

Hustisford Community Library Board Meeting
Tuesday, December 14, 2021
3:30 pm.
Agenda

1. Call to Order
2. Roll Call
 - a. Meeting Posted per State Statute
3. Public Announcements
4. Approval of previous minutes (November 9, 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
10. Unfinished Business (None)
11. New Business
 - a. Approval of new lighting for the library
 - b. Discussion of HVAC funding & Prioritization of Building Projects
12. Set next meeting (January 11, 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
November 9, 2021

Call to Order

President David Margelofsky called the meeting to order at 3:31 p.m.

Roll Call

Members present: David Margelofsky, Cynthia Stroessner, Rebecca Glauvitz, Anne Roberson, Mary Beth Gehl, Nicole Mszal. **Guests:** Otto Hopfinger, George Feller, Jane Wenzel. **Members excused:** Heather Cramer, Lorelei McKinley.

It was confirmed that the meeting was posted per state statute.

Public Announcements - none**Approval of Minutes of the Previous Meeting**

Motion: Approve the minutes of the October 12, 2021 meeting.

Rebecca Glauvitz, Anne Roberson - carried.

Feller Tree Project Presentation

George Feller explained the history of contributions to the library beginning in 2019 in memory of his parents, Phyllis and Marvin Feller. The previous librarian had suggested the tree idea and the Feller family felt it was a good one since it would encourage small children to read. Otto Hopfinger explained the process of the tree creation. A company from Jackson would carve the tree from foam and Otto's company would coat the tree sculpture with fiberglass to give it strength. Otto and his team would apply an epoxy to the outside surfaces to give them a bark-like texture. The inside surfaces would be primed, and a gel coating applied. Otto provided samples of the inside and outside. Attendees could also view a scale-model of the tree. Otto provided us paper copies answering all the questions we had submitted about the tree, including maintenance, warrantee, mounting, cleaning, estimated costs, and life expectancy. The Feller family will decide if they want to include the top branch in the model or not, and then contact Nicole with their decision. The tree project committee will then get together with the Fellers to finalize details. Otto will be contacted by email to proceed with the project after that.

Cynthia Stroessner made a motion, with Anne Roberson seconding, to approve the Feller Tree project. Motion carried. The project is slated for completion in perhaps 3-4 months. Before the tree is installed, the library hopes to have the new carpeting in and the blackboard wall behind the tree repainted.

George, Otto, and Jane were excused after this project discussion and thanked for their presentation and donation to the library.

Approval of Financial Reports**Library Gift/Donations Fund Report**

Motion: Approve the Library Gift/Donations Fund Report of November 2, 2021.

Mary Beth Gehl, Cynthia Stroessner – carried

Monthly Financial Report- Nicole mentioned that the roof leak has been repaired at the cost of \$370. She provided a spreadsheet on all income and accounts payable for October as well as the year-to-date statistics.

She has been busy ordering new books, videos, and audio books for the library.

Motion: Approve the Financial Report of October 2021.

Cynthia Stroessner, Rebecca Glauvitz - carried

2022 Annual Budget-Nicole presented changes in the 2022 annual budget based on concerns by the village.

Township Report- none

Village Report- Cynthia reported on the village board's concerns with the library's 2022 budget. Kim and Nicole met to address those concerns and prepared an amended budget which the village board will vote on Wednesday, November 11th.

Director's Report

Statistics- Circulation for this month was down from last year, but up from last month.

Statistics reinforce that the library is buying materials patrons wish to read.

Monarch Update – Monarch is considering RFID tags for materials, but this has not been approved yet. Our library materials could be tagged by other libraries during circulation if borrowed by their patrons. Outdoor book pickup lockers as part of a grant are another possibility for libraries in the Monarch system. More details on these as they become available.

Staff Projects- In addition ongoing programs, the Fall Fest on October 16th had 24 in attendance. Staff also went to Hustisford High School and read stories while children carved pumpkins in October. The inventory of all our entire collection is going very well. Plans for next year are underway and a quarterly newsletter is in the works.

Director Projects-Our library was a recipient of an East Asia grant from UW-Madison for books and DVDs. There will be a press release on this soon. Nicole continues to work on the Beanstack app.

Building updates-Nicole will be gathering quotes for carpeting. She applied for an HVAC grant that we will hear about in mid-November. She's looking into a pest control service to spray regularly. We are looking into replacing the benches in front of the library.

