



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, October 15, 2025 at 4:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually: <https://us02web.zoom.us/j/89463692659>

Join Teleconference: 1 312 626 6799 **Meeting ID:** 894 6369 2659

CALL TO ORDER

ROLL CALL

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.](#) Monarch Library System Membership Agreement Appendix F
- [7.](#) Displays & Exhibits of Personal Collections Policy

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

8. Tentative next meeting: Wednesday, November 19, 2025, 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 17, 2025**

The Waupun Public Library Board was called to order by Dr. Bev Martens, President, at 4:30 p.m. on Wednesday, September 17, 2025. Present were Beer, DeJager, Gehl, Hill, Homan, Mielke, Svec, Jaeger, and Garcia.

Minutes from Previous Meetings

Motion by Svec, second Hill, to accept the August minutes as presented. Motion carried.

Persons Wishing to Address the Library Board

1. Zac Gappa: Stated his family has used and benefitted from the library for years. He learned that there was sexually explicit material in the library, and that librarians would not prevent a child from checking out certain books. He thinks the librarians should stop children from checking certain materials out.
2. Kaedon DeJager: Claimed that the church is not attacking the library, that the church is not wanting books to be banned, and the church is not telling people to not come to the library.
3. Matt Pearce: Thought the library should be guided by God's word. Believes that separation of church and state was meant to keep the state out of the church, not the church out of the state. He said that the library has a duty to turn people away from sin.

Eight additional people attended the meeting.

Monthly Statistics

August statistics were reviewed.

Budget Summary

Current budget was reviewed.

Consideration of Bills for Payment

Motion by Beer, second Mielke, to pay September 2025 bills as presented. Motion carried 8-0 on roll call.

Committee Reports

None.

Librarian's Report

Librarian's report was reviewed.

Old Business

None.

New Business

Reviewed Manual Checking Account Procedures with no changes.

Future meetings and gatherings involving the Library Board

Next tentative meeting: Wednesday, October 15, 2025, at 4:30 p.m.

Adjournment

Motion by Beer, second Homan, to adjourn at 4:58 p.m. Motion carried.

Marie Svec, Secretary
MS/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Sep. 25	Sep. 24	YTD 2025	YTD 2024	YTD%
Juvenile Nonfiction	481	649	4,733	5,318	-11.0%
Juvenile Fiction	2,043	2,572	22,658	24,611	-7.9%
Juvenile Periodical	7	18	81	125	-35.2%
Juvenile Book on CD	31	16	227	145	56.6%
Juvenile MP3 audio	2	11	23	53	-56.6%
Juvenile DVD	186	245	2,528	2,918	-13.4%
Juvenile Music CD	2	5	17	87	-80.5%
Juvenile Video Game	34	41	442	396	11.6%
Misc. (kits, av tapes, etc)	0	1	8	7	14.3%
Total Juvenile	2,786	3,558	30,717	33,660	-8.7%
Adult Nonfiction	466	525	4,687	5,229	-10.4%
Adult Fiction	1,893	1,884	17,805	17,435	2.1%
Adult Periodical	68	43	522	637	-18.1%
Adult Book on CD	82	78	910	1,211	-24.9%
Adult MP3 audio	3	2	29	38	-23.7%
Adult DVD	1,374	1,121	12,952	13,297	-2.6%
Adult Music CD	97	72	825	1,123	-26.5%
Adult Video Game	14	6	170	89	91.0%
Pamphlets/Vertical File	0	0	0	0	#DIV/0!
Equipment/die cuts	0	0	3	5	-40.0%
Misc (kits, tapes, av games)	0	6	16	27	-40.7%
Total Adult	3,997	3,737	37,919	39,091	-3.0%
State Report Circulation	6,783	7,295	68,636	72,751	-5.7%
Downloads (OverDrive)	1,248	1,202	11,336	10,648	6.5%
Downloads (Hoopla)	399	270	3,628	2,317	56.6%
ILL-Items Sent	2,780	2,314	23,325	20,978	11.2%
ILL Item Received	62	30	432	421	2.6%
TOTAL CIRCULATION	11,272	11,111	107,357	107,115	0.2%
<i>To Columbia Co. Rural</i>	52	61	768	460	67.0%
<i>To Dodge Co. Rural</i>	507	632	4,997	6,458	-22.6%
<i>To FDL Co. Rural</i>	1,033	1,367	13,075	14,209	-8.0%
<i>To Green Lake Co. Rural</i>	19	50	231	325	-28.9%
Rural circ subtotals			19,071	21,452	-11.1%
USE					
Patron Gate (visits)	4,198	4,254	40,661	42,532	-4.4%
In-person Programs	319	389	3,066	4,471	-31.4%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	1	31	271	286	-5.2%
Meeting Room Use	239	235	2,434	1,949	24.9%
Computer Use	368	387	3,036	3,318	-8.5%
Wireless Use	426	401	3,519	3,202	9.9%
Reference Questions	513	413	4,254	3,447	23.4%
Monthly website hits	1,915	2,052	17,551	17,564	-0.1%
Curbside/Window service	106	114	1,050	1022	2.7%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2025 Annual Budget	9/30/2025 Current Month	9/30/2025 YTD Actual	9/30/2024 Prior Yr YTD Actl	Budget Balance	% of Budget		
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	575,277	-	575,277	553,896	-	100%		
210-43-4367-0-00	COUNTY APPROPRIATION	223,304	-	231,464	224,606	(8,160)	104%		
210-46-4671-0-00	FEES-LIBRARY	1,300	171	1,652	6,399	(352)	127%		
210-48-4811-0-00	INTEREST REVENUE	-	2,555	20,029	23,975	(20,029)			
210-48-4816-0-00	DIVIDEND REVENUE	-	860	2,581	2,468	(2,581)			
210-48-4861-0-00	GRANTS AND DONATIONS	5,000	-	-	-	5,000	0%		
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
Total Revenues		804,881	3,587	831,002	811,345	(26,121)	103%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	453,001	34,204	316,433	312,071	136,568	70%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	55,460	3,783	38,443	36,261	17,017	69%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	900	87	763	726	137	85%		
210-60-5511-2-22	LIBRARY-RETIREMENT	22,292	1,716	16,093	15,229	6,199	72%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	34,288	2,510	24,022	23,457	10,266	70%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,300	-	-	-	3,300	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	2,000	167	1,504	1,504	496	75%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,000	983	9,338	7,981	9,662	49%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,300	211	2,373	2,446	1,927	55%		
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	2,779	21,530	18,464	7,470	74%		
210-60-5511-3-33	LIBRARY-POSTAGE	2,000	78	1,530	1,753	470	77%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	986	780	1,515	39%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	40	4,326	4,893	2,674	62%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	-	799	3,184	5,201	13%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	3,000	-	1,472	1,143	1,528	49%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	21,984	22,709	26,451	11,291	67%		
210-60-5511-3-39	LIBRARY-BOOKS	63,840	5,549	48,764	41,249	15,076	76%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	1,486	7,699	9,231	6,301	55%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	352	6,499	6,485	501	93%		
210-60-5511-3-42	LIBRARY-DATABASES	16,000	1,245	13,421	12,303	2,579	84%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	1,314	1,626	824	6,374	20%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	15,500	200	10,565	10,243	4,935	68%		

