



Reedsburg Public Library

370 Vine Street ♦ Reedsburg, WI 53959

608-768-READ (7323) ♦ www.reedsburglibrary.org

AGENDA

Thursday, August 12, 2021

6:30 p.m.

DUE TO RESTRICTIONS CAUSED BY THE COVID-19 PANDEMIC, SOME VOTING MEMBERS MAY BE PRESENT VIA TELECONFERENCE OR VIDEO CONFERENCE, AS PROVIDED BY THE RECOMMENDATIONS OF THE WISCONSIN DEPARTMENT OF JUSTICE. [HTTPS://WWW.DOJ.STATE.WI.US/NEWS-RELEASES/OFFICE-OPEN-GOVERNMENT-ADVISORY-CORONAVIRUS- DISEASE-2019-COVID-19-AND-OPEN-MEETINGS](https://www.doj.state.wi.us/news-releases/office-open-government-advisory-coronavirus-disease-2019-covid-19-and-open-meetings)

1. Call to order
2. Approval of agenda
3. Introduction of school district appointee, Ann Franke
4. Minutes of the July 8 meeting
5. Finance report
6. Bills from July
7. Director's Report
8. General Business
 - a. Preliminary 2022 Budget Discussion
 - b. 2022 Capital requests
 - c. Discussion of Covid Operating Guidelines
9. Adjournment

Sue Ann Kucher
Library Director

Posted 08/09/2021

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Reedsburg Public Library
Library Board Minutes
July 8, 2021

Members present: Steve Balda, Kate Campbell, Joleen McBride, Dana Westedt, Natalie Buckner: Also present, Kris Houtler-Library Assistant Director.

Call to Order: President McBride called the meeting to order at 6:34 p.m.

Approval of Agenda: 2 changes to the agenda were made: 2022 Fees-SCLS and Strategic Plan 2021-2026. Balda moved to approve the amended agenda. Westedt seconded. All approved.

Minutes of the June Meeting: Campbell moved to approve the minutes as presented. Buckner seconded. All approved.

Finance Report: Campbell presented the Finance report. Westedt moved to approve the report as presented. Balda seconded. All approved.

Bills: \$8,811.49 was expended from library operating for 2021 bills: Buckner moved to approve the bills. Westedt seconded. All approved.

Director's Report: Houtler presented the report in the Library Director's absence showing June circulation of 10,585. Library visits are estimated at 8,904 including 79 Curbside pick-ups. The library presented 31 youth programs with an attendance of 183 and 6 adult programs with attendance of 48. Summer Reading Program is going well with the adjustment to the summer schedule to add-in an additional storytime being well received. Sauk County Library Board to meet Tuesday, July 13 to review funding proposal. Preliminary work on the Library Budget is underway with an anticipated reduction in Sauk County funding of just over \$9,000. No substantial changes to the City process is expected at this time. External wireless node was installed in June to improve wireless access outside the building. The report is placed on file.

General Business:

2022 Proposed SCLS Fees were presented. Voting for 2022 fees will take place at the All-Directors meeting. Buckner moved to accept Kucher's recommendation for the lowest amount through use of the SCLS Contingency Funds. Westedt seconded. All approved

Strategic Plan 2021-2026 was presented by Houtler with a discussion of this being the public-facing version that will also be used when presenting to the City and to be included in their Strategic Plan. A more detailed plan that includes objective action items will be presented at a later date. Board members discussed the quality and readability of the plan. Balda moved to adopt the Strategic Plan 2021-2026 as presented. Campbell seconded. All approved.

Adjournment: Move by Campbell. Seconded by Westedt.

JULY, 2021

Date	Checking	Debits	Credits	Balance
	OPENING BALANCE			\$21,995.42
	END BALANCE			\$21,995.42
	Harris Bank			
	x4359 @ .05% (2/12/22)			\$50,921.21
	Gift Savings		\$.72	\$12,103.97
	Community First Bank			
	2442 @ .25% (4/12/22)			\$21,840.69
	Building fund (6936)		\$3.01	\$104,660.05
	Reedsburg State Bank			
	01285 @ .20% (5/19/21)			\$ 18,043.83
	Evans Money Market*		\$2.34	\$20,284.01
	Overflow Account		\$9.38	\$81,575.02
	Associated Bank			
	Trust Savings Account		\$.09	\$3,830.54
	WCCU			
	73983 @ .30% (2/2/22)		\$16.58	\$13,171.72

* To be used for library materials only.

