



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, March 18, 2019 at 4:15 PM

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) February minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

MONTHLY STATISTICS

- [2.](#) February statistics

BUDGET SUMMARY

- [3.](#) Current budget summary

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) March 2019 bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

- [5.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

6. Tentative next meeting: Monday, April 22, 2019, at 4:15 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 February 18, 2019

In the absence of Claudia Waskow, President, the monthly meeting of the Waupun Public Library Board was called to order by Bev Martens, Vice President, at 4:15 p.m. on Monday, February 18, 2019. Also present were Hintze, Kaczmarski, Sullivan, Garcia, Jaeger, and Rohrer, virtually per Facetime. Waskow and Procise were absent.

ARTICLE I: Motion by Sullivan, supported by Kaczmarski, to accept the minutes of the January 21, 2019 meeting as written. Motion carried.

ARTICLE II: Personal appearance by Kathy Schlieve, City Administrator, who explained and took questions concerning the City's Compensation Study.

ARTICLE III: Monthly statistics: Statistics were affected by the fact that the library was closed two days in January due to the weather and poor weather throughout the month.

1. Circulation/downloads through end of January, 2019 was 10,169 items.
2. Rural Circulation through the end of January, was 3,131 items.
3. Library visits through the end of January was 4,781 people.

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

ARTICLE V: Motion by Hintze, supported by Rohrer, to pay the bills with the addition of the vendor's name, Oriental Trading, to line item 210-60-5511-344 Programming. Motion carried 5-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

1. **February 21** - Movie showings: The Nutcracker and the Four Realms, 1:00pm and 6:00pm
2. **February 26** - Homemade Cheese Curds, 6:00pm: Linda Conroy teaching how to make curds in your own kitchen. Samples will be provided. (This is a rescheduled program.)
3. **March 6** - Device Day 1:00pm-3:00pm; Device Night 5:00pm-7:00pm
4. **March 7** – Movie showings: Ralph Breaks the Internet, 1:00pm and 6:00pm
5. **March 19**- Birds and Butterflies: Learn ways to welcome bird and butterfly visitors to your backyard. Renee Whalen of Marsh Haven, presenter.

- b. Closing of the library for two days in January and on February 12 will affect circulation and library visit stats.
- c. With one half time employee remaining out on medical leave through the end of March, we continue to rotate night staff in during the day to process new materials when possible.
- d. Due to the Monarch Library System Director still out on medical leave the online annual report draft was reviewed by System staff and they said it looked ready for Library Board approval. The Monarch System is in the process of looking for an Interim Director.
- e. County Billing: Now that the annual report statistics have been confirmed by the Monarch Library System staff, we will be billing adjacent counties for service to rural county residents. The annual deadline for billing for service is July 1. Winnefox Library System bills Fond du Lac and Green Lake counties on Waupun's behalf.

ARTICLE VII. No Old Business.

ARTICLE IX: New Business.

- a. Statement of System Effectiveness: Motion by Rohrer, supported by Sullivan, stating that the Monarch Library System did provide effective leadership and adequately met the needs of the library in 2018. Motion carried.
- b. Motion by Hintze, supported by Rohrer, to accept the 2018 Annual Report for the DPI as presented. Motion carried 5-0 on roll call.
- c. Motion by Hintze, supported by Sullivan, to approve the Local Government Invest Pool Resolution authorizing an account for the Waupun Public Library under control of the Waupun Public Library Board of Trustees, and authorizing Full User Rights/Access to the LGIP account by the Waupun City Clerk, Waupun City Treasurer, and the Library Director of the Waupun Public Library. Motion carried on 5-0 roll call.
- d. Motion by Hintze, supported by Sullivan, upon establishment of an account at the Local Government Investment Pool under the control of the Waupun Public Library Board of Trustees, authorize the City Treasurer to transfer the entire amount of the Library System Fund, Wells Fargo account #3130083563, into the LGIP account and then close the empty Library System Fund account. Motion carried on 5-0 roll call.

ARTICLE X: Motion by Martens, supported by Procise, to adjourn at 5:00 pm. Motion carried.

Next tentative meeting: March 18, 2019, at 4:15 p.m.

