



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD**  
Waupun Public Library – 123 S. Forest Street,  
Waupun WI  
Wednesday, March 18, 2026 at 4:30 PM

**VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE**

Join Virtually: <https://us02web.zoom.us/j/87341172369>

Join Teleconference: 1 312 626 6799 Meeting ID: 873 4117 2369

**CALL TO ORDER**

**ROLL CALL**

**MINUTES FROM PREVIOUS MEETINGS**

1. February minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

*No Public Participation after this point.*

**MONTHLY STATISTICS**

2. February statistics

**BUDGET SUMMARY**

3. February budget report

**CONSIDERATION OF BILLS FOR PAYMENT**

4. March bills

**COMMITTEE REPORTS**

5. Hiring Committee

**LIBRARIAN'S REPORT**

6. Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

**CLOSED/OPEN SESSION**

The Waupun Library Board will adjourn in 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.

1. Steps to fill the role of the retiring director position

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**

7. Tentative next meeting: Wednesday, April 15, 2026, 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, February 18, 2026**

The Waupun Public Library Board was called to order by Dr. Bev Martens, President, at 4:30 p.m. on Wednesday, February 18, 2026. Present were Beer, DeJager, Gehl, Hill, Homan, Mielke, Svec, Jaeger, and Garcia.

### **Minutes from Previous Meetings**

Motion by Beer, second Homan, to accept the January 2026 minutes as presented. Motion carried.

### **Persons Wishing to Address the Library Board** - none

Visitors attending were Dave DeJager, Jenny Nygren, Kaedon DeJager, Julie Steinhauer, Andy Nygren, and Angie Hull.

### **Monthly Statistics**

January statistics were reviewed.

### **Budget Summary**

Current budget was reviewed.

### **Consideration of Bills for Payment**

Motion by Svec, second Mielke, to pay the January 2025 bills as presented. Motion carried 8-0 on roll call.

### **Committee Reports**

Hiring Committee reported that they have met and will cover more information in closed session. They will also be meeting tomorrow.

### **Librarian's Report**

The library received a donation of \$10,000 from the Carnegie Corporation in celebration of the 250<sup>th</sup> anniversary of the Declaration of Independence.

### **Old Business**

None.

### **New Business**

Motion by Martens, second Gehl, that the Monarch Library System did provide effective leadership and adequately met the needs of the library. Motion carried.

Motion by Svec, second Homan, to accept the 2025 Public Library Annual Report as presented. Motion carried.

Motion by Mielke, second Beer, to accept the revised window replacement quote from Hometown Glass for a total of \$11,010, with the funds coming from the Library's LGIP Trust account. Motion carried 8-0 on roll call.

Key Performance Indicators for libraries were discussed, and a committee comprised of Steve Hill, Mike Beer, and Ryan Mielke will look closer at this when the Department of Public Instruction publishes their new Public Library Standards later this year.

### **Future meetings and gatherings involving the Library Board**

Next tentative meeting: Wednesday, March 18, 2026, at 4:30 p.m.

### **Adjournment**

Motion by Svec, second Mielke, to adjourn at 6:00 p.m. Motion carried.

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Feb. 26</b>	<b>Feb. 25</b>	<b>YTD 2026</b>	<b>YTD 2025</b>	<b>YTD%</b>
Juvenile Nonfiction	421	595	854	1,184	-27.9%
Juvenile Fiction	2,203	2,307	4,515	4,493	0.5%
Juvenile Periodical	1	9	10	16	-37.5%
Juvenile Book on CD	13	14	28	30	-6.7%
Juvenile MP3 audio	0	4	4	5	-20.0%
Juvenile DVD	226	295	459	564	-18.6%
Juvenile Music CD	3	0	5	2	150.0%
Juvenile Video Game	47	43	109	83	31.3%
Misc. (kits, av tapes, etc)	1	1	10	5	100.0%
<b>Total Juvenile</b>	<b>2,915</b>	<b>3,268</b>	<b>5,994</b>	<b>6,382</b>	<b>-6.1%</b>
Adult Nonfiction	469	553	937	1,103	-15.0%
Adult Fiction	1,581	1,806	3,471	3,683	-5.8%
Adult Periodical	42	52	73	111	-34.2%
Adult Book on CD	72	75	217	171	26.9%
Adult MP3 audio	1	4	8	5	60.0%
Adult DVD	1,347	1,398	2,878	3,123	-7.8%
Adult Music CD	113	76	180	212	-15.1%
Adult Video Game	6	6	35	14	150.0%
Pamphlets/Vertical File	2	0	8	0	#DIV/0!
Equipment/die cuts	0	0	0	3	-100.0%
Misc (kits, tapes, av games)	1	2	2	15	-86.7%
<b>Total Adult</b>	<b>3,634</b>	<b>3,972</b>	<b>7,809</b>	<b>8,440</b>	<b>-7.5%</b>
<b>State Report Circulation</b>	<b>6,549</b>	<b>7,240</b>	<b>13,803</b>	<b>14,822</b>	<b>-6.9%</b>
Downloads (OverDrive)	1,210	1,200	2,507	2,447	2.5%
Downloads (Hoopla)	407	333	857	676	26.8%
ILL-Items Sent	2,291	2,289	5,052	5,117	-1.3%
ILL Item Received	56	39	134	84	59.5%
<b>TOTAL CIRCULATION</b>	<b>10,513</b>	<b>11,101</b>	<b>22,353</b>	<b>23,146</b>	<b>-3.4%</b>
<i>To Columbia Co. Rural</i>	37	73	158	250	-36.8%
<i>To Dodge Co. Rural</i>	526	535	1,233	1,104	11.7%
<i>To FDL Co. Rural</i>	1,226	1,452	1,987	2,827	-29.7%
<i>To Green Lake Co. Rural</i>	6	34	31	67	-53.7%
<b>Rural circ subtotals</b>			<b>3,409</b>	<b>4,248</b>	<b>-19.8%</b>
<b>USE</b>					
<b>Patron Gate (visits)</b>	<b>4,288</b>	<b>3,961</b>	<b>8,641</b>	<b>8,277</b>	<b>4.4%</b>
In-person Programs	440	283	824	543	51.7%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	86	19	161	62	159.7%
Meeting Room Use	282	353	583	616	-5.4%
Computer Use	248	273	516	553	-6.7%
Wireless Use	383	352	744	749	-0.7%
Reference Questions	530	500	1,008	1,166	-13.6%
Monthly website hits	2,226	1,396	4,759	2,913	63.4%
Curbside/Window service	90	129	202	261	-22.6%