Correspondence and Communications - Incident report from Nicole was discussed.

Unfinished Business

Motion: Approve the vacation policy presented.

Mary Beth Gehl, Cynthia Stroessner- carried.

New Business

Motion: Approve the amended 2022 library budget.

Cynthia Stroessner, Anne Roberson - carried.

Nicole presented the 2022 library closed dates.

Set Next Meeting - December 14, 2021 at 3:30 p.m.

Motion to Adjourn

Cynthia Stroessner Rebecca Glauvitz - carried

The meeting adjourned at 5:22 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
December 2, 2021

CASH ON HAND	November 2, 2021	\$45,286.20
	Income	
	Interest	\$26.15
	Memorials	\$0
	Total Income	\$26.15
	Expenses	\$0
	Total Expenses	\$0
TOTAL CASH ON HAND		\$45,312.35

Checking Account	\$7434.13
CD's	<u>\$37878.22</u>
	\$45,312.35
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**

Balance Forward				AMOUNT
				\$ 61,703.44
ACCOUNT	INCOME			
467102	DEPOSIT TICKET	ACCOUNT TYPE	AMT	TOTAL
	876467	finer and fees	\$218.84	
	876466	finer and fees	\$87.00	
	876465	finer and fees	\$90.00	
	876464	donation	\$15.00	
	square	11/7/2021	\$20.35	
		Total Income		\$431.19
		Account Total		\$62,134.63
ACCOUNTS PAYABLE				
ACCOUNT	ACC NAME	VENDOR	AMT	TOTAL
	Payroll			\$ 9,641.38
	Salaries		7373.76	
551115-130	FICA		564.1	
551116-152	Retirement		245.48	
	Insurance		1458.04	
551165-360	Audit			\$0.00
551145-310	AV	Amazon	\$846.33	
				\$846.33
551154-330	Board & Travel			
				\$0.00
551166-360	Bookkeeping			\$0.00
551142-310	Books	Amazon	\$34.42	
		Baker & Taylor	\$189.85	
		Baker & Taylor	\$176.79	
		World Book, Inc.	\$125.00	

		Baker & Taylor	\$175.75	
				\$701.81
551163-360	Blg Maintenance	Falcon Properties	\$130.00	
				\$130.00
551161-360	Blg Supplies			
				\$0.00
551160-360	Cleaning	Chanda Mueller	\$500.00	\$500.00
551153-331	Cont. Ed	Booklist	\$169.50	
				\$169.50
	Employee Recog			
				\$0.00
551143-350	Equip & Repair			
				\$0.00
551134-310	General Supplies	Amazon	\$91.79	
		Demco	\$197.39	
		Quill	\$24.59	
		Quill	\$153.23	
				\$467.00
551162-360	Heat	We Energies	\$78.72	\$78.72
551147-511	Insurance	Village of Hustisford	\$1,996.76	\$1,996.76
	Marketing			
				\$0.00
551146-390	Misc.	Amazon	\$179.00	
		Mackenzie Black	\$30.00	\$209.00
551144-310	Periodicals			
				\$0.00
551158-360	Programming	Amazon	\$39.79	

				\$39.79
	Summer Reading			
				\$0.00
	Spelling Bee			\$0.00
551156-380	Story Hr. Interp			\$0.00
551122-222	Telephone	Spectrum	\$31.32	
		Hustisford Utilities	\$57.84	
				\$89.16
551164-360	Electric, Water, Sewer	Hustisford Utilities	\$304.98	\$304.98
		TOTAL EXPENSES		\$15,174.43
		ACCOUNT TOTAL		\$62,134.63
		BALANCE		\$ 46,960.20

2021 YTD As of October 31

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	\$ 2,639.81	\$3,000.00	\$360.19	88%
	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	\$202,043.87	\$202,737.34	\$693.47	100%
Expenditures							% Spent
	Director	\$ 62,193.56	61749.85	51700.52	\$ 63,612.39	\$ 11,911.87	81%
	Children's Librarian	\$21,211.74	17369.11	5154.37	\$21,627.65	\$16,473.28	24%
	Circ Manager	\$23,711.48	24386.31	29491.05	\$24,176.41	-\$5,314.64	122%

