

Hustisford Community Library Board Meeting
Tuesday, November 9, 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 (October 14, 2021 minutes)
5. Feller Tree Project Presentation
 - a. Approval of permissions for moving forward on the Feller Tree Project
6. Approval of Financial Reports
 - a. Library Gift/Donations Fund Report
 - b. Financial Report
7. Township Report
8. Village Report
9. 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
10. Correspondence and communications
11. Unfinished Business
 - a. Approval of Vacation Policy
12. New Business
 - a. Confirmation of 2022 Closed Dates
13. Set next meeting (December 14, 2021 @ 3:30 pm)
14. 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

Approval of Previous Minutes:

Hustisford Community Library Board Meeting

Library Board Meeting Minutes

October 12, 2021

1. **Call to Order**

President David Margelofsky called the meeting to order at 3:35 p.m.

2. **Roll Call**

Present: David Margelofsky, Lorelei McKinley, Cynthia Stroessner, Rebecca Glauvitz, Anne Roberson, Mary Beth Gehl, Nicole Mszal - Director. Heather Cramer - excused.

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 September 14 & 28, 2021 meetings.

Anne Roberson, Mary Beth Gehl - carried.

5. **Approval of Financial Reports**

Library Gift/Donations Fund Report

Motion: Approve the Library Gift/Donations Fund Report of October 12, 2021.

Rebecca Glauvitz, Cynthia Stroessner - carried

6. **President's Report** - The HVAC system in the Town Hall was replaced using covid funds.

7. **Director's Report**

Financial Report

Motion: Approve the Financial Report of September 2021.

Anne Roberson, Cynthia Stroessner - carried.

Statistics

Monarch Update - The next Director meeting will be on October 14th. Riti Grover has accepted the position of Monarch Director and started last week.

Staff Projects

Upcoming - Lego Club, Story Time, Craft Club, Stem Day, 3D Print Club (next Spring).

8. **Correspondence and Communications** - Feller Tree Memorial.

9. **New Business**

Nicole will make some more changes to the Vacation Policy and submit it at the next meeting.

2022 Budget Proposal

Motion: Approve the proposed budget for 2022 including a 2 percent raise for staff.

Cynthia Stroessner, Anne Roberson - carried.

10. **Set Next Meeting** - November 9, 2021 at 3:30 p.m.

11. **Motion to Adjourn**

Rebecca Glauvitz , Anne Roberson - carried

The meeting adjourned at 4:45 p.m.

Submitted by Lorelei McKinley

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

HUSTISFORD COMMUNITY LIBRARY
Library Gift/Donation/Endowment Fund Report
Submitted by Anne Roberson, Financial Secretary
November 2, 2021

CASH ON HAND	October 6, 2021	\$45,136.20
Income		
	Interest	\$0
	Memorials	\$150.00
Total Income		\$150.00
Expenses		\$0
Total Expenses		\$0
TOTAL CASH ON HAND		\$45,286.20

Checking Account	\$7434.13
CD's	<u>\$37852.07</u>
	\$45,286.20

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:
October 2021**

October, 2021

Balance Forward				AMOUNT
				\$ 54,906.38
ACCOUNT	INCOME			
467102	DEPOSIT TICKET	ACCOUNT TYPE	AMT	TOTAL
	876463	finer and fees	\$127.00	
	876462	finer and fees	\$65.00	
	876461	finer and fees	\$87.00	
	876460	donation	\$100.00	
	876457	donation	\$15.00	
	876458	finer and fees	\$40.00	
	876459	Township Appropriation	\$27,500.00	
	44494	square	\$3.80	
		Total Income		\$27,937.80
		Account Total		\$82,844.18
ACCOUNTS PAYABLE				
ACCOUNT	ACC NAME	VENDOR	AMT	TOTAL
	Payroll			\$ 14,529.90
	Salaries		11123.64	
551115-130	FICA		850.98	
551116-152	Retirement		368.22	
	Insurance		2187.06	
551165-360	Audit			\$0.00
551145-310	AV	Amazon	\$687.69	
		Katelyn Stark	\$19.96	
		Cardmember service	\$47.39	\$755.04
551154-330	Board & Travel			\$0.00
551166-360	Bookkeeping			\$0.00
551142-310	Books	Baker & Taylor	\$153.80	
		Amazon	\$157.34	

