



Slinger Community Library Board of Trustees  
Village Community Room, located at 218 Slinger Rd  
Monday, January 10, 2022 at 4:30pm

## Agenda

### Roll Call and Confirmation of Open Meetings Law

Marlyss Thiel  
Vicky Farr  
Beth Lighthizer

Jane Hignite  
Donna Moldenhauer

Cheryl Korinek  
Katherine Tobey

- I. **Open for Public Comment** (Information will be received from the public; however, no action will be taken on such issues at this time.)
- II. **Director's Report**
  - A. Circulation and Library Use Statistics, – November, December 2021
  - B. Library Program Report: November, December 2021
  - C. Holiday Wish Tree
  - D. Year End Expenditures
- III. **New Business**
  - A. Review and Action
    - i. Minutes of November 8, 2021 meeting
    - ii. November/December Financial/Vouchers Report
    - iii. Circulation Clerk position
- IV. **Announcements**
  - A. Next Meeting Date: Monday, February 14, 2022 – 4:30 pm
- V. **Adjourn Meeting**

The Slinger Community Library Board of Trustees is an informed and dedicated group of citizens, who are committed to supporting, developing, and advancing the library for the benefit of all our patrons, staff, and our community.

This agenda was posted at Slinger Village Hall and Slinger Community Library on Friday, January 7, 2022. Notice was posted at Community Park, Slinger Post Office, and Slinger Piggly Wiggly.

Upon reasonable notice, efforts will be made to accommodate person with disabilities requiring special accommodations for attendance at the meeting. For additional information and to request services, contact the Library Director at (262) 644-6171

It is possible that members of and possibly a quorum of members of other governmental bodies of the Village of Slinger may be in attendance at the above-noted meeting to gather information; no action will be taken by any other governmental body except by the governing body noticed above.

## Memo

To: Slinger Community Library Board of Trustees

From: Leslie Schultz, Library Director

Date: Friday, January 7, 2022

Re: Agenda for Monday, January 10, 2022

## II. DIRECTOR' S REPORT

### A. Circulation and Library Use Statistics-November & December 2021

November total circulations, digital and physical were 7,132, with physical circulations at 5,803 and digital at 1,329. Physical circulations decreased (272 items) from October 2021. Digital circulations increased (19 items) from October 2021. Patron count was 1,696 an increase of 61 patrons from October 2021. Hoopla had 89 downloads in November, an increase of 4 downloads from October.

December total circulations, digital and physical were 6,703 with physical circulations at 5,532 and digital at 1,171. Physical circulations decreased (271 items) from November 2021. Digital circulations decreased (158 items) from November 2021. Patron count was 1,687 a decrease of 9 patrons from November 2021. Hoopla had 81 downloads in December, a decrease of 8 downloads from November.

### B. Library Program Report-November & December

Please see attached program reports

### C. Holiday Wish Tree

During the holiday season \$487.00 was donated to the library. \$50.00 anonymous donation, \$100.00 book donation, and \$337.00 Holiday Wish Tree donations. We plan to purchase a prepaid card for \$487.00 and multiple staff can use to buy programming supplies or collection items if they are shopping locally.

### D. Year End Expenditures

Please see attached 2021 Year End Expenditures spreadsheet and picture pages. Currently, we have spent \$9,012.22. This amount will increase because there are a few items that have not been quoted or purchased. The Uptown Charging Bench will be purchased through a grant from the Village.

## III. NEW BUSINESS

### iii. Circulation Clerk position

We will be advertising in the next week for a Circulation Clerk for 15 hours a week at \$12.15. The previous clerk had a health condition that did not allow her to work at this library.

**Please contact me with any questions, comments or concerns before the meeting so that I may be prepared to answer them at the library board meeting. Have a great weekend!**

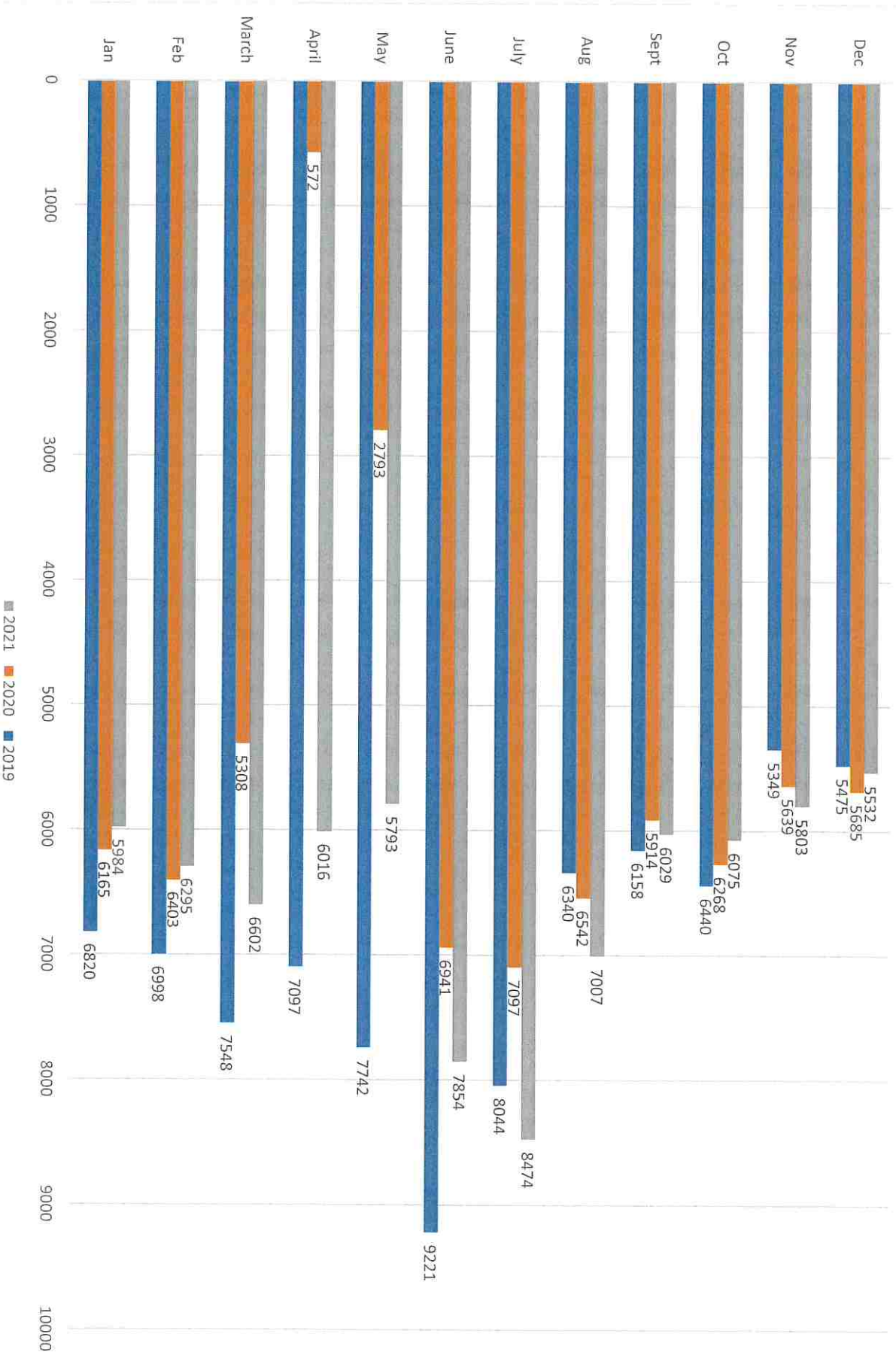
# November 2021 Slinger Library Statistics

