



Library Board of Trustees

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

Monday, September 21, 2026- 6:30 PM

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

Please click the link below to join the webinar:

<https://teams.microsoft.com/meet/282112322429093?p=Zjyl00oXnqN2633OXv>

Meeting ID: 282 112 322 429 093

Passcode: o83bC26D

Telephone: +1 (929) 229-5663

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

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

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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 August 17, 2026 meeting
- [2.](#) Approval of Payment of Invoices for August 2026
- [3.](#) Acknowledgement of Receipt of August 2026 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of August 2026 Treasurer's reports

HEARING OF CITIZEN COMMENTS

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

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

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OLD BUSINESS

- 6. Library Building general update

NEW BUSINESS

- 7. 2027-2028 Library Budget presentation
- 8. Review and Approval of the Draft 2027 budget
- 9. Board education trustee training video: The Library Board and Library Personnel
- 10. Review and approval of the updated Social Media Policy

CONSIDERATIONS / DISCUSSIONS / REPORTS

- 11. Library Director report and budget update
- 12. Staff reports
- 13. Board reports
 - (a) Doug: Review of the Trustee Bylaws

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

Item 1.

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CONFIRMATION OF NEXT MEETING

ADJOURNMENT

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Library Board of Trustees

Item 2.

Whitewater Public Library, Meeting Room 2
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*In Person and Virtual

Monday, August 17, 2026- 6:30 PM

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<https://teams.microsoft.com/meet/276832670448581?p=JKhTFZ3zwLISj1bbQH>

Meeting ID: 276 832 670 448 581

Passcode: La3bU7NJ

Telephone: +1 (929) 229-5663

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

MINUTES

CALL TO ORDER at 6:30pm

ROLL CALL

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

Not Present: Kathy Retzke

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

APPROVAL OF AGENDA

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

CONSENT AGENDA

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

Camden Harlan motioned to approve, Tara McKenzie-Peotter seconded, and the motion passed unanimously.

1. Approval of the minutes of the July 20, 2026 meeting
2. Approval of Payment of Invoices for July 2026
3. Acknowledgement of Receipt of July 2026 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of July 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.

No citizens present for comment.

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OLD BUSINESS

6. Library Building general update

Replacement of roof delayed by architect, waiting for numbers from Miron.

Flooring in meeting rooms is getting marked up. Diane has noted that for the architect.

7. Assignment of Trustees to the Evaluation Committee

Kelly Davis nominated Tara McKenzie-Peotter to serve on the Evaluation Committee, Doug Anderson seconded, and the motion passed unanimously.

NEW BUSINESS

8. Board education trustee training video: Bylaws Organizing the Board for Effective Action

Doug will look at the Board Constitution and Bylaws between now and September's meeting and report back to the board on any he thinks need further review.

9. Board education: Summer Reading Program wrap up

The teen volunteers were immensely helpful to library staff. This is a program they plan to continue next summer!

10. Review and approval of the updated Staff Sick Leave Policy.

Camden motioned to approve the updated Staff Sick Leave Policy, and Tara McKenzie-Peotter seconded the motion. The motion passed unanimously.

CONSIDERATIONS / DISCUSSIONS / REPORTS

11. Library Director report and budget update

Last Friday, the City Gala was held at the library, great feedback from attendees on the size of the venue.

Budget: Diane Jaroch and Kelly Davis attended the City finance meeting on July 28.

12. Staff reports

13. Board reports

CONFIRMATION OF NEXT MEETING: Monday, September 21st at 6:30 pm at Whitewater Public Library

ADJOURNMENT at 7:00pm

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

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

Category	Claimant	Invoice #		Amount
Audiovisual-adult	Amazon	n/a	\$	462.96
Audiovisual-adult	Midwest Tape	509314424	\$	152.19
Audiovisual-adult	Nintendo	n/a	\$	52.74
Audiovisual-adult	Amazon	n/a	\$	86.50
			\$	754.39
Books-adult	Amazon	n/a	\$	108.92
Books-adult	Amazon	n/a	\$	80.05
Books-adult	Ingram	98499138	\$	1,336.88
			\$	1,525.85
Books-juvenile	Amazon	n/a	\$	59.58
Books-juvenile	Scholastic	87736876	\$	169.45
Books-juvenile	Ingram	98511913	\$	468.16
			\$	697.19
Grounds maintenance	AlSCO	IMIL2240879	\$	70.70
Material recovery	Unique	6162424	\$	34.95
Office supplies	Amazon	n/a	\$	60.21
Office supplies	Demco	7836622	\$	207.57
Office supplies	Quill		\$	56.69
Office supplies	Bridges Library System	CINV2026-03482	\$	107.63
Office supplies	Amazon	n/a	\$	293.40
Office supplies	POS Supply	n/a	\$	71.64
Office supplies	Complete Office of WI	179955	\$	159.96
Office supplies	When I Work	n/a	\$	37.50
			\$	994.60
Periodicals-adult	WT Cox	n/a	\$	28.79
Periodicals-adult	APG Southern WI	n/a	\$	39.33
Periodicals-adult	Journal Sentinel	n/a	\$	40.00
Periodicals-adult	Discount Mags	n/a	\$	25.46
			\$	133.58
Program supplies-adult	Walmart	n/a	\$	30.25
Program supplies-adult	Aldi	n/a	\$	23.55
Program supplies-adult	Amazon	n/a	\$	22.38
Program supplies-adult	Katy Daixon Photography	194	\$	325.00
Program supplies-adult	Amazon	n/a	\$	385.32
Program supplies-adult	Facebook	n/a	\$	14.16
			\$	800.66

Program supplies-juvenile	Amazon	n/a	\$	78.27
Program supplies-juvenile	Hoo's Woods Raptor Center	n/a	\$	350.00
Program supplies-juvenile	Amazon	n/a	\$	49.83
Program supplies-juvenile	Walmart	n/a	\$	35.74
			\$	513.84
Travel	Diane Jaroch	n/a	\$	69.60
Travel	Jess Schmid	n/a	\$	8.56
			\$	78.16

