



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, May 15, 2024 at 4:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually: <https://us02web.zoom.us/j/86221814179>

Join Teleconference: 1 312 626 6799 **Meeting ID:** 862 2181 4179

CALL TO ORDER

Recognize Bev Martens and Marie Svec for being appointed by the mayor to the Library Board.

Recognize Alderman Dan Siebers for being appointed by the mayor to the Library Board as the city council representative.

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) April minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) April statistics

BUDGET SUMMARY

- [3.](#) April budget report

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) May bills

COMMITTEE REPORTS

5. Evaluation Committee

LIBRARIAN'S REPORT

- [6.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

- [7.](#) Tornado/Severe Storm Policy review
8. Problem Patron review
9. Nominations and election of President of Library Board
10. Nominations and election of Vice-President of Library Board
11. Nominations and election of Secretary/Treasurer of Library Board
12. Day of Month and Time of Library Board meetings
- [13.](#) WiggleRoom quotes

CLOSED/OPEN SESSION

The Waupun Library Board will adjourn into closed session under Section 19.85 (1)(c) of the WI Statutes for:

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The Waupun Library Board will reconvene in open session under Section 19.85(2) of the WI Statutes.

ACTION FROM CLOSED SESSION

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

14. Tentative next meeting: Wednesday, June 19, 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, April 17, 2024**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, April 17, 2024. Present were Beer, Gehl, Schultz, Siebers, Svec, Garcia, and Jaeger. Hintze and Sullivan were present via Zoom.

ARTICLE I: Motion by Siebers, supported by Beer, to accept the minutes of the March 20, 2024, meeting. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics were reviewed.

- a. Circulated/downloaded/loaned: 36,427 items through the end of March.
- b. 13,375 people visited the library through the end of March.

ARTICLE IV: Current budget was reviewed.

ARTICLE V:

- a. Motion by Schultz, supported by Sullivan, to pay the April bills as presented. Motion carried 8-0 on roll call.

ARTICLE VI: No committee reports.

ARTICLE VII: Librarians' Report was reviewed.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Motion by Siebers, supported by Gehl, to approve the Intern job description as presented. Motion carried.
- b. Motion by Beer, supported by Hintze, to accept the revision to the Library Page job description. Motion carried.

ARTICLE X: Motion by Svec, supported by Martens, to adjourn at 4:56 p.m. Motion carried.

*Next tentative meeting: Wednesday, May 15, 2024, at 4:30 p.m.

Marie Svec, Secretary
MS/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Apr. 24	Apr. 23	YTD 2024	YTD 2023	YTD%
Juvenile Nonfiction	527	473	2,400	2,525	-5.0%
Juvenile Fiction	2,463	2,214	10,298	9,723	5.9%
Juvenile Periodical	13	6	39	28	39.3%
Juvenile Book on CD	16	13	85	34	150.0%
Juvenile MP3 audio	4	3	20	10	100.0%
Juvenile DVD	336	254	1,365	1,254	8.9%
Juvenile Music CD	20	10	42	37	13.5%
Juvenile Video Game	48	32	129	132	-2.3%
Misc. (kits, av tapes, etc)	3	0	3	4	-25.0%
Total Juvenile	3,430	3,005	14,381	13,747	4.6%
Adult Nonfiction	622	598	2,502	2,656	-5.8%
Adult Fiction	1,824	1,694	7,424	7,066	5.1%
Adult Periodical	113	55	300	265	13.2%
Adult Book on CD	120	308	652	820	-20.5%
Adult MP3 audio	3	6	14	52	-73.1%
Adult DVD	1,539	1,262	6,503	5,939	9.5%
Adult Music CD	98	163	562	994	-43.5%
Adult Video Game	6	9	30	50	-40.0%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	1	0	2	0	#DIV/0!
Misc (kits, tapes, av games)	6	0	19	2	850.0%
Total Adult	4,332	4,095	18,008	17,844	0.9%
State Report Circulation	7,762	7,100	32,389	31,591	2.5%
Downloads (OverDrive)	1,227	1,093	4,800	4,553	5.4%
Downloads (Hoopla)	254	52	987	112	781.3%
ILL-Items Sent	2,239	2,070	9,609	9,035	6.4%
ILL Item Received	69	33	227	150	51.3%
TOTAL CIRCULATION	11,551	10,348	48,012	45,441	5.7%
<i>To Columbia Co. Rural</i>	35	22	171	62	175.8%
<i>To Dodge Co. Rural</i>	705	837	3,010	3,106	-3.1%
<i>To FDL Co. Rural</i>	1,561	1,470	6,500	6,964	-6.7%
<i>To Green Lake Co. Rural</i>	66	21	196	118	66.1%
Rural circ subtotals			9,877	10,250	-3.6%
USE					
Patron Gate (visits)	4,625	4,263	18,000	17,162	4.9%
In-person Programs	573	530	1,865	1,677	11.2%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	24	72	104	263	-60.5%
Meeting Room Use	219	223	925	859	7.7%
Computer Use	303	327	1,177	1,452	-18.9%
Wireless Use	370	377	1,435	1,462	-1.8%
Reference Questions	408	398	1,282	1,398	-8.3%
Monthly website hits	2,575	1,413	7,879	6,120	28.7%
Curbside/Window service	121	97	485	385	26.0%

