

Hustisford Community Library Board Meeting

Tuesday, January 11, 2022

3:30 pm.

Agenda

Zoom Meeting: <https://us02web.zoom.us/j/86503623082>

1. Call to Order
2. Roll Call
 - a. Meeting Posted per State Statute
3. Public Announcements
4. Approval of previous minutes (December 14, 2021 minutes)
5. Approval of Financial Reports
 - a. Library Gift/Donations Fund Report
 - b. Financial Report
6. Township Report
7. Village Report
8. Director's Report
 - a. Statistics
 - b. Monarch Updates
 - c. Library
 1. September Library Programs
 2. Upcoming Library Programs
 3. Director Projects
 4. Building Update
 5. Staff Meetings
 6. Staff Projects
9. Correspondence and communications
 - a. Our lawn service will be retiring, started to search for new service
10. Unfinished Business
 - a. None
11. New Business
 - a. None
12. Set next meeting (February 8, 2022 @ 3:30 pm)
13. Adjournment

Please contact Nicole Mszal at 920-349-3463 if you need accommodations to attend the meeting.
Posted online at the HCLibrary and on www.hustisford.lib.wi.us and on the Hustisford Village Hall

**Hustisford Community Library Board Meeting
Library Board Meeting Minutes
December 14, 2021**

1. Call to Order

Anne Roberson called the meeting to order at 3:30 p.m.

2. Roll Call

Members present: Cynthia Stroessner, Rebecca Glauvitz, Anne Roberson, Mary Beth Gehl, Heather Cramer, Nicole Mszal. Later: Dave Margelofsky. Members excused: Lorelei McKinley. It was confirmed that the meeting was posted per state statute.

3. Public Announcements - none

4. Approval of Minutes of the Previous Meeting

Motion: Approve the minutes of the November 9, 2021, meeting.
Cynthia Stroessner, Rebecca Glauvitz - carried

5. Approval of Financial Reports

Library Gift/Donations Fund Report

Motion: Approve the Library Gift/Donations Fund Report of December 2, 2021.
Rebecca Glauvitz, Heather Cramer – carried

Monthly Financial Report- Nicole provided a spreadsheet on all income and accounts payable for November as well as the year-to-date statistics.

Motion: Approve the Financial Report for November 2021.

Rebecca Glauvitz, Cynthia Stroessner - carried

6. Village Report- Cynthia shared the tree project with the village.

7. Director's Report

Statistics- Circulation is up from last month and the previous year. We had some enrollments in Gale this month. Summer circulation was higher than the previous summer. Overdrive use is much higher than it has ever been. Mobile app usage is also going well. Curbside pickup is also up. Fax usage was 40 pages last month.

Monarch Update – We didn't receive the ARPA grant for HVAC. Competition was very steep, with only four libraries in the state as recipients. Some libraries are beginning to create RFID tags for their books.

Programs- Programs for adults will begin in January or February. The Beanstack app started today. The winter reading program starts Dec. 20th.

Director Projects-Nicole is ordering the materials for our library East Asia grant reimbursement.

Building updates-Nicole will be gathering more quotes for our carpeting later this week.

Staff meeting and personnel- Mackenzie has most of the summer 2022 reading program planned out. We are going with IREAD this summer; the theme is "Beyond the Beaten Path". Staff Projects- Children's picture books are currently being inventoried.

8. **Correspondence and Communications** -none

9. **Unfinished Business** -none

10. **New Business**

Dave will talk to the township and Cynthia will talk to the village regarding looking into using ARPA funding for library HVAC equipment. Dave suggested rebids for HVAC within the next six months.

We currently have a mixture of LED and fluorescent lights in the library. We wish to change all to LED and replace all ballasts. The plan also includes installing 14 new downlighting canister lights. Mike Gentry from Focus on Energy prepared a bid for this project. Focus on Energy will give us \$3,525, with a possible extra \$1,000, to complete this project.

Motion: To replace the lights as quoted at a cost between \$4,702 and \$5,900.

Rebecca Glauvitz, Anne Roberson - carried.

Set Next Meeting – January 11, 2021, at 3:30 p.m. Hybrid meeting using ZOOM and in-person. Nicole will send out the Zoom invite. Board members can opt to attend either way.

Motion to Adjourn

Rebecca Glauvitz, Heather Cramer - carried

The meeting adjourned at 4:34 p.m.

