



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, April 22, 2019 at 4:15 PM

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) March minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

MONTHLY STATISTICS

- [2.](#) Monthly statistics

BUDGET SUMMARY

- [3.](#) Budget summary

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) April Bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

- [5.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

6. Appoint Evaluation Committee

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

7. Tentative next meeting: Monday, June 17, 2019

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
March 18, 2019**

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:15 p.m. on Monday, March 18, 2019. Also present were Hintze, Kaczmariski, Sullivan, Procise, Martens, Garcia, Jaeger, and Rohrer, per Facetime.

ARTICLE I: Motion by Rohrer, supported by Kaczmariski, to accept the minutes of the February 18, 2018 meeting as corrected to state: "Motion to adjourn by Rohrer, supported by Kaczmariski," replacing: Motion by Martens, supported by Procise." Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly statistics were again affected by weather since the library was closed one day in February.

1. Circulation/downloads through end of February, 2019 was 23,798 items.
2. Rural Circulation through the end of February, was 6,392 items.
3. Library visits through the end of February was 9,757 people.

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

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

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- 1. March 19, 6:00pm** - Birds and Butterflies: Learn ways to welcome bird and butterfly visitors to your backyard. Renee Whalen of Marsh Haven, presenter.
- 2. April 2nd, 6:00pm** - Homemade Cheese Curds: Linda Conroy teaching how to make curds in your own kitchen. Samples will be provided. (This is a rescheduled program)
- 3. April 4, 1:00pm and 6:00pm** - Movie showing, Stan and Ollie
- 4. April 9, 6:30pm** - Author, Kathleen Ernst
- 5. April 10, 1-3pm; 5-7pm** - Device day, device night
- 6. April 11, 4-6pm** - Slime Time; **6-8pm** - Lego/game night
- 7. April 13, 1:00pm** – Interactive movie showing of Harry Potter and the Sorcerer's stone

- b. Due to severe weather the library was closed one day in February.
- c. National Library Week is April 7 – 13.
- d. LGIP account: The balance of the System Fund was transferred into the Local Government Investment Pool account, which will result in an increase in interest revenue. The System Fund has been closed.
- e. Emma, our Library Assistant II materials processor, who works about 20 hours a week has returned. **Welcome back Emma. You have been missed!** The staff did a great job filling in during her absence.
- f. Security camera server had an issue and is currently being fixed.
- g. The Historical Society has shown interest in placing collections in the library. The library will be considering the purchase of appropriate display cases for the collections in the future.
- h. Library Board meeting times will remain at 4:15 p.m. for now, with possible changes in the future to accommodate all members.

ARTICLE VII. No Old Business.

ARTICLE IX: No New Business.

ARTICLE X: Motion by Sullivan, supported by Procise, to adjourn at 4:45 p.m. Motion carried.

Next tentative meeting: April 22, 2019, at 4:15 p.m.

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Mar. 19	Mar. 18	YTD 2019	YTD 2018	YTD%
Juvenile Nonfiction	529	561	1,610	1,730	-6.9%
Juvenile Fiction	2,952	2,497	7,175	6,620	8.4%
Juvenile Periodical	38	44	69	69	0.0%
Juvenile Audiocassette	0	0	0	1	-100.0%
Juvenile MP3 audio	3	4	8	7	14.3%
Juvenile DVD	771	775	2,172	2,043	6.3%
Juvenile CD	66	97	230	301	-23.6%
Juvenile Video	0	0	0	0	#DIV/0!
Total Juvenile	4,359	3,978	11,264	10,771	4.6%
Adult Nonfiction	649	681	1,999	2,030	-1.5%
Adult Fiction	1,977	1,857	5,630	5,148	9.4%
Adult Periodical	156	135	436	442	-1.4%
Adult Audiocassette	1	0	2	1	100.0%
Adult MP3 audio	6	27	30	72	-58.3%
Adult DVD	2,717	2,864	8,164	8,864	-7.9%
Adult CD	540	647	1,474	2,167	-32.0%
Videocassettes	0	0	2	1	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	1	0	7	-100.0%
Total Adult	6,046	6,212	17,737	18,732	-5.3%
State Report Circulation	10,405	10,190	29,001	29,503	-1.7%
Downloads (OverDrive)	659	612	2,085	1,726	20.8%
ILL-Items Sent	1,607	2,042	5,263	5,651	-6.9%
ILL Item Received	33	92	153	234	-34.6%
TOTAL CIRCULATION	12,704	12,936	36,502	37,114	-1.6%
<i>To Columbia Co. Rural</i>	<i>28</i>	<i>16</i>	<i>43</i>	<i>50</i>	<i>-14.0%</i>
<i>To Dodge Co. Rural</i>	<i>863</i>	<i>851</i>	<i>2,299</i>	<i>2,490</i>	<i>-7.7%</i>
<i>To FDL Co. Rural</i>	<i>2,409</i>	<i>2,443</i>	<i>7,128</i>	<i>6,657</i>	<i>7.1%</i>
<i>To Green Lake Co. Rural</i>	<i>134</i>	<i>130</i>	<i>356</i>	<i>212</i>	<i>67.9%</i>
Rural circ subtotals			9,826	9,409	4.4%
USE					
In-library Count (visits)	5,792	6,033	15,549	17,008	-8.6%
Library Programs	292	383	728	847	-14.0%
Meeting Room Use	224	336	628	1,154	-45.6%
Computer Use	637	804	1,748	2,229	-21.6%
Wireless Use	419	552	1,282	1,585	-19.1%
Reference Questions	157	338	746	998	-25.3%
Monthly website hits	5,103	3,355	10,048	10,019	0.3%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2019 Annual Budget	3/31/2019 Current Month	3/31/2019 YTD Actual	3/31/2018 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	126,591	168,852	-	(2,852)	102%		
210-46-4671-0-00	FEES-LIBRARY	4,000	517	1,438	-	2,562	36%		
210-48-4811-0-00	INTEREST REVENUE	7,000	1,178	1,275	-	5,725	18%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	-	-	1,800	0%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	-	-	-	6,036	0%		
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		1,174,441	128,286	942,090	-	232,351	80%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	373,231	26,085	76,415	77,481	296,816	20%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-	25%		
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	71,210	5,929	17,787	18,991	53,424	23%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	775	59	176	127	599	23%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,216	1,404	4,848	4,833	14,367	25%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	28,552	1,907	6,582	6,585	21,970	23%		
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	333	333	1,167	22%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,400	938	4,319	2,109	15,081	22%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	217	591	2,068	3,309	15%		
210-60-5511-3-32	LIBRARY-UTILITIES	33,000	2,860	6,991	6,758	26,009	21%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,400	110	370	250	1,030	26%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,000	-	-	403	2,000	0%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	3,750	1,275	1,782	369	1,968	48%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	3,800	15	993	1,165	2,807	26%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	221	367	334	4,133	8%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	-	15,813	-	16,187	49%		
210-60-5511-3-39	LIBRARY-BOOKS	61,392	5,735	11,437	-	49,955	19%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	4,517	6,646	-	12,354	35%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	-	1,028	-	7,972	11%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	-	-	-	14,000	0%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	-	-	10,000	0%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	9,000	-	964	-	8,036	11%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	69	352	15,790	2,148	14%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	368	-	(368)			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	15,656	-	(15,656)			
Total Expenditures		725,836	51,451	173,817	137,594	552,019	24%		
		448,605	76,835	768,273	(137,594)	(319,668)			

