



A G E N D A
CITY OF WAUPUN LIBRARY BOARD MEETING
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, October 18, 2023 at 4:30 PM

The Waupun Public Library Board of Trustees will meet at 4:30 p.m. on October 18, 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/85691263594>

2. By phone:

1-312-626-6799

Meeting ID: 856 9126 3594

CALL TO ORDER

MINUTES FROM PREVIOUS MEETINGS

1. September minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

2. September statistics

BUDGET SUMMARY

3. September budget report

CONSIDERATION OF BILLS FOR PAYMENT

4. October bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

5. Librarians report

OLD BUSINESS

NEW BUSINESS

6. Meeting Rooms Policy review

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

7. Tentative next meeting: Wednesday, November 15, 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, September 20, 2023**

The Waupun Public Library Board was called to order by Bev Martens, President, at 4:30 p.m. on Wednesday, September 20, 2023. Present were Schultz, Gehl, Siebers, Rohrer, Garcia, and Jaeger. Hintze present via Zoom. Sullivan present via phone. Beer was absent.

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

ARTICLE II: No visitor appearance.

ARTICLE III: Monthly Statistics.

- a. Circulated/downloaded/loaned: 94,258 items through the end of August, up 10%.
- b. 38,884 people visited the library through the end of August, up 19%.
- c. Program attendance up 112% through the end of August.
- d. Meeting room use up 115% through the end of August.

ARTICLE IV: Budget was reviewed.

ARTICLE V:

- a. Motion by Siebers, supported by Schultz, to pay September 2023 bills. Motion carried 7-0 on roll call.

ARTICLE VI: No Committee Reports.

ARTICLE VII: Librarians' Report.

- a. The Fond du Lac County libraries are finishing up a draft of the next five-year service agreement with Fond du Lac County. Waupun Public Library is part of both Fond du Lac and Dodge County agreements.
- b. Result of the 10 Book Adult Reading Challenge from June 5 to August 31: a. total of 35 patrons played; b.53 Challenge sheets returned which qualified for 11 prizes. Lisa Bille did a great job creating and supervising this Challenge.
- c. The 2023 Wisconsin Library Association (WLA) Conference will be held in Madison, October 25-27.
- d. On September 8, AT&T performed hardware maintenance with a "cutover" from old equipment to new. The equipment is connected to our fiber line which runs back to the Monarch Library System office.
- e. Adult programming:
 1. Three (3) business job fair, September 26, at 6pm.
 2. History of the Recording Angel, October 3, at 6pm.

3. Crafts continue second Tuesday of every month, at 6pm.
4. Two Book Club groups meet the second Wednesday of every month, at 11am and 6pm.

f. The library will have a table at the Community Services event at the Safety Building on Monday, October 9th, from 5 – 8 pm. Tami Lont, Pam Garcia and Heather Van Buren will be representing the library at the table.

g. Alyssa Sommerfeldt, from Fond du Lac County Health, will provide the library staff with a refresher program on Dementia. This will be a review and update on information the staff has received previously.

ARTICLE VIII: No Old Business.

ARTICLE IX: New Business:

- a. Current Mission Statement was reviewed with no additions or changes noted.

ARTICLE IX: Motion by Siebers, supported by Rohrer, to adjourn at 4:49 p.m. Motion carried.

*Next tentative meeting: Wednesday, October 18, 2023, at 4:30 p.m.

