



Slinger Community Library Board of Trustees  
Village Community Room, located at 218 Slinger Rd  
Monday, September 18, 2023 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. **Director's Report**
  - A. Circulation and Library Use Statistics, – August 2023
  - B. Library Program Report: August 2023
- III. **New Business**
  - A. Review and Action
    - i. New Circulation Clerk position
    - ii. Circulation Policy update
    - iii. Replacing Public Copier
    - iii. Minutes of August 14, 2023 meeting
    - iv. August Financial/Vouchers Report
- IV. **Announcements**
  - A. Next Meeting Date: Monday, October 9, 2023 – 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, September 15, 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, September 15, 2023  
Re: Agenda for Monday, September 18, 2023

## **II. DIRECTOR' S REPORT**

### A. Circulation and Library Use Statistics-August 2023

\*Monthly statistics 2022 vs 2023\*

August total circulations, digital (Hoopla & Libby) and physical were 10,094 with physical circulations at 8,509 and digital at 1,585. Physical circulations increased 1.9% (158 items) from August 2022. Digital circulations increased 13.9% (194 items) from August 2022. Patron count was 3,036 an increase of 8.08% (227 patrons) from August 2022.

### B. Library Program Report-August 2023

Please see attached August program reports.

## **III. NEW BUSINESS**

### i. New Circulation Clerk Position (discussion and action)

I recommend hiring an additional clerk for several reasons:

- a. 2017-2019 the library has had 11 staff members
- b. 2020-present the library has had 9 staff members
- c. In 2019 staff hours were at 219 hours per week. In 2023 staff hours are at 193 hours per week
- d. Lost 7 hours with Cataloger position and need more staff on Fridays
- e. Proactive for when the Youth Services Librarian will be on maternity leave and a clerk will be assisting in the Youth Services department
- f. Additional staff to keep up with increased services. Programming has increased 103% since 2017

### ii. Circulation Policy update (discussion and action)

Going fine free necessities updating the Circulation Policy. Please see the highlighted changes in the document.

### iii. Replacing Public Copier (Discussion and possible action)

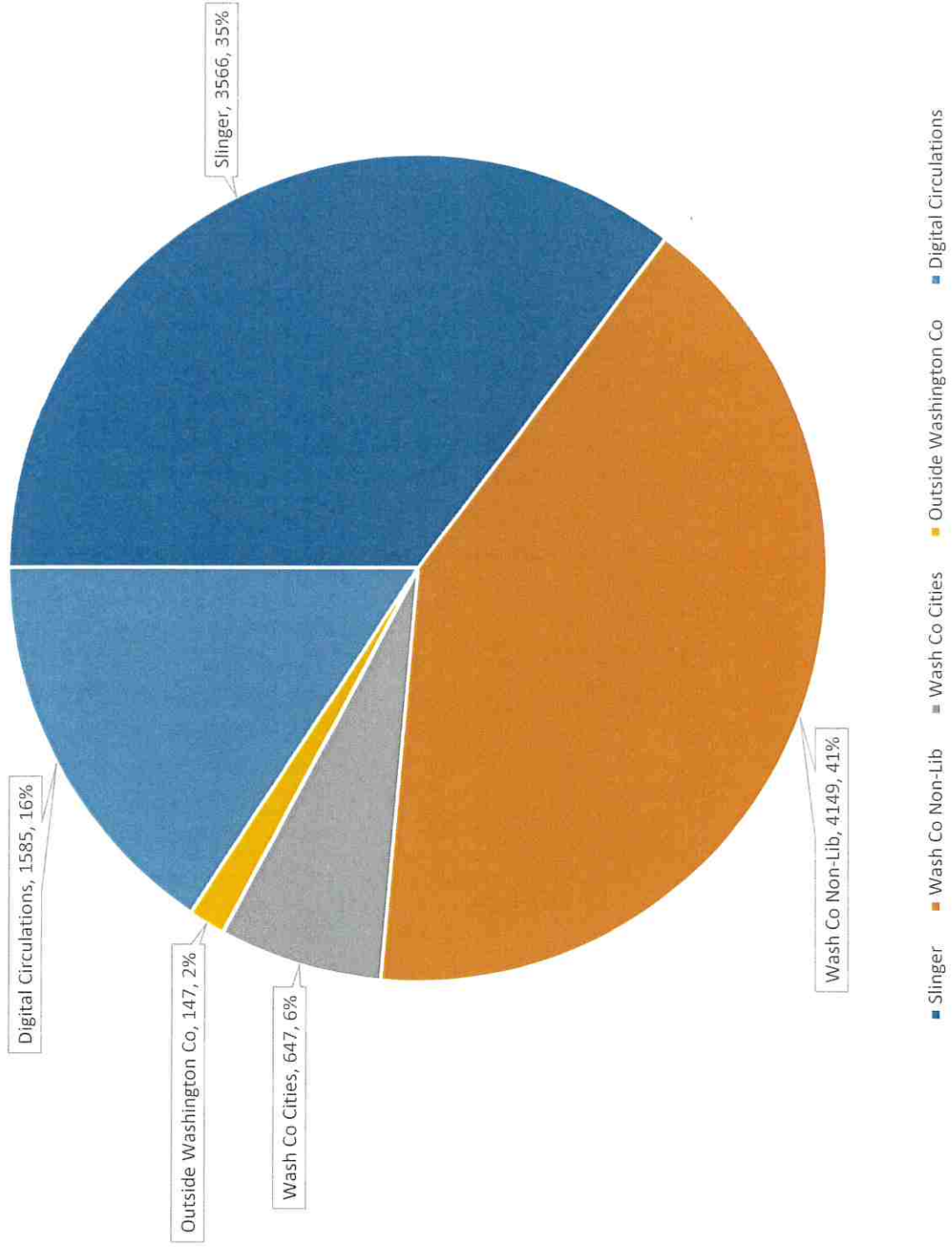
The public copier was purchased in 2015. Recently it started to make noises and warranted a service call. The service technician referenced the age and this is normal. He did not say we needed a new one just yet but to prepare. Please see attached quote from Forward TS. We are waiting on a quote from Rhyme.

