



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, April 16, 2025 at 4:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually: <https://us02web.zoom.us/j/87140211781>

Join Teleconference: 1 312 626 6799 Meeting ID: 871 4021 1781

CALL TO ORDER

ROLL CALL

MINUTES FROM PREVIOUS MEETINGS

1. March minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

2. March statistics

BUDGET SUMMARY

3. March budget report

CONSIDERATION OF BILLS FOR PAYMENT

4. April library bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

5. Librarians report

OLD BUSINESS

6. Library Staff Display Policy DRAFT

NEW BUSINESS

7. Current Displays and Exhibits Policy
8. Sandy Rohrer Celebration of Life hours of operation
9. Commitment of funds toward elevator replacement/upgrade

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

10. Tentative next meeting: Wednesday, May 21, 2025, 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, March 19, 2025

The Waupun Public Library Board was called to order by President Bev Martens at 4:30 p.m. on Wednesday, March 19, 2025. Present were Gehl, Siebers, Svec, Jaeger, and Garcia. Beer and Hintze were present via Zoom. Sullivan was absent.

Minutes from Previous Meetings

Motion by Siebers, second Gehl, to accept the February minutes as presented. Motion carried.

Persons Wishing to Address the Library Board

Persons addressing the Board were: Randy Vande Zande, Dylan Stein, Justin Montsma, Heather VanBuren, and Jaedon Buchholz.

An additional 4 people were also in attendance but did not address the Library Board.

Monthly Statistics

February statistics were reviewed.

Budget Summary

Current budget was reviewed.

Consideration of Bills for Payment

Motion by Siebers, second Svec, to pay the March 2025 bills as presented. Motion carried 6-0 on roll call.

Committee Reports

None.

Librarian's Report

Librarian's report was reviewed. Additionally, Garcia pointed out that the book Gender Queer is not housed in the children's area, like some people have claimed, but in the adult section on the second floor.

Old Business

None.

New Business

Jaeger recommended that the new Staff Display Policy draft be a first reading and that the Library Board should take it home and go through it line by line. Suggestions for revisions should be brought to the April 16 Library Board meeting.

Gehl was appointed to the Evaluation Committee. Siebers was appointed as well, contingent on being re-appointed as the City Council representative in April.

Future meetings and gatherings involving the Library Board

Next tentative meeting: Wednesday, April 16, 2025, at 4:30 p.m.

Adjournment

Motion by Svec, second Martens, to adjourn at 5:10 p.m. Motion carried.

