



## Library Board of Trustees

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

**Monday, April 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://us02web.zoom.us/j/82954099698?pwd=0vQXPacT2GZUwFsnZ5L53xNX33Bqwr.1>

**Meeting ID:** 829 5409 9698

**Passcode:** pVbffN17

**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 March 30, 2026 meeting
- [2.](#) Approval of Payment of Invoices for March 2026
- [3.](#) Acknowledgement of Receipt of March 2026 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of March 2026 Treasurer's reports

### HEARING OF CITIZEN COMMENTS

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

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

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#### **OLD BUSINESS**

6. Library Building general update
7. Matter of report concerning the transfer of funds from American Deposit Management to the City of Whitewater
8. Discussion and election of officers for 2026

#### **NEW BUSINESS**

9. Matter of report concerning the kiln dried wooden planks
10. Review and approval of the Privacy Policy.

#### **CONSIDERATIONS / DISCUSSIONS / REPORTS**

11. Staff reports

#### **CONFIRMATION OF NEXT MEETING**

12. Adjournment into Closed Session

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

Item to be discussed:

- a) Performance evaluation for the Library Director

#### **ADJOURNMENT**

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



## Library Board of Trustees

Item 1.

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

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Item to be discussed:

- a) Performance evaluation for the Library Director

#### **ADJOURNMENT**

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## Library Board of Trustees

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

**Monday, March 30, 2026- 6:30 PM**

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Citizen participation is welcome during topic discussion periods.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85960263284?pwd=s9WCaxz4f92bcuGW4qbcQ9ijFc7iUD.1>

**Meeting ID:** 859 6026 3284

**Passcode:** Mk9rwwHw

**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.

## MINUTES

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

**ROLL CALL**

**Present:** Jennifer Motszko, Elizabeth Miller, Steven Sahyun, Kelly Davis, Doug Anderson

**Not Present:** Camden Harlan, Tara McKenzie-Peotter, Kathy Retzke

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

**Others Present:**

### APPROVAL OF AGENDA

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- **Doug Anderson motioned to approved, Elizabeth Miller seconded the motion, the motion passed unanimously.**

**CONSENT AGENDA**

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

1. Approval of the minutes of the February 16, 2026 meeting
  2. Approval of Payment of Invoices for February 2026
  3. Acknowledgement of Receipt of February 2026 Statistical report
  4. Acknowledgement of Receipt of Financial reports
  5. Acknowledgement of Receipt of February 2026 Treasurer's reports
- **Jennifer Motszko motioned to approve the Consent Agenda without Item 5 and to discuss Item 5 separately, Doug Anderson seconded the motion, the motion passed unanimously.**
  - **Doug Anderson motioned to approve the Treasurer's Report, Elizabeth Miller seconded, and the motion passed unanimously.**

**HEARING OF CITIZEN COMMENTS**

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**No citizens were present.**

**OLD BUSINESS**

6. Library Building general update

Per Diane,

- The HVAC system in the lobby is making a reverberating noise.
  - There are plumbing issues in the Family Bathroom (faucet won't stop running).
  - There is low water pressure on one of the faucets in the women's public restroom.
  - Laminate is cracked on the counter by the book covering machine.
  - The divider between Meeting Room 1 and 2 is sticking.
  - Signs are being created for Staff areas to be designated and signs to denote Director and Assistant Director offices.
  - They are getting a quote for additional donor names to be added to the tiles.
  - They have received all the items ordered for the children's area.
7. Review and approval of the revised 2026 Strategic Plan Activities

Added 5% items to Spanish-language collection, especially graphic novels.

**Elizabeth Miller motioned to approve the revised 2026 Strategic Plan Activity, and Kelly Davis seconded the motion. The motion passed unanimously.**

## NEW BUSINESS

7. Discussion and election of officers for 2026

**Doug Anderson motioned to approve Kelly Davis as Interim President and Elizabeth Miller as Secretary for 2026-2027 with the caveat that the board will discuss the President, Vice President, and Treasurer positions at the April meeting. Steven Sahyun seconded the motion and the motion passed unanimously.**

8. Discussion and approval of the 2025 annual report

The Library Director needs 2025 Financials from the City in order to submit the annual report, and this year those came quite late in February. We are putting a note in for January 2027 to discuss a later date for the February 2027 Board Meeting so the annual report can be approved and submitted to the state on time and in compliance with the statute.

**Steven Sahyun moved to approve the 2025 annual report, Doug Anderson seconded the motion, and the motion passed unanimously.**

9. Review and approval of updated Fees list and Circulation Policy

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

## CONSIDERATIONS / DISCUSSIONS / REPORTS

10. Library Director's report

Reminder that the agenda and board packets can always be found on the City of Whitewater website. Diane visited three different libraries in Central Illinois over the weekend. She also visited ten libraries outside of the Bridges Library System. Oregon's library was notable as they had many similarities to our library, having constructed a new building in 2024. One thing they have that appealed to the Board was putting in a self-checkout. Assistant Director Sarah French said she thinks it is currently the library's biggest need because they are busier and they don't currently have the ability to hire more staff. A self-checkout was something the Board wanted in the renovation, but it didn't fit in with the budget. There is space reserved for it. Kelly Davis made the point that it is important for patron privacy.

Diane also reported on her visits to the Stoughton Library and the Rosemary Garfoot Public Library in Cross Plains, which is the first LEED-certified library in Wisconsin (Leadership in Energy and Environmental Design).

The other libraries Diane visited in 2025 were the Eager Free Library in Evansville, Hedberg Public Library in Janesville, the Milton Public Library, the Cambridge Public Library, the Deerfield Public Library, the Fitchburg Public Library, and the Marshall Public Library.

11. Assistant Director's report

February 2026 Room Reservations doubled from January's numbers. The Explore passes are up and running and being checked out a lot. When she checked this morning, the passes for the Milwaukee County Zoo and the Mitchell Park Domes were checked out. There was enthusiastic feedback on the Itty Bitty Art Show. Elizabeth Miller shared she enjoyed the traveling John Muir exhibit that is currently up in the library's lobby.

12. Youth Educational Services report

13. Programming & Makerspace report

Vinyl Club is growing – four attendees at the last event!

D&D Club is popular!

Hunter represented the library at the WUSD 4K Discovery Day.

14. Bridges Library System Staff reports

15. Board reports

#### **FUTURE AGENDA ITEMS**

There will be Board discussion at the next meeting to vote on the next slate of officers.

#### **CONFIRMATION OF NEXT MEETING**

**The next Library Board meeting will be on Monday, April 20 at 6:30 pm at the Whitewater Public Library.**

16. Adjournment into Closed Session

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

Item to be discussed:

- a) Performance evaluation for the Library Director

Steven Sahyun motioned to adjourn into closed session. Doug Anderson seconded the motion.

**Roll Call Vote:** Doug Anderson - Yes, Elizabeth Miller - Yes, Kelly Davis - Yes, Jennifer Motszko – Yes, Steven Sahyun - Yes

#### **ADJOURNMENT**

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

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Midwest Tape	508551690	\$ 51.73
Audiovisual-adult	Midwest Tape	508551691	\$ 47.98
Audiovisual-adult	Midwest Tape	508584710	\$ 66.72
Audiovisual-adult	Amazon	n/a	\$ 27.17
Audiovisual-adult	Amazon	n/a	\$ 29.99
Audiovisual-adult	Midwest Tape	508613532	\$ 148.76
			<b>\$ 372.35</b>
Audiovisual-juvenile	Midwest Tape	508497039	\$ 98.99
Audiovisual-juvenile	Midwest Tape	508551693	\$ 9.99
Audiovisual-juvenile	Midwest Tape	508584712	\$ 25.49
Audiovisual-juvenile	Midwest Tape	508551692	\$ 21.24
Audiovisual-juvenile	Midwest Tape	508551694	\$ 18.69
			<b>\$ 174.40</b>
Books-adult	Amazon	n/a	\$ 885.01
Books-adult	Ingram	94936066	\$ 58.18
Books-adult	Walmart	n/a	\$ 41.96
			<b>\$ 985.15</b>
Books-juvenile	Ingram	94919677	\$ <b>1,284.44</b>
Grounds maintenance	AlSCO	IMIL2201202	\$ 35.35
Grounds maintenance	AlSCO	IMIL2204892	\$ 35.35
			<b>\$ 70.00</b>
Library Building Project	Miron	G-017	\$ <b>14,613.38</b>
Material Recovery	Unique	6157739	\$ <b>81.55</b>
Office supplies	Showcases	331674	\$ 102.80
Office supplies	Demco	7769976	\$ 123.64
Office supplies	Amazon	n/a	\$ 242.80
Office supplies	Walmart	n/a	\$ 36.37
Office supplies	POS Supply Solutions	n/a	\$ 71.64
Office supplies	Amazon	n/a	\$ 47.91
Office supplies	Demco	7785725	\$ 84.60
Office supplies	When I Work	n/a	\$ 37.50
			<b>\$ 747.26</b>

