



Slinger Community Library Board of Trustees
Village Community Room, located at 218 Slinger Rd
Monday, February 14, 2022 at 4:30pm

Agenda

Roll Call and Confirmation of Open Meetings Law

Marlyss Thiel
Vicky Farr
Beth Lighthizer

Jane Hignite
Donna Moldenhauer

Cheryl Korinek
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, – January 2022
 - B. Library Program Report: January 2022
 - C. Circulation Clerk position update
 - D. FOSL update
- III. **New Business**
 - A. Review and Action
 - i. Minutes of January 10, 2022 meeting
 - ii. January Financial/Vouchers Report
 - iii. 2021 Annual Report
 - iv. Library Staff Meetings (Section 8.8) in Village of Slinger Personnel Policy
 - v. Staff Development Day Closure (October 10, 2022)
 - vi. Library Silent Auction
 - vii. Campus Expansion update
- IV. **Announcements**
 - A. Next Meeting Date: Monday, March 14, 2022 – 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, February 11, 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, February 11, 2022

Re: Agenda for Monday, February 14, 2022

II. DIRECTOR' S REPORT

A. Circulation and Library Use Statistics-January 2022

January total circulations, digital and physical were 7,010 with physical circulations at 5,748 and digital at 1,262. Physical circulations decreased 3.9% (236 items) from January 2021. Digital circulations increased 6.7% (80 items) from January 2021. Patron count was 1,680 an increase of 19.8% (278) patrons from January 2021.

B. Library Program Report-January

Please see attached program reports. 1st half of Youth programs were cancelled because I had three staff out with COVID including the Youth Services Librarian.

C. Circulation Clerk Position Update

Four applications were turned into the Village. Three applicants were interviewed. The position was offered to a candidate. A start date has not been discussed until successful passing of the background check, physical, and drug test.

D. FOSL Update

Please see the attached Treasurers Report.

2022 Fundraising:

April 14th Papa Murphy's

July 7th Papa Murphy's

Fill N Chill TBD

Investigating having another Gehring's Meat Sale

III. NEW BUSINESS

iii. 2021 Annual Report

Please see Annual Report Flyer with 2021 statistics. Copy of the Annual Report will be provided at the board meeting.

iv. Library Staff Meetings (Section 8.8) in Village of Slinger Personnel Policy

Section 8.8 Library Staff Meetings as written in the Village of Slinger Personnel Policy:

Staff meetings are held on a quarterly basis or as needed, at the discretion of the Library Director. Staff meetings are mandatory, unless the employee has been pre-approved for vacation leave, an extended leave of absence or is sick. In March of each year, the Library closes to provide a day of staff training and development. All staff is expected to participate and shall be compensated for their time.

Library Staff Meetings (Section 8.8) recommended update for Village of Slinger Personnel Policy:

Staff meetings are held on a quarterly basis or as needed, at the discretion of the Library Director. Staff meetings are mandatory, unless the employee has been pre-approved for vacation leave, an extended leave of absence or is sick. In addition to quarterly meetings each year, the Library closes for a day to provide staff training and development. All staff is expected to participate and shall be compensated for their time.

v. Staff Development Day Closure (October 10, 2022)

Close the Library on Monday, October 10, 2022, Columbus Day, for Staff Development Day

vi. Library Silent Auction

The Friends of Slinger Library are no longer doing the Silent Auction. Does the Library Board want to take the Silent Auction over?