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.

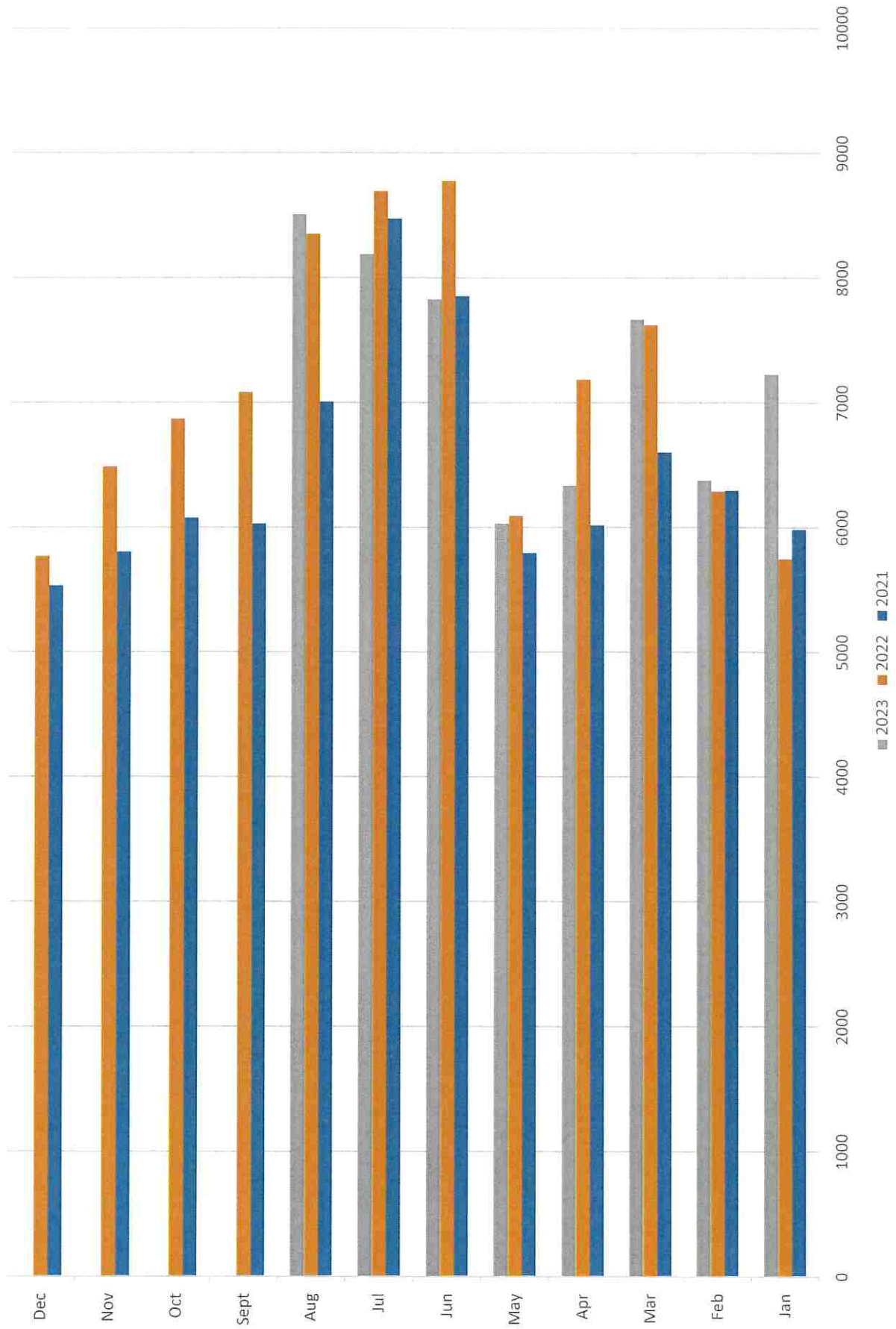
## August Slinger Library Statistics

	2021	2022		2023	
<b>Circulation Activity</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Number of Days Open	295	27	293	27	201
Patron Count	22,700	2,809	26,121	3,036	20,096
New Cards Issued	232	38	371	43	296
<b>Physical</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Items Checked Out	77,481	8,351	84,970	8,509	58,178
Items Checked In	66,171	7,891	72,453	7,885	51,032
Holds Placed	21,401	1,936	21,046	1,740	14,768
Library of Things Check Outs (LOT)	NA	NA	NA	253	1,326
<b>Digital</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Libby & Overdrive Checkouts	14,147	1,237	13,615	1,394	10,950
Hoopla	371	154	1,587	191	1,555
<b>Databases</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
AtoZ Databases Logins	8,061	331	2,340	107	940
Ancestry.com Logins	1,056	86	352	56	193
Universal Classes (thru Libby)	17	7	54	NA	NA
Pronunciator Logins (Expired for 2023)	199	0	28	NA	NA
<b>Breakdown of Check Out Numbers</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Slinger	33,248	3,271	34,942	3,566	23,882
Wash Co Non Lib	38,927	4,228	43,413	4,149	30,051
Wash Co Cities	3,996	494	4,973	647	3,023
Outside Wash Co	1,267	358	1,639	147	1,212
<b>Total Circulation Digital &amp; Physical</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
	91,903	9,742	100,205	10,094	70,673
<b>Interlibrary Loan Activity-WISCAT</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Borrower - Requests from SL Patrons	80	5	97	15	96
Lender - Requests from other libraries	27	5	35	3	30
<b>Library Programming</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
<b>Adult/Other Programs</b>	47	3	79	7	55
Adult Program Attendance	326	27	710	71	521
Adult Self Directed Programs	15	0	2	0	2
Adult Self Directed Participation	306	0	159	0	195
<b>Teen Programs</b>	21	3	50	0	30
