



Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: Monthly Library Board Meeting

Date: Tuesday, March 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		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	
6:15 PM	Thursday Hours	
	Volunteer Policy	
	Shed/Charging Pole Update	
	Library Signage	
	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, April 11th 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	

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 2/14/2023.

Discussion:

1st: _____

2nd: _____

Vote outcome: _____

Finance Report

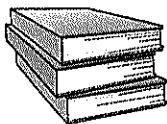
Motion: Approve the Finance Report as given.

Discussion:

1st: _____

2nd: _____

Vote outcome: _____



Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

New Business

Thursday Hours

Reason: Thursdays remain our quietest night. Closing earlier may allow us to make better use of staff time and energy during busier days of the week.

Motion:

Discussion:

1st: _____

2nd: _____

Vote outcome: _____

New Business

Volunteer Policy

Reason: Review the updated volunteer policy draft and open it up for discussion.

Motion:

Discussion:

1st: _____

2nd: _____

Vote outcome: _____

New Business

Shed/Charging Pole Update

Reason: Our charging pole is here and weather is starting to be warm enough that we can plan the install, which will also require relocating the shed.

Motion:

Discussion:

1st: _____

2nd: _____

Vote outcome: _____

New Business

Library Signage

Reason: Our building is not obviously a library and the current signage is not very visible from the road. We'd like to look at installing a sign that would be perpendicular to the road and much closer to it than the current sign.

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:

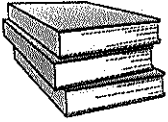
Adjourn

Motion to adjourn at _____.

1st: _____

2nd: _____

Vote outcome: _____



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		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	
6:15 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

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	x	Elizabeth Clauss	x

Guests:

Brenda Massei	Vicki Colle
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Agenda

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

Discussion: To approve the agenda with the amendments on the roll call of Vicki Colle being moved to a guest attendee, Robert LaBarre removed from roll call, and Elizabeth Clauss and Julie Garrison added to roll call.

1st: Renee Croushore 2nd: Kenneth Colle

Vote outcome: passed, 4/0

Minutes

Motion: Approve the minutes from 1/10/2023.

Discussion:

1st: Julie Garrison 2nd: Renee Croushore

Vote outcome: passed, 4/0

Finance Report

Motion: Approve the Finance Report as given.

Discussion: Elizabeth included the year-end statements for the SCLS Foundation fund and CFSW fund and began a dialogue about how we can move away from including our set \$30,000 annual donations as part of our budget because that will end in about 18 years and we need to be self-sustaining. The inclusion of this in the budget has been standard for about the past 4-5 years.

1st: Renee Croushore 2nd: Julie Garrison



Monticello Public Library

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Vote outcome: passed; 3 in favor, 0 opposed, 1 abstained

New Business

Annual Report

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

Motion: To approve the annual report as presented with the addition of Elizabeth as the YS programmer in section XIII.

Discussion: Elizabeth needs to be added as the YS programmer under section XIII because that position was vacant at the end of the year and she was handling the programming.

1st: Renee Croushore 2nd: Kenneth Colle

Vote outcome: passed, 4/0

New Business

Volunteer Policy

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

Motion: No motion; this item remains open to discussion at the March 2023 board meeting.

Discussion: The policy is very outdated (still refers to the now-defunct Friends group); we would like to include information on what types of tasks volunteers are eligible to help with, as well as giving the director discretion in bringing on volunteers, especially in special situations like for required Community Service hours, etc.

1st: _____ 2nd: _____

Vote outcome: _____

New Business

Special Project Request

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

Motion: To purchase the proposed window seat/storage (totalling \$359.95), using money from our account with Community Funds of Southwestern Wisconsin.

Last Revised:

4/8/2022

Library Board Agenda

Page 3 of 4

Discussion: A large window seat with cubby storage would provide additional seating in the children's area, as well as replace the broken shelving that currently serves as our toy storage.

1st: Kenneth Colle

2nd: Julie Garrison

Vote outcome: passed, 4/0

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: No update on strategic planning at this time; many of the programs and other initiatives we have taken since Elizabeth came on board in August are directed towards fulfilling goals in the strategic plan, so the director's report provided an update on how we worked with and within the community over the past month.

Director's Report

Discussion: Very busy month here, and March will be even busier! Circulation, patron count, and holds placed/filled are all up significantly over 2022 YTD numbers (nearly double in some cases). Programming continues to increase and we're making concerted and continuous efforts to work with the school, local businesses, and other local organizations to help build a stronger sense of community.

