



Library Board of Trustees

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

Monday, August 17, 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/276832670448581?p=JKhTFZ3zwLISj1bbQH>

Meeting ID: 276 832 670 448 581

Passcode: La3bU7NJ

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 July 20, 2026 meeting
- [2.](#) Approval of Payment of Invoices for July 2026
- [3.](#) Acknowledgement of Receipt of July 2026 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of July 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
- 7. Assignment of Trustees to the Evaluation Committee

NEW BUSINESS

- 8. Board education trustee training video: Bylaws Organizing the Board for Effective Action
- 9. Board education: Summer Reading Program wrap up
- 10. Review and approval of the updated Staff Sick Leave 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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MINUTES

CALL TO ORDER 6:30

Present: Kelly Davis, Elizabeth Miller, Steven Sahyun, Kathy Retzke, Doug Anderson

Not Present: Camden Harlan, Tara McKenzie-Peotter

Library Staff Present: Diane Jaroch (Director) and Sarah French (Assistant Director)

APPROVAL OF AGENDA

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

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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 June 15, 2026 meeting

2. Approval of Payment of Invoices for June 2026
3. Acknowledgement of Receipt of June 2026 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of June 2026 Treasurer's reports

Doug Anderson motioned to approve, Kelly Davis seconded, and the motion passed unanimously.

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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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No citizens were present to comment.

OLD BUSINESS

6. Library Building general update

The expansion to the donor wall is in progress and will be complete before the end of the year.

NEW BUSINESS

7. Board education trustee training video: Who Runs the Library?
8. Library Administration Analysis and Budget Recommendations 2027-2028 presentation by Assistant Director, Sarah French

The self check-out went live last Friday!

The teen volunteers program is going well!

2027 Budget Recommendations: Choose a direction for the Strategic Plan (three options: Complete rework of plan with WiLS (\$20k) or UW-Extension (\$17k), WiLS Revision (\$13k), Rachel Arndt Consulting (\$2k)), hire a paid Teen Summer Intern (\$500), analyze wages for technical staff.

Kathy Retzke moved to increase the recommendation for an additional .70 FTE Library Associate to 1.0 FTE. Steven Sahyun seconds the motion.

9. Assignment of Trustees to the Board Development Committee and Evaluation Committee

Kelly Davis motioned for a slate of Doug Anderson, Kelly Davis, and Elizabeth Miller to the Board Development Committee. The motion passed unanimously.

Kelly Davis motioned for a partial slate of Kelly Davis and Kathy Retzke to be appointed to the Evaluation Committee. The board will revisit this at the next meeting when all members are present.

10. Mid-Year Review of the 2026 Strategic Plan Activities

CONSIDERATIONS / DISCUSSIONS / REPORTS

11. Staff reports

12. Board reports

Kathy Retzke shared the Treasurer's report. Our bank accounts are now finally consolidated down to ONE account!

CONFIRMATION OF NEXT MEETING: Monday, August 17 at 6:30 pm in Library Meeting Room 2.

ADJOURNMENT

Elizabeth Miller motioned to adjourn the meeting at 7:45 pm, and Kelly Davis seconded the motion. 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	Midwest Tape	509120381	\$ 462.92
Books-adult	Follett	760315B	\$ 117.64
Books-adult	Amazon	n/a	\$ 206.40
Books-adult	Ingram		\$ 1,538.07
			\$ 1,862.11
Books-juvenile	Amazon	n/a	\$ 94.38
Grounds maintenance	AlSCO	IMIL2230190	\$ 70.70
Library Use of Donations	Amazon	n/a	\$ 124.98
Material recovery	Unique	6161195	\$ 139.80
Office supplies	Amazon	n/a	\$ 290.89
Office supplies	When I Work	14	\$ 37.50
Office supplies	Walmart	n/a	\$ 120.14
Office supplies	Facebook	n/a	\$ 6.66
Office supplies	Staples	n/a	\$ 50.97
			\$ 506.16
Periodicals-adult	Discount Mags	n/a	\$ 48.00
Periodicals-adult	APG Southern WI	n/a	\$ 39.33
Periodicals-adult	Journal Sentinel	n/a	\$ 40.00
Periodicals-adult	Wall Street Journal	n/a	\$ 822.77
			\$ 950.10
Postage	USPS	n/a	\$ 468.00
Program supplies-adult	Amazon	n/a	\$ 478.30
Program supplies-juvenile	OTC	n/a	\$ 50.53
SRP shirts for staff	iREAD-ILA	335112	\$ 125.10
Travel	Diane Jaroch	n/a	\$ 59.45
Travel	Jess Schmid	n/a	\$ 11.96
			\$ 71.41

		City of Whitewater	4,608		
Jefferson County				Dodge County	
City	151			City	0
Rural	601			Rural	0
TOTAL	752			TOTAL	0
Rock County				Waukesha County	
City	134			City	58
Rural	351			Rural	13
TOTAL	485			TOTAL	71
Walworth County					
City	236			Other Counties	20
Rural	1,040				
TOTAL	1,276			Out of State	0
Dane County					
City	2			Total Nonresident	2,644
Rural	58				
TOTAL	60				
				TOTAL	7,252
	ADULT	4,514	CHILDREN	2,314	
ACCESS & USAGE		INFORMATION SERVICE		All Ages	9
Days Open	25	Reference	219	Attendance	82
Hours Open	259				
Library Visits	5,031	REGISTRATION			
		Resident	4,608		
		Non-Resident	2,326		
		Total Registered Borrowers	6,934		
OVERDRIVE	1,859	New Users	47	PRE-RECORDED PROGRAMS	
				Children 0-5 Programs	0
		INTERLIBRARY LOAN		Attendance	0
		Lending	208	Children 6-11 Programs	0
MEETING ROOMS	145	Borrowing	17	Attendance	0
				Children 12-18 Programs	0
		VOLUNTEERS		Attendance	0
		Participants	15	Adult Programs	0
		Hours worked	90	Attendance	0
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	12	Attendance	0
Books added	153	Items Delivered	84	SELF-DIRECTED PROGRAMS	
Audio materials added	3			Children 0-5 Programs	2
Video materials added	19	IN-PERSON PROGRAMS		Attendance	32
Other materials added	15	Children 0-5 Programs	4	Children 6-11 Programs	8
Materials withdrawn	154	Attendance	43	Attendance	556
		Children 6-11 Programs	6	Children 12-18 Programs	2
		Attendance	100	Attendance	14
		Children 12-18 Programs	5	Adult Programs	3
		Attendance	27	Attendance	238
		Adult Programs	4	All Ages	
		Attendance	53	Attendance	

