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Karl Junginger Memorial Library  
Board of Trustees Meeting  
July 12<sup>th</sup>, 2016  
5:15pm  
Conference Room  
Agenda

*Please contact Kelli Mountford at 920-478-3344 if you need accommodations to attend the meeting.*

- I. Call to Order/Roll Call
- II. Approval of agenda
- III. Approval of open minutes from June 21, 2016
- IV. Correspondence, Appearance, Public Comments
- V. Director's Report
- VI. Unfinished Business
  - A. Financial report — *Action*
  - B. Strategic Planning — *Informational*
  - C. Parking Lot — *Informational (Henning)*
  - D. Facility Policy 515 — *Action (Klein)*
  - E. Fine Forgiveness sign up for SRP — *Action*
  - F. Return of Materials Library Law — *Action*
  - G. Confidentiality policy 215 — *Action*
  - H. Masonry—*Action*
- VII. New Business
  - A. Policy 506 Equipment —*Action*
  - B. Outdoor Sign - *Action*
  - C. Budget 2017 - *Informational*
- VIII. Future agenda items
- IX. Date, place, and time of next meeting in the library conference room
- X. Adjournment

Respectfully Submitted, Kelli A. Mountford, Director

Karl Junginger Memorial Library  
Board of Trustees Meeting  
June 21, 2016

- I. Call to Order/Roll Call  
*Meeting called to order at 5:22PM. Present: Deb Battenberg, Kristen Klein, Kelli Mountford, Art Biermeier, Lee Fiedorowicz.*
- II. Approval of agenda  
*Fiedorowicz moved to approve the agenda. Biermeier seconded. Motion passed unanimously.*
- III. Approval of open minutes from May 10, 2016  
*Klein moved to approve the minutes. Fiedorowicz seconded; motion passed unopposed. Battenberg abstained.*
- IV. Correspondence, Appearance, Public Comments  
*None*
- V. Director's Report
  - 2017 budget from Bridges is coming next month from Connie Meyer (Bridges system director)*
  - The building was inspected; wiring in staff room needed to be updated, fire alarms need to be tested monthly*
  - Mountford is looking into masonry repairs for columns out front*
  - Mountford reported on new part time employees*
  - The adult services position only brought in 7 applications. Mountford believes the low pay is the reason for the lack of applicants.*
  - Summer reading program is doing fantastic with record breaking numbers of participants*
  - Webcasts are available for library trustees*
- VI. Unfinished Business
  - A. Financial report – *Informational*  
*Battenberg moved to change this to an action item. Sullivan seconded. Motion passed unanimously.*  
*Fiedorowicz moved to approve the monthly billing report. Sullivan seconded. Motion passed unanimously.*
  - B. Strategic Planning – *Informational*  
*The survey is out and online. We need more people to complete the survey, which runs till the end of the month.*
  - C. Parking Lot – *Informational*  
*Nothing at this time.*
  - D. Zoo Pass – *Informational*  
*Mountford reported on an email about the Zoo Pass program.*
  - E. Fine Forgiveness sign up for SRP – *Action*

Mountford reported that the KJML has over \$9,000 in under \$50 fines, over \$7,000 in over \$50 fines.

Fiedorowicz moved to approve the fine forgiveness for participants in the Summer Reading program; Klein seconded. Motion passed unanimously.

F. Return of Materials Library Law & Confidentiality policy 215 – Action

Due to the changes in the Return of Materials Library Law, Mountford is considering using the Waterloo police for fines or fees over \$50 when the patrons have not responded to several letters.

Klein moved to table this action until August. Battenberg seconded. Motion carried unanimously.

G. Mission Statement – Action

Sullivan moved to change the mission statement to “The Karl Junginger Memorial Library strives to bring people, information and ideas together to enrich lives and strengthen community.” Fiedorowicz seconded. Motion passed unanimously.

VII. New Business

A. 410. Circulation Policy – Action

Klein moved to approve the changes to the policy as presented by Mountford (see below). Sullivan seconded. Motion passed unanimously.

Changes are:

410A. A State of Wisconsin driver’s license, or a State of Wisconsin identification card, or a photo ID plus a piece of official mail (such as a utility bill, rent receipt, or bank statement) with a Wisconsin address is required to be issued a library card.

410B Circulation – change to 21 day circulation, and items can be renewed for three loan period. change daily fine to \$.15, and take out However, items already overdue may not be renewed online.