Library Bills

2021-08

11424.28

07/20/2021	406694000007	ALLIANT ENERGY/WP&L	Gas Utility	82.91
08/01/2021	1451659-21	AMERICAN SPIRIT	American Spirit - 1 year subscription	18.00
06/14/2021	2036032767b	BAKER & TAYLOR	Books - Corrected entry	60.00
06/25/2021	2036055327	BAKER & TAYLOR	Books	114.26
07/06/2021	2036071943	BAKER & TAYLOR	Books	81.08
07/20/2021	2036094200	BAKER & TAYLOR	Books	52.10
07/20/2021	2036094884	BAKER & TAYLOR	Books	698.20
08/02/2021	2036116461	BAKER & TAYLOR	Books	59.30
06/01/2021	1231501	BLACKSTONE PUBLISHING	Audio Books on CD	138.99
07/07/2021	1233408	BLACKSTONE PUBLISHING	Audio Books on CD	39.99
07/13/2021	199348	BMO HARRIS BANK CREDIT CARD	Viking Village Foods - Sauk County Library Board Meeting	42.03
07/20/2021	240137	BMO HARRIS BANK CREDIT CARD	Viking Village Foods - Strategic Plan Implementation Meeting	21.13
07/20/2021	240137	BMO HARRIS BANK CREDIT CARD	Viking Village Foods - Teen Time, Nailed-it	56.95
07/01/2021	1859564	CENTER POINT LARGE PRINT	Large Print Books	272.64
08/01/2021	1865750	CENTER POINT LARGE PRINT	Large Print Books	272.64
07/20/2021	6979165	DEMCO INC	Processing Supplies	376.04
05/26/2021	351140	FINDAWAY WORLD LLC	Digital Audio Players	356.20
06/24/2021	74567940	GALE	Large Print Books	39.73
07/08/2021	74663783	GALE	Large Print Books	46.48
07/08/2021	74663433	GALE	Large Print Books	50.23
07/21/2021	74725300	GALE	Large Print Books	39.73
07/17/2021	13384012	GORDON FLESCH CO INC	Copiers 7/7/2021 - 8/6/2021; Copies 06/07/2021 - 06/29/2021	290.71
08/07/2021	13418811	GORDON FLESCH CO INC	Copiers 8/7/21-9/6/21; Copies 6/29/2021 - 8/2/2021	368.38
06/24/2021	53524931	INGRAM	Books	168.69
07/06/2021	53669334	INGRAM	Books	283.06
07/09/2021	53730760	INGRAM	Books	755.23
07/23/2021	53953056	INGRAM	Books	341.36
07/27/2021	54010573	INGRAM	Books	170.86
07/28/2021	53979818	INGRAM	Books	171.32
07/08/2021	107715	INTERSTATE BOOKS4SCHOOL	Books for Summer Incentives	141.77
08/06/2021	66447	JCOMP TECHNOLOGIES	SMart Net Warranty & Service Renewal	363.00
07/19/2021	89275	KRUEGER OFFICE SUPPLIES	Copy Paper (4cs)	163.20
07/01/2021	25293	KRUEGER PRINTING INC	Timecards	105.00
06/29/2021	2021Tooley2	MARY TOOLEY	Ice Cream as Art, Thursday, July 29, 2pm	200.00
06/30/2021	500655130	MIDWEST TAPE	Hoopla	540.64
07/12/2021	500704929	MIDWEST TAPE	Audio Books on CD	74.98
07/31/2021	500791136	MIDWEST TAPE	Hoopla Downloadable Content	465.50
08/02/2021	500796329	MIDWEST TAPE	Audio Books on CD	94.98
07/28/2021	2192249	QUILLIN'S INC	Discovery Days - Cupcake Wars	16.65
08/02/2021	1375881	QUILLIN'S INC	Reedsburg Writers Publication Party	11.67
08/03/2021	3038969	QUILLIN'S INC	Worm Races	14.71
08/06/2021	2193330	QUILLIN'S INC	Teen Lock-in	5.49
07/22/2021	6311107w	REEDSBURG UTILITY	Water Utility	187.35
07/22/2021	6311107e	REEDSBURG UTILITY	Electrical Utility	1354.24
07/22/2021	2030406TP	REEDSBURG UTILITY	Telephone	290.74
07/22/2021	2030407TV	REEDSBURG UTILITY	Television	26.87
07/22/2021	2030407INT	REEDSBURG UTILITY	Internet	309.95
04/22/2021	8181878521b	SHRED-IT USA LLC	Shredding Service	82.22
06/22/2021	8182263193	SHRED-IT USA LLC	Shredding Service	76.21
07/22/2021	8182456507	SHRED-IT USA LLC	Shredding Services 07/13/2021	75.82
01/29/2021	21171	SOUTH CENTRAL LIBRARY SYSTEM	Annual Fee - MyPC Time Management	210.00
7/6/2021	853799985898	SYNCHRONY BANK/AMAZON	DVD	19.99
07/12/2021	475573645983	SYNCHRONY BANK/AMAZON	DVD	16.59
07/19/2021	44749776589	SYNCHRONY BANK/AMAZON	DVDs	204.99

