

Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: Monthly Library Board Meeting

Date: Tuesday, June 8th, 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		Janet Willman	
Renee Croushore <i>Ken Colle</i>		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	
6:25 PM	Evaluate Board Meeting Start Time	Katrina
	Old Business	
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
Next Meeting: Tuesday, July 13th 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		Janet Willman	
Renee Croushore <i>Ken Latta</i>		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 5/11/21.

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

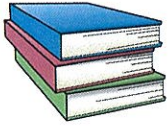
Finance Report

Motion: Approve the Finance Report as given.

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____



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New Business

Evaluate Board Meeting Start Time

Reason: With the new appointments, it is traditional for the board to evaluate if a change in the date/time of the monthly meeting is necessary to accommodate schedules.

Motion: Approve to change the Monticello Public Library Board Meeting to _____ at _____.

Discussion:

1st: _____

2nd: _____

Vote outcome: _____

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:

Director's Report

Discussion:

Adjourn

Motion to adjourn at _____.

1st: _____

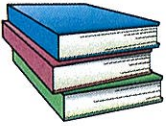
2nd: _____

Vote outcome: _____

May 2021	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	Totals	Average
10:00	2	4	2	4	21	3	1	2	2	1	1	1	2	2	3	1	5	2	3	3	65	3.25
10:30	3	1	0	0	1	2	0	1	1	1	1	0	0	2	0	2	0	0	0	1	16	0.80
11:00	1	1	1	1	0	2	2	1	1	2	0	0	3	0	0	0	1	0	1	1	18	0.90
11:30	1	3	0	1	0	1	1	1	1	2	0	3	0	2	1	0	0	0	0	0	17	0.85
12:00	0	1	1	0	1	0	0	1	0	0	0	1	1	1	0	1	0	0	1	0	9	0.45
12:30	0	0	2	0	0	0	0	0	0	0	2	1	0	0	0	1	1	1	2	2	12	0.60
1:00	1	3	3	1	0	0	3	3	0	2	1	0	0	0	2	1	0	2	0	2	24	1.20
1:30	0	3	0	0	18	3	0	4	1	3	0	0	0	0	0	0	1	1	2	6	45	2.25
2:00	0	7	0	0	0	0	0	0	0	20	0	0	0	0	0	0	4	0	0	2	57	2.85
2:30	2	0	3	2	0	0	1	2	2	1	1	0	3	1	1	1	0	0	1	0	21	1.05
3:00	2	0	1	0	4	3	2	0	2	1	0	1	8	1	2	0	0	1	5	1	34	1.70
3:30	0	1	4	0	2	1	1	0	0	0	1	1	1	0	0	1	0	4	1	3	21	1.05
4:00	1	1	2	0	0	1	0	2	2	0	1	1	2	3	0	1	0	1	1	0	19	0.95
4:30	1	1	0	2	1	0	0	3	1	2	1	1	0	1	0	0	0	0	3	2	19	0.95
5:00	0	7	1	1	2	1	0	0	0	1	2	3	0	0	0	0	1	3	1	1	23	0.15
5:30	1	1	1	0	0	0	6	1	1	0	1	0	0	0	1	1	1	1	5	2	23	1.15
6:00	0	0	0	0	0	0	0	1	0	0	0	1	1	1	0	0	0	0	0	0	3	0.15
6:30	0	0	0	1	0	0	1	0	0	0	0	1	1	1	0	0	0	0	0	0	4	0.20
Totals	15	34	21	32	34	37	21	22	14	36	12	15	20	15	10	10	14	16	26	26	430	

Programs	Youth	Adult
Visits at School	79	8
Book Club	0	2
Total	79	10
Passive Activities		
Activity Bags (Kids)	90	6
Activity Bags (Mid)	40	8
Activity Bags (T/A)	30	6
Total	160	20

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



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Meeting: Monthly Library Board Meeting Minutes

Date: Tuesday, May 11th, 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	x	Janet Willman	x
Renee Croushore		Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x
Guests:			
Kenneth Colle			

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	
6:25 PM	Annual Board Appointments	Katrina
	Old Business	
7:00 PM	Reopening Update	Katrina
7:05 PM	Director's Report: Village Update, Programming Update, SCLS Update, Finance Update	Katrina
7:20 PM	Adjourn	Scanlan
Next Meeting: Tuesday, June 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	Janet Willman	x
Renee Croushore		Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x

Guests:

Kenneth Colle	
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Agenda

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

Discussion:

1st: LaBarre 2nd: DeNure

Vote outcome: 4/0 Passed

Minutes

Motion: Approve the minutes from 4/13/21.

Discussion:

1st: Willman 2nd: LaBarre

Vote outcome: 4/0 Passed

Finance Report

Motion: Approve the Finance Report as given.

Discussion:

1st: DeNure 2nd: LaBarre

Vote outcome: 4/0 Passed



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New Business

Annual Board Appointments

Reason: Annually the Library Board votes to appoint its members to the following positions and committees: President, Vice-President, and Finance Committee.

