



# Monticello Public Library

512 E. Lake Avenue - Monticello, WI 53570

**Meeting:** Monthly Library Board Meeting

**Date:** Tuesday, November 8 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	
Julie Garrison		Vicki Colle	
		Elizabeth Clauss	
<b>Guests:</b>			

**AGENDA ITEMS:**

Start Time	Topic	Lead(s)
6:00 PM	Call to Order/Roll Call	
6:05 PM	Public Appearances and Citizen Comments (up to 30 min.)	
6:10 PM	Approvals: Agenda, Minutes, Finance	
	New Business	
6:15 PM	Technology Replacement Schedule/2022 Order	
	Meeting Room AV Order	
	2023 Holidays/Closed Dates	
	Security Camera Proposal	
	Sale of Shed	
	Policies: Circulation and Personnel	
	Employee Compensation*	
	Old Business	
	Strategic Planning Committee Update	
	Reopening Guidelines Review	
	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>	
7:00 PM	Adjourn	
<b>Next Meeting: Tuesday, December 13th at 6:00 PM</b>		
*The Library Board may meet in closed session for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, per Wisconsin Statute Section 19.85(1)(c). The Library Board will then reconvene in open session.		

## 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	
Julie Garrison		Elizabeth Clauss	
Vicki Colle			

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 10.11.22.

Discussion:

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

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

### Finance Report

Motion: Approve the Finance Report as given.

Discussion:

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

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



# Monticello Public Library

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## New Business

### Technology Replacement Schedule/2022 Order

Reason: SCLS recommends replacing computers every 5 years; we need to have a schedule implemented.

Motion:

Discussion:

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

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

### Meeting Room AV Order

Reason: Updated technology needed for holding meetings/programs for the library and outside groups.

Motion:

Discussion:

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

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

### 2023 Holidays/Closed Dates

Reason: Finalize 2023 calendar.

Motion:

Discussion:

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

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

### Security Camera Proposal

Reason: We would like to add another security camera to more fully cover the library for patron and librarian safety.

Motion:

Discussion:

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

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

Last Revised:  
4/8/2022

## Sale of Shed

Reason: The shed needs to find a new home to make way for the new solar charging station.

Motion:

Discussion:

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

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

## Policies: Circulation and Personnel

Reason: The policies need to be updated to reflect current circulation practices and updated employee expectations.

Motion:

Discussion:

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

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

## Employee Compensation \*closed session\*

Reason: To discuss library employee compensation.

Motion:

Discussion:

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

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



# Monticello Public Library

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## 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

**Date:** Tuesday, October 11 at 6:00pm

**Meeting Leader:** Ann DeNure

**Location:** Library Building, 512 E. Lake Ave, Monticello, WI 53570

### ATTENDANCE:

Participant	Present	Participant	Present
Ann DeNure		Renee Croushore	
Kenneth Colle		Stephen Scanlan	
Julie Garrison		Vicki Colle	
		Elizabeth Clauss	
<b>Guests:</b>			
Krystal Watkins			

### AGENDA ITEMS:

Start Time	Topic	Lead(s)
6:00 PM	Call to Order/Roll Call	
6:05 PM	Public Appearances and Citizen Comments (up to 30 min.)	
6:10 PM	Approvals: Agenda, Minutes, Finance	
	New Business	
6:15 PM	Finances—move to credit card vs. Net 30; 2023 Budget	
	Meeting Room Policy	
	Copier Contract	
	Special Projects Request: Spanish Collection, Book Boxes	
	Meeting Room Technology	
	On-call library assistant	
	Old Business	
	Strategic Planning Committee Update	
	Reopening Guidelines Review	
	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>	
7:00 PM	Adjourn	

**Next Meeting: Tuesday, November 8 at 6:00 PM**

## Item Descriptions for the Monticello Library Board Meeting

### Call To Order/Roll Call

Ann DeNure called the meeting to order at 6:00pm.

