

Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: Monthly Library Board Meeting

Date: Tuesday, January 10 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	Review Administrator job position	
	Strategic Plan Update and Check In	
	Old Business	
	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, February 14th 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 12.13.22.

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

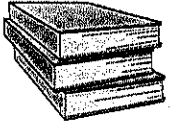
Finance Report

Motion: Approve the Finance Report as given.

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____



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New Business

Review Administrator job position

Reason: Vicki Colle served as interim administrator during the transition period while a new director was hired and trained. Now that Elizabeth is well up to speed, it is time to transition Vicki out of this role.

Motion:

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

Strategic Plan Update and Check In

Reason: To discuss the strategic plan—what we’ve accomplished since August and what we’d like to focus on as we move into 2023.

Motion:

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

Old Business

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

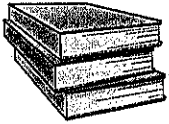
Discussion:

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, 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

Stephen Scanlan called the meeting to order at 6:00pm

Roll Call:

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

Guests:

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Agenda

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

Discussion:

1st: Ann DeNure 2nd: Julie Garrison

Vote outcome: passed

Minutes

Motion: Approve the minutes from 11.8.22.

Discussion:

1st: Kenneth Colle 2nd: Ann DeNure

Vote outcome: passed

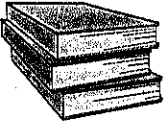
Finance Report

Motion: Approve the Finance Report as given.

Discussion: To approve the amended finance report that has the duplicate entry for CDW-G removed.

1st: Kenneth Colle 2nd: Ann DeNure

Vote outcome: passed



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New Business

Sale of Shed

Reason: We need the shed to store the solar charging station (whenever it arrives) until Spring, so Elizabeth would like to hold off on any action regarding the sale of the shed until April.

Motion:

Discussion: We will wait to sell the shed and revisit in April.

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: To move forward with a transition to SCLS supported Office 365 email.

1st: Ann DeNure

2nd: Kenneth Colle

Vote outcome: passed

Policies: Circulation and Personnel

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

Motion: To accept adjusted policies that include an update of Village vacation/PTO policies, as well as other changes suggested by director.

Discussion:

1st: Kenneth Colle 2nd: Ann DeNure

Vote outcome: passed

Special Projects Request

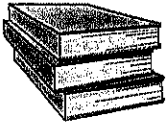
Reason: We're almost out of books to give away with our Winter Reading Program and Summer Reading Program; requesting \$551 to purchase more books to use as prize giveaways.

Motion: To approve the use of special project funds to purchase \$551 of books for WRP and SRP giveaways.

Discussion:

1st: Ann DeNure 2nd: Kenneth Colle

Vote outcome: passed



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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 6:46pm.

1st: Julie Garrison 2nd: Ann DeNure

Vote outcome: passed



Monticello Public Library's Strategic Plan 2022-2026

Created by the Strategic Planning Committee under the guidance of the
Monticello Public Library Board



Introduction

Monticello and the surrounding communities are a wonderful place to raise a family, surrounded by natural beauty and small-town friendliness. A vibrant, connected library helps enhance the communities' strengths. To ensure we most effectively provide services and resources that align with the needs of the community, the library embarked on a strategic planning process to guide our work for the next five years.

As part of the strategic planning process, library staff, the strategic planning committee, and the Library Board thoughtfully assessed the library's mission to ensure that it matches the needs of the community and is the guiding principle for library decision making. The statement reflects the breadth of services the library provides the community of Monticello and the surrounding area.

In addition to the mission statement, a list of core values is included in this plan to frame the library's life-long goals. These values recognize the role the library holds within our community and affirms its mission to educate, empower, enrich, entertain, and inspire.

Strategic goals and achievable objectives have been carefully crafted and established to position the library to maximize the impact it has in the community fulfilling its mission. In the course of the next five years, the Monticello Public Library will work to meet the goals laid out in this plan using the mission statement to navigate their way.

To execute this strategic plan, the Monticello Public Library Director and staff will work in conjunction with the Library Board to prioritize, identify service goals, and coordinate activities from this plan. The library will consider available resources, including funding and staff time, and opportunities that arise to innovate during the implementation of the plan.

