



Slinger Community Library Board of Trustees
Village Community Room, located at 218 Slinger Rd
Monday, February 13, 2023 at 4:30pm

Agenda

Roll Call and Confirmation of Open Meetings Law

Marlyss Thiel
Vicky Farr
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, – January 2023
 - B. Library Program Report: January 2023
 - C. Youth Services Report: PBS Kids and Children's Book Award Committee
 - D. Collection updates
- III. **New Business**
 - A. Review and Action
 - i. Minutes of January 9, 2023 meeting
 - ii. January Financial/Vouchers Report
 - iii. Circulation Librarian and Catalog Librarian Job Description Update-Hours
 - iv. Part-Time Benefitted Staff: Benefit Proration Policy
 - v. Part-Time Benefitted Staff: Sick and Vacation Policy
 - vi. 2022 Annual Report
- IV. **Old Business**
 - A. Village/Library Expansion Update
 - B. Slinger Kiwanis Winter Gala
- V. **Announcements**
 - A. Next Meeting Date: Monday, March 13, 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, February 10, 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, February 10, 2023

Re: Agenda for Monday, February 13, 2023

II. DIRECTOR' S REPORT

A. Circulation and Library Use Statistics-January 2023

Monthly statistics 2022 vs 2023

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.

Yearly statistics 2019 vs 2022 Pre-pandemic vs Today

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

Please see attached program reports.

C. Youth Services Report

Hanna, Youth Services Librarian, is taking part in **2023 PBS Kids Library Educator and Community Learning Cohort**. She will be participating in online sessions with other library professionals around the state to integrate and promote early learning and family engagement activities. The program focuses on science, engineering, playful learning, informational text, and integrating media, all using PBS Kids materials. She will be receiving a stipend for programming.

Hanna is also a new member of the **Wisconsin Library Association's Book Award Committee**. She will be tasked with reading 70 children's and young adult books and help choose the most distinguished work to receive the Elizabeth/Worzalla Award given to an author or illustrator connected to Wisconsin.

D. Collection Updates

Coming soon to Slinger will be **video games!** We plan to spend \$1000 to start up our video game collection. This collection will contain "E" rated video games for all the video game consoles with a heavy concentration on Switch games. The cases will be located on the shelves but the games will be located behind the Circulation desk.

The "**Library of Things**" collection will increase in size! We plan to add snowshoes, karaoke machine, Stroll N' Wagon, and a giant size game.

Backpack Tales Preschool Story Time Kits are ready for circulation! Each kit includes 3-5 books, puppet, puzzle, song and craft sheet, puzzle, and music. All of the materials are placed in a backpack for the children. These kits were funded by the FOSL and Mary Krall.

III. NEW BUSINESS

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

Please see job descriptions for these positions in Board Packet.

I would recommend that the Catalog Librarian position to be 26 hours a week, a decrease of 2 hours.

I would recommend increasing the Circulation Librarian position to be 30 hours a week, an increase of 2 hours.

iv. Part-Time Benefitted Staff: Benefit Proration Policy—Section 10.2 and formulas in Board Packet

I would recommend the following be an update to the Village of Slinger Employee Handbook section 10.2 for Library staff;

“For purposes of assigning benefits, library non-seasonal, part-time employees who are scheduled to work 20 hours or more each week; the benefits shall be calculated on the basis of the number of hours they are hired to work in a year divided by the percentage of a full-time employee (2080 hours). This number will stay the same for that position from year to year. Sick leave, vacation, and holiday benefits shall be calculated on the basis of the proration rate for that position.”

v. Part-Time Benefitted Staff: Sick and Vacation Policy--Section 8.4 and formulas in Board Packet

Library Part-Time Benefitted Staff Sick Policy:

I would recommend the following be an update to the Village of Slinger Employee Handbook section 8.4 for Library staff;

“Library full-time employees shall accrue sick leave at the rate of 12 days per year (96 hours), up to a maximum of 60 days (480 hours). Library non-seasonal, part-time employees who are scheduled to work 20 hours or more each week, shall accrue sick leave at the proration rate of a fulltime employee of 12 days per year (96 hours), up to a maximum of 60 days (480 hours). The accrual will begin immediately and may be used for personal or family illness or disability. If the employee is ill or disabled for three or more consecutive days, employees may be required to furnish medical authorization to return to work. Employees calling in sick the day before or the day following a holiday or vacation day may be required to furnish medical authorization to return to work.

After an employee is released by his or her doctor to return from leave, it is the employee’s obligation to notify the Village of Slinger that he/she is able to return to work and if any restrictions are in place.

Library Part-Time Benefitted Staff Vacation Policy--Section 23.1 and formulas in Board Packet

I would recommend the following be an update to the Village of Slinger Employee Handbook section 23.1 for Library staff;

“Library non-seasonal, part-time employees who are scheduled to work 20 hours or more each week, shall accrue vacation at their benefit proration rate and follow the years of service and corresponding annual vacation program found in the chart below.”

These recommendations for updates for Library Part Time Benefitted staff to the Village of Slinger Handbook are for several reasons:

1. Consistency from year to year in each PT benefited staff position
2. Library operates and relies fully on Part-Time staff and want to retain with competitive benefits
3. Transparency on benefit calculations

vi. Annual Report

Please see 2022 Annual Report Graphic

IV. Old Business

A. Village/Library Expansion Update

Village Administrator Wilber will speak on this topic.

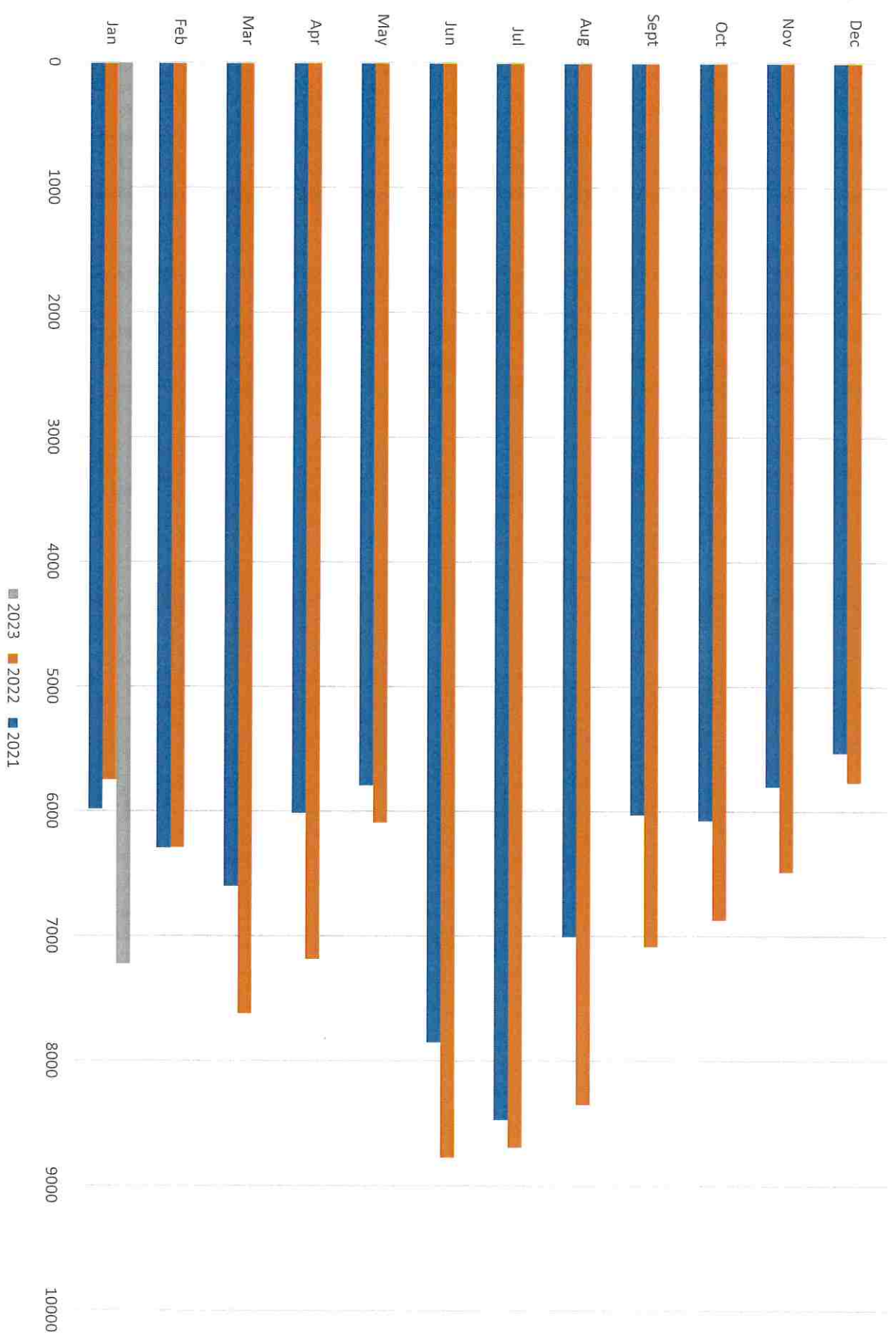
B. Slinger Kiwanis Winter Gala Update

Director Schultz, Village Administrator Wilber, and Library Board members will speak on this topic.