	2019		2020		2021		
<b>Circulation Activity</b>	Month	Yr End	Month	Yr End	Month	YTD	Notes
Number of Days Open	23	297	22	246	23	272	
Patron Count	2091	27,992	1,419	16,466	1,696	21,013	
New Cards Issued	8	388	17	314	17	207	
<b>Print</b>	Month	Yr End	Month	Yr End	Month	YTD	
Items Checked Out	5,355	84,107	5,641	65,338	5,804	71,948	
Items Checked In	0	78,715	4,698	57,289	5,197	61,674	
Holds Placed	1,591	21,038	1,865	21,040	1,648	19,751	
<b>Digital</b>	Month	Yr End	Month	Yr End	Month	YTD	
Libby & Overdrive Checkouts	726	8,084	906	11,272	1,240	13,057	
RBDigital & Hoopla Checkouts			48	950	89	290	
<b>Databases</b>	Month	Yr End	Month	Yr End	Month	YTD	
AtoZ Databases Logins	0	38	1,004	40,198	854	7,414	
Ancestry.com Logins	0	11	7	859	38	1,023	
Gale Courses Taken	6	55	1	25	0	14	
Pronunciator Logins	0	0	12	96	27	198	
<b>Breakdown of Check Out Numbers</b>	Month	Yr End	Month	Yr End	Month	YTD	
Slinger	2541	40,666	2,420	29,768	2,475	30,826	
Wash Co Non Lib	2,540	38,432	2,800	31,520	2,942	36,187	
Wash Co Cities	158	4,120	393	3,376	292	3,695	
Outside Wash Co	110	888	26	656	94	1,198	
<b>Total Circulation Digital &amp; Physical</b>			Month	Yr End	Month	YTD	
			6,593	77,495	7,132	85,281	
<b>Interlibrary Loan Activity-WISCAT</b>	Month	Yr End	Month	Yr End	Month	YTD	
Borrower - Requests from SL Patrons	31	198	13	74	0	80	
Lender - Requests from other libraries	7	229	2	34	1	26	
<b>Library Programming</b>	Month	Yr End	Month	Yr End	Month	YTD	
<b>Adult/Other Programs</b>		97	1	22	8	40	
Adult Program Attendance		1,935	8	264	57	303	
Adult Self Directed Programs		2	3	15	0	15	
Adult Self Directed Participation		103	153	412	0	306	
<b>Teen Programs</b>		30	0	3	4	19	
Teen Program Attendance		231	0	17	34	177	
Teen Self Directed Programs		1	1	9	0	11	
Teen Self Directed Attendance		13	10	71	0	136	
<b>Childrens Programs</b>		112	3	51	11	70	
Childrens Programs Attendance		3,043	17	783	156	1,320	
Childrens Self Directed Programs		3	5	28	4	48	
Childrens Self Directed Attendance		595	134	835	155	1,687	
<b>Other Library Services Offered</b>	Month	Yr End	Month	Yr End	Month	YTD	
Wifi Logins			390	3,945	417	4,417	
Internet Logins	117	1,615	80	859		598	
PAC Logins	1732	20,641	1,600	20,952	1,337	17,216	
<b>Other Library Statistics</b>	Month	Yr End	Month	Yr End	Month	YTD	
Community Meetings	8		0	23	4	10	
Community Meetings Attendance			0	118	60	75	
Facebook Reach			1,390	20,402	2,250	22,959	
Website Visits		22,073	3,672	42,767	3,195	46,173	
Number of Volunteers			0	9	0	23	
Volunteer Hours			0.00	22.75	0.00	26.00	
<b>Reference Statistics</b>	Month	Yr End	Month	Yr End	Month	YTD	
Reference Questions	82	898	95	881	56	996	
Computer & Technology Assistance	31	214	20	252	14	212	