Waupun Public Library									
Budget Report									
			12/31/2026	2/28/2026	2/28/2026	2/28/2025			
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Act	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	585,283	474,249	474,249	475,330	111,034	81%		
210-43-4367-0-00	COUNTY APPROPRIATION	226,875	-	-	2,596	226,875	0%		
210-46-4671-0-00	FEES-LIBRARY	1,300	48	1,011	357	289	78%		
210-48-4811-0-00	INTEREST REVENUE	-	1,434	3,020	3,312	(3,020)			
210-48-4816-0-00	DIVIDEND REVENUE	-	-	-	-	-			
210-48-4861-0-00	GRANTS AND DONATIONS	5,000	400	400	-	4,600	8%		
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
Total Revenues		818,458	476,131	478,681	481,594	339,777	58%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	474,772	34,700	55,099	54,910	419,673	12%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	49,092	3,606	11,213	9,765	37,879	23%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	900	94	188	166	712	21%		
210-60-5511-2-22	LIBRARY-RETIREMENT	23,362	1,920	3,793	3,352	19,569	16%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	35,933	2,489	4,898	4,784	31,035	14%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,300	-	-	-	3,300	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	2,000	-	-	334	2,000	0%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,000	1,687	1,795	4,619	17,205	9%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,300	216	216	231	4,084	5%		
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	3,971	5,850	4,323	23,150	20%		
210-60-5511-3-33	LIBRARY-POSTAGE	2,500	78	234	292	2,266	9%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	-	462	2,500	0%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	-	-	211	7,000	0%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	25,672	108	108	799	25,564	0%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	3,000	147	147	-	2,853	5%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	26	52	50	33,948	0%		
210-60-5511-3-39	LIBRARY-BOOKS	63,799	6,233	7,662	9,284	56,137	12%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	1,105	2,582	569	11,418	18%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	418	418	4,506	6,582	6%		
210-60-5511-3-42	LIBRARY-DATABASES	16,000	1,290	2,965	2,530	13,035	19%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	3,000	-	-	213	3,000	0%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	15,500	1,664	2,607	494	12,893	17%		

Waupun Public Library									
Budget Report									
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	1,928	3,132	244	(632)	125%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		838,130	61,680	102,960	102,137	735,170	12%		
Excess (Deficiency) Revenues Over Expenditures		(19,672)	414,451	375,721	379,457				
Library Fund Trust & Transfer Activity									
Revenues									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	15,000	15,000	220				
210-49-4920-0-00	OPERATING TRANSFERS IN	19,672	-	-	-				
Total Revenues		19,672	15,000	15,000	220				
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	23,000	-	-	-				
Total Expenditures		23,000	-	-	-				
Excess (Deficiency) Trust/Transfer Revenues Over Expenditures		(3,328)	15,000	15,000	220				
Library Fund Grand Totals									
Total Revenues		838,130	491,131	493,681	481,814				
Total Expenditures		861,130	61,680	102,960	102,137				
Excess (Deficiency) Total Revenues Over Total Expenditures		(23,000)	429,451	390,721	379,677				
Library Fund Cash Balances									
210-10001	CASH-LIBRARY		Wells Fargo General Ckg Acct	390,807.99					
210-11612	LIBRARY SYSTEMS ACCOUNT		LGIP Acct 1	421,578.66					
210-11614	LIBRARY TRUST ACCOUNT		LGIP Acct 2	86,061.30					
210-11615	RUTH E. BAYLEY ACCOUNT			101,749.00					
Total Library Fund Cash				1,000,196.95					

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.



<b>LIBRARY</b>	<b>MONTHLY REPORT March 2026</b>
<b>Subject</b>	<b>Summary</b>
Statistics	Through the end of February, the library circulated/downloaded/loaned 22,353 items, and 8,641 people walked through our doors.
March Programs	Programs for March include Craft Night, book clubs, Mums program with Master Gardener Carol Shirk, Toddler Tuesdays, family bingo, Pillowcase Sewing program, Air Clay Making, Trivia Night, and Lego Club, along with the weekly storytimes. The monthly Friends of the Library Book Sale was March 9.