



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Monday, March 23, 2020 at 4:45 PM

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) February minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) Statistics thru end of February

BUDGET SUMMARY

- [3.](#) Budget summary

CONSIDERATION OF BILLS FOR PAYMENT

[March](#) library bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

[Librarians](#) report

OLD BUSINESS

NEW BUSINESS

6. December hours
7. Fine free
8. Authorize Payment of Future Expenses

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

9. Next meeting: April 20, 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
February 17, 2020**

In the absence of Claudia Waskow, President, the meeting of the Waupun Public Library Board was called to order by Beverly Martens, Vice President, at 4:45 p.m. on February 17, 2020. Also present were Sullivan, Schultz, Westphal, Garcia, Jaeger, and Rohrer, virtually via Facetime. Hintze was absent.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the January 20, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through the end of January, 2020 was 12,483 items.
2. Library visits through the end of January, 2020 was 5,438 people.
3. Rural circulation through the end of January, 2020 was 3,376 items.
4. Total Juvenile Circulation through January, 2020 was 3,369 items, which was down 1.4%, unusual after being up for many months.
5. However, total Adult Circulation through January 2020, was 6,281, up 5.6%.

ARTICLE IV: Current budget was discussed. Waiting for two county reimbursement checks, but no problems noted.

ARTICLE V: Motion by Sullivan, supported by Schultz, to pay the February bills. Motion carried 5-0 on roll call. Schultz appointed to sign the list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- February 18 – WWII Waupun, 1 pm and 6 pm
- March 16 – Wonderful World of Garlic, 6 pm
- March 26 – Your Genealogy Journey, 6:30 pm
- March 30 – Pioneers of Comedy, 6 pm

b. The Library is now back to full staff.

c. A safety mirror will be installed at the staff entrance so they can see any vehicle traffic alongside the building before they step around the blind corner and into the parking lot.

d. Six exterior outlets have been installed, and padlocks will be used to prevent unauthorized access. These additional outlets will prevent electrical issues which have occurred during the now famous Summer Reading Program Carnival.

- e. Bret presented at the Lions Club on January 28th and was well received.
- f. Bret attended a census meeting at City Hall hosted by a representative of the US Census. Information for those attending included why it occurs every ten years and its potential financial and political impact.
- g. All job descriptions had been reviewed by CVMIC in the past and revised according to recommendations. At this time, a new CVMIC representative is recommending different language. All job descriptions will be reviewed in the near future.
- h. It is possible that the Library will be receiving an additional gift from the Ellen Johnson Estate. The transfer of the gift appears complicated. Bret will keep the Board informed as he receives further information.
- i. There has been growing ideology among libraries nationwide to eliminate some or all overdue fines on materials. Bret and Pam provided the Board with pros and cons of such action and other information concerning elimination of fines for consideration. Further discussion to occur at the March meeting.

ARTICLE IX: New Business:

- a. Motion by Rohrer, supported by Sullivan, stating that the Monarch Library System did provide effective leadership and adequately met the needs of the Waupun Public Library in 2019. Motion carried.
- b. Motion by Schultz, supported by Rohrer, to accept the 2019 Annual Report for the Department of Public Instruction as presented. Motion carried.
- c. Motion by Westphal, supported by Sullivan, to accept the revised Bulletin Board/Posting Policy as presented. Motion carried.
- d. Motion by Schultz, supported by Westphal, to direct the City Treasurer to sell the recently received Aflac stock donation and deposit the funds into the Library Board's Local Government Investment Pool (LGIP) account.

ARTICLE X: Motion by Westphal, supported by Rohrer, to adjourn at 5:20 p.m. Motion carried.

