



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, January 15, 2025 at 4:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually: <https://us02web.zoom.us/j/86456378260>

Join Teleconference: 1 312 626 6799 Meeting ID: 864 5637 8260

CALL TO ORDER

ROLL CALL

MINUTES FROM PREVIOUS MEETINGS

1. December minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

2. December statistics

BUDGET SUMMARY

3. December budget report, not final

CONSIDERATION OF BILLS FOR PAYMENT

4. Dec 2024 bills paid Jan 2025
5. 2025 January bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

6. Librarians report
7. End of 2024 stock report

OLD BUSINESS

NEW BUSINESS

8. Laminating Policy review

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

9. Tentative next meeting: Wednesday, February 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, December 18, 2024**

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

Minutes from Previous Meetings

Motion by Beer, second Siebers, to accept the November minutes as presented. Motion carried.

Persons Wishing to Address the Library Board

Mayor Rohn Bishop attended the first part of the meeting and thanked the members for serving on the Library Board.

Monthly Statistics

November statistics were reviewed.

Budget Summary

Current budget was reviewed.

Consideration of Bills for Payment

Motion by Schultz, second Sullivan, to pay the bills as presented. Motion carried 8-0 on roll call.

Committee Reports

None.

Librarian's Report

Librarian's report was reviewed.

Old Business

None.

New Business

Motion by Siebers, second Schultz, to approve the edit of removing "10" in the second paragraph of the Fire Prevention, Emergency Evacuation Policy/Procedures. Motion carried.

Future meetings and gatherings involving the Library Board

Next tentative meeting: Wednesday, January 15, 2025, at 4:30 p.m.

Adjournment

Motion by Beer, second Martens, to adjourn at 4:50 p.m. Motion carried.

Marie Svec, Secretary
MS/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Dec. 24	Dec. 23	YTD 2024	YTD 2023	YTD%
Juvenile Nonfiction	605	640	7,249	7,035	3.0%
Juvenile Fiction	1,495	1,623	30,576	30,278	1.0%
Juvenile Periodical	7	1	143	102	40.2%
Juvenile Book on CD	16	29	198	167	18.6%
Juvenile MP3 audio	5	1	61	35	74.3%
Juvenile DVD	272	339	3,846	4,053	-5.1%
Juvenile Music CD	5	0	106	133	-20.3%
Juvenile Video Game	26	18	481	438	9.8%
Misc. (kits, av tapes, etc)	0	0	15	5	200.0%
Total Juvenile	2,431	2,651	42,675	42,246	1.0%
Adult Nonfiction	466	519	6,846	7,085	-3.4%
Adult Fiction	1,534	1,719	22,566	22,389	0.8%
Adult Periodical	84	56	812	716	13.4%
Adult Book on CD	91	159	1,549	2,082	-25.6%
Adult MP3 audio	5	4	52	113	-54.0%
Adult DVD	1,449	1,555	17,361	18,667	-7.0%
Adult Music CD	64	149	1,377	2,489	-44.7%
Adult Video Game	11	3	119	161	-26.1%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	5	0	#DIV/0!
Misc (kits, tapes, av games)	11	0	48	2	2300.0%
Total Adult	3,715	4,164	50,735	53,704	-5.5%
State Report Circulation	6,146	6,815	93,410	95,950	-2.6%
Downloads (OverDrive)	1,085	1,033	14,064	13,402	4.9%
Downloads (Hoopla)	256	206	3,124	1,278	144.4%
ILL-Items Sent	2,189	2,055	28,023	27,837	0.7%
ILL Item Received	37	39	547	556	-1.6%
TOTAL CIRCULATION	9,713	10,148	139,168	139,023	0.1%
<i>To Columbia Co. Rural</i>	57	33	581	453	28.3%
<i>To Dodge Co. Rural</i>	604	666	8,335	9,227	-9.7%
<i>To FDL Co. Rural</i>	1,277	1,415	18,350	20,198	-9.1%
<i>To Green Lake Co. Rural</i>	9	13	385	308	25.0%
Rural circ subtotals			27,651	30,186	-8.4%
USE					
Patron Gate (visits)	3,439	3,272	54,815	55,157	-0.6%
In-person Programs	346	313	5,562	6,314	-11.9%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	21	60	372	830	-55.2%
Meeting Room Use	155	145	2,477	2,409	2.8%
Computer Use	204	252	4,105	4,773	-14.0%
Wireless Use	343	297	4,295	4,503	-4.6%
Reference Questions	445	307	4,770	4,295	11.1%
Monthly website hits	1,634	1,354	22,530	18,458	22.1%
Curbside/Window service	111	77	1,376	1,109	24.1%

