



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, July 21, 2021 at 4:30 PM

The Waupun Public Library Board of Trustees will meet in person with a Zoom option at 4:30 pm on July 21, 2021, 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/86535523122>

2. By phone:

1-312-262-6799

Meeting ID: 865 3552 3122

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) June minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) June statistics

BUDGET SUMMARY

- [3.](#) Budget thru June

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) July bills

COMMITTEE REPORTS

5. Evaluation Committee

LIBRARIAN'S REPORT

- [6.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

7. Masks
8. Meeting rooms

CLOSED/OPEN SESSION

The Waupun Library Board will adjourn into closed session under Section 19.85 (1)(c) of the WI Statutes.

(a) Evaluation of Library Director.

The Waupun Library Board will reconvene in open session under Section 19.85(2) of the WI Statutes.

ACTION FROM CLOSED SESSION

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

9. Tentative next meeting: Wednesday, August 18, 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
Wednesday, June 16, 2021**

The first “Face to Face,” 2021 meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:36 pm on Wednesday, June 16, 2021. Also present were, Schultz, Gehl, Sullivan, Garcia, Jaeger, and Rohrer. Hintze was present per Zoom. William Langford was absent, but welcomed to the Library Board as the Mayoral Appointee representing the City.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the May 19, 2021 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics will continue to be affected by COVID.

- a. Circulated/downloaded/loaned: 45,061 items through the end of May.
- b. Curbside service: handled 1,518 transactions through the end of May.

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

ARTICLE V:

- a. Motion by Rohrer, supported by Schultz, to pay the June bills. Motion carried on 6-0 roll call.

ARTICLE VI: Committee Reports.

Evaluation Committee: The Library Director Evaluation Committee has developed a new evaluation form and has completed their portion of the form. Bret will complete his portion after which the committee will meet with Bret to discuss the evaluation and his 2022 Goals.

ARTICLE VII: Librarians’ Report.

- a. A delay continues at the manufacturer’s plant, so the delivery of the drive-thru window/drawer unit is not expected until late July.
- b. Summer Reading Program theme is “Tails and Tales.” Virtual events are scheduled for June 16, 23, 30, and July 7. Further details are available at the library or on the library’s Facebook page and website.
- c. Staffing: With recent resignations staffing changes are as follows:
 - Emma Sanders will become Library 4 Circulation Librarian.
 - Lisa Bille will take over the Library 3 Processing/ Repair position.
 - Bryce Greenfield and Winston Grimes were promoted from Library 1 Library Pages to Library 2 Desk Assistants.
- d. An adult craft series is being offered during June, July, and August. June’s craft is a teacup planter. The packet includes a blank teacup, paint, paintbrush, two plants and extra soil. This has become an extremely popular series.
- e. Donations: \$100 was received in memory of Doug Shireman.
 \$200 was received on behalf of Elizabeth Buchholz.

f. A discussion was held concerning the appropriate signage for the Library's public restrooms. No decisions were made at this time.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Budget Committee appointed: Sadie Schultz and Janet Gehl.
- b. Library Personnel Policy revision: No action was taken at this time.

ARTICLE X: Motion by Sullivan, supported by Gehl, to adjourn at 5:12 p.m. Motion carried.

***Next tentative meeting: Wednesday, July 21, 2021 at 4:30 p.m. The Board will meet face to face at the Library, with efforts being made to provide availability for those unable to attend in person.**

