



Library Board of Trustees

Whitewater Public Library, Meeting Room 2
431 West Center St., Whitewater, WI, 53190
*In Person and Virtual

Monday, October 19, 2026- 6:30 PM

Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.
Citizen participation is welcome during topic discussion periods.

Please click the link below to join the webinar:

<https://teams.microsoft.com/meet/278709995248183?p=HwquvKVhF1toZ5OLMo>

Meeting ID: 278 709 995 248 183

Passcode: Cg97Yi9V

Telephone: +1 (929) 229-5663

Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum.

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

A Board member can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the Board to be implemented. The agenda shall be approved at each meeting even if no changes are being made at that meeting.

CONSENT AGENDA

Items on the Consent Agenda will be approved together unless any Board member requests that an item be removed for individual consideration.

1. Approval of the minutes of the September 21, 2026 meeting
- [2.](#) Approval of Payment of Invoices for September 2026
- [3.](#) Acknowledgement of Receipt of September 2026 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of September 2026 Treasurer's reports

HEARING OF CITIZEN COMMENTS

No formal Board action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three-minute speaking period. Specific items listed on the agenda may not

be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Board discusses that particular item.

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OLD BUSINESS

- 6. Library Building general update

NEW BUSINESS

- 7. Board education training video: Developing the library budget
- 8. Approval of closing the library at 5:00 p.m. on Wednesday, December 23 for Nancy Stanford's retirement potluck dinner.
- 9. Approval of closing the library on Saturday, December 26, 2026 and Saturday, January 2, 2027.
- 10. Review and approval of the Staff Vacation, Sick Leave, and Holidays Policy.

CONSIDERATIONS / DISCUSSIONS / REPORTS

- 11. Library Director report and budget update
- 12. Staff reports
- 13. Board reports

CONFIRMATION OF NEXT MEETING

ADJOURNMENT

Anyone requiring special arrangements is asked to call the library (262-473-0530) at least 72 hours prior.



Library Board of Trustees

Item 1.

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NEW BUSINESS

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Library Board of Trustees

Whitewater Public Library, Meeting Room 2
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<https://teams.microsoft.com/meet/282112322429093?p=ZjyloOoXngN2633OXv>

Meeting ID: 282 112 322 429 093

Passcode: o83bC26D

Telephone: +1 (929) 229-5663

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MINUTES

CALL TO ORDER at 6:31 pm

ROLL CALL

Present: Kelly Davis, Elizabeth Miller, Steven Sahyun, Kathy Retzke, Doug Anderson, Tara McKenzie-Peotter, Camden Harlan

Not Present:

Library Staff Present: Diane Jaroch (Director) and Sarah French (Assistant Director), Nancy Stanford, Jess Schmid, Jeremiah Thomas (Comptroller for City of Whitewater)

APPROVAL OF AGENDA

Elizabeth Miller motioned to approve, Doug Anderson seconded, and the motion passed unanimously.

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CONSENT AGENDA

Doug Anderson motioned to approve, Tara McKenzie-Peotter seconded, and the motion passed unanimously.

Items on the Consent Agenda will be approved together unless any Board member requests that an item be removed for individual consideration.

1. Approval of the minutes of the August 17, 2026 meeting
2. Approval of Payment of Invoices for August 2026
3. Acknowledgement of Receipt of August 2026 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of August 2026 Treasurer's reports

HEARING OF CITIZEN COMMENTS

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Citizens were present, but no public comment.

OLD BUSINESS

6. Library Building general update

Update on the roof. Four days for roof repairs. Breezy Hill came out to look at plants that had died. They said they will replace 15 coneflowers and 9 yews.

NEW BUSINESS

7. 2027-2028 Library Budget presentation
8. Review and Approval of the Draft 2027 budget

Kelly Davis moved to approve the Draft 2027 budget, Doug seconded, and the motion passed unanimously via roll call.

Roll Call Vote: Kelly Davis (Yes), Elizabeth Miller (Yes), Steven Sahyun (Yes), Kathy Retzke (Yes), Doug Anderson (Yes), Tara McKenzie-Peotter (Yes), Camden Harlan (Yes). The motion passed unanimously.

9. Board education trustee training video: The Library Board and Library Personnel
10. Review and approval of the updated Social Media Policy

The Friends of the Library group has some members that will help post on social media to promote library events and programs. This will be a great help to staff as they are pulled in so many different directions and stretched thin.

Elizabeth Miller moved to approve the updated Social Media Policy, Steven Sahyun seconded, and the motion passed unanimously.

CONSIDERATIONS / DISCUSSIONS / REPORTS

11. Library Director report and budget update

The library has recently seen an increase in monetary donations, some in remembrance of people who have passed.

12. Staff reports

The Young Auditorium donated 4 sets of four tickets for upcoming family shows! The library was also given some coupons for 20% off tickets for the upcoming family shows.

13. Board reports

(a) Doug: Review of the Trustee Bylaws

CONFIRMATION OF NEXT MEETING: Monday, October 19th at 6:30 pm in Whitewater Public Library, Meeting Room 2.

ADJOURNMENT at 7:45 pm

Doug Anderson motioned to adjourn, Tara McKenzie-Peotter seconded the motion, and the motion passed unanimously.

Anyone requiring special arrangements is asked to call the library (262-473-0530) at least 72 hours prior.

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Amazon	n/a	\$ 187.29
Audiovisual-adult	Midwest Tape	509408475	\$ 332.92
			\$ 520.21
Audiovisual-juvenile	Playaway	533750	\$ 434.97
Books-adult	Ingram	98977293	\$ 3,647.58
Books-adults	Amazon	n/a	\$ 251.44
			\$ 3,899.02
Books-juvenile	Ingram	99112439	\$ 585.93
Books-juvenile	Amazon	n/a	\$ 6.99
			\$ 592.92
Contingency	Dwight Foster P.L.	n/a	\$ 24.00
Grounds maintenance	Alsco	IMIL2251412	\$ 70.00
Library building project	Miron	G-018	\$ 46,623.71
Library building project	Moss	INV26-05392	\$ 11,406.00
			\$ 58,029.71
Library Use of Grants	E & M Consulting, Inc.	E69858	\$ 506.95
Library Use of Grants	Amazon	n/a	\$ 13.50
			\$ 520.45
Material recovery	Unique	6163961	\$ 46.60
Office supplies	Amazon	n/a	\$ 400.07
Office supplies	Demco	7859638	\$ 88.29
Office supplies	Showcases	332399	\$ 37.90
			\$ 526.26
Periodicals-adult	APG Southern Wisconsin	n/a	\$ 41.93
Periodicals-adult	WT Cox	n/a	\$ 28.79
Periodicals-adult	Journal Sentinel	n/a	\$ 50.00
Periodicals-adult	Southern Lakes	n/a	\$ 78.00
			\$ 198.72
Professional Development	WLA	26581	\$ 1,144.00

September 2026

Item 3.

Program supplies-adult	Amazon	n/a	\$	38.98
Program supplies-juvenile	Scholastic	87739876	\$	169.45
Program supplies-juvenile	Amazon	n/a	\$	15.54
Program supplies-juvenile	OTC	n/a	\$	114.30
			\$	299.29
Travel	Jess Schmid	n/a	\$	23.33

		City of Whitewater	4,678		
Jefferson County				Dodge County	
City	137			City	0
Rural	446			Rural	0
TOTAL	583			TOTAL	0
Rock County				Waukesha County	
City	226			City	22
Rural	326			Rural	9
TOTAL	552			TOTAL	31
Walworth County					
City	166			Other Counties	28
Rural	774				
TOTAL	940			Out of State	0
Dane County					
City	0			Total Nonresident	2,202
Rural	68				
TOTAL	68				
				TOTAL	6,880
	ADULT	3,704	CHILDREN	2,148	
ACCESS & USAGE		INFORMATION SERVICE		All Ages	2
Days Open	24	Reference	262	Attendance	73
Hours Open	248				
Library Visits	4,755	REGISTRATION			
		Resident	4,678		
		Non-Resident	2,361		
		Total Registered Borrowers	7,039		
OVERDRIVE	1,839	New Users	56	VIRTUAL/HYBRID PROGRAMS	
				Children 0-5 Programs	0
		INTERLIBRARY LOAN		Attendance	0
		Lending	1,367	Children 6-11 Programs	0
MEETING ROOMS	93	Borrowing	9	Attendance	0
				Children 12-18 Programs	0
		VOLUNTEERS		Attendance	0
		Participants	1	Adult Programs	0
		Hours worked	4	Attendance	0
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	12	Attendance	0
Books added	291	Items Delivered	89	SELF-DIRECTED PROGRAMS	
Audio materials added	0			Children 0-5 Programs	0
Video materials added	24	IN-PERSON PROGRAMS		Attendance	0
Other materials added	23	Children 0-5 Programs	4	Children 6-11 Programs	1
Materials withdrawn	102	Attendance	29	Attendance	54
		Children 6-11 Programs	7	Children 12-18 Programs	0
		Attendance	121	Attendance	0
		Children 12-18 Programs	2	Adult Programs	0
		Attendance	17	Attendance	0
		Adult Programs	3	All Ages	
		Attendance	32	Attendance	

**CITY OF WHITEWATER
BALANCE SHEET
SEPTEMBER 30, 2026**

Item 5.