	Page	\$3,751.60	2000.80	964.6	\$3,666.66	\$2,702.06	26%
	Library Aid I/YS Assist	\$6,717.36	3945.41	11359.67	\$10,054.51	-\$1,305.16	113%
Payroll	All Employees	\$117,585.74	\$ 109,451.48	\$ 98,670.21	\$123,137.62	\$24,467.41	80%
551165-360	Audit	\$1,200.00	\$ 1,100.00	0	\$1,200.00	\$1,200.00	0%
551145-310	AV	\$6,000.00	\$ 4,181.03	3492.55	\$5,000.00	\$1,507.45	70%
551154-330	Board and Travel	\$1,000.00	\$ 221.96	0	\$1,000.00	\$1,000.00	0%
551166-360	Bookkeeping	\$1,250.00	\$ 1,250.00	0	\$1,250.00	\$1,250.00	0%
551142-310	Books	\$15,000.00	\$ 13,075.15	11700.52	\$14,000.00	\$2,299.48	84%
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	5500.00	\$6,000.00	\$500.00	92%
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	9007.38	\$9,800.00	\$792.62	92%
551134-310	General Supplies	\$5,000.00	\$ 6,496.88	7551.06	\$4,700.00	-\$2,851.06	161%
551162-360	Heat	\$3,000.00	\$ 1,222.44	1320.75	\$3,000.00	\$1,679.25	44%
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	4227.51	\$500.00	-\$3,727.51	846%
551144-310	Periodicals	\$800.00	\$ 677.34	898.38	\$800.00	-\$98.38	112%
551158-360	Programming	\$2,000.00		839.03	\$1,000.00	\$160.97	84%
	Summer Reading			86.36			
	Spelling Bee	\$100.00	\$ 100.00	0	\$100.00	\$100.00	0%
551156-380	Story Hour Int.	\$200.00		0	\$200.00	\$200.00	0%
551122-222	Telephone	\$1,500.00	\$ 1,054.73	1351.77	\$1,500.00	\$148.23	90%
551164-360	Utilities	\$5,800.00	\$ 4,278.80	3874.68	\$6,300.00	\$2,425.32	62%
	Total Expenses/non salary	\$72,175.00	\$60,854.73	\$56,413.46	\$68,250.00	\$11,836.54	83%

-	Total all expenses	\$189,760.74	\$170,306.21	\$155,083.67	\$191,387.62	\$36,303.95	81%
-		Income	\$186,579.63	\$202,043.87			
		Remaining	\$16,273.42	\$46,960.20			

**Checkout Statistics:
October 2021**

<i>Statistic Type</i>	<i>Current Month</i>	<i>Previous Month</i>	<i>Previous Year</i>
<i>Total Circulation</i>	2,273	2,135	2024
<i>Village</i>	536	464	463
<i>Town</i>	474	484	563
<i>Dodge County</i>	142	149	62
<i>Monarch System</i>	929	830	934
<i>Monarch other</i>	23	42	9
<i>Adjacent County</i>	169	166	2
<i>Other Wis Counties</i>	0	0	0
<i>Non-Wis</i>	0	0	0
<i>Total Loaned</i>	397	451	500
<i>Total Borrowed</i>	715	679	594
<i>Net</i>	-318	-228	-94
<i>New Loaned</i>	140	149	77
<i>New Borrowed</i>	103	103	55
<i>Net</i>	37	46	22
<i>Gale Enrollment</i>	2	0	1
<i>Overdrive Audiobooks</i>	100	94	147
<i>Overdrive eBook</i>	204	233	180
<i>Overdrive Video</i>	0	0	0
<i>Overdrive Magazine</i>	139	86	75 (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	
Grand Total	37155	37428	38722	24015	25649

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	
Grand Total	2701	3183	3234	3240	4053

Mobile App Stats/Usage

Sum of Holds Created	Library	
	Hustisford Community Library	
Month		2021
May		32
June		72
July		99
August		72
September		239
October		202
November		183
Grand Total		899

Sum of Renewals	Library	
	Hustisford Community Library	
Month		2021
May		68

June	45
July	52
August	91
September	79
October	62
November	57
Grand Total	454

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
Total	33*	945	33

* This is not a sum of this column as the total devices each month includes devices that are used in other months

