



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD**  
**Waupun Public Library – 123 S. Forest Street,**  
**Waupun WI**  
**Wednesday, October 20, 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 October 20, 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/82615178038>

**2. By Phone:**

1-312-262-6799

Meeting ID: 826 1517 8038

**CALL TO ORDER**

**MINUTES FROM PREVIOUS MEETINGS**

- [1.](#) September minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

*No Public Participation after this point.*

**MONTHLY STATISTICS**

- [2.](#) September statistics

**BUDGET SUMMARY**

- [3.](#) 2021 budget thru September

**CONSIDERATION OF BILLS FOR PAYMENT**

- [4.](#) October bills

**COMMITTEE REPORTS**

**LIBRARIAN'S REPORT**

- [5.](#) Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

6. Election of Vice-President

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

7. Tentative next meeting: Wednesday, November 17, 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, September 15, 2021**

The Waupun Public Library Board was called to order by Dr. Bev Martens, President, at 4:30 pm on Wednesday, September 15, 2021. Also present were, Schultz, Gehl, Garcia, Jaeger, and Hintze via Zoom. Langford, Rohrer, and Sullivan were absent. With the absence of the Secretary, Jaeger volunteered to record the minutes.

ARTICLE I: Motion by Schultz, supported by Gehl, to accept the minutes of the August 18, 2021, meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 77,301 items through the end of August.
- b. Curbside service: handled 1,580 transactions through the end of August.

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

ARTICLE V:

- a. Motion by Schultz, supported by Gehl, to pay the September bills. Motion carried 4-0 on roll call. Gehl appointed to sign the list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. Drive-thru Window Project is nearly complete. Currently waiting for signage.
- b. The library is looking at providing a disc cleaning service to patrons due to the closing of Family Video, where the service had been offered. Details will be provided under New Business.
- c. Donations received in memory of Jim Henderson have reached \$300, with more donations anticipated.
- d. After investigation, the library staff has recommended that Fax charges be changed to \$1 for first page, and 25 cents per pages after. This is also a New Business item and will be discussed further in the agenda.
- e. Bret and Pam will be meeting with the Warrior Fabrication class on Monday, September 20, regarding interior signage.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Motion by Schultz, supported by Hintze, to approve the following staff as authorized signatures for the Library's manual checkbook currently associated with the National Exchange Bank and Trust: Bret Jaeger, Pam Garcia, Emily Sanders, and Tami Lont. Motion carried 4-0 on roll call.
- b. Motion by Schultz, supported by Gehl, to approve new Fax charges of \$1 for first page, and 25 cents per page after first page. Motion carried 4-0 on roll call.
- c. Motion by Schultz, supported by Gehl, to approve the disc cleaning service and the supporting documents. Motion carried 4-0 on roll call.

ARTICLE X: Motion by Hintze, supported by Gehl, to adjourn at 5:11 p.m. Motion carried.

**\*Next tentative meeting: Wednesday, October 20, 2021 at 4:30 p.m. The Board will meet face to face at the Library, but efforts will be made to provide availability for those unable to attend in person.**

Bret Jaeger, Acting Secretary

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Sep. 21</b>	<b>Sep. 20</b>	<b>YTD 2021</b>	<b>YTD 2020</b>	<b>YTD%</b>
Juvenile Nonfiction	359	243	4,025	3,025	33.1%
Juvenile Fiction	1,550	1,113	16,259	11,828	37.5%
Juvenile Periodical	9	2	94	73	28.8%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	1	0	8	8	0.0%
Juvenile DVD	283	302	2,376	2,963	-19.8%
Juvenile CD	49	49	490	484	1.2%
Juvenile Video	0	0	0	0	#DIV/0!
<b>Total Juvenile</b>	<b>2,251</b>	<b>1,709</b>	<b>23,252</b>	<b>18,381</b>	<b>26.5%</b>
Adult Nonfiction	492	374	4,614	3,824	20.7%
Adult Fiction	1,604	1,144	14,381	10,941	31.4%
Adult Periodical	68	25	654	634	3.2%
Adult Audiocassette	0	0	5	0	#DIV/0!
Adult MP3 audio	10	1	39	47	-17.0%
Adult DVD	1,385	1,460	12,652	13,794	-8.3%
Adult CD	344	366	2,619	2,664	-1.7%
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...)	1	0	1	0	#DIV/0!
<b>Total Adult</b>	<b>3,904</b>	<b>3,370</b>	<b>34,967</b>	<b>31,905</b>	<b>9.6%</b>
<b>State Report Circulation</b>	<b>6,155</b>	<b>5,079</b>	<b>58,219</b>	<b>50,286</b>	<b>15.8%</b>
<b>Downloads (OverDrive)</b>	<b>899</b>	<b>970</b>	<b>8,946</b>	<b>7,874</b>	<b>13.6%</b>
ILL-Items Sent	2,261	2,068	19,252	14,598	31.9%
ILL Item Received	23	43	222	241	-7.9%
<b>TOTAL CIRCULATION</b>	<b>9,338</b>	<b>8,160</b>	<b>86,639</b>	<b>72,999</b>	<b>18.7%</b>
<i>To Columbia Co. Rural</i>	<i>4</i>	<i>0</i>	<i>8</i>	<i>229</i>	<i>-96.5%</i>
<i>To Dodge Co. Rural</i>	<i>421</i>	<i>314</i>	<i>4,436</i>	<i>4,244</i>	<i>4.5%</i>
<i>To FDL Co. Rural</i>	<i>1,225</i>	<i>1,047</i>	<i>12,289</i>	<i>10,789</i>	<i>13.9%</i>
<i>To Green Lake Co. Rural</i>	<i>67</i>	<i>119</i>	<i>443</i>	<i>1,008</i>	<i>-56.1%</i>
Rural circ subtotals			17,176	16,270	5.6%
<b>USE</b>					
<b>In-library Count (visits)</b>	<b>2,708</b>	<b>0</b>	<b>19,563</b>	<b>20,885</b>	<b>-6.3%</b>
Library Programs	91	0	1,832	978	87.3%
Meeting Room Use	1	0	1	782	-99.9%
Computer Use	330	0	1,821	1,868	-2.5%
Wireless Use	254	168	1,904	2,474	-23.0%
Reference Questions	288	111	3,052	1,772	72.2%
Monthly website hits	1,472	1,314	13,807	21,034	-34.4%
Curbside service	35	737	1,615	2072	-22.1%



Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2021 Annual Budget	9/30/2021 Current Month	9/30/2021 YTD Actual	9/30/2020 Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes	
<b>Revenues</b>									
210-41-4111-0-00	GENERAL PROPERTY TAXES	516,792	-	516,792	519,150	0	100%		
210-43-367-0-00	COUNTY APPROPRIATION	201,800	-	223,137	193,401	(21,337)	111%	Dodge, Columbia, Winnefox (Green Lake, Rd.)	
210-46-4671-0-00	FEES-LIBRARY	1,200	56	626	1,237	574	52%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	2,500	-	185	1,530	2,315	7%	New account created 9/21	
210-48-4850-000	LIBRARY TRUST DONATIONS	-	300	6,456	-	(6,456)	73%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	1,321	1,971	479	73%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,000	100	5,463	9,086	537	91%	\$5k Hicks foundation	
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-	-	0%		
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	(8,693)	-	0%		
Total Revenues		730,092	456	753,979	717,681	(23,886)	103%		
<b>Expenditures</b>									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	394,072	27,805	277,079	260,688	116,993	70%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	54,576	2,799	39,185	45,378	15,391	72%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	69	622	567	169	79%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,992	1,478	14,467	14,644	5,525	72%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	30,147	2,070	21,013	20,450	9,134	70%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,000	-	-	-	3,000	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	167	1,170	998	330	78%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	1,605	9,438	6,148	11,562	45%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	212	1,619	2,605	2,381	40%		
210-60-5511-3-32	LIBRARY-UTILITIES	24,263	2,391	17,435	16,322	6,828	72%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	116	1,109	659	491	69%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	702	917	1,798	28%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	-	1,217	1,911	5,783	17%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	945	2,180	3,707	3,820	36%	new for 2021-potential security maint contract	
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	3,000	57	110	248	2,890	4%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	320	22,589	28,062	10,411	68%		
210-60-5511-3-39	LIBRARY-BOOKS	60,652	7,298	50,275	27,308	10,377	83%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	20,000	106	9,226	6,087	10,774	46%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	-	4,552	5,484	4,448	51%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	-	9,924	8,040	4,076	71%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	-	6,435	10,000	0%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	7,500	-	6,826	2,110	674	91%	Summer reading program	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	238	848	1,186	1,652	34%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENSES	-	-	-	6,388	-			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	30,195	30,195	-	(30,195)			
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	38,000	-	(38,000)			
Total Expenditures		730,092	77,873	559,781	466,341	170,311	77%		
			(77,442)	194,197	251,340	(194,197)			
<b>Library Fund Cash Balances</b>									
210-10001	CASH-LIBRARY			156,119.66					
210-11612	LIBRARY SYSTEMS ACCOUNT			338,706.47					
210-11614	LIBRARY TRUST ACCOUNT			60,015.15					
	Library Trust Funds within Wells Fargo General Ctg Act			37,556.38					
210-11615	RUTH E. BAYLEY ACCOUNT			89,274.90					
Total Library Fund Cash				681,672.56					

