



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, December 21, 2022 at 4:30 PM

The Waupun Public Library Board of Trustees will meet at 4:30 p.m. on December 21, 2022, 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/84488799377>

2. By phone:

1-312-626-6799

Meeting ID: 844 8879 9377

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

1. November minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

2. November statistics

BUDGET SUMMARY

3. Budget thru November

CONSIDERATION OF BILLS FOR PAYMENT

4. December bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

5. Librarians report

OLD BUSINESS

NEW BUSINESS

6. Code of Conduct Policy review

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

7. Tentative next meeting: Wednesday, January 17, 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, November 16, 2022**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, November 16, 2022. Present were, Gehl, Schultz, Rohrer, Garcia, and Jaeger. Hintze present per Zoom. Sullivan and Siebers were absent.

ARTICLE I: Motion by Schultz, supported by Gehl, to accept the minutes of the October 19, 2022 meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 108,477 items through the end of October.
- b. Drive-thru window service: handled 894 transactions through the end of October.

ARTICLE IV: Budget was reviewed and remains in good shape. Due to rising costs, Utilities line item is over budget and will be addressed in the revised 2023 Budget proposal.

ARTICLE V:

- a. Motion by Rohrer, supported by Schultz, to pay November bills. Motion carried 5-0 on roll call.

ARTICLE VI: No committee reports.

ARTICLE VII: Librarians' Report.

- a. After three months, the library is again fully staffed.
- b. Staff and residents had a great time during Halloween Main Street event. Thanks to staff creativity, the entrance area was set up and decorated so kids could have their picture taken outside on a bench, surrounded by pumpkins.
- c. Gerry Stiemsma presented a program on Saturday, November 12 at 10:00 a.m., describing his experience in the Vietnam War. 24 people attended.
- d. A donation plate has been attached to the truck display donated by Don Schultz.
- e. Bret and DPW Director Jeff Daane walked through the library with a company doing an energy audit.
- f. Bret was again a judge for the VFW's Patriot's Pen essay contest and Voice of Democracy speech contest. Judges panel met at the library November 14.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Motion by Gehl, supported by Schultz, to discard the old, outdated Circulation Policy – Institutions (last updated in year 2000) and adopt the new Circulation Policy— Homebound Residents and Institutions as presented to replace it. Motion carried.

b. Motion by Schultz, supported by Gehl, to accept the 2023 Wage Grid for library staff as presented. Motion carried on 5-0 roll call.

c. Motion by Schultz, supported by Rohrer, to accept the revised 2023 Library Budget as presented. Motion carried on 5-0 roll call.

ARTICLE X: Motion by Rohrer, supported by Gehl, to adjourn at 5:07 p.m. Motion carried.

*Next tentative meeting: Wednesday, December 21, 2022 at 4:30 p.m.

