



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD**  
**Waupun Public Library – 123 S. Forest Street,**  
**Waupun WI**  
**Wednesday, March 16, 2022 at 4:30 PM**

The Waupun Public Library Board of Trustees will meet in person with a Zoom option at 4:30 p.m. on March 16, 2022, in the library's Conference Room. The public may attend in person or access the meeting online or by phone. Instructions are provided below:

**1. Join Zoom Meeting:**

<https://us02web.zoom.us/j/82666793497>

**2. By phone:**

1-312-626-6799

Meeting ID: 826 6679 3497

**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.](#) February statistics

**BUDGET SUMMARY**

[3.](#) February budget report

**CONSIDERATION OF BILLS FOR PAYMENT**

[4.](#) March bills

**COMMITTEE REPORTS**

**LIBRARIAN'S REPORT**

[5.](#) Librarians report

**OLD BUSINESS**

6. Meeting rooms

7. Warrior Innovation project

**NEW BUSINESS**

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

8. Tentative next meeting: Wednesday, April 20, 2022, 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  
Wednesday, February 16, 2022**

The Waupun Public Library Board was called to order by Beverly Martens, President, at 4:30 p.m. on Wednesday, February 16, 2022. Present were, Schultz, Gehl, Langford, Garcia, and Jaeger. Also present via Zoom: Sullivan, and Rohrer. Hintze was absent.

ARTICLE I: Motion by Schultz, supported by Gehl, to accept the minutes of the January 19, 2022 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics continue to slowly improve.

- a. Circulated/downloaded/loaned: 9,827 items in January.
- b. Drive-thru window service: handled 111 transactions in January.

ARTICLE IV: The 2022 Budget was discussed with no concerns noted.

ARTICLE V:

- a. Motion by Sullivan, supported by Langford, to pay February bills. Motion carried 6-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. **Interior Signage:** Warrior Innovation class was at the library with different font sizes to see if the sizes were correct for various distances. The project continues to move forward.
- b. The Waupun Public Library Annual Report for the Department of Public Instruction has been completed, reviewed by the Monarch Library System for accuracy, and will be considered under New Business for Board approval.
- c. Buckstaff company installed new storage cabinets in the Carnegie and Shaler rooms. The popularity of Take and Make Kits resulted in a need for storage for supplies.
- d. **Virtual Programming:** Carol Shirk presented a program about "Phenology: (Study of life cycles of plants and animals and related environmental changes.).  
March 22: Waupun Historical Society.  
April 5: Carol Shirk will return to talk about Square Foot Gardening.  
Staff will be offering a take and make craft at least once a month for kids and adults, dependent on available funds.
- e. **Staffing:** Doreen Lont will be leaving the Interlibrary Loan position on February 18 after twenty-one years of working in the library. Wayne Fix will be promoted to fill that

half-time Interlibrary Loan position, which includes a probationary period of up to six months. Thank you, Doreen, for your many years of service. You and your smile will be missed.

f. The Fond du Lac Health Department has asked that the Library be a distribution point for face masks. More information to come.

ARTICLE VIII: Old Business:

a. Meeting Room: Even though COVID numbers are coming down, after discussion of COVID data available, the Board members agreed with Jaeger's recommendation that the meeting rooms will continue to remain closed for the present.

b. No action required on Interior Signage at this time.

ARTICLE IX: New Business:

a. Motion by Rohrer, supported by Martens, stating that the Monarch Library System did provide effective leadership and adequately met the needs of the library in 2021. Motion carried.

b. Motion by Schultz, supported by Gehl, to accept the 2021 Waupun Public Library Annual Report for the DPI as presented. Motion carried.

ARTICLE IX: Motion by Sullivan, supported by Rohrer, to adjourn at 5:09 p.m. Motion carried.

