



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, May 18, 2022 at 4:30 PM

The Waupun Public Library Board of Trustees will meet in person with a Zoom option at 4:30 p.m. on May 18, 2022, in the Carnegie Room. The public may attend in person or access the meeting online or by phone. Instructions are provided below:

1. Join Zoom Meeting:

<https://us02web.zoom.us/j/82594843982>

2. By phone:

1-312-626-6799

Meeting ID: 825 9484 3982

CALL TO ORDER

Recognize Jessica Sullivan for being appointed by the mayor to the Library Board.

Recognize Alderman Daniel Siebers for being appointed by the mayor to the Library Board as the city council representative.

MINUTES FROM PREVIOUS MEETINGS

[1.](#) April minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

[2.](#) April statistics

BUDGET SUMMARY

[3.](#) Budget thru end of April

CONSIDERATION OF BILLS FOR PAYMENT

[4.](#) May bills

COMMITTEE REPORTS

5. Evaluation Committee

LIBRARIAN'S REPORT

[6.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

[7.](#) Library Fund Transfer Request

[8.](#) Warrior Innovation quote

9. Nominations and election of President of Library Board

10. Nominations and election of Vice-President of Library Board
11. Nominations and election of Secretary/Treasurer of Library Board
12. Day of Month and Time of Library Board meetings

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

13. Tentative next meeting: Wednesday, June 15, 2022, 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.

**Minutes of the Waupun Public Library Board Meeting
Wednesday, April 20, 2022**

In the absence of Beverly Martens, President, the Waupun Public Library Board was called to order by Sadie Schultz, Vice President, at 4:30 p.m. on Wednesday, April 20, 2022. Present were Gehl, Langford, Sullivan, Rohrer, Garcia, and Jaeger. Also present via Zoom: Hintze.

ARTICLE I: Motion by Rohrer, supported by Schultz, to accept the minutes of the March 16, 2022 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 30,133 items through end of March.
- b. Drive-thru window service: handled 304 transactions through end of March.

ARTICLE IV: The 2022 budget was discussed with no concerns noted.

ARTICLE V:

- a. Motion by Hintze, supported by Gehl, to pay April bills as presented. Motion carried 6-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. **Interior Signage:** This project will extend into the summer school session.
- b. **Jan Sullivan Memorial Donations:** \$5000 has been received in honor of Jan Sullivan. New furnishings for children's area have been ordered. Nine sensory panels for the designated wall not yet installed, since mount rails have not arrived. Manufacturing and shipping still issues due to pandemic.
- c. **Conference Room:** Reservation for, and public use of, the Conference Room began on April 4th. Next to open will be Carnegie Room on May 2nd. It was used to store and prepare Take and Make projects.
- d. **Summer Reading Program:** Registration for annual Summer Reading Program will begin **June 6**. Organization in progress.
- e. **Page Opening:** Mason Kuhn's last day was, April 13, 2022. Another page will be hired. Brooke Vander Galien and Logan Wobschall will become Summer Interns at the end of May. Best wishes, Mason!

f. **Adult programming:** will concentrate on Take and Make crafts May through August. In-person programs coming in fall.

g. **WAPL Conference** will be held May 11- 13 in Pewaukee.

h. **The 19th Annual Dewey Awards** will be presented to the staff at their April 22 staff meeting.

i. **City of Waupun Banquet: Congratulations to: Jesse Kiehl, 5 years; Heather Van Buren, 10 years; Pam Garcia, 25 years; and Bret Jaeger, 25 years. Each has contributed to making our Library a highly valued center of our community. We thank them.**

ARTICLE VIII: Old Business:

a. Summer School students will be continuing work on the Interior Signage project.

ARTICLE IX: New Business:

a. Motion by Langford, supported by Sullivan, to accept the revised Code of Conduct as presented. Motion passed.

b. Gehl and Rohrer appointed to the Evaluation Committee.

c. Motion by Hintze, supported by Sullivan, to accept the Buckstaff quote of \$8080.00 for the construction, delivery, and installation of the lower cabinets and counter top in the Shaler Room. Motion passed 6-0 on roll call.

ARTICLE X: Motion by Hintze, supported by Rohrer, to adjourn at 4:55 p.m. Motion carried.

