



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, December 15, 2021 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 December 15, 2021, in the library's Conference 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/86013633834>

2. By phone:

1-312-626-6799

Meeting ID: 860 1363 3834

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) November minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) November statistics

BUDGET SUMMARY

- [3.](#) Budget thru end of November

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) December bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

- [5.](#) Librarians report

OLD BUSINESS

6. Meeting rooms

NEW BUSINESS

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

7. Tentative next meeting: Wednesday, January 19, 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, November 17, 2021**

The Waupun Public Library Board was called to order by Beverly Martens, President, at 4:30 p.m. on Wednesday, November 17, 2021. Present were, Garcia, Sullivan, Langford, Jaeger, and Rohrer. Also present were Gehl and Hintze via Zoom. Schultz was absent.

ARTICLE I: Motion by Rohrer, supported by Sullivan, to accept the minutes of the October 20, 2021, meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 96,125 items through the end of October.
- b. Curbside service: handled 1,716 transactions through the end of October.

ARTICLE IV: The Budget was discussed with no concerns noted.

ARTICLE V:

- a. Motion by Sullivan, supported by Gehl, to pay the November bills. Motion carried on 6-0 roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. Signage in the drive-thru window has been updated to include hours of operation.
- b. Bret is looking at replacing the 24-year-old bubbler on the first floor which would include a contact-less water bottle filler.
- c. Waiting to hear back from the Warrior Fabrication Class at the high school regarding interior signage options.
- d. Adult Programming: (a) November 9, Wisconsin mystery author, Beth Amos presented a program via Zoom. (b) Sixty people picked up the pumpkin craft for October.
UPCOMING: Plans in place for a weekly craft in December.
- e. Amity Quilt: The 1998 Amity School quilt will be on display on the second floor. Also, in storage is a quilt that was hanging at the old Jefferson School which could also be displayed at a later date.
- f. On November 8, Bret joined Kyle Clark and Hank Snyder as judges for the annual VFW Voices of Democracy (recorded) speeches and Patriot's (essays) student competition.

ARTICLE VIII: Old Business:

- a. Motion by Rohrer, supported by Sullivan, to accept the Library Personnel Policy revisions as presented. Motion carried.

ARTICLE IX: New Business:

- a. Motion by Hintze, supported Martens, to accept the By-laws revision as presented: Article IV Meetings; Quorum. "Quorum for the transaction of business at any meeting shall consist of three or more members of the Board present in person or virtually." Motion carried.
- b. Motion by Sullivan, supported by Rohrer, to accept the 2022 Budget revision as presented. Motion carried on 6-0 roll call.
- c. Motion by Rohrer, supported by Martens, to accept the 2022 Wage grid as presented, with the Library Director and Library Board Secretary working together to move and adjust each staff member to this new grid. Motion carried on 6-0 roll call.

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

***Next tentative meeting: Wednesday, December 15, 2021 at 4:30 p.m. The Board will meet face to face at the Library, with efforts made to provide availability for those unable to attend in person.**

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Nov. 21	Nov. 20	YTD 2021	YTD 2020	YTD%
Juvenile Nonfiction	444	276	4,866	3,578	36.0%
Juvenile Fiction	1,548	810	19,339	13,666	41.5%
Juvenile Periodical	1	0	99	73	35.6%
Juvenile Audiocassette	0	0	1	0	#DIV/0!
Juvenile MP3 audio	4	0	12	8	50.0%
Juvenile DVD	343	219	3,044	3,499	-13.0%
Juvenile CD	34	122	564	786	-28.2%
Juvenile Video	0	0	0	0	#DIV/0!
Total Juvenile	2,374	1,427	27,925	21,610	29.2%
Adult Nonfiction	460	342	5,561	4,615	20.5%
Adult Fiction	1,525	1,203	17,532	13,646	28.5%
Adult Periodical	54	42	795	742	7.1%
Adult Audiocassette	0	0	5	0	#DIV/0!
Adult MP3 audio	0	4	42	53	-20.8%
Adult DVD	1,794	1,336	15,812	16,264	-2.8%
Adult CD	256	271	3,208	3,195	0.4%
Videocassettes	0	0	0	0	#DIV/0!
Pamphlets/Vertical File	4	1	6	2	200.0%
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc.(kits, toys, no location...)	1	0	2	0	#DIV/0!
Total Adult	4,094	3,199	42,963	38,517	11.5%
State Report Circulation	6,468	4,626	70,888	60,127	17.9%
Downloads (OverDrive)	960	1,011	10,848	9,894	9.6%
ILL-Items Sent	2,250	1,962	23,814	18,846	26.4%
ILL Item Received	45	24	298	300	-0.7%
TOTAL CIRCULATION	9,723	7,623	105,848	89,167	18.7%
<i>To Columbia Co. Rural</i>	3	0	20	229	-91.3%
<i>To Dodge Co. Rural</i>	455	342	5,243	4,859	7.9%
<i>To FDL Co. Rural</i>	1,586	991	15,210	12,877	18.1%
<i>To Green Lake Co. Rural</i>	87	7	581	1,031	-43.6%
Rural circ subtotals			21,054	18,996	10.8%
USE					
Patron Gate (visits)	2,983	0	25,576	20,885	22.5%
Library Programs	205	0	2,302	978	135.4%
Meeting Room Use	10	0	12	782	-98.5%
Computer Use	398	0	2,516	1,868	34.7%
Wireless Use	278	224	2,457	2,845	-13.6%
Reference Questions	305	187	3,722	2,545	46.2%
Monthly website hits	1,487	1,589	16,725	23,856	-29.9%
Curbside service	65	956	1,781	3820	-53.4%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2021 Annual Budget	11/30/2021 Current Month	11/30/2021 YTD Actual	11/30/2020 Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes	
Library Fund Operating Activity									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	516,792	-	516,792	519,150	0	100%		
210-43-4367-0-00	COUNTY APPROPRIATION	201,800	-	223,137	193,401	(21,337)	111%	Dodge, Columbia, Winnefox (Green Lake, FdL)	
210-46-4671-0-00	FEES-LIBRARY	1,200	142	804	1,587	396	67%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	2,500	-	227	1,614	2,273	9%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	1,981	1,971	(181)	110%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,000	-	5,363	14,086	637	89%	\$5k hicks foundation	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	(8,693)	-	0%		
Total Revenues		730,092	142	748,305	723,116	(18,212)	102%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	394,072	29,203	333,619	319,809	60,453	85%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	54,576	2,799	44,783	52,966	9,793	82%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	69	761	701	30	96%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,992	1,558	17,454	17,700	2,538	87%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	30,147	2,177	25,224	24,815	4,922	84%		
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	1,504	1,220	(4)	100%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	1,284	12,201	7,703	8,799	58%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	217	2,045	3,035	1,955	51%		
210-60-5511-3-32	LIBRARY-UTILITIES	24,263	2,092	21,446	19,250	2,817	88%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	116	1,341	659	259	84%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	702	917	1,798	28%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	190	3,223	1,959	3,777	46%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	5,592	3,707	408	93%	new for 2021- potential security maint contract	
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	3,000	17	127	301	2,873	4%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	3,433	31,112	28,139	1,888	94%		
210-60-5511-3-39	LIBRARY-BOOKS	60,652	4,908	62,667	39,557	(2,015)	103%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	20,000	1,411	13,072	8,022	6,928	65%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	600	5,152	5,633	3,848	57%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	199	10,453	8,235	3,547	75%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	1,625	1,625	6,435	8,375	16%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	7,500	556	7,909	2,845	(409)	105%	Summer reading program	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	191	1,423	1,460	1,077	57%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		730,092	52,812	603,434	555,069	126,658	83%		
Excess (Deficiency) Revenues Over Expenditures		-	(52,669)	144,871	168,047				

