



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD MEETING**  
**Waupun Public Library – 123 S. Forest Street,**  
**Waupun WI**  
**Monday, August 17, 2020 at 4:45 PM**

**VIDEO CONFERENCE AND TELECONFERENCE**

The Waupun Library Board will meet virtually at 4:45 p.m. on August 17, 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/84766034281>

Meeting ID: 847 6603 4281

**2. By Phone**

1-312-626-6799

Meeting ID: 847 6603 4281

**CALL TO ORDER**

**MINUTES FROM PREVIOUS MEETINGS**

- [1.](#) Minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

*No Public Participation after this point.*

**MONTHLY STATISTICS**

- [2.](#) July Statistics

**BUDGET SUMMARY**

- [3.](#) 2020 budget through July

**CONSIDERATION OF BILLS FOR PAYMENT**

[August](#) Bills

**COMMITTEE REPORTS**

5. Evaluation Committee
6. Budget Committee

**LIBRARIAN'S REPORT**

- [7.](#) Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

8. Edward Jones account/Ellen Johnson estate
- [9.](#) 2021 Budget recommendation

**CLOSED/OPEN SESSION**

The Waupun Library Board will adjourn into closed session under Section 19.85 (1)(c) of the WI Statutes.

a. Evaluation of Library Director

The Waupun Library Board will reconvene in open session under Section 19.85(2) of the WI Statutes.

**ACTION FROM CLOSED SESSION**

### **FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD**

10. Next meeting: Monday, September 21, 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 library at 920-324-7925.*

*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 July 20 2020**

The online Zoom meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:47 p.m. on July 20, 2020. Also present were Hintze, Schultz, Sullivan, Gehl, Garcia, Jaeger, and Rohrer. Westphal was absent.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the June 15, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Downloads (OverDrive) up 26.8% up YTD.
2. Columbia County rural circulation up 0.9% YTD.
3. A majority of Monthly Statistics YTD will be negatively affected from the month of April forward due to the Covid-19 closure beginning in mid-March.

ARTICLE IV: Current budget was discussed with no concerns noted.

ARTICLE V: Motion by Sullivan, supported by Rohrer, to pay the July 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 do so.

ARTICLE VI: Committee Reports.

- a. Evaluation Committee is continuing its work and will bring the completed evaluation to the Board at the August 17 meeting.
- b. The Budget Committee presented a 2021 Budget Worksheet, providing numbers if a wage freeze were put in place and numbers if a 1% wage increase were put in place. More information from the City will be needed before the 2021 Library Budget is finalized.

ARTICLE VII: Librarian's Report

- a. The Library has received \$225 dollars from the Memorial Fund of Clarice Braatz, former library staff member. The donation is to be used for Large Print books.
- b. Fire Chief DeMaa was called after a carbon monoxide alarm sounded. No carbon monoxide was detected. However, replacement alarms were purchased by the library and installed by DPW, since the old alarms were possibly 9 years old.
- c. Kimberly Young has been hired as the new Director of the Monarch Library System.

d. We are looking at stretching our summer intern past August since we have one staff out on a medical leave and our work scheduling of groups of three doesn't leave room for people taking vacation days or sick leave. However, this would only happen if her classes are online and she stays in Waupun instead of heading back to college if classes are not online. We budgeted for three interns at 600 hours each, and we could have her work no more than 1200 hours (when other benefits would start). Until she hears from her professors regarding online vs. in person classes, we can't really plan for her to be here past August.

**e. Opening Update (from Pam)**

Things have been going well for the past few weeks that we have been open. Patron counts are not as high as a normal summer day, but factors contributing to this are no summer reading program (a modified one is in the works), only having one computer open (this has reduced the amount of kids and regular computer users we have in the library), meeting rooms being unavailable, individuals who have chosen to limit their visits due to COVID and individuals who do not yet know that the library is open.

We have not experienced an overwhelming use of the one computer that is open, so for now we could remain with just the one available. We are having times throughout the day when no one is using it, and we aren't getting a lot of future reservations. We will continue to keep an eye on this and can add another computer when reservations/demand increase.