**\*Next tentative meeting: Wednesday, March 16, 2022 at 4:30 p.m. The Board will meet face to face at the Library, with some members attending virutally. Efforts are being made to provide availability for those unable to attend in person.**

SANDRA ROHRER Secretary  
SR/bkj

| Waupun Public Library Monthly Statistics |                |                |                 |                 |                |
|--|----------------|----------------|-----------------|-----------------|----------------|
| <b>CIRCULATION</b>                       | <b>Feb. 22</b> | <b>Feb. 21</b> | <b>YTD 2022</b> | <b>YTD 2021</b> | <b>YTD%</b>    |
| Juvenile Nonfiction                      | 406            | 429            | 899             | 765             | 17.5%          |
| Juvenile Fiction                         | 1,630          | 897            | 3,407           | 1,814           | 87.8%          |
| Juvenile Periodical                      | 5              | 0              | 9               | 0               | #DIV/0!        |
| Juvenile Book on CD                      | 6              | 3              | 16              | 20              | -20.0%         |
| Juvenile MP3 audio                       | 0              | 0              | 0               | 1               | -100.0%        |
| Juvenile DVD                             | 306            | 98             | 584             | 220             | 165.5%         |
| Juvenile Music CD                        | 3              | 3              | 4               | 20              | -80.0%         |
| Juvenile Video Game                      | 20             | 8              | 45              | 37              | 21.6%          |
| Misc. (kits, av tapes, etc)              | 1              | 0              | 1               | 0               | #DIV/0!        |
| <b>Total Juvenile</b>                    | <b>2,377</b>   | <b>1,438</b>   | <b>4,965</b>    | <b>2,877</b>    | <b>72.6%</b>   |
| Adult Nonfiction                         | 519            | 394            | 1,014           | 788             | 28.7%          |
| Adult Fiction                            | 1,562          | 1,074          | 3,127           | 2,469           | 26.7%          |
| Adult Periodical                         | 56             | 63             | 134             | 86              | 55.8%          |
| Adult Book on CD                         | 221            | 115            | 384             | 300             | 28.0%          |
| Adult MP3 audio                          | 3              | 1              | 19              | 8               | 137.5%         |
| Adult DVD                                | 1,744          | 1,059          | 3,373           | 2,024           | 66.7%          |
| Adult Music CD                           | 98             | 116            | 230             | 217             | 6.0%           |
| Adult Video Game                         | 10             | 0              | 22              | 0               | #DIV/0!        |
| Pamphlets/Vertical File                  | 0              | 0              | 0               | 1               | -100.0%        |
| Equipment/die cuts                       | 0              | 0              | 0               | 0               | #DIV/0!        |
| Misc (kits, tapes, av games)             | 5              | 0              | 6               | 1               | 500.0%         |
| <b>Total Adult</b>                       | <b>4,218</b>   | <b>2,822</b>   | <b>8,309</b>    | <b>5,894</b>    | <b>41.0%</b>   |
| <b>State Report Circulation</b>          | <b>6,595</b>   | <b>4,260</b>   | <b>13,274</b>   | <b>8,771</b>    | <b>51.3%</b>   |
| Downloads (OverDrive)                    | 940            | 945            | 2,025           | 2,009           | 0.8%           |
| ILL-Items Sent                           | 1,835          | 2,132          | 3,853           | 4,423           | -12.9%         |
| ILL Item Received                        | 51             | 21             | 96              | 30              | 220.0%         |
| <b>TOTAL CIRCULATION</b>                 | <b>9,421</b>   | <b>7,358</b>   | <b>19,248</b>   | <b>15,233</b>   | <b>26.4%</b>   |
| <i>To Columbia Co. Rural</i>             | 10             | 0              | 16              | 0               | #DIV/0!        |
| <i>To Dodge Co. Rural</i>                | 575            | 259            | 1,133           | 525             | 115.8%         |
| <i>To FDL Co. Rural</i>                  | 1,593          | 809            | 3,320           | 1,726           | 92.4%          |
| <i>To Green Lake Co. Rural</i>           | 55             | 11             | 56              | 26              | 115.4%         |
| <b>Rural circ subtotals</b>              |                |                | <b>4,525</b>    | <b>2,277</b>    | <b>98.7%</b>   |
| <b>USE</b>                               |                |                |                 |                 |                |
| <b>Patron Gate (visits)</b>              | <b>2,720</b>   | <b>0</b>       | <b>5,410</b>    | <b>0</b>        | <b>#DIV/0!</b> |
| In-person Programs                       | 168            | 0              | 225             | 0               | #DIV/0!        |
| Virtual Programs                         | 8              | 0              | 8               | 0               | #DIV/0!        |
| Take & Make Activities                   | 131            | 29             | 166             | 29              | 472.4%         |
| Meeting Room Use                         | 9              | 0              | 18              | 0               | #DIV/0!        |
| Computer Use                             | 275            | 0              | 597             | 0               | #DIV/0!        |
| Wireless Use                             | 225            | 259            | 504             | 259             | 94.6%          |
| Reference Questions                      | 254            | 1,183          | 519             | 1,183           | -56.1%         |
| Monthly website hits                     | 1,332          | 2,804          | 2,867           | 2,804           | 2.2%           |
| Curbside/Window service                  | 92             | 1386           | 203             | 1386            | -85.4%         |

