



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD MEETING**  
**Waupun City Hall – 201 E. Main Street, Waupun WI**  
**Monday, July 22, 2019 at 4:30 PM**

**CALL TO ORDER**

**MINUTES FROM PREVIOUS MEETINGS**

- [1.](#) June Library Board Minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

**MONTHLY STATISTICS**

- [2.](#) End of June statistics

**BUDGET SUMMARY**

- [3.](#) Budget summary

**CONSIDERATION OF BILLS FOR PAYMENT**

- [4.](#) July 2019 Library Bills

**COMMITTEE REPORTS**

5. Budget Committee

**LIBRARIAN'S REPORT**

- [6.](#) Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

*No Public Participation after this point.*

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

7. Tentative next meeting: Monday, August 19, 2019 at 4:30 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 17, 2019**

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:30 p.m. on Monday, June 17, 2019. Also present were Martens, Schultz, Westphal, Sullivan, Garcia, Jaeger, and Rohrer. Hintze was absent.

ARTICLE I: Motion by Martens, supported by Sullivan, to accept the minutes of the May 20, 2019 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through end of May, 2019 was 59,913 items.
2. Library visits through the end of May 2019 was 29,219 people.
3. Rural circulation through the end of May 2019 was 16,206 items

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

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

ARTICLE VI: Committee Reports.

- a. Evaluation Committee: The Committee will present its report in closed session under New Business.

ARTICLE VII: Librarian's Report.

a. Future Programs:

1. June 19 – Tom Pease, Musician, 10 a.m.
2. June 20 – Movie, How to Train Your Dragon: The Hidden World, at 1 p.m. and 6 p.m.
2. June 25 – Bubble Wonders, 10 a.m. and 1 p.m.
3. June 27 – Art of Right sizing your Life, 6 p.m.
4. July 10 – Device Day/Night, 1-3, 5-7 p.m.
5. July 11 – Game Night, 4-8 p.m.
6. July 13 - Star Wars Characters Meet and Greet 1 p.m.
7. July 16 – Lost Buildings of Waupun, 1 p.m. and 6 p.m.
8. July 17 – Seeing Stars Planetarium, 1 p.m.
9. July 18 – Movie Dumbo (2019), 1 p.m. and 6 p.m.

b. The first Summer Reading Program was held, Wednesday, June 12. Library staff hosted several classroom visits the past few weeks so the students were able to learn about this year's Summer Reading Program.

c. Two display cases have been purchased for the second floor. Once in place the plan is to display rotating collections from the Waupun Historical Society.

d. Collection Agency: Since May 1999, 889 accounts have been submitted. Cash and Materials recovered total \$57,441.94, with the Return On Investment (ROI) of 6:1. This is an excellent return considering the average ROI is 3:1.

e. Jennifer Chamberlain, the Interim Director for the Monarch Library System, the Interim Director for the Monarch Library System visited WPL Friday, June 14. She will be visiting all system libraries in the four counties.

f. Department of Public Works will be replacing the lighting in the library with LED lights.

g. Kathy Schlieve, City Administrator, has requested a meeting with Bret on Tuesday, June 18, 2019, concerning the budget.

#### ARTICLE VII. No Old Business.

#### ARTICLE IX: New Business: Library Director Evaluation Report.

a. Motion by Rohrer, supported by Sullivan, to go into closed session to consider, deliberate or confer on matters under Section 19.85(1)(c) of the Wisconsin Statutes. Motion carried unanimously.

b. Motion by Westphal, supported by Schultz, to reconvene into open session under Section 19.85 (2) of the Wisconsin Statutes. Motion carried unanimously.

c. Motion by Martens, supported by Schultz, to accept Library Director Bret Jaeger's 2019-2020 Evaluation as presented by the Evaluation Committee. Motion carried unanimously. The Board thanked Bret for a job well done. He in turn gave credit to his staff, stating that they were the reason the library functions as smoothly as it does. The Board agreed that it is teamwork that results in a library of which the community can be proud.

d. Motion by Rohrer, supported by Martens, to accept Jaeger's 2020 Goals. Motion carried unanimously.

e. Westphal and Waskow were appointed to the Budget Committee.

f. Staff/Board dinner will be held after the July 22, 2019 meeting.

#### ARTICLE X: Motion by Martens, supported by Rohrer, to adjourn at 5:40 p.m. Motion carried.

Next tentative meeting: July 22, 2019, at 4:30 p.m.

