



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Monday, October 19, 2020 at 4:45 PM

The Waupun Library Board will meet virtually at 4:45 P.M. on October 19, 2020, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

1. Join Zoom Meeting:

<https://us02web.zoom.us/j/87463719437>

2. By phone:

1-312-626-6799

Meeting ID: 874 6371 9437

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) September minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) September statistics

BUDGET SUMMARY

- [3.](#) Budget through September

CONSIDERATION OF BILLS FOR PAYMENT

- [2020](#) October bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

[Librarians](#) report

OLD BUSINESS

NEW BUSINESS

- 6. Authorization to sign list of bills during pandemic
- 7. Meeting rooms

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

8. Next meeting: Monday, November 16, 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 September 21, 2020

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:48 p.m. on September 21, 2020. Also present were Hintze, Schultz, Sullivan, Gehl, Westphal, Garcia, Jaeger, and Rohrer, per Zoom.

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

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Downloads (OverDrive) up 24% YTD.
 - a. 64,839 YTD
 - b. 20,885 YTD
 - c. Curbside: 1,335 residents

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

ARTICLE V: Motion by Rohrer, supported by Hintze, to pay the September bills. Motion carried, 7-0 on roll call. Because the meeting was a Zoom meeting, Rohrer was not available to sign the bills. Jaeger was given authorization to do so.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. Statistics will now reflect the fact that the library has returned to curbside pickup.
- b. Bret is waiting for quotes on the drive-up window project which is being investigated. A drive-up window would create a system which would be more efficient, would prevent staff from having to go out into the elements during a curbside delivery, and also keep patrons safe by allowing them to pick up books without getting out of their vehicles, especially in inclement weather.
- c. The library remains in curbside service mode because one of our counties (Fond du Lac) moved back to Phase 1 of their Covid-19 plan. As of 9-18-2020, Dodge County moved back to Phase 1 of their Covid-19 Plan. This was not known at the time the librarian's report was written, but was known at the time of the board meeting.
- d. The library is back to full staff, which is a good thing. It might be thought that because the library is back to curbside service the staff should find little to keep them busy. In reality, the opposite is true. Because staff is working with fewer people at one time they often find themselves busier than when the library is actually open. They are gathering material for patrons, answering phone calls, and delivering materials as patrons arrive.
- e. Michelle Kast, City Finance Director, has been working with John Taylor regarding the issue of donating funds to the library from an Edward Jones account. The latest information: the Library Board will not be able to keep an Edward Jones account for future donations, since Edward Jones is not registered as a municipal advisor with the State of Wisconsin.

f. Pam's Report.

Curbside services are going well for the most part. Staff is doing their best to help patrons struggling with the change, working to get them whatever they need. They appreciate the positive comments, a recent one from a patron being, "the kindness and cheeriness of the staff does not go unnoticed."

We have been watching the REALM study closely, and recently went to a 7-day quarantine based on the results indicating the existence of the virus on library materials in a stacked configuration. The REALM study partners are in the midst of a literature review and additional testing. Important questions we don't know answers to include whether or not the virus is actually transmittable off of library materials and how many particles of the virus is needed to get an individual sick. Knowing these answers would allow us to provide a balance between keeping the public safe and providing their materials in a timely manner. Right now we are basing our decision solely on the existence of the virus on the material.

Directly related to the quarantine is the delay of materials becoming available for patrons. Items within the system are taking up to 2 weeks to be available for patrons to pick up. Items shipped through WISCAT/ILL are taking 3-4 weeks.

COVID has resulted in three additional homebound patrons for me to manage, resulting in a total of seven. An eighth patron is managed by another staff member. A third staff member manages materials for the Christian Home and Prairie Ridge.

Applications for the page position are due this Saturday, September 19. I am hoping for an October 17 start date so that I can be present.

g. The "Dewey Awards" will be presented at the staff meeting on Friday, September 24, 2020.

h. The library meeting rooms will remain closed until further notice.

ARTICLE VIII: Ellen Johnson Estate/Edward Jones account.

