



Slinger Community Library Board of Trustees to be held at **128 Kettle Moraine Dr N, (Community Park)** on **Monday, July 11, 2022 at 4:30pm.** **\*Note that after item II.a, the meeting will move to the Village Community Room, located at 218 Slinger Rd, and will adjourn there.**

## Agenda

### Roll Call and Confirmation of Open Meetings Law

Marlyss Thiel  
Vicky Farr  
Beth Lighthizer

Jane Hignite  
Donna Moldenhauer

Kent Voll  
Katherine Tobey

- I. **Call to Order - Community Park**
- II. **Village Expansion**
  - a. Possible site for Library Building
- III. **Open for Public Comment** (Information will be received from the public; however, no action will be taken on such issues at this time.)
- IV. **Director's Report**
  - a. Circulation and Library Use Statistics – June 2022
  - b. Library Program Report: June 2022
  - c. Library Expansion Must Haves
  - d. Summer Learning Program update
  - e. FOSL update
- V. **New Business**
  - a. Review and Action
    - i. Minutes of June 13, 2022 meeting
    - ii. June Financial/Vouchers Report
    - iii. Possible Transfer of Reserve Amount
- VI. **Announcements**
  - a. Next Meeting Date: Monday, August 8, 2022 – 4:30 pm
- VII. **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, July 8, 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, July 8, 2022

Re: Agenda for Monday, July 11, 2022

**II. DIRECTOR' S REPORT**

a. Circulation and Library Use Statistics-June 2022

June total circulations, digital and physical were 10,041 with physical circulations at 8,774 and digital at 1,267. Physical circulations increased 12% (920 items) from June 2021. Digital circulations increased 5% (63 items) from June 2021. Patron count was 3,004 an increase of 14% (369) patrons from June 2021.

From June 1<sup>st</sup> through July 7<sup>th</sup> we've processed 93 new library cards. We average 24 new cards a month.

b. Library Program Report-June

Please see attached June programming report.

c. Library Expansion Must-Haves

Please see the attached Top 10 bookmark. The bookmark lists the top 10 must-haves for the new library space to include: Children's Room, Teen Room, study rooms, conference room, multipurpose room with café attached, makerspace, outdoor space, drive through window and drop box, book locker for after hours hold pickups, self-checkout, and reading/quiet room.

d. Summer Learning Program update

Camp Slinger Library Fun Night Patron count (entire day)	426
Guessing Contest Mini Marshmallows	79

<b><u>Registered:</u></b>		<b>Books Read (AA) 6</b>	<b>Activities Completed</b>
		<b>Minutes Read</b>	
Adults (19+)	39	AA	16
Lil' Explorers (0-5)	48	LE	3
Kampfire Kids (6-11)	100	KK	24
Teen Trailblazers	42	TT	36

