



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, September 20, 2023 at 4:30 PM

The Waupun Public Library Board of Trustees will meet at 4:30 p.m. on September 20, 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/81503371923>

2. By phone:

1-312-626-6799

Meeting ID: 815 0337 1923

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

[1.](#) August minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

[2.](#) August statistics

BUDGET SUMMARY

[3.](#) August budget report

CONSIDERATION OF BILLS FOR PAYMENT

[4.](#) September bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

[5.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

[6.](#) Mission Statement review

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

[7.](#) Tentative next meeting: Wednesday, October 18, 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, August 16, 2023**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, August 16, 2023. Present were, Schultz, Gehl, Beer, Rohrer, Garcia, and Jaeger. Hintze present via Zoom. Sullivan arrived at 4:50 p.m. via phone. Siebers absent.

ARTICLE I: Motion by Beer, supported by Gehl, to accept the minutes of July 19, 2023 meeting as written. Motion carried.

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 82,137 items through the end of July, up 11%.
- b. 34,141 people visited the library through the end of July, up 24%.
- c. Program attendance up 126% through the end of July.
- d. Meeting room use up 153% through the end of July.

ARTICLE IV: Budget reviewed.

ARTICLE V:

- a. Motion by Hintze, supported by Schultz, to pay August 2023 bills. Motion carried 6-0 on roll call.

ARTICLE VI: Budget Committee reported that there were no new numbers to be presented since the first draft.

ARTICLE VII: Librarians' Report.

- a. A total of 1,134 youth and adult residents attended the six Summer Reading Program events and finale. Another successful year. Congratulations, Tami and staff!
- b. Interns Brooke Vander Galien and Logan Wobschall's most recent project required intense time and effort, and amazingly resulted in them tracking down all library directors of the Waupun Public Library and Waupun Library Association since 1858. Appreciation for work of the interns overall was noted.
- c. Monthly adult crafts continue on the 2nd Tuesday of every month at 6:00pm.
 1. Ribbon Bookmarks/September 12.
- d. Susan Baganz, a Wisconsin resident, will have a book talk on September 19 at 6:00pm.
- e. Several staff entered a float in the Alto Fair Parade. They received an amazing response from the spectators. Rohrer stated, "The enthusiasm from staff concerning the response as I spoke with them was contagious." Great work!

e. Fond du Lac County libraries will be meeting with Fond du Lac County Executive, Sam Kaufman, on August 17 regarding county reimbursement funding.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

a. Library Board By-Laws review: Jaeger and Rohrer to look at Article III, Section 6 for possible revision.

b. Motion by Schultz, supported by Gehl, to approve and forward to the City the 2024 Waupun Public Library Budget request as recommended by the Library Budget Committee. Motion carried 7-0 on roll call.

ARTICLE X: Motion by Rohrer, supported by Martens, to adjourn at 4:59 p.m. Motion carried.

*Next tentative meeting: Wednesday, September 20, 2023 at 4:30 p.m.

