

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
December 10, 2024

Call to Order: The meeting was called to order by President Isola at 5:12 p.m. in the Community Room.

Trustees present: President Isola, Vice-President Peters, Treasurer Schoepke, Secretary Klein and Trustees Pollnow, Kis and Beer

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

Public Comment

Minutes

Motion (Kis/Schoepke) to approve minutes from the November 2024 meeting as written. All ayes. Motion passed.

Trustee Essentials

Topic #11: Planning for the Library's Future

In a continuation from last month, strategic planning was further discussed with a review of the library's mission statement and most recent five-year plan which ended in 2018. Heather provided that plan for review. The board agreed this is a good framework and could be easily updated and modified in 2025.

Director's Report:

1. Programming review:

- **Good participation in passive activities (activity sheets) in addition to many of the regularly scheduled programs (alphabet lab, yoga, D & Dm etc)**
- The Saturday hours have brought in an average of 80 people per Saturday. 137 people came in on the Saturday of Christmas in the Village.

2. Circulation Review:

Grand Total of 2024 checkouts: 103,765 versus 2023 at 113,847

- Holds TO SHARE: 1445
- Holds FROM SHARE: 1238

3. 2024 Budget Review

92% of the year has elapsed and we are at 91.4% of the budget used.

Prairie Lakes Advisory Council:

Heather attended the meeting virtually. WPL staff hopes to meet with the newly elected Racine County Executive after the election to discuss needs. Adam suggested reminding them that the new sales tax could be used for some library needs (for public libraries in general).

Village Board Meeting:

Heather attended last night. The village board voted 7-0 to pass a new cooperative boundary agreement but it did not pass with the town board.

Other Topics:

The recommendation is to reduce instant borrows on Hoopla from 5 to 2.

Invoices and Bank Statements

The WPL Invoices for Operations and Special Funds were presented.

Motion (Kis/Pollnow) to approve November 2024 operation invoices totaling \$33,578.88. The Central States bill was not yet available in November so that was deferred to December.

All ayes. Motion carried.

Motion (Pollnow/Kis) to approve November 2024 special fund invoices totaling \$2,019.72

All ayes. Motion carried.

The November 2024 Community State Bank statement was reviewed with a total value of \$22,948.47.

The October 2024 Associated Bank investment fund statement was reviewed with a total value of \$168,323.21.

The November 2024 Associated Bank investment fund statement was reviewed with a total value of \$174,136.64.

Old Business

- Budget 2025:
 - Tami mentioned that Linda Joski, a member of the village finance committee, would be happy to work with Heather prior to the renewal of the insurance policy to make sure it's at the correct amount for the library's collection (currently covered at 4.7 million). The policy would be renewed in May. Tami will get Linda and Heather connected. John suggested that Heather request a copy of the certificate of insurance to be kept at the library in addition to village hall.
 - Heather cleaned up a couple small items as requested at the last meeting.

Motion was made to approve the budget for 2025 (Klein/Kis). All ayes. Motion passed.

- 2025 Staff Compensation
 - a) Heather provided the list of the 2025 wages for library staff.
- Endowment Fund Income Transfer
 - The decision was made to indicate the *Library Board may choose to allocate income from the Fredrick Lewnau Estate Endowment to the library's operational budget, specifically to the library's collection department* but not to take that money at this time. The library staff will let the board know when funds are needed for materials, probably a couple months into 2025.

New Business

- 1) 2025 Library Open Hours
 - At this time, no changes are being recommended. The Saturday hours seem to be working well.

Adjournment

There being no further business before the Board of Trustees, there was a motion (Beer/Schoepke) to adjourn. All ayes. Motion carried. The meeting adjourned at 6:08 PM.