Library Board of Trustees

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

Monday, July 20, 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/238002657283787?p=BVMvRGBDpRZrh7p6b2

Meeting ID: 238 002 657 283 787

Passcode: mA6E4AS2

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 June 15, 2026 meeting
2. Approval of Payment of Invoices for June 2026
3. Acknowledgement of Receipt of June 2026 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of June 2026 Treasurer's reports

HEARING OF CITIZEN COMMENTS

No formal Board action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three-minute speaking period. Specific items listed on the agenda may not *be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Board discusses that particular item.*

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OLD BUSINESS

6. Library Building general update

NEW BUSINESS

7. Board education trustee training video: Who Runs the Library?
8. Library Administration Analysis and Budget Recommendations 2027-2028 presentation by Assistant Director, Sarah French
9. Assignment of Trustees to the Board Development Committee and Evaluation Committee
10. Mid-Year Review of the 2026 Strategic Plan Activities

CONSIDERATIONS / DISCUSSIONS / REPORTS

11. Staff reports
12. 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.

City of WHITEWATER

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Meeting ID: 290 335 185 127 831

Passcode: gY6kH9VR

Telephone: +1 (929) 229-5663

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MINUTES

CALL TO ORDER

McKenzie-Peotter calls to order 6:30 p.m.

ROLL CALL

Present: Camden Harlan, Steven Sahyun, Tara McKenzie-Peotter, Kathy Retzke, Doug Anderson

Not present: Elizabeth Davis, Kelly Davis

Library staff present: Diane Jaroch, Sarah French

City of Whitewater staff present: Rachelle Blitch

APPROVAL OF AGENDA
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Sahyun moves to approve, Anderson seconds, motion passes

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 May 18, 2026 meeting
2. Approval of Payment of Invoices for May 2026
3. Acknowledgement of Receipt of May 2026 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of May 2026 Treasurer's reports

Harlan motions to approve, Anderson seconds, motion passes

HEARING OF CITIZEN COMMENTS

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OLD BUSINESS

6. Library Building general update

   Jaroch provided an update. Still working on small fixes. Port in meeting room 2 has been fixed. Front door is not latching correctly and needs to be fixed. There are still issues with the lights, the subcontractor Empower will be coming out to fix it. The roof issue – Nations roofing will be replacing the roof in July because they did not follow the architect’s plan. All the new furniture is now installed.

7. Matter of report concerning the kiln dried wooden planks

   Jaroch reported that the planks came back and are in the building by the Innovation Center. They will be fine there. Retzke has been in contact with the shop teacher and they will come up with a plan in the fall.

NEW BUSINESS

8. Budget Presentation by Rachelle Blitch, Head of Finance, City of Whitewater

Blitch provided the board with a budget presentation and answered questions. Implementing a fund balance policy was discussed and will be a future agenda item.

9. Approval of closing the library from 11 a.m. until 1:00 p.m. on Wednesday, June 24 for the city staff picnic

Anderson motions to approve, Sahyun seconds, motion passes

10. Matter of report concerning the renaming of the First Citizens bank account

Retzke reported that the library’s name has been changed on the First Citizens account. Jaroch mailed the EIN to the IRS. The ADM account will be closed.

11. Matter of report concerning assignment of board members to committees

Jaroch and McKenzie-Peotter reported on the forming of board committees.

12. Matter of report concerning amended Treasurer’s Report for December 2025

Retzke reported that she missed a direct deposit of royalties deposited in December 2025 and that this has now been corrected.

13. Matter of report concerning the Summer Reading Program

French presented the board with an overview of the library’s Summer Reading Program.

14. Board education trustee training video: The Trustee Job Description

Due to technical difficulties, the video was not shown. Board members will watch the video on their own.

CONSIDERATIONS / DISCUSSIONS / REPORTS

15. Staff reports
16. Board reports

    Anderson presented a Friends of the Library report.

CONFIRMATION OF NEXT MEETING

Monday, July 20 at 6:30 p.m.

ADJOURNMENT

Sahyun motions to approve, Retzke seconds, motion passes

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Invoices June 2026

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Amazon	n/a	$ 127.30
Audiovisual-adult	Midwest Tape	508947009	$ 497.86
Audiovisual-juvenile	Amazon	n/a	$ 6.95
Audiovisual-juvenile	Amazon	n/a	$ 15.98
			$ 22.93
Books-adult	Ingram	95648646	$ 2,884.75
Books-adult	Amazon	n/a	$ 207.02
Books-adult	Follett	760315A	$ 492.21
Books-adult	Ingram	97030877	$ 819.39
			$ 4,403.37
Books-juvenile	Ingram	96739218	**$ 917.32**
Contingency	Big Bend Library	20260702	$ 16.00
Contingency	Dwight Foster Library	20260701	$ 18.99
			$ 34.99
Grounds maintenance	Alsco	IMIL2226650	**$ 70.00**
Library Use of Grants	Piggly Wiggly	n/a	$ 51.04
Library Use of Grants	Walmart	n/a	$ 77.68
			$ 128.72
Office supplies	Amazon	n/a	$ 311.19
Office supplies	Showcases	331886	$ 74.25
Office supplies	When I Work	n/a	$ 37.50
Office supplies	Demco	7818499	$ 83.23
			$ 506.17
Periodicals-adult	WT Cox	n/a	$ 1,154.82
Periodicals-adult	Journal Sentinel	n/a	$ 40.00
Periodicals-adult	APG Southern WI	n/a	$ 39.33
Periodicals-adult	Magnolia	n/a	$ 30.00
			$ 1,264.15
Program supplies-adult	Amazon	n/a	$ 110.28
Program supplies-adult	Walmart	n/a	$ 42.66
			$ 152.94

Invoices June 2026

Program supplies-juvenile	Amazon	n/a		$	534.49
Program supplies-juvenile	Walmart	n/a		$	82.68
Program supplies-juvenile	Noelle Larson		12	$	565.00
Program supplies-juvenile	Andreas Transo		1001	$	100.00
Program supplies-juvenile	Facebook	n/a		$	19.97
				$	**1,302.14**
Travel	Jess Schmid	n/a		$	12.25
Travel	Diane Jaroch	n/a		$	73.70
				$	**85.95**

		City of Whitewater	**4,561**		
Jefferson County				**Dodge County**	
City	149			City	0
Rural	497			Rural	0
TOTAL	**646**			TOTAL	0
Rock County				**Waukesha County**	
City	100			City	20
Rural	208			Rural	10
TOTAL	**308**			TOTAL	**30**
Walworth County					
City	220			Other Counties	**22**
Rural	1,101				
TOTAL	**1,321**			Out of State	**0**
Dane County					
City	0			Total Nonresident	**2,360**
Rural	33				
TOTAL	**33**				
				TOTAL	**6,921**
	ADULT	**3,965**	**CHILDREN**	**712**	
ACCESS & USAGE		**INFORMATION SERVICE**		All Ages	5
Days Open	25	Reference	244	Attendance	60
Hours Open	265				
Library Visits	5,214	**REGISTRATION**			
		Resident	4,561		
		Non-Resident	2,302		
		Total Registered Borrowers	**6,863**		
OVERDRIVE	1,826	New Users	73	**PRE-RECORDED PROGRAMS**	
				Children 0-5 Programs	0
		INTERLIBRARY LOAN		Attendance	0
		Lending	1,505	Children 6-11 Programs	0
MEETING ROOMS	125	Borrowing	10	Attendance	0
				Children 12-18 Programs	0
		VOLUNTEERS		Attendance	0
		Participants	12	Adult Programs	0
		Hours worked	42	Attendance	0
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	13	Attendance	0
Books added	164	Items Delivered	85	**SELF-DIRECTED PROGRAMS**	
Audio materials added	3			Children 0-5 Programs	0
Video materials added	19	**IN-PERSON PROGRAMS**		Attendance	0
Other materials added	17	Children 0-5 Programs	3	Children 6-11 Programs	2
Materials withdrawn	17	Attendance	34	Attendance	137
		Children 6-11 Programs	1	Children 12-18 Programs	0
		Attendance	23	Attendance	0
		Children 12-18 Programs	3	Adult Programs	3
		Attendance	13	Attendance	236
		Adult Programs	10	All Ages	
		Attendance	61	Attendance	

CITY OF WHITEWATER
BALANCE SHEET
JUNE 30, 2026

LIBRARY SPECIAL REVENUE FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
	ASSETS				
220-11100	CASH	203,812.38	(68,990.76)	(284,841.69)	(81,029.31)
220-11300	INVESTMENTS	37,015.90	108.32	638.15	37,654.05
220-11301	LIBRARY BRD MM-132 732	1,080.36	.00	941.18	2,021.54
220-11500	LIBRARY BRD INVESTMENTS CDS	347,784.75	.00	(347,312.55)	472.20
	TOTAL ASSETS	589,693.39	(68,882.44)	(630,574.91)	(40,881.52)
	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	(68,882.44)	(588,142.14)	(588,142.14)
	BALANCE - CURRENT DATE	.00	(68,882.44)	(588,142.14)	(588,142.14)
	TOTAL FUND EQUITY	547,260.62	(68,882.44)	(588,142.14)	(40,881.52)
	TOTAL LIABILITIES AND EQUITY	589,693.39	(68,882.44)	(630,574.91)	(40,881.52)

Item 5.

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	YOUNG LIBRARY BUILDING					
100-55111-111	SALARIES/PERMANENT	674.54	4,056.48	11,551.99	7,495.51	35.1
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	10.82	72.26	182.77	110.51	39.5
100-55111-151	SOCIAL SECURITY/CITY SHARE	46.29	308.89	781.51	472.62	39.5
100-55111-152	RETIREMENT	48.57	327.68	833.69	506.01	39.3
100-55111-153	HEALTH INSURANCE	72.00	432.00	864.00	432.00	50.0
100-55111-154	HRA-LIFE STYLE ACCT EXPENSE	.00	90.01	90.00	(.01)	100.0
100-55111-155	WORKERS COMPENSATION	14.64	96.93	250.76	153.83	38.7
100-55111-156	LIFE INSURANCE	.14	.83	3.79	2.96	21.9
100-55111-221	WATER & SEWER	503.28	2,562.83	4,500.00	1,937.17	57.0
100-55111-222	ELECTRICITY	2,198.79	9,608.94	13,600.00	3,991.06	70.7
100-55111-223	NATURAL GAS	527.42	4,959.33	4,600.00	(359.33)	107.8
100-55111-244	HVAC	.00	5,039.98	1,250.00	(3,789.98)	403.2
100-55111-245	FACILITY IMPROVEMENTS	.00	3,228.97	3,000.00	(228.97)	107.6
100-55111-246	JANITORIAL SERVICES	.00	16,575.80	24,000.00	7,424.20	69.1
100-55111-355	REPAIR & SUPPLIES	.00	3,293.94	2,000.00	(1,293.94)	164.7
	TOTAL YOUNG LIBRARY BUILDING	4,096.49	50,654.87	67,607.51	16,952.64	74.9
	TOTAL FUND EXPENDITURES	4,096.49	50,654.87	67,607.51	16,952.64	74.9
	NET REVENUE OVER EXPENDITURES	(4,096.49)	(50,654.87)	(67,607.51)	(16,952.64)	(74.9)

CITY OF WHITEWATER

REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2026

LIBRARY SPECIAL REVENUE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	INTERGOVERNMENTAL REVENUE					
220-43720-55	CONTRACT REVENUE	.00	134,835.88	230,000.00	95,164.12	58.6
	TOTAL INTERGOVERNMENTAL REVENUE	.00	134,835.88	230,000.00	95,164.12	58.6
	FINES & FORFEITURES					
220-45300-55	FINE REVENUE	.00	122.94	.00	(122.94)	.0
220-45310-55	LOST MATERIAL FINE	144.90	1,206.59	2,000.00	793.41	60.3
220-45330-55	COPY MACHINE REVENUE	302.63	1,926.43	4,000.00	2,073.57	48.2
	TOTAL FINES & FORFEITURES	447.53	3,255.96	6,000.00	2,744.04	54.3
	MISCELLANEOUS REVENUE					
220-48100-55	INTEREST INCOME	108.32	638.15	1,500.00	861.85	42.5
220-48105-55	LIBRARY BOARD INTEREST INCOME	.00	3,423.63	11,000.00	7,576.37	31.1
220-48110-55	LIBRARY BOARD DONATIONS	.00	205.00	.00	(205.00)	.0
220-48500-55	DONATIONS	17.85	4,333.65	14,000.00	9,666.35	31.0
220-48525-55	GRANT REVENUE	.00	1,155.00	.00	(1,155.00)	.0
220-48600-55	MISC REVENUE	11.85	235.99	400.00	164.01	59.0
	TOTAL MISCELLANEOUS REVENUE	138.02	9,991.42	26,900.00	16,908.58	37.1
	OTHER FINANCING SOURCES					
220-49290-55	TRANSFER IN-GENERAL FUND	.00	.00	475,000.00	475,000.00	.0
220-49300-55	FUND BALANCE APPLIED	.00	.00	181,532.00	181,532.00	.0
	TOTAL OTHER FINANCING SOURCES	.00	.00	656,532.00	656,532.00	.0
	TOTAL FUND REVENUE	585.55	148,083.26	919,432.00	771,348.74	16.1

CITY OF WHITEWATER

EXPENDITURES WITH COMPARISON TO BUDGET

FOR THE 6 MONTHS ENDING JUNE 30, 2026

Item 5.

LIBRARY SPECIAL REVENUE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	LIBRARY					
220-55110-111	WAGES/PERMANENT	24,020.50	142,703.65	318,725.48	176,021.83	44.8
220-55110-114	WAGES/PART-TIME	18,133.06	105,066.25	228,056.89	122,990.64	46.1
220-55110-117	LONGEVITY	1,000.00	1,000.00	2,000.00	1,000.00	50.0
220-55110-120	EMPLOYEE BENEFITS	13,887.02	86,814.99	235,237.61	148,422.62	36.9
220-55110-156	LIFE INSURANCE	.00	(2.11)	.00	2.11	.0
220-55110-211	PROFESSIONAL DEVELOPMENT	136.83	736.83	2,000.00	1,263.17	36.8
220-55110-224	SOFTWARE/HARDWARE MAINTENANCE	596.24	2,881.07	20,231.05	17,349.98	14.2
220-55110-225	TELECOM/INTERNET/COMMUNICATION	334.88	1,348.42	4,555.97	3,207.55	29.6
220-55110-249	MISC REPR/MTN SERVICE	.00	962.65	.00	(962.65)	.0
220-55110-250	GROUNDS MAINTENANCE	116.70	431.07	.00	(431.07)	.0
220-55110-310	OFFICE & TECHNICAL SUPPLIES	1,084.99	11,110.39	22,000.00	10,889.61	50.5
220-55110-313	POSTAGE	.00	47.82	1,000.00	952.18	4.8
220-55110-319	MATERIAL RECOVERY	69.90	198.05	725.00	526.95	27.3
220-55110-320	SUBSCRIPTIONS/DUES	.00	136.14	650.00	513.86	20.9
220-55110-321	LIBRARY BOOKS-ADULT	3,372.32	7,589.50	25,000.00	17,410.50	30.4
220-55110-323	LIBRARY BOOKS-JUVENILE	1,175.19	1,627.75	6,000.00	4,372.25	27.1
220-55110-324	LIBRARY PERIODICALS-ADULT	1,366.94	1,833.05	2,400.00	566.95	76.4
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	381.80	1,740.32	6,500.00	4,759.68	26.8
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENIL	225.77	478.58	2,000.00	1,521.42	23.9
220-55110-330	TRAVEL EXPENSES	9.06	432.60	2,000.00	1,567.40	21.6
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	1,070.80	4,072.76	3,500.00	(572.76)	116.4
220-55110-342	PROGRAM SUPPLIES-JUVENILE	1,756.10	7,548.71	6,000.00	(1,548.71)	125.8
220-55110-347	LIBRARY USE OF GRANTS EXPENSE	673.11	7,053.57	.00	(7,053.57)	.0
220-55110-348	SALES TAX EXPENSE	15.78	100.44	150.00	49.56	67.0
220-55110-350	CONTINGENCIES	41.00	62.00	.00	(62.00)	.0
220-55110-500	LIBRARY BOARD CHECKING	(350,000.00)	.00	.00	.00	.0
220-55110-911	TRANSFER OUT-OTHER FUNDS	350,000.00	350,000.00	.00	(350,000.00)	.0
	TOTAL LIBRARY	69,467.99	736,225.40	919,432.00	183,206.60	80.1
	TOTAL FUND EXPENDITURES	69,467.99	736,225.40	919,432.00	183,206.60	80.1
	NET REVENUE OVER EXPENDITURES	(68,882.44)	(588,142.14)	.00	588,142.14	.0

	Current Month	eceived to Dat	Est. FY Rev.	% of Total
Fees		$235.14	$500.00	47%
Materials Replacement	$105.94	$798.89	$1,000.00	80%
County Reimbursements	$0.00	$134,835.88	$219,768.00	61%
Gifts & Grants	$11,609.76	$16,577.28	$15,000.00	111%
Copywork	$306.19	$1,952.41	$3,000.00	65%
Miscellaneous	$0.00	$0.00	$300.00	0%
TOTAL	**$12,021.89**	**$154,399.60**	**$239,568.00**	64%

