



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, February 21, 2024 at 4:30 PM

The Waupun Public Library Board of Trustees will meet at 4:30 p.m. on February 21, 2024, in the Carnegie Room. The public may attend in person or access the meeting online or by phone. Instructions are provided below:

1. Join Zoom Meeting:

<https://us02web.zoom.us/j/87586949593>

2. By phone:

1-312-626-6799

Meeting ID: 875 8694 9593

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

[1.](#) January minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

[2.](#) January statistics

BUDGET SUMMARY

[3.](#) January budget report

CONSIDERATION OF BILLS FOR PAYMENT

[4.](#) February bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

[5.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

[6.](#) Statement of System Effectiveness

[7.](#) Public Library Annual Report

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

[8.](#) Tentative next meeting: Wednesday, March 20, 2024, 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, January 17, 2024**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, January 17, 2024. Present were Siebers, Sullivan, Svec, Garcia, and Jaeger. Gehl was present via Zoom. Beer, Hintze, and Schultz were absent.

ARTICLE I: Motion by Siebers, supported by Gehl, to accept the minutes of the December 20, 2023, meeting with the correction of Svec making the motion to adjourn. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics were reviewed.

- a. Circulated/downloaded/loaned: 139,023 items through the end of December, up 7.5%.
- b. 55,157 people visited the library through the end of December, up 15%.
- c. Program attendance up 82.9% through the end of December.
- d. Meeting room use up 77% through the end of December.

ARTICLE IV: Current budget was reviewed.

ARTICLE V:

- a. Motion by Siebers, supported by Sullivan, to pay the remaining December 2023 bills. Motion carried 5-0 on roll call.
- b. Motion by Sullivan, supported by Siebers, to pay the January 2024 bills. Motion carried 5-0 on roll call.

ARTICLE VI: Ad hoc committee regarding a patron account met and will have a recommendation under new business.

ARTICLE VII: Librarians' Report was reviewed.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Motion by Sullivan, supported by Martens, to allow Kurt Baumann to 1) access library materials, including Interlibrary Loan, through the Waupun Public Library; 2) complete a 6-month probationary period before attendance allowed at Book Club; and 3) one incident report of unacceptable behavior will result in an indefinite ban from the Waupun Public Library. Motion carried.

ARTICLE X: Motion by Sullivan, supported by Siebers, to adjourn at 4:55 p.m. Motion carried.

*Next tentative meeting: Wednesday, February 21, 2024, at 4:30 p.m.

