



Slinger Community Library Board of Trustees  
Village Community Room, located at 218 Slinger Rd  
Monday, July 8, 2024 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. **Director's Report**
  - A. Circulation and Library Use Statistics, – June 2024
  - B. Library Program Report: June 2024
  - C. 2024 Summer Learning Program update
- III. **New Business**
  - A. Review and Action
    - i. Minutes of June 17, 2024 meeting
    - ii. June Financial/Vouchers Report
    - iii. Staffing 2024 & Beyond
- IV. **Announcements**
  - A. Next Meeting Date: Monday, August 19, 2023 – 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, July 5, 2024. 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 5, 2024

Re: Agenda for Monday, July 8, 2024

## **II. DIRECTOR' S REPORT**

### **A. Circulation and Library Use Statistics-June 2024**

#### **\*Monthly statistics 2023 vs 2024\***

June total circulations, digital (Hoopla & Libby) and physical were 10,974 with physical circulations at 9,189 and digital at 1,785. Physical circulations increased 17.4% (1,360 items) from June 2023. Digital circulations increased 10.7% (173 items) from June 2023. Patron count was 4,007 an increase of 25.4% (811 patrons) from June 2023.

### **B. Library Program Report-June 2024**

Please see the attached June program report.

### **C. Summer Learning Program update**

Age	Lil Bookworms	Afternoon Adventurers	Terrific Teens	Adults	TOTALS
Minutes	11,380	42,000	15,960	24,220	93,560
Activities	334	600	228	346	1,508
Registrants	78	166	57	70	371

\*Since June 10<sup>th</sup> we've had 22 programs, not including outreach to Little Hearts, St. Peters, or the senior centers, with 958 patrons in attendance.

## **III. NEW BUSINESS**

### **iii. Staffing 2024 & Beyond**

-have a need for additional staff currently and in the future

- library is busy with increased programming, circulation, library offerings
- 2 clerks currently devoted to youth services librarian for ages 0-5 and 11-18
- additional clerk for adult services and social media
- director to increase her hours outside of building with building and fundraising project
- will need additional staff and increased hours for new building
- Municipal population staffing is 5.2 FTE, Service Population staffing is 7 FTE (Wisconsin Public Library State Standards)

