Library Board of Trustees

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

Monday, November 16, 2026- 6:30 PM

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

Please click the link below to join the webinar:

https://teams.microsoft.com/meet/2937376637373714?p=ro4X3f2ExPsYieFMPx

Meeting ID: 293 737 663 737 371 4

Passcode: WR7tb9Yy

Telephone: +1 (929) 229-5663

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

AGENDA

CALL TO ORDER

ROLL CALL

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

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

1. Approval of the minutes of the October 19, 2026 meeting
2. Approval of Payment of Invoices for October 2026
3. Acknowledgement of Receipt of October 2026 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of October 2026 Treasurer's reports

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

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

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OLD BUSINESS

6. Library Building general update
7. Review and approval of the Staff Vacation, Sick Leave, and Holidays Policy

NEW BUSINESS

8. Board education training video: Evaluating the Director
9. Review and approval of Shelver job description
10. Review and approval of Public Services Standards
11. Review and approval of the Strategic Plan proposal from Rachel Arndt
12. Review and approval of the 2027 Annual Addendum to the Bridges Library System Member Library & CAFÉ Agreements

CONSIDERATIONS / DISCUSSIONS / REPORTS

13. Library Director report and budget update
14. Staff reports
15. Board reports

CONFIRMATION OF NEXT MEETING

ADJOURNMENT

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

16. Adjournment into Closed Session

I. Adjournment into Closed Session **NOT TO RECONVENE** per Wisconsin State Statute 19.85(1) (c) “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”

Item to be discussed:

a) Performance evaluation for the Library Director

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City of WHITEWATER

Library Board of Trustees

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Meeting ID: 278 709 995 248 183

Passcode: Cg97Yi9V

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MINUTES

CALL TO ORDER at 6:30pm

ROLL CALL

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

***Not Present*:**

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

APPROVAL OF AGENDA

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Elizabeth Miller motioned to approve, Camden Harlan seconded, and 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.

DRAFT

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

Doug Anderson motioned to approve the consent agenda as presented, Kathy Retzke seconded, and the motion passed unanimously.

HEARING OF CITIZEN COMMENTS

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Citizen Richard Helmick asked a question about the minutes, requested more detailed account of discussion about budgetary items.

OLD BUSINESS

6. Library Building general update

There are various needed repairs that continue to be addressed: roof, women's toilet leaking, etc.

NEW BUSINESS

7. Board education training video: Developing the library budget

The bulk of funding for most WI public libraries is provided by the municipality and the county.

Doug Anderson asked if the library has always paid staff out of the Fund Balance. Assistant Director Sarah French explained that the city hasn't raised the appropriation for the library for the last ten years, necessitating dipping into the Fund Balance for the last seven years (since 2019) as cost keep increasing, especially insurance for personnel. With costs (especially insurance) skyrocketing, it has been hard to keep up. The library is reliant on the allocation from the City of Whitewater. The budget goes through the Finance Committee. The request for additional funds for the library went through the Finance Committee. Sarah and Diane met with head of the Finance Department to confirm consistency. In the last 16 years Diane has been here, three different positions have been cut, and hours have changed several times, so unfortunately, constraints on budgets have been nothing new.

8. Approval of closing the library at 5:00 p.m. on Wednesday, December 23 for Nancy Stanford's retirement potluck dinner.

Thank you to Nancy Stanford for over 25 years of service with the City of Whitewater split between the library and other City Departments.

Camden Harlan motioned to approve, Steven Sahyun seconded, and the motion passed unanimously.

9. Approval of closing the library on Saturday, December 26, 2026 and Saturday, January 2, 2027.

Diane says the majority of Bridges Library's are closed these days. Doug Anderson asked what kind of patron traffic we have over the holidays, and Diane and Sarah confirmed it is typically very low as most people are spending time with family.

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

10 . Review and approval of the Staff Vacation, Sick Leave, and Holidays Policy.

Given the cuts to part-time staff benefits, Diane and Sarah said they wanted to offer part-time staff 40 hours of unpaid vacation time.

Steven Sahyun noted the city very recently changed accumulation of sick leave (carryover). He suggested we wait to approve changes to the policy until there is a chance to double check and cross-reference. We will review it next month.

CONSIDERATIONS / DISCUSSIONS / REPORTS

11. Library Director report and budget update

Diane said the Finance Committee thanked Diane and Sarah for the work they did figuring out how to make changes to work with the budget cuts. The next step in the proposed Library Budget goes to the full City Council for approval. Doug Anderson asked about the current fund balance and what it is projected to be next year. The Fund Balance is supposed to be used for bigger projects, often capital expenses, like a new HVAC, new roof, etc. The Fund Balance isn't intended to be used to cover wages and benefits, daily operational expenses.

Kelly Davis asked how the library staff is responding to the part-time staff benefit cuts.

Morale among Library staff is understandably low given the part-time staff benefit cuts.

All full-time staff understand counter service will remain a priority, so they will need to cover it when there are gaps in coverage. If that means a program needs to be cut, unfortunately that is what will have to happen.

People love the library! The 2026 City of Whitewater Community Survey results show strong community support, and we have data that justifies how and why we've been operating the way we have been operating. Steven Sahyun said the survey results will be presented at the Common Council meeting this week, and the library was among the highest scoring City departments. Notably, over 70% of survey respondents were Very Satisfied or Satisfied with the quality of library programs for youth, teens, and adults. These were also the two areas respondents said they would recommend receive the most emphasis from City leaders over the next two years. Given cuts to hours, it is going to be harder to meet this community need/recommendation.

Kathy Retzke asked how the mailing out of library cards to WUSD students who opted-in during registration has been going. Elizabeth Miller said her daughter received hers in the mail today, so cards are on the move!

12. Staff reports

Patrons are loving the tickets being offered for checkout to shows at the Young Auditorium!

Great attendance (70) at the visit from Hoo's Woods Raptor Center and the Ferradermis event.

13. Board reports

Steven Sahyun attended the Bridges Library Board Appreciation event.

CONFIRMATION OF NEXT MEETING: Monday, November 16 at 6:30pm at Whitewater Public Library, Meeting Room 2.

ADJOURNMENT at 7:27pm

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

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Category	Claimant	Invoice #		Amount
Audiovisual-adult	Amazon	n/a	$	187.29
Audiovisual-adult	Midwest Tape	509408475	$	850.56
			$	**1,037.85**
Audiovisual-juvenile	Playaway	533750	$	434.97
Audiovosual-juvenile	Midwest Tape	509501293	$	182.50
			$	**617.47**
Books-adult	Ingram	98977293	$	6,697.89
Books-adults	Amazon	n/a	$	251.44
			$	**6,949.33**
Books-juvenile	Ingram	99112439	$	1,007.52
Books-juvenile	Amazon	n/a	$	42.77
			$	**1,050.29**
Contingency	Dwight Foster P.L.	n/a	**$**	**24.00**
Grounds maintenance	Alsco	IMIL2251412	**$**	**35.00**
Library building project	Miron	G-018	$	46,623.71
Library building project	Moss	INV26-05392	$	11,406.00
			$	**58,029.71**
Library Use of Grants	E & M Consulting, Inc.	E69858	$	506.95
Library Use of Grants	Amazon	n/a	$	388.50
Library Use of Grants	Wendtworks	n/a	$	635.00
			$	**1,530.45**
Material recovery	Unique	6163961	**$**	**46.60**
Office supplies	Amazon	n/a	$	448.17
Office supplies	Demco	7859638	$	88.29
Office supplies	Showcases	332399	$	107.04
Office supplies	Library Store	n/a	$	148.43
Office supplies	When I Work	4XSSDFVH-0017	$	37.50
Office supplies	Demco	7861797	$	202.31
			$	**1,031.74**
Periodicals-adult	APG Southern Wisconsin	n/a	$	41.93
Periodicals-adult	WT Cox	n/a	$	28.79

Periodicals-adult	Journal Sentinel	n/a	$	50.00
Periodicals-adult	Southern Lakes	n/a	$	78.00
Periodicals-adult	Wall Street Journal	n/a	$	50.00
			$	**248.72**
Professional Development	WLA	26581	**$**	**1,144.00**
Program supplies-adult	Amazon	n/a	$	77.82
Program supplies-adult	Terri Dellamaria	n/a	$	200.00
			$	**277.82**
Program supplies-juvenile	Scholastic	87739876	$	169.45
Program supplies-juvenile	Amazon	n/a	$	27.98
Program supplies-juvenile	OTC	n/a	$	114.30
Program supplies-juvenile	Walmart	n/a	$	76.36
			$	**388.09**
Travel	Jess Schmid	n/a	$	23.33
Travel	Diane Jaroch	n/a	$	75.40
Travel	Deana Rolfsmeyer	n/a	$	140.52
Travel	Jess Schmid	n/a	$	7.14
			$	**246.39**

		City of Whitewater	**4,714**		
Jefferson County				**Dodge County**	
City	176			City	0
Rural	575			Rural	0
TOTAL	**751**			TOTAL	**0**
Rock County				**Waukesha County**	
City	130			City	21
Rural	267			Rural	5
TOTAL	**397**			TOTAL	**26**
Walworth County					
City	120			Other Counties	**43**
Rural	912				
TOTAL	**1,032**			Out of State	**0**
Dane County					
City	1			Total Nonresident	**2,306**
Rural	56				
TOTAL	**57**				
				TOTAL	**7,020**
	ADULT	**3,847**	**CHILDREN**	**2,142**	
ACCESS & USAGE		**INFORMATION SERVICE**		All Ages	5
Days Open	27	Reference	228	Attendance	102
Hours Open	268				
Library Visits	4,718	**REGISTRATION**			
		Resident	4,714		
		Non-Resident	2,378		
		Total Registered Borrowers	**7,092**		
OVERDRIVE	1,846	New Users	208	**VIRTUAL/HYBRID PROGRAMS**	
				Children 0-5 Programs	0
		INTERLIBRARY LOAN		Attendance	0
		Lending	1,732	Children 6-11 Programs	0
MEETING ROOMS	150	Borrowing	1,496	Attendance	0
				Children 12-18 Programs	0
		VOLUNTEERS		Attendance	0
		Participants	1	Adult Programs	0
		Hours worked	4	Attendance	0
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	12	Attendance	0
Books added	231	Items Delivered	90	**SELF-DIRECTED PROGRAMS**	
Audio materials added	2			Children 0-5 Programs	1
Video materials added	52	**IN-PERSON PROGRAMS**		Attendance	6
Other materials added	19	Children 0-5 Programs	4	Children 6-11 Programs	3
Materials withdrawn	14	Attendance	45	Attendance	140
		Children 6-11 Programs	14	Children 12-18 Programs	0
		Attendance	523	Attendance	0
		Children 12-18 Programs	5	Adult Programs	2
		Attendance	37	Attendance	67
		Adult Programs	7	All Ages	
		Attendance	373	Attendance	

