



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

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) December minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) Statistics

BUDGET SUMMARY

- [3.](#) 2019 budget summary
- [4.](#) 2019 budget summary

CONSIDERATION OF BILLS FOR PAYMENT

- [5.](#) January 2020 bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

- [6.](#) Librarians Report

OLD BUSINESS

NEW BUSINESS

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

7. Next meeting: February 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.

**Draft Minutes of the Waupun Public Library Board Meeting
December 16, 2019**

The meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:45 p.m. on December 16, 2019. Also present were Sullivan, Martens, Schultz, Westphal, Hintze, Jaeger, and Rohrer. Garcia was absent.

ARTICLE I: Motion by Martens, supported by Hintze, to accept the minutes of the November 18, 2019 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads thru end of November was 136,858 items, up .3% YTD.
2. Library visits thru the end of November was 65,998 people.
3. Rural circulation thru the end of November was 35,510 items, up 4.4%
4. Total Juvenile Circulation was up again through November, 2019, by 8.6%

ARTICLE IV: Current budget was discussed. It is at 91% with no concerns noted.

ARTICLE V: Motion by Martens, supported by Sullivan, to pay the December bills. Motion carried 7-0 on roll call.

ARTICLE VI: No committee Reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- December 17 – Flower Arranging with Heidi Braker, 6:00 pm. and 7:00 pm.
- December 19 – The Santa Claus Movie, at 1:00 pm. and 6:00 pm.
- December 21 – Flower Arranging 10:30 am. and 12:30 pm.
- January 7 – Tech Days, 10am-noon; 1pm-3pm.
- January 9 – Lego/Game Night, 4-8pm.
- January 13 – Windowsill Herbs with Master Gardener, Carol Shirk, 6pm.
- January 16 – Movie (TBD) 1pm and 6pm.

b. A gift of \$13,075.34 was received from the Ellen M. Johnson estate and deposited into the Library Trust Fund.

c. The 22-year-old materials security panels suffered burnt electrical boards and a fried power supply. Part of the system needed to be replaced. The panels alert staff when materials try to exit the library without being checked out. Sensors on this panel also

count how many people walk through the gate. Funding for this repair work will be taken from the Library Trust Fund once the invoice is received.

d. A 22-year-old section of carpet in the children's area was replaced. Areas of the old carpet were "tenting" and became a trip hazard. The Library Board authorized funds from the Library Trust Fund to pay for this replacement.

e. Following the budgeted change for staffing, Wayne Fix will be moving from nights to days. Library Page Mira Lacrosse will be promoted to Library Assistant I, filling in the vacant slot. Pam is in the process of hiring a new Page to fill the position Mira vacated.

f. The library will be looking at a shelving project in the near future. Bret is waiting for quotes at this time.

ARTICLE VII. No Old Business.

ARTICLE IX: New Business.

a. Motion by Hintze, supported by Rohrer, to approve the Monarch Library System Membership Agreement as presented with the change in name of the library to Waupun Public Library. Motion carried.

ARTICLE X: Motion by Martens, supported by Schultz, to adjourn at 5:05 pm. Motion carried.

