

**Library Board Meeting
Thursday, July 23 at 7 AM
Library Meeting Room
105 Perimeter Rd.
Mount Horeb, WI 53572**

Open:

Guest and Public Comments:

Introduction/Meet New Village Administrator Gabe Altenbernd

Approval of Minutes: June 25, 2026

Treasurer's Report:

- Approval of library bills
- Endowment Fund update

Director's Report

- June statistics
- Strategic Plan tracking/updates

Agenda Items

- Appoint Personnel Committee
- Consider Capital Requests for 2027 - 2031
- Consider 2026 Endowment disbursement
- Consider Preliminary 2027 Library Budget

Future Agenda Items

Adjourn

Director's Report

07.23.26

June statistics (highlights):

- **Total checkouts = 14,073** In June of 2025, we checked out 15,127 items. We are now trailing for the year by approximately 4.4%. We've been down by approximately 1,000 checkouts each month since the migration.
- **Libby checkouts = 3,610.** In June 2025, we checked out 3,325 titles.
- **June door count/foot traffic = 12,024** Last year we had 12,007 visits in June.
- **Library cards issued = SCLS** was able to get May and June of 2026. April is still unknown.
 - **April 2026** = unknown **April 2025** = 55 cards
 - **May 2026** = 97 cards **May 2025** = 41 cards
 - **June 2026** = 47 cards **June 2025** = 82 cards
- **Computer sessions = 563** In June of 2025, we had 486 computer sessions.

Strategic plan tracking/updates:

Goal 1 initiatives (Staffing/Library Administration):

- We welcomed our summer Practicum Student, Leah Maitlind, from UW-Madison's Library School of Information Science. She will be shadowing the Children's Department this summer and is already off to a great start!
- We also welcomed our seasonal summer library helper position, Emily Consigny. She has been a great help already for helping out in the evenings and at many of our larger events.
- The new Village Administrator, Gabe Altenbernd, started with the Village June 30th. He did a great job judging the Library Lego Contest last week!
- With our circulation numbers trailing by about 1,000 checkouts per month since our migration, I would only consider closing for a Friday for Staff Inservice as that would be less closed hours for our public. However, between programs and staff time off, I don't have a Friday that will work from now until the end of the year. The Leadership Team and I reflected that we didn't have anything pressing at this time and while it is important to have time to support staff, we would rather plan for next year and get two Inservice dates on the calendar ASAP for 2027.

Goal 2 initiatives (Customer Service):

- Staff have done extensive trouble-shooting with patrons to make sure they are getting holds notifications in the new system.
- Staff have also updated the library card application process so that it matches the new system's capabilities.

Goal 3 initiatives (Outreach and Public Awareness):

- Hannah had a few more outreach visits to the schools and one to the Vortex campus to promote the summer library program.
- I visited the Rotary Club to encourage reading and library usage! From my visit, I learned that many patrons don't know inactive library cards are purged from the system so I was able to do some awareness around that on social media and the newspaper.

Goal 4 initiatives (Collections):

- We do not have access to the collection data reports.

Goal 5 initiatives (Facility):

- We are working with the Rotary to stain the fence around the HVAC equipment. The rotary is going to replace the top of the fence that is rotting with cedar. They are donating the wood and the labor. You will see this work being completed once the weather allows. After the rotten

wood is replaced, the rotary will then stain the whole fence. We are so grateful that they were able to help with the fence upkeep.

- We will be making some updates to our Emergency exits to make sure they are operating smoothly. I have ordered the parts and labor from LaForce. Once the parts come in, we will get that work underway.
- The original architect, Vierbicher, referred me to ADCI (Architectural Design Consultants) who has someone familiar with our building and dormers on staff. He is working with me to find a date to come out and assess the problem at no charge. If work is needed, he will provide me with a quote to build. If we need to have work done, we may need to quickly update our 2027 capital request to cover this work.
- SCLS has sent new wireless access points this week and I will work on installing them as time allows. This is part of our replacement cycle and our technology fees cover this work.

