



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, June 16, 2021 at 4:30 PM

The Waupun Public Library Board of Trustees will meet in person with a Zoom option at 4:30 pm on June 16, 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/83053638981>

2. By phone:

1-312-626-6799

Meeting ID: 830 5363 8981

CALL TO ORDER

Recognize the mayoral appointment of William Langford to the Library Board.

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) May minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) May statistics

BUDGET SUMMARY

- [3.](#) Budget thru May

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) June Bills

COMMITTEE REPORTS

5. Evaluation Committee

LIBRARIAN'S REPORT

- [6.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

7. Appoint Budget Committee for 2022 budget
[8.](#) Library Personnel Policy revision

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

9. Tentative next meeting: Wednesday, July 21, 2021, 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, May 19, 2021**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:33 p.m. on Wednesday, May 19, 2021. Also present were, Schultz, Hintze, Gehl, Sullivan, Garcia, Jaeger, and Rohrer, via Zoom.

Dr. Bev Martens and Sandy Rohrer were recognized for being re-appointed to the Library Board by the Mayor.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the April 21, 2021 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics will continue to be affected by COVID.

- a. Circulated/downloaded/loaned: 35,958 items through the end of April, up 5.4% YTD.
- b. Curbside service: handled 1,501 transactions through the end of April.

ARTICLE IV: The current budget was discussed.

ARTICLE V:

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

ARTICLE VI: The Library Director Evaluation Committee has been connecting per email and will be meeting Thursday, May 22 to begin the revision of the present evaluation process. It will then move on to the evaluation of the director.

ARTICLE VII: Librarians' Report

- a. Tracking foot traffic during the last hour of Friday continued as adjusting the Friday and Saturday hours is being considered. With a change, total hours would stay the same; one hour would be subtracted from Friday and added to Saturday. Both days would then be open from 9 am-4:30 pm. Action to be taken under New Business.
- b. Summer Reading Program theme is "Tails and Tales." Virtual events are scheduled for May 19, June 16, 23, 30, and July 7. Further details available at the library or on the library's Facebook page.
- c. At this time the starting date of the the Drive-up window project remains June 7, 2021.
- d. Staffing: One of our desk assistants is leaving and a Library Page, Bryce Greenfield, has been promoted to fill the position. Applications are being received for the Library Page opening available in June. Our Circulation Librarian will also be leaving and her position will need to be filled.

e. The Senior Center has been spotlighting a city department every month. May 25, at 11:30 a.m., Bret, Pam and Tami will be presenting a brief program at the Waupun Senior Center as the spotlight. It will be recorded and posted on the library's YouTube page.

f. Adult Programming:

Eleanor Brinsko of Carlon Genealogical Services, presented the program titled "Get Started on Your Genealogy." There were 9 people in attendance. The program was recorded and Eleanor has allowed the library to keep the video up on its YouTube page (link accessible through the library website) for a month. A handout related to the program is available on the website as well.

Upcoming programs:

- *An adult take and make craft series during June, July, and August

- *A painting program in September

- *Chad Lewis, paranormal researcher, in October

- *Beth Amos, author, in November

Future programs are being developed. All programs will be virtual unless social distancing recommendations change.

g. The 2021 Dewey Awards will be presented during staff meeting on May 21st.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Motion by Rohrer, supported to Hintze, to nominate and re-elect Beverly Martens as Library Board President. Motion carried unanimously.

b. Motion by Hintz, supported by Rohrer, to nominate and re-elect Jan Sullivan as Library Board Vice-President. Motion carried unanimously.

c. Motion by Sullivan, supported by Gehl, to nominate and re-elect Rohrer as Library Board Secretary-Treasurer. Motion carried unanimously.

d. Motion by Rohrer, supported by Sullivan, to hold the monthly Library Board meeting at 4:30 p.m. on the 3rd Wednesday of each month. Motion passed unanimously.

e. Motion by Schultz, supported by Hintze, to allow Jaeger to fill the Circulation Librarian position, which will open in mid-July. Motion carried.

f. As a result of COVID, the Library ended 2020 with a budget surplus of approximately \$81,000.

Motion by Rohrer, supported by Sullivan, to accept the City of Waupun's Finance Director's proposal regarding the 2020 library budget surplus. The proposal is as follows:

- a. Reserve \$29,000 of the surplus for drive-up window installation costs, as this expense was not included in the 2021 Budget.
- b. Reserve an additional \$14,000 of the surplus for Accounts Payable and Accrued Payroll costs. These were 2020 expenses, but were not paid for until 2021.
- c. Transfer the remaining \$38,000 to the City's Capital Improvement Fund. This process is in line with how the 2020 Budget surpluses were handled for other City departments.

