



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, July 20, 2022 at 4:30 PM

The Waupun Public Library Board of Trustees will meet at 4:30 p.m. on July 20, 2022, in the Carnegie 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/87581760927>

2. By phone:

1-312-626-6799

Meeting ID: 875 8176 0927

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

CONSIDERATION OF BILLS FOR PAYMENT

3. July bills

COMMITTEE REPORTS

4. Budget Committee

LIBRARIAN'S REPORT

5. Librarians report

OLD BUSINESS

NEW BUSINESS

6. Bulletin Board Policy review

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

7. Tentative next meeting: Wednesday, August 17, 2022, 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 15, 2022**

The Waupun Public Library Board was called to order by Beverly Martens, President, at 4:30 p.m. on Wednesday, June 15, 2022. Present were Gehl, Sullivan, Rohrer, Garcia, and Jaeger. Schultz and Siebers were present via Zoom. Hintze absent due to technological difficulties.

ARTICLE I: Motion by Sullivan, supported by Siebers, to accept the minutes of the May 18, 2022 meeting as written. Motion carried.

ARTICLE II: Don Schultz attended the meeting in order to answer any questions concerning his Trucker's Jamboree truck collection.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 49,650 items through the end of May.
- b. Drive-thru window service: handled 448 transactions through the end of May.

ARTICLE IV: The current budget was discussed and the numbers are in a good place.

ARTICLE V:

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

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

ARTICLE VII: Librarians' Report

a. **Interior Signage:** Warrior Innovation has been notified of the approval of their quote and will let the library know when the summer class begins production of the signs.

b. **Jan Sullivan Memorial Donations:**

The Jan Sullivan memorial plaque and sensory panels have been installed by the DPW crew. Their work is greatly appreciated.

c. Staff gave many tours to school classes the last few days of school and used the opportunity to promote the Summer Reading Program.

d. **Summer Reading Program.** The first program was held on June 9. For a complete list of events, stop by the library or check the library's Facebook page.

e. **Adult programming:** Tussel University offered an introductory Internet class: Internet Basics, Wednesday, June 15 from 1-2pm, but no one signed up so class was canceled.

f. The paint has been fading on the library name and address on the front of the building after 14 years of weathering. A painter will be needed to refresh the paint. However, after a number of calls, Bret has found no one to do the painting. Search will continue.

g. Bret and Pam have completed staff evaluations.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Truck collection: Motion by Rohrer, supported by Sullivan, to accept Founder of the Trucker's Jamboree Don Schultz's, Jamboree Semi-Truck collection and display case, which represents Waupun dating back to the beginning of the Jamboree, for display in the Library. Motion carried.

b. Gehl and Schultz were appointed to the Budget Committee.

c. Motion by Sullivan, supported by Rohrer, to go into closed session under 19.85 (1) (c) of the WI Statutes for: (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion carried unanimously.

d. Motion by Martens, supported by Sullivan, 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 Siebers, supported by Sullivan, to accept Jaeger's 2021 Evaluation as presented, which makes him eligible for the mid-year step increase. Motion carried unanimously.

ARTICLE X: Motion by Sullivan, supported by Rohrer, to adjourn at 5:18 p.m. Motion carried.

***Next tentative meeting: Wednesday, July 20, 2022 at 4:30 p.m. Efforts will be made to provide availability for those unable to attend in person.**

