



Slinger Community Library Board of Trustees
Village Community Room, located at 218 Slinger Rd
Monday, March 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, – February 2022
 - B. Library Program Report: February 2022
 - C. 2022 Summer Learning Program (June 22nd-August 6th)
 - D. Harry Potter Week Programming (March 19th-22nd)
 - E. National Library Week Events (April 3rd-9th)
 - F. National Library Worker's Day (April 5th)
 - G. 1st Grade Visits in May
- III. **New Business**
 - A. Review and Action
 - i. Minutes of February 14, 2022 meeting
 - ii. February Financial/Vouchers Report
 - iii. Youth Services Librarian Position
 - iv. Library CD accounts at Forte Bank
 - v. May Library Board Meeting Date
- IV. **Announcements**
 - A. Next Meeting Date: Monday, April 11, 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, March 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, March 11, 2022

Re: Agenda for Monday, March 14, 2022

II. DIRECTOR'S REPORT

A. Circulation and Library Use Statistics-February 2022

February total circulations, digital and physical were 7,411 with physical circulations at 6,289 and digital at 1,122. Physical circulations decreased .1% (9 items) from February 2021. Digital circulations increased 10% (102 items) from February 2021. Patron count was 1,880 an increase of 25% (380) patrons from February 2021.

B. Library Program Report-February

Please see attached program reports.

C. 2022 Summer Learning Program June 22nd-August 6th)

"Read Beyond the Beaten Path" is the 2022 SLP theme. We are focusing on camping, hiking, outdoors, and nature at Camp Slinger Library. Kellie Fiste created the logo and camp badges. Please see 3-page flyer for more information. **Camp Slinger Library Fun Night is June 22nd 4:30pm-6:30pm.** Hopper's Mini Donuts and Fill n Chill Frozen Yogurt will be there to provide treats for the night. I have reached out to Forte Bank to sponsor Fun Night. Please see 1-page breakdown of the various performers and their costs.

D. Harry Potter Week Programming (March 19th-March 22nd)

Please see 1-page flyer for more information. **Saturday, 19th Family Trivia:** Each team will get a goodie bag. Each team will be able to take a team picture at our 9 3/4 platform photobooth. Top two winning teams will get prizes. **Monday, March 21st Fantastic Beasts Movie Marathon:** we will be watching two Fantastic Beasts movies while munching on Harry Potter Themed snacks. Pizza will be provided for lunch. **Tuesday-Friday, March 22nd-25th Harry Potter Escape Room:** the escape room will be available throughout the day. Top teams for each day will earn a prize!

E. National Library Week Events (April 3rd-9th)

Staff is soliciting or paying for ten \$20.00 gift cards from local restaurants and businesses. Each day of that week we will feature two of those establishments as prizes. When a patron checks out 1 item they will get one entry slip, 10 items gets 2 entry slips to be entered into that days drawing. We will pull two names at 7pm each day for the winners.

We will also be giving out library swag during the week. Patrons who check out one book or more can spin the Sway Spinner to win library swag like a star stress ball, water bottle, mug, magnet, set of coasters, notebook, sticky note pad, phone wallet, Slinger heart sticker, blue pouch, and a fine fee coupon.

F. National Library Worker's Day (April 5th)

I would like to treat staff to bagels, muffins, donuts, Danish, coffee, and orange juice from Dunkin Donuts.

G. 1st Grade Visits in May

Tuesday, May 3rd St. Peters School will be visiting the library. On Thursday and Friday, May 5th and 6th Slinger Elementary and Allenton Elementary will be visited by the youth services librarian(s).

Each student will receive a "Love my Library" bag. Included will be coloring sheets, bookmark, and word searches. The bags will also include SLP information, camping themed erasers and an incentive coupon for the student to return to Slinger Library to get their own library card. When they return to the library with their coupon they will receive a Slinger Community Library drawstring bag

III. NEW BUSINESS

iii. Youth Services Librarian

The Youth Services Librarian's last day is May 27th. I will be advertising the position for 32 hours at \$17.37. My goal is a start date of May 1st so there can be three weeks of extensive training and preparation for the summer programs. Please see list of training items to be discussed during those three weeks. The 4th week will be Polaris training.

iv. Library CD accounts at Forte Bank

Please see note from Lisa Becker at Forte Bank.