Agenda Items

- **Appoint Personnel Committee**
 - Incumbents:
 - Kimberly Hillary
 - Sarah Miller
- **Consider Capital Requests 2027 – 2031:** I am presenting the Capital Requests for the next 5 years. These are largely taken from the NCI Roberts plan. However, we had made an exception for 2027 to replace the dividers in the Women's Restroom since we did not replace in the 2020 toilet room upgrade project. The Women's Room dividers are in great shape and our Public Works Department Head agrees with this assessment. If we go back to the NCI Roberts plan, it encourages us to replace flooring in 2027. The only remaining flooring to be replaced is in the Delivery Room and we could use an upgrade in that space. I have provided a quote for updating the Delivery Room with the help of the Leadership Team. However, if the dormers need work, I would like to push the Delivery Room upgrade to 2028 and work on the dormers in 2027. I hope to know more by the time of our Library Board Meeting. The 2029 through 2031 Capital Requests remain the same as previous years -- pulled from the NCI Roberts Building Maintenance Plan.
- **Consider 2026 Endowment disbursement:** After discussion with the Leadership Team, we would like to use this year's disbursement to enhance the audio collection for children and adults 60/40 with a focus on Digital Audio Players for kids and adults (which are very popular, but also very expensive), and Wonderbooks (the audio player comes attached to the book so kids can read and listen at the same time. Wonderbooks are very popular for reluctant readers, ESL readers, and they often come in Large Print to help with skill-building.) Both formats have a high price tag so we feel this would be a perfect use of funding above and beyond our operating budget. Our total ask is between \$4,000 and \$5,000 – whatever the Library Board feels comfortable allocating.
- **Consider Preliminary 2027 Library Budget:** I have the most up-to-date iteration of the 2027 Library Budget. With your consensus, I can share this with the Village Administrator. I am no longer sure of the process since it seems to be more of a back and forth process throughout the year. If the Library Board agrees to the general approximate budget I have presented here today, I can share this with the Village Administrator and bring back updates once we have a better idea of the Village appropriation.

Future Agenda Items

Adjourn

Village of Mount Horeb
Capital Equipment Request

Department: LIBRARY

Item/Equipment Requested:

EXTERIOR:

INTERIOR:

\$12,000 Total: Delivery Room upgrade

- New flooring (slip-resistant)
 - Rubber Tile – Materials and Installation -- \$3,625.00
 - Vinyl Base and Transitions – Materials and Installation - \$175.00
 - VCT Removal -- \$495
 - Waterproofing -- \$565
 - Total = \$4,860 x 3% for 2027 prices = \$5,006
- Replace / upgrade book drops to be more accessible for staff
- #K-UC40 40 duraLight underCounter Cart (3)
 - \$1757 x 3 (3 carts needed) = \$5,271
 - + estimated shipping = \$1,500
 - Total = \$5,271 + \$1,500 = \$6,771 x 3% for 2027 prices = \$6,972

Justification: Toilet partitions were previously slotted for upgrade this year. They are holding up well and we do not believe they need to be replaced. The Delivery Room is the only room that has not has the flooring replaced since opening day. It is slippery and not ADA compliant. We would like to replace the flooring to make it safer place for our staff as the staff entrance is also through the delivery room. We would also like to upgrade the book drop “through walls” as they are 25 years old and may be allowing in outside wildlife. We would also like to get lift carts for the book drops to make retrieving items from the book drops more accessible to staff.

Cost: \$12,000

Year Requested: 2027

Funding Source(s):

Funding Source	Amount
☐ Debt service (borrow)	
☐ State or federal grants	
☐ Special assessments	
☐ Donations	
☐ Transfers in from another fund	
☐ Reserves (depreciation or other)	
☐ Other (explain below)	

Funding source explanation if necessary:

Village of Mount Horeb
Capital Equipment Request

Department: LIBRARY

Item/Equipment Requested:

EXTERIOR:

\$2,000 concrete sidewalks and curbs

INTERIOR:

\$1,000 interior painting

Justification: NCI Roberts Building Maintenance plan.