Periodicals-adult	APG Southern WI	n/a	\$	39.33
Periodicals-adult	Journal Sentinel	n/a	\$	40.00
Periodicals-adult	DiscountMags	n/a	\$	32.00
Periodicals-adult	USA Today	BW6278180	\$	132.79
			<b>\$</b>	<b>244.12</b>
Professional Development	WLA	25320	\$	325.00
Professional Development	Osthoff Resort	n/a	\$	172.84
			<b>\$</b>	<b>497.84</b>
Program supplies-adult	WI Historical Society	147	\$	100.00
Program supplies-adult	Toppers	n/a	\$	144.29
Program supplies-adult	Walmart	n/a	\$	42.99
Program supplies-adult	Facebook	n/a	\$	9.53
Program supplies-adult	Amazon	n/a	\$	49.83
Program supplies-adult	Walmart	n/a	\$	36.71
			<b>\$</b>	<b>383.35</b>
Program supplies-juvenile	iRead	n/a	\$	258.94
Program supplies-juvenile	OTC	n/a	\$	69.85
Program supplies-juvenile	Lakeshore Learning	n/a	\$	3,976.63
Program supplies-juvenile	Amazon	n/a	\$	96.89
			<b>\$</b>	<b>4,402.31</b>
Rebranding	4imprint	n/a	\$	512.88
Travel	Jess Schmid	n/a	\$	7.25

		<b>City of Whitewater</b>	<b>6,724</b>		
<b>Jefferson County</b>				<b>Dodge County</b>	
City	137			City	0
Rural	421			Rural	0
TOTAL	<b>558</b>			TOTAL	<b>0</b>
<b>Rock County</b>				<b>Waukesha County</b>	
City	42			City	28
Rural	205			Rural	0
TOTAL	<b>247</b>			TOTAL	<b>28</b>
<b>Walworth County</b>					
City	34			Other Counties	<b>36</b>
Rural	826				
TOTAL	<b>860</b>			Out of State	<b>1</b>
<b>Dane County</b>					
City	3			Total Nonresident	<b>1,755</b>
Rural	22				
TOTAL	<b>25</b>				
				<b>TOTAL</b>	
	<b>ADULT</b>	<b>3,208</b>	<b>CHILDREN</b>	<b>1,681</b>	
<b>ACCESS &amp; USAGE</b>		<b>INFORMATION SERVICE</b>		All Ages	8
Days Open	24	Reference	168	Attendance	49
Hours Open	245				
Library Visits	3,779	<b>REGISTRATION</b>			
		Resident	4,463		
		Non-Resident	2,261		
		Total Registered Borrowers	6,724		
<b>OVERDRIVE</b>	1,694	New Users	61	<b>PRE-RECORDED PROGRAMS</b>	
				Children 0-5 Programs	0
		<b>INTERLIBRARY LOAN</b>		Attendance	0
		Lending	1,798	Children 6-11 Programs	0
<b>MEETING ROOMS</b>	120	Borrowing	1,137	Attendance	0
				Children 12-18 Programs	0
		<b>VOLUNTEERS</b>		Attendance	0
		Participants	0	Adult Programs	0
		Hours worked	0	Attendance	0
		<b>HOME DELIVERY</b>		All Ages	0
<b>COLLECTION MAINTENANCE</b>		Participants	15	Attendance	0
Books added	128	Items Delivered	109	<b>SELF-DIRECTED PROGRAMS</b>	
Audio materials added	2			Children 0-5 Programs	0
Video materials added	18	<b>IN-PERSON PROGRAMS</b>		Attendance	0
Other materials added	18	Children 0-5 Programs	4	Children 6-11 Programs	4
		Attendance	65	Attendance	282
Materials withdrawn	22	Children 6-11 Programs	3	Children 12-18 Programs	1
		Attendance	34	Attendance	27
		Children 12-18 Programs	8	Adult Programs	2
		Attendance	18	Attendance	281
		Adult Programs	12	All Ages	
		Attendance	38	Attendance	

	Current Month	Received to Date	Est. FY Rev.	% of Total
Fees	\$28.25	\$222.24	\$500.00	44%
Materials Replacement	\$61.96	\$520.07	\$1,000.00	52%
County Reimbursements	\$75,754.88	\$134,835.88	\$219,768.00	61%
Gifts & Grants	\$14.45	\$3,291.25	\$15,000.00	22%
Copywork	\$273.32	\$975.74	\$3,000.00	33%
Miscellaneous	\$0.00	\$0.00	\$300.00	0%
<b>TOTAL</b>	<b>\$76,132.86</b>		<b>\$239,568.00</b>	0%

NOTES



## QUARTERLY REPORT

Irvin L. Young Memorial Library  
Endowment Fund

01/01/2026 to 03/31/2026

**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.**

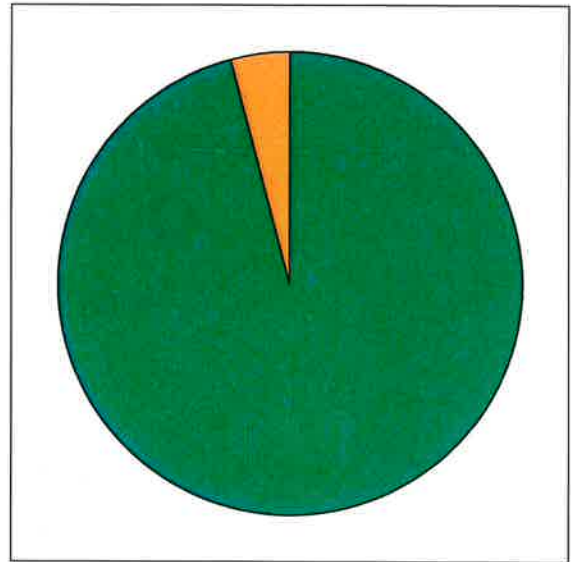


### ACCOUNT SUMMARY

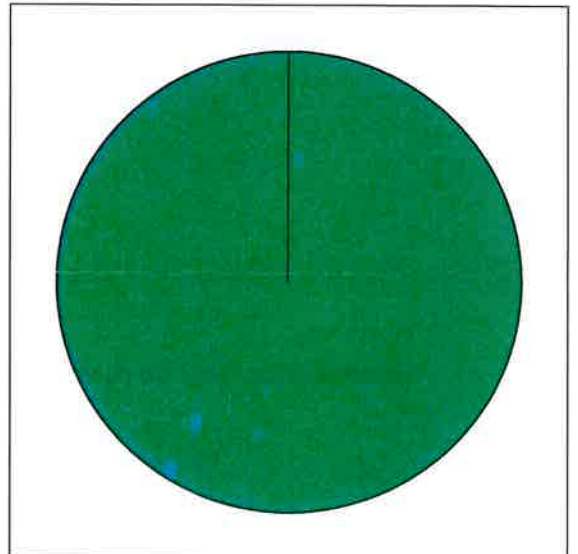
Irvin L. Young Memorial Library  
Endowment Fund

ACCOUNT 9900003 AS OF 03/31/2026

<b>96% STOCKS</b>	<b>98,464.92</b>
<b>4% BANK ACCOUNTS</b>	<b>4,426.68</b>
<b>Total Market Value</b>	<b>102,891.60</b>



<b>100% Growth &amp; Income Funds</b>	<b>98,464.92</b>
<b>Total Equities</b>	<b>98,464.92</b>





