



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, September 18, 2024 at 4:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually: <https://us02web.zoom.us/j/89399152656>

Join Teleconference: 1 312 626 6799 Meeting ID: 893 9915 2656

CALL TO ORDER

ROLL CALL

MINUTES FROM PREVIOUS MEETINGS

1. August minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

2. August statistics

BUDGET SUMMARY

3. August budget report

CONSIDERATION OF BILLS FOR PAYMENT

4. September bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

5. Librarians report

OLD BUSINESS

NEW BUSINESS

6. Code of Conduct revision
7. Fax Policy

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

8. Tentative next meeting: Wednesday, October 16, 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, August 21, 2024**

The Waupun Public Library Board was called to order by President Bev Martens at 4:30 p.m. on Wednesday, August 21, 2024. Present were Beer, Gehl, Siebers, and Jaeger. Hintze and Sullivan were present via Zoom. Schultz and Svec were absent. Due to absence of the Secretary, Jaeger volunteered to record the minutes.

Minutes from Previous Meetings

Motion by Siebers, second Beer, to accept the July minutes as presented. Motion carried.

Persons Wishing to Address the Library Board

None.

Monthly Statistics

July statistics were reviewed.

Budget Summary

Current budget was reviewed.

Consideration of Bills for Payment

Motion by Sullivan, second Gehl, to pay the bills as presented. Motion carried 6-0 on roll call.

Committee Reports

Budget Committee did not meet but will discuss minor adjustments to the 2025 budget request under new business.

Librarian's Report

Librarian's report was reviewed.

Old Business

None.

New Business

Motion by Siebers, second Beer, to change the health insurance line item to 9.9% and the salaries/wages line item to 4%, for the 2025 library budget. Motion carried 6-0 on roll call.

Future meetings and gatherings involving the Library Board

Next tentative meeting: Wednesday, September 18, 2024, at 4:30 p.m.

Adjournment

Motion by Sullivan, second Gehl, to adjourn at 4:53 p.m. Motion carried.

Bret Jaeger, Acting Secretary

Waupun Public Library Monthly Statistics					
CIRCULATION	Aug. 24	Aug. 23	YTD 2024	YTD 2023	YTD%
Juvenile Nonfiction	531	437	4,669	4,593	1.7%
Juvenile Fiction	2,670	2,598	22,039	21,475	2.6%
Juvenile Periodical	10	5	107	85	25.9%
Juvenile Book on CD	14	12	129	89	44.9%
Juvenile MP3 audio	4	7	42	32	31.3%
Juvenile DVD	277	330	2,673	2,785	-4.0%
Juvenile Music CD	4	11	82	104	-21.2%
Juvenile Video Game	61	62	355	332	6.9%
Misc. (kits, av tapes, etc)	2	0	6	4	50.0%
Total Juvenile	3,573	3,462	30,102	29,499	2.0%
Adult Nonfiction	616	559	4,704	4,946	-4.9%
Adult Fiction	2,013	2,177	15,551	15,406	0.9%
Adult Periodical	78	75	594	503	18.1%
Adult Book on CD	102	169	1,133	1,451	-21.9%
Adult MP3 audio	8	11	36	91	-60.4%
Adult DVD	1,334	1,712	12,176	12,396	-1.8%
Adult Music CD	116	171	1,051	1,732	-39.3%
Adult Video Game	16	14	83	134	-38.1%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	5	0	#DIV/0!
Misc (kits, tapes, av games)	0	0	21	2	950.0%
Total Adult	4,283	4,888	35,354	36,661	-3.6%
State Report Circulation	7,856	8,350	65,456	66,160	-1.1%
Downloads (OverDrive)	1,119	1,177	9,446	9,257	2.0%
Downloads (Hoopla)	303	139	2,047	549	272.9%
ILL-Items Sent	2,285	2,530	18,664	18,469	1.1%
ILL Item Received	37	64	391	372	5.1%
TOTAL CIRCULATION	11,600	12,260	96,004	94,807	1.3%
<i>To Columbia Co. Rural</i>	64	56	399	334	19.5%
<i>To Dodge Co. Rural</i>	713	762	5,826	6,455	-9.7%
<i>To FDL Co. Rural</i>	1,383	1,726	12,842	13,983	-8.2%
<i>To Green Lake Co. Rural</i>	25	24	275	209	31.6%
Rural circ subtotals			19,342	20,981	-7.8%
USE					
Patron Gate (visits)	4,576	4,743	38,278	38,884	-1.6%
In-person Programs	45	92	4,082	3,860	5.8%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	63	72	255	558	-54.3%
Meeting Room Use	150	205	1,714	1,720	-0.3%
Computer Use	498	627	2,931	3,615	-18.9%
Wireless Use	383	365	2,801	3,076	-8.9%
Reference Questions	461	432	3,034	3,047	-0.4%
Monthly website hits	2,279	1,700	15,512	12,705	22.1%
Curbside/Window service	118	104	908	754	20.4%

