



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD**  
Waupun Public Library – 123 S. Forest Street,  
Waupun WI  
Wednesday, March 19, 2025 at 4:30 PM

**VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE**

Join Virtually: <https://us02web.zoom.us/j/85074974303>

Join Teleconference: 1 312 626 6799 Meeting ID: 847 4861 8547

**CALL TO ORDER**

**ROLL CALL**

**MINUTES FROM PREVIOUS MEETINGS**

1. February minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

*No Public Participation after this point.*

**MONTHLY STATISTICS**

2. February statistics

**BUDGET SUMMARY**

3. February budget report

**CONSIDERATION OF BILLS FOR PAYMENT**

4. March bills

**COMMITTEE REPORTS**

**LIBRARIAN'S REPORT**

5. Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

6. Library Staff Display Policy
7. Appoint Evaluation Committee

**FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD**

8. Tentative next meeting: Wednesday, April 16, 2025, at 4:30 p.m.

**ADJOURNMENT**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.*

**Minutes of the Waupun Public Library Board Meeting  
Wednesday, February 19, 2025**

The Waupun Public Library Board was called to order by President Bev Martens at 4:30 p.m. on Wednesday, February 19, 2025. Present were Beer, Hintze, Siebers, Schultz, Svec, Jaeger, and Garcia. Gehl and Sullivan were present via Zoom.

**Minutes from Previous Meetings**

Motion by Schultz, second Hintze, to accept the January minutes as presented. Motion carried.

**Persons Wishing to Address the Library Board**

Persons addressing the Board were: Dan Sanders, Stephen Chene, Dylan Stein, Christina Neumann, S. Peg Spindler, Elizabeth Cook, MaryBeth Cole, Rev. Jerry Molitor, Sandra Champion, Harrison Champion, Julie Nickel, Rev. Jim Coakley, Ashlie Hoeft, Heather Mulder, Maria Richards, Jacob Nault, Justin Hull, Colin Eckerstorfer, Forsell Gappa, Benjamin Pickart, Jeff Champion, Kristi Thurk, Heather VanBuren, Jaedon Buchholz, Winston Grimes, Sandy Oestreich, Chris Van Buren, Kristin Lueck, and Jess Kiehl.

An additional 66 people were also in attendance but did not address the Library Board.

**Monthly Statistics**

January statistics were reviewed.

**Budget Summary**

Current budget was reviewed.

**Consideration of Bills for Payment**

Motion by Schultz, second Martens, to pay the February 2025 bills as presented. Motion carried 8-0 on roll call.

**Committee Reports**

None.

**Librarian's Report**

Librarian's report was reviewed. Jaeger added that the library received the county reimbursement payment from Colombia County. We are still waiting for the reimbursement payments from Dodge, Fond du Lac, and Green Lake counties.

**Old Business**

None.

**New Business**

Motion by Svec, second Hintze, to approve the Statement to be read before public input at Library Board meetings. Motion carried.

Motion by Martens, second Gehl, that the Monarch Library System did provide effective leadership and adequately met the needs of the library in 2024. Motion carried.

Motion by Hintze, second Schultz, to accept the 2024 Public Library Annual Report as presented. Motion carried.

Motion by Hintze, second Sullivan, to adopt the new City of Waupun vacation policy with the following two modifications: delete the clause “except when the City Administrator approves a variance” in the second to last paragraph regarding part-time employees, and keep Garcia and Jaeger at 216 hours. Motion carried.

Motion by Hintze, second Martens, to accept the resignation of Vice-President Sadie Schultz. Motion carried.

Motion by Martens, second Beer, to appoint Hintze as Vice-President to fill vacancy. Motion carried.

**Future meetings and gatherings involving the Library Board**

Next tentative meeting: Wednesday, March 19, 2025, at 4:30 p.m.

**Adjournment**

Motion by Svec, second Hintze, to adjourn at 6:23 p.m. Motion carried.

