



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD MEETING**  
**Waupun Public Library – 123 S. Forest Street,**  
**Waupun WI**  
**Wednesday, November 15, 2023 at 4:30 PM**

The Waupun Public Library Board of Trustees will meet at 4:30 p.m. on November 15, 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/89283343302>

**2. By phone:**

1-312-626-6799

Meeting ID: 892 8334 3302

**CALL TO ORDER**

**MINUTES FROM PREVIOUS MEETINGS**

[1.](#) October minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

*No Public Participation after this point.*

**MONTHLY STATISTICS**

[2.](#) October statistics

**BUDGET SUMMARY**

[3.](#) October budget report

**CONSIDERATION OF BILLS FOR PAYMENT**

[4.](#) November bills

**COMMITTEE REPORTS**

**LIBRARIAN'S REPORT**

[5.](#) Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

[6.](#) 2024 budget recommendation

[7.](#) 2024 draft wage grid

[8.](#) Library Bill of Rights review

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

[9.](#) Tentative next meeting: Wednesday, December 20, 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, October 18, 2023**

The Waupun Public Library Board was called to order by Sadie Schultz, Vice-President, at 4:30 p.m. on Wednesday, October 18, 2023. Present were Gehl, Siebers, Garcia, and Jaeger. Hintze and Sullivan present via Zoom. Beer, Martens, and Rohrer were absent. Due to the absence of the Secretary, Jaeger volunteered to record minutes.

ARTICLE I: Motion by Hintze, supported by Siebers, to accept the minutes of the September 20, 2023, meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 104,765 items through the end of September, up 7.6%.
- b. 42,668 people visited the library through the end of September, up 17.8%.
- c. Program attendance up 103.7% through the end of September.
- d. Meeting room use up 101.1% through the end of September.

ARTICLE IV: Budget was reviewed.

ARTICLE V:

- a. Motion by Siebers, supported by Hintze, to pay the October 2023 bills. Motion carried 5-0 on roll call. Due to absence of Secretary, Siebers was appointed to sign list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. Alyssa Sommerfeldt, from Fond du Lac County Health, provided the library staff with a Dementia refresher program on September 22.
- b. The library had 246 individuals interact with our booth at the Waupun Community Services event on October 9.
- c. State Senator Joan Ballweg sent a letter informing the library that she will be dropping off a new copy of the Wisconsin Blue Book sometime in the next few weeks.
- d. Jaeger informed the Library Board of the City of Waupun Energy Plan, which was recently completed. The Plan can be found on the City of Waupun website in the October 10 Common Council packet link.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. No action taken on the current Meeting Rooms Policy.

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

\*Next tentative meeting: Wednesday, November 15, 2023, at 4:30 p.m.