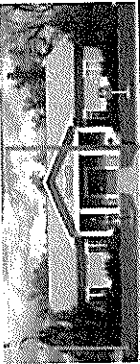
Adjourn

Motion to adjourn at 6:33pm.

1st: Kenneth Colle

2nd: Renee Croushore

Vote outcome: passed, 4/0



MONTICELLO PUBLIC LIBRARY

512 E. Lake Avenue
Monticello, WI 53570
608-938-4011 • mnpublib.director@gmail.com • monticellopubliclibrary.org

Invoice Date		Line Item	3/3/23		Vendor: Items (Invoice #)	Amount Due	Credit
3/3/2023	Programming: 700-00-55110-310-000		Discovery Center			\$275.00	
2/6/2023	Physical Media (DVDs, CDs, Audio): 700-00-55110-310-050		Midwest Tape: 2 DVDs (503336402)			\$44.98	
2/13/2023	Physical Media (DVDs, CDs, Audio): 700-00-55110-310-050		Midwest Tape: 1 CD (503363262)			\$13.99	
2/21/2023	Physical Media (DVDs, CDs, Audio): 700-00-55110-310-050		Midwest Tape: 2 DVDs, 1 CD (503403208)			\$55.42	
2/28/2023	General OP: 700-00-55110-310-000		News Publishing Inc.: Valentine's Day Ad			\$20.00	
1/19/2023	General OP: 700-00-55110-310-000		Sugar River Promotions: Thank You Cards			\$185.00	
2/1/2023	Programming: 700-00-55110-310-000		Visa--Amazon: Watercolor Paper (112-0035509-4358662)			\$35.52	
1/27/2023	Programming: 700-00-55110-310-000		Visa--Amazon: February kids supplies (112-2737977-0230640)			\$64.28	
1/27/2023	Programming: 700-00-55110-310-000		Visa--Amazon: February kids supplies (112-9255528-5870614)			\$32.95	
2/17/2023	Programming: 700-00-55110-310-000		Visa: Amazon--Gift Card for Adult Winter Reading winner (112-201041)			\$25.00	
1/24/2023	Books: 700-00-55110-310-050		Visa--Baker & Taylor: 3 Books (2037243850)			\$30.84	
1/13/2023	Books: 700-00-55110-310-050		Visa--Baker & Taylor: 22 Books (2037259398)			\$338.54	
1/20/2023	Books: 700-00-55110-310-050		Visa--Baker & Taylor: 19 Books (2037273442)			\$237.40	
1/27/2023	Books: 700-00-55110-310-050		Visa--Baker & Taylor: Return Credit (0003276620)				-\$4.47
1/27/2023	Books: 700-00-55110-310-050		Visa--Baker & Taylor: Return Credit (0003276621)				-\$58.25
1/31/2023	Physical Media (DVDs, CDs, Audio): 700-00-55110-310-050		Visa--Blackstone Audio: 2 Audiobooks (2084650)			\$58.48	
2/16/2023	Physical Media (DVDs, CDs, Audio): 700-00-55110-310-050		Visa--Blackstone Audio: 1 Audiobook (2087044)			\$45.00	
2/8/2023	Programming: 700-00-55110-310-000		Visa--Gempler's: Programming supplies			\$6.38	
2/14/2023	Programming: 700-00-55110-310-000		Visa--Jung's: Seeds for SRP			\$25.85	
2/14/2023	Periodicals: 700-00-55110-310-050		Visa: Our Wisconsin Three Year Subscription			\$34.98	
1/31/2023	General OP: 700-00-55110-310-000		Visa--USPS: B&T Return			\$3.65	
2/16/2023	General OP: 700-00-55110-310-000		Visa--USPS: OLL Return			\$4.13	
2/21/2023	General OP: 700-00-55110-310-000		Visa--USPS: OLL Return			\$4.13	
2/14/2023	General OP: 700-00-55110-310-000		Visa--Walmart: Cleaning supplies			\$44.72	
2/14/2023	Programming: 700-00-55110-310-000		Visa--Walmart: groceries for Cooking with Laura, snacks for after scho			\$75.87	
2/1/2023	Programming: 700-00-55110-310-000		Visa--Walmart: Programming/cleaning supplies			\$38.89	
2/3/2023	Contracts: 700-00-55110-250-000		Xerox: Toner Order (3745444)			\$21.11	
Total						\$1,722.11	-\$62.72

Signature:

