



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD MEETING**  
**Waupun Public Library – 123 S. Forest Street,**  
**Waupun WI**  
**Wednesday, June 21, 2023 at 4:30 PM**

The Waupun Public Library Board of Trustees will meet at 4:30 p.m. on June 21, 2023, 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/84050961742>

**2. By phone:**

1-312-626-6799

Meeting ID: 840 5096 1742

**CALL TO ORDER**

**MINUTES FROM PREVIOUS MEETINGS**

[1.](#) May minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

*No Public Participation after this point.*

**MONTHLY STATISTICS**

[2.](#) May statistics

**BUDGET SUMMARY**

[3.](#) May budget report

**CONSIDERATION OF BILLS FOR PAYMENT**

[4.](#) June bills

**COMMITTEE REPORTS**

5. Evaluation Committee

**LIBRARIAN'S REPORT**

[6.](#) Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

7. Appoint Budget Committee

[8.](#) Donations and Gifts Policy review

**CLOSED/OPEN SESSION**

The Waupun Library Board will adjourn into closed session under Section 19.85 (1)(c) of the WI Statutes for:

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The Waupun Library Board will reconvene in open session under Section 19.85(2) of the WI Statutes.

**ACTION FROM CLOSED SESSION**

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

9. Tentative next meeting: Wednesday, July 19, 2023, 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, May 17, 2023**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, May 17, 2023. Present were Siebers, Schultz, Gehl, Rohrer, Garcia, and Jaeger. Sullivan and Hintze present via Zoom. Beer was absent.

Janet Gehl, Sadie Schultz, and Dan Siebers were recognized as mayoral re-appointments to the Library Board.

ARTICLE I: Motion by Schultz, supported by Siebers, to accept the minutes of April 19, 2023, meeting as written. Motion carried.

ARTICLE II: Jaedon Buchholz presented information concerning Edwin Hillyer and his history relating to the development of the Waupun Library Association in 1858. Buchholz supported changing the name of the Large Conference Room to the Hillyer Room, and suggested adding a plaque acknowledging Hillyer's dedication to local library service. If the Library Board changed the name of the Conference Room, Buchholz would work with the Waupun Historical Society to create a Hillyer plaque.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 45,329 items through the end of April, up 12 %.
- b. 17,162 people visited the library through the end of April, up 34%.
- c. Program attendance up 218%.
- d. Meeting room use up 236%.

ARTICLE IV: Budget reviewed with no concerns noted.

ARTICLE V:

- a. Motion by Siebers, supported by Hintze, to pay May 2023 bills, correcting the account number for Monarch Library System invoice to 210-60-5511-338, amount remaining at \$16,605.06. Motion carried 7-0 on roll call.

ARTICLE VI: Evaluation Committee Report: Director evaluation is in progress and will be completed and brought to the full Board at the June meeting.

ARTICLE VII: Librarians' Report.

- a. The library has started a new series of programs intended to spotlight Waupun businesses:
  1. Avoiding scams....Melissa from Horicon Bank / May 31 @ 6pm.
  2. Summer festivities and Senior Center.....Rachel from the Rec Dept/June 5 @ 6pm.
  3. Computer security....Dylan from Fox Computer and Networking/June 27 @ 6pm.
  4. Panel of 3-4 businesses (Imagine That! Art Studio, SIA insurance, Baymont by Wyndham and Waupun Food Pantry)/July18 @ 6pm.
- b. Friends of the Library (FOWL) donated \$1300 to the library. Thank you!

c. Building Maintenance

1. Front door hinges are in need of replacement, Bret working with DPW.

d. Two staff and one Library Board Trustee attended the Wisconsin Association of Public Libraries Conference.

e. Staff evaluations are in progress.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. **Election of Officers:**

1. Motion by Rohrer, supported by Schultz, to nominate and re-elect Beverly Martens as President. Motion carried unanimously.

2. Motion by Rohrer, supported by Martens, to nominate and re-elect Sadie Schultz as Vice-President. Motion carried unanimously.

3. Motion by Gehl, supported by Schultz, to nominate and re-elect Rohrer as Secretary-Treasurer. Motion carried unanimously.

b. Motion by Siebers, supported by Hintze, to continue to hold monthly Library Board Meetings at **4:30 p.m.** on the **third Wednesday** of every month. Motion carried.

c. Motion by Siebers, supported by Rohrer, to re-name the Large Conference Room as the Hillyer Room. Motion carried.

ARTICLE X: Motion by Schultz, supported by Gehl, to adjourn at 5:05 p.m. Motion carried.

\*Next tentative meeting: Wednesday, June 21, 2023 at 4:30 p.m.