	Current Month	Received to Date	Est. FY Rev.	% of Total
Fees	\$7.92	\$243.06	\$500.00	49%
Materials Replacement	\$74.99	\$873.88	\$1,000.00	87%
County Reimbursements	\$73,781.87	\$208,617.75	\$219,768.00	95%
Gifts & Grants	\$176.49	\$16,753.77	\$15,000.00	112%
Copywork	\$593.64	\$2,546.05	\$3,000.00	85%
Miscellaneous	\$0.00	\$0.00	\$300.00	0%
TOTAL	\$74,634.91	\$229,034.51	\$239,568.00	96%

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

CITY OF WHITEWATER
BALANCE SHEET
JULY 31, 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	(79,277.39)	(364,119.08)	(160,306.70)
220-11300 INVESTMENTS	37,015.90	108.63	746.78	37,762.68
220-11301 LIBRARY BRD MM-132 732	1,080.36	472.20	1,413.38	2,493.74
220-11500 LIBRARY BRD INVESTMENTS CDS	347,784.75	(472.20)	(347,784.75)	.00
TOTAL ASSETS	589,693.39	(79,168.76)	(709,743.67)	(120,050.28)
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
220-21100 ACCOUNTS PAYABLE	15,161.28	505.72	(14,655.56)	505.72
220-21106 WAGES CLEARING	27,271.49	.00	(27,271.49)	.00
TOTAL LIABILITIES	42,432.77	505.72	(41,927.05)	505.72
<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	(79,674.48)	(667,816.62)	(667,816.62)
BALANCE - CURRENT DATE	.00	(79,674.48)	(667,816.62)	(667,816.62)
TOTAL FUND EQUITY	547,260.62	(79,674.48)	(667,816.62)	(120,556.00)
TOTAL LIABILITIES AND EQUITY	589,693.39	(79,168.76)	(709,743.67)	(120,050.28)

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

Item 5.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	1,052.93	5,109.41	11,551.99	6,442.58	44.2
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	16.32	88.58	182.77	94.19	48.5
100-55111-151 SOCIAL SECURITY/CITY SHARE	69.73	378.62	781.51	402.89	48.5
100-55111-152 RETIREMENT	75.80	403.48	833.69	430.21	48.4
100-55111-153 HEALTH INSURANCE	72.00	504.00	864.00	360.00	58.3
100-55111-154 HRA-LIFE STYLE ACCT EXPENSE	.00	90.01	90.00	(.01)	100.0
100-55111-155 WORKERS COMPENSATION	22.85	119.78	250.76	130.98	47.8
100-55111-156 LIFE INSURANCE	.00	.83	3.79	2.96	21.9
100-55111-221 WATER & SEWER	508.62	3,071.45	4,500.00	1,428.55	68.3
100-55111-222 ELECTRICITY	2,325.34	11,934.28	13,600.00	1,665.72	87.8
100-55111-223 NATURAL GAS	371.80	5,331.13	4,600.00	(731.13)	115.9
100-55111-244 HVAC	.00	5,039.98	1,250.00	(3,789.98)	403.2
100-55111-245 FACILITY IMPROVEMENTS	.00	3,228.97	3,000.00	(228.97)	107.6
100-55111-246 JANITORIAL SERVICES	6,729.77	23,305.57	24,000.00	694.43	97.1
100-55111-355 REPAIR & SUPPLIES	836.49	4,130.43	2,000.00	(2,130.43)	206.5
TOTAL YOUNG LIBRARY BUILDING	12,081.65	62,736.52	67,607.51	4,870.99	92.8
TOTAL FUND EXPENDITURES	12,081.65	62,736.52	67,607.51	4,870.99	92.8
NET REVENUE OVER EXPENDITURES	(12,081.65)	(62,736.52)	(67,607.51)	(4,870.99)	(92.8)

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 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	134,835.88	230,000.00	95,164.12	58.6
TOTAL INTERGOVERNMENTAL REVENUE	.00	134,835.88	230,000.00	95,164.12	58.6
<u>FINES & FORFEITURES</u>					
220-45300-55 FINE REVENUE	.00	122.94	.00	(122.94)	.0
220-45310-55 LOST MATERIAL FINE	105.94	1,312.53	2,000.00	687.47	65.6
220-45330-55 COPY MACHINE REVENUE	306.19	2,232.62	4,000.00	1,767.38	55.8
TOTAL FINES & FORFEITURES	412.13	3,668.09	6,000.00	2,331.91	61.1
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	108.63	746.78	1,500.00	753.22	49.8
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	11,609.76	15,943.41	14,000.00	(1,943.41)	113.9
220-48525-55 GRANT REVENUE	.00	1,155.00	.00	(1,155.00)	.0
220-48600-55 MISC REVENUE	17.95	253.94	400.00	146.06	63.5
TOTAL MISCELLANEOUS REVENUE	11,736.34	21,727.76	26,900.00	5,172.24	80.8
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	.00	475,000.00	475,000.00	.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	181,532.00	181,532.00	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	656,532.00	656,532.00	.0
TOTAL FUND REVENUE	12,148.47	160,231.73	919,432.00	759,200.27	17.4