CITY OF WHITEWATER
BALANCE SHEET
OCTOBER 31, 2026

LIBRARY SPECIAL REVENUE FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
	ASSETS				
220-11100	CASH	203,812.38	(68,721.58)	(7,597.77)	196,214.61
220-11300	INVESTMENTS	37,015.90	117.38	1,082.66	38,098.56
220-11301	LIBRARY BRD MM-132 732	1,080.36	79.61	1,492.99	2,573.35
220-11500	LIBRARY BRD INVESTMENTS CDS	347,784.75	.00	(347,784.75)	.00
	TOTAL ASSETS	589,693.39	(68,524.59)	(352,806.87)	236,886.52
	LIABILITIES AND EQUITY				
	LIABILITIES				
220-21100	ACCOUNTS PAYABLE	15,161.28	.00	(15,161.28)	.00
220-21106	WAGES CLEARING	27,271.49	.00	(27,271.49)	.00
	TOTAL LIABILITIES	42,432.77	.00	(42,432.77)	.00
	FUND EQUITY				
220-34300	FUND BALANCE	527,806.82	.00	.00	527,806.82
220-34320	CAPITAL IMPROVEMENT RESERVE	19,453.80	.00	.00	19,453.80
	UNAPPROPRIATED FUND BALANCE:				
	REVENUE OVER EXPENDITURES - YTD	.00	(68,524.59)	(310,374.10)	(310,374.10)
	BALANCE - CURRENT DATE	.00	(68,524.59)	(310,374.10)	(310,374.10)
	TOTAL FUND EQUITY	547,260.62	(68,524.59)	(310,374.10)	236,886.52
	TOTAL LIABILITIES AND EQUITY	589,693.39	(68,524.59)	(352,806.87)	236,886.52

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	YOUNG LIBRARY BUILDING					
100-55111-111	SALARIES/PERMANENT	702.98	7,292.03	11,551.99	4,259.96	63.1
100-55111-117	LONGEVITY PAY	.00	.00	72.00	72.00	.0
100-55111-118	UNIFORM ALLOWANCES	.00	.00	27.00	27.00	.0
100-55111-150	MEDICARE TAX/CITY SHARE	11.07	123.21	182.77	59.56	67.4
100-55111-151	SOCIAL SECURITY/CITY SHARE	47.30	526.58	781.51	254.93	67.4
100-55111-152	RETIREMENT	50.18	560.20	833.69	273.49	67.2
100-55111-153	HEALTH INSURANCE	60.00	708.00	864.00	156.00	81.9
100-55111-154	HRA-LIFE STYLE ACCT EXPENSE	.00	90.01	90.00	(.01)	100.0
100-55111-155	WORKERS COMPENSATION	15.12	166.99	250.76	83.77	66.6
100-55111-156	LIFE INSURANCE	.13	1.25	3.79	2.54	33.0
100-55111-221	WATER & SEWER	505.47	4,575.02	4,500.00	(75.02)	101.7
100-55111-222	ELECTRICITY	4,390.41	21,129.24	13,600.00	(7,529.24)	155.4
100-55111-223	NATURAL GAS	661.56	6,558.47	4,600.00	(1,958.47)	142.6
100-55111-244	HVAC	.00	5,175.10	1,250.00	(3,925.10)	414.0
100-55111-245	FACILITY IMPROVEMENTS	.00	3,228.97	3,000.00	(228.97)	107.6
100-55111-246	JANITORIAL SERVICES	3,414.61	33,549.40	24,000.00	(9,549.40)	139.8
100-55111-355	REPAIR & SUPPLIES	440.00	4,989.92	2,000.00	(2,989.92)	249.5
	TOTAL YOUNG LIBRARY BUILDING	10,298.83	88,674.39	67,607.51	(21,066.88)	131.2
	TOTAL FUND EXPENDITURES	10,298.83	88,674.39	67,607.51	(21,066.88)	131.2
	NET REVENUE OVER EXPENDITURES	(10,298.83)	(88,674.39)	(67,607.51)	21,066.88	(131.2)

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2026

LIBRARY SPECIAL REVENUE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	INTERGOVERNMENTAL REVENUE					
220-43720-55	CONTRACT REVENUE	.00	208,617.75	230,000.00	21,382.25	90.7
	TOTAL INTERGOVERNMENTAL REVENUE	.00	208,617.75	230,000.00	21,382.25	90.7
	FINES & FORFEITURES					
220-45300-55	FINE REVENUE	.00	122.94	.00	(122.94)	.0
220-45310-55	LOST MATERIAL FINE	147.91	1,667.40	2,000.00	332.60	83.4
220-45330-55	COPY MACHINE REVENUE	125.91	3,758.66	4,000.00	241.34	94.0
	TOTAL FINES & FORFEITURES	273.82	5,549.00	6,000.00	451.00	92.5
	MISCELLANEOUS REVENUE					
220-48100-55	INTEREST INCOME	117.38	1,082.66	1,500.00	417.34	72.2
220-48105-55	LIBRARY BOARD INTEREST INCOME	.00	3,423.63	11,000.00	7,576.37	31.1
220-48110-55	LIBRARY BOARD DONATIONS	79.61	284.61	.00	(284.61)	.0
220-48500-55	DONATIONS	1,992.09	20,170.07	14,000.00	(6,170.07)	144.1
220-48525-55	GRANT REVENUE	500.00	4,655.00	.00	(4,655.00)	.0
220-48600-55	MISC REVENUE	248.65	1,096.58	400.00	(696.58)	274.2
	TOTAL MISCELLANEOUS REVENUE	2,937.73	30,712.55	26,900.00	(3,812.55)	114.2
	OTHER FINANCING SOURCES					
220-49290-55	TRANSFER IN-GENERAL FUND	.00	475,000.00	475,000.00	.00	100.0
220-49300-55	FUND BALANCE APPLIED	.00	.00	181,532.00	181,532.00	.0
	TOTAL OTHER FINANCING SOURCES	.00	475,000.00	656,532.00	181,532.00	72.4
	TOTAL FUND REVENUE	3,211.55	719,879.30	919,432.00	199,552.70	78.3

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2026

LIBRARY SPECIAL REVENUE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	LIBRARY					
220-55110-111	WAGES/PERMANENT	24,721.75	254,257.48	318,725.48	64,468.00	79.8
220-55110-114	WAGES/PART-TIME	18,461.37	186,669.51	228,056.89	41,387.38	81.9
220-55110-117	LONGEVITY	.00	1,000.00	2,000.00	1,000.00	50.0
220-55110-120	EMPLOYEE BENEFITS	14,040.22	146,536.66	235,237.61	88,700.95	62.3
220-55110-156	LIFE INSURANCE	.00	(2.11)	.00	2.11	.0
220-55110-211	PROFESSIONAL DEVELOPMENT	1,144.00	1,880.83	2,000.00	119.17	94.0
220-55110-224	SOFTWARE/HARDWARE MAINTENANCE	4,257.02	10,097.25	20,231.05	10,133.80	49.9
220-55110-225	TELECOM/INTERNET/COMMUNICATION	507.26	3,251.43	4,555.97	1,304.54	71.4
220-55110-249	MISC REPR/MTN SERVICE	.00	962.65	.00	(962.65)	.0
220-55110-250	GROUNDS MAINTENANCE	70.70	749.22	.00	(749.22)	.0
220-55110-310	OFFICE & TECHNICAL SUPPLIES	1,513.39	16,025.33	22,000.00	5,974.67	72.8
220-55110-313	POSTAGE	27.27	567.00	1,000.00	433.00	56.7
220-55110-319	MATERIAL RECOVERY	46.60	419.40	725.00	305.60	57.9
220-55110-320	SUBSCRIPTIONS/DUES	.00	237.29	650.00	412.71	36.5
220-55110-321	LIBRARY BOOKS-ADULT	3,740.96	17,830.76	25,000.00	7,169.24	71.3
220-55110-323	LIBRARY BOOKS-JUVENILE	1,056.99	3,735.68	6,000.00	2,264.32	62.3
220-55110-324	LIBRARY PERIODICALS-ADULT	240.65	3,237.92	2,400.00	(837.92)	134.9
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	485.23	3,918.60	6,500.00	2,581.40	60.3
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENIL	434.97	1,078.12	2,000.00	921.88	53.9
220-55110-330	TRAVEL EXPENSES	.00	742.22	2,000.00	1,257.78	37.1
220-55110-331	PROMOTIONS/ADS-PUBLIC ED	.00	250.90	200.00	(50.90)	125.5
220-55110-332	LIBRARY BOOKS-DIGITAL	.00	.00	7,500.00	7,500.00	.0
220-55110-335	DATABASE SUBSCRIPTIONS	.00	.00	23,000.00	23,000.00	.0
220-55110-341	PROGRAM SUPPLIES-ADULT	68.83	5,302.26	3,500.00	(1,802.26)	151.5
220-55110-342	PROGRAM SUPPLIES-JUVENILE	391.92	9,818.50	6,000.00	(3,818.50)	163.6
220-55110-347	LIBRARY USE OF GRANTS EXPENSE	520.45	11,424.51	.00	(11,424.51)	.0
220-55110-348	SALES TAX EXPENSE	6.56	165.00	150.00	(15.00)	110.0
220-55110-350	CONTINGENCIES	.00	96.99	.00	(96.99)	.0
220-55110-911	TRANSFER OUT-OTHER FUNDS	.00	350,000.00	.00	(350,000.00)	.0
	TOTAL LIBRARY	71,736.14	1,030,253.40	919,432.00	(110,821.40)	112.1
	TOTAL FUND EXPENDITURES	71,736.14	1,030,253.40	919,432.00	(110,821.40)	112.1
	NET REVENUE OVER EXPENDITURES	(68,524.59)	(310,374.10)	.00	310,374.10	.0

	Current Month	Received to Date	Est. FY Rev.	% of Total
Fees	$42.80	$1,120.58	$500.00	224%
Materials Replacement	$116.00	$1,269.76	$1,000.00	127%
County Reimbursements	$0.00	$208,617.75	$219,768.00	95%
Gifts & Grants	$30.30	$30.30	$15,000.00	0%
Copywork	$435.25	$3,913.70	$3,000.00	130%
TOTAL	**$624.35**	**$214,952.09**	**$239,268.00**	90%

