



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Monday, September 23, 2019 at 4:30 PM

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) August Draft minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) Monthly statistics

BUDGET SUMMARY

- [3.](#) Budget thru end of August

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) September bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

- [5.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

- [6.](#) Yerges quote
- [7.](#) Carpet estimate
- [8.](#) Electric estimate

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

9. Tentative next meeting: October 28, 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.

**Minutes of the Waupun Public Library Board Meeting
August 19, 2019**

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:31 p.m. on Monday, August 19, 2019. Also present were Schulz, Westphal, Sullivan, Hintze, Martens, Jaeger, and Rohrer.

ARTICLE I: Motion by Sullivan, supported by Martens, to accept the minutes of the July 22, 2019, meeting as written. Motion carried. **A note: To make clear to those gaining access to the Library Board Agenda on the City website, the monthly Library Board meetings always take place at the Library.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through end of July was 88,032 items.
2. Library visits through the end of July was 43,694 people.
3. Rural circulation through the end of July was 23,611 items, up 4.9% YTD.

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

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

ARTICLE VI: Committee Reports.

- a. The Budget Committee presented the 2020 Budget proposal, which included a 3% salary increase for the Assistant Director, and a 2% increase for the remaining staff based on contact with other libraries and projected consumer price index estimations. Several line items were adjusted up or down, depending on current and projected costs, and an additional part-time Library Assistant 1 was added which would be covered by the increased revenue from Fond du Lac County. With this budget proposal, and the increase from Fond du Lac County, the Library Board would be requesting \$4,836 less from the City of Waupun for 2020.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- August 21, 6:00 pm: Guided Meditation
- September 11, Device Day/Night, 1-3 p.m. and 5-7 p.m.
- September 12, Lego and Game Night, 4-8 p.m.
- September 26, Fall Flower Arranging, 6 p.m.

*Weekly Storytime starts Wednesday, September 11.

b. The Summer Reading Program ended and was again successful. This year 345 children signed up for the program and read for 2,046 hours. Additionally, 1,021 people attended the performer programs.

c. Pam, Heather, and Wayne staffed the Monarch Library System booth at the Dodge County Fair from 6:00-10:00p.m. on Saturday, August 17.

d. During recent inspection of the library elevator, a problem was found with the hydraulic packing, which could not be resolved without a complete replacement.

e. The annual WLA conference will be held October 9-11 at the Kalahari Convention Center in Wisconsin Dells.

ARTICLE VII. No Old Business.

ARTICLE IX: New Business:

a. The Board recognized that the library elevator service is not only required by law, it is also vital to providing upstairs access to those patrons who cannot easily walk the steps.

Motion by Hintze, supported by Sullivan, to cover no more than the \$5,498 cost of the repair as quoted by the Otis Elevator Company, with the funds taken from the Library Trust Fund. Motion passed 7-0 on roll call.

b. Motion by Hintze, supported, by Schulz, to accept and approve the 2020 Library Budget, including all staff wages, as recommended by the Library Budget Committee. Motion carried 7-0 on roll call.

ARTICLE X: Motion by Rohrer, supported by Martens, to adjourn at 5:21 p.m. Motion carried.

Next tentative meeting: September 23, 2019, at 4:30 p.m.

