



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, August 16, 2023 at 4:30 PM

The Waupun Public Library Board of Trustees will meet at 4:30 p.m. on August 16, 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/82424040639>

2. By phone:

1-312-626-6799

Meeting ID: 824 2404 0639

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

[1.](#) July minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

[2.](#) July statistics

BUDGET SUMMARY

[3.](#) July budget report

CONSIDERATION OF BILLS FOR PAYMENT

[4.](#) August bills

COMMITTEE REPORTS

5. Budget Committee

LIBRARIAN'S REPORT

[6.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

[7.](#) Bylaws review

[8.](#) 2024 budget recommendation to Library Board

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

9. Tentative next meeting: Wednesday, September 20, 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, July 19, 2023**

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

ARTICLE I: Motion by Beer, supported by Schultz, to accept the minutes of June 19, 2023, meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 69,496 items through the end of June, up 12.3%.
- b. 28,568 people visited the library through the end of June, up 28.9%.
- c. Program attendance up 119.4% through the end of June.
- d. Meeting room use up 182.1% through the end of June.

ARTICLE IV: Budget reviewed with no concerns noted.

ARTICLE V:

- a. Motion by Hintze, supported by Siebers, to pay June 2023 bills. Motion carried 8-0 on roll call.

ARTICLE VI: Budget Committee report.

ARTICLE VII: Librarians' Report.

- a. The last two Summer Reading Program events: July 13 was Zoozort Mini Zoo, and the Carnival Finale will be held Friday, July 21, in the library parking lot.
- b. Interns' many projects this summer include:
 1. Scanning library historical documents.
 2. Scanning cemetery documents.
 3. Cleaning and reorganizing storage areas.
 4. Assisting with Summer Reading Program.
 5. Handling a labor-intensive reference question involving newspaper microfilm from 1920.
 6. Filling in when staff are on vacation.
- c. Upcoming Programs:
 1. Brenda Conley, Dodge County Dairy Ambassador, will discuss ice cream (**With attendees making and sampling some**)/July 27, @ 6:00 pm.
 2. Eleanor Brinsko: a program on Ancestry.com/August 15 @ 6:00pm.
 3. Monthly adult crafts continue on the 2nd Tuesday of every month @6:00pm.
 4. Many more programs are in the planning stages for the future.

d. Officer Tipton attended the June library staff meeting and fielded questions on when and why to call the police non-emergency and emergency numbers, as well as fielding general questions from staff.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Meeting Room Use Policy was reviewed. Motion by Rohrer, supported by Schultz, to accept the revisions to the Application for the Meeting Room Use as presented. Motion carried.

b. Motion by Hintze, supported by Sullivan, to move the minimum age for obtaining a Waupun Public Library card from six years old to five years old. Motion carried.

c. Motion by Rohrer, supported by Martens, to accept the Circulation Policy revision presented as follows: "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." Motion carried.

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

*Next tentative meeting: Wednesday, August 16, 2023 at 4:30 p.m.

