



A G E N D A
CITY OF WAUPUN LIBRARY BOARD
Waupun Public Library – 123 S. Forest Street,
Waupun WI
Wednesday, January 21, 2026 at 4:30 PM

VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE

Join virtually: <https://us02web.zoom.us/j/87516655030>

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%
Total Juvenile	2,274	2,431	39,035	42,675	-8.5%
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%
Total Adult	3,580	3,715	49,144	50,735	-3.1%
State Report Circulation	5,854	6,146	88,179	93,410	-5.6%
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%
TOTAL CIRCULATION	9,746	9,713	139,234	139,168	0.0%
<i>To Columbia Co. Rural</i>	66	57	995	581	71.3%
<i>To Dodge Co. Rural</i>	488	604	6,440	8,335	-22.7%
<i>To FDL Co. Rural</i>	1,006	1,277	16,499	18,350	-10.1%
<i>To Green Lake Co. Rural</i>	37	9	299	385	-22.3%
Rural circ subtotals			24,233	27,651	-12.4%
USE					
Patron Gate (visits)	3,584	3,439	52,638	54,815	-4.0%
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									
Account Number	Account Title	12/31/2025 Annual Budget	12/31/2025 Current Month	12/31/2025 YTD Actual	12/31/2024 Prior Yr YTD Actl	Budget Balance	% of Budget		
Library Fund Operating Activity									
Revenues	(Partial property tax allocation is recorded in February. Full allocation is recorded after the August settlement)								
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	143	1,950	1,528	(650)	150%		
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	0%		
210-49-4975-0-00	UNREALIZED GAIN ON INVESTMENTS	-	-	-	9,934	-	0%		
Total Revenues		804,881	2,637	838,243	828,474	(33,362)	104%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	453,001	33,438	435,676	437,784	17,325	96%		
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	89%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	900	87	1,025	974	(125)	114%		
210-60-5511-2-22	LIBRARY-RETIREMENT	22,292	1,762	22,237	20,996	55	100%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	34,288	2,491	32,843	32,031	1,445	96%		
210-60-5511-2-24	LIBRARY-SICK LEAVE PO	3,300	-	-	3,279	3,300	0%		
210-60-5511-2-29	LIBRARY-INCOME CONTINUATION	2,000	167	2,006	2,006	(6)	100%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,000	337	10,918	20,504	8,082	57%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,300	211	3,006	3,969	1,294	70%		
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	2,080	27,998	26,155	1,002	97%		
210-60-5511-3-33	LIBRARY-POSTAGE	2,000	156	1,842	2,191	158	92%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	986	959	1,515	39%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	1,308	6,089	6,805	911	87%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	6,000	2,234	7,778	10,689	(1,778)	130%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	3,000	83	2,659	2,007	341	89%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	25	22,784	29,469	11,216	67%		
210-60-5511-3-39	LIBRARY-BOOKS	63,840	3,702	63,714	64,715	126	100%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	432	9,448	13,646	4,552	67%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	759	7,284	7,269	(284)	104%		
210-60-5511-3-42	LIBRARY-DATABASES	16,000	1,177	17,275	15,571	(1,275)	108%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	8,000	-	1,626	3,915	6,374	20%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	15,500	1,138	13,548	13,298	1,953	87%		

Waupun Public Library									
Budget Report									
Account Number	Account Title	12/31/2025 Annual Budget	12/31/2025 Current Month	12/31/2025 YTD Actual	12/31/2024 Prior Yr YTD Actl	Budget Balance	% of Budget		
210-60-5511-3-45	LIBRARY-MISCELLANEOUS	2,500	198	2,235	2,034	266	89%		
210-60-5511-8-00	LIBRARY-CAPITAL OUTLAY	-	-	-	-	-			
Total Expenditures		804,881	55,392	742,588	767,256	62,293	92%		
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	% of Budget		
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			30,122.19					
210-11612	LIBRARY SYSTEMS ACCOUNT		LGIP Acct 1	419,070.58					
210-11614	LIBRARY TRUST ACCOUNT		LGIP Acct 2	85,549.30					
210-11615	RUTH E. BAYLEY ACCOUNT			90,812.30					
Total Library Fund Cash				625,554.37					

