



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, February 17, 2021 at 4:30 PM

The Waupun Library Board will meet virtually at 4:30 p.m. on February 17, 2021, via Zoom. The public may access the conference meeting online or by phone. Instructions are provided below:

1. Join Zoom Meeting:

<https://us02web.zoom.us/j/82873910556>

2. By phone:

1-312-626-6799

Meeting ID: 828 7391 0556

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) January minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) January statistics

BUDGET SUMMARY

CONSIDERATION OF BILLS FOR PAYMENT

[February](#) bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

- [3.](#) Librarians report

OLD BUSINESS

- [4.](#) Special Fund account transfer
[5.](#) Re-opening plan update

NEW BUSINESS

- [6.](#) Statement of System Effectiveness
[7.](#) 2020 State Annual Report
[8.](#) Staff re-structure

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

- [9.](#) Next meeting: Wednesday, March 17, 2021, 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
January 18, 2021**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:46 p.m. on Monday, January 18, 2021. Also present were Schultz, Hintze, Sullivan, Gehl, Westphal, Garcia, Jaeger, and Rohrer, via Zoom.

ARTICLE I: Motion by Sullivan, supported by Westphal, to accept the minutes of the December 21, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Downloads (OverDrive) 10,898. This is up 29.4% YTD.
- b. 96,735 items circulated/handled through the end of December.
- c. 4,451 curbside transactions through the end of December.
- d. When the building was open during 2020 the library had a total of 20,885 visitors.

ARTICLE IV: Current budget was discussed. The library continues to come in under budget.

ARTICLE V:

- a. Motion by Rohrer, supported by Gehl, to pay the remaining 2020 December bills. Motion carried on 7-0 roll call.
- b. Motion by Hintze, supported by Schultz, to pay the January 2021 bills. Motion carried on 7-0 roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. No update on The Drive-up window project. Waiting to hear from DPW when bid documents are completed.
- b. The library's old Minolta 605 microfilm reader/printer will eventually need to be replaced. At this point there is enough toner to run the unit for one more year.
- c. Michelle Kast, Finance Director, is still working on the Edward Jones account gift from the Ellen Johnson estate.
- d. It may be necessary to move the Trust Fund and manual checkbook accounts from Wells Fargo to another bank. It appears the Wells Fargo accounts will soon have monthly fees charged to them. Action to be taken under New Business.
- e. The Monarch Library System is looking at updating their strategic plan. Bret sits on the Governance Committee so will be actively involved. Work to begin in February.
- f. Pam update
 - 1. Pam has scheduled 4 virtual programs, the first being a flower arranging program on February 25. Tami and Pam will be working on Make and Take projects for adults as well as children.

2. Weeding is continuing at a successful rate. Criteria for possible weeding is 5 or more years with no circulation in the children and youth sections and 10 or more years with no circulation in the adult sections, final decision to be made by the librarians.
3. The pandemic has added individuals to homebound delivery service. Now delivering to 9 people.

g. 2020 Accomplishments

- Received a \$5,000 grant from the Nelson G. and Vera C. Hicks Charitable Foundation.
- Staff answered 2,767 reference questions.
- 4,451 curbside service transactions.
- 24,944 website hits.
- Circulated 85,837 physical items.
- Local residents downloaded 10,898 electronic resources (eBooks, eAudio, etc).
- Exterior power outlets added for future parking lot programs.
- Safety mirror added at staff entrance door due to vehicle traffic in parking lot.
- Curbside service implemented.
- Take and Make projects for kids program created.

h. Year End Stock Report: The library held stock in a company, Pyxus, that went bankrupt this past year. With the small payout the library received from the stock, the overall stock value dropped to \$89,191 at the end of the year, which started the year at \$95,666. The remaining stocks the Library Board holds are Ameren, Wisconsin Energy Corporation, and Wisconsin Electric Preferred. These stocks pay quarterly dividends. The 4th quarter dividends totaled \$618.48.

i. Libraries across the state are preparing to fill out the annual online report for their libraries. The report for our library will be presented at the February meeting.

ARTICLE VIII: No old Business.