Monticello Public Library	Ending Market Value from previous month	Additions (Withdrawals)	Balance After Addtn's/Withdr rawl	Proration of Admin Fee	Interest/ Dividend Income	UnRealized Gains/(Losses)	Realized Gains/(Losses)	Ending Market Value
April 30, 2019	\$ -	\$ 150,001.00	\$ 150,001.00	\$ (70.66)	\$ 123.04	\$ 3,438.96		\$ 153,492.35
May 31, 2019	\$ 153,492.35		\$ 153,492.35	\$ (178.13)	\$ 117.00	\$ (6,198.33)		\$ 147,232.88
June 30, 2019	\$ 147,232.88		\$ 147,232.88	\$ (177.26)	\$ 836.13	\$ 6,390.54		\$ 154,282.28
July 31, 2019	\$ 154,282.28		\$ 154,282.28	\$ (173.55)	\$ 135.18	\$ 530.94		\$ 154,774.85
August 31, 2019	\$ 154,774.85	\$ 36,000.00	\$ 190,774.85	\$ (193.28)	\$ 135.84	\$ (1,744.86)		\$ 188,972.54
September 30, 2019	\$ 188,972.54		\$ 188,972.54	\$ (217.28)	\$ 604.99	\$ 2,104.42		\$ 191,464.68
October 31, 2019	\$ 191,464.68		\$ 191,464.68	\$ (220.25)	\$ 217.51	\$ 2,956.50		\$ 194,418.44
November 30, 2019	\$ 194,418.44		\$ 194,418.44	\$ (223.56)	\$ 131.46	\$ 3,246.13		\$ 197,572.47
December 31, 2019	\$ 197,572.47		\$ 197,572.47	\$ (227.23)	\$ 1,345.21	\$ 3,056.66		\$ 201,747.11
January 31, 2020	\$ 201,747.11		\$ 201,747.11	\$ (230.68)	\$ 72.83	\$ (874.58)		\$ 200,714.67
February 31, 2020	\$ 200,714.67		\$ 200,714.67	\$ (228.93)	\$ 133.02	\$ (10,687.36)		\$ 189,931.41
March 31, 2020	\$ 189,931.41		\$ 189,931.41	\$ (218.30)	\$ 533.11	\$ (21,766.23)		\$ 168,479.98
April 30, 2020	\$ 168,479.98		\$ 168,479.98	\$ (202.37)	\$ 144.85	\$ 12,965.55		\$ 181,388.01
May 31, 2020	\$ 181,388.01		\$ 181,388.01	\$ (208.99)	\$ 137.76	\$ 6,051.63		\$ 187,368.41
June 30, 2020	\$ 187,368.41		\$ 187,368.41	\$ (215.59)	\$ 805.61	\$ 2,465.78		\$ 190,424.21
July 31, 2020	\$ 190,424.21		\$ 190,424.21	\$ (218.96)	\$ 175.61	\$ 6,650.28		\$ 197,031.14
August 31, 2020	\$ 197,031.14		\$ 197,031.14	\$ (222.97)	\$ 135.02	\$ 6,074.04		\$ 203,017.23
September 30, 2020	\$ 203,017.23		\$ 203,017.23	\$ (231.93)	\$ 489.02	\$ (4,378.26)		\$ 198,896.06
October 31, 2020	\$ 198,896.06		\$ 198,896.06	\$ (227.65)	\$ 185.26	\$ (2,222.80)		\$ 196,630.86
November 30, 2020	\$ 196,630.86		\$ 196,630.86	\$ (222.85)	\$ 130.22	\$ 14,510.85		\$ 211,049.08
December 31, 2020	\$ 211,049.08		\$ 211,049.08	\$ (239.76)	\$ 830.69	\$ 5,732.45		\$ 217,372.46
January 31, 2021	\$ 217,372.46		\$ 217,372.46	\$ (236.29)	\$ 75.02	\$ 11.16		\$ 217,222.36
February 28, 2021	\$ 217,222.36		\$ 217,222.36	\$ (244.52)	\$ 81.61	\$ 1,921.01		\$ 218,980.47
March 31, 2021	\$ 218,980.47		\$ 218,980.47	\$ (242.08)	\$ 430.46	\$ 2,210.59		\$ 221,379.44
April 30, 2021	\$ 221,379.11		\$ 221,379.11	\$ (255.78)	\$ 134.38	\$ 6,626.23		\$ 227,884.26
May 31, 2021	\$ 227,884.26	\$ 55,000.00	\$ 282,884.26	\$ (273.52)	\$ 166.56	\$ 1,735.15		\$ 284,512.45
June 30, 2021	\$ 284,512.45		\$ 284,512.45	\$ (288.26)	\$ 977.03	\$ 1,956.69		\$ 287,157.92
July 31, 2021	\$ 287,157.92		\$ 287,157.92	\$ (295.94)	\$ 157.93	\$ 2,499.97		\$ 289,519.87
August 31, 2021	\$ 289,519.87		\$ 289,519.87	\$ (286.29)	\$ 156.85	\$ 3,907.31		\$ 293,297.74
September 30, 2021	\$ 293,297.74		\$ 293,297.74	\$ (296.95)	\$ 550.51	\$ (8,279.66)		\$ 285,271.64