Waupun Public Library									
Budget Report									
		12/31/2025	9/30/2025	9/30/2025	9/30/2024				
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	226	1,704	1,503	796	68%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		804,881	78,912	552,599	538,180	252,282	69%		
Excess (Deficiency) Revenues Over Expenditures		-	(75,326)	278,404	273,165				

Library Fund Trust & Transfer Activity									
Revenues									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	16	6,354	6,391				
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-				
Total Revenues		-	16	6,354	6,391				
Expenditures									
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	-	864				
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	-	-				
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	-	-				
Total Expenditures		-	-	-	864				
Excess (Deficiency) Trust/Transfer Revenues Over Expenditures		-	16	6,354	5,527				
Library Fund Grand Totals									
Total Revenues		804,881	3,603	837,356	817,736				
Total Expenditures		804,881	78,912	552,599	539,044				
Excess (Deficiency) Total Revenues Over Total Expenditures		-	(75,310)	284,757	278,692				
Library Fund Cash Balances									
210-10001	CASH-LIBRARY	Wells Fargo General Ckg Acct		(6,046.72)					
210-11612	LIBRARY SYSTEMS ACCOUNT	LGP Acct 1		633,849.20					
210-11614	LIBRARY TRUST ACCOUNT	LGP Acct 2		84,687.91					
210-11615	RUTH E. BAYLEY ACCOUNT			90,812.30					
	Total Library Fund Cash			803,302.69					