Submitted by Mary Beth Gehl

**Library Gift/Donations Report:
December 2021**

HUSTISFORD COMMUNITY LIBRARY
Library Gift/Donation/Endowment Fund Report
Submitted by Anne Roberson, Financial Secretary
January 3, 2022

CASH ON HAND	December 2, 2021	\$45,312.35
	Income	
	Interest	\$74.99
	Memorials	\$0
	Total Income	\$74.99
	Expenses	\$0
	Total Expenses	\$0
TOTAL CASH ON HAND		\$45,387.34

Checking Account	\$7434.13
CD's	<u>\$37953.21</u>
	\$45,387.34
Maintenance/Bldg. Fund	\$0.00
Hicks 2020/CD3324	\$5,000.00
Sunshine Fund	\$165.16
Brugger Memorial	\$1035.00
Bogenschneider Mem.	\$520.00
Feller Memorial	\$2250.00

Financial Report:
November 2021

December, 2021

Balance Forward				AMOUNT
				\$ 46,960.20
ACCOUNT	INCOME			
467102	DEPOSIT TICKET	ACCOUNT TYPE	AMT	TOTAL
	876468	finer & fees	\$94.75	
	Square 12/14/2021	finer & fees	\$9.64	
	Square 12/11/2021	finer & fees	\$15.48	
	Square 12/2/2021	finer & fees	\$10.37	
		Total Income		\$130.24
		Account Total		\$47,090.44
ACCOUNTS PAYABLE				
ACCOUNT	ACC NAME	VENDOR	AMT	TOTAL
	Payroll			\$ 9,602.63
	Salaries		7337.76	
551115-130	FICA		561.35	
551116-152	Retirement		245.48	
	Insurance		1458.04	
551165-360	Audit	Village of Hustisford	\$900.00	\$900.00
551145-310	AV	Amazon	\$189.30	
		Baker & Taylor	\$21.59	
				\$210.89
551154-330	Board & Travel	Katelyn Stark	\$15.12	
		Cardmember Service	\$333.85	\$348.97
551166-360	Bookkeeping	Village of Hustisford	\$1,250.00	\$1,250.00
551142-310	Books	Baker & Taylor	\$147.51	
		Baker & Taylor	\$222.73	
		Penworthy	\$217.02	
		Baker & Taylor	\$86.18	

		Baker & Taylor	\$385.30	
		Baker & Taylor	\$159.83	
		World Book, Inc.	\$324.00	
				\$1,542.57
551163-360	Blg Maintenance			
				\$0.00
551161-360	Blg Supplies			
				\$0.00
551160-360	Cleaning	Chanda Mueller	\$500.00	\$500.00
551153-331	Cont. Ed			
				\$0.00
	Employee Recog			
				\$0.00
551143-350	Equip & Repair	Amazon	\$93.70	
		Dept. of Administration	\$600.00	
		Cardmember Service	\$273.12	
				\$966.82
551134-310	General Supplies	Katelyn Stark	\$18.97	
		Amazon	\$71.92	
		Katelyn Stark	\$16.48	
				\$107.37
551162-360	Heat	We Energies	\$293.57	\$293.57
551147-511	Insurance			\$0.00
	Marketing			
				\$0.00
551146-390	Misc.	Village of Hustisford	\$72.63	
				\$72.63
551144-310	Periodicals			
				\$0.00
551158-360	Programming	Katelyn Stark	\$6.81	
		Amazon	\$79.97	
		Cardmember Service	\$29.90	

				\$116.68
	Summer Reading			
				\$0.00
	Spelling Bee			\$0.00
551156-380	Story Hr. Interp			\$0.00
551122-222	Telephone	Hustisford Utilities	\$58.08	
		Spectrum	\$31.64	
				\$89.72
551164-360	Electric, Water, Sewer	Hustisford Utilities	\$338.29	\$338.29
		TOTAL EXPENSES		\$16,340.14
		ACCOUNT TOTAL		\$47,090.44
		BALANCE		\$ 30,750.30