Teen Program Attendance	196	18	322	0	161
Teen Self Directed Programs	11	0	1	0	0
Teen Self Directed Attendance	136	0	54	0	0
<b>Childrens Programs</b>	79	8	163	3	138
Childrens Programs Attendance	1,770	265	2,993	57	2,550
Childrens Self Directed Programs	51	2	84	2	83
Childrens Self Directed Attendance	1,777	44	1,407	34	1,262
<b>Other Library Services Offered</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Wifi Logins	4,827	643	5,928	694	5,290
Internet Logins	662	110	926	123	733
PAC Logins	18,522	1,676	18,497	1,709	12,635
<b>Other Library Statistics</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Community Meetings	14	4	31	2	27
Community Meetings Attendance	133	29	307	80	338
Facebook Reach	25,863	3,601	45,210	2,884	39,919
Website Visits	50,394	6,075	61,575	5,939	78,874
Number of Volunteers	23	0	28	0	23
Volunteer Hours	26.00	0.00	40.50	0.00	38.00
<b>Reference Statistics</b>	<b>Yr End</b>	<b>Month</b>	<b>Yr End</b>	<b>Month</b>	<b>YTD</b>
Reference Questions	1,091	105	856	190	1,546
Computer & Technology Assistance	260	34	252	28	340

August Total Circulations 10,094  
Physical 8,509 & Digital 1,585



3 year Bar Graph



# August 2023 Programs

## Preschool Story Times

Date	Program	Count
8/24	Little Hearts (space)	20
8/25	Little Hearts (STEAM stomp rockets)	17
8/31	Little Hearts (cooking)	20
	<b>Total Programs</b>	3
	<b>Total Count</b>	57

## Preschool Crafts

Date	Program	Count
8/24	Little Hearts (space rainbow scratch-off)	17
8/31	Little Hearts (Arnie the Doughnut)	17
	<b>Total Programs</b>	2
	<b>Total Count</b>	34

## Adult Programs

Date	Program	Count
8/7	Senior Outreach SV#4 – Lori	11
8/14	Senior Outreach SV#1 – Kelly	10
8/14	Devouring Book Cookbook Club	6
8/15	Pints & Pages Book Club	13
8/21	Senior Outreach SV#3 – Abby	12
8/21	Monday Afternoon Book Club	8
8/28	Senior Outreach SV#2 - Carrie	11
	<b>Total Programs</b>	7
	<b>Total Count</b>	71

