

Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: Monthly Library Board Meeting

Date: Tuesday, April 11th 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	Library Signage	
	Display and Exhibits Policy	
	Shed/Charging Pole Update	
	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, May 9th 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 3/14/2023.

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____

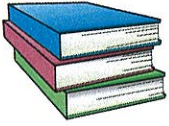
Finance Report

Motion: Approve the Finance Report as given.

Discussion:

1st: _____ 2nd: _____

Vote outcome: _____



Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

New Business

Library Signage

Reason: Review quotes for new outside library signage.

Motion:

Discussion:

1st: _____

2nd: _____

Vote outcome: _____

New Business

Display and Exhibits Policy

Reason: Review the updated Display and Exhibits policy (renamed Displays and Bulletin Boards) 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 and purchasing a new one.

Motion:

Discussion:

1st: _____

2nd: _____

Vote outcome: _____

New Business

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, 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

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

Roll Call:

Ann DeNure	x	Renee Croushore	x (arrived later)
Kenneth Colle	x	Stephen Scanlan	x
Julie Garrison	x	Elizabeth Clauss	x

Guests:

Vicki Colle	
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Agenda

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

Discussion:

1st: Ann DeNure 2nd: Kenneth Colle

Vote outcome: passed, 4/0

Minutes

Motion: Approve the minutes from 2/14/2023.

Discussion:

1st: Kenneth Colle 2nd: Julie Garrison

Vote outcome: passed; 4/0

Finance Report

Motion: Approve the Finance Report as given.

Discussion: Our SCLS Foundation account is doing well, considering the state of the stock market right now.

1st: Ann DeNure 2nd: Julie Garrison

Vote outcome: passed; 4/0



Monticello Public Library

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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: To allow the director discretion in changing Thursday hours based on traffic.

Discussion: Thursdays are quiet—in February we didn't have a single patron on Thursdays between 5-7. This is worse than previous months, but consistent with the trend of it being a very low traffic evening.

1st: Ann DeNure 2nd: Kenneth Colle

Vote outcome: passed; 5/0

New Business

Volunteer Policy

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

Motion: To approve volunteer policy as presented.

Discussion:

1st: Kenneth Colle 2nd: Renee Croushore

Vote outcome: passed; 5/0

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: To donate the current shed to the Fire Department and purchase a new shed using special project funds from CFSW, spending up to \$1000.

Discussion: We continue to need outside storage, especially as programming expands. However, does it make sense to repair the current building or use that money to purchase a new shed and donate the current shed to the Fire Department for training purposes?

1st: Renee Croushore 2nd: Kenneth Colle

Vote outcome: passed; 5/0

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: To look into quotes to purchase a 2-sided sign to mount perpendicular to the road.

Discussion:

1st: Ann DeNure 2nd: Renee Croushore

Vote outcome: passed; 5/0

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: We need to set up meetings with the townships to encourage them to use the library as they financially help support us.

Director's Report

Discussion:

Adjourn

Motion to adjourn at 7:00pm.

1st: Kenneth Colle 2nd: Renee Croushore

Vote outcome: passed; 5/0

Summary of Accounts



Account Type	Account Number	Ending Balance
PRIMETIME BUSINESS INTEREST CHECKING	XXXXXX3523	\$77,176.75

PRIMETIME BUSINESS INTEREST CHECKING-XXXXXX3523

Account Summary

Date	Description	Amount
03/01/2023	Beginning Balance	\$74,631.73
	2 Credit(s) This Period	\$2,576.02
	1 Debit(s) This Period	\$31.00
03/31/2023	Ending Balance	\$77,176.75

Interest Summary

Description	Amount
Interest Earned From 03/01/2023 Through 03/31/2023	
Annual Percentage Yield Earned	0.40%
Interest Days	31
Interest Earned	\$26.02
Interest Paid This Period	\$26.02
Interest Paid Year-to-Date	\$73.65
Average Ledger Balance	\$76,662.18

Account Activity

Post Date	Description	Debits	Credits	Balance
03/01/2023	Beginning Balance			\$74,631.73
03/06/2023	CHECK # 3583	\$31.00		\$74,600.73
03/07/2023	DEPOSIT		\$2,550.00	\$77,150.73
03/31/2023	INTEREST		\$26.02	\$77,176.75
03/31/2023	Ending Balance			\$77,176.75