Marie Svec, Secretary  
MS/bkj

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Feb. 25</b>	<b>Feb. 24</b>	<b>YTD 2025</b>	<b>YTD 2024</b>	<b>YTD%</b>
Juvenile Nonfiction	595	673	1,184	1,228	-3.6%
Juvenile Fiction	2,307	2,688	4,493	5,136	-12.5%
Juvenile Periodical	9	2	16	11	45.5%
Juvenile Book on CD	14	33	30	47	-36.2%
Juvenile MP3 audio	4	6	5	13	-61.5%
Juvenile DVD	295	314	564	705	-20.0%
Juvenile Music CD	0	9	2	15	-86.7%
Juvenile Video Game	43	28	83	45	84.4%
Misc. (kits, av tapes, etc)	1	0	5	0	#DIV/0!
<b>Total Juvenile</b>	<b>3,268</b>	<b>3,753</b>	<b>6,382</b>	<b>7,200</b>	<b>-11.4%</b>
Adult Nonfiction	553	624	1,103	1,274	-13.4%
Adult Fiction	1,806	1,848	3,683	3,850	-4.3%
Adult Periodical	52	55	111	140	-20.7%
Adult Book on CD	75	170	171	366	-53.3%
Adult MP3 audio	4	4	5	10	-50.0%
Adult DVD	1,398	1,604	3,123	3,428	-8.9%
Adult Music CD	76	171	212	303	-30.0%
Adult Video Game	6	13	14	19	-26.3%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	3	0	#DIV/0!
Misc (kits, tapes, av games)	2	1	15	1	1400.0%
<b>Total Adult</b>	<b>3,972</b>	<b>4,490</b>	<b>8,440</b>	<b>9,391</b>	<b>-10.1%</b>
<b>State Report Circulation</b>	<b>7,240</b>	<b>8,243</b>	<b>14,822</b>	<b>16,591</b>	<b>-10.7%</b>
Downloads (OverDrive)	1,200	1,138	2,447	2,323	5.3%
Downloads (Hoopla)	333	214	676	437	54.7%
ILL-Items Sent	2,289	2,407	5,117	5,203	-1.7%
ILL Item Received	39	50	84	106	-20.8%
<b>TOTAL CIRCULATION</b>	<b>11,101</b>	<b>12,052</b>	<b>23,146</b>	<b>24,660</b>	<b>-6.1%</b>
<i>To Columbia Co. Rural</i>	73	27	250	45	455.6%
<i>To Dodge Co. Rural</i>	535	762	1,104	1,636	-32.5%
<i>To FDL Co. Rural</i>	1,452	1,652	2,827	3,390	-16.6%
<i>To Green Lake Co. Rural</i>	34	48	67	77	-13.0%
<b>Rural circ subtotals</b>			<b>4,248</b>	<b>5,148</b>	<b>-17.5%</b>
<b>USE</b>					
<b>Patron Gate (visits)</b>	<b>3,961</b>	<b>4,746</b>	<b>8,277</b>	<b>8,663</b>	<b>-4.5%</b>
In-person Programs	283	436	543	827	-34.3%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	19	24	62	41	51.2%
Meeting Room Use	353	295	616	495	24.4%
Computer Use	273	324	553	546	1.3%
Wireless Use	352	344	749	674	11.1%
Reference Questions	500	272	1,166	589	98.0%
Monthly website hits	1,396	2,188	2,913	2,993	-2.7%
Curbside/Window service	129	1156	261	247	5.7%



Waupun Public Library									
Budget Report									
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget		
Library Fund Operating Activity									
Revenues									
<i>(Partial property tax allocation is recorded in February. Full allocation is recorded after the August settlement)</i>									
210-41-4111-0-00	GENERAL PROPERTY TAXES	575,277	475,330	475,330	-	99,947	83%		
210-43-4367-0-00	COUNTY APPROPRIATION	223,304	2,596	2,596	-	220,708	1%		
210-46-4671-0-00	FEES-LIBRARY	1,300	220	357	216	943	27%		
210-48-4811-0-00	INTEREST REVENUE	-	1,551	3,312	2,012	(3,312)			
210-48-4816-0-00	DIVIDEND REVENUE	-	-	-	-	-			
210-48-4861-0-00	GRANTS AND DONATIONS	5,000	-	-	-	5,000	0%		
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
Total Revenues		804,881	479,697	481,594	2,227	323,287	60%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	453,001	33,431	54,910	23,018	398,091	12%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	55,460	3,783	9,765	8,473	45,695	18%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	900	83	166	79	734	18%		
210-60-5511-2-22	LIBRARY-RETIREMENT	22,292	1,690	3,352	1,570	18,940	15%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	34,288	2,451	4,784	2,176	29,504	14%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,300	-	-	-	3,300	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	2,000	167	334	167	1,666	17%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,000	4,342	4,619	-	14,381	24%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,300	231	231	-	4,069	5%		
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	3,115	4,323	878	24,677	15%		
210-60-5511-3-33	LIBRARY-POSTAGE	2,000	146	292	66	1,708	15%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	225	462	-	2,038	18%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	211	211	-	6,789	3%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	664	799	-	5,201	13%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	3,000	-	-	-	3,000	0%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	25	50	25	33,950	0%		
210-60-5511-3-39	LIBRARY-BOOKS	63,840	8,403	9,284	89	54,556	15%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	466	569	242	13,431	4%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	2,840	4,506	1,301	2,494	64%		
210-60-5511-3-42	LIBRARY-DATABASES	16,000	912	2,530	1,563	13,470	16%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	213	213	-	7,787	3%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	15,500	479	494	267	15,006	3%		



