

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**July 16, 2024**

**Call to Order:** The meeting was called to order by President Isola at 5:03 p.m. in the Community Room.

Trustees present: President Isola, Vice-President Peters, Treasurer Schoepke and Trustees Pollnow, John Kis and Jody Beer

Absent: Secretary Klein

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

**Public Comment**

None

**Minutes**

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

**Trustee Essentials**

**Topic #3: Organizing the Board for Effective Action**

The board members had a brief discussion on this topic.

Discussion about where to find the bylaws on the Waterford Public Library website

**Director's Report:**

**1. Programming review:**

- Summer reading challenge started in June; there are 448 kids, 63 teens and 251 adults registered for this year's summer reading challenge ~ 762 total participants
- Adult Yoga continues to be one of the most popular programs.
- Puzzle Table is very popular passive program
- Mini golf adventure Family program had 155 participants
- Flavor your world checkout party had 183 participants.
- Preschool events had 30 & 44 participants
- Teen programs Adventure in Cartooning (22) and cooking adventures (26) were also popular
- Outreach occurring with summer playground at Evergreen

**2. Circulation Review:**

- 228 Teen Craft kits and 388 juvenile craft kits were checked out
- There were more than 11,000 checkouts in the month of June
- Total circulation is down approximately 3600 from last year; other Racine County circulation is down slightly from last year
- Library visits is up slightly this year compared to last year, with a significant increase from May to June

**3. 2024 Budget Review**

50% of the year has elapsed and we are at 53.9% of the budget used.

### **Prairie Lakes Advisory Council:**

Tuesday, July 2, Heather attended a virtual meeting. One topic of discussion was Libby and Hoopla. Hoopla's terms are 5 check outs / month / patron. Hoopla is billed for each checkout and is an unpredictable expense, but materials are available.

Libby is billed as a consortium, easier to budget for, but patrons have to put books on hold and there can be a long wait. Waterford Public Library circulated 1,803 items in 2023 on Hoopla at a cost of \$2.39 per item. We also circulated 20,450 items in 2023 on Overdrive(Libby) at a cost of \$.29 per item. Prairie Lakes may determine that Hoopla is not cost effective.

### **Village Board Meeting:**

Heather attended the village board meeting on Mon, June 10.

Heather had a meeting with Tovah Anderson, communication director for Prairie Lakes, on June 9 regarding the Waterford Public Library website. Prairie Lakes will cover the cost, using grant funds, to update and create a new Waterford Public Library website.

### **Other Topics:**

#### **Invoices and Bank Statements**

The WPL Invoices for Operations and Special Funds were presented.

Motion (Pollnow/Schoepke) to approve June 2024 operation invoices totaling \$43,401.09  
All ayes. Motion carried.

Motion (Pollnow/Peters) to approve June 2024 special fund invoices totaling \$13,792.67  
All ayes. Motion carried.

The June 2024 Community State Bank statement was reviewed with a total value of \$16,935.89

The June 2024 Associated Bank investment fund statement was reviewed and the current value is \$159,280.29.

#### **Old Business**

##### 1) Results of Community Input Sessions:

There have been 27 responses to the digital survey thus far. The digital access will stay open for additional responses at community events in July. Collection development is consistently stating that patrons want bestsellers and DVDs. Services that patrons would like is the ability to make copies. Children's programming received much support. Responses regarding library hours appear to be across the board. Surveys will continue to be available until August 18 so the board can review on August 20.

#### **New Business**

##### 1) Personnel Manual

Village passed the Village personnel handbook in June. The changes in policy were due to the previous document being outdated. PTO benefits and accrual of PTO were updated. Short term disability language and accrual of PTO days was also updated.

Motion to approve Village personnel handbook (Schoepke/Isola). Motion carried.

## **Adjournment**

There being no further business before the Board of Trustees, there was a motion (Pollnow/Kis) to adjourn. All ayes. Motion carried. The meeting adjourned at 6:26 PM.