v. May Library Board Meeting

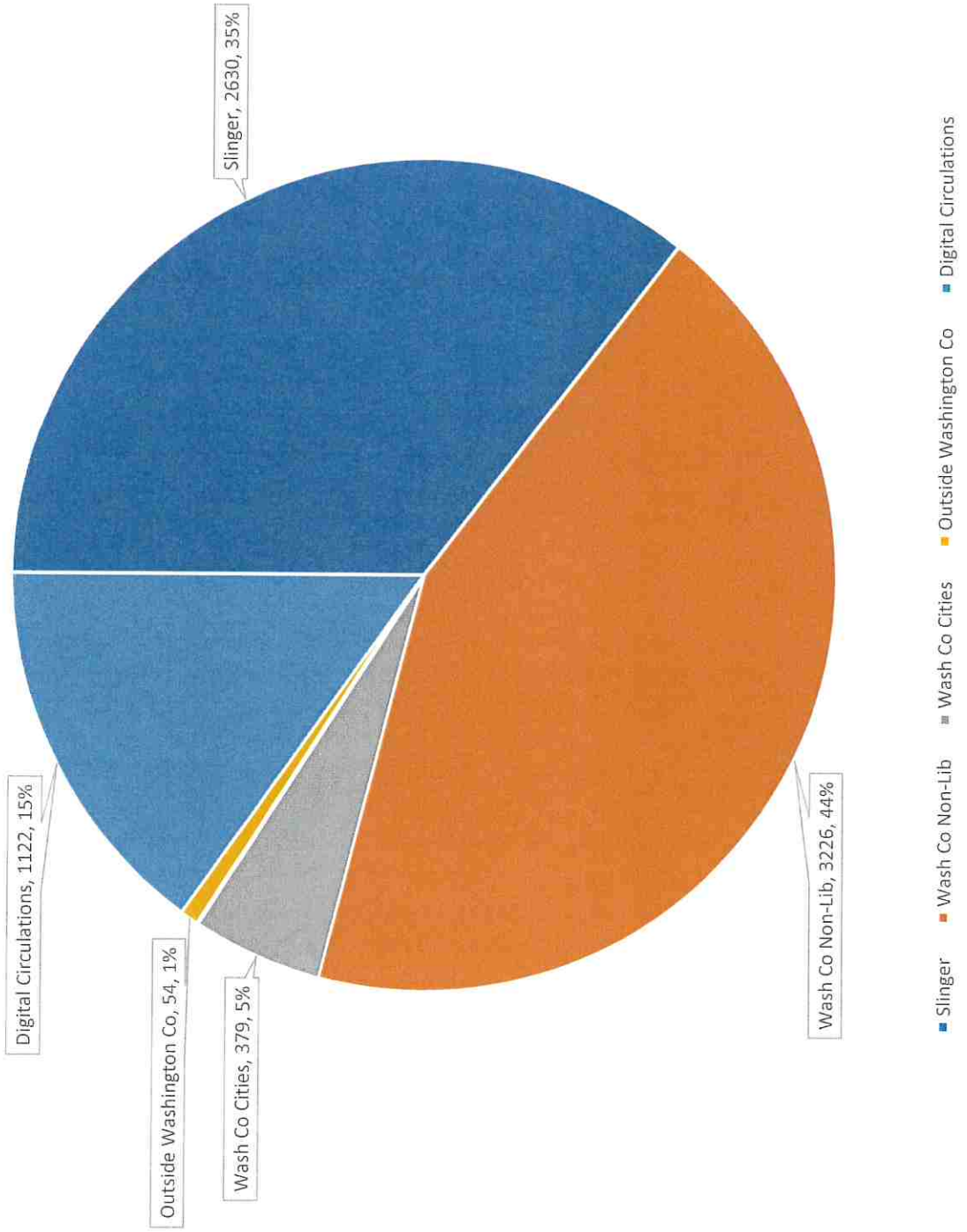
I will be taking vacation May 7th through May 15th. Are we able to hold the May Library Board meeting on Monday, May 16th at 4:30pm?

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!

