



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, April 15, 2026 at 4:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join Virtually: <https://us02web.zoom.us/j/85944587057>

Join Teleconference: 312-626-6799

Meeting ID: 859 4458 7057

CALL TO ORDER

ROLL CALL

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

CONSIDERATION-ACTION

- [1.](#) Closing of the Waupun Public Library Special Fund Account with National Exchange Bank & Trust
- [2.](#) Termination of Manual Checking Account Procedures & Guidelines
- [3.](#) Carnegie Corporation of New York 250th Anniversary of the Signing of the Declaration of Independence Gift
- [4.](#) Authorize Payment of Expenses
- [5.](#) Approval of Prior Meeting Minutes - March 18, 2026

DISCUSSION-REVIEW

- [6.](#) Librarian Monthly Report
- [7.](#) Recognition of Library Board Member Meaghan DeJager's Service to the Board

CONSIDERATION-ACTION LIBRARY DIRECTOR VACANCY

- [8.](#) Waupun Public Library KPI Dashboard-Strategic Transition & Performance Framework
- [9.](#) Overview Employment Practice Liability and Hiring Process Oversight
- [10.](#) Library Director Job Description
- [11.](#) Library Director Hiring Timelines and Process

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.



AGENDA SUMMARY SHEET

MEETING DATE: 04/15/2026

TITLE: Closing of the Waupun Public Library Special Fund Account with National Exchange Bank & Trust

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Pam Garcia, Assistant Library Director

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	

ISSUE SUMMARY

The library has maintained a Special Funds Account at National Exchange Bank and Trust. We have referred to this account as the manual checkbook. This account is almost exclusively used for depositing revenues from copies and paying copy machine maintenance and replacement. This account is not currently included in with the audit and should be.

STAFF RECCOMENDATION:

Close the Waupun Public Library Special Funds Account and transfer the funds to a revenue account with other library funds within the City's accounting system. Future copy revenue can be deposited within the City's accounting system and the funds can still be used for copy replacement and maintenance.

ATTACHMENTS:

RECCOMENDED MOTION OPTIONS:

Motion to authorize the closing of the NEBAT Waupun Library Special Fund and transfer the total balance of \$9,619.19 to be held in an account with other Library funds that will be recorded in a Reserve Account within the City's accounting system.

Waupun Public Library

Manual checking account procedures & guidelines

1. A maximum limit of \$ 500 per check. The maximum limit may be waived if approved by the Library Board.
2. Two signatures will be required on each check. The authorized staff include the Director, Assistant Director, Circulation Librarian and Children's Librarian.
3. If \$ 10,000 or more is accumulated in the account, at least \$ 5,000 will be transferred to the Library Trust Fund.
4. Account activity will be reported to the Library Board quarterly.
5. Manual checks will be included with the bills of the month.

Adopted 11/18/2002

Reviewed 9/17/2025



AGENDA SUMMARY SHEET

MEETING DATE: 04/15/2026

TITLE: Carnegie Corporation of New York 250th
Anniversary of the Signing of the Declaration of
Independence Gift

AGENDA SECTION: CONSIDERATION-ACTION

PRESENTER: Pam Garcia, Assistant Library
Director

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	

ISSUE SUMMARY

The Carnegie Corporation of New York gifted the Waupun Library, \$10,000, to commemorate the 250th anniversary of the signing of the Declaration of Independence. There are no stipulations or conditions on the spending of the funds; however, they are to be used for the benefit of the library and community.

STAFF RECCOMENDATION:

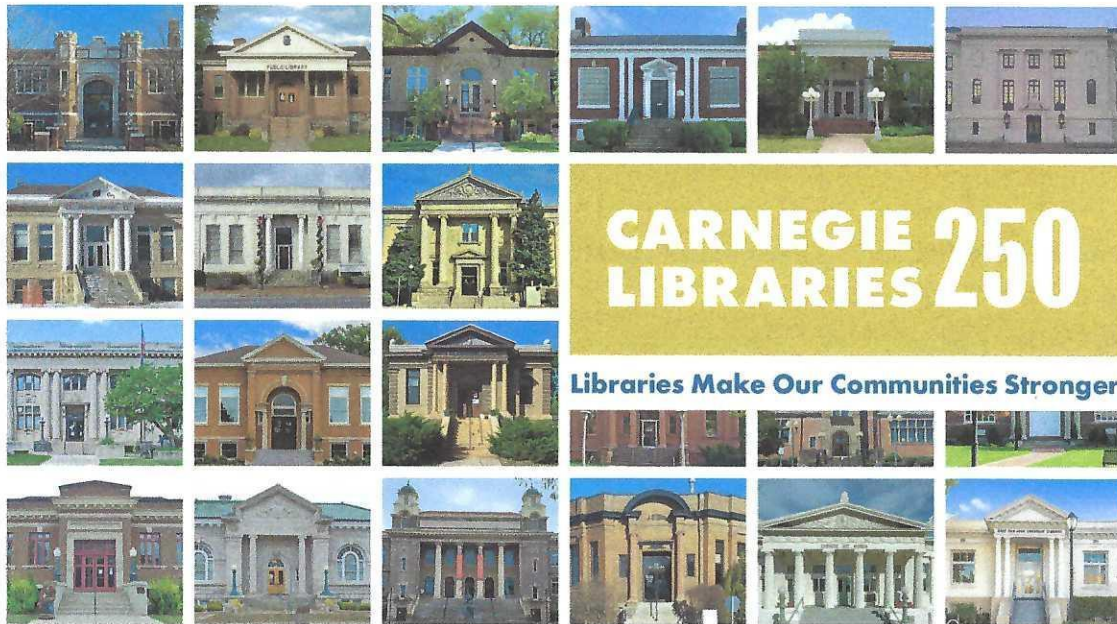
I would recommend donating up to half (\$5,000) of the \$10,000 gift.

ATTACHMENTS:

Notice of Award

RECCOMENDED MOTION OPTIONS:

Motion to authorize transfer of \$_____ of the \$10,000 gifted from the Carnegie Corporation of New York from the Library Fund to the City Capital Projects Fund to be used at the discretion of the Department of Public Works for the Carnegie Building/Waupun Heritage Museum located at 22 S Madison St., Waupun, WI.



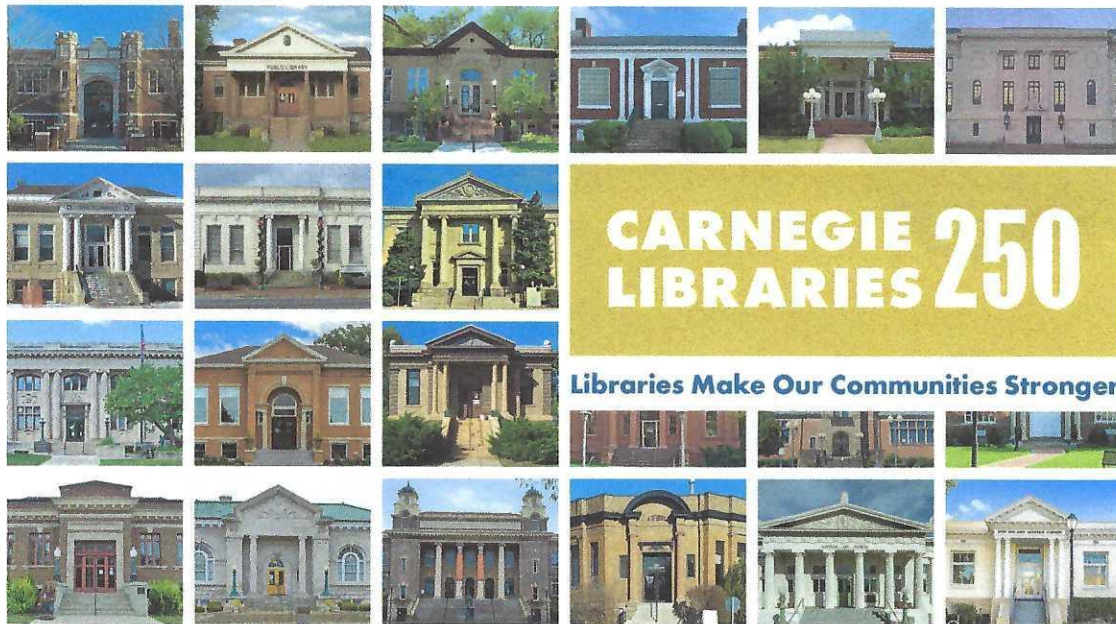
I am delighted to announce that Carnegie Libraries across America will each receive a \$10,000 gift as part of [Carnegie Libraries 250](#), a special initiative by Carnegie Corporation of New York to commemorate the 250th anniversary of the signing of the Declaration of Independence.