410D Change to Notices for overdue items are mailed or emailed once a week on Tuesday. After two notices, patrons will be billed for the missing items.

B. SCLS/Marshall Annual Mtg. – Informational

Marshall is still charging Waterloo residents \$50 to use their library.

C. 515. Alcohol Policy – Action

Fiedorowicz moved to add the words underlined below to the Alcohol Policy. Sullivan seconded. Motion passed unanimously.

No use of alcohol or tobacco is allowed in any area of the building. Fire and safety laws must be observed. Alcohol is not permitted in any area of the building, except alcohol will be allowed during specifically approved library functions, and Friends of the Library events when the FOL organization obtains a picnic license from the city of Waterloo.

VIII. Future agenda items

Community wide forgiveness

*Policy 215  
Policy 515- wording  
Masonry*

- IX. Date, place, and time of next meeting in the library conference room  
*July 12 at 5:15.*
  
- X. Adjournment  
*Klein Moved to adjourn the meeting at 6:37. Sullivan seconded. Motion passed unanimously.*

Respectfully Submitted, Deb Battenberg, Secretary

**Karl Junginger Memorial Library  
Director's Report  
July 12, 2016**

**Meetings and Workshops Attended:**

June 2	Hearing Loop Installed
June 2	Action Air conditioning maintenance
June 6	Chamber meeting @ 5:15 pm
June 13	Meeting @ City Hall 6 pm
June 13	Interview for Adult Librarian
June 15	3 Interviews for Adult Librarian
June 16	Interview for Adult Librarian
June 17	APL meeting for Directors @ Oconomowoc
June 21	Strategic plan for city mtg. 7 pm
June 28	Chamber mtg. @ 5:15 pm
July 7	City Council

**Bridges/Café**

Has set up a table at each the Jefferson and Waukesha county fairs to promote our new system and everything our libraries have to offer. Mary worked on Wed., July 6<sup>th</sup> and Abigail and I worked on Friday, July 8<sup>th</sup>.

**Building**

Purchased a new seating area for our Tween section for grades 5 through 8  
Installed a small hearing loop device at the front desk  
Our Air conditioning units have had their yearly maintenance

**Staff –**

Hired Paula Jacob for the ILL/MOW/Adult Services librarian, she will begin PT July 19<sup>th</sup> for 2 weeks of training with Mary and then begin FT on August 1<sup>st</sup>.

**Programs –**

The summer is in full swing and we are wonderfully busy with all of the programs that are being offered during the summer months.

We have a total of 488 participants and a total of 1,051 people of all ages attending are wonderful programs during the month of June!

Are circulation are statistics are up for the month of June from previous months which is absolutely terrific.

Our end of the summer reading program party will be held on Saturday, July 30<sup>th</sup> from 12 until 3 pm. We have hired 3 different types of bouncy houses and a sno-cone maker for a treat.

**\*\*Reminder - WI. Trustee Training Week – Aug. 22 – 26, 2016 webcasts**

Karl Junginger Memorial Library  
 Mayor/Council/Board Report  
 June 2016

**Circulation**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Waterloo residents	1760	2073	2189	2163	2091	3020						
Non-residents	1067	1402	1391	1347	1006	1695						
Monthly Total	2827	3475	3580	3510	3097	4715						
FYTD Total	2827	6302	9882	13392	16489	21204						

**Interlibrary loan**

Items loaned to	753	508	741	629	657	882						
TRIO	15	29	60	25	38	27						
WISCAT	768	537	801	654	695	909						
Monthly Total	768	1305	2106	2760	3378	4287						
FYTD Total												
Items received from	591	607	614	514	547	548						
TRIO	23	10	18	13	2	11						
WISCAT	614	617	632	527	549	559						
Monthly Total	614	1231	1863	2390	3181	3740						
FYTD Total												

**Additional Circulation Statistics**

**Children's Materials**

Monthly Total	1159	1629	1655	1710	1393	2286						
FYTD Total	1159	2788	4443	6153	7546	9832						

**DVDs**

Monthly Total	870	1054	1099	1205	981	1399						
FYTD Total	870	1924	3023	4228	5209	6608						

**Additional Statistics**

**Public Access**

**Computer Use**

**WI FI**

Monthly Total	56	62	68	66	60	69						
FYTD Total	56	118	186	252	312	381						

**Public Internet**

Monthly Total	263	386	413	427	434	503						
FYTD Total	263	649	1062	1489	1923	2426						