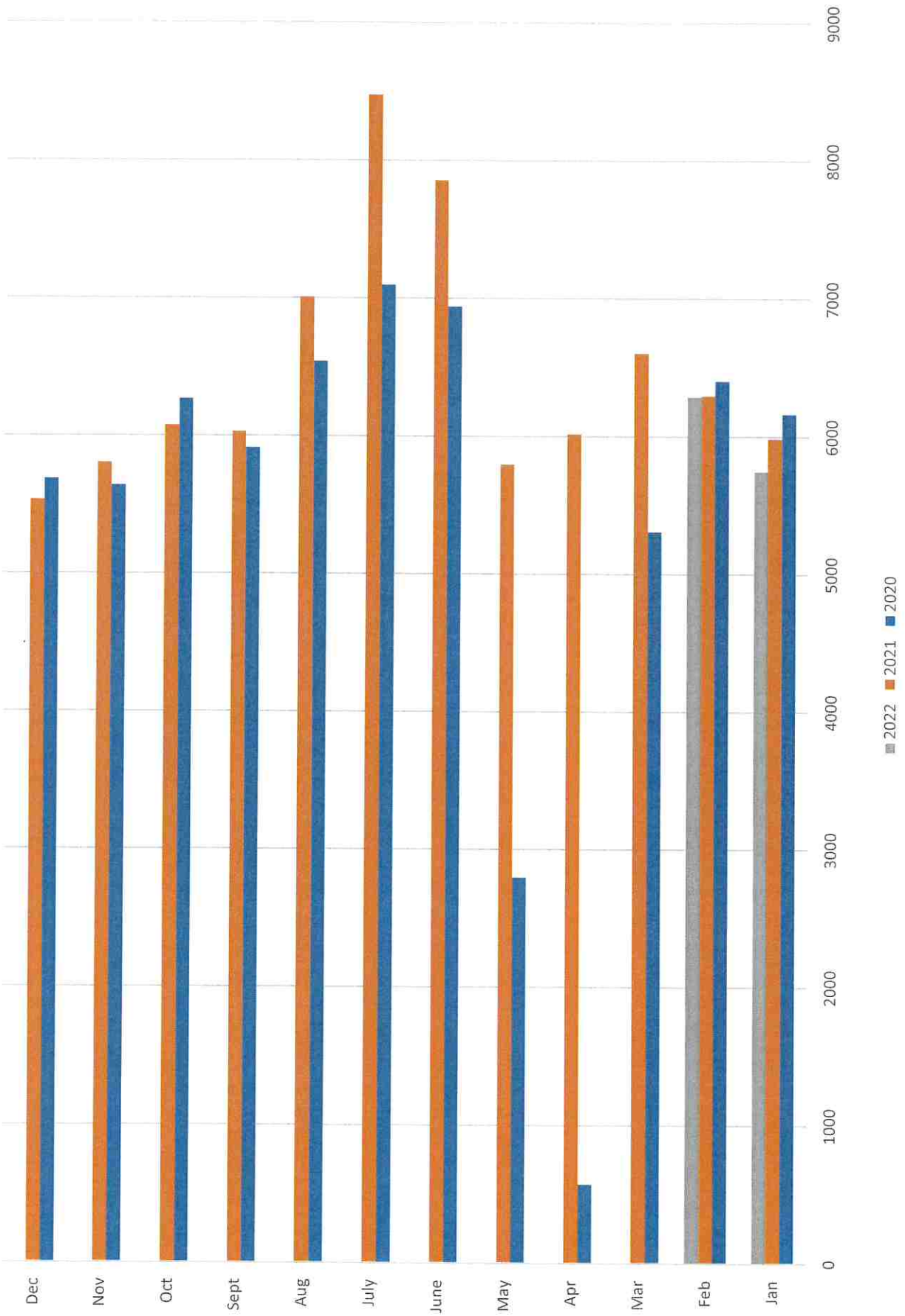
February 2022 Slinger Library Statistics

	2020	2021		2022	
Circulation Activity	Yr End	Month	Yr End	Month	YTD
Number of Days Open	246	24	295	23	47
Patron Count	16,466	1,500	22,700	1,880	3,560
New Cards Issued	314	13	232	17	35
Print	Yr End	Month	Yr End	Month	YTD
Items Checked Out	65,338	6,298	77,481	6,289	12,037
Items Checked In	57,289	5,199	66,171	5,015	9,757
Holds Placed	21,040	2,054	21,401	1,786	3,632
Digital	Yr End	Month	Yr End	Month	YTD
Libby & Overdrive Checkouts	11,272	1,020	14,147	998	2,157
Hoopla	950	0	371	124	227
Databases	Yr End	Month	Yr End	Month	YTD
AtoZ Databases Logins	40,198	2	8,061	21	278
Ancestry.com Logins	859	3	1,056	0	0
Gale Courses Taken	25	1	17	3	3
Pronunciator Logins	96	0	199	0	28
Breakdown of Check Out Numbers	Yr End	Month	Yr End	Month	YTD
Slinger	29,768	2,803	33,248	2,630	5,157
Wash Co Non Lib	31,520	3,151	38,927	3,226	6,165
Wash Co Cities	3,376	281	3,996	379	594
Outside Wash Co	656	60	1,267	54	121
Total Circulation Digital & Physical	Yr End	Month	Yr End	Month	YTD
	77,495	7,315	91,903	7,411	14,421
Interlibrary Loan Activity-WISCAT	Yr End	Month	Yr End	Month	YTD
Borrower - Requests from SL Patrons	74	5	80	4	9
Lender - Requests from other libraries	34	2	27	1	2
Library Programming	Yr End	Month	Yr End	Month	YTD
Adult/Other Programs	22	1	47	8	16
Adult Program Attendance	264	7	326	101	143
Adult Self Directed Programs	15	3	15	0	0
Adult Self Directed Participation	412	39	306	0	0
Teen Programs	3	0	21	4	7
Teen Program Attendance	17	0	196	29	48
Teen Self Directed Programs	9	2	11	0	0
Teen Self Directed Attendance	71	19	136	0	0
Childrens Programs	51	4	79	12	18
Childrens Programs Attendance	783	31	1,770	111	172
Childrens Self Directed Programs	28	5	51	5	7
Childrens Self Directed Attendance	835	158	1,777	112	162
Other Library Services Offered	Yr End	Month	Yr End	Month	YTD
Wifi Logins	3,945		4,827	405	808
Internet Logins	859	50	662	55	127
PAC Logins	20,952	1,716	18,522	1,356	2,910
Other Library Statistics	Yr End	Month	Yr End	Month	YTD
Community Meetings	23	0	14	1	4
Community Meetings Attendance	118	0	133	38	69
Facebook Reach	20,402	1,134	25,863	1,661	5,425
Website Visits	42,767	3,168	50,394	4,386	8,828
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	107	1,091	89	186
Computer & Technology Assistance	252	29	260	21	61

