



Slinger Community Library Board of Trustees
Village Community Room, located at 218 Slinger Rd
Monday, July 10, 2023 at 4:30pm

Agenda

Roll Call and Confirmation of Open Meetings Law

Marlyss Thiel
David Waterman
Beth Lighthizer

Jane Hignite
Donna Moldenhauer

Kent Voll
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. **FOSL Donation/Photo for Library Expansion Project** -\$25,000
- III. **Director's Report**
 - A. Circulation and Library Use Statistics, – June 2023
 - B. Library Program Report: June 2023
 - C. Staffing update: Circulation clerks and Cataloger
 - D. Future Fundraising events/dates
 - E. Hoopla update
- IV. **New Business**
 - A. Review and Action
 - i. Minutes of June 19, 2023 meeting
 - ii. June Financial/Vouchers Report
 - iii. FOSL Donation
- V. **Announcements**
 - A. Next Meeting Date: Monday, August 14, 2023 – 4:30 pm
- VI. **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 7, 2023. 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 7, 2023

Re: Agenda for Monday, July 10, 2023

II. DIRECTOR' S REPORT

A. Circulation and Library Use Statistics-June 2023

Monthly statistics 2022 vs 2023

June total circulations, digital (Hoopla & Libby) and physical were 9,441 with physical circulations at 7,829 and digital at 1,393. Physical circulations decreased 10.8% (945 items) from June 2022. Digital circulations increased 27% (345 items) from June 2022. Patron count was 3,196 an increase of 6.4% (192 patrons) from June 2022.

B. Library Program Report-June 2023

- Please see attached June program reports.
- Summer Learning Program is going great! We finished week three with 277 participants: Adults (52), Teens (40), Kids Klub (122) and Lil' Bookworms (63). Collectively participants have read 10,389 minutes and completed 761. For adults, so far, 57 books read and 57 activities completed.

C. Staffing update

The circulation clerk's last day will be August 3rd and the Cataloger's last day will be September 1st. We are promoting for the catalog position from current staff and training has begun.

We received 15 applications for the 2 circulation clerk positions. We are interviewing 9 applicants this week and next. The applicant pool is excellent and deciding will be difficult.

D. Future Fundraising/Out Reach events/dates

FOSL Fill n Chill Fundraiser 8/2

Slinger Night Out 8/2/23 5:30pm-8pm

FOSL Silent Auction 10/18-10/28

Hootie Fest 8/18/23 12-7pm

Subway Sunday Funday Fundraiser 11/12

Red Cross Blood Drive 11/17

Annual Book Sale 11/27-12/9

Holiday Wish Tree 12/1-1/3/24

Trustee Voll and Trustee Waterman have volunteered to sell 50/50 raffle at the Music in the Park on 8/16/23 at 5:30pm for Slinger Parks and Recreation Thank You!

E. Hoopla Update

Hoopla is a per transaction digital resource. The library pays \$.97 to \$3.99 per transaction. I budgeted \$3,300 this year for Hoopla with some additional rollover monies from 2022. We currently have \$1,192.20 left in that budget for 2023. Slinger allows 5 checkouts per month. Kewaskum, Hartford, and Germantown allow 3 checkouts, and West Bend allows 5 checkouts. I will be reducing the number of checkouts to 4 starting in August.

