

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

<u>1.</u> 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 <u>extremely successful</u>. 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 Mon | | | VTD 2024 | VTD 2020 | VTD0/ |
|--------------------------------|-----------------------|-----------------------|----------|-----------------|--|
| Juvenile Nonfiction | <u>Jul. 21</u> 376 | <u>Jul. 20</u> 422 | YTD 2021 | <u>YTD 2020</u> | <u>YTD%</u> |
| Juvenile Fiction | | 1,781 | 3,344 | 2,370 | 41.1% |
| Juvenile Periodical | 2,471 | 1,701 | 12,710 | 8,901 | 42.8% |
| Juvenile Audiocassette | 0 | | 62 | 58 | 6.9% |
| Juvenile MP3 audio | 0 | 0 | 0 | 0 | #DIV/0! |
| Juvenile DVD | 368 | 411 | 7 | 4 | 75.0% |
| Juvenile CD | | | 1,711 | 2,209 | -22.5% |
| Juvenile Video | 53 | 35 | 384 | 383 | 0.3% |
| Total Juvenile | 0 | 0 | 0 | 0 | #DIV/0! |
| Total Juvenile | 3,274 | 2,661 | 18,218 | 13,925 | 30.8% |
| Adult Nonfiction | 567 | 488 | 2 505 | 2.097 | 20.00/ |
| Adult Fiction | | | 3,585 | 2,987 | 20.0% |
| Adult Periodical | 1,865 60 | 1,757 | 11,007 | 8,240 | 33.6% |
| Adult Audiocassette | | 150 | 485 | 528 | -8.1% |
| Adult MP3 audio | 0 | 0 | 5 | 0 | #DIV/0! |
| Adult DVD | 0 | 2 | 23 | 36 | -36.1% |
| Adult CD | 1,376 | 1,875 | 9,748 | 10,102 | -3.5% |
| Videocassettes | 287 | 310 | 2,001 | 1,888 | 6.0% |
| | 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! |
| | 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% |
| To Columbia Co. Rural | 0 | 0 | 1 | 228 | -99.6% |
| To Dodge Co. Rural | 623 | 523 | 3,441 | 3,319 | 3.7% |
| To FDL Co. Rural | 1,429 | 1,551 | 9,683 | 8,344 | 16.0% |
| To Green Lake Co. Rural | 83 | 83 | 360 | 792 | -54.5% |
| Rural circ subtotals | 00 | 00 | 13,485 | 12,683 | the second s |
| USE | | | 13,403 | 12,003 | 6.3% |
| 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 | 1,243 | 782 | -100.0% |
| Computer Use | 334 | 103 | 945 | 1,776 | -46.8% |
| Wireless Use | 258 | 238 | 1,383 | 2,104 | -40.8% |
| Reference Questions | 348 | 238 | 2,421 | | |
| Monthly website hits | 1,633 | 3,754 | 10,611 | 1,546 18,051 | 56.6% |
| Curbside service | 1,033 | 128 | 1,560 | 1147 | <u>-41.2%</u> 36.0% |

| Index Pages | | | | | 675,672.75 | | | Total Library Fund Cash | |
|---|---|------------------|--------------------|-------------------|-------------|---------------|--------------------|--|----------------------------------|
| gen Type | e updated cash balances. | udget will hav | month end b | | 89,274.90 | | | RUTH E. BAYLEY ACCOUNT | |
| International Internatinterice International International International Inte | ukumae untiikalii jaunna kenttiiesane necordeed. Frinal | uiddteck/cccshid | t will not haveamu | Preliminary budge | 31,661.09 | | eneral Ckg Acct | Library Trust Funds within Wells Fargo G | |
| Burk Transmission Transmission <thtransmission< th=""> Transmission</thtransmission<> | | | | | 60,010.44 | | LGIP Acct 2 | LIBRARY TRUST ACCOUNT | |