Marie Svec, Secretary
MS/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Mar. 25	Mar. 24	YTD 2025	YTD 2024	YTD%
Juvenile Nonfiction	525	645	1,709	1,873	-8.8%
Juvenile Fiction	2,359	2,699	6,852	7,835	-12.5%
Juvenile Periodical	14	15	30	26	15.4%
Juvenile Book on CD	30	22	60	69	-13.0%
Juvenile MP3 audio	3	3	8	16	-50.0%
Juvenile DVD	302	324	866	1,029	-15.8%
Juvenile Music CD	4	7	6	22	-72.7%
Juvenile Video Game	64	36	147	81	81.5%
Misc. (kits, av tapes, etc)	0	0	5	0	#DIV/0!
Total Juvenile	3,301	3,751	9,683	10,951	-11.6%
Adult Nonfiction	620	606	1,723	1,880	-8.4%
Adult Fiction	2,111	1,750	5,794	5,600	3.5%
Adult Periodical	61	47	172	187	-8.0%
Adult Book on CD	106	166	277	532	-47.9%
Adult MP3 audio	4	1	9	11	-18.2%
Adult DVD	1,351	1,536	4,474	4,964	-9.9%
Adult Music CD	75	161	287	464	-38.1%
Adult Video Game	13	5	27	24	12.5%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	1	3	1	200.0%
Misc (kits, tapes, av games)	0	12	15	13	15.4%
Total Adult	4,341	4,285	12,781	13,676	-6.5%
State Report Circulation	7,642	8,036	22,464	24,627	-8.8%
Downloads (OverDrive)	1,330	1,250	3,777	3,573	5.7%
Downloads (Hoopla)	385	262	1,061	699	51.8%
ILL-Items Sent	2,457	2,167	7,574	7,370	2.8%
ILL Item Received	55	52	139	158	-12.0%
TOTAL CIRCULATION	11,869	11,767	35,015	36,427	-3.9%
<i>To Columbia Co. Rural</i>	52	91	302	136	122.1%
<i>To Dodge Co. Rural</i>	636	669	1,740	2,305	-24.5%
<i>To FDL Co. Rural</i>	1,559	1,549	4,386	4,939	-11.2%
<i>To Green Lake Co. Rural</i>	47	53	114	130	-12.3%
Rural circ subtotals			6,542	7,510	-12.9%
USE					
Patron Gate (visits)	4,809	4,712	13,086	13,375	-2.2%
In-person Programs	477	465	1,020	1,292	-21.1%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	41	39	103	90	14.4%
Meeting Room Use	214	211	830	706	17.6%
Computer Use	329	328	882	874	0.9%
Wireless Use	402	391	1,151	1,065	8.1%
Reference Questions	437	285	1,603	874	83.4%
Monthly website hits	2,444	2,311	5,357	5,304	1.0%
Curbside/Window service	125	117	386	364	6.0%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2025 Annual Budget	3/31/2025 Current Month	3/31/2025 YTD Actual	3/31/2024 Prior Yr YTD Actl	Budget Balance	% of Budget		
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	575,277	-	475,330	448,707	99,947	83%		
210-43-4367-0-00	COUNTY APPROPRIATION	223,304	68,162	70,758	62,315	152,546	32%		
210-46-4671-0-00	FEES-LIBRARY	1,300	607	963	653	337	74%		
210-48-4811-0-00	INTEREST REVENUE	-	1,969	5,280	6,281	(5,280)			
210-48-4816-0-00	DIVIDEND REVENUE	-	860	860	807	(860)			
210-48-4861-0-00	GRANTS AND DONATIONS	5,000	-	-	-	5,000	0%		
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
Total Revenues		804,881	71,598	553,192	518,763	251,689	69%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	453,001	32,923	87,833	87,190	365,168	19%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	55,460	3,783	13,548	15,420	41,912	24%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	900	83	249	236	651	28%		
210-60-5511-2-22	LIBRARY-RETIREMENT	22,292	1,690	5,042	4,772	17,250	23%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	34,288	2,412	7,196	6,882	27,092	21%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,300	-	-	-	3,300	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	2,000	167	501	501	1,499	25%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,000	428	5,047	2,683	13,953	27%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,300	231	461	461	3,839	11%		
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	3,022	7,345	5,582	21,655	25%		
210-60-5511-3-33	LIBRARY-POSTAGE	2,000	146	438	701	1,562	22%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	462	216	2,038	18%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	211	421	1,586	6,579	6%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	436	1,235	1,644	4,765	21%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	3,000	50	50	177	2,950	2%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	230	280	158	33,720	1%		
210-60-5511-3-39	LIBRARY-BOOKS	63,840	11,054	20,338	10,799	43,502	32%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	(4,085)	(3,517)	2,510	17,517	-25%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	1,330	5,835	4,395	1,165	83%		
210-60-5511-3-42	LIBRARY-DATABASES	16,000	880	3,411	2,687	12,589	21%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	213	126	7,787	3%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	15,500	1,889	2,383	2,231	13,117	15%		

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Budget Report			12/31/2025	3/31/2025	3/31/2025	3/31/2024		
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	98	342	272	2,158	14%	
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-		
Total Expenditures		804,881	56,977	159,114	151,230	645,767	20%	
Excess (Deficiency) Revenues Over Expenditures		-	14,621	394,078	367,533			
		12/31/2025	3/31/2025	3/31/2025	3/31/2024			
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget	
Library Fund Trust & Transfer Activity								
Revenues								
210-48-4850-000	LIBRARY TRUST DONATIONS	-	20	240	200			
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-			
Total Revenues		-	20	240	200			
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		-	20	240	200			
Library Fund Grand Totals								
Total Revenues		804,881	71,618	553,432	518,963			
Total Expenditures		804,881	56,977	159,114	151,230			
Excess (Deficiency) Total Revenues Over Total Expenditures		-	14,641	394,318	367,733			
Library Fund Cash Balances								
210-10001	CASH-LIBRARY	Wells Fargo General Ckg Acct	285,305.97					
210-11612	LIBRARY SYSTEMS ACCOUNT	LGP Acct 1	460,103.79					
210-11614	LIBRARY TRUST ACCOUNT	LGP Acct 2	76,641.51					
210-11615	RUTH E. BAYLEY ACCOUNT		90,812.30					
Total Library Fund Cash			912,863.57					
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 - April 2025 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	Minibind, sharpender, misc	48	Amazon Capital Services	253.86
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	394.91
		210-60-5511-339	Books	Books	48	Amazon Capital Services	1,847.54
		210-60-5511-335	Promotions	Stickers	48	Amazon Capital Services	65.37
		210-60-5511-344	Programming	Programming supplies	48	Amazon Capital Services	442.13
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	500.12
		210-60-5511-339	Books	Books	4000	Baker & Taylor	1,972.54
		210-60-5511-330	Office Supplies	Ink cartridges	8025	CDW Government	112.52
		210-60-5511-330	Office Supplies	Covers, tapes, bookmarks	11070	Demco	439.36
		210-60-5511-339	Books	Books	14102	Gale	367.81
		210-60-5511-338	Automation/technology	Wireless overwatch	16440	Inter-Quest	24.95
		210-60-5511-337	Travel/conference	Mileage reimbursement	16648	Jaeger, Bret	25.20
		210-60-5511-335	Publications/promos	Newspaper ad	7058	Madison Media Partners	74.47
		210-60-5511-339	Books	Books	18964	Meredith Books	35.91
		210-60-5511-340	Audiovisual	Audiovisual	19050	Micromarketing	674.00
		210-60-5511-342	Databasees	Hoopla	19147	Midwest Tape LLC	1,089.58
		210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	24.43
		210-60-5511-344	Programming	Programming supplies	21665	Piggly Wiggly	233.42
		210-60-5511-333	Postage	Stamps	22099	Postmaster	498.00
		210-60-5511-340	Audiovisual	Audiovisual	21876	Playaway	828.25
		210-60-5511-339	Books	Books	23831	Sebco Books	355.56
		210-60-5511-339	Books	Books	24810	Taste of Home	39.98
		210-60-5511-330	Office Supplies	Copy paper	25143	Total Business Products	399.60
		210-60-5511-344	Programming	Buildings of Waupun program	27147	Waupun Historical Society	200.00
						Total:	\$ 10,899.51
City manual check		210-60-5511-344	Programming	Programming supplies		Wells Fargo autopay(Bret)	76.09
City manual check		210-60-5511-331	Telecommunications	Spectrum invoice		Wells Fargo autopay(Bret)	179.97
City manual check		210-60-5511-332	Utilities	Electric/water/sewer		Waupun Utilities	1,627.44