Waupun Public Library

Budget Report

Account Number	Account Title	12/31/2024 Annual Budget	12/31/2024 Current Month	12/31/2024 YTD Actual	12/31/2023 Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes
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Library Fund Operating Activity

(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	216,625	-	224,606	213,939	(7,981)	104%	Dodge, Columbia, Winnefox (Green Lake,
210-46-4671-0-00	FEES-LIBRARY	700	(4,965)	1,528	743	(828)	218%	fine free, lost or damaged items only
210-48-4811-0-00	INTEREST REVENUE	-	-	28,213	26,207	(28,213)	#DIV/0!	
210-48-4816-0-00	DIVIDEND REVENUE	-	807	3,228	3,024	(3,228)	#DIV/0!	
210-48-4861-0-00	GRANTS AND DONATIONS	5,000	5,000	5,000	5,000	-	100%	\$5k hicks foundation
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%	
Total Revenues		776,221	842	816,472	765,704	(40,251)	105%	

Expenditures

210-60-5511-1-10	LIBRARY-SALARIES/WAGES	435,578	31,956	427,367	409,031	8,211	98%	
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-		
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	50,464	3,783	46,991	46,049	3,473	93%	
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	815	83	974	890	(159)	120%	
210-60-5511-2-22	LIBRARY-RETIREMENT	21,539	1,621	20,996	19,629	543	97%	
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	33,129	2,402	32,031	30,510	1,098	97%	
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,000	-	-	3,281	3,000	0%	
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,700	167	2,006	2,006	(306)	118%	
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	5,385	16,773	16,475	3,227	84%	
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	281	3,189	4,267	811	80%	
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	2,011	24,606	28,022	4,394	85%	
210-60-5511-3-33	LIBRARY-POSTAGE	1,700	219	2,191	1,940	(491)	129%	
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	780	1,399	1,720	31%	
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	22	6,805	6,805	195	97%	
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	1,805	4,989	2,213	1,011	83%	
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	213	2,001	2,008	499	80%	
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	25	29,469	31,636	4,531	87%	
210-60-5511-3-39	LIBRARY-BOOKS	63,296	6,592	60,250	67,786	3,046	95%	
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	1,279	12,440	14,694	1,560	89%	
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	759	7,269	7,223	(269)	104%	
210-60-5511-3-42	LIBRARY-DATABASES	15,000	994	14,905	11,358	95	99%	
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	2,320	3,915	1,757	4,085	49%	
210-60-5511-3-44	LIBRARY-PROGRAMMING	13,500	708	13,098	12,241	402	97%	Summer reading program
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	151	1,973	2,193	527	79%	
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-		
Total Expenditures		776,221	62,776	735,018	723,413	41,203	95%	

Excess (Deficiency) Revenues Over Expenditures

-	(61,934)	81,454	42,292
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Waupun Public Library

Budget Report

Account Number	Account Title	12/31/2024 Annual Budget	12/31/2024 Current Month	12/31/2024 YTD Actual	12/31/2023 Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes
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Library Fund Trust & Transfer Activity

Revenues								
210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	6,438	6,400			New account created 9/21
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-			
	Total Revenues	-	-	6,438	6,400			

Expenditures

210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	864	350			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	29,708	29,708	-			
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	-	22,215			
	Total Expenditures	-	29,708	30,572	22,565			

