

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. <u>UPCOMING</u>: 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 <u>or virtually</u>." 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 Mont 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	and the second se		11.5%
State Report Circulation	6,468	4,626	70,888	the state of the s	17.9%
Downloads (OverDrive)	960	1,011	10,848		9.6%
ILL-Items Sent	2,250	1,962			26.4%
ILL Item Received	45				-0.7%
TOTAL CIRCULATION	9,723	7,623	105,848	89,167	18.7%
To Columbia Co. Rural	3	0	20	229	-91.3%
To Dodge Co. Rural	455	342	5,243	4,859	7.9%
To FDL Co. Rural	1,586	991	15,210	12,877	18.1%
To Green Lake Co. Rural	87	7	581	1,031	-43.6%
Rural circ subtotals			21,054	18,996	10.8%
USE					
Patron Gate (visits)	2,983	3 (	25,576	The second se	22.5%
Library Programs	20	5 (	2,302	and the second	135.49
Meeting Room Use	1(	) (	12		
Computer Use	398	3 (	2,516		and the second se
Wireless Use	27	8 224	1 2,457	2,845	A REAL PROPERTY AND ADDRESS OF THE OWNER OWN
Reference Questions	30	5 18			and the second se
Monthly website hits	1,48	7 1,58	the second se		
Curbside service	6	5 95	5 <b>1,78</b> 1	3820	-53.4

Instruct Instruc									
Account Tile         11/30/2021         11/30				168,047	144,871	(52,669)	1	evenues Over Expenditures	xcess (Deficiency) Re
Account Tile         11/30/2021         11/30		83%	126,658	555,069	603,434	52,812	/30,092		lotal Expenditures
Account Title         12/31/2021         11/30/2021         11/3								LIBRARY-CAPITAL OUTLAY	
Account Title         12/31/2021         11/30/2021         11/3		57%	1,077	1,460	1,423	191	2,500	LIBRARY-MISCELLANEOUS	
Account Title         12/31/2021         11/30/2021         11/3	Summer reading program	105% \$	(409)	2,845	7,909	556	7,500	LIBRARY-PROGRAMMING	10-60-5511-3-44
Account Title         11/30/2021         11/3		16%	8,375	6,435	1,625	1,625	10,000	LIBRARY-FURNISHINGS REPLACEMNT	
Account Title         11/30/2021         11/3		75%	3,547	8,235	10,453	199	14,000	LIBRARY-DATABASES	
Account Title         12/31/2021         11/30/2021         11/3		57%	3,848	5,633	5,152	600	9,000	LIBRARY-PERIODICALS	
Account Title         11/31/2021         11/30/2021         11/3		65%	6,928	8,022	13,072	1,411	20,000	LIBRARY-AUDIOVISUAL	10-60-5511-3-40
Account Title         1/130/2021         11/30/2021         Notes		103%	(2,015)	39,557	62,667	4,908	60,652	LIBRARY-BOOKS	10-60-5511-3-39
Account Title         11/31/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2020         11/3		94%	1,888	28,139	31,112	3,433	33,000	LIBRARY-AUTOMATION/TECHNOLOGY	10-60-5511-3-38
Account Title         11/3/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2020         Nume         Manual Budget         Current Month         YTD Actual         Prior Y TD Actual </td <td></td> <td>4%</td> <td>2,873</td> <td>301</td> <td>127</td> <td>17</td> <td>3,000</td> <td>LIBRARY-TRAVEL/CONFERENCE</td> <td>10-60-5511-3-37</td>		4%	2,873	301	127	17	3,000	LIBRARY-TRAVEL/CONFERENCE	10-60-5511-3-37
Account Title         11/30/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2020         Manual Budget         Current Month         VTD Actual         Prior VTD Actual         Budget Balance         % of B           rating Activity         516,792         516,792         516,792         516,792         519,150         0         133,401         (21,337)         193,401         (21,337)         113,502         11,501         11,501         11,501         11,501         11,501         11,50	new for 2021-potential security maint contract	93% n	408	3,707	5,592	I	6,000	LIBRARY-REPAIRS/MAINTENANCE	10-60-5511-3-36
Account Title         11/30/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2020         North Release         Release<		46%	3,777	1,959	3,223	190	7,000	LIBRARY-PUBLICATIONS/PROMOTION	10-60-5511-3-35
Account Title         Int/30/2021		28%	1,798	917	702	1	2,500	LIBRARY-MEMBERSHIP FEES	10-60-5511-3-34
Image: Second Title         12/31/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2020         Nume $Image Second Se$		84%	259	659	1,341	116	1,600	LIBRARY-POSTAGE	10-60-5511-3-33
		%88	2,817	19,250	21,446	2,092	24,263	LIBRARY-UTILITIES	10-60-5511-3-32
Image: status         Image: s		51%	1,955	3,035	2,045	217	4,000	LIBRARY-TELECOMMUNICATIONS	10-60-5511-3-31