FRIENDS OF THE LIBRARY FINANCIAL REPORT

	Jan-26			
Beginning Balance			$	3,039.39
Deposit	$	1,153.83	$	4,193.22
Venmo	$	14.83	$	4,208.05
Venmo	$	53.86	$	4,261.91
Check #4022	$	479.00	$	3,782.91
Interest	$	0.33	$	3,783.24
Ending Balance			$	3,783.24
	Feb-26			
Beginning Balance			$	3,783.24
Deposit		1199.61	$	4,982.85
Venmo		7.48	$	4,990.33
Check #4021		2400	$	2,590.33
Venmo		4.72	$	2,595.05
Venmo		126.95	$	2,722.00
Venmo		11.49	$	2,733.49
Interest		0.22	$	2,733.71
Ending Balance			$	2,733.71
	Mar-26			
Beginning Balance			$	2,733.71
Deposit		1608.37	$	4,342.08
Venmo		11.89	$	4,353.97
Interest		0.37	$	4,354.34
Ending Balance			$	4,354.34
	Apr-26			
Beginning Balance			$	4,354.34
Deposit		629.3	$	4,983.64
Venmo		52.41	$	5,036.05
Venmo		13.45	$	5,049.50
Interest		0.41	$	5,049.91
Ending Balance			$	5,049.91
	May-26			
Beginning Balance			$	5,049.91
Deposit		675	$	5,724.91
Venmo		19.15	$	5,744.06
Interest		0.45	$	5,744.51
Ending Balance			$	5,744.51
	Jun-26			
Beginning Balance			$	5,744.51
Deposit		513.24	$	6,257.44
Venmo		17.69	$	6,275.44

Venmo	107.81	$	6,383.25
Check #4023	250	$	6,133.25
Interest	0.54	$	6,133.79
Ending Balance		$	6,133.79
Jul-26			
Beginning Balance		$	6,133.79
Deposit	676.71	$	6,810.50
Venmo	38.95	$	6,849.45
Interest	0.58	$	6,850.03
Ending Balance		$	6,850.03
Aug-26			
Beginning Balance		$	6,850.03
Deposit	732.27	$	7,582.30
Venmo	23.24	$	7,605.54
Interest	0.64	$	7,606.18
Ending Balance		$	7,606.18
Sep-26			
Beginning Balance		$	7,606.18
Deposit	696.73	$	8,302.91
Check #4025	1613.38	$	6,689.53
Interest	0.58	$	6,690.11
Ending Balance		$	6,690.11
Oct-26			
Beginning Balance		$	6,690.11
Deposit	1654.44	$	8,344.55
Venmo	34.56	$	8,379.11
Interest	0.68	$	8,379.79
Ending Balance		$	8,379.79

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

FIRST CITIZENS STATE BANK

207 W Main Street
Whitewater, WI 53190

Statement Ending 10/30/20

WHITEWATER PUBLIC LIBRARY

Account Number: XXXXXX2732

>000010 4008019 0001 44017 10Z 030

WHITEWATER PUBLIC LIBRARY
N630 RIDGE RD
WALWORTH WI 53184-5828

Managing Your Accounts

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

Summary of Accounts

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

MUNICIPAL - XXXXXX2732

Account Summary

Date	Description	Amount
10/01/2026	**Beginning Balance**	**$2,573.35**
	0 Credit(s) This Period	$0.00
	0 Debit(s) This Period	$0.00
10/30/2026	**Ending Balance**	**$2,573.35**

Account Activity

Post Date	Description	Debits	Credits	Balance
10/01/2026	**Beginning Balance**			**$2,573.35**
	No activity this statement period			
10/30/2026	**Ending Balance**			**$2,573.35**

Overdraft and Returned Item Fees

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

1000/1000 t10000 t10000 L008019 4008H 010000

Whitewater PUBLIC LIBRARY

Staff Vacation, Sick Leave, and Holidays Policy

Classifications

Regular Full-time

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

Regular Part-time

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

Part-time

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

Temporary

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

Seasonal

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

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Sick Pay/Leave

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

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

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

Regular full-time and Regular part-time Employees

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

Part-time, Temporary, and Seasonal Employees

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

Holidays

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

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

• New Year's Day

• Martin Luther King, Jr. Day

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

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

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

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

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

Vacation

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

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

Regular full-time and Regular part-time Employees

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

1 year of service = 80 hours (10 days)

3 years of service = 96 hours (12 days)

5 years of service = 112 hours (14 days)

8 years of service = 128 hours (16 days)

10 years of service = 144 hours (18 days)

12 years of service = 160 hours (20 days)

15 years of service = 176 hours (22 days)

20 years of service = 200 hours (25 days)

25 years of service = 224 hours (28 days)

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

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

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

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

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

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

Part-time, Temporary, and Seasonal Employees

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

Temporary and Seasonal employees will not receive any vacation leave.

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

Policy Provisions

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

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

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

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

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

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City of WHITEWATER

POSITION DESCRIPTION

Title:	Shelver	**Department(s)**:	Library
Reports to:	Assistant Library Director	**Location:**	Whitewater Public Library
FLSA:	Non-exempt	**Pay Grade:**	$13.00-$18.41 per hour.
Shift:	Various	**Status**:	Part-Time
Bargaining Unit:	None	**Date:**	November 1, 2026

JOB SUMMARY

This position is responsible for accurately shelving and organizing library materials and maintaining library materials and spaces in a neat, orderly, and accessible manner.

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.

- Shelves library materials accurately according to the library's classification systems.
- Performs shelf reading to ensure materials are properly organized and returns misplaced items to their correct locations.
- Straightens and faces out materials on the shelves while shelving and as assigned.
- Maintains library space, including picking up stray materials.
- Maintains clear aisles and safe, accessible shelving areas while performing assigned duties.
- Shifts books and other library materials as needed to maintain organized and accessible collections.
- Empties book drop and takes returned items to proper place for checking in.
- Identifies and reports damaged materials, shelving, equipment, and potential safety hazards to appropriate staff.
- Answers basic directional questions and refers other patron inquiries to appropriate library staff.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- May assist patrons with self-checkout.
- May assist patrons with the copy machine.
- May locate and retrieve library materials for selected lists.
- Performs occasional light cleaning and general tidying of library spaces.
- Other related duties as assigned.

PERFORMANCE STANDARDS

- Actively support the Library's mission;

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- Protects patron confidentiality and respects patrons' rights in accordance with applicable policies;
- 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;
- Demonstrates accuracy, dependability, punctuality, and attention to detail in completing assigned work;
- Maintain contemporary knowledge of library practices;
- Foster and maintain positive public relations for the Library within the community.

SUPERVISION RECEIVED AND/OR EXERCISED

- Works under the general supervision of the Assistant Library Director or designated supervisory staff; performs recurring assigned 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

- Two years of high school education preferred but not required. Applicants must demonstrate the ability to perform the essential duties of the position.
- Must meet applicable Wisconsin employment requirements for minors, including work permit requirements where applicable.
- Familiarity with the Dewey Decimal System desired.

Language Skills

- Ability to communicate orally and in writing in English.

Reasoning Ability

- Ability to comprehend and follow instructions from supervisor, verbally and in written form.
- Ability to learn and accurately apply alphabetical, numerical, and library classification systems, including Dewey Decimal order.

Other Qualifications

- Ability to work assigned schedules, including evenings and weekends when scheduled.
- Set priorities in order to meet assignment deadlines.
- 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.

- Ability to identify and locate library materials, including materials on high and low shelves.
- Frequently stands, walks, bends, stoops, reaches, and repetitively handles library materials; safely uses book carts, approved step stools, and other assigned equipment.
- Performs light to moderate physical work, including lifting and carrying library materials and pushing or maneuvering loaded book carts.
- Ability to stand, walk, bend, and perform shelving activities for extended periods, including shifts of up to four hours.

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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.
- Works primarily in a public library setting with regular interaction with patrons and staff; may encounter occasional difficult patron interactions.

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 primary 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

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Whitewater PUBLIC LIBRARY

Public Service Standards

1. We are Welcoming and Helpful

Professional

- Friendly
- Good Attitude
- Respectful
- No skunking
- Approachable
- Active listener
- Assume the best of people

Resourceful

- Just say "YES"
- Do your best
- Go above and beyond
- Willing to find answers
- Make it happen
- Seamless experience
- Anticipate and discover needs
- Follow up

Standard in Action:

- Greet every patron
- Focus on the person in front of you - avoid multitasking
- Look available and approachable – be aware of patrons
- Avoid gossip, speculation, and unnecessary sharing at the desk

2. We are a Community Space for All

Empathetic

- Kind
- Patient
- Fair
- Non-judgemental
- Prioritize the human behind the request
- Keep an open mind

People-centered

- Library as haven
- Inspiring/Impactful
- Build relationships
- Every interaction is an opportunity to build trust and connection
- Inclusive space for all
- Pleasant and comfortable environment

Standard in Action:

- Meet people where they are with patience, empathy, & kindness
- Enforce rules consistently; don't target certain groups (e.g. teens)
- Take the time to listen and understand; ask open-ended questions
- If you can't help directly, connect patron to someone who can

Whitewater PUBLIC LIBRARY

Public Service Standards

3. We Provide High-Quality Services

Skilled

- Learn the stuff we get asked to do all the time
- We are essential
- Knowledgeable vibe
- Growth mindset
- Expert, accurate, efficient

Responsible

- Empowered
- Take ownership of decisions & learning
- Be proactive - if you see something, do something
- Do the right thing in the best way

Standard in Action:

- Create a customized and equitable experience for patrons
- If something is out of place or someone needs help - we act
- Learn new information and procedures quickly
- If you need help, ask. If you don't understand, learn

4. We Are Respectful and Responsive

Positive

- Find reasons to be happy
- Enjoy the work you do
- Attitude shines through
- Remain professional during challenges
- Exceed expectations
- Accommodating
- Use best judgement

Communicative

- Suggest programming
- Suggest fun options
- Body language and tone is very important
- Consistent
- Prompt
- Effective referrals

Standard in Action:

- Treat others as we wish to be treated, including co-workers
- Meet and exceed the expectations of those we serve
- Overcome obstacles to "make it happen"
- Be flexible and accommodating during interactions

Whitewater Public Library

Facilitation Proposal

Rachel Arndt Consulting, LLC

r.arndt.consulting@gmail.com

414-234-3921

Introduction

I am pleased to submit a proposal to Whitewater Public Library for facilitation services to support library strategic planning. As the principal consultant, I am proud to offer fully customizable facilitated sessions to meet a variety of needs and budgets. Please consider this proposal a starting point that can be tailored to your specifications. Rachel Arndt Consulting provides "no surprises" pricing so that decisionmakers can review all costs and fees associated with these services.

Assumptions

The following assumptions have been made to create the proposal and estimate.

