



Reedsburg Public Library

370 Vine Street ♦ Reedsburg, WI 53959

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

AGENDA Reedsburg Public Library Thursday, January 13, 2022 6:30 PM

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. Minutes of the December meeting
4. Finance report
5. Bills from December
6. Director's Report
7. General Business
 - a. Review Report format / data
 - b. Schedule for 2022 policy review & revision
8. Adjournment

Sue Ann Kucher
Library Director

Posted 01/10/2022

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Reedsburg Public Library
Library Board Minutes
December 9, 2021

Members present: Steve Balda; Joleen McBride; Natalie Buckner; Kate Campbell*; Mike Gargano; Dana Westedt; Also present, Sue Ann Kucher, Library Director. **Attended Remotely*

Call to Order: President McBride called the meeting to order at 6:30 p.m.

Approval of the Agenda: Buckner moved to approve the agenda. Westedt seconded. All approved.

Minutes of the December meeting: Correction to draft minutes to correct members in attendance; Campbell moved to approve the corrected minutes of the November meeting. Buckner seconded. All approved

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

Bills: \$21003.95 was expended from library operating; Gargano moved to approve the bills. Buckner seconded. All approved.

Director's Report: Kucher presented the report, showing November circulation of 9,772. Library Visits of 8,274, including 42 curbside/locker pickup. 2,588 uses of library computers & wireless; 785 unique wireless devices. Friends Holiday Fund Drive is underway. Hybrid meeting equipment and carpeting and paint set for installation later in the month. The report is placed on file.

General Business: Due to new regulations regarding Holding accounts, SCLS Holding fund in the amount of \$1097.14 must be dissolved; Kucher recommended funds be disbursed to the Reedsburg Library for deposit to Board funds or transfer to SCLS Foundation Holdings; Campbell moved to transfer the funds to the Reedsburg account under the SCLS Foundation; Westedt seconded; All approved.

Adjournment: Moved by Campbell. Seconded by Westedt. All approved.

DECEMBER, 2021

Date	Checking	Debits	Credits	Balance
	BMO Harris			
	checking	\$21,000.00		\$995.42
	x4359 @ .05% (2/12/22)			\$50,921.21
	Gift Savings		\$2,700.36	\$14,804.64
	Community First Bank			
	2442 @ .25% (4/12/22)			\$21,840.69
	Building fund (6936)		\$2.41	\$104,672.70
	Reedsburg State Bank			
	01285 @ .15% (5/19/22)			\$18,057.48
	Evans Money Market*		\$1.87	\$20,293.81
	Overflow Account		\$21,007.93	\$106,446.23
	WCCU			
	73983 @ .30% (2/2/22)		\$9.87	\$13,184.95

* To be used for library materials only.

Reedsburg Public Library	Ending Market Value from previous month	Additions (Withdrawals)	Balance After Addtn's/Withdrawal	Proration of Admin Fee	Interest/Dividend Income	UnRealized Gains/(Losses)	Realized Gains/(Losses)	Ending Market Value
December 31, 2020	\$ 4,355.28	\$ 193.80	\$ 4,549.08	\$ (5.58)	\$ 17.91	\$ 123.56		\$ 4,685.08
January 31, 2021	\$ 4,685.08	\$ 120.77	\$ 4,805.85	\$ (5.72)	\$ 1.66	\$ 0.25		\$ 4,802.03
February 28, 2021	\$ 4,802.03		\$ 4,802.03	\$ (6.00)	\$ 1.80	\$ 42.47		\$ 4,840.29
March 31, 2021	\$ 4,840.29	\$ 23.97	\$ 4,864.26	\$ (5.96)	\$ 9.56	\$ 49.10		\$ 4,916.97
April 30, 2021	\$ 4,916.97		\$ 4,916.97	\$ (6.30)	\$ 2.98	\$ 147.17		\$ 5,060.83
May 31, 2021	\$ 5,060.83		\$ 5,060.83	\$ (6.23)	\$ 2.98	\$ 31.04		\$ 5,088.63
June 30, 2021	\$ 5,088.63		\$ 5,088.63	\$ (6.22)	\$ 17.47	\$ 35.00		\$ 5,134.88
July 31, 2021	\$ 5,134.88		\$ 5,134.88	\$ (6.36)	\$ 2.82	\$ 44.70		\$ 5,176.05
August 31, 2021	\$ 5,176.05		\$ 5,176.05	\$ (6.19)	\$ 2.80	\$ 69.86		\$ 5,242.51
September 30, 2021	\$ 5,242.51		\$ 5,242.51	\$ (6.40)	\$ 9.84	\$ (147.99)		\$ 5,097.96
October 31, 2021	\$ 5,097.96		\$ 5,097.96	\$ (6.19)	\$ 2.94	\$ 158.57		\$ 5,253.28
November 30, 2021	\$ 5,253.28		\$ 5,253.28	\$ (6.43)	\$ 3.11	\$ (83.24)		\$ 5,166.72
December 31, 2021	\$ 5,166.72	\$ 14.08	\$ 5,180.80	\$ (6.24)	\$ 26.16	\$ 65.66	\$ 1.30	\$ 5,267.68