Marie Svec, Secretary
MS/bkj

| Waupun Public Library Monthly Statistics | | | | | |
|--|----------------|----------------|-----------------|-----------------|--------------|
| CIRCULATION | Jan. 24 | Jan. 23 | YTD 2024 | YTD 2023 | YTD% |
| Juvenile Nonfiction | 555 | 710 | 555 | 710 | -21.8% |
| Juvenile Fiction | 2,448 | 2,401 | 2,448 | 2,401 | 2.0% |
| Juvenile Periodical | 9 | 7 | 9 | 7 | 28.6% |
| Juvenile Book on CD | 14 | 6 | 14 | 6 | 133.3% |
| Juvenile MP3 audio | 7 | 0 | 7 | 0 | #DIV/0! |
| Juvenile DVD | 391 | 314 | 391 | 314 | 24.5% |
| Juvenile Music CD | 6 | 12 | 6 | 12 | -50.0% |
| Juvenile Video Game | 17 | 26 | 17 | 26 | -34.6% |
| Misc. (kits, av tapes, etc) | 0 | 2 | 0 | 2 | -100.0% |
| Total Juvenile | 3,447 | 3,478 | 3,447 | 3,478 | -0.9% |
| Adult Nonfiction | 650 | 780 | 650 | 780 | -16.7% |
| Adult Fiction | 2,002 | 1,830 | 2,002 | 1,830 | 9.4% |
| Adult Periodical | 85 | 100 | 85 | 100 | -15.0% |
| Adult Book on CD | 196 | 161 | 196 | 161 | 21.7% |
| Adult MP3 audio | 6 | 17 | 6 | 17 | -64.7% |
| Adult DVD | 1,824 | 1,539 | 1,824 | 1,539 | 18.5% |
| Adult Music CD | 132 | 247 | 132 | 247 | -46.6% |
| Adult Video Game | 6 | 17 | 6 | 17 | -64.7% |
| Pamphlets/Vertical File | 0 | 0 | 0 | 0 | #DIV/0! |
| Equipment/die cuts | 0 | 0 | 0 | 0 | #DIV/0! |
| Misc (kits, tapes, av games) | 0 | 0 | 0 | 0 | #DIV/0! |
| Total Adult | 4,901 | 4,691 | 4,901 | 4,691 | 4.5% |
| State Report Circulation | 8,348 | 8,169 | 8,348 | 8,169 | 2.2% |
| Downloads (OverDrive) | 1,185 | 1,244 | 1,185 | 1,244 | -4.7% |
| Downloads (Hoopla) | 223 | 0 | 223 | 0 | #DIV/0! |
| ILL-Items Sent | 2,796 | 2,447 | 2,796 | 2,447 | 14.3% |
| ILL Item Received | 56 | 46 | 56 | 46 | 21.7% |
| TOTAL CIRCULATION | 12,608 | 11,906 | 12,608 | 11,906 | 5.9% |
| <i>To Columbia Co. Rural</i> | 18 | 9 | 18 | 9 | 100.0% |
| <i>To Dodge Co. Rural</i> | 874 | 681 | 874 | 681 | 28.3% |
| <i>To FDL Co. Rural</i> | 1,738 | 1,940 | 1,738 | 1,940 | -10.4% |
| <i>To Green Lake Co. Rural</i> | 29 | 47 | 29 | 47 | -38.3% |
| Rural circ subtotals | | | 2,659 | 2,677 | -0.7% |
| USE | | | | | |
| Patron Gate (visits) | 3,917 | 4,034 | 3,917 | 4,034 | -2.9% |
| In-person Programs | 391 | 226 | 391 | 226 | 73.0% |
| Virtual Programs | 0 | 0 | 0 | 0 | #DIV/0! |
| Take & Make Activities | 17 | 0 | 17 | 0 | #DIV/0! |
| Meeting Room Use | 200 | 202 | 200 | 202 | -1.0% |
| Computer Use | 222 | 444 | 222 | 444 | -50.0% |
| Wireless Use | 330 | 375 | 330 | 375 | -12.0% |
| Reference Questions | 317 | 308 | 317 | 308 | 2.9% |
| Monthly website hits | 805 | 1,671 | 805 | 1,671 | -51.8% |
| Curbside/Window service | 131 | 91 | 131 | 91 | 44.0% |

