



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Monday, July 20, 2020 at 4:45 PM

VIDEO CONFERENCE AND TELECONFERENCE

The Waupun Library Board will meet virtually at 4:45pm on July 20, 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/9338419039?pwd=OVFWVjg2ZHI0VDVKN3JnTmNsYXVQdz09>

Meeting ID: 933 841 9039

Password: board

2. By Phone:

1-312-626-6799

Meeting ID: 933 841 9039

Password: 676420

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) June minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) June Statistics

BUDGET SUMMARY

- [3.](#) Budget summary

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) July bills

COMMITTEE REPORTS

5. Evaluation Committee
6. Budget Committee

LIBRARIAN'S REPORT

- [7.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

- [8.](#) COVID-19 Telecommuting Request & Agreement

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

9. Next meeting: Monday, August 17, 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
June 15, 2020**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:45 pm on June 15, 2020. Also present were Hintze, Schultz, Westphal, Sullivan, Gehl, Garcia, Jaeger, and Rohrer. Also present as guests: Wayne Fix, Doreen Lont, Jesse Kiehl, and Mayor Julie Nickel. Meeting was conducted via Zoom. Schultz left the meeting at approximately 5:15 pm, Westphal left the meeting at approximately 5:50 pm, and Hintze left the meeting at approximately 6 pm.

ARTICLE I: Motion by Westphal, supported by Hintze, to accept the minutes of the May 18, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: President Martens stated, "Due to time restrictions and Board members needing to leave, we will move to item #7 'Re-Opening Plan' under New Business."

- a. After a lengthy discussion with questions asked, questions answered, suggestions given, and with the recognition that because of Covid-19 life changes sometimes by the hour this motion followed:
Motion by Westphal, supported by Sullivan, to re-open the library with the target date of June 29, following the procedures as presented in the Waupun Public Library Re-Opening Plan, recognizing some changes may be necessary. Meeting rooms will be closed indefinitely. Motion carried unanimously.

ARTICLE IV: Meeting returned to original agenda items.

ARTICLE V: Monthly Statistics

- a. Due to the Covid-19 closure, most Circulation and Visits statistics are in the negative column.
- b. Downloads of eContent are up 24%.
- c. Curbside services: Began May 11, 2020. In just under three weeks in May, 379 people picked up 1,325 items.

ARTICLE VI: Current budget was discussed. Covid-19 will result in changes in spending as the year progresses.

ARTICLE VII: Motion by Hintze, supported by Rohrer, to pay the May 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 VIII: Evaluation Committee reported that Jaeger's evaluation was in progress.

ARTICLE IX: Librarian's Report

- a. Curbside services have gone well. With the opening of holds between Monarch libraries, which began May 26, we have received significantly more items for patrons. Delivery and availability of items are delayed as libraries are trying to catch up, coupled with 72-hour quarantine of items in most cases after the library receives them on the van. Monarch van delivery increased to 3 days per week on June 8. State-wide van service has not resumed to normal, and we have been asked to not yet request any materials via WISCAT (Interlibrary Loan).
- b. We are still working on setting up an Edward Jones account. According to our local Edward Jones representative, setting up this type of account for the library involves much more paperwork than setting one up for an individual. Bret updated the Board with the latest information that the library could not hold an Edward Jones account, but estate funds could be transferred in the future to a nonprofit organization which supports the library. Options could be a formal Friends group or an Endowment entity.
- c. The remaining plexiglass shields are installed including two staff work stations on the second floor.
- d. Bret was approached by a citizen inquiring about the process to make donations to the library in memory of a loved one. The individual who passed worked at the library many years ago.

ARTICLE X: New Business:

- a. Re-Opening: addressed in earlier portion of meeting, ARTICLE III.
- b. Westphal and Martens appointed to the Budget Committee.

ARTICLE XI: Motion by Rohrer, supported by Sullivan, to adjourn at 6:12 pm. Motion carried.