IV. NEW BUSINESS

iii.FOSL Donation of \$25,000

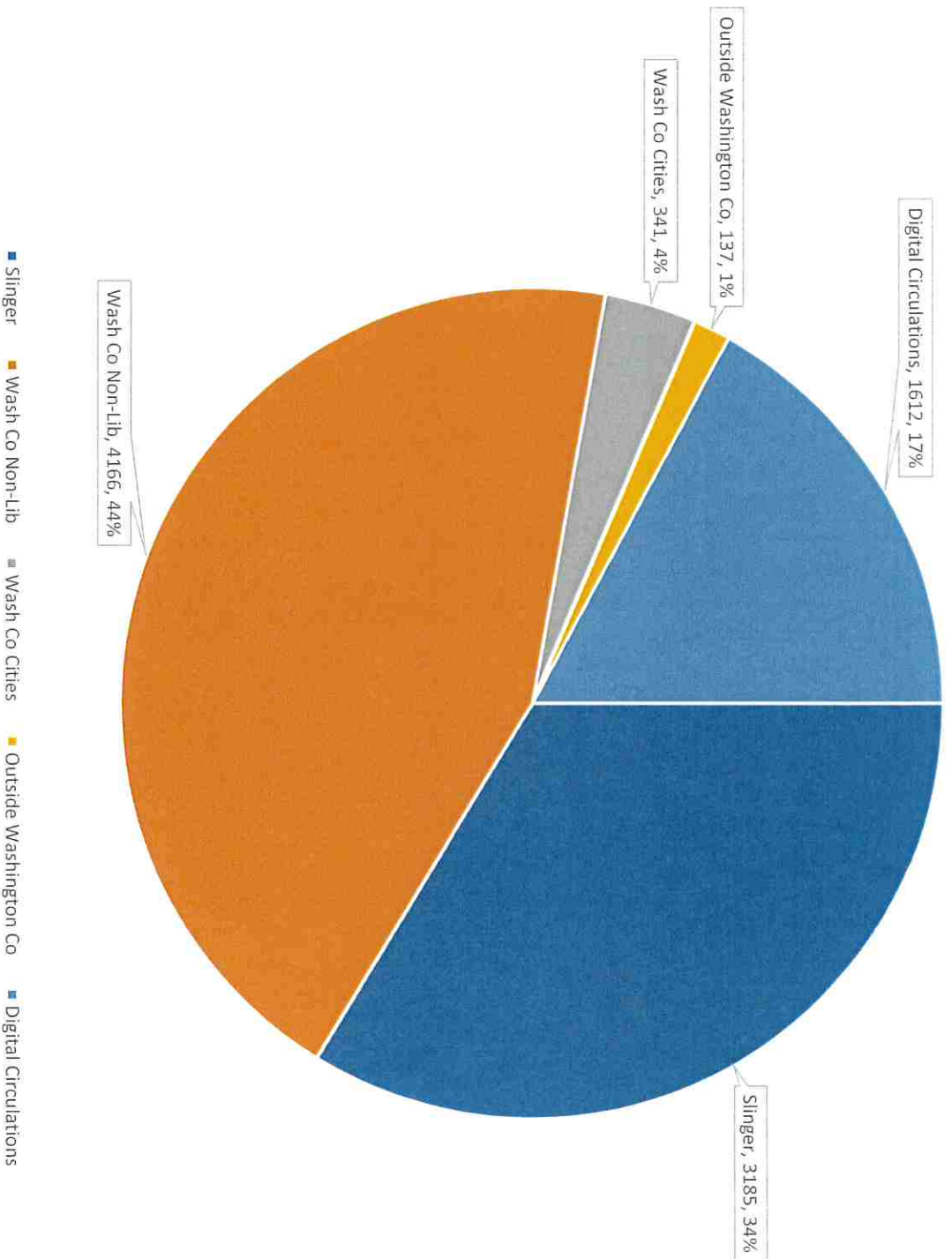
Please see the attached memo from Lisa Becker, Business Services Banker, at Forte Bank.

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.

