



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, October 16, 2024 at 4:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually: <https://us02web.zoom.us/j/85718219615>

Join Teleconference: 1 312 626 6799 Meeting ID: 857 1821 9615

CALL TO ORDER

ROLL CALL

MINUTES FROM PREVIOUS MEETINGS

1. September minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

2. September statistics

BUDGET SUMMARY

3. September budget report

CONSIDERATION OF BILLS FOR PAYMENT

4. October bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

5. Collection agency update
6. Librarians report

OLD BUSINESS

NEW BUSINESS

7. Meeting Room Policy revision

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

8. Tentative next meeting: Wednesday, November 20, 2024, 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, September 18, 2024**

The Waupun Public Library Board was called to order by President Bev Martens at 4:30 p.m. on Wednesday, September 18, 2024. Present were Beer, Schultz, Siebers, Svec, Jaeger, and Garcia. Sullivan was present via Zoom. Gehl and Hintze were absent.

Minutes from Previous Meetings

Motion by Siebers, second Schultz, to accept the August minutes as presented. Motion carried.

Persons Wishing to Address the Library Board

None.

Monthly Statistics

August statistics were reviewed.

Budget Summary

Current budget was reviewed.

Consideration of Bills for Payment

Motion by Schultz, second Svec, to pay the bills as presented. Motion carried 5-0 on roll call (Beer arrived after the vote).

Committee Reports

None.

Librarian's Report

Librarian's report was reviewed.

Old Business

None.

New Business

Motion by Schultz, second Siebers, to accept revisions to Code of Conduct:

#5: For reasons of public health and safety, neglecting to wear shirt, pants, shoes, or other footwear is prohibited.

#13. Alcohol is prohibited in the library or on library property.

Motion carried.

Motion Siebers, second Beer, to approve Fax Policy. Motion carried.

Future meetings and gatherings involving the Library Board

Next tentative meeting: Wednesday, October 16, 2024, at 4:30 p.m.

Adjournment

Motion by Beer, second Sullivan, to adjourn at 4:53 p.m. Motion carried.

Marie Svec, Secretary
MS/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Sep. 24	Sep. 23	YTD 2024	YTD 2023	YTD%
Juvenile Nonfiction	649	422	5,318	5,015	6.0%
Juvenile Fiction	2,572	2,272	24,611	23,747	3.6%
Juvenile Periodical	18	2	125	87	43.7%
Juvenile Book on CD	16	10	145	99	46.5%
Juvenile MP3 audio	11	0	53	32	65.6%
Juvenile DVD	245	216	2,918	3,001	-2.8%
Juvenile Music CD	5	8	87	112	-22.3%
Juvenile Video Game	41	27	396	359	10.3%
Misc. (kits, av tapes, etc)	1	0	7	4	75.0%
Total Juvenile	3,558	2,957	33,660	32,456	3.7%
Adult Nonfiction	525	589	5,229	5,535	-5.5%
Adult Fiction	1,884	1,854	17,435	17,260	1.0%
Adult Periodical	43	51	637	554	15.0%
Adult Book on CD	78	156	1,211	1,607	-24.6%
Adult MP3 audio	2	7	38	98	-61.2%
Adult DVD	1,121	1,417	13,297	13,813	-3.7%
Adult Music CD	72	185	1,123	1,917	-41.4%
Adult Video Game	6	7	89	141	-36.9%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	5	0	#DIV/0!
Misc (kits, tapes, av games)	6	0	27	2	1250.0%
Total Adult	3,737	4,266	39,091	40,927	-4.5%
State Report Circulation	7,295	7,223	72,751	73,383	-0.9%
Downloads (OverDrive)	1,202	988	10,648	10,245	3.9%
Downloads (Hoopla)	270	114	2,317	663	249.5%
ILL-Items Sent	2,314	2,245	20,978	20,714	1.3%
ILL Item Received	30	51	421	423	-0.5%
TOTAL CIRCULATION	11,111	10,621	107,115	105,428	1.6%
<i>To Columbia Co. Rural</i>	61	47	460	381	20.7%
<i>To Dodge Co. Rural</i>	632	582	6,458	7,037	-8.2%
<i>To FDL Co. Rural</i>	1,367	1,466	14,209	15,449	-8.0%
<i>To Green Lake Co. Rural</i>	50	25	325	234	38.9%
Rural circ subtotals			21,452	23,101	-7.1%
USE					
Patron Gate (visits)	4,254	3,784	42,532	42,668	-0.3%
In-person Programs	389	338	4,471	4,198	6.5%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	31	68	286	626	-54.3%
Meeting Room Use	235	190	1,949	1,910	2.0%
Computer Use	387	288	3,318	3,903	-15.0%
Wireless Use	401	351	3,202	3,427	-6.6%
Reference Questions	413	314	3,447	3,361	2.6%
Monthly website hits	2,052	1,338	17,564	14,043	25.1%
Curbside/Window service	114	84	1,022	838	22.0%