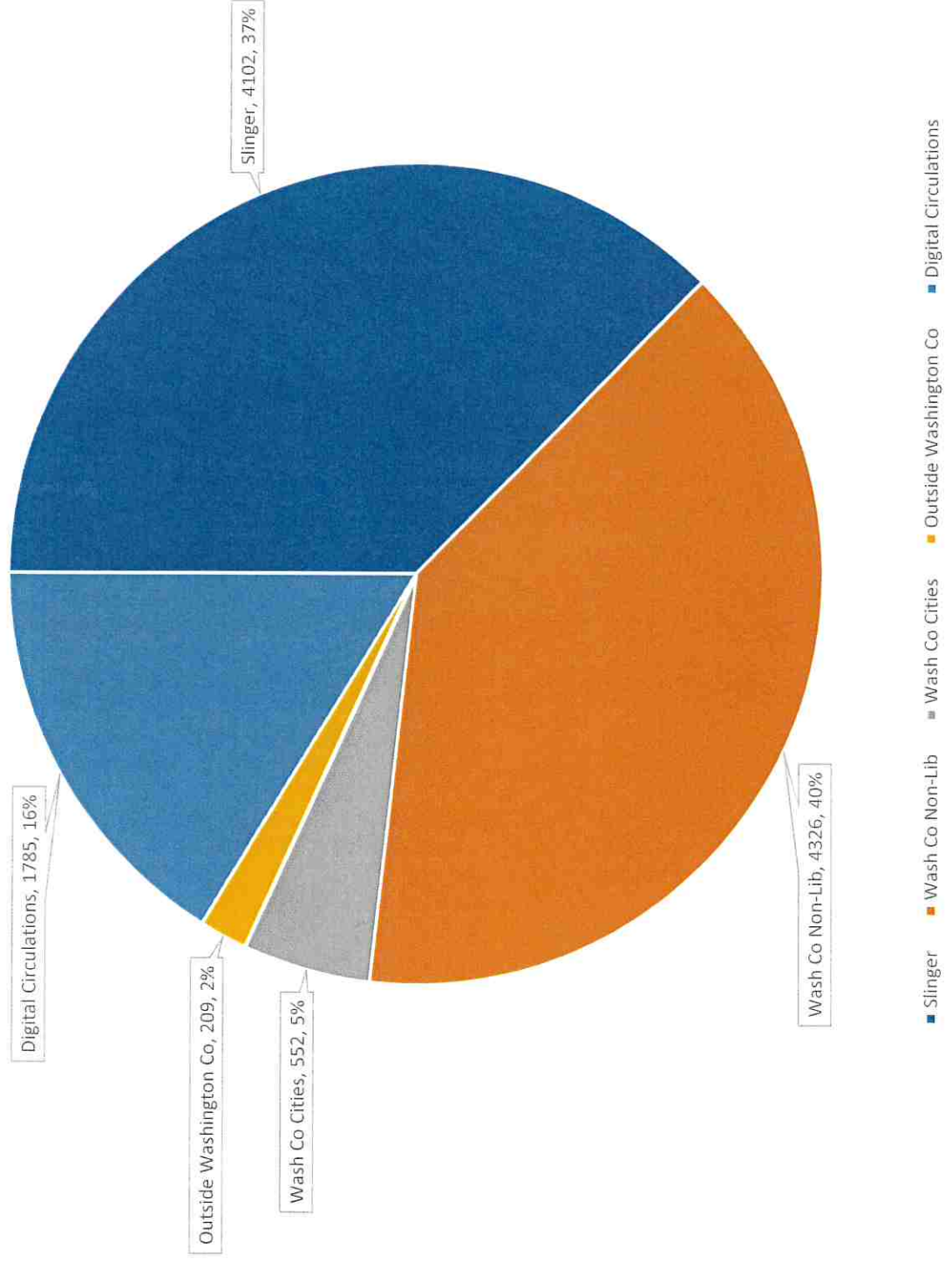
**Please contact me with any questions, comments or concerns before the meeting so that I may be prepared to answer them at the library board meeting.**