***Next tentative meeting: Wednesday, May 18, 2022 at 4:30 p.m. Efforts will be made to provide a virtual option.**

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Apr. 22	Apr. 21	YTD 2022	YTD 2021	YTD%
Juvenile Nonfiction	455	379	1,855	1,899	-2.3%
Juvenile Fiction	2,154	1,465	7,947	5,503	44.4%
Juvenile Periodical	3	0	22	18	22.2%
Juvenile Book on CD	36	15	69	42	64.3%
Juvenile MP3 audio	0	1	1	4	-75.0%
Juvenile DVD	311	203	1,276	712	79.2%
Juvenile Music CD	3	15	14	30	-53.3%
Juvenile Video Game	24	35	102	150	-32.0%
Misc. (kits, av tapes, etc)	0	0	1	0	#DIV/0!
Total Juvenile	2,986	2,113	11,287	8,358	35.0%
Adult Nonfiction	584	550	2,245	2,040	10.0%
Adult Fiction	1,829	1,643	6,618	5,845	13.2%
Adult Periodical	53	87	242	251	-3.6%
Adult Book on CD	165	140	690	692	-0.3%
Adult MP3 audio	14	0	38	20	90.0%
Adult DVD	1,525	1,595	6,597	5,572	18.4%
Adult Music CD	82	110	404	406	-0.5%
Adult Video Game	11	45	37	31	19.4%
Pamphlets/Vertical File	0	0	0	2	-100.0%
Equipment/die cuts	0	0	1	0	#DIV/0!
Misc (kits, tapes, av games)	3	1	9	4	125.0%
Total Adult	4,266	4,171	16,881	14,863	13.6%
State Report Circulation	7,252	6,284	28,168	23,221	21.3%
Downloads (OverDrive)	945	946	3,949	4,078	-3.2%
ILL-Items Sent	2,022	2,029	8,098	8,572	-5.5%
ILL Item Received	26	20	163	87	87.4%
TOTAL CIRCULATION	10,245	9,279	40,378	35,958	12.3%
<i>To Columbia Co. Rural</i>	2	0	15	0	#DIV/0!
<i>To Dodge Co. Rural</i>	596	426	2,487	1,792	38.8%
<i>To FDL Co. Rural</i>	1,434	1,428	6,331	5,074	24.8%
<i>To Green Lake Co. Rural</i>	106	44	248	105	136.2%
Rural circ subtotals			9,081	6,971	30.3%
USE					
Patron Gate (visits)	3,879	1,973	12,778	4,106	211.2%
In-person Programs	120	0	526	0	#DIV/0!
Virtual Programs	14	14	48	79	-39.2%
Take & Make Activities	119	210	388	414	-6.3%
Meeting Room Use	223	0	255	0	#DIV/0!
Computer Use	405	158	1,368	254	438.6%
Wireless Use	319	195	1,116	625	78.6%
Reference Questions	378	95	1,158	1,458	-20.6%
Monthly website hits	1,622	1,508	6,013	5,985	0.5%
Curbside/Window service	75	31	379	1501	-74.8%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2022 Annual Budget	4/30/2022 Current Month	4/30/2022 YTD Actual	4/30/2021 Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes	
<i>(Partial property tax allocation is recorded in February. Full allocation is recorded after the August settlement)</i>									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	516,792	-	370,903	382,067	145,889	72%		
210-43-4367-0-00	COUNTY APPROPRIATION	208,879	-	217,469	223,137	(8,590)	104%	Dodge, Columbia, Winnefox (Green Lake, Fdl)	
210-46-4671-0-00	FEES-LIBRARY	1,200	148	547	230	653	46%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	1,500	129	220	92	1,280	15%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	707	660	1,093	39%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,000	-	-	5,715	6,000	0%	\$5k hicks foundation	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
Total Revenues		736,171	277	589,847	611,901	146,324	80%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	401,953	28,684	108,284	110,648	293,669	27%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	57,851	4,203	20,311	19,359	37,540	35%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	64	262	268	529	33%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,992	1,370	5,699	5,980	14,293	29%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	30,750	2,105	8,470	8,602	22,280	28%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,000	-	-	-	3,000	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	167	669	443	831	45%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	4,218	6,095	1,434	13,905	30%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	225	663	486	3,337	17%		
210-60-5511-3-32	LIBRARY-UTILITIES	23,000	2,359	9,729	7,203	13,271	42%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	354	586	443	1,014	37%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	196	182	2,304	8%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	-	1,977	-	5,023	28%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	584	1,619	985	4,381	27%	new for 2021-potential security maint contract	
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	160	498	53	2,002	20%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	908	17,102	19,014	15,898	52%		
210-60-5511-3-39	LIBRARY-BOOKS	60,734	4,985	21,075	18,559	39,659	35%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	1,696	2,708	4,147	16,292	14%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	-	4,725	4,344	2,275	67%		
210-60-5511-3-42	LIBRARY-DATABASES	12,000	-	3,754	3,712	8,246	31%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	-	-	8,000	0%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	11,500	1,519	3,623	3,672	7,877	32%	Summer reading program	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	44	646	205	1,854	26%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		736,171	53,644	218,689	209,739	517,482	30%		
Excess (Deficiency) Revenues Over Expenditures		-	(53,367)	371,158	402,162				