		Micromarketing	\$49.99	
		Baker & Taylor	\$170.92	
		Penworthy	\$1,045.51	
		Baker & Taylor	\$162.11	
		Micromarketing	\$108.57	
		Michael Frederick	\$48.00	
		Baker & Taylor	\$393.34	
		Patricia McDaniel	\$25.00	
				\$2,314.58
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	Amazon	\$136.95	
		Cardmember Service	\$340.00	\$476.95
	Employee Recog			
				\$0.00
551143-350	Equip & Repair	Accurate Roof Management	\$370.00	
		Amazon	\$393.75	
				\$763.75
551134-310	General Supplies	Quill	\$344.10	
		Amazon	\$192.76	
		Demco	\$90.92	
		Postage/cardmember service	\$71.60	
		Quill	\$99.00	
				\$798.38
551162-360	Heat	We Energies	\$10.89	\$10.89
551147-511	Insurance			\$0.00
	Marketing	cardmember service	\$59.08	
				\$59.08
551146-390	Misc.	Friends of the Library	\$19.28	
				\$19.28
551144-310	Periodicals			
				\$0.00

551158-360	Programming	Amazon	\$86.52	
		Mackenzie Black	\$39.44	
		Katelyn Stark	\$35.70	
		Mackenzie Black	\$131.99	\$293.65
	Summer Reading			
				\$0.00
	Spelling Bee			\$0.00
551156-380	Story Hr.			\$0.00
551122-222	Telephone	Village of Hustisford	\$57.84	
		Monarch Library System	\$16.16	
		Spectrum	\$30.99	\$104.99
551164-360	Electric, Water, Sewer	Village of Hustisford	\$384.25	\$384.25
		TOTAL EXPENSES		\$21,140.74
		ACCOUNT TOTAL		\$82,844.18
		BALANCE		\$ 61,703.44

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	\$ 2,223.62	\$3,000.00	\$780.18	74%
	Designated Funds	\$2,500.00	\$ 5,333.84	\$ 2,235.53	\$2,500.00	\$264.47	89%
	Carry Over		-\$2,223.80	\$16,273.42	\$16,273.42		100%
Total Income		\$187,837.82	\$186,579.63	\$201,608.88	\$202,737.34	\$1,128.46	99%
Expenditures							% Spent
	Director	\$ 62,193.56	61749.85	46678.24	\$ 63,612.39	\$ 16,934.15	73%
	Children's Librarian	\$21,211.74	17369.11	5154.37	\$21,627.65	\$16,473.28	24%
	Circ Manager	\$23,711.48	24386.31	26161.61	\$24,176.41	-\$1,985.20	108%

	Page	\$3,751.60	2000.80	689	\$3,666.66	\$2,977.66	19%
	Library Aid I/YS Assist	\$6,717.36	3945.41	10345.61	\$10,054.51	-\$291.10	103%
Payroll	All Employees	\$117,585.74	\$ 109,451.48	\$ 89,028.83	\$123,137.62	\$34,108.79	72%
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	2646.22	\$5,000.00	\$2,353.78	53%
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	10998.71	\$14,000.00	\$3,001.29	79%
551163-360	Building Maintenance	\$6,000.00	\$ 4,090.09	3407.78	\$6,000.00	\$2,592.22	57%
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	5000.00	\$6,000.00	\$1,000.00	83%
551153-331	Continuing Education	\$3,000.00	\$ 285.00	1000.95	\$1,500.00	\$499.05	67%
	Employee Recognition	\$300.00	\$ 141.80	0	\$100.00	\$100.00	0%
5511143-350	Equipment	\$9,800.00	\$ 11,373.30	8646.23	\$9,800.00	\$1,153.77	88%
551134-310	General Supplies	\$5,000.00	\$ 6,496.88	7084.06	\$4,700.00	-\$2,384.06	151%
551162-360	Heat	\$3,000.00	\$ 1,222.44	1242.03	\$3,000.00	\$1,757.97	41%
551147-511	Insurance	\$1,225.00	\$ 1,674.79	0	\$1,800.00	\$1,800.00	0%
	Marketing	\$1,000.00	\$ 569.35	228.48	\$1,000.00	\$771.52	23%
551146-390	Misc	\$500.00	\$ 134.68	4018.51	\$500.00	-\$3,518.51	804%
551144-310	Periodicals	\$800.00	\$ 677.34	898.38	\$800.00	-\$98.38	112%
551158-360	Programming	\$2,000.00		799.24	\$1,000.00	\$200.76	80%
	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	1262.61	\$1,500.00	\$237.39	84%
551164-360	Utilities	\$5,800.00	\$ 4,278.80	3569.7	\$6,300.00	\$2,730.30	57%