Our founder, [Andrew Carnegie](#), who championed the free public library movement of the late 19th century, described libraries as “cradles of democracy” that “strengthen the democratic idea, the equality of the citizen, and the royalty of man.” At Carnegie, we still believe in his vision and are honored to recognize our connection to the libraries he founded.

We contacted each Carnegie Library and confirmed that about 1,280 still operate and acknowledge their association with Carnegie, making them eligible for this gift. Libraries may use the funds in any way they choose to mark the anniversary, further their mission, and benefit their community.

The \$10,000 library gifts anchor a \$20 million special initiative created to celebrate next year’s 250th anniversary by supporting America’s civic institutions and organizations that foster civic participation and bring people together.

Please join us in celebrating the service of Carnegie Libraries in communities nationwide.



Dear Carnegie Libraries,

Congratulations again on being a recipient of a \$10,000 gift as part of [Carnegie Libraries 250](#). Paper checks are now being mailed, and you should receive yours in the coming weeks.

I'm writing on behalf of the foundation's communications team to follow up with next steps. As part of the gift, it is important to our president, [Dame Louise Richardson](#), that we capture stories about the various ways that the funds are used across the country. Please submit your Carnegie Libraries 250 story using [this link](#) when you are ready. Your user-generated content will appear in a special section of this existing [Carnegie Libraries website](#).

We have developed materials to help you celebrate your Carnegie legacy, including [a comic](#) and [a video](#) about Andrew Carnegie's library philanthropy. You are free to display, publish, and share them however you wish with your communities, such as through newsletters and events.

We appreciate your participation and the essential work you do every day to serve your communities.

With thanks,



January 16, 2026

Pam Garcia, Assistant Director
Waupun Public Library
123 S. Forest Street
Waupun, WI 53963

Dear Waupun Public Library,

It gives me great pleasure to enclose this check from Carnegie Corporation of New York in celebration of the 250th anniversary of the Declaration of Independence. Andrew Carnegie wrote that libraries are “cradles of democracy” and it has been truly inspiring to hear accounts from across America of how the 1350-plus surviving Carnegie Libraries are serving their communities today.

This gift is freely given without conditions or expectations, you can spend it however you choose for the benefit of your library and community in commemoration of the 250th anniversary.

The response we have had to our renewed focus on libraries has been overwhelming and overwhelmingly positive. At a time of unprecedented strain to our social cohesion, libraries are among the few public institutions which play a genuinely unifying role. Thank you for all the good work you are doing.

With best regards,

A handwritten signature in blue ink that reads "Louise Richardson".

Dame Louise Richardson
President, Carnegie Corporation of New York

CARNEGIE LIBRARIES 250

In 1889, Braddock Carnegie Library became the inaugural U.S.-based Carnegie Library to open.

CARNEGIE CORPORATION OF NEW YORK
437 MADISON AVENUE NEW YORK, NY 10022


THE BANK OF NEW YORK MELLON
PITTSBURGH, PA

60-160/433

DATE

January 27, 2026

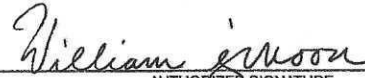
250601

AMOUNT

\$10,000.00

****TEN THOUSAND AND 0/100 US DOLLARS

PAY TO THE ORDER OF: City of Waupun Office of Clerk
123 S. Forest Street
Waupun, WI 53963
USA


AUTHORIZED SIGNATURE

⑈ 250601 ⑈ ⑆043301601⑆ 185 96 26 ⑈

Security features. Details on back.



MP

CARNEGIE CORPORATION OF NEW YORK

January 27, 2026

Check No. **250601**

City of Waupun Office of Clerk

Document No.	Document Date	Posting Description	Amount	Discount	Net Amount
LIB250-1087	1/23/2026	A Gift to your Carnegie Library	10,000.00		10,000.00

Total \$10,000.00

Report Criteria:

Report type: Summary

[Report].Invoice GL Account = "210605504338"- "210605511800"

Check Issue Date	Check Number	Payee	Amount
03/27/2026	331	WELLS FARGO PAYMENT REMITT	179.97
03/19/2026	111528	AT&T MOBILITY	3.95-
03/19/2026	111584	WAUPUN UTILITIES	1,871.62
03/25/2026	111588	UNIQUE MANAGEMENT SERVICES IN	46.60
04/09/2026	111589	ALLIANT ENERGY/WP&L	704.36
04/09/2026	111590	AMAZON CAPITAL SERVICES	3,981.15
04/09/2026	111591	BARCODES INC LLC	219.81
04/09/2026	111592	CAVENDISH SQUARE	186.03
04/09/2026	111593	DatabaseUSA.comLLC	1,400.00
04/09/2026	111594	DEMCO	865.31
04/09/2026	111595	EDUCATIONAL DEVELOPMENT CORP	889.53
04/09/2026	111596	ELM USA INC	65.00
04/09/2026	111597	FIX, WAYNE	4.35
04/09/2026	111598	GALE/CENGAGE LEARNING	804.62
04/09/2026	111599	INGRAM LIBRARY SERVICES LLC	1,185.98
04/09/2026	111600	INTER-QUEST CORP	1,731.69
04/09/2026	111601	JAMES IMAGING SYSTEMS	38.18
04/09/2026	111602	MICROMARKETING	250.75
04/09/2026	111603	MIDWEST TAPE LLC	1,283.84
04/09/2026	111604	PETTY CASH-LIBRARY	84.83
04/09/2026	111605	PIGGLY WIGGLY DISCOUNT FOODS	151.96
04/09/2026	111606	PLAYAWAY PRODUCTS LLC	901.40
04/09/2026	111607	QUILL CORP	199.83
04/09/2026	111608	RENS FLORAL	80.95
04/09/2026	111609	SCHOLASTIC	18.27
04/09/2026	111610	SEBCO BOOKS	190.52
04/09/2026	111611	UNIQUE MANAGEMENT SERVICES IN	11.65
04/09/2026	111612	WT.COX INFORMATION SERVICES	2,658.11
Grand Totals:			20,002.36

 Authorized Signature

 Date

Report Criteria:

[Report].GL Account Number = "210605511330"-210605511800"

[Report].Type = "Invoice"