## June Slinger Library Statistics

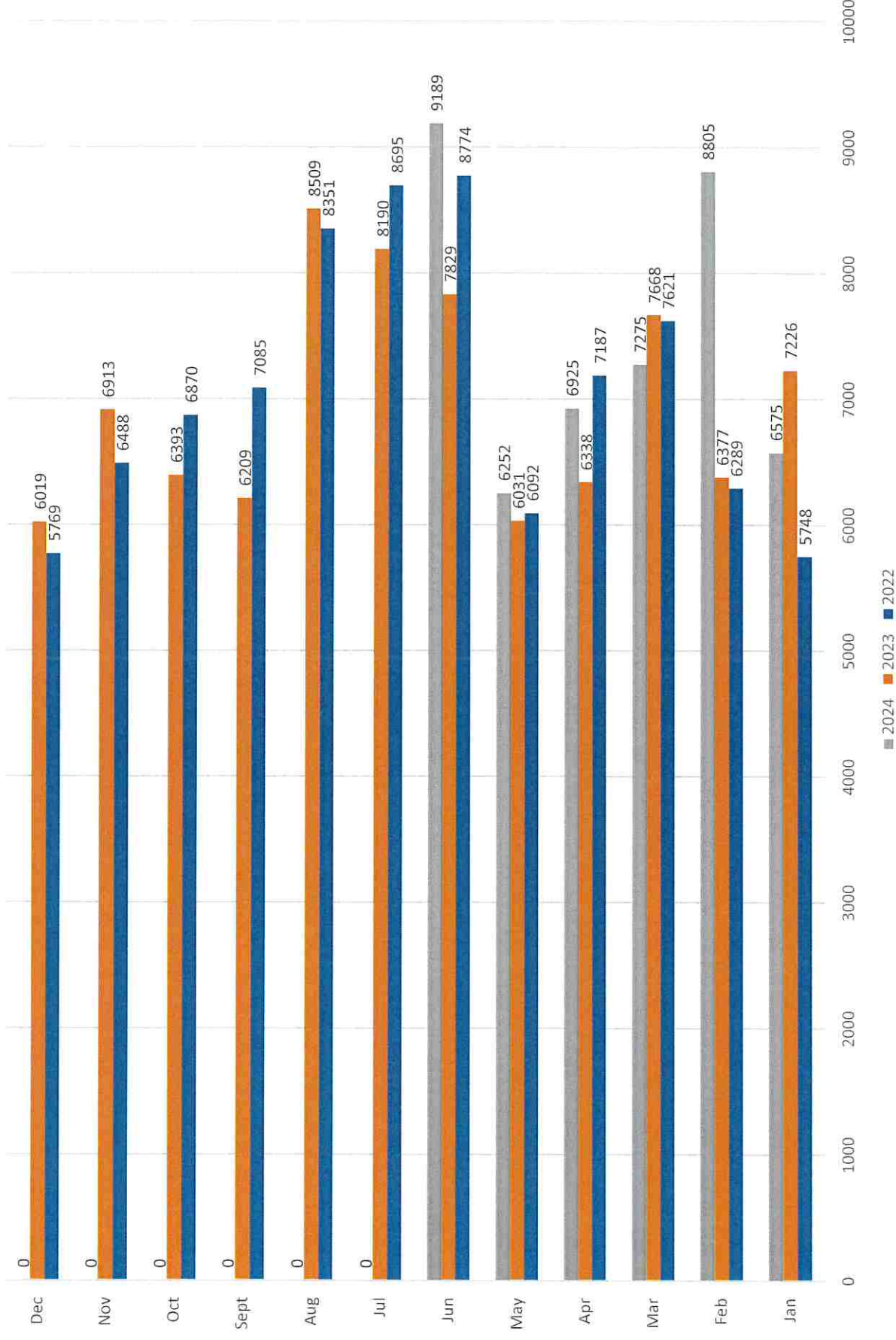
	2022		2023		2024	
	Month	Yr End	Month	Yr End	Month	YTD
<b>Circulation Activity</b>						
Number of Days Open	26	293	26	295	25	148
Patron Count	3,004	26,121	3,196	28,637	4,007	16,039
New Cards Issued	79	371	66	386	47	216
<b>Physical</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Items Checked Out	8,774	84,970	7,829	83,715	9,189	45,021
Items Checked In	6,672	72,453	6,010	72,831	7,137	39,984
Holds Placed	1,847	21,046	1,904	21,595	2,228	11,345
Library of Things Check Outs (LOT)	NA	NA	266	1,850	344	1,264
<b>Digital</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Libby & Overdrive Checkouts	1,143	13,615	1,393	16,861	1,591	9,906
Hoopla	124	1,587	219	2,271	194	1,025
<b>Databases</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
AtoZ Databases Logins (canceled for 2024)	96	2,340	111	1,194	NA	NA
Ancestry.com Logins	47	352	7	319	6	82
Universal Classes	7	54	NA	NA	143	3,225
Transparent Lang.(Pronunciator Exp2023)	0	28	NA	NA	0	26
<b>Breakdown of Check Out Numbers</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Slinger	3,570	34,942	3,185	35,202	4,102	18,478
Wash Co Non Lib	4,434	43,413	4,166	41,980	4,326	22,645
Wash Co Cities	632	4,973	341	4,752	552	2,846
Outside Wash Co	138	1,639	137	1,768	209	1,052
<b>Total Circulation Digital &amp; Physical</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
	10,041	100,205	9,441	102,667	10,974	55,952
<b>Interlibrary Loan Activity-WISCAT</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Borrower - Requests from SL Patrons	10	97	5	138	11	82
Lender - Requests from other libraries	4	35	4	40	2	14
<b>Library Programming</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
<b>Adult/Other Programs</b>	<b>3</b>	<b>79</b>	<b>11</b>	<b>97</b>	<b>11</b>	<b>58</b>
Adult Program Attendance	39	710	130	895	91	523
Adult Self Directed Programs	0	2	0	2	0	1
Adult Self Directed Participation	0	159	0	195	0	57
<b>Teen Programs</b>	<b>3</b>	<b>50</b>	<b>3</b>	<b>50</b>	<b>3</b>	<b>20</b>
Teen Program Attendance	23	322	8	313	33	558
Teen Self Directed Programs	0	1	0	0	0	0
Teen Self Directed Attendance	0	54	0	0	0	0
<b>Childrens Programs</b>	<b>7</b>	<b>163</b>	<b>16</b>	<b>209</b>	<b>17</b>	<b>82</b>
Childrens Programs Attendance	707	2,993	676	3,399	467	1,954
Childrens Self Directed Programs	3	84	11	138	11	61
Childrens Self Directed Attendance	139	1,407	220	2,101	580	2,262
<b>Other Library Services Offered</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Wifi Logins	328	5,928	1,018	7,269		1,456
Internet Logins	92	926	95	1,120	113	639
PAC Logins	1,579	18,497	1,568	17,822	1,568	8,432
<b>Other Library Statistics</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Community Meetings	0	31	3	110	4	25
Community Meetings Attendance	0	307	7	402	64	301
Facebook Reach	3,907	45,210	22,152	47,891	4,267	21,275
Website Visits	5,721	61,575	7,863	137,961	11,905	92,945
Number of Volunteers	8	28	5	50	5	30
Volunteer Hours	18.00	40.50	14.00	61.00	11.00	36.00
<b>Reference Statistics</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Reference Questions	93	856	212	2,193	296	1,424
Computer & Technology Assistance	12	252	44	461	38	222