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 - October 2025 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	Foam board, paper, misc	48	Amazon Capital Services	84.55
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	184.02
		210-60-5511-339	Books	Books	48	Amazon Capital Services	3,339.78
		210-60-5511-335	Promotions	Books for Babies, Halloween	48	Amazon Capital Services	341.49
		210-60-5511-336	Repairs/maintenance	Binding machine	48	Amazon Capital Services	330.99
		210-60-5511-344	Programming	Programming supplies	48	Amazon Capital Services	262.50
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	55.24
		210-60-5511-339	Books	Books	4000	Baker & Taylor	386.69
		210-60-5511-339	Books	Books	13895	Frederick, Michael	50.00
		210-60-5511-339	Books	Books	14102	Gale	907.68
		210-60-5511-338	Automation/technology	Wireless overwatch	16440	Inter-Quest	24.95
		210-60-5511-344	Programming	Flower Arranging program	300365	Kartechner & Girls Flower Co	375.00
		210-60-5511-344	Programming	Book Craft Program	18031	Mackford Home& Crafts	55.80
		210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	678.45
		210-60-5511-342	Databaseses	Hoopla	19147	Midwest Tape LLC	1,186.56
		210-60-5511-330	Office Supplies	Library décor various holidays	20798	OTC Brands	77.42
		210-60-5511-341	Periodicals	Subscription renewal	20911	Our Wisconsin	24.98
		210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	99.52
		210-60-5511-345	Miscellaneous	Hosting supplies	21665	PigglyWiggly	88.37
		210-60-5511-333	Postage	Stamps	22099	Postmaster	78.00
		210-60-5511-339	Books	Books	23831	Sebco Books	326.82
		210-60-5511-339	Books	Collection agency fees	25484	Unique Mgt Systems	58.25
						Total:	\$ 9,017.06
City manual check		210-60-5511-344	Programming	Puzzle race prizes		Wells Fargo autopay (Pam)	82.53
City manual check		210-60-5511-331	Telecommunications	Spectrum invoice		Wells Fargo autopay(Bret)	179.97
City manual check		210-60-5511-332	Utilities	Electric/water/sewer		Waupun Utilities	914.85

Authorized signature: _____

LIBRARY	MONTHLY REPORT October 2025
Subject	Summary
Statistics	Through the end of September, the library circulated/downloaded/loaned 107,357 items, and 40,661 people walked through our doors.
September Programs	Programs for September include Craft Night, book clubs, Decayed at the Cemetery Program, Toddler Tuesday, Trivia Night, and Lego Club, along with the weekly storytimes. The monthly Friends of the Library Book Sale was October 13.
WLA Conference	The annual Wisconsin Library Association Conference will be held October 28 – 31. Staff members attending will be Pam Garcia, Rachel Rosenow, and Lisa Bille.

APPENDIX F

NEW IT & ILS PROJECTS

Member libraries agree to give Monarch Staff reasonable notice before specifying, purchasing, or receiving their Board's approval (whichever comes first), for any significant projects that may interface with Monarch IT or ILS network.

Refer to the timeframes for project planning listed below for minimum notice periods required. If the Member Library does not give sufficient notice, Monarch Staff may not be able to accommodate the project. Member Libraries should submit the New Project Planning Form (below) as soon as they are aware of the project.

Advance notice required for project planning:

- New library: Six (6) months prior to launch to move TEACH LINE.
- Large Equipment Installation: Four (4) months prior to installation (e.g., Self Check Kiosks, Automated Materials Handlers, Outdoor Lockers).
- All Other Equipment Installation or Relocation: Three (3) months prior to installation or move.

New Project Planning Form

1. Library Name:

2. Your Name and Title:

3. Phone Number:

4. Email Address:

5. Please describe the full scope of your project:

6. Do you need support from Monarch IT or ILS staff, or do you have expertise in-house or from your municipality? (please explain):

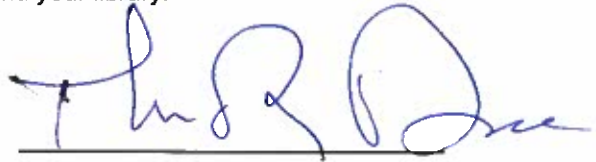
7. Does it need an API, SIP license, or other interface with Polaris? If yes, please specify:

Signature Page

The above Appendix has been approved by the Monarch Library System Board to be included in the existing agreement between Monarch Library System and your library.



Monarch Library System Director
Date: September 12, 2025



Monarch Board of Trustees President
Date: September 12, 2025

The above Appendix has been approved by the _____ Library Board of Trustees to be included in the existing agreement between Monarch Library System and your library.

On behalf of the _____ Library, I agree to the use of the above stated New Project Planning form.

Director

Library Board President

Date

Date

Waupun Public Library

Displays and Exhibits of Personal Collections Policy – DRAFT REVISION

As an educational and cultural institution, the Waupun Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director *or assistant director* shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk.

Areas available to the public for displays and exhibits are the glass exhibit cases, the conference room, and the quilt display rack. The following release must be signed by the exhibitor before any artifact can be placed in the library:

Waupun Public Library Display and Exhibit Release

*I, the undersigned, hereby lend ~~the following~~ works of art or other material to the Waupun Public Library for exhibit purposes only. I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library. *This release covers any current or future items for display.**

Display area: ~~glass display case(s)~~ ~~conference room~~ ~~quilt rack~~

Approximate dates of display _____

Description of materials loaned _____

Signature _____ Date _____

Address _____ Telephone _____