

Library Board Meeting
Thursday, January 22nd at 7 AM
Library Meeting Room
105 Perimeter Rd.
Mount Horeb, WI 53572

Open:

Guest and Public Comments:

Approval of Minutes: December 4, 2025

Treasurer's Report:

- Approval of library bills
- Endowment Fund update

Director's Report

- December Statistics / Year-end preliminary numbers
- Strategic Plan tracking/updates
- Library Advocacy

Agenda Items

- Consider Library Board Meeting Day/Time
- Consider designating Maxwell Rosenbaum estate donation to the Mount Horeb Public Library Building Expansion Fund Account
- Consider action for current CD management that will come to term in March
- 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 Matters)

Future Agenda Items

Adjourn

Director's Report 01.22.26

December statistics (highlights):

- **Total checkouts = 13,268** In December of 2024, we checked out 13,285 items. * As December ends, we are down 2.55% from 2024. However, we were trailing as much as 3.37% at the end of November! So hopefully we are swinging in a good direction continuing into 2026!
- **Libby checkouts = 3,614.** In December of 2024 we checked out 2,950 titles.
- **December door count/foot traffic = 9,060.** Last year we had 8,592 visits in December.
- **Library cards issued = 39.** We added 45 cards in December of 2024.
- **Computer sessions = 381.** In December of 2024, we had 365 computer login sessions.

An early look at 2025 shows that most of our statistics have increased for the year: library visits, foot traffic, Libby checkouts, computer lab usage, etc. We did see a drop in circulation and library card holders. While we added nearly the same number of library cards in 2025, our inactive users were purged from the system leaving us less 600 cardholders from 2024. Early conclusions from the data suggest that those who use the library used it even more in 2025, but those who don't use us anymore completely stopped. Getting the community members who don't use the library to use and value the library is something staff, library board, and FOL can work on together.

Strategic plan tracking/updates:

Goal 1 initiatives (Staffing/Library Administration):

- I've set up our library leadership retreat for my leadership team (Melissa, Hannah, Andrew and I) for Friday, January 16th from 1 to 4 PM. I've invited two UW-Madison professors out to talk to us about AI and libraries. We are looking forward to an informal afternoon to hear from them, ask questions, and share lunch together.
- We are working on planning for staff anniversaries in 2026. We have 4 staff reaching significant milestones:
 - Erika Wright – 5 years
 - Caitlynn Nemec – 5 years
 - Hannah Klapperich-Mueller – 5 years
 - Amy Kalchik – 25 years!
- I'd like to host an appreciation/mixer in the library meeting room for FOL members, Library Board members, and staff. Typically, this is done in April for volunteer appreciation month, but we may do it earlier depending -- I just wanted to get that out there so hopefully as many can come as possible.

Goal 2 initiatives (Customer Service):

- The Mount Horeb community really enjoyed the library Festivus Day display and we got some nice compliments, support, and appreciation for the library as a whole on social media over this.
- Staff have been doing a great job creating content for social media:
 - The Grievance Box burning with the Fire Department
 - Showing our new promotional banners
 - Best reads of 2025 (with links to the books in LinkCat included)

Goal 3 initiatives (Outreach and Public Awareness):

- We hosted a Planetarium all day on Monday, December 8th -- a nice outreach bringing many people into the library who normally may not visit.
- Youth Services Librarian Hannah also did a 2nd grade outreach visit to the schools on Tuesday, December 9th.

Goal 4 initiatives (Collections):

- As we move into the dull heart of winter, we are running a “Winter Reading Challenge.” Participants will have the ability to track their progress with a cute stamp card and stamps. Participants who complete the challenge will be entered into a drawing for library merch! We will probably have a t-shirt made to size or something similar. The patrons really like the library t-shirts that the staff wear.

Goal 5 initiatives (Facility):

- We’ve ordered and installed new shelving for the Intermediate Area in December. (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!)
- With our 2026 budget, we are looking to complete shelving along the back wall of the intermediate area with the goal being to have everything completed in time for the summer library program.
- We will also install new ports so we can move our Homework PCs to a new location.

Library Advocacy: Middleton Public Library Director mentioned that her library board trustees have started going to municipal meetings to make a public comment on behalf of the library at meetings several times a year and this has built rapport and goodwill. For example, “Thank you for the passing the 2026 library budget. Here are the things I am looking forward to the library doing this year . . .” Public comments on non-agenda items are right away at the top of the meeting (7 PM) and only 3 minutes.