vii. Campus Expansion update

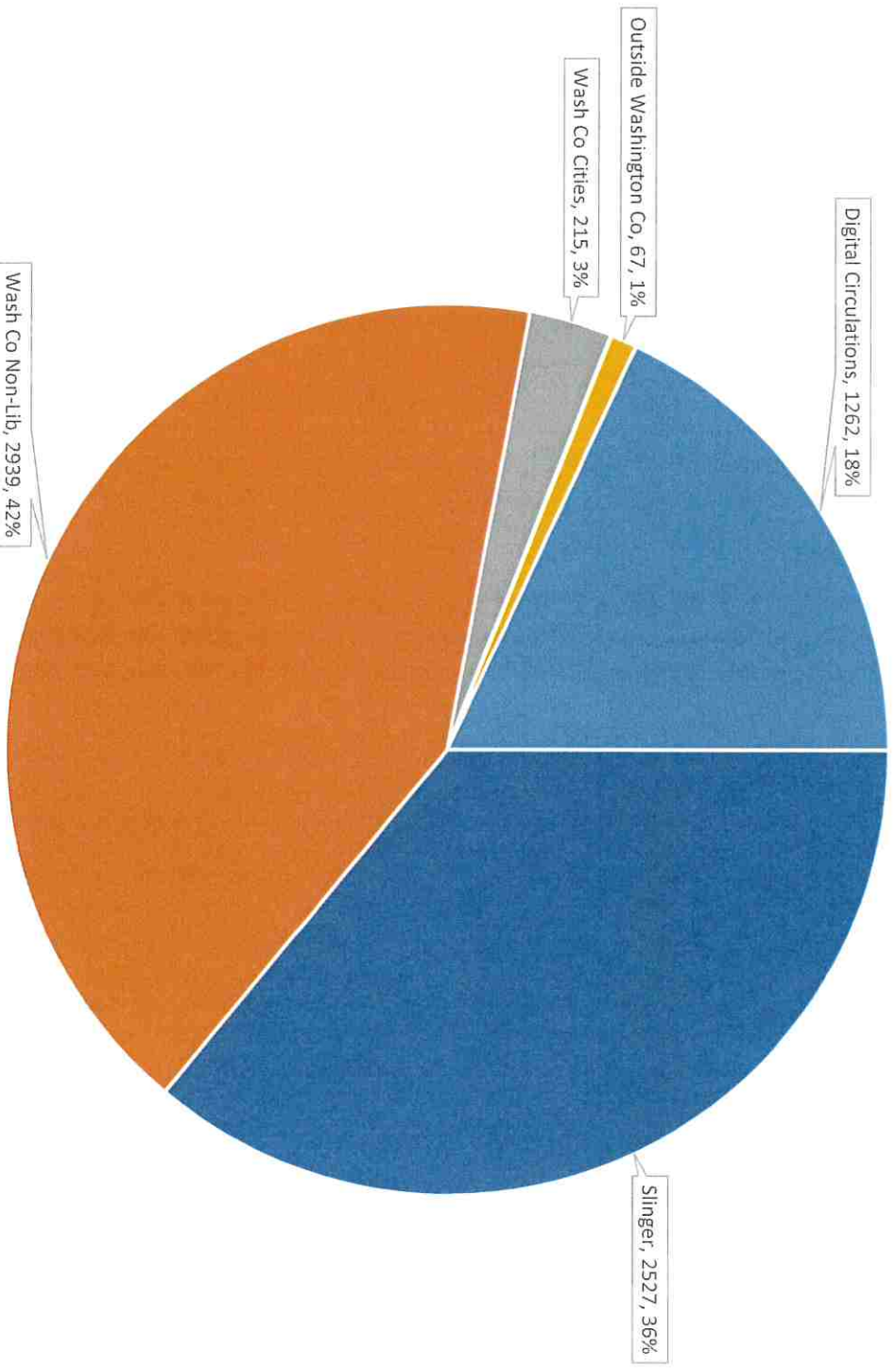
Village Administrator, Margaret Wilber, will speak on this topic.

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!

