



Reedsburg Public Library

370 Vine Street ♦ Reedsburg, WI 53959

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

AGENDA

City Hall – Council Chambers

Thursday, January 14, 2021

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
8. Adjournment

Sue Ann Kucher
Library Director

Posted 01/11/2021

The City of Reedsburg does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by calling (608) 768-7323. To be able to meet the needs of a request for a different format contact the Library Director at 370 Vine Street, Reedsburg, WI at least 48 hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

Reedsburg Public Library
Library Board Minutes
December 10, 2020

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

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

Approval of the Agenda: Campbell moved to approve the agenda as presented. Bruun seconded. All approved.

Minutes of the November meeting: Balda moved to approve the minutes of the November 14 meeting. Gargano seconded. All approved

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

Bills: \$7436.84 was expended from library operating and 1060.00 from capital improvement fund. Balda moved to approve the bills. Gargano seconded. All approved.

Director's Report: Kucher presented the report, showing November Circulation of 9,542 and 213 checkouts last month. The library offered 12 youth programs and 4 adult programs online; estimated reach for our FB programs was 1,425. RFID tagging continues and carpet project is anticipated to be completed by years' end. The report is placed on file.

General Business: Kucher presented a proposal for going fine-free. Under the proposal, all items, with the exception of Equipment, Lucky Day items and OuterLibrary Loan items will be fine free. Patrons will still be expected to return materials in good condition and will be held responsible to pay for lost or damaged materials. Bruun moved to approve; Westedt seconded. The Circulation Policy was presented for review, with changes to the section on Fines to reflect fine-free changes. Balda approved the changes as presented; Gargano seconded. All approved. Kucher presented a number of options for curbside lockers, and a request for Board Funds to match grants and donations to fund the project. Balda moved to match up to \$10,000 in funding. Gargano seconded. All approved.

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

* Participated remotely via Zoom.

DECEMBER, 2020

Date	Checking	Debits	Credits	Balance
	OPENING BALANCE			\$21,995.42
	END BALANCE			\$21,995.42
	Harris Bank			
	x4359 @ 0.15% (2/12/21)			\$50,844.86
	Gift Savings		\$1.39	\$11,050.28
	Community First Bank			
	2442 @ .40% (4/12/21)			\$21,707.50
	Building fund (6936)		\$3.09	\$104,236.14
	Reedsburg State Bank			
	01285 @ .20% (5/19/21)			\$ 18,025.95
	Evans Money Market*		\$3.10	\$20,263.15
	Overflow Account		\$12.47	\$81,491.15
	Associated Bank			
	Trust Savings Account		\$.09	\$3,830.36
	WCCU			
	73983 @ .35% (2/2/21)		\$11.48	\$13,144.29

* To be used for library materials only.

Reedsburg Public Library	Ending Market Value from previous	Additions (Withdrawals)	Balance After Addtn's/Withdrawal	Proration of Admin Fee	Interest/Dividend Income	Realized Gains/(Losses)	Change in Market Appreciation	Ending Market Value
January 31, 2019	\$ 3,295.93	\$ -	\$ 3,295.93	\$ (4.31)	\$ 1.71	\$ 205.42		\$ 3,498.74
February 28, 2019	\$ 3,498.74	\$ -	\$ 3,498.74	\$ (4.36)	\$ 2.24	\$ 70.63		\$ 3,567.25
March 31, 2019	\$ 3,567.25	\$ -	\$ 3,567.25	\$ (4.62)	\$ 11.60	\$ 26.27		\$ 3,600.50
April 30, 2019	\$ 3,600.50	\$ -	\$ 3,600.50	\$ (4.70)	\$ 2.95	\$ 82.55		\$ 3,681.31
May 31, 2019	\$ 3,681.31	\$ -	\$ 3,681.31	\$ (4.73)	\$ 2.81	\$ (148.66)		\$ 3,530.72
June 30, 2019	\$ 3,530.72	\$ -	\$ 3,530.72	\$ (4.54)	\$ 20.05	\$ 153.25		\$ 3,699.47
July 31, 2019	\$ 3,699.47	\$ -	\$ 3,699.47	\$ (4.62)	\$ 3.24	\$ 12.73		\$ 3,710.82
August 31, 2019	\$ 3,710.82	\$ -	\$ 3,710.82	\$ (4.72)	\$ 2.64	\$ (33.94)		\$ 3,674.81
September 30, 2019	\$ 3,674.81	\$ -	\$ 3,674.81	\$ (4.68)	\$ 11.76	\$ 40.92		\$ 3,722.81
October 31, 2019	\$ 3,722.81	\$ -	\$ 3,722.81	\$ (4.75)	\$ 4.23	\$ 57.49		\$ 3,779.78
November 30, 2019	\$ 3,779.78	\$ -	\$ 3,779.78	\$ (4.82)	\$ 2.56	\$ 63.11		\$ 3,840.62
December 31, 2019	\$ 3,840.62	\$ 242.45	\$ 4,083.07	\$ (5.00)	\$ 27.80	\$ 63.17		\$ 4,169.04
January 31, 2020	\$ 4,169.04		\$ 4,169.04	\$ (5.28)	\$ 1.50	\$ (18.07)		\$ 4,147.18
February 31, 2020	\$ 4,147.18		\$ 4,147.18	\$ (5.25)	\$ 2.75	\$ (220.82)		\$ 3,923.86
March 31, 2020	\$ 3,923.86		\$ 3,923.86	\$ (5.00)	\$ 11.01	\$ (449.68)		\$ 3,480.20
April 30, 2020	\$ 3,480.20		\$ 3,480.20	\$ (4.62)	\$ 2.99	\$ 267.82		\$ 3,746.40
May 31, 2020	\$ 3,746.40		\$ 3,746.40	\$ (4.78)	\$ 2.85	\$ 124.99		\$ 3,869.45
June 30, 2020	\$ 3,869.45		\$ 3,869.45	\$ (4.93)	\$ 16.64	\$ 50.92		\$ 3,932.07
July 31, 2020	\$ 3,932.07		\$ 3,932.07	\$ (5.02)	\$ 3.63	\$ 137.32		\$ 4,068.01
August 31, 2020	\$ 4,068.01		\$ 4,068.01	\$ (5.11)	\$ 2.79	\$ 125.41		\$ 4,191.09
September 30, 2020	\$ 4,191.09		\$ 4,191.09	\$ (5.31)	\$ 10.10	\$ (90.38)		\$ 4,105.49
October 31, 2020	\$ 4,105.49		\$ 4,105.49	\$ (5.21)	\$ 3.82	\$ (45.88)		\$ 4,058.22
November 30, 2020	\$ 4,058.22		\$ 4,058.22	\$ (5.10)	\$ 2.69	\$ 299.49		\$ 4,355.28
December 31, 2020	\$ 4,355.28	\$ 193.80	\$ 4,549.08	\$ (5.58)	\$ 17.91	\$ 123.56		\$ 4,685.08

