

Monday - July 20, 2026

Hortonville Public Library Board of Trustees Meeting Agenda

5:00pm – Convenes in Municipal Services Center- Community Room- 531 N. Nash St. Hortonville, WI

- I. Call to order by presiding officer
- II. Roll call
- III. Agenda changes (to change the position of an item already on the agenda)
- IV. Public comment
- V. Consent agenda
 - a. Library Board of Trustees meeting minutes- June 15, 2026
 - b. Payment of bills and vouchers
- VI. Director's report (provided by Library Director)
 - a. Personnel
 - b. Programming
 - c. Statistics
 - d. Ongoing projects & miscellaneous
 - e. Meetings & continuing education
 - f. Budget
- VII. Discussion and possible action on amending printing and faxing fees
- VIII. Friends of the Hortonville Library update
- IX. Future meeting dates
 - a. August 17, 2026- 5:00 pm
 - b. September 21, 2026- 5:00 pm
- X. Items to add for future agendas
 - a. Policy review
- XI. Motion to adjourn

Posted by: Alexandra Krause, Hortonville Public Library Director
07/17/2026

Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Library Director at 920-779-5000 with as much advance notice as possible.

Monday - June 15, 2026

Hortonville Public Library Board of Trustees Meeting Minutes

5:00pm – Convenes in Municipal Services Center- Community Room- 531 N. Nash St. Hortonville, WI

- I. Call to order by presiding officer- **Meeting called to order at 5:01 pm by President Mike Wirkus.**
- II. Roll call- **Roll call shows trustees Christina King and Kristi Compton absent, all other trustees present.**
- III. Agenda changes (to change the position of an item already on the agenda)- **None**
- IV. Public comment- **None**
- V. Consent agenda- **Motion to accept the meeting minutes and vouchers in the amount of \$5,077.46 made by Carrie Lathrop, seconded by Stephanie Holtz. Roll call vote: all aye.**
 - a. Library Board of Trustees meeting minutes- May 18, 2026
 - b. Payment of bills and vouchers
- VI. Director's report (provided by Library Director)- **Report provided by Director Krause.**
 - a. Personnel
 - b. Programming
 - c. Statistics
 - d. Ongoing projects & miscellaneous
 - e. Meetings & continuing education
 - f. Budget
- VII. Discussion on Trustee Essentials- **Discussed Trustee Essentials 12 & 17. The current library standards are being revised, and a new edition will be released later in 2026.**
 - a. Essential #12 - "Library Standards"
 - b. Essential #17- "Membership in the Library System"
- VIII. Friends of the Hortonville Library update- **The book sale brought in \$3,088.01 for the Friends organization. Through the summer recreation scholarship, 6 kids were funded.**
- IX. Future meeting dates
 - a. July 20, 2026- 5:00 pm
 - b. August 17, 2026- 5:00 pm
- X. Items to add for future agendas- **Request to add library standards review to the October agenda if the new checklist is available.**
 - a. Policy review
- XI. Motion to adjourn- **Motion to adjourn made by Carrie Lathrop, seconded by Lex Jandourek at 5:39 pm.**

Respectfully submitted by: Alexandra Krause, Hortonville Public Library Director
06/15/2026

Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Library Director at 920-779-5000 with as much advance notice as possible.

