



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD**  
**Waupun Public Library – 123 S. Forest Street,**  
**Waupun WI**  
**Wednesday, October 19, 2022 at 4:30 PM**

The Waupun Public Library board of Trustees will meet at 4:30 p.m. on October 19, 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/86571754872>

**2. By phone:**

1-312-626-6799

Meeting ID: 865 7175 4872

**CALL TO ORDER**

**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.](#) Budget thru September

**CONSIDERATION OF BILLS FOR PAYMENT**

[4.](#) October bills

**COMMITTEE REPORTS**

**LIBRARIAN'S REPORT**

[5.](#) Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

[6.](#) Circulation Policy revision

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

[7.](#) Tentative next meeting: Wednesday, November 16, 2022, 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 21, 2022**

In the absence of Beverly Martens, President, the Waupun Public Library Board was called to order by Sadie Schultz, Vice-President at 4:30 p.m. on Wednesday, September 21, 2022. Present were Gehl, Sullivan, Siebers, Rohrer, Garcia, and Jaeger. Hintze present per Zoom.

ARTICLE I: Motion by Siebers, supported by Sullivan, to accept the minutes of the August 17, 2022 meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 85,795 items through the end of August.
- b. Drive-thru window service: handled 724 transactions through the end of August.

ARTICLE IV: Budget reviewed and in good shape. We are two thirds of the way through the year and have used 62% of the 2022 budget.

ARTICLE V:

- a. Motion by Hintz, supported by Rohrer, to pay September bills. Motion carried 6-0 on roll call.

ARTICLE VI: No committee reports.

ARTICLE VII: Librarians' Report.

- a. Students from Warrior Innovation have completed the installation of directional signage on the second floor, using a practical, creative method for hanging the signs.
- b. Paintworx has completed the re-staining of the front stone lettering.
- c. Buckstaff has completed the installation of locking storage cabinets for the Shaler Room. Questions about shelving size will be addressed by Buckstaff.

ARTICLE VIII: No Old Business.

ARTICLE IX: No New Business.

ARTICLE X: Motion by Sullivan, supported by Siebers, to adjourn at 4:45 p.m. Motion carried.

\*Next tentative meeting: Wednesday, October 19, 2022 at 4:30 p.m.

SANDRA ROHRER Secretary  
SR/bkj

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Sep. 22</b>	<b>Sep. 21</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>YTD%</b>
Juvenile Nonfiction	1,592	359	5,331	4,025	32.4%
Juvenile Fiction	2,422	1,550	22,408	16,259	37.8%
Juvenile Periodical	7	9	85	74	14.9%
Juvenile Book on CD	11	15	170	100	70.0%
Juvenile MP3 audio	4	1	10	8	25.0%
Juvenile DVD	280	283	3,087	2,376	29.9%
Juvenile Music CD	7	10	72	70	2.9%
Juvenile Video Game	58	24	298	340	-12.4%
Misc. (kits, av tapes, etc)	0	0	5	0	#DIV/0!
<b>Total Juvenile</b>	<b>4,381</b>	<b>2,251</b>	<b>31,466</b>	<b>23,252</b>	<b>35.3%</b>
Adult Nonfiction	535	492	5,057	4,614	9.6%
Adult Fiction	1,582	1,604	15,618	14,381	8.6%
Adult Periodical	31	68	539	654	-17.6%
Adult Book on CD	128	199	1,443	1,400	3.1%
Adult MP3 audio	14	10	73	39	87.2%
Adult DVD	1,643	1,385	14,630	12,652	15.6%
Adult Music CD	157	120	1,171	1,134	3.3%
Adult Video Game	25	24	111	90	23.3%
Pamphlets/Vertical File	0	0	0	2	-100.0%
Equipment/die cuts	1	0	2	0	#DIV/0!
Misc (kits, tapes, av games)	0	0	31	1	3000.0%
<b>Total Adult</b>	<b>4,116</b>	<b>3,902</b>	<b>38,675</b>	<b>34,967</b>	<b>10.6%</b>
<b>State Report Circulation</b>	<b>8,497</b>	<b>6,153</b>	<b>70,141</b>	<b>58,219</b>	<b>20.5%</b>
Downloads (OverDrive)	962	899	8,969	8,946	0.3%
ILL-Items Sent	2,099	2,261	17,935	19,252	-6.8%
ILL Item Received	21	23	329	222	48.2%
<b>TOTAL CIRCULATION</b>	<b>11,579</b>	<b>9,336</b>	<b>97,374</b>	<b>86,639</b>	<b>12.4%</b>
<i>To Columbia Co. Rural</i>	0	4	46	8	475.0%
<i>To Dodge Co. Rural</i>	653	421	5,789	4,436	30.5%
<i>To FDL Co. Rural</i>	1,450	1,225	13,842	12,289	12.6%
<i>To Green Lake Co. Rural</i>	13	67	390	443	-12.0%
Rural circ subtotals			20,067	17,176	16.8%
<b>USE</b>					
<b>Patron Gate (visits)</b>	<b>3,659</b>	<b>2,708</b>	<b>36,230</b>	<b>19,563</b>	<b>85.2%</b>
In-person Programs	243	91	2,061	1,832	12.5%
Virtual Programs	0	0	48	0	#DIV/0!
Take & Make Activities	71	0	798	0	#DIV/0!
Meeting Room Use	149	1	950	1	94900.0%
Computer Use	330	330	4,080	1,821	124.1%
Wireless Use	346	254	2,955	1,904	55.2%
Reference Questions	344	288	3,200	3,052	4.8%
Monthly website hits	1,247	1,472	14,112	13,807	2.2%
Curbside/Window service	84	35	808	1615	-50.0%