		City of Whitewater	4,636		
Jefferson County				Dodge County	
City	169			City	0
Rural	561			Rural	0
TOTAL	730			TOTAL	0
Rock County				Waukesha County	
City	97			City	63
Rural	341			Rural	17
TOTAL	438			TOTAL	80
Walworth County					
City	129			Other Counties	53
Rural	1,075				
TOTAL	1,204			Out of State	0
Dane County					
City	0			Total Nonresident	2,557
Rural	52				
TOTAL	52				
				TOTAL	7,193
	ADULT	4,188	CHILDREN	2,313	
ACCESS & USAGE		INFORMATION SERVICE		All Ages	8
Days Open	26	Reference	276	Attendance	66
Hours Open	260				
Library Visits	4,945	REGISTRATION			
		Resident	4,636		
		Non-Resident	2,343		
		Total Registered Borrowers	6,979		
OVERDRIVE	1,853	New Users	71	PRE-RECORDED PROGRAMS	
				Children 0-5 Programs	0
		INTERLIBRARY LOAN		Attendance	0
		Lending	1,808	Children 6-11 Programs	0
MEETING ROOMS	74	Borrowing	16	Attendance	0
				Children 12-18 Programs	0
		VOLUNTEERS		Attendance	0
		Participants	1	Adult Programs	0
		Hours worked	4	Attendance	0
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	13	Attendance	0
Books added	213	Items Delivered	92	SELF-DIRECTED PROGRAMS	
Audio materials added	3			Children 0-5 Programs	1
Video materials added	27	IN-PERSON PROGRAMS		Attendance	4
Other materials added	16	Children 0-5 Programs	4	Children 6-11 Programs	1
Materials withdrawn	23	Attendance	49	Attendance	60
		Children 6-11 Programs	0	Children 12-18 Programs	0
		Attendance	0	Attendance	0
		Children 12-18 Programs	1	Adult Programs	2
		Attendance	6	Attendance	105
		Adult Programs	5	All Ages	
		Attendance	39	Attendance	

**CITY OF WHITEWATER
BALANCE SHEET
AUGUST 31, 2026**

Item 5.

LIBRARY SPECIAL REVENUE FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
	<u>ASSETS</u>				
220-11100	CASH	203,812.38	484,229.84	120,110.76	323,923.14
220-11300	INVESTMENTS	37,015.90	108.94	855.72	37,871.62
220-11301	LIBRARY BRD MM-132 732	1,080.36	.00	1,413.38	2,493.74
220-11500	LIBRARY BRD INVESTMENTS CDS	347,784.75	.00	(347,784.75)	.00
	TOTAL ASSETS	589,693.39	484,338.78	(225,404.89)	364,288.50
	<u>LIABILITIES AND EQUITY</u>				
	<u>LIABILITIES</u>				
220-21100	ACCOUNTS PAYABLE	15,161.28	(505.72)	(15,161.28)	.00
220-21106	WAGES CLEARING	27,271.49	.00	(27,271.49)	.00
	TOTAL LIABILITIES	42,432.77	(505.72)	(42,432.77)	.00
	<u>FUND EQUITY</u>				
220-34300	FUND BALANCE	527,806.82	.00	.00	527,806.82
220-34320	CAPITAL IMPROVEMENT RESERVE	19,453.80	.00	.00	19,453.80
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	484,844.50	(182,972.12)	(182,972.12)
	BALANCE - CURRENT DATE	.00	484,844.50	(182,972.12)	(182,972.12)
	TOTAL FUND EQUITY	547,260.62	484,844.50	(182,972.12)	364,288.50
	TOTAL LIABILITIES AND EQUITY	589,693.39	484,338.78	(225,404.89)	364,288.50

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

Item 5.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	766.64	5,876.05	11,551.99	5,675.94	50.9
100-55111-117 LONGEVITY PAY	.00	.00	72.00	72.00	.0
100-55111-118 UNIFORM ALLOWANCES	.00	.00	27.00	27.00	.0
100-55111-150 MEDICARE TAX/CITY SHARE	12.17	100.75	182.77	82.02	55.1
100-55111-151 SOCIAL SECURITY/CITY SHARE	51.99	430.61	781.51	350.90	55.1
100-55111-152 RETIREMENT	55.20	458.68	833.69	375.01	55.0
100-55111-153 HEALTH INSURANCE	72.00	576.00	864.00	288.00	66.7
100-55111-154 HRA-LIFE STYLE ACCT EXPENSE	.00	90.01	90.00	(.01)	100.0
100-55111-155 WORKERS COMPENSATION	16.63	136.41	250.76	114.35	54.4
100-55111-156 LIFE INSURANCE	.15	.98	3.79	2.81	25.9
100-55111-221 WATER & SEWER	506.94	3,578.39	4,500.00	921.61	79.5
100-55111-222 ELECTRICITY	.00	11,934.28	13,600.00	1,665.72	87.8
100-55111-223 NATURAL GAS	.00	5,331.13	4,600.00	(731.13)	115.9
100-55111-244 HVAC	135.12	5,175.10	1,250.00	(3,925.10)	414.0
100-55111-245 FACILITY IMPROVEMENTS	.00	3,228.97	3,000.00	(228.97)	107.6
100-55111-246 JANITORIAL SERVICES	3,414.61	26,720.18	24,000.00	(2,720.18)	111.3
100-55111-355 REPAIR & SUPPLIES	6.91	4,137.34	2,000.00	(2,137.34)	206.9
TOTAL YOUNG LIBRARY BUILDING	5,038.36	67,774.88	67,607.51	(167.37)	100.3
TOTAL FUND EXPENDITURES	5,038.36	67,774.88	67,607.51	(167.37)	100.3
NET REVENUE OVER EXPENDITURES	(5,038.36)	(67,774.88)	(67,607.51)	167.37	(100.3)

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

Item 5.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55 CONTRACT REVENUE	73,781.87	208,617.75	230,000.00	21,382.25	90.7
TOTAL INTERGOVERNMENTAL REVENUE	73,781.87	208,617.75	230,000.00	21,382.25	90.7
<u>FINES & FORFEITURES</u>					
220-45300-55 FINE REVENUE	.00	122.94	.00	(122.94)	.0
220-45310-55 LOST MATERIAL FINE	74.99	1,387.52	2,000.00	612.48	69.4
220-45330-55 COPY MACHINE REVENUE	593.64	2,826.26	4,000.00	1,173.74	70.7
TOTAL FINES & FORFEITURES	668.63	4,336.72	6,000.00	1,663.28	72.3
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	108.94	855.72	1,500.00	644.28	57.1
220-48105-55 LIBRARY BOARD INTEREST INCOME	.00	3,423.63	11,000.00	7,576.37	31.1
220-48110-55 LIBRARY BOARD DONATIONS	.00	205.00	.00	(205.00)	.0
220-48500-55 DONATIONS	176.49	16,119.90	14,000.00	(2,119.90)	115.1
220-48525-55 GRANT REVENUE	.00	1,155.00	.00	(1,155.00)	.0
220-48600-55 MISC REVENUE	7.92	261.86	400.00	138.14	65.5
TOTAL MISCELLANEOUS REVENUE	293.35	22,021.11	26,900.00	4,878.89	81.9
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	475,000.00	475,000.00	475,000.00	.00	100.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	181,532.00	181,532.00	.0
TOTAL OTHER FINANCING SOURCES	475,000.00	475,000.00	656,532.00	181,532.00	72.4
TOTAL FUND REVENUE	549,743.85	709,975.58	919,432.00	209,456.42	77.2