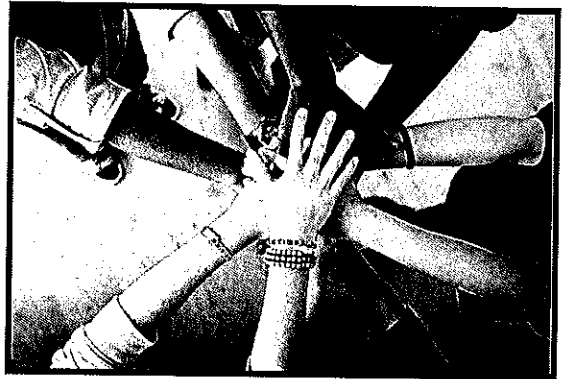
Lastly, on an ongoing basis, the library will continue to think strategically and regularly assess its activities to ensure the goals of the plan are realized with the flexibility to adapt as needed. As part of this, the Library will regularly update the Library Board and communicate the progress of the strategic plan to the community.

Mission Statement

The Monticello Public Library is an essential life-long destination connecting our community to opportunities that educate, empower, enrich, entertain and inspire.

Values

- Inclusive and equitable access for all
- Literacy and life-long learning
- Intellectual freedom and protection of privacy
- Customer services
- Community focus
- Collaboration
- Creativity
- Accountability, integrity and teamwork
- Balancing tradition and innovation
- Embracing a changing world



Strategic Goals

I. Facilities

Provide library spaces that meet the desire of our residents for resources and deliver effective library services

II. Partnerships and Collaborations

Strengthen partnerships with community members and organizations in order to better understand and respond to community needs and initiatives

III. Programming and Marketing

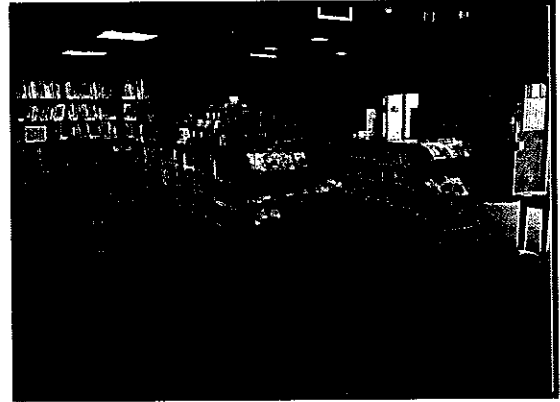
Nurture and share life-long learning opportunities by developing engaging programs for all community members and organizations

Strategic Goal I: Facilities

Provide library spaces that meet the desire of our residents for resources and deliver effective library services

Objectives

- Increase accessibility to the library
- Create multipurpose spaces to allow for greater flexibility in meeting the needs of the community and library staff
- Introduce new collections and maintain current materials
- Increase visitor satisfaction with updates for aesthetics, efficiency, and comfort



Action Plan

- Conduct audit of space and develop plan for increasing community access to facilities
- Create spaces that reflect library service demands and community use with an emphasis on private meeting rooms, community-use areas, and teen spaces
- Redesign back meeting space with kitchenette into a multipurpose room
- Research projected space needs for a growing community
- Develop plan for non-traditional collection lending (library of things, kits)
- Develop and implement collection maintenance plan

Community members' top priority for improving the physical space of the library is having a dedicated space for teens.

Physical Space Change - Priorities	Weighted Score
#1 - Provide a dedicated teen space.	4.05
#2 - Provide a dedicated collaborative workspace.	3.72
#3 - Add more private work/study rooms.	3.67
#4 - Remodel the children's area.	3.43
#5 - Have more comfortable space for reading, working, and relaxing at the library.	3.42
#6 - Provide an outdoor space for library gatherings.	2.83

*Pulled from 2022 Digital Survey Data collected by the Strategic Planning Committee