	Total Expenses/non salary	\$72,175.00	\$60,854.73	\$50,889.26	\$68,250.00	\$17,360.74	75%
	Total all expenses	\$189,760.74	\$170,306.21	\$139,918.09	\$191,387.62	\$51,469.53	73%
		Income	\$186,579.63	\$201,608.88			
		Remaining	\$16,273.42	\$61,690.79			

**Checkout Statistics:
October 2021**

<i>Statistic Type</i>	<i>Current Month</i>	<i>Previous Month</i>	<i>Previous Year</i>
<i>Total Circulation</i>	2,135	2128	2530
<i>Village</i>	464	504	586
<i>Town</i>	484	454	602
<i>Dodge County</i>	149	126	61
<i>Monarch System</i>	830	1084	1255
<i>Monarch other</i>	42	22	20
<i>Adjacent County</i>	166	134	6
<i>Other Wis Counties</i>	0	0	0
<i>Non-Wis</i>	0	0	0
<i>Total Loaned</i>	451	386	673
<i>Total Borrowed</i>	679	690	618
<i>Net</i>	-228	-304	55
<i>New Loaned</i>	149	104	175
<i>New Borrowed</i>	103	121	58
<i>Net</i>	46	-17	117
<i>Gale Enrollment</i>	0	0	2
<i>Overdrive Audiobooks</i>	94	111	138
<i>Overdrive eBook</i>	233	183	128
<i>Overdrive Video</i>	0	1	0
<i>Overdrive Magazine</i>	86	115	84 (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	
December	2442	2610	2742	2223	
Grand Total	37155	37428	38722	24015	23376

Sum of Checkouts	Library				
	HUSTISFORD				
Month	2017	2018	2019	2020	2021
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	
December	335	265	262	246	
Grand Total	2701	3183	3234	3240	3610

Mobile App Stats/Usage (OCTOBER not available as of 11/3/2021)

Sum of Holds Created	Library Hustisford Community Library
Month	2021
May	32
June	72
July	99
August	72
September	239
Grand Total	514

Sum of Renewals	Library Hustisford Community Library
Month	2021
May	68
June	45
July	52
August	91
September	79
Grand Total	335

API Method	Successful Requests
GetCharges	94
GetHolds-ILL	254
GetHolds-ILS	254
GetLoans-ILS	148
GetPickupLocations	159
GetTitleDetail	465
GetUserDetails	1
GetUserInfo	718
HoldCreate-ILS	153
HoldCreateDenied-ILS	6
LoanHistoryGet	3
LoanRenew	25
LSR Retrieval	69
ProcessLogin	93
Search	343
Total	2785

September Mobile App Usage Summary

Library Usage Statistics: October 2021

Statistic Type	Current Month	Previous Month	Previous Year	Year to Date
Door Counter	1,144	1,567	N/A	11,710
Reference Questions	141	161	N/A	1,113
Items added	TBD			
Youth Items	TBD			
Adult Items	TBD			
YA Items	TBD			
Adult Programs	0	0	N/A	0
YA Programs	1	1		3
Youth Programs	5	5		16
New Cards	TBD			
Curbside Pickup	16	26		88
Wi-Fi Visits	44	55		
Wi-Fi Unique	21	27		
Computer Use	TBD			
Faxes	TBD			

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

Monarch Updates

Monarch is looking to update their automated systems. They want to use RFID tags. To help with expenses they have also applied to the ARPA grant that we applied to for our HVAC system. If their application is successful, we will be able to get a self-checkout machine as well as tags for our items. I've decided to not actively use RFID, but we would allow our items to be tagged either by us or by other libraries in the system. However, no approvals have yet been made at this time.