Motion:

Approve President appointment: Stephen Scanlan

1st: DeNure 2nd: Willman

Vote outcome: 3/0/Scanlan Abstaining, Passed

Approve Vice-President appointment: Ann DeNure

1st: Scanlan 2nd: Willman

Vote outcome: 3/0/Denure Abstaining, Passed

Approve Finance Committee appointments: Stephen Scanlan and Kenneth Colle

1st: Scanlan 2nd: LaBarre

Vote outcome: 4/0 Passed

Discussion:

Old Business

Reopening Update

Reason: The library director will give an update to the board on how the May 3rd reopening of the library and the move to Phase 2.

Discussion: The director reported that the transition to Phase 2 has been well received by the public. Browsing numbers have increased and more classrooms are visiting from the school. There have been some questions on when Saturdays might be back. Most Green Co. Libraries have June 1st projected reopening date.

Director's Report

Discussion: Director shared information about library statistics and updated the board on special project budgets passed at the previous meeting. A partnership was secured with the Monticello Music Parents group for movie concessions and the summer library program is well underway to launch successfully June 1st. Full report can be found in the attached Director's Report.

Adjourn

Motion to adjourn at 6:35pm.

1st: LaBarre 2nd: Willman

Vote outcome: 5/0 Passed

Summary of Accounts



Account Type	Account Number	Ending Balance
PRIMETIME BUSINESS INTEREST CHECKING	113523	\$38,322.69

PRIMETIME BUSINESS INTEREST CHECKING-113523

Account Summary



Date	Description	Amount
05/01/2021	Beginning Balance	\$92,429.63
	2 Credit(s) This Period	\$2,814.41
	3 Debit(s) This Period	\$56,921.35
05/28/2021	Ending Balance	\$38,322.69

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.10%
Interest Days	28
Interest Earned	\$6.56
Interest Paid This Period	\$6.56
Interest Paid Year-to-Date	\$35.43
Average Ledger Balance	\$85,575.22

Account Activity

Post Date	Description	Debits	Credits	Balance
05/01/2021	Beginning Balance			\$92,429.63
05/04/2021	DEPOSIT		\$2,807.85	\$95,237.48
05/07/2021	CHECK # 3509	\$1,871.35		\$93,366.13
05/10/2021	CHECK # 3508	\$50.00		\$93,316.13
05/25/2021	CHECK # 3510	\$55,000.00		\$38,316.13
05/28/2021	INTEREST		\$6.56	\$38,322.69
05/28/2021	Ending Balance			\$38,322.69

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
3508	05/10/2021	\$50.00	3509	05/07/2021	\$1,871.35	3510	05/25/2021	\$55,000.00

* 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	Payee	(Credit)	Amount Due
5/14/2021				
4/30/2021	2035910534	Baker & Taylor		\$484.66
	700-00-55110-310-050	38 Books		
5/3/2021	2035772905	Baker & Taylor		\$47.34
	700-00-55110-310-050	5 Books		
5/6/2021	2035916985	Baker & Taylor		\$94.81
	700-00-55110-310-050	7 Books		
5/7/2021	2035885529	Baker & Taylor		\$80.13
	700-00-55110-310-050	6 Books		
5/10/2021	2035924161	Baker & Taylor		\$82.94
	700-00-55110-310-050	6 Books		
4/27/2021	500361370	Midwest Tape		\$43.48
	700-00-55110-310-050	2 DVDs		
5/5/2021	500395634	Midwest Tape		\$22.49
	700-00-55110-310-050	1 DVD		
5/7/2021	500412501	Midwest Tape		\$104.84
	700-00-55110-310-050	2 CDs, 4 DVDs		
4/29/2021		Reimbursement: Krystal Watkins		\$105.17
	700-00-55110-310-000	Oriental Trading: Programming Supplies		
5/10/2021	21-377	SCLS		\$261.00
	700-00-55110-310-000	Annual Movie License		
		Visa Bill		\$565.51
	700-00-55110-330-000	Canva: Progetc Manag. Software		\$119.40
	700-00-55110-310-000	Amazon: Programming Supplies		\$20.99
	700-00-55110-310-000	Amazon: Programming Supplies		\$32.22
	700-00-55110-310-000	Home Depot: Programming Supplies		\$18.66
	700-00-55110-330-000	Zoom: Monthly Subscription		\$15.81
	700-00-55110-310-000	Walmart: SLP Supplies		\$15.66
	700-00-55110-310-000	Walmart: SLP Prizes		\$342.77
Total			\$0.00	\$1,892.37

