



Slinger Community Library Board of Trustees
Village Community Room, located at 218 Slinger Rd
Monday, January 13, 2025 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. **Old Business**
 - A. Capital Campaign Update – Ken Reiser
 - B. Library Director Search Update – President Thiel
- III. **New Business**
 - A. Review and Action
 - i. Minutes of December 9, 2024 meeting
 - ii. December Financial/Vouchers Report
- IV. **Director's Report**
 - A. Circulation and Library Use Statistics, – December 2024
 - B. Library Program Report: December 2024
 - C. Staff Update
 - D. Consideration of Circulation Clerk hours
- V. **Announcements**

Next Meeting Date: Monday, February 10, 2025 – 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, January 10, 2025. Notice was posted at Community Park, Slinger Post Office, and Slinger Piggy 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: Lindy Fiste, Interim Library Director

Date: Friday, January 10, 2025

Re: Agenda for Monday, January 13, 2025

II. Old Business

- A. Ken Reiser will give an update on the Capital Campaign project.
- B. Marlyss Thiel will update on the Library Director search.

III. New Business

December Financial/Vouchers Report – please note that in the 800 Library Capital Outlay/Collections budget that I put our collection balance on the right in italics. This is where payments to the Sweeney Group are being recorded and I wanted to show our actual collection numbers more clearly in that account.

IV. Director's Report

A. Circulation and Library Use Statistics- December 2024

If it seems like Facebook reach increased a lot, it is because it did! 340% for December.

Website Numbers – the settings I check said 0. I will need to check on this with our website company for the future.

B. Library Program Report-December 2024 – New! See the YS Librarian Program Report attached

C. Staff Update – Onboarding of new circulation clerk

D. Consideration of Circulation Clerk hours- I'd like to ask the board to consider an increase of 3 hours per week for one of our circulation clerks. She has increased her hours during the interim and it is giving her the extra time needed to accomplish her other duties, so I'd like to ask that these become her new set hours. Currently 15 hours per week, increase to 18 hours per week.

Please let me know if there is anything else you need or questions you may have before our Library board meeting. Thank you!

December Minutes of the Slinger Community Library Board
Monday, December 9, 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 4:30 pm on December 9, 2024 in accordance with Notice of Meeting delivered to members on December 6, 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	X	
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	6	

Also present:

Margaret Wilber, Village Administrator; Ken Reiser, Chairman Capital Campaign
Lindy Fiste, Circulation Librarian/Interim Director

I. Open for Public Comment: Nothing was shared during public comment.

II. Old Business

A. Capital Campaign Update – Ken Reiser

Ken shared that committees continue to do their individual work. A revised timeline was shared. Official dates for fundraising kick off will be set once plans are more fully developed with the architect.

B. Library Director Search Update – President Thiel

The job posting has been updated with a new deadline of January 6, 2025

III. New Business

A. Staffing Update- a new circulation clerk will be added to staff January 2025

B. Review of criteria for benefitted positions – short discussion was had regarding at how many work hours benefits kick in. Discussion Only.

C. Review and Action

i. Minutes of November 11, 2024 meeting

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

ii. November 2024 Financial/Vouchers Report

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

iii. Forte Bank 2 Library CDs up for renewal

Motion by Voll/Lighthizer to move CD 37851 to 15 month CD at 4% interest. Motion carried.

Motion by Voll/Hignite to move CD 34386 to 21 month CD at 3.75% interest. Motion carried.

IV. Director's Report

A. Circulation and Library Use Statistics- November 2024

Monthly statistics 2023 vs 2024

November total circulations, digital (Hoopla & Libby) and physical were 8,494 with physical circulations at 6,631 and digital at 1,863. Physical circulations decreased by 282 items from November 2023. Digital circulations increased by 253 items from November 2023. Patron count was 2,090 a decrease of 137 patrons from November 2023.

B. Library Program Report- November 2024

Interim Director Lindy shared the November Programs report.

V. Announcements:

A. Next Meeting Date: Monday, January 13, 2025 at 4:30pm

VI. Adjourn Meeting

Motion by Hignite/Lighthizer to adjourn meeting at 5:27 pm. Motion carried.