## REPORT OF ASSETS

Irvin L. Young Memorial Library  
Endowment Fund

ACCOUNT 9900003 AS OF 03/31/2026

	Units	Price	Market Value	Book Value
<b>MUTUAL FUNDS</b>				
1. Vanguard Balanced Index Admiral Shares	1,974.828	49.8600	98,464.92	49,305.40
<b>TOTAL STOCKS</b>			<u>98,464.92</u>	<u>49,305.40</u>
	<b>TOTAL INVESTMENTS</b>		98,464.92	49,305.40
	<b>CASH ON HAND</b>		<u>4,426.68</u>	<u>4,426.68</u>
	<b>TOTAL ASSETS</b>		<u>102,891.60</u>	<u>53,732.08</u>



## REPORT OF CASH ACCOUNT

Irvin L. Young Memorial Library  
Endowment Fund

ACCOUNT 9900003 FOR DATES 01/01/2026 TO 03/31/2026

<b>BEGINNING BALANCE</b>		<b>3,842.13</b>
<hr/>		
<b>1. DIVIDENDS RECEIVED</b>		
Dividend Receipt		
Vanguard Balanced Index Admiral Shares		
03/30/2026	584.07	
	<hr/>	
Total Dividend Receipt		584.07
<b>TOTAL DIVIDENDS RECEIVED</b>		<b>584.07</b>
<b>2. MISCELLANEOUS RECEIPTS</b>		
Interest Credit		
01/30/2026	0.16	
02/27/2026	0.15	
03/31/2026	0.17	
	<hr/>	
Total Interest Credit		0.48
<b>TOTAL MISCELLANEOUS RECEIPTS</b>		<b>0.48</b>
<b>3. ASSET SALES AND TRANSFERS</b>		
Transfer from IMMA		
LPL Money Market 1		
03/31/2026	584.07	
	<hr/>	
Total Transfer from IMMA		584.07
<b>TOTAL ASSET SALES AND TRANSFERS</b>		<b>584.07</b>
<b>TOTAL ITEMS OF RECEIPT</b>		<b>1,168.62</b>
<hr/>		
<b>4. ASSET PURCHASES AND TRANSFERS</b>		
Transfer to IMMA		
LPL Money Market 1		
03/30/2026	-584.07	
	<hr/>	
Total Transfer to IMMA		-584.07
<b>TOTAL ASSET PURCHASES AND TRANSFERS</b>		<b>-584.07</b>



**REPORT OF CASH ACCOUNT**

Irvin L. Young Memorial Library  
Endowment Fund

ACCOUNT 9900003 FOR DATES 01/01/2026 TO 03/31/2026

<b>TOTAL ITEMS OF DISBURSEMENT</b>	<b>-584.07</b>
<b>CASH ACCOUNT BALANCE</b>	<b>4,426.68</b>



## REPORT OF NON-CASH ENTRIES

Irvin L. Young Memorial Library  
Endowment Fund

ACCOUNT 9900003 FOR DATES 01/01/2026 TO 03/31/2026

	Market Value	Book Value
<b>1. CAPITAL GAINS REINVESTMENT</b>		
LT Cap Gains Reinvest		
Vanguard Balanced Index Admiral Shares		
03/30/2026 15.415 shares	779.54	755.17
	-----	-----
Total LT Cap Gains Reinvest	779.54	755.17
ST Cap Gains Reinvest		
Vanguard Balanced Index Admiral Shares		
03/30/2026 .111 shares	5.61	5.44
	-----	-----
Total ST Cap Gains Reinvest	5.61	5.44
<b>TOTAL CAPITAL GAINS REINVESTMENT</b>	<b>785.15</b>	<b>760.61</b>
	-----	-----
<b>TOTAL NON-CASH INCREASES</b>	<b>785.15</b>	<b>760.61</b>
	=====	=====

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



April 02, 2026

Statement Period:  
March 01, 2026 - March 31, 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](http://www.americandeposits.com)
- Questions on products & services:
- Mail correspondence to:  
W220N3451 Springdale Road  
Pewaukee, WI 53072

<b>American Money Market Account™</b>			
<b>Account Number-Description</b>	<b>Average Monthly Balance</b>	<b>Net Earnings</b>	<b>Delivered Rate</b>
CIRVIN01 - General	\$ 349,727.24	\$ 1,008.94	3.51 %

CIRVIN01 - General

**Balance Summary**

Beginning Balance:	\$	349,727.24
Total Deposits:	\$	1,008.94
Total Withdrawals:	\$	0.00
Ending Balance:	\$	350,736.18
Average Balance:	\$	349,727.24

**Transaction Detail**

DEPOSITS

Date	Description	Amount
03/31/2026	Accrued Interest Earned	\$ 1,008.94
<b>Total Deposits:</b>		<b>\$ 1,008.94</b>

**Summary of Financial Institutions**

FDIC/ NCUA	Name	Balance
24077	Altra, FCU	\$ 4,563.89
22953	Amerant Bank, N.A.	\$ 248,500.00
24540	Bank of New England	\$ 12,278.46
29744	First Seacoast Bank	\$ 60,549.43
29209	NexBank	\$ 939.15
29209	NexBank	\$ 7,860.85
59112	Studio Bank	\$ 2,588.14
6560	The Huntington National Bank - Repurchase Agreement	\$ 1,008.94
18344	UBank (TX)	\$ 3,917.74
18344	UBank (TX)	\$ 2,183.65
26626	United Texas Bank	\$ 6,345.93
<b>Ending Balance:</b>		<b>\$ 350,736.18</b>

*American Deposit Management LLC applied a period ending Feb 2026 Deposit Advisory Fee of \$63.42 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 Feb 2026, the Program Fee of 0.04 was applied to gross earnings of \$1,044.34 for a total of \$41.77.*

*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  
0  
PAGE: 1  
03/31/2026

FCS17 v1



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

30-0  
0  
0



0002 000690

=====

MUNICIPAL ACCOUNT 132732

=====

DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT .....			02/27/26	1,285.36
BALANCE THIS STATEMENT .....			03/31/26	1,285.36
TOTAL DAYS IN STATEMENT PERIOD 02/28/26 THROUGH 03/31/26:				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 THIS PERIOD	TOTAL YEAR TO DATE
* TOTAL OVERDRAFT FEES:	\$ .00	\$ .00
* TOTAL RETURNED ITEM FEES:	\$ .00	\$ .00

- END OF STATEMENT -

WI1549E735 - 0016400 - 001/001



Phone: (262) 473-2112 - Fax: (262) 473-5769  
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NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION





210 Wingo Way  
 Suite 200  
 Mount Pleasant, SC 29464  
 Telephone: 843-853-2070  
 www.arcadiapublishing.com

**ROYALTY STATEMENT FROM: 7/2025 TO 12/2025**

Royalty Statement Date : 03/26/26

Item 6.

**CONTRACT:** 540078  
**ITEM:** 9780738540078  
**DESCRIPTION:** Whitewater  
**BINDING:** Paperback/Softback  
**AUTHOR(S):** Fred G. Kraege  
**RELEASE DATE:** 05/24/2006  
**ACH:** YES  
**ROYALTY SHARE:** 100.000 %  
**RETURNS PROVISION:**

PAYEE: 40072 IRVIN L. YOUNG MEMORIAL LIBRARY  
 431 W. CENTER STREET  
 WHITEWATER WI 53190

<b>OPENING BALANCE (BROUGHT FORWARD)</b>	ROYALTY:	34.86
	ADVANCE:	.00
	OTHER:	16.93
	<b>NET BALANCE:</b>	<b>51.79</b>

MOVEMENT TYPE DESCRIPTION	ROYALTY QTY RATE %	RRP	NET SALES	YOUR % SHARE	ROYALTY AMOUNT
		24.99			
<b>TOTAL:</b>	<b>0</b>				<b>.00</b>

**PAYMENT:** .00

<b>CLOSING BALANCE (CARRIED FORWARD)</b>	ROYALTY:	34.86
	ADVANCE:	.00
	OTHER:	16.93
	<b>NET BALANCE:</b>	<b>51.79</b>



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**ROYALTY STATEMENT FROM: 7/2025 TO 12/2025**

Royalty Statement Date : 03/26/26

Item 6.