LIBRARY SPECIAL REVENUE FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>					
220-11100	CASH	203,812.38	(58,986.95)	61,123.81	264,936.19
220-11300	INVESTMENTS	37,015.90	109.56	965.28	37,981.18
220-11301	LIBRARY BRD MM-132 732	1,080.36	.00	1,413.38	2,493.74
220-11500	LIBRARY BRD INVESTMENTS CDS	347,784.75	.00	(347,784.75)	.00
	TOTAL ASSETS	589,693.39	(58,877.39)	(284,282.28)	305,411.11
<u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
220-21100	ACCOUNTS PAYABLE	15,161.28	.00	(15,161.28)	.00
220-21106	WAGES CLEARING	27,271.49	.00	(27,271.49)	.00
	TOTAL LIABILITIES	42,432.77	.00	(42,432.77)	.00
<u>FUND EQUITY</u>					
220-34300	FUND BALANCE	527,806.82	.00	.00	527,806.82
220-34320	CAPITAL IMPROVEMENT RESERVE	19,453.80	.00	.00	19,453.80
	UNAPPROPRIATED FUND BALANCE:				
	REVENUE OVER EXPENDITURES - YTD	.00	(58,877.39)	(241,849.51)	(241,849.51)
	BALANCE - CURRENT DATE	.00	(58,877.39)	(241,849.51)	(241,849.51)
	TOTAL FUND EQUITY	547,260.62	(58,877.39)	(241,849.51)	305,411.11
	TOTAL LIABILITIES AND EQUITY	589,693.39	(58,877.39)	(284,282.28)	305,411.11

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

Item 5.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55 CONTRACT REVENUE	.00	208,617.75	230,000.00	21,382.25	90.7
TOTAL INTERGOVERNMENTAL REVENUE	.00	208,617.75	230,000.00	21,382.25	90.7
<u>FINES & FORFEITURES</u>					
220-45300-55 FINE REVENUE	.00	122.94	.00	(122.94)	.0
220-45310-55 LOST MATERIAL FINE	131.97	1,519.49	2,000.00	480.51	76.0
220-45330-55 COPY MACHINE REVENUE	806.49	3,632.75	4,000.00	367.25	90.8
TOTAL FINES & FORFEITURES	938.46	5,275.18	6,000.00	724.82	87.9
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	109.56	965.28	1,500.00	534.72	64.4
220-48105-55 LIBRARY BOARD INTEREST INCOME	.00	3,423.63	11,000.00	7,576.37	31.1
220-48110-55 LIBRARY BOARD DONATIONS	.00	205.00	.00	(205.00)	.0
220-48500-55 DONATIONS	2,058.08	18,177.98	14,000.00	(4,177.98)	129.8
220-48525-55 GRANT REVENUE	3,000.00	4,155.00	.00	(4,155.00)	.0
220-48600-55 MISC REVENUE	586.07	847.93	400.00	(447.93)	212.0
TOTAL MISCELLANEOUS REVENUE	5,753.71	27,774.82	26,900.00	(874.82)	103.3
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	475,000.00	475,000.00	.00	100.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	181,532.00	181,532.00	.0
TOTAL OTHER FINANCING SOURCES	.00	475,000.00	656,532.00	181,532.00	72.4
TOTAL FUND REVENUE	6,692.17	716,667.75	919,432.00	202,764.25	78.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

Item 5.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	24,677.42	229,535.73	318,725.48	89,189.75	72.0
220-55110-114 WAGES/PART-TIME	18,288.16	168,208.14	228,056.89	59,848.75	73.8
220-55110-117 LONGEVITY	.00	1,000.00	2,000.00	1,000.00	50.0
220-55110-120 EMPLOYEE BENEFITS	15,183.54	132,496.44	235,237.61	102,741.17	56.3
220-55110-156 LIFE INSURANCE	.00	(2.11)	.00	2.11	.0
220-55110-211 PROFESSIONAL DEVELOPMENT	.00	736.83	2,000.00	1,263.17	36.8
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	16.31	5,840.23	20,231.05	14,390.82	28.9
220-55110-225 TELECOM/INTERNET/COMMUNICATION	725.90	2,744.17	4,555.97	1,811.80	60.2
220-55110-249 MISC REPR/MTN SERVICE	.00	962.65	.00	(962.65)	.0
220-55110-250 GROUNDS MAINTENANCE	70.70	678.52	.00	(678.52)	.0
220-55110-310 OFFICE & TECHNICAL SUPPLIES	1,428.45	14,511.94	22,000.00	7,488.06	66.0
220-55110-313 POSTAGE	15.41	539.73	1,000.00	460.27	54.0
220-55110-319 MATERIAL RECOVERY	34.95	372.80	725.00	352.20	51.4
220-55110-320 SUBSCRIPTIONS/DUES	101.15	237.29	650.00	412.71	36.5
220-55110-321 LIBRARY BOOKS-ADULT	2,425.63	14,089.80	25,000.00	10,910.20	56.4
220-55110-323 LIBRARY BOOKS-JUVENILE	678.27	2,678.69	6,000.00	3,321.31	44.6
220-55110-324 LIBRARY PERIODICALS-ADULT	104.79	2,997.27	2,400.00	(597.27)	124.9
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	291.23	3,433.37	6,500.00	3,066.63	52.8
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	.00	643.15	2,000.00	1,356.85	32.2
220-55110-330 TRAVEL EXPENSES	152.26	742.22	2,000.00	1,257.78	37.1
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	.00	250.90	200.00	(50.90)	125.5
220-55110-332 LIBRARY BOOKS-DIGITAL	.00	.00	7,500.00	7,500.00	.0
220-55110-335 DATABASE SUBSCRIPTIONS	.00	.00	23,000.00	23,000.00	.0
220-55110-341 PROGRAM SUPPLIES-ADULT	429.86	5,233.43	3,500.00	(1,733.43)	149.5
220-55110-342 PROGRAM SUPPLIES-JUVENILE	418.08	9,426.58	6,000.00	(3,426.58)	157.1
220-55110-347 LIBRARY USE OF GRANTS EXPENSE	485.41	10,904.06	.00	(10,904.06)	.0
220-55110-348 SALES TAX EXPENSE	42.04	158.44	150.00	(8.44)	105.6
220-55110-350 CONTINGENCIES	.00	96.99	.00	(96.99)	.0
220-55110-911 TRANSFER OUT-OTHER FUNDS	.00	350,000.00	.00	(350,000.00)	.0
TOTAL LIBRARY	65,569.56	958,517.26	919,432.00	(39,085.26)	104.3
TOTAL FUND EXPENDITURES	65,569.56	958,517.26	919,432.00	(39,085.26)	104.3
NET REVENUE OVER EXPENDITURES	(58,877.39)	(241,849.51)	.00	241,849.51	.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

