



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library
Monday, October 22, 2018 at 4:15 PM

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) September meeting minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

MONTHLY STATISTICS

- [2.](#) September statistics

BUDGET SUMMARY

- [3.](#) September Budget Summary

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) October bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

- [5.](#) Librarians Report

OLD BUSINESS

6. Five year library strategic plan
7. Patron appeal from September Library Board meeting

NEW BUSINESS

8. Security cameras
9. Library Board funds structure

ADJOURNMENT

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

10. Next meeting: Monday, November 19, 2018, at 4:15 p.m.

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 17, 2018

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:15 p.m. on Monday, September 17, 2018. Also present were Sullivan, Kaczmariski, Procise, Garcia, Jaeger, and Rohrer. Martens and Hintz were absent.

ARTICLE I: Motion by Procise, supported by Sullivan, to accept the minutes of the August 20, 2018 meeting as written. Motion carried.

ARTICLE II: Personal appearance by Al Buechel, Fond du Lac County Executive. Mr. Buechel presented information concerning County Walk-in/Bookmobile Service reimbursement. Also in attendance were Julie Nickel, Mayor, Jared Oosterhouse, City Treasurer, and Kathy Schlieve, City Administrator.

ARTICLE III: Monthly statistics.

1. Circulation/downloads through end of August, 2018 was 101,848 items, up 2.4% YTD.
2. Rural Circulation up 5.3% YTD.
3. Library visits through the end of August was 49,606 people, up 4.1% YTD.
4. Collection Agency Report: Dollars received as of May 1999/\$17,981.38
 Materials returned as of May 1999/\$33,424.60

ARTICLE IV: Current budget was reviewed and is in good shape.

ARTICLE V: Motion by Sullivan, supported by Procise, to pay the bills as presented. Motion carried 5-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

- a. Storytimes have resumed.
- b. It was necessary to review 8,251 patron records to make sure addresses corresponded to the correct statistical code. **Important** because the codes determine if the library receives county reimbursement for service to rural county residents. Thirty-three (33) needed to be corrected.
- c. On Thursday, September 13, classes of Language Art students from Waupun Junior/Senior High toured the library. Students receive Chromebooks and are allowed to take them home. However, some have no or spotty Internet. Teacher, Robyn Skaar, wanted them to be aware of the Wifi and other resources available to them through the library.
- d. Bret attended a webinar on how the new agenda software will work with the City's new website. Also, Bret, Pam, and Tami, along with members from other City Departments, attended a training for the new City website. The meeting was held at the Library.
- e. Bret met with the Director of the Ripon Public Library to investigate how their combined budget is organized, and brought his findings to the Board. He and Jared are working on the possibility of organizing our budget as a combined budget.

f. This year's WLA Conference will be held October 23-26.

g. In order to streamline the Board Packet members agreed to reduce the number of items listed each month.

h. As requested, Pam investigated and presented detailed information concerning filtering of the internet computers. Thirteen libraries in the Monarch System do not filter. The two largest, Sheboygan and West Bend, do. Seventeen did not respond. No action was taken.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business.

a. Patron Appeal: The Subcommittee of Martens and Kaczmariski, along with the help of Garcia and input from the Waupun Police Department, met to discuss the August meeting's patron appeal. Even though the Code of Conduct and the Internet Acceptable Use Policy are posted, in order to help patrons be more aware, Garcia placed a copy of both at each "computer pod." Motion by Rohrer, supported by Procise, to accept the recommendation of the Subcommittee, referencing the Code of Conduct, the Acceptable Use Policy, and the Incident Report dated 8/7/2018, that the patron, R.M. be banned from Internet use indefinitely. Motion passed unanimously.

b. Motion by Sullivan, supported by Rohrer, to, with deep gratitude, accept the generous donation of a piece of Leslie Trewyn's artwork. Motion passed unanimously. It was agreed that the painting will enrich our Library. A sincere "Thank you" to the family for the "treasure."

c. Five year library strategic plan was discussed. It was agreed that Bret go forward on investigating the possibility.

d. Motion by Sullivan, supported by Kaczmariski, to accept the Lappen Security quote for the replacement security camera server and equipment at the cost of \$13,999.96, not including cameras, with funds coming out of the System Fund balance. Motion passed 5-0 per roll call.

e. Motion by Procise, supported by Rohrer, to purchase additional replacement chairs for the 2nd floor. Motion carried 5-0 per roll call.

