



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Monday, February 17, 2020 at 4:45 PM

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) January 20, 2020 minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) January statistics

BUDGET SUMMARY

- [3.](#) Budget thru end of January

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.](#) 2019 State Annual Report
- [8.](#) Bulletin Board/Posting Policy
9. Stock donation

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

10. Next meeting: March 23, 2020, at 4:45 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 January 20, 2020

The meeting of the Waupun Public Library Board was called to order by Claudia Waskow, President, at 4:44 p.m. on January 20, 2020. Also present were Martens, Sullivan, Schultz, Westphal, Hintze, Garcia, Jaeger, and Rohrer, virtually via Facetime.

ARTICLE I: Motion by Sullivan, supported by Martens, to accept the minutes of the December 16, 2019 meeting as written. Motion carried.

ARTICLE II: Personal appearance: Dr. Al Martens was welcomed to discuss the Martens' offer to donate stock to the library and the process required in order to transfer the stock. Action on the transfer will be taken at the February meeting.

ARTICLE III: Monthly Statistics

1. Circulation/downloads for 2019 was 148,059 items, up 1.1%
2. Library visits for 2019 was 70,108 people.
3. Rural circulation for 2019 was 38,858 items, up 5.8%
4. Total Juvenile Circulation for 2019 was up 8.7%

ARTICLE IV: 2019 budget was discussed. It is still not final as there are still some 2019 invoices that will be applied against it.

ARTICLE V: Motion by Martens, supported by Sullivan, to pay the December bills. Motion carried 7-0 on roll call. Martens was appointed to sign the lists of bills.

ARTICLE VI: No committee reports.

ARTICLE VII: Librarian's Report.

a. Future Programs:

- February 6- Addams Family, 1pm and 6pm
- February 10 – Flower Arranging, 6pm and 7pm
- February 13 – Lego/Game Night, 4-8pm
- February 18 – WWII Waupun, 1pm and 6pm
- February 20 – A Beautiful Day in the Neighborhood, 1pm and 6pm
- March 5 – Movie (TBD) 1pm and 6pm
- March 10 – Tech Days, 10 – Noon; 1 – 3pm
- March 26 – How to Get Started on Your Genealogical Journey, 6:30pm
- March 30 – Pioneers of Comedy, 6pm

b. Since mid-December the library has been short one-full time staff member who is out on medical leave. At least three other staff members have been working to cover parts of the position in order to assure the library operations are minimally affected.

c. Even though we are in midwinter, Tami has all the performers lined up for the annual Summer Reading Program. Good performers are always in high demand, so early planning is imperative. Good job, Tami.

d. Bret will be at the Waupun Lions Club meeting January 28th to talk about the library.

e. When Unique Management Services, Inc. was hired years ago as the library collection agency, the return on investment was 3:1 and considered good. The return on investment now is at 6:1. Excellent!

ARTICLE VIII: No Old Business.

ARTICLE IX: No New Business.

ARTICLE X: Motion by Hintze, supported by Schultz, to adjourn at 5:16 p.m. Motion carried.