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

QUARTERLY REPORT

Irvin L. Young Memorial Library Endowment Fund

04/01/2026 to 06/30/2026

Prepared by: First Citizens State Bank
207 West Main Street
Whitewater, WI 53190

***Book values may be inaccurate at the time of this report. Contact FCSB for updates.**

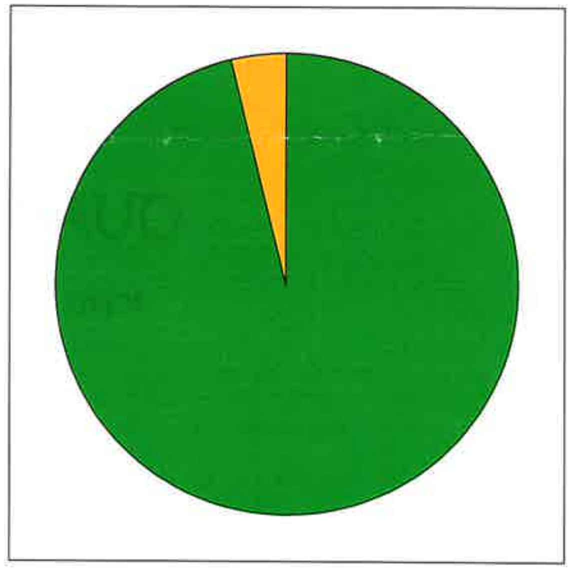
FIRST CITIZENS STATE BANK
SINCE 1863

ACCOUNT SUMMARY

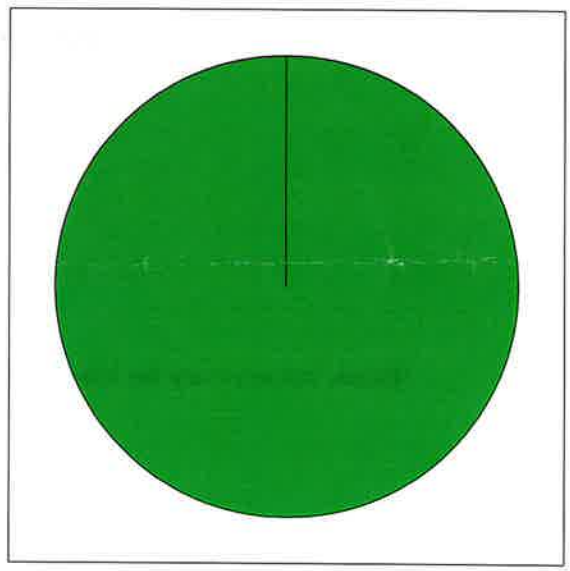
Irvin L. Young Memorial Library
Endowment Fund

ACCOUNT 9900003 AS OF 06/30/2026

96%	STOCKS	107,312.15
4%	BANK ACCOUNTS	4,413.33
	Total Market Value	**111,725.48**



100%	Growth & Income Funds	107,312.15
	Total Equities	**107,312.15**



FIRST CITIZENS STATE BANK
SINCE 1863

REPORT OF ASSETS

Irvin L. Young Memorial Library
Endowment Fund

ACCOUNT 9900003 AS OF 06/30/2026

	Units	Price	Market Value	Book Value
MUTUAL FUNDS				
1. Vanguard Balanced Index Admiral Shares	1,974.828	54.3400	107,312.15	49,305.40
TOTAL STOCKS			107,312.15	49,305.40
TOTAL INVESTMENTS			107,312.15	49,305.40
CASH ON HAND			4,413.33	4,413.33
TOTAL ASSETS			111,725.48	53,718.73

FIRST CITIZENS STATE BANK
SINCE 1863

REPORT OF CASH ACCOUNT

Irvin L. Young Memorial Library
Endowment Fund

ACCOUNT 9900003 FOR DATES 04/01/2026 TO 06/30/2026

BEGINNING BALANCE		**4,426.68**
1. DIVIDENDS RECEIVED		
Dividend Receipt		
Vanguard Balanced Index Admiral Shares		
06/29/2026	586.13	
Total Dividend Receipt	586.13	
TOTAL DIVIDENDS RECEIVED		586.13
2. MISCELLANEOUS RECEIPTS		
Interest Credit		
04/30/2026	0.18	
05/29/2026	0.18	
06/26/2026	0.16	
Total Interest Credit	0.52	
TOTAL MISCELLANEOUS RECEIPTS		0.52
TOTAL ITEMS OF RECEIPT		586.65
3. FEES		
Trustee Fees - Regular		
06/10/2026	-350.00	
Total Trustee Fees - Regular	-350.00	
TOTAL FEES		-350.00
4. FEES		
Fees		
06/29/2026	-125.00	
06/30/2026	-125.00	
Total Fees	-250.00	
TOTAL FEES		-250.00
TOTAL ITEMS OF DISBURSEMENT		-600.00

FIRST CITIZENS STATE BANK

SINCE 1863

REPORT OF CASH ACCOUNT

Irvin L. Young Memorial Library
Endowment Fund

ACCOUNT 9900003 FOR DATES 04/01/2026 TO 06/30/2026

CASH ACCOUNT BALANCE	**4,413.33**

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	

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			
	TOTAL	**$3,423.63**		

AMERICAN DEPOSIT MANAGEMENT

July 02, 2026

Statement Period:
June 01, 2026 - June 30, 2026

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

Contact Us

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

American Money Market Account™

Account Number-Description	Average Monthly Balance	Net Earnings	Delivered Rate
CIRVIN01 - General	$ 472.20	$ 0.00	0.00 %

Balance Summary

Beginning Balance:	$	472.20
Total Deposits:	$	0.00
Total Withdrawals:	$	0.00
Ending Balance:	$	472.20
Average Balance:	$	472.20

Summary of Financial Institutions

FDIC/ NCUA	Name		Balance
34953	Northpointe Bank	$	472.20
	Ending Balance:	$	**472.20**

American Deposit Management LLC applied a period ending May 2026 Deposit Advisory Fee of $1.36 to your account. American Deposit Management LLC has received a Program Fee for the management and servicing of the American Money Market Account across all program participants. For this statement cycle ending May 2026, the Program Fee of 0.04 was applied to gross earnings of $1.42 for a total of $0.06.

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

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

AMERICAN DEPOSIT MANAGEMENT

FIRST CITIZENS STATE BANK

207 W Main Street
Whitewater, WI 53190

Statement Ending 06/30/2026

WHITEWATER PUBLIC LIBRARY

Account Number: XXXXXX2732

Managing Your Accounts

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

>000033 7926262 0001 44017 10Z 030

WHITEWATER PUBLIC LIBRARY
KATHLEEN A RETZKE
N630 RIDGE RD
WALWORTH WI 53184-5828

Welcome to our NEW EDGE Statements!

EDGE Statements are easier to read and more informative!

Learn about events, new products, promotions & more!

Thank you for choosing us!
We appreciate the opportunity to serve you and are committed to making you feel supported, safe, and valued - because it's about more than accounts, it's about relationships. Please reach out to us anytime with questions.

Summary of Accounts

COMING SOON!
A new look to Online & Mobile Banking will roll out soon! Managing your First Citizens State Bank accounts will be even easier. A clean new look and matching functionality between platforms is on the way!

Account Type	Account Number	Ending Balance
MUNICIPAL	XXXXXX2732	$2,021.54

MUNICIPAL - XXXXXX2732

Account Summary

Date	Description	Amount
05/30/2026	**Beginning Balance**	**$2,021.54**
	0 Credit(s) This Period	$0.00
	0 Debit(s) This Period	$0.00
06/30/2026	**Ending Balance**	**$2,021.54**

Account Activity

Post Date	Description	Debits	Credits	Balance
05/30/2026	**Beginning Balance**			**$2,021.54**
	No activity this statement period			
06/30/2026	**Ending Balance**			**$2,021.54**

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

2027 Municipal Budget Calendar	Section Start	Section Complete	Who	Target Timeline
Departments #1: 2027-2030 CIP, review for changes			MT	Fri, July 31, 2026
Departments #2: Capital Asset Worksheets due			MT	Fri, July 31, 2026
Departments #3: Review projections for payroll and personnel	Monday, July 6, 2026	Friday, July 31, 2026	MT	Fri, July 31, 2026
Depart. Directors Meeting - Budget Kick-Off			MT	Wed, Aug 5, 2026
Departments #4: Review projections for revenue and expenses	Wednesday, August 5, 2026	Friday, August 21, 2026	MT	Fri, Aug 21, 2026
Finance Committee			FC	Tues, Aug 25, 2026
Common Council Meeting			CC	Tues, Sept 1, 2026
Fin. Dir. Meetings w/ Dept Heads - Guidance/Questions	Monday, August 24, 2026	Friday, September 4, 2026	MT	Fri, Sept 4, 2026
Departments #5: Complete Operating Budget sections	Tuesday, September 8, 2026	Friday, September 18, 2026	MT	Fri, Sept 18, 2026
Common Council Meeting			CC	Tues, Sept 15, 2026
Review of department budgets by the city manager	Monday, September 21, 2026	Friday, September 25, 2026	MT	Fri, Sept 25, 2026
Finance Committee			FC	Tues, Sept 22, 2026

Whitewater
PUBLIC LIBRARY

Library Administration Analysis and Budget Recommendations 2027-2028

Presented by Sarah French, MLIS
Assistant Director

July 2026

Agenda

- Where we are
- How we compare: Annual Report Statistics
- Initial Needs Assessment & Progress Made
- 2026 Accomplishments
- Response to McMahon Study
- 2026 Priorities in Progress
- 2027 Budget Recommendations
- 2028 Budget Recommendations

Vision Moving Forward

Keep the momentum going!

The community is excited about the **6-million-dollar investment** into the newly expanded and remodeled library! We have seen an increase in visitors, program attendance, card registrations, circulation, and room reservations since the library reopened.

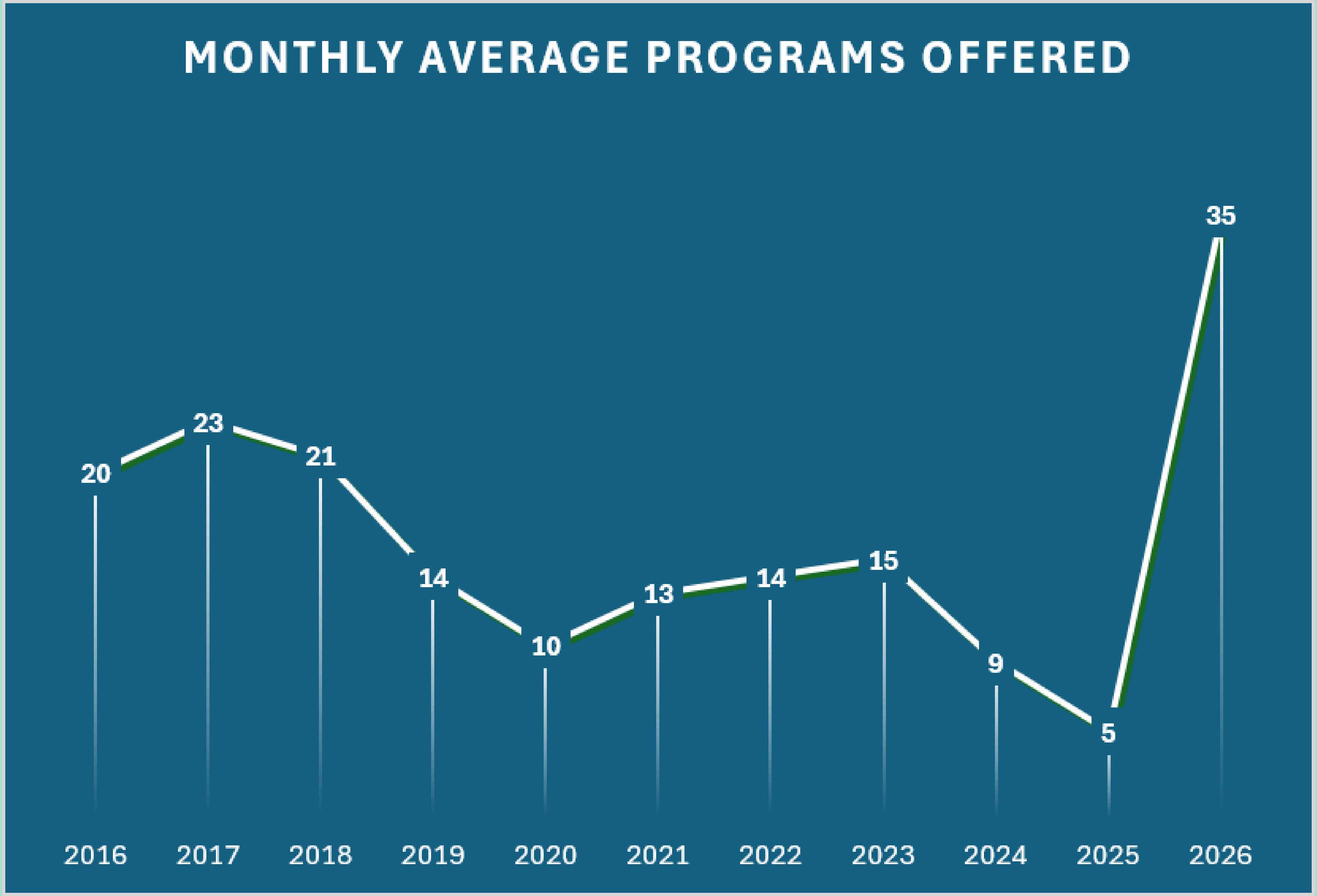
It is crucial that we keep this momentum going. We are doing fine. **But we can do even better.** How do we get more people using the library? The key is **PROGRAMS, PARTNERS, & OUTREACH.**

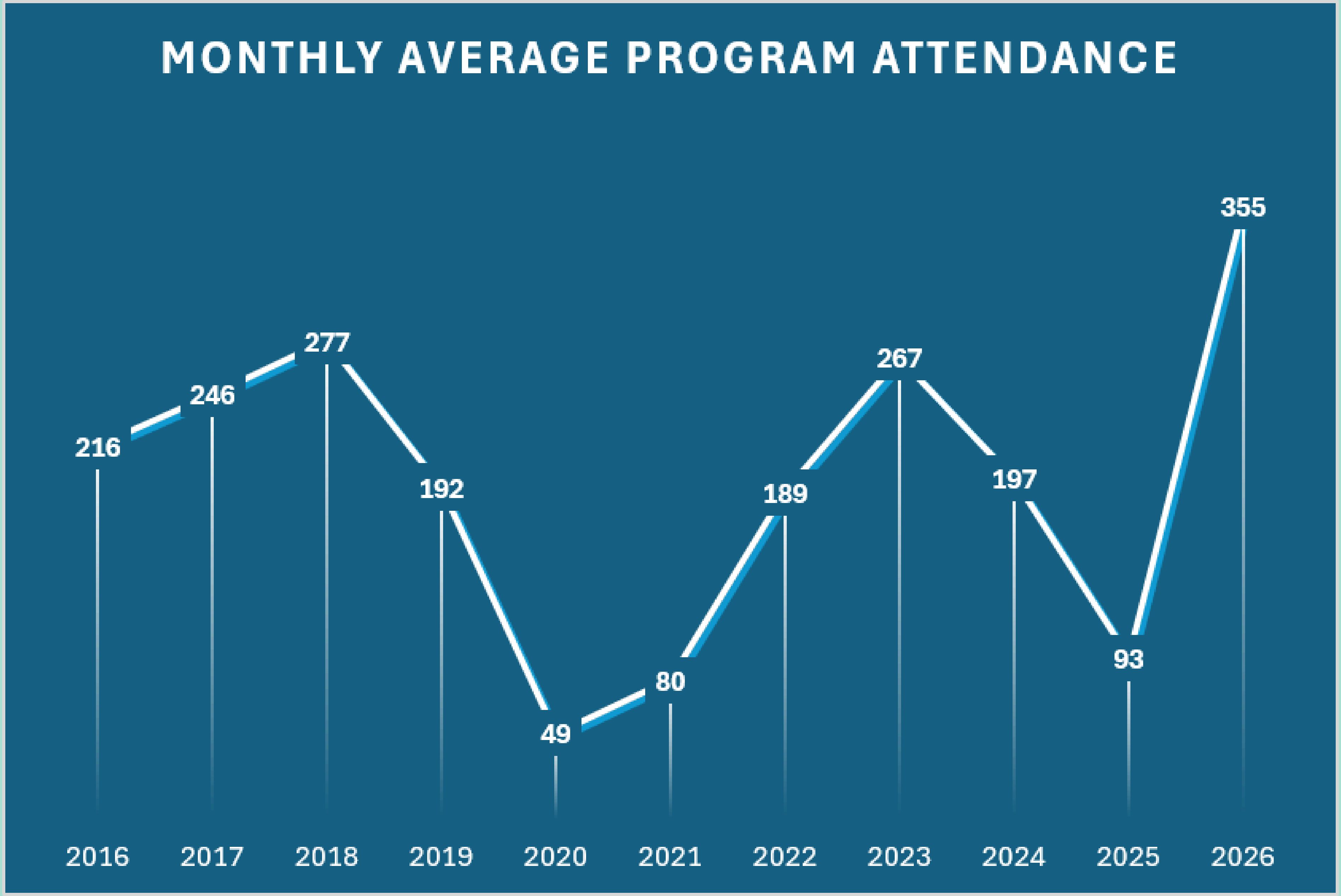
Using the staff that we currently have, **we were able to increase programming by 20%** in 2026 (based off 2023 data). That is a HUGE accomplishment, but it also means that we have reached the limit of what is possible with our current staffing level.