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Aug. 19	Aug. 18	YTD 2019	YTD 2018	YTD%
Juvenile Nonfiction	577	396	4,474	4,338	3.1%
Juvenile Fiction	3,870	2,253	23,985	20,071	19.5%
Juvenile Periodical	25	10	241	194	24.2%
Juvenile Audiocassette	0	0	0	2	-100.0%
Juvenile MP3 audio	4	14	29	40	-27.5%
Juvenile DVD	636	699	5,691	5,438	4.7%
Juvenile CD	91	139	701	1,502	-53.3%
Juvenile Video	0	0	0	1	-100.0%
Total Juvenile	5,203	3,511	35,121	31,586	11.2%
Adult Nonfiction	729	667	5,464	5,359	2.0%
Adult Fiction	2,021	1,934	15,592	14,858	4.9%
Adult Periodical	111	136	1,012	1,174	-13.8%
Adult Audiocassette	1	1	3	7	-57.1%
Adult MP3 audio	11	12	89	160	-44.4%
Adult DVD	2,462	4,919	20,743	24,853	-16.5%
Adult CD	614	520	4,111	4,745	-13.4%
Videocassettes	0	0	3	4	-25.0%
Pamphlets/Vertical File	0	2	6	2	200.0%
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc.(kits, toys, no location...)	0	0	2	8	-75.0%
Total Adult	5,949	8,191	47,025	51,170	-8.1%
State Report Circulation	11,152	11,702	82,146	82,756	-0.7%
Downloads (OverDrive)	747	678	5,515	4,658	18.4%
ILL-Items Sent	1,757	2,330	13,576	16,198	-16.2%
ILL Item Received	76	64	527	566	-6.9%
TOTAL CIRCULATION	13,732	14,774	101,764	104,178	-2.3%
<i>To Columbia Co. Rural</i>	87	2	399	151	164.2%
<i>To Dodge Co. Rural</i>	858	814	6,768	6,803	-0.5%
<i>To FDL Co. Rural</i>	1,737	1,888	17,782	17,201	3.4%
<i>To Green Lake Co. Rural</i>	206	325	1,550	1,375	12.7%
Rural circ subtotals			26,499	25,530	3.8%
USE					
In-library Count (visits)	5,966	5,753	49,660	49,606	0.1%
Library Programs	158	132	3,413	3,552	-3.9%
Meeting Room Use	167	420	2,595	3,072	-15.5%
Computer Use	1,050	918	6,174	6,996	-11.7%
Wireless Use	521	527	4,082	4,216	-3.2%
Reference Questions	195	231	3,246	2,337	38.9%
Monthly website hits	2,554	3,427	22,209	27,841	-20.2%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2019 Annual Budget	8/31/2019 Current Month	8/31/2019 YTD Actual	8/31/2018 Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
Library Fund									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	541,000	153,306	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	548	4,294	-	(294)	107%		
210-48-4811-0-00	INTEREST REVENUE	7,000	723	4,592	-	2,408	66%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	1,157	-	643	64%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	20	2,555	-	3,481	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	154,597	1,105,280	-	69,161	94%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	373,231	46,616	239,371	219,879	133,860	64%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-	67%		
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	71,210	5,929	47,431	50,641	23,780	61%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	775	60	473	389	302	61%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,216	2,109	12,545	12,459	6,670	65%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	28,552	3,466	18,592	17,010	9,960	65%		
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	887	887	613	59%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,400	1,287	16,483	7,213	2,917	85%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	223	2,289	3,054	1,611	59%		
210-60-5511-3-32	LIBRARY-UTILITIES	33,000	3,256	20,416	20,870	12,584	62%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,400	165	1,194	1,124	206	85%		
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	415	569	85%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	3,800	55	1,501	3,155	2,299	40%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	425	2,168	1,017	2,332	48%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	15	23,492	-	8,508	73%		
210-60-5511-3-39	LIBRARY-BOOKS	61,392	5,131	37,217	-	24,175	61%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	999	17,346	-	1,654	91%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	-	6,746	-	2,254	75%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	-	9,018	-	4,982	64%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	850	7,936	-	2,064	79%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	9,000	229	2,827	-	6,173	31%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	294	1,941	22,329	559	78%		
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	71,218	492,889	361,321	232,947	68%		
		448,605	83,379	612,391	(361,321)	(163,786)			

