



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Monday, June 15, 2020 at 4:45 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Library Board will meet virtually at 4:45pm on June 15, 2020, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

1. Join Zoom Meeting

<https://us02web.zoom.us/j/9338419039?pwd=OVFWVjg2ZHI0VDVKN3JnTmNsYXVQdz09>

Meeting ID: 933 841 9039

Password: board

2. One tap mobile

+16465588656,,9338419039#,,1#,676420# US (New York)

+13017158592,,9338419039#,,1#,676420# US (Germantown)

3. Teleconfernce

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 933 841 9039

Password: 676420

Find your local number: <https://us02web.zoom.us/j/9338419039?pwd=OVFWVjg2ZHI0VDVKN3JnTmNsYXVQdz09>

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

1. May minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

2. May Statistics

BUDGET SUMMARY

3. Budget thru May

CONSIDERATION OF BILLS FOR PAYMENT

4. 2020 June bills list

COMMITTEE REPORTS

5. Evaluation Committee

LIBRARIAN'S REPORT

- [6.](#) Librarians Report

OLD BUSINESS

NEW BUSINESS

- [7.](#) Re-Opening Plan
8. Appoint 2021 Budget Committee

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

9. Next meeting: Monday, July 20, 2020, at 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.

Minutes of the Waupun Public Library Board Meeting May 18, 2020

The online Zoom meeting of the Waupun Public Library Board was called to order by Beverly Martens, Vice President, at 4:45 pm on May 18, 2020. Also present were Hintze, Schultz, Westphal, Garcia, Jaeger, and Rohrer. Sullivan was absent.

Janet Gehl was welcomed as a newly appointed member of the Board, along with mayoral appointments Sadie Schultz and Alderman Jason Westphal. Claudia Waskow left the Library Board in March after many years of serving on the Board as President. Her love of the library was obvious. Her commitment to the continuing success of the library throughout the years is greatly appreciated. Thank you, Claudia. You will be missed.

ARTICLE I: Motion by Schultz, supported by Hintze, to accept the minutes of the March 23, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through end of April, 2020 was 34,121 items.
2. Library visits through the end of April, 2020 was 14,726 people.
3. A majority of Monthly Statistics YTD will be negatively affected since the closure beginning in mid-March due to the Covid-19 Virus.

ARTICLE IV: Current budget was discussed. No issues noted.

ARTICLE V: Motion by Schultz, supported by Hintze, to pay the May bills. Motion carried. 6-0 on roll call. Because the meeting was a Zoom meeting, Rohrer was not available to sign the bills. Jaeger was appointed to sign the list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

a. Curbside service began on Monday, May 11. All procedures were in place for minimal staff contact with each other, and there is no contact between staff and patrons picking up materials. Adjustments will be made as deemed necessary.

b. The library will receive an estimated \$5,000 from the Ellen Johnson estate. Since the funds can only be transferred from her Edward Jones investment account to another Edward Jones account, an Edward Jones account for the library is being set up. Once completed, the library will be prepared in future years to receive other such estate gifts held in Edward Jones investment accounts.

c. DPW is looking at a new phone system for city hall and is including the library. After reviewing marketing documents, Jaeger feels the system the library has at this time is stable and reliable. Also, we have just reached the return on investment from the purchase

of needed equipment three years ago when we switched to Spectrum. This new system would also require the purchase of new phones.

d. Cough/sneeze shields have been installed around the circulation desk and several workstations to protect staff once the library building is opened.

e. The Board engaged in a lengthy discussion concerning the reopening of the library. Considering there has been little guidance statewide as to the proper procedure for safety of staff and patrons, and there are many questions concerning safety, Jaeger and Garcia will create a plan, using all available information, including attention to results of other libraries which may have reopened, and provide the plan to the board members a week before the June 15th meeting. This will provide an opportunity for members to study the plan, and come with questions and concerns. The Board will then be able to make an informed decision on a reopening date.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Motion by Hintze, supported to Rohrer, to nominate and elect Bev Martens as President. Motion carried unanimously.

b. Motion by Gehl, supported by Rohrer, to nominate and elect Jan Sullivan as Vice President. Motion carried unanimously.

c. Motion by Hintze, supported by Westphal, to nominate and elect Rohrer as Secretary-Treasurer. Motion carried unanimously.

d. Sullivan and Rohrer were appointed to the Evaluation Committee.

e. In order to maintain consistency: Motion by Rohrer, supported by Westphal, to hold all future Library Board meetings at 4:45 pm on the third Monday of every month. Motion carried.

f. Motion by Westphal, supported by Hintze, to continue to pay part-time staff working from home during this emergency closure, with payment not to go past the pay period ending June 27, 2020. Motion carried 6-0 on roll call.

