



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, February 19, 2025 at 4:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually: <https://us02web.zoom.us/j/84748618547>

Join Teleconference: 1 312 626 6799 Meeting ID: 847 4861 8547

CALL TO ORDER

ROLL CALL

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. Collection Development Policy and related documents
7. Public Input Statement
8. Statement Concerning Public Library System Effectiveness
9. 2024 Public Library Annual Report Draft
10. 2025 City of Waupun Vacation Schedule
11. Accept Sadie Schultz resignation letter
12. Appoint Vice-President

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

13. Tentative next meeting: Wednesday, March 19, 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, January 15, 2025**

The Waupun Public Library Board was called to order by President Bev Martens at 4:30 p.m. on Wednesday, January 15, 2025. Present were Beer, Siebers, Jaeger, and Garcia. Gehl, Hintze, Schultz, and Sullivan were present via Zoom. Svec was absent. Jaeger volunteered to take minutes.

Minutes from Previous Meetings

Motion by Siebers, second Sullivan, to accept the December minutes as presented. Motion carried.

Persons Wishing to Address the Library Board

Forsell Gappa addressed the Board with his document “A Statement to the Library Board to Seek the Good of the Community by Obeying God,” and Robert Krueger finished reading the document after the allotted time for Mr. Gappa expired.

Wayne Fix, library staff member, addressed the Board and updated them on his review of emergency exit door alarms.

Others attending: Calvin Gappa, Zac Gappa.

Monthly Statistics

December statistics were reviewed.

Budget Summary

Current budget was reviewed.

Consideration of Bills for Payment

Motion by Siebers, second Hintze, to pay the remaining December 2024 bills as presented. Motion carried 7-0 on roll call.

Motion Beer, second Schultz, to pay the January 2025 bills as presented. Motion carried 7-0 on roll call. Siebers was appointed to sign bills lists due to the absence of the Secretary.

Committee Reports

None.

Librarian’s Report

Librarian’s report was reviewed.

Old Business

None.

New Business

Laminating Policy reviewed.

Future meetings and gatherings involving the Library Board

Next tentative meeting: Wednesday, February 19, 2025, at 4:30 p.m.

Adjournment

Motion by Sullivan, second Hintze, to adjourn at 5:05 p.m. Motion carried.

Bret Jaeger, Acting Secretary

Waupun Public Library Monthly Statistics					
CIRCULATION	Jan. 25	Jan. 24	YTD 2025	YTD 2024	YTD%
Juvenile Nonfiction	589	555	589	555	6.1%
Juvenile Fiction	2,186	2,448	2,186	2,448	-10.7%
Juvenile Periodical	7	9	7	9	-22.2%
Juvenile Book on CD	16	14	16	14	14.3%
Juvenile MP3 audio	1	7	1	7	-85.7%
Juvenile DVD	269	391	269	391	-31.2%
Juvenile Music CD	2	6	2	6	-66.7%
Juvenile Video Game	40	17	40	17	135.3%
Misc. (kits, av tapes, etc)	4	0	4	0	#DIV/0!
Total Juvenile	3,114	3,447	3,114	3,447	-9.7%
Adult Nonfiction	550	650	550	650	-15.4%
Adult Fiction	1,877	2,002	1,877	2,002	-6.2%
Adult Periodical	59	85	59	85	-30.6%
Adult Book on CD	96	196	96	196	-51.0%
Adult MP3 audio	1	6	1	6	-83.3%
Adult DVD	1,725	1,824	1,725	1,824	-5.4%
Adult Music CD	136	132	136	132	3.0%
Adult Video Game	8	6	8	6	33.3%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	3	0	3	0	#DIV/0!
Misc (kits, tapes, av games)	13	0	13	0	#DIV/0!
Total Adult	4,468	4,901	4,468	4,901	-8.8%
State Report Circulation	7,582	8,348	7,582	8,348	-9.2%
Downloads (OverDrive)	1,247	1,185	1,247	1,185	5.2%
Downloads (Hoopla)	343	223	343	223	53.8%
ILL-Items Sent	2,828	2,796	2,828	2,796	1.1%
ILL Item Received	45	56	45	56	-19.6%
TOTAL CIRCULATION	12,045	12,608	12,045	12,608	-4.5%
<i>To Columbia Co. Rural</i>	177	18	177	18	883.3%
<i>To Dodge Co. Rural</i>	569	874	569	874	-34.9%
<i>To FDL Co. Rural</i>	1,375	1,738	1,375	1,738	-20.9%
<i>To Green Lake Co. Rural</i>	33	29	33	29	13.8%
Rural circ subtotals			2,154	2,659	-19.0%
USE					
Patron Gate (visits)	4,316	3,917	4,316	3,917	10.2%
In-person Programs	260	391	260	391	-33.5%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	43	17	43	17	152.9%
Meeting Room Use	263	200	263	200	31.5%
Computer Use	280	222	280	222	26.1%
Wireless Use	397	330	397	330	20.3%
Reference Questions	666	317	666	317	110.1%
Monthly website hits	1,517	805	1,517	805	88.4%
Curbside/Window service	132	131	132	131	0.8%