A second group of Monarch libraries applied to the ARPA grant looking to obtain hold pickup lockers. We are a part of this request. If this grant is successful, we would be getting lockers as well.

Library Updates

1. October Library Program Highlights



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

Outreach – Family Pumpkin Carving at Hustisford High School. We provided stories while children carved pumpkins.

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: Fall into a good book display, 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.

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 will not hear about the HVAC grant until Mid-November

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

Planning has started for the winter reading program and we are also starting to look into next year and even into spring and some summer programs. We are hoping to start a newsletter that is quarterly. We have been able to meet most Wednesdays and have started a staff meetings notebook with to-do list.

Incident Report – We have had an incident with a patron who is claiming items are returned, but they are still on their account. Patron wanted to make formal complaint and is accusing staff of stealing. Report to be presented at board meeting.

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 and the Board books. We are now starting on the Adult DVDs.
- All other major projects (except for programming) on hold until this can be completed.
- Start of East Asia Grant Project. This will commence by end of November.

Correspondence and Communications

None at this time.

Unfinished Business

*Sick leave Policy and Vacation Policy research was conducted and has been separately sent to board members via email.

a. Vacation Policy – Proposal

Hustisford Community Library Vacation Policy

Adoption/Last Revision: 9/14/2021

*We would need to change Section IV. Benefits - letter D & E of the Personnel Practices & Employment Policies to include these changes

** We need to change Section IV. Benefits – letter F to include full-time staff.

E. Director Vacation Leave Policy

The Director shall receive yearly paid vacation. (See Vacation Policy-Library Director)

D. Staff Vacation (Full-time & Part-time)

As with the Director, it is important that full-time staff are given opportunity to rest for their well-being. Part-time employees should also be given the right to request shift changes for personal vacation time, but clear directions are necessary for maintaining a fair system.

1. Full-Time Hourly Employee Vacation Leave Policy

a. Full-time employees shall be given vacation days according to the following schedule:

- Years 0 – 4: 5 days of vacation
- Years 5 – 9: 7 days of vacation
- Years 10 – 15: 10 days of vacation
- Years 15+: 15 days of vacation

b. A maximum of 5 days can be carried over from one calendar year to the next.

c. Vacation time is granted at the beginning of the calendar year. If hired or promoted during the year, the amount granted will be prorated for the date of full-time status. The following fiscal year, full allowance will be given.

d. Vacation schedules must be approved by the director and will attempt to honor vacation requests.

e. Vacation requests are for either their regularly scheduled hours or where the employee works less than their 40 hours in a week (or 80 hours in a pay period).

f. Vacation days will not be paid out upon termination of employment.

g. This will be granted for years of service in-lieu of prorated years of service. This is to be used in cases of a part-time employee promoted to a full-time position. If promotion

happens in the middle of a fiscal year, vacation time will be adjusted/prorated for when their full-time status is implemented.

2. Part-Time Leave Vacation Policy

- a. Part-time employees will not receive paid vacation leave. However, vacations may be taken at any time, but they must be scheduled to avoid conflicts with other employees' vacations and busy periods. All requests must be requested and approved by the Director.
- b. Hours lost due to leave may be rescheduled but must be approved by the director. These hours must be rescheduled at least 2 weeks before the first day of vacation leave or they will be forfeit.

New Business

Closed Dates for 2022

Monarch Library System would like to know our 2022 closed dates so we can update our Polaris accounts to adjust for due dates and late fines. They would like this information by November 23rd.

Approval of 2022 Library Closings:

Saturday, January 1st – New Year’s Day
Monday, January 3rd – New Year’s Day (for falling on a Saturday)
Friday, April 15 – Friday before Easter
Monday, May 30 – Memorial Day
Monday, July 4 – Independence Day
Monday, September 5 – Labor Day
Thursday, November 24 – Thanksgiving Day
Friday, November 25 – Day after Thanksgiving
Saturday, November 26 – Thanksgiving Break (optional)
Friday, December 23 – Christmas Eve on a Saturday
Monday, December 26 – Christmas Day on Sunday
Friday, December 30 – New Year’s Eve on a Saturday
Monday, January 2nd – New Year’s Day on a Sunday