



**A G E N D A**  
**CITY OF WAUPUN LIBRARY BOARD**  
Waupun Public Library – 123 S. Forest Street,  
Waupun WI  
Wednesday, February 18, 2026 at 4:30 PM

**VIRTUAL AND TELECONFERENCE ACCESS AVAILABLE**

Join Virtually: <https://us02web.zoom.us/j/88643101030>

Join Teleconference: 1 312 626 6799 Meeting ID: 886 4310 1030

**CALL TO ORDER**

**ROLL CALL**

**MINUTES FROM PREVIOUS MEETINGS**

- [1.](#) January minutes

**PERSONS WISHING TO ADDRESS THE LIBRARY BOARD**

*No Public Participation after this point.*

**MONTHLY STATISTICS**

- [2.](#) January statistics

**BUDGET SUMMARY**

- [3.](#) January budget report

**CONSIDERATION OF BILLS FOR PAYMENT**

- [4.](#) February bills

**COMMITTEE REPORTS**

5. Hiring Committee

**LIBRARIAN'S REPORT**

6. Librarians report

**OLD BUSINESS**

**NEW BUSINESS**

7. Statement of System Effectiveness
- [8.](#) Annual Report
- [9.](#) Window quote
10. KPI discussion

**CLOSED/OPEN SESSION**

The Waupun Library Board will adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes for:

(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The Waupun Library Board will reconvene in open session under Section 19.85(2) of the WI Statutes.

## **ACTION FROM CLOSED SESSION**

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

11. Tentative next meeting: Wednesday, March 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, January 21, 2026**

The Waupun Public Library Board was called to order by Dr. Bev Martens, President, at 4:30 p.m. on Wednesday, January 21, 2026. Present were Beer, DeJager, Gehl, Mielke, Jaeger, and Garcia. Hill, Homan and Svec were absent. Due to absence of the Secretary, Jaeger volunteered to take minutes.

**Minutes from Previous Meetings**

Motion by Beer, second Mielke, to accept the November 2025 minutes as presented. Motion carried.

**Persons Wishing to Address the Library Board**

Forsell Gappa: Voiced his concern that the library had a Pride Month display last June, and that children can access adult materials.

Other visitors attending were Calvin Gappa, Jenny Nygren, Kaedon DeJager, and Matt Pearce.

**Monthly Statistics**

December statistics were reviewed.

**Budget Summary**

Current budget was reviewed.

**Consideration of Bills for Payment**

Motion by Martens, second Gehl, to pay the December 2025 bills as presented. Motion carried 5-0 on roll call.

Motion by Martens, second Beer, to pay the December 2025 bills paid January 2026. Motion carried 5-0 on roll call.

Motion Mielke, second DeJager, to pay the January 2026 bills as presented. Motion carried 5-0 on roll call.

Due to absence of the Secretary/Treasurer, DeJager was appointed to sign the three lists of bills.

**Committee Reports**

None.

**Librarian's Report**

Librarian's report was reviewed.

**Old Business**

None.

**New Business**

Motion by Beer, second Mielke, to increase the quorum requirement of a minimum of 3 members to a minimum 4 members, effective February 17, 2026. Motion carried unanimously.

Homan and Gehl were appointed to the Library Director Hiring Committee.

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

Next tentative meeting: Wednesday, February 18, 2026, at 4:30 p.m.

**Adjournment**

Motion by Beer, second Mielke, to adjourn at 5:23 p.m. Motion carried.