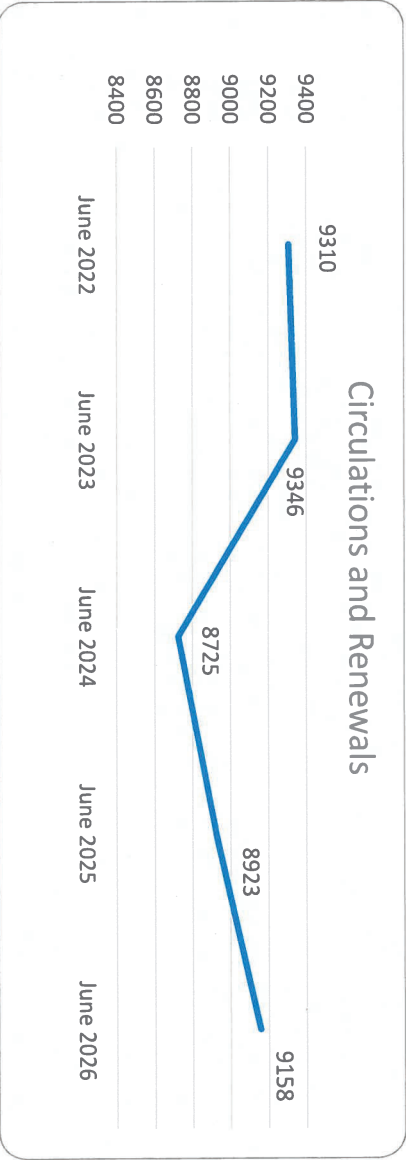
07.20.26 Invoices

2026	BMO	\$3,139.10
2026	Demco	\$376.80
2026	MSI	\$132.93
2026	New London Public Library	\$12.95
2026	Little Chute Public Library	\$15.00
2026	Andie Meyer	\$99.00
2026	Ingram	\$491.16
2026	Gilbert's Sentry	\$26.38
2026	Unique	\$23.30
2026	Wells Fargo	\$180.00
2026	OWLS	\$1,170.38
Total:		\$5,667.00

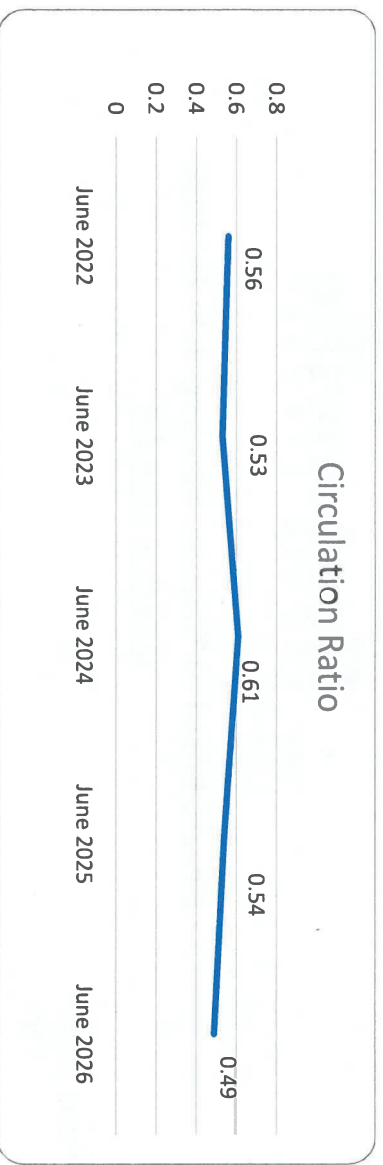
Library Board of Trustees Meeting- July 20, 2026

Director's Report

- Staff Update
 - None
- Programming & Outreach
 - Summer program updates
 - Registration
 - As of Friday, July 17 - 1,103 registrants- 89% of 2025 statistics
 - 2025 overall registrants: 1,237
 - Programming
 - As of Friday morning, July 17- 31 programs, 885 attendees
 - Weather, heat, and smoke prevented some programs
 - 1,891 reading bookmarks returned- 5,673 hours read
- Statistics
 - Cards held Q2: 4,335 (3,344 municipal pop.); comparable to Little Chute: 4,789 (11,619 municipal pop.)
 - Circulation and renewals



- Circulation Ratio



- Ongoing Projects & Miscellaneous
 - ILS project preparation
 - Staff ILS training
 - Collection development- monthly collection purchases
 - Circ desk assistance during busy summer
- Meetings and Continuing Education
 - Regular meetings: Staffing, programming, department head, AAC, OWLS Directors, Village Board
 - ILS system meetings

