



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD MEETING**  
Waupun Public Library – 123 S. Forest Street,  
Waupun WI  
Wednesday, January 17, 2024 at 4:30 PM

The Waupun Public Library Board of Trustees will meet at 4:30 p.m. on January 17, 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/84957175803>

**2. By phone:**

1312-626-6799

Meeting ID: 849 5717 5803

**CALL TO ORDER**

**MINUTES FROM PREVIOUS MEETINGS**

- [1.](#) December minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

*No Public Participation after this point.*

**MONTHLY STATISTICS**

- [2.](#) December statistics

**BUDGET SUMMARY**

- [3.](#) 2023 December preliminary budget report

**CONSIDERATION OF BILLS FOR PAYMENT**

- [4.](#) 2023 bills paid January 2024
- [5.](#) January bills

**COMMITTEE REPORTS**

6. ad hoc committee met

**LIBRARIAN'S REPORT**

- [7.](#) Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

8. Baumann status recommendation

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

9. Tentative next meeting: Wednesday, February 21, 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, December 20, 2023**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, December 20, 2023. Present were Gehl, Garcia, Jaeger, Siebers, and Svec. Hintze and Sullivan were present via Zoom. Beer and Schultz were absent. Svec was welcomed as the newly appointed Library Board member.

ARTICLE I: Motion by Gehl, supported by Martens, to accept the minutes of the November 15, 2023, meeting as written. Motion carried.

ARTICLE II: Kurt Baumann of 110 S. Harris addressed the Library board regarding the current status of his library card. Svec and Sullivan were appointed to look into the matter with the help of Garcia and Jaeger. A recommendation is tentatively planned for the January 17, 2024, Library Board meeting.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 128,875 items through the end of November, up 7.5%.
- b. 51,885 people visited the library through the end of November, up 15.6%.
- c. Program attendance up 87.9% through the end of November.
- d. Meeting room use up 76.5% through the end of November.

ARTICLE IV: Current budget was reviewed.

ARTICLE V:

- a. Motion by Gehl, supported by Siebers, to pay the December 2023 bills. Motion carried 6-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report was reviewed.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Motion by Siebers, supported by Martens, to approve the revision of the Circulation Policy as presented. Motion carried.

ARTICLE X: Motion by Beer, supported by Gehl, to adjourn at 5:03 p.m. Motion carried.

\*Next tentative meeting: Wednesday, January 17, 2024, at 4:30 p.m.

Marie Svec, Secretary  
MS/bkj

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Dec. 23</b>	<b>Dec. 22</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>YTD%</b>
Juvenile Nonfiction	640	555	7,035	6,942	1.3%
Juvenile Fiction	1,623	1,713	30,278	29,193	3.7%
Juvenile Periodical	1	6	102	102	0.0%
Juvenile Book on CD	29	14	167	209	-20.1%
Juvenile MP3 audio	1	1	35	17	105.9%
Juvenile DVD	339	246	4,053	3,901	3.9%
Juvenile Music CD	0	4	133	90	47.8%
Juvenile Video Game	18	33	438	401	9.2%
Misc. (kits, av tapes, etc)	0	4	5	10	-50.0%
<b>Total Juvenile</b>	<b>2,651</b>	<b>2,576</b>	<b>42,246</b>	<b>40,865</b>	<b>3.4%</b>
Adult Nonfiction	519	605	7,085	6,871	3.1%
Adult Fiction	1,719	1,539	22,389	20,655	8.4%
Adult Periodical	56	47	716	742	-3.5%
Adult Book on CD	159	149	2,082	1,899	9.6%
Adult MP3 audio	4	18	113	135	-16.3%
Adult DVD	1,555	1,571	18,667	19,989	-6.6%
Adult Music CD	149	147	2,489	1,572	58.3%
Adult Video Game	3	6	161	128	25.8%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	0	2	-100.0%
Misc (kits, tapes, av games)	0	1	2	32	-93.8%
<b>Total Adult</b>	<b>4,164</b>	<b>4,083</b>	<b>53,704</b>	<b>52,025</b>	<b>3.2%</b>
<b>State Report Circulation</b>	<b>6,815</b>	<b>6,659</b>	<b>95,950</b>	<b>92,890</b>	<b>3.3%</b>
Downloads (OverDrive)	1,033	976	13,402	11,918	12.5%
Downloads (Hoopla)	206	0	1,278	0	#DIV/0!
ILL-Items Sent	2,055	1,801	27,837	24,087	15.6%
ILL Item Received	39	33	556	431	29.0%
<b>TOTAL CIRCULATION</b>	<b>10,148</b>	<b>9,469</b>	<b>139,023</b>	<b>129,326</b>	<b>7.5%</b>
<i>To Columbia Co. Rural</i>	33	4	453	95	376.8%
<i>To Dodge Co. Rural</i>	666	500	9,227	7,765	18.8%
<i>To FDL Co. Rural</i>	1,415	1,578	20,198	18,907	6.8%
<i>To Green Lake Co. Rural</i>	13	48	308	486	-36.6%
<b>Rural circ subtotals</b>			<b>30,186</b>	<b>27,253</b>	<b>10.8%</b>
<b>USE</b>					
<b>Patron Gate (visits)</b>	<b>3,272</b>	<b>3,102</b>	<b>55,157</b>	<b>47,973</b>	<b>15.0%</b>
In-person Programs	313	259	6,314	3,453	82.9%
Virtual Programs	0	0	0	48	-100.0%
Take & Make Activities	60	95	830	1,100	-24.5%
Meeting Room Use	145	77	2,409	1,360	77.1%
Computer Use	252	264	4,773	5,275	-9.5%
Wireless Use	297	300	4,503	3,964	13.6%
Reference Questions	307	381	4,295	4,434	-3.1%
Monthly website hits	1,354	1,269	18,458	18,210	1.4%
Curbside/Window service	77	56	1,109	1041	6.5%