Bret Jaeger, Acting Secretary

Waupun Public Library Monthly Statistics					
<b>CIRCULATION</b>	<b>Jan. 26</b>	<b>Jan. 25</b>	<b>YTD 2026</b>	<b>YTD 2025</b>	<b>YTD%</b>
Juvenile Nonfiction	433	589	433	589	-26.5%
Juvenile Fiction	2,312	2,186	2,312	2,186	5.8%
Juvenile Periodical	9	7	9	7	28.6%
Juvenile Book on CD	15	16	15	16	-6.3%
Juvenile MP3 audio	4	1	4	1	300.0%
Juvenile DVD	233	269	233	269	-13.4%
Juvenile Music CD	2	2	2	2	0.0%
Juvenile Video Game	62	40	62	40	55.0%
Misc. (kits, av tapes, etc)	9	4	9	4	125.0%
<b>Total Juvenile</b>	<b>3,079</b>	<b>3,114</b>	<b>3,079</b>	<b>3,114</b>	<b>-1.1%</b>
Adult Nonfiction	468	550	468	550	-14.9%
Adult Fiction	1,890	1,877	1,890	1,877	0.7%
Adult Periodical	31	59	31	59	-47.5%
Adult Book on CD	145	96	145	96	51.0%
Adult MP3 audio	7	1	7	1	600.0%
Adult DVD	1,531	1,725	1,531	1,725	-11.2%
Adult Music CD	67	136	67	136	-50.7%
Adult Video Game	29	8	29	8	262.5%
Pamphlets/Vertical File	6	0	6	0	#DIV/0!
Equipment/die cuts	0	3	0	3	-100.0%
Misc (kits, tapes, av games)	1	13	1	13	-92.3%
<b>Total Adult</b>	<b>4,175</b>	<b>4,468</b>	<b>4,175</b>	<b>4,468</b>	<b>-6.6%</b>
<b>State Report Circulation</b>	<b>7,254</b>	<b>7,582</b>	<b>7,254</b>	<b>7,582</b>	<b>-4.3%</b>
Downloads (OverDrive)	1,297	1,247	1,297	1,247	4.0%
Downloads (Hoopla)	450	343	450	343	31.2%
ILL-Items Sent	2,761	2,828	2,761	2,828	-2.4%
ILL Item Received	78	45	78	45	73.3%
<b>TOTAL CIRCULATION</b>	<b>11,840</b>	<b>12,045</b>	<b>11,840</b>	<b>12,045</b>	<b>-1.7%</b>
<i>To Columbia Co. Rural</i>	121	177	121	177	-31.6%
<i>To Dodge Co. Rural</i>	707	569	707	569	24.3%
<i>To FDL Co. Rural</i>	761	1,375	761	1,375	-44.7%
<i>To Green Lake Co. Rural</i>	25	33	25	33	-24.2%
Rural circ subtotals			1,614	2,154	-25.1%
<b>USE</b>					
<b>Patron Gate (visits)</b>	4,353	4,316	4,353	4,316	0.9%
In-person Programs	384	260	384	260	47.7%
Virtual Programs	0	0	0	0	#DIV/0!
Take & Make Activities	75	43	75	43	74.4%
Meeting Room Use	301	263	301	263	14.4%
Computer Use	268	280	268	280	-4.3%
Wireless Use	361	397	361	397	-9.1%
Reference Questions	478	666	478	666	-28.2%
Monthly website hits	2,533	1,517	2,533	1,517	67.0%
Curbside/Window service	112	132	112	132	-15.2%



Waupun Public Library									
Budget Report			12/31/2026	1/31/2026	1/31/2026	1/31/2025			
Account Number	Account Title	Annual Budget	Current Month	YTD Actual	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	585,283	-	-	-	585,283	0%		
210-43-4367-0-00	COUNTY APPROPRIATION	226,875	-	-	-	226,875	0%		
210-46-4671-0-00	FEES-LIBRARY	1,300	964	964	136	336	74%		
210-48-4811-0-00	INTEREST REVENUE	-	1,587	1,587	1,760	(1,587)			
210-48-4816-0-00	DIVIDEND REVENUE	-	-	-	-	-	0%		
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		818,458	2,550	2,550	1,897	815,908	0%		
Expenditures									
210-60-5511-1-10	LIBRARY-SALARIES/WAGES	474,772	20,399	20,399	21,480	454,373	4%		
210-60-5511-1-11	LIBRARY-OVERTIME	-	-	-	-	-	15%		
210-60-5511-2-20	LIBRARY-HEALTH INSURANCE	49,092	7,606	7,606	5,983	41,486	10%		
210-60-5511-2-21	LIBRARY-LIFE INSURANCE	900	94	94	83	806	8%		
210-60-5511-2-22	LIBRARY-RETIREMENT	23,362	1,873	1,873	1,662	21,489	7%		
210-60-5511-2-23	LIBRARY-SOCIAL SECURITY	35,933	2,410	2,410	2,333	33,523	0%		
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	2,000	0%		
210-60-5511-3-30	LIBRARY-OFFICE SUPPLIES	19,000	108	108	277	18,892	1%		
210-60-5511-3-31	LIBRARY-TELECOMMUNICATIONS	4,300	-	-	-	4,300	0%		
210-60-5511-3-32	LIBRARY-UTILITIES	29,000	1,879	1,879	1,208	27,121	6%		
210-60-5511-3-33	LIBRARY-POSTAGE	2,500	156	156	146	2,344	6%		
210-60-5511-3-34	LIBRARY-MEMBERSHIP FEES	2,500	-	-	237	2,500	0%		
210-60-5511-3-35	LIBRARY-PUBLICATIONS/PROMOTION	7,000	-	-	-	7,000	0%		
210-60-5511-3-36	LIBRARY-REPAIRS/MAINTENANCE	25,672	-	-	135	25,672	0%		
210-60-5511-3-37	LIBRARY-TRAVEL/CONFERENCE	3,000	-	-	-	3,000	0%		
210-60-5511-3-38	LIBRARY-AUTOMATION/TECHNOLOGY	34,000	26	26	25	33,974	0%		
210-60-5511-3-39	LIBRARY-BOOKS	63,799	1,429	1,429	881	62,370	2%		
210-60-5511-3-40	LIBRARY-AUDIOVISUAL	14,000	1,477	1,477	103	12,523	11%		
210-60-5511-3-41	LIBRARY-PERIODICALS	7,000	-	-	1,665	7,000	0%		
210-60-5511-3-42	LIBRARY-DATABASES	16,000	1,675	1,675	1,618	14,325	10%		
210-60-5511-3-43	LIBRARY-FURNISHINGS REPLACEMENT	3,000	-	-	-	3,000	0%		
210-60-5511-3-44	LIBRARY-PROGRAMMING	15,500	943	943	15	14,557	6%		