Item 5.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	713.00	6,589.05	11,551.99	4,962.94	57.0
100-55111-117 LONGEVITY PAY	.00	.00	72.00	72.00	.0
100-55111-118 UNIFORM ALLOWANCES	.00	.00	27.00	27.00	.0
100-55111-150 MEDICARE TAX/CITY SHARE	11.39	112.14	182.77	70.63	61.4
100-55111-151 SOCIAL SECURITY/CITY SHARE	48.67	479.28	781.51	302.23	61.3
100-55111-152 RETIREMENT	51.34	510.02	833.69	323.67	61.2
100-55111-153 HEALTH INSURANCE	72.00	648.00	864.00	216.00	75.0
100-55111-154 HRA-LIFE STYLE ACCT EXPENSE	.00	90.01	90.00	(.01)	100.0
100-55111-155 WORKERS COMPENSATION	15.46	151.87	250.76	98.89	60.6
100-55111-156 LIFE INSURANCE	.14	1.12	3.79	2.67	29.6
100-55111-221 WATER & SEWER	491.16	4,069.55	4,500.00	430.45	90.4
100-55111-222 ELECTRICITY	4,804.55	16,738.83	13,600.00	(3,138.83)	123.1
100-55111-223 NATURAL GAS	565.78	5,896.91	4,600.00	(1,296.91)	128.2
100-55111-244 HVAC	.00	5,175.10	1,250.00	(3,925.10)	414.0
100-55111-245 FACILITY IMPROVEMENTS	.00	3,228.97	3,000.00	(228.97)	107.6
100-55111-246 JANITORIAL SERVICES	3,414.61	30,134.79	24,000.00	(6,134.79)	125.6
100-55111-355 REPAIR & SUPPLIES	412.58	4,549.92	2,000.00	(2,549.92)	227.5
TOTAL YOUNG LIBRARY BUILDING	10,600.68	78,375.56	67,607.51	(10,768.05)	115.9
TOTAL FUND EXPENDITURES	10,600.68	78,375.56	67,607.51	(10,768.05)	115.9
NET REVENUE OVER EXPENDITURES	(10,600.68)	(78,375.56)	(67,607.51)	10,768.05	(115.9)

	Current Month	Received to Date	Est. FY Rev.	% of Total
Fees	\$248.65	\$1,077.78	\$500.00	216%
Materials Replacement	\$147.91	\$1,153.76	\$1,000.00	115%
County Reimbursements	\$0.00	\$208,617.75	\$219,768.00	95%
Gifts & Grants	\$1,992.09	\$23,803.94	\$15,000.00	159%
Copywork	\$125.91	\$3,478.45	\$3,000.00	116%
TOTAL	\$2,514.56	\$238,131.68	\$239,268.00	100%

FRIENDS OF THE LIBRARY FINANCIAL REPORT

Jan-26

Beginning Balance		\$	3,039.39
Deposit	\$ 1,153.83	\$	4,193.22
Venmo	\$ 14.83	\$	4,208.05
Venmo	\$ 53.86	\$	4,261.91
Check #4022	\$ 479.00	\$	3,782.91
Interest	\$ 0.33	\$	3,783.24
Ending Balance		\$	3,783.24

Feb-26

Beginning Balance		\$	3,783.24
Deposit	1199.61	\$	4,982.85
Venmo	7.48	\$	4,990.33
Check #4021	2400	\$	2,590.33
Venmo	4.72	\$	2,595.05
Venmo	126.95	\$	2,722.00
Venmo	11.49	\$	2,733.49
Interest	0.22	\$	2,733.71
Ending Balance		\$	2,733.71

Mar-26

Beginning Balance		\$	2,733.71
Deposit	1608.37	\$	4,342.08
Venmo	11.89	\$	4,353.97
Interest	0.37	\$	4,354.34
Ending Balance		\$	4,354.34

Apr-26

Beginning Balance		\$	4,354.34
Deposit	629.3	\$	4,983.64
Venmo	52.41	\$	5,036.05
Venmo	13.45	\$	5,049.50
Interest	0.41	\$	5,049.91
Ending Balance		\$	5,049.91

May-26

Beginning Balance		\$	5,049.91
Deposit	675	\$	5,724.91
Venmo	19.15	\$	5,744.06
Interest	0.45	\$	5,744.51
Ending Balance		\$	5,744.51

Jun-26

Beginning Balance		\$	5,744.51
Deposit	513.24	\$	6,257.44
Venmo	17.69	\$	6,275.44

Venmo	107.81	\$	6,383.25
Check #4023	250	\$	6,133.25
Interest	0.54	\$	6,133.79
Ending Balance		\$	6,133.79

Jul-26

Beginning Balance		\$	6,133.79
Deposit	676.71	\$	6,810.50
Venmo	38.95	\$	6,849.45
Interest	0.58	\$	6,850.03
Ending Balance		\$	6,850.03

Aug-26

Beginning Balance		\$	6,850.03
Deposit	732.27	\$	7,582.30
Venmo	23.24	\$	7,605.54
Interest	0.64	\$	7,606.18
Ending Balance		\$	7,606.18

Sep-26

Beginning Balance		\$	7,606.18
Deposit	696.73	\$	8,302.91
Check #4025	1613.38	\$	6,689.53
Interest	0.58	\$	6,690.11
Ending Balance		\$	6,689.11

First Citizens State Bank, 207 W. Main St., PO Box 177, Whitewater, WI 53190								
Municipal Account (Non-interest bearing) #132732 262-473-2112								
DATE	Activity		Interest/Dep	Withdrawal	Balance			
12.31.25	Forwarding Balance				\$1,285.36	CORRECTION (go back to last year tab to see correction)		
1.31.26	Balance				\$1,285.36			
2.28.26	Balance				\$1,285.36			
3.31.26	Balance				\$1,285.36			
4.15.26	Deposit from ADM account		\$350,736.18		\$352,021.54			
4.30.26	Balance				\$352,021.54			
5.19.26	Transfer to City of Whitewater ch 1051			-\$350,000.00	\$2,021.54			
5.29.26	Balance				\$2,021.54			
6.30.26	Balance				\$2,021.54			
7.8.26	Deposit from ADM account		\$472.20		\$2,493.74			
7.31.26	Balance				\$2,493.74			
8.31.26	Balance				\$2,493.74			
9.30.26	Royalties deposit for Whitewater book		79.61		\$2,573.35			
ADM - American Deposit Management Company CIRVIN01								
W220 N3451 Springdale Road, Pewaukee, WI 53072								
Date	Activity		Interest/Dep	Withdrawal	Balance			
12.31.25	Forwarding Balance				\$347,784.75			
1.31.26	Interest 3.51%		\$1,003.34		\$348,788.09			
2.28.26	Interest 3.51%		\$939.15		\$349,727.24			
3.31.26	Interest 3.51%		\$1,008.94		\$350,736.18			
4.15.26	Transfer to First Citizens account			-\$350,736.18	\$0.00			
4.30.26	Interest 3.51%		\$472.20		\$472.20			
5.31.26	Balance				\$472.20			
6.30.26	Balance				\$472.20			
7.7.26	sent request to close account and move money to First Citizen bank				-\$472.20			
7.31.26	Balance				\$0.00			
8.31.26	Account is closed							
		TOTAL	\$3,423.63					

207 W Main Street
Whitewater, WI 53190

WHITEWATER PUBLIC LIBRARY

Page 1 of 4

Account Number: XXXXXX2732

>000030 3388800 0001 44017 10Z 030

WHITEWATER PUBLIC LIBRARY
N630 RIDGE RD
WALWORTH WI 53184-5828

Managing Your Accounts

-  Call Us 262 473-2112
-  Mailing Address 207 W Main St.
Whitewater, WI 53190-1955
-  Website firstcitizensww.com



Online & Mobile Banking have been upgraded!



- ✓ Manage your debit card
- ✓ View transactions
- ✓ Update contact info
- ✓ Set alerts
- ✓ Pay bills
- ✓ External Transfers & Zelle

A clean new look and matching functionality between platforms!

Initial sign-in on the new Online/Mobile Banking platforms requires Username and Password entry (biometrics/fingerprints/tokens will not work for the initial login). And don't forget to download the upgraded app!

Need help? Or not set up yet? Contact us for assistance: 262-473-2112 or customerservice@firstcitizensww.com.