Agenda Items

- **Consider Library Board Meeting Day/Time:** There was some discussion at the last meeting that the day/time does not work for everyone. As a refresher, the current approved meeting dates/times for 2026 are the fourth Thursday of each month at 7 AM with the following exceptions:
 - Thursday, February 19th at 7 AM (one week early due to the Annual Report deadlines from the Department of Public Instruction.)
 - **Monday**, November 16th at 7 AM (due to the holidays)
 - Thursday, December 17th at 7 AM (due to the holidays)
- **Consider designation Maxwell Rosenbaum Estate Donation:** We have discussed designating this to go to the Mount Horeb Public Library Building Expansion Fund Account, but I we need an official motion for record-keeping.
- **Consider action for current CD management that will come to term in March.** Please find attached the most current rates as of 1/15/2026. If we want to leave the CD with Old National, I don’t believe we have to do anything – it will automatically renew. If we want to move it, I think we need to sign off on it and have an official motion.
- **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 Matters)

Reconvene to open session for any action regarding closed session

Future Agenda Items

Adjourn

Local CD rates as of 1/15/2026

	Term	Minimum opening balance	Interest rate	APY*
Lake Ridge Bank				
CD	13 months	\$1,000	2.99%	3.02%
CD	22 months	\$1,000	3.15%	3.19%
Mound City Bank				
CD	6 months	\$2,500	1.00%	1.00%
CD	7 months	\$5,000	3.64%	3.69%
CD	1 year	\$2,500	1.63%	1.64%
CD	15 months	\$5,000	3.54%	3.59%
CD	18 months	\$500	2.37%	2.39%
CD	2 years	\$2,500	2.47%	2.49%
CD	25 months	\$10,000	3.44%	3.49%
CD	30 months	\$5,000	2.66%	2.69%
CD	3 years	\$2,500	2.62%	2.64%
CD	4 years	\$2,500	2.47%	2.49%
CD	5 years	2,500	2.47%	2.49%
Old National				
CD	5 month	\$500		3.75%
CD	13 month	Not sure -- set up appt to find out.		3.35%
CD	19 month	\$500		3.00%
Farmer's Savings Bank				
CD	9 month	\$25,000	3.24%	3.25%
CD	18 month	\$25,000	3.22%	3.25%
Summit Credit Union				
CD	16 months	\$5,000	3.93%	4.00%
CD	8 months	\$5,000	3.78%	3.85%
CD	3 months	\$500	2.23%	2.25%
CD	6 months	\$500	2.72%	2.75%

CD	9 months	\$500	2.96%	3.00%
CD	12 months	\$500	3.25%	3.30%
CD	18 months	\$500	3.25%	3.30%
CD	24 months	\$500	3.25%	3.30%
CD	36 months	\$500	3.35%	3.40%
CD	48 months	\$500	3.45%	3.50%
CD	60 months	\$500	3.45%	3.50%

VILLAGE OF MOUNT HOREB
BALANCE SHEET
NOVEMBER 30, 2025

LIBRARY OPERATING FUND

ASSETS

240-113145-000	CASH IN BANK-MCB CKG	245,652.31	
240-113245-000	CASH IN BANK-MCB INVEST (TECH)	19,734.33	
240-118250-000	CASH ON HAND	181.00	
			<hr/>
	TOTAL ASSETS		<u>265,567.64</u>

LIABILITIES AND EQUITY

LIABILITIES

240-211000-000	VOUCHERS PAYABLE	3,900.00	
240-211100-000	AP (DUE TO POOL)	14,118.94	
240-217000-000	ACCRUED COMP WAGES	1,437.46	
240-217500-000	ACCRUED YE WAGES	17,793.81	
			<hr/>
	TOTAL LIABILITIES		37,250.21

FUND EQUITY

240-341125-000	ASSIGNED-TECHNOLOGY PROJECT	30,000.00	
240-342100-000	LIBRARY FUND BALANCE	137,635.49	
	REVENUE OVER EXPENDITURES - YTD	<u>60,681.94</u>	
	BALANCE - CURRENT DATE	<hr/>	60,681.94
	TOTAL FUND EQUITY		<u>228,317.43</u>
	TOTAL LIABILITIES AND EQUITY		<u>265,567.64</u>

VILLAGE OF MOUNT HOREB
BALANCE SHEET
NOVEMBER 30, 2025

LIBRARY SPECIAL PROJECTS

ASSETS

241-113145-000	CASH IN BANK-MCB CKG	5,040.86	
241-115100-000	ENDOWMENT FUND	266,254.91	
241-115200-000	LIBRARY BLDG EXPANSION ACCT	7,000.00	
	TOTAL ASSETS		<u>278,295.77</u>

LIABILITIES AND EQUITY

LIABILITIES

241-211100-000	AP (DUE TO POOL)	50.07	
	TOTAL LIABILITIES		50.07

FUND EQUITY

241-341100-000	ASSIGNED-ENDOWMENT FUND	245,866.52	
241-342100-000	LIBRARY SPECIAL PROJ FUND BAL	14,336.79	
	REVENUE OVER EXPENDITURES - YTD	<u>18,042.39</u>	
	BALANCE - CURRENT DATE	<u>18,042.39</u>	
	TOTAL FUND EQUITY		<u>278,245.70</u>
	TOTAL LIABILITIES AND EQUITY		<u>278,295.77</u>