Cost: \$3,000

Year Requested: 2028

Funding Source(s):

Funding Source	Amount
☐ Debt service (borrow)	
☐ State or federal grants	
☐ Special assessments	
☐ Donations	
☐ Transfers in from another fund	
☐ Reserves (depreciation or other)	
☐ Other (explain below)	

Funding source explanation if necessary:

Village of Mount Horeb
Capital Equipment Request

Department: LIBRARY

Item/Equipment Requested:

EXTERIOR:

\$1,000 concrete sidewalks and curbs

INTERIOR:

\$100 adjust/replace locksets

\$25,000 acoustical ceilings

\$1,000 interior painting

\$100 fire extinguishers

\$200 maintain valves and faucets

Justification: NCI Roberts Building Maintenance plan.

Cost: \$27,400

Year Requested: 2029

Funding Source(s):

Funding Source	Amount
☐ Debt service (borrow)	
☐ State or federal grants	
☐ Special assessments	
☐ Donations	
☐ Transfers in from another fund	
☐ Reserves (depreciation or other)	
☐ Other (explain below)	

Funding source explanation if necessary:

Village of Mount Horeb
Capital Equipment Request

Department: LIBRARY

Item/Equipment Requested:

EXTERIOR:

\$20,000 concrete sidewalks and curbs

\$10,000 Asphalt paving

\$5,000 panic devices

INTERIOR:

\$10,000 interior painting

Justification: NCI Roberts Building Maintenance plan.

Cost: \$45,000

Year Requested: 2030

Funding Source(s):

Funding Source	Amount
☐ Debt service (borrow)	
☐ State or federal grants	
☐ Special assessments	
☐ Donations	
☐ Transfers in from another fund	
☐ Reserves (depreciation or other)	
☐ Other (explain below)	

Funding source explanation if necessary:

Village of Mount Horeb
Capital Equipment Request

Department: LIBRARY

Item/Equipment Requested:

EXTERIOR:

\$500 Gutters and downspouts

\$2,000 Joint sealers and caulking

\$100 Adjust/Replace locks

INTERIOR:

\$1000 interior painting

\$100 Fire extinguishers

\$200 Maintain faucets and valves (plumbing)

Justification: NCI Roberts Building Maintenance plan.

Cost: \$3,900

Year Requested: 2031

Funding Source(s):

Funding Source	Amount
☐ Debt service (borrow)	
☐ State or federal grants	
☐ Special assessments	
☐ Donations	
☐ Transfers in from another fund	
☐ Reserves (depreciation or other)	
☐ Other (explain below)	

Funding source explanation if necessary:

Mount Horeb Public Library

Budget vs. Actual: 7/16/26

Income	Actual thru 7/16/26	Budget	Over / Under	Notes
Income				
241-48 Special Projects Fund Revenues				
241-485100 Grant - MH Comm. Found.	5,000.00	5,000.00	0.00	
241-485200 Grants - Other	4,469.00	0.00	4,469.00	WI Humanities; Rotary
241-485400 Contributions - Bldg. Expansion Fund	15,407.48	0.00	15,407.48	
241-485500 Contributions - Endowment Fund	100.00	0.00	100.00	
Total 241-48 Special Projects Fund Revenues	\$ 24,976.48	\$ 5,000.00	\$ 19,976.48	
437200 Dane Co. Library Aid	258,841.00	258,841.00	0.00	
437210 Other County Library Aid	33,948.89	33,949.00	-0.11	
467110 Fines-Lost/Dam/Parts/Miss Mat'ls	1,392.15	2,000.00	-607.85	
467190 Meeting Room Fees	70.00	150.00	-80.00	
467200 Copy Charges (Taxable)	3,204.94	5,000.00	-1,795.06	
469100 Miscellaneous Income	475.46	2,600.00	-2,124.54	
469200 Other Rev. - Children's Programs	2,500.00	0.00	2,500.00	Millers, Lions Club
481100 Investment Interest	375.11	0.00	375.11	
485000 Contributions-Other	1,530.62	1,000.00	530.62	
492100 XFR from Gen. Fund (taxes)	401,149.00	535,358.00	-134,209.00	
Total Income	\$ 728,463.65	\$ 843,898.00	-\$ 115,434.35	

