



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, December 20, 2023 at 4:30 PM

The Waupun Public Library Board of Trustees will meet at 4:30 p.m. on December 20, 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/87471089250>

2. By phone:

1-312-626-6799

Meeting ID: 874 7108 9250

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

[1.](#) November minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

2. Kurt Baumann

No Public Participation after this point.

MONTHLY STATISTICS

[3.](#) November statistics

BUDGET SUMMARY

[4.](#) November Budget Report

CONSIDERATION OF BILLS FOR PAYMENT

[5.](#) December bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

[6.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

[7.](#) Circulation Policy revision

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

8. Tentative next meeting: Wednesday, January 17, 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, November 15, 2023**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, November 15, 2023. Present were Gehl, Beer, Garcia, and Jaeger. Hintze, Schultz, and Sullivan present via Zoom. Siebers and Rohrer were absent. Due to the absence of the Secretary, Jaeger volunteered to record minutes.

ARTICLE I: Motion by Gehl, supported by Schultz, to accept the minutes of the October 18, 2023, meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 116,581 items through the end of October, up 7.5%.
- b. 47,547 people visited the library through the end of October, up 16.8%.
- c. Program attendance up 94.7% through the end of October.
- d. Meeting room use up 102.2% through the end of October.

ARTICLE IV: Budget was reviewed.

ARTICLE V:

- a. Motion by Beer, supported by Martens, to pay the November 2023 bills. Motion carried 6-0 on roll call. Due to absence of Secretary, Gehl was appointed to sign list of bills.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report was reviewed.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Motion by Hintze, supported by Sullivan, to approve the 2024 Library Budget as presented. Motion carried 6-0 on roll call.
- b. Motion by Hintze, supported by Sullivan, to approve the 2024 Wage Grid for library staff as presented. Motion carried 6-0 on roll call.
- c. Library Bill of Rights was reviewed, no action taken.

ARTICLE X: Motion by Beer, supported by Gehl, to adjourn at 5:03 p.m. Motion carried.

*Next tentative meeting: Wednesday, December 20, 2023, at 4:30 p.m.

Bret Jaeger, Acting Secretary

Waupun Public Library Monthly Statistics					
CIRCULATION	Nov. 23	Nov. 22	YTD 2023	YTD 2022	YTD%
Juvenile Nonfiction	680	493	6,395	6,387	0.1%
Juvenile Fiction	2,444	2,478	28,655	27,480	4.3%
Juvenile Periodical	11	4	101	96	5.2%
Juvenile Book on CD	26	11	138	195	-29.2%
Juvenile MP3 audio	0	2	34	16	112.5%
Juvenile DVD	372	267	3,714	3,655	1.6%
Juvenile Music CD	10	3	133	86	54.7%
Juvenile Video Game	30	34	420	368	14.1%
Misc. (kits, av tapes, etc)	0	1	5	6	-16.7%
Total Juvenile	3,573	3,293	39,595	38,289	3.4%
Adult Nonfiction	514	699	6,566	6,266	4.8%
Adult Fiction	1,567	1,746	20,670	19,116	8.1%
Adult Periodical	37	81	660	695	-5.0%
Adult Book on CD	133	166	1,923	1,750	9.9%
Adult MP3 audio	6	20	109	117	-6.8%
Adult DVD	1,602	1,953	17,112	18,418	-7.1%
Adult Music CD	174	152	2,340	1,425	64.2%
Adult Video Game	6	8	158	122	29.5%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	0	2	-100.0%
Misc (kits, tapes, av games)	0	0	2	31	-93.5%
Total Adult	4,039	4,825	49,540	47,942	3.3%
State Report Circulation	7,612	8,118	89,135	86,231	3.4%
Downloads (OverDrive)	1,021	1,003	12,369	10,942	13.0%
Downloads (Hoopla)	173	0	1,072	0	#DIV/0!
ILL-Items Sent	2,535	2,221	25,782	22,286	15.7%
ILL Item Received	54	38	517	398	29.9%
TOTAL CIRCULATION	11,395	11,380	128,875	119,857	7.5%
<i>To Columbia Co. Rural</i>	14	19	420	91	361.5%
<i>To Dodge Co. Rural</i>	654	645	8,561	7,265	17.8%
<i>To FDL Co. Rural</i>	1,596	1,676	18,783	17,329	8.4%
<i>To Green Lake Co. Rural</i>	24	36	295	438	-32.6%
Rural circ subtotals			28,059	25,123	11.7%
USE					
Patron Gate (visits)	4,338	4,171	51,885	44,871	15.6%
In-person Programs	451	343	6,001	3,194	87.9%
Virtual Programs	0	0	0	48	-100.0%
Take & Make Activities	72	100	770	1,005	-23.4%
Meeting Room Use	147	236	2,264	1,283	76.5%
Computer Use	306	452	4,521	5,011	-9.8%
Wireless Use	387	347	4,206	3,664	14.8%
Reference Questions	313	418	3,988	4,053	-1.6%
Monthly website hits	1,474	1,451	17,104	16,941	1.0%
Curbside/Window service	96	91	1,032	985	4.8%