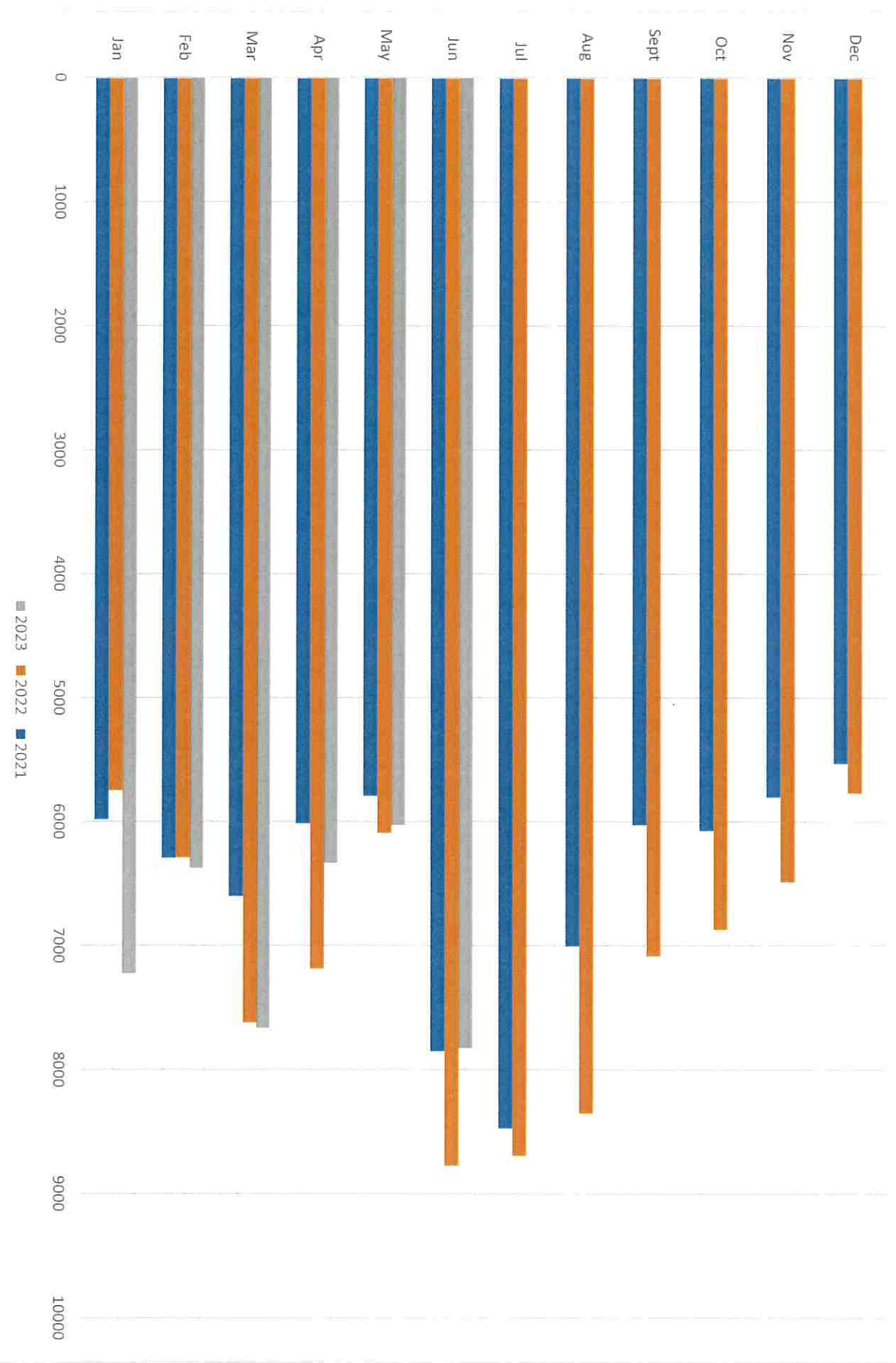
June Slinger Library Statistics

	2021	2022		2023	
Circulation Activity	Yr End	Month	Yr End	Month	YTD
Number of Days Open	295	26	293	26	149
Patron Count	22,700	3,004	26,121	3,196	14,058
New Cards Issued	232	79	371	66	200
Physical	Yr End	Month	Yr End	Month	YTD
Items Checked Out	77,481	8,774	84,970	7,829	41,479
Items Checked In	66,171	6,672	72,453	6,010	36,258
Holds Placed	21,401	1,847	21,046	1,904	11,251
Library of Things Check Outs (LOT)	NA	NA	NA	266	804
Digital	Yr End	Month	Yr End	Month	YTD
Libby & Overdrive Checkouts	14,147	1,143	13,615	1,393	8,201
Hoopla	371	124	1,587	219	1,138
Databases	Yr End	Month	Yr End	Month	YTD
AtoZ Databases Logins	8,061	96	2,340	111	757
Ancestry.com Logins	1,056	47	352	7	130
Universal Classes (thru Libby)	17	7	54	NA	NA
Pronunciator Logins (Expired for 2023)	199	0	28	NA	NA
Breakdown of Check Out Numbers	Yr End	Month	Yr End	Month	YTD
Slinger	33,248	3,570	34,942	3,185	16,722
Wash Co Non Lib	38,927	4,434	43,413	4,166	21,794
Wash Co Cities	3,996	632	4,973	341	2,028
Outside Wash Co	1,267	138	1,639	137	925
Total Circulation Digital & Physical	Yr End	Month	Yr End	Month	YTD
	91,903	10,041	100,205	9,441	50,808
Interlibrary Loan Activity-WISCAT	Yr End	Month	Yr End	Month	YTD
Borrower - Requests from SL Patrons	80	10	97	5	70
Lender - Requests from other libraries	27	4	35	4	21
Library Programming	Yr End	Month	Yr End	Month	YTD
Adult/Other Programs	47	3	79	11	37
Adult Program Attendance	326	39	710	130	358
Adult Self Directed Programs	15	0	2	0	2
Adult Self Directed Participation	306	0	159	0	195
Teen Programs	21	3	50	3	27
Teen Program Attendance	196	23	322	8	158
Teen Self Directed Programs	11	0	1	0	0
Teen Self Directed Attendance	136	0	54	0	0
Childrens Programs	79	7	163	16	118
Childrens Programs Attendance	1,770	707	2,993	676	2,060
Childrens Self Directed Programs	51	3	84	11	74
Childrens Self Directed Attendance	1,777	139	1,407	220	1,108
Other Library Services Offered	Yr End	Month	Yr End	Month	YTD
Wifi Logins	4,827	328	5,928	1,018	3,902