| Waupun Public Library | | | | | | | | | |
|---|---------------------------------|------------|-----------|-----------|-----------|----------------|-------------|--------------|---|
| Budget Report | | | | | | | | | |
| Account Number | Account Title | 12/31/2024 | 1/31/2024 | 1/31/2024 | 1/31/2023 | Budget Balance | % of Budget | Budget Notes | |
| 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 | 553,896 | - | - | - | 553,896 | 0% | | |
| 210-43-4367-0-00 | COUNTY APPROPRIATION | 216,625 | - | - | - | 216,625 | 0% | | Dodge, Columbia, Winnefox (Green Lake, FdL) |
| 210-46-4671-0-00 | FEES-LIBRARY | 700 | 216 | 216 | 213 | 484 | 31% | | fine free, lost or damaged items only |
| 210-48-4811-0-00 | INTEREST REVENUE | - | - | - | 1,280 | - | #DIV/0! | | |
| 210-48-4816-0-00 | DIVIDEND REVENUE | - | - | - | - | - | #DIV/0! | | |
| 210-48-4861-0-00 | GRANTS AND DONATIONS | 5,000 | - | - | - | 5,000 | 0% | | \$5k nicks foundation |
| 210-49-4975-0-00 | UNREALIZED GAIN ON INVESTMENTS | - | - | - | - | - | 0% | | |
| Total Revenues | | 776,221 | 216 | 216 | 1,493 | 776,005 | 0% | | |
| Expenditures | | | | | | | | | |
| 210-60-5511-1-10 | LIBRARY-SALARIES/WAGES | 435,578 | 23,018 | 23,018 | 22,320 | 412,560 | 5% | | |
| 210-60-5511-1-11 | LIBRARY-OVERTIME | - | 8,473 | 8,473 | 9,552 | - | 17% | | |
| 210-60-5511-2-20 | LIBRARY-HEALTH INSURANCE | 50,464 | 79 | 79 | 68 | 41,991 | 10% | | |
| 210-60-5511-2-21 | LIBRARY-LIFE INSURANCE | 815 | 1,570 | 1,570 | 1,473 | 736 | 7% | | |
| 210-60-5511-2-22 | LIBRARY-RETIREMENT | 21,539 | 2,176 | 2,176 | 2,177 | 19,969 | 7% | | |
| 210-60-5511-2-23 | LIBRARY-SOCIAL SECURITY | 33,129 | - | - | - | 30,953 | 0% | | |
| 210-60-5511-2-24 | LIBRARY-SICK LEAVE PO | 3,000 | 167 | 167 | 167 | 1,533 | 10% | | |
| 210-60-5511-2-29 | LIBRARY-INCOME CONTINUATION | 1,700 | - | - | 68 | 20,000 | 0% | | |
| 210-60-5511-3-30 | LIBRARY-OFFICE SUPPLIES | 20,000 | - | - | - | 4,000 | 0% | | |
| 210-60-5511-3-31 | LIBRARY-TELECOMMUNICATIONS | 4,000 | 878 | 878 | 1,821 | 28,122 | 3% | | |
| 210-60-5511-3-32 | LIBRARY-UTILITIES | 29,000 | 66 | 66 | 120 | 1,634 | 4% | | |
| 210-60-5511-3-33 | LIBRARY-POSTAGE | 1,700 | - | - | 237 | 2,500 | 0% | | |
| 210-60-5511-3-34 | LIBRARY-MEMBERSHIP FEES | 2,500 | - | - | - | 7,000 | 0% | | |
| 210-60-5511-3-35 | LIBRARY-PUBLICATIONS/PROMOTION | 7,000 | - | - | - | 6,000 | 0% | | |
| 210-60-5511-3-36 | LIBRARY-REPAIRS/MAINTENANCE | 6,000 | - | - | 1,087 | 2,500 | 0% | | |
| 210-60-5511-3-37 | LIBRARY-TRAVEL/CONFERENCE | 2,500 | 25 | 25 | 25 | 33,975 | 0% | | |
| 210-60-5511-3-38 | LIBRARY-AUTOMATION/TECHNOLOGY | 34,000 | 89 | 89 | 747 | 63,207 | 0% | | |
| 210-60-5511-3-39 | LIBRARY-BOOKS | 63,296 | 242 | 242 | 112 | 13,758 | 2% | | |
| 210-60-5511-3-40 | LIBRARY-AUDIOVISUAL | 14,000 | 1,301 | 1,301 | 1,035 | 5,699 | 19% | | |
| 210-60-5511-3-41 | LIBRARY-PERIODICALS | 7,000 | 1,563 | 1,563 | 1,510 | 13,437 | 10% | | |
| 210-60-5511-3-42 | LIBRARY-DATABASES | 15,000 | - | - | - | 8,000 | 0% | | |
| 210-60-5511-3-43 | LIBRARY-FURNISHINGS REPLACEMENT | 8,000 | 267 | 267 | 116 | 13,233 | 2% | | Summer reading program |
| 210-60-5511-3-44 | LIBRARY-PROGRAMMING | 13,500 | - | - | 78 | 2,500 | 0% | | |
| 210-60-5511-3-45 | LIBRARY-MISCELLANEOUS | 2,500 | - | - | - | - | 0% | | |
| 210-60-5511-8-00 | LIBRARY-CAPITAL OUTLAY | - | - | - | - | - | 5% | | |
| Total Expenditures | | 776,221 | 39,915 | 39,915 | 42,895 | 736,306 | 5% | | |
| Excess (Deficiency) Revenues Over Expenditures | | - | (39,699) | (39,699) | (41,403) | | | | |

