



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD**  
**Waupun Public Library – 123 S. Forest Street,**  
**Waupun WI**  
**Wednesday, May 19, 2021 at 4:30 PM**

The Waupun Public Library Board of Trustees will meet virtually at 4:30 pm on May 19, 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/85930947029>

**2. By phone:**

1-312-626-6799

Meeting ID: 859 3094 7029

**CALL TO ORDER**

Recognize Dr. Bev Martens and Sandy Rohrer for being re-appointed by the mayor to the Library Board.

**MINUTES FROM PREVIOUS MEETINGS**

- [1.](#) April minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

*No Public Participation after this point.*

**MONTHLY STATISTICS**

- [2.](#) April statistics

**BUDGET SUMMARY**

- [3.](#) 2021 Budget thru April

**CONSIDERATION OF BILLS FOR PAYMENT**

- [4.](#) May bills

**COMMITTEE REPORTS**

5. Evaluation Committee

**LIBRARIAN'S REPORT**

- [6.](#) Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

7. Nominations and election of President of Library Board
8. Nominations and election of Vice-President of Library Board
9. Nominations and election of Secretary/Treasurer of Library Board
10. Day of Month and Time of Library Board meetings
11. Request to fill Circulation Librarian opening
- [12.](#) 2020 Library Budget Surplus Proposal from Finance Director
13. Collection Agency Threshold Recommendation
14. Modified hours of operation for Friday and Saturday
15. Mask requirements for staff

**FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD**

16. Tentative next meeting: Wednesday, June 16, 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 April 21, 2021**

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:32 p.m. on Wednesday, April 21, 2021. Also present were Schultz, Hintze, Gehl, Sullivan, Westphal (due to job responsibilities arrived shortly before the meeting ended), Garcia, Jaeger, and Rohrer, via Zoom.

\*Following this meeting, Council representative, Jason Westphal will be leaving the Board to accept responsibilities on other city committees. The Board thanked him for his time and his commitment to support the library and to keep the Board connected to the City. Getting his point of view as a member of the City Council was vital to continued good relationships with the City. Thank you, Jason!

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the March 17, 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: 26,679 items through the end of March.
- b. Curbside service: handled 1,470 transactions through the end of March.

ARTICLE IV: The Budget was discussed. No concerns noted.

ARTICLE V:

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

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. Drive-up window project: The company is in the process of manufacturing the window/drawer. It will be several weeks before it is delivered.
- b. Summer Reading Program and Performers: Performers will be virtual, while looking for other options to provide safe programming. The intent of the summer reading program remains the same: to keep kids reading throughout the summer so they don't fall behind when school starts. We will have the usual Reading Logs so kids can keep track of books they read during the program, with incentive prizes for the different levels of reading reached during the program.
- c. For several years, Bret has been wondering about changing Friday and Saturday hours. With a change, total hours would stay the same; one hour would be subtracted from

Friday and added to Saturday. Both days would then be open from 9 am-4:30 pm. This will be addressed in the future.

d. **Virtual Programming:**

- \*1. April 20 at 6:30 p.m.: Waupun Historical Society, “Say Cheese.” A brief local history of farming and a recreation of a century-old cheese recipe. (Attended by 7 people.)
- \*2. May 6 at 6:30 p.m.: Eleanor Brinsko of Carlon Genealogical Services. “Get started on Your Genealogy.” An introductory program about genealogy.
- \*3. June, July, and August: a “Summer Craft Series” for adults. More details on the series and the fall programming to come.

e. Replacing automatic door touch pads with motion sensors is being considered. Due to forceful daily use, the contacts bend inside and the doors will not close. DPW is called for repairs and have needed to call in a company to repair one of the pads. Due to the complexity of installing contactless sensors, further investigation will be required to determine if the library could go that route.

f. Raising the dollar threshold of using the library collection agency is being considered.

g. Bret will be giving a library tour to two new aldermen. He will include a packet entitled “Library Board Powers and Duties,” which will help them understand laws affecting libraries.

h. The library has received a memorial gift in memory of Alene Hull with a request for the purchase of a specific book.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Motion by Sullivan, supported by Rohrer, to accept the job description revisions as presented, to be effective May 2, 2021. They include Audiovisual and Promotions, Library 3 (full-time); Processing and Repair, Library 3 (part-time), and Interlibrary Loan, Library 3 (part-time), with the Library Director to adjust wages on the grid. Motion carried on 6-0 roll call.

