



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, July 17, 2024 at 4:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually: <https://us02web.zoom.us/j/85892971838>

Join Teleconference: 1 312 626 6799 Meeting ID: 858 9297 1838

CALL TO ORDER

ROLL CALL

MINUTES FROM PREVIOUS MEETINGS

[1.](#) June minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

[2.](#) June statistics

BUDGET SUMMARY

[3.](#) June budget report

CONSIDERATION OF BILLS FOR PAYMENT

[4.](#) July bills

COMMITTEE REPORTS

5. Budget Committee

LIBRARIAN'S REPORT

[6.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

[7.](#) Code of Conduct review

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

8. Tentative next meeting: Wednesday, August 21, 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, June 19, 2024**

The Waupun Public Library Board was called to order by Vice-President Sadie Schultz at 4:30 p.m. on Wednesday, June 19, 2024. Present were Gehl and Siebers. Hintze and Sullivan were present via Zoom. Beer, Martens, and Svec were absent. Due to absence of Secretary, Jaeger recorded minutes.

Minutes from Previous Meetings

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

Persons Wishing to Address the Library Board

None.

Monthly Statistics

May statistics were reviewed.

Budget Summary

Current budget was reviewed.

Consideration of Bills for Payment

Motion by Siebers, second Schultz, to pay the bills as presented. Motion carried 5-0 on roll call. Gehl was appointed to sign list of bills.

Committee Reports

None.

Librarian's Report

Librarian's report was reviewed.
Possible memorial bench donation was discussed.

Old Business

None.

New Business

Siebers and Svec were appointed to the 2025 Budget Committee.

Future meetings and gatherings involving the Library Board

Next tentative meeting: Wednesday, July 17, 2024, at 4:30 p.m.

Adjournment

Motion by Gehl, second Hintz, to adjourn at 5:07 p.m. Motion carried.

Bret Jaeger, Acting Secretary

Waupun Public Library Monthly Statistics					
CIRCULATION	Jun. 24	Jun. 23	YTD 2024	YTD 2023	YTD%
Juvenile Nonfiction	672	607	3,520	3,576	-1.6%
Juvenile Fiction	3,385	3,484	15,823	15,764	0.4%
Juvenile Periodical	20	14	73	72	1.4%
Juvenile Book on CD	8	14	103	59	74.6%
Juvenile MP3 audio	13	1	37	25	48.0%
Juvenile DVD	383	505	2,010	2,082	-3.5%
Juvenile Music CD	17	16	66	72	-8.3%
Juvenile Video Game	61	46	227	210	8.1%
Misc. (kits, av tapes, etc)	0	0	4	4	0.0%
Total Juvenile	4,559	4,687	21,863	21,864	0.0%
Adult Nonfiction	487	568	3,535	3,791	-6.8%
Adult Fiction	1,951	2,106	11,242	10,954	2.6%
Adult Periodical	82	65	434	378	14.8%
Adult Book on CD	137	150	911	1,130	-19.4%
Adult MP3 audio	7	17	24	74	-67.6%
Adult DVD	1,355	1,692	9,257	9,122	1.5%
Adult Music CD	88	138	844	1,400	-39.7%
Adult Video Game	11	22	49	89	-44.9%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	1	0	5	0	#DIV/0!
Misc (kits, tapes, av games)	2	0	21	2	950.0%
Total Adult	4,121	4,758	26,322	26,940	-2.3%
State Report Circulation	8,680	9,445	48,185	48,804	-1.3%
Downloads (OverDrive)	1,193	1,204	7,136	6,885	3.6%
Downloads (Hoopla)	249	104	1,467	304	382.6%
ILL-Items Sent	2,177	2,273	13,895	13,562	2.5%
ILL Item Received	30	42	317	245	29.4%
TOTAL CIRCULATION	12,329	13,068	71,000	69,800	1.7%
<i>To Columbia Co. Rural</i>	68	121	290	220	31.8%
<i>To Dodge Co. Rural</i>	790	941	4,290	4,942	-13.2%
<i>To FDL Co. Rural</i>	1,767	1,785	9,664	10,415	-7.2%
<i>To Green Lake Co. Rural</i>	28	30	244	165	47.9%
Rural circ subtotals			14,488	15,742	-8.0%
USE					
Patron Gate (visits)	5,892	6,364	28,146	28,568	-1.5%
In-person Programs	732	642	3,554	3,083	15.3%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	15	60	150	411	-63.5%
Meeting Room Use	264	196	1,400	1,357	3.2%
Computer Use	476	587	1,948	2,372	-17.9%
Wireless Use	405	426	2,047	2,299	-11.0%
Reference Questions	400	417	2,012	2,221	-9.4%
Monthly website hits	1,727	1,614	11,482	9,218	24.6%
Curbside/Window service	98	82	689	548	25.7%