Waupun Public Library									
Budget Report									
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	244	244	-	2,256	10%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		804,881	64,120	102,137	39,915	702,744	13%		
Excess (Deficiency) Revenues Over Expenditures		-	415,577	379,457	(37,688)				
Waupun Public Library									
Budget Report									
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget		
Library Fund Trust & Transfer Activity									
Revenues									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	(17,316)	220	200				
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-				
Total Revenues		-	(17,316)	220	200				
Expenditures									
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	-	-				
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	(17,316)	-	-				
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	-	-				
Total Expenditures		-	(17,316)	-	-				
Excess (Deficiency) Trust/Transfer Revenues Over Expenditures		-	-	220	200				
Library Fund Grand Totals									
Total Revenues		804,881	462,382	481,814	2,427				
Total Expenditures		804,881	46,804	102,137	39,915				
Excess (Deficiency) Total Revenues Over Total Expenditures		-	415,577	379,677	(37,488)				
Library Fund Cash Balances									
210-10001	CASH-LIBRARY	Wells Fargo General Ckg Acct		340,795.42					
210-11612	LIBRARY SYSTEMS ACCOUNT	LGIP Acct 1		390,257.81					
210-11614	LIBRARY TRUST ACCOUNT	LGIP Acct 2		76,356.89					
210-11615	RUTH E. BAYLEY ACCOUNT			90,812.30					
Total Library Fund Cash				898,222.42					

Preliminary budget report will not have an updated cash balance until all journal entries are recorded. Final month end budget report will have updated cash balances.



Waupun Public Library - March 2025 Bills

Processed	Check #	Account #	Account Title	Description	Vendor	Vendor/Name	Amount
		210-60-5511-330	Office Supplies	Bulletin boards, wireless bell	48	Amazon Capital Services	212.17
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	212.33
		210-60-5511-339	Books	Books	48	Amazon Capital Services	2,231.02
		210-60-5511-344	Programming	Programming supplies	48	Amazon Capital Services	313.12
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	1,404.32
		210-60-5511-339	Books	Books	4000	Baker & Taylor	1,503.54
		210-60-5511-339	Books	Books	8900	Center Point Large Print	2,358.72
		210-60-5511-344	Programming	Summer Reading Program	10368	Collab Summer Lib Program	643.51
		210-60-5511-344	Programming	Winter Sowing program	11802	Dodge Cty Master Gardener	52.00
		210-60-5511-339	Books	Books	14102	Gale	1,157.28
		210-60-5511-337	Travel/Training/Conf	Mileage reimbursement	14402	Garcia, Pam	50.40
		210-60-5511-338	Automation/technology	Wireless overwatch	16440	Inter-Quest	24.95
		210-60-5511-344	Programming	LeonardoMusic program	17453	LEONARDOMUSIC	425.00
		210-60-5511-344	Programming	Program deposit	18039	Mad Science	100.00
		210-60-5511-340	Audiovisual	Audiovisual	19050	Micromarketing	465.30
		210-60-5511-342	Databases	Hoopla	19147	Midwest Tape LLC	880.14
		210-60-5511-341	Periodicals	Subscription	16740	Milwaukee Jnl Sentinel	933.63
		210-60-5511-341	Periodicals	BookPage Subscription	300156	Monarch Library System	396.00
		210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	35.32
		210-60-5511-345	Miscellaneous	Break Room/hosting supplies	21665	Piggly Wiggly	62.59
		210-60-5511-333	Postage	Stamps	22099	Postmaster	146.00
		210-60-5511-339	Books	Books	23831	Sebco Books	251.51
		210-60-5511-339	Books	Collection agency fees	25484	Unique Mgt Services	46.60
						Total:	\$ 13,905.45
3/5/2025	Manual check # 1044			Copier maintenance contracts		James Imaging Systems	717.17
City manual check		210-60-5511-338	Automation/technology	Domain name renewal 5/yrs		Wells Fargo autopay(Bret)	204.95
City manual check		210-60-5511-331	Telecommunications	Spectrum invoice		Wells Fargo autopay(Bret)	179.97
City manual check		210-60-5511-332	Utilities	Electric/water/sewer		Waupun Utilities	1,617.31
City manual check		210-60-5511-330	Office Supplies	Bins, batteries, cardstock, glue	48	Amazon Capital Services	216.00
3/4/2025	109521	210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	465.66
		210-60-5511-339	Books	Books	48	Amazon Capital Services	3,505.12
		210-60-5511-336	Repairs/maintenance	Door alarms	48	Amazon Capital Services	436.05
		210-60-5511-344	Programming	Programming supplies	48	Amazon Capital Services	355.12
		210-60-5511-335	Promotions	Promo supplies	48	Amazon Capital Services	210.66

