



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Monday, November 18, 2019 at 4:45 PM

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) Draft October minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) Statistics thru end of October

BUDGET SUMMARY

- [3.](#) Current budget summary

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) November bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

- [5.](#) Librarians report

OLD BUSINESS

- [6.](#) Draft Circulation Policy
- [7.](#) 2020 Library Budget

NEW BUSINESS

- [8.](#) Corporate resolution

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

9. Tentative next meeting: Monday, December 23, 4:45 p.m.

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.

Draft Minutes of the Waupun Public Library Board Meeting October 28, 2019

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:45 p.m. on October 28, 2019. Also present were Martens, Schulz, Westphal, Sullivan, Garcia, Jaeger, and Rohrer. Hintze was absent. Mayor Julie Nickel was welcomed as a guest. President Waskow left at 5:15 p.m., at which time Dr. Martens, Vice President, presided.

ARTICLE I: Motion by Sullivan, supported by Martens, to accept the minutes of the September 23, 2019 meeting as written.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. 2019 circulation/downloads through end of September was 111,531 items.
2. 2019 library visits through the end of September was 54,654 people.
3. 2019 rural circulation through the end of September was 29,257 items.
4. Notably, total Juvenile Circulation was up again through September by 10.1%.

ARTICLE IV: Current budget was discussed. It is at 75%. That is exactly where it should be.

ARTICLE V: Motion by Rohrer, supported by Schulz, to pay the October bills. Motion carried 6-0 on roll call.

ARTICLE VI: No committee Reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

October 25 - Monster House movie was shown at 1 p.m. followed by the stuffed animal sleepover.

October 31 - Autumn Aromatherapy Bracelet Make and Take, 6:00 p.m.

November 6 - Tech Days from 1-3 p.m. and 5 -7 p.m.

November 7 -The Lion King (2019) movie showing at 1:00 p.m. and 6:00 p.m.

November 12 -Luna Love Aromatherapy Bracelet Make and Take, 6:00 p.m.

November 14 - Lego/Game night from 4 - 8 p.m.

b. Both staff and patrons are enjoying the fact that the elevator has now been repaired and is in good working order.

c. LED lighting conversion. Much of the library is finished. The electricians had been waiting for some light fixtures and light collar to arrive. Work will continue on Tuesday, October 29, 2019. This will require moving furniture, shelving, etc. to give workers access to areas in which they need to work.

d. Tami, Heather, Pam and Bret attended the Community Services event held at the Safety Building on October 7. The library's table included a prize wheel, raffles for an Amazon gift card or a Lego set, information in the form of flyers and the ability for individuals to sign up for a library card. The table attracted approximately 200-300 people. There were 154 entries for the Amazon gift card and 169 entries for the Lego Set and one person signed up for a library card.

- e. The library received a \$5,000 grant from the Nelson G. and Vera C. Hicks Charitable Foundation. As in previous years, these funds will be used for the Summer Reading Program and to support the youth areas of the library.
- f. Pam initiated Sling, a free online scheduling software, which is now being used by the library. Staff can now view their shifts from anywhere, and submit requests. The free version provides the basics, but the paid version would open up more options, such as swapping.
- g. The Stuffed Animal Sleepover was held on October 25 and was a definite success.
- h. Bret attended the Trustee Dinner and found it very informative.
- i. Next week the library will host the VFW essay contest judging panel, and Bret will be one of the judges.
- j. Electricians will be installing a wired doorbell at the back door this Thursday.

ARTICLE VIII. No Old Business.

ARTICLE IX: New Business:

- a. Motion by Martens, supported by Rohrer, to officially change the normal start time of future Library Board meetings from 4:30 p.m. to 4:45 p.m. Motion carried.
- b. The Circulation Policy was presented to the Board. Revisions suggested by Board members will be acted upon at the November meeting.
- c. Motion by Sullivan, supported by Westphal, to go into closed session to consider, deliberate or confer on matters under Section 19.85(1)(c) of the Wisconsin Statutes for the following: (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion carried unanimously
- d. Motion by Westphal, supported by Sullivan, to reconvene to open session under Section 19.85 (2) of the Wisconsin Statutes. Motion carried unanimously.
- e. No action from closed session.

ARTICLE X: Motion by Westphal, supported by Schulz, to adjourn at 5:45 p.m. Motion carried.

Next tentative meeting: November 18, 2019, at 4:45 p.m.