- A formal contract will be signed by both the consultant and a library representative after finalizing the scope of services.
- The planning process includes input and participation from Whitewater Public Library leadership.
- Whitewater Public Library leadership will reserve spaces, manage attendance, and is responsible for any refreshments. The meeting space(s) will include a projector, screen, and A/V equipment.
- The consultant will provide their own laptop and any necessary retreat supplies.
- Whitewater Public Library leadership will utilize workshop findings to develop and update their next strategic plan.

Scope of Services & Estimate

Description of Services:

Consultant will lead a facilitated strategic planning workshop for Whitewater Public Library's Board of Trustees, Management Team, and Friends of the Library, date to be determined. The consultant will plan and lead the workshop, record feedback, and aggregate findings in a formal report.

Whitewater Public Library

Facilitation Proposal

Rachel Arndt Consulting, LLC

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414-234-3921

Deliverables and options:

1. Consultant will submit a draft agenda for review and approval. Upon approval, a copy suitable for sharing will be provided for distribution to attendees.
   - Cost: $75.00
2. Consultant prepares workshop content.
   - Cost: $300.00
3. Facilitate workshop, date TBD. (In-person)
   - Cost: $600.00 + Mileage*
   - Guided prompts, small group activities, and strategic discussions to gather feedback utilizing SOAR framework.
4. Post-workshop check-in to review findings. (Virtual)
   - Cost: $100.00
5. Summary report of workshop feedback, findings, and emerging themes.
   - Cost: $750 (estimate assumes 10 pages)

Total Estimated Cost for Services: $1,836.79

Detailed estimate and base rates on next page.

**In-person meetings, facilitations are subject to IRS mileage reimbursement rate. Consultant will waive mileage fees for work performed in Milwaukee County.*

Whitewater Public Library

Facilitation Proposal

Rachel Arndt Consulting, LLC

r.arndt.consulting@gmail.com

414-234-3921

Whitewater Public Library Estimate

Item	Service	Hours/Miles	Rate	Cost
1	Draft Agenda	1.0	$75.00	$75.00
2	Develop Workshop Content	4.0	$75.00	$300.00
3	Facilitate Workshop	3.0	$200.00	$600.00
3A	Mileage: 114.2 miles round trip	114.2	$0.76	$86.79
4	Post-Workshop Check-in	1.0	$100.00	$100.00
5	Summary Findings Report (by page)	10	$75.00	$750.00
			total	**$1,836.79**

2026 Consulting Rates

Service	Hours/Miles	Rate/hour
Facilitation	1.0	$200.00
Project Design/Research	1.0	$75.00
Meetings	1.0	$100.00
1:1 Coaching	1.0	$115.00
Report/Plan	per page	$75.00
Survey Design/Execution	flat rate	$800.00
Travel (lodging)	GSA 2026 rate	$110.00
Travel (mileage)	IRS 2026 rate	$0.760
Keynote/Speaking Fee*	1.0	$1,500.00

**all-in hourly fee, excluding travel*

Billing:

Client will be invoiced for services performed. Invoice will be generated by Rachel Arndt Consulting and are to be paid within 30 days of receipt. A final invoice for any outstanding fees will be billed upon completion of the project, to be paid within 30 days. Services not included in this estimate or in the finalized contract will be billed at a minimum $75/hour of work performed by the consultant, based on the type of work performed.

Please make checks payable to: Rachel Arndt Consulting, LLC.

Rachel Arndt Consulting, LLC
r.arndt.consulting@gmail.com
414-234-3921

References:

Michelle Carter

Director, Aram Public Library (Delavan, Wisconsin)

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Link to 2026 – 2029 Strategic Plan

Steve Heser

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Email: steve.heser@mcfls.org

Phone: (414) 296-0698

Link to 2025 – 2028 Strategic Plan

Jennifer Loeffel

Director, Franklin Public Library (Franklin, Wisconsin)

Email: Jennifer.Loeffel@mcfls.org

Phone: (414) 427-7545

Link to 2025 – 2029 Strategic Plan and First Year Activities

[insert logo here]

The Public Library Board of Trustees and Friends of the Library Board held a joint retreat at the library on Month DAY, 202--. Consultant Rachel Arndt facilitated small group activities and discussions for the Library Board and Library Friends Board. Utilizing a SOAR framework, the consultant provided a variety of prompts to engage participants in substantial dialogue to reflect on the previous strategic plan and generate ideas for the next strategic plan. The retreat structure was cumulative; small groups were encouraged to prioritize and build upon their ideas. Small groups recorded their own feedback and ideas. All groups provided report-backs to the large group throughout the retreat. The consultant recorded all large group feedback.

The notes in this debrief document and the category headings were created by the consultant. These ideas represent aggregate feedback, and some concepts may have been re-worded for clarity. The raw notes from the retreat have been provided to Public Library leadership. In each category, concepts are presented in alphabetical order and no priority is implied.

Strategic Areas of Focus

Participants reviewed the six strategic areas of focus from the current Strategic Road Map (2020-2025). Individuals shared their perceptions about what has been successful over the plan's lifespan. All ideas were welcomed and participants were encouraged to up-vote others' ideas.

1) **Community Partnerships**
    - Bookmobile
    - Library is a strong partner to the community
        i. Open application to collaborate with the library
    - Literacy Network classes
    - WayForward panels
2) **Civic Engagement**
    - Covid-19 strategy and communications
    - Engaged community & business partners for bookmobile campaign
    - Proclamations read at City Council for library-related commemorations
    - Voter registration
3) **Inclusion & Belonging**
    - Bookmobile expands reach of library services
    - Employee retention and advancement
    - Engaging teen patrons
    - English language classes
    - Improvements to library recruitment and hiring
    - Internal promotions (12+ since 2021)
    - Multiple languages overheard in library
    - Programs reaching diverse audiences
    - Virtual author visits

Strategic Areas of Focus (con't)

4) **Place & Space**
    - Art gallery space
    - Bookmobile
    - Homework handouts
    - Infant, children's spaces
    - More library space for public use
    - Bookseller remodel, flexible spaces
    - Reinvigorating Community Campus
5) **Sharing the Impact**
    - Friends outreach
    - New fundraising brochure
    - Organized approach to City Council
    - Outreach programs
    - Relationships with local media
        i. Monthly updates in *newspaper*
    - Social media engagement
        i. Damaged materials waived with pet photos.
    - Updated, useful website
6) **Thriving Together**
    - Collaboration between Trustees and Friends on Bookmobile campaign
    - Development Committee formed with Friends and Board of Trustees members
    - Internal reorganization
    - Opportunities for library staff, boards, and volunteers to connect
        i. Staff presentations at BOT meetings
    - Programs with community partners
    - Reinvigorated partnership with library Friends

SOAR Analysis

SOAR is a strengths-based approach to strategic analysis and works well for organizations with a track record of success. SOAR examines strengths, opportunities, aspirations, and results. Participants spent significant time during the retreat engaged in small group work focused on each facet of SOAR. Discussions included multiple prompts to support robust conversations that outlined Public Library's successes, identified opportunities in the library's ecosystem, and described what is most important to stakeholders. When discussions identified weaknesses or threats, participants were encouraged to define what improvement looks like and to articulate the opportunities for the library to address perceived threats. Finally, participants articulated what success would look like and how it would be quantified. This structure is future-focused so that the strategic plan can reflect dynamic action, incorporate creative ideas, and design optimistic goals for the future.

SOAR Analysis- Strengths

- Clear organizational mission, goals, plan
- Community outreach
- Community support
    - Funding
    - Generosity
    - Resilience
- Community values the library as a resource
- Consistent communication
- Creative
- Depth of available materials
- Ease of access
- Facility is a community space
- Flexibility
- Growth of community
- Inclusive customer service, adapts to feedback
- Library hours
- Library leadership
- Organizational growth mindset
- Partnerships
- Programming
    - Diverse
    - Easy to access information and schedule
    - In-demand
    - Meets community needs
- Sense of connection
- Staff
    - Responsive
    - Teamwork
    - Trust
- Strong relationships throughout community
- Variety of offerings

SOAR Analysis- Opportunities

- Analysis of Bookmobile's first year
- Appeal of library amenities, spaces
    - Safety
    - Technology
    - Welcoming
- Capitalize on community desire to connect
- Community Campus Plan that serves both the library and community needs
- Deliberate partnerships
- Engagement with key audiences
    - Aging population
    - Donors
    - Increasing diversity in demographics
    - Municipal leaders
    - Teens
    - Working families
- Funding support
- Increase library awareness for low-information community members
- Information literacy
- Library as community hub
- Multi-lingual collection
- Population density, growth
- Scaling library engagement with key community issues:
    - Climate/natural disaster
    - Employment, workforce
    - Housing
    - Immigration
    - Increase in those affected by poverty
    - Transportation
    - Uncertainties about social, federal systems
- System-level marketing
- Technology advancement
- Trusted resource

SOAR Analysis- Aspirations

- All community members find the library relevant, useful
- Awareness and understanding of return on library investment for community
    - Conserves resources
    - Sustainable
- City-wide communication
- Connection
- Community gathering place
- Community partner of choice
- Dedicated to responsive public service
- Diversified funding
- Ease of access, use of plentiful resources and information
- Enhance patrons' everyday living
- Environment that is safe, welcoming, uplifting to all
- Improved collaboration with South Central Library System
- Increase community involvement in library
- Inspire generations of users
- Library use increases
- Library values are evident in materials, programs, and services
- Provides self-directed education and personal improvement
- Relevant technology
- Space expansion
    - Community use
    - Flexibility
- Support civil discourse
- Support of right to read, anti-censorship
- Sustainable growth of library as organization
- Technology for variety of uses beyond computing
- User feedback is regularly sought and incorporated

SOAR Analysis- Results

- Achieve goals with sustainable growth
- Data analysis across past performance and peer libraries
- Focus groups, exit interviews
- Goals for different parts of library e.g. Board of Trustees, Friends, Staff, Statistics.
- Increase library donors and donations
- Leverage city resources for communication, social media
- Operationalize Library Board report to City Council
- Publicize library savings on checkout receipt
- Regular surveys for community input
- Reliable library revenue

No Brainers

These concepts represent "easy wins" or obvious goals and objectives for the library to incorporate. They may be first steps towards complex goals. They may have a sense of urgency or immediacy.

Culture & Values

Retain connection to core library values and mission. Free access to information, the right to read, and the right to privacy are at the heart of equitable service for all patrons. The organizational culture has a growth-mindset, is resilient, and can adapt to changing landscapes.

Library Facility

Engage in high-level participation in the Community Campus Plan. Articulate goals and vision that are aligned with library and community needs.