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

Item 5.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	24,994.80	204,858.31	318,725.48	113,867.17	64.3
220-55110-114 WAGES/PART-TIME	18,141.32	149,919.98	228,056.89	78,136.91	65.7
220-55110-117 LONGEVITY	.00	1,000.00	2,000.00	1,000.00	50.0
220-55110-120 EMPLOYEE BENEFITS	13,779.18	117,312.90	235,237.61	117,924.71	49.9
220-55110-156 LIFE INSURANCE	.00	(2.11)	.00	2.11	.0
220-55110-211 PROFESSIONAL DEVELOPMENT	.00	736.83	2,000.00	1,263.17	36.8
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	1,786.44	5,823.92	20,231.05	14,407.13	28.8
220-55110-225 TELECOM/INTERNET/COMMUNICATION	334.97	2,018.27	4,555.97	2,537.70	44.3
220-55110-249 MISC REPR/MTN SERVICE	.00	962.65	.00	(962.65)	.0
220-55110-250 GROUNDS MAINTENANCE	106.05	607.82	.00	(607.82)	.0
220-55110-310 OFFICE & TECHNICAL SUPPLIES	994.01	13,083.49	22,000.00	8,916.51	59.5
220-55110-313 POSTAGE	.00	524.32	1,000.00	475.68	52.4
220-55110-319 MATERIAL RECOVERY	.00	337.85	725.00	387.15	46.6
220-55110-320 SUBSCRIPTIONS/DUES	.00	136.14	650.00	513.86	20.9
220-55110-321 LIBRARY BOOKS-ADULT	2,087.79	11,664.17	25,000.00	13,335.83	46.7
220-55110-323 LIBRARY BOOKS-JUVENILE	304.06	2,000.42	6,000.00	3,999.58	33.3
220-55110-324 LIBRARY PERIODICALS-ADULT	902.10	2,892.48	2,400.00	(492.48)	120.5
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	462.96	3,142.14	6,500.00	3,357.86	48.3
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	.00	643.15	2,000.00	1,356.85	32.2
220-55110-330 TRAVEL EXPENSES	71.41	589.96	2,000.00	1,410.04	29.5
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	.00	250.90	200.00	(50.90)	125.5
220-55110-332 LIBRARY BOOKS-DIGITAL	.00	.00	7,500.00	7,500.00	.0
220-55110-335 DATABASE SUBSCRIPTIONS	.00	.00	23,000.00	23,000.00	.0
220-55110-341 PROGRAM SUPPLIES-ADULT	522.50	4,803.57	3,500.00	(1,303.57)	137.2
220-55110-342 PROGRAM SUPPLIES-JUVENILE	136.68	9,008.50	6,000.00	(3,008.50)	150.1
220-55110-347 LIBRARY USE OF GRANTS EXPENSE	275.08	10,418.65	.00	(10,418.65)	.0
220-55110-348 SALES TAX EXPENSE	.00	116.40	150.00	33.60	77.6
220-55110-350 CONTINGENCIES	.00	96.99	.00	(96.99)	.0
220-55110-911 TRANSFER OUT-OTHER FUNDS	.00	350,000.00	.00	(350,000.00)	.0
TOTAL LIBRARY	64,899.35	892,947.70	919,432.00	26,484.30	97.1
TOTAL FUND EXPENDITURES	64,899.35	892,947.70	919,432.00	26,484.30	97.1
NET REVENUE OVER EXPENDITURES	484,844.50	(182,972.12)	.00	182,972.12	.0

	Current Month	Received to Date	Est. FY Rev.	% of Total
Fees	\$586.07	\$829.13	\$500.00	166%
Materials Replacement	\$131.97	\$1,005.85	\$1,000.00	101%
County Reimbursements	\$0.00	\$208,617.75	\$219,768.00	95%
Gifts & Grants	\$5,058.08	\$21,811.85	\$15,000.00	145%
Copywork	\$806.49	\$3,352.54	\$3,000.00	112%
TOTAL	\$6,582.61	\$235,617.12	\$239,268.00	98%

FRIENDS OF THE LIBRARY FINANCIAL REPORT

Jan-26

Beginning Balance		\$	3,039.39
Deposit	\$ 1,153.83	\$	4,193.22
Venmo	\$ 14.83	\$	4,208.05
Venmo	\$ 53.86	\$	4,261.91
Check #4022	\$ 479.00	\$	3,782.91
Interest	\$ 0.33	\$	3,783.24
Ending Balance		\$	3,783.24

Feb-26

Beginning Balance		\$	3,783.24
Deposit	1199.61	\$	4,982.85
Venmo	7.48	\$	4,990.33
Check #4021	2400	\$	2,590.33
Venmo	4.72	\$	2,595.05
Venmo	126.95	\$	2,722.00
Venmo	11.49	\$	2,733.49
Interest	0.22	\$	2,733.71
Ending Balance		\$	2,733.71

Mar-26

Beginning Balance		\$	2,733.71
Deposit	1608.37	\$	4,342.08
Venmo	11.89	\$	4,353.97
Interest	0.37	\$	4,354.34
Ending Balance		\$	4,354.34

Apr-26

Beginning Balance		\$	4,354.34
Deposit	629.3	\$	4,983.64
Venmo	52.41	\$	5,036.05
Venmo	13.45	\$	5,049.50
Interest	0.41	\$	5,049.91
Ending Balance		\$	5,049.91

May-26

Beginning Balance		\$	5,049.91
Deposit	675	\$	5,724.91
Venmo	19.15	\$	5,744.06
Interest	0.45	\$	5,744.51
Ending Balance		\$	5,744.51

Jun-26

Beginning Balance		\$	5,744.51
Deposit	513.24	\$	6,257.44
Venmo	17.69	\$	6,275.44

Venmo	107.81	\$	6,383.25
Check #4023	250	\$	6,133.25
Interest	0.54	\$	6,133.79
Ending Balance		\$	6,133.79

Jul-26

Beginning Balance		\$	6,133.79
Deposit	676.71	\$	6,810.50
Venmo	38.95	\$	6,849.45
Interest	0.58	\$	6,850.03
Ending Balance		\$	6,850.03

Aug-26

Beginning Balance		\$	6,850.03
Deposit	732.27	\$	7,582.30
Venmo	23.24	\$	7,605.54
Interest	0.64	\$	7,606.18
Ending Balance		\$	7,606.18

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

Managing Your Accounts

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

>000031 8646050 0001 44017 10Z 030

00726401
MSP 1668
WHITEWATER PUBLIC LIBRARY
N630 RIDGE RD
WALWORTH WI 53184-5828



Online & Mobile Banking have been upgraded!

- ✓ Manage your debit card
- ✓ View transactions
- ✓ Update contact info
- ✓ Set alerts
- ✓ Pay bills
- ✓ External Transfers & Zelle

A clean new look and matching functionality between platforms!