Motion by Sullivan, supported by Hintze, stating once the funds from the Ellen Johnson Estate's Edward Jones account are received, they will be transferred to the Library Board's Local Government Investment Pool (LGIP) fund. Motion carried, 7-0 on roll call.

ARTICLE IX: New Business.

a. Because of the unpredictability caused by COVID-19, the Library Operations Guidelines will be accepted as presented, with the recognition that they could possibly change as the situation changes.

ARTICLE IX: Motion by Hintze, supported by Rohrer, to adjourn at 5:14 p.m. Motion carried.

Next tentative meeting: **Monday October 19, 2020, at 4:45 p.m. per Zoom.**

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Sep. 20	Sep. 19	YTD 2020	YTD 2019	YTD%
Juvenile Nonfiction	243	482	3,025	4,956	-39.0%
Juvenile Fiction	1,113	2,061	11,828	26,046	-54.6%
Juvenile Periodical	2	11	73	252	-71.0%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	0	3	8	32	-75.0%
Juvenile DVD	302	655	2,963	6,346	-53.3%
Juvenile CD	49	72	484	773	-37.4%
Juvenile Video	0	0	0	0	#DIV/0!
Total Juvenile	1,709	3,284	18,381	38,405	-52.1%
Adult Nonfiction	374	649	3,824	6,113	-37.4%
Adult Fiction	1,144	1,843	10,941	17,435	-37.2%
Adult Periodical	25	122	634	1,134	-44.1%
Adult Audiocassette	0	0	0	3	-100.0%
Adult MP3 audio	1	18	47	107	-56.1%
Adult DVD	1,460	2,369	13,794	23,112	-40.3%
Adult CD	366	629	2,664	4,740	-43.8%
Videocassettes	0	0	0	3	-100.0%
Pamphlets/Vertical File	0	0	1	6	-83.3%
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc. (kits, toys, no location...)	0	0	0	2	-100.0%
Total Adult	3,370	5,630	31,905	52,655	-39.4%
State Report Circulation	5,079	8,914	50,286	91,060	-44.8%
Downloads (OverDrive)	970	760	7,874	6,275	25.5%
ILL-Items Sent	2,068	1,716	14,598	15,292	-4.5%
ILL Item Received	43	93	241	620	-61.1%
TOTAL CIRCULATION	8,160	11,483	72,999	113,247	-35.5%
<i>To Columbia Co. Rural</i>	0	16	229	415	-44.8%
<i>To Dodge Co. Rural</i>	314	923	4,244	7,691	-44.8%
<i>To FDL Co. Rural</i>	1,047	1,694	10,789	19,476	-44.6%
<i>To Green Lake Co. Rural</i>	119	125	1,008	1,675	-39.8%
Rural circ subtotals			16,270	29,257	-44.4%
USE					
In-library Count (visits)	0	4,994	20,885	54,654	-61.8%
Library Programs	0	236	978	3,649	-73.2%
Meeting Room Use	0	367	782	2,962	-73.6%
Computer Use	0	692	1,868	6,866	-72.8%
Wireless Use	168	516	2,474	4,598	-46.2%
Reference Questions	111	202	1,772	3,448	-48.6%
Monthly website hits	1,314	2,213	21,034	24,422	-13.9%
Curbside service	737		2,072		#DIV/0!