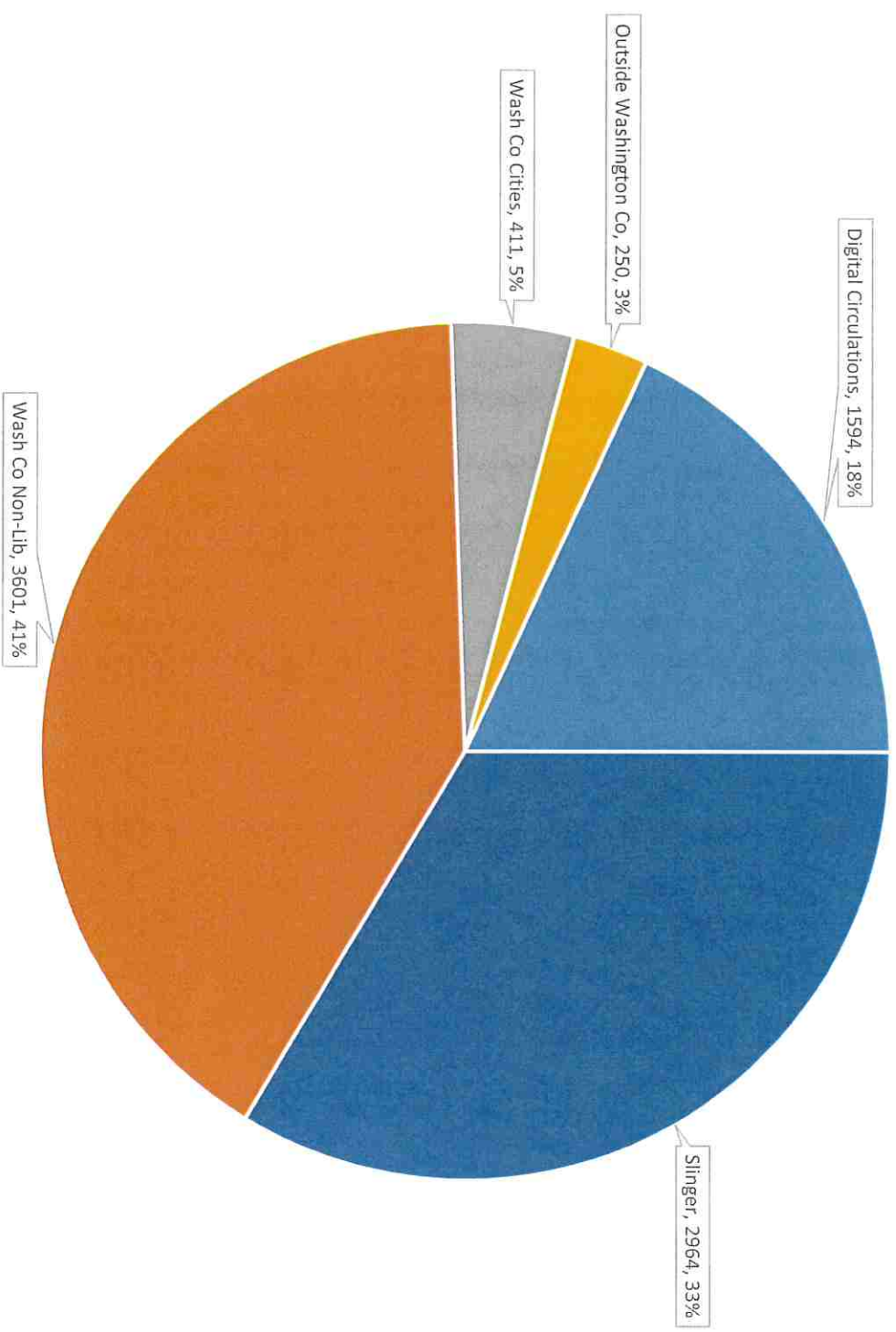
Please contact me with any questions, comments or concerns before the meeting so that I may be prepared to answer them at the library board meeting. Have a great weekend!

January Slinger Library Statistics					
	2021	2022		2023	
Circulation Activity	Yr End	Month	Yr End	Month	YTD
Number of Days Open	295	24	293	25	25
Patron Count	22,700	1,680	26,121	2101	2101
New Cards Issued	232	18	371	27	27
Physical	Yr End	Month	Yr End	Month	YTD
Items Checked Out	77,481	5,748	84,970	7236	7236
Items Checked In	66,171	4,742	72,453	5721	5721
Holdings Placed	21,401	1,846	21,046	2166	2166
Library of Things Check Outs (LOT)	NA	NA	NA	39	39
Digital	Yr End	Month	Yr End	Month	YTD
Libby & Overdrive Checkouts	14,147	1,159	13,615	1435	1435
Hoopla	371	103	1,587	159	159
Databases	Yr End	Month	Yr End	Month	YTD
AtoZ Databases Logins	8,061	257	2,340	189	189
Ancestry.com Logins	1,056	0	352	30	30
Universal Classes (thru Libby)/Gale prior	17	0	54	NA	NA
Pronunciator Logins (Expired for 2023)	199	28	28	NA	NA
Breakdown of Check Out Numbers	Yr End	Month	Yr End	Month	YTD
Slinger	33,248	2,527	34,942	2964	2964
Wash Co Non Lib	38,927	2,939	43,413	3601	3601
Wash Co Cities	3,996	215	4,973	411	411
Outside Wash Co	1,267	67	1,639	250	250
Total Circulation Digital & Physical	Yr End	Month	Yr End	Month	YTD
	91,903	7,010	100,205	8820	8820
Interlibrary Loan Activity-WISCAT	Yr End	Month	Yr End	Month	YTD
Borrower - Requests from SL Patrons	80	5	97	12	12
Lender - Requests from other libraries	27	1	35	3	3
Library Programming	Yr End	Month	Yr End	Month	YTD
Adult/Other Programs	47	8	79	7	7
Adult Program Attendance	326	42	710	40	40
Adult Self Directed Programs	15	0	2	0	0
Adult Self Directed Participation	306	0	159	0	0
Teen Programs	21	3	50	5	5
Teen Program Attendance	196	19	322	9	9
Teen Self Directed Programs	11	0	1	0	0
Teen Self Directed Attendance	136	0	54	0	0
Childrens Programs	79	6	163	20	20
Childrens Programs Attendance	1,770	61	2,993	173	173
Childrens Self Directed Programs	51	2	84	12	12
Childrens Self Directed Attendance	1,777	50	1,407	109	109
Other Library Services Offered	Yr End	Month	Yr End	Month	YTD
Wifi Logins	4,827	403	5,928	489	489
Internet Logins	662	72	926	86	86
PAC Logins	18,522	1,554	18,497	1550	1550
Other Library Statistics	Yr End	Month	Yr End	Month	YTD
Community Meetings	14	3	31	3	3
Community Meetings Attendance	133	31	307	43	43
Facebook Reach	25,863	3,764	45,210	3108	3108
Website Visits	50,394	4,442	61,575	3860	3860
Number of Volunteers	23	0	28	0	0
Volunteer Hours	26.00	0.00	40.50	0	0
Reference Statistics	Yr End	Month	Yr End	Month	YTD
Reference Questions	1,091	97	856	70	70
Computer & Technology Assistance	260	40	252	18	18

3 year Bar Graph



January 2023 Total Circulations 8,820
7,226 Physical Circulations & 1,594 Digital Circulations



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

January 2023 Programs at Slinger Community Library

Preschool Storytime

1/3 – Lil' Bookworms (hibernation) – 15
1/4 – Lil' Bookworms (hibernation) – 16
1/5 – Little Hearts (arctic animals) – 14
1/11 – Lil' Bookworms (winter) – 18
1/12 – Little Hearts (snowmen) – 13
1/17 – Lil' Bookworms (penguins) – 2
1/18 – Lil' Bookworms (penguins) – 9
1/19 – Little Hearts (winter sports) – 13
1/24 – Lil' Bookworms (snow) – 12
1/25 – Lil' Bookworms (snow) – 17
1/26 – Little Hearts (review) – 14
1/31 – Lil' Bookworms (Groundhog Day) – 3