Waupun Public Library

Budget Report

	12/31/2024	9/30/2024	9/30/2024	9/30/2023		
	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Act	Budget Balance	% of Budget Budget Notes

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	553,896	-	553,896	516,792	-	100%
210-43-4367-0-00	COUNTY APPROPRIATION	216,525	-	224,606	213,939	(7,981)	104% Dodge, Columbia, Winnefox (Green Lake, FdI)
210-46-4671-0-00	FEES-LIBRARY	700	60	6,399	601	(5,699)	914% fine free, lost or damaged items only
210-48-4811-0-00	INTEREST REVENUE	-	2,941	23,975	18,862	(23,975)	#DIV/0!
210-48-4816-0-00	DIVIDEND REVENUE	-	854	2,468	2,268	(2,468)	#DIV/0!
210-48-4861-0-00	GRANTS AND DONATIONS	5,000	-	-	5,000	5,000	0% \$5k hicks foundation
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%
Total Revenues		776,221	3,854	811,345	757,462	(35,124)	105%

Expenditures

210-60-5511-1-10	LIBRARY-SALARIES/WAGES	435,578	34,649	312,071	292,540	123,507	72%
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-	
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	50,464	3,473	36,261	35,971	14,203	72%
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	815	83	726	653	89	89%
210-60-5511-2-22	LIBRARY-RETIREMENT	21,539	1,621	15,229	14,230	6,310	71%
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	33,129	2,549	23,457	22,320	9,672	71%
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,000	-	-	-	3,000	0%
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,700	167	1,504	1,504	196	88%
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	1,283	7,981	8,812	12,019	40%
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	231	2,446	2,672	1,554	61%
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	2,775	18,464	20,998	10,536	64%
210-60-5511-3-33	LIBRARY-POSTAGE	1,700	146	1,753	1,478	(53)	103%
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	780	983	1,720	31%
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	-	4,893	5,294	2,107	70%
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	757	3,184	2,213	2,816	53%
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	-	1,143	1,125	1,357	46%
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	25	26,451	27,117	7,549	78%
210-60-5511-3-39	LIBRARY-BOOKS	63,296	5,035	41,249	46,789	22,047	65%
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	2,458	9,231	9,402	4,769	66%
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	-	6,485	6,478	515	93%
210-60-5511-3-42	LIBRARY-DATABASES	15,000	757	12,303	10,165	2,697	82%
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	328	824	1,053	7,176	10%
210-60-5511-3-44	LIBRARY-PROGRAMMING	13,500	10	10,243	11,891	3,257	76% Summer reading program
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	189	1,503	1,299	997	60%
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-	
Total Expenditures		776,221	56,537	538,180	524,987	238,041	69%

Excess (Deficiency) Revenues Over Expenditures		-	(52,683)	273,165	232,475		
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Waupun Public Library

Budget Report

	12/31/2024	9/30/2024	9/30/2024	9/30/2023	
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Act

Library Fund Trust & Transfer Activity

Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes
Revenues								
210-48-4850-000	LIBRARY TRUST DONATIONS	-	5,011	6,391	1,300			New account created 9/21
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-			
	Total Revenues	-	5,011	6,391	1,300			

Expenditures

210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	864	-			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-			
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	-	22,215			
	Total Expenditures	-	-	864	22,215			

Excess (Deficiency) Trust/Transfer Revenues Over Expenditures - 5,011 5,527 (20,915)