Respectfully Submitted,

Lindy Fiste, Circulation Librarian/Interim Director

VOUCHERS DECEMBER 2024

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

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
12/31/2024	Amazon		\$ 27.71		\$9.72	\$2,650.00
12/31/2024	Amazon		\$ 8.99		-\$26.98	
12/31/2024	Amazon		\$ 35.48		-\$62.46	
12/31/2024	Amazon		\$ 27.33		-\$89.79	
12/31/2024	Walmart		\$ 20.01		-\$109.80	
12/31/2024	Amazon		\$ 45.09		-\$154.89	
12/31/2024	Amazon		\$ 39.99		-\$194.88	107%
		TOTAL SPENT			\$204.60	

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	100.00%

230-00-55110-320-000 Programs

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
12/31/2024	Costco		\$56.30		\$1,372.30	\$5,650.00
12/31/2024	Amazon		\$50.42		\$1,265.58	
12/31/2024	Walmart		\$43.41		\$1,222.17	
12/31/2024	Amazon		\$66.18		\$1,155.99	
12/31/2024	Amazon		\$67.49		\$1,088.50	
12/31/2024	Amazon		\$24.08		\$1,064.42	
12/31/2024	Amazon		\$284.00		\$780.42	
12/31/2024	Amazon		\$28.43		\$751.99	
12/31/2024	Amazon		\$64.99		\$687.00	
12/31/2024	Amazon		\$23.14		\$663.86	
12/31/2024	Amazon		\$24.58		\$639.28	
12/31/2024	Amazon		\$70.48		\$568.80	90%
		TOTAL SPENT			\$803.50	

230-00-55110-325-000 Marketing

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
12/31/2024	Demco		\$ 153.20		\$ 843.73	\$1,650.00
12/31/2024	Demco		\$ 387.65		\$ 690.53	
12/31/2024	VistaPrint		\$ 40.05		\$ 302.88	
12/31/2024	Amazon		\$ 169.99		\$ 262.83	
		TOTAL SPENT			\$ 750.89	99%

230-00-55110-330-000 Training

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
12/31/2024	Qdoba		\$73.69		\$ 1,555.55	\$3,000.00
12/31/2024	Natalie Maksimuk		\$20.10		\$ 1,481.86	
12/31/2024	Amazon		\$188.29		\$ 1,461.76	
		TOTAL SPENT			\$ 282.08	57%

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

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
			\$ -		\$ -88.99	\$300.00
		TOTAL SPENT			-8.99	103%

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	100%

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

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
12/31/2024	WI Dept. of Admin		\$600.00		-\$4,659.21	\$14,184.00
		TOTAL SPENT			-\$600.00	132%

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

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
12/31/2024	Sweeney Group	12/1/2024 Month 3 - November Consulting Services	\$ 5,087.00		-\$12,707.57	\$32,269.00
12/31/2024	Sweeney Group	1/1/2025 Month 4 December Consulting Services	\$ 5,087.00		-\$22,881.57	\$ 9,580.43
12/31/2024	Ingram	AD & CH Items	\$ 883.38		-\$23,764.95	\$ 8,697.05
12/31/2024	Tonies	Tonies for CH	\$ 337.09		-\$24,102.04	\$ 8,359.96
12/31/2024	Amazon	DVDs	\$ 185.53		-\$24,287.57	\$ 8,174.43
12/31/2024	Hoopla		\$ 281.76		-\$24,569.33	\$ 7,892.67
12/31/2024	Rokus	Roku Subscriptions	\$ 37.92		-\$24,607.25	\$ 7,854.75
		TOTAL SPENT			\$11,899.68	76%

230-00-55110-830-000 Technology

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
12/31/2024	Amazon		\$23.99		\$1,345.39	\$5,000.00
12/31/2024	Amazon	Surge Protector Tower	\$89.94		\$1,231.40	
12/31/2024	Amazon	Shorter Power Strips/office supply	\$33.76		\$1,197.70	76%
		TOTAL SPENT			\$147.69	

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

Date	Description	YTD Actual	Budget	Unexpended	% Used
12/31/2024	F/T Wages	\$103,359.04	\$114,166.60		91%
12/31/2024	P/T Wages (w/benefits)	\$53,154.67	\$59,555.16		89%
12/31/2024	P/T Wages	\$53,529.26	\$57,774.80		93%
		\$210,042.97	\$ 231,496.56		91%