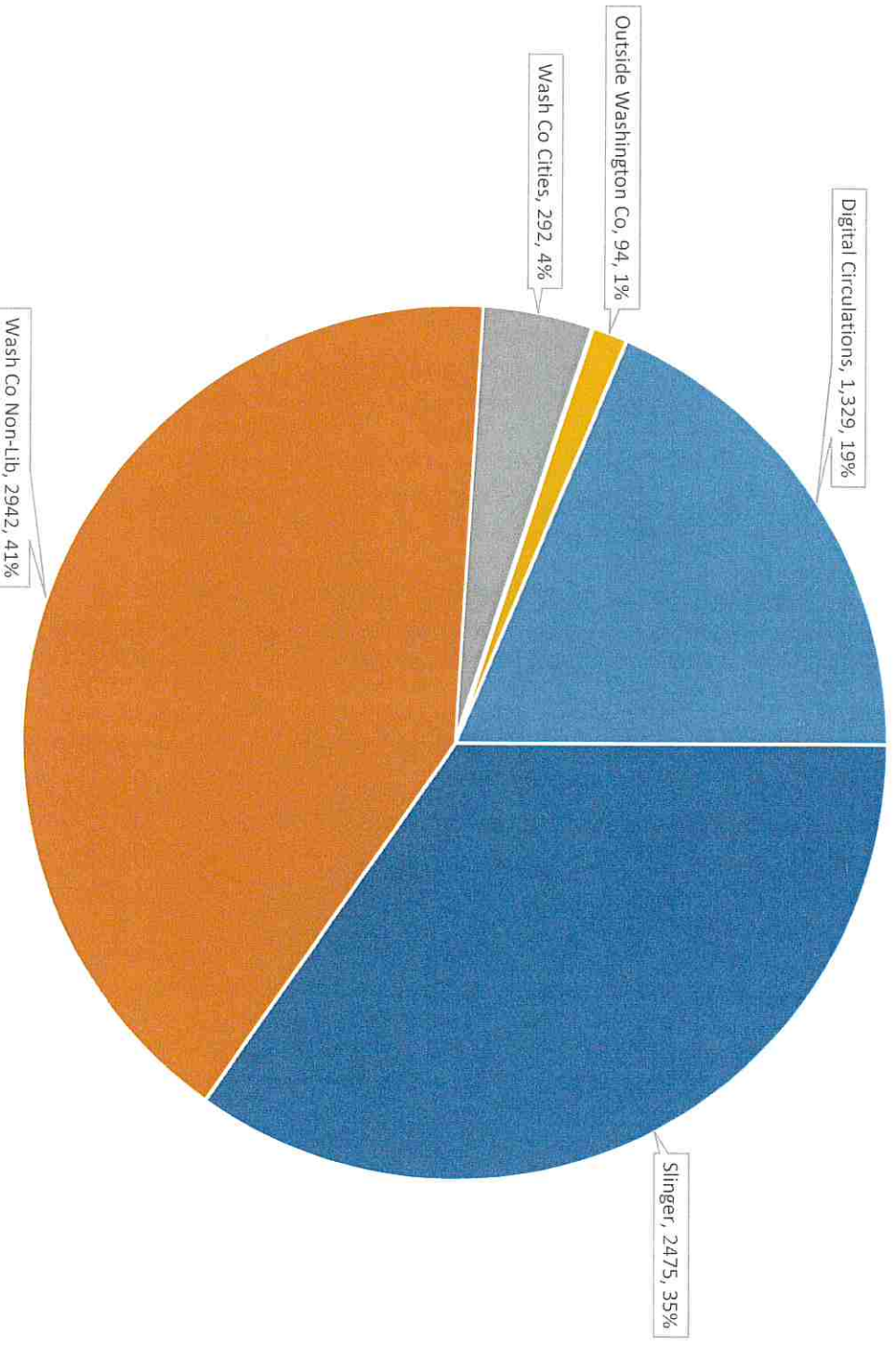
## December 2021 Slinger Library Statistics

	2019		2020		2021		
<b>Circulation Activity</b>	Month	Yr End	Month	Yr End	Month	YTD	Notes
Number of Days Open	23	297	23	246	23	295	
Patron Count	1844	27,992	1,251	16,466	1,687	22,700	
New Cards Issued	12	388	8	314	25	232	
<b>Print</b>	Month	Yr End	Month	Yr End	Month	YTD	
Items Checked Out	5,475	84,107	5,685	65,338	5,533	77,481	
Items Checked In	0	78,715	4,844	57,289	4,497	66,171	
Holds Placed	1,452	21,038	1,803	21,040	1,650	21,401	
<b>Digital</b>	Month	Yr End	Month	Yr End	Month	YTD	
Libby & Overdrive Checkouts	784	8,084	1,020	11,272	1,090	14,147	
RBDigital & Hoopla Checkouts			43	950	81	371	
<b>Databases</b>	Month	Yr End	Month	Yr End	Month	YTD	
AtoZ Databases Logins	0	38	844	40,198	647	8,061	
Ancestry.com Logins	0	11	4	859	33	1,056	
Gale Courses Taken	5	55	0	25	3	17	
Pronunciator Logins	0	0	12	96	1	199	
<b>Breakdown of Check Out Numbers</b>	Month	Yr End	Month	Yr End	Month	YTD	
Slinger	2676	40,666	2,462	29,768	2,422	33,248	
Wash Co Non Lib	2,543	38,432	2,898	31,520	2,740	38,927	
Wash Co Cities	166	4,120	286	3,376	301	3,996	
Outside Wash Co	86	888	39	656	69	1,267	
<b>Total Circulation Digital &amp; Physical</b>			Month	Yr End	Month	YTD	
			6,748	77,495	6,622	91,903	
<b>Interlibrary Loan Activity-WISCAT</b>	Month	Yr End	Month	Yr End	Month	YTD	
Borrower - Requests from SL Patrons	17	198	4	74	0	80	
Lender - Requests from other libraries	6	229	4	34	1	27	
<b>Library Programming</b>	Month	Yr End	Month	Yr End	Month	YTD	
<b>Adult/Other Programs</b>		97	1	22	7	47	
Adult Program Attendance		1,935	3	264	23	326	
Adult Self Directed Programs		2	3	15	0	15	
Adult Self Directed Participation		103	74	412	0	306	
<b>Teen Programs</b>		30	0	3	2	21	
Teen Program Attendance		231	0	17	19	196	
Teen Self Directed Programs		1	1	9	0	11	
Teen Self Directed Attendance		13	10	71	0	136	
<b>Childrens Programs</b>		112	3	51	9	79	
Childrens Programs Attendance		3,043	19	783	450	1,770	
Childrens Self Directed Programs		3	5	28	3	51	
Childrens Self Directed Attendance		595	83	835	90	1,777	
<b>Other Library Services Offered</b>	Month	Yr End	Month	Yr End	Month	YTD	
Wifi Logins			299	3,945	410	4,827	
Internet Logins	1473	1,615	28	859	64	662	
PAC Logins	1791	20,641	1,592	20,952	1,306	18,522	
<b>Other Library Statistics</b>	Month	Yr End	Month	Yr End	Month	YTD	
Community Meetings	7		0	23	4	14	
Community Meetings Attendance	266		0	118	58	133	
Facebook Reach			1,240	20,402	2,904	25,863	
Website Visits		22,073	3,837	42,767	4,221	50,394	
Number of Volunteers			0	9	0	23	
Volunteer Hours			0.00	22.75	0.00	26.00	
<b>Reference Statistics</b>	Month	Yr End	Month	Yr End	Month	YTD	
Reference Questions	69	898	83	881	95	1,091	
Computer & Technology Assistance	24	214	11	252	48	260	

