



**VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE**

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Join Teleconference: 1 312 626 6799 Meeting ID: 875 1665 5030

**CALL TO ORDER**

**ROLL CALL**

**MINUTES FROM PREVIOUS MEETINGS**

1. November minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

*No Public Participation after this point.*

**MONTHLY STATISTICS**

2. December statistics

**BUDGET SUMMARY**

3. December 2025 budget report - not final

**CONSIDERATION OF BILLS FOR PAYMENT**

4. 2025 December bills

5. Dec25 pd Jan26

6. January 2026 bills

**COMMITTEE REPORTS**

**LIBRARIAN'S REPORT**

7. Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

8. Bylaws recommendation: move quorum from 3 to 4 people since there are now eight Board members.

9. Hometown Glass quote for window replacements

10. Key Performance Indicators for public libraries

11. Library Director retirement

12. Appoint Library Director Hiring Committee

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

13. Tentative next meeting: Wednesday, February 18, 2026, at 4:30 p.m.

**ADJOURNMENT**

*Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.*

**Minutes of the Waupun Public Library Board Meeting**  
**Wednesday, November 19, 2025**

The Waupun Public Library Board was called to order by Dr. Bev Martens, President, at 4:30 p.m. on Wednesday, November 19, 2025. Present were Beer, DeJager, Hill, Homan, Mielke, Svec, Jaeger, and Garcia. Gehl was absent.

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 Hill, to accept the September minutes as presented. Motion carried.

**Persons Wishing to Address the Library Board**

No persons addressed the Library Board.

Visitors attending the meeting were Andy Nygren, Madeleine Nygren, Jenny Nygren, Kaedon DeJager, Dave DeJager, and Forsell Gappa.

**Monthly Statistics**

October statistics were reviewed.

**Budget Summary**

Current budget was reviewed.

**Consideration of Bills for Payment**

Motion by Svec, second Mielke, to pay November 2025 bills as presented. Motion carried 7-0 on roll call.

**Committee Reports**

None.

**Librarian's Report**

Librarian's report was reviewed.

**Old Business**

None.

**New Business**

Motion by Svec, second Homan, to approve the 2026 library budget as presented. Motion carried 7-0 on roll call.

Motion by Mielke, second Svec, to approve the 2026 staff wage grid as presented. Motion carried 7-0 on roll call.

Motion by Martens, second Svec, to authorize the release of future expenditures in case there is no December Library Board meeting. Motion carried 7-0 on roll call.

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

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

**Adjournment**

Motion by Svec, second DeJager, to adjourn at 5:02 p.m. Motion carried.