Monthly Deposit 2024

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

January	\$ 617.56	April	\$ 814.45	July	\$ 320.31	Oct	\$ 503.61	
February	\$ 382.68	May	\$ 351.85	August	\$ 578.42	Nov	\$ 247.67	
March	\$ 323.75	June	\$ 395.65	Sept	\$ 378.08	Dec	\$ 502.05	
							Total	\$ 5,416.08

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 & 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	\$ 214.60	June	\$ 39.41	\$ -	\$ -
July	\$ 150.63	July	\$ 149.68	July	\$ 20.00	\$ -	\$ -
August	\$ 380.76	August	\$ 197.66	August	\$ -	\$ -	\$ -
September	\$ 215.21	September	\$ 162.87	September	\$ -	\$ -	\$ -
October	\$ 291.37	October	\$ 165.71	October	\$ 46.53	\$ -	\$ -
November	\$ 110.20	November	\$ 137.47	November	\$ -	\$ -	\$ -
December	\$ 168.57	December	\$ 333.48	December	\$ -	\$ -	\$ -
Total	\$ 2,199.61	Total	\$ 2,127.66	Total	\$ 639.57	\$ 414.00	\$ 50.41

SCL Fine Free 9/1/2023

2024

Washington Cty/Non-Resident Income 230-00-43721-000-000

Date	Description	Check #	Income Amount \$
2/9/2024	2024 Circulation Pymt #1	541790	\$85,060.45
2/19/2024	Dodge County 2023 pd circulation Reimbursement payment	676794	\$889.06
5/29/2024	Ozaukee County 2023 pd circulation reimbursement payment	5342	\$41.15
7/1/2024	2024 Circulation Pymt #2	543986	\$85,060.45
7/1/2024	2024 Capital Offset	543986	\$6,234.50
7/1/2024	2024 Automation/overdrive Universal Class	543986	\$11,251.79
7/12/2024	TEACH Data Jan-Jun 2024	544327	\$600.00
7/1/2024	2024 Automation/overdrive Universal Class overpaid to SCL-pd back to Wash.Cty		(\$5,447.32)
1/8/2025	TEACH Reimbursement - 7/1/24-12/31/2024	547003	\$600.00
			\$184,290.08

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%

\$107,228.09 @ Forte Bank at 4.5%

Balance: \$551,883.45

Library Reserve Funds- Certificate H held at Forte Bank

Balance: \$28,095.29

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

Balance: \$89,592.57

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.

