



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

The Waupun Public Library Board of Trustees will meet at 4:30 p.m. on March 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/85864023656>

2. By phone:

1-312-626-6799

Meeting ID: 858 6402 3656

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

1. February minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

2. February statistics

BUDGET SUMMARY

3. February budget report

CONSIDERATION OF BILLS FOR PAYMENT

4. March bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

5. Librarians report

OLD BUSINESS

NEW BUSINESS

6. Displays and Exhibits Policy review

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

7. Tentative next meeting: Wednesday, April 19, 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, February 15, 2023**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:35 p.m. on Wednesday, February 15, 2023. Present were Siebers, Schultz, Sullivan, Garcia, and Jaeger. Gehl, Hintze, and Rohrer present via Zoom.

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

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 11,906 items through the end of January.
- b. Visits up 50% YTD. 4,034 people visited the library through the end of January.

ARTICLE IV: Budget was reviewed.

ARTICLE V:

- a. Motion by Siebers, supported by Hintze, to pay February 2023 bills. Motion carried 7-0 on roll call.

ARTICLE VI: No committee reports.

ARTICLE VII: Librarians' Report.

- a. The Monarch Library System is dropping Gale Courses online database of classes for the public in favor of Universal Classes which are less expensive.

- b. The library will soon be offering Hoopla to enhance the access to eBooks, eAudiobooks, magazines, music and movies. It can connect everywhere you have a screen: computer, phone, car and smart TV. Set up is near completion.

- c. Adult programming February and March:

1. February 14, @ 6:00: Valentine Sock Gnome: A very successful Make and Take event was held. Thirty people attended.

2. February 21, @6:30: Carol Shirk, Dodge County Master Gardener "Growing a Succulent Garden."

3. March 14, @ 6:00pm., Make and Take event. Crafters can start on a diamond art project. Also a Take and Make.

4. March 28, @1:00pm and 6:00pm. Lisa Mackford Home and Gifts: Create a bouquet of wood flowers. Both registration events.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Motion by Rohrer, supported by Schultz, stating that in 2022 the Monarch Library System did provide effective leadership and adequately met the needs of the library. Motion carried.

b. Motion by Hintze, supported by Rohrer, to accept the 2022 Waupun Public Library Annual Report for the DPI as presented. Motion carried.

c. Motion by Siebers, supported by Gehl, to direct the City of Waupun Finance Director to move the \$8,590 County Fund revenue surplus in the 2022 Library Budget into the Waupun Public Library Trust Fund held at City Hall (within the Wells Fargo Checking Acct) for future Trust Fund expenditures, and the remaining surplus of \$22,215 be moved into the City of Waupun Capital Fund. Motion carried 7-0 on roll call.

d. The process for hiring a Library Director was reviewed.

ARTICLE X: Motion by Sullivan, supported by Gehl, to adjourn at 5:10 p.m. Motion carried.

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

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Feb. 23	Feb. 22	YTD 2023	YTD 2022	YTD%
Juvenile Nonfiction	744	406	1,454	899	61.7%
Juvenile Fiction	2,372	1,630	4,773	3,407	40.1%
Juvenile Periodical	9	5	16	9	77.8%
Juvenile Book on CD	8	6	14	16	-12.5%
Juvenile MP3 audio	2	0	2	0	#DIV/0!
Juvenile DVD	261	306	575	584	-1.5%
Juvenile Music CD	5	3	17	4	325.0%
Juvenile Video Game	39	20	65	45	44.4%
Misc. (kits, av tapes, etc)	1	1	3	1	200.0%
Total Juvenile	3,441	2,377	6,919	4,965	39.4%
Adult Nonfiction	575	519	1,355	1,014	33.6%
Adult Fiction	1,590	1,562	3,420	3,127	9.4%
Adult Periodical	70	56	170	134	26.9%
Adult Book on CD	164	221	325	384	-15.4%
Adult MP3 audio	14	3	31	19	63.2%
Adult DVD	1,414	1,744	2,953	3,373	-12.5%
Adult Music CD	247	98	494	230	114.8%
Adult Video Game	16	10	33	22	50.0%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	0	0	#DIV/0!
Misc (kits, tapes, av games)	2	5	2	6	-66.7%
Total Adult	4,092	4,218	8,783	8,309	5.7%
State Report Circulation	7,533	6,595	15,702	13,274	18.3%
Downloads (OverDrive)	1,040	940	2,284	2,025	12.8%
ILL-Items Sent	2,057	1,835	4,504	3,853	16.9%
ILL Item Received	21	51	67	96	-30.2%
TOTAL CIRCULATION	10,651	9,421	22,557	19,248	17.2%
<i>To Columbia Co. Rural</i>	11	10	20	16	25.0%
<i>To Dodge Co. Rural</i>	850	575	1,531	1,133	35.1%
<i>To FDL Co. Rural</i>	1,601	1,593	3,541	3,320	6.7%
<i>To Green Lake Co. Rural</i>	21	55	68	56	21.4%
Rural circ subtotals			5,160	4,525	14.0%
USE					
Patron Gate (visits)	3,941	2,720	7,975	5,410	47.4%
In-person Programs	344	168	570	225	153.3%
Virtual Programs	0	8	0	8	-100.0%
Take & Make Activities	119	131	119	166	-28.3%
Meeting Room Use	261	9	463	18	2472.2%
Computer Use	329	275	773	597	29.5%
Wireless Use	330	225	705	504	39.9%
Reference Questions	326	254	634	519	22.2%
Monthly website hits	1,455	1,332	3,126	2,867	9.0%
Curbside/Window service	87	92	178	203	-12.3%