Vendor Number	Payee Name	Invoice Number	Description	Invoice/Check Date	Net Invoice CheckAmount	GL Accou
48	AMAZON CAPITAL SERVICES	11RL-C6R9-	TECHNOLOGY	03/13/2026	10.24	210605511338
48	AMAZON CAPITAL SERVICES	136X-1DLR-	BOOKS	03/27/2026	8.39	210605511339
48	AMAZON CAPITAL SERVICES	1374-MFJX-	BOOKS	03/24/2026	9.74	210605511339
48	AMAZON CAPITAL SERVICES	13DP-Y4T1-	BOOKS	03/28/2026	23.63	210605511339
48	AMAZON CAPITAL SERVICES	13JK-7P1K-4	AUDIOVISUAL	04/02/2026	19.95	210605511340
48	AMAZON CAPITAL SERVICES	13L7-GWRJ-	BOOKS	03/28/2026	41.35	210605511339
48	AMAZON CAPITAL SERVICES	141J-M13T-6	BOOKS	04/06/2026	13.29	210605511339
48	AMAZON CAPITAL SERVICES	14CK-LCCP-	BOOKS	03/24/2026	32.54	210605511339
48	AMAZON CAPITAL SERVICES	14WG-FWJL-	BOOKS	03/18/2026	11.40	210605511339
48	AMAZON CAPITAL SERVICES	14X1-MQ3Y-	AUDIOVISUAL	03/17/2026	9.35	210605511340
48	AMAZON CAPITAL SERVICES	166Q-MJT4-	AUDIOVISUAL	03/12/2026	88.48	210605511340
48	AMAZON CAPITAL SERVICES	16C3-N6NT-	BOOKS	03/11/2026	92.10	210605511339
48	AMAZON CAPITAL SERVICES	16FR-7GND-	AUDIOVISUAL	03/11/2026	17.39	210605511340
48	AMAZON CAPITAL SERVICES	16PG-KD6R-	BOOKS	03/30/2026	160.17	210605511339
48	AMAZON CAPITAL SERVICES	16WC-JYQH-	BOOKS	03/24/2026	-15.94	210605511339
48	AMAZON CAPITAL SERVICES	19JY-GVDT-	OFFICE SUPPLIES	04/06/2026	10.74	210605511330
48	AMAZON CAPITAL SERVICES	19RL-1WJQ-	AUDIOVISUAL	03/11/2026	24.96	210605511340
48	AMAZON CAPITAL SERVICES	19TQ-RCQT-	AUDIOVISUAL	04/08/2026	19.96	210605511340
48	AMAZON CAPITAL SERVICES	1C4H-KL9R-	BOOKS	03/25/2026	10.79	210605511339
48	AMAZON CAPITAL SERVICES	1C4H-KL9R-	AUDIOVISUAL	03/25/2026	17.95	210605511340
48	AMAZON CAPITAL SERVICES	1CG1-MTXC-	BOOKS	03/25/2026	37.77	210605511339
48	AMAZON CAPITAL SERVICES	1CJ3-YDP7-	PROGRAMMING	03/26/2026	6.47	210605511344
48	AMAZON CAPITAL SERVICES	1F7J-XJKJ-1	AUDIOVISUAL	04/07/2026	210.37	210605511340
48	AMAZON CAPITAL SERVICES	1FMM-W6R4	BOOKS	03/18/2026	55.05	210605511339
48	AMAZON CAPITAL SERVICES	1G99-1DXD-	BOOKS	03/27/2026	16.50	210605511339
48	AMAZON CAPITAL SERVICES	1GV4-6WR4-	BOOKS	03/15/2026	16.47	210605511339
48	AMAZON CAPITAL SERVICES	1HV7-QMG9	PROGRAMMING	04/06/2026	8.99	210605511344
48	AMAZON CAPITAL SERVICES	1J1V-GT6T-V	BOOKS	04/04/2026	22.40	210605511339
48	AMAZON CAPITAL SERVICES	1J1V-GT6T-V	BOOKS	04/04/2026	18.14	210605511339
48	AMAZON CAPITAL SERVICES	1JM3-Q6QX-	BOOKS	04/06/2026	16.88	210605511339
48	AMAZON CAPITAL SERVICES	1K4X-49J6-N	BOOKS	03/18/2026	17.60	210605511339
48	AMAZON CAPITAL SERVICES	1K4Y-6YGR-	BOOKS	04/04/2026	71.49	210605511339
48	AMAZON CAPITAL SERVICES	1KR9-9DQR-	BOOKS	04/02/2026	18.99	210605511339
48	AMAZON CAPITAL SERVICES	1LH6-3M43-	BOOKS	03/17/2026	159.01	210605511339
48	AMAZON CAPITAL SERVICES	1LJG-YGX6-	BOOKS	04/02/2026	95.85	210605511339
48	AMAZON CAPITAL SERVICES	1LPW-VR7Y-	BOOKS	04/07/2026	381.86	210605511339
48	AMAZON CAPITAL SERVICES	1M4K-JKFT-	BOOKS	03/25/2026	146.87	210605511339
48	AMAZON CAPITAL SERVICES	1MND-Y6HQ	TECHNOLOGY	03/12/2026	9.98	210605511338
48	AMAZON CAPITAL SERVICES	1MRL-7QY1-	BOOKS	03/17/2026	85.78	210605511339
48	AMAZON CAPITAL SERVICES	1MXH-NTJH-	BOOKS	04/06/2026	6.90	210605511339
48	AMAZON CAPITAL SERVICES	1NLM-YCQG	PROGRAMMING	03/12/2026	41.42	210605511344
48	AMAZON CAPITAL SERVICES	1PDX-XCKX-	AUTOMATION TECHNOLOGY	04/07/2026	37.97	210605511338
48	AMAZON CAPITAL SERVICES	1PJJ-QPGK-	AUDIOVISUAL	03/25/2026	37.95	210605511340
48	AMAZON CAPITAL SERVICES	1PLX-DXLT-7	BOOKS	03/11/2026	109.63	210605511339
48	AMAZON CAPITAL SERVICES	1PQT-139R-	BOOKS	03/20/2026	71.89	210605511339
48	AMAZON CAPITAL SERVICES	1Q7P-KQ7K-	BOOKS	03/17/2026	9.73	210605511339
48	AMAZON CAPITAL SERVICES	1Q7P-KQ7K-	BOOKS	03/17/2026	49.39	210605511339
48	AMAZON CAPITAL SERVICES	1QDW-9W7	OFFICE SUPPLIES	03/30/2026	74.76	210605511330
48	AMAZON CAPITAL SERVICES	1QGX-RWW	PROGRAMMING	04/01/2026	27.07	210605511344
48	AMAZON CAPITAL SERVICES	1R46-XDGR-	PROGRAMMING	04/02/2026	215.00	210605511344
48	AMAZON CAPITAL SERVICES	1RF1-R1GP-	PROGRAMMING	03/23/2026	67.20	210605511344
48	AMAZON CAPITAL SERVICES	1RMP-Y1J6-	BOOKS	03/18/2026	102.88	210605511339

Vendor Number	Payee Name	Invoice Number	Description	Invoice/Check Date	Net Invoice CheckAmount	GL Accou
48	AMAZON CAPITAL SERVICES	1RQV-LC1T-	BOOKS	04/02/2026	16.50	210605511339
48	AMAZON CAPITAL SERVICES	1RQV-LC1T-	BOOKS	03/17/2026	-11.69	210605511339
48	AMAZON CAPITAL SERVICES	1RR7-YKMR-	BOOKS	04/02/2026	17.72	210605511339
48	AMAZON CAPITAL SERVICES	1T1L-QDYP-	BOOKS	03/12/2026	28.98	210605511339
48	AMAZON CAPITAL SERVICES	1V4M-PJTW-	BOOKS	03/13/2026	169.14	210605511339
48	AMAZON CAPITAL SERVICES	1VP3-9N9K-	BOOKS	04/02/2026	61.91	210605511339
48	AMAZON CAPITAL SERVICES	1W6J-K6GL-	BOOKS	03/19/2026	10.99	210605511339
48	AMAZON CAPITAL SERVICES	1WFD-RD4T-	BOOKS	03/13/2026	11.39	210605511339
48	AMAZON CAPITAL SERVICES	1WK6-6CYP-	BOOKS	04/06/2026	180.84	210605511339
48	AMAZON CAPITAL SERVICES	1WVQ-TGVV	BOOKS	04/06/2026	11.69	210605511339
48	AMAZON CAPITAL SERVICES	1YCK-FRQH-	PUBLICATIONS/PROMOTIONS	03/30/2026	605.65	210605511335
48	AMAZON CAPITAL SERVICES	1YNC-V14T-	PROGRAMMING	03/13/2026	23.29	210605511344
Total 48 AMAZON CAPITAL SERVICES:						
3072					3,981.15	
1174	ALLIANT ENERGY/WP&L	934410000-	NATURAL GAS	04/02/2026	704.36	210605511332
Total 1174 ALLIANT ENERGY/WP&L:						
1174					704.36	
1906	AT&T MOBILITY	FEB8 2026-	JAEGER PHONE - FEB 8 2026 - MAR 7	03/07/2026	-3.95	210605511331
Total 1906 AT&T MOBILITY:						
1906					-3.95	
4037	BARCODES INC LLC	INV7768795	OFFICE SUPPLIES	03/27/2026	219.81	210605511330
Total 4037 BARCODES INC LLC:						
4037					219.81	
7090	CAVENDISH SQUARE	CAL3558841	BOOKS	03/31/2026	186.03	210605511339
Total 7090 CAVENDISH SQUARE:						
7090					186.03	
11070	DEMCO	7775207	MISC OFFICE SUPPLIES	03/06/2026	219.33	210605511330
11070	DEMCO	7775979	MISC OFFICE SUPPLIES	03/09/2026	137.03	210605511330
11070	DEMCO	7783399	MISC OFFICE SUPPLIES	03/25/2026	508.95	210605511330
Total 11070 DEMCO:						
33210					865.31	
12410	EDUCATIONAL DEVELOPMENT CORP	DIR11821205	BOOKS	03/23/2026	889.53	210605511339
Total 12410 EDUCATIONAL DEVELOPMENT CORP:						
12410					889.53	
12509	ELM USA INC	84029	OFFICE SUPPLIES	03/23/2026	65.00	210605511330
Total 12509 ELM USA INC:						
12509					65.00	
13276	FIX, WAYNE	3-26-26	MILEAGE REIMBURSEMENT	03/26/2026	4.35	210605511337