Library Fund Grand Totals

Total Revenues	776,221	8,865	817,736	758,762
Total Expenditures	776,221	56,537	539,044	547,202
Excess (Deficiency) Total Revenues Over Total Expenditures	-	(47,672)	278,692	211,560

Library Fund Cash Balances

210-10001	CASH-LIBRARY	Wells Fargo General Ckg Acct	(26,385.32)
210-11612	LIBRARY SYSTEMS ACCOUNT	LGIP Acct 1	604,596.86
210-11614	LIBRARY TRUST ACCOUNT	LGIP Acct 2	83,995.59
	Library Trust Funds within Wells Fargo General Ckg Acct		17,068.62
210-11615	RUTH E. BAYLEY ACCOUNT		80,878.70
	Total Library Fund Cash		760,154.45

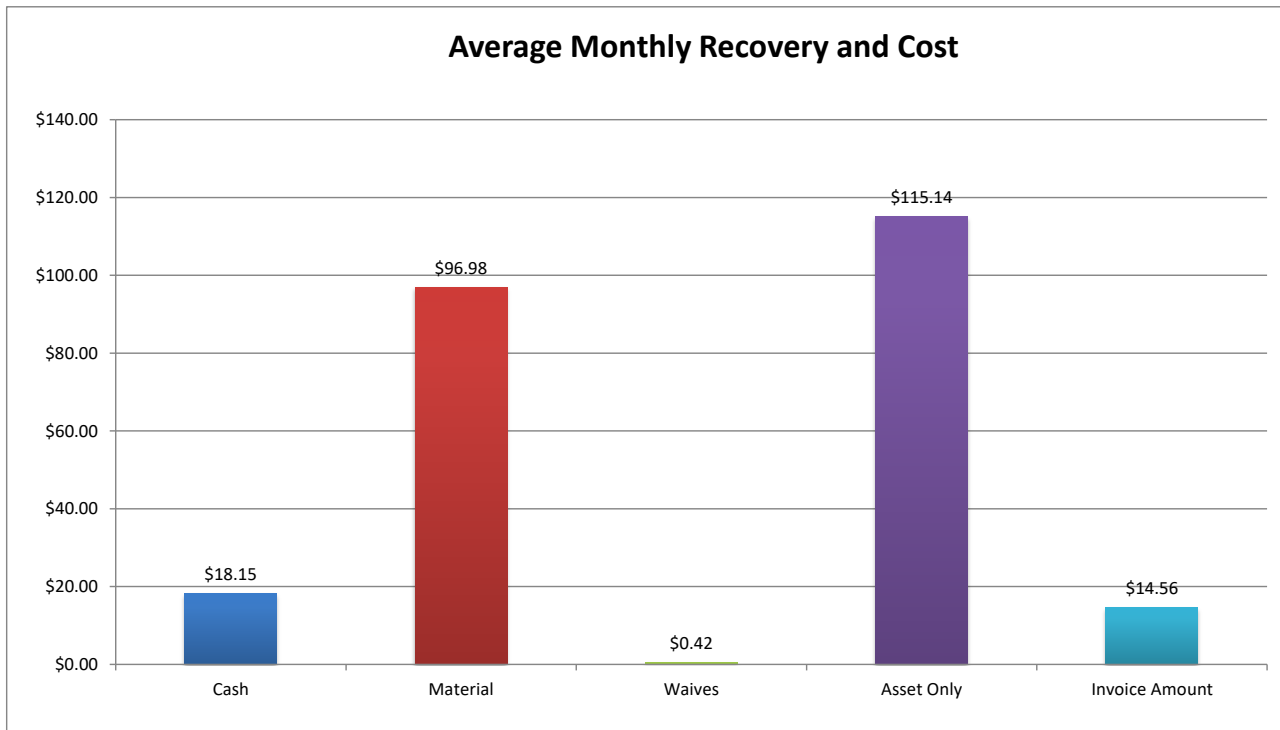
Preliminary budget report will not have an updated cash balance until all journal entries are recorded. Final month end budget report will have updated cash balances.