Waupun Public Library									
Budget Report		12/31/2022	4/30/2022	4/30/2022	4/30/2021				
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior yr YTD Act	Budget Balance	% of Budget	Budget Notes	
Library Fund Trust & Transfer Activity									
Revenues									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	4,725	-			New account created 9/21	
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-				
	Total Revenues	-	-	4,725	-				
Expenditures									
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	3,025	3,025	-				
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-				
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	-	-				
	Total Expenditures	-	3,025	3,025	-				
	Excess (Deficiency) Trust/Transfer Revenues Over Expenditures	-	(3,025)	1,700	-				
Library Fund Grand Totals									
	Total Revenues	736,171	277	594,572	611,901				
	Total Expenditures	736,171	56,669	221,714	209,739				
	Excess (Deficiency) Total Revenues Over Total Expenditures	-	(56,392)	372,858	402,162				
Library Fund Cash Balances									
210-10001	CASH-LIBRARY			195,021.87					
210-11612	LIBRARY SYSTEMS ACCOUNT			506,439.30					
210-11614	LIBRARY TRUST ACCOUNT			60,057.62					
	Library Trust Funds within Wells Fargo General Ckg Acct			6,967.57					
210-11615	RUTH E. BAYLEY ACCOUNT			94,301.70					
	Total Library Fund Cash			862,788.06					
Preliminary budget report will not have an updated cash balance until all journal entries are recorded. Final month end budget report will have updated cash balances.									

May 2022 Librarians Report

A. **Statistics**

Through the end of April, we circulated/downloaded/loaned 40,378 items, with drive thru window service handling 379 transactions.

B. **Interior signage**

We received a quote from Warrior Innovation, and that will be on the Library Board's May 18 agenda.

C. **Jan Sullivan Memorial Donations**

Bret was informed that the plaque for Jan is finished. Bob Sullivan will bring it over so we can determine how to mount it on the wall in the children's area. We are still waiting for required mounting rails to arrive for the nine sensory panels that have already been received.

D. **Conference Rooms**

We now have the Conference and Carnegie meeting rooms open to the public.

E. **Summer Reading Program**

Registration for the annual Summer Reading Program will begin June 6. Programs start June 9 and run through July 20. Further details at the library or on the library's Facebook page.

F. **Adult Programming**

We received an email from Bug Tussel University, who is hosting classes in communities where they provide Internet service. The first class they will be hosting is an Internet basics class on Wednesday, June 15 from 1-2pm. They will be providing Chromebooks for use. We will take a sign-up, as currently they are limited to 15 attendees. They will offer future classes based on interest.

In May, we distributed 79 adult crafts.

G. **New Staff**

Jacob Boersma, Jason Brueckner and Nathan Olson had their first day as Library Pages on Saturday, May 7. Rachel Rosenow had her first day as Desk Assistant on Monday, May 9.

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

4/27/2022

Library Fund Transfer Request - 2021 Budget Surplus

Summary:

- The Library Fund ended 2021 with a budget surplus of approximately \$57,000
- This figure excludes Library Trust revenues and expenses, transfers, and unrealized gain/loss on investments
- Proposal for Library Board consideration:
 - Transfer \$57,000 to the City's Capital Improvement Fund 400
- This process is similar to how the 2020 Library budget surplus was handled and how surpluses are handled for other city departments
- Financial details are below

2021 Library Revenues & Expenses

12/31/2021

Revenues	749,148	excludes Library Trust donations and unrealized gain on investments
Expenses	<u>(691,657)</u>	excludes Library Trust expenses, transfers, and unrealized loss on investments
Budget Surplus	57,491	

Warrior Innovation quote

Sign Description	Quantity	Price	Size
Double-sided library sign- Newspapers- magnetic hardware with braided fishing line	1	\$20.55	28" W x 6" H
Double-sided library sign- Paperbacks- magnetic hardware with braided fishing line	1	\$20.55	28" W x 6" H
Double-sided library sign- Periodicals- magnetic hardware with braided fishing line	1	\$20.55	28" W x 6" H
Double-sided library sign- Oversize- magnetic hardware with braided fishing line	1	\$20.55	28" W x 6" H
Double-sided library sign- Mystery- magnetic hardware with braided fishing line	1	\$20.55	28" W x 6" H
Double-sided library sign- Christmas- magnetic hardware with braided fishing line	1	\$20.55	28" W x 6" H
Double-sided library sign- Magazines- magnetic hardware with braided fishing line	1	\$20.55	28" W x 6" H
Double-sided library sign- Science Fiction- magnetic hardware with braided fishing line	1	\$20.55	28" W x 6" H
Double-sided library sign- Westerns- magnetic hardware with braided fishing line	1	\$20.55	28" W x 6" H
Double-sided library sign- Inspirational- magnetic hardware with braided fishing line	1	\$20.55	28" W x 6" H
Double-sided library sign- Large Print- magnetic hardware with braided fishing line	1	\$20.55	28" W x 6" H
Double-sided library sign- Restrooms- magnetic hardware with braided fishing line	1	\$20.55	28" W x 6" H
Double-sided library sign- Nonfiction- magnetic hardware with braided fishing line	1	\$45.55	42" W x 10" H
Double-sided library sign- Fiction- magnetic hardware with braided fishing line	1	\$45.55	42" W x 10" H
Total Due:		\$337.70	