Vendor Number	Payee Name	Invoice Number	Description	Invoice/Check Date	Net Invoice CheckAmount	GL Accou
Total 13276 FIX, WAYNE:						
13276					4.35	
14102	GALE/CENGAGE LEARNING	9991024944	BOOKS	03/11/2026	290.31	210605511339
14102	GALE/CENGAGE LEARNING	9991024978	BOOKS	03/12/2026	91.17	210605511339
14102	GALE/CENGAGE LEARNING	9991024991	BOOKS	03/12/2026	81.72	210605511339
14102	GALE/CENGAGE LEARNING	9991025252	BOOKS	03/19/2026	28.79	210605511339
14102	GALE/CENGAGE LEARNING	9991025326	BOOKS	03/20/2026	74.22	210605511339
14102	GALE/CENGAGE LEARNING	9991025326	BOOKS	03/20/2026	41.98	210605511339
14102	GALE/CENGAGE LEARNING	9991025346	BOOKS	03/20/2026	20.99	210605511339
14102	GALE/CENGAGE LEARNING	9991025558	BOOKS	03/26/2026	126.36	210605511339
14102	GALE/CENGAGE LEARNING	9991025604	BOOKS	03/27/2026	26.99	210605511339
14102	GALE/CENGAGE LEARNING	9991025779	BOOKS	04/01/2026	22.09	210605511339
14102	GALE/CENGAGE LEARNING	9991025803	BOOKS - CREDIT	04/02/2026	-22.09	210605511339
14102	GALE/CENGAGE LEARNING	9991025829	BOOKS	03/31/2026	22.09	210605511339
Total 14102 GALE/CENGAGE LEARNING:						
169224					804.62	
16440	INTER-QUEST CORP	105686	AUTOMATION/TECHNOLOGY	03/23/2026	487.36	210605511338
16440	INTER-QUEST CORP	105761	AUTOMATION/TECHNOLOGY	03/31/2026	1,218.38	210605511338
16440	INTER-QUEST CORP	105930	AUTOMATION/TECHNOLOGY	04/01/2026	25.95	210605511338
Total 16440 INTER-QUEST CORP:						
49320					1,731.69	
16640	JAMES IMAGING SYSTEMS	1675103	TONER	03/18/2026	38.18	210605511330
Total 16640 JAMES IMAGING SYSTEMS:						
16640					38.18	
19050	MICROMARKETING	1002930	AUDIOVISUAL	03/11/2026	147.87	210605511340
19050	MICROMARKETING	1002931	AUDIOVISUAL	03/11/2026	62.89	210605511340
19050	MICROMARKETING	1004315	AUDIOVISUAL	03/26/2026	39.99	210605511340
Total 19050 MICROMARKETING:						
57150					250.75	
19147	MIDWEST TAPE LLC	508661397	DATABASES	04/07/2026	1,283.84	210605511342
Total 19147 MIDWEST TAPE LLC:						
19147					1,283.84	
21500	PETTY CASH-LIBRARY	042026	PETTY CASH	04/09/2026	84.83	210605511345
Total 21500 PETTY CASH-LIBRARY:						
21500					84.83	
21665	PIGGLY WIGGLY DISCOUNT FOODS	412026	OFFICE SUPPLIES	04/01/2026	151.96	210605511330
Total 21665 PIGGLY WIGGLY DISCOUNT FOODS:						
21665					151.96	
21876	PLAYAWAY PRODUCTS LLC	529255	AUDIOVISUAL	03/26/2026	901.40	210605511340

Vendor Number	Payee Name	Invoice Number	Description	Invoice/Check Date	Net Invoice CheckAmount	GL. Accou
Total 21876 PLAYAWAY PRODUCTS LLC:						
21876					901.40	
22402	QUILL CORP	48059053	MISC OFFICE SUPPLIES	03/06/2026	164.99	210605511330
22402	QUILL CORP	48322975	MISC OFFICE SUPPLIES	03/26/2026	34.84	210605511330
Total 22402 QUILL CORP:						
44804					199.83	
22795	RENS FLORAL	2707	MISC	04/01/2026	80.95	210605511345
Total 22795 RENS FLORAL:						
22795					80.95	
23292	SCHOLASTIC	84694040	BOOKS	03/27/2026	18.27	210605511339
Total 23292 SCHOLASTIC:						
23292					18.27	
23831	SEBCO BOOKS	216429	BOOKS	04/01/2026	190.52	210605511339
Total 23831 SEBCO BOOKS:						
23831					190.52	
25484	UNIQUE MANAGEMENT SERVICES INC	6150825	COLLECTION AGENCY FEES	02/01/2026	46.60	210605511339
25484	UNIQUE MANAGEMENT SERVICES INC	6157901	BOOKS	04/01/2026	11.65	210605511339
Total 25484 UNIQUE MANAGEMENT SERVICES INC:						
50968					58.25	
27450	WAUPUN UTILITIES	FEB2026	MONTHLY UTILITY CHARGES	03/04/2026	1,871.62	210605511332
Total 27450 WAUPUN UTILITIES:						
27450					1,871.62	
27935	WELLS FARGO PAYMENT REMITT	PAM-FEB26	SPECTRUM BILL - LIBRARY - 02/04/26-	03/27/2026	179.97	210605511331
Total 27935 WELLS FARGO PAYMENT REMITT:						
27935					179.97	
29881	WT.COX INFORMATION SERVICES	3162543	PERIODICALS	02/09/2026	2,658.11	210605511341
Total 29881 WT.COX INFORMATION SERVICES:						
29881					2,658.11	
300343	DatabaseUSA.comLLC	149903	DATABASES	04/01/2026	1,400.00	210605511342
Total 300343 DatabaseUSA.comLLC:						
300343					1,400.00	
300370	INGRAM LIBRARY SERVICES LLC	95069819	BOOKS	03/10/2026	22.25	210605511339
300370	INGRAM LIBRARY SERVICES LLC	95136399	BOOKS	03/12/2026	120.02	210605511339
300370	INGRAM LIBRARY SERVICES LLC	95167793	BOOKS	03/13/2026	62.23	210605511339
300370	INGRAM LIBRARY SERVICES LLC	95294913	BOOKS	03/19/2026	198.95	210605511339
300370	INGRAM LIBRARY SERVICES LLC	95362463	BOOKS	03/23/2026	46.85	210605511339

Vendor Number	Payee Name	Invoice Number	Description	Invoice/Check Date	Net Invoice CheckAmount	GL Accou
300370	INGRAM LIBRARY SERVICES LLC	95378074	BOOKS	03/23/2026	49.85	210605511339
300370	INGRAM LIBRARY SERVICES LLC	95464208	BOOKS	03/26/2026	210.18	210605511339
300370	INGRAM LIBRARY SERVICES LLC	95588287	BOOKS	04/01/2026	261.79	210605511339
300370	INGRAM LIBRARY SERVICES LLC	95615491	BOOKS	04/02/2026	19.50	210605511339
300370	INGRAM LIBRARY SERVICES LLC	95648362	BOOKS	04/03/2026	91.18	210605511339
300370	INGRAM LIBRARY SERVICES LLC	95697921	BOOKS	04/06/2026	22.49	210605511339
300370	INGRAM LIBRARY SERVICES LLC	95697922	BOOKS	04/06/2026	25.49	210605511339
300370	INGRAM LIBRARY SERVICES LLC	95714659	BOOKS	04/07/2026	55.20	210605511339
Total 300370 INGRAM LIBRARY SERVICES LLC:						
3904810					1,185.98	
Grand Totals:						
4921315					20,002.36	

GLSummarySection

GL Account Number	Debit	Credit	Proof
210605511330	1,625.59	1,625.59-	.00
210605511331	183.92	183.92-	.00
210605511332	2,575.98	2,575.98-	.00
210605511335	605.65	605.65-	.00
210605511337	4.35	4.35-	.00
210605511338	1,789.88	1,789.88-	.00
210605511339	5,828.65	5,828.65-	.00
210605511340	1,598.51	1,598.51-	.00
210605511341	2,658.11	2,658.11-	.00
210605511342	2,683.84	2,683.84-	.00
210605511344	389.44	389.44-	.00
210605511345	165.78	165.78-	.00

Report Criteria:

[Report].GL Account Number = "210605511330"."210605511800"

[Report].Type = "Invoice"

**Minutes of the Waupun Public Library Board Meeting
Wednesday, March 18, 2026**

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

Minutes from Previous Meetings

Motion by Svec, second Beer, to accept the February 2026 minutes as presented. Motion carried.

