



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

The Waupun Public Library Board of Trustees will meet in person with a Zoom option at 4:30 p.m. on April 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/85928186495>

2. By phone:

1-312-626-6799

Meeting ID: 859 2818 6495

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) March minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) March statistics

BUDGET SUMMARY

- [3.](#) March budget report

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) April bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

- [5.](#) April Librarians report

OLD BUSINESS

6. Warrior Innovation

NEW BUSINESS

- [7.](#) Code of Conduct revision
8. Evaluation Committee
[9.](#) Buckstaff quote

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

10. Tentative next meeting: Wednesday, May 18, 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, March 16, 2022**

The Waupun Public Library Board was called to order by Sadie Schultz, Vice-President, at 4:30 p.m. on Wednesday, March 16, 2022. Present were Langford, Gehl, Garcia, and Jaeger. Also present via Zoom: Sullivan and Hintze. Rohrer and Martens were absent. With the absence of the Secretary, Jaeger volunteered to record the minutes.

ARTICLE I: Motion by Gehl, supported by Langford, to accept the minutes of the February 16, 2022 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics continue to improve.

- a. Circulated/downloaded/loaned: 19,248 items through the end of February.
- b. Curbside/drive-thru window service: 203 transactions through the end of February.

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

ARTICLE V:

- a. Motion by Hintze, supported by Schultz, to pay the bills as presented. Motion carried 5-0 on roll call. Langford was appointed to sign the list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. Interior Signage: Moving forward.
- b. Fond du Lac County Health Department issued boxes of N95 masks to all county public libraries for distribution to area residents.
- c. All county payments for rural service in 2020 have been received.
- d. Interns for this summer will be Logan Wobschall and Brooke Vander Galien
- e. Sensory boards and children's furniture has started to arrive from the Sullivan memorial donation.
- f. DPW has finished building new storage shelves for our bound newspaper volumes.
- g. Department of Public Instruction has approved the Library Grade 1 Certification renewal for Jaeger.

- h. Upcoming programs are scheduled for March 22 and April 5.
- i. FOWL book sales will start again in May.
- j. National Library Week is scheduled for April 3 – 9 this year.
- k. Staff evaluations have started. Jaeger and Garcia will be meeting with all staff over the next few weeks.
- l. Jaeger was contacted to see if the Library Board would like to hear a school update from school administrator Dr. Hill. Jaeger will be adding him to the April agenda.
- m. Public Library Association National Conference is being held in Portland, Oregon, this year. Jaeger will be attending virtually from March 23 – 25.

ARTICLE VIII: Old Business:

- a. Motion by Sullivan, supported by Schultz, to open the meeting rooms for public use and reservations on Monday, April 4, beginning with the Conference Room and Carnegie Room when ready. Motion carried.

ARTICLE IX: No New Business.

ARTICLE X: Motion by Hintze, supported by Sullivan, to adjourn at 4:58 p.m. Motion carried.

***Next tentative meeting: Wednesday, April 20, 2022 at 4:30 p.m. The Board will meet in person at the Library, with some members attending virtually. Efforts will be made to provide availability for those unable to attend in person.**