Roll Call:

Ann DeNure	x	Renee Croushore	x
Kenneth Colle	x	Stephen Scanlan	
Julie Garrison		Elizabeth Clauss	x
Vicki Colle	x		

Guests:

Krystal Watkins	
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### Agenda

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

Discussion:

1st: Renee Croushore 2nd: Kenneth Colle

Vote outcome: passed

### Minutes

Motion: Approve the minutes from 9.13.22

Discussion:

1st: Renee Croushore 2nd: Kenneth Colle

Vote outcome: passed

### Finance Report

Motion: Approve the Finance Report as given.

Discussion:

1st: Renee Croushore 2nd: Ann DeNure

Vote outcome: passed





# Monticello Public Library

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## New Business

### Finances—move to credit card vs. net30; 2023 Budget

Reason: Moving to a credit card would let us build points/cash back to supplement programming or other special projects; it would also make it easier on the Village end by reducing the number of checks to be cut every month. Elizabeth will work with Sharon at the Village to get the ball rolling on this. Elizabeth also presented the budget and expected funding from Green County and Monticello, as well as how we're planning to allocate funds.

Motion: To approve moving forward with switching invoice payment to credit cards when possible.

Discussion:

1st: Renee Croushore 2nd: Kenneth Colle

Vote outcome: passed

## New Business

### Meeting Room Policy

Reason: With updated technology coming for the meeting space that will likely increase use the policy needs to be updated.

Motion: To approve the updated meeting room policy with the amendment that 'political purposes' be amended to 'partisan political purposes.'

Discussion:

1st: Renee Croushore 2nd: Ann DeNure

Vote outcome: passed

## New Business

### Copier Contract

Reason: Current contract expires in 2023; would like to explore other options.

Motion: To fill out term of current contract and continue to explore vendor options for our next lease term.

Last Revised:  
4/8/2022

Discussion:

1st: Kenneth Colle 2nd: Renee Croushore

Vote outcome: passed

## New Business

### Special Projects Request-Book Boxes

Reason: Krystal Watkins presented to request \$500 for a new collection of themed book boxes. Will include books, activities, and games.

Motion: To approve \$500 of special project funds to start a book boxes collection.

Discussion:

1st: Renee Croushore 2nd: Kenneth Colle

Vote outcome: passed

## New Business

### Special Projects Request-Spanish Collection

Reason: Spanish-speaking population has continued to grow in the village and our service area; it is important to offer materials for these residents to use. Elizabeth is requesting \$600 of special project funds to start this collection, to include materials for both adults and youth.

Motion: To use \$600 of our remaining shared funds from Green County to start this collection, rather than our internal special projects funds.

Discussion:

1st: Renee Croushore 2nd: Kenneth Colle

Vote outcome: passed



# Monticello Public Library

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## New Business

### Meeting Room Technology

Reason: We need to update technology in our meeting room space to make it viable for hybrid meetings, library programming, and outside groups.

Motion:

Discussion: This item was tabled to discuss further at the November 8 board meeting.

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

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

## New Business

### On-Call Library Assistant

Reason: Elizabeth would like to add another library assistant position that would serve in an on-call capacity; this will allow us a bit more flexibility with programming and library operations, as well as help us stay open if regular staff are out. Proposed that Vicki Colle stay on the payroll and have the position pay \$17/hour—a premium for the unpredictable and last-minute nature of this position.

Motion: To approve the creation of an on-call library assistant position, with Vicki Colle serving in this role at \$17/hour.

Discussion: Elizabeth will need to tailor the 2023 budget to account for the addition of this position.

1st: Renee Croushore 2nd: Ann DeNure

Vote outcome: 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:

### 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: Elizabeth presented on an increase in patrons, programs, and checkouts over 2021/last month; lots of programming happening, lots more coming down the pike!

### Adjourn

Motion to adjourn at 6:52pm.

1st: Renee Croushore 2nd: Kenneth Colle

Vote outcome: passed

### Computer Rotation

SCLS recommends that all SCLS-supported computers are replaced every five years. Most libraries choose to replace them on a schedule, replacing 20% of their computers each year to help spread out the cost. We currently have five computers, so we need to replace one per year. The replacement schedule below is recommended by the director and SCLS and should start again at the beginning after year five.