Key issues moving forward:

- Analyzing McMahon study and library data
- Staffing needs and compensation
- Strategic plan
- 2027-2028 Budget

Annual Report Data 2016-Current



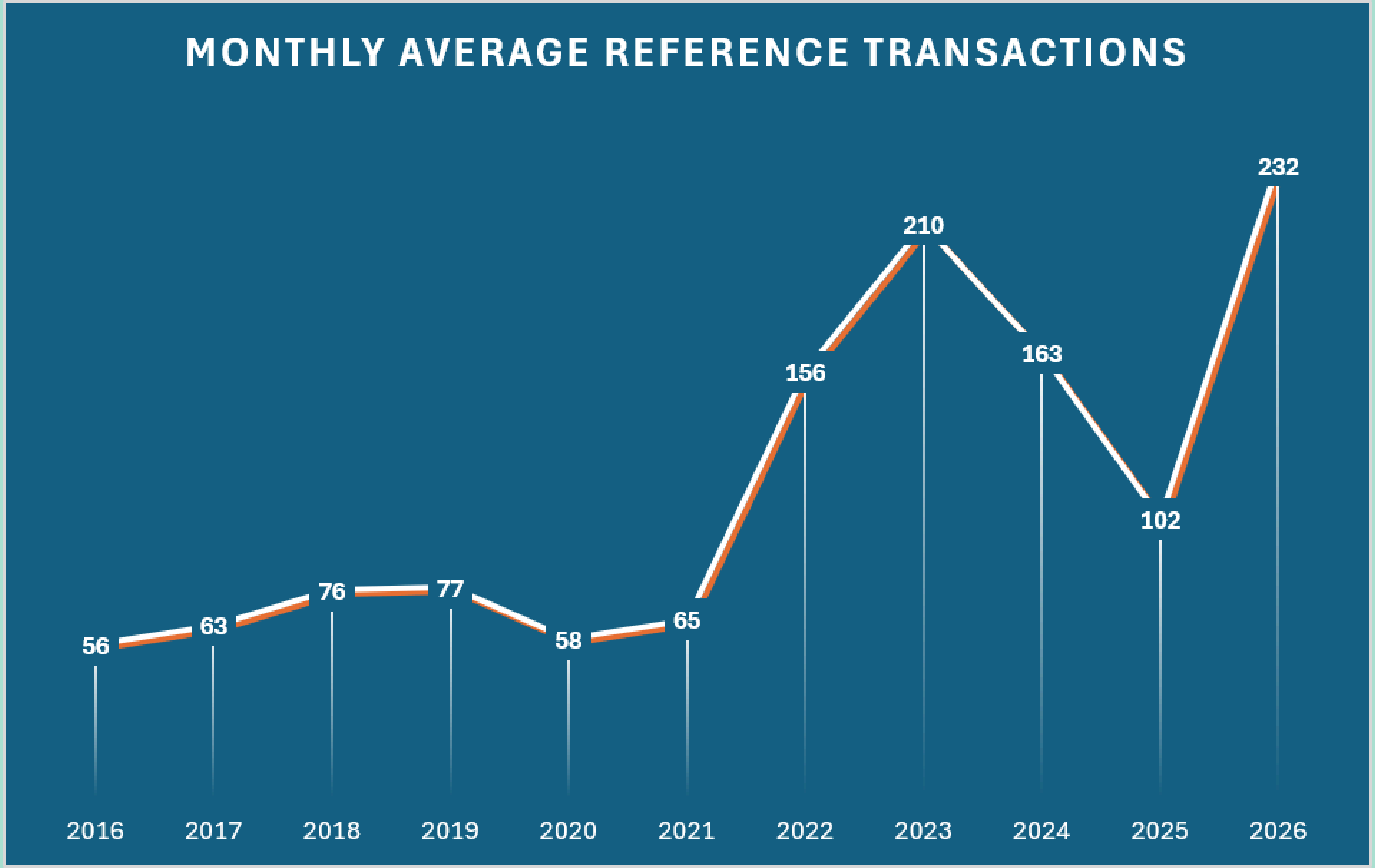


Why offer programs?

Libraries play a crucial role in strengthening communities by serving as a hub of social activity that supports connection, lifelong learning, and literacy – fostering a love for reading (especially with young people) which increases circulation of library materials. Library events are integral to the mission of libraries as community centers for learning, enrichment, resource-sharing, and inclusivity. By offering a diverse range of programs that cater to various interests and needs, libraries play a vital role in fostering civic engagement, promoting literacy, supporting lifelong learning, and creating inclusive spaces where all individuals can thrive.

Example: Storytime brings in families who check out books with their children each week. The result is an increase in circulation on Wednesdays.

Annual Report Data 2016-Current

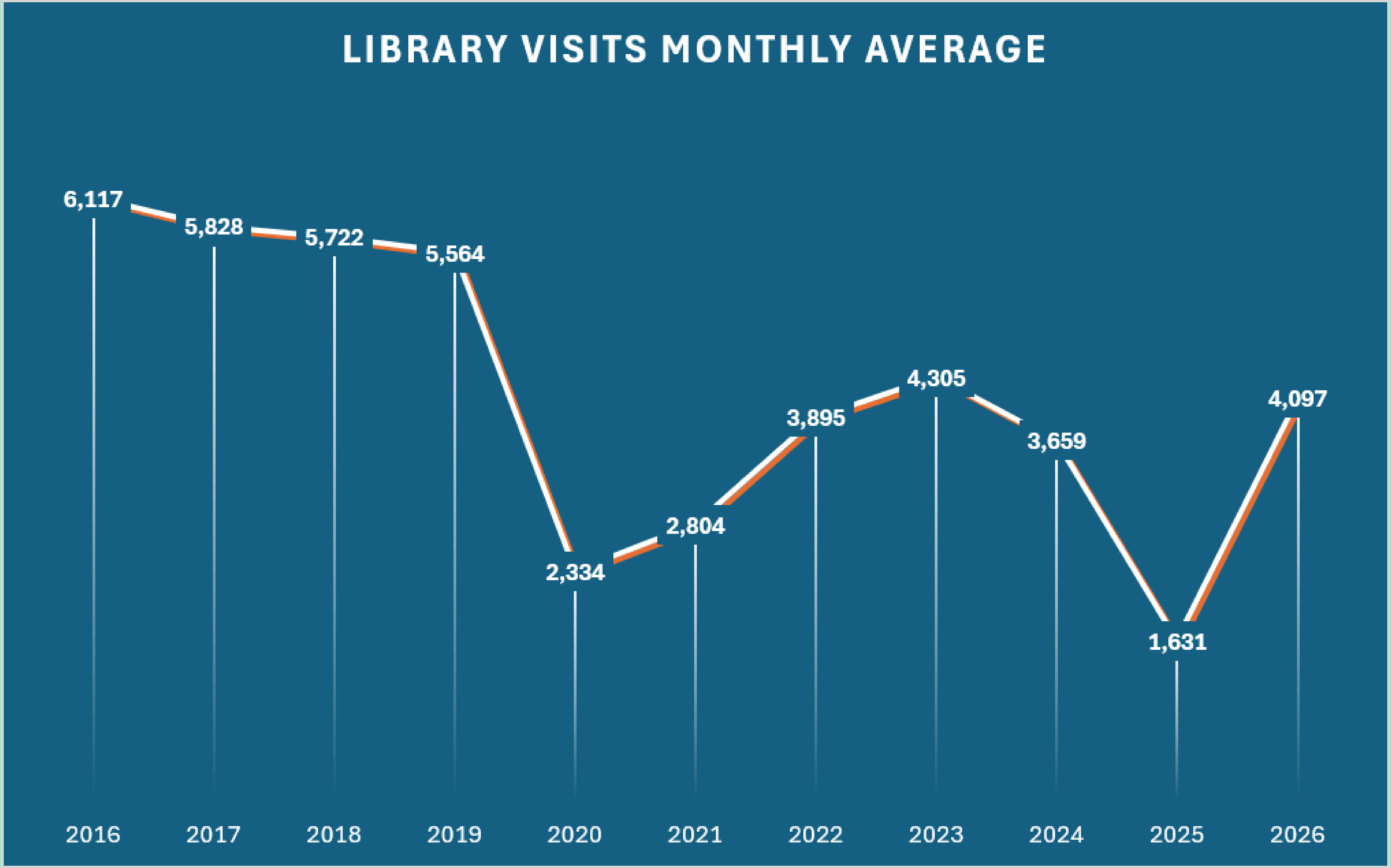


Source: Teresa Schmidt, Public Library Administration Consultant, Department of Public Instruction

Note: as these statistics indicate, our staff is much busier answering questions at the service desk. Most of this burden falls on the public services clerks. It is important to note that reference transactions DO NOT include help with printing and copying, which is at least one-third of what staff help patrons with every day. These transactions can also take longer when there is a language barrier, which is also a large portion of our customer service transactions. In addition, these statistics DO NOT include assistance with meeting and study room reservations, including help with the A/V equipment, which also takes a significant amount of staff time.

Monthly average meeting and study room uses per month in 2026: 108 (starting in 2027, room use will be included in DPI's annual report)

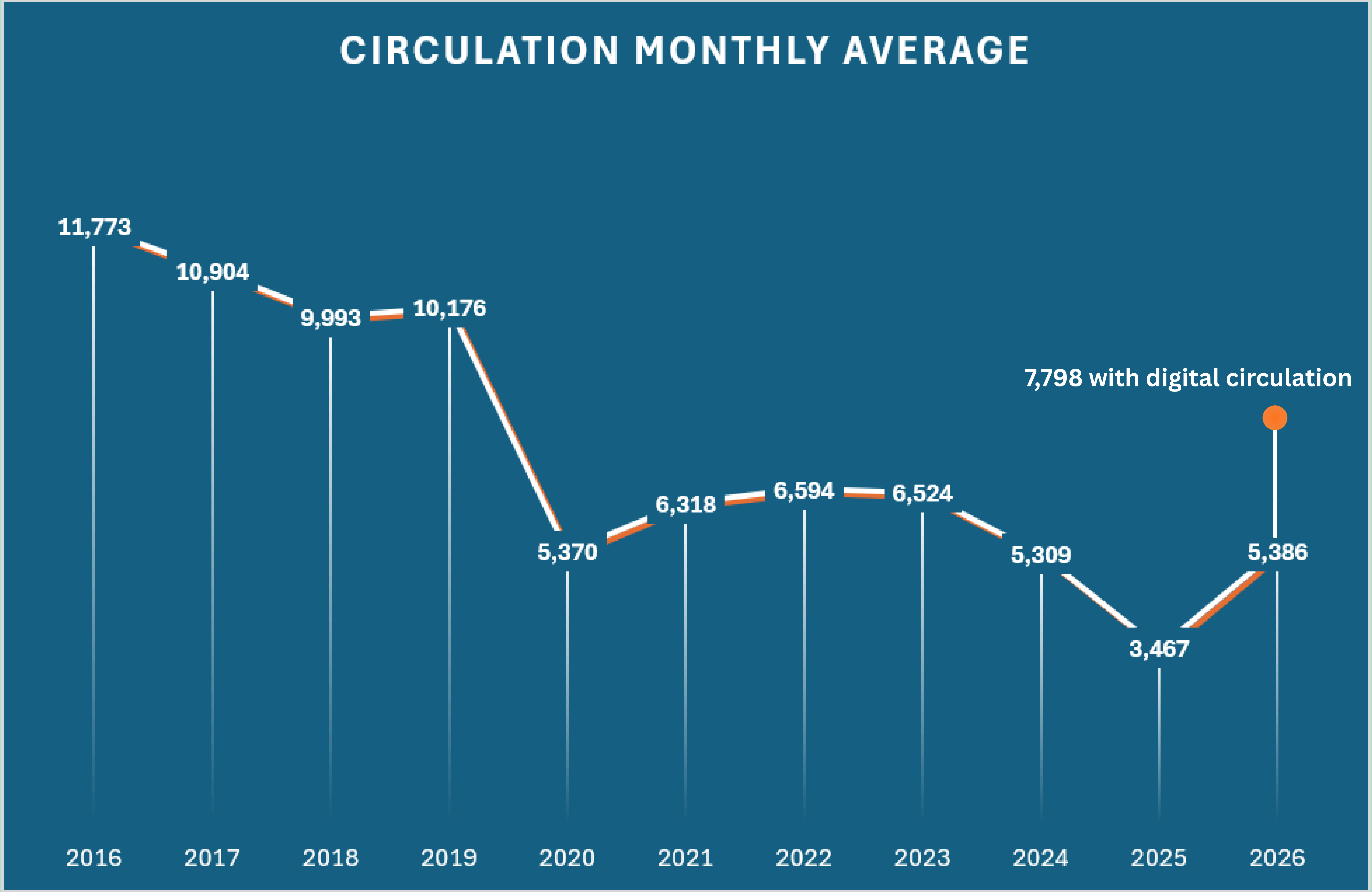
Annual Report Data 2016-Current



Note: the new library building has a new door counter. The previous counter was not located at the door, it was located near the front desk. If people went out to the lobby to use the bathroom, water fountain, go into the community room, etc. and then they came back into the library proper, it would count them again. The older counts may be inflated because of this. Our new door counter is much more accurate. In addition, we are now able to keep track of hourly door counts, which is very helpful.

Annual Report Data 2016-Current

2020-2021: Covid
2024-2025 Building Project



Note: Circulation of physical items are trending down everywhere. During and after Covid, people are using more digital materials (e.g. Libby).

Digital circulation DOES NOT count toward DPI circulation statistics. We do not receive any county reimbursements for digital circulation. This is a known issue that is currently being worked on with DPI and libraries throughout the state (and country). In addition, libraries struggle with the cost of digital materials, as they are very expensive compared to traditional print materials, but it's what many people want.

Digital Circulation Monthly Average for 2026: 2,412

WI Public Library Data Dashboard

Item 9.

Public Library Data Dashboard
Staff FTE

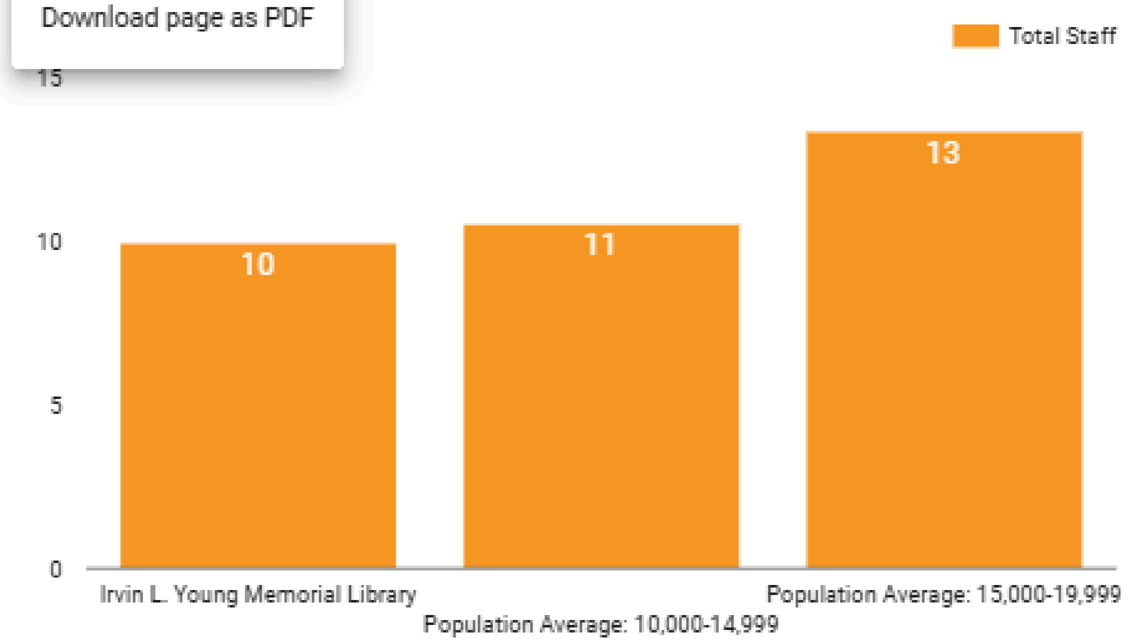
WPLC

What were my library's FTEs during a specific year?
Directions: Select your library and any peer libraries/cohort averages you wish to see from the list in the "Public Library" filter box. In the "Year" box, select the year of data you want to examine (note that if you select multiple years, the dashboard will add the totals for each year all together into a single sum).

Public Library: Irvin L. Young Memo... (3)

Year: 2024 (1)

Download page as PDF



Are we staffed appropriately?
Staffing data is complex and goes beyond what is available in the Annual Report alone; however, considering your FTE based on your library's square footage, resident population size, volume of cardholders, and overall staffing budget can provide a starting point for understanding how your library is staffed. Keep in mind that locale, funding structure, and other complex factors intersect here to contribute to differences.

Public Library	Square Feet per FTE	Residents per FTE	Cardholders per FTE	Average Salary per FTE
Irvin L. Young Memorial Libr...	1,490.0	1,601.5	570.7	$48,017.70
Population Average: 10,000-...	1,989.2	1,139.7	618.3	$46,449.45
Population Average: 15,000-...	2,045.7	1,283.5	734.4	$51,153.17

FTE (Full Time Equivalent Staff) Data

Compared to other libraries our size, we have fewer FTE staff. The population of Whitewater is about 16,000 and the library's service population is about 18,000.

Wisconsin libraries with a population average of 15,000-19,999 have an average FTE staff of 13. We have 10.4.

Adding a .70 position would still only bring us to 11 about FTE, which is well under the average. Yet this would accomplish all of our current goals for the library's operations.

