



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, August 21, 2024 at 4:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually: <https://us02web.zoom.us/j/81740025316>

Join Teleconference: 1 312 626 6799 Meeting ID: 817 4002 5316

CALL TO ORDER

ROLL CALL

MINUTES FROM PREVIOUS MEETINGS

1. July minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

2. July statistics

BUDGET SUMMARY

3. July budget report

CONSIDERATION OF BILLS FOR PAYMENT

4. August bills

COMMITTEE REPORTS

5. Budget Committee

LIBRARIAN'S REPORT

6. Librarians report

OLD BUSINESS

NEW BUSINESS

7. 2025 Budget request

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

8. Tentative next meeting: Wednesday, September 18, 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, July 17, 2024**

The Waupun Public Library Board was called to order by President Bev Martens at 4:30 p.m. on Wednesday, July 17, 2024. Present were Beer, Gehl, Schultz, Siebers, and Svec. Hintze was present via Zoom. Sullivan was absent.

Minutes from Previous Meetings

Motion by Schultz, second Hintze, to accept the June minutes as presented. Motion carried.

Persons Wishing to Address the Library Board

None.

Monthly Statistics

June statistics were reviewed.

Budget Summary

Current budget was reviewed.

Consideration of Bills for Payment

Motion by Svec, second Siebers, to pay the bills as presented. Motion carried 7-0 on roll call.

Committee Reports

Budget Committee reported that they met and made some adjustments based on numbers from the city. The 2025 budget request from the Library Board to the city will be under new business at the August Library Board meeting.

Librarian's Report

Librarian's report was reviewed. Bret added that he met with Forsell Gappa regarding his concerns.

Old Business

None.

New Business

Motion by Siebers, second Beer, to change the word "film" to "video" in section 12 of the Code of Conduct. Motion carried.

Future meetings and gatherings involving the Library Board

Next tentative meeting: Wednesday, August 21, 2024, at 4:30 p.m.

Adjournment

Motion by Siebers, second Gehl, to adjourn at 5:04 p.m. Motion carried.

Marie Svec, Secretary
MS/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Jul. 24	Jul. 23	YTD 2024	YTD 2023	YTD%
Juvenile Nonfiction	618	580	4,138	4,156	-0.4%
Juvenile Fiction	3,546	3,113	19,369	18,877	2.6%
Juvenile Periodical	24	8	97	80	21.3%
Juvenile Book on CD	12	18	115	77	49.4%
Juvenile MP3 audio	1	0	38	25	52.0%
Juvenile DVD	386	373	2,396	2,455	-2.4%
Juvenile Music CD	12	21	78	93	-16.1%
Juvenile Video Game	67	60	294	270	8.9%
Misc. (kits, av tapes, etc)	0	0	4	4	0.0%
Total Juvenile	4,666	4,173	26,529	26,037	1.9%
Adult Nonfiction	553	596	4,088	4,387	-6.8%
Adult Fiction	2,296	2,275	13,538	13,229	2.3%
Adult Periodical	82	50	516	428	20.6%
Adult Book on CD	120	152	1,031	1,282	-19.6%
Adult MP3 audio	4	6	28	80	-65.0%
Adult DVD	1,585	1,562	10,842	10,684	1.5%
Adult Music CD	91	161	935	1,561	-40.1%
Adult Video Game	18	31	67	120	-44.2%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	5	0	#DIV/0!
Misc (kits, tapes, av games)	0	0	21	2	950.0%
Total Adult	4,749	4,833	31,071	31,773	-2.2%
State Report Circulation	9,415	9,006	57,600	57,810	-0.4%
Downloads (OverDrive)	1,191	1,195	8,327	8,080	3.1%
Downloads (Hoopla)	277	106	1,744	410	325.4%
ILL-Items Sent	2,484	2,281	16,379	15,939	2.8%
ILL Item Received	37	63	354	308	14.9%
TOTAL CIRCULATION	13,404	12,651	84,404	82,547	2.2%
<i>To Columbia Co. Rural</i>	45	58	335	278	20.5%
<i>To Dodge Co. Rural</i>	823	751	5,113	5,693	-10.2%
<i>To FDL Co. Rural</i>	1,795	1,842	11,459	12,257	-6.5%
<i>To Green Lake Co. Rural</i>	6	20	250	185	35.1%
Rural circ subtotals			17,157	18,413	-6.8%
USE					
Patron Gate (visits)	5,556	5,573	33,702	34,141	-1.3%
In-person Programs	483	685	4,037	3,768	7.1%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	42	75	192	486	-60.5%
Meeting Room Use	164	158	1,564	1,515	3.2%
Computer Use	485	616	2,433	2,988	-18.6%
Wireless Use	371	412	2,418	2,711	-10.8%
Reference Questions	561	394	2,573	2,615	-1.6%
Monthly website hits	1,751	1,787	13,233	11,005	20.2%
Curbside/Window service	101	102	790	650	21.5%