### 3 yr Physical Circulation Statistics

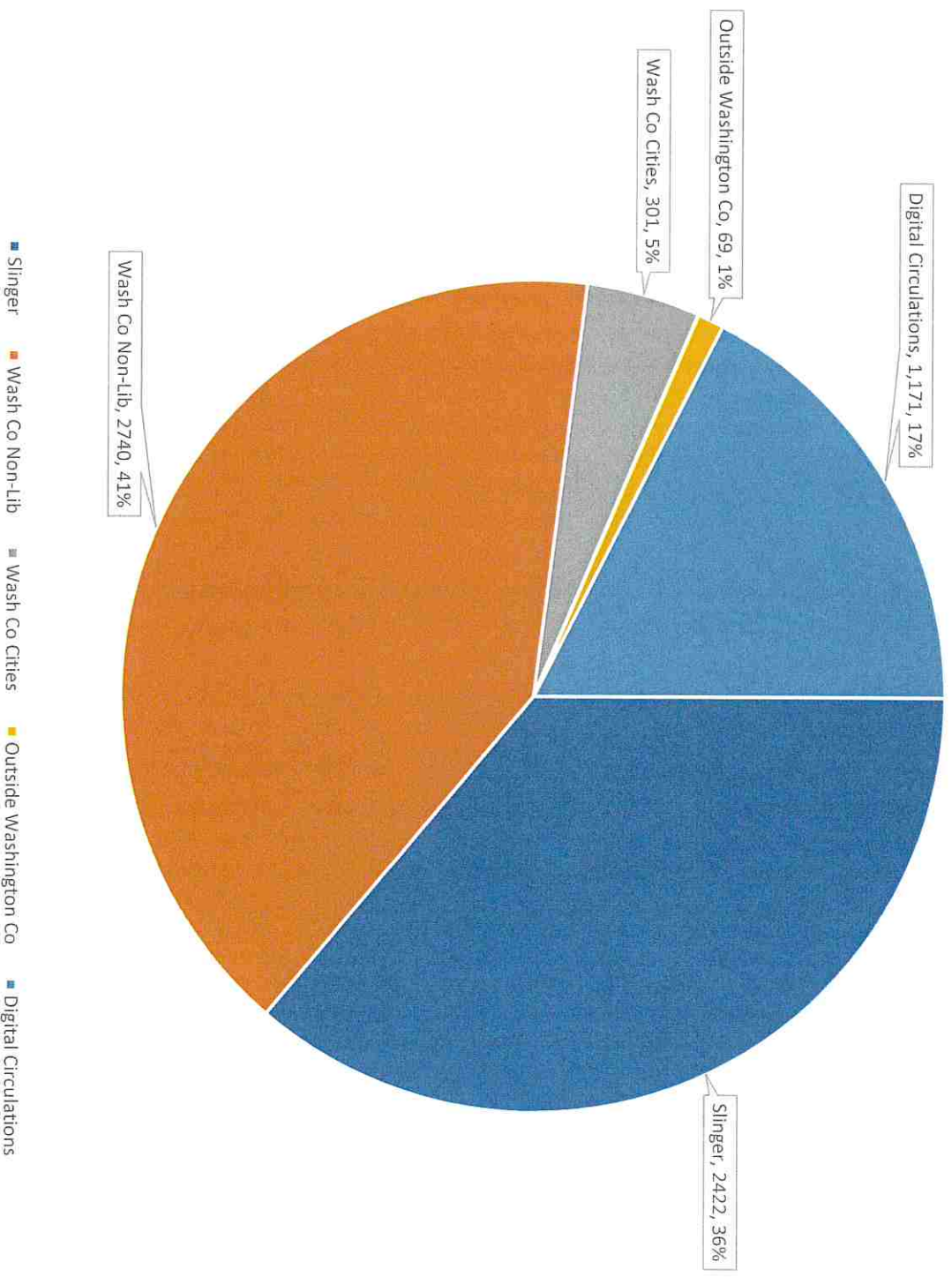


November 2021 Total Circulations  
Digital 1,329 & Physical 5,803



- Slinger
- Wash Co Non-Lib
- Wash Co Cities
- Outside Washington Co
- Digital Circulations

December 2021 Total Circulations  
Digital 1,171 & Physical 5,532



## November 2021 Programming

Take n' Makes	Theme	# of Kits
Lil' Bookworms Story Time Take 'n Make (0-5) #1	Fall Food	30
Lil' Bookworms Story Time Take 'n Make (0-5) #2	Manners	40
Lil' Bookworms Story Time Take 'n Make (0-5) #3	Thanksgiving	30
Di-November Family Program Take 'n Make (all ages)	Dinos	55

Program	Theme	# Participants
Lil' Bookworms Story Time (0-5) #1A	Fall Food	13
Lil' Bookworms Story Time (0-5) #1B		22
Lil' Bookworms Story Time (0-5) #2A	Manners	14
Lil' Bookworms Story Time (0-5) #2B		27
Lil' Bookworms Story Time (0-5) #3A	Thanksgiving	7
Lil' Bookworms Story Time (0-5) #3B		19
Lil' Bookworms Story Time (0-5) #4A	December Holidays	8
Kids Klub (6-10) #1	Grateful Goodies	3
Kids Klub (6-10) #2	Paper Pumpkins	6
Kids Klub (6-10) #3	Harvest Games	Cancelled
Teen Thursday (11-18) #1	Ombre Pinecones	12
Teen Thursday (11-18) #2	Thanksgiving Treats	9
Teen Thursday (11-18) #3	Space Jam: A New Legacy Movie Night	5
TAB Meeting	November Meeting	8
Craftermorning at the Library (19+)	Give Thanks Paint Party	19
Flicks 4 Grown-Ups (19+)	Old	2
Waukesha County Historical Society (19+)	Aluminum Cookware	0
The Art of Cake Decorating (18+)	Christmas Theme	21
Knot Just Knitting (19+)	November Knot Just Knitting	1
Monday Afternoon Book Club (19+)	The Giver of Stars	4
Pints & Pages (19+)	Anxious People	10
Tech Talk (19+)	Badgerlink	0
Family Program (all ages)	Di-November	37