Summary of Accounts

Account Type	Account Number	Ending Balance
MUNICIPAL	XXXXXX2732	\$2,573.35



Whitewater - Main
207 W MAIN ST
262-473-2112

Whitewater - West
1058 W MAIN ST
262-473-3666

Palmyra Office
111 E MAIN ST
262-495-2101

East Troy Office
2546 E MAIN ST
262-642-2530

Lobby: Mon-Fri 8:30am - 5:00pm
Sat 8:30am - 12:00pm
Drive-Up: Mon-Thur 8:00am - 5:00pm
Fri 8:00am - 5:30pm
Sat 8:00am - 12:00pm

MUNICIPAL - XXXXXX2732

Account Summary		
Date	Description	Amount
09/01/2026	Beginning Balance	\$2,493.74
	1 Credit(s) This Period	\$79.61
	0 Debit(s) This Period	\$0.00
09/30/2026	Ending Balance	\$2,573.35

Account Activity				
Post Date	Description	Debits	Credits	Balance
09/01/2026	Beginning Balance			\$2,493.74
09/30/2026	Royalties Acct Payment 9404		\$79.61	\$2,573.35
09/30/2026	Ending Balance			\$2,573.35

Daily Balances	
Date	Amount
09/30/2026	\$2,573.35

Overdraft and Returned Item Fees		
	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



2000/2001 121000 190000 009988E 0000000000 3388800 0000011 000121 0002/0002



Whitewater
PUBLIC LIBRARY

Staff Vacation, Sick Leave, and Holidays Policy

Classifications

Regular Full-time

A regular full-time employee is an employee who works a regular schedule and is expected to normally work forty or more hours per workweek. Only regular full-time employees receive employment benefits from the City unless specifically identified in the City's policies or as required by law.

Regular Part-time

A regular part-time employee is an employee who works a regular schedule and is expected to normally work more than twenty but fewer than forty hours per workweek. A regular part-time employee receives prorated employment benefits from the City unless specifically identified in the City's policies or as required by law.

Part-time

A part-time employee is an employee whose schedule consists of twenty or fewer hours per week. A part-time employee is not eligible for employment benefits from the City unless specifically identified in the City's policies or as required by law.

Temporary

A temporary employee is an employee who is in the service of the City on a temporary basis for fewer than fifty-two (52) consecutive weeks per year. Such employees are compensated at an hourly rate and are not eligible for employee benefits.

Seasonal

Employees are considered seasonal if the expected duration of their employment is six months or fewer, and if the job typically starts and ends at approximately the same time each year.

Sick Pay/Leave

Any requests for sick leave in addition to the hours authorized below shall be at the discretion of the Library Director. Doctor's documentation may be required when requesting sick leave. Employees may use accumulated sick leave for absences necessitated by their injury, illness, or that of a member of their immediate family. Immediate family to include parent, spouse, child or anyone living with the employee. Sick leave may also be used for medical appointments that cannot be scheduled outside of working hours. Sick leave may not be used in place of other forms of paid leave.

All employees must submit time off requests at least five (5) working days in advance, with the following exceptions or with the approval of the Library Director:

- Unexpected illness (notify as soon as possible)
- Medical appointments (at least 24 hours in advance)

Regular full-time and Regular part-time Employees

Regular full-time and Regular part-time (pro-rated basis) employees accumulate sick pay at the rate of 8 hours for each month of continuous service. Sick pay accumulation shall not exceed 96 hours during any one calendar year. Unused sick pay can be carried over into the subsequent calendar years for future use. In case of the death of an active employee, the employee's survivors shall receive a cash payout of 100% of that entire employee's accumulated sick leave.

Part-time, Temporary, and Seasonal Employees

Part-time employees will accrue 4 hours per month of unpaid sick leave. Temporary and seasonal employees will not receive any sick leave.

Holidays

Regular full-time and regular part-time (pro-rated basis) employees are eligible for 8 hours of Holiday Pay. Part-time, temporary, and seasonal employees will not work and will not be paid for any days that the library is closed.

The following holidays are recognized by the City as paid holidays:

- New Year's Day
- Martin Luther King, Jr. Day

- Spring Holiday (Good Friday)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve

Holidays falling on a Saturday will be observed on the Friday before the holiday and holidays falling on a Sunday will be observed on the Monday following the holiday, unless otherwise determined by the City Manager.

Employees who have a paid holiday fall within their regularly scheduled vacation period are entitled to another day of vacation outside of that period. Employees on an unpaid leave of absence will not be entitled to holiday pay while on such leave.

An employee must work the scheduled work day before and after a holiday unless excused with pay, to be eligible for holiday pay. Excused paid time off is approved vacation, compensatory time/flex time, sick time, funeral leave, court leave (jury or witness), military leave (first two weeks only), absence resulting from an injury involving workers compensation (first four months only) or where an employee would be on paid leave and a documented situation prevents their timely return to work.

Regular full-time and regular part-time (pro-rated basis) employees are also granted one floating holiday that can be used at their discretion subject to their supervisor's or Library Director's approval. Employees hired before July 1st will be eligible for the floating holiday during their first year of employment. Floating holidays are not subject to any year-end payout or carryover provisions.

Vacation

All employees must have the approval of their supervisor or the Library Director before beginning vacation. Requests for vacation must be submitted for approval at least five (5) working days prior to the start of the vacation. Requests for vacation for the year shall be

submitted no sooner than the first workday following January 1 of that year, with the exception of vacation requests for the first two weeks of January. Requests for vacation that coincide with holidays for which the library is closed may not be granted in successive years for the same employees for the same holiday. At all times vacation requests shall take precedence over any special requests for time off. Special requests not to be scheduled will not be approved during the week leading up to or the week following a holiday for which the library will be closed.

Regular full-time and Regular part-time Employees

Regular full-time and regular part-time (pro-rated basis) employees are eligible to receive vacation based on the following schedule:

1 year of service = 80 hours (10 days)

3 years of service = 96 hours (12 days)

5 years of service = 112 hours (14 days)

8 years of service = 128 hours (16 days)

10 years of service = 144 hours (18 days)

12 years of service = 160 hours (20 days)

15 years of service = 176 hours (22 days)

20 years of service = 200 hours (25 days)

25 years of service = 224 hours (28 days)

New employees are eligible for prorated vacation time based on their start date.

Vacation continues to accumulate while an employee is on regularly scheduled vacation, paid sick leave, paid military leave, or paid temporary disability leave through worker's compensation (for a period of four months or less). An employee on a leave of absence for a time that is in excess of a paid benefit leave is considered on inactive status and not eligible to accrue vacation benefits during such absence, unless the leave is covered under the Family Medical Leave Act.

Paid vacation following a leave of absence may only be authorized after the employee has returned to work for a period of time equal to that of the absence, up to a maximum of six (6) months. Further, a leave of absence cannot be extended by adding on accumulated vacation.

Vacation leave will be awarded on a calendar-year basis. As a benefit to employees, full vacation balances are available in January, however the vacation time is earned on a monthly basis. Advanced but unearned vacation will be deducted from final paychecks to the extent permitted by law.

Year-end vacation balances of 40 hours or less will automatically carryover to the following year. Any balances in excess of 40 hours will require approval of the City Manager.

Any employee leaving service to the City in good standing after giving two (2) weeks' notice in writing of such termination of employment will be compensated for vacation earned to the date of separation. No employee will be permitted to waive vacation for the purpose of receiving double pay. Employees who are transferred from one department to another will have their annual vacation credits transferred with them.

Part-time, Temporary, and Seasonal Employees

Part-time employees will receive 40 hours of unpaid vacation leave per year.

Temporary and Seasonal employees will not receive any vacation leave.

Any requests for additional unpaid leave shall be at the discretion of the Library Director.

Policy Provisions

Library employees must follow all time-off request procedures as directed by their supervisor and/or the Library Director.

Individuals may change a requested vacation or sick day unless replacement staff has already been arranged for and the work schedule has been posted.

Employees may trade shifts with another employee of the same job classification, by mutual agreement, and with approval of their supervisor or the library director. This may be done after schedules have been posted.

All other policies pertaining to vacation, sick leave, and holidays as written in the City of Whitewater's Employee Manual remain in effect.

Failure to comply with this policy and related procedures may result in disciplinary action.

