



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD MEETING**  
**Waupun Public Library – 123 S. Forest Street,**  
**Waupun WI**  
**Monday, November 16, 2020 at 4:45 PM**

The Waupun Library Board will meet virtually at 4:45 p.m. on November 16, 2020, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

**1. Join Zoom Meeting:**

<https://us02web.zoom.us/j/88574123203>

**2. By phone:**

1-312-626-6799

Meeting ID: 885 7412 3203

**CALL TO ORDER**

**MINUTES FROM PREVIOUS MEETINGS**

- [1.](#) October minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

*No Public Participation after this point.*

**MONTHLY STATISTICS**

- [2.](#) Statistics

**BUDGET SUMMARY**

- [3.](#) Budget thru October

**CONSIDERATION OF BILLS FOR PAYMENT**

[November](#) bills

**COMMITTEE REPORTS**

**LIBRARIAN'S REPORT**

- [4.](#) Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

5. 2021 library wages
6. Drive-up window project contractor
7. Part-time wages when directed to quarantine

**FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD**

8. Next meeting: Monday, December 21, 2020, at 4:45 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 October 19, 2020**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:46 p.m. on October 19, 2020. Also present were Schultz, Sullivan, Gehl, Westphal, Garcia, Jaeger, and Rohrer, per Zoom. Hintze was absent.

ARTICLE I: Motion by Rohrer, supported by Westphal, to accept the minutes of the September 20, 2020 meeting as corrected with the addition of the words “items circulated” after Article III, (a), and the word “visits” after Article III, (b).

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Downloads (OverDrive) up 25.5% YTD
- b. 72,999 items circulated YTD
- c. 2,072 curbside transactions YTD

ARTICLE IV: Current budget was discussed with no concerns noted.

ARTICLE V: Motion by Rohrer, supported by Gehl, to pay the October 2020 bills. Motion carried, 6-0 on roll call. Because the meeting was a Zoom meeting, Rohrer was not available to sign the bills. Jaeger was given authorization to do so.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. A quote for under \$6,000 for the drive-up window project has been received from Hometown Glass, which does not include the cost of cutting through the wall if necessary. Library still waiting to hear from Portage Glass.
- b. The 2021 City Budget is still in progress. Departments have been making more cuts in order to bring down expenses. Another budget meeting to be held Tuesday, October 20, 2020.
- c. After resignation of West Bend Library Director, Chair of Monarch Library System Governance Committee, Vice-Chair, Jaeger will supervise the committee until a new Chair is elected.
- d. The library is back to full staff after one member was directed to quarantine after being exposed at school and another was directed to quarantine to work from home after Covid-19 issues at her daycare. A new page, Mason Kuhn, has been hired to replace Allison Indermuehle.
- e. DPW Director, Jeff Daane, dropped off a “fogger” machine, which is being used to spray throughout the building on a regular basis in an effort to kill any viruses which may be present.
- f. Police were contacted concerning an inappropriate phone call received at the library.
- g. Unique Management Services, the library collection agency, sent out the annual report. Library return on Investment for the past 12 months is \$9:1, an excellent return considering a \$3:1 is the average return.

h. Jaeger presented Wisconsin State Statute 43.58(1) for board review. A portion of the statute follows:

“The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized.”

i. Pam’s COVID-19 Report: (a summary)

Curbside is operating smoothly. Quarantining remains at 7 days. As a precaution for the safety of staff and patrons, before shortening our quarantining time we are waiting for the REALM literature review related to other studies of length of time COVID-19 virus lives on surfaces. Other viable solutions, such as heat and UV light are being investigated, but as of yet, their effectiveness has not been determined.

j. The “Dewey Awards” were presented at the staff meeting on Friday, September 24, 2020.

ARTICLE VIII: No old Business.

ARTICLE IX: New Business:

a. Motion by Sullivan, supported by Rohrer, to authorize the Library Director to sign the list of bills for future online meetings. Motion carried.

b. Motion by Westphal, supported by Rohrer, to cancel all reservations for the library meeting rooms indefinitely. Motion carried.