Next tentative meeting: **June 15, 2020, at 4:45 p.m.**

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Jun. 20	Jun. 19	YTD 2020	YTD 2019	YTD%
Juvenile Nonfiction	140	550	1,948	3,400	-42.7%
Juvenile Fiction	839	3,545	7,120	15,214	-53.2%
Juvenile Periodical	0	19	47	143	-67.1%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	0	11	3	20	-85.0%
Juvenile DVD	124	754	1,798	4,250	-57.7%
Juvenile CD	64	96	348	490	-29.0%
Juvenile Video	0	0	0	0	#DIV/0!
Total Juvenile	1,167	4,975	11,264	23,517	-52.1%
Adult Nonfiction	352	721	2,499	3,972	-37.1%
Adult Fiction	1,043	1,875	6,483	11,318	-42.7%
Adult Periodical	50	131	378	768	-50.8%
Adult Audiocassette	0	0	0	2	-100.0%
Adult MP3 audio	4	11	34	62	-45.2%
Adult DVD	548	2,162	8,227	15,440	-46.7%
Adult CD	169	414	1,578	2,868	-45.0%
Videocassettes	0	0	0	2	-100.0%
Pamphlets/Vertical File	0	0	1	0	#DIV/0!
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc. (kits, toys, no location...)	0	0	0	2	-100.0%
Total Adult	2,166	5,314	19,200	34,434	-44.2%
State Report Circulation	3,333	10,289	30,464	57,951	-47.4%
Downloads (OverDrive)	904	658	5,037	3,973	26.8%
ILL-Items Sent	3,312	1,431	8,668	10,080	-14.0%
ILL Item Received	0	78	180	365	-50.7%
TOTAL CIRCULATION	7,549	12,456	44,349	72,369	-38.7%
<i>To Columbia Co. Rural</i>	<i>0</i>	<i>39</i>	<i>228</i>	<i>226</i>	<i>0.9%</i>
<i>To Dodge Co. Rural</i>	<i>315</i>	<i>875</i>	<i>2,796</i>	<i>4,885</i>	<i>-42.8%</i>
<i>To FDL Co. Rural</i>	<i>730</i>	<i>2,105</i>	<i>6,793</i>	<i>13,520</i>	<i>-49.8%</i>
<i>To Green Lake Co. Rural</i>	<i>49</i>	<i>219</i>	<i>709</i>	<i>813</i>	<i>-12.8%</i>
Rural circ subtotals			10,526	19,444	-45.9%
USE					
In-library Count (visits)	598	7,083	15,979	36,302	-56.0%
Library Programs	0	809	978	2,690	-63.6%
Meeting Room Use	0	366	775	2,046	-62.1%
Computer Use	8	904	1,673	4,077	-59.0%
Wireless Use	149	596	1,866	2,962	-37.0%
Reference Questions	254	370	1,297	2,635	-50.8%
Monthly website hits	17,609	2,448	30,594	17,044	79.5%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2020 Annual Budget	6/30/2020 Current Month	6/30/2020 YTD Actual	6/30/2019 Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes	
Library Fund									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	519,150	-	371,356	387,694	147,794	72%		
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	171	1,117	3,016	2,883	28%		
210-48-4811-0-00	INTEREST REVENUE	7,000	-	1,306	3,078	5,694	19%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	659	1,157	1,141	37%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	-	8,761	2,510	(2,725)	145%		
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	-	-	-	-	-	0%	Ruth E. Bayley	
Total Revenues		731,986	171	576,601	949,137	155,386	79%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	386,345	27,954	161,094	157,592	225,251	42%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	67,918	2,678	33,996	35,573	33,922	50%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	67	366	354	425	46%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,600	1,466	9,513	9,033	10,087	49%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	29,555	2,059	13,083	12,526	16,473	44%		
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	665	665	835	44%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	147	2,579	12,739	18,421	12%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	232	1,334	1,088	2,566	34%		
210-60-5511-3-32	LIBRARY-UTILITIES	24,263	1,591	10,150	14,297	14,113	42%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	55	659	919	941	41%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	417	270	2,083	17%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	-	1,368	3,181	5,632	20%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	4,500	-	3,580	1,388	920	80%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	-	426	1,682	4,074	9%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	941	26,692	22,419	5,308	83%		
210-60-5511-3-39	LIBRARY-BOOKS	59,250	2,716	16,033	26,948	43,217	27%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	20,000	1,272	3,836	12,455	16,164	19%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	-	4,865	5,816	4,135	54%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	-	5,755	6,859	8,245	41%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	6,435	7,086	3,565	64%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	7,500	-	1,539	2,528	5,961	21%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	60	561	1,470	1,939	22%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	6,312	3,687	(6,312)			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	15,656	-			
Total Expenditures		731,986	41,348	311,258	356,231	420,728	43%		
		0	(41,177)	265,343	592,906	(265,343)			