Initial sign-in on the new Online/Mobile Banking platforms requires Username and Password entry (biometrics/fingerprints/tokens will not work for the initial login). And don't forget to download the upgraded app!

Need help? Or not set up yet? Contact us for assistance: 262-473-2112 or customerservice@firstcitizensww.com.

Summary of Accounts

Account Type	Account Number	Ending Balance
MUNICIPAL	XXXXXX2732	\$2,493.74



Whitewater - Main
207 W MAIN ST
262-473-2112

Whitewater - West
1058 W MAIN ST
262-473-3666

Palmyra Office
111 E MAIN ST
262-495-2101

East Troy Office
2546 E MAIN ST
262-642-2530

Lobby: Mon-Fri 8:30am - 5:00pm
Sat 8:30am - 12:00pm
Drive-Up: Mon-Thur 8:00am - 5:00pm
Fri 8:00am - 5:30pm
Sat 8:00am - 12:00pm

MUNICIPAL - XXXXXX2732**Account Summary**

Date	Description	Amount
08/01/2026	Beginning Balance	\$2,493.74
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
08/31/2026	Ending Balance	\$2,493.74

Account Activity

Post Date	Description	Debits	Credits	Balance
08/01/2026	Beginning Balance			\$2,493.74
	No activity this statement period			
08/31/2026	Ending Balance			\$2,493.74

 Overdraft and Returned Item Fees

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

2027-28 Library Budget Update



September 2026

Agenda

SUMMARY

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COUNTY FUNDING

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Summary

Beginning in 2019, the library has used its fund balance in order to balance the budget, as costs (especially for wages/benefits) have increased and the city appropriation remained flat.

In 2026, the library will use approximately \$181,532 of its fund balance, decreasing the total to about \$365,729. This situation is not sustainable.

Library administration has been working with the City Finance department in order to find solutions to stabilize the library's financial position. The city is recommending an increase to the appropriation, from 475K to 530K for 2027. However, this is not enough to cover our current costs and major cuts will need to be made in order to keep the library operational.

City Appropriation

		2020	2021	2022	2023	2024	2025	ESTIMATE 2026	Average
220-43720-55	CONTRACT REVENUE	218,099	233,020	213,740	229,240	219,770	227,710	230,000	
220-49290-55	TRANSFER IN-GENERAL FUND	470,000	470,000	485,000	470,000	627,558	489,370	475,000	492,282
220-34300	Fund Balance	686,859	609,146	538,438	952,131	594,243	547,261	365,729	
	Net Increase/(Decrease)	15,141	(77,713)	(72,708)	415,893	(357,887)	(46,983)	(181,532)	
LIBRARY-SPECIAL FUND		2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 BUDGET	
100	Personnel & Benefits	580,515	613,980	645,458	687,641	641,428	669,645	784,020	
200	Professional Svcs	30,398	32,079	30,498	42,338	11,708	13,878	26,787	
300	Commodities & Other Exp	100,015	102,597	111,578	165,349	108,321	111,052	108,625	
500	Library Board	1,445	85,953	25,354	-	30	5	-	
		712,373	834,589	812,888	895,328	759,487	794,580	919,432	
	Increase to salaries/benefits			31,498	42,183	(46,213)	28,217	114,375	
	FTE Count	9.70	10.40	10.50	10.50	10.50	10.50		
	Expenditure Restraint Program	2.10%	3.25%	8.20%	5.90%	3.50%	3.40%		34.55%
								CPI-U	40.50%

Current: 475 K

2027: 530 K

*This is the City Finance department
recommendation based on their calculations.*

County Funding

2027

County funding will be down 35% in 2027 due to the library being closed in 2025 during construction. The impact of this is delayed because it is based on annual circulation numbers.

2028

2026 circulation numbers determine the 2028 county reimbursements, and they are currently on track slightly ahead of 2024. We are projecting to go back to the baseline of around \$230K.

Ongoing

Efforts to increase circulation will be prioritized with the goal of increasing county funding.

Budget Deficit - Proposed Solution

Baseline numbers for 2027 and 2028 as **currently staffed**
(but including the appropriation increase):

2027 Deficit: (**\$215,824**)

2028 Deficit: (**\$122,663**)

Proposed Solution:

- Keep all current staff.
- Reduce library hours from 61 to 53 per week.
- Reduce all part-time staff to ~1040 hours per year (~20 hours/week).
Current WRS will not be affected. PT staff will lose health/dental/vision, paid sick/vacation time, paid holidays, and other paid benefits.
- Add a shelver position at 12 hours/week.

2027 Deficit: (**\$105,482**) – *still a large gap due to the temporary decrease in county funding, city is recommending using contingency funds to cover this gap.*

2028 Deficit: (**\$12,321**)

New Hours

Mon-Thu: 9 am-7 pm

Fri: 9 am-6 pm

Sat: 10 am-2 pm

Library events and meeting room
reservations may still take place
after hours.

Current FTE

10.4

New FTE

9.25

Impact of Proposed Solution

What to expect with this plan:

- We may lose excellent workers with this change; loss of skill and institutional knowledge; burden/cost for rehiring and training
- Workplace morale and staff motivation will decrease
- Reduction in library hours = reduction in library services and will be felt by the public
- Chaotic period for at least 6-12 months as we adjust
- May have longer wait times for services, including help at the front desk
- It will take longer for new materials to get processed and out on the shelves, as tech services will need to cover public services
- Programming, partnerships, outreach, and marketing efforts will decrease as professional staff will need to cover public services
- Home Delivery and Memory Cafe programs may need to be cut
- Book Club support may need to be reduced or cut
- Staff project time will be cut - this means no designated/focused time for clerks to read emails, work on trainings, etc.
- Stabilizes the library's financial position in both the immediate and the long term

Future Budget Projections

Action steps for the future:

- Continue to advocate for appropriate increases in the city appropriation. City finance has indicated that they will continue to use their formula to increase future appropriations.
- We expect two retirements within the next 3 years and will adjust positions to keep costs down.

