



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, May 20, 2019 at 4:30 PM

CALL TO ORDER

1. Recognition of council member and citizen member mayoral appointments to Library Board as approved by the Common Council - Jason Westphal, Jan Sullivan, Sadie Schultz.

MINUTES FROM PREVIOUS MEETINGS

- [2.](#) April minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

MONTHLY STATISTICS

- [3.](#) Monthly statistics

BUDGET SUMMARY

- [4.](#) Budget thru end of April

CONSIDERATION OF BILLS FOR PAYMENT

- [5.](#) 2019 May Bills

COMMITTEE REPORTS

6. Evaluation Committee

LIBRARIAN'S REPORT

- [7.](#) May Librarians Report

OLD BUSINESS

NEW BUSINESS

8. Election of Officers

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

9. Monday, June 17, 2019 at 4:30 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
April 22, 2019**

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:15 p.m. on Monday, April 22, 2019. Also present were Hintze, Kaczmariski, Sullivan, Martens, Garcia, and Rohrer. Procise was absent. Jaeger was also absent due to illness.

ARTICLE I: Motion by Martens, supported by Sullivan, to accept the minutes of the March 18, 2019 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly statistics:

1. Circulation/downloads through end of March, 2019 was 36,502 items.
2. Library visits through the end of March 2019 was 15,549 people.
3. Rural circulation through the end of March 2019 was 9,409 items.

ARTICLE IV: Current budget was discussed and it is exactly where it should be.

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

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

1. **April 23** – Grow a Healthy Lifestyle program 6 p.m.
2. **May 1** – Device Day 1-3 p.m.; Device Night 5 - 7 p.m.
3. **May 2** – A Dog's Way Home movie at 1 p.m. and 6 p.m.
4. **May 7** – Flower Arranging 6 p.m.
5. **May 9** – Lego and Game Night 4 – 8 p.m.
6. **May 15** – Puppet Show at 10 a.m. and 1 p.m.
7. **May 16** – Movie, title TBD, at 1 p.m. and 6 p.m.
8. **May 21** – Vegetable Gardening 6 p.m.

b. Wisconsin Association of Public Libraries Conference to be held May 1–3 in Rothschild, WI. It is open to Board members as well as library staff.

c. The 16th Annual Dewey Awards will be handed out on April 26th. This is a fun event held every year at the April staff meeting, recognizing staff members and their involvement in incidents which occurred the previous year.

d. The Friends of the Library donated \$1400 to the Library. Garcia and the Board expressed deep appreciation for not only the donation, but also for all the support FOWL has given the Library.

ARTICLE VII. No Old Business.

ARTICLE IX: New Business.

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

The Board stated its appreciation for the work done by Pete Kaczmariski as he represented the City Council on the Board. Pete will be replaced by Jason Westphal. Thank you, Pete, for your time and support of the Library.

ARTICLE X: Motion by Martens, supported by Sullivan, to adjourn at approximately 4:35 pm. Motion carried.

Next tentative meeting: May 20, 2019, at 4:15 p.m.