<b>Waupun Public Library</b>									
Budget Report									
Account Number	Account Title	12/31/2022 Annual Budget	9/30/2022 Current Month	9/30/2022 YTD Actual	9/30/2021 Prior Yr YTD Acti	Budget Balance	% of Budget	Budget Notes	
<b>Library Fund Operating Activity</b>									
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, Winnefox (Green Lake, FdL)	
210-46-4671-0-00	FEES-LIBRARY	1,200	87	1,094	626	106	91%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	1,500	1,131	3,886	210	(2,386)	259%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	707	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	1,925	746,362	748,109	(10,191)	101%		
<b>Expenditures</b>									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	401,953	27,927	275,474	277,079	126,479	69%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	57,851	4,203	44,825	39,185	13,026	77%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	68	596	622	195	75%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,992	1,387	13,275	14,467	6,717	66%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	30,750	2,047	20,797	21,013	9,953	68%		
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	1,504	1,170	(4)	100%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	1,541	12,655	9,438	7,345	63%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	226	2,390	1,619	1,610	60%		
210-60-5511-3-32	LIBRARY-UTILITIES	23,000	2,535	21,303	17,435	1,697	93%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	120	1,060	1,109	540	66%		
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	192	2,885	1,217	4,115	41%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	1,153	5,358	2,180	642	89%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	92	844	110	1,656	34%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	244	20,748	22,589	12,252	63%		
210-60-5511-3-39	LIBRARY-BOOKS	60,734	8,093	46,952	50,275	13,782	77%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	1,976	9,651	9,226	9,349	51%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	-	4,933	4,552	2,067	70%		
210-60-5511-3-42	LIBRARY-DATABASES	12,000	-	10,451	9,924	1,549	87%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	8,080	8,080	-	(80)	101%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	11,500	79	9,850	6,826	1,650	86%	Summer reading program	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	476	2,044	848	456	82%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		736,171	60,608	516,535	491,586	219,636	70%		
Excess (Deficiency) Revenues Over Expenditures		-	(58,683)	229,828	256,522				

Waupun Public Library							
Budget Report							
Account Number	Account Title	12/31/2022	9/30/2022	9/30/2022	9/30/2021		
Library Fund Trust & Transfer Activity		Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget Budget Notes
Revenues							
210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	7,222	6,556		New account created 9/21
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-		
Total Revenues		-	-	7,222	6,556		
Expenditures							
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	7,298	-		
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	30,195		
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	57,000	-	57,000	38,000		
Total Expenditures		57,000	-	64,298	68,195		
Excess (Deficiency) Trust/Transfer Revenues Over Expenditures		(57,000)	-	(57,076)	(61,639)		
Library Fund Grand Totals							
Total Revenues		736,171	1,925	753,584	754,664		
Total Expenditures		793,171	60,608	580,832	559,781		
Excess (Deficiency) Total Revenues Over Total Expenditures		(57,000)	(58,683)	172,752	194,883		
Library Fund Cash Balances							
210-10001	CASH-LIBRARY		Wells Fargo General Ckg Acct	(8,388.66)			
210-11612	LIBRARY SYSTEMS ACCOUNT		LGIP Acct 1	509,716.57			
210-11614	LIBRARY TRUST ACCOUNT		LGIP Acct 2	60,446.26			
	Library Trust Funds within Wells Fargo General Ckg Acct			6,605.78			
210-11615	RUTH E. BAYLEY ACCOUNT			94,301.70			Preliminary budget report will not have an updated cash balance until all journal entries are recorded.
	Total Library Fund Cash			662,681.65			Final month end budget report will have updated cash balances.