## December 2021 Programming

Take n' Makes	Theme	# of Kits
Lil' Bookworms Story Time Take 'n Make (0-5) #1	December Holiday	25
Lil' Bookworms Story Time Take 'n Make (0-5) #2	Christmas Trees	40
Lil' Bookworms Story Time Take 'n Make (0-5) #3	Season of Giving	45

Program	Theme	# Participants
Lil' Bookworms Story Time (0-5) #1A	December Holidays	16
Lil' Bookworms Story Time (0-5) #2A	Christmas Trees	8
Lil' Bookworms Story Time (0-5) #2B		24
Lil' Bookworms Story Time (0-5) #3A	Season of Giving	11
Lil' Bookworms Story Time (0-5) #3B		25
Kids Klub (6-10) #1	Kids Klub (Wooden Spoon Christmas Crafts)	2
Kids Klub (6-10) #2	(Holiday Minute-to-Win-It Games)	10
Family Program (3 days)	Harry Potter Escape Room	41
Teen Thursday (11-18) #1	(DIY Snow Globes)	11
Teen Thursday (11-18) #2	(Elf Movie Night & Gingerbread House Competition)	8
Craftermorning at the Library (19+)	Wine Cork Ornaments	12
Flicks 4 Grown-Ups (19+)	Jungle Cruise	2
Guest Speaker Presentation (19+) #3	Winter in Wisconsin	0
Knot Just Knitting (19+)		0
Monday Afternoon Book Club (19+)	Band of Sisters	4
Pints & Pages (19+)	The Hitch hiker's Guide to the Galaxy	5
Tech Talk (19+)	Monarch2Go App & Monarch Catalog	0
Family Program (all ages)	Vocal Jazz Choir Performance & Cookie Decorating	115

## 2021 End of Year Expenditures

### Marketing/Supplies/Children's Area

Slatwall Brochure Holder 10Hx 8-3/4		2	33.60	\$	67.19
Single Slatwall Bookmark Holder		4	6.29	\$	25.17
Slatwall Leaflet 8-3/4x2-1/2		2	9.32	\$	18.64
Plastic Sign Holder Horiz. 8-1/2x11		4	12.59	\$	50.37
Plastic Sign Holder Vert. 11x8-1/2		4	12.59	\$	50.37
Top Loading Vertical Sign 11x 8-1/2		4	13.69	\$	54.74
Top Loading Horizontal 8-1/2x11		4	13.69	\$	54.74
Top Loading Horiz. 5x7		2	7.98	\$	15.95
Top Loading Vert. 7x5		2	8.65	\$	17.29
Powercube Original USB		4	23.21	\$	92.84
9 fleece zip ups	4imprint			\$	257.81
9 logo t-shirts	Etsy			\$	254.89
"Book Sale" Sign	Foerster Signs			TBD	
"Information" Sign	Foerster Signs			TBD	
Flexible Cord Covers	Amazon			TBD	
Strictly Briks 204 Piece Big Briks				\$	37.60
Infobase Duo Sign Stand 11x17				\$	314.90
Mobile Hardcover Book Spinner	48x24x24			\$	850.70
12 Port Space Saving AC Charter				\$	215.26
End Of Range Lego Panel	30-1/4x15-1/16			\$	432.40
Flannelboard Activity	34x19D			\$	394.80
				\$	3,205.66

### Staff Appreciation

9 Aldi \$50 gift cards	Aldi			\$	400.00
Olive Garden Dinner	Olive Garden			\$	211.31
				\$	611.31

### Circulation/Library of Things

Ukelele	Amazon			\$	50.00
Bocce Ball Set	Amazon			\$	40.00
Air Fryer	Amazon			\$	150.00
Pickle Ball Set	Amazon			\$	45.00
Portable DVD player	Amazon			\$	85.00
VHS to Digital Converter	Amazon			\$	160.00
Packaging for Circ	Amazon			\$	100.00
				\$	630.00

### Technology

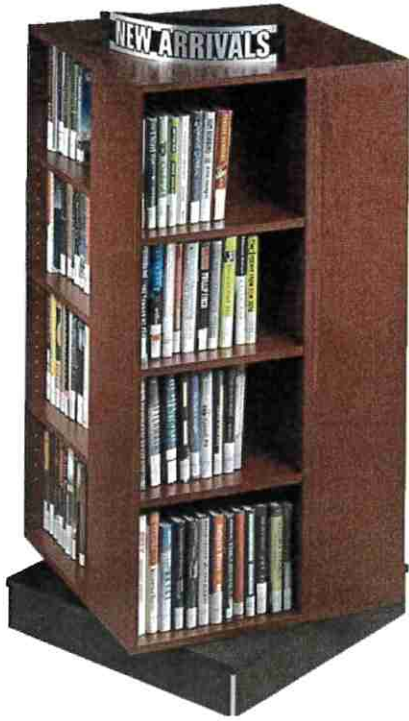
4 receipt printers	Star Micronics TSP700II Series	\$340 each IT order		\$	1,360.00
4 laptops	Dell Latitude 3520	\$801.31 each IT order		\$	3,205.25
				\$	4,565.25

### Programs

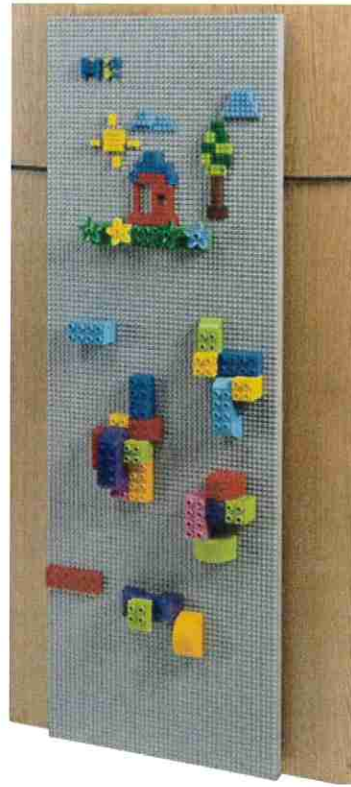
Projector	Amazon			TBD	
Inflatable Movie Screen	Amazon			TBD	
				\$	-