2026 APPROVED LIBRARY BUDGET
Library - FUND 200

Hortonville Public Library
updated 07/17/2026

ACCT #	DESCRIPTION	2026 APPROVED BUDGET	YTD	2026 ACCOUNT REMAINING	2026 PERCENT REMAINING
REVENUE					
	INTERGOVERNMENTAL REVENUES				
200-43-43720-000	COUNTY AID - OWLS	\$ 230,123.00	\$ 116,692.50	\$113,430.50	50.71%
200-43-43721-000	LIBRARY GRANTS	\$ 600.00	\$ -	\$600.00	0.00%
	INTERGOVERNMENTAL REVENUES TOTALS	\$ 230,723.00	\$ 116,692.50	\$ (114,030.50)	50.58%
	PUBLIC CHARGES FOR SERVICE				
200-46-46710-000	LIBRARY COPIES & FAXES	\$ 500.00	\$ 934.49	-\$434.49	186.90%
200-46-46711-000	LIBRARY COLLECTION AGENCY	\$ -	\$ 32.00	-\$32.00	
200-46-46712-000	LIBRARY MATERIAL REPLACEMENT	\$ 750.00	\$ 585.24	\$164.76	78.03%
	PUBLIC CHARGES FOR SERVICE TOTAL	\$ 1,250.00	\$ 1,551.73	\$ 301.73	124.14%
	MISCELLANEOUS REVENUE				
200-48-48100-000	LIBRARY INTEREST ON INVESTMENTS	\$ 4,300.00	\$ 2,285.20	\$2,014.80	53.14%
200-48-48300-000	SALES OF PROPERTY/EQUIPMENT	\$ -	\$ -	\$0.00	
200-48-48500-000	LIBRARY DONATIONS	\$ 2,000.00	\$ 231.36	\$1,768.64	11.57%
200-48-48600-000	LIBRARY DONATIONS FOHL	\$ 3,000.00	\$ -	\$3,000.00	0.00%
	MISCELLANEOUS REVENUE TOTAL	\$ 9,300.00	\$ 2,516.56	\$ (6,783.44)	27.06%
	OTHER FINANCING SOURCES				
200-49-49210-000	TRANSFER FROM GENERAL FUND	\$ 150,792.20	\$ 150,792.20	\$0.00	100.00%
200-49-49300-000	FUND BALANCE APPLIED	\$ -	\$ -	\$0.00	
	OTHER FINANCING SOURCES TOTAL	\$ 150,792.20	\$ 150,792.20	\$ -	100.00%
	FUND 200 REVENUE	392,065	271,552.99	-120,512	69.26%
EXPENDITURE					
	LIBRARY DIRECTOR				
200-55-55110-110	PAYROLL	\$ 60,446.58	\$ 32,645.14	\$ 27,801.44	54.01%
200-55-55110-111	LONGEVITY	\$ 1,675.22	\$ 1,692.50	(17.28)	101.03%
200-55-55110-120	FICA	\$ 4,624.16	\$ 2,525.57	\$ 2,098.59	54.62%
200-55-55110-135	HEALTH INSURANCE WAIVER PAYMENTS	\$ -	\$ -	\$ -	