2021 YTD As of December 31, 2021

Incomes							
Account	Vendor	2020 Budgeted	2020 Final	2021 Year to Date	2021 Budgeted	2021 Remaining	% Received
	Village	54,000.00	\$ 54,000.00	\$ 55,000.00	55,000.00	\$0.00	100%
	Township	54,000.00	\$ 54,000.00	\$ 55,000.00	55,000.00	\$0.00	100%
	Dodge County Grant	\$64,764.00	\$ 64,764.00	\$ 63,702.00	\$63,702.00	\$0.00	100%
	Washington County	\$171.82	\$ 168.57	\$ 157.23	\$157.23	\$0.00	100%
	Jefferson County	\$0.00		\$ 15.88	\$55.69	\$39.81	29%
	Waukesha County	\$1,802.00	\$ 1,802.00	\$ 2,005.00	\$1,949.00	-\$56.00	103%
Total operating		\$174,737.82	\$174,734.57	\$175,880.11	\$175,863.92	-\$16.19	100%
	Operating Extras		\$ 2,223.80	\$ -			
	Capitol Improvements	\$0.00		\$ -	\$0.00	\$0.00	
	Interest Earned	\$100.00		\$ -	\$100.00	\$100.00	0%
	Hicks Grant	\$5,000.00	\$ 5,000.00	\$ 5,000.00	\$5,000.00	\$0.00	100%
	Fines/Petty Cash	\$5,500.00	\$ 1,511.22	\$ 2,770.05	\$3,000.00	\$229.95	92%
	Designated Funds	\$2,500.00	\$ 5,333.84	\$ 2,250.53	\$2,500.00	\$249.47	90%
	Carry Over		-\$2,223.80	\$16,273.42	\$16,273.42		100%
Total Income		\$187,837.82	\$186,579.63	\$202,174.11	\$202,737.34	\$563.23	100%
Expenditures							% Spent
	Director	\$ 62,193.56	61749.85	56722.8	\$ 63,612.39	\$ 6,889.59	89%
	Children's Librarian	\$21,211.74	17369.11	5154.37	\$21,627.65	\$16,473.28	24%
	Circ Manager	\$23,711.48	24386.31	32820.49	\$24,176.41	-\$8,644.08	136%

	Page	\$3,751.60	2000.80	1240.2	\$3,666.66	\$2,426.46	34%
	Library Aid I/YS Assist	\$6,717.36	3945.41	12334.98	\$10,054.51	-\$2,280.47	123%
Payroll	All Employees	\$117,585.74	\$ 109,451.48	\$ 108,272.84	\$123,137.62	\$14,864.78	88%
551165-360	Audit	\$1,200.00	\$ 1,100.00	900	\$1,200.00	\$300.00	75%
551145-310	AV	\$6,000.00	\$ 4,181.03	3703.44	\$5,000.00	\$1,296.56	74%
551154-330	Board and Travel	\$1,000.00	\$ 221.96	348.97	\$1,000.00	\$651.03	35%
551166-360	Bookkeeping	\$1,250.00	\$ 1,250.00	1250	\$1,250.00	\$0.00	100%
551142-310	Books	\$15,000.00	\$ 13,075.15	13243.09	\$14,000.00	\$756.91	95%
551163-360	Building Maintenance	\$6,000.00	\$ 4,090.09	3167.78	\$6,000.00	\$2,832.22	53%
551161-360	Building Supplies	\$1,500.00	\$ 1,920.81	0	\$1,500.00	\$1,500.00	0%
551160-360	Cleaning	\$6,000.00	\$ 7,006.58	6000.00	\$6,000.00	\$0.00	100%
551153-331	Continuing Education	\$3,000.00	\$ 285.00	1170.45	\$1,500.00	\$329.55	78%
	Employee Recognition	\$300.00	\$ 141.80	0	\$100.00	\$100.00	0%
5511143-350	Equipment	\$9,800.00	\$ 11,373.30	9974.2	\$9,800.00	-\$174.20	102%
551134-310	General Supplies	\$5,000.00	\$ 6,496.88	7658.43	\$4,700.00	-\$2,958.43	163%
551162-360	Heat	\$3,000.00	\$ 1,222.44	1614.32	\$3,000.00	\$1,385.68	54%
551147-511	Insurance	\$1,225.00	\$ 1,674.79	1996.76	\$1,800.00	-\$196.76	111%
	Marketing	\$1,000.00	\$ 569.35	228.48	\$1,000.00	\$771.52	23%
551146-390	Misc	\$500.00	\$ 134.68	4300.14	\$500.00	-\$3,800.14	860%
551144-310	Periodicals	\$800.00	\$ 677.34	898.38	\$800.00	-\$98.38	112%
551158-360	Programming	\$2,000.00		955.71	\$1,000.00	\$44.29	96%
	Summer Reading			86.36			
	Spelling Bee	\$100.00	\$ 100.00	0	\$100.00	\$100.00	0%
551156-380	Story Hour Int.	\$200.00			\$200.00	\$200.00	0%
551122-222	Telephone	\$1,500.00	\$ 1,054.73	1441.49	\$1,500.00	\$58.51	96%
551164-360	Utilities	\$5,800.00	\$ 4,278.80	4212.97	\$6,300.00	\$2,087.03	67%