DIRECTOR'S REPORT
September 2026

I. ADMINISTRATION

- a. Work orders submitted in September.
 - i. The temperature in the meeting rooms needed adjusting.
 - ii. Boxes needed to be moved to the basement.
 - iii. We needed IT to determine if the data port at the Children's Desk was active.

II. BUDGET

- a. I attended the Finance Committee meeting on September 22 at which the library's budget was discussed.

III. PERSONNEL

- a. Sarah and I met with all staff one on one to discuss the changes to their schedules for 2027.
- b. All staff attended CPR training at the Fire Department in September.
- c. Deana and I will be attending the WLA Conference.

IV. LIBRARY COLLECTION

- a. We continue to add items to our Library of Things collection. We recently added a metal detector and podcasting equipment.
- b. We have added day passes to the Aquatic Center to our Explore Passes.

V. PUBLIC AND COMMUNITY RELATIONS

- a. We are once again partnering with UW-Whitewater Art Education students for a three-part teen art workshop series where participants develop an original artwork from an initial sketch into a finished acrylic painting. The first session was held on September 29.
- b. The library is now partnering with both the League of Women Voters and Urban Rural Action to offer civics programming for the community.
- c. 300 new cards have been created for students of the WWUSD as part of the opt-in library card project we embarked on with the school system.
- d. VIP Services held a food drive and shared their donations with the library and Community Space.

VI. LIBRARY BOARD RELATIONS

- a. Steven Sahyun attended the Trustee Appreciation Event at Retzer Nature Center on September 29.
- b. I met with Kelly and Sarah on October 13 to review the agenda and prepare for the Library Board of Trustees meeting on October 19.

VII. LIAISING WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS

- a. I continue to attend Team meetings at city hall.
- b. I continue to attend weekly staff meetings with Sarah French, Deana Rolfsmeyer, and Hunter Swanson.
- c. I met with the City Manager once in September.
- d. I attended the Finance Committee meeting on September 22.

- e. Abby Armour, the Director of the Mukwonago Community Library, and her Associate Director met with Sarah and I for a tour of the library and to ask questions about the construction process, as they will be embarking on a similar project in December.
- f. The City Manager met with staff on October 6 for his annual check-in. He has agreed to fund a second self-check machine for the library.
- g. We received the 2026 Library Access and Engagement Grant from Bridges.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed the monthly Infosec cybersecurity training on Social Engineering.
- b. I completed the city mandated AI Training Video for department heads.
- c. I completed two city assigned CVMIC trainings: Back Safety and Slips, Trips and Falls.
- d. I will be attending the WLA Conference October 21-23.

IX. STRATEGIC PLAN

- a. We continue to work on our 2026 Strategic Plan Activities.

CAPITAL CAMPAIGN

- a. I have been working with the Whitewater Community Foundation and First Citizens State Bank to ensure that all records have been updated correctly. It was discovered that some of the donations sent directly to the WCF were never entered into their database nor reported to me.

SPECIAL REVENUE & OTHER SPECIAL PURPOSE FUNDS

FUND 220 LIBRARY



FUND TYPE SPECIAL REVENUE

ASSOCIATED DEPARTMENT LIBRARY

DEPARTMENT/FUNCTION

FUND 220

The Library Special Revenue Fund (#220) was established to account for the revenue and expense associated with providing a local public library. Whitewater Public Library serves people of all ages in Whitewater and surrounding areas and tailors' public services based on the needs and requests of the community. Along with books, movies, magazines, audiobooks, music, STEM kits, a Library of Things, and other physical items available for checkout, the library offers dynamic and flexible spaces to learn, play, work, relax, and socialize. Spaces include an early learning area, children's activity room, teen space, makerspace, study rooms, meeting rooms, and social seating. Technological offerings include computers for public use, hotspots for checkout, Wi-Fi, assistance with devices, makerspace equipment including a 3D printer, and online apps and databases, including eBooks and eAudiobooks. The library offers a wide variety of programming and events for all age groups. In addition, the library conducts outreach including home delivery of library items to people who can't physically visit the library and provides library services off-site at community events. All library materials, programs, and services are free and open to the public.

- **Fund Balance** is designated to be retained for funding of the Library's operational and capital needs under the direction of the Library Board.
- **Primary Funding Source** is from four major sources including the City of Whitewater and the Counties of Jefferson, Walworth, and Rock.
- **Audit Classification:** Governmental, Non-Major.

The Whitewater Public Library is open to serve the community 61 hours per week, Monday through Thursday, 9:00 a.m.-8:30 p.m.; Friday, 9:00 a.m.-5:30 p.m.; and Saturday, 9:00 a.m.-3:00 p.m.

The library is governed by a seven-member board of trustees appointed by the City Council to stagger three-year terms. One member of the board is a City Council member, and one is appointed as a representative of the Whitewater Unified School District by the district superintendent.

MISSION

We will have the space and the stuff to do the things that you want.

PERSONNEL SUMMARY

	2020	2021	2022	2023	2024	2025
Library Director	1	1	1	1	1	1
Assistant Library Director	1	1	1	1	1	1
Youth Educational Services Lib.	1	1	1	1	1	1
Technical Services Specialist	1.7	1.7	1.7	1.7	1.7	1.7
Outreach Services Specialist	1.2	.58	.58	.58	.58	.58
Customer Service Specialist	3.2	3.5	4.2	4.2	4.2	4.2
Prog. and Makerspace Librarian	.8	1	1	1	1	1

SPECIAL REVENUE & OTHER SPECIAL PURPOSE FUNDS

FUND 220 LIBRARY



LIBRARY REVENUE SUMMARY

	DESCRIPTION	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 BUDGET	2026 ACT-EST	2027 ORIG BUDGET	2027 ADJ BUDGET
INTERGOVERNMENTAL REVENUES								
220-43720-55	CONTRACT REVENUE	229,240	219,770	227,710	230,000	208,618	232,000	136,839
	Total Intergovernmental Rev.	229,240	219,770	227,710	230,000	208,618	232,000	136,839
FINES & FORFEITURES								
220-45300-55	FINE REVENUE	-	-	-	-	164	-	-
220-45310-55	LOST MATERIAL FINE	2,297	2,523	1,184	2,000	2,026	2,000	2,000
220-45320-55	SALES-SUMMER LIBRARY PROGRAM	-	-	-	-	-	-	-
220-45330-55	COPY MACHINE REVENUE	3,579	3,924	2,194	4,000	4,844	4,000	4,000
	Total Public Charges - Services	5,876	6,447	3,378	6,000	7,034	6,000	6,000
MISCELLANEOUS REVENUES								
220-48100-55	INTEREST INCOME	1,181	2,138	1,471	1,500	1,287	1,500	1,200
220-48105-55	LIBRARY BOARD INTEREST INCOME	15,114	16,258	13,822	11,000	4,565	11,500	-
220-48110-55	LIBRARY BOARD DONATIONS	-	-	-	-	273	-	-
220-48210-55	RENTAL INC-HOUSE-414&414/A	1,700	-	-	-	-	-	-
220-48260-55	RENTAL-HOUSE-413 W. CENTER	-	-	-	-	-	-	-
220-48500-55	DONATIONS	47,661	14,374	37,176	14,000	24,237	14,000	14,000
220-48525-55	GRANT REVENUE	-	6,190	2,000	-	12,755	-	-
220-48550-55	SALE OF LIBRARY PROPERTY	541,988	-	-	-	-	-	-
220-48600-55	MISC REVENUE	477	434	384	400	1,131	400	400
	Total Miscellaneous Revenues	608,121	39,393	54,854	26,900	44,248	27,400	15,600
OTHER FINANCING SOURCES								
220-49290-55	TRANSFER IN-GENERAL FUND	470,000	627,558	469,370	475,000	475,000	480,000	530,000
	TRANSFER IN-GENERAL FUND	-	-	-	-	-	-	65,000
220-49300-55	FUND BALANCE APPLIED	-	-	-	181,532	-	200,504	(13,487)
	Total Other Financing Sources	470,000	627,558	469,370	656,532	475,000	680,504	581,513