Next tentative meeting: February 17, 2020, at **4:45 p.m.**

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Jan. 20	Jan. 19	YTD 2019	YTD 2019	YTD%
Juvenile Nonfiction	692	577	692	577	19.9%
Juvenile Fiction	1,942	2,055	1,942	2,055	-5.5%
Juvenile Periodical	13	19	13	19	-31.6%
Juvenile Audiocassette	0	0	0	0	#DIV/0!
Juvenile MP3 audio	0	2	0	2	-100.0%
Juvenile DVD	637	696	637	696	-8.5%
Juvenile CD	85	67	85	67	26.9%
Juvenile Video	0	0	0	0	#DIV/0!
Total Juvenile	3,369	3,416	3,369	3,416	-1.4%
Adult Nonfiction	786	697	786	697	12.8%
Adult Fiction	1,883	1,783	1,883	1,783	5.6%
Adult Periodical	115	158	115	158	-27.2%
Adult Audiocassette	0	1	0	1	-100.0%
Adult MP3 audio	12	14	12	14	-14.3%
Adult DVD	2,934	2,832	2,934	2,832	3.6%
Adult CD	551	459	551	459	20.0%
Videocassettes	0	2	0	2	-100.0%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc.(kits, toys, no location...)	0	0	0	0	#DIV/0!
Total Adult	6,281	5,946	6,281	5,946	5.6%
State Report Circulation	9,650	9,362	9,650	9,362	3.1%
Downloads (OverDrive)	786	758	786	758	3.7%
ILL-Items Sent	1,985	1,690	1,985	1,690	17.5%
ILL Item Received	62	49	62	49	26.5%
TOTAL CIRCULATION	12,483	11,859	12,483	11,859	5.3%
<i>To Columbia Co. Rural</i>	<i>18</i>	<i>13</i>	<i>18</i>	<i>13</i>	<i>38.5%</i>
<i>To Dodge Co. Rural</i>	<i>764</i>	<i>692</i>	<i>764</i>	<i>692</i>	<i>10.4%</i>
<i>To FDL Co. Rural</i>	<i>2,362</i>	<i>2,323</i>	<i>2,362</i>	<i>2,323</i>	<i>1.7%</i>
<i>To Green Lake Co. Rural</i>	<i>232</i>	<i>103</i>	<i>232</i>	<i>103</i>	<i>125.2%</i>
Rural circ subtotals			3,376	3,131	7.8%
USE					
In-library Count (visits)	5,438	4,781	5,438	4,781	13.7%
Library Programs	344	182	344	182	89.0%
Meeting Room Use	355	173	355	173	105.2%
Computer Use	620	629	620	629	-1.4%
Wireless Use	534	444	534	444	20.3%
Reference Questions	128	406	128	406	-68.5%
Monthly website hits	2,797	2,737	2,797	2,737	2.2%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2020 Annual Budget	1/31/2020 Current Month	1/31/2020 YTD Actual	1/31/2019 Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
Library Fund									
Revenues									
210-41-4111-0-00	GENERAL PROPERTY TAXES	519,150	-	-	-	519,150	0%		
210-43-4367-0-00	COUNTY APPROPRIATION	194,000	-	-	-	194,000	0%		
210-46-4671-0-00	FEES-LIBRARY	4,000	310	310	214	3,690	8%		
210-48-4811-0-00	INTEREST REVENUE	7,000	331	331	51	6,669	5%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	-	-	1,800	0%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,036	-	-	-	6,036	0%		
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	382,830	-		Transfers from Fund 200-Systems, Trust, Ruth E. Bayley	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
Total Revenues		<u>731,986</u>	<u>641</u>	<u>641</u>	<u>383,095</u>	<u>731,345</u>	<u>0%</u>		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	386,345	25,443	25,443	25,208	360,902	7%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	67,918	13,910	13,910	5,929	54,008	20%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	60	60	59	731	8%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,600	2,200	2,200	2,056	17,400	11%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	29,555	3,122	3,122	2,841	26,433	11%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	2,764	-	-	-	2,764	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	111	111	111	1,389	7%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	21,000	52	52	1,207	20,948	0%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	3,900	172	172	156	3,728	4%		
210-60-5511-3-32	LIBRARY-UTILITIES	24,263	834	834	840	23,429	3%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	165	165	150	1,435	10%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	237	237	-	2,263	9%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	51	51	-	6,949	1%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	4,500	950	950	963	3,550	21%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	4,500	-	-	48	4,500	0%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	32,000	65	65	14,325	31,935	0%		
210-60-5511-3-39	LIBRARY-BOOKS	59,250	674	674	2,520	58,576	1%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	20,000	767	767	1,447	19,233	4%		
210-60-5511-3-41	LIBRARY-PERIODICALS	9,000	-	-	456	9,000	0%		
210-60-5511-3-42	LIBRARY-DATABASES	14,000	1,417	1,417	-	12,583	10%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	10,000	327	327	-	9,673	3%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	7,500	-	-	-	7,500	0%		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	53	53	113	2,447	2%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	-	-	-			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	15,656	-			
Total Expenditures		<u>731,986</u>	<u>50,611</u>	<u>50,611</u>	<u>74,086</u>	<u>681,375</u>	<u>7%</u>		
		<u>0</u>	<u>(49,970)</u>	<u>(49,970)</u>	<u>309,009</u>	<u>49,970</u>			

