



## Library Board of Trustees

Cravath Lakefront Conference Room  
312 W Whitewater St., Whitewater, WI, 53190  
\*In Person and Virtual

**Monday, November 17, 2025- 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:

***Join Zoom Meeting:***

<https://us02web.zoom.us/j/82194573151?pwd=kzh0dwYfkwisZYqNaGGbb1XX5QQ8KK.1>

**Meeting ID:** 821 9457 3151

**Passcode:** stUx6tyY

**Telephone:** +1 (312) 626-6799 US (Chicago)

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 October 20, 2025 meeting
- [2.](#) Approval of Payment of Invoices for October 2025
- [3.](#) Approval of updated Job Descriptions for 2025
- [4.](#) Acknowledgement of Receipt of October 2025 Statistical report
5. Acknowledgement of Receipt of Financial reports
6. Acknowledgement of Receipt of October 2025 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.*

***To make a comment during this period, or any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial \*6 to unmute your phone and dial \*9 to raise your hand.***

## **OLD BUSINESS**

- 7. Library Building Project general update
- 8. Update, discussion and possible action concerning a new Strategic Plan
- HYPERLINK "app\sf3421b79494249719bd6c7efeb5d1a9a" 9. [Review and approval of the second draft revision of the Meeting and Study Room Policy](#)

## **NEW BUSINESS**

- 10. [Approval of the 2026-2027 Library Budget](#)
- 11. [Approval of closing on Friday, March 13, 2026 for Staff Development Day](#)
- 12. [Review and possible approval of the Makerspace Policy](#)

## **CONSIDERATIONS / DISCUSSIONS / REPORTS**

- 13. Library Director's report
- 14. Assistant Director's report
- 15. Youth Educational Services report
- 16. Programming & Makerspace report
- 17. Bridges Library System Staff reports
- 18. Board reports

## **FUTURE AGENDA ITEMS**

## **CONFIRMATION OF NEXT MEETING**

## **ADJOURNMENT**

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



Cravath Lakefront Conference Room  
312 W Whitewater St., Whitewater, WI, 53190  
\*In Person and Virtual

**Monday, October 20, 2025- 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:

***Join Zoom Meeting:***

<https://us02web.zoom.us/j/87195021449?pwd=Qsc6P46bSnEtF2sk9PxW2hGDtBIUmU.1>

**Meeting ID:** 871 9502 1449

**Passcode:** z6ZZaDE9

**Telephone:** +1 (312) 626-6799 US (Chicago)

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## MINUTES

**CALL TO ORDER at 6:31pm**

**ROLL CALL**

***Present:*** Jennifer Motszko, Doug Anderson, Elizabeth Miller, Steven Sahyun, Kathy Retzke, Camden Harlan, Tara McKenzie-Peotter

***Not Present:***

***Library Staff Present:*** Diane Jaroch (Director)

***Others Present:*** Lily from the Royal Purple

### APPROVAL OF AGENDA

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- **Doug Anderson moved, Camden Harlan seconded the motion, the motion passed unanimously.**

**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 15, 2025 meeting
2. Approval of the minutes of the October 6, 2025 special meeting
3. Approval of Payment of Invoices for September 2025
4. Acknowledgement of Receipt of September 2025 Statistical report
5. Acknowledgement of Receipt of Financial reports
6. Acknowledgement of Receipt of September 2025 Treasurer's reports

**Motion to approve items 2-6 on the consent agenda.**

**Camden Harlan moved, Doug Anderson seconded the motion, unanimous yes.**

**Jennifer pulled item 1 the “approval of the minutes of the September 15, 2025 meeting.”**

The board clarified that at the September meeting, we did not vote on how to allocate the \$97,000 donation from a patron.

**Steven Sahyun motioned to approve Item 1. Elizabeth Miller seconded the motion. Motion passed unanimously.**

**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.*

***To make a comment during this period, or any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial \*6 to unmute your phone and dial \*9 to raise your hand.***

**OLD BUSINESS**

7. Library Building Project general update

**Diane Jaroch (Library Director):** Public restrooms are done, the carpeting is in, the circulation desk is done! They are in the process of putting up interior signage. The asphalt is going to be put in the parking lot this week. The movers come next week! Furniture arrives the week of Thanksgiving. Projected open date is December 8<sup>th</sup>.

8. Discussion and action concerning the library's new logo design

The graphic design firm shared a presentation with narrated video explanation of their revisions based on the board's feedback.

Doug Anderson moved to adopt the 1a color, 2b design, and incorporate Steven Sahyun's suggestion to configure the books in a "W" shape. Elizabeth Miller seconded the motion.

After discussion, **Doug Anderson amended his motion to adopt the 2b design and color and incorporate Steven Sahyun's suggestion to configure the books in a "W" shape. Camden Harlan seconded the motion. The motion passed with 6 "yes" votes and 1 "no."**

9. Review and approval of the Social Media Policy

During discussion, the board recommended following correct roman numeral format.

**Elizabeth Miller moved to edit the policy to reflect correct roman numerals (i.e. "iv" instead of "iiii." Doug Anderson seconded, and the motion passed unanimously.**

## NEW BUSINESS

10. Discussion and possible action of the Meeting and Study Room Policy

The board suggested edits and revisions.

11. Discussion and possible action concerning a new Strategic Plan

Contacted the Wisconsin Integrated Library System (WILS). The cost to work with a consultant on a strategic plan is minimum \$13,000. We could look at starting this process Spring/Summer 2026. Other libraries in our region have paid up to \$20,000 in recent years. Once the process begins, it can take from 6-8 months. Diane is still waiting to hear back from her message to the UW-Extension. Camden suggested attending the upcoming Community Based Learning Breakfast, which is happening this Thursday, to make some connections.

12. Review and approval of the 2026 Annual Addendum to the Bridges Library System Member Library & CAFÉ Agreements, signed by the Bridges Library System Board

This is the annual agreement we have with the Bridges Library System.

**Doug Anderson motioned to approve signing of the addendum as proposed, Tara McKenzie-Peotter seconded the motion.**

## CONSIDERATIONS / DISCUSSIONS / REPORTS

12. Library Director's report

Staff is working on issuing library cards to WUSD students whose parents and guardians opted in per the program that was rolled out this school year. Cards should be issued by the end of the calendar year, if not even earlier (shooting for prior to December 8<sup>th</sup> grand opening).

The City is looking at a new compensation structure to be more competitive.

13. Assistant Director's report
14. Youth Educational Services report  
Storytimes are still well-attended.
15. Programming & Makerspace report  
Programs are planned out through March.
16. Bridges Library System Staff reports
17. Board reports

**FUTURE AGENDA ITEMS**

Allocation of \$97,000 donation, look at revised Meeting and Study Room Policy

**CONFIRMATION OF NEXT MEETING on November 17, 2025****ADJOURNMENT at 6:30pm**

**Kathy Retzke motioned to adjourn the meeting, and Camden Harlan seconded the motion.**

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

**INVOICES**  
**October 2025**

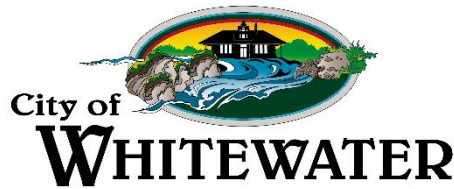
Category	Claimant	Invoice #	Amount
Audiovisual-adult	Amazon	n/a	\$ 187.10
Audiovisual-adult	Target	n/a	\$ 26.97
			<b>\$ 214.07</b>
Audiovisual-digital	Midwest Tape/Hoopla	507873057	\$ 90.14
Audiovisual-juvenile	Midwest Tape	507808481	\$ 23.24
Audiovisual-juvenile	Midwest Tape	507916389	\$ 25.49
			<b>\$ 48.73</b>
Book-adult	Amazon	n/a	\$ 167.37
Books-adult	Ingram	91107436	\$ 946.11
			<b>\$ 1,113.48</b>
Books-digital	Midwest Tape/Hoopla	507873057	\$ 24.32
Books-juvenile	Ingram	91233478	\$ 667.53
Donations/rebranding	Demco	7717581	\$ 245.16
Donations/rebranding	LimeGlow Design	4799	\$ 450.00
			<b>\$ 695.16</b>
Library building project	Miron	G-013	\$346,635.08
Library building project	Thunder Hearing	2128	\$ 4,836.00
Library building project	Adamantine Spine Moving	LOC05062501529	\$ 23,857.00
			<b>\$ 375,328.08</b>
Material recovery	Unique	6146263	\$ 23.30
Office supplies	Amazon	n/a	\$ 141.40
Office supplies	Shred-it	8012381133	\$ 102.12
Office supplies	Showcases	330987	\$ 40.72
Office supplies	Showcases	331063	\$ 79.49
Office supplies	TLS	331145	\$ 645.78
Office supplies	When I Work	4XSSDFVH-005	\$ 37.50
			<b>\$ 1,047.01</b>
Periodicals-adult	DiscountMags	n/a	\$ 74.97
Program supplies-adult	Facebook	n/a	\$ 14.94

**INVOICES**  
**October 2025**

Item 2.

Program supplies-juvenile	OTC	n/a	\$	73.79
Program supplies-juvenile	Amazon	n/a	\$	60.98
			\$	<b>134.77</b>
Software maintenance	Mobile Beacon	94469	\$	<b>120.00</b>
Travel	Suzanne Haselow	n/a	\$	<b>29.82</b>





## POSITION DESCRIPTION

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<b>Title:</b>	Assistant Library Director	<b>Department(s):</b>	Library
<b>Reports to:</b>	Library Director	<b>Location:</b>	Whitewater Public Library
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	Salary Resolution
<b>Shift:</b>	Various	<b>Status:</b>	Full-time
<b>Bargaining Unit:</b>	None	<b>Date:</b>	May 2025

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### JOB SUMMARY

This position is responsible for assisting the Library Director in administration and operation of the Library for the City of Whitewater, and to perform reference librarian duties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.*

- Assist in selecting, interviewing, and hiring new employees.
- Provide instruction and training to all staff in circulation and public service duties and in use of library integrated automated circulation module; trains staff to use Local Area Network of personal computers and supervises public use of LAN. Train staff in specialized database searching techniques and procedures and computer operations.
- Supervise Library personnel on a daily basis and determine circulation staff duties and procedures.
- Conduct employee performance evaluations.
- Provide reference information and readers' advisory services ranging from elementary to in-depth research. Instruct patrons in Internet use.
- Research, review and select reference, special collections, and nonfiction materials in print and non-print forms; review, select and catalog adult materials.
- Perform all duties of Interlibrary Loan Librarian in their absence; research materials, search library holdings, generate requests, process materials and maintain database and statistics.
- Perform public relations duties including interpreting library policies, responding to patron complaints, and assisting staff with difficult situations.
- Receive and investigate employee complaints.
- Compile daily and monthly statistics and print reports.
- Attend professional meetings and continuing education classes and workshops.
- Plan and implement library programs for adults.

### ADDITIONAL DUTIES AND RESPONSIBILITIES

- Respond to alert from security system.
- Perform other duties as required.

## **SUPERVISION RECEIVED AND/OR EXERCISED**

- Ability to provide first line supervision.
- Ability to persuade, convince, and train others.
- Works under general supervision of the Library Director.
- Exercises general supervision over all library staff.

## **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Education and/or Experience**

- Master's degree in Library Science with three (3) years of related experience or any equivalent combination of education and experience that provides the requisite knowledge, skills and abilities for the position.

### **Language Skills**

- Effective communication with patrons and staff in tactful, diplomatic, and friendly manner.
- Ability to communicate orally and in writing in English.
- Ability to train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to analyze data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Ability to compare, count, differentiates, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to utilize a variety of advisory data and information such as City ordinances, directories, State statutes, procedures, guidelines, Library Board policies, labor agreements, professional standards and non-routine correspondence.

### **Mathematical Skills**

- Ability to interpret basic descriptive statistical reports.
- Ability to perform cashier duties accurately.

### **Reasoning Ability**

- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation, perform duties with a minimum of supervision.
- Ability to organize work, programs, priorities.

### **Other Qualifications**

- Ability to work effectively in cooperation with fellow employees as a member of the staff team.
- Substantial knowledge of basic computer operations, computer proficiency and experience and able to teach basic computer skills.
- Broad knowledge of subjects and authors for adult materials.
- Resourcefulness and creativity in approach to requests.
- Knowledge of operations and collection organization of libraries.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Valid state driver's license or ability to obtain one within four (4) months.

## Physical Demands

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is required to spend extended periods of time interacting with library users. Communication requirements are to be able to successfully answer questions about library materials, services, programs, and the physical locations of materials, services, programs and.
- The employee must be able to identify materials and locate them in the library.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, Integrated automated library computer system, microfilm equipment, audio and video equipment and/or materials used in performing essential functions.
- Ability to operate various pieces of office equipment.
- The employee is required to perform sedentary to light work, primarily in the handling and moving of physical materials
- Stamina, for example, to stand for prolonged periods up to eight hours in a shift. High energy to deal with the public for sustained periods while maintaining positive and enthusiastic communication.

## WORK ENVIRONMENT

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Department Head Date

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Human Resources                      Date

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City Manager                      Date



## JOB DESCRIPTION

<b>Title:</b>	Programming & Makerspace Librarian	<b>Department(s):</b>	Library
<b>Reports to:</b>	Library Director	<b>Location:</b>	Whitewater Public Library
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	Salary Resolution
<b>Shift:</b>	Various	<b>Status:</b>	Full-time
<b>Bargaining Unit:</b>	None	<b>Date:</b>	June 16, 2025

**JOB SUMMARY** This position is responsible for providing programs and events for all ages, training staff and patrons in the use of Makerspace equipment and maintaining the Makerspace equipment and supplies.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.*

- Gauges level of service based on community interest and need and provides relevant and meaningful services and programs to the residents of Whitewater and its surrounding service population.
- Develops, plans, and implements programs with a focus on making and technology for children, teens, adults, and intergenerational audiences that could be presented in or outside the Library that are responsive to community needs while sparking interest, curiosity, and fun, inspiring patrons to embrace their interests and ignite their creativity.
- Maintains and critically analyzes a host of ongoing programs while introducing new offerings
- Acts as a mentor by connecting patrons and staff with information, tools, and resources to pursue their passions.
- Serves as “person in charge” in the absence of the Library Director or Assistant Director by assuming a leadership role to address emergency situations, safety issues, and patron feedback.
- Seeks out and engages with community groups to promote the library and maker services.
- Provides library tours and presentations on library services.
- Develops and maintains partnerships with outside organizations and community groups.
- Works on the public service desks providing customer service, which can include electronic reference.
- Oversees the Makerspace. Provides and schedules instruction and programming, coordinates efforts with other staff and departments. Maintains equipment and software for the Makerspace.
- Works with the Library Director to oversee the Makerspace and Programming budgets for the Library. Supports staff with purchasing and makes recommendations for service and equipment improvements in the Makerspace.
- Assists and instructs patrons on library resources.
- Assists patrons in the Makerspace with a variety of machinery, including 3D printers, paper cutting

machines, analog-to-digital transfer equipment, sewing and embroidery machines, etc.

