



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD**  
Waupun Public Library – 123 S. Forest Street,  
Waupun WI  
Wednesday, September 17, 2025 at 4:30 PM

**VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE**

**Join Virtually:** <https://us02web.zoom.us/j/88080511848>

**Join Teleconference:** 1 312 626 6799 **Meeting ID:** 880  
8051 1848

**CALL TO ORDER**

**ROLL CALL**

**MINUTES FROM PREVIOUS MEETINGS**

- [1.](#) August minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

*No Public Participation after this point.*

**MONTHLY STATISTICS**

- [2.](#) August statistics

**BUDGET SUMMARY**

- [3.](#) August budget report

**CONSIDERATION OF BILLS FOR PAYMENT**

- [4.](#) September bills

**COMMITTEE REPORTS**

**LIBRARIAN'S REPORT**

- [5.](#) Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

- [6.](#) Manual Checking Account Procedures review

**FUTURE MEETINGS AND GATHERING INVOLVING THE LIBRARY BOARD**

7. Tentative next meeting: Wednesday, October 15, 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, August 20, 2025**

The Waupun Public Library Board was called to order by Dr. Bev Martens, President, at 4:30 p.m. on Wednesday, August 20, 2025. Present were Beer, DeJager, Gehl, Hill, Homan, Mielke, Svec, Jaeger, and Garcia.

**Minutes from Previous Meetings**

Motion by Svec, second Homan, to accept the June minutes as presented. Motion carried.

**Persons Wishing to Address the Library Board**

1. Jess Kiehl: Spoke about individuals in the community being groomed and told not to come to the library. He will continue to come and speak for those who are afraid to speak.
2. Father Jerry Molitor: Reminded everyone he is from the “church that doesn’t care”, meaning, they don’t care who you are, you are invited to worship at their church. Sexual orientation is biological, not chosen. People should be who God made them to be. Would rather have gun control and human trafficking addressed. Our unbiased library makes material available to all. Our job is to love, God’s job is to judge.
3. Forsell Gappa: Stated ALA has come under opposition with libraries and whole states rejecting LGBTQ material. If you think the conflict has passed, then you are taking God lightly. Believes staff wants LGBTQ books available for children. By doing that, staff choose not to follow God and need to revisit procedures.

**Monthly Statistics**

July statistics were reviewed.

**Budget Summary**

Current budget was reviewed.

**Consideration of Bills for Payment**

Motion by Beer, second Mielke, to pay the July 2025 bills as presented. Motion carried 8-0 on roll call. At this time, Mike Beer needed to leave.

Motion by Svec, second by Gehl, to pay the August 2025 bills as presented. Motion carried 7-0 on roll call.

**Committee Reports**

The Budget Committee met and produced a draft of the 2026 budget request to forward to the City of Waupun. Jaeger reported that the city departments met yesterday in an attempt to make cuts to budget requests in order to help with the deficit of the initial budget requests. The library did make a few changes with several line items decreased.

**Librarian’s Report**

Librarian’s report was reviewed.

**Old Business**

None.

**New Business**

Motion by Martens, second Homan, to approve draft of Appendix E. Motion carried.

Motion by Svec, second Homan, to approve the revised 2026 Budget Request, which will be forwarded to the City of Waupun. Motion carried 6-0 on roll call, Hill abstained.

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

Next tentative meeting: Wednesday, September 17, 2025, at 4:30 p.m.

**Adjournment**

Motion by Svec, second Mielke, to adjourn at 5:26 p.m. Motion carried.