Account Title         11/31/2021         11/30/2021         11/3		58%	8,799	7,703	12,201	1,284	21,000	LIBRARY-OFFICE SUPPLIES	10-60-5511-3-30
Account Title         12/31/2021         11/30/2021         11/30/2021         11/30/2020         11/30/2020         11/30/2020         11/30/2020         Nume           Account Title         Annual Budget         Current Month         YTD Actual         Prior Yr YTD Actual         Budget Balance         % of B           SelverAL PROPERIT TAXES         516,792         -         516,792         519,792         519,150         Current Month         YTD Actual         Prior Yr YTD Actual         Budget Balance         % of B           COUNTY APPROPRIATION         201,800         -         223,137         193,401         (21,337)         193,401         (21,337)         394,01         (21,337)         394,01         (21,337)         394,01         (21,337)         394,01         (21,337)         394,01         (21,337)         394,01         (21,337)         394,01         (21,337)         394,01         (21,337)         394,01         (21,337)         394,01         (21,337)         394,01         (21,337)         394,01         (21,337)         394,01         (21,337)         (21,337)         394,01         (21,337)         394,01         (21,337)         394,01         (21,337)         394,01         (21,337)         (21,337)         (21,337)         (21,337)         (21,337)         (2		100%	(4)	1,220	1,504	167	1,500	LIBRARY-INCOME CONTINUATION	10-60-5511-2-29
Account Title         12/31/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2020         Maget Balance         % of B           Account Title         Annual Budget         Current Month         YTD Actual         Prior Y YTD Actual         Prior Y YTD Actual         Budget Balance         % of B           ating Activity         GENERAL PROPERITY TAXES         516,792         Current Month         YTD Actual         Prior Y YTD Actual         Budget Balance         % of B           GENERAL PROPERITY TAXES         516,792         County         S19,150         0         0         12,337           GENERAL PROPERITION         201,800         -         S16,792         S19,150         193,401         (21,337)         193,401         (21,337)           FEES-LIBRARY         Appropriation         2,000         -         2,23,137         193,401         (21,337)         336           INTEREST REVENUE         1,200         0.1         2,300         -         1,587         396         393         -           UNREALIZED GAIN ON INVESTMENTS         730,092         142         748,305         723,116         (18,212)         -           UNREALIZED GAIN ON INVESTMENTS         394,072         29,203         333,619         319,809		%0	3,000	1	1	1	3,000	LIBRARY-SICK LEAVE PO	10-60-5511-2-24
Account Title         12/31/2021         11/30/2021         11/30/2021         11/30/2021         11/30/2020         11/30/2020         11/30/2020         11/30/2020         11/30/2020         11/30/2020         Model Balance         % of B           Account Title         Annual Budget         Current Month         YTD Actual         Prior Yr YTD Actual		84%	4,922	24,815	25,224	2,177	30,147	LIBRARY-SOCIAL SECURITY	10-60-5511-2-23
Image: Account Title         12/31/2021         11/30/2021         11/30/2021         11/30/2020         %         Month         YTD Actual         Budget Balance         % of B         %           artrace         Account Title         Annual Budget         Current Month         YTD Actual         Prior Yr TD Actual		87%	2,538	17,700	17,454	1,558	19,992	LIBRARY-RETIREMENT	10-60-5511-2-22
Account Title         12/31/2021         11/30/2021         11/30/2021         11/30/2020         11/30/2020 $11/30/2020$		96%	30	701	761	69	791	LIBRARY-LIFE INSURANCE	10-60-5511-2-21
Account Title         12/31/2021         11/30/2021         11/30/2021         11/30/2020         11/30/2020         11/30/2020         11/30/2020         Month         YID         Account Title         Annual Budget         Current Month         YID Actual         Prior Yr YID Act         Budget Balance         % of B           "ating Activity         GENERAL PROPERTY TAXES         516,792         -         516,792         516,792         519,150         0         516,792         0         1         93,401         (21,337)         193,401         (21,337)         393		82%	9,793	52,966	44,783	2,799	54,576	LIBRARY-HEALTH INSURANCE	10-60-5511-2-20