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

Item 5.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	37,159.86	179,863.51	318,725.48	138,861.97	56.4
220-55110-114 WAGES/PART-TIME	26,712.41	131,778.66	228,056.89	96,278.23	57.8
220-55110-117 LONGEVITY	.00	1,000.00	2,000.00	1,000.00	50.0
220-55110-120 EMPLOYEE BENEFITS	16,718.73	103,533.72	235,237.61	131,703.89	44.0
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	1,156.41	4,037.48	20,231.05	16,193.57	20.0
220-55110-225 TELECOM/INTERNET/COMMUNICATION	334.88	1,683.30	4,555.97	2,872.67	37.0
220-55110-249 MISC REPR/MTN SERVICE	.00	962.65	.00	(962.65)	.0
220-55110-250 GROUNDS MAINTENANCE	70.70	501.77	.00	(501.77)	.0
220-55110-310 OFFICE & TECHNICAL SUPPLIES	979.09	12,089.48	22,000.00	9,910.52	55.0
220-55110-313 POSTAGE	476.50	524.32	1,000.00	475.68	52.4
220-55110-319 MATERIAL RECOVERY	139.80	337.85	725.00	387.15	46.6
220-55110-320 SUBSCRIPTIONS/DUES	.00	136.14	650.00	513.86	20.9
220-55110-321 LIBRARY BOOKS-ADULT	1,986.88	9,576.38	25,000.00	15,423.62	38.3
220-55110-323 LIBRARY BOOKS-JUVENILE	68.61	1,696.36	6,000.00	4,303.64	28.3
220-55110-324 LIBRARY PERIODICALS-ADULT	157.33	1,990.38	2,400.00	409.62	82.9
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	938.86	2,679.18	6,500.00	3,820.82	41.2
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	164.57	643.15	2,000.00	1,356.85	32.2
220-55110-330 TRAVEL EXPENSES	85.95	518.55	2,000.00	1,481.45	25.9
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	208.31	4,281.07	3,500.00	(781.07)	122.3
220-55110-342 PROGRAM SUPPLIES-JUVENILE	1,323.11	8,871.82	6,000.00	(2,871.82)	147.9
220-55110-347 LIBRARY USE OF GRANTS EXPENSE	3,090.00	10,143.57	.00	(10,143.57)	.0
220-55110-348 SALES TAX EXPENSE	15.96	116.40	150.00	33.60	77.6
220-55110-350 CONTINGENCIES	34.99	96.99	.00	(96.99)	.0
220-55110-911 TRANSFER OUT-OTHER FUNDS	.00	350,000.00	.00	(350,000.00)	.0
TOTAL LIBRARY	91,822.95	828,048.35	919,432.00	91,383.65	90.1
TOTAL FUND EXPENDITURES	91,822.95	828,048.35	919,432.00	91,383.65	90.1
NET REVENUE OVER EXPENDITURES	(79,674.48)	(667,816.62)	.00	667,816.62	.0

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				
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				-\$472.20				
7.31.26	Balance				\$0.00				
		TOTAL	\$3,423.63						

FIRST CITIZENS STATE BANK

207 W Main Street
Whitewater, WI 53190

Statement Ending 07/31/2026

WHITEWATER PUBLIC LIBRARY

Page 1 of 4

Account Number: XXXXXX2732

Item 6.

>000027 8299196 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 firstcitizenswww.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@firstcitizenswww.com.

Summary of Accounts

Account Type	Account Number	Ending Balance
MUNICIPAL	XXXXXX2732	\$2,493.74



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

Whitewater - West
1058 W MAIN ST
262-473-3888

Palmyra Office
111 E MAIN ST
262-495-2101

East Troy Office
2548 E MAIN ST
262-842-2530

Lobby: Mon-Fri 8:30am - 3:00pm
Sat 8:30am - 12:00pm
Drive-Up: Mon-Thur 8:00am - 3:00pm
Fri 8:00am - 3:30pm
Sat 8:00am - 12:00pm



Staff Sick Leave Policy

The following staff sick leave policy is hereby authorized:

- A. All library employees shall notify the Library Director **and Assistant Director** of absence due to unexpected illness at least 1.5 hours before the beginning of the employee's shift. ~~or, if the Library Director is unavailable, employees shall notify the Assistant Director.~~ Failure to do so may result in disciplinary action.
- B. All library employees shall request sick time off for medical appointments at least 24 hours in advance of the appointment.
- C. Exceptions to these timeframes will be made ~~for emergency trips to the hospital~~ **by the Library Director or Assistant Director.**
- D. Individuals may change a requested sick day except if replacement staff has already been arranged and the work schedule has been posted.
- E. All other policies pertaining to sick leave as written in the City's Employee Manual remain in effect.
- F. This policy shall become effective upon approval by the Library Board.

DIRECTOR'S REPORT
July 2026

I. ADMINISTRATION

- a. Work orders submitted in July.
 - i. We needed to have a hole drilled in the wall to run a data cable from the copy room to the new self-checkout machine.
 - ii. The light in the staff restroom was not working.
 - iii. Assistance from the IT Department was requested in setting up the self-checkout machine.
 - iv. An older laptop needed to be evaluated and updated.
 - v. The HVAC system in the original building was not functioning properly.
 - vi. The door to the fire extinguisher box in the children's department needed to be better secured.

II. BUDGET

- a. I attended the Finance Committee meeting on July 28 at which the library's budget was discussed.
- b. Sarah and I met with Rachelle from the Finance Department to discuss the library's budget and best practices for the future.

III. PERSONNEL

- a. Sarah facilitated an all staff meeting on August 6 to discuss customer service standards and begin the process of creating a Customer Service Standards document for our library.
- b. Jess Schmid hosted the August 10 Library Memory Project, Memory Café, at the library. I assisted with the program which was a great success. Jess received numerous compliments from those in attendance.
- c. Sarah and I have been conducting six-month performance evaluation check-ins with all staff to ensure everyone is completing their goals.

IV. LIBRARY COLLECTION

- a. The library directors at the retreat I attended last week were very interested in our Tween Collection. I will be meeting with the director of Greendale this Friday to discuss this topic further.
- b. I ordered new Narcan for the First Aid Kit as ours had expired.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Deana and Hope participated in Whippet Welcome Day on August 6.
- b. The League of Women Voters provided voter information for the community in the lobby of the library on August 8.
- c. The library hosted the Community Stars Gala on August 14.
- d. The library is partnering with UW-Whitewater on the Intergenerational Technology Services (IGeTS) Mobile program set to begin in September.
- e. Local artist Thomas Jewell has donated a painting to the library.
- f. The two displays in the atrium this month are Lavinia Goodell, and Humane Housing by the Walworth County Health Department.

VI. LIBRARY BOARD RELATIONS

- a. Kelly Davis attended the Finance Committee meeting on July 28.
- b. I met with Kelly on August 12 to review the agenda and prepare for the Library Board of Trustees meeting on August 17.

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 July.
- d. I met with Jeannine Rowe from UW-Whitewater to discuss our IGeTS partnership on July 22.
- e. I met with the Head of Finance on July 27.
- f. I attended the Finance Committee meeting on July 28.
- g. I attended the Jefferson County Library Board meeting in Waterloo on July 29. I have attached a copy of the meeting packet as it includes the 2025 Annual Report of Jefferson County Library Service.
- h. I attended the City Capital Improvement Plan meeting on August 4.
- i. I attended the APL meeting on August 14.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed the monthly Infosec cybersecurity training on passwords.
- b. I attended the SEWI Libraries Directors Retreat at the Franklin Public Library on August 7. The presentations covered Strategic Planning (WiLS), Reasonable Accommodations for Staff with Disabilities (DVR), and Designing Structured Interviews (CVMIC).
- c. I attended the webinar How to Backup Your Coworker During Conflict on August 13.