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	GENERAL PROPERTY TAXES	553,896	-	448,707	391,049	105,189	81%			
210-41-4111-0-00	COUNTY APPROPRIATION	216,625	162,291	224,606	213,939	(7,981)	104%	Dodge, Columbia, Winnefox (Green Lake, FdL)		
210-43-4367-0-00	FEES-LIBRARY	700	104	756	332	(56)	108%	fine free, lost or damaged items only		
210-46-4671-0-00	INTEREST REVENUE	-	-	6,281	6,035	(6,281)	#DIV/0!			
210-48-4811-0-00	DIVIDEND REVENUE	-	-	807	756	(807)	#DIV/0!			
210-48-4816-0-00	GRANTS AND DONATIONS	5,000	-	-	-	5,000	0%	\$5k hicks foundation		
210-48-4861-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%			
210-49-4975-0-00										
Total Revenues		776,221	162,395	681,158	612,111	95,064	88%			
Expenditures										
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	435,578	32,018	119,208	112,247	316,370	27%			
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-				
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	50,464	3,473	18,894	19,459	31,570	37%			
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	815	79	315	270	500	39%			
210-60-5511-2-22	LIBRARY-RETIREMENT	21,539	1,601	6,373	5,955	15,166	30%			
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	33,129	2,350	9,232	8,863	23,897	28%			
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	669	669	1,031	39%			
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	920	3,603	4,207	16,397	18%			
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	231	692	964	3,308	17%			
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	1,954	7,535	10,401	21,465	26%			
210-60-5511-3-33	LIBRARY-POSTAGE	1,700	420	1,121	830	579	66%			
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	216	441	2,284	9%			
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	150	1,736	655	5,264	25%			
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	1,644	1,159	4,356	27%			
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	466	643	323	1,857	26%			
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	25	182	3,326	33,818	1%			
210-60-5511-3-39	LIBRARY-BOOKS	63,296	3,514	14,313	17,855	48,983	23%			
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	1,507	4,018	3,294	9,982	29%			
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	1,445	5,840	6,192	1,160	83%			
210-60-5511-3-42	LIBRARY-DATABASES	15,000	717	3,404	3,610	11,596	23%			
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	126	578	7,874	2%			
210-60-5511-3-44	LIBRARY-PROGRAMMING	13,500	1,085	3,316	3,239	10,184	25%	Summer reading program		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	128	399	410	2,101	16%			
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-				
Total Expenditures		776,221	52,251	203,481	204,948	572,740	26%			
Excess (Deficiency) Revenues Over Expenditures		-	110,144	477,676	407,163					

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2024 Annual Budget	4/30/2024 Current Month	4/30/2024 YTD Actual	4/30/2023 Prior Yr YTD Actl	Budget Balance	% of Budget	Budget Notes	
Library Fund Trust & Transfer Activity									
Revenues									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	1,180	1,380	-			New account created 9/21	
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-				
Total Revenues		-	1,180	1,380	-				
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	-	-	-	22,215				
Total Expenditures		-	-	-	22,215				
Excess (Deficiency) Trust/Transfer Revenues Over Expenditures		-	1,180	1,380	(22,215)				
Library Fund Grand Totals									
Total Revenues		776,221	163,575	682,538	612,111				
Total Expenditures		776,221	52,251	203,481	227,163				
Excess (Deficiency) Total Revenues Over Total Expenditures		-	111,324	479,056	384,948				
Library Fund Cash Balances									
210-10001	CASH-LIBRARY			197,481.51					
210-11612	LIBRARY SYSTEMS ACCOUNT			589,124.17					
210-11614	LIBRARY TRUST ACCOUNT			81,773.71					
	Library Trust Funds within Wells Fargo General Ckg Acct			11,261.05					
210-11615	RUTH E. BAYLEY ACCOUNT			80,878.70					
	Total Library Fund Cash			960,519.14					

