

**WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
February 18, 2025**

Call to Order: The meeting was called to order by President Isola at 5:09 p.m. in the Community Room.

Trustees present: President Isola, Vice-President Peters, Beer and Pollnow

Excused: Treasurer Schoepke, Secretary Klein and Trustee Kis

Others present: Library Director Heather Kinkade, Village Trustee Adam Jaskie, Julie Fick and Samantha Vogel

Public Comments/Hearing: None

Minutes

Motion (Isola/Peters) to approve minutes from the January meeting as written.

All ayes. Motion passed

Trustees Essentials - Library Board and Personnel

review of roles, exceptional staff, opportunities for continued education - webinars and in person.

Librarian's Report

1. Programming review:

January 2025, Adult programs had nice attendance in the Needlecrafters Group (12), Loose Ends Sewing group (19), Rachel Jurgens Adult Yoga (48), American Mah Jongg (23), and the passive Puzzle Table had 37 participants. Family program included 440 participants in the passive activity sheets and 10 attendees for Washington-Caldwell 4K family literacy night. The Teen programs continued with holiday decor removal (11 participants), Dungeon and Dragons (13), TAB met 1/7 and It's a tween thing ... Let's make snow (10). Juvenile programming had 264 attendees with a pajama party, alphabet lab, winter wonderland, 1,000 books before kindergarten, adventures with Polar and kids club. 135 Participants for off-site birth to 3 programs. Preschool workshop, winter wonderland, 2 children came in for Birthday books. Saturday traffic is increasing. 6 Curbside visits. 81 people visited on Saturday 1/4/25. 48 book bundles were checked out; 240 individual items. 15 Family fun movie bins and craft kits were popular with 416 check outs. Julie and Sam went to the Wild WI web conference to obtain new ideas. Julie has been collaborating with the high school to work with a teen volunteer twice a week for 30 minutes each time.

2. Circulation Review:

January increases in circulations from 2024 = 2761 Village 2692 from Town checkouts

Hoopla @ 403 - Prairie Lakes contributed \$600. + - further review in March

169 computer uses, 3574 total visits in January compared to 2973 in 2024.

Facebook traffic increased.

2025 Budget is @ 13%

Invoices and Bank Statements:

Balance in Associated Bank \$173,015.81. In checking, \$24,321.75 was the ending balance of Community State Bank.

Motion to approve Operations \$35,325.51 (Peters/Beer) and Special Funds \$3,429.86 (Isola/Peters)

February is Library Lovers month, raffle every week, popular along with a scavenger hunt. Articles included on Library news.

Old Business

None this month

New Business

Annual Report from 2024 - Total hours of operation = 2288

Collection 66,159 in prints owned - added 1957 on 2024, 68 subscriptions to magazines and newspapers Movies/TV series, Audio, other = 79,910

E-Books, E-serials, E-audio, E-video and Research databases along with online learning platforms 111,475 in total circ items,

Children's = 60,818, other physical = 2,897 Loaned out 18,399 Received = 15,453

Registered 1,979 in Village; 4,067 other visitors with cards

46,095 visitors in 2024

2,193 computer usages in 2024

wi-fi 5,383

0-5 = 68 programs with 1937 participants

6-11 = 36 programs with 479 participants

12-18 = 41 programs with 430 participants

19+ = 191 programs with 1633 participants

346 total programs with 5234 total participants

Operating revenue for Racine County = \$373,952. includes \$216,500 from Village

Adjacent counties = \$30,088.00

Online fines/fees = \$2963.00

Total income = \$670,769.00

2025 Village contribution \$227,200

Benefits were higher in 2024 from 2023 Salaries \$318,164 Benefits \$101,309

Contracts for services \$72,310.00

Other operating expenditures \$130,839.00 = \$660,710.00 in 2024

No Federal programs

Checking and Endowment, donations balance = \$196,742.00

Discussion on janitorial staffing options

Library ALA FTE 1, other staff 2.5; subtotal 3.5 + 3.233 maintenance and janitorial = total of 6.73

Total circulation to nonresidents 76,415

Nonresidents in Racine County 71,099

Nonresidents in another county 2443

Nonresidents in adjacent counties 2860

WI residents passing thru 13 visitors with checkouts

No out of State

Passive programs with self-direction 5859 attendants

Cost per circulation forecast 2024 111,475 = \$670,769 operating income reveals \$6.02 per circ = \$370,000 for 2026, approximately a \$10k increase

We lent out more than we received

Friends gave \$25k / Racine Community Foundation \$16,889.99

Motion to approve Annual Report for 2024 (Beer/Peters)

Adjournment

There being no further business before the Board of Trustees, there was a motion (Beer/Peters) to adjourn. All

eyes. Motion carried. The meeting adjourned at 6:19pm