Next tentative meeting: January 20, 2020, at **4:45 p.m.**

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Dec. 19	Dec. 18	YTD 2019	YTD 2018	YTD%
Juvenile Nonfiction	731	673	7,016	7,196	-2.5%
Juvenile Fiction	1,571	1,364	31,795	27,658	15.0%
Juvenile Periodical	14	18	311	250	24.4%
Juvenile Audiocassette	0	1	0	4	-100.0%
Juvenile MP3 audio	0	2	32	45	-28.9%
Juvenile DVD	663	645	8,453	7,760	8.9%
Juvenile CD	78	70	1,035	1,817	-43.0%
Juvenile Video	0	0	0	1	-100.0%
Total Juvenile	3,057	2,773	48,642	44,731	8.7%
Adult Nonfiction	653	642	8,087	7,853	3.0%
Adult Fiction	1,647	1,477	22,532	21,630	4.2%
Adult Periodical	98	115	1,459	1,700	-14.2%
Adult Audiocassette	0	0	3	9	-66.7%
Adult MP3 audio	7	16	147	225	-34.7%
Adult DVD	2,877	2,442	31,242	33,035	-5.4%
Adult CD	520	451	6,326	6,885	-8.1%
Videocassettes	0	0	3	4	-25.0%
Pamphlets/Vertical File	0	1	7	3	133.3%
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc.(kits, toys, no location...)	0	0	2	8	-75.0%
Total Adult	5,802	5,144	69,808	71,352	-2.2%
State Report Circulation	8,859	7,917	118,450	116,083	2.0%
Downloads (OverDrive)	733	685	8,421	7,222	16.6%
ILL-Items Sent	1,584	1,356	20,442	22,424	-8.8%
ILL Item Received	25	40	746	773	-3.5%
TOTAL CIRCULATION	11,201	9,998	148,059	146,502	1.1%
<i>To Columbia Co. Rural</i>	<i>0</i>	<i>37</i>	<i>436</i>	<i>213</i>	<i>104.7%</i>
<i>To Dodge Co. Rural</i>	<i>587</i>	<i>705</i>	<i>9,814</i>	<i>9,601</i>	<i>2.2%</i>
<i>To FDL Co. Rural</i>	<i>2,569</i>	<i>1,798</i>	<i>26,509</i>	<i>24,696</i>	<i>7.3%</i>
<i>To Green Lake Co. Rural</i>	<i>192</i>	<i>164</i>	<i>2,099</i>	<i>2,217</i>	<i>-5.3%</i>
Rural circ subtotals			38,858	36,727	5.8%
USE					
In-library Count (visits)	4,110	4,155	70,108	69,247	1.2%
Library Programs	300	85	4,709	4,562	3.2%
Meeting Room Use	209	213	3,828	4,344	-11.9%
Computer Use	601	537	8,788	9,490	-7.4%
Wireless Use	474	426	6,097	6,110	-0.2%
Reference Questions	232	124	4,032	3,318	21.5%
Monthly website hits	1,937	1,423	31,325	38,596	-18.8%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2019 Annual Budget	11/30/2019 Current Month	11/30/2019 YTD Actual	11/30/2018 Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
Library Fund									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	541,000	-	541,000	-	-	100%		
210-43-4367-0-00	COUNTY APPROPRIATION	166,000	-	168,852	-	(2,852)	102%		
210-46-4671-0-00	FEES-LIBRARY	4,000	527	5,586	-	(1,586)	140%		
210-48-4811-0-00	INTEREST REVENUE	7,000	410	6,306	-	694	90%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	1,735	-	65	96%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	-	7,555	-	(1,519)	125%		
210-49-4920-0-00	OPERATING TRANSFERS IN	448,605	-	382,830	-	65,775	85%	Transfers from Fund 200-Systems, Trust, Ruth E. Bayley	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
Total Revenues		<u>1,174,441</u>	<u>937</u>	<u>1,113,864</u>	<u>-</u>	<u>60,577</u>	<u>95%</u>		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	373,231	28,501	321,525	299,759	51,706	86%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	71,210	5,929	65,217	69,632	5,993	92%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	775	60	653	565	122	84%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,216	1,511	16,845	16,726	2,371	88%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	28,552	2,092	24,611	22,847	3,941	86%		
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	1,220	1,220	280	81%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,400	355	18,643	7,965	757	96%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	229	2,964	3,703	936	76%		
210-60-5511-3-32	LIBRARY-UTILITIES	33,000	1,828	27,251	29,050	5,749	83%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,400	55	1,469	1,424	(69)	105%		
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	477	569	85%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	3,800	(5,144)	1,866	3,317	1,934	49%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	47	2,927	1,622	1,573	65%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	374	25,356	-	6,644	79%		
210-60-5511-3-39	LIBRARY-BOOKS	61,392	4,214	54,670	-	6,722	89%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	-	19,173	-	(173)	101%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	1,216	9,031	-	(31)	100%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	3,196	12,213	-	1,787	87%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	7,936	-	2,064	79%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	9,000	(197)	4,110	-	4,891	46%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	146	2,380	23,875	120	95%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	10,050	13,736	-	(13,736)			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	20,356	-	(20,356)			
Total Expenditures		<u>725,836</u>	<u>54,572</u>	<u>657,823</u>	<u>483,061</u>	<u>68,013</u>	<u>91%</u>		
		<u>448,605</u>	<u>(53,636)</u>	<u>456,041</u>	<u>(483,061)</u>	<u>(7,436)</u>			

Waupun Public Library									
Budget Report									
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Library Fund									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	541,000	-	541,000	-	-	100%		
210-43-4367-0-00	COUNTY APPROPRIATION	166,000	-	168,852	-	(2,852)	102%		
210-46-4671-0-00	FEES-LIBRARY	4,000	-	5,586	-	(1,586)	140%		
210-48-4811-0-00	INTEREST REVENUE	7,000	-	6,306	-	694	90%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	1,735	-	65	96%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	-	7,555	-	(1,519)	125%		
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%		
Total Revenues		1,174,441	-	1,113,864	-	60,577	95%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	373,231	26,880	348,405	339,056	24,827	93%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	71,210	4,910	70,127	75,561	1,083	98%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	775	60	712	624	63	92%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,216	1,390	18,234	18,106	981	95%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	28,552	2,017	26,628	24,789	1,924	93%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	2,709	-	-	2,709	2,709	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	19,400	983	19,626	7,965	(226)	101%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	668	3,632	4,439	268	93%		
210-60-5511-3-32	LIBRARY-UTILITIES	33,000	2,098	29,349	33,802	3,651	89%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,400	55	1,524	1,474	(124)	109%		
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	477	569	85%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	3,800	-	1,866	3,464	1,934	49%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	73	3,000	1,710	1,500	67%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	15	25,371	-	6,629	79%		
210-60-5511-3-39	LIBRARY-BOOKS	61,392	5,750	60,421	-	971	98%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	484	19,657	-	(657)	103%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	152	9,183	-	(183)	102%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	-	12,213	-	1,787	87%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	7,936	-	2,064	79%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	9,000	975	5,085	-	3,915	56%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	279	2,659	27,888	(159)	106%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	13,736	-	(13,736)			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	3,600	23,956	-	(23,956)			
Total Expenditures		725,836	50,500	708,322	544,273	17,514	98%		
		448,605	(50,500)	405,541	(544,273)	43,064			

