



Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: **Monthly Library Board Meeting**

Date: Tuesday, February 14th 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	
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	
6:15 PM	Annual Report	
	Volunteer Policy	
	Special Project Request: Furniture for Kids Area	
	Old Business	
	Strategic Planning Committee Update	
	Director's Report <ul style="list-style-type: none">- Village Update- Programming Update- SCLS Update- Finance Update	
7:00 PM	Adjourn	

Next Meeting: Tuesday, March 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	
Robert LaBarre			

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 1/10/2023.

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

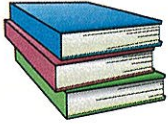
Finance Report

Motion: Approve the Finance Report as given.

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____



Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

New Business

Annual Report

Reason: To review and approve the annual report prior to submitting it to DPI.

Motion:

Discussion:

1st: _____

2nd: _____

Vote outcome: _____

New Business

Volunteer Policy

Reason: Start discussions on what an updated volunteer policy should look like.

Motion:

Discussion:

1st: _____

2nd: _____

Vote outcome: _____

New Business

Special Project Request

Reason: To purchase a new seat/storage for the children's area.

Motion:

Discussion:

1st: _____

2nd: _____

Vote outcome: _____

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:

Director's Report

Discussion:

Adjourn

Motion to adjourn at _____.

1st: _____ 2nd: _____

Vote outcome: _____

**Greenwoods
State Bank**

P.O. Box 159
Lake Mills, WI 53551

>000020 7700593 0001 93063 10Z

VILLAGE OF MONTICELLO
MONTICELLO PUBLIC LIBRARY
PO BOX 147
MONTICELLO WI 53570-0147



RECEIVED
FEB 16 2023
VILLAGE OF MONTICELLO





Statement Ending 01/31/2023

VILLAGE OF MONTICELLO

Page 1 of 4

Customer Number: XXXXXX3523

Managing Your Accounts

	Branch	Monticello Branch
	Mailing Address	401 West Coates Ave Monticello, WI 53570
	Phone Number	(608) 938-2265
	Online Banking	greenwoods.bank

Important Notice From Greenwoods State Bank



- Effective January 1, 2023, Greenwoods State Bank is eliminating the \$5.00 charge for Deposited Checks Returned Unpaid. What does this mean for you? If you deposit a check that is returned to your account as unpaid, for any reason, Greenwoods State Bank will not charge you a Deposited Checks Returned Unpaid fee.

If you have any questions regarding this change, please contact your local branch.

Account Owner: VILLAGE OF MONTICELLO

**PUT A LITTLE AWAY EACH PAYDAY FOR A
STRESS FREE HOLIDAY**

by opening a Forward Christmas Savings account. The average holiday debt is \$1,250. That's just under \$25.00 per week or \$48.00 biweekly. Start savings money for Christmas 2023 now! Automatic transfers are available for an added convenience. Ask a GSB Associate for more details on how we can help you set up a Forward Christmas Savings account today.



Email: bank@greenwoods.bank

Web Site: www.greenwoods.bank

24-Hour Phone Banking: 1-877-648-2324

In Case of Lost or Stolen Debit Card CALL IMMEDIATELY (800) 472-3272

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

000020 7700593 000040 000079 00017002

Summary of Accounts



Account Type	Account Number	Ending Balance
PRIMETIME BUSINESS INTEREST CHECKING	XXXXXX3523	\$72,315.16

PRIMETIME BUSINESS INTEREST CHECKING-XXXXXX3523

Account Summary

Date	Description	Amount
12/31/2022	Beginning Balance	\$69,674.10
	2 Credit(s) This Period	\$2,641.06
	0 Debit(s) This Period	\$0.00
01/31/2023	Ending Balance	\$72,315.16

Interest Summary

Description	Amount
Interest Earned From 12/31/2022 Through 01/31/2023	
Annual Percentage Yield Earned	0.40%
Interest Days	32
Interest Earned	\$25.06
Interest Paid This Period	\$25.06
Interest Paid Year-to-Date	\$25.06
Average Ledger Balance	\$71,554.35

Account Activity

Post Date	Description	Debits	Credits	Balance
12/31/2022	Beginning Balance			\$69,674.10
01/09/2023	DEPOSIT		\$2,616.00	\$72,290.10
01/31/2023	INTEREST		\$25.06	\$72,315.16
01/31/2023	Ending Balance			\$72,315.16

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date	Previous year-to-date
Total Overdraft Fees	\$0.00	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00	\$0.00