Waupun Public Library - July 2020 Bills

<u>Processed</u>	<u>Check #</u>	<u>New Account #</u>	<u>Line item</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		210-60-5511-340	Audiovisual	47	Amazon	336.84
		210-60-5511-339	Books	47	Amazon	123.83
		210-60-5511-330	Office supplies	47	Amazon	276.09
		210-60-5511-335	Publications/Promotions	47	Amazon	179.36
		210-60-5511-332	Utilities	1174	Alliant Energy	58.72
		210-60-5511-334	Membership fees	1211	American Library Association	500.00
		210-60-5511-339	Books	4000	Baker & Taylor	2,425.84
		210-60-5511-330	Office supplies	4037	Barcodes LLC	198.49
		210-60-5511-338	Automation/Technology	8025	CDW Government	143.38
		210-60-5511-330	Office supplies	11070	Demco	536.49
		210-60-5511-331	Telecommunications	11148	Dept. of Administration	600.00
		210-60-5511-339	Books	14102	Gale	915.80
		210-60-5511-342	Databases	14102	Gale	2,260.39
		210-60-5511-339	Books	14644	Golden Horse LTD	14.00
		210-60-5511-339	Books	16124	Information Today, Inc.	304.53
		210-60-5511-338	Automation/Technology	16440	Inter-Quest	14.95
		210-60-5511-330	Office supplies	300156	Monarch Library System	113.28
		210-60-5511-338	Automation/Technology	300156	Monarch Library System	227.67
		210-60-5511-345	Miscellaneous	21500	Petty Cash	132.65
		210-60-5511-345	Miscellaneous	21665	Piggly Wiggly	27.78
		210-60-5511-330	Office supplies	22330	Q-Tronics	13.96
		210-60-5511-330	Office supplies	22402	Quill	1,056.26
		210-60-5511-339	Books	24120	State Bar of Wisconsin	214.94
		210-60-5511-339	Books	24810	Taste of Home Books	34.98
		210-60-5511-336	Repairs/maintenance	27935	Wells Fargo	126.57
		210-60-5511-345	Miscellaneous	27935	Wells Fargo	119.00
		210-60-5504-338	Trust Fund - operating		City of Waupun reimbursement	470.96
			Plexiglass project for circ desk and other workstations			
					Total:	\$ 11,426.76
6/23/2020	Manual check # 1258		Copier maintenance		James Imaging Systems	338.89
City manual check		210-60-5511-3-31	Telecommunications		Charter Communications	171.84
City manual check		210-60-5511-332	Utilities - March		Waupun Utilities	1,844.57
		Authorized signature: _____				

July 2020 Librarians Report

A. Clarice Braatz Memorial Donations

We have received several donations in memory of former library staff member Clarice Braatz. Donors have requested that the funds be used for the Large Print collection. At this time, we have received \$225 in memorial donations.