Computer Name	Location	Replacement Year
MNTSL01	Director's Office	2022
MNTSD01	Circulation Desk*	2023
MNTSD02	Secondary Circ Desk	2024
MNTPL02	Patron Laptop	2025
MNTPD01	Patron PC	2026

\*For the 2023 upgrade only, the PC from the main circulation station will be reimaged by SCLS and will replace the patron laptop. This will both help stretch the life of that computer station a little longer and save money when it is time to replace the patron computer as PCs are usually around \$400 less than laptops.



Hardware Software Services IT Solutions Brands Research Hub

Home / Electronics / TV & Video / TVs

## Vizio V655-J09 V-Series - 65" Class (64.5" viewable) LED-backlit LCD TV - 4

MFG.PART: V655-J09 CDW PART: 6650403 UNSPSC: 52161505

Tech Specs

What can we help you find today?

Notifications

Sign In

Cart

\$599.99

\$539.59

My CDW•G Price

1

↑

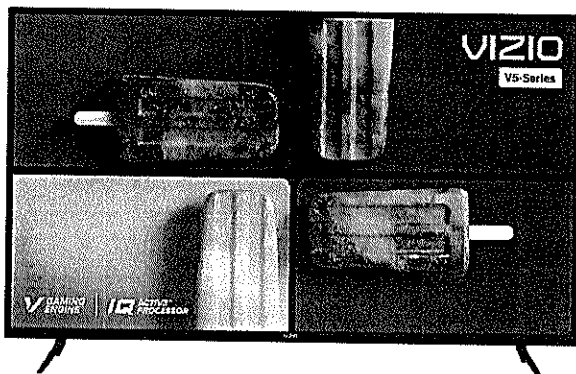
↓

Add to Cart

Buy Now

Lease Option (\$15.5

Save To Favorites



Availability: 186 units In Stock

Orders placed today ship tomorrow by a CDW partner

FEEDBACK



Hardware Software Services IT Solutions Brands Research Hub

Home / Phones & Video Conferencing / Video Conferencing / Conference Room Cameras

## Poly Studio - Video Conferencing Device

MFG.PART: 7200-85830-001 CDW PART: 5444350 UNSPSC: 43191500

Tech Specs Warranties

What can we help you find today?

Notifications

Sign In

Cart

\$946.19

My CDW•G Price

1

↑

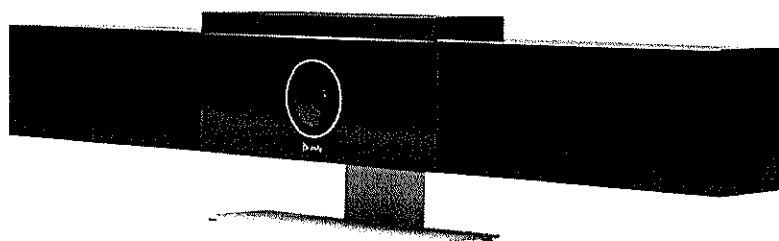
↓

Add to Cart

Buy Now

Lease Option (\$27.5

Save To Favorites



Availability: 106 units In Stock

Orders placed today ship tomorrow by a CDW partner

## Enhance your hardware

Add Warranty



No Protection  
Plan

\$0.00

POLY+

POLY+ -  
extended service  
agreement - 1  
year - ship...

\$79.79

POLY

POLY -  
extended se  
agreement  
years - shi...

\$187.52

Proposed holiday/closure dates for 2023:

New Years Day, Observed*	Monday, January 2
Memorial Day Weekend	Saturday, May 27-Monday, May 29
Independence Day	Tuesday, July 4
Labor Day Weekend	Saturday, September 2-Monday, September 4
Thanksgiving Weekend	Thursday, November 23-Sunday, November 26
Christmas Eve	Saturday, December 23
Christmas Day	Monday, December 25
New Year's Day 2024	Monday, January 1, 2024

\*When New Year's Day or Christmas fall on a Saturday or Sunday, the Village of Monticello observes the holiday on the following Monday. If Christmas Eve falls on a Saturday, employees can use this as a floating holiday elsewhere in the year.



## Estimate

Date	Estimate #
10/27/2022	224

608-214-1668 ARGYLE, WI  
16275 Valley Rd.  
Argyle, WI 53504

Update Records of our  
Address Change!