Casey Homan, Acting Secretary

CH/bkj

Waupun Public Library Monthly Statistics					
CIRCULATION	Dec. 25	Dec. 24	YTD 2025	YTD 2024	YTD%
Juvenile Nonfiction	558	605	6,463	7,249	-10.8%
Juvenile Fiction	1,440	1,495	28,337	30,576	-7.3%
Juvenile Periodical	1	7	89	143	-37.8%
Juvenile Book on CD	20	16	295	198	49.0%
Juvenile MP3 audio	13	5	41	61	-32.8%
Juvenile DVD	207	272	3,222	3,846	-16.2%
Juvenile Music CD	1	5	23	106	-78.3%
Juvenile Video Game	33	26	555	481	15.4%
Misc. (kits, av tapes, etc)	1	0	10	15	-33.3%
<b>Total Juvenile</b>	<b>2,274</b>	<b>2,431</b>	<b>39,035</b>	<b>42,675</b>	<b>-8.5%</b>
Adult Nonfiction	404	466	5,997	6,846	-12.4%
Adult Fiction	1,554	1,534	22,818	22,566	1.1%
Adult Periodical	55	84	694	812	-14.5%
Adult Book on CD	140	91	1,266	1,549	-18.3%
Adult MP3 audio	6	5	35	52	-32.7%
Adult DVD	1,318	1,449	17,070	17,361	-1.7%
Adult Music CD	86	64	1,030	1,377	-25.2%
Adult Video Game	17	11	205	119	72.3%
Pamphlets/Vertical File	0	0	8	0	#DIV/0!
Equipment/die cuts	0	0	3	5	-40.0%
Misc (kits, tapes, av games)	0	11	18	48	-62.5%
<b>Total Adult</b>	<b>3,580</b>	<b>3,715</b>	<b>49,144</b>	<b>50,735</b>	<b>-3.1%</b>
<b>State Report Circulation</b>	<b>5,854</b>	<b>6,146</b>	<b>88,179</b>	<b>93,410</b>	<b>-5.6%</b>
Downloads (OverDrive)	1,193	1,085	15,071	14,064	7.2%
Downloads (Hoopla)	390	256	4,814	3,124	54.1%
ILL-Items Sent	2,246	2,189	30,589	28,023	9.2%
ILL Item Received	63	37	581	547	6.2%
<b>TOTAL CIRCULATION</b>	<b>9,746</b>	<b>9,713</b>	<b>139,234</b>	<b>139,168</b>	<b>0.0%</b>
To Columbia Co. Rural	66	57	995	581	71.3%
To Dodge Co. Rural	488	604	6,440	8,335	-22.7%
To FDL Co. Rural	1,006	1,277	16,499	18,350	-10.1%
To Green Lake Co. Rural	37	9	299	385	-22.3%
Rural circ subtotals			24,233	27,651	-12.4%
<b>USE</b>					
<b>Patron Gate (visits)</b>	<b>3,584</b>	<b>3,439</b>	<b>52,638</b>	<b>54,815</b>	<b>-4.0%</b>
In-person Programs	277	346	4,021	5,562	-27.7%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	52	21	374	372	0.5%
Meeting Room Use	121	155	3,107	2,477	25.4%
Computer Use	194	204	3,775	4,105	-8.0%
Wireless Use	317	343	4,621	4,295	7.6%
Reference Questions	513	445	5,954	4,770	24.8%
Monthly website hits	2,052	1,634	23,820	22,530	5.7%
Curbside/Window service	93	111	1,365	1376	-0.8%

Waupun Public Library						
Budget Report		12/31/2025	12/31/2025	12/31/2025	12/31/2024	
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance
<b>Library Fund Operating Activity</b>						<i>(Partial property tax allocation is recorded in February. Full allocation is recorded after the August settlement.)</i>
<b>Revenues</b>						
210-41-4111-0-00	GENERAL PROPERTY TAXES	575,277	-	575,277	553,896	-
210-43-4367-0-00	COUNTY APPROPRIATION	223,304	-	231,464	224,606	(8,160)
210-46-4671-0-00	FEES-LIBRARY	1,300	143	1,950	1,528	(650)
210-48-4811-0-00	INTEREST REVENUE	-	1,634	26,111	30,281	(26,111)
210-48-4816-0-00	DIVIDEND REVENUE	-	860	3,441	3,228	(3,441)
210-48-4861-0-00	GRANTS AND DONATIONS	5,000	-	-	5,000	5,000
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	9,934	-
Total Revenues		804,881	2,637	838,243	828,474	(33,362)
<b>Expenditures</b>						
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	453,001	33,438	435,676	437,784	17,325
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	55,460	3,606	49,615	46,991	5,845
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	900	87	1,025	974	(125)
210-60-5511-2-22	LIBRARY-RETIREMENT	22,292	1,762	22,237	20,996	55
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	34,288	2,491	32,843	32,031	1,445
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,300	-	-	3,279	3,300
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	2,000	167	2,006	2,006	(6)
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,000	337	10,918	20,504	8,082
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,300	211	3,006	3,969	1,294
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	2,080	27,998	26,155	1,002
210-60-5511-3-33	LIBRARY-POSTAGE	2,000	156	1,842	2,191	158
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	986	959	1,515
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	1,308	6,089	6,805	911
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	2,234	7,778	10,689	(1,778)
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	3,000	83	2,659	2,007	341
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	25	22,784	29,469	11,216
210-60-5511-3-39	LIBRARY-BOOKS	63,840	3,702	63,714	64,715	126
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	432	9,448	13,646	4,552
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	759	7,284	7,269	(284)
210-60-5511-3-42	LIBRARY-DATABASES	16,000	1,177	17,275	15,571	(1,275)
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	1,626	3,915	6,374
210-60-5511-3-44	LIBRARY-PROGRAMMING	15,500	1,138	13,548	13,298	1,953
						87%