We are experiencing delays in receiving material for patrons and this is mainly because of 72 hour quarantine efforts in place. In a best-case scenario, it is taking 4 days for an item to go through the process of shipped to being available for a patron to pick up. Normally, it would take 2 days. Sometimes it is taking 10 to 14 days for items to arrive. There are several factors at play that are affecting delivery times. There is talk of increasing delivery days to 5 times per week instead of 3 that it is now. This may possibly help decrease the time it takes to receive items. Possibly not shorter than 4, but potentially could reduce the higher end of 10 to 14.

WISCAT is not yet available for us or for patrons to place requests. Several large libraries or library systems are indicating that they are not ready, and if those libraries are not participating, it undermines the quality of the service. It sounds like they want to wait until all or almost all lending resources are available. WISCAT staff is communicating extremely well, with a weekly update every Friday. We are ready to start this as soon as they determine the time is right.

We are currently keeping staff in separate scheduled groups as recommended. Right now it is working well. We have one staff member out on medical leave until probably the beginning of October, and we might lose Mykayla to college at the end of August. Once we have to start calling in several different people to fill in for shifts and there is more overlap, it may make sense at that point to revert back to a normal staff schedule.

f. Meeting rooms in the library will continue to be closed.

ARTICLE VIII: New Business:

a. Motion by Hintze, supported by Schultz, to approve the COVID-19 Telecommuting Request and Agreement with the following changes in order to stay in compliance with Chapter 43.58(4): 1) Page 1, section III – Requests will be approved by the Library Board President. 2) Page 2, section VI – This is an agreement between the Library Board and (employee name). 3) Page 3, section 7 – Requests to use personal equipment will be considered on a case-by-case basis. 4) Page 4, - Library Board President authorized signature for staff working from home. Motion carried.

ARTICLE IX: Motion by Rohrer, supported by Sullivan, to adjourn at 5:40 p.m. Motion carried.

Next tentative meeting: **Monday August 17, 2020, at 4:45 p.m.**

SANDRA ROHRER Secretary  
SR/bkj

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Jul. 20</b>	<b>Jul. 19</b>	<b>YTD 2020</b>	<b>YTD 2019</b>	<b>YTD%</b>
Juvenile Nonfiction	422	497	2,370	3,897	-39.2%
Juvenile Fiction	1,781	4,901	8,901	20,115	-55.7%
Juvenile Periodical	11	73	58	216	-73.1%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	1	5	4	25	-84.0%
Juvenile DVD	411	805	2,209	5,055	-56.3%
Juvenile CD	35	120	383	610	-37.2%
Juvenile Video	0	0	0	0	#DIV/0!
<b>Total Juvenile</b>	<b>2,661</b>	<b>6,401</b>	<b>13,925</b>	<b>29,918</b>	<b>-53.5%</b>
Adult Nonfiction	488	763	2,987	4,735	-36.9%
Adult Fiction	1,757	2,253	8,240	13,571	-39.3%
Adult Periodical	150	133	528	901	-41.4%
Adult Audiocassette	0	0	0	2	-100.0%
Adult MP3 audio	2	16	36	78	-53.8%
Adult DVD	1,875	2,841	10,102	18,281	-44.7%
Adult CD	310	629	1,888	3,497	-46.0%
Videocassettes	0	1	0	3	-100.0%
Pamphlets/Vertical File	0	6	1	6	-83.3%
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc. (kits, toys, no location...)	0	0	0	2	-100.0%
<b>Total Adult</b>	<b>4,582</b>	<b>6,642</b>	<b>23,782</b>	<b>41,076</b>	<b>-42.1%</b>
<b>State Report Circulation</b>	<b>7,243</b>	<b>13,043</b>	<b>37,707</b>	<b>70,994</b>	<b>-46.9%</b>
<b>Downloads (OverDrive)</b>	<b>900</b>	<b>795</b>	<b>5,937</b>	<b>4,768</b>	<b>24.5%</b>
ILL-Items Sent	1,939	1,739	10,607	11,819	-10.3%
ILL Item Received	0	86	180	451	-60.1%
<b>TOTAL CIRCULATION</b>	<b>10,082</b>	<b>15,663</b>	<b>54,431</b>	<b>88,032</b>	<b>-38.2%</b>
<i>To Columbia Co. Rural</i>	<i>0</i>	<i>86</i>	<i>228</i>	<i>312</i>	<i>-26.9%</i>
<i>To Dodge Co. Rural</i>	<i>523</i>	<i>1,025</i>	<i>3,319</i>	<i>5,910</i>	<i>-43.8%</i>
<i>To FDL Co. Rural</i>	<i>1,551</i>	<i>2,525</i>	<i>8,344</i>	<i>16,045</i>	<i>-48.0%</i>
<i>To Green Lake Co. Rural</i>	<i>83</i>	<i>531</i>	<i>792</i>	<i>1,344</i>	<i>-41.1%</i>
Rural circ subtotals			12,683	23,611	-46.3%
<b>USE</b>					
<b>In-library Count (visits)</b>	<b>2,723</b>	<b>7,392</b>	<b>18,702</b>	<b>43,694</b>	<b>-57.2%</b>
Library Programs	0	565	978	3,255	-70.0%
Meeting Room Use	7	382	782	2,428	-67.8%
Computer Use	103	1,047	1,776	5,124	-65.3%
Wireless Use	238	599	2,104	3,561	-40.9%
Reference Questions	249	416	1,546	3,051	-49.3%
Monthly website hits	3,754	2,611	18,051	19,655	-8.2%
Curbside service	128	0	1,147	0	#DIV/0!



Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2020 Annual Budget	7/31/2020 Current Month	7/31/2020 YTD Actual	7/31/2019 Prior Yr YTD Actl	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% Fdl)	Dodge, Columbia, Winnefox (Green Lake,	
210-46-4671-0-00	FEES-LIBRARY	4,000	-	1,117	3,746	2,883	28%		
210-48-4811-0-00	INTEREST REVENUE	7,000	-	1,364	3,869	5,636	19%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	1,276	1,157	524	71%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	-	8,761	2,535	(2,725)	145%		
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	382,830	-		Transfers from Fund 200-Systems, Trust,	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%	Ruth E. Bayley	
Total Revenues		731,986	-	577,275	950,683	154,711	79%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	386,345	43,402	204,496	192,756	181,849	53%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	67,918	3,794	37,790	41,502	30,128	56%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	67	433	414	357	55%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,600	2,220	11,733	10,437	7,867	60%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	29,555	3,226	16,308	15,127	13,247	55%		
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	776	776	724	52%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	2,195	4,774	15,196	16,226	23%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	825	2,159	2,066	1,741	55%		
210-60-5511-3-32	LIBRARY-UTILITIES	24,263	1,903	12,053	17,161	12,210	50%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	-	659	1,029	941	41%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	500	917	490	1,583	37%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	179	1,547	3,181	5,453	22%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	4,500	127	3,707	1,446	793	82%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	-	426	1,743	4,074	9%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	386	27,078	23,477	4,922	85%		
210-60-5511-3-39	LIBRARY-BOOKS	59,250	4,034	20,067	32,086	39,183	34%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	20,000	337	4,173	16,347	15,827	21%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	-	4,865	6,746	4,135	54%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	2,260	8,015	9,018	5,985	57%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	6,435	7,086	3,565	64%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	7,500	-	1,539	2,598	5,961	21%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	279	841	1,647	1,659	34%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	13	6,325	3,687	(6,325)			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	15,656	-			
Total Expenditures		731,986	65,858	377,115	421,671	354,870	52%		
		0	(65,858)	200,160	529,013	(200,160)			