Internet Logins	662	92	926	95	514
PAC Logins	18,522	1,579	18,497	1,568	9,263
Other Library Statistics	Yr End	Month	Yr End	Month	YTD
Community Meetings	14	0	31	3	21
Community Meetings Attendance	133	0	307	7	234
Facebook Reach	25,863	3,907	45,210	22,152	33,890
Website Visits	50,394	5,721	61,575	7,863	48,987
Number of Volunteers	23	8	28	5	17
Volunteer Hours	26.00	18.00	40.50	14.00	26.00
Reference Statistics	Yr End	Month	Yr End	Month	YTD
Reference Questions	1,091	93	856	212	1,121
Computer & Technology Assistance	260	12	252	44	265

June 2023 Total Circulation
Physical 7,829 and Digital 1,393



3 year Bar Graph



Preschool Story Times

Date	Program	Count
6/1/2023	Little Hearts (emotions)	16
6/8/2023	St. Paul Little Learners (dinosaurs)	30
6/14/2023	Lil Bookworms (Speedway Week)	40
6/15/2023	Little Hearts (pets)	13
6/21/2023	Lil Bookworms (Fitness Week)	41
6/22/2023	Little Hearts (summer)	11
6/28/2023	Lil Bookworms (Outdoors Week)	30
6/29/2023	Little Hearts (farm)	12
	Total Programs	8
	Total Count	193

Preschool Crafts

Date	Program	Count
6/1/2023	Little Hearts (emotions chart)	14
6/8/2023	St. Paul (tissue paper dinosaur)	24
6/14/2023	Lil Bookworms (cardstock car)	18
6/15/2023	Little Hearts (stuffed animal collar)	11
6/21/2023	Lil Bookworms (obstacle course)	23
6/22/2023	Little Hearts (magnetic fishing, coloring sheets)	9
6/28/2023	Lil Bookworms (outdoor games)	18
6/29/2023	Little Hearts (messy pig sensory bag)	10
	Total Programs	8
	Total Count	127

Elementary Programs

Date	Program	Count
6/15/2023	St. Peter's (pets)	21
6/15/2023	Kids Klub (Chronicles of a Slinger Speedway Driver)	43
6/22/2023	St. Peter's (summer)	21
6/22/2023	Kids Klub (Game On!)	22
6/29/2023	St. Peter's (4-H Program – beans)	27
6/29/2023	Kids Klub (Playful Pots)	29
	Total Programs	6
	Total Count	163

Teen Programs

Date	Program	Count
6/13/2023	Totally Teens (Chronicles of a Slinger Speedway Driver)	8
6/20/2023	Totally Teens (Game On!) - CANCELLED	0
6/27/2023	Totally Teens (Sponge Bomb Fight)	0
	Total Programs	3
	Total Count	8

