

# Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

**Meeting: Monthly Library Board Meeting**

**Date:** Tuesday, July 13th, 2021 at 4:00pm

**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)
4:00 PM	Call to Order/Roll Call	Scanlan
4:05 PM	Public Appearances and Citizen Comments (up to 30 min.)	Scanlan
4:10 PM	Approvals: Agenda, Minutes, Finance	Scanlan
	New Business	
4:25 PM	Evaluate Board Meeting Start Time	Katrina
	Old Business	
4:35 PM	Reopening Guidelines Review	Katrina
4:45 PM	Director's Report: Village Update, Programming Update, SCLS Update, Finance Update	Katrina
5:00 PM	Adjourn	Scanlan
<b>Next Meeting: Tuesday, August 10th at 4:00 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 5/11/21.

Discussion:

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

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

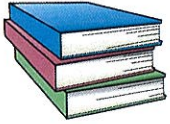
### Finance Report

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 reappointment of Croushore to the board in place of Willman, 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:

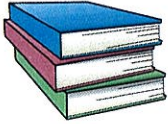
### Adjourn

Motion to adjourn at \_\_\_\_\_.

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

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





# Monticello Public Library

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**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	x	Janet Willman	x
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x
<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	
6:25 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
<b>Next Meeting: Tuesday, July 13th 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	Janet Willman	x
Kenneth Colle	x	Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x

Guests:

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### Agenda

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

Discussion: No comments.

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

### Minutes

Motion: Approve the minutes from 5/11/21.

Discussion: No comments.

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

### Finance Report

Motion: Approve the Finance Report as given.

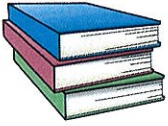
Discussion: No comments.

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

### 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.



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Motion: Approve to change the Monticello Public Library Board Meeting to 2nd Tuesday at 4pm.

Discussion: Small amount of discussion around returning to the 4pm start time but keeping the traditional 2nd Tuesday.

1st: DeNure

2nd: Colle

Vote outcome: 5/0 Passed

## 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: The update to the board was positive and wellmet by patrons. Services and operations are running smoothly at the current levels.

### Director's Report

Discussion: Director discussed how the library's summer reading program was going along with the public's notes on the new website. All statistics (circulation, programming, activities, door count, etc.) were trending in a positive direction.

### Adjourn

Motion to adjourn at 6:24 pm.

1st: LaBarre

2nd: Willman

Vote outcome: 5/0 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	6/18/2021 Payee	(Credit)	Amount Due
6/10/2021	2035900766	<b>Baker &amp; Taylor</b>		<b>\$85.26</b>
	700-00-55110-310-050	7 Books		
6/17/2021	2035944767	<b>Baker &amp; Taylor</b>		<b>\$218.50</b>
	700-00-55110-310-050	20 Books		
6/7/2021	500549396	<b>Midwest Tape</b>		<b>\$68.96</b>
	700-00-55110-310-050	4 DVDs		
6/14/2021	500575817	<b>Midwest Tape</b>		<b>\$35.23</b>
	700-00-55110-310-050	2 DVDs		
		<b>Post Messenger Recorder</b>		<b>\$90.00</b>
	700-00-55110-310-050	2 Year Subscription: Periodicals		
		<b>Reimbursement: Krystal Watkins</b>		<b>\$177.22</b>
6/10/2021	700-00-55110-310-000	Menards: Programming Supplies		\$11.98
6/9/2021	700-00-55110-310-000	Target: Programming Supplies		\$29.17
6/10/2021	700-00-55110-310-000	Casey's General Store: Programming Supplies		\$7.47
6/5/2021	700-00-55110-310-000	Art and Media: Programming Supplies		\$128.60
5/30/21		<b>Visa Bill</b>		<b>\$1,280.53</b>
5/2/2021	700-00-55110-310-000	Amazon: Annual Prime Fee		\$119.00
5/8/2021	700-00-55110-310-000	Blick Art Materials: Programming Supplies		\$33.71
5/8/2021	700-00-55110-350-000	Home Depot: Patio Space		\$196.12
5/9/2021	700-00-55110-310-000	Amazon: Programming Supplies		\$52.44
5/9/2021	700-00-55110-310-000	Walmart: Programming Supplies		\$10.44
5/10/2021	700-00-55110-350-000	Amazon: Disc Cleaning Equipment		\$295.00
5/12/2021	700-00-55110-310-000	Amazon: Programming Supplies		\$62.44
5/17/2021	700-00-55110-310-000	Swank Motion Pictures: Movie Permits		\$500.00
	700-00-55110-310-000	Finance Charges		\$11.38
6/7/21		<b>Walmart Bill</b>		<b>\$0.00</b>
	700-00-55110-310-000	Account Balance		
<b>Total</b>			<b>\$0.00</b>	<b>\$1,955.70</b>

Signature:

*Stephan Taylor* 6/22/21

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*Kenneth J. Cole* 6/22/21

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512 E. Lake Avenue  
Monticello, WI 53570

608-938-4011 • [mttpubliclib.director@gmail.com](mailto:mttpubliclib.director@gmail.com) • [monticellopubliclibrary.org](http://monticellopubliclibrary.org)

