



Library Board of Trustees

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

Monday, October 20, 2025- 6:30 PM

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

Please click the link below to join the webinar:

Join Zoom Meeting:

<https://us02web.zoom.us/j/87195021449?pwd=Qsc6P46bSnEtf2sk9PxW2hGDtBIUmU.1>

Meeting ID: 871 9502 1449

Passcode: z6ZZaDE9

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

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

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

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

CONSENT AGENDA

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

1. Approval of the minutes of the September 15, 2025 meeting
- [2.](#) Approval of the minutes of the October 6, 2025 special meeting
- [3.](#) Approval of Payment of Invoices for September 2025
- [4.](#) Acknowledgement of Receipt of September 2025 Statistical report
- [5.](#) Acknowledgement of Receipt of Financial reports
6. Acknowledgement of Receipt of September 2025 Treasurer's reports

HEARING OF CITIZEN COMMENTS

No formal Board action will be taken during this meeting although issues raised may become a part of a

future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Board discusses that particular item.

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

OLD BUSINESS

- 7. Library Building Project general update
- 8. Discussion and action concerning the library's new logo design
- HYPERLINK "appISf3421b79494249719bd6c7efeb5d1a9a" 9. [Review and approval of the Social Media Policy](#)

NEW BUSINESS

- 10. [Discussion and possible action of the Meeting and Study Room Policy](#)
- 11. [Discussion and possible action concerning a new Strategic Plan](#)
- 12. [Review and approval of the 2026 Annual Addendum to the Bridges Library System Member Library & CAFÉ Agreements, signed by the Bridges Library System Board](#)

CONSIDERATIONS / DISCUSSIONS / REPORTS

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

FUTURE AGENDA ITEMS

CONFIRMATION OF NEXT MEETING

ADJOURNMENT

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



Library Board of Trustees

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

Monday, September 15, 2025- 6:30 PM

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<https://us02web.zoom.us/j/81666861728?pwd=dZYqXcUkiFaLckPIYENMLRutSknO2t.1>

Meeting ID: 816 6686 1728

Passcode: p8EmnR3W

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

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MINUTES

CALL TO ORDER at 6:31pm

ROLL CALL

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

Not Present: Camden Harlan

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

Others Present: Jared Olk and Mera Schaller from Miron Construction, Marisa Urbina from Studio GC

APPROVAL OF AGENDA

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- **Jennifer Motszko moved, Steven Sahyun seconded the motion, the motion passed unanimously.**

CONSENT AGENDA

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

1. Approval of the minutes of the August 18, 2025 meeting
2. Approval of Payment of Invoices for August 2025
3. Acknowledgement of Receipt of August 2025 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of August 2025 Treasurer's reports

Doug Anderson moved, Elizabeth Miller seconded the motion, unanimous yes

HEARING OF CITIZEN COMMENTS

No formal Committee 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 Committee discusses that particular item.

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- No citizen comments were voiced at this meeting.

OLD BUSINESS

6. Library Building Project general update

(Diane Jaroch, Director) Painting is mostly done, cabinets going in, some toilets went in to the public restrooms today!

(Sarah French, Assistant Director)

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

(Diane Jaroch, Director)

(Sarah French, Assistant Director)

NEW BUSINESS

8. Update Oaths of Office
9. Discussion and possible action in the allocation of recent donation

(Sarah French, Assistant Director)

Edward Jones called, a patron passed away and left a \$97,000 donation to the library, the deceased patron did not want a public announcement made about the donation.

Steven Sahyun brought up that we could consider making it into an endowment, where it could be used in perpetuity, it becomes a continual gift. It's large enough that it could be split half and half: half to endowment, half to building project. We could look into what type of return the endowment could get. Diane asked if we still have our original endowment fund. Jennifer said we do not. Sarah said endowments are typically run through a foundation, and there used to be a foundation, but it no longer exists. We don't believe the "Friends of the Library" could run the foundation.

Doug Anderson motioned to take the gift and place it into the money market account with American Deposit Management and explore opportunities to put some of the gift into an endowment. Elizabeth Miller seconded, and the motion passed unanimously.

10. Discussion and possible action to modify the AIA construction project contract

Marisa Urbina shared the construction project cost document. In 2023, project cost of \$6 million was the target. In July 2025, Studio GC presented a document, DSPS, installation of additional sprinklers and combustible protection systems. Drywall work, removing random plywood and 2x4's, amounted to delay in construction (additional work to be done within sequencing).

Steven Sahyun moved to allow modifications via change order to the AIA A101 contract between owner and contractor to extend the construction completion date to Friday, November 21, 2025. The motion was seconded by Doug Anderson and unanimously carried.

Doug Anderson motioned to allow modifications via change order to the AIA A101 contract between owner and contractor to extend the contract sum to an additional amount not-to-exceed \$175,000. Steven Sahyun seconded the motion, the motion passed unanimously.

11. Review and approval of the Social Media Policy

Diane and Sarah will send the policy to the City of Whitewater's attorney for review, and we will vote on approval at an upcoming meeting.

CONSIDERATIONS / DISCUSSIONS / REPORTS

12. Library Director's report (*Diane Jaroch, Director*)

New Trustees signed Oaths of Office

Diane will be attending the Jefferson County Budget meeting this coming Wednesday.

Opt-in library card project with WUSD had 1,119 opt-ins! Library cards will start going out soon!

13. Assistant Director's report (*Sarah French, Assistant Director*)

Sarah is writing procedures, has given staff opportunity to discuss and collaborate on the procedures.

Bridges will not offer their grant for strategic planning next year. We will discuss more about strategic planning at October meeting, consider whether we need a consultant to guide the process.

Library Gardening Club, gardening programs have been popular in the past, some openings left in the landscaping allow room to garden

14. Youth Educational Services report

Reps from the Whitewater Public Library attended orientation/registration events at UW-Whitewater Children's Center and the WUSD Whippet Welcome.

15. Bridges Library System Staff reports
16. Board reports

FUTURE AGENDA ITEMS: Social Media Policy, Logo designs, Discussing Strategic Planning

CONFIRMATION OF NEXT MEETING Monday, October 20th at 6:30 pm

ADJOURNMENT at 8:03 pm

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



Library Board of Trustees Item 2.

Cravath Lakefront Conference Room
312 W Whitewater St., Whitewater, WI, 53190
***Virtual Only**

Monday, October 6, 2025- 6:30 PM

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

Please click the link below to join the webinar:

Join Zoom Meeting:

<https://us02web.zoom.us/j/89973138404?pwd=bdJqKijauHAVsfppKpeYDQbTDfl9Ja.1>

Meeting ID: 899 7313 8404

Passcode: 18vBNQbH

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

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MINUTES

VIRTUAL ONLY

CALL TO ORDER

6:32 p.m.

ROLL CALL

Jennifer Motszko, Tara McKenzie-Peotter, Doug Anderson, Kathy Retzke, Steven Sahyun

Not Present: Elizabeth Miller, Camden Harlan

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

APPROVAL OF AGENDA

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agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.

NEW BUSINESS

1. Discussion and possible action of the four proposed library logos from LimeGlow Design

Review and discussion of logo design concepts. Colors, typefaces, design considerations discussed.

Community member Jessica Coburn stated that she is glad we're rejecting the first two, super excited about the new library and the new name.

Logo 4 received positive feedback but needs revisions to simplify design and add color.

Suggestion to add a graphic to represent the Makerspace, such as gears.

Reviewed Brookfield Library's logo.

Sarah will take suggestions back to LimeGlow Designs for a revision.

ADJOURNMENT at 7:07pm

Moved by Doug Anderson, seconded by Kathy Retzke

Minutes submitted by Sarah French

INVOICES

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Midwest Tape	507681823	\$ 140.78
Audiovisual-adult	B&T	H73226640	\$ 363.88
Audiovisual-adult	Amazon	n/a	\$ 144.63
			\$ 649.29
Audiovisual-digital-Sept.	Midwest Tape	507822494	\$ 291.16
Audiovisual-juvenile	Midwest Tape	507681823	\$ 26.99
Audiovisual-juvenile	Midwest Tape	507681825	\$ 18.74
Audiovisual-juvenile	Midwest Tape	507709768	\$ 8.49
Audiovisual-juvenile	Amazon	n/a	\$ 59.96
			\$ 114.18
Books-adult	Amazon	n/a	\$ 222.89
Books-adult	B&T	2039265676	\$ 1,017.42
Books-adult	Thrift Books	n/a	\$ 83.72
Books-adult	Ingram	90909001	\$ 160.99
Books-adult	Amazon	n/a	\$ 109.71
			\$ 1,594.73
Books-digital-Sept.	Midwest Tape	507822494	\$ 43.31
Books-juvenile	Ingram	90260390	\$ 523.15
Books-juvenile	Ingram	90383592	\$ 262.00
Books-juvenile	Amazon	n/a	\$ 10.71
Books-juvenile	Ingram	n/a	\$ 437.89
			\$ 1,233.75
Building Project	Miron	G-102	\$ 132,395.99
Building Project	CGMT	12554	\$ 934.00
Building Project	CGMT	12910	\$ 2,086.00
Building project	Signarama	65873	\$ 10,495.46
			\$ 145,911.45
Material recovery	Unique	6143497	\$ 58.25
Material recovery	Unique	6141260	\$ 81.55
Material recovery	Unique	6140152	\$ 0.30
			\$ 140.10
Office supplies	Amazon	n/a	\$ 26.67
Office supplies	CoLibri	5115	\$ 306.95