Name / Address	
Monticello Library	

Item	Description	Qty	Rate	Total
S/C-ALIBI 4MP VIGILANT IP DOME	ALI-PD40-VUAI 4MP IP DOME CAMERA	1	239.99	239.99
CAT5 CABLE	SOUTHWIRE CAT5 CABLE	85	0.23	19.55
RJ45 ENDS	RJ45 CRIMP ENDS	2	0.65	1.30
Installation	Installation of Equipment	1	150.00	150.00

<b>Subtotal</b>		\$410.84
<b>Sales Tax (5.5%)</b>		\$0.00
<b>Total</b>		\$410.84



## IX. Circulation Policy

### *A. Registration*

All borrowers must be registered and must have a valid local patron card to borrow library materials. Patrons must fill out an application form to register for a new library card that includes the Patron Agreement Statement found in **Appendix E**. Identification is required. A driver's license or ID is preferred. Any other official ID or recent non-personal piece of mail may be acceptable. Applicants under 14 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

Materials cannot be checked out until a library card is issued.

### *B. Lost cards*

Lost library cards may be replaced by contacting the library.

### *C. Loan periods*

The Monticello Public Library uses the following guidelines for length of loaning library materials:

1. Books and e-readers are loaned for four weeks.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
3. Interlibrary loans are due on the date indicated by the lending library.
4. Books may be renewed twice if there is not a waiting list for the title.
5. Periodicals may be checked out for one week and may not be renewed.
6. Audiobooks, iPods and compact discs are loaned for four weeks.
7. DVDs and Blu-Ray are loaned for two weeks.
8. Popular new items or series may have a shortened loan period.
9. Items with outstanding reserves; may not be renewed.
10. There is no limit on the number of items a patron can borrow at one time, with the exception of very popular series.

### *D. Reserves*

Reserves may be placed by patrons either in person, over the phone or online. Patrons will be notified by telephone or e-mail when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

### *E. Fines and charges for unreturned or damaged materials*

*There are no fines for overdue materials.* A first notice is sent after the material is due. If the material is not returned within a designated period or returned damaged and has been judged by the library to be unsuitable for the collection, a bill will be sent for the material with the cost of replacement of the material and a service charge for processing, cataloging and postage.

## *G. Confidentiality*

The Monticello Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users. As specified in Wisconsin Statutes 43.30, "records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3)."

**Adopted June 12, 2018**

## A. Registration

All borrowers must be registered and must have a valid ~~local~~ patron card to borrow library materials. Patrons must fill out an application form **that includes the Patron Agreement Statement (found in Appendix E)** to register for a new library card ~~that includes the Patron Agreement Statement found in Appendix E.~~ **Photo identification and proof of address** is required. **This may include but is not limited to: driver's license or state-issued ID, school ID card, current mail, lease, check, bank statement, utility statement, etc.** ~~A driver's license or ID is preferred. Any other official ID or recent non personal piece of mail may be acceptable.~~ Applicants under ~~16~~4 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. ~~This parental/guardian~~ **signature** is not required for children who are renewing cards.

Materials cannot be checked out until a library card is issued.

Patrons may also register for a library card by using the online application found on the library's website. This card will provide them with immediate access to our online resources. However, to place holds or check out physical materials, online applicants will be required to bring their photo ID and proof of address to the library during our open hours.

## B. Lost cards

Lost library cards may be replaced by contacting the library. **There is no fee for replacement cards.**

## C. Loan periods

The Monticello Public Library uses the following guidelines for length of loan ~~period for~~ **library materials:**

1. Books ~~and e-readers~~ are loaned for ~~4four~~ weeks.
2. **Board games, book boxes, and other items in our library of things are loaned for 2 weeks.**
3. Interlibrary loans are due on the date indicated by the lending library.
4. Books may be renewed twice if there is not a waiting list for the title.
5. Periodicals may be checked out for ~~2 weeksone week. and may not be renewed.~~
6. Audiobooks ~~and, iPods and compact discs~~ are loaned for ~~4four~~ weeks.
7. **Music CDs are checked out for 2 weeks.**