January 2022 Slinger Library Statistics

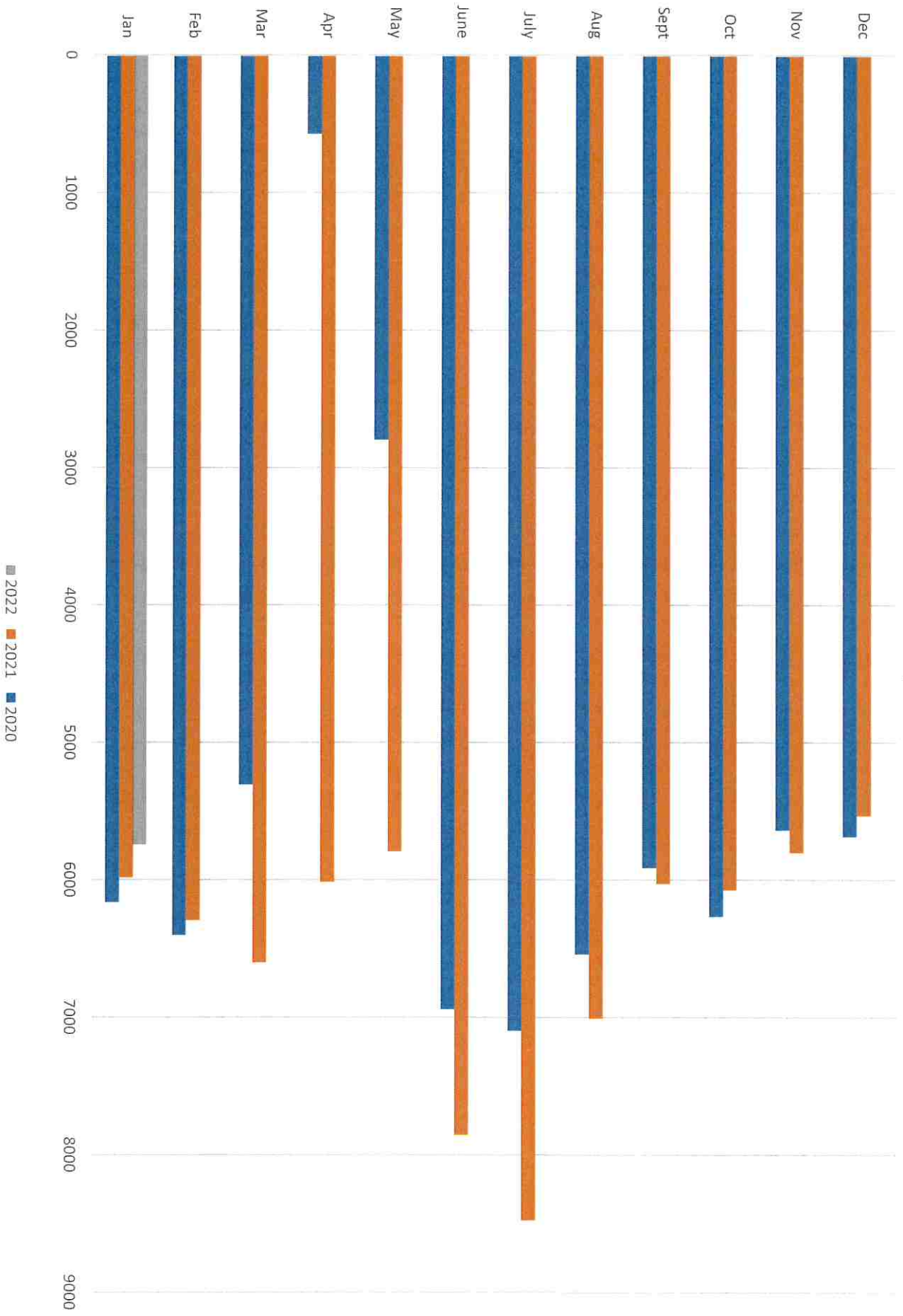
	2020	2021		2022	
Circulation Activity	Yr End	Month	Yr End	Month	YTD
Number of Days Open	246	24	295	24	24
Patron Count	16,466	1,402	22,700	1,680	1,680
New Cards Issued	314	7	232	18	18
Print	Yr End	Month	Yr End	Month	YTD
Items Checked Out	65,338	5,984	77,481	5,748	5,748
Items Checked In	57,289	4,666	66,171	4,742	4,742
Holds Placed	21,040	2,017	21,401	1,846	1,846
Digital	Yr End	Month	Yr End	Month	YTD
Libby & Overdrive Checkouts	11,272	1,136	14,147	1,159	1,159
Hoopla	950	46	371	103	103
Databases	Yr End	Month	Yr End	Month	YTD
AtoZ Databases Logins	40,198	228	8,061	257	257
Ancestry.com Logins	859	6	1,056	0	0
Gale Courses Taken	25	3	17	0	0
Pronunciator Logins	96	14	199	28	28
Breakdown of Check Out Numbers	Yr End	Month	Yr End	Month	YTD
Slinger	29,768	2,685	33,248	2,527	2,527
Wash Co Non Lib	31,520	3,012	38,927	2,939	2,939
Wash Co Cities	3,376	232	3,996	215	215
Outside Wash Co	656	55	1,267	67	67
Total Circulation Digital & Physical	Yr End	Month	Yr End	Month	YTD
	77,495	7,166	91,903	7,010	7,010
Interlibrary Loan Activity-WISCAT	Yr End	Month	Yr End	Month	YTD
Borrower - Requests from SL Patrons	74	6	80	5	5
Lender - Requests from other libraries	34	3	27	1	1
Library Programming	Yr End	Month	Yr End	Month	YTD
Adult/Other Programs	22	1	47	7	7
Adult Program Attendance	264	7	326	42	42
Adult Self Directed Programs	15	3	15	0	0
Adult Self Directed Participation	412	53	306	0	0
Teen Programs	3	1	21	3	3
Teen Program Attendance	17	0	196	19	19
Teen Self Directed Programs	9	2	11	0	0
Teen Self Directed Attendance	71	15	136	0	0
Childrens Programs	51	4	79	6	6
Childrens Programs Attendance	783	29	1,770	61	61
Childrens Self Directed Programs	28	5	51	2	2
Childrens Self Directed Attendance	835	170	1,777	50	50
Other Library Services Offered	Yr End	Month	Yr End	Month	YTD
Wifi Logins	3,945	328	4,827	403	403
Internet Logins	859		662	72	72
PAC Logins	20,952	1,722	18,522	1,554	1,554
Other Library Statistics	Yr End	Month	Yr End	Month	YTD
Community Meetings	23	0	14	3	3
Community Meetings Attendance	118	0	133	31	31
Facebook Reach	20,402	1,010	25,863	3,764	3,764
Website Visits	42,767	3,324	50,394	4,442	4,442
Number of Volunteers	9	0	23	0	0
Volunteer Hours	22.75	0.00	26.00	0.00	0.00
Reference Statistics	Yr End	Month	Yr End	Month	YTD
Reference Questions	881	101	1,091	97	97
Computer & Technology Assistance	252	6	260	40	40