ARTICLE X: Motion by Procise, supported by Sullivan, to adjourn at 5:50 p.m.

Next tentative meeting: October 22, 2018, at 4:15 p.m.

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Sep. 18	Sep. 17	YTD 2018	YTD 2017	YTD%
Juvenile Nonfiction	571	459	4,909	4,706	4.3%
Juvenile Fiction	2,132	2,235	22,203	23,874	-7.0%
Juvenile Periodical	14	21	208	217	-4.1%
Juvenile Audiocassette	1	0	3	3	0.0%
Juvenile MP3 audio	3	4	43	29	48.3%
Juvenile DVD	484	707	5,922	6,582	-10.0%
Juvenile CD	96	100	1,598	1,081	47.8%
Juvenile Video	0	1	1	5	-80.0%
Total Juvenile	3,301	3,527	34,887	36,497	-4.4%
Adult Nonfiction	543	643	5,902	6,583	-10.3%
Adult Fiction	1,719	1,733	16,577	16,598	-0.1%
Adult Periodical	138	120	1,312	1,337	-1.9%
Adult Audiocassette	0	0	7	11	-36.4%
Adult MP3 audio	14	32	174	204	-14.7%
Adult DVD	2,632	2,399	25,551	25,176	1.5%
Adult CD	506	633	5,251	6,254	-16.0%
Videocassettes	0	0	4	17	-76.5%
Pamphlets/Vertical File	0	0	2	0	#DIV/0!
Equipment/die cuts	0	0	0	15	-100.0%
Misc. (kits, toys, no location...)	0	3	8	50	-84.0%
Total Adult	5,552	5,563	54,788	56,245	-2.6%
State Report Circulation	8,853	9,090	89,675	92,742	-3.3%
Downloads (OverDrive)	678	509	5,336	4,041	32.0%
ILL-Items Sent	1,761	1,614	17,959	15,522	15.7%
ILL Item Received	52	73	618	676	-8.6%
TOTAL CIRCULATION	11,344	11,286	113,588	112,981	0.5%
<i>To Columbia Co. Rural</i>	<i>1</i>	<i>27</i>	<i>152</i>	<i>276</i>	<i>-44.9%</i>
<i>To Dodge Co. Rural</i>	<i>693</i>	<i>784</i>	<i>7,496</i>	<i>7,486</i>	<i>0.1%</i>
<i>To FDL Co. Rural</i>	<i>1,856</i>	<i>1,691</i>	<i>19,057</i>	<i>18,237</i>	<i>4.5%</i>
<i>To Green Lake Co. Rural</i>	<i>281</i>	<i>101</i>	<i>1,656</i>	<i>844</i>	<i>96.2%</i>
Rural circ subtotals			28,361	26,843	5.7%
USE					
In-library Count (visits)	4,970	5,038	54,576	52,669	3.6%
Library Programs	272	141	3,824	2,939	30.1%
Meeting Room Use	331	360	3,403	2,539	34.0%
Computer Use	658	756	7,654	7,219	6.0%
Wireless Use	484	493	4,700	4,331	8.5%
Reference Questions	291	182	2,628	2,297	14.4%
Monthly website hits	3,142	2,141	30,983	24,464	26.6%

2018 Budget summary

<u>LINE ITEMS</u>	<u>Budget</u>	<u>Sep</u>	<u>Year to date</u>	<u>Percent</u>	<u>Balance</u>
Salaries/wages	\$ 339,927.35	\$ 25,767.00	\$ 245,646.59	72.26%	\$ 94,280.76
Fringe benefits	125,919.48	9,763.00	91,148.50	72.39%	34,770.98
Books*	6,900.00	587.96	6,472.39	93.80%	427.61
Utilities	33,000.00	3,165.00	24,034.43	72.83%	8,965.57
Automation*	15,000.00	-	15,027.00	100.18%	(27.00)
Periodicals*	-	-	-	#DIV/0!	-
Audio-visual*	-	-	-	#DIV/0!	-
Office supplies	8,000.00	752.18	7,964.95	99.56%	35.05
Telecommunications	4,600.00	60.00	3,115.29	67.72%	1,484.71
Equipment & supplies*	500.00	10.07	317.09	63.42%	182.91
Repair & maintenance	3,800.00	14.95	3,169.70	83.41%	630.30
Miscellaneous*	2,000.00	64.05	1,309.79	65.49%	690.21
Postage	1,400.00	150.00	1,274.00	91.00%	126.00
Travel/Training/Conf.	1,500.00	265.79	1,282.77	85.52%	217.23
Publications/PR	750.00	-	415.28	55.37%	334.72
Memberships/Dues	900.00	-	879.17	97.69%	20.83
Capital Outlay	-	-	-	0.00%	-
Totals	\$ 544,196.83	\$ 40,600.00	\$ 402,056.95	73.88%	\$ 142,139.88