Municipal Relationships

The Library Board and Friends are mobilized to advocate for the library throughout the community. They gather supporters beyond elected representatives and cultivate relationships with community pillars, business leaders, and major donors. This is key to ongoing and future support for library governance, funding, and the campus plan.

Patron Experience

Patrons remain the core of the library mission. Patron feedback is sought the regular satisfaction surveys and acted upon. There is a high level of patron participation in the community campus process and the library's positions on the project reflect known patron needs. The library is aware of the "pulse" of the community even beyond the library.

Audacious

These bold, audacious ideas may have a transformational effect on the organization and community. They may require mid- to long-range planning and the achievement of many smaller goals.

Advocacy

The library is a resource, service, and community concept that exists beyond the walls of a building and is more than "just" books. The library is top-of-mind for all community members when they encounter a need to meet, learn, or gather.

Library Facility

The library inhabits a beautiful, inspirational facility that fulfills the needs of a community campus. The facility has expanded and modernized spaces that meet user needs. The facility includes an auditorium for larger events and performances.

Library Funding

The library accesses diverse revenue streams that may include business sponsors, independent funders, legacy and major donors, and a robust endowment.

Emerging Ideas/Themes

- **Awareness**

  Feedback from retreat discussions indicates the City appears to be highly aware of and supportive of the library. Key community connectors can ensure this continues and provide access to new audiences. Friend-raising, pillars of the community, the chamber of commerce and the city council should remain part of the current library awareness strategy. Create specific outreach strategies, messages, and goals for these stakeholders that relate to the strategic plan.

- **Communication**

  There was positive feedback about the director's current monthly and annual report formats. Ongoing communication in this format is valued by all community stakeholders. Continue this practice and adapt to the structure applied to next strategic plan. Strong relationships across library and city leadership can support standardization and amplification of messages.

- **Community Campus Plan**

  The developing Community Campus Plan offers Public Library an opportunity to imagine a new space. The library already has a strong voice in the early planning phases. The Director, Board, and Friends must be strategically aligned for the library to maximize the impact of this potential project. Understanding the space and programmatic needs, considering community feedback, and project management will require considerable time and knowledge outside other responsibilities. Communication with stakeholders throughout the process will be critical to successful alignment.

- **Community Thriving Together**

  Connect community members at the library, through library programs and with intention. Programming and events enhance neighborly and civic relationships. Partnerships, appearances at community events, creating marketing assets, and the promotion of library resources requires significant time investments for success. Examine models and feasibility for sustainable growth of these staff roles or expansion of budgeted positions to support these critical duties.

  - Person-to-person connections remain a strong source of library promotion. Consider ways to invite and coach patrons to share library information.

- **Culture & Values**

  The Public Library is mission-driven, provides a high level of patron service and care, and is deeply connected to the community's needs. These values are critical to carry over to a new strategic plan. Reflect on how to incorporate library culture and values in new strategies and goals.

- **Data**

  Libraries collect and generate data regularly. Public Library has been effectively using data to communicate outcomes from the previous strategic plan. In the next plan, assess the data needed to demonstrate success. Analyze and contextualize this data to connect it to the strategic goals, performance indicators, and other metrics. This delivers actionable information to library decisionmakers.

- **Friends of the Library**

  The library's strategic plan must incorporate its relationship with the Friends. Assess the benefits of a strategic plan for the Friends to achieve growth in membership, donor engagement, and fundraising.

  - The Friends of the Library fundraising is critical to the long-term financial stability of the library. Scaling Friends volunteers requires strategic goal setting, fundraising and friend-raising skills and resources, and alignment with the Library Board and Director.
    - Further define roles and train volunteers to help with awareness and fundraising efforts.
    - Fundraising tools should be aligned with best practices and industry standards.
- **Population Growth**

  There is population growth both locally and regionally along with housing growth in municipality. This impacts both the service population and the property tax revenue. Monitor the effects on demographics and library impacts. Plan for sustainable growth of collections, programs, and services. Examine and pursue diverse revenue sources that aren't reliant on population and property ownership.
- **Programming**

  Programming has high patron appeal and high attendance. Sustainable growth and expansion may not be possible without creating greater capacities, especially in the areas of budget, space, and staff time. The strategic plan must address how library programs best serve the library mission, program design, and program priorities. Define any audiences that are key demographics to reach through programming. Perform a needs assessment and identify library programmatic goals for the Community Campus Plan process.
- **Return on Library Investment**

  Utilizing library collections and resources is a good return on community investment. The library provides resources that people either cannot afford or choose not to spend money on. This makes good fiscal sense and promotes sustainability. The library is responsive to patron needs and offers things that are useful to community members. Continue monitoring data and outcomes that can help communicate this return on investment and share widely through structured communication and reports.
- **Strategic Plan**

  The group had consensus about the format and effectiveness of the previous plan. Having areas of focus allowed flexibility to be responsive, to pivot when necessary, and to adapt goals over time. If the next plan continues this format, set SMART goals regularly and nest them within plan objectives and outline the measurements for success.

  - Feedback from this session does not reflect the needs or ideas relevant for library staff. Solicit structured staff input to drive internal strategies and goals. Staff may be helpful in articulating ways to incorporate culture and values in the next strategic plan.

Parking Lot of Ideas

There are useful, granular ideas in the raw notes captured at the retreat. This category represents some of the applicable ideas germinated but were either too specific or outside of the scope of the existing categories.

Data Analysis

- One small group provided a high level of detail on potential areas of data analysis. Review these group notes as the measurables and outcomes of the strategic plan are defined.

Library Policy & Procedure

- Anecdotal evidence for more, increased hours. Seek additional feedback from patrons and assess findings and resources available.

Library Services

- Increase inclusion and access by offering translation services when public forums and panels take place at the library. Assess needs for which languages are needed.

Programming

- Expand all-ages programs.
- Provide programs that highlight local talent, experts.

Technology

- Artificial intelligence was a specific topic that teetered between opportunity and threat. The strategic plan might not address this technology directly, but specific objectives or goals may incorporate policies and procedures or uses for or programming about the technology.
- Consider hands-on and creator technology such as 3D printing, craft equipment, etc.

2027 Annual Addendum
to the Bridges Library System
Member Library & CAFÉ Agreements

Subject to the terms and conditions of the member and CAFÉ agreements between the Library System and the member library, both parties agree to make the payments listed in the charts below. The Waukesha County reimbursement payment will be made by March 1. eContent grant funds will be distributed in March.

WHITEWATER PUBLIC LIBRARY

	Waukesha County	eContent Grant
Paid to Library	$289	$1,863

	Databases	Movie License	WI Digital Library Content*	Advantage Program	CAFÉ Fee
Paid by Library	$983	$335	N/A	$7,257	$18,492

*WI Digital Library fee is invoiced by and paid by library directly to WiLS.

LIBRARY

_____ _____
President, Board of Trustees Date

_____ _____
Secretary, Board of Trustees Date

BRIDGES LIBRARY SYSTEM

_____ 10-21-26
President, Board of Trustees Date

_____ 10/21/2026
Secretary, Board of Trustees Date

DIRECTOR'S REPORT
October 2026

I. ADMINISTRATION

a. Work orders submitted in October.
   i. The butterfly house in the atrium needed to be removed.
   ii. The HVAC system in the existing building wasn't working properly and needed to be checked and adjusted.
   iii. The electricity to two workstations in the staff workroom was not working.
   iv. The public laptops were saving personal files. The software program used to wipe out such information after each use needed adjusting.
   v. We needed to have some software installed on the circulation computers.
   vi. A request was submitted to Media Services to have an image placed on the digital sign to promote programming.

II. BUDGET

a. I attended the annual Finance Committee meeting on October 14 at which the committee reviewed the library's budget for 2027, prior to it being submitted for Council approval.

III. PERSONNEL

a. Deana and I attended the WLA Conference, October 22-23.
b. I held monthly check-in meetings with the staff I directly supervise.
c. Staff who take insurance through the city attended informational Benefit/Open Enrollment sessions for the upcoming year.

IV. LIBRARY COLLECTION

a. We have begun weeding the adult fiction section.

V. PUBLIC AND COMMUNITY RELATIONS

a. I attended the Whitewater Community Foundation's Annual Meeting on November 12 and spoke about the library's partnership with the WCF.
b. A community member donated a hibiscus tree to the library. It's currently located in the northeast corner near the puzzle table.

VI. LIBRARY BOARD RELATIONS

a. I met with Kelly, Tara, and Sarah on November 10 to review the agenda and prepare for the Library Board of Trustees meeting on November 16.

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

a. I continue to attend Team meetings at city hall.
b. I continue to attend weekly staff meetings with Sarah French, Deana Rolfsmeyer, and Hunter Swanson.
c. I attended the Finance Committee meeting on October 14.
d. I met with the City Manager on October 26.
e. I attended the 2027 Benefits/Open Enrollment Meeting on October 28.
f. I attended the city Safety Meeting on November 4.

g. I attended the Jefferson County Library Service meeting on November 5.

VIII. PROFESSIONAL DEVELOPMENT

a. I completed the monthly Infosec cybersecurity training on Phishing.
b. I participated in the webinar Understand Your Library Through Data on October 21.
c. I attended the Wisconsin Library Association Conference on October 22 and 23. I have provided a recap of the sessions I attended on the page following this report. I'm also happy to discuss the conference further at our meeting.
d. I participated in the webinar I Didn't Ask for This AI on November 10.
e. I attended the APL meeting at New Berlin Public Library on November 13.

IX. STRATEGIC PLAN

a. We will be discussing the plan for updating our existing Strategic Plan in 2027 at the meeting on November 16.

CAPITAL CAMPAIGN

a. Annual pledge donations continue to arrive. Over the past two weeks, three donors have fulfilled their pledges ahead of schedule.

Sessions Attended at WLA on Wednesday, October 22 and Thursday, October 23

Keynote Speaker, Dasha Kelly Hamilton, is the Poet Laureate Emerita for both the City of Milwaukee and the State of Wisconsin. Her talk (The Creative Change Agent) included her career work as a community builder, teaching artist and multi-hyphenate creative. She spoke about the dynamic impact of creativity as a community building strategy. Her message was very emotional and uplifting and gave the audience plenty to contemplate.

Bridging the Generations: Building Stronger Library Teams

Sadly, this session did not provide any information I was not already familiar with, and while the sessions are scheduled for an hour each, the presenter was done after 30 minutes. Those of us in attendance were disappointed with both the presenter and her content.

The Gentle Art of Handling Tricky Patrons

This session was excellent and provided the audience with plenty of opportunity to share their experiences. Tricky patrons aren't problem patrons, but rather those who may be two steps off from reality, nosy, or parasocial. They visit or call and take up staff time with trivial conversation. It was refreshing to hear from other librarians who shared their experiences and tricks for dealing with tricky patrons. I left this session with some new strategies.