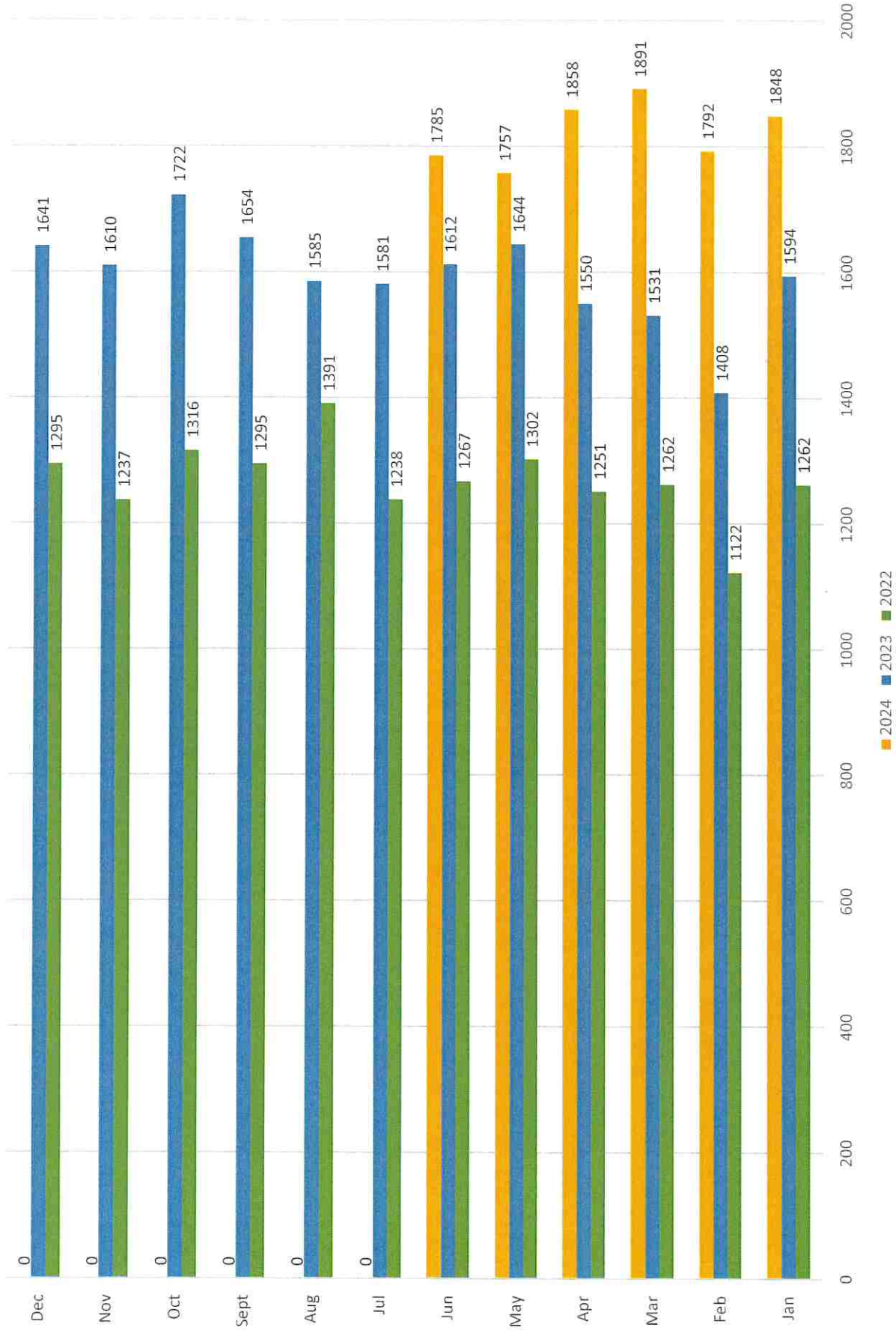
Total Circulation June 2024 10,974  
Physical 9,189 & Digital 1,785