**TOTAL** \$9,012.22

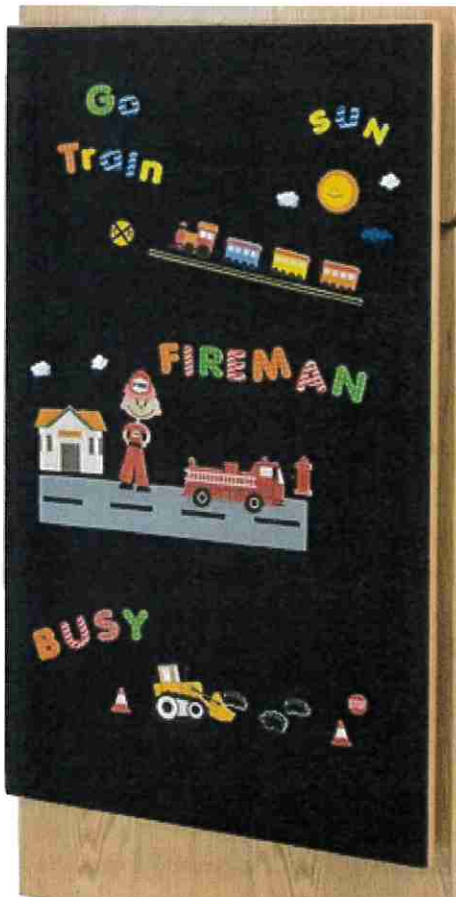
Mobile Book Display for Teens



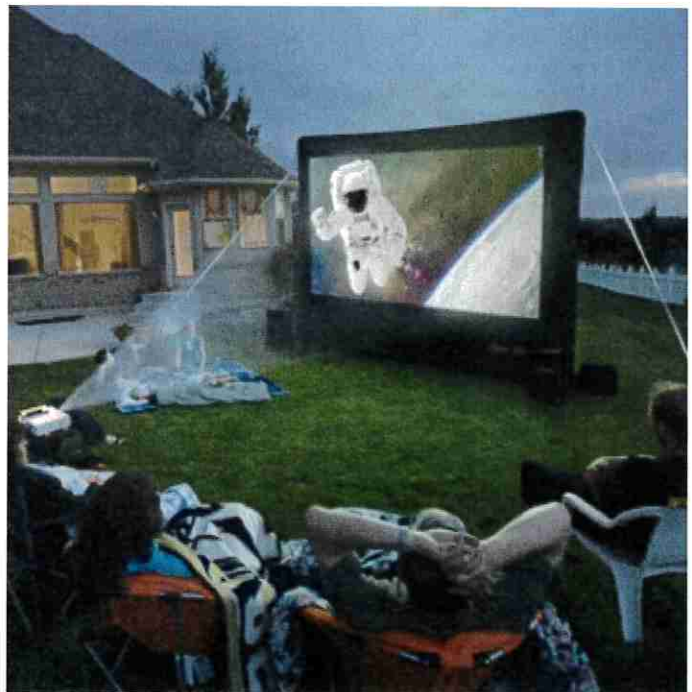
End of Range Lego Panel Children's Area



End of Range Lego Panel Children's Area



Outdoor Movie Screen and Projector



Slatwall holders



Receipt Printers (4)



Powercubes (4)



12 port Charging Station



11x17 Sign Stand



Strictly Briks Big Set



Uptown Charging Bench



November minutes of the Slinger Community Library Board  
Monday, November 8, 2021

The meeting of Slinger Community Library Board of Trustees of the Village of Slinger was called to order by Library Board President Marlyss Thiel at 218 Slinger Road, Slinger, WI at 4:30pm on November 8, 2021 in accordance with Notice of Meeting delivered to members on November 5, 2021.

**Roll Call and Confirmation of Open Meetings Law:**

	<u>Present</u>	<u>Absent</u>
Marlyss Thiel	X	
Donna Moldenhauer	X	
Vicky Farr	X	
Jane Hignite	X	
Beth Lighthizer	X	
Katherine Tobey	X	
Cheryl Korinek	X	
	<hr/>	
	7	

Also present:

Leslie Schultz, Library Director

Margaret Wilber, Village Administrator

Jim Haggerty, Village Engineer & Director of Public Works

**I. Open for Public Comment**

**II. Director's Report**

A. Circulation and Library Use Statistics

Director Schultz stated October total circulations, digital and physical were 7,385 with physical circulations at 6,075 and digital at 1,310. Physical circulations increased (46 items) from September 2021. Digital circulations increased (6 items) from September 2021. Patron count was 1,635 a decrease of 91 patrons from September 2021. Hoopla had 77 downloads in October with digital audiobooks(36) and ebooks(18) being downloaded the most.

B. Library Program Report-October

Director Schultz shared the October program report.

C. Holiday Wish Tree

Director Schultz shared the Holiday Wish Tree will have bookmarks attached to ornaments with \$3, \$5, \$10 donation amounts. The patrons can take the bookmark and will be given a bag of Christmas candy as a thank you for their donation to the library. Director Schultz stated the tree should be up by Monday, November 15<sup>th</sup>.

**III. New Business.**

i. Minutes of October 11, 2021 meeting

Motion by Moldenhauer/Lighthizer to accept minutes as presented. Motion carried.

ii. October Financial/Vouchers Report

Motion by Tobey/Hignite to accept vouchers as presented. Motion carried.

iii. Village Expansion Project

Village Engineer Haggerty and Village Administrator Wilber spoke about the expansion of the Village, the need for the expansion with the library and police department space issues, and what steps were already taken in 2016. Village Engineer Haggerty and Village Administrator Wilber also stated this topic will be brought up at the December Village Board meeting.

iv. December Library Board Meeting

Motion by Lighthizer/Moldenhauer to not hold a Library Board meeting in December. Motion carried.

v. 2021 Budget Review

Director Schultz stated there will be a surplus of funds at the end of 2021. Director Schultz gave a list of items for consideration to purchase.

Motion by Lighthizer/ Hignite to purchase items, up to \$15,000, on items from the list provided by Library Director. Motion carried.

**V. Announcements:**

A. Next Meeting Date: Monday, December 13, 2021 at 4:30pm

**VI. Adjourn Meeting**

Motion by Moldenhauer/Lighthizer to adjourn at 4:51pm. Motion carried.

