



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, February 15, 2023 at 4:30 PM

The Waupun Public Library Board of Trustees will meet at 4:30 p.m. on February 15, 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/88419360488>

2. By phone:

1-312-626-6799

Meeting ID: 884 1936 0488

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

[1.](#) January minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

[2.](#) January statistics

BUDGET SUMMARY

[3.](#) January budget report

CONSIDERATION OF BILLS FOR PAYMENT

[4.](#) February bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

[5.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

[6.](#) Statement of System Effectiveness

[7.](#) 2022 Public Library Annual Report

[8.](#) Library surplus request

[9.](#) Review of hiring process for director

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

[10.](#) Tentative next meeting: Wednesday, March 15, 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, January 18, 2023**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, January 18, 2023. Present were, Gehl, Siebers, Schultz, Sullivan, Garcia, and Jaeger. Rohrer present per Zoom. Hintze absent.

ARTICLE I: Motion by Sullivan, supported by Schultz, to accept the minutes of December 21, 2022 meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 129,326 items through the end of December.
- b. Visits up 69.5% YTD.

ARTICLE IV: 2022 budget was reviewed.

ARTICLE V:

- a. Motion by Siebers, supported by Gehl, to pay the remaining December bills from 2022 and January 2023 bills. Motion carried 6-0 on roll call.

ARTICLE VI: No committee reports.

ARTICLE VII: Librarians' Report.

- a. 2023 adult programming schedule full with a program planned every month starting in February.

*February 21 @ 6:30: Carol Shirk, Dodge County Master Gardener/Succulents

*2nd Tuesday of every month @ 6:00: optional in-person craft hour for adults. The craft will also be available as a take-home. February 14 @ 6:00 crafters can create a Valentine gnome.

- b. After several requests to add Hoopla, a streaming movie/TV series/CD/audiobook/ebook service, it will be added to the library resources. It will require another service to be dropped. Pam is communicating with Hoopla and efforts will be made to begin this service as soon as possible. Usage will be evaluated to determine amount of services provided.

- c. The yearly State Annual Report for public libraries will be opening soon on the DPI website.

- d. Tami Lont, Youth Librarian, attended the South East Wisconsin Youth Services Programming Workshop. She found the workshop very informative and is sharing ideas with others.

e. After years of service on the Monarch Library System's Circulation Committee, Pam is stepping down in 2023. Bret will remain on the Governance Committee for another year. Both started their committee duties shortly after Monarch Library System was created in 2017.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business: The Collection Development Policy, last revised in 2016, was reviewed with no changes required.

ARTICLE IX: Motion by Siebers, supported by Sullivan, to adjourn at 4:51 p.m. Motion carried.

*Next tentative meeting: Wednesday, February 15, 2023 at 4:30 p.m.

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Jan. 23	Jan. 22	YTD 2023	YTD 2022	YTD%
Juvenile Nonfiction	710	493	710	493	44.0%
Juvenile Fiction	2,401	1,777	2,401	1,777	35.1%
Juvenile Periodical	7	4	7	4	75.0%
Juvenile Book on CD	6	10	6	10	-40.0%
Juvenile MP3 audio	0	0	0	0	#DIV/0!
Juvenile DVD	314	278	314	278	12.9%
Juvenile Music CD	12	1	12	1	1100.0%
Juvenile Video Game	26	25	26	25	4.0%
Misc. (kits, av tapes, etc)	2	0	2	0	#DIV/0!
Total Juvenile	3,478	2,588	3,478	2,588	34.4%
Adult Nonfiction	780	495	780	495	57.6%
Adult Fiction	1,830	1,565	1,830	1,565	16.9%
Adult Periodical	100	78	100	78	28.2%
Adult Book on CD	161	163	161	163	-1.2%
Adult MP3 audio	17	16	17	16	6.3%
Adult DVD	1,539	1,629	1,539	1,629	-5.5%
Adult Music CD	247	132	247	132	87.1%
Adult Video Game	17	12	17	12	41.7%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc (kits, tapes, av games)	0	1	0	1	-100.0%
Total Adult	4,691	4,091	4,691	4,091	14.7%
State Report Circulation	8,169	6,679	8,169	6,679	22.3%
Downloads (OverDrive)	1,244	1,085	1,244	1,085	14.7%
ILL-Items Sent	2,447	2,018	2,447	2,018	21.3%
ILL Item Received	46	45	46	45	2.2%
TOTAL CIRCULATION	11,906	9,827	11,906	9,827	21.2%
<i>To Columbia Co. Rural</i>	9	6	9	6	50.0%
<i>To Dodge Co. Rural</i>	681	558	681	558	22.0%
<i>To FDL Co. Rural</i>	1,940	1,727	1,940	1,727	12.3%
<i>To Green Lake Co. Rural</i>	47	1	47	1	4600.0%
Rural circ subtotals			2,677	2,292	16.8%
USE					
Patron Gate (visits)	4,034	2,690	4,034	2,690	50.0%
In-person Programs	226	57	226	57	296.5%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	0	35	0	35	-100.0%
Meeting Room Use	202	9	202	9	2144.4%
Computer Use	444	322	444	322	37.9%
Wireless Use	375	279	375	279	34.4%
Reference Questions	308	265	308	265	16.2%
Monthly website hits	1,671	1,535	1,671	1,535	8.9%
Curbside/Window service	91	111	91	111	-18.0%