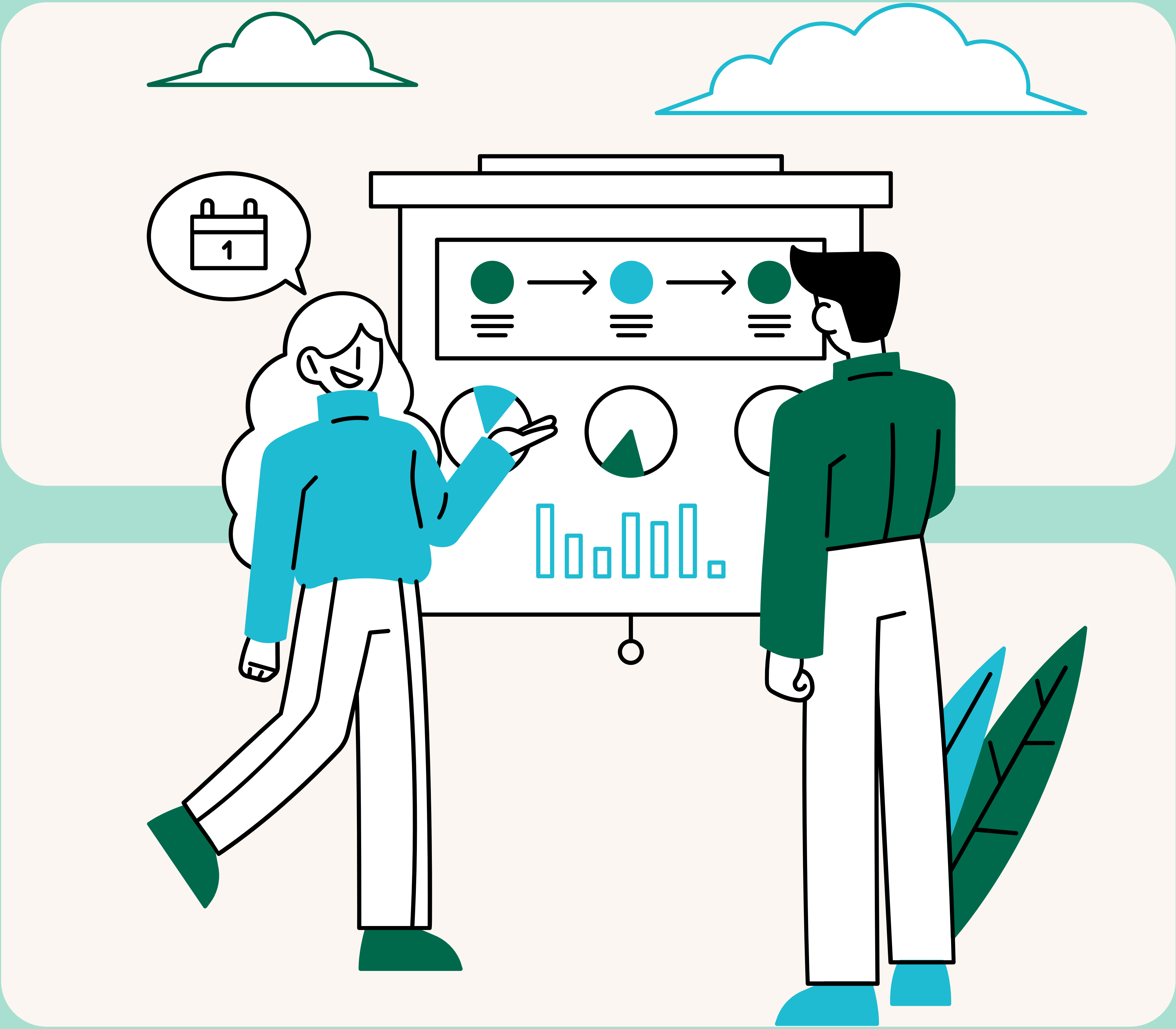
Access the Data Dashboard here

Note: all annual report data can be accessed via this dashboard and compared to other WI libraries.

Initial Needs Assessment

In October 2025, the following needs were identified by library administration:

- Public Services coverage is lacking – especially during the lunch hour, Saturdays, summer, and when people are sick or on vacation.
- Increase library programming and outreach.
- Time off-desk for part-time staff to complete trainings; time for all-staff meetings and trainings.
- Staff time and training to monitor the new, larger building. Behavior incidents increase with more visitors.



Read the full document here:
2026/2027 Budget and Staffing Goals Document

Initial Recommendations

· **Increase the hours and provide benefits to a staff member who is meeting/exceeding expectations** from 17 hours to 23 (per week). She is also one of only two people on staff who is a Spanish speaker, which is a skill that is much needed at the library.

DONE

We were able to work with the city to get this approved starting Jan. 2026

· **Add one additional part-time Library Associate position** that would split their time between public service and programming duties. This would provide additional staff for core public services and front desk coverage as well as provide additional programming (including outreach) which is a main objective.

INCOMPLETE

This continues to be a recommendation, with some changes based on feedback from the McMahon study

· **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.

IN PROGRESS

Staff assignments have been shifted to allow for monitoring the building and training has been completed. Waiting on city for cameras

· **Allocate at least 1 hour per week per part-time employee for focused work, special projects, trainings, and development.** This will ensure that our front-line staff continues to stay current with best practices, trends, and technology in order to continue providing excellent library services to the community.

DONE

We analyzed and adjusted the Library Associate hours/assignments when Jess was promoted to make this happen

2026 Workflow Accomplishments

Working within our current budget, we were able to make adjustments that increased the efficiency and effectiveness of the public services team.

A high-performing public services clerk had extra hours approved by the city and those were applied to Fridays, which were previously very short staffed.

A staff member requested for her hours to be reduced by one hour per week and we were able to use those hours to schedule an all-staff meeting every other month starting in June 2026.

A public services clerk requested to reduce her hours and not work Wednesday nights anymore (she still works Tuesday nights). When we hired a new public services clerk, we were able to adjust the hours for that position in order to accommodate the other staff member.

Our longest-serving employee was approved for a raise by the city in order to align her compensation for where she should be on the pay scale (she has worked for the city for 25+ years).

In addition, the hours for the new public services clerk were adjusted to help cover lunches and other busy times at the desk, resulting in a better coverage for the front desk.

2026 Workflow Accomplishments, cont.

The city manager requested that the library work with McMahon Consultants to complete an operations analysis. The overall impact of the study is that we are implementing several changes and will continue to evaluate recommendations in order to shift the staff hours that we currently have to most efficiently meet the requirements of the new library space and the ever-changing demands of today's public library environment. **Library administration upholds that maintaining the library's current staffing level is essential to library operations.**

Based on the McMahon analysis, the following recommendations have been implemented:

Recommendation: Evaluate Library Associate (Home Delivery) Position – COMPLETE
Implementation: When a public services clerk was promoted, we adjusted the Library Associate duties and hours, including removing duties such as collection development and managing the food pantry and focusing this position on programming and public service. We adjusted her hours to enable more coverage for the front desk. In addition, she was assigned an additional monthly program (adult take/makes).

Recommendation: Self-Checkout Station – COMPLETE
Implementation: We received a Bridges grant and City of Whitewater funding to purchase a self-checkout station. This will help with efficiency at the front desk and is also good for patron privacy.

Additional Recommendations

From the McMahon study:

Recommendation: Evaluate Library's Hours – IN PROGRESS
Considerations include hourly door counts, Wisconsin Public Library Standards, and overall impact. We are currently open 61 hours a week, which is the minimum hours open per week for public libraries with our municipal population size. However, the standards are being revised. We recommend waiting until the new standards come out in the fall of 2026 and then reevaluate the library's hours based on the new standards. Shifting hours to be open longer during busier times, such as Friday evenings, is also a consideration.

Library visits significantly decrease at about 7:30 p.m., with the exception of evenings when programs are scheduled. However, **simply closing the library earlier won't significantly reduce the number of staffing hours needed** because much of the work that is being done in the evenings would have to be reabsorbed during the day. For example, public services staff does shelving primarily in the evenings when the library is slower, along with other small assignments such as preparing take & make bags. The lead worker typically works at their desk doing their other assigned tasks and only assists patrons when needed and helps with closing. Only 1 worker is typically at the service desk, so the most we could save if we closed one hour early Mon-Thu would be around $3,744 ($18/hour x 4 hours/week x 52 weeks/year). The McMahon study recommended using these staff hours to schedule regular staff meetings.

Public Library Standards

New Standards are being implemented in Fall 2026

In Wisconsin Statute § 43.05(6), the Wisconsin State Legislature requires the Division for Libraries and Technology (DLT) to recommend and distribute standards for public libraries to public library governing bodies. The Division uses these standards when evaluating proposals for new public libraries and joint library agreements.

Public library staff and library boards utilize the standards when evaluating their services and planning for the future. The standards are aligned with Chapter 43 and are intentionally designed to support legal requirements.

Read the full Public Library Standards, 6th Edition document here.

Additional Recommendations

From the McMahon study:

Recommendation: Re-evaluate the need for 2 Public Services Clerks at the front desk at all times – IN PROGRESS.
Implementation: Now that we have hourly door counts and a self-checkout station, we are currently collecting data in order to evaluate staffing at the front desk and adjust schedules to accommodate busier times while also considering the need for covering breaks. Efficiencies with staff time at the front desk opens up the possibility for staff to focus on other essential areas including programming, marketing, and outreach. Library administration recommends that the Public Services Clerks job description is updated to include these expanded tasks so that they are able to be cross-trained in these areas. This will create a more knowledgeable, flexible, and responsive staff.

Additional recommendations include expanding community partnerships, developing additional promotional materials, increasing staff training, expanding evening/weekend programs, and continuing outreach and community services. All of these recommendations are being implemented in various ways and will continue to be evaluated in order to best utilize staff hours and serve the needs of the community.

2026 Priorities in Progress

Summer Reading Program

Concern is that we do not have any extra staff to cover the children's desk. Deana is away from the desk more often as she does more programming during the summer. Public services staff are busier than usual and are not always available to assist at the children's desk.

Plan for 2026 is to mobilize volunteers, both teen and from the Friends of the Library, in order to help cover the children's desk. They will help children with Summer Reading reporting, spinning the prize wheel, help with the scavenger hunt, cleaning up the toys, and so on. **This has been going well so far. We have about 14 teen volunteers who have helped immensely.**

Cons to relying on volunteers: they are not reliable and have to be trained, scheduled, and supervised.

Future recommendation:

- Paid Teen summer intern (see what other libraries are doing HERE and HERE and HERE). The intern would be the one training and managing the teen volunteers, along with taking shifts at the children's desk and helping to maintain the children's department. This would allow Deana to get more done and take pressure off the public services clerks as well.

2026 Priorities in Progress

Compensation for Current Staff

Concern is we have staff members who have worked for 14-20 years and are not where they should be in the salary range for their position. The city manager identified this issue in late 2025 and asked staff to follow up with HR about it. Several staff members did so but only one received a raise. One other staff member who was among those most affected received a promotion, and so was able to negotiate for a wage based on her experience. She is currently happy with her compensation. This leaves us with two Technical Services Clerks whose compensation should be adjusted based on their longevity and performance.

2027 Budget Recommendations

1. Analyze Technical Services Clerks wages and compensate them based on experience and history of exceptional work and positive annual reviews.

2. Choose a direction for the Strategic Plan

   A) Complete Rework of Plan - either with WiLS ($20K) or UW-Extension ($17K)

   B) WiLS Revision ($13K)

   C) Rachel Ardnt Consulting Revision ($2K)

3. Stipend for a Teen Intern

Cost of 2027 Recommendations

Technical Services Clerk
2026 Salary Resolution pay range: $19.43 - $26.24 per hour

Technical Services Clerk (1 FTE)
20+ years of experience
Current wage: $22.81 per hour ($47,445 annually)
Recommended wage: $26.24 per hour ($54,579 annually)
Cost increase: $7,134

Technical Services Clerk (.72 FTE)
14+ years of experience
Current wage: $21.29 ($31,935 annually)
Recommended wage: $23.76 per hour ($35,640 annually)
Cost increase: $3,705

Teen intern stipend: $500

Strategic Plan (lowest cost option): $2,000

Total: $13,339

2028 Budget Recommendations

Hire an additional .70 FTE Library Associate

The need for help with marketing was identified in the McMahon study. This would save the professional librarians a lot of time to focus on higher-level tasks.

While we do not think that the exact solution they suggested would be feasible, we do agree that having one person in charge of marketing would be immensely helpful and allow the professional librarians to focus on core duties, such as programming. In addition, it would create consistency and cohesion for the library brand.

The goal is to increase library visits, circulation, and attendance at programs. We are currently offering a lot of programs, but attendance numbers could be improved by strategic and dynamic marketing efforts.

Cost
Salary Range: $19.43-$26.24 per hour
Annual Income at $21.25 per hour: $30,048
Benefits with Family Insurance, Retirement, etc: approx $25,000
Total max cost of position: approx. $55,048

Recommended duties:

- Marketing and Graphic Design
  - flyers, social media, newsletter, online calendar, website, press releases, etc.
  - Attend Bridges Marketing Meetups
- Outreach
  - tabling at community events
  - partnering with local organizations
- Public Services
  - workstation at the Information Desk would provide reference and circulation services
  - Saturday coverage
  - coverage for sick/vacation
- Programming
  - 1-2 programs per month
  - Summer Reading Program assistance

2028 Budget Recommendations

- **City appropriation increase**
- **Less reliance on the library's fund balance**

Goals

- Library fund balance maintained at 20% of the library's operational budget.
- Operational goals aligned with recommended implementations from the McMahon study, administrative analysis, public library standards, and the library's strategic plan.
- Continue to provide fair wages and benefits to all staff members, which decreases turnover and increases quality service.
- Add a Library Associate who will be cross-trained across multiple departments in order to flexibly meet the demand of today's public library environment while focusing specifically on Strategic Goals 3 and 4.

Whitewater PUBLIC LIBRARY

"The budget is the monetary expression of the strategic plan."

Source: "Library and Information Center Management, Seventh Edition" by Robert D. Stueart and Barbara B. Moran (Libraries Unlimited, 2007).

STRATEGIC GOAL 1: Building Toward the Future

STRATEGIC GOAL 2: Center for Learning and Connecting

STRATEGIC GOAL 3: Engaging and Effective Communication

STRATEGIC GOAL 4: Strengthening Partnerships

Discussion and Questions

Sarah French
sfrench@whitewater-wi.gov
office: 262-458-2782

Thank you

BOARD DEVELOPMENT COMMITTEE CHARTER

The purpose of the Board Development Committee is to support and clarify effective board processes, structures and roles. The Committee will make recommendations to the full Board of Trustees and is charged with the following responsibilities:

- Helping to identify and recruit new citizen representatives to the Board;
- Reviewing the by-laws to ensure board practices are in compliance; and
- Maintaining processes for onboarding and educating Trustees.

EVALUATION COMMITTEE CHARTER

The purpose of this standing committee is to oversee the director's annual evaluation process. It is a committee of three current trustees.

- The composition of the committee shall be determined at the same meeting as the election of the officers.
- The committee shall be comprised of three members:
    - A senior member (trustee with 3-4 years' experience)
    - A junior member (trustee with 2-3 years' experience)
    - A freshman member (trustee with 0-1 years' experience)
- The chair shall be the senior member of the committee unless the board or committee decides otherwise.

2026 Strategic Plan Activities

STRATEGIC GOAL 1 Building Toward the Future

- Develop spaces that fit the diverse and ever-changing needs of our community
  - The library board will assist the director in exploring appropriate pay scales and staffing levels needed to efficiently meet community needs in the newly renovated library. ONGOING
  - *Complete the operations analysis with McMahon Associates* DONE
  - *Add additional activities, games, and books in the Teen Room* DONE
  - *Provide programming in our outdoor spaces* DONE
  - *Create a permanent story walk in the new outdoor space* ONGOING

STRATEGIC GOAL 2 Center for Learning and Connecting

- Increase inclusivity and access to services and resources that the library provides
  - *Add pictographs to signage to make it more inclusive* DONE
  - *Collaborate with our graduate student intern to complete digitization project that will provide access to archival materials* DONE
- Provide programming and collections that appeal across segments of the Whitewater community
  - *Introduce experience passes* DONE
- Provide welcoming, safe, and comfortable spaces throughout the library, both in the physical library and virtual library spaces
  - *Provide staff training to become an Affirming Space for our LGBTQIA population during our Fall Inservice day.* ONGOING

STRATEGIC GOAL 3 Engaging and Effective Communication

- Increase awareness of all the library does and offers
  - *Schedule weekly social media posts from Library Aware.* DONE
- Share community stories to highlight the needs and opportunities in Whitewater
  - *Share social media posts from vetted community organizations on our Facebook page* DONE
- Develop library advocates to promote the value of the library
  - *Continue to work with the Friends of the Library to fundraise and promote library programs and services* DONE

STRATEGIC GOAL 4 Strengthening Partnerships

- Cultivate partners to support the library's mission
  - *Work with the Arts Alliance to facilitate the annual storytelling festival* DONE
  - *Work with the Tree House Organization to provide programs for families including one in Spanish* DONE
  - *Partner with Associated Bank to do a bilingual storytime* DONE
- Create an environment to help other groups and organizations find ways to collaborate
  - *Offer tours of the renovated library to various community groups, highlighting the benefits of our space and resources to their mission* DONE
- Partner with schools and other organizations and groups to provide safe spaces and learning opportunities for school age children in the community.
  - *Provide information on library services and programs through tabling at 4K registration and general school registration* DONE
  - *Complete the second year of processing opt-in card applications through the WWUSD online registration platform* ONGOING
  - *Provide space for the WWUSD alternative program* DONE
- Explore ways to increase engagement and involvement in the city
  - *Participate in the city's leadership committee* DONE
  - *Plan an open-house for other city departments once library construction has been completed.* ONGOING
  - *Host the City Gala at the library and participate in the planning committee* DONE

DIRECTOR'S REPORT
June 2026

I. ADMINISTRATION

a. Work orders submitted in June.
   i. The children's play kitchen was missing some hardware.
   ii. The keypad that we access to arm and disarm the building needed to be connected to the library's Wi-Fi so that automatic updates could take place.
   iii. A phishing email was reported to the IT Department.
   iv. A patron reported a virus on one of the public computers.
   v. Sarah's laptop would not connect to the docking station at the information desk.
   vi. We needed boxes moved to the basement.
   vii. One of the OPAC computers was not working correctly.
   viii. We requested to have the door closures in the Teen Room and the Friends Shop removed so the doors could stay open without needing a doorstop.
   ix. A staff member was locked out of their computer.
   x. The library front entrance doors randomly locked at 11:00 am on June 18.

II. BUDGET

a. I attended the Finance Committee meeting on June 23 at which the library's budget was discussed.
b. Sarah and I met with Jeremiah from the Finance Department to discuss the library's financial statements and prepare documents for the budget.

III. PERSONNEL

a. Sarah and I were both nominated for Employee of the Year with the City of Whitewater. Neither one of us was elected.
b. The teen volunteers Deana recruited this summer to assist with the Summer Reading Program are working out well. We currently have 14 volunteers who logged 38 collective hours in June.

IV. LIBRARY COLLECTION

a. The self-checkout station has been installed.
b. The library now has a Yoto for patrons to check out thanks to Noelle of Circle of Song Music Therapy.

V. PUBLIC AND COMMUNITY RELATIONS

a. We collaborated with the Whitewater Arts Alliance and Studio 84 at the 1st Brigade Band Concert to offer a community art project, "Whitewater's Faces of America". Participants created small self-portraits that will be added to a larger artwork that will be exhibited throughout Whitewater, including the library.

VI. LIBRARY BOARD RELATIONS

a. Sarah and I met with Kelly on July 14 to review the agenda and prepare for the Library Board of Trustees meeting on July 19.
b. Doug Anderson attended the Finance Committee meeting on June 23.