Waupun Public Library						
Budget Report		12/31/2025		12/31/2025		
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	198	2,235	2,034	266
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-
Total Expenditures		804,881	55,392	742,588	767,256	62,293
Excess (Deficiency) Revenues Over Expenditures		(52,755)	95,655	61,218		
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	Prior Yr YTD Actl	Budget Balance
Library Fund Trust & Transfer Activity						
Revenues						
210-48-4850-000	LIBRARY TRUST DONATIONS	-	5,000	11,354	6,438	
210-49-4920-0-00	OPERATING TRANSFERS IN	-	-	-	-	
Total Revenues		5,000	11,354	6,438		
Expenditures						
210-60-5504-3-38	LIBRARY-TRUST OPERATING EXPENS	-	-	864		
210-60-5504-8-00	LIBRARY-TRUST CAPITAL EXPENSES	-	-	29,708		
210-80-5960-3-38	OPERATING TRANSFER OUT-CAPITAL	-	-	-		
Total Expenditures		-	-	30,572		
Excess (Deficiency) Trust/Transfer Revenues Over Expenditures		5,000	11,354	(24,135)		
Library Fund Grand Totals						
Total Revenues		804,881	7,637	849,597	834,912	
Total Expenditures		804,881	55,392	742,588	797,829	
Excess (Deficiency) Total Revenues Over Total Expenditures		(47,755)	107,009	37,083		
Library Fund Cash Balances						
210-10001	CASH-LIBRARY	Wells Fargo General Ckg Acct	30,122.19			
210-11612	LIBRARY SYSTEMS ACCOUNT	LGIP Acct 1	419,070.58	<i>Preliminary budget report will not have an updated cash balance until all journal entries are recorded.</i>		
210-11614	LIBRARY TRUST ACCOUNT	LGIP Acct 2	85,549.30	<i>Final month end budget report will have updated cash balances.</i>		
210-11615	RUTH E. BAYLEY ACCOUNT		90,812.30			
Total Library Fund Cash			625,554.37			

Waupun Public Library - December 2025 Bills

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

Waupun Public Library - Dec 2025 Bills paid Jan 2026

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

Waupun Public Library - January 2026 Bills

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

LIBRARY	MONTHLY REPORT January 2026
Subject	Summary
Statistics	Through the end of 2025, the library circulated/downloaded/loaned 139,234 items, and 52,638 people walked through our doors.
January Programs	Programs for January include Craft Night, book clubs, Puzzle Race, Toddler Tuesday, Movie Day, and Lego Club, along with the weekly storytimes. The monthly Friends of the Library Book Sale was January 12.
Donation	The library received a donation of \$5,000 from Drs. Al and Bev Martens. These funds have been deposited into the Library Trust.
Stock value	The yearly stock value calculations have been completed and Bret will attach the results at the end of this report.
Manual checking account	Bret will attach the 2025 details of the manual checking account at the end of this report so the Library Board can see the overall activity.
Front drainage project	The drainage project for rain and snow melt has been completed.
Elevator issue	On January 12, around 5 pm, the elevator stopped working and a woman was stuck inside. Fire Department was called and they were able to free the woman. Elevator technician showed up later and was able to restore elevator operation.
Summer Reading Program	Youth Librarian Lisa Bille sent out letters asking if businesses or entities could sponsor a prize, entertainer, or activity for the 2026 Summer Reading Program. We already received one sponsor check of \$100 from SIA Insurance, and hope to receive additional funds in the next couple of months.