	Total Expenses/non salary	\$72,175.00	\$60,854.73	\$63,150.97	\$68,250.00	\$5,099.03	93%
-	Total all expenses	\$189,760.74	\$170,306.21	\$171,423.81	\$191,387.62	\$19,963.81	90%
-		Income	\$186,579.63	\$202,174.11			
		Remaining	\$16,273.42	\$30,750.30			

**Checkout Statistics:
December 2021**

<i>Statistic Type</i>	<i>Current Month</i>	<i>Previous Month</i>	<i>Previous Year</i>
<i>Total Circulation</i>	2,479	2,273	2,223
<i>Village</i>	596	536	537
<i>Town</i>	471	474	623
<i>Dodge County</i>	190	142	48
<i>Monarch System</i>	1087	929	1004
<i>Monarch other</i>	18	23	11
<i>Adjacent County</i>	117	169	0
<i>Other Wis Counties</i>	0	0	0
<i>Non-Wis</i>	0	0	0
<i>Total Loaned</i>	388	397	542
<i>Total Borrowed</i>	539	715	476
<i>Net</i>	-151	-318	66
<i>New Loaned</i>	139	140	65
<i>New Borrowed</i>	78	103	59
<i>Net</i>	61	37	6
<i>Gale Enrollment</i>	0	2	0
<i>Overdrive Audiobooks</i>	108	100	108
<i>Overdrive eBook</i>	193	204	138
<i>Overdrive Video</i>	0	0	0
<i>Overdrive Magazine</i>	74	139	88 (RBDigital)
<i>Transparent Language</i>	0	0	0

Sum of Circulation	Library HUSTISFORD				
	2017	2018	2019	2020	2021
Month					
January	3007	2947	3156	3249	2244
February	2630	2851	3040	2856	2062
March	3074	2874	3037	2714	2660
April	2549	3315	3071	287	2636
May	3095	2827	2751	478	2043
June	4128	3877	3615	899	2523
July	4107	3668	4170	1294	2491
August	3767	3087	3770	2659	2454
September	2557	2946	2922	2802	2128
October	3019	3331	3568	2530	2135
November	2780	3095	2880	2024	2273
December	2442	2610	2742	2223	2479
Grand Total	37155	37428	38722	24015	28128

Sum of OverDrive Checkouts (all formats) Library	Year				
	2017	2018	2019	2020	2021
Hustisford Community Library	2701	3183	3234	3240	4053
January	130	249	348	248	402
February	164	236	257	282	303
March	144	267	272	234	370
April	238	258	266	256	345
May	243	268	288	283	275
June	213	293	225	256	302
July	253	275	319	334	412
August	285	251	251	265	378
September	230	257	249	243	410
October	240	298	274	266	413
November	226	266	223	327	443
December	335	265	262	246	375
Grand Total	2701	3183	3234	3240	4428

Mobile App Stats/Usage

Usage over time	Devices	Launches	New Devices
Apr-21	1	2	1
May-21	11	119	11
Jun-21	16	140	6
Jul-21	18	131	6
Aug-21	19	121	4
Sep-21	15	98	1
Oct-21	19	187	3
Nov-21	17	147	1
Dec-21	14	156	0
Total	33*	1101	33

Library Usage Statistics: December 2021

Statistic Type	Current Month	Previous Month	Previous Year	Year to Date
Door Counter	946	982	N/A	13,638
Reference Questions	136	136	N/A	1,385
Items added	TBD			