INVOICES

Office supplies	When I Work	4XSSDFVH-0004	\$	37.50
Office supplies	Shred-it	8012096276	\$	101.73
Office supplies	Ace Hardware	n/a	\$	49.32
Office supplies	Bake Creek	n/a	\$	37.98
Office supplies	Venmill	21363	\$	190.59
Office supplies	TLS	n/a	\$	197.33
			\$	948.07
Periodicals-adult	Southern Lakes	n/a	\$	70.00
Periodicals-adult	Our Wisconsin Magazine	n/a	\$	39.98
			\$	109.98
Program supplies-adult	Facebook	n/a	\$	8.00
Program supplies-adult	Facebook	n/a	\$	7.00
Program supplies-adult	Facebook	n/a	\$	6.00
Program supplies-adult	Walmart	n/a	\$	29.96
Program supplies-adult	Amazon	n/a	\$	107.49
			\$	158.45
Program supplies-juvenile	Demco	7692940	\$	114.00
Program supplies-juvenile	OTC	n/a	\$	111.41
Program supplies-juvenile	Demco	7703911	\$	90.51
			\$	315.92
Rebranding	Amazon	n/a	\$	174.36
Rebranding	4Imprint	14307986	\$	708.34
			\$	882.70
Travel	Sarah French	n/a	\$	14.84
Travel	Suzanne Haselow	n/a	\$	9.10
			\$	23.94

		City of Whitewater	3,614		
Jefferson County				Dodge County	
City	64			City	0
Rural	140			Rural	0
TOTAL	204			TOTAL	0
Rock County				Waukesha County	
City	65			City	1
Rural	14			Rural	0
TOTAL	79			TOTAL	1
Walworth County					
City	0			Other Counties	36
Rural	205				
TOTAL	205			Out of State	0
Dane County					
City	0			Total Nonresident	565
Rural	40				
TOTAL	40				
				TOTAL	4,179
	ADULT		CHILDREN		
ACCESS & USAGE		INFORMATION SERVICE			
Days Open/Curbside	25	Reference	53		
Hours Open/Curbside	188.5				
Library Visits	0	REGISTRATION			
	0	Resident	3,614		
		Non-Resident	1,967		
		Total Registered Borrowers	5,581		
OVERDRIVE	1,556	New Users	13	IN-PERSON PROGRAMS	
				Children 0-5 Programs	3
MAKER SPACE	0	INTERLIBRARY LOAN		Attendance	55
		Lending	1,062	Children 6-11 Programs	1
MEETING ROOMS	0	Borrowing	1,210	Attendance	13
				Children 12-18 Programs	0
HOOPLA		VOLUNTEERS		Attendance	0
Checkouts	139	Participants	0	Adult Programs	2
Cost	\$ 334.47	Hours worked	0	Attendance	14
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	12	Attendance	0
		Items Delivered	120	SELF-DIRECTED PROGRAMS	
Books added	113			Children 0-5 Programs	0
Audio materials added	0	PRE-RECORDED PROGRAMS		Attendance	0
Video materials added	27	Children 0-5 Programs	0	Children 6-11 Programs	1
Other materials added	0	Attendance	0	Attendance	36
		Children 6-11 Programs	0	Children 12-18 Programs	0
Materials withdrawn	2	Attendance	0	Attendance	0
		Children 12-18 Programs	0	Adult Programs	1
		Attendance	0	Attendance	20
		Adult Programs	0	All Ages	
		Attendance	0	Attendance	

CITY OF WHITEWATER
BALANCE SHEET
SEPTEMBER 30, 2025

Item 5.

LIBRARY SPECIAL REVENUE FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
220-11100 CASH	253,383.70	(45,676.19)	(355,751.92)	(102,368.22)
220-11300 INVESTMENTS	35,544.83	124.66	1,128.19	36,673.02
220-11301 LIBRARY BRD MM-132 732	1,085.10	.00	(4.74)	1,080.36
220-11500 LIBRARY BRD INVESTMENTS CDS	333,963.14	1,171.30	10,590.12	344,553.26
220-12000 ACCOUNTS RECEIVABLE	2,500.00	.00	(2,500.00)	.00
TOTAL ASSETS	626,476.77	(44,380.23)	(346,538.35)	279,938.42
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
220-21100 ACCOUNTS PAYABLE	5,797.61	(650.33)	(5,797.61)	.00
220-21106 WAGES CLEARING	26,435.70	.00	(26,435.70)	.00
TOTAL LIABILITIES	32,233.31	(650.33)	(32,233.31)	.00
<u>FUND EQUITY</u>				
220-34300 FUND BALANCE	574,789.66	.00	.00	574,789.66
220-34320 CAPITAL IMPROVEMENT RESERVE	19,453.80	.00	.00	19,453.80
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	(43,729.90)	(314,305.04)	(314,305.04)
BALANCE - CURRENT DATE	.00	(43,729.90)	(314,305.04)	(314,305.04)
TOTAL FUND EQUITY	594,243.46	(43,729.90)	(314,305.04)	279,938.42
TOTAL LIABILITIES AND EQUITY	626,476.77	(44,380.23)	(346,538.35)	279,938.42



REPORT OF ASSETS

Irvin L. Young Memorial Library
Endowment Fund

ACCOUNT 9900003 AS OF 09/30/2025

	Units	Price	Market Value	Book Value
MUTUAL FUNDS				
1. Vanguard Balanced Index Admiral Shares	1,909.840	52.4500	100,171.11	45,967.34
TOTAL STOCKS			<u>100,171.11</u>	<u>45,967.34</u>
MONEY MARKET FUNDS				
2. LPL Money Market 1	528.830	1.0000	528.83	528.83
TOTAL BANK ACCOUNTS			<u>528.83</u>	<u>528.83</u>
TOTAL INVESTMENTS			100,699.94	46,496.17
CASH ON HAND			<u>3,237.07</u>	<u>3,237.07</u>
TOTAL ASSETS			<u><u>103,937.01</u></u>	<u><u>49,733.24</u></u>



REPORT OF CASH ACCOUNT

Irvin L. Young Memorial Library
Endowment Fund

ACCOUNT 9900003 FOR DATES 07/01/2025 TO 09/30/2025

BEGINNING BALANCE

2,722.53

ITEMS OF RECEIPT

1. DIVIDENDS RECEIVED

Dividend Receipt

Vanguard Balanced Index Admiral Shares

07/01/2025

514.13

09/30/2025

528.83

Total Dividend Receipt

1,042.96

TOTAL DIVIDENDS RECEIVED

1,042.96

2. MISCELLANEOUS RECEIPTS

Interest Credit

07/31/2025

0.14

08/29/2025

0.13

09/30/2025

0.14

Total Interest Credit

0.41

TOTAL MISCELLANEOUS RECEIPTS

0.41

3. ASSET SALES AND TRANSFERS

Transfer from IMMA

LPL Money Market 1

07/02/2025

514.13

Total Transfer from IMMA

514.13

TOTAL ASSET SALES AND TRANSFERS

514.13

TOTAL ITEMS OF RECEIPT

1,557.50

ITEMS OF DISBURSEMENT

4. ASSET PURCHASES AND TRANSFERS

Transfer to IMMA

LPL Money Market 1

07/01/2025

-514.13

09/30/2025

-528.83

Total Transfer to IMMA

-1,042.96

TOTAL ASSET PURCHASES AND TRANSFERS

-1,042.96



REPORT OF CASH ACCOUNT

Irvin L. Young Memorial Library
Endowment Fund

ACCOUNT 9900003 FOR DATES 07/01/2025 TO 09/30/2025

TOTAL ITEMS OF DISBURSEMENT

-1,042.96

CASH ACCOUNT BALANCE

3,237.07

FRIENDS OF THE LIBRARY FINANCIAL REPORT

Jan-25

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

Feb-25

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

Mar-25

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

Apr-25

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

May-25

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

Jun-25

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

25-Jul

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

Aug-25

Beginning Balance		\$ 2,691.36
Deposit	120	\$ 2,811.36

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

Sep-25

Beginning Balance		\$ 2,811.58
Deposit	50	\$ 2,861.58
Interest	\$ 0.25	\$ 2,861.83
Ending Balance		\$ 2,861.83

	Current Month	Received to Date	Est. FY Rev.	% of Total
Fees	\$8.50	\$266.13	\$500.00	53%
Materials Replacement	\$37.99	\$635.40	\$1,000.00	64%
County Reimbursements	\$0.00	\$227,602.00	\$219,768.00	104%
Gifts & Grants	\$105.45	\$17,435.33	\$15,000.00	116%
Copywork	\$66.05	\$1,871.23	\$3,000.00	62%
TOTAL	\$217.99	\$160,358.29	\$239,268.00	67%

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2025

Item 5.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55 CONTRACT REVENUE	.00	227,710.00	219,768.00	(7,942.00)	103.6
TOTAL INTERGOVERNMENTAL REVENUE	.00	227,710.00	219,768.00	(7,942.00)	103.6
<u>FINES & FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	135.71	1,103.48	3,300.00	2,196.52	33.4
220-45330-55 COPY MACHINE REVENUE	141.30	2,044.55	4,000.00	1,955.45	51.1
TOTAL FINES & FORFEITURES	277.01	3,148.03	7,300.00	4,151.97	43.1
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	124.66	1,128.19	706.66	(421.53)	159.7
220-48105-55 LIBRARY BOARD INTEREST INCOME	1,171.30	10,590.38	.00	(10,590.38)	.0
220-48500-55 DONATIONS	10,411.70	18,973.26	18,000.00	(973.26)	105.4
220-48525-55 GRANT REVENUE	.00	2,000.00	.00	(2,000.00)	.0
220-48600-55 MISC REVENUE	10.00	357.38	400.00	42.62	89.4
TOTAL MISCELLANEOUS REVENUE	11,717.66	33,049.21	19,106.66	(13,942.55)	173.0
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	.00	469,370.34	469,370.34	.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	120,579.81	120,579.81	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	589,950.15	589,950.15	.0
TOTAL FUND REVENUE	11,994.67	263,907.24	836,124.81	572,217.57	31.6