Waupun Public Library									
Budget Report									
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Act	Budget Balance	% of Budget	Budget Notes	
Library Fund Operating Activity									
Revenues									
<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	-	-	-	516,792	0%		
210-43-4367-0-00	COUNTY APPROPRIATION	213,938	-	-	-	213,938	0%	Dodge, Columbia, Winnetox (Green Lake, Fdl)	
210-46-4671-0-00	FEES-LIBRARY	1,200	213	213	81	987	18%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	3,000	-	-	20	3,000	0%		
210-48-4816-0-00	DIVIDEND REVENUE	2,000	-	-	-	2,000	0%		
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	213	213	101	742,717	0%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	416,423	22,320	22,320	21,398	394,103	5%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	45,878	9,552	9,552	7,703	36,326	21%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	68	68	69	723	9%		
210-60-5511-2-22	LIBRARY-RETIREMENT	20,592	1,473	1,473	1,458	19,119	7%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	31,673	2,177	2,177	2,091	29,496	7%		
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	167	167	1,433	10%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	68	68	-	19,933	0%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	-	-	-	4,000	0%		
210-60-5511-3-32	LIBRARY-UTILITIES	27,000	1,821	1,821	1,294	25,179	7%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	120	120	58	1,480	8%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	237	237	-	2,263	9%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	-	-	-	7,000	0%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	1,087	1,087	1,035	4,913	18%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	183	183	-	2,317	7%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	25	25	33	32,975	0%		
210-60-5511-3-39	LIBRARY-BOOKS	60,734	747	747	372	59,987	1%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	17,639	112	112	125	17,527	1%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	1,035	1,035	360	5,965	15%		
210-60-5511-3-42	LIBRARY-DATABASES	12,000	1,510	1,510	1,459	10,490	13%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	-	-	8,000	0%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	11,500	116	116	103	11,384	1%	Summer reading program	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	78	78	-	2,422	3%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		742,930	42,895	42,895	37,726	700,035	6%		
Excess (Deficiency) Revenues Over Expenditures		-	(42,683)	(42,683)	(37,625)				

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2023	1/31/2023	1/31/2023	1/31/2022	Budget Balance	% of Budget	Budget Notes	
Library Fund Trust & Transfer Activity									
Revenues									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	-	-				
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-			New account created 9/21	
Total Revenues		-	-	-	-				
Expenditures									
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	-	-				
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-				
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	-	-				
Total Expenditures		-	-	-	-				
Excess (Deficiency) Trust/Transfer Revenues Over Expenditures		-	-	-	-				
Library Fund Grand Totals									
Total Revenues		742,930	213	213	101				
Total Expenditures		742,930	42,895	42,895	37,726				
Excess (Deficiency) Total Revenues Over Total Expenditures		-	(42,683)	(42,683)	(37,625)				
Library Fund Cash Balances									
210-10001	CASH-LIBRARY			(28,338.33)					
210-11612	LIBRARY SYSTEMS ACCOUNT			292,517.01					
210-11614	LIBRARY TRUST ACCOUNT			60,990.04					
	Library Trust Funds within Wells Fargo General Ckg Acct			6,605.78					
210-11615	RUTH E. BAYLEY ACCOUNT			90,859.80					
Total Library Fund Cash				422,634.30					