<b>CONTRACT:</b>	540078
<b>ITEM:</b>	9781439632871
<b>DESCRIPTION:</b>	Whitewater
<b>BINDING:</b>	E-Publication
<b>AUTHOR(S):</b>	Fred G. Kraege
<b>RELEASE DATE:</b>	05/24/2006
<b>ACH:</b>	YES
<b>ROYALTY SHARE:</b>	100.000 %
<b>RETURNS PROVISION:</b>	

PAYEE: 40072 IRVIN L. YOUNG MEMORIAL LIBRARY  
 431 W. CENTER STREET  
 WHITEWATER WI 53190

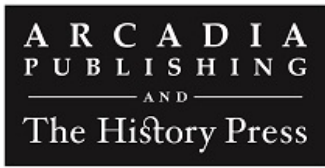
<b>OPENING BALANCE (BROUGHT FORWARD)</b>	ROYALTY:	0.68
	ADVANCE:	.00
	OTHER:	.00
	<b>NET BALANCE:</b>	<u>0.68</u>

MOVEMENT TYPE	DESCRIPTION	ROYALTY QTY	ROYALTY RATE %	RRP	NET SALES	YOUR % SHARE	ROYALTY AMOUNT
NOR	SALES	2	8.00	.00	2.12	100.00%	0.17
<b>TOTAL:</b>		<u>2</u>					<u>0.17</u>

**OTHER INCOME AND EXPENSES:**

DOCUMENT	DOC DATE	CRED REF	OUR REF	DESCRIPTION	PAYEE	AMOUNT
I 21120078	12/31/25		00000000	AI ROYALTY		205.00
I 10366640	12/15/25	AI_ROYALTY	I 10366640	AI ROY-9781439632871	40072 IRVIN L. YOUNG MEMORIAL LIBRARY	-205.00
<b>NET OTHER INCOME/EXPENSES:</b>						<u>.00</u>
<b>PAYMENT:</b>						<u>.00</u>

<b>CLOSING BALANCE (CARRIED FORWARD)</b>	ROYALTY:	0.85
	ADVANCE:	.00
	OTHER:	.00
	<b>NET BALANCE:</b>	<u>0.85</u>



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**ROYALTY STATEMENT FROM: 7/2025 TO 12/2025**

Royalty Statement Date : 03/26/26

Item 6.

<b>CONTRACT:</b>	540078
<b>ITEM:</b>	9781531623999
<b>DESCRIPTION:</b>	WHITEWATER
<b>BINDING:</b>	Hardback
<b>AUTHOR(S):</b>	LSI HARDCOVER
<b>RELEASE DATE:</b>	
<b>ACH:</b>	YES
<b>ROYALTY SHARE:</b>	100.000 %
<b>RETURNS PROVISION:</b>	

PAYEE: 40072 IRVIN L. YOUNG MEMORIAL LIBRARY  
 431 W. CENTER STREET  
 WHITEWATER WI 53190

<b>OPENING BALANCE (BROUGHT FORWARD)</b>	ROYALTY:	2.99
	ADVANCE:	.00
	OTHER:	.00
	<b>NET BALANCE:</b>	<u>2.99</u>

MOVEMENT TYPE	DESCRIPTION	ROYALTY QTY	ROYALTY RATE %	RRP	NET SALES	YOUR % SHARE	ROYALTY AMOUNT
NOR	SALES	2	8.00	.00	12.42	100.00%	1.00
<b>TOTAL:</b>		<u>2</u>					<u>1.00</u>

**OTHER INCOME AND EXPENSES:**

DOCUMENT	DOC DATE	CRED REF	OUR REF	DESCRIPTION	PAYEE	AMOUNT
I 21163807	12/31/25		00000000	NET RECEIPTS ADJ		-1.00
<b>NET OTHER INCOME/EXPENSES:</b>						<u>-1.00</u>
<b>PAYMENT:</b>						<u>.00</u>

<b>CLOSING BALANCE (CARRIED FORWARD)</b>	ROYALTY:	2.99
	ADVANCE:	.00
	OTHER:	.00
	<b>NET BALANCE:</b>	<u>2.99</u>



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**ROYALTY STATEMENT FROM: 7/2025 TO 12/2025**

Royalty Statement Date : 03/26/26

Item 6.

**PAYEE STATEMENT TOTAL THIS RUN**

PAYEE: 40072                      IRVIN L. YOUNG MEMORIAL LIBRARY

CURRENCY:                      US Dollar                      USD  
 PRIOR ADV AMOUNT:                      .00  
 PRIOR ROY EARNED:                      1,990.42  
 PRIOR OTHER AMOUNT:                      0.69  
 PRIOR COSTS:

	<b>OPENING</b>	<b>THIS PERIOD</b>	<b>CLOSING</b>
ADVANCE BALANCE:	.00	.00	.00
ROYALTY BALANCE:	38.53	1.17	38.70
OTHER AMOUNTS:	16.93	-1.00	16.93
COSTS:	.00	.00	.00
RETURNS PROVISION:	.00	.00	.00
PROVISION PAY BACK:		.00	
PAYMENT EXCL TAX:		.00	
<b>PAYMENT:</b>		<b>.00</b>	



**Whitewater**  
PUBLIC LIBRARY

## Privacy Policy

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### Privacy Statement

Protecting library user privacy and keeping confidential information that identifies individuals or associates individuals with their use of library books, materials, equipment, programs, services, facilities, and/or staff assistance is an important principle of the Library. This policy affirms the Library's commitment to privacy, explains the information that the Library collects, and alerts visitors to Library facilities and users of remotely accessed Library services of the privacy choices available to them.

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### Definition of Terms

- **Privacy** is the right to seek information through Library resources without having the subject of interest known or examined by others.
- **Confidentiality** exists when the Library possesses personally identifiable information and keeps that information private on the patron's behalf.
- **Personally identifiable information** is information such as name, library card number, e-mail or mailing address, telephone number, or any financial information relating to a patron and his or her accounts.

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### Legal Protections and Exceptions

Wisconsin law has strong protections in place to assist the library in keeping records confidential. In certain circumstances, Library records may be subject to disclosure to law enforcement officials under provisions of state law or federal law under the provisions of the [USA Patriot Act \(Public Law 107-56\)](#). In accordance with the USA Patriot Act, public libraries must allow an immediate search and possible seizure of equipment or information if presented with a FBI National Security Letter or Foreign Intelligence Surveillance Act Warrant. Staff members are provided training in handling requests from law enforcement.

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80). Library records include any record of use of library materials, resources, or services.

Wis. State Statute 43.30 requires that library records may only be disclosed under the following circumstances:

1. With the consent of the individual library user.
2. To a custodial parent or legal guardian of a juvenile under 16 years of age.
3. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at the library. In this instance, the library shall disclose all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.
4. To persons acting within the scope of their duties in the administration of the library or library system.
5. To other libraries for interlibrary loan purposes.
6. To a qualifying third party<sup>1</sup> to assist with delinquent accounts. Under the provisions of the law, the library may only disclose the individual's name, contact information and the quantity, types and value of unreturned materials, not the titles of the items.

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### **Library Records**

The Library avoids creating unnecessary records and retaining records longer than needed for library business purposes.

1. To receive a library card, library users are required to provide identifying information such as name, birth date, picture ID, and mailing address. The identifying information is retained as long as the library user continues to use the library card. In most cases the information will be in the database for a maximum of three years after the person stops using the library card at which time the record is deleted.
2. A library user's circulation record includes current identifying information, items currently checked out<sup>2</sup> or on hold, as well as overdue materials and fines.
3. Ninety days after an item is returned, the Library System removes the information regarding the last patron to check it out which deletes the patron from the item history log. If the item had associated fines, the fine transactions are saved.
4. The Library may also gather information necessary to provide a requested service to a library user including but not limited to the following examples:
  - Records of electronic access information such as the library card or guest pass number used to log onto library public computers or search a library database
  - Records for interlibrary loan requests or reference services
  - Records needed to sign up for or participate in library classes and programs
  - Records for use of meeting **and study** rooms

- Records for receiving emails and/or text messages about library services and programs

Once there is no longer a need for the information, personally identifying records are destroyed. Emails sent to Library staff may be subject to open records requirements.