January 2022 Total Circulations
Digital 1,262 & Physical 5,748



- Slinger
- Wash Co Non-Lib
- Wash Co Cities
- Outside Washington Co
- Digital Circulations

3 Yr Physical Circulation Statistics



January 2022 Programming

Take n' Makes	Theme	# of Kits
Lil' Bookworms Story Time Take 'n Make (0-5) #1	New Year's	-
Lil' Bookworms Story Time Take 'n Make (0-5) #2	Penguins	-
Lil' Bookworms Story Time Take 'n Make (0-5) #3	Cold & Snow	25
Lil' Bookworms Story Time Take 'n Make (0-5) #4	Polar Bears	25

Program	Theme	# Participants
Lil' Bookworms Story Time (0-5) #1A	New Year's	Cancelled
Lil' Bookworms Story Time (0-5) #1B		Cancelled
Lil' Bookworms Story Time (0-5) #2A	Penguins	Cancelled
Lil' Bookworms Story Time (0-5) #2B		Cancelled
Lil' Bookworms Story Time (0-5) #3A	Cold & Snow	0
Lil' Bookworms Story Time (0-5) #3B		16
Lil' Bookworms Story Time (0-5) #4A	Polar Bears	10
Lil' Bookworms Story Time (0-5) #4B		16
Kids Klub (6-10) #1	Tower Building - Books	Cancelled
Kids Klub (6-10) #2	Kraft Night – Penguin Poppers	Cancelled
Kids Klub (6-10) #3	Game On! – Winter Olympic Games	Cancelled
Kids Klub (6-10) #4	Tower Building – Game On! [Rescheduled]	4
Teen Thursday (11-18) #1	Paul Blart Mall Cop Movie Night	Cancelled
Teen Thursday (11-18) #2	Let's Get Crafty – No Sew Pillow Cases	Cancelled
Teen Thursday (11-18) #3	Paul Blart Mall Cop Movie [Rescheduled]	0
Teen Thursday (11-18) #4	Teen Trivia - Marvel	9
TAB Meeting	January Meetings	10
TAB Executive Board Meeting		Cancelled
Family Program (all ages)	Self-Defense & Safety Awareness Class	15
Fitness Class (all ages)	Yoga for All	11
Aromatherapy Basics (18+)	Essential Oils Class	3
Intro to Your Energetic Body (18+)	Energy Healing Class	8
Craftermorning at the Library (18+)	Pinecone Door Hanger	5
Flicks 4 Grown-Ups (18+)	No Time to Die	2
Knot Just Knitting (18+)	January	0
Monday Afternoon Book Club (18+)	The Satapur Moonstone	5
Pints & Pages (21+)	The Giver of Stars	8