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[illegible]

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Have an updated  
fire recorded.  
Have updated

Waupun Public Library - February 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	Cardstock, bags, tapes, misc	48	Amazon Capital Services	301.49
		210-60-5511-340	Audiovisual	Audiovisual	48	Amazon Capital Services	820.84
		210-60-5511-339	Books	Books	48	Amazon Capital Services	2,722.50
		210-60-5511-344	Programming	Programming supplies	48	Amazon Capital Services	622.07
		210-60-5511-332	Utilities	Natural gas	1174	Alliant Energy	2,223.90
		210-60-5511-330	Office Supplies	Ink cartridges	8025	CDW-G	249.45
		210-60-5511-339	Books	Books	7090	Cavendish Square	186.03
		210-60-5511-344	Programming	Programming supplies	10368	Collab. Summer Lib Prog	593.38
		210-60-5511-341	Periodicals	Subscription	10920	Daily Citizen	418.49
		210-60-5511-330	Office Supplies	Book truck, scissors, tapes	11070	Demco	1,135.86
		210-60-5511-337	Travel/training	Mileage reimbursement	13276	Fix, Wayne	6.53
		210-60-5511-339	Books	Books	14102	Gale	839.00
		210-60-5511-337	Travel/training	Mileage reimbursement	14402	Garcia, Pam	26.10
		210-60-5511-339	Books	Books	300370	Ingram Library Services	834.03
		210-60-5511-338	Automation/technology	Wireless overwatch	16440	Inter-Quest	25.95
		210-60-5511-337	Travel/training	Mileage reimbursement	16648	Jaeger, Bret	93.73
		210-60-5511-339	Books	Books	18964	Meredith Books	38.91
		210-60-5511-344	Programming	Programming supplies	18031	Mackford Home & Gifts	297.51
		210-60-5511-340	Audiovisual	Audiobooks	19050	MicroMarketing	283.77
		210-60-5511-342	Databaseses	Hoopla	19147	Midwest Tape LLC	1,289.91
		210-60-5511-344	Programming	Programming supplies	20798	OTC Brands	150.83
		210-60-5511-339	Books	Books	21236	Penworthy	1,592.56
		210-60-5511-345	Miscellaneous	Petty Cash	21500	Petty Cash	73.40
		210-60-5511-345	Miscellaneous	Hosting supplies	21665	PigglyWiggly	114.24
		210-60-5511-333	Postage	Stamps	22099	Postmaster	78.00
		210-60-5511-337	Travel/training	Mileage reimbursement	300324	Sanders, emily	20.30
		210-60-5511-339	Books	Books	23292	Scholastic	20.19
						Total:	\$ 15,058.97
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	1,764.57

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





Wisconsin Department of Public Instruction

**PUBLIC LIBRARY ANNUAL REPORT**

PI-2401 (Rev. 11-25)

S. 43.05(4) & 43.58(6)

**FOR THE YEAR 2025**

**INSTRUCTIONS:** Complete and return electronic, signed copy of the form and attachments to the library system. Confirm with the library system if printed, signed copies are required.

Board-approved, signed annual reports for 2025 are due to the DPI Division for Libraries and Technology no later than March 1, 2026.