Library Bills

2022-01 2021 Operating 13296.01

12/16/2021	4066940000-11	ALLIANT ENERGY/WP&L	Gas Utility	652.10
12/03/2021	2036387134	BAKER & TAYLOR	Books	51.86
12/08/2021	2036395946	BAKER & TAYLOR	Books	543.81
12/23/2021	2036425796	BAKER & TAYLOR	Books	118.71
12/08/2021	212632	BLACKSTONE PUBLISHING	Audio Books on CD	99.00
04/29/2021	376899885	BMO HARRIS BANK CREDIT CARD	Flickr - Photo Storage	6.99
05/21/2021	379130634	BMO HARRIS BANK CREDIT CARD	Wisconsin Library Association	60.00
06/18/2021	381835170	BMO HARRIS BANK CREDIT CARD	Joann Fabric -	81.16
12/17/2021	404943860	BMO HARRIS BANK CREDIT CARD	Beastro & Barley - Volunteer Dinner	56.07
12/10/2021	264598	CAPSTONE	Books	31.98
12/28/2021	335487i	CAVENDISH SQUARE	Books - Cultures of the World Third Edition, Group 27	195.54
12/01/2021	1893926	CENTER POINT LARGE PRINT	Large Print Books	279.84
12/03/2021	7050301	DEMCO INC	Processing supplies; book covers, tape, jewel cases; YS Carpet tiles	597.08
12/03/2021	76261238	GALE	Large Print Books - December Christian Romance 2	46.48
12/03/2021	76260918	GALE	Large Print Books - December Christian Fiction 2	50.23
12/22/2021	76324657	Gale	Large Print Books - December Wheeler Western 2	39.73
12/12/2021	25072	GAWRONSKI SIGNS & ADVERTISING	Vinyl - No parking barricades	244.00
12/07/2021	13561172	GORDON FLESCH CO INC	Copiers 12/7/2021-1/6/2022; copies 11/1-11/30/2021	337.08
12/08/2021	56386600	INGRAM	Books	106.00
12/10/2021	56463177	INGRAM	Books	346.83
12/17/2021	56621675	INGRAM	Books	132.61
12/28/2021	56823774	INGRAM	Books	291.67
12/28/2021	25965	KRUEGER PRINTING INC	envelopes #10 & #6 imprinted	252.00
12/8/2021	86498	Library Ideas LLC	Vox Books - Audio enabled picture books	638.49
12/03/2021	501363523	MIDWEST TAPE	Audio Books on CD	44.99
12/03/2021	501363524	MIDWEST TAPE	Audio Books on CD	34.99
12/11/2021	501400781	MIDWEST TAPE	Audio Books on CD	506.87
12/11/2021	501400783	MIDWEST TAPE	Audio Books on CD - Disc Replacement	9.99
12/20/2021	50143409	MIDWEST TAPE	Audio Books on CD	210.93
12/28/2021	501472991	MIDWEST TAPE	Audio books on CD	203.97
12/31/2021	501492926	MIDWEST TAPE	Hoopla usage 238 items	483.48
12/01/2021	3054549-21	MILWAUKEE JOURNAL SENTINEL	Milwaukee Journal Sentinel - 1 year subsc	726.72
12/10/2021	21580017	QUILL CORPORATION	Sanitizer refills	79.99
12/14/2021	2209893	QUILLIN'S INC	Family Fun night - Cookie Decorating & Teen Time	46.91
12/20/2021	20304-12	REEDSBURG UTILITY	Telephone	290.74
12/20/2021	20304-12	REEDSBURG UTILITY	Internet	309.95
12/20/2021	20304-12	REEDSBURG UTILITY REEDSBURG	Internet	26.87
12/20/2021	63110-12e	UTILITY REEDSBURG UTILITY	Electric Utility	701.76
12/20/2021	63110-12w		Water/Sewer	194.28
12/21/2021	35643145	SCHOLASTIC LIBRARY PUBLISHING	Youth Services - Incentive books	165.00
12/25/2021	8000628258	SHRED-IT USA LLC	Shredding Services	75.82
12/31/2021	644353566859+12	SYNCHRONY BANK/AMAZON	DVDs, Audio CDs	953.81
12/31/2021	9	SYNCHRONY BANK/AMAZON	Paper Storage; Programming supplies; YS & SLP incentives	827.91
12/31/2021	836477756675+ 955848859936+1	SYNCHRONY BANK/AMAZON	SLP incentives; #myRPL to Go - Outreach	364.59
12/31/2021	438366677548+	SYNCHRONY BANK/AMAZON	Books	150.04
12/1/2021	20211201atl	The Atlantic	The Atlantic - 1 year subscription Renewal	29.95
12/09/2021	812012	TURNER WATERCARE	Water Service	8.50
12/15/2021	14268689	ULINE	Floor Mats	862.12
12/01/2021	4187440-	USA TODAY	USA Today Annual Subscription 12/01/2022 - 12/31/2022	341.57
12/16/2021	385982 ²¹	WISCONSIN METAL SALES INC	Powdercoated magnetic bulletin board	385.00