Library Bills

07/19/2021	439758797845	SYNCHRONY BANK/AMAZON	DVDs	14.96
07/20/2021	667396439986	SYNCHRONY BANK/AMAZON	DVDs	19.96
07/21/2021	436358584334	SYNCHRONY BANK/AMAZON	Circle Punch	21.60
07/21/2021	444637753554	SYNCHRONY BANK/AMAZON	Circle Punch	16.99
07/22/2021	884739689535	SYNCHRONY BANK/AMAZON	Button Maker & Supplies	129.99
07/25/2021	439796338836	SYNCHRONY BANK/AMAZON	DVDs	58.94
07/27/2021	475777338557	SYNCHRONY BANK/AMAZON	Circle Punch - Button Maker	42.18
07/27/2021	475777338558	SYNCHRONY BANK/AMAZON	Circle Punch - Button Maker	6.87
07/30/2021	475777338559	SYNCHRONY BANK/AMAZON	DVD	17.99
07/27/2021	15279+1	TURNER WATERCARE	Water Service - 07/08 & 07/22	24.00
07/21/2021	510777	VANGUARD ID SYSTEMS	1000 Keytag Cards - Barcodes Imprinted	550.00

Reedsburg Public Library						
Director's Report						
8/12/2021						
Prior Month Circulation						
	Jul 2021	Jul 2020	Jun 2021	2020 YTD	2021 YTD	% +/-
Adult Circulation	7,098	7,582	6,963	49,838	43,787	
Juvenile & YA Circulation	4,068	3,033	3,622	17,600	21,111	
TOTAL Circulation	11,166	10,615	10,585	67,438	26,077	
		79.18%				
Checked in	9399		7139	29,867	45,871	
Loaned via LINK	4,909	7,564	5,217	37,363	39,981	
Borrowed via LINK	3,049	4,422	3,085	17,861	23,599	
Holds Placed	3,162	2,210	3,376	19,295	19,867	
		2 834				
Overdrive Circulation	1950		2143	9,483	14,252	
Hoopla Circulation (66 patrons)	221	1,954	254	3,905	1,673	
OLL - Outerlibrary Loan		0		65	55	
Items Added	355	359	376	1,734	2,156	
Items Withdrawn	32	300	322	2,005	1,080	
Prior Month Service Counts	Jul 2021	Jun 2020	Jun 2020	2020 YTD	2021 YTD	% +/-
Library Visits (10,169 out/9305 inner)	9,737	7,618	8,825	245,427	40,615	
TOP DAY (575) Tues July 6				23,891	0	
Curbside Pickups	44		79	0	2720	
TOTAL VISITS			8,904	12723	33,554	
				0	0	
Homebound Circulation	197	164	204	792	1103	
Fine Free Organization	100		44	1544	1736	
Computer Use	Jul 2021	Jun 2020	Jun 2021	2020 YTD	2021 YTD	% +/-
PC computers	429	395	384	3362	2077	
Mac Computers	8		8	219742	46	
Wireless Sessions	2418	17	1430	1,748	9,325	
Wireless - Unique Devices 875			1,430	30	2,597	
Average 78 people per day (31days)				34	0	
				0	0	
Computer Use Totals	2,855	412	3,252	224,916	14,045	
Programs, Outreach & Volunteers	Jul 2021	May 2020	JUN 2021	2020 YTD	2021 YTD	% +/-
Youth - Live Programs	29		31	90	45	
Youth - Live Program Attendance	318		183	1759	229	
Youth - Live Virtual Programs	3	10		40	29	
Live Virtual Attendance	13	56		224	167	
Youth - Pre Recorded Programs	4			0	20	

Pre Recorded Programs Attendance	12			0	76	
Adult - Live Programs	5		3	11	10	
Adult - Live Program Attendance	69		30			
Adult - Live Virtual Programs	3		3	75	25	
Adult - Live Virtual Attendance	18		18	0	278	
Adult - Pre-Recorded Programs	0			0	2	
Adult - Pre-Recorded Attendance	0			0	5	
Class Visits				1	3	
Number of Students				22	100	
Youth Volunteer Hours (0 volunteers)			1	0	1	
Adult Volunteer Hours (1 volunteers)	16.5		6.25	0	22.75	
Beanstack Registration						
Room Usage	Jul 2021	APR 2020	JUN 2021	2020 YTD	2021 YTD	
Community Room - Library Use	34		26	82	119	
Community Room - Non-Library Use	3			23	3	
Meeting Room - Library Use	1		1	6	5	
Meeting Room - Non-Library Use	21		16	42	91	
Library Study Rooms (3)	67		45	228	291	
Story Room - Library Use (Continuous)				7	59	
Story Room - Non-Library Use				28	0	
News & Notices						
Programming is a wrap for Summer 2021. Youth Programming will begin Monday, September 20.						
Sauk County Library Board met Tuesday, July 13 to review funding proposal. 100% reimbursement has been requested; with REE allocation from the County expected to be \$9165 less than 2021 amount						
Locker installation is anticipated by the end of August. Final wiring installation is underway.						
Summer Assistant Sarah Lancaster has agreed to stay on as a regular part-time Circulation Assistant.						
Friends of the Library Book Sale is planned for September 9-12. Planning meeting is Monday, August 16 at 3pm; Donations will be accepted August 25 - September 8.						
In-person adult programs have been very successful. Author Jeff Nania had attendance of 35 people.						
Touchless faucets were installed this past week on all restrooms and workroom faucets.						