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	
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	516,792	-	100%		
210-43-4367-0-00	COUNTY APPROPRIATION	213,938	-	213,939	217,469	(1)	100%	Dodge, Columbia, Winnefox (Green Lake, Fdl)	
210-46-4671-0-00	FEES-LIBRARY	1,200	37	743	1,253	457	62%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	3,000	-	21,588	6,018	(18,588)	720%		
210-48-4816-0-00	DIVIDEND REVENUE	2,000	-	2,268	2,121	(268)	113%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,000	-	5,000	5,000	1,000	83%	\$5k hicks foundation	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
Total Revenues		742,930	37	760,330	748,654	(17,400)	102%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	416,423	47,445	370,943	333,396	45,480	89%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	45,878	3,302	42,575	53,231	3,303	93%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	79	811	731	(20)	103%		
210-60-5511-2-22	LIBRARY-RETIREMENT	20,592	2,365	18,113	16,134	2,479	88%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	31,673	3,551	28,175	25,049	3,498	89%		
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	1,839	1,839	(239)	115%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	883	11,292	15,247	8,708	56%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	221	3,216	2,841	784	80%		
210-60-5511-3-32	LIBRARY-UTILITIES	27,000	1,797	24,738	25,534	2,262	92%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	132	1,742	1,180	(142)	109%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	983	861	1,517	39%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	1,064	6,805	4,268	195	97%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	2,213	5,358	3,787	37%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	346	1,889	1,210	611	76%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	490	27,632	20,798	5,368	84%		
210-60-5511-3-39	LIBRARY-BOOKS	60,734	4,780	58,840	55,667	1,894	97%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	17,639	1,345	12,407	12,405	5,232	70%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	-	6,503	4,953	497	93%		
210-60-5511-3-42	LIBRARY-DATABASES	12,000	291	10,456	11,948	1,544	87%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	1,173	8,080	6,827	15%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	11,500	14	11,939	9,889	(439)	104%	Summer reading program	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	143	1,541	2,270	959	62%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		742,930	68,416	645,823	612,888	97,107	87%		
Excess (Deficiency) Revenues Over Expenditures		-	(68,379)	114,507	135,766				

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2023	11/30/2023	11/30/2023	11/30/2022	Budget Balance	% of Budget	Budget Notes	
Library Fund Trust & Transfer Activity									
Revenues									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	5,000	6,300	7,222			New account created 9/21	
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-				
Total Revenues		-	5,000	6,300	7,222				
Expenditures									
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	350	7,298				
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-				
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	22,215	57,000				
Total Expenditures		-	-	22,565	64,298				
Excess (Deficiency) Trust/Transfer Revenues Over Expenditures		-	5,000	(16,265)	(57,076)				
Library Fund Grand Totals									
Total Revenues		742,930	5,037	766,630	755,875				
Total Expenditures		742,930	68,416	668,388	677,186				
Excess (Deficiency) Total Revenues Over Total Expenditures		-	(63,379)	98,242	78,690				
Library Fund Cash Balances									
210-10001	CASH-LIBRARY	Wells Fargo General Ckg Acct		33,556.04					
210-11612	LIBRARY SYSTEMS ACCOUNT	LGIP Acct 1		355,959.30					
210-11614	LIBRARY TRUST ACCOUNT	LGIP Acct 2		79,965.86					
Library Trust Funds within Wells Fargo General Ckg Acct				3,218.00					
210-11615	RUTH E. BAYLEY ACCOUNT			90,730.80					
Total Library Fund Cash				563,430.00					
<p><i>Preliminary budget report will not have an updated cash balance until all journal entries are recorded.</i></p> <p><i>Final month end budget report will have updated cash balances.</i></p>									