Bret Jaeger, Acting Secretary

Waupun Public Library Monthly Statistics					
CIRCULATION	Mar. 22	Mar. 21	YTD 2022	YTD 2021	YTD%
Juvenile Nonfiction	501	755	1,400	1,520	-7.9%
Juvenile Fiction	2,386	2,224	5,793	4,038	43.5%
Juvenile Periodical	10	18	19	18	5.6%
Juvenile Book on CD	17	30	33	40	-17.5%
Juvenile MP3 audio	1	2	1	3	-66.7%
Juvenile DVD	381	289	965	509	89.6%
Juvenile Music CD	7	20	11	50	-78.0%
Juvenile Video Game	33	30	78	67	16.4%
Misc. (kits, av tapes, etc)	0	0	1	0	#DIV/0!
Total Juvenile	3,336	3,368	8,301	6,245	32.9%
Adult Nonfiction	647	702	1,661	1,490	11.5%
Adult Fiction	1,662	1,733	4,789	4,202	14.0%
Adult Periodical	55	78	189	164	15.2%
Adult Book on CD	141	157	525	434	21.0%
Adult MP3 audio	5	12	24	20	20.0%
Adult DVD	1,699	1,953	5,072	3,977	27.5%
Adult Music CD	92	120	322	300	7.3%
Adult Video Game	4	40	26	100	-74.0%
Pamphlets/Vertical File	0	1	0	2	-100.0%
Equipment/die cuts	1	0	1	0	#DIV/0!
Misc (kits, tapes, av games)	0	2	6	3	100.0%
Total Adult	4,306	4,798	12,615	10,692	18.0%
State Report Circulation	7,642	8,166	20,916	16,937	23.5%
Downloads (OverDrive)	979	1,123	3,004	3,132	-4.1%
ILL-Items Sent	2,223	2,120	6,076	6,543	-7.1%
ILL Item Received	41	37	137	67	104.5%
TOTAL CIRCULATION	10,885	11,446	30,133	26,679	12.9%
<i>To Columbia Co. Rural</i>	3	0	13	0	#DIV/0!
<i>To Dodge Co. Rural</i>	758	841	1,891	1,366	38.4%
<i>To FDL Co. Rural</i>	1,577	1,920	4,897	3,646	34.3%
<i>To Green Lake Co. Rural</i>	86	35	142	61	132.8%
Rural circ subtotals			6,943	5,073	36.9%
USE					
Patron Gate (visits)	3,489	2,133	8,899	2,133	317.2%
In-person Programs	181	0	406	0	#DIV/0!
Virtual Programs	26	36	34	65	-47.7%
Take & Make Activities	103	0	269	175	53.7%
Meeting Room Use	14	0	32	0	#DIV/0!
Computer Use	366	96	963	96	903.1%
Wireless Use	293	171	797	430	85.3%
Reference Questions	261	180	780	1,363	-42.8%
Monthly website hits	1,524	1,673	4,391	4,477	-1.9%
Curbside/Window service	101	84	304	1470	-79.3%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2022 Annual Budget	3/31/2022 Current Month	3/31/2022 YTD Actual	3/31/2021 Prior yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
Library Fund Operating Activity									
Revenues	(Partial property tax allocation is recorded in February. Full allocation is recorded after the August settlement)								
210-41-4111-0-00	GENERAL PROPERTY TAXES	516,792	-	370,903	382,067	145,889	72%		
210-43-4367-0-00	COUNTY APPROPRIATION	208,879	217,469	217,469	223,137	(8,590)	104%	Dodge, Columbia, Winnefox (Green Lake, Fdl)	
210-46-4671-0-00	FEES-LIBRARY	1,200	273	399	187	801	33%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	1,500	48	92	69	1,408	6%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	707	707	660	1,093	39%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,000	-	-	5,702	6,000	0%	\$5k hicks foundation	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
Total Revenues		736,171	218,497	589,570	611,822	146,601	80%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	401,953	28,356	79,601	81,862	322,352	20%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	54,576	4,203	16,108	15,395	38,468	30%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	64	198	201	593	25%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,992	1,370	4,329	4,481	15,663	22%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	30,750	2,080	6,365	6,469	24,385	21%		
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	501	332	999	33%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	1,026	1,876	1,024	19,124	9%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	220	438	261	3,562	11%		
210-60-5511-3-32	LIBRARY-UTILITIES	23,000	4,342	7,370	5,361	15,630	32%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	58	232	165	1,368	15%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	196	196	182	2,304	8%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	-	1,977	-	5,023	28%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	1,035	985	4,965	17%	new for 2021- potential security maint contract	
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	74	338	-	2,162	14%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	25	16,194	18,007	16,806	49%		
210-60-5511-3-39	LIBRARY-BOOKS	61,009	9,250	16,090	10,870	44,919	26%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	322	1,013	3,196	17,987	5%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	859	4,725	4,344	2,275	67%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	-	3,754	3,712	10,246	27%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	-	-	8,000	0%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	11,500	1,214	2,104	1,723	9,396	18%	Summer reading program	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	112	602	93	1,898	24%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		736,171	53,938	165,045	158,664	571,126	22%		
Excess (Deficiency) Revenues Over Expenditures		-	164,559	424,525	453,158				