SANDRA ROHRER Secretary
SR/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Sep. 23	Sep. 22	YTD 2023	YTD 2022	YTD%
Juvenile Nonfiction	422	1,592	5,015	5,331	-5.9%
Juvenile Fiction	2,272	2,422	23,747	22,408	6.0%
Juvenile Periodical	2	7	87	85	2.4%
Juvenile Book on CD	10	11	99	170	-41.8%
Juvenile MP3 audio	0	4	32	10	220.0%
Juvenile DVD	216	280	3,001	3,087	-2.8%
Juvenile Music CD	8	7	112	72	55.6%
Juvenile Video Game	27	58	359	298	20.5%
Misc. (kits, av tapes, etc)	0	0	4	5	-20.0%
Total Juvenile	2,957	4,381	32,456	31,466	3.1%
Adult Nonfiction	589	535	5,535	5,057	9.5%
Adult Fiction	1,854	1,582	17,260	15,618	10.5%
Adult Periodical	51	31	554	539	2.8%
Adult Book on CD	156	128	1,607	1,443	11.4%
Adult MP3 audio	7	14	98	73	34.2%
Adult DVD	1,417	1,643	13,813	14,630	-5.6%
Adult Music CD	185	157	1,917	1,171	63.7%
Adult Video Game	7	25	141	111	27.0%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	1	0	2	-100.0%
Misc (kits, tapes, av games)	0	0	2	31	-93.5%
Total Adult	4,266	4,116	40,927	38,675	5.8%
State Report Circulation	7,223	8,497	73,383	70,141	4.6%
Downloads (OverDrive)	988	962	10,245	8,969	14.2%
ILL-Items Sent	2,245	2,099	20,714	17,935	15.5%
ILL Item Received	51	21	423	329	28.6%
TOTAL CIRCULATION	10,507	11,579	104,765	97,374	7.6%
<i>To Columbia Co. Rural</i>	47	0	381	46	728.3%
<i>To Dodge Co. Rural</i>	582	653	7,037	5,789	21.6%
<i>To FDL Co. Rural</i>	1,466	1,450	15,449	13,842	11.6%
<i>To Green Lake Co. Rural</i>	25	13	234	390	-40.0%
Rural circ subtotals			23,101	20,067	15.1%
USE					
Patron Gate (visits)	3,784	3,659	42,668	36,230	17.8%
In-person Programs	338	243	4,198	2,061	103.7%
Virtual Programs	0	0	0	48	-100.0%
Take & Make Activities	68	71	626	798	-21.6%
Meeting Room Use	190	149	1,910	950	101.1%
Computer Use	288	330	3,903	4,080	-4.3%
Wireless Use	351	346	3,427	2,955	16.0%
Reference Questions	314	344	3,361	3,200	5.0%
Monthly website hits	1,338	1,247	14,043	14,112	-0.5%
Curbside/Window service	84	84	838	808	3.7%

Waupun Public Library
Budget Report

Account Number	Account Title	12/31/2023	9/30/2023	9/30/2023	9/30/2022	Budget Balance	% of Budget	Budget Notes
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Library Fund Operating Activity

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

210-41-4111-0-00	GENERAL PROPERTY TAXES	516,792	125,743	516,792	516,792	-	100%	
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	24	601	1,094	599	50%	fine free, lost or damaged items only
210-48-4811-0-00	INTEREST REVENUE	3,000	-	16,244	3,886	(13,244)	541%	
210-48-4816-0-00	DIVIDEND REVENUE	2,000	706	2,218	2,121	(218)	111%	
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	126,473	754,793	746,362	(11,863)	102%	

Expenditures

210-60-5511-1-10	LIBRARY-SALARIES/WAGES	416,423	31,394	292,540	275,474	123,883	70%	
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-		
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	45,878	3,302	35,971	44,825	9,907	78%	
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	791	79	653	596	138	83%	
210-60-5511-2-22	LIBRARY-RETIREMENT	20,592	1,517	14,230	13,275	6,362	69%	
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	31,673	2,337	22,320	20,797	9,353	70%	
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	1,504	1,504	96	94%	
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	20,000	806	8,812	12,655	11,188	44%	
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,000	41	2,492	2,390	1,508	62%	
210-60-5511-3-32	LIBRARY-UTILITIES	27,000	2,393	20,998	21,303	6,002	78%	
210-60-5511-3-33	LIBRARY-POSTAGE	1,600	198	1,478	1,060	122	92%	
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	233	5,294	2,885	1,706	76%	
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	2,213	5,358	3,787	37%	
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	2,500	119	1,125	844	1,375	45%	
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	33,000	113	27,117	20,748	5,883	82%	
210-60-5511-3-39	LIBRARY-BOOKS	60,734	7,887	46,789	46,952	13,945	77%	
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	17,639	853	9,402	9,651	8,237	53%	
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	-	6,478	4,933	522	93%	
210-60-5511-3-42	LIBRARY-DATABASES	12,000	-	10,165	10,451	1,835	85%	
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	1,053	8,080	6,947	13%	
210-60-5511-3-44	LIBRARY-PROGRAMMING	11,500	483	11,803	9,850	(303)	103%	Summer reading program
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	139	1,299	2,044	1,201	52%	
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-		
Total Expenditures		742,930	52,061	524,719	516,535	218,211	71%	

