



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, November 20, 2024 at 4:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually: <https://us02web.zoom.us/j/85736961070>

Join Teleconference: 1 312 626 6799 Meeting ID: 857 3696 1070

CALL TO ORDER

ROLL CALL

MINUTES FROM PREVIOUS MEETINGS

1. October minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

2. October statistics

BUDGET SUMMARY

3. October budget report

CONSIDERATION OF BILLS FOR PAYMENT

4. November bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

5. Librarians report

OLD BUSINESS

NEW BUSINESS

6. 2025 wage grid
7. 2025 Library Budget

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

8. Tentative next meeting: Wednesday, December 18, 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, October 16, 2024**

The Waupun Public Library Board was called to order by President Bev Martens at 4:30 p.m. on Wednesday, October 16, 2024. Present were Beer, Gehl, Siebers, Svec, and Jaeger. Hintze and Sullivan was present via Zoom. Schultz was absent.

Minutes from Previous Meetings

Motion by Siebers, second Martens, to accept the September minutes as presented. Motion carried.

Persons Wishing to Address the Library Board

None.

Monthly Statistics

September statistics were reviewed.

Budget Summary

Current budget was reviewed.

Consideration of Bills for Payment

Motion by Hintze, second Sullivan, to pay the bills with adjustments of \$2,467.65 to Baker & Taylor, and \$152.93 to Pam Garcia. Motion carried 7-0 on roll call.

Committee Reports

None.

Librarian's Report

Librarian's report was reviewed.

Old Business

None.

New Business

Motion by Siebers, second Svec, to revise the second sentence in section B, number 12, of the Meeting Rooms Policy to read: "If the room is reserved and no one arrives with 30 minutes of their scheduled start time, the group is considered a "no show" and the room reservation will be canceled."
Motion carried.

Future meetings and gatherings involving the Library Board

Next tentative meeting: Wednesday, November 20, 2024, at 4:30 p.m.

Adjournment

Motion by Siebers, second Svec, to adjourn at 4:52 p.m. Motion carried.

Marie Svec, Secretary
MS/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Oct. 24	Oct. 23	YTD 2024	YTD 2023	YTD%
Juvenile Nonfiction	705	700	6,023	5,715	5.4%
Juvenile Fiction	2,336	2,464	26,947	26,211	2.8%
Juvenile Periodical	8	3	133	90	47.8%
Juvenile Book on CD	20	13	165	112	47.3%
Juvenile MP3 audio	1	2	54	34	58.8%
Juvenile DVD	344	341	3,262	3,342	-2.4%
Juvenile Music CD	8	11	95	123	-22.8%
Juvenile Video Game	27	31	423	390	8.5%
Misc. (kits, av tapes, etc)	2	1	9	5	80.0%
Total Juvenile	3,451	3,566	37,111	36,022	3.0%
Adult Nonfiction	598	517	5,827	6,052	-3.7%
Adult Fiction	1,953	1,843	19,388	19,103	1.5%
Adult Periodical	48	69	685	623	10.0%
Adult Book on CD	120	183	1,331	1,790	-25.6%
Adult MP3 audio	5	5	43	103	-58.3%
Adult DVD	1,400	1,697	14,697	15,510	-5.2%
Adult Music CD	79	249	1,202	2,166	-44.5%
Adult Video Game	10	11	99	152	-34.9%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	5	0	#DIV/0!
Misc (kits, tapes, av games)	1	0	28	2	1300.0%
Total Adult	4,214	4,574	43,305	45,501	-4.8%
State Report Circulation	7,665	8,140	80,416	81,523	-1.4%
Downloads (OverDrive)	1,180	1,103	11,828	11,348	4.2%
Downloads (Hoopla)	284	173	2,601	836	211.1%
ILL-Items Sent	2,561	2,533	23,539	23,247	1.3%
ILL Item Received	44	40	465	463	0.4%
TOTAL CIRCULATION	11,734	11,989	118,849	117,417	1.2%
<i>To Columbia Co. Rural</i>	23	25	483	406	19.0%
<i>To Dodge Co. Rural</i>	714	870	7,172	7,907	-9.3%
<i>To FDL Co. Rural</i>	1,456	1,738	15,665	17,187	-8.9%
<i>To Green Lake Co. Rural</i>	26	37	351	271	29.5%
Rural circ subtotals			23,671	25,771	-8.1%
USE					
Patron Gate (visits)	4,935	4,879	47,467	47,547	-0.2%
In-person Programs	493	1,352	4,964	5,550	-10.6%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	47	72	333	698	-52.3%
Meeting Room Use	179	207	2,128	2,117	0.5%
Computer Use	336	312	3,654	4,215	-13.3%
Wireless Use	377	392	3,579	3,819	-6.3%
Reference Questions	505	314	3,952	3,675	7.5%
Monthly website hits	2,024	1,587	19,588	15,630	25.3%
Curbside/Window service	127	98	1,149	936	22.8%