Bret Jaeger, Acting Secretary

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Oct. 23</b>	<b>Oct. 22</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>YTD%</b>
Juvenile Nonfiction	700	563	5,715	5,894	-3.0%
Juvenile Fiction	2,464	2,594	26,211	25,002	4.8%
Juvenile Periodical	3	7	90	92	-2.2%
Juvenile Book on CD	13	14	112	184	-39.1%
Juvenile MP3 audio	2	4	34	14	142.9%
Juvenile DVD	341	301	3,342	3,388	-1.4%
Juvenile Music CD	11	11	123	83	48.2%
Juvenile Video Game	31	36	390	334	16.8%
Misc. (kits, av tapes, etc)	1	0	5	5	0.0%
<b>Total Juvenile</b>	<b>3,566</b>	<b>3,530</b>	<b>36,022</b>	<b>34,996</b>	<b>2.9%</b>
Adult Nonfiction	517	510	6,052	5,567	8.7%
Adult Fiction	1,843	1,752	19,103	17,370	10.0%
Adult Periodical	69	75	623	614	1.5%
Adult Book on CD	183	141	1,790	1,584	13.0%
Adult MP3 audio	5	24	103	97	6.2%
Adult DVD	1,697	1,835	15,510	16,465	-5.8%
Adult Music CD	249	102	2,166	1,273	70.1%
Adult Video Game	11	3	152	114	33.3%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	0	2	-100.0%
Misc (kits, tapes, av games)	0	0	2	31	-93.5%
<b>Total Adult</b>	<b>4,574</b>	<b>4,442</b>	<b>45,501</b>	<b>43,117</b>	<b>5.5%</b>
<b>State Report Circulation</b>	<b>8,140</b>	<b>7,972</b>	<b>81,523</b>	<b>78,113</b>	<b>4.4%</b>
Downloads (OverDrive)	1,103	970	11,348	9,939	14.2%
ILL-Items Sent	2,533	2,130	23,247	20,065	15.9%
ILL Item Received	40	31	463	360	28.6%
<b>TOTAL CIRCULATION</b>	<b>11,816</b>	<b>11,103</b>	<b>116,581</b>	<b>108,477</b>	<b>7.5%</b>
<i>To Columbia Co. Rural</i>	25	26	406	72	463.9%
<i>To Dodge Co. Rural</i>	870	831	7,907	6,620	19.4%
<i>To FDL Co. Rural</i>	1,738	1,811	17,187	15,653	9.8%
<i>To Green Lake Co. Rural</i>	37	12	271	402	-32.6%
<b>Rural circ subtotals</b>			<b>25,771</b>	<b>22,747</b>	<b>13.3%</b>
<b>USE</b>					
<b>Patron Gate (visits)</b>	<b>4,879</b>	<b>4,470</b>	<b>47,547</b>	<b>40,700</b>	<b>16.8%</b>
In-person Programs	1,352	790	5,550	2,851	94.7%
Virtual Programs	0	0	0	48	-100.0%
Take & Make Activities	72	107	698	905	-22.9%
Meeting Room Use	207	97	2,117	1,047	102.2%
Computer Use	312	479	4,215	4,559	-7.5%
Wireless Use	392	362	3,819	3,317	15.1%
Reference Questions	314	435	3,675	3,635	1.1%
Monthly website hits	1,587	1,378	15,630	15,490	0.9%
Curbside/Window service	98	86	936	894	4.7%

Waupun Public Library																	
Budget Report																	
Account Number	Account Title	Annual Budget	Current Month	10/31/2023	YTD Actual	10/31/2022	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	516,792	-	100%									
210-43-4367-0-00	COUNTY APPROPRIATION	213,938	-	213,939	217,469	(1)	100%	Dodge, Columbia, Winnefox (Green Lake, Fall)									
210-46-4671-0-00	FEES-LIBRARY	1,200	104	706	1,141	494	59%	fine free, lost or damaged items only									
210-48-4811-0-00	INTEREST REVENUE	3,000	-	18,862	4,944	(15,862)	629%										
210-48-4816-0-00	DIVIDEND REVENUE	2,000	-	2,268	2,121	(268)	113%										
210-48-4861-0-00	GRANTS AND DONATIONS	6,000	-	5,000	5,000	1,000	83%	\$5k hicks foundation									
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	-	0%									
Total Revenues		742,930	104	757,567	747,468	(14,637)	102%										
Expenditures																	
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	416,423	30,958	323,498	303,003	92,925	78%										
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-	-										
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	45,878	3,302	39,273	49,028	6,605	86%										
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	79	732	664	59	93%										
210-60-5511-2-22	LIBRARY-RETIREMENT	20,592	1,517	15,747	14,661	4,845	76%										
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	31,673	2,304	24,624	22,813	7,049	78%										
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	1,672	1,672	(72)	104%										
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	1,597	10,408	13,348	9,592	52%										
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	323	2,995	2,616	1,005	75%										
210-60-5511-3-32	LIBRARY-UTILITIES	27,000	1,943	22,941	23,571	4,059	85%										
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	132	1,610	1,120	(10)	101%										
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	983	861	1,517	39%										
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	446	5,740	2,885	1,260	82%										
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	2,213	5,358	3,787	37%										
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	419	1,543	923	957	62%										
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	25	27,142	20,773	5,858	82%										
210-60-5511-3-39	LIBRARY-BOOKS	60,734	7,272	54,060	51,692	6,674	89%										
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	17,639	1,659	11,062	11,682	6,577	63%										
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	25	6,503	4,953	497	93%										
210-60-5511-3-42	LIBRARY-DATABASES	12,000	-	10,165	11,677	1,835	85%										
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	120	1,173	8,080	6,827	15%										
210-60-5511-3-44	LIBRARY-PROGRAMMING	11,500	34	11,925	9,850	(425)	104%	Summer reading program									
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	99	1,398	2,235	1,102	56%										
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-	-										
Total Expenditures		742,930	52,420	577,407	563,462	165,523	78%										
Excess (Deficiency) Revenues Over Expenditures		-	(52,316)	180,159	184,006												