Waupun Public Library

Not Final

Budget Report

Account Number	Account Title	12/31/2023	12/31/2023	12/31/2023	12/31/2022	Budget Balance	% of Budget	Budget Notes
Library Fund Operating Activity		Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl			
<i>(Partial property tax allocation is recorded in February. Full allocation is recorded after the August settlement)</i>								
Revenues	GENERAL PROPERTY TAXES	516,792	-	516,792	516,792	-	100%	
210-41-4111-0-00								
210-43-4367-0-00	COUNTY APPROPRIATION	213,938	-	213,939	217,469	(1)	100%	Dodge, Columbia, Winnefox (Green Lake, FdL)
210-46-4671-0-00	FEES-LIBRARY	1,200	-	743	1,333	457	62%	fine free, lost or damaged items only
210-48-4811-0-00	INTEREST REVENUE	3,000	-	24,202	7,231	(21,202)	807%	
210-48-4816-0-00	DIVIDEND REVENUE	2,000	756	3,024	2,829	(1,024)	151%	
210-48-4861-0-00	GRANTS AND DONATIONS	6,000	-	5,000	5,000	1,000	83%	\$5k hicks foundation
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%	
Total Revenues		742,930	756	763,700	750,653	(20,770)	103%	
<b>Expenditures</b>								
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	416,423	31,326	402,269	385,301	14,154	97%	
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-		
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	45,878	3,473	46,049	56,533	(171)	100%	
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	79	890	799	(99)	112%	
210-60-5511-2-22	LIBRARY-RETIREMENT	20,592	1,517	19,629	18,193	963	95%	
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	31,673	2,335	30,510	28,431	1,163	96%	
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,000	-	-	2,971	3,000	0%	
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,600	167	2,006	2,006	(406)	125%	
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	4,535	15,827	17,703	4,173	79%	
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	821	4,036	3,892	(36)	101%	
210-60-5511-3-32	LIBRARY-UTILITIES	27,000	1,975	26,713	29,331	287	99%	
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	198	1,940	1,300	(340)	121%	
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	237	1,220	861	1,280	49%	
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	-	6,805	5,425	195	97%	
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	2,213	5,358	3,787	37%	
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	119	2,008	1,298	492	80%	
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	2,865	30,497	35,132	2,503	92%	
210-60-5511-3-39	LIBRARY-BOOKS	60,734	5,914	64,754	65,301	(4,020)	107%	
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	17,639	2,130	14,537	16,305	3,102	82%	
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	720	7,223	4,953	(223)	103%	
210-60-5511-3-42	LIBRARY-DATABASES	12,000	412	10,868	12,027	1,132	91%	
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	584	1,757	8,080	6,243	22%	
210-60-5511-3-44	LIBRARY-PROGRAMMING	11,500	303	12,241	11,055	(741)	106%	Summer reading program
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	478	2,019	2,594	481	81%	
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-		
Total Expenditures		742,930	60,188	706,011	714,848	36,919	95%	
Excess (Deficiency) Revenues Over Expenditures		-	(59,432)	57,689	35,805			

