



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, January 19, 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 January 19, 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/88622898884>

2. By phone:

1-312-626-6799

Meeting ID: 886 2289 8884

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

1. December minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

2. December statistics

BUDGET SUMMARY

3. Budget summary

CONSIDERATION OF BILLS FOR PAYMENT

4. December 2021 and January 2022 bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

5. Librarians report

OLD BUSINESS

6. Meeting Rooms

NEW BUSINESS

7. Interior signage

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

8. Tentative next meeting: Wednesday, February 16, 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, December 15, 2021**

The Waupun Public Library Board was called to order by Beverly Martens, President, at 4:30 p.m. on Wednesday, December 15, 2021. Present were, Schultz, Gehl, Garcia, Jaeger, and Rohrer. Sullivan and Hintze were present via Zoom. Langford was present briefly, and left in order to attend another City meeting.

ARTICLE I: Motion by Gehl, supported by Martens, to accept the minutes of the November 17, 2021 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics are beginning to look better.

- a. Circulated/downloaded/loaned: 105,848 items through the end of November.
- b. Curbside service: handled 1,781 transactions through the end of November.

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

ARTICLE V:

- a. Motion by Hintze, supported by Sullivan, to pay the December bills. Motion carried on 6-0 roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

a. **Interior Signage:** Bret and Pam met with Warrior Fabrication December 9th as the interior signage project continues.

b. **Programs:** "Crafting through Christmas" began November 9, with a weekly adult craft for 4 weeks. November 29, sled ornament; December 6, a mason jar luminary; December 13, Scandinavian trees; December 20, mint sugar scrub.

c. **Employment of minors:** The State Legislature is discussing a bill (SB 332) which would allow minors under 16 years old to work later in the evening and earlier in the morning. It has been moved from the Senate to the Assembly. For the library, if it passes, it would mean 14 and 15 year old Pages could work until 8 pm on a school night. However, they would still be limited to working 3 hours on a school night.

d. Thursday, December 23, while the Library is closed, Tru Clean Cleaners will be giving the 1st floor carpets a deep clean. They will concentrate on the area of the Library affected by the bathroom leak that occurred a couple of months ago

ARTICLE VIII: Old Business:

a. **Meeting Rooms:** A lengthy discussion was held concerning opening the library meeting rooms to the public. In the discussion the Board acknowledged the wishes of many to use the rooms, but also recognized and addressed the concerns of increased levels of COVID at this time. Motion by Schultz, supported by Sullivan, that all meeting rooms remain closed to the public until the Board sees consistent data in a low number of COVID infections and is comfortable with the level of COVID infections in data received. Motion carried UNANIMOUSLY. Meeting rooms will continue to be on future agendas.

ARTICLE IX: No New Business.

ARTICLE X: Motion by Rohrer, supported by Gehl, to adjourn at 5:04 p.m. Motion carried.

***Next tentative meeting: Wednesday, January 19, 2022 at 4:30 p.m. The Board will meet face to face at the Library, with some members attending virtually. Efforts will be made to provide availability for those unable to attend in person.**