Checks Cleared

Check Nbr	Date	Amount
3583	03/06/2023	\$31.00

* Indicates skipped check number

Overdraft and Returned Item Fees

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

MONTICELLO PUBLIC LIBRARY
PO BOX 149
MONTICELLO, WI 53570

CASH
15220 2500.00

DATE 3/16/2023

GREENWOOD STATE BANK

2550.00

0.00

2550.00

#0000 03/07/2023 \$2,550.00

ItemNum=169310211227
RtnNum=075903161<TID=37
BusOI=03/07/23
Br=3

075903161<
075903161< St Bx 885
2023-03-07
1693102112
Batch

#0000 03/07/2023 \$2,550.00

MONTICELLO PUBLIC LIBRARY
PO BOX 149
MONTICELLO, WI 53570

3583 79-412720

1/13/2023

Pay to the Order of Assembly Chief Clerk \$ 31.00

Thirty one and 00/100

GREENWOOD STATE BANK

FOR 2 WE flags

#3583 03/06/2023 \$31.00

Credited to Acct
115151515
Return Acct 115151515

#3583 03/06/2023 \$31.00

GENE E. LYNN IRREVOCABLE TRUST
P.O. BOX 1969
GIG HARBOR, WA 98335

COLUMBIA STATE BANK
GIG HARBOR, WA 98335
34-827/1251

15226

PAY

Two Thousand Five Hundred Dollars and 00 Cents

DATE

3/21/2023

AMOUNT

\$2,500.00

TO THE
ORDER
OF

Monticello Public Library
512 East Lake Avenue
Monticello WI 53570

[Signature]
AUTHORIZED SIGNATURE

⑆0⑆5226⑆ ⑆125108272⑆700122023⑆

MONTICELLO PUBLIC LIBRARY

P.O. BOX 149
MONTICELLO, WI 53570

DATE

4/4/23

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

SIGN HERE FOR CASH RECEIVED (IF REQUIRED) *

GREENWOODS
STATE BANK
MONTICELLO, WISCONSIN
www.greenwoods.bank

CASH
*INCLUDING COINS

15226

OR TOTAL FROM OTHER SEE

SUB TOTAL

* LESS CASH
RECEIVED

\$

85.00
2500.00
2585.00
0.00
2585.00

⑆07590316⑆

113523⑆

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Displays and Bulletin Board Policy

As an educational and cultural institution, the Monticello Public Library welcomes exhibits and displays of interest, information, and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be displayed exhibited in the glass exhibit case. The director shall accept or reject material offered for display based on its suitability and availability of the case.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

The library also has a bulletin board available for posting local government notices and minutes, and for advertising library events, community events, and other items of local interest. Priority is given to library events and local government notices/minutes. Other items will be displayed at the discretion of library staff as space allows.

The library will not post advertisements or brochures for businesses, non-public events, personal advertisements, or direct donation requests.

~~Areas available to the public for displays and exhibits are the glass exhibit case and the general bulletin board.~~

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Adopted June 12, 2018

Updated April 11, 2023



MONTICELLO PUBLIC LIBRARY

18 IN TALL - 36 IN WIDE
ALUMINUM SIGN BOARD
DOUBLE SIDED
\$410.00
ADD: \$280.00 FOR
PVC SLOTTED WHITE
POST SLEEVES



Monticello Director's Report

Tuesday, April 11, 2023

1. Stats

	March 2023	March 2022	YTD	2022 YTD	% Change in YTD
Checkouts	1743	1553	4998	3920	27.5%
Holds Placed	853	429	2473	1458	69.62%
Patron Count	760	477	1770	1134	56.08%
Programs/Activities	417	175	1094	374	192.51%

2. Programming

- Regular programs: two weekly storytimes, biweekly Walk Over Wednesdays, and monthly book clubs, Read with a Cop, Homeschool Group, and Read with a Dog
- 4/12: Milwaukee County Historical Society, sponsored by Community Club
- 4/14: Discovery Planetarium, hosted by Monticello Ford
- 4/18: Exercise for Everyone, taught by YMCA instructor Lacy Gilbertson
- 4/27: Identity Theft Prevention with Wisconsin DATCP
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3. Village Update

- New board members elected on the 5th; thank you to Julie Garrison for serving on the board and we'll welcome our new member in May!

4. Finance Update

5. Incidents at the Library

- None

6. Projects/Updates

- Storywalk was approved at the April 5 board meeting; we will feature 3 different stories this summer.
- Storage cleanout continues; we are finalizing shelving plans for the storage room to maximize usable space.
- We are now a vendor for state trail passes and working with Friends of the Badger and Sugar River State Trails on programming for later this year.

