



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD MEETING**  
Waupun Public Library – 123 S. Forest Street,  
Waupun WI  
Wednesday, December 18, 2024 at 4:30 PM

**VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE**

Join Virtually: <https://us02web.zoom.us/j/84158424265>

Join Teleconference: 1 312 626 6799 Meeting ID: 841 5842 4265

**CALL TO ORDER**

**ROLL CALL**

**MINUTES FROM PREVIOUS MEETINGS**

[1.](#) November minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

*No Public Participation after this point.*

**MONTHLY STATISTICS**

[2.](#) November statistics

**BUDGET SUMMARY**

[3.](#) November budget report

**CONSIDERATION OF BILLS FOR PAYMENT**

[4.](#) December bills

**COMMITTEE REPORTS**

**LIBRARIAN'S REPORT**

[5.](#) Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

[6.](#) Fire Prevention, Emergency Evacuation Policy/Procedures review

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

[7.](#) Tentative next meeting: Wednesday, January 15, 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, November 20, 2024**

The Waupun Public Library Board was called to order by President Bev Martens at 4:30 p.m. on Wednesday, November 20, 2024. Present were Gehl, Schultz, Siebers, Svec, Jaeger, and Garcia. Hintze and Sullivan (connected at 4:45 pm) were present via Zoom. Beer was absent.

**Minutes from Previous Meetings**

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

**Persons Wishing to Address the Library Board**

None.

**Monthly Statistics**

October statistics were reviewed.

**Budget Summary**

Current budget was reviewed.

**Consideration of Bills for Payment**

Motion by Hintze, second Gehl, to pay the bills as presented. Motion carried 6-0 on roll call.

**Committee Reports**

None.

**Librarian's Report**

Librarian's report was reviewed.

**Old Business**

None.

**New Business**

Motion by Svec, second Martens, to approve the 2025 wage grid as presented. Motion carried 7-0 on roll call.

Motion Hintze, second Schultz, to approve the 2025 library budget as presented. Motion carried 7-0 on roll call.

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

Next tentative meeting: Wednesday, December 18, 2024, at 4:30 p.m.

**Adjournment**

Motion by Siebers, second Svec, to adjourn at 4:55 p.m. Motion carried.

Marie Svec, Secretary  
MS/bkj

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Nov. 24</b>	<b>Nov. 23</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	<b>YTD%</b>
Juvenile Nonfiction	621	680	6,644	6,395	3.9%
Juvenile Fiction	2,134	2,444	29,081	28,655	1.5%
Juvenile Periodical	3	11	136	101	34.7%
Juvenile Book on CD	17	26	182	138	31.9%
Juvenile MP3 audio	2	0	56	34	64.7%
Juvenile DVD	312	372	3,574	3,714	-3.8%
Juvenile Music CD	6	10	101	133	-24.1%
Juvenile Video Game	32	30	455	420	8.3%
Misc. (kits, av tapes, etc)	6	0	15	5	200.0%
<b>Total Juvenile</b>	<b>3,133</b>	<b>3,573</b>	<b>40,244</b>	<b>39,595</b>	<b>1.6%</b>
Adult Nonfiction	553	514	6,380	6,566	-2.8%
Adult Fiction	1,644	1,567	21,032	20,670	1.8%
Adult Periodical	43	37	728	660	10.3%
Adult Book on CD	127	133	1,458	1,923	-24.2%
Adult MP3 audio	4	6	47	109	-56.9%
Adult DVD	1,215	1,602	15,912	17,112	-7.0%
Adult Music CD	111	174	1,313	2,340	-43.9%
Adult Video Game	9	6	108	158	-31.6%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	5	0	#DIV/0!
Misc (kits, tapes, av games)	9	0	37	2	1750.0%
<b>Total Adult</b>	<b>3,715</b>	<b>4,039</b>	<b>47,020</b>	<b>49,540</b>	<b>-5.1%</b>
<b>State Report Circulation</b>	<b>6,848</b>	<b>7,612</b>	<b>87,264</b>	<b>89,135</b>	<b>-2.1%</b>
Downloads (OverDrive)	1,151	1,021	12,979	12,369	4.9%
Downloads (Hoopla)	267	173	2,868	1,072	167.5%
ILL-Items Sent	2,295	2,535	25,834	25,782	0.2%
ILL Item Received	45	54	510	517	-1.4%
<b>TOTAL CIRCULATION</b>	<b>10,606</b>	<b>11,395</b>	<b>129,455</b>	<b>128,875</b>	<b>0.5%</b>
<i>To Columbia Co. Rural</i>	41	14	524	420	24.8%
<i>To Dodge Co. Rural</i>	559	654	7,731	8,561	-9.7%
<i>To FDL Co. Rural</i>	1,408	1,596	17,073	18,783	-9.1%
<i>To Green Lake Co. Rural</i>	25	24	376	295	27.5%
<b>Rural circ subtotals</b>			<b>25,704</b>	<b>28,059</b>	<b>-8.4%</b>
<b>USE</b>					
<b>Patron Gate (visits)</b>	<b>3,909</b>	<b>4,338</b>	<b>51,376</b>	<b>51,885</b>	<b>-1.0%</b>
In-person Programs	252	451	5,216	6,001	-13.1%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	18	72	351	770	-54.4%
Meeting Room Use	194	147	2,322	2,264	2.6%
Computer Use	247	306	3,901	4,521	-13.7%
Wireless Use	373	387	3,952	4,206	-6.0%
Reference Questions	373	313	4,325	3,988	8.5%
Monthly website hits	1,308	1,474	20,896	17,104	22.2%
Curbside/Window service	116	96	1,265	1032	22.6%