Waupun Public Library

Budget Report

Account Number	Account Title	12/31/2025 Annual Budget	1/31/2025 Current Month	1/31/2025 YTD Actual	1/31/2024 Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes
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Library Fund Operating Activity

Revenues *(Partial property tax allocation is recorded in February. Full allocation is recorded after the August settlement)*

210-41-4111-0-00	GENERAL PROPERTY TAXES	575,277	-	-	-	575,277	0%	
210-43-4367-0-00	COUNTY APPROPRIATION	223,304	-	-	-	223,304	0%	Dodge, Columbia, Winnetox (Green Lake, F
210-46-4671-0-00	FEES-LIBRARY	1,300	136	136	216	1,164	10%	fine free, lost or damaged items only
210-48-4811-0-00	INTEREST REVENUE	-	1,760	1,760	2,012	(1,760)	#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 hicks foundation
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%	
Total Revenues		804,881	1,897	1,897	2,227	802,984	0%	

Expenditures

210-60-5511-1-10	LIBRARY-SALARIES/WAGES	453,001	21,480	21,480	23,018	431,521	5%	
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-		
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	55,460	5,983	5,983	8,473	49,477	11%	
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	900	83	83	79	817	9%	
210-60-5511-2-22	LIBRARY-RETIREMENT	22,292	1,662	1,662	1,570	20,630	7%	
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	34,288	2,333	2,333	2,176	31,955	7%	
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,300	-	-	-	3,300	0%	
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	2,000	167	167	167	1,833	8%	
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,000	277	277	-	18,723	1%	
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,300	-	-	-	4,300	0%	
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	1,208	1,208	878	27,792	4%	
210-60-5511-3-33	LIBRARY-POSTAGE	2,000	146	146	66	1,854	7%	
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	-	-	-	7,000	0%	
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	135	135	-	5,865	2%	
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	3,000	-	-	-	3,000	0%	
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	25	25	25	33,975	0%	
210-60-5511-3-39	LIBRARY-BOOKS	63,840	881	881	89	62,959	1%	
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	103	103	242	13,897	1%	
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	1,665	1,665	1,301	5,335	24%	
210-60-5511-3-42	LIBRARY-DATABASES	16,000	1,618	1,618	1,563	14,382	10%	
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	-	-	8,000	0%	
210-60-5511-3-44	LIBRARY-PROGRAMMING	15,500	15	15	267	15,485	0%	Summer reading program
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	-	-	-	2,500	0%	
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-		
Total Expenditures		804,881	38,017	38,017	39,915	766,864	5%	

Excess (Deficiency) Revenues Over Expenditures **(36,121)** **(36,121)** **(37,688)**

Waupun Public Library

Budget Report

Account Number	Account Title	12/31/2025	1/31/2025	1/31/2025	1/31/2024	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	-	17,536	17,536	200			New account created 9/21
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-			
Total Revenues		-	17,536	17,536	200			

Expenditures

210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	-	-			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	17,316	17,316	-			
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	-	-			
Total Expenditures		-	17,316	17,316	-			