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Oct. 19	Oct. 18	YTD 2019	YTD 2018	YTD%
Juvenile Nonfiction	641	835	5,597	5,744	-2.6%
Juvenile Fiction	2,440	2,352	28,486	24,555	16.0%
Juvenile Periodical	18	12	270	220	22.7%
Juvenile Audiocassette	0	0	0	3	-100.0%
Juvenile MP3 audio	0	0	32	43	-25.6%
Juvenile DVD	796	574	7,142	6,496	9.9%
Juvenile CD	105	85	878	1,683	-47.8%
Juvenile Video	0	0	0	1	-100.0%
Total Juvenile	4,000	3,858	42,405	38,745	9.4%
Adult Nonfiction	633	592	6,746	6,494	3.9%
Adult Fiction	1,806	1,863	19,241	18,440	4.3%
Adult Periodical	135	148	1,269	1,460	-13.1%
Adult Audiocassette	0	1	3	8	-62.5%
Adult MP3 audio	17	16	124	190	-34.7%
Adult DVD	2,713	2,655	25,825	28,206	-8.4%
Adult CD	553	570	5,293	5,821	-9.1%
Videocassettes	0	0	3	4	-25.0%
Pamphlets/Vertical File	0	0	6	2	200.0%
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc.(kits, toys, no location...)	0	0	2	8	-75.0%
Total Adult	5,857	5,845	58,512	60,633	-3.5%
State Report Circulation	9,857	9,703	100,917	99,378	1.5%
Downloads (OverDrive)	674	622	6,949	5,958	16.6%
ILL-Items Sent	1,889	1,570	17,181	19,529	-12.0%
ILL Item Received	48	61	668	679	-1.6%
TOTAL CIRCULATION	12,468	11,956	125,715	125,544	0.1%
<i>To Columbia Co. Rural</i>	13	9	428	161	165.8%
<i>To Dodge Co. Rural</i>	757	675	8,448	8,171	3.4%
<i>To FDL Co. Rural</i>	2,200	2,111	21,676	21,168	2.4%
<i>To Green Lake Co. Rural</i>	143	246	1,818	1,902	-4.4%
Rural circ subtotals			32,370	31,402	3.1%
USE					
In-library Count (visits)	6,004	5,731	60,658	60,307	0.6%
Library Programs	516	356	4,165	4,180	-0.4%
Meeting Room Use	392	439	3,354	3,842	-12.7%
Computer Use	707	717	7,573	8,371	-9.5%
Wireless Use	495	489	5,093	5,189	-1.9%
Reference Questions	209	237	3,657	2,865	27.6%
Monthly website hits	2,831	3,323	27,253	34,306	-20.6%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2019 Annual Budget	10/31/2019 Current Month	10/31/2019 YTD Actual	10/31/2018 Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
Library Fund									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	541,000	-	541,000	-	-	100%		
210-43-4367-0-00	COUNTY APPROPRIATION	166,000	-	168,852	-	(2,852)	102%		
210-46-4671-0-00	FEES-LIBRARY	4,000	447	5,059	-	(1,059)	126%		
210-48-4811-0-00	INTEREST REVENUE	7,000	601	5,896	-	1,104	84%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	1,735	-	65	96%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	5,000	7,555	-	(1,519)	125%		
210-49-4920-0-00	OPERATING TRANSFERS IN	448,605	-	382,830	-	65,775	85%	Transfers from Fund 200-Systems, Trust,	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%	Ruth E. Bayley	
Total Revenues		1,174,441	6,048	1,112,927	-	61,514	95%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	373,231	26,913	293,024	271,953	80,207	79%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	71,210	5,929	59,289	63,302	11,922	83%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	775	60	593	506	182	77%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,216	1,393	15,334	15,224	3,882	80%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	28,552	1,970	22,519	20,811	6,033	79%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	2,709	-	-	-	2,709	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	111	1,109	1,109	391	74%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,400	530	18,288	7,965	1,112	94%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	223	2,735	3,343	1,165	70%		
210-60-5511-3-32	LIBRARY-UTILITIES	33,000	2,059	25,423	26,644	7,577	77%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,400	55	1,414	1,374	(14)	101%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,000	-	490	879	1,510	25%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	3,750	-	3,181	415	569	85%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	3,800	5,509	7,010	3,185	(3,210)	184%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	397	2,880	1,390	1,620	64%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	431	24,982	-	7,018	78%		
210-60-5511-3-39	LIBRARY-BOOKS	61,392	5,843	50,456	-	10,936	82%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	1,293	19,173	-	(173)	101%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	1,069	7,815	-	1,185	87%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	-	9,018	-	4,982	64%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	7,936	-	2,064	79%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	9,000	880	4,306	-	4,694	48%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	191	2,234	23,557	266	89%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	3,687	-	(3,687)			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	4,700	20,356	-	(20,356)			
Total Expenditures		725,836	59,556	603,250	441,657	122,586	83%		
		448,605	(53,508)	509,672	(441,657)	(61,072)			