| part part <th< th=""><th></th><th></th><th></th><th></th><th>538,664.22</th><th></th><th>LGIP Acct 1</th><th>LIBRARY SYSTEMS ACCOUNT</th><th></th></th<> | | | | | 538,664.22 | | LGIP Acct 1 | LIBRARY SYSTEMS ACCOUNT | |
| Int Title 1/3/1/2021 7/31/2021 < | | | | | (43,937.90) | Ckg Acct | Wells Fargo Genera | CASH-LIBRARY | |
| Account Tibe 13/3/2021 7/3/2021 | | | | | | | | alances | Library Fund Cash Bal |
| Account Title 12/31/2021 7/31/2021 | | | (187,798) | 200,444 | 187,798 | (77,312) | | | |
| Account Title 12/31/2021 7/31/2021 | | <u>59%</u> | 299,775 | 377,115 | 430,317 | 82,342 | 730,092 | S | Total Expenditures |
| Account Title 1/3/3/2021 7/31/2021 | | | (38,000) | - | 38,000 | - | - | OPERATING TRANSFER OUT-CAPITAL | |
| Account Title 1/23/2021 7/31/2021 | | | 1 | 1 | 1 | • | | LIBRARY-TRUST CAPITAL EXPENSES | |
| Account Title 11/31/2021 7/31/2021 | | | 1 | 6,325 | • | 1 | | LIBRARY-TRUST OPERATING EXPENS | |
| Acount Title 11/3/1/2021 7/31/2021 3/31 1/31 3/3 | | | | 1 | 1 | I | r | LIBRARY-CAPITAL OUTLAY | |
| Account Title 11/31/2021 7/31 <t< td=""><td></td><td>13%</td><td>2,183</td><td>-,000</td><td>317</td><td>80</td><td>2,500</td><td>LIBRARY-MISCELLANEOUS</td><td></td></t<> | | 13% | 2,183 | -,000 | 317 | 80 | 2,500 | LIBRARY-MISCELLANEOUS | |
| Account Tile 11/3/1/2021 7/31/2021 | Summer reading program | 82% | 1.326 | 1,539 | 6.174 | 419 | 7,500 | LIBRARY-PROGRAMMING | |
| Account Title 11/31/2021 7/31/2021 | | %U | 10 000 | 6 435 | | | 10 000 | LIBRARY-FURNISHINGS REDIACEMINT | |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2020 Account Title Annual Budget Current Month YTD Actual Prior YTD Act Budget Balance % of Budget GENERAL PROPERITION 201,800 - 382,067 382,067 371,356 144,726 7/34/2020 INTERSET REVENUE 2,550 - 223,137 193,401 (21,337) 111.97 OPERATION 2,550 - 1,201 393 1,127 766 396 OPERATION 2,550 - 1,231 1,131 766 396 OPERATION 2,550 - | | 71% | 4.076 | 8.015 | 9.924 | 3.973 | 14.000 | LIBRARY-DATABASES | 210-60-5511-3-42 |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2020 Account Title Annual Budget Current Month YTD Actual Prior YTD Act Budget Balance % of Budget COUNTY APROPRIATION 201,800 - 382,067 373,256 134,726 7/31/2020 COUNTY APROPRIATION 201,800 - 223,137 139,401 (21,337) 111,37 Interest Revenue 2,500 - 223,137 139,401 (21,337) 111,37 Interest Revenue 2,500 - 1,380 - <td></td> <td>51%</td> <td>4,448</td> <td>4.865</td> <td>4.552</td> <td></td> <td>9.000</td> <td>LIBRARY-PERIODICALS</td> <td>210-60-5511-3-41</td> | | 51% | 4,448 | 4.865 | 4.552 | | 9.000 | LIBRARY-PERIODICALS | 210-60-5511-3-41 |
| Accunt Title 12/31/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2021 Accunt Title Annual Budget Current Month VTD Actual Prior YTD Act Budget Balance % of Budget COUNTY APROPRIATION 201,800 - 323,127 113,401 (1,337) 111,93 COUNTY APROPRIATION 200,800 - 123,100 - 123,100 - 133,401 (21,337) 111,93 INTEREST REVENUE 1,300 - 1,337 133,401 (21,337) 111,93 OWIENDR DEVINUE 1,300 - 1,337 1,327 2,362 6% OWIENDR STREVENUE 1,300 - | | 36% | 12,898 | 4.173 | 7.102 | 1.124 | 20.000 | LIBRARY-AUDIOVISUAL | 210-60-5511-3-40 |