- Maintains confidentiality in all patron and staff interactions
- Demonstrates an interest in and ability to use and troubleshoot technology of all kinds while helping patrons in the makerspace and while on the public or circulation desk
- Serves as an effective team member by providing leadership support to the library through collaborative problem solving and decision making
- Demonstrates flexibility to change direction/priorities based on community need
- Provides input on policy and procedure as needed
- Maintains and cultivates contact with the general community, the school district, University of Wisconsin-Whitewater, other area libraries, city employees, the state library associations and other professional organizations as warranted.
- Performs other job-related duties and projects as assigned.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Respond to alert from security system, as needed.
- May be assigned responsibility for the facility and its operations in the event of an emergency, such as fire or tornado or a network outage.

#### **SUPERVISION RECEIVED AND/OR EXERCISED**

- Work under general supervision of Library Director, or, (in absence of Library Director) Assistant Library Director, however, performs recurring job duties independently.
- Organize work, programs, and priorities with moderate supervision from Library Director and/or Assistant Library Director.
- Some opportunity exists in deciding appropriate procedures, guidelines and methods, while managing time effectively and responding to questions independently.

#### **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Education and/or Experience**

- Bachelor's Degree with a major in education, library science, or a related field. Master's Degree in Library Science (MLS) and/or Master's Degree in Library and Information Science (MLIS) with a demonstrated interest in Makerspaces preferred.
- Minimum of one year of library experience required; previous experience in instruction, programs with emerging technology a plus. Has the ability to listen to and engage their community to draw out needs and interests. Finds joy in serving the public.
- Valid state driver's license or ability to obtain one within four (4) months.

#### **Language Skills**

- Ability to communicate orally and in writing.
- Ability to train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

#### **Mathematical Skills**

- Ability to perform cashier duties accurately.

#### **Reasoning Ability**

- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation, perform duties with a minimum of supervision.

### **Other Qualifications**

- Knowledge of recreational and educational needs of adults, young adults and children along with the knowledge of community interests, trends, and resources and ability to use this information to determine library programming needs.
- Knowledge of current trends in library services, literature and other materials for all ages.
- Knowledge of standard library procedures and policies, current information technology, Internet and database search capabilities.
- Knowledge of the Dewey Decimal System and OCLC national database for use of catalogs.
- Knowledge of library materials in various formats and materials appropriate for various ages and reading levels.
- Knowledge of literature and reference materials.
- Skill in organizing library materials and workflow.
- Ability to safely reach, lift and carry books weighting up to 20 pounds.
- Ability to communicate orally and in writing to persuade, educate, explain and inform. Ability to prepare written reports.
- Ability to solve problems.
- Ability to research and evaluate library activities and library procedures.
- Ability to perform basic math and bookkeeping functions.
- Ability to maintain detailed and accurate records.
- Ability to operate and maintain standard office equipment including telephone, calculator, computer, fax, and photocopier.

### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is required to spend extended periods of time interacting with library users. Communication requirements are to be able to successfully answer questions about library materials, services, programs, and the physical locations of materials, services, programs and facilities.
- The employee must be able to identify materials and locate them in the library.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, Integrated library automation system, microfilm equipment, audio and video equipment and/or materials used in performing essential functions.
- Ability to operate various pieces of office equipment.
- The employee is required to perform sedentary to light work, primarily in the handling and moving of physical materials.
- Stamina to work for up to eight hours in a shift. High energy to deal with the public for sustained periods while maintaining positive and enthusiastic communication.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment can be moderately loud at times.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Human Resources Date

\_\_\_\_\_  
City Manager Date





### POSITION DESCRIPTION

<b>Title:</b>	Technical Services Clerk	<b>Department(s):</b>	Library
<b>Reports to:</b>	Library Director	<b>Location:</b>	Whitewater Public Library
<b>FLSA:</b>	Non-exempt	<b>Pay Grade:</b>	Salary Resolution
<b>Shift:</b>	Various	<b>Status:</b>	Part-Time & Full-Time
<b>Bargaining Unit:</b>	None	<b>Date:</b>	10/23/2025

### JOB SUMMARY

This position is responsible for a variety of library paraprofessional tasks relating specifically to the cataloging and physical processing of materials, the maintenance and ordering of required supplies, use and training in library equipment, and providing specialized services such as working with Interlibrary Loan requests, local history/special collections, and processing invoices. Assists with the daily operations of the library and performs related duties as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.*

#### Cataloging and Acquisitions

- Performs routine cataloging/classification of materials.
- Processes and mends library materials.
- Performs acquisition duties such as verifying shipments of materials and preparing invoices.
- Prepares and distributes marketing and public relations materials for all library communications and social media to include signage and displays.
- Orders, processes, and coordinates book selections for library-supported community book clubs.
- Orders, processes, and maintains all records for interlibrary loan requests outside the consortium.
- Places orders for materials with vendors.

#### Customer Service

- Handles patron requests in the library, by email and by phone. Communicates with the general public, other library staff, city staff, board members, staff at other libraries, and library system staff.
- Follows library policies and procedures; enforces library policies as necessary.
- Provides basic reference services and technology support for patrons, and refers more complex requests to the assistant library director.
- Provides readers' advisory and assists patrons in finding library materials.
- Assists patrons with library digital services, library website, and catalog navigation.

- Assists patrons with printing, copying, laminating, and other library services.
- Provides access to meeting and study rooms, including tables, chairs and AV equipment.
- Assists patrons with room reservations and program registration as needed.

#### **MARGINAL DUTIES AND RESPONSIBILITIES**

- May perform clerical responsibilities such as typing, word processing, computer data entry, and photocopying.
- May maintain collections, including archival collections.
- May maintain files and records.
- Processes outgoing mail.
- Performs tasks such as dusting, cleaning computer stations, and other cleaning.
- In the absence of library administrative staff, may be assigned responsibility for the facility and its operations in the event of an emergency, such as fire or tornado or a network outage.
- Circulation duties including checking materials in and out; processing requests for materials from consortium libraries, registering new patrons and maintaining patron records; maintaining a daily service record; printing reports and notices; shelving returned materials; accepting interlibrary loan requests; collecting payments; processing incoming and outgoing delivery of library materials; quality-check materials.
- Other related duties as assigned.

#### **PERFORMANCE STANDARDS**

- Actively support the Library's mission;
- Maintain patron confidentiality and library rights;
- Adhere to the City of Whitewater Employee Manual;
- Adhere to the American Library Association's Library Bill of Rights, Code of Ethics, Freedom to Read Statement and Freedom to View Statement;
- Convey a courteous and professional attitude;
- Maintain contemporary knowledge of library practices;
- Foster and maintain positive public relations for the Library within the community.

#### **SUPERVISION RECEIVED AND/OR EXERCISED**

- Work under general supervision of Library Director or Assistant Library Director, depending on the particular priorities of the organization at any given time or, (in absence of both Library Director and Assistant Library Director) Youth Educational Services Librarian; however, perform recurring job duties independently.
- Some opportunity exists to vary work steps and in deciding appropriate procedures, guidelines and methods. Supervised less closely during execution, but end results are still reviewed.
- Incumbents prioritize their own work to some degree, manage their time effectively and respond to some questions independently.

#### **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Education and/or Experience**

- High school graduate or equivalent.
- Basic computer skills required. Successful completion of computer competency test will determine if this requirement is met.

- Related post secondary or technical course work or training preferred.
- Two (2) years library, clerical or customer relations experience preferred.

#### **Language Skills**

- Ability to communicate orally and in writing in English.
- Ability to train others.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

#### **Mathematical Skills**

- Ability to perform cashier duties accurately.

#### **Reasoning Ability**

- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

#### **Other Qualifications**

- Proficiency in typing, electronic data processing and a working knowledge of modern office practices and procedures.
- Ability to effectively meet and deal with the public.
- Ability to work effectively in cooperation with fellow employees as a member of the staff team.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.

#### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is required to spend extended periods of time interacting with library users. Communication requirements are to be able to successfully answer questions about library materials, services, programs, and the physical locations of materials, services, programs and.
- The employee must be able to identify materials and locate them in the library.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, Integrated automated library computer system, microfilm equipment, audio and video equipment and/or materials used in performing essential functions.
- Ability to operate various pieces of office equipment.
- The employee is required to perform sedentary to light work, primarily in the handling and moving of physical materials
- Stamina, for example, to stand for prolonged periods up to eight hours in a shift. High energy to deal with the public for sustained periods while maintaining positive and enthusiastic communication.

#### **WORKENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of Whitewater is an Equal Employment Opportunity employer. In compliance with the Americans with

Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

#### SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Human Resources Date

\_\_\_\_\_  
City Manager Date



### POSITION DESCRIPTION

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<b>Title:</b>	Public Services Clerk	<b>Department(s):</b>	Library
<b>Reports to:</b>	Assistant Library Director	<b>Location:</b>	Whitewater Public Library
<b>FLSA:</b>	Non-exempt	<b>Pay Grade:</b>	Salary Resolution
<b>Shift:</b>	Various	<b>Status:</b>	Part-Time
<b>Bargaining Unit:</b>	None	<b>Date:</b>	August 2025

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### **JOB SUMMARY**

This position is responsible for performing a variety of library-specific clerical tasks to facilitate the use of the library's materials and services by patrons from the library's service populations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.*

#### **Customer Service**

- Handles patron requests and phone calls.
- Provides basic reference services and technology support for patrons, and refers more complex requests to the assistant library director.
- Provides readers' advisory and assists patrons in finding library materials.
- Assists patrons with library digital services; library website and catalog navigation.
- Assists patrons with printing, copying, laminating, and other library services.
- Handles payments for library fees, replacement charges, and services.
- Enforces library policies as necessary.

#### **Circulation**

- Circulates library materials using the library's Integrated Library System (ILS) and RFID software.
- Maintains a daily service record; prints reports and notices.
- Registers patrons for new library cards and maintains patron records.
- Processes requests for materials from consortium libraries, to include pulling materials from collection; processing requests through the database; accepting Interlibrary loan requests; other related duties.
- Processes incoming and outgoing delivery of library materials.
- Shelves returned library materials; inventory collection and read shelves.
- Performs ILS maintenance tasks including clearing the hold shelf and checking the high demand holds and outstanding holds lists.
- Maintains an awareness of library and ILS consortium policies and procedures; seeks training on consortium policies and procedures as necessary.

- Sort incoming mail and periodicals.
- Quality-check materials; mend and repair library materials.
- Cover new books and prepare for circulation.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Follows library policies and procedures.
- Uses email or phone to communicate with staff at other libraries, the library system, other library staff, city staff, board members, and the community.
- Assists patrons with room reservations and program registration as needed.
- Provides access to meeting and study rooms, including tables, chairs and AV equipment.
- In the absence of library administrative staff, may be assigned responsibility for the facility and its operations in the event of an emergency, such as fire or tornado or a network outage.
- May assist with activities and programs on a limited basis.
- Performs tasks such as dusting, cleaning computer stations, and other cleaning.
- Other related duties as assigned.

#### **PERFORMANCE STANDARDS**

- Actively support the Library's mission;
- Maintain patron confidentiality and library rights;
- Adhere to the City of Whitewater Employee Manual;
- Adhere to the American Library Association's Library Bill of Rights, Code of Ethics, Freedom to Read Statement and Freedom to View Statement;
- Convey a courteous and professional attitude;
- Maintain contemporary knowledge of library practices;
- Foster and maintain positive public relations for the Library within the community.

#### **SUPERVISION RECEIVED AND/OR EXERCISED**

- Work under general supervision of Assistant Library Director, or, (in absence of Assistant Library Director) Library Director, or, (in absence of both Assistant Library Director and Library Director) Youth Educational Services Librarian or Programming & Makerspace Librarian, however, perform recurring job duties independently.
- Some opportunity exists to vary work steps and in deciding appropriate procedures, guidelines and methods. Supervised less closely during execution, but end results are still reviewed.
- Incumbents prioritize their own work to some degree, manage their time effectively and respond to some questions independently.
- No formal supervisory responsibilities.

#### **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Education and/or Experience**

- High school graduate or equivalent.
- Basic computer skills required. Successful completion of computer competency test will determine if this requirement is met.
- One (1) year of library, clerical or customer relations experience preferred.

### Language Skills

- Ability to communicate orally and in writing in English.
- Ability to train others.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

### Mathematical Skills

- Ability to perform cashier duties accurately.

### Reasoning Ability

- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

### Other Qualifications

- Proficiency in typing, electronic data processing and a working knowledge of modern office practices and procedures.
- Ability to effectively meet and deal with the public.
- Ability to work effectively in cooperation with fellow employees as a member of the staff team.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Broad-based familiarity with authors/subjects desirable.

