



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 Kewaskum Public Library			2. Public Library System Monarch Library System		
3b. Head Librarian First Name Stephanie	3c. Head Librarian Last Name Frey	4a. Certification Grade Grade 2	4b. Certification Type Temporary	5. Certification Expiration Date 10/26	
6a. Street Address 1225 Fond du Lac Ave	6b. Mailing Address or PO Box PO Box 38	7. City / Village / Town Kewaskum	8a. ZIP 53040	8b. ZIP4 9499	9. County Washington
10. Library Phone Number (262) 667-2930	11. Fax Number	12. Library E-mail Address of Director sfrey@monarchlibraries.org			
13. Library Website URL www.kewaskum.lib.wi.us		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 11,500	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	50	0	0		
19b. Number of winter weeks	26	0	0		
19c. Summer hours open per week	50	0	0		
19d. Number of summer weeks	26	0	0		
19e. Total weeks per year	52	0	0		
19f. Total hours per year for this location	2,600	0	0		

II. LIBRARY COLLECTIONS							
		a. Number Owned / Leased	b. Number Added				
1. Books in Print		22,051	1,161				
2. Physical Subscriptions		15					
3. Physical Audio Materials		1,828	27				
4. Physical Video Materials		3,386	104				
5. Other Physical Materials		210					
6. Total Physical Items in Collection		27,475					
		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	Yes	Yes			
12. Online Learning Platforms		No	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>			
44,744	21,646	1,139	6,687	12,381			
			Method for Counting 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)			6,552	12,278			
WISCAT			135	103			
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		
2,707	995	4,518	0	713	8,220		
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions		7. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
1,458	1,042	2,500	Yes				
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		
6	4	Actual Count	1,910				

	LIBRARY PROGRAMS AND ATTENDANCE	
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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	57	35	21	74	20
Total Attendance	1,161	1,509	235	713	826

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	187	20	0	0	
Total Attendance	3,444	1,000	0		
Total Program Views				0	

Describe the library's in-person programs:

Book Clubs, Story times, recipe clubs, craft programs, summer performances, genealogy, yoga, outreach to daycare and assisted living facilities, community events

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

none

Describe the library's live, virtual programs:

none

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

none

Describe the library's pre-recorded programs:

none

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
PRESIDENT			
1. Meghan	Jakubowski	Kewaskum	meghanjakubowski09@gmail.com
2. Sandi	Radeztsky	Kewaskum	sradeztsky@monarchlibraries.org
3. Mary	Schlitt	Kewaskum	mschlitt@village.kewaskum.wi.us
4. Joshua	Theisen	Kewaskum	tljrt0531@gmail.com
5. Amanda	Carter	Kewaskum	acarter@kewaskumwi.gov
6. Andy	Mayer	Menomonee Falls	amayer@kewaskumschools.org
7. Vacancy			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

No. of Library Board Members *include vacancies in this count* 7

	V. LIBRARY OPERATING REVENUE Report operating revenue only. Do not report capital receipts here.	
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1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
Village	Kewaskum	\$105,948
Subtotal 1		\$105,948

2. County

a. Home County Appropriation for Library Services	Subtotal 2a	\$91,203
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a. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Fond du Lac	\$16,506		
Sheboygan	\$1,674		
Subtotal 2b			\$18,180

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 \$12,046

	8. Total Operating Income Add 1 through 7	\$227,377
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9. What is the current year annual appropriation provided by governing body(ies) for the public library? \$105,948

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	2. Employee Benefits Include maintenance, security, plant operations
\$103,734	\$36,838

3. Library Collection Expenditures				
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	Subtotal 3
\$16,730	\$0	\$2,425	\$1,802	\$20,957