Waupun Public Library									
Budget Report									
		12/31/2022	3/31/2022	3/31/2022	3/31/2021				
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
Library Fund Trust & Transfer Activity									
Revenues									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	4,725	4,725	-			New account created 9/21	
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-				
Total Revenues		-	4,725	4,725	-				
Expenditures									
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	-	-				
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-				
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	-	-				
Total Expenditures		-	-	-	-				
Excess (Deficiency) Trust/Transfer Revenues Over Expenditures		-	4,725	4,725	-				
Library Fund Grand Totals									
Total Revenues		736,171	223,222	594,295	611,822				
Total Expenditures		736,171	53,938	165,045	158,664				
Excess (Deficiency) Total Revenues Over Total Expenditures		-	169,284	429,250	453,158				
Library Fund Cash Balances									
210-10001	CASH-LIBRARY		Wells Fargo General Ckg Acct	465,986.37					
210-11612	LIBRARY SYSTEMS ACCOUNT		LGIP Acct 1	288,856.06					
210-11614	LIBRARY TRUST ACCOUNT		LGIP Acct 2	60,043.03					
	Library Trust Funds within Wells Fargo General Ckg Acct			9,992.52					
210-11615	RUTH E. BAYLEY ACCOUNT			94,301.70					
	Total Library Fund Cash			919,179.68					
Preliminary budget report will not have an updated cash balance until all journal entries are recorded. Final month end budget report will have updated cash balances.									

Waupun Public Library - April 2022 Bills

<u>Processed</u>	<u>Check #</u>	<u>Account #</u>	<u>Account Title</u>	<u>Description</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		210-60-5511-330	Office supplies	Organizers, paper, misc	47	Amazon	96.56
		210-60-5511-339	Books	Books	47	Amazon	423.13
		210-60-5511-340	Audiovisual	AV materials	47	Amazon	1,099.28
		210-60-5511-344	Programming	Programming supplies	47	Amazon	1,030.44
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	907.86
		210-60-5511-339	Books	Books	4000	Baker & Taylor	3,462.32
		210-60-5511-344	Programming	Summer Reading supplies	10368	Collaborative Summer Lib Program	265.62
		210-60-5511-330	Office supplies	Security strips, book truck, misc	11070	Demco	3,668.00
		210-60-5511-344	Programming	Summer Reading supplies	11070	Demco	45.94
		210-60-5511-338	Automation/technology	Room scheduling software	11071	Demco Software	776.71
		210-60-5511-340	Audiovisual	Audiobooks	12875	Findaway World LLC	596.38
		210-60-5511-339	Books	Books	14102	Gale	1,028.56
		210-60-5511-338	Automation/technology	Wireless system	16440	Inter-Quest	116.07
		210-60-5511-330	Office supplies	Binders	12700	Martens Ace Hardware	110.92
		210-60-5511-338	Automation/technology	Qtr 1 Telephony autocalls	300156	Monarch Library System	38.21
		210-60-5511-344	Programming	Adult program supplies	20798	OTC Brands, Inc.	26.98
		210-60-5511-345	Miscellaneous	Break Room supplies	21665	Piggly Wiggly	43.59
		210-60-5511-333	Postage	Stamps	22099	Postmaster	354.00
		210-60-5511-330	Office supplies	Vertical storage unit	22402	Quill Corp	342.99
		210-60-5511-339	Books	Books	24810	Taste of Home Books	35.98
		210-60-5511-339	Books	Collection agency	25484	Unique Mgt Services	34.95
		210-60-5511-336	Repairs/Maintenance	Plywood for storage shelves	12656	Wisconsin Building Supply	583.68
		210-60-5511-344	Programming	Sculptures program	27147	Waupun Historical Society	150.00
		210-60-5511-337	Travel/training/conference	WAPL conference registration	29301	WI Library Association	160.00
		210-60-5504-338	LIBRARY TRUST	Sullivan Memorial sensory panels	17705	The Library Store	3,024.95
						Total:	\$ 15,773.71
3/17/2022	Manual check # 1016			Copier maintenance		James Imaging Systems	379.56
City manual check		210-60-5511-331	Telecommunications	Telecommunications		Charter Comm auto-pay	179.97
City manual check		210-60-5511-332	Utilities	Electric/water/sewer		Waupun Utilities	1,450.74

Authorized signature: _____

April 2022 Librarians Report

A. Statistics

Through the end of March, we circulated/downloaded/loaned 30,133 items, with drive thru window service handling 304 transactions.

B. Interior signage

Due to various school scheduling, including Spring Break, we have not heard anything lately regarding a cost estimate for interior signage. This project likely will spill into the next school year.

C. Jan Sullivan Memorial Donations

Donations reaching \$5000 in memory of Jan Sullivan have been received, and new furnishings for the children's area have been purchased. We are still waiting for required mounting rails to arrive so we can install nine sensory panels to a designated wall. Manufacturing and shipping are still issues due to the pandemic.