Respectfully Submitted, Leslie Schultz, Library Director

**VOUCHERS NOVEMBER 2021**

**230-00-55110-300-000 Processing Materials Supplies & Expense**

Date	Description	Invoice #	Debit	Balance
				\$ 1,041.59
11/8/2021	DEMCO-processing supplies		\$155.10	\$ 886.49
11/8/2021	Costco-paper products		\$66.23	\$ 820.26
11/8/2021	Walmart-HDMI and Ipad adapter		\$75.41	\$ 744.85
11/8/2021	Amazon-2022 Wall calendar		\$22.52	\$ 722.33
11/8/2021	Amazon-monthly planner		\$12.98	\$ 709.35
11/8/2021	DEMCO-DVD cases		\$235.16	\$ 474.19
		<b>TOTAL SPENT</b>	<b>\$567.40</b>	

**230-00-55110-310-000 Central Services**

Date	Description	Invoice #	Debit	Balance
				\$23,552.00
1/1/2021	Village of Slinger		\$23,552.00	
		<b>TOTAL SPENT</b>	<b>\$23,552.00</b>	<b>\$0.00</b>

**230-00-55110-320-000 Programs**

Date	Description	Invoice #	Debit	Credit	Balance
					\$860.52
11/5/2021	Amazon-YA program supplies		\$3.09		\$857.43
11/5/2021	Amazon-AD program Supplies		\$67.85		\$789.58
11/5/2021	Social Artworking-craft program for AD		\$53.25		\$736.33
11/5/2021	Michaels-craft program supplies for AD		\$54.82		\$681.51
11/5/2021	Pizza Hunt-Teen Movie		\$17.41		\$664.10
11/5/2021	Joann-Teen Program supplies		\$46.68		\$617.42
11/5/2021	Pick n Save-TN program supplies		\$38.35		\$579.07
11/5/2021	Dollar Tree-TN programming supplies		\$55.00		\$524.07
11/5/2021	Piggly Wiggly-TN program supplies		\$18.75		\$505.32
11/5/2021	Walmart=TN & TAB supplies		\$61.63		\$443.69
11/8/2021	Amazon-plastic tablecover		\$38.78		\$404.91
11/8/2021	Amazon-Food storage bags		\$35.00		\$369.91
		<b>TOTAL SPENT</b>	<b>\$490.61</b>		

**230-00-55110-325-000 Marketing**

Date	Description	Invoice #	Debit	Balance
				\$ 382.55
11/5/2021	Facebook-boosting post		\$1.16	\$ 381.39
11/5/2021	monthly bill for SignUpGenius-marketing tool		\$9.99	\$ 371.40
		<b>TOTAL SPENT</b>	<b>\$11.15</b>	

**230-00-55110-330-000 Training**

Date	Description	Invoice #	Debit	Balance
				\$ 1,052.00
11/4/2021	Target-starbucks cards		\$50.00	\$ 1,002.00
11/4/2021	Panera Bread-SDD		\$169.69	\$ 832.31
		<b>TOTAL SPENT</b>	<b>\$219.69</b>	



**VOUCHERS NOVEMBER 2021**

**230-00-55110-350-000 Repair and Maintenance**

Date	Description	Invoice #	Debit	Balance
				\$1,447.52
		TOTAL SPENT		

**230-00-55110-530-000 Central Site Services-Building**

Date	Description	Invoice #	Debit	Balance
1/1/2021	Village of Slinger		\$35,408.00	\$35,408.00
		TOTAL SPENT	\$35,408.00	\$0.00

**230-00-55110-726-000 Contracted Services Payments**

Date	Description	Invoice #	Debit	Credit	Balance
					(\$724.78)
		TOTAL SPENT	\$0.00		

**230-00-55110-800-000 - Library Capital Outlay/Collections**

Date	Description	Invoice #	Debit	Balance
				\$7,962.26
	Ingram		\$1,601.91	\$6,360.35
	Midwest Tape-Hoopla		\$149.62	\$6,210.73
	Amazon		\$513.16	\$5,697.57
		TOTAL SPENT	\$ 2,264.69	

**230-00-55110-830-000 Technology**

Date	Description	Invoice #	Debit	Balance
				\$2,746.92
		TOTAL SPENT	\$ -	

**230-00-55110-101-000 Salary/Wages 1/1/2020-5/31/2020**

Date	Description	YTD Actual	Budget	Unexpended	% Used
9/30/2021	Library Department Head Salary	\$47,844.72	\$53,850.80		88.9%
9/30/2021	P/T Wages (w/benefits)	\$56,260.20	\$66,838.60		84.2%
9/30/2021	P/T Wages	\$31,823.01	\$42,455.60		75.0%
		\$135,927.93	\$ 163,145.00		83.3%

**VOUCHERS DECEMBER 2021**

**230-00-55110-300-000 Processing Materials Supplies & Expense**

Date	Description	Invoice #	Debit	Balance
				\$ 474.19
12/8/2021	ACE Hardware-Timer for Tree		\$7.37	\$ 466.82
12/8/2021	Amazon-office supplies		\$17.42	\$ 449.40
12/8/2021	Walmart-Wish tree supplies		\$14.73	\$ 434.67
12/8/2021	Amazon -Wish tree supplies		\$7.99	\$ 426.68
		<b>TOTAL SPENT</b>	<b>\$47.51</b>	

**230-00-55110-310-000 Central Services**

Date	Description	Invoice #	Debit	Balance
				\$23,552.00
1/1/2021	Village of Slinger		\$23,552.00	
		<b>TOTAL SPENT</b>	<b>\$23,552.00</b>	<b>\$0.00</b>

**230-00-55110-320-000 Programs**

Date	Description	Invoice #	Debit	Credit	Balance
					\$369.91
12/6/2021	Amazon-AD Craft supplies-wine cork ornaments		\$15.20		\$354.71
12/6/2021	Walmart-AD craft supplies-Cake decorating		\$41.52		\$313.19
12/6/2021	Amazon-AD Craft supplies-wine cork ornaments		\$59.98		\$253.21
12/8/2021	Amazon-TN Fall programming		\$17.98		\$235.23
12/8/2021	Piggly wiggly-TAB snacks		\$18.16		\$217.07
12/8/2021	Piggly wiggly-AD program supplies		\$7.56		\$209.51
12/8/2021	Amazon-AD program Supplies		\$7.65		\$201.86
12/8/2021	Amazon-AD program Supplies		\$9.99		\$191.87
12/8/2021	Amazon-Escape Room supplies		\$13.99		\$177.88
12/8/2021	Amazon-Escape Room supplies		\$19.28		\$158.60
12/8/2021	Amazon-Escape Room supplies		\$9.48		\$149.12
12/8/2021	Amazon-TN Fall programming		\$19.44		\$129.68
		<b>TOTAL SPENT</b>	<b>\$240.23</b>		