| Waupun Public Library | | | | | | | | | |
|---|---|------------------------------|---------------|-------------|-----------|----------------|-------------|--------------|--------------------------|
| Budget Report | | | | | | | | | |
| Account Number | Account Title | Annual Budget | Current Month | YTD Actual | 1/31/2023 | Budget Balance | % of Budget | Budget Notes | |
| Library Fund Trust & Transfer Activity | | | | | | | | | |
| Revenues | | | | | | | | | |
| 210-48-4850-000 | LIBRARY TRUST DONATIONS | - | 200 | 200 | - | | | | |
| 210-49-4920-0-00 | OPERATING TRANSFERS IN | - | - | - | - | | | | |
| Total Revenues | | - | 200 | 200 | - | | | | New account created 9/21 |
| Expenditures | | | | | | | | | |
| 210-60-5504-3-38 | LIBRARY-TRUST OPERATING EXPENS | - | - | - | - | | | | |
| 210-60-5504-8-00 | LIBRARY-TRUST CAPITAL EXPENSES | - | - | - | - | | | | |
| 210-80-5960-3-38 | OPERATING TRANSFER OUT-CAPITAL | - | - | - | - | | | | |
| Total Expenditures | | - | - | - | - | | | | |
| Excess (Deficiency) Trust/Transfer Revenues Over Expenditures | | - | 200 | 200 | - | | | | |
| Library Fund Grand Totals | | | | | | | | | |
| Total Revenues | | 776,221 | 416 | 416 | 1,493 | | | | |
| Total Expenditures | | 776,221 | 39,915 | 39,915 | 42,895 | | | | |
| Excess (Deficiency) Total Revenues Over Total Expenditures | | - | (39,499) | (39,499) | (41,403) | | | | |
| Library Fund Cash Balances | | | | | | | | | |
| 210-10001 | CASH-LIBRARY | Wells Fargo General Ckg Acct | | (88,533.25) | | | | | |
| 210-11612 | LIBRARY SYSTEMS ACCOUNT | LGIP Acct 1 | | 359,856.52 | | | | | |
| 210-11614 | LIBRARY TRUST ACCOUNT | LGIP Acct 2 | | 80,687.36 | | | | | |
| | Library Trust Funds within Wells Fargo General Ckg Acct | | | 9,074.00 | | | | | |
| 210-11615 | RUTH E. BAYLEY ACCOUNT | | | 80,878.70 | | | | | |
| Total Library Fund Cash | | | | 441,963.33 | | | | | |
| 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. | | | | | | | | | |

| LIBRARY | MONTHLY REPORT February 2024 |
|----------------------------------|---|
| Subject | Summary |
| Statistics | Through the end of January, the library circulated/downloaded/loaned 12,608 items, and 3,917 people walked through our doors. Program attendance is up 73%. |
| State Annual Report | The Public Library Annual Report for 2023, required by the Department of Public Instruction, has been completed and will be reviewed at the February 21, 2024, Library Board meeting. |
| February programs | Programs scheduled in February include a wood flower class, Craft Night, Lego Club, Game Night, Toddler Tuesday, and weekly story times. Dates and times can be found on the library's Facebook page, and hard copies of the program schedule are available at the circulation desk. |
| 2 nd floor quiet area | We are looking at options for a small (4-6 people) enclosed area on the second floor in the northeast corner. Options include self-contained pods, which are available from several companies, or adding two walls to existing walls. This is in the conceptual stage with plenty of questions that need to be addressed. |
| Geese In Flight | Clarence Shaler's Geese In Flight artwork has flown back to the golf course. It has been at the library under indefinite loan from the golf course since April 7, 1994. |
| | |
| | |
| | |



| I. GENERAL INFORMATION | | | | | |
|--|--|---|--|--|--------------------|
| 1. Name of Library Waupun Public Library | | | 2. Public Library System Monarch Library System | | |
| 3a. Head Librarian First Name Bret | 3b. Head Librarian Last Name Jaeger | 4a. Certification Grade Grade I | 4b. Certification Type Regular | 5. Certification Expiration Date 03/30/2027 | |
| 6a. Street Address 123 S. Forest St. | 6b. Mailing Address or PO Box PO Box 391 | 7. City / Village / Town Waupun | 8a. ZIP 53963 | 8b. ZIP4 0391 | 9. County Dodge |
| 10. Library Phone Number 9203247925 | 11. Fax Number | 12. Library E-mail Address of Director bret@monarchlibraries.org | | | |
| 13. Library Website URL www.cityofwaupun.org/library | | 14. No. of Branches 0 | 15. No. of Bookmobiles Owned 0 | 16. No. of Other Public Service Outlets 0 | |
| 17. Does your library operate a books-by-mail program? No | 18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No | | | | |
| 20. Square Footage of Public Library 25,647 | 21a. Did your library or a branch move to a new facility during the fiscal year? No | 21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No | | 22. UEI Number | |
| HOURS OF OPERATION | | | | | |
| | Standard Service with No Restrictions on Building Access | Limited Service | Staff Only (No interior service for the public) | | |
| 19a. Winter hours open per week | 59 | 0 | 0 | | |
| 19b. Number of winter weeks | 52 | 0 | 0 | | |
| 19c. Summer hours open per week | | 0 | 0 | | |
| 19d. Number of summer weeks | | 0 | 0 | | |
| 19e. Total weeks per year | 52 | 0 | 0 | | |
| 19f. Total hours per year for this location | 3,068 | 0 | 0 | | |