SANDRA ROHRER Secretary  
SR/bkj

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Jun. 19</b>	<b>Jun. 18</b>	<b>YTD 2019</b>	<b>YTD 2018</b>	<b>YTD%</b>
Juvenile Nonfiction	550	624	3,400	3,414	-0.4%
Juvenile Fiction	3,545	3,199	15,214	14,669	3.7%
Juvenile Periodical	19	39	143	131	9.2%
Juvenile Audiocassette	0	1	0	2	-100.0%
Juvenile MP3 audio	11	5	20	17	17.6%
Juvenile DVD	754	664	4,250	4,063	4.6%
Juvenile CD	96	101	490	573	-14.5%
Juvenile Video	0	0	0	1	-100.0%
<b>Total Juvenile</b>	<b>4,975</b>	<b>4,633</b>	<b>23,517</b>	<b>22,870</b>	<b>2.8%</b>
Adult Nonfiction	721	721	3,972	3,975	-0.1%
Adult Fiction	1,875	1,982	11,318	10,793	4.9%
Adult Periodical	131	152	768	878	-12.5%
Adult Audiocassette	0	0	2	4	-50.0%
Adult MP3 audio	11	14	62	130	-52.3%
Adult DVD	2,162	2,947	15,440	17,170	-10.1%
Adult CD	414	482	2,868	3,734	-23.2%
Videocassettes	0	1	2	2	0.0%
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	2	8	-75.0%
<b>Total Adult</b>	<b>5,314</b>	<b>6,299</b>	<b>34,434</b>	<b>36,694</b>	<b>-6.2%</b>
<b>State Report Circulation</b>	<b>10,289</b>	<b>10,932</b>	<b>57,951</b>	<b>59,564</b>	<b>-2.7%</b>
<b>Downloads (OverDrive)</b>	658	583	3,973	3,458	14.9%
ILL-Items Sent	1,431	2,107	10,080	11,719	-14.0%
ILL Item Received	78	65	365	427	-14.5%
<b>TOTAL CIRCULATION</b>	<b>12,456</b>	<b>13,687</b>	<b>72,369</b>	<b>75,168</b>	<b>-3.7%</b>
<i>To Columbia Co. Rural</i>	39	37	226	146	54.8%
<i>To Dodge Co. Rural</i>	875	726	4,885	4,983	-2.0%
<i>To FDL Co. Rural</i>	2,105	2,203	13,520	12,985	4.1%
<i>To Green Lake Co. Rural</i>	219	187	813	818	-0.6%
<b>Rural circ subtotals</b>			<b>19,444</b>	<b>18,932</b>	<b>2.7%</b>
<b>USE</b>					
<b>In-library Count (visits)</b>	7,083	7,124	36,302	36,559	-0.7%
Library Programs	809	442	2,690	2,282	17.9%
Meeting Room Use	366	518	2,046	2,325	-12.0%
Computer Use	904	981	4,077	5,025	-18.9%
Wireless Use	596	567	2,962	3,145	-5.8%
Reference Questions	370	338	2,635	1,842	43.1%
Monthly website hits	2,448	3,541	17,044	20,747	-17.8%



Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2019 Annual Budget	6/30/2019 Current Month	6/30/2019 YTD Actual	6/30/2018 Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
Library Fund									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	541,000	-	387,694	-	153,306	72%		
210-43-4367-0-00	COUNTY APPROPRIATION	166,000	-	166,852	-	(2,852)	102%		
210-46-4671-0-00	FEES-LIBRARY	4,000	722	3,016	-	984	75%		
210-48-4811-0-00	INTEREST REVENUE	7,000	198	3,078	-	3,922	44%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	1,157	1,157	-	643	64%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	1,025	2,510	-	3,526	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	3,102	949,137	-	225,304	81%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	373,231	26,665	157,592	155,082	215,639	42%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	71,210	5,929	35,573	37,981	35,637	50%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	775	60	354	271	421	46%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,216	1,385	9,033	8,990	10,182	47%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	28,552	1,951	12,526	12,247	16,027	44%		
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	665	665	835	44%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,400	1,686	12,739	4,786	6,661	66%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	63	1,088	2,942	2,812	28%		
210-60-5511-3-32	LIBRARY-UTILITIES	33,000	2,390	14,297	14,504	18,703	43%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,400	110	919	774	481	66%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,000	-	270	666	1,730	14%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	3,750	1,085	3,181	415	569	85%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	3,800	-	1,388	3,075	2,412	37%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	329	1,682	878	2,818	37%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	182	22,419	-	9,581	70%		
210-60-5511-3-39	LIBRARY-BOOKS	61,392	4,078	26,948	-	34,444	44%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	270	12,455	-	6,545	66%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	4,118	5,816	-	3,184	65%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	2,814	6,859	-	7,141	49%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	5,748	7,086	-	2,914	71%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	9,000	630	2,528	-	6,472	28%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	267	1,470	20,237	1,030	59%		
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		725,836	59,872	356,231	263,515	369,605	49%		
		448,605	(56,770)	592,906	(263,515)	(144,301)			