**Waupun Public Library**

Budget Report

	12/31/2022	12/31/2023	12/31/2023	12/31/2022	
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl

**Library Fund Trust & Transfer Activity**

**Revenues**

210-48-4850-000	LIBRARY TRUST DONATIONS	-	100	6,400	7,322	
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-	
	Total Revenues	-	100	6,400	7,322	New account created 9/21

**Expenditures**

210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	350	7,298	
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-	
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	22,215	57,000	
	Total Expenditures	-	-	22,565	64,298	

Excess (Deficiency) Trust/Transfer Revenues Over Expenditures - 100 (16,165) (56,976)

**Library Fund Grand Totals**

<b>Total Revenues</b>	742,930	856	770,100	757,975
<b>Total Expenditures</b>	742,930	60,188	728,576	779,146
<b>Excess (Deficiency) Total Revenues Over Total Expenditures</b>	-	(59,332)	41,524	(21,171)

**Library Fund Cash Balances**

210-10001	CASH-LIBRARY	Wells Fargo General Ckg Acct	(31,481.71)
210-11612	LIBRARY SYSTEMS ACCOUNT	LGIP Acct 1	358,219.09
210-11614	LIBRARY TRUST ACCOUNT	LGIP Acct 2	80,320.21
210-11615	Library Trust Funds within Wells Fargo General Ckg Acct	RUTH E. BAYLEY ACCOUNT	8,923.60
			90,730.80
	<b>Total Library Fund Cash</b>		506,711.99

*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 - Dec 2023 Bills paid Jan 2024

<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>
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	47.58
		210-60-5511-339	Books	Books	48	Amazon Capital Services	164.43
		210-60-5511-330	Office supplies	Dry erase markers	48	Amazon Capital Services	140.82
		210-60-5511-339	Books	Books	4000	Baker & Taylor	1,812.43
		210-60-5511-330	Office supplies	Files, file cases	11070	Demco	140.46
		210-60-5511-339	Books	Books	12410	Educational Development Corp	865.85
		210-60-5511-339	Books	Books	14102	Gale	190.07
		210-60-5511-330	Office supplies	Lockable DVD cases	17706	Library Supply Solutions	192.00
		210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	109.98
		210-60-5511-342	Databases	Hoopla	19147	Midwest Tape, LLC	490.07
		210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	10.52
		210-60-5511-345	Miscellaneous	Break room supplies	21665	Piggly Wiggly	87.12
		210-60-5511-330	Office supplies	Towels, binders, scissors, etc	22402	Quill Corp	174.45
		210-60-5511-345	Miscellaneous	Flowers for Sandy	22795	Rens Floral LLC	75.95
		210-60-5511-338	Automation/technology	Digital newspaper uploads	28200	WILS	1,139.16
						Subtotal:	\$ 5,640.89
City manual check		210-60-5511-331	Telecommunications	Spectrum		Wells Fargo autopay (Bret)	179.97
City manual check		210-60-5511-334	Membership fees	Business Prime		Wells Fargo autopay (Pam)	179.00
City manual check		210-60-5511-332	December utilities	Electric/water/sewer		Waupun Utilities	1,308.72
						Total:	7,308.58
12/19/2023	Manual check # 1034			Copier maintenance		James Imaging Systems	476.12

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





<b>LIBRARY</b>	<b>MONTHLY REPORT January 2024</b>
<b>Subject</b>	<b>Summary</b>
Statistics	Through the end of December, the library circulated/downloaded/loaned 139,023 items, up 7.5%, and 55,157 people walked through our doors, up 15%. Program attendance is up 83%, and meeting room use is up 77%.
Additional statistics	In 2023, we had 1,109 curbside/service window transactions, 18,458 website hits, and the staff answered 4,295 reference questions.
Program statistics	In 2023, 6,314 residents attended our library programs, which includes everything from storytimes to adult programming and book clubs.
State Annual Report	There have been several changes to the 2023 online State Annual Report, and our Monarch libraries will be meeting to discuss those changes and how they will impact reporting in the future. Over the years, there have been many changes to the Annual Report. Most changes in compiling statistics have been pushed forward nationally from the Institute of Museum and Library Services (aka IMLS in the library and museum world). Access to our online Annual Report is scheduled for January 24, 2023. Like previous years, the Monarch System staff need to review our report before it is presented to our Library Board on February 21 <sup>st</sup> .