



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD MEETING**  
**Waupun Public Library – 123 S. Forest Street,**  
**Waupun WI**  
**Wednesday, January 18, 2023 at 4:30 PM**

The Waupun Public Library Board of Trustees will meet at 4:30 p.m. on January 18, 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/81848532171>

**2. By phone:**

1-312-626-6799

Meeting ID: 818 4853 2171

**CALL TO ORDER**

**MINUTES FROM PREVIOUS MEETINGS**

1. December 2022 minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

*No Public Participation after this point.*

**MONTHLY STATISTICS**

- [2.](#) December statistics

**BUDGET SUMMARY**

- [3.](#) December budget not final

**CONSIDERATION OF BILLS FOR PAYMENT**

- [4.](#) Dec 2022 bills paid Jan and Jan 2023 bills

**COMMITTEE REPORTS**

**LIBRARIAN'S REPORT**

- [5.](#) Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

- [6.](#) Collection Development Policy review

**FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD**

7. Tentative next meeting: Wednesday, February 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.*

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Dec. 22</b>	<b>Dec. 21</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>YTD%</b>
Juvenile Nonfiction	555	483	6,942	5,349	29.8%
Juvenile Fiction	1,713	1,331	29,193	20,670	41.2%
Juvenile Periodical	6	3	102	102	0.0%
Juvenile Book on CD	14	7	209	103	102.9%
Juvenile MP3 audio	1	1	17	13	30.8%
Juvenile DVD	246	313	3,901	3,357	16.2%
Juvenile Music CD	4	7	90	100	-10.0%
Juvenile Video Game	33	25	401	400	0.3%
Misc. (kits, av tapes, etc)	4	0	10	1	900.0%
<b>Total Juvenile</b>	<b>2,576</b>	<b>2,170</b>	<b>40,865</b>	<b>30,095</b>	<b>35.8%</b>
Adult Nonfiction	605	512	6,871	6,073	13.1%
Adult Fiction	1,539	1,401	20,655	18,933	9.1%
Adult Periodical	47	42	742	837	-11.4%
Adult Book on CD	149	250	1,899	2,700	-29.7%
Adult MP3 audio	18	0	135	42	221.4%
Adult DVD	1,571	1,597	19,989	17,409	14.8%
Adult Music CD	147	100	1,572	450	249.3%
Adult Video Game	6	15	128	425	-69.9%
Pamphlets/Vertical File	0	0	0	6	-100.0%
Equipment/die cuts	0	0	2	0	#DIV/0!
Misc (kits, tapes, av games)	1	0	32	5	540.0%
<b>Total Adult</b>	<b>4,083</b>	<b>3,917</b>	<b>52,025</b>	<b>46,880</b>	<b>11.0%</b>
<b>State Report Circulation</b>	<b>6,659</b>	<b>6,087</b>	<b>92,890</b>	<b>76,975</b>	<b>20.7%</b>
Downloads (OverDrive)	976	916	11,918	11,764	1.3%
ILL-Items Sent	1,801	1,848	24,087	25,662	-6.1%
ILL Item Received	33	47	431	345	24.9%
<b>TOTAL CIRCULATION</b>	<b>9,469</b>	<b>8,898</b>	<b>129,326</b>	<b>114,746</b>	<b>12.7%</b>
<i>To Columbia Co. Rural</i>	95	1	186	21	785.7%
<i>To Dodge Co. Rural</i>	7,765	466	15,030	5,709	163.3%
<i>To FDL Co. Rural</i>	18,907	1,477	36,236	16,687	117.2%
<i>To Green Lake Co. Rural</i>	486	66	924	647	42.8%
Rural circ subtotals			52,376	23,064	127.1%
<b>USE</b>					
<b>Patron Gate (visits)</b>	<b>3,102</b>	<b>2,721</b>	<b>47,973</b>	<b>28,297</b>	<b>69.5%</b>
In-person Programs	259	94	3,453	3,288	5.0%
Virtual Programs	0	0	48	0	#DIV/0!
Take & Make Activities	95	327	1,100	1,332	-17.4%
Meeting Room Use	77	13	1,360	25	5340.0%
Computer Use	264	307	5,275	2,823	86.9%
Wireless Use	300	292	3,964	2,749	44.2%
Reference Questions	381	306	4,434	4,028	10.1%
Monthly website hits	1,269	1,351	18,210	18,076	0.7%
Curbside/Window service	56	76	1,041	1857	-43.9%

