



Monticello Public Library

512 E. Lake Avenue · Monticello, WI 53570

Meeting: **Monthly Library Board Meeting**

Date: Tuesday, May 11th, 2021 at 6:00pm

Meeting Leader: Stephen Scanlan

Location: Library Building, 512 E. Lake Ave, Monticello, WI 53570

ATTENDANCE:

Participant	Present	Participant	Present
Ann DeNure		Janet Willman	
Renee Croushore		Stephen Scanlan	
Robert LaBarre		Katrina Linde-Moriarty	
Guests:			

AGENDA ITEMS:

Start Time	Topic	Lead(s)
6:00 PM	Call to Order/Roll Call	Scanlan
6:05 PM	Public Appearances and Citizen Comments (up to 30 min.)	Scanlan
6:10 PM	Approvals: Agenda, Minutes, Finance	Scanlan
	New Business	
6:25 PM	Annual Board Appointments	Katrina
	Old Business	
7:00 PM	Reopening Update	Katrina
7:05 PM	Director's Report: Village Update, Programming Update, SCLS Update, Finance Update	Katrina
7:20 PM	Adjourn	Scanlan
Next Meeting: Tuesday, June 8th 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		Janet Willman	
Renee Croushore		Stephen Scanlan	
Robert LaBarre		Katrina Linde-Moriarty	

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 4/13/21.

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

Annual Board Appointments

Reason: Annually the Library Board votes to appoint its members to the following positions and committees: President, Vice-President, and Finance Committee.

Motion:

Approve President appointment: _____

Roll Call: Scanlan: DeNure: Croushore: LaBarre: Willman:

Approve Vice-President appointment: _____

Roll Call: Scanlan: DeNure: Croushore: LaBarre: Willman:

Approve Finance Committee appointments: _____

Roll Call: Scanlan: DeNure: Croushore: LaBarre: Willman:

Discussion:

Old Business

Reopening Update

Reason: The library director will give an update to the board on how the May 3rd reopening of the library and the move to Phase 2.

Discussion:

Director's Report

Discussion:

Adjourn

Motion to adjourn at _____.

1st: _____

2nd: _____

Vote outcome: _____



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Meeting: Monthly Library Board Meeting

Date: Tuesday, April 13th, 2021 at 6:00pm

Meeting Leader: Stephen Scanlan

Location: Virtually over Zoom

Zoom Details	https://us02web.zoom.us/j/82552143577
Meeting ID	825 5214 3577
Passcode	53570 (Hint: our zipcode)
To Call in:	Call: 312-626-6799 Enter ID: 825 5214 3577 Enter Passcode: 53570

ATTENDANCE:

Participant	Present	Participant	Present
Ann DeNure		Janet Willman	x
Renee Croushore		Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x
Guests:			

AGENDA ITEMS:

Start Time	Topic	Lead(s)
6:00 PM	Call to Order/Roll Call	Scanlan
6:05 PM	Public Appearances and Citizen Comments (up to 30 min.)	Scanlan
6:10 PM	Approvals: Agenda, Minutes, Finance	Scanlan
	New Business	
6:25 PM	Annual Donation Investment/Use	Katrina
6:40 PM	Summer Library Program Update	Katrina
	Old Business	
7:00 PM	Revised Phased Reopening Guidelines	Katrina
7:05 PM	Director's Report: Village Update, Programming Update, SCLS Update, Finance Update	Katrina
7:20 PM	Adjourn	Scanlan
Next Meeting: Tuesday, May 11th at 6:00 PM		

Item Descriptions for the Monticello Library Board Meeting

Call To Order/Roll Call

Scanlan called the meeting to order at 6:02 pm.

Roll Call:

Ann DeNure		Janet Willman	x
Renee Croushore		Stephen Scanlan	x
Robert LaBarre	x	Katrina Linde-Moriarty	x

Guests: No Public Appearances

Agenda

Motion: Approve the agenda as set.

Discussion:

1st: LaBarre 2nd: Willman

Vote outcome: 3/0 Passed

Minutes

Motion: Approve the minutes from 3/9/2021.

Discussion:

1st: LaBarre 2nd: Willman

Vote outcome: 3/0 Passed

Finance Report

Motion: Approve the Finance Report as given.

Discussion:

1st: Willman 2nd: LaBarre

Vote outcome: 3/0 Passed



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New Business

Annual Donation Investment/Use

Reason: Annually, the library board evaluates the collection, investment, and/or use of donated funds for library projects. This discussion will brainstorm ideas for the year.

