



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, November 19, 2025 at 4:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join virtually: <https://us02web.zoom.us/j/87353740572>

Join Teleconference: 1 312 626 6799 Meeting ID: 873 5374 0572

CALL TO ORDER

ROLL CALL

MINUTES FROM PREVIOUS MEETINGS

- [1.](#) October minutes

PERSONS WISHING TO ADDRESS THE LIBRARY BOARD

No Public Participation after this point.

MONTHLY STATISTICS

- [2.](#) October statistics

BUDGET SUMMARY

- [3.](#) October budget report

CONSIDERATION OF BILLS FOR PAYMENT

- [4.](#) November bills

COMMITTEE REPORTS

LIBRARIAN'S REPORT

- [5.](#) Librarians report

OLD BUSINESS

NEW BUSINESS

- [6.](#) 2026 budget recommendation
- [7.](#) 2026 wage grid
8. Authorize the release of future expenditures

FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD

9. Tentative next meeting: Wednesday, December 17, 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, October 15, 2025**

The Waupun Public Library Board was called to order by Dr. Bev Martens, President, at 4:30 p.m. on Wednesday, October 15, 2025. Present were Beer, DeJager, Gehl, Hill, Homan, Mielke, Svec, Jaeger, and library staff Sanders. Svec asked for a volunteer to take minutes on her behalf as she was having trouble hearing. Homan volunteered to take minutes.

Minutes from Previous Meetings

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

Persons Wishing to Address the Library Board

1. Forsell Gappa: Passed out packet "October 2025 Library Board Meeting." Quoted scripture from Holy Bible and told Board they are making a huge mistake. He discussed reaching out to other pastors. Claims 9/10 agreed with him and he did not hear from 10th.

Six additional people attended the meeting.

Monthly Statistics

September statistics were reviewed.

Budget Summary

Current budget was reviewed.

Consideration of Bills for Payment

Motion by Svec, second Mielke, to pay October 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

Motion by Svec, second Gehl, to approve Appendix F of the Monarch Library System Membership Agreement. Motion carried.

Motion by Gehl, second Homan, to approve the revised Display and Exhibits of Personal Collections Policy. Motion carried.

Future meetings and gatherings involving the Library Board

Next tentative meeting: Wednesday, November 19, 2025, at 4:30 p.m.

Adjournment

Motion by Beer, second Hill, to adjourn at 4:50 p.m. Motion carried.

Casey Homan, Acting Secretary
CH/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Oct. 25	Oct. 24	YTD 2025	YTD 2024	YTD%
Juvenile Nonfiction	643	705	5,376	6,023	-10.7%
Juvenile Fiction	2,298	2,336	24,956	26,947	-7.4%
Juvenile Periodical	5	8	86	133	-35.3%
Juvenile Book on CD	24	20	251	165	52.1%
Juvenile MP3 audio	4	1	27	54	-50.0%
Juvenile DVD	256	344	2,784	3,262	-14.7%
Juvenile Music CD	3	8	20	95	-78.9%
Juvenile Video Game	35	27	477	423	12.8%
Misc. (kits, av tapes, etc)	0	2	8	9	-11.1%
Total Juvenile	3,268	3,451	33,985	37,111	-8.4%
Adult Nonfiction	459	598	5,146	5,827	-11.7%
Adult Fiction	1,853	1,953	19,658	19,388	1.4%
Adult Periodical	62	48	584	685	-14.7%
Adult Book on CD	117	120	1,027	1,331	-22.8%
Adult MP3 audio	0	5	29	43	-32.6%
Adult DVD	1,491	1,400	14,443	14,697	-1.7%
Adult Music CD	83	79	908	1,202	-24.5%
Adult Video Game	14	10	184	99	85.9%
Pamphlets/Vertical File	2	0	2	0	#DIV/0!
Equipment/die cuts	0	0	3	5	-40.0%
Misc (kits, tapes, av games)	2	1	18	28	-35.7%
Total Adult	4,083	4,214	42,002	43,305	-3.0%
State Report Circulation	7,351	7,665	75,987	80,416	-5.5%
Downloads (OverDrive)	1,343	1,180	12,679	11,828	7.2%
Downloads (Hoopla)	407	284	4,035	2,601	55.1%
ILL-Items Sent	2,731	2,561	26,056	23,539	10.7%
ILL Item Received	40	44	472	465	1.5%
TOTAL CIRCULATION	11,872	11,734	119,229	118,849	0.3%
<i>To Columbia Co. Rural</i>	98	23	866	483	79.3%
<i>To Dodge Co. Rural</i>	544	714	5,541	7,172	-22.7%
<i>To FDL Co. Rural</i>	1,222	1,456	14,297	15,665	-8.7%
<i>To Green Lake Co. Rural</i>	9	26	240	351	-31.6%
Rural circ subtotals			20,944	23,671	-11.5%
USE					
Patron Gate (visits)	4,623	4,935	45,284	47,467	-4.6%
In-person Programs	343	493	3,409	4,964	-31.3%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	24	47	295	333	-11.4%
Meeting Room Use	305	179	2,739	2,128	28.7%
Computer Use	318	336	3,354	3,654	-8.2%
Wireless Use	386	377	3,905	3,579	9.1%
Reference Questions	556	505	4,810	3,952	21.7%
Monthly website hits	2,369	2,024	19,920	19,588	1.7%
Curbside/Window service	124	127	1,174	1149	2.2%