| II. LIBRARY COLLECTION | | |
|---|--------------------------|-----------------|
| | a. Number Owned / Leased | b. Number Added |
| 1. Books in Print <i>Non-periodical printed publications</i> | 73,017 | 4,298 |
| 2. Electronic Books <i>E-books</i> | 167,076 | |
| 3. Audio Materials | 6,322 | 162 |
| 4. Electronic Audio Materials <i>Downloadable</i> | 72,718 | |
| 5. Video Materials | 7,790 | 277 |
| 6. Electronic Video Materials <i>Downloadable</i> | 36 | |
| 7. Other Materials Owned <i>Describe Equipment and kits</i> | 212 | |
| 8a. Electronic Collections <i>Locally Owned or Leased</i> | 11 | |
| 8b. Electronic Collections <i>Purchased by library system or consortia</i> | 3 | |
| 8c. Electronic Collections <i>Provided through BadgerLink</i> | 62 | |
| 9. Total Electronic Collections <i>Local, regional, and state</i> | 76 | |
| 10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i> | 64 | |

III. LIBRARY SERVICES

| | | | | |
|--------------------------------|-----------------------------------|--|--|--|
| 1. Circulation Transactions | | c. Circulation of Other Physical Items (subset of 1a.) 610 | 2. Interlibrary Loans | |
| a. Total Circulation 95,434 | b. Children's Materials 39,964 | | a. Items Loaned <i>Provided to</i> 27,791 | b. Items Received <i>Received from</i> 17,508 |

| | Method for Counting ILL Transactions | Categorized ILL Transactions |
|---|--|--|
| (Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions) | Items Loaned to Other Libraries <i>Provided to</i> | Items Borrowed from Other Libraries <i>Received from</i> |
| Integrated Library Systems (ILS) | 26,717 | 16,951 |
| WISCAT | 1,074 | 557 |
| Other (includes OCLC, manual tracking or other methods) | 0 | 0 |

| | | | | | | | |
|-------------------------------|-------------------------|-------------------|------------------------|---------------------------|--------------------------|---------------------------|---------------------------|
| 3. Number of Registered Users | | | d. Overdue Fines No | 4. Reference Transactions | | 5. Library Visits | |
| a. Resident 3,316 | b. Nonresident 1,307 | c. TOTAL 4,623 | | a. Method Actual Count | b. Annual Count 4,295 | a. Method Actual Count | b. Annual Count 55,157 |

| | | | | | | | |
|---|--|---------------------------|--------------------------|-------------------------------------|--------------------------|--|--|
| 6. Uses of Public Internet Computers | | | | 7. Uses of Public Wireless Internet | | | |
| a. Number of Public Use Computers 15 | b. Number of Public Use Computers with Internet access 12 | c. Method Actual Count | d. Annual Count 4,773 | a. Method Actual Count | b. Annual Count 4,503 | | |

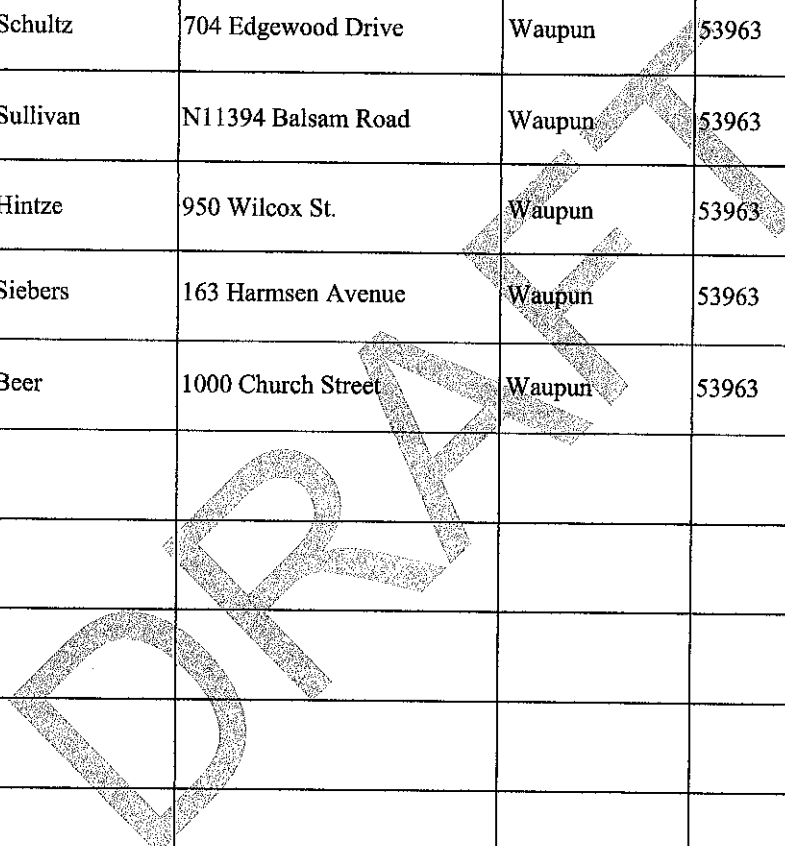
| | | | | | |
|-----------------------------|------------------------------------|-----------------|-------------------|--------------------|--|
| 8. Website Visits 18,458 | 9. Electronic Collection Retrieval | | c. Statewide 7 | d. Total 35,865 | |
| | a. Local 34,921 | b. Other 937 | | | |