Library Capital Equipment

2022-01

3652.83

12/01/2021	401705236	BMO HARRIS BANK CREDIT CARD	Office Furniture Warehouse - Sit/Stand Workstations/RFID setup Capital Equipment	608.85
12/9/2022	403563070	BMO HARRIS BANK CREDIT CARD	Ebay - BasePlate Sit/Stand /RFID setup Capital Equipment	147.68
12/16/2021	903020	CDW GOVERNMENT INC	Virtual/Hybrid Meeting Equipment	2402.30
12/27/2021	1023	Office Furniture Warehouse	Sit Stand Workstations - Circulation Area	494.00

Library Capital Projects

2022-01

5565.71

12/14/2021	202112bhp	BARABOO HOME PAINTERS	Paint - Lobby, Foyer, Main Library, Workroom & Exterior Doors	2100.00
12/11/2021	1845-2	BMO HARRIS BANK CREDIT CARD	Sherwin Williams - Library Paint	461.07
11/11/2021	45380	THE REEDSBURG FLOORING STORE	Balance - Story Room & meeting room carpeting; lobby walk off & Tile Repairs	3004.64

Reedsburg Public Library					
Director's Report					
1/13/2022					
Prior Month Circulation					
	DEC 2021	DEC 2020	NOV 2021	2020 YTD	2021 YTD
Adult Circulation	6,331	5,138	6,214	84,317	77,048
Juvenile & YA Circulation	2,719	2,020	3,558	32,783	38,016
TOTAL Circulation.	9,050	7,158	9,772	117,100	76,243
Checked in	6914	5,477	7316	67,533	84,612
Loaned via LINK	6,169	6,086	4,561	67,679	65,242
Borrowed via LINK	3,380	3,190	3,289	47,631	40,719
Holds Placed	3,727	3,309	3,227	40,420	37,456
Overdrive Circulation	1,908	2,084	1847	23,508	24,138
Hoopla Circulation (77 patrons, 5 new)	238	227	278	3,308	2,934
OLL - Outerlibrary Loan	8	9		99	95
Items Added	329	220	358	3,183	3,806
Items Withdrawn	507	67	121	3,179	3,837
Prior Month Service Counts	DEC 2021	DEC 2020	NOV 2021	2020 YTD	2021 YTD
Library Visits (7590* out/ 7586 inner)	7,588	2,944	8,274	80,781	84,467
TOP DAY (451) Tues Dec 14					0
Curbside Pickups	41	807	42	147733	3016
TOTAL VISITS	7,629		8,316	28,862	77,702
*# adjusted to adjust for 6 days of missing stats.				9363	0
Homebound Circulation	136	194	118	6,594	1917
Fine Free Organization	248	221	291	#REF!	3234
Computer Use	DEC 2021	DEC 2020	NOV 2021	2020 YTD	2021 YTD
PC computers	371	161	322	4617	3935
Mac Computers	18	13	16	102	129
Wireless Sessions	1,924		2,250	4,701	20,640
Wireless - Unique Devices 798					
Average 74 people per day (26days)					
				27	0
Computer Use Totals	2,313	174	2,588	9,447	24,704