**Waupun Public Library - August 2020 Bills**

<b>Processed</b>	<b>Check #</b>	<b>New Account #</b>	<b>Activity Code</b>	<b>Line item</b>	<b>Vendor</b>	<b>Vendor/Name</b>	<b>Amount</b>
		210-60-5511-332		Utilities	1174	Alliant Energy	64.07
		210-60-5511-339		Books	4000	Baker & Taylor	2,811.89
		210-60-5511-341		Periodicals	10920	Beaver Dam Daily Citizen	618.26
		210-60-5511-330		Office supplies	11070	Demco	282.64
		210-60-5511-339		Books	14102	Gale	183.14
		210-60-5511-338		Automation/Technology	16440	Inter-Quest	14.95
		210-60-5511-330		Office supplies	12700	Martens Ace Hardware	6.99
		210-60-5511-340		Audiovisual	19050	Micromarketing	636.45
		210-60-5511-330	<b>190</b>	Office supplies	300156	Monarch Library System	102.00
		210-60-5511-338		Automation/Technology	300156	Monarch Library System	954.08
		210-60-5511-345		Miscellaneous	21500	Petty Cash	50.16
		210-60-5511-345		Miscellaneous	21665	Piggly Wiggly	58.68
		210-60-5511-345		Miscellaneous	22099	Postmaster	110.00
		210-60-5511-330		Office supplies	22402	Quill	45.83
		210-60-5511-330	<b>190</b>	Office supplies	22402	Quill	17.94
		210-60-5511-330		Office supplies	25143	Total Business Products	98.39
		210-60-5511-342		Databases (book levels)	27935	Wells Fargo	25.00
		210-60-5504-338		Trust Fund - operating	20798	Oriental Trading Company	63.07
						<b>Total:</b>	<b>\$ 6,143.54</b>
City manual check		210-60-5511-331		Telecommunications		Charter Communications	164.97
City manual check		210-60-5511-332		Utilities - July		Waupun Utilities	2,183.19

**Authorized signature:** \_\_\_\_\_



## **August 2020 Librarians Report**

### **A. Statistics**

Circulation and visits have been slowly increasing as people are more comfortable coming into the library. In July we circulated 7,243 items, and we had 2,723 people visit the library. Curbside service, which will remain into the future, was utilized by 128 people in July. Counting all curbside service since April, a total of 1,147 people have used the service.

### **B. Rose Muraski Memorial Donation**

We have received a donation of \$100 in memory of Rose Muraski.

### **C. Materials security gate**

Our 23-year-old 3M security panels in the lobby have been having issues so we may have to look into replacing those gates in the near future. The vendor, Bibliotheca, purchased 3M Library Services several years ago, and Bret is waiting for the representative to return from vacation so we can explore potential options.

### **D. Summer Reading Bingo 7/20 – 8/15/2020**

With the cancellation of our regular Summer Reading Program due to Covid-19, kids under 18 have been signing up for Summer Reading Bingo. Upon sign-up, kids received a BINGO card and goodie bag to get them started. Completed BINGO cards, up to a maximum of 8, can and have been dropped off at the library. Prizes will be awarded in a random drawing after the program ends.

### **E. Police call**

A man in a parked car near staff vehicles was yelling and banging on his steering wheel the morning of August 10<sup>th</sup>. Police were called for a wellness check and were able to contact the individual.

### **F. Opening update (from Pam)**

As mentioned, we have seen an increase in traffic in the library over the last month. The counter on the gate was out of service a good portion of the month, so we couldn't get an accurate count. Computer use hasn't increased too much, although we do see increased usage on Mondays (sometimes having to turn people away or have them schedule for a different time), and an increase in need for DMV services/usage. We could easily add another computer to the conference room if we deemed it necessary; we will be discussing this at the next staff meeting. Currently, the evening hours are seeing less traffic than the daytime hours.

With the introduction of Emergency Order #1 mandating masks indoors, most patrons have come in with a mask or have asked for one to wear. We have been instructed to not escalate a situation where a patron is not wearing a mask.

It worked out that we will be able to keep Mykayla until the end of 2020, which will help us to keep our shifts separated as they are now and as recommended by the City's COVID-19 plan. When Wayne returns from medical leave, he will also be an asset to us, and his return will allow us to cover some other shifts or times this fall where there are only 2 staff working at the circulation desk. We have developed a "call order" for staff to use in case number of staff is going to be below 2. Staff can refer to it to quickly know who to call first during each shift.

WISCAT services have resumed as of 8-3. We had 30+ requests in our hold folder to place or look into for our patrons, along with opening up our resources for other libraries to request. We also opened up patron-initiated requesting as well. Doreen and Pam have been managing requests and it has not, yet, been overwhelming, as we thought it might at first. We are limiting patron requests to 5 active. Active means that the item is either in pending (waiting for arrival) or received (patron has it checked out) status. Once the patron returns an item, he or she can place another request. (In the past, our limit had been at either 10 or 15.) We will increase it to 10 again as we feel comfortable doing so. We have increased checkouts of our material going out to other libraries to 56 days instead of 42 days, to allow time for item quarantines. We are hoping other libraries extend the same courtesies for the items we are borrowing.