| | | | | |
|---|---------------------|------------------|---|---|
| 10. Uses of Electronic Materials by Users of Your Library | | | | |
| a. E-Books 6,753 | b. E-Audio 7,427 | c. E-Video 44 | d. Total Uses of Electronic Materials 14,224 | e. Uses of Children's Electronic Materials 868 |

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

| First Name | Last Name | Street Address | City | ZIP+4 | Email Address |
|------------------|-----------|------------------------|--------|-------|---------------------------|
| PRESIDENT | | | | | |
| 1. Bev | Martens | N3282 Oak Grove Road | Waupun | 53963 | bevmartensdvm@hotmail.com |
| 2. Janet | Gehl | 30 Chapman Place | Waupun | 53963 | |
| 3. Marie | Svec | 22 Plum Drive, Unit 21 | Waupun | 53963 | |
| 4. Sadie | Schultz | 704 Edgewood Drive | Waupun | 53963 | |
| 5. Jessica | Sullivan | N11394 Balsam Road | Waupun | 53963 | |
| 6. Carrie | Hintze | 950 Wilcox St. | Waupun | 53963 | |
| 7. Dan | Siebers | 163 Harmsen Avenue | Waupun | 53963 | |
| 8. Michael | Beer | 1000 Church Street | Waupun | 53963 | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| 16. | | | | | |
| 17. | | | | | |



No. of Library Board Members
Include vacancies in this count

8

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

| Municipality Type | Name | Amount |
|-------------------|--------|------------------|
| City | Waupun | \$516,792 |
| | | |
| | | |
| | | |
| | | |
| | | |
| Subtotal 1 | | \$516,792 |

2. County

a. Home County Appropriation for Library Services

Subtotal 2a **\$50,768**

b. Other County Payments for Library Services

| County Name | Amount | County Name | Amount |
|--------------------|-----------|-------------|------------------|
| Columbia | \$130 | | |
| Fond du Lac | \$159,029 | | |
| Green Lake | \$4,012 | | |
| | | | |
| | | | |
| Subtotal 2b | | | \$163,171 |

3. State Funds

a. Public Library System State Funds

| Description | Amount | Description | Amount |
|-------------|--------|-------------|--------|
| | | | |
| | | | |

b. Funds Carried Forward from Previous Year

c. Other State Funded Program 0

Subtotal 3 **\$0**

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

| Program or Project | Amount |
|--------------------|------------|
| | \$0 |
| | |
| | |
| Subtotal 4 | \$0 |

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

| Name | Amount | Name | Amount |
|-------------------|--------|------|--------|
| | | | |
| | | | |
| Subtotal 5 | | | |