Motion carried on 6-0 roll call.

g. Motion by Schultz, supported by Hintze, to accept Jaeger's recommendation to increase the Unique Collection Agency Threshold from \$30.00 to \$50.00. Motion carried.

h. Motion by Sullivan, supported by Rohrer, to change the hours of operation on Friday and Saturday, with one hour subtracted from Friday and added to Saturday. Both Friday and Saturday hours would be 9 am - 4:30 pm. This change will begin on Friday, June 4th. Motion carried.

i. Considering the recent update of the CDC, Bret developed and presented a plan, called Mask Expectations. The purpose of this plan is to help keep staff and patrons safe as the library adjusts to the new mask recommendations of the CDC. Staff will be given an opportunity to provide suggestions, ask questions and address concerns at the staff meeting on Friday, May 21.

ARTICLE IX: Motion by HIntz, supported by Rohrer, to adjourn at 5:44 p.m. Motion carried.

***Next tentative meeting: Wednesday, June 16, 2021 at 4:30 p.m. The Board will meet face to face at the Library, but efforts are being made to provide availability for the those unable to attend in person.**

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	May. 21	May. 20	YTD 2021	YTD 2020	YTD%
Juvenile Nonfiction	329	41	2,228	1,808	23.2%
Juvenile Fiction	1,866	246	7,369	6,281	17.3%
Juvenile Periodical	10	0	28	47	-40.4%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	0	0	4	3	33.3%
Juvenile DVD	259	33	971	1,674	-42.0%
Juvenile CD	48	8	270	284	-4.9%
Juvenile Video	0	0	0	0	#DIV/0!
Total Juvenile	2,512	328	10,870	10,097	7.7%
Adult Nonfiction	423	103	2,463	2,147	14.7%
Adult Fiction	1,515	524	7,360	5,440	35.3%
Adult Periodical	69	10	320	328	-2.4%
Adult Audiocassette	1	0	5	0	#DIV/0!
Adult MP3 audio	1	2	21	30	-30.0%
Adult DVD	1,460	282	7,032	7,679	-8.4%
Adult CD	326	75	1,455	1,409	3.3%
Videocassettes	0	0	0	0	#DIV/0!
Pamphlets/Vertical File	0	1	2	1	100.0%
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc.(kits, toys, no location...)	0	0	0	0	#DIV/0!
Total Adult	3,795	997	18,658	17,034	9.5%
State Report Circulation	6,307	1,325	29,528	27,131	8.8%
Downloads (OverDrive)	953	918	5,031	4,133	21.7%
ILL-Items Sent	1,826	436	10,398	5,356	94.1%
ILL Item Received	17	0	104	180	-42.2%
TOTAL CIRCULATION	9,103	2,679	45,061	36,800	22.4%
<i>To Columbia Co. Rural</i>	1	1	1	228	-99.6%
<i>To Dodge Co. Rural</i>	507	86	2,299	2,481	-7.3%
<i>To FDL Co. Rural</i>	1,546	271	6,620	6,063	9.2%
<i>To Green Lake Co. Rural</i>	47	8	152	660	-77.0%
Rural circ subtotals			9,072	9,432	-3.8%
USE					
In-library Count (visits)	2,096	379	6,202	15,105	-58.9%
Library Programs	139	0	218	978	-77.7%
Meeting Room Use	0	0	0	775	-100.0%
Computer Use	133	0	387	1,665	-76.8%
Wireless Use	235	132	860	1,717	-49.9%
Reference Questions	159	400	1,617	1,043	55.0%
Monthly website hits	1,417	1,288	7,402	12,985	-43.0%
Curbside service	17	379	1,518	379	300.5%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2021 Annual Budget	5/31/2021 Current Month	5/31/2021 YTD Actual	5/31/2020 Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
Library Fund									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	516,792	-	382,067	371,356	134,726	74%		
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	63	293	945	907	24%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	2,500	-	92	1,306	2,408	4%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	660	659	1,140	37%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,000	204	5,919	8,761	81	99%	\$5k hicks foundation	
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-	-			
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
Total Revenues		730,092	267	612,168	576,429	117,924	84%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	394,072	29,608	140,257	133,139	253,815	36%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	54,576	3,965	23,324	31,318	31,252	43%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	67	335	299	456	42%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,992	1,510	7,489	8,047	12,503	37%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	30,147	2,196	10,798	11,023	19,348	36%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,000	-	-	-	3,000	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	111	554	554	946	37%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	533	1,966	2,432	19,034	9%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	249	735	1,102	3,265	18%		
210-60-5511-3-32	LIBRARY-UTILITIES	24,263	1,556	8,759	8,559	15,504	36%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	220	663	604	937	41%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	182	417	2,318	7%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	370	370	1,368	6,630	5%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	985	3,580	5,015	16%	new for 2021-potential security maint contract	
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	3,000	-	53	426	2,947	2%		
210-60-5511-3-39	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	1,006	20,020	25,751	12,980	61%		
210-60-5511-3-40	LIBRARY-BOOKS	60,652	6,396	24,955	13,317	35,697	41%		
210-60-5511-3-41	LIBRARY-AUDIOVISUAL	20,000	1,029	5,176	2,564	14,824	26%		
210-60-5511-3-42	LIBRARY-PERIODICALS	9,000	208	4,552	4,865	4,448	51%		
210-60-5511-3-43	LIBRARY-DATABASES	14,000	2,239	5,951	5,755	8,049	43%		
210-60-5511-3-44	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	-	6,435	10,000	0%		
210-60-5511-3-45	LIBRARY-PROGRAMMING	7,500	1,207	4,879	1,539	2,621	65%	Summer reading program	
210-60-5511-8-00	LIBRARY-MISCELLANEOUS	2,500	14	219	501	2,281	9%		
210-60-5504-3-38	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-8-00	LIBRARY-TRUST OPERATING EXPENS	-	-	-	-	-			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-	-			
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	38,000	38,000	-	(38,000)			
Total Expenditures		730,092	90,483	300,223	269,909	429,870	41%		
			(90,217)	311,945	306,520	(311,945)			
Library Fund Cash Balances									
210-10001	CASH-LIBRARY	Wells Fargo General Cfg Acct		81,215.39					
210-11612	LIBRARY SYSTEMS ACCOUNT	IGIP Acct 1		538,622.79					
210-11614	LIBRARY TRUST ACCOUNT	IGIP Acct 2		60,005.82					
210-11615	Library Trust Funds within Wells Fargo General Cfg Acct			30,701.61					
	RUTH E. BAYLEY ACCOUNT			89,274.90					
Total Library Fund Cash				799,820.51					

