               |
| Youth Services               | (30hrs*\$17.00)*22weeks                            | \$ 11,220.00    |
| Library Assistant (I)        | (20hrs*\$15.00)*17weeks                            | \$ 5,100.00     |
| Library Assistant (I)~       | (30hrs*\$14.00)*12weeks<br>(10hrs*\$14.00)*14weeks | \$ 7,000.00     |
| Summer Library Page<br>(LTE) | (10hrs*\$10.00)*22weeks                            | \$ 2,200.00     |
| Buffer                       |                                                    | \$1,000.00      |
| Total Budget                 |                                                    | \$26,520.00     |

~Note: This position would cover from 4/4/22-10/1/22.

### Current Budget

| Position                     | Weekly Rates            | Projected Wages<br>(5/2/22-10/1/22) |
|------------------------------|-------------------------|-------------------------------------|
| Director                     | (40hrs*\$22.00)*22weeks | \$19,360.00                         |
| Youth Services               | (30hrs*\$14.50)*22weeks | \$9,570.00                          |
| Library Assistant            | (20hrs*\$11.75)*17weeks | \$3,995.00                          |
| Summer Library Page<br>(LTE) | (20hrs*\$10.00)*12weeks | \$ 2,400.00                         |
| Buffer                       |                         | \$1,000.00                          |
| Total Budget                 |                         | \$36,325.00                         |

[CURRENT DATE]

Greenwoods State Bank

Re: Account Number: 113523

Account Name: Monticello Public Library

Dear Greenwoods State Bank,

On [DATE] the Monticello Library Board of Trustees has approved [NAME] as the Library Administrator during the interim for our search for a new Library Director. Therefore, please make the following changes to the account status and authorized signers:

**Remove the following person from the list of authorized signers on the account:**

- Katrina Linde-Moriarty

Authorize [NAME] as signer on the account:

\_\_\_\_\_

[Name]

\_\_\_\_\_

Date

Thank-you for your assistance with these transition details. If you have any questions, please contact:

\_\_\_\_\_

[NAME] (Monticello Library Finance Committee)

\_\_\_\_\_

Date

\_\_\_\_\_

[NAME] (Monticello Library Finance Committee)

\_\_\_\_\_

Date

[NAME]

Monticello Library Board President



# Monticello Director's Report

Saturday, April 9th, 2022

1. Announcements
  - a. Library welcomes Cindy Salas and Delaney Snyder to the staff!
  - b. Library applied for a grant for a solar powered charging station as a wonderful addition for our outdoor patio.
  - c. Katrina: This will be my final Director's Report. It has been an immense pleasure!
2. LINKcat/SCLS
  - a. Monthly Checkouts: 1553; Holds Placed: 429; Holds Filled: 483; Library Cards: 4
  - b. YTD Checkouts: 3920; Holds Placed: 1458; Items Added to Collection: 106
3. Programming
  - a. Regular programming is underway and plans are set for the Summer Library Program.
4. Village Update: Nothing to report.
5. Finance Update
  - a. Director completed setting up all the monthly and annual sheets. All finance data is up-to-date.
6. Incidents at the Library/Request from Public: None
7. Horizon/Projects
  - a. Strategic Plan
    - i. Community Conversations were held at the Pink Heifer at 6pm March 22nd and 30th and at the Java Lava March 24th at 2pm.
    - ii. A draft will be completed by April 16th.
    - iii. The committee will need to meet before the next board meeting to go over the draft and make any final changes before recommending it to the board.
  - b. Summer Library Program
    - i. The badge books for logging reading have arrived and are ready for school visits in May.
    - ii. All programming, activity kits, and prizes have been planned and secured within budget.