Motion: Approve the recommended project budgets and investments of donated funds not to exceed the amounts presented:

\$2,000 Budgeted for Sound Equipment

\$3,000 Budgeted for Summer Library Program

\$1,000 Budgeted for Patio Space

\$55,000 Invested into the Library's South Central Library System Foundation Fund

Discussion: Director talked about the high price of construction and the difficulties with adding a patio space with new concrete. This budget would allow updates using current picnic tables, bike rack and a portion of the parking lot. Director broke down the SLP and Sound Equipment costs. The investment amount would bring the Greenwoods State Bank account to around \$30,000 after the budgeted projects.

1st: LaBarre 2nd: Willman

Vote outcome: 3/0 Passed

Summer Library Program Update

Reason: Every year the library puts together a season long program to keep the community engaged and working towards life-long learning goals. The director will present on the plans for 2021.

Discussion: Director discusses the plans for summer including the reading program, outdoor performances and programs, and prizes for each age group.

Old Business

Revised Phased Reopening Guidelines

Reason: Due to the changing nature of our situation, the library board will evaluate our Phased Reopening Guidelines on a monthly basis.

Last Revised:

5/7/2021

Motion: Revise the Phased Reopening Guidelines as presented and move the library to the Phase 2 service level as outlined on May 3rd, 2021.

Discussion: Board asked clarifying questions around the suggested edits to the Guidelines, staff vaccinations, and risk factors.

1st: LaBarre 2nd: Willman

Vote outcome: 3/0 Passed

Director's Report

Discussion: Director discussed the monthly statistics for the library and unveiled a draft of the new website to be released this summer.

Adjourn

Motion to adjourn at 7:13 pm.

1st: Willman 2nd: LaBarre

Vote outcome: 3/0 Passed



MONTICELLO PUBLIC LIBRARY

512 E. Lake Avenue
Monticello, WI 53570

608-938-4011 • montpublib.director@gmail.com • monticellopubliclibrary.org

		4/2/2021		
Invoice Date	Invoice #/Account	Payee	(Credit)	Amount Due
03/18/21	2035817952	Baker & Taylor		
	700-00-55110-310-050	13 Books		\$272.14
3/22/2021	2035826913	Baker & Taylor		
	700-00-55110-310-050	9 Books		\$105.97
3/24/2021	2035835373	Baker & Taylor		
	700-00-55110-310-050	6 Books		\$70.42
3/18/2021	500179639	Midwest Tape		
	700-00-55110-310-050	1 DVD		\$22.49
3/29/2021	500235949	Midwest Tape		
	700-00-55110-310-050	2 Audiobooks, 7 DVDs		\$208.16
3/10/2021	131132785	Uline		
	700-00-55110-310-000	Office Suplies		\$28.49
3/31/21	2021-32	WJZ Cleaning LLC		
	700-00-55110-350-000	5 Cleanings		\$675.00
3/14/2021	2539091	Xerox		
	700-00-55110-250-000	March Monthly Contract		\$222.32
		Total	\$0.00	\$1,604.99

Signature:

Kate M. M.

4/5/21

Reviewed by Library Board via email



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		4/16/2021		
Invoice Date	Invoice #/Account	Payee	(Credit)	Amount Due
4/1/2021	2035840691	Baker & Taylor		\$83.73
	700-00-55110-310-050	7 Books		
4/2/2021	2035846604	Baker & Taylor		\$66.71
	700-00-55110-310-050	6 Books		
4/7/2021	2035851566	Baker & Taylor		\$424.63
	700-00-55110-310-050	33 Books		
4/14/2021	2035864709	Baker & Taylor		\$157.49
	700-00-55110-310-050	17 Books		
4/2/2021	500255910	Midwest Tape		\$208.94
	700-00-55110-310-050	2 CDs, 2 Audiobooks, 2 DVDs		
4/12/2021	500295091	Midwest Tape		\$36.48
	700-00-55110-310-050	1 CD, 1 DVD		
3/30/2021		Visa Bill		\$176.58
	700-00-55110-310-050	Half Price Books		\$46.92
	700-00-55110-330-000	Zoom: Monthly Subscription		\$15.81
	700-00-55110-310-000	Finance Charge		\$1.93
	700-00-55110-310-000	Previous Balance		\$111.92
4/3/2021		Walmart Bill		\$10.74
	700-00-55110-310-000	Previous Balance + Fee		
		Total	\$0.00	\$1,165.30