| Waupun Public Library                          |                                 |               |               |            |                  |                |             |  |  |  |
|--|---------------------------------|---------------|---------------|------------|------------------|----------------|-------------|--|--|--|
| Budget Report                                  |                                 | 12/31/2022    | 2/28/2022     | 2/28/2022  | 2/28/2021        |                |             |  |  |  |
| Account Number                                 | Account Title                   | Annual Budget | Current Month | YTD Actual | Prior Yr YTD Act | Budget Balance | % of Budget | Budget Notes                                   |  |  |
| Library Fund Operating Activity                |                                 |               |               |            |                  |                |             |  |  |  |
| Revenues                                       |                                 |               |               |            |                  |                |             |  |  |  |
| 210-41-4111-0-00                               | GENERAL PROPERTY TAXES          | 516,792       | -             | -          | 382,067          | 516,792        | 0%          |  |  |  |
| 210-43-4367-0-00                               | COUNTY APPROPRIATION            | 208,879       | -             | -          | -                | 208,879        | 0%          | Dodge, Columbia, Winnetox (Green Lake, Fdl)    |  |  |
| 210-46-4671-0-00                               | FEES-LIBRARY                    | 1,200         | 46            | 127        | 25               | 1,073          | 11%         | fine free, lost or damaged items only          |  |  |
| 210-48-4811-0-00                               | INTEREST REVENUE                | 1,500         | -             | 20         | 45               | 1,480          | 1%          |  |  |  |
| 210-48-4816-0-00                               | DIVIDEND REVENUE                | 1,800         | -             | -          | -                | 1,800          | 0%          |  |  |  |
| 210-48-4861-0-00                               | GRANTS AND DONATIONS            | 6,000         | -             | -          | 50               | 6,000          | 0%          | \$5k hicks foundation                          |  |  |
| 210-49-4975-0-00                               | UNREALIZED GAIN ON INVESTMENTS  | -             | -             | -          | -                | -              | 0%          |  |  |  |
| Total Revenues                                 |                                 | 736,171       | 46            | 147        | 382,187          | 736,024        | 0%          |  |  |  |
| Expenditures                                   |                                 |               |               |            |                  |                |             |  |  |  |
| 210-60-5511-1-10                               | LIBRARY-SALARIES/WAGES          | 401,953       | 29,846        | 51,244     | 52,480           | 350,709        | 13%         |  |  |  |
| 210-60-5511-1-11                               | LIBRARY-OVERTIME                | -             | -             | -          | -                | -              |             |  |  |  |
| 210-60-5511-2-20                               | LIBRARY-HEALTH INSURANCE        | 54,576        | 4,203         | 11,906     | 11,430           | 42,670         | 22%         |  |  |  |
| 210-60-5511-2-21                               | LIBRARY-LIFE INSURANCE          | 791           | 64            | 133        | 134              | 658            | 17%         |  |  |  |
| 210-60-5511-2-22                               | LIBRARY-RETIREMENT              | 19,992        | 1,502         | 2,959      | 2,975            | 17,033         | 15%         |  |  |  |
| 210-60-5511-2-23                               | LIBRARY-SOCIAL SECURITY         | 30,750        | 2,194         | 4,285      | 4,290            | 26,465         | 14%         |  |  |  |