LIBRARY EXPENSE SUMMARY

	FISCAL RESOURCES	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 BUDGET	2026 ACT-EST	2027 ORIG BUDGET	2027 ADJ BUDGET
LIBRARY-SPECIAL FUND								
100	Personnel & Benefits	687,641	641,428	669,645	784,020	726,960	807,541	619,803
200	Professional Svcs	42,338	11,708	13,878	26,787	12,428	13,119	12,532
300	Commodities & Other Exp	165,349	106,321	111,052	108,625	118,839	125,245	107,801
500	Library Board	-	30	5	-	-	-	-
800/900	Capital Outlay/Transfer to Other Funds	2,216	491,568	7,715	-	350,000	-	-
	Total	897,544	1,251,055	802,294	919,432	1,208,227	945,904	740,136
YOUNG LIBRARY BUILDING-GENERAL FUND								
100	Personnel & Benefits	11,496	14,364	12,205	14,658	11,743	15,098	15,331
200	Professional Svcs	40,368	35,843	40,457	50,950	86,992	48,749	77,000
300	Commodities & Other Exp	3,192	4,259	5,711	2,000	6,067	2,000	5,000
55111	Total	55,057	54,466	58,373	67,608	104,802	65,847	97,331
	GRAND TOTAL:	952,601	1,305,521	860,667	987,040	1,313,029	1,011,751	837,467
FUND BALANCE		952,131	594,243	547,261		73,933		87,420

DEPARTMENT SERVICE METRICS

Performance Measures

Description	2020	2021	2022	2023	2024	2025 Projected
Circulation-Adult	64,442	56,512	56,188	55,153	44,141	32,545
Circulation-Children	15,860	19,305	22,940	23,135	18,785	16,261
Circulation-Digital	15,947	16,966	16,248	17,686	21,457	21,339
Circulation-Total	96,249	92,783	95,376	78,288	63,711	52,806
Library Visits	28,002	33,653	46,744	51,662	43,909	19,183
Registered Borrowers	5,790	4,856	4,910	5,339	5,707	6,329
Program Attendance	590	956	2,266	3,221	2,368	2,124
Items Added	3,914	3,645	2,477	2,201	2,183	2,368
Items Withdrawn	8,288	9,964	7,780	9,075	350	221
Computer Usage	N/A	N/A	2,106	1,560	1,601	1,000
Reference Questions	695	785	1,866	2,522	1,952	1,041

GOALS & OBJECTIVES

2026/2027 GOALS

Library Expansion and Renovation: The library's expansion and renovation project has increased and revitalized the spaces available to the public. 4,420 square feet have been added including a large atrium with social seating and workspace, a teen area, and three additional study rooms equipped with AV. The project has also expanded the early learning area, the makerspace, and meeting rooms including upgraded AV equipment and a full kitchen with serving windows. The library is looking forward to welcoming more visitors, providing reservable meeting and study rooms, and offering additional programming and events to ensure that the new library spaces are being utilized to their full potential.

Staffing Goals: The current staffing model allows for very limited help with technology and in-depth reference questions and research requests as staff time is tight. As a result of the library's expansion and renovation, we expect to see an increase in visitors, materials circulation, program attendance, reference requests, computer use and assistance with technology, meeting room use, study room use, makerspace use, and traffic especially in the children and teen areas.

With these projections in mind, the director and assistant director conducted a workflow study in 2025 to determine an effective staffing model for the library moving forward. The study determined the following needs:

- Add one additional part-time position (20 hours/week) that would split their time between public service clerk duties and programming duties. This would provide additional staff for core public services as well as provide additional programming, which is the main overall goal.
- Allocate staff time to ensure security in the larger library and monitor the expanded areas, especially high-risk areas including the teen area and atrium.
- Allocate at least 1 hour per week per employee (public services clerks) for focused work, special projects, training, and development. This will ensure that our front-line staff continues to stay current with best practices, trends, and technology to continue providing excellent library services to the community.

SPECIAL REVENUE & OTHER SPECIAL PURPOSE FUNDS

FUND 220 LIBRARY



LIBRARY EXPENSE DETAIL

	DESCRIPTION	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 BUDGET	2026 ACT-EST	2027 ORIG BUDGET	2027 ADJ BUDGET
220-55110-111	WAGES/PERMANENT	293,756	262,420	293,033	318,725	314,102	328,287	304,606
220-55110-113	WAGES/TEMPORARY	-	-	-	-	-	-	-
220-55110-114	WAGES/PART-TIME	199,034	205,599	210,163	228,057	230,180	234,899	178,674
220-55110-117	LONGEVITY	1,000	2,000	1,000	2,000	1,368	2,060	1,000
220-55110-120	EMPLOYEE BENEFITS	193,851	171,409	165,449	235,238	181,311	242,295	135,523
220-55110-156	LIFE INSURANCE	-	-	1	-	(3)	-	-
220-55110-211	PROFESSIONAL DEVELOPMENT	1,302	75	509	2,000	982	2,000	2,000
220-55110-213	PROFESSIONAL SERV/CONSULTING	22,415	738	-	-	-	-	2,000
220-55110-224	SOFTWARE/HARDWARE MAINTENANCE	10,185	4,527	6,611	20,231	7,787	6,426	6,597
220-55110-225	TELECOM/INTERNET/COMMUNICATION	6,499	6,369	6,426	4,556	3,659	4,693	1,935
220-55110-227	RENTAL EXPENSES	999	-	-	-	-	-	-
220-55110-242	REPAIR-MAINTENANCE-EQUIPMENT	937	-	-	-	-	-	-
220-55110-310	OFFICE & TECHNICAL SUPPLIES	20,914	16,847	16,716	22,000	19,349	17,000	17,000
220-55110-313	POSTAGE	1,114	559	456	1,000	720	1,000	1,000
220-55110-319	MATERIAL RECOVERY	746	804	687	725	497	725	725
220-55110-320	SUBSCRIPTIONS/DUES	136	510	1,274	650	316	650	650
220-55110-321	LIBRARY BOOKS-ADULT	24,986	25,963	20,265	25,000	18,786	25,000	25,000
220-55110-323	LIBRARY BOOKS-JUVENILE	7,387	7,336	5,464	6,000	3,572	6,000	6,000
220-55110-324	LIBRARY PERIODICALS-ADULT	4,169	2,869	2,239	2,400	3,996	24,000	2,400
220-55110-325	LIBRARY PERIODICALS-JUVENILE	-	952	-	-	-	-	-
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	10,293	5,872	6,377	6,500	4,578	6,500	6,500
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENIL	1,422	2,057	1,069	2,000	858	2,000	2,000
220-55110-328	MACHINE READABLE-ADULT	2,892	-	-	-	-	-	-
220-55110-330	TRAVEL EXPENSES	1,583	1,033	725	2,000	990	2,000	2,000
220-55110-331	PROMOTIONS/ADS-PUBLIC ED	888	269	230	200	251	220	251
220-55110-332	LIBRARY BOOKS-DIGITAL	-	3,914	6,571	7,500	7,500	7,500	7,500
220-55110-333	AUDIO/VISUAL LIBRARY-DIGITAL	-	3,263	2,835	-	-	-	-
220-55110-335	DATABASE SUBSCRIPTIONS	-	21,763	21,590	23,000	23,000	23,000	27,000
220-55110-337	LIBRARY BUILDING PROJECT EXP	76,543	-	71	-	-	-	-
220-55110-341	PROGRAM SUPPLIES-ADULT	4,601	2,992	2,927	3,500	6,978	3,500	3,500
220-55110-342	PROGRAM SUPPLIES-JUVENILE	4,948	3,719	6,790	6,000	12,569	6,000	6,000
220-55110-343	MISC SUPPLIES-ADULT	2,006	-	-	-	-	-	-
220-55110-346	SPECIAL PROGRAMING-SUMMER	-	197	-	-	-	-	-
220-55110-347	LIBRARY USE OF GRANTS EXPENSE	-	4,906	14,621	-	14,539	-	-
220-55110-348	SALES TAX EXPENSE	187	205	87	150	211	150	175
220-55110-350	CONTINGENCIES	533	294	56	-	129	-	100
220-55110-500	LIBRARY BOARD CHECKING	-	-	5	-	-	-	-
220-55110-510	LIBR BD-MM-BUILDING CKS	-	-	-	-	-	-	-
220-55110-515	MM BOARD CHECKING	-	30	-	-	-	-	-
220-55110-810	CAPITAL EQUIPMENT	2,216	-	7,715	-	-	-	-
220-55110-911	TRANSFER OUT-OTHER FUNDS	-	491,568	-	-	350,000	-	-
	Total:	897,544	1,251,055	801,962	919,432	1,208,225	945,904	740,136

Assistant Director Report

Sarah French

October 2026



Month of September Online Statistics:

- E-newsletter active subscribers: 4,143
- September e-newsletter unique opens: 1,674 (41%) and 0 unsubscribes
- Website visits: 3,919
- Facebook: 46.1K views; 448 content interactions; 15 new follows
- Instagram: 8.4K views; 270 content interactions; 6 new follows
- Top content for September:
 - Our Donor Wall has been completed (3,032 views)
 - New podcasting equipment (2,352 views)
- Diane and I met with each staff member individually to go over the plans for their positions starting on January 1 with the new changes, schedules, expectations, priorities and to answer questions.
- Comment from patron about the art classes offered in partnership with UW-W students: "I think this is so cool. I've been totally WOWED by the depth and variety of programs offered at the library. Totally unlike the Whitewater Library I (sorta) remember when we moved here in 1990."

