



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, August 17, 2022 at 4:30 PM

The Waupun Public Library Board of Trustees will meet at 4:30 p.m. on August 17, 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/84701876018>

2. By phone:

1-312-626-6799

Meeting ID: 847 0187 6018

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) July minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) July statistics

BUDGET SUMMARY

- [3.](#) July Budget Report

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) August bills

COMMITTEE REPORTS

5. Budget Committee

LIBRARIAN'S REPORT

- [6.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

- [7.](#) Laminating Policy
- [8.](#) 2023 Budget Request Recommendation

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

9. Tentative next meeting: Wednesday, September 21, 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, July 20, 2022**

The Waupun Public Library Board was called to order by Beverly Martens, President, at 4:30 p.m. on Wednesday, July 20, 2022. Present were Gehl, Schultz, Sullivan, Siebers, Rohrer, Garcia, and Jaeger. Hintze absent.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the June 15, 2022 meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 61,869 items through the end of June.
- b. Drive-thru window service: handled 518 transactions through the end of June.

ARTICLE IV: June Budget Report was not received from the City for review.

ARTICLE V:

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

ARTICLE VI: Budget Committee met and reported that there are a number of unknowns yet to be worked through before a budget can be finalized and brought to the Board for a vote.

ARTICLE VII: Librarians' Report

- a. **Interior Signage:** Samples of signage from Warrior Innovation were received and on display.
- b. **A \$1,000 donation was received from Waupun Lions Club** and will be used to purchase large print books. The Board stated its appreciation for the donation.
- c. Attendance at the now, in-person **Summer Reading Program** has ranged from 153 to 174 through June, reaching pre-COVID numbers. Good news.
- d. Interns have finished re-organizing the last of the bound newspapers in the storage room shelving and will begin modifying the periodical shelving. Flat shelves will be added in their place to help with the growth of the fiction collection.
- e. **The library received a \$5,000 grant from the Nelson G. and Vera C. Hicks Charitable Foundation.** These funds will be used for the Summer Reading program and to enhance the children's area of the library.
- f. The **Jim Henderson memorial** donation is complete with the arrival of the chair which matches the loveseat on second floor.

g. **Volunteers from One Waupun** were recognized for their help in moving the display case and semi-trucks, donated by Don Schultz, to the library. The Board stated its appreciation for their time. DPW will install the collection as time permits.

h. Bret has registered for CVMIC's First Amendment audit program on August 10.

i. Bret spoke with the Paintworx representative concerning painting the weathered library name and address on the front of the building and is waiting for a quote.

j. The Board will be receiving a new Laminating Policy to be reviewed next month.

ARTICLE VIII: No Old Business .

ARTICLE IX: New Business:

a. The Bulletin Board Policy adopted on 2/17/2020 was reviewed. No changes required.

ARTICLE X: Motion by Rohrer, supported by Schultz, to adjourn at 5:00 p.m. Motion carried.