e. FOSL update

The Fill n' Chill Community Day donated \$75.00 the Friends of Slinger Library

The Papa Murphy's Fundraiser will be on Thursday, July 28<sup>th</sup>

Selling concessions August 2<sup>nd</sup> at the Movie on the Library Lawn event

**V. NEW BUSINESS**

i. Possible Transfer of Reserve Amount

Please see Administrator Wilber's "Possible Transfer of Reserve Amount" memo

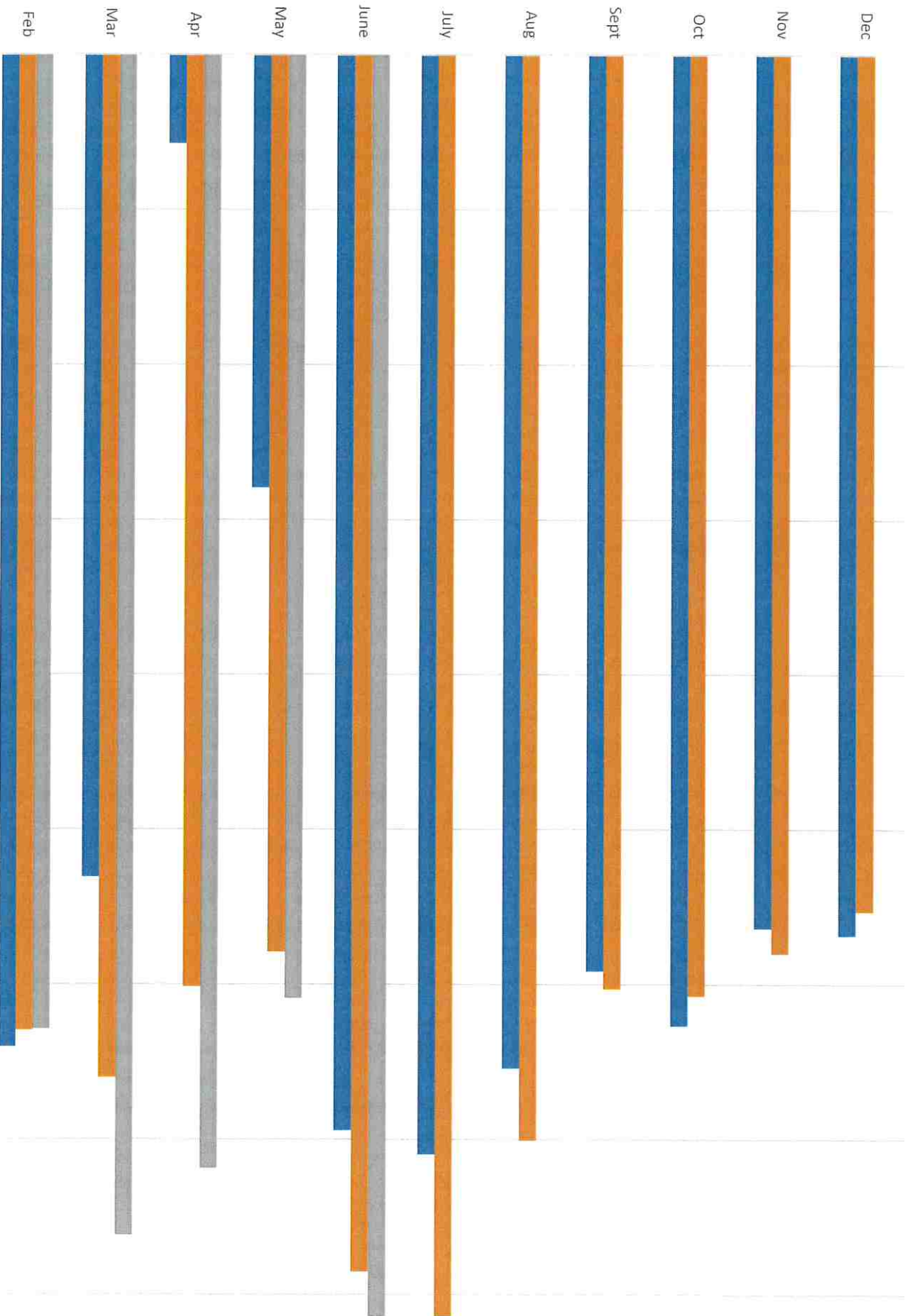
**Please contact me with any questions, comments or concerns before the meeting so that I may be prepared to answer them at the library board meeting. Have a great weekend!**