| March 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 | 29 | 30 | 31 | Totals | Average | Programs              | Youth | Adult | Totals | Programs | Activities |  |  |  |
|------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--------|---------|-----------------------|-------|-------|--------|----------|------------|--|--|--|
| Before     |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |        |         |                       |       |       |        |          |            |  |  |  |
| 10:00      | 2  | 2  | 1  | 2  | 6  | 1  | 4  | 3  | 3  | 1  | 1  | 5  | 8  | 2  | 3  | 2  | 3  | 2  | 3  | 2  | 3  | 2  | 1  | 2  | 2  | 3  | 5  | 3  | 3  | 3  | 3  | 76     | 0.00    | 9th: Book Club        | 0     | 2     | 183    | 168      |            |  |  |  |
| 10:30      | 1  | 1  | 1  | 3  | 10 | 0  | 3  | 2  | 1  | 0  | 2  | 0  | 0  | 1  | 1  | 1  | 1  | 1  | 2  | 1  | 4  | 0  | 0  | 2  | 2  | 1  | 1  | 4  | 0  | 0  | 0  | 42     | 2.81    | 17th: Craft Group     | 1     | 4     | 215    | 178      |            |  |  |  |
| 11:00      | 1  | 0  | 0  | 0  | 0  | 1  | 0  | 0  | 1  | 1  | 0  | 0  | 0  | 1  | 0  | 0  | 0  | 0  | 0  | 0  | 1  | 0  | 3  | 1  | 0  | 1  | 1  | 0  | 0  | 0  | 0  | 12     | 1.56    | 18th: Family Movie    | 4     | 1     | 26     | 92       |            |  |  |  |
| 11:30      | 0  | 5  | 1  | 3  | 0  | 0  | 0  | 1  | 0  | 2  | 0  | 0  | 2  | 0  | 1  | 3  | 0  | 0  | 0  | 0  | 1  | 0  | 0  | 0  | 0  | 1  | 1  | 0  | 2  | 1  | 2  | 25     | 0.44    | 18th: Teen Movie      | 0     | 0     | 383    | 120      |            |  |  |  |
| 12:00      | 1  | 2  | 1  | 0  | 1  | 0  | 3  | 3  | 2  | 1  | 0  | 0  | 5  | 4  | 0  | 0  | 2  | 1  | 0  | 2  | 1  | 2  | 0  | 0  | 0  | 0  | 0  | 1  | 3  | 1  | 0  | 33     | 1.22    | 22nd: Community Convo | 0     | 8     | 31     | 120      |            |  |  |  |
| 12:30      | 0  | 1  | 0  | 1  | 1  | 0  | 1  | 0  | 0  | 0  | 2  | 0  | 0  | 11 | 2  | 6  | 1  | 1  | 0  | 0  | 1  | 0  | 0  | 1  | 3  | 3  | 1  | 0  | 2  | 2  | 3  | 39     | 1.44    | 24th: Community Convo | 1     | 9     | 20     | 96       |            |  |  |  |
| 1:00       | 3  | 0  | 2  | 0  | 0  | 0  | 2  | 2  | 2  | 2  | 0  | 0  | 6  | 2  | 3  | 3  | 1  | 0  | 0  | 0  | 0  | 0  | 0  | 1  | 0  | 0  | 0  | 0  | 0  | 0  | 1  | 30     | 1.11    | 30th: Community Convo | 0     | 18    | 27     | 96       |            |  |  |  |
| 1:30       | 2  | 4  | 2  | 1  | 0  | 1  | 0  | 1  | 1  | 2  | 0  | 0  | 0  | 0  | 0  | 0  | 1  | 0  | 0  | 0  | 0  | 0  | 0  | 1  | 5  | 1  | 0  | 0  | 0  | 0  | 2  | 24     | 0.89    | Total                 | 6     | 42    | 4      | 72       |            |  |  |  |
| 2:00       | 1  | 1  | 1  | 2  | 1  | 1  | 1  | 0  | 1  | 2  | 0  | 2  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 2  | 0  | 1  | 0  | 1  | 0  | 0  | 0  | 0  | 1  | 16     | 0.70    | Passive Activities    |       |       |        |          |            |  |  |  |