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$0

7. All Other Operating Income

\$11,926

8. Total Operating Income Add 1 through 7

\$742,657

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$549,210

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

| | |
|--|---|
| 1. Salaries and Wages Include maintenance, security, plant operations \$409,031 | 2. Employee Benefits Include maintenance, security, plant operations \$102,365 |
|--|---|

| | | | | |
|------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------|-------------------------|
| 3. Library Collection Expenditures | | | | |
| a. Print Materials \$75,009 | b. Electronic Materials \$11,358 | c. Audiovisual Materials \$14,694 | d. All Other Library Materials \$0 | Subtotal 3 \$101,061 |

| 4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider. | | | |
|---|------------------------------------|------|-----------|
| Provider | Description | Type | Amount |
| Monarch LS TelePhony | Automatic phone calls | Fee | \$88 |
| Monarch LS OCLC | Cataloging | Fee | \$3,056 |
| Monarch LS ILS | ILS | Fee | \$6,134 |
| Monarch LS Administrative | ILS Administration | Fee | \$2,431 |
| Monarch LS reconciliation | Accounting within system libraries | Fee | \$5 |
| Monarch LS Envisionware | Internet management | Fee | \$1,070 |
| Monarch LS collection software | Collection agency software | Fee | \$235 |
| Monarch LS E-Content (Overdrive) | Overdrive products | Fee | \$3,809 |
| Monarch LS Network and replacement | ILS maintenance | Fee | \$226 |
| Monarch LS maintenance | ILS maintenance | Fee | \$180 |
| Monarch LS App | Monarch2Go App | Fee | \$684 |
| Monarch LS Faronics Solar Winds | Network software | Fee | \$765 |
| Subtotal 4 | | | \$18,683 |
| 5. Other Operating Expenditures | | | \$110,956 |
| 6. Total Operating Expenditures Add 1 through 5 | | | \$742,096 |
| 7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources? | | | \$0 |

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

| 1. Capital Income and Expenditures by Source of Income Do not report any expenditures reported above. Provide a brief description of any expenditures. | | | |
|---|--|----------------------|--------------------------|
| Source | Brief Description of Expenditure | Revenue | Expenditure |
| a. Federal | | \$0 | \$0 |
| b. State | | \$0 | \$0 |
| c. Municipal | | \$0 | \$0 |
| d. County | | \$0 | \$0 |
| e. Other | | \$0 | \$0 |
| 2. Debt Retirement \$0 | 3. Rent Paid to Municipality/County \$0 | Total Revenue \$0 | Total Expenditure \$0 |

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

| | | |
|---|---|-----------|
| All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a) | 1. Total Amount of Other Funds at End of Year | \$461,044 |
|---|---|-----------|

IX. TRUST FUNDS

| | |
|---|----------|
| 1. Total Amount of Trust Funds Held by the Library Board at End of Year | \$80,879 |
|---|----------|

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

| | | | |
|--|--|---|-------------|
| 1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i> | | | 33,667 |
| Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above. | a. Those with a Library | b. Those without a Library | c. Subtotal |
| 2. Circulation to Nonresidents Living in the Library's County | 1,880 | 9,227 | 11,107 |
| 3. Circulation to Nonresidents Living in Another County in the Library System | 324 | 195 | 519 |
| 4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System | 1,010 | 20,982 | 21,992 |
| 5. Circulation to All Other Wisconsin Residents | 49 | 6. Circulation to Persons from Out of the State | |
| | | 0 | |
| 7. Are the answers to items 1 through 6 based on actual count or survey/sample? | 8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? | 8b. If yes, does the library allow residents in adjacent systems to purchase library cards? | |
| Actual | No | | |
| 9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library | | | |
| Name of County | Circulation | Name of County | Circulation |
| a. Columbia | 477 | f. | |
| b. Fond du Lac | 20,197 | g. | |
| c. Green Lake | 308 | h. | |
| d. Washington | 190 | i. | |
| e. | | j. | |

XII. TECHNOLOGY

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

| | a. Children (0-5) | b. Children (6-11) | c. Young Adult (12-18) |
|--|-------------------|--------------------------------|------------------------|
| Number of Self-Directed Activities | 4 | 4 | 0 |
| Total Self-Directed Activity Participation | 126 | 70 | 0 |
| | d. Adult (19+) | e. General Interest (all ages) | f. Total |
| Number of Self-Directed Activities | 13 | 0 | 21 |
| Total Self-Directed Activity Participation | 882 | 0 | 1,078 |

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

| | | |
|---------------|--------------|---------------------------|
| a. First Name | b. Last Name | c. Email Address |
| Tami | Lont | tami@monarchlibraries.org |

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

| | | |
|---------------|--------------|------------------------------|
| a. First Name | b. Last Name | c. Email Address |
| Pam | Garcia | pgarcia@monarchlibraries.org |