VILLAGE OF MOUNT HOREB
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2025

LIBRARY OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>FEDERAL AND STATE AID</u>					
240-437200-000 DANE COUNTY LIBRARY AID	.00	245,789.00	245,789.00	.00	100.0
240-437210-000 OTHER COUNTY LIBRARY AID	.00	29,714.35	29,704.00	(10.35)	100.0
TOTAL FEDERAL AND STATE AID	.00	275,503.35	275,493.00	(10.35)	100.0
<u>PUBLIC CHARGES</u>					
240-467110-000 FINES - LOST/DAMAGED MATERIALS	350.23	2,143.18	2,000.00	(143.18)	107.2
240-467190-000 MEETING ROOM FEES	10.00	225.00	150.00	(75.00)	150.0
240-467200-000 COPY CHARGES (TAXABLE)	537.30	5,461.68	5,000.00	(461.68)	109.2
240-469100-000 MISCELLANEOUS INCOME	567.66	1,442.93	2,600.00	1,157.07	55.5
240-469200-000 OTHER REV - CHILDREN PROGRAMS	.00	975.00	.00	(975.00)	.0
TOTAL PUBLIC CHARGES	1,465.19	10,247.79	9,750.00	(497.79)	105.1
<u>INTEREST AND DONATIONS</u>					
240-481100-000 INVESTMENT INTEREST	83.38	1,424.77	.00	(1,424.77)	.0
240-485000-000 CONTRIBUTIONS-OTHER	2.00	1,800.16	1,000.00	(800.16)	180.0
TOTAL INTEREST AND DONATIONS	85.38	3,224.93	1,000.00	(2,224.93)	322.5
<u>TRANSFERS AND LONG TERM DEBT</u>					
240-492100-000 TRANSFER-GENERAL FUND (TAX)	.00	530,057.00	530,057.00	.00	100.0
TOTAL TRANSFERS AND LONG TERM	.00	530,057.00	530,057.00	.00	100.0
TOTAL FUND REVENUE	1,550.57	819,033.07	816,300.00	(2,733.07)	100.3