October 31, 2021	\$ 285,271.64	\$ 285,271.64	\$ (286.65)	\$ 164.63	\$ 8,873.01		\$ 294,022.62
November 30, 2021	\$ 294,022.62	\$ 294,022.62	\$ (298.55)	\$ 174.22	\$ (4,658.94)		\$ 289,239.34
December 31, 2021	\$ 289,239.34	\$ 289,239.34	\$ (288.59)	\$ 1,460.21	\$ 3,665.61	72.52	\$ 294,149.09
January 31, 2022	\$ 294,149.09	\$ 294,149.09	\$ (298.61)	\$ 140.24	\$ (13,046.57)	(147.70)	\$ 280,796.44
February 28, 2022	\$ 280,796.44	\$ 280,796.44	\$ (285.17)	\$ 152.07	\$ (5,531.94)	-	\$ 275,131.40
March 31, 2022	\$ 275,131.40	\$ 275,131.40	\$ (279.23)	\$ 495.97	\$ 581.53	-	\$ 275,929.67
April 30, 2022	\$ 275,929.67	\$ 275,929.67	\$ (287.11)	\$ 152.62	\$ (20,424.17)	2,701.37	\$ 258,072.39
May 31, 2022	\$ 258,072.39	\$ 258,072.39	\$ (263.67)	\$ 172.79	\$ 1,134.52	-	\$ 259,116.03
June 30, 2022	\$ 259,116.03	\$ 259,116.03	\$ (265.20)	\$ 1,387.23	\$ (16,658.99)	-	\$ 243,579.07
July 31, 2022	\$ 243,579.07	\$ 243,579.07	\$ (270.16)	\$ 180.30	\$ 13,642.34	-	\$ 257,131.56
August 31, 2022	\$ 257,131.56	\$ 257,131.56	\$ (262.53)	\$ 193.73	\$ (9,411.30)	-	\$ 247,651.47
September 30, 2022	\$ 247,651.47	\$ 247,651.47	\$ (274.40)	\$ 771.06	\$ (19,091.67)	-	\$ 229,056.46
October 31, 2022	\$ 229,056.46	\$ 229,056.46	\$ (255.09)	\$ 33.75	\$ 18,498.45	(9,320.94)	\$ 238,012.63
November 30, 2022	\$ 238,012.63	\$ 238,012.63	\$ (269.69)	\$ 62.50	\$ 18,656.21	(5,383.82)	\$ 251,077.82
December 31, 2022	\$ 251,077.82	\$ 251,077.82	\$ (257.69)	\$ 1,579.75	\$ (7,220.02)	(1,721.30)	\$ 243,458.57
January 31, 2023	\$ 243,458.57	\$ 243,458.57	\$ (269.70)	\$ 42.38	\$ 12,136.39	-	\$ 255,367.64
February 28, 2023	\$ 255,367.64	\$ 255,367.64	\$ (262.90)	\$ 280.87	\$ (6,058.64)	-	\$ 249,326.97