Adult Programs

Date	Program	Count
6/10/2023	Crafternoon @ the Library (patriotic wreath)	10
6/12/2023	Devouring Books Cookbook Club	10
6/16/2023	Chronicles of Slinger Speedway	25
6/19/2023	Monday Afternoon Book Club	7
6/20/2023	Pints & Pages Book Club	13
6/27/2023	Get Outdoors with Horizon Outfitters	0
6/5/2023	Senior Outreach – SV#4	15
6/5/2023	Senior Outreach – SV#4 Crafts	7
6/19/2023	Senior Outreach – SV#3	7
6/26/2023	Senior Outreach – SV#2	9
6/30/2023	Red Cross Blood Drive	27
	Total Programs	11
	Total Count	130

Family Programs/Other

Date	Program	Count
6/12/2023	SLP Kick-Off Party	254
6/30/2023	Get Outdoors for Treats & Crafts (DNR)	66
	Total Programs	2
	Total Count	320

Passive Programs

Date	Program	Count
6/12/2023	SLP Bash Passports	31
6/12/2023	SLP Skittles Guessing Contest	34
6/12/2023	SLP Bash Incentive	28
	Total Programs	3
	Total Count	93

Volunteers

Date	Program	Count/hrs
6/7/2023	Volunteer (gardening, MT)	1/2 hrs
6/12/2023	SLP Bash Volunteers	4/12 hrs
	Total Programs	2
	Total Count	5/14 hrs

Grand Totals

Total Programs	40
Total Program Attendance	946
Total Passive Programs/Attendance	3/93

(Grand Total Count does not include Passive Programs)

June minutes of the Slinger Community Library Board
Monday, June 19, 2023

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 June 19, 2023 in accordance with Notice of Meeting delivered to members on June 16, 2023.

Roll Call and Confirmation of Open Meetings Law:

	<u>Present</u>	<u>Absent</u>
Marlyss Thiel	X	
Donna Moldenhauer	X	
David Waterman	X	
Jane Hignite	X	
Beth Lighthizer	X	
Katherine Tobey	X	
Kent Voll	X	
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	7	

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 2023

Director Schultz stated May total circulations, digital (Hoopla & Libby) and physical were 7,675 with physical circulations at 6,095 and digital at 1,644. Physical circulations decreased 1% (64 items) from May 2022. Digital circulations increased 26% (342 items) from May 2022. Patron count was 2,203 an increase of 15.5% (296 patrons) from May 2022.

B. Library Program Report-May 2023

Director Schultz shared the May program report. Director Schultz also shared current Summer Learning Program statistics.

C. Senior Outreach Program

Director Schultz stated staff will be visiting each of the 4 Serenity Villa buildings on four Monday afternoons at 2pm and making plans with The Pavilion at Glacier Valley to visit 1x per month.

D. Staff Updates

Director Schultz stated staff will start to advertise this week for 2 Circulation Clerk positions to have a start date in August/September. Director Schultz stated one clerk is leaving to start college and the Cataloger is retiring to spend more time with family. Director Schultz stated staff will be promoting a clerk to Cataloger; therefore, we will need to advertise for the second clerk.

III. New Business

i. Minutes of May 8, 2023 meeting

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

ii. May Financial/Vouchers Reports

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

iii. Circulation Policy Update

Motion by Lighthizer/Voll to approve the updated Circulation Policy. Motion carried.

iv. Technology Policy Update

Motion by Lighthizer/Hignite to approve the updated Technology Policy. Motion carried.

IV. Old Business

A. Capital Funding Campaign Contract with Sweeney Group

Director Schultz stated Village Administrator Wilber and I met with Mrs. Sweeney to start the stages of planning and to begin the process of a brainstorming session that would occur in early July.

V. Announcements:

A. Next Meeting Date: Monday, July 10, 2023 at 4:30pm

VI. Adjourn Meeting

Motion by Moldenhauer/Waterman to adjourn at 5:27pm. Motion carried.