ARTICLE IX: New Business:

a. Motion by Hintze, supported by Sullivan, to move the regular date of the Waupun Public Library Board meetings **to 4:30 p.m. on the third (3rd) Wed. of each month.** Motion passed unanimously.

b. Motion by Hintze, supported by Sullivan, to direct the City Finance Director to close the Library Trust Fund Savings Account and transfer \$60K to the Library Board's LGIP subaccount and transfer the remaining balance to the Wells Fargo main checking for payment of library invoices paid by the Trust Fund. Motion passed on roll call 7-0.

ARTICLE X: Motion by Rohrer, supported by Schultz, to adjourn at 5:28 p.m. Motion carried.

Next tentative meeting: **Wednesday, February 17, 2021 at 4:30 via Zoom.**

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Jan. 21	Jan. 20	YTD 2021	YTD 2020	YTD%
Juvenile Nonfiction	336	692	336	692	-51.4%
Juvenile Fiction	917	1,942	917	1,942	-52.8%
Juvenile Periodical	0	13	0	13	-100.0%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	1	0	1	0	#DIV/0!
Juvenile DVD	122	637	122	637	-80.8%
Juvenile CD	63	85	63	85	-25.9%
Juvenile Video	0	0	0	0	#DIV/0!
Total Juvenile	1,439	3,369	1,439	3,369	-57.3%
Adult Nonfiction	394	786	394	786	-49.9%
Adult Fiction	1,395	1,883	1,395	1,883	-25.9%
Adult Periodical	23	115	23	115	-80.0%
Adult Audiocassette	1	0	1	0	#DIV/0!
Adult MP3 audio	7	12	7	12	-41.7%
Adult DVD	965	2,934	965	2,934	-67.1%
Adult CD	286	551	286	551	-48.1%
Videocassettes	0	0	0	0	#DIV/0!
Pamphlets/Vertical File	1	0	1	0	#DIV/0!
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc.(kits, toys, no location...)	0	0	0	0	#DIV/0!
Total Adult	3,072	6,281	3,072	6,281	-51.1%
State Report Circulation	4,511	9,650	4,511	9,650	-53.3%
Downloads (OverDrive)	1,064	786	1,064	786	35.4%
ILL-Items Sent	2,291	1,985	2,291	1,985	15.4%
ILL Item Received	9	62	9	62	-85.5%
TOTAL CIRCULATION	7,875	12,483	7,875	12,483	-36.9%
<i>To Columbia Co. Rural</i>	<i>0</i>	<i>18</i>	<i>0</i>	<i>18</i>	<i>-100.0%</i>
<i>To Dodge Co. Rural</i>	<i>266</i>	<i>764</i>	<i>266</i>	<i>764</i>	<i>-65.2%</i>
<i>To FDL Co. Rural</i>	<i>917</i>	<i>2,362</i>	<i>917</i>	<i>2,362</i>	<i>-61.2%</i>
<i>To Green Lake Co. Rural</i>	<i>15</i>	<i>232</i>	<i>15</i>	<i>232</i>	<i>-93.5%</i>
Rural circ subtotals			1,198	3,376	-64.5%
USE					
In-library Count (visits)	0	5,438	0	5,438	-100.0%
Library Programs	0	344	0	344	-100.0%
Meeting Room Use	0	355	0	355	-100.0%
Computer Use	0	620	0	620	-100.0%
Wireless Use	136	534	136	534	-74.5%
Reference Questions	580	128	580	128	353.1%
Monthly website hits	1,376	2,797	1,376	2,797	-50.8%
Curbside service	690		690		#DIV/0!