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 - December 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>
12/11/2025	111007	210-60-5511-330	Office Supplies	Cards	48	Amazon Capital Services	12.58
12/11/2025	111007	210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	221.54
12/11/2025	111007	210-60-5511-339	Books	Books	48	Amazon Capital Services	2,855.18
12/11/2025	111007	210-60-5511-344	Programming	Programming supplies	48	Amazon Capital Services	358.77
12/11/2025	111006	210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	515.95
12/11/2025	111008	210-60-5511-336	repairs/maintenance	Gutter Project	6109	BRH Enterprises	2,233.50
12/11/2025	111009	210-60-5511-330	Office Supplies	Ink cartridges	8025	CDWG	107.33
12/11/2025	111010	210-60-5511-339	Books	Books	8900	Center Point Large Print	57.60
12/11/2025	111011	210-60-5511-339	Books	Books	14102	Gale	515.47
12/11/2025	111012	210-60-5511-337	Travel/training/conf.	Mileage reimbursement	14402	Garcia, Pam	69.30
12/11/2025	111013	210-60-5511-339	Books	Books	300370	Ingram Library Services	24.39
12/11/2025	111014	210-60-5511-338	Automation/technology	Wireless overwatch	16440	Inter-Quest	24.95
12/11/2025	111015	210-60-5511-337	Travel/training/conf.	Mileage reimbursement	16648	Jaeger, Bret	14.00
12/11/2025	111016	210-60-5511-335	Promotions	Custom water bottles	16660	Janway Company	1,308.00
12/11/2025	111017	210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	210.57
12/11/2025	111018	210-60-5511-342	Databases	Hoopla	19147	Midwest Tape LLC	1,176.52
12/11/2025	111019	210-60-5511-344	Programming	Movie license	300156	Monarch Library System	329.00
12/11/2025	111020	210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	51.27
12/11/2025	111021	210-60-5511-345	Miscellaneous	Hosting supplies	21665	PigglyWiggly	146.87
12/11/2025	111022	210-60-5511-333	Postage	Stamps	22099	Postmaster	156.00
12/11/2025	111023	210-60-5511-330	Office Supplies	Cleaning wipes	22402	Quill	216.94
12/11/2025	111024	210-60-5511-344	Programming	Floral class	22795	Rens Floral LLC	300.00
12/11/2025	111025	210-60-5511-339	Books	Books	23831	Sebco Books	202.36
12/11/2025	111026	210-60-5511-339	Books	Collection agency fees	25484	Unique Mgt Systems	46.60
12/11/2025	111027	210-60-5511-341	Periodicals	WSJ subscription	26550	Wall Street Journal	759.47
						Total:	\$ 11,914.16
12/8/2025	Manual check # 1052			Copier maintenance		James Imaging	694.38
City manual check		210-60-5511-344	Programming	Wood bead wreaths		Wells Fargo autopay (Pam)	150.00
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	716.45

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Waupun Public Library - Dec 2025 Bills paid Jan 2026

<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>
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	142.72
		210-60-5511-339	Books	Books	48	Amazon Capital Services	1,368.87
		210-60-5511-330	Office supplies	Envelopes, scissors, binders	48	Amazon Capital Services	211.40
		210-60-5511-344	Programming	Misc program supplies	48	Amazon Capital Services	184.38
		210-60-5511-335	Promotions	Books for Babies promo	48	Amazon Capital Services	219.78
		210-60-5511-330	Office supplies	Security sensitizer, binders	11070	Demco	923.92
		210-60-5511-337	Travel/training/conf.	Mileage reimbursement	13276	Fix, Wayne	61.18
		210-60-5511-339	Books	Books	14102	Gale	635.03
		210-60-5511-337	Travel/training/conf.	Mileage reimbursement	14402	Garcia, Pam	5.60
		210-60-5511-339	Books	Books	300370	Ingram Library Services	153.57
		210-60-5511-330	Office supplies	DVD cases	17706	Library Supply Solutions	221.00
		210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	692.58
		210-60-5511-342	Databases	Hoopla	19147	Midwest Tape, LLC	1,129.53
		210-60-5511-338	Automation/technology	Two computers	300156	Monarch Library System	1,656.50
		210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	60.47
		210-60-5511-345	Miscellaneous	Break room supplies	21665	Piggly Wiggly	137.47
		210-60-5511-339	Books	Books	23292	Scholastic	456.39
		210-60-5511-339	Books	Books	23831	Sebco Books	142.47
		210-60-5511-331	Telecommunications	TEACH data circuit	11148	State of Wisconsin DOA	600.00
						Subtotal:	\$ 9,002.86
City manual check		210-60-5511-331	Telecommunications	Spectrum		Wells Fargo autopay (Bret)	179.97
City manual check		210-60-5511-334	Programming	Program prizes		Wells Fargo autopay (Pam)	200.00
City manual check		210-60-5511-332	December utilities	Electric/water/sewer		Waupun Utilities	1,668.77
						Total:	11,051.60

