



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Monday, September 21, 2020 at 4:45 PM

VIDEOCONFERENCE AND TELECONFERENCE

The Waupun Library Board will meet virtually at 4:45 p.m. on September 21, 2020, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

1. Join Zoom Meeting:

<https://us02web.zoom.us/j/89414039013>

2. By phone

1-312-626-6799

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) August minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) August statistics

BUDGET SUMMARY

- [3.](#) Budget summary

CONSIDERATION OF BILLS FOR PAYMENT

[September](#) bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

[Librarians](#) report

OLD BUSINESS

6. Edward Jones account/Ellen Johnson Estate

NEW BUSINESS

[Library](#) Operations Guidelines

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

8. Next meeting: Monday, October 19, 2020, at 4:45 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 August 17, 2020

The meeting of the Waupun Public Library Board was called to order by Beverly Martens, President, at 4:45 p.m. on August 17, 2020. Also present were Hintze, Schultz, Sullivan, Gehl, Garcia, Westphal, Jaeger, and Rohrer, per Zoom.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of the July 20, 2020 meeting as written. Motion carried.

ARTICLE II: No personal appearances.

ARTICLE III: Monthly Statistics are slowly going up.

1. Downloads (OverDrive) up 24.5% YTD
2. Circulation and visits slowly going up through July
 - a. 7,243 items
 - b. 2,723 visits
 - c. Curbside: 128 people
 - d. All Curbside use since April: 1,147 people

ARTICLE IV: Current budget was discussed with no concerns noted.

ARTICLE V: Motion by Hintze, supported by Rohrer, to pay the August bills as presented. Motion carried, 7-0 on roll call. Because the meeting was a Zoom meeting, Rohrer was not available to sign the bills. Jaeger was appointed to do so.

ARTICLE VI: Committee Reports.

- a. **Evaluation Committee** will present its report in closed session under New Business.
- b. **The Budget Committee** presented a 2021 Budget Worksheet. More information from the City will be needed before the 2021 Library Budget is finalized.

ARTICLE VII: Librarian's Report.

- a. Circulation and visits have been slowly going up.
- b. The library has received \$100 in memory of Rose Muraski.
- c. The 23-year-old 3M security panels in the library have been having issues. They are working at this time, but may need replacing in the future.
- d. Kids under 18 can sign up for Summer Reading Bingo. They receive a BINGO card and goodie bag. A maximum of 8 completed cards can be dropped off at the library. Prizes to be awarded in a random drawing at the end of the program.
- e. A man in a parked car near staff vehicles was yelling and banging on his steering wheel the morning of August 10. Police were called and were able to make contact with him.
- f. Opening Update information: (Pam) as mentioned, we have seen an increase in traffic in the library over the last month. The counter on the gate was out of service a good portion of the month, so we couldn't get an accurate count. Computer use hasn't increased too much, although

we do see increased usage on Mondays (sometimes having to turn people away or have them schedule for a different time), and an increase in need for DMV services/usage. We could easily add another computer to the conference room if we deemed it necessary. Currently, the evening hours are seeing less traffic than the daytime hours.

With the introduction of Emergency Order #1 mandating masks indoors, most patrons have come in with a mask or have asked for one to wear.

It worked out that we will be able to keep our intern until the end of 2020, which will help us to keep our shifts separated as they are now and as recommended by the City's COVID-19 plan. A staff member returning after medical leave will also be an asset to us, and will allow us to cover some other shifts or times this fall where there are only 2 staff working at the circulation desk.

We have developed a "call order" for staff to use in case number of staff is going to be below 2. Staff can refer to it to quickly know who to call first during each shift.

WISCAT services have resumed as of 8-3. We had 30+ requests in our hold folder to place or look into for our patrons, along with opening up our resources for other libraries to request. We also opened up patron-initiated requesting as well. Doreen and Pam have been managing requests and it has not, yet, been overwhelming, as we thought it might at first. We are limiting patron requests to 5 active. Active means that the item is either in pending (waiting for arrival) or received (patron has it checked out) status. Once the patron returns an item, he or she can place another request. (In the past, our limit had been at either 10 or 15.) We will increase it to 10 again as we feel comfortable doing so. We have increased checkouts of our material going out to other libraries to 56 days instead of 42 days, to allow time for item quarantines. We are hoping other libraries extend the same courtesies for the items we are borrowing.