Excess (Deficiency) Trust/Transfer Revenues Over Expenditures 220 220 200

Library Fund Grand Totals

Total Revenues	804,881	19,432	19,432	2,427				
Total Expenditures	804,881	55,333	55,333	39,915				
Excess (Deficiency) Total Revenues Over Total Expenditures	-	(35,901)	(35,901)	(37,488)				

Library Fund Cash Balances

210-10001	CASH-LIBRARY	Wells Fargo General Ckg Acct	(70,634.78)					
210-11612	LIBRARY SYSTEMS ACCOUNT	LGIP Acct 1	386,355.49					
210-11614	LIBRARY TRUST ACCOUNT	LGIP Acct 2	70,409.03					
210-11615	LIBRARY Trust Funds within Wells Fargo General Ckg Acct		5,703.09					
Total Library Fund Cash			90,812.30					
			482,645.13					

*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 2025
Subject	Summary
Statistics	Through the end of January, the library circulated/downloaded/loaned 12,045 items, and 4,316 people walked through our doors.
Programs	Programs for February include Storytimes, book clubs, craft night, Toddler Tuesday, Maple Syrup Production, Winter Sowing program, Lego club, and a movie afternoon.
DPI State Annual Report	Bret has received confirmation from the Monarch Library System staff that our Annual Report was reviewed, looks good, and is ready for approval by the Library Board.
Grout replaced	DPW replaced the cracked grout in the front entryway.
Staff resignation	Winston Grimes has resigned his part-time position effective 2/21/25. We have posted for this position and are hoping for some good candidates.
Interns	We are accepting summer intern applications through February 27, following the timeline of summer help applications for DPW and Parks and Recreation.

Collection Development Policy

Purpose

The Waupun Public Library selects materials and develops collections in many different formats to provide Waupun area residents with a wide range of informational, recreational, and educational resources which are easily accessible and cost-efficient. The library will acquire materials reflecting the full diversity of points of view on topics of interest to the public. The collection is developed to meet the needs and interests of Waupun area residents.

Policy

1. An objective of the Waupun Public Library is to select, organize, preserve and make freely available materials that help individuals and groups in the community to:
 - a. pursue continuing education.
 - b. develop their creative capacities.
 - c. become more responsible members of the community.
 - d. understand their cultural heritage and that of others.
 - e. become more capable in their occupations.
 - f. use their leisure time creatively and enjoyably.
 - g. obtain needed information.
2. To achieve these ends, the library provides materials and services to residents of all ages. It seeks to direct and stimulate life-long learning by offering a carefully selected collection of materials and skilled professional guidance in their use.
3. In its selection of materials, the Waupun Public Library endorses the Library Bill of Rights (appendix A), the Freedom to Read Statement (appendix B), and the Freedom to View Statement (appendix C) as adopted by the American Library Association.
4. The final responsibility for material selection lies with the Library Director. The responsibility for initial selection of materials is shared by members of the staff. Recommendations from the public are welcomed and given full consideration for acquisition.
5. The library will not promote specific beliefs or views, but will provide enough suitable material to enable the public to make informed and intelligent decisions.
6. Materials judged to be of lasting value will be added to the collection. Those materials meeting present and anticipated user interests may also be provided.
7. Selection of materials may be influenced by many factors, including but not limited to the following:
 - a. budgetary considerations.
 - b. physical limitations of the library building.
 - c. suitability of the format and construction.
 - d. availability of specialized materials in other local libraries.
 - e. availability of material through interlibrary loan.
 - f. the need for added materials in subject areas.
 - g. the special needs of library patrons for materials in accessible formats.
 - h. age appropriateness for the intended collection.
8. The library welcomes gifts of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the gifts do not meet these criteria, the library reserves the right to dispose of them as it sees fit. All gifts of library

materials are subject to the Library's Gift Policy.

9. The library collection will be kept attractive and current by a continual program of repairing, discarding, or replacing worn and outdated materials.