*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 May 2024
Subject	Summary
Statistics	Through the end of April, the library circulated/downloaded/loaned 48,012 items, and 18,000 people walked through our doors. Program attendance is up 11%, drive-up service window transactions up 26%.
2 nd floor quiet room project	The second floor quiet room project is moving forward one step at a time.
Meeting Room Software	Our new meeting room reservation software seems to be working. This module is part of the Vega software package that our library system utilizes.
Staff evaluations	We are halfway done with yearly evaluations and should be finished in early June.
FOWL donation	Friends of Waupun Library (FOWL) donated \$1000 towards future library programming.
WAPL conference	Bret attended the Wisconsin Association of Public Libraries conference in Stevens Point May 2-3. Programs attended included Meaningful Meetings; Facilities Assessment; Music Collections in the Era of Streaming; At the Movies With Librarians; Digital Accessibility in Libraries; Secrets to Do More with Less in Your Library; and Games, Learning, and Libraries: Harnessing the Power of Play in Wisconsin. As a reminder, library directors for a library our size are required to complete 100 hours of continuing education every five years to retain their Grade 1 Public Library Certificate.
Art sales	The library received \$180 from Waupun Fine Arts for art sales recently. As a reminder, the agreement with WFA includes the library receiving a commission of 20% of all sales, which we deposit into the Library Trust account.

Tornado/Severe Storm Policy and Procedures – DRAFT revision

General Instructions:

If a severe storm or tornado watch is issued, the NOAA Weather Alert Radio will sound an alarm. When the alarm sounds, listen to the radio for updates and be ready to take cover. Announce the watch over the library intercom system.

Tornado Warning Procedures

General Instructions:

Upon notice of a tornado warning where danger is imminent, the alert given will be an announcement throughout the building by library staff.

Once the announcement has been made to head for the tornado shelters, senior staff member shall designate other staff to cover the following:

1. Escort patrons to the tornado shelter areas, which are the public restrooms.
2. Check to see if there are any deaf/blind/disabled persons who may need assistance.
3. Flashlights, **cell phones**, and radio should be taken into the shelter areas.
4. Lock cash drawer, if possible.
5. Remain calm, quiet, and avoid panic. DO NOT go outside the building for any reason.
6. Front doors should be monitored to direct anyone entering the building to the shelter areas.
DO NOT LOCK front doors as residents may need to seek shelter in our building.

All Clear and Clean Up

After the danger of an incident has passed, an "all clear" will be given by the Library Director, Assistant Director, or senior staff person. Employees may then return to their work areas.

If clean-up from a catastrophic event becomes necessary, employees may be assigned tasks under the direction of the Library Director, Assistant Director, or senior staff person. Utilities must not be turned back on at their sources until approval has been given by the individual in charge after investigation of damages to the building has been completed and it is assured that no explosive nor flammable condition exists.

If the library loses power, the library will close for the day after the weather danger has passed and it is safe for residents to leave the building.

Adopted 11/17/2003

Blue text = proposed revisions

KI WALL QUOTATION

Project Name: WAUPUN PUBLIC LIBRARY

Quote #: 684994SE_W_01

Creation Date: 3/21/2024

Revised Date: 4/17/2024

Exp. Date: 7/17/2024

Contract Used:

Inside Sales Rep: Jodi Roberts

KI Rep Name: Brad Timmerman

Prepared By: Lisa Koltz

Site Address: 123 SOUTH FOREST STREET

City/State/Zip: WAUPUN, WI 53963

• At time of order placement, KI requests architectural floor plan drawings in .dwg, .dxf or .rvt format with reflected ceiling plans and all applicable xrefs, in order to generate accurate installation drawings.

• Finishes noted as "To Be Determined" may impact final price of the project depending on customer selection. *Pricing is subject to change depending on veneer species selected.

• KI Installation Notes: Offload during Normal Business Hours (7am-5pm), install during Normal Business Hours (7am-5pm), stair carry Not Included, Long Push TBD-Not Included, Dock TBD-Not Included, 53' Trailer TBD-Not Included.