Waupun Public Library									
Budget Report									
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
<b>Library Fund Operating Activity</b>									
<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	516,792	-	100%		
210-43-4367-0-00	COUNTY APPROPRIATION	216,625	-	224,606	213,939	(7,981)	104%	Dodge, Columbia, Winnetox (Green Lake, Fdl)	
210-46-4671-0-00	FEES-LIBRARY	700	-	6,493	743	(5,793)	928%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	-	2,044	28,213	24,202	(28,213)	#DIV/0!		
210-48-4816-0-00	DIVIDEND REVENUE	-	-	2,421	2,268	(2,421)	#DIV/0!		
210-48-4861-0-00	GRANTS AND DONATIONS	5,000	-	-	5,000	5,000	0%	\$5k hicks foundation	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
Total Revenues		776,221	2,044	815,630	762,944	(39,409)	105%		
<b>Expenditures</b>									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	435,578	33,513	395,411	370,943	40,167	91%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	50,464	3,473	43,208	42,575	7,256	86%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	815	83	892	811	(77)	109%		
210-60-5511-2-22	LIBRARY-RETIREMENT	21,539	1,713	19,374	18,113	2,165	90%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	33,129	2,462	29,629	28,175	3,500	89%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,000	-	-	-	3,000	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,700	167	1,839	1,839	(139)	108%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	2,292	11,388	11,292	8,612	57%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	231	2,907	3,216	1,093	73%		
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	1,866	22,595	24,738	6,405	78%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,700	146	1,972	1,742	(272)	116%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	780	983	1,720	31%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	358	6,783	6,805	217	97%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	3,184	2,213	2,816	53%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	127	1,788	1,889	712	72%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	2,892	29,444	27,632	4,556	87%		
210-60-5511-3-39	LIBRARY-BOOKS	63,296	6,940	53,658	58,840	9,638	85%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	1,029	11,162	12,407	2,838	80%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	-	6,510	6,503	490	93%		
210-60-5511-3-42	LIBRARY-DATABASES	15,000	848	13,911	10,456	1,089	93%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	771	1,595	1,173	6,405	20%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	13,500	1,135	12,390	11,939	1,110	92%	Summer reading program	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	199	1,822	1,541	678	73%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		776,221	60,247	672,242	645,823	103,979	87%		
Excess (Deficiency) Revenues Over Expenditures		-	(58,203)	143,388	117,121				