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Aug. 23	Aug. 22	YTD 2023	YTD 2022	YTD%
Juvenile Nonfiction	437	378	4,593	3,739	22.8%
Juvenile Fiction	2,598	2,948	21,475	19,986	7.5%
Juvenile Periodical	5	23	85	78	9.0%
Juvenile Book on CD	12	21	89	159	-44.0%
Juvenile MP3 audio	7	2	32	6	433.3%
Juvenile DVD	330	345	2,785	2,807	-0.8%
Juvenile Music CD	11	8	104	65	60.0%
Juvenile Video Game	62	49	332	240	38.3%
Misc. (kits, av tapes, etc)	0	0	4	5	-20.0%
Total Juvenile	3,462	3,774	29,499	27,085	8.9%
Adult Nonfiction	559	609	4,946	4,522	9.4%
Adult Fiction	2,177	1,868	15,406	14,036	9.8%
Adult Periodical	75	62	503	508	-1.0%
Adult Book on CD	169	179	1,451	1,315	10.3%
Adult MP3 audio	11	3	91	59	54.2%
Adult DVD	1,712	1,801	12,396	12,987	-4.6%
Adult Music CD	171	155	1,732	1,014	70.8%
Adult Video Game	14	14	134	86	55.8%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	0	1	-100.0%
Misc (kits, tapes, av games)	0	0	2	31	-93.5%
Total Adult	4,888	4,691	36,661	34,559	6.1%
State Report Circulation	8,350	8,465	66,160	61,644	7.3%
Downloads (OverDrive)	1,177	1,072	9,257	8,007	15.6%
ILL-Items Sent	2,530	2,250	18,469	15,836	16.6%
ILL Item Received	64	34	372	308	20.8%
TOTAL CIRCULATION	12,121	11,821	94,258	85,795	9.9%
<i>To Columbia Co. Rural</i>	56	3	334	46	626.1%
<i>To Dodge Co. Rural</i>	762	613	6,455	5,136	25.7%
<i>To FDL Co. Rural</i>	1,726	1,596	13,983	12,392	12.8%
<i>To Green Lake Co. Rural</i>	24	16	209	377	-44.6%
Rural circ subtotals			20,981	17,951	16.9%
USE					
Patron Gate (visits)	4,743	5,083	38,884	32,571	19.4%
In-person Programs	92	154	3,860	1,818	112.3%
Virtual Programs	0	0	0	48	-100.0%
Take & Make Activities	72	89	558	727	-23.2%
Meeting Room Use	205	202	1,720	801	114.7%
Computer Use	627	789	3,615	3,750	-3.6%
Wireless Use	365	385	3,076	2,609	17.9%
Reference Questions	432	487	3,047	2,856	6.7%
Monthly website hits	1,700	1,909	12,705	12,865	-1.2%
Curbside/Window service	104	108	754	724	4.1%

Waupun Public Library

Budget Report

	12/31/2023	8/31/2023	8/31/2023	8/31/2022		
Account Number	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget Budget Notes

Library Fund Operating Activity

(Partial property tax allocation is recorded in February. Full allocation is recorded after the August settlement)

Revenues	2023	2023	2023	2022		
Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget Budget Notes
210-41-4111-0-00 GENERAL PROPERTY TAXES	516,792	-	391,049	516,792	125,743	76%
210-43-4367-0-00 COUNTY APPROPRIATION	213,938	-	213,939	217,469	(1)	100% Dodge, Columbia, Winnefox (Green Lake, FdL)
210-46-4671-0-00 FEES-LIBRARY	1,200	124	577	1,007	623	48% fine free, lost or damaged items only
210-48-4811-0-00 INTEREST REVENUE	3,000	2,675	16,244	2,756	(13,244)	541%
210-48-4816-0-00 DIVIDEND REVENUE	2,000	-	1,512	1,414	488	76%
210-48-4861-0-00 GRANTS AND DONATIONS	6,000	-	5,000	5,000	1,000	83% \$5k hicks foundation
210-49-4975-0-00 UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%
Total Revenues	742,930	2,799	628,320	744,438	114,610	85%