B. Carbon Monoxide alarms

After one of the library's carbon monoxide alarms starting beeping, Fire Chief DeMaa was called in to check the air in the Conference Room. His tester did not detect carbon monoxide, but he did let us know that our carbon monoxide alarms were more than 5 years old and needed to be replaced. The library has purchased replacement alarms and DPW has installed them.

C. Monarch Library System Director search

Kimberly Young has been hired as the new Director of the Monarch Library System. Due to covid-19, I don't think she'll be traveling around to all of the member libraries to introduce herself.

D. Summer Intern

We are looking at stretching our intern past August since we have one staff out on a medical leave and our work scheduling of groups of three doesn't leave room for people taking vacation days or sick leave. However, this would only happen if her classes are online and she stays in Waupun instead of heading back to college if classes are not online. We budgeted for three interns at 600 hours each, and we could have her work no more than 1200 hours (when other benefits would start). Until she hears from her professors regarding online vs in-person classes, we can't really plan for her to be here past August.

E. Opening Update

Things have been going well for the past few weeks that we have been open. Patron counts are not as high as a normal summer day, but factors contributing to this are no summer reading program (a modified one is in the works), only having one computer open (this has reduced the amount of kids and regular computer users we have in the library), meeting rooms being unavailable, individuals who have chosen to limit their visits due to COVID and individuals who do not yet know that the library is open.

We have not experienced an overwhelm of the one computer that is open, so for now we could remain with just the one available. We are having times throughout the day when no one is using it, and we aren't getting a lot of future reservations.

We will continue to keep an eye on this and can add another computer when reservations/demand increase.

We are experiencing delays in receiving material for patrons and this is mainly because of 72-hour quarantine efforts in place. In a best-case scenario, it is taking 4 days for an item to go through the process of shipped to being available for a patron to pick up. Normally, it would take 2 days. Sometimes it is taking 10-14 days for items to arrive. There are several factors at play that are affecting delivery times. There is talk of increasing delivery days to 5 times per week instead of 3 that it is now. This may possibly help decrease the time it takes to receive items. Possibly not shorter than 4, but potentially could reduce the higher end of 10-14.

WISCAT is not yet available for us or patrons to place requests. Several large libraries or library systems are indicating that they are not ready, and if those libraries are not participating, it undermines the quality of the service. It sounds like they want to wait until all or almost all lending resources are available. WISCAT staff are communicating extremely well, with a weekly update every Friday. We are ready to start this as soon as they determine the time is right.

We are currently keeping staff in separate scheduled groups as recommended. Right now it is working well. We have one staff member out on medical leave until probably the beginning of October, and we might lose Mykayla to college at the end of August. Once we have to start calling in several different people to fill in for shifts and there is more overlap, it may make sense at that point to revert back to a normal staff schedule.

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

CITY OF WAUPUN
COVID-19 Telecommuting Request & Agreement

- I. Definition: Telecommuting is a work arrangement in which some or all of the work is performed at an off-premise work site such as the home or in office space near home. Communication may be by one of several means, such as phone or laptop. Equipment must be owned and maintained by the City and only used for City business.
- II. Decision Factors: The following circumstance will be utilized for consideration.
- Employee must be able and available to do the vast majority, if not all, essential job functions remotely.
 - Necessary City equipment and technology must be available to the employee.
 - Employee must have a designated safe environment to perform work, high speed internet connection, telephone capabilities. Other requirements may be identified by position.
 - Work must be essential to the continuity of City operations.
 - Priority will be given to employees who are unable to physically come to work, but are otherwise able and available to do essential job functions.
- III. Authority: This is a temporary policy put in place through the duration of the COVID-19 pandemic. Department heads will recommend for approval. Requests will be approved by City Administrator. Arrangements may be discontinued at any time.