Library Bills

2021-01 - 2020 Operating

7,571.57

12/16/2020	4066940000-12	ALLIANT ENERGY/WP&L	Gas Utility	488.71
12/22/2020	2035687848	BAKER & TAYLOR	Books	33.93
12/10/2020	BMO202012atl	BMO Harris Bank	Atlantic Subscription	24.95
12/12/2020	BMO202012sw	BMO Harris Bank	Sherwin Williams - Paint Office	57.28
12/13/2020	BMO202012ts	BMO Harris Bank	Microsoft Office - 2 licenses & admin fees	78.00
12/30/2020	BMO202012flickr	BMO Harris Bank	Flickr	6.99
12/30/2020	BMO202012tv	BMO Harris Bank	TrueValue - Misc Hardware, shims, paint supplies	54.61
12/01/2020	1807929	CENTER POINT LARGE PRINT	Large Print Books	272.64
12/08/2020	72715782	Gale	Large Print books - Dec Christian Fiction 2	50.23
12/08/2020	72716193	Gale	Large Print books - Dec Christian Romance 2	47.23
12/15/2020	72741111	Gale	Large Print Books - December Wheeler Western 2	39.73
12/18/2020	50206814	Ingram	Books	699.74
12/22/2020	50300975	Ingram	Books	339.26
12/28/2020	50355973	INGRAM	Books	167.98
12/10/2020	202012JG	JANET GASSER	Reimburse JG - UW CE - Basics of Archives Course	247.50
12/22/2020	87845	KRUEGER OFFICE SUPPLIES	Hon Cabinet - Workroom	200.00
12/30/2020	87891	KRUEGER OFFICE SUPPLIES	Replacement leveling feet for workroom & office desks	42.38
11/30/2020	8049	REEDSBURG FIRE DEPT	Rescue Fund - Check Fire Extinguishers	13.75
12/20/2020	6311112w	REEDSBURG UTILITY	Utilities - Water & Sewer	175.81
12/20/2020	20304-12tp	REEDSBURG UTILITY	Telephone	285.27
12/22/2020	6311112e	REEDSBURG UTILITY	Utilities - electric	831.15
12/22/2020	8181116740	SHRED-IT USA LLC	Shredding Services	70.68
11/6/2020	20621	SOUTH CENTRAL LIBRARY SYSTEM	Exterior Wireless MR84 Access Point; 7yr licence & power injector	288.19
12/18/2020	20697	SOUTH CENTRAL LIBRARY SYSTEM	4 Optiplex 380 PCs - JG/Workroom; 3 internet replacements	2312.00
1/27/2020	177	Splash 5 Publishing, LLC	Book - 702 S 5th Ave; Wausau, Wi 54401	26.95
12/06/2020	86783453845 +7	SYNCHRONY BANK/AMAZON	DVDs	290.65
12/06/2020	644376577398 +2	SYNCHRONY BANK/AMAZON	USB adapters, Ethernet Cables	127.98
12/28/2020	433739474673 +2	SYNCHRONY BANK/AMAZON	USB adapters, Ethernet Cables	241.73
12/04/2020	12195	TURNER WATERCARE	Water Service	39.75
12/10/2020	12416	TURNER WATERCARE	Water Service	16.50