Waupun Public Library - February 2021 Bills

<u>Processed</u>	<u>Check #</u>	<u>Account #</u>	<u>Account Title</u>	<u>Activity Code</u>	<u>Description</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		210-60-5511-330	Office supplies		Variety of paper, daylight tabletop	47	Amazon	125.82
		210-60-5511-339	Books		Books	47	Amazon	526.23
		210-60-5511-340	Audiovisual		AV materials	47	Amazon	296.42
		210-60-5511-344	Programming		Youth programming supplies	47	Amazon	61.41
		210-60-5511-332	Utilities		Natural gas	1174	Alliant Energy	964.43
		210-60-5511-339	Books		Books	4000	Baker & Taylor	1,960.68
		210-60-5511-330	Office supplies		Receipt printer rolls	4037	Barcodes LLC	191.00
		210-60-5511-339	Books		Books	7090	Cavendish Square	195.54
		210-60-5511-340	Audiovisual		Playaways	12875	Findaway World LLC	909.02
		210-60-5511-339	Books		Books	14102	Gale	785.83
		210-60-5511-338	Automation/technology		Wireless system	16440	Inter-Quest	14.95
		210-60-5511-339	Books		Books	18964	Meredith Books	35.91
		210-60-5511-340	Audiovisual		Audiobooks	19050	MicroMarketing	386.24
		210-60-5511-339	Books		Books	21236	Penworthy	1,965.09
		210-60-5511-345	Miscellaneous		Break Room supplies	21665	Piggly Wiggly	23.28
		210-60-5511-333	Postage		Stamps	22099	Postmaster	55.00
		210-60-5511-330	Office supplies		Tape, post-its, batteries	22402	Quill	57.27
		210-60-5511-339	Books		Collection agency	25484	Unique Management	17.90
							Total:	\$ 7,562.14
City manual check		210-60-5511-331	Telecommunications		Telecommunications		Charter Communications	180.47
City manual check		210-60-5511-332	Utilities		Electric/water/sewer		Waupun Utilities	1,166.16

Authorized signature: _____

February 2021 Librarians Report

A. Statistics

Through the end of January we have circulated/downloaded/loaned 7,875 items, with curbside service handling 690 transactions.

B. Drive-up window project

This project is moving along. Bid documents for this project are finished.

C. Memorial donation

The library received a \$50 donation in memory of Steve Procise, a member of the Library Board for many years.

D. State Library Annual Report

Every public library in the state is busy putting together their online state annual reports for the Department of Public Instruction. These reports are due at DPI on March 1st, which means our report needs to be completed by, and approved at, the February 17th Library Board meeting.

E. Monarch System Strategic Plan

Our committee met earlier this month to review survey questions for system libraries before they will be sent out. This committee meets the first Tuesday of every month during this process.

F. February 25 Floral Fun

On Thursday, February 25 at 6:30, we will be hosting a flower arranging virtual program via Zoom with Heidi of Rens Floral. Sign up is taking place now. At the time of this writing, there are still 17 spots left.

G. Contact-less faucets

The DPW replaced restroom manual faucets with motion-sensitive faucets in all city buildings, including the library. Manual faucets remaining in the library are in the break room, the back work room, and the janitor's closet.

H. Summer Reading Program

Performers for the annual SRP will be virtual, via Zoom or Facebook Live. The tentative lineup includes a cartoonist, two magicians, an animal show, a big balloon show, and a variety program. More details to follow in the next few months.

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

Waupun Public Library

Re-Opening Plan – working document as of 2/11/2021

This document is a guideline for re-opening the building for public use. Due to the rapidly changing situation involving Covid-19, these guidelines and procedures are subject to change at any time. Staff will follow latest City of Waupun Covid-19 policy.

I. Preparation

- A. Install plexiglass around two workstations on 2nd floor.
- B. Add plexiglass around circ desk and AV desk.
- C. Adequate supplies of PPE for staff and public: hand sanitizer, latex gloves, masks, etc.
*lack of PPE would result in closing the building and going back to curbside service only.
- D. Remove most chairs to deter congregating.
- E. One chair per table for social distancing.
- F. Remove toys in children's area.
- G. Remove most public Internet computer screens and/or keyboards/mice.
- H. Cover bubblers with plastic bags (two have been out of order since February).
- I. Move copy machine to different location.
- J. Tape floor around areas indicating 6-feet apart recommendations.
- K. Set up table in lobby for public to use hand sanitizer or put on latex gloves as they enter the main library area. Need sign requiring they either use hand sanitizer or put on gloves if they will be handling materials.
- L. Remove 'free books' table from lobby.
- M. Weed bulletin board.
- N. Display safety signage – social distancing, masks recommended, etc.
- O. Remove second circ desk station's monitor. (Only have two stations open at the circ desk, numbers 1 and 3, to allow 6 foot distancing.)