Waupun Public Library - February 2020 Bills

<u>Processed</u>	<u>Check #</u>	<u>New Account #</u>	<u>Line item</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		210-60-5511-335	Publications/promotions	5	44 North Advertising	500.00
		210-60-5511-340	Audiovisual	47	Amazon	583.67
		210-60-5511-335	Publications/promotions	47	Amazon	19.95
		210-60-5511-339	Books	47	Amazon	229.62
		210-60-5511-332	Utilities	1174	Alliant Energy	924.51
		210-60-5511-339	Books	4000	Baker & Taylor	3,071.73
		210-60-5511-336	Repairs/maintenance	5300	Biblioteka	2,563.28
		210-60-5511-338	Automation/Technology	8025	CDW Government	1,606.06
		210-60-5504-338	Trust Fund - operating	10368	Collaborative Summer Lib Program	431.15
		210-60-5511-330	Office supplies	11070	Demco	850.99
		210-60-5511-343	Furnishings/replacement	11070	Demco	1,779.99
		210-60-5511-339	Books	14102	Gale	151.95
		210-60-5511-337	Travel/training/conference	14402	Garcia, Pam	72.45
		210-60-5511-338	Automation/Technology	16440	Inter-Quest	46.19
		210-60-5511-344	Programming	16840	Kann, Bob	250.00
		210-60-5511-339	Books	18964	Meredith Books	35.91
		210-60-5511-339	Books	19050	MicroMarketing	34.99
		210-60-5511-338	Automation/technology	300156	Monarch Library System	18,231.29
		210-60-5504-338	Trust Fund - operating	20798	Oriental Trading	75.60
		210-60-5511-345	Miscellaneous	21500	Petty Cash	23.84
		210-60-5511-345	Miscellaneous	21665	Piggly Wiggly	59.22
		210-60-5511-333	Postage	22099	Postmaster	110.00
		210-60-5504-338	Trust Fund - operating	22143	Princess My Party	179.00
		210-60-5504-338	Trust Fund - operating	22220	ProSource Specialties	378.22
		210-60-5511-330	Office supplies	22402	Quill Corp	100.00
		210-60-5511-344	Programming	22795	Rens Floral LLC	1,260.00
		210-60-5511-339	Books	24810	Taste of Home Books	34.98
		210-60-5511-339	Books	25486	Unique Management services	26.85
		210-60-5511-339	Books	27935	Wells Fargo	13.10
					Total:	\$ 33,644.54
1/13/2020	Manual check # 1252		Windowsill Herbs Program		Carol Shirk	38.00
1/28/2020	Manual check # 1253		Book		Splash 5 Publishing	26.95
2/5/2020	Manual check # 1254		Lost Book		Colorado State Univ.	100.00
City manual check		21-60-5511-3-31	Telecommunications		Charter Communications	171.84
City manual check		210-60-5511-332	Utilities - January		Waupun Utilities	1,448.66

Authorized signature: _____

February 2020 Librarians Report

A. Statistics

Circulation/downloads through the end of January was 12,483 items.
Library visits through the end of January was 5,438 people.

B. Future programs

February 18 – WWII Waupun, 1 pm and 6 pm
March 16 – Wonderful World of Garlic, 6 pm
March 26 – Your Genealogy Journey, 6:30 pm
March 30 – Pioneers of Comedy, 6 pm

C. Staffing

We are back to full staff as of February 3rd. We had been down one full-time person since mid-December due to a medical leave, but she was finally cleared to return to work.

D. Safety mirror

We are looking at installing a safety mirror at the staff entrance so they can see any vehicle traffic alongside the building before they step around the blind corner and into the parking lot. We noticed a local bank by the post office has a mirror installed for this same reason.

E. Electric outlet project

The exterior electrical outlet project approved by the Library Board last September will likely start February 13th and be finished by the time the Library Board meets.

F. Lions Club program

As you know, I was the program for the Lions Club on January 28th. The program went well, with good questions asked by the members.

G. Census

Bret attended a census meeting at City Hall hosted by a representative of the US Census. The program included information about census, including why it happens every ten years, and the potential financial and political impacts

H. Job descriptions

City department managers met with CVMIC recently, and now we have homework to modify all of our job descriptions. All of the library's job descriptions have been reviewed by CVMIC in the past and followed any CVMIC recommendation, but the new CVMIC representative wants different language. Not sure when I can get to this as there are other priorities at this time.

I. Possible donation

We received a call regarding another gift to the library from the Ellen Johnson Estate. They asked if we received notice from the Edward Jones investment company regarding this donation, and I informed them nothing has been received. This could be another sticky issue as the caller explained that those funds can only be transferred to another Edward Jones account. According to City Treasurer Jared Oosterhouse, the City does not have an Edward Jones account. The dollar amount of the donation was not disclosed. I'll keep you posted if further information is received.

J. Fine free libraries

There has been a growing ideology among libraries nationwide to eliminate some or all overdue fines on materials. The American Library Association issued a resolution on January 27, 2019 declaring monetary library fines as a form of social inequity. (See attached/enclosed resolution.)