Persons Wishing to Address the Library Board – Forsell Gappa: Mr. Gappa again asked the Board to change policies to exclude LGBTQ+ books from the library.

Visitors attending were Rohn Bishop, Wayne Fix, Andrew Nygren, Jennifer Nygren, Madeleine Nygren, and Kathy Schlieve.

Monthly Statistics

February statistics were reviewed.

Budget Summary

Budget through February 28, 2026 was reviewed.

Consideration of Bills for Payment

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

Committee Reports

Statement from the search committee: “The search committee will be responsible for each step of the search process, and will bring the final recommendation to the board for a vote.”

Librarian’s Report

Upcoming library programming was highlighted.

Old Business

Approve Updated Library Director Job Description: tabled pending further review of job description.

Waupun Public Library KPI Dashboard—Strategic Transition & Performance Framework: Framework was presented by Hill based on DPI State Library Standards and Waupun Public Library statistics. Several items will be reviewed over time to measure current performance and future growth. Hill will further develop steps.

New Business

No new business.

Future meetings and gatherings involving the Library Board

Next tentative meeting: Wednesday, April 15, 2026, at 4:30 p.m.

Adjournment

Motion by Beer, second Mielke, to adjourn at 5:22 p.m. Motion carried.

LIBRARY	MONTHLY REPORT April 2026
Subject	Summary
Stats and Budget	Statistics and Budget Summary documents for March 2026 are included for your review.
Upcoming Programs	Upcoming programs include a Duck Decorating Contest, Family Bingo, Toddler Tuesdays, Waupun Historical Society: Waupun During Prohibition, a Puzzle Race, Lego Club, MakeDo Crew, monthly book club meetings and weekly storytimes.
Staffing	Elizabeth Neumann and Haley Freriks have been hired to fill the Intern positions. Liz will start May 18 and Haley will start May 27. Haley is currently a Page, so we have posted to fill the Page position with a deadline for applications of April 25.
WAPL Conference	Wayne Fix, Pam Garcia and Rachel Rosenow are planning to attend the WAPL Conference on April 28 in Elkhart Lake.
Staff Evaluations	Staff evaluation questionnaires have been distributed with a return date of April 11. Pam will begin bringing staff in to conduct evaluations the week of April 13.

Waupun Public Library									
Budget Report									
Account Number	Account Title	Annual Budget	3/31/2026	Current Month	YTD Actual	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	585,283	-	474,249	475,330	111,034	81%		
210-43-4367-0-00	COUNTY APPROPRIATION	226,875	67,095	67,095	70,758	159,780	30%		
210-46-4671-0-00	FEES-LIBRARY	1,300	526	1,537	963	(237)	118%		
210-48-4811-0-00	INTEREST REVENUE	-	1,739	4,759	5,280	(4,759)			
210-48-4816-0-00	DIVIDEND REVENUE	-	916	916	860	(916)			
210-48-4861-0-00	GRANTS AND DONATIONS	5,000	-	400	-	4,600	8%		
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	-	-	0%		
Total Revenues		818,458	70,275	548,956	553,192	269,502	67%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	474,772	57,449	112,548	87,833	362,224	24%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	49,092	1,904	13,116	13,548	35,976	27%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	900	38	226	249	674	25%		
210-60-5511-2-22	LIBRARY-RETIREMENT	23,362	1,919	5,712	5,042	17,650	24%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	35,933	4,287	9,186	7,196	26,747	26%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,300	-	-	-	3,300	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	2,000	-	-	501	2,000	0%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,000	1,360	3,154	5,047	15,846	17%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,300	176	392	461	3,908	9%		
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	2,888	8,738	7,345	20,262	30%		
210-60-5511-3-33	LIBRARY-POSTAGE	2,500	78	312	438	2,188	12%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	-	462	2,500	0%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	94	94	421	6,906	1%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	25,672	108	217	1,235	25,455	1%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	3,000	68	215	50	2,785	7%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	4,930	4,982	280	29,018	15%		
210-60-5511-3-39	LIBRARY-BOOKS	63,799	7,183	14,846	20,338	48,953	23%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	890	3,472	(3,517)	10,528	25%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	414	832	5,835	6,168	12%		
210-60-5511-3-42	LIBRARY-DATABASES	16,000	1,152	4,117	3,411	11,883	26%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMNT	3,000	-	-	213	3,000	0%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	15,500	1,057	3,664	2,383	11,836	24%		

Waupun Public Library Monthly Statistics

CIRCULATION	Mar. 26	Mar. 25	YTD 2026	YTD 2025	YTD%
Juvenile Nonfiction	370	525	1,224	1,709	-28.4%
Juvenile Fiction	2,659	2,359	7,174	6,852	4.7%
Juvenile Periodical	8	14	18	30	-40.0%
Juvenile Book on CD	15	30	43	60	-28.3%
Juvenile MP3 audio	6	3	10	8	25.0%
Juvenile DVD	313	302	772	866	-10.9%
Juvenile Music CD	3	4	8	6	33.3%
Juvenile Video Game	80	64	189	147	28.6%
Misc. (kits, av tapes, etc)	0	0	10	5	100.0%
Total Juvenile	3,454	3,301	9,448	9,683	-2.4%
Adult Nonfiction	517	620	1,454	1,723	-15.6%
Adult Fiction	1,931	2,111	5,402	5,794	-6.8%
Adult Periodical	68	61	141	172	-18.0%
Adult Book on CD	116	106	333	277	20.2%
Adult MP3 audio	4	4	12	9	33.3%
Adult DVD	1,602	1,351	4,480	4,474	0.1%
Adult Music CD	49	75	229	287	-20.2%
Adult Video Game	12	13	47	27	74.1%
Pamphlets/Vertical File	2	0	10	0	#DIV/0!
Equipment/die cuts	4	0	4	3	33.3%
Misc (kits, tapes, av games)	0	0	2	15	-86.7%
Total Adult	4,305	4,341	12,114	12,781	-5.2%
State Report Circulation	7,759	7,642	21,562	22,464	-4.0%
Downloads (OverDrive)	1,485	1,330	3,992	3,777	5.7%
Downloads (Hoopla)	503	385	1,360	1,061	28.2%
ILL-Items Sent	2,468	2,457	7,520	7,574	-0.7%
ILL Item Received	79	55	213	139	53.2%
TOTAL CIRCULATION	12,294	11,869	34,647	35,015	-1.1%
<i>To Columbia Co. Rural</i>	23	52	181	302	-40.1%
<i>To Dodge Co. Rural</i>	634	636	1,867	1,740	7.3%
<i>To FDL Co. Rural</i>	1,473	1,559	3,882	4,386	-11.5%
<i>To Green Lake Co. Rural</i>	12	47	43	114	-62.3%
Rural circ subtotals	2,142	2,294	5,973	6,542	-8.7%
USE					
Patron Gate (visits)	5,164	4,809	13,805	13,086	5.5%
In-person Programs	726	477	1,550	1,020	52.0%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	45	41	206	103	100.0%
Meeting Room Use	236	214	819	830	-1.3%
Computer Use	268	329	784	882	-11.1%
Wireless Use	438	402	1,182	1,151	2.7%
Reference Questions	615	437	1,623	1,603	1.2%
Monthly website hits	2,588	2,444	7,347	5,357	37.1%
Curbside/Window service	108	125	310	386	-19.7%

Angie Hull

From: Meaghan DeJager <meaghanlemmenes@gmail.com>
Sent: Monday, March 16, 2026 8:37 PM
To: Rohn Bishop
Cc: Angie Hull
Subject: Library board resignation

Hi Rohn,

I will be resigning from the library board effective immediately.

Thank you for the opportunity to serve this past year and I hope to be part of it in the future.

Thanks,
Meaghan

Waupun Public Library KPI Dashboard: Strategic Transition & Performance Framework Draft for Discussion

NOTE: Created with the use of AI (Notebook LM), as such, will need to be proofed to ensure data is accurate

To: Waupun Public Library Board of Trustees

Subject: Key Performance Indicator (KPI) Dashboard - Top Seven to select from

Objective: To establish a clear, data-driven framework to align the Board and the incoming Library Director on strategic growth, operational health, and state-standard compliance.