## All Ages/Other

Date	Program	Count
8/1	Slinger Night Out	350
	<b>Total Programs</b>	1
	<b>Total Count</b>	350

## Grand Totals

<b>Total Programs</b>	11
<b>Total Count</b>	478

**Slinger Community Library**  
**CIRCULATION POLICY**

**I. Introduction**

The library will serve all residents of the community and the public library system area. This policy is designed to ensure that all users have equal access to the services and materials of the Slinger Community Library regardless of race, color, sex, national origin, age, religion, sexual orientation, socioeconomic status or disability.

The library participates in the Monarch Library System and works cooperatively with other libraries in the consortium to maintain borrowers' records and lend material. All borrowers must be registered at one of the libraries in Dodge, Ozaukee, Sheboygan, or Washington counties that make up the Monarch Library System.

The use of the library may be denied for due cause. Such cause may include but is not limited to the failure to return library materials, to pay fines, destruction of property, disturbance of other patrons, or other objectionable conduct on the library premises as defined in the code of conduct policy.

**II. Library Card Holder Eligibility**

1. The library issues cards to Wisconsin residents. Slinger Community library cards are good at all the public libraries and bookmobile in the Monarch Library System.

2. All applicants 16 years of age and older must present acceptable photo and address identification showing their current address at the time of applying for a new library card. Examples of such identification include:

Driver's license/State I.D

Student I.D.

Checkbook

Personal mail/online statement/property title or lease

3. Library cards are issued to children who can sign their name on the card. Children under the age of 16 need a parent or legal guardian's signature. The parent or legal guardian ID and/or proof of residence will serve as proof of residence for youth under the age of 16. The parent or legal guardian must accompany the youth applying for a library card, and they are required to co-sign the application. Children residing in two households will be issued a card where their primary residence is, as stated by the parent or legal guardian.

4. To comply with Wis. Stat. Sec. 43.30(1m), library card applicants 16 and 17 years of age need to present a Wisconsin driver's license or Wisconsin State ID with current address at the time of application. Applicants in this age range may also present a current school ID card from a local school along with proof of residence (see above for acceptable identifying documents that constitute proof of residence). If they choose, applicants in this age range may apply for a library card the same way children under the age of 16 do (see above).

5. Parents or legal guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred by their children. Each family shall have the right and responsibility of setting age-appropriate standards. The library staff is not responsible to enforce standards set by the family.

6. All borrowers must present the original card issued, driver's license/State I.D or online library card via Monarch2Go app to borrow items each time they visit the library to checkout items. For minors without any acceptable alternative ID, such as elementary school aged children, library staff shall ask for the minor's full name, home address, phone number and birthday, including year, to verify minor's identification. Library staff may refuse to accept alternative ID's. Patrons may borrow only on their own card when using an alternative form of ID for checkout.

7. Library cards are valid indefinitely, with an automatic address check every 18 months, if not used in 5 years library cards will expire. You may apply for a new card, free of charge if that happens. Patrons are responsible for informing the Library of any change of address, telephone number, email or parental responsibility for children under age 15.

8. All patrons contacting the library by phone, email or text must provide their library card account number. This is for your protection and ours. This ensures no unauthorized charges or other activity will take place in your account.

### III. Replacement Cards

1. When a library card is lost or stolen, patrons shall present a valid photo ID along with proof of current address and pay a \$3.00 replacement fee. A parent or legal guardian must be present when a child under 16 replaces a library card. Please report all stolen cards to the Library at 262-644-6171. If a card is presented for checkout before it is reported lost or stolen, the patron is still responsible for all materials checked out on it. If the card is broken, bring the pieces to the Library and a staff member will replace it for free.

### IV. Loan Periods and Daily Fines – All items checked out at Slinger Community Library are Fine Free

Type of Item	Loan period
Adult fiction, Non-fiction & Young Adult Books	28 days
New Adult Fiction	14 days
Children's & Juvenile Books	28 days
DVD's & Blu-ray	7 days
Non-Fiction DVD's /TV Series	14 days
Books on CD	28 days
Playaways	28 days
Magazines	14 days
Children's Books w/ Compact discs	28 days
Music CDs	14 days
Learning Prop Games	14 days
Library of Things	varies
Backpack Tales	14 days
Tonie Boxes	7 days

### V. Renewals

1. Materials may be renewed twice by phone with your library card account number, in person with your library card, via the library's website [www.slingerlibrary.org](http://www.slingerlibrary.org) or on the Monarch2go App. Please be aware, if you are renewing materials that are due the day you are renewing them online via the catalog, items must be renewed by 11:59pm/CST to avoid overdue charges. Items returned before 9 am will be considered returned as of the previous day. Materials may be renewed twice but may not be renewed if there is another patron waiting.