Reasoning for the elimination of overdue fines:

1. There are patrons not utilizing the library because their fine exceeds the \$5.00 threshold.

Looking at the past 5 years, and only at overdue fines: 266 Waupun patrons have fines \$5 or over, had library use within the past 5 years, accumulated these fines, but have not used their library card in the last year. Note that these are overdue fines only, and not lost, damaged, processing or collection agency fees.

2. Eliminate the negative patron experience in relation to overdue fines.

Our experience at the Waupun Public Library in relation to overdue fines has mostly been a negative one when it comes to patron relations. Informing a patron of their fine is a negative start to a library transaction when we scan the patron's card for checkout, whether the fine is \$.10 or \$10, or more. We have anecdotal stories supporting this. Additionally, our recent change to allow computer use without regard to overdue fines has been extremely positive.

3. We are in competition with streaming services. Recently, a patron accumulated \$66 in overdue DVD fees. This patron could get a 5 month subscription to Netflix for this amount.

4. Eliminating overdue fines will benefit all patrons.

What is the financial impact of eliminating all overdue fines? In 2019, we collected \$4276 in overdue fines and \$1310 in replacement fees, which are deposited into the same revenue line item. The budgeted amount for this line item was \$4000, so the net cost of going fine free for 2019 would have been \$2690.

Other options to help residents:

1. Re-implement a grace period. We used to have a grace period, but eliminated it several years ago. There are several libraries in our consortium that utilize a grace period.
2. Eliminate fines only on juvenile materials. Lomira (in 2019) and Horicon (effective January, 2020) eliminated fines on all juvenile materials.

3. Reduce DVD fines to \$.10 a day instead of \$.50 a day. DVD fines accumulate the fastest and are often the main reason behind large overdue fines.
4. Eliminate overdue fines on all except popular DVDs and books. Materials we are most concerned with being returned on time are new or popular materials, particularly if there are hold lists for them. Via cataloging, we could place these materials into categories that would accumulate overdue fines. The two negatives of this would be that additional cataloging work would be required, and it may confuse patrons.

In our Monarch Library System, Sheboygan Falls and Kohler are completely fine free, and have been for a long time. As of February 11, 2020, Elkhart Lake Public Library is fine free. Horicon and Lomira recently eliminated overdue fines on children's materials. Large libraries across the United States have gone partially or totally fine free within the last year or two.

Other procedures to consider in conjunction with elimination of fines:

- Reduce the number of days when items age to lost. Currently it is 60 days, in order to be aligned with maxed out overdue fines. We could reduce this to 30 days, as other libraries in the system already do this.
- Block future checkouts to patrons that have overdue items, for any patrons that would be considered "problem patrons", until they renew or return those items.

Any questions, please contact Bret or Pam at 324-7925, or bret@monarchlibraries.org and pgarcia@monarchlibraries.org.

Resolution on Monetary Library Fines as a Form of Social Inequity

Whereas monetary fines present an economic barrier to access of library materials and services;

Whereas there is mounting evidence that indicates eliminating fines increases library card adoption and library usage;

Whereas monetary fines create a barrier in public relations, and absorb valuable staff time applying, collecting, and managing dues;

Whereas the first policy objective listed in ALA Policy B.8.10 (Library Services to the Poor) as approved by ALA Council on January 27, 2019, states that the American Library Association shall implement these objectives by "Promoting the removal of barriers to library and information services, particularly fees, and overdue charges";

Whereas ALA Policy B.4.2 (Free Access to Information) "asserts that the charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services";

Whereas in Economic Barriers to Information Access, An Interpretation of the Library Bill of Rights, ALA states "All library policies and procedures, particularly those involving fines, fees, or other user charges, should be scrutinized for potential barriers to access;

Whereas libraries will need to take determined and pragmatic action to dismantle practices of collecting monetary fines

Whereas libraries of all types are responsive to bodies, be they school districts, boards of trustees, college and university administration, or government entities and therefore need to be able to make the case to those bodies about eliminating fines; and

Whereas monetary fines ultimately do not serve the core mission of the modern library; now, therefore, be it

Resolved, that the American Library Association (ALA), on behalf of its members

1. adds a statement to the Policy Manual that establishes that “The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services.”;
2. urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them; and
3. urges governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.