Waupun Public Library									
Budget Report									
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes	
<b>Library Fund Trust &amp; Transfer Activity</b>									
<b>Revenues</b>									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	6,438	6,300			New account created 9/21	
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-				
	<b>Total Revenues</b>	-	-	6,438	6,300				
<b>Expenditures</b>									
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	864	350				
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-				
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	-	22,215				
	<b>Total Expenditures</b>	-	-	864	22,565				
	<b>Excess (Deficiency) Trust/Transfer Revenues Over Expenditures</b>	-	-	5,573	(16,265)				
<b>Library Fund Grand Totals</b>									
	<b>Total Revenues</b>	776,221	2,044	822,068	769,244				
	<b>Total Expenditures</b>	776,221	60,247	673,106	668,388				
	<b>Excess (Deficiency) Total Revenues Over Total Expenditures</b>	-	(58,203)	148,962	100,856				
<b>Library Fund Cash Balances</b>									
210-10001	CASH-LIBRARY			2,225.91					
210-11612	LIBRARY SYSTEMS ACCOUNT			443,142.27					
210-11614	LIBRARY TRUST ACCOUNT			87,108.97					
	Library Trust Funds within Wells Fargo General Ckg Acct			17,068.62					
210-11615	RUTH E. BAYLEY ACCOUNT			80,878.70					
	<b>Total Library Fund Cash</b>			630,424.47					

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 - December 2024 Bills

<u>Processed</u>	<u>Check #</u>	<u>Account #</u>	<u>Account Title</u>	<u>Description</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		210-60-5511-330	Office Supplies	Miscellaneous office supplies	48	Amazon Capital Services	787.04
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	529.71
		210-60-5511-339	Books	Books	48	Amazon Capital Services	1,487.08
		210-60-5511-335	Promotions	Kids toys	48	Amazon Capital Services	21.82
		210-60-5511-344	Programming	Programming supplies	48	Amazon Capital Services	707.61
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	479.14
		210-60-5511-339	Books	Books	4000	Baker & Taylor	1,456.21
		210-60-5511-336	Repair/maintenance	New cylinder re-keyed	5022	Beaver Dam Lock & Security	60.00
		210-60-5511-339	Books	Books	8900	Center Point Large Print	2,635.59
		210-60-5511-330	Office Supplies	Processing supplies	11070	Demco	3,180.64
		210-60-5511-343	Furnishings	Wall Display Case	11070	Demco	1,107.95
		210-60-5511-337	Travel/conference/training	Travel reimbursement	13276	Fix, Wayne	16.08
		210-60-5511-339	Books	Books	14102	Gale	734.80
		210-60-5511-337	Travel/conference/training	Travel reimbursement	14402	Garcia, Pam	37.52
		210-60-5511-339	Books	Book	300293	Hedquist, David	19.00
		210-60-5511-338	Automation/technology	Wireless overwatch	16440	Inter-Quest	24.95
		210-60-5511-337	Travel/conference/training	Travel reimbursement	16648	Jaeger, Bret	20.10
		210-60-5511-336	Repair/maintenance	New sprinkler head	16662	J.F.Ahern Co.	1,745.00
		210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	748.85
		210-60-5511-342	Databases	Hoopla	19147	Midwest Tape LLC	752.37
		210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	41.93
		210-60-5511-345	Miscellaneous	Break Room supplies	21665	Piggly Wiggly	109.46
		210-60-5511-333	Postage	Stamps	22099	Postmaster	219.00
		210-60-5511-330	Office Supplies	Misc office supplies	22402	Quill	237.97
		210-60-5511-343	Furnishings	Table and chairs	22402	Quill	1,211.68
		210-60-5511-339	Books	Books	23831	Sebco Books	143.07
		210-60-5511-330	Office Supplies	Barcodes	23692	SirsiDynix	1,179.50
		210-60-5511-339	Books	Collection agency	25484	Unique Mgt Services	11.65
		210-60-5511-341	Periodicals	Subscription	26550	Wall Street Journal	759.47
		210-60-5511-339	Books	Yearbooks	27147	Waupun Historical Society	105.00
		210-60-5504-800	Lib Trust Cap Exp	WiggleRoom	17150	Krueger International	29,708.22
						Total:	\$ 50,278.41
11/21/2024	Manual check # 1041			2nd floor copier maintenance		James Imaging Systems	\$ 274.18
12/5/2024	Manual check # 1042			1st flr copier/network ptr maintenance		James Imaging Systems	\$ 603.72
City manual check		210-60-5511-342	Databases	Ancestry database		Wells Fargo autopay(Pam)	241.60
City manual check		210-60-5511-337	Travel/conference/training	Conference hotel room		Wells Fargo autopay(Bret)	139.00
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	1,531.77