Waupun Public Library

Budget Report

Account Number	Account Title	12/31/2024	7/31/2024	7/31/2024	7/31/2023	Budget Balance	% of Budget	Budget Notes
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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	-	448,707	391,049	105,189	81%	
210-43-4367-0-00	COUNTY APPROPRIATION	216,625	-	224,606	213,939	(7,981)	104%	Dodge, Columbia, Winnefox (Green Lake, Fdl)
210-46-4671-0-00	FEES-LIBRARY	700	100	6,175	453	(5,475)	882%	fine free, lost or damaged items only
210-48-4811-0-00	INTEREST REVENUE	-	3,118	17,905	13,568	(17,905)	#DIV/0!	
210-48-4816-0-00	DIVIDEND REVENUE	-	-	1,614	1,512	(1,614)	#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	3,218	699,008	625,522	77,213	90%	

Expenditures

210-60-5511-1-10	LIBRARY-SALARIES/WAGES	435,578	36,895	239,837	226,498	195,741	55%	
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-		
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	50,464	3,473	29,314	29,366	21,150	58%	
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	815	83	560	496	255	69%	
210-60-5511-2-22	LIBRARY-RETIREMENT	21,539	1,611	11,986	11,197	9,553	56%	
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	33,129	2,721	18,134	17,397	14,995	55%	
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	1,170	1,170	530	69%	
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	544	5,655	7,369	14,345	28%	
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	651	1,624	2,049	2,376	41%	
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	2,084	13,145	16,254	15,855	45%	
210-60-5511-3-33	LIBRARY-POSTAGE	1,700	68	1,461	1,148	239	86%	
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	247	780	983	1,720	31%	
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	274	2,626	3,044	4,374	38%	
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	1,948	2,213	4,052	32%	
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	31	996	1,006	1,504	40%	
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	437	24,386	26,941	9,614	72%	
210-60-5511-3-39	LIBRARY-BOOKS	63,296	4,832	31,178	33,638	32,118	49%	
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	519	5,942	7,241	8,058	42%	
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	-	6,152	6,478	848	88%	
210-60-5511-3-42	LIBRARY-DATABASES	15,000	2,026	10,762	7,524	4,238	72%	
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	496	1,053	7,504	6%	
210-60-5511-3-44	LIBRARY-PROGRAMMING	13,500	1,564	8,756	10,867	4,744	65%	Summer reading program
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	428	1,108	967	1,392	44%	
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-		
Total Expenditures		776,221	58,654	418,019	414,896	358,202	54%	

Excess (Deficiency) Revenues Over Expenditures: - (55,437) 280,989 210,626

Waupun Public Library

Budget Report

Account Number	Account Title	12/31/2024	7/31/2024	7/31/2024	7/31/2023	Budget Balance	% of Budget	Budget Notes
Library Fund Trust & Transfer Activity		Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl			

Revenues

210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	1,380	1,300			New account created 9/21
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-			
Total Revenues		-	-	1,380	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 516 (20,915)

Library Fund Grand Totals

Total Revenues	776,221	3,218	700,388	626,822
Total Expenditures	776,221	58,654	418,883	437,111
Excess (Deficiency) Total Revenues Over Total Expenditures	-	(55,437)	281,505	189,711

Library Fund Cash Balances

210-10001	CASH-LIBRARY			(11,637.37)	
210-11612	LIBRARY SYSTEMS ACCOUNT			599,267.21	
210-11614	LIBRARY TRUST ACCOUNT			83,255.16	
	Library Trust Funds within Wells Fargo General Ckg Acct			11,203.87	
	RUTH E. BAYLEY ACCOUNT			80,878.70	
210-11615	Total Library Fund Cash			762,967.57	

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.