Invoice Date	Invoice #/Account	7/1/2021 Payee	(Credit)	Amount Due
6/16/2021		<b>Andrews Plumbing Inc</b>		<b>\$130.18</b>
	700-00-55110-350-000	Bathroom Maintinance		
6/24/2021	<b>2035968205</b>	<b>Baker &amp; Taylor</b>		<b>\$200.58</b>
	700-00-55110-310-050	12 Books		
6/24/2021	<b>2035977514</b>	<b>Baker &amp; Taylor</b>		<b>\$72.52</b>
	700-00-55110-310-050	7 Books		
6/21/2021	<b>500609545</b>	<b>Midwest Tape</b>		<b>\$136.70</b>
	700-00-55110-310-050	1 Audiobook, 4 DVDs		
6/25/2021	<b>500631587</b>	<b>Midwest Tape</b>		<b>\$90.21</b>
	700-00-55110-310-050	1 Audiobook, 3 DVDs		
6/30/2021		<b>Reimbursement: Krystal Watkins</b>		<b>\$10.02</b>
	700-00-55110-310-000	Aldi: Programming Supplies		
4/27/21		<b>rkdixon</b>		<b>\$21.00</b>
	700-00-55110-250-000	Balance Remaining		
4/30/21	<b>2021-43</b>	<b>WJZ Cleaning LLC</b>		<b>\$900.00</b>
	700-00-55110-350-000	5 Cleanings and 1 Window Cleaning		
<b>Total</b>			<b>\$0.00</b>	<b>\$1,561.21</b>

Signature:

*[Handwritten Signature]* 7/1/21

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*[Handwritten Signature]* 7/2/21

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# Monticello Director's Report

Friday, July 9th, 2021

1. Announcements
  - a. Summer Library Program: 50 Youth, 27 Teens/Adults signed up so far.
2. LINKcat/SCLS
  - a. June Checkouts: 1184; Holds Placed: 237; Holds Filled: 219; Library Cards: 10
  - b. YTD Checkouts: 6378; Holds Placed: 2042; Items Added to Collection: 678
3. Programming
  - a. June: Attendance is back to pre-pandemic numbers.
  - b. July: Continue with SLP. Library will host an outdoor movie and activity for Homecoming July 9th-10th.
4. Village Update
  - a. None
5. Finance Update
  - a. Director is evaluating adding new line items to the 2022 budget for better transparency to be presented at the August library board meeting.
6. CE/Meetings Attended
  - a. Youth Services: 3 Meetings
  - b. Director: 5 Meetings
7. Closures/Overtime
  - a. Library Assistant: 1 hour of overtime to cover vacation
  - b. Youth Services: 1.5 Hours of overtime to cover vacation
8. Incidents at the Library/Request from Public
  - a. None
9. Horizon
  - a. Strategic Planning Begins in the Fall!

June 2021	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	Totals	Average	Programs	Youth	Adult
10:00	6	2	6	2	3	2	2	3	1	2	3	2	4	2	2	7	1	3	1	5	2	3	64	2.91	STEM (6/3)	13	3
10:30	1	2	0	1	3	2	0	0	1	1	3	0	1	1	1	1	0	0	1	3	2	1	25	1.14	Market (6/3)	8	20
11:00	4	0	3	3	0	2	1	1	2	0	1	0	1	2	1	1	2	2	0	0	0	3	29	1.32	Movie (6/5)	30	15
11:30	2	1	0	0	0	3	0	2	1	0	3	3	3	2	3	2	1	3	1	0	1	1	32	1.45	Book Club (6/9)	0	3
12:00	0	0	1	1	0	0	0	0	1	0	5	3	2	1	0	0	2	0	0	1	1	2	20	0.91	STEM (6/10)	19	3
12:30	0	1	2	5	0	1	0	3	3	5	0	4	2	1	1	1	0	1	0	0	0	0	30	1.36	Market (6/10)	3	20
1:00	1	0	1	0	1	1	2	8	1	1	0	2	3	4	2	1	1	11	2	3	2	1	48	2.18	STEM (6/17)	9	1
1:30	1	2	4	1	0	1	1	7	0	3	1	1	6	0	1	0	0	2	2	0	4	1	38	1.73	Market (6/17)	3	15
2:00	3	2	10	2	0	1	1	1	2	3	0	0	2	0	1	0	1	0	2	1	5	0	37	1.68	STEM (6/24)	10	1
2:30	4	1	1	2	1	2	0	3	0	2	1	1	2	1	0	0	0	0	1	0	0	1	23	1.05	Juggler (6/30)	18	18
3:00	2	2	0	1	1	2	2	0	1	1	3	1	0	0	0	0	1	1	0	1	0	0	19	0.86	Total	113	99
3:30	0	1	0	1	0	0	1	0	0	0	2	0	0	1	3	0	3	5	5	0	3	0	25	1.14	Passive Activities		
4:00	1	0	4	5	0	4	0	1	0	0	0	1	0	0	1	1	1	0	1	0	3	1	24	1.09	Activity Bags (Kids)	70	2
4:30	2	1	2	1	1	0	0	0	0	0	0	1	0	0	2	3	0	0	0	0	0	5	18	0.82	Activity Bags (Mid)	40	8
5:00	1	0	2	0	1	4	1	0	1	3	2	1	1	0	0	1	1	1	1	2	0	10	33	1.00	Activity Bags (T/A)	20	12
5:30	0	0	0	1	1	5	2	0	1	0	0	0	0	1	0	0	0	0	0	3	2	1	17	0.77	Total	130	22
6:00	0	0	1	2	0	0	1	0	2	0	0	0	3	1	0	1	3	0	0	0	1	7	22	1.00			
6:30	1	0	1	0	0	0	1	3	0	0	0	0	1	1	3	0	0	0	0	0	0	2	13	0.59			
Totals	29	15	38	28	12	30	15	32	17	21	24	20	31	18	21	19	17	29	17	19	26	39	517				

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