Total: 146

Preschool Crafts:

1/3 – Lil' Bookworms (polar bear paper plate) – 7
1/4 – Lil' Bookworms (polar bear paper plate) – 8
1/5 – Little Hearts (penguin popper) – 12
1/11 – Lil' Bookworms (q-tip snowman) – 10
1/12 – Little Hearts (marshmallow snowman) – 11
1/17 – Lil' Bookworms (penguin poppers) – 1
1/18 – Lil' Bookworms (penguin poppers) – 5
1/19 – Little Hearts (popsicle sled) – 11
1/24 – Lil' Bookworms (cotton ball snowman) – 7
1/25 – Lil' Bookworms (cotton ball snowman) – 12
1/26 – Little Hearts (Cheerios counting) - 11
1/31 – Lil' Bookworms (Groundhog mask) – 2

Total: 109

Elementary:

1/5 – Kids Klub (break records) – 0
1/12 – Kids Klub (ice sculptures) – 6
1/19 – Kids Klub (forts) – 11
1/26 – Kids Klub (melting castles) – 10

Total: 27

Tweens:

1/5 – Terrific Tweens (break records) – 0
1/12 – Terrific Tweens (ice sculptures) – 0
1/19 – Terrific Tweens (hovercrafts) – 0
1/26 – Terrific Tweens (salt shaker snowman) – 0

Total: 0

Teens:

1/3 – Teen Tuesdays (break records) – 0
1/17 – January TAB Meeting – 2
1/17 – Teen Tuesdays (spa day) – 5
1/24 – Teen Tuesdays (tiny food party) – 2
1/31 – Teen Tuesdays (hot cocoa) - 0

Total: 9

Adults:

1/6 – Flicks 4 Grown-Ups – 0
1/9 – Devouring Books Cookbook Club – 7
1/12 – Air Fryer Basics @ the Library – 6
1/14 – Crafternoon @ the Library – 7
1/16 – Monday afternoon Book Club – 4
1/17 – Pints & Pages Book Club – 11
1/23 – Travel Dreaming Series: Disney Vacation – 5
1/30 – Winter Weather Preparedness - cancel

Total: 40

Family/All Ages:

1/18 – Kettle Moraine Home Educators - 41
1/21 – Minecraft Monday – 24

Total: 65

Grand Total:

Attendance: 396

Programs: 34

Crafts: 109

Items added to the "Library of Things" Collection...



January minutes of the Slinger Community Library Board
Monday, January 9, 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 January 9, 2023 in accordance with Notice of Meeting delivered to members on January 6, 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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	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

Monthly statistics 2021 vs 2022

Director Schultz stated November total circulations, digital (Hoopla & Libby) and physical were 7,725 with physical circulations at 6,488 and digital at 1,237. Physical circulations increased 12% (684 items) from November 2021. Digital circulations decreased 10% (192 items) from November 2021. Patron count was 1,832 an increase of 10% (136 patrons) from November 2021.

Director Schultz stated December total circulations, digital (Hoopla & Libby) and physical were 7,064 with physical circulations at 5,769 and digital at 1,259. Physical circulations increased 4.3% (236 items) from December 2021. Digital circulations increased 7% (88 items) from December 2021. Patron count was 1,720 an increase of 2% (33 patrons) from December 2021.

Yearly statistics 2021 vs 2022

Director Schultz stated 2022 total physical circulations increased 9.7% (7,489 items) from 2021. 2022 total digital (Hoopla & Libby) circulations increased 5% (720 items) from 2021. 2022 patron count increased 15% (3,421) patrons from 2021.

B. Library Program Report-November & December 2022

Director Schultz shared the November and December program reports. Director Schultz also shared the Red Cross Blood Drive in December had 29 total donations.

C. Holiday Wish Tree

Director Schultz stated that during the holiday season \$735.60 was donated to the library through the Wish Tree Fundraiser campaign for the future library expansion project and put into the Building and Offset account.

D. Future Fundraiser Ideas

Director Schultz stated that during each quarter of the year the library will be planning fundraising events to include Pie Day on March 14th, Subway Sunday Funday, and selling library merchandise to include calendar, beanie and stickers.

E. Kiwanis Winter Gala Super Raffle

Director Schultz stated the Slinger Kiwanis Club received three bigger items for the Winter Gala: a handcrafted canoe, TV, and an electric lawnmower and they would be used for the Super Slinger Kiwanis Raffle.

III. New Business.

i. Minutes of November 11, 2021 meeting

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

ii. November/December Financial/Vouchers Reports

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

iii. Staff Development Day-Monday, October 9th

Director Schultz requested closing the library for entire day to hold Staff training.

Motion by Lighthizer/Hignite to close library on Monday, October 9th for Staff Development Day. Motion carried.

V. Announcements:

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

VI. Adjourn Meeting

Motion by Tobey/Lighthizer to adjourn at 4:49pm. Motion carried.

Respectfully Submitted, Leslie Schultz, Library Director

VOUCHERS JANUARY 2023

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

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

230-00-55110-310-000 Central Services

Date	Description	Invoice #	Debit	Balance
1/31/2023	Village of Slinger		\$27,799.00	\$27,799.00
		TOTAL SPENT	\$27,799.00	\$0.00

230-00-55110-320-000 Programs

Date	Description	Invoice #	Debit	Credit	Balance
					\$4,650.00
			\$0.00		

230-00-55110-325-000 Marketing

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

230-00-55110-330-000 Training

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

VOUCHERS JANUARY 2023

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
				\$41,793.00
1/31/2023	Village of Slinger		\$41,793.00	
		TOTAL SPENT	\$41,793.00	\$0.00

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

Date	Description	Invoice #	Debit	Credit	Balance
					\$12,280.67
		TOTAL SPENT			

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

Date	Description	Invoice #	Debit	Balance
				\$27,269.00
1/31/2023	Ingram	CH & AD Prints	\$1,125.84	\$26,143.16
1/31/2023	Maris Associates	AD NF books	\$185.08	\$25,958.08
1/31/2023	Daily News	Newspaper	\$240.00	\$25,718.08
1/31/2023	Magazine Subscription Service FOSL reimburse \$900	Magazines	\$977.30	\$24,740.78
1/31/2023	Hoopla	Digital Content	\$3,300.00	\$21,440.78
				\$21,440.78
		TOTAL SPENT	\$5,828.22	

230-00-55110-830-000 Technology

Date	Description	Invoice #	Debit	Balance
				\$4,465.00
		TOTAL SPENT		

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

Date	Description	YTD Actual	Budget	Unexpended	% Used
1/31/2023	Library Department Head Salary	\$4,759.20	\$65,561.60		7.0%
1/31/2023	P/T Wages (w/benefits)	\$5,695.50	\$89,132.16		6.0%
1/31/2023	P/T Wages	\$2,681.70	\$56,674.80		4.7%
		\$13,136.40	\$ 211,368.56		6.2%

2023 Anticipated Amount \$4,500

Date	Total Deposit	
1/3-1/9	\$155.33	
1/10-1/16	\$73.24	
1/17-1/23	\$178.63	includes \$50 Cash donation
1/24-1/30	\$411.00	includes \$282.39 3rd & 4th quarters 2022 E-Commerce
TOTAL	\$818.20	

Money Collected From Fines

Month	
January	\$ 703.00
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total	\$ 703.00

Library Services Revenue *

Month	
January	\$139.00
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total	\$139.00

**Copies - Faxing - Replacement Cards*

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

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

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

Currently the Catalog Librarian is to work 28 hours a week. That position was 26 hours a week but when we had a staff who shared cataloging duties retire, I asked for 2 hours to be added to the Catalog Librarian position. I would recommend that position to be 26 hours a week, a decrease of 2 hours.

The Circulation Librarian is to work 28 hours a week. This position has to cover when circulation staff are sick or when extra shifts need covering due to hiring, programs, events, etc. This position also manages five circulation clerks. I would recommend increasing the Circulation Librarian hours to 30 hours a week, an increase of 2 hours.

These recommendations are not adding hours to staff budget but strategically placing where staff hours are needed and planning accordingly, within current staff hours budget, to best meet the needs of the library.