**I. GENERAL INFORMATION**

1. Name of Library Waupun Public Library		2. Public Library System Monarch Library System			
3b. Head Librarian First Name Bret	3c. Head Librarian Last Name Jaeger	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 03/30/2027	
6a. Street Address 123 S. Forest St.	6b. Mailing Address or PO Box PO Box 391	7. City / Village / Town Waupun	8a. ZIP 53963	8b. ZIP4 2095	9. County Dodge
10. Library Phone Number 9203247925	11. Fax Number	12. Library E-mail Address of Director bret@monarchlibraries.org			
13. Library Website URL www.cityofwaupunwi.gov/library		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 25,647	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

**HOURS OF OPERATION**

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	59	0	0
19b. Number of winter weeks	52	0	0
19c. Summer hours open per week	0	0	0
19d. Number of summer weeks	0	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,068	0	0



II. LIBRARY COLLECTIONS					
			a. Number Owned / Leased	b. Number Added	
1. Books in Print			72,405	3,861	
2. Physical Subscriptions			47		
3. Physical Audio Materials			6,570	100	
4. Physical Video Materials			8,173	179	
5. Other Physical Materials			126		
6. Total Physical Items in Collection			87,274		
		Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State	
7. E-books		Yes	Yes	No	
8. E-serials		No	Yes	No	
9. E-audio		Yes	Yes	No	
10. E-video		Yes	No	No	
11. Research Databases		Yes	No	Yes	
12. Online Learning Platforms		Yes	Yes	Yes	
III. LIBRARY SERVICES					
1. Physical Circulation Transactions			2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>	
87,127	36,918	820	30,662	17,389	
			Method for Counting ILL Transactions Categorized ILL Transactions		
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)			29,339	16,843	
WISCAT			1,323	546	
Other (includes OCLC, manual tracking or other methods)			0	0	
3. Electronic Content Circulation Transactions					
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials
7,144	1,205	11,577	338	1,548	20,264
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count
2,893	1,179	4,072	No	Actual Count	5,954
8. Uses of Public Internet Computers			9. Uses of Public Wireless Internet		
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
15	12	Actual Count	3,775	Actual Count	4,621

	<b>LIBRARY PROGRAMS AND ATTENDANCE</b>	
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**Total In-Person and Live, Virtual Statistics by Age**

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	41	13	1	58	8
Total Attendance	1,684	581	25	997	187

**Total Program Statistics by Program Category**

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	120	1	0	0	
Total Attendance	3,439	35	0		
Total Program Views				0	

Describe the library's in-person programs:

Storytimes, reading programs, crafts, historical programs, puzzle races, floral arranging, gardening, informational programs, wildlife, trivia, health.

Which platforms does the library use to host the library's live, virtual programs:

Facebook Live, Zoom

Describe the library's live, virtual programs:

None this year

Which platforms does the library use to host the library's pre-recorded programs:

YouTube

Describe the library's pre-recorded programs:

None this year

## IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	City	Email Address
<b>PRESIDENT</b>			
1. Bev	Martens	Waupun	bevmartensdvm@hotmail.com
2. Janet	Gehl	Waupun	
3. Marie	Svec	Waupun	
4. Casey	Homan	Waupun	
5. Meaghan	DeJager	Waupun	
6. Steven	Hill	Waupun	
7. Ryan	Mielke	Waupun	
8. Michael	Beer	Waupun	
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

No. of Library Board Members *Include vacancies in this count* 8



**V. LIBRARY OPERATING REVENUE**

Report operating revenue only. Do not report capital receipts here.

## 1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Waupun	\$575,277
Subtotal 1		\$575,277

## 2. County

## a. Home County Appropriation for Library Services

Subtotal 2a \$68,162

## a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Columbia	\$2,596		
Fond du Lac	\$159,029		
Green Lake	\$1,677		
		Subtotal 2b	\$163,302

## 3. State Funds

## a. Public Library System State Funds

Description	Amount	Description	Amount
	\$0		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0

