

Library Board Meeting
Thursday, December 4th at 2:30 PM
Library Meeting Room
105 Perimeter Rd.
Mount Horeb, WI 53572

Open:

Guest and Public Comments:

Approval of Minutes: November 17, 2025

Treasurer's Report:

- Approval of library bills
- Endowment Fund update

Director's Report

- November Statistics
- Strategic Plan tracking/updates
- 2026 Library Operating Budget update

Agenda Items

- Consider updating list of Library Board members and authorizing the addition of the new Library Board Treasurer to the Endowment account through a formal letter
- Consider ILS one-time purge of charges 5 years old and under \$100
- Consider closing one day for Staff Inservice Day during system downtime during switchover from Biblioation to Blue Cloud (Current tentative downtime will be April 13 – 15).
- Consider **Adjourning to executive closed session** as allowed by WI State Statute 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Re: Employee Compensation)

Reconvene to open session for any action regarding closed session

Future Agenda Items

Adjourn

Director's Report
12.04.25

November statistics (highlights):

- **Total checkouts = Not yet available** In November of 2024, we checked out 13,285 items. * As November ends, we continue to trail 2024 circ numbers.
- **Libby checkouts = Not yet available.** In November of 2024 we checked out 2,950 titles.
- **November door count/foot traffic = 8,483.** Last year we had 11,769 visits in November and it was an election year.
- **Library cards issued = 24.** We added 43 cards in November of 2024 (again, election month).
- **Computer sessions = 403.** In November of 2024, we had 351 computer login sessions.

Strategic plan tracking/updates:

Goal 1 initiatives (Staffing/Library Administration):

- Year-end gift certificates were provided by the FOL for all staff. I am also going to give out cards and I usually give out a baked good treat as well!
- I would like to plan a volunteer appreciation event this spring for Library Board trustees and perhaps FOL members as well (as we have done in the past) with some good snacks and the opportunity for staff to mingle with everyone. Stay tuned as I work out the details!

Goal 2 initiatives (Customer Service):

- Deerfield Public Library liked the November circulation drive idea that we did so much that they copied it and ran a circulation punch card drive in November in Deerfield.

Goal 3 initiatives (Outreach and Public Awareness):

- Hosting the Planetarium all day on Monday, December 8th will be a nice outreach program for us – bringing many people into the library who normally may not visit.
- Youth Services Librarian Hannah is doing a 2nd grade outreach visit to the schools on Tuesday, December 9th.

Goal 4 initiatives (Collections):

- In December we will celebrate Jane Austen's 250th birthday with an Austen inspired bingo sheet to encourage checkouts!

Goal 5 initiatives (Facility):

- We've ordered new shelving for the Intermediate Area and it should arrive sometime in December. It's been delayed since the end of November. (This shelving is also a goal that could be listed under "Collections" as it will increase our capacity to offer materials to one of our more reading-voracious age groups!

2026 Library Operating Budget update: I want to present one final option to the Library Board for consideration regarding employee compensation in our closed session that I believe other departments are doing based on the November Department Head meeting.

Agenda Items

- **Consider updating list of Library Board members and authorizing the addition of the new Library Board Treasurer to the Endowment Account through a formal letter:** See attached.

- **Consider ILS one-time purge of charges 5 years old and under \$100:** SCLS is asking Library Board's to approve a one-time purge of charges 5 years old or older before the migration. The purge would happen most likely in March 2026.

To review the history, all SCLS libraries currently have an "Annual Purge of Old Charges" in place that purges charges that are over 10 years old where the total of those charges is less than \$100. All libraries have agreed to this (in 2018) because waiving the old charges clears old debt that is unlikely to be recovered and also helps to clear the database of expired patron records that had only been retained due to the charges on the account. This process can clear enough charges on those expired patron records so that they can be purged during the annual Purge of Inactive Patrons.