IX. STRATEGIC PLAN

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

CAPITAL CAMPAIGN

- a. I received updated donor information from the Whitewater Community Foundation and First Citizens State Bank.
- b. Jennifer Motszko submitted the annual Library Capital Donations report to the Finance Committee.

2025 Annual Report of Jefferson County Library Service



LIBRARIES = STRONG COMMUNITIES

Mission: Jefferson County Library Service works to support and strengthen the municipal libraries, so all County residents receive quality public library service.

Jefferson County public libraries, except for Cambridge Community Library, are members of the Bridges Library System which serves and supports libraries in Jefferson and Waukesha Counties. System membership provides access for all county residents to more than 2 million items, digital resources, coordinated marketing, and support for library boards and staffs throughout both counties. Cambridge Community Library is a member of the South Central Library System.

Circulation of Library Materials

In 2025, the total circulation of physical and digital materials in Jefferson County decreased by 2% from the previous year. Physical circulation decreased from 819,156 to 788,583 items checked out of the nine county libraries. It is important to note that in 2025 the Whitewater Public Library was closed to the public from late May to late June, curbside only for a few months, and closed for two weeks in Fall 2025 due to their expansion. This contributed to a 25.55% decrease in their total circulation from 2024.

Digital circulation continues to increase. In 2025, 177,052 digital books, audiobooks, and videos were checked out, compared to 166,194 in 2024. In 2025 digital materials were available for borrowing from the Wisconsin Digital Library (Overdrive/Libby) and Hoopla by downloading to a computer or mobile device. Despite the popularity of the Hoopla platform, the cost structure made it unaffordable and access to this service ended at the beginning of 2026. Investment in Overdrive/Libby continues.

Of the total physical and digital circulation, 215,157 (which represents 22.28% of the total) were checked out by Jefferson County residents who live in municipalities without their own libraries. This same population represented nearly 25.66% of digital usage in 2025. This ratio represents a higher ratio than for physical circulations (21.52%).

Table 1. Circulation at Jefferson County Libraries – 2025

Library	2025 Total Circulation (Physical & Digital)	2025 Circulation to Jefferson County Non- librarianed Communities (Physical & Digital)	Non-librarianed Resident % of Total Circulation
Cambridge*	38,169	15,531	40.69%
Fort Atkinson	199,152	57,419	28.70%
Jefferson	87,591	25,528	29.14%
Johnson Creek	41,022	10,984	26.78%
Lake Mills	102,982	26,268	25.51%
Palmyra	38,955	21,084	54.12%
Waterloo	66,884	5,984	8.95%
Watertown	328,699	48,175	14.66%
Whitewater	62,181	4,454	7.16%
Totals	965,635	215,157	22.28%

*Cambridge does not circulate digital items to Jefferson County residents.

Countywide Library Service Highlights from 2025

Jefferson County residents had ready access to more than 2 million items and integrated access to the Wisconsin Digital Library, all via the CAFÉ catalog. In 2025, Bridges Library System upgraded the CAFÉ catalog to include the Vega Discover interface to improve catalog searching and bring different formats of the same title into one place.

Libraries received the following Bridges Library System services and programs:

- Improvement and innovation grants
- eContent grants
- Coordinated public relations efforts & library advocacy
- Technology support for CAFÉ, OverDrive, Hoopla, and the wide area network
- Annual report data pre-population, monthly data reports, and data dashboard access
- Youth services coordination
- Inclusive services coordination
- Workforce development coordination
- Professional development opportunities
- Access to a library event calendar and meeting room reservation platform
- Coordinated meetings for staff members and subject-specific listservs and groups
- Backup reference assistance
- Access to a professional collection for librarians
- Consultation on library services and library administration
- Access to special equipment
- Interlibrary loan software
- New library director orientation
- County library budgeting and planning assistance
- Web hosting, website assistance, and email service

Additional electronic resources for all county residents offered in 2025 included:

- Overdrive/Libby – Access to eBooks and digital audiobooks
- Udemy – Access to online, on-demand courses
- Ancestry.com – Research family history
- Consumer Reports – Make smart buying decisions
- Cypress Resume – Utilize job coaching, resume critiquing, and mock interview sessions
- Morningstar Investment Research – Research current or prospective holdings
- NoveList Plus – Find recommended reads, reviews, and book discussion guides

Cambridge Community Library

2025 brought some new faces and exciting updates to the Cambridge Community Library. The library was finally able to start and complete construction on its drive-up window after over a year of creative functionality. This unique service is one the library's community absolutely adores and was a welcome improvement for staff and patrons alike.



Cambridge Community Library saw several staffing changes throughout the year. Longtime library assistant Robin and newer library assistant/programmer Stephanie both moved on at the beginning of the year. New library assistants Amanda (starting in March) and Sarah (starting in November) have been wonderful additions to the library's staff, with Amanda handling programming and Sarah taking over all marketing for the library. The library also had a change in Page staff this year as well.

Despite construction both at the library and in the surrounding area in town, Cambridge Community Library still had over 20,000 visits throughout the year, 564 more than the year prior. The library continued to expand its program offerings by 24% and had 3,133 people attend across 234 programs. The highest attended programs for the year were Yellow Brick Road story and songs with CD Players, storytime with special guest Officer Tony, Magical Art with Mrs. K, Badger Talks with Mike Leckrone, and Cat in the Hat Storytime with Miss Geri. The library closed out the year with its second Noon Year's Eve celebration.



Thanks to the Cambridge Foundation, the library was able to develop and introduce a new collection this year! Staff purchased three Yoto minis with headphones and protective cases, adding them, plus over 100 cards, to the collection. While the devices themselves are exciting, the community also really appreciates being able to check out the cards for the devices they already have at home.



Dwight Foster Public Library (Fort Atkinson)

The Dwight Foster Public Library, located in Fort Atkinson in south central Jefferson County, proudly continued to serve the Fort Atkinson area to the best of its ability in 2025.

The library added a circulating puzzle collection in the summer of 2025 consisting of a large number of donated puzzles and 22 new large format puzzles purchased using funds from a Bridges Library System grant. The library's puzzle collection quickly grew in both size and popularity, and the Dwight Foster Public Library now hosts the largest circulating puzzle collection in the system.



