



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Monday, January 18, 2021 at 4:45 PM

The Waupun Library Board will meet virtually at 4:45 p.m. on January 18, 2021, via Zoom. The public may access the conference meeting online or by phone. Instructions are provided below:

1. Join Zoom Meeting:

<https://us02web.zoom.us/j/83776490636>

2. By phone:

1-312-626-6799

Meeting ID: 837 7649 0636

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) December minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) December statistics

BUDGET SUMMARY

- [3.](#) Budget summary

CONSIDERATION OF BILLS FOR PAYMENT

[2020](#) bills paid Jan 2021

[2021](#) January library bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

- [4.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

5. Monthly meeting date and time
- [6.](#) Wells Fargo Trust Fund and Special Fund accounts

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

7. Tentatively February 15, 2020, at 4:45 p.m. unless the Library Board chooses to change the date/time.

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
December 21, 2020**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:45 p.m. on December 21, 2020. Also present were Schultz, Hintze, Sullivan, Gehl, Garcia, Jaeger, and Rohrer, via Zoom. Westphal was absent.

ARTICLE I: Motion by Sullivan, supported by Hintze, to accept the minutes of the November 16, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Downloads (OverDrive) up 28.7% YTD.
- b. 89,167 items circulated through the end of November.
- c. 3,820 curbside transactions through the end of November.

ARTICLE IV: Current budget was discussed. The library is coming in under budget. The remaining funds will be kept in the Library Fund and carried over into 2021.

ARTICLE V: Motion by Hintze, supported by Rohrer, to pay the December 2020 bills. Motion carried, 6-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. The Drive-up window project will be discussed under New Business.
- b. Heather and Pam presented a virtual program called "Natural Christmas Decor." Ten people signed up and it was viewed live on Facebook by 17. According to Pam, Heather did 95% of the work and was congratulated on the great job.

Pam is actively investigating another program in late February or early March with a previously popular presenter. Stay tuned.

- c. The library received another monetary gift of \$2,326.42 from the Ellen Johnson Estate. However, the Edward Jones account is still pending due to financial paperwork issues.

d. Update-Pam (summary)

1. Forty-six (46) responses received to the virtual programming survey.
4 not interested, 5 interested in youth programming, 19 interested in adult programming, and 18 interested in adult and youth programming. Take and Make was most popular. Live speakers/presenter second most popular.

2. Extensive weeding is being carried out. Gratefully, those items can be shared with DCI.

3. No new information has come out of the REALM study or the CDC guidance, concerning how many particles of COVID can make an individual sick, so the library will continue quarantining at 7 days.

e. Annual staff evaluations are complete.

f. The annual overhead sprinkler system was tested, including sprinkler and building alarms, and everything is working well.

g. The elevator buttons have been sticking. Elevator maintenance people stopped to check it out. Waiting for the report.

h. Jaeger presented the Wisconsin State Statute 43.58(2)(a) for review. The statute addresses the Library Board responsibilities concerning public library expenditures, including the process required before the bills are presented to the City Clerk for payment.

i. A possible change of the Library Board meeting day was discussed. Item will be placed on the January 18, 2021 agenda.

ARTICLE VIII: No old Business.

ARTICLE IX: New Business:

a. Jaeger presented a report with information he had gathered on the estimated cost of the library Drive-up Window Project. Motion by Hintze, supported by Gehl, to put the library Drive-up Window Project out for bids, as mandated by the City. Motion carried.

ARTICLE IX: Motion by Sullivan, supported by Rohrer, to adjourn at 5:32 p.m. Motion carried.