II. Hours of operation

- A. **The building will open when:** both Dodge and Fond du Lac counties are in Phase 2 or higher of their Safe Restart Guidelines. If either county is in Phase 1 the building will close and the library will continue curbside service.
- B. Normal hours: stretches out staff and public to keep number of people to a minimum.
 - 1. Limiting hours would create smaller windows for public to show up, which would result in larger groups in the library.

III. Services offered when building is open

- A. Browsing for materials.
- B. Picking up holds.
- C. Copier – relocate away from circulation desk. Patrons will need to use their own flash drives and not those owned by the library.
- D. Faxing.
- E. Curbside service (encourage this service if patrons are only picking up holds, or for those not comfortable coming into the library at this time).
- F. Contact-less homebound.

- G. Limited Internet by appointment. Start with one station. If demand goes up and we can safely add another station, we will do that. Sanitize between appointments. Scheduled on the top of the hour. 45-minute limit per day, so staff has 15 minutes to sanitize station before next patron.

IV. Services not offered at this time (disseminate to public)

- A. Public meeting rooms.

V. Staffing

- A. Full staffing since holds across system libraries will be opened.
- B. Staff will follow City of Waupun's Covid policy.
- C. Staff will follow best practices of cleaning materials, workspaces and public use areas.
- D. Staff will be required to wear masks and wash hands on a regular basis.
- E. Staff will have their temperature checked at the start of their shifts. Staff with a temperature of 100.4 or higher (CDC guideline) will be sent home.
- F. Staff will not share equipment (computers, phones, copier, etc) unless it is sanitized between uses.
- G. Staff need to isolate themselves in library when taking meal breaks.
- H. Staff need to report immediately to Bret if they are tested COVID-positive, plan on leaving the state, have had direct contact with confirmed COVID-positive people, or are experiencing symptoms of COVID based on CDC guidelines.

VI. Signage

- A. Recommend masks be worn by the public in the library.
- B. Reminders to stay at least 6 feet apart.
- C. Post proper way to wash hands in restrooms.
- D. Floor tape/markers for marking 6-foot spaces around circulation desk and other potential areas which may attract patrons.
- E. Request patrons stay no longer than 1 hour in the library per day.

VII. Patrons

- A. Recommend patrons use hand sanitizer or wear latex gloves before handling materials.
- B. Recommend patrons wear masks in the library to protect staff.
- C. Request patrons stay no longer than 1 hour in the library per day.
- D. Building capacity at any one time according to State formula: 83, including staff.
- E. No loitering.

VIII. Recommendations

- A. Waupun Fine Arts – Recommendation to not allow art receptions at this time since those would attract and congregate people in a defined area.
- B. FOWL – require they wear mask, and only 1 at a time in the FOWL room to sort. Would need to quarantine materials for 72 hours prior to sorting them for sale.
- C. Request that 9 – 10 am hours are for elderly or people with weak immune systems. At this time, we don't know of any Monarch library that does this.
- D. Ideally, we should aim for providing all services when we think we can provide them in a safe environment.
- E. We will continue to monitor the situation and make decisions based on recommendations from the CDC and local health officials.



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-21)
S. 43.05(4) & 43.58(6)
FOR THE YEAR 2020

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2020 are due to the DPI Division for Libraries and Technology no later than March 1, 2021.

I. GENERAL INFORMATION					
1. Name of Library Waupun Public Library		2. Public Library System Monarch Library System			
3a. Head Librarian First Name Bret	3b. Head Librarian Last Name Jaeger	4a. Certification Grade Grade 1	4b. Certification Type Regular		5. Certification Expiration Date 03/30/2022
6a. Street Address 123 S. Forest St.	6b. Mailing Address or PO Box PO Box 391	7. City / Village / Town Waupun	8a. ZIP 53963	8b. ZIP4 0391	9. County Dodge
10. Library Phone Number 9203247925	11. Fax Number	12. Library E-mail Address of Director bret@monarchlibraries.org			
13. Library Website URL www.cityofwaupun.org/library		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does the library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is the library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 25,647	21. Did the library or a branch move to a new facility or expand an existing facility during the fiscal year? No		22. DUNS Number <i>Nine digits</i> 115848145		

HOURS OF OPERATION			
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (no interior service for the public)
19a. Winter Hours Open per Week	59		59
19b. Number of Winter Weeks	20	14	18
19c. Summer Hours Open per Week			
19d. Number of Summer Weeks			
19e. Total Weeks per Year	20	14	18
19f. Total Hours per year for this location	1,180	0	1,062

COVID-19

Did the library provide the following services during the COVID-19 pandemic?

