



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD MEETING**  
**Waupun Public Library – 123 S. Forest Street,**  
**Waupun WI**  
**Monday, December 21, 2020 at 4:45 PM**

The Waupun Library Board will meet virtually at 4:45 p.m. on December 21, 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/83118867382>

**2. By phone:**

1-312-626-6799

Meeting ID: 831 1886 7382

**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 November

**CONSIDERATION OF BILLS FOR PAYMENT**

[December](#) 2020 bills

**COMMITTEE REPORTS**

**LIBRARIAN'S REPORT**

- [4.](#) Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

5. Drive-up window project

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

6. Next Meeting: Monday, January 18, 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  
November 16, 2020**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:46 p.m. on November 16, 2020. Also present were Schultz, Hintze, Sullivan, Gehl, Westphal, Garcia, Jaeger, and Rohrer, via Zoom.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the October 19, 2020, meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Downloads (OverDrive) up 27.8% YTD
- b. 81,544 items circulated through the end of October. To put that number in perspective, in 1998 the library circulated 81,175 items for the entire year.
- c. 2,864 curbside transactions through the end of October.

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

ARTICLE V: Motion by Rohrer, supported by Hintze, to pay the November 2020 bills. Motion carried, 7-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. As a Drive-up Window is considered there are many issues which have been found to complicate the project. Hiring a contractor to oversee the project might be the prudent way to go. See New Business:#6.
- b. Bret was asked by the VFW to help judge the annual Patriot's Pen essay and Voices of Democracy speech submissions. Kyle Clark and Hank Snyder were other judges.
- c. Three staff members were in quarantine, but are now back.
- d. Update-Pam (summary)
  - 1. Tami and Pam are developing a survey that will be sent out in regards to virtual programming for youth and adults. This will be posted to Facebook and on the library website. This is intended to see if individuals are interested in attending virtual events. If little interest is garnered the survey will be reposted at a later date in case opinions change. If survey shows interest a virtual event or two is planned.
  - 2. Tami and Pam are working on weeding project. All book donations will go to Dodge Correctional, as they are in need of books to serve their 1500 residents. Tammy from DCI mentioned that they are taking children's books, because inmates can read books to their children via Zoom.

e. 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.

f. Jaeger presented the Wisconsin State Statute 43.58(4) for board 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.

As restated by Claire Silverman, Legal Counsel of the League of Wisconsin Municipalities, "It is apparent 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."

g. Youth Librarian, Tami Lont, has been putting together Take and Make kits for kids to pick up curbside and make things at home. This has been a popular program for libraries all over the state and has been extremely well received at our library. Most of the funding will come out of the Hicks Foundation grant.

ARTICLE VIII: No old Business.

ARTICLE IX: New Business:

a. 2021 library wages: After considerable discussion concerning Director and staff salaries for 2021, motion by Hintze to set Director Jaeger's salary increase at 1.5% beginning January 1, 2021, and to set each remaining staff member's salary increase at 2% beginning on January 1, 2021. Motion failed for lack of a second.

Motion made by Rohrer, supported by Sullivan, to set Director Jaeger's salary increase at 1.5% beginning on January 1, 2021, for the entire 2021 year, and to set each remaining staff member's salary increase at 2.1% beginning on January 1, 2021, for the entire 2021 year. Motion carried 7-0 per roll call.

b. Due to the complexity of the Drive-up Window project, Bret will be investigating the cost of a contractor and bring information garnered to the Board at December's meeting.

c. Part time staff wages when directed to quarantine will be based on federal, state and local COVID-19 policies.

ARTICLE IX: Motion by Hintz, supported by Schultz, to adjourn at 6:02 p.m. Motion carried.