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Dec. 21	Dec . 20	YTD 2021	YTD 2020	YTD%
Juvenile Nonfiction	483	229	5,349	3,807	40.5%
Juvenile Fiction	1,331	626	20,670	14,292	44.6%
Juvenile Periodical	3	0	102	73	39.7%
Juvenile Audiocassette	0	0	1	0	#DIV/0!
Juvenile MP3 audio	1	0	13	8	62.5%
Juvenile DVD	313	158	3,357	3,657	-8.2%
Juvenile CD	39	192	603	978	-38.3%
Juvenile Video	0	0	0	0	#DIV/0!
Total Juvenile	2,170	1,205	30,095	22,815	31.9%
Adult Nonfiction	512	365	6,073	4,980	21.9%
Adult Fiction	1,401	1,358	18,933	15,004	26.2%
Adult Periodical	42	34	837	776	7.9%
Adult Audiocassette	0	0	5	0	#DIV/0!
Adult MP3 audio	0	0	42	53	-20.8%
Adult DVD	1,597	907	17,409	17,171	1.4%
Adult CD	365	624	3,573	3,819	-6.4%
Videocassettes	0	0	0	0	#DIV/0!
Pamphlets/Vertical File	0	3	6	5	20.0%
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc.(kits, toys, no location...)	0	0	2	0	#DIV/0!
Total Adult	3,917	3,291	46,880	41,808	12.1%
State Report Circulation	6,087	4,496	76,975	64,623	19.1%
Downloads (OverDrive)	916	1,004	11,764	10,898	7.9%
ILL-Items Sent	1,848	2,044	25,662	20,890	22.8%
ILL Item Received	47	24	345	324	6.5%
TOTAL CIRCULATION	8,898	7,568	114,746	96,735	18.6%
<i>To Columbia Co. Rural</i>	1	0	21	229	-90.8%
<i>To Dodge Co. Rural</i>	466	248	5,709	5,107	11.8%
<i>To FDL Co. Rural</i>	1,477	838	16,687	13,715	21.7%
<i>To Green Lake Co. Rural</i>	66	6	647	1,037	-37.6%
Rural circ subtotals			23,064	20,088	14.8%
USE					
Patron Gate (visits)	2,721	0	28,297	20,885	35.5%
Library Programs	419	17	2,721	995	173.5%
Meeting Room Use	13	0	25	782	-96.8%
Computer Use	307	0	2,823	1,868	51.1%
Wireless Use	292	136	2,749	2,981	-7.8%
Reference Questions	306	222	4,028	2,767	45.6%
Monthly website hits	1,351	1,088	18,076	24,944	-27.5%
Curbside service/window	76	631	1,857	4451	-58.3%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2021 Annual Budget	12/31/2021 Current Month	12/31/2021 YTD Actual	12/31/2020 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	-	516,792	519,150	0	100%		
210-43-4367-0-00	COUNTY APPROPRIATION	201,800	-	223,137	193,401	(21,337)	111%	Dodge, Columbia, Winnefox (Green Lake, FdI)	
210-46-4671-0-00	FEES-LIBRARY	1,200	140	944	1,632	256	79%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	2,500	-	252	1,645	2,248	10%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	1,981	2,589	(181)	110%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,000	-	5,363	16,413	637	89%	\$5k hicks foundation	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	(6,362)	-	0%		
Total Revenues		730,092	140	748,470	728,468	(18,377)	103%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	394,072	41,113	374,733	367,880	19,339	95%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	54,576	4,203	48,986	56,931	5,590	90%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	69	830	768	(39)	105%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,992	2,151	19,605	19,898	387	98%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	30,147	3,050	28,275	28,019	1,872	94%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,000	-	-	2,822	3,000	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	167	1,671	1,330	(171)	111%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	1,089	13,289	10,969	7,711	63%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	261	2,306	3,865	1,694	58%		
210-60-5511-3-32	LIBRARY-UTILITIES	24,263	2,387	23,833	22,103	430	98%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	116	1,457	659	143	91%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	237	939	1,154	1,561	38%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	-	3,223	3,644	3,777	46%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	5,592	3,707	408	93%	new for 2021-potential security maint contract	
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	3,000	48	175	337	2,825	6%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	2,300	33,412	32,533	(412)	101%		
210-60-5511-3-39	LIBRARY-BOOKS	60,652	3,965	66,631	48,666	(5,979)	110%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	20,000	998	14,070	9,247	5,930	70%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	-	5,152	7,004	3,848	57%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	-	10,453	8,235	3,547	75%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	6,815	8,440	6,435	1,560	84%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	7,500	1,246	9,155	3,011	(1,655)	122%	Summer reading program	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	123	1,546	1,711	954	62%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		730,092	70,337	673,771	640,927	56,321	92%		
Excess (Deficiency) Revenues Over Expenditures		-	(70,197)	74,698	87,541				