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	553,896	-	448,707	391,049	105,189	81%		
210-43-4367-0-00	COUNTY APPROPRIATION	216,625	-	224,606	213,939	(7,981)	104%	Dodge, Columbia, Winnetox (Green Lake, FdL)	
210-46-4671-0-00	FEES-LIBRARY	700	5,155	6,075	386	(5,375)	868%	fine free, lost or damaged items only	
210-48-4811-0-00	INTEREST REVENUE	-	3,007	14,787	10,985	(14,787)	#DIV/0!		
210-48-4816-0-00	DIVIDEND REVENUE	-	807	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	8,969	695,790	622,872	80,431	90%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	435,578	35,023	202,943	191,859	232,635	47%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	50,464	3,473	25,841	26,064	24,623	51%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	815	83	477	417	338	59%		
210-60-5511-2-22	LIBRARY-RETIREMENT	21,539	1,601	10,375	9,691	11,164	48%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	33,129	2,578	15,413	14,811	17,716	47%		
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	1,003	1,003	697	59%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	894	5,111	5,807	14,889	26%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	51	974	1,407	3,026	24%		
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	1,804	11,061	14,179	17,939	38%		
210-60-5511-3-33	LIBRARY-POSTAGE	1,700	204	1,393	1,082	307	82%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	317	533	983	1,967	21%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	341	2,352	2,971	4,648	34%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	304	1,948	1,276	4,052	32%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	192	965	1,006	1,535	39%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	2,067	23,949	24,901	10,051	70%		
210-60-5511-3-39	LIBRARY-BOOKS	63,296	6,496	26,346	27,899	36,950	42%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	817	5,423	5,783	8,577	39%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	-	6,152	6,478	848	88%		
210-60-5511-3-42	LIBRARY-DATABASES	15,000	765	8,736	7,524	6,264	58%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	496	578	7,504	6%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	13,500	2,227	7,192	8,725	6,308	53%	Summer reading program	
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	184	681	856	1,819	27%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		776,221	59,587	359,364	355,299	416,857	46%		
Excess (Deficiency) Revenues Over Expenditures		-	(50,617)	336,426	267,573				

Waupun Public Library

Account Number	Account Title	12/31/2024 Annual Budget	6/30/2024 Current Month	6/30/2024 YTD Actual	6/30/2023 Prior Yr YTD Act	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	864	-			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-			
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	-	22,215			
	Total Expenditures	-	864	864	22,215			
	Excess (Deficiency) Trust/Transfer Revenues Over Expenditures	-	(864)	516	(20,915)			
Library Fund Grand Totals								
	Total Revenues	776,221	8,969	697,170	624,172			
	Total Expenditures	776,221	60,451	360,228	377,514			
	Excess (Deficiency) Total Revenues Over Total Expenditures	-	(51,482)	336,942	246,658			
Library Fund Cash Balances								
210-10001	CASH-LIBRARY			46,917.35				
210-11612	LIBRARY SYSTEMS ACCOUNT			596,529.71				
210-11614	LIBRARY TRUST ACCOUNT			82,874.84				
	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			818,404.47				

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 July 2024
Subject	Summary
Statistics	Through the end of June, the library circulated/downloaded/loaned 71,000 items, and 28,146 people walked through our doors. Program attendance is up 15%, drive-up service window transactions up 26%.
Summer Reading Program	June performer programs were attended by 635 residents. July events include a puzzle race on July 3 at 1 p.m., Science Heroes program on July 10 at 1 p.m., and the Carnival Finale in the parking lot on July 19 from 4 – 6 p.m.
Possible bench donation	A family reached out regarding the donation of a memorial bench. According to the family member, it would be similar to the metal memorial bench found at Tanner Park. Location at the library would likely be underneath the overhang near the front entrance.
New Pages	Three new library pages started on June 25: Hannah Aalsma, Haley Freriks and Bryce Vlietstra.
Cooling Center	Once again our library will be listed with the Fond du Lac County Health Department as a Cooling Center this summer for residents without air conditioning. The only requirements are that we offer water (our bubblers) and seating. Our hours of operation will be posted by the FDL County Health Department.

LIBRARY CODE OF CONDUCT

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 film a library user without the consent of the user, or their parent/guardian, if a minor.

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