Allison Indermuehle will be leaving us soon for college, and we will be down a page until one is hired. We wanted to wait to be sure decisions weren't changed by colleges that would have allowed her to remain on as a page; however, as of now it looks like she will be going.

#### **G. Waupun Fine Arts window signage**

Bret met with Gerri Buteyn to review placement of a Waupun Fine Arts window sign at the front entrance, which was discussed this past winter. The decal signage will indicate that the Waupun Fine Arts Gallery is located inside the library on the second floor. The location will be on the right side as you approach the front entrance, above the window with the posted hours of operation.

Any questions, please contact Bret or Pam at 324-7925, or [bret@monarchlibraries.org](mailto:bret@monarchlibraries.org) and [pgarcia@monarchlibraries.org](mailto:pgarcia@monarchlibraries.org).

Waupun Public Library - Budget worksheet for 2021  
Recommendation from Budget Committee to Library Board

Flat city  
revenue

REVENUES		2020	2021	+/-	\$
210-41-4111-0-00	General Property Taxes	\$ 519,150	\$ 519,150	0.0%	-
210-41-4367-0-00	County appropriations	194,000	201,800	4.0%	7,800
210-41-4671-0-00	Fees (fines)	4,000	1,200	-70.0%	(2,800)
210-41-4811-0-00	Interest revenue	7,000	2,500	-64.3%	(4,500)
210-41-4816-0-00	Dividend revenue	1,800	1,800	0.0%	-
210-41-4861-0-00	Grants and donations	6,036	6,000	-0.6%	(36)
<b>TOTAL REVENUES</b>		<b>731,986</b>	<b>732,450</b>	<b>0.1%</b>	<b>464</b>
<b>EXPENSES</b>					
210-60-5511-1-10	Salaries/wages	386,345	394,072	2.0%	7,727
210-60-5511-1-11	Overtime	-			
210-60-5511-2-20	Health insurance	67,918	56,934	-16.2%	(10,984)
210-60-5511-2-21	Life insurance	791	791	0.0%	-
210-60-5511-2-22	Retirement	19,600	19,992	2.0%	392
210-60-5511-2-23	Social Security/Medicare	29,555	30,146	2.0%	591
210-60-5511-2-24	Sick leave payout	2,764	3,000	8.5%	236
210-60-5511-2-29	Income continuation	1,500	1,500	0.0%	-
210-60-5511-3-30	Office supplies	21,000	21,000	0.0%	-
210-60-5511-3-31	Telecommunications	3,900	4,000	2.6%	100
210-60-5511-3-32	Utilities	24,263	24,263	0.0%	-
210-60-5511-3-33	Postage	1,600	1,600	0.0%	-
210-60-5511-3-34	Membership fees	2,500	2,500	0.0%	-
210-60-5511-3-35	Publications/promotions	7,000	7,000	0.0%	-
210-60-5511-3-36	Repairs/maintenance	4,500	6,000	33.3%	1,500
210-60-5511-3-37	Travel/Training/Conference	4,500	3,000	-33.3%	(1,500)
210-60-5511-3-38	Automation/technology upgrades	32,000	33,000	3.1%	1,000
210-60-5511-3-39	Books	59,250	60,652	2.4%	1,402
210-60-5511-3-40	Audiovisual	20,000	20,000	0.0%	-
210-60-5511-3-41	Periodicals	9,000	9,000	0.0%	-
210-60-5511-3-42	Databases	14,000	14,000	0.0%	-
210-60-5511-3-43	Furnishings/replacement	10,000	10,000	0.0%	-
210-60-5511-3-44	Programming	7,500	7,500	0.0%	-
210-60-5511-3-45	Miscellaneous	2,500	2,500	0.0%	-
<b>TOTAL EXPENSES</b>		<b>731,986</b>	<b>732,450</b>	<b>0.1%</b>	<b>464</b>