Mover: Peter Hepburn, Councilor At-Large, 773.426.8082

Seconders: Matt Ciszek, Councilor At-Large, 330.397.3650

Sara Dallas, Councilor At-Large, 518.859.0742

Ed Garcia, Councilor At-Large, 401-497-8992

Version: Final. 1.27.19 4:51 PM



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 1-20)

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2019

INSTRUCTIONS: Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2019 are due to the DPI Division for Libraries and Technology no later than February 29, 2020.

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 1	4b. Certification Type Regular	5. Certification Expiration Date 03/30/2022	
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 (920)324-7925	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				
19a. Winter Hours Open per Week 59	19b. Number of Winter Weeks 52	19c. Summer Hours Open per Week 0	19d. Number of Summer Weeks 0		
20. Square Footage of Public Library 25,647	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year? No		22. DUNS Number <i>Nine digits</i> 115848145		
II. LIBRARY COLLECTION					
			a. Number Owned / Leased	b. Number Added	
1. Books in Print <i>Non-periodical printed publications</i>			66,371	4,400	
2. Electronic Books <i>E-books</i>			155,074		
3. Audio Materials			5,814	259	
4. Electronic Audio Materials <i>Downloadable</i>			88,713		
5. Video Materials			6,524	523	
6. Electronic Video Materials <i>Downloadable</i>			952		
7. Other Materials Owned <i>Describe</i> Equipment and kits			170		
8. Electronic Collections <i>Locally Owned or Leased</i>			8		
9. Total Electronic Collections <i>Local, regional, and state</i>			60		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>			112		

III. LIBRARY SERVICES

1. Circulation Transactions			2. Interlibrary Loans			
a. Total Circulation		b. Children's Materials	a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>	
118,404		44,601	20,393		20,206	
3. Number of Registered Users			4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method	b. Annual Count
3,792	1,772	5,564	Actual Count	4,032	Actual Count	70,108
6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		8. Number of Website Visits		9a. Local Electronic Collection Retrievals
a. Method	b. Annual Count	a. Method	b. Annual Count			9d. Total Electronic Collection Retrievals
Actual Count	8,788	Router Count	6,097	31,325		93
						334
10. Uses of Electronic Materials by Users of Your Library						
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Works		e. Uses of Children's Electronic Materials	
5,295	3,169	4	8,468		571	
11. Programs and Program Attendance Annual Count					11. Number of Public Use Computers	
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total	b. Internet Access
Number of Programs	56	12	51	119	17	10
Total Attendance	2,485	482	802	3,769		

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. Claudia	Waskow	N3652 Heideman Road	Waupun	53963	cj-robbins@hotmail.com
2. Bev	Martens	N3282 Oak Grove Road	Waupun	53963	
3. Sandra	Rohrer	910 Visser Avenue	Waupun	53963	
4. Sadie	Schultz	704 Edgewood Drive	Waupun	53963	
5. Jan	Sullivan	514 E. Lincoln St.	Waupun	53963	
6. Carrie	Hintze	950 Wilcox St.	Waupun	53963	
7. Jason	Westphal	902 Taft Lane	Waupun	53963	
8.					
9.					
10.					
11.					
12.					
No. of Library Board Members Include vacancies in this count					
7					

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	\$541,000
Subtotal 1		\$541,000

2. County**a. Home County Appropriation for Library Service**Subtotal 2a \$41,209**b. Other County Payments for Library Services**

County Name	Amount	County Name	Amount
Columbia	\$1,052		
Fond du Lac	\$122,502		
Green Lake	\$4,089		
Subtotal 2b			\$127,643

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount
b. Funds Carried Forward from Previous Year	\$0	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 <i>Do not include state aid. Report state funds in 3b above.</i>	7. All Other Operating Income	8. Total Operating Income <i>Add 1 through 7</i>	9. What is the current year annual appropriation provided by your governing body(ies) for your public library?	10. Was your library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)
\$0	\$26,415	\$736,267	\$519,150	Yes

VI. LIBRARY OPERATING EXPENDITURES*Report operating expenditures from all sources. Do not report capital expenditures here.*

1. Salaries and Wages <i>Include maintenance, security, plant operations</i>		2. Employee Benefits <i>Include maintenance, security, plant operations</i>	
\$364,849		\$119,808	
3. Library Collection Expenditures			
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials
\$72,371	\$14,654	\$20,755	\$0
			e. Subtotal 3
			\$107,780
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>			
Provider	Amount	Provider	Amount
Monarch LS TelePhony	\$191	Monarch LS collection software	\$168
Monarch LS OCLC	\$3,312		
Monarch LS ILS	\$5,055		
Monarch LS ILS Replacement	\$952		
Monarch LS Administrative net	\$2,385		
Monarch LS Tech Billing	\$730		
			Subtotal 4
			\$12,793
5. Other Operating Expenditures			\$113,129
6. Total Operating Expenditures <i>Add 1 through 5</i>			\$718,359
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	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$0	\$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