5. The Library treats records as confidential in accordance with Wisconsin State Law (43.30). The Library will not collect or retain private and personally identifiable information without the person's consent. If consent to provide personally identifiable information is given, the Library will keep it confidential and will not sell, license or disclose it to any third party, except for purposes described by the law.

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## **Access to Accounts and Patron Responsibility**

### **Protecting a Patron Account**

It is the patron's responsibility to notify the Library immediately if a library card is lost or stolen or if they believe someone is using the card or card number without permission. The Library recommends these precautions:

- Log off systems after use
- Don't share the library card, user IDs, or passwords
- Select passwords which are easy to remember, but difficult for others to guess by including a mixture of numbers, symbols, and/or upper and lowercase letters

### **Keeping Account Information Up-To-Date**

A patron may access their personally identifiable information held by the Library and is responsible for keeping the information accurate and up-to-date. The purpose of accessing and updating personally identifiable information is to ensure that library operations can function properly. A patron may view or update their personal information in person. They may be asked to provide some sort of verification or identification card to ensure verification of identity.

### **Parents and Children**

For the protection of patrons, parents seeking records of their minor child, under age 16, may be asked to provide proof of their child's age as well as evidence they are the custodial parent.

### **Items on hold**

Patrons of any age may choose to have other people pick up their holds. Holds will be checked out on the library card presented at the time of check-out.

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## **Public Computer Use and the Library's Automation Systems**

The Library routinely and regularly purges information that may be linked to library users, such as information from web servers, mail servers, computer time

management software, interlibrary loan requests, and other library information gathered or stored in electronic format.

The Library System maintains the online catalog and a number of databases. The Library System automatically collects and maintains statistical information about library users' visits to the library catalog and databases. This information includes the IP address of the visitor, the computer and web browser type, the pages used, the time and date, and any errors that occurred. This information is used for internal reporting purposes and individual users are not identified. Network traffic is monitored to identify unauthorized attempts to upload or otherwise damage the web service. If a library user chooses to pay fines and fees via credit card, the credit card number is not stored in the user's library account; it is simply passed through to the payment processor.

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### **Websites**

The Library's website contains links to other sites including third party vendor sites. The Library is not responsible for the privacy practices of other sites which may be different from the privacy practices described in this policy. The Library encourages library users to become familiar with privacy policies of other sites visited, including linked sites.

The Library website does not collect personally identifying information from visitors to the website unless the patron requests a service via the Library website. The Library may collect non-personal information from visitors to the website for statistical analysis, site assessment, server performance, authentication, troubleshooting, and other management purposes. Examples of non-personal information collected include Internet Protocol (IP) address of the computer, the type and version of browser and operating system the computer uses, geographical location of the network used to link to the Library's site, and time and date of the access. There is no link to personally identifiable information in computer communications, unless a patron has provided that information in the content of a transaction, for example, filling out an online form to request a service.

The Library uses temporary "cookies" to maintain authentication when a patron is logged in to the online catalog. A "cookie" is a small text file that is sent to a user's browser from a website. The cookie itself does not contain any personally identifiable information. Other electronic services offered by the Library through third party vendors may use "cookies" to help control browser sessions. Websites may use the record of "cookies" to see how the website is being accessed and when, but not by whom. To learn more about cookies and protecting privacy online visit [OnGuard Online](#).

Library database users are asked for their library card number to ensure that only authorized users have access. Database vendors do not have access to any user records or information.

The Library and the Library System work with a variety of partners to provide e-content (e.g. e-books, e-audios, e-music, e-videos, e-magazines) to users. Prior to checking out any of the Library's e-content users should read the privacy policy of the company that is providing the service. For example, users who check out e-books from the Wisconsin Digital Library for use on their Kindle (or via a Kindle app) will receive those e-books via Amazon. Amazon's privacy policy describes the kind of information that is collected and stored in connection with such transactions. However, all other e-book formats within the OverDrive collection do not collect this information.

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### **Wireless Access**

The Library offers free wireless access (Wi-Fi) for library patrons to use with their own ~~personal notebooks, laptops and other mobile~~ devices. ~~These access points are unsecured.~~ A patron's use of this service is governed by the Library's Internet Use Policy and **Wireless Access Policy**.

Due to the proliferation of Wi-Fi networks, library users may also be able to access other Wi-Fi networks within the building that are not provided by the Library. Use of these non-Library wireless networks within the Library's facilities is also governed by the Library's Internet Use **and Wireless Access policies**.

~~As with most public wireless "hotspots," the Library's wireless connection is not secure. Any information being transmitted could potentially be intercepted by another wireless user. Cautious and informed wireless users should choose not to transmit personal information (credit card numbers, passwords and any other sensitive information) while using any wireless "hotspot."~~ Use of the Library's wireless network is entirely at the risk of the user. The Library disclaims all liability for loss of confidential information or damages resulting from that loss.

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### **Other services**

Some patrons may choose to take advantage of RSS feeds from the Library's website, hold and overdue notices via e-mail or text message, and similar services that send personally identifiable information related to library use via public communication networks. Patrons should also be aware that the Library has limited ability to protect the privacy of this information once it is outside the Library's control.

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### **Library Photos**

The Library takes photos at library programs and they may be posted to the website or used in promotions. Patrons are advised to step to the side or notify library staff

members if they do not wish to be in photographs. [See the library's full Photography, Filming, and Videography policy for complete information.](#)

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### **Video Surveillance**

In order to maintain a safe and secure library, selected public areas of the Library premises are under continuous video surveillance and recording.

Images from the library surveillance system are stored digitally on hardware in the library. It is the intent of the Library to retain all recorded images for a minimum of thirty days, or until image capacity of the system is reached. Then, the oldest stored images will be automatically deleted by system software to make room for new images. ~~Typically, images will not be routinely monitored in real time, nor reviewed by library staff, except when specifically authorized by the Library Director.~~

While it is recognized that video surveillance will not prevent all incidents, its potential deterrent effect, and resource as a means of identifying and prosecuting offenders is considered worthwhile.

Video surveillance data are considered to be protected public library records. State Statutes carefully define law enforcement officials' authority to view surveillance data, and the Library will cooperate with law enforcement officials as permitted by Wisconsin Statutes Chapter 43.30(5) in two specific circumstances:

1. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or in part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.
2. If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement.

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### **Illegal activity prohibited and not protected**

Patrons may conduct only legal activity while using library resources and services. Nothing in this policy prevents the Library from exercising its right to enforce its Rules of Behavior, protect its facilities, network and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. The Library can electronically log activity to monitor its public computers and external access to its network and reserves the right to review such logs when a violation of law or library policy is suspected. Staff is authorized to take immediate action to protect the

security of library patrons, staff, facilities, computers, and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) suspected of a violation.

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### **Enforcement and redress**

Patrons with questions, concerns, or complaints about the handling of their personally identifiable information or this policy may file written comments with the Director. A response will be sent in a timely manner and the Library may conduct an investigation or review of practices and procedures. The Library conducts such reviews as necessary to ensure compliance with the principles outlined in this policy. The Director is custodian of library records and is authorized to receive or comply with ~~public records requests or~~ inquiries from law enforcement officers. The Director may delegate this authority to designated members of the library's management team. The Director confers with the Municipal Attorney before determining the proper response to any request for records. The Library will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order, or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. All library staff are trained to refer any law enforcement inquiries to the Director.

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### **Policy Changes**

This Privacy Policy may be revised to reflect changes in the Library's policies and practices or to reflect new services and content provided by the Library. Patrons are encouraged to check this document periodically to stay informed of the Library's current privacy guidelines.

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### **Adopted By the Board of Trustees**

April 17, 2017

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<sup>1</sup>Qualifying third parties are:

- a collection agency
- a law enforcement agency, but only if the dollar value of the individual's delinquent account is at least \$50.

<sup>2</sup>Patron records show current checkouts. When an item is returned, it is removed from the patron's checkout list. However, patrons who sign up for the reading history service will have their checkout history saved instead of purged. The user has the option to turn off the service and delete his/her reading history at any time.