SANDRA ROHRER Secretary
SR/bkj

| Waupun Public Library Monthly Statistics | | | | | |
|--|----------------|----------------|-----------------|-----------------|--------------|
| CIRCULATION | Jun. 21 | Jun. 20 | YTD 2021 | YTD 2020 | YTD% |
| Juvenile Nonfiction | 740 | 140 | 2,968 | 1,948 | 52.4% |
| Juvenile Fiction | 2,870 | 839 | 10,239 | 7,120 | 43.8% |
| Juvenile Periodical | 28 | 0 | 56 | 47 | 19.1% |
| Juvenile Audiocassette | 0 | 0 | 0 | 0 | #DIV/0! |
| Juvenile MP3 audio | 3 | 0 | 7 | 3 | 133.3% |
| Juvenile DVD | 372 | 124 | 1,343 | 1,798 | -25.3% |
| Juvenile CD | 61 | 64 | 331 | 348 | -4.9% |
| Juvenile Video | 0 | 0 | 0 | 0 | #DIV/0! |
| Total Juvenile | 4,074 | 1,167 | 14,944 | 11,264 | 32.7% |
| | | | | | |
| Adult Nonfiction | 555 | 352 | 3,018 | 2,499 | 20.8% |
| Adult Fiction | 1,782 | 1,043 | 9,142 | 6,483 | 41.0% |
| Adult Periodical | 105 | 50 | 425 | 378 | 12.4% |
| Adult Audiocassette | 0 | 0 | 5 | 0 | #DIV/0! |
| Adult MP3 audio | 2 | 4 | 23 | 34 | -32.4% |
| Adult DVD | 1,340 | 548 | 8,372 | 8,227 | 1.8% |
| Adult CD | 259 | 169 | 1,714 | 1,578 | 8.6% |
| Videocassettes | 0 | 0 | 0 | 0 | #DIV/0! |
| Pamphlets/Vertical File | 0 | 0 | 2 | 1 | 100.0% |
| Equipment/die cuts | 0 | 0 | 0 | 0 | #DIV/0! |
| Misc.(kits, toys, no location...) | 0 | 0 | 0 | 0 | #DIV/0! |
| Total Adult | 4,043 | 2,166 | 22,701 | 19,200 | 18.2% |
| State Report Circulation | 8,117 | 3,333 | 37,645 | 30,464 | 23.6% |
| Downloads (OverDrive) | 955 | 904 | 5,986 | 5,037 | 18.8% |
| ILL-Items Sent | 2,191 | 3,312 | 12,589 | 8,668 | 45.2% |
| ILL Item Received | 38 | 0 | 142 | 180 | -21.1% |
| TOTAL CIRCULATION | 11,301 | 7,549 | 56,362 | 44,349 | 27.1% |
| | | | | | |
| <i>To Columbia Co. Rural</i> | 0 | 0 | 1 | 228 | -99.6% |
| <i>To Dodge Co. Rural</i> | 519 | 315 | 2,818 | 2,796 | 0.8% |
| <i>To FDL Co. Rural</i> | 1,634 | 730 | 8,254 | 6,793 | 21.5% |
| <i>To Green Lake Co. Rural</i> | 125 | 49 | 277 | 709 | -60.9% |
| Rural circ subtotals | | | 11,350 | 10,526 | 7.8% |
| USE | | | | | |
| In-library Count (visits) | 3,583 | 598 | 9,785 | 15,979 | -38.8% |
| Library Programs | 886 | 0 | 1,104 | 978 | 12.9% |
| Meeting Room Use | 0 | 0 | 0 | 775 | -100.0% |
| Computer Use | 224 | 8 | 611 | 1,673 | -63.5% |
| Wireless Use | 265 | 149 | 1,125 | 1,866 | -39.7% |
| Reference Questions | 456 | 254 | 2,073 | 1,297 | 59.8% |
| Monthly website hits | 1,576 | 17,609 | 8,978 | 30,594 | -70.7% |
| Curbside service | 26 | 598 | 1,544 | 977 | 58.0% |