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										
<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	-	-	370,903	516,792	0%			
210-43-4367-0-00	COUNTY APPROPRIATION	213,938	50,898	50,898	-	163,040	24%	Dodge, Columbia, Winnefox (Green Lake, Fdl)		
210-46-4671-0-00	FEES-LIBRARY	1,200	72	284	127	916	24%	Fine free, lost or damaged items only		
210-48-4811-0-00	INTEREST REVENUE	3,000	-	1,280	43	1,720	43%			
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	50,970	52,462	371,073	690,468	7%			
Expenditures										
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	416,423	29,820	52,140	51,244	364,283	13%			
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-				
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	45,878	3,302	12,855	11,906	33,023	28%			
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	68	135	133	656	17%			
210-60-5511-2-22	LIBRARY-RETIREMENT	20,592	1,494	2,967	2,959	17,625	14%			
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	31,673	2,217	4,394	4,285	27,279	14%			
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	334	334	1,266	21%			
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	638	706	850	19,294	4%			
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	231	231	218	3,769	6%			
210-60-5511-3-32	LIBRARY-UTILITIES	27,000	3,309	5,130	3,028	21,870	19%			
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	126	246	174	1,354	15%			
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	204	441	-	2,059	18%			
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	232	232	1,977	6,768	3%			
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	1,087	1,035	4,913	18%			
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	-	183	264	2,317	7%			
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	724	749	16,169	32,251	2%			
210-60-5511-3-39	LIBRARY-BOOKS	60,734	4,327	5,074	6,839	55,660	8%			
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	17,639	427	539	691	17,100	3%			
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	382	1,417	3,866	5,583	20%			
210-60-5511-3-42	LIBRARY-DATABASES	12,000	2,100	3,610	3,754	8,390	30%			
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	-	-	8,000	0%			
210-60-5511-3-44	LIBRARY-PROGRAMMING	11,500	962	1,078	890	10,422	9%	Summer reading program		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	104	182	490	2,318	7%			
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-				
Total Expenditures		742,930	50,835	93,731	111,107	649,199	13%			
Excess (Deficiency) Revenues Over Expenditures		-	135	(41,268)	259,966					

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2023	2/28/2023	2/28/2023	2/28/2022				
Library Fund Trust & Transfer Activity		Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
Revenues									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	-	-			New account created 9/21	
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-				
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	50,970	52,462	371,073				
Total Expenditures		742,930	50,835	93,731	111,107				
Excess (Deficiency) Total Revenues Over Total Expenditures		-	135	(41,268)	259,966				
Library Fund Cash Balances									
210-10001	CASH-LIBRARY			(28,910.96)					
210-11612	LIBRARY SYSTEMS ACCOUNT			293,576.18					
210-11614	LIBRARY TRUST ACCOUNT			61,210.88					
	Library Trust Funds within Wells Fargo General Ckg Acct			7,312.91					
210-11615	RUTH E. BAYLEY ACCOUNT			90,730.80					
Total Library Fund Cash				423,919.81					