10. Plans for the development of specific collections may be written by library staff as needed. These plans may outline selection and acquisition procedures, reviewing tools, and maintenance of the specific collection. All such plans shall be in compliance with and responsive to the philosophy of this policy.

11. The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue, and to foster a climate of intellectual freedom for area residents.

12. Challenges regarding specific materials will be reviewed upon written request. Such requests will be referred to the Library Director. See "Material Review Policy."

Adopted 4/18/2016
Reviewed 1/18/2022

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. **Materials should not be proscribed or removed because of partisan or doctrinal disapproval.**

III. **Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.**

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture

depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. **The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.**

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But **no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society.** Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers Foundation for Free Expression](#)
[The Association of American University Presses, Inc.](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)
[The Thomas Jefferson Center for the Protection of Free Expression](#)

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Material Review Policy

The objective of the Material Review Policy is to encourage as well as respect all library patrons' opinions and ideas by providing a step-by-step procedure for processing their concerns. Parents or legal guardians are responsible for the selection of materials for their own children. No one person can exercise censorship to restrict access of materials to others. The Waupun Public Library supports and endorses the Library Bill of Rights (appendix A), the Freedom to Read (appendix B) and the Freedom to View (appendix C). Copies of these documents are available upon request.

1. The library patron should obtain a Request for Library Item Review form (appendix D), complete the form, and return it to the Library.
2. The Library Director will contact the patron to acknowledge receipt of the form.
3. The Library Director will respond to the request within 30 days of receipt of the form.
4. If the patron is dissatisfied with the Director's response, they may direct a letter to the Library Board and the Library Director will provide the Board with all documentation.
5. The Library Board will set up a committee of board members, library staff, and/or community members to examine the item, and consider the request for review as well as the Director's response.
6. The Committee will meet and discuss the item to be reviewed. They will make a determination on what will happen to the item and notify the patron (in writing) of their decision within 10 business days.
7. If the patron is dissatisfied with the Committee's decision they may direct a letter to the Library Board. The decision of the Library Board will be final.

Adopted 4/18/2016

Appendix D

Request for Library Item Review - Waupun Public Library

Please provide the following information (if relevant)

Title: _____

Author/Producer/URL : _____

Please tell us all you can to help us understand your concerns.

1. How did you learn of this item?

2. What is it about the item that you object to?

3. Did you read, listen to or view the entire item? If not, which parts or segments did you read, listen to, or view?

4. What do you believe are the main ideas of the item?

5. Additional comments:

Your name (printed): _____

Your signature: _____ Date: _____

Address: _____

Phone: _____ Email: _____

The Library Director will acknowledge your concern and contact you with a response within 30 days of receipt.

ALA Statements and Policies on Exhibits, Displays & Artwork Censorship

[Visual and Performing Arts in Libraries: An Interpretation of the *Library Bill of Rights* \(2018\)](#)

ALA affirms that visual and performing arts can be powerful components of library collections and services. The arts play a vital role in our ability to communicate a broad spectrum of ideas to all people. Developing an understanding and appreciation of visual and performing arts promotes artistic literacy. Libraries should offer opportunities for the community to experience art.

[User-Initiated Exhibits, Displays, and Bulletin Boards: An Interpretation of the *Library Bill of Rights* \(2019\)](#)

Libraries often provide exhibit spaces and bulletin boards. The uses made of these spaces should conform to the *Library Bill of Rights*: Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Libraries may offer spaces for exhibits, displays, and bulletin boards in physical or digital formats as a benefit for their communities. The use of these spaces should conform to the American Library Association's *Library Bill of Rights*, which states:

- "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." (Article I)
- "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." (Article II)
- "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." (Article VI)

Libraries are not required to make space available to community groups or individuals for exhibits, public displays, notices, pamphlets, or flyers. However, if they do, they should post a permanent notice stating that these spaces are available as a service for the public and are not necessarily reflective of the library's viewpoint.

Libraries should have written policies that are content-neutral (do not pertain to the content of the display or to the identity, beliefs, or affiliations of the sponsors), clearly defined, and applied equally, and that address any time, place, and manner restrictions. Policies should be inclusive rather than exclusive. For example, a policy that the library's space is "open to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement about the limited uses of the space.