**Waupun Public Library - July 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	3,076.28
		210-60-5511-332	Utilities	1174	Alliant Energy	56.56
		210-60-5511-334	Membership fees	1210	American Library Association	220.00
		210-60-5511-339	Books	4000	Baker & Taylor	4,266.60
		210-60-5511-338	Automation/Technology	8025	CDW Government	769.03
		210-60-5511-341	Periodicals	10920	Daily Citizen	628.20
		210-60-5511-330	Office supplies	11070	Demco	1,982.15
		210-60-5511-331	Telecommunications	11148	Dept. of Administration	600.00
		210-60-5511-339	Books	14102	Gale	610.78
		210-60-5511-342	Databases	14102	Gale	2,158.65
		210-60-5511-337	Travel/training/conference	14402	Garcia, Pam	60.90
		210-60-5511-338	Automation/Technology	16070	Hull Audio Video	229.00
		210-60-5511-341	Periodicals	16124	Information Today, Inc.	301.53
		210-60-5511-338	Automation/Technology	16440	Inter-Quest	14.95
		210-60-5511-336	repairs/maintenance	17281	Lapen Security Products	58.25
		210-60-5511-339	Books	18463	Maris Associates	233.55
		210-60-5511-344	Programming	12700	Martens Ace Hardware	69.73
		210-60-5511-340	Audiovisual	19050	MicroMarketing	696.38
		210-60-5511-338	Automation/Technology	300156	Monarch Library System	44.85
		210-60-5511-345	Miscellaneous	21500	Petty Cash	76.01
		210-60-5511-345	Miscellaneous	21665	Piggly Wiggly	101.56
		210-60-5511-333	Postage	22099	Postmaster	110.00
		210-60-5511-330	Office supplies	22402	Quill Corporation	475.18
		210-60-5511-340	Audiovisual	22681	Recorded Books	6.95
		210-60-5511-339	Books	24810	Taste of Home Books	27.08
		210-60-5511-340	Audiovisual	27935	Wells Fargo	112.55
					<b>Total:</b>	<b>\$ 16,986.72</b>
6/18/2019	Manual check # 1242		Downsizing Program		AgeWave Inc.	125.00
6/18/2019	Manual check # 1243		Copier maintenance		James Imaging Systems	162.76
City manual check		210-60-5511-331	Telecommunications		Spectrum	156.02
City manual check		210-60-5511-332	May utilities		Waupun Utilities	2,806.94

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

## **July 2019 Librarians Report**

### **A. Statistics**

Circulation/downloads through the end of June was 70,860 items.  
Library visits through the end of June was 36,302 people.

### **B. Future programs**

July 25, 6:00 pm: Gemstone Wrapping  
July 26, 4:00-7:00 pm: SRP Carnival Finale  
August 7, 6:00 pm: Jodi Schmidt, Living Donation  
August 8, 4:00-8:00 pm: Lego/Game Night  
August 12, 10:00 am – 6:00 pm: Friends of Waupun Library Book Sale  
August 14, 1:00-3:00 pm; 5:00-7:00 pm: Tech Days  
August 15, 1:00 pm & 6:00 pm, Movie: Avengers: End Game  
August 16, 10:00 am: Waupun Public Library Book Club  
August 21, 6:00 pm: Guided Meditation

### **C. Summer Reading Program**

Program attendance has been steady with the first few Summer Reading Program performers. Attendance for the three June performers was 559 people.

### **D. Donation**

A donation of \$1,000 was received from the Waupun Lions Club for the purchase of additional large print books.

### **E. Interesting finds**

While looking through old, unmarked storage boxes, one of our interns ran across several ledger sheets dated 1863. These sheets were from the Regimental Quartermaster of the 106<sup>th</sup> New York Infantry Regiment, documenting provisions to this Civil War regiment from January 1863 to July 1863. We are trying to figure out why our library is in possession of them. Once we are finished with our investigation, they will be sent to the New York State Military Museum and Veterans Research Center. We would really like to know how they ended up in Waupun.

Other finds include a glass plate image of the first mayor of Waupun (John Ackerman), a letter from the office of Andrew Carnegie approving additional funds to build the Carnegie Library in Waupun, and a check receipt ledger covering the years 1904 – 1908. All of these will be brought to the meeting for all to see.

**F. Aging Coalition**

Bret is now on the Educational Resources committee of the Waupun Aging Coalition for the next two years. This committee will be meeting once a month.

**G. Display cases**

The DPW guys have moved our two new display cases to the second floor, and the interns spent a morning cleaning and setting them up. Pam will be in touch with the Waupun Historical Society for future rotating collections.

**H. Outlet covers**

As a safety precaution, we have installed outlet covers on exposed outlets in the Conference Room and youth area of the library.

**I. LED lighting**

As part of the plan to convert city buildings to LED lighting, DPW Director Jeff Daane has been in several times to review the changes proposed for the library. These changes will range from motion sensor lights in some areas, to complete light fixture replacements in other areas. From what was reported at one of the city meetings, the investment into these lights will pay for itself in 5 – 6 years. We currently have seven motion-activated lights, and LED lights are currently located in the front exterior recessed lights, and the small track lights in the children's area and around the lobby statue.

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).