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2025	10/31/2025	10/31/2025	10/31/2024				
Library Fund Operating Activity	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance	% of Budget			
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	27	1,679	6,493	(379)	129%		
210-48-4811-0-00	INTEREST REVENUE	-	2,573	22,602	26,169	(22,602)			
210-48-4816-0-00	DIVIDEND REVENUE	-	-	2,581	2,421	(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	2,600	833,602	813,586	(28,721)	104%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	453,001	50,514	366,947	361,897	86,054	81%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-			
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	55,460	3,783	42,226	39,735	13,234	76%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	900	87	850	809	50	94%		
210-60-5511-2-22	LIBRARY-RETIREMENT	22,292	2,574	18,667	17,661	3,625	84%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	34,288	3,736	27,759	27,167	6,529	81%		
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	1,672	1,672	328	84%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,000	162	9,500	9,096	9,500	50%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,300	211	2,584	2,676	1,716	60%		
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	2,359	23,889	20,729	5,111	82%		
210-60-5511-3-33	LIBRARY-POSTAGE	2,000	78	1,608	1,826	392	80%		
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	341	4,667	6,426	2,333	67%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	331	1,130	3,184	4,870	19%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	3,000	-	1,472	1,661	1,528	49%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	25	22,734	26,552	11,266	67%		
210-60-5511-3-39	LIBRARY-BOOKS	63,840	5,069	53,833	46,718	10,007	84%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	862	8,561	10,133	5,439	61%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	25	6,524	6,510	476	93%		
210-60-5511-3-42	LIBRARY-DATABASES	16,000	1,187	14,608	13,063	1,392	91%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	1,626	824	6,374	20%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	15,500	776	11,341	11,255	4,159	73%		

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2025 Annual Budget	10/31/2025 Current Month	10/31/2025 YTD Actual	10/31/2024 Prior Yr YTD Actl	Budget Balance	% of Budget		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	188	1,892	1,622	608	76%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		804,881	72,475	625,074	611,995	179,807	78%		
Excess (Deficiency)	Revenues Over Expenditures	-	(69,875)	208,528	201,591				
Library Fund Trust & Transfer Activity									
Revenues									
210-48-4850-000	LIBRARY TRUST DONATIONS	-	-	6,354	6,438				
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-				
Total Revenues		-	-	6,354	6,438				
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	-	-	6,354	5,573				
Library Fund Grand Totals									
Total Revenues		804,881	2,600	839,956	820,023				
Total Expenditures		804,881	72,475	625,074	612,859				
Excess (Deficiency)	Total Revenues Over Total Expenditures	-	(69,875)	214,882	207,165				
Library Fund Cash Balances									
210-10001	CASH-LIBRARY		Wells Fargo General Ckg Acct	(78,495.12)					
210-11612	LIBRARY SYSTEMS ACCOUNT	LGIP Acct 1		636,118.98					
210-11614	LIBRARY TRUST ACCOUNT	LGIP Acct 2		84,991.17					
210-11615	RUTH E. BAYLEY ACCOUNT			90,812.30					
	Total Library Fund Cash			733,427.33					
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 - November 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	241.24
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	273.24
		210-60-5511-339	Books	Books	48	Amazon Capital Services	4,943.36
		210-60-5511-344	Programming	Programming supplies	48	Amazon Capital Services	684.91
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	102.21
		210-60-5511-337	Travel/training/confer	Mileage reimbursement	300070	Bille, Lisa	98.70
		210-60-5511-330	Office Supplies	Labels, tapes, jackets, etc	11070	Demco	584.34
		210-60-5511-336	Repairs/maintenance	Disc repair machine	12509	ELM USA	4,064.00
		210-60-5511-339	Books	Books	14102	Gale	921.69
		210-60-5511-339	Books	Books	300370	Ingram Library Services	146.22
		210-60-5511-338	Automation/technology	Wireless overwatch	16440	Inter-Quest	24.95
		210-60-5511-330	Office Supplies	Toner	16640	James Imaging Systems	198.21
		210-60-5511-336	Repairs/maintenance	Security camera software	17281	Lappen Security Products	350.00
		210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	180.88
		210-60-5511-342	Databases	Hoopla	19147	Midwest Tape LLC	1,217.24
		210-60-5511-335	Promotions	Stickers	300156	Monarch Library System	113.84
		210-60-5511-344	Programming	Programming supplies	20798	OTC Brands	198.90
		210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	53.12
		210-60-5511-345	Miscellaneous	Hosting supplies	21665	PigglyWiggly	91.48
		210-60-5511-333	Postage	Stamps	22099	Postmaster	78.00
		210-60-5511-330	Office Supplies	Cleaning wipes	22402	Quill	57.58
		210-60-5511-339	Books	Books	23831	Sebco Books	109.96
		210-60-5511-339	Books	Collection agency fees	25484	Unique Mgt Systems	58.25
						Total:	\$ 14,792.32
City manual check		210-60-5511-344	Programming	Puzzle prizes		Wells Fargo autopay (Pam)	185.00
City manual check		210-60-5511-337	Travel/training/confer	WLA registrations		Wells Fargo autopay (Pam)	1,005.00
City manual check		210-60-5511-342	Databases	Ancestry, Newspapers.com		Wells Fargo autopay (Pam)	273.20
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	1,926.70