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2025

Item 5.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	22,400.82	206,165.08	313,503.99	107,338.91	65.8
220-55110-114 WAGES/PART-TIME	15,914.95	151,586.58	222,238.35	70,651.77	68.2
220-55110-117 LONGEVITY	.00	500.00	2,000.00	1,500.00	25.0
220-55110-120 EMPLOYEE BENEFITS	13,130.01	123,282.61	179,591.19	56,308.58	68.7
220-55110-156 LIFE INSURANCE	.55	.55	.00	(.55)	.0
220-55110-211 PROFESSIONAL DEVELOPMENT	.00	508.79	2,000.00	1,491.21	25.4
220-55110-218 PROFESSIONAL SERV/CONSULTING	.00	.00	1,000.00	1,000.00	.0
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	465.67	5,338.86	7,209.19	1,870.33	74.1
220-55110-225 TELECOM/INTERNET/COMMUNICATION	506.80	4,325.45	7,007.46	2,682.01	61.7
220-55110-310 OFFICE & TECHNICAL SUPPLIES	837.99	7,715.29	15,000.00	7,284.71	51.4
220-55110-313 POSTAGE	.00	56.72	336.63	279.91	16.9
220-55110-319 MATERIAL RECOVERY	.00	523.95	725.00	201.05	72.3
220-55110-320 SUBSCRIPTIONS/DUES	125.00	1,223.70	650.00	(573.70)	188.3
220-55110-321 LIBRARY BOOKS-ADULT	1,280.66	15,174.70	25,000.00	9,825.30	60.7
220-55110-323 LIBRARY BOOKS-JUVENILE	448.67	3,974.65	6,000.00	2,025.35	66.2
220-55110-324 LIBRARY PERIODICALS-ADULT	25.46	1,641.07	2,400.00	758.93	68.4
220-55110-325 LIBRARY PERIODICALS-JUVENILE	.00	.00	1,000.00	1,000.00	.0
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	130.74	5,185.15	6,500.00	1,314.85	79.8
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	.00	727.36	2,000.00	1,272.64	36.4
220-55110-330 TRAVEL EXPENSES	.00	671.55	2,000.00	1,328.45	33.6
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	44.00	230.00	500.00	270.00	46.0
220-55110-332 LIBRARY BOOKS-DIGITAL	.00	6,503.46	4,613.00	(1,890.46)	141.0
220-55110-333 AUDIO/VISUAL LIBRARY-DIGITAL	.00	2,453.89	2,500.00	46.11	98.2
220-55110-335 DATABASE SUBSCRIPTIONS	.00	21,590.00	22,000.00	410.00	98.1
220-55110-337 LIBRARY BUILDING PROJECT EXP	.00	70.82	.00	(70.82)	.0
220-55110-341 PROGRAM SUPPLIES-ADULT	80.48	1,292.44	3,500.00	2,207.56	36.9
220-55110-342 PROGRAM SUPPLIES-JUVENILE	332.77	4,340.35	6,000.00	1,659.65	72.3
220-55110-343 MISC SUPPLIES-ADULT	.00	.00	150.00	150.00	.0
220-55110-346 SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-347 LIBRARY USE OF GRANTS EXPENSE	.00	5,313.88	.00	(5,313.88)	.0
220-55110-348 SALES TAX EXPENSE	.00	83.65	300.00	216.35	27.9
220-55110-350 CONTINGENCIES	.00	11.80	300.00	288.20	3.9
220-55110-500 LIBRARY BOARD CHECKING	.00	5.00	.00	(5.00)	.0
220-55110-810 CAPITAL EQUIPMENT	.00	7,714.93	.00	(7,714.93)	.0
TOTAL LIBRARY	55,724.57	578,212.28	836,124.81	257,912.53	69.2
TOTAL FUND EXPENDITURES	55,724.57	578,212.28	836,124.81	257,912.53	69.2
NET REVENUE OVER EXPENDITURES	(43,729.90)	(314,305.04)	.00	314,305.04	.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2025

Item 5.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	648.26	6,108.32	11,131.25	5,022.93	54.9
100-55111-118 UNIFORM ALLOWANCES	.00	.00	27.00	27.00	.0
100-55111-150 MEDICARE TAX/CITY SHARE	10.46	105.92	175.63	69.71	60.3
100-55111-151 SOCIAL SECURITY/CITY SHARE	44.66	452.88	750.96	298.08	60.3
100-55111-152 RETIREMENT	45.05	461.07	775.50	314.43	59.5
100-55111-153 HEALTH INSURANCE	72.00	672.00	864.00	192.00	77.8
100-55111-154 HRA-LIFE STYLE ACCT EXPENSE	.00	75.00	90.00	15.00	83.3
100-55111-155 WORKERS COMPENSATION	12.44	136.36	214.11	77.75	63.7
100-55111-156 LIFE INSURANCE	.14	1.17	3.79	2.62	30.9
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	204.00	204.00	.0
100-55111-221 WATER & SEWER	757.39	3,693.98	2,856.00	(837.98)	129.3
100-55111-222 ELECTRICITY	1,670.06	10,362.64	13,600.00	3,237.36	76.2
100-55111-223 NATURAL GAS	263.00	3,300.49	4,545.00	1,244.51	72.6
100-55111-244 HVAC	.00	4,162.04	1,262.50	(2,899.54)	329.7
100-55111-245 FACILITY IMPROVEMENTS	.00	.00	3,060.00	3,060.00	.0
100-55111-246 JANITORIAL SERVICES	.00	7,554.00	16,380.00	8,826.00	46.1
100-55111-294 GROUNDS MAINTENANCE	.00	112.18	.00	(112.18)	.0
100-55111-355 REPAIR & SUPPLIES	65.66	4,633.48	2,040.00	(2,593.48)	227.1
TOTAL YOUNG LIBRARY BUILDING	3,589.12	41,831.53	57,979.74	16,148.21	72.2
TOTAL FUND EXPENDITURES	3,589.12	41,831.53	57,979.74	16,148.21	72.2
NET REVENUE OVER EXPENDITURES	(3,589.12)	(41,831.53)	(57,979.74)	(16,148.21)	(72.2)



October 06, 2025

Statement Period:
September 01, 2025 - September 30, 2025

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

Contact Us

- For personal assistance, call:
414-961-6600
- Visit us online:
www.americandeposits.com
- 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	\$ 343,391.96	\$ 1,171.30	4.15 %

CIRVIN01 - General

Balance Summary

Beginning Balance:	\$	343,391.96
Total Deposits:	\$	1,171.30
Total Withdrawals:	\$	0.00
Ending Balance:	\$	344,563.26
Average Balance:	\$	343,391.96

Transaction Detail

DEPOSITS

Date	Description	Amount
09/30/2025	Accrued Interest Earned	\$ 1,171.30
Total Deposits:		\$ 1,171.30

Summary of Financial Institutions

FDIC/ NCUA	Name	Balance
24077	Altra, FCU	\$ 4,563.89
24540	Bank of New England	\$ 11,148.48
57368	Bankwell Bank	\$ 150,961.61
27237	Enterprise Bank & Trust	\$ 158,087.82
3832	Old National Bank	\$ 6,792.52
59112	Studio Bank	\$ 2,588.14
6560	The Huntington National Bank - Repurchase Agreement	\$ 1,171.30
18344	UBank (TX)	\$ 2,894.56
18344	UBank (TX)	\$ 1,180.31
26626	United Texas Bank	\$ 5,174.63
Ending Balance:		\$ 344,563.26

American Deposit Management LLC applied a period ending Aug 2025 Deposit Advisory Fee of \$49.08 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 Aug 2025, the Program Fee of 0.04 was applied to gross earnings of \$1,299.19 for a total of \$51.97.

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).





017 00001 00

ACCOUNT:

DOCUMENTS:

132732

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PAGE: 1

09/30/2025

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

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NEW BRANCH HOURS - Changes effective September 2, 2025

- Whitewater West branch Drive-Up will close 30 minutes sooner Mon-Thurs

- East Troy branch Lobby will open 30 minutes sooner Mon-Sat

All branches will offer the same Hours:

Lobby (Mon-Fri)	8:30am - 5:00pm
Lobby (Sat)	8:30am - 12:00pm
Drive-Up (Mon-Thurs)	8:00am - 5:00pm
Drive-Up (Fri)	8:00am - 5:30pm
Drive-Up (Sat)	8:00am - 12:00pm

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MUNICIPAL ACCOUNT 132732

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			08/29/25	1,080.36
BALANCE THIS STATEMENT			09/30/25	1,080.36
TOTAL DAYS IN STATEMENT PERIOD 08/30/25 THROUGH 09/30/25:				32
TOTAL CREDITS (0)	.00			
TOTAL DEBITS (0)	.00			

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

INTEREST PAID 2025: .26

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

*	TOTAL FOR	TOTAL	*
*	THIS PERIOD	YEAR TO DATE	*

* TOTAL OVERDRAFT FEES:	\$.00	\$.00	*

* TOTAL RETURNED ITEM FEES:	\$.00	\$.00	*

- END OF STATEMENT -



Phone: (262) 473-2112 - Fax: (262) 473-5769
24 Hour Account Access: (800) 236-8766 - www.firstcitizenswi.com
NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION



Social Media Policy Draft

Changes as recommended by City Attorney 10/3/2025

Purpose

The Whitewater Public Library maintains a Social Media presence to engage with the community, promote Library services and events, and share information. Content on Social Media is permanent, retrievable, and public. For the purposes of these guidelines, “social media” refers to any public website or application that enables users to create and share content or to participate in social interaction. Examples include, but are not limited to, Facebook, Instagram, and YouTube.