COMMUNITY FOUNDATION OF SOUTHERN WISCONSIN



Confirmed in Compliance with
National Standards for U.S.
Community Foundations

Community Foundation of Southern Wisconsin | PO Box 8125 | Janesville WI 53547-8125 | 608.758.0883 | www.cfsw.org

Fund Activity Report Monticello Public Library Fund - ORG-2240 For Period Ending December 31, 2022

	January 01, 2022 to December 31, 2022	Year-to-Date July 1 to December 31, 2022
Beginning Balance	\$33,433.74	\$28,148.96
Income		
Dividend Income, plus Accrued	601.09	361.07
Interest Income, plus Accrued	10.96	7.98
Investment Fees	-120.87	-52.73
Other Investment Receipts(Non-Cash Receipts & Distributions)	0.11	0
Realized Gains (Losses)	669.66	252.71
Unrealized Gains (Losses)	-5,809.45	-76.85
Total Receipts	-4,648.50	492.18
Expenses		
Service Fees	289.12	145.02
Total Distributions	289.12	145.02
Ending Balance	\$28,496.12	\$28,496.12

Spendable Amount*

3,453.00

* Spendable Amount includes up to three years of spending policy, unless otherwise approved.

All funds are component funds of the Community Foundation of Southern Wisconsin. The foundation has exclusive legal control over all fund assets and has authority to redirect earnings and grants from the fund, if distribution(s) become unnecessary, incapable of fulfillment or inconsistent with the needs of the foundation's service area.

Leave your legacy of a better community. Contact Wyatt. D. Jackson: wyatt@cfsw.org

The Community Foundation of Southern Wisconsin, Inc. is a 501(c)3 organization - Federal EIN 39-1711388.

Contributions (gifts and pledge payments)

n/a	n/a	
Total Contributions		0.00

Other Income (nondeductible payments)

n/a n/a		n/a
Total Other Income		0.00

Grants Awarded (not grants paid)

n/a n/a n/a		n/a
Total Grants Awarded		0.00

*Negative amounts are due to unused or cancelled grants.

Other Disbursements (excludes grants)

n/a n/a n/a		n/a
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Village of Monticello

Statement of Revenues, Expenditures and Changes in Fund Balances -
 Governmental Funds
 Year Ended December 31, 2021

	<u>General Fund</u>	<u>Library Fund</u>	<u>Debt Service Fund</u>
Revenues			
Taxes	\$ 472,782	\$ 67,679	\$ 298,275
Intergovernmental	395,912	65,053	-
Licenses and permits	17,540	-	-
Fines, forfeitures and penalties	5,075	-	-
Public charges for services	144,809	-	-
Intergovernmental charges for services	1,225	-	-
Special assessments	1,898	-	-
Investment income	1,880	26,385	63
Miscellaneous revenues	<u>37,932</u>	<u>30,141</u>	<u>-</u>
Total revenues	<u>1,079,053</u>	<u>189,258</u>	<u>298,338</u>
Expenditures			
Current:			
General government	172,217	-	-
Public safety	386,984	-	-
Public works	211,714	-	-
Health and human services	30,492	-	-
Culture, recreation and education	107,110	182,253	-
Conservation and development	3,220	-	-
Capital outlay	130,541	3,250	-
Debt service:			
Principal	-	-	271,918
Interest and fiscal charges	<u>-</u>	<u>-</u>	<u>26,100</u>
Total expenditures	<u>1,042,278</u>	<u>185,503</u>	<u>298,018</u>
Excess of revenues over expenditures	<u>36,775</u>	<u>3,755</u>	<u>320</u>
Other Financing Sources			
Sales of capital assets	100	-	-
Transfers in	<u>49,881</u>	<u>-</u>	<u>-</u>
Total other financing sources	<u>49,981</u>	<u>-</u>	<u>-</u>
Net change in fund balances	86,756	3,755	320
Fund Balances, Beginning	<u>1,010,433</u>	<u>279,530</u>	<u>5,019</u>
Fund Balances, Ending	<u>\$ 1,097,189</u>	<u>\$ 283,285</u>	<u>\$ 5,339</u>