Waupun Public Library									
Budget Report									
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes	
<b>Library Fund Trust &amp; Transfer Activity</b>									
<b>Revenues</b>									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	1,300	7,222				New account created 9/21
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-				
Total Revenues		-	-	1,300	7,222				
<b>Expenditures</b>									
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	350	350	7,298				
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-				
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	22,215	57,000				
Total Expenditures		-	350	22,565	64,298				
Excess (Deficiency) Trust/Transfer Revenues Over Expenditures		-	(350)	(21,265)	(57,076)				
<b>Library Fund Grand Totals</b>									
Total Revenues		742,930	104	758,867	754,689				
Total Expenditures		742,930	52,770	599,972	627,760				
Excess (Deficiency) Total Revenues Over Total Expenditures		-	(52,666)	158,894	126,930				
<b>Library Fund Cash Balances</b>									
210-10001	CASH-LIBRARY			(68,415.21)					
210-11612	LIBRARY SYSTEMS ACCOUNT			518,595.90					
210-11614	LIBRARY TRUST ACCOUNT			79,603.08					
	Library Trust Funds within Wells Fargo General Ckg Acct			3,568.00					
210-11615	RUTH E. BAYLEY ACCOUNT			90,730.80					
	Total Library Fund Cash			624,082.57					

*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 - November 2023 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	Batteries, bins, stickers, misc	48	Amazon Capital Services	295.42
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	635.09
		210-60-5511-339	Books	Books	48	Amazon Capital Services	531.59
		210-60-5511-344	Programming	Cups with lids	48	Amazon Capital Services	13.85
		210-60-5511-335	Promotions	Community Services, Halloween	48	Amazon Capital Services	1,014.19
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	231.27
		210-60-5511-339	Books	Books	4000	Baker & Taylor	3,676.10
		210-60-5511-339	Books	Books	8900	Center Point Large Print	118.21
		210-60-5511-330	Office Supplies	Processing supplies	11070	Demco	187.92
		210-60-5511-339	Books	Books	14102	Gale	453.68
		210-60-5511-338	Automation/technology	Wireless overwatch	16440	Inter-Quest	24.95
		210-60-5511-337	Travel/training/conference	Mileage reimbursement	16648	Jaeger, Bret	345.84
		210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	710.11
		210-60-5511-342	Databases	Hoopla	19147	Midwest Tape LLC	17.36
		210-60-5511-338	Automation/technology	Monitors	300156	Monarch Library System	465.48
		210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	19.96
		210-60-5511-345	Miscellaneous	Break Room supplies	21665	Piggly Wiggly	52.91
		210-60-5511-333	Postage	Stamps	22099	Postmaster	132.00
		210-60-5511-330	Office Supplies	Glue sticks	22402	Quill Corp	400.13
		210-60-5511-345	Miscellaneous	Funeral flowers	22795	Rens Floral	70.00
						Total:	\$ 9,396.06
11/6/2023	Manual check # 1033			Copier 2nd flr, 1 year contract		James Imaging Systems	\$ 691.80
City manual check		210-60-5511-331	Telecommunications	Spectrum		Wells Fargo autopay (Bret)	179.97
City manual check		210-60-5511-335	Promotions	gift cards		Wells Fargo autopay (Pam)	50.00
City manual check		210-60-5511-342	Databases	Ancestry; Newspapers.com		Wells Fargo autopay (Pam)	273.20
City manual check		210-60-5511-332	Utilities	Electric/water/sewer		Waupun Utilities	1,565.87

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

LIBRARY	MONTHLY REPORT November 2023
Subject	Summary
Statistics	Through the end of October, the library circulated/downloaded/loaned 116,581 items, up 7.5%, and 47,547 people walked through our doors, up 17%. Program attendance is up 95%, and meeting room use is up 102%.
Geese In Flight	Andy Glewen will be contacting Bret to find a time to remove the Geese In Flight artwork from the brick wall and return it to the golf course.
Upcoming Adult Programming	November 30 at 1:00pm & 6:00pm, Lisa from Mackford Home & Gifts will be holding a wood flower class. December 5 at 6:00pm, Chad Lewis will be presenting "Winter Legends & Lore".
WLA conference programs	Bret attended the Wisconsin Library Association Conference October 25 – 27 in Middleton. Programs included two Keynote Addresses, two lunch speakers, Notable Books, BioBlitz In Your Library, At the Movies, Trends from the Annual Report, Classified Documents, Rebranding the Library, Becoming a Special Librarian, After All These Years (system mergers), Closing Keynote, and two days of talking with vendors and librarians from around the state.
Donation received	The library received a \$5,000 donation from Beverly & Alan Martens on November 6, 2023. The funds have been deposited into the Library Trust account.