Allison Indermuehle will be leaving us soon for college, and we will be down a page until one is hired. We wanted to wait to be sure decisions weren't changed by colleges that would have allowed her to remain on as a page.

g. Bret met with Gerri Buteyn to review placement of a Waupun Fine Arts window sign.

h. Bret met with Todd Harmsen to discuss future repair of a deteriorating concrete approach into the library parking lot from Forest Street.

i. Meeting rooms in the library will continue to be closed until further notice.

ARTICLE VIII: New Business:

a. Questions still remain concerning the Edward Jones/Ellen Johnson Estate donation.

b. Motion by Sullivan, supported by Gehl, to approve and forward to the City, the 2021 Library Budget as recommended by the Library Budget Committee. Motion carried 7-0 on roll call.

c. Motion by Hintze, supported by Rohrer, to go into closed session to consider, deliberate or confer on matters under Section 19.85(1)(c) of the Wisconsin Statutes. Motion carried unanimously.

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

e. Motion by Rohrer, supported by Schultz, to accept Jaeger's 2021 Goals. Motion carried unanimously.

f. Motion by Hintze, supported by Sullivan, to accept Jaeger's 2020 Evaluation. Motion carried unanimously.

ARTICLE IX: Motion by Rohrer, supported by Westphal, to adjourn at 5:49 p.m. Motion carried.

Next tentative meeting: **Monday, September 21, 2020, at 4:45 p.m. per Zoom.**

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Aug. 20	Aug. 19	YTD 2020	YTD 2019	YTD%
Juvenile Nonfiction	412	577	2,782	4,474	-37.8%
Juvenile Fiction	1,814	3,870	10,715	23,985	-55.3%
Juvenile Periodical	13	25	71	241	-70.5%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	4	4	8	29	-72.4%
Juvenile DVD	452	636	2,661	5,691	-53.2%
Juvenile CD	52	91	435	701	-37.9%
Juvenile Video	0	0	0	0	#DIV/0!
Total Juvenile	2,747	5,203	16,672	35,121	-52.5%
Adult Nonfiction	463	729	3,450	5,464	-36.9%
Adult Fiction	1,557	2,021	9,797	15,592	-37.2%
Adult Periodical	81	111	609	1,012	-39.8%
Adult Audiocassette	0	1	0	3	-100.0%
Adult MP3 audio	10	11	46	89	-48.3%
Adult DVD	2,232	2,462	12,334	20,743	-40.5%
Adult CD	410	614	2,298	4,111	-44.1%
Videocassettes	0	0	0	3	-100.0%
Pamphlets/Vertical File	0	0	1	6	-83.3%
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc. (kits, toys, no location...)	0	0	0	2	-100.0%
Total Adult	4,753	5,949	28,535	47,025	-39.3%
State Report Circulation	7,500	11,152	45,207	82,146	-45.0%
Downloads (OverDrive)	967	747	6,904	5,515	25.2%
ILL-Items Sent	1,923	1,757	12,530	13,576	-7.7%
ILL Item Received	18	76	198	527	-62.4%
TOTAL CIRCULATION	10,408	13,732	64,839	101,764	-36.3%
<i>To Columbia Co. Rural</i>	1	87	229	399	-42.6%
<i>To Dodge Co. Rural</i>	611	858	3,930	6,768	-41.9%
<i>To FDL Co. Rural</i>	1,398	1,737	9,742	17,782	-45.2%
<i>To Green Lake Co. Rural</i>	97	206	889	1,550	-42.6%
Rural circ subtotals			14,790	26,499	-44.2%
USE					
In-library Count (visits)	2,183	5,966	20,885	49,660	-57.9%
Library Programs	0	158	978	3,413	-71.3%
Meeting Room Use	0	167	782	2,595	-69.9%
Computer Use	92	1,050	1,868	6,174	-69.7%
Wireless Use	202	521	2,306	4,082	-43.5%
Reference Questions	115	195	1,661	3,246	-48.8%
Monthly website hits	1,669	2,554	19,720	22,209	-11.2%
Curbside service	188		1,335		#DIV/0!