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

a. I continue to attend Team meetings at city hall.
b. I continue to attend weekly staff meetings with Sarah French, Deana Rolfsmeyer, and Hunter Swanson.
c. I met with the City Manager twice in June.
d. I attended the Agenda Training Session provided by the City of Whitewater on June 23.
e. I attended the Finance Committee meeting on June 23.
f. Library staff attended the indoor City Staff Picnic on June 24.
g. I attended the City Safety Meeting on July 1.
h. I attended the APL meeting in Fort Atkinson on July 10.
i. I attended the Bridges Library System Board meeting on July 15.

VIII. PROFESSIONAL DEVELOPMENT

a. I completed the monthly Infosec cybersecurity training.
b. I completed the KnowBe4 2026 Security Awareness Training provided by the City of Whitewater.
c. I attended the webinar Understanding Library Authority under Chapter 43 - Wisconsin Statutes (Collaborating for Community Success Series) on July 16.

IX. STRATEGIC PLAN

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

CAPITAL CAMPAIGN

a. Reminder letters will be going out to donors this month.

2027 Program Plan and Budget

Preliminary Administrative Recommendations

Reviewed July 15, 2027

Contents

The budget plan must be filed with the Department of Public Instruction by October 15, 2026, to qualify for state aid for 2027.

The budget will need revision if County, State, or other revenues differ substantially from the amounts listed.

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Executive Summary

The mission of the Bridges Library System is to strengthen member libraries by fostering collaboration and innovation. Strong libraries cultivate an environment where people discover, create, learn, share, and grow with their neighbors. Strong libraries build strong communities.

Library systems in Wisconsin play an important role in improving our libraries. As state funded organizations, library systems rely on state funding for their operations. The State of Wisconsin reduced state aid to systems by 10% for the 2012 budget and state aid to library systems was frozen at that reduced level until the 2017-2019 biennial budget request. After a significant effort on the part of the Wisconsin Library Association and the library community, the 2017-2019 budget included a modest increase in state aid to library systems. The Wisconsin Library Association requested an additional increase in state aid to library systems for the 2020-2021 budget. While an additional increase was not funded, the 2017-2019 increase was renewed and a new base amount was established. The 2021-2023 State Budget included an additional $2.5 million in 2021-2022 and $4 million in 2022-2023 state aid for regional public library systems.

The Wisconsin Library Association again requested an increase in state aid to library systems for the 2024-2025 budget. Investments in workforce development, technology, access to electronic content, early literacy, and lifelong learning were targeted as state budget priorities. The 2024-2025 State Budget passed by the Wisconsin Legislature and signed by Governor Evers on July 5, 2023, reflected bipartisan support for an investment in public library services. It included an additional $2 million in 2023-2024 and $4 million in 2024-2025 state aid for regional public library systems. The 2025-2027 State Biennial Budget passed by the Wisconsin Legislature and signed by Governor Evers on July 3, 2025 approved a $3 million dollar Library System State Aid increase for public library systems (an additional $1 million dollars in 2025-2026 and an additional $2 million dollars in 2026-2027). This amount reflects a continued investment in Wisconsin Libraries.

Local municipalities, and therefore libraries, are facing funding shortfalls. Libraries face flat budgets or budget cuts while costs rise. Yet usage of libraries continues to increase across many areas, meaning need grows while budges shrink. Public library systems are designed to provide efficiencies and savings by managing high level infrastructures which allows member libraries the ability to continue focusing more of their time and funding on local needs. Bridges Library System also funds pilot projects which offers opportunities to test out new innovations.

This budget identifies with the strategic directions of the Bridges Library System: providing funding support to meet library needs and system staff support to execute critical services in technology, delivery, marketing/advocacy, cataloging, youth and inclusive services, adult services, and continuing education. An emphasis in member library cost relief was identified as a priority for the 2027 budget, shifting some expenses long funded by member libraries to the Bridges operating budget in light of local budget cuts and the system state aid increase the last biennial budget.

2027 Budget Proposal Highlights

Grants to Libraries

- Non-competitive Library Improvement Grants: This program offers flexibility for libraries to seek funding to meet their unique and local needs. Funds available will amount to $72,000.
- eContent Grants: This $60,000 econtent grant will continue to help offset the significant and priority investment member libraries are making into electronic materials to satisfy growing patron demand.
- Adult Program Presenter Grants: This program will provide $12,000, or $500 per library, for libraries to offer programs for adults.
- NEW Guided Accessibility Grants: This program will provide $8,000 and offer guidance from the Bridges' Inclusive Services consultant to address small but impactful accessibility updates to libraries. This will utilize 210 Fund Balance dollars.

Databases and Cataloging

- Databases: Budget maintains the system share at 60%.
- LawDepot: Pilot project year two of a legal forms database will be funded for $6,695. It runs through Libby and was of interest from the member library database group and APL. It will be funded using 210 Fund Balance dollars.
- Cataloging Intern: $6,000 in 210 Fund Balance dollars will be used to engage a cataloging intern for records clean up. This project was intended for 2026 but paused with a staff retirement. This intern position is located in the personnel portion of the budget as it would be a temporary hired position and not a contractor position.

Collections

- WPLC Buying Pool: Bridges continues to pay 100% of the WPLC Buying Pool at $178,724 (previously 50% in 2025), which pays into the state collection that member library patrons have access to. As of 2026 Member libraries redistributed the portion they previously paid into the Buying Pool into Advantage.
- OverDrive Advantage: Libraries will increase their contribution to $233,753 (a 3% increase). The System will maintain their contribution of $150,000 from operating funds and provide an additional $100,000 from the 210 Fund Balance (an increase of $50,000) to support the final year of the Advantage collection and a Lucky Day Pilot Project (Year 3), as system staff and member libraries continue to assess the needs and most viable funding strategies for electronic materials.

Technology Projects

- LibraryCalendar: This product will continue to be fully supported by Bridges for all 24 libraries with $30,555 budgeted and helps support Bridges' Strategic Direction of Marketing and Advocacy.

- NEW Discovery Layer: This is the first year the discovery layer will have a charge ($25,000). To support member library cost relief this cost will be covered by Bridges Fund 210 instead of Fund 215 CAFÉ.
- NEW Hosting Fee: To support member library cost relief the cost of the Hosting Fee ($43,901), previously charged to Fund 215 CAFÉ will be charged to the Bridges Fund 210 budget.

Marketing & Communications

- Google Virtual Tours: This budget will increase to $6,000 (previously $5,000) as libraries have had their tours completed, and these limited funds will be used in 2027 to cover support and updates to tours.
- LibraryAware: This product will continue to be fully supported by Bridges with $25,178 budgeted. This product is available for use by all libraries and the Library System to support marketing and advocacy initiatives (connecting to one of Bridges' Strategic Directions).
- NEW DYNO Mapper: At a cost of $1,200 this software product will provide accessibility reports for the Bridges websites and member libraries as we work towards WCAG 2.1 Level AA compliance deadlines.
- NEW Allyant Subscription: This product ($1,375) will help achieve accessibility compliance for pdf files.

Continuing Education

- System-Wide Puzzle Tournament: A pilot project of a system wide puzzle tournament (optional for libraries to participate) will be funded using 210 Fund Balance dollars ($2,500).
- Mentorship Program: This is an exploratory program ($2,000) that invests in a formal mentorship program within the system to support newer library staff (possible groups are Circulation Supervisors and/or Directors).

Youth Services

- Summer Library Program Presenters: Bridges will offer three children's programs and one teen program for each of the 24 libraries. $45,320 is budgeted.
- Mentorship Program: This is an exploratory program ($1,000) that invests in a formal mentorship program within the system to support newer library staff (youth services staff).

Inclusive Services

- Library Memory Project Strategic Planning: $3,025 in funding from the Fund 210 Fund Balance will be utilized to update the Library Memory Project's strategic plan.

Café

- Café App: The 2027 budget includes paying for the annual charge of Café app ($23,812) out of the Café Reserve Fund (previously paid by the member libraries as part of their annual Café member charges). The purpose of this is to provide member library relief this year after assessing that the Café Reserve Fund is at an appropriate amount to fund a replacement ILS and that future estimated interest on the fund can help repay the coverage of the Café app. This relief initiative with be monitored each year, dependent on interest earnings and member libraries should anticipate the possibility of needing to work this back into member libraries charges if interest rates drop.
- Hosting Fee: $43,901 moved from Fund 215 CAFÉ to Bridges Fund 210.
- Discovery Layer: $25,000 charged to Bridges Fund 210 instead of Fund 215 CAFÉ.

Fund 210 Fund Balance for targeted projects as follows:

System-Wide Puzzle Tournament: $2,500
Overdrive Advantage/Lucky Day Pilot Project Year 2: $100,000
Cataloging Intern: $6,000
Law Depot Database Pilot Project Year 1: $6,695
Guided Accessibility Grants: $8,000
Library Memory Project Strategic Planning: $3,025

Total Fund 210 Fund Balance projects: $126,220

Fund 215 (CAFÉ) reserve funds for the following projects:

Café App Annual Charge: $23,812

Total Fund 215 (CAFÉ) Reserve Fund projects: $23,812

The following budget proposal for 2027 was presented to the Alliance of Public Librarians (APL) at their meeting in July and then forwarded to the Bridges Library System Board for preliminary review at the July board meeting and final approval at the September board meeting.

Respectfully submitted,

Brittany Larson
Bridges Library System Director

Fund Descriptions

Fund 205 – Waukesha County Library Tax Levy

Calculations for 2027 funding prescribed in county code resulted in a levy amount of **$4,991,137** for reimbursement to libraries in Waukesha County. This is an increase in funding of $234,120 from the 2025 level or 4.92%. The total levy amount also includes $37,321 in funds to adjacent county libraries to reimburse those libraries for use by Waukesha County non-library community residents (known as TNR or "**T**rue **N**on-**R**esident") as required under chapter 43.12 of Wisconsin Statutes. This is a decrease of $4,361 or -10.5% in funding to adjacent county libraries due to lower usage of adjacent county libraries.

The total amount levied to reimburse libraries for use that occurred in 2025 by TNR residents of Waukesha County is **$4,953,816**. The overall increase is $238,481 or 5.1% and the details are shown in Table 1.

Jefferson County funding for libraries is paid directly by Jefferson County to the libraries and the funds do not pass through the Bridges Library System budget.

Fund 210 - State Funds and Accumulated Interest on those Funds

2027 State Aid is budgeted with a 4 % increase over 2026 levels - **$2,108,245**.

In addition to state aid funds and interest income, this fund includes donations, revenue from member libraries, and payments from other library systems.

Funds from the Prairie Lakes (formerly Lakeshores) Library System (PLLS) contract are pass-through amounts that are paid by PLLS (with funds it receives from Racine and Walworth Counties) for access to and use of Waukesha County libraries by its citizens who live in non-libraried areas. Funding from PPLS will increase from $223,451 in 2026 to $262,383 in 2027, an increase of 17.4%.

Investment income is budgeted at $15,000 based on 2026 estimates.

The 210 Fund Balance at the end of 2025 was $711,988. The anticipated fund balance at the end of 2026 is $618,488 (assuming all projects fully expended and projected 2026 investment income). $126,220 is allocated for expenditures on projects in this 2027 budget. If all projects are completed and the funds are fully spent, the 210 Fund Balance at the end of 2027 with projected investment income would be $507,268 which is 24% of the 2027 annual state aid income (minimum 210 Fund Balance threshold is 20%).

Fund 215 – CAFÉ Funds and Accumulated Interest on those Funds

A separate fund was established for CAFÉ, the shared Integrated Library System (ILS) for member libraries. Revenues from member charges and most CAFÉ expenditures are included in this fund. CAFÉ's funding and governance were transferred to the library system on April 1, 2011.

In June of 2012, CAFÉ included all 16 libraries in Waukesha County. In December of 2015, the 8 libraries of Jefferson County were migrated into CAFÉ as a part of the process of forming the new two-county library system on January 1, 2016. No state aid is allocated to CAFÉ.

CAFÉ's established reserve fund is for future hardware and software upgrades/replacement, non-recurring improvements, and/or migration to another vendor's ILS. All CAFÉ libraries contribute annually to this fund through their membership fee. In 2025 research was done into the cost of a replacement ILS, and it was determined that for now, the portion of Café charges that member libraries put in to grow the reserve fund could be suspended, as the fund has enough reserves to purchase a replacement ILS. Every few years investigation should be done to see what inflation has done to the projected costs of replacement ILS software.

The total revenue from member libraries for Fund 215 for 2027 is $486,673. This is a decrease of $40,467 or -0.45% from 2026, due largely to transfer of the hosting fee and discovery layer to the Bridges 210 budget. Of note, in the 2026 budget there was a $2,366 decrease, or 0.45%, and in the 2025 budget there was a $49,893 decrease, or 8.4%, from 2023. Every effort has been made to keep Café Charges as low as possible for Member Libraries. While library system funding has had increases that allows taking on these additional charges, it is important to recognize that a decrease in system funding could result in member library charges increasing more suddenly in future years or cuts to other system services to maintain these newer charges.

There are $23,812 in Fund 215 Reserve Fund charges applied to the 2027 budget to assist in paying for the CAFÉ mobile app. This is a year-to-year budget relief initiative, depending on interest rate earnings, and member libraries should anticipate needing to work this expense back into their member library charges in future years should earned interest begin to not cover the costs.

Investment income is not budgeted for 2027, due to the plan to use interest for the CAFÉ app.

The CAFÉ Reserve Fund balance at the end of 2025 was $687,210. In 2026 there is one expenditure from the fund balance of around $24,000. Assuming the interest earned matches the cost of the app, the balance will remain flat. There is one Fund 215 Café Reserve Fund Balance project ($23,812) included in the 2027 budget. Assuming the interest earned matches the cost of the app, the balance will remain flat. If the interest is less than the cost of the app, the fund balance will drop as there are no sinking fund contributions to replenish it.

Waukesha County Library Tax Information – Fund 205

In August 2008, the Waukesha County Board adopted a new library tax levy distribution formula to take effect beginning with the 2009 budget year, based on the recommendations of a *Special Library Funding Distribution Formula Review Committee*. The Committee evaluated funding formula options with the major policy goals of fairness, stability, and clarity. This formula was modified by the County Board during the summer of 2011 based on recommendations of the Act 150 Planning Committee to incorporate interlibrary loans into the definition of crossover circulations. The 2016-2017 Act 150 Library Planning Committee recommended a minor modification in the way interlibrary loans are counted to better track how items are shared among libraries.

In 2021-2022, the Act 150 Library Planning Committee recommended a change in the definition of circulation in the County library collection and distribution formulas to count digital materials circulated along with physical materials. The digital usage of libraries has grown every year. Libraries are challenged to offer both traditional and digital formats with very tight local budget constraints. This change was recommended to reimburse libraries more fairly for service to residents living in municipalities without libraries.

In 2025-2026, the Act 150 Library Planning Committee introduced a new distribution formula designed to provide a base increase to all Waukesha County libraries based on 50% of the allowable costs increase, and providing any remaining surplus levy only to those libraries that are below their unadjusted distribution goal.

Waukesha County Code Chapter 11-4 specifies the revenue-generating portion of the funding formula. The Code specifies that the Library System is to calculate annually an allowable expenditure factor. The allowable expenditure factor is multiplied by the percentage of use by Waukesha County TNR residents. The data for the 2027 budget is shown below in Table 1.

Table 1. Waukesha County Library Tax Calculation

ESTIMATED 2026 LIBRARY TAX LEVY FOR 2027 BUDGET PURPOSES					
Category		**2025 for 2026 Budget Purposes**	**2026 for 2027 Budget Purposes**	**$ Change**	**% Change**
Expenditures (2 years prior)		$22,660,699	$23,343,557	$682,858	3.0%
Revenues (2 years prior)	-	$23,090,816	$23,911,166	$820,350	3.6%
Overage or (lapse) - 2 years prior		-$430,117	-$567,609	-$137,492	32.0%
Projected budget - year prior	+	$22,950,666	$24,042,303	$1,091,637	4.8%
Calculated allowable expenditures		$22,520,549	$23,474,694	$954,145	4.2%
Countywide TNR percent 2 years prior	x	20.938%	21.103%	N/A	0.8%
County levy (TNR % times allowable expenditures)		**$4,715,335**	**$4,953,816**	$238,481	5.1%
Intercounty Funding	+	$41,682	$37,534	-$4,148	-10.0%
Total		**$4,757,017**	**$4,991,350**	$234,333	4.9%

Waukesha County Code Chapter 11-8 specifies how the funds are distributed. The explanation of the new distribution formula is below.

Waukesha County Library Distribution Formula (for Waukesha County Libraries):

Step 1: Determine Initial Distribution — Increase the prior year distribution by the greater of 50% of the increase to allowable costs or up to the Act 150 minimum. This produces a library's preliminary distribution. If the sum of the preliminary distributions is greater than the library tax levy collected, this produces a revenue deficit. Decrease each library's distribution proportionate to the preliminary distribution amount (subject to Act 150 Minimums). This adjusted preliminary distribution is the final distribution to the libraries. If the sum of the preliminary distributions is less than the library tax levy, this produces a revenue surplus. This is allocated to libraries in Step 4.

Step 2: Determine Effort - Level of Outside Lending — Evaluate net lending efforts, including crossover borrowing, TNR circulations, and interlibrary loans. Libraries with positive net lending values are net lenders. Libraries with negative net lending values are net borrowers.

Step 3: Determine Unadjusted Distribution Goal — The unadjusted distribution goal is a library's Act 150 amount plus its proportion of excess revenue (library tax levy minus Act 150 amounts). Only libraries with positive net lending (determined in Step 2) receive an allocation of excess revenue. The allocation is based on the proportion of each library's positive circulation (excluding net borrowers), which is multiplied by the excess revenue available. This is then added to each library's Act 150 Minimum distribution to get the unadjusted distribution goal.

Step 4: Distributing Surplus Revenue for Final Distributions — The surplus revenue (calculated in Step 1) is allocated to libraries that have preliminary distributions that are less than it's unadjusted distribution goal. If a library's preliminary distribution is above its unadjusted distribution goal, it does not receive a surplus allocation.

Surplus revenue is distributed proportionately to a library's amount remaining to get to its unadjusted distribution goal. This is added to its preliminary distribution to calculate the final distribution.

