

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
June 11, 2024

Call to Order: The meeting was called to order by President Isola at 5:07 p.m. in the Community Room.

Trustees present: President Isola, Secretary Klein, Treasurer Shoepke and Trustees Pollnow, Kis and Beer

Absent: Vice-President Peters

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

Public Comment

None

Minutes

Motion (Pollnow/Shoepke) to approve minutes from the May 2024 meeting as written. All ayes. Motion passed.

Trustee Essentials

Topic #2: Who Runs the Library?

The board members had a brief discussion on this topic.

Director's Report:

1. Programming review:

- May tends to be a slower month as we gear up for the summer reading program.
- Loose Ends Sewing Group continues to be very popular
- Hosted the Heritage Committee Presentation
- Hosted a classical piano recital
- Alphabet Lab ended in May
- Teen Cell Phone Photography Class had 13 participants
- Tween Thing - Sewing Bookmarks had 16 participants

2. Circulation Review:

- 202 Teen Craft Kits and 351 Juvenile Craft Kits were checked out.
- Sam Vogel reviewed the circulation statistics - We typically see a slight reduction due to schools wrapping up and prep for the summer reading program.
- Town and village down quite a bit from last year.
- Over 8,500 checkouts in the month of May
- Overall, we are down about 9,000 checkouts from last year.
- Sharing from WPL to other libraries is still looking good.
- Overdrive use has increased.
- Overall, visits are up but checkouts are down.

3. 2024 Budget Review

42% of the year has elapsed and we are at 47.2% of the budget used.

Prairie Lakes Advisory Council:

Heather attended in person in Elkhorn on June 4. Two main topics were discussed. Delivery services are changing to a company that can better streamline the process. They also mentioned that county reimbursement numbers would be provided soon. (see other topics below)

Department Head Meeting:

Heather was informed there will not be department head meetings going forward.

Village Board Meeting:

Heather attended the meeting on Mon, June 10. Heather did share a meaningful connection. A patron sent Heather an email sharing that she read the book *Miss Morgan's Book Brigade* and that she felt there were multiple quotes in the book that expressed the importance of libraries in every community.

Other Topics:

- Julie and Lisa visited 6 area schools to drop off summer reading challenge information.
- Social Media - the staff is working on scheduling more posts.
- Steve Ohs provided reimbursement numbers for what WPL can expect to receive in 2025. (Operating costs divided by total circulation) Waterford was the most efficient library in Racine County per the numbers provided. Our total reimbursement in 2025 will be \$363,796.13. This is a decrease of over \$40K or 9% compared to 2022.
- Heather provided all board members the materials for the summer reading program for our perusal.
- The library team had a meeting last Thursday to review the summer reading challenge. The program was coordinated by Julie (her first time doing it) and Lisa (new children's librarian) and they did a phenomenal job. The theme is "Adventure Begins at Your Library". Several activities and programs are planned for the summer.
- As of June 10, 368 people had signed up for the summer reading challenge (registration started June 7).

Invoices and Bank Statements

The WPL Invoices for Operations and Special Funds were presented.

Motion (Pollnow/Schoepke) to approve May 2024 operation invoices totaling \$35,599.99
All ayes. Motion carried.

Motion (Schoepke/Isola) to approve May 2024 special fund invoices totaling \$3,712.06

All ayes. Motion carried.

The May 2024 Community State Bank statement was reviewed with a total value of \$20,917.94

The May 2024 Associated Bank investment fund statement was reviewed and the current value is \$157,519.20

Old Business

- 1) President Isola welcomed our two new board members: Jody Beer and John Kis.

New Business

1) Results of Community Input Sessions:

Eleven people attended the in-person input sessions. Lori will take the sheets with the provided input home and combine into a spreadsheet for the board members to more easily review. The suggestion was made to have a sign requesting additional input from patrons that they will see when they enter the library with a paper option or a QR code to a Google form option that they can complete so we can gather more input. Sara will put these options together and get them to the library staff by Monday, June 17.

Adjournment

There being no further business before the Board of Trustees, there was a motion (Schoepke/Klein) to adjourn. All ayes. Motion carried. The meeting adjourned at 6:13 PM.