Expenses	Open POs thru 7/16/26	Actual thru 7/16/26	Budget	\$ Left to Spend/ (over budget)	Notes
240- Library Fund Expenses					
.220 Utilities		\$17,758.95	\$36,150.00	\$18,391.05	
.240 Repairs & Maint.-Contractual		\$22,992.57	\$38,928.00	\$15,935.43	OK to go over if nec. for HVAC work
.245 Office Machines (Maint.)		\$1,005.83	\$2,400.00	\$1,394.17	
.290 Misc. Contractual Svcs.		\$49,499.85	\$50,417.00	\$917.15	
.310 Office Supplies	\$1,299.33	\$4,351.42	\$10,100.00	\$4,449.25	
.315 Postage		\$4.96	\$100.00	\$95.04	
.320 Fees and Dues		-\$16.96	\$1,313.00	\$1,329.96	Prime refund
.328 Printing/Marketing		\$778.27	\$2,800.00	\$2,021.73	
.335 Travel/Training		\$409.63	\$3,000.00	\$2,590.37	
.340 Operating Supplies		\$768.56	\$2,060.00	\$1,291.44	
.390 Miscellaneous	\$487.10	\$623.07	\$1,665.00	\$554.83	
.420 Teen Programming		\$346.28	\$541.00	\$194.72	
.421 Enrichment Programs	\$188.66	\$1,791.35	\$2,514.00	\$533.99	
.422 Children's Programming		\$1,454.28	\$1,902.00	\$447.72	
.423 Summer Library Program (SLP)		\$3,762.82	\$2,402.00	-\$1,360.82	
Anonymous Donation			\$2,000.00	\$2,000.00	
Lions Donation			\$500.00	\$500.00	
Total .423 Summer Library Program	\$0.00	\$3,762.82	\$4,902.00	\$1,139.18	
.424 Reference/Databases			\$600.00	\$600.00	
.425 Adult Materials					
Adult Fiction					
Fantasy	\$78.81	\$654.40	\$1,000.00	\$266.79	
General Fiction	\$417.43	\$3,102.95	\$5,000.00	\$1,479.62	
Lucky Day Fiction (non FOL)		\$678.23	\$1,200.00	\$521.77	
Total General Fiction	\$417.43	\$3,781.18	\$6,200.00	\$2,001.39	
Mystery	\$303.54	\$1,716.24	\$3,000.00	\$980.22	
Romance	\$76.35	\$689.54	\$1,000.00	\$234.11	
Science Fiction	\$14.30	\$353.86	\$500.00	\$131.84	
Standing Orders	\$244.18	\$108.05	\$1,500.00	\$1,147.77	
Western		\$98.83	\$150.00	\$51.17	
Total Adult Fiction	\$1,134.61	\$7,402.10	\$13,350.00	\$4,813.29	
Adult NonFiction					
NF Andrew	\$304.94	\$3,657.82	\$6,950.00	\$2,987.24	
NF Rachael		\$690.27	\$1,000.00	\$309.73	
NF Sherry		\$2,150.52	\$3,900.00	\$1,749.48	
Parent's Place		\$238.08	\$1,000.00	\$761.92	
Standing Orders			\$200.00	\$200.00	
Total Adult NonFiction	\$304.94	\$6,736.69	\$13,050.00	\$6,008.37	
Fic/NonFic					
Adult F/NF- Wisconsin			\$150.00	\$150.00	
Adult F/NF-ASAP	\$21.99	\$51.77	\$500.00	\$426.24	
Adult F/NF-Large Print	\$302.32	\$1,282.07	\$2,850.00	\$1,265.61	
Adult F/NF-Norwegian		\$19.90	\$50.00	\$30.10	
Spanish Language	\$8.59	\$130.52	\$500.00	\$360.89	all Children's ESP
Total Fic/NonFic	\$332.90	\$1,484.26	\$4,050.00	\$2,232.84	
Total .425 Adult Materials	\$1,772.45	\$15,623.05	\$30,450.00	\$13,054.50	
.426 Newspapers/Periodicals	\$520.00	\$2,936.21	\$4,211.00	\$754.79	