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Jul. 23	Jul. 22	YTD 2023	YTD 2022	YTD%
Juvenile Nonfiction	580	507	4,156	3,361	23.7%
Juvenile Fiction	3,113	3,144	18,877	17,038	10.8%
Juvenile Periodical	8	5	80	55	45.5%
Juvenile Book on CD	18	24	77	138	-44.2%
Juvenile MP3 audio	0	1	25	4	525.0%
Juvenile DVD	373	388	2,455	2,462	-0.3%
Juvenile Music CD	21	20	93	57	63.2%
Juvenile Video Game	60	39	270	191	41.4%
Misc. (kits, av tapes, etc)	0	2	4	5	-20.0%
Total Juvenile	4,173	4,130	26,037	23,311	11.7%
Adult Nonfiction	596	617	4,387	3,913	12.1%
Adult Fiction	2,275	1,995	13,229	12,168	8.7%
Adult Periodical	50	54	428	446	-4.0%
Adult Book on CD	152	127	1,282	1,136	12.9%
Adult MP3 audio	6	9	80	56	42.9%
Adult DVD	1,562	1,852	10,684	11,186	-4.5%
Adult Music CD	161	205	1,561	859	81.7%
Adult Video Game	31	21	120	72	66.7%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	0	1	-100.0%
Misc (kits, tapes, av games)	0	1	2	31	-93.5%
Total Adult	4,833	4,881	31,773	29,868	6.4%
State Report Circulation	9,006	9,011	57,810	53,179	8.7%
Downloads (OverDrive)	1,195	1,038	8,080	6,935	16.5%
ILL-Items Sent	2,281	2,009	15,939	13,586	17.3%
ILL Item Received	63	47	308	274	12.4%
TOTAL CIRCULATION	12,545	12,105	82,137	73,974	11.0%
<i>To Columbia Co. Rural</i>	58	2	278	43	546.5%
<i>To Dodge Co. Rural</i>	751	701	5,693	4,523	25.9%
<i>To FDL Co. Rural</i>	1,842	1,572	12,257	10,796	13.5%
<i>To Green Lake Co. Rural</i>	20	31	185	361	-48.8%
Rural circ subtotals			18,413	15,723	17.1%
USE					
Patron Gate (visits)	5,573	5,320	34,141	27,488	24.2%
In-person Programs	685	259	3,768	1,664	126.4%
Virtual Programs	0	0	0	48	-100.0%
Take & Make Activities	75	80	486	638	-23.8%
Meeting Room Use	158	118	1,515	599	152.9%
Computer Use	616	680	2,988	2,961	0.9%
Wireless Use	412	366	2,711	2,224	21.9%
Reference Questions	394	441	2,615	2,369	10.4%
Monthly website hits	1,787	1,863	11,005	10,956	0.4%
Curbside/Window service	102	98	650	616	5.5%

Waupun Public Library

Budget Report

	12/31/2023	7/31/2023	7/31/2023	7/31/2022				
Account Number	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
Library Fund Operating Activity								
<i>(Partial property tax allocation is recorded in February. Full allocation is recorded after the August settlement)</i>								
Revenues								
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	-	213,939	217,469	(1)	100%	Dodge, Columbia, Winnetox (Green Lake, FdL)
210-46-4671-0-00	FEES-LIBRARY	1,200	67	453	961	747	38%	fine free, lost or damaged items only
210-48-4811-0-00	INTEREST REVENUE	3,000	-	10,985	1,719	(7,985)	366%	
210-48-4816-0-00	DIVIDEND REVENUE	2,000	-	1,512	1,414	488	76%	
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	67	622,939	597,466	119,991	84%		
Expenditures								
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	416,423	34,639	226,498	215,622	189,925	54%	
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-	-	
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	45,878	3,302	29,366	36,420	16,512	64%	
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	79	496	461	295	63%	
210-60-5511-2-22	LIBRARY-RETIREMENT	20,592	1,506	11,197	10,501	9,395	54%	
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	31,673	2,585	17,397	16,396	14,276	55%	
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	1,170	1,170	430	73%	
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	1,561	7,369	9,935	12,631	37%	
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	641	2,049	1,939	1,951	51%	
210-60-5511-3-32	LIBRARY-UTILITIES	27,000	2,075	16,254	16,191	10,746	60%	
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	66	1,148	820	452	72%	
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	73	3,044	2,693	3,956	43%	
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	937	2,213	2,821	3,787	37%	
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	-	1,006	726	1,494	40%	
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	2,040	26,941	20,479	6,059	82%	
210-60-5511-3-39	LIBRARY-BOOKS	60,734	5,739	33,638	35,177	27,096	55%	
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	17,639	1,457	7,241	6,378	10,398	41%	
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	-	6,478	4,933	522	93%	
210-60-5511-3-42	LIBRARY-DATABASES	12,000	-	7,524	10,121	4,476	63%	
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	475	1,053	-	6,947	13%	
210-60-5511-3-44	LIBRARY-PROGRAMMING	11,500	2,143	10,867	9,324	633	94%	Summer reading program
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	111	967	1,514	1,533	39%	
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-	-	
Total Expenditures	742,930	59,597	414,896	404,481	328,034	56%		
Excess (Deficiency) Revenues Over Expenditures	-	(59,530)	208,042	192,985				