Expenditures

210-60-5511-1-10 LIBRARY-SALARIES/WAGES	416,423	34,648	261,146	247,547	155,277	63%
210-60-5511-1-11 LIBRARY-OVERTIME	-	-	-	-	-	-
210-60-5511-2-20 LIBRARY-HEALTH INSURANCE	45,878	3,302	32,668	40,622	13,210	71%
210-60-5511-2-21 LIBRARY-LIFE INSURANCE	791	79	574	529	217	73%
210-60-5511-2-22 LIBRARY-RETIREMENT	20,592	1,517	12,713	11,888	7,879	62%
210-60-5511-2-23 LIBRARY-SOCIAL SECURITY	31,673	2,586	19,983	18,749	11,690	63%
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	1,337	1,337	263	84%
210-60-5511-3-30 LIBRARY-OFFICE SUPPLIES	20,000	637	8,005	11,113	11,995	40%
210-60-5511-3-31 LIBRARY-TELECOMMUNICATIONS	4,000	401	2,450	2,164	1,550	61%
210-60-5511-3-32 LIBRARY-UTILITIES	27,000	2,351	18,605	18,768	8,395	69%
210-60-5511-3-33 LIBRARY-POSTAGE	1,600	132	1,280	940	320	80%
210-60-5511-3-34 LIBRARY-MEMBERSHIP FEES	2,500	-	983	861	1,517	39%
210-60-5511-3-35 LIBRARY-PUBLICATIONS/PROMOTION	7,000	2,018	5,061	2,693	1,939	72%
210-60-5511-3-36 LIBRARY-REPAIRS/MAINTENANCE	6,000	-	2,213	4,204	3,787	37%
210-60-5511-3-37 LIBRARY-TRAVEL/CONFERENCE	2,500	-	1,006	751	1,494	40%
210-60-5511-3-38 LIBRARY-AUTOMATION/TECHNOLOGY	33,000	62	27,004	20,504	5,996	82%
210-60-5511-3-39 LIBRARY-BOOKS	60,734	5,264	38,902	38,859	21,832	64%
210-60-5511-3-40 LIBRARY-AUDIOVISUAL	17,639	1,309	8,550	7,675	9,089	48%
210-60-5511-3-41 LIBRARY-PERIODICALS	7,000	-	6,478	4,933	522	93%
210-60-5511-3-42 LIBRARY-DATABASES	12,000	2,642	10,165	10,451	1,835	85%
210-60-5511-3-43 LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	1,053	-	6,947	13%
210-60-5511-3-44 LIBRARY-PROGRAMMING	11,500	452	11,320	9,771	180	98% Summer reading program
210-60-5511-3-45 LIBRARY-MISCELLANEOUS	2,500	193	1,160	1,568	1,340	46%
210-60-5511-8-00 LIBRARY-CAPITAL OUTLAY	-	-	-	-	-	-
Total Expenditures	742,930	57,761	472,658	455,927	270,272	64%

Excess (Deficiency) Revenues Over Expenditures	-	(54,963)	155,663	288,511		
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Waupun Public Library

Budget Report

Account Number	Account Title	12/31/2023	8/31/2023	8/31/2023	8/31/2022	Budget Balance	% of Budget	Budget Notes
Library Fund Trust & Transfer Activity		Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl			

Revenues

210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	1,300	7,222			New account created 9/21
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-			
Total Revenues		-	-	1,300	7,222			

Expenditures

210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	-	7,298			
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-			
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	22,215	57,000			
Total Expenditures		-	-	22,215	64,298			

Excess (Deficiency) Trust/Transfer Revenues Over Expenditures - (20,915) (57,076)

Library Fund Grand Totals

Total Revenues	742,930	2,799	629,620	751,659
Total Expenditures	742,930	57,761	494,873	520,225
Excess (Deficiency) Total Revenues Over Total Expenditures	-	(54,963)	134,748	231,435

Library Fund Cash Balances

210-10001	CASH-LIBRARY	Wells Fargo General Ckg Acct	(89,187.28)
210-11612	LIBRARY SYSTEMS ACCOUNT	LGIP Acct 1	516,325.84
210-11614	LIBRARY TRUST ACCOUNT	LGIP Acct 2	79,254.63
	Library Trust Funds within Wells Fargo General Ckg Acct		2,812.00
210-11615	RUTH E. BAYLEY ACCOUNT		90,730.80
Total Library Fund Cash			599,935.99