| 210-60-5511-2-24                               | LIBRARY-SICK LEAVE PO           | 3,000         | -             | -          | -                | 3,000          | 0%          |  |  |  |
| 210-60-5511-2-29                               | LIBRARY-INCOME CONTINUATION     | 1,500         | 167           | 334        | 222              | 1,166          | 22%         |  |  |  |
| 210-60-5511-3-30                               | LIBRARY-OFFICE SUPPLIES         | 21,000        | 850           | 850        | 374              | 20,150         | 4%          |  |  |  |
| 210-60-5511-3-31                               | LIBRARY-TELECOMMUNICATIONS      | 4,000         | 218           | 218        | 34               | 3,782          | 5%          |  |  |  |
| 210-60-5511-3-32                               | LIBRARY-UTILITIES               | 23,000        | 1,734         | 3,028      | 3,111            | 19,972         | 13%         |  |  |  |
| 210-60-5511-3-33                               | LIBRARY-POSTAGE                 | 1,600         | 116           | 174        | 110              | 1,426          | 11%         |  |  |  |
| 210-60-5511-3-34                               | LIBRARY-MEMBERSHIP FEES         | 2,500         | -             | -          | -                | 2,500          | 0%          |  |  |  |
| 210-60-5511-3-35                               | LIBRARY-PUBLICATIONS/PROMOTION  | 7,000         | 1,977         | 1,977      | -                | 5,023          | 28%         |  |  |  |
| 210-60-5511-3-36                               | LIBRARY-REPAIRS/MAINTENANCE     | 6,000         | -             | 1,035      | 985              | 4,965          | 17%         | new for 2021-potential security maint contract |  |  |
| 210-60-5511-3-37                               | LIBRARY-TRAVEL/CONFERENCE       | 2,500         | 264           | 264        | -                | 2,236          | 11%         |  |  |  |
| 210-60-5511-3-38                               | LIBRARY-AUTOMATION/TECHNOLOGY   | 33,000        | 16,136        | 16,169     | 76               | 16,831         | 49%         |  |  |  |
| 210-60-5511-3-39                               | LIBRARY-BOOKS                   | 61,009        | 6,467         | 6,839      | 5,514            | 54,170         | 11%         |  |  |  |
| 210-60-5511-3-40                               | LIBRARY-AUDIOVISUAL             | 19,000        | 566           | 691        | 1,592            | 18,309         | 4%          |  |  |  |
| 210-60-5511-3-41                               | LIBRARY-PERIODICALS             | 7,000         | 3,506         | 3,866      | 324              | 3,134          | 55%         |  |  |  |
| 210-60-5511-3-42                               | LIBRARY-DATABASES               | 14,000        | 2,295         | 3,754      | 1,417            | 10,246         | 27%         |  |  |  |
| 210-60-5511-3-43                               | LIBRARY-FURNISHINGS REPLACEMENT | 8,000         | -             | -          | -                | 8,000          | 0%          |  |  |  |
| 210-60-5511-3-44                               | LIBRARY-PROGRAMMING             | 11,500        | 787           | 890        | 111              | 10,610         | 8%          | Summer reading program                         |  |  |
| 210-60-5511-3-45                               | LIBRARY-MISCELLANEOUS           | 2,500         | 490           | 490        | 23               | 2,010          | 20%         |  |  |  |
| 210-60-5511-8-00                               | LIBRARY-CAPITAL OUTLAY          | -             | -             | -          | -                | -              |             |  |  |  |
| Total Expenditures                             |                                 | 736,171       | 73,381        | 111,107    | 85,203           | 625,064        | 15%         |  |  |  |
| Excess (Deficiency) Revenues Over Expenditures |                                 | -             | (73,335)      | (110,960)  | 296,984          |                |             |  |  |  |