Subtotal 3 \$0

## 4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project		Amount
		\$0
Subtotal 4		\$0

## 5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
		Subtotal 5	\$0

## 6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

\$0

## 7. All Other Operating Income

\$1,950

## 8. Total Operating Income Add 1 through 7

\$808,691

## 9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$585,283

## 10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

**VI. LIBRARY OPERATING EXPENDITURES**

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations \$448,463		2. Employee Benefits Include maintenance, security, plant operations \$110,882	
3. Library Collection Expenditures			
a. Print Materials \$73,755	b. Electronic Materials \$18,405	c. Audiovisual Materials \$10,283	d. All Other Library Materials \$0
			Subtotal 3 \$102,443
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider	Description	Type	Amount
Monarch LS OCLC	Cataloging	Fee	\$3,066
Monarch LS reconciliation	Accounting within system libraries	Fee	\$128
Monarch LS E-Content (Overdrive)	Overdrive products	Fee	\$4,802
Monarch LS App	Monarch2Go App	Fee	\$946
Monarch LS database	Universal Classes	Fee	\$583
Monarch LS Vega	Vega Program	Fee	\$358
Monarch LS ILS	ILS and ILS products	Fee	\$5,249
Monarch LS ILS Administrative	ILS Administration	Fee	\$2,758
Monarch LS Envisionware	Internet management	Fee	\$492
Monarch LS Faronics Solar Winds	Network software	Fee	\$878
Monarch LS Network and replacement	ILS maintenance	Fee	\$460
Monarch LS Maintenance	Maintenance	Fee	\$180
			Subtotal 4 \$19,900
5. Other Operating Expenditures			\$107,815
6. Total Operating Expenditures Add 1 through 5			\$789,503
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?			\$0

**VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT**

## 1. Capital Income and Expenditures by Source of Income

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal		\$0	\$0
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement \$0	3. Rent Paid to Municipality/County \$0	Total Revenue \$0	Total Expenditure \$0

**VIII. OTHER FUNDS  
HELD BY THE LIBRARY BOARD**

1. Total Amount of Other Funds at the End of Year \$531,374

**IX. FUNDS PAID OR TRANSFERRED TO THE  
LIBRARY BOARD FINANCIAL SECRETARY**

1. Total Amount of Section IX Funds at End of Year \$101,749

	<b>X. STAFF</b>	
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1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

[illegible]



	<b>X. STAFF (cont'd.)</b>	
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b. Other Paid Staff See *Instructions*

[illegible]

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)	
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security	c. Total Library Staff (FTE)
2.00	0.00	2.00	6.97	8.97

### XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			28,901
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	1,810	6,444	8,254
3. Circulation to Nonresidents Living in Another County in the Library System	69	74	143
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	2,384	17,884	20,268
5. Circulation to All Other Wisconsin Residents	231	6. Circulation to Persons from Out of the State	5
7. Are the answers to items 1 through 6 based on actual count or survey/sample?  Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?  No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Columbia	921	f.	
b. Fond du Lac	16,637	g.	
c. Green Lake	316	h.	
d. Jefferson	10	i.	
e. Washington	33	j.	
<b>XII. TECHNOLOGY (Not included in 2025 Report)</b>			

### XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	9	1	0
Total Self-Directed Activity Participation	289	280	0
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	3	0	13
Total Self-Directed Activity Participation	188	0	757
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Lisa	Bille	lbille@monarchlibraries.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Pamelyn	Garcia	pgarcia@monarchlibraries.org	

#### XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS



We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

#### XV. CERTIFICATION

**I CERTIFY THAT**, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Bev Martens	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Bret Jaeger	



	<b>STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS</b>	
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As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Dodge

The Waupun Public Library Board of Trustees hereby states that in 2025 the Monarch Library System

*Name of Public Library* *Name of Public Library System / Service*

☒ did provide effective leadership and adequately met the needs of the library.

☐ did not provide effective leadership and did not adequately meet the needs of the library.

*Indicate with an X one of the above statements*

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

	<b>XV. CERTIFICATION</b>	
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The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed

Bev

Martens

## COMMENTS

## SECTION III

## 3a., E-book Circulation

Hoopla ebooks = 935; Hoopla comics = 41

6,168 prefill + 935 unique Hoopla ebooks and 41 unique Hoopla comics = 7,144--2026-01-22

## 3c., E-audio Circulation

Hoopla eaudio = 3,847; Hoopla emusic = 31

7,699 prefill + 3,847 unique Hoopla eaudio and 31 unique Hoopla emusic = 11,577--2026-01-22

## 3d., E-video Circulation

2025 Hoopla data is 312 emovies and 26 etelelevision for a total of 338 evideo.--2026-01-22

## 3e., Circulation of Children's Electronic Materials

Hoopla Juvenile Fiction = 452

Hoopla Juvenile Music = 9

Hoopla Juvenile Nonfiction = 41

Prefill = 1,046

Total = 1,548--2026-01-22

## 3f., Total Circulation of Electronic Materials

Prefill was 15,072; added 5,192 total Hoopla circulation.--2026-01-22

## 9b., Wireless Internet Uses

4,621 was our actual wireless count from our Meraki routers, Spectrum Internet service.--2026-01-30

DRAFT

# 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: 2/6/2026

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 labeled 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
Furnish and install a 1" insulated unit with clear tempered glass w/low e, replacing the unit with a hole in it, in the curtainwall on the southwest corner of the building. See page 2 - the green box for scope.	\$560.00

## 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 ) 2/6/2026

## 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: \_\_\_\_\_