Employee Responsibilities

No Library Employee may establish a work-related Social Media Account without the authorization of the Library Director. The Library Director may delegate managers and librarians to administer and provide content for the Library’s Social Media Account. Employees so designated are required to read and follow the Library’s social media policy. The Library Director may revoke access to Library Social Media accounts at any time.

Use of Social Media sites must be consistent with federal, state, and local laws, regulations, and policies, including record retention requirements. Employees shall not blur or combine their personal Social Media with the Library’s Social Media. Employees cannot use Library Social Media for political purposes, to conduct private commercial transactions, or engage in private business activities. Usage of Social Media in violation of this policy may be grounds for disciplinary action up to and including termination.

Public Responsibilities

The Library’s Social Media is public record. All submitted content to the Library’s Social Media is subject to Wisconsin Public Records Law and the Library’s Records Retention Policy and may be subject to public disclosure.

By submitting comments, photos, posts, or other content on the Library’s Social Media pages, patrons give the Library the right to reproduce, distribute, publish, display, delete, and otherwise use those submissions for any purpose, in any form, on any media.

While posting to Library-sponsored Social Media accounts patrons may not:

- Post personal attacks, bullying, libel, or threats, or use profanity and abusive language
- Post obscene, sexual, or pornographic content
- Post solicitations or advertisements of any commercial entity, product, or service other than those which are directly related to Library and community collaborations
- Post comments that suggest or encourage illegal or lascivious activity and may not violate any federal, state, or local law

- Post personal or contact information or any private information published without consent
- Post copyrighted or plagiarized materials, not including works used under Fair Use
- Post unrelated hyperlinks or spam
- Post information that could compromise the safety of the public or content that promotes discrimination or hate speech
- Post anything unrelated to the purpose and scope of the account

The Library reserves the right (but is not obligated) to do any of the following:

- Hide from public view any of the prohibited commentary
- Ban people who are spamming or continuously ignoring the Social Media policy from the page or group
- Access, monitor, and read any submission on Library-sponsored Social Media accounts

The Library does not guarantee a response to all correspondence on Social Media. Those requesting immediate assistance must follow normal procedures for contacting the Library.

The Library (and, subsequently, the City of Whitewater or its representatives) is not responsible for any damages, losses, liabilities, judgments, costs, or expenses (including attorney's fees) arising out of a claim by a third party related to any material a member of the public has posted.

Any legal expenses or costs incurred by the City of Whitewater related to the enforcement of any part of this policy shall be reimbursed by the person or group against whom the policy is enforced.

Removal of Posts

Content that is in clear violation of the Social Media Policy may be deleted, hidden, or otherwise removed from a Library Social Media account. If content is deleted, it is documented in a content removal log. If it is determined that a specific user has violated the Social Media policy three or more times within any 12-month period, Library Staff may delete the content, or block or ban the user account to prevent further violations. The duration of the block or ban is determined by the Library Director and is based on the severity of the behavior.

Appeals

For the purposes of this section, pursuant to Wis. Stat. § 68.16, Whitewater Public Library is specifically electing not to be governed by Chapter 68 "Municipal Administrative Procedure" and instead sets forth the following procedure to appeal any decisions made under this policy.

1) If a user feels their content or access to Whitewater Public Library's digital forums were unjustly removed, they can file an appeal for reconsideration by sending a written request to the Library Director within thirty (30) days.

- i. Within seven (7) days of receiving the appeal, the Library Director shall review the request, determine if the content violates this policy, and send a written response to the appellant with a decision.

2) The requester may appeal the Library Director's decision by submitting a written request to the President of the Library Board of Trustees for a hearing before the Library Board of Trustees at its next regularly scheduled meeting. This request must be submitted within sixty (60) days of receipt of the Library Director's decision.

- i. To allow staff sufficient time to respond to this appeal and prepare the agenda, appeals received less than seven (7) business days before that month's meeting may be postponed to the next month's meeting.
- ii. The requester will be notified in advance as to the date and time when they may address the Library Board.
- iii. The Board reserves the right to limit the length of the requester's presentation at the hearing.
- iiii. The Library Board's responsibility upon hearing an appeal is limited to determining whether the Library Director handled the appeal in accordance with these stated policies and procedures of the Whitewater Public Library. If the Library Board determines that the Library Director followed WPL's policies and procedures, it must affirm the Library Director's decision.
- iiiii. After the Library Board has heard the requester's presentation and heard from the Library Director, the Board will conduct a vote to determine if the Director followed all policies and procedures in addressing the Request for Reconsideration.
- iiiii. The Library Board President will communicate the Library Board's decision in writing to the requester within five (5) business days of the vote.
- iiiii. The Whitewater Public Library Board of Trustees serves as the final authority and its decision is final.

Whitewater Public Library

MEETING AND STUDY ROOMS POLICY

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

A. PURPOSE

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

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

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

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

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

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

B. HOURS OF MEETING AND FEES

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

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

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

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

Meeting Room Fees:

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

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

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

Meeting Room 1, \$15 per hour.

Meeting Room 2, \$15 per hour.

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

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

C. EQUIPMENT AVAILABILITY AND SET-UP

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

Meeting Room 1: Tables and chairs in closet.

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

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

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

MEETING ROOMS:

Meeting Room Combined includes:

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

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

Meeting Room 1 includes:

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

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

Meeting Room 2 includes:

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

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

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

STUDY ROOMS:

Study Rooms 1 and 2 include:

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

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

Study Room 3 includes:

- 1 table
- 4 chairs

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

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

- 1 table
- 2 chairs

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

D. DISPLAYS AND EXHIBITS IN MEETING ROOMS

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

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

E. RESERVATIONS

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

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

F. APPLICATION PROCEDURE

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

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

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

G. CHILDREN'S GROUPS

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

H. OTHER REGULATIONS

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

I. AGREEMENT BY USER

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

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

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

J. EXCLUSIONS

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

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

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

K. APPEALS

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

**2026 Annual Addendum
to the Bridges Library System
Member Library & CAFÉ Agreements**

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

WHITEWATER PUBLIC LIBRARY

	Waukesha County	eContent Grant
Paid to Library	\$2,217	\$2,000

	Databases	Movie License	WI Digital Library Content*	Advantage Program	CAFÉ Fee
Paid by Library	\$1,007	\$370	N/A	\$7,464	\$20,517

*WI Digital Library fee will be paid 100% by the System. Libraries will redirect their share of this cost to Overdrive Advantage.

LIBRARY

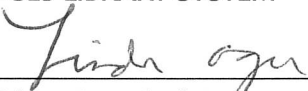
President, Board of Trustees

Date

Secretary, Board of Trustees

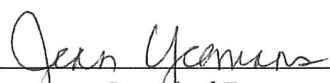
Date

BRIDGES LIBRARY SYSTEM



President, Board of Trustees

10-15-25
Date



Secretary, Board of Trustees

10/15/2025
Date

DIRECTOR'S REPORT
September 2025

I. ADMINISTRATION

- a. Work orders submitted in September.
 - i. We were having voicemail issues with the new phone system.
 - ii. A staff member couldn't connect to Polaris.
 - iii. Polaris needed to be installed on Hunter's laptop.
 - iv. The paper towel holder in the staff bathroom needed to be updated to the new model that takes rolls of paper, not sheets.
 - v. Sara needed to be granted access to the Shared City G drive.
 - vi. Trash and recycling needed to be picked up.
 - vii. We requested that the portion of the city sidewalk that a patron tripped on be ground down for safety purposes.
 - viii. Hunter's desk phone needed to be assigned an extension number.
 - ix. Trash and recycling needed to be picked up.
 - x. The library needed to have their stock of paper towels replenished.
 - xi. The library needed to have their stock of toilet paper replenished.

II. BUDGET

- a. I will have attended the Finance Committee meeting on October 15 to discuss the Library's budget. I will be sharing the budget with the Board at the November meeting. I had not yet received an updated copy of the budget from the Finance Department at the time I created this packet.

III. PERSONNEL

- a. Sarah and I are in the process of updating job titles and descriptions. We will both be meeting with the staff we supervise to discuss the new job descriptions and their duties and schedules that will go into effect when the library reopens to the public.

IV. LIBRARY COLLECTION

- a. Baker & Taylor, the largest library wholesaler in the country, and the company we predominately used to order books from, has ceased operations. Many of the books we ordered from them during the past few months never arrived, so we are having to play catch up. We are currently using Ingram to order the bulk of the collection, but are supplementing with Amazon and Thrift Books. This has been a discussion among libraries, and Bridges is in the process of curating a list of vendors for libraries to purchase books from.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I was interviewed by Ryan Spoehr of the Janesville Gazette and Daily Union on October 8th for an article about the Library's Expansion & Renovation Project and the anticipated completion date.

- b. We received \$400 from the Kiwanis Club to purchase books for the children's collection. The Kiwanis Club donates funds to the library on an annual basis.
- c. The League of Women Voters donated books for the children's collection about civility and voting rights. This is the second year in a row they have donated books to the library.
- d. Sarah participated in the Whitewater Pride rally that took place on Saturday, October 4. She provided book recommendations and handed out scratch-offs and library swag.
- e. Staff has been working through the list of 1,119 student applicants who registered for library cards through school registration. Staff are to check for duplication and confirm statistical codes. Applicants who already have an account will be sent a letter letting them know how to get a replacement card. Once these steps have been completed we will begin mailing out library cards.