Waupun Public Library

Budget Report

	12/31/2023	7/31/2023	7/31/2023	7/31/2022	
Account Number	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance

Library Fund Trust & Transfer Activity

Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes
Revenues							
210-48-4850-000 LIBRARY TRUST DONATIONS	-	-	1,300	-	6,922		New account created 9/21
210-49-4920-0-00 OPERATING TRANSFERS IN	-	-	1,300	-	6,922		
Total Revenues	-	-	1,300	-	6,922		

Expenditures

210-60-5504-3-38 LIBRARY-TRUST OPERATING EXPENS	-	-	-	-	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	-	-	22,215	-	64,298		

Excess (Deficiency) Trust/Transfer Revenues Over Expenditures (20,915) (57,376)

Library Fund Grand Totals

Total Revenues	742,930	67	624,239	604,387	
Total Expenditures	742,930	59,597	437,111	468,778	
Excess (Deficiency) Total Revenues Over Total Expenditures	-	(59,530)	187,127	135,609	

Library Fund Cash Balances

210-10001 CASH-LIBRARY		Wells Fargo General Ckg Acct	(30,793.35)	
210-11612 LIBRARY SYSTEMS ACCOUNT		LGIP Acct 1	511,767.25	
210-11614 LIBRARY TRUST ACCOUNT		LGIP Acct 2	78,554.89	
210-11615 LIBRARY Trust Funds within Wells Fargo General Ckg Acct			2,056.00	
		RUTH E. BAYLEY ACCOUNT	90,730.80	
Total Library Fund Cash			652,315.59	

Preliminary budget report will not have on updated cash balance until all journal entries are recorded. Final month end budget report will have updated cash balances.

LIBRARY	MONTHLY REPORT August 2023
Subject	Summary
Statistics	Through the end of July, the library circulated/downloaded/loaned 82,137 items, up 11%, and 34,141 people walked through our doors, up 24%. Program attendance is up 126%, and meeting room use is up 153%.
Summer Reading Program	A total of 1,134 youth and adult residents attended the six Summer Reading Program performer programs and finale.
Intern projects	The coolest project the interns recently finished was tracking down all of the library directors, including interim directors, of the Waupun Public Library and Waupun Library Association since 1858. This was a tedious job, involving numerous old records, but the result is spectacular. A big thank you to interns Brooke Vander Galien and Logan Wobschall!
Adult Programming	Eleanor Brinsko will present a program on Ancestry.com on August 15 at 6pm. Inspirational author Susan Baganz, a Wisconsin resident, will have an author talk on September 19 at 6:00pm. We continue to hold in-person crafts on the second Tuesday of every month at 6:00pm. Herbarium bulbs is the August 8 craft and ribbon bookmarks is the September 12 craft.
Alto fair Parade	Several staff entered a float into the Alto Fair Parade on August 10 th .
FDL libraries meet with county exec	The Fond du Lac County libraries will be meeting with Fond du Lac County Executive, Sam Kaufman, on August 17 regarding county reimbursement funding.

Bylaws of the Board of Trustees Waupun Public Library

Article I Identification

The name of this organization is the Board of Trustees of the Waupun Public Library, located in Waupun, Wisconsin, established by the Wisconsin municipality of Waupun, according to the provision of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

Article II Membership

Section 1. Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 (municipal library board composition), and 43.60 (county appointments to municipal and joint public library boards).

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason. If any trustee has three consecutive unexcused absences from meetings of the Board, the president may notify the appointing authority and request the disqualification of the trustee.

Article III Officers

Section 1. The officers shall consist of a president, a vice president, and a secretary-treasurer, elected from among the appointed trustees at the annual May meeting of the Board.

Section 2. Officers shall serve a term of one year from the meeting at which they are elected and until their successors are duly elected.

Section 3. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with the office of president.

Section 4. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 5. The secretary-treasurer shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties

as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 6. The secretary-treasurer shall sign all vouchers for disbursements from library funds, and perform such duties as generally devolve upon the office. The secretary-treasurer may be bonded in an amount as determined by a resolution of the Board. In the absence of the secretary-treasurer, the disbursing duties shall be performed by such other member of the Board as the Board may designate. The secretary-treasurer or secretary-treasurer designee shall make monthly reports to the Board showing a summary of income and disbursements from funds in his or her charge.