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Nov. 22	Nov. 21	YTD 2022	YTD 2021	YTD%
Juvenile Nonfiction	493	444	6,387	4,866	31.3%
Juvenile Fiction	2,478	1,548	27,480	19,339	42.1%
Juvenile Periodical	4	1	96	99	-3.0%
Juvenile Book on CD	11	17	195	151	29.1%
Juvenile MP3 audio	2	4	16	12	33.3%
Juvenile DVD	267	343	3,655	3,044	20.1%
Juvenile Music CD	3	17	86	74	16.2%
Juvenile Video Game	34	0	368	340	8.2%
Misc. (kits, av tapes, etc)	1	0	6	0	#DIV/0!
Total Juvenile	3,293	2,374	38,289	27,925	37.1%
Adult Nonfiction	699	460	6,266	5,561	12.7%
Adult Fiction	1,746	1,525	19,116	17,532	9.0%
Adult Periodical	81	54	695	795	-12.6%
Adult Book on CD	166	150	1,750	2,191	-20.1%
Adult MP3 audio	20	0	117	42	178.6%
Adult DVD	1,953	1,794	18,418	15,812	16.5%
Adult Music CD	152	100	1,425	1,002	42.2%
Adult Video Game	8	6	122	17	617.6%
Pamphlets/Vertical File	0	4	0	6	-100.0%
Equipment/die cuts	0	0	2	0	#DIV/0!
Misc (kits, tapes, av games)	0	1	31	5	520.0%
Total Adult	4,825	4,094	47,942	42,963	11.6%
State Report Circulation	8,118	6,468	86,231	70,888	21.6%
Downloads (OverDrive)	1,003	960	10,942	10,848	0.9%
ILL-Items Sent	2,221	2,250	22,286	23,814	-6.4%
ILL Item Received	38	45	398	298	33.6%
TOTAL CIRCULATION	11,380	9,723	119,857	105,848	13.2%
<i>To Columbia Co. Rural</i>	19	3	91	20	355.0%
<i>To Dodge Co. Rural</i>	645	455	7,265	5,243	38.6%
<i>To FDL Co. Rural</i>	1,676	1,586	17,329	15,210	13.9%
<i>To Green Lake Co. Rural</i>	36	87	438	581	-24.6%
Rural circ subtotals			25,123	21,054	19.3%
USE					
Patron Gate (visits)	4,171	2,983	44,871	25,576	75.4%
In-person Programs	343	205	3,194	2,302	38.7%
Virtual Programs	0	4	48	21	128.6%
Take & Make Activities	100	70	1,005	887	13.3%
Meeting Room Use	236	10	1,283	12	10591.7%
Computer Use	452	398	5,011	2,516	99.2%
Wireless Use	347	278	3,664	2,457	49.1%
Reference Questions	418	305	4,053	3,722	8.9%
Monthly website hits	1,451	1,487	16,941	16,725	1.3%
Curbside/Window service	91	65	985	1781	-44.7%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2022 Annual Budget	11/30/2022 Current Month	11/30/2022 YTD Actual	11/30/2021 Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes	
Library Fund Operating Activity									
Revenues <i>(Partial property tax allocation is recorded in February. Full allocation is recorded after the August settlement)</i>									
210-41-4111-0-00	GENERAL PROPERTY TAXES	516,792	-	516,792	516,792	-	100%		
210-43-4367-0-00	COUNTY APPROPRIATION	208,879	-	217,469	223,137	(8,590)	104%	Dodge, Columbia, Winnetox (Green Lake, Fdl)	
210-46-4671-0-00	FEES-LIBRARY	1,200	112	1,253	804	(53)	104%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	1,500	-	4,944	252	(3,444)	330%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	2,121	1,981	(321)	118%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,000	-	5,000	5,363	1,000	83%	\$5k hicks foundation	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
Total Revenues		736,171	112	747,580	748,330	(11,409)	102%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	401,953	30,392	333,396	333,619	68,558	83%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	57,851	4,203	53,231	44,783	4,620	92%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	68	731	761	60	92%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,992	1,473	16,134	17,454	3,858	81%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	30,750	2,236	25,049	25,224	5,701	81%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,000	-	-	-	3,000	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	167	1,839	1,504	(339)	123%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	1,899	15,247	12,201	4,753	76%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	226	2,841	2,045	1,159	71%		
210-60-5511-3-32	LIBRARY-UTILITIES	23,000	1,963	25,534	21,446	(2,534)	111%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	60	1,180	1,341	420	74%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	861	702	1,639	34%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	1,384	4,268	3,223	2,732	61%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	5,358	5,592	642	89%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	287	1,210	127	1,290	48%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	25	20,798	31,112	12,202	63%		
210-60-5511-3-39	LIBRARY-BOOKS	60,734	3,976	55,667	62,667	5,067	92%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	722	12,405	13,072	6,595	65%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	-	4,953	5,152	2,047	71%		
210-60-5511-3-42	LIBRARY-DATABASES	12,000	272	11,948	10,453	52	100%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	8,080	1,625	(80)	101%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	11,500	39	9,889	7,909	1,611	86%	Summer reading program	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	35	2,270	1,423	230	91%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		736,171	49,426	612,888	603,434	123,283	83%		
Excess (Deficiency) Revenues Over Expenditures		-	(49,314)	134,692	144,896				