Waupun Public Library

Account Number	Account Title	12/31/2021 Annual Budget	12/31/2021 Current Month	12/31/2021 YTD Actual	12/31/2020 Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes
Library Fund Trust & Transfer Activity								
Revenues								
210-48-4850-000	LIBRARY TRUST DONATIONS	-	450	9,131	-			New account created 9/21
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-			
	Total Revenues	-	450	9,131	-			
Expenditures								
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	-	6,438			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	31,594	-			
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	38,000	-			
	Total Expenditures	-	-	69,594	6,438			
	Excess (Deficiency) Trust/Transfer Revenues Over Expenditures	-	450	(60,463)	(6,438)			
Library Fund Grand Totals								
	Total Revenues	730,092	590	757,600	728,468			
	Total Expenditures	730,092	70,337	743,365	647,365			
	Excess (Deficiency) Total Revenues Over Total Expenditures	-	(69,747)	14,235	81,103			
Library Fund Cash Balances								
210-10001	CASH-LIBRARY			60,941.14				
210-11612	LIBRARY SYSTEMS ACCOUNT			288,765.10				
210-11614	LIBRARY TRUST ACCOUNT			60,024.20				
	Library Trust Funds within Wells Fargo General Ckg Acct			3,104.96				
210-11615	RUTH E. BAYLEY ACCOUNT			89,274.90				
	Total Library Fund Cash			502,110.30				

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 - Dec 2021 Bills paid Jan 2022

<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>
		210-60-5511-339	Books		Books	4000	Baker & Taylor	1,332.76
		210-60-5511-339	Books		Books	7090	Cavendish Square	195.54
		210-60-5511-331	Telecommunications		State data circuit	11148	Dept. of Administration	600.00
		210-60-5511-340	Audiovisual		Playaway audiobooks	12875	Findaway World	745.60
		210-60-5511-339	Books		Books	14102	Gale	90.31
		210-60-5511-342	Databases		Peterson's Career Prep	14102	Gale	1,167.54
		210-60-5511-341	Periodicals		Newspaper subscription	14258	Gannett Wisconsin Media	893.62
		210-60-5511-339	Books		Books	18270	Manitowish River Press	18.95
		210-60-5511-345	Miscellaneous		Paint, cotton cord	12700	Martens Ace Hardware	23.97
		210-60-5511-340	Audiovisual		Audiobooks	19050	MicroMarketing	1,100.72
		210-60-5511-330	Office supplies		Folders, markers, scissors,misc	22402	Quill Corp	117.96
							Subtotal:	\$ 6,286.97
City manual check		210-60-5511-330	Office supplies		Accordion file folders, misc	47	Amazon	\$ 184.61
City manual check		210-60-5511-339	Books		Books	47	Amazon	469.79
City manual check		210-60-5511-340	Audiovisual		AV materials	47	Amazon	295.10
City manual check		210-60-5511-344	Programming		Take & Make materials	47	Amazon	1,177.25
City manual check		210-60-5511-331	Telecommunications		Telephone system		Spectrum	174.97
City manual check		210-60-5511-332	December utilities		Electric/water		Waupun Utilities	1,557.62
							Total:	10,146.31
12/20/2021	manual check # 1011				Copier maintenance		James Imaging Systems	379.56

Authorized signature: _____

January 2022 Librarians Report

A. Statistics

For 2021, we circulated/downloaded/loaned 114,746 items, with curbside and drive thru window service handling 1,857 transactions.

B. Interior signage

We received seven different options from Warrior Innovation, and will ask the staff for their input. Once we zero in on a final style, the students will put together a cost for this project that will be presented to the Library Board.

C. Bubblers replacement

The 24-year-old bubbler on the first floor, which has been leaking on and off for years, has been replaced with a new bubbler. The new bubbler includes a hands-free water bottle filler.

D. Carpet cleaning

On December 23 and 24, TruClean deep cleaned the entire first floor carpets. This was planned so the carpets would be dry by the time we opened on December 27.

E. Programming

On February 8 at 6:30, Carol Shirk will be here virtually to present a program entitled Phenology: Nature's Calendar, which will examine how gardeners can use phenology in their craft. March will bring the Waupun Historical Society, and April Carol Shirk will return. We are considering offering crafts throughout these months as well, since they have been very popular. Lisa has started another Book Bingo round, which will go through April 1.

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