Dwight Foster Public Library staff coordinated a wide variety of programs and events in 2025. The library partnered with the School District of Fort Atkinson to host a 4K Art Gala that drew in 220 attendees and featured original art created by 4K students, a red carpet, a balloon arch, a craft, and storytelling performances by 4K teachers. In April, the library hosted Jefferson County's Library Memory Project Family Day which invited individuals with memory loss and their families to a free outing at the library that featured activities such as bingo, therapy dogs, art projects, and a performance by an Elvis impersonator. In the summer, the library welcomed authors Geo Rutherford and Nickolas Butler and poet Nick Gulig to lead fun and informative programs about their creative works and processes. In the fall, with the financial support of an adult program grant from Bridges Library System, the library offered an antiques appraisal event led by antiques expert Mark Moran.

The library implemented several technology and facility upgrades in 2025. In July, the library enabled the "Reserve a Room" feature on the library's website calendar, allowing members of the public to book their own meeting rooms if they feel comfortable doing so. The library applied for and received a Bridges Library System innovation grant to purchase two Meeting OWL 3s for use by staff and members of the public in the library's meeting rooms. The Meeting OWL 3s complement the four new laptops that the library acquired this year. Library staff oversaw projects to reupholster furniture in the teen room and replace the library's main server. The library also installed beautiful new area rugs in the second floor reference room and the storytime room, thanks to funding from the Friends of the Library group. Following a surprise mechanical malfunction, library staff coordinated the emergency replacement of the library's rooftop condenser. Library staff works to wisely use funds to maintain and improve the library's warm, welcoming, and clean environment.



Jefferson Public Library



The Jefferson Public Library experienced a successful year in 2025, marked by enhancements to facilities, expanded services, and strong community engagement. One of the most significant improvements was the construction of two new private meeting rooms, each accommodating up to four individuals. This addition has addressed a growing demand for flexible, quiet spaces where patrons can work remotely, conduct job interviews, participate in tutoring sessions, or gather socially.

The Library also enhanced its front entrance by commissioning Madison-based artist Emily Balsley to design and install a vibrant mural at the front entrance, creating a welcoming and visually engaging first impression for visitors.



In support of improved accessibility and user experience, the Library launched a redesigned website. Also, Magic Desktop software was installed on two youth computers, providing children with a safe, structured digital environment that encourages learning, creativity, and play.



Programming expanded significantly in 2025, with new offerings designed to engage patrons of all ages. Younger audiences enjoyed programs such as Little Movers Storytime, Hot Wheels Club, and Barbie Club, all of which have seen enthusiastic participation. Adults also benefited from new opportunities, including a cookbook club, a hands-on crafting series featuring needle felting, glass etching, and diamond painting, and the Friends of the Library Puzzle Competition.

Summer remained the Library's busiest season, highlighted by a well-attended Summer Reading Program Kickoff Party. Families enjoyed ice cream, face painting, and outdoor games, creating excitement and momentum for summer reading.

Overall, the Library offered 214 programs in 2025, drawing a total attendance of 4,679 participants. These numbers reflect a strong commitment to serving the community through diverse, engaging, and meaningful experiences.



Johnson Creek Public Library

In 2025, following a period of transition, the library welcomed new staff members. Three staff members departed, prompting changes within the team and the addition of new personnel. The library welcomed Jacki Haberman as a Library Assistant, sharing the position with Mindy Markus. Ella Bachim joined the library as a Circulation Clerk. Both Jacki and Ella joined the library in October.



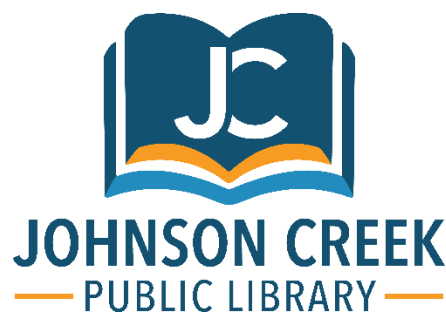
Johnson Creek Public Library partnered with Village of Johnson Creek Tourism for the library's first "Wellness in the Creek" in September. It was a major success bringing together more than 25 agencies, organizations and businesses, such as Jefferson County Head Start, Johnson Creek Food Pantry, Fort Health, Habitat for Humanity, and many emergency service agencies, including Flight for Life. The library had live music, inflatables for the kids, and free food for everyone!



Thanks to Bridges' financial support and participation in WiLS's Small Library Strategic Planning Cohort, the library's 2026-2030 Strategic Plan was approved in August.

Regular programs continued with a monthly PAWS and READ with a therapy dog, Family Fun, Legos, and the new Busy Fingers program which began in September. The library continued its weekly Storytime and Snack and Chat for 6-12 graders. Community outreach also continued with weekly visits to Crossroads Kid's Connection Daycare, Crossroads Annual Spring Carnival, Johnson Creek Elementary Literacy Night, Johnson Creek Middle School Family Night, Johnson Creek Schools Mental Health Awareness Night, and the community Nickel Night. New in 2025 was participation in the village's Independence Day Celebration and Holidays in the Creek.

Through a generous grant from Bridges Library System, the Johnson Creek Public Library updated its logo and purchased apparel for staff and swag to hand out to patrons.



L.D. Fargo Public Library (Lake Mills)

Lake Mills continues to work on expanding the library building with an addition to the North side of the existing library. The library heavily focused on capital fundraising and building design during 2025.

Throughout the year, the library continued to excel in children's programming opportunities with its annual Summer Reading Program as well as regular craft, Teen Theater, Toddler and Baby Story Time, Escape Rooms, Story Walks, and more.

Adult programming included two book club meetings per month, monthly textiles club, Memory Cafes for people with dementia, a jigsaw competition, local history, library open houses, bookmaking and other special events.

Physical circulation took a slight dip in 2025 compared to 2024 but electronic usage rises every year. The library had new 3D sensors installed at the entryways, enabling staff to keep accurate statistics on foot traffic.



Powers Memorial Library (Palmyra)

Powers Memorial Library is located in the village of Palmyra in the southeast corner of Jefferson County.

Powers Memorial Library continued to be a hub for the community in 2025. The library and staff participated in community outreach programs and also provided exceptional patron services.



Powers Memorial Library continued to upgrade its collection of materials for reading, viewing, and listening as well as its Library of Things. The library also offered an extensive array of programming for patrons of all ages. The library continued to supply experience passes for free entry into the Milwaukee County Zoo and 12 Wisconsin historical sites. In 2025, the library added the Horwitz-Deremer Planetarium pass as well as Wisconsin park day passes.