	Yes / No	Number of Interactions (if known)
1a. answering general information requests from the public (phone calls, emails, text messages, online forms, etc.)	Yes	
1b. providing reference service	Yes	
1bi. reference service provided via email	Yes	
1bii. reference service provided via chat	Yes	
1biii. reference service provided via text message	Yes	
1biv. reference service provided via telephone	Yes	
1bv. reference service provided via another method (e.g., online service or form)	No	
1bvi. describe "another method of reference service":		
1c. hosting virtual programming or recorded content	No	
1d. offering curbside pickup	Yes	4,451
1e. offering drive-thru circulation of physical materials	No	
1f. offering vestibule/porch pickups	No	
1g. offering delivery of materials (mail or drop-off)	Yes	
1h. managing IT services for external Wi-Fi access	Yes	
1i. providing other types of online and electronic services	No	
1ii. describe "other services":		

	ELECTRONIC MATERIALS ADDED DUE TO COVID-19	
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Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No	Number Added (if known)
2a. increasing the concurrent or monthly borrowing limits for electronic materials purchased locally	No	
2b. increasing the concurrent or monthly borrowing limits for electronic materials purchased by the library system or consortia	No	
2c. increasing the number of electronic materials and holdings purchased locally	No	
2d. increasing the number of electronic materials and holdings purchased by the library system or consortia	Yes	
2e. augmenting the public's ability to use electronic materials in another way	No	
2f. describe "augmenting in another way":		

	PUBLIC SERVICES COVID-19	
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Did the library add or increase access to electronic collection materials due to the COVID-19 pandemic?

	Yes / No
3. Electronic Library Cards Issued Before COVID-19	No
4. Electronic Library Cards Issued During COVID-19	No
5. External Wi-Fi Access Before COVID-19	Yes
6. External Wi-Fi Access Added During COVID-19	No
7. External Wi-Fi Access Increased During COVID-19	No
8. Staff Re-Assigned During COVID-19	No

	COVID-19 CLOSURES	
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Initial date closed due to COVID-19	2020-03-17
First date reopened following initial COVID-19 closure	2020-06-27
Additional building closure and reopening dates, please describe	Building closed since August 29,2020, providing curbside service.

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	67,312	3,404
2. Electronic Books <i>E-books</i>	153,066	
3. Audio Materials	5,898	99
4. Electronic Audio Materials <i>Downloadable</i>	97,514	
5. Video Materials	6,897	406
6. Electronic Video Materials <i>Downloadable</i>	573	
7. Other Materials Owned <i>Describe</i> Equipment and kits	170	
8a. Electronic Collections <i>Locally owned or leased</i>	8	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	3	
8c. Electronic Collections <i>Provided through BadgerLink</i>	64	
9. Total Electronic Collections <i>Local, regional, and state</i>	75	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	90	

III. LIBRARY SERVICES									
1. Circulation Transactions									
a. Total Circulation			b. Children's Materials						
64,342			20,308						
2. Interlibrary Loans (ILL)									
Method for Counting ILL Transactions									
Categorized ILL Transactions									
Mode of ILL Transaction (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>			Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library System (ILS)			20,447			16,186			
WISCAT			432			324			
Other (includes OCLC, manual tracking, or other methods)									
Total			20,879			16,510			
3. Number of Registered Users				4. Reference Transactions		5. Library Visits			
a. Resident	b. Nonresident	c. Total	a. Method	b. Annual Count	a. Method	b. Annual Count			
3,610	1,695	5,305	Actual Count	2,767	Actual Count	20,885			
6. Uses of Public Internet Computers						7. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with Internet Access		a. Method	b. Annual Count	a. Method	b. Annual Count			
17	10		Actual Count	1,868	Router Count	2,981			
8. Website Visits	9a. Local Electronic Collection Retrievals	9b. Other Electronic Collection Retrievals	9c. Statewide Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals					
24,944	35,709	268	8	35,985					
10. Uses of Electronic Materials by Library Users									
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials					
6,213	4,836	5	11,054	862					