### Physical Demands

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is required to spend extended periods of time interacting with library users. Communication requirements are to be able to successfully answer questions about library materials, services, and programs.
- The employee must be able to identify materials and locate them in the library.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, Integrated automated library computer system, audio and video equipment and/or materials used in performing essential functions.
- Ability to operate various pieces of office equipment.
- The employee is required to perform sedentary to light work, primarily in the handling and moving of physical materials.
- Stamina, for example, to stand for prolonged periods up to eight hours in a shift. High energy to deal with the public for sustained periods while maintaining positive and enthusiastic communication

### WORK ENVIRONMENT

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of Whitewater is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**SELECTION GUIDELINES**

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Human Resources Date

\_\_\_\_\_  
City Manager Date





### POSITION DESCRIPTION

<b>Title:</b>	Circulation Assistant	<b>Department(s):</b>	Library
<b>Reports to:</b>	Assistant Library Director	<b>Location:</b>	Whitewater Public Library
<b>FLSA:</b>	Non-exempt	<b>Pay Grade:</b>	Salary Resolution
<b>Shift:</b>	Various	<b>Status:</b>	Part-Time
<b>Bargaining Unit:</b>	None	<b>Date:</b>	July 31, 2025

### **JOB SUMMARY**

This position is responsible for performing a variety of library-specific clerical tasks to facilitate the use of the library's materials and services by patrons from the library's service populations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.*

- Check-in, organize, and shelve returned library materials.
- Locate and fulfill patron holds.
- Process requests for materials from consortium libraries, to include pulling materials from the collection and processing requests through the database.
- Sort and pack items for delivery.
- Keep materials in the correct sequence.
- Re-shelve out of place library materials.
- Maintain neatness on shelves and in public and staff work areas, including, but not limited to items found on floors, tables, and display areas.
- Shift books and other library materials when necessary.
- Inventory collection and read shelves.
- Perform other related duties as assigned.
- 

### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- May assist with children's activities and programs on a limited basis.
- Other related duties as assigned.

### **PERFORMANCE STANDARDS**

- Actively support the Library's mission;
- Maintain patron confidentiality and library rights;
- Adhere to the City of Whitewater Employee Manual;
- Adhere to the American Library Association's Library Bill of Rights, Code of Ethics, Freedom to Read Statement and Freedom to View Statement;
- Convey a courteous and professional attitude;

- Maintain contemporary knowledge of library practices;
- Foster and maintain positive public relations for the Library within the community.

### **SUPERVISION RECEIVED AND/OR EXERCISED**

- Work under general supervision of Assistant Library Director, or, (in absence of Assistant Library Director) Library Director, or, (in absence of both Assistant Library Director and Library Director) Youth Educational Services Librarian or Programming & Makerspace Librarian, however, perform recurring job duties independently.
- No formal supervisory responsibilities.

### **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Education and/or Experience**

- High school graduate or equivalent.
- Basic computer skills required. Successful completion of computer competency test will determine if this requirement is met.
- One (1) year of library, clerical or customer relations experience preferred.

#### **Language Skills**

- Ability to communicate orally and in writing in English.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

#### **Mathematical Skills**

- Ability to perform cashier duties accurately.

#### **Reasoning Ability**

- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

#### **Other Qualifications**

- Proficiency in typing, electronic data processing and a working knowledge of modern office practices and procedures.
- Ability to work effectively in cooperation with fellow employees as a member of the staff team.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Broad-based familiarity with authors/subjects desirable.

#### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The employee must be able to identify materials and locate them in the library.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, Integrated automated library computer system, microfilm equipment, audio and video equipment and/or materials used in performing essential functions.
- Ability to operate various pieces of office equipment.
- The employee is required to perform sedentary to light work, primarily in the handling and moving of physical materials
- Stamina, for example, to stand for prolonged periods up to eight hours in a shift.

## WORK ENVIRONMENT

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of Whitewater is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Human Resources Date

\_\_\_\_\_  
City Manager Date



## POSITION DESCRIPTION

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<b>Title:</b>	Youth Services Librarian	<b>Department(s):</b>	Library
<b>Reports to:</b>	Library Director	<b>Location:</b>	Whitewater Public Library
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	Salary Resolution
<b>Shift:</b>	Various	<b>Status:</b>	Full-Time
<b>Bargaining Unit:</b>	None	<b>Date:</b>	October 23, 2025

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### JOB SUMMARY

This position develops, coordinates, and administers library services for youth, caregivers, and other adults who work with children. Provides a welcoming and enriching library environment for children, teens, families, and caregivers. Serves as a part of the library's management team and is responsible for performing a variety of professional library duties relating specifically to children and young adults ages 0-18, including collection development, programming, outreach, marketing, and public services.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.*

- Review, evaluate, select, inventory, maintain, classify, organize, and de-select materials in all formats for children aged 0-18.
- Assist youth in selection of library materials in all formats; assist in providing research assistance and readers' advisory service to customers of all ages.
- Plan and teach early literacy skill development for children and families.
- Plan and implement fun and enriching events for youth and families which encourage reading, learning, and library use.
- Supervise use and maintenance of public computers in youth area.
- Market and publicize the youth services department through all media formats.
- Maintain the budget for the department's materials and programming.
- Serve as public library liaison to local school libraries, daycares and other community organizations that serve children and their caregivers.
- Participate in community programs such as the annual summer reading program and Battle of the Books.
- Prepare statistical reports for departmental services, classes, and events.
- Maintain files and records.
- Attend and participate in continuing education and professional meetings.

### MARGINAL DUTIES AND RESPONSIBILITIES

- Provide public services and circulation duties as needed.
- Perform other related duties as assigned.

- Respond to alert of building security, as needed.

## **PERFORMANCE STANDARDS**

- Actively support the Library's mission.
- Maintain patron confidentiality and library rights.
- Adhere to the City of Whitewater policies.
- Adhere to the American Library Association's Library Bill of Rights, Code of Ethics, Freedom to Read Statement and Freedom to View Statement.
- Convey a courteous and professional attitude.
- Maintain contemporary knowledge of library practices.
- Foster and maintain positive public relations for the Library within the community.

## **SUPERVISION RECEIVED AND/OR EXERCISED**

- Work under general supervision of Library Director, or, (in absence of Library Director) Assistant Library Director, however, performs recurring job duties independently.
- Organize work, classes, and priorities with minimal supervision from Library Director and/or Assistant Library Director.
- Some opportunity exists in deciding appropriate procedures, guidelines and methods, while managing time effectively and responding to questions independently.
- May exercise general supervision over seasonal part-time employees and, at times, may supervise other non-exempt library staff or volunteers in the absence of the Library Director and the Assistant Library Director.

## **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Education and/or Experience**

- Master's degree in Library Science from an ALA-accredited institution

### **Language Skills**

- Ability to communicate orally and in writing in English.
- Ability to train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

### **Mathematical Skills**

- Ability to perform cashier duties accurately.

### **Reasoning Ability**

- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation, perform duties with a minimum of supervision.

### **Other Qualifications**

- Knowledge of public library principles, practices, operations, and collection organization.
- Genuinely enjoys children and values the opportunity to be a part of their lives.
- Knowledge of child and adolescent growth and development and ability to incorporate that knowledge into creative instructional curriculum development.
- Extensive knowledge of literature and materials for children and youth.
- Effective communication with customers and staff in tactful, diplomatic, and friendly manner.
- Valid state driver's license or ability to obtain one within four (4) months.

- Substantial knowledge of computer operations, computer proficiency and experience and able to teach computer skills.
- Ability to effectively meet and interact with the public.
- Ability to work effectively in cooperation with fellow employees as a member of the staff team.
- Resourcefulness and creativity in approach to requests.
- Ability to make presentations to varying sized groups of children and adults.
- Ability to meet the flexible scheduling needs of the Library.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.

### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is required to spend extended periods of time interacting with library users. Communication requirements are to be able to successfully answer questions about library materials, services, programs, and the physical locations of materials, services, programs and facilities.
- The employee must be able to identify materials and locate them in the library.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, Integrated library automation system, microfilm equipment, audio and video equipment and/or materials used in performing essential functions.
- Ability to operate various pieces of office equipment.
- The employee is required to perform sedentary to light work, primarily in the handling and moving of physical materials.
- Stamina to work for up to eight hours in a shift. High energy to deal with the public for sustained periods while maintaining positive and enthusiastic communication

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### **SELECTION GUIDELINES**

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Human Resources Date

\_\_\_\_\_  
City Manager Date



### POSITION DESCRIPTION

<b>Title:</b>	Library Associate	<b>Department(s):</b>	Library
<b>Reports to:</b>	Library Director	<b>Location:</b>	Whitewater Public Library
<b>FLSA:</b>	Non-exempt	<b>Pay Grade:</b>	Salary Resolution
<b>Shift:</b>	Various	<b>Status:</b>	Part-Time
<b>Bargaining Unit:</b>	None	<b>Date:</b>	10/16/2025

### JOB SUMMARY

This position is responsible for a variety of library paraprofessional tasks including providing direct customer service at the library and in the community, planning and leading library programs, conducting library outreach services, and providing specialized services such as working with local history/special collections. Assists with the daily operations of the library and performs related duties as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.*

#### Programming and Outreach

- Plans and implements library programs and events; may provide off-site library services and programs.
- Markets and publicizes library programs, events, and services, including tabling at community events.
- May assist with maintaining programming budget.

#### Customer Service

- Handles patron requests in the library, by email and by phone. Communicates with the general public, other library staff, city staff, board members, staff at other libraries, and library system staff.
- Follows library policies and procedures; enforces library policies as necessary.
- Provides basic reference services and technology support for patrons, and refers more complex requests to the assistant library director.
- Provides readers' advisory and assists patrons in finding library materials.
- Assists patrons with library digital services, library website, and catalog navigation.
- Assists patrons with printing, copying, laminating, and other library services.
- Provides access to meeting and study rooms, including tables, chairs and AV equipment.
- Assists patrons with room reservations and program registration as needed.

### MARGINAL DUTIES AND RESPONSIBILITIES

- May perform routine cataloging/classification of materials.



- May maintain collections, including archival collections.
- Performs tasks such as dusting, cleaning computer stations, and other cleaning.
- In the absence of library administrative staff, may be assigned responsibility for the facility and its operations in the event of an emergency, such as fire or tornado or a network outage.
- Circulation duties including checking materials in and out; processing requests for materials from consortium libraries, registering new patrons and maintaining patron records; maintaining a daily service record; printing reports and notices; shelving returned materials; accepting interlibrary loan requests; collecting payments; processing incoming and outgoing delivery of library materials; quality-check materials.
- Other related duties as assigned.

#### **PERFORMANCE STANDARDS**

- Actively support the Library's mission;
- Maintain patron confidentiality and library rights;
- Adhere to the City of Whitewater Employee Manual;
- Adhere to the American Library Association's Library Bill of Rights, Code of Ethics, Freedom to Read Statement and Freedom to View Statement;
- Convey a courteous and professional attitude;
- Maintain contemporary knowledge of library practices;
- Foster and maintain positive public relations for the Library within the community.

#### **SUPERVISION RECEIVED AND/OR EXERCISED**

- Work under general supervision of Library Director or Assistant Library Director, depending on the particular priorities of the organization at any given time or, (in absence of both Library Director and Assistant Library Director) Youth Educational Services Librarian; however, perform recurring job duties independently.
- Some opportunity exists to vary work steps and in deciding appropriate procedures, guidelines and methods. Supervised less closely during execution, but end results are still reviewed.
- Incumbents prioritize their own work to some degree, manage their time effectively and respond to some questions independently.

#### **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Education and/or Experience**

- High school graduate or equivalent.
- Basic computer skills required. Successful completion of computer competency test will determine if this requirement is met.
- Related post secondary or technical course work or training preferred.
- Two (2) years library, clerical or customer relations experience preferred.
- Valid state driver's license or ability to obtain one within four (4) months.

#### **Language Skills**

- Ability to communicate orally and in writing in English.
- Ability to train others.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.

### Mathematical Skills

- Ability to perform cashier duties accurately.

### Reasoning Ability

- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

### Other Qualifications

- Proficiency in typing, electronic data processing and a working knowledge of modern office practices and procedures.
- Ability to effectively meet and deal with the public.
- Ability to work effectively in cooperation with fellow employees as a member of the staff team.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.

### Physical Demands

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is required to spend extended periods of time interacting with library users. Communication requirements are to be able to successfully answer questions about library materials, services, programs, and the physical locations of materials, services, programs and.
- The employee must be able to identify materials and locate them in the library.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, Integrated automated library computer system, microfilm equipment, audio and video equipment and/or materials used in performing essential functions.
- Ability to operate various pieces of office equipment.
- The employee is required to perform sedentary to light work, primarily in the handling and moving of physical materials
- Stamina, for example, to stand for prolonged periods up to eight hours in a shift. High energy to deal with the public for sustained periods while maintaining positive and enthusiastic communication.

### WORKENVIRONMENT

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of Whitewater is an Equal Employment Opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

### SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is

similar, related or a logical assignment to the position.

- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Human Resources Date

\_\_\_\_\_  
City Manager Date

		City of Whitewater	3,630		
Jefferson County				Dodge County	
City	60			City	0
Rural	144			Rural	0
TOTAL	304			TOTAL	0
Rock County				Waukesha County	
City	32			City	2
Rural	2			Rural	0
TOTAL	34			TOTAL	2
Walworth County					
City	1			Other Counties	20
Rural	224				
TOTAL	225			Out of State	0
Dane County					
City	10			Total Nonresident	603
Rural	28				
TOTAL	38				
				TOTAL	4,233
	ADULT	1,360	CHILDREN	352	
ACCESS & USAGE		INFORMATION SERVICE			
Days Open/Curbside	22	Reference			
Hours Open/Curbside	165				
Library Visits		REGISTRATION			
		Resident	3,630		
		Non-Resident	1,940		
		Total Registered Borrowers	5,570		
OVERDRIVE	1,628	New Users	301	IN-PERSON PROGRAMS	
				Children 0-5 Programs	4
MAKER SPACE	0	INTERLIBRARY LOAN		Attendance	44
		Lending	722	Children 6-11 Programs	0
MEETING ROOMS	0	Borrowing	686	Attendance	0
				Children 12-18 Programs	0
HOOPLA		VOLUNTEERS		Attendance	0
Checkouts	45	Participants	0	Adult Programs	2
Cost	\$ 114.46	Hours worked	0	Attendance	9
		HOME DELIVERY		All Ages	1
COLLECTION MAINTENANCE		Participants	12	Attendance	11
		Items Delivered	104	SELF-DIRECTED PROGRAMS	
Books added	136			Children 0-5 Programs	0
Audio materials added	0	PRE-RECORDED PROGRAMS		Attendance	0
Video materials added	27	Children 0-5 Programs	0	Children 6-11 Programs	1
Other materials added	15	Attendance	0	Attendance	36
		Children 6-11 Programs	0	Children 12-18 Programs	0
Materials withdrawn	3	Attendance	0	Attendance	0
		Children 12-18 Programs	0	Adult Programs	0
		Attendance	0	Attendance	0
		Adult Programs	0	All Ages	
		Attendance	0	Attendance	

**CITY OF WHITEWATER**  
**BALANCE SHEET**  
**OCTOBER 31, 2025**

Item 5.