**Waupun Public Library**

| Budget Report                                     |  | 12/31/2022    | 2/28/2022                    | 2/28/2022   | 2/28/2021         |                |             |                          |
|---|--|---------------|------------------------------|-------------|-------------------|----------------|-------------|--------------------------|
| Account Number                                    | Account Title  | Annual Budget | Current Month                | YTD Actual  | Prior Yr YTD Actl | Budget Balance | % of Budget | Budget Notes             |
| <b>Library Fund Trust &amp; Transfer Activity</b> |  |               |                              |             |                   |                |             |                          |
| <b>Revenues</b>                                   |  |               |                              |             |                   |                |             |                          |
| 210-48-4850-000                                   | LIBRARY TRUST DONATIONS  | -             | -                            | -           | -                 |                |             | New account created 9/21 |
| 210-49-4920-0-00                                  | OPERATING TRANSFERS IN   | -             | -                            | -           | -                 |                |             |                          |
|   | <b>Total Revenues</b>  | -             | -                            | -           | -                 |                |             |                          |
| <b>Expenditures</b>                               |  |               |                              |             |                   |                |             |                          |
| 210-60-5504-3-38                                  | LIBRARY-TRUST OPERATING EXPENS                                       | -             | -                            | -           | -                 |                |             |                          |
| 210-60-5504-8-00                                  | LIBRARY-TRUST CAPITAL EXPENSES                                       | -             | -                            | -           | -                 |                |             |                          |
| 210-80-5960-3-38                                  | OPERATING TRANSFER OUT-CAPITAL                                       | -             | -                            | -           | -                 |                |             |                          |
|   | <b>Total Expenditures</b>  | -             | -                            | -           | -                 |                |             |                          |
|   | <b>Excess (Deficiency) Trust/Transfer Revenues Over Expenditures</b> | -             | -                            | -           | -                 |                |             |                          |
| <b>Library Fund Grand Totals</b>                  |  |               |                              |             |                   |                |             |                          |
|   | <b>Total Revenues</b>  | 736,171       | 46                           | 147         | 382,187           |                |             |                          |
|   | <b>Total Expenditures</b>  | 736,171       | 73,381                       | 111,107     | 85,203            |                |             |                          |
|   | <b>Excess (Deficiency) Total Revenues Over Total Expenditures</b>    | -             | (73,335)                     | (110,960)   | 296,984           |                |             |                          |
| <b>Library Fund Cash Balances</b>                 |  |               |                              |             |                   |                |             |                          |
| 210-10001   | CASH-LIBRARY   |               | Wells Fargo General Ckg Acct | (68,720.04) |                   |                |             |                          |
| 210-11612   | LIBRARY SYSTEMS ACCOUNT  |               | LGIP Acct 1                  | 288,796.81  |                   |                |             |                          |
| 210-11614   | LIBRARY TRUST ACCOUNT  |               | LGIP Acct 2                  | 60,030.71   |                   |                |             |                          |
|   | Library Trust Funds within Wells Fargo General Ckg Acct              |               |                              | 4,560.39    |                   |                |             |                          |
| 210-11615   | RUTH E. BAYLEY ACCOUNT   |               |                              | 94,301.70   |                   |                |             |                          |
|   | <b>Total Library Fund Cash</b>                                       |               |                              | 378,969.57  |                   |                |             |                          |

*Preliminary budget report will not have an updated cash balance until all journal entries are recorded.  
Final month end budget report will have updated cash balances.*