Strategic Goal II: Partnerships and Collaborations

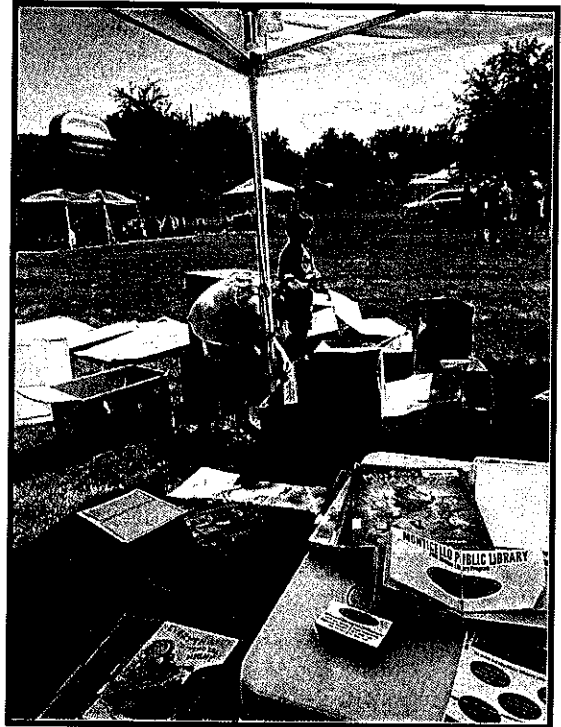
Strengthen partnerships with community members and organizations in order to better understand and respond to community needs and initiatives

Objectives

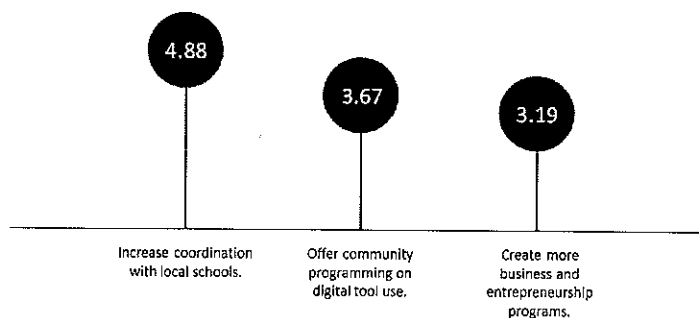
- Collaborate with community service organizations and local businesses
- Strengthen relationships with local educators
- Grow connections and involvement from our community members

Action Plan

- Further develop partnerships with community organizations and businesses to increase range and reach of programming
- Grow involvement within the community through joint initiatives
- Seek out community members to share their skills through learning circles
- Deepen communication and joint efforts with our school district and daycare providers
- Develop resources and programming for our growing homeschool community



Community members' top priority for changes to library services is increasing coordination with local schools in providing resources to children.



*Pulled from 2022 Digital Survey Data collected by the Strategic Planning Committee when community members were asked to rank by priority a list of library services

Strategic Goal III: Programming and Marketing

Nurture and share life-long learning opportunities by developing engaging programs for all community members and organizations