February 2022 Total Circulations
Digital 1,122 & Physical 6,289



3 Yr Physical Circulation Statistics



February Programming

Take n' Makes	Theme	# of Kits
Lil' Bookworms Story Time Take 'n Make (0-5) #1	Winter Olympics	25
Lil' Bookworms Story Time Take 'n Make (0-5) #2	Green Bay Packers	25
Lil' Bookworms Story Time Take 'n Make (0-5) #3	Valentine's Day	25
Lil' Bookworms Story Time Take 'n Make (0-5) #4	Winter Clothes	25
Kids Klub Take 'n Make (6-10) #1	French Fry Valentine	12

Program	Theme	# Participants
Lil' Bookworms Story Time (0-5) #1A	Winter Olympics	8
Lil' Bookworms Story Time (0-5) #1B		8
Lil' Bookworms Story Time (0-5) #2A	Green Bay Packers	8
Lil' Bookworms Story Time (0-5) #2B		12
Lil' Bookworms Story Time (0-5) #3A	Valentine's Day	8
Lil' Bookworms Story Time (0-5) #3B		20
Lil' Bookworms Story Time (0-5) #4A	Winter Clothes	Cancelled
Lil' Bookworms Story Time (0-5) #4B		21
Kids Klub (6-10) #1	Tower Building - Legos	4
Kids Klub (6-10) #2	Kraft Kreations – Valentine French Fry Craft	6
Kids Klub (6-10) #3	Game On! – Valentine Games	8
Kids Klub (6-10) #4	Sweet Treats – Valentine's Snack Mix	8
Teen Tuesday (11-18) #1	Reel Good Time – Beauty & the Beast (live)	12
Teen Tuesday (11-18) #2	Game On! – Conversation Heart Bingo	4
Teen Tuesday (11-18) #3	Let's Get Crafty – Valentine's Sharpie Mugs	8
Teen Tuesday (11-18) #4	Teen Trivia – Disney Edition	Cancelled
TAB Executive Board Meeting	February Meetings	5
TAB Meeting		Rescheduled
Family Program (all ages)	Build- & Paint-Your-Own-Birdhouse	20
Adult Presentation (18+) #1	Home Buyer Seminar	11
Adult Presentation (18+) #2	Family Search 101	8
Adult Presentation (18+) #3	Stress Management & Aromatherapy	Cancelled
Adult Presentation (18+) #4	Preparing Your Home to Sell	Cancelled
Craftermorning at the Library (18+)	Button Heart Art	21
Fitness Class (all ages)	Barre HIIT Fusion	9
Red Cross Event (18+)	Blood Drive	37
Flicks 4 Grown-Ups (18+)	Respect	2
Monday Afternoon Book Club (18+)	The Light of Days	4
Pints & Pages (21+)	Deacon King Kong	9

“Read Beyond the Beaten Path” Summer Learning Program at Slinger Community Library Wednesday, June 22nd - Saturday, August 6th

Camp Slinger Library Fun Night! (all ages) (6/22)

Let's start the 2022 Summer Learning Program with giant-lawn games, Mr. Mischief Balloon Twister, Fill n Chill Frozen Yogurt, and Hopper's Mini Donuts! Register for SLP, take a selfie in our camping photobooth, participate in a marshmallow guessing contest, play in a scavenger hunt to win a mini smores kit, and best of all, check out 5 items to enter a drawing for two Portable Fire Pit and Smoires gift packages!

Lil' Explorers (ages 0-5)

Wednesday starting at 10am

Please register for story times!

Children and their families are welcome to join us as we tell stories and sing songs each week! Check out the themes:

Camping (6/22)

Hiking/Walking @ Fireman's Park (6/29)

Fire (smores/campfire) (7/6)

Stars (7/13)

Animal Tracks (7/20)

Outdoor Safety @ Fireman's Park (7/27)

Playing Games (8/3)

Kampfire Kids (ages 6-11)

Thursdays starting at 2pm

Please register for events!

Bookmark Design Contest (6/22-8/6)

Pick up instructions, entry form, and design template starting Wednesday, June 22nd. Please return entry to library no later than 12pm on Saturday, August 6th to have your entry counted.

Krafts for Kids: Camp Nametag Necklaces (6/23)

This craft will be a great welcoming start to Camp Slinger's Kampfire Kids. Kids will create nametag necklaces and get to know one another while working. All supplies included.

Game on! Nature Trail Bingo (6/30)

Kids can compete in this special version of bingo focused on items they might spot on a nature trail. The best part? They can bring a copy home so they can spot each item when they go on hikes!

Tower Building with Marshmallows & Graham Crackers (7/7)

Who can build the tallest tower? This fun competition will have kids competing to build the tallest tower with marshmallows and graham crackers. There might be a chocolatey prize for the builder of the tallest tower!

Afternoon at the Movies: *The Lion King* (live action) (7/14)

Kids can enjoy an afternoon at the "movies" watching the live action version of *The Lion King*. A snack to munch on will be provided.

Ms. Kim's Amazing Animals (7/21)

Join us for an educational and fun for all ages presentation from Ms. Kim's Amazing Animals, complete with live animals! Grab some Animal Trail Mix to take home afterwards!