Next tentative meeting: **Monday, January 18, at 4:45 p.m. via Zoom.**

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Dec. 20	Dec. 19	YTD 2020	YTD 2019	YTD%
Juvenile Nonfiction	229	731	3,807	7,016	-45.7%
Juvenile Fiction	626	1,571	14,292	31,795	-55.0%
Juvenile Periodical	0	14	73	311	-76.5%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	0	0	8	32	-75.0%
Juvenile DVD	158	663	3,657	8,453	-56.7%
Juvenile CD	192	78	978	1,035	-5.5%
Juvenile Video	0	0	0	0	#DIV/0!
Total Juvenile	1,205	3,057	22,815	48,642	-53.1%
Adult Nonfiction	365	653	4,980	8,087	-38.4%
Adult Fiction	1,358	1,647	15,004	22,532	-33.4%
Adult Periodical	34	98	776	1,459	-46.8%
Adult Audiocassette	0	0	0	3	-100.0%
Adult MP3 audio	0	7	53	147	-63.9%
Adult DVD	907	2,877	17,171	31,242	-45.0%
Adult CD	624	520	3,819	6,326	-39.6%
Videocassettes	0	0	0	3	-100.0%
Pamphlets/Vertical File	3	0	5	7	-28.6%
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc. (kits, toys, no location...)	0	0	0	2	-100.0%
Total Adult	3,291	5,802	41,808	69,808	-40.1%
State Report Circulation	4,496	8,859	64,623	118,450	-45.4%
Downloads (OverDrive)	1,004	733	10,898	8,421	29.4%
ILL-Items Sent	2,044	1,584	20,890	20,442	2.2%
ILL Item Received	24	25	324	746	-56.6%
TOTAL CIRCULATION	7,568	11,201	96,735	148,059	-34.7%
<i>To Columbia Co. Rural</i>	<i>0</i>	<i>0</i>	<i>229</i>	<i>436</i>	<i>-47.5%</i>
<i>To Dodge Co. Rural</i>	<i>248</i>	<i>587</i>	<i>5,107</i>	<i>9,814</i>	<i>-48.0%</i>
<i>To FDL Co. Rural</i>	<i>838</i>	<i>2,569</i>	<i>13,715</i>	<i>26,509</i>	<i>-48.3%</i>
<i>To Green Lake Co. Rural</i>	<i>6</i>	<i>192</i>	<i>1,037</i>	<i>2,099</i>	<i>-50.6%</i>
Rural circ subtotals			20,088	38,858	-48.3%
USE					
In-library Count (visits)	0	4,110	20,885	70,108	-70.2%
Library Programs	17	300	995	4,709	-78.9%
Meeting Room Use	0	209	782	3,828	-79.6%
Computer Use	0	601	1,868	8,788	-78.7%
Wireless Use	136	474	2,981	6,097	-51.1%
Reference Questions	222	232	2,767	4,032	-31.4%
Monthly website hits	1,088	1,937	24,944	31,325	-20.4%
Curbside service	631		4,451		#DIV/0!

** Not Final*

Waupun Public Library									
Budget Report									
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
210-41-4111-0-00	GENERAL PROPERTY TAXES	519,150	-	519,150	541,000	-	100%		
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	-	1,587	5,785	2,413	40%		
210-48-4811-0-00	INTEREST REVENUE	7,000	-	1,614	6,699	5,386	23%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	1,971	2,315	(171)	109%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	-	14,086	20,630	(8,050)	233%		
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	-	-	(8,693)	18,799	8,693	0%	Ruth E. Bayley	
Total Revenues		731,986	-	723,116	1,146,911	8,870	99%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	386,345	42,651	362,460	364,849	23,885	94%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-	-		
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	67,918	3,965	56,931	70,127	10,988	84%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	67	768	712	22	97%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,600	2,198	19,898	18,234	(298)	102%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	29,555	3,204	28,019	26,628	1,537	95%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	2,764	-	-	2,777	2,764	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	111	1,330	1,330	170	89%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	2,188	9,891	19,819	11,109	47%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	830	3,865	3,863	35	99%		
210-60-5511-3-32	LIBRARY-UTILITIES	24,263	1,652	20,902	30,774	3,361	86%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	-	659	1,524	941	41%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	237	1,154	490	1,346	46%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	1,685	3,644	3,181	3,356	52%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	4,500	-	3,707	1,866	793	82%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	36	337	3,000	4,163	7%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	4,026	32,166	30,432	(166)	101%		
210-60-5511-3-39	LIBRARY-BOOKS	59,250	6,112	45,669	63,188	13,581	77%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	20,000	1,085	9,107	20,755	10,893	46%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	1,372	7,004	9,183	1,996	78%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	-	8,235	12,213	5,765	59%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	6,435	7,936	3,565	64%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	7,500	166	3,011	6,905	4,489	40%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	183	1,643	2,659	857	66%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-	-		
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	6,438	13,736	(6,438)	-		
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	23,956	-	-		
Total Expenditures		731,986	71,766	633,273	740,138	98,713	87%		
		0	(71,766)	89,844	406,772	(89,843)			

