



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, June 17, 2019 at 4:30 PM

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) Draft May minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

MONTHLY STATISTICS

- [2.](#) May statistics

BUDGET SUMMARY

- [3.](#) 2019 budget thru end of May

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) June 2019 Bills

COMMITTEE REPORTS

5. Evaluation Committee

LIBRARIAN'S REPORT

- [6.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

7. Closed session contemplated to consider, deliberate or confer matters under Section 19.85(1)(c) of the Wisconsin Statutes.
 - a. Evaluation of Library Director
8. Open session, the Library Board will reconvene in open session under Section 19.85(2) of the Wisconsin Statutes.
 - b. Any action from closed session
9.
 - c. Appoint Budget Committee

No Public Participation after this point.

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

10. Tentative next meeting: Monday, July 22, 2019, 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.

**Draft Minutes of the Waupun Public Library Board Meeting
May 20, 2019**

The monthly meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:37 p.m. on Monday, May 20, 2019. Also present were Martens, Jaeger, and Rohrer.

Two new members were welcomed: Jason Westphal, who will be representing the City, and Sadie Schultz, who will be replacing Steve Procise, who has retired from the Board. Sullivan and Hintze were absent.

ARTICLE I: Motion by Martens, supported by Rohrer, to accept the minutes of the April 22, 2019 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

1. Circulation/downloads through end of April, 2019 was 48,542 items.
2. Library visits through the end of April 2019 was 22,065 people.
3. Rural circulation through the end of April 2019 was 13,281 items

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

ARTICLE V: Motion by Martens, supported by Schultz, to pay the bills. Motion carried 5-0 on roll call.

ARTICLE VI: Committee Reports.

- a. Evaluation Committee: Sullivan and Rohrer have met twice and have met with Jaeger once. They will be completing the evaluation and bringing it to the Board for approval at the June meeting.

ARTICLE VII: Librarian's Report.

a. Future Programs:

1. May 16 – Lego Movie 2, 1 p.m. 1 & 6 p.m.
2. May 21 – Vegetable Gardening, 6 p.m.
3. June 5 – Tech Days, 1 – 3 p.m. & 5 – 7 p.m.
4. June 12 – Mark Hayward, Yo-Yoer, 1 p.m.
5. June 13 – Game Night 4 – 8 p.m.
6. June 19 – Tom Pease, Musician, 10 a.m.

7. June 20 – Movie, title TBD, at 1 p.m. and 6 p.m.

8. June 25 – Bubble Wonders, 10 a.m. and 1 p.m.

9. June 27 – Art of Right sizing your Life, 6 p.m.

b. Due to the Director of the Monarch Library System still on medical leave, Jennifer Chamberlain has been hired as interim director on a 12-month contract.

c. The Summer Reading Program begins. Color brochures have not been printed yet, but hopefully will be soon. Tami and Pam have been meeting with school children in the area to talk about the program and encourage them to sign up.

d. The display cases for artifacts from the James C. Laird Museum have been ordered.

ARTICLE VII. No Old Business.

ARTICLE IX: New Business.

a. Election of Officers.

President

Motion by Rohrer, supported by Martens, to nominate Waskow for President. Motion carried.

Motion by Westphal, supported by Rohrer, to close the nominations. Motion carried.

All in favor Waskow for President: motion carried unanimously.

Vice President

Motion by Rohrer, supported by Waskow, to nominate Martens for Vice President. Motion carried.

Motion by Westphal, supported by Schultz, to close the nomination and cast a unanimous vote for Martens as Vice President. Motion carried unanimously.

Secretary/Treasurer

Motion by Martens, supported by Schultz, to nominate Rohrer as Secretary/Treasurer. Motion carried.

Motion by Westphal, supported by Schultz, to close the nomination and cast a unanimous vote for Rohrer as Secretary/Treasurer. Motion carried unanimously.

ARTICLE X: Motion by Martens, supported by Rohrer, to adjourn at 5:10 p.m. Motion carried.

Next tentative meeting: June 17, 2019, at 4:30 p.m.