See notes to financial statements

Village of Monticello

Balance Sheet
Governmental Funds
December 31, 2021

	<u>General Fund</u>	<u>Library Fund</u>	<u>Debt Service Fund</u>
Assets			
Cash and investments	\$ 1,044,644	\$ 284,383	\$ 5,339
Receivables:			
Taxes	483,341	67,679	246,604
Accounts	6,907	-	-
Delinquent personal property taxes	1,748	-	-
Due from other funds	49,881	-	-
Prepaid items	8,439	-	-
	<u>8,439</u>	<u>-</u>	<u>-</u>
Total assets	<u>\$ 1,594,960</u>	<u>\$ 352,062</u>	<u>\$ 251,943</u>
Liabilities, Deferred Inflows of Resources and Fund Balances			
Liabilities			
Accounts payable	\$ 7,988	\$ 182	\$ -
Accrued liabilities	6,423	916	-
Due to other funds	2,537	-	-
Unearned revenues	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
Total liabilities	<u>16,948</u>	<u>1,098</u>	<u>-</u>
Deferred Inflows of Resources			
Unearned revenues	<u>480,823</u>	<u>67,679</u>	<u>246,604</u>
Total deferred inflows of resources	<u>480,823</u>	<u>67,679</u>	<u>246,604</u>
Fund Balances			
Nonspendable	10,187	-	-
Restricted	15,671	283,285	5,339
Assigned	563,457	-	-
Unassigned	<u>507,874</u>	<u>-</u>	<u>-</u>
Total fund balances	<u>1,097,189</u>	<u>283,285</u>	<u>5,339</u>
Total liabilities and fund balance	<u>\$ 1,594,960</u>	<u>\$ 352,062</u>	<u>\$ 251,943</u>

See notes to financial statements

Village of Monticello

Schedule of Revenues, Expenditures and Changes
in Fund Balance - Budget and Actual - Library Fund
Year Ended December 31, 2021

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget</u>
Revenues			
Taxes	\$ 67,679	\$ 67,679	\$ -
Intergovernmental	57,516	65,053	7,537
Investment income	10,005	26,385	16,380
Miscellaneous revenues	30,500	30,141	(359)
Total revenues	<u>165,700</u>	<u>189,258</u>	<u>23,558</u>
Expenditures			
Current:			
Culture, recreation and education	170,700	182,253	(11,553)
Capital outlay	-	3,250	(3,250)
Total expenditures	<u>170,700</u>	<u>185,503</u>	<u>(14,803)</u>
Net change in fund balance	(5,000)	3,755	8,755
Fund Balance, Beginning	<u>279,530</u>	<u>279,530</u>	<u>-</u>
Fund Balance, Ending	<u>\$ 274,530</u>	<u>\$ 283,285</u>	<u>\$ 8,755</u>

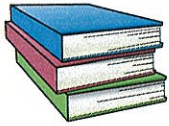
See notes to required supplementary information

Fund: 700 - Library - Restricted - GC/PV

Account Number		2021	2022	2022 Budget	Budget Status	% of Budget
		Actual 12/31/2021	Actual 12/31/2022			
700-00-55110-110-000	LIBRARY - WAGES	82,553.75	79,878.66	82,600.00	2,721.34	96.71
700-00-55110-120-000	LIBRARY - FRINGE BENEFITS	26,016.92	16,628.38	29,000.00	12,371.62	57.34
700-00-55110-229-000	LIBRARY-TELEPHONE/FAX/INTERNET	0.00	0.00	0.00	0.00	0.00
700-00-55110-230-000	LIBRARY - UTILITIES	4,952.81	6,386.82	4,500.00	-1,886.82	141.93
700-00-55110-250-000	LIBRARY - CONTRACTS	1,703.31	1,788.06	2,000.00	211.94	89.40
700-00-55110-310-000	LIBRARY - GENERAL OP	27,822.94	10,353.89	9,000.00	-1,353.89	115.04
700-00-55110-310-050	LIBRARY-PRINT/DIGITAL MATERIAL	22,071.80	18,095.38	15,000.00	-3,095.38	120.64
700-00-55110-315-000	LIBRARY-SYSTEM FEES	0.00	14,102.00	14,512.00	410.00	97.17
700-00-55110-330-000	LIBRARY - CONTINUING EDUCATION	895.77	815.75	1,000.00	184.25	81.58
700-00-55110-350-000	LIBRARY - BLDG/EQUIP MAINT	14,283.52	1,590.16	10,000.00	8,409.84	15.90
700-00-55110-410-000	LIBRARY-SPCL PROJECTS/DONATION	0.00	17,399.91	0.00	-17,399.91	0.00
700-00-55110-510-000	LIBRARY - INSURANCE	1,951.48	2,149.52	1,500.00	-649.52	143.30
700-00-55110-810-000	LIBRARY - OUTLAY	3,250.00	0.00	0.00	0.00	0.00
CULTURE, RECREATION, EDUCATION		185,502.30	169,188.53	169,112.00	-76.53	100.05
Total Expenses		185,502.30	169,188.53	169,112.00	-76.53	100.05
Net Totals		3,754.45	-21,051.86	0.00	21,051.86	