Krafts for Kids: Color Your Own Outdoor Canvas Bag (7/28)

Kids can get creative by coloring their own outdoor canvas bags, fit for carrying hiking and camping essentials for the next time they're out on the trail!

Game on! Outdoor Game Day (8/4)

Sometimes, it *can* be all fun and games! Kids can play outdoor games, including our Library of Things giant lawn games.

Teen Trailblazers (ages 12-18)

Tuesdays starting at 3pm

Please register for events!



Bookmark Design Contest (6/22-8/6)

Pick up instructions, entry form, and design template starting Wednesday, June 22nd. Please return entry to library no later than 12pm on Saturday, August 6th to have your entry counted.

Outdoor Wisconsin Trivia (6/28)

Teens' outdoor Wisconsin knowledge will be put to the test at this version of Outdoor Wisconsin Trivia. And the best part? The winner gets an awesome prize.

Mysterious Creatures of Wisconsin: From Bigfoot to Vampires (7/5)

Chad Lewis gives a spooky presentation just for teens, showcasing on-site investigations of the Bigfoot of the northwoods and the lake monster of Lake Pepin to phantom chickens and Hellhounds roaming rural WI. Filled with witness drawings, eye-witness testimony, weird photos, and bizarre sound clips, this presentation brings the investigation right to the audience.

Reel Good Time- *The Hunger Games* (7/12)

Teens will have a "reel" good time watching *The Hunger Games* while enjoying a snack & soda (both provided).



Blind Food Tasting: Smore Foods (7/19)

Teens will blindly taste a variety of smores-related foods and have to guess what they're eating.

Outdoor Survival with the Wisconsin DNR (7/26)

Jackie Scharfenberg from the Wisconsin DNR will deliver a hands-on workshop just for teens to learn basic outdoor survival skills. In this presentation, Jackie will instruct teens how to pack for a day trip, travel with a compass, build fires, and (if there's time), construct emergency shelters, all out on the library lawn.

Let's Get Crafty!: Tie-Dye Handkerchiefs (8/2)

It's time for teens to get crafty with some tie-dye and handkerchiefs. We recommend wearing clothes that could get stained. Teens bring the artistic talent, and the library will provide the rest.



Family Programs (all ages)

Days and times of programs vary.

Please register for events!

Movie on the Hill (6/17 at 3:30pm)

Enjoy food trucks, lawn games, and face painting at **Slinger Fireman's Park** (645 Baehring Dr.). Showing *Encanto* (PG) at 5PM and *Remember the Titans* (PG) at 7:30PM.

Storytelling on the Library Lawn: Coral Conant Gilles (7/9 at 10am)

Join us to hear Coral Conant Gilles, a Naturalist Storyteller, use the ancient art of storytelling to share stories about camping, nature and animals. Be prepared to laugh, wonder, smirk, reflect, and relax to Gilles stories because no story is ever told the same! Fun for all audiences!

Musical Performance on the Library Lawn: Duke Otherwise (7/19 at 5:30pm)

Join us on the library lawn to welcome back Duke Otherwise, a playful wordsmith, spirited performer, skilled guitarist, and captivating tap-dancer! Fun for the whole family!

Movie on the Library Lawn: *Yogi Bear* (2010) (8/2 at 7:30pm)

Get comfortable with your blanket or camp chair and enjoy a movie on the library lawn with delicious smore fixins! Arrive at 7:30pm to grab your spot and the movie, *Yogi Bear* (2010) will start at 8 pm. Bring a soda/water to sip and snacks to munch on.

Movie on the Hill (8/5 at 7pm)

Enjoy food trucks, lawn games, and face painting at **Slinger Fireman's Park** (645 Baehring Dr.). Showing *Jungle Cruise* (PG-13) at 8:30PM.

Adventurous Adults (ages 18+)

Days and times of programs vary.

Please register for events!



Wisconsin's Most Haunted Locations-The Scariest Places in WI (7/5 @ 5:30pm)

Chad Lewis gives a presentation just for adults showcasing the scariest places in WI, from wandering ghosts in the North Woods, to a haunted B&B in Milwaukee. From phantom creatures prowling the woods to graveyard apparitions located in your own backyard, no place in WI is without its own hauntings.

Exploring the Wisconsin State Park System with Wisconsin DNR (7/13 @ 5:30pm)

Jackie Scharfenberg from the Wisconsin DNR will present on exploring and making reservations at the State Park System. She will also cover tips and tricks for camping and day hiking the State Parks. This program will be held on the library lawn.

Paint Party After Hours at the Library: "Summer Nights" (7/22 @ 5:30pm)

Follow a step-by-step painting demonstration on canvas and leave with your own masterpiece in the Village Community Room! All supplies provided.

Outdoor Survival with the Wisconsin DNR (7/26 @ 5:30pm)

Jackie Scharfenberg from the Wisconsin DNR will deliver a hands-on workshop just for adults to learn basic outdoor survival skills. In this presentation, Jackie will instruct adults how to pack for a day trip, travel with a compass, build fires, and (if there's time), construct emergency shelters, all out on the library lawn.