**2024 Budget recommendation to Library Board**

<b>REVENUES</b>		<b>2023</b>	<b>2024</b>
210-41-4111-0-00	General Property Taxes	\$ 516,792	\$ 553,896
210-41-4367-0-00	County reimbursements	213,938	216,625
210-41-4671-0-00	Fees (fines)	1,200	700
210-41-4811-0-00	Interest revenue	3,000	-
210-41-4816-0-00	Dividend revenue	2,000	-
210-41-4861-0-00	Grants and donations	6,000	5,000
<b>TOTAL REVENUES</b>		<b>742,930</b>	<b>776,221</b>
<b>EXPENSES</b>			
210-60-5511-1-10	Salaries/wages	416,423	435,578
210-60-5511-1-11	Overtime	-	
210-60-5511-2-20	Health insurance	45,878	50,464
210-60-5511-2-21	Life insurance	791	815
210-60-5511-2-22	Retirement	20,592	21,539
210-60-5511-2-23	Social Security/Medicare	31,673	33,129
210-60-5511-2-24	Sick leave payout	3,000	3,000
210-60-5511-2-29	Income continuation	1,600	1,700
210-60-5511-3-30	Office supplies	20,000	20,000
210-60-5511-3-31	Telecommunications	4,000	4,000
210-60-5511-3-32	Utilities	27,000	29,000
210-60-5511-3-33	Postage	1,600	1,700
210-60-5511-3-34	Membership fees	2,500	2,500
210-60-5511-3-35	Publications/promotions	7,000	7,000
210-60-5511-3-36	Repairs/maintenance	6,000	6,000
210-60-5511-3-37	Travel/Training/Conference	2,500	2,500
210-60-5511-3-38	Automation/technology upgrades	33,000	34,000
210-60-5511-3-39	Books	60,734	63,296
210-60-5511-3-40	Audiovisual	17,639	14,000
210-60-5511-3-41	Periodicals	7,000	7,000
210-60-5511-3-42	Databases	12,000	15,000
210-60-5511-3-43	Furnishings/replacement	8,000	8,000
210-60-5511-3-44	Programming	11,500	13,500
210-60-5511-3-45	Miscellaneous	2,500	2,500
<b>TOTAL EXPENSES</b>		<b>742,930</b>	<b>776,221</b>

2024 draft grid (11/15/23)																		
Library levels 1 - 6	Start	6 mo.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16
Library 1: Library Pages	14.47	14.67	10.93	11.15	11.37	11.59	15.81	16.05	16.30	16.54	16.79	17.04	17.28	17.54	17.82	18.09	18.35	18.63
Library 2: Desk Assistants	17.40	17.65	17.92	18.19	18.47	18.75	19.02	19.30	19.59	19.90	20.20	20.49	20.80	21.11	21.42	21.75	22.08	22.41
Library 3 (AV, ILL, Processing)	20.52	20.83	21.14	21.47	21.79	22.11	22.44	22.78	23.12	23.47	23.83	24.18	24.54	24.91	25.28	25.66	26.04	26.44
Library 4: Circulation & Youth Services	29.36	29.80	30.25	30.70	31.16	31.64	32.10	32.58	33.08	33.57	34.07	34.59	35.10	35.63	36.16	36.71	37.25	37.81
Library 5: Assistant Director/Ref Lib	35.89	36.42	36.97	37.52	38.10	38.66	39.24	39.83	40.42	41.03	41.65	42.27	42.90	43.54	44.20	44.87	45.54	46.22
Library 6: Library Director	13.05																	
Interns																		

Note 1: Library 1 Page wages are based on years of experience (Step 1 is 1st year, Step 4 is 4th year, etc).

Note 2: Library 1 Pages and Interns are not formally evaluated.

# 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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.