From DPI:

To be considered a Tier One library, a library must meet all of the Tier One standards.

To be considered a Tier Two library, a library must meet all of the Tier One standards and all but two of the Tier Two standards. The two Tier Two standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access).

To be considered a Tier Three library, a library must meet all of the Tier One standards, all of the Tier Two standards, and all but two of the Tier Three standards. The two Tier Three standards that a library exempts from cannot be in the same category (i.e., governance, staffing, access).

Action Items:

Item 1:

For consideration - should the new director complete a once a year report following the DPI Wisconsin Public Library Standards as to what Tier the library has achieved for the year:

- Governance
- Administration
- Funding
- Staffing
- Collections and Resources
- Programs and Services
- Public Relations
- Access
- Facility

Item 2:

Select the KPI's most important to the Board - at this time, KPI's will need to be addressed yearly for appropriateness and the Director's input. KPI star ratings will need to be addressed by the interim director/new director for appropriateness.

Part I: Statutory Requirements "Must-Have" Requirements (Pass/Fail)

- See the list at the end of the document
 - Viewed as a checklist to be reported out to the Board
-

Ratings:

★★★★★ **Exemplary** — Goal significantly exceeded; best practice level performance (Tier 3 Standard)

★★★★ **Accomplished** — Goal fully met and in some areas exceeded (Tier 2 Standard)

★★★ **Progressing** — Goal partially met; on track with minor gaps (Tier 1 Standard)

★★ **Developing - (when in first year) /Needs Improvement**— Goal minimally met; notable gaps requiring attention

★ **Inadequate** — Goal not met; immediate intervention required

1. COLLECTIONS: Collection Turnover Rate

- **Definition:** Total annual circulation divided by total collection size.
- **Why the Board should track it:** This metric measures whether you are buying what the community actually wants. It proves to funders that the library is an actively used community asset rather than just a stagnant "warehouse" for books. A low turnover rate flags that the collection is aging and needs aggressive weeding, or that the purchasing strategy needs to change.

COLLECTIONS: Collection Turnover Rate *Definition:* Total annual circulation divided by total collection size. Evaluates how relevant and utilized the collection is, rather than just how many books are on shelves.

- **5 Stars (Exemplary):** 3.0x turnover per year.
- **4 Stars (Accomplished):** ~1.5x to 2.0x turnover per year.
- **3 Stars (Progressing):** 1.0x turnover per year.
- **2 Stars (Developing - (when in first year) /Needs Improvement):** 0.75x turnover per year.
- **1 Star (Inadequate):** <0.50x turnover per year.

2. SERVICES: Program Attendance per Capita

- **Definition:** Total annual program attendance divided by the municipal population.
- **Why the Board should track it:** This proves the library's value as a vital community hub and educational center. High program attendance justifies the staff time and budget dedicated to programming and shows city leaders that the library actively combats social isolation and supports lifelong learning.

SERVICES: Program Attendance per Capita *Definition:* Total annual program attendance divided by municipal population. Measures the library's impact as a community hub.

- **5 Stars (Exemplary):** 0.60+ attendees per capita.
- **4 Stars (Accomplished):** ~0.37 attendees per capita.
- **3 Stars (Progressing):** 0.25 attendees per capita.
- **2 Stars (Developing - (when in first year) /Needs Improvement):** 0.15 attendees per capita.
- **1 Star (Inadequate):** <0.10 attendees per capita.

3. GOVERNANCE: Board Operations & Policy Currency

- **Definition:** Tracks how frequently the Board meets and reviews essential operating documents (strategic plans, bylaws, and policies).
- **Why the Board should track it:** This protects the library (and the City) from legal liabilities and operational risks. Regularly reviewed policies ensure that staff have clear, consistent guidelines to follow, which builds a healthy, transparent organizational culture and prevents "ad-hoc" decision-making.

GOVERNANCE: Board Operations & Policy Currency *Definition:* Tracks how frequently the Board meets and reviews essential operating documents to mitigate liability and manage risk.

- **5 Stars (Exemplary - Tier 3 WI Standard):** Bylaws and all policies reviewed at least every three years. Board demographics reflect the community.
- **4 Stars (Accomplished - Tier 2 WI Standard):** Board meets no fewer than 12 times/year; maintains expanded written policies beyond the bare essentials.
- **3 Stars (Progressing - Tier 1 WI Standard):** Meets at least 10 times/year; maintains only the core "essential" policies with no established review cycle.
- **2 Stars (Developing - (when in first year) /Needs Improvement):** Board struggles to maintain consistent meetings; multiple core policies are outdated.
- **1 Star (Inadequate):** Lack of essential written policies or a failure to comply with open meetings/public records laws.

4. COLLECTIONS: Total Collection Size per Capita

- **Definition:** Total number of print, audio, and video items divided by the municipal population.
- **Why the Board should track it:** This helps the Board monitor the library's physical offerings in depth and breadth. If this shrinks too fast, it indicates severe underfunding; if it grows too fast without corresponding turnover, it indicates poor weeding and cluttered shelves.

COLLECTIONS: Total Collection Size per Capita *Definition:* Total number of print, audio, and video items divided by the municipal population.

- **5 Stars (Exemplary - Tier 3 WI Standard):** 10.8 items per capita.
- **4 Stars (Accomplished - Tier 2 WI Standard):** 8.7 items per capita.
- **3 Stars (Progressing - Tier 1 WI Standard):** 7.0 items per capita.
- **2 Stars (Developing - (when in first year) /Needs Improvement):** ~5.0 items per capita.
- **1 Star (Critical):** <4.0 items per capita.

5. Regional Service Impact (Non-Resident Usage Percentage)

- **Formula:** $\text{Rural Circ Subtotals} \div \text{Total Circulation}$
- **Current Baseline Context:** YTD through October 2025, rural circulation was 20,944 out of 119,229 total checkouts. This equals **17.5%**.
- **Why track it:** This is your primary bargaining chip for county funding. If you increase the volume of out-of-city residents you serve, you can justify requesting larger county appropriations. If it drops, your county revenue is at risk.
 - **5 Stars (Exemplary):** >25% of total circulation. (*Waupun is acting as a premier regional hub, maximizing its eligibility for county reimbursement*).
 - **4 Stars (Accomplished):** 20% to 24.9% of total circulation.
 - **3 Stars (Progressing):** 15% to 19.9% of total circulation. (*Stable baseline; maintains current county funding levels*).
 - **2 Stars (Developing - (when in first year) /Needs Improvement):** 10% to 14.9% of total circulation. (*Regional relevance is slipping; potential future drop in county revenue*).
 - **1 Star (Inadequate):** <10% of total circulation. (*Drastic drop in non-resident use; severe risk of losing the ~\$223k County Appropriation budget line*).

6. Cost Per Program Attendee (Programming ROI)

- **Formula:** $\text{YTD Library Programming Expenditures} \div \text{YTD In-Person Program Attendance}$

- **Current Baseline Context:** YTD through October 2025, Waupun spent \$11,341 on programming and saw 3,409 attendees. This equals **\$3.32 per attendee**.
- **Why track it:** It proves financial efficiency to the City Council. It shows that tax dollars spent on events are translating directly into high headcounts.
 - **5 Stars (Exemplary ROI):** <\$2.00 per attendee. *(Programs are incredibly well-attended or heavily subsidized by grants/Friends of the Library, providing massive taxpayer value).*
 - **4 Stars (Accomplished ROI):** \$2.01 to \$2.99 per attendee.
 - **3 Stars (Progressing ROI):** \$3.00 to \$4.50 per attendee. *(Healthy, expected baseline for high-quality community programming).*
 - **2 Stars (Developing - (when in first year) /Needs Improvement):** \$4.51 to \$7.00 per attendee. *(Programs are becoming expensive relative to the number of people showing up; marketing or program topics need review).*
 - **1 Star (Inadequate):** >\$7.00 per attendee. *(Poor ROI. The library is spending heavily on programs that the community is not attending).*

7. Digital Format Penetration

- **Formula:** $(\text{Downloads OverDrive} + \text{Downloads Hoopla}) \div \text{Total Circulation}$
- **Current Baseline Context:** YTD through October 2025, digital downloads (16,714) accounted for **14.0%** of total circulation (119,229). By January 2026, it ticked up to **14.7%**.
- **Why track it:** It ensures your materials budget aligns with shifting patron behavior. If digital demand spikes but the budget remains entirely in physical books, patrons will face long wait times for e-materials.
 - **5 Stars (Exemplary):** >25% of total circulation. *(The library is highly adapted to modern digital demand, with budget allocations shifted appropriately to support e-resources).*
 - **4 Stars (Accomplished):** 18% to 24.9% of total circulation.
 - **3 Stars (Progressing):** 12% to 17.9% of total circulation. *(The library is keeping pace with average post-pandemic digital trends).*
 - **2 Stars (Developing - (when in first year) /Needs Improvement):** 8% to 11.9% of total circulation. *(Digital usage is stagnating; the library may not be adequately marketing its OverDrive/Hoopla services).*
 - **1 Star (Inadequate):** <8% of total circulation. *(The library is failing to meet the digital needs of modern patrons, likely alienating younger demographics and remote workers).*

8. Facility "Alternative Use" Growth Rate

- **Formula:** The combined year-over-year growth percentage of **Meeting Room Use + Take & Make Activities + Curbside/Window Service**.

