



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, August 18, 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 August 18, 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/84601949669>

2. By phone:

1-312-262-6799

Meeting ID: 846 0194 9669

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) July minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) July statistics

BUDGET SUMMARY

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

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) August Bills

COMMITTEE REPORTS

5. Budget Committee

LIBRARIAN'S REPORT

- [6.](#) Librarians report

OLD BUSINESS

7. Meeting Rooms
8. Masks

NEW BUSINESS

- [9.](#) 2022 budget recommendation to Library Board

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

10. Tentative next meeting: Wednesday, September 15, 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, July 21, 2021**

The Waupun Public Library Board was called to order by Beverly Martens, President, at 4:37 p.m. on Wednesday, July 21, 2021. Also present were Schultz, Gehl, Garcia, Jaeger, and Rohrer. Sullivan was present per Zoom. Hintze was absent. Will Langford was welcomed as the representative of the City Council.

ARTICLE I: Motion by Schultz, supported by Gehl, to accept the minutes of the June 16, 2021 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 56,362 items through the end of June.
- b. Curbside service: handled 1,544 transactions through the end of June.

ARTICLE IV: The 2021 budget was discussed with no concerns noted.

ARTICLE V:

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

ARTICLE VI: Committee Reports: The Library Director Evaluation Committee will present its report under New Business in Closed Session.

ARTICLE VII: Librarians' Report.

- a. A \$5,000 grant was received from the Nelson G. and Vera C. Hicks Charitable Foundation. In the past these funds have been used for our annual Summer Reading Program and enhancing the library youth area.
- b. The Summer Reading Virtual Programs have been very successful, with 886 viewing the programs online. The last program, which was scheduled as an outdoor program, was cancelled due to weather. The program has been rescheduled for August 5.
- c. The drive-thru window should be received by the end of this week with installation beginning the week of 8/2. Prep work is scheduled to begin the middle/end week of 7/26.
- d. The adult summer craft series has been extremely successful. The supply of 33 crafts was gone within the first week for July. The second batch is ordered for the remaining weeks of July.
- e. 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.

f. Two candidates for the Monarch System Director position have been interviewed and the process is moving along.

g. The Board was given a Calendar For Adoption of 2022 City Budget.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. As a reminder, the Board was presented with a copy of the most recent City of Waupun Face-Covering Requirements. Motion by Schultz, supported by Rohrer, that the library staff continues to follow the City of Waupun and CDC guidelines concerning face-coverings as presented. The staff will continue its practice of wearing a mask when interacting with patrons who are wearing masks. Motion carried.

b. Considering the volatility of the situation with COVID, meeting rooms will remain closed at this time.

c. Motion by Rohrer, supported by Gehl, to go into closed session to consider, deliberate or confer on matters under Section 19.85(1)(c) of the Wisconsin Statutes, at this time for the purpose of evaluation of Library Director. Motion carried unanimously.

d. Motion by Schultz, supported by Rohrer, to reconvene to open session under Section 19.85(2) of the Wisconsin Statutes. Motion carried unanimously.

e. Motion by Gehl, supported by Schultz, to accept Jaeger's 2022 Goals. Motion carried unanimously.

f. Motion by Schultz, supported by Gehl, to accept Jaeger's 2020-2021 Evaluation. Motion carried unanimously.

ARTICLE X: Motion by Gehl, supported by Rohrer, to adjourn at 5:36 p.m. Motion carried.

***Next tentative meeting: Wednesday, August 8, 2021 at 4:30 p.m. The Board will meet face to face at the Library, with a virtual option for those who cannot physically attend.**