Updated 1/9/2025 LF

Slinger Community Library CDs

Certificate H - held at Forte Bank

15-month CD renewed on 12/5/2024

Balance as of 12/5/2024: \$28,410.50

Interest Rate: 4.00%

Maturity Date: March 11, 2026

Total: \$28,410.50

Certificate J - held at Forte Bank

15-month CD opened on 8/30/2024

Balance as of 8/30/2024: \$107,228.09

Interest Rate: 4.5%

Maturity Date: November 30, 2025

Total: \$107,228.09

Certificate M - held at Forte Bank

21-month CD opened on 12/20/2024

Balance as of 12/20/2024: \$31,262.10

Interest Rate: 3.75%

Maturity Date: 9/20/2026

Total: \$31,262.10

Certificate N - held at Forte Bank

7-month CD opened on 10/14/2024

Balance as of 10/14/2024: \$26,443.90

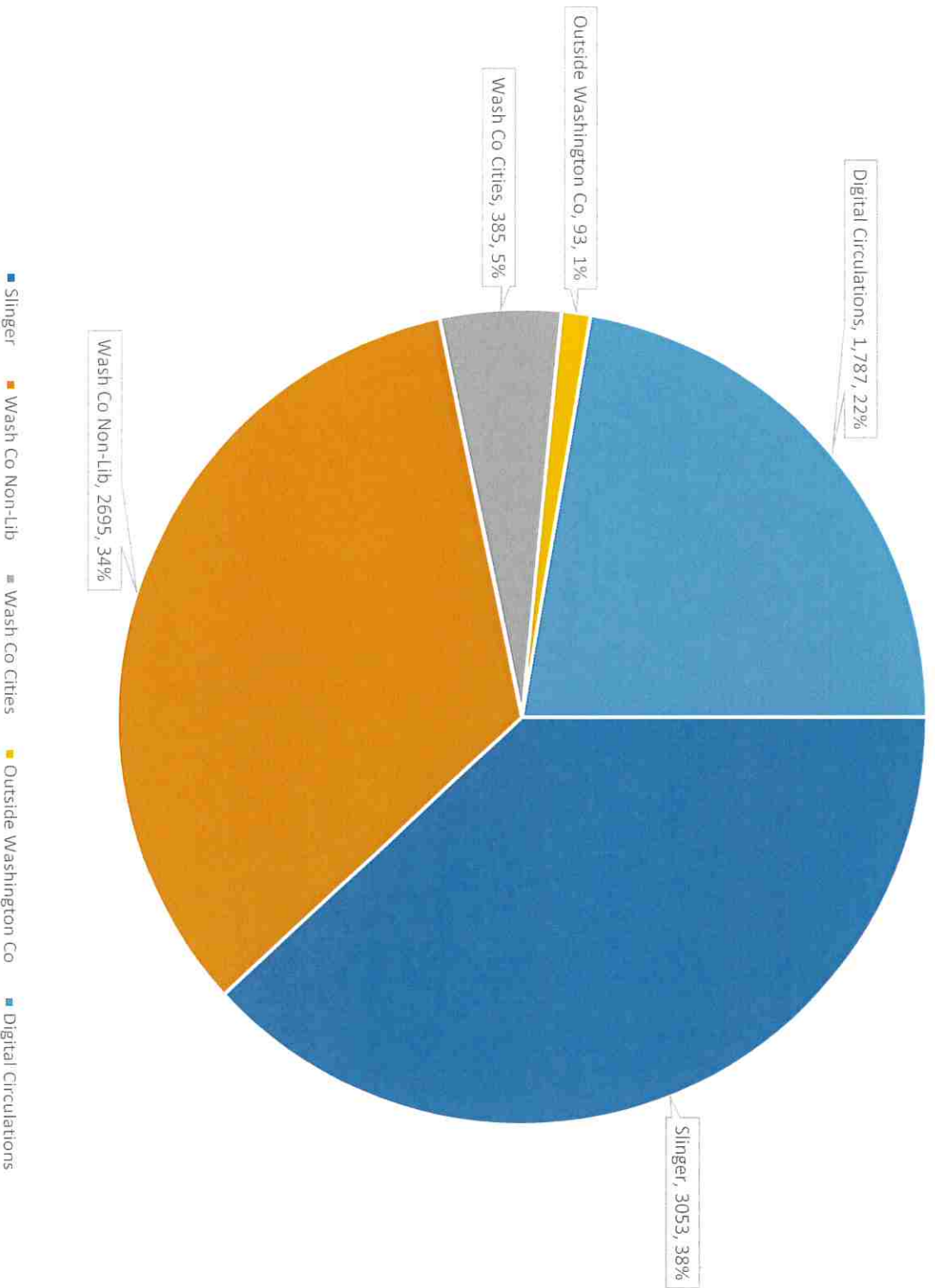
Interest Rate: 5.00%

Maturity Date: May 14, 2025

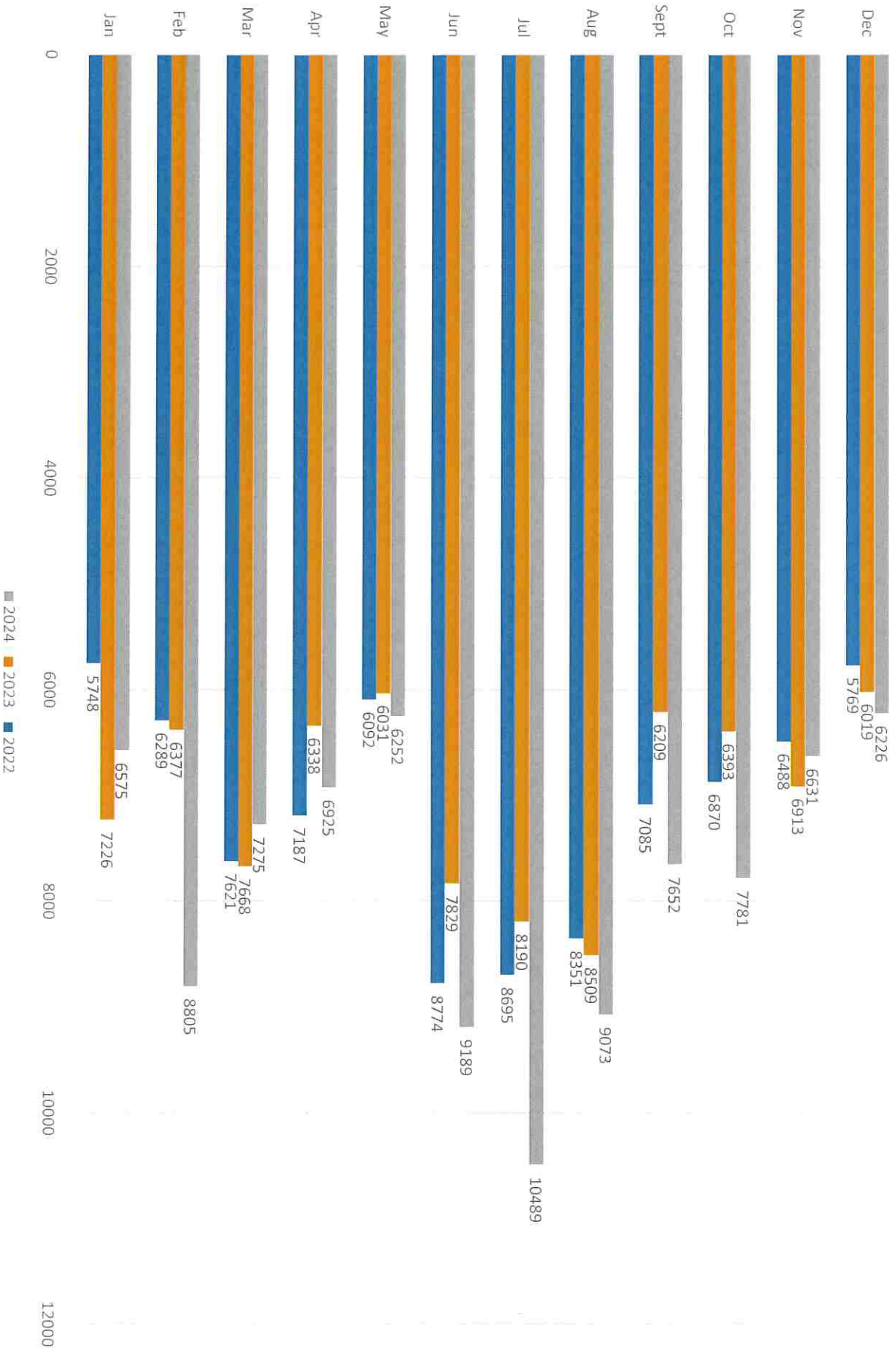
Total: \$26,443.90

updated 12/20/2024 LF

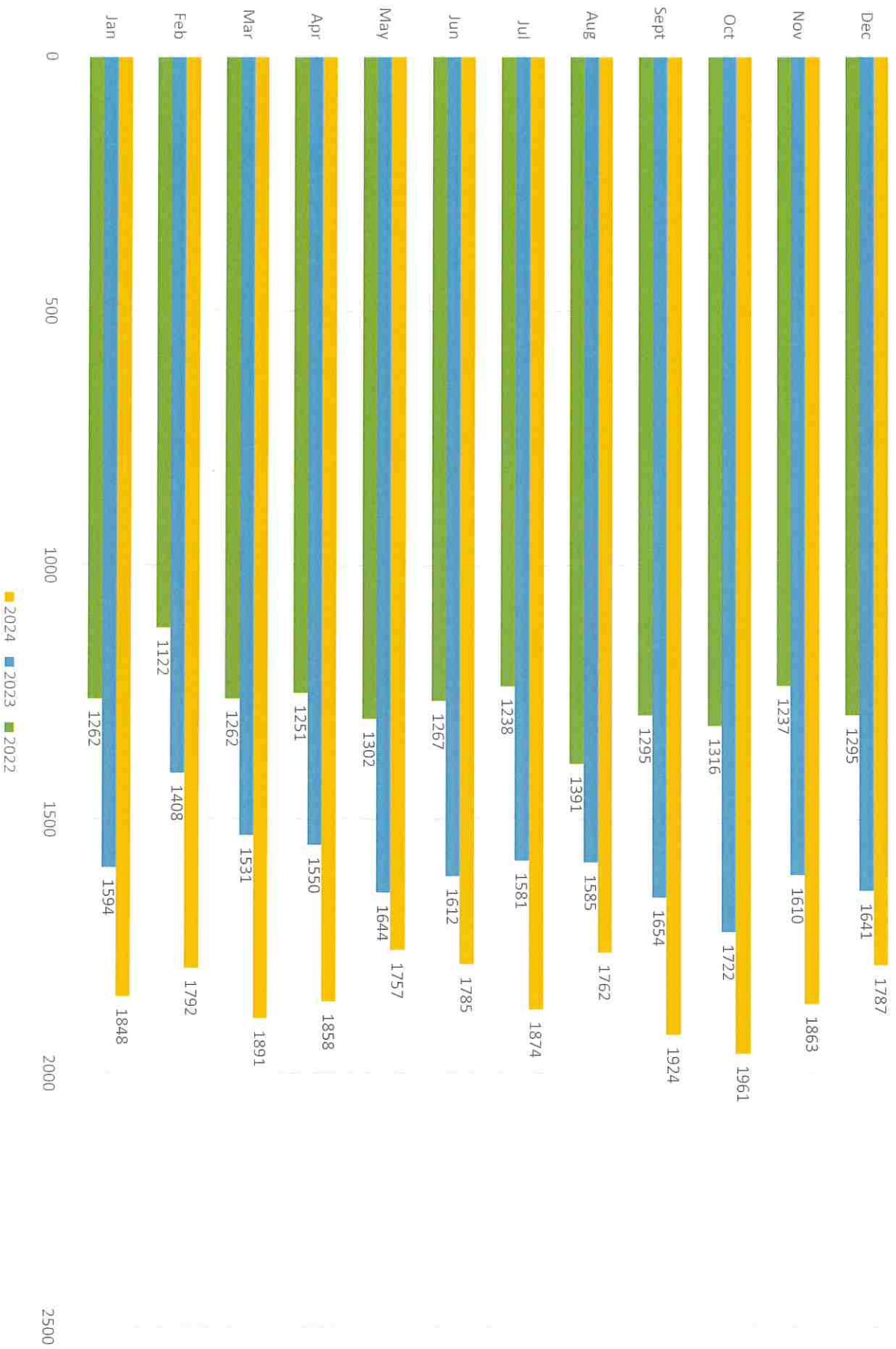
Total Circulation December 2024 - 8,013
Physical 6,226 & Digital 1,787