200-55-55110-170	RETIREMENT	\$	4,352.15	\$	2,472.30	\$	1,879.85	56.81%
200-55-55110-330	TRAVEL, SEMINARS	\$	2,500.00	\$	2,599.16	\$	(99.16)	103.97%
LIBRARY DIRECTOR TOTAL		\$	73,598.11	\$	41,934.67	\$	31,663.44	56.98%
LIBRARY STAFF								
200-55-55111-110	PAYROLL	\$	149,784.44	\$	80,347.07	\$	69,437.37	53.64%
200-55-55111-111	LONGEVITY	\$	1,452.50	\$	839.83	\$	612.67	57.82%
200-55-55111-120	FICA	\$	11,458.51	\$	6,210.14	\$	5,248.37	54.20%
200-55-55111-170	RETIREMENT	\$	10,784.48	\$	4,367.92	\$	6,416.56	40.50%
200-55-55111-330	TRAVEL, SEMINARS	\$	3,000.00	\$	141.85	\$	2,858.15	4.73%
LIBRARY STAFF TOTAL		\$	176,479.93	\$	91,906.81	\$	84,573.12	52.08%
LIBRARY EMPLOYEE BENEFITS								
200-55-55112-132	HEALTH INSURANCE, HRA ADMIN FEES	\$	14,471.60	\$	6,601.37	\$	7,870.23	45.62%
200-55-55112-133	HRA REIMBURSEMENTS	\$	4,500.00	\$	179.72	\$	4,320.28	3.99%
200-55-55112-134	DENTAL	\$	773.20	\$	372.66	\$	400.54	48.20%
200-55-55112-136	LIFE/DISABILITY INSURANCE	\$	750.00	\$	369.59	\$	380.41	49.28%
200-55-55112-140	CLOTHING ALLOWANCE	\$	800.00	\$	561.46	\$	238.54	70.18%
200-55-55112-395	HEALTH (TESTS, EAP)	\$	200.00	\$	-	\$	200.00	0.00%
LIBRARY EMPLOYEE BENEFITS TOTAL		\$	21,494.80	\$	8,084.80	\$	5,539.77	37.61%
LIBRARY OPERATIONS								
200-55-55113-202	PROFESSIONAL SERVICES	\$	4,700.00	\$	2,140.84	\$	2,559.16	45.55%
200-55-55113-204	MAINTENANCE CONTRACTS	\$	7,300.24	\$	3,133.66	\$	4,166.58	42.93%
200-55-55113-213	LIBRARY AUDIT	\$	800.00	\$	-	\$	800.00	0.00%
200-55-55113-220	UTILITIES	\$	6,500.00	\$	3,826.58	\$	2,673.42	58.87%
200-55-55113-310	OFFICE SUPPLIES	\$	10,000.00	\$	1,617.98	\$	8,382.02	16.18%
200-55-55113-312	OWLS MEMBERSHIP	\$	18,166.00	\$	18,166.00	\$	-	100.00%
200-55-55113-320	MEMBERSHIP & DUES	\$	500.00	\$	18.43	\$	481.57	3.69%
200-55-55113-340	BUILDING MAINT. SUPPLIES	\$	200.00	\$	-	\$	200.00	0.00%
200-55-55113-390	OTHER SUPPLIES/EXPENSES	\$	-	\$	-	\$	-	#DIV/0!
200-55-55113-399	PROPERTY AND LIABILITY INSURANCE	\$	1,000.00	\$	1,000.00	\$	-	100.00%
LIBRARY OPERATIONS TOTAL		\$	49,166.24	\$	29,903.49	\$	19,262.75	60.82%
LIBRARY PROGRAMS								
200-55-55114-380	PROGRAMS - ADULT	\$	5,000.00	\$	918.80	\$	4,081.20	18.38%
200-55-55114-381	PROGRAMS - TEENS	\$	1,500.00	\$	420.87	\$	1,079.13	28.06%