- 8.7. ~~Feature DVDs and Blu-Rays are loaned for 1 week; Non-feature DVDs are checked out for 4 weeks; TV shows are checked out for 2 weeks.~~ ~~two weeks.~~
- 9.8. Popular new items or series may have a shortened loan period.
109. ~~Items with outstanding reserves,~~ may not be renewed.
110. Patrons may borrow up to 100 items at a time and have up to 75 items in their hold queue at one time. Exceptions may be made at the discretion of the library director. ~~There is no limit on the number of items a patron can borrow at one time, with the exception of very popular series.~~

#### D. ~~Holds~~Reserves

~~Holds~~Reserves may be placed by patrons either in person, over the phone, or online. Patrons will be notified by telephone, ~~text~~, or e-mail when the materials are available. There is no charge to the patron for placing a ~~hold~~reserve or for ~~using~~ interlibrary loan services.

#### E. Fines and charges for unreturned or damaged materials

There are no fines for overdue materials. A first notice is sent after the material is due. If the material is not returned within a designated period or ~~is~~ returned damaged and has been judged by the ~~owning~~ library to be unsuitable for the collection, a bill will be sent for the ~~material with the cost of replacement of the material. and a service charge for processing, cataloging and postage.~~

Monticello Public Library allows refunds on items that were marked as lost and subsequently paid for by the patron, but which were later returned. Items must be returned within 6 months of the date they were marked as lost in the ILS. Refunds will not be issued for items with a replacement cost of less than \$5.00 or for items that were marked as lost more than 6 months prior to being returned to the library.

#### G. Confidentiality

The Monticello Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users. As specified in Wisconsin Statutes 43.30, "records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3)."

## VII. Personnel Policy

The Monticello Public Library has adopted the Monticello Village Personnel Policy with the following exception:

### *Grievance Procedure for Library Employees:*

It is the intent of the Monticello Public Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below:

1. If possible, discuss the problem with the director. In the case of the director having a concern, this should be discussed with the board president.
2. If the director is part of the problem, or if the board president is part of the director's problem, the concern/grievance should be submitted in writing for the library board and be delivered to the director, who will deliver the confidential statement to the board president or a board member. The board member will, in turn, present the concern, during closed session, to the full board at the next or a special board meeting.
3. The board's representative will respond to the employee within five (5) days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board will address the issue over time.

**Adopted June 12, 2018**





POLICY: Personnel Policy

AUTHORIZED BY: Monticello Public Library Board of Trustees

APPROVED DATE: 7/9/19

DATE OF LAST REVIEW/REVISION: 7/9/19

The Library Board adopts the Village of Monticello Employee Handbook with the following exceptions/additions:

A. The Library Board establishes the duties and compensation as well as the personnel policies for all Library staff. The Library Board is responsible for hiring and supervising the Library Director, whereas the Library Director hires and supervises all other Library staff.

B. The Policies set forth in the Village Handbook as pertain to Library employees shall be administered by the Library Director, other than the hiring and supervision of the Library Director, which shall be administered by the Library Board.

C. Entitled employees shall be defined as those regularly scheduled 20 hours or more per week. Entitled employees will earn the same leave benefits (holiday, vacation, and personal) as full-time employees prorated based on their percentage of full-time status rounded to the nearest tenth.

20 hour regularly scheduled weekly position equates to 50%

30 hour regularly scheduled weekly position equates to 75%

#### Holiday Rates

	20 hours - 50%	30 hours - 75%	40 hours - 100%
Hours Earned	4 hours	6 hours	8 hours
Annually (9 Days Total)	36 hours	54 hours	72 hours

#### Vacation Rates

Years of Employment	20 hours - 50%	30 hours - 75%	40 hours - 100%
After 0-7 years*	1.54	2.31	3.08
After 7 years*	2.31	3.47	4.62
After 20 years*	3.08	4.62	6.16

\*Years are based on start date anniversary

#### Personal Rates

	20 hours - 50%	30 hours - 75%	40 hours - 100%
Each Pay-Period	.77	1.16	1.54
Maximum Accumulation	140 hours	210 hours	280 hours

All other leave benefits policies will follow the Village Handbook Chapter IV. This library policy supersedes section 4.4.1 Personal Hours - Permanent Part-Time Library Employees.