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Feb. 19	Feb. 18	YTD 2019	YTD 2018	YTD%
Juvenile Nonfiction	504	521	1,081	1,169	-7.5%
Juvenile Fiction	2,168	2,003	4,223	4,123	2.4%
Juvenile Periodical	12	15	31	25	24.0%
Juvenile Audiocassette	0	1	0	1	-100.0%
Juvenile MP3 audio	3	1	5	3	66.7%
Juvenile DVD	705	651	1,401	1,268	10.5%
Juvenile CD	97	96	164	204	-19.6%
Juvenile Video	0	0	0	0	#DIV/0!
Total Juvenile	3,489	3,288	6,905	6,793	1.6%
Adult Nonfiction	653	630	1,350	1,349	0.1%
Adult Fiction	1,870	1,527	3,653	3,291	11.0%
Adult Periodical	122	150	280	307	-8.8%
Adult Audiocassette	0	0	1	1	0.0%
Adult MP3 audio	10	18	24	45	-46.7%
Adult DVD	2,615	2,874	5,447	6,000	-9.2%
Adult CD	475	572	934	1,520	-38.6%
Videocassettes	0	1	2	1	100.0%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc.(kits, toys, no location...)	0	1	0	6	-100.0%
Total Adult	5,745	5,773	11,691	12,520	-6.6%
State Report Circulation	9,234	9,061	18,596	19,313	-3.7%
Downloads (OverDrive)	668	522	1,426	1,114	28.0%
ILL-Items Sent	1,966	1,699	3,656	3,609	1.3%
ILL Item Received	71	64	120	142	-15.5%
TOTAL CIRCULATION	11,939	11,346	23,798	24,178	-1.6%
<i>To Columbia Co. Rural</i>	<i>2</i>	<i>1</i>	<i>15</i>	<i>34</i>	<i>-55.9%</i>
<i>To Dodge Co. Rural</i>	<i>744</i>	<i>809</i>	<i>1,436</i>	<i>1,639</i>	<i>-12.4%</i>
<i>To FDL Co. Rural</i>	<i>2,396</i>	<i>2,120</i>	<i>4,719</i>	<i>4,214</i>	<i>12.0%</i>
<i>To Green Lake Co. Rural</i>	<i>119</i>	<i>39</i>	<i>222</i>	<i>82</i>	<i>170.7%</i>
Rural circ subtotals			6,392	5,969	7.1%
USE					
In-library Count (visits)	4,976	5,054	9,757	10,975	-11.1%
Library Programs	254	189	436	464	-6.0%
Meeting Room Use	231	307	404	818	-50.6%
Computer Use	482	649	1,111	1,425	-22.0%
Wireless Use	419	495	863	1,033	-16.5%
Reference Questions	183	283	589	660	-10.8%
Monthly website hits	2,208	3,019	4,945	6,664	-25.8%

Waupun Public Library 2019 Budget

REVENUES 210-41-	Budget	Feb	Year to date	Percent	Balance
Fees 4671-0-00	\$ 4,000	707	214	5.4%	3,786
County funds 4367-0-00	166,000	42,261	42,261	25.5%	123,739
Interest 4811-0-00	7,000	34	85	1.2%	6,915
Dividends 4816-0-00	1,800		-	0.0%	1,800
Grants and Donations 4861-0-00	6,036		-	0.0%	6,036
General Tax Levy 4111-0-00	541,000		541,000	100.0%	-
Unrealized gain on investments	-	-	-	#DIV/0!	-
TOTAL REVENUES	725,836	43,002	584,267	80.5%	141,569
EXPENSES 210-60-5511-					
Salaries/wages 1-10	373,231	25,122	50,330	13.5%	322,901
Overtime 1-11	-		-	#DIV/0!	-
Health insurance 2-20	71,210	5,929	11,858	16.7%	59,352
Life insurance 2-21	775	59	118	15.2%	657
Retirement 2-22	19,216	1,388	3,444	17.9%	15,772
Social Security 2-23	28,552	1,834	4,675	16.4%	23,877
Sick leave payout 2-24	2,709		-	0.0%	2,709
Income continuation 2-29	1,500	111	222	14.8%	1,278
Office supplies 3-30	19,400	2,173	3,380	17.4%	16,020
Telecommunications 3-31	3,900	218	374	9.6%	3,526
Utilities 3-32	33,000	3,290	4,130	12.5%	28,870
Postage 3-33	1,400	110	260	18.6%	1,140
Membership fees 3-34	2,000	-	-	0.0%	2,000
Publications/promotions 3-35	3,750	507	507	13.5%	3,243
Repairs/maintenance 3-36	3,800	15	978	25.7%	2,822
Travel/Training/Conference 3-37	4,500	98	146	3.2%	4,354
Automation/tech upgrades 3-38	32,000	1,487	15,812	49.4%	16,188
Books 3-39	61,393	3,182	5,702	9.3%	55,691
Audiovisual 3-40	19,000	681	2,128	11.2%	16,872
Periodicals 3-41	9,000	572	1,028	11.4%	7,972
Databases 3-42	14,000	-	-	0.0%	14,000
Furnishings replacement 3-43	10,000	-	-	0.0%	10,000
Programming 3-44	9,000	964	964	10.7%	8,036
Miscellaneous 3-45	2,500	170	283	11.3%	2,217
TOTAL EXPENSES	\$ 725,836	47,910	106,339	14.7%	619,497
Library Trust - operating expenses		368	368		(368)
210-60-5504-3-38					
Library Trust - capital expenses			15,656		(15,656)
210-60-5504-8-00					
		48,278			