	LIBRARY PROGRAMS AND ATTENDANCE	
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11. Programs and Program Attendance Annual Count

Method for Counting Number of Programs and Attendance

In-person, virtual, and pre-recorded program statistics

Total Program and Attendance Statistics

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Programs	14	5	11	30
Total Program Attendance	390	130	228	748

Describe the library's programs

In-person, Virtual, and Pre-recorded Program Statistics**In-Person Programs and Program Attendance Annual Count**

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Programs	14	5	10	29
Total Program Attendance	390	130	211	731

Describe the library's in-person programs:

Storytimes, game nights, flower arranging, gardening, movie nights, local history program.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Live Virtual Programs	0	0	1	1
Total Live Virtual Program Attendance	0	0	17	17
Total Views of Live Programs Recorded for Asynchronous Viewing	0	0	0	0

Which platforms does the library use to host the library's live, virtual programs:

Facebook Live

Describe the library's live, virtual programs:

Christmas decorating crafts.

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
Number of Pre-recorded Programs	0	0	0	0
Total Pre-recorded Program Views	0	0	0	0

Which platforms does the library use to host the library's pre-recorded programs:

Describe the library's pre-recorded programs:

	IV. LIBRARY GOVERNANCE	
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Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Bev	Martens	N3282 Oak Grove Road	Waupun	53963	
2. Janet	Gehl	30 Chapman Place	Waupun	53963	
3. Sandra	Rohrer	910 Visser Avenue	Waupun	53963	
4. Sadie	Schultz	704 Edgewood Drive	Waupun	53963	
5. Jan	Sullivan	514 E. Lincoln St.	Waupun	53963	
6. Carrie	Hintze	950 Wilcox St.	Waupun	53963	
7. Jason	Westphal	902 Taft Lane	Waupun	53963	
8.					
9.					
10.					
11.					
12.					
Number of Library Board Members <i>Include vacancies in this count</i>					
7					

V. LIBRARY OPERATING REVENUE*Report operating revenue only. Do not report capital receipts here.***1. Local Municipal Appropriations for Library Service** *Only Joint libraries report more than one municipality here*

Municipality Type	Name	Amount
City	Waupun	\$519,150
Subtotal 1		\$519,150

2. County**a. Home County Appropriation for Library Service**Subtotal 2a \$46,197**b. Other County Payments for Library Services**

County Name	Amount	County Name	Amount
Columbia	\$893		
Fond du Lac	\$138,327		
Green Lake	\$7,984		
Subtotal 2b			\$147,204

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$0

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount
	\$0
Subtotal 4	\$0

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*

\$0

7. All Other Operating Income
\$22,279**8. Total Operating Income**
Add 1 through 7
\$734,830**9. What is the current year annual appropriation provided by governing body(ies) for the public library?**
\$516,792**10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)**
Yes

VI. LIBRARY OPERATING EXPENDITURES*Report operating expenditures from all sources. Do not report capital expenditures here.*

1. Salaries and Wages <i>Include maintenance, security, plant operations</i>		2. Employee Benefits <i>Include maintenance, security, plant operations</i>	
\$367,880		\$109,768	
3. Library Collection Expenditures			
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials
\$48,666	\$8,235	\$9,247	\$0
			e. Subtotal 3
			\$66,148
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>			
Provider	Amount	Provider	Amount
Monarch LS TelePhony	\$100	Monarch LS collection software	\$176
Monarch LS OCLC	\$3,368	Monarch LS E-Content (Overdrive)	\$2,541
Monarch LS ILS	\$5,394	Monarch LS Network and replacement	\$303
Monarch LS Reserve/Administrative	\$3,391	Monarch LS maintenance	\$342
Monarch LS RB Digital	\$706	Monarch LS Ninite TeamViewer Solar Winds	\$189
Monarch LS Envisionware	\$1,068	Monarch LS VNC Connect Enterprise	\$175
		Subtotal 4	\$17,753
5. Other Operating Expenditures			\$72,375
6. Total Operating Expenditures <i>Add 1 through 5</i>			\$633,924
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?			\$0

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income.