ARTICLE IX: Motion by Sullivan, supported by Westphal, to adjourn at 5:22 p.m.. Motion carried.

Next tentative meeting: **Monday November 16, 2020, at 4:45 p.m. per Zoom.**

SANDRA ROHRER Secretary  
SR/bkj

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Oct. 20</b>	<b>Oct. 19</b>	<b>YTD 2020</b>	<b>YTD 2019</b>	<b>YTD%</b>
Juvenile Nonfiction	277	641	3,302	5,597	-41.0%
Juvenile Fiction	1,028	2,440	12,856	28,486	-54.9%
Juvenile Periodical	0	18	73	270	-73.0%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	0	0	8	32	-75.0%
Juvenile DVD	317	796	3,280	7,142	-54.1%
Juvenile CD	180	105	664	878	-24.4%
Juvenile Video	0	0	0	0	#DIV/0!
<b>Total Juvenile</b>	<b>1,802</b>	<b>4,000</b>	<b>20,183</b>	<b>42,405</b>	<b>-52.4%</b>
Adult Nonfiction	449	633	4,273	6,746	-36.7%
Adult Fiction	1,502	1,806	12,443	19,241	-35.3%
Adult Periodical	66	135	700	1,269	-44.8%
Adult Audiocassette	0	0	0	3	-100.0%
Adult MP3 audio	2	17	49	124	-60.5%
Adult DVD	1,134	2,713	14,928	25,825	-42.2%
Adult CD	260	553	2,924	5,293	-44.8%
Videocassettes	0	0	0	3	-100.0%
Pamphlets/Vertical File	0	0	1	6	-83.3%
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc. (kits, toys, no location...)	0	0	0	2	-100.0%
<b>Total Adult</b>	<b>3,413</b>	<b>5,857</b>	<b>35,318</b>	<b>58,512</b>	<b>-39.6%</b>
<b>State Report Circulation</b>	<b>5,215</b>	<b>9,857</b>	<b>55,501</b>	<b>100,917</b>	<b>-45.0%</b>
<b>Downloads (OverDrive)</b>	<b>1,009</b>	<b>674</b>	<b>8,883</b>	<b>6,949</b>	<b>27.8%</b>
ILL-Items Sent	2,286	1,889	16,884	17,181	-1.7%
ILL Item Received	35	48	276	668	-58.7%
<b>TOTAL CIRCULATION</b>	<b>8,545</b>	<b>12,468</b>	<b>81,544</b>	<b>125,715</b>	<b>-35.1%</b>
<i>To Columbia Co. Rural</i>	<i>0</i>	<i>13</i>	<i>229</i>	<i>428</i>	<i>-46.5%</i>
<i>To Dodge Co. Rural</i>	<i>273</i>	<i>757</i>	<i>4,517</i>	<i>8,448</i>	<i>-46.5%</i>
<i>To FDL Co. Rural</i>	<i>1,097</i>	<i>2,200</i>	<i>11,886</i>	<i>21,676</i>	<i>-45.2%</i>
<i>To Green Lake Co. Rural</i>	<i>16</i>	<i>143</i>	<i>1,024</i>	<i>1,818</i>	<i>-43.7%</i>
<b>Rural circ subtotals</b>			<b>17,656</b>	<b>32,370</b>	<b>-45.5%</b>
<b>USE</b>					
<b>In-library Count (visits)</b>	<b>0</b>	<b>6,004</b>	<b>20,885</b>	<b>60,658</b>	<b>-65.6%</b>
Library Programs	0	516	978	4,165	-76.5%
Meeting Room Use	0	392	782	3,354	-76.7%
Computer Use	0	707	1,868	7,573	-75.3%
Wireless Use	147	495	2,621	5,093	-48.5%
Reference Questions	586	209	2,358	3,657	-35.5%
Monthly website hits	1,233	2,831	22,267	27,253	-18.3%
Curbside service	792		2,864		#DIV/0!