Waupun Public Library							
Budget Report		12/31/2020	9/30/2020	9/30/2020	9/30/2019		
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Act	Budget Balance	% of Budget Budget Notes
Library Fund							
Revenues							
210-41-4111-0-00	GENERAL PROPERTY TAXES	519,150	-	519,150	541,000	-	100%
210-43-4367-0-00	COUNTY APPROPRIATION	194,000	-	193,401	168,852	599	Dodge, Columbia, Winnefox (Green Lake, 100% Fdl)
210-46-4671-0-00	FEES-LIBRARY	4,000	66	1,237	4,612	2,763	31%
210-48-4811-0-00	INTEREST REVENUE	7,000	-	1,480	5,295	5,520	21%
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	1,276	1,735	524	71%
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	-	9,086	2,555	(3,050)	151%
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	382,830	-	Transfers from Fund 200-Systems, Trust, Ruth E. Bayley
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%
Total Revenues		731,986	66	725,629	1,106,879	6,357	99%
Expenditures							
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	386,345	27,340	260,688	266,110	125,657	67%
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-	
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	67,918	3,794	45,378	53,360	22,540	67%
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	67	567	533	223	72%
210-60-5511-2-22	LIBRARY-RETIREMENT	19,600	1,442	14,644	13,941	4,956	75%
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	29,555	2,012	20,450	20,549	9,105	69%
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	998	998	502	67%
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	820	6,148	17,758	14,852	29%
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	224	2,605	2,512	1,295	67%
210-60-5511-3-32	LIBRARY-UTILITIES	24,263	2,021	16,322	23,363	7,941	67%
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	-	659	1,359	941	41%
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	917	490	1,583	37%
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	364	1,911	3,181	5,089	27%
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	4,500	-	3,707	1,501	793	82%
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	(178)	248	2,483	4,252	6%
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	15	28,062	24,551	3,938	88%
210-60-5511-3-39	LIBRARY-BOOKS	59,250	4,246	27,308	44,613	31,942	46%
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	20,000	1,278	6,087	17,880	13,913	30%
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	-	5,484	6,746	3,516	61%
210-60-5511-3-42	LIBRARY-DATABASES	14,000	-	8,040	9,018	5,960	57%
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	6,435	7,936	3,565	64%
210-60-5511-3-44	LIBRARY-PROGRAMMING	7,500	571	2,110	3,427	5,390	28%
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	127	1,186	2,043	1,314	47%
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-	
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	6,388	3,687	(6,388)	
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	15,656	-	
Total Expenditures		731,986	44,254	466,341	543,694	265,645	64%
		0	(44,188)	259,288	563,184	(259,288)	

Waupun Public Library - October 2020 Bills

<u>Processed</u>	<u>Check #</u>	<u>New Account #</u>	<u>Activity Code</u>	<u>Line item</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		210-60-5511-339		Books	47	Amazon	332.56
		210-60-5511-340		Audiovisual	47	Amazon	585.60
		210-60-5511-344		Programming	47	Amazon	602.42
		210-60-5511-332		Utilities	1174	Alliant Energy	103.11
		210-60-5511-339		Books	4000	Baker & Taylor	4,664.98
		210-60-5511-330		Office supplies	11070	Demco	406.96
		210-60-5511-339		Books	14102	Gale	141.34
		210-60-5511-337		Travel/training/conference	14402	Garcia, Pam	53.48
		210-60-5511-338		Automation/Technology	16440	Inter-Quest	14.95
		210-60-5511-340		Audiovisual	19050	Micromarketing	279.45
		210-60-5511-341		Periodicals	20911	Our Wisconsin	19.98
		210-60-5511-341		Periodicals	21360	Petersons LLC	109.05
		210-60-5511-345		Miscellaneous	21665	Piggly Wiggly	31.46
		210-60-5511-345		Miscellaneous	22099	Postmaster	110.00
		210-60-5511-330		Office supplies	22402	Quill LLC	28.77
		210-60-5511-339		Books	24810	Taste of Home Books	35.98
		210-60-5511-339		Books	25484	Unique Management Services	62.65
		210-60-5511-335		Publications/promotions	29699	Wisconsin Media	48.00
						Total:	\$ 6,110.16
9/25/2020	Manual check # 1259			Copier maintenance		James Imaging Systems	340.99
City manual check		210-60-5511-331		Telecommunications		Charter Communications	164.97
City manual check		210-60-5511-332		Utilities - August		Waupun Utilities	1,369.81

Authorized signature: _____

October 2020 Librarians Report

A. Statistics

Through the end of September we have circulated 72,999 items, and curbside service has had 2,072 transactions.

B. Drive-up window project

We have received one quote from Hometown Glass, and still waiting to hear back from Portage Glass. We are hoping the exterior brick wall will not need to be cut, but we might not have a choice.

C. 2021 budget

The city budget draft is still in progress, and departments have been making more cuts in order to bring down expenses. One of the library's expenses, health insurance, is now lower so our total expenses and municipal revenue will be reduced by \$1894.