Waupun Public Library - October 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>
		210-60-5511-339	Books	Books	47	Amazon	743.37
		210-60-5511-340	Audiovisual	AV materials	47	Amazon	438.49
		210-60-5511-330	Office supplies	Markers, misc office	47	Amazon	232.77
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	157.84
		210-60-5511-340	Audiovisual	AV conversions	1971	AVA Photo & Video	199.00
		210-60-5511-339	Books	Books	4000	Baker & Taylor	2,974.68
		210-60-5511-330	Office supplies	Ink cartridges	8025	CDW-G	39.31
		210-60-5511-330	Office supplies	Book covers, tape, labels	11070	Demco	394.74
		210-60-5511-340	Audiovisual	Audiobooks	12875	Findaway World	749.85
		210-60-5511-339	Books	Books	13895	Frederick, Michael	48.00
		210-60-5511-339	Books	Books	14102	Gale	88.46
		210-60-5511-342	Databases	Petersons Career Prep	14102	Gale	1,225.92
		210-60-5511-337	Travel/training/conference	Mileage reimbursement	14402	Garcia, Pam	78.75
		210-60-5511-338	Automation/technology	Wireless system	16440	Inter-Quest	24.95
		210-60-5511-341	Periodicals	Bowker Annual	16124	Information Today, Inc	319.73
		210-60-5511-339	Books	Books	18463	Maris Associates	445.72
		210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	643.43
		210-60-5511-341	Periodicals	Our Wisconsin	20911	Our Wisconsin	19.98
		210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	42.59
		210-60-5511-345	Miscellaneous	Break Room/hosting supplies	21665	Piggly Wiggly	74.89
		210-60-5511-333	Postage	Stamps	22099	Postmaster	60.00
		210-60-5511-330	Office supplies	Planners	22402	Quill Corp	25.98
		210-60-5511-345	Miscellaneous	Funeral flowers	22795	Rens Floral	73.90
		210-60-5511-339	Books	Books	24810	Taste of Home Books	107.94
		210-60-5511-339	Books	Collection agency	25484	Unique Mgt Services	11.65
						Total:	\$ 9,221.94
10/3/2022	Manual check # 1020			WLA conference registration		Wis Library Association	210.00
10/10/2022	Manual check # 1021			Lost book		Waterford Public Library	18.00
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	2,110.08

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

<b>LIBRARY</b>	<b>MONTHLY REPORT TO LIBRARY BOARD October 2022</b>
<b>Subject</b>	<b>Summary</b>
Statistics	Through the end of September, the library circulated/downloaded/loaned 97,374 items, and curbside/window service handled 808 transactions.
Staffing	We still have one staff out on medical leave, and hope to have that person back soon.
Cabinet	The cabinet for the trucks display has been installed. Bret will be calling Don Schultz so he can stop by and put all the trucks on the shelves.
Veteran's Day Program	Gerry Stiemsma will be presenting a program on Saturday, November 12 at 10:00 am, describing his experiences in the Vietnam War.

# **Circulation Policy – DRAFT revision**

## **A. Registration**

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card.

Proof of current address is required. Current address on Driver's License is sufficient, or picture ID and piece of mail.

Applicants from 6 to 17 years of age may obtain a library card when their parent or legal guardian gives their consent on the application form. Parental signature is not required for children who are renewing or replacing cards.

Materials cannot be checked out until a library card is issued.

## **B. Your Library Card**

You must use your card to check out materials from the library. By applying for a library card you have agreed to obey all the rules and regulations of the Waupun Public Library; to pay all fines charged against your account for ~~overdue~~, ~~damaged~~, or lost material; and to give prompt notice of name and address changes.

If a patron loses his/her card, or has it stolen, they must notify the library as soon as possible. He/she is responsible for any materials checked out prior to notifying the library. ~~As with a credit card~~, Patrons are financially responsible for any items borrowed using their card.

The Waupun Public Library will not allow patrons who owe library fines to use other persons' library cards to acquire materials. These efforts to avoid payment of fines on their own cards are unacceptable and may result in permanent suspensions of borrowing and computer privileges from the Waupun Public Library.

## **C. Loan Periods**

Loan periods for all materials will follow the standard loan periods approved by the Monarch Library System libraries.



## **D. Reserves and Interlibrary Loans**

Reserves on items found in our online catalog may be placed by patrons either in person, over the phone, or online. Patrons will be notified when the materials are available.

Interlibrary loan requests for items outside of our system collection may be requested in person, over the phone, email, or via the WISCAT system. Those wishing to place their own ILL requests online via the WISCAT system must first set up a special account through the library.

There is no charge to the patron for placing a reserve or for interlibrary loan services.

## **E. Fines and charges**

~~Three~~ Two notices will be sent by mail at varying time intervals after the material is due. If the material is still not returned, a bill will be sent for the replacement cost of the material. As a last resort, a collection agency and/or local police department may attempt to recover the material or cost of the material. Patrons with fines exceeding five dollars may not check out materials.

## **F. Damaged materials**

If returned materials are damaged and judged by the library as being unsuitable for the collection, the patron must pay the replacement cost.

## **G. Confidentiality**

As specified in Wisconsin statutes 43.30: “Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library’s documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under sub. (4), to library under subs. (2) and (3), or to law enforcement officers under sub. (5).”

Adopted 11/18/19