Transition Assistant Director to Public Services Coordinator position

Assistant Director salary range: \$58,107-\$78,444

PS Coordinator – same pay grade as the YS and MS Librarians: \$50,257-\$67,846

Current AD Salary: \$68,443

If PS Coordinator came in at the minimum: \$50,237

Savings of \$18,201

Split the full-time Technical Services position into 2 part-time positions, with no benefits

Current cost (including benefits): \$79,775

Salary Range: \$19.43-\$26.24 per hour

Cost of 2 part-time TS Clerks at 1040 hours/year at the minimum rate: \$40,414

Savings of \$39,361

**Potential future
savings
\$57,562**

Discussion

REVENUES

	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 BUDGET	2027 ADJ BUDGET
INTERGOVERNMENTAL REVENUES								
220-43720-55	CONTRACT REVENUE	233,020	213,740	229,240	219,770	227,710	230,000	136,839
	Total Intergovernmental Rev.	233,020	213,740	229,240	219,770	227,710	230,000	136,839
FINES & FORFEITURES								
220-45300-55	FINE REVENUE	-	-	-	-	-	-	-
220-45310-55	LOST MATERIAL FINE	2,691	3,852	2,297	2,523	1,184	2,000	2,000
220-45320-55	SALES-SUMMER LIBRARY PROGRAM	-	-	-	-	-	-	-
220-45330-55	COPY MACHINE REVENUE	2,913	3,196	3,579	3,924	2,194	4,000	4,000
	Total Public Charges - Services	5,604	7,048	5,876	6,447	3,378	6,000	6,000
MISCELLANEOUS REVENUES								
220-48100-55	INTEREST INCOME	28	99	1,181	2,138	1,471	1,500	1,200
220-48105-55	LIBRARY BOARD INTEREST INCOME	554	1,992	15,114	16,258	13,822	11,000	-
220-48110-55	LIBRARY BOARD DONATIONS	-	-	-	-	-	-	-
220-48210-55	RENTAL INC-HOUSE-414&414/A	12,700	12,200	1,700	-	-	-	-
220-48260-55	RENTAL-HOUSE-413 W. CENTER	9,600	7,200	-	-	-	-	-
220-48500-55	DONATIONS	23,361	15,221	47,661	14,374	37,176	14,000	14,000
220-48525-55	GRANT REVENUE	-	-	-	6,190	2,000	-	-
220-48550-55	SALE OF LIBRARY PROPERTY	-	-	541,988	-	-	-	-
220-48600-55	MISC REVENUE	6,729	336	477	434	384	400	400
	Total Miscellaneous Revenues	52,973	37,049	608,121	39,393	54,854	26,900	15,600
OTHER FINANCING SOURCES								
220-49290-55	TRANSFER IN-GENERAL FUND	470,000	485,000	470,000	627,558	469,370	475,000	530,000
	Total City Appropriation	470,000	485,000	470,000	627,558	469,370	475,000	530,000
220-49300-55	FUND BALANCE APPLIED	-	-	-	-	-	181,532	-
	Total Other Financing Sources	-	-	-	-	-	181,532	-
	220 - Library Special Rev	761,596	742,837	1,313,237	893,168	755,311	919,432	688,439

EXPENSES

	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 BUDGET	2027 ADJ BUDGET
220-55110-111	WAGES/PERMANENT	272,718	268,884	293,756	262,420	293,033	318,725	335,792
220-55110-113	WAGES/TEMPORARY	-	-	-	-	-	-	-
220-55110-114	WAGES/PART-TIME	175,219	186,663	199,034	205,599	210,163	228,057	185,712
220-55110-117	LONGEVITY	2,000	2,000	1,000	2,000	1,000	2,000	-
220-55110-120	EMPLOYEE BENEFITS	164,023	187,909	193,851	171,409	165,449	235,238	150,748
220-55110-156	LIFE INSURANCE	-	1	-	-	1	-	-
220-55110-211	PROFESSIONAL DEVELOPMENT	164	393	1,302	75	509	2,000	2,000
220-55110-218	PROFESSIONAL SERV/CONSULTING	21,222	18,786	22,415	738	-	-	2,000
220-55110-224	SOFTWARE/HARDWARE MAINTENANCE	1,355	2,339	10,185	4,527	6,611	20,231	5,069
220-55110-225	TELECOM/INTERNET/COMMUNICATION	6,393	7,054	6,499	6,369	6,426	4,556	4,800
220-55110-227	RENTAL EXPENSES	2,945	1,926	999	-	-	-	-
220-55110-242	REPAIR-MAINTENANCE-EQUIPMENT	-	-	937	-	-	-	-
220-55110-310	OFFICE & TECHNICAL SUPPLIES	13,097	17,910	20,914	16,847	16,716	22,000	17,000
220-55110-313	POSTAGE	108	840	1,114	559	456	1,000	1,000
220-55110-319	MATERIAL RECOVERY	398	606	746	804	687	725	725
220-55110-320	SUBSCRIPTIONS/DUES	981	528	136	510	1,274	650	650
220-55110-321	LIBRARY BOOKS-ADULT	40,304	26,350	24,986	25,963	20,265	25,000	25,000
220-55110-323	LIBRARY BOOKS-JUVENILE	10,600	6,294	7,387	7,336	5,464	6,000	6,000
220-55110-324	LIBRARY PERIODICALS-ADULT	6,523	5,075	4,169	2,869	2,239	2,400	2,400
220-55110-325	LIBRARY PERIODICALS-JUVENILE	-	48	-	952	-	-	-
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	10,052	11,373	10,293	5,872	6,377	6,500	6,500
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENIL	5,956	2,195	1,422	2,057	1,069	2,000	2,000
220-55110-328	MACHINE READABLE-ADULT	2,722	2,727	2,892	-	-	-	-
220-55110-330	TRAVEL EXPENSES	15	455	1,583	1,033	725	2,000	2,000
220-55110-331	PROMOTIONS/ADS-PUBLIC ED	255	99	888	269	230	200	251
220-55110-332	LIBRARY BOOKS-DIGITAL	-	-	-	3,914	6,571	7,500	7,500
220-55110-333	AUDIO/VISUAL LIBRARY-DIGITAL	-	-	-	3,263	2,835	-	-
220-55110-335	DATABASE SUBSCRIPTIONS	-	-	-	21,763	21,590	23,000	27,000
220-55110-337	LIBRARY BUILDING PROJECT EXP	-	-	76,543	-	71	-	-
220-55110-341	PROGRAM SUPPLIES-ADULT	6,066	2,559	4,601	2,992	2,927	3,500	3,500
220-55110-342	PROGRAM SUPPLIES-JUVENILE	4,600	6,702	4,948	3,719	6,790	6,000	6,000
220-55110-343	MISC SUPPLIES-ADULT	362	27,456	2,006	-	-	-	-
220-55110-346	SPECIAL PROGRAMING-SUMMER	19	-	-	197	-	-	-
220-55110-347	LIBRARY USE OF GRANTS EXPENSE	-	-	-	4,906	14,621	-	-
220-55110-348	SALES TAX EXPENSE	144	167	187	205	87	150	175
220-55110-350	CONTINGENCIES	395	196	533	294	56	-	100
220-55110-500	LIBRARY BOARD CHECKING	85,911	-	-	-	5	-	-
220-55110-510	LIBR BD-MM-BUILDING CKS	42	-	-	-	-	-	-
220-55110-515	MM BOARD CHECKING	-	25,354	-	30	-	-	-
220-55110-810	CAPITAL EQUIPMENT	4,721	2,657	2,216	-	7,715	-	-
220-55110-911	TRANSFER OUT-OTHER FUNDS	-	-	-	491,568	-	-	-
	Total:	839,310	815,545	897,544	1,251,055	801,962	919,432	793,921

Balance Check

(105,482)

Item 8.