Slinger Community Library

Position Title: Circulation Librarian
Position Status: 30 hours, Benefited
Department: Slinger Community Library
Appointing Authority: Library Director
Supervisor: Library Director

GENERAL FUNCTION

Under the supervision of the Library Director, the Circulation Librarian oversees the entire operation of the Circulation Services department including hiring, training, supervising, and scheduling Circulation Clerks. Create and maintain circulation procedures and interpret Monarch policies/procedures related to circulation of materials in the shared system and to patrons and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Staff Leadership

- Responsible for hiring, training, supervising, and scheduling staff, with Library Director, efficiently for best public service.
- Develop, implement, train on, and supervise staff in, Circulation Services policies and procedures
- Conduct performance reviews of Circulation Services staff with Library Director.
- Supervise all monetary circulation transactions and circulation monies, prepares overdue notices, tracks long overdue items to report to Slinger Police Department
- Recording vacation/holiday/sick time for all staff for scheduling
- Manages library operations in the absence of the Library Director and acts as "librarian-in-charge"

2. Materials Management

- Oversee day-to-day service and activities in the Circulation Services department.
- Ordering office supplies
- Order adult fiction and nonfiction DVDs and music cds
- Compiles, tracks, prepares and maintains, and submits monthly and yearly circulation statistics and reports to director
- Maintains and updates the library's website
- Maintains Community Room scheduling and "booking" process

3. Financial Management

- Reconcile cash register weekly to reports and completes deposits under direction of Library Director
- Keeps separate budgets for ordering office supplies, audiovisual collection materials, cataloging, and processing supplies

4. Patron Service

- Create and emphasize a positive, welcoming and helpful environment for library users and maintain a level of excellent patron service.
- Handle patron issues/complaints/problems cordially and effectively and transfer or refer to correct source as needed. Remain calm under pressure
- Work cooperatively with other Monarch Library System libraries to solve patron material issues.
- Maintain confidentiality of library patron information.
- Works a regular schedule at the circulation desk
- Creates public relations and marketing tools to inform and assist the public in the use of the library, as it pertains to circulation services

5. Policies & Procedures

- Maintains ongoing understanding of Polaris, Monarch Library System best practices, and serves as point person for all circulation related procedures and inform staff members of changes or updates
- Plans, recommends, and implements library policies and procedures for the Circulation Department

6. Teamwork

- Cultivate and maintain positive working relationships with other library staff members, village staff members, Library Director, Library Board members, Slinger Police Department, elected officials and local agencies
- Maintain a professional demeanor along with excellent communication skills that contribute to the overall well being of the workplace
- Attend and contribute to Library Leadership Team meetings, typically held twice a month
- Serves as a member of the library's response team for outside hours emergencies
- Attend and contribute to quarterly ALL Staff meetings

7. Professional Leadership

- Maintain a commitment to continuous learning to grow professionally and improve skills through conferences, seminars, and local training sessions
- Read professional literature and remain current with trends in library service and application to Slinger Community Library
- Be an active member in the Monarch Library System Circulation Committee section and attend meetings
- Participate in regional, state, and national organizations related to job position
- plan and run monthly Circulation Services staff meetings

8. Misc

- Complete other duties as assigned by Library Director
- May assist with library programing as needed

Slinger Community Library

Position Title: Circulation Librarian
Position Status: 30 hours, Benefited
Department: Slinger Community Library
Appointing Authority: Library Director
Supervisor: Library Director

REQUIRED MINIMUM QUALIFICATIONS

1. Education and Experience

- One or more years of satisfactory supervisory experience, directly managing a team
- One year or more of satisfactory relevant experience in a library
- Associate's degree or equivalent from two-year college, or technical school, or related professional experience
- Knowledge of basic bookkeeping practices, with sufficient skill to complete reconciliations and deposits.

2) Knowledge/Skills/Abilities

- Ability to adapt to evolving technology.
- Ability to communicate tactfully and effectively with the public and staff.
- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision.
- Ability to create and maintain positive and effective public relations.
- Ability to exercise initiative in problem-solving and refer questionable situations to the Director.
- Ability to operate all items under Tools and Equipment Used.
- Ability to perform supervisory functions and organize workflow.
- Ability to plan, organize, and prioritize work assignments.
- Ability to work independently or as part of a team.
- Excellent written and verbal communication skills.
- Strong technology skills to include: Microsoft Windows and Office applications, Google Suite applications, and the internet.
- Thorough knowledge of library circulation methods and procedures.

ADDITIONAL DESIRED SKILLS

- Enthusiastic and service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library.
- Knowledge of Monarch Library System and shared automation systems.
- Experience with Polaris ILS.

SUPERVISION RECEIVED AND PROVIDED

- Works under the supervision of the Library Director.
- Provides supervision to all Circulation Services staff.

JOB REQUIREMENT

- Willingness and ability to work a flexible schedule that includes days, evenings and weekends to meet service level. May need to cover absences for staff members.

TOOLS AND EQUIPMENT USED

- Including but not limited to: automated shared resource system (Monarch), networked personal computer, MS Office and other job related software, printers, copy machine, scanner, paper cutter, laminator, telephone, calculator, and carts.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position requires the employee to frequently walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel and/or operate objects, tools or controls. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 25 lbs. and push or pull carts weighing 300-400 lbs.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Work is performed primarily in a library environment. The noise level in the work environment is usually quiet to moderately noisy

Slinger Community Library

Position Title: Circulation Librarian
Position Status: 30 hours, Benefited
Department: Slinger Community Library
Appointing Authority: Library Director
Supervisor: Library Director

WORK ENVIRONMENT

--The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in a library environment.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____ Date: _____

Library Director: _____ Date: _____

Slinger Community Library

Position Title: Catalog Librarian
 Position Status: 26 hours, Benefited
 Department: Slinger Community Library
 Appointing Authority: Library Director
 Supervisor: Library Director

GENERAL FUNCTION

Under the supervision of the Library Director, the Catalog Librarian oversees the entire operation of the Cataloging department including working with a cataloging assistant. Create and maintain cataloging proper and consistent procedures and processing of library materials as well as maintaining the organization of library materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Staff Leadership

- Develop, implement, train staff on cataloging and classifying procedures and processing of materials
- Conduct performance review of cataloging assistant with Circulation Librarian
- Manages library operations in the absence of the Library Director and acts as "librarian-in-charge"

2. Materials Management

- Oversee day-to-day service and activities in the Cataloging department.
- Order, renew, process, catalog library periodicals
- Withdraws, repairs, and/or reconditions library materials., including DVD and CD disc repair
- maintains an accurate, up-to-date database of local library holdings to include deleting library holdings and records

3. Patron Service

- Create and emphasize a positive, welcoming and helpful environment for library users and maintain a level of excellent patron service.
- Handle patron issues/complaints/problems cordially and effectively and transfer or refer to correct source as needed. Remain calm under pressure
- performs circulation desk procedures and provides patrons with general information on library services, assists patrons with reference questions and basic reader's advisory assistance
- Work cooperatively with other Monarch Library System libraries to solve cataloging material issues.
- Maintain confidentiality of library patron information.
- Works a regular schedule at the circulation desk

4. Policies & Procedures

- Maintains ongoing understanding of Polaris, Monarch Library System best practices, and serves as point person for all cataloging related procedures and inform staff members of changes or updates
- Plans, recommends, and implements library policies and procedures for the Cataloging Department

5. Teamwork

- Cultivate and maintain positive working relationships with other library staff members, village staff members, Library Director, Library Board members, Slinger Police Department, elected officials and local agencies
- Maintain a professional demeanor along with excellent communication skills that contribute to the overall well-being of the workplace
- Back up for Interlibrary Loans
- Attend and contribute to Library Leadership Team meetings, typically held twice a month
- Serves as a member of the library's response team for outside hours emergencies
- Attend and contribute to quarterly ALL Staff meetings

6. Professional Leadership

- Maintain a commitment to continuous learning to grow professionally and improve skills through conferences, seminars, and local training sessions
- Read professional literature and remain current with trends in library service and application to Slinger Community Library
- Be an active member in the Monarch Library System Committee sections and attend meetings
- Participate in regional, state, and national organizations related to job position

7. Misc

- Complete other duties as assigned by Library Director
- May assist with library programing as needed

Slinger Community Library

Position Title: Catalog Librarian
Position Status: 26 hours, Benefited
Department: Slinger Community Library
Appointing Authority: Library Director
Supervisor: Library Director

REQUIRED MINIMUM QUALIFICATIONS

1. Education and Experience

- High School graduate
- One year or more of satisfactory relevant experience in a library
- Knowledge of basic budgeting practices and spreadsheets

2) Knowledge/Skills/Abilities

- Ability to adapt to evolving technology.
- Ability to communicate tactfully and effectively with the public and staff.
- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision.
- Ability to create and maintain positive and effective public relations.
- Ability to exercise initiative in problem-solving and refer questionable situations to the Director.
- Ability to operate all items under Tools and Equipment Used.
- Ability to perform supervisory functions and organize workflow.
- Ability to plan, organize, and prioritize work assignments.
- Ability to work independently or as part of a team.
- Excellent written and verbal communication skills.
- Strong technology skills to include: Microsoft Windows and Office applications, Google Suite applications, and the internet.
- Thorough knowledge of library cataloging methods and procedures.

