



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD**  
**Waupun Public Library – 123 S. Forest Street,**  
**Waupun WI**  
**Monday, October 28, 2019 at 4:45 PM**

**CALL TO ORDER**

**MINUTES FROM PREVIOUS MEETINGS**

- [1.](#) September minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

*No Public Participation after this point.*

**MONTHLY STATISTICS**

- [2.](#) Monthly statistics

**BUDGET SUMMARY**

- [3.](#) Budget thru September

**CONSIDERATION OF BILLS FOR PAYMENT**

- [4.](#) October bills

**COMMITTEE REPORTS**

**LIBRARIAN'S REPORT**

- [5.](#) Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

6. Time change for Library Board meetings
- [7.](#) Circulation Policy
8. Closed session contemplated to consider, deliberate or confer on matters under Section 19.85(1)(c) of the Wisconsin Statutes for the following:  
(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
9. Open session, the Library Board will reconvene in open session under Section 19.85(2) of the Wisconsin Statutes.
10. Any action from closed session.

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

11. Tentative next meeting: Monday, November 18, 2019, 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 September 23, 2019**

In the absence of Library Board President Claudia Waskow, the monthly meeting of the Waupun Public Library Board was called to order by Dr. Bev Martens, Vice President, at 4:36 p.m. on Monday, September 23, 2019. Also present were Schultz, Westphal, Sullivan, Hintze, Jaeger, and Rohrer. Garcia was absent.

ARTICLE I: Motion by Sullivan, supported by Hintze, to accept the minutes of the August 19, 2019 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics

1. Circulation/downloads through end of August, 2019 was 100,007 items.
2. Library visits through the end of August 2019 was 49,660 people.
3. Rural circulation through the end of August 2019 was 26,499 items, up 3.8%.
4. Especially noted was Total Juvenile Circulation, which was up 11.2% through August 2019.

ARTICLE IV: Current budget was discussed. Three (3) line items will need to be watched.

ARTICLE V: Motion by Sullivan, supported by Rohrer, to pay the September bills. Motion carried 6-0 on roll call.

ARTICLE VI: No committee reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- September 26, Fall Flower Arranging, 6 p.m.
- October 2, Tech Days 1-3 p.m. and 5-7 p.m.
- October 3, Movie 1 p.m. and 6 p.m.
- October 9, Lego/Game Night 4-8 p.m.
- October 10, Susan Karsten, Waupun Author, 6:30
- October 15, David Geschke, Waupun Author, 6:00
- October 17, Movie 1 p.m. and 6 p.m.

b. The elevator has now been repaired and is in good working order.

c. Faith Technologies continues to convert the present library lighting to LED lighting.

d. The annual WLA conference will be held October 9-11 at the Kalahari Convention Center in Wisconsin Dells.

e. The Transportation Subcommittee of the Aging Coalition surveys will be available at the Library, City Hall, and the Senior Center for residents to fill out.

ARTICLE VIII. No Old Business.

ARTICLE IX: New Business.

a. Motion by Sullivan, supported by Hintze, to approve the Yerges Van Liners, Inc. estimate of \$4,056.50 - \$4,551.50, for removal of all materials and shelving in the Children's section as preparation for new carpet to be installed and replace all shelving and materials after carpet installation, and to pay for this project with funds from the Library Trust Fund. Motion carried 6-0 on roll call.

b. Motion by Rohrer, supported by Schultz, to approve the carpet installation estimate of \$7,900 from Werner Harmsen for replacing a section of the carpeting in the Children's area, and to pay for this project with funds from the Library Trust Fund. Motion carried 6-0 on roll call.

c. Motion by Hintze, supported by Schultz, to approve the C. Braaksma Electric Inc. estimate of \$3,775 for the installation of (A) Wired doorbell system by the back service/staff entrance, and (B) Installation of outdoor receptacles on south east exterior of building, and to pay for this project with funds from the Library Trust Fund. Motion carried 6-0 on roll call.

ARTICLE X: Motion by Sullivan, supported by Rohrer, to adjourn at 5:11 p.m. Motion carried.

Next tentative meeting: October 28, 2019, at \*4:45 p.m. \*Note the meeting time change.