ARTICLE IX: Motion by Rohrer, supported by Westphal, to adjourn at 5:46 pm. Motion carried.

Next tentative meeting: **June 15, 2020, at 4:45 p.m.**

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	May. 20	May. 19	YTD 2020	YTD 2019	YTD%
Juvenile Nonfiction	41	447	1,808	2,850	-36.6%
Juvenile Fiction	246	2,178	6,281	11,669	-46.2%
Juvenile Periodical	0	21	47	124	-62.1%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	0	1	3	9	-66.7%
Juvenile DVD	33	663	1,674	3,496	-52.1%
Juvenile CD	8	84	284	394	-27.9%
Juvenile Video	0	0	0	0	#DIV/0!
Total Juvenile	328	3,394	10,097	18,542	-45.5%
Adult Nonfiction	103	622	2,147	3,251	-34.0%
Adult Fiction	524	1,880	5,440	9,443	-42.4%
Adult Periodical	10	86	328	637	-48.5%
Adult Audiocassette	0	0	0	2	-100.0%
Adult MP3 audio	2	9	30	51	-41.2%
Adult DVD	282	2,538	7,679	13,278	-42.2%
Adult CD	75	473	1,409	2,454	-42.6%
Videocassettes	0	0	0	2	-100.0%
Pamphlets/Vertical File	1	0	1	0	#DIV/0!
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc.(kits, toys, no location...)	0	2	0	2	-100.0%
Total Adult	997	5,610	17,034	29,120	-41.5%
State Report Circulation	1,325	9,004	27,131	47,662	-43.1%
Downloads (OverDrive)	918	626	4,133	3,315	24.7%
ILL-Items Sent	436	1,661	5,356	8,649	-38.1%
ILL Item Received	0	80	180	287	-37.3%
TOTAL CIRCULATION	2,679	11,371	36,800	59,913	-38.6%
<i>To Columbia Co. Rural</i>	<i>1</i>	<i>68</i>	<i>228</i>	<i>187</i>	<i>21.9%</i>
<i>To Dodge Co. Rural</i>	<i>86</i>	<i>765</i>	<i>2,481</i>	<i>4,010</i>	<i>-38.1%</i>
<i>To FDL Co. Rural</i>	<i>271</i>	<i>1,993</i>	<i>6,063</i>	<i>11,415</i>	<i>-46.9%</i>
<i>To Green Lake Co. Rural</i>	<i>8</i>	<i>99</i>	<i>660</i>	<i>594</i>	<i>11.1%</i>
Rural circ subtotals			9,432	16,206	-41.8%
USE					
In-library Count (visits)	379	7,154	15,105	29,219	-48.3%
Library Programs	0	690	978	1,881	-48.0%
Meeting Room Use	0	828	775	1,680	-53.9%
Computer Use	0	735	1,665	3,173	-47.5%
Wireless Use	132	584	1,717	2,366	-27.4%
Reference Questions	400	553	1,043	2,265	-54.0%
Monthly website hits	1,288	2,283	12,985	14,596	-11.0%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2020 Annual Budget	5/31/2020 Current Month	5/31/2020 YTD Actual	5/31/2019 Prior Yr YTD Acti	Budget Balance	% of Budget	Budget Notes	
Library Fund									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	519,150	-	371,356	387,694	147,794	72%		
210-43-4367-0-00	COUNTY APPROPRIATION	194,000	-	193,401	168,852	599	100%	Dodge, Columbia, Winnefox (Green Lake, Fdl)	
210-46-4671-0-00	FEES-LIBRARY	4,000	-	945	2,294	3,055	24%		
210-48-4811-0-00	INTEREST REVENUE	7,000	-	1,227	2,880	5,773	18%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	659	-	1,141	37%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	-	8,761	1,485	(2,725)	145%		
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	382,830	-		Transfers from Fund 200-Systems, Trust, Ruth E. Bayley	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
Total Revenues		731,986	-	576,350	946,036	155,636	79%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	386,345	26,111	133,139	130,927	253,206	34%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	67,918	3,794	31,318	29,644	36,601	46%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	60	299	294	492	38%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,600	1,474	8,047	7,648	11,553	41%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	29,555	1,918	11,023	10,575	18,532	37%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	2,764	-	-	-	2,764	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	111	554	554	946	37%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	53	2,432	11,053	18,568	12%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	232	1,102	1,024	2,798	28%		
210-60-5511-3-32	LIBRARY-UTILITIES	24,263	1,351	8,559	11,907	15,704	35%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	-	604	809	996	38%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	417	270	2,083	17%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	500	1,368	2,096	5,632	20%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	4,500	-	3,580	1,388	920	80%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	-	426	1,353	4,074	9%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	44	25,751	22,237	6,249	80%		
210-60-5511-3-39	LIBRARY-BOOKS	59,250	382	13,317	22,871	45,933	22%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	20,000	-	2,564	12,185	17,436	13%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	462	4,865	1,698	4,135	54%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	4,338	5,755	4,045	8,245	41%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	6,435	1,338	3,565	64%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	7,500	-	1,539	1,898	5,961	21%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	152	501	1,202	1,999	20%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	5,854	3,687	(5,854)			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	15,656	-			
Total Expenditures		731,986	40,983	269,451	296,359	462,535	37%		
		0	(40,983)	306,899	649,676	(306,898)			