Waupun Public Library									
Budget Report									
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
Library Fund Trust & Transfer Activity									
Revenues									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	7,222	8,681			New account created 9/21	
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-				
Total Revenues		-	-	7,222	8,681				
Expenditures									
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	7,298	-				
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	31,594				
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	57,000	-	57,000	38,000				
Total Expenditures		57,000	-	64,298	69,594				
Excess (Deficiency) Trust/Transfer Revenues Over Expenditures		(57,000)	-	(57,076)	(60,913)				
Library Fund Grand Totals									
Total Revenues		736,171	112	754,801	757,010				
Total Expenditures		793,171	49,426	677,186	673,028				
Excess (Deficiency) Total Revenues Over Total Expenditures		(57,000)	(49,314)	77,616	83,982				
Library Fund Cash Balances									
210-10001	CASH-LIBRARY			115,417.30					
210-11612	LIBRARY SYSTEMS ACCOUNT			290,625.33					
210-11614	LIBRARY TRUST ACCOUNT			60,595.62					
	Library Trust Funds within Wells Fargo General Ckg Acct			6,605.78					
210-11615	RUTH E. BAYLEY ACCOUNT			94,301.70					
Total Library Fund Cash				567,545.73					
Preliminary budget report will not have an updated cash balance until all journal entries are recorded. Final month end budget report will have updated cash balances.									

Waupun Public Library - December 2022 Bills

<u>Processed</u>	<u>Check #</u>	<u>Account #</u>	<u>Account Title</u>	<u>Description</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>	
		210-60-5511-330	Office supplies	Laminating pouches, misc	47	Amazon	91.94	One check 2370.78
		210-60-5511-339	Books	Books	47	Amazon	975.78	
		210-60-5511-340	Audiovisual	Audiovisual	47	Amazon	1139.55	
		210-60-5511-344	Programming	Misc supplies	47	Amazon	163.51	
		210-60-5511-330	Office supplies	Jumbo paper, halogen bulbs, misc	48	Amazon Capital Services	132.96	One check 2,237.02
		210-60-5511-339	Books	Books	48	Amazon Capital Services	1,342.52	
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	474.80	
		210-60-5511-344	Programming	Misc supplies	48	Amazon Capital Services	286.74	
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	798.16	
		210-60-5511-339	Books	Books	4000	Baker & Taylor	1,894.12	
		210-60-5511-330	Office supplies	Thermal receipt paper	4037	Barcodes Inc.	272.80	
		210-60-5511-330	Office supplies	Toner cartridges	8025	CDW-G	47.96	
		210-60-5511-339	Books	Books	8900	Center Point Large Print	1,121.10	
		210-60-5511-330	Office supplies	Security cases, labels, laminates	11070	Demco	877.93	
		210-60-5511-331	Telecommunications	TEACH line	11148	Dept of Administration	600.00	
		210-60-5511-339	Books	Books	12410	Edu. Development Corp	928.81	
		210-60-5511-339	Books	Books	14102	Gale	880.69	
		210-60-5511-337	Travel/training/conference	Mileage reimbursement	14402	Garcia, Pam	23.13	
		210-60-5511-338	Automation/technology	Wireless system	16440	Inter-Quest	9,979.60	
		210-60-5511-337	Travel/training/conference	Mileage reimbursement	16648	Jaeger, Bret	25.63	
		210-60-5511-335	Publications/promotions	Logo water bottles	16660	Janway	1,157.00	
		210-60-5511-344	Programming	Wood flower kits	18031	Mackford Home & Gifts	260.09	
		210-60-5511-339	Books	Books	18964	Meredith Books	33.91	
		210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	385.93	
		210-60-5511-330	Office supplies	Bookmarks, misc	300156	Monarch Library System	52.16	One check 92.22
		210-60-5511-338	Automation/technology	Telephony calls	300156	Monarch Library System	40.06	
		210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	76.86	
		210-60-5511-345	Miscellaneous	Break Room/hosting supplies	21665	Piggly Wiggly	99.23	
		210-60-5511-333	Postage	Stamps	22099	Postmaster	120.00	
		210-60-5511-330	Office supplies	Folders, markers, misc office	22402	Quill Corp	315.30	
		210-60-5511-339	Books	Books	23831	Sebco Books	120.17	
		210-60-5511-330	Office supplies	Engraved plate, copy paper	25143	Total Business Products	591.60	
		210-60-5511-339	Books	Collection agency	25484	Unique Mgt Services	23.30	
						Total:	\$ 22,962.56	
12/6/2022	Manual check # 1025			Badger Aces book		Splash 5 Publishing	30.00	
City manual check		210-60-5511-342	Databases	Business Prime membership		Wells Fargo autopay (Pam)	66.97	
City manual check		210-60-5511-331	Telecommunications	Monthly Spectrum invoice		Wells Fargo autopay (Bret)	179.97	
City manual check		210-60-5511-332	Utilities	Electric/water/sewer		Waupun Utilities	1,578.33	