- **Current Baseline Context:** YTD through October 2024, these three metrics totaled 3,610 uses. YTD through October 2025, they totaled 4,208 uses. This represents a **16.5% growth rate**.
- **Why track it:** It shifts the narrative away from the library just being a "book warehouse." It proves the facility is a highly adaptable "Third Place" for civic groups, remote workers, and families.
 - **5 Stars (Exemplary):** >25% YTD Growth. (*Rapid expansion; the facility is heavily utilized as Waupun's primary community center and flexible resource hub*).
 - **4 Stars (Accomplished):** 18% to 24.9% YTD Growth.
 - **3 Stars (Progressing):** 10% to 17.9% YTD Growth. (*Healthy, steady baseline growth in alternative facility uses*).
 - **2 Stars (Developing - (when in first year) /Needs Improvement):** 1% to 9.9% YTD Growth. (*Alternative uses are stagnating; community groups may be finding other places to meet*).
 - **1 Star (Inadequate):** Negative Growth (<0%). (*Decline in facility relevance; the community is relying less on the library's physical space and alternative services*).

Resources:

- [Wisconsin Public Library Standards, 6th Ed.](#)
- [Public Library Standards Companion CHECKLIST](#)
- [ALA: Project Outcome: Measuring the True Impact of Libraries](#)
 - [Outcome Measurement for Public Libraries](#)

Statutory Requirements:

Wisconsin public libraries must be governed and operated in accordance with Chapter 43 of the Wisconsin Statutes. The following are the statutory requirements of all Wisconsin public libraries:

- The library is established under Wis. Stat. § 43.52 (municipalities), 43.54 (joint libraries), or 43.57 (consolidated county libraries and county library services).
- A legally appointed and constituted library board governs the operation of the library. The library's board membership complies with statutory requirements regarding appointment,

length of term, number of members, and composition, per Wis. Stat. § 43.54 (municipalities) or 43.57 (consolidated county libraries and county library services), and 43.60 (county appointments to local library boards).

- The library board has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund, per Wis. Stat. § 43.58(1). All appropriated and collected funds are held by the municipal governing body and are disbursed upon approval by the library board.
- The library board supervises the administration of the library, hires the library director, and delegates active management of the library to the director. The library board determines the library's staff organization chart, approves job descriptions, and sets rates of compensation, per Wis. Stat. § 43.58(4).
- The library collects the statistics and information required by the Division for Libraries and Technology and reports that information to the municipal governing body, the library system, and the Division, per Wis. Stat. § 43.58(6).
- Residents have free access to tax-supported public library services, per Wis. Stat. § 43.52(2). Such services include (but are not limited to):
 - free loan of print and non-print materials from the local circulation collection
 - general reference and information services
 - access to other library collections via interlibrary loan
 - access to a computer
- The library board reviews and approves bills presented for payment at each library board meeting, per Wis. Stat. § 43.58(2).
- The library complies with other Wisconsin laws that affect library operations, such as laws relating to open meetings (Wis. Stats. § 19.81 to 19.98), ethics (Wis. Stats. s. 19.59), and public records (Wis. Stats. § 19.31 to 19.39).
- The library complies with federal laws that affect library operations, such as the Fair Labor Standards Act.
- The library makes reasonable accommodations in order to provide access to its collections and services to persons with disabilities, and meets relevant requirements of the Americans with Disabilities Act. (See the ADA Accessibility Guidelines for Buildings and Facilities; Section 8 pertains to libraries.) Some examples of accommodations may include:
 - accessible meeting rooms

- access to Braille materials
- enhanced computer display for visually impaired
- hearing augmentation system in meeting room
- equipment necessary to use audiovisual materials in the library collection
- home delivery of materials interpreters for the hearing impaired
- Large Print materials
- a minimum of 36 inches of space between shelving stacks
- story times and programs in accessible rooms or outside of the library



AGENDA SUMMARY SHEET

MEETING DATE: 4/15/26 **TITLE:** Overview Employment Practice Liability and Hiring Process Oversight

AGENDA SECTION: CONSIDERATION-ACTION LIBRARY
DIRECTOR VACANCY

PRESENTER: Kathy Schlieve / Melissa Bohse (CVMIC)

DEPARMTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	City Funded Coverage	

ISSUE SUMMARY:

This presentation will provide an overview of the City’s Employment Practices Liability Insurance (EPL) coverage through Cities and Villages Mutual Insurance Company (CVMIC) as it relates to the board’s responsibilities for the hiring process. EPL extends protection to board members and City officials in the event of claims related to employment decisions, including but not limited to questions about hiring practices and/or procedures. From a risk management perspective, EPL provides financial protection in the event of a claim and would cover expenses related to legal or related damage awards. EPL coverage does not prevent claims and requires that we employ legal compliant processes to mitigate risk.

The most effective risk management strategy that can be deployed during hiring is to use a structured, fair, and legally compliant hiring process. The City’s HR team will provide needed guidance and support to ensure a consistent, properly documented, and compliant process is used, offering the strongest protection for both the City and this board during and after the hiring process. Working with City HR does not remove the authority of the Library Board to direct and make a hiring decision. The Library Board retains full authority over hiring decisions. The City’s HR team provides professional support to ensure the process is consistent, legally compliant, and well-documented.

EPL coverage is funded by the City’s budget and extended to the Library at no added cost to Library operations. For reference, the City’s self-insured retention (i.e., deductible) for EPL claims is \$32,500 per occurrence. If the Board chooses to proceed outside of the City’s process, consultation with legal counsel secured by the Library Board must be considered.

STAFF RECOMMENDATION:

ATTACHMENTS:

RECOMMENDED MOTION:



AGENDA SUMMARY SHEET

MEETING DATE: 4/15/26

TITLE: Library Director Job Description

AGENDA SECTION: CONSIDERATION-ACTION
LIBRARY DIRECTOR VACANCY

PRESENTER: Waupun Library Hiring
Committee

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	-	

ISSUE SUMMARY:

The hiring committee has met several times to refine the job description for the Library Director vacancy process. The City Administrator provided input on the description, and the City's CVMIC EPL/HR consultant has reviewed and provided feedback. A draft description reflecting numerous changes is attached for discussion and approval.

STAFF RECOMMENDATION:

ATTACHMENTS:

Library Director Job Description

RECOMMENDED MOTION:

Motion to approve the Library Director job description as presented [or with noted changes as stated].

**City of Waupun
Position Description**

JOB TITLE	Library Director
REPORTS TO	Waupun Library Board
DEPARTMENT	Library
TYPE	Non-Represented
FLSA (overtime status)	Exempt
CLASSIFICATION	Library 6
APPROVED	

POSITION PURPOSE

Reporting to the Library Board of Trustees, this city department head position is responsible for the overall operation of the library including staff, budgets, collections, activities, and physical facilities. The Director operates the library in accordance with Library Board policies and goals and the laws of the State of Wisconsin. The Director acts as the primary liaison to the community, local government, and professional library organizations, while providing strategic guidance to the Library Board and overseeing library operations, programs, facilities, and technology systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Leadership & Governance

- Lead the development and execution of Board policies and goals, strategically anticipating future library needs and ensuring measurable, results-oriented outcomes.
- Monitor trends in library services and translate them into actionable recommendations, serving as the Board’s primary resource on technology, automation, and operations to provide timely information that supports informed decision-making.
- Complete all required reporting and filings accurately and on time for Board review and approval.
- Provide comprehensive supervisory oversight of all library staff, including direct oversight through the Assistant Director, ensuring accountability, performance standards, and professional development across the organization.
- Prepare meeting agendas, reports, and supporting materials in coordination with the Board President, ensuring compliance with all applicable federal, state, and local laws and regulations, including Open Meetings and public records requirements.