Those who object to the content should be able to request a reconsideration, similar to challenging any library resource. Library workers should not censor or remove materials from exhibits, displays, or areas designated for the distribution of information because someone may disagree with the content or with the identity, beliefs, or affiliations of the sponsors.

Adopted July 2, 1991, by the ALA Council; amended June 30, 2004, July 1, 2014, and June 25, 2019.

Exhibits, Displays & Artwork Censorship

The term "display" has multiple definitions in the library vocabulary. Some displays are a space designated for a rotation of subjects and organizations. These displays are often requested by the public and approved by a librarian or a committee of library staff. The materials are on loan to the library and when the display period is over, the materials are returned to their owners.

Some displays are a creation of librarians on a variety of topics using materials in the library collection. These ideas and topics have a foundation in marketing the library's resources and creating awareness and excitement and drawing the eye of the visitors. The staff wants to reinforce that libraries are vibrant places for learning and fun—and people of all ages are responding to it.

Displays can also be created within display cases or bulletin boards. Some are designed to be open for public use like literature tables where reasonable

time, place, and manner restrictions can be implemented. Display areas, of all types, should have policies adopted to protect against censorship and to promote the access of information for all members in the community.

Statement to be read before public input at Library Board meetings:

Community members wishing to address the Library Board must sign the Community Participation Sign In Form prior to the meeting. When addressing the Board, please state your name, address, and topic you wish to address. Each person will be allowed 3 minutes to speak after their introduction. Wisconsin State Statute §19.8 does not allow this to be an opportunity for dialogue between the Board and Public. This meeting is a meeting of the Board of Trustees in public for the purpose of conducting the Waupun Public Library's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

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 2024 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.

Table with 3 columns: President, Library Board of Trustees Signature or designee; Name of President or Designee Print or type; Date Signed. Includes signature 'Bev Martens'.



I. GENERAL INFORMATION

1. Name of Library Waupun Public Library		2. Public Library System Monarch Library System			
3b. Head Librarian First Name Bret	3c. Head Librarian Last Name Jaeger	4a. Certification Grade Grade 1	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.cityofwaupunwi.gov/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	0
19d. Number of summer weeks	0	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,068	0	0

II. LIBRARY COLLECTIONS							
			a. Number Owned / Leased	b. Number Added			
1. Books in Print			72,256	3,487			
2. Physical Subscriptions			56				
3. Physical Audio Materials			6,482	180			
4. Physical Video Materials			8,020	274			
5. Other Physical Materials			122				
6. Total Physical Items in Collection			86,880				
			Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State		
7. E-books			Yes	Yes	No		
8. E-serials			No	Yes	No		
9. E-audio			Yes	Yes	No		
10. E-video			Yes	No	No		
11. Research Databases			Yes	Yes	Yes		
12. Online Learning Platforms			Yes	Yes	Yes		
III. LIBRARY SERVICES							
1. Physical Circulation Transactions			2. Interlibrary Loans				
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned Provided to	b. Items Received Received from			
92,716	40,853	639	27,992	18,472			
			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 Provided to	Items Borrowed from Other Libraries Received from			
Integrated Library Systems (ILS)			26,727	17,978			
WISCAT			1,265	494			
Other (includes OCLC, manual tracking or other methods)			0	0			
3. Electronic Content Circulation Transactions							
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials		
7,234	681	9,323	177	1,431	17,415		
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions		7. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
3,357	1,311	4,668	No	Actual Count	4,770	Actual Count	54,815
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count		
15	12	Actual Count	4,105	Actual Count	4,295		

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	54	15	0	49	13
Total Attendance	2,262	1,475	0	925	305

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	125	6	0	0	
Total Attendance	4,753	214	0		
Total Program Views				0	

Describe the library's in-person programs:

Storytimes, reading programs, crafting, history programs, floral arranging

Which platforms does the library use to host the library's live, virtual programs:

Describe the library's live, virtual programs:

None this year

Which platforms does the library use to host the library's pre-recorded programs:

Describe the library's pre-recorded programs:

None this year

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.c
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	\$553,896
Subtotal 1		\$553,896

2. County

a. Home County Appropriation for Library Services

Subtotal 2a	\$62,315
-------------	----------

a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Columbia	\$533		
Fond du Lac	\$159,029		
Green Lake	\$2,729		
Subtotal 2b		\$162,291	

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
	\$0		

b. Funds Carried Forward from Previous Year

	\$0	c. Other State Funded Program	0
--	-----	-------------------------------	---

Subtotal 3	\$0
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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
	\$0		
Subtotal 5		\$0	

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

	\$0
--	-----

7. All Other Operating Income

	\$9,687
--	---------

8. Total Operating Income Add 1 through 7	\$788,189
---	-----------

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

\$575,277

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 \$437,784	2. Employee Benefits Include maintenance, security, plant operations \$106,277
--	---

3. Library Collection Expenditures				
a. Print Materials \$72,397	b. Electronic Materials \$15,571	c. Audiovisual Materials \$13,686	d. All Other Library Materials \$0	Subtotal 3 \$101,654

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	\$104
Monarch L S OCLC	Cataloging	Fee	\$3,405
Monarch L S ILS	ILS	Fee	\$6,230
Monarch L S Administrative	ILS Administration	Fee	\$2,579
Monarch L S reconciliation	Accounting within system libraries	Fee	\$62
Monarch L S Envisionware	Internet management	Fee	\$1,070
Monarch L S collections software	Collection agency software	Fee	\$239
Monarch LS E-Content (Overdrive)	Overdrive products	Fee	\$5,172
Monarch LS Network and replacement	ILS maintenance	Fee	\$226
Monarch LS maintenance	ILS maintenance	Fee	\$180
Monarch LS App	Monarch2Go App	Fee	\$684
Monarch L S Faronics Solar Winds	Network software	Fee	\$765
			Subtotal 4 \$20,716

5. Other Operating Expenditures	\$118,918
6. Total Operating Expenditures Add 1 through 5	\$785,349
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 <i>Do not report any expenditures reported above. Provide a brief description of any expenditures.</i>			
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

1. Total Amount of Other Funds at the End of Year	\$541,073
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IX. FUNDS PAID OR TRANSFERRED TO THE LIBRARY BOARD FINANCIAL SECRETARY

1. Total Amount of Section IX Funds at End of Year	\$90,812
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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>			31,105
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
2. Circulation to Nonresidents Living in the Library's County		1,628	8,335
3. Circulation to Nonresidents Living in Another County in the Library System		104	90
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		1,531	19,345
5. Circulation to All Other Wisconsin Residents		72	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	
a. Columbia	600	f.	
b. Fond du Lac	18,354	g.	
c. Green Lake	391	h.	
d. Washington	49	i.	
e.		j.	

XII. TECHNOLOGY (Not included in 2024 Report)

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 (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	9	2	0
Total Self-Directed Activity Participation	296	17	0
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	9	3	23
Total Self-Directed Activity Participation	299	353	965
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 2024 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.

Table with 3 columns: President, Library Board of Trustees Signature or designee; Name of President or Designee Print or type; Date Signed. Content includes Bev Martens.

COMMENTS

SECTION III

3a., E-book Circulation

697 added from Hoopla--2025-01-23

3c., E-audio Circulation

2477 added from Hoopla--2025-01-23

3d., E-video Circulation

177 added from Hoopla--2025-01-23

3e., Circulation of Children's Electronic Materials

444 added from Hoopla--2025-01-23

Total Children's Synchronous Program Attendance Ages 6 to 11

We had fewer kids in this age group attending programs.--2025-02-03

DRAFT

Waupun Public Library

Funds @ City Hall	2024
Beginning balance	\$ 9,074.00
Income	11,437.70
Dividends	3,228.20
subtotal	23,739.90
Expenditures	23,739.90

Balance -

LGIP Fund Acct 1	
Beginning balance	359,856.52
Income	224,073.40
Interest	25,941.03
subtotal	609,870.95
Expenditures	165,000.00