Fund: 700 - Library - Restricted - GC/PV

Account Number		2021 Actual 12/31/2021	2022 Actual 12/31/2022	2022 Budget	Budget Status	% of Budget
700-00-41110-000-000	GENERAL PROPERTY TAXES	67,679.00	67,679.00	67,679.00	0.00	100.00
PROPERTY TAXES		67,679.00	67,679.00	67,679.00	0.00	100.00
700-00-43541-000-000	LIBRARY AID - GREEN CO.	57,516.00	44,899.00	36,698.00	8,201.00	122.35
700-00-43542-000-000	LIBRARY AID - GREEN MATERIALS	7,537.00	0.00	5,000.00	-5,000.00	0.00
700-00-43543-000-000	LIBRARY-ADJACENT CTY REIMBURSE	0.00	46.12	46.00	0.12	100.26
INTERGOVERNMENTAL REVENUES		65,053.00	44,945.12	41,744.00	3,201.12	107.67
700-00-46710-000-000	LIBRARY FEES	0.00	112.90	0.00	112.90	0.00
PUBLIC CHARGES FOR SERVICES		0.00	112.90	0.00	112.90	0.00
700-00-48100-000-000	INTEREST	26,383.89	127.85	10,000.00	-9,872.15	1.28
700-00-48300-000-000	SALES: COPIES/FAXES/BOOKS	1,043.70	954.56	500.00	454.56	190.91
700-00-48400-000-000	LIBRARY-MISC REVENUE	0.00	961.41	0.00	961.41	0.00
700-00-48500-000-000	LIBRARY-GRANTS:FUNDS/REIMBURSE	0.00	1,560.75	0.00	1,560.75	0.00
700-00-48510-000-000	DONATIONS	29,096.95	31,795.08	30,000.00	1,795.08	105.98
OTHER MISC REVENUES		56,524.54	35,399.65	40,500.00	-5,100.35	87.41
700-00-49130-000-000	TRANSFER IN FROM OTHER FUNDS	0.21	0.00	19,189.00	-19,189.00	0.00
700-00-49999-000-000	FUND BALANCE APPLIED	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES		0.21	0.00	19,189.00	-19,189.00	0.00
Total Revenues		189,256.75	148,136.67	169,112.00	-20,975.33	87.60



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

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

Roll Call:

Ann DeNure	x	Renee Croushore	x
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: Renee Croushore

Vote outcome: passed

Minutes

Motion: Approve the minutes from 12.13.22, with the corrections as noted below.

Discussion: Under the O365 section, the motion was listed under discussion; the minutes need to be amended to reflect that there was an official motion to move to O365 email that passed.

1st: Renee Croushore 2nd: Ken Colle

Vote outcome: passed

Finance Report

Motion: Approve the Finance Report as given.

Discussion: Our investment accounts are doing well; most of our bill pay has switched over to credit cards, so we'll see more streamlined bill paying going forward.

1st: Ann DeNure 2nd: Julie Garrison

Vote outcome: passed



Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

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: We thank Vicki for her service, and with regrets, move to rotate her off of her administrative position but continue to retain her in her on-call library assistant duties.

Discussion:

1st: Ann DeNure 2nd: Renee Croushore

Vote outcome: passed

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: We will continue an open dialogue on this topic at our future meetings; no motion needed.

Discussion: Elizabeth would like to focus on marketing and community engagement as we move through 2023, especially in how to get engagement from the townships and community members who don't currently use the library.

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: To remove reopening guidelines from the recurring Old Business portion of the board agenda.

Discussion: Guidelines for COVID protocol remain consistent; this does not need to be a recurring part of our agenda and can be added back to a future agenda if the public health situation drastically changes.

1st: Renee Croushore 2nd: Ken Colle

Vote outcome: passed

Director's Report

Discussion:

Adjourn

Motion to adjourn at 7:07pm.