September

Monday 36
 Tuesday 8
 Wednesday 17
 Thursday 13

October

Monday 58
 Tuesday 11
 Wednesday 16
 Thursday 7

November

Monday 33
 Tuesday 19
 Wednesday 21
 Thursday 3

December

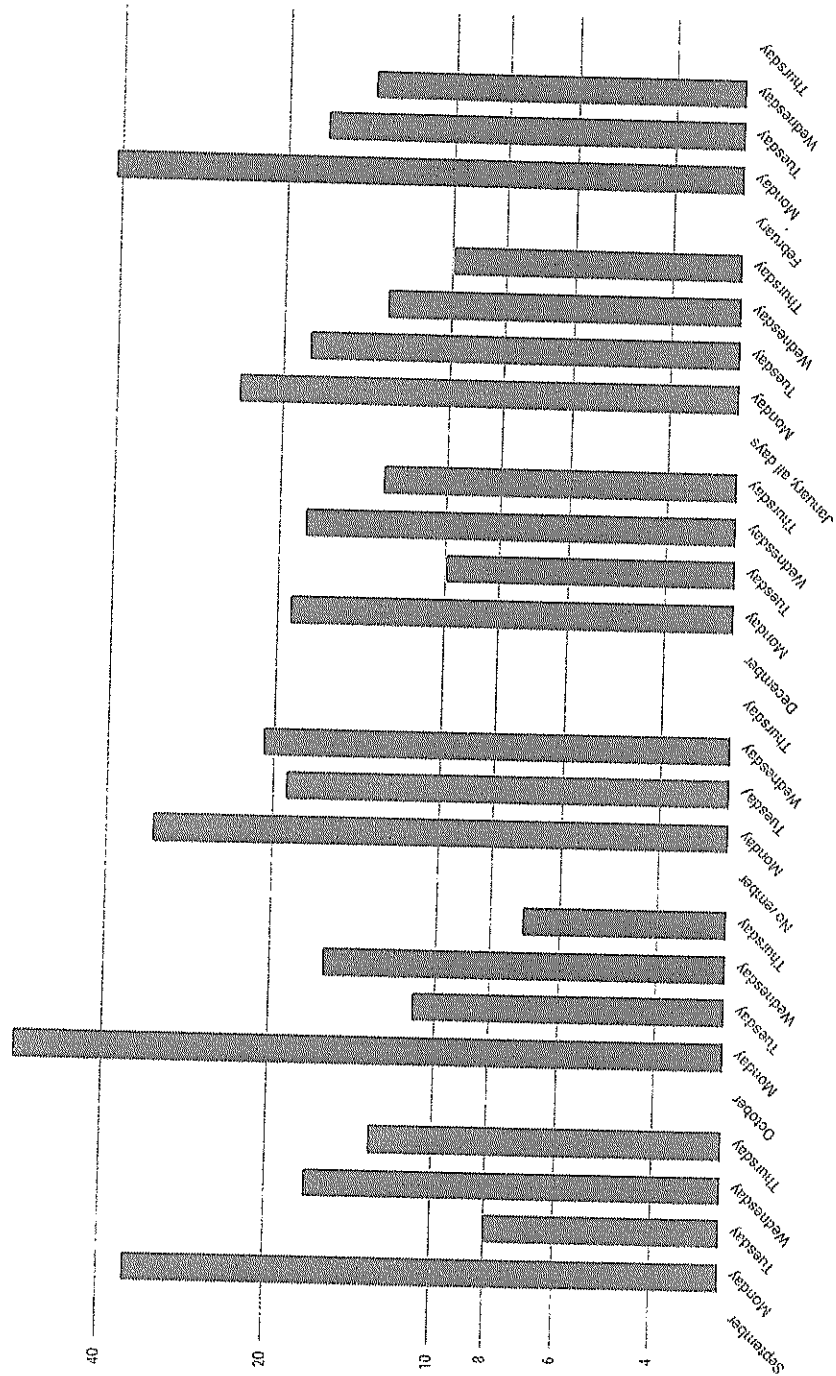
Monday 19
 Tuesday 10
 Wednesday 18
 Thursday 13

January, all days

Monday 24
 Tuesday 18
 Wednesday 13
 Thursday 10

February

Monday 41
 Tuesday 17
 Wednesday 14
 Thursday 0



Volunteer Policy

Volunteers provide our library and community with talent and skills. Volunteer tasks and projects include things that fall outside or beyond the scope of normal operations and staff duties, but which also support and enhance our mission.

A. Volunteer Application

- a. Interested individuals should contact the library director regarding available volunteer opportunities. A volunteer application must also be completed prior to beginning any volunteer work with the Monticello Public Library.
- b. A background check may be required depending upon the scope of the volunteer project.
- c. At the director's discretion, groups interested in volunteering their time to complete a service project may be exempt from filling out a volunteer application.
- d. Minors interested in volunteering at the library must have a parent or guardian signature on their application showing consent.