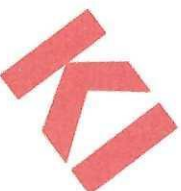
• If sales tax field shows \$0, then sales tax is not included in project price. See Additional Information page for more detail.

• The door hardware and glass supply chains are experiencing extended lead-times on a case by case basis. Depending on product specifications and timing of order placement, KI lead times may also be affected by these materials.

Bill of Material: Quote

Part Number	Description	Ext. Sell
KI Wall New	36 Lineal feet of Wall / 1 ROOM(S)	\$35,166.15
	Components	\$35,166.15
	KI Installation (Not Included - Technical Support Only)	\$0.00
	KI Freight	\$195.00
	Total	\$35,361.15

 WAUPUN PUBLIC LIBRARY



WALL QUOTATION

Project Name: WAUPUN PUBLIC LIBRARY

Quote #: 684994SE_W_01_WI STATE PRICING

Creation Date: 3/21/2024
 Revised Date: 4/17/2024
 Exp. Date: 7/17/2024

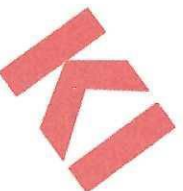
Contract Used: STATE OF WISCONSIN #50SENT-M20-OFURNITUR-12 (OT002958919)

Inside Sales Rep: Jodi Roberts
 KI Rep Name: Brad Timmerman
 Prepared By: Lisa Koltz
 Site Address: 123 SOUTH FOREST STREET
 City/State/Zip: WAUPUN, WI 53963

- At time of order placement, KI requests architectural floor plan drawings in .dwg, .dxf or .rvt format with reflected ceiling plans and all applicable xrefs, in order to generate accurate installation drawings.
- Finishes noted as "To Be Determined" may impact final price of the project depending on customer selection. *Pricing is subject to change depending on veneer species selected.
- KI Installation Notes: Offload during Normal Business Hours (7am-5pm), install during Normal Business Hours (7am-5pm), stair carry Not Included, Long Push TBD-Not Included, Dock TBD-Not Included, 53' Trailer TBD-Not Included.
- If sales tax field shows \$0, then sales tax is not included in project price. See Additional Information page for more detail.
- All contract terms and conditions, including those set forth in any Prime Contract and/or Subcontract for this project, remain subject to KI's review and agreement (to be evidenced only by KI's execution of such a Contract). KI has reviewed project documents submitted to KI for project schedule and product specifications only. Submission of pricing in the absence of an executed Contract does not constitute KI's acceptance of any Contract terms or conditions.
- The door hardware and glass supply chains are experiencing extended lead-times on a case by case basis. Depending on product specifications and timing of order placement, KI lead times may also be affected by these materials.

Bill of Material: Quote

Part Number	Description	Ext. Sell
KI Wall New	36 Lineal feet of Wall / 1 ROOM(S)	\$29,513.22
	Components	\$29,513.22
	KI Installation (Not Included - Technical Support Only)	\$0.00
	KI Freight	\$195.00
	Total	\$29,708.22





Midwest Installation Services, LLC

1214 Wolverine Ct New Franken, WI 54229

Marty Milton / Ph: 920.450.2929 / EMail: martymilton79@gmail.com

CUSTOMER
Waupun Public Library

ESTIMATE NO
2402

DATE
5/8/2024

ADDRESS
123 S. Forest St

CITY/STATE/ZIP
Waupun, WI 53963

PHONE

E-MAIL

SALESPERSON
Jodi Roberts

PROJECT
Waupun Public Library 2nd Flr Wiggle Room

PREPARED BY:
Marty Milton / 920.450.2929

ATTENTION
Jodi Roberts

PAYMENT TERMS

Upon Receipt

DUE DATE

Quote is good for 45days

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Receive, deliver and install Wiggle Room per print and information provided email dated 3/21/24	\$4,700.00	\$4,700.00
1	Stair Carry of all product based on photo provided of stair case and cut additional hole in ceiling as requested	\$1,000.00	\$1,000.00
- if Tax is applicable, 5.5% tax will be added to this estimate			

SUBTOTAL **\$5,700.00**

THIS PROPOSAL INCLUDES THE CONDITIONS NOTED:

TAX RATE

SALES TAX **\$0.00**

OTHER

TOTAL **\$5,700.00**

Sign Below to Accept Quote:

Authorized Rep

Date