*Next tentative meeting: **Wednesday, August 17, 2022 at 4:30 p.m.**

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Jul. 22	Jul. 21	YTD 2022	YTD 2021	YTD%
Juvenile Nonfiction	507	376	3,361	3,344	0.5%
Juvenile Fiction	3,144	2,471	17,038	12,710	34.1%
Juvenile Periodical	5	6	55	62	-11.3%
Juvenile Book on CD	24	10	138	150	-8.0%
Juvenile MP3 audio	1	0	4	7	-42.9%
Juvenile DVD	388	368	2,462	1,711	43.9%
Juvenile Music CD	20	10	57	44	29.5%
Juvenile Video Game	39	33	191	190	0.5%
Misc. (kits, av tapes, etc)	2	0	5	0	#DIV/0!
Total Juvenile	4,130	3,274	23,311	18,218	28.0%
Adult Nonfiction	617	567	3,913	3,585	9.1%
Adult Fiction	1,995	1,865	12,168	11,007	10.5%
Adult Periodical	54	60	446	485	-8.0%
Adult Book on CD	127	170	1,136	1,250	-9.1%
Adult MP3 audio	9	0	56	23	143.5%
Adult DVD	1,852	1,376	11,186	9,748	14.8%
Adult Music CD	205	90	859	700	22.7%
Adult Video Game	21	27	72	56	28.6%
Pamphlets/Vertical File	0	0	0	2	-100.0%
Equipment/die cuts	0	0	1	0	#DIV/0!
Misc (kits, tapes, av games)	1	0	31	0	#DIV/0!
Total Adult	4,881	4,155	29,868	26,856	11.2%
State Report Circulation	9,011	7,429	53,179	45,074	18.0%
Downloads (OverDrive)	1,038	1,030	6,935	7,016	-1.2%
ILL-Items Sent	2,009	2,182	13,586	14,771	-8.0%
ILL Item Received	47	31	274	173	58.4%
TOTAL CIRCULATION	12,105	10,672	73,974	67,034	10.4%
<i>To Columbia Co. Rural</i>	2	0	43	1	4200.0%
<i>To Dodge Co. Rural</i>	701	623	4,523	3,441	31.4%
<i>To FDL Co. Rural</i>	1,572	1,429	10,796	9,683	11.5%
<i>To Green Lake Co. Rural</i>	31	83	361	360	0.3%
Rural circ subtotals			15,723	13,485	16.6%
USE					
Patron Gate (visits)	5,320	3,662	27,488	13,447	104.4%
In-person Programs	259	0	1,664	1,243	33.9%
Virtual Programs	0	0	48	1,104	-95.7%
Take & Make Activities	80	69	638	521	22.5%
Meeting Room Use	118	0	599	0	#DIV/0!
Computer Use	680	334	2,961	945	213.3%
Wireless Use	366	258	2,224	1,383	60.8%
Reference Questions	441	348	2,369	2,421	-2.1%
Monthly website hits	1,863	1,633	10,956	10,611	3.3%
Curbside/Window service	98	16	616	1560	-60.5%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2022 Annual Budget	7/31/2022 Current Month	7/31/2022 YTD Actual	7/31/2021 Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes	
Library Fund Operating Activity									
Revenues <small>(Partial property tax allocation is recorded in February. Full allocation is recorded after the August settlement)</small>									
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	167	961	434	239	80%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	1,500	-	973	161	527	65%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	1,414	1,321	386	79%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,000	5,000	5,000	11,019	1,000	83%	\$5k hicks foundation	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
Total Revenues		736,171	5,167	596,720	618,138	139,451	81%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	401,953	32,005	215,622	219,440	186,331	54%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	7,703	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	57,851	7,703	36,420	33,588	21,431	63%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	68	461	484	330	58%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,992	1,378	10,501	11,507	9,491	53%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	30,750	2,337	16,396	16,717	14,354	53%		
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	1,170	836	330	78%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	807	9,935	5,966	10,065	50%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	826	1,939	1,194	2,061	48%		
210-60-5511-3-32	LIBRARY-UTILITIES	23,000	2,525	16,191	12,582	6,809	70%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	60	820	938	780	51%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	665	861	702	1,639	34%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	197	2,693	1,029	4,307	38%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	64	2,821	1,235	3,179	47%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	-	726	53	1,774	29%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	25	20,479	22,190	12,521	62%		
210-60-5511-3-39	LIBRARY-BOOKS	60,734	5,158	35,177	35,789	25,557	58%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	1,513	6,378	7,102	12,622	34%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	-	4,993	4,552	2,067	70%		
210-60-5511-3-42	LIBRARY-DATABASES	12,000	2,517	10,121	9,924	1,879	84%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	-	-	8,000	0%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	11,500	4,212	9,324	6,174	2,176	81%	Summer reading program	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	219	1,514	317	986	61%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		736,171	62,445	404,481	392,317	331,690	55%		
Excess (Deficiency) Revenues Over Expenditures		-	(57,279)	192,239	225,821				

Waupun Public Library

Account Number	Account Title	12/31/2022 Annual Budget	7/31/2022 Current Month	7/31/2022 YTD Actual	7/31/2021 Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes
Library Fund Trust & Transfer Activity								
Revenues								
210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	6,922	-			New account created 9/21
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-			
	Total Revenues	-	-	6,922	-			
Expenditures								
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	1,101	7,298	-			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-			
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	57,000	-	57,000	38,000			
	Total Expenditures	57,000	1,101	64,298	38,000			
	Excess (Deficiency) Trust/Transfer Revenues Over Expenditures	(57,000)	(1,101)	(57,376)	(38,000)			
Library Fund Grand Totals								
	Total Revenues	736,171	5,167	603,642	618,138			
	Total Expenditures	793,171	63,546	468,778	430,317			
	Excess (Deficiency) Total Revenues Over Total Expenditures	(57,000)	(58,380)	134,863	187,821			
Library Fund Cash Balances								
210-10001	CASH-LIBRARY			(43,457.71)				
210-11612	LIBRARY SYSTEMS ACCOUNT			507,112.18				
210-11614	LIBRARY TRUST ACCOUNT			60,137.41				
	Library Trust Funds within Wells Fargo General Ckg Acct			6,699.65				
210-11615	RUTH E. BAYLEY ACCOUNT			94,301.70				
	Total Library Fund Cash			624,793.23				

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.