LIBRARY	MONTHLY REPORT August 2024
Subject	Summary
Statistics	Through the end of July, the library circulated/downloaded/loaned 84,404 items, and 33,702 people walked through our doors. Program attendance is up 7%, drive-up service window transactions up 21%.
Summer Reading Program	Total attendance for the Summer Reading Program performer programs and Carnivale Finale was 1,077 people.
Alto Parade	For a second year in a row, library staff entered a float in the Alto Fair Parade.
Electrical work preparation	For preparation of the 2 nd floor WiggleRoom, DPW has capped off two electrical outlets, one data outlet, and has run electrical conduit from a mechanical room to the area of installation. Remaining prep work includes moving a thermostat and raising a ceiling light fixture a few inches up.

Account	Revenue	2024 Budget	2025 request	+/-	%		Counties
210-41-4111-0-00	GENERAL PROPERTY TAXES	553,896	575,277	21,381	3.9%	2,598	Columbia
210-43-4367-0-00	COUNTY APPROPRIATION	216,625	223,304	6,679	3.1%	60,000	Dodge
210-46-4671-0-00	FEES-LIBRARY	700	1,300	600	85.7%	159,029	FDL
210-48-4811-0-00	INTEREST REVENUE	-	-	0		1,677	Green Lake
210-48-4816-0-00	DIVIDEND REVENUE	-	-	0			
210-48-4850-0-00	LIBRARY TRUST DONATIONS	-	-	0		223,304	
210-48-4861-0-00	GRANTS AND DONATIONS	5,000	5,000	0	0.0%		
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		776,221	804,881	28,660	3.7%		
	Expenditures						Estimates
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	435,578	450,823	15,245	3.5%		
210-60-5511-1-11	OVERTIME	-	-	0			
210-60-5511-2-20	HEALTH INSURANCE	50,464	57,478	7,014	13.9%		
210-60-5511-2-21	LIFE INSURANCE	815	900	85	10.4%		
210-60-5511-2-22	RETIREMENT	21,539	22,292	753	3.5%		
210-60-5511-2-23	SOCIAL SECURITY	33,129	34,288	1,159	3.5%		
210-60-5511-2-24	SICK LEAVE PO	3,000	3,300	300	10.0%		
210-60-5511-2-29	INCOME CONTINUATION	1,700	2,000	300	17.6%		
210-60-5511-3-30	OFFICE SUPPLIES	20,000	19,000	(1,000)	-5.0%		
210-60-5511-3-31	TELECOMMUNICATIONS	4,000	4,300	300	7.5%		
210-60-5511-3-32	UTILITIES	29,000	29,000	0	0.0%		
210-60-5511-3-33	POSTAGE	1,700	2,000	300	17.6%		
210-60-5511-3-34	MEMBERSHIP FEES	2,500	2,500	0	0.0%		
210-60-5511-3-35	PUBLICATIONS/PROMOTION	7,000	7,000	0	0.0%		
210-60-5511-3-36	REPAIRS/MAINTENANCE	6,000	6,000	0	0.0%		
210-60-5511-3-37	TRAVEL/CONFERENCE	2,500	3,000	500	20.0%		
210-60-5511-3-38	AUTOMATION/TECHNOLOGY	34,000	34,000	0	0.0%		
210-60-5511-3-39	BOOKS	63,296	64,000	704	1.1%		
210-60-5511-3-40	AUDIOVISUAL	14,000	14,000	0	0.0%		
210-60-5511-3-41	PERIODICALS	7,000	7,000	0	0.0%		
210-60-5511-3-42	DATABASES	15,000	16,000	1,000	6.7%		
210-60-5511-3-43	FURNISHINGS REPLACEMENT	8,000	8,000	0	0.0%		
210-60-5511-3-44	PROGRAMMING	13,500	15,500	2,000	14.8%		
210-60-5511-3-45	MISCELLANEOUS	2,500	2,500	0	0.0%		
210-80-5590-3-38		-----	-----				
210-80-5960-3-38		776,221	804,881	28,660	3.7%		
	Revenue	776,221	804,881	28,660			
	Difference	0	0				