

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	A. C.		
Renee Croushore 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				
6:25 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	r/Roll Call			
	called the meet	ing to order	at	
Roll Call:				Ţ•
	Ann DeNure		Janet Willman	
	Renee Croushore Ken Colle		Stephen Scanlan	
	Robert LaBarre		Katrina Linde-Moriarty	
_				Health miles
Guests:	-			
Agenda				
	the agenda as set. (Or with	the followir	ng amendments)	
Discussion:				
1st:		2nd:		
Vote outcome:				
Minutes				
Motion: Approve	the minutes from 5/11/21.			
Discussion:	<i>.</i>			
ıst:		2nd:		
Vote outcome:				•
Finance Repo	rt			
Motion: Approve	the Finance Report as given	1.		
Discussion:	210 Par de 81101			
		2nd:		
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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 ${\bf c}$	hange in the date/time of
the monthly meeting is necessary to a	accommodate schedules.	0
	icello Public Library Board Meeting to	at
Discussion:		
1st:	2nd:	
Vote outcome:		
	Old Business	
Reopening Guidelines Review	7	
Reason: The library director will give	an update to the board on the library's reopen	ing plans and discuss any
changes.	_	or o
Discussion:		
Director's Report		
Discussion:		
Adjourn		
Motion to adjourn at		
ıst:		
Vote outcome:		

Last Revised: 6/4/2021

Totals 15	6:30 0	6:00	5:30	5:00	4:30	4:00	4.00	3:30	3.00 2	2.20	3	1.30	1.00	12:30	12:00	11:30		10:30	
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						Green: 1.00<	Yellow: 0.75-0.99	Orange: 0.5-0.74	Red: >0.49		Total	Activity Bags (T/A)	Activity Bags (Mid)	Activity Bags (Kids)	Passive Activities	Total	Book Club	Visits at School	- Grant and a second
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Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

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	Y
Renee Croushore		Stephen Scanlan	Y
Robert LaBarre	х	Katrina Linde-Moriarty	
Guests:		The state of the s	
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 Meetin	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	х	Janet Willman	х
Renee Croushore		Stephen Scanlan	x
Robert LaBarre	х	Katrina Linde-Moriarty	x

Guests:

Kenneth Colle	

Agenda

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

Discussion:

1st: LaBarre

2nd: DeNure

Vote outcome: 4/o Passed

Minutes

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

Discussion:

ıst: Willman

2nd: LaBarre

Vote outcome: 4/o Passed

Finance Report

Motion: Approve the Finance Report as given.

Discussion:

1st: DeNure

2nd: LaBarre

Vote outcome: 4/o Passed



Monticello Public Library

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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/o/Scanlan Abstaining, Passed

Approve Vice-President appointment: Ann DeNure

1st: Scanlan

2nd: Willman

Vote outcome: 3/o/Denure Abstaining, Passed

Approve Finance Committee appointments: Stephen Scanlan and Kenneth Colle

1st: Scanlan

2nd: LaBarre

Vote outcome: 4/o 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.

Last Revised: 6/7/2021

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/o Passed

Summary of Accounts



Account Type PRIMETIME BUSINESS INTEREST CHECKING

Account Number

Ending Balance

113523

\$38,322.69

PRIMETIME BUSINESS INTEREST CHECKING-113523

Account So Date 05/01/2021 05/28/2021	Immary Description Beginning Balance 2 Credit(s) This Period 3 Debit(s) This Period Ending Balance	Amount \$92,429.63 \$2,814.41 \$56,921.35 \$38,322.69	Interest Summary Description Annual Percentage Yield Earned Interest Days Interest Earned Interest Paid This Period Interest Paid Year-to-Date	Amount 0.10% 28 \$6.56 \$6.56 \$35.43
			Average Ledger Balance	\$85,575.22