ADDITIONAL DESIRED SKILLS

- Enthusiastic and service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library.
- Knowledge of Monarch Library System and shared automation systems.

SUPERVISION RECEIVED AND PROVIDED

- Works under the supervision of the Library Director.
- Provides supervision to all staff when acting as "Librarian in Charge"

JOB REQUIREMENT

- Willingness and ability to work a flexible schedule that includes days, evenings and weekends to meet service level. May need to cover absences for staff members.

TOOLS AND EQUIPMENT USED

- Including but not limited to: automated shared resource system (Monarch), book truck, audio visual equipment, networked personal computer, MS Office and other job related software, printers, copy machine, scanner, paper cutter, laminator, telephone, patron devices, calculator and disc cleaning machine.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- keyboarding, writing, filing, sorting, shelving, and processing; picking up and shelving
- Lifting and carrying: 50 pounds or less. Pushing and pulling: objects weighing 300-400 pounds on wheels
- sitting, standing, walking, kneeling, bending/twisting, reaching and crouching

Slinger Community Library

Position Title: Catalog Librarian
Position Status: 26 hours, Benefited
Department: Slinger Community Library
Appointing Authority: Library Director
Supervisor: Library Director

WORK ENVIRONMENT

--Work is performed primarily in a library environment. The noise level in the work environment is usually quiet to moderately noisy

--The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in a library environment.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____ Date: _____

Library Director: _____ Date: _____

iv. Part-Time Benefitted Staff: Benefit Proration Policy

Village of Slinger Employee Handbook 10.2 currently states:

10.2 Benefit Proration (Updated 9-13-2021)

For purposes of assigning benefits, all non-seasonal, part-time employees who are regularly scheduled to work 20 hours or more each week shall be eligible to receive two weeks of vacation, following one full year of employment. The benefits shall be calculated on the basis of the number of hours worked during the previous calendar year. Sick leave and holiday benefits shall be prorated calculated on the basis of the number of hours worked during the previous calendar year.

Just looking at updating this section of 10.2. Update recommendation in Memo pages.

For health insurance benefits, non-seasonal, part-time employees eligible for benefits will be responsible for the employee contribution; and the employer shall pay the percentage of the employer share equal to the percentage of 40 hours per week the employee is regularly scheduled to work and the employee shall be responsible for the remaining contribution. For example, an employee regularly scheduled to work 32 hours per week would pay 32% of the health insurance premium. 12% employee contribution + (100% - 32 hours/40 hours (80%) =) 20% remaining contribution = 32% total contribution.

All non-seasonal part-time employees who are regularly scheduled to work less than 20 hours each week will not be granted fringe benefits included in this manual, unless otherwise required by State law. Such employees may use unpaid leave of up to two weeks per year at the discretion of his/her supervisor.

The eligibility for any benefits, and the manner in which the proration is calculated, shall be at the discretion of the Village Administrator. Seasonal or temporary employees shall be entitled only to those benefits required by law.

Formula:

Step #1: hired total hours in a year/2080 full-time hours in a year=benefit proration rate

Youth Services Librarian: 32 hours per week, 1664 hours per year = .8 OR 80% of a full-time employee

Circulation Librarian: 30 hours per week, 1560 hours per year = .75 OR 75% of a full-time employee

Catalog Librarian: 26 hours per week, 1,352 hours per year = .65 OR 65% of a full-time employee

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

Village of Slinger Employee Handbook 8.4 currently states:

8.4 Sick Leave (Updated 9-13-2021)

Employees will accrue sick leave at the rate of 12 days per year, up to a maximum of 60 days. This accrual will begin immediately and may be used for personal or family illness or disability. If the employee is ill or disabled for three or more consecutive days, employees may be required to furnish medical authorization to return to work. Employees calling in sick the day before or the day following a holiday or vacation day may be required to furnish medical authorization to return to work.

After an employee is released by his or her doctor to return from a leave, it is the employee's obligation to notify the Village of Slinger that he/she is able to return to work and if any restrictions are in place.

Formula:

Step #1: 96 hours x proration percentage=sick hours per year.

Step #2: # of sick hours per year/26 pay periods= sick hours per pay check accrual rate

Youth Services Librarian: 32 hours per week, 1664 hours per year = .8 OR 80% of a full-time employee

Sick: Maximum 480 hours, 76.8 hours a year, 2.95 hours per pay check

Circulation Librarian: 30 hours per week, 1560 hours per year = .75 OR 75% of a full-time employee

Sick: Maximum 480 hours, 72.02 hours a year, 2.77 hours per pay check

Catalog Librarian: 26 hours per week, 1,352 hours per year = .65 OR 65% of a full-time employee

Sick: Maximum 480 hours, 62.4 hours a year, 2.4 hours per pay check

Just looking at updating this section of 8.4. Update recommendation in Memo pages.



Village of Slinger Employee Handbook 23.1 currently states:

CHAPTER 23 – BENEFITS/VACATIONS

23.1 Overview

Employees will begin to accrue vacation days on a continual basis beginning with their date of employment, and will continue to accumulate them according to the number of years of continuous service to the Village. Accrued vacation will be banked by an employee to a maximum of the number of day they are eligible to accrue annually.

The schedule below illustrates the Village's years of service and corresponding annual vacation program for full time employees:

<u>Years of Service</u>	<u>Annual Vacation</u>	<u>Per Pay Check Accrual</u>
After 1 year	10 days per year	3.08 Hours
After 5 years	15 days per year	4.62 Hours
After 12 years	20 days per year	6.15 Hours
After 19 years	25 days per year	7.69 Hours

Just looking at updating this section of 23.1. Update recommendation in Memo pages.

Vacation leave shall be accrued from the first day of employment; however, the vacation time will not be earned until the employee has completed 12 months of employment.

No employee shall be permitted to bank more than the number of vacation days accrued annually. In extreme circumstances, generally emergencies, upon written request and approval by the Village Administrator, employees may bank up to five (5) additional days of vacation per year.

New employees shall not be eligible for vacation leave during their first 12 months of service. Should the Village Administrator approve an early vacation request (due to extreme circumstances), and that employee is terminated or leaves employment prior to 12 months of employment or having earned the vacation, the employee will be obligated to reimburse the Village for any vacation pay received.

Employees will be required to take at least one week/5 consecutive work days of vacation, if they accrue 15 or more days of vacation per year.

Formula:

Step#1 # of FT days of vacation per year x proration percentage=maximum days of PT annual vacation

Step #2 PT Annual vacation days x 8 hours= maximum PT Annual Vacation hours per year

Step #3 maximum PT Annual Vacation hours per year /26 pay periods= per pay check accrual rate

Youth Services Librarian: 32 hours per week, 1664 hours per year = .8 OR 80% of a full-time employee

<u>Years of Service</u>	<u>FT Annual Vacation</u>	<u>PT Annual Vacation</u>	<u>Per Pay Check Accrual</u>
After 1 year	10 days per year(80 hrs)	64hrs	2.46 hours
After 5 years	15 days per year (120hrs)	96 hrs	3.69 hours
After 12 years	20 days per year(160hrs)	128 hrs	4.92 hours
After 19 years	25 days per year(200hrs)	160hrs	6.15 hours

Circulation Librarian: 30 hours per week, 1560 hours per year = .75 OR 75% of a full-time employee

<u>Years of Service</u>	<u>FT Annual Vacation</u>	<u>PT Annual Vacation</u>	<u>Per Pay Check Accrual</u>
After 1 year	10 days per year (80hrs)	60 hrs	2.31 hours
After 5 years	15 days per year (120hrs)	90 hrs	3.46 hours
After 12 years	20 days per year (160hrs)	120hrs	4.61 hours
After 19 years	25 days per year (200hrs)	150hrs	5.77 hours