### VI. Interlibrary Loans – (Special Requests)

1. Materials not available in the Library or via the catalog may be borrowed from other libraries outside of the Monarch Library System. There is currently no fee for this service. To place an interlibrary loan, please visit the circulation desk or call 262-644-6171.

2. Materials from another library obtained through interlibrary loan will be checked out according to the lending library's loan periods. Lost or damaged materials are subject to the lending library's replacement costs and fees.



3. There is a limit of five active requests per patron record. "Active Request" is defined as requests pending, items awaiting pick up and items currently checked out. As ILL items are returned, patrons may place additional requests so as to have five active requests.

4. The library will not lend the following types of materials:

- Valuable materials, bulky items that are difficult to ship, material in high demand, unique material that would be difficult to replace, video games and any other items determined unsafe or too much of a risk to borrow. Items will be determined on a case by case basis at the discretion of the library director and ILL staff.

## VII. Holds on Items

1. Holds may be placed on library materials found in the Monarch catalog with a current library card from one of the participating libraries or bookmobile in the Monarch Library System. There is no charge to the patron for placing a hold.
2. Holds may be placed on all library materials in-person at the library, via phone with a staff member, online in the Monarch catalog or via the Monarch2go App. Patrons need to have a library card in good standing and a pin number. Pin numbers are the last 4 digits of the phone number provided on your application, your pin number is assigned at the time of application. Slinger Community Library staff does not have access to pin numbers. Patrons who do not know their pin number may call the library to have it reset via phone during regular business hours or may reset it online through the Monarch Catalog via the My Account link.
3. When materials become available for pick up, patrons have the option to be notified either by phone, email or text message. Items are held for seven days from the date the patron is notified. When an item is not picked up, it will be sent back to the owning library or to the next patron in cases where there is a waiting list. A new hold may be placed on the item but the patron will go to the bottom of the existing holds list.
4. When picking up items that are on hold, for the patron's protection and to comply with Wis. Stat. sec. 43.30(1m), the card in which the item was placed on hold must be presented, unless the patron has linked accounts with presenting card. No exceptions will be made.

## VIII. Fines and Charges

1. ~~There are no grace periods. Fines are assessed the day after an item is due.~~ All items checked out at Slinger Community Library will be free of fines. Items checked out at other libraries and become overdue will be subject to charges per those libraries' policies.
2. ~~Any fees accumulated from lost or damaged items not owned by the Slinger Community Library are under the discretion of the owning library.~~
- ~~3. The maximum fine which can accrue per item is \$10.00.~~
3. When a patron's account has reached \$5.00, borrowing privileges and access to public internet stations will be blocked until the amount is under \$5.00. ~~Fines~~ Payments may be paid in person during regular business hours (cash, check or credit card) or via the Monarch catalog using a credit or debit card.
4. Patrons with ~~charges fines~~ will not be allowed to use another individual's library card as a way of avoiding payment ~~of fines~~ or to access the library's public access computers.
5. Under Library Director discretion, when an adult account reaches \$50.00 or more, his or her card along with family cards will be blocked. They will not be able to checkout materials or have access to public internet stations.

6. Library staff shall deny borrowing privileges and access to the library's public internet stations to patrons who do not present a library card, another form of acceptable identification, who have overdue materials or have fines of \$5.00 or more.

7. A notice is sent by either U.S. mail, e-mail, or text message (if the patron has chosen this option for notification) after the material is due. Overdue notices are sent in the following intervals:

1 <sup>st</sup> notice	1 weeks overdue
2 <sup>nd</sup> notice	2 weeks overdue
Final Notice	3 weeks overdue (printed and mailed)
Billing Notice	4 weeks overdue (printed and mailed)
Phone Call	5 weeks overdue

After five attempts have been made vis U.S. mail, e-mail, text message, or phone to the patron and the materials are billed and accrue an amount of \$50.00 or more, then the Slinger Community Library will be forced to declare the items as stolen and turn the matter over to the Slinger Police Department (SPD) for collections.

### IX. Damaged Materials

1.If materials are damaged and are unsuitable to be put back into the library collection, the patron must pay the replacement cost for the item and a \$3.00 processing fee. The library will be responsible for securing replacement of the item. After payment is received, the damaged item is then theirs to keep.

### X. Charges for Various Damages

1.In order to encourage proper care of library properties, the following charges will be assessed for the damages and/or loss listed below:

\*This list is not comprehensive, see circulation desk staff for full details.