Balance 444,870.95

LGIP Fund Acct 2 Trust	
Beginning balance	80,687.36
Income	2,421.00
Interest	4,340.42
subtotal	87,448.78
Expenditures	

Balance 87,448.78

	Funds @ City Hall	LGIP Fund	LGIP Trust Fund	Manual Checkbook	Totals
Beginning balance	\$ 9,074.00	\$359,856.52	\$80,687.36	\$ 11,426.22	\$ 461,044.10
additions	14,665.90	250,014.43	6,761.42	4,738.32	276,180.07
subtractions	23,739.90	165,000.00		7,410.66	196,150.56
Totals	\$ -	\$444,870.95	\$87,448.78	\$ 8,753.88	\$ 541,073.61

Stock value	
Beginning balance	\$ 80,878.70
gain	9,933.60
loss	

Total \$ 90,812.30 value at end of 2024

DRAFT - PAID AND UNPAID LEAVES

Holiday *(Revised 12/17/24)*

The City of Waupun, ~~after completion of the six-month orientation period,~~ offers eligible full-time employees paid time off for holidays recognized by the City of Waupun. The Common Council has decided to recognize the following holidays are paid holidays:

- New Year's Day
- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Business day before Christmas
- Christmas Day
- ~~Business day before~~ New Year's Eve
- 2 Floating Holidays/Personal Leave Days

The City will establish the work day that Holidays will be recognized for holiday pay purposes. Typically, if the holiday falls on a Saturday, then the Friday before will be recognized as the holiday. If the holiday falls on a Sunday, then the Monday following will be recognized as the holiday.

In order to be eligible for holiday pay, the employee must work the work day immediately preceding and the work day immediately following the holiday, unless the employee is absent on an authorized paid leave of absence. Employees on an unpaid leave of absence will not receive holiday pay. If an employee is absent, comes in late or leaves early on the work day immediately preceding or the work day immediately following the holiday because of illness or injury, then the employee may be required to present a valid medical excuse to receive payment for the holiday.

Those regular full-time employees working a rotating workweek and scheduled off on an observed holiday may be authorized a preceding or following day off from their workweek.

An employee must use a floating holiday or personal leave in units of not less than eight (8) hour increments at any one time. Floating holidays or personal leave time is intended to be used to accomplish personal business that cannot be accomplished during time other than your normal working hours. Employees are required to request personal leave time from a supervisor in advance, and the request is subject to approval and scheduling by the City.

Vacation *(Revised 12/17/24)*

Vacation time is provided so those employees may enjoy periods of rest, relaxation, and pursuing special interests. ~~Non-represented, full-time employees are eligible to accrue vacation in a pro-rated manner based upon their anniversary date to be used in the following year. Years 0-15: 80 hours + (8*Years), maximum 200 hours. Employees are not eligible to use paid vacation during the first year of employment unless previously approved by the Common Council or Library Board.~~ The vacation schedule is as follows for regular full-time employees:

<u>Year of Full Time Employment</u>	<u>Hours per year</u>	<u>Weeks per year</u>
After one (1) but less than seven (7)	80	2
Seven (7) but less than fifteen (15)	120	3
Fifteen (15) but less than twenty (20)	160	4
Twenty one (21) and over	200	5

~~The formula for computing how vacation is earned in the event an employee's vacation for the year must be prorated is as follows: Number of vacation days eligible for the year divided by 365 (or 366) days = Accrual of vacation per day.~~

~~For example: 10 days (80 hrs) / 365 = .0274 accrual per day~~

~~Employee leaves employment on Sept. 10 with an anniversary date July 5~~

~~July 5 through Sept. 10 = 63 days~~

~~63 x .0274 = 1.7262 days~~

~~The City of Waupun, in its discretion, may round vacation to the nearest whole number.~~

