



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Monday, May 18, 2020 at 4:45 PM

The Waupun Public Library Board of Trustees will meet virtually at 4:45 pm on May 18, 2020, via Zoom. The public may access the conference meeting online or by phone.

<https://us02web.zoom.us/j/9338419039?pwd=OVFWVjg2ZHI0VDVKN3JnTmNsYXVQdz09>

Meeting ID: 933 841 9039

Password: board

Dial-in: 1-312-626-6799

Password: 676420

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) March minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) Statistics through April

BUDGET SUMMARY

- [3.](#) April Budget Summary

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) May bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

- [5.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

6. Nominations and election of President of Library Board
7. Nominations and election of Vice-President of Library Board
8. Nominations and election of Secretary/Treasurer of Library Board
9. Evaluation Committee
10. Day of Month and Time of Library Board meetings
11. Staff work locations

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

12. Next meeting: Monday, June 22, 2020, at 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 March 23, 2020

The meeting of the Waupun Public Library Board of Trustees was called to order by Claudia Waskow, President, at 4:45 p.m. on March 23, 2020. Also present were Sullivan, Westphal, Garcia, Jaeger, and Rohrer, virtually via Facetime. Hintze, Martens and Schultz were absent. Jaeger volunteered to take minutes.

ARTICLE I: Motion by Sullivan, supported by Westphal, to accept the minutes of the February 17, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through the end of February was 23,673 items.
2. Library visits through the end of February was 10,865 people.

ARTICLE IV: Current budget was discussed.

ARTICLE V: Motion by Sullivan, supported by Westphal, to pay the March bills. Motion carried 4-0 on roll call. Sullivan appointed to sign the list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarian's Report.

- a. Librarians Report was reviewed.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Motion by Rohrer, supported by Westphal, to close the library on Saturday, December 26, 2020. Motion carried.
- b. Motion by Sullivan, supported by Westphal, to become a fine free library for overdue materials effective immediately. Motion carried.
- c. Motion by Westphal, supported by Sullivan, to authorize the Library Director to release future expenses if the Library Board does not convene due to an emergency closing in the future, to include payments to part-time staff working from home during this emergency closure, with payment to part-time staff not to go past the pay period ending May 30, 2020, if the library is still closed. Motion carried 4-0 on roll call.

ARTICLE X: Motion by Westphal, supported by Sullivan, to adjourn at 5:23 p.m. Motion carried.