Waupun Public Library - Dec 2020 Bills paid Jan 2021

<u>Processed</u>	<u>Check #</u>	<u>Account #</u>	<u>Account Title</u>	<u>Activity Code</u>	<u>Description</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		210-60-5511-338	Miscellaneous		music licensing	84	ASCAP	367.00
		210-60-5511-339	Books		Books	4000	Baker & Taylor	2,693.04
		210-60-5511-330	Office supplies		Ink jet cartridges	8025	CDW Government	147.90
		210-60-5511-339	Books		Books	8900	Center Point Large Print	219.43
		210-60-5511-330	Office supplies		Book covers & laminate	11070	Demco	743.72
		210-60-5511-339	Books		Books	14102	Gale	84.71
		210-60-5511-340	Audiovisual		Audiobooks	19050	MicroMarketing	139.97
		210-60-5511-345	Miscellaneous		Distilled water, break room	21665	Piggly Wiggly	68.29
		210-60-5511-330	Office supplies		Folders, markers, scissors, misc	22402	Quill Corp	186.28
							Total:	\$ 4,650.34
12/22/2020	manual check # 1260				Copier maintenance		James Imaging Systems	338.89
City manual check		210-60-5511-331	Telecommunications		State data circuit	11148	Dept. of Administration	600.00
City manual check		210-60-5511-331	Telecommunications		Telephone system		Spectrum	180.47
City manual check		210-60-5511-332	December utilities		Electric/water		Waupun Utilities	1,200.70

Authorized signature: _____

January 2021 Librarians Report

A. **Statistics**

Through the end of December, we have circulated/downloaded/loaned 96,735 items, with curbside service handling 4,451 transactions. When the building was open, we had 20,885 visitors.

B. **Drive-up window project**

No updates, waiting to hear from DPW when bid documents will be completed.

C. **Microfilm reader/printer**

Our old Minolta 605 microfilm reader/printer, which has been the workhorse in libraries for decades, will need to be replaced. Parts have not been made in years, and toner is no longer made for this unit. New reader/printers are all digital and most need to be attached to a computer for image manipulation and printing. We have enough toner left to run the unit for one more year.

D. **Estate gift**

Michelle Kast, Finance Director, is still working on the Edward Jones account gift from the Ellen Johnson estate.

E. **Wells Fargo accounts**

We may have to move the Trust Fund and manual checkbook accounts from Wells Fargo to another bank, or come up with another option. The City's Finance Director, Michelle Kast, was contacted by Wells Fargo and it appears these accounts will soon have monthly fees charged to them. Bret and Michelle have been talking about possible options, and these will be presented to the Library Board when ready.

F. **Monarch Library System strategic plan**

The Monarch Library System is looking at updating their strategic plan. The people involved will be the Monarch Library System's Executive Committee, and the MLS's Governance Committee. Bret sits on the Governance Committee so he will be busy with this project in 2021.

G. **Update from Pam**

Pam has scheduled 4 virtual programs for the coming months, the first one being a flower arranging program on February 25. Details and sign-up information will be coming out within the next couple of weeks. Pam is also investigating options for take and make crafts that would appeal to adults. Tami is working on a virtual program for kids and has continued with the take and make crafts for kids.