| Waupun Public Library | | | | | | | | | |
|----------------------------|--|-----------------------------|-----------------------------|-------------------------|-------------------------------|----------------|-------------|--|------------------------|
| Budget Report | | | | | | | | | |
| Account Number | Account Title | 12/31/2021 Annual Budget | 6/30/2021 Current Month | 6/30/2021 YTD Actual | 6/30/2020 Prior Yr YTD Act | Budget Balance | % of Budget | Budget Notes | |
| Library Fund | | | | | | | | | |
| Revenues | | | | | | | | | |
| 210-41-4111-0-00 | GENERAL PROPERTY TAXES | 516,792 | - | 382,067 | 371,356 | 134,726 | 74% | | |
| 210-43-4367-0-00 | COUNTY APPROPRIATION | 201,800 | - | 223,137 | 193,401 | (21,337) | 111% | Dodge, Columbia, Winnefox (Green Lake, FdL) | |
| 210-46-4671-0-00 | FEES-LIBRARY | 1,200 | 110 | 403 | 1,117 | 797 | 34% | fine free, lost or damaged items only | |
| 210-48-4811-0-00 | INTEREST REVENUE | 2,500 | - | 116 | 1,364 | 2,384 | 5% | | |
| 210-48-4816-0-00 | DIVIDEND REVENUE | 1,800 | - | 660 | 1,276 | 1,140 | 37% | | |
| 210-48-4861-0-00 | GRANTS AND DONATIONS | 6,000 | 100 | 6,019 | 8,761 | (19) | 100% | \$5k hicks foundation | |
| 210-49-4920-0-00 | OPERATING TRANSFERS IN | - | - | - | - | - | | | |
| 210-49-4975-0-00 | UNREALIZED GAIN ON INVESTMENTS | - | - | - | - | - | 0% | | |
| Total Revenues | | 730,092 | 210 | 612,402 | 577,275 | 117,690 | 84% | | |
| Expenditures | | | | | | | | | |
| 210-60-5511-1-10 | LIBRARY-SALARIES/WAGES | 394,072 | 29,973 | 170,229 | 161,094 | 223,843 | 43% | | |
| 210-60-5511-1-11 | LIBRARY-OVERTIME | - | - | - | - | - | | | |
| 210-60-5511-2-20 | LIBRARY-HEALTH INSURANCE | 54,576 | 3,965 | 27,289 | 33,996 | 27,287 | 50% | | |
| 210-60-5511-2-21 | LIBRARY-LIFE INSURANCE | 791 | 79 | 414 | 366 | 377 | 52% | | |
| 210-60-5511-2-22 | LIBRARY-RETIREMENT | 19,992 | 1,504 | 8,993 | 9,513 | 10,999 | 45% | | |
| 210-60-5511-2-23 | LIBRARY-SOCIAL SECURITY | 30,147 | 2,224 | 13,022 | 13,083 | 17,124 | 43% | | |
| 210-60-5511-2-24 | LIBRARY-SICK LEAVE PO | 3,000 | - | - | - | 3,000 | 0% | | |
| 210-60-5511-2-29 | LIBRARY-INCOME CONTINUATION | 1,500 | 111 | 665 | 665 | 835 | 44% | | |
| 210-60-5511-3-30 | LIBRARY-OFFICE SUPPLIES | 21,000 | 955 | 2,921 | 2,579 | 18,079 | 14% | | |
| 210-60-5511-3-31 | LIBRARY-TELECOMMUNICATIONS | 4,000 | 247 | 982 | 1,334 | 3,018 | 25% | | |