Section 7. All Board members are eligible for office.

Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Special Meetings. Special Meetings may be called at the direction of the president, and shall be called at the written request of three members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given.

Section 5. Quorum. A quorum for the transaction of business at any meeting shall consist of three or more members of the Board present in person or virtually.

Section 6. Open Meetings Compliance. All Board meetings shall be held in compliance with Wisconsin open meetings law.

Section 7. Parliamentary Authority. The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Article V Committees

Section 1. Committees. All committees, such as Budget, Library Director Evaluation, Personnel, and Building and Property, shall be appointed by the president and shall make recommendations to the Board as pertinent to Board meeting agenda items.

Section 2. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 3. The library director may be a member of each committee.

Section 4. No committee shall have other than advisory powers.

Article VI Duties of the Board of Trustees

Section 1. Legal responsibility for the operation of the Waupun Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries and Technology, and to the City of Waupun.

Article VII Library Director

The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The

director shall act as technical advisor to the Board. The director shall attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Article VIII Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Waupun Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (5 of 7) of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Waupun Public Library,

on this __23rd__ day of __December__ in the year __2013__.

2024 Budget recommendation to Library Board

REVENUES		2023	2024	+/-	\$
210-41-4111-0-00	General Property Taxes	\$ 516,792	\$ 553,896	7.2%	37,104
210-41-4367-0-00	County reimbursements	213,938	216,625	1.3%	2,687
210-41-4671-0-00	Fees (fines)	1,200	700	-41.7%	(500)
210-41-4811-0-00	Interest revenue	3,000	-	-100.0%	(3,000)
210-41-4816-0-00	Dividend revenue	2,000	-	-100.0%	(2,000)
210-41-4861-0-00	Grants and donations	6,000	5,000	-16.7%	(1,000)
TOTAL REVENUES		742,930	776,221	4.5%	33,291
EXPENSES					
210-60-5511-1-10	Salaries/wages	416,423	435,578	4.6%	19,155
210-60-5511-1-11	Overtime	-			
210-60-5511-2-20	Health insurance	45,878	50,464	10.0%	4,586
210-60-5511-2-21	Life insurance	791	815	3.0%	24
210-60-5511-2-22	Retirement	20,592	21,539	4.6%	947
210-60-5511-2-23	Social Security/Medicare	31,673	33,129	4.6%	1,456
210-60-5511-2-24	Sick leave payout	3,000	3,000	0.0%	-
210-60-5511-2-29	Income continuation	1,600	1,700	6.3%	100
210-60-5511-3-30	Office supplies	20,000	20,000	0.0%	-
210-60-5511-3-31	Telecommunications	4,000	4,000	0.0%	-
210-60-5511-3-32	Utilities	27,000	29,000	7.4%	2,000
210-60-5511-3-33	Postage	1,600	1,700	6.3%	100
210-60-5511-3-34	Membership fees	2,500	2,500	0.0%	-
210-60-5511-3-35	Publications/promotions	7,000	7,000	0.0%	-
210-60-5511-3-36	Repairs/maintenance	6,000	6,000	0.0%	-
210-60-5511-3-37	Travel/Training/Conference	2,500	2,500	0.0%	-
210-60-5511-3-38	Automation/technology upgrades	33,000	34,000	3.0%	1,000
210-60-5511-3-39	Books	60,734	63,296	4.2%	2,562
210-60-5511-3-40	Audiovisual	17,639	14,000	-20.6%	(3,639)
210-60-5511-3-41	Periodicals	7,000	7,000	0.0%	-
210-60-5511-3-42	Databases	12,000	15,000	25.0%	3,000
210-60-5511-3-43	Furnishings/replacement	8,000	8,000	0.0%	-
210-60-5511-3-44	Programming	11,500	13,500	17.4%	2,000
210-60-5511-3-45	Miscellaneous	2,500	2,500	0.0%	
TOTAL EXPENSES		742,930	776,221	4.5%	33,291
			-		
	Non-salary/benefits	222,973	229,996	3.1%	7,023
	Salary/benefits	519,957	546,225	5.1%	26,268