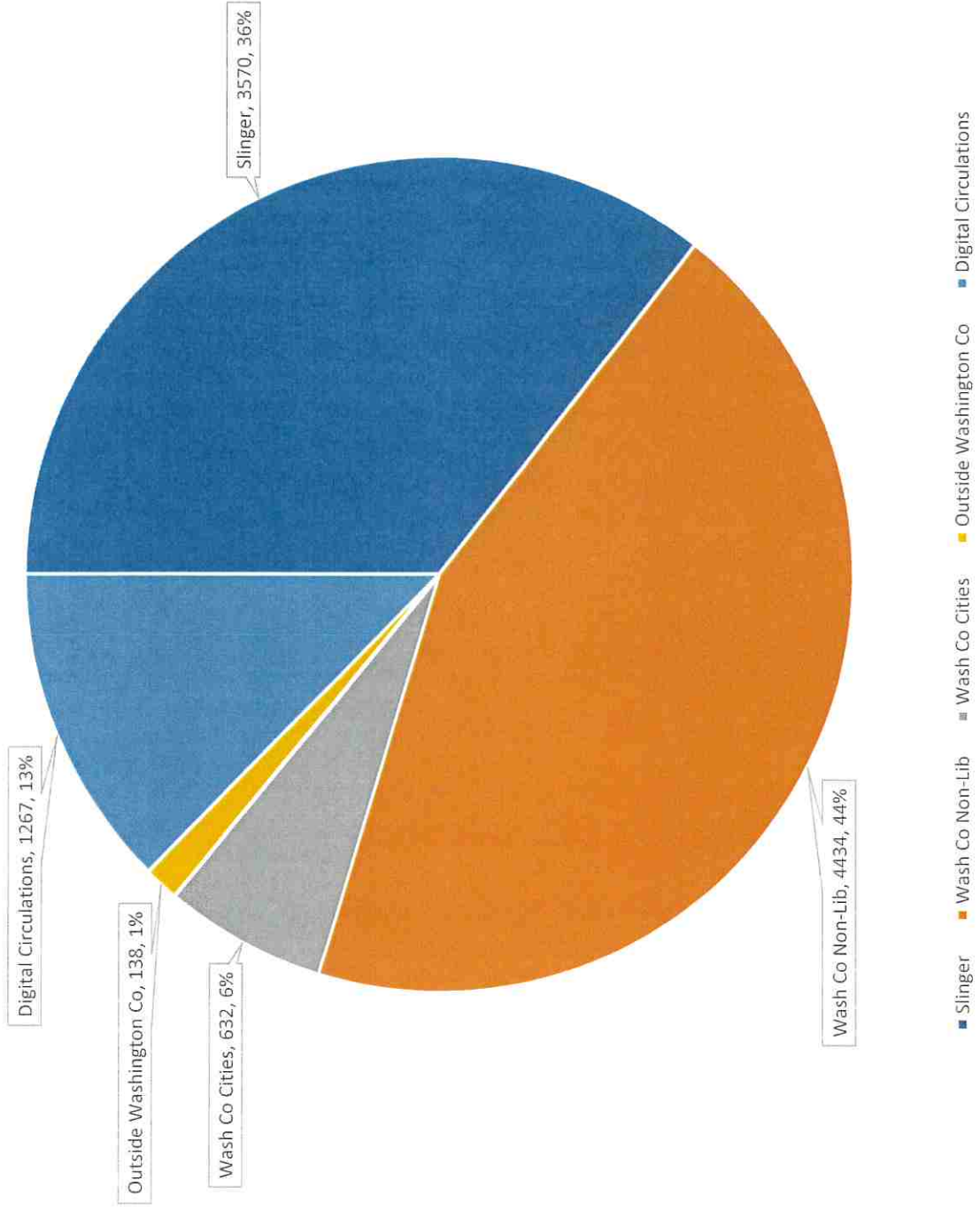
## June 2022 Slinger Library Statistics

	2020	2021		2022	
	Yr End	Month	Yr End	Month	YTD
<b>Circulation Activity</b>					
Number of Days Open	246	26	295	26	148
Patron Count	16,466	2,635	22,700	3,004	12,770
New Cards Issued	314	46	232	79	201
<b>Print</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Items Checked Out	65,338	7,854	77,481	8,774	41,714
Items Checked In	57,289	6,006	66,171	6,672	34,441
Holds Placed	21,040	1,711	21,401	1,847	10,841
<b>Digital</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Libby & Overdrive Checkouts	11,272	1,204	14,147	1,143	6,686
Hoopla	950	0	371	124	780
<b>Databases</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
AtoZ Databases Logins	40,198	1,675	8,061	96	812
Ancestry.com Logins	859	166	1,056	47	140
Gale Courses Taken	25	0	17	7	20
Pronunciator Logins	96	21	199	0	28
<b>Breakdown of Check Out Numbers</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Slinger	29,768	3,332	33,248	3,570	17,592
Wash Co Non Lib	31,520	3,929	38,927	4,434	21,032
Wash Co Cities	3,376	437	3,996	632	2,586
Outside Wash Co	656	153	1,267	138	501
<b>Total Circulation Digital &amp; Physical</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
	77,495	9,058	91,903	10,041	49,177
<b>Interlibrary Loan Activity-WISCAT</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Borrower - Requests from SL Patrons	74	6	80	10	41
Lender - Requests from other libraries	34	3	27	4	16
<b>Library Programming</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
<b>Adult/Other Programs</b>	<b>22</b>	<b>6</b>	<b>47</b>	<b>3</b>	<b>39</b>
Adult Program Attendance	264	89	326	39	342
Adult Self Directed Programs	15	0	15	0	1
Adult Self Directed Participation	412	0	306	0	40
<b>Teen Programs</b>	<b>3</b>	<b>2</b>	<b>21</b>	<b>3</b>	<b>18</b>
Teen Program Attendance	17	20	196	23	156
Teen Self Directed Programs	9	0	11	0	1
Teen Self Directed Attendance	71	0	136	0	54
<b>Childrens Programs</b>	<b>51</b>	<b>6</b>	<b>79</b>	<b>7</b>	<b>50</b>
Childrens Programs Attendance	783	307	1,770	707	1,327
Childrens Self Directed Programs	28	5	51	3	22
Childrens Self Directed Attendance	835	200	1,777	139	784
<b>Other Library Services Offered</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Wifi Logins	3,945	554	4,827	328	2,481
