



Slinger Community Library Board of Trustees  
Village Community Room, located at 218 Slinger Rd  
Monday, December 9, 2024 at 4:30pm

## Agenda

### Roll Call and Confirmation of Open Meetings Law

Marlyss Thiel  
David Waterman  
Beth Lighthizer

Jane Hignite  
Donna Moldenhauer

Kent Voll  
Katherine Tobey

- I. **Open for Public Comment** (Information will be received from the public; however, no action will be taken on such issues at this time.)
- II. **Old Business**
  - A. Capital Campaign Update – Ken Reiser
  - B. Library Director Search Update – President Thiel
- III. **New Business**
  - A. Staffing Update
  - B. Review of criteria for benefitted positions
  - C. Review and Action
    - i. Minutes of November 11, 2024 meeting
    - ii. November Financial/Vouchers Report
    - iii. Forte Bank 2 Library CDs up for renewal
- IV. **Director's Report**
  - A. Circulation and Library Use Statistics, – November 2024
  - B. Library Program Report: November 2024
  - C. December Programming Highlights
- V. **Announcements**

Next Meeting Date: Monday, January 13, 2025 – 4:30 pm
- VI. **Adjourn Meeting**

The Slinger Community Library Board of Trustees is an informed and dedicated group of citizens, who are committed to supporting, developing, and advancing the library for the benefit of all our patrons, staff, and our community.

This agenda was posted at Slinger Village Hall and Slinger Community Library on Friday, December 6, 2024. 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: Lindy Fiste, Interim Library Director

Date: Friday, December 6, 2024

Re: Agenda for Monday, December 9, 2024

## II. Old Business

Ken Reiser will give an update on the Capital Campaign project.

Marlyss Thiel will update on the Library Director search.

## III. New Business

I will be giving an update on our staff during the interim period as well as share some information on considerations for restructuring benefitted positions. Discussion Only.

Vouchers – 800 Account for Capital Outlay shows a deficit due to the Library Capital Campaign expenses. An amendment will be made at the end of the year to this account.

Two Library CDs are up for renewal in December. Certificates H & M. See the attached rate renewal information supplied by Forte Bank.

## IV. Director's Report

### A. Circulation and Library Use Statistics- November 2024

\*Monthly statistics 2023 vs 2024\*

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

\*Please note: WIFI stats were not available by our packet deadline. \*\*Also not able to get Ancestry Library Edition Stats due to Technology issues.

### B. Library Program Report-November 2024

Please see Program numbers on the November Slinger Library Statistics spreadsheet.

I will share some highlights of November Programming as well as our upcoming December programs.

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

November minutes of the Slinger Community Library Board  
Monday, November 11, 2024

The meeting of Slinger Community Library Board of Trustees of the Village of Slinger was called to order by Library Board President Marlyss Thiel at 218 Slinger Road, Slinger, WI at 4:30 pm on November 11, 2024 in accordance with Notice of Meeting delivered to members on November 8, 2024.

**Roll Call and Confirmation of Open Meetings Law:**

	<u>Present</u>	<u>Absent</u>
Marlyss Thiel	X	
Donna Moldenhauer	X	
David Waterman	X	
Jane Hignite	X	
Beth Lighthizer	X	
Katherine Tobey	X	
Kent Voll	X	
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	7	

Also present:

Margaret Wilber, Village Administrator

Lindy Fiste, Circulation Librarian/Interim Director

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

**II. New Business**

A. Capital Campaign Update – Trustee Tobey

Tobey shared that there is forward progress with subcommittees being established and an all committee meeting scheduled for December, where progress and updates will be shared.

B. Library Director Search Update – President Thiel

There have been no applicants at this time. The job advertisement will be reworked and posted again.

C. Proposed Gift Acceptance and Naming Rights Policies – Village Administrator Wilber

Motion by Voll/Lighthizer to accept the policies with discussed corrections. Motion carried.

D. Review and Action

i. Minutes of October 14, 2024 meeting

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

ii. October 2024 Financial/Vouchers Report

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

### **III. Director's Report**

#### **A. Circulation and Library Use Statistics- October 2024**

\*Monthly statistics 2023 vs 2024\*

October total circulations, digital (Hoopla & Libby) and physical were 9,742 with physical circulations at 7,781 and digital at 1,961. Physical circulations increased 22% (1388 items) from October 2023. Digital circulations increased 14% (239 items) from October 2023. Patron count was 3014 an increase of 36% (805 patrons) from October 2023.