The 2027 distribution of Waukesha County Library tax funds based on the application of the formula in Chapter 11-8 is shown in Table 2.

Table 2. Waukesha County Library Tax Distribution for Waukesha County Libraries

Library	Waukesha County 2026	Waukesha County 2027	$ Change 2026 to 2027	% Change 2026 to 2027
Big Bend	$37,116	$41,114	$3,998	10.77%
Brookfield	$300,145	$306,503	$6,358	2.12%
Butler	$30,825	$35,674	$4,849	15.73%
Delafield	$507,397	$574,952	$67,555	13.31%
Eagle	$23,854	$24,359	$505	2.12%
Elm Grove	$49,341	$50,386	$1,045	2.12%
Hartland	$361,229	$373,240	$12,011	3.33%
Men. Falls	$44,880	$45,831	$951	2.12%
Mukwonago	$599,848	$648,921	$49,073	8.18%
Muskego	$122,219	$124,808	$2,589	2.12%
New Berlin	$22,252	$28,620	$6,368	28.62%
North Lake	$118,016	$122,735	$4,719	4.00%
Oconomowoc	$401,157	$423,699	$22,542	5.62%
Pewaukee	$129,179	$135,263	$6,084	4.71%
Sussex	$685,686	$708,358	$22,672	3.31%
Waukesha	$1,282,191	$1,309,353	$27,162	2.12%
Total	**$4,715,335**	**$4,953,816**	$238,481	5.06%

Additional County Funding Information

Projected payments and charges to Bridges Library System member libraries for 2027 are shown in the tables below. Table 3 incorporates the county payments known for the member libraries. Libraries may receive additional funding from adjacent counties not shown in Table 3 below.

Table 3. Counties' Payments to Members of the Bridges Library System – 2027

Waukesha County Libraries	A	B	C
Library	**Waukesha Co. Payments to Libraries 2027**	**Prairie Lakes Library System Contract 2027**	**Jefferson Co. Payments to Libraries 2027**
Big Bend	$41,114	$2,966.26	$125
Brookfield	$306,503	$741.98	$223
Butler	$35,674	$16.20	$41
Delafield	$574,952	$1,599.83	$14,100
Eagle	$24,359	$9,681.54	$7,138
Elm Grove	$50,386	$21.19	$218
Hartland	$373,240	$16.22	$2,692
Menomonee Falls	$45,831	$808.75	$531
Mukwonago	$648,921	$115,882.40	$3,352
Muskego	$124,808	$120,433.45	$683
New Berlin	$28,620	$4,123.18	$275
North Lake	$122,735	$2,116.78	$6,215
Oconomowoc	$423,699	$134.71	$103,390
Pewaukee	$135,263	$98.17	$1,922
Sussex	$708,358	$86.58	$549
Waukesha	$1,309,353	$3,656.37	$5,413
Subtotal for Waukesha Co. Librarie	**$4,953,816**	**$262,383.60**	**$146,867**

Table 3: Counties' Payments to Members of the Bridges Library System – 2027 (Continued)

Jefferson County Libraries	A	B	C
Library	**Waukesha Co. Payments to Libraries 2027**	**Prairie Lakes Library System Contract 2027**	**Jefferson Co. Payments to Libraries 2027**
Fort Atkinson	$3,246	N/A	$315,359
Jefferson	$3,872	N/A	$144,380
Johnson Creek	$1,865	N/A	$60,414
Lake Mills	$393	N/A	$144,599
Palmyra	$3,843	N/A	$115,994
Waterloo	$520	N/A	$33,005
Watertown	$7,156	N/A	$265,698
Whitewater	$289	N/A	$51,694
Subtotal for Jefferson Co.	**$21,184**	**N/A**	**$1,220,819**

- Waukesha County funds (**Column A**) are paid to Waukesha County libraries according to the formula as specified in the Waukesha County Code (Chapter 11). Waukesha County also pays libraries in adjacent counties under the provisions of Wisconsin State Statute 43.12. The Jefferson County libraries are shown in the table above. Not shown in the table above are the payments made to libraries that are not in the Bridges Library System. In 2027, libraries in Washington County will also receive funding from Waukesha County in the total amount of $4,193 and the libraries in Prairie Lakes Library System (PLLS) will receive $6,717.86 as a part of the annual PLLS contract with Bridges Library System on behalf of Waukesha County.
- PLLS (**Column B**) funding is based on a longstanding contract between Bridges Library System (for Waukesha County) and PLLS (for Racine and Walworth Counties). The Jefferson County libraries request reimbursements directly from PLLS (for Walworth County circulations) and are not shown in the table above.
- Jefferson County payments (**Column C**) are paid to Jefferson County libraries according to a formula as specified by the Jefferson County Library Service Board on an annual basis. The payments to Waukesha County libraries are shown on the table above for informational purposes only. Jefferson County pays libraries directly—funds are not passed through the Bridges Library System. Not shown in the table above are the other libraries Jefferson County reimburses in Walworth, Dane, Rock, and Dodge Counties.

Bridges Library System Member Payments and Charges

Bridges Library System Grants – 2027

Library Improvement Grants - $72,000
This program is intended to support projects in areas of accessibility, inclusivity, technology, and marketing. Recognizing the varied and unique needs of individual libraries, this program offers flexibility for libraries to apply for grant funds in areas of most need. In 2027, this program budget remains $72,000.

Adult Public Program Grants - $12,000
This grant program helps member libraries provide high-quality, informational, cultural, and educational public programs for adults. These are non-competitive grants. Available funds will remain at $12,000. Libraries may use these funds independently or collaborate on a shared program or programs.

eContent Grants - $60,000
In previous years this grant was designated for Hoopla only, a service offering immediate eContent (eBooks, audiobooks, movies, music, television, and comic books) access on a pay per circulation basis. This offering began as a reserve fund project in 2020 and 2021. In 2022, $50,000 from the Bridges operating budget was designated to support access to Hoopla. In 2023, this amount was increased to $60,000 and in 2024 to $110,000. In the 2026 budget the amount was lowered to $60,000 and in 2027 that level will be maintained. While the immediate access to digital materials is very popular, and the growing usage and cost of this product is a concern for member libraries. Libraries are looking for more cost-effective ways of providing timely access to desirable digital materials. Funds will be distributed as grants to libraries based on service population. Table 4 details the grant allocations to each library for eContent.

Guided Accessibility Grants - $8,000
This program will provide $8,000 and offer guidance from the Bridges' Inclusive Services consultant to address small but impactful accessibility updates to libraries. This will utilize 210 Fund Balance dollars.

Table 4: Payment Schedule for Bridges Library System eContent Grants – 2027

Distributed using 2025 service population

Library	eContent Grant 2027
Big Bend	$ 265
Brookfield	$ 5,206
Butler	$ 207
Delafield	$ 2,354
Eagle	$ 701
Elm Grove	$ 765
Fort Atkinson	$ 2,453
Hartland	$ 2,002
Jefferson	$ 1,353
Johnson Creek	$ 619
Lake Mills	$ 1,199
Menomonee Falls	$ 4,820
Mukwonago	$ 2,481
Muskego	$ 3,093
New Berlin	$ 4,720
North Lake	$ 1,180
Oconomowoc	$ 3,462
Palmyra	$ 639
Pewaukee	$ 3,264
Sussex	$ 2,989
Waterloo	$ 522
Watertown	$ 3,557
Waukesha	$ 10,286
Whitewater	$ 1,863
Totals	**$60,000**

Bridges Library System Member Library Charges – 2027

Bridges Library System charges its member libraries fees for services, access, and products. The ability to broker a cooperative purchase on behalf of 24 libraries reduces individual library costs and expands access by providing the opportunity for all libraries to receive the benefit. Libraries are charged according to the percentage of their share in the formula, which is based on service area population. Service area population more accurately reflects a library's actual size and a four-year phase-in to transition from resident population to service area population was completed in 2018. It should be noted that service area population data is preliminary 2025 data—the latest available at the time of budget development.

The allocation between the libraries' collective share of the program costs and the library system's share varies depending on the program. See Table 5 below for detailed information.

Table 5: Fee Schedule for Bridges Library System Charges – 2027

	A	B	C	D	E
Libraries' Share of Program Costs	40%	100%	0%	64%	100%
Library	Shared Database Charges	Movie License Charges	E-Content Charges (WPLC Buying Pool)	Advantage Program Charges	CAFÉ Charges
Big Bend	$140	$48	N/A	$1,032	$2,914
Brookfield	$2,748	$938	N/A	$20,282	$36,428
Butler	$109	$37	N/A	$806	$4,371
Delafield	$1,242	$424	N/A	$9,170	$16,028
Eagle	$370	$126	N/A	$2,731	$7,286
Elm Grove	$404	$138	N/A	$2,980	$16,028
Fort Atkinson	$1,295	$442	N/A	$9,558	$17,485
Hartland	$1,057	$361	N/A	$7,800	$17,485
Jefferson	$714	$244	N/A	$5,271	$16,028
Johnson Creek	$326	$111	N/A	$2,410	$4,371
Lake Mills	$633	$216	N/A	$4,672	$11,657
Menomonee Falls	$2,544	$0	N/A	$18,778	$34,971

Table 5 continues on next page -

Table 5: Fee Schedule for Bridges Library System Charges – 2027 (Continued)

	A	B	C	D	E
Libraries' Share of Program Costs	40%	100%	0%	61%	100%
Library	Shared Database Charges	Movie License Charges	E-Content Charges (WPLC Buying Pool)	Advantage Program Charges	CAFÉ Charges
Mukwonago	$1,309	$447	N/A	$9,664	$24,771
Muskego	$1,632	$557	N/A	$12,050	$23,314
New Berlin	$2,491	$850	N/A	$18,390	$33,513
North Lake	$623	$0	N/A	$4,595	$11,657
Oconomowoc	$1,827	$623	N/A	$13,486	$21,587
Palmyra	$337	$0	N/A	$2,491	$7,286
Pewaukee	$1,723	$588	N/A	$12,716	$24,771
Sussex	$1,578	$0	N/A	$11,646	$29,142
Waterloo	$275	$0	N/A	$2,033	$10,200
Watertown	$1,878	$641	N/A	$13,860	$23,314
Waukesha	$5,429	$1,852	N/A	$40,074	$72,855
Whitewater	$983	$335	N/A	$7,257	$18,492
Totals	**$30,666**	**$8,977**	N/A	**$233,753**	**$486,673**

- Numbers in **Columns A and B** are payments made by libraries to the Bridges Library System for databases and movie performance rights. Movie performance rights is an optional program, 19 of 24 libraries have elected to participate in 2027. Databases charges are shared by all members; there is no option to opt out of participation as the service is provided to all citizens in the two counties. Members have the ability to assist in database selections.
- Prior to 2026 amounts in **Column C** reflected libraries paying 50% of the WPLC buying pool directly to WiLS acting as the fiscal agent for the Wisconsin Public Library Consortium (WPLC) that manages the Wisconsin Digital Library. Since 2026, the System pays 100% of the costs and libraries pay more into the Overdrive Advantage account.
- The amount in **Column D** will be paid by the libraries to Bridges Library System, which are then paid to OverDrive by the System. The library share is now 61%. Libraries elected to increase their 2027 contribution by 3% from $226,945 to $233,753 for the Advantage program. Bridges will maintain their operating budget contribution to $150,000 and also designate $100,000 (an increase of $50,000) from the 210 Fund Balance to support the final year of the Advantage and Lucky Day pilot project (Year 3).

Description of Significant Changes and Items of Note

Fund 205 – Waukesha County Library Tax

205 Revenues and Expenditures

<u>RC0156. Property Taxes</u>: The funding from Waukesha County for Waukesha County libraries is based on a formula prescribed in Waukesha County Code Chapter 11. The formula uses actual usage and costs in the previous year and budgeted amounts for the current year to calculate the budget for the following year. There is an overall increase from 2026 to 2027 in the amount of $238,481 or 5.1%. The increase is related to an increase in calculated allowable expenditures and an increase in the percentage of use by residents of non-library communities of both physical and digital materials. Digital circulation was added to the formula for the first time in the 2023 budget process. The portion of the County library tax used to reimburse Waukesha County libraries is budgeted at $4,953,816. The grand total county library tax is $4,991,350 and includes the inter-county library funding described below.

<u>SC10168. Library Contracts Intergovernmental</u>: The inter-county funding is decreased by 10% or $4,148. The 2027 budgeted amount of $37,534 reflects actual reimbursement requests received. Wisconsin Statute 43.12 requires payment to adjacent county libraries for their use by Waukesha County TNR residents.

Fund 210 – State and Other Revenue

210 Revenues

<u>RC0244. State and Federal Funding:</u> This budget incorporates the increase to state aid to library systems passed by the State Legislature. Bridges Library System state aid allocation for 2027 is $2,108,245 (a 4% increase).

<u>RC0087. Interdepartmental Revenue Miscellaneous</u>: The $3,000 in this account is excess revenue from prior years' patron e-commerce fees brought into the budget to offset bank fees for processing e-commerce transactions.

<u>RC0117. Library Services</u>: This account includes revenue from Prairie Lakes Library System (on behalf of Racine and Walworth Counties) in the amount of $223,451—an increase of 9.3% due to increased usage of Waukesha County libraries by residents of Walworth and Racine Counties.

Libraries are budgeted to fund 40% of the cost of databases and the library system to fund a 60% share. This account includes actual database revenue from member libraries in the amount of $31,666 (excludes Law Depot).

Revenue from libraries for the e-content Advantage Program will increase to $233,753. The System will maintain their operating budget contribution of $150,000 and also designate $100,000 in Fund 210 Fund Balance for this resource.

Revenue of $20,009 from area library systems that are a part of the SEWI Continuing Education program is also included in this account. This is an increase of $583 or 3% over 2026 charges. The increase supports the SEWI Libraries regional in-person opportunities, as well as consultant time.

Revenue from circulation receipt paper, miscellaneous circulation supplies, RFID new material and replacement tags, BookPage, Zoom Enterprise, movie licensing, and any other cooperative purchases is budgeted based on 2026 actuals. Revenue for the delivery to Waukesha County Technical College and Nashotah House is also included in the amount of $1,892. This is a decrease from 2025 due to the SCLS state delivery service dropping to four days a week from five days a week.

RC0105. Investment Income on County Held Assets: Interest earnings are projected annually. Interest is earned on the current fund balance. 2026 interest is budgeted at $15,000 based on 2026 projections.

RC0237. Fund Balance Appropriation: This budget includes $126,220 in revenue from the fund balance to assist with the following projects:

System Puzzle Tournament: $2,500
Overdrive Advantage/Lucky Day Collection: $100,000
Cataloging Intern: $6,000
LawDepot: $6,695
Guided Accessibility Grants: $8,000
Library Memory Project Strategic Planning: $3,025

210 Expenditures

<u>SC10306-SC10322. Personnel Costs:</u> Total personnel-related costs increased by 5%. The increase is due to the cost to continue for 6.25 FTE. This budget also includes potential merit-based adjustments for all employees. These increases may end up being lower than anticipated in benefit expenditures if plan changes occur. This account also includes the $6,000 for the temporary cataloging intern for records clean up (funded by Fund 210 fund balance).

<u>SC10034. Office Supplies</u>: Includes routine supplies including cleaning supplies and some cooperative purchases for libraries. There is offsetting revenue from charges to libraries for these purchases.

<u>SC10039. Promotional and Public Relations Supplies</u>: Funds in this category are for promotional items like brochures, outreach equipment, and system-wide promotional opportunities.

<u>SC10098. Miscellaneous Operating</u>: This account includes jail books, board meeting and trustee appreciation event expenses, Library Memory Project Family Day and Symposium supplies, WISCAT licenses, and technology purchases for libraries.

<u>SC10054. Natural Gas/Oil Heat:</u> This account is projected to increase based on current year's actuals.

<u>SC10086. Computer Equipment</u>: $2,100 has been allocated to update staff monitors and other technology equipment.

<u>SC10119. Rent – Building and Storage:</u> The rent on Bridges office space will be based with the three year lease agreement signed in 2025.

<u>SC10080. Books, Publications, Subscriptions</u>: This account includes costs associated with the purchase of full text databases, LibraryAware, LibraryCalendar, e-content purchased through WPLC, as well as costs associated with the OverDrive Advantage Program. With the growing demand for eContent, funds dedicated to OverDrive Advantage Program will be $483,753. This account also includes expenses for BoardEffect, website plugin costs, and Zoom Enterprise, as well as the BookPage subscription for libraries that are reimbursed to the library system at actual cost. To support the strategic goal of member library cost relief, the Hosting Fee of $43,901 and the $25,000 Discovery Layer, formerly Fund 215 Café expenses, have been moved to Fund 210.

<u>SC10207. Bank Fees</u>: This account is the bank fee associated with e-commerce. The estimated fee is $3,000. This is funded with revenue collected with the handling fee paid by patrons paying fines and fees with credit cards.

SC10175. Outside Printing: This account covers printing from vendors for system materials such as database rack cards, system scavenger hunt materials, and summer library coupons.

SC10180. Program Services: This account includes funding for all summer library program performers and movie licensing costs (which are reimbursed by member libraries). It also covers a new trial program that seeks to create a formal mentorship program for several library positions across the system's member libraries.

SC10169. Library Services: This account includes all grants to libraries, including Innovation, Improvement, eContent, Adult Programming, and the new Guided Accessibility grants. The resource library contract amount for professional collection materials is also included here.

SC10168. Library Contracts/Intergovernmental: This account includes the resource library contract, intersystem payment from Prairie Lakes Library System (pass-through funding), and delivery services. Local system delivery costs (through JOAT, LLC) has a small increase per the 2025 contract. The statewide delivery (through SCLC) has a small decrease (-1.17%) due to the service reducing from five days a week to four days a week. This service reduction is statewide.

SC10140. Contracted / Consulting Services: This account funds the WiscNet firewall service fee costs associated with BadgerNet, website support, and translation work. In 2027 this account also has funds set aside for anticipated strategic planning outcomes. The Library Memory Project Strategic Planning will also come out of this account (paid for with Fund 210 fund balance).

Fund 215 - CAFE

215 Revenues

<u>RC0117. Library Services</u>: This is the estimated revenue from member libraries to fund CAFÉ. Table 6 details the member libraries' CAFÉ costs.