VI. LIBRARY BOARD RELATIONS

- a. Jennifer and I continue to attend meetings with the architect and construction company concerning the building and furnishings.

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

- a. I continue to attend weekly construction meetings with Miron Construction and Studio GC.
- b. I continue to attend Team meetings at city hall.
- c. I continue to attend weekly staff meetings with Sarah French, Deana Rolfsmeyer, and Hunter Swanson.
- d. I met with the City Manager twice in September.
- e. I attended the APL meeting on September 12.
- f. I attended the Jefferson County Finance Committee's 2026 budget hearing about library service on September 17.
- g. I attended an online meeting with the Director of Bridges on October 2 that discussed the formulas used to determine county funding for Jefferson and Waukesha libraries.
- h. Sarah and I met with the City Attorney on October 3 to discuss our new Social Media Policy.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed the September Infosec cybersecurity training on Phishing.

IX. STRATEGIC PLAN

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

CAPITAL CAMPAIGN

- a. We continue to receive pledge payments, with several community members completing their total pledge amounts.

Assistant Director Report

Sarah French

October 2025

- Diane and I are working on the 2026-2027 Budget with the City Finance department. We are also working on changes to position titles and job descriptions, in addition to analyzing work flow in order to be ready for the transition to the new building. Kristyn's position changes to Circulation Assistant effective November 1. See attached report.
- The city migrated to Office 365 and I troubleshooted the changeover with staff.
- I continue to train Hunter.
- We were not accepted to receive the WiLS Ideas to Action fund grant to purchase sensory-friendly items for the children's area. I plan on updating the grant proposal and applying for the Whitewater Community Foundation's fall grant (due 10/31).
- I applied for the Recollection Wisconsin Digitization Initiative: Host Site Application. Trained graduate students will complete digitization work of local history items in our collection if our site is chosen. The collection will also be added to Recollection Wisconsin.
- Worked with Diane, Susan, and Cori to develop a finalized shelving plan for the new library (adult section).
- I continue to write and update staff procedures. This month's procedures:
 - Library Card Registration and Renewal
 - Who to Contact and When
 - Shelving
 - Public Services
 - Check In

Strategic Goals:

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

I created marketing for the updated timeline as we finish up the building project. This information went into the library's email newsletter, a press release, several locations on the library's website, and social media. In addition, I created printed flyers that are being given out to everyone via curbside pickup.

Strategic Goal 3 -- *Table at two community events to promote library collections and services.*

I tabled at the Whitewater Pride Rally on Saturday, October 4. I interacted with 167 people and had 2 new library card sign ups. It was a great event!

Collection Development:

- Diane trained me on how to order Audiovisual (DVDs, Blu-Rays, Playaways), Adult Graphic Novels, Adult Spanish books/DVDs and what is popular for Nonfiction.
- We are researching a better solution for displaying CDs in the new library.
- I analyzed the top-circulating Nonfiction books to help inform purchasing decisions.
- Baker and Taylor is closing, I am learning how to use Ingram for ordering.

Programs and Outreach:

9/19: Library Garden Club (4)

9/22: Mini Bookcase Diorama take & make craft for adults (20)

10/4: Whitewater Pride Rally (167)

10/6: Pumpkin Patch take & make craft for kids (36)

10/13: Pet Cents Financial Literacy Game (0)

Upcoming Programs and Outreach:

Monthly take & make kits for children and adults

10/16-10/26: We were selected as one of the libraries to receive 50 Science in a Bag kits from the Wisconsin Science Festival. More info here: <https://www.wisconsinsciencefest.org/science-in-a-bag/>

October 23 and December 4: Guided Journaling with Katy Wimer

November 8: Family Jams: Music, Movement, and Instrument Exploration for Kids & Families with Noelle Larson

December 5: Somatic Release with Katy Wimer

Meetings:

Weekly management meetings

Weekly Building Project meetings with architect and contractor

9/15, 9/18: Courtney Powers for Community-Based Learning Classes at UW-W

9/15: Jennalee Johnson for Born Learning Trail partnership

9/15: Library board meeting

9/17: Bridges Circulation meeting

9/23: Logo design meeting

9/23: Shelving plan meeting

9/29: WLA Mentorship meeting

10/1: Meeting with Kristyn, Diane, and HR

10/3: Meeting with Diane and City Attorney

10/6: Meeting with Recollection Wisconsin

10/6: Library board meeting

10/9: All-staff meeting with City administration

Professional Development:

Tech Days Wisconsin Sessions:

- What Does AI Mean for Our Future?
- Truth in the Age of Deepfakes: Spotting Misinformation in a Synthetic World

8 Week Library Management Course by Library Journal Professional Development:

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

- Week 1: Foundations of People Management
- Week 2: Foundations of Equity-Centered Leadership
- Week 3: How to Manage People: Team Meetings, Check-ins, Reviews, and Change



2026/2027 Budget & Staffing Goals

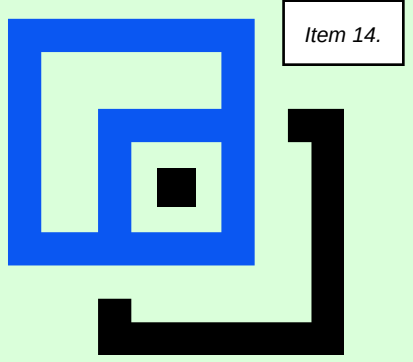
October 2025
Presented by Sarah French, Assistant Director

Whitewater Public Library



Budget Narrative

Department/Function



Whitewater Public Library serves people of all ages in Whitewater and surrounding areas and tailors public services based on the needs and requests of the community. Along with books, movies, magazines, audiobooks, music, STEM kits, a Library of Things, and other physical items available for checkout, the library offers dynamic and flexible spaces to learn, play, work, relax, and socialize. Spaces include an early learning area, children's activity room, teen space, makerspace, study rooms, meeting rooms, and social seating. Technological offerings include computers for public use, hotspots for checkout, Wi-Fi, assistance with devices, makerspace equipment including a 3D printer, and online apps and databases, including eBooks and eAudiobooks. The library offers a wide variety of programming and events for all age groups. In addition, the library conducts outreach including home delivery of library items to people who can't physically visit the library, and provides library services off-site at community events. All library materials, programs, and services are free and open to the public. The Whitewater Public Library is open 61 hours per week, Monday through Thursday, 9:00 a.m.-8:30 p.m.; Friday, 9:00 a.m.-5:30 p.m.; and Saturday, 9:00 a.m.-3:00 p.m.

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

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

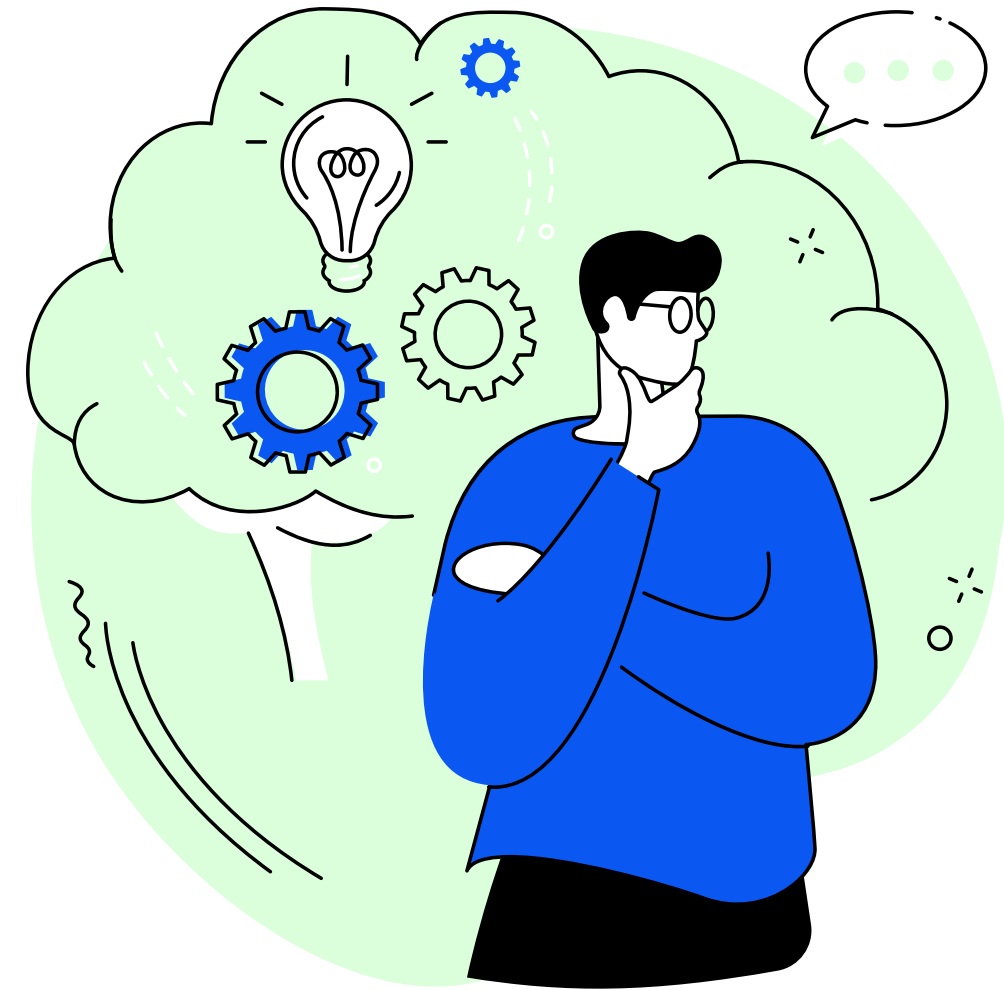
Goals & Objectives

2026–2027 Outlook

Item 14.