| Account Title 12/31/2021 7/31/2021 | | 50% | 278 PC | 20 067 | 35 789 | 7 670 | 50 652 | LIBRARY-ROOKS | 210-60-5511-3-39 |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2021 Account Title Annual Budget Current Month YTD Actual Prior Y TD Act Budget Balance % of Budget Account Title Annual Budget Current Month YTD Actual Prior Y TD Act Budget Balance % of Budget Account Title Annual Budget Current Month YTD Actual Prior Y TD Act Budget Balance % of Budget Account Title Annual Budget Current Month YTD Actual Prior Y TD Act Budget Balance % of Budget Count Title Annual Budget Current Month YTD Actual Prior Y TD Act Budget Balance % of Budget Count Title 12/31 Display | | 10/7 | 10 010 | 024 074 | 100 100 | | 2000,00 | LIBBARY-ALITOMATION/TECHNOLOGY | 210-60-5511-3-38 |
| Account Title 11/21/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2021 Account Title Annual Budget Current Month YTD Actual Prior Yr TD Acid Budget Balance % of Budget Account Title Annual Budget Current Month YTD Actual Prior Yr TD Acid Budget Balance % of Budget Account Title Annual Budget Current Month YTD Actual Prior Yr TD Acid Budget Balance % of Budget Account Title Appropriate Statistic Statistic Statistic Statistic Statistic Statistic Statistic Statistic INTEREST REVENUE Statistic | new for 2021-potential security maint contract | %T7 | 4,/65 | 3,/0/ | 1,235 | 067 | 000,0 | LIBRARY-REPAIRS/IVIAINTENANCE | |
| Account Tible 11/31/2021 7/31/2021 7/31/2021 7/31/2020 Account Tible Annual Budget Current Month YTD Actual Prior YTD Act Budget Balance % of B I GENERAL PROPERIY TAXES 516,792 - 382,067 371,356 134,726 I I I Prior YTTD Act Budget Balance % of B I Budget Balance % of B I I Prior YTTD Act Budget Balance % of B I I Prior YTTD Act Budget Balance % of B I I Prior YTTD Act Budget Balance % of B I GENERAL PROPERITY TAXES 516,792 - 382,067 371,356 134,726 I <t< td=""><td></td><td>15%</td><td>5,971</td><td>1,547</td><td>1,029</td><td>128</td><td>7,000</td><td>LIBRARY-PUBLICATIONS/PROMOTION</td><td></td></t<> | | 15% | 5,971 | 1,547 | 1,029 | 128 | 7,000 | LIBRARY-PUBLICATIONS/PROMOTION | |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2020 % of B Account Title Annual Budget Current Month YTD Actual Prior Yr YD Act Budget Balance % of B COUNTY APPROPRIATION 201,800 - 233,37 193,401 (21,337) 193,401 (21,337) FEES-LIBRARY 1,200 30 434 1,117 766 1,327 766 1,327 766 1,337 193,401 (21,337) 193,401 2,1337 193,401 2,1337 166 1,117 766 1,200 30 434 1,117 766 1,321 766 1,321 7,262 1,321 1,265 479 1,424 2,362 - | | 28% | 1,798 | 917 | 702 | 225 | 2,500 | LIBRARY-MEMBERSHIP FEES | 210-60-5511-3-34 |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2020 % of B Account Title Annual Budget Current Month YTD Actual Prior Yr YD Act Budget Balance % of B I GENERAL PROPERIY TAXES 516,792 - 382,067 371,356 134,726 543,726 I GENERAL PROPERIY TAXES 516,792 - 382,067 323,137 193,401 (21,337) 193,401 (21,337) 193,401 (21,337) 193,401 (21,337) 1434 2,362 1,117 766 1,200 30 434 1,117 766 2,362 2,362 1,200 - 1,232 1,236 1,424 2,362 2,362 - | | 59% | 662 | 659 | 938 | 165 | 1,600 | LIBRARY-POSTAGE | 210-60-5511-3-33 |