Waupun Public Library - June 2020 Bills

<u>Processed</u>	<u>Check #</u>	<u>New Account #</u>	<u>Line item</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		210-60-5511-340	Audiovisual	47	Amazon	1,271.66
		210-60-5511-332	Utilities	1174	Alliant Energy	134.57
		210-60-5511-339	Books	4000	Baker & Taylor	2,486.32
		210-60-5511-339	Books	7090	Cavendish Square	195.54
		210-60-5511-338	Automation/Technology	8025	CDW Government	775.72
		210-60-5511-338	Automation/Technology	16440	Inter-Quest	14.95
		210-60-5511-345	Miscellaneous (floor tape)	16648	Jaeger, Bret	59.95
		210-60-5511-339	Books	18964	Meredith Books	33.91
		210-60-5511-333	Postage	22099	Postmaster	55.00
		210-60-5511-330	Office supplies	22402	Quill Corp.	147.28
		210-60-5511-338	Automation/Technology	27935	Wells Fargo (Zoom lic.)	150.02
		210-60-5504-338	Trust Fund - operating		City of Waupun (Mendards-COVID-19)	405.52
		210-60-5504-338	Trust Fund - operating		City of Waupun (Mendards-COVID-19)	52.38
					Total:	\$ 5,782.82
5/20/2020	Manual check # 1257		NY Times Book Reviews		New York Times	208.00
City manual check		21-60-5511-3-31	Telecommunications		Charter Communications	171.84
City manual check		210-60-5511-332	Utilities - March		Waupun Utilities	1,456.11

Authorized signature: _____

June 2020 Librarians Report

A. Statistics

Curbside service, which began May 11, has been going well. In just under three weeks in May, 379 people picked up 1,325 items using curbside service. With the opening of holds between Monarch libraries, which began May 26, we have received significantly more items for patrons. Delivery and availability of items is delayed as libraries are trying to catch up, coupled with a 72-hour quarantine of items in most cases after we receive them on the van. Monarch van delivery increased to 3 days per week on June 8. State-wide van service has not resumed to normal, and we have been asked to not yet request any materials via WISCAT (Interlibrary Loan).

B. Ellen Johnson estate

We are still working on setting up an Edward Jones account. According to our local Edward Jones representative, setting up this type of account for the library involves much more paperwork than for an individual.