Maupun Public Library										
Budget Report										
Account Number	Account Title	12/31/2024 Annual Budget	10/31/2024 Current Month	10/31/2024 YTD Actual	10/31/2023 Prior Yr. YTD Act	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	-	553,896	516,792	-	100%			
210-43-4367-0-00	COUNTY APPROPRIATION	216,625	-	224,606	213,939	(7,981)	104%	Dodge, Columbia, Winnefox (Green Lake, FdL)		
210-46-4671-0-00	FEES-LIBRARY	700	94	6,493	706	(5,793)	928%	fine free, lost or damaged items only		
210-48-4811-0-00	INTEREST REVENUE	-	2,194	26,169	21,588	(26,169)	#DIV/0!			
210-48-4816-0-00	DIVIDEND REVENUE	-	(47)	2,421	2,268	(2,421)	#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	2,241	813,586	760,293	(37,365)	105%			
Expenditures										
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	435,578	49,827	361,897	323,498	73,681	83%			
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-				
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	50,464	3,473	39,735	39,273	10,729	79%			
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	815	83	809	732	6	99%			
210-60-5511-2-22	LIBRARY-RETIREMENT	21,539	2,432	17,661	15,747	3,878	82%			
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	33,129	3,710	27,167	24,624	5,962	82%			
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	1,672	1,672	28	98%			
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	1,115	9,096	10,408	10,904	45%			
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	231	2,676	2,995	1,324	67%			
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	2,265	20,729	22,941	8,271	71%			
210-60-5511-3-33	LIBRARY-POSTAGE	1,700	73	1,826	1,610	(126)	107%			
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	780	983	1,720	31%			
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	1,533	6,426	5,740	574	92%			
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	3,184	2,213	2,816	53%			
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	518	1,661	1,543	839	66%			
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	101	26,552	27,142	7,448	78%			
210-60-5511-3-39	LIBRARY-BOOKS	63,296	5,468	46,718	54,060	16,578	74%			
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	902	10,133	11,062	3,867	72%			
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	25	6,510	6,503	490	93%			
210-60-5511-3-42	LIBRARY-DATABASES	15,000	760	13,063	10,165	1,937	87%			
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	824	1,173	7,176	10%			
210-60-5511-3-44	LIBRARY-PROGRAMMING	13,500	1,012	11,255	11,925	2,245	83%	Summer reading program		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	120	1,622	1,398	878	65%			
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-				
Total Expenditures		776,221	73,815	611,995	577,407	164,226	79%			
Excess (Deficiency) Revenues Over Expenditures		-	(71,574)	201,591	182,886					

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2024	10/31/2024	10/31/2024	10/31/2023	Budget Balance	% of Budget	Budget Notes	
Library Fund Trust & Transfer Activity									
Revenues									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	47	6,438	1,300			New account created 9/21	
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-				
Total Revenues		-	47	6,438	1,300				
Expenditures									
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	864	350				
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-				
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	-	22,215				
Total Expenditures		-	-	864	22,565				
Excess (Deficiency) Trust/Transfer Revenues Over Expenditures		-	47	5,573	(21,265)				
Library Fund Grand Totals									
Total Revenues		776,221	2,288	820,023	761,593				
Total Expenditures		776,221	73,815	612,859	599,972				
Excess (Deficiency) Total Revenues Over Total Expenditures		-	(71,527)	207,165	161,621				
Library Fund Cash Balances									
210-10001	CASH-LIBRARY			62,472.98					
210-11612	LIBRARY SYSTEMS ACCOUNT			441,433.94					
210-11614	LIBRARY TRUST ACCOUNT			86,773.16					
	Library Trust Funds within Wells Fargo General Ckg Acct			17,068.62					
210-11615	RUTH E. BAYLEY ACCOUNT			80,878.70					
	Total Library Fund Cash			688,627.40					

