



Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: **Monthly Library Board Meeting**

Date: Tuesday, December 13 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	
Guests:			

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	
6:15pm	Sale of Shed	
	Email>supported by SCLS	
	Policies: Circulation and Personnel	
	Special Projects Request: Purchase of WRP/SRP prize books	
	Old Business	
	Strategic Planning Committee Update	
	Reopening Guidelines Review	
	Director's Report <ul style="list-style-type: none">- Village Update- Programming Update- SCLS Update- Finance Update	
7:00 PM	Adjourn	
Next Meeting: Tuesday, January 10th 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		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 11.8.22.

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

Sale of Shed

Reason:

Motion:

Discussion:

1st: _____

2nd: _____

Vote outcome: _____

Move to email supported by SCLS

Reason: Moving to SCLS supported Office 365 gives us a domain-branded email address (@monticellopubliclibrary.org), as well as offers phishing/hacking support, and ease of opening and closing new accounts.

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: _____

Special Projects Request

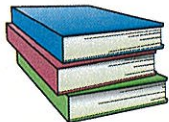
Reason: We're almost out of books to give away with our Winter Reading Program and Summer Reading Program; requesting \$551 to purchase more books to use as prize giveaways.

Motion:

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____



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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: _____

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 16⁴ 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)."

~~POLICY: Personnel Policy~~

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

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

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

~~Draft-Personnel Policy 12.7.11-3.2022~~

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 (awarded annually on January 1)

Years of Employment	20 hours - 50%	30 hours - 75%	40 hours - 100%
After 0-7 years*	40 hours 1.54	60 hours 2.31	80 hours 3.08
After 7 years*	60 hours 2.31	90 hours 3.47	120 hours 4.62

After 20 years*	80 hours 3.08	120 hours 4.62	160 hours 6.16
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*Years are based on start date anniversary

Personal Rates (awarded annually on January 1)

	20 hours - 50%	30 hours - 75%	40 hours - 100%
Annual Accumulation Each Pay-Period	40 hours .77	60 hours 1.16	80 hours 1.54
Maximum Accumulation	41 40 hours	40 210 hours	40 280 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. 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.

F. 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.

G. 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.

H. 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.

I. 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.~~

J. 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.

K. 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.~~

L.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, December 13, 2022

1. Stats

- a. November checkouts: 1227; October checkouts: 1131; YTD checkouts: 12,870; 2021 YTD checkouts: 12,135
- b. November holds placed: 594; October holds placed: 808; YTD holds placed: 5141; 2021 YTD holds placed: 3673
- c. November patron count: 553; November 2021: 383; YTD patrons: 5,365; 2021 YTD: 4,425
- d. November program/activity participation: 376; November 2021: 163; October 2022 activity/program participation: 513; YTD: 2605; 2021 YTD: 2644

2. Upcoming Programming

- a. Jammie Jams storytime at 6:15pm on Mondays continues, we have our regular families and occasional larger turnouts.
- b. Book Clubs on December 14 and 20, Read with a Dog on December 15, Cookie Decorating on December 23, Noon Year's Eve Party on December 30.
- c. Activity kits continue to be popular.

3. Village Update

4. Finance Update

- a. Green County Budget passed at the recommended level. Very grateful for the \$12,000 increase in Green County funding.
- b. No increase in village funding, but also very grateful that we remained at our same funding level.

5. Incidents at the Library

6. Projects

- a. Spanish books and Book Boxes are out and circulating!
- b. Other collection projects
 - i. 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.
 - ii. Sienna is working on a relabeling project to get call numbers and labels on all the DVDs to help keep them more organized and easily findable.
 - iii. I relabeled/cataloged all ER nonfiction to integrate it with the rest of juvenile nonfiction.
- c. Kathleen D'Angelo is displaying her ink and watercolor work in our display case; she's teaching a class in January on this technique so it should serve as good promotion for the class, as well as a nice thing to display and share with the community.
- d. I'm working with Cindy Salas to coordinate Battle of the Books with grades 3-6; this will also tie into the Winter Reading Program in January, a collaboration with JonnyOs.
- e. Hiring update.

Nov 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																																												
9:00	1	1	1	1	1				1	1	3		2						2		1									1	1											96		
9:30	1								2		2				7	1					1																					72		
10:00	2	1	1	1	1	1	4	2	1	2	3		1	1	1	1						4																				48		
10:30		2	1	1	1	1	2	5		1	2	3																														104		
11:00	1									2	7																																65	
11:30	1	1	1	1	2		1	2		3	1		4	1	2	1			5	2	1	2	4																			121		
12:00																																												98
12:30	1	1	1	1	2		1	1	1	2	1	2		2	1	1																										91		
1:00	2	1	1				1	2	1	3	4	3	1																													170		
1:30		3	1				4	1	2	2	6				2																											122		
2:00	2	2			1			2			1				2																												150	
2:30	1	1	3				1	1	2	1	1		2		2	2																										104		
3:00	1	1	28	1			1	1	1	1			1					4																								335		
3:30	4		1	1	1		3		24	4			1																													171		
4:00	2		1				2	2	1	2	1																																205	
4:30		2	18	3	2		1	1	11	1																																		
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Totals	35	19	61	12	9	3	28	25	55	20	32	8	0	18	13	16	23	13	6	0	20	16	41	0	0	0	0	0	40	23	17	0	553											