1st: Ken Colle 2nd: Ann DeNure

Vote outcome: passed



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 01-23)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2022

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

I. GENERAL INFORMATION

1. Name of Library Monticello Public Library		2. Public Library System South Central Library System			
3a. Head Librarian First Name Elizabeth	3b. Head Librarian Last Name Clauss	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 9/30/2027	
6a. Street Address 512 E. Lake Ave.	6b. Mailing Address or PO Box PO Box 149	7. City / Village / Town Monticello	8a. ZIP 53570	8b. ZIP4 0149	9. County Green
10. Library Phone Number 6089384011	11. Fax Number (608)938-1772	12. Library E-mail Address of Director eclauss@monticellopubliclibrary.org			
13. Library Website URL www.monticellopubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 2,994	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	52		
19b. Number of winter weeks	52		
19c. Summer hours open per week			
19d. Number of summer weeks			
19e. Total weeks per year	52		
19f. Total hours per year for this location	2,704		

PUBLIC SERVICES COVID-19

Closed Outlets Due to COVID-19

No

Public Services During COVID-19

No

Electronic Library Cards issued during COVID-19

Yes

Reference Service During COVID-19

Yes

Outside Service During COVID-19

Yes

External Wi-Fi Access Added During COVID-19

No

External Wi-Fi Access Increased During COVID-19

No

Staff Re-Assigned During COVID-19

No

COVID-19 CLOSURES

Initial date closed due to COVID-19

First date reopened following initial COVID-19 closure

Additional building closure and reopening dates, please describe

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	12,155	1,017
2. Electronic Books <i>E-books</i>	173,351	
3. Audio Materials	1,342	168
4. Electronic Audio Materials <i>Downloadable</i>	71,196	
5. Video Materials	5,621	296
6. Electronic Video Materials <i>Downloadable</i>	0	
7. Other Materials Owned <i>Describe</i> board games, museum pass, Post Messenger Microfilm	91	
8a. Electronic Collections <i>Locally Owned or Leased</i>	3	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	1	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	67	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	36	

III. LIBRARY SERVICES

1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.) 5		2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials			a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>
11,204	6,099			11,461	6,351
				Method for Counting ILL Transactions Total ILL Transactions	
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)					
WISCAT					
Other (includes OCLC, manual tracking or other methods)					
3. Number of Registered Users		d. Overdue Fines	4. Reference Transactions		5. Library Visits
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method
406	166	572	No	Survey Week(s) 901	Actual Count
					b. Annual Count
					6,238
6. Uses of Public Internet Computers					
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	7. Uses of Public Wireless Internet	
2	2	Actual Count	231	a. Method	b. Annual Count
				Actual Count	10,135
8. Website Visits					
9. Electronic Collection Retrieval					
a. Local	b. Other	c. Statewide	d. Total		
4,914	189	48	123	360	
10. Uses of Electronic Materials by Users of Your Library					
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials	
1,251	915	0	2,166	121	

PL-2401

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	2	27	3	24	33	89
Total Attendance	38	531	10	134	574	1,287

In-Person Programs and Program Attendance Annual Count

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	2	27	3	23	33
Total Attendance	38	531	10	134	574
Number of Programs	82	6			
Total Attendance	1,198	165			

11i. Describe the library's in-person programs: Storytime, After-school STEAM series, movies, game days, speakers, book club, crafts, trick or treating

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	0	0	1	0	1
Total Live Virtual Attendance	0	0	0	0	0	0
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	0	0	0	

12g. Which platforms does the library use to host the library's live, virtual programs: Zoom

12h. Describe the library's live, virtual programs: Speaker from Milwaukee County Historical Society

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	0	0	0	0
Total Pre-Recorded Program Views	0	0	0	0	0	0

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Stephen	Scanlan	PO Box 177	Monticello	53570	fred1357@tds.net
2. Ann	DeNure	500 West School St.	Belleville	53508	denuran@monticello.k12.w
3. Renee	Croushore	560 S Main St.	Monticello	53570	renee.croushore@wisc.edu
4. Julie	Garrison	454 Eisenhower St.	Monticello	53570	j.garrison@vi.monticello.w
5. Kenneth	Colle	N6903 Holstein Prairie Rd	Monticello	53570	colleke11@gmail.com
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

5

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
Village	Monticello	\$67,679
Subtotal 1		\$67,679

2. County**a. Home County Appropriation for Library Services**

Subtotal 2a \$43,233

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Dane	\$46		
		Subtotal 2b	\$46

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount
SCLS Youth Literacy Grant	\$450		
TEACH Grant	\$202		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	
		Subtotal 3	\$652

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
LSTA Grants for Libraries for 2022 CE Grants and Scholarships	\$741
Subtotal 4	\$741

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
		Subtotal 5	

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$3,755

7. All Other Operating Income

\$57,748

8. Total Operating Income Add 1 through 7

\$173,854

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$67,679

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations

\$79,879

2. Employee Benefits Include maintenance, security, plant operations

\$16,628

3. Library Collection Expenditures

a. Print Materials

\$13,908

b. Electronic Materials

\$1,098

c. Audiovisual Materials

\$5,156

d. All Other Library Materials

\$589

Subtotal 3

\$20,751

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.

