

February 27, 2024

Hortonville Public Library Board of Trustees Meeting Minutes

4:00 pm – Convened in the Municipal Services Center- Community Room- 531 N. Nash St. Hortonville, WI

I. Call to order by presiding officer

The meeting was called to order at 4:04 pm by Mike Wirkus.

II. Roll call

a. Members present: Kristi Compton, Christina King, Mike Wirkus, Pat Lund-Moe and Lex Jandourek.

b. Members absent: Ann Seyfert, Jenna Foth

III. Agenda changes (to change the position of an item already on the agenda)

None

IV. Public comment

None

V. Consent agenda

a. Library Board of Trustees meeting minutes- January 23, 2024

b. Payment of bills and vouchers

Christina moved/Kristi seconded to approve consent agenda and payment of bills and vouchers in the amount of \$5475.94.

Voice Vote: Kristi, aye; Christina, aye; Mike, aye; Lex, aye; Pat, aye.

VI. Director's report (provided by Library Director)

a. Personnel

b. Programming

c. Statistics

d. Ongoing projects & miscellaneous

e. Meetings & continuing education

f. Budget & revenue

Report was included within the packet. The staff is busy planning the summer programming. They will be having a summer snake discovery guest this year. It will be an interactive visit and at the end of the presentation the children are able to handle different snakes.

For the summer reading program, the staff has decided to go back to requesting donations via letters. This should bring in more options for people to choose from.

Over spring break there will be new STEM and STEAM activities planned.

Budget note: the library has not received the first half of the county aid from OWLS yet. They are at about 30% of expected/anticipated revenue for the year so far. Fine free has made less of an impact financially than expected.

VII. Discussion and possible action on 2023 Annual Report

Increase in programming from 2,794 members attending in 2022 to 4,134 attendees in 2023.

There was an increase in village member attendance as well.

County reimbursement has come up from \$125,151 in 2022 to \$129,764.

The more the library continues to be utilized, the more the county will continue to increase their contribution.

They had significant private donations this year, including a large memorial donation.

Printing and faxing usage has gone up.

Section 6 of the Annual report details out operating expenditure:

Employee benefits were lower in 2023 because of staff shortage due to turnover and an employee was out on leave.

Total expenditure did exceed revenue: Expenditure \$307,281.00 and revenue \$305,594. 00

The library staff is keeping this difference low, but it details the need for additional funds due to the continued increase in utilization.

Section 10: Staffing: this was flagged by OWLS because in the past Allie had included the village janitorial staff within her staff, however they are contracted through the village. They should not be included within the library annual report.

Section 11: Public Library Loans: Circulation to those that have a library in their city/village/municipality went down, however circulation to those that do not have a library increased by a significant amount from 2022.

Christina moved/Pat seconded approval of the 2023 Annual Report

Voice vote: Kristi, aye; Christina, aye; Mike, aye; Lex, aye; Pat, aye.

VIII. Discussion on library wall mural

Wolf River Art League is looking to expand their efforts to Hortonville. Allie wondered about a mural in the library. This would be literacy themed. The League has a lot of projects on their 2024 agenda, therefore this would most likely be 2025. All board members agreed this would be a great partnership and Allie will reach out to start the process.

IX. Friends of the Library update

Next meeting March 13 at 6pm in the Library - focusing on upcoming book sales.

X. Future meeting dates

a. **March 26, 2024- 4:00 pm**

b. **April 23, 2024- 4:00 pm**

XI. Items to add for future agendas

XII. Motion to adjourn

Pat moved/Christina seconded, motion carried. Meeting adjourned at 4:57p.m.