Waupun Public Library - September 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	533.97
		210-60-5511-339	Books	47	Amazon	226.96
		210-60-5511-330	Office supplies	47	Amazon	76.93
		210-60-5511-344	Programming	47	Amazon	599.62
		210-60-5511-332	Utilities	1174	Alliant Energy	64.25
		210-60-5511-339	Books	4000	Baker & Taylor	4,731.25
		210-60-5511-330	Office supplies	11070	Demco	950.71
		210-60-5511-339	Books	14102	Gale	932.95
		210-60-5511-337	Travel/training/conference	14402	Garcia, Pam	226.78
		210-60-5511-338	Automation/Technology	16440	Inter-Quest	14.95
		210-60-5511-337	Travel/training/conference	16648	Jaeger, Bret	88.16
		210-60-5511-339	Books	19050	MicroMarketing	761.32
		210-60-5511-338	Automation/Technology	300156	Monarch Library System	1,043.85
		210-60-5511-339	Books	21236	Penworthy	664.31
		210-60-5511-345	Miscellaneous	21500	Petty Cash	38.89
		210-60-5511-345	Miscellaneous	21665	Piggly Wiggly	63.01
		210-60-5511-333	Postage	22099	Postmaster	165.00
		210-60-5511-330	Office supplies	22402	Quill Corporation	47.25
		210-60-5511-339	Books	24810	Taste of Home Books	69.96
		210-60-5511-330	Office supplies	25143	Total Business Products	199.78
		210-60-5511-339	Books	25484	Unique Management Services	8.95
					Total:	\$ 11,508.85
9/16/2019	Manual check # 1246		color toner		James Imaging Systems	154.99
9/19/2019	Manual check # 1247		Quarterly copier maintenance		James Imaging Systems	308.07
City manual check		210-60-5511-331	Telecommunications		Spectrum	161.29
City manual check		210-60-5511-332	August utilities		Waupun Utilities	2,882.92

Authorized signature: _____

September 2019 Librarians Report

A. Statistics

Circulation/downloads through the end of August was 100,007 items.
Library visits through the end of August was 49,660 people.

B. Future programs

September 26 – Fall Flower Arranging, 6 p.m.

October 2 – Tech Days 1-3 p.m. and 5-7 p.m.

October 3 – Movie 1 p.m. and 6 p.m.

October 9 – Lego/Game Night 4-8 p.m.

October 10 – Susan Karsten, Waupun Author, 6:30 p.m.

October 15 – David Geschke, Waupun Author, 6:00 p.m.

October 17 – Movie 1 p.m. and 6 p.m.

C. Elevator repair

The library has been without an elevator for a few weeks due to an issue discovered by the yearly inspection. At this writing, the Otis Elevator guys are waiting for another part that needs to be made for the hydraulic seal.

D. LED lighting conversion

Faith Technologies started the LED lighting conversion at the library a few weeks ago. As lighting in areas is changed, the old lighting still in place is easily recognized by the brownish color compared to the brighter LEDs. The Faith Technologies crew has been showing up at 5 am in the morning to make their impact minimal on our operations.

E. Wisconsin Library Association conference

The annual WLA conference will be held October 9 – 11 at the Kalahari Convention Center in Wisconsin Dells. If interested in attending, please contact Bret. The complete schedule is on the Wisconsin Library Association website.

F. Aging Coalition survey

The Transportation subcommittee of the Aging Coalition dropped off surveys at the library for residents to fill out. Surveys are available at the library, City Hall, and the Senior Center. Completed surveys can be dropped off at any of these locations.

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

YERGES VAN LINERS, INC.
P. O. BOX 339
1230 WHITEWATER AVE.
FORT ATKINSON, WI 53538-0339
920-563-5000

September 6, 2019

Waupun Public Library
Bret Jaeger
123 S. Forest St.
Waupun, WI 53963

Dear Bret:

Thank you for contacting us about the carpet project for the children's section of your library.

After meeting with you and discussing what you would like done I am quoting you a price of \$4056.50-\$4551.50 for this project. This would include all labor and equipment to move everything out of this section for carpeting and then return everything when the carpet is complete. We would need one day to move out and one day to move back in with a three day interim for the carpet installers.