REVENUES

	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 BUDGET	2027 ADJ BUDGET
INTERGOVERNMENTAL REVENUES								
220-43720-55	CONTRACT REVENUE	233,020	213,740	229,240	219,770	227,710	230,000	230,000
	Total Intergovernmental Rev.	233,020	213,740	229,240	219,770	227,710	230,000	230,000
FINES & FORFEITURES								
220-45300-55	FINE REVENUE	-	-	-	-	-	-	-
220-45310-55	LOST MATERIAL FINE	2,691	3,852	2,297	2,523	1,184	2,000	2,000
220-45320-55	SALES-SUMMER LIBRARY PROGRAM	-	-	-	-	-	-	-
220-45330-55	COPY MACHINE REVENUE	2,913	3,196	3,579	3,924	2,194	4,000	4,000
	Total Public Charges - Services	5,604	7,048	5,876	6,447	3,378	6,000	6,000
MISCELLANEOUS REVENUES								
220-48100-55	INTEREST INCOME	28	99	1,181	2,138	1,471	1,500	1,200
220-48105-55	LIBRARY BOARD INTEREST INCOME	554	1,992	15,114	16,258	13,822	11,000	-
220-48110-55	LIBRARY BOARD DONATIONS	-	-	-	-	-	-	-
220-48210-55	RENTAL INC-HOUSE-414&414/A	12,700	12,200	1,700	-	-	-	-
220-48260-55	RENTAL-HOUSE-413 W. CENTER	9,600	7,200	-	-	-	-	-
220-48500-55	DONATIONS	23,361	15,221	47,661	14,374	37,176	14,000	14,000
220-48525-55	GRANT REVENUE	-	-	-	6,190	2,000	-	-
220-48550-55	SALE OF LIBRARY PROPERTY	-	-	541,988	-	-	-	-
220-48600-55	MISC REVENUE	6,729	336	477	434	384	400	400
	Total Miscellaneous Revenues	52,973	37,049	608,121	39,393	54,854	26,900	15,600
OTHER FINANCING SOURCES								
220-49290-55	TRANSFER IN-GENERAL FUND	470,000	485,000	470,000	627,558	469,370	475,000	530,000
	Total City Appropriation	470,000	485,000	470,000	627,558	469,370	475,000	530,000
220-49300-55	FUND BALANCE APPLIED	-	-	-	-	-	181,532	-
	Total Other Financing Sources	-	-	-	-	-	181,532	-
	220 - Library Special Rev	761,596	742,837	1,313,237	893,168	755,311	919,432	781,600

EXPENSES

	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 BUDGET	2027 ADJ BUDGET
220-55110-111	WAGES/PERMANENT	272,718	268,884	293,756	262,420	293,033	318,725	335,792
220-55110-113	WAGES/TEMPORARY	-	-	-	-	-	-	-
220-55110-114	WAGES/PART-TIME	175,219	186,663	199,034	205,599	210,163	228,057	185,712
220-55110-117	LONGEVITY	2,000	2,000	1,000	2,000	1,000	2,000	-
220-55110-120	EMPLOYEE BENEFITS	164,023	187,909	193,851	171,409	165,449	235,238	150,748
220-55110-156	LIFE INSURANCE	-	1	-	-	1	-	-
220-55110-211	PROFESSIONAL DEVELOPMENT	164	393	1,302	75	509	2,000	2,000
220-55110-218	PROFESSIONAL SERV/CONSULTING	21,222	18,786	22,415	738	-	-	2,000
220-55110-224	SOFTWARE/HARDWARE MAINTENANCE	1,355	2,339	10,185	4,527	6,611	20,231	5,069
220-55110-225	TELECOM/INTERNET/COMMUNICATION	6,393	7,054	6,499	6,369	6,426	4,556	4,800
220-55110-227	RENTAL EXPENSES	2,945	1,926	999	-	-	-	-
220-55110-242	REPAIR-MAINTENANCE-EQUIPMENT	-	-	937	-	-	-	-
220-55110-310	OFFICE & TECHNICAL SUPPLIES	13,097	17,910	20,914	16,847	16,716	22,000	17,000
220-55110-313	POSTAGE	108	840	1,114	559	456	1,000	1,000
220-55110-319	MATERIAL RECOVERY	398	606	746	804	687	725	725
220-55110-320	SUBSCRIPTIONS/DUES	981	528	136	510	1,274	650	650
220-55110-321	LIBRARY BOOKS-ADULT	40,304	26,350	24,986	25,963	20,265	25,000	25,000
220-55110-323	LIBRARY BOOKS-JUVENILE	10,600	6,294	7,387	7,336	5,464	6,000	6,000
220-55110-324	LIBRARY PERIODICALS-ADULT	6,523	5,075	4,169	2,869	2,239	2,400	2,400
220-55110-325	LIBRARY PERIODICALS-JUVENILE	-	48	-	952	-	-	-
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	10,052	11,373	10,293	5,872	6,377	6,500	6,500
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENIL	5,956	2,195	1,422	2,057	1,069	2,000	2,000
220-55110-328	MACHINE READABLE-ADULT	2,722	2,727	2,892	-	-	-	-
220-55110-330	TRAVEL EXPENSES	15	455	1,583	1,033	725	2,000	2,000
220-55110-331	PROMOTIONS/ADS-PUBLIC ED	255	99	888	269	230	200	251
220-55110-332	LIBRARY BOOKS-DIGITAL	-	-	-	3,914	6,571	7,500	7,500
220-55110-333	AUDIO/VISUAL LIBRARY-DIGITAL	-	-	-	3,263	2,835	-	-
220-55110-335	DATABASE SUBSCRIPTIONS	-	-	-	21,763	21,590	23,000	27,000
220-55110-337	LIBRARY BUILDING PROJECT EXP	-	-	76,543	-	71	-	-
220-55110-341	PROGRAM SUPPLIES-ADULT	6,066	2,559	4,601	2,992	2,927	3,500	3,500
220-55110-342	PROGRAM SUPPLIES-JUVENILE	4,600	6,702	4,948	3,719	6,790	6,000	6,000
220-55110-343	MISC SUPPLIES-ADULT	362	27,456	2,006	-	-	-	-
220-55110-346	SPECIAL PROGRAMING-SUMMER	19	-	-	197	-	-	-
220-55110-347	LIBRARY USE OF GRANTS EXPENSE	-	-	-	4,906	14,621	-	-
220-55110-348	SALES TAX EXPENSE	144	167	187	205	87	150	175
220-55110-350	CONTINGENCIES	395	196	533	294	56	-	100
220-55110-500	LIBRARY BOARD CHECKING	85,911	-	-	-	5	-	-
220-55110-510	LIBR BD-MM-BUILDING CKS	42	-	-	-	-	-	-
220-55110-515	MM BOARD CHECKING	-	25,354	-	30	-	-	-
220-55110-810	CAPITAL EQUIPMENT	4,721	2,657	2,216	-	7,715	-	-
220-55110-911	TRANSFER OUT-OTHER FUNDS	-	-	-	491,568	-	-	-
	Total:	839,310	815,545	897,544	1,251,055	801,962	919,432	793,921

Balance Check

(12,321)

Item 8.