SANDRA ROHRER Secretary

SR/bkj

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>May. 23</b>	<b>May. 22</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>YTD%</b>
Juvenile Nonfiction	444	383	2,969	2,238	32.7%
Juvenile Fiction	2,557	2,494	12,280	10,441	17.6%
Juvenile Periodical	30	10	58	32	81.3%
Juvenile Book on CD	11	17	45	86	-47.7%
Juvenile MP3 audio	14	1	24	2	1100.0%
Juvenile DVD	323	328	1,577	1,604	-1.7%
Juvenile Music CD	19	17	56	31	80.6%
Juvenile Video Game	32	20	164	122	34.4%
Misc. (kits, av tapes, etc)	0	1	4	2	100.0%
<b>Total Juvenile</b>	<b>3,430</b>	<b>3,271</b>	<b>17,177</b>	<b>14,558</b>	<b>18.0%</b>
Adult Nonfiction	567	525	3,223	2,770	16.4%
Adult Fiction	1,782	1,646	8,848	8,264	7.1%
Adult Periodical	48	47	313	289	8.3%
Adult Book on CD	160	150	980	840	16.7%
Adult MP3 audio	5	3	57	41	39.0%
Adult DVD	1,491	1,158	7,430	7,755	-4.2%
Adult Music CD	268	127	1,262	531	137.7%
Adult Video Game	17	3	67	40	67.5%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	0	1	-100.0%
Misc (kits, tapes, av games)	0	21	2	30	-93.3%
<b>Total Adult</b>	<b>4,338</b>	<b>3,680</b>	<b>22,182</b>	<b>20,561</b>	<b>7.9%</b>
<b>State Report Circulation</b>	<b>7,768</b>	<b>6,951</b>	<b>39,359</b>	<b>35,119</b>	<b>12.1%</b>
Downloads (OverDrive)	1,128	990	5,681	4,939	15.0%
ILL-Items Sent	2,254	1,308	11,289	9,406	20.0%
ILL Item Received	53	23	203	186	9.1%
<b>TOTAL CIRCULATION</b>	<b>11,203</b>	<b>9,272</b>	<b>56,532</b>	<b>49,650</b>	<b>13.9%</b>
<i>To Columbia Co. Rural</i>	37	25	99	40	147.5%
<i>To Dodge Co. Rural</i>	895	605	4,001	3,092	29.4%
<i>To FDL Co. Rural</i>	1,666	1,356	8,630	7,687	12.3%
<i>To Green Lake Co. Rural</i>	17	40	135	288	-53.1%
<b>Rural circ subtotals</b>			<b>12,865</b>	<b>11,107</b>	<b>15.8%</b>
<b>USE</b>					
<b>Patron Gate (visits)</b>	<b>5,042</b>	<b>3,751</b>	<b>22,204</b>	<b>16,529</b>	<b>34.3%</b>
In-person Programs	764	424	2,441	950	156.9%
Virtual Programs	0	0	0	48	-100.0%
Take & Make Activities	88	79	351	467	-24.8%
Meeting Room Use	302	112	1,161	367	216.3%
Computer Use	333	350	1,785	1,718	3.9%
Wireless Use	411	349	1,873	1,465	27.8%
Reference Questions	406	358	1,804	1,516	19.0%
Monthly website hits	1,484	1,356	7,604	7,369	3.2%
Curbside/Window service	81	69	466	448	4.0%

Waupun Public Library

Budget Report

	12/31/2023	5/31/2023	5/31/2023	5/31/2022	Budget Balance	% of Budget	Budget Notes
Account Number	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl			
<b>Library Fund Operating Activity</b>							
<i>(Partial property tax allocation is recorded in February. Full allocation is recorded after the August settlement)</i>							
Revenues							
210-41-4111-0-00	GENERAL PROPERTY TAXES	516,792	-	391,049	370,903	125,743	76%
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	17	349	630	851	29% fine free, lost or damaged items only
210-48-4811-0-00	INTEREST REVENUE	3,000	-	6,035	518	(3,035)	201%
210-48-4816-0-00	DIVIDEND REVENUE	2,000	-	756	707	1,244	38%
210-48-4861-0-00	GRANTS AND DONATIONS	6,000	-	-	-	6,000	0% \$5k hicks foundation
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%
Total Revenues	742,930	17	612,128	590,227	130,802		82%
<b>Expenditures</b>							
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	416,423	30,260	142,507	137,093	273,916	34%
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-	
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	45,878	3,302	22,761	24,514	23,117	50%
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	68	338	326	453	43%
210-60-5511-2-22	LIBRARY-RETIREMENT	20,592	1,494	7,450	7,068	13,142	36%
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	31,673	2,250	11,114	10,585	20,559	35%
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,000	-	-	-	3,000	0%
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,600	167	836	836	764	52%
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	354	4,561	7,087	15,439	23%
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	221	1,186	888	2,814	30%
210-60-5511-3-32	LIBRARY-UTILITIES	27,000	1,865	12,266	11,569	14,734	45%
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	63	893	702	707	56%
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	441	196	2,059	18%
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	2,083	2,738	2,245	4,262	39%
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	117	1,276	2,757	4,724	21%
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	579	902	559	1,598	36%
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	21,392	24,718	20,271	8,282	75%
210-60-5511-3-39	LIBRARY-BOOKS	60,734	4,858	22,713	25,369	38,021	37%
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	17,639	969	4,263	3,811	13,376	24%
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	286	6,478	4,933	522	93%
210-60-5511-3-42	LIBRARY-DATABASES	12,000	3,913	7,524	7,604	4,476	63%
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	578	-	7,422	7%
210-60-5511-3-44	LIBRARY-PROGRAMMING	11,500	3,834	7,073	5,062	4,427	62% Summer reading program
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	77	486	1,148	2,014	19%
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-	
Total Expenditures	742,930	78,152	283,100	274,621	459,830		38%
Excess (Deficiency) Revenues Over Expenditures	-	(78,135)	329,028	315,606			