ARTICLE IX: Motion by Rohrer, supported by Sullivan, to adjourn at 5:21 p.m. Motion carried.

Next tentative meeting: **Wednesday, May 19, 2021 at 4:30 p.m.via Zoom**

SANDRA ROHRER Secretary  
SR/bkj

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Apr. 21</b>	<b>Apr. 20</b>	<b>YTD 2021</b>	<b>YTD 2020</b>	<b>YTD%</b>
Juvenile Nonfiction	379	24	1,899	1,767	7.5%
Juvenile Fiction	1,465	94	5,503	6,035	-8.8%
Juvenile Periodical	0	0	18	47	-61.7%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	1	0	4	3	33.3%
Juvenile DVD	203	12	712	1,641	-56.6%
Juvenile CD	65	2	222	276	-19.6%
Juvenile Video	0	0	0	0	#DIV/0!
<b>Total Juvenile</b>	<b>2,113</b>	<b>132</b>	<b>8,358</b>	<b>9,769</b>	<b>-14.4%</b>
Adult Nonfiction	550	31	2,040	2,044	-0.2%
Adult Fiction	1,643	95	5,845	4,916	18.9%
Adult Periodical	87	0	251	318	-21.1%
Adult Audiocassette	1	0	4	0	#DIV/0!
Adult MP3 audio	0	0	20	28	-28.6%
Adult DVD	1,595	174	5,572	7,397	-24.7%
Adult CD	295	17	1,129	1,334	-15.4%
Videocassettes	0	0	0	0	#DIV/0!
Pamphlets/Vertical File	0	0	2	0	#DIV/0!
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc.(kits, toys, no location...)	0	0	0	0	#DIV/0!
<b>Total Adult</b>	<b>4,171</b>	<b>317</b>	<b>14,863</b>	<b>16,037</b>	<b>-7.3%</b>
<b>State Report Circulation</b>	<b>6,284</b>	<b>449</b>	<b>23,221</b>	<b>25,806</b>	<b>-10.0%</b>
<b>Downloads (OverDrive)</b>	<b>946</b>	<b>955</b>	<b>4,078</b>	<b>3,215</b>	<b>26.8%</b>
ILL-Items Sent	2,029	95	8,572	4,920	74.2%
ILL Item Received	20	0	87	180	-51.7%
<b>TOTAL CIRCULATION</b>	<b>9,279</b>	<b>1,499</b>	<b>35,958</b>	<b>34,121</b>	<b>5.4%</b>
<i>To Columbia Co. Rural</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>227</i>	<i>-100.0%</i>
<i>To Dodge Co. Rural</i>	<i>426</i>	<i>33</i>	<i>1,792</i>	<i>2,395</i>	<i>-25.2%</i>
<i>To FDL Co. Rural</i>	<i>1,428</i>	<i>68</i>	<i>5,074</i>	<i>5,792</i>	<i>-12.4%</i>
<i>To Green Lake Co. Rural</i>	<i>44</i>	<i>13</i>	<i>105</i>	<i>652</i>	<i>-83.9%</i>
Rural circ subtotals			6,971	9,066	-23.1%
<b>USE</b>					
<b>In-library Count (visits)</b>	<b>1,973</b>	<b>0</b>	<b>4,106</b>	<b>14,726</b>	<b>-72.1%</b>
Library Programs	14	0	79	978	-91.9%
Meeting Room Use	0	0	0	775	-100.0%
Computer Use	158	0	254	1,665	-84.7%
Wireless Use	195	108	625	1,585	-60.6%
Reference Questions	95	104	1,458	643	126.7%
Monthly website hits	1,508	3,249	5,985	11,697	-48.8%
Curbside service	31		1,501		#DIV/0!



Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2021 Annual Budget	4/30/2021 Current Month	4/30/2021 YTD Actual	4/30/2020 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, Winnetox (Green Lake, FdI)	
210-46-4671-0-00	FEES-LIBRARY	1,200	44	230	945	970	19%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	2,500	-	69	1,227	2,431	3%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	660	659	1,140	37%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,000	13	5,715	8,761	285	95%	\$5k hicks foundation	
210-49-4920-0-00	OPERATING TRANSFEES IN	-	-	-	-	-	0%		
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	84%		
Total Revenues		730,092	57	611,878	576,350	118,214			
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	394,072	28,786	110,648	107,029	283,423	28%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-	35%		
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	54,576	3,965	19,359	27,524	35,217	34%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	67	268	239	523	30%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,992	1,498	5,980	6,572	14,012	29%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	30,147	2,133	8,602	9,105	21,544	0%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,000	-	-	-	3,000	30%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	111	443	443	1,057	7%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	410	1,434	2,379	19,566	12%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	224	486	870	3,514	30%		
210-60-5511-3-32	LIBRARY-UTILITIES	24,263	1,843	7,203	7,208	17,060	28%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	278	443	604	1,157	7%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	182	417	2,318	0%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	-	-	868	7,000	16%	new for 2021-potential security maint contract	
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	985	3,580	5,015	2%		
210-60-5511-3-37	LIBRARY-TRAVE/CONFERENCE	3,000	53	53	426	2,947	58%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	1,007	19,014	25,707	13,986	31%		
210-60-5511-3-39	LIBRARY-BOOKS	60,652	7,689	18,559	12,935	42,093	21%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	20,000	951	4,147	2,564	15,853	48%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	-	4,344	4,403	4,656	27%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	-	3,712	1,417	10,288	0%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	-	6,435	10,000	49%	Summer reading program	
210-60-5511-3-44	LIBRARY-PROGRAMMING	7,500	1,949	3,672	1,539	3,828	8%		
210-60-5511-3-45	LIBRARY-MISCELANEOUS	2,500	112	205	350	2,295			
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	-	5,854	-			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-	-			
Total Expenditures		730,092	51,075	209,739	228,468	520,353	29%		
			(51,019)	402,139	347,882	(402,139)			
Library Fund Cash Balances									
210-10001	CASH-LIBRARY			171,336.78					
210-11612	LIBRARY SYSTEMS ACCOUNT		LGIP Act 1	538,602.10					
210-11614	LIBRARY TRUST ACCOUNT		LGIP Act 2	60,003.51					
	Library Trust Funds within Wells Fargo General Ckg Act			30,690.92					
210-11615	RUTH E. BAYLEY ACCOUNT			89,274.90					
Total Library Fund Cash				889,908.21					

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

Waupun Public Library - May 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>
		210-60-5511-335	Promotions		Books for Babies promotion	47	Amazon	\$ 370.25
		210-60-5511-339	Books		Books	47	Amazon	683.18
		210-60-5511-340	Audiovisual		AV materials	47	Amazon	676.09
		210-60-5511-344	Programming		Youth program supplies	47	Amazon	631.74
		210-60-5511-332	Utilities		Natural gas	1174	Alliant Energy	183.57
		210-60-5511-339	Books		Books	4000	Baker & Taylor	4,332.63
		210-60-5511-344	Programming		Genealogy program	7066	Carlson Genealogical Services	150.00
		210-60-5511-339	Books		Books	7090	Cavendish Square	195.54
		210-60-5511-338	Automation/technology		Printers	8025	CDW Government	991.24
		210-60-5511-339	Books		Large Print Books	8900	Center Point Large Print	51.75
		210-60-5511-330	Office supplies		Jacket covers, tape, misc.	11070	Demco	109.56
		210-60-5511-339	Books		Books	14102	Gale	700.74
		210-60-5511-339	Books		Books	14825	Grey House Publishing	432.50
		210-60-5511-342	Databases		Reference Solutions database	16130	InfoUSA Marketing	2,040.00
		210-60-5511-338	Automation/technology		Wireless system	16440	Inter-Quest	14.95
		210-60-5511-340	Audiovisual		Audiobooks	19050	MicroMarketing	352.45
		210-60-5511-330	Office supplies	190	Disinfecting wipes & masks	300156	Monarch Library System	133.14
		210-60-5511-341	Periodicals		NYT Book Review subscription	20458	New York Times	208.00
		210-60-5511-345	Miscellaneous		Break Room supplies	21665	Piggly Wiggly	13.56
		210-60-5511-333	Postage		Stamps	22099	Postmaster	220.00
		210-60-5511-330	Office supplies		Sign holders, folders, misc	22402	Quill Corp	289.87
		210-60-5511-342	Databases		Ancestry database	27935	Wells Fargo	199.00
							Total:	\$ 10,618.50
City manual check		210-60-5511-331	Telecommunications		Monthly Spectrum invoice		Wells Fargo (auto-pay)	180.47
City manual check		210-60-5511-332	Utilities		Electric/water/sewer		Waupun Utilities	1,372.48