<b>Waupun Public Library</b>							
Budget Report							
<b>Account Number</b>	<b>Account Title</b>	<b>12/31/2020 Annual Budget</b>	<b>10/31/2020 Current Month</b>	<b>10/31/2020 YTD Actual</b>	<b>10/31/2019 Prior Yr YTD Actl</b>	<b>Budget Balance</b>	<b>% of Budget</b>
<b>Library Fund</b>							
<b>Revenues</b>							
210-41-4111-0-00	GENERAL PROPERTY TAXES	519,150	-	519,150	541,000	-	100%
210-43-4367-0-00	COUNTY APPROPRIATION	194,000	-	193,401	168,852	599	100% FdL)
210-46-4671-0-00	FEES-LIBRARY	4,000	79	1,316	5,059	2,684	33%
210-48-4811-0-00	INTEREST REVENUE	7,000	-	1,530	5,896	5,470	22%
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	1,971	1,735	(171)	109%
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	-	9,086	7,555	(3,050)	151%
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	382,830	-	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	(8,693)	-	8,693	0%
Total Revenues		731,986	79	717,760	1,112,927	14,226	98%
<b>Expenditures</b>							
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	386,345	27,910	288,598	293,024	97,747	75%
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-	
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	67,918	3,794	49,172	59,289	18,746	72%
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	67	634	593	156	80%
210-60-5511-2-22	LIBRARY-RETIREMENT	19,600	1,470	16,113	15,334	3,487	82%
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	29,555	2,056	22,507	22,519	7,049	76%
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	2,764	-	-	-	2,764	0%
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	111	1,109	1,109	391	74%
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	436	6,583	18,288	14,417	31%
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	224	2,830	2,735	1,070	73%
210-60-5511-3-32	LIBRARY-UTILITIES	24,263	1,473	17,795	25,423	6,468	73%
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	-	659	1,414	941	41%
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	917	490	1,583	37%
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	48	1,959	3,181	5,041	28%
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	4,500	-	3,707	7,010	793	82%
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	53	301	2,880	4,199	7%
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	15	28,077	24,982	3,923	88%
210-60-5511-3-39	LIBRARY-BOOKS	59,250	5,238	32,545	50,456	26,705	55%
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	20,000	865	6,952	19,173	13,048	35%
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	129	5,613	7,815	3,387	62%
210-60-5511-3-42	LIBRARY-DATABASES	14,000	-	8,040	9,018	5,960	57%
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	6,435	7,936	3,565	64%
210-60-5511-3-44	LIBRARY-PROGRAMMING	7,500	602	2,712	4,306	4,788	36%
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	141	1,328	2,234	1,172	53%
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-	
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	6,388	3,687	(6,388)	
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	20,356	-	
Total Expenditures		731,986	44,633	510,974	603,250	221,012	70%
		0	(44,554)	206,786	509,677	(206,786)	



**Waupun Public Library - November 2020 Bills**

<u>Processed</u>	<u>Check #</u>	<u>New Account #</u>	<u>Activity Code</u>	<u>Line item</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		210-60-5511-330		Office supplies	47	Amazon	20.82
		210-60-5511-339		Books	47	Amazon	528.32
		210-60-5511-340		Audiovisual	47	Amazon	45.99
		210-60-5511-344		Programming	47	Amazon	133.16
		210-60-5511-332		Utilities	1174	Alliant Energy	302.18
		210-60-5511-339		Books	4000	Baker & Taylor	3,902.66
		210-60-5511-330		Office supplies	6142	Brodart	61.31
		210-60-5511-339		Books	14102	Gale	1,389.16
		210-60-5511-338		Automation/Technology	16440	Inter-Quest	14.95
		210-60-5511-339		Books	18964	Meredith Books	33.91
		210-60-5511-340		Audiovisual	19050	Micromarketing	1,023.88
		210-60-5511-338		Automation/Technology	300156	Monarch Library System	47.37
		210-60-5511-330	190	Office supplies	300156	Monarch Library System	28.32
		210-60-5511-341		Periodicals	20911	Our Wisconsin	19.98
		210-60-5511-339		Books	21236	Penworthy	1,131.16
		210-60-5511-345		Miscellaneous	21665	Piggly Wiggly	22.56
		210-60-5511-345		Miscellaneous	22099	Postmaster	110.00
		210-60-5511-330		Office supplies	22402	Quill LLC	154.81
		210-60-5511-330		Office supplies	23692	SirsiDynix	854.50
		210-60-5511-339		Books	25484	Unique Management Services	26.85
		210-60-5511-342		Databases	27935	Wells Fargo	194.93
		210-60-5504-338		Library Trust Fund	17860	Lont, Tami	49.75
						<b>Total:</b>	<b>\$ 9,368.28</b>
11/6/2020	Manual check # 1260			Copier maintenance		James Imaging Systems	492.41
City manual check		210-60-5511-331		Telecommunications		Charter Communications	164.97
City manual check		210-60-5511-332		Utilities - August		Waupun Utilities	1,153.40