Next tentative meeting: March 23, 2020, at **4:45 p.m.**

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Feb. 20	Feb. 19	YTD 2020	YTD 2019	YTD%
Juvenile Nonfiction	626	504	1,318	1,081	21.9%
Juvenile Fiction	2,212	2,168	4,154	4,223	-1.6%
Juvenile Periodical	10	12	23	31	-25.8%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	1	3	1	5	-80.0%
Juvenile DVD	629	705	1,266	1,401	-9.6%
Juvenile CD	113	97	198	164	20.7%
Juvenile Video	0	0	0	0	#DIV/0!
Total Juvenile	3,591	3,489	6,960	6,905	0.8%
Adult Nonfiction	718	653	1,504	1,350	11.4%
Adult Fiction	1,587	1,870	3,470	3,653	-5.0%
Adult Periodical	132	122	247	280	-11.8%
Adult Audiocassette	0	0	0	1	-100.0%
Adult MP3 audio	9	10	21	24	-12.5%
Adult DVD	2,351	2,615	5,285	5,447	-3.0%
Adult CD	408	475	959	934	2.7%
Videocassettes	0	0	0	2	-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	0	0	0	#DIV/0!
Total Adult	5,205	5,745	11,486	11,691	-1.8%
State Report Circulation	8,796	9,234	18,446	18,596	-0.8%
Downloads (OverDrive)	665	668	1,451	1,426	1.8%
ILL-Items Sent	1,669	1,966	3,654	3,656	-0.1%
ILL Item Received	60	71	122	120	1.7%
TOTAL CIRCULATION	11,190	11,939	23,673	23,798	-0.5%
<i>To Columbia Co. Rural</i>	<i>103</i>	<i>2</i>	<i>121</i>	<i>15</i>	<i>706.7%</i>
<i>To Dodge Co. Rural</i>	<i>875</i>	<i>744</i>	<i>1,639</i>	<i>1,436</i>	<i>14.1%</i>
<i>To FDL Co. Rural</i>	<i>1,997</i>	<i>2,396</i>	<i>4,359</i>	<i>4,719</i>	<i>-7.6%</i>
<i>To Green Lake Co. Rural</i>	<i>249</i>	<i>119</i>	<i>481</i>	<i>222</i>	<i>116.7%</i>
Rural circ subtotals			6,600	6,392	3.3%
USE					
In-library Count (visits)	5,427	4,976	10,865	9,757	11.4%
Library Programs	462	254	806	436	84.9%
Meeting Room Use	296	231	651	404	61.1%
Computer Use	644	482	1,264	1,111	13.8%
Wireless Use	490	419	1,024	863	18.7%
Reference Questions	107	183	235	589	-60.1%
Monthly website hits	2,259	2,208	5,056	4,945	2.2%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2020 Annual Budget	2/29/2020 Current Month	2/29/2020 YTD Actual	2/28/2019 Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes	
Library Fund									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	519,150	-	-	387,694	519,150	0%		
210-43-4367-0-00	COUNTY APPROPRIATION	194,000	54,181	54,181	42,261	139,819	28% Fdl)	Dodge, Columbia, Winnefox (Green Lake,	
210-46-4671-0-00	FEES-LIBRARY	4,000	470	779	921	3,221	19%		
210-48-4811-0-00	INTEREST REVENUE	7,000	350	681	97	6,319	10%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	-	-	1,800	0%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	7,761	7,761	-	(1,725)	129%		
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	62,762	63,403	813,804	668,583	9%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	386,345	29,289	54,733	50,330	331,612	14%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	67,918	4,910	18,820	11,858	49,098	28%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	60	120	118	671	15%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,600	1,458	3,658	3,444	15,942	19%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	29,555	2,151	5,273	4,675	24,283	18%		
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	222	222	1,278	15%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	951	1,003	3,381	19,997	5%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	231	403	374	3,497	10%		
210-60-5511-3-32	LIBRARY-UTILITIES	24,263	2,373	3,208	4,130	21,055	13%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	110	275	260	1,325	17%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	237	-	2,263	9%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	520	571	507	6,429	8%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	4,500	2,563	3,513	978	987	78%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	72	72	146	4,428	2%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	19,884	19,949	15,813	12,051	62%		
210-60-5511-3-39	LIBRARY-BOOKS	59,250	3,599	4,273	5,702	54,977	7%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	20,000	584	1,350	2,129	18,650	7%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	-	-	1,028	9,000	0%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	-	1,417	-	12,583	10%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	1,780	2,107	-	7,893	21%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	7,500	1,110	1,110	964	6,390	15%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	83	137	283	2,363	5%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	1,064	1,064	368	(1,064)			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	15,656	-			
Total Expenditures		731,986	72,902	123,513	122,366	608,473	17%		
		0	(10,140)	(60,110)	691,438	60,110			

Waupun Public Library - March 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	862.58
		210-60-5511-344	Programming	47	Amazon	39.86
		210-60-5511-335	Publications/promotions	47	Amazon	178.04
		210-60-5511-339	Books	47	Amazon	158.63
		210-60-5511-332	Utilities	1174	Alliant Energy	749.19
		210-60-5511-343	Furnishings replacement	1996	Axiom, Inc.	4,328.19
		210-60-5511-339	Books	4000	Baker & Taylor	3,130.31
		210-60-5511-344	Programming	7066	Carlson Genealogical Services	150.00
		210-60-5511-338	Automation/Technology	8025	CDW Government	3,500.08
		210-60-5511-330	Office supplies	11070	Demco	1,100.67
		210-60-5511-340	Audiovisual	12875	Findaway World LLC	44.99
		210-60-5511-339	Books	14102	Gale	793.93
		210-60-5511-337	Travel/training/conference	14402	Garcia, Pam	56.93
		210-60-5511-338	Automation/Technology	16440	Inter-Quest	346.06
		210-60-5511-337	Travel/training/conference	16648	Jaeger, Bret	98.33
		210-60-5511-337	Travel/training/conference	17860	Lont, Tami	20.13
		210-60-5511-336	Repairs/maintenance	12700	Martens Ace Hardware	66.94
		210-60-5511-339	Books	19050	MicroMarketing	814.18
		210-60-5511-344	Programming	20802	Open Door Coffeehouse	200.00
		210-60-5511-345	Miscellaneous	21500	Petty Cash	40.93
		210-60-5511-345	Miscellaneous	21665	Piggly Wiggly	55.42
		210-60-5511-333	Postage	22099	Postmaster	55.00
		210-60-5511-339	Books	21236	Penworthy	999.33
		210-60-5511-330	Office supplies	22402	Quill Corp	154.44
		210-60-5511-345	Miscellaneous	22795	Rens Floral LLC	40.00
		210-60-5511-330	Office supplies	25143	Total Business Products	29.38
		210-60-5511-337	Travel/training/conference	29301	Wisconsin Library Association	178.00
		210-60-5511-341	Periodicals	29881	WT.COX	3,836.98
		210-60-5504-338	Trust Fund - operating	6879	C. Braaksma Electric Inc.	2,844.10
					Total:	\$ 24,872.62
3/10/2020	Manual check # 1255		Domain name 5yr renewal		Wells Fargo	184.95
3/16/2020	Manual check # 1256		Copier maintenance		James Imaging Systems	326.61
City manual check		21-60-5511-3-31	Telecommunications		Charter Communications	171.84
City manual check		210-60-5511-332	Utilities - January		Waupun Utilities	1,446.26