REVENUES

	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 BUDGET	2027 ADJ BUDGET
INTERGOVERNMENTAL REVENUES								
220-43720-55	CONTRACT REVENUE	233,020	213,740	229,240	219,770	227,710	230,000	136,839
	Total Intergovernmental Rev.	233,020	213,740	229,240	219,770	227,710	230,000	136,839
FINES & FORFEITURES								
220-45300-55	FINE REVENUE	-	-	-	-	-	-	-
220-45310-55	LOST MATERIAL FINE	2,691	3,852	2,297	2,523	1,184	2,000	2,000
220-45320-55	SALES-SUMMER LIBRARY PROGRAM	-	-	-	-	-	-	-
220-45330-55	COPY MACHINE REVENUE	2,913	3,196	3,579	3,924	2,194	4,000	4,000
	Total Public Charges - Services	5,604	7,048	5,876	6,447	3,378	6,000	6,000
MISCELLANEOUS REVENUES								
220-48100-55	INTEREST INCOME	28	99	1,181	2,138	1,471	1,500	1,200
220-48105-55	LIBRARY BOARD INTEREST INCOME	554	1,992	15,114	16,258	13,822	11,000	-
220-48110-55	LIBRARY BOARD DONATIONS	-	-	-	-	-	-	-
220-48210-55	RENTAL INC-HOUSE-414&414/A	12,700	12,200	1,700	-	-	-	-
220-48260-55	RENTAL-HOUSE-413 W. CENTER	9,600	7,200	-	-	-	-	-
220-48500-55	DONATIONS	23,361	15,221	47,661	14,374	37,176	14,000	14,000
220-48525-55	GRANT REVENUE	-	-	-	6,190	2,000	-	-
220-48550-55	SALE OF LIBRARY PROPERTY	-	-	541,988	-	-	-	-
220-48600-55	MISC REVENUE	6,729	336	477	434	384	400	400
	Total Miscellaneous Revenues	52,973	37,049	608,121	39,393	54,854	26,900	15,600
OTHER FINANCING SOURCES								
220-49290-55	TRANSFER IN-GENERAL FUND	470,000	485,000	470,000	627,558	469,370	475,000	530,000
	Total City Appropriation	470,000	485,000	470,000	627,558	469,370	475,000	530,000
220-49300-55	FUND BALANCE APPLIED	-	-	-	-	-	181,532	-
	Total Other Financing Sources	-	-	-	-	-	181,532	-
	220 - Library Special Rev	761,596	742,837	1,313,237	893,168	755,311	919,432	688,439

EXPENSES

	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL	2025 ACTUAL	2026 BUDGET	2027 ADJ BUDGET
220-55110-111	WAGES/PERMANENT	272,718	268,884	293,756	262,420	293,033	318,725	335,792
220-55110-113	WAGES/TEMPORARY	-	-	-	-	-	-	-
220-55110-114	WAGES/PART-TIME	175,219	186,663	199,034	205,599	210,163	228,057	185,712
220-55110-117	LONGEVITY	2,000	2,000	1,000	2,000	1,000	2,000	-
220-55110-120	EMPLOYEE BENEFITS	164,023	187,909	193,851	171,409	165,449	235,238	150,748
220-55110-156	LIFE INSURANCE	-	1	-	-	1	-	-
220-55110-211	PROFESSIONAL DEVELOPMENT	164	393	1,302	75	509	2,000	2,000
220-55110-218	PROFESSIONAL SERV/CONSULTING	21,222	18,786	22,415	738	-	-	2,000
220-55110-224	SOFTWARE/HARDWARE MAINTENANCE	1,355	2,339	10,185	4,527	6,611	20,231	5,069
220-55110-225	TELECOM/INTERNET/COMMUNICATION	6,393	7,054	6,499	6,369	6,426	4,556	4,800
220-55110-227	RENTAL EXPENSES	2,945	1,926	999	-	-	-	-
220-55110-242	REPAIR-MAINTENANCE-EQUIPMENT	-	-	937	-	-	-	-
220-55110-310	OFFICE & TECHNICAL SUPPLIES	13,097	17,910	20,914	16,847	16,716	22,000	17,000
220-55110-313	POSTAGE	108	840	1,114	559	456	1,000	1,000
220-55110-319	MATERIAL RECOVERY	398	606	746	804	687	725	725
220-55110-320	SUBSCRIPTIONS/DUES	981	528	136	510	1,274	650	650
220-55110-321	LIBRARY BOOKS-ADULT	40,304	26,350	24,986	25,963	20,265	25,000	25,000
220-55110-323	LIBRARY BOOKS-JUVENILE	10,600	6,294	7,387	7,336	5,464	6,000	6,000
220-55110-324	LIBRARY PERIODICALS-ADULT	6,523	5,075	4,169	2,869	2,239	2,400	2,400
220-55110-325	LIBRARY PERIODICALS-JUVENILE	-	48	-	952	-	-	-
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	10,052	11,373	10,293	5,872	6,377	6,500	6,500
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENIL	5,956	2,195	1,422	2,057	1,069	2,000	2,000
220-55110-328	MACHINE READABLE-ADULT	2,722	2,727	2,892	-	-	-	-
220-55110-330	TRAVEL EXPENSES	15	455	1,583	1,033	725	2,000	2,000
220-55110-331	PROMOTIONS/ADS-PUBLIC ED	255	99	888	269	230	200	251
220-55110-332	LIBRARY BOOKS-DIGITAL	-	-	-	3,914	6,571	7,500	7,500
220-55110-333	AUDIO/VISUAL LIBRARY-DIGITAL	-	-	-	3,263	2,835	-	-
220-55110-335	DATABASE SUBSCRIPTIONS	-	-	-	21,763	21,590	23,000	27,000
220-55110-337	LIBRARY BUILDING PROJECT EXP	-	-	76,543	-	71	-	-
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220-55110-343	MISC SUPPLIES-ADULT	362	27,456	2,006	-	-	-	-
220-55110-346	SPECIAL PROGRAMING-SUMMER	19	-	-	197	-	-	-
220-55110-347	LIBRARY USE OF GRANTS EXPENSE	-	-	-	4,906	14,621	-	-
220-55110-348	SALES TAX EXPENSE	144	167	187	205	87	150	175
220-55110-350	CONTINGENCIES	395	196	533	294	56	-	100
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220-55110-515	MM BOARD CHECKING	-	25,354	-	30	-	-	-
220-55110-810	CAPITAL EQUIPMENT	4,721	2,657	2,216	-	7,715	-	-
220-55110-911	TRANSFER OUT-OTHER FUNDS	-	-	-	491,568	-	-	-
	Total:	839,310	815,545	897,544	1,251,055	801,962	919,432	793,921

Balance Check

(105,482)

Item 9.