- We had our first donation via our new website portal, from a patron I helped with a genealogy question who was very appreciative.
- I designed and purchased a quarter-page ad for the 2027 Chamber of Commerce guide book with a cost of \$500. However, we received a Library Access and Engagement Grant from Bridges to cover \$400 of the cost. Last year they distributed over 1500 guide books.
- VIP Services out of Elkhorn hosted a food drive and provided items for the library's pantry.
- Our practicum student, Madi, is working on the following projects:
 - Research project about the library's history including a timeline
 - Creating new library cards for the WUSD opt-in card program

Procedures:

- Revised the Explore Pass procedure to include The Young tickets.
- Revised the Unclaimed Holds procedure.

Collection Development:

- Nonfiction: weeded and analyzed 922-999. This project was one of my SMART goals for the year and is now complete.

Programs, Partnerships, and Outreach:

- 9/25: Seed Saving & Swapping (3)
- 9/29: UW-W Art class (14)
- 9/30: LWV Dr. Carolyn Long Presentation (20)
- 10/6: Homeschool Music Class (37)
- 10/13: Homeschool Art Class (34)
- 10/14: UW-W Resource Fair outreach
- 10/15: Guided Journaling & Tarot w/Katy Wimer (15)
- 10/16: Fiber Friday
- Book a Librarian (4)
 - Stock market research
 - Genealogy research
 - Technology help
 - A/V testing

Upcoming Programs, Partnerships, and Outreach:

- Ongoing, weekly Homeschool Art & Music Class
- Ongoing, monthly Fiber Fridays
- Ongoing, lgeTS program – Mondays and Wednesdays

- Art classes with UW-W students monthly through December
- Partnership with Urban Rural Action for upcoming events promoting civic dialogue, community building, and overcoming differences.
- Partnership with League of Women Voters to be more involved in their public events held at the library.
- 10/29: participating in Ghoul's Night Out. The library is also the rain location for the trunk or treat.
- 11/7: Teen Tutoring and Q&A with UW-Whitewater students

Meetings:

- Weekly management meetings
- 9/18: Shayla K. - FOTL
- 9/21: Maryann Zimmerman, Urban Rural Action
- 9/21: Library board meeting
- 9/28: Kristyn -- League of Women Voters
- 9/29: Abby A. -- Mukwonago Library director
- 10/1: 3 UW-W students
- 10/1: Katy Wimer - FOTL
- 10/5: Colleen - FOTL
- 10/5: Shayla K. - FOTL
- 10/7: Monica Los
- 10/13: Miron/Studio GC - roofing
- 10/13: Diane and Kelly

Professional Development:

- Budgeting for Libraries, UW-Madison iSchool CE course (in progress)
- 9/29: CPR Training @ Whitewater Fire Dept.
- Infosec: Social Engineering

Youth Services Report

October 2026

Collection Management

Materials ordered	52
Books cataloged	60
Materials Weeded	0
Materials Reorganized	0

Programs/Services

Program Name	Participation
Apple Scavenger Hunt	54
1000 Books before Kindergarten	3
LEGO Club	6
Kid Lit & Crafts	11
Storytime	5
Wild Reading Early Literacy	24
Ferradermis	40
World of Words Bilingual Storytime	7
Kid Lit & Crafts	10
Homeschool Hangout with Premier Bank	5
Storytime	4
Wild Reading Early Literacy	16
Hoo's Woods Raptor Center	70
Kid Lit & Crafts	9
Storytime	13

Reference Questions/Technology Assistance Provided	6
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Meetings and Trainings

9/18	All staff meeting
9/24	Monthly meeting with Diane & Sarah
9/29	CPR Training

Notes

We had a full house for the Hoo's Woods Raptor program!

Even though we had a smaller turnout for our World of Words bilingual storytime with Associated Bank, we had one participant ask if we could do the program again tomorrow! We have also leveraged our partnership with the bank to create a video promoting our Spanish collection.

Programming & Makerspace Librarian Report

Hunter Swanson

October 2026

Program Statistics

- Teen D&D – 9/21 – 3 patrons
- Makerspace 101: Cricut – 9/22 – 1 patron
- Author Talk: Sonya Naryshkin – 9/28 – 11 patrons
- Super Smash Bros. League – 10/2 – 4 patrons
- Tabling at Pride Rally – 10/3 – 79 visitors
- Weird Science: Frankenstuffies – 10/7 – 13 patrons
- Needle Felting – 10/8 – 10 patrons
- Adult D&D – 10/12 – 3 patrons
- Makerspace 101: 3D Printing – 10/13 – 3 patrons
- Teen DIY: Bath Bombs – 10/14 – 6 patrons

Upcoming Programs:

- Makerspace 101: Cricut (repeating) - monthly
- Makerspace 101: 3D Printer (repeating) – monthly
- Adult Craft Program (repeating) – monthly
- Weird Science (repeating) – monthly
- Teen DIY (repeating) – monthly
- Adult D&D (repeating) – monthly
- Teen D&D (repeating) – monthly
- Super Smash Bros. League (repeating) – monthly
- Wisconsin Paranormal – 10/21
- Line Dancing – 10/22
- Handmade for the Holidays – weekly, starting 11/5

Meetings:

- Weekly Staff Meetings
- All Staff Meeting – 9/18
- Storytelling Festival Meeting – 9/23
- 2027 Follow Up Meeting – 9/24
- CPR Training – 9/29
- Cricut Training – 10/1
- Canva Training – 10/1
- Book Drive Sorting w/ Whitewater LEADs – 10/2
- Storytelling Festival Meeting – 10/5
- Canva Training – 10/5
- City Manager Check-In – 10/6

Other Updates:

- Winter programming is being finalized, and planning is underway for the first half of 2027
- The Makerspace has received a number of craft supply donations that will enable future programming

Bridges Library System Staff Reports

October 2026

Brittany Larson – Library System Director

2026 Jefferson County Library Budget: I presented the budget to the Jefferson County Finance Committee on Wednesday, September 16th. It went well, and there were many Jefferson County directors and trustees in attendance to help support the request and share updates from their libraries.

County Library Tax Exemptions: I requested and collected documentation on municipal exemptions for all Waukesha County municipalities and provided it to Waukesha County Administration. All 18 municipalities requested the exemption. Jefferson County municipal exemptions are due to Jefferson County by November 1st.

State Public Library System Plan: Each year, Wisconsin public library systems submit a plan to the Bureau of Libraries describing the program and budget for library service to be carried out in the subsequent year as required by Wisconsin Statutes. The staff and I worked to compile details of our 2027 service plans and budget information. This will be reviewed by the Bridges Board at their meeting this month for submission to the Bureau of Libraries by October 30th. The Bureau of Libraries must certify to the Department of Administration that the system plan conforms to [Chapter 43](#). Systems that submit plans by that date can expect to receive the first state aid payment no later than December 1st.

Professional Development: I attended Wisconsin Tech Days webinars on September 14th and 15th. I attended a Wiscnet Mini Conference on September 23rd where the main focus was on AI. As a reminder I will be at WLA October 20th-23rd and will be attending the Bridges Board meeting virtually.