### 3 Year Physical Circulations



### 3 Year Digital Circulation Libby & Hoopla



## JUNE 2024 Programs

### Programs at the Library

	# of Programs	Attendance
ages 0-5	3	133
ages 6-11	3	96
ages 12-18	3	33
19+	7	62
general	2	60
<b>TOTALS</b>	<b>18</b>	<b>384</b>

### Volunteers at the Library

# of volunteers	5
# of volunteer hours	11

### Outreach

	# of Programs	Attendance	on/off site
ages 0-5	7	133	4 on site/ 3 off site
ages 6-11	2	45	2 on site/ off site
ages 12-18			on site/ off site
19+	4	29	on site/ 4 off site
general			
<b>TOTALS</b>	<b>13</b>	<b>207</b>	

### Self-Directed

	# of Programs	Attendance
ages 0-5	10	179
ages 6-11		
ages 12-18		
19+		
general	1	401
<b>TOTALS</b>	<b>11</b>	<b>580</b>

<b>TOTALS</b>	<b>31</b>	<b>591</b>	(w/o Self-Directed)
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June minutes of the Slinger Community Library Board  
Monday, June 17, 2024

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 4:31pm on June 17, 2024 in accordance with Notice of Meeting delivered to members on June 13, 2024.

**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 (excused)		X
	<hr/> 6	<hr/> 1

Also present:

Leslie Schultz, Library Director

Margaret Wilber, Village Administrator

**I. Open for Public Comment:** Nothing was shared during open session

**II. Director's Report**

**A. Circulation and Library Use Statistics- May 2024**

\*Monthly statistics 2023 vs 2024\*

Director Schultz stated May total circulations, digital (Hoopla & Libby) and physical were 8,009 with physical circulations at 6,252 and digital at 1,757. Physical circulations increased 3.7% (221 items) from May 2023. Digital circulations increased 6.9% (113 items) from May 2023. Patron count was 2,548 an increase of 15.7% (345 patrons) from May 2023. Director Schultz also mentioned the FOSL Gehring's Meat Sale raised \$750. Director Schultz also mentioned thus far receiving 15 applications for the circulation clerk position.

**B. Library Program Report- May 2024**

Director Schultz shared the May Programs report. Director Schultz mentioned not having youth programs in May so all of the programs, besides the adults, were outreach to schools, community, and daycares.

**C. 2024 Summer Learning Program update**

Director Schultz stated that 209 patrons registered for the SLP on Monday, June 10<sup>th</sup>. Director Schultz also stated there will be 4 additional outreach story times during June and July to Allenton, Polk, Richfield, and Jackson. Director Schultz also stated there will be a checkout incentive for the Summer months where patrons can checkout 5 items and be entered into a drawing for a chance to win a \$100 gift card to Piggly Wiggly.