**LIBRARY SPECIAL REVENUE FUND**

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
220-11100 CASH	253,383.70	( 58,201.71)	( 413,953.63)	( 160,569.93)
220-11300 INVESTMENTS	35,544.83	120.27	1,248.46	36,793.29
220-11301 LIBRARY BRD MM-132 732	1,085.10	.00	( 4.74)	1,080.36
220-11500 LIBRARY BRD INVESTMENTS CDS	333,963.14	1,139.98	11,730.10	345,693.24
220-12000 ACCOUNTS RECEIVABLE	2,500.00	.00	( 2,500.00)	.00
TOTAL ASSETS	626,476.77	( 56,941.46)	( 403,479.81)	222,996.96
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
220-21100 ACCOUNTS PAYABLE	5,797.61	.00	( 5,797.61)	.00
220-21106 WAGES CLEARING	26,435.70	.00	( 26,435.70)	.00
TOTAL LIABILITIES	32,233.31	.00	( 32,233.31)	.00
<u>FUND EQUITY</u>				
220-34300 FUND BALANCE	574,789.66	.00	.00	574,789.66
220-34320 CAPITAL IMPROVEMENT RESERVE	19,453.80	.00	.00	19,453.80
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	( 56,941.46)	( 371,246.50)	( 371,246.50)
BALANCE - CURRENT DATE	.00	( 56,941.46)	( 371,246.50)	( 371,246.50)
TOTAL FUND EQUITY	594,243.46	( 56,941.46)	( 371,246.50)	222,996.96
TOTAL LIABILITIES AND EQUITY	626,476.77	( 56,941.46)	( 403,479.81)	222,996.96

**CITY OF WHITEWATER**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2025**

Item 5.

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	775.78	6,884.10	11,131.25	4,247.15	61.8
100-55111-118 UNIFORM ALLOWANCES	.00	.00	27.00	27.00	.0
100-55111-150 MEDICARE TAX/CITY SHARE	12.31	118.23	175.63	57.40	67.3
100-55111-151 SOCIAL SECURITY/CITY SHARE	52.57	505.45	750.96	245.51	67.3
100-55111-152 RETIREMENT	53.92	514.99	775.50	260.51	66.4
100-55111-153 HEALTH INSURANCE	72.00	744.00	864.00	120.00	86.1
100-55111-154 HRA-LIFE STYLE ACCT EXPENSE	15.00	90.00	90.00	.00	100.0
100-55111-155 WORKERS COMPENSATION	14.90	151.26	214.11	62.85	70.7
100-55111-156 LIFE INSURANCE	.14	1.31	3.79	2.48	34.6
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	204.00	204.00	.0
100-55111-221 WATER & SEWER	773.62	4,467.60	2,856.00	( 1,611.60)	156.4
100-55111-222 ELECTRICITY	1,242.51	11,605.15	13,600.00	1,994.85	85.3
100-55111-223 NATURAL GAS	262.50	3,562.99	4,545.00	982.01	78.4
100-55111-244 HVAC	79.80	4,241.84	1,262.50	( 2,979.34)	336.0
100-55111-245 FACILITY IMPROVEMENTS	.00	.00	3,060.00	3,060.00	.0
100-55111-246 JANITORIAL SERVICES	.00	7,554.00	16,380.00	8,826.00	46.1
100-55111-294 GROUNDS MAINTENANCE	.00	112.18	.00	( 112.18)	.0
100-55111-355 REPAIR & SUPPLIES	527.77	5,161.25	2,040.00	( 3,121.25)	253.0
TOTAL YOUNG LIBRARY BUILDING	3,882.82	45,714.35	57,979.74	12,265.39	78.9
TOTAL FUND EXPENDITURES	3,882.82	45,714.35	57,979.74	12,265.39	78.9
NET REVENUE OVER EXPENDITURES	( 3,882.82)	( 45,714.35)	( 57,979.74)	( 12,265.39)	( 78.9)

**CITY OF WHITEWATER**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2025**

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	227,710.00	219,768.00	( 7,942.00)	103.6
TOTAL INTERGOVERNMENTAL REVENUE	.00	227,710.00	219,768.00	( 7,942.00)	103.6
<u>FINES &amp; FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	37.99	1,141.47	3,300.00	2,158.53	34.6
220-45330-55 COPY MACHINE REVENUE	66.05	2,110.60	4,000.00	1,889.40	52.8
TOTAL FINES & FORFEITURES	104.04	3,252.07	7,300.00	4,047.93	44.6
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	120.27	1,248.46	706.66	( 541.80)	176.7
220-48105-55 LIBRARY BOARD INTEREST INCOME	1,139.98	11,730.36	.00	( 11,730.36)	.0
220-48500-55 DONATIONS	105.45	19,078.71	18,000.00	( 1,078.71)	106.0
220-48525-55 GRANT REVENUE	.00	2,000.00	.00	( 2,000.00)	.0
220-48600-55 MISC REVENUE	8.50	365.88	400.00	34.12	91.5
TOTAL MISCELLANEOUS REVENUE	1,374.20	34,423.41	19,106.66	( 15,316.75)	180.2
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	.00	469,370.34	469,370.34	.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	120,579.81	120,579.81	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	589,950.15	589,950.15	.0
TOTAL FUND REVENUE	1,478.24	265,385.48	836,124.81	570,739.33	31.7

**CITY OF WHITEWATER**  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2025

Item 5.

**LIBRARY SPECIAL REVENUE FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	22,885.71	229,050.79	313,503.99	84,453.20	73.1
220-55110-114 WAGES/PART-TIME	16,440.36	168,026.94	222,238.35	54,211.41	75.6
220-55110-117 LONGEVITY	.00	500.00	2,000.00	1,500.00	25.0
220-55110-120 EMPLOYEE BENEFITS	12,861.02	136,143.63	179,591.19	43,447.56	75.8
220-55110-156 LIFE INSURANCE	.00	.55	.00	( .55)	.0
220-55110-211 PROFESSIONAL DEVELOPMENT	.00	508.79	2,000.00	1,491.21	25.4
220-55110-218 PROFESSIONAL SERV/CONSULTING	.00	.00	1,000.00	1,000.00	.0
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	.00	5,338.86	7,209.19	1,870.33	74.1
220-55110-225 TELECOM/INTERNET/COMMUNICATION	516.31	4,841.76	7,007.46	2,165.70	69.1
220-55110-310 OFFICE & TECHNICAL SUPPLIES	1,257.18	8,972.47	15,000.00	6,027.53	59.8
220-55110-313 POSTAGE	.00	56.72	336.63	279.91	16.9
220-55110-319 MATERIAL RECOVERY	140.10	664.05	725.00	60.95	91.6
220-55110-320 SUBSCRIPTIONS/DUES	.00	1,223.70	650.00	( 573.70)	188.3
220-55110-321 LIBRARY BOOKS-ADULT	979.27	16,153.97	25,000.00	8,846.03	64.6
220-55110-323 LIBRARY BOOKS-JUVENILE	306.42	4,281.07	6,000.00	1,718.93	71.4
220-55110-324 LIBRARY PERIODICALS-ADULT	109.98	1,751.05	2,400.00	648.95	73.0
220-55110-325 LIBRARY PERIODICALS-JUVENILE	.00	.00	1,000.00	1,000.00	.0
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	555.59	5,740.74	6,500.00	759.26	88.3
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	114.18	841.54	2,000.00	1,158.46	42.1
220-55110-330 TRAVEL EXPENSES	23.94	695.49	2,000.00	1,304.51	34.8
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	.00	230.00	500.00	270.00	46.0
220-55110-332 LIBRARY BOOKS-DIGITAL	43.31	6,546.77	4,613.00	( 1,933.77)	141.9
220-55110-333 AUDIO/VISUAL LIBRARY-DIGITAL	291.16	2,745.05	2,500.00	( 245.05)	109.8
220-55110-335 DATABASE SUBSCRIPTIONS	.00	21,590.00	22,000.00	410.00	98.1
220-55110-337 LIBRARY BUILDING PROJECT EXP	.00	70.82	.00	( 70.82)	.0
220-55110-341 PROGRAM SUPPLIES-ADULT	309.35	1,601.79	3,500.00	1,898.21	45.8
220-55110-342 PROGRAM SUPPLIES-JUVENILE	261.79	4,602.14	6,000.00	1,397.86	76.7
220-55110-343 MISC SUPPLIES-ADULT	.00	.00	150.00	150.00	.0
220-55110-346 SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-347 LIBRARY USE OF GRANTS EXPENSE	1,320.59	6,634.47	.00	( 6,634.47)	.0
220-55110-348 SALES TAX EXPENSE	3.44	87.09	300.00	212.91	29.0
220-55110-350 CONTINGENCIES	.00	11.80	300.00	288.20	3.9
220-55110-500 LIBRARY BOARD CHECKING	.00	5.00	.00	( 5.00)	.0
220-55110-810 CAPITAL EQUIPMENT	.00	7,714.93	.00	( 7,714.93)	.0
<b>TOTAL LIBRARY</b>	<b>58,419.70</b>	<b>636,631.98</b>	<b>836,124.81</b>	<b>199,492.83</b>	<b>76.1</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>58,419.70</b>	<b>636,631.98</b>	<b>836,124.81</b>	<b>199,492.83</b>	<b>76.1</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 56,941.46)</b>	<b>( 371,246.50)</b>	<b>.00</b>	<b>371,246.50</b>	<b>.0</b>



	Current Month	Received to Date	Est. FY Rev.	% of Total
Fees	\$18.40	\$284.53	\$500.00	57%
Materials Replacement	\$0.00	\$635.40	\$1,000.00	64%
County Reimbursements	\$0.00	\$227,602.00	\$219,768.00	104%
Gifts & Grants	\$18,042.12	\$35,477.45	\$15,000.00	237%
Copywork	\$130.30	\$2,001.53	\$3,000.00	67%
<b>TOTAL</b>	<b>\$18,190.82</b>	<b>\$160,358.29</b>	<b>\$239,268.00</b>	67%

## FRIENDS OF THE LIBRARY FINANCIAL REPORT

## Jan-25

Beginning Balance		\$ 1,657.67
Deposit	\$ 448.75	\$ 1,776.42
Check #4017	\$ 25.00	\$ 1,751.42
Interest	\$ 0.15	\$ 1,751.57
Ending Balance		\$ 1,751.57

## Feb-25

Beginning Balance		\$ 1,751.57
Deposit	\$ 13.75	\$ 1,765.32
Interest	\$ 0.14	\$ 1,765.46
Ending Balance		\$ 1,765.46

## Mar-25

Beginning Balance		\$ 1,765.46
Deposit	\$ 53.00	\$ 1,818.46
Interest	\$ 0.15	\$ 1,818.61
Ending Balance		\$ 1,818.61

## Apr-25

Beginning Balance		\$ 1,818.61
Deposit	94.95	\$ 1,913.56
Check #4018	\$ 166.46	\$ 1,747.10
Interest	\$ 0.14	\$ 1,747.24
Ending Balance		\$ 1,747.24

## May-25

Beginning Balance		\$ 1,747.24
Deposit	326.25	\$ 2,073.49
Interest	\$ 0.17	\$ 2,073.66
Ending Balance		\$ 2,073.66

## Jun-25

Beginning Balance		\$ 2,073.66
Deposit	\$ 567.25	\$ 2,640.91
Interest	\$ 0.22	\$ 2,641.13
Ending Balance		\$ 2,641.13

## 25-Jul

Beginning Balance		\$ 2,641.13
Deposit	\$ 50.00	\$ 2,691.13
Interest	\$ 0.23	\$ 2,691.36
Ending Balance		\$ 2,691.36

## Aug-25

Beginning Balance		\$ 2,691.36
Deposit	\$120.00	\$ 2,811.36

Interest	0.22	\$ 2,811.58
Ending Balance		\$ 2,811.58

## Sep-25

Beginning Balance		\$ 2,811.58
Deposit	\$50.00	\$ 2,861.58
Interest	\$ 0.25	\$ 2,861.83
Ending Balance		\$ 2,861.83

## Oct-25

Beginning Balance		\$ 2,861.83
Deposit	\$45.00	\$ 2,906.83
Check #4019	\$ 51.00	\$ 2,855.83
Paypal	\$ 0.13	\$ 2,855.96
Paypal	\$ 0.15	\$ 2,856.11
Paypal	\$ 0.28	\$ 2,855.83
Interest	\$ 0.24	\$ 2,856.07
Ending Balance		\$ 2,856.07

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
12.31.24	Balance				\$1,085.10
1.31.25	Interest		\$0.09		\$1,085.19
1.31.25	Service Charge			-\$5.00	\$1,080.19
2.28.25	Interest		\$0.08		\$1,080.27
2.28.25	Service Charge			-\$5.00	\$1,075.27
3.31.25	Interest		\$0.09		\$1,075.36
3.31.25	Service Charge			-\$5.00	\$1,070.36
4.29.25	Refund of two service charges		\$10.00		\$1,080.36
5.30.25	Balance				\$1,080.36
6.30.25	Balance				\$1,080.36
7.21.25	Balance				\$1,080.36
8.29.25	Balance				\$1,080.36
9.30.25	Balance				\$1,080.36
10.31.25	Balance				\$1,080.36
ADM - American Deposit Management Company CIRVIN01					
W220 N3451 Springdale Road, Pewaukee, WI 53072					
Date	Activity		Interest/Dep	Withdrawal	Balance
12.31.24	Balance				\$333,963.14
1.31.25	Interest 4.3%		\$1,180.31		\$335,143.45
2.28.25	Interest 4.3%		\$1,105.51		\$336,248.96
3.31.25	Interest 4.28%		\$1,182.86		\$337,431.82
4.30.25	Interest 4.28%		\$1,187.02		\$338,618.84
5.31.25	Interest 4.28%		\$1,191.20		\$339,810.04
6.30.25	Interest 4.26%		\$1,189.80		\$340,999.84
7.31.25	Interest 4.26%		\$1,193.97		\$342,193.81
8.29.25	Interest 4.25%		\$1,198.15		\$343,391.96
9.30.25	Interest 4.15%		\$1,171.30		\$344,563.26
10.31.25	Interest 3.99%		\$1,129.98		\$345,693.24
		TOTAL	\$11,730.10		



