

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

April minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

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 Mon	thly Statistic	s			
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%
To Columbia Co. Rural	22	2	62	15	313.3%
To Dodge Co. Rural	837	596	3,106	2,487	24.9%
To FDL Co. Rural	1,470	1,434	6,964	6,331	10.0%
To Green Lake Co. Rural	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	ary							Wark double standown of the
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	Sudget Notes
Library Fund Operating Activity	ting Activity							
Revenues	(Partial property tax allocation is recorded in February. Full allocation is recorded after the August settlement)	February. Full alloca	tion is recorded afte	r the August settle	ement)			
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	(2)	100%	Dodge, Columbia, Winnefox (Green Lake, FdL)
210-46-4671-0-00	FEES-LIBRARY	1,200	12	332	547	868	28% f	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	i	756	707	1,244	38%	
210-48-4861-0-00	GRANTS AND DONATIONS	6,000		1	•	6,000		\$5k hicks foundation
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	1	,	1	1		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	1	1	1	•	1		
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	ï	ř	ı.	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	ř	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-AUDIOVISUAL	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	ı	3,610	3,754	8,390	30%	
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMNT	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	1	•	•	1	1		
Total Expenditures		742,930	57,713	204,468	218,689	538,462	28%	
The state of the s								
) :·			40F C07				

Waupun Public Library	W							
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	udget Notes
Library Fund Trust & Transfer Activity	Transfer Activity							1.77 j
Revenues								
210-48-4850-000	LIBRARY TRUST DONATIONS	1	ï	1	4,725			New account created 9/21
210-49-4920-0-00	OPERATING TRANSFERS IN	ī	ī	Ĩ	ï			
Total Revenues				1	4,725			
							100	
Expenditures								
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	,	1	ï	3,025			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES		ï	ī	,			
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL		£.	22,215	Ü			
Total Expenditures		1	i	22,215	3,025			
excess (Deficiency) Tru	Excess (Deficiency) Trust/Transfer Revenues Over Expenditures	1	r	(22,215)	1,700			
Library Fund Grand Totals	otals							
Total Revenues		742,930	159,041	610,166	594,572			
Total Expenditures		742,930	57,713	226,683	221,714			
xcess (Deficiency) Tot	Excess (Deficiency) Total Revenues Over Total Expenditures	·	101,327	383,482	372,858			
Library Fund Cash Balances	lances							
210-10001	CASH-LIBRARY	Wells Fargo General Ckg Acct	ral 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	eneral Ckg Acct		756.00				
210-11615	RUTH E. BAYLEY ACCOUNT			90,730.80	reliminary budget	report will not hav	e an updated car	Preliminary budget report will not have an updated cash balance until all journal entries are recorded.
	Total Library Fund Cash				inal month end bu	Final month end budget report will have updated cash balances.	ve updated cash	balances.

Waupun Public Library - May 2023 Bills

Processed	Check #	Account #	Account Title	Description	Vendor	<u>Vendor/Name</u>	Amount
		210-60-5511-330	Office Supplies	Cardstock, port adaptors, etc	48	Amazon Capital Services	87.63
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	226.41
		210-60-5511-339	Books	Books	48	Amazon Capital Services	1,132.98
		210-60-5511-344	Programming	Misc supplies	48	Amazon Capital Services	893.20
		210-60-5511-335	Promotions	Bubble machines, toys, etc	48	Amazon Capital Services	127.93
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	299.62
		210-60-5511-330	Office Supplies	Receipt paper	4037	Barcodes LLC	248.78
		210-60-5511-339	Books	Books	4000	Baker & Taylor	2,870.52
	***************************************	210-60-5511-344	Programming	Summer Reading Program	10368	Collaborative Summer Lib Prog	165.40
		210-60-5511-330	Office Supplies	disc cleaning supplies	12509	ELM USA Inc.	116.99
		210-60-5511-338	Automation/technology	Server migration	12611	Envisionware	1,560.00
		210-60-5511-337	Travel/training/conference	Mileage reimbursement	13276	Fix, Wayne	45.98
	4.00	210-60-5511-339	Books	Books	14102	Gale	795.18
		210-60-5511-335	Promotions	National Library Week promo	12590	Guth's	1,000.00
		210-60-5511-342	Databases	data axle databases	16130	InfoUSA Marketing	2,040.00
		210-60-5511-338	Automation/technology	Server, licenses, maintenance	16440	Inter-Quest	3,226.80
		210-60-5511-337	Travel/training/conference	Mileage reimbursement	16648	Jaeger, Bret	172.92
	***************************************	210-60-5511-335	Promotions	National Library Week promo	16660	Janway Company	955.00
		210-60-5511-344	Programming	Chad Lewis program	17500	Lewis, Chad	350.00
		210-60-5511-344	Programming	Horicon Marsh program	18505	Marsh Haven Nature Center	200.00
		210-60-5511-330	Office Supplies	Screwdriver sets	12700	Martens Ace Hardware	17.96
		210-60-5511-344	Programming	Caricatures program	18962	Mercy Creative Studios	350.00
		210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	675.70
		210-60-5511-344	Programming	Magic Show	19252	Mischief & Magic	400.00
		210-60-5511-341	Periodicals	Yearly ILS and maintenance	300156	Monarch Library System	16,605.06
		210-60-5511-341	Periodicals	New York Times Book Review	20458	New York Times	286.00
**************************************		210-60-5511-342	Databases	Database tutorials	20468	Niche Academy	1,600.00
		210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	29.09
		210-60-5511-345	Miscellaneous	Break Room supplies	21665	Piggly Wiggly	47.48
				Audiovisual	21876	Playaway Products LLC	66.49
		210-60-5511-340	Audiovisual		22099	Postmaster	63.00
		210-60-5511-333	Postage	PO Box, Stamps	21890		400.00
		210-60-5511-344	Programming	Cookie program		Pluim, Holly Rock Face Paint	250.00
		210-60-5511-344		Face painting program			
		210-60-5511-339	Books	Books	24810	Taste of Home Books	35.98
			Books	Collection agency	25484	Unique Mgt Services	23.30
		210-60-5511-344	Programming	Animal program	300020	Zoozort	825.00
						Total:	\$ 38,190.40
itu manual -	hook	210-60-5511-342	Databases	Ancestry		Wells Fargo autopay Pam	241.60
City manual c			Databases	Ancestry	-	Wells Fargo autopay Pam	31.60
City manual c		210-60-5511-342	Databases	newspapers.com			179.97
City manual c		210-60-5511-331	Telecommunications	Monthly Spectrum invoice	+	Wells Fargo autopay (Bret)	
City manual c		210-60-5511-337	Travel/training/conference	WAPL conference registration	-	Wells Fargo autopay (Bret)	360.00
City manual c	песк	210-60-5511-332	Utilities	Electric/water/sewer		Waupun Utilities	1,565.34

Authorized signature:	
-----------------------	--

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.