LIBRARY	MONTHLY REPORT December 2023
Subject	Summary
Statistics	Through the end of November, the library circulated/downloaded/loaned 127,803 items, up 6.6%, and 51,885 people walked through our doors, up 15.6%. Program attendance is up 88%, and meeting room use is up 76%.
DiNovember event	Public libraries across the country, including Waupun Public Library, were celebrating DiNovember in November, which produced many events celebrating dinosaurs. We had a dinosaur of sorts at the library during November, a Bearded Dragon owned by one of the staff. While not a dinosaur, it looks like one and was popular with the kids!
Donation	The library received a donation of \$100 from Robert Kelly for future needs.
New Library Board member	Marie Svec has been appointed to fill the vacant Library Board position.

Circulation Policy – Draft Revision

A. Registration

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card.

Proof of current address is required. Current address on Driver's License is sufficient, or picture ID and piece of mail.

Applicants from 5 to 15 years of age may obtain a library card when their parent or legal guardian gives their consent on the application form. Parental signature is not required for children who are renewing or replacing cards, nor is it required for 16 and 17 year-olds to obtain a card.

Materials cannot be checked out until a library card is issued.

B. Your Library Card

You must use your card to check out materials from the library. By applying for a library card you have agreed to obey all the rules and regulations of the Waupun Public Library; to pay all fines charged against your account for damaged, or lost material; and to give prompt notice of name and address changes.

If a patron loses his/her card, or has it stolen, they must notify the library as soon as possible. He/she is responsible for any materials checked out prior to notifying the library. Patrons are financially responsible for any items borrowed using their card.

The Waupun Public Library will not allow patrons who owe library fines to use other persons' library cards to acquire materials. These efforts to avoid payment of fines on their own cards are unacceptable and may result in permanent suspensions of borrowing and computer privileges from the Waupun Public Library.

Displaced Patrons

If a patron indicates he or she is homeless or otherwise displaced and already holds a library card, his/her address can be changed to Homeless.

If a patron indicates he or she is homeless or otherwise displaced and wishes to obtain a library card, we will still require a picture ID to open the card.

Homeless or displaced patrons, whether updating an existing card or applying for a library card for the first time, will be limited to 3 checkouts at a time and 0 holds. The patron can upgrade to a full library card by bringing in a piece of mail or other documentation proving residency.

C. Loan Periods

Loan periods for all materials will follow the standard loan periods approved by the Monarch Library System libraries.

D. Reserves and Interlibrary Loans

Reserves on items found in our online catalog may be placed by patrons either in person, over the phone, or online. Patrons will be notified when the materials are available.

Interlibrary loan requests for items outside of our system collection may be requested in person, over the phone, email, or via the WISCAT system. Those wishing to place their own ILL requests online via the WISCAT system must first set up a special account through the library.

There is no charge to the patron for placing a reserve or for interlibrary loan services.

E. Fines and charges

Two notices will be sent by mail at varying time intervals after the material is due. If the material is still not returned, a bill will be sent for the replacement cost of the material. As a last resort, a collection agency and/or local police department may attempt to recover the material or cost of the material. Patrons with fines exceeding five dollars may not check out materials.

F. Damaged materials

If returned materials are damaged and judged by the library as being unsuitable for the collection, the patron must pay the replacement cost.

G. Confidentiality

As specified in Wisconsin statutes 43.30: "Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under sub. (4), to library under subs. (2) and (3), or to law enforcement officers under sub. (5)."

Adopted 11/19/22, Revised 7/19/2023