#### D. Slinger Business Network partnership

Director Schultz stated the library will now be a member of the Slinger Business Network and they will be partnering with them on future events. The first being Library Card Sign-Up Month in September.

#### E. Capital Campaign Building Project Update

Director Schultz stated 13 interviews were conducted and 51 surveys sent out with 9 returned.

Director Schultz reported that of the interviews conducted thus far, all were positive and felt the need for a bigger space for the library.

### **III. New Business**

#### i. Minutes of May 13, 2024 meeting

Motion by Tobey/Hignite to accept minutes with corrections. Motion carried.

#### ii. May Financial/Vouchers Reports

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

#### iii. 5-Year Strategic Planning

Director Schultz shared the information and financial proposal put forth by WiLS. Discussion was had and trustees decided to table the discussion until the Sweeney Group submits their report from the interviews and surveys.

### **V. Announcements:**

A. Next Meeting Date: Monday, July 8, 2024 at 4:30pm

### **VI. Adjourn Meeting**

Motion by Lighthizer/Moldenhauer to adjourn at 5:10pm. Motion carried.

Respectfully Submitted, Leslie Schultz, Library Director

## VOUCHERS JUNE 2024

## 230-00-55110-300-000 Processing Materials Supplies &amp; Expense

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
6/30/2024	Walmart	Paper Products	\$7.96		\$1,677.08	\$2,650.00
		TOTAL SPENT	\$7.96		\$1,669.12	37.00%

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

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
1/31/2024	Village of Slinger		\$28,632.00		\$28,632.00	\$28,632.00
		TOTAL SPENT	\$28,632.00		\$0.00	100.00%

## 230-00-55110-320-000 Programs

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
6/30/2024	Amazon	Children's Program(Reimbursed by FOGL)	\$41.99		\$3,890.07	\$5,650.00
6/30/2024	Amazon	SLP supplies (Reimbursed by FOGL)	\$9.99		\$3,848.08	
6/30/2024	Walmart	Paper Products-Program supplies	\$10.44		\$3,838.09	
6/30/2024	CostCo	Paper Products-Program supplies	\$113.88		\$3,827.65	
6/30/2024	Amazon	Craft on the Go supplies	\$39.93		\$3,713.77	
6/30/2024	Amazon	Puzzle Board	\$48.99		\$3,673.84	
		TOTAL SPENT	\$265.22		\$3,624.85	36.00%

## 230-00-55110-325-000 Marketing

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
					\$ 1,433.13	\$1,650.00
		TOTAL SPENT	\$0.00		\$ 1,433.13	13.00%

## 230-00-55110-330-000 Training

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
6/30/2024	Polanco Mexican Grill	Lunch meeting with my (Aurora Health Care)	\$25.52		\$ 1,824.81	\$3,000.00
6/30/2024	Sippie Hippiie	Staff 1yr Appreciation	\$10.00		\$ 1,799.29	
6/30/2024	Amber Grill	WAPL Conference Dinner meal	\$37.12		\$ 1,789.29	
6/30/2024	IHOP	WAPL Conference Lunch meal	\$32.95		\$ 1,752.17	
6/30/2024	Slinger Business Network	Membership	\$75.00		\$ 1,719.22	
6/30/2024	Hanna Collins	Youth Services Meet-Up @ MEAD Mileage	\$72.36		\$ 1,644.22	
		TOTAL SPENT	\$252.95		\$ 1,571.86	48.00%

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

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
6/30/2024					-\$9.99	\$300.00
		TOTAL SPENT	\$ -			102.90%

## VOUCHERS JUNE 2024

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

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
1/31/2024	Village of Slinger		\$43,048.00		\$43,048.00	\$43,048.00
		TOTAL SPENT	\$43,048.00		\$0.00	100.00%

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

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
6/30/2024	WI Department of Admin	TEACH Line	\$600.00		\$2,175.81	\$14,184.00
		TOTAL SPENT	\$600.00		\$1,575.81	89.00%