**Total Public Computer Use**

Monthly Total	319	448	481	493	494	572						
FYTD Total	319	767	1248	1741	2235	2807						

**Programs**

**Adult Programs**

Number of programs

Monthly Total	7	11	7	6	8	4						
FYTD Total	7	18	25	31	39	43						

Attendance

Monthly Total	55	65	65	30	47	21						
FYTD Total	55	120	185	215	262	283						

**Teen (12-18) Programs**

Number of programs

Monthly Total	3	3	3	3	9	11						
FYTD Total	3	6	9	12	21	32						

Attendance (Adult + Teen)

Monthly Total	15	10	9	32	174	87						
FYTD Total	15	25	34	66	240	327						

**Children's Programs**

Number of programs

Monthly Total	16	18	16	14	38	33						
FYTD Total	16	34	50	64	102	135						

Attendance (Adult + Child)

Monthly Total	252	334	341	409	773	964						
FYTD Total	252	586	927	1336	2109	3073						

**Meeting Room Bookings**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
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Karl Junginger Memorial Library  
 Mayor/Council/Board Report  
 June 2016

Monthly Total	30	33	35	42	36	22
FYTD Total	30	63	98	140	176	198

**Holdings**

FYTD Total	28995	29,268	29,644	25,139	30,158	30,436
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**Number of Registered Borrowers**

Resident	2021	2062	2074	2087	2100	2118
Nonresident	1088	1070	1077	1087	1093	1105
FYTD Total	3109	3132	3151	3174	3193	3223

**Overdrive**

**eBooks**

Monthly Total	155	148	134	136	113	151
FYTD Total	155	303	437	573	686	837

**Audiobook downloads**

Monthly Total	79	73	90	98	92	80
FYTD Total	79	152	242	340	432	512

**OUTREACH Circualton**

Monthly Total	185	36	58	41	44	72
FYTD Total	185	221	279	320	364	436

## Report Criteria:

Invoice.GL Acct = 100555511000-100555511999, 812555511000-812555511999, 810555511000-810555511999

Vendor Name	Description	Amount
FRONTIER	LIBRARY TELEPHONE	96.82
WATERLOO UTILITIES	LIBRARY ELECTRIC	662.60
WE ENERGIES	LIBRARY HEAT 06/2016	9.90
WATERLOO UTILITIES	LIBRARY WATER & SEWER	141.96
D & D CLEANING SERVICE LLC	LIBRARY CLEAN CONTRACT 06/02/16	560.77
D & D CLEANING SERVICE LLC	LIBRARY CLEAN CONTRACT 06/16/16	640.88
VISA 8206	LIBRARY OFFICE SUPPLIES STICKY REMOVER	35.80
MICRO MARKETING ASSOC	LIBRARY TALKING BOOKS S&H	7.00
SOLVIT INC	LIBRARY CLEANING SUPPLIES SOAP S&H	9.47
VISA 8206	LIBRARY S&H OFFICE SUPPLIES	12.16
ACTION PLUMBING AND AIR, INC	LIBRARY BLDG MAINT AC UNITS	298.00
GFC LEASING	LIBRARY XEROX LEASE 06/2016	336.74
NEITZEL AUTO PARTS & HARDV	LIBRARY BLDG MAINT BEAM	75.11
QUALITY ONE ELECTRIC	LIBRARY BLDG MAINT OUTLETS-RECEPTACLES	1,041.00
VISA 8206	LIBRARY CHILD PROGRAMS SNOKONE-SLIDE	735.00
SPIES, ALYSSA	LIBRARY MISC WORK PERMIT SPIES	10.00
AMAZON.COM	LIBRARY BOOKS CHILDREN CO\$	170.33
AMAZON.COM	LIBRARY CLEANING SUPPLIES CO\$	23.74
AMAZON.COM	LIBRARY BOOKS ADULT CO\$	15.95
AMAZON.COM	LIBRARY ADULT PROGRAMS CO\$	9.80
AMAZON.COM	LIBRARY SUPPLIES PRINT CO\$	39.98
AMAZON.COM	LIBRARY VIDEO ADULT /YA CO\$	122.84
BAKER & TAYLOR	LIBRARY ADULT BOOKS CO\$	105.45
BAKER & TAYLOR	LIBRARY TALKING BOOKS CO\$	423.73
BAKER & TAYLOR	LIBRARY ADULT BOOKS CO\$	16.23
BAKER & TAYLOR	LIBRARY TALKING BOOKS CO\$	91.34
BAKER & TAYLOR	LIBRARY ADULT BOOKS CO\$	389.47
COMPLETE OFFICE OF WISCON	LIBRARY CLEANING SUPPLIES CO\$ BAGS-TOWELS	191.92
GALE/CENGAGE LEARNING	LIBRARY BOOKS ADULT CO\$	74.72
GALE/CENGAGE LEARNING	LIBRARY BOOKS ADULT CO\$	305.07
GALE/CENGAGE LEARNING	LIBRARY BOOKS ADULT CO\$	22.39
GALE/CENGAGE LEARNING	LIBRARY BOOKS ADULT CO\$	18.89
CENTER POINT LARGE PRINT	LIBRARY BOOKS ADULT CO\$	111.65
CENTER POINT LARGE PRINT	LIBRARY BOOKS ADULT CO\$	80.88
DEMCO, INC.	LIBRARY NON-PRINT SUPPLIES CO\$	101.76
HOMETOWN NEWS LIMITED PA	LIBRARY PRINT CO\$ COURIER PUBLICATION	168.00
JEFFERSON PUBLIC LIBRARY	LIBRARY VIDEO ADULT/YA CO\$	15.00