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Apr. 19	Apr. 18	YTD 2019	YTD 2018	YTD%
Juvenile Nonfiction	793	697	2,403	2,427	-1.0%
Juvenile Fiction	2,316	2,575	9,491	9,195	3.2%
Juvenile Periodical	34	18	103	87	18.4%
Juvenile Audiocassette	0	0	0	1	-100.0%
Juvenile MP3 audio	0	4	8	11	-27.3%
Juvenile DVD	661	692	2,833	2,735	3.6%
Juvenile CD	80	105	310	406	-23.6%
Juvenile Video	0	1	0	1	-100.0%
Total Juvenile	3,884	4,092	15,148	14,863	1.9%
Adult Nonfiction	630	614	2,629	2,644	-0.6%
Adult Fiction	1,933	1,824	7,563	6,972	8.5%
Adult Periodical	115	131	551	573	-3.8%
Adult Audiocassette	0	0	2	1	100.0%
Adult MP3 audio	12	27	42	99	-57.6%
Adult DVD	2,576	2,633	10,740	11,497	-6.6%
Adult CD	507	492	1,981	2,659	-25.5%
Videocassettes	0	0	2	1	100.0%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc.(kits, toys, no location...)	0	0	0	7	-100.0%
Total Adult	5,773	5,721	23,510	24,453	-3.9%
State Report Circulation	9,657	9,813	38,658	39,316	-1.7%
Downloads (OverDrive)	604	596	2,689	2,322	15.8%
ILL-Items Sent	1,725	2,025	6,988	7,676	-9.0%
ILL Item Received	54	77	207	311	-33.4%
TOTAL CIRCULATION	12,040	12,511	48,542	49,625	-2.2%
<i>To Columbia Co. Rural</i>	<i>76</i>	<i>16</i>	<i>119</i>	<i>66</i>	<i>80.3%</i>
<i>To Dodge Co. Rural</i>	<i>946</i>	<i>996</i>	<i>3,245</i>	<i>3,486</i>	<i>-6.9%</i>
<i>To FDL Co. Rural</i>	<i>2,294</i>	<i>2,326</i>	<i>9,422</i>	<i>8,983</i>	<i>4.9%</i>
<i>To Green Lake Co. Rural</i>	<i>139</i>	<i>163</i>	<i>495</i>	<i>375</i>	<i>32.0%</i>
Rural circ subtotals			13,281	12,910	2.9%
USE					
In-library Count (visits)	6,516	5,873	22,065	22,881	-3.6%
Library Programs	463	417	1,191	1,264	-5.8%
Meeting Room Use	224	334	852	1,488	-42.7%
Computer Use	690	905	2,438	3,134	-22.2%
Wireless Use	500	507	1,782	2,092	-14.8%
Reference Questions	966	338	1,712	1,336	28.1%
Monthly website hits	2,265	3,683	12,313	13,702	-10.1%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2019 Annual Budget	4/30/2019 Current Month	4/30/2019 YTD Actual	4/30/2018 Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes	
Library Fund									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	541,000	-	387,694	-	153,306	72%		
210-43-4367-0-00	COUNTY APPROPRIATION	166,000	-	168,852	-	(2,852)	102%		
210-46-4671-0-00	FEES-LIBRARY	4,000	376	1,814	-	2,186	45%		
210-48-4811-0-00	INTEREST REVENUE	7,000	794	2,069	-	4,931	30%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	-	-	1,800	0%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	1,465	1,465	-	4,571	24%		
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	2,635	944,725	-	229,716	80%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	373,231	26,981	103,396	103,357	269,835	28%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	71,210	5,929	23,715	25,321	47,495	33%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	775	59	235	170	540	30%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,216	1,391	6,239	6,219	12,976	32%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	28,552	1,975	8,557	8,473	19,995	30%		
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	443	443	1,057	30%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,400	4,658	8,977	2,623	10,423	46%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	217	808	2,286	3,092	21%		
210-60-5511-3-32	LIBRARY-UTILITIES	33,000	2,596	9,586	9,366	23,414	29%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,400	274	644	574	756	46%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,000	-	-	403	2,000	0%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	3,750	263	2,045	369	1,705	55%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	3,800	395	1,388	1,551	2,412	37%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	110	477	547	4,023	11%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	6,357	22,170	-	9,830	69%		
210-60-5511-3-39	LIBRARY-BOOKS	61,392	6,437	17,874	-	43,518	29%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	2,895	9,541	-	9,459	50%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	-	1,028	-	7,972	11%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	-	-	-	14,000	0%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	1,338	1,338	-	8,662	13%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	9,000	933	1,898	-	7,102	21%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	276	629	17,475	1,872	25%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	368	-	(368)			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	15,656	-	(15,656)			
Total Expenditures		725,836	63,195	237,012	179,176	488,824	33%		
		448,605	(60,560)	707,713	(179,176)	(259,108)			