| 210-60-5511-3-32 | LIBRARY-UTILITIES | 24,263 | 1,615 | 10,375 | 10,150 | 13,888 | 43% | | |
| 210-60-5511-3-33 | LIBRARY-POSTAGE | 1,600 | 110 | 773 | 659 | 827 | 48% | | |
| 210-60-5511-3-34 | LIBRARY-MEMBERSHIP FEES | 2,500 | 295 | 477 | 417 | 2,023 | 19% | | |
| 210-60-5511-3-35 | LIBRARY-PUBLICATIONS/PROMOTION | 7,000 | 530 | 900 | 1,368 | 6,100 | 13% | | |
| 210-60-5511-3-36 | LIBRARY-REPAIRS/MAINTENANCE | 6,000 | - | 985 | 3,580 | 5,015 | 16% | new for 2021-potential security maint contract | |
| 210-60-5511-3-37 | LIBRARY-TRAVEL/CONFERENCE | 3,000 | - | 53 | 426 | 2,947 | 2% | | |
| 210-60-5511-3-38 | LIBRARY-AUTOMATION/TECHNOLOGY | 33,000 | 1,291 | 21,311 | 26,692 | 11,689 | 65% | | |
| 210-60-5511-3-39 | LIBRARY-BOOKS | 60,652 | 3,156 | 28,111 | 16,033 | 32,541 | 46% | | |
| 210-60-5511-3-40 | LIBRARY-AUDIOVISUAL | 20,000 | 802 | 5,978 | 3,836 | 14,022 | 30% | | |
| 210-60-5511-3-41 | LIBRARY-PERIODICALS | 9,000 | - | 4,552 | 4,865 | 4,448 | 51% | | |
| 210-60-5511-3-42 | LIBRARY-DATABASES | 14,000 | - | 5,951 | 5,755 | 8,049 | 43% | | |
| 210-60-5511-3-43 | LIBRARY-FURNISHINGS REPLACEMENT | 10,000 | - | - | 6,435 | 10,000 | 0% | | Summer reading program |
| 210-60-5511-3-44 | LIBRARY-PROGRAMMING | 7,500 | 877 | 5,755 | 1,539 | 1,745 | 77% | | |
| 210-60-5511-3-45 | LIBRARY-MISCELLANEOUS | 2,500 | 19 | 237 | 561 | 2,263 | 9% | | |
| 210-60-5511-8-00 | LIBRARY-CAPITAL OUTLAY | - | - | - | - | - | | | |
| 210-60-5504-3-38 | LIBRARY-TRUST OPERATING EXPENSES | - | - | - | - | - | | | |
| 210-60-5504-8-00 | LIBRARY-TRUST CAPITAL EXPENSES | - | - | - | - | - | | | |
| 210-80-5960-3-38 | OPERATING TRANSFER OUT-CAPITAL | - | - | 38,000 | - | (38,000) | | | |
| Total Expenditures | | 730,092 | 47,752 | 347,975 | 311,258 | 382,117 | 48% | | |
| | | - | (47,543) | 264,427 | 266,018 | (264,427) | | | |
| Library Fund Cash Balances | | | | | | | | | |
| 210-10001 | CASH-LIBRARY | | | | | | | | |
| 210-11612 | LIBRARY SYSTEMS ACCOUNT | | Wells Fargo General Cfg Act | | | 33,161.84 | | | |
| 210-11614 | LIBRARY TRUST ACCOUNT | | LGIP Act 1 | | | 538,644.84 | | | |
| | LIBRARY TRUST ACCOUNT | | LGIP Act 2 | | | 60,008.28 | | | |
| | Library Trust Funds within Wells Fargo General Cfg Act | | | | | 31,002.82 | | | |
| 210-11615 | RUTH E. BAYLEY ACCOUNT | | | | | 89,274.90 | | | |
| Total Library Fund Cash | | | | | | 752,092.68 | | | |