Library Expansion
& Renovation



Staffing Goals

Library Expansion & Renovation

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



Staffing Goals

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



2025 Staffing Accomplishments

Item 14.

Job Titles & Descriptions

As part of the library's strategic plan for 2025, job titles and descriptions were analyzed and edited to better align with the actual work being done and what is expected of each position. We used the Wisconsin Public Library Staff Compensation Report (2023) for guidance when deciding job title changes.

Resulting Job Title Changes:

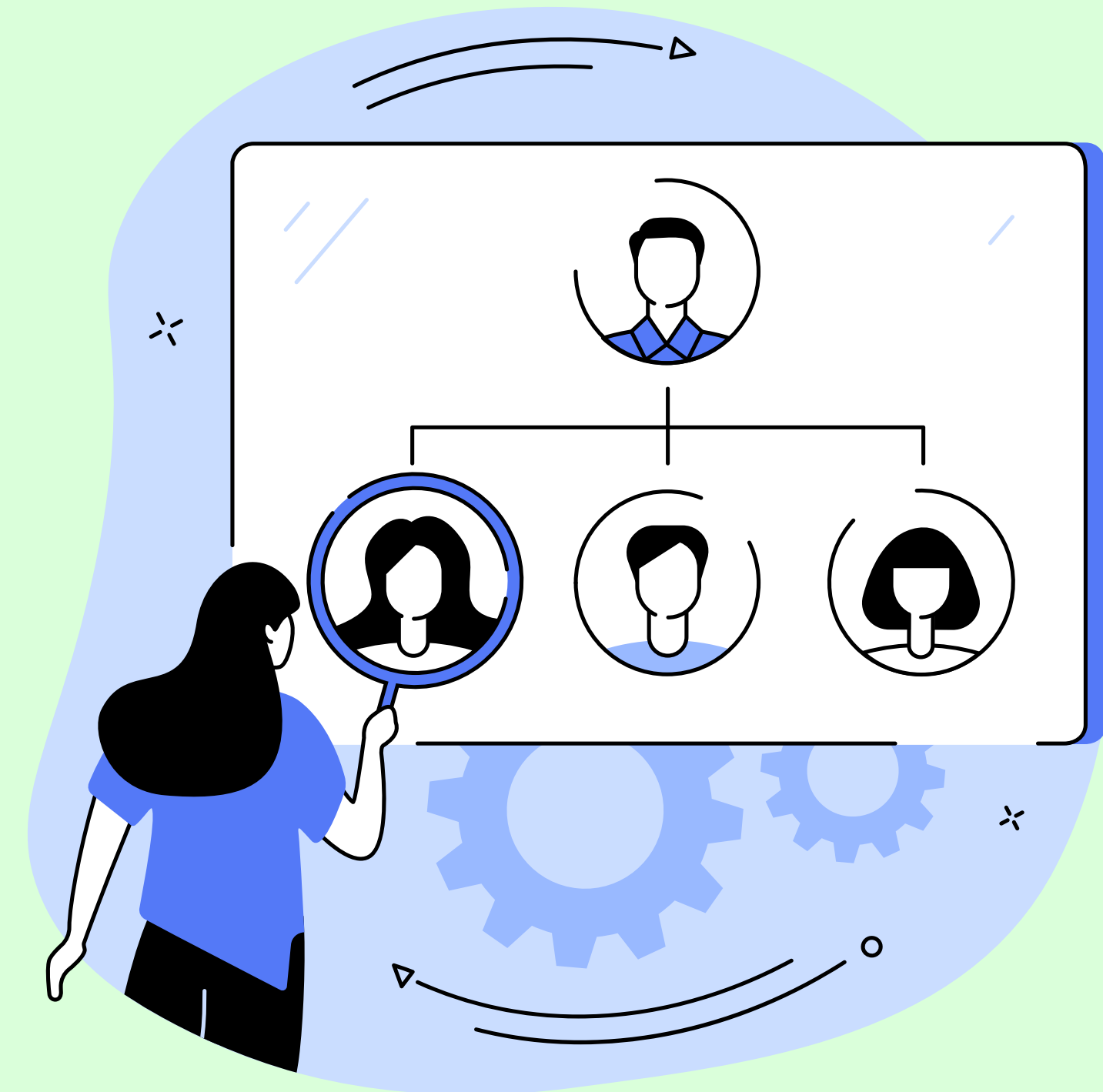
- Customer Service Specialist to Public Services Clerk
- Outreach Services Specialist to Library Associate
- Technical Services Specialist to Technical Services Clerk

Staff Input

The assistant director conducted one-on-one meetings with each of her direct reports in July 2025 to get input on how each employee feels about their current schedule, number of hours worked, and any preferred changes. This input informed the 2026–2027 staffing and workflow goals.

Position Change

We changed the position of one staff member from Customer Service Specialist to Circulation Assistant in order to better align this individual with their demonstrated abilities. In addition, this change helps the public services staff be more efficient as they do not have to spend as much time on the circulation tasks such as shelving and can spend more time on customer service including interacting with patrons, providing technological assistance, answering reference questions, helping patrons with their accounts, and so on.



Key Staffing Issues

01.

In order to meet the board-directed goal of increasing library programming by at least 20%*, another staff member is needed to provide public programs.

02.

In order to meet the demand of an increase in library visits and cover public services shifts (especially during the lunch hour and on Fridays) additional staff hours are needed.

03.

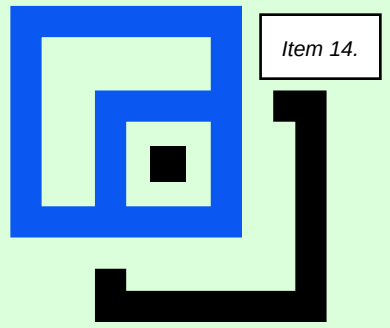
Part-time staff need at least one hour per week to work off the public-facing desk in order to work on their goals, do focused tasks, and stay up to date on the latest trainings.

04.

Staff time must be allocated to provide security in the expanded building, including monitoring the teen area and the atrium, which are high-risk areas.

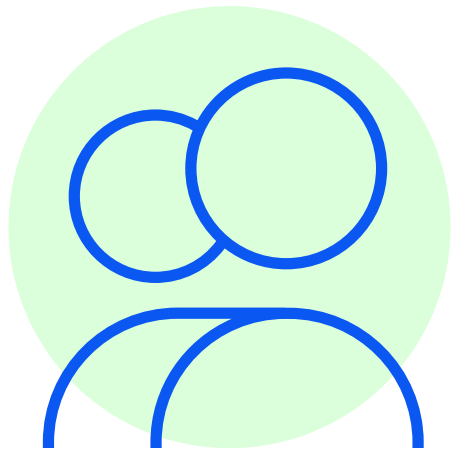
*based on 2023 statistics (pre-construction)

Recommendations



The library director and assistant director conducted a workflows study in fall 2025 to determine an effective staffing model for the library moving forward. The study determined the following needs:

- 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.
- Add one additional part-time Library Associate position (23 hours/week) that would split their time between public service clerk duties and programming duties. This would provide additional staff for core public services and front desk coverage as well as provide additional programming which is a main objective.
- Allocate staff time to ensure security in the larger library and monitor the expanded areas especially high-risk areas including the teen area and atrium.
- Allocate at least 1 hour per week per 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.



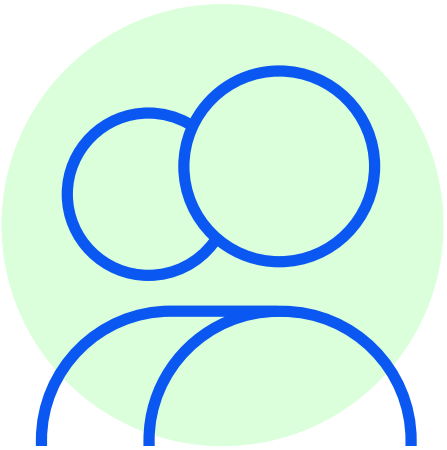
As of Dec. 2025

Reflects change of Kristyn’s position to Circulation Assistant and increasing Karen’s hours by 3/week.

Note lack of lunch coverage on Mondays and Fridays.