Waupun Public Library - August 2022 Bills

<u>Processed</u>	<u>Check #</u>	<u>Account #</u>	<u>Account Title</u>	<u>Description</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		210-60-5511-330	Office supplies	Laminates, disc wipes, misc	47	Amazon	402.89
		210-60-5511-339	Books	Books	47	Amazon	688.60
		210-60-5511-340	Audiovisual	AV materials	47	Amazon	625.66
		210-60-5511-344	Programming	Programming supplies	47	Amazon	422.87
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	56.56
		210-60-5511-339	Books	Books	4000	Baker & Taylor	2,110.24
		210-60-5511-336	Repairs/Maintenance	LED bulbs for track lighting	6879	C Braaksma Electric	411.60
		210-60-5511-339	Books	Books	7090	Cavendish Square	201.48
		210-60-5511-330	Office supplies	Book jackets, book tape, misc	11070	Demco	437.50
		210-60-5511-336	Repairs/Maintenance	Disc cleaning supplies	12509	ELM USA	184.49
		210-60-5511-339	Books	Books	12796	Fietzer, William	37.94
		210-60-5511-339	Books	Books	14102	Gale	550.67
		210-60-5511-336	Repairs/Maintenance	Phone pager system repair	16391	Intellicom of WI	787.75
		210-60-5511-338	Automation/technology	Wireless system	16440	Inter-Quest	24.95
		210-60-5511-337	Travel/training/conference	Mileage reimbursement	16648	Jaeger, Bret	25.63
		210-60-5511-344	Programming	Programming supplies	12700	Martens Ace Hardware	24.66
		210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	671.37
		210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	32.15
		210-60-5511-345	Miscellaneous	Break Room supplies	21665	Piggly Wiggly	21.83
		210-60-5511-333	Postage	Stamps	22099	Postmaster	120.00
		210-60-5511-330	Office supplies	Fax machine, toner, papers	22402	Quill Corp	337.96
		210-60-5511-339	Books	Books	23831	Sebco Books	81.09
		210-60-5511-339	Books	Collection agency	25484	Unique Mgt Services	11.65
		210-60-5511-342	Databases	AtoZ Food; Travel; Maps	28200	WILS	329.18
						Total: \$	8,598.72
City manual check		210-60-5511-331	Telecommunications	Monthly Spectrum invoice		Wells Fargo autopay (Bret)	179.97
City manual check		210-60-5511-332	Utilities	Electric/water/sewer		Waupun Utilities	2,520.30

Authorized signature: _____

August 2022 Librarians Report

A. Statistics

Through the end of July, we circulated/downloaded/loaned 73,974 items, with drive thru window service handling 616 transactions.

B. Interior signage

We received two mockups of the second floor signage from Warrior Innovation in order to confirm colors before they start production of all signs.

C. Front stone lettering

Paintworx will be re-staining the front stone lettering.

D. Summer Reading Program

This year's Summer Reading Program resulted in 319 kids signing up, and a total of 19,140 minutes of reading were reported.

E. Shelving projects

The interns finished converting some second floor periodical shelving into regular book shelving for the growing fiction section.

F. Storytimes resuming

Weekly storytimes will resume starting September 7. Held on Wednesdays at 11 am, they are scheduled for most Wednesdays through December 21.

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

Waupun Public Library Laminating Policy - DRAFT

The Waupun Public Library offers laminating services to library patrons upon request. Patrons must fill out the attached application.

Cost for Laminating:

- ½ Page (4¼" x 5½", including business card size): **\$.50 per page**
- Full Page (8½" x 11"): **\$1.00 per page**

Laminating Schedule:

- Projects 10 full pages or less:
 - Projects will be completed immediately as long as there is adequate staffing and at least 30 minutes prior to closing.
- Projects larger than 10 full pages, or library is closing in less than 30 minutes or does not have adequate staff present:
 - Patron will be requested to leave materials at the library for processing. Library staff will complete the laminating as soon as time allows.
 - Patrons must prepay when leaving jobs for processing.
 - Patrons must pick up materials within 7 days after notification that the job is complete.

Laminating Disclaimers:

Due to the heat process involved in lamination and the possibility of special coatings on materials, the library assumes no liability as to its effect on the items being laminated.

The library will not laminate Social Security cards (it will obscure security features) and laminating should not be conducted with thermal paper (will turn original completely black). The library reserves the right to refuse any materials to be laminated if deemed inappropriate.

Waupun Public Library Laminating Application

I have read and understand the Waupun Public Library Laminating Policy. I understand and agree to the following:

- The Library is not responsible for damage or loss of materials of the final condition of processed materials. No refunds will be issued.
- The Library has the right to dispose of items not picked up 7 days after notification.
- The Library will not laminate Social Security cards, thermal paper, or anything the Library deems as inappropriate.

Description of items (if left at the library for processing):

Patron information:

Name: _____ Phone: _____

Signature: _____ Date: _____

Staff Use Only:

Amount Paid: \$ _____

Date Completed: _____

Date Patron Notified: _____