Marie Svec, Secretary

MS/bkj

| Waupun Public Library Monthly Statistics |                |                |                 |                 |              |
|--|----------------|----------------|-----------------|-----------------|--------------|
| <b>CIRCULATION</b>                       | <b>Aug. 25</b> | <b>Aug. 24</b> | <b>YTD 2025</b> | <b>YTD 2024</b> | <b>YTD%</b>  |
| Juvenile Nonfiction                      | 438            | 531            | 4,252           | 4,669           | -8.9%        |
| Juvenile Fiction                         | 2,307          | 2,670          | 20,615          | 22,039          | -6.5%        |
| Juvenile Periodical                      | 11             | 10             | 74              | 107             | -30.8%       |
| Juvenile Book on CD                      | 32             | 14             | 196             | 129             | 51.9%        |
| Juvenile MP3 audio                       | 0              | 4              | 21              | 42              | -50.0%       |
| Juvenile DVD                             | 268            | 277            | 2,342           | 2,673           | -12.4%       |
| Juvenile Music CD                        | 1              | 4              | 15              | 82              | -81.7%       |
| Juvenile Video Game                      | 41             | 61             | 408             | 355             | 14.9%        |
| Misc. (kits, av tapes, etc)              | 0              | 2              | 8               | 6               | 33.3%        |
| <b>Total Juvenile</b>                    | <b>3,098</b>   | <b>3,573</b>   | <b>27,931</b>   | <b>30,102</b>   | <b>-7.2%</b> |
|  |                |                |                 |                 |              |
| Adult Nonfiction                         | 465            | 616            | 4,221           | 4,704           | -10.3%       |
| Adult Fiction                            | 2,026          | 2,013          | 15,912          | 15,551          | 2.3%         |
| Adult Periodical                         | 57             | 78             | 454             | 594             | -23.6%       |
| Adult Book on CD                         | 104            | 102            | 828             | 1,133           | -26.9%       |
| Adult MP3 audio                          | 1              | 8              | 26              | 36              | -27.8%       |
| Adult DVD                                | 1,265          | 1,334          | 11,578          | 12,176          | -4.9%        |
| Adult Music CD                           | 97             | 116            | 728             | 1,051           | -30.7%       |
| Adult Video Game                         | 12             | 16             | 156             | 83              | 88.0%        |
| Pamphlets/Vertical File                  | 0              | 0              | 0               | 0               | #DIV/0!      |
| Equipment/die cuts                       | 0              | 0              | 3               | 5               | -40.0%       |
| Misc (kits, tapes, av games)             | 0              | 0              | 16              | 21              | -23.8%       |
| <b>Total Adult</b>                       | <b>4,027</b>   | <b>4,283</b>   | <b>33,922</b>   | <b>35,354</b>   | <b>-4.1%</b> |
| <b>State Report Circulation</b>          | <b>7,125</b>   | <b>7,856</b>   | <b>61,853</b>   | <b>65,456</b>   | <b>-5.5%</b> |
| Downloads (OverDrive)                    | 1,289          | 1,119          | 10,088          | 9,446           | 6.8%         |
| Downloads (Hoopla)                       | 484            | 303            | 3,229           | 2,047           | 57.7%        |
| ILL-Items Sent                           | 2,564          | 2,285          | 20,545          | 18,664          | 10.1%        |
| ILL Item Received                        | 32             | 37             | 370             | 391             | -5.4%        |
| <b>TOTAL CIRCULATION</b>                 | <b>11,494</b>  | <b>11,600</b>  | <b>96,085</b>   | <b>96,004</b>   | <b>0.1%</b>  |
|  |                |                |                 |                 |              |
| <i>To Columbia Co. Rural</i>             | 149            | 64             | 716             | 399             | 79.4%        |
| <i>To Dodge Co. Rural</i>                | 484            | 713            | 4,490           | 5,826           | -22.9%       |
| <i>To FDL Co. Rural</i>                  | 1,306          | 1,383          | 12,042          | 12,842          | -6.2%        |
| <i>To Green Lake Co. Rural</i>           | 5              | 25             | 212             | 275             | -22.9%       |
| Rural circ subtotals                     |                |                | 17,460          | 19,342          | -9.7%        |
| <b>USE</b>                               |                |                |                 |                 |              |
| <b>Patron Gate (visits)</b>              | 4,023          | 4,576          | 36,463          | 38,278          | -4.7%        |
| In-person Programs                       | 49             | 45             | 2,747           | 4,082           | -32.7%       |
| Virtual Programs                         | 0              | 0              | 0               | 0               | #DIV/0!      |
| Take & Make Activities                   | 29             | 63             | 270             | 255             | 5.9%         |
| Meeting Room Use                         | 169            | 150            | 2,195           | 1,714           | 28.1%        |
| Computer Use                             | 394            | 498            | 2,668           | 2,931           | -9.0%        |
| Wireless Use                             | 374            | 383            | 3,093           | 2,801           | 10.4%        |
| Reference Questions                      | 413            | 461            | 3,741           | 3,034           | 23.3%        |
| Monthly website hits                     | 2,035          | 2,279          | 15,636          | 15,512          | 0.8%         |
| Curbside/Window service                  | 92             | 118            | 944             | 908             | 4.0%         |