VILLAGE OF MOUNT HOREB
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2025

LIBRARY OPERATING FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY OPER</u>					
240-551100-111 LIBRARY REGULAR WAGES	49,436.56	408,956.94	452,610.00	43,653.06	90.4
240-551100-112 LIBRARY REGULAR WAGES-BLDG MA	75.78	2,413.53	4,590.00	2,176.47	52.6
240-551100-122 LIBRARY OVERTIME	.00	.00	750.00	750.00	.0
240-551100-131 LIBRARY HEALTH	8,575.97	64,908.32	62,643.00	(2,265.32)	103.6
240-551100-132 LIBRARY DENTAL	537.09	3,979.60	3,792.00	(187.60)	105.0
240-551100-133 LIBRARY LIFE	92.39	671.70	385.00	(286.70)	174.5
240-551100-135 LIBRARY RETIREMENT	2,495.09	21,510.11	24,165.00	2,654.89	89.0
240-551100-136 LIBRARY FICA	3,913.47	31,867.98	37,938.00	6,070.02	84.0
240-551100-220 LIBRARY UTILITIES	2,301.27	29,613.59	35,097.00	5,483.41	84.4
240-551100-240 LIBRARY REPAIRS & MAINT. CONTR	2,932.58	29,779.53	37,794.00	8,014.47	78.8
240-551100-245 LIBRARY OFFICE MACHINE CONTRAC	68.72	1,518.85	2,100.00	581.15	72.3
240-551100-290 LIBRARY MISCELLANEOUS CONTRAC	727.50	49,081.40	49,099.00	17.60	100.0
240-551100-310 LIBRARY OFFICE SUPPLIES	1,005.66	9,527.81	10,100.00	572.19	94.3
240-551100-315 LIBRARY POSTAGE	.00	86.75	100.00	13.25	86.8
240-551100-320 LIBRARY FEES & DUES	430.00	934.00	1,376.00	442.00	67.9
240-551100-328 LIBRARY PRINTING & PUBLICATION	784.32	2,497.77	2,800.00	302.23	89.2
240-551100-335 LIBRARY TRAINING & MILEAGE	.00	2,046.02	3,500.00	1,453.98	58.5
240-551100-340 LIBRARY OPERATING SUPPLIES	78.62	1,596.88	2,000.00	403.12	79.8
240-551100-390 LIBRARY MISCELLANEOUS EXPENDIT	224.22	750.42	1,665.00	914.58	45.1
240-551100-420 LIBRARY TEEN PROGRAMMING	112.29	531.78	530.00	(1.78)	100.3
240-551100-421 LIBRARY ENRICHMENT PROGRAMS	344.23	2,462.39	2,465.00	2.61	99.9
240-551100-422 CHILDREN'S PROGRAMMING	724.50	3,338.60	1,865.00	(1,473.60)	179.0
240-551100-423 LIBRARY SUMMER LIBRARY PROGRA	.00	2,750.01	2,355.00	(395.01)	116.8
240-551100-424 LIBRARY REFERENCE MATERIALS	.00	599.42	600.00	.58	99.9
240-551100-425 LIBRARY ADULT MATERIALS	2,410.59	24,461.17	30,450.00	5,988.83	80.3
240-551100-426 LIBRARY BOOKS/PERIODICALS	.00	4,062.73	4,211.00	148.27	96.5
240-551100-427 LIBRARY AUDIO	598.86	4,032.67	4,250.00	217.33	94.9
240-551100-428 LIBRARY VIDEO	901.42	8,509.70	8,357.00	(152.70)	101.8
240-551100-429 LIBRARY CHILDRENS MATERIALS	457.49	8,426.89	8,700.00	273.11	96.9
240-551100-430 LIBRARY TEEN MATERIALS	235.44	3,351.15	3,362.00	10.85	99.7
240-551100-431 LIBRARY INTERMEDIATE MATERIALS	564.55	7,670.99	8,078.00	407.01	95.0
240-551100-432 LIBRARY SOFTWARE/TECH.	108.01	2,510.10	3,402.00	891.90	73.8
240-551100-433 LIBRARY DIGITAL MATERIALS	7,156.00	7,156.00	7,103.00	(53.00)	100.8
240-551100-434 LIBRARY OTHER MATERIALS	.00	1,055.31	1,100.00	44.69	95.9
240-551100-810 LIBRARY EQUIPMENT	12,038.65	15,453.58	7,282.00	(8,171.58)	212.2
TOTAL LIBRARY OPER	99,331.27	758,113.69	826,614.00	68,500.31	91.7
<u>LIBRARY REPL/REFUND</u>					
240-551110-499 LIBRARY REFUND LOST MA	.00	237.44	500.00	262.56	47.5
TOTAL LIBRARY REPL/REFUND	.00	237.44	500.00	262.56	47.5
TOTAL FUND EXPENDITURES	99,331.27	758,351.13	827,114.00	68,762.87	91.7
NET REVENUE OVER EXPENDITURES	(97,780.70)	60,681.94	(10,814.00)	(71,495.94)	561.1

VILLAGE OF MOUNT HOREB
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2025

LIBRARY SPECIAL PROJECTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>INTEREST AND DONATIONS</u>					
241-481100-000 INVESTMENT INTEREST	.00	3,254.25	1,800.00	(1,454.25)	180.8
241-481200-000 MARKET ADJUSTMENT-INVESTMENT	.00	21,643.78	.00	(21,643.78)	.0
241-485100-000 LOUISE KINDLUND BEQUEST	.00	7,166.11	5,000.00	(2,166.11)	143.3
241-485200-000 GRANTS-OTHER	.00	1,000.00	.00	(1,000.00)	.0
241-485500-000 CONTRIBUTIONS-ENDOWMENT FUND	.00	(1,896.33)	.00	1,896.33	.0
TOTAL INTEREST AND DONATIONS	.00	31,167.81	6,800.00	(24,367.81)	458.4
TOTAL FUND REVENUE	.00	31,167.81	6,800.00	(24,367.81)	458.4

VILLAGE OF MOUNT HOREB
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2025

LIBRARY SPECIAL PROJECTS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY SPEC PROJ</u>					
241-551110-399 LIB SP PROJ ENDOWMENT FUND EXP	.00	2,657.00	.00	(2,657.00)	.0
241-551110-419 LIB SP PROJ LOUISE KINDLUND EX	.00	7,166.11	5,000.00	(2,166.11)	143.3
241-551110-490 LIB SP PROJ GRANT/CONTRIBUTION	50.07	2,349.00	.00	(2,349.00)	.0
241-551110-550 LIB SP PROJ ENDOWMENT INVESTM	.00	953.31	900.00	(53.31)	105.9
TOTAL LIBRARY SPEC PROJ	50.07	13,125.42	5,900.00	(7,225.42)	222.5
TOTAL FUND EXPENDITURES	50.07	13,125.42	5,900.00	(7,225.42)	222.5
NET REVENUE OVER EXPENDITURES	(50.07)	18,042.39	900.00	(17,142.39)	2004.7