**CAPITAL EQUIPMENT REQUEST
(One Request Per Form)**

PAGE 1
FISCAL YEAR 2022 _____

Department:

Library

Requestor:

Sue Ann Kucher

Department:

Is this area:
(choose one)

☐
☒

New Equipment

Replacement Equipment

IFB RFQ / RFP
Contract ID #:

Is this area:
(choose one)

☐
☐

Capital Equipment
(1 to > ____ year life)

Operating Lease

CAPITAL PURCHASE ITEM:

Network Equipment Replacement – Estimated Cost \$5,000

Equipment Description:

Replacement of network equipment including switch and firewall and updates to Surveillance system.

Equipment Justification:

Existing network equipment reaches end of life in 2022 and 2023. Replacement on/ahead of schedule ensures continued network operation and security for phones and internal network connections.

DEPARTMENT:

DIRECTOR/ SUPERINTENDANT REVIEW:

DATE:

ADMINISTRATOR

ADMINISTRATOR REVIEW:

DATE:



CAPITAL IMPROVEMENT REQUEST
Page 1 of 2
(One Project Per Form)

PAGE 1

FISCAL YEAR

Start 2022_____

End 2022_____

Department:

Library

Requestor:

Sue Ann Kucher

Project Manager:

Sue Ann Kucher

Estimated Start

Estimated Date:

End Date:

CIP Project ID#:

IFB RFQ / RFP

Contract ID #:

Is this area:
(choose one)

☒

New Project

☐

Revised Project

☐

Project to Delete

Is this area:
(choose one)

☒

Capital Project
(>5 year life)

☐

Expensed Item
(< 5 year life)

PROJECT TITLE:

Library Maintenance & Repair - \$5,000

Project Description:

Maintenance and update of restroom fixtures, interior and exterior surface repairs and paint and cabling updates

Project Justifications and Implementation Schedule:

Library is showing its age of 23 years. Minor repair to interior and exterior surfaces as well as maintenance of restroom fixtures and stalls will stave off the need for full renovation of the spaces.

DEPARTMENT:

DIRECTOR/ SUPERINTENDANT REVIEW:

DATE:

ADMINISTRATOR

ADMINISTRATOR REVIEW:

DATE:

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CAPITAL IMPROVEMENT REQUEST

Page 2 of 2
(One Project Per Form)

PROJECT TITLE: _____ PAGE 2

Project Phasing, Cost and Schedule

Fiscal Year	Main Project Phase Descriptions	Start Date	End Date		Est. Budget	Funding Source
FY 20 _____	1			\$		☐ GF ☐ Utility ☐ TIF ☐ Other
FY 20 _____	2			\$		☐ GF ☐ Utility ☐ TIF ☐ Other
FY 20 _____	3			\$		☐ GF ☐ Utility ☐ TIF ☐ Other
FY 20 _____	4			\$		☐ GF ☐ Utility ☐ TIF ☐ Other
FY 20 _____	5			\$		☐ GF ☐ Utility ☐ TIF ☐ Other

CIP Committee – Project Ranking:

On a scale of 1-10, 10 being the greatest or highest, please rank the following factors as they relate to this project:

Is the project mission critical?	<u>Y</u>	<u>N</u>
Is the project a safety enhancement?	<u>Y</u>	<u>N</u>
Does the project fulfill a legal mandate or Council / Commission resolution?	<u>Y</u>	<u>N</u>
Has the scope of work been adequately understood?	<u>Y</u>	<u>N</u>
Does the project demonstrate readiness to utilize funds as scheduled?	<u>Y</u>	<u>N</u>
Does the project support or further City Strategic Plan?	<u>Y</u>	<u>N</u>
Does the project provide a replacement of an existing asset?	<u>Y</u>	<u>N</u>

CIP Committee Review:

Date ____ / ____ / ____

CIP COMMITTEE COMMENTS

REVIEW AND APPROVALS

PUBLIC WORKS COMMITTEE	COMMENT / APPROVAL	DATE:
FINANCE COMMITTEE CHAIR:	COMMENT / APPROVAL	DATE:
COUNCIL/COMMISSION	COMMENT / APPROVAL	DATE:

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