D. Monticello Public Library allows library staff members to utilize working breaks in place of non-paid meal breaks when working shifts longer than 4 hours. The total working break time may not exceed 30 minutes per day. Staff must remain active and attentive in their duties while on these paid working breaks. Breaks taken away from the library staff member's work site will be counted as non-paid breaks and are thus exempt from this policy.\*

\*Adopted 4/9/19

E. The Library Director will set the schedule for all library employees in accordance with federal and state requirements. Work may be performed at alternate locations when approved by the Library Director.

F. The Library Board reserves the right to modify, amend or delete from these provisions at any time.

Adopted: 7/9/19

Reviewed: 7/9/19



~~POLICY: Personnel Policy~~

~~AUTHORIZED BY: Monticello Public Library Board of Trustees~~

~~APPROVED DATE: 7/9/19~~

~~DATE OF LAST REVIEW/REVISION: 7/9/19~~

The Library Board adopts the Village of Monticello Employee Handbook with the following exceptions/additions:

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B. The Policies set forth in the Village Handbook as pertain to Library employees shall be administered by the Library Director, other than the hiring and supervision of the Library Director, which shall be administered by the Library Board.

C. Entitled employees shall be defined as those regularly scheduled 20 hours or more per week. Entitled employees will earn the same leave benefits (holiday, vacation, and personal) as full-time employees prorated based on their percentage of full-time status rounded to the nearest tenth.

20 hour regularly scheduled weekly position equates to 50%

30 hour regularly scheduled weekly position equates to 75%

#### Holiday Rates

	20 hours - 50%	30 hours - 75%	40 hours - 100%
Hours Earned	4 hours	6 hours	8 hours
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After 20 years*	3.08	4.62	6.16
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\*Adopted 4/9/19

#### E. Attendance and Time Off Work

No employee shall begin work prior to his/her scheduled starting time nor shall an employee perform work after his/her designated ending time unless authorized by the employee's supervisor.

Employees are expected to be on time and at their workstations by the start of their shift. Punctual and regular attendance is an essential responsibility of each employee's job. If there are extenuating circumstances and an employee is late, they should notify their supervisor as soon as possible and time shall be adjusted on the employee's timesheet. Missed time due to late arrival or early departure may not be made up by working from home, unless prior approval is given from the supervisor. The primary responsibility of library employees is to be present in the library building/event so that he/she can serve the public. This responsibility cannot be fulfilled from home and is therefore not considered an acceptable replacement for time missed that the employee was scheduled in the library/at a library event. It is also your responsibility to timely notify your supervisor of circumstances that may prevent you from reporting to and/or remaining at work as scheduled.

All employees will work their scheduled hours each week or use appropriate sick time and/or vacation time as needed to reach their weekly quota of hours. Any short-notice schedule changes need to be communicated to the supervisor as soon as possible.



E. Employees' work schedules are determined by the library director in accordance with federal and state requirements and based on the needs of the library and the community. Every effort will be made to accommodate employees' other commitments. Employees are expected to work all of their shifts in the building or at off-site library events; any requests to work from home need prior approval by the library director. Evenings and weekends will be required of all employees. Any employee who schedules library programming is expected to be present at the program. If this is not possible, program and presenter information needs to be communicated to their supervisor and other staff so that successful programming can still be held in their absence.

#### F. Vacation Requests

Requests for time off must be submitted to the library director at least one month in advance in writing. It is understood that sometimes shorter notice may be necessary. Every effort will be made to approve these requests, although approval may not always be possible. Generally, only one employee may request off on a given day, and priority will be given to the employee whose request is submitted first.

#### G. Absence Due to Illness or Injury

Employees who will be absent due to illness or injury should notify the library director as soon as possible so that coverage for their shift can be arranged. Notice must be given for each succeeding day he/she is absent. Failure to give such notice may result in disciplinary action.

#### H. Employee Leave of Absence

If employees need a leave of absence due to medical issues with themselves or family, they should speak to their immediate supervisor. ~~Management reserves the right to accept or reject these requests.~~

#### I. Emergency Closing and Inclement Weather

The Library Director and Library Board may choose to close the library when extreme weather conditions warrant. Unless you are specifically informed otherwise, you should presume we are open and should report to work ~~report to work~~. Employees should not come to the library if the library is closed.