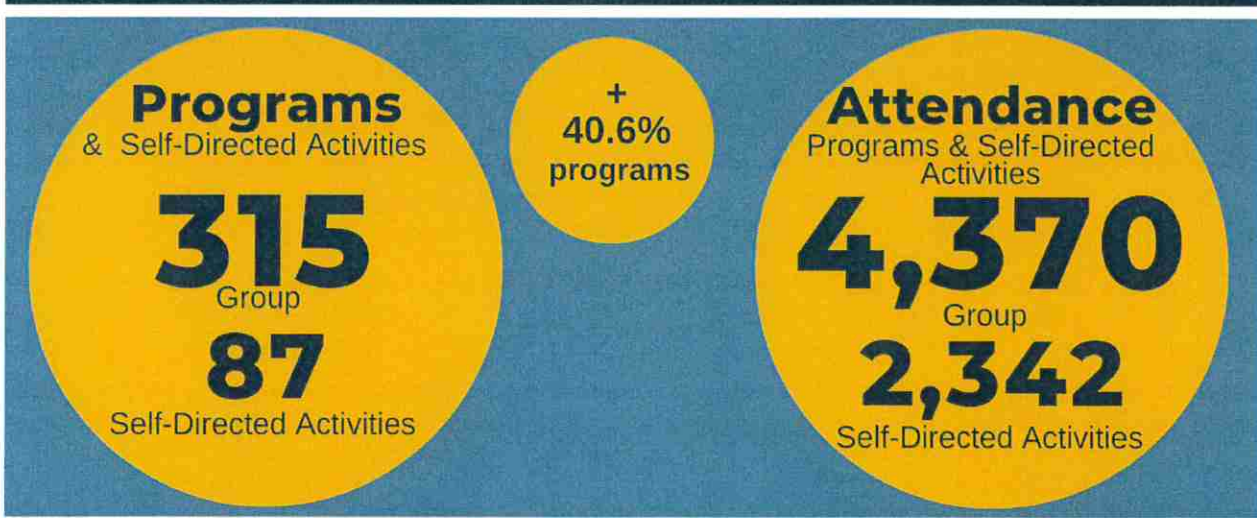
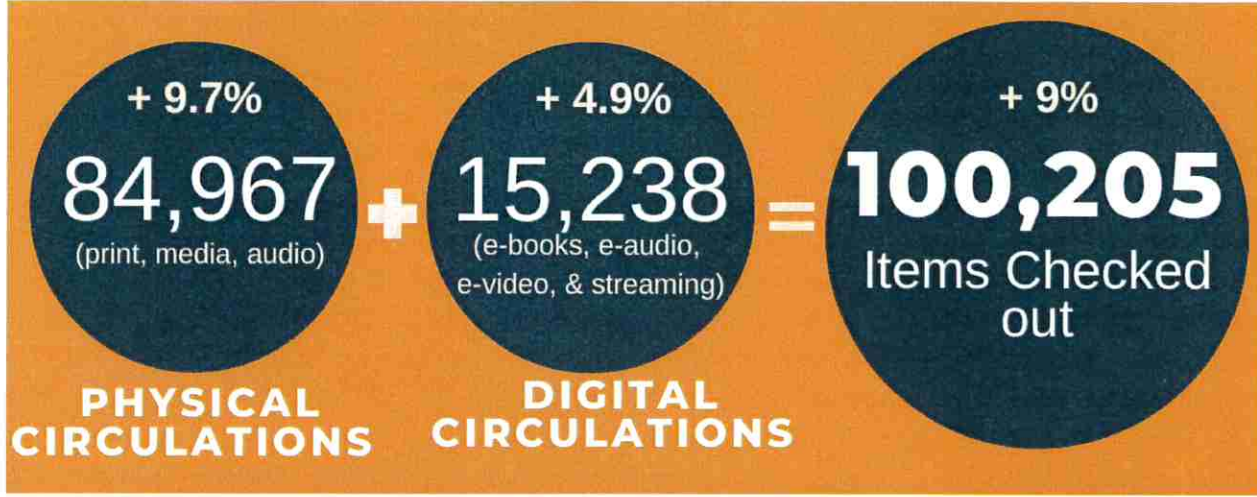
Catalog Librarian: 26 hours per week, 1,352 hours per year = .65 OR 65% of a full-time employee

<u>Years of Service</u>	<u>FT Annual Vacation</u>	<u>PT Annual Vacation</u>	<u>Per Pay Check Accrual</u>
After 1 year	10 days per year (80hrs)	52 hrs	2 hours
After 5 years	15 days per year (120 hrs)	78 hrs	3 hours
After 12 years	20 days per year (160 hrs)	104 hrs	4 hours
After 19 years	25 days per year 9200hrs)	130hrs	5 hours



Strong Libraries = Strong Communities

2022 BY THE NUMBERS





2022: NOTABLES

We kicked off 2022 with an exciting program lineup!

March: Harry Potter Week with an escape room, movie marathon, and family trivia

April: National Library Week we celebrated with prizes and gave away library swag!

June: Camp Slinger Library SLP was a success! We kicked it off with our Wednesday Fun Night! During the summer we partnered with 28 organizations to offer 50 programs and sponsor prizes for all ages. We had 281 patrons register, 49,000 minutes read, 394 activity badges completed, and 1,557 patrons attend programs.

July: We reached 760+ patrons with a booth at the Washington County Fair

September: We celebrated Library Card Sign-Up month with local food trucks and gave away prize baskets with items donated from the Slinger Historical Museum and The Rookery.

November & December: We kicked off our library expansion fundraising campaign with a DONATE button on our website, Holiday Wish Tree, and Subway Sunday Funday.



We added to our collection!

We added to our "Library of Things" collection a standup paddle board, instant canopy, two more MKE Zoo passes, bocce ball, pickleball, air fryer, food dehydrator, VR goggles, puzzles, and more.

We added two play panels, Lego and flannel board, to the Children's Area!

We brought back the popular Craft on the Go Kits for our preschoolers.

Thank you for a wonderful year as we continue to grow with our community!

Thank you Friends of Slinger Library for a great year!



This year the FOSL group donated **\$6,796.29** to the Library through the booksale, can collection, and other community fundraisers. These monies were spent on the Summer Learning Program, youth programs throughout the year, youth materials, and magazines. In 2023 they will be sponsoring the Backpack Tales Preschool Storytime Kits and the S.T.E.A.M. kits for all ages. The Friends also added eight new members this year!

2023: WHAT'S NEXT

Collections

Backpack Tales Story Time Kits
S.T.E.A.M. Kits
Expanding the Library of Things
Adding video games

Library Newsletter
Wireless Printing

Outreach

Slinger School District
Home School Groups
Senior Facilities
Community Organizations and events

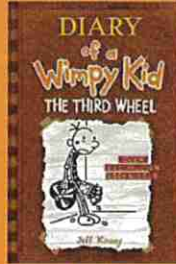
Universal Class (through Libby)
Story Walk



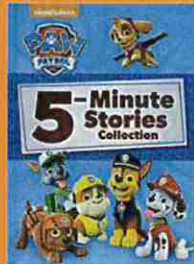
2022: TOP CHECK OUTS



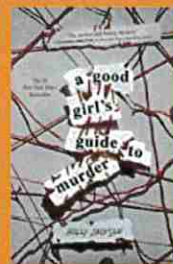
Adult Fiction



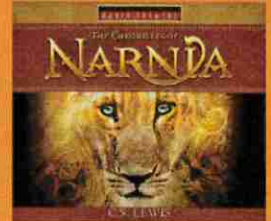
Juvenile Fiction



Easy Picture Book



Young Adult Fiction



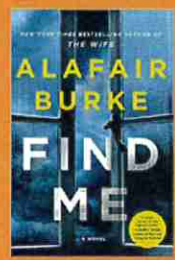
Youth Book on CD



Adult DVD



Youth DVD



Adult Book on CD



Library of Things



\$1,059,249.98
saved by patrons
checking out items at
SCL!