#### **B. Library Program Report- October 2024**

Interim Director Lindy shared the October Programs report.

Program Highlights:

1<sup>st</sup> Grade Literacy Nights with local school district

STEAM kits added to collection including visits by Youth Services Librarian to schools in the district

### **IV. Closed Session**

Go into closed session pursuant to authorization conferred by Wis. Stat. sec. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Opening for Youth Services Librarian position and staff updates)

Motion by Lighthizer/Hignite to go into closed session at 4:46 pm and include Margaret Wilber and Lindy Fiste. A roll call was taken. Yea's Thiel, Hignite, Voll, Moldenhauer, Lighthizer, Tobey, Waterman. Nay's: None. Passed Unanimously.

### **V. Return to Open Session and Take Action if Necessary**

Motion by Voll/Moldenhauer to return to open session at 4:54 pm. A roll call was taken. Yea's Thiel, Hignite, Voll, Moldenhauer, Lighthizer, Tobey, Waterman. Nay's: None. Passed Unanimously.

Motion by Voll/Hignite to approve Circulation Clerk promotion to the open Youth Services position at the hourly wage of \$20.22 effective 11/11/2024. Motion Carried.

Motion by Voll/Hignite to approve Circulation Librarian to full Interim Director in place of the previous co-interim director title with a \$5 per hour raise and continued approval to work up to 40 hours effective 11/11/2024. (additional details for Interim Director from September Special Meeting approved minutes: *These increases will stay in place until the Library Board of Trustees deems necessary. Bonuses may be given in the future if interim director, fundraising, and capital campaign duties exceed expectations.*) Motion carried.

### **VI. Announcements:**

A. Next Meeting Date: Monday, December 9, 2024 at 4:30pm

### **VII. Adjourn Meeting**

Motion by Lighthizer/Tobey to adjourn at 5:00 pm. Motion carried.

Respectfully Submitted,

Lindy Fiste, Circulation Librarian/Interim Director

**VOUCHERS NOVEMBER 2024**

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

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
9/27/2024	Amazon	Office Supplies	\$18.56		\$58.14	\$2,650.00
10/21/2024	Amazon	Coffee Bar Condiment/Mat	\$29.86		\$9.72	
		<b>TOTAL SPENT</b>	\$48.42		\$9.72	100%

**230-00-55110-310-000 Central Services**

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
1/31/2024	Village of Slinger		\$28,632.00		\$28,632.00	\$28,632.00
		<b>TOTAL SPENT</b>	\$28,632.00		\$0.00	100.00%

**230-00-55110-320-000 Programs**

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
9/27/2024	Amazon	CH Programs	\$31.44		\$2,180.77	\$5,650.00
10/12/2024	Amazon	Prime Membership	\$139.00		\$2,010.33	
10/18/2024	Dollar Tree	Crafternooning GC	\$100.00		\$1,910.33	
9/23/2024	Amazon	CH Programs	\$47.88		\$1,862.45	
10/3/2024	Piggly Wiggly	CH Programs	\$31.70		\$1,830.75	
10/9/2024	Piggly Wiggly	CH Programs	\$66.95		\$1,763.80	
10/10/2024	Piggly Wiggly	CH Programs	\$4.21		\$1,759.59	
10/23/2024	Piggly Wiggly	CH Programs	\$47.31		\$1,712.28	
10/24/2024	Piggly Wiggly	CH Programs	\$16.98		\$1,695.30	
11/26/2024	Kettle Moraine Santa	Family Program	\$150.00		\$1,545.30	
10/1/2024	Scholastic	500 Books Before Middle School	\$173.00		\$1,372.30	
		<b>TOTAL SPENT</b>	\$808.47		\$1,372.30	76%

**230-00-55110-325-000 Marketing**

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
		<b>TOTAL SPENT</b>	\$0.00		\$843.73	\$1,650.00
					\$843.73	49%