Item	Fee
Processing fee for damaged/lost material	\$3.00
Single CD case (lost/replace)	\$3.00
Single DVD/Blu-ray case (lost/replace)	\$3.00
Multi Disc cases (DVD, Blu-ray, CD)	\$5.00
Lanyard for Playaways	\$3.00
Case for Playaways	\$6.00
Battery door for Playaways	\$2.00
Bookpack case for Playaways	\$13.00
Book on CD case (lost/replace)	\$7.00
Audio discs (lost/replace)	\$10.00
Craft to Go Bag damaged/lost	\$1.50

\*\*In cases where audio discs cannot be replaced, then the library will charge the full replacement cost for the book on CD.

### XI. Lost Materials

1.If materials are lost, the patron must pay the purchase cost of the item plus a \$3.00 processing fee. If the material is found after payment has been received, the library will not issue a refund.

# DATA SHEET



## Sharp BP-70C31

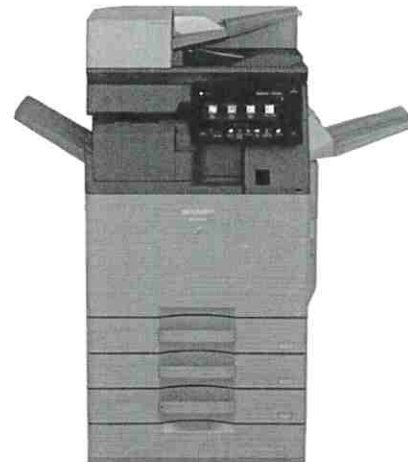
**31 PPM BW / 31 PPM Full-Color Workgroup Document System**

### KEY FEATURES & BENEFITS

- Up to 31 ppm in monochrome or color
- Up to 1200 X 1200 dpi resolution ensures detailed and high-quality prints
- Easily manage tasks with the 10.1-inch tablet style display touchscreen and retractable keyboard
- Standard interface: RJ-45 Ethernet (10/100/1000 Base-T), USB 2.0: 1 host port (front), 1 device port (rear), USB 3.0: 2 host ports (rear), wireless 802.11 a/b/g/n/ac
- 300-sheet duplexing single-pass feeder for effortless two-sided printing
- Base model dimensions: 24W X 26D X 33H inches

### INCLUDED ACCESSORIES

- Center Exit Tray (required if no finisher installed)
- Stand/1 x 550-sheet Paper Drawer



*Photo may not represent final configuration*

*The BP-70C31 is a color document system in the Advanced Series by Sharp. It enables users to collaborate and share data seamlessly and securely within multiple office environments. Integration with cloud services such as Microsoft Teams makes it easy to streamline communication and boost productivity with hybrid workers. Users have access to expanded cloud services, enabling connection to mobile devices. A wireless LAN supports 5GHz Wi-Fi for stable, high-speed network communication.*



Proposal will expire 30 days from date created.  
Items & pricing are subject to availability

**SLINGER COMMUNITY LIBRARY**

# PROPOSED SOLUTION

Qty	Manufacturer	Model	Description
1	Sharp	BP-70C31	31 PPM BW / 31 PPM Full-Color Workgroup Document System
			Stand/1 x 550-sheet Paper Drawer
			Center Exit Tray (required if no finisher installed)

### Service Agreement

	B/W Images		Color Images	
	Volume	Overage	Volume	Overage
BP-70C31		0.00640		0.04400

Copynet agreement includes all operating costs with the exception of staples and paper. Service parts, labor, drums, toners, developers, fuser rollers, maintenance kits and PM calls are provided at no additional cost under the terms of this agreement.

		<b>63 Month</b>
Monthly Lease Investment		\$88.26
Optional Accessories	<u>Purchase</u>	
BP-70C31		
BP-FX11	\$358.82	\$7.14
Outright Purchase Price		\$4,435.11

*\* Delivery Charge \$175.00 to be billed by Forward TS directly.--Current Account so this is at N/C*

*This is all based on current State Contract pricing on this date, if there is a pricing increase before an order is placed we will notify you when that happens and provide you the accurate pricing.*

August minutes of the Slinger Community Library Board  
Monday, August 14, 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 August 14, 2023 in accordance with Notice of Meeting delivered to members on August 11, 2023.

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

	<u>Present</u>	<u>Absent</u>
Marlyss Thiel	X	
Donna Moldenhauer (excused)		X
David Waterman		X
Jane Hignite	X	
Beth Lighthizer	X	
Katherine Tobey	X	
Kent Voll	X	
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	5	2

Also present:

Leslie Schultz, Library Director  
Margaret Wilber, Village Administrator  
Lindy Fiste, Circulation Librarian

**I. Open for Public Comment**

No public comments were presented.