Current Staff Workflow (public services)

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Reports/Problem Box	Jess	Jess	Hope	Aurelia	Jess	
A.M. Picklist/Unclaimed/Packing	Kristyn	Cori	Aurelia	Kristyn	Jess	
Opening Duties	Jess	Jess	Hope	Aurelia	Jess	Rotation of 3 staff members each
Front Desk 9-12:30	Jess	Jess	Hope	Nancy	Hope	Saturday hours 9am-3pm
Front Desk Check in 9-12	Karen	Karen	Karen	Aurelia	Nancy	
Van Boxes	Karen	Kristyn	Kristyn	Kristyn	Hope	
P.M. Picklist	Karen	Kristyn	Kristyn	Kristyn	Hope	
Front Desk 12:30-4:30	Hope	Nancy	Karen	Karen	Nancy	
Front Desk 12:00-1	Sarah	Karen	Aurelia	Aurelia	Sarah 12-12:30; Jess 12:30-1	
Front Desk Check in 1-5	Jess	Jess	Hope	Nancy	Jess	
Front Desk Check in 4:30-Close	Aurelia	Hope	Nancy	Jess	Nancy	
Front Desk 5-Close	Hope	Aurelia	Suzanne	Karen	Hope	
Closing Duties	Susan (lead)	Nancy (lead)	Suzanne (lead)	Cori (lead)	Cori (lead)	
Shelving	Kristyn	Nancy	Kristyn	Cori	Hope	
Special Assignments	Hope may mend in evening if time	Aurelia restart public computers 4:30		Kristyn-shelving if time		



Future Workflow Goal

Reflects changes of:
No Wed. night for Nancy
per request (-3.5 hours)
Add Aurelia to Friday 9-3
(+6 hours)

New person public
services/programming
(+23 hours/week +
Saturday rotation)
Adds project time for
public services staff, two
public programs per
week, covers Nancy's
Wednesday nights, front
desk coverage including
lunches and Fridays,
helps with Sat. coverage

Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Reports/Problem Box	Jess	Jess	Hope	Aurelia	Nancy	Rotation of 3 staff members each
A.M. Picklist/Unclaimed/Packing	Kristyn	Cori	Aurelia	Kristyn	Jess	Saturday hours 9am-3pm
Opening Duties	Jess	Jess	Hope	Aurelia	Jess	
Front Desk 9-12:30	Jess	Jess	Hope	Nancy	Hope	
Front Desk 9-12	Karen	Karen	Karen	Aurelia	Aurelia	
Van Boxes	Karen	Kristyn	Kristyn	Kristyn	Hope	
P.M. Picklist	Karen	Kristyn	Kristyn	Kristyn	Hope	
Front Desk 12:30-4:30	Hope	Nancy	Karen (until 5)	Karen	Nancy	
Front Desk 12:00-1	New Person (until 2)	New Person	New Person (until 2)	Aurelia	Aurelia	
Front Desk 1-5	Jess (2-5)	Jess	Hope (2-5)	Nancy	Jess	
Front Desk 4:30-Close	Aurelia	Hope	New Person	Jess	Nancy	
Front Desk 5-Close	Hope	Aurelia	Suzanne	Karen	Hope	
Closing Duties	Susan (lead)	Nancy (lead)	Suzanne (lead)	Cori (lead)	New Person	
Shelving	Kristyn	Nancy	Kristyn	Cori	Aurelia	
Special Assignments	Aurelia/Hope may shelve in evening if time	Kristyn-shelving if time		Kristyn-shelving if time	Nancy-shelving if time	
Project Time	Jess 1-2; New Person 2-3:30	Karen 12-1; New Person 1-3:30	Aurelia 12-1; Hope 1-2		Nancy 9-10; New Person 12:30-5:00	
Program Time	New Person 3:30-5	New Person 3:30-5				

WI Public Library Data Dashboard

We currently have 10.3 FTE employees (412.5 staff hours/week)

Other Wisconsin public libraries of similar size have an average of 13 FTE.

Proposed increase for the 2026-2027 staffing goals would bring us up to 10.9 FTE (437.5 staff hours/week)

Public Library Data Dashboard

Staff FTE

Item 14.

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... (2) ▾

Year: 2024 (1) ▾

15

10

5

0

10

13

Irvin L. Young Memorial Library

Population Average: 15,000-19,999

Total Staff

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: 15,000-...	2,045.7	1,283.5	734.4	\$51,153.17

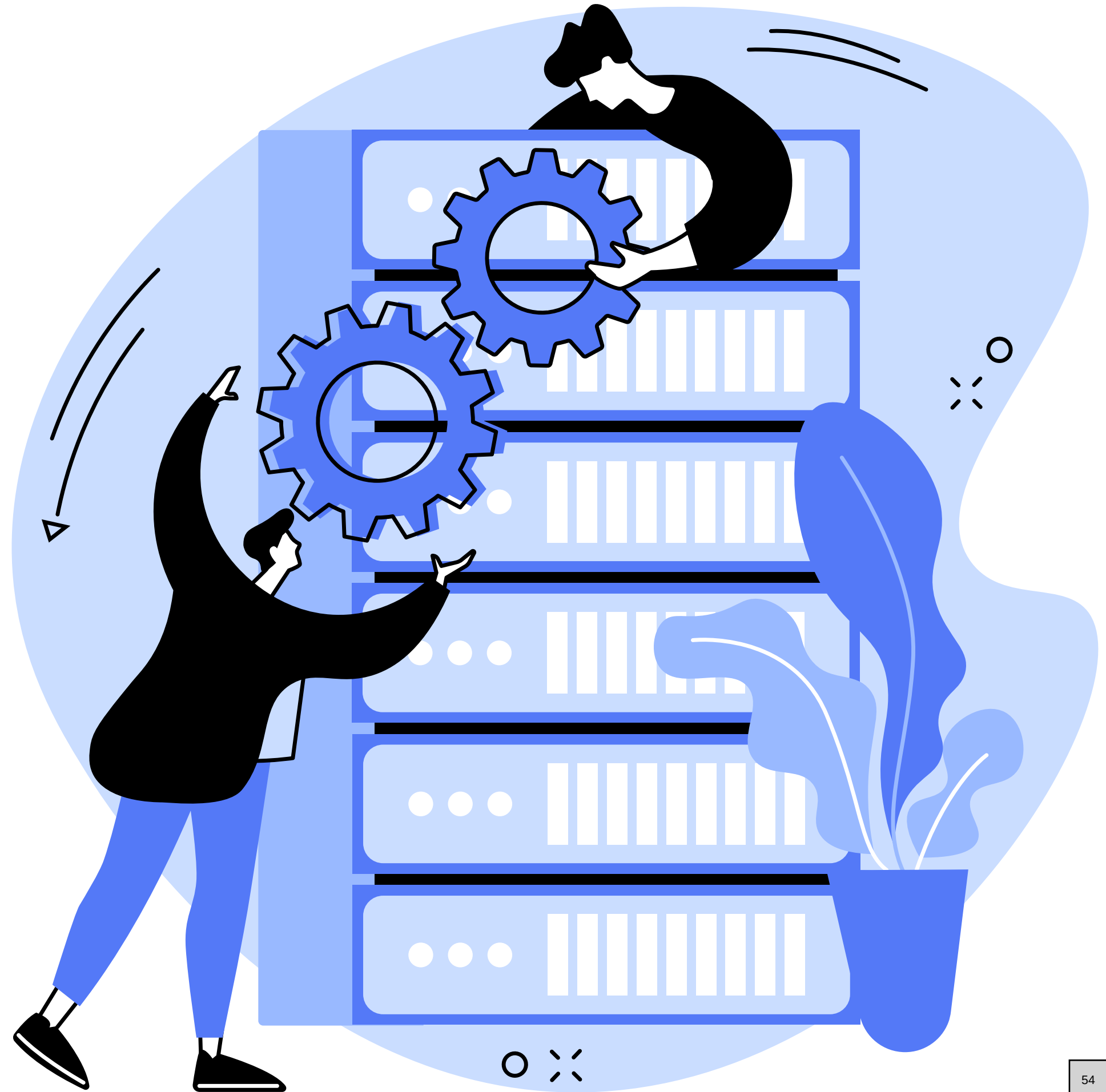
Note: The "Average Salary per FTE" is calculated by dividing the library's budgeted Salaries/Wages for a year by Total Staff numbers. Total Staff includes all staff types, including full and part-time staff, into a single number. This calculation does not account for differences in library staffing structure.

Future Projections

We will use metrics including library door counts, meeting room, study room, and makerspace use, program attendance, and materials circulation to determine future staffing needs. One area that may not be resolved even with the addition of another part-time staff member is the issue of monitoring the building to ensure security. Depending upon security incidents and needs, we may need to reevaluate. We have created an internal form to record patron behavior incidents in order to gather data. In the meantime, the library's professional staff will take on the extra work of monitoring any areas that the public services staff will not be able to reach during their normal daily work. We will also provide training for staff on how to handle issues such as patrons not leaving the building at closing time and other difficult behaviors.



Thank you!



Youth Services Report

2025 October

Collection Management

Materials ordered	34
Books cataloged	33
Materials Weeded	3
Materials Reorganized	62

Programs/Services

Program Name	Participation
Storytime	29
Storytime	14
Storytime	12
Stuffies & Storytimes	13
1000 Books before Kindergarten	0
Reference Questions/Technology Assistance Provided	8

Outreach

Opt-In Library Cards	1119
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Marketing

Category	Quantity
Social media scheduled from LibraryAware	4
Press release-October programs	1

Meetings and Trainings

9/3	Management Meeting
9/4	Vega Training
9/10	Management Meeting
9/17	Management Meeting
9/24	Management Meeting
9/25	Play Schemas for Inquiry-Based Learning

Notes

We had 1,119 children and teens register for library cards through school registration! The list of applicants was divided alphabetically by last name. Circulation and technical services staff were each assigned three to four letters. Their instructions are to check if any of the applicants already have an account and to confirm stat codes. Anyone who already has an account will be sent a letter letting them know how to get a replacement card, whether or not they have fees to pay, etc. Once these checks are complete we will begin mailing out library cards.

Programming & Makerspace Librarian Report

Hunter Swanson

October 2025

Upcoming Programs:

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

Meetings:

- Staff Meeting – 9/3
- Staff Meeting – 9/10
- Staff Meeting – 9/17
- Staff Meeting – 9/24
- Staff Meeting – 10/1
- Kate Winn and Kira Henschel (Author and Publisher)
- Staff Meeting – 10/8
- Repair Café Interest Group – 10/13

Other Updates:

- I have been settling into my new role and getting acquainted with its scope and responsibilities. I have familiarized myself with policy and general day-to-day operations. I have also been trained on holds fulfilment and curbside patron service.

Bridges Library System Staff Reports

October 2025

Brittany Larson – Library System Director

2025 Jefferson County Library Budget: I presented the budget to the Jefferson County Finance Committee on Wednesday, September 17th. It went well, and there were many Bridges directors and trustees in attendance to help support the request and share amazing things libraries are doing.