- **Consider closing one day for the Staff Inservice Day during the system downtime during the switchover from BiblioVation to Blue Cloud (current tentative downtime will be April 13 – 15):** I think it makes sense to close one day for the Inservice when the patrons won't be able to access the system. I'm just asking for a little bit of flexibility to announce the closure once SCLS firmly nails down the switchover dates. There is always a change they may bump it at the last minute, but I think it is wise to try to plan accordingly if possible.
- **Consider Adjourning to executive closed session as allowed by WI State Statute 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Re: Employee Compensation)**

Reconvene to open session for any action regarding closed session

Future Agenda Items

Adjourn

.JNK LIBRARY STATISTICS SUMMAR

NOVEMBER 2025

**INTERAGENCY LOANS ADJUSTED
FOR SCID AND INTERNAL MPL**

CHECKOUT SUMMARY INFORMATION

HOLDS SUMMARY INFORMATION

	INTERAGENCY LOANS ADJUSTED FOR SCID AND INTERNAL MPL			CHECKOUT SUMMARY INFORMATION					HOLDS SUMMARY INFORMATION					
	SCIDS BORROWED	TOTAL LOANED	TOTAL BORROWED	CKOS THIS MONTH	PREVIOUS YEAR TO DATE CKO	PERCENT CHANGE IN YTD CKO	PERCENT CKO FROM OWN COLL THIS MO	HOLDS PLACED THIS MO	PERCENT OF LINK HOLDS	HOLDS FILLED THIS MO	YTD HOLDS PLACED	LAST YTD HOLDS PLACED	PERCENT CHANGE IN YTD HOLDS	
ACL	3	1837	1163	3387	40200	41203	-2.43%	65.66%	1146	0.53%	884	13070	11709	11.62%
AMH	1	487	356	1202	12298	0	#DIV/0!	70.38%	315	0.14%	265	2948	0	#DIV/0!
ARP	2	739	488	904	13205	13535	-2.44%	46.02%	293	0.13%	299	4002	4245	-5.72%
BAR	30	3226	4444	12526	153468	162769	-5.71%	64.52%	4686	2.15%	3589	52105	53202	-2.06%
BER	4	1048	699	1390	20032	19686	1.76%	49.71%	596	0.27%	468	7859	7271	8.09%
BLV	8	1331	1311	3855	49475	52857	-6.40%	65.99%	1221	0.56%	1078	15216	15128	0.58%
BRD	10	1404	1107	2665	34579	36972	-6.47%	58.46%	1075	0.49%	822	13377	13926	-3.94%
CBR	6	2248	1167	2651	35482	37479	-5.33%	55.98%	1150	0.53%	837	13634	14341	-4.93%
CIA	5	504	535	775	9321	10300	-9.50%	30.97%	404	0.19%	344	4433	4729	-6.26%
COL	6	1278	1884	4154	55361	54696	1.22%	54.65%	1801	0.83%	1490	19124	20949	-8.71%
CSP	12	2342	2084	4717	60334	57898	4.21%	55.82%	2066	0.95%	1494	22284	21306	4.59%
DEE	4	1474	1299	2303	29212	26294	11.10%	43.60%	1300	0.60%	1000	13506	11752	14.93%
DFT	39	4565	4696	16105	190313	188839	0.78%	70.84%	4991	2.29%	3943	54656	56913	-3.97%
FCH	42	6623	6436	21239	270288	273038	-1.01%	69.70%	7802	3.58%	5579	93948	89066	5.48%
LAV	2	464	274	646	6803	7126	-4.53%	57.59%	255	0.12%	224	2885	2743	5.18%
LDI	9	2443	1893	4101	56370	58814	-4.16%	53.84%	1883	0.86%	1461	23744	23384	1.54%
MAR	5	997	902	2482	29646	30347	-2.31%	63.66%	942	0.43%	791	9935	10317	-3.70%
MAZ	7	907	787	1387	18386	18266	0.66%	43.26%	831	0.38%	665	9822	10094	-2.69%