| Account Title 12/31/2021 7/31/2021 7/31/2020 7/31/2020 7/31/2020 % of B Account Title Annual Budget Current Month YTD Actual Prior Yr YTD Actual | | 52% | 11,681 | 12,053 | 12,582 | 2,208 | 24,263 | LIBRARY-UTILITIES | 210-60-5511-3-32 |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2020 % of B Account Title Annual Budget Current Month YID Active Budget Balance % of B GENERAL PROPERIT TAXES 516,792 382,067 382,067 393,401 (21,337) FES-LIBRARY 2.00,800 - 223,137 1.93,401 (21,337) FES-LIBRARY 1.200 30 434 1.117 7/6 INTEREST REVENUE 1.800 - 1.331 1.2276 479 INTEREST REVENUE 1.800 - - - - - OPERATING TRANSFERS IN -< | | 30% | 2,806 | 2,159 | 1,194 | 212 | 4,000 | LIBRARY-TELECOMMUNICATIONS | 210-60-5511-3-31 |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2020 Account Title Annual Budget Current Month YID Actual Prior Yr YID Acti Budget Balance % of B GENERAL PROPERIY TAXES 516,792 382,067 382,067 371,356 134,726 COUNIY APPROPRIATION 1,200 30 434 1,117 7/6 FEES-LIBRARY 1,1200 30 434 1,117 7/6 INTEREST REVENUE 1,200 30 434 1,276 479 OPERATIS AND DONATIONS 6,000 5,000 11,019 8,986 (5,019) OPERATIS AND DONATIONS - - - - - - UNREALIZED GAIN ON INVESTMENTS - | | 28% | 15,034 | 4,774 | 5,966 | 3,045 | 21,000 | LIBRARY-OFFICE SUPPLIES | 210-60-5511-3-30 |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2020 Account Title Annual Budget Current Month VTD Actual Prior Vr VTD Actil Budget Balance % of B GENERAL PROPERIT TAXES 516,792 382,067 382,067 371,356 134,726 % of B INTEREST REVENUE 201,800 - 223,137 193,401 (21,337) 193,401 (21,337) INTEREST REVENUE 1,200 30 444 1,117 766 479 INTEREST REVENUE 1,800 - 1,321 1,224 2,362 2,362 INTEREST REVENUE 1,800 - 1,321 1,274 2,362 2,362 INTEREST REVENUE 1,800 - 1,321 1,274 2,362 2,362 INTEREST REVENUE 1,800 - 1,321 1,274 2,362 2,362 INTEREST REVENUE 1,800 - - - - - - - - - - | | 56% | 664 | 776 | 836 | 171 | 1,500 | LIBRARY-INCOME CONTINUATION | 210-60-5511-2-29 |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2020 % of B Account Title Annual Budget Current Month YTD Actual Prior Yr YD Act Budget Balance % of B Image: GENERAL PROPERITY TAXES 516,792 - 382,067 371,356 134,726 Image: CUUNTY APPROPRIATION 201,800 - 223,137 193,401 (21,337) Image: LIBRARY 1,200 30 438 1,117 766 Image: LIBRARY 1,800 - 1,321 1,276 479 Image: LIBRARY 5,000 - 1,321 1,276 479 Image: JUBRID DONATIONS 6,000 5,000 11,019 8,986 (5,019) Image: JUNEADINES/IMENTS - - - - - Image: JUNEADING FAAS-SALARES/WAGES 394,072 49,211 219,440 204,496 111,978 Image: JUBRARY-EALINED GAIN ORI S45,576 | | 0% | 3,000 | | - | | 3,000 | LIBRARY-SICK LEAVE PO | 210-60-5511-2-24 |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2020 % of B Account Title Annual Budget Current Month YTD Actual Prior Yr YTD Act Budget Balance % of B Account Title Annual Budget Current Month YTD Actual Prior Yr YTD Act Budget Balance % of B Account Title Annual Budget Current Month YTD Actual Prior Yr YTD Act Budget Balance % of B