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**Karl Junginger Memorial Library  
Board of Trustees Meeting  
August 9, 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 July 12, 2016**
- IV. Correspondence, Appearance, Public Comments**
- V. Director's Report**
- VI. Unfinished Business**
  - A. Financial report — *Action***
  - B. Strategic Planning — *Informational***
  - C. Salary Review—*Action***
  - D. Policy 506 Equipment—*Action***
  - E. Outdoor Sign — *Action***
  - F. Budget 2017 — *Informational***

**VII. New Business**

The Library Board will convene to Closed Session on the matter per State Statute 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility." The committee will reconvene in open session upon conclusion of the closed session.

- A. Library Director Job evaluation - *Action***
- B. Employee's evaluations and raises - *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

*Kelli A. Mountford*

Karl Junginger Memorial Library  
Board of Trustees Meeting  
July 12<sup>th</sup>, 2016

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

- I. Call to Order/Roll Call 5:15  
*Meeting called to order at 5:15. Present: Brian Henning, Deb Battenberg, Jeanette Petts, Lee Fiedorowicz, Art Biermeier, Kelli Mountford, Kristen Klein (5:35)*
- II. Approval of agenda  
*Henning moved to approve the agenda. Fiedorowicz seconded; motion passed unopposed.*
- III. Approval of open minutes from June 21, 2016  
*Fiedorowicz moved to approve; Battenberg seconded. Motion passed unopposed.*
- IV. Correspondence, Appearance, Public Comments  
*Bridges received a National Library Systems Award*
- V. Director's Report  
*Mountford reported on the following:  
Bridges set up a table at the Jefferson County Fair/ over 1300 people stopped by  
Purchased new seating in Tweens area.  
Installed a hearing loop device at the front desk  
Air condition checked for yearly maintenance  
Hired Paula Jacob (ILL/Meals on Wheels/ Adult Services)  
Summer has been very busy for library programs*
- VI. Unfinished Business
  - A. Financial report – Action  
*Battenberg moved to approve the Financial Report. Henning seconded. Motion passed unopposed.*
  - B. Strategic Planning – Informational  
*Survey is done at the end of the week. Three dates are set for community conversations: 8/16 (ESL focus), 8/25 (business focus) 8/29 (educational focus)*
  - C. Parking Lot – Informational (Henning)  
*Henning reported that the school is not going to add any parking on Porter Street.*
  - D. Facility Policy 515 – Action (Klein)  
*Klein reported the changes to the facility policy are grammar issues.  
Lee/Brian Motion Passed unopposed.*
  - E. Fine Forgiveness sign up for SRP – Action  
*Patrons in the SRP who reach a certain number of books will have their fines forgiven.*

*Battenberg made a motion to approve the Fine Forgiveness for the SRB participants. Fiedorowicz seconded. Motion passed unopposed.*

*F. Return of Materials Library Law – Action*

*For fines \$50 and over. Mountford found a total of \$4,983 in fines over \$50 since 2013. Over \$1000 are owed to other libraries; Mountford will talk to the libraries to see who should try to collect. Of the remaining most are lost items, Mountford suggested sending out one last letter, certified mail, encouraging patrons to pay; items are then referred to the police.*

*Fiedorowicz moved that Mountford begin contacting patrons owing over \$50 with a certified letter, and to continue a discussion with the police department. Battenberg seconded. Motion passed unopposed.*

*G. Confidentiality policy 215 – Action*

*Mountford requested that under 6(a) Legal requirements we should add a description of WI Act 169. Fiedorowicz moved to add this. Klein seconded. Motion passed unopposed.*

*H. Masonry – Action*

*Bid is \$1460. Klein moved to go with the base bid. Henning seconded. Motion passed unopposed.*

**VII. New Business**

*A. Policy 506 Equipment – Action*

*Mountford is working on updating the equipment policy. Biermeier moved to table until next month. Klein seconded. Motion passed unopposed.*

*B. Outdoor Sign - Action*

*Looking into possibly making the top of the sign brighter.*

*Fiedorowicz moved to table until next month. Henning seconded. Motion passed unopposed.*