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	553,896	105,189	553,896	391,049	-	100%		
210-43-4367-0-00	COUNTY APPROPRIATION	216,625	-	224,606	213,939	(7,981)	104%	Dodge, Columbia, Winnefox (Green Lake, FdL)	
210-46-4671-0-00	FEES-LIBRARY	700	165	6,340	577	(5,640)	906%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	-	3,129	21,035	16,244	(21,035)	#DIV/0!		
210-48-4816-0-00	DIVIDEND REVENUE	-	-	1,614	1,512	(1,614)	#DIV/0!		
210-48-4861-0-00	GRANTS AND DONATIONS	5,000	-	-	5,000	5,000	0%	\$5k hicks foundation	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
Total Revenues		776,221	108,483	807,491	628,320	(31,270)	104%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	435,578	37,584	277,422	261,146	158,156	64%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	50,464	3,473	32,788	32,668	17,676	65%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	815	83	643	574	172	79%		
210-60-5511-2-22	LIBRARY-RETIREMENT	21,539	1,621	13,608	12,713	7,931	63%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	33,129	2,774	20,908	19,983	12,221	63%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,000	-	-	-	3,000	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,700	167	1,337	1,337	363	79%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	1,043	6,699	8,005	13,301	33%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	591	2,215	2,450	1,785	55%		
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	2,544	15,689	18,605	13,311	54%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,700	146	1,607	1,280	93	95%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	780	983	1,720	31%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	2,267	4,893	5,061	2,107	70%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	479	2,427	2,213	3,573	40%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	147	1,143	1,006	1,357	46%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	2,040	26,426	27,004	7,574	78%		
210-60-5511-3-39	LIBRARY-BOOKS	63,296	5,036	36,214	38,902	27,082	57%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	831	6,773	8,550	7,227	48%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	333	6,485	6,478	515	93%		
210-60-5511-3-42	LIBRARY-DATABASES	15,000	784	11,546	10,165	3,454	77%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	496	1,053	7,504	6%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	13,500	1,477	10,233	11,320	3,267	76%	Summer reading program	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	205	1,313	1,160	1,187	53%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		776,221	63,624	481,643	472,658	294,578	62%		
Excess (Deficiency) Revenues Over Expenditures		-	44,859	325,848	155,663				

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 Trust & Transfer Activity									
Revenues									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	1,380	1,300			New account created 9/21	
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-				
Total Revenues		-	-	1,380	1,300				
Expenditures									
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	864	-				
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-				
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	-	22,215				
Total Expenditures		-	-	864	22,215				
Excess (Deficiency) Trust/Transfer Revenues Over Expenditures		-	-	516	(20,915)				
Library Fund Grand Totals									
Total Revenues		776,221	108,483	808,871	629,620				
Total Expenditures		776,221	63,624	482,507	494,873				
Excess (Deficiency) Total Revenues Over Total Expenditures		-	44,859	326,364	134,748				
Library Fund Cash Balances									
210-10001	CASH-LIBRARY		Wells Fargo General Ckg Acct	30,092.27					
210-11612	LIBRARY SYSTEMS ACCOUNT		LGIP Acct 1	602,014.92					
210-11614	LIBRARY TRUST ACCOUNT		LGIP Acct 2	83,636.89					
	Library Trust Funds within Wells Fargo General Ckg Acct			11,203.87					
210-11615	RUTH E. BAYLEY ACCOUNT			80,878.70					
	Total Library Fund Cash			807,826.65					