3 Year Physical Circulations



3 Year Digital Circulation Libby & Hoopla



December Slinger Library Statistics

	2022		2023		2024	
	Month	Yr End	Month	Yr End	Month	YTD
Circulation Activity						
Number of Days Open	22	293	22	295	23	297
Patron Count	1,720	26,121	1,973	28,637	2,138	33,720
New Cards Issued	21	371	14	386	34	533
Physical	Month	Yr End	Month	Yr End	Month	YTD
Items Checked Out	5,769	84,970	6,022	83,715	6,226	92,873
Items Checked In	4,529	72,453	5,028	72,831	6,083	85,411
Holds Placed	1,425	21,046	1,612	21,595	1,666	23,057
Library of Things Check Outs (LOT)	NA	NA	115	1,850	160	2,781
Digital	Month	Yr End	Month	Yr End	Month	YTD
Libby & Overdrive Checkouts	1,100	13,615	1,465	16,861	1,622	20,047
Hoopla	159	1,587	176	2,271	165	2,055
Databases	Month	Yr End	Month	Yr End	Month	YTD
AtoZ Databases Logins (canceled for 2024)	256	2,340	39	1,194	NA	NA
Ancestry.com Logins	5	352	22	319	0	94
Universal Classes	2	54	139	NA	58	4,136
Transparent Lang.(Pronunciator Exp2023)	0	28	12	NA	9	262
Breakdown of Check Out Numbers	Month	Yr End	Month	Yr End	Month	YTD
Slinger	2,241	34,942	2,873	35,202	3,053	40,270
Wash Co Non Lib	3,155	43,413	2,616	41,980	2,695	44,639
Wash Co Cities	277	4,973	401	4,752	385	5,830
Outside Wash Co	96	1,639	129	1,768	93	2,134
Total Circulation Digital & Physical	Month	Yr End	Month	Yr End	Month	YTD
	7,064	100,205	7,660	102,667	8,013	114,975
Interlibrary Loan Activity-WISCAT	Month	Yr End	Month	Yr End	Month	YTD
Borrower - Requests from SL Patrons	4	97	9	138	11	163
Lender - Requests from other libraries	4	35	3	40	7	35
Library Programming	Month	Yr End	Month	Yr End	Month	YTD
Adult/Other Programs	6	79	10	97	15	118
Adult Program Attendance	51	710	92	895	229	1,163
Adult Self Directed Programs	0	2	0	2	3	4
Adult Self Directed Participation	0	159	0	195	0	57
Teen Programs	5	50	5	50	4	46
Teen Program Attendance	15	322	35	313	27	717
Teen Self Directed Programs	0	1	0	0	0	0
Teen Self Directed Attendance	0	54	0	0	0	0
Childrens Programs	22	163	16	209	21	205
Childrens Programs Attendance	227	2,993	297	3,399	243	3,356
Childrens Self Directed Programs	13	84	14	138	9	121
Childrens Self Directed Attendance	96	1,407	248	2,101	199	3,319
Other Library Services Offered	Month	Yr End	Month	Yr End	Month	YTD
Wifi Logins	414	5,928	0	7,269	505	6,247
Internet Logins	71	926	92	1,120	90	1,307
PAC Logins	1,294	18,497	1,211	17,822	998	15,840
Other Library Statistics	Month	Yr End	Month	Yr End	Month	YTD
Community Meetings	4	31	1	110	3	42
Community Meetings Attendance	60	307	4	402	42	492
Facebook Reach	3,122	45,210	2,521	47,891	13,100	57,928
Website Visits	4,328	61,575	24,450	137,961	0	175,922
Number of Volunteers	0	28	0	50	1	45
Volunteer Hours	0.00	40.50	0.00	61.00	2.00	61.00
Reference Statistics	Month	Yr End	Month	Yr End	Month	YTD
Reference Questions	46	856	188	2,193	173	2,830
Computer & Technology Assistance	6	252	39	461	37	464

Program Report from YS Librarian Natalie Maksimuk

December 2024

Adult/General Programs	15
Adult/All-Age Program Attendance	229
Adult/All-Age Self-Directed Programs	3
Adult/All-Age Self-Directed Participation	0
Teen Programs	
Teen Program Attendance	4
Teen Self-Directed Programs	27
Teen Self-Directed Participation	n/a
Children's Programs	
Children's Program Attendance	21
Children's Self-Directed Programs	243
Children's Self-Directed Participation	9
Children's Self-Directed Participation	199

December Program Highlights

All age-group youth programs helped to create ornaments to decorate our library tree, and the TAB volunteers made the tree topper, as well as snowflakes hanging in the Children's Area. Santa and the SHS a cappella choir were the highlights of our Merry & Bright Morning. We held the event entirely within the library this year and had more of an open house setup. We received several positive comments about this change, including from the choir director. It made for a very cozy and positive event.

We held two all-age programs during Winter Break: A PJ/Movie morning showing of The Grinch, and a "Two" Year's Eve party. Both were well attended.

Coming in January

This month, all age groups will be helping to decorate canvas pieces that will hang on the wall in our reading area. We are hosting a free-create art event where we will set out a variety of art supplies and patrons of all ages can create whatever they wish. We will have another PJ/Movie on a no school day, this time showing The Wild Robot. For adults, certified organizing specialist Nicole Rate will present a workshop on decluttering and organizing.