D. Conference Room

Reservations for, and public use of, the Conference Room began April 4. The next room to open will be the Carnegie Room when it is ready. During the pandemic, the Carnegie Room was one of two small rooms to store and prepare Take and Make kits for residents.

E. Summer Reading Program

Registration for the annual Summer Reading Program will begin June 7. Programs are still being organized at this time.

F. Additional Page Opening

Mason Kuhn's last day was April 13, 2022. We will hire an additional page (for a total of 3) in our current round of hiring. (Brooke Vander Galien and Logan Wobschall will be turned into Summer Interns at the end of May.) Best wishes, Mason!

G. Adult Programming

May through August programming will concentrate on take and make crafts. We have lined up a couple of in-person programs for the fall and will investigate other options.

H. WAPL Conference

The annual Wisconsin Association of Public Libraries Conference is scheduled for May 11 – 13, in Pewaukee.

I. Annual Dewey Awards

For the 19th year in a row, the library will be handing out Dewey Awards to the staff at their April 22 staff meeting.

J. City of Waupun Banquet

After missing the last two years, the City of Waupun once again hosted the Employee Appreciation Banquet at the golf course. Several library staff received recognition for the following years of service: 5 years – Jesse Kiehl; 10 years – Heather Van Buren; 25 years – Pam Garcia; 25 years – Bret Jaeger.

K. Dr. Hill unable to make meeting

School District Superintendent Dr. Hill cannot attend a Library Board meeting to give an update as he has another monthly meeting at that same time each month.

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

LIBRARY CODE OF CONDUCT revision draft

Under the provisions of Chapter 43 of the Wisconsin Statutes, specifically 43.52(1), the Waupun Public Library Board of Trustees may enact regulations that serve to ensure the safety of all library staff and patrons, protect the usefulness of the materials collection, and maintain order in the library.

The following Code of Conduct has been established for all patrons. If a patron is not responsive to the needs of other library users or disregards the policies protecting patrons, staff and library property, the patron will be asked to leave.

CODE OF CONDUCT

1. Patrons must attempt to keep noise at a level that does not disturb others.
2. Smoking in the library is prohibited, which includes the use of electronic cigarettes.
3. Eating and drinking are allowed in the ~~Conference and Board~~ meeting rooms, and covered drinks are allowed throughout the entire library.
4. Animals or pets are only allowed in the library as an approved exhibition, assistance to persons who are disabled, or under the control of public safety officials.
5. For reasons of public health and safety, bare feet are not allowed in the library.
Also, shirts will be worn while in the building.
6. Loitering in the library or on library grounds is not permitted.
7. Only one person shall use one section of a study carrel. A maximum of four persons may sit at any one table, unless given permission by library staff.
8. Parents may not leave young children unattended in the library.
9. Unapproved selling of goods or services is prohibited. Persons or organizations wishing to make use of the library facility should contact library officials to obtain approval.
10. Persons who conduct themselves in an inappropriate or disorderly manner shall be asked to leave the library. This includes, but is not limited to, the following:
disturbing others, misuse or damage to the building or furnishings, littering, sleeping, rudeness or profanity, indecent, violent or abusive behavior, excessive odor.
11. Concealed carry weapons, or weapons of any kind, are not allowed inside the library building. Exceptions may be made by the Library Director for educational programs.
12. Under no circumstances may anyone take a photo or film a library user without the consent of the user, or their parent/guardian, if a minor.

Adopted May 20, 2002
Revised August 20, 2007
Revised November 21, 2011
Revised February 18, 2013

Continuing a 160 year tradition.

QUOTE

Buckstaff / Moss Designs Ltd.

PO Box 2851
Oshkosh, WI 54903
(920) 235-5890
sales@buckstaff.com

QUOTE NO.	1756
DATE	March 18, 2022
ATION DATE	April 1, 2022

TO: Waupun Public Library
123 S Forest Ave
Waupun, WI 53963
Bret
920-324-7925

PROJECT

SALESPERSON	JOB	PAYMENT TERMS	FREIGHT
Russ		Net Due Upon Receipt	Installed

[illegible]

SUBTOTAL	\$	8,080.00
SALES TAX		-
TOTAL	\$	8,080.00

QUANTITY CHANGES MAY CHANGE THE INDIVIDUAL PRICES.

THANK YOU FOR YOUR BUSINESS!