Waupun Public Library - December 2021 Bills

<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>
		210-60-5511-332	Utilities		Natural gas	1174	Alliant Energy	833.95
		210-60-5511-339	Books		Books	4000	Baker & Taylor	2,795.00
		210-60-5511-330	Office supplies		Toner cartridges	8025	CDW Government	115.09
		210-60-5511-330	Office supplies		Processing supplies	11070	Demco	687.08
		210-60-5511-339	Books		Books	14102	Gale	444.44
		210-60-5511-337	Travel/training/conference		Mileage reimbursement	14402	Garcia, Pam	48.16
		210-60-5511-338	Automation/technology		Wireless system	16440	Inter-Quest	77.43
		210-60-5511-344	Programming		Yarn for program	12700	Martens Ace Hardware	11.98
		210-60-5511-339	Books		Books	18964	Meredith Books	33.91
		210-60-5511-340	Audiovisual		Audiobooks	19050	MicroMarketing	702.96
		210-60-5511-338	Automation/technology		Computer replacements	300156	Monarch Library System	2,222.14
		210-60-5511-343	Furnishings		Storage cabinets	19513	Moss Designs	4,665.00
		210-60-5511-344	Programming		Wood sled ornaments	20798	OTC Brands	56.34
		210-60-5511-345	Miscellaneous		Petty Cash	21500	Petty Cash	39.98
		210-60-5511-345	Miscellaneous		Break Room supplies	21665	Piggly Wiggly	56.32
		210-60-5511-333	Postage		Stamps	22099	Postmaster	116.00
		210-60-5511-330	Office supplies		Folders, highlighters	22402	Quill Corp	31.99
		210-60-5511-339	Books		Books	23831	Sebco Books	221.49
		210-60-5511-343	Furnishings		Bubbler replacement	24400	Stobb Plumbing	2,150.00
		210-60-5511-330	Office supplies		Monthly planner, plaque	25143	Total Business Products	69.89
		210-60-5511-345	Miscellaneous		Collection agency	25484	Unique Mgt Services	26.85
		210-60-5511-334	Membership fees		WLA dues	29301	WI Library Association	237.00
							Total:	\$ 15,643.00
12/9/2021	Manual check # 1010				Lost item		St. Paul Public Library	10.49
Auto Pay		210-60-5511-331	Telecommunications		Monthly Spectrum invoice		Wells Fargo (auto-pay) Bret	174.97
City manual check		210-60-5511-332	Utilities		Electric/water/sewer		Waupun Utilities	1,553.27

Authorized signature: _____

December 2021 Librarians Report

A. Statistics

Through the end of November we have circulated/downloaded/loaned 105,848 items, with curbside service handling 1,781 transactions.

B. Interior signage

Bret and Pam met with Warrior Fabrication December 9th as the interior signage project continues.

C. Programs

“Crafting through Christmas” began November 29, with a weekly adult craft for 4 weeks. The week of November 29 was a sled ornament, December 6 a mason jar luminary, December 13 will be Scandinavian trees and December 20 is a mint sugar scrub.

D. Employment of minors

The State Legislature is discussing a bill which would allow minors under 16 years old to work later in the evening and earlier in the morning. At this time, the State Senate has approved the bill (SB 332), and it is now being discussed in the State Assembly. For the library, if it passes, it would mean 14 and 15 year old Pages could work until 8 pm on a school night. However, they would still be limited to working 3 hours on a school night.

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