Next tentative meeting: **Monday December 21, 2020, at 4:45 p.m. via Zoom**

SANDRA ROHRER Secretary  
SR/bkj

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Nov. 20</b>	<b>Nov. 19</b>	<b>YTD 2020</b>	<b>YTD 2019</b>	<b>YTD%</b>
Juvenile Nonfiction	276	688	3,578	6,285	-43.1%
Juvenile Fiction	810	1,738	13,666	30,224	-54.8%
Juvenile Periodical	0	27	73	297	-75.4%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	0	0	8	32	-75.0%
Juvenile DVD	219	648	3,499	7,790	-55.1%
Juvenile CD	122	79	786	957	-17.9%
Juvenile Video	0	0	0	0	#DIV/0!
<b>Total Juvenile</b>	<b>1,427</b>	<b>3,180</b>	<b>21,610</b>	<b>45,585</b>	<b>-52.6%</b>
Adult Nonfiction	342	688	4,615	7,434	-37.9%
Adult Fiction	1,203	1,644	13,646	20,885	-34.7%
Adult Periodical	42	92	742	1,361	-45.5%
Adult Audiocassette	0	0	0	3	-100.0%
Adult MP3 audio	4	16	53	140	-62.1%
Adult DVD	1,336	2,540	16,264	28,365	-42.7%
Adult CD	271	513	3,195	5,806	-45.0%
Videocassettes	0	0	0	3	-100.0%
Pamphlets/Vertical File	1	1	2	7	-71.4%
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>3,199</b>	<b>5,494</b>	<b>38,517</b>	<b>64,006</b>	<b>-39.8%</b>
<b>State Report Circulation</b>	<b>4,626</b>	<b>8,674</b>	<b>60,127</b>	<b>109,591</b>	<b>-45.1%</b>
<b>Downloads (OverDrive)</b>	<b>1,011</b>	<b>739</b>	<b>9,894</b>	<b>7,688</b>	<b>28.7%</b>
ILL-Items Sent	1,962	1,677	18,846	18,858	-0.1%
ILL Item Received	24	53	300	721	-58.4%
<b>TOTAL CIRCULATION</b>	<b>7,623</b>	<b>11,143</b>	<b>89,167</b>	<b>136,858</b>	<b>-34.8%</b>
<i>To Columbia Co. Rural</i>	<i>0</i>	<i>8</i>	<i>229</i>	<i>436</i>	<i>-47.5%</i>
<i>To Dodge Co. Rural</i>	<i>342</i>	<i>779</i>	<i>4,859</i>	<i>9,227</i>	<i>-47.3%</i>
<i>To FDL Co. Rural</i>	<i>991</i>	<i>2,264</i>	<i>12,877</i>	<i>23,940</i>	<i>-46.2%</i>
<i>To Green Lake Co. Rural</i>	<i>7</i>	<i>89</i>	<i>1,031</i>	<i>1,907</i>	<i>-45.9%</i>
<b>Rural circ subtotals</b>			<b>18,996</b>	<b>35,510</b>	<b>-46.5%</b>
<b>USE</b>					
<b>In-library Count (visits)</b>	<b>0</b>	<b>5,340</b>	<b>20,885</b>	<b>65,998</b>	<b>-68.4%</b>
Library Programs	0	244	978	4,409	-77.8%
Meeting Room Use	0	265	782	3,619	-78.4%
Computer Use	0	614	1,868	8,187	-77.2%
Wireless Use	224	530	2,845	5,623	-49.4%
Reference Questions	187	143	2,545	3,800	-33.0%
Monthly website hits	1,589	2,135	23,856	29,388	-18.8%
Curbside service	956		3,820		#DIV/0!



Waupun Public Library									
Budget Report		12/31/2020	12/31/2020	<del>12/31/2020</del> 11/30	12/31/2019				
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
Library Fund									
Revenues									
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	Dodge, Columbia, Winnefox (Green Lake,	
210-46-4671-0-00	FEES-LIBRARY	4,000	-	1,587	5,785	2,413	40%		
210-48-4811-0-00	INTEREST REVENUE	7,000	-	1,614	6,699	5,386	23%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	1,971	2,315	(171)	109%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	-	14,086	20,630	(8,050)	233%		
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	382,830	-		Transfers from Fund 200-Systems, Trust,	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	(8,693)	18,799	8,693	0%	Ruth E. Bayley	
Total Revenues		731,986	-	723,116	1,146,911	8,870	99%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	386,345	14,200	334,009	364,849	52,336	86%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	67,918	3,965	56,931	70,127	10,988	84%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	67	768	712	22	97%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,600	730	18,430	18,234	1,170	94%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	29,555	1,048	25,863	26,628	3,693	88%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	2,764	-	-	2,777	2,764	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	111	1,330	1,330	170	89%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	-	7,703	19,819	13,297	37%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	43	3,078	3,863	822	79%		
210-60-5511-3-32	LIBRARY-UTILITIES	24,263	-	19,250	30,774	5,013	79%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	-	659	1,524	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	-	1,959	3,181	5,041	28%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	4,500	-	3,707	1,866	793	82%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	-	301	3,000	4,199	7%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	-	28,139	30,432	3,861	88%		
210-60-5511-3-39	LIBRARY-BOOKS	59,250	-	39,557	63,188	19,693	67%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	20,000	-	8,022	20,755	11,978	40%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	-	5,633	9,183	3,367	63%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	-	8,235	12,213	5,765	59%		
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	-	2,845	6,905	4,655	38%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	-	1,460	2,659	1,040	58%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	6,438	13,736	(6,438)			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	23,956	-			
Total Expenditures		731,986	20,164	581,671	740,138	150,315	79%		
		0	(20,164)	141,445	406,772	(141,445)			