Weeding is continuing at a successful rate. We are experiencing a box shortage at the moment. Tami only has about 30 books left to weed. Pam is on to nonfiction with only the 800s and the 900s left, although there are potentially 830 books to weed in the 900s section. General criteria for possible weeding is 5 or more years with no circulation in the children and youth sections and 10 or more years with no circulation in the adult sections, although a final decision is made by the librarians.

The pandemic has added individuals to our homebound delivery service. Currently, we are delivering items to 9 people.

H. 2020 Accomplishments

- Received a \$5,000 grant from the Nelson G. and Vera C. Hicks Charitable Foundation.
- Staff answered 2,767 reference questions.
- 4,451 curbside service transactions.
- 24,944 website hits.
- Circulated 85,837 physical items.
- Local residents downloaded 10,898 electronic resources (eBooks, eAudio, etc).
- Exterior power outlets added for future parking lot programs.
- Safety mirror added at staff entrance door due to vehicle traffic in parking lot.
- Curbside service implemented.
- Take & Make projects for kids program created.

I. Year end stock report

With the bankruptcy of Pyxus, and the small payout the library received from the Pyxus stock, the overall stock value dropped to \$89,191 at the end of the year after starting the year at \$95,666. The remain three stocks the Library Board holds are Ameren, Wisconsin Energy Corporation, and Wisconsin Electric Preferred, all utility stocks. The remaining stocks also pay quarterly dividends, and the 4th quarter dividends totaled \$618.48.

J. State Public Library Annual Report

Libraries across the state are preparing to fill out the annual online report for their libraries, which means the report for our library will be presented at the February meeting. Several parts of the report will be pre-filled by the Monarch Library System. Once that is completed, we can access our report and fill in the rest of the information.

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

Summary Regarding WF Account Changes - For Your Review

Michelle Kast <michelle@cityofwaupun.org>

Wed 1/13/2021 10:46 AM

To: Bret Jaeger <bret@monarchlibraries.org>

Hi Bret,

Please take a look and let me know if you think this will work well or if there is anything you'd like to change. Please feel free to give me a call if you'd like to talk through things.

Wells Fargo Service Changes affecting Library Trust Account and Library Special Fund Account

- **WHAT'S HAPPENING:** The City's Wells Fargo (WF) rep contacted us the week of January 4th to inform us these types of accounts will no longer be offered by Wells Fargo, effective mid-February
- **OPTIONS:**
 - Keep accounts at WF by converting to Analyzed Accounts, which will be charged fees and earn interest to offset the fees, our rep did not feel it would be in our best interest to go this route due to the relatively low balance in these accounts
 - Transfer the funds to another bank
- **PROPOSAL FOR LIBRARY BOARD CONSIDERATION - Library Trust Account:**
Transfer Library Trust Savings Account funds to 2 accounts - Library LGIP subaccount and WF main checking
 - Library LGIP - Transfer approximately \$60K to Library LGIP subaccount to earn interest
 - This will create 2 accounts within the LGIP, one for the Trust Fund and one for the Systems Fund
 - WF Main Checking Account - Transfer remaining balance of approximately \$21K to WF Main Checking for payment of library invoices paid by the Trust Fund
 - Currently city staff must transfer funds from the Library Trust Savings Account to the WF Main Checking Account to pay for library bills out of the Trust Fund
 - This process will eliminate the need for staff to transfer funds in order to pay library bills
 - These funds will be tracked through the Library Fund financials and reported to the Library Board on a monthly basis
 - Trust fund deposits will go to this account, to maintain a balance for monthly bill payment
- **PROPOSAL FOR LIBRARY BOARD CONSIDERATION - Library Special Fund Account:**
Transfer Library Special Fund Checking Account funds to NEBAT
 - Library staff are signers on this account and will open a new account at NEBAT

Thank you,
Michelle Kast
Finance Director
City of Waupun
(920) 324-7850