Authorized signature: _____

LIBRARY	MONTHLY REPORT April 2025
Subject	Summary
Statistics	Through the end of March, the library circulated/downloaded/loaned 35,015 items, and 13,086 people walked through our doors.
Programs	Programs for April include Storytimes, book clubs, Toddler Tuesday, Craft Night, Wildlife at Marsh Haven, Poetry Night, Lego Club, and another Jigsaw Puzzle race. The monthly Friends of the Library Book Sale will be April 14.
Staffing	Larkin Michels was hired to fill the open part-time Desk Assistant position. Her start date was March 31, 2025.
WAPL Conference	The annual Wisconsin Association of Public Libraries Conference will be held in Oshkosh May 1-2. Jaeger and two other staff will be attending these programs which are public library specific.
Sandy Rohrer Celebration	There will be a celebration of life for long-time Library Board member Sandy Rohrer on Wednesday, April 30, from 11:30 am – 12:30 pm at The Rock Golf Club. Lunch will follow. The library plans on closing from 11 am – 2 pm so all staff can attend.
Donation	King Manufacturing has donated \$500 toward our Summer Reading Program.
Dodge County Health	Dodge County Health will be donating blood pressure kits that can be checked out by residents. The kits were part of a grant received by Dodge County Health.

Library Staff Display Policy – DRAFT

The Library will strive to include a wide spectrum of opinions and viewpoints in library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by the Waupun Public Library of the content of the display or exhibit, or of the views expressed in the materials on display.

Criteria

Library staff use the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs

In addition, the Library draws upon other community resources in developing displays and exhibits, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

Intellectual Freedom and Censorship

The choice of library materials by patrons is an individual matter. The library recognizes that some materials may be controversial or offensive to an individual, but maintains that individuals can apply their values only to themselves. The selection of library materials is predicated on the customer's right of access to information and freedom from censorship. Selections will not be made on the basis of anticipated approval or disapproval, but on the merits of the material itself.

Selection of materials for a display will not be inhibited by the possibility that materials may inadvertently come into the possession of or be seen by minors. No one can exercise censorship to restrict access to library materials by others. It is the parents' or guardians' responsibility to determine which library materials are appropriate for their children.

The Waupun Public Library supports intellectual freedom and endorses the American Library Association (ALA) Freedom to Read Statement, Freedom to View Statement, the Library Bill of Rights and all relevant interpretations. The library will not remove or censor books or materials based on their content, but rather will provide access to a broad range of materials that reflect the continuously growing diversity of the community.

Location of Displays

Displays will be located in areas of the library that are accessible to all patrons, regardless of their age or beliefs. Specific displays will be located in areas that are intended for specific age groups, such as the children's section or the adult section, dependent upon the collections the materials being used are located. There may be instances where mixed-age content is placed in displays throughout the library.

Procedures for the Questioning of Library Displays by Patrons

In the event a patron has questions or concerns regarding a library display the following procedures should be used:

1. The staff member receiving the concern should make every attempt to satisfy the patron's concern by clarifying the established display policies on an informal basis.
2. If the patron is satisfied, the staff member should notify the Assistant Director and Director with a brief statement as to the date, circumstances, and the result of the patron's concern.
3. If the patron is not satisfied, staff should contact the Assistant Director or Director.
4. If the patron is not satisfied with the answer from the Assistant Director or Director, they should be invited to attend a Library Board meeting to discuss the concern.

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
Reviewed 3/15/2023