Respectfully Submitted, Leslie Schultz, Library Director

VOUCHERS JUNE 2023

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

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
					\$1,088.50	
6/9/2023	Amazon	Office Supplies	\$69.50		\$1,019.00	
6/9/2023	Amazon	Office Supplies	\$9.99		\$1,009.01	
6/9/2023	Amazon	Office Supplies	\$49.61		\$959.40	
6/9/2023	CostCo	Paper supplies for programs and staff	\$132.48		\$826.92	65.00%
			\$261.58			

230-00-55110-310-000 Central Services

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
1/1/2022	Village of Slinger		\$27,799.00		\$27,799.00	
		TOTAL SPENT	\$27,799.00		\$0.00	100%

230-00-55110-320-000 Programs

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
					\$2,619.00	
6/7/2023	Amazon	TT SLP Prizes	\$66.97		\$2,552.03	
6/7/2023	Amazon	TN Program supplies	\$18.98		\$2,533.05	
6/7/2023	Amazon	PBS Kids Program supplies	\$31.94		\$2,501.11	
6/7/2023	Piggly Wiggly	Teen Program supplies	\$7.26		\$2,493.85	
6/9/2023	Dollar Tree	Program Supplies	\$10.55		\$2,483.30	60.20%
		TOTAL SPENT	\$135.70			

230-00-55110-325-000 Marketing

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
					\$1,341.32	
5/23/2023	Express News	SLP Express News Ad	\$120.00		\$1,221.32	38.90%
		TOTAL SPENT	\$120.00			

230-00-55110-330-000 Training

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
					\$78.25	
6/7/2023	WLA	Membership-HC	\$84.00		(\$5.75)	
6/9/2023	Culver's	Retirement gift-KW	\$25.00		(\$30.75)	
6/9/2023	Culver's	Retirement Party-KW	\$40.10		(\$70.85)	
6/9/2023	MJS Market & Catering	National Library Staff Workers Day lunch	\$119.19		(\$190.04)	109.50%
		TOTAL SPENT	\$268.29			

VOUCHERS JUNE 2023

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

Date	Description	Invoice #	Debit	Balance	% of Budget
				\$895.04	
		TOTAL SPENT	\$0.00		10.50%

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

Date	Description	Invoice #	Debit	Balance	% of Budget
				\$41,793.00	
1/1/2021	Village of Slinger		\$41,793.00		
		TOTAL SPENT	\$41,793.00	\$0.00	100%

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

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
					\$746.72	
6/22/2023	Department of Administration	TEACH data lines	\$600.00		\$146.72	
6/28/2023	Monarch Library System	Technology-Envisionware, Faronics, Solarwinds, Maintenance	\$773.19		(\$626.47)	105%
		TOTAL SPENT	\$1,373.19			

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

Date	Description	Invoice #	Debit	Balance	% of Budget
				\$13,270.23	
6/30/2023	Ingram	CH & AD Print	\$429.59	\$12,840.64	
6/30/2023	Amazon	AD DVDs	\$184.74	\$12,655.90	
6/30/2023	LOT items	LOT-Kubb	\$43.19	\$12,612.71	
6/30/2023	Midwest Tape	CH Books on CD	\$36.99	\$12,575.72	
6/30/2023	Attraction Passes	Friends of the Domes	\$500.00	\$12,075.72	54.50%
		TOTAL SPENT	\$ 1,194.51		

230-00-55110-830-000 Technology

Date	Description	Invoice #	Debit	Balance	% of Budget
				\$3,961.92	
		TOTAL SPENT	\$0.00		11.30%

230-00-55110-101-000 Salary/Wages 5/1/2022-5/31/2022

Date	Description	YTD Actual	Budget	% of Budget
5/31/2022	Library Department Head Salary	\$32,496.80	\$65,561.60	49.6%
5/31/2022	P/T Wages (w/benefits)	\$40,710.94	\$89,132.16	45.7%
5/31/2022	P/T Wages	\$25,402.86	\$56,674.80	44.8%
		\$98,610.60	\$ 211,368.56	46.7%

2023

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

Budgeted: \$162,137.02

Date	Description	Check #	Amount \$
1/23/2023	Fond du Lac Cty Circ Reimbursement	406701	\$39.01
2/13/2023	Washington Cty TEACH Line reimbursement	535616	\$600.00
2/27/2023	2023 Circulation Payment #1	535864	\$72,303.34
2/15/2023	Dodge Cty Circ Reimbursement	1672689	\$641.00
4/7/2023	Hoopla Jan/Feb payment	536576	\$709.11
4/12/2023	Hoopla Mar payment	536855	\$384.57
5/22/2023	2023 Automation	537313	\$5,040.34
5/22/2023	APR Hoopla payment	537313	\$432.11
6/16/2023	OverDrive Universal Class 2023	537818	\$357.14
6/29/2023	May Hoopla payment	538042	\$505.33
	TOTAL		\$81,011.95