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$0	\$0

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD**IX. TRUST FUNDS**All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year

\$410,921

1. Total Amount of Trust Funds Held by the Library Board at End of Year

\$89,275

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$81,515	40.00	Interns	Other	\$9,693	17.00
Assistant Director	MLS (ALA)	\$59,301	40.00				
Library Assistant 4	Other	\$89,149	80.00				
Library Assistant 3	Other	\$19,822	20.00				
Library Assistant 2	Other	\$34,548	40.00				
Library Assistant 2	Other	\$17,274	20.00				
Library Assistant 1	Other	\$45,344	61.00				
Library Pages	Other	\$22,704	46.00				

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

2.00

Other Persons Holding the Title of Librarian (FTE)

0.00

Subtotal 2a

2.00

b. All Other Paid Staff (FTE)
Include maintenance, plant operations, and security

7.10

c. Total Library Staff (FTE)

9.10

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents

See instructions for definition of nonresident 23,626

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County		1,252	5,107	6,359
3. Circulation to Nonresidents Living in Another County in the Library System		27	31	58
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		2,179	14,984	17,163
5. Circulation to All Other Wisconsin Residents 45		6. Circulation to Persons from Out of the State 1		
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Columbia	143	f.	
b. Dane	1	g.	
c. Fond du Lac	13,803	h.	
d. Green Lake	1,037	i.	
e. Washington	26	j.	

XII. TECHNOLOGY

1. Does the library provide wireless Internet access? Yes	2. Library type of Internet connection <i>Mark all that apply</i> <input checked="" type="checkbox"/> a. State TEACH line <input checked="" type="checkbox"/> b. Other broadband connection <i>Local cable, telco, community network, etc.</i>	3. Library use of Internet filtering software or service <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input checked="" type="checkbox"/> c. No filtering on any Internet workstation
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XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. Total
	Number of Self-directed Activities	7	1	0	8
	Total Self-directed Activity Participation	312	33	0	345

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name Tami	b. Last Name Lont	c. Email Address tami@monarchlibraries.org
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3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name Pam	b. Last Name Garcia	c. Email Address pgarcia@monarchlibraries.org
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XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.*

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature <i>or designee</i>	Name of President or Designee <i>Print or type</i>	Date Signed
➤	Bev Martens	
Library Director / Head Librarian Signature	Name of Director / Head Librarian <i>Print or type</i>	Date Signed
➤	Bret Jaeger	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Dodge

The Waupun Public Library Board of Trustees hereby states that in 2020 the Monarch Library System
Name of Public Library *Name of Public Library System / Service*

☒ **did** provide effective leadership and adequately met the needs of the library.

☐ **did not** provide effective leadership and **did not** adequately meet the needs of the library.

Indicate with an X one of the above two statements.

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature *or designee*

Name of President or Designee *Print or type*

Date Signed

➤

Bev

Martens

	COMMENTS	
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SECTION_I

Limited service number of winter weeks

Closed for 14 weeks, no public service, staff working from home, due to Covid-19 pandemic.--2021-01-26

Staff only number of winter weeks

18 weeks of 59 hours per week curbside service only.--2021-01-26

SECTION_III

Local Electronic Collection Retrievals (locally owned or leased)

We had been reporting only sessions in the past, but some databases do not count sessions. We will report number of results in the future, since that is how we interpret the instructions.--2021-02-09

2020 current	2021 restructured
Library Pages (4)	
Library Assistant 1 (Desk Assistants)(4)	Library 1: Library Pages
Library Assistant 2 (AV, Processing)	Library 2: Desk Assistants
Library Assistant 3 (ILL)	Library 3 (AV, ILL, Proc)
Library Assistant 4 (Circ, Youth)	Library 4: Circulation & Youth Services
Assistant Director/Reference Librarian	Library 5: Assistant Director/Ref Lib
Library Director	Library 6: Library Director