D. Governance Committee

With the resignation of the West Bend Library Director (moving to another state), who was Chair of the Monarch Library System Governance Committee, Vice-Chair Bret Jaeger will supervise the committee until a new Chair is elected.

E. Staffing

A Library Page was directed by the school district to stay home and quarantine after being exposed at school to a positive Covid-19 individual.

A library employee was directed by library management to quarantine and work from home after Covid-19 issues at her daycare.

New Page, Mason Kuhn, has been hired and will start soon. He is replacing Allison Indermuehle.

F. Fogger

DPW Director Jeff Daane dropped off a "fogger" machine to spray through the building on a regular basis in an effort to kill any viruses. The fogger machine looks like a short-barreled leaf blower. Two gallons of disinfectant were dropped off along with the machine.

G. Update from Pam

Curbside has been operating smoothly this month, with patrons and staff getting into a rhythm. Quarantining remains at 7 days at our library. DPI recently recommended an overnight or 24-hour quarantine, based on prior studies of the transmission of other viruses. A recent Australian study of the virus in lab settings

determined that the virus is living for longer than expected on surfaces, up to 28 days. Many libraries in our system have scaled back to the recommended overnight or 24-hour quarantine. We are concerned with some of the wording in the recommendation, including that overnight quarantine is “likely sufficient” and also the fact that they are basing these recommendations on the behavior of viruses other than COVID-19. I feel that some of these libraries are going toward these lower quarantine periods because of patron pressure for materials and/or space. My opinion is that these reasons are not valid arguments if safety is going to be compromised. We still do not know how many virus particles it takes to get someone sick, or if fomite transfer of this virus resulting in someone getting sick occurs in real life settings. We would like to see what information results from the REALM literature review, which is supposed to come out this month, and see what other studies are completed related to the COVID-19 virus on surfaces. We will also be watching out for any viable solutions that could effectively be put into practice that may kill the virus. Heat and UV light have been known to kill the virus, but factors including sufficient temperature and length of time have not yet been determined.

H. Inappropriate phone call received

Police were contacted regarding an inappropriate phone call received at the library on the evening of October 7 about 7:45 p.m. The caller ID number was given to police.

I. Wisconsin State Statute 43.58(1) review

43.58 Powers and duties.

- (1)** The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.

According to Claire Silvermann, Legal Counsel of the League of Wisconsin Municipalities, in an article published February 2018 in The Municipality, page 15, “The library board has exclusive control of the expenditure of all moneys appropriated by the governing body or donated to the library fund. This power of the library board to control funds has been interpreted by the attorney general to include the authority to contract for necessary goods and services for the public library.”

J. Collection agency annual report

Unique Management Services, our collection agency, sent out the annual report for our library, which is attached to this document. Our ROL (Return On Investment) for the past 12 months is \$9:1, which is excellent.

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



Monthly Recovery Statistics: Waupun Public Library

8/2019 Through 9/2020

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
September-20	\$0.00	\$60.00	\$0.00	\$60.00	\$60.00	\$62.65
August-20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
July-20	\$5.89	\$63.34	\$0.00	\$69.23	\$69.23	\$0.00
April-20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March-20	\$64.34	\$0.00	\$0.00	\$64.34	\$64.34	\$0.00
February-20	\$0.00	\$227.75	\$0.00	\$227.75	\$227.75	\$0.00
January-20	\$50.00	\$276.77	\$100.40	\$427.17	\$326.77	\$26.85
December-19	\$2.75	\$50.00	\$53.25	\$106.00	\$52.75	\$0.00
November-19	\$43.00	\$46.00	\$5.00	\$94.00	\$89.00	\$8.95
October-19	\$6.80	\$76.98	\$70.00	\$153.78	\$83.78	\$35.80
September-19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.90
August-19	\$225.06	\$25.00	\$6.30	\$256.36	\$250.06	\$8.95
Total	\$397.84	\$825.84	\$234.95	\$1,458.63	\$1,223.68	\$161.10
Average	\$33.15	\$68.82	\$19.58	\$121.55	\$101.97	\$13.43
						Total ROI: \$9:1