Library Bills

2021-01 - 2021 Operating

392.15

01/05/2021	72819788	Gale	Large Print Books - Jan Christian Fiction 2	50.23
01/05/2021	72820118	Gale	Large Print Books - Jan Christian Romance 2	46.48
01/17/2021	13180283	GORDON FLESCH CO INC	Copier 1/7/2021 - 2/6/2021; copies 12/1/2020 - 1/4/2021	295.44

Library Bills

2021-01 - 2020 Capital Equipment

4,970.00

12/18/2020	US-50451	ENVISIONWARE INC	RFID Software PL Pak SLE	4970.00
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Library Bills

2021-01 - 2020 Capital Improvements

38,198.63

12/29/2020	45051	THE REEDSBURG FLOORING STORE	Balance - Library Flooring Project 70-551100-03	19056.63
12/29/2020	45051	THE REEDSBURG FLOORING STORE	Deposit - Library Flooring Project 70-551100-03	19058.00
12/10/2020	7909	Yerges Van Liners	Dolly/Moving cart rental - Additional Week	84.00

1/14/2021

Prior Month Circulation						
	DEC 2020	Dec 2019	NOV 2020	2019 YTD	2020 YTD	% +/-
Adult Circulation	5,138	11,335	6,700	152,811	84,317	
Juvenile & YA Circulation	2,020	4,048	2,842	62,589	32,783	
TOTAL Circulation	7,158	15,383	9,542	215,400	117,100	
% from Library Collection	55.43%	74.82%	68.12%			
Checked in	5,477		7,297	400,756	89,287	
Loaned via LINK	6,086	4,210	5,358	77,851	48,334	
Borrowed via LINK	3,190	3,873	3,042	60,165	27,404	
Holds Placed	3,309	3,505	3,356	53,844	38,328	
Overdrive Circulation	2,084	1,493	2,137	20,656	41,308	
OLL - Outerlibrary Loan	9	18	9	372	122	
Electronic Resources						
Items Added	220	440	160	5,415	3,465	
Items Withdrawn	67	99	67	5,617	2,415	

Prior Month Service Counts	DEC 2020	Dec 2019	NOV 2020	2019 YTD	2020 YTD	% +/-
Library Visits* counter (4274) + Curbside (807). (Interior counter (2901) *number reported adjusted for additional staff traffic during limited use	2,944	12,717	5,399	169,228	81,594	
Daily Average---	---	439	212			
TOP DAY---- Mon			396			
Genealogy/Local History Requests						
Proctoring						
Homebound Circulation	194	340	194	3,657	2,318	
Technology/Reference Assistance						
Fine Free Organizations	221		221	0	630	
Computer Use	DEC 2020	Dec 2020	NOV 2020	2019 YTD	2020 YTD	% +/-
PC computers Uses, **	161	684	316	5,365	3,881	
				0	0	
Mac Computers	13	18		184	121	
Wireless Session (429 clients) average of 36 per day		2,275		29,140	1,342	
Computer Use Totals		2,977		34,689	5,344	

Hoopla had 227 checkouts in November

Strategic Plan Survey is scheduled to be live January 15 - February 5. We will be sending out via library media and other local media & partner organizations in the coming weeks.

The Sauk County Library Board will meet on Tuesday, January 26 at 3:30p.m.

Programs, Outreach & Volunteers	DEC 2020	Dec 2019	NOV 2020	2019 YTD	2020 YTD	% +/-
Youth Programs	5	37	12	366	146	
Youth Attendance	125	625	59	7,502	1,675	
Adult Programs	3	10	4	99	16	
Adult Attendance		102		1,383	76	
Tours/Class Visits				48	0	
Number of Students				3,079	0	
Youth Volunteer Hours ()		0		24	0	
Adult Volunteer Hours ()		8		233	0	
Room Usage	DEC 2020	Dec 2019	NOV 2020	2019 YTD	2020 YTD	
Community Room - Library Use	Continuous	30	Continuous	277	55	
Community Room - Non-Library Use	0	4	0	68	10	
Meeting Room - Library Use		2	0	41	2	
Meeting Room - Non-Library Use	16	12	10	147	54	
Library Study Rooms (3)	41	63	20	813	314	
Story Room - Library Use	Continuous	11	Continuous	48	25	
Story Room - Non-Library Use	0	1	0	36	16	
* Community Room& Story Room utilized for quarantine & Staff Workspaces						
LIMITED SERVICE / CURBSIDE MODEL ALL MONTH. CURBSIDE ONLY 12/26 - 1/3 due to carpet replacement.						