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2020 Annual Budget	8/31/2020 Current Month	8/31/2020 YTD Actual	8/31/2019 Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
Library Fund									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	519,150	147,794	519,150	541,000	-	100%		
210-43-4367-0-00	COUNTY APPROPRIATION	194,000	-	193,401	168,852	599	100% (Full)	Dodge, Columbia, Winnefox (Green Lake,	
210-46-4671-0-00	FEES-LIBRARY	4,000	53	1,170	4,294	2,830	29%		
210-48-4811-0-00	INTEREST REVENUE	7,000	-	1,424	4,592	5,576	20%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	1,276	1,157	524	71%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	-	8,986	2,555	(2,950)	149%		
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	382,830	-	-	Transfers from Fund 200-Systems, Trust,	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%	Ruth E. Bayley	
Total Revenues		731,986	147,847	725,407	1,105,280	6,579	99%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	386,345	28,852	233,348	239,371	152,997	60%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	67,918	3,794	41,584	47,431	26,334	61%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	67	500	473	290	63%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,600	1,469	13,201	12,545	6,399	67%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	29,555	2,130	18,438	18,592	11,117	62%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	2,764	-	-	-	2,764	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	111	887	887	613	59%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	554	5,328	16,483	15,672	25%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	222	2,381	2,289	1,519	61%		
210-60-5511-3-32	LIBRARY-UTILITIES	24,263	2,247	14,300	20,416	9,963	59%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	-	659	1,194	941	41%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	917	490	1,583	37%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	-	1,547	3,181	5,453	22%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	4,500	-	3,707	1,501	793	82%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	-	426	2,168	4,074	9%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	969	28,047	23,492	3,953	88%		
210-60-5511-3-39	LIBRARY-BOOKS	59,250	2,995	23,062	37,217	36,188	39%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	20,000	636	4,809	17,346	15,191	24%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	618	5,484	6,746	3,516	61%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	25	8,040	9,018	5,960	57%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	-	6,435	7,936	3,565	64%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	7,500	-	1,539	2,827	5,961	21%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	219	1,059	1,941	1,441	42%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	63	6,388	3,687	(6,388)			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	15,656	-			
Total Expenditures		731,986	44,971	422,086	492,889	309,899	58%		
		0	102,876	303,321	612,391	(303,320)			

Waupun Public Library - September 2020 Bills

<u>Processed</u>	<u>Check #</u>	<u>New Account #</u>	<u>Activity Code</u>	<u>Line item</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		210-60-5511-330		Office supplies	47	Amazon	79.00
		210-60-5511-335		Publications/promotions	47	Amazon	313.59
		210-60-5511-339		Books	47	Amazon	747.58
		210-60-5511-340		Audiovisual	47	Amazon	619.95
		210-60-5511-344		Programming	47	Amazon	1,170.94
		210-60-5511-332		Utilities	1174	Alliant Energy	56.85
		210-60-5511-339		Books	4000	Baker & Taylor	2,609.49
		210-60-5511-330		Office supplies	8025	CDW Government Inc.	466.67
		210-60-5511-330		Office supplies	11070	Demco	192.80
		210-60-5511-339		Books	13895	Frederick, Michael	48.00
		210-60-5511-339		Books	14102	Gale	701.75
		210-60-5511-338		Automation/Technology	16440	Inter-Quest	14.95
		210-60-5511-339		Books	18706	Mayo Clinic Health Publications	36.45
		210-60-5511-340		Audiovisual	19050	Micromarketing	657.86
		210-60-5511-330	190	Office supplies	300156	Monarch Library System	28.32
		210-60-5511-345		Miscellaneous	21665	Piggly Wiggly	16.69
		210-60-5511-345		Miscellaneous	22099	Postmaster	110.00
		210-60-5511-330	190	Office supplies	22402	Quill	52.95
		210-60-5511-339		Books	24810	Taste of Home Books	102.95
		210-60-5511-335		Publications/promotions	29699	Wisconsin Media	50.00
						Total:	\$ 5,145.73
City manual check		210-60-5511-331		Telecommunications		Charter Communications	164.97
City manual check		210-60-5511-332		Utilities - August		Waupun Utilities	1,964.56

Authorized signature: _____

September 2020 Librarians Report

A. Statistics

Through the end of August: we have circulated 64,839 items, we have had 20,885 people visit the library, and curbside service has served 1,335 residents.