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

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
6/30/2024	Ingram	CH & AD Prints	\$909.25		\$21,337.73	\$32,269.00
6/30/2024	Midwest Tape	AD & CH audio materials	\$290.69		\$20,428.48	
6/30/2024	Amazon/Walmart	LOT Collection additions	\$36.79		\$20,137.79	
6/30/2024	Domes	Attraction Passes	\$500.00		\$20,101.00	
6/30/2024	Hoopla	Digital Content	\$368.27		\$19,601.00	
6/30/2024	LOT collection additions	Roku subscriptions	\$159.21		\$19,232.73	
		TOTAL SPENT	\$2,264.21		\$19,073.52	41.00%

## 230-00-55110-830-000 Technology

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
6/30/2024	Hexonet	Library Domain-URL	\$13.08		\$4,458.42	\$5,000.00
		TOTAL SPENT	\$13.08		\$4,445.34	11.00%

## 230-00-55110-101-000 Salary/Wages

Date	Description	YTD Actual	Budget	Unexpended	% Used
6/30/2024	F/T Wages	\$52,870.41	\$114,166.21		46.3%
6/30/2024	P/T Wages (w/benefits)	\$23,256.62	\$59,555.06		39.1%
6/30/2024	P/T Wages	\$25,417.53	\$57,774.60		44.0%
		\$101,544.56	\$ 231,495.87		39.6%

## Monthly Deposit 2024

Slinger Community Library Total Monthly Deposit *(minus sales Tax)*

January	\$ 617.56	April	\$ 814.45	July	\$ -	Oct	\$ -
February	\$ 382.68	May	\$ 351.85	August	\$ -	Nov	\$ -
March	\$ 323.75	June	\$ 340.06	Sept	\$ -	Dec	\$ -
						Total	\$ 2,830.35

Fines/Fees Monthly Deposit		Services Monthly Deposit		Donations Monthly Deposit			
<i>Late fines (other libraries), lost item fees, missing pieces, replacement costs</i>		<i>Copies - Faxing - Replacement Cards - CC Coffee Snacks</i>			<i>Regular</i>	<i>Building &amp; Offset</i>	<i>Other</i>
January	\$ 45.12	January	\$ 167.38	January	\$ -	\$ 414.00	\$ -
February	\$ 221.74	February	\$ 116.76	February	\$ -	\$ -	\$ 50.41
March	\$ 141.95	March	\$ 181.80	March	\$ -	\$ -	\$ -
April	\$ 128.95	April	\$ 151.87	April	\$ 533.63	\$ -	\$ -
May	\$ 203.47	May	\$ 148.38	May	\$ -	\$ -	\$ -
June	\$ 141.64	June	\$ 159.01	June	\$ 39.41	\$ -	\$ -
July	\$ -	July	\$ -	July	\$ -	\$ -	\$ -
August	\$ -	August	\$ -	August	\$ -	\$ -	\$ -
September	\$ -	September	\$ -	September	\$ -	\$ -	\$ -
October	\$ -	October	\$ -	October	\$ -	\$ -	\$ -
November	\$ -	November	\$ -	November	\$ -	\$ -	\$ -
December	\$ -	December	\$ -	December	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 882.87</b>	<b>Total</b>	<b>\$ 925.20</b>	<b>Total</b>	<b>\$ 573.04</b>	<b>\$ 414.00</b>	<b>\$ 50.41</b>

SCL Fine Free 9/1/2023



**Budgeted: \$184,096.69**

[illegible]

## 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

15-month CD renewed on 9/5/2023

Balance as of 11/30/2022: \$26,862.49

Interest Rate: 4.50%

Maturity Date: December 5, 2024

Total: \$27,163.87

**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: \$102,004.47

**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: \$29,314.31

**Certificate N** - held at Forte Bank

15-month CD opened on 7/14/2023

Balance as of 7/14/2023: \$25,000

Interest Rate: 4.50%

Maturity Date: October 14, 2024

Total: \$25,000.00

## **2024 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 at 3.56%**

**\$100,000 @ Forte Bank at 4.0%**

**Balance: \$533,538.32**

**Library Reserve Funds**- Certificate H held at Forte Bank

**Balance: \$27,163.87**

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

**Balance: \$369,223.05**

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 4/4/2024 by LAS