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 November 2024
Subject	Summary
Statistics	Through the end of October, the library circulated/downloaded/loaned 118,849 items, and 47,467 people walked through our doors. Drive-up service window transactions up 22.8%.
2 nd floor study room	The KI WiggleRoom pod installation was scheduled to start November 14, but they were able to drop off all pieces and equipment on November 13 so they could start early on the 14th. Once installed, the Ahern Company will be running water pipe to a sprinkler head inside the pod.
Programs	Programs for November include Storytimes, book clubs, craft night, Toddler Tuesday, Waupun history program, Lego club, and a movie afternoon.
WLA Conference	Jaeger attended the Wisconsin Library Association Conference in Green Bay November 6 and 7. Conferences are the best events to earn continuing education credits needed to retain his Grade 1 Public Librarian Certificate, required by the Department of Public Instruction. An oral report of programs will be given at the Library Board meeting.
Radio interview	Jaeger will be the guest on WBEV radio at 9 am November 20 th . This program is scheduled to last for about an hour.

Waupun Public Library

Based on 3.5% Increase for 2025

2025 draft grid (11/20/24)																			
Library levels 1 - 6	Start	6 mo.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	
Library 1: Library Pages			11.31	11.54	11.77	12.00													
Library 2: Desk Assistants	14.98	15.18	15.42	15.65	15.89	16.13	16.36	16.61	16.87	17.12	17.38	17.64	17.88	18.15	18.44	18.72	18.99	19.28	
Library 3 (AV, ILL, Processing)	18.01	18.27	18.55	18.83	19.12	19.41	19.69	19.98	20.28	20.60	20.91	21.21	21.53	21.85	22.17	22.51	22.85	23.19	
Library 4: Circulation & Youth Services	21.24	21.56	21.88	22.22	22.55	22.88	23.23	23.58	23.93	24.29	24.66	25.03	25.40	25.78	26.16	26.56	26.95	27.37	
Library 5: Assistant Director/Ref Lib	30.39	30.84	31.31	31.77	32.25	32.75	33.22	33.72	34.24	34.74	35.26	35.80	36.33	36.88	37.43	37.99	38.55	39.13	
Library 6: Library Director	37.15	37.69	38.26	38.83	39.43	40.01	40.61	41.22	41.83	42.47	43.11	43.75	44.40	45.06	45.75	46.44	47.13	47.84	
Interns	13.51																		

Note 1: Library 1 Page wages are based on years of experience (Step 1 is 1st year, Step 4 is 4th year, etc).

Note 2: Library 1 Pages and Interns are not formally evaluated.

Account	Revenue	2025 Budget
210-41-4111-0-00	GENERAL PROPERTY TAXES	575,277
210-43-4367-0-00	COUNTY APPROPRIATION	223,304
210-46-4671-0-00	FEES-LIBRARY	1,300
210-48-4811-0-00	INTEREST REVENUE	-
210-48-4816-0-00	DIVIDEND REVENUE	-
210-48-4850-0-00	LIBRARY TRUST DONATIONS	-
210-48-4861-0-00	GRANTS AND DONATIONS	5,000

		804,881
	Expenditures	
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	453,001
210-60-5511-1-11	OVERTIME	-
210-60-5511-2-20	HEALTH INSURANCE	55,460
210-60-5511-2-21	LIFE INSURANCE	900
210-60-5511-2-22	RETIREMENT	22,292
210-60-5511-2-23	SOCIAL SECURITY	34,288
210-60-5511-2-24	SICK LEAVE PO	3,300
210-60-5511-2-29	INCOME CONTINUATION	2,000
210-60-5511-3-30	OFFICE SUPPLIES	19,000
210-60-5511-3-31	TELECOMMUNICATIONS	4,300
210-60-5511-3-32	UTILITIES	29,000
210-60-5511-3-33	POSTAGE	2,000
210-60-5511-3-34	MEMBERSHIP FEES	2,500
210-60-5511-3-35	PUBLICATIONS/PROMOTION	7,000
210-60-5511-3-36	REPAIRS/MAINTENANCE	6,000
210-60-5511-3-37	TRAVEL/CONFERENCE	3,000
210-60-5511-3-38	AUTOMATION/TECHNOLOGY	34,000
210-60-5511-3-39	BOOKS	63,840
210-60-5511-3-40	AUDIOVISUAL	14,000
210-60-5511-3-41	PERIODICALS	7,000
210-60-5511-3-42	DATABASES	16,000
210-60-5511-3-43	FURNISHINGS REPLACEMENT	8,000
210-60-5511-3-44	PROGRAMMING	15,500
210-60-5511-3-45	MISCELLANEOUS	2,500
210-80-5590-3-38		-----
210-80-5960-3-38		804,881
	Revenue	804,881
	Difference	0

estimate