Library Usage Statistics: October 2021

<i>Statistic Type</i>	<i>Current Month</i>	<i>Previous Month</i>	<i>Previous Year</i>	<i>Year to Date</i>
<i>Door Counter</i>	982	1,144	N/A	12,692
<i>Reference Questions</i>	136	141	N/A	1,249
<i>Items added</i>	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		3
<i>Youth Programs</i>	5	5		16
<i>New Cards</i>	TBD			
<i>Curbside Pickup</i>	21	16		109
<i>Wi-Fi Visits</i>	38	44		
<i>Wi-Fi Unique</i>	16	21		
<i>Computer Use</i>	TBD			
<i>Faxes</i>	40 pages			

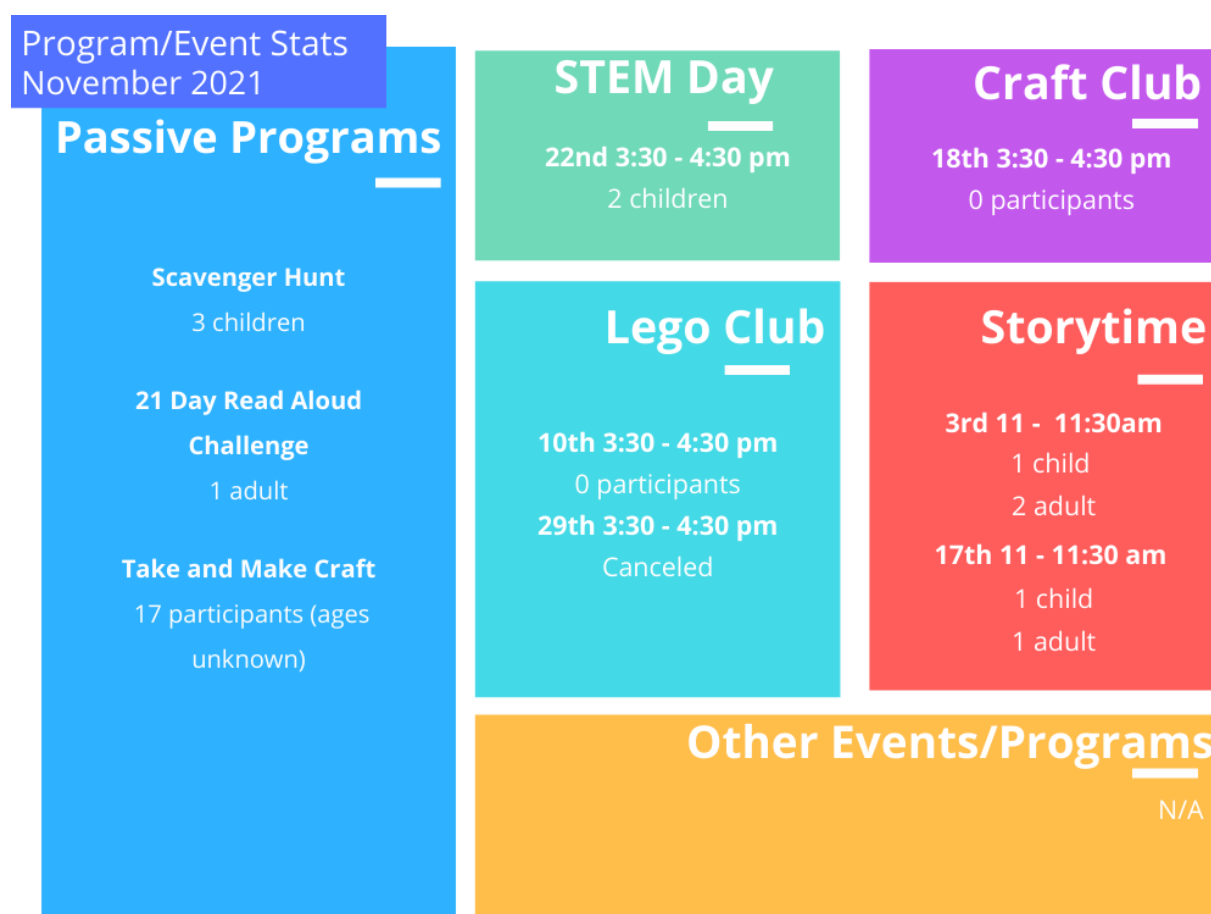
Facebook Reach	2,411	1,028	386	6,122
Website Sessions	402	58		

Monarch Updates

Monarch won their application for the ARPA grant. Monarch will be receiving \$185,562 to implement RFID in all member libraries. More information will be given in the future about how this will impact our library.