Signature:

Kate... 4/19/21

Reviewed by library board via email



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Invoice Date	Invoice #/Account	4/30/2021 Payee	(Credit)	Amount Due
4/21/2021	2035870748	Baker & Taylor		\$66.91
	700-00-55110-310-050	6 Books		
4/23/2021	2035879333	Baker & Taylor		\$81.98
	700-00-55110-310-050	6 Books		
4/27/2021	2035891999	Baker & Taylor		\$99.87
	700-00-55110-310-050	8 Books		
4/19/2021	500326871	Midwest Tape		\$11.24
	700-00-55110-310-050	1 DVD		
4/27/2021	500358841	Midwest Tape		\$84.97
	700-00-55110-310-050	2 Audiobooks, 1 DVD		
4/20/2021	226606	Regez Supply Co. Inc.		\$47.10
	700-00-55110-310-000	Copy Paper & Tape		
4/30/21	2021-43	WJZ Cleaning LLC		\$540.00
	700-00-55110-350-000	2 Cleanings		
4/13/2021	2582614	Xerox		\$222.32
	700-00-55110-250-000	April Monthly Contract + Late Fee		
Total			\$0.00	\$1,154.39

Signature:

Reviewed by Library Board via email

Katherine L. M.

April 2021	1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	Totals	Average	Programs		Youth	Adult
10:00	2	2	1	4	2	2	2	2	1	1	2	5	3	1	1	1	3	2	1	1	4	2	45	2.05	Book Club	0	3	
10:30	0	2	1	2	0	1	0	1	0	0	0	3	0	2	0	0	0	0	0	1	1	1	15	0.68	Total	0	3	
11:00	0	0	1	0	1	1	1	1	1	1	0	1	2	0	0	1	0	0	3	1	0	1	16	0.73	Passive Activities			
11:30	1	0	1	1	0	1	1	0	4	1	1	0	1	0	0	0	2	0	0	0	0	0	14	0.64	Activity Bags (Kids)	80	0	
12:00	0	0	0	0	0	1	0	0	0	0	0	0	2	2	0	0	0	0	0	1	0	1	7	0.32	Activity Bags (Mid)	50	2	
12:30	1	0	0	0	0	1	0	0	0	1	1	0	0	2	0	2	1	2	0	1	0	1	13	0.59	Activity Bags (T/A)	0	12	
1:00	0	0	1	0	1	0	0	0	1	3	2	0	0	0	0	1	0	0	1	1	0	1	12	0.55	Total	130	14	
1:30	1	0	0	0	2	1	1	2	1	2	1	0	1	0	0	0	0	1	2	1	1	0	17	0.77				
2:00	0	0	1	0	0	2	0	1	0	1	17	0	1	0	0	1	1	0	1	2	0	19	2.14	Red: >0.49				
2:30	1	3	4	1	0	1	0	1	1	1	1	1	1	0	1	2	1	0	2	0	1	1	24	1.09	Orange: 0.5-0.74			
3:00	0	1	2	0	4	0	4	3	0	1	1	1	3	3	2	0	6	2	0	2	2	3	40	1.82	Yellow: 0.75-0.99			
3:30	0	0	0	1	3	1	1	2	0	2	3	3	2	0	3	0	3	1	2	4	0	0	31	1.41	Green: 1.00<			
4:00	0	0	0	0	0	1	1	0	0	0	3	0	1	0	1	1	0	0	2	2	0	14	0.64					
4:30	1	0	0	0	1	0	1	1	0	0	4	1	2	0	2	0	1	0	3	0	1	18	0.82					
5:00	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0	0	0	0	0	2	0	0	5	0.18				
5:30	1	0	1	1	0	0	6	1	2	2	2	0	1	0	1	0	4	1	1	0	0	0	24	1.09				
6:00	0	0	1	0	0	0	0	1	0	0	0	0	0	2	0	0	0	0	0	0	0	0	4	0.18				
6:30	1	1	0	1	0	1	2	0	2	2	0	0	0	0	0	1	0	0	1	0	2	0	14	0.64				
Totals	9	9	14	11	14	14	20	17	13	18	38	16	20	13	12	9	22	9	19	19	13	31	360					