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	208,879	-	217,469	223,137	(8,590)	104%	Dodge, Columbia, Winnefox (Green Lake, FdL)	
210-46-4671-0-00	FEES-LIBRARY	1,200	25	1,278	944	(78)	106%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	1,500	-	6,018	270	(4,518)	401%		
210-48-4816-0-00	DIVIDEND REVENUE	1,800	-	2,121	2,642	(321)	118%		
210-48-4861-0-00	GRANTS AND DONATIONS	6,000	-	5,000	5,363	1,000	83%	\$5k hicks foundation	
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	5,027	-	0%		
Total Revenues		736,171	25	748,678	754,175	(12,507)	102%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	401,953	30,750	364,145	381,735	37,808	91%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	57,851	3,302	56,533	48,986	1,318	98%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	68	799	830	(8)	101%		
210-60-5511-2-22	LIBRARY-RETIREMENT	19,992	1,387	17,521	19,605	2,471	88%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	30,750	2,316	27,365	28,275	3,385	89%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,000	-	-	2,864	3,000	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	1,500	167	2,006	1,671	(506)	134%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	2,383	17,629	13,407	2,371	88%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	646	3,487	3,081	513	87%		
210-60-5511-3-32	LIBRARY-UTILITIES	23,000	2,376	27,911	25,390	(4,911)	121%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	120	1,300	1,457	300	81%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	861	939	1,639	34%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	1,157	5,425	3,223	1,575	78%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	5,358	5,592	642	89%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	49	1,259	175	1,241	50%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	10,020	30,818	33,412	2,182	93%		
210-60-5511-3-39	LIBRARY-BOOKS	60,734	7,320	62,988	68,269	(2,254)	104%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	19,000	2,000	14,405	15,916	4,595	76%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	-	4,953	6,046	2,047	71%		
210-60-5511-3-42	LIBRARY-DATABASES	12,000	-	11,948	11,621	52	100%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	8,080	8,440	(80)	101%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	11,500	710	10,599	9,155	901	92%	Summer reading program	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	176	2,446	1,570	54	98%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		736,171	64,947	677,835	691,657	58,336	92%		
Excess (Deficiency) Revenues Over Expenditures		-	(64,922)	70,843	62,518				

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2022 Annual Budget	12/31/2022 Current Month	12/31/2022 YTD Actual	12/31/2021 Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
<b>Library Fund Trust &amp; Transfer Activity</b>									
<b>Revenues</b>									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	100	7,322	9,131			New account created 9/21	
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-				
Total Revenues		-	100	7,322	9,131				
<b>Expenditures</b>									
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	7,298	-				
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	31,594				
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	57,000	-	57,000	38,000				
Total Expenditures		57,000	-	64,298	69,594				
Excess (Deficiency) Trust/Transfer Revenues Over Expenditures		(57,000)	100	(56,976)	(60,463)				
<b>Library Fund Grand Totals</b>									
Total Revenues		736,171	125	756,000	763,306				
Total Expenditures		793,171	64,947	742,133	761,251				
Excess (Deficiency) Total Revenues Over Total Expenditures		(57,000)	(64,822)	13,867	2,055				
<b>Library Fund Cash Balances</b>									
210-10001	CASH-LIBRARY		Wells Fargo General Ckg Acct	50,595.04					
210-11612	LIBRARY SYSTEMS ACCOUNT		LGIP Acct 1	291,513.85					
210-11614	LIBRARY TRUST ACCOUNT		LGIP Acct 2	60,780.88					
	Library Trust Funds within Wells Fargo General Ckg Acct			6,605.78					
210-11615	RUTH E. BAVLEY ACCOUNT			94,301.70					
Total Library Fund Cash				503,797.25					
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.									