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 LIBRARY BOARD February 2023
Subject	Summary
Statistics	Through the end of January, the library circulated/downloaded/loaned 11,906 items, and 4,034 people walked through our doors.
Universal Classes	After several years of providing the Gale Courses online database of classes for the public, our Monarch Library System is dropping that database in favor of Universal Classes. Universal Classes is less expensive. We are still in the early stages of setting this up.
Hoopla	We will soon be offering Hoopla to enhance the access to eBooks, eAudiobooks, magazines, music and movies. Hoopla can connect everywhere you have a screen – computer, phone, car, even your smart TV. Setup is nearing completion. They may need to receive our deposit before we can open the service up for use.
Valentine’s Day Take & Make	The adult craft for February is a Valentine-themed Sock Gnome. Not only is this a Take & Make on February 14 th , but residents can stop by from 6 – 7 pm that night to make their sock gnomes in a social setting with other residents.
State Annual Report	Like all public libraries around the state, we have been working on our Annual State Public Library Report. The Library Board will be reviewing this document at their February 15 meeting.
Adult Programming	February 21 at 6:30 pm, Dodge County Master Gardener Carol Shirk will be presenting “Growing a Succulent Garden”. March 14 at 6:00 pm, crafters can start on a diamond art project, which will also be available as a take and make. March 28 brings Lisa from Mackford Home & Gifts for two registration events at 1:00 and 6:00 to create a bouquet of wood flowers.

**I. GENERAL INFORMATION**

1. Name of Library Waupun Public Library		2. Public Library System Monarch Library System			
3a. Head Librarian First Name Bret	3b. Head Librarian Last Name Jaeger	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 03/30/2027	
6a. Street Address 123 S. Forest St.	6b. Mailing Address or PO Box PO Box 391	7. City / Village / Town Waupun	8a. ZIP 53963	8b. ZIP4 0391	9. County Dodge
10. Library Phone Number 9203247925	11. Fax Number	12. Library E-mail Address of Director bret@monarchlibraries.org			
13. Library Website URL www.cityofwaupun.org/library		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 25,647	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number 115848145	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	59		
19b. Number of winter weeks	52		
19c. Summer hours open per week			
19d. Number of summer weeks			
19e. Total weeks per year	52		
19f. Total hours per year for this location	3,068		

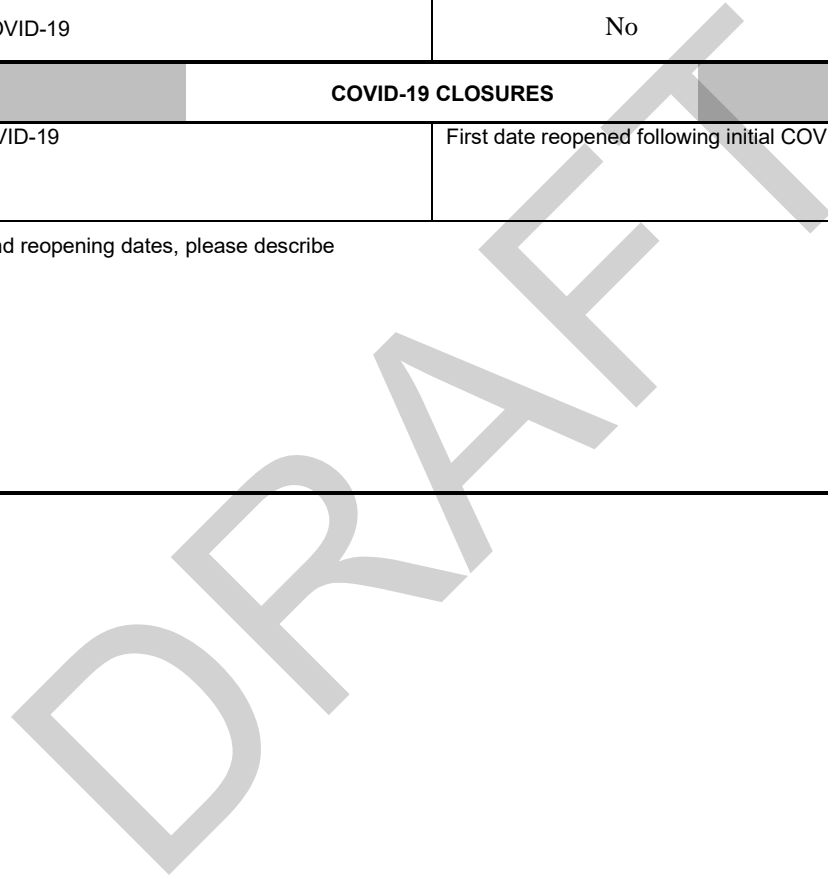
PUBLIC SERVICES COVID-19

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards issued during COVID-19	No
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External Wi-Fi Access Added During COVID-19	No
External Wi-Fi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
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Additional building closure and reopening dates, please describe