Account Title         12/31/2021         11/30/2021         11/30/2021         11/30/2020         Manual Budget         Lurrent Month         YTD Actual         Prior Yr YTD Actil         Budget Balance         % of B           ating Activity         GENERAL PROPERTY TAXES         516,792         -         516,792         -         516,792         -         516,792         -         613,337         193,401         (21,337)         93,401         (21,337)         93,401         (21,337)         93,401         (21,337)         93,401         (21,337)         93,401         (21,337)         93,401         (21,337)         93,401         (21,337)         93,401         (21,337)         93,401         (21,337)         93,401         (21,337)         93,401         (21,337)         93,401         (21,337)         93,401         (21,337)         93,401         (21,337)         93,610         93,611         93,613<				-	ſ	L	I	LIBRARY-OVERTIME	10-60-5511-1-11
Account Title $12/31/2021$ $11/30/2021$ $11/30/2021$ $11/30/2021$ $11/30/2020$ $11/30/2020$ Account TitleAnnual BudgetCurrent MonthYTD ActualPrior Yr D ActuBudget Balance% of Bating ActivityGENERAL PROPERTY TAXES $516,792$ $516,792$ $516,792$ $516,792$ $519,150$ $0$ % of BCOUNTY APPROPRIATION $201,800$ $201,800$ $202,3137$ $193,401$ $(21,337)$ $(21,337)$ $(21,337)$ INTEREST REVENUE $201,800$ $201,800$ $-1$ $223,137$ $193,401$ $(21,337)$ $(21,337)$ INTEREST REVENUE $201,800$ $-1$ $2,500$ $-2$ $227$ $1,614$ $2,273$ $396$ ONNEAUTO NATIONS $6,000$ $-3$ $1,981$ $1,971$ $(181)$ $(181)$ UNREALIZED GAIN ON INVESTMENTS $-3$ $730,092$ $142$ $748,305$ $723,116$ $(18,212)$		85%	60,453	319,809	333,619	29,203	394,072	LIBRARY-SALARIES/WAGES	10-60-5511-1-10
Account Title         11/30/2021         11/30/2021         11/30/2020         8000000000000000000000000000000000000									Expenditures
Account Title         12/31/2021         11/30/2021         11/30/2021         11/30/2020         Munual Budget         Current Month         YTD Actual         Prior Yr YTD Act         Budget Balance         % of B           ating Activity         Annual Budget         Current Month         YTD Actual         Prior Yr YTD Act         Budget Balance         % of B           count Title         Annual Budget         Current Month         YTD Actual         Prior Yr YTD Act         Budget Balance         % of B           ating Activity         516,792         -         516,792         519,150         0         % of B           count Y Appropriation         201,800         -         523,137         193,401         (21,337)         396         397         396		TOT 10	(10)212)	1 20,110		LTC	1.00,002		
Account Title         11/30/2021         11/30/2021         11/30/2020         11/30/2020         Month         VTD Actual         Prior Yr VTD Act         Budget Balance         % of B           ating Activity         GENERAL PROPERTY TAXES         516,792         -         516,792         -         516,792         519,150         (21,337)         (21,31)         (21,31)         (22,273)         (21,31)         (21,3		102%	[18 212]	772 116	7/8 2/15		720 002		Total Revenues
Image: Ner integration         Image: Im			1	(8,693)	1	8		UNREALIZED GAIN ON INVESTMENTS	10-49-4975-0-00
Image: Ner interview         Image: Ner interview         Image: I			637	14,086	5,363	1	6,000	GRANTS AND DONATIONS	10-48-4861-0-00
Image: Ner integration         Image: Im		110%	(181)	1,971	1,981	1	1,800	DIVIDEND REVENUE	10-48-4816-0-00
Image: Ner integration         Image: Im		%6	2,273	1,614	227	1	2,500	INTEREST REVENUE	10-48-4811-0-00
Account Title         12/31/2021         11/30/2021         11/30/2021         11/30/2020         Muse           perating Activity         Annual Budget         Current Month         YTD Actual         Prior Yr YTD Actt         Budget Balance         % of B           -00         GENERAL PROPERTY TAXES         516,792         -         516,792         516,792         519,150         (21,337)	fine free, lost or damaged items only	67% f	396	1,587	804	142	1,200	FEES-LIBRARY	10-46-4671-0-00