Friends of the Slinger Library Treasurers Report 02/07/2022

Beginning Balance – 9/01/21 \$13,009.12

Income

10/08/21	Can money	66.00
10/08/21	Used book money	80.00
10/08/21	3 memberships	15.00
10/19/21	2 memberships	10.00
10/29/21	Can money	40.00
11/08/21	1 membership	5.00
11/09/21	Can money	57.00
12/09/21	Used book money	70.00
01/06/22	Amazon Smile	16.68
01/06/22	Can money	66.00
01/17/22	Used book money	<u>38.40</u>
Income Total		\$464.08

Expenses

10/08/21	Cardmember Services – programs	116.34
11/04/21	State of WI -filing fee	10.00
11/08/21	Cardmember Services - programs	97.99
11/08/21	Village of Slinger - programs	75.56
12/09/21	Village of Slinger - programs	80.34
12/09/21	Cardmember services – programs	88.30
01/06/22	Cardmember services – programs	136.37
01/17/22	Monarch – Book Pages	97.20
01/17/22	Village of Slinger – programs	106.30
01/31/22	Ingram Library Services – books	86.88
Expense total		<u>\$895.28</u>

Ending balance \$12,577.92

Used book money	188.40
Can money	229.00
Amazon Smile	<u>16.68</u>
	\$434.08

January minutes of the Slinger Community Library Board
Monday, January 10, 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 4:30pm on January 10, 2022 in accordance with Notice of Meeting delivered to members on January 7, 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(excused)		X
Beth Lighthizer(Excused)		X
Katherine Tobey	X	
Cheryl Korinek	X	
	<hr/>	<hr/>
	5	2

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

Director Schultz stated November total circulations, digital and physical were 7,132 with physical circulations at 5,803 and digital at 1,329. Physical circulations decreased (272 items) from October 2021. Digital circulations increased (19 items) from October 2021. Patron count was 1,696 an increase of 61 patrons from October 2021. Hoopla had 89 downloads in November, an increase of 4 downloads from October.

Director Schultz stated December total circulations, digital and physical were 6,703 with physical circulations at 5,532 and digital at 1,171. Physical circulations decreased (271 items) from November 2021. Digital circulations decreased (158 items) from November 2021. Patron count was 1,687 a decrease of 9 patrons from November 2021. Hoopla had 81 downloads in December, a decrease of 8 downloads from November.

B. Library Program Report-October

Director Schultz shared the November and December program reports.

C. Holiday Wish Tree

Director Schultz stated that during the holiday season \$487.00 was donated to the library. \$50.00 anonymous donation, \$100.00 book donation, and \$337.00 Holiday Wish Tree donations. We plan to purchase a prepaid card for \$487.00 and multiple staff can use to buy programming supplies or collection items if they are shopping locally.

D. Year End Expenditures

Director Schultz stated and attached the 2021 Year End Expenditures spreadsheet and picture pages. Director Schultz stated currently spending \$9,012.22 of the \$15,000 allotted. Director Schultz stated the Uptown Charging Bench will be purchased through a grant from the Village.

III. New Business.

i. Minutes of November 8, 2021 meeting

Motion by Farr/Tobey to accept minutes as presented. Motion carried.

ii. November/December Financial/Vouchers Reports

Motion by Korinek/Modenhauer to accept vouchers as presented. Motion carried.

iii. Circulation Clerk position

Director Schultz stated the need to advertise for a Circulation Clerk for 15 hrs/wk at \$12.15.