Waupun Public Library - Dec 2022 Bills paid Jan 2023

Processed	Check #	Account #	Account Title	Activity Code	Description	Vendor	Vendor/Name	Amount	
12/31/2022	105107	210-60-5511-340	Audiovisual		Audiovisual	48	Amazon Capital Services	338.77	One check 563.80
12/31/2022	105107	210-60-5511-339	Books		Books	48	Amazon Capital Services	172.55	
12/31/2022	105107	210-60-5511-330	Office supplies		Dry erase markers	48	Amazon Capital Services	8.49	
12/31/2022	105107	210-60-5511-344	Programming		Popcorn supply	48	Amazon Capital Services	43.99	
12/31/2022	105108	210-60-5511-339	Books		Books	4000	Baker & Taylor	1,529.29	
12/31/2022	105109	210-60-5511-339	Books		Books	7090	Cavendish Square	204.44	
12/31/2022	105110	210-60-5511-339	Books		Books	8900	Center Point Large Print	56.27	
12/31/2022	105111	210-60-5511-340	Audiovisual		Playaway audiobooks	12875	Findaway World	768.40	
12/31/2022	105112	210-60-5511-337	Travel/conference		Mileage reimbursement	13276	Fix, Wayne	39.38	
12/31/2022	105113	210-60-5511-339	Books		Books	14102	Gale	153.34	
12/31/2022	105114	210-60-5511-340	Audiovisual		Audiobooks	19050	MicroMarketing	792.80	
12/31/2022	105117	210-60-5511-338	Automation/Tech		Qtr 3 TelePhony	300156	Monarch Library System	43.74	One check 455.74
12/31/2022	105117	210-60-5511-344	Programming		Movie license	300156	Monarch Library System	412.00	
12/31/2022	105115	210-60-5511-345	Miscellaneous		Petty Cash	21500	Petty Cash	23.23	
12/31/2022	105116	210-60-5511-330	Office supplies		Folders, markers, scissors,misc	22402	Quill Corp	65.31	
							Subtotal:	\$ 4,652.00	
City manual check		210-60-5511-338	Automation/Tech		Two computers	300156	Monarch Library System	1,432.46	
City manual check		210-60-5511-332	December utilities		Electric/water		Waupun Utilities	1,420.06	
City manual check		210-60-5511-339	Books		Books	4000	Baker & Taylor	195.04	
City manual check		210-60-5511-345	Miscellaneous		Various supplies	21665	Piggly Wiggly	125.03	
City manual check		210-60-5511-338	Automation/Tech		Four computers from July	300156	Monarch Library System	2,837.76	
							Total:	10,662.35	
12/19/2022	Manual check # 1026				Copier maintenance		James Imaging Systems	439.22	

Authorized signature: \_\_\_\_\_

Waupun Public Library - January 2023 Bills

Processed	Check #	Account #	Account Title	Description	Vendor	Vendor/Name	Amount	
		210-60-5511-339	Books	Books	47	Amazon	15.99	One check 83.93
		210-60-5511-340	Audiovisual	Audiovisual	47	Amazon	29.95	
		210-60-5511-344	Programming	Popcorn bags	47	Amazon	37.99	
		210-60-5511-330	Office Supplies	Irons, papers	48	Amazon Capital Services	67.50	One check 575.26
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	32.91	
		210-60-5511-339	Books	Books	48	Amazon Capital Services	396.93	
		210-60-5511-344	Programming	Misc supplies	48	Amazon Capital Services	77.92	
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	1,821.16	
		210-60-5511-339	Books	Books	14102	Gale	51.73	
		210-60-5511-341	Periodicals	Subscriptions	14258	Gannett WI Media	1,035.18	
		210-60-5511-338	Automation/technology	Wireless system	16440	Inter-Quest	24.95	
		210-60-5511-337	Travel/training/conference	Mileage reimbursement	16648	Jaeger, Bret	75.98	
		210-60-5511-337	Travel/training/conference	Mileage reimbursement	17860	Lont, Tami	107.42	
		210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	49.00	
		210-60-5511-336	Repairs/maintenance	Microfilm reader maintenance	20245	Navian	1,086.75	
		210-60-5511-333	Postage	Stamps	22099	Postmaster	120.00	
		210-60-5511-342	Databases	Ancestry Library	22216	ProQuest	1,510.48	
		210-60-5511-345	Miscellaneous	Flowers for funeral	22795	Rens Floral	77.95	
		210-60-5511-339	Books	Books	23831	Sebco Books	247.06	
		210-60-5511-339	Books	Collection agency	25484	Unique Mgt Services	34.95	
		210-60-5511-334	Membership fees	WI Library Association dues	29301	WI Library Association	237.00	
							Total: \$ 7,054.87	
City manual check		210-60-5511-331	Telecommunications	Monthly Spectrum invoice		Wells Fargo autopay (Bret)	179.97	