Account Title Annual Budget Current Month YTD Actual Prior Yr YTD Act Budget Balance % of B Account Title Annual Budget Current Month YTD Actual Prior Yr YTD Act Budget Balance % of B Account Title State State </td <td></td> <td>55%</td> <td>13,430</td> <td>16,308</td> <td>16,717</td> <td>3,694</td> <td>30,147</td> <td>LIBRARY-SOCIAL SECURITY</td> <td>210-60-5511-2-23</td> | | 55% | 13,430 | 16,308 | 16,717 | 3,694 | 30,147 | LIBRARY-SOCIAL SECURITY | 210-60-5511-2-23 |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2020 4 Account Title Annual Budget Current Month YTD Actual Prior Yr YTD Act Budget Balance % of B Account Title Annual Budget Current Month YTD Actual Prior Yr YTD Act Budget Balance % of B COUNTY APPROPRIATION 201,800 - 382,067 382,067 371,356 134,726 Interest Revenue 201,800 - 223,137 193,401 (21,337) (21,337) Interest Revenue 1,000 30 434 1,117 766 479 Interest Revenue 1,800 - 1,321 1,276 479 4.362 Interest Revenue 1,800 -< | | 58% | 8,485 | 11,733 | 11,507 | 2,513 | 19,992 | LIBRARY-RETIREMENT | 210-60-5511-2-22 |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2021 7/31/2020 % of B Account Title Annual Budget Current Month YTD Actual Prior YrYTD Act Budget Balance % of B Account Title Annual Budget Current Month YTD Actual Prior YrYTD Act Budget Balance % of B Account Title X01,800 - 382,067 371,356 134,726 % of B COUNTY APPROPRIATION X01,800 - 382,067 393,401 (21,337) 193,401 (21,337) 193,401 (21,337) FEES-LIBRARY 1,000 - 23,200 - 1,321 1,93,401 (21,337) INTEREST REVENUE 1,800 - 1,321 1,276 47.93 OPERATING TRANSFERS IN - | | 61% | 308 | 433 | 484 | . 69 | 791 | LIBRARY-LIFE INSURANCE | 210-60-5511-2-21 |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2020 K Account Title Annual Budget Current Month YTD Actual Prior YrYTD Act Budget Balance % of B COUNTY APPROPRIATION 201,800 - 382,067 393,401 (21,337) 193,401 (21,337) FEES-LIBRARY 201,800 - 223,137 193,401 (21,337) 193,401 (21,337) INTEREST REVENUE 2,500 - 1,320 - 1,321 1,276 4,726 INTERST REVENUE 1,800 - 1,321 1,276 4,79 2,362 OPERATING TRANSFERS IN - - - - - - - UNREALIZED GAIN ON INVESTIMENTS - <td></td> <td>62%</td> <td>20,988</td> <td>37,790</td> <td>33,588</td> <td>6,299</td> <td>54,576</td> <td>LIBRARY-HEALTH INSURANCE</td> <td>210-60-5511-2-20</td> | | 62% | 20,988 | 37,790 | 33,588 | 6,299 | 54,576 | LIBRARY-HEALTH INSURANCE | 210-60-5511-2-20 |
| Image: Constraint of the system of | | | | | | | | LIBRARY-OVERTIME | 210-60-5511-1-11 |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2020 Manual Budget Current Month YTD Actual Prior Yr YTD Acti Budget Balance % of B Account Title Annual Budget Current Month YTD Actual Prior Yr YTD Acti Budget Balance % of B GENERAL PROPERTY TAXES 516,792 - 382,067 371,356 134,726 % of B COUNTY APPROPRIATION 201,800 - 223,137 193,401 (21,337) 156 134,726 % of B FEES-LIBRARY 1,200 30 434 1,117 766 766 1,321 1,276 4.79 2,362 1,321 1,276 4.79 1,232 1,276 4.79 1,232 1,276 4.79 1,232 1,276 4.79 1,232 1,276 4.79 1,232 1,276 4.79 1,232 1,276 4.79 1,232 1,276 4.79 1,232 1,276 