November 06, 2025

Statement Period:  
October 01, 2025 - October 31, 2025

**Irvin L. Young Memorial Library**  
**431 W Center St**  
**Whitewater, WI 53190**

**Contact Us**

- For personal assistance, call:  
414-961-6600
- Visit us online:  
[www.americandeposits.com](http://www.americandeposits.com)
- Questions on products & services:
- Mail correspondence to:  
W220N3451 Springdale Road  
Pewaukee, WI 53072

**American Money Market Account™**

Account Number-Description	Average Monthly Balance	Net Earnings	Delivered Rate
CIRVIN01 - General	\$ 344,563.26	\$ 1,129.98	3.99 %

CIRVIN01 - General

**Balance Summary**

Beginning Balance:	\$	344,563.26
Total Deposits:	\$	1,129.98
Total Withdrawals:	\$	0.00
Ending Balance:	\$	345,693.24
Average Balance:	\$	344,563.26

**Transaction Detail**

## DEPOSITS

Date	Description	Amount
10/31/2025	Accrued Interest Earned	\$ 1,129.98
<b>Total Deposits:</b>		<b>\$ 1,129.98</b>

**Summary of Financial Institutions**

FDIC/ NCUA	Name	Balance
24077	Altra, FCU	\$ 4,563.89
24540	Bank of New England	\$ 11,148.48
57368	Bankwell Bank	\$ 248,500.00
27237	Enterprise Bank & Trust	\$ 60,549.43
3832	Old National Bank	\$ 6,792.52
59112	Studio Bank	\$ 2,588.14
6560	The Huntington National Bank - Repurchase Agreement	\$ 1,129.98
18344	UBank (TX)	\$ 2,894.56
18344	UBank (TX)	\$ 1,180.31
26626	United Texas Bank	\$ 6,345.93
<b>Ending Balance:</b>		<b>\$ 345,693.24</b>

*American Deposit Management LLC applied a period ending Sep 2025 Deposit Advisory Fee of \$109.72 to your account. American Deposit Management LLC has received a Program Fee for the management and servicing of the American Money Market Account across all program participants. For this statement cycle ending Sep 2025, the Program Fee of 0.04 was applied to gross earnings of \$1,334.39 for a total of \$53.38.*

*The interest rate you earn on your American Deposit Management, LLC ("ADM") Deposits may fluctuate daily based on market conditions. ADM will inform you of the interest earned on your deposit accounts from program banks on your periodic account statement. ADM will also provide you with a blended interest rate earned reflecting the total yield on all of your deposits managed under the program.*

*American Deposit Management, LLC is acting as your agent. Certificates of Deposit may be subject to early withdrawal penalties. Additional information is available upon request. This is not intended as investment advice. If a depositor is subject to restrictions with respect to the placement of funds in depository institutions, it is the responsibility of the depositor to determine whether the placement of the depositor's funds through the program satisfies those restrictions. Financial Institutions listed are insured under the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Administration (NCUA).*

**AMERICAN DEPOSIT MANAGEMENT**



017 00001 00  
ACCOUNT:  
DOCUMENTS:

PAGE: 1  
132732 10/31/2025  
0

IRVIN L YOUNG MEMORIAL LIBRARY  
KATHLEEN A RETZKE  
N630 RIDGE RD  
WALWORTH WI 53184-5828

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MUNICIPAL ACCOUNT 132732

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT .....			09/30/25	1,080.36
BALANCE THIS STATEMENT .....			10/31/25	1,080.36
TOTAL DAYS IN STATEMENT PERIOD 10/01/25 THROUGH 10/31/25:				31
TOTAL CREDITS (0)	.00			
TOTAL DEBITS (0)	.00			

- - - - - I N T E R E S T - - - - -

INTEREST PAID 2025: .26

- - - ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES - - -

	TOTAL FOR THIS PERIOD	TOTAL YEAR TO DATE
* TOTAL OVERDRAFT FEES:	\$ .00	\$ .00
* TOTAL RETURNED ITEM FEES:	\$ .00	\$ .00

- END OF STATEMENT -



Phone: (262) 473-2112 – Fax: (262) 473-5769  
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## Background

The Irvin L. Young Memorial Library continuously assesses the services, resources, and spaces we provide for the community of Whitewater. In order to plan for the next five years with purpose, the library and its board of trustees decided to undertake a strategic planning process informed by the voices of the community.

The staff and board of the library have adopted a plan for the next five years that is focused on improving the library's collections, services, and spaces through a process of listening, learning, and sharing. We are excited to continue to learn from and respond to our community and to in turn, share the vision and values of the Irvin L. Young Memorial Library with our Whitewater citizens.

## The Planning Process

The Irvin L. Young Memorial Library board formed a strategic planning committee composed of library staff and trustees. Under the direction and guidance of strategic planning consultants, data and information from a number of sources were gathered and analyzed between September and December of 2018. The following sources formed the foundation upon which the committee built the goals and objectives of this strategic plan:

- Results of a survey of the community conducted between October 1, 2018 and November 8, 2018 that garnered a total of 288 responses, from frequent and infrequent users of the library.
- Information from three Community Conversations attended by business and civic leaders, educators, officeholders, citizens and library users.
  - The first was held October 27, 2018 with six participants.
  - The second was held October 29, 2018 with nine participants.
  - The third took place November 1, 2018 with five participants.
- Results of an Issues and Needs Questionnaire completed by members of the strategic planning committee.
- Demographic and economic data from the American Community Survey and the 2000 and 2010 US Census.

The strategic planning committee, with the assistance of the consultants, reviewed the data and information and drafted the strategic plan framework on December 12, 2018. The Irvin L. Young Memorial Library board approved the plan on March 18, 2019.

## Findings

A majority of users indicated that the library is providing the services, resources, and collections they need. In particular, the community is very satisfied with the service they receive from the library staff. Survey respondents rated their satisfaction with getting help from a librarian very highly, with an average of 4.5 on a scale of 1 to 5 (one being very dissatisfied and five being very satisfied). Participants in the community conversations expressed their high satisfaction with the staff as well.

The survey also indicated that non-users and infrequent users viewed the library's importance to the community as strongly as regular users. The library, as a trusted community partner, can help promote literacy and learning in all the forms it may take.

The survey and community conversations showed us that the following were the most valued by our community:

- A well-rounded collection to find materials for personal enjoyment and schoolwork
- Free wi-fi access
- Ample computers
- Programs for all ages

However, there were many ideas shared through this process that would require additional space, hours, and staffing. Among the things the community wanted us to improve were:

- Be open more hours
- Host more cultural events
- Increase meeting room availability
- Help build civic engagement and pride
- Increase our work in the area of children's literacy
- Work with community partners to provide a safe and welcoming learning environment for all segments of the community.

## Mission and Values

Our mission is a statement about the role we want to play in our community. It inspires our goals and helps identify our priorities. Our values provide a touchstone for how decisions are made, define how we are expected to behave, the way we want to be perceived, and what we stand for.

### Our Mission

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

### Our Values

The staff, board of trustees, and friends of the Irvin L. Young Memorial Library are committed to the following values:

#### ***Safe and welcoming***

Providing a safe space that is inclusive, respectful, and welcoming to all.

#### ***Trust***

Being a place of mutual trust where a person's right to privacy to read and learn is held in absolute confidence.

#### ***Diversity***

Celebrating diversity in our community, collections, and services.

#### ***Fun***

Supporting fun and imagination by providing access to tools, equipment, spaces, and opportunities for enrichment and entertainment.

***Lifelong learning and creativity***

Sparkling curiosity and encouraging discovery through our collections, services, and programs.

***Making connections***

Bringing area residents together to socialize and collaborate while cultivating partnerships for the benefit of our community.

***Service excellence***

Taking pride in serving the community with the thoughtful use of our resources and a relentless drive to innovate and evolve.

## Goals

The library wants to meet the demands of the community so we have laid out the following four goal areas for the next five years.

**Building Toward the Future**

We will undertake a process of assessment to make sure our spaces, collections, and services align with the present and future needs of the community.

- *Develop spaces that fit the diverse and ever-changing needs of our community.*

**Center for Learning and Connecting, Inside the Building and Out**

We are committed to excellent and inclusive services for all members of our community. We will provide collections, services, and spaces that appeal to all members of the Whitewater community and meet their learning needs.

- *Increase inclusivity and access to services and resources that the library provides.*
- *Provide programming and collections that appeal across multiple segments of the Whitewater community.*
- *Provide welcoming, safe, and comfortable spaces throughout the library, both in the physical library and virtual library spaces.*

**Engaging and Effective Communication**

We will expand awareness of the library and our role in Whitewater as a community through effective communication efforts.

- *Increase awareness of all the library does and offers.*
- *Share community stories to highlight the needs and opportunities in Whitewater.*
- *Develop library advocates to promote the value of the library.*

### Strengthening Partnerships

We will engage members of the community to develop lasting civic engagement and pride of place. We will expand existing partnerships and initiate new connections that promote community success and lifelong learning.

- *Cultivate partners to support the library's mission.*
- *Create an environment to help other groups and organizations find ways to collaborate.*
- *Partner with schools and other organizations and groups to provide safe spaces and learning opportunities for school age children in the community.*
- *Explore ways to increase engagement and involvement in the city.*

### Implementation, Assessment, and Communication

The staff and board of trustees will work toward each of these goals over the course of the next five years. The library will undertake activities for each, but some work will inform the work in other areas. Specifically, the library will need to focus efforts in the first two years of the plan creating and executing a campaign to understand how the community views the library, how the library can understand the values of Whitewater, and how the library can show why it is a community partner in achieving larger goals in the community. This work will logically inform the next steps of the strategic plan, from building collections to designing spaces to staffing decisions.

The library director and staff will work in conjunction with the board of trustees to prioritize and identify service goals, and coordinate activities from this plan. The library will consider available resources, including funding and staff time; changing conditions locally, regionally, and statewide; and opportunities that arise to innovate during the implementation of the plan.

The ongoing planning process for the library will include project management, assessment, communication, and re-prioritization activities. The library will follow the following annual process and schedule to implement the strategic plan.

- June –The library director, in consultation with staff, provides a report to the library board, assessing progress implementing plan activities. The board, working with the director, will determine if adjustments to the plan are needed based on changing conditions or new challenges and opportunities, and will identify activities that will be the focus of the library's efforts in the following year. The decisions of the board will be reflected in the library's budget planning process and reported to the board as the budget is developed.
- December – The library director, with input from staff, prepares a report for the board, summarizing the prior year's work and identifying activities slated for the upcoming year.

## Acknowledgments

The Irvin L. Young Memorial Library would like to thank the community for their participation in our strategic planning process. Understanding the needs of Whitewater residents, from those that use the library on a weekly basis, to those who might never step foot inside of the library building, is imperative to prioritizing our work over the course of the next several years. These voices help guide our decisions and our goals. Thank you to those who completed a survey, attended a community conversation, or chatted with one of our staff or board members to let us know how we can best serve the people of Whitewater. Appreciation is extended to the wonderful staff whose understanding of the library and our community were critical in the creation of this plan.

The following individuals were instrumental in exploring the needs of the community and the library. We sincerely thank each for their support, hard work, and willingness to dedicate their time to create the best plan for the library and Whitewater.

### Planning Team

- Anne Hartwick, Library Trustee, President
- Richard Helmick, Library Trustee, Vice President
- Diane Jaroch, Assistant Library Director
- Stacey Lunsford, Library Director
- Deana Rolfsmeyer, Youth Educational Services Librarian
- Jaime Weigel, Library Trustee, Alternate

### Library Board of Trustees

- Anne Hartwick, President
- Richard Helmick, Vice-President
- Julie Caldwell, Treasurer
- Brienne Diebolt-Brown, Secretary
- Patrick Singer (Council Representative)
- Jim Winship
- Cory Peppler (School District Representative)
- Jaime Weigel (Alternate)

The library would also like to thank Melissa McLimans and Bruce Smith from WILS (Wisconsin Library Services) for providing planning process management and facilitation services to develop our strategic plan.

## 2025 Strategic Plan Activities

### STRATEGIC GOAL 1 Building Toward the Future

- Develop spaces that fit the diverse and ever-changing needs of our community
  - *Prepare a plan for library operations during phase three of the renovation.*
  - *Continue to keep the public updated on the progress of the renovation.*
  - *The library board will assist the director in exploring appropriate pay scales and staffing levels needed to efficiently meet community needs in the newly renovated library.*

### STRATEGIC GOAL 2 Center for Learning and Connecting

- Increase inclusivity and access to services and resources that the library provides
  - Complete a diversity audit of the collection with the assistance of Bridges system staff. **DONE**
  - *Add pictographs to signage to make it more inclusive.*
- Provide programming and collections that appeal across segments of the Whitewater community
  - *Reintroduce the Winter Reading Program.* **DONE**
  - *Create a display for the Library of Things in the newly renovated library.*
  - Schedule weekly social media posts from Library Aware. **ONGOING**
  - *Plan a grand opening event.*
- Provide welcoming, safe, and comfortable spaces throughout the library, both in the physical library and virtual library spaces
  - *Provide staff training to become an Affirming Space for our LGBTQIA population during phase three of the renovation.*
  - Create a dedicated space on our website for our full land acknowledgment statement that includes information and links to local First Nations history, book lists from our collection and current issues for further research and education. **DONE**
  - *Complete a digital transition of the library's current website to a Bridges Library System supported platform.*

### STRATEGIC GOAL 3 Engaging and Effective Communication

- Increase awareness of all the library does and offers
  - *Create a library newsletter that patrons can opt in to. DONE*
  - *Create a welcome email inviting patrons to register for further newsletters. DONE*
  - *Table at two community events to promote library collections and services.*
- Share community stories to highlight the needs and opportunities in Whitewater
  - Share social media posts from vetted community organizations on our Facebook page. ONGOING
- Develop library advocates to promote the value of the library
  - *Collaborate with the new city media coordinator to create two library PSAs, one for the Makerspace and one for the Library of Things.*

## STRATEGIC GOAL 4 Strengthening Partnerships

- Cultivate partners to support the library's mission
  - Create a plan to renew and revitalize the Friends of the Library.
  - ~~*Provide space for Jorge to host citizenship classes. This has been tabled until construction is complete.*~~
- Create an environment to help other groups and organizations find ways to collaborate
  - *Develop and approve partnerships policy and guidelines. DONE*
  - *Offer tours of the renovated library to various community groups, highlighting the benefits of our space and resources to their mission.*
- Partner with schools and other organizations and groups to provide safe spaces and learning opportunities for school age children in the community.
  - Provide information on library services and programs through tabling at 4K registration and general school registration.
  - *The Director, Youth Services Librarian, and Programming and Makerspace Librarian will meet with school representatives to brainstorm ideas for outreach to the district. DONE*
  - *Complete the first year of processing opt-in card applications through the WWUSD online registration platform.*
- Explore ways to increase engagement and involvement in the city
  - *Participate in the city's leadership committee. ONGOING*
  - *Engage in 1-2 safety trainings provided by the police department, EMS, or fire department. DONE*
  - *Plan an open-house for other city departments once library construction has been completed.*

# Whitewater Public Library

## MEETING AND STUDY ROOMS POLICY

Exceptions to any part of this policy may be considered by the Library Director.