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 September 2024
Subject	Summary
Statistics	Through the end of August, the library circulated/downloaded/loaned 96,004 items, and 38,278 people walked through our doors. Program attendance is up 5.8%, drive-up service window transactions up 20.4%.
Storytimes resuming	Now that schools are in session, our weekly Storytimes have resumed on Wednesdays.
Programs	Programs for September include book clubs, craft night, Toddler Tuesday, birdhouse gourds, Lego club, jigsaw puzzle race, and a flower workshop at the end of the month.
Adult Reading Challenge	The Adult Reading Challenge from June 1 – August 23 attracted 44 people, with 29 of them new players to an adult reading challenge. According to staff member Lisa Bille, who organized this event, a total of 219 completed forms were turned in for the three prize packages.
WiggleRoom update	At this writing, we are still waiting to hear back from our KI representative regarding a delivery estimate.
WLA Conference Green Bay	Bret will be attending the Wisconsin Library Association Conference at the KI Center in Green Bay, November 6 – 8. If any Board members would like to attend, please see Bret.

LIBRARY CODE OF CONDUCT – Sept 2024 Draft Revision

Under the provisions of Chapter 43 of the Wisconsin Statutes, specifically 43.52(1), the Waupun Public Library Board of Trustees may enact regulations that serve to ensure the safety of all library staff and patrons, protect the usefulness of the materials collection, and maintain order in the library.

The following Code of Conduct has been established for all patrons. If a patron is not responsive to the needs of other library users or disregards the policies protecting patrons, staff and library property, the patron will be asked to leave.

CODE OF CONDUCT

1. Patrons must attempt to keep noise at a level that does not disturb others.
2. Smoking and/or use of tobacco in the library is prohibited, which includes the use of electronic cigarettes.
3. Eating and drinking are allowed in the meeting rooms, and covered drinks are allowed throughout the entire library.
4. Animals or pets are only allowed in the library as an approved exhibition, assistance to persons who are disabled, or under the control of public safety officials.
5. For reasons of public health and safety, bare feet are not allowed in the library.
Also, shirts will be worn while in the building.
6. Loitering in the library or on library grounds is not permitted.
7. Only one person shall use one section of a study carrel. A maximum of four persons may sit at any one table, unless given permission by library staff.
8. Parents may not leave young children unattended in the library.
9. Unapproved selling of goods or services is prohibited. Persons or organizations wishing to make use of the library facility should contact library officials to obtain approval.
10. Persons who conduct themselves in an inappropriate or disorderly manner shall be asked to leave the library. This includes, but is not limited to, the following:
disturbing others, misuse or damage to the building or furnishings, littering, sleeping, rudeness or profanity, indecent, violent or abusive behavior, excessive odor.
11. Concealed carry weapons, or weapons of any kind, are not allowed inside the library building. Exceptions may be made by the Library Director for educational programs.
12. Under no circumstances may anyone take a photo or video a library user without the consent of the user, or their parent/guardian, if a minor.
- 13. Alcohol is not allowed in the library or on library property.**

Adopted 5/20/02. Revised 8/20/07, 11/21/11, 2/18/13, 12/22/14, 4/20/22, 12/21/22, 7/17/24

Fax Policy - DRAFT

The Waupun Public Library will send faxes at a cost of \$1.00 for the first page and \$.25 each additional page. We do not receive faxes for patrons. Due to various factors, staff will not send a fax of 12 pages or more within 30 minutes of closing. Faxes take an average of 2 minutes per page to send.

Faxes can only be sent single-sided. Any double-sided documents will need to have the second side copied, which will cost \$.10 per copy. Additionally, fax page size will need to be the standard 8.5 x 11 or smaller; larger documents will need to be copied at \$.10 per page to adhere to this sizing. Pages that are extremely wrinkled, thin or otherwise deemed unlikely to send will also require copying at \$.10 per page.

The Waupun Public Library only accepts cash or check as payment methods.