Library Updates

1. November Library Program Highlights



No Adult Programs (Craft club will be a combo of Youth and YA going forward)

Outreach – none

2. Upcoming:

Lego club: 2 & 4 Wednesday @ 3:30

Storytime: 1 & 3 Wednesday @ 11

Craft Club: 2nd Thursday @ 3:30

STEM Day: TBD

3D Print Club: Coming next spring!

Passive Programs: Thanksgiving book displays, continuing scavenger hunt and coloring pages

Future passive: What's Cooking display and books that are movies, continuing scavenger hunt and coloring pages

Future Large Programs

Winter Reading Program

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. Please see the director for further questions.

Reading Log App

Working on getting started our Beanstack app (free through Wisconsin Department of Education) so we can do a trial run for our winter reading program. Hoping to use this (with an option for full paper or a combo) for the summer reading program. Almost finished with the set-up, will go live by December 15

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 Mid-November to obtain quotes for next fiscal year.

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

Looking into having a regular pest control service to come out and spray regularly. Want a service that does minimal harm to the natural environment, in early stages of thinking.

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

Mackenzie has almost the entire summer reading program planned. We are going to go with iREAD this summer, which their theme is “beyond the beaten path”. Our new beanstack app has a template for usage as well. We did not receive a grant for summer programs, so we are going to ask the friends of the library for funding for the 4 performers and then the rest will come from our budget.

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.
- Start of East Asia Grant Project. Will be purchasing items the week of December 11.

Correspondence and Communications

None at this time.

Unfinished Business

None

New Business

HVAC Funding – What are ways we can garner funding?

FAIRWAY LIGHTING INC.
 703 Larry Court unit D
 Waukesha, WI 53186
 Phone: 1-414-550-5152 Curt's cell
 clenzen@fairwaylighting.com

November 22, 2021
 Hustisford Utilities
 Hustisford Public Library
 Attn: Mr. Mike Gentry

Dear Mr. Gentry,
 Following is the quotation for the lighting upgrades for Hustisford Public Library.

QTY	DESCRIPTION	PRICE/EACH	TOTAL
112	LPT818B241K 2600 lumen	\$12.45	\$1,394.40
1	labor to install		\$840.00
16	8" recessed downlighting FI-DOWN-6	\$64.00	\$1,024.00
1	labor to install		\$720.00
14	8" recessed downlighting FI-CPS-6	\$99.00	\$1,386.00
1	labor to install NEW downlighting		\$1,950.00
9	ETH-PLBT-24 led flat panels	\$86.00	\$774.00
1	labor to install		\$405.00
4	ETH-PLBT-14 led flat panels (foyer)	\$86.00	\$344.00
1	labor to install into drywall		\$390.00
	Total		\$9,227.40

All pricing is with Focus on Energy incentives deducted.
 Sales tax and any fees that occur are not included.

Thank you Mr. Gentry, for allowing us to quote you at this time on your lighting projects, I will look forward to working with you in the near future.

Curt

No problem at all Nicole. Hope you had a nice vacation.

It looks like it would run \$3,978 if just the wall fluorescent tubes, and the existing can fixtures were replaced. Yes it would be better to spend the additional \$1,913 to replace those two, but we could apply a patch by moving a few of the Type "A" LED tubes from the wall fixtures and into the ceiling fixtures. We should still be able to provide \$3,500 towards this project so I guess that results in either ($\$3,978 - \$3,500 = \$478$), OR (($\$3,978 + \$1,913$) - $\$3,500 = \$2,391$))

Give me a call when you get this email so I can secure the funding which would have to be early next week. (262) 903-8511

Thanks,

Mike Gentry

Energy Services Manager

Serving Cedarburg, Slinger, Hartford and Hustisford Utilities

Office: (608) 825-1764

Mobile: (262) 903-8511

Hi Nicole,

As you saw, the lighting quote came in at \$9,227.40. The utility can provide \$3,525.00 towards this amount. I should be able to add an additional \$1,000 it is makes the difference between your doing the project or not.

I have great confidence that this contractor is providing the best pricing possible, AND that they will do a great job. So the question I need answered by you is if the Library can come up with the remaining balance of \$4,702.40 - \$5,702.40

Please let me know your thoughts as soon as you are able.