Excess (Deficiency) Trust/Transfer Revenues Over Expenditures - (29,708) (24,135) (16,165)

Library Fund Grand Totals

	Total Revenues	776,221	842	822,910	772,104			
	Total Expenditures	776,221	92,485	765,590	745,978			
	Excess (Deficiency) Total Revenues Over Total Expenditures	-	(91,643)	57,319	26,127			

Library Fund Cash Balances

210-10001	CASH-LIBRARY			Wells Fargo General Ckg Acct	(60,515.55)			
210-11612	LIBRARY SYSTEMS ACCOUNT			LGIP Acct 1	443,142.27			
210-11614	LIBRARY TRUST ACCOUNT			LGIP Acct 2	87,108.97			
210-11615	Library Trust Funds within Wells Fargo General Ckg Acct				(11,832.55)			
	RUTH E. BAYLEY ACCOUNT				80,878.70			Preliminary budget report will not have an updated cash balance until all journal entries are recorded.
	Total Library Fund Cash				538,781.84			Final month end budget report will have updated cash balances.

Waupun Public Library - Dec 2024 Bills paid Jan 2025

<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>
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	95.30
		210-60-5511-339	Books	Books	48	Amazon Capital Services	1,557.16
		210-60-5511-330	Office supplies	Papers, keyboard	48	Amazon Capital Services	202.18
		210-60-5511-344	Programming	Misc program supplies	48	Amazon Capital Services	215.67
		210-60-5511-339	Books	Books	4000	Baker & Taylor	1,016.45
		210-60-5511-330	Office supplies	Security sensitizer, binders	11070	Demco	3,695.05
		210-60-5511-331	Telecommunications	State data circuit	11148	Dept of Administration	600.00
		210-60-5511-337	Travel/training/conf.	Mileage reimbursement	13276	Fix, Wayne	6.03
		210-60-5511-339	Books	Books	14102	Gale	189.17
		210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	340.19
		210-60-5511-336	Repair/maintenance	WiggleRoom installation	300300	Midwest Installation Services	5,700.00
		210-60-5511-342	Databases	Hoopla	19147	Midwest Tape, LLC	665.72
		210-60-5511-339	Books	Books	21236	Penworthy	2,161.71
		210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	12.01
		210-60-5511-345	Miscellaneous	Break room supplies	21665	Piggly Wiggly	48.80
		210-60-5511-340	Audiovisual	Audiovisual	21876	Playaway Products	810.20
						Subtotal:	\$ 17,315.64
City manual check		210-60-5511-331	Telecommunications	Spectrum		Wells Fargo autopay (Bret)	179.97
City manual check		210-60-5511-334	Membership fees	Business Prime		Wells Fargo autopay (Pam)	179.00
City manual check		210-60-5511-341	Periodicals	FDL Reporter subscription		Wells Fargo autopay (Pam)	1,665.18
City manual check		210-60-5511-332	December utilities	Electric/water/sewer		Waupun Utilities	1,549.21
						Total:	20,889.00

Authorized signature: _____

Waupun Public Library - January 2025 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	Miscellaneous office supplies	48	Amazon Capital Services	110.71
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	62.98
		210-60-5511-339	Books	Books	48	Amazon Capital Services	363.01
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	1,207.79
		210-60-5511-338	Automation/technology	Wireless overwatch	16440	Inter-Quest	24.95
		210-60-5511-336	Repair/maintenance	Replacement keys	17281	Lappen Security	135.00
		210-60-5511-333	Postage	Stamps	22099	Postmaster	146.00
		210-60-5511-342	Databases	Ancestry Library	22216	ProQuest	1,618.07
		210-60-5511-339	Books	Collection agency	25484	Unique Mgt Services	58.25
		210-60-5511-334	Membership fees	Annual dues	29301	WI Library Association	237.00
						Total:	\$ 3,963.76

Authorized signature: _____

2024 library accomplishments

- Installed a study pod on the second floor for individual or small group use.
- Installed a glass display case on the second floor for the statue plates collection.
- Circulated/downloaded/loaned 139,168 items.
- Staff answered 4,770 reference questions.
- 1,176 curbside service transactions.
- 4,105 computer sessions.
- 22,530 website hits.
- 5,562 residents attended our library programs, ranging from preschool storytimes to adult programs. Additionally, residents picked up 372 Take & Make projects.