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

LIBRARY	MONTHLY REPORT December 2024
Subject	Summary
Statistics	Through the end of November, the library circulated/downloaded/loaned 129,455 items, and 51,376 people walked through our doors. Drive-up service window transactions up 22.6%.
2 <sup>nd</sup> floor study room	The KI WiggleRoom study pod installation is complete. Furniture has arrived and DPW guys are putting together the table and chairs as I type this. DPW is also working with a locksmith to change out the WiggleRoom door cylinder so our staff keys and DPW master keys will work. Finally, staff is brainstorming to call this room something other than a WiggleRoom.
Programs	Programs for December include Storytimes, book clubs, craft night, Toddler Tuesday, Wood Flower arranging, Lego club, and a movie afternoon.
Wall display case	DPW has attached a 2-shelf wall display case on the 2 <sup>nd</sup> floor in the Wisconsin section so we can display several collectible plates we received from Mayor Bishop. These plates have images of the city sculptures on them, and the mayor was hoping we could display them for the public to view.
Emergency lights	After a walk-thru with Assistant Fire Chief Mike Beer, several emergency lights were identified as not working. DPW staff spent two days replacing batteries in some, and identifying some that might need total replacement.

# ***Fire Prevention, Emergency Evacuation Policy/Procedures***

## **Policy Statement:**

The Waupun Public Library recognizes and adheres to the principles of prevention and reduction of fire and casualty losses. In keeping with these principles, all employees of the Waupun Public Library shall become familiar with and cooperate with the assigned, specific responsibilities for fire prevention and emergency action plans for other emergencies.

### ***Fire Extinguishers:***

#### **Provisions:**

While the Waupun Public Library policy is to rely primarily on the fire department for emergency services, portable fire extinguishers are located strategically throughout the building and each employee must be familiar with the proper use of them for initial fire response. Fire extinguishers are of the **ABC type**, which can be used on all types of fires. Inspections, maintenance, and recharging of portable fire extinguishers are contracted with a Fire Extinguisher Company that meets NFPA 10 codes.

#### **Unobstructed Accessibility:**

Providing clear, unobstructed access to portable fire extinguishers at all times is the responsibility of all employees of the Waupun Public Library.

### ***Housekeeping:***

Each employee is responsible for housekeeping his/her work area and general housekeeping throughout the building. All aisles, exits, fire extinguishers and emergency response equipment must be kept accessible and unobstructed at all times.

Each employee is responsible for proper storage of flammable or hazardous materials in his/her work area and should familiarize themselves with the hazards associated with chemical compounds used and stored in their areas.

### ***Inspections:***

The City of Waupun Fire Department will conduct semi-annual inspections of the library facility. It will be their responsibility to report all poor housekeeping conditions, improper storage of flammable or hazardous materials and other violations specifically mentioned on the ***Fire Inspection Report Form***.



## *Fire/Emergency Evacuation Procedures*

### **General Instructions:**

In the event of an emergency, persons in the area detecting the situation shall notify others in the building and attempt to control it as quickly as possible. If an evacuation becomes necessary, library staff will announce on both floors that the building is being evacuated.

Once the announcement has been made to evacuate, complete the following:

1. Be sure you know the safest way out of the building no matter where you are, and escort patrons outside. Know and use the closest exit to where you are in the building.
2. Go to the far corner of the front parking lot, where Brown and Forest streets intersect.
3. Stay there until the Library Director, Assistant Director, or senior staff person has completed a head count and further instructions are given to you.

Adopted 11/17/2003