### A. PURPOSE

The Whitewater Public Library ("Library") provides meeting rooms to further the Library's mission in the community by providing public spaces available for use by groups for civic, cultural and educational purposes. When not needed by the employees of the Library, meeting spaces are available to those who meet the eligibility criteria.

The Library's use of meeting rooms is the first priority. The Library reserves the right to cancel a public reservation if the room is needed for that purpose. This right will not be exercised except in emergency situations and requires the approval of the Library Director.

The Library's Inappropriate Behavior Policy is enforced for all meeting room users and visitors. The Library retains the right to attend or monitor all meetings, programs, and events conducted on the premises.

The Library Board subscribes to the tenets of the [Library Bill of Rights](#), which states in part: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Use of the meeting rooms does not constitute an endorsement of the views of the user(s) of the room by the Library. Unless sponsored or co-sponsored by the Library, all advertisements, announcements, press releases, fliers, and any other meeting-related promotional material must clearly state who is sponsoring the meeting, and must explicitly state, "The Whitewater Public Library does not endorse or sponsor this event." The use of the name, address, or telephone number of the Library as the address or headquarters of any group is prohibited.

The Library partners with organizations to sponsor or co-sponsor programs and events open to the public. See the Library's Partnership Policy.

### B. HOURS OF MEETING AND FEES

The Library's meeting and study rooms are available during Library hours.

Meeting Room users may stay past closing time with prior permission from the Library Director or the Director's designee. Requests may be made to the Library Director in writing at least seven (7) days in advance. Users leaving after the Library has closed must make sure the building is cleared of people (including checking the bathrooms), arm the security system, and close the exterior doors securely.

Rev. 2/19 | Rev. 4/23 | Rev. 8/23 | Rev. 10/25



Meetings must start and end at the times requested on the application. Each group will be admitted to and must vacate the meeting room at the scheduled time. Study rooms may be reserved in two-hour increments.

#### Meeting Room Fees:

Non-profit: Individuals, organizations, clubs, or groups. No fees required for room use.

For-profit: Individuals, organizations, or businesses may use meeting rooms for staff training, educational seminars, or team-building activities that are closed to the public and/or potential customers.

Fees: Meeting Room Combined, \$30 per hour.

Meeting Room 1, \$15 per hour.

Meeting Room 2, \$15 per hour.

The Library accepts cash or check made out to: City of Whitewater. Any applicable fees are due before each meeting takes place.

Cleaning Fees: Should there be any additional cleaning required after a meeting, a cleaning fee shall be assessed to the applicant. Any spills that are unable to be cleaned up by the group should be immediately reported to the Library's front desk.

#### C. EQUIPMENT AVAILABILITY AND SET-UP

Groups shall be responsible for any advance preparations including setting up and putting away furnishings used for the group's meeting. Chairs and tables must be cleaned and returned to the standard configuration. The standard configuration for the Meeting Rooms are:

Meeting Room 1: Tables and chairs in closet.

Meeting Room 2: Boardroom type setup with 8 tables arranged in a rectangle with 16 chairs.

Items may not be hung on or posted to windows, walls or doors. Materials may not be stored at the Library before or after a room use.

Groups are welcome to test the audiovisual (AV) equipment in advance. Contact the Library to make an appointment at least one week prior to the meeting date. Technical support may not be available during meetings.

## MEETING ROOMS:

### Meeting Room Combined includes:

- Refrigerator, stove and sink
- Kitchen and serving facilities for light refreshments; but not plates, cups, utensils, glasses, napkins, or other serving items
- 2 projectors and screens with HDMI hookups (cable included, you must provide your own adapter if needed)
- Lectern
- 2 Microphones
- Hearing Loop
- 30 tables
- 60 chairs

There is a maximum occupancy of 278 in the Meeting Room Combined (standing room only).

### Meeting Room 1 includes:

- 1 projector and screen with HDMI hookups (cable included, you must provide your own adapter if needed)
- Lectern
- Microphone
- Hearing Loop
- 22 tables
- 44 chairs

There is a maximum occupancy of 179 in Meeting Room 1 (standing room only).

### Meeting Room 2 includes:

- Refrigerator, stove and sink
- Kitchen and serving facilities for light refreshments; but not plates, cups, utensils, glasses, napkins, or other serving items
- 1 projector and screen with HDMI hookups (cable included, you must provide your own adapter if needed)

Rev. 2/19 | Rev. 4/23 | Rev. 8/23 | Rev. 10/25

- Meeting OWL videoconference camera
- Microphone
- Hearing Loop
- 8 tables
- 16 chairs
- Additional chairs and tables may be requested, if available.

There is a maximum occupancy of 99 in Meeting Room 2 (standing room only).

#### STUDY ROOMS:

Study Rooms 1 and 2 include:

- Flat screen TV with HDMI hookups (you must provide your own cable/adaptor)
- Whiteboard (you must provide your own Expo markers and erase all marks when finished)
- 1 table
- 4 chairs

There is a maximum occupancy of 10 in both Study Room 1 and Study Room 2 (standing room only).

Study Room 3 includes:

- 1 table
- 4 chairs

There is a maximum occupancy of 6 in Study Room 3 (standing room only).

Study Room 4 is not reservable. It is available on a first come, first serve basis. It includes:

- 1 table
- 2 chairs

There is a maximum occupancy of 4 in Study Room 4 (standing room only).

#### D. DISPLAYS AND EXHIBITS IN MEETING ROOMS

Displays and exhibits are subject to the same exclusions as the meeting rooms. Requests may be made to the Library Director in writing at least seven (7) days in advance. The sponsoring organization must agree to set up and take down any exhibits and displays.

- During the exhibit and display period, groups will continue to use the meeting room(s). The Library takes no responsibility for the supervision and security of the exhibits or displays.
- Displays and exhibits will be limited to a three (3) week period, but extensions may be granted by the Library Director if there are no other requests for the space.

#### E. RESERVATIONS

Individuals or groups desiring to use the meeting or study rooms must submit an online room reservation request a minimum of three business days in advance. The application is available on the Library's website: [whitewaterlibrary.org](http://whitewaterlibrary.org). Library staff may assist with room reservation requests in person, via phone, or via email.

Reservations may not be scheduled more than six (6) months in advance. In order to make the meeting and study spaces as accessible to as many people as possible, repeated uses by any particular group may be limited. An exception may be granted by the Library Director.

#### F. APPLICATION PROCEDURE

Applications for the use of the meeting and study room(s) must be made for the use by the individual who wishes to use a room or by an authorized representative of a group who wishes to use a room. Applicants must be at least 18 years of age.

Upon receipt of an application, a Library staff member will accept the application and confirm the booking if the meeting purpose falls within the meeting room policy and proper supervision is assured. Any applicable fees are due before each meeting takes place.

If there is an application which the policy does not cover, the application will be referred to the Director for approval.

#### G. CHILDREN'S GROUPS

Children's groups may use the meeting room(s) provided an adult sponsor makes the application, and provided that the meeting is supervised by adult sponsors, unless permission is obtained from the Library Director.

## H. OTHER REGULATIONS

- Alcoholic beverages, use of tobacco products, and candles/open flames are not permitted.
- Programs may not disrupt the use of the Library by others. Any group that is disruptive or disorderly will be asked to leave.
- Use of facilities must be in compliance with Library policies and all Federal, State, and local laws; ADA, safety standards, and building-code requirements.
- The group is responsible for clean-up of areas of the building it has used. Groups must provide their own cleaning supplies.
- Library property is under video surveillance in accordance with Wis. Stat. §942.08.

## I. AGREEMENT BY USER

In consideration for the use of the meeting and study room(s), each user agrees that:

- It will pay for all damage to any property of the Whitewater Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees.
- It will hold harmless the City of Whitewater and the Whitewater Public Library from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused by the organization or any person in connection with a meeting, exhibit, or display.

It is understood that the City of Whitewater and the Whitewater Public Library assume no responsibility whatsoever for any property placed in the Library in connection with a meeting, exhibit, or display; and that the City of Whitewater and Whitewater Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting, exhibit, or display.

## J. EXCLUSIONS

- Activities/programs charging admission for attendance. The only exception to this rule will be when paid registration fees are necessary to cover expenses for short-term seminars held in cooperation with the Library, or payment of fees for non-credit education courses conducted by established educational institutions or organizations. In either case, permission must be obtained from the Library Director.
- Activities which result in financial gain for the room user, group, or organization. This includes, but is not limited to, fundraising, money-making events, selling merchandise, soliciting donations, or the promotion, advertising, or selling of services, programs, or products. Exceptions include the Whitewater City Market, Friends of the Library events, and Library-sponsored events. Other exceptions are at the discretion of the Library Director.

- Personal or family purposes that would not be appropriate in the rest of the Library; e.g. birthday parties.
- Group activities involving more than normal wear and tear on the meeting room.
- A return use by a group that has abused the facilities or regulations in an earlier use of the meeting room.

#### K. APPEALS

If any individual or group believes that they have been denied use of the Library's meeting rooms without just cause, the individual or group may appeal the decision to the Library Board at their next regular meeting. The Library Board's decision will be final.

# 2026-2027 Budget

(357,887.37)

Item 10.

## Fund Summary

### Library

#### REVENUES

	DESCRIPTION	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 ACT-EST	2026 BUDGET	2027 BUDGET
<b>INTERGOVERNMENTAL REVENUES</b>								
220-43720-55	CONTRACT REVENUE	213,740	229,240	219,770	219,768	227,710	230,000	232,000
	<b>Total Intergovernmental Rev.</b>	<b>213,740</b>	<b>229,240</b>	<b>219,770</b>	<b>219,768</b>	<b>227,710</b>	<b>230,000</b>	<b>232,000</b>
<b>FINES &amp; FORFEITURES</b>								
220-45300-55	FINE REVENUE	-	-	-	-	-	-	-
220-45310-55	LOST MATERIAL FINE	3,852	2,297	2,523	3,300	1,370	2,000	2,000
220-45320-55	SALES-SUMMER LIBRARY PROGRAM	-	-	-	-	-	-	-
220-45330-55	COPY MACHINE REVENUE	3,196	3,579	3,924	4,000	2,533	4,000	4,000
	<b>Total Public Charges - Services</b>	<b>7,048</b>	<b>5,876</b>	<b>6,447</b>	<b>7,300</b>	<b>3,902</b>	<b>6,000</b>	<b>6,000</b>
<b>MISCELLANEOUS REVENUES</b>								
220-48100-55	INTEREST INCOME	99	1,181	2,138	707	1,354	1,500	1,500
220-48105-55	LIBRARY BOARD INTEREST INCOME	1,992	15,114	16,258	-	12,708	11,000	11,500
220-48110-55	LIBRARY BOARD DONATIONS	-	-	-	-	-	-	-
220-48210-55	RENTAL INC-HOUSE-414&414/A	12,200	1,700	-	-	-	-	-
220-48260-55	RENTAL-HOUSE-413 W. CENTER	7,200	-	-	-	-	-	-
220-48500-55	DONATIONS	15,221	47,661	14,374	18,000	22,894	14,000	14,000
220-48525-55	GRANT REVENUE	-	-	6,190	-	2,400	-	-
220-48550-55	SALE OF LIBRARY PROPERTY	-	541,988	-	-	-	-	-
220-48600-55	MISC REVENUE	336	477	434	400	439	400	400
	<b>Total Miscellaneous Revenues</b>	<b>37,049</b>	<b>608,121</b>	<b>39,393</b>	<b>19,107</b>	<b>39,796</b>	<b>26,900</b>	<b>27,400</b>
<b>OTHER FINANCING SOURCES</b>								
220-49290-55	TRANSFER IN-GENERAL FUND	485,000	470,000	627,558	469,370	469,370	475,000	480,000
220-49300-55	FUND BALANCE APPLIED	-	-	-	120,580	-	181,532	200,504
	<b>Total Other Financing Sources</b>	<b>485,000</b>	<b>470,000</b>	<b>627,558</b>	<b>589,950</b>	<b>469,370</b>	<b>656,532</b>	<b>680,504</b>
	<b>220 - Library Special Rev</b>	<b>742,837</b>	<b>1,313,237</b>	<b>893,168</b>	<b>836,125</b>	<b>740,778</b>	<b>919,432</b>	<b>945,904</b>