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



Waupun Public Library - October 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		Shredder, paper, tape, cardstock...	47	Amazon	308.02
		210-60-5511-335	Publications/Promotions		Books for City services event	47	Amazon	288.09
		210-60-5511-339	Books		Books	47	Amazon	1,286.94
		210-60-5511-340	Audiovisual		DVDs, CDs	47	Amazon	665.16
		210-60-5511-344	Programming		Adult & Youth program supplies	47	Amazon	518.03
		210-60-5511-332	Utilities		Natural gas	1174	Alliant Energy	69.45
		210-60-5511-339	Books		Books	4000	Baker & Taylor	4,109.45
		210-60-5511-339	Books		Large Print Books	8900	Center Point Large Print	120.00
		210-60-5511-330	Office supplies		Processing supplies	11070	Demco	847.89
		210-60-5511-338	Automation/technology		Materials desensitizer	11070	Demco	5,036.41
		210-60-5511-340	Audiovisual		Playaway audiobooks	12875	Findaway World LLC	793.10
		210-60-5511-339	Books		Books	13895	Frederick, Michael	48.00
		210-60-5511-339	Books		Books	14102	Gale	521.06
		210-60-5511-338	Automation/technology		Wireless system	16440	Inter-Quest	14.95
		210-60-5511-335	Publications/Promotions		Logo library bags	16660	JanWay	1,195.00
		210-60-5511-336	Repairs/maintenance		New door handle & cylinders	17281	Lappen Security	561.66
		210-60-5511-344	Programming		Wood clothespins	12700	Martens Ace Hardware	9.18
		210-60-5511-340	Audiovisual		Audiobooks	19050	MicroMarketing	976.82
		210-60-5511-335	Publications/Promotions		Monarch Lib Sys apparel	300156	Monarch Library System	333.26
		210-60-5511-338	Automation/technology		TelePhony	300156	Monarch Library System	38.79
		210-60-5511-339	Books		Books	21236	Penworthy	1,361.85
		210-60-5511-345	Miscellaneous		Break Room supplies	21665	Piggly Wiggly	108.67
		210-60-5511-333	Postage		Stamps	22099	Postmaster	116.00
		210-60-5511-330	Office supplies		Binders, dry erase board, misc.	22402	Quill Corp	322.60
		210-60-5511-336	Repairs/maintenance		Autoflush valves	24400	Stobb Plumbing	2,850.00
		210-60-5511-339	Books		Books	24810	Taste of Home Books	35.98
		210-60-5511-345	Miscellaneous		Drive-thru window signage	27987	Westphal	275.00
		210-60-5511-342	Databases		Databases	28200	WILS	330.00
		210-60-5504-800	Library Trust - Capital		Loveseat from donations	26354	VerHage Inc.	1,399.00
							Total:	\$ 24,540.36
9/16/2021	Manual check # 1005				Copier maintenance		James Imaging Systems	379.56
10/11/2021	Manual check # 1006				Fond du Lac Cty Plat Book		Fond du Lac County	33.18
10/11/2021	Manual check # 1007				Columbia County Plat Book		CC -4-H Leader's Ass'n	38.00
10/11/2021	Manual check # 1008				Dodge County Plat Book		Dodge County Clerk	33.50
Auto Pay		210-60-5511-331	Telecommunications		Monthly Spectrum invoice		Wells Fargo (auto-pay) Bret	174.97
City manual check		210-60-5511-332	Utilities		Electric/water/sewer		Waupun Utilities	1,849.55

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

## **September 2021 Librarians Report**

### **A. Statistics**

Through the end of September we have circulated/downloaded/loaned 86,639 items, with curbside service handling 1,615 transactions.

### **B. Drive-thru Window Project update**

The Drive-thru Window Project is now complete. We anticipate increased use of this service window as time goes on. It was the perfect solution when the library experienced a significant water leak and needed to close the building during the cleanup process.

### **C. Water Leak**

On Sunday, October 3, while the library was closed and nobody was in the library, water started to flow out of the first floor men's restroom into the lobby. Our security camera picked up the first image of this at 11:15 a.m., but Utilities told us that water started running through our water meter between 8 and 9 am and stopped about midnight. An estimated 240 gallons of water over 15 hours was metered. At this time our best guess is that an autoflush valve opened Sunday morning and turned off by itself Sunday night. The valves were taken apart and a layer of lime scale was found in each one. Lime scale particles could have loosened, moved, and set off the valve until the particle went through the entire valve when it then turned off. We installed these valves at least 15 years ago, so we are replacing all six valves with new ones. Stobb Plumbing ordered them, and DPW has completed installation.

Carpets are dry, but walls had to be opened up since water was soaking into the drywall between the rooms. There were many blowers and dehumidifiers running to dry out the walls. Cleanup has finished, and repair is still going on as I write this. Most Vinyl base has been replaced, drywall was replaced in restrooms, and now we are waiting for restrooms to be re-tiled near the bottom of the affected walls.

### **D. Donations**

The library has received a total of \$2,375 in memory of Jim Henderson. Per the family's wishes, we are using the funds for a nice reading chair and matching loveseat. The loveseat has been delivered and the chair ordered, but it will take months before the chair arrives due to delays in manufacturing and shipping.

### **E. Warrior Fabrication class**

Bret and Pam met with the Warrior Fabrication class on September 27 and they will be working on options for interior directional signage at the library.

**F. Buckstaff cabinets**

Bret met with Russ Moss of Buckstaff to discuss storage cabinets in the Shaler and Carnegie Rooms. We are now waiting for a quote. Buckstaff built most of the existing wood furnishings in the library so these wall cabinets will match the base cabinets in the Carnegie Room.

**G. Adult Programming**

On Tuesday, October 19 at 6:30pm, Chad Lewis, paranormal researcher and author, will be presenting a program via Zoom entitled Wisconsin's Most Haunted Locations. Also in October, we will be offering a fall-themed craft for adults.

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).