IV. Employee Information:

Employee Name: _____

Employee Department: _____

Employee Title: _____

Employee Supervisor: _____

Please describe the reason for the request: _____

Acknowledge Yes or No:

_____ Employee is able and available to do the vast majority, if not all, essential job functions remotely.

_____ Necessary City equipment and technology is available to the employee.

_____ Employee has a designated safe environment to perform work, high speed internet connection, telephone capabilities. Other requirements may be identified by position. List if applicable: _____

_____ Work is essential to the continuity of City operations.

_____ Employee is unable to physically come to work, but is otherwise able and available to do essential job functions. If yes, please describe circumstances

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COVID-19 Telecommuting Request & Agreement

V. General Work Arrangement during Declaration of Emergency

VI. This is an agreement between the City of Waupun and _____
("Employee") to establish the terms and conditions for performing work at an alternate work
site on a regular basis (e.g., on the same day every week, or on some routine basis)

VII. This agreement begins on _____ and continues until _____.
This agreement may be modified or cancelled by the City at any time.

The following conditions apply:

a. Employee's telecommuting schedule is _____

b. Employee's regular telecommuting site location is _____

c. Employee's regular telecommuting phone number is _____

VIII. While telecommuting, Employee will:

- a. remain accessible during the telecommute work schedule by maintaining their existing work schedule.
- b. check in with the supervisor to discuss status and open issues and maintain their existing work schedule and productivity levels.
- c. maintain the safekeeping of all city documents, systems and equipment. Restricted access and confidential material may not be taken out of the office or remotely accessed without approval.
- d. be available for teleconferences, scheduled on an as-needed basis;
- e. be available to come into the office if a business need arises;
- f. request supervisor approval in advance of working any overtime hours (if employee is nonexempt); and,
- g. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee's regular work location.

IX. Employee's duties, obligations, responsibilities, and conditions of employment with the City remain unchanged except those obligations and responsibilities specifically addressed in this agreement. Job responsibilities and standards of performance remain the same as when working at the regular work site. The supervisor reserves the right to assign work as necessary at any work site.

X. The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that Employee's work quality, efficiency, and productivity are not compromised by the telecommuting arrangement described herein.

V. Safety & Equipment; Information Security

1. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work related injuries to Employee's supervisor at the earliest reasonable opportunity. Employee

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COVID-19 Telecommuting Request & Agreement

agrees to hold the City harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:

- a. Employee is responsible for providing space, telephone, printing, networking and/or high-speed Internet capabilities at the telecommute location, and shall not be reimbursed by the employer for these or related expenses.
 - a. Employee agrees to protect City-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
 - b. Employee agrees to report to Employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
 - c. Employee understands that all equipment, records, and materials provided by the City shall remain the property of the City.
2. With reasonable notice and at a mutually agreed upon time, the City may make on-site visits to Employee's telecommute location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of City property, and to maintain, repair, inspect, or retrieve City property.
 3. Employee agrees to return City-owned equipment, records, and materials within upon request.
 4. The employee's remote work space will be considered an extension of the city's work space. The employee will continue to be covered by the worker's compensation laws for job-related accidents that occur in the employee's work space during the employee's work hours. The city assumes no liability for injuries occurring in the employee's remote work space outside the agreed upon work hours.
 5. The city accepts no responsibility for costs or damage to personal equipment as a result of remote work arrangements.
 6. The employee agrees to provide telephone access via landline or cellular telephone for communication with other employees, vendors, agents or the general public in accordance with their job responsibilities. In addition, internet connectivity at the employee's home is required. An employee's work phone may be forwarded to personal cell phone or land line. Employees will not be reimbursed for by the City for related expenses.
 7. Requests to use personal equipment will be considered on a case-by-case basis with further guidance and approval from the City's Information Technology consultant. In these cases, the Department Head should obtain approval prior to submitting this agreement to the City Administrator for final approval.

I hereby affirm by my signature that I have read this Telecommuting Agreement and understand and agree to all of its provisions.

Employee (Signature)

Date

CITY OF WAUPUN
COVID-19 Telecommuting Request & Agreement

APPROVALS for library staff pursuant to Chapter 43.58(4):

Department Head (Signature)

Date

Library Board President (Signature)

Date

Please send signed agreement to HR.