Excess (Deficiency) Revenues Over Expenditures		-	74,412	230,074	229,828			
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Waupun Public Library

Budget Report

Account Number	Account Title	12/31/2023	9/30/2023	9/30/2023	9/30/2022	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	-	-	1,300	7,222			
Total Revenues		-	-	2,600	14,444			

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	126,473	756,093	753,584				
Total Expenditures	742,930	52,061	546,934	580,832				
Excess (Deficiency) Total Revenues Over Total Expenditures	-	74,412	209,159	172,752				

Library Fund Cash Balances

210-10001	CASH-LIBRARY		Wells Fargo General Ckg Acct	(14,775.73)				
210-11612	LIBRARY SYSTEMS ACCOUNT		LGIP Acct 1	516,325.84				
210-11614	LIBRARY TRUST ACCOUNT		LGIP Acct 2	79,254.63				
210-11615	Library Trust Funds within Wells Fargo General Ckg Acct			2,812.00				
	RUTH E. BAYLEY ACCOUNT			90,730.80				Preliminary budget report will not have an updated cash balance until all journal entries are recorded.
Total Library Fund Cash				674,347.54				Final month end budget report will have updated cash balances.

Waupun Public Library - October 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	Acrylic sign holders, misc	48	Amazon Capital Services	161.40
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	361.54
		210-60-5511-339	Books	Books	48	Amazon Capital Services	825.29
		210-60-5511-343	Furnishings	Padded tumbling mats	48	Amazon Capital Services	119.98
		210-60-5511-344	Programming	Misc supplies	48	Amazon Capital Services	33.83
		210-60-5511-335	Promotions	Community Services, Halloween	48	Amazon Capital Services	445.94
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	36.98
		210-60-5511-339	Books	Books	4000	Baker & Taylor	4,806.75
		210-60-5511-340	Audiovisual	Audiovisual	4000	Baker & Taylor	7.91
		210-60-5511-330	Office Supplies	Ink cartridges	8025	CDW Government	517.64
		210-60-5511-339	Books	Books	8900	Center Point Large Print	150.42
		210-60-5511-330	Office Supplies	Processing supplies	11070	Demco	629.97
		210-60-5511-339	Books	Books	13895	Frederick, Michael	50.00
		210-60-5511-339	Books	Books	14102	Gale	809.02
		210-60-5511-339	Books	Books	12725	Hot Line Guides	25.00
		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	23.58
		210-60-5511-330	Office Supplies	Lockable DVD cases	17706	Library Supply Solutions	192.00
		210-60-5511-339	Books	Books	18964	Meredith Books	35.91
		210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	476.70
		210-60-5511-341	Periodicals	Our WI subscription	20911	Our Wisconsin	24.98
		210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	21.61
		210-60-5511-345	Miscellaneous	Break Room supplies	21665	Piggly Wiggly	77.08
		210-60-5511-340	Audiovisual	Wonderbooks	21876	Playaway	813.05
		210-60-5511-333	Postage	Stamps	22099	Postmaster	132.00
		210-60-5511-330	Office Supplies	Glue sticks	22402	Quill Corp	14.78
		210-60-5511-339	Books	Books	23831	Sebco Books	534.25
		210-60-5511-339	Books	Collection agency	25484	Unique Mgt Services	34.95
		210-60-5504-338	Library Trust	Chad Lewis program	17500	Lewis, Chad	350.00
						Total:	\$ 11,737.51
9/20/2023	Manual check # 1032			Copier maintenance		James Imaging Systems	\$ 476.12
City manual check		210-60-5511-331	Telecommunications	Spectrum		Wells Fargo autopay (Bret)	281.95
City manual check		210-60-5511-337	Travel/training/conference	WLA conference		Wells Fargo autopay (Bret)	395.00
City manual check		210-60-5511-332	Utilities	Electric/water/sewer		Waupun Utilities	1,906.20

Authorized signature: _____

LIBRARY	MONTHLY REPORT October 2023
Subject	Summary
Statistics	Through the end of September, the library circulated/downloaded/loaned 104,765 items, up 7%, and 42,668 people walked through our doors, up 18%. Program attendance is up 103%, and meeting room use is up 101%.
Dementia refresher	Alyssa Sommerfeldt, from Fond du Lac County Health, provided a Dementia refresher program to the library staff on Friday, September 22.
Waupun Services Event	The library had 246 individuals interact with our booth at the Waupun Community Services event on October 9.