**230-00-55110-330-000 Training**

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
10/3/2024	The Hub	Directors Council Lunch (LS)	\$17.67		\$1,573.22	\$3,000.00
		<b>TOTAL SPENT</b>	\$17.67		\$1,555.55	
					\$1,555.55	48%

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

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
		<b>TOTAL SPENT</b>	\$ -		-\$8.99	\$300.00 103%

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

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
1/31/2024	Village of Slinger		\$43,048.00		\$43,048.00	\$43,048.00
		<b>TOTAL SPENT</b>	\$43,048.00		\$0.00	100%

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

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
		<b>TOTAL SPENT</b>	\$0.00		-\$4,659.21	\$14,184.00 132%

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

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
11/30/2024	Amazon		\$191.86		\$10,249.19	\$32,269.00
11/30/2024	Amazon		\$148.99		\$10,057.33	
11/30/2024	Roku		\$35.81		\$9,908.34	
11/30/2024	Hoopla		\$292.10		\$9,872.53	
11/30/2024	Sweeney Group		\$12,112.00		\$9,580.43	70.00%
11/30/2024	Sweeney Group		\$5,087.00		-\$2,531.57	
11/30/2024	Sweeney Group		\$5,087.00		-\$7,618.57	
11/30/2024	Sweeney Group		\$5,087.00		-\$12,705.57	
		<b>TOTAL SPENT</b>	\$22,954.76		-\$12,705.57	139%

**230-00-55110-830-000 Technology**

Date	Description	Invoice #	Debit	Credit	Balance	% used of Budget
11/26/2024	Cybrarian Corp		\$249.95		\$1,595.34	\$5,000.00
		<b>TOTAL SPENT</b>	\$249.95		\$1,345.39	73%

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

Date	Description	YTD Actual	Budget	Unexpended	% Used
11/30/2024	F/T Wages	\$100,237.57	\$114,166.60		88%
11/30/2024	P/T Wages (w/benefits)	\$46,853.24	\$59,555.16		79%
11/30/2024	P/T Wages	\$50,438.21	\$57,774.80		87%
		\$197,529.02	\$231,496.56		85%

## Monthly Deposit 2024

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

January	\$ 617.56	April	\$ 814.45	July	\$ 320.31	Oct	\$ 503.61	
February	\$ 382.68	May	\$ 351.85	August	\$ 578.42	Nov	\$ 247.67	
March	\$ 323.75	June	\$ 395.65	Sept	\$ 378.08	Dec	\$ -	
							<b>Total</b>	<b>\$ 4,914.03</b>

Fines/Fees Monthly Deposit		Services Monthly Deposit		Donations Monthly Deposit			
<i>Late fines (other libraries), lost item fees, missing pieces, replacement costs</i>		<i>Copies - Faxing - Replacement Cards - CC Coffee Snacks</i>		<i>Regular</i>		<i>Building &amp; Offset</i>	<i>Other</i>
January	\$ 45.12	January	\$ 167.38	January	\$ -	\$ 414.00	\$ -
February	\$ 221.74	February	\$ 116.76	February	\$ -	\$ -	\$ 50.41
March	\$ 141.95	March	\$ 181.80	March	\$ -	\$ -	\$ -
April	\$ 128.95	April	\$ 151.87	April	\$ 533.63	\$ -	\$ -
May	\$ 203.47	May	\$ 148.38	May	\$ -	\$ -	\$ -
June	\$ 141.64	June	\$ 214.60	June	\$ 39.41	\$ -	\$ -
July	\$ 150.63	July	\$ 149.68	July	\$ 20.00	\$ -	\$ -
August	\$ 380.76	August	\$ 197.66	August	\$ -	\$ -	\$ -
September	\$ 215.21	September	\$ 162.87	September	\$ -	\$ -	\$ -
October	\$ 291.37	October	\$ 165.71	October	\$ 46.53	\$ -	\$ -
November	\$ 110.20	November	\$ 137.47	November	\$ -	\$ -	\$ -
December	\$ -	December	\$ -	December	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 2,031.04</b>	<b>Total</b>	<b>\$ 1,794.18</b>	<b>Total</b>	<b>\$ 639.57</b>	<b>\$ 414.00</b>	<b>\$ 50.41</b>

SCL Fine Free 9/1/2023





## **2024 Library Accounts**

**Building & Offset Reserves** -(Money Market Acct @ Associated Bank) Capital Offset Funds received from Washington County.