<u>RC0105. Investment Income on County Held Assets:</u> Interest is earned on the current fund balance, but listed at $0 as member libraries have chosen to fund the CAFÉ mobile app with interest earnings.

<u>RC0237. Fund Balance Appropriation:</u> A $23,812 reserve fund balance project is planned in 2027 to cover the annual costs of the mobile app.

215 Expenditures

<u>SC10306-SC10322. Personnel Costs</u>: Covers the cost of the CAFÉ Automation Coordinator at 75% of the cost of salary and fringe benefits with the other 25% in Fund 210, the general operating budget. A cost-of-living adjustment and possible merit increases are included.

<u>SC10080. Books, Publications, Subscriptions:</u> Includes OCLC, Envisionware, most Polaris costs, (with the $25,000 Discovery Layer costs moved to Fund 210), quarterly authority update services, NCIP, API, and mobile app charges (app funded with Fund 215 Fund Balance). The Overdrive Integration fee and SSL certificate costs will be removed for 2027 as they are no longer necessary.

<u>SC10098. Miscellaneous Operating</u>: Expenditures for CAFÉ library cards.

<u>SC10168. Library Contracts/Intergovernmental</u>: Payments to Waukesha Public Library for the CAFÉ system administrator are included here.

<u>SC10140. Contracted / Consulting Services:</u> Costs associated with Innovative Interfaces, Inc. hosting solution for the Polaris Integrated Library System (ILS) were moved from CAFÉ Fund 215 to Fund 210, leaving no charges to this account in 2027.

Designated Reserves

Each year, any unspent funds become part of the Bridges Library System reserve funds. Two separate types of designations for the reserve funds have been identified by the Bridges Library System board:

Operating Reserves (210): Operating Reserves are intended to provide an internal source of funds for situations such as a sudden increase in expenses (e.g., retirement/separation payouts), one-time budgeted expenses (e.g., equipment/furniture replacement, repair/remodeling costs), unanticipated loss in funding, or uninsured losses. Operating Reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. Operating Reserves serve a dynamic role and will be reviewed and adjusted in responses to both internal and external changes each year. The target Operating Reserve Fund is set at a minimum of 20% of the library system's state aid allocation — or $421,649 (for 2027). The 2027 budget sets the Operating Reserve Fund amount at $507,268 (24%).

Opportunity Reserves (210): Once the Operating Reserves target is met, funds may be allocated for use to meet special targets of opportunity or needs that further the mission of the Library System which may or may not have specific expectations of incremental or long-term increased income or decreased costs. Reserve funds are not to be used to fund ongoing operational costs. The Opportunity Reserve is also intended as a source of internal funds for organizational and library capacity building such as staff development, collaborative partnerships, innovative technologies, pilot projects, and grants to member libraries. This budget allocates $126,220 for projects in 2027 using Opportunity Reserve Funds.

CAFÉ Reserve Funds (215): Member libraries have paid dues for equipment upgrades and an eventual migration to a new or enhanced automation system. The CAFÉ Reserve fund is designated and restricted for the purpose of expanding, enhancing, or replacing the Integrated Library System (ILS). This budget has allocated $23,812 from reserves for CAFÉ in 2027, utilizing the interest earned from the reserve funds to fund the CAFÉ mobile app. This will be analyzed year over year to determine future viability and may need to be incorporated back into CAFÉ member library charges if interest earnings don't match the cost of the app.

Budget Detail - Fund 210

FUND 210	2026 Adopted Budget	2026 Estimated	2027 Proposed Budget	2026 vs. 2027 Budget $ Change	2026 vs. 2027 Budget % Change
Revenues					
State and Federal Funding	$2,032,199	$2,032,199	$2,114,245	$82,046	4.0%
Library Services	$570,093	$570,093	$627,468	$57,375	10.1%
Interdepartmental Revenue - Miscellaneous	$3,000	$3,000	$3,000	$0	0.0%
General Donations	$1,000	$1,000	$1,000	$0	0.0%
Investment Income	$15,000	$15,000	$15,000	$0	0.0%
Fund Balance Appropriation	$108,500	$108,500	$126,220	$17,720	16.3%
Revenue Total	**$2,729,792**	**$2,729,792**	**$2,886,933**	**$157,141**	**5.8%**
Expenditures					
Salaries Full Time	$569,785	$567,536	$600,587	$30,802	5.4%
Temporary Extra Help	$5,568	$5,568	$5,568	$0	0.0%
Salaries Per Diem	$4,800	$4,800	$4,800	$0	0.0%
Employee Benefits - Health Insurance	$128,640	$128,332	$135,846	$7,206	5.6%
Employee Benefits - Dental Insurance	$6,192	$5,187	$5,058	-$1,134	-18.3%
Employee Benefits - Vision Insurance	$432	$556	$588	$156	36.1%
Employee Benefits - Life Insurance	$2,804	$2,788	$2,929	$125	4.5%
Employee Benefits - Post Employment Health	$3,420	$3,511	$3,445	$25	0.7%
Employee Benefits - Disability Insurance	$1,460	$1,450	$1,523	$63	4.3%
Employee Benefits - Social Security	$44,029	$43,859	$46,378	$2,349	5.3%
Employee Benefits - Wisconsin Retirement	$39,586	$39,441	$43,230	$3,644	9.2%
Total Personnel	**$806,716**	**$803,028**	**$849,952**	**$43,236**	**5.4%**

Budget Detail - Fund 210 (Continued)

FUND 210	2026 Adopted Budget	2026 Estimated	2027 Proposed Budget	2026 vs. 2027 Budget $ Change	2026 vs. 2027 Budget % Change
Office Supplies	$35,000	$35,000	$43,000	$8,000	22.9%
Postage	$100	$100	$100	$0	0.0%
Printing Supplies	$750	$750	$750	$0	0.0%
Promotional and Public Relations Supplies	$4,050	$4,050	$7,150	$3,100	76.5%
Miscellaneous Supplies	$0	$0	$0	$0	0.0%
Library Supplies	$40,050	$40,050	$18,600	-$21,450	-53.6%
Electricity	$2,300	$2,300	$3,000	$700	30.4%
Natural Gas/Oil Heat	$2,000	$2,000	$2,500	$500	25.0%
Water and Sewer	$560	$560	$650	$90	16.1%
Software Maintenance and Subscriptions	$1,860	$1,860	$2,050	$190	10.2%
Software User Licensing	$1,240	$1,240	$1,317	$77	6.2%
Books, Publications and Subscriptions	$813,989	$813,989	$917,116	$103,127	12.7%
Memberships Dues	$8,120	$8,120	$8,020	-$100	-1.2%
Mileage Reimbursement	$13,850	$13,850	$13,100	-$750	-5.4%
Travel Costs	$11,760	$11,760	$12,945	$1,185	10.1%
Training and Registration	$8,175	$8,175	$7,005	-$1,170	-14.3%
Computer Equipment	$8,352	$8,352	$2,400	-$5,952	-71.3%
Small Office Equipment and Furniture	$300	$300	$300	$0	0.0%
Small Equipment	$300	$300	$300	$0	0.0%
Telecom Equipment	$3,000	$3,000	$3,000	$0	0.0%
Data Processing Software Repair and Maintenance	$300	$300	$300	$0	0.0%
Rent - Building and Storage	$30,700	$30,700	$30,700	$0	0.0%
Miscellaneous Operating	$4,400	$4,400	$4,400	$0	0.0%
Bank Fees	$3,000	$3,000	$3,000	$0	0.0%
Contracted Roadway Maintenance	$75	$75	$75	$0	0.0%
Advertising	$0	$0	$0	$0	0.0%
Contracted / Consulting Services	$54,000	$54,000	$31,501	-$22,499	-41.7%
Financial	$2,125	$2,125	$2,189	$64	3.0%
Janitorial Services	$4,120	$4,120	$4,120	$0	0.0%
Legal Notices	$28,900	$28,900	$20,100	-$8,800	-30.4%
Library Contracts - Intergovernmental	$443,605	$443,605	$484,641	$41,036	9.3%
Library Services	$148,000	$148,000	$156,000	$8,000	5.4%
Managed Print Services	$65	$65	$65	$0	0.0%
Outside Printing	$13,100	$13,100	$14,250	$1,150	8.8%
Paralegal and Legal	$1,000	$1,000	$1,000	$0	0.0%
Program Services	$65,198	$64,198	$65,797	$599	0.9%
Waste Disposal Services	$1,000	$1,000	$1,100	$100	10.0%
General and Vehicle Liability Excess Insurance	$3,400	$3,400	$3,400	$0	0.0%
Total Operating Expenses	**$1,758,744**	**$1,757,744**	**$1,865,941**	**$107,197**	**6.1%**
Administrative Overhead	$115,930	$115,930	$119,410	$3,480	3.0%
Interdepartmental Charge - Computer Maint - Info Sys	$27,173	$27,173	$27,989	$816	3.0%
Interdepartmental Charge - Computer Replacement	$2,877	$2,877	$3,760	$883	30.7%
Interdepartmental Charge - Copier Replacement Charges	$1,647	$1,647	$1,871	$224	13.6%
Interdepartmental Charge - General/Vehicle Liability Ins	$9,496	$9,496	$10,319	$823	8.7%
Interdepartmental Charge - Microsoft Licensing	$3,049	$3,049	$3,277	$228	7.5%
Interdepartmental Charge - Postage	$0	$0	$0	$0	0.0%
Interdepartmental Charge - Property/Boiler Insurance	$113	$113	$121	$8	7.1%
Interdepartmental Charge - Surety Bonds & Crime	$46	$46	$50	$4	8.7%
Interdepartmental Charge - Telephone-Fixed	$1,785	$1,785	$2,136	$351	19.7%
Interdepartmental Charge - Workers Compensation	$2,216	$2,216	$2,107	-$109	-4.9%
Total Interdepartmental charges	**$164,332**	**$164,332**	**$171,040**	**$6,708**	**4.1%**
Grand Total Expenditures	**$2,729,792**	**$2,725,104**	**$2,886,933**	**$157,141**	**5.8%**

Budget Detail - Fund 215 (CAFÉ)

FUND 215	2026 Adopted Budget	2026 Estimated	2027 Proposed Budget	2026 vs. 2027 Budget $ Change	2026 vs. 2027 Budget % Change
Revenues					
Library Services	$533,440	$533,440	$492,973	-$40,467	-7.6%
Investment Income	$9,000	$9,000	$0	-$9,000	-100.0%
Fund Balance Appropriation	$24,000	$24,000	$23,812	-$188	-0.8%
Revenue Total	**$566,440**	**$566,440**	**$516,785**	**-$49,655**	**-8.8%**
Expenditures					
Salaries Full Time	$84,627	$84,346	$89,123	$4,496	5.3%
Employee Benefits - Health Insurance	$20,784	$20,788	$22,800	$2,016	9.7%
Employee Benefits - Dental Insurance	$840	$844	$844	$4	0.5%
Employee Benefits - Vision Insurance	$96	$92	$92	-$4	-4.2%
Employee Benefits - Life Insurance	$432	$431	$459	$27	6.3%
Employee Benefits - Post Employment Health	$408	$416	$416	$8	2.0%
Employee Benefits - Disability Insurance	$211	$211	$224	$13	6.2%
Employee Benefits - Social Security	$6,476	$6,454	$6,824	$348	5.4%
Employee Benefits - Wisconsin Retirement	$5,878	$5,866	$6,416	$538	9.2%
Total Personnel	**$119,752**	**$119,448**	**$127,198**	**$7,446**	6.2%
Books, Publications and Subscriptions	$266,661	$266,661	$253,316	-$13,345	-5.0%
Memberships Dues	$500	$500	$790	$290	58.0%
Mileage Reimbursement	$1,000	$1,000	$1,000	$0	0.0%
Travel Costs	$1,500	$1,500	$1,500	$0	0.0%
Training and Registration	$700	$700	$700	$0	0.0%
Data Processing Software Repair and Maintenance	$0	$0	$0	$0	0.0%
Rent - Building and Storage	$3,011	$3,011	$3,011	$0	0.0%
Miscellaneous Operating	$6,300	$6,300	$6,300	$0	0.0%
Contracted / Consulting Services	$41,408	$41,408	$0	-$41,408	-100.0%
Library Contracts - Intergovernmental	$119,481	$119,481	$122,970	$3,489	2.9%
Total Operating Expenses	$440,561	$440,561	$389,587	($50,974)	-11.6%
Grand Total Expenditures	**$560,313**	**$560,009**	**$516,785**	**($43,528)**	-7.8%
Revenue over (under) expenditures	**$6,127**	**$6,431**	**$0**	**N/A**	**N/A**

Table 6. CAFÉ Charges– Library Detail for 2027 – (Waukesha County Libraries)

			Big Bend	Brookfield	Butler	Delafield	Eagle	Elm Grove
# Licenses (per library) for 2027	**2027**	**Bridges or**	2	25	3	11	5	11
	Budget	**Fund Bal. Amt**						
Polaris/Innovative Annual Fee (software/licenses)	$132,832		$795	$9,943	$1,193	$4,375	$1,989	$4,375
Vega Disovery Layer	$0	$25,000	$0	$0	$0	$0	$0	$0
Syndetics Unbound Subscription	$0		$0	$0	$0	$0	$0	$0
Administrative costs	$257,169		$1,540	$19,249	$2,310	$8,470	$3,850	$8,470
Central Site Equipment Upgrade/Replacement	$0		$0	$0	$0	$0	$0	$0
Hosting Fee	$0	$43,901	$0	$0	$0	$0	$0	$0
OCLC	$49,909		$299	$3,736	$448	$1,644	$747	$1,644
Central Site Software Replacement	$0		$0	$0	$0	$0	$0	$0
Envsionware e-commerce fees	$3,460		$21	$259	$31	$114	$52	$114
NCIP annual fee	$5,979		$36	$448	$54	$197	$90	$197
API License	$11,210		$67	$839	$101	$369	$168	$369
Mobile App	$0	$23,812	$0	$0	$0	$0	$0	$0
SSL Certification	$0		$0	$0	$0	$0	$0	$0
Authority Quarterly Updates Service	$2,860		$17	$214	$26	$94	$43	$94
Current Cataloging Service	$2,400		$14	$180	$22	$79	$36	$79
Unique (Message Bee - text notification)	$20,354		$122	$1,524	$183	$670	$305	$670
Prairie Lakes Bibiliographic Improvement	$500		$3	$37	$4	$16	$7	$16
Overdrive Integration License	$0		$0	$0	$0	$0	$0	$0
Shared costs TOTAL	$486,673		$2,914	$36,428	$4,371	$16,028	$7,286	$16,028
Cost per license	$1,457							
			Big Bend	Brookfield	Butler	Delafield	Eagle	Elm Grove
TOTAL 2027 Costs and Billings	$486,673		$2,914	$36,428	$4,371	$16,028	$7,286	$16,028

			Hartland	M Falls	Mukwonago	Muskego	New Berlin	North Lake
# Licenses (per library) for 2027	**2027**	**Bridges or**	12	24	17	16	23	8
	Budget	**Fund Bal. Amt**						
Polaris/Innovative Annual Fee (software/licenses)	$132,832		$4,772	$9,545	$6,761	$6,363	$9,147	$3,182
Vega Disovery Layer	$0	$25,000	$0	$0	$0	$0	$0	$0
Syndetics Unbound Subscription	$0		$0	$0	$0	$0	$0	$0
Administrative costs	$257,169		$9,240	$18,479	$13,089	$12,319	$17,709	$6,160
Central Site Equipment Upgrade/Replacement	$0		$0	$0	$0	$0	$0	$0
Hosting Fee	$0	$43,901	$0	$0	$0	$0	$0	$0
OCLC	$49,909		$1,793	$3,586	$2,540	$2,391	$3,437	$1,195
Central Site Software Replacement	$0		$0	$0	$0	$0	$0	$0
Envsionware e-commerce fees	$3,460		$124	$249	$176	$166	$238	$83
NCIP annual fee	$5,979		$215	$430	$304	$286	$412	$143
API License	$11,210		$403	$806	$571	$537	$772	$269
Mobile App	$0	$23,812	$0	$0	$0	$0	$0	$0
SSL Certification	$0		$0	$0	$0	$0	$0	$0
Authority Quarterly Updates Service	$2,860		$103	$206	$146	$137	$197	$69
Current Cataloging Service	$2,400		$86	$172	$122	$115	$165	$57
Unique (Message Bee - text notification)	$20,354		$731	$1,463	$1,036	$975	$1,402	$488
Prairie Lakes Bibiliographic Improvement	$500		$18	$36	$25	$24	$34	$12
Overdrive Integration License	$0		$0	$0	$0	$0	$0	$0
Shared costs TOTAL	$486,673		$17,485	$34,971	$24,771	$23,314	$33,513	$11,657
Cost per license	$1,457							
			Hartland	M Falls	Mukwonago	Muskego	New Berlin	North Lake
TOTAL 2027 Costs and Billings	$486,673		$17,485	$34,971	$24,771	$23,314	$33,513	$11,657

Table 6. **CAFÉ Charges – Library Detail for 2027 – (Waukesha Co. Libraries cont.)**

			Oconomowoc	Pewaukee	Sussex	Waukesha
# Licenses (per library) for 2027	**2027**	**Bridges or**	15	17	20	50
	Budget	**Fund Bal. Amt**				
Polaris/Innovative Annual Fee (software/licenses)	$132,832		$5,966	$6,761	$7,954	$19,885
Vega Disovery Layer	$0	$25,000	$0	$0	$0	$0
Syndetics Unbound Subscription	$0		$0	$0	$0	$0
Administrative costs	$257,169		$11,550	$13,089	$15,399	$38,498
Central Site Equipment Upgrade/Replacement	$0		$0	$0	$0	$0
Hosting Fee	$0	$43,901	$0	$0	$0	$0
OCLC	$49,909		$2,241	$2,540	$2,989	$7,471
Central Site Software Replacement	$0		$0	$0	$0	$0
Envsionware e-commerce fees	$3,460		$155	$176	$207	$518
NCIP annual fee	$5,979		$269	$304	$358	$895
API License	$11,210		$503	$571	$671	$1,678
Mobile App	$0	$23,812	$0	$0	$0	$0
SSL Certification	$0		$0	$0	$0	$0
Authority Quarterly Updates Service	$2,860		$128	$146	$171	$428
Current Cataloging Service	$2,400		$108	$122	$144	$359
Unique (Message Bee - text notification)	$20,354		$914	$1,036	$1,219	$3,047
Prairie Lakes Bibiliographic Improvement	$500		$22	$25	$30	$75
Overdrive Integration License	$0		$0	$0	$0	$0
Shared costs TOTAL	$486,673		$21,857	$24,771	$29,142	$72,855
Cost per license	$1,457					
			Oconomowoc	Pewaukee	Sussex	Waukesha
TOTAL 2027 Costs and Billings	$486,673		$21,857	$24,771	$29,142	$72,855