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Waupun Public Library - January 2026 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	Magnetic sheets	48	Amazon Capital Services	15.19
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	150.39
		210-60-5511-339	Books	Books	48	Amazon Capital Services	1,281.34
		210-60-5511-344	Programming	Programming supplies	48	Amazon Capital Services	643.15
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	1,879.49
		210-60-5511-330	Office Supplies	Processing supplies	11070	Demco	92.52
		210-60-5511-339	Books	Books	300370	Ingram Library Services	136.04
		210-60-5511-338	Automation/technology	Wireless overwatch	16440	Inter-Quest	25.95
		210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	359.83
		210-60-5511-344	Programming	Program deposit	19252	Mischief & Magic	300.00
		210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	36.84
		210-60-5511-340	Audiovisual	Audiovisual	21876	Playaway	966.95
		210-60-5511-333	Postage	Stamps	22099	Postmaster	156.00
		210-60-5511-342	Databases	Ancestry	22216	ProQuest	1,674.70
		210-60-5511-339	Books	Collection agency fees	25484	Unique Mgt Systems	11.65
						Total:	\$ 7,730.04

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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>	<u>2025 Total</u>	<u>2024 Total</u>	<u>% change</u>	<u>Amount</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

CONTRACT WITH HOMETOWN GLASS & IMPROVEMENT, INC.

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:

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

PHONE: 920-324-7918
EMAIL: jeff@cityofwaupunwi.gov
JOB NAME: Insulated Glass Replacement
STREET: 123 S Forest St.
CITY & 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.

- 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.
- 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.
- All deviations from the above specifications shall be in writing, signed by both parties and specifying any price increase or decrease.
- Owner shall carry fire, wind and any other insurance owner deems necessary.
- 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.
- 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

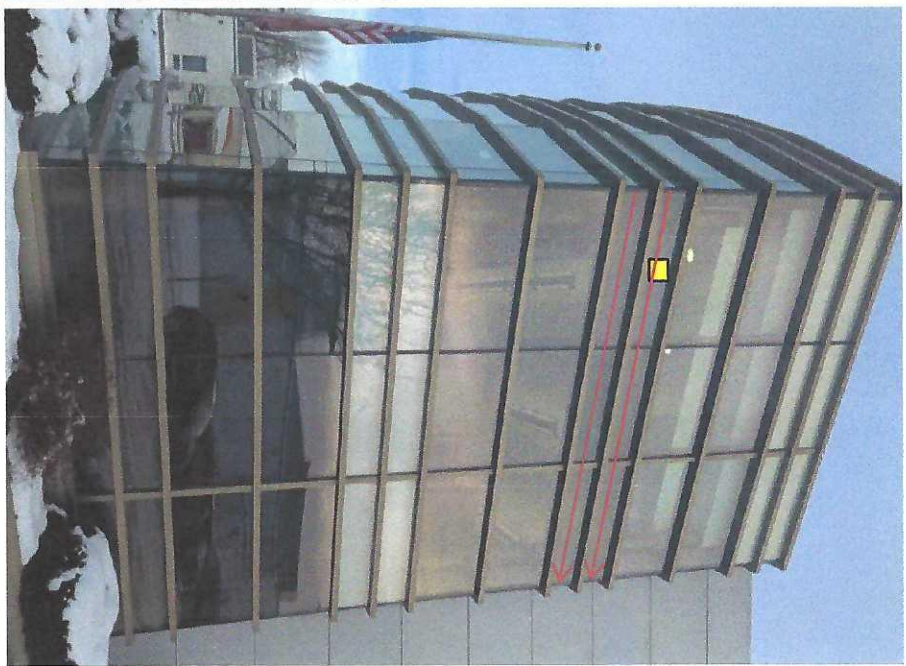
ACCEPTANCE OF CONTRACT

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: _____



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