Please give me call if you have any questions.

Sincerely,



Kevin G. Becker
Vice President

KGB:lw



FURNITURE STORE

116 E. Main St.
Waupun, WI 53963
920-324-5091
Fax 920-324-5711

TOTAL & FLOORING

We are pleased to present the following cost estimate

September 9, 2019

Waupun Public Library

Email:

Description: Impulse 3, Speak your mind

Materials	Description		Total
	Carpet	2.5	\$4,300.00
	Glue		\$550.00
		Subtotal	\$4,850.00

Labor	Description		Total
	Install Carpet		\$2,100.00
	Tear out		\$800.00
	Prep		\$150.00
		Subtotal	\$3,050.00
		Total	\$7,900.00

Good Until December 20, 2019

Thank you: Tyler Schulz

Accepted By:

Date:

Company Policy/Terms: We require 60% down payment to proceed with the order. The Balance is due upon completion of the job.

Note: Werner Harmsen Inc. is not responsible for cutting doors resulting from added height of new flooring nor breakage of quarter round removed or replaced by Werner Harmsen, Inc. Due to synthetic backing on carpet, Werner Harmsen Inc is not responsible for incidental scratching of woodwork. In addition to the proposal, buyer agrees to pay for any agreed upon additional charges for labor or materials resulting from latent defects in the subflooring or condition. Shall include but not be limited to multiply layers of existing flooring covering substandard or deterioration sub-floors, or slab cracks, etc.

Estimate
C. Braaksma Electric Inc.

259 N. Watertown St.
Waupun, WI 53963
Office phone: 920-324-9403 Cell Phone: 920-319-1614

PROPOSAL SUBMITTED TO WAUPUN PUBLIC LIBRARY		PHONE 920-324-7925	PROPOSAL DATE 9/13/2019
STREET 123 S. FOREST ST.		JOB NAME OFFICE DOORBELL SYSTEM, OUTDOOR RECEPTACLES ON BUILDING	
CITY, STATE, ZIP CODE WAUPUN, WI 53963		JOB LOCATION WAUPUN PUBLIC LIBRARY	
ARCHITECT	DATE OF PLANS	MISCELLANEOUS	

We hereby submit specifications and estimates for:

Description

ALL LABOR AND MATERIALS TO COMPLETE THE FOLLOWING ELECTRICAL WORK IN PROPOSED ADDITION:

A) OFFICE BACK DOOR DOORBELL SYSTEM INCLUDING:

- 1) install wired button on exterior door frame and wire mold up to above ceiling
- 2) install 24 volt transformer above ceiling from nearest power source
- 3) install chime near existing chime at walk thru

(estimated cost= \$425.00)

B) INSTALL OUTDOOR RECEPTACLES ON SOUTH EAST EXTERIOR OF BUILDING INCLUDING:


- 1) install conduit from mechanical room breaker panel to south east corner of building new receptacles
- 2) install 3-outdoor quad gfci receptacles in metal boxes with metal inuse covers
- 3) install 6-20amp circuits to feed above receptacles

(estimated cost= \$3,350.00)

We Propose hereby to furnish material and labor-complete in accordance with above specifications for the sum of:
total of one or both of the options above

PAYMENTS TO BE MADE AS FOLLOWS: Agreement to be made upon acceptance of proposal.

All material is guaranteed to be as specified. All work to be complete in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra work will become an extra charge over and above this proposal. It is mutually agreed that the contractor shall not be held responsible or liable for any loss or delay caused fire, strikes, civil or military authority, or by insurrection, or by any other issues beyond his control. Owner to carry fire, tornado, and any other necessary insurance.

Authorized Signature By: 
For CB Electric

Note: This estimate may be withdrawn if not accepted within 30 days

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. We understand that a 1.5% per month service charge will be added to all past due accounts.

You are authorized to do the work specified. Payment will be made as outlined above.

Date _____

Signature _____