*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 - March 2023 Bills

<u>Processed</u>	<u>Check #</u>	<u>Account #</u>	<u>Account Title</u>	<u>Description</u>	<u>Vendor</u>	<u>Vendor/Name</u>	<u>Amount</u>
		210-60-5511-330	Office Supplies	Cardstock, space heater	48	Amazon Capital Services	71.06
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	196.62
		210-60-5511-339	Books	Books	48	Amazon Capital Services	837.40
		210-60-5511-344	Programming	Misc supplies	48	Amazon Capital Services	589.30
		210-60-5511-335	Promotions	Books for Babies	48	Amazon Capital Services	199.47
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	1,347.43
		210-60-5511-339	Books	Books	4000	Baker & Taylor	2,111.09
		210-60-5511-330	Office Supplies	ink cartridges	8025	CDW-G	250.58
		210-60-5511-339	Books	Books	8900	Center Point Large Print	2,301.12
		210-60-5511-330	Office Supplies	Book covers, book tape	11070	Demco	1,206.33
		210-60-5511-339	Books	Books	14102	Gale	772.77
		210-60-5511-339	Books	Books	12725	Hot Line Guides	25.00
		210-60-5511-338	Automation/technology	Wireless system	16440	Inter-Quest	24.95
		210-60-5511-336	Repairs/maintenance	Keys	17281	Lappen Security	72.00
		210-60-5511-344	Programming	Programming supplies	18031	Mackford Home & Gifts	125.85
		210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	676.99
		210-60-5511-341	Periodicals	Subscription	16740	Milwaukee Journal Sentinel	865.15
		210-60-5511-344	Programming	Programming supplies	20798	OTC Brands	31.97
		210-60-5511-339	Books	Books	21236	Penworthy	1,398.91
		210-60-5511-345	Miscellaneous	Break Room supplies	21665	Piggly Wiggly	63.98
		210-60-5511-333	Postage	Stamps	22099	Postmaster	126.00
		210-60-5511-344	Programming	Silicone bracelets, pencils	22220	ProSource Specialties	385.50
		210-60-5511-330	Office Supplies	Labels	22402	Quill	35.99
		210-60-5511-339	Books	Books	23831	Sebco Books	246.21
		210-60-5511-339	Books	Books	24810	Taste of Home Books	5.71
		210-60-5511-339	Books	Collection agency	25484	Unique Mgt Services	34.95
						Total:	\$ 14,002.33
2/21/2023	Manual check # 1027			Program fee		Dodge County Master Gardeners	33.95
2/21/2023	Manual check # 1028			Subscription		Wall Street Journal	659.88
City manual check		210-60-5511-335	Publications/Promotions	Intern advertisement		Daily Citizen	43.54
City manual check		210-60-5511-331	Telecommunications	Monthly Spectrum invoice		Wells Fargo autopay (Bret)	179.97
City manual check		210-60-5511-332	Utilities	Electric/water/sewer		Waupun Utilities	1,442.15

Authorized signature: _____

LIBRARY	MONTHLY REPORT TO LIBRARY BOARD March 2023
Subject	Summary
Statistics	Through the end of January, the library circulated/downloaded/loaned 22,557 items, and 7,975 people walked through our doors.
Universal Class	Universal Class database is now available at the library. The database of classes can be found on the library website under Online Resources.
Hoopla	Hoopla is now available at our library, and the link can be found on the home page of our website.
County billing	With the completion of our State Annual Report, we have billed Columbia and Dodge counties for service to their county residents. This annual billing is for reimbursement of actual cost of service. For Fond du Lac and Green Lake counties, Winnefox Library System bills those two counties on our behalf.
Interns	We have filled our two intern positions for 2023, and both will start in May.
National Library Week	2023 National Library Week is April 23 – 29. On April 26 at 6:00pm, the Waupun Historical Society is presenting <u>Waupun Public Library: A History</u> .
Wood Flower Arranging	On March 28 at 1:00pm, 6:00pm and 7:00pm, Lisa with Mackford Home and Gifts will be presenting Wood Flower Arranging classes. Space is limited and reservations are required. This class has a \$5 fee.
Adult Craft Nights	March 14 at 6:00pm, crafters will begin a diamond art project. April 11 at 6:00pm, crafters will create a painted wine bottle vase.

Waupun Public Library

Displays and Exhibits Policy

As an educational and cultural institution, the Waupun Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits are the glass exhibit cases, the conference room, and the quilt display rack. The following release must be signed by the exhibitor before any artifact can be placed in the library:

Waupun Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Waupun Public Library for exhibit purposes only. I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Display area: glass display case(s) conference room quilt rack

Approximate dates of display _____

Description of materials loaned _____

Signature _____ Date _____

Address _____ Telephone _____

Adopted 4/22/2002