C. Cough/sneeze shields

The remaining plexiglass shields should be installed by June 19th. This would include the two staff workstations on the second floor.

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

Waupun Public Library

Re-Opening Plan – DRAFT as of 6/11/2020

This document is a guideline for re-opening the building for public use. Due to the rapidly changing situation involving Covid-19, these guidelines and procedures are subject to change at any time.

I. Preparation

- A. Install plexiglass around two workstations on 2nd floor.
- B. Add plexiglass around circ desk and AV desk.
- C. Adequate supplies of PPE for staff and public: hand sanitizer, latex gloves, masks, etc.
*lack of PPE would result in closing the building and going back to curbside service only.
- D. Remove most chairs to deter congregating.
- E. One chair per table for social distancing.
- F. Remove toys in children's area.
- G. Remove public Internet computer screens and/or keyboards/mice.
- H. Cover bubblers with plastic bags (two have been out of order since February).
- I. Move copy machine to different location.
- J. Tape floor around areas indicating 6-feet apart recommendations.
- K. Set up table in lobby for public to use hand sanitizer or put on latex gloves as they enter the main library area.
- L. Remove 'free books' table from lobby.
- M. Weed bulletin board.
- N. Display safety signage – social distancing, masks recommended, etc.

II. Hours of operation

- A. Normal hours: stretches out staff and public to keep number of people to a minimum.
 - 1. Limiting hours would create smaller windows for public to show up, which would result in larger groups in the library.

III. Services offered (disseminate to public)

- A. Browsing for materials.
- B. Picking up holds.
- C. Copier – relocate away from circulation desk.
- D. Faxing.
- E. Curbside service (encourage this service if patrons are only picking up holds, or for those not comfortable coming into the library at this time).
- F. Contact-less homebound.

IV. Services not offered at this time (disseminate to public)

- A. Public Internet computers.
- B. Public meeting rooms.
- C. Inter-Library Loan (state has not opened it up yet).

V. Staffing

- A. Full staffing since holds across system libraries will be opened.
- B. Staff will follow best practices of cleaning materials, workspaces and public use areas.
- C. Staff will be required to wear masks and wash hands on a regular basis.
- D. Staff will have their temperature checked at the start of their shifts. Staff with a temperature of 100.4 or higher (CDC guideline) will be sent home.
- E. Staff will not share equipment (computers, phones, copier, etc) unless it is sanitized between uses.
- F. Staff need to isolate themselves in library when taking meal breaks.

VI. Signage

- A. Recommend masks be worn by the public in the library.
 - *"We are wearing masks to protect you, and we ask that you wear masks to protect us," or something to that effect.
- B. Reminders to stay at least 6 feet apart.
- C. Post proper way to wash hands in restrooms.
- D. Floor tape/markers for marking 6-foot spaces around circulation desk and other potential areas which may attract patrons.
- E. Request patrons stay no longer than 1 hour in the library per day.

VII. Patrons

- A. Require patrons use hand sanitizer or wear latex gloves before handling materials.
 - *library would need to provide hand sanitizer and gloves.
- B. Highly recommend patrons wear masks in the library to protect staff.
- C. Request patrons stay no longer than 1 hour in the library per day.
- D. Children under 16 only allowed with a parent or caregiver?
- E. Capacity for us at any one time according to State formula: 83, including staff.
- F. No loitering.

VIII. Questions/Recommendations

- A. Can libraries legally close their public restrooms? Yes, according to Shannon Schultz at Department of Public Instruction. Input from Ben Rank at CVMIC (Cities and Villages Mutual Insurance Company) was received and leads to the recommendation of keeping restrooms open.
- B. Waupun Fine Arts – Recommendation to not allow art receptions at this time since those would attract and congregate people in a defined area.
- C. FOWL – require they wear mask, and only 1 at a time in the FOWL room to sort.
- D. Early hours for older adults and residents considered at-risk due to health issues?
- E. Ideally, we should aim for providing all services when we think we can provide them in a safe environment.
- F. We will continue to monitor the situation and make decisions based on recommendations from the CDC and local health officials.