Authorized signature: \_\_\_\_\_

## **May 2021 Librarians Report**

### **A. Statistics**

Through the end of April we have circulated/downloaded/loaned 35,958 items, with curbside service handling 1,501 transactions.

### **B. Reviewing hours of operation**

For several years we have considered slightly adjusting the Friday and Saturday hours. Total hours open for the week would be the same, but we would subtract one hour from Friday and add it to Saturday. At this time, we are tracking foot traffic for the last hour of Friday. If we move forward with these new hours, Friday and Saturday would have identical hours open to the public: 9 am – 4:30 pm. Currently, Fridays are 9 am – 5:30 pm, and Saturdays 10 am – 4:30 pm.

### **C. Summer Reading Program**

The theme for this year's Summer Reading Program is "Tails and Tales." Virtual events are scheduled for May 19, June 16, 23, 30, and July 7. Further details will be available at the library, or on the library's Facebook page.

### **D. Drive-thru Window Project**

We haven't heard of any issues that would keep the project from starting June 7<sup>th</sup> at this time.

### **E. Staffing**

We have received notice that one of our Desk Assistants is leaving so we have promoted a Library Page (who will graduate from high school this year) to fill that position. Applications are currently being received for the Library Page opening that will be available in June.

We have also received the resignation of our Circulation Librarian and will be looking at promoting from within for that position contingent upon Library Board approval to fill.

### **G. Senior Center Spotlight**

Rachel from the Waupun Senior Center has been spotlighting a city department every month, and she has invited us to be the spotlight for May. On May 25 at 11:30, Bret, Pam and Tami will be presenting a brief program at the Waupun Senior Center. This will be recorded and we will post it to our YouTube page.



## **H. Adult Programming**

On May 6, Eleanor Brinsko of Carlon Genealogical Services, presented a program titled “Get Started on your Genealogy”. There were 8 people in attendance. We recorded the program and Eleanor has allowed us to keep the video up on our YouTube page (link accessible through our website) for a month. A handout related to the program is available on our website as well.

Upcoming programs for 2021 will include a take and make craft series for adults during June, July and August; a painting program in September; Chad Lewis, paranormal researcher, in October; and Beth Amos, author, in November. December’s program is in the process of being planned, with ideas for 2022 being developed. All of these plan to be virtual at this time, unless social distancing recommendations change.

## **I. 2021 Dewey Awards**

The 2021 Dewey Awards for staff are back on track and will be awarded at the staff meeting May21st.

Any questions, please contact Bret or Pam at 324-7925, or [bret@monarchlibraries.org](mailto:bret@monarchlibraries.org) and [pgarcia@monarchlibraries.org](mailto:pgarcia@monarchlibraries.org).

## 2020 Library Budget Surplus

- WHAT HAPPENED
  - The Library ended 2020 with a budget surplus of approximately \$81,000. (Revenues exceeded expenses by this amount.)
  - The budget surplus was mainly due to reduced spending and reduced staffing as a result of COVID.
- PROPOSAL FOR LIBRARY BOARD CONSIDERATION
  - Reserve \$29,000 of the surplus for drive-up window installation costs, as this expense was not included in the 2021 budget.
  - Reserve an additional \$14,000 of the surplus for Accounts Payable and Accrued Payroll costs. These were 2020 expenses but were not paid for until 2021.
  - Transfer the remaining \$38,000 (\$81K - \$29K - \$14K = \$38K) to the City's Capital Improvement Fund. This process is in line with how the 2020 budget surpluses were handled for other City departments.

Thank you!  
Michelle Kast  
Finance Director  
[City of Waupun](#)  
(920) 324-7850