| Waupun Public Library           |   |                             |                            |                         |                                |                |             |  |  |
|---------------------------------|---|-----------------------------|----------------------------|-------------------------|--------------------------------|----------------|-------------|--|--|
| Budget Report                   |   |                             |                            |                         |                                |                |             |  |  |
| Account Number                  | Account Title   | 12/31/2025<br>Annual Budget | 8/31/2025<br>Current Month | 8/31/2025<br>YTD Actual | 8/31/2024<br>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                     | 99,947                     | 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                       | 59                         | 1,481                   | 6,340                          | (181)          | 114%        |  |  |
| 210-48-4811-0-00                | INTEREST REVENUE  | -                           | 2,618                      | 17,473                  | 21,035                         | (17,473)       |             |  |  |
| 210-48-4816-0-00                | DIVIDEND REVENUE  | -                           | -                          | 1,721                   | 1,614                          | (1,721)        |             |  |  |
| 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                     | 102,624                    | 827,416                 | 807,491                        | (22,535)       | 103%        |  |  |
| Expenditures                    |   |                             |                            |                         |                                |                |             |  |  |
| 210-60-5511-1-10                | LIBRARY-SALARIES/WAGES  | 453,001                     | 37,723                     | 282,229                 | 277,422                        | 170,772        | 62%         |  |  |
| 210-60-5511-1-11                | LIBRARY-OVERTIME  | -                           | -                          | -                       | -                              | -              |             |  |  |
| 210-60-5511-2-20                | LIBRARY-HEALTH INSURANCE  | 55,460                      | 3,783                      | 34,661                  | 32,788                         | 20,799         | 62%         |  |  |
| 210-60-5511-2-21                | LIBRARY-LIFE INSURANCE  | 900                         | 87                         | 676                     | 643                            | 224            | 75%         |  |  |
| 210-60-5511-2-22                | LIBRARY-RETIREMENT  | 22,292                      | 1,716                      | 14,377                  | 13,608                         | 7,915          | 64%         |  |  |
| 210-60-5511-2-23                | LIBRARY-SOCIAL SECURITY   | 34,288                      | 2,779                      | 21,512                  | 20,908                         | 12,776         | 63%         |  |  |
| 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                        | 1,337                   | 1,337                          | 663            | 67%         |  |  |
| 210-60-5511-3-30                | LIBRARY-OFFICE SUPPLIES   | 19,000                      | 444                        | 8,355                   | 6,699                          | 10,645         | 44%         |  |  |
| 210-60-5511-3-31                | LIBRARY-TELECOMMUNICATIONS  | 4,300                       | 210                        | 2,162                   | 2,215                          | 2,138          | 50%         |  |  |
| 210-60-5511-3-32                | LIBRARY-UTILITIES   | 29,000                      | 2,836                      | 18,751                  | 15,689                         | 10,249         | 65%         |  |  |
| 210-60-5511-3-33                | LIBRARY-POSTAGE   | 2,000                       | 78                         | 1,452                   | 1,607                          | 548            | 73%         |  |  |
| 210-60-5511-3-34                | LIBRARY-MEMBERSHIP FEES   | 2,500                       | 210                        | 986                     | 780                            | 1,515          | 39%         |  |  |
| 210-60-5511-3-35                | LIBRARY-PUBLICATIONS/PROMOTION  | 7,000                       | 554                        | 4,286                   | 4,893                          | 2,714          | 61%         |  |  |
| 210-60-5511-3-36                | LIBRARY-REPAIRS/MAINTENANCE   | 6,000                       | -                          | 799                     | 2,427                          | 5,201          | 13%         |  |  |
| 210-60-5511-3-37                | LIBRARY-TRAVEL/CONFERENCE   | 3,000                       | 50                         | 1,472                   | 1,143                          | 1,528          | 49%         |  |  |
| 210-60-5511-3-38                | LIBRARY-AUTOMATION/TECHNOLOGY   | 34,000                      | 25                         | 724                     | 26,426                         | 33,276         | 2%          |  |  |
| 210-60-5511-3-39                | LIBRARY-BOOKS   | 63,840                      | 5,293                      | 43,215                  | 36,214                         | 20,625         | 68%         |  |  |
| 210-60-5511-3-40                | LIBRARY-AUDIOVISUAL   | 14,000                      | 911                        | 6,213                   | 6,773                          | 7,787          | 44%         |  |  |
| 210-60-5511-3-41                | LIBRARY-PERIODICALS   | 7,000                       | -                          | 6,147                   | 6,485                          | 853            | 88%         |  |  |
| 210-60-5511-3-42                | LIBRARY-DATABASES   | 16,000                      | 1,254                      | 12,176                  | 11,546                         | 3,824          | 76%         |  |  |
| 210-60-5511-3-43                | LIBRARY-FURNISHINGS REPLACEMENT   | 8,000                       | 100                        | 313                     | 496                            | 7,687          | 4%          |  |  |
| 210-60-5511-3-44                | LIBRARY-PROGRAMMING   | 15,500                      | 1,987                      | 10,365                  | 10,233                         | 5,135          | 67%         |  |  |