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider	Description	Type	Amount
Monarch	Overdrive (E-content) for January 2025 - Decemb	Fee	\$1,828
Monarch	Overdrive (E-Magazines) for January 2025 - Dec	Fee	\$114
Monarch	OCLC and Backstae Library Works for January 2	Fee	\$2,044
Monarch	ILS for January 2025 - December 2025	Fee	\$2,504
Monarch	ILS Replacement Fund for 2025	Fee	\$746
Monarch	ILS Upgrade Fund for 2025	Fee	\$90
Monarch	ILS Administrative for January 2025 - December	Fee	\$1,839
Monarch	Universal Class for January 2025- December 202	Fee	\$389
Monarch	Reconciliation of payments for Lost/Damaged Me	Fee	\$-49
Monarch	Monarch2Go App Year 5 - 2025	Fee	\$630
Monarch	Annual Network Replacement Year 5	Fee	\$540
Monarch	VEGA Program	Fee	\$239
Subtotal 4			\$10,914
5. Other Operating Expenditures			\$38,137
6. Total Operating Expenditures Add 1 through 5			\$210,580
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	
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1. Capital Income and Expenditures by Source of Income			
<i>Do not report any expenditures reported above. Provide a brief description of any expenditures.</i>			
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	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$0	\$0

	VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD	
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1. Total Amount of Other Funds at the End of Year	\$73,922
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	IX. FUNDS PAID OR TRANSFERRED TO THE LIBRARY BOARD FINANCIAL SECRETARY	
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1. Total Amount of Section IX Funds at End of Year	\$0
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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>			26,838
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
2. Circulation to Nonresidents Living in the Library's County		1,850	16,907
3. Circulation to Nonresidents Living in Another County in the Library System		2,317	354
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		769	4,350
5. Circulation to All Other Wisconsin Residents		286	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?		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)?	
Actual		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. Dodge	138	f.	
b. Fond du Lac	4,349	g.	
c. Ozaukee	97	h.	
d. Sheboygan	119	i.	
e. Waukesha	1	j.	

XII. TECHNOLOGY (Not Included in 2025 Report)

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

1. Self-directed Activities: *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.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	0	14	3
Total Self-Directed Activity Participation	0	461	37
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	18	8	43
Total Self-Directed Activity Participation	104	274	876

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
Megan	Ogi	mogi@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
Stephanie	Frey	sfrey@monarchlibraries.org

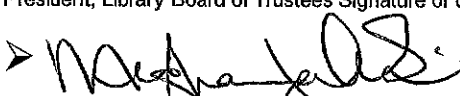
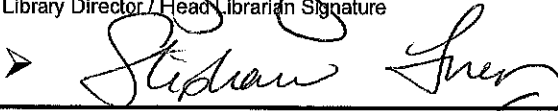
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

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 county 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
	Meghan Jakubowski	2-24-26
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Stephanie Frey	2/24/2026

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

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

Washington

The Kewaskum 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

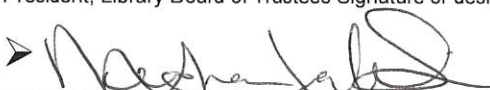
Explanation of library board's response. *Attach additional sheets if necessary.*

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.

XV. CERTIFICATION

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
	Meghan Jakubowski	2-24-26

COMMENTS

SECTION III

3a., E-book Circulation

Includes Overdrive values only. Hoopla numbers were not recorded for the first half of the year.--2026-02-06

3d., E-video Circulation

Hoopla was discontinued in June 2025. I have found no record of the checkouts for 2025 (gap in directorship)--2026-02-05

6a. Method Used to Count Reference Transactions

Library was without a director for the spring and summer months. The first 5 months of the year have no found record of transactions--2026-01-29

7a. Method Used to Count Library Visits

Library was without a director for the spring and summer months. The first 5 months of the year have no found record of transactions--2026-02-03

9a., Method for Counting Wireless Internet Uses

We had vendor issues with their upgrade over summer. The reporting skipped many libraries and was inaccurate--2026-02-05

9b., Wireless Internet Uses

We had vendor issues with their upgrade over summer. The reporting skipped many libraries and was inaccurate--2026-02-05

SECTION VI

b. Electronic Content

The last payment to our library funded electronic provider was November 2024. There were no payments made in 2025, with service ending in June of 2025--2026-02-05

SECTION VII

Total Expenditure

2024 number large due to purchase of building for library--2026-01-29

SECTION X

Masters Degree from an ALA Accredited Program

The former library director & children's librarian had MLS degrees. Both left early in 2025--2026-02-06