I Seek Dead People: How to Serve Genealogists at Your Library

This worthwhile session presented librarians with practical tips for handling tricky genealogy reference requests and exploring databases that make genealogy and local history research easier. I learned about resources I wasn't familiar with and left with ideas for some engaging genealogical programs.

Building Sustainable Libraries for Stronger Communities

The presenter discussed how libraries can be meaningful catalysts of community resilience and social cohesion in the face of disruptions large and small--like when extreme weather strikes or when patrons who are disconnected and lonely turn to the library for connections. She provided examples of ways libraries can expand their roots in their local community. She also shared information about the Sustainable Libraries Initiative, of which our library is currently a member.

Beyond Cardholders: How to Research and Serve the 80% Not Using Your Library

This session focused on the strategic planning process that the Warren-Newport Library in Illinois undertook to understand its full community amid shifting demographics, including a growing immigrant population and more financially stressed households. The research gathered helped the library inform changes to programs, polices, staffing, and outreach.

FUND TYPE
SPECIAL REVENUE

ASSOCIATED DEPARTMENT
LIBRARY

DEPARTMENT/FUNCTION
FUND 220

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

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

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

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

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

PERSONNEL SUMMARY

	2022	2023	2024	2025	2026	2027
Library Director	1	1	1	1	1	1
Assistant Library Director	1	1	1	1	1	1
Youth Educational Services Lib.	1	1	1	1	1	1
Technical Services Specialist	1.7	1.7	1.7	1.7	1.7	1.5
Outreach Services Specialist	.58	.58	.58	.58	.58	0
Customer Service Specialist	4.2	4.2	4.2	4.2	4.2	0
Prog. and Makerspace Librarian	1	1	1	1	1	1
Public Services Clerk	0	0	0	0	0	2.5
Circulation Assistant	0	0	0	0	0	.5
Shelver	0	0	0	0	0	.3
Library Associate	0	0	0	0	0	.5

SPECIAL REVENUE & OTHER SPECIAL PURPOSE FUNDS

FUND 220 LIBRARY

City of WHITEWATER

LIBRARY REVENUE SUMMARY

	DESCRIPTION	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 BUDGET	2026 ACT-EST	2027 ORIG BUDGET	2027 ADJ BUDGET
INTERGOVERNMENTAL REVENUES								
220-43720-55	CONTRACT REVENUE	229,240	219,770	227,710	230,000	208,618	232,000	136,839
	Total Intergovernmental Rev.	229,240	219,770	227,710	230,000	208,618	232,000	136,839
FINES & FORFEITURES								
220-45300-55	FINE REVENUE	-	-	-	-	164	-	-
220-45310-55	LOST MATERIAL FINE	2,297	2,523	1,184	2,000	2,026	2,000	2,000
220-45320-55	SALES-SUMMER LIBRARY PROGRAM	-	-	-	-	-	-	-
220-45330-55	COPY MACHINE REVENUE	3,579	3,924	2,194	4,000	4,844	4,000	4,000
	Total Public Charges - Services	5,876	6,447	3,378	6,000	7,034	6,000	6,000
MISCELLANEOUS REVENUES								
220-48100-55	INTEREST INCOME	1,181	2,138	1,471	1,500	1,287	1,500	1,200
220-48105-55	LIBRARY BOARD INTEREST INCOME	15,114	16,258	13,822	11,000	4,565	11,500	-
220-48110-55	LIBRARY BOARD DONATIONS	-	-	-	-	273	-	-
220-48210-55	RENTAL INC-HOUSE-414&414/A	1,700	-	-	-	-	-	-
220-48260-55	RENTAL-HOUSE-413 W. CENTER	-	-	-	-	-	-	-
220-48500-55	DONATIONS	47,661	14,374	37,176	14,000	24,237	14,000	14,000
220-48525-55	GRANT REVENUE	-	6,190	2,000		12,755		-
220-48550-55	SALE OF LIBRARY PROPERTY	541,988	-	-	-	-	-	-
220-48600-55	MISC REVENUE	477	434	384	400	1,131	400	400
	Total Miscellaneous Revenues	608,121	39,393	54,854	26,900	44,248	27,400	15,600
OTHER FINANCING SOURCES								
220-49290-55	TRANSFER IN-GENERAL FUND	470,000	627,558	469,370	475,000	475,000	480,000	530,000
	TRANSFER IN-GENERAL FUND	-	-	-	-	-	-	77,000
220-49300-55	FUND BALANCE APPLIED	-	-	-	181,532		200,504	(15,567)
	Total Other Financing Sources	470,000	627,558	469,370	656,532	475,000	680,504	591,433
	220 - Library Special Rev	**1,313,237**	**893,168**	**755,311**	**919,432**	**734,899**	**945,904**	**749,872**

LIBRARY EXPENSE SUMMARY

	FISCAL RESOURCES	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 BUDGET	2026 ACT-EST	2027 ORIG BUDGET	2027 ADJ BUDGET
LIBRARY-SPECIAL FUND								
100	Personnel & Benefits	687,641	641,428	669,645	784,020	726,960	807,541	617,803
200	Professional Svcs	42,338	11,708	13,878	26,787	12,428	13,119	12,268
300	Commodities & Other Exp	165,349	106,321	111,052	108,625	118,839	125,245	119,801
500	Library Board	-	30	5	-	-	-	-
800/900	Capital Outlay/Transfer to Other Funds	2,216	491,568	7,715	-	350,000	-	-
	Total	**897,544**	**1,251,055**	**802,294**	**919,432**	**1,208,227**	**945,904**	**749,872**
YOUNG LIBRARY BUILDING-GENERAL FUND								
100	Personnel & Benefits	11,496	14,364	12,205	14,658	11,743	15,098	15,331
200	Professional Svcs	40,368	35,843	40,457	50,950	86,992	48,749	77,000
300	Commodities & Other Exp	3,192	4,259	5,711	2,000	6,067	2,000	5,000
55111	**Total**	**55,057**	**54,466**	**58,373**	**67,608**	**104,802**	**65,847**	**97,331**
	GRAND TOTAL:	**952,601**	**1,305,521**	**860,667**	**987,040**	**1,313,029**	**1,011,751**	**847,203**

FUND BALANCE		952,131	594,243	547,261		73,933	89,500
220-34300	Net Change-Increase/(Decrease)	415,693	(357,887)	(46,983)		(473,328)	15,567

DEPARTMENT SERVICE METRICS

Performance Measures

Description	2021	2022	2023	2024	2025*	2026 Projected
Circulation-Adult	56,512	56,188	55,153	44,141	29,874	45,856
Circulation-Children	19,305	22,940	23,135	18,785	11,729	17,548
Circulation-Digital	16,966	16,248	17,686	21,457	23,671	25,917
Circulation-Total	92,783	95,376	78,288	63,711	41,603	63,407
Library Visits	33,653	46,744	51,662	43,909	19,569	52,391
Registered Borrowers	4,856	4,910	5,339	5,707	6,906	7,213
Total Programs	121	172	174	112	62	380
Program Attendance	956	2,266	3,221	2,368	1,121	4,006
Items Added	3,645	2,477	2,201	2,183	2,015	2,637
Items Withdrawn	9,964	7,780	9,075	350	221	853
Computer Usage	N/A	2,106	1,560	1,601	N/A	1,248
Reference Questions	785	1,866	2,522	1,952	1,227	2,881
Room Reservations	N/A	N/A	N/A	N/A	N/A	1,283
New Card	485	529	465	435	1,243	697

GOALS & OBJECTIVES

2026/2027 GOALS

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

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

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

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

LIBRARY EXPENSE DETAIL

	DESCRIPTION	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 BUDGET	2026 ACT-EST	2027 ORIG BUDGET	2027 ADJ BUDGET
220-55110-111	WAGES/PERMANENT	293,756	262,420	293,033	318,725	314,102	328,287	304,606
220-55110-113	WAGES/TEMPORARY	-	-	-	-	-	-	-
220-55110-114	WAGES/PART-TIME	199,034	205,599	210,163	228,057	230,180	234,899	178,674
220-55110-117	LONGEVITY	1,000	2,000	1,000	2,000	1,368	2,060	1,000
220-55110-120	EMPLOYEE BENEFITS	193,851	171,409	165,449	235,238	181,311	242,295	133,523
220-55110-156	LIFE INSURANCE	-	-	1	-	(3)	-	-
220-55110-211	PROFESSIONAL DEVELOPMENT	1,302	75	509	2,000	982	2,000	2,000
220-55110-218	PROFESSIONAL SERV/CONSULTING	22,415	738	-		-	-	2,000
220-55110-224	SOFTWARE/HARDWARE MAINTENANCE	10,185	4,527	6,611	20,231	7,787	6,426	6,333
220-55110-225	TELECOM/INTERNET/COMMUNICATION	6,499	6,369	6,426	4,556	3,659	4,693	1,935
220-55110-227	RENTAL EXPENSES	999	-	-	-	-	-	-
220-55110-242	REPAIR-MAINTENANCE-EQUIPMENT	937	-	-	-	-	-	-
220-55110-310	OFFICE & TECHNICAL SUPPLIES	20,914	16,847	16,716	22,000	19,349	17,000	29,000
220-55110-313	POSTAGE	1,114	559	456	1,000	720	1,000	1,000
220-55110-319	MATERIAL RECOVERY	746	804	687	725	497	725	725
220-55110-320	SUBSCRIPTIONS/DUES	136	510	1,274	650	316	650	650
220-55110-321	LIBRARY BOOKS-ADULT	24,986	25,963	20,265	25,000	18,786	25,000	25,000
220-55110-323	LIBRARY BOOKS-JUVENILE	7,387	7,336	5,464	6,000	3,572	6,000	6,000
220-55110-324	LIBRARY PERIODICALS-ADULT	4,169	2,869	2,239	2,400	3,996	24,000	2,400
220-55110-325	LIBRARY PERIODICALS-JUVENILE	-	952	-	-	-	-	-
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	10,293	5,872	6,377	6,500	4,578	6,500	6,500
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENIL	1,422	2,057	1,069	2,000	858	2,000	2,000
220-55110-328	MACHINE READABLE-ADULT	2,892	-	-	-	-	-	-
220-55110-330	TRAVEL EXPENSES	1,583	1,033	725	2,000	990	2,000	2,000
220-55110-331	PROMOTIONS/ADS-PUBLIC ED	888	269	230	200	251	220	251
220-55110-332	LIBRARY BOOKS-DIGITAL	-	3,914	6,571	7,500	7,500	7,500	7,500
220-55110-333	AUDIO/VISUAL LIBRARY-DIGITAL	-	3,263	2,835	-	-	-	-
220-55110-335	DATABASE SUBSCRIPTIONS	-	21,763	21,590	23,000	23,000	23,000	27,000
220-55110-337	LIBRARY BUILDING PROJECT EXP	76,543	-	71	-	-	-	-
220-55110-341	PROGRAM SUPPLIES-ADULT	4,601	2,992	2,927	3,500	6,978	3,500	3,500
220-55110-342	PROGRAM SUPPLIES-JUVENILE	4,948	3,719	6,790	6,000	12,569	6,000	6,000
220-55110-343	MISC SUPPLIES-ADULT	2,006	-	-	-	-	-	-
220-55110-346	SPECIAL PROGRAMING-SUMMER	-	197	-	-	-	-	-
220-55110-347	LIBRARY USE OF GRANTS EXPENSE	-	4,906	14,621	-	14,539	-	-
220-55110-348	SALES TAX EXPENSE	187	205	87	150	211	150	175
220-55110-350	CONTINGENCIES	533	294	56	-	129	-	100
220-55110-500	LIBRARY BOARD CHECKING	-	-	5	-	-	-	-
220-55110-510	LIBR BD-MM-BUILDING CKS	-	-	-	-	-	-	-
220-55110-515	MM BOARD CHECKING	-	30	-	-	-	-	-
220-55110-810	CAPITAL EQUIPMENT	2,216	-	7,715	-	-	-	-
220-55110-911	TRANSFER OUT-OTHER FUNDS	-	491,568	-	-	350,000	-	-
	Total:	**897,544**	**1,251,055**	**801,962**	**919,432**	**1,208,225**	**945,904**	**749,872**