Account Title         12/31/2021         11/30/2021         11/30/2021         11/30/2020           perating Activity         Annual Budget         Current Month         YTD Actual         Prior Yr YTD Actl         Budget Balance           -00         GENERAL PROPERTY TAXES         516,792         -         516,792         516,792         0	Dodge, Columbia, Winnefox (Green Lake, FdL	111%	(21,337)	193,401	223,137	1	201,800	COUNTY APPROPRIATION	10-43-4367-0-00
er       Account Title       12/31/2021       11/30/2021       11/30/2021       11/30/2020         perating Activity       Annual Budget       Current Month       YTD Actual       Prior Yr YTD Act       Budget Balance		100%	0	519,150	516,792	ł	516,792	GENERAL PROPERTY TAXES	10-41-4111-0-00
Image: series of the series									Revenues
Per         Account Title         Annual Budget         Current Month         YTD Actual         Prior Yr YTD Actual         Budget Balance								ting Activity	ibrary Fund Operati
12/31/2021 11/30/2021 11/30/2021 1:	Budget Notes	% of Budget B	<b>Budget Balance</b>	Prior Yr YTD Actl	YTD Actual	Current Month	Annual Budget	Account Title	Account Number
3udget Report				11/30/2020	11/30/2021	11/30/2021	12/31/2021		
							2.4		Judget Report

Waupun Public Library	Υ.							
Budget Report								
		12/31/2021	11/30/2021	11/30/2021	11/30/2020			
Account Number	Account Title	Annual Budget	<b>Current Month</b>	YTD Actual	Prior Yr YTD Actl	<b>Budget Balance</b>	% of Budget	% of Budget Budget Notes
Library Fund Trust &								
Revenues								
210-48-4850-000	LIBRARY TRUST DONATIONS	1		8,681	I			New account created 9/21
210-49-4920-0-00	OPERATING TRANSFERS IN	1	1	1	r			
<b>Total Revenues</b>		1		8,681	E			
Expenditures					-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS		8	1	6,438			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	1	1	31,594	2			
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	3	-	38,000	1			
<b>Total Expenditures</b>		I	1	69,594	6,438			
xcess (Deficiency) Tru	Excess (Deficiency) Trust/Transfer Revenues Over Expenditures	1	1	(60,913)	(6,438)			
Library Fund Grand Totals	otals							
<b>Total Revenues</b>		730,092	142	756,986	723,116			
<b>Total Expenditures</b>		730,092	52,812	673,028	561,506			
(cess (Deficiency) Tot	Excess (Deficiency) Total Revenues Over Total Expenditures		(52,669)	83,957	161,610			
Library Fund Cash Balances	lances							
210-10001	CASH-LIBRARY	Wells Fargo General Ckg Acct	ral Ckg Acct	75,395.78				
210-11612	LIBRARY SYSTEMS ACCOUNT	LGIP Acct 1		338,744.01				
210-11614	LIBRARY TRUST ACCOUNT	LGIP Acct 2		60,020.46				
	Library Trust Funds within Wells Fargo General Ckg Acct	eneral Ckg Acct		8,397.50				
210-11615	RUTH E. BAYLEY ACCOUNT			89,274.90	Preliminary budget	report will not hav	e an updated ca	Preliminary budget report will not have an updated cash balance until all journal entries are recorded.
	Total Library Fund Cash			571,832.65	Final month end bu	month end budget report will have updated cash balances.	ve updated cash	balances.

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Processed	Check #	Account #	Account Title	Activity Code	Description	Vendor	Vendor/Name	Amount
Part of the second s		210-60-5511-332	Utilities		Natural gas	1174	Alliant Energy	833.95
		210-60-5511-339			Books	4000	Baker & Taylor	2,795.00
		210-60-5511-330	Office supplies		Toner cartridges	8025	CDW Government	115.09
		210-60-5511-330	the second s		Processing supplies	11070	Demco	687.08
		210-60-5511-339			Books	14102	Gale	444.44
		the second s	Travel/training/conference	1	Mileage reimbursement	14402	Garcia, Pam	48.16
			Automation/technology		Wireless system	16440	Inter-Quest	77.43
		210-60-5511-344			Yarn for program	12700	Martens Ace Hardware	11.98
		210-60-5511-339			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			Storage cabinets		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	1	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 che	ck # 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

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# **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 9<sup>th</sup> 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.