.427 Adult Audio Materials				
Audiobooks (Adult)		\$1,312.69	\$2,000.00	\$687.31
Music (CDs, LPs)			\$300.00	\$300.00
Total .427 Adult Audio Materials	\$0.00	\$1,312.69	\$2,300.00	\$987.31
.428 Video/DVDs				
Feature DVDs	\$483.56	\$3,706.45	\$5,000.00	\$809.99
Juv/Teen DVD & other media		\$1,276.90	\$3,000.00	\$1,723.10
Total .428 Video/DVDs	\$483.56	\$4,983.35	\$8,000.00	\$2,533.09
.429 Children's Materials				
ASAP - Children's Desk		\$177.97	\$500.00	\$322.03
Early Literacy Books	\$12.59	\$233.02	\$1,700.00	\$1,454.39
Picture Books	\$799.77	\$2,215.40	\$5,300.00	\$2,284.83
Standing Orders - Children			\$1,200.00	\$1,200.00
Total .429 Children's Materials	\$812.36	\$2,626.39	\$8,700.00	\$5,261.25
.430 Teen Materials				
Charlie Bledsoe memorials			\$50.00	\$50.00 Lippin donation
Teen Fiction	\$240.06	\$748.17	\$2,000.00	\$1,011.77
Teen Graphic Novels		\$243.63	\$1,062.00	\$818.37
Teen Non-Fiction		\$131.53	\$300.00	\$168.47
Total .430 Teen Materials	\$240.06	\$1,123.33	\$3,362.00	\$1,998.61
.431 Intermediate Materials				
Int. Fiction	\$59.67	\$1,196.52	\$2,578.00	\$1,321.81
Int. Graphic Novels	\$554.40	\$589.63	\$3,000.00	\$1,855.97
Int. Non-Fiction	\$85.32	\$1,229.84	\$2,500.00	\$1,184.84
Int. Series		\$225.84	\$0.00	-\$225.84
Total .431 Intermediate Materials	\$699.39	\$3,241.83	\$8,078.00	\$4,136.78
.432 Software/Technology				
		\$1,762.89	\$3,297.00	\$1,534.11
.433 Digital Materials				
			\$7,156.00	\$7,156.00
.434 Other Materials				
Board Games		\$59.89	\$300.00	\$240.11
Busy Boxes		\$434.74	\$500.00	\$65.26
Puzzles		\$97.50	\$300.00	\$202.50
Total .434 Other Materials	\$0.00	\$592.13	\$1,100.00	\$507.87
.499 Refund lost materials				
			\$500.00	\$500.00
.810 Capital Equipment				
		\$22,167.50	\$8,015.00	-\$14,152.50
241- Special Projects Fund Expenses				
.399 Endowment Fund Expend's		\$0.00	\$0.00	\$0.00
.419 MH Comm. Found Grant (LKG)- Digital Materials		\$5,000.00	\$5,000.00	\$0.00
.490 Grants - other				
Dane Co. Beyond the Page		\$0.00	\$0.00	\$0.00
Total .490 Grants - other	\$0.00	\$500.00	\$4,469.00	\$3,969.00
Total 241- Special Projects Expenses	\$0.00	\$5,500.00	\$9,469.00	\$3,969.00
400-....810 Village Capital Improvements		\$3,000.00	\$0.00	-\$3,000.00
400-....820 Village Capital Improvements			\$3,000.00	\$3,000.00
Total Village Budget	\$6,502.91	\$170,400.25	\$257,030.00	\$80,126.84