Through the efforts of the library director and many community members, Palmyra became an Ice Age Trail Community. In the fall, a team of staff and patrons completed the Ice Age Trail Mammoth Challenge.

A perpetual book sale through the Friends of the Library was established for the first time in 2025. A local artist painted a mural in the entrance to the children's library, making it more inviting.

The Summer Reading Program continued to be a big hit in the community topped off by Family Fun Day in mid-August. In the winter, Powers Memorial Library hosted two hygge events with music, food, self-care and camaraderie.

2025 was also a year of cultural exchange at Powers Memorial Library. The library invited foreign exchange students to present highlights of life in their home countries. The library also had a presentation from an American exchange host family who traveled to Turkey and Malaysia.





Karl Junginger Memorial Library (Waterloo)

The Karl Junginger Memorial Library, located in Waterloo in the northwestern region of Jefferson County, experienced a strong year of growth and community engagement in 2025. Physical circulation increased by 7.7% compared to 2024, reflecting continued community use and interest in library resources.

With the support of a grant from the Bridges Library System, the library partnered with WiLS to develop a new strategic plan covering 2026-2030. This plan will guide the library's priorities and services in the coming years.

In collaboration with the Bridges Library System, the system libraries implemented an upgraded library catalog interface for library users. The new system features a simplified, user-friendly design, improved search capabilities that combine formats and editions, enhanced discovery tools for related materials, and mobile-friendly access for users on any device.

Programming remained a key strength in 2025. The library is grateful to the Bridges Library System for its continued support during the summer months, which made it possible to offer three paid children's performances—including a highly popular magician—along with a young adult program where participants learned professional cookie decorating techniques. In addition, grant funding supported a variety of adult programs, including well-attended events such as Yoga on the Lawn and a beginner sourdough class.



Community partnerships also expanded, highlighted by the launch of "Bingo 4 Books" in collaboration with local first responders. This event drew strong participation and fostered meaningful connections with the Waterloo Fire and Rescue Department and the Waterloo Police Department.

Overall, 2025 was a year of growth, innovation, and strengthened community relationships for the Karl Junginger Memorial Library.



Watertown Public Library

Watertown Public Library, located on the northern border of Jefferson County, was pleased to serve residents with a variety of essential services and innovative programs.

In 2025, Watertown Public Library had 174,664 total visits, averaging 495 visitors each day, and checked out 274,944 physical materials. Through the Libby and Hoopla apps, Watertown checked out 60,386 digital materials. In total, Watertown Public Library had 13,288 registered cardholders in 2025 and created 1,490 new library cards. Meeting the technology needs of patrons, Watertown Public Library saw 62,000 wireless uses and 1,310 mobile print users.



Watertown Public Library offered 601 programs for children, teens, and adults in 2025. Program highlights included a storytime with Watertown Fire and EMS, the second annual (and very successful) WPL Film Festival, and a special spring storytime featuring a lamb from Jelli's market.



The staff at Watertown Public Library continue to take pride in their beautiful library and explore new ways to better serve their community.

A special spring storytime visitor from Jelli's Market. We all know that "Ewe belong at the library! Baaa."



Whitewater Public Library

The Whitewater Public Library completed a 13-month building expansion and renovation project and fully reopened to the public on Monday, December 8, 2025. The expansion added an additional 4,400 square feet to the library. The new spaces



include three additional study rooms, two of which are equipped with HDMI TVs, an expanded Makerspace, a new Teen Area, an expanded Children's Area, meeting rooms equipped with upgraded AV, a full kitchen, and a hearing loop. A grand opening event took place on February 6, 2026 with over 200 people in attendance.

In addition to the new space, the library also changed its name from Irvin L. Young Memorial Library to Whitewater Public Library and adopted a new logo. The existing library building that was built in 1990 has been named the Irvin L. Young Memorial Wing.

The library received a grant from the Bridges Library System to help fund the state-of-the-art hearing loop that was installed in the meeting rooms in the new addition.

The library was awarded a Whitewater Community Foundation Community Action Grant of \$4,500 for a bilingual AWE Literacy Station. AWE Learning provides literacy-focused digital learning solutions for early learners in public libraries. The library now has two literacy stations.

The library renewed and revitalized the Friends of the Whitewater Public Library, which was one of the 2025 strategic goals. The Friends have a bookshop located just inside the library's entrance.

Sarah French was accepted as an ambassador in the Library Makers Ambassador program. The goal for each Library Makers Ambassador is to provide support for the outreach and programming efforts of the Library Makers community by promoting the platform in their personal networks and helping create content and facilitate programs for their members.

Sarah French was promoted to Assistant Library Director in June. She worked as the Programming & Makerspace Librarian for over three years. She graduated with a Master of Library & Information Science degree from UW-Milwaukee in 2024 and has worked in public libraries since 2017.

Hunter Swanson was hired as the new Programming & Makerspace Librarian and began his duties in September of 2025. Hunter graduated from UW-Milwaukee with a Master of Library and Information Science degree in 2022 and spent two years as a Young Adult Librarian in North Lake, WI. During his time there, he fell in love with his work in the Library's Makerspace.

Assistant Director Report

Sarah French

August 2026



- Month of July Online Statistics:
 - E-newsletter active subscribers: 4,019
 - July e-newsletter unique opens: 1,618 (40.64%) and 0 unsubscribes
 - Website visits: 4,343 (8.67K total impressions)
 - Facebook: 25K views; 171 content interactions; 22 new follows
 - Instagram: 6.9K views; 98 content interactions; 3 new follows
 - Top content for July: Summer Reading Program survey link with 4,347 views
- I facilitated an all-staff meeting on August 6 to begin discussing and developing Library Service Standards.
- Diane and I are completing Mid-Year Reviews with all staff members.
- A display about Lavinia Goodell, Wisconsin's first female lawyer, is up in the atrium through August 31. The Walworth County Health Department has a display up in the atrium as well.

Donations:

- Former library director Virginia Follstad donated her archive of correspondence with Fred Kraege, which will be added to our local history collection in the Kraege Room.
- A patron donated a treasure trove of wool roving and dyes that will be used to stock the makerspace's needle felting kit and can also be used for various fiber arts programs.