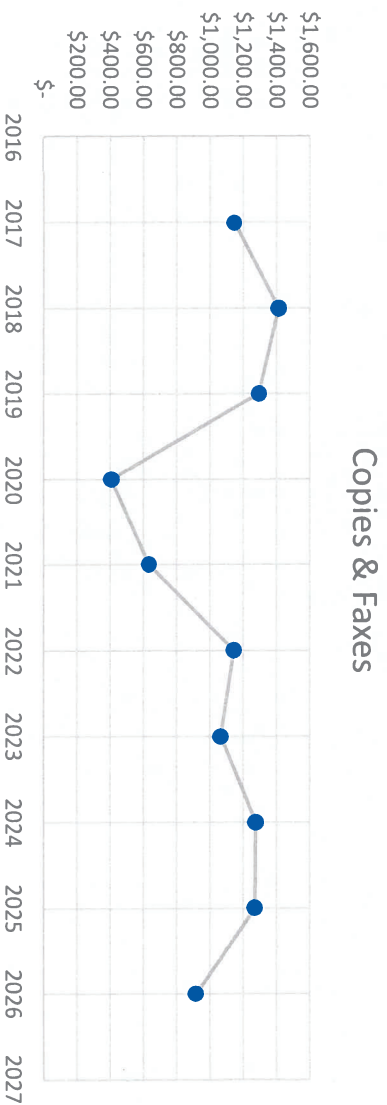
200-55-55114-382	PROGRAMS - CHILDRENS	\$	5,000.00	\$	1,921.81	\$	3,078.19	38.44%
	LIBRARY PROGRAMS TOTAL	\$	11,500.00	\$	3,261.48	\$	8,238.52	28.36%
	LIBRARY MATERIALS							
200-55-55115-380	LIBRARY BOOKS - ADULT	\$	13,000.00	\$	4,838.43	\$	8,161.57	37.22%
200-55-55115-381	LIBRARY BOOKS - TEEN	\$	9,000.00	\$	908.43	\$	8,091.57	10.09%
200-55-55115-382	LIBRARY BOOKS - CHILDRENS	\$	11,000.00	\$	1,504.69	\$	9,495.31	13.68%
200-55-55115-383	LIBRARY BOOKS- KITS	\$	1,500.00	\$	-	\$	1,500.00	0.00%
200-55-55115-390	LIBRARY BOOKS - ADULT LG PRINT	\$	2,000.00	\$	545.92	\$	1,454.08	27.30%
200-55-55115-399	LIBRARY BOOKS - MAG & NEWSPAPER	\$	900.00	\$	-	\$	900.00	0.00%
	LIBRARY MATERIALS TOTAL	\$	37,400.00	\$	7,797.47	\$	29,602.53	20.85%
	LIBRARY AUDIO VISUAL							
200-55-55116-380	LIBRARY A/V ADULT	\$	1,700.00	\$	26.92	\$	1,673.08	1.58%
200-55-55116-381	LIBRARY A/V TEEN	\$	-	\$	-	\$	-	
200-55-55116-382	LIBRARY A/V CHILDRENS	\$	900.00	\$	(361.37)	\$	1,261.37	-40.15%
200-55-55116-383	LIBRARY A/V VIDEO GAMES	\$	3,000.00	\$	-	\$	3,000.00	
200-55-55116-390	<i>LIBRARY A/V E-BOOKS/ERESEARCH</i>	<i>\$</i>	<i>2,595.00</i>	<i>\$</i>	<i>2,594.92</i>	<i>\$</i>	<i>0.08</i>	<i>100.00%</i>
	LIBRARY AUDIO VISUAL TOTAL	\$	8,195.00	\$	2,260.47	\$	5,934.53	27.58%
	LIBRARY BUILDING MAINTENANCE							
100-55-55150-110	LIBRARY BLDG MAINT- PAYROLL	\$	5,000.00	\$	1,681.25	\$	3,318.75	33.63%
100-55-55150-111	LIBRARY BLDG MAINT- LONGEVITY	\$	45.50	\$	-	\$	45.50	0.00%
100-55-55150-120	LIBRARY BLDG MAINT- FICA	\$	400.64	\$	128.06	\$	272.58	31.96%
100-55-55150-135	LIBRARY BLDG MAINT- HEALTH INS WAIVER	\$	-	\$	-	\$	-	
100-55-55150-170	LIBRARY BLDG MAINT- RETIREMENT	\$	369.60	\$	10.10	\$	359.50	2.73%
100-55-55150-202	LIBRARY BLDG MAINT-PROF SERV	\$	530.00	\$	160.06	\$	369.94	30.20%
100-55-55150-340	LIB BLDG MAINT - SUPPLIES	\$	500.00	\$	-	\$	500.00	0.00%
100-55-55150-390	LIB BLDG MAINT - OTHER	\$	500.00	\$	142.00	\$	358.00	28.40%
	LIBRARY BUILDING MAINTENANCE TOTAL	\$	7,345.74	\$	2,121.47	\$	5,224.27	28.88%
	LIBRARY DONATIONS EXPENSED							
200-55-55117-390	LIBRARY DONATIONS EXPENSED	\$	1,000.00	\$	(311.88)	\$	1,311.88	-31.19%
200-55-55117-391	<i>LIBRARY DONATIONS EXPENSED FOHL</i>	<i>\$</i>	<i>3,000.00</i>	<i>\$</i>	<i>3,199.64</i>	<i>\$</i>	<i>(199.64)</i>	<i>106.65%</i>
200-55-55117-399	LIBRARY DONATIONS MATERIALS	\$	2,000.00	\$	-	\$	2,000.00	0.00%
	LIBRARY DONATIONS TOTAL	\$	6,000.00	\$	2,887.76	\$	3,112.24	48.13%