**II. Director's Report**

A. Circulation and Library Use Statistics-July 2023

Director Schultz stated July total circulations, digital (Hoopla & Libby) and physical were 9,771 with physical circulations at 8,190 and digital at 1,581. Physical circulations decreased 5.8% (503 items) from July 2022. Digital circulations increased 27% (343 items) from July 2022. Patron count was 3,002 an increase of 6% (171 patrons) from July 2022.

B. Library Program Report-July 2023

Director Schultz shared the July program report and the SCL Chapters Newsletter. Director Schultz reported that the August 2<sup>nd</sup> Fill n Chill fundraiser raised \$100

C. Summer Learning Program highlights/Statistics

Director Schultz stated over the six weeks of the "All Together Now" in Slinger Summer Learning Program (SLP) we offered 55 programs, with 1,300 patrons of all ages attending. We had 282 patrons register for the SLP. Those patrons completed 1,791 activities and read 30,000 minutes.

### III. New Business

#### i. Fine free for Youth & Young Adult materials

Circulation Librarian Fiste and Director Schultz shared statistics on going fine free for youth and young adult materials. It was stated:

- a. Other libraries in Washington County and MLS are fine free or going fine free for youth and young adult materials
- b. In 2022 fine monies collected were \$2,365 or .63% of the total operating revenues
- c. In 2023, thus far, fine monies collected are \$1,478 or .39% of operating revenues
- d. Going fine free allows equal access to all

Motion by Tobey/Hignite to go fine free on all materials. Motion carried.

#### ii. Gather Room Policy Update

Director Schultz shared the updated Gather Room policy, Gather Room application and Program Proposal.

Motion by Hignite/Lighthizer to accept the updates to the Gather Room policy, application and Program Proposal. Motion carried.

#### iii. Minutes of July 10, 2023 meeting

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

#### iv. July Financial/Vouchers Reports

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

#### v. September Library Board meeting

Director Schultz requested moving the September Library Board meeting to September 18<sup>th</sup> due to a scheduling conflict.

Motion by Tobey/Hignite to move the September Library Board meeting to Monday, September 18<sup>th</sup>. Motion carried.

#### vi. CD "H" renewal at Forte Bank

Motion by Lighthizer/Voll to renew CD "H" (\$26,862.49) be renewed in a 15-month CD at 4.5% with Forte Bank. Motion carried.

### V. Announcements:

- A. Next Meeting Date: Monday, September 18, 2023 at 4:30pm

### VI. Adjourn Meeting

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

Respectfully Submitted, Leslie Schultz, Library Director

**VOUCHERS AUGUST 2023**

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

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
8/31/2023	Walmart	coffee bar supplies	\$ 27.04		\$626.15	\$2,000.00
8/31/2023	Aldi	office supplies	\$ 4.21		\$599.11	
8/31/2023	Walmart	Supplies for LOT	\$ 7.99		\$586.91	29.34%
			\$39.24			

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

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
8/31/2023	Village of Slinger		\$27,799.00		\$27,799.00	
		<b>TOTAL SPENT</b>	\$27,799.00		\$0.00	100%

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

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
8/31/2023	Aldi	Supplies for Family Program	\$18.62		\$2,272.56	\$4,650.00
8/31/2023	Ney's Meats & Sweets	supplies for SLP prizes	\$20.99		\$2,253.94	
8/31/2023	Cornel Rosario	AD-Holy Hill Presentation	\$100.00		\$2,132.95	45.86%
		<b>TOTAL SPENT</b>	\$139.61			

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

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
8/31/2023	Meta/Facebook	boosting circ job ad	\$ 10.00		\$1,113.43	\$2,000.00
8/31/2023	Meta/Facebook	boosting circ job ad	\$ 4.00		\$1,103.43	55.00%
		<b>TOTAL SPENT</b>	\$14.00			

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

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
8/31/2023	Leslie S.	WLA Conference-LS	\$ 53.75		(\$441.00)	\$2,000.00
8/31/2023	Hanna C.	WLA Conference -HC	\$ 45.25		(\$494.75)	
8/31/2023	Hanna C.	Play, Make, STEM Conference in Madison	\$ 167.46		(\$707.46)	135.00%
		<b>TOTAL SPENT</b>	\$266.46			

**VOUCHERS AUGUST 2023**

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

Date	Description	Invoice #	Debit	Balance	% of Budget
				\$895.04	\$1,000.00
8/31/2023	MLS	1st & 2nd Telephony Allocation		\$ 22.46	
		<b>TOTAL SPENT</b>	\$22.46	\$872.58	12.70%

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

Date	Description	Invoice #	Debit	Balance	% of Budget
				\$41,793.00	
8/31/2023	Village of Slinger		\$41,793.00		
		<b>TOTAL SPENT</b>	\$41,793.00	\$0.00	100%