Programs and Outreach:

- 7/24: Books and Blooms (10)
- 7/31: Books and Blooms (3)
- 8/3: Kids take & make crafts (60)
- 8/7: Books and Blooms (4)
- Book a Librarian (5)

Adult Summer Reading Program Statistics:

Week 6: 64 entries, 34 participants

Week 7: 101 entries, 32 participants

Week 8: 65 entries, 29 participants

Total entries: 640 | Total participants: 106

Staff Summer Reading Program: We had 9 participants and a total of 64 entries! Small prizes were provided by the Friends of the Library.

Upcoming Programs and Outreach:

- 8/20: Multi-Gen Finanzas with FCCU (in Spanish)
- 8/22: Family Jams with Noelle Larson
- 8/27: Somatic Prescence with Katy Wimer
- 9/18: Red Cross Blood Drive
- Ongoing, select Fridays: Books & Blooms
- Ongoing, select Mondays and Tuesdays: Garden Club
- Ongoing, monthly Fiber Fridays
- Art classes with UW-W students monthly September-December

Meetings:

- Weekly management meetings
- 7/20: Meeting with Diane and Rachelle, head of city Finance dept.
- 7/20: Library Board meeting
- 7/21: UW-W CBL Partnership meeting
- 7/24: Michelle Dennis, Hedberg Public Library
- 7/31: Dylan, UW-W Civic Action Project

Professional Development:

- Budgeting for Libraries, UW-Madison iSchool CE course (in progress)
- Webinar: Return on Investment (ROI): Beyond What Your Library is Worth
- Webinar: A Closer Look at Vega Discover: New Enhancements, Deeper Impact
- Webinar: The Wisconsin Library Funding Model: Navigating the Legal and Financial Framework Under Chapter 43 with Bill Oemichen, UW-Madison Extension

Programming & Makerspace Librarian Report

Hunter Swanson

August 2026

Program Statistics

- Line Dancing – 7/16 – 19 patrons
- Box Fort Building – 7/20 – 36 patrons
- Makerspace 101: Cricut – 7/21 – 4 patrons
- Sip & Paint – 7/23 – 14 patrons
- Puzzle Race – 7/28 – 20 patrons
- Monday Magic Draft – 8/3 – 1 patron
- Intro to D&D – 8/4 – 5 patrons
- Sea Glass Suncatchers – 8/7 – 19 patrons
- Nostalgia Night: 1990s – 8/10 – 3 patrons
- Makerspace 101: 3D Printing – 8/11 – 2 patrons

Upcoming Programs:

- Sugar Cookie Studio – 8/19, 8/20
- Adult D&D – 8/31
- 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
- NASA IMAP – 9/15
- Author Talk: Sonya Naryshkin – 9/28
- Line Dancing – 10/22

Meetings:

- Staff Meeting – 7/15
- Staff Meeting – 7/22
- 3D Print Training – 7/24
- Staff Meeting – 7/29
- Staff Meeting – 8/5
- 3D Print Training – 8/7
- 8mm Conversion – 8/11
- 8mm Conversion – 8/12

Other Updates:

- Fall programming is being finalized and marketing materials should be distributed starting the week of the 17th
- Usage of Switch 2 and games is being determined and should be accessible in the coming months
- Final city funded Makerspace purchases are being ordered in the coming weeks, including more power tools and soldering equipment

Youth Services Report

August 2026

Collection Management

Materials ordered	36
Books cataloged	9
Materials Weeded	0
Materials Reorganized	0

Programs

Date	Program Name	Participation
7/1	Storytime	19
7/7	Junk Journaling	2
7/8	Storytime	20
7/9	Flower Pot Painting	13
7/13	Bhangra in India	10
7/14	Stuffed Animal Taxidermy	3
7/15	Storytime	2
7/16	Tie-Dye Catapult/LEGOS & Switch	10
7/21	Boba Mixology	16
7/22	Storytime	Cancelled due to illness
7/23	Stuffed Animal Sleepover	19
7/27	Pet Cents with Premier Bank	17
7/28	Miniature Book Making	2
7/29	Storytime	2

7/30	Cookbook Competition	Cancelled due to lack of registration
7/1	1000 Books before Kindergarten	1
7/1	American Flag Scavenger Hunt	74
7/6	Brag Tags Week 5	85
7/13	Brag Tags Week 6	66
7/20	Brag Tags Week 7	66
7/27	Brag Tags Week 8	51
7/20	Plant Some Radishes! Activity Room	50

Summer Reading Program

Participation was determined by the number of reading logs completed.

Reading Log	Participants
Reading Log #1	139
Reading Log #2	88
Reading Log #3	61

Meetings and Trainings

7/1	Management Meeting
7/8	Management Meeting
7/15	Management Meeting
7/27	Monthly Check-in with Director
7/29	Management Meeting

Notes

Bridges Library System Staff Reports

August 2026

Brittany Larson – Library System Director

2027 Bridges Library System Budget

I attended the Waukesha County Executive budget review on July 28th and will present to the County Finance Committee in October. The final version of the budget will be brought to the Board for consideration at the September Bridges Board meeting.

Jefferson County Library Service Board

I attended the Jefferson County Library Service Board on July 29th to present the 2027 Jefferson County Library budget request. It was approved.

2027 Jefferson County Library Budget

The budget approved by the Jefferson County Library Service Board was submitted to the Jefferson County Finance Director. Dwight Foster Public Library Director Minetta Lippert and I will meet with Jefferson County Administrator and Jefferson County Finance Director on August 12th to discuss the budget request. The Finance Committee Budget Hearing is scheduled for September.

System and Resource Library Administrator Association of Wisconsin (SRLAAW) and other meetings

I will be attending a State System Director meeting on August 20th for state biennial budget planning and the SRLAAW meeting on August 21st in Wausau. I also attended the WPLC State Delivery Workgroup and the WPLC Technology Steering Committee.

Continuing Education

I have attended training on “Understanding Library Authority” by the UW System. I attended the 2026 SEWI director retreat on August 7th, which covered topics on strategic planning, reasonable accommodations, and legal interviewing practices. I attended 2026 Trustee Training Week which covered topics on library law, AI, and more.

Trustee Training Week August 10th – August 13th

Designed specifically for public library boards, friends, and trustees in Wisconsin, Trustee Training Week contains four days of individual virtual learning sessions that run noon-1pm. If you missed any of the webinars the recordings can be found at <https://www.wistrusteetraining.com/archive>.