EXPENDITURES TOTAL	\$	391,179.82	\$	190,158.42	\$	201,021.40	48.61%
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RESERVE FUND BALANCE	\$	838.00	\$	-	\$	838.00
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HPL Copies & Faxes

2026	\$	916.40
2025	\$	1,270.31
2024	\$	1,275.68
2023	\$	1,064.83
2022	\$	1,144.34
2021	\$	632.34
2020	\$	406.22
2019	\$	1,293.19
2018	\$	1,413.20
2017	\$	1,146.18



Budget Expectations	Actual Revenue
2026	\$ 500.00 \$ 916.40 183.28%
2025	\$ 500.00 \$ 1,457.92 291.58%
2024	\$ 500.00 \$ 1,303.93 260.79%
2023	\$ 1,200.00 \$ 1,092.00 91.00%
2022	\$ 1,200.00 \$ 1,116.58 93.05%

Budgeted Revenues	
Copy & Faxing	\$ 500.00 0.13%
County Aid & Grants	\$ 230,723.00 58.85%
Material Replacement	\$ 750.00 0.19%
Interest on Investments	\$ 4,300.00 1.10%
Donations	\$ 2,000.00 0.51%
FOHL Donations	\$ 3,000.00 0.77%
Transfer from General Fund	\$ 150,792.20 38.46%
Total	\$ 392,065.20 100.00%

Printing & Faxing Analysis- OWLS Libraries

	B/W	Color	Fax- 1st Page	Fax- Other Pages
APL	\$ 0.15	\$ 0.35	\$ 1.75	\$ 1.00
CPL	\$ 0.15	\$ 0.25	-	-
HPL	\$ 0.25	\$ 0.50	\$ 1.00	\$ 0.75
IOLA	\$ 0.15	\$ 0.30	\$ 1.00	\$ 1.00
KAU	\$ 0.10	\$ 0.25	\$ 0.50	\$ 0.50
KIM	\$ 0.25	\$ 0.50	\$ 2.00	\$ 1.00
MAN	\$ 0.15	\$ 0.25	\$3.00 (5 pages)	\$ 0.50
MAR	\$ 0.20	\$ 0.25	\$ 0.50	\$ 0.50
SCA	\$ 0.15	\$ -	\$ 1.00	\$ 1.00
SEY	\$ 0.25	\$ 0.50	\$ 1.00	\$ 1.00
WAU	\$ 0.15	\$ 0.50	\$ 2.00	\$ 1.00
WEY	\$ 0.10	\$ -	\$ 2.00	\$ 1.00

Recommendation	\$ 0.10	\$ 0.25	\$ 1.00	\$ 0.50
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