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 - September 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	Envelopes, markers, paper, etc	48	Amazon Capital Services	166.40
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	304.85
		210-60-5511-339	Books	Books	48	Amazon Capital Services	720.05
		210-60-5511-344	Programming	Misc supplies	48	Amazon Capital Services	283.21
		210-60-5511-335	Promotions	Books for Babies promo	48	Amazon Capital Services	233.08
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	67.36
		210-60-5511-339	Books	Books	4000	Baker & Taylor	4,563.98
		210-60-5511-330	Office Supplies	Ink cartridges	8025	CDW Government	245.38
		210-60-5511-339	Books	Books	8900	Center Point Large Print	29.21
		210-60-5511-330	Office Supplies	Processing supplies	11070	Demco	87.24
		210-60-5511-339	Books	Books	14102	Gale	837.90
		210-60-5511-337	Travel/training/conference	Mileage reimbursement	14402	Garcia, Pam	62.23
		210-60-5511-338	Automation/technology	Wireless overwatch	16440	Inter-Quest	24.95
		210-60-5511-337	Travel/training/conference	Mileage reimbursement	16648	Jaeger, Bret	56.99
		210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	547.69
		210-60-5511-338	Automation/technology	Telephony	300156	Monarch Library System	88.40
		210-60-5511-339	Books	Books	21236	Penworthy	1,514.81
		210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	15.53
		210-60-5511-345	Miscellaneous	Break Room supplies	21665	Piggly Wiggly	123.41
		210-60-5511-333	Postage	Stamps	22099	Postmaster	198.00
		210-60-5511-330	Office Supplies	Binders, cords, first aid, misc	22402	Quill Corp	124.59
		210-60-5511-339	Books	Books	23831	Sebco Books	41.59
		210-60-5511-339	Books	Books	24810	Taste of Home Books	155.92
		210-60-5511-330	Office Supplies	Envelopes	25143	Total Business Products	197.30
		210-60-5511-339	Books	Collection agency	25484	Unique Mgt Services	23.30
		210-60-5511-344	Programming	Recording Angel program	27147	Waupun Historical Society	200.00
						Total:	\$ 10,913.37
City manual check		210-60-5511-344	Programming	Programming supplies		Wells Fargo autopay (Pam)	88.15
City manual check		210-60-5511-331	Telecommunications	Spectrum		Wells Fargo autopay (Bret)	179.97
City manual check		210-60-5511-332	Utilities	Electric/water/sewer		Waupun Utilities	2,325.58

Authorized signature: _____

LIBRARY	MONTHLY REPORT September 2023
Subject	Summary
Statistics	Through the end of August, the library circulated/downloaded/loaned 94,258 items, up 10%, and 38,884 people walked through our doors, up 19%. Program attendance is up 112%, and meeting room use is up 115%.
Fond du Lac County libraries	The Fond du Lac County libraries are finishing up a draft of the next five-year service agreement with Fond du Lac County. Waupun is part of both Fond du Lac County and Dodge County library agreements.
10 Book Adult Challenge	For the 10 Book Adult Reading Challenge, from June 5 to August 31, a total of 35 patrons played, with 53 Challenge sheets returned which qualified for 11 prizes. Lisa Bille did a great job creating and supervising this Challenge.
WLA Conference	The 2023 Wisconsin Library Association Conference will be held October 25 – 27 at the Madison Marriott West in Middleton. Programs and registration information can be found on the Wisconsin Library Association website. Please contact Bret if interested.
AT&T equipment cutover	On Friday, September 8, AT&T performed some hardware maintenance with a “cutover” from old equipment to new. This equipment is connected to our fiber line that runs back to the Monarch Library System office in Sheboygan.
Adult Programming	Upcoming adult programming includes Wisconsin inspirational author Susan Baganz September 19 at 6pm; a 3-business job fair September 21 from 5-8pm; Rens Floral, “An Inside Look” September 26 at 6pm; History of the Recording Angel October 3 at 6pm. Crafts continue the second Tuesday of every month at 6pm and two book club groups the second Wednesday of every month at 11am and 6pm.
Community Services Open House	The library will have a table at the Community Services event at the Safety Building on Monday, October 9 th , from 5 – 8 p.m.

Mission Statement:

The mission of the Waupun Public Library is to provide free and equitable access to quality services, resources, and lifelong learning opportunities through a variety of formats to meet the informational, educational, cultural and recreational needs and interests of the community.

Approved June 23, 2014, by the Library Board of Trustees.