Provider	Amount	Provider	Amount
SCLS for Delivery	\$2,175		
SCLS for Technology/ILS	\$11,819		

Subtotal 4

\$13,994

5. Other Operating Expenditures

\$37,906

6. Total Operating Expenditures Add 1 through 5

\$169,158

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

\$741

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$0	\$0

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year

\$272,101

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

\$0

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$45,760	40.00				
Library Assistant	Other	\$13,520	20.00				
Youth Services Coordinator	Librn. no-MLS	\$24,960	30.00				
LTE Page	Other	\$2,200	10.00				

b. Other Paid Staff See Instructions

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)		c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security		
1.00	0.75	1.75	0.75		2.50

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			6,075
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.			
	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	1,109	4,052	5,161
3. Circulation to Nonresidents Living in Another County in the Library System	219	600	819
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	4	6	10
5. Circulation to All Other Wisconsin Residents	85	6. Circulation to Persons from Out of the State	
		0	
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?		8b. If yes, does the library allow residents in adjacent systems to purchase library cards?
Actual	No		No
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Dane	600	f.	
b. Iowa	0	g.	
c. Lafayette	6	h.	
d. Rock	0	i.	
e.		j.	

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices? Yes 1b. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile? Yes	2. Library type of Internet Connection <i>Mark all that apply</i> Yes a. State TEACH line No b. Other broadband connection Local, cable, telco, community network, etc.	3. Is the library CIPA compliant? Yes
--	--	---

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	0	70	0
Total Self-Directed Activity Participation	0	1,531	0
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	9	1	80
Total Self-Directed Activity Participation	9	21	1,561

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Elizabeth	Clauss	eclauss@monticellopubliclibrary.org



XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats. A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Stephen Scanlan	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Elizabeth Clauss	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Green

The Monticello Public Library Board of Trustees hereby states that in 2022 the South Central Library System
Name of Public Library *Name of Public Library System / Service*

- ☒ did provide effective leadership and adequately met the needs of the library.
- ☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed

Stephen

Scanlan

COMMENTS

SECTION_II

6. Electronic Video Materials (downloadable)

No longer available for download--2023-02-02

SECTION_III

4a. Method Used to Count Reference Transactions

Two survey weeks (13 and 28 transactions respectively) x 26 to average for the year.--2023-02-02

4b. Reference Transactions

Two survey weeks (13 and 28 transactions respectively) x 26 to average for the year.--2023-02-02

SECTION_VI

b. Electronic Materials

WiLS Databases, overdrive fees--2023-01-31

d. All Other Library Materials

BECM pass--2023-01-27

7. Of the expenditures reported on line 6, report the amount expended from federal program sources.

LSTA grants--2023-02-06

DRAFT

Volunteers and Friends

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Monticello Public Library. A library friends group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, a friends group is often heavily involved in fund-raising for the library. The Monticello Library Board recognizes the Monticello Friends of the Library as the formal “friends” group.

Monticello Director's Report

Tuesday, February 14, 2023

1. Stats

	January 2023	January 2022	YTD	2022 YTD
Checkouts	1629	1237	1629	1237
Holds Placed	908	539	908	539
Patron Count	529	310	6,238	4,752
Programs/Activities	229	123	229	123

2. Programming

- Mondays: Jammie Jams
- 2/8: Walk Over Wednesday
- 2/9: Knit/Crochet Group
- 2/11: DIY Bath Bombs/Sugar Scrub
- 2/15: Cooking With Laura
- 2/15-2/16: Battle of the Books competitions
- 2/16: Homeschool Group
- 2/16: Read with a Dog
- 2/18: Saturday STEAM
- 2/21: Book Clubs
- 2/22: Kiwanis N Cops N Kids

3. Village Update

- Stephanie Adams started as clerk; we should be able to streamline finances/reports from the village with a consistent, full-time clerk on board.

4. Finance Update

- CFSW Statement
- SCLS Foundation Statement

5. Incidents at the Library

6. Projects/Updates

- Volunteer helped us shift/move furniture in the kids area
- He also helped us clean out the closet by the magazines; we're looking at how to make this a feasible location for a future library of things
- DVD relabeling continues....
- Lots of programming in the works for March

[illegible]