**DIRECTOR'S REPORT**  
**March 2026**

**I. ADMINISTRATION**

- a. Work orders submitted in March.
  - i. A phone needed to be installed in the staff breakroom.
  - ii. A public use laptop was not working correctly.
  - iii. The new Library Associate's computer needed setting up.
  - iv. The emergency exit door near the basement was stuck.
  - v. Our new staff member needed to be added to the group email.
  - vi. A public use laptop kept producing a warning message.
  - vii. The large dress up tree purchased for the children's area needed to be mounted to the wall.
  - viii. A public use laptop was glitching.
  - ix. An employee locker needed the door repaired.
  - x. The window well outside of the basement door needed to be cleared of wet leaves.
  - xi. The lights in the parking lot needed their timer reset due to the time change.
  - xii. The public outdoor garbage receptacle needed to be relocated to the entrance door.
  - xiii. Keys needed to be made for the new employee.
  - xiv. The library was out of brown trifold paper towels.
  - xv. SharePoint was not working properly.
  - xvi. One of the shades in the staff breakroom needed repairing.

**II. BUDGET**

- a. Nothing to report.

**III. PERSONNEL**

- a. Jess Schmid conducted her first Memory Café on April 13. She did an excellent job and received many compliments. For those not familiar with Memory Cafes, they provide an informal social gathering for those living with early-stage memory loss and their care partner. Our library is part of the Library Memory Project, an initiative of the Bridges Library system. Our library hosts three Memory Cafés a year.
- b. Sarah French was presented with an Exemplary CBL Partner award for exceptional involvement in UW-Whitewater's Community-Based Learning Program 2025-2026.
- c. Sarah and I completed the 2025 Performance Evaluations for all staff.
- d. All staff have been assigned training sessions through CVMIC and have been working to complete those. These are assigned to all city staff.

**IV. LIBRARY COLLECTION**

- a. Spanish materials have been ordered with the donation we received last month.
- b. I attended a webinar with WiLS and Amazon Business Services to gather information on how to register for a free Amazon Business account. This

account will make ordering materials for the collection faster and more economical and is available to members of WiLS.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. Deana hosted Associated Bank for a bilingual storytime session March 4.
- b. We received a \$500 donation to be used to purchase food and toiletries for our Little Free Pantry.
- c. UW-Whitewater Art Education students hosted a Paper Folding Sculptures program on March 10. They will be back in April to host an additional class.
- d. Hunter Swanson took part in the Wellness Fair at UW-Whitewater on April 8.
- e. The UW–Madison Low Brass Ensemble performed at the library on April 10. There were forty-three in attendance.
- f. Twenty-one people attended "Family Jams," a memorable music & movement experience presented by Noelle Larson of Circle of Song Music Therapy, on Saturday, April 11.
- g. Deana Rolfsmeyer will be participating in the International Children's Day event on Saturday April 18 at Lincoln Elementary School.
- h. Sarah and Hunter will be attending the Storytelling Festival meeting being held here at the library on April 20.
- i. We are coordinating with the UW-W Student Involvement for Make a Difference Day on Friday, April 24.

**VI. LIBRARY BOARD RELATIONS**

- a. A Board orientation was provided for our new Library Board Trustee, Kelly Davis, on April 14.
- b. I completed the SMART goals portion of my self-evaluation and received a copy of my performance review to be discussed on April 20.

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

- a. I continue to attend meetings as needed 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 March.
- e. I attended the Jefferson County Library Services Board meeting on April 2. I have attached some information from their new website that provides an overview of their role with libraries in Jefferson County.
- f. I attended a CIP (Capital Improvement Plan) training session with the Finance Department on April 9.
- g. Consultant Ray Maurer and his assistant Kelly will be meeting with library staff on April 21 to provide an overview of the results from their operations analysis.
- h. I attended the APL meeting in Watertown on April 10.
- i. We applied for the Bridges Adult Programming grant and were approved for \$500 to go toward adult programs in 2026.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I completed the monthly Infosec cybersecurity training.
- b. I completed the Leadership Action Series class I was enrolled in through CIVMIC on April 1.

**IX. STRATEGIC PLAN**

- a. Library staff have completed fifteen of the twenty-five Strategic Plan Activities.

**CAPITAL CAMPAIGN**

- a. Kathy Retzke is in the process of transferring funds from American Deposit Management to the City of Whitewater.
- b. I contacted the Whitewater Community Foundation to get their approval to transfer funds from the Capital Campaign account at First Citizens to the City of Whitewater.

## Jefferson County Library Service Founded in 1979

Before 1979, many Jefferson County (Wisconsin) residents did not have access to library service. At that time the county had seven municipal libraries supported by municipal taxpayers. Most residents who lived in municipalities without libraries did not contribute any financial support for libraries. Some municipal libraries were beginning to charge non-municipal county residents a user fee. In early 1978, a planning committee was formed by the county to study the issue and to ensure that all citizens of the County would have equal access to a public library.

After a great deal of study, the committee decided that the best way to provide free, quality, equal-access, countywide library service was not to establish a separate county library but instead to ask the existing municipal libraries to extend their services to rural residents. In return, the county would levy a library tax and distribute the money to the municipal libraries as reimbursement for the service they provided to the rural residents. In order to avoid double taxation, municipalities already supporting their own public library are able to exempt themselves annually from the county library tax. This carefully designed plan established a taxation structure that is fair and ensures that all county residents receive library service in the same manner at any library in the county. The fact that the county library tax is not levied on all county residents means that the tax is not subject to state levy limits.

## Jefferson County Library Board and Administration

A Jefferson County Library Board was appointed to supervise the County Library Service, and to act as liaison between the libraries and the county board. The county library board is comprised of seven members each of whom is appointed by the County Board of Supervisors. The county library board is responsible for county library planning and annually selects a Resource Library from within the county to help deliver coordinated county library services in the most efficient and cost-effective manner possible. The director of that library acts as the Administrator to the board and performs tasks set forth in an annual contract between the county and the Resource Library.

## Library Systems in Wisconsin

Once the Jefferson County Library Service was established and all residents received equal library service, Jefferson County was eligible to join a library system. In 1980 it joined the Mid-Wisconsin Federated Library System (MWFLS) which was Dodge, Fond du Lac and eventually Washington Counties. Fond du Lac County left MWFLS in 2000. In 2016, after a great deal of analysis, Jefferson County changed its library system affiliation to join with Waukesha County and create a new library system called [Bridges Library System](#). Three citizens from Jefferson County are appointed by the County Board of Supervisors to serve as trustees on the Bridges Library System Board, one of them is also

a Jefferson County Board Supervisor.

Library systems were created by the Legislature in 1971 and are state funded. They exist under the supervision of the Bureau of Libraries in the Department of Public Instruction (DPI). Library systems are single or multicounty regional units which exist to foster cooperation and resource sharing and to efficiently provide services and programs that improve local libraries.

Eight of the nine libraries in Jefferson County are members of Bridges Library System. Cambridge, which is primarily located in Dane County, is a member of [South Central Library System \(SCLS\)](#).

### Relationships Between Partners

A good way to understand the relationships among all the library partners is to think in terms of three levels of service. The primary level of service is the municipal public library which is governed by a local library board and is funded by the local municipality for the benefit of the residents of that municipality.

The secondary level of service is the county library service which is funded by a county tax and enables all the county residents to use any of the municipal libraries in the county.

The third level of service is the library system. Systems provide services not offered by the municipal libraries. They are the vehicles by which the state communicates with libraries.

### Important Library Legislation

Two state laws have significantly impacted library funding throughout all of Wisconsin.

#### Act 150 – Minimum County Reimbursement

Effective in 2001, this act required counties to reimburse each library in the county at least 70% of the cost of library services provided to rural residents. This act came about because there were wide discrepancies in the level of county funding for libraries statewide. The 70% reimbursement was chosen as an absolute minimum level of support.

In 1992 Jefferson County first met its goal of reimbursing county libraries at 100% of the average cost to provide library service to rural residents. Since that time the county library board is proud to say the county has maintained a commitment to this “fair share” funding formula, a commitment that has made a significant difference in the quality of libraries throughout Jefferson County. Maintaining that “fair share” funding

level is critical to preserving a strong, healthy partnership between the county and the municipalities in support of local libraries.