Exploring the Ice Age National Scenic Trail (8/3 at 5:30pm)

Join the Ice Age Trail Alliance at this introductory presentation to learn tips and tricks for day hiking and backpacking, along with plenty of resources to get you started. You'll leave with maps and information suited to scratch that hiking itch. You will also hear from a Thousand Miler, someone who has hiked the entire Ice Age Trail, as they share their trail story.

"Read Beyond the Beaten Path" 2022 Summer Learning Program at Slinger Community Library is generously sponsored by: Forte Bank and Friends of Slinger Library

Artwork: Kellie Fiste



Visit our website, slingerlibrary.org, for more information on programs and library services by scanning the QR Code to the left or typing the following link in your web browser: <https://bit.ly/3MfBRsw>

Questions? Call the library at (262) 644-6171 or stop by the Circulation Desk at 220 Slinger Road, Slinger, WI 53086.



Here's a list of SLP performers & costs:

- **Fun Night Performers** (paid for by Forte Bank)
 - Mischief & Magic Balloon Twisters - \$281.25
 -
- **Kampfire Kids Performers** (paid for by FOSL)
 - Ms. Kim's Amazing Animals - \$180
 -
- **Teen Trailblazers Performers** (paid for by Village)
 - "Mysterious Creatures of WI" presentation by Chad Lewis - \$200 (half cost)
 - "Outdoor Survival" presentation by Wisconsin DNR - \$30
 -
- **Family Program Performers** (paid for by FOSL)
 - Storytelling on the Library Lawn presentation by Coral Conant Gilles - \$350
 - Duke Otherwise performance - \$375
 -
- **Adventurous Adults Performers** (paid for by Village)
 - "Wisconsin's Most Haunted Locations" presentation by Chad Lewis - \$200 (half cost)
 - "Exploring the WI State Park System" presentation by Wisconsin DNR - \$30
 - "Outdoor Survival" presentation by Wisconsin DNR - \$30

Totals:

- Forte Bank - \$281.25
-
- FOSL - \$905
-
- Village - \$490

SLINGER COMMUNITY LIBRARY
INVITES YOU TO ENJOY

Harry Potter Week

MARCH 19TH - MARCH 25TH

Saturday, March 19th - Harry Potter Family Trivia

Register a team of 2-4 family members or friends to compete in a Harry Potter Trivia Competition in the Village Community Room.* Get a team photo in front of our Platform 9 3/4 backdrop. Every team signed up will receive a Harry Potter goodie bag. Spots are limited! **Register your team here:** <https://bit.ly/3JAJX5Z>

**FAMILY
TRIVIA**

SIGN-UP:



SCAN ME

Monday, March 21st - Fantastic Beasts Movie Marathon

The next Fantastic Beasts movie is on its way to theaters on April 15th! To get you prepared, we're hosting a Fantastic Beasts movie marathon from 10 am to 3 pm in the Village Community Room.* Bring a blanket and/or chair, sit back, relax, and enjoy some Harry Potter-themed snacks while watching! **Register here:** <https://bit.ly/3JAJX5Z>

**MOVIE
MARATHON**

SIGN-UP:



SCAN ME

Monday, March 21st - Friday, March 25th - Harry Potter Take 'n Makes

We'll be providing Harry Potter Take 'n Make Craft Kits to pick up at the library for all ages. Because let's face it, anyone can be a Harry Potter fan, right? No sign-up necessary. Available on a first come, first serve basis.

Tuesday, March 22nd - Friday, March 25th - Harry Potter Escape Room

Oh yes, it's the return of our most popular program to date, the Harry Potter Escape Room! Back by popular demand, this escape room will be the exact same room we had back in December. We're opening it up to more days and more time slots. But we know this is going to fill up FAST, so make sure you get your team registered while you can! **Learn more here:** <https://bit.ly/3BAuu3c>

**ESCAPE
ROOM**

SIGN-UP:



SCAN ME

*Village Community Room Address:
218 Slinger Road in Slinger



INFORMATION • INSPIRATION • ENTERTAINMENT
Slinger Community Library

Plans for First Grade Slinger Community Library experience

Confirmed Schedule:

Tuesday May 3, 2022 10:30 am

St Peter's Catholic School will come to the library for a field trip. They will get a tour of the library and information about the Summer Learning Program. Students will get to choose and check out 1 book each on their teacher's Teacher Card.

Thursday May 5, 2022 9:30 am

Kris and the YS librarian will visit Slinger Elementary School. They will visit 4 classrooms. A story will be read and Summer Learning Program information will be shared. An assortment of checked out books will be taken for each class.

Friday May 6, 2022 9:30 am

Kris and the YS librarian will visit Allenton Elementary School. They will visit 3 classrooms. A story will be read and Summer Learning Program information will be shared. An assortment of checked out books will be taken for each class.

Each student will receive a "Love my Library" bag. Included will be coloring sheets and word searches for students to enjoy. These bags will also include a Summer Learning Program themed eraser and an incentive coupon for them to return to Slinger Library and get their own library card. If they return with the coupon they will receive a Slinger Community Library drawstring bag.