V. Announcements:

A. Next Meeting Date: February 14, 2022 at 4:30pm

VI. Adjourn Meeting

Motion by Tobey/Farr to adjourn at 4:53pm. Motion carried.

Respectfully Submitted, Leslie Schultz, Library Director

VOUCHERS JANUARY 2022

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

Date	Description	Invoice #	Debit	Balance
				\$ 2,000.00
		TOTAL SPENT		

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
					\$4,650.00
		TOTAL SPENT	\$0.00		

230-00-55110-325-000 Marketing

Date	Description	Invoice #	Debit	Balance
				\$ 2,000.00
		TOTAL SPENT	\$0.00	

230-00-55110-330-000 Training

Date	Description	Invoice #	Debit	Balance
				\$ 2,000.00
		TOTAL SPENT	\$0.00	

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

Date	Description	Invoice #	Debit	Balance
				\$1,000.00
		TOTAL SPENT		

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

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

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

Date	Description	Invoice #	Debit	Credit	Balance
					\$10,394.00
		TOTAL SPENT	\$0.00		

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

Date	Description	Invoice #	Debit	Balance
				\$23,169.00
	Ingram		\$657.56	\$22,511.44
	Daily News		\$234.00	\$22,277.44
		TOTAL SPENT	\$ 891.56	

230-00-55110-830-000 Technology

Date	Description	Invoice #	Debit	Balance
				\$2,760.00
		TOTAL SPENT		

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

Date	Description	YTD Actual	Budget	Unexpended	% Used
1/31/2022	Library Department Head Salary	\$4,448.61	\$58,183.20		7.6%
1/31/2022	P/T Wages (w/benefits)	\$5,124.85	\$78,407.68		6.5%
1/31/2022	P/T Wages	\$1,705.38	\$48,874.80		81.2%
		\$11,278.84	\$ 185,465.68		91.0%

2022 Anticipated Amount \$4,500

Date	Total Deposit	
12/28-1/10	\$167.91	
1/11-1/17	\$132.85	
1/18-1/24	\$137.70	
1/25-1/31	\$63.00	
TOTAL	\$501.46	

Money Collected From Fines

Month	
January	\$327.66
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total	\$327.66

Library Services Revenue *

Month	
January	\$173.80
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total	\$173.80

*Copies - Faxing - Replacement Cards

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: \$204,720.06

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

Balance: \$26,218.77

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

Balance: \$326,145.08

Unused Funds Balance: \$135,802.00

Updated 4/5/2021 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 4/14/2021: \$11,843.55

Interest Rate: .20%

Maturity Date: April 14, 2022

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

12-month CD opened on 4/14/2021

Balance as of 4/14/2021: \$14,375.22

Interest Rate: .20%

Maturity Date: April 14, 2022

Total:	\$26,218.77
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updated 4/30/2021 by LAS



INFORMATION • INSPIRATION • ENTERTAINMENT

Slinger Community Library

220 Slinger Rd, Slinger, WI 53086 • (262) 644-6171 • slingerlibrary.org



STRONG LIBRARIES=STRONG COMMUNITIES 2021 BY THE NUMBERS

91,956
Total
Circulations

77,438
physical
circulations
(print, media, audio)

14,518
digital
circulations
(e-books, e-audio,
e-video, & streaming)

52
Pick Up n' Go
curbside pickup

22,700
Patron
Visits

4,054
registered
cardholders

662
public computer
logins

1,351
reference &
technology
questions

50,394
Website
Visits

4,827
wireless logins

25,863
Facebook
Reach

9,316
electronic
database
retrievals

Library Funding

Village of Slinger

Washington County

Friends of Slinger
Library

\$161,460

\$168,302

\$9,107



INFORMATION • INSPIRATION • ENTERTAINMENT

Slinger Community Library

220 Slinger Rd, Slinger, WI 53086 • (262) 644-6171 • slingerlibrary.org

New offerings in 2021:

- ✓ Added 6 Life-Size Games and Milwaukee County Zoo Passes
- ✓ Hoopla Streaming Services
- ✓ Story Walk at Glen Hill Pond
- ✓ Attended the Washington County Fair
- ✓ Established a Teen Advisory Board

224
Programs
(children, teen,
adults)



4,511
Attendance
(children, teen,
adults)