County Library Tax Exemptions: Documentation on municipal exemptions for all Waukesha County municipalities with a library was provided to the County. All 18 municipalities requested the exemption. Jefferson County municipal exemptions are due to Jefferson County by November 1st.

State Public Library System Plan: Each year, Wisconsin public library systems submit a plan to the Bureau of Libraries describing the program and budget for library service to be carried out in the subsequent year as required by Wisconsin Statutes. The staff and I worked to compile details of our 2026 service plans and budget information. This will be reviewed by the Bridges Board at their meeting this month for submission to the Bureau of Libraries by October 30th. The Bureau of Libraries must certify to the Department of Administration that the system plan conforms to [Chapter 43](#). Systems that submit plans by that date can expect to receive the first state aid payment no later than December 1st.

Professional Development: I attended a training held by Waukesha County on how to do evaluations with the new software system Workday. I also attended a webinar on Collection Management Self Censorship.

Library Visits: I visited the Menomonee Falls Public Library on September 24th and met with the director and representatives from the DPI's Bureau of Libraries. I visited the Waukesha Public Library and met with the director to talk about resource library services. I visited the Muskego Public Library to attend their ribbon cutting ceremony for their new Job Pod space.

Waukesha County Act 150 Committee: The second Waukesha County Act 150 Committee met on October 14th. The main topics discussed included the County collection and distribution formulas and the minimum to exempt standards, along with the Library Services Effort Ratio.

Mellanie Mercier – Automation Coordinator & Assistant Director

Increase bandwidth on Wide Area Network: We have requested, from TEACH Wisconsin, additional bandwidth for the Wide Area Network. This increase will double our bandwidth from 1GB to 2GB.

Wiscnet miniconnections conference: On October 1st I attended the Wiscnet miniconnections conference at Retzer Nature Center. During the afternoon session Wiscnet demonstrated an AI tabletop exercise that they have created for Cybersecurity attacks. This exercise allowed users to simulate the response to a cybersecurity attack without having to have one. The exercise also allowed for random responses from the attacker and you could work through your response. In the end you could ask AI what you could do better and get a summary of how you responded.

AI Made Simple webinar: On October 7th I attended a webinar on AI Made Simple with David Lee King from the Topeka Shawnee County Public Library. David went over how AI is being used in everyday life, AI tools that libraries can use and AI policy. Of note was a program that the Palo Alto Library (California) has done on AI Storytelling, you can see more about the project and how the tools have evolved in the finished product from 2023 to 2025 at <https://library.cityofpaloalto.org/blogs/post/ai-storytelling-2-0-reimagining-creativity-in-2025/>. David also highlighted the AI policy of the Galena Public Library District, their policy can be found at <https://galenalibrary.org/wp-content/uploads/2024/08/AI-Policy-1.pdf>

Kelly Nelson – Coordinator of Library Development

Library Visits: I visited the Muskego and Brookfield Public Libraries to introduce myself, share my role with Bridges, SEWI Libraries, and the state, and learn more about their needs.

SEWI Libraries System Director Meeting Visits: I had the opportunity to visit Prairie Lakes and Milwaukee County Library Systems' during their September director meetings. I introduced myself, shared my role and upcoming SEWI Libraries events, and encouraged them to reach out with any professional development needs and ideas.

SEWI Book Repair Workshop: Two book repair workshops were held on September 23 at the Wauwatosa Public Library. These workshops were led by Kary Barth, an independent consultant. In addition to her instructional workshop, attendees got a chance to view the Cover One book repair machine that was recently acquired by the Wauwatosa Public Library. Attendees left with valuable tips for repairing and extending the life of their collections.



Library staff from the Southeastern Wisconsin region gathered at the Wauwatosa Library to learn tips for extending the life of their collection.

SEWI Adult Public Programming

Meetup: A bi-annual meetup, library staff gathered at the Burlington Public Library to share programming ideas for adults. We had a great discussion and participants walked away with ideas for future events.

Bridges Trustee Appreciation Event: Our annual Trustee Appreciation Event was held on September 30 at the Johnson Creek Community Center. A special thanks to Betsy Bleck, Deputy Director of the Brookfield Public Library, our speaker for the evening, who inspired us to advocate for our libraries in a variety of ways. Hopefully, you get a chance to view the slideshow filled with photos of library events from around the system. The video can be found on the Bridges Library System YouTube page.

Upcoming Events

- **SEWI CCBC Presents: Great New for Children and Teens, October 21st** – Two workshops presented by the Children's Cooperative Book Center to highlight upcoming books for children and teens.

Professional Development

- **Horror Reader's Advisory Webinar** – Presented by Becky Spratford for the South Central Library System
- **Tech Days Webinars** – I attended several Wisconsin Tech Days webinars, all on the topic of Artificial Intelligence.

Photo to insert by the book repair workshop section...Library staff from the Southeastern Wisconsin region gathered at the Wauwatosa Library to learn tips for extending the life of their collection.

Angela Meyers – Coordinator of Youth and Inclusive Services

Inclusive Services

I coordinated the 6th annual Fall Family Day for the Library Memory Project on Sunday, September 28th, at Retzer Nature Center in Waukesha. The Hispanic Health Resource Center, a previous partner for the Hug a Horse memory café, sent invitations to their memory café attendees. The event was bilingual, offered in both English and Spanish, and attracted 95 participants. It featured live music, bingo with prizes, planetarium shows, and an educational program on fall trees, seeds, and leaves.



A family of 10 gather for Fall Family Day at Retzer Nature Center

Youth Services



Library staff participated in a live American Sign Language workshop

Fifteen library staff from 12 libraries participated in a virtual workshop titled "Little Hands Signing," conducted by American Sign Language interpreter and educator Kathy MacMiller. The recording will be available for three months, and each member library can submit a 10-minute video of their use of ASL for Kathy to provide feedback.

Nine library libraries joined a virtual Teen Think Tank meeting to discuss summer

reading programs, techniques for engaging teens, teen advisory boards, and various programs. Maura Flanagan presented her well-received teen volunteer program from the Pauline Haass Public Library.

Public library and school staff gathered at Oconomowoc Public Library for the annual School and Public Library Partnership Meeting. Michele Gagner from Waukesha Public Library shared strategies for collaborating with schools. The meeting included discussions on various partnership ideas, such as offering Kids' Choice Awards.

Beth Bechtel – Database Management Librarian

Library Visits and Meetings: This month, I had initial consultations with new catalogers at the libraries in Sussex and Fort Atkinson. I also had a virtual consultation with a Mukwonago cataloger about book club books and provided a demonstration on cataloging with Leap to staff members at Brookfield Public Library.

Catalog Updates and Maintenance: I completed the months-long project of removing all the OverDrive titles and items from the CAFÉ catalog. The new Discover catalog automatically connects to our OverDrive titles, so bibliographic records for each OverDrive offering no longer need to be managed within the CAFÉ catalog.

Emily Heller – Public Communications Coordinator

Kids' Choice Award

I updated the 2025-2026 [Kids' Choice Award](#) posters, flyers, bookmarks, stickers and marketing materials for Angela and created Book Talk Videos for each title to help promote them to area students. Watch the videos: <https://bridgeslibrarysystem.org/booktalks>

Outreach

On Saturday, September 20th, I attended Apple Harvest Festival at Retzer Nature Center. Our outreach booth in "The Pines" activity area was very successful.

Attendees had fun with our "Fill Our Bookshelf" activity by sharing their favorite book or designing their own. It was a great way to ask people about the books they like and how they use their libraries. We counted 715 interactions with people at our booth. (There may have been more, but it got busy a few times and we lost count.)



Our Fall Story Hike partnership continues through October 31st! Hikers are reading *Fungi Grow* by Maria Gianferrari, with illustrations by Diana Sudyka, on the Orange trail at Retzer Nature Center!

Consulting

On Monday, September 22nd, I held an in-person Marketing Meetup at Waukesha Public Library. There were 20 attendees from 15 libraries. We broke into small groups and had successful social media content brainstorming sessions which resulted in a shared spreadsheet of ideas for all to use.

Advertising

The systemwide YouTube “Expect the Unexpected” pilot campaign is running and we had good results in the first 6 days of the run. We are expecting 33,000+ total views during campaign, running through December 31, 2025. So far it has been:

- Encountered 2,074 times
- Engaged with or seen in its entirety 1,052 times
- Clicked on 16 times

View the ad here: <https://drive.google.com/file/d/1zGPYAUUPWJ8ke1lRnrJpwG0YhZPc4k3M/view>

If this pilot is successful, my aim is to run a series of library services ads to use in 2026 on YouTube and social media channels.

In the News:

- New Berlin Public Library’s viral trust fall reel: Watch on [Facebook](#) or [Instagram](#)
- Waukesha Reads returns in October with ‘The Seed Keeper’: [Waukesha Freeman Article](#)
- Library learning at Dwight Foster Public Library: [Daily Jefferson County Union Photo](#)
- Apple Harvest Festival draws big crowd to Retzer Nature Center: [Waukesha Freeman Article](#)
- Waukesha Public Library celebrates 20 years of public art with special reception: [Waukesha Freeman Article](#)

[News Archives](#)

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

- Marketing Magic:
 - September 26: 60.24% Open Rate
 - September 12: 62.65% Open Rate
 - August 22: 67.47% Open Rate
- Monthly Bridges:
 - October 3: 47.37% Open Rate
 - September 18: 49.6% Open Rate
 - August 21: 47.94% Open Rate
- Monthly Legislators – ‘Back to School’ Edition
 - Legislators: 44.44% Open Rate
 - Staff: 39.02% Open Rate