Stock breakdown - Waupun Public Library

End of 2025

<u>Name of stock</u>	<u>Symbol</u>	<u>Shares</u>	<u>Share \$</u>	2025	2024	<u>% change</u>	<u>Amount</u>
				<u>Total</u>	<u>Total</u>		
Ameren	AEE	80	99.86	7,988.80	7,131.20	12.0%	857.60
Wisconsin Energy Corp.	WEC	870	105.46	91,750.20	81,814.80	12.1%	9,935.40
Wis. Electric. - Preferred 1-800-881-5882 1-414-221-2345	WELPP	30	67.00	2,010.00	1,866.30	7.7%	143.70
				\$ 101,749.00	\$ 90,812.30	12.0%	10,936.70

## Manual checking account - Waupun Public Library - 2025

<u>#</u>	<u>Date</u>	<u>Transaction Description</u>	<u>Payment</u>	<u>Fee</u>	<u>Deposit</u>	<u>Balance</u>
	1/1/2024	Current balance				\$ 8,753.88
1043	1/27/2025	Monarch Library System - old Telephony	51.99			8,701.89
	1/27/2025	Copies		309.93		9,011.82
	2/24/2025	Copies		380.12		9,391.94
1044	3/5/2025	James Imaging Systems	717.17			8,674.77
	4/4/2025	Copies		584.14		9,258.91
1045	VOIDED					9,258.91
	4/28/2025	Copies		283.83		9,542.74
	6/3/2025	Copies		362.50		9,905.24
1046	6/5/2025	James Imaging Systems	780.12			9,125.12
1047	6/16/2025	Amazon - missed invoice	21.98			9,103.14
1048	6/20/2025	USA Today - subscription adjustment	14.81			9,088.33
	6/26/2025	Copies		270.00		9,358.33
1049	7/7/2025	James Imaging Systems	38.18			9,320.15
1050	7/18/2025	Nichole Bovee - Carnival Finale rentals	710.00			8,610.15
	7/31/2025	Copies		659.21		9,269.36
	8/21/2025	Copies		346.45		9,615.81
1051	9/8/2025	James Imaging Systems	1,086.45			8,529.36
	9/18/2025	Copies		513.90		9,043.26
	11/3/2025	Copies		481.78		9,525.04
1052	12/8/2025	James Imaging Systems	694.38			8,830.66
	12/18/2025	Copies		450.05		9,280.71
	12/30/2026	Copies		59.10		9,339.81
	12/30/2026	Copies		99.25		9,439.06



Building Improvements \* Mobile Auto Glass \* Complete Glass Service  
 OFFICE AND SHOP: N7171 Raceway Road  
 Phone: (920) 887-3757 Fax: (920) 887-3338 Beaver Dam, WI 53916

## CONTRACT SUBMITTED TO:

PHONE: 920-324-7918

EMAIL: jeff@cityofwaupunwi.gov

NAME: Waupun Public Library  
 STREET: 123 S Forest St.  
 CITY & STATE: Waupun WI 53963

JOB NAME: Insulated Glass Replacement

STREET: 123 S Forest St.

CITY &amp; STATE: Waupun WI 53963

DATE: 12/11/2025

It is agreed this Contract shall be for the following work and materials:

Furnish and install 8 pieces of 1" insulated units with frosted tempered glass, replacing units with seal failure in the curtainwall of the southwest corner of the building. See page 2 locations - yellow square labelled for scope.	\$4,640.00 \$580 Each
Furnish and install 22 pieces of 1" insulated units with frosted tempered glass, replacing all the units frosted units in the curtainwall on the southwest corner of the building. See page 2 - red lines for scope.	\$10,450.00 \$475 Each

**Quote includes disposal, labor and freight. Tax was not included.**

1. Contractors shall furnish Buyer with lien waivers in writing from contractors, subcontractors and material suppliers in proportion to the value of all labor, services and products or materials furnished or delivered as of the time payment(s) is (are) made upon request.
2. A copy of manufacturer's warranties on products shall be provided upon completion. Hometown Glass & Improvement, Inc. warrants that all work will be completed in a workmanlike manner according to standard practices. No other warranties are made.
3. All deviations from the above specifications shall be in writing, signed by both parties and specifying any price increase or decrease.
4. Owner shall carry fire, wind and any other insurance owner deems necessary.
5. Finance charge of 1.5% per month on unpaid balance after 30 days, 18% annum. 3% charge will be added to invoice if paid by a credit card.
6. 3% charge will be added to invoice if paid by a credit card.

**AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.**

It is proposed that work shall be completed on or about: \_\_\_\_\_

It is agreed the above described work will be completed in accordance with the above specifications for the sum of:

payable as follows: Net 30 Days

Authorized Signature: 

\* Insert name or representative who solicited or negotiated this contract.

**Tim Weisensel**

This contract shall be null and void if not accepted on or before: ( 30 Days From Today's Date ) 12/11/2025

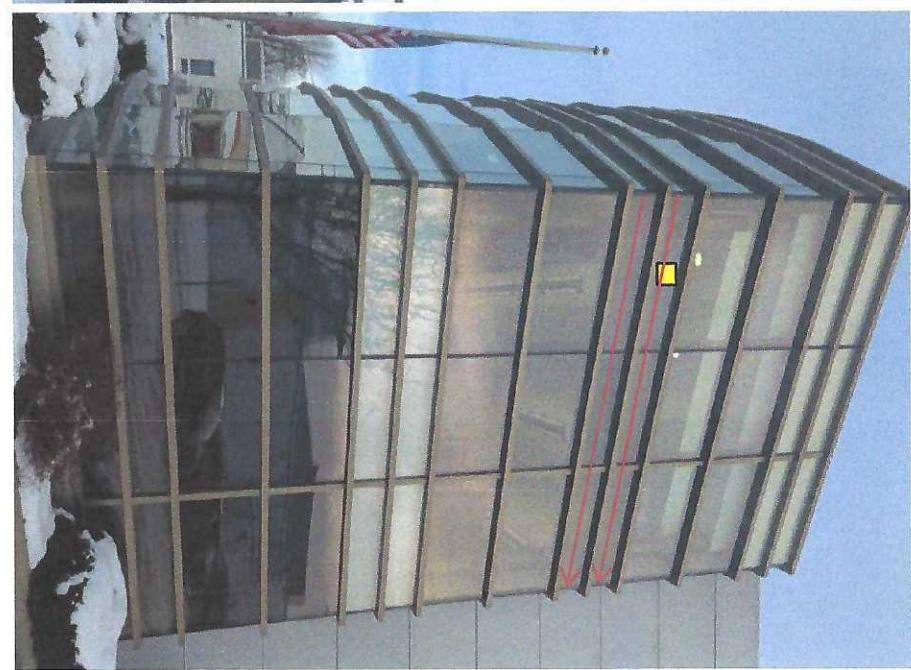
### ACCEPTANCE OF CONTRACT

Owner hereby agreed to the foregoing specifications, prices, terms and conditions and authorizes Hometown Glass & Improvement, Inc. to proceed. By signing this Acceptance, owner acknowledges receipt of a copy of this contract.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_



contract with **HOME TOWN**  
GLASS & IMPROVEMENT, INC.

# Waupun Public Library

123 South Forest Street  
P.O. Box 391  
WAUPUN, WI 53963-0391  
(920) 324-7925  
Fax (920) 324-7933

*One of Wisconsin's Fine Libraries  
serving  
One of Wisconsin's Fine Communities*

January 6, 2026

Dr. Bev Martens  
N3282 Oak Grove Rd  
Waupun, WI 53963

Dear Dr. Bev,

While I have been hinting at retirement for the past couple of years, the time has finally arrived. I am informing you I have filed with the Wisconsin Retirement System and my final date of employment is March 12, 2026. The date of March 12 is especially meaningful to me since I started as the Library Director at the Meeker Public Library (Colorado) on March 12, 1990. I think 36 years as a library director is enough.

I still think of my initial phone interview conducted by Sandy Rohrer and Claudia Waskow in 1997. Then the offer of the job (then-President Mike Bausch gave me 24 hours to think it over), and the decision to move my wife and toddler daughter here. The move was not easy, but we weathered all of the challenges.

Looking back, I can't believe all the things that happened here – two major additions, a library system merger, being part of State and library system committees, Covid, the drive-up service window and study pod projects, but it looks like I'll miss the elevator replacement project!

Thank you for your support over the years, as well as the support from the Library Board and the library staff.

Sincerely,



Bret Jaeger  
Library Director (for only a few more weeks!)

Cc: City Clerk Angie Hull