Table 6. CAFÉ Charges– Library Detail for 2027– (Jefferson County Libraries)

			Fort	Jefferson	J Creek	Lake Mills
# Licenses (per library) for 2027	**2027**	**Bridges or**	12	11	3	8
	Budget	**Fund Bal. Amt**				
Polaris/Innovative Annual Fee (software/licenses)	$132,832		$4,772	$4,375	$1,193	$3,182
Vega Disovery Layer	$0	$25,000	$0	$0	$0	$0
Syndetics Unbound Subscription	$0		$0	$0	$0	$0
Administrative costs	$257,169		$9,240	$8,470	$2,310	$6,160
Central Site Equipment Upgrade/Replacement	$0		$0	$0	$0	$0
Hosting Fee	$0	$43,901	$0	$0	$0	$0
OCLC	$49,909		$1,793	$1,644	$448	$1,195
Central Site Software Replacement	$0		$0	$0	$0	$0
Envsionware e-commerce fees	$3,460		$124	$114	$31	$83
NCIP annual fee	$5,979		$215	$197	$54	$143
API License	$11,210		$403	$369	$101	$269
Mobile App	$0	$23,812	$0	$0	$0	$0
SSL Certification	$0		$0	$0	$0	$0
Authority Quarterly Updates Service	$2,860		$103	$94	$26	$69
Current Cataloging Service	$2,400		$86	$79	$22	$57
Unique (Message Bee - text notification)	$20,354		$731	$670	$183	$488
Prairie Lakes Bibiliographic Improvement	$500		$18	$16	$4	$12
Overdrive Integration License	$0		$0	$0	$0	$0
Shared costs TOTAL	$486,673		$17,485	$16,028	$4,371	$11,657
Cost per license	$1,457					
			Fort	Jefferson	J Creek	LakeMills
TOTAL 2027 Costs and Billings	$486,673		$17,485	$16,028	$4,371	$11,657

			Palmyra	Waterloo	Watertown	Whitewater
# Licenses (per library) for 2027	**2027**	**Bridges or**	5	7	16	13
	Budget	**Fund Bal. Amt**				
Polaris/Innovative Annual Fee (software/licenses)	$132,832		$1,989	$2,784	$6,363	$5,170
Vega Disovery Layer	$0	$25,000	$0	$0	$0	$0
Syndetics Unbound Subscription	$0		$0	$0	$0	$0
Administrative costs	$257,169		$3,850	$5,390	$12,319	$10,010
Central Site Equipment Upgrade/Replacement	$0		$0	$0	$0	$0
Hosting Fee	$0	$43,901	$0	$0	$0	$0
OCLC	$49,909		$747	$1,046	$2,391	$1,943
Central Site Software Replacement	$0		$0	$0	$0	$0
Envsionware e-commerce fees	$3,460		$52	$73	$166	$135
NCIP annual fee	$5,979		$90	$125	$286	$233
API License	$11,210		$168	$235	$537	$436
Mobile App	$0	$23,812	$0	$0	$0	$0
SSL Certification	$0		$0	$0	$0	$0
Authority Quarterly Updates Service	$2,860		$43	$60	$137	$111
Current Cataloging Service	$2,400		$36	$50	$115	$93
Unique (Message Bee - text notification)	$20,354		$305	$427	$975	$792
Prairie Lakes Bibiliographic Improvement	$500		$7	$10	$24	$19
Overdrive Integration License	$0		$0	$0	$0	$0
Shared costs TOTAL	$486,673		$7,286	$10,200	$23,314	$18,942
Cost per license	$1,457					
			Palmyra	Waterloo	Watertown	Whitewater
TOTAL 2027 Costs and Billings	$486,673		$7,286	$10,200	$23,314	$18,942

Assistant Director Report
Sarah French
July 2026

- Month of June Online Statistics:
  - Website visits: 4,625
  - Facebook: 53.4K views; 434 content interactions; 32 new follows
  - Instagram: 3.6K views; 178 content interactions; 6 new follows
  - Top content for June: FOTL paperback sale; Girl Scouts new Free Little Library, and Blood Pressure monitor post (all over 3K views).

- I was a panelist for "Building Successful Student Internships: Lessons from the Recollection Wisconsin Digitization Initiative" with WiLS on Friday, June 12. The postcard collection that our student intern, Magnolia, digitized is now available here: https://content.mpl.org/digital/collection/WPL. We will be adding this to our website and hopefully working with interns in the future to continue digitization of more items from our local historical collection.

- The new self-checkout station has been installed.

- Wrote the following procedures:
  - Whitewater Room and Wisconsin Collection Shelving

Collection Development:

- Nonfiction: weeded and analyzed 700-750
- Library of Things: more space has been added to the Library of Things area because we moved the holds to be closer to the self checkout. This will help us highlight and expand this collection.

Programs and Outreach:

- 6/11: Nurture Your Energy: Guided Journaling and Tarot w/Katy Wimer (13)
- 6/12: Books & Blooms (4)
- 6/12: Fiber Friday (4)
- 6/13: TED Democracy Livestream (0)
- 6/16: Born Learning Trail Meetup (32)
- 6/16: Garden Club (10)
- 6/19: Books & Blooms (4)
- 6/29: Garden Club (2)
- 7/6: Kids' take & makes (60)
- 7/9: Outreach at Savory Sounds 1st Brigade Band concert in partnership with the Whitewater Arts Alliance and Studio84. Continuing collaborative art project in library's atrium soon.
- 7/10: Books and Blooms (5)
- 7/10: Fiber Friday (5)
- 7/11: Family Jams with Noelle Larson (18)
- Book a Librarian (2)

Adult Summer Reading Program Statistics:

Week 1: 30 entries, 20 participants

Week 2: 103 entries, 36 participants

Week 3: 103 entries, 42 participants

Week 4: 55 entries, 25 participants

Week 5: 119 entries, 51 participants

Upcoming Programs and Outreach:

- Ongoing, select Fridays: Books & Blooms
- Ongoing, select Mondays and Tuesdays: Garden Club
- Ongoing, monthly Fiber Fridays
- 8/20: Multi-Gen Family Finanzas (en espanol with FCCU)
- 8/22: Family Jams with Noelle Larson
- 8/27: Somatic Prescence with Katy Daixon Wimer
- Art classes with UW-W students monthly September-December

Meetings:

- Weekly management meetings
- 6/10: WLA Sustainability SIG meeting
- 6/15: Library board meeting
- 6/30: Jeremiah (City Finance) and Diane
- 7/7: Emma L from UW-W (program planning)
- 7/8: Fall program planning meeting with Deana and Hunter
- 7/14: Board meeting prep with Diane and Kelly
- 7/14: ALA Library Leaders and Managers Interest Group

Professional Development:

- Budgeting for Libraries, UW-Madison iSchool CE course (in progress)
- Collaborating for Community Success: Building and Leveraging Your Municipal Relationships webinar with DPI, UW-Extension Local Government Education and IFLS.

Youth Services Report

July 2026

Collection Management

Materials ordered	**0**
Books cataloged	**0**
Materials Weeded	**0**
Materials Reorganized	**0**

Programs/Services

Program Name	**Participation**
Veggie Garden Scavenger Hunt	**106**
Plant Some Lettuce	**31**
Brag Tag Visits Week #1	**119**
Brag Tag Visits Week #2	**85**
Brag Tag Visits Week #3	**79**
Brag Tag Visits Week #4	**48**
1000 Books before Kindergarten	**4**
Mark Hayward: Yo-Yo Guy	**87**
Teen Karaoke	**6**
Storytime	**8**
Unlazy River/Beach Coloring Party	**0**
Teen Terrariums	**4**
Storytime	**14**
Seed Art	**7**
Wildlife in Need	**20**

Artist Trading Cards	**0**
Storytime	**12**
Dino-Ramas	**23**
Land Ho! Sea Shanty Music & Movement for Families	**18**
Bling a Book Cover	**4**
Teen Volunteers Trained	**11**
Teen Volunteer Hours	**38**
Reference Questions/Technology Assistance Provided	**12**

Outreach

Event	**Visitors**
Washington Elementary Summer Reading Visit	**281**
Lakeview Elementary Summer Reading Visit	**191**
Reading Under the Lights	**96**

Meetings and Trainings

6/3	Management meeting
6/5	All staff meeting
6/10	Management meeting
6/17	Management meeting
6/23	One-on-one with Director
6/24	Management meeting

Programming & Makerspace Librarian Report

Hunter Swanson

July 2026

Program Statistics

- Make Your Own Playdough – 6/15 – 40 patrons
- Makerspace 101: 3D Printing – 6/16 – 7 patrons
- Super Smash Bros Tournament – 6/17 – 13 patrons
- Tactics of Writing a Horror Story – 6/18 – 10 patrons
- Nostalgia Night: 1970s – 6/22 – 5 patrons
- Makerspace 101: Cricut – 6/23 – 7 patrons
- Pollinators and Your Garden – 6/25 – 5 patrons
- Adult D&D – 6/26 – 3 patrons
- Book Binding – 7/2 – 19 patrons
- Monday Magic Draft – 7/6 – 5 patrons
- Intro to D&D – 7/7 – 2 patrons
- Teen D&D – 7/8 – 4 patrons
- Macrame Coasters – 7/9 – 15 patrons
- Nostalgia Night: 1980s – 7/13 – 6 patrons
- Makerspace 101: 3D Printing – 7/14 – 9 patrons

Upcoming Programs:

- Makerspace 101: Cricut (repeating) - monthly
- Makerspace 101: 3D Printer (repeating) – monthly
- Line Dancing – 7/16
- Sip & Paint – 7/23
- Puzzle Race – 7/28
- Sea Glass Suncatchers – 7/30
- Monday Magic Draft – 8/3
- Intro to D&D – 8/4
- Nostalgia Night: 1990s – 8/10
- Teen D&D – 8/12
- Sugar Cookie Studio – 8/19, 8/20
- Adult D&D – 8/31

Meetings:

- Staff Meeting – 6/17
- Staff Meeting – 6/24
- Cricut Training – 6/25
- Staff Meeting – 7/1
- Cricut Training – 7/6
- Staff Meeting – 7/8

- 3D Print Training – 7/9
- NASA IMAP Outreach Meeting – 7/13
- Centering Makers' Values PLA Webinar – 7/14
- Cricut Training – 7/14
- Photo Slide Conversion – 7/15

Other Updates:

- Fall programming development is underway and should be finalized by mid-August
- Podcasting equipment is almost ready for circulation

Bridges Library System Staff Reports
July 2026

Brittany Larson – Library System Director

2027 Budget: June and early July have been very busy. I am in the midst of finalizing the first draft of the 2027 Bridges budget, member library charges, county funding formulas for Waukesha and Jefferson County, and adjacent county reimbursements. I will then shift focus to the budget presentation portion of this process for both counties which will run from now through early Fall.

County Updates: I presented to the Finance and Executive Committees of Waukesha County to approve the acceptance of the federal LSTA Wisegrant (which the Bridges Board approved earlier this year). These dollars will help offset digital accessibility costs like our website redesign and accessibility updates to the member library virtual tours.

State Updates: It is time to start planning the next state biennial budget proposal for public library systems. I am working with other system directors to start this process alongside the 2027 budget planning process.

Consulting: I held 29 consulting appointments on library administration in the month of June.

Database Management Librarian Search: At the time of this report the search is ongoing.

Mellanie Mercier – Automation Coordinator & Assistant Director

Polaris upgrade: On Tuesday morning, August 25th, there will be an upgrade to the Polaris software. This will result in Café being down all morning. Some of the enhancements coming to the LEAP interface are: the ability to open multiple records in their own tabs, sorting by multiple columns on result screens, automatic patron aging (i.e. child to adult by birthdate), reason for canceled holds by staff, 4k BluRay type of material, the ability to create additional type of materials and find tool enhancements.

Kelly Nelson – Coordinator of Library Development

Library Visits – I visited the Pewaukee Library in June to share what I've been doing and ask about potential professional development needs.

Community Outreach – Angela and I staffed a table for Bridges at the United Way Read Under the Lights event at UW-Whitewater. This event was free for families to attend and offered free books, dinner, and story times. We chatted with attendees about our libraries and were encouraged to see such a great turnout supporting the love of reading.

Angela Meyers and Kelly Nelson staffing a booth representing Bridges at the United Way Reading Under the Lights event at UW-Whitewater.

Emily and I staffed the Bridges table at the Waukesha County Employee Health and Wellness Fair. We had the opportunity to chat with employees about our libraries and what they offer.

Collaborating for Community Success Webinar – I was scheduled to help a fellow continuing education colleague as a backup on a webinar about library and municipal partnerships. At the last minute, I ended up standing in for her as the host. I was happy to moderate this session and was encouraged to see a good number of participants with thoughtful questions.

Save the Date! Trustee Appreciation Event – It's never too early to put the Trustee Appreciation Event on your calendar! Please mark Tuesday, September 29, 6-8 pm at Retzer Nature Center. We'll serve refreshments and then watch a planetarium show!

Upcoming 2026 Events

- SEWI Libraries Director Retreat – Friday, August 7, 9 am – 4 pm, Franklin Public Library
- Trustee Training Week – Monday, August 10 – Thursday, August 13, Registration is now open for this free virtual conference. Register for each session individually. All sessions will be recorded.
    - Wisconsin Library Law – Monday, August 10, 12 - 1 pm, Presented by Kris Turner
    - What You Need to Know about AI and Libraries – Tuesday, August 11, 12 - 1 pm, Presented by Crystal Trice
    - Board Documents 101 – Wednesday, August 12, 12 – 1 pm, Presented by Laura Meade
    - All Playing in the Same Orchestra: Collaborating for Community Success – Thursday, August 13, 12 – 1 pm, Presented by Kami Lynch and Teresa Schmidt

Professional Development

- Lead the Way Virtual Conference
- Designing Accessible Slide Decks (Webinar)
- Brief, But Descriptive Writing Effective Alt Text (Webinar)
- Beyond the Dewey: Nonfiction Readers' Advisory for Library Staff (Webinar)

Angela Meyers – Coordinator of Youth and Inclusive Services

Youth Services

Summer is the busiest season for libraries, and I have been visiting sites hosting Bridges sponsored summer performers. So far, I have attended Mark Hayward, the Yo-Yo Guy, in Whitewater; Dungeons & Dragons (D&D) in Eagle; and Boba Mixology in Delafield. Libraries are reporting strong attendance in the first weeks of summer, and patrons are enjoying the shows and workshops Bridges has booked.

Participants pose with custom crafted boba drink

Bridges Library System was also invited to host a table at Reading Under the Lights in Whitewater, a family event featuring free activities and reading stations on the football field at the University of Wisconsin–Whitewater. Kelly Nelson and I spoke with more than 130 attendees about library resources and their favorite books.

Inclusive Services

Alice Baker Memorial Library in Eagle held its annual *Hug a Horse Memory Café* at Horse Power Healing Center on June 16. More than 40 Library Memory Project participants attended, along with an ADRC Dementia Care Specialist from Waukesha County. The event provided a valuable opportunity for connection with animals, nature, and each other.

Participant greets a donkey at the Hug a Horse Memory Café

Professional Development

I completed the final workshops in Waukesha County's Standards of Service Excellence (SOSE) program, including Mastering the Work & Home Juggle, Rolling with Change in the Workplace, and 12 Strategies for Dealing with Difficult People.

Emily Heller – Public Communications Coordinator

Tracks in the Stacks Bigfoot Hunt

We have tallied over 1,330 interactions in June so far for people participating in the Bigfoot Hunt. We look forward to more hunters in July!

Muskego Public Library's Bigfoot display.

Delafield Public Library shared this from a patron:

> "Every summer we participate in the Bridges challenge that takes us to all the libraries in the area and that is always a highlight for my kids they look forward to it every year getting to explore all the different libraries."
>
> - Krista H.

New Berlin Public Library staff shared this:

> "We featured our "Library of Things" collection and within an hour of creating the display, 7 of those items were checked out. We currently have 137 raffle entries. Patrons are delighted to learn about/see all the "Library Things" we have to offer!"

Outreach

Kelly, Mellanie and I staffed our table in shifts at the Waukesha County Employee Wellness Fair on June 25. We shared information on the many services libraries provide with a special focus on 1 card, 24 locations, Libby app, and the Consumer Reports database.

Our pickle-shaped and vintage catalog card-shaped *Jinkies* glasses cloths were the most popular giveaway items. The County reported that were 190 employees in attendance this year that turned in their prize form.

Statewide Marketing Cohort

We group designed some additional stickers to help promote Library Card Sign-up Month in September. Bridges and Milwaukee will do a joint order later this month to reduce the cost of the stickers.

In the news:

- How to stay cool in extreme heat: Waukesha Freeman Article
- What's on Tap Interview with Brookfield Public Library: Spotlight Interview with Sandy Maxx
- Hunt for Bigfoot with Bridges Library System: Waukesha Freeman Article

News Archives

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

- Marketing Magic:
  - June 26: 59.76% Open Rate
  - June 5: 51.22% Open Rate
  - May 15: 61.45% Open Rate
- Monthly Bridges:
  - June 5: 49.86% Open Rate
  - May 15: 44.42% Open Rate
- Monthly Legislators:
  - June: Legislators – 16.67% Open Rate / Staff – 33.33% Open Rate
  - May: Legislators – 27.78% Open Rate / Staff - 38.89% Open Rate