Authorized signature: \_\_\_\_\_

LIBRARY	MONTHLY REPORT TO LIBRARY BOARD January 2023
Subject	Summary
2022 Circulation Statistics	For 2022, the library circulated/downloaded/loaned 129,326 items.
Adult Programming	We have a full 2023 adult programming schedule with a program planned every month starting in February. February 21 brings Carol Shirk, Dodge County Master Gardener, to speak on Succulents at 6:30pm. We will also have an optional in-person craft hour the second Tuesday of every month at 6:00pm for adult crafters that want to socially craft. The craft will also be available as a take-home for the introverts. February 14 at 6:00, crafters can create a Valentine gnome.
Hoopla	We have received several requests to add Hoopla, a streaming movie/TV series/CD/audiobook/ebook service, to our resources. We have chosen the database we will need to drop in order to offer this service. Pam is in communication with Hoopla and efforts will be made to begin this service as soon as possible.
State Annual Report	The yearly State Annual Report for public libraries will be opening soon on the Department of Public Instruction website. The completed report will be listed under New Business at the February Library Board meeting.
Youth Services Workshop	Youth Librarian Tami Lont attended the South East Wisconsin (SEWI) Youth Services Programming Workshop on January 10 <sup>th</sup> at the New Berlin Public Library.
Monarch Library System committees	After years of service on the Monarch Library System's Circulation Committee, Pam will be stepping down in 2023 so others can rotate in. I (Bret) was asked to stay on the Governance Committee, so I'll be on that committee for at least another year. Pam and I both started our committee duties shortly after Monarch Library System was created in 2017 from two systems merging (Eastern Shores Library System and Mid-Wisconsin Federated Library System).

# Collection Development Policy

## Purpose

The Waupun Public Library selects materials and develops collections in many different formats to provide Waupun area residents with a wide range of informational, recreational, and educational resources which are easily accessible and cost-efficient. The library will acquire materials reflecting the full diversity of points of view on topics of interest to the public. The collection is developed to meet the needs and interests of Waupun area residents.

## Policy

1. An objective of the Waupun Public Library is to select, organize, preserve and make freely available materials that help individuals and groups in the community to:
  - a. pursue continuing education.
  - b. develop their creative capacities.
  - c. become more responsible members of the community.
  - d. understand their cultural heritage and that of others.
  - e. become more capable in their occupations.
  - f. use their leisure time creatively and enjoyably.
  - g. obtain needed information.
2. To achieve these ends, the library provides materials and services to residents of all ages. It seeks to direct and stimulate life-long learning by offering a carefully selected collection of materials and skilled professional guidance in their use.
3. In its selection of materials, the Waupun Public Library endorses the Library Bill of Rights (appendix A) and the Freedom to Read Statement (appendix B), as adopted by the American Library Association.
4. The final responsibility for material selection lies with the Library Director. The responsibility for initial selection of materials is shared by members of the staff. Recommendations from the public are welcomed and given full consideration for acquisition.
5. The library will not promote specific beliefs or views, but will provide enough suitable material to enable the public to make informed and intelligent decisions.
6. Materials judged to be of lasting value will be added to the collection. Those materials meeting present and anticipated user interests may also be provided.
7. Selection of materials may be influenced by many factors, including but not limited to the following:
  - a. budgetary considerations.
  - b. physical limitations of the library building.
  - c. suitability of the format and construction.
  - d. availability of specialized materials in other local libraries.
  - e. availability of material through interlibrary loan.
  - f. the need for added materials in subject areas.
  - g. the special needs of library patrons for materials in accessible formats.
  - h. age appropriateness for the intended collection.
8. The library welcomes gifts of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the gifts do not meet these criteria, the library reserves the right to dispose of them as it sees fit. All gifts of library materials are subject to the Library's Gift Policy.
9. The library collection will be kept attractive and current by a continual program of repairing, discarding, or replacing worn and outdated materials.



10. Plans for the development of specific collections may be written by library staff as needed. These plans may outline selection and acquisition procedures, reviewing tools, and maintenance of the specific collection. All such plans shall be in compliance with and responsive to the philosophy of this policy.

11. The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue, and to foster a climate of intellectual freedom for area residents.

12. Challenges regarding specific materials will be reviewed upon written request. Such requests will be referred to the Library Director. See "Material Review Policy."

Adopted 4/18/2016