PROGRAM HIGHLIGHTS



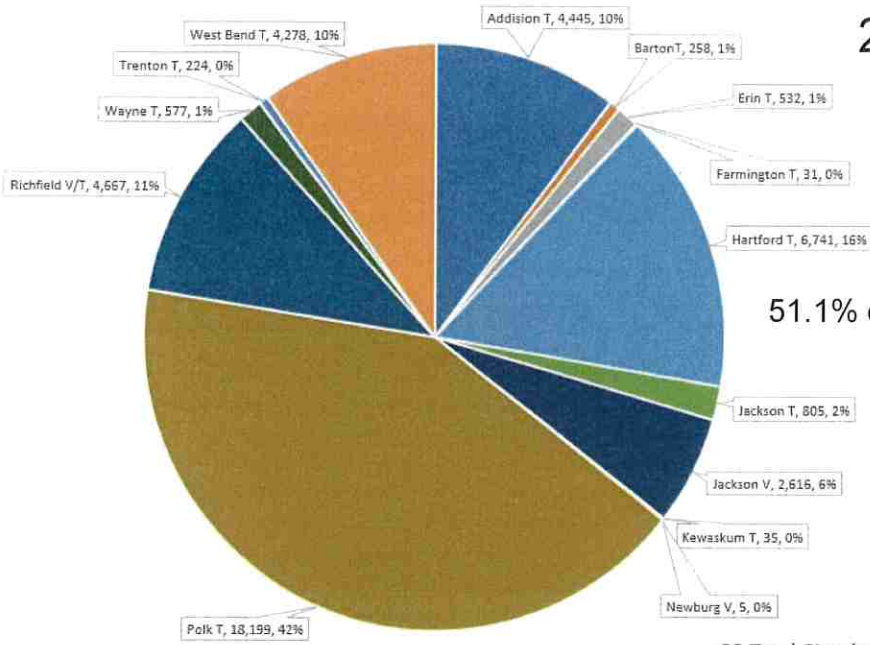
STAY CONNECTED

Library Hours:
Monday-Thursday 9AM-7PM
Friday 9AM-5PM
Saturday 9AM-12PM

Contact Information:
220 Slinger Road, Slinger, WI 53086
slingerlibrary.org
262-644-6171

Connect Online:
Like us on Facebook
Follow us on Instagram

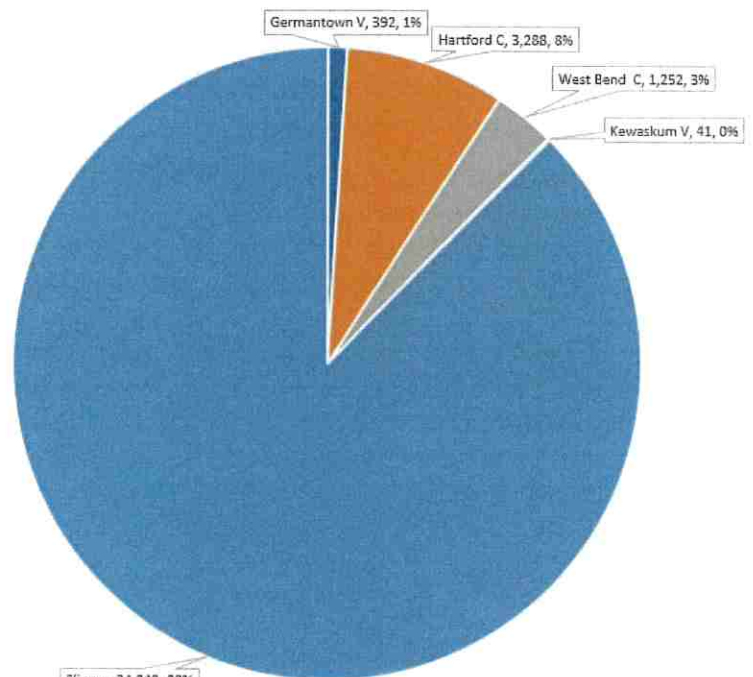
2022 Total Circulation to Non-Libraried Communities 43,413