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Jul. 21	Jul. 20	YTD 2021	YTD 2020	YTD%
Juvenile Nonfiction	376	422	3,344	2,370	41.1%
Juvenile Fiction	2,471	1,781	12,710	8,901	42.8%
Juvenile Periodical	6	11	62	58	6.9%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	0	1	7	4	75.0%
Juvenile DVD	368	411	1,711	2,209	-22.5%
Juvenile CD	53	35	384	383	0.3%
Juvenile Video	0	0	0	0	#DIV/0!
Total Juvenile	3,274	2,661	18,218	13,925	30.8%
Adult Nonfiction	567	488	3,585	2,987	20.0%
Adult Fiction	1,865	1,757	11,007	8,240	33.6%
Adult Periodical	60	150	485	528	-8.1%
Adult Audiocassette	0	0	5	0	#DIV/0!
Adult MP3 audio	0	2	23	36	-36.1%
Adult DVD	1,376	1,875	9,748	10,102	-3.5%
Adult CD	287	310	2,001	1,888	6.0%
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	4,155	4,582	26,856	23,782	12.9%
State Report Circulation	7,429	7,243	45,074	37,707	19.5%
Downloads (OverDrive)	1,030	900	7,016	5,937	18.2%
ILL-Items Sent	2,182	1,939	14,771	10,607	39.3%
ILL Item Received	31	0	173	180	-3.9%
TOTAL CIRCULATION	10,672	10,082	67,034	54,431	23.2%
<i>To Columbia Co. Rural</i>	<i>0</i>	<i>0</i>	<i>1</i>	<i>228</i>	<i>-99.6%</i>
<i>To Dodge Co. Rural</i>	<i>623</i>	<i>523</i>	<i>3,441</i>	<i>3,319</i>	<i>3.7%</i>
<i>To FDL Co. Rural</i>	<i>1,429</i>	<i>1,551</i>	<i>9,683</i>	<i>8,344</i>	<i>16.0%</i>
<i>To Green Lake Co. Rural</i>	<i>83</i>	<i>83</i>	<i>360</i>	<i>792</i>	<i>-54.5%</i>
Rural circ subtotals			13,485	12,683	6.3%
USE					
In-library Count (visits)	3,662	2,723	13,447	18,702	-28.1%
Library Programs	139	0	1,243	978	27.1%
Meeting Room Use	0	7	0	782	-100.0%
Computer Use	334	103	945	1,776	-46.8%
Wireless Use	258	238	1,383	2,104	-34.3%
Reference Questions	348	249	2,421	1,546	56.6%
Monthly website hits	1,633	3,754	10,611	18,051	-41.2%
Curbside service	16	128	1,560	1147	36.0%

Waupun Public Library - August 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		Batteries, laptop bag, tripod, misc	47	Amazon	222.70
		210-60-5511-335	Publications/Promotions		Books for Babies	47	Amazon	187.96
		210-60-5511-339	Books		Books	47	Amazon	1,208.87
		210-60-5511-340	Audiovisual		DVDs, CDs	47	Amazon	823.98
		210-60-5511-344	Programming		Youth program supplies	47	Amazon	582.14
		210-60-5511-332	Utilities		Natural gas	1174	Alliant Energy	63.79
		210-60-5511-339	Books		Books	4000	Baker & Taylor	5,110.52
		210-60-5511-330	Office supplies		Toner	8025	CDW Government	238.06
		210-60-5511-339	Books		Large Print Books	8900	Center Point Large Print	24.67
		210-60-5511-330	Office supplies		Processing supplies	11070	Demco	1,024.16
		210-60-5511-340	Audiovisual		Playaway audiobooks	12875	Findaway World LLC	113.98
		210-60-5511-339	Books		Books	14102	Gale	515.38
		210-60-5511-339	Books		Books	16124	Information Today, Inc.	319.73
		210-60-5511-338	Automation/technology		Wireless system	16440	Inter-Quest	14.95
		210-60-5511-345	Miscellaneous		Keys	17281	Lappen Security Products	66.75
		210-60-5511-340	Audiovisual		Audiobooks	19050	MicroMarketing	1,080.30
		210-60-5511-338	Automation/technology		TelePhony auto calls	300156	Monarch Library System	39.51
		210-60-5511-344	Programming		Craft supplies	20798	Oriental Trading Co.	69.96
		210-60-5511-345	Miscellaneous		Petty Cash	21500	Petty Cash	65.40
		210-60-5511-345	Miscellaneous		Break Room supplies	21665	Piggly Wiggly	161.03
		210-60-5511-333	Postage		Stamps	22099	Postmaster	55.00
		210-60-5511-330	Office supplies		Paper, pencils, pins	22402	Quill Corp	105.91
		210-60-5511-330	Office supplies		Copy paper	25143	Total Business Products	275.70
		210-60-5511-339	Books		Collection agency fees	25484	Unique Mgt. Services	8.95
							Total:	\$ 12,379.40
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	25.00
City manual check		210-60-5511-332	Utilities		Electric/water/sewer		Waupun Utilities	2,397.73

Authorized signature: _____

August 2021 Librarians Report

A. Statistics

Through the end of July we have circulated/downloaded/loaned 67,034 items, with curbside service handling 1,560 transactions.