Waupun Public Library - March 2022 Bills

| <u>Processed</u>  | <u>Check #</u>      | <u>Account #</u> | <u>Account Title</u>  | <u>Description</u>         | <u>Vendor</u> | <u>Vendor/Name</u>         | <u>Amount</u> |
|-------------------|---------------------|------------------|-----------------------|----------------------------|---------------|----------------------------|---------------|
|                   |                     | 210-60-5511-330  | Office supplies       | Organizers, paper, misc    | 47            | Amazon                     | 160.89        |
|                   |                     | 210-60-5511-339  | Books                 | Books                      | 47            | Amazon                     | 747.44        |
|                   |                     | 210-60-5511-340  | Audiovisual           | AV materials               | 47            | Amazon                     | 321.99        |
|                   |                     | 210-60-5511-344  | Programming           | Programming supplies       | 47            | Amazon                     | 725.67        |
|                   |                     | 210-60-5511-332  | Utilities             | Natural gas                | 1174          | Alliant Energy             | 1,376.84      |
|                   |                     | 210-60-5511-339  | Books                 | Books                      | 4000          | Baker & Taylor             | 2,323.46      |
|                   |                     | 210-60-5511-330  | Office supplies       | Thermal receipt rolls      | 4037          | Barcodes LLC               | 261.50        |
|                   |                     | 210-60-5511-330  | Office supplies       | Ink cartridges             | 8025          | CDW Government             | 115.09        |
|                   |                     | 210-60-5511-339  | Books                 | Books                      | 8900          | Center Point Large Print   | 2,303.52      |
|                   |                     | 210-60-5511-330  | Office supplies       | labels, book wraps         | 11070         | Demco                      | 202.77        |
|                   |                     | 210-60-5511-339  | Books                 | Books                      | 14102         | Gale                       | 591.69        |
|                   |                     | 210-60-5511-337  | Travel/training/conf  | Mileage reimbursement      | 14402         | Garcia, Pam                | 50.31         |
|                   |                     | 210-60-5511-338  | Automation/technology | Wireless system            | 16440         | Inter-Quest                | 24.95         |
|                   |                     | 210-60-5511-337  | Travel/training/conf  | Mileage reimbursement      | 16648         | Jaeger, Bret               | 23.40         |
|                   |                     | 210-60-5511-330  | Office supplies       | Binders                    | 12700         | Martens Ace Hardware       | 3.54          |
|                   |                     | 210-60-5511-339  | Books                 | Books                      | 18964         | Meredith Books             | 35.91         |
|                   |                     | 210-60-5511-341  | Periodicals           | Subscription               | 16740         | Milwaukee Journal Sentinel | 858.89        |
|                   |                     | 210-60-5511-330  | Office supplies       | Cleaning wipes             | 3000156       | Monarch Library System     | 28.32         |
|                   |                     | 210-60-5511-344  | Programming           | Adult program supplies     | 20798         | OTC Brands, Inc.           | 99.95         |
|                   |                     | 210-60-5511-339  | Books                 | Books                      | 21236         | Penworthy                  | 1,995.69      |
|                   |                     | 210-60-5511-345  | Miscellaneous         | Break Room supplies        | 21665         | Piggly Wiggly              | 112.20        |
|                   |                     | 210-60-5511-333  | Postage               | Stamps                     | 22099         | Postmaster                 | 58.00         |
|                   |                     | 210-60-5511-344  | Programming           | Youth programming supplies | 22220         | ProSource Specialties      | 388.70        |
|                   |                     | 210-60-5511-330  | Office supplies       | Paper, binders, misc       | 22402         | Quill Corp.                | 87.33         |
|                   |                     | 210-60-5511-339  | Books                 | Books                      | 23831         | Sebco Books                | 1,193.29      |
|                   |                     | 210-60-5511-339  | Books                 | Books                      | 24810         | Taste of Home Books        | 35.98         |
|                   |                     | 210-60-5511-330  | Office supplies       | Copy paper                 | 25143         | Total Business Products    | 281.70        |
|                   |                     | 210-60-5511-339  | Books                 | Collection agency          | 25484         | Unique Mgt Services        | 23.30         |
|                   |                     | 210-60-5511-334  | Membership fees       | Annual dues                | 29301         | WI Library Association     | 195.56        |
|                   |                     |                  |                       |                            |               | Total:                     | \$ 12,671.89  |
| 2/21/2022         | Manual check # 1014 |                  |                       | Wireless maintenance       |               | Inter-Quest                | 24.95         |
| 2/25/2022         | Manual check # 1015 |                  |                       | Damaged book               |               | Marathon County PL         | 14.95         |
| City manual check |                     | 210-60-5511-331  | Telecommunications    | Telecommunications         |               | Charter Comm auto-pay      | 174.97        |
| City manual check |                     | 210-60-5511-332  | Utilities             | Electric/water/sewer       |               | Waupun Utilities           | 2,965.40      |
|                   |                     |                  |                       |                            |               |                            |               |
|                   |                     |                  |                       |                            |               |                            |               |