*C. Budget 2017 – Informational*

*Cafe will increase by 33% next year. This is the first year KJML will be paying for its own licenses of Polaris on the computers. The mayor has requested all departments to budget a 5% decrease for next year.*

*D. Salary Review - Informational*

*Mountford will report on this next month.*

**VIII. Future agenda items**

*Salary review full time positions*

*Policy 506*

*Electronic sign*

*Budget*

**IX. Date, place, and time of next meeting in the library conference room**

*August 9 at 5:15*

X. Adjournment

*Fiedorowicz moved to adjourn at 6:32. Klein seconded. Motion passed unopposed.*

Respectfully Submitted by Deb Battenberg, Board Secretary

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

**Circulation**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Waterloo residents	1760	2073	2189	2163	2091	3020	2853					
Non-residents	1067	1402	1391	1347	1006	1695	1495					
Monthly Total	2827	3475	3580	3510	3097	4715	4348					
FYTD Total	2827	6302	9882	13392	16489	21204	25,549					

**Interlibrary loan**

Items loaned to	753	508	741	629	657	882	698					
TRIO	15	29	60	25	38	27	34					
WISCAT	768	537	801	654	695	909	732					
Monthly Total	768	1305	2106	2760	3378	4287	5019					
FYTD Total												

Items received from	591	607	614	514	547	548	539					
TRIO	23	10	18	13	2	11	10					
WISCAT	614	617	632	527	549	559	549					
Monthly Total	614	1231	1863	2390	3181	3740	4289					
FYTD Total												

**Additional Circulation Statistics**

**Children's Materials**

Monthly Total	1159	1629	1655	1710	1393	2286	2158					
FYTD Total	1159	2788	4443	6153	7546	9832	11990					

**DVDs**

Monthly Total	870	1054	1099	1205	981	1399	1243					
FYTD Total	870	1924	3023	4228	5209	6608	7851					

**Additional Statistics**

**Public Access  
Computer Use**

**Wi Fi**

Monthly Total	56	62	68	66	60	69	63					
FYTD Total	56	118	186	252	312	381	444					

**Public Internet**

Monthly Total	263	386	413	427	434	503	409					
FYTD Total	263	649	1062	1489	1923	2426	2835					

**Total Public Computer Use**

Monthly Total	319	448	481	493	494	572	472					
FYTD Total	319	767	1248	1741	2235	2807	3279					

**Programs**

**Adult Programs**

Number of programs

Monthly Total	7	11	7	6	8	4	5					
FYTD Total	7	18	25	31	39	43	48					

Attendance

Monthly Total	55	65	65	30	47	21	42					
FYTD Total	55	120	185	215	262	283	325					

**Teen (12-18) Programs**

Number of programs

Monthly Total	3	3	3	3	9	11	11					
FYTD Total	3	6	9	12	21	32	43					

Attendance (Adult + Teen)

Monthly Total	15	10	9	32	174	87	58					
FYTD Total	15	25	34	66	240	327	385					

**Children's Programs**

Number of programs

Monthly Total	16	18	16	14	38	33	30					
FYTD Total	16	34	50	64	102	135	165					

Attendance (Adult + Child)

Monthly Total	252	334	341	409	773	964	823					
FYTD Total	252	586	927	1336	2109	3073	3896					

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
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**Meeting Room Bookings**

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

Monthly Total	30	33	35	42	36	22	18
FYTD Total	30	63	98	140	176	198	216

**Holdings**

FYTD Total	28995	29,268	29,644	25,139	30,158	30,436	30,767
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**Number of Registered Borrowers**

Resident	2021	2062	2074	2087	2100	2118	2081
Nonresident	1088	1070	1077	1087	1093	1105	1089
FYTD Total	3109	3132	3151	3174	3193	3223	3170

**Overdrive:**

**eBooks**

Monthly Total	155	148	134	136	113	151	119
FYTD Total	155	303	437	573	686	837	956

**Audiobook downloads**

Monthly Total	79	73	90	98	92	80	125
FYTD Total	79	152	242	340	432	512	637

**OUTREACH Circulation**

Monthly Total	185	36	58	41	44	72	27
FYTD Total	185	221	279	320	364	436	463