Authorized signature: \_\_\_\_\_

## **November 2020 Librarians Report**

### **A. Statistics**

Through the end of October we have circulated 81,544 items, and curbside service has had 2,864 transactions. To put that into perspective, in 1998 we circulated 81,175 items for the entire year.

### **B. Drive-up window project**

We have received quotes and are contemplating possible options since the glass companies will not cover other aspects of this project (wall demo, electrical, etc). There are also several issues we do not feel comfortable dealing with, such as cutting into building, building thickness requirements for drawer options, electrical needs for communications, and exterior lighting options for that area. It may be better to hire a contractor to oversee this project.

### **C. Patriot's Pen judge**

As in previous years, Bret was asked by the VFW to help judge the annual Patriot's Pen essay and Voices of Democracy speech submissions. This year's theme: "What is Patriotism to Me?" The top essays and speeches move on to regional judging, with scholarships awarded at the highest level. Other judges for this year were Kyle Clark and Hank Snyder.

### **D. Staffing**

At this writing, we have three staff members in quarantine – one with a positive test, and two with close contact. Two other staff members were tested with negative results.

### **E. Update-Pam**

Tami and I are developing a survey that will be sent out soon in regards to virtual programming for youth and adults. We plan to post this to Facebook and on our website. We would like to see if individuals are interested in attending virtual events, and if so, what types of events they are interested in. If little interest is garnered, we plan to attempt the survey more than once, in case opinions change. If the survey shows interest, we will likely plan a virtual event or two to see how they go, and proceed from there.

Tami and I are also working on weeding projects. Weeding was put on hold because we didn't have a free table and didn't want to recycle all of those books. We plan to give all donations for now to Dodge Correctional, as they are in need of books to serve their 1500 residents. Tammy from DCI mentioned that they are even taking children's books currently, because inmates can read books to their children via Zoom.

**F. Hicks Foundation grant**

The library received a \$5000 grant from the Nelson G. and Vera C. Hicks Charitable Foundation. These funds are used for the youth programming and supporting the youth areas of the library.

**G. Wisconsin State Statute 43.58(4) review**

**(4)** Notwithstanding ss. [59.17 \(2\) \(br\)](#) and [59.18 \(2\) \(b\)](#), the library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation.

According to Claire Silverman, Legal Counsel of the League of Wisconsin Municipalities, in an article published February 2018 in The Municipality, page 16:

“It is apparent from this that the library board has control over the hiring, firing, and fixing of wages of library employees. Thus, we have concluded in the past that it is the library board, not the municipality, which negotiates with a union representing library employees.”

**H. Take and Make projects**

Youth Librarian Tami has been putting together Take & Make kits for kids to pick up curbside and make things at home. Take & Make has been a popular program for libraries all over the state, and most of the funding for this is coming out of the Hicks Foundation grant received last year.

Any questions, please contact Bret or Pam at 324-7925, or [bret@monarchlibraries.org](mailto:bret@monarchlibraries.org) and [pgarcia@monarchlibraries.org](mailto:pgarcia@monarchlibraries.org).