Signature: _____

Kenneth Cole *Stephen Baer*



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Invoice Date	Invoice #/Account	6/4/2021 Payee	(Credit)	Amount Due
5/18/2021	2035933020	Baker & Taylor		\$122.92
	700-00-55110-310-050	9 Books		
5/20/2021	2035810814	Baker & Taylor		\$88.68
	700-00-55110-310-050	6 Books		
5/6/2021	2021-13010234	Bridges Library System		\$240.00
	700-00-55110-330-000	Annual Zoom Licence		
5/21/2021	2975	Josh D. Landscaping & Design, LLC		\$1,249.12
	700-00-55110-350-000	Landscaping Clean-up		
5/3/2021	500385031	Midwest Tape		\$47.18
	700-00-55110-310-050	1 CD, 1 Audiobook		
5/11/2021	500429473	Midwest Tape		\$36.73
	700-00-55110-310-050	2 DVDs		
5/18/2021	500460732	Midwest Tape		\$97.45
	700-00-55110-310-050	5 DVDs		
5/24/2021	500486888	Midwest Tape		\$64.47
	700-00-55110-310-050	3 DVDs		
6/1/2021	500508697	Midwest Tape		\$93.16
	700-00-55110-310-050	1 CD, 3 DVDs		
4/27/2021	IN485188	rkdixon		\$21.00
	700-00-55110-250-000	Quarterly Contract		
5/31/21	2021-54	WJZ Cleaning LLC		\$540.00
	700-00-55110-350-000	4 Cleanings		
5/14/21	2628396	Xerox		\$111.16
	700-00-55110-250-000	Monthly Contract		
5/7/21		Walmart		\$5.23
	700-00-55110-310-000	Account Balance		
Total			\$0.00	\$2,717.10

Signature: _____

Monticello Director's Report



Monday, June 8th, 2021

1. Announcements
 - a. New website is up!
 - b. Summer Library Program Began June 1st. Currently, 40 kids and 15 teens/adults are fully registered. Over 120 Badge Books were given out at school before summer.
2. LINKcat/SCLS
 - a. May Checkouts: 1143; Holds Placed: 244; Holds Filled: 301; 7 Library Cards
 - b. YTD Checkouts: 5194; Holds Placed: 1805; Items Added to Collection: 539
3. Programming
 - a. June: Summer Library Program is in full swing. Initial programs have been well attended. Watercolor Basics class has been postponed to the fall.
 - b. July: Continue with SLP. Library will host an outdoor movie and activity for Homecoming July 9th-10th.
4. Reopening Update
 - a. Bathroom and water bottle fill station added for patron use June 7th. Most programming is still conducted outdoors.
5. Village Update
 - a.
6. Finance Update
 - a. All Special Projects are under budget. Director is evaluating adding new line items to the 2022 budget for better transparency.
7. CE/Meetings Attended
 - a. Youth Services: 1 meeting, 2 webinars
 - b. Director: 7 meeting, 1 webinars
8. Closures/Overtime
 - a. Reopened: May 3rd
9. Incidents at the Library/Request from Public
10. Horizon
 - a. Director will be on vacation from July 3rd thru July 7th.
 - b. Strategic Planning Begins in the Fall!

May 2021	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	Totals	Average
10:00	2	4	2	4	21	3	1	2	2	1	1	1	2	2	3	1	5	2	3	3	65	3.25
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11:30	1	3	0	1	0	1	1	1	1	2	0	3	0	2	1	0	0	0	0	0	17	0.85
12:00	0	1	1	0	1	0	0	1	0	0	0	1	1	1	0	1	0	0	1	0	9	0.45
12:30	0	0	2	0	0	0	0	0	0	0	2	1	0	0	0	1	1	1	2	2	12	0.60
1:00	1	3	3	1	0	0	3	3	0	2	1	0	0	0	2	1	0	2	0	2	24	1.20
1:30	0	3	0	0	18	3	0	4	1	3	0	0	0	0	0	0	1	1	2	6	45	2.25
2:00	0	7	0	0	0	24	0	0	0	20	0	0	0	0	0	0	4	0	0	2	57	2.85
2:30	2	0	3	2	0	0	1	2	2	1	1	0	3	1	1	1	0	0	1	0	21	1.05
3:00	2	0	1	0	4	3	2	0	2	1	0	1	8	1	2	0	0	1	5	1	34	1.70
3:30	0	1	4	0	2	1	1	0	0	0	1	1	1	0	0	1	0	4	1	3	21	1.05
4:00	1	1	2	0	0	1	0	2	2	0	1	1	2	3	0	1	0	1	1	0	19	0.95
4:30	1	1	0	2	1	0	0	3	1	2	1	1	0	1	0	0	0	0	3	2	19	0.95
5:00	0	7	1	2	1	0	0	0	0	1	2	3	0	0	0	0	1	3	1	1	23	0.15
5:30	1	1	1	0	0	0	6	1	1	0	1	0	0	0	1	1	1	1	5	2	23	1.15
6:00	0	0	0	0	0	0	0	1	0	0	0	1	1	1	0	0	0	0	0	0	3	0.15
6:30	0	0	0	1	0	0	1	0	0	0	0	1	1	1	0	0	0	0	0	0	4	0.20
Totals	15	34	21	32	34	37	21	22	14	36	12	15	20	15	10	10	14	16	26	26	430	

Programs	Youth	Adult
Visits at School	79	8
Book Club	0	2
Total	79	10
Passive Activities		
Activity Bags (Kids)	90	6
Activity Bags (Mid)	40	8
Activity Bags (T/A)	30	6
Total	160	20

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