



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, May 17, 2023 at 4:30 PM

The Waupun Public Library Board of Trustees will meet at 4:30 p.m. on May 17, 2023, 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/84199013885>

2. By phone:

1-312-626-6799

Meeting ID: 841 9901 3885

CALL TO ORDER

Recognize Janet Gehl and Sadie Schultz for being appointed by the mayor to the Library Board.
Recognize Alderman Dan Siebers for being appointed by the mayor to the Library Board as the city council representative.

MINUTES FROM PREVIOUS MEETINGS

1. April minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

2. April statistics

BUDGET SUMMARY

3. April Budget Report

CONSIDERATION OF BILLS FOR PAYMENT

4. May bills

COMMITTEE REPORTS

5. Evaluation Committee

LIBRARIAN'S REPORT

6. Librarians report

OLD BUSINESS

NEW BUSINESS

7. Nominations and election of President of Library Board
8. Nominations and election of Vice-President of Library Board
9. Nominations and election of Secretary/Treasurer of Library Board
10. Day of Month and Time of Library Board meetings
11. Conference Room name

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

12. Tentative next meeting: Wednesday, June 21, 2023, 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, April 19, 2023**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, April 19, 2023. Present were, Siebers, Gehl, Beer, Rohrer, and Jaeger. Sullivan and Hintze present via Zoom. Schultz was absent.

ARTICLE I: Motion by Siebers, supported by Gehl, to accept the minutes of March 15, 2023 meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly statistics.

- a. Circulated/downloaded/loaned: 35,033 items through the end of March.
- b. 12,899 people visited the library through the end of March.

ARTICLE IV: Budget reviewed with no concerns noted.

ARTICLE V:

- a. Motion by Hintze, supported by Rohrer, to pay April 2023 bills. Motion carried 7-0 on roll call.

ARTICLE VI: No committee reports.

ARTICLE VII: Librarians' Report.

- a. National Library Week 2023 is April 23-29. Programs:
 1. April 25....3:30-5:30....Tech Take-a-part for kids.
 2. April 26 at 6pm.... Waupun Historical Society will present Waupun Public Library: A History.
 3. April 27....A movie, The Fablemans, at 3:30 pm and 6 pm.
- b. Other Programs:
 1. April 20 at 6pm.....Real Sportscards: a program on the history of their business.
 2. May 9 at 6pm....Crafter will stencil or free-form paint a canvas bag.
- c. WAPL Conference will be held in Oshkosh April 27-28.
- d. Staff evaluations will begin shortly.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Motion by Siebers, supported by Rohrer, to accept the revised Internet Acceptable Use Policy as presented. Motion carried.
- b. Gehl and Rohrer were appointed to the Director Evaluation Committee.

ARTICLE X: Motion by Gehl, supported by Siebers/Sullivan, to adjourn at 4:55 p.m. Motion carried.

*Next tentative meeting: Wednesday, May 17, 2023 at 4:30 p.m.

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Apr. 23	Apr. 22	YTD 2023	YTD 2022	YTD%
Juvenile Nonfiction	473	455	2,525	1,855	36.1%
Juvenile Fiction	2,214	2,154	9,723	7,947	22.3%
Juvenile Periodical	6	3	28	22	27.3%
Juvenile Book on CD	13	36	34	69	-50.7%
Juvenile MP3 audio	3	0	10	1	900.0%
Juvenile DVD	254	311	1,254	1,276	-1.7%
Juvenile Music CD	10	3	37	14	164.3%
Juvenile Video Game	32	24	132	102	29.4%
Misc. (kits, av tapes, etc)	0	0	4	1	300.0%
Total Juvenile	3,005	2,986	13,747	11,287	21.8%
Adult Nonfiction	598	584	2,656	2,245	18.3%
Adult Fiction	1,694	1,829	7,066	6,618	6.8%
Adult Periodical	55	53	265	242	9.5%
Adult Book on CD	308	165	820	690	18.8%
Adult MP3 audio	6	14	52	38	36.8%
Adult DVD	1,262	1,525	5,939	6,597	-10.0%
Adult Music CD	163	82	994	404	146.0%
Adult Video Game	9	11	50	37	35.1%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	0	1	-100.0%
Misc (kits, tapes, av games)	0	3	2	9	-77.8%
Total Adult	4,095	4,266	17,844	16,881	5.7%
State Report Circulation	7,100	7,252	31,591	28,168	12.2%
Downloads (OverDrive)	1,093	945	4,553	3,949	15.3%
ILL-Items Sent	2,070	2,022	9,035	8,098	11.6%
ILL Item Received	33	26	150	163	-8.0%
TOTAL CIRCULATION	10,296	10,245	45,329	40,378	12.3%
<i>To Columbia Co. Rural</i>	22	2	62	15	313.3%
<i>To Dodge Co. Rural</i>	837	596	3,106	2,487	24.9%
<i>To FDL Co. Rural</i>	1,470	1,434	6,964	6,331	10.0%
<i>To Green Lake Co. Rural</i>	21	106	118	248	-52.4%
Rural circ subtotals			10,250	9,081	12.9%
USE					
Patron Gate (visits)	4,263	3,879	17,162	12,778	34.3%
In-person Programs	530	120	1,677	526	218.8%
Virtual Programs	0	14	0	48	-100.0%
Take & Make Activities	72	119	263	388	-32.2%
Meeting Room Use	223	223	859	255	236.9%
Computer Use	327	405	1,452	1,368	6.1%
Wireless Use	377	319	1,462	1,116	31.0%
Reference Questions	398	378	1,398	1,158	20.7%
Monthly website hits	1,413	1,622	6,120	6,013	1.8%
Curbside/Window service	97	75	385	379	1.6%