SANDRA ROHRER Secretary  
SR/bkj

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Sep. 19</b>	<b>Sep. 18</b>	<b>YTD 2019</b>	<b>YTD 2018</b>	<b>YTD%</b>
Juvenile Nonfiction	482	571	4,956	4,909	1.0%
Juvenile Fiction	2,061	2,132	26,046	22,203	17.3%
Juvenile Periodical	11	14	252	208	21.2%
Juvenile Audiocassette	0	1	0	3	-100.0%
Juvenile MP3 audio	3	3	32	43	-25.6%
Juvenile DVD	655	484	6,346	5,922	7.2%
Juvenile CD	72	96	773	1,598	-51.6%
Juvenile Video	0	0	0	1	-100.0%
<b>Total Juvenile</b>	<b>3,284</b>	<b>3,301</b>	<b>38,405</b>	<b>34,887</b>	<b>10.1%</b>
Adult Nonfiction	649	543	6,113	5,902	3.6%
Adult Fiction	1,843	1,719	17,435	16,577	5.2%
Adult Periodical	122	138	1,134	1,312	-13.6%
Adult Audiocassette	0	0	3	7	-57.1%
Adult MP3 audio	18	14	107	174	-38.5%
Adult DVD	2,369	2,632	23,112	25,551	-9.5%
Adult CD	629	506	4,740	5,251	-9.7%
Videocassettes	0	0	3	4	-25.0%
Pamphlets/Vertical File	0	0	6	2	200.0%
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc.(kits, toys, no location...)	0	0	2	8	-75.0%
<b>Total Adult</b>	<b>5,630</b>	<b>5,552</b>	<b>52,655</b>	<b>54,788</b>	<b>-3.9%</b>
<b>State Report Circulation</b>	<b>8,914</b>	<b>8,853</b>	<b>91,060</b>	<b>89,675</b>	<b>1.5%</b>
<b>Downloads (OverDrive)</b>	<b>760</b>	<b>678</b>	<b>6,275</b>	<b>5,336</b>	<b>17.6%</b>
ILL-Items Sent	1,716	1,761	15,292	17,959	-14.9%
ILL Item Received	93	52	620	618	0.3%
<b>TOTAL CIRCULATION</b>	<b>11,483</b>	<b>11,344</b>	<b>113,247</b>	<b>113,588</b>	<b>-0.3%</b>
<i>To Columbia Co. Rural</i>	<i>16</i>	<i>1</i>	<i>415</i>	<i>152</i>	<i>173.0%</i>
<i>To Dodge Co. Rural</i>	<i>923</i>	<i>693</i>	<i>7,691</i>	<i>7,496</i>	<i>2.6%</i>
<i>To FDL Co. Rural</i>	<i>1,694</i>	<i>1,856</i>	<i>19,476</i>	<i>19,057</i>	<i>2.2%</i>
<i>To Green Lake Co. Rural</i>	<i>125</i>	<i>281</i>	<i>1,675</i>	<i>1,656</i>	<i>1.1%</i>
<b>Rural circ subtotals</b>			<b>29,257</b>	<b>28,361</b>	<b>3.2%</b>
<b>USE</b>					
<b>In-library Count (visits)</b>	<b>4,994</b>	<b>4,970</b>	<b>54,654</b>	<b>54,576</b>	<b>0.1%</b>
Library Programs	236	272	3,649	3,824	-4.6%
Meeting Room Use	367	331	2,962	3,403	-13.0%
Computer Use	692	658	6,866	7,654	-10.3%
Wireless Use	516	484	4,598	4,700	-2.2%
Reference Questions	202	291	3,448	2,628	31.2%
Monthly website hits	2,213	3,142	24,422	30,983	-21.2%



Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2019 Annual Budget	9/30/2019 Current Month	9/30/2019 YTD Actual	9/30/2018 Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
<b>Library Fund</b>									
<b>Revenues</b>									
210-41-4111-0-00	GENERAL PROPERTY TAXES	541,000	-	541,000	-	-	100%		
210-43-4367-0-00	COUNTY APPROPRIATION	166,000	-	166,852	-	(2,852)	102%		
210-46-4671-0-00	FEES-LIBRARY	4,000	318	4,612	-	(612)	115%		
210-48-4811-0-00	INTEREST REVENUE	7,000	702	5,295	-	1,705	76%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	578	1,735	-	65	96%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	-	2,555	-	3,481	42%		
210-49-4920-0-00	OPERATING TRANSFERS IN	448,605	-	382,830	-	65,775	85%	Transfers from Fund 200-Systems, Trust,	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%	Ruth E. Bayley	
Total Revenues		1,174,441	1,599	1,106,879	-	67,562	94%		
<b>Expenditures</b>									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	373,231	26,739	266,110	245,646	107,121	71%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	71,210	5,929	53,360	56,972	17,851	75%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	775	60	533	448	242	69%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,216	1,396	13,941	13,842	5,274	73%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	28,552	1,957	20,549	18,890	8,003	72%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	2,709	-	-	-	2,709	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	111	998	998	502	67%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,400	1,275	17,758	7,965	1,642	92%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	223	2,512	3,114	1,388	64%		
210-60-5511-3-32	LIBRARY-UTILITIES	33,000	2,947	23,363	24,035	9,637	71%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,400	165	1,359	1,274	41	97%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,000	-	490	879	1,510	25%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	3,750	-	3,181	415	569	85%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	3,800	-	1,501	3,170	2,299	40%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	315	2,483	1,283	2,017	55%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	1,059	24,551	-	7,449	77%		
210-60-5511-3-39	LIBRARY-BOOKS	61,392	7,396	44,613	-	16,779	73%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	534	17,880	-	1,120	94%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	-	6,746	-	2,254	75%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	-	9,018	-	4,982	64%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	7,936	-	2,064	79%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	9,000	600	3,427	-	5,573	38%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	102	2,043	22,991	457	82%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	3,687	-	(3,687)			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	15,656	-	(15,656)			
Total Expenditures		775,836	50,806	543,694	401,921	182,141	75%		
		448,605	(49,207)	563,184	(401,921)	(114,579)			



**Waupun Public Library - October 2019 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	1,292.74
		210-60-5511-339	Books	47	Amazon	661.28
		210-60-5511-330	Office supplies	47	Amazon	38.40
		210-60-5511-344	Programming	47	Amazon	449.57
		210-60-5511-332	Utilities	1174	Alliant Energy	56.67
		210-60-5511-339	Books	4000	Baker & Taylor	3,401.57
		210-60-5511-338	Automation/Technology	4037	Barcodes Inc. LLC	200.60
		210-60-5511-338	Automation/Technology	8025	CDW Government	101.33
		210-60-5511-331	Telecommunications	10048	Charter Communications	161.29
		210-60-5511-330	Office supplies	11070	Demco	330.04
		210-60-5511-339	Books	13895	Frederick, Michael	24.00
		210-60-5511-339	Books	14102	Gale	390.27
		210-60-5511-337	Travel/training/conference	14402	Garcia, Pam	140.94
		210-60-5511-341	Periodicals	14825	Grey House Publishing	508.95
		210-60-5511-338	Automation/Technology	16440	Inter-Quest	77.43
		210-60-5511-337	Travel/training/conference	16648	Jaeger, Bret	256.36
		210-60-5511-336	Repairs/maintenance	12700	Martens Ace Hardware	11.16
		210-60-5511-339	Books	18964	Meredith Books	33.91
		210-60-5511-339	Books	19050	MicroMarketing	360.94
		210-60-5511-338	Automation/Technology	300156	Monarch Library System	51.45
		210-60-5511-341	Periodicals	20911	Our Wisconsin	19.98
		210-60-5511-339	Books	21236	Penworthy	918.52
		210-60-5511-345	Miscellaneous	21500	Petty Cash	34.62
		210-60-5511-345	Miscellaneous	21665	Piggly Wiggly	156.36
		210-60-5511-333	Postage	22099	Postmaster	55.00
		210-60-5511-330	Office supplies	22402	Quill Corporation	161.95
		210-60-5511-344	Programming	22795	Rens Floral	630.00
		210-60-5511-339	Books	24810	Taste of Home Books	34.98
		210-60-5511-339	Books	25484	Unique Management Services	17.90
		210-60-5511-341	Periodicals	26550	Wall Street Journal	539.88
		210-60-5504-8-00	Trust Fund - capital	27950	Werner Harmsen	4,700.00
					<b>Total:</b>	<b>\$ 15,818.09</b>
9/25/2019	Manual check # 1248		Book, local author		Colin Mustful	18.70
10/14/2019	Manual check # 1249		Copier maintenance		James Imaging Systems	444.15
City manual check		210-60-5511-332	September utilities		Waupun Utilities	2,002.56

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

## **October 2019 Librarians Report**

### **A. Statistics**

Circulation/downloads through the end of September was 111,531 items.  
Library visits through the end of September was 54,654 people.