SANDRA ROHRER Secretary

SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	May. 19	May. 18	YTD 2019	YTD 2018	YTD%
Juvenile Nonfiction	447	363	2,850	2,790	2.2%
Juvenile Fiction	2,178	2,275	11,669	11,470	1.7%
Juvenile Periodical	21	5	124	92	34.8%
Juvenile Audiocassette	0	0	0	1	-100.0%
Juvenile MP3 audio	1	1	9	12	-25.0%
Juvenile DVD	663	664	3,496	3,399	2.9%
Juvenile CD	84	66	394	472	-16.5%
Juvenile Video	0	0	0	1	-100.0%
Total Juvenile	3,394	3,374	18,542	18,237	1.7%
Adult Nonfiction	622	610	3,251	3,254	-0.1%
Adult Fiction	1,880	1,839	9,443	8,811	7.2%
Adult Periodical	86	153	637	726	-12.3%
Adult Audiocassette	0	3	2	4	-50.0%
Adult MP3 audio	9	17	51	116	-56.0%
Adult DVD	2,538	2,726	13,278	14,223	-6.6%
Adult CD	473	593	2,454	3,252	-24.5%
Videocassettes	0	0	2	1	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...)	2	1	2	8	-75.0%
Total Adult	5,610	5,942	29,120	30,395	-4.2%
State Report Circulation	9,004	9,316	47,662	48,632	-2.0%
Downloads (OverDrive)	626	553	3,315	2,875	15.3%
ILL-Items Sent	1,661	1,936	8,649	9,612	-10.0%
ILL Item Received	80	51	287	362	-20.7%
TOTAL CIRCULATION	11,371	11,856	59,913	61,481	-2.6%
<i>To Columbia Co. Rural</i>	<i>68</i>	<i>43</i>	<i>187</i>	<i>109</i>	<i>71.6%</i>
<i>To Dodge Co. Rural</i>	<i>765</i>	<i>771</i>	<i>4,010</i>	<i>4,257</i>	<i>-5.8%</i>
<i>To FDL Co. Rural</i>	<i>1,993</i>	<i>1,799</i>	<i>11,415</i>	<i>10,782</i>	<i>5.9%</i>
<i>To Green Lake Co. Rural</i>	<i>99</i>	<i>256</i>	<i>594</i>	<i>631</i>	<i>-5.9%</i>
Rural circ subtotals			16,206	15,779	2.7%
USE					
In-library Count (visits)	7,154	6,554	29,219	29,435	-0.7%
Library Programs	690	576	1,881	1,840	2.2%
Meeting Room Use	828	319	1,680	1,807	-7.0%
Computer Use	735	910	3,173	4,044	-21.5%
Wireless Use	584	486	2,366	2,578	-8.2%
Reference Questions	553	168	2,265	1,504	50.6%
Monthly website hits	2,283	3,504	14,596	17,206	-15.2%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2019 Annual Budget	5/31/2019 Current Month	5/31/2019 YTD Actual	5/31/2018 Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
Library Fund									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	541,000	-	387,694	-	153,306	72%		
210-43-4367-0-00	COUNTY APPROPRIATION	166,000	-	168,852	-	(2,852)	102%		
210-46-4671-0-00	FEES-LIBRARY	4,000	480	2,294	-	1,706	57%		
210-48-4811-0-00	INTEREST REVENUE	7,000	798	2,867	-	4,133	41%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	-	-	1,800	0%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	-	1,465	-	4,571	24%		
210-49-4920-0-00	OPERATING TRANSFERS IN	448,605	-	382,830	-	65,775	85%	Transfers from Fund 200-Systems, Trust,	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%	Ruth E. Bayley	
Total Revenues		1,174,441	1,278	946,002	-	228,439	81%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	373,231	27,531	130,927	129,681	242,304	35%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	71,210	5,929	29,644	31,651	41,566	42%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	775	59	294	212	481	38%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,216	1,409	7,648	7,605	11,568	40%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	28,552	2,017	10,575	10,395	17,978	37%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	2,709	-	-	-	2,709	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	111	554	554	946	37%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,400	2,077	11,053	4,064	8,347	57%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	217	1,024	2,342	2,876	26%		
210-60-5511-3-32	LIBRARY-UTILITIES	33,000	2,320	11,907	11,806	21,093	36%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,400	165	809	674	591	58%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,000	270	270	403	1,730	14%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	3,750	51	2,096	415	1,654	56%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	3,800	-	1,388	1,566	2,412	37%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	876	1,353	835	3,147	30%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	67	22,237	-	9,763	69%		
210-60-5511-3-39	LIBRARY-BOOKS	61,392	4,997	22,871	-	38,521	37%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	2,644	12,185	-	6,815	64%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	670	1,698	-	7,302	19%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	4,045	4,045	-	9,955	29%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	1,338	-	8,662	13%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	9,000	-	1,898	-	7,102	21%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	574	1,202	19,167	1,298	48%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	3,319	3,687	-	(3,687)			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	15,656	-	(15,656)			
Total Expenditures		725,836	59,347	296,359	221,372	429,477	41%		
		448,605	(58,070)	649,643	(221,372)	(201,038)			