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Jun. 22	Jun. 21	YTD 2022	YTD 2021	YTD%
Juvenile Nonfiction	616	740	2,854	2,968	-3.8%
Juvenile Fiction	3,453	2,870	13,894	10,239	35.7%
Juvenile Periodical	18	28	50	56	-10.7%
Juvenile Book on CD	28	15	114	155	-26.5%
Juvenile MP3 audio	1	3	3	7	-57.1%
Juvenile DVD	470	372	2,074	1,343	54.4%
Juvenile Music CD	6	15	37	44	-15.9%
Juvenile Video Game	30	31	152	132	15.2%
Misc. (kits, av tapes, etc)	1	0	3	0	#DIV/0!
Total Juvenile	4,623	4,074	19,181	14,944	28.4%
Adult Nonfiction	526	555	3,296	3,018	9.2%
Adult Fiction	1,909	1,782	10,173	9,142	11.3%
Adult Periodical	103	105	392	425	-7.8%
Adult Book on CD	169	160	1,009	990	1.9%
Adult MP3 audio	6	2	47	23	104.3%
Adult DVD	1,579	1,340	9,334	8,372	11.5%
Adult Music CD	123	95	654	550	18.9%
Adult Video Game	11	4	51	179	-71.5%
Pamphlets/Vertical File	0	0	0	2	-100.0%
Equipment/die cuts	0	0	1	0	#DIV/0!
Misc (kits, tapes, av games)	0	0	30	0	#DIV/0!
Total Adult	4,426	4,043	24,987	22,701	10.1%
State Report Circulation	9,049	8,117	44,168	37,645	17.3%
Downloads (OverDrive)	958	955	5,897	5,986	-1.5%
ILL-Items Sent	2,171	2,191	11,577	12,589	-8.0%
ILL Item Received	41	38	227	142	59.9%
TOTAL CIRCULATION	12,219	11,301	61,869	56,362	9.8%
<i>To Columbia Co. Rural</i>	1	0	41	1	4000.0%
<i>To Dodge Co. Rural</i>	730	519	3,822	2,818	35.6%
<i>To FDL Co. Rural</i>	1,537	1,634	9,224	8,254	11.8%
<i>To Green Lake Co. Rural</i>	42	125	330	277	19.1%
Rural circ subtotals			13,417	11,350	18.2%
USE					
Patron Gate (visits)	5,639	3,583	22,168	9,785	126.6%
In-person Programs	455	886	1,405	0	#DIV/0!
Virtual Programs	0	914	48	1,104	-95.7%
Take & Make Activities	91	133	558	521	7.1%
Meeting Room Use	114	0	481	0	#DIV/0!
Computer Use	563	224	2,281	611	273.3%
Wireless Use	393	265	1,858	1,125	65.2%
Reference Questions	412	456	1,928	2,073	-7.0%
Monthly website hits	1,724	1,576	9,093	8,978	1.3%
Curbside/Window service	70	26	518	1544	-66.5%

July 2022 Librarians Report

A. Statistics

Through the end of June, we circulated/downloaded/loaned 61,869 items, with drive thru window service handling 518 transactions.

B. Interior signage

Still waiting to hear from the summer class of Warrior Innovation for these signs.

C. Donation

The library received a donation of \$1,000 from Waupun Lions Club. These funds are used to purchase large print books.

D. Summer Reading Program

With in-person performers returning for the Summer Reading Program, we have seen attendance range from 153 to 174 people for the June programs.

E. Shelving projects

The interns have finished re-organizing the last of the bound newspapers in the storage room shelving, and they will begin modifying the periodical shelving by removing units not being used and replacing with flat book shelves. The additional flat shelves will help with the growth of the fiction collection.

F. Hicks Foundation Grant

The library received a \$5,000 grant from the Nelson G. and Vera C. Hicks Charitable Foundation. These funds will be used for the Summer Reading Program and to enhance the children's area of the library.

G. Henderson chair

The matching chair to the loveseat that was delivered last October has finally arrived, and has been placed next to the loveseat on the second floor. This completes the furniture donated from the Jim Henderson memorial donations.

H. Display case/trucks display update

On July 11th, volunteers from One Waupun moved the display case and trucks, donated from Don Schultz, to the library. They are currently in the Director's office and will likely stay there until DPW has a rainy day for installation on the second floor.

I. First Amendment Audit program

Bret has registered for CVMIC's First Amendment Audit program on August 10.

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

Waupun Public Library

Bulletin Board/Posting Policy

The bulletin board in the main entrance of the library, and all other areas of the library proper, are reserved for announcements of information and events of general interest to the community. Materials announcing educational opportunities, public meetings, public service announcements, non-profit organizational fund-raising events and cultural and civic events, both free and those with admittance fees, may be posted. Prior approval of materials by library staff is required before posting.

Commercial advertising, and commercial ventures, such as, but not limited to, “For Sale” announcements, notices of rummage sales and babysitting services, and items such as denominational church services and political campaign literature will not be posted. The exception to this rule is the Friends of the Waupun Public Library. Additional exceptions require Library Board approval.

Adopted 2/17/2020