II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	71,116	3,978
2. Electronic Books <i>E-books</i>	171,226	
3. Audio Materials	6,177	207
4. Electronic Audio Materials <i>Downloadable</i>	68,917	
5. Video Materials	7,542	410
6. Electronic Video Materials <i>Downloadable</i>	0	
7. Other Materials Owned <i>Describe Equipment and kits</i>	133	
8a. Electronic Collections <i>Locally Owned or Leased</i>	9	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	3	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	75	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	76	

III. LIBRARY SERVICES

1. Circulation Transactions			2. Interlibrary Loans				
a. Total Circulation	b. Children's Materials	c. Circulation of Other Physical Items (subset of 1a.) 566	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>			
91,018	36,655		24,720	15,502			
Method for Counting ILL Transactions Categorized ILL Transactions							
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library Systems (ILS)		23,941		15,035			
WISCAT		779		467			
Other (includes OCLC, manual tracking or other methods)							
3. Number of Registered Users			4. Reference Transactions		5. Library Visits		
a. Resident	b. Nonresident	c. TOTAL	d. Overdue Fines	a. Method	b. Annual Count	a. Method	b. Annual Count
3,300	1,283	4,583	No	Actual Count	4,434	Actual Count	47,973
6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count		
14	12	Actual Count	5,275	Actual Count	9,761		
8. Website Visits	9. Electronic Collection Retrieval						
18,210	a. Local	b. Other	c. Statewide	d. Total			
	38,102	260	2	38,364			
10. Uses of Electronic Materials by Users of Your Library							
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials			
6,027	5,660	1	11,688	459			

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	39	6		4		49
Total Attendance	1,465	616		72		2,153

In-Person Programs and Program Attendance Annual Count

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	39	6		1	
Total Attendance	1,465	616		24	
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs	43	3	46		
Total Attendance	1,704	401	2,105		

11i. Describe the library's in-person programs: Storytimes, summer reading programs, history program

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs				3		3
Total Live Virtual Attendance				48		48
Total views of live programs that were recorded and posted for asynchronous viewing						

12g. Which platforms does the library use to host the library's live, virtual programs: Facebook Live, Zoom

12h. Describe the library's live, virtual programs: Phenology; local history; gardening

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs						
Total Pre-Recorded Program Views						

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Bev	Martens	N3282 Oak Grove Road	Waupun	53963	bevmartensdvm@hotmail.c
2. Janet	Gehl	30 Chapman Place	Waupun	53963	
3. Sandra	Rohrer	910 Visser Avenue	Waupun	53963	
4. Sadie	Schultz	704 Edgewood Drive	Waupun	53963	
5. Jessica	Sullivan	N11394 Balsam Road	Waupun	53963	
6. Carrie	Hintze	950 Wilcox St.	Waupun	53963	
7. Dan	Siebers	163 Harmsen Avenue	Waupun	53963	
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

7

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations \$385,301		2. Employee Benefits Include maintenance, security, plant operations \$108,933		
3. Library Collection Expenditures				
a. Print Materials \$70,254	b. Electronic Materials \$12,027	c. Audiovisual Materials \$16,305	d. All Other Library Materials \$0	Subtotal 3 \$98,586
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.				
Provider		Amount		Provider
Monarch LS TelePhony		\$155		Monarch LS collection software
Monarch LS OCLC		\$3,194		Monarch LS E-Content (Overdrive)
Monarch LS ILS		\$6,227		Monarch LS Network and replacement
Monarch LS Administrative		\$2,468		Monarch LS maintenance
Monarch LS reconciliation		\$146		Monarch LS Ninite TeamViewer Solar Win
Monarch LS Envisionware		\$1,070		Monarch LS Faronics
				Subtotal 4 \$17,689
5. Other Operating Expenditures				\$119,011
6. Total Operating Expenditures Add 1 through 5				\$729,520
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?				\$0

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement \$0	3. Rent Paid to Municipality/County \$0	Total Revenue \$0	Total Expenditure \$0