Waupun Public Library - April 2019 Bills

Processed	Check #	New Account #	Line item	Vendor	Vendor/Name	Amount
		210-60-5511-340	Audiovisual	47	Amazon	1,691.38
		210-60-5511-332	Utilities	1174	Alliant Energy	541.76
		210-60-5511-339	Books	4000	Baker & Taylor	3,010.76
		210-60-5511-330	Office supplies	8025	CDW Government	620.54
		210-60-5511-330	Office supplies	11070	Demco	831.27
		210-60-5511-343	Furnishings replacement	11070	Demco	1,337.68
		210-60-5511-339	Books	12410	Educational Dev. Corp.	32.98
		210-60-5511-339	Books	14102	Gale	835.54
		210-60-5511-337	Travel/training/conference	14402	Garcia, Pam	69.89
		210-60-5511-339	Books	14825	Grey House Publishing	432.50
		210-60-5511-336	Repairs/maintenance	16070	Hull Audio Video	395.00
		210-60-5511-338	Automation/Technology	16440	Inter-Quest	14.95
		210-60-5511-337	Travel/training/conference	16648	Jaeger, Bret	40.60
		210-60-5511-338	Automation/Technology	17281	Lappen Security Products	6,342.06
		210-60-5511-345	Miscellaneous	12700	Martens Ace Hardware	117.85
		210-60-5511-340	Audiovisual	19050	MicroMarketing	1,203.82
		210-60-5511-330	Office supplies	19195	Minitex	2,246.00
		210-60-5511-344	Programming	300156	Monarch Library System	749.89
		210-60-5511-339	Books	21236	Penworthy	748.27
		210-60-5511-345	Miscellaneous	21500	Petty Cash	51.93
		210-60-5511-345	Miscellaneous	21665	Piggly Wiggly	106.54
		210-60-5511-333	Postage	22099	Postmaster	274.00
		210-60-5511-330	Office supplies	22402	Quill Corporation	959.89
		210-60-5511-344	Programming	22659	Raymond Geddes Co	183.60
		210-60-5511-339	Books	23831	Sebco Books	1,332.28
		210-60-5511-339	Books	25484	Unique Management Services	44.75
					Total:	\$ 24,215.73
3/27/2019	Manual check # 1239		WLA membership		WI Library Association	237.00
City manual check		210-60-5511-331	Telecommunications		Spectrum	156.02
City manual check		210-60-5511-332	January utilities		Waupun Utilities	2,053.79

Authorized signature: _____

April 2019 Librarians Report

A. Statistics

Circulation/downloads through the end of March was 36,502 items.
Library visits through the end of March was 15,549 people.

B. Future programs

April 23 – Grow a Healthy Lifestyle program 6 p.m.
May 1 – Device Day 1-3 p.m.; Device Night 5-7 p.m.
May 2 – A Dog's Way Home movie at 1 p.m. and 6 p.m.
May 7 – Flower Arranging 6 p.m.
May 9 – Lego and Game Night 4-8 p.m.
May 15 – Puppet Show at 10 a.m. and 1 p.m.
May 16 – Movie, title TBD at 1 p.m. and 6 p.m.
May 21 – Vegetable Gardening 6 p.m.

C. Wisconsin Association of Public Libraries conference

This year's WAPL conference will be held May 1 – 3 in Rothschild, WI. If any Library Board members are interested in attending, please look at the program information found on the Wisconsin Library Association website. This is the smaller of the two state library conferences held each year - which means all programs, no exhibit hall for vendors.

D. 16th Annual Dewey Awards

At the April 26th library staff meeting we will be handing out Dewey Awards for the previous year. For those not familiar with this, we (Bret & Pam) give out awards to staff based on incidents the past year. Many of these awards are peer nominated. Awards can range from Best Supporting Actor/Actress (for helping out on short notice when we're short of staff) to Best Plumber in a Documentary (cleaning a mess in the public restrooms). Always a good time.

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