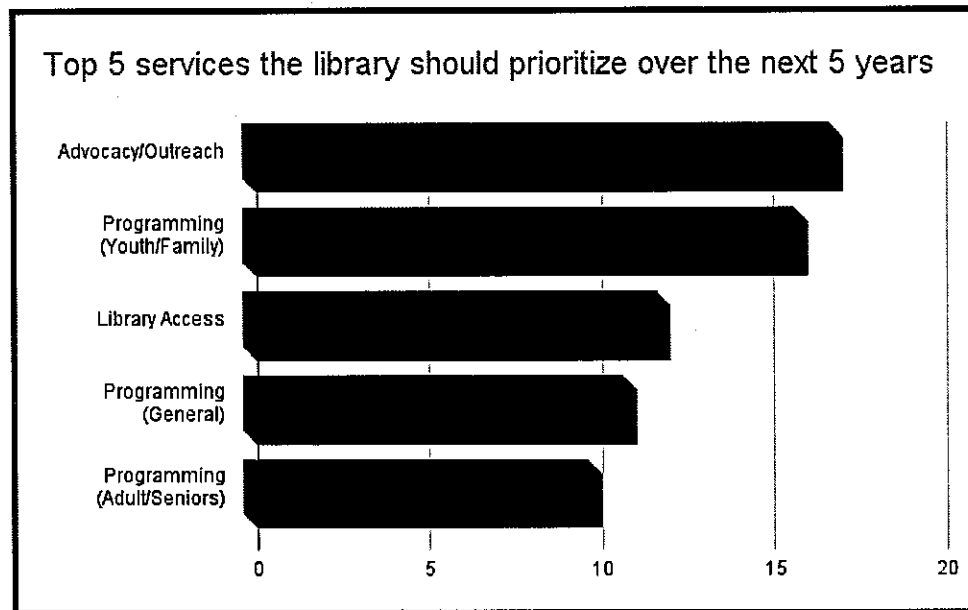
Objectives

- Evaluate programs in a meaningful way to determine if desired outcomes are achieved
- Increase community engagement through intentional, community-driven programs
- Increase community awareness of library programs and services



Action Plan

- Research and apply outcome based evaluation practices
- Develop and implement a Marketing Plan utilizing multiple platforms
- Grow community partnerships through joint programming



*Pulled from 2022 Print Questionnaire collected by the Strategic Planning Committee.
 Note: Three of the top five priorities included various types of programming.

Acknowledgements

We thank the communities of Monticello, Mt. Pleasant Township, and Washington Township for your ongoing support. A main focus of our process was to hear from residents to ensure our services, programs, and resources align with the needs of the community. We greatly appreciate the time and thoughtfulness of those that responded to our digital community survey, returned our print questionnaire, and attended our community conversations. We could not have created this plan without each of you.

The digital community survey, print questionnaire, and community conversations are three of the sets of data and information the Monticello Public Library Strategic Planning Committee reviewed between December 2021 and April 2022. The goals and objectives of the strategic plan have been built upon the following data and information:

- Annual library operations and service data submitted to the Department of Public Instruction (DPI) for the years 2015-2019
- Results of a digital survey of the community conducted between January 10th, 2022, and February 7th, 2022, that gathered 160 responses
- Results of a print questionnaire mailed out to every resident in the Village of Monticello, Mt. Pleasant Township, and Washington Township between February 7th, 2022, and February 26th, 2022, that gathered 79 responses
- Information gathered from our three Community Conversations held between March 22nd, 2022, and March 30th, 2022, attended by 35 community members including business and civic leaders, educators, citizens, and library patrons

Lastly, we want to express our sincere appreciation of time and commitment of WILS for their plan consultation and facilitation services through the 2021-22 Small Library Strategic Planning Cohort.

2022 Strategic Planning Committee

- Katrina Linde-Moriarty - Library Director
- Steve Scanlan - Library Board President
- Renee Croushore - Library Board Member
- Barb Ruf - Mt Pleasant Township Resident
- Linn Leferman - Monticello Resident
- Cindy Salas - Washington Township Resident

Strategic Goal 1: Facilities

- Provide library spaces that meet the desire of our residents for resources and deliver effective library services
 - Increase accessibility to the library
 - Create multipurpose spaces to allow for greater flexibility in meeting the needs of the community and library staff
 - Introduce new collections and maintain current materials
 - Increase visitor satisfaction with updates for aesthetics, efficiency, and comfort

Goals	Progress	To-Do
Conduct audit of space and develop plan for increasing community access to facilities		
Create spaces that reflect library service demands and community use with an emphasis on private meeting rooms, community-use areas, and teen spaces	<ul style="list-style-type: none"> ● Outside programming space <ul style="list-style-type: none"> ○ Solar station ○ Community garden? ○ Better utilize back area ● Teen area <ul style="list-style-type: none"> ○ Furniture added in 2022 ○ Security camera ○ Charging station in 2023 and other changes when we see how kids are using it. 	
Redesign back meeting space with kitchenette into a multipurpose room	<ul style="list-style-type: none"> ● Room is cleared out and ready for rental ● ADRC and homeschool group using this winter/spring ● TV, video bar, cables available for users 	
Research projected space needs for a growing community		

Develop plan for non-traditional collection lending (library of things, kits)	<ul style="list-style-type: none"> ● Book Boxes rolled out in December ● Board games in September ● Looking ahead <ul style="list-style-type: none"> ○ Winter collection ○ Plants/seeds 	
Develop and implement collection maintenance plan	<ul style="list-style-type: none"> ● Elizabeth developed a weeding schedule this fall; will update after new YS person starts 	