2022 Total Physical Circulation 84,967

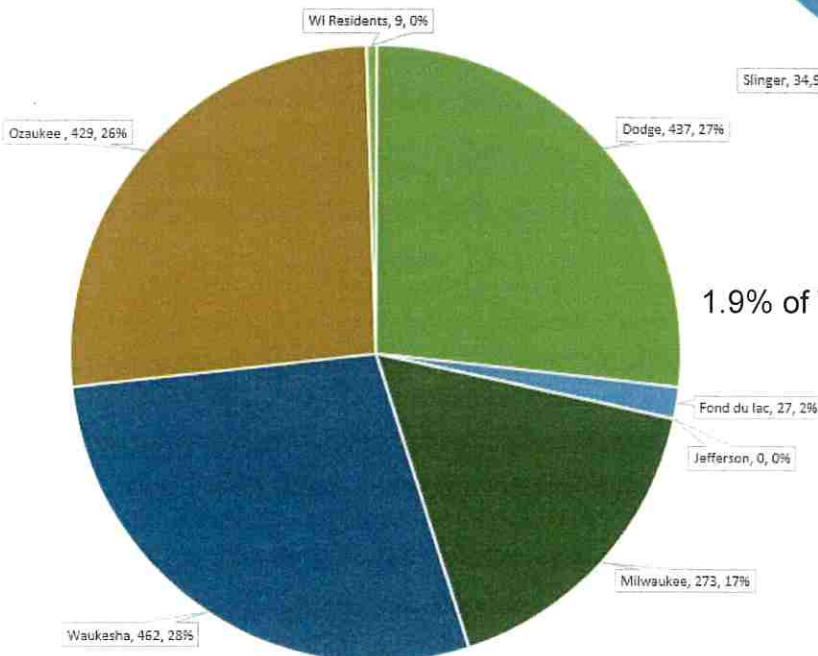
51.1% of Total Circulation

2022 Total Circulation Washington County Librared Communities 39,915



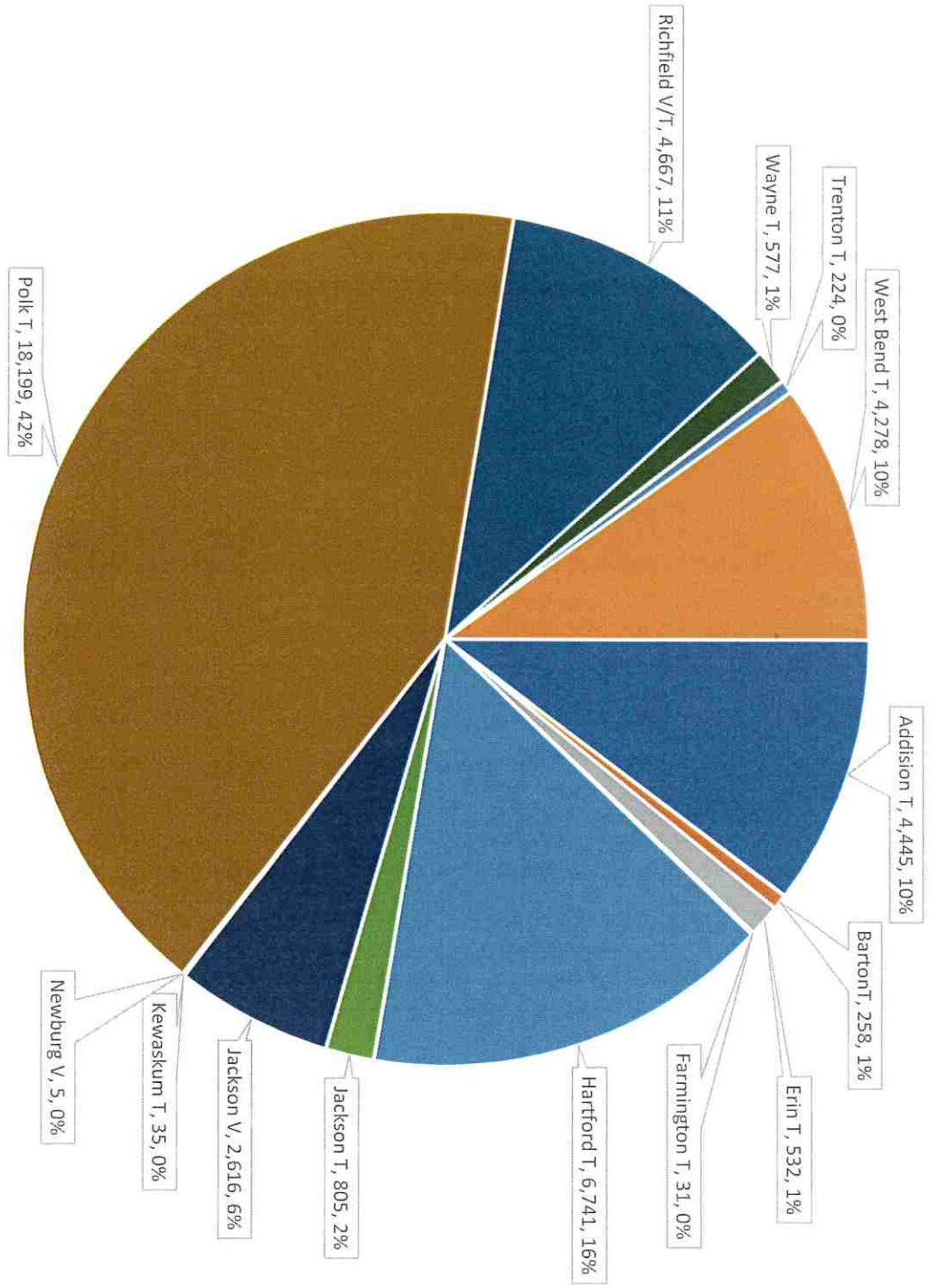
46.97% of Total Circulation

2022 Total Circulations Outside of Washington County 1,637



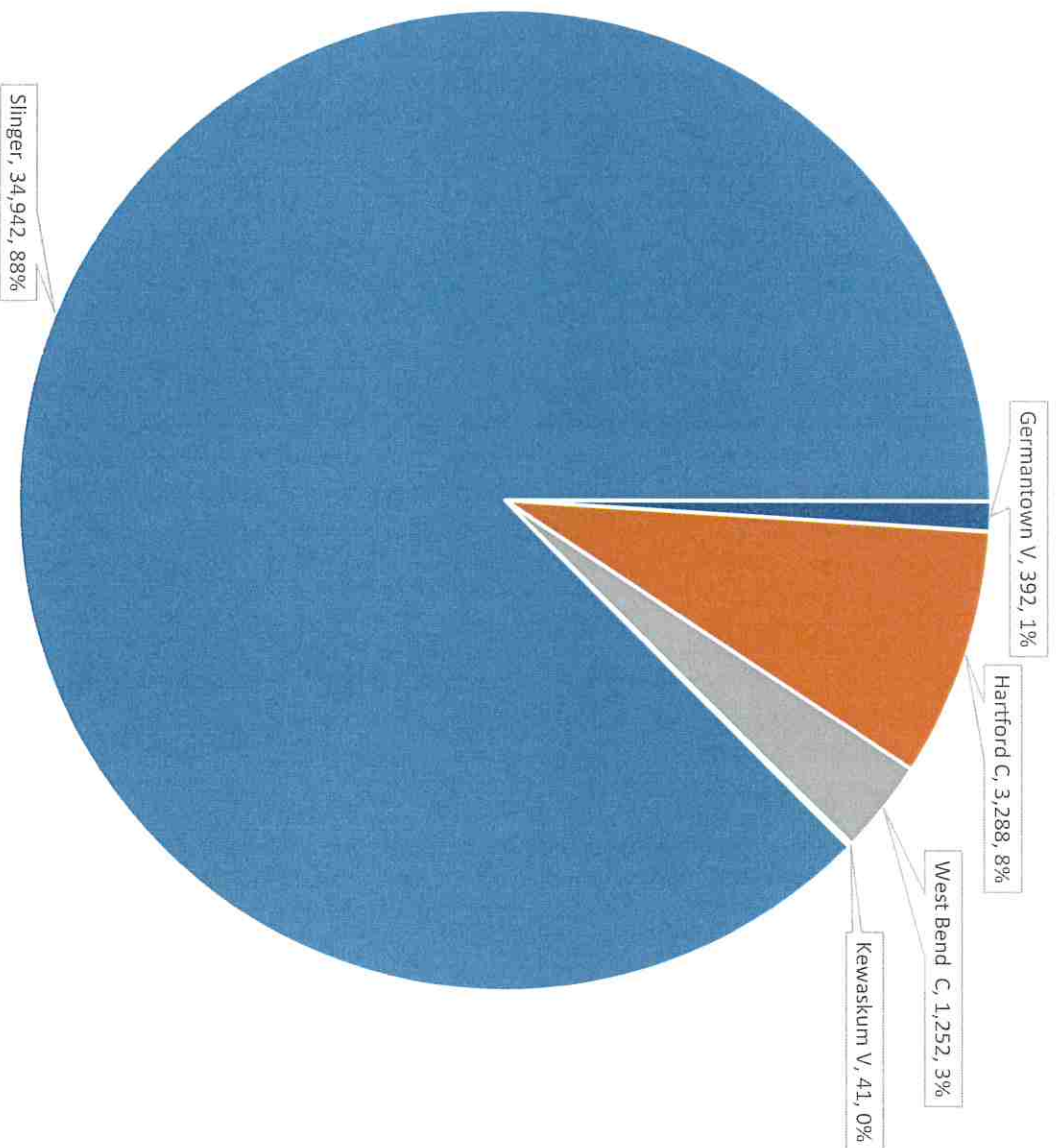
1.9% of Total Circulation

2022 Total Circulation to Non-Library Communities 43,413



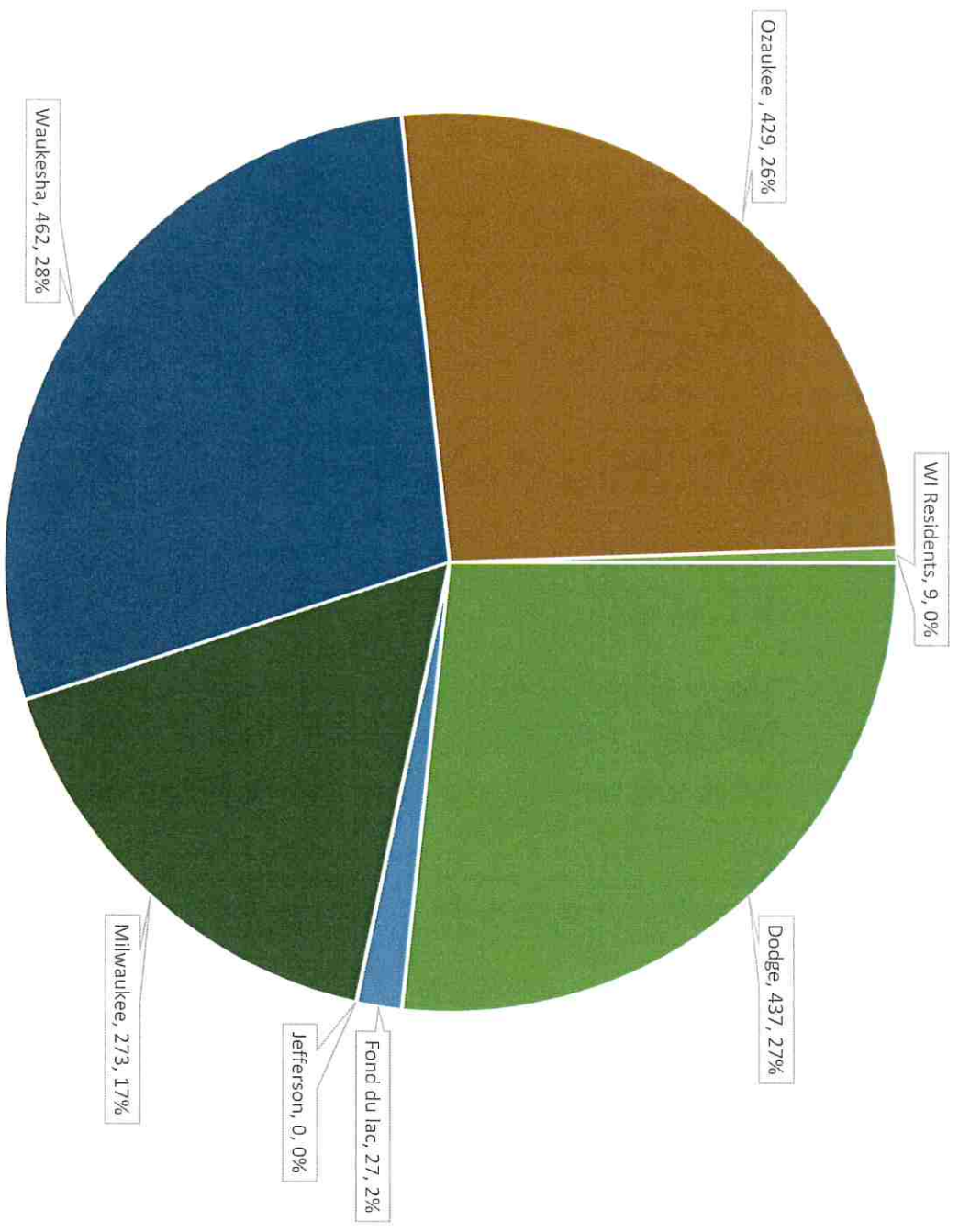
- Addition T
- Barton T
- Erin T
- Farmington T
- Hartford T
- Jackson T
- Jackson V
- Kewaskum T
- Newburg V
- Polk T
- Richfield V/T
- Wayne T
- Trenton T
- West Bend T

2022 Total Circulation Washington County Librariated Communities 39,915



- Germantown V
- Hartford C
- West Bend C
- Kewaskum V
- Slinger

2022 Total Circulations Outside of Washington County 1,637



- Dodge
- Fond du lac
- Jefferson
- Milwaukee
- Waukesha
- Ozaukee
- WI Residents