Internet Logins	859	74	662	92	421
PAC Logins	20,952	1,564	18,522	1,579	9,496
<b>Other Library Statistics</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Community Meetings	23	0	14	0	9
Community Meetings Attendance	118	0	133	0	113
Facebook Reach	20,402	4,795	25,863	3,907	20,293
Website Visits	42,767	4,607	50,394	5,721	27,724
Number of Volunteers	9	0	23	8	24
Volunteer Hours	22.75	0.00	26.00	18.00	34.00
<b>Reference Statistics</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Reference Questions	881	135	1,091	93	448
Computer & Technology Assistance	252	30	260	12	138

### 3 Yr Physical Circulation Statistics



June 2022 Total Circulation  
Physical 8,774 & Digital 1,267





## June Programming

<b>Take n' Makes</b>	<b>Theme</b>	<b># of Kits</b>
Li'l Explorers Story Time Take 'n Make (0-5) #1	Camping	30
Li'l Explorers Story Time Take 'n Make (0-5) #2	Hiking	30
<b>Program</b>	<b>Theme</b>	<b># Participants</b>
Li'l Explorers Story Time (0-5) #1	Camping	30
Li'l Explorers Story Time (0-5) #2	Hiking	18
Kampfire Kids (6-11) #1	Camp Name Tags	24
Kampfire Kids (6-11) #2	Nature Trail Bingo	10
Trailblazer Teens 912-18) #1	Teen Trivia – Wisconsin Trivia	8
Trailblazer Teens 912-18) #2	Paint-by-Number Sunflowers	11
TAB Book Club		4
Movie on the Hill Double Feature		175
Craftermorning at the Library (19+)	Patriotic String Art	13
Campfire cooking at Pike Lake (19+)		18
Pints & Pages Book Club		8
Monday Afternoon Book Club		cancelled
Camp Slinger Library Fun Night		426
Camp Slinger Library Fun Night	Marshmallow Guessing Contest	79
Family Yoga on the Lawn		24

# Slinger Community LIBRARY

220 SLINGER RD, SLINGER, WI 53086



**1 PHYSICAL CIRCULATION**  
January 1, 2022 through June 15, 2022 physical circulation, books, audiovisual, magazines, & "LOT" collection, is 37,231 items. If circulation continues to increase at this rate each month, physical circulation will meet or exceed 2019 circulation.

**2 DIGITAL CIRCULATION**  
January 1, 2022 through May 31, 2022 digital circulation, Libby & Hoopla, is 6,199 items.

**3 PATRON VISITS TO THE LIBRARY**  
January 1, 2022 through June 15, 2022, 19,959 patrons have visited the library to attend a program/event, checkout items, read the paper, use our computers, socialize with others, and so much more.