Vendor Name	Description	Amount
MICRO MARKETING ASSOC	LIBRARY TALKING BOOKS CO\$	45.00
MICRO MARKETING ASSOC	LIBRARY TALKING BOOKS CO\$	99.93
NEITZEL AUTO PARTS & HARDV	LIBRARY ADULT PROGRAMS CO\$ GLITTER	5.39
PIGGLY WIGGLY	LIBRARY ADULT PROGRAM CO\$	7.37
SOLVIT INC	LIBRARY CLEANING SUPPLIES SOAP CO\$	99.00
TIMES PUBLISHING CO	LIBRARY SUPPLIES PRINT AD CO\$ ADULT SERVICES	145.60
VISA 8206	LIBRARY ADULT PROGRAMS CO\$ ONCE UPON A MURDER	60.00
COLIBRI SYSTEMS NORTH AME	LIBRARY BOOK COVER MACHINE CO\$CARRYOVER	2,784.00
Total LIBRARY		10,418.64
Total GENERAL FUND		10,418.64
BRUECKNER, AMANDA	LIBRARY CHILD PROGRAMS DONATE\$ PORTLAND	79.07
COSTUME SPECIALISTS	LIBRARY CHILD PROGRAM DONATION PORTLAND	140.00
FRANK, LINDSAY	LIBRARY SIGN LANGUAGE DONATE\$ PORTLAND	300.00
LOVE, JASON	LIBRARY PROGRAMS YA DONATE\$ PORTLAND	480.00
Total LIBRARY		999.07
Total TRUST FUND/LIBRARY		999.07
AMAZON.COM	LIBRARY PROGRAMS YA CLARK\$	112.97
AMAZON.COM	LIBRARY CHILD PROGRAMS CLARK\$ CREDIT	.03 -
AMAZON.COM	LIBRARY CHILD PROGRAMS CLARK\$	73.46
BAKER & TAYLOR	LIBRARY CHILD PROGRAMS CLARK\$	6.29
BAKER & TAYLOR	LIBRARY CHILD PROGRAMS CLARK\$	105.54
DEMCO, INC.	LIBRARY CHILD PROGRAMS CLARK\$	75.24
AMAZON.COM	LIBRARY BOOKS YA CLARK\$	115.28
BAKER & TAYLOR	LIBRARY BOOKS YA CLARK\$	6.29
BAKER & TAYLOR	LIBRARY BOOKS YA CLARK\$	104.88
AMAZON.COM	LIBRARY VIDEO CHILD CLARK\$	158.79
BAKER & TAYLOR	LIBRARY BOOKS CHILD CLARK\$	2.51
PENWORTHY COMPANY	LIBRARY BOOKS CHILD CLARK\$	518.62
Total LIBRARY		1,279.84
Total LIBRARY TRUST FUND		1,279.84

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Vendor Name	Description	Amount
Grand Total:		<u>12,697.55</u>

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Report Criteria:

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