4.79 1,276 4.79 1,276 4.79 1,276 4.79 1,276< | | 56% | 174 632 | 204 496 | 219 440 | 49 211 | 394 072 | IIBRARY-SAI ARIES/WAGES | Expenditures 210-60-5511-1-10 |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2020 K Account Title Annual Budget Current Month YTD Actual Prior Yr YTD Act Budget Balance % of B GENERAL PROPERTY TAXES 516,792 - 382,067 371,356 134,726 % of B COUNTY APPROPRIATION 201,800 - 223,137 193,401 (21,337) 194,726 FEES-LIBRARY 1,200 30 434 1,117 766 766 INTEREST REVENUE 2,500 - 1,321 1,276 479 2,362 DIVIDEND REVENUE 1,800 - 1,321 1,276 479 479 OPERATING TRANSFERS IN 6,000 5,000 11,019 8,986 (5,019) - | | 85% | 111,978 | 577,560 | 618,115 | 5,030 | 730,092 | | Iotal Revenues |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2020 % of B Account Title Annual Budget Current Month YTD Actual Prior Yr YTD Act Budget Balance % of B GENERAL PROPERTY TAXES 516,792 - 382,067 371,356 134,726 % of B COUNTY APPROPRIATION 201,800 - 223,137 193,401 (21,337) FEES-LIBRARY 1,200 30 434 1,117 766 INTEREST REVENUE 2,500 - 1,321 1,276 479 DIVIDEND REVENUE 1,800 - 1,321 1,276 479 GRANTS AND DONATIONS 6,000 5,000 11,019 8,986 (5,019) OPERATING TRANSFERS IN - - - - - - | | <u>0%</u> | | | P | | - | UNREALIZED GAIN ON INVESTMENTS | 210-49-4975-0-00 |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2020 K Account Title Annual Budget Current Month YTD Actual Prior Yr YTD Act Budget Balance % of B GENERAL PROPERTY TAXES 516,792 - 382,067 371,356 134,726 % of B COUNTY APPROPRIATION 201,800 - 223,137 193,401 (21,337) FEES-LIBRARY 1,200 30 434 1,117 766 INTEREST REVENUE 2,500 - 1,321 1,276 479 DIVIDEND REVENUE 1,800 - 1,321 1,276 479 GRANTS AND DONATIONS 6,000 5,000 11,019 8,986 (5,019) | | | 1 | 1 | 1 | 1 | 1 | OPERATING TRANSFERS IN | 210-49-4920-0-00 |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2020 K Account Title Annual Budget Current Month YTD Actual Prior Yr YTD Act Budget Balance % of B GENERAL PROPERTY TAXES 516,792 - 382,067 371,356 134,726 134,726 GENERAL PROPERTY TAXES 516,792 - 382,067 312,31/2021 12,31/2021 12,31/2021 12,31/2021 12,31/2021 12,321 <td>\$5k hicks foundation</td> <td>184%</td> <td>(5,019)</td> <td>8,986</td> <td>11,019</td> <td>5,000</td> <td>6,000</td> <td>GRANTS AND DONATIONS</td> <td>210-48-4861-0-00</td> | \$5k hicks foundation | 184% | (5,019) | 8,986 | 11,019 | 5,000 | 6,000 | GRANTS AND DONATIONS | 210-48-4861-0-00 |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2020 K Account Title Annual Budget Current Month YTD Actual Prior Yr YTD Act Budget Balance % of B GENERAL PROPERTY TAXES 516,792 - 382,067 371,356 134,726 134,726 GENERAL PROPERTY TAXES 516,792 - 382,067 139,401 (21,337) FEES-LIBRARY 201,800 - 223,137 193,401 (21,337) INTEREST REVENUE 2,500 - 138 1,424 2,362 | | 73% | 479 | 1,276 | 1,321 | 1 | 1,800 | DIVIDEND REVENUE | 210-48-4816-0-00 |
| Image: series of Balance 12/31/2021 7/31/2021 7/31/2020 Image: series of Balance % of Balance < | | 6% | 2,362 | 1,424 | 138 | • | 2,500 | INTEREST REVENUE | 210-48-4811-0-00 |