Require a 50/50 match and intended for capital expenditures.

\$261,259.67 @ Associated Bank at 3.56%

\$107,228.09 @ Forte Bank at 4.5%

**Balance: \$549,951.36**

**Library Reserve Funds**- Certificate H held at Forte Bank

**Balance: \$28,095.29**

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

**Balance: \$118,456.48**

7/11/22 Library Board approved the transfer of \$150,000 from the Cash and Investment acct to Building & Offset acct.

11/14/22 Library Board approved the transfer of \$100,000 of Building and Offset funds to be put in a CD at Forte Bank.

*Updated 11/30/2024 LF*

## 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

15-month CD renewed on 9/5/2023

Balance as of 11/30/2022: \$26,862.49

Interest Rate: 4.50%

Maturity Date: December 5, 2024

**Total:** \$27,163.87

**Certificate J** - held at Forte Bank

15-month CD opened on 8/30/2024

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

Interest Rate: 4.5%

Maturity Date: November 30, 2025

**Total:** \$107,228.09

**Certificate M** - held at Forte Bank

21-month CD opened on 3/20/2023

Balance as of 3/20/2023: \$29,000

Interest Rate: 4.30%

Maturity Date: December 20, 2024

**Total:** \$29,314.31

**Certificate N** - held at Forte Bank

7-month CD opened on 10/14/2024

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

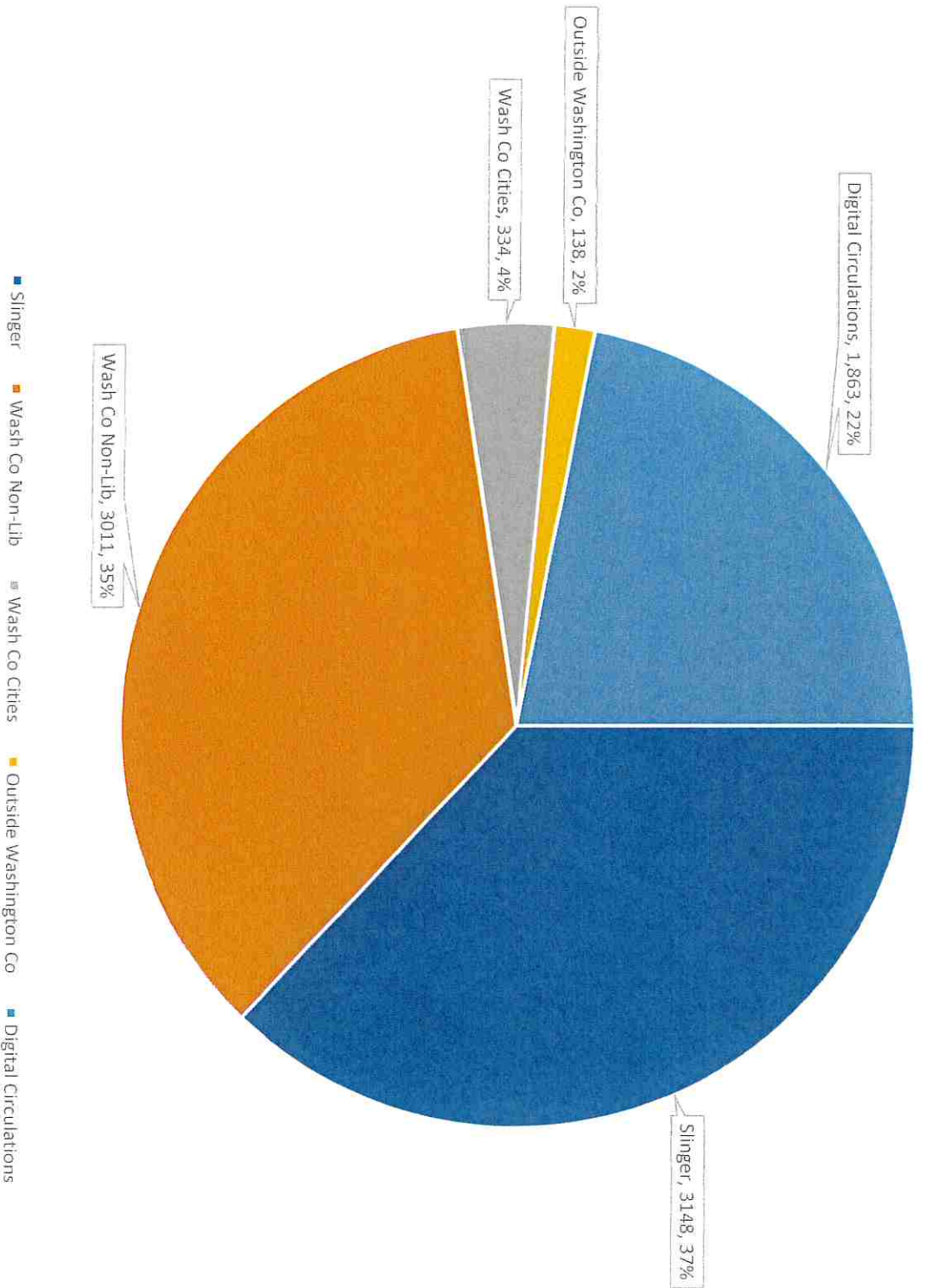
Interest Rate: 5.00%

Maturity Date: May 14, 2025

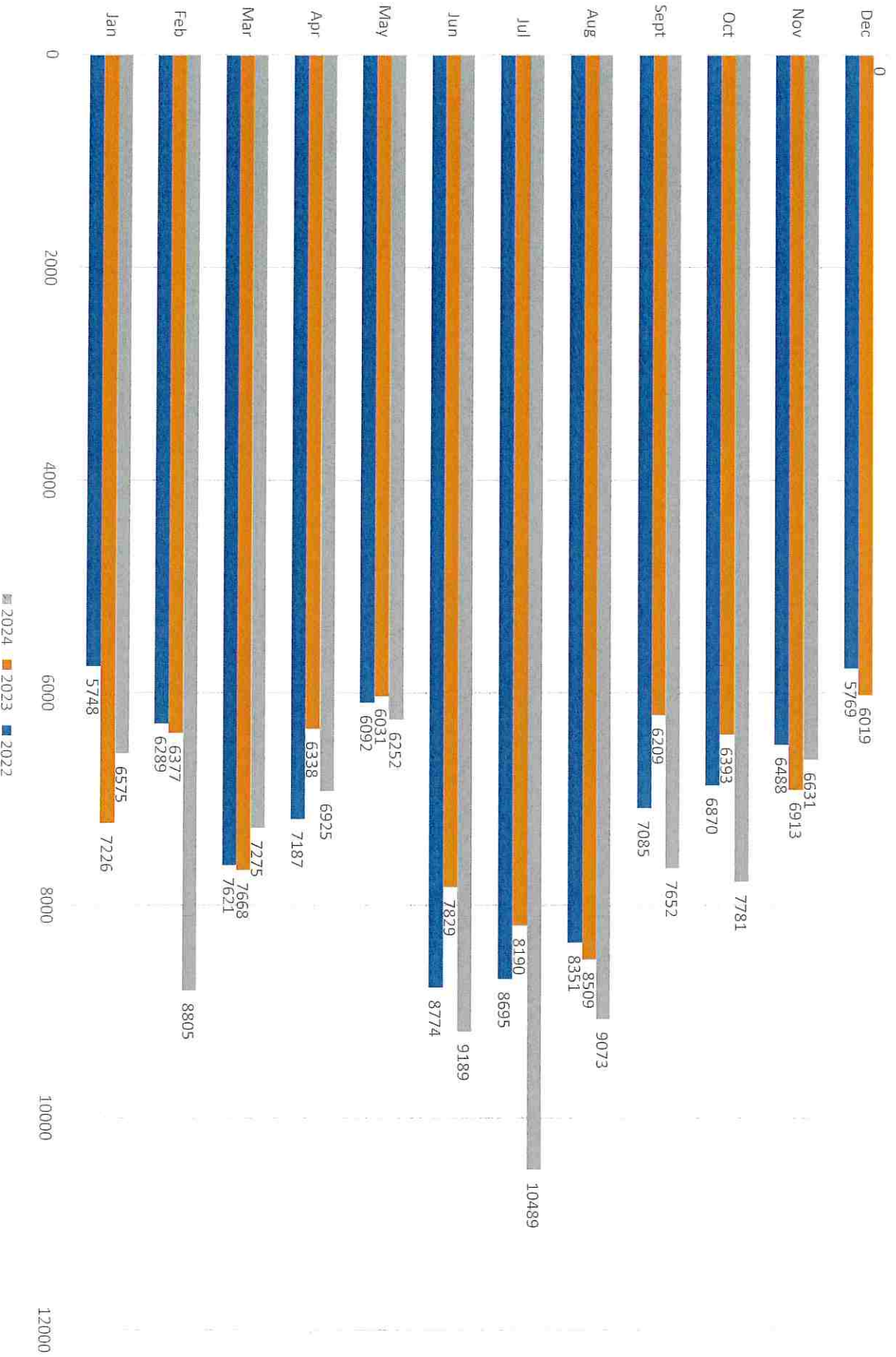
**Total:** \$26,443.90

updated 10/17/2024 LAS

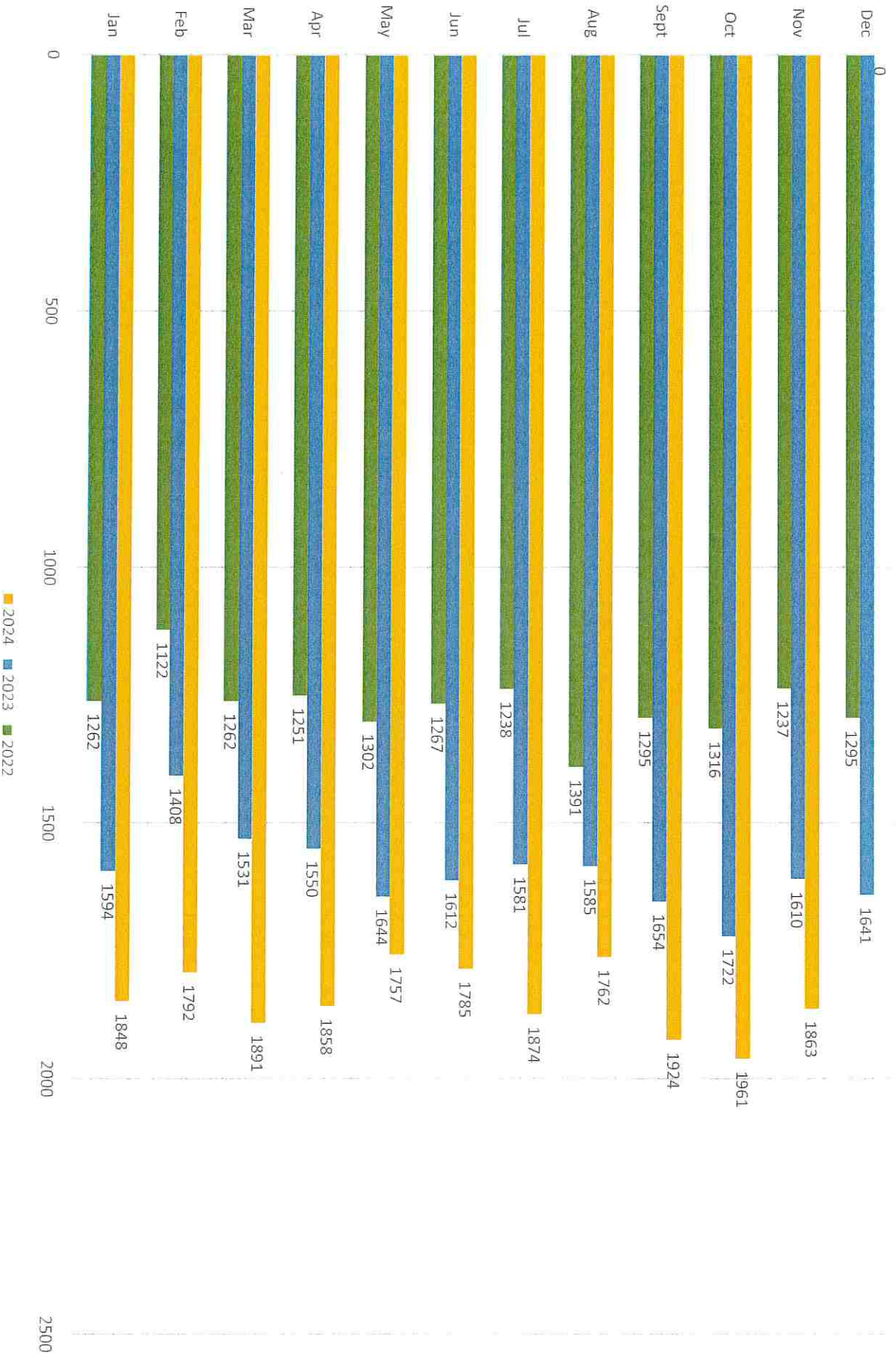
Total Circulation November 2024 - 8,494  
Physical 6,631 & Digital 1,863