B. Drive-up window

The library is looking into a possible drive-up window for our curbside service. Benefits would include staff not going out in the rain or snow, and patrons not having to get out of their vehicles in the rain or in winter when the pavement is slippery. Since we are keeping curbside service in the future, it makes sense to have a drive-up window for efficiency. We are exploring the option for the south side of the building near the drive-up book drops.

UPDATE: Hometown Glass has looked at the project location and we are waiting for a quote. Portage Glass will be contacting us sometime soon.

C. Curbside Service

The library is still in curbside service mode as at least one of our counties (Fond du Lac/Dodge) is in Phase 1 of their Covid-19 plan.

D. Staffing

We are back to full staff with the return of one from a medical leave, and another from a 14-day quarantine.

E. Update from Pam

Curbside services are going well for the most part. Most patrons have a “go with the flow” philosophy; some others are confused or frustrated with the change. Staff is doing their best to help them with whatever they need. They appreciate the positive comments, a recent one from a patron being, “the kindness and cheeriness of the staff does not go unnoticed.”

We have been watching the REALM study closely, and recently went to a 7-day quarantine based on the results indicating the existence of the virus on library materials in a stacked configuration. The REALM study partners are in the midst of a literature review and additional testing. Important questions we don’t know answers to include whether or not the virus is actually transmittable off of library materials and how many particles of the virus is needed to get an individual sick. Knowing these answers would allow us to provide a balance between keeping the public safe and providing their materials in a timely manner. Right now we are basing our decision solely on the existence of the virus on the material.

Directly related to the quarantine is the delay of materials becoming available for patrons. Items within the system are taking up to 2 weeks to be available for patrons to pick up. Items shipped through WISCAT/ILL are taking 3-4 weeks.

COVID has resulted in 3 additional homebound patrons for me to manage, for a total of 7 that I deliver to. An 8th is managed by another staff member and pickup by the patron's family member. A third staff member manages materials for the Christian Home and Prairie Ridge.

Applications for the page position are due this Saturday, September 19. I am hoping for an October 17 start date so that I can be present.

F. Ellen Johnson Estate/Edwards Jones account update

Michelle Kast, City Finance Director, has been working with John Taylor regarding this issue of donating funds to the library from an Edward Jones account. The latest information received from Michelle is that the Library Board will not be able to keep an Edward Jones account for future possible donations from other Edward Jones accounts since Edward Jones is not registered as a municipal advisor with the State of Wisconsin.

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

Library Operations Guidelines during the Covid-19 pandemic

Updated 9/16/2020

I. Hours of operation

- A. Service will follow the existing service hours, if possible.

II. Closing the library building

- A. If Dodge County or Fond du Lac County drop back to Phase I of their re-opening plans, the library will close the building to the public and resume curbside service until both counties are at Phase 2 or higher.
- B. If local schools close due to a surge, the library will close the building to the public and resume curbside service until schools are open.

III. Staffing

- A. Staff will follow the City of Waupun Covid-19 Policy protocols.
- B. Staff are scheduled into three working groups in an effort to contain the spread of Covid-19 if one of the staff contracts Covid-19.
 - 1. Incoming shifts wait for out-going shifts to leave the building before entering.
 - 2. Library Director and Assistant Director should not be in the building at the same time, whenever possible, to make sure there is always one healthy manager available in case one or the other contracts Covid-19.
 - 3. Full-time staff (5 employees) work part of their week from home and report detailed work hours to the Library Director.

IV. Staff testing positive for Covid-19

- A. Individual follows City of Waupun Covid-19 policy.
- B. The library will immediately close for seven days. Due to laboratory test results on library materials, our current quarantine practice is seven days, so closing for seven days will ensure enough time for a thorough cleaning of the library and for any possible virus trace on materials to subside in the building.
 - 1. Staff within their working sub-group would be assumed to have been in close contact with the positive case due to shared workspaces. These staff members will need to quarantine for 14 days and self-monitor.
 - 2. Staff not working in that sub-group should self-monitor daily and report any symptoms to their supervisor. These staff members can return to work when the library re-opens after 120 hours.
 - 3. With several staff self-quarantining for 14 days, reduced services/hours are likely to occur.