| 2:30       | 2  | 0  | 1  | 2  | 1  | 1  | 1  | 1  | 1  | 0  | 1  | 1  | 0  | 1  | 0  | 1  | 0  | 0  | 0  | 0  | 2  | 0  | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 0  | 1  | 16     | 0.70    | Obstacle Course       | 13    | 4     |        |          |            |  |  |  |
| 3:00       | 0  | 3  | 2  | 2  | 1  | 2  | 0  | 0  | 0  | 0  | 0  | 2  | 1  | 1  | 0  | 1  | 0  | 1  | 0  | 1  | 2  | 0  | 1  | 1  | 0  | 0  | 2  | 0  | 3  | 1  | 2  | 22     | 0.96    | Scavenger Hunt        | 14    | 4     |        |          |            |  |  |  |
| 3:30       | 0  | 0  | 3  | 0  | 0  | 2  | 0  | 0  | 4  | 0  | 0  | 2  | 1  | 1  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 4  | 2  | 0  | 0  | 0  | 2  | 0  | 0  | 22     | 0.96    | Activity Bags         | 80    | 12    |        |          |            |  |  |  |
| 4:00       | 1  | 0  | 0  | 1  | 0  | 3  | 1  | 0  | 3  | 2  | 1  | 1  | 1  | 0  | 1  | 0  | 1  | 0  | 0  | 2  | 0  | 0  | 0  | 0  | 0  | 2  | 0  | 0  | 0  | 1  | 1  | 19     | 0.83    | Total                 | 107   | 20    |        |          |            |  |  |  |
| 4:30       | 0  | 2  | 0  | 1  | 0  | 2  | 1  | 0  | 2  | 1  | 0  | 2  | 1  | 0  | 0  | 0  | 0  | 0  | 0  | 1  | 1  | 0  | 2  | 0  | 2  | 0  | 1  | 0  | 3  | 1  | 2  | 22     | 0.96    | Red: >0.49            |       |       |        |          |            |  |  |  |
| 5:00       | 0  | 0  | 0  | 2  | 0  | 0  | 0  | 1  | 0  | 0  | 2  | 1  | 0  | 2  | 2  | 1  | 1  | 0  | 0  | 0  | 2  | 0  | 1  | 0  | 4  | 2  | 2  | 0  | 0  | 1  | 1  | 19     | 0.83    | Orange: 0.5-0.74      |       |       |        |          |            |  |  |  |
| 5:30       | 0  | 1  | 0  | 0  | 7  | 4  | 1  | 0  | 0  | 2  | 0  | 0  | 0  | 2  | 2  | 1  | 1  | 0  | 0  | 0  | 0  | 1  | 2  | 1  | 0  | 0  | 1  | 1  | 3  | 0  | 2  | 20     | 0.83    | Yellow: 0.75-0.99     |       |       |        |          |            |  |  |  |
| 6:00       | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 1  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 2  | 0  | 2  | 0  | 0  | 2  | 1  | 0  | 25     | 1.09    | Green: 1.00<          |       |       |        |          |            |  |  |  |
| 6:30       | 2  | 2  | 0  | 0  | 0  | 0  | 0  | 0  | 1  | 0  | 0  | 0  | 2  | 0  | 4  | 1  | 0  | 0  | 4  | 1  | 0  | 0  | 2  | 1  | 0  | 2  | 3  | 0  | 3  | 1  | 0  | 19     | 0.83    |                       |       |       |        |          |            |  |  |  |
| After      |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    | 11     | 0.48    |                       |       |       |        |          |            |  |  |  |
| Totals     | 16 | 24 | 15 | 20 | 18 | 13 | 29 | 17 | 25 | 19 | 5  | 14 | 27 | 25 | 18 | 20 | 9  | 12 | 9  | 14 | 9  | 14 | 14 | 20 | 22 | 12 | 17 | 20 | 17 | 17 | 17 | 477    | 1.00    |                       |       |       |        |          |            |  |  |  |