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

Date	Description	Invoice #	Debit	Credit	Balance	% of Budget
8/31/2023					(\$626.47)	\$12,280.67
						105%
		<b>TOTAL SPENT</b>	\$0.00			

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

Date	Description	Invoice #	Debit	Balance	% of Budget
				\$9,683.21	\$27,269.00
8/31/2023	Ingram	CH & AD Print	\$588.88	\$9,094.33	
8/31/2023	Amazon	DVDs, video games, music	\$67.89	\$9,026.44	
8/31/2023	LOT items-Amazon	carpet/upholstery cleaner	\$86.00	\$8,940.44	
8/31/2023	Attraction Passes	MKE Zoo	\$1,000.00	\$7,940.44	70.89%
		<b>TOTAL SPENT</b>	\$ 1,742.77		

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

Date	Description	Invoice #	Debit	Balance	% of Budget
8/31/2023				\$3,961.92	\$4,465.00
		<b>TOTAL SPENT</b>	\$0.00		11.30%

**230-00-55110-101-000 Salary/Wages 1/1/2023-8/31/2023**

Date	Description	YTD Actual	Budget	% of Budget
8/31/2023	Library Department Head Salary	\$40,712.26	\$65,561.60	62.1%
8/31/2023	P/T Wages (w/benefits)	\$51,180.26	\$89,132.16	57.4%
8/31/2023	P/T Wages	\$32,395.76	\$56,674.80	57.2%
		\$124,288.28	\$ 211,368.56	58.8%



2023

Washington County Income 230-00-43721-000-000

Budgeted: \$162,137.02

Date	Description	Check #	Amount \$
1/23/2023	Fond du Lac Cty Circ Reimbursement	406701	\$39.01
2/13/2023	Washington Cty TEACH Line reimbursement	535616	\$600.00
2/27/2023	2023 Circulation Payment #1	535864	\$72,303.34
2/15/2023	Dodge Cty Circ Reimbursement	1672689	\$641.00
4/7/2023	JAN/FEB Hoopla payment	536576	\$709.11
4/12/2023	MAR Hoopla payment	536855	\$384.57
5/22/2023	2023 Automation	537313	\$5,040.34
5/22/2023	APR Hoopla payment	537313	\$432.11
6/30/2023	MAY Hoopla payment	538042	\$505.33
7/31/2023	JUNE Hoopla Payment	538560	\$530.73
8/24/2023	JULY Hoopla Payment	539044	\$523.14
	<b>TOTAL</b>		<b>\$81,708.68</b>

## Monthly Deposit 2023

### Slinger Community Library Total Monthly Deposit

January	\$ 1,379.00	April	\$ 435.78	July	\$ 605.99	Oct	\$ -
February	\$ 1,127.76	May	\$ 503.91	August	\$ 725.15	Nov	\$ -
March	\$ 792.18	June	\$ 417.69	Sept	\$ 102.24	Dec	\$ -
<b>Total</b>							<b>\$ 6,089.70</b>

Fines/Fees Monthly Deposit		Services Monthly Deposit		Donations Monthly Deposit		
<i>Late fines, 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>
January	\$ 703.00	January	\$ 139.00	January	\$ -	\$ 537.00
February	\$ 300.79	February	\$ 144.60	February	\$ -	\$ 682.37
March	\$ 596.58	March	\$ 195.60	March	\$ -	\$ -
April	\$ 306.58	April	\$ 129.20	April	\$ -	\$ -
May	\$ 300.41	May	\$ 203.50	May	\$ -	\$ -
June	\$ 319.81	June	\$ 97.88	June	\$ -	\$ -
July	\$ 428.55	July	\$ 177.44	July	\$ -	\$ -
August	\$ 555.77	August	\$ 145.58	August	\$ -	\$ 23.80
September	\$ 36.02	September	\$ 66.22	September	\$ -	\$ -
October	\$ -	October	\$ -	October	\$ -	\$ -
November	\$ -	November	\$ -	November	\$ -	\$ -
December	\$ -	December	\$ -	December	\$ -	\$ -
<b>Total</b>	<b>\$ 3,547.51</b>	<b>Total</b>	<b>\$ 1,299.02</b>	<b>Total</b>	<b>\$ -</b>	<b>\$ 1,243.17</b>

## 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: 24.50%

**Maturity Date: December 5, 2024**

**Total: \$26,862.49**

**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**

**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: \$29,000.00**

**Certificate N** - held at Forte Bank

15-month CD opened on 7/14/2023

Balance as of 7/14/2023: \$25,000

Interest Rate: 4.50%

**Maturity Date: October 14, 2024**

**Total: \$25,000.00**

## **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: \$500,356.43**

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

**Balance: \$26,862.49**

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

**Balance: \$177,919.65**

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 9/13/2023 by LAS