2. Financial Management & Resource Stewardship

Develop and administer the annual library budget aligned with Board priorities, ensuring expenditures remain within the approved budget and in full compliance with financial policies and applicable laws.

- Collaborate and work cooperatively with city administration on budget development, strategic initiatives, audit processes and policy implementation to ensure alignment with broader municipal goals and compliance with city financial and administrative practices.
- Oversee library facilities and capital assets, participating in the City's CIP process with the Finance Director and City Administration; collaborate with the Public Works Director to plan and execute maintenance, repairs, and Board-approved capital projects in accordance with bidding laws and city policies.

3. Staff Leadership & Development

- Provide comprehensive staff leadership by recruiting, hiring, supervising, and evaluating library personnel in accordance with personnel policies and employment law, while fostering a positive, engaged, and high-performing team culture.
- Promote staff development and organizational effectiveness by providing training and professional development opportunities; evaluating and recommending improvements to staffing, assignments, structure, and compensation; and leading regular staff meetings to support alignment, engagement, and morale.

4. Operations, Programs & Services

- Oversee daily library operations and service delivery to ensure consistent, high-quality experiences for all patrons.
- Evaluate programs, services, policies, and procedures and recommend improvements to the Board.
- Lead community engagement and public relations efforts by developing and administering programs, press releases, displays, and presentations, and maintaining accurate program records and statistics for evaluation and reporting.

5. Technology & Collection Management

- Oversee library technology systems by managing automation systems and databases in collaboration with IT personnel to ensure reliable, up-to-date, and secure digital services.
- Lead collection development across physical and digital materials, including selection, acquisition, cataloging, and classification to professional standards.

6. Community & Professional Engagement

- Advance the library's community impact by aligning services and programs with local needs, building and maintaining partnerships with schools, businesses, organizations, and other stakeholders, and fostering collaboration to expand library reach and relevance.

- Represent the library professionally by actively participating in library system activities and professional organizations at the local, county, state, and national levels, advocating for library initiatives and best practices.
- Responsible for the library's digital presence, including website and social media, to enhance services and community engagement.

EDUCATION / EXPERIENCE

- Master's Degree in Library or Information Studies (MLS/MLIS) from an ALA-accredited program
- Wisconsin Grade 1 Public Librarian Certification, or ability to obtain as required by DPI.
- At least 3–5 years of professional library experience, including supervisory or administrative leadership

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of library management practices, including collection, development and public service.
- Professional maturity, self-confidence, and strength of conviction to provide administrative insights and leadership.
- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.
- Ability to effectively supervise, evaluate, and develop a skilled and high-performing team.
- Strong verbal and written communication skills for reporting, public relationships and community engagement; Ability to make oral presentations to groups of various sizes and compositions.
- A commitment to strong customer service with an ability to build relationships with community stakeholders and translate community interests and needs into responsive library services and programs.
- Ability to develop and implement long-term strategies and policies, using strong analytical, organizational, and decision-making skills to guide the library's future direction.
- Ability to consistently demonstrate reliability and initiative, while working independently, with required availability to maintain a flexible, schedule including evenings and weekends as needed.
- Proficient in budgeting, financial management, and resource allocation.
- Familiarity with library information systems, digital resources, and technology trends in library services.

- Understanding of relevant laws, regulations, and library standards governing library operations in Wisconsin.
- Proficient with Microsoft Office and library system applications.
- Ability to maintain required library certification and demonstrate ongoing professional development.
- Ability to maintain confidentiality.
- Access to reliable transportation to attend meetings and fulfill other job responsibilities as required.

PHYSICAL DEMANDS & WORK ENVIRONMENT

- Primarily indoor work environment in an office environment; regular evening or weekend hours may be required.
- Frequent standing, walking, talking, and reaching; occasional lifting of library materials and equipment.
- Use of computers, office equipment, and library technology systems.
- Contact with staff, city employees, public and officials is required.
- Attendance at evening meetings when the nature of the discussion relates to duties of the position.

EQUAL OPPORTUNITY EMPLOYER

The City of Waupun is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



AGENDA SUMMARY SHEET

MEETING DATE: 4/15/26

TITLE: Library Director Hiring Timelines and Process

AGENDA SECTION: CONSIDERATION-ACTION
LIBRARY DIRECTOR VACANCY

PRESENTER: Kathy Schlieve, City Administrator

DEPARTMENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
High Performance Government	-	

ISSUE SUMMARY:

City HR compiled the attached tentative timeline that outlines key steps and anticipated dates in the library director hiring process. While dates may be adjusted based on candidate availability or board scheduling needs, this timeline provides a structured framework to ensure a fair, transparent, and efficient search from recruitment through final candidate selection.

STAFF RECOMMENDATION:

ATTACHMENTS:

Estimated Hiring Timeline

RECOMMENDED MOTION:

I move that the Library Board adopt a standardized hiring process to ensure recruitment and selection activities are conducted in a fair, consistent, and legally compliant manner. The process shall include collaboration with the City's Human Resources Department as outlined. I further move that the Board may determine, through its deliberative process, whether candidate interviews and final selection are conducted by the full Board or by a designated hiring committee, with final action taken by the Board prior to scheduling of initial interviews.

WAUPUN PUBLIC LIBRARY - TENTATIVE HIRING TIMELINE

The following tentative timeline outlines key steps and anticipated dates in the library director hiring process. While dates may be adjusted based on candidate availability or board scheduling needs, this timeline provides a structured framework to ensure a fair, transparent, and efficient search from recruitment through final selection.

Step	Target Date	Responsible Party	Notes
Board Approves Job Description	April 15	Library Board	Forward to Council
Council Review	April 21	HR	Prepare Public Posting
Recruitment Process Begins	April 22 – May 20	Hiring Committee / HR	Post online job boards, social media channels
Newspaper Print Ads	April 25 – May 6	Hiring Committee / HR	Run 2 print ads per publication deadlines (run concurrently we previous)
Develop Interview Questions (First and Final Round)	April 25 – May 13	Hiring Committee	Standardized Process (HR can support)
Identify Primary Contact for Candidates	May 13	Hiring Committee	Create a clear communication link for all candidates to interface with and coordinate logistics (HR can support)
Application deadline	May 21	Hiring Committee / HR	Ensure all applications are logged (HR can support)
Initial screening of applications	May 21 – 27	Hiring Committee	Review for minimum qualifications; Documentation of review process (HR can support if needed)
Primary contact coordinates logistics for candidates	May 27 through June 23	Hiring Committee	(HR can support)
Candidate interviews (first round)	June 1 – 9	Hiring Committee	Standardized process. May include phone or virtual interviews; Documentation of review process (HR can support if needed)
Candidate interviews (final round)	June 15 – 23	Hiring Committee	Standardized process. In-Person interviews; Documentation of process and decisions. HR able to coordinate logistics/recordkeeping if needed.
Reference & background checks	June 23 – 26	Hiring Committee	Standardized process. Verify credentials and work history (Document all interactions); HR able to provide support as needed.
Final Selection and Terms of Offer	June 30	Hiring Committee	Verify any legal considerations, including wage and benefits, etc. (HR able to support if needed)
Written Conditional Offer	June 30	Hiring Committee	Present Offer to Candidate Verbally and in Writing. Review Offer letter with HR/legal prior to submission. Negotiate offer if needed.
Board Approval of Candidate (based on candidate acceptance)	July 15	Library Board	Special Meeting Required; Motion and vote recorded in open session
Tentative New Director Start Date	August 15	Library Board	Orientation and onboarding (assumes any external candidate currently employed would provide 30-day notice; internal candidate would move this faster)

Step	Target Date	Responsible Party	Notes
			Library Board is responsible for maintaining all record keeping for process. HR support is available from City where requested. Recommend that hiring committee meet with City's insurance company to understand employment practice liability considerations. City's legal counsel would represent City in any case that emerges. Hiring committee may want to obtain legal counsel to represent them / answer questions during hiring process if not working with City's HR services.