Preliminary budget will not have expenditures cash balances until journal entries are recorded. Final month end budget will have updated cash balances.

Waupun Public Library - June 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	109.50
		210-60-5511-334	Membership fees		Yearly membership	1211	American Library Association	295.00
		210-60-5511-339	Books		Books	4000	Baker & Taylor	2,180.00
		210-60-5511-338	Automation/technology		OWL device and accessories	8025	CDW Government	1,117.89
		210-60-5511-339	Books		Large Print Books	8900	Center Point Large Print	48.04
		210-60-5511-330	Office supplies		Book coverings, tape, misc.	11070	Demco	770.78
		210-60-5511-339	Books		Books	14102	Gale	777.16
		210-60-5511-335	Publications/promotions		Magnets with new hours	15420	Hair of the Dog Graphics	530.00
		210-60-5511-338	Automation/technology		Wireless system	16440	Inter-Quest	14.95
		210-60-5511-344	Programming		Adult craft supplies	12700	Martens Ace Hardware	79.24
		210-60-5511-339	Books		Books	18964	Meredith Books	33.91
		210-60-5511-340	Audiovisual		Audiobooks	19050	MicroMarketing	489.42
		210-60-5511-330	Office supplies	190	Disinfecting wipes	300156	Monarch Library System	42.48
		210-60-5511-345	Miscellaneous		Break Room supplies	21665	Piggly Wiggly	18.55
		210-60-5511-333	Postage		Stamps	22099	Postmaster	110.00
		210-60-5511-339	Books		Books	24810	Taste of Home Books	35.98
		210-60-5511-344	Programming		Book Bingo prizes	26900	Waupun Chamber of Commerce	120.00
							Total:	\$ 6,772.90
5/20/2021	Manual check # 1002				Finance charge		James Imaging Systems	5.08
5/20/2021	Manual check # 1003				Zoom Webinar subscription		Waukesha County Treasurer	240.00
Auto Pay		210-60-5511-331	Telecommunications		Monthly Spectrum invoice		Wells Fargo (auto-pay) Bret	174.97
Auto Pay		210-60-5511-338	Automation/technology		Zoom license		Wells Fargo (auto-pay) Pam	144.66
City manual check		210-60-5511-332	Utilities		Electric/water/sewer		Waupun Utilities	1,505.85

Authorized signature: _____

June 2021 Librarians Report

A. Statistics

Through the end of May we have circulated/downloaded/loaned 45,061 items, with curbside service handling 1,518 transactions.