**230-00-55110-325-000 Marketing**

Date	Description	Invoice #	Debit	Balance
				\$ 371.40
12/8/2021	monthly bill for SignUpGenius-marketing tool		\$9.99	\$ 361.41
12/8/2021	Etsy-Staff logo t-shirts		\$254.89	\$ 106.52
		<b>TOTAL SPENT</b>	<b>\$264.88</b>	

**230-00-55110-330-000 Training**

Date	Description	Invoice #	Debit	Balance
				\$ 1,052.00
11/4/2021	Target-starbucks cards		\$50.00	\$ 1,002.00
11/4/2021	Panera Bread-SDD		\$169.69	\$ 832.31
		<b>TOTAL SPENT</b>	<b>\$219.69</b>	

**VOUCHERS DECEMBER 2021**

**230-00-55110-350-000 Repair and Maintenance**

Date	Description	Invoice #	Debit	Balance
				\$1,447.52
		<b>TOTAL SPENT</b>		

**230-00-55110-530-000 Central Site Services-Building**

Date	Description	Invoice #	Debit	Balance
1/1/2021	Village of Slinger		\$35,408.00	\$35,408.00
		<b>TOTAL SPENT</b>	<b>\$35,408.00</b>	<b>\$0.00</b>

**230-00-55110-726-000 Contracted Services Payments**

Date	Description	Invoice #	Debit	Credit	Balance
12/17/2021	TEACH Data Line	505-0000064733	\$600.00		(\$724.78)
		<b>TOTAL SPENT</b>	<b>\$600.00</b>		<b>(\$1,324.78)</b>

**230-00-55110-800-000 - Library Capital Outlay/Collections**

Date	Description	Invoice #	Debit	Balance
				\$5,697.57
	Ingram		\$1,406.74	\$4,290.83
	Amazon		\$322.06	\$3,968.77
		<b>TOTAL SPENT</b>	<b>\$ 1,728.80</b>	

**230-00-55110-830-000 Technology**

Date	Description	Invoice #	Debit	Balance
12/2/2021	MLS-4 circulation/staff computers		\$3,352.76	\$2,746.92
12/13/2021	MLS-2 Receipt Printers		\$680.00	\$605.84
		<b>TOTAL SPENT</b>	<b>\$4,032.76</b>	<b>\$1,285.84</b>

**230-00-55110-101-000 Salary/Wages 1/1/2020-5/31/2020**

Date	Description	YTD Actual	Budget	Unexpended	% Used
9/30/2021	Library Department Head Salary	\$51,847.31	\$53,850.80		96.3%
9/30/2021	P/T Wages (w/benefits)	\$61,360.54	\$66,838.60		91.8%
9/30/2021	P/T Wages	\$34,452.88	\$42,455.60		81.2%
		<b>\$147,660.73</b>	<b>\$ 163,145.00</b>		<b>91.0%</b>



2021

Washington County Income 230-00-43721-000-000

Budgeted: \$143,763.36

Date	Description	Check #	Amount \$
2/2/2021	1st Qtr 2020 Reimbursement (circs Oct-Dec 2020)	521874	\$37,552.00
2/2/2021	2020 TEACH Data Lines (July-Dec 2020)	521874	\$600.00
2/2/2021	5% Reserve Fund Distribution	521874	\$6,819.41
2/22/2021	Sheboygan Adj Cty Lib. Reimb.	3836	\$2.58
2/22/2021	Ozaukee Adj Cty Lib. Reimb.	3789	\$136.53
2/22/2021	Dodge Cty Adj Cty Lib. Reimb.	1664786	\$907.00
4/27/2021	2nd Qtr 2021 Reimbursement (circs Jan-Mar 2021)	523711	\$38,231.00
4/27/2021	Overdrive E-Content reimbursement 2021	523711	\$897.53
4/27/2021	OCLC Subscription 2021	523711	\$1,068.38
4/27/2021	ILS Replacement Fund (Reserve)2021	523711	\$384.62
4/27/2021	Polaris Maintenance Fee 2021	523711	\$2,535.22
4/27/2021	Overdrive E-Content (E-magazines)	523711	\$24.98
9/29/2021	3rd Qtr 2021 Reimbursements (circs Apr-Jun 2021)	526715	\$39,341.00
9/29/2021	Jan-Jun 2021 TEACH Data Lines	526715	\$600.00
11/8/2021	4th Qtr 2021 Reimbursements (circs Jul-Sep 2021)	527421	\$39,202.00
	<b>TOTAL</b>		<b>\$168,302.25</b>

## **2021 Library Accounts**

**Building & Offset Reserves** -(Money Market Acct @ Associated Bank)  
Capital Offset Funds received from Washington County. Require a  
50/50 match and intended for capital expenditures.

**Balance: \$204,720.06**

**Library Reserve Funds**-Funds made up of two CDs: CD C at (Forte  
Bank) and CD E at (Forte Bank).

**Balance: \$26,218.77**

**Cash and Investments**- Funds made up of our operating costs and  
unused funds from previous years.

**Balance: \$326,145.08**

**Unused Funds Balance: \$135,802.00**

Updated 4/5/2021 by LAS

## Slinger Community Library CDs

**Certificate B** - held at Associated Bank in Slinger - Acct #290811\*\*\*\*

18-month CD renewed on 9/18/2019

**Balance as of 3/18/21: \$14,375.22**

Interest Rate: .26%

**Maturity Date: March 18, 2021**

Account CLOSED on 3/18/21

## Slinger Community Library CDs

**Certificate C** - held at Forte Bank - Acct#2155\*\*\*\*\*

12-month CD renewed on 4/14/2021

**Balance as of 4/14/2021: \$11,843.55**

Interest Rate: .20%

**Maturity Date: April 14, 2022**

**Certificate E** - held at Forte Bank - Acct#2155\*\*\*\*\*

12-month CD opened on 4/14/2021

**Balance as of 4/14/2021: \$14,375.22**

Interest Rate: .20%

**Maturity Date: April 14, 2022**

<b>Total:</b>	<b>\$26,218.77</b>
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updated 4/30/2021 by LAS