Waupun Public Library - November 2019 Bills

Processed	Check #	New Account #	Line item	Vendor	Vendor/Name	Amount
		210-60-5511-332	Utilities	1174	Alliant Energy	249.49
		210-60-5511-339	Books	4000	Baker & Taylor	2,681.95
		210-60-5511-336	Repairs/maintenance	6879	C Braaksma Electric	353.90
		210-60-5511-338	Automation/Technology	8025	CDW Government	70.02
		210-60-5511-330	Office supplies	11070	Demco	106.93
		210-60-5511-339	Books	14102	Gale	231.94
		210-60-5511-342	Databases	14102	Gale	3,195.73
		210-60-5511-341	Periodicals	14260	Gannett WI Media (fdlrpr)	650.31
		210-60-5511-337	Travel/training/conference	14402	Garcia, Pam	23.78
		210-60-5511-341	Periodicals	14825	Grey House Publishing	487.05
		210-60-5511-338	Automation/Technology	16440	Inter-Quest	46.19
		210-60-5511-337	Travel/training/conference	16648	Jaeger, Bret	124.12
		210-60-5511-341	Periodicals	17070	Kiplinger Letter	79.00
		210-60-5511-339	Books	19050	MicroMarketing	527.44
		210-60-5511-345	Miscellaneous	21500	Petty Cash	32.92
		210-60-5511-345	Miscellaneous	21665	Piggly Wiggly	112.78
		210-60-5511-333	Postage	22099	Postmaster	55.00
		210-60-5511-330	Office supplies	22402	Quill Corporation	248.37
		210-60-5511-344	Programming		Reiki Essentials & Wellness	133.41
		210-60-5511-339	Books	23291	Scholastic Library Publishing	737.00
		210-60-5511-339	Books	25484	Unique Management Services	35.80
		210-60-5511-337	Travel/training/conference	27935	Wells Fargo	61.84
		210-60-5511-338	Automation/Technology	27935	Wells Fargo	257.63
		210-60-5504-338	Library Trust Operating Exp		Yerges Van Liners, Inc.	4,551.50
					Total:	\$ 15,054.10
City manual check		210-60-5511-332	October utilities		Waupun Utilities	1,578.81
City manual check		210-60-5511-331	Telecommunications		Charter Communications	161.29

Authorized signature: _____

November 2019 Librarians Report

A. Statistics

Circulation/downloads through the end of October was 125,715 items.
Library visits through the end of September was 60,658 people.

B. Future programs

November 21 – From the Garden Soap Making with Linda Conroy of Moonwise Herbs, 5:30-8 pm.

December 5 – Movie, title TBD at 1:00pm and 6:00pm

December 12 – Lego/game night, 4-8pm

December 17 – Christmas Vase Flower Arranging, 6:00pm & 7:00pm

December 19 – Movie, title TBD at 1:00pm and 6:00pm

December 21 – Christmas Centerpiece Flower Arranging 10:30am & 12:30pm

C. Carpet project

The Yerges Company was here Monday moving materials and shelving out of the area we will re-carpet, and will return Friday to put all shelving back in place and fill the shelves with the correct materials. The 22-year-old carpet section was pulled up late Monday afternoon, and installers are currently here preparing the concrete floor for carpet installation.

There were two large areas of water damage to the old carpet. One area is a mystery, but the other was from the old water heater on the second floor which sprung a leak around 2004 and saturated the ceiling tile on the first floor before dripping onto the first floor carpet. That old water heater was removed in 2009 during the last building project.

D. Sprinkler inspection

The ceiling sprinkler system was inspected last week. Director of Public Works Jeff Daane sent me the report of deficiencies in our system, which total \$671.

E. Doorbell

Doorbell has been installed at staff/back delivery door.

F. VFW essay contest

VFW representative Frank Mesa contacted the essay judges to let us know only one essay was received this year, so the judging panel did not have to meet.

Any questions, please contact Bret or Pam at 324-7925, or bret@monarchlibraries.org and pgarcia@monarchlibraries.org.

Circulation Policy – DRAFT

A. Registration

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card.

Proof of current address is required. Current address on Driver's License is sufficient, or picture ID and piece of mail.

Applicants from 6 to 17 years of age may obtain a library card when their parent or legal guardian gives their consent on the application form. Parental signature is not required for children who are renewing or replacing cards.

Materials cannot be checked out until a library card is issued.

B. Your Library Card

You must use your card to check out materials from the library. By applying for a library card you have agreed to obey all the rules and regulations of the Waupun Public Library; to pay all fines charged against your account for overdue, damaged, or lost material; and to give prompt notice of name and address changes.

If a patron loses his/her card, or has it stolen, they must notify the library as soon as possible. He/she is responsible for any materials checked out prior to notifying the library. As with a credit card, patrons are financially responsible for any items borrowed using their card.

The Waupun Public Library will not allow patrons who owe library fines to use other persons' library cards to acquire materials. These efforts to avoid payment of fines on their own cards are unacceptable and may result in permanent suspensions of borrowing and computer privileges from the Waupun Public Library.