Waupun Public Library - January 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	766.58
		210-60-5511-339	Books	47	Amazon	211.15
		210-60-5511-332	Utilities	1174	Alliant Energy	834.48
		210-60-5511-343	Furnishings/replacement	11070	Demco	327.24
		210-60-5511-339	Books	14102	Gale	151.95
		210-60-5511-338	Automation/Technology	16440	Inter-Quest	14.95
		210-60-5511-330	Office supplies	12700	Martens Ace Hardware	51.97
		210-60-5511-339	Books	19050	MicroMarketing	278.46
		210-60-5511-338	Automation/technology	300156	Monarch Library System	50.06
		210-60-5511-336	Repairs/maintenance	20245	Naviant	950.00
		210-60-5511-345	Miscellaneous	21500	Petty Cash	14.76
		210-60-5511-345	Miscellaneous	21665	Piggly Wiggly	38.70
		210-60-5511-333	Postage	22099	Postmaster	165.00
		210-60-5511-342	Databases	22216	ProQuest	1,416.90
		210-60-5511-339	Books	24810	Taste of Home Books	32.69
		210-60-5511-334	Membership fees	29301	Wis Library Assocition	237.00
		210-60-5511-335	Publications/promotions	29699	Wisconsin Media	51.00
					Total:	\$ 5,592.89
1/13/2020	Manual check # 1252		Windowsill Herbs Program		Carol Shirk	38.00

Authorized signature: _____

Waupun Public Library - Dec 2019 Bills paid Jan 2020

<u>Processed</u>	<u>Check #</u>	<u>Account #</u>	<u>Line item</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
1/14/2020	99246	338	Miscellaneous	84	ASCAP	363.00
1/14/2020	99247	210-60-5511-339	Books	4000	Baker & Taylor	2,147.44
1/14/2020	99248	210-60-5511-339	Books	7090	Cavendish Square	195.54
1/14/2020	99249	210-60-5511-340	Audiovisual	12875	Findaway World LLC	979.79
1/14/2020	99250	210-60-5511-339	Books	14102	Gale	423.85
1/14/2020	99251	210-60-5511-330	Office supplies	22402	Quill Corporation	192.23
1/14/2020	99252	210-60-5511-340	Audiovisual	22681	Recorded Books	118.32
					Total:	\$ 4,420.17
12/23/2019	City check	210-60-5511-331	Telecommunications	11148	Dept. of Administration	600.00
12/23/2019	City check	210-60-5511-344	Programming	22795	Rens Floral LLC	1,020.00
12/27/2019	City check	210-60-5511-344	Programming	22795	Rens Floral LLC	1,820.00
1/2/2020	City check	210-60-5511-338	Automation/technology	300156	Monarch Library System	4,698.52
City manual check		210-60-5511-331	Telecommunications		Spectrum	161.29
City manual check		210-60-5511-332	December utilities		Waupun Utilities	1,425.29

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January 2020 Librarians Report

A. Statistics

Circulation/downloads through the end of December was 148,059 items.
Library visits through the end of December was 70,108 people.

B. Future programs

January 13 – Windowsill Herbs with Master Gardener Carol Shirk, 6 pm
January 16 – Judy, 1pm and 6pm
February 6 – Addams Family, 1pm and 6pm
February 10 – Flower Arranging, 6 pm & 7 pm
February 13 – Lego/Game Night, 4-8pm
February 18 – WWII Waupun, 1 pm and 6 pm
February 20 -- A Beautiful Day in the Neighborhood, 1pm and 6pm
March 5 – Movie (TBD), 1pm and 6pm
March 10 – Tech Days, 10-Noon; 1-3pm
March 16 – Wonderful World of Garlic, 6 pm
March 19 – Movie (TBD), 1pm and 6pm
March 26 – How to Get Started on Your Genealogy Journey, 6:30 pm
March 30 – Pioneers of Comedy, 6 pm

C. Staffing

Since mid-December we have been short one full-time person as she is out on medical leave until February. At least three other staff are trying to cover parts of that position so our operations are minimally affected.

D. Summer Reading Program

While we're in the middle of winter, we do have all performers lined up for the annual Summer Reading Program. Good performers are always in high demand, so it's always a good thing to start planning early.

E. Lions Club program

Bret will be at the Waupun Lions Club meeting January 28th to talk about the library.

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