	FISCAL RESOURCES	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 ACT-EST	2026 BUDGET	2027 BUDGET
<b>LIBRARY-SPECIAL FUND</b>								
100	Personnel & Benefits	645,458	687,641	641,428	717,334	633,242	784,020	807,541
200	Professional Svcs	30,498	42,338	11,708	17,217	12,839	26,787	13,119
300	Commodities & Other Exp	111,578	165,349	106,321	101,575	100,961	108,625	125,245
500	Library Board	25,354	-	30	-	6	-	-
800/900	Capital Outlay/Transfer to Other Funds	2,657	2,216	491,568	-	9,258	-	-
	<b>Total</b>	<b>815,545</b>	<b>897,544</b>	<b>1,251,055</b>	<b>836,125</b>	<b>756,306</b>	<b>919,432</b>	<b>945,904</b>
<b>YOUNG LIBRARY BUILDING-GENERAL FUND</b>								
100	Personnel & Benefits	10,736	11,496	14,364	14,236	10,498	14,658	15,097
200	Professional Svcs	42,228	40,368	35,843	41,704	36,847	50,950	48,749
300	Commodities & Other Exp	2,904	3,192	4,259	2,040	4,568	2,000	2,000
<b>55111</b>	<b>Total</b>	<b>55,867</b>	<b>55,057</b>	<b>54,466</b>	<b>57,980</b>	<b>51,913</b>	<b>67,608</b>	<b>65,846</b>
	<b>GRAND TOTAL:</b>	<b>871,412</b>	<b>952,601</b>	<b>1,305,521</b>	<b>894,105</b>	<b>808,220</b>	<b>987,040</b>	<b>1,011,751</b>

<b>FUND BALANCE</b>		536,438	952,131	594,243		578,715	397,183	196,679
220-34300	Net Change-Increase/(Decrease)	(72,708)	415,693	(357,887)		(15,528)	(181,532)	(200,504)

**Library Special Revenue Fund-220****Expenses****EXPENSES**

	DESCRIPTION	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 BUDGET	2025 ACT-EST	2026 BUDGET	2027 BUDGET
220-55110-111	WAGES/PERMANENT	268,884	293,756	262,420	313,504	269,707	318,725	328,287
220-55110-113	WAGES/TEMPORARY	-	-	-	-	-	-	-
220-55110-114	WAGES/PART-TIME	186,663	199,034	205,599	222,238	198,129	228,057	234,899
220-55110-117	LONGEVITY	2,000	1,000	2,000	2,000	619	2,000	2,060
220-55110-120	EMPLOYEE BENEFITS	187,909	193,851	171,409	179,591	164,787	235,238	242,295
220-55110-156	LIFE INSURANCE	1	-	-	-	1	-	-
220-55110-211	PROFESSIONAL DEVELOPMENT	393	1,302	75	2,000	611	2,000	2,000
220-55110-218	PROFESSIONAL SERV/CONSULTING	18,786	22,415	738	1,000	-		-
220-55110-224	SOFTWARE/HARDWARE MAINTENANCE	2,339	10,185	4,527	7,209	6,407	20,231	6,426
220-55110-225	TELECOM/INTERNET/COMMUNICATIONS	7,054	6,499	6,369	7,007	5,822	4,556	4,693
220-55110-227	RENTAL EXPENSES	1,926	999	-	-	-	-	-
220-55110-242	REPAIR-MAINTENANCE-EQUIPMENT	-	937	-	-	-	-	-
220-55110-310	OFFICE & TECHNICAL SUPPLIES	17,910	20,914	16,847	15,000	10,332	22,000	17,000
220-55110-313	POSTAGE	840	1,114	559	337	68	1,000	1,000
220-55110-319	MATERIAL RECOVERY	606	746	804	725	797	725	725
220-55110-320	SUBSCRIPTIONS/DUES	528	136	510	650	1,468	650	650
220-55110-321	LIBRARY BOOKS-ADULT	26,350	24,986	25,963	25,000	19,385	25,000	25,000
220-55110-323	LIBRARY BOOKS-JUVENILE	6,294	7,387	7,336	6,000	5,137	6,000	6,000
220-55110-324	LIBRARY PERIODICALS-ADULT	5,075	4,169	2,869	2,400	2,101	2,400	24,000
220-55110-325	LIBRARY PERIODICALS-JUVENILE	48	-	952	1,000	-	-	-
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	11,373	10,293	5,872	6,500	6,889	6,500	6,500
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENILE	2,195	1,422	2,057	2,000	1,010	2,000	2,000
220-55110-328	MACHINE READABLE-ADULT	2,727	2,892	-	-	-	-	-
220-55110-330	TRAVEL EXPENSES	455	1,583	1,033	2,000	835	2,000	2,000
220-55110-331	PROMOTIONS/ADS-PUBLIC ED	99	888	269	500	276	200	220
220-55110-332	LIBRARY BOOKS-DIGITAL	-	-	3,914	4,613	7,856	7,500	7,500
220-55110-333	AUDIO/VISUAL LIBRARY-DIGITAL	-	-	3,263	2,500	3,294	-	-
220-55110-335	DATABASE SUBSCRIPTIONS	-	-	21,763	22,000	25,908	23,000	23,000
220-55110-337	LIBRARY BUILDING PROJECT EXP	-	76,543	-	-	85	-	-
220-55110-341	PROGRAM SUPPLIES-ADULT	2,559	4,601	2,992	3,500	1,922	3,500	3,500
220-55110-342	PROGRAM SUPPLIES-JUVENILE	6,702	4,948	3,719	6,000	5,523	6,000	6,000
220-55110-343	MISC SUPPLIES-ADULT	27,456	2,006	-	150	-	-	-
220-55110-346	SPECIAL PROGRAMING-SUMMER	-	-	197	100	-	-	-
220-55110-347	LIBRARY USE OF GRANTS EXPENSE	-	-	4,906	-	7,961	-	-
220-55110-348	SALES TAX EXPENSE	167	187	205	300	100	150	150
220-55110-350	CONTINGENCIES	196	533	294	300	14	-	-
220-55110-500	LIBRARY BOARD CHECKING	-	-	-	-	6	-	-
220-55110-510	LIBR BD-MM-BUILDING CKS	-	-	-	-	-	-	-
220-55110-515	MM BOARD CHECKING	25,354	-	30	-	-	-	-
220-55110-810	CAPITAL EQUIPMENT	2,657	2,216	-	-	9,258	-	-
220-55110-911	TRANSFER OUT-OTHER FUNDS	-	-	491,568	-	-	-	-
	<b>Total:</b>	<b>815,545</b>	<b>897,544</b>	<b>#####</b>	<b>836,125</b>	<b>756,307</b>	<b>919,432</b>	<b>945,904</b>



**DIRECTOR'S REPORT**  
**October 2025**

**I. ADMINISTRATION**

- a. Work orders submitted in October.
  - i. I requested that the bushes against the building on Center Street be trimmed.
  - ii. We could not get our library's email account set up on a circulation computer.
  - iii. The Public Services staff were getting error messages when trying to print from the library's email account.
  - iv. Trash and recycling needed to be picked up.
  - v. We needed to have staff phones and computers moved and set up in the renovated part of the library.
  - vi. Deana was having issues sending email after the city switched us to Microsoft 365.
  - vii. I requested that our entrance door be programmed to automatically lock and unlock.
  - viii. I requested that the IT team place a pop-up screen on the public laptop computers requiring them to view our internet policy before logging in.
  - ix. I asked the IT Department to order four brackets for the LCD screens that will be installed in the Teen Space and the two small Study Rooms.
  - x. I reminded the IT Department that we needed to have two LCD screens ordered for the new Teen Space.
  - xi. I put in a request for my phone to have the capability of answering the main circulation desk line if no one else was able to answer it.

**II. BUDGET**

- a. A copy of the 2026-2027 budget is included in the board packet.
- b. Sarah and I met with the City Manager and two other City administrators concerning our need for an additional staff member. A study of the library will be conducted by a consultant in 2026 and our request for another staff member will hopefully be included in the 2027 budget if approved by the City Council.

**III. PERSONNEL**

- a. All staff have been busy working to get library materials put back on the shelves, organized, and ready to open on December 8. Staff have also been setting up their work areas and learning new procedures.

**IV. LIBRARY COLLECTION**

- a. We were able to find a place for all materials, including the CD collection. We weeded the paperback books as they were not checked out very often and all in very poor condition. We haven't been able to purchase any new titles in that format for several years.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. Staff have been working through the list of 1,119 student applicants who registered for library cards at school registration. We have been mailing out batches of library cards on a weekly basis.
- b. Deana Rolfsmeyer met with Superintendent Karns to discuss the public library/school district partnership

**VI. LIBRARY BOARD RELATIONS**

- a. Jennifer and I continue to attend meetings with the architect and construction company concerning the building and furnishings. These meetings will be coming to an end in December.

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

- a. I continue to attend weekly construction meetings with Miron Construction and Studio GC.
- b. I continue to attend Team meetings at city hall.
- c. I continue to attend weekly staff meetings with Sarah French, Deana Rolfsmeyer, and Hunter Swanson.
- d. I met with the City Manager twice in October.
- e. I had a meeting with Steven Chmielewski from UW Extension concerning a strategic plan process for the library on October 21.
- f. I attended a City Benefit/Open Enrollment meeting on October 27.
- g. I attended a meeting with a representative from Ingram Books through the Bridges Library System to learn more about their ordering process on November 3.
- h. I attended the Jefferson County Library Services Board Meeting on November 6.
- i. I attended the APL meeting on November 14.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I completed the October Infosec cybersecurity training on social media.
- b. I attended the initial orientation class for the Leadership Action Series I am enrolled in through CIVMIC.
- c. I attended a Defensive Driving class through CIVMIC.

**IX. STRATEGIC PLAN**

- a. We continue to keep the public updated on the progress of the Library Renovation and Expansion Project.

**CAPITAL CAMPAIGN**

- a. We continue to receive pledge payments which are entered into Bloomerang, the software program we use for tracking donations, and send any checks the library receives to the Whitewater Community Foundation.
- b. I ordered new appliances for the kitchen in the new meeting room.

## Assistant Director Report

Sarah French

November 2025

- Moved and organized during the two weeks the library was closed. Coordinated with movers and architect for exact placement of shelves and materials. Coordinated with I.T. to get all of the computers, phones, and RFID set up. Trained staff on new procedures and workflows, and in general getting ready for the library to open. Got curbside back up and running on 11/10.
- Rolling out the new logo. It will take some time.
- Our library was selected to host a graduate student intern during the Spring 2026 semester for a digitization project. More details to come.
- Ran reports for non-blocking and blocking notes on patron records and deleted old notes.
- I continue to write and update staff procedures. This month's procedures:
  - Closing
  - Disc Cleaning
  - Patron Behavior Incident
  - Public Computers

### Strategic Goals:

Strategic Goal 1 – *Continue to keep the public updated on the progress of the renovation.*

### Collection Development:

- Still facing challenges because of Baker and Taylor closing. Ordering with Ingram but pursuing other alternatives as well, since Ingram is slow and inundated with orders right now.
- A lot of work was done with the CD collection to condense and reorganize.
- Due to shelving constraints and an aging collection, mass market fiction paperbacks were pulled.
- Weeded a bit in Nonfiction as I shifted it during the moving process. Oversized books are now on the bottom shelves in their section instead of in their own section, which will hopefully help patrons locate them better. All test prep books are now in one location. Nonfiction DVDs were taken out of the book stacks and put in the DVD area to hopefully help them circulate.
- The Wisconsin Collection is being reintegrated back into the regular collections to help them be more visible.
- Whitewater Room books that were previously unable to fit in the room will now have some shelf space directly outside of the room in order to make those books more visible.

**Programs and Outreach:**

10/23: Guided Journaling with Katy Wimer (6)

11/8: Family Jams with Noelle Larson (19)

11/10: Festive Corn Take & Make Craft (36)

**Upcoming Programs and Outreach:**

November 13: Somatic Release with Katy Wimer

December 4: Guided Journaling with Katy Wimer

January 20-March 12: Winter Reading Challenge for All Ages

Starting in January: Tech Tuesdays – a class focused on a different technology every Tuesday.

**Meetings:**

Weekly management meetings

Weekly Building Project meetings with architect and contractor

Monthly one-on-one meetings with all of my direct reports

10/14: Courtney Powers for Community-Based Learning Class at UW-W

10/20: Mackin for Public Libraries

10/21: LimeGlow Design (logo)

10/21: WLA Mentorship Meeting

10/23: Community-Based Learning Breakfast at UW-W

10/27: Community-Based Learning class visit at UW-W

10/28: FOTL meeting

10/28: Royal Purple interview

10/20: Community-Based Learning meeting

11/11: Meeting with Diane and City Admin (staffing)

**Professional Development:**

8 Week Library Management Course by Library Journal Professional Development:

Fundamentals of staff relationships and management, managing difficult conversations and staff feedback, crisis and incident management, and more. Runs October 1 – November 19.

- Week 4: How to Manage People: Difficult Conversations, Feedback, Conflict, and Resistance
- Week 5: Managing through Burnout and Advocating for Staff
- Week 6: Crisis Management and Communications: Showing Up for Your Team and Yourself
- Week 7: Embracing Data for Effective Library Management
- Week 8: Promoting Career Development in Your Staff and Yourself

# Youth Services Report

November 2025

## Collection Management

Materials ordered	39
Books cataloged	22
Materials Weeded	0
Books moved to Tween	0

## Programs/Services

Program Name	Participation
Storytimes	44
Halloween Bingo	11
Teen Cemeterariums	9
1000 Books before Kindergarten	0
Reference Questions/Technology Assistance Provided	2

## Marketing

Category	Quantity
Social media scheduled from LibraryAware	5
Other social media posts created	2

## Meetings and Trainings

10/1	Management Meeting
10/8	Management Meeting
10/20	Mackin for Public Libraries (potential vendor)
10/22	Management Meeting
10/27	2026 Benefits Meeting

10/29	Meeting with Superintendent Karns
10/30	Management Meeting

### Notes

Thank you to Hunter for conducting storytimes and calling bingo while my voice heals.

Thank you to Suzanne for telling local scary stories at Teen Cemeterariums. It started a conversation among the participants of the stories they knew and experiences they've had. It was a lovely, albeit spooky, community moment.

I met with Superintendent Karns to discuss the public library/school district partnership. We reviewed past and current collaborations (opt-in library cards, tabling at school registration events) and discussed opportunities for further collaboration. Some options we discussed included utilizing library meeting rooms for district meetings; arranging visits to promote the summer reading program; having a library presentation as part of the training that district teachers attend before the school year begins; and maybe, someday, a podcast.