Whitewater
PUBLIC LIBRARY

A New Chapter

2026 was the library's first year open after the completion of the expansion and renovation project, and what a year we've had! It has been an absolute JOY welcoming both old friends and new faces into the updated library. Thanks to your support, thousands have used the library to check out materials, get accurate answers to questions, receive help with technology, create in the makerspace, play in the children's area, pick up food and seeds, enjoy fun programs and events, meet friends, and foster community connections. Here's a look back at the year that you helped make possible.

Over 50,000 Visitors

Over 62,000 Checkouts

Over 650 New Library Cards

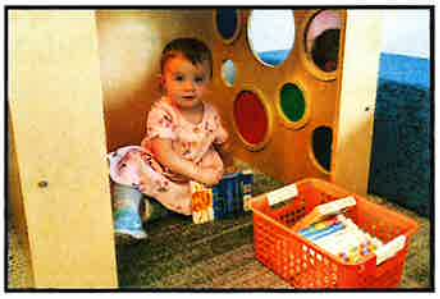
Over 2800 Reference Questions

Over 1200 Room Reservations

Over 350 Library Events

City of Whitewater survey results indicate an 80% satisfaction rate with library services.

The Whitewater Public Library is a dynamic center for learning, connecting, and having fun!



A young patron enjoys the new toys and books in the children's area.

Girl Scout Troop 7639 donated and built a new Little Free Library.





Noelle and Andrew Larson perform an original song during the library's grand reopening event.

Friends of the Whitewater PUBLIC LIBRARY

Raised over $9500 in 2026!

The proceeds from the Friends' book shop, membership dues, and donations support the library's new Explore Pass program, where patrons may check out passes to area attractions FREE with their library card! The Friends have also funded several other library initiatives this year, including programs and events, children's toys, Library of Things items, seeds for the Little Free Seed Library, and more!

Learn more about the Friends and how to join at whitewaterlibrary.org/friends-of-the-library

Partnerships

The library is proud to partner with many non-profit, educational, business, and community groups, including:

- UW-Whitewater
- Circle of Song Music Therapy
- Whitewater Unified School District
- Whitewater LEADS
- PremierBank
- American Legion
- Whitewater Arts Alliance
- Studio 84
- Whitewater Pride
- Kiwanis Club
- The Young Performing Arts Center
- Fort Community Credit Union
- American Red Cross
- League of Women Voters of Whitewater Area
- Whitewater City Market
- and more!

These partnerships help expand the library's reach to provide programs and services that could not otherwise be offered at the library due to time, staff, and budget constraints.

Thank you for being part of our story!

With your continued support, Whitewater Public Library can keep growing, welcoming, and supporting our community for years to come. Please consider an end-of-year gift. **whitewaterlibrary.org/about/donations**



With sincere gratitude,

Diane Jaroch, Director

Sarah French, Assistant Director

Assistant Director Report
Sarah French
November 2026



Month of October Online Statistics:

- E-newsletter active subscribers: 4,237
- October e-newsletter unique opens: 1,731 (41.32%) and 0 unsubscribes
- Website visits: 3,612
- Facebook: 64.5 K views; 908 content interactions; 48 new follows
- Instagram: 16.7 K views; 402 content interactions; 15 new follows
- Top content for October: Wisconsin Paranormal post with 5.3 K views.

- Completed Public Service Standards which were created with staff input. The standards will be implemented immediately upon board approval with the first training session scheduled for January 2027 (waiting until then because of anticipated new hires).

- Our Mascot on Main video with Chancellor King and Willie Warhawk is now available here: Mascot on Main at Whitewater Public Library - YouTube. I created a blog post for the library's website about it, and shared on our social media.

- I offered a tour to Seniors in the Park on 10/20. I only had one participant – but that person was the former library board president from when our current building was being built in 1990. It was very nice to meet and connect with her! I also offered a tour to an adult ELL class on 10/22. About 12 students were in attendance and several got library cards. They were all very excited to learn more about library resources, especially the Spanish collection and the children's area!

Procedures/Staff Training

- Printing, Copying, Scanning, and Laminating procedures
- Public Services Onboarding
- Public Services Expectations
- Monitoring the Library procedures
- Shelver Onboarding
- Interlibrary Loan procedures
- Updated Explore Pass procedure to include WAFC passes

Collection Development:

- NEW Explore Passes for the Whitewater Aquatic and Fitness Center are now available
- Fiction weeding

Programs, Partnerships, and Outreach:

- 10/14: LWV -- Understanding Health Policies to Support Personal Wellness (9)
- 10/16: Fiber Friday (2)
- 10/23: Garlic Bulb Planting (3)
- 10/27: Homeschool Art class (7)
- 10/27: Art Class w/UW-W (9)
- 10/29: Ghouls' Night Out – we saw quite a bit of traffic and fun costumes! Treats and slap bracelets were provided by the Friends of the Library. We continued handing out treats at the desk through Halloween.
- 11/6: Fiber Friday (2)
- November-December: Working with the American Legion to set up a card-making station for deployed service members and coordinate two public events.
- Book a Librarian (4)
    - Test proctoring

Upcoming Programs, Partnerships, and Outreach:

- Ongoing, weekly Homeschool Art & Music Class
- Ongoing, monthly Fiber Fridays
- Ongoing, IgeTS program – Mondays and Wednesdays
- Art classes with UW-W students monthly through December

Meetings:

- Weekly management meetings
- Monthly one-on-ones with direct reports
- 10/14: Diane and Steven C. – city attorney
- 10/19: Library Board meeting
- 10/21: Riley, UW-W student
- 10/27, Rachel Arndt, consultant (strategic plan)
- 10/29: Libraria Demo (book vendor)
- 11/2: Shayla K, FOTL
- 11/6: Envisionware (self checkout)
- 11/9: WLA Leadership Committee
- 11/10: Library board meeting prep

Professional Development:

- Completed *Budgeting for Libraries*, UW-Madison iSchool CE course (14 contact hours)
- *Small Public Library Management, 2nd edition* by Cindy Fesemyer and Christina Jones, ALA Editions, 2026 (I met Cindy at a conference during a workshop about library partnerships. At that time, we had just developed our Partnership Policy. She used our policy as an example in chapter 8 of this book!)
- WebJunction Course: Providing Constructive Employee Feedback

Youth Services Report

2026 October

Collection Management

Materials ordered	**56**
Books cataloged	**0**

Programs/Services

Program Name	**Participation**
Black Cat Scavenger Hunt	**55**
I Spy	**25**
1000 Books before Kindergarten	**6**
Wild Reading	**29**
Teen Test Kitchen	**3**
Kid Lit & Crafts	**11**
Storytime	**11**
Wild Reading	**16**
LEGO Club	**12**
Kid Lit & Crafts	**11**
Storytime	**11**
Wild Reading	**18**
Dog-Man Party	**17**
Kid Lit & Crafts	**11**
Storytime	**11**
Wild Reading	**16**
Kid Lit & Crafts	**3**

Storytime	**12**
Wild Reading	**23**
Stranger Things Escape Room	**15**
Reference Questions/Technology Assistance Provided	**3**
Book Buddies Tour	**50**

Meetings and Trainings

10/6	Annual meeting with city manager
10/8	Filmed Spanish collection promotional video with Associated Bank
10/15	Management Meeting
10/22	WLA: Self-Censorship in Libraries
10/22	WLA: The Science of Reading
10/22	WLA: Cataloging Code of Ethics
10/23	WLA: Hear Our Voices: Homeschool Alumni
10/23	WLA: Return of the Small Town Cheap & Easy Programs for Under $10
10/27	Monthly Check-in with Director
10/28	Meeting with Assistant Director & Libraria

Notes

Pin the Badge on Dog Man was the crowd favorite at our Dog Man Party this month!

Our Stranger Things Escape Room garnered 15 participants! It proved to be an excellent generational program, with many teens participating with their parents. My favorite quote of the day: “We’ll be back for the next one!”

Programming & Makerspace Librarian Report

Hunter Swanson

November 2026

Program Statistics

- Teen D&D – 10/19 – 4 patrons
- Wisconsin Paranormal – 10/21 – 36 patrons
- Line Dancing – 10/22 – 14 patrons
- Weird Science: Invisible Ink – 11/4 – 7 patrons
- Handmade for the Holidays: Snow Globes – 11/5 – 8 patrons
- Super Smash Bros League – 11/6 – 14 patrons
- Adult D&D – 11/9 – 4 patrons
- Makerspace 101: 3D Printing – 11/10 – 5 patrons

Upcoming Programs:

- Makerspace 101: Cricut (repeating) - monthly
- Makerspace 101: 3D Printer (repeating) – monthly
- Adult Craft Program (repeating) – monthly
- Weird Science (repeating) – monthly
- Teen DIY (repeating) – monthly
- Adult D&D (repeating) – monthly
- Teen D&D (repeating) – monthly
- Super Smash Bros. League (repeating) – monthly
- Handmade for the Holidays – weekly until December 17
- When Movement Was Fun – Tuesdays, December 1-22

Meetings:

- Weekly Staff Meetings
- Super 8 Transfer – 10/19
- Open Enrollment Meeting – 10/28
- Storytelling Festival Meeting – 11/2
- 3D Print Training – 11/6
- 3D Print Training – 11/9
- 35 mm Slide Transfer – 11/12

Other Updates:

- The Makerspace has received a generous donation of a second loom and related supplies from a community member who will also be assisting in making this equipment accessible to patrons.