\$327,642

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

\$95,666

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$80,222	40.00	Summer Interns (seasonal)	Other	\$15,302	120.00
Assistant Director	MLS (ALA)	\$57,801	40.00				
Library Assistant 4	Other	\$87,402	80.00				
Library Assistant 3	Other	\$19,438	20.00				
Library Assistant 2	Other	\$32,386	40.00				
Library Assistant 2	Other	\$16,193	20.00				
Library Assistant 1	Other	\$33,360	46.00				
Library Pages	Other	\$22,248	45.00				

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

2.00

Other Persons Holding the Title of Librarian (FTE)

0.00

Subtotal 2a

2.00

b. All Other Paid Staff (FTE)
Include maintenance, plant operations, and security

7.14

c. Total Library Staff (FTE)

9.14

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*

44,593

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 Your County <i>Dodge Co.</i>		1,778	9,814	11,592
3. Circulation to Nonresidents Living in Another County in Your System		79	212	291
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System		3,583	28,979	32,562
5. Circulation to All Other Wisconsin Residents 148		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? Actual	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No		8b. If yes, do you allow residents in adjacent systems to purchase library cards?	

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. Fond du Lac	26,509	f.	
b. Green Lake	2,024	g.	
c. Columbia	446	h.	
d. Washington	20	i.	
e.		j.	

XII. TECHNOLOGY

- | | | |
|--|---|---|
| <p>1. Does your library provide wireless Internet access for patrons' mobile devices?</p> <p>Yes</p> | <p>2. What type of Internet connection do you have? <i>Mark all that apply</i></p> <p><input checked="" type="checkbox"/> a. State TEACH line</p> <p><input checked="" type="checkbox"/> b. Other broadband connection
<i>Local cable, telco, community network, etc.</i></p> | <p>3. Does your library use any type of Internet filtering software or service?</p> <p><input type="checkbox"/> a. Yes, on all Internet workstations</p> <p><input type="checkbox"/> b. Yes, on some Internet workstations</p> <p><input checked="" type="checkbox"/> c. No filtering on any Internet workstation</p> |
|--|---|---|

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

1. Self-directed Activities <i>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.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
Number of Self-directed Activities	2	0	0	2
Total Self-directed Activity Participation	472	0	0	472

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
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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 Pam	b. Last Name Garcia	c. Email Address pgarcia@monarchlibraries.org
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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 your 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 	Name of President <i>Print or type</i> Claudia Waskow	Date Signed
Library Director / Head Librarian Signature 	Name of Director / Head Librarian <i>Print or type</i> Bret Jaeger	Date Signed

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 2019, the Monarch Library System
Name of Public Library *Name of Public Library System / Service*

- ☒ **did** provide effective leadership and adequately meet the needs of the library.
☐ **did not** provide effective leadership and adequately meet the needs of the library.

Indicate with an X one of the following two 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 your library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

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 your public library system.

President, Library Board of Trustees Signature

Name of President *Print or type*

Date Signed

➤

Claudia

Waskow

COMMENTS**SECTION_XI****1. Total Nonresident Circulation**

Monarch LS changed the way this number was reported since the county line through our city creates issues.--2020-02-03

a. Nonsystem Adjacent County Circulation to Those with a Library

Monarch LS changed the way this number was reported since the county line through our city creates issues.--2020-02-03

Waupun Public Library – DRAFT

revision

Bulletin Board/**Posting** Policy

The bulletin board in the main entrance of the library, **and all other areas of the library proper, ~~is~~ are** reserved for announcements of information and events of general interest to the community. Materials announcing educational opportunities, public meetings, public service announcements, non-profit organizational fund-raising events and cultural and civic events, both free and those with admittance fees, may be posted. Prior approval of materials by library staff is required before posting.

Commercial advertising, and commercial ventures, such as, **but not limited to,** “For Sale” announcements, notices of rummage sales and babysitting services, and items such as denominational church services and political campaign literature will not be posted. The exception to this rule is the Friends of the Waupun Public Library. **Additional exceptions require Library Board approval.**