#### Act 420 – Adjacent County Reimbursement

Effective in 2006, this act requires that counties fund libraries in adjacent counties for 70% of the cost of past use by its own rural residents. The rationale behind this legislation is that libraries should be as accessible as possible to all citizens of Wisconsin regardless of political boundaries and taxing jurisdictions. Because library service cannot be provided without adequate funding, basic compensation is needed to help libraries meet the needs of the citizens of Wisconsin.

<https://www.jeffersoncountywi.gov/>

## Assistant Director Report

Sarah French

April 2026



- Diane and I completed annual evaluations with all staff, including setting SMART goals for 2026.
- I won an Exemplary CBL Partner award for exceptional involvement in UW-Whitewater's Community-Based Learning Program 2025-2026.
- Sydney has completed her two-week orientation and training period and is now comfortable working public services desk shifts with support from myself and the team. I am assisting and coaching Jess as she adjusts to her new position, including helping her with the April Memory Café. We had great attendance with 15 people and Jess did really well.
- I applied for the Bridges Adult Programming grant and we were approved for \$500 to go toward adult programs in 2026.
- Coordinated the Jurassic Journey Reading Challenge during the month of April. Children ages 4-17 may complete a reading log to earn a free ticket to the Jurassic Journey dinosaur animatronic experience in Waukesha. This is a Bridges initiative.

- Coordinated with UW-W Student Involvement for Make a Difference Day on April 24. Students will distribute posters about May library events to businesses and other locations around town.
- Displays for April:
  - Poetry Month display case w/Hunter
  - Gardening
  - Spring Showers – Read for Hours
  - Movies: Academy Award Winners
- Wrote the following procedures:
  - Closing Responsibilities for Groups Staying After Hours
  - Revised Library Card Registration procedures

### **Collection Development:**

- Hung up “tough topics” posters on the endcaps in YA and Nonfiction. Currently ensuring that we have books available for all of the categories listed.
- Nonfiction: weeded and analyzed 200-299 in March and 300-399 in April.
- Working with Susan to weed DVDs and Blu-rays.
- Bird watching kit and tennis kits in process.

### **Programs and Outreach:**

Winter Reading Challenge: we had 233 adult entries and 27 teen entries! This is an increase of 56% for adults and 1250% for teens from 2025.

3/14: Family Jams w/Noelle Larson (25)

3/17: Tech Tuesdays: iOS Basics (0)

3/24: Tech Tuesdays: Online Genealogy 101 (1)

3/31: Tech Tuesdays: Getting Started with Udemy (0)

4/6: Birdhouse take & make kits (60)

4/7: Tech Tuesdays: Windows Basics (1)

4/11: Family Jams w/Noelle Larson (21)

4/13: Memory Café (assisting Jess) (15)

4/14: Tech Tuesdays: Getting Started with Telehealth (0)

4/14: UW-W Art Class – Painting

Book a Librarian (1)

**Upcoming Programs and Outreach:**

4/21: Garden Club -- will continue about twice month throughout the summer.

5/4: Insect take & make for kids

Starting 5/15: Books & Blooms – a garden storytime for all ages which will be held outdoors.

Tech Tuesdays ends on May 19. I will not be continuing this program due to low attendance. However, I will pivot toward promoting the “Book a Librarian” service in which I can help individuals with tech.

5/8: Fiber Friday

5/9: Family Jams w/Noelle Larson

5/15: Red Cross blood drive

5/30: Whitewater Storytelling Festival at Flat Iron Park (w/Hunter)

**Meetings:**

- Annual reviews with all staff
- Weekly management meetings
- 3/12: Sarah Hoots, FOTL
- 3/17: Lynette, Studio 84
- 3/18: Bridges Circulation meeting
- 3/20: Fika Friday meeting and tour of the library w/Chamber of Commerce. Great feedback from business community – including one person who said they were not “team library” before but now they are!
- 3/20: WLA Leadership committee meeting
- 3/23: Nayla, city media services
- 3/25: Vicki and Magnolia, Recollection Wisconsin
- 3/25: Kristie R., Whitewater City Market
- 3/30: Library Board meeting
- 4/1: Beth North, librarian from Delafield
- 4/2: Jess S. program planning
- 4/14: Kelly Davis and Diane, board member orientation

**Professional Development:**

- Infosec – Mobile Security and Physical Security
- NeoGov Trainings:
  - Slips, Trips, and Falls
  - Back Safety
  - Bloodborne Pathogens
  - Hazard Communication
  - Appropriate Workplace Behavior: Respectful Communication Styles
  - Diversity in the Workplace: Diversity for All
- I am continuing the CVMIC Leadership courses. This month I attended:
  - Leadership (Technical View)

# Youth Services Report

April 2026

## Collection Management

Materials ordered	<b>45</b>
Books cataloged	<b>47</b>
Materials Weeded	<b>0</b>
Materials Reorganized	<b>0</b>

## Programs/Services

<b>Program Name</b>	<b>Participation</b>
I Spy Green Scavenger Hunt	<b>57</b>
Raindrop Activity	<b>52</b>
Flower Activity	<b>60</b>
Children's Winter Reading Program	<b>113</b>
1000 Books before Kindergarten	<b>0</b>
Coloring Club	<b>16</b>
Build It! Club	<b>19</b>
Storytime	<b>19</b>
Teen Gaming Club	<b>6</b>
Coloring Club	<b>6</b>
Family Game Night	<b>0</b>
Storytime	<b>21</b>
Homeschool Hangout	<b>9</b>
Teen Gaming Club	<b>1</b>
Coloring Club	<b>Cancelled due to weather</b>

Storytime	7
Teen Gaming Club	1
Mornings at the Movies: Wizard of Oz	8
Coloring Club	8
Mornings at the Movies: The Wild Robot	1
Storytime	18
Mornings at the Movies: Encanto	4
Mornings at the Movies: Book of Life	2
Teen Gaming Club	0
Coloring Club	0
Reference Questions/Technology Assistance Provided	24

### Meetings and Trainings

3/2	Infosec Training: Mobile Devices
3/4	Management Meeting
3/11	Management Meeting
3/12	Meeting with America the Beautiful planning committee
3/18	Management Meeting
3/19	Meeting with Angela from Bridges
3/25	Management Meeting

## Programming & Makerspace Librarian Report

Hunter Swanson

April 2026

### Program Statistics

- Weird Science – 3/11 – 8 patrons
- Teen Chess Club – 3/12 – 0 patrons
- Makerspace 101: Cricut – 3/17 – 2 patrons
- Teen DIY – 3/18 – 4 patrons
- Makerspace 101: 3D Printing – 3/19 – 7 patrons
- MTG Draft Tournament – 3/20 – 5 patrons
- Adult D&D – 3/23 – 4 patrons
- Vinyl Club – 3/24 – 4 patrons
- Teen Movie – 3/25 – 0 patrons
- Adult Chess Night – 3/30 – 0 patrons
- Tea Time – 4/1 – 1 patron
- Movie & Mocktail – 4/6 – 1 patron
- Weird Science – 4/8 – 14 patrons
- Teen Chess Club – 4/9 – 1 patron
- Badger Talks Concert – 4/10 – 43 patrons

### Upcoming Programs:

- Weird Science (repeating) – monthly
- Makerspace 101: 3D Printer (repeating) – monthly
- Teen DIY (repeating) – monthly
- Adult Dungeons & Dragons (repeating) – monthly
- Vinyl Record Club (repeating) – monthly
- Teen Movie (repeating) – monthly
- Movie & Mocktail (repeating) – monthly
- Tea Time (repeating) – monthly
- Teen Dungeons & Dragons (repeating) – monthly
- Teen Chess Club (repeating) – monthly
- America the Beautiful Read Around – 4/22
- Poetry Jam – 4/23
- Magic: The Gathering Draft Tournament – 4/24
- Kate Winn and Kira Henschel Author and Publishing Talk – 4/30

### Meetings:

- Staff Meeting – 3/11
- Program Planning w/ League of Women Voters – 3/12
- Staff Meeting – 3/18
- 3D Print Training – 3/23

- 8mm Film Transfer – 3/23
- VHS Transfer – 3/24
- 8mm film transfer – 3/24
- Staff Meeting – 3/25
- UW-Madison Student Interview – 3/26
- 8mm Film Transfer – 3/30
- Performance Evaluation – 3/30
- Cricut Training – 3/31
- Vinyl Transfer – 4/1
- Outreach at UW Wellness Fair – 4/8 – Spoke to 46 people
- Staff Meeting – 4/8
- Whitewater LEADS Meeting – 3/4
- Employee Retention Taskforce Meeting – 3/5

Other Updates:

- Summer programming is being finalized, with marketing materials scheduled to be complete and ready for distribution by the end of April.