It is your decision to determine if you can safely travel to work. If you choose not to report to work due to inclement weather or another emergency and we are open, you will be required to use vacation or personal ~~comp~~ time for this absence. If you do not have vacation or personal ~~comp~~ time, you will be unpaid for this absence. If you determine you need to leave work early due to weather or an emergency, you must receive permission from your supervisor to do so, and you may be required to use vacation or personal ~~comp~~ time. If you do not have vacation or personal ~~comp~~ time, the absence will be unpaid.

#### J. Grievance Procedure for Library Employees:

It is the intent of the Monticello Public Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works,

procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below:

1. If possible, discuss the problem with the director. In the case of the director having a concern, this should be discussed with the board president.
2. If the director is part of the problem, or if the board president is part of the director's problem, the concern/grievance should be submitted in writing for the library board and be delivered to the director, who will deliver the confidential statement to the board president or a board member. The board member will, in turn, present the concern, during closed session, to the full board at the next or a special board meeting.  
~~member. The board member will, in turn, present the concern, during closed session, to the full board at the next or a special board meeting.~~
3. The board's representative will respond to the employee within five (5) days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board will address the issue over time.

~~E. The Library Director will set the schedule for all library employees in accordance with federal and state requirements. Work may be performed at alternate locations when approved by the Library Director.~~

K.F. The Library Board reserves the right to modify, amend or delete from these provisions at any time.

Adopted: 7/9/19

Reviewed: 7/9/19





# Monticello Director's Report

Tuesday, November 8, 2022

## 1. Stats

- a. October checkouts: 1131; YTD checkouts: 11,643; 2021 YTD checkouts: 11,001; 5.84% increase
- b. September holds placed: 808; YTD holds placed: 4547; 2021 YTD holds placed: 3322; 36.88% increase
- c. October patron count: 593; October 2021: 383; YTD patrons: 5,365; 2021 YTD: 4,004; 30% YTD increase
- d. October program/activity participation: 513; October 2021: 495; September 2022 activity/program participation: 299; YTD: 2229; 2021 YTD: 2481

## 2. Programming

- a. Jammie Jams storytime at 6:15pm on Mondays continues, we have our regular families and occasional larger turnouts.
- b. Wonderful Wednesdays at 3:30—consistently have close to 30 participants; HUGE thank you to Cindy Salas and Sienna Gardner for walking a group of kids over from school every Wednesday. These will be done after 11/9 due to concerns about walking kids over in bad winter weather.
- c. Movie at Java Lava/JonnyOs on October 19 had 50 people (!). We're excited for game day on the 16th!
- d. Reading with a Dog on October 20 had 3 kids, lots of good feedback and we're ready for the second session on November 17.
- e. We had 128 kids for Trick or Treating and I also go to talk to many parents—good opportunity to meet lots of community members!
- f. Other upcoming programs: Knitting/Crochet Group on November 10, Movie Day on November 11, Morning Book Club on November 15, How Dry Am I: Milwaukee Prohibition will be hosted by the Milwaukee County Historical Society on November 16 and sponsored by Community Club, Stories in Stone on November 17, Wildlife in Need on November 23, and A Colorful Tour of the Emerald Isle on December 1.

## 3. Village Update

## 4. Finance Update

- a. Trying to finish sorting out a cancellation of pre-orders that were made with our vendors as this has been contributing to our budget overages; November and December will see fewer new materials added to the collection.

## 5. Incidents at the Library

- a. None

## 6. Projects

- a. Most of our Spanish books have arrived and are cataloged.
- b. The Book Boxes are almost ready to start circulating.
- c. Other collection projects
  - i. The biography collection has been relabeled and integrated into the rest of the nonfiction collection.
  - ii. We have moved Wisconsin/local items over to their new shelf space where the biographies used to be. There are a number that need to be re-cataloged to finish rounding out that collection.
- d. Met with a local artist to hash out the logistics of displaying some of her art in our display cases; we are also working together on some 2023 programming.
- e. Working with Cindy Salas on some further collaboration with the school and literacy projects.