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

## March 2022 Librarians Report

### A. **Statistics**

Through the end of February, we circulated/downloaded/loaned 19,248 items, with drive thru window service handling 203 transactions.

### B. **Interior signage**

Warrior Innovation class is getting close to submitting a proposal for ceiling-mounted signage on the 2<sup>nd</sup> floor. The scope of the project has pushed other aspects of it into the 2022-23 school year. The project continues to move forward.

### C. **N95 mask distribution**

Fond du Lac County Health Department contacted all Fond du Lac County public libraries and asked if we could be pickup locations for a supply of N95 masks they received. All public libraries in the county agreed to be pickup locations. Our library was issued over 1,000 masks to hand out to area residents. Until all masks are gone, we will be handing out ten masks at a time to those who request them, either inside the library or at the drive-thru window.

### D. **Conference Room**

On March 16, the Library Board will determine when to open the large Conference Room to public meetings now that new CDC guidelines are in place.

### E. **County payments received**

At this writing, we have received payments from Columbia, Dodge, and Green Lake counties. We are still waiting for payment from Fond du Lac County. These payments are for serving rural residents in the adjacent counties each year.

### F. **Interns**

We will be turning two current Library Pages into Interns for the summer. The new Interns will be Logan Wobschall and Brooke Vander Galien.

### G. **Sullivan donation**

Bret was given the green light to purchase sensory boards and furnishings for the youth area of the library, and those items have been ordered. The donation funds will not be received until we receive invoices for all of the items due to various shipping costs and possible discounts. Our best guess is that the items will have different ship dates since most are factory direct items. We're hoping delays in shipping will be minimal.



## **H. Bound newspaper shelves**

The DPW has removed the old shelves in a 2<sup>nd</sup> floor storage room where we have kept the old bound newspaper volumes, and new shelving will be installed to keep those bound volumes more accessible and organized for staff.

## **I. Director Certification approved**

The Department of Public Instruction (DPI) has approved the Library Grade 1 Certification renewal for current director Bret Jaeger. For a library our size, the State requires the Director to hold a Grade 1 Certification. The renewal of this certification requires at least 100 hours of continuing education every five years, which is reviewed and validated by our Monarch Library System office, before it is sent on to DPI for final approval. This current certification expires March of 2027.

## **J. Programming**

On March 22 at 6:30pm, Tracie Nichols from the Waupun Historical Society will be presenting a virtual program on Waupun Sculptures via Zoom. April 5 Carol Shirk will return at 6:30pm via Zoom to present a program on Square Foot Gardening. Crafts will continue on a monthly basis as time and funds allow.

## **K. FOWL Book Sale**

Bret has talked with the Friends of Waupun Library (FOWL) and it looks like the FOWL book sale will resume in May.

## **L. National Library Week**

April 3 – 9 is National Library Week. As you can see above, Carol Shirk will be presenting a program during this week. Youth Librarian Tami Lont is in the process of planning youth activities for that week.

## **M. Staff evaluations**

Bret has completed Pam's yearly evaluation, so we will start working together on evaluations for the rest of the staff. Following the new system, staff scoring high enough will receive a step increase in July.

## **N. Waupun School District inquiry**

We were contacted to see if the Library Board would be interested in a report from school superintendent Dr. Hill regarding district updates, budget impacts, etc.

Any questions, please contact Bret or Pam at 324-7925, or [bret@monarchlibraries.org](mailto:bret@monarchlibraries.org) and [pgarcia@monarchlibraries.org](mailto:pgarcia@monarchlibraries.org).