### 3 Year Physical Circulations



### 3 Year Digital Circulation Libby & Hoopla



# November Slinger Library Statistics

	2022		2023		2024	
<b>Circulation Activity</b>	Month	Yr End	Month	Yr End	Month	YTD
Number of Days Open	23	293	23	295	23	274
Patron Count	1,832	26,121	2,227	28,637	2,090	31,582
New Cards Issued	24	371	31	386	21	499
<b>Physical</b>	Month	Yr End	Month	Yr End	Month	YTD
Items Checked Out	6,488	84,970	6,913	83,715	6,631	86,647
Items Checked In	5,561	72,453	5,630	72,831	6,130	79,328
Holds Placed	1,805	21,046	1,849	21,595	2,044	21,391
Library of Things Check Outs (LOT)	NA	NA	128	1,850	162	2,621
<b>Digital</b>	Month	Yr End	Month	Yr End	Month	YTD
Libby & Overdrive Checkouts	1,101	13,615	1,416	16,861	1,692	18,425
Hoopla	136	1,587	194	2,271	171	1,890
<b>Databases</b>	Month	Yr End	Month	Yr End	Month	YTD
AtoZ Databases Logins (canceled for 2024)	280	2,340	55	1,194	NA	NA
Ancestry.com Logins	6	352	30	319		94
Universal Classes	3	54	NA	NA	283	4,078
Transparent Lang.(Pronunciator Exp2023)	0	28	5	NA	24	253
<b>Breakdown of Check Out Numbers</b>	Month	Yr End	Month	Yr End	Month	YTD
Slinger	2,659	34,942	3,271	35,202	3,148	37,217
Wash Co Non Lib	3,403	43,413	3,127	41,980	3,011	41,944
Wash Co Cities	311	4,973	360	4,752	334	5,445
Outside Wash Co	115	1,639	155	1,768	138	2,041
<b>Total Circulation Digital &amp; Physical</b>	Month	Yr End	Month	Yr End	Month	YTD
	7,725	100,205	8,523	102,667	8,494	106,962
<b>Interlibrary Loan Activity-WISCAT</b>	Month	Yr End	Month	Yr End	Month	YTD
Borrower - Requests from SL Patrons	8	97	8	138	11	152
Lender - Requests from other libraries	1	35	1	40	3	28
<b>Library Programming</b>	Month	Yr End	Month	Yr End	Month	YTD
<b>Adult/Other Programs</b>	8	79	13	97	11	103
Adult Program Attendance	77	710	116	895	129	934
Adult Self Directed Programs	1	2	0	2	0	1
Adult Self Directed Participation	119	159	0	195	0	57
<b>Teen Programs</b>	5	50	5	50	5	42
Teen Program Attendance	29	322	66	313	57	690
Teen Self Directed Programs	0	1	0	0	0	0
Teen Self Directed Attendance	0	54	0	0	0	0
<b>Childrens Programs</b>	22	163	15	209	24	184
Childrens Programs Attendance	275	2,993	315	3,399	128	3,113
Childrens Self Directed Programs	14	84	15	138	7	112
Childrens Self Directed Attendance	120	1,407	279	2,101	58	3,120
<b>Other Library Services Offered</b>	Month	Yr End	Month	Yr End	Month	YTD
Wifi Logins	609	5,928	606	7,269		4,276
Internet Logins	78	926	87	1,120	81	1,217
PAC Logins	1,452	18,497	1,329	17,822	1,019	14,842
<b>Other Library Statistics</b>	Month	Yr End	Month	Yr End	Month	YTD
Community Meetings	6	31	5	110	3	39
Community Meetings Attendance	64	307	30	402	23	450
Facebook Reach	3,294	45,210	3,920	47,891	2,741	44,828
Website Visits	4,024	61,575	6,590	137,961	27,663	175,922
Number of Volunteers	1	28	11	50	0	44
Volunteer Hours	5.00	40.50	9.00	61.00	0.00	59
<b>Reference Statistics</b>	Month	Yr End	Month	Yr End	Month	YTD
Reference Questions	35	856	142	2,193	176	2,657
Computer & Technology Assistance	12	252	30	461	32	427