## Programming & Makerspace Librarian Report

Hunter Swanson

November 2025

### Programs Supported:

- Storytime – 10/22
- Storytime – 10/29
- Halloween Bingo – 10/30
- Storytime – 11/5

### Upcoming Programs:

- Movie and Mocktail (repeating) – 1/5
- Tea Time (repeating) – 1/7
- Chess Club (repeating) – 1/8
- Teen Dungeons & Dragons (repeating) – 1/12
- Weird Science: Slime (repeating) – 1/14
- Makerspace 101: 3D Printer (repeating) – 1/15
- Intro to Magic: The Gathering Trading Card Game – 1/16
- Teen DIY (repeating) – 1/21
- Adult Dungeons & Dragons (repeating) – 1/26
- Vinyl Record Club (repeating) – 1/27
- Teen Movie (repeating) – 1/28
- Making Games with bitsy – 1/29
- Tabletop Free Play Friday (repeating) – 1/30
- Bill Mueller Author Talk – 3/10
- SEWI Library Makerspace Meetup – 3/19
- Kate Winn and Kira Henschel Author and Publishing Talk – Date TBD (April/May)

### Meetings:

- Staff Meeting – 10/8
- Staff Meeting – 10/15
- Staff Meeting – 10/22
- Staff Meeting – 10/29
- Program Marketing Meeting – 11/6
- Defensive Driving Training – 11/6
- Staff Meeting – 11/7

### Other Updates:

- I have been working with Sarah and Deana to establish a quarterly events guide for patrons, as well as evaluating our existing stock of board games for future programming use.



# Bridges Library System Staff Reports

## November 2025

### Brittany Larson – Library System Director

**2025 Evaluations:** I had a second round of 1:1 meetings with Bridges Staff in mid-October. I am working on writing staff evaluations now and they will be scheduled with staff in early December.

**Bridges Staff In-Service:** The Bridges staff in-service is scheduled for November 20<sup>th</sup>. It will be an all-day meeting, off-site for all or part of the day, and staff will be unavailable except for emergencies. With two new team members (Kelly and myself) it will be a good opportunity to do team exploration and future casting into 2026!

**Materials Purchasing:** With the closure of Baker and Taylor, libraries are exploring other solutions. Kelly put together a document with other vendors and their contact information and I arranged for a vendor webinar with Ingram, a contemporary of Baker and Taylor.

**Professional Development:** I attended the Wisconsin Library Association (WLA) conference at the end of October. I focused on sessions related to library standards, policy, staff and workflow management, and intellectual freedom. I also am ending my 3-year volunteer commitment to WLA this year with the Outreach Services Roundtable. I ended my term by presenting to library staff from across the state on the topic of intellectual property and library programming.

**9-Month Budget Status Report:** I worked with the Bridges staff and Waukesha County budget analyst Josh Selige to assess where we are at budget wise at the 9-month mark, and to make projections for the year end. We are projected to end on a favorable note despite the unbudgeted retirement payouts.

**Library Visits:** I met with the Carroll University Library Director and toured the library on November 11<sup>th</sup>.

**Waukesha County Act 150 Committee:** The fourth Waukesha County Act 150 Committee met on November 4<sup>th</sup>. The main topics discussed included the County distribution formula and the minimum to exempt standards. The next meeting is December 9<sup>th</sup>. I am working on crafting the narrative draft.

**Save the Date:** February 10<sup>th</sup> is Library Legislative Day in Madison!

### Mellanie Mercier – Automation Coordinator & Assistant Director

**Wide Area Network:** We are in the process of upgrading the Wide Area Network bandwidth from 1 GB to 2 GB, the upgrade may be done by the end of the year. 2025 was the year to replace routers in the Waukesha County libraries. I have met with Taylor Computers who manage the routers and we are going to redesign the network to make it less complex, something that has been talked about for the last few years. The first step of this process is to work on the firewall at the headend site (Waukesha PL) and then test with a library after removing the router at the headend using the firewall instead. This will result in an outage of 2-4 hours, and we will do it sometime in December in the morning to limit downtime. If the test is successful, we will then start working on the individual library side. Many libraries now have their own firewall and we are going to use those firewalls to connect libraries to the network. If a firewall is maintained by an entity other than Taylor Computers, we will work with that library's provider (company

or municipality) to complete the necessary work. If a library does not have a firewall we will continue to purchase a router, and those will be installed in 2026. Currently we have been purchasing Cisco equipment and the entire network had to be Cisco equipment. By taking the router out at the headend and connecting through that firewall, we will have flexibility to purchase routers by other companies – which could result in cost savings. Once this is complete for the Waukesha County libraries, we can start connecting those libraries in Jefferson County with firewalls, and then replace any routers when their life cycle is at an end in 3-4 years from now. By using existing firewalls, the network will become less complex, a little faster with one less hoop to go through, and less expensive to maintain as 23 routers will no longer need to be purchased. In 2026 we will also request bandwidth increases at libraries, with no extra cost to the libraries.

**Internet Librarian Conference:** Last month I attended the virtual Internet Librarian Conference. There were many sessions on AI, and two presenters mentioned that AI wants you to love it, so it won't correct you, so you will feed it more data. David Lee King of the Topeka Shawnee Library gave a session on AI policies and if libraries need to have one - not all libraries will need one. There was also a good session on building a virtual makerspace with virtual STEAM sites with video lessons for remote users, check out Prairie Stem at <https://prairiestem.org/virtual-steam/> for grade level STEM lessons.

## Kelly Nelson – Coordinator of Library Development

**Library Visits:** I visited four Waukesha County Libraries in October: Big Bend, Butler, Mukwonago, & New Berlin. It was great visiting library staff and learning a little more about each library and their needs.

**Acquisitions Visits:** In my previous role at the Pewaukee Public Library, I set up the use of the Polaris acquisitions module. Because of that previous knowledge, Beth invited me to join her as she visited Mukwonago and Sussex to get them started with acquisitions and answer questions.

**SEWI Libraries CCBC Event:** The Children's Cooperative Book Center (CCBC) visited the New Berlin Public Library and brought with them many great new books for children and teens. Librarians were able to look through the books and listen to book talks from CCBC staff. 40 library staff members from around the SEWI attended this annual event.

**SEWI Libraries Email Marketing Webinar:** Deb Maret, Public Information Coordinator with the Milwaukee County Federated Library System presented a very practical webinar on email marketing. She gave tips for formatting, frequency, reaching your audience, and finished by critiquing examples sent in by participants.

**Bridges Friends Coffee & Chat:** During National Friends of the Library Week, October 19-25, we hosted a Friends Coffee & Chat at the Delafield Public Library. Library directors and friends members were encouraged to attend. We had a lively group of 31 people who jumped right into discussing recruitment, how their groups are run, and many other topics.



*Library staff from around the southeastern Wisconsin region learn about great new books for children and teens from CCBC staff.*

**WI Libraries Buildings & Spaces Project, Space to Grow Webinar:** The Wisconsin Libraries Buildings & Spaces Project is active again after a brief break. We held a webinar to cover the revised Space Planning Outline and give examples of how this guide can be used.

### Upcoming Events

- **Bridges Adult Services Meeting, November 5** – Oconomowoc Public Library
- **SEWI Libraries - Sustainably Grow Your Summer Reading Program for Youth and Adults, November 17** – Brookfield Public Library

### Professional Development

- I attended the Wisconsin Library Association Annual Conference and attended several valuable sessions that may be beneficial to bring to the SEWI and Bridges library staff at future events.

## Angela Meyers – Coordinator of Youth and Inclusive Services



Library staff and partner organizations gather for the Library Memory Project Symposium in Johnson Creek

### Inclusive Services

The Library Memory Project hosted its third symposium—a half-day of learning and networking for library staff and partner organizations—at the Johnson Creek Community Center. The event drew 23 participants, including staff from 16 libraries, the Alzheimer’s Association, and the Aging and Disability Resource Centers of Jefferson and Waukesha counties.

Nineteen library staff representing 13 member libraries attended an Inclusive Services Meeting at the Jefferson Public Library.

I was invited to be a guest speaker at Carroll University’s Grant Writing course for undergraduate students. I spoke about my years of experience writing grants and how one opportunity can lead to another.

### Youth Services

Seven library staff gathered for a Youth Services Meeting held at the Hartland Public Library.

Youth services staff from member libraries visited the Community Space in Whitewater to select gently used books for their shelves and for incentives in programs like Winter Reading and 1,000 Books Before Kindergarten, resulting in 650+ books being repurposed across libraries.

### Professional Development

In October, I presented on the Library Memory Project with Jennie Fidler from the Oconomowoc Public Library at the Association of Bookmobiles and Outreach Services conference in St. Louis, MO, and I also attended the Wisconsin Library Association annual conference in Middleton, WI. I also participated in a Wisconsin ADA (Americans with Disabilities Act) Coordinators Association webinar titled “Building

Strong Community Relations” and a Wisconsin Dementia Resource Network webinar titled “Giving Voice Network.”

## Beth Bechtel – Database Management Librarian

**Meetings & Library Visits:** When the CAFE Catalogers group met on October 21 in Jefferson, discussion topics included statistical codes for nonfiction picture books, call number standardization within each library, cataloging books for book clubs, Vega Discover, and the election of officers for 2026.

Kelly Nelson and I had meetings at both Mukwonago Community Library and Pauline Haass Public Library in Sussex to help staff at those libraries set up the Polaris acquisitions module. Both Mukwonago and Sussex will practice using the module this fall, and then fully place orders and track funds with it starting January 2026.

I coordinated a meeting of existing and new Polaris acquisition module users. We met at Waukesha Public Library and discussed unfilled orders from Baker & Taylor, ordering instead from Ingram, planning for end-of-year budget expenditure, and rolling over funds at the fiscal year end. The group will meet again in the late winter or spring.

In the last month, I had virtual consultations with catalogers from Pewaukee, Fort Atkinson, and Waterloo libraries.

I attended the Statewide ILS Admin meeting virtual meeting. Main topics of discussion were the state annual report, sharing of ideas for training library staff to use ILS software, and presentation of a summary of database maintenance tasks performed by Wisconsin library systems and libraries.

**CAFÉ Projects:** This month I prepared bib records in the catalog for next year’s magazines with the most items in the most libraries. Duplicating these bib records each year keeps the number of items on each title manageable for catalog users.

**Conferences:** At the Wisconsin Library Association Conference in Middleton, I attended interesting sessions including “Indigenous Collection Stewardship for Libraries: Discovery to Repatriation,” “Cultural Connections and Digital Collections: Engaging Patrons with Local History,” and “Behind the Scenes, Front of Mind: Crafting Your Technical Services Elevator Speech.” As always, the conference was a useful way to connect and share ideas with peers from around the state.

The Wisconsin Illinois Innovative Users Group (WILIUG) hosted a free day-long online conference on October 24. I attended the business meeting, “Vega panel,” and “Polaris ILS Forum” sessions. It was great to hear about forthcoming software changes that will make our new Vega Discover public catalog even better. One of these will be the ability for catalogers to create more formats so catalog users can better differentiate between formats, such as print books and graphic novels. Also, forthcoming is a Discover account management page for patrons to use.

## Emily Heller – Public Communications Coordinator

**Thankful For Our Library Patrons:** We received tremendous support from our library patrons this summer during the statewide "Speak Up for Libraries" advocacy and postcard campaign. Rather than our usual "Why Are You Thankful for Your Library?" campaign, we wanted to express our gratitude with Thank You Bookmarks!

We provided the member libraries with five colorful designs to share with their patrons and supporters this month. The back side has a message of thanks that reads: "We appreciate the support of our patrons. Thank you for being part of our story!"

[Check out Bridges Facebook Thank You Reel](#)



**Advertising:** The systemwide YouTube "Expect the Unexpected" pilot campaign is now about halfway through the campaign. The impressions are looking good so far, and it has 49.98% engagement/view rate! View rates vary, but the overall average is 29.24% to 31.9%.

6-Days	43-Days
<ul style="list-style-type: none"> <li>Encountered 2,074 times</li> </ul>	<ul style="list-style-type: none"> <li>Encountered 25,225 times</li> </ul>
<ul style="list-style-type: none"> <li>Engaged with or seen in its entirety 1,052 times</li> </ul>	<ul style="list-style-type: none"> <li>Engaged with or seen in its entirety 12,607 times</li> </ul>
<ul style="list-style-type: none"> <li>Clicked on 16 times</li> </ul>	<ul style="list-style-type: none"> <li>Clicked on 174 times</li> </ul>

### Professional Development

- October 27: ADA Website Accessibility Compliance**  
 This webinar by Mugo Web was very helpful for showcasing the first steps to take to improve website accessibility. I was able to share the recording and resources with member libraries, too.
- November 5: Adobe Creative Co-Lab Workshop with Waukesha County**  
 This was a fantastic in-person training with an Adobe Public Sector Team representative. He showed us all the newest features in Firefly, Photoshop, Express, Premiere Pro, and Podcasts. He also went over many of the AI supported changes. I have a lot of new, cool things to share with library staff. I would also like to have him host a session for libraries.
- November 11-13: Library Marketing and Communications Conference (LMCC)**  
 I will be attending LMCC from Nov. 11-13 in St. Louis again this year. I am looking forward to sessions on Website ADA Compliance, Accessible Graphic Design, Messaging, Video Creation, Social Media Best Practices, and Promotion ideas.

### In the News:

- How the New Berlin Library is bringing neighbors together in unexpected ways: [TMJ4 News Story](#)
- New Berlin Public Library creates witty social media videos to promote collections, programming: [Milwaukee Journal Article](#)
- New Berlin Library goes viral with 'trust fall' video: [Waukesha Freeman Article](#)
- Watertown Public Library endowment assistance requested in latest budget saga: [Daily Times Article](#)

[News Archives](#)

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

- Marketing Magic:
  - November 7: 52.38% Open Rate
  - October 24: 65.06% Open Rate
  - October 10: 68.67% Open Rate
- Monthly Bridges:
  - November 7: 49.42% Open Rate
  - October 3: 49.51% Open Rate
- Monthly Legislators:  
October 16:
  - Legislators: 16.67% Open Rate
  - Staff: 40.48% Open Rate