Account Activity

Post Date	Description	Debits	Credits	Balance
05/01/2021	Beginning Balance			
05/04/2021	DEPOSIT		00.000.00	\$92,429.63
05/07/2021	CHECK # 3509		\$2,807.85	\$95,237.48
		\$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	400,000.00	AA	th sometime sometimes
05/28/2021	Ending Balance		\$6.56	\$38,322.69
OOIAOIAOA I	Lifting 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		05/25/2021	\$55,000.00
* Indicates ski	pped check num	ber			7 1,01 1100	0010	00/20/2021	φοσ,000.00

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

5/14/2021

Invoice Date	Invoice #/Account	5/14/2021 Payee	(Credit)	Amount D
4/30/2021	2035910534	Baker & Taylor	(Credit)	Amount Due
	700-00-55110-310-050			\$484.66
5/3/2021	2035772905	Baker & Taylor		647.04
	700-00-55110-310-050			\$47.34
5/6/2021	2035916985	Baker & Taylor		\$94.81
	700-00-55110-310-050			Ψ94.01
5/7/2021	2035885529	Baker & Taylor		\$80.13
	700-00-55110-310-050			φου, 13
5/10/2021	2035924161	Baker & Taylor		\$82,94
	700-00-55110-310-050			Φ02.94
4/27/2021	500361370	Midwest Tape		\$43.48
	700-00-55110-310-050	2 DVDs		943,40
5/5/2021	500395634	Midwest Tape		\$22.49
	700-00-55110-310-050	1 DVD		V22.43
5/7/2021	500412501	Midwest Tape		\$104.84
	700-00-55110-310-050	2 CDs, 4 DVDs		ψ104,04
1/29/2021		Reimbursement: Krystal Watkins		\$105.17
	700-00-55110-310-000	Oriental Trading: Programming Supplies		Ψ105,17
5/10/2021	21-377	SCLS		\$261.00
	700-00-55110-310-000	Annual Movie License		Ψ201.00
		Visa Bill		\$565,51
	700-00-55110-330-000	Canva: Progect 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	\$1 802 27

Signature:

Kenneth Colle

\$0.00 \$1,892.37



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		6/4/2021		
Invoice Date	Invoice #/Account	Payee	(Credit)	Amount Due
5/18/2021	2035933020	Baker & Taylor	12/6	\$122.92
	700-00-55110-310-050	9 Books		ψ 122.02.
5/20/2021	2035810814	Baker & Taylor		\$88.68
	700-00-55110-310-050	6 Books		φου.ου
5/6/2021	2021-13010234	Bridges Library System		\$240.00
	700-00-55110-330-000	Annual Zoom Licence		Ψ2-10.00
5/21/2021	2975	Josh D. Landscaping & Design, LLC		\$1,249.12
	700-00-55110-350-000	Landscaping Clean-up		Ψ1,243,12
5/3/2021	500385031	Midwest Tape		\$47.18
	700-00-55110-310-050	1 CD, 1 Audiobook		Ψ47.10
5/11/2021	500429473	Midwest Tape		\$36,73
	700-00-55110-310-050	2 DVDs		Ψ30.73
5/18/2021	500460732	Midwest Tape		\$97.45
	700-00-55110-310-050	5 DVDs		457.45
5/24/2021	500486888	Midwest Tape		\$64.47
	700-00-55110-310-050	3 DVDs		φ04.4 <i>1</i>
6/1/2021	500508697	Midwest Tape		\$93,16
	700-00-55110-310-050	1 CD, 3 DVDs		ψ33.10
4/27/2021	IN485188	rkdixon		\$21.00
	700-00-55110-250-000	Quarterly Contract		Ψ21.00
5/31/21	2021-54	WJZ Cleaning LLC		\$540.00
	700-00-55110-350-000	4 Cleanings		\$340.00
5/14/21	2628396	Xerox		\$111.16
	700-00-55110-250-000	Monthly Contract		ψ111.10
5/7/21		Walmart		\$5.23
The state of the s	700-00-55110-310-000	Account Balance		ΨJ, Z J
		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.
- 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!

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