



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, November 16, 2022 at 4:30 PM

The Waupun Public Library Board of Trustees will meet at 4:30 p.m. on November 16, 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/81328024042>

2. By phone:

1-312-626-6799

Meeting ID: 813 2802 4042

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.](#) Budget thru October

CONSIDERATION OF BILLS FOR PAYMENT

[4.](#) November bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

[5.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

[6.](#) Circulation policy for institutions and homebound

[7.](#) 2023 wage grid

[8.](#) 2023 revised library budget

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

9. Tentative next meeting: Wednesday, December 21, 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, October 19, 2022**

The Library Board meeting was called to order by President Bev Martens at 4:31 p.m. on Wednesday, October 19, 2022. Present were Gehl, Siebers, Garcia, and Jaeger. Hintze and Sullivan present per Zoom. Rohrer and Schultz were absent. With 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 21, 2022 meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 97,374 items through the end of August.
- b. Drive-thru window service: handled 808 transactions through the end of August.

ARTICLE IV: Budget reviewed and in good shape overall.

ARTICLE V:

- a. Motion by Siebers, supported by Gehl, to pay the October bills as presented. Motion carried 5-0 on roll call.

ARTICLE VI: No committee reports.

ARTICLE VII: Librarians' Report.

- a. One staff is still out on medical leave and will hopefully return soon.
- b. The cabinet/trucks display, which was donated earlier this year, has been installed on the second floor.
- c. For Veterans Day, Gerry Stiemsma will be presenting a program on Saturday, November 12 at 10 a.m., describing his experiences in the Vietnam War.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business.

- a. Motion by Hintze, supported by Martens, to approve the revisions of the Circulation Policy as presented. Motion carried.

ARTICLE X: Motion by Gehl, supported by Siebers, to adjourn at 4:46 p.m. Motion carried.

*Next tentative meeting: Wednesday, November 16, 2022 at 4:30 p.m.

Bret Jaeger
Acting Secretary

Waupun Public Library Monthly Statistics					
CIRCULATION	Oct. 22	Oct. 21	YTD 2022	YTD 2021	YTD%
Juvenile Nonfiction	563	397	5,894	4,422	33.3%
Juvenile Fiction	2,594	1,532	25,002	17,791	40.5%
Juvenile Periodical	7	4	92	98	-6.1%
Juvenile Book on CD	14	10	184	150	22.7%
Juvenile MP3 audio	4	0	14	8	75.0%
Juvenile DVD	301	325	3,388	2,701	25.4%
Juvenile Music CD	11	10	83	70	18.6%
Juvenile Video Game	36	20	334	310	7.7%
Misc. (kits, av tapes, etc)	0	1	5	1	400.0%
Total Juvenile	3,530	2,299	34,996	25,551	37.0%
Adult Nonfiction	510	487	5,567	5,101	9.1%
Adult Fiction	1,752	1,626	17,370	16,007	8.5%
Adult Periodical	75	87	614	741	-17.1%
Adult Book on CD	141	200	1,584	1,700	-6.8%
Adult MP3 audio	24	3	97	42	131.0%
Adult DVD	1,835	1,366	16,465	14,018	17.5%
Adult Music CD	102	105	1,273	1,103	15.4%
Adult Video Game	3	28	114	150	-24.0%
Pamphlets/Vertical File	0	0	0	2	-100.0%
Equipment/die cuts	0	0	2	0	#DIV/0!
Misc (kits, tapes, av games)	0		31	5	520.0%
Total Adult	4,442	3,902	43,117	38,869	10.9%
State Report Circulation	7,972	6,201	78,113	64,420	21.3%
Downloads (OverDrive)	970	942	9,939	9,888	0.5%
ILL-Items Sent	2,130	2,312	20,065	21,564	-7.0%
ILL Item Received	31	31	360	253	42.3%
TOTAL CIRCULATION	11,103	9,486	108,477	96,125	12.8%
<i>To Columbia Co. Rural</i>	26	9	72	17	323.5%
<i>To Dodge Co. Rural</i>	831	352	6,620	4,788	38.3%
<i>To FDL Co. Rural</i>	1,811	1,335	15,653	13,624	14.9%
<i>To Green Lake Co. Rural</i>	12	51	402	494	-18.6%
Rural circ subtotals			22,747	18,923	20.2%
USE					
Patron Gate (visits)	4,470	3,030	40,700	22,593	80.1%
In-person Programs	790	265	2,851	2,097	36.0%
Virtual Programs	0	17	48	17	182.4%
Take & Make Activities	107	130	905	817	10.8%
Meeting Room Use	97	1	1,047	2	52250.0%
Computer Use	479	297	4,559	2,118	115.3%
Wireless Use	362	275	3,317	2,179	52.2%
Reference Questions	435	365	3,635	3,417	6.4%
Monthly website hits	1,378	1,431	15,490	15,238	1.7%
Curbside/Window service	86	101	894	1716	-47.9%

Maupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2022 Annual Budget	10/31/2022 Current Month	10/31/2022 YTD Actual	10/31/2021 Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes	
Library Fund Operating Activity									
Revenues <small>(Partial property tax allocation is recorded in February. Full allocation is recorded after the August settlement)</small>									
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	47	1,141	662	59	95%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	1,500	-	3,886	227	(2,386)	259%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	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	47	746,410	748,162	(10,239)	101%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	401,953	27,529	303,003	304,416	98,950	75%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	57,851	4,203	49,028	41,984	8,823	85%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	68	664	692	127	84%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,992	1,387	14,661	15,896	5,331	73%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	30,750	2,017	22,813	23,047	7,937	74%		
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	1,672	1,337	(172)	111%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	693	13,348	10,917	6,652	67%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	226	2,616	1,828	1,384	65%		
210-60-5511-3-32	LIBRARY-UTILITIES	23,000	2,268	23,571	19,354	(571)	102%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	60	1,120	1,225	480	70%		
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	-	2,885	3,033	4,115	41%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	5,358	5,592	642	89%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	79	923	110	1,577	37%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	25	20,773	27,679	12,227	63%		
210-60-5511-3-39	LIBRARY-BOOKS	60,734	4,740	51,692	57,758	9,042	85%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	2,031	11,682	11,661	7,318	61%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	20	4,953	4,552	2,047	71%		
210-60-5511-3-42	LIBRARY-DATABASES	12,000	1,226	11,677	10,254	323	97%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	8,080	-	(80)	101%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	11,500	-	9,850	7,353	1,650	86%	Summer reading program	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	191	2,235	1,232	265	89%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		736,171	46,927	563,462	550,622	172,709	77%		
Excess (Deficiency) Revenues Over Expenditures		-	(46,880)	182,947	197,540				

Mapun Public Library

Account Number	Account Title	12/31/2022 Annual Budget	10/31/2022 Current Month	10/31/2022 YTD Actual	10/31/2021 Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes
Library Fund Trust & Transfer Activity								
Revenues								
210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	7,222	8,681			New account created 9/21
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-			
	Total Revenues	-	-	7,222	8,681			
Expenditures								
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	7,298	-			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	31,594			
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	57,000	-	57,000	38,000			
	Total Expenditures	57,000	-	64,298	69,594			
	Excess (Deficiency) Trust/Transfer Revenues Over Expenditures	(57,000)	-	(57,076)	(60,913)			
Library Fund Grand Totals								
	Total Revenues	736,171	47	753,631	756,843			
	Total Expenditures	793,171	46,927	627,760	620,216			
	Excess (Deficiency) Total Revenues Over Total Expenditures	(57,000)	(46,880)	125,871	136,627			
Library Fund Cash Balances								
210-10001	CASH-LIBRARY			164,731.07				
210-11612	LIBRARY SYSTEMS ACCOUNT			289,716.57				
210-11614	LIBRARY TRUST ACCOUNT			60,446.26				
	Library Trust Funds within Wells Fargo General Ckg Acct			6,605.78				
210-11615	RUTH E. BAYLEY ACCOUNT			94,301.70				
	Total Library Fund Cash			615,801.38				

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 TO COMMON COUNCIL November 2022
Subject	Summary
Statistics	Through the end of October, the library circulated/downloaded/loaned 108,477 items, and curbside/window service handled 894 transactions.
Staffing	We are fully staffed, for the first time in three months.
Halloween	Staff and residents had a great time at the library during the Halloween on Main Street event. The entrance area was set up and decorated so kids could have their picture taken outside on a bench, surrounded by pumpkins.
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.
Donation plate	We have attached a donation plate to the truck display donated by Don Schultz.
Energy Audit	Bret and DPW Director Jeff Daane walked thru the library with a company doing an energy audit. Bret was answering questions such as amount of LED lights, motion sensor lights, thermostat settings, etc.
Essay and speech judging	Bret is once again a judge for the VFW's Patriot's Pen essay contest and Voice of Democracy speech contest. The judging panel will meet at the library on November 14.

Circulation Policy - Institutions

The Waupun Public Library recognizes educational and assisted care institutions as entities worthy of special consideration in terms of circulation privileges. These institutions commonly provide services that improve the lives of others and enhance the community.

Assisted Care Institutions

For assisted care institutions under this policy, normal fines for returning materials late will be waived if the materials are returned within four months. If any material has not been returned within four months, and the items are considered “lost” or “not returned” by the library’s automated circulation system, the library card in question will be subject to normal fines and referral to the collection agency.