Bridges Library System Staff Reports
November 2026

Brittany Larson – Library System Director

2026 Evaluations: I am working on writing staff evaluations now and they will be scheduled with staff in early December.

Strategic Planning Update: Bridges Staff met with WiLS at the end of October to go through a SOAR (Strength, Opportunities, Aspirations, Results) discussion. On November 13th WiLS will facilitate a strategic planning discussion with member library directors. A member library survey was also distributed November 2nd, as well as a Jefferson County Library Services questionnaire in the weeks prior. We will soon be moving to the next phase, data theming and analysis.

Bridges Staff In-Service: The Bridges staff in-service will be scheduled for December. The goal is to schedule it after the majority of the strategic planning data is collected.

Professional Development: I attended the Wisconsin Library Association (WLA) conference at the end of October. I focused on sessions related to the new state library standards, policy, and library state budget advocacy. We also had a SRLAAW meeting where we discussed such topics as the resource library function and electronic materials affordability.

9-Month Budget Status Report: Waukesha County trained us on a new procedure for developing the 9-month budget status reports. I worked with the Bridges staff and Waukesha County budget analyst Josh Selje 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.

Library Visits: On November 4th I visited the Milwaukee County Federated Library System (MCFLS) to meet with their staff. On November 5th I attended a Jefferson County Library Services Board meeting at the Dwight Foster Public Library. I virtually attended and spoke at WLA's Intellectual Freedom Committee meeting on November 9th. On November 9th I attended the Alice Baker Memorial Library Board meeting. I will be visiting the Pewaukee Public Library Board meeting on November 18th.

Save the Date: February 9th is Library Legislative Day in Madison! Please consider attending to help advocate for public libraries and public library system funding.

Congratulations! Mellanie Mercier celebrated her 30th work anniversary with the library system this month! Thank you to Mellanie for her impressive years of dedication and support of libraries.

Kelly Nelson – Coordinator of Library Development

SEWI Libraries CCBC Presents – 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. 39 library staff members from around the SEWI region attended this annual event.



Staff from the SEWI Libraries Region learned about new and notable titles for children and teens from CCBC.



Friends members and library directors had lively group discussions about how to support their libraries.

Bridges Friends Coffee & Chat - **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 38 enthusiastic people in attendance with a wide variety of discussion topics.

Waukesha County Business Alliance, Meet New Mayors Event – I was able to attend a recent event from the Waukesha County Business Alliance featuring a discussion with the new mayors from Waukesha and Oconomowoc. It was a very interesting event and allowed me to touch base with local organizations and businesses and promote our libraries.

Statewide Learning Management System – I have been working with a small group of colleagues throughout the state since August to create a statewide Learning Management System. This project will bring together statewide web conferences and other virtual learning options onto one platform. It will allow learners to track what they've watched, making certification requirements simpler for library directors. This project is extensive, but we are excited about the outcome. We hope to unveil it to library staff in late January. More to come!

Professional Development

- **WLA Conference** – 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.
- **Timeslips** – I attended a recent training and became certified as a Timeslips facilitator. This is a training that can be used at our Memory Cafes and being certified will help provide support to those libraries where needed.

Upcoming 2026 Events

- SEWI Libraries Break-In Kit Workshop – Wednesday, November 18, 1-4 pm, Sussex Civic Center

Angela Meyers – Coordinator of Youth and Inclusive Services

Inclusive Services

Work is underway on the *Serving Underserved Populations* grant through Bader Philanthropies, Inc. Jennifer Flamboe of Equalingua, LLC, and I met with a group of Spanish-speaking caregivers of people living with memory loss through the Hispanic Health Resource Center. We discussed caregivers' perceptions of and experiences using the public library, as well as the resources and support they are seeking in their caregiving roles. Additional input is being gathered through group interviews and surveys. Findings will help inform future library services, outreach, and resource development for families living with memory loss.



TimeSlips is a creative storytelling approach founded by Dr. Anne Basting of Milwaukee. The Library Memory Project was selected to receive no-cost facilitator training for up to 15 participants. The training was held at the Pewaukee Public Library, with 11 people participating. The techniques are grounded in "beautiful questions"—open-ended questions with no wrong answers—and can be used in brief, 30-second interactions or as group activities lasting 30–45 minutes.

I also facilitated a virtual Inclusive Services meeting in October, with nine attendees representing eight libraries.

Youth Services

The next Youth Services Meeting will be held Monday, November 16, from 1:30–3:00 p.m. A guest speaker from the Jefferson County Fair will discuss partnership opportunities and outreach. Please register through **Staff Resources/Calendar** on the Bridges website.

Summer Library Program performer scheduling is underway. I am approximately halfway through booking performers for member libraries. My goal is to have all 72 family programs and 24 teen/tween workshops scheduled by year-end.

Professional Development

In October, I attended the Wisconsin Library Association Annual Conference in Middleton. The conference provided valuable opportunities for professional learning, networking, and volunteer service as a room monitor for several sessions.

I also participated in the following webinars:

- *The Loneliness Epidemic: How to Be Intentional in Connecting Library Users* (LibraryWorks, Inc.)

- *Navigating Common Legal Issues for County Employees* (Waukesha County)
- *Effectively Measuring Outreach Impact* (Outreach Services Roundtable/Wisconsin Library Association)

Matthew Murphy – Database Management Librarian

Site Visits
In October, I continued visiting Bridges libraries so I could introduce myself in person and get to know the library staff. I also asked each library a few questions about how I could best assist them in their day-to-day work. As of October 31, I have visited all member libraries except New Berlin, which will be visited on November 6. These visits have been very helpful for prioritizing member library needs and getting to know common concerns among member libraries.

System Meetings
I attended the APL meeting in Oconomowoc on October 16, and the Bridges Board Meeting at Brookfield on October 21. At these meetings, I introduced myself and talked about projects I am currently working on. On October 27, we held an in-person CAFÉ Cats meeting at Oconomowoc. At this meeting, we discussed custom TOMs, publications created with AI, and resuming the Acquisitions and Serials committee meetings.

Courses and Learning
On October 13 and 14, Mellanie and I attended a Polaris reports webinar hosted by Innovative. As a result of this webinar, Mellanie and I have set up a web-based reports interface that allows for more flexibility and serves as a parallel resource to the reports available in SimplyReports. On October 16 I attended a WILIUG seminar that went over best practices for implementing custom TOMs.

Cataloging Requests and Backlogs
I‘ve continued to work on Z records, bibliographic records with no items attached, and name/subject authorities. I have also continued providing original cataloging to member libraries as requested.

Training Sessions
On October 12, I visited Big Bend to conduct a training session for staff. In this session, I reviewed using Polaris Leap and the Polaris client for searching and extracting single records from OCLC for cataloging. I also reviewed using WebDewey for creating call numbers.

Polaris and Vega Enhancements
Work on custom TOMs continues, and Mellanie and I have continued to explore custom Vega interfaces for specific user groups or materials, such as a children’s catalog, and Spanish-language materials catalog, and a Library of Things catalog.

Emily Heller – Public Communications Coordinator

Thankful for our Library Patrons

We are thanking our library patrons again this year throughout November for being library supporters with Book Tracker bookmarks. Bridges provided member libraries with the bookmarks to use as thank you gifts at circulation desks, in holds, at programs, or for community partners.

The front says; "Thank you for supporting libraries." The back side has a reading log with space to track titles of books read.

Patrons are invited to pick up reading tracker bookmarks as a small thank-you for being part of our library story!

Bridges is also publishing thank you messages on social media throughout the month.



Town Hall Library's Facebook post.

Library Access and Engagement Grant

We are thrilled to be able to offer member libraries funding to improve accessibility and encourage community engagement through marketing and outreach. This grant became available in the fourth quarter following the acceptance of WISE Grant funding from the State of Wisconsin for Bridges' digital accessibility initiatives. These funds may now be used to support accessibility, marketing, and outreach projects at member libraries.

The awarded grants will support ADA improvements, assistive technology and equipment, large-print materials, bilingual resources, and sensory-friendly features. They will also improve outreach and awareness with community display enhancements, advertising and promotional materials.

New Story Hike Added for Winter

We will be partnering with Retzer Nature Center again this winter for another Story Hike! It will begin with the City of Waukesha's Janboree event on January 22-31 through the end of February. It will feature local author, Peter Dargatz, and his new book, *Winter Friends,* published by Orange Hat publishers in Wauwatosa.

Advertising - AM 620 "What's on Tap" Radio Interview

The next Spotlight Interview with Sandy Maxx will be recorded with Melissa Anderson, Director of Jefferson Public Library on Monday, November 16. The edited interview will then air on the radio and YouTube on November 24.

Outreach
On October 29, Brittany and Mellanie attended the "Discover & Do Spectacular" event hosted by Waukesha County Health and Human Services at the Waukesha County Expo Center. The event brought local families together for a free evening of fun, entertainment, games, learning and connection to valuable community resources.

The event had 204 attendees. 100% of surveyed families said they had a spectacular time and 85% connected with a new helper, service or organization.



Mellanie at the Bridges booth during the Discover & Do event.

Professional Development
I attended the Wisconsin Library Association Annual Conference in Middleton from October 20-23. I attended sessions on the State Budget and Advocacy, Accessible Digital Documents, Outreach, Partnerships and Social Media Marketing. I was also able to volunteer as a Conference Ambassador and attend a tour of Raven Software.

360 Library Tours are Compliant
All member libraries using the hosted library 360 tours have all be transitioned to a fully ADA compliant tour platform by Midwest Pano. The new platform allows for screen readers to navigate the spaces.

In the News

- New Berlin Public Library's expansive Library of Things collection: CBS 58 interview
- Wisconsin library systems explore merger: Action News 2 News Story
- Public Library Association and Microsoft announce effort to build responsible AI skills through libraries: ALA News Blog

News Archives

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

- Marketing Magic:
  - Nov. 6: 59.04% Open Rate
  - Oct. 16: 61.45% Open Rate
  - Oct. 2: 62.65% Open Rate
- Monthly Bridges:
  - Nov.: To come
  - Oct. 5: 44.73% Open Rate
- Monthly Legislators:
  - October 27:
    Legislators – 27.78% Open Rate
    Staff – 33.33% Open Rate