Waupun Public Library - March 2019 Bills

Processed	Check #	New Account #	Line item	Vendor	Vendor/Name	Amount
		210-60-5511-335	Publications/promotions	5	44 North Advertising & Design	1,275.00
		210-60-5511-332	Utilities	1174	Alliant Energy	909.26
		210-60-5511-339	Books	4000	Baker & Taylor	3,919.55
		210-60-5511-330	Office supplies	11070	Demco	586.11
		210-60-5511-339	Books	14102	Gale	386.11
		210-60-5511-337	Travel/training/conference	14402	Garcia, Pam	67.28
		210-60-5511-339	Books	14644	Golden Horse LTD	13.86
		210-60-5511-336	Repairs/maintenance	16440	Inter-Quest	14.95
		210-60-5511-337	Travel/training/conference	16648	Jaeger, Bret	23.78
		210-60-5511-340	Audiovisual	19050	MicroMarketing	1,516.70
		210-60-5511-330	Office supplies	300156	Monarch Library System	60.00
		210-60-5511-339	Books	21236	Penworthy	1,316.25
		210-60-5511-345	Miscellaneous	21500	Petty Cash	36.78
		210-60-5511-345	Miscellaneous	21665	Piggly Wiggly	32.21
		210-60-5511-333	Postage	22099	Postmaster	110.00
		210-60-5511-330	Office supplies	22402	Quill Corporation	115.96
		210-60-5511-339	Books	24810	Taste of Home Books	33.98
		210-60-5511-330	Office supplies	25143	Total Business Products	175.80
		210-60-5511-339	Books	25484	Unique Management Services	17.90
		210-60-5511-339	Books	27935	Wells Fargo	47.71
		210-60-5511-337	Travel/training/conference	29301	Wisconsin Library Association	130.00
					Total:	\$ 10,789.19
3/1/2019	Manual check # 1238		Books		Jim Anderson	25.00
City manual check		210-60-5511-331	Telecommunications		Spectrum	156.02
City manual check		210-60-5511-332	January utilities		Waupun Utilities	1,951.20

Authorized signature: _____

March 2019 Librarians Report

A. Statistics

Circulation/downloads through the end of February was 23,798 items.
Library visits through the end of February was 9,757 people.

B. Future programs

March 19, 6:00pm – Birds & Butterflies: Learn ways to welcome bird and butterfly visitors to your backyard. Renee Whalen of Marsh Haven shares her knowledge, seeds, and resources for a great start to creating you own bird and butterfly friendly garden.

March 26, 6:00pm – Cheese Curds program with Linda Conroy.

April 4, 1:00pm & 6:00pm – Movie showing, Stan & Ollie

April 9, 6:30pm – Author Kathleen Ernst

April 10, 1-3pm; 5-7pm – Device day, device night.

April 11, 4-6p – Slime Time; **6-8pm** – Lego/game night

April 13, 1:00pm – Interactive movie showing of Harry Potter and the Sorcerer's Stone

C. Closings in February

Due to severe weather, the library was closed one day in February.

D. National Library Week

This year National Library Week is April 7 – 13. We have several programs scheduled as indicated above.

E. LGIP account

The balance of the System Fund was transferred into the Local Government Investment Pool account, and the System Fund has been closed. We should see an increase in interest revenue with this account.

F. Staffing

Emma has returned to work and the staff is thrilled to have her back. Emma is our Library Assistant II materials processor and works about 20 hours a week. The staff did a great job filling in the best they could, whenever they were available.

Any questions, please contact Bret or Pam at 324-7925.