**Waupun Public Library - December 2020 Bills**

<b>Processed</b>	<b>Check #</b>	<b>New Account #</b>	<b>Account Title</b>	<b>Activity Code</b>	<b>Description</b>	<b>Vendor</b>	<b>Vendor/Name</b>	<b>Amount</b>
		210-60-5511-330	Office supplies		canopy, bags, misc	47	Amazon	\$ 593.22
		210-60-5511-335	Publications/promotions		Books for Babies	47	Amazon	211.14
		210-60-5511-339	Books		Books	47	Amazon	595.70
		210-60-5511-340	Audiovisual		Audiovisual	47	Amazon	814.26
		210-60-5511-344	Programming		Take & Make, Décor programs	47	Amazon	115.66
		210-60-5511-332	Utilities		natural gas	1174	Alliant Energy	527.52
		210-60-5511-339	Books		books	4000	Baker & Taylor	2,776.47
		210-60-5511-330	Office supplies		book covers	6142	Brodart	402.87
		210-60-5511-339	Books		books	8900	Center Point Large Print	1,680.43
		210-60-5511-330	Office supplies		labels, av cases, misc	11070	Demco	894.29
		210-60-5511-339	Books		books	14102	Gale	998.23
		210-60-5511-341	Periodicals		FDL Reporter	14258	Gannett WI Media	707.76
		210-60-5511-337	Travel/training/conference		mileage for homebound	14402	Garcia, Pam	35.65
		210-60-5511-341	Periodicals		antique tractor guide	12725	Heartland Comm Group	25.00
		210-60-5511-338	Automation/Technology		wireless overwatch	16440	Inter-Quest	14.95
		210-60-5511-335	Publications/promotions		logo plastic book bags	16660	Janway Company	1,473.68
		210-60-5511-341	Periodicals		periodical	17070	Kiplinger	99.00
		210-60-5511-339	Books		books	18964	Meredith Books	33.91
		210-60-5511-340	Audiovisual		audiobooks	19050	Micromarketing	270.45
		210-60-5511-338	Automation/Technology		material security strips	19195	Minitex	1,661.00
		210-60-5511-338	Automation/Technology		3 laptops	300156	Monarch Library System	2,350.47
		210-60-5511-330	Office supplies	190	disinfectant wipes	300156	Monarch Library System	28.32
		210-60-5511-345	Miscellaneous		petty cash	21500	Petty Cash	58.22
		210-60-5511-345	Miscellaneous		distilled water, misc	21665	Piggly Wiggly	14.72
		210-60-5511-345	Miscellaneous		stamps	22099	Postmaster	110.00
		210-60-5511-344	Programming		Book Bingo prize	22795	Rens Floral	50.00
		210-60-5511-330	Office supplies		Copy paper	25143	Total Business Products	269.70
		210-60-5511-339	Books		Book recovery	25484	Unique Management Services	26.85
		210-60-5511-341	Periodicals		Subscription	26550	Wall Street Journal	539.88
		210-60-5511-334	Membership fees		WI Library Association	29301	WI Library Association	237.00
							<b>Total:</b>	<b>\$ 15,286.37</b>
City manual check		210-60-5511-331	Telecommunications		Telecommunications		Charter Communications	164.97
City manual check		210-60-5511-332	Utilities		Electric/water/sewer		Waupun Utilities	1,124.41

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

## **December 2020 Librarians Report**

### **A. Statistics**

Through the end of November we have circulated 89,167 items, and curbside service has had 3,820 transactions.

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

Bret has met with a project manager from WDS and he will be putting together an estimate for the Library Board to review at their December 21<sup>st</sup> meeting.

### **C. Virtual programming**

Heather and Pam presented a virtual program on December 10 at 6:30 p.m. called “Natural Christmas Decor”. Ten people signed up, although since it was live on Facebook, we had up to 17 people at one point watching. The Live recording is available for viewing on the library’s Facebook account. (Heather did 95% of the work on this project, and did an awesome job!)

Pam is actively investigating another program planned for late February or early March with a presenter we have had in the past and has been popular. More details to come.

### **D. Estate gift**

The library received another monetary gift of \$2,326.42 from the Ellen Johnson Estate. The Edward Jones account from this estate designated for the library is still pending due to financial paperwork issues.

### **E. Update from Pam**

We had 46 responses to our virtual programming survey. Of the 46, 4 people were not interested, 5 were interested in youth programming only, 19 were interested in adult programming only and 18 interested in both youth and adult. Most popular types of programming patrons were interested in were Take and Makes/interactive programming, followed by live speakers/presenters.

We have been able to do some extensive weeding in several areas in need of weeding and are thankful that we can share them with DCI. Tami is at or near completion; I am nearing completion of the fiction sections and have to yet do nonfiction.

No new information has come out of the REALM study or the CDC regarding some of the crucial questions regarding how many particles of COVID-19 can make an individual sick. Because of this, we have kept our quarantining at 7 days.

**F. Staff evaluations**

Bret and Pam should have the annual staff evaluations completed in December, likely before the Library Board meeting.

**G. Annual sprinkler test**

The overhead sprinkler system was tested, which includes sprinkler and building alarms, and everything was in good shape.

**H. Elevator**

The elevator buttons have been sticking so the elevator maintenance people stopped by to check the buttons.

**I. Wisconsin State Statute 43.58(2)(a) review**

**(2)(a)** The library board shall audit and approve all expenditures of the public library and forward the bills or vouchers covering the expenditures, setting forth the name of each claimant or payee, the amount of each expenditure, and the purpose for which it was expended, to the appropriate municipal or county financial officer or, in the case of a school district, the school district clerk. The library board shall include a statement, signed by the library board secretary or other designee of the library board, that the expenditure has been incurred and that the library board has audited and approved the expenditure. The appropriate municipal, county, or school district official shall then pay the bill as others are paid.

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).