**Waupun Public Library**

Budget Report

Account Number	Account Title	12/31/2023	5/31/2023	5/31/2023	5/31/2022	Budget Balance	% of Budget	Budget Notes
Library Fund Trust & Transfer Activity		Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl			

**Revenues**

210-48-4850-000	LIBRARY TRUST DONATIONS	-	1,300	1,300	4,725			New account created 9/21
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-			
Total Revenues		-	1,300	1,300	4,725			

**Expenditures**

210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	-	3,025			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-			
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	22,215	57,000			
Total Expenditures		-	-	22,215	60,025			

Excess (Deficiency) Trust/Transfer Revenues Over Expenditures 1,300 (20,915) (55,300)

**Library Fund Grand Totals**

Total Revenues		742,930	1,317	613,428	594,952			
Total Expenditures		742,930	78,152	305,315	334,646			
Excess (Deficiency) Total Revenues Over Total Expenditures		-	(76,835)	308,113	260,306			

**Library Fund Cash Balances**

210-10001	CASH-LIBRARY			95,142.22				
210-11612	LIBRARY SYSTEMS ACCOUNT			507,476.13				
210-11614	LIBRARY TRUST ACCOUNT			77,896.22				
210-11615	Library Trust Funds within Wells Fargo General Ckg Acct			2,056.00				
	RUTH E. BAYLEY ACCOUNT			90,730.80				
Total Library Fund Cash				773,301.37				

*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 June 2023
Subject	Summary
Statistics	Through the end of May, the library circulated/downloaded/loaned 56,532 items, up 13.9%, and 22,204 people walked through our doors, up 34.3%. Program attendance is up 156.9 %, and meeting room use is up 216.3 %.
Summer Reading Program	Registration for the 2023 SRP started June 5 <sup>th</sup> , with a June 8 <sup>th</sup> 5 pm Kick Off Party with Waupun Parks and Rec at West End Park. Programs at the library begin June 14 <sup>th</sup> and end July 21 <sup>st</sup> .
Shifting	Adult audiobooks have been moved to the second floor where oversize books used to be, and oversize books have been moved to the end of the adult non-fiction collection. Adult DVDs have been moved to where the audiobooks were and Juvenile DVDs moved over by Adult DVDs. Our Wonderbooks will be moving to where the Juvenile DVDs were for the time being. We may investigate a physical rearrangement of shelves in the future, but that will require help from DPW, so possibly in winter.
Hicks Foundation grant	The library received a grant of \$5,000 from the Nelson G. and Vera C. Hicks Charitable Foundation. These funds are used for the annual Summer Reading Program and to enhance the youth area of our library.
Business Programming	The Horicon Bank program on May 31 had 3 attendees and Rachel's June 5 program on Parks and Recreation events had 2. Upcoming business programming includes Fox Computer and Networking on June 27 at 6:00pm and a panel discussion with SIA Insurance, Baymont by Wyndham, Waupun Food Pantry and Imagine That! Art Studio on July 18 at 6:00pm.
Adult Programming	Container Gardening with Carol Shirk on May 23 had 33 attendees. Upcoming regular adult programming includes the History of the Horicon Marsh on June 20 at 6:00pm.

# Donations and Gifts Policy

The Waupun Public Library welcomes donations and gifts of materials, money, stocks, or real property, as established in Chapter 43 of the Wisconsin Statutes. All donations and gifts become property of the Waupun Public Library.

- A. Donations of books and other library-related materials will be accepted on the condition that the Library Director has the final authority to make whatever disposition he or she deems advisable. Dispositions include, but are not limited to, adding materials to the collection, donating the materials to the Friends of Waupun Library, offering the materials to other entities, or discarding the materials.
- B. Gifts of money, real property, and /or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees.
- C. The library will apply the same criteria for evaluating donation and gift items as it applies to purchased material. Donations and gifts will be withdrawn in the same manner as purchased material. The library does not accept responsibility for notifying donors of the withdrawal or replacement of donations and gifts.
- D. For tax purposes, the donor is responsible for obtaining an estimate or appraisal of the donated materials. The library is unable to assess the value of these items. Donors may contact the Internal Revenue Service to determine the rules and regulations regarding charitable deductions.
- E. Upon request, the library will send a letter to the donor confirming the donation.

Adopted 4/17/2017