Strategic Goal 2: Partnerships and Collaborations

- Collaborate with community service organizations and local businesses
- Strengthen relationships with local educators
- Grow connections and involvement from our community members

Goals	Progress	To-Do
Further develop partnerships with community organizations and businesses to increase range and reach of programming	<ul style="list-style-type: none"> ● Movie and game day at Java Lava ● Winter Reading with JonnyO's ● Elizabeth serving on Chamber board in 2023 <ul style="list-style-type: none"> ○ Hopefully also hosting a Lunch and Learn for the chamber this spring/summer 	
Grow involvement within the community through joint initiatives	<ul style="list-style-type: none"> ● SLP this year is "All Together Now" <ul style="list-style-type: none"> ○ Elizabeth would like to incorporate at least three large programs that work with a local 	

	<p>organization (Green Cares, Lions, Community Club, Humane Society, etc.) to provide a meaningful way for folks to be involved and contribute to positive change in Monticello</p> <ul style="list-style-type: none"> ○ Collaborate with local businesses for SLP prizes, or to host programs 	
<p>Seek out community members to share their skills through learning circles</p>	<ul style="list-style-type: none"> ● Painting program with Kathleen D'Angelo 	
<p>Deepen communication and joint efforts with our school district and daycare providers</p>	<ul style="list-style-type: none"> ● Elizabeth is working with Cindy Salas and 4-6 teachers to start a Battle of the Books program in the district ● Coordinating with the school district for distribution of WRP sheets for all students k-5 ● After School Program this fall successfully saw nearly 30 kids at the library after school every Wednesday; School helped us get the word out and Cindy helped us transport the kids ● Brenda will be working to do outreach storytime with the daycares; one has 	

	already expressed interest in this	
Develop resources and programming for our growing homeschool community	<ul style="list-style-type: none"> ● Elizabeth is starting a homeschool group in January; they will meet monthly for storytime and STEAM activities <ul style="list-style-type: none"> ○ Provides a meeting space for these families and a bridge for us to figure out how else we can support their curriculum ● Homeschool groups are also using our meeting space 	

Strategic Goal 3: Programming and Marketing

- Evaluate programs in a meaningful way to determine if desired outcomes are achieved
- Increase community engagement through intentional, community-driven programs
- Increase community awareness of library programs and services

Goals	Progress	To-Do
Research and apply outcome based evaluation practices	<ul style="list-style-type: none"> ● Program eval after each program/series 	
Develop and implement a Marketing Plan utilizing multiple platforms	<ul style="list-style-type: none"> ● We are hosting more programs but still trying to figure out what works, what interests people, when the best time of day is to host a program, etc. ● Word of mouth, past attendees, outreach will be essential 	

	<ul style="list-style-type: none">• Print/newsletter–suggesting signups when helping patrons	
Grow community partnerships through joint programming	<ul style="list-style-type: none">• Trying to host programs with local presenters if possible (art class with Kathleen D'Angelo, for example)	



Monticello Director's Report

Tuesday, January 10, 2023

1. Stats

	December 2022	December 2021	YTD	2021 YTD
Checkouts	1328	835	14198	12970
Holds Placed	393	272	5534	3945
Patron Count	320	327	6,238	4,752
Programs/Activities	145	128	2,774	2,943

2. Programming

- Winter Reading Program–January 6-February 14
- Jammie Jams–Monday evenings
- Saturday Movie–January 14
- Build-a-Fort–January 16
- Book Clubs–January 17
- Homeschool Group–January 19
- Read with a Dog–January 19
- COMET Workshop–January 19
- Superhero Challenge–January 21
- Ink and Watercolor–January 23, 30, February 6

3. Village Update

4. Finance Update

- Audit at the end of the month with Baker & Taylor; working on getting bank statements reconciled and coded so that they're ready for them.

5. Incidents at the Library

6. Projects/Updates

- Battle of the Books with Cindy Salas for grades 4-6; I'll be helping run the battles at the school in March
- DVD Relabeling continues
- Brenda Massei starts on 1/12 as our new Youth Services Coordinator. She already has lots of ideas for programs and initiatives and I can't wait to have her on board.