Monthly Recovery Statistics: Waupun Public Library

10/2023 Through 9/2024

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
September-24	\$0.00	\$88.93	\$0.00	\$88.93	\$88.93	\$23.30
August-24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
July-24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June-24	\$79.92	\$270.82	\$0.00	\$350.74	\$350.74	\$0.00
May-24	\$0.00	\$466.23	\$0.00	\$466.23	\$466.23	\$11.65
April-24	\$0.00	\$33.95	\$0.00	\$33.95	\$33.95	\$0.00
March-24	\$0.00	\$30.47	\$0.00	\$30.47	\$30.47	\$46.60
February-24	\$0.00	\$110.94	\$0.00	\$110.94	\$110.94	\$34.95
January-24	\$57.94	\$106.28	\$0.00	\$164.22	\$164.22	\$0.00
December-23	\$79.99	\$0.00	\$0.00	\$79.99	\$79.99	\$46.60
November-23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.65
October-23	\$0.00	\$56.19	\$5.00	\$61.19	\$56.19	\$0.00
Total	\$217.85	\$1,163.81	\$5.00	\$1,386.66	\$1,381.66	\$174.75
Average	\$18.15	\$96.98	\$0.42	\$115.56	\$115.14	\$14.56
Total ROI: \$8:1						



LIBRARY	MONTHLY REPORT October 2024
Subject	Summary
Statistics	Through the end of September, the library circulated/downloaded/loaned 107,115 items, and 42,532 people walked through our doors. Program attendance is up 6.5%, drive-up service window transactions up 22%.
Puzzle Race	Nine teams competed at the library's Puzzle Race night on September 24, with 35 residents attending.
Programs	Programs for October include Storytimes, book clubs, craft night, Toddler Tuesday, beading program, Lego club, and a movie afternoon.
Donation	The library received a donation of \$5,000 from Drs. Al and Bev Martens.

MEETING ROOMS POLICY – 10/16/24 draft revision

A. Purpose

The meeting rooms of the Waupun Public Library are available to non-profit community groups for presentation of informational, educational, or recreational meetings and programs in keeping with the mission of the Waupun Public Library.

B. Policy

1. Meeting rooms will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Meeting rooms are scheduled on a first come – first served basis.
2. Meeting rooms may be used for (not inclusive):
 - a. meetings which are open to the public;
 - b. organizations or individuals engaged in educational, cultural, intellectual, governmental or charitable activities.
3. Meeting rooms may not be used for:
 - a. any purpose which may interfere with the regular operation of the library;
 - b. programs involving the sale, advertising, solicitation or promotion of commercial products or services;
 - c. personal, company, or family parties.
4. No admission fee, registration fee, nor donations may be sought from meeting attendees, except by local non-profit educational, social service or cultural organizations with the specific permission of the Library Director. This guideline is waived for library fundraising.
5. No charge will be made by the library for the use of the meeting rooms.
6. Application for the use of meeting rooms must be made on the appropriate form by an authorized representative of the group.
7. Users agree to abide by the library's Code of Conduct at all times.
8. Users accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
9. Meeting rooms shall be left tidy and in an orderly condition. Groups not meeting this criteria may be charged for additional cleaning and/or lose their room use privilege.
10. Recurrent reservations for the meetings rooms will be accepted, but for no more than one calendar year at a time. At the end of the year, such reservations must be reviewed.
11. Groups are responsible for setting up the rooms, as well as leaving them in a tidy and orderly manner. Given 72 hour notice, the library will contact the Department of Public Works for possible labor in setting up the room if desired, though we cannot guarantee their assistance. Thus, the group using the room may have to set it up themselves.
12. If a group no longer needs a reservation, the library expects to be contacted to cancel the reservation. If the room is reserved and no one arrives **within one hour of their scheduled start time, the group is considered a “no show” and the room reservation will be canceled.** ~~at the appointed time, the group is considered a “no show”.~~ If a group has three no-shows in a year, the group cannot book the room for the twelve months following the third “no show.”
13. Storage facilities will not be provided for any non-library organization.
14. The library is not responsible for the supervision and security of the exhibits and displays.
15. Meeting rooms and front entrance of the library must be vacated no later than 10 p.m. In the event a group stays later and sets off the building security system, the group may be prohibited from future use of the meeting rooms.
16. If a meeting runs beyond regular service hours, the group must turn off all lights and verify that the front door catches and locks behind them when leaving the building.

Adopted 2/23/2015, Revised 7/19/2023