Authorized signature: _____

LIBRARY	MONTHLY REPORT November 2025
Subject	Summary
Statistics	Through the end of October, the library circulated/downloaded/loaned 119,229 items, and 45,284 people walked through our doors.
October Programs	Programs for November include Craft Night, book clubs, Wood Flowers workshop, Toddler Tuesday, Movie afternoon, and Lego Club, along with the weekly storytimes. The monthly Friends of the Library Book Sale was October 10.
WLA Conference	The annual Wisconsin Library Association Conference will be held October 28 – 31 was attended by Pam Garcia, Rachel Rosenow, and Lisa Bille.
Emergency Plan	Bret will be working on a comprehensive emergency plan with Amanda Pulvermacher, Deputy Director of Dodge County Emergency Management. The first meeting is set for December 15, which will include a walk-thru of the library building.
Staffing	There will be some internal staff shifting, and Bret will report the results at the Library Board meeting.
Front drainage project	The drainage project for rain and snow melt is moving along. Soon we should have a long gutter running from the front entrance roof to the north side of the building.

2026 Budget recommendation

Account	<u>Revenue</u>	
210-41-4111-0-00	GENERAL PROPERTY TAXES	585,283
210-43-4367-0-00	COUNTY APPROPRIATION	226,875
210-46-4671-0-00	FEES-LIBRARY	1,300
210-48-4811-0-00	INTEREST REVENUE	-
210-48-4816-0-00	DIVIDEND REVENUE	-
210-48-4850-0-00	LIBRARY TRUST DONATIONS	-
210-48-4861-0-00	GRANTS AND DONATIONS	5,000
210-49-4920-0-00	Operating Transfer In	19,672

		838,130
	<u>Expenditures</u>	
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	474,772
210-60-5511-1-11	OVERTIME	-
210-60-5511-2-20	HEALTH INSURANCE	49,092
210-60-5511-2-21	LIFE INSURANCE	900
210-60-5511-2-22	RETIREMENT	23,362
210-60-5511-2-23	SOCIAL SECURITY	35,933
210-60-5511-2-24	SICK LEAVE PO	3,300
210-60-5511-2-29	INCOME CONTINUATION	2,000
210-60-5511-3-30	OFFICE SUPPLIES	19,000
210-60-5511-3-31	TELECOMMUNICATIONS	4,300
210-60-5511-3-32	UTILITIES	29,000
210-60-5511-3-33	POSTAGE	2,500
210-60-5511-3-34	MEMBERSHIP FEES	2,500
210-60-5511-3-35	PUBLICATIONS/PROMOTION	7,000
210-60-5511-3-36	REPAIRS/MAINTENANCE	25,672
210-60-5511-3-37	TRAVEL/CONFERENCE	3,000
210-60-5511-3-38	AUTOMATION/TECHNOLOGY	34,000
210-60-5511-3-39	BOOKS	63,799
210-60-5511-3-40	AUDIOVISUAL	14,000
210-60-5511-3-41	PERIODICALS	7,000
210-60-5511-3-42	DATABASES	16,000
210-60-5511-3-43	FURNISHINGS REPLACEMENT	3,000
210-60-5511-3-44	PROGRAMMING	15,500
210-60-5511-3-45	MISCELLANEOUS	2,500

		838,130

2026 recommended grid at 11/19/25 Library Board meeting.																
Library levels 1 - 6	Start	6 mo.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
Library 1: Library Pages			11.65	11.89	12.12	12.36										
Library 2: Desk Assistants	15.43	15.64	15.88	16.12	16.37	16.61	16.85	17.11	17.38	17.63	17.90	18.17	18.42	18.69	18.99	19.28
Library 3 (AV, IL, Processing)	18.55	18.82	19.11	19.39	19.69	19.99	20.28	20.58	20.89	21.22	21.54	21.85	22.18	22.51	22.84	23.19
Library 4: Circulation & Youth Services	21.88	22.21	22.54	22.89	23.23	23.57	23.93	24.29	24.65	25.02	25.40	25.78	26.16	26.55	26.94	27.36
Library 5: Assistant Director/Ref Lib	31.30	31.77	32.25	32.72	33.22	33.73	34.22	34.73	35.27	35.78	36.32	36.87	37.42	37.99	38.55	39.13
Library 6: Library Director	38.26	38.82	39.41	39.99	40.61	41.21	41.83	42.46	43.08	43.74	44.40	45.06	45.73	46.41	47.12	47.83
Interns	13.92															

Note 1: Library 1 Page wages are based on years of experience (Step 1 is 1st year, Step 4 is 4th year, etc).

Note 2: Library 1 Pages and Interns are not formally evaluated.