

February minutes of the Slinger Community Library Board
Monday, February 13, 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 February 13, 2023 in accordance with Notice of Meeting delivered to members on February 10, 2023.

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	
Kent Voll	X	
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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-January 2023

Director Schultz stated January total circulations, digital (Hoopla & Libby) and physical were 8,820 with physical circulations at 7,226 and digital at 1,594. Physical circulations increased 25% (1,478 items) from January 2022. Digital circulations increased 26% (332 items) from January 2022. Patron count was 2,101 an increase of 25% (421 patrons) from January 2022.

Director Schultz also stated 2022 total physical circulations increased 1% (862 items) from 2019. 2022 total digital (Hoopla & Libby) circulations increased 88% (7,154 items) from 2019. 2022 patron count decreased 6.6% (1,871) patrons from 2019.

B. Library Program Report-January 2023

Director Schultz shared the January program report.

C. Youth Services Report

Director Schultz stated the youth services librarian is taking part in **2023 PBS Kids Library Educator and Community Learning Cohort** which is to help promote early learning and family engagement activities. Director Schultz also stated the youth services librarian will be a member of the **Wisconsin Library Association's Book Award Committee** to help choose which author will receive the Elizabeth/Worzalla Award.

D. Collection Updates

Director Schultz stated the library will be circulating video games soon. Director Schultz also stated the Library of Things collection will be expanded to add snowshoes, karaoke machine, Stroll N' Wagon, and giant size games. Finally, Director Schultz stated the Backpack Tales Preschool Story Time kits are now ready for circulation.

III. New Business.

i. Minutes of January 9, 2023 meeting

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

ii. January Financial/Vouchers Reports

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

iii. Circulation Librarian and Catalog Librarian Job Description Update-Hours

Director Schultz recommended decreasing the Catalog Librarian hours from 28 hours to 26 hours per week and increasing the Circulation Librarian hours from 28 hours to 30 hours per week.

Motion by Hignite/Voll to decrease the Catalog Librarian from 28 hours a week to 26 hours a week and to increase the Circulation Librarian from 28 hours a week to 30 hours a week. Motion carried.

iv. Part-Time Benefitted Staff: Benefit Proration Policy

Director Schultz recommended updating the calculation of Part-Time benefitted staff proration rates to be calculated by their hired for hours in a year stated on their hire letter when given employment with Slinger Community Library not to be calculated by hours worked, sick and vacation hours from previous year.

Motion by Lighthizer/Moldenhauer to calculate part-time benefitted staff proration rate by using their hired for hours in a year stated on their hire letter when given employment with Slinger Community Library. Motion carried.

v. Part-Time Benefitted Staff: Sick and Vacation Policy

Director Schultz recommended part-time benefitted staff receive the same sick cap of 480 hours as full-time employees. Director Schultz also recommended part-time benefitted staff follow the same years of service and corresponding annual vacation program as full-time employees but at their respective proration rates.

Motion by Lighthizer/Voll to update the Part-Time benefitted staff sick and Vacation Policy so that part-time benefitted staff will have a sick cap of 480 hours and to follow the same years of service and corresponding annual vacation program as full-time employees but at their respective proration rates. Motion carried.

vi. 2022 Annual Report

Director Schultz shared the Annual Report statistics and Annual Report 2022 By the Numbers graphic.

Motion by Lighthizer/Hignite to approve the 2022 Annual Report with address corrections. Motion carried.

III. Old Business.

A. Village/Library Expansion Update

Village Administrator Wilber stated there was a financial meeting with Ehlers on February 6th discussing funding for the project. Village Administrator Wilber stated the library would be starting to plan the process in 2024.

B. Slinger Kiwanis Winter Gala

Director Schultz, Village Administrator, and Library Board members in attendance at the Winter Gala shared how the evening went and the success of the event.

V. Announcements:

A. Next Meeting Date: March 13, 2023 at 4:30pm

VI. Adjourn Meeting

Motion by Voll/Tobey to adjourn at 5:32pm. Motion carried.

Respectfully Submitted, Leslie Schultz, Library Director