JANUARY

123 S FOREST STREET

(920) 324-7925

WAUPUN, WI 53963

WWW.CITYOFWAUPUN.ORG/LIBRARY



MONDAY-THURSDAY
FRIDAY-SATURDAY
SUNDAY

9am-8pm
9am-4:30pm
CLOSED

2025

FINE ARTS GALLERY
FEATURING JUSTINE
PORTER DEC 6th - JAN
29th

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	13	14	15	16	17	18
F.O.W.L. BOOK SALE 10am-4pm	CRAFT NIGHT	6pm	STORYTIME LIBRARY BOARD MEETING 4:30pm	LEGO CLUB 3:30-5pm	LIBRARY OPENS AT 10am 1pm	
19	20	21	22	23	24	25
	TODDLER TUESDAY 10am-12pm	STORYTIME 11am	STORYTIME 11am			
26	27	28	29	30	31	
		STORYTIME 11am	JIGSAW PUZZLE RACE *req required 6pm			

Stock breakdown - Waupun Public Library

End of 2024

<u>Name of stock</u>	<u>Symbol</u>	<u>Shares</u>	<u>Share \$</u>	<u>2024 Total</u>	<u>2023 Total</u>	<u>% change</u>	<u>Amount</u>
Ameren	AEE	80	89.14	7,131.20	5,787.20	23.2%	1,344.00
Wisconsin Energy Corp.	WEC	870	94.04	81,814.80	73,227.90	11.7%	8,586.90
Wis. Electric. - Preferred 1-800-881-5882 1-414-221-2345	WELPP	30	62.21	1,866.30	1,863.60	0.1%	2.70
				----- \$90,812.30	----- \$ 80,878.70	----- 12.3%	----- 9,933.60

Latest
Qtrly
Dividend

Ameren	\$	53.60
WEC		726.45
WELPP		27.00

Waupun Public Library Laminating Policy

The Waupun Public Library offers laminating services to library patrons upon request. Patrons must fill out the attached application.

Cost for Laminating:

- ½ Page (4¼" x 5½", including business card size): **\$.50 per page**
- Full Page (8½" x 11"): **\$1.00 per page**

Laminating Schedule:

- Projects 10 full pages or less:
 - Projects will be completed immediately as long as there is adequate staffing and at least 30 minutes prior to closing.
- Projects larger than 10 full pages, or library is closing in less than 30 minutes or does not have adequate staff present:
 - Patron will be requested to leave materials at the library for processing. Library staff will complete the laminating as soon as time allows.
 - Patrons must prepay when leaving jobs for processing.
 - Patrons must pick up materials within 7 days after notification that the job is complete.

Laminating Disclaimers:

Due to the heat process involved in lamination and the possibility of special coatings on materials, the library assumes no liability as to its effect on the items being laminated.

The library will not laminate Social Security cards (it will obscure security features) and laminating should not be conducted with thermal paper (will turn original completely black). The library reserves the right to refuse any materials to be laminated if deemed inappropriate.

Waupun Public Library Laminating Application

I have read and understand the Waupun Public Library Laminating Policy. I understand and agree to the following:

- The Library is not responsible for damage or loss of materials of the final condition of processed materials. No refunds will be issued.
- The Library has the right to dispose of items not picked up 7 days after notification.
- The Library will not laminate Social Security cards, thermal paper, or anything the Library deems as inappropriate.

Description of items (if left at the library for processing):

Patron information:

Name: _____ Phone: _____

Signature: _____ Date: _____

Staff Use Only:

Amount Paid: \$ _____ Date Completed: _____ Date Patron Notified: _____

Approved 8/17/22