FOL				
FOL Add'l Adult Programming		\$700.00	\$1,500.00	\$800.00
FOL Adult Prgrmg - Leonor donation		\$260.00	\$1,760.00	\$1,500.00 \$260 carried from '25
FOL Adult Prgrmg - MHCF Grant		\$1,040.00	\$1,500.00	\$460.00
FOL Big Read book & Programming			\$2,500.00	\$2,500.00
FOL Child. Prgrmg - 2025 Anon. Donation		\$450.00	\$500.00	\$50.00 carried from '25
FOL Child. Dept. (Musical Instruments)		\$14,767.00	\$15,000.00	\$233.00
FOL Children's/Teen Programming		\$508.43	\$2,000.00	\$1,491.57
FOL Director's Discretion. Fund		\$638.49	\$1,500.00	\$861.51
FOL Gift Cert's for Staff			\$665.00	\$665.00
FOL Good Idea Fund			\$2,000.00	\$2,000.00
FOL Little/Middle Read			\$600.00	\$600.00
FOL Lucky Day audiobooks		\$1,059.78	\$2,000.00	\$940.22
FOL Lucky Day DVDs (adult)	\$700.21	\$903.41	\$3,000.00	\$1,396.38
FOL Lucky Day General Fiction/Mystery	\$541.46	\$948.30	\$3,000.00	\$1,510.24
FOL Lucky Day Intermed/Picture books	\$484.34	\$230.26	\$1,500.00	\$785.40
FOL Lucky Day Non-Fiction				
FOL LD NF Andrew	\$56.09	\$527.91	\$1,000.00	\$416.00
FOL LD NF Sherry		\$117.91	\$1,000.00	\$882.09
Total FOL Lucky Day Non-Fiction	\$56.09	\$645.82	\$2,000.00	\$1,298.09
FOL Lucky Day Teen Books			\$600.00	\$600.00
FOL Mah Jongg supplies		\$60.00	\$151.00	\$91.00
FOL MHCF Match - Summer Library Program		\$450.00	\$1,500.00	\$1,050.00
FOL Spanish Collection - Leonor 2020 donation			\$139.00	\$139.00 carried from '25
Total FOL	\$1,782.10	\$22,661.49	\$43,415.00	\$18,971.41
Total Expenses	\$8,285.01	\$193,061.74	\$300,445.00	\$99,098.25

STARTING BALANCE	466,162.00			ENDING BALANCE	468,961.47
				OVERAGE	\$2,799.46
				STARTING WAGES	\$466,162.00
				ENDING WAGES	\$2,799.46
				WAGES OVERAGE	(\$2,799.46)
BENEFITS OVERAGE AT YEAR END				OVERTIME SAVINGS	\$750.00
(\$2,679.54)				HEALTH OVERAGES	(328.40)
				DENTAL SAVINGS	\$273.25
WAGES OVERAGE AT YEAR END				WRS OVERAGE	(\$1,501.27)
(\$2,799.46)				FICA OVERAGE	(\$1,872.27)
				LIFE OVERAGE	(\$0.85)
				UTILITIES SAVINGS	\$5,721.98
				CONTRACTS OVERAGE	\$1,600.68
				OPERATING SUPPLIES SAVINGS	\$1,291.44
				INVESTMENT INTEREST EARNINGS	\$449.00
				COPIER EARNINGS (EXCEEDING \$5,000)	\$0.00
				MEETING ROOM EARNINGS (EXCEEDING \$150)	\$0.00
				LOST/DAMAGED FEES (EXCEEDING \$2000)	\$0.00
				FUND BALANCE EXPENDITURES	\$0.00
					\$3,584.10