**4 LIBRARY CARDS ISSUED**  
January 1, 2022 through June 15, 2022, 170 patrons applied for a new library card. 48 of those new cards were processed since June 1st.

**5 PROGRAMS AT THE LIBRARY**  
January 1, 2022 through June 15, 2022, 115 programs have been offered to adults, teens, and children.

**6 ATTENDANCE AT LIBRARY PROGRAMS**  
January 1, 2022 through June 15, 2022, 1,795 adults, teens, and children have attended a program offered by the library.

**7 ITEMS IN THE COLLECTION**  
There are 41,015 physical items in our collection. The most circulated items are the youth materials.

**8 LIBRARY FUNDING**  
The library is funded through two main revenue sources, Village of Slinger property taxes and Washington County. We also receive monies from our Friends of Slinger Library group.

**9 LIBRARY OF THINGS COLLECTION**  
We recently added (4) Attraction Passes to our Library of Things Collection. The (3) Mitchell Park Domes passes have been checked out 7 times. The (4) Milwaukee Art Museum passes have been checked out 2 times. The (2) MKE Zoo passes have been checked out 94 times and the (2) Betty Brinn Childrens Museum passes have been checked out 7 times.

**10 TWO NEW COLLECTIONS COMING SOON!**  
We will be adding two new collections to the library: Backpack Tales and STEAM Kits. The Backpack Tales are a on-the-go storytime in a backpack. The STEAM kits, for school ages, will focus on robotics, building, coding, and circuitry.

# Slinger Community LIBRARY

220 SLINGER RD, SLINGER, WI 53086



**SLINGER COMMUNITY LIBRARY EXPANSION**  
Currently the library is 6,548sqft. The Slinger Community is growing and the library lacks the space to keep up with the future needs of the community and patrons. The Village of Slinger is looking to expand or rebuild the library in 2023/2024. Below is a list of wish list items to be put in the new library.

**1 STUDY ROOMS & CONFERENCE ROOMS**  
The library is used by tutors and students. Currently the library does not have dedicated space for small study rooms (2-4 people) for these patrons to use when teaching or studying. Community groups also use our space for meetings thus a small conference room (6-12 people) is needed.

**2 CHILDREN'S ROOM**  
The library needs a dedicated children's area to house the collection, a children's desk, 1200 sqft program room, a craft/program prep space, reading area, and play space. A computer/AWE space would be included and two computer stations with parent/child space.

**3 TEEN SPACE**  
The library has a growing teen community. Two dedicated spaces for teens. An inclosed space for socializing, gaming, meetings, and programs. The 2nd space to house the teen collection and a seating area for study, computers, and reading with various seatings.

**4 GATHER ROOM**  
The library holds 8-12 programs for teens and adults each month. A separate 1200 sqft programing space and attached cafe will be needed to accommodate these and more events. This would allow for no more take down between events. This space would also be available for community organizations and groups to reserve.

**5 PARKING / GREEN SPACE / OUTDOOR SPACE**  
The library holds family events every month either in the Gather Room or on the Library Lawn. The green space is used in the Summer, Fall, and Spring months. 130-160 patrons and their vehicles have attended these events thus adequate parking is needed. In addition to the lawn an outdoor patio area for music events would be used for all age programs.

**6 STORAGE SPACE**  
The Library of Things collection is expanding each year and more space is needed to house the items. We also need more space for processing materials, technology, and craft/programming materials. Spacing out the collection in relation to individual reading spaces.

**7 COLLECTION STACKS / READING SPACES**  
The library needs adequate space to house the collections and pockets of reading areas. We would also like a dedicated reading/quiet space with a fireplace. We would also like to add a self check out station.

**8 MAKERSPACE ROOM**  
The STEAM/STEM for school ages and adults, will have items robotics, building, coding, and circuitry, 3D printer, sewing machine, 3d scanner, and more.

**9 COMPUTER STATIONS WIRELESS PRINTING**  
The library currently has 4 computers with internet access. Providing more computers and a larger technology space is needed.

**10 OUTDOOR PATRON CONVENIENCES**  
For patron convenience a drive through checkout/services window and return bin and book locker for after hours hold pickups.