MEETING ROOMS POLICY - WAUPUN PUBLIC LIBRARY

A. Purpose

The meeting rooms of the Waupun Public Library are available to non-profit community groups for presentation of informational, educational, or recreational meetings and programs in keeping with the mission of the Waupun Public Library.

B. Policy

1. Meeting rooms will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Meeting rooms are scheduled on a first come – first served basis.
2. Meeting rooms may be used for (not inclusive):
 - a. meetings which are open to the public;
 - b. organizations or individuals engaged in educational, cultural, intellectual, governmental or charitable activities.
3. Meeting rooms may not be used for:
 - a. any purpose which may interfere with the regular operation of the library;
 - b. programs involving the sale, advertising, solicitation or promotion of commercial products or services;
 - c. personal, company, or family parties.
4. No admission fee, registration fee, nor donations may be sought from meeting attendees, except by local non-profit educational, social service or cultural organizations with the specific permission of the Library Director. This guideline is waived for library fundraising.
5. No charge will be made by the library for the use of the meeting rooms.
6. Application for the use of meeting rooms must be made on the appropriate form by an authorized representative of the group.
7. Users agree to abide by the library's Code of Conduct at all times.
8. Users accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
9. Meeting rooms shall be left tidy and in an orderly condition. Groups not meeting this criteria may be charged for additional cleaning and/or lose their room use privilege.
10. Recurrent reservations for the meetings rooms will be accepted, but for no more than one calendar year at a time. At the end of the year, such reservations must be reviewed.
11. Groups are responsible for setting up the rooms, as well as leaving them in a tidy and orderly manner. Given 72 hour notice, the library will contact the Department of Public Works for possible labor in setting up the room if desired, though we cannot guarantee their assistance. Thus, the group using the room may have to set it up themselves.
12. If a group no longer needs a reservation, the library expects to be contacted to cancel the reservation. If the room is reserved and no one arrives at the appointed time, the group is considered a "no show." If a group has three no-shows in a year, the group cannot book the room for the twelve months following the third "no show."
13. Storage facilities will not be provided for any non-library organization.
14. The library is not responsible for the supervision and security of the exhibits and displays.
15. Meeting rooms and front entrance of the library must be vacated no later than 10 p.m. In the event a group stays later and sets off the building security system, the group may be prohibited from future use of the meeting rooms.
16. If a meeting runs beyond regular service hours, the group must turn off all lights and verify that the front door catches and locks behind them when leaving the building.

**APPLICATION
FOR USE OF MEETING ROOMS AT WAUPUN PUBLIC LIBRARY**

Name of Group: _____

Name of Individual Making Request: _____
(If group is composed of persons under age 18, Name of Two Adult Supervisors)

Address: _____

Phone: _____

Email address: _____

Nature of Meeting: _____

Equipment Needs: _____

AGREEMENT BY USER

1. In consideration for the use of the meeting rooms, the group agrees that:
 - a. It will pay for all damage to any property of the Waupun Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees.
 - b. It will hold harmless the City of Waupun and the Waupun Public Library from and against any and all liability which may be imposed upon them or either of them, for any injury to persons or property caused by the organization or any person in connection with a meeting, exhibit or display.
 - c. It will take responsibility for compliance with the American Disabilities Act.
2. It is understood that the City of Waupun and the Waupun Public Library assume no responsibility whatsoever for any property placed in the library in connection with a meeting, exhibits, or display; and that the City of Waupun and the Waupun Public Library are, hereby, expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting, exhibit, or display.

I have read and understand the policy for the use of the meeting rooms and agree to follow the rules set forth. I understand that the library director and library board reserve the right to discontinue meeting room privileges to any group/individual who infringes on the rules as defined in the policy.

SIGNED: _____

DATE: _____