Next tentative meeting: April 20, 2020, at **4:45 p.m.**

Bret Jaeger, Acting Secretary

Waupun Public Library Monthly Statistics					
CIRCULATION	Apr. 20	Apr. 19	YTD 2020	YTD 2019	YTD%
Juvenile Nonfiction	24	793	1,767	2,403	-26.5%
Juvenile Fiction	94	2,316	6,035	9,491	-36.4%
Juvenile Periodical	0	34	47	103	-54.4%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	0	0	3	8	-62.5%
Juvenile DVD	12	661	1,641	2,833	-42.1%
Juvenile CD	2	80	276	310	-11.0%
Juvenile Video	0	0	0	0	#DIV/0!
Total Juvenile	132	3,884	9,769	15,148	-35.5%
Adult Nonfiction	31	630	2,044	2,629	-22.3%
Adult Fiction	95	1,933	4,916	7,563	-35.0%
Adult Periodical	0	115	318	551	-42.3%
Adult Audiocassette	0	0	0	2	-100.0%
Adult MP3 audio	0	12	28	42	-33.3%
Adult DVD	174	2,576	7,397	10,740	-31.1%
Adult CD	17	507	1,334	1,981	-32.7%
Videocassettes	0	0	0	2	-100.0%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc.(kits, toys, no location...)	0	0	0	0	#DIV/0!
Total Adult	317	5,773	16,037	23,510	-31.8%
State Report Circulation	449	9,657	25,806	38,658	-33.2%
Downloads (OverDrive)	955	604	3,215	2,689	19.6%
ILL-Items Sent	95	1,725	4,920	6,988	-29.6%
ILL Item Received	0	54	180	207	-13.0%
TOTAL CIRCULATION	1,499	12,040	34,121	48,542	-29.7%
<i>To Columbia Co. Rural</i>	<i>0</i>	<i>76</i>	<i>227</i>	<i>119</i>	<i>90.8%</i>
<i>To Dodge Co. Rural</i>	<i>33</i>	<i>946</i>	<i>2,395</i>	<i>3,245</i>	<i>-26.2%</i>
<i>To FDL Co. Rural</i>	<i>68</i>	<i>2,294</i>	<i>5,792</i>	<i>9,422</i>	<i>-38.5%</i>
<i>To Green Lake Co. Rural</i>	<i>13</i>	<i>139</i>	<i>652</i>	<i>495</i>	<i>31.7%</i>
Rural circ subtotals			9,066	13,281	-31.7%
USE					
In-library Count (visits)	0	6,516	14,726	22,065	-33.3%
Library Programs	0	463	978	1,191	-17.9%
Meeting Room Use	0	224	775	852	-9.0%
Computer Use	0	690	1,665	2,438	-31.7%
Wireless Use	108	500	1,585	1,782	-11.1%
Reference Questions	104	966	643	1,712	-62.4%
Monthly website hits	3,249	2,265	11,697	12,313	-5.0%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2020 Annual Budget	4/30/2020 Current Month	4/30/2020 YTD Actual	4/30/2019 Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes	
Library Fund									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	519,150	-	371,356	387,694	147,794	72%		
210-43-4367-0-00	COUNTY APPROPRIATION	194,000	-	193,401	168,852	599	100% FdL	Dodge, Columbia, Winnefox (Green Lake,	
210-46-4671-0-00	FEES-LIBRARY	4,000	-	945	1,814	3,055	24%		
210-48-4811-0-00	INTEREST REVENUE	7,000	189	1,227	2,069	5,773	18%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	659	-	1,141	37%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	1,000	8,761	1,465	(2,725)	145%		
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	382,830	-		Transfers from Fund 200-Systems, Trust,	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%	Ruth E. Bayley	
Total Revenues		731,986	1,189	576,350	944,725	155,636	79%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	386,345	25,767	107,029	103,396	279,316	28%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	67,918	3,794	27,524	23,715	40,395	41%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	60	239	235	551	30%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,600	1,469	6,572	6,239	13,028	34%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	29,555	1,893	9,105	8,557	20,450	31%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	2,764	-	-	-	2,764	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	111	443	443	1,057	30%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	91	2,379	8,977	18,621	11%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	234	870	808	3,030	22%		
210-60-5511-3-32	LIBRARY-UTILITIES	24,263	1,805	7,208	9,586	17,055	30%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	274	604	644	996	38%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	180	417	-	2,083	17%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	-	868	2,045	6,132	12%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	4,500	-	3,580	1,388	920	80%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	-	426	477	4,074	9%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	2,093	25,707	22,170	6,293	80%		
210-60-5511-3-39	LIBRARY-BOOKS	59,250	2,765	12,935	17,874	46,315	22%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	20,000	306	2,564	9,541	17,436	13%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	566	4,403	1,028	4,597	49%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	-	1,417	-	12,583	10%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	6,435	1,338	3,565	64%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	7,500	39	1,539	1,898	5,961	21%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	77	350	629	2,150	14%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	1,946	5,854	368	(5,854)			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	15,656	-			
Total Expenditures		731,986	43,470	228,468	237,012	503,518	31%		
		0	(42,280)	347,882	707,713	(347,881)			

Waupun Public Library - May 2020 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>
		210-60-5511-335	Publications	5	44 North Advertising & Design	500
		210-60-5511-332	Utilities	1174	Alliant Energy	279.53
		210-60-5511-339	Books	4000	Baker & Taylor	382.39
		210-60-5511-342	Databases	14102	Gale	2,099.28
		210-60-5511-341	Periodicals	14825	Grey House Publishing	462.05
		210-60-5511-342	Databases	16130	Info Group	2,040.00
		210-60-5511-338	Automation/Technology	16440	Inter-Quest	14.95
		210-60-5511-345	Miscellaneous	16648	Jaeger, Bret	15.27
		210-60-5511-338	Automation/Technology	300156	Monarch Library System	29.50
		210-60-5511-345	Miscellaneous	21500	Petty Cash	136.46
		210-60-5511-330	Office supplies	22402	Quill	53.34
		210-60-5511-342	Databases	27935	Wells Fargo	198.73
					Total:	\$ 6,211.50
City manual check		21-60-5511-3-31	Telecommunications		Charter Communications	171.84
City manual check		210-60-5511-332	Utilities - April		Waupun Utilities	1,071.56

Authorized signature: _____

May 2020 Librarians Report

A. Statistics

Circulation/downloads through the end of April was 34,121 items.
Library visits through the end of February was 14,726 people.

B. Curbside service

Curbside service for residents will start Monday, May 11. Procedures are in place for minimal staff contact with each other, and no contact between staff and patrons picking up materials. Adjustments to the procedures will be made if/when needed.

C. Ellen Johnson estate

We have been notified that the library will receive an estimated \$5,000 from the Ellen Johnson estate, but the funds can only be transferred from her Edward Jones investment account to another Edward Jones account. We are currently setting up an Edward Jones account for the library so we are prepared in future years to receive other estate gifts held in Edward Jones investment accounts.

D. Phone system

DPW is looking at a new phone system for city hall and is including the library and possibly the safety building as they look further into this. After looking through the marketing documents, I don't feel a need to change at this time. We now have a stable, reliable system through Spectrum without a contract, and the new system would be a five year contract. We finally reached our return on investment from the purchase of needed equipment three years ago when we switched to Spectrum, and we would have to purchase new phones with this new system. While I can see how these new phones might benefit some city staff, I see no benefit to the library at this time.

E. Cough/sneeze shields

DPW will begin installing plexiglass shields around the circulation desk to protect staff when we open the building in the future.

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