Authorized signature: \_\_\_\_\_

<b>LIBRARY</b>	<b>MONTHLY REPORT March 2025</b>
<b>Subject</b>	<b>Summary</b>
Statistics	Through the end of February, the library circulated/downloaded/loaned 23,146 items, and 8,277 people walked through our doors.
Programs	Programs for March include Storytimes, book clubs, craft night, Toddler Tuesday, Straw Bale Gardening, Lego club, and three movie afternoons. The monthly Friends of the Library Book Sale will be March 10.
February 19 Library Board meeting	128 people attended the February 19, 2025, Library Board meeting to voice their opinions on the issue of LGBTQ+ materials in the public library. At this time, the current policies remain in place and reflect the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement.
Staffing	Intern applicants will be reviewed soon so we can figure out who we are bringing back and/or adding. Interviews for the open Desk Assistant position will be set up soon once we review the applications.
Staff evaluations	Bret and Pam will start staff evaluations soon now that all questionnaires have been received.
County checks	At this time, we have received our reimbursement checks from Columbia and Dodge counties for 2023 service to rural residents. We usually see the checks from FDL and Green Lake counties in late March or April.
National Library Week	The 2025 National Library Week is from April 6 – 12. Adult programs include Wildlife at Marsh Haven on April 7 at 6pm, our monthly craft April 8 at 6pm, and a puzzle race April 10 at 6pm.



## **Library Staff Display Policy – DRAFT**

The Library will strive to include a wide spectrum of opinions and viewpoints in library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by the Waupun Public Library of the content of the display or exhibit, or of the views expressed in the materials on display.

### **Criteria**

Library staff use the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs

In addition, the Library draws upon other community resources in developing displays and exhibits, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

### **Intellectual Freedom and Censorship**

The choice of library materials by patrons is an individual matter. The library recognizes that some materials may be controversial or offensive to an individual, but maintains that individuals can apply their values only to themselves. The selection of library materials is predicated on the customer's right of access to information and freedom from censorship. Selections will not be made on the basis of anticipated approval or disapproval, but on the merits of the material itself.

Selection of materials for a display will not be inhibited by the possibility that materials may inadvertently come into the possession of or be seen by minors. No one can exercise censorship to restrict access to library materials by others. It is the parents' or guardians' responsibility to determine which library materials are appropriate for their children.

The Waupun Public Library supports intellectual freedom and endorses the American Library Association (ALA) Freedom to Read Statement, Freedom to View Statement, the Library Bill of Rights and all relevant interpretations. The library will not remove or censor books or materials based on their content, but rather will provide access to a broad range of materials that reflect the continuously growing diversity of the community.

## **Location of Displays**

Displays will be located in areas of the library that are accessible to all patrons, regardless of their age or beliefs. Specific displays will be located in areas that are intended for specific age groups, such as the children's section or the adult section, dependent upon the collections the materials being used are located. There may be instances where mixed-age content is placed in displays throughout the library.

## **Procedures for the Questioning of Library Displays by Patrons**

In the event a patron has questions or concerns regarding a library display the following procedures should be used:

1. The staff member receiving the concern should make every attempt to satisfy the patron's concern by clarifying the established display policies on an informal basis.
2. If the patron is satisfied, the staff member should notify the Assistant Director and Director with a brief statement as to the date, circumstances, and the result of the patron's concern.
3. If the patron is not satisfied, staff should contact the Assistant Director or Director.
4. If the patron is not satisfied with the answer from the Assistant Director or Director, they should be invited to attend a Library Board meeting to discuss the concern.