Authorized signature: _____

LIBRARY	MONTHLY REPORT TO LIBRARY BOARD December 2022
Subject	Summary
Statistics	Through the end of November, the library circulated/downloaded/loaned 119,857 items, curbside/window service handled 985 transactions, and the gate count was 44,871 people.
Programming	With the additions of movie nights and game nights, the library's programming is back to pre-covid levels. Our book club has doubled in size and we are now discussing ways to manage this unanticipated success.
Interactive movie	Recently, staffer Heather Van Buren led an interactive movie event with the movie "Home Alone." For those not familiar with these events, here are some examples: when you see a gold tooth, eat a gold chocolate coin; see a tommy gun scene on tv, pop bubble wrap; anyone eats pizza, eat a pizza-flavored gold fish, hear Christmas music, shake your jingle bell and dance, and so on throughout the movie. 36 kids attended this fun program.
Carpet cleaning	Deep cleaning of the carpets is scheduled for December 30 (we're closed that day) and might have to be finished up the 31 st (closed that day as well due to holiday schedule).

LIBRARY CODE OF CONDUCT

Under the provisions of Chapter 43 of the Wisconsin Statutes, specifically 43.52(1), the Waupun Public Library Board of Trustees may enact regulations that serve to ensure the safety of all library staff and patrons, protect the usefulness of the materials collection, and maintain order in the library.

The following Code of Conduct has been established for all patrons. If a patron is not responsive to the needs of other library users or disregards the policies protecting patrons, staff and library property, the patron will be asked to leave.

CODE OF CONDUCT

1. Patrons must attempt to keep noise at a level that does not disturb others.
2. Smoking in the library is prohibited, which includes the use of electronic cigarettes.
3. Eating and drinking are allowed in the meeting rooms, and covered drinks are allowed throughout the entire library.
4. Animals or pets are only allowed in the library as an approved exhibition, assistance to persons who are disabled, or under the control of public safety officials.
5. For reasons of public health and safety, bare feet are not allowed in the library.
Also, shirts will be worn while in the building.
6. Loitering in the library or on library grounds is not permitted.
7. Only one person shall use one section of a study carrel. A maximum of four persons may sit at any one table, unless given permission by library staff.
8. Parents may not leave young children unattended in the library.
9. Unapproved selling of goods or services is prohibited. Persons or organizations wishing to make use of the library facility should contact library officials to obtain approval.
10. Persons who conduct themselves in an inappropriate or disorderly manner shall be asked to leave the library. This includes, but is not limited to, the following:
disturbing others, misuse or damage to the building or furnishings, littering, sleeping, rudeness or profanity, indecent, violent or abusive behavior, excessive odor.
11. Concealed carry weapons, or weapons of any kind, are not allowed inside the library building. Exceptions may be made by the Library Director for educational programs.
12. Under no circumstances may anyone take a photo or film a library user without the consent of the user, or their parent/guardian, if a minor.

Adopted 5/20/2002. Revised 8/20/2007, 11/21/2011, 2/18/2013, 12/22/2014, 4/20/2022