B. Volunteer Guidelines

- a. Volunteer work is meant to enhance the work and services the library already provides for the community. Examples of volunteer opportunities include but are not limited to: Adopt a Collection shelf maintenance, helping with large programs, help completing large one-time projects, etc.
- b. Volunteers are expected to follow the same rules and dress codes as library staff.
- c. Volunteers will not be financially compensated for any work done on behalf of the library.
- d. Individuals who are completing community service as a requirement for a probationary program or as a court mandate will be required to complete a background check and ultimate placement will be at the discretion of the director. A conviction or history of violent or sexual crimes will automatically bar individuals from the volunteer program.
- e. Volunteers may not be under the influence of alcohol or drugs during their volunteer time at the library.
- f. Volunteers operate under the supervision of the library director. The director provides guidance on approved tasks and projects.

Volunteer Application

Name

Street Address

City, State, Zip

Phone Number

Email

Why do you want to volunteer at the library?

What type of project are you interested in helping with (circle all that apply)?

Adopt a Collection

Helping with programs

Open to anything!

I agree to the attached volunteer policy and understand that I may be required to complete a background check prior to volunteering for the Monticello Public Library. All volunteer tasks and projects will fulfill the library's mission and service needs and are at the discretion of the director.

Signature

Date

Parent/Guardian Signature if under age 18

Date

¶

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, March 14, 2023

1. Stats

	February 2023	February 2022	YTD	2022 YTD
Checkouts	1559	1237	3255	2367
Holds Placed	712	539	1620	1029
Patron Count	481	347	1010	657
Programs/Activities	448	76	676	199

2. Programming

- COMET and Narcan training on March 2 was very well received and we're looking at scheduling a related program in the summer or early fall.
- Walk Over Wednesdays—On March 8 we had a special visit from Sadie Wilkins, our Dairy Queen, and had 41 kids(!)
- Cooking with Laura on February 15 had a full registration and has had lots of positive feedback even a month later so we're looking at continuing to offer cooking programs and working with local experts for presentations.
- We have library programs for most days in March (and April), and many days have multiple program happening—and turnout has been great, too!
- New Thursday morning toddler storytime has started and is slowly growing.
- Story Camp every day during Spring Break for families looking for something to do.
- The author of our March book club pick will be joining us for an author talk during the 10am book club meeting.
- In April, we are looking forward to a Planetarium visit, held at the Ford Dealership (they have tall enough ceilings and is a local partnership) and the Milwaukee County Historical Society's presentation on Prohibition.

3. Village Update

4. Finance Update

- Adjacent County reimbursement

5. Incidents at the Library

- Book complaint about some titles in the kids NF area

6. Projects/Updates

- Rearranging the lobby area has helped us free up a shelf to hold our board game collection; it saw almost immediate increased usage once it had more appealing shelving; since rearranging we have had a notable uptick in people using our space as a place to linger and spend time versus just popping in to grab books and leave

- Local artist Kathleen D'Angelo donated some artwork to the library; she is also putting together a small collection for us to have on loan, so we are working on creating a space that we can showcase local artists.
- Lots of planning for Summer Reading and our community garden
- Collection relabeling continues.
- 1000 Books Before Kindergarten is relaunched; it is tree and growth themed; finishers will get a sapling to plant.



South Central Library System

4610 S. Biltmore Lane • Madison, WI 53718
608/246-5612 • FAX 608/246-7958 • TDD 608/246-7974

Date: March 8, 2023
To: Library Board & Director, **Monticello (MNT)**
From: Tracie Miller, South Central Library System
RE: 2023 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library's 2022 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

Adjacent County	Amount Eligible to Request – payable in 2024 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?
Dane	\$6,313.38	<input checked="" type="radio"/> Yes <input type="radio"/> No
Lafayette	\$63.13	<input checked="" type="radio"/> Yes <input type="radio"/> No

- Please indicate above whether your library would like us to "bill" the adjacent county—**CIRCLE YES OR NO**
- Please sign and date below—both Library Board President and Library Director.

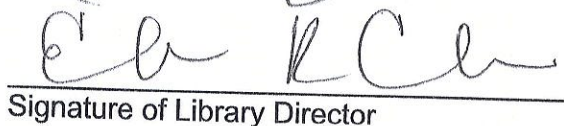
When authorized by this completed form, SCLS will "bill" the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2023, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2024. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form by email to traciemiller@scls.info no later than April 21, 2023.**

Please contact me via e-mail (traciemiller@scls.info) or phone (608-246-5612) if you have questions.

The **Monticello (MNT)** Board of Trustees and the Library Director authorize SCLS to submit the adjacent county reimbursement requests listed above:


Signature of Library Board President

3/14/2023
Date


Signature of Library Director

3/10/2023
Date