Waupun Public Library - October 2018 Bills

Processed	Check #	Account #	Line item	Vendor	Vendor/Name	Amount
		5503-338	System Fund	47	Amazon	2,036.23
		332	Utilities	1174	Alliant Energy	69.66
		5503-338	System Fund	4000	Baker & Taylor	2,606.74
		338	Books	8900	Center Point Large Print	81.11
		338	Books	13895	Frederick, Michael	24.00
		5503-338	System Fund	14102	Gale	607.78
		337	Travel/training/conference	14402	Garcia, Pam	63.13
		336	Repairs/maintenance	16440	Inter-Quest	14.95
		337	Travel/training/conference	16648	Jaeger, Bret	43.87
		5503-338	System Fund	16660	Janway Company	1,491.24
		5503-338	System Fund	17070	Kiplinger Letter	58.00
		5503-338	System Fund	18463	Maris Associates	430.20
		338	Books	18964	Meredith Books	33.91
		5503-338	System Fund	19050	MicroMarketing	563.35
		338	Automation	300156	Monarch Library System	296.18
		5503-338	System Fund	21236	Penworthy	2,213.47
		338	Miscellaneous	21500	Petty Cash	36.96
		338	Miscellaneous	21665	Piggly Wiggly	101.76
		5503-338	System Fund	22050	Portage Glass	1,743.66
		333	Postage	22099	Postmaster	100.00
		338	Books	24810	Taste of Home Books	33.98
		5503-338	System Fund	24963	Thomson Reuters - West	345.00
		338	Books	25484	Unique Management Services	26.85
		5503-338	System Fund	26354	Verhage, Inc.	3,200.00
					Total:	\$ 14,185.80
10/9/2018	Manual check # 1228		WI AAU sports book		Higher Level Camps	32.00
10/16/2018	Manual check # 1229		Copier maintenance		Ross Imaging	673.67
City manual check 10048		331	Telecommunications		Spectrum	167.88
City manual check		332	September utilities		Waupun Utilities	2,540.10

Authorized signature: _____

October 2018 Librarians Report

A. Statistics

Circulation/downloads through the end of September was 111,775 items.
Library visits through the end of September was 54,576 people.

B. Monarch ILS training

Three staff attended Monarch Library System cataloging training at West Bend on July 28th. With 30 libraries in 4 counties sharing a database, standardizing cataloging procedures makes for a cleaner, more efficient shared database.

C. Monarch LS Governance Committee

Bret was nominated and approved to be Vice Chair of the Monarch Library System's Governance Committee on October 2nd. This Committee sets policies and standards, and oversees the development, implementation, and planning of all other non-ILS related areas.

D. Five Year Library Plan

Wisconsin Library Service was contacted regarding their service of developing strategic plans for libraries. This will be discussed at the next Library Board meeting.

E. Wisconsin Library Association Conference

La Crosse is the location for this year's WLA Conference, October 23 - 26. Any Library Board members interested in attending should contact Bret for registration/housing.

F. Digitization of local newspapers

The Waupun Times newspaper from 1883-1903 has been digitized and loaded online at Wisconsin Newspaper Association. With this loading, the entire Waupun Times (1857-1903) is now available through Badgerlink. We will now move on to either the Waupun Leader or the Waupun Democrat.

G. Upcoming programs

October 23, 6:30: Gerry Stiemsma, author and Vietnam War veteran

October 26, 1:00: Hocus Pocus movie showing

October 29, 6:30: The Little Snowflake book debut; written by Mary Rens and illustrated by Gerri Buteyn

November 1, 1:00 and 6:00: Teen Titans Go! To The Movies movie showing

November 5, 5:30: Holocaust Survivor Steve Baruch

November 7, 4:00-8:00: Legos and Game Night

November 13, 6:00: Flower Arranging with Heidi Braker

November 15, 1:00 and 6:00: Incredibles 2 movie showing

Any questions, please contact Bret or Pam at 324-7925.