4 desktop  
4 laptop



June minutes of the Slinger Community Library Board  
Monday, May 16, 2022

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 4:32pm on June 13, 2022 in accordance with Notice of Meeting delivered to members on June 10, 2022.

**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 (excused)		X
Kent Voll	X	
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	6	1

Also present:

Leslie Schultz, Library Director

Margaret Wilber, Village Administrator

**I. Open for Public Comment**

No public comments were presented.

**II. Director's Report**

A. Circulation and Library Use Statistics-May

Director Schultz stated May total circulations, digital and physical were 7,394 with physical circulations at 6,092 and digital at 1,302. Director Schultz also stated physical circulations increased 5% (300 items) from May 2021, digital circulations increased 13% (157 items) from May 2021 and patron count was 1,907 an increase of 24% (370) patrons from May 2021.

B. Library Program Report-May

Director Schultz shared the May program report.

C. Presenting at June 16 Slinger Kiwanis Club meeting

Director Schultz stated she and Administrator Wilber, FOSL member, will be giving a presentation to the members of the Slinger Kiwanis Club.

**III. New Business**

i. Minutes of May 9, 2022 meeting

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

ii. May Financial/Vouchers Reports

Motion by Voll/Lighthizer to accept vouchers as presented. Motion carried.



#### **IV. Old Business**

##### i. Library CD Accounts

Director Schultz shared that Forte Bank stated the rates that were mentioned last month were not for Municipalities and Forte Bank expects rates to increase during the Summer months and at that time they will adjust our rates.

##### ii. Washington County Update

Director Schultz stated that County Executive Josh Schoemann has requested there not be a County Library Services Board and the library directors will meet with the Executive Committee.

##### iii. Village Expansion update

Administrator Wilber stated that FGMArchitect was hired to conduct the space needs study for the Village expansion project and that village owned properties were being considered for the new library location. Administrator Wilber also mentioned the upcoming meeting with FGMA and more information will be shared after that meeting.

#### **V. Announcements:**

A. Next Meeting Date: July 11, 2022 at 4:30pm

#### **VI. Adjourn Meeting**

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

Respectfully Submitted, Leslie Schultz, Library Director

VOUCHERS JUNE 2022
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**230-00-55110-300-000 Processing Materials Supplies & Expense**

Date	Description	Invoice #	Debit	Balance
				\$ 699.87
6/14/2022	Amazon	pocket folders for 1000 bks before kindergarden	\$ 30.99	\$ 668.88
6/14/2022	Amazon	10 badge holders for" LOT" passes	\$ 53.80	\$ 615.08
6/14/2022	Amazon	Meijer-3 drawer holder for "LOT" items	\$ 10.54	\$ 604.54
		TOTAL SPENT	\$95.33	

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

Date	Description	Invoice #	Debit	Balance
				\$23,971.00
1/1/2022	Village of Slinger		\$23,971.00	
		TOTAL SPENT	\$23,971.00	\$0.00

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

Date	Description	Invoice #	Debit	Credit	Balance
					-\$140.00
6/7/2022	Amazon	Richfield/Jackson Storytimes	\$55.96		-\$195.96
6/14/2022	The Home Depot	AD SLP craft supplies	\$69.50		-\$265.46
6/14/2022	4imprint	completion prize for AD and TN SLP	\$413.00		-\$678.46
6/14/2022	Amazon	Washington County Fair-notebooks West Bend Library reimbursement	\$265.90		-\$944.36
6/15/2022	Amazon	SLP TN & AD prizes	\$57.85		-\$1,002.21
			\$862.21		

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

Date	Description	Invoice #	Debit	Balance
				\$ 991.45
6/15/2022	Facebook	Boosting a facebook post	\$ 11.59	\$ 979.86
6/15/2022	SignupGenius	program sign ups	\$ 9.99	\$ 969.87
		TOTAL SPENT	\$21.58	