C. Loan Periods

Loan periods for all materials will follow the standard loan periods approved by the Monarch Library System libraries.

D. Reserves and Interlibrary Loans

Reserves on items found in our online catalog may be placed by patrons either in person, over the phone, or online. Patrons will be notified when the materials are available.

Interlibrary loan requests for items outside of our system collection may be requested in person, over the phone, email, or via the WISCAT system. Those wishing to place their own ILL requests online via the WISCAT system must first set up a special account through the library.

There is no charge to the patron for placing a reserve or for interlibrary loan services.

E. Fines and charges

Three notices will be sent by mail at varying time intervals after the material is due. If the material is still not returned, a bill will be sent for the replacement cost of the material. As a last resort, a collection agency and/or local police department may attempt to recover the material or cost of the material. Patrons with fines exceeding five dollars may not check out materials.

F. Damaged materials

If returned materials are damaged and judged by the library as being unsuitable for the collection, the patron must pay the replacement cost.

G. Confidentiality

As specified in Wisconsin statutes 43.30: "Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under sub. (4), to library under subs. (2) and (3), or to law enforcement officers under sub. (5)."

Waupun Public Library - Budget

REVENUES		2019	2020
210-41-4111-0-00	General Property Taxes	\$ 541,000	\$ 519,150
210-41-4367-0-00	County appropriations	166,000	194,000
210-41-4671-0-00	Fees (fines)	4,000	4,000
210-41-4811-0-00	Interest revenue	7,000	7,000
210-41-4816-0-00	Dividend revenue	1,800	1,800
210-41-4861-0-00	Grants and donations	6,036	6,036
		-	
TOTAL REVENUES		725,836	731,986
EXPENSES			
210-60-5511-1-10	Salaries/wages	373,231	386,345
210-60-5511-1-11	Overtime	-	-
210-60-5511-2-20	Health insurance	71,210	67,918
210-60-5511-2-21	Life insurance	775	791
210-60-5511-2-22	Retirement	19,216	19,600
210-60-5511-2-23	Social Security/Medicare	28,552	29,555
210-60-5511-2-24	Sick leave payout	2,709	2,764
210-60-5511-2-29	Income continuation	1,500	1,500
210-60-5511-3-30	Office supplies	19,400	21,000
210-60-5511-3-31	Telecommunications	3,900	3,900
210-60-5511-3-32	Utilities	33,000	24,263
210-60-5511-3-33	Postage	1,400	1,600
210-60-5511-3-34	Membership fees	2,000	2,500
210-60-5511-3-35	Publications/promotions	3,750	7,000
210-60-5511-3-36	Repairs/maintenance	3,800	4,500
210-60-5511-3-37	Travel/Training/Conference	4,500	4,500
210-60-5511-3-38	Automation/technology upgrades	32,000	32,000
210-60-5511-3-39	Books	61,393	59,250
210-60-5511-3-40	Audiovisual	19,000	20,000
210-60-5511-3-41	Periodicals	9,000	9,000
210-60-5511-3-42	Databases	14,000	14,000
210-60-5511-3-43	Furnishings/replacement	10,000	10,000
210-60-5511-3-44	Programming	9,000	7,500
210-60-5511-3-45	Miscellaneous	2,500	2,500
TOTAL EXPENSES		725,836	731,986

Waupun Public Library

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WAUPUN, WI 53963-0391
(920) 324-7925
Fax (920) 324-7933
www.waupunpubliclibrary.org

*One of Wisconsin's Fine Libraries
serving
One of Wisconsin's Fine Communities*

Corporate Resolution Waupun Public Library Corporate Resolution of Signing Authority

WHEREAS, the Waupun Public Library is determined to grant signing and authority to certain person(s) described hereunder.

RESOLVED, that the Board of Trustees is hereby authorized and approved to authorize and empower the following individual to make, execute, endorse and deliver in the name of and on behalf of the corporation, but shall not be limited to, any and all written instruments, agreements, documents, execution of deeds, powers of attorney, transfers, assignments, contracts, obligations, certificates and other instruments of whatever nature entered into by this corporation.

Name: Bret Jaeger

Position/Title: Library Director

Telephone Number: (920) 324-7925

Email address: bret@monarchlibraries.org

Signature: _____

The undersigned certifies that he/she is the properly elected and qualified Secretary of the books, records and seal of the Waupun Public Library, a corporation duly conformed pursuant to the laws of the state of Wisconsin, and that said meeting was held in accordance with state law and with the Bylaws of the above-named corporation.

This resolution has been approved by the Board of Trustees of the Waupun Public Library on November 18, 2019.

I, as authorized by the Waupun Public Library, hereby certify and attest that all the information above is true and correct.

Signature: _____

Sandra Rohrer, Secretary/Treasurer