### **B. Future programs**

October 25 – Monster House movie showing at 1:00pm; stuffed animal sleepover.  
October 31 – Autumn Aromatherapy Bracelet Make & Take, 6:00pm.  
November 6 – Tech Days from 1-3pm and 5-7pm.  
November 7 – The Lion King (2019) movie showing at 1:00pm and 6:00pm.  
November 12 – Luna Love Aromatherapy Bracelet Make & Take, 6:00pm.  
November 14 – Lego/Game night from 4-8pm.

### **C. Elevator repair**

The library elevator has finally been repaired and is back in operation.

### **D. LED lighting conversion**

Much of the library appears to be finished. The electricians are still waiting for some light fixtures and recessed light collars to arrive.

### **E. Community Services Event**

Tami, Heather, Pam and Bret attended the Community Services event held at the Safety Building on October 7. The library's table included a prize wheel, raffles for an Amazon gift card or a Lego set, information in the form of flyers and the ability for individuals to sign up for library cards. The prize wheel had categories including candy, library magnet clips, toys, extra entries for raffle items, money off of fines, free book at a Friends book sale. We estimated to have 200-300 people stop at our table. There were 154 entries for the Amazon gift card and 169 entries for the Lego set. We signed up one person for a library card.

### **F. Hicks Foundation grant**

We received a \$5,000 grant from the Nelson G. and Vera C. Hicks Charitable Foundation. As in previous years, these funds will be used for the Summer Reading Program and to support the youth area of the library.

### **G. Online scheduling**

Initiated by Pam, the library is now using Sling, a free online scheduling software. Staff can now view their shifts from anywhere, and submit requests. While the free version has the basics, the paid version would open up more options, such as swapping shifts.

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

# **Circulation Policy – DRAFT**

## **A. Registration**

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card.

Proof of current address is required. Current address on Driver's License is sufficient, or picture ID and piece of mail.

Applicants under 18 years of age may obtain a library and must have a parent or legal guardian give their consent on the application form before a new card can be issued. Parental signature is not required for children who are renewing or replacing cards.

Materials cannot be checked out until a library card is issued.

## **B. Your Library Card**

You must use your card to check out materials from the library. By applying for a library card you have agreed to obey all the rules and regulations of the Waupun Public Library; to pay all fines charged against your account for overdue, damaged, or lost material; and to give prompt notice of name and address changes.

If a patron loses his/her library card, or has it stolen, they must notify the library as soon as possible. He/she is responsible for any materials checked out prior to notifying the library. As with a credit card, patrons are financially responsible for any items borrowed using their card.

The Waupun Public Library will not allow patrons who owe library fines to use other persons' library cards to acquire materials. These efforts to avoid payment of fines on their own cards are unacceptable and may result in permanent suspensions of borrowing and computer privileges from the Waupun Public Library.

## **C. Loan periods**

Loan periods for all materials will follow the standard loan periods approved by the Monarch Library System libraries.



## **D. Reserves and Interlibrary Loans**

Reserves on items found in our online catalog may be placed by patrons either in person, over the phone, or online. Patrons will be notified when the materials are available.

Interlibrary loan requests for items outside of our system collection may be requested in person, over the phone, email, or via the WISCAT system. Those wishing to place their own ILL requests online via the WISCAT system must first set up a special account through the library.

There is no charge to the patron for placing a reserve or for interlibrary loan services.

## **E. Fines and charges**

Three notices are sent by mail at varying time intervals after the material is due. If the material is still not returned, a bill will be sent for the material with the cost of replacement of the material. As a last resort, a collection agency and/or local police department may attempt to recover the material. Patrons with fines exceeding five dollars may not check out materials.

## **F. Damaged materials**

If returned materials are damaged and judged by the library as being unsuitable for the collection, the patron must pay the replacement cost.

## **G. Confidentiality**

As specified in Wisconsin Statutes 43.30: "Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under sub. (4), to libraries under subs. (2) and (3), or to law enforcement officers under sub. (5)."