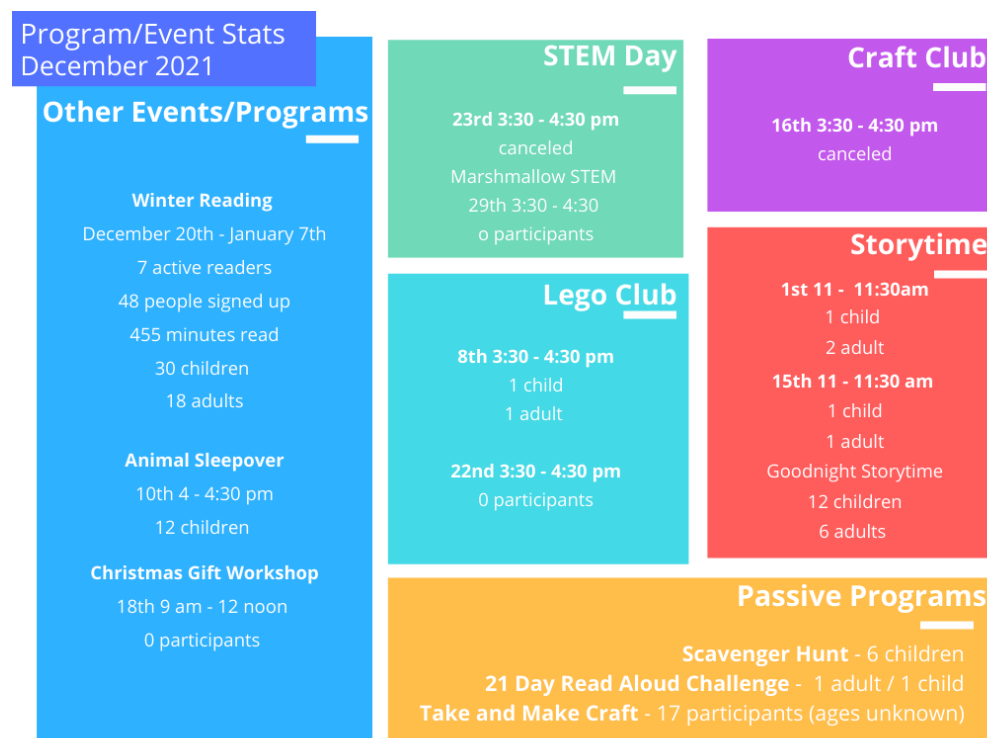
<i>Youth Items</i>	TBD			
<i>Adult Items</i>	TBD			
<i>YA Items</i>	TBD			
<i>Adult Programs</i>	0	0	N/A	0
<i>YA Programs</i>	1	1		4
<i>Youth Programs</i>	6	5		22
<i>New Cards</i>	TBD			
<i>Curbside Pickup</i>	23	21		132
<i>Wi-Fi Visits</i>	42	38		
<i>Wi-Fi Unique</i>	24	16		
<i>Computer Use</i>	TBD			
<i>Faxes</i>	34 pages	40 pages		
<i>Facebook Reach</i>	1,182	2,411	401	6,599
<i>Website Sessions</i>	383	402		

Monarch Updates

There are no new reports due to the end of the year. Next director's meeting will be held on Thursday, January 13 at 9:30 am.

Library Updates

1. December Library Program Highlights



No Adult Programs (Craft club will be a combo of Youth and YA going forward)
Working with the new Hustisford police officer in possibly adding an internet safety program.

Outreach – none

2. Upcoming:

Lego club: 2 Wednesday @ 3:30
Storytime: 1 & 3 Wednesday @ 11
Craft Club: 2nd Thursday @ 3:30
STEM Day: 4 Thursday @ 3:30
3D Print Club: Coming next spring!

Passive Programs: Candy cane hunts and take and make crafts.
Future passive: Displays were winter holiday themed.

Future Large Programs:

Winter Reading Program, Party on January 8*

*Due to Covid the party may become a take and enjoy experience.

3. Director Projects

Job Descriptions

Will be updated and presented to the board for approval as soon as possible. Still working on it.
Staff know and are understanding.

Grant

East Asia in Wisconsin Library Program. Our grant was accepted and we have started looking into the process. It is a grant where we spend, and then costs are reimbursed. We have purchased the items and looking for appropriate containers as well as how to properly catalog in the system.

Reading Log App

Beanstack app has gone live. So far the testing phase is going well and we do have participants. We are working out the kinks to better prepare staff and patrons for when we do the summer reading program.

This app also has a 1000 books before kindergarten component with an accompanying book, hoping to also roll this out by January.

Building Update

Need to replace carpeting. Will start the process sometime in early January to obtain quotes

We did not receive the HVAC grant, will discuss later strategies for funding.

Need to replace the benches in front. Hoping Brugger donations may go towards this expense, but they want something in the youth services side. However, it is becoming overcrowded on that side with the expected Feller donation.

5. Staff Meetings/Personnel

Staff are working well together and there have been no issues with staff. Staff meetings continue almost weekly on Wednesday.

6. Staff Projects

- Inventory
Have determined an inventory of the entire collection will be done. We will be looking also at lost/missing/damaged items to decide if the record should be kept. We will also do a weeding project through this inventory as well as correcting cataloging issues and inspect the condition of collection items. Expected duration of project is 6 to 12 months. Update: We have completed the Adult Blu-Ray videos, Board books and Adult DVDS. We are now starting on the picture books in the children's section.
- All other major projects (except for programming) on hold until this can be completed.

Correspondence and Communications

We were notified that our lawn service will be discontinuing due to retirement.

Unfinished Business

None

New Business

none