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

| President, Library Board of Trustees Signature or designee | Name of President or Designee Print or type | Date Signed |
|--|---|-------------|
| ➤ | Bev Martens | |
| Library Director / Head Librarian Signature | Library Director / Head Librarian Print or type | Date Signed |
| ➤ | Bret Jaeger | |

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Dodge

The Waupun Public Library Board of Trustees hereby states that in 2023 the Monarch Library System
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

DRAFT

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

| President, Library Board of Trustees Signature or designee | Name of President or Designee Print or type | Date Signed |
|--|---|-------------|
| ➤ | Bev Martens | |

COMMENTS

SECTION II

- 2. Electronic Books (E-books)
Added 286 from Hoopla--2024-01-23
- 4. Electronic Audio Materials (downloadable)
Added 692 from Hoopla--2024-01-23

SECTION III

- 10a., Uses of E-Books By Users of Your Library
Added 311 from Hoopla--2024-01-23
- 10b., Uses of E-Audio by Users of Your Library
Added 915 from Hoopla--2024-01-23
- 10c., Uses of E-Video by Users of Your Library
Added 44 from Hoopla--2024-01-23
- 10e., Total Uses of Children's Electronic Materials
Added 121 from Hoopla--2024-01-23
- Total Children's Synchronous Programs Ages 0 to 5
Used EventTracker for more accurate reporting--2024-01-31
- Total Children's Synchronous Program Attendance Ages 0 to 5
Used EventTracker for more accurate reporting--2024-01-31
- Total Children's Synchronous Programs Ages 6 to 11
Used EventTracker for more accurate reporting--2024-01-31
- Total Children's Synchronous Program Attendance Ages 6 to 11
Used EventTracker for more accurate reporting--2024-01-31
- Total Young Adult Synchronous Programs
Used EventTracker for more accurate reporting--2024-01-31
- Total Young Adult Synchronous Attendance
Used EventTracker for more accurate reporting--2024-01-31
- Total Adult Synchronous Programs Ages 19+
Used EventTracker for more accurate reporting--2024-01-31
- Total Adult Synchronous Program Attendance Ages 19+
Used EventTracker for more accurate reporting--2024-01-31
- Total General Interest Synchronous Programs
Used EventTracker for more accurate reporting--2024-01-31
- General Interest Synchronous Program Attendance
Used EventTracker for more accurate reporting--2024-01-31
- Total Synchronous Library Programs
Used EventTracker for more accurate reporting--2024-01-31
- Total Synchronous Program Attendance
Used EventTracker for more accurate reporting--2024-01-31

DRAFT

| | | |
|-----------------------------|----|--------------------|
| <u>Library Trust</u> | | <u>2023</u> |
| Beginning balance | \$ | 7,412.91 |
| Gifts/grants | | 6,300.00 |
| Dividends | | 3,024.00 |
| subtotal | | 16,736.91 |
| Expenditures | | 7,662.91 |

Balance 9,074.00

| | |
|-------------------------|-------------------|
| <u>LGIP Fund</u> | |
| Beginning balance | 292,517.01 |
| Income | 211,564.43 |
| Interest | 20,775.08 |
| subtotal | 524,856.52 |
| Expenditures | 165,000.00 |

Balance 359,856.52

| | |
|-------------------------------|------------------|
| <u>LGIP Trust Fund</u> | |
| Beginning balance | 60,990.04 |
| Income | 15,902.91 |
| Interest | 3,794.41 |
| subtotal | 80,687.36 |
| Expenditures | |

Balance 80,687.36

| | <u>Library Trust</u> | <u>LGIP Fund</u> | <u>LGIP Trust Fund</u> | <u>Manual</u> <u>Checkbook</u> | <u>Totals</u> |
|-------------------|----------------------|---------------------|------------------------|-----------------------------------|----------------------|
| Beginning balance | \$ 7,412.91 | \$292,517.01 | \$60,990.04 | \$ 11,853.37 | \$ 372,773.33 |
| additions | 9,324.00 | 232,339.51 | 19,697.32 | 3,159.07 | 264,519.90 |
| subtractions | 7,662.91 | 165,000.00 | | 3,586.22 | 176,249.13 |
| Totals | \$ 9,074.00 | \$359,856.52 | \$80,687.36 | \$ 11,426.22 | \$ 461,044.10 |

| | |
|---------------------------|--------------|
| <u>Stock value</u> | |
| Beginning balance | \$ 90,730.80 |
| gain | |
| loss | 9,852.10 |

Total \$ 80,878.70 value at end of 2023