Waupun Public Library									
Budget Report									
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
<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	-	391,049	370,903	125,743	76%		
210-43-4367-0-00	COUNTY APPROPRIATION	213,938	159,029	213,939	217,469	(1)	100%	Dodge, Columbia, Winnefox (Green Lake, FdI)	
210-46-4671-0-00	FEES-LIBRARY	1,200	12	332	547	868	28%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	3,000	-	4,090	220	(1,090)	136%		
210-48-4816-0-00	DIVIDEND REVENUE	2,000	-	756	707	1,244	38%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,000	-	-	-	6,000	0%	\$5k hicks foundation	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
Total Revenues		742,930	159,041	610,166	589,847	132,764	82%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	416,423	29,836	112,247	108,284	304,176	27%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	45,878	3,302	19,459	20,311	26,419	42%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	68	270	262	521	34%		
210-60-5511-2-22	LIBRARY-RETIREMENT	20,592	1,494	5,955	5,699	14,637	29%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	31,673	2,218	8,863	8,470	22,810	28%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,000	-	-	-	3,000	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,600	167	669	669	931	42%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	1,937	4,207	6,095	15,793	21%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	41	484	663	3,516	12%		
210-60-5511-3-32	LIBRARY-UTILITIES	27,000	2,482	10,401	9,729	16,599	39%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	458	830	586	770	52%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	441	196	2,059	18%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	180	655	1,977	6,345	9%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	1,159	1,619	4,841	19%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	140	323	498	2,177	13%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	2,552	3,326	17,102	29,674	10%		
210-60-5511-3-39	LIBRARY-BOOKS	60,734	5,048	17,855	21,075	42,879	29%		
210-60-5511-3-40	LIBRARY-AUDIO/VISUAL	17,639	1,882	3,294	2,708	14,345	19%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	3,909	6,192	4,725	808	88%		
210-60-5511-3-42	LIBRARY-DATABASES	12,000	-	3,610	3,754	8,390	30%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	578	578	-	7,422	7%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	11,500	1,258	3,239	3,623	8,261	28%	Summer reading program	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	164	410	646	2,090	16%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		742,930	57,713	204,468	218,689	538,462	28%		
Excess (Deficiency) Revenues Over Expenditures									
		-	101,327	405,697	371,158				

Waupun Public Library									
Budget Report		12/31/2023	4/30/2023	4/30/2023	4/30/2022				
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr. YTD Actl	Budget Balance	% of Budget	Budget Notes	
Library Fund Trust & Transfer Activity									
Revenues									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	-	4,725			New account created 9/21	
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-				
	Total Revenues	-	-	-	4,725				
Expenditures									
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	-	3,025				
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-				
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	22,215	-				
	Total Expenditures	-	-	22,215	3,025				
	Excess (Deficiency) Trust/Transfer Revenues Over Expenditures	-	-	(22,215)	1,700				
Library Fund Grand Totals									
	Total Revenues	742,930	159,041	610,166	594,572				
	Total Expenditures	742,930	57,713	226,683	221,714				
	Excess (Deficiency) Total Revenues Over Total Expenditures	-	101,327	383,482	372,858				
Library Fund Cash Balances									
210-10001	CASH-LIBRARY		Wells Fargo General Ckg Acct	173,756.92					
210-11612	LIBRARY SYSTEMS ACCOUNT		LGIP Acct 1	505,836.55					
210-11614	LIBRARY TRUST ACCOUNT		LGIP Acct 2	77,590.21					
	Library Trust Funds within Wells Fargo General Ckg Acct			756.00					
210-11615	RUTH E. BAYLEY ACCOUNT			90,730.80					
	Total Library Fund Cash			848,670.48					

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 May 2023
Subject	Summary
Statistics	Through the end of April, the library circulated/downloaded/loaned 45,329 items, up 12%, and 17,162 people walked through our doors, up 34%. Program attendance is up 218 %, and meeting room use is up 236 %.
May program	Dodge County Master Gardener Carol Shirk will present a program on Container Gardening on Tuesday, May 23, at 6:30 p.m.
WAPL Conference	Two staff and one Library Board Trustee attended the Wisconsin Association of Public Libraries Conference April 27 and 28 in Oshkosh.
Business Spotlight Programs	The library has started a new series of programs intended to spotlight Waupun businesses. We have several lined up so far for May, June, July and September. On April 20, Tom from Real Sportscards was present to offer a very interesting program on the history of his business; however, only 2 individuals were present. I am going to refrain from scheduling more programs until I see how well the upcoming ones are attended. Upcoming programs include: Melissa from Horicon Bank speaking on avoiding scams on May 31 at 6pm; Rachel from the Rec Department describing the summer festivities and senior center on June 5 at 6pm; Dylan from Fox Computer and Networking presenting on computer security on June 27 at 6pm; a panel of 3-4 businesses (confirmed are Imagine That! Art Studio, SIA Insurance and the Waupun Food Pantry) on July 18 at 6pm; and Heidi Braker from Rens Floral presenting "A Day in the Life" on September 26 at 6pm. Hopefully attendance at these events will increase.
Adult craft nights	On May 9 at 6pm, attendees of the adult craft night painted designs on a canvas bag. On June 13 at 6pm, attendees will paint patriotic designs on 3 wooden stars.
Donation	Friends of Waupun Library (FOWL) donated \$1300 to the library.
Building maintenance	The front door hinges have worn out and DPW is waiting for a quote to replace the hinges. After attending a building program at WAPL, Bret has asked DPW to look into the mezzanine floor to make sure it can handle the weight of the current 2 nd floor non-fiction. That area was built in 1967-68 and we just want to make sure it can handle the weight of 90" shelf units.
Evals	Bret and Pam have started staff evaluations.