# Bridges Library System Staff Reports

## April 2026

### Brittany Larson – Library System Director

**New Director Boot Camp:** On March 19<sup>th</sup> I presented at the New Director Boot Camp along with two other System Directors, to provide knowledge and answer questions for new library directors across the state.

**Waukesha County Act 150 Meetings:** The Waukesha County Act 150 Committee met on March 25<sup>th</sup> and April 6<sup>th</sup> (along with a public hearing). Library Boards will now consider the revised standards in the month of April at their regularly scheduled board meetings.

**Database Management Librarian Search:** We said farewell to Beth Bechtel after many years of service to the Bridges Library System! She was well loved by member libraries and we are so happy for her as she explores her next adventure in retirement. The recruitment process is underway but there is a position coverage gap. I arranged an MOU with the Waukesha Public Library and they are answering cataloging questions on behalf of the system as they are able until a new hire is in place.

**Reports:** A variety of reports are in progress in March-April. The 2025 System Annual Report was a large endeavor and is submitted. Adjacent County reimbursement process for libraries is occurring between now and July 1<sup>st</sup>. This involves preparing forms for member libraries and for adjacent counties and receiving/checking forms submitted to me both within our system and outside our system. The process for gathering financial data from libraries for the Waukesha County levy calculation has also begun. I am also participating in the Mobile App RFP along with Mellanie, Shawn, and the member library technology committee.

**Library Visits:** I visited the Powers Memorial Library (Palmyra) and met with the director and received a tour of the library. I also visited the Dwight Foster Public Library (Fort Atkinson) to attend the Jefferson County Library Services Meeting on April 2<sup>nd</sup>.

**Library Waukesha County Board Appointments:** I helped facilitate communication between Waukesha County and the libraries of Waukesha County regarding eligible county library board appointments (terms come up every three years).

### Kelly Nelson – Coordinator of Library Development

**Library Visits** – In March I resumed visiting libraries in Waukesha County that I haven't been to yet in this role. I visited Oconomowoc Public Library and Town Hall Library in Merton. I shared what I do and learned a little more about their libraries.

**SEWI Maker Meetup** – A SEWI Libraries Maker Meetup was held at the Whitewater Public Library on March 19 for library staff doing maker programming. Attendees saw the Library's new space, including the Makerspace and discussed management of their spaces as well as tools they use. 15 people attended from around the SEWI Libraries Region.

**SEWI Social-Emotional Learning Storytimes** – Mandy O’Brien, Skokie Public Library, brought enthusiasm to a social-emotional learning workshop for youth services staff. 17 library staff members from the region attended this event.



*Youth services staff from the region practice a puppet rhyme with silly bird pens.*

**SEWI Partners Meeting** – I met with SEWI Libraries system directors to give an update on what offerings were held last year, the plans for 2026, and an update on LSTA professional development grant funds.

**OSRT Webinar** – This year, I am the Vice Chair/Chair Elect for the Wisconsin Library Association’s Outreach Services Round Table. We provide educational offerings on the topic of outreach services to WLA members. This month we held a webinar showcasing the Wisconsin Talking Books and Braille Library and what libraries can do to help promote their services.

#### **Upcoming 2026 Events**

- **Access for All: A Day of Learning** – Bridges Inclusive/Adult Services professional development; April 17 – Journey21, Oconomowoc
- **SEWI Libraries Intergenerational & All Ages Programming Meetups**
  - **April 20** – Dwight Foster Public Library (Fort Atkinson)
  - **April 23** – Cedarburg Public Library

## Professional Development

Programming With Your Library of Things Webinar from WebJunction

### Angela Meyers – Coordinator of Youth and Inclusive Services

#### Youth Services

Four youth services staff from three libraries visited [The Community Space](#) in Whitewater for book browsing. The Community Space is a local nonprofit that receives many like-new books and they have offered to let our libraries come browse for books to be used for giveaways or to add to their collections. 588 materials were selected for public library use! Afterwards we toured the newly renovated and expanded Whitewater Public Library.

Youth Services Consultants from around the state gathered for a virtual meeting for the first time in 15 months. This meeting was led by Jeni Schomber with the WI Bureau of Libraries. It was great to connect with others that work in similar roles to mine in other library systems.

Upcoming Meeting: Teen Think Tank (geared toward library staff serving tweens and teens)  
Wednesday, April 15 1:00-3:00pm, Dwight Foster Public Library (Fort Atkinson) [Registration](#) preferred.

#### Inclusive Services

After many months of coordination, we have launched a new web site for the Library Memory Project ([www.librarymemoryproject.org](http://www.librarymemoryproject.org)). The new web site has a modern look and feel, is accessible per ADA guidelines, and is easier to update.

We have some library staff that are joining the Library Memory Project as facilitators from Whitewater and Menomonee Falls libraries. This includes attending a memory café alongside the new staff to answer any questions that arise as well as meeting with them to review the Facilitators Guide and plan their first memory café.

The 3<sup>rd</sup> Annual [Spring Family Day](#) will be offered by the Library Memory Project at Dwight Foster Public Library in Fort Atkinson on Sunday, May 17. This is a partnership event between the Jefferson County libraries and the Aging and Disability Resource Center of Jefferson County.

#### The Community Space



book browsing for library staff

*Tina (pictured right) from Watertown Public Library selected 372 books to bring back to the library for Summer Reading Program prizes!*

Upcoming Meeting: Access for All: A day of learning  
Friday, April 17 8:30am-4:00pm, Journey21 (Oconomowoc) [Register](#) by April 13 to save your seat.

### Professional Development

*Beyond Bilingual: Making Storytime ELL Friendly* (Colorado Libraries for Early Literacy), *Social-Emotional Learning Storytime Workshop* (SEWI Libraries), *Engagement Strategies for Library Memory Project Facilitators* (Waukesha County ADRC).

## Emily Heller – Public Communications Coordinator

### National Library Week: April 19-25, 2026

This year's honorary chair is Mychal Threets and the theme is "Find Your Joy." It is the perfect phrase to celebrate libraries! I have solicited short videos from member library and will be creating a "24 Libraries. 24 Joys." reel to post on social media that week!

### Outreach

Bridges will host an outreach table at Retzer's Annual [Earth Day Celebration](#) event on Saturday, April 25. We will promote the Story Hike and 1 Card, 24 Libraries perks for National Library Week.

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

The "What's on Tap" Spotlight Interview about the Library Memory Project in March had to be rescheduled. It will be on April 23 with Angela Meyers in the studio.

### Web Accessibility Project

I am continuing to scan and remediate all the webpages to meet the April 24, 2026, due date. Greenleaf Media also continues to make updates from the scan report.

I will be hosting a Virtual Spring Marketing Meetup on May 20 to talk about digital accessibility for social media platforms for the Digital ADA Compliance deadline in April 2026/2027.

### Consulting

I will be presenting at two library staff in-service days on April 17.

- Brookfield: In the morning, I will be training staff on Canva and LibraryAware tools. I will also discuss accessible graphic design that can easily translate into digital files for website and social media.
- Pewaukee: In the afternoon, I will be training staff on making accessible designs for use in the library and considerations how to meet the new ADA digital accessibility standards.

### In the news:

- Waukesha Public Library's Carnegie Room Featured: [Milwaukee Magazine Article](#)
- Menomonee Falls Public Library First-Floor Renovation: [Give Butter Campaign News Archives](#)

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

- Marketing Magic:
  - April 3: 44.71% Open Rate
  - March 20: 63.86% Open Rate
  - March 6: 55.29% Open Rate

- Monthly Bridges:
  - March: 44.44% Open Rate
- Monthly Legislators:
  - March: Legislators – 5.56% Open Rate / Staff – 38.46% Open Rate