MCF	34	5166	3947	11811	146839	153073	-4.07%	66.58%	4592	2.11%	3448	50858	55396	-8.19%
MCM	47	3864	5131	15992	206642	217821	-5.13%	67.92%	4900	2.25%	3992	62128	63606	-2.32%
MFD	27	5463	3204	16889	195745	209166	-6.42%	81.03%	3732	1.71%	3014	42516	41801	1.71%
MID	87	6273	12298	35457	439248	456659	-3.81%	65.32%	13132	6.03%	9794	155387	160367	-3.11%
MNT	1	818	389	948	12255	13504	-9.25%	58.97%	384	0.18%	314	4397	4499	-2.27%
MOO	32	5605	5148	14544	171460	162423	5.56%	64.60%	5203	2.39%	4009	59593	58732	1.47%
MRO	14	3505	3012	8351	108031	97279	11.05%	63.93%	2997	1.38%	2353	35914	34545	3.96%
MTH	31	5495	3925	12035	151754	157050	-3.37%	67.39%	4068	1.87%	3030	48114	50395	-4.53%
NEK	1	1156	649	1654	21922	21599	1.50%	60.76%	677	0.31%	497	7625	6280	21.42%
NGL	7	1397	1691	3075	36549	37339	-2.12%	45.01%	1645	0.75%	1252	17050	17395	-1.98%
NOF	0	1037	252	1063	9020	9005	0.17%	76.29%	225	0.10%	196	2181	2673	-18.41%
ORE	35	6060	5424	16740	218316	226768	-3.73%	67.60%	6469	2.97%	4597	71061	69713	1.93%
PAR	1	770	544	1355	17528	14887	17.74%	59.85%	444	0.20%	366	5544	5595	-0.91%
PDS	12	2637	1664	6178	76401	76262	0.18%	73.07%	1653	0.76%	1214	21196	21839	-2.94%
PLA	7	1214	512	1211	15664	16994	-7.83%	57.72%	493	0.23%	418	6035	6731	-10.34%
POR	22	2416	2597	7530	95071	97467	-2.46%	65.51%	2437	1.12%	1984	30465	29798	2.24%
POY	10	829	1317	2916	35391	36578	-3.25%	54.84%	1397	0.64%	1033	14584	15395	-5.27%
RAN	1	1358	264	904	12964	14485	-10.50%	70.80%	302	0.14%	209	3783	3635	4.07%
REE	8	3826	2737	9259	111659	120769	-7.54%	70.44%	3133	1.44%	2244	35728	38587	-7.41%

L MPL	519	30204	37675	173869	2085450	2063314	1.07%	78.33%	75419	34.61%	54367	826296	819958	0.77%
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
_LINK	1445	168291	169737	580468	7321731	7412170	-1.22%	70.76%	217923	100.00%	161861	2502563	2511125	-0.34%



105 PERIMETER ROAD
MOUNT HOREB, WI 53572

(608) 437-5021
MHPL@MOUNTHOREBWI.INFO
WWW.MHPL.ORG

December 04, 2025

Dear Mark Drachenberg,

Current Library Board members of the Mount Horeb Public Library are as follows:

Paula Craft, President
Linda Bullette, Vice President
Joe Byrnes, Treasurer
Sarah Miller, Secretary
Kimberly Hillary
James Leary
Tim White

The following Library Board members and the Library Director are able to make deposits:

Paula Craft, President
Linda Bullette, Vice President
Jessica Gretzinger, Library Director

All distributions will require the signature of at least two of the following board members and these board members may request distributions (two signatures required):

Paula Craft, President
Linda Bullette, Vice President

The following board members may make inquiries and direct allocations within the portfolio:

Joe Byrnes, Treasurer

Sincerely,

Paula Craft, President

Linda Bullette, Vice President

Joe Byrnes, Treasurer