Programs, Outreach & Volunteer	DEC 2021	DEC 2020	NOV 2021	2020 YTD	2021 YTD
Youth - Live Programs	15	5		105	46
Youth - Live Program Attendance	131	125		1818	235
Youth - Live Virtual Programs		3		95	30
Live Virtual Attendance				443	169
Youth - Pre Recorded Programs				0	21
Pre Recorded Programs Attendance				0	78
Adult - Live Programs	2		2	12	22
Adult - Live Program Attendance	17		18		
Adult - Live Virtual Programs	2		3	87	39
Adult - Live Virtual Attendance	13		20	82	367
Adult - Pre-Recorded Programs				0	2
Adult - Pre-Recorded Attendance				0	5
Class Visits	3			1	6
Number of Students	43			22	143
Youth Volunteer Hours (2 volunteers)	13			0	52
Adult Volunteer Hours (1 volunteer)	12			0	77.75
Beanstack Registration					
Room Usage	DEC 2021	DEC 2020	NOV 2021	2020 YTD	2021 YTD
Community Room - Library Use	12		23	83	212
Community Room - Non-Library Use	9		8	27	51
Meeting Room - Library Use	2		1	8	9
Meeting Room - Non-Library Use	9		15	79	165
Library Study Rooms (3)	55		57	482	587
Story Room - Library Use	7		4	7	71
Story Room - Non-Library Use	3		2	28	5
News & Notices					
Story Room and Meeting Room carpeting completed on 1/11/2022. Walk-off carpeting to be completed 1/14/2022					
New staff member Lindsay Schultz started on Wednesday, December 14. We have also had staff out for illness and quarantine this past month. We continue to follow recommendations of the Sauk County Health Department.					
New hybrid meeting equipment is being tested to see if suitable for portable, plug & play use, or if will require permanent installation in Community Room.					
Lobby bulletin board being replaced with magnet board to extend across the whole space.					
Book carts purchased for #myRPL on the Go outreach project; Will be working with local senior facilities for small remote collections for use of their residents. By mid-2022, we plan to implement a monthly outreach visit to deliver holds, collect returns and rotate the cart collections.					
Sauk County Library Board Scheduled to meet on Tuesday, January 18 at 3:30p.m. The Board currently has one vacancy. Please contact Sue Ann if you are interested in participating on the County Library Board, or if you know of anyone who may be interested.					

Index of Policies		
	Last Update	REVIEW DATE
Appropriate Library Behavior Policy	2011-07	2022 - Feb
AV & Rental Equipment Policy	2020-03	
Policy for the Care & Handling of Library Materials	2017-02	
Circulation Policy + Confidentiality of Library Records	2020-03	2022 - Feb
Displays and Distribution of Materials Policy	2013-05	
Emergency Policy	2020-08	
Gift Policy + Donation Guidelines	2003-09	
Internet Policy + Computer Use Guidelines	2015-12	
Meeting Room Policy + Forms & Checklists	2019-06	
Payment Policy	2019-09	
Library Personnel Policy	2014-02	
City Personnel Policy		
Library Selection Policy	2014-01	
Local History and Archives Policy	2021-10	
Proctoring Policy	2010-04	
Records Retention Policy	2021-05	
Reference Services Policy	2015-03	
Remote Work Policy	2020-08	
Selection Policy	2014-01	
Smoke Free Library Policy	2015-09	
Social Media Policy	2012-01	
Study Rooms Policy	2014-04	
Library Tour Policy + Guidelines	2015-07	
Unattended Children Policy	2013-07	
Volunteer Policy	2016-03	