Library CD = 37851 matures on December 5, 2024

The approximate value of the matured CD will be \$28,400. The calculations below are with a starting balance of \$28,400. The figures listed are approximate calculations which will vary based on the actual starting balance. Also keep in mind these figures are based on compounded interest.

7-month option

The CD would mature around the beginning of July 2025. With a starting balance of \$28,400 the mature value would equal approximately \$29,109. The interest earned would equal approximately \$709.

15-month option

The CD would mature around the beginning of March 2026. With a starting balance of \$28,400 the mature value would equal approximately \$29,849. The interest earned would equal approximately \$1,089. 1449

21-month option

The CD would mature around the beginning of September 2026. With a starting balance of \$28,400 the mature value would equal approximately \$30,317. The interest earned would equal approximately \$1917.

Library CD = 34386 matures on December 20, 2024

The approximate value of the matured CD will be \$31,200. The calculations below are with a starting balance of \$31,200. The figures listed are approximate calculations which will vary based on the actual starting balance. Also keep in mind these figures are based on compounded interest.

7-month option

The CD would mature around the beginning of July 2025. With a starting balance of \$31,200 the mature value would equal approximately \$31,979. The interest earned would equal approximately \$779.

15-month option

The CD would mature around the beginning of March 2026. With a starting balance of \$31,200 the mature value would equal approximately \$32,792. The interest earned would equal approximately \$1592.

21-month option

The CD would mature around the beginning of September 2026. With a starting balance of \$31,200 the mature value would equal approximately \$33,306. The interest earned would equal approximately \$2106.





**Deposit Rates**

<b>Certificates of Deposit / Individual Retirement Accounts</b>		
<b>Rates Subject to Change</b>		
<b>Effective December 2, 2024</b>		
<b>Term</b>	<b>Interest Rate</b>	<b>Annual Percentage Yield</b>
<b>3 Month</b>	<b>0.50%</b>	<b>0.50%</b>
<b>6 Month</b>	<b>0.75%</b>	<b>0.75%</b>
<b>7 Month SPECIAL</b>	<b>4.25%</b>	<b>4.32%</b>
<b>12 Month</b>	<b>1.00%</b>	<b>1.00%</b>
<b>15 Month SPECIAL</b>	<b>4.00%</b>	<b>4.06%</b>
<b>18 Month</b>	<b>1.15%</b>	<b>1.15%</b>
<b>21 Month SPECIAL</b>	<b>3.75%</b>	<b>3.80%</b>
<b>24 Month</b>	<b>1.25%</b>	<b>1.26%</b>
<b>36 Month</b>	<b>1.45%</b>	<b>1.46%</b>
<b>48 Month</b>	<b>1.75%</b>	<b>1.76%</b>
<b>60 Month</b>	<b>2.00%</b>	<b>2.02%</b>

- EARLY WITHDRAWALS SUBJECT TO SUBSTANTIAL PENALTY.
- INTEREST ON CERTIFICATES COMPOUNDS AND IS CREDITED QUARTERLY.
- MINIMUM DEPOSIT OF \$1,000.00 ON ALL CERTIFICATES.
- FEES COULD REDUCE EARNINGS.

**Contact an employee for further information.**

**HARTFORD**

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

**RICHFIELD**

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

**SLINGER**

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

**WEST BEND**

555 Wildwood Road  
West Bend, WI 53090  
262-450-4200