B. Drive-thru Window Project update

The contractor part of the project will likely be completed the week of August 16. After that, we will be installing a circulation computer and phone by the window. Exterior signage is also being considered and we are waiting for that sales rep to stop by.

C. Staffing

With the recent changes in staff positions, we have four employees in probationary training periods which will end in December. At this time, all are doing well in their new positions.

D. Take & Make Kits

The Take & Make Kits we have been offering as interactive programs have been very popular. The last four kits were picked up by 169 residents.

E. Book Bingo report

Book Bingo from June 7–August 7 was played by 20 people, with 131 cards going out and 27 returning. Lisa Bille does a great job organizing these bingo events.

F. Cabinets

We are looking at adding lockable storage cabinets in the Carnegie and Shaler rooms so we can have additional space for storing supplies for the Take & Make home projects. These projects have been popular but we simply need more storage space for all of the materials. We are waiting for Russ Moss from Buckstaff to stop by to measure and then send us a quote. Most of our wood furniture is from the Buckstaff Company so the stain and construction details would match existing wood furnishings.

G. Summer Reading Program

For 2021, we had 252 kids register for the Summer Reading Program, and the five performer programs were attended by 1,481 residents.

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

2022 Budget recommendation to Library Board

REVENUES		2021	2022	+/-	\$	County	Estimate
210-41-4111-0-00	General Property Taxes	\$ 516,792	\$ 516,792	0.0%	-	Columbia	\$ 985
210-41-4367-0-00	County appropriations	201,800	208,879	3.5%	7,079	Dodge	42,758
210-41-4671-0-00	Fees (fines)	1,200	1,200	0.0%	-	FDL	159,029
210-41-4811-0-00	Interest revenue	2,500	1,500	-40.0%	(1,000)	Green Lk	6,107
210-41-4816-0-00	Dividend revenue	1,800	1,800	0.0%	-		\$ 208,879
210-41-4861-0-00	Grants and donations	6,000	6,000	0.0%	-		
TOTAL REVENUES		730,092	736,171	0.8%	6,079		
EXPENSES							
210-60-5511-1-10	Salaries/wages	394,072	401,953	2.0%	7,881		
210-60-5511-1-11	Overtime	-	-				
210-60-5511-2-20	Health insurance	54,576	54,576	0.0%	-		
210-60-5511-2-21	Life insurance	791	791	0.0%	-		
210-60-5511-2-22	Retirement	19,992	19,992	0.0%	-		
210-60-5511-2-23	Social Security/Medicare	30,147	30,750	2.0%	603		
210-60-5511-2-24	Sick leave payout	3,000	3,000	0.0%	-		
210-60-5511-2-29	Income continuation	1,500	1,500	0.0%	-		
210-60-5511-3-30	Office supplies	21,000	21,000	0.0%	-		
210-60-5511-3-31	Telecommunications	4,000	4,000	0.0%	-		
210-60-5511-3-32	Utilities	24,263	23,000	-5.2%	(1,263)		
210-60-5511-3-33	Postage	1,600	1,600	0.0%	-		
210-60-5511-3-34	Membership fees	2,500	2,500	0.0%	-		
210-60-5511-3-35	Publications/promotions	7,000	7,000	0.0%	-		
210-60-5511-3-36	Repairs/maintenance	6,000	6,000	0.0%	-		
210-60-5511-3-37	Travel/Training/Conference	3,000	2,500	-16.7%	(500)		
210-60-5511-3-38	Automation/technology upgrades	33,000	33,000	0.0%	-		
210-60-5511-3-39	Books	60,651	61,009	0.6%	358		
210-60-5511-3-40	Audiovisual	20,000	19,000	-5.0%	(1,000)		
210-60-5511-3-41	Periodicals	9,000	7,000	-22.2%	(2,000)		
210-60-5511-3-42	Databases	14,000	14,000	0.0%	-		
210-60-5511-3-43	Furnishings/replacement	10,000	8,000	-20.0%	(2,000)		
210-60-5511-3-44	Programming	7,500	11,500	53.3%	4,000		
210-60-5511-3-45	Miscellaneous	2,500	2,500	0.0%	-		
TOTAL EXPENSES		730,092	736,171	0.8%	6,079		