Preliminary budget will not hoesum updated cash balances until all journal entries are recorded. Final month end budget will have updated cash balances.

Waupun Public Library - July 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 | | Box cutter, paper, misc | 47 | Amazon | 83.58 |
| | | 210-60-5511-335 | Publications/Promotions | | Sticker rolls | 47 | Amazon | 20.49 |
| | | 210-60-5511-339 | Books | | Books | 47 | Amazon | 1,491.59 |
| | | 210-60-5511-340 | Audiovisual | | DVDs, CDs | 47 | Amazon | 271.18 |
| | | 210-60-5511-344 | Programming | | SRP for kids, adult crafts | 47 | Amazon | 81.59 |
| | | 210-60-5511-332 | Utilities | | Natural gas | 1174 | Alliant Energy | 59.42 |
| | | 210-60-5511-334 | Membership fees | | Yearly membership/Pam | 1211 | American Library Association | 225.00 |
| | | 210-60-5511-339 | Books | | Books | 4000 | Baker & Taylor | 5,090.04 |
| | | 210-60-5511-330 | Office supplies | | Toner | 8025 | CDW Government | 119.03 |
| | | 210-60-5511-339 | Books | | Large Print Books | 8900 | Center Point Large Print | 28.42 |
| | | 210-60-5511-330 | Office supplies | | Processing supplies | 11070 | Demco | 1,919.81 |
| | | 210-60-5511-338 | Automation/technology | | TEACH data line | 11148 | Dept. of Administration | 600.00 |
| | | 210-60-5511-340 | Audiovisual | | Playaway audiobooks | 12875 | Findaway World LLC | 707.62 |
| | | 210-60-5511-339 | Books | | Books | 14102 | Gale | 1,040.15 |
| | | 210-60-5511-342 | Databases | | Test prep, legal forms | 14102 | Gale | 2,373.41 |
| | | 210-60-5511-336 | Repairs/maintenance | | Phone system adjustment | 16391 | Intellicom of WI, Inc. | 250.00 |
| | | 210-60-5511-338 | Automation/technology | | Wireless system | 16440 | Inter-Quest | 14.95 |
| | | 210-60-5511-338 | Automation/technology | | Security camera server work | 17281 | Lappen Security Products | 145.00 |
| | | 210-60-5511-344 | Programming | | Craft supplies | 12700 | Martens Ace Hardware | 87.73 |
| | | 210-60-5511-340 | Audiovisual | | Audiobooks | 19050 | MicroMarketing | 144.97 |
| | | 210-60-5511-342 | Databases | | Niche Academy database | 20468 | Niche Academy | 1,600.00 |
| | | 210-60-5511-344 | Programming | | Craft supplies | 20798 | Oriental Trading Co. | 249.31 |
| | | 210-60-5511-345 | Miscellaneous | | Break Room supplies | 21665 | Piggly Wiggly | 79.97 |
| | | 210-60-5511-333 | Postage | | Stamps | 22099 | Postmaster | 165.00 |
| | | 210-60-5511-330 | Office supplies | | Paper, markers, misc supplies | 22402 | Quill Corp | 824.89 |
| | | 210-60-5511-330 | Office supplies | | Letterhead paper, misc | 25143 | Total Business Products | 171.82 |
| | | 210-60-5511-339 | Books | | Collection agency fees | 25484 | Unique Mgt. Services | 26.85 |
| | | 210-60-5511-335 | Publications/promo | | Hiring notice published | 29699 | Wisconsin Media | 108.00 |
| | | | | | | | | |
| | | | | | | | Total: | \$ 17,979.82 |
| | | | | | | | | |
| 6/28/2021 | Manual check # 1004 | | | | Copier contract | | James Imaging Systems | 526.66 |
| | | | | | | | | |
| Auto Pay | | 210-60-5511-331 | Telecommunications | | Monthly Spectrum invoice | | Wells Fargo (auto-pay) Bret | 174.97 |
| Auto Pay | | 210-60-5511-338 | Automation/technology | | Zoom license | | Wells Fargo (auto-pay) Pam | 119.00 |
| City manual check | | 210-60-5511-332 | Utilities | | Electric/water/sewer | | Waupun Utilities | 2,148.47 |
| City check #102250 | | Various | Various | | Books, AV, program supplies, etc | | Amazon | 1,645.45 |
| | | | | | | | | |
| | | | | | | | | |

Authorized signature: _____

July 2021 Librarians Report

A. Statistics

Through the end of June, we have circulated/downloaded/loaned 56,362 items, with curbside service handling 1,544 transactions.

B. Grant received

A grant of \$5000 was received from the Nelson G. and Vera C. Hicks Charitable Foundation. As in past years of receiving this grant, these funds are used for our annual Summer Reading Program as well as enhancing the youth area of our library. Normally these funds are sent out near the end of the year so we were a bit surprised to receive it this early.

C. Summer Reading Program

The virtual programs have been very successful, with 886 viewing the programs online. The last program, which was scheduled as an outdoor program at a park, has been postponed due to the weather forecast. August 5 is the new date for this program.

D. Drive-thru Window Project update

Still waiting to hear when the window/drawer unit arrives from manufacturer.

E. Adult summer craft series

The adult summer craft series has been successful, with ample interest. The supply of 33 crafts was gone within the first week for July. At the writing of this, a second batch of supplies is ordered for the remaining 2 weeks of July.

F. New Pages

Brooke Vander Galien and Zander Disbrow have been hired as Pages to replace Bryce Greenfield and Winston Grimes, who have been promoted to night staff. Training has been taking place the last few weeks.

G. Monarch Library System Director search

Two candidates for the Monarch System Director position have been interviewed, and the process is moving along. Hopefully we'll have a System Director soon.

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