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

Date	Description	Invoice #	Debit	Balance
				\$ 1,829.09
		TOTAL SPENT	\$0.00	

**VOUCHERS JUNE 2022**

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

Date	Description	Invoice #	Debit	Balance
				\$988.24
		TOTAL SPENT		

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

Date	Description	Invoice #	Debit	Balance
1/1/2021	Village of Slinger		\$36,038.00	\$36,038.00
		TOTAL SPENT	\$36,038.00	\$0.00

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

Date	Description	Invoice #	Debit	Credit	Balance
					(\$746.20)
6/14/2022	TEACH DATA lines		\$600.00		(\$1,346.20)
		TOTAL SPENT	\$600.00		

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

Date	Description	Invoice #	Debit	Balance
				\$11,465.11
6/30/2022	Ingram	CH & AD print materials	\$1,317.69	\$10,147.42
6/30/2022	Amazon	Movies & Music	\$435.34	\$9,712.08
6/30/2022	Library of Things	Attraction Passes (new and renewal)	\$3,100.00	\$6,612.08
6/30/2022	Midwest	AD Bks on CD	\$168.96	\$6,443.12
		TOTAL SPENT	\$ 5,021.99	

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

Date	Description	Invoice #	Debit	Balance
				\$2,076.37
6/14/2022	Hexonet	website domain name	\$ 13.08	\$2,089.45
		TOTAL SPENT	\$13.08	

**230-00-55110-101-000 Salary/Wages 1/1/2022-1/31/2022**

Date	Description	YTD Actual	Budget	Unexpended	% Used
6/30/2022	Library Department Head Salary	\$26,845.57	\$58,183.20		46.0%
6/30/2022	P/T Wages (w/benefits)	\$33,378.37	\$78,407.68		42.6%
6/30/2022	P/T Wages	\$19,156.13	\$48,874.80		39.2%
		\$79,380.07	\$ 185,465.68		42.8%





## **2022 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: \$211,224**

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

**Balance: \$26,271.25.77**

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

**Balance: \$534,512**

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

Updated 7/7/2022 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 4/14/2022: \$11,867.26**

Interest Rate: .20%

**Maturity Date: April 14, 2023**

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

12-month CD opened on 4/14/2021

**Balance as of 4/14/2022: \$14,403.99**

Interest Rate: .20%

**Maturity Date: April 14, 2023**

**Total: \$26,271.25**

updated 5/4/2022 by LAS







**Date:** 11 July 2022  
**To:** Village of Slinger Library Board  
**From:** Margaret Wilber, Village Administrator  
**Re:** Possible Transfer of Reserve Amount

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The Slinger Community Library currently holds three accounts with cash balances:

- “Cash and Investments” maintains the Library’s operating funds and is the account used to record any revenues earned or expenses paid. As of the end of June, this account had a balance of \$534,512 with the remaining expenses for the year projected to be just under \$176,000.
- “Building & Offset Reserves” was created in 2015 to combine a previous “General Building” account and the “County Offset Reserves” account. The “General Building” account collected larger donations received by the Library and the “County Offset Reserves” account held Washington County’s annual contributions for capital improvement projects. Since both of these accounts focused on major capital projects, it was decided to combine them to make keeping track of them a little easier. At the end of June, the “Building & Offset Reserves” account had a balance of \$211,224.
- “Library Reserve Fund” consists of two CD’s that were both started with donations to the Library. These are also intended to support building or other larger capital projects, but since the money was used to purchase CD’s right away the Library’s practice has been to keep rolling them over in CD form. This account currently has a balance of \$26,271.

In addition to the Library-controlled accounts listed above, the Village also collects impact fees specifically dedicated to funding Library capital projects. This account currently holds \$86,468, though it should be noted that some of these funds are designated for payment on the Library improvements made during the recent DPW expansion.

Research shows that the excess balance in the “Cash and Investments” account has accumulated over several years in which the Library’s revenues exceeded its expenditures. This is due to the Library’s practices of very conservative budgeting and effective cost control. For example, the total amount of revenues over expenditures since 2014 equals \$156,559.

Staff recommends that the Library Board consider transferring some of the excess balance from the “Cash and Investments” account into the “Building & Offset Reserves” fund. Doing so will make it clear that these funds are to be used for the Library’s future expansion or new building.