<u>Year of Full-Time Employment</u>	<u>Hours per year</u>	<u>Days per year</u>
During the first year of service	up to 80 hours (10 days) as determined by the City	
One (1) but less than two (2)	88	11
Two (2) but less than three (3)	96	12
Three (3) but less than four (4)	104	13
Four (4) but less than five (5)	112	14
Five (5) but less than six (6)	120	15
Six (6) but less than seven (7)	128	16
Seven (7) but less than eight (8)	136	17
Eight (8) but less than nine (9)	144	18
Nine (9) but less than ten (10)	152	19
Ten (10) but less than eleven (11)	160	20
Eleven (11) but less than twelve (12)	168	21

Twelve (12) but less than thirteen (13)	176	22
Thirteen (13) but less than fourteen (14)	184	23
Fourteen (14) but less than fifteen (15)	192	24
Fifteen (15) and over	200	25

The formula for computing how vacation is earned in the event an employee's vacation for the year must be prorated is as follows: Number of vacation days eligible for the year divided by 365 (or 366) days = Accrual of vacation per day

For example: 10 days (80 hrs) / 365 = .0274 accrual per day

Employee leaves employment on Sept. 10 with an anniversary date July 5

July 5 through Sept. 10 = 63 days

63 x .0274 = 1.7262 days

The City, in its discretion, may round vacation to the nearest whole number.

Employees on an approved leave of absence lasting less than 30 days will continue to accrue vacation. Vacation will not accrue during periods of leave exceeding 30 days.

Employees are eligible to carry over up to 40 hours of vacation each fiscal year. Any carried-over hours must be used by June 1st of the following year and will not be paid out upon expiration of the carry-over period or separation from the city. A request for vacation carryover form must be submitted to the department head 30 days prior to the end of the calendar year. Any remaining vacation time in excess of 40 hours will be forfeited.

The City will attempt to schedule vacation at the time desired by the employee, while also considering the interests and needs of the City. Employees must submit their vacation requests to their immediate supervisor well in advance and in writing to allow for scheduling. In addition to taking into account the days which an employee received in the past as vacation, length of service will be another factor in cases of conflicts in vacation requests. The determining factor will always be the interests of the City. Waupun City reserves the right to deny vacation requests and to schedule an employee's vacation time.

~~If an employee receives vacation during the first year of employment and then leaves during that first year of employment before the vacation is earned according to the schedule established by the City, then the employee must reimburse the City for any overuse and overpayment of vacation, which will be considered as an overpayment to the employee.~~

Part-time employees shall be entitled to four hours of compensated leave per year of continuous service, with a maximum of forty hours leave per year. Leave shall be taken in the year that it accrues, except when the City Administrator approves a variance.

Any employee who terminates employment for any reason will be entitled to pay for all unused vacation accrued as of the employee's last anniversary date and for a prorated amount of vacation accrued from the employee's last anniversary date to the date of termination based on the employee's eligibility on his or her last anniversary date. Employees with less than one year of continuous service shall not be compensated for accrued but unused vacation at the time of separation. Vacation shall not accrue during any period of unpaid leave except in the cases of military leave.

Sadie Schultz

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Waupun, WI 53963
sadieandmatt@hotmail.com
920-960-0552
January 29, 2025

Mayor Rohn Bishop and	Library Director Bret Jaeger
Waupun City Hall	Waupun Public Library
201 E. Main Street	123 S. Forest Street
Waupun, WI 53963	Waupun, WI 53963

Dear Mayor Rohn, Bret, and Waupun Public Library Board-

I am writing to formally resign from my position on the Waupun Public Library Board, effective on February 20, 2025. . This decision was not made lightly, as I have truly enjoyed my time serving on the board and contributing to the important work of our library. However, I have found myself increasingly overextended, and I need to prioritize creating more space for my well-being and my family during this season of life.

This is not a "no" forever, but rather a "not right now." While my children are still at home, I need to step back from some commitments, but I hope to be involved again in the future when the timing is right. I am incredibly grateful for the meaningful discussions, projects, and connections I've been a part of, and I have deep respect for the dedication of this board and the vital role our library plays in the community.

Thank you for your support and understanding. Please know that I remain an advocate for the library and look forward to supporting its mission in different ways. I appreciate all that you and the rest of the board do and wish you continued success.

Warm regards,

Sadie Schultz