Waupun Public Library - September 2025 Bills

| Processed         | Check #             | Account #       | Account Title         | Description                  | Vendor | Vendor/Name               | Amount       |
|-------------------|---------------------|-----------------|-----------------------|------------------------------|--------|---------------------------|--------------|
|                   |                     | 210-60-5511-330 | Office Supplies       | Copy paper                   | 48     | Amazon Capital Services   | 163.84       |
|                   |                     | 210-60-5511-340 | Audiovisual           | Audiovisual                  | 48     | Amazon Capital Services   | 266.42       |
|                   |                     | 210-60-5511-339 | Books                 | Books                        | 48     | Amazon Capital Services   | 2,063.83     |
|                   |                     | 210-60-5511-332 | Utilities             | Natural gas                  | 1174   | Alliant Energy            | 58.23        |
|                   |                     | 210-60-5511-336 | Repairs/maintenance   | Fall barrier treatment       | 3062   | Badger Pest Control       | 300.00       |
|                   |                     | 210-60-5511-339 | Books                 | Books                        | 4000   | Baker & Taylor            | 584.58       |
|                   |                     | 210-60-5511-330 | Office Supplies       | Receipt paper                | 4037   | Barcodes LLC              | 213.43       |
|                   |                     | 210-60-5511-343 | Furnishings           | Sensory wall panels          | 6142   | Brodart                   | 1,313.70     |
|                   |                     | 210-60-5511-339 | Books                 | Books                        | 7090   | Cavendish Square          | 186.03       |
|                   |                     | 210-60-5511-330 | Office Supplies       | Ink cartridges               | 8025   | CDWG                      | 105.06       |
|                   |                     | 210-60-5511-339 | Books                 | Books                        | 8900   | Center Point Large Print  | 34.59        |
|                   |                     | 210-60-5511-330 | Office Supplies       | Laminate, Book covers, etc   | 11070  | Demco                     | 467.71       |
|                   |                     | 210-60-5511-339 | Books                 | Books                        | 14102  | Gale                      | 881.99       |
|                   |                     | 210-60-5511-341 | Periodicals           | Reference book               | 16124  | Information Today, Inc.   | 352.03       |
|                   |                     | 210-60-5511-338 | Automation/technology | Wireless overwatch           | 16440  | Inter-Quest               | 24.95        |
|                   |                     | 210-60-5511-340 | Audiovisual           | Audiobooks                   | 19050  | MicroMarketing            | 306.54       |
|                   |                     | 210-60-5511-342 | Databases             | Hoopla                       | 19147  | Midwest Tape LLC          | 1,245.16     |
|                   |                     | 210-60-5511-338 | Automation/technology | ILS, hardware, software, etc | 300156 | Monarch Library System    | 21,959.45    |
|                   |                     | 210-60-5511-335 | Promotions            | Postcards promotions         | 300156 | Monarch Library System    | 40.00        |
|                   |                     | 210-60-5511-339 | Books                 | Books                        | 21236  | Penworthy Company         | 1,274.36     |
|                   |                     | 210-60-5511-345 | Miscellaneous         | Petty Cash                   | 21500  | Petty Cash                | 93.95        |