| Image: series of Balance 12/31/2021 7/31/2021 7/31/2021 7/31/2020 Image: series of Balance Annual Budget Current Month YTD Actual Prior Yr YTD Acti Budget Balance % of B Image: series of Balance Annual Budget Current Month YTD Actual Prior Yr YTD Acti Budget Balance % of B Image: series of Balance Annual Budget Current Month YTD Actual Prior Yr YTD Acti Budget Balance % of B Image: series of Balance Annual Budget S16,792 - 382,067 371,356 134,726 Image: series of COUNTY APPROPRIATION 201,800 - 223,137 193,401 (21,337) | fine free, lost or damaged items only | 36% | 766 | 1,117 | 434 | 30 | 1,200 | FEES-LIBRARY | 210-46-4671-0-00 |
| Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2020 er Account Title Annual Budget Current Month YTD Actual Prior Yr YTD Act Budget Balance % 00 GENERAL PROPERTY TAXES 516,792 - 382,067 371,356 134,726 | Dodge, Columbia, Winnefox (Green Lake, FdL) | 111% | (21,337) | 193,401 | 223,137 | • | 201,800 | COUNTY APPROPRIATION | 210-43-4367-0-00 |
| Per Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2020 Per Annual Budget Current Month YTD Actual Prior Yr YTD Actl Budget Balance % | | 74% | 134,726 | 371,356 | 382,067 | - | 516,792 | GENERAL PROPERTY TAXES | Kevenues 210-41-4111-0-00 |
| rer Account Title 12/31/2021 7/31/2021 7/31/2021 7/31/2020 rer Account Title Annual Budget Current Month YTD Actual Prior Yr VTD Act Budget Balance % | | | | | | | | | Library Fund |
| 12/31/2021 7/31/2021 7/31/2021 | Budget Notes | | | | YTD Actual | Current Month | | Account Title | Account Number |
| Budget Report | | | | 7/31/2020 | 7/31/2021 | 7/31/2021 | 12/31/2021 | | - |
| | | | | | | | | | Budget Report |

| | | | | Activity | | | | |
|-------------|---------|-----------------|-------------------------|----------|-------------------------------------|--------|-----------------------------|--------------|
| Processed | Check # | Account # | Account Title | Code | Description | Vendor | Vendor/Name | Amount |
| | | 210-60-5511-330 | Office supplies | | Batteries, laptop bag, tripod, misc | 47 | Amazon | 222.70 |
| | | 210-60-5511-335 | Pubilcations/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 |
| | | | | | | | | |
| | | | | | | | | |

Waupun Public Library - August 2021 Bills

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 | mendation to Library Board | 2021 | 2022 | +/- | \$ | County | Estima | to |
|------------------|--------------------------------|------------|------------|--------|---------|----------|----------|-----|
| 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 | 42,7 | |
| 210-41-4671-0-00 | Fees (fines) | 1,200 | 1,200 | 0.0% | - | FDL | 159,0 | |
| 210-41-4811-0-00 | Interest revenue | 2,500 | 1,500 | -40.0% | (1,000) | Green Lk | | 107 |
| 210-41-4816-0-00 | Dividend revenue | 1,800 | 1,800 | 0.0% | - | | \$ 208,8 | |
| 210-41-4861-0-00 | Grants and donations | 6,000 | 6,000 | 0.0% | - | | 1 / - | |
| | | | | | | | | |
| 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% | 2 | | | |
| 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 |] | | |