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

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

Account CLOSED on 11/30/22

Certificate E - held at Forte Bank -

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

Account CLOSED on 11/30/22

Certificate H - held at Forte Bank

9-month CD opened on 11/30/2022

Balance as of 11/30/2022: \$26,279.11

Interest Rate: 2.00%

Maturity Date: August 31, 2023

Total: \$26,279.11

Certificate J - held at Forte Bank

21-month CD opened on 11/30/2022

Balance as of 11/30/2022: \$100,000

Interest Rate: 4.00%

Maturity Date: August 31, 2024

Total: \$100,000.00

Certificate M - held at Forte Bank

21-month CD opened on 3/20/2023

Balance as of 3/20/2023: \$29,000

Interest Rate: 4.30%

Maturity Date: December 20, 2024

Total: \$29,000.00

2023 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.

\$261,259.67 @ Associated Bank/ \$100,000 @ Forte Bank

Balance: \$361,259.67

Library Reserve Funds- Certificate H held at Forte Bank

Balance: \$26,279.11

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

Balance: \$345,865.09

Unused Funds Balance: \$?

7/11/22 Library Board approved the transfer of \$150,000 from the Cash and Investment acct to Building & Offset acct.

11/14/22 Library Board approved the transfer of \$100,000 of Building and Offset funds to be put in a CD at Forte Bank for 21 months @ 4%.

Updated 11/30/2022 by LAS

Monthly Deposit 2023

Slinger Community Library Total Monthly Deposit

January	\$ 1,379.00	April	\$ 435.78	July	\$ -	Oct	\$ -	
February	\$ 1,127.76	May	\$ 503.91	August	\$ -	Nov	\$ -	
March	\$ 792.18	June	\$ 417.69	Sept	\$ -	Dec	\$ -	
							Total	\$ 4,656.32

Fines/Fees Monthly Deposit		Services Monthly Deposit		Donations Monthly Deposit		
<i>Late fines, lost item fees, missing pieces, replacement costs</i>		<i>Copies - Faxing - Replacement Cards - CC Coffee Snacks</i>		<i>Regular</i>		<i>Building & Offset</i>
January	\$ 703.00	January	\$ 139.00	January	\$ -	\$ 537.00
February	\$ 300.79	February	\$ 144.60	February	\$ -	\$ 682.37
March	\$ 596.58	March	\$ 195.60	March	\$ -	\$ -
April	\$ 306.58	April	\$ 129.20	April	\$ -	\$ -
May	\$ 300.41	May	\$ 203.50	May	\$ -	\$ -
June	\$ 319.81	June	\$ 97.88	June	\$ -	\$ -
July	\$ -	July	\$ -	July	\$ -	\$ -
August	\$ -	August	\$ -	August	\$ -	\$ -
September	\$ -	September	\$ -	September	\$ -	\$ -
October	\$ -	October	\$ -	October	\$ -	\$ -
November	\$ -	November	\$ -	November	\$ -	\$ -
December	\$ -	December	\$ -	December	\$ -	\$ -
Total	\$ 2,527.17	Total	\$ 909.78	Total	\$ -	\$ 1,219.37



Your *community* bank. Your *opportunity* bank.

July 6, 2023

Forte Bank has 2 different CD specials currently available.

The 15-month CD has a rate of 4.5% with an Annual Percentage Yield of 4.58%. With an initial deposit of \$25,000 the interest earned would equal \$1438.25 for a total of \$26,438.25 at the end of the 15-month term. This term would end in October of 2024.

The 21-month CD has a rate of 4.00% with an Annual Percentage Yield of 4.06%. With an initial deposit of \$25,000 the interest earned would equal \$1803.38 for a total of \$26,803.38 at the end of the 21-month term. This term would end in April of 2025.

Please don't hesitate to contact me with any questions.

Lisa Becker
Business Services Banker
Forte Bank

Hartford Office
116 West Sumner Street • P.O. Box 270106
Hartford, WI 53027
262-673-5800

Richfield Office
1297 State Hwy 175
Hubertus, WI 53033
262-628-5500

Slinger Office
439 East Washington Street • P.O. Box 350
Slinger, WI 53086
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