Waupun Public Library - June 2019 Bills

Processed	Check #	New Account #	Line item	Vendor	Vendor/Name	Amount
		210-60-5511-332	Utilities	1174	Alliant Energy	105.30
		210-60-5511-339	Books	4000	Baker & Taylor	3,355.65
		210-60-5511-343	Furnishings/replacement	6142	Brodart	5,748.00
		210-60-5511-339	Books	8900	Center Point Large Print	23.25
		210-60-5511-330	Office supplies	11070	Demco	783.01
		210-60-5511-339	Books	14102	Gale	583.02
		210-60-5511-337	Travel/training/conference	14402	Garcia, Pam	52.78
		210-60-5511-338	Automation/Technology	16440	Inter-Quest	14.95
		210-60-5511-335	Publications/Promotions	16660	JanWay Company	1,084.67
		210-60-5511-342	Databases	18260	Mango Languages	2,814.20
		210-60-5511-339	Books	18964	Meredith Books	33.91
		210-60-5511-340	Audiovisual	19050	MicroMarketing	270.48
		210-60-5511-338	Automation/Technology	300156	Monarch Library System	167.51
		210-60-5511-345	Miscellaneous	21500	Petty Cash	52.86
		210-60-5511-345	Miscellaneous	21665	Piggly Wiggly	214.57
		210-60-5511-333	Postage	22099	Postmaster	110.00
		210-60-5511-330	Office supplies	22402	Quill Corporation	18.78
		210-60-5504-3-44	Programming	22795	Rens Floral	630.00
		210-60-5511-330	Office supplies	23692	SirsiDynix	854.50
		210-60-5511-339	Books	23831	Sebco Books	38.80
		210-60-5511-339	Books	24810	Taste of Home Books	33.98
		210-60-5511-330	Office supplies	25143	Total Business Products	29.38
		210-60-5511-339	Books	25484	Unique Management Services	8.95
		210-60-5511-337	Travel/training/conference	27935	Wells Fargo (WAPL)	275.74
		210-60-5511-341	Periodicals	29881	WT.COX Information Services	4,118.31
					Total:	\$ 21,422.60
6/10/2019	Manual check # 1241		Copier maintenance		Ross Imaging	308.07
City manual check		210-60-5511-331	Telecommunications		Spectrum	156.02
City manual check		210-60-5511-332	May utilities		Waupun Utilities	2,285.09

Authorized signature: _____

June 2019 Librarians Report

A. Statistics

Circulation/downloads through the end of May was 58,252 items.
Library visits through the end of May was 29,219 people.

B. Future programs

June 12 – Mark Hayward, Yo-Yoer, 1 p.m.

June 13 – Game Night, 4-8 p.m.

June 19 – Tom Pease, Musician, 10 a.m.

June 20 – Movie How to Train Your Dragon: The Hidden World 1 p.m. and 6 p.m.

June 25 – Bubble Wonders, 10 a.m. and 1 p.m.

June 27 – Art of Right Sizing Your Life, 6 p.m.

July 10 – Device Day/Night, 1-3 p.m. and 5-7 p.m.

July 11 – Game Night, 4-8 p.m.

July 13 – Star Wars Characters Meet and Greet 1 p.m.

July 16 – Lost Buildings of Waupun, 1 p.m. and 6 p.m.

July 17 – Seeing Stars Planetarium, 1 p.m.

July 18 – Movie Dumbo (2019) 1 p.m. and 6 p.m.

C. Summer Reading Program

Registration for the Summer Reading Program opens Monday, June 10, with the first program performer scheduled for Wednesday, June 12. Library staff has been hosting several classroom visits the past couple of weeks so the kids learn about this year's Summer Reading Program.

D. Display cases

The library has purchased two display cases for the second floor. Once in place, we are hoping to display rotating collections from the Waupun Historical Society.

E. Collection Agency Report

Since May 1999, 889 accounts have been submitted. We have recovered cash and materials totaling \$57,441.94, with a Return On Investment (ROI) of 6:1.

F. Monarch Library System visit

Jennifer Chamberlain, the Interim Director for the Monarch Library System, scheduled a visit to our library for Friday, June 14. She is going around to all system libraries in the four counties to tour facilities and talk with staff.

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