Educational Institutions

For educational institutions, such as public and private schools, an institutional library card may be granted to individual schools and the Education Service Center. The schools must agree to replace or pay for any and all non-returned materials checked out by their teachers. Normal overdue fines will be waived if materials are returned within sixty days, or by the end of the school year, whichever occurs first.

The principal/director of each school will need to renew the agreement with the Waupun Public Library at the beginning of each school year. The library card itself will reside at each school and will be made available only to teachers at that specific school.

Materials not covered by the institution circulation policy include high demand items (items with holds on them), normal non-circulating materials, materials owned by other libraries (such as LAUNCH libraries), and any other materials deemed appropriate.

Adopted 2/15/99
Revised 7/19/99
Revised 3/20/00

Circulation Policy – Homebound Residents and Institutions - DRAFT

Homebound Residents

When there is adequate staffing, the library will provide delivery service to Waupun area residents who are considered homebound. We define homebound as someone who has difficulty visiting the library or is unable to visit the library on their own. Potential patrons of this service will fill out a survey to discover material requests and determine delivery options. Materials will normally circulate for a minimum of 4 weeks. Materials will be extended as needed based on delivery schedules and homebound patron needs. Participants are responsible for all materials in their possession. Participants will not be responsible for materials during transport. Delivery staff cannot run personal errands for participants.

Assisted Care Institutions

Upon request and when there is adequate staffing, the library will provide batches of materials for assisted care institutions and deliver those materials as needed. Participating institutions will be responsible for materials in their possession. They will not be responsible for materials during transport.

2023 draft grid (11/16/22)																		
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	13.91	14.11	10.51	10.72	10.93	11.14	15.20	15.43	15.67	15.90	16.14	16.38	16.62	16.87	17.13	17.39	17.64	17.91
Library 2: Desk Assistants	16.73	16.97	17.23	17.49	17.76	18.03	18.29	18.56	18.84	19.13	19.42	19.70	20.00	20.30	20.60	20.91	21.23	21.55
Library 3 (AV, IL, Processing)	19.73	20.03	20.33	20.64	20.95	21.26	21.58	21.90	22.23	22.57	22.91	23.25	23.60	23.95	24.31	24.67	25.04	25.42
Library 4: Circulation & Youth Services	28.23	28.65	29.09	29.52	29.96	30.42	30.87	31.33	31.81	32.28	32.76	33.26	33.75	34.26	34.77	35.30	35.82	36.36
Library 5: Assistant Director/Ref Lib	34.51	35.02	35.55	36.08	36.63	37.17	37.73	38.30	38.87	39.45	40.05	40.64	41.25	41.87	42.50	43.14	43.79	44.44
Library 6: Library Director	12.55																	
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.

2023 revised library budget

	2022	2023	+/-	\$	County	Estimate	
General Property Taxes	\$ 516,792	\$ 516,792	0.0%	-	Columbia	\$ 130	70%
County reimbursements	208,879	213,938	2.4%	5,059	Dodge	50,767	100%
Fees (fines)	1,200	1,200	0.0%	-	FDL	159,029	100%
Interest revenue	1,500	3,000	100.0%	1,500	Green Lk	4,012	70%
Dividend revenue	1,800	2,000	11.1%	200		\$ 213,938	
Grants and donations	6,000	6,000	0.0%	-			
						for 2023	
	736,171	742,930	0.9%	6,759	Municipal appropriation approved:		
						\$ 516,792	
Salaries/wages	401,953	416,423	3.6%	14,470			
Overtime	-	-					
Health insurance	57,851	45,878	-20.7%	(11,973)			
Life insurance	791	791	0.0%	-			
Retirement	19,992	20,592	3.0%	600			
Social Security/Medicare	30,750	31,673	3.0%	923			
Sick leave payout	3,000	3,000	0.0%	-			
Income continuation	1,500	1,600	6.7%	100			
Office supplies	20,000	20,000	0.0%	-			
Telecommunications	4,000	4,000	0.0%	-			
Utilities	23,000	27,000	17.4%	4,000			
Postage	1,600	1,600	0.0%	-			
Membership fees	2,500	2,500	0.0%	-			
Publications/promotions	7,000	7,000	0.0%	-			
Repairs/maintenance	6,000	6,000	0.0%	-			
Travel/Training/Conference	2,500	2,500	0.0%	-			
Automation/technology upgrades	33,000	33,000	0.0%	-			
Books	60,734	60,734	0.0%	-			
Audiovisual	19,000	17,639	-7.2%	(1,361)			
Periodicals	7,000	7,000	0.0%	-			
Databases	12,000	12,000	0.0%	-			
Furnishings/replacement	8,000	8,000	0.0%	-			
Programming	11,500	11,500	0.0%	-			
Miscellaneous	2,500	2,500	0.0%	-			
	736,171	742,930	0.9%				