B. Drive-thru Window Project update

We were informed that there is still at delay at the manufacturer's plant so we don't expect delivery of the window/drawer unit until late July.

C. Summer Reading Program

The theme for this year's Summer Reading Program is "Tails and Tales," and registration is underway. Upcoming virtual events are scheduled for June 16, 23, 30, and July 7. Further details will be available at the library, or on the library's Facebook page and website.

D. Staffing

With the recent resignations of a Library 4 and Library 2 position, in-house promotions have been occurring as staff are moving up to various positions. The end result is two openings for Library 1 Library Page positions, which should be filled, or in the process of being filled, by the time you read this.

Emma Sanders will become the Library 4 Circulation Librarian.

Lisa Bille will take over the Library 3 Processing/Repair position.

Bryce Greenfield and Winston Grimes were promoted from Library 1 Library Pages to Library 2 Desk Assistants.

E. Summer Craft Series

We are offering a craft series for adults for the months of June, July and August. June's craft is a teacup planter. The craft packet includes a blank teacup, paint, paintbrush, two plants and extra soil. We have gone through our first batch in 2 days, so more teacups are ordered.

F. Donation

A donation of \$100 was received in memory of Doug Shireman.

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

Waupun Public Library

Library Personnel Policy revision – DRAFT

1. Definitions.
 - a. Professional staff shall hold a Master's degree in library science.
 - b. Non-professional staff shall be defined as those not holding a Master's degree in library science.
 - ~~c. Pages generally shall be senior high students working part time.~~
2. Selection of staff follows Wisconsin State Statute 43.58(4).
 - a. The ~~head librarian~~ Library Director shall be appointed by the Library Board.
 - b. All other employees shall be selected by the ~~librarian and~~ Library Director based on staffing approved by the Board.
 - c. In the event of a full-time position opening, the Library Director is required to obtain Library Board approval to fill the position before the hiring process begins. The Library Director will make a hiring recommendation based on the effect the elimination of the position would have on operations and service to the public.
3. Pay and Compensation.
 - a. Recognition shall be given to the fact that the professional staff must be paid and otherwise compensated on a nationally competitive basis.
 - b. All other staff shall receive no less pay and compensation than that received for similar work under similar conditions in the locality.
 - c. Health insurance shall be available according to the municipal plan.
 - d. Social security and retirement shall be allowed according to the municipal plan.
 - e. Wages and salaries shall be set by the ~~head librarian~~ Library Director subject to Board approval or ~~union contract~~ Board approved wage ranges.
4. All staff members shall serve a probation period of six working months.
5. The ~~librarian~~ Library Director or Assistant Director shall schedule the working hours of the staff.

6. Assignments of all staff duties shall be made by the ~~librarian~~ Library Director or Assistant Director.
7. The ~~librarian~~ Library Director or Assistant Director shall have an evaluative conference with each employee at least once a year.
8. The Library Board shall have an evaluative conference with the ~~librarian~~ Library Director once a year.
9. Provision shall be made for daily rest periods, for attendance at professional meetings and conventions, and for visiting other libraries for informational purposes. Travel and other expenses shall be borne by the library. A program of in-service training shall be carried out to ensure an efficient staff.
10. Effective January 1, 1992, ~~permanent~~ part-time hourly ~~library~~ Library 2 and Library 3 staff shall be entitled to ~~one-half day~~ four hours of compensated leave per year of continuous service, with a maximum of ~~10 days~~ forty hours leave per year. Leave shall be taken in the year that it accrues, except when the ~~librarian~~ Library Director approves a variance.

Prorated payment for earned leave not taken shall be made to any employee at termination of employment, except in the case of discharge for just cause.

All compensation is to be part of the maximum hours permitted each employee per year.

~~If the library is closed due to an emergency or bad weather, staff members will be paid for the regular hours for which they have been scheduled to work on that day. When the library is open during inclement conditions, employees who do not report to work or choose to leave work early will be required to use accrued holiday time, vacation time, or it shall be considered authorized unpaid leave of absence.~~

~~If the library will not be opened due to an emergency or bad weather, employees may choose one of the following options: 1) use vacation hours, 2) use floating holiday hours, or 3) make up the time at straight time. If these alternatives are not used within the same or subsequent pay period, the time lost shall be considered authorized unpaid leave of absence.~~

[This section was revised and can be found in the Emergency Closing Policy]

11. Employees shall follow City of Waupun employee policies which are not covered by a ~~union contract or~~ the “By-Laws, Objectives and Policies Handbook” of the Waupun Public Library, and which do not interfere with the Library Board’s statutory authority.