Library Visits/Meetings: On September 10th Bridges staff held a New Director Orientation for the Watertown Library Director. I attended a COLAND (Council on Library and Network Development) meeting on September 11th. I attended an Eagle Library Board meeting on September 14th. I performed a site visit at the Prairie Lakes Library System and met with the System Director on September 24th.

Strategic Planning: The Bridges 2026 Strategic Planning Process is well underway. WiLS facilitated a discussion with the Bridges Board in September and also met with the Strategic Planning Team for a kick-off meeting to discuss framework on September 28th. I delivered a questionnaire to the Jefferson County Library Services Board in early October. At the November APL meeting WiLS will facilitate a discussion with the Bridges Member Library Directors. A survey will also go out to members in November and I met with WiLS on October 7th to discuss the building of this survey.

Kelly Nelson – Coordinator of Library Development

SEWI Libraries Healing Through Connection Discussion Panel – Hosted at the MLK branch of Milwaukee Public Library, this discussion panel talked about how libraries can support children and families. Largely organized by Milwaukee Public Library and MCFLS, I was able to support this event by offering it up to all SEWI Libraries providing advertising and registration.

SEWI Libraries Adult Public Programming Meetups – I hosted two Adult Public Programming Meetups at the Watertown and Waterford Public Libraries in September. Librarians discussed programming surrounding AI and education for the public as well as general programs they’ve done and ideas they’re considering. Both were lively discussions.

Tech Days Wisconsin – I assisted Angela Schneider from the Winnefox Library System in organizing this year’s Tech Days Wisconsin, a 2-day web conference dedicated to technology topics related to librarianship. Our topics ranged from AI and the importance of educating ourselves to help the public, to AI programming, to AI-generated materials and how we handle them as libraries. All recordings can be found at techdayswisc.org.

Trustee Appreciation Event – Thank you to everyone who made this year’s Trustee Appreciation Event a success! 86 trustees, directors, and guests attended. We hope you had a fantastic time! [This year’s slideshow of all the amazing things Bridges libraries have done this past year can be found here](#) or by visiting the Bridges Library System YouTube channel.

Watertown Visit – I visited the Watertown Public Library to discuss their upcoming staff in-service day and ideas for learning sessions.



Library Board Trustees watch a planetarium show at the Horwitz-Deremer Planetarium.

Upcoming 2026 Events

- Bridges Adult Services Meet-Up – Tuesday, November 10, 1:30-3:30 pm, Jefferson Public Library
- [SEWI Libraries Break-In Kit Workshop](#) – Wednesday, November 18, 1-4 pm, Sussex Civic Center

Angela Meyers – Coordinator of Youth and Inclusive Services

Inclusive Services

- Coordinated the seventh annual Fall Family Day for the Library Memory Project on Sunday, September 27, at Retzer Nature Center in Waukesha. The event drew 111 participants, including one family with more than 20 members in attendance. Activities included live music, Lotería with prizes, planetarium shows, a hand-warmer craft, and an educational presentation on fall bird migration.
- In the absence of Eagle’s director, assisted with the Memory Café at Alice Baker Memorial Library. Participants enjoyed music bingo featuring songs from the 1950s, 1960s, and 1970s. Eight people attended, including four who were new to Memory Cafés.



Kelly from Bridges sews scented handwarmers at Fall Family Day

Youth Services

- Facilitated the Youth Services Meet Up at Watertown Public Library on September 17 with Matt from Bridges. We had representatives from seven member libraries across both counties. Also facilitated the Teen Think Tank Meeting at New Berlin Public Library on September 23 with Kelly



Amanda from the Waterloo library selects books at The Community Space

and Matt from Bridges, with staff from six libraries across both counties. At both meetings, Matt introduced himself and we briefly discussed AI and publishing.

- Coordinated fall book browsing for youth services librarians at The Community Space in Whitewater. Staff from five libraries selected close to 900 books at no cost to add to their collections or use as reading program incentives.
- The Kids' Choice 2026–27 book list is now available on the Bridges Library System website, and public libraries have received their printed promotional materials.
- Collaborated with the Milwaukee County Federated Library System (MCFLS) and Bridges Library System to plan the Mock Awards program, scheduled for Wednesday, January 13, 2027, at Franklin Public Library. The Mock Awards provide an opportunity for library staff to read and discuss outstanding children's and teen literature.

Matthew Murphy – Database Management Librarian

Site Visits

In September, I started visiting Bridges libraries so I could introduce myself in person and get to know the library staff. I also asked each library a few questions about how I could best assist them in their day-to-day work.

As of September 30, I have visited 8 libraries: Big Bend, Butler, Eagle, Hartland, Pewaukee, Waukesha, Waterloo, and Watertown.

System Meetings

I attended the Youth Services Meetup at Watertown on September 17, and the Teen Think Tank at New Berlin on September 23. At both meetings, I introduced myself and discussed some ideas related to cataloging library materials that may have been wholly or partly created with generative AI.

Cataloging Requests and Backlogs

I began chipping away at tasks that have lain dormant since my predecessor's retirement; this includes Z records, bibliographic records with no items attached, and name/subject authorities. As of September 30, the name/subject authority work is all caught up, and work on Z records and bibs with no items continues; these are small backlogs and do not affect the day-to-day functionality or use of the catalog.

In addition to the above, I have been handling original cataloging requests from member libraries, in order to reduce their backlog of unique materials, mostly “Library of Things” items.

Polaris and Vega Enhancements

I’ve begun working with Shawn and Mellanie on custom TOMs (type of material) in Polaris, which will assist in rollup functionality in Vega. Additionally, I’ve begun testing out custom Polaris reports but building SQL queries; I plan to work with member libraries to see what custom reports would be most useful to them.

Emily Heller – Public Communications Coordinator

Outreach at Apple Harvest Festival

On Saturday, September 19, Kelly and I attended Apple Harvest Festival at Retzer Nature Center. Due to the rainy day, our booth was moved to a sidewalk to avoid any muddy conditions. Despite the weather, the event had a steady flow of people all day. We counted 501 interactions with attendees, and they had a good time filling our “bookshelf” with their favorite titles.



Story Hike

Our Fall Story Hike partnership continues through Oct. 31! Hikers are reading *The Acorn and the Oak*, by Rhonda Accardo, on newly designed signs on the white trail at Retzer Nature Center!

Kids’ Choice Award

I updated the Kids’ Choice Award posters, flyers, bookmarks, stickers and marketing materials. The promotions toolkit will also include some trending social media images carousel posts for use by member libraries.

Advertising - AM 620 “What’s on Tap” Radio Interview

Library Director Gerard Saylor from L. D. Fargo Public in Lake Mills joined WTMJ’s Sandy Maxx to discuss the library’s history and current “Build on a Legacy” capital campaign. It aired on September 21.

[Listen to the Lake Mills interview](#)

Consulting

On September 16, I held an in-person Marketing Meetup at Hartland Public Library. There were 15 attendees from 12 libraries. We had a great “Steal This Idea” Workshop where we all got to share marketing and promotions that have worked well in libraries. We all left with some fantastic ideas to try.

In the news:

- Local author wins awards in California book festivals: [Waukesha Freeman Article](#)
- World Cup fever leads local child to pen book about soccer tournament (Missed in July): [Waukesha Freeman Article](#)
- New Berlin library adds color analysis kits for checkout: [CBS 58 News Story](#)
- Delafield Public Library launches 1,000-mile hiking challenge: [Fox 6 News Story](#)
- The Delafield Public Library has a challenge for you in October: [Fox6's Bret Lemoine Facebook](#)
- There Are No Small Towns, Only Small Minds: [PEN America Article](#)

[News Archives](#)

Newsletter Data: Industry standard/goal is 44% Open Rate

- Marketing Magic:
 - Oct. 2: 61.45% Open Rate
 - Sept. 18: 55.42% Open Rate
 - Sept. 4: 55.42% Open Rate
- Monthly Bridges:
 - Oct. 5: 43.71% Open Rate
 - Sept. 9: 49.95% Open Rate
 - Aug. 14: 45.8% Open Rate
- Monthly Legislators:
 - Sept. 1 (Back to School):
Legislators – 33.33% Open Rate
Staff - 32.35% Open Rate