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year	\$372,773
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IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year	\$90,860
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X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$85,820	40.00	Library 1 Pages	Other	\$24,556	46.00
Assistant Director	MLS (ALA)	\$66,165	40.00	Interns	Other	\$14,592	23.00
Library 4 Youth	Other	\$46,259	40.00				
Library 4 Circulation	Other	\$41,059	40.00				
Library 3 AV Promotions	Other	\$38,043	40.00				
Library 3 ILL	Other	\$17,139	20.00				
Library 3 Processing	Other	\$17,399	20.00				
Library 2 Clerks	Other	\$45,904	62.00				

b. Other Paid Staff *See Instructions*

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	
2.00	0.00	2.00	7.28	9.28

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			30,430
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library
2. Circulation to Nonresidents Living in the Library's County		1,679	7,770
3. Circulation to Nonresidents Living in Another County in the Library System		93	23
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		1,196	19,489
5. Circulation to All Other Wisconsin Residents		180	6. Circulation to Persons from Out of the State
			0
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual		8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	
		8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County		Circulation	
a. Columbia		95	
b. Fond du Lac		18,908	
c. Green Lake		486	
d. Washington		3	
e.			

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices? Yes		2. Library type of Internet Connection <i>Mark all that apply</i>		3. Is the library CIPA compliant ?	
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such a bookmobile? No		Yes a. State TEACH line		No	
		Yes b. Other broadband connection Local, cable, telco, community network, etc.			

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities		3	
Total Self-Directed Activity Participation		134	
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	11		14
Total Self-Directed Activity Participation	912		1,046

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Tami	Lont	tami@monarchlibraries.org

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Pam	Garcia	pgarcia@monarchlibraries.org

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee 	Name of President or Designee Print or type Bev Martens	Date Signed
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type Bret Jaeger	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Dodge

The Waupun Public Library Board of Trustees hereby states that in 2022 the Monarch Library System
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

DRAFT

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
➤	Bev Martens	

COMMENTS

SECTION_II

6. Electronic Video Materials (downloadable)

WPLC removed all eVideos from OverDrive before the end of last year.--2023-01-30

SECTION_VI

5. Other Operating Expenditures

Back to full services and full programming.--2023-01-26

DRAFT

2/3/23

Library Fund Transfer Request – 2022 Budget Surplus

Summary:

- The Library Fund ended 2022 with a budget surplus of approximately \$30,000.
- This figure excludes Library Trust Revenues and Expenses, Transfers, and Unrealized gain/loss on investments
- Proposal for Library Board consideration:
 - Transfer \$30,000 to the City’s Capital Improvement Fund 400
- This process is similar to how the 2021 Library Budget surplus was handled and how surpluses are handled for other city departments
- Financial details are below

2022 Library Revenues & Expenses 12/31/22

Revenues	\$745,653	Excludes Library Trust donations and unrealized gains on investments
Expenses	<u>(\$714,848)</u>	Excludes Library Trust Expenses, transfers, and unrealized loss on investments
Budget Surplus	\$30,805	

Library Director Hiring Plan for Library Board

(in the event the Library Director retires/resigns/abducted by aliens, etc)

Steps to take:

1. Upon receiving notice of retirement or resignation, President of Library Board will call a special meeting of the Library Board to appoint a Hiring Committee.
2. President of Library Board notifies City Hall of resignation. Contact City Clerk so she can help you post the special meeting agenda.
3. Hiring Committee appointed and meets to plan and carry out transition to new director.
 - a. **Review DPI's Library Trustee Essentials – Chapter 5, Hiring a Library Director.**
It explains the Library Board's responsibility and goes into further detail than this document. Trustee Essentials is on the Department of Public Instruction website.
 - b. Contact Monarch Library System Director and Department of Public Instruction for direction and support.
 1. Review director requirements from Department of Public Instruction.
 - c. Meet with Assistant Director to discuss possible role as Interim Director.
 1. AD already has Master's Degree so that meets State requirement.
 2. If AD not interested as Interim, contact Monarch System Director for possible list of retired library directors who might be interested.
4. With Assistant Director, determine if staff structure should change.
5. If no change, review Library Director job description, make any changes before posting. Please be sure the job description lists all the attributes you want in a Library Director before posting.
6. If structure is changed, new job description(s) may be needed.
7. Once ready to post, post on library system email network, as well as wispublib email list, which covers the public libraries in the state. Other places to post would be the Wisconsin Library Association and American Library Association websites.

Updated 2/8/23