Database Management Librarian Search Update

I am happy to announce that Matthew Murphy has been hired for the position of Database Management Librarian for the Bridges Library System! Matt’s first day will be August 27th. Matt has a strong and varied background in cataloging, having spent time as the Head of Cataloging and Metadata at the New York Historical and as the Library Services Manager for Cataloging and Database Maintenance at the Milwaukee Public Library. He has also worked as a Rare Book Cataloger for the New York Public Library Schomburg Center for Research in Black Culture and as a Content Engineer at Cengage for metadata standards. Matt comes with extensive experience in original and copy cataloging,

organizing workflows of large cataloging projects, cataloging policy development, and hiring and training staff in technical services.

Strategic Planning Update

I am working with WiLS to schedule key dates for data gathering meetings with stakeholder groups. I am meeting with WiLS on 8/12/26 and will have more details to share at the time of the Bridges Board meeting during my report period.

Personnel Committee

Historically the Personnel Committee was appointed in August. We have since shifted this agenda item to occur at the start of the year (after the appointment of the President, Vice President, and Secretary roles).

Kelly Nelson – Coordinator of Library Development

Library Visits – I visited the Delafield Library in July to share what I’ve been doing and ask about potential professional development needs.

WiLS Documentation Lab Pilot Grant – WiLS recently announced a pilot project that seeks to help libraries create robust documentation of their processes. We felt that this was a valuable opportunity and decided to offer a grant for one of our libraries to participate. Two libraries applied and the final grant was awarded to the Muskego Public Library.

Learning Management System Implementation Team – In spring 2026, LSTA funding was awarded to systems for professional learning. It was decided that the systems would pool those funds to sign a 3-year contract with Thinkify for a Learning Management System that will house statewide learning initiatives. This will bring projects such as Wild Wisconsin Winter Web Conference and Trustee Training Week onto one platform, eliminating confusion about where to find these projects. Additionally, with this software, users will be able to create a log in and keep a record of each webinar they have watched, making tracking certification hours much easier. I will be part of the implementation team, which begins work in August.

Upcoming 2026 Events

- **SEWI Libraries Book Doctor Workshop** – August 25, 1 – 4 pm, Waukesha Public Library
- **SEWI Libraries Healing Through Connection Discussion Panel** – September 10, 1:30 – 3:30 pm, Milwaukee Public Library, MLK Branch
- **Tech Days Wisconsin** – September 15 & 16, Virtual Conference
 - **AI with Heart** – Tuesday, September 15, 10 – 11:30 am
 - **AI Book Clubs and Digital Literacy for Seniors** – September 15, 1 – 2:30 pm
 - **Sustainable Tech Help with DigitalLearn and Teen Volunteers** – September 16, 10 – 11:30 am
 - **Generative AI and Library Collections** – September 16, 1 – 2:30 pm

Professional Development

- Libraries Supporting Small Business (Webinar)

- Reaching out to Residents Who Are Not (Yet) Users (Webinar)
- What If Everything Was Shareable? (Webinar)
- What's New in Polaris 8.1 (Webinar)

Angela Meyers – Coordinator of Youth and Inclusive Services

Youth Services

In July, I visited several libraries to observe and evaluate performances and workshops coordinated through Bridges. These included Wildlife in Need Center at Jefferson Public Library and Bollywood Groove at Brookfield Public Library. I also attended Circus Spark at Dwight Foster Public Library and magician Jeff McCullen's program at Brookfield Public Library. The final Bridges coordinated program of the summer will be Nerf Games on August 22 at Pauline Haass Public Library.



Deana (Whitewater), Angela (Bridges), Michelle (Eagle), Andrea (Delafield), Jamie (Hartland), and Katelyn (Mukwonago)

Library staff engage with guests at Old World Wisconsin's Teacher Day

The Summer Celebration/Summer Library Program Wrap-Up is scheduled

for August 19, 2026, at noon at Oconomowoc Public Library. This gathering provides an opportunity for staff to reflect on summer library programs, hear from colleagues across the system, and consider potential changes for next year. All library staff involved in youth and teen services are strongly encouraged to attend.

On Friday, July 31, four member libraries and I participated in an outreach event for teachers at Old World Wisconsin. We spoke with both teachers and other attendees about library services and signed one person up for a library card.

Inclusive Services

The Annual Fall Family Day for the Library Memory Project will take place on Sunday, September 27, at Retzer Nature Center in Waukesha.

Professional Development

Completed Quarter 3 Security Training through Waukesha County.

Emily Heller – Public Communications Coordinator

Tracks in the Stacks Bigfoot Hunt

We are in the final month of the Bigfoot Hunt! I have received many prize entry forms from all over the system and it appears that the event was very popular this summer! I am excited to have a total count soon. The hunt ends Friday, August 21.

Waukesha Public Library shared:

A patron asked staff to pass along a compliment for the program to “the folks in charge of it”: She said that she is disabled and has a hard time finding things to do to get out of the house and out into the world as often as she would like and she has really loved exploring all of the Bridges libraries for the past few summers. She said you guys were wonderful and creative and she would like us to “continue the program forever”.



Community Outreach

Apple Harvest Festival: Sat., September 19

Bridges will be hosting an outreach table at Retzer’s annual event. We will be promoting library perks in “The Pines” activity area with the “Fill Our Bookshelf” activity. [Event details](#)

Story Hike Partnership at Retzer Nature Center

We have new signs and displays for the Story Hike to make the experience even better for our readers. We are featuring “The Acorn and the Oak” by Rhonda Accardo along the White Trail at Retzer Nature Center. Readers will learn more about oak trees and their fascinating ecosystem as they hike! The Story Hike runs September 19 – October 31! [Event details](#)

WLA Annual Conference Committee

As the Publicity Chair for the WLA Conference, I have been preparing promotions and graphics for the event and meeting with committee. I completed the vendor booklet, registration materials, and all the keynote speaker highlights. Registration for the conference opens on August 31.



In the news:

- Palmyra celebrates Independence Day: [Watertown Daily Times Article](#)
- Pewaukee librarian presents 2026 Geisel Award to winner: [Waukesha Freeman Article](#)
- Former library director opening new chapter: [Watertown Daily Times Article](#)

[News Archives](#)

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

- Marketing Magic:
 - Aug. 7: 48.19% Open Rate
 - July 24: 59.04% Open Rate
 - July 10: 63.86% Open Rate
- Monthly Bridges:
 - July 5: 42.62% Open Rate
 - June 5: 50.23% Open Rate
- Monthly Legislators:
 - July 16: Legislators – 27.78% Open Rate / Staff – 38.89% Open Rate
 - June 12: Legislators – 16.67% Open Rate / Staff - 33.33% Open Rate