Authorized signature: _____

March 2020 Librarians Report

A. Statistics

Circulation/downloads through the end of February was 23,673 items.
Library visits through the end of February was 10,865 people.

B. Future programs

All future programs are cancelled through March. Guidance from the Board is appreciated on how far out we should cancel library-sponsored programs.

C. Dementia Friendly refresher training

A few years ago the library staff received Dementia Friendly training from Dodge and Fond du Lac counties, and recently the staff received refresher training from Rachel Kaminski, Director of Waupun Parks and Recreation.

D. Scavenger Hunt reading event

Similar to a Book Bingo event, the Scavenger Hunt reading event ran for about two months with 167 Hunt cards leaving the building, and 48 completed cards were returned. Desk Assistant Lisa Bille did a great job organizing this event.

E. Safety mirror

The safety mirror has been installed by the staff entrance door.

F. COVID-19 update

Things are happening on an hourly basis so this will be a verbal report, which will include program cancellations among others.

G. Once again - fine free libraries concept

There has been a growing ideology among libraries nationwide to eliminate some or all overdue fines on materials. The American Library Association issued a resolution on January 27, 2019 declaring monetary library fines as a form of social inequity. (See attached/enclosed resolution.)

Reasoning for the elimination of overdue fines:

1. There are patrons not utilizing the library because their fine exceeds the \$5.00 threshold.

Looking at the past 5 years, and only at overdue fines: **266** Waupun patrons have fines **\$5 or over**, had library use within the past 5 years, accumulated these fines, but have not used their library card in the last year. Note that these are overdue fines only, and not lost, damaged, processing or collection agency fees.

2. Eliminate the negative patron experience in relation to overdue fines.

Our experience at the Waupun Public Library in relation to overdue fines has mostly been a negative one when it comes to patron relations. Informing a patron of their fine is a negative start to a library transaction when we scan the patron's card for checkout, whether the fine is \$.10 or \$10, or more. We have anecdotal stories supporting this. Additionally, our recent change to allow computer use without regard to overdue fines has been extremely positive.

3. We are in competition with streaming services. Recently, a patron accumulated \$66 in overdue DVD fees. This patron could get a 5 month subscription to Netflix for this amount.

4. Eliminating overdue fines will benefit all patrons.

What is the financial impact of eliminating all overdue fines? In 2019, we collected \$4276 in overdue fines and \$1310 in replacement fees, which are deposited into the same revenue line item. The budgeted amount for this line item was \$4000, so the net cost of going fine free for 2019 would have been \$2690.

Other options to help residents:

1. Re-implement a grace period. We used to have a grace period, but eliminated it several years ago. There are several libraries in our consortium that utilize a grace period.
2. Eliminate fines only on juvenile materials. Lomira (in 2019) and Horicon (effective January, 2020) eliminated fines on all juvenile materials.
3. Reduce DVD fines to \$.10 a day instead of \$.50 a day. DVD fines accumulate the fastest and are often the main reason behind large overdue fines.
4. Eliminate overdue fines on all except popular DVDs and books. Materials we are most concerned with being returned on time are new or popular materials, particularly if there are hold lists for them. Via cataloging, we could place these materials into categories that would accumulate overdue fines. The two negatives of this would be that additional cataloging work would be required, and it may confuse patrons.

In our Monarch Library System, Sheboygan Falls and Kohler are completely fine free, and have been for a long time. As of February 11, 2020, Elkhart Lake Public Library is fine free. Recently, the Beaver Dam public library became fine free, and Horicon and Lomira eliminated overdue fines on children's materials. Large libraries across the United States have gone partially or totally fine free within the last year or two.

Other procedures to consider in conjunction with elimination of fines:

--Reduce the number of days when items age to lost. Currently it is 60 days, in order to be aligned with maxed out overdue fines. We could reduce this to 30 days, as other libraries in the system already do this.

--Block future checkouts to patrons that have overdue items, for any patrons that would be considered "problem patrons", until they renew or return those items.

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