|                   |                     | 210-60-5511-345 | Miscellaneous         | Hosting supplies             | 21665  | PigglyWiggly              | 131.85       |
|                   |                     | 210-60-5511-340 | Audiovisual           | Audiobooks                   | 21876  | Playaway                  | 912.80       |
|                   |                     | 210-60-5511-333 | Postage               | Stamps                       | 22099  | Postmaster                | 78.00        |
|                   |                     | 210-60-5511-330 | Office Supplies       | First aid supplies           | 22402  | Quill                     | 32.48        |
|                   |                     | 210-60-5511-339 | Books                 | Books                        | 23831  | Sebco Books               | 420.61       |
|                   |                     | 210-60-5511-339 | Books                 | Books                        | 24808  | Taste of Home             | 39.98        |
|                   |                     | 210-60-5511-339 | Books                 | Collection agency fees       | 25484  | Unique Mgt Systems        | 23.30        |
|                   |                     | 210-60-5511-344 | Programming           | Historical Society program   | 27147  | Waupun Historical Society | 200.00       |
|                   |                     |                 |                       |                              |        |                           |              |
|                   |                     |                 |                       |                              |        |                           |              |
|                   |                     |                 |                       |                              |        | Total:                    | \$ 33,774.87 |
|                   |                     |                 |                       |                              |        |                           |              |
|                   |                     |                 |                       |                              |        |                           |              |
|                   |                     |                 |                       |                              |        |                           |              |
| 9/8/2025          | Manual check # 1051 |                 |                       | Copier maintenance           |        | James Imaging Systems     | 1,086.45     |
| 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          | 2,720.52     |
|                   |                     |                 |                       |                              |        |                           |              |
|                   |                     |                 |                       |                              |        |                           |              |

**Authorized signature:** \_\_\_\_\_

| <b>LIBRARY</b>     | <b>MONTHLY REPORT<br/>September 2025</b>   |
|--------------------|--|
| <b>Subject</b>     | <b>Summary</b>   |
| Statistics         | Through the end of August, the library circulated/downloaded/loaned 96,085 items, and 36,463 people walked through our doors.  |
| September Programs | Programs for September include Craft Night, book clubs, Flower Arranging, Toddler Tuesday, and Lego Club, along with the weekly storytimes. The monthly Friends of the Library Book Sale was September 8.          |
| WLA Conference     | The annual Wisconsin Library Association Conference will be held October 28 – 31. At this time, we have three staff interested in attending either Wednesday or Thursday, which are the two full days of programs. |
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# **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