February minutes of the Slinger Community Library Board
Monday, February 14, 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 February 14, 2022 in accordance with Notice of Meeting delivered to members on February 11, 2022.

Roll Call and Confirmation of Open Meetings Law:

	<u>Present</u>	<u>Absent</u>
Marlyss Thiel	X	
Donna Moldenhauer	X	
Vicky Farr (excused)		X
Jane Hignite	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 January total circulations, digital and physical were 7,010 with physical circulations at 5,748 and digital at 1,262. Director Schultz stated physical circulations decreased 3.9% (236 items) from January 2021 and digital circulations increased 6.7% (80 items) from January 2021. Director Schultz stated patron count was 1,680 an increase of 19.8% (278) patrons from January 2021.

B. Library Program Report-October

Director Schultz shared the January program reports. Director Schultz stated the first half of Youth programs were cancelled because three staff were out with COVID including the Youth Services Librarian.

C. Circulation Clerk position update

Director Schultz stated four applications were turned into the Village, three applicants were interviewed and position was offered to a candidate. Director Schultz stated a start date had not been discussed until successful passing of the background check, physical, and drug test.

D. FOSL update

Director Schultz shared the Treasurer's Report and possible future fundraising event dates.

III. New Business.

i. Minutes of January 10, 2021 meeting

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

ii. January Financial/Vouchers Reports

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

iii. 2021 Annual Report

Director Schultz shared the 2021 Annual Report flyer and other statistical data from 2021.

Motion by Tobey/Hignite to accept the 2021 Annual report as presented. Motion carried.

iv. Library Staff Meetings

Director Schultz shared Section 8.8 of the Village of Slinger Personnel Policy pertaining to Library Staff meetings. Director Schultz recommended the following change:

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.

Motion by Tobey/Hignite to accept the change to Section 8.8 of the Village of Slinger Personnel Policy pertaining to Library Staff Meetings. Motion carried.

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

Motion by Hignite/Moldenhauer to close the library on Monday, October 10, 2022 for Staff Development Day. Motion carried.

v. Library Silent Auction

Library Board Trustees decided to revisit the idea of a Library Silent Auction or another possible fundraising event in 2024.

vii. Campus Expansion update

Margaret Wilber, Village Administrator, spoke on the progress of the RFP for the campus expansion.

V. Announcements:

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

VI. Adjourn Meeting

Motion by Moldenhauer/Hignite to adjourn at 5:19pm. Motion carried.

Respectfully Submitted, Leslie Schultz, Library Director

VOUCHERS FEBRUARY 2022

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

Date	Description	Invoice #	Debit	Balance
				\$ 2,000.00
2/11/2022	Amazon-Goo Gone		\$7.98	\$ 1,992.02
		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
2/10/2022	Meijer-Teen Program Supplies		\$21.31		\$4,628.69
2/10/2022	Amazon-Teen Program Supplies		\$14.99		\$4,613.70
2/11/2022	Amazon-Adult Program Supplies		\$9.49		\$4,604.21
2/17/2022	Mischief & Magic (event reimbursed by Forte Bank)		\$281.25		\$4,322.96
		TOTAL SPENT	\$327.04		

230-00-55110-325-000 Marketing

Date	Description	Invoice #	Debit	Balance
				\$ 2,000.00
2/10/2022	Signupgenius		\$ 9.99	\$ 1,990.01
2/11/2022	Uprinting-Library Lover's Week Stickers		\$94.88	\$ 1,895.13
		TOTAL SPENT	\$104.87	

230-00-55110-330-000 Training

Date	Description	Invoice #	Debit	Balance
				\$ 2,000.00
2/16/2022	Slinger House-Presentor Lunch		\$41.77	\$ 1,958.23
		TOTAL SPENT	\$41.77	

VOUCHERS FEBRUARY 2022

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
1/1/2021	Village of Slinger		\$36,038.00	\$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
2/10/2022	MLS-Library Fees		\$11,140.20		(\$746.20)
		TOTAL SPENT	\$11,140.20		

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

Date	Description	Invoice #	Debit	Balance
				\$22,277.44
2/28/2022	Ingram		\$1,171.89	\$21,105.55
2/28/2022	Amazon		\$257.23	\$20,848.32
2/28/2022	Midwest Tape		\$134.97	\$20,713.35
		TOTAL SPENT	\$ 1,564.09	

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	\$6,707.17	\$58,183.20		11.5%
1/31/2022	P/T Wages (w/benefits)	\$8,093.43	\$78,407.68		10.3%
1/31/2022	P/T Wages	\$3,969.41	\$48,874.80		8.1%
		\$18,770.01	\$ 185,465.68		10.1%

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
---------------	--------------------

updated 4/30/2021 by LAS

YS Training

Youth Programming

Review how to plan and run programs 4-5x/week for the following age groups:

- 1. Lil' Bookworms (Preschool Story Time) (ages 0-5)**
 - a. Plan themes for every month
 - b. Research songs/rhymes for theme
 - c. Find/request/create flannels for theme
 - d. Find/search books to read and place out
 - e. Purchase supplies for craft kits
 - f. Create craft example, take photo, create instructions
 - g. Stuffing craft kit bags
 - h. Set up room for story time
- 2. Kids Klub (ages 6-10)**
 - a. Plan programs for every month
 - b. Purchase any needed supplies for programs
 - c. Prepare program in advance
 - d. Set up room for program
- 3. Teen Tuesday (ages 11-18)**
 - a. Plan programs for every month
 - b. Purchase any needed supplies for programs
 - c. Prepare program in advance
 - d. Set up room for program
- 4. Family Programs (all ages)**
 - a. Plan programs for every month
 - b. Purchase any needed supplies for programs
 - c. Prepare program in advance
 - d. Set up room for program

TAB (Teen Advisory Board)

- Manage agendas
- Schedule/run meetings & board meetings
- Plan TAB events
- Communicate with TAB members
- Run TAB book club meetings

Summer Learning Program

- Purchase materials/record receipts/manage SLP budget
- Manage youth programs schedule
- Design materials (e.g., program, inserts, age group registration books)
- Plan programs for 4 age groups
- Community outreach for performers, presenters, and donators
- Work with Monarch YS to arrange/receive coupons for incentives, prizes, and packs
- Create sign-ups on Sign-Up Genius, QR codes, bit.ly links
- Go on first-grade school visits to promote SLP
- Coordinate TAB member volunteers

Financials

- Manage spreadsheets/record payments/manage receipts
- Use credit cards
- Manage/reconcile for the following budgets:
 - FOSL SLP
 - FOSL children's programming
 - FOSL children's book ordering
 - Village (teen) SLP
 - Village (teen) programming
 - Village (teen) book ordering
 - Village (TAB) programming

Supply Purchasing

- Purchase supplies
- Use credit card(s) (FOSL/Village)
- Record and make copies of receipts
- Stay within budget
- Take stock of current supplies in programming supply room
- Shop deals
- Use established Amazon & OTC accounts
- Use or request tax exemption at stores

Collections (Book Ordering)

- Ingram
 - Setting up an account
 - Creating/naming lists
 - Researching curated lists
 - Reviewing list books
 - Understanding starred reviews
 - Checking Ingram against Slinger collection
 - Ordering books in a series
 - Creating budgets for FOSL, Village
 - Ordering/planning order times
- Book title research
- Understanding SLC and the Monarch Catalog collection to inspire ordering
- Audiobooks
- Printing/saving/reviewing/recording receipts

Social Media/Website

- **Meta (Facebook/Instagram)**
 - Working in Meta Business Suite
 - Scheduling/editing/pinning posts
 - Composing/boosting paid posts
 - Hashtags
 - Creating events
 - Posting to stories
 - Selecting photos for posts
 - Social copywriting
 - Working with emojis
 - Interacting with patrons
 - Answering questions through Messenger
 - Image sizing in Instagram
- **Website**
 - Posting to children's, teens' and home page
 - Adding images to site library
 - Creating borders/spaces
 - Arranging pages
 - Writing/hyperlinking text
 - Website copywriting
 - Reviewing site changes
 - Working with LS/LF

Design

- Working in Canva
- Creating flyers for programming, special events, signs
- Download file types/saving to S drive/uploading to Facebook, Instagram, Sign-Up Genius/printouts
- Creating cover photos for Facebook

Sign-Ups

- Working in Sign-Up Genius
- Creating/deleting sign-ups
- Choosing templates/uploading photos
- Removing ads on certain sign-ups
- Composing emails through Sign-Up Genius
- Writing program descriptions

Stats

- Recording programming stats in spreadsheet/Word doc
- Stats breakdown by age groups
- Creating monthly stats sheets/emailing to LS each month
- Recording SLP stats (e.g., registration numbers)

Misc.

- Creating QR codes
- Creating bit.ly links
- Organizing S Drive files
- Working with Microsoft Teams (chat)
- Creating monthly program lists for bookmark
- Using PowerPoint to create presentations for trivia



Your *community* bank. Your *opportunity* bank.

March 8, 2022

Forte Bank's 12 month CD rate is .20% with an Annual Percentage Yield of .20%.
Forte Bank's 18 month CD rate is .25% with an Annual Percentage Yield of .25%.

We do not anticipate offering any CD specials in the 2022 year. Although it is not guaranteed, rates are expected to increase sometime this year.

*My suggestion is not much different than last year which is to keep both CD's with the 12 month term at the .20% rate.
The CD would come due at the beginning of second quarter 2023. We would start looking at rates in March of 2023 to see what the best option would be at that time.

Please don't hesitate to contact me with any questions.

Lisa Becker
Business Services Banker
Forte Bank

Hartford Office
116 West Sumner Street • P.O. Box 270106
Hartford, WI 53027
262-673-5800

Richfield Office
1297 State Hwy 175
Hubertus, WI 53033
262-628-5500

Slinger Office
439 East Washington Street • P.O. Box 350
Slinger, WI 53086
262-644-7606



www.fortebankwi.com ▶ info@fortebankwi.com