Waupun Public Library - May 2019 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>
5/16/2019	97672	210-60-5511-340	Audiovisual	47	Amazon	1,998.55
5/16/2019	97673	210-60-5504-3-38	Trust Fund - operating	1005	Akins, Geoff	700.00
5/16/2019	97674	210-60-5511-332	Utilities	1174	Alliant Energy	213.32
5/16/2019	97675	210-60-5511-334	Membership fees	1210	American Library Association	270.00
5/16/2019	97676	210-60-5511-339	Books	4000	Baker & Taylor	3,633.85
5/16/2019	97677	210-60-5511-330	Office supplies	4037	Barcodes Inc. LLC	198.49
5/16/2019	97678	210-60-5511-339	Books	7090	Cavendish Square	195.54
5/16/2019	97679	210-60-5511-330	Office supplies	8025	CDW Government Inc	64.45
5/16/2019	97680	210-60-5511-330	Office supplies	11070	Demco	1,717.23
5/16/2019	97681	210-60-5511-339	Books	12410	Educational Dev. Corp.	24.79
5/16/2019	97683	210-60-5511-339	Books	14102	Gale	80.97
5/16/2019	97683	210-60-5511-342	Databases	14102	Gale	2,004.79
5/16/2019	97684	210-60-5511-337	Travel/training/conference	14402	Garcia, Pam	225.04
5/16/2019	97685	210-60-5511-341	Periodicals	14825	Grey House Publishing	462.05
5/16/2019	97686	210-60-5504-3-38	Trust Fund - operating	15659	Hayward, Mark	475.00
5/16/2019	97687	210-60-5511-342	Databases	16130	Info Group	2,040.00
5/16/2019	97688	210-60-5511-338	Automation/Technology	16440	Inter-Quest	14.95
5/16/2019	97689	210-60-5511-337	Travel/training/conference	16648	Jaeger, Bret	173.18
5/16/2019	97690	210-60-5504-3-38	Trust Fund - operating	16825	Jump Around Rentals	526.50
5/16/2019	97691	210-60-5504-3-38	Trust Fund - operating	17058	Kinzer, Paul	227.80
5/16/2019	97692	210-60-5504-3-38	Trust Fund - operating	17879	Love, Jason	380.00
5/16/2019	97682	210-60-5511-345	Miscellaneous	12700	Martens Ace Hardware	40.42
5/16/2019	97693	210-60-5504-3-38	Trust Fund - operating	18962	Mercy Creative Studios	375.00
5/16/2019	97694	210-60-5511-340	Audiovisual	19050	MicroMarketing	645.37
5/16/2019	97708	210-60-5511-338	Automation/Technology	300156	Monarch Library System	52.32
5/16/2019	97695	210-60-5511-341	Periodicals	20458	New York Times	208.00
5/16/2019	97696	210-60-5511-345	Miscellaneous	20995	PSI Plastic Graphics	363.95
5/16/2019	97697	210-60-5504-3-38	Trust Fund - operating	21206	Pease, Thomas	380.00
5/16/2019	97698	210-60-5511-345	Miscellaneous	21500	Petty Cash	37.36
5/16/2019	97699	210-60-5511-345	Miscellaneous	21665	Piggly Wiggly	132.20
5/16/2019	97700	210-60-5511-333	Postage	22099	Postmaster	165.00
5/16/2019	97701	210-60-5511-330	Office supplies	22402	Quill Corporation	96.44
5/16/2019	97702	210-60-5504-3-38	Trust Fund - operating	23035	Rockfacepaint	255.00
5/16/2019	97703	210-60-5511-339	Books	23200	Salem Press	958.50
5/16/2019	97704	210-60-5511-339	Books	24120	State Bar of WI	76.02
5/16/2019	97705	210-60-5511-339	Books	25484	Unique Management Services	26.85
5/16/2019	97706	210-60-5511-337	Travel/training/conference	27935	Wells Fargo	478.00
5/16/2019	97707	210-60-5511-335	Publications/promotions	29699	Wisconsin Media	51.00
					Total:	\$ 19,967.93
4/23/2019	Manual check # 1240		Equipment rental deposit		Jump Around Rentals	58.50
City manual check		210-60-5511-331	Telecommunications		Spectrum	156.02
City manual check		210-60-5511-332	January utilities		Waupun Utilities	2,106.91

Authorized signature: _____

May 2019 Librarians Report

A. Statistics

Circulation/downloads through the end of April was 48,542 items.
Library visits through the end of April was 22,065 people.

B. Future programs

May 16 – Lego Movie 2, 1 p.m. & 6 p.m.
May 21 – Vegetable Gardening, 6 p.m.
June 5 – Tech Days, 1-3 p.m. & 5-7 p.m.
June 12 – Mark Hayward, Yo-Yoer, 1 p.m.
June 13 – Game Night, 4-8 p.m.
June 19 – Tom Pease, Musician, 10 a.m.
June 20 – Movie TBD 1 p.m. and 6 p.m.
June 25 – Bubble Wonders, 10 a.m. and 1 p.m.
June 27 – Art of Right Sizing Your Life, 6 p.m.

C. Monarch Library System

Due to the Director of the Monarch Library System still on medical leave, the Monarch LS Board of Trustees hired Jennifer Chamberlain as the interim director on a 12-month contract.

D. Summer Reading Program

The annual Summer Reading Program is set to start next month. Color brochures have not been printed yet so hopefully we'll have those soon for people to pick up at the library. Tami and Pam (and possibly others) will also be going to the schools again to talk about the program and encourage kids to sign up.

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