Social Media Policy

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 Library Responsibilities

No Library employee **or representative** may establish **or use** a ~~work~~-library-related Social Media Account without the authorization of the Library Director. The Library Director may delegate staff **or volunteers** to administer and provide content for the Library’s Social Media Account(s). Employees **or volunteers** 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 **or volunteers** shall not blur or combine their personal Social Media with the Library’s Social Media. Employees **or volunteers** cannot use Library Social Media for political purposes, to conduct private commercial transactions, or engage in private business activities. Usage of Social Media **by employees** 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, users 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.

iv. 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.

v. 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.

vi. The Library Board President will communicate the Library Board's decision in writing to the requester within five (5) business days of the vote.

vii. The Whitewater Public Library Board of Trustees serves as the final authority and its decision is final.

DIRECTOR'S REPORT
August 2026

I. ADMINISTRATION

- a. Work orders submitted in August.
 - i. We needed to have the Memory Café sign placed on library property a week before the event.
 - ii. Items needed to be moved out of the lobby before the Gala.
 - iii. The drain in the children's bathroom needed to be cleaned.

II. BUDGET

- a. I attended the Finance Committee meeting on August 25 at which the library's budget was discussed.
- b. I met with Rachelle and Jeremiah from the Finance Department to discuss the library's budget for 2027 and 2028.
- c. Sarah and I met with Jeremiah to discuss the library's budget.

III. PERSONNEL

- a. Sarah and I completed our six-month performance check-ins with staff at the end of August.
- b. All staff attended the Active Threat training held at the library with the Whitewater Police Department.
- c. Deana is raising Monarch butterflies in the atrium.

IV. LIBRARY COLLECTION

- a. We continue to add items to our Library of Things collection.

V. PUBLIC AND COMMUNITY RELATIONS

- a. We are hosting a UW-Whitewater practicum student, Madison Ohser, for the fall semester. She begins her practicum on September 21.
- b. The library is collaborating with UW-Whitewater to provide One-on-One Support and Training for people aged 50+ and people aged 18+ with disabilities.

VI. LIBRARY BOARD RELATIONS

- a. Trustees Tara McKenzie-Peotter and Steven Sahyun attended the Finance Committee meeting on August 25.
- b. I met with Kelly and Sarah on September 8 to review the agenda and prepare for the Library Board of Trustees meeting on September 21.

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

- a. I continue to attend Team meetings at city hall.
- b. I continue to attend weekly staff meetings with Sarah French, Deana Rolfsmeyer, and Hunter Swanson.
- c. I met with the City Manager twice in August.
- d. Sarah and I met with Jeannine Rowe from UW-Whitewater to finalize the details of our IGeTS partnership on August 18.
- e. I met with the Head of Finance on August 19.
- f. Council member Gavin Kelleher accepted my invitation for a tour of the library and met with Sarah and I on August 21 for an extended tour.

- g. Sarah and I met with Jeremiah on August 25.
- h. I attended the Finance Committee meeting on August 25.
- i. City staff attended Active Threat Training held at the library on August 27.
- j. I participated in a walkthrough of the library with Kevin Boehm, Head of Facilities, and Dan Buckingham on September 8.
- k. I attended the Jefferson County Finance Committee's 2027 budget hearing about library services on September 16.
- l. We had a mandatory staff meeting on September 18 to inform staff of the budget changes for 2027 and 2028.
- m. We participated in the Bridges Bigfoot Hunt program this summer which ran from June 1 – August 21. We had 184 people participate by visiting our library.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed the monthly Infosec cybersecurity training.
- b. I attended the Active Threat Training with the Whitewater Police Department.
- c. I am registered for the annual Tech Days conference held in September.

IX. STRATEGIC PLAN

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

CAPITAL CAMPAIGN

- a. I received new donor information from the Whitewater Community Foundation this past week and have updated our database.
- b. The donor wall in the atrium has been completed.

Assistant Director Report

Sarah French

September 2026

**Month of August Online Statistics:**

- E-newsletter active subscribers: 4,086
 - August e-newsletter unique opens: 1,743 (44%) and 0 unsubscribes
 - Website visits: 4,112
 - Facebook: 20K views; 302 content interactions; 21 new follows
 - Instagram: 12.4K views; 105 content interactions; 10 new follows
 - Top content for August: Dolly Parton RIP post - 7,169 views and 161 interactions
- Diane and I finished the mid-year check-ins with all staff.
 - On 8/29 there was a UW-Whitewater student event in our meeting room, and afterwards we signed 19 students up for library cards and talked with over 50 students. Everyone loved the space and was especially excited about the study rooms, the makerspace, and library of things.

- I created a Donations page on the library's website to make it easy for people to donate with a credit card.
- We are hosting a UW-Whitewater practicum student, Madison Ohser, for the fall semester. She will be shadowing staff and completing some projects, including collection development and archiving.
- 184 people participated in the Bridges Bigfoot Hunt program by visiting our library, which ran from June 1-August 21. Patrons were encouraged to visit all of the Bridges libraries in a scavenger-hunt type adventure.
- I applied for a Whitewater Community Foundation grant for art display panels in order for us to feature more artwork in the atrium, both from our permanent collection and to feature artists in the community.

Procedures:

- Updated the library card application procedures to allow for current UW-W Hawk Cards to be used for I.D. and proof of address, to make it easier for students to get cards.
- Created Self Checkout procedures.

Collection Development:

- New Explore Passes: we are working with The Young to offer tickets to their family shows starting in October. The Young will be donating 4, 4-packs of tickets for each show.
- Weeded Large Print
- Nonfiction: weeded and analyzed 700-921

Programs and Outreach:

- 8/7: Fiber Friday (5)
- 8/22: Family Jams w/Noelle Larson (23)
- 8/27: Somatic Prescence w/Katy Wimer (11)
- 9/8: Take & Make craft for kids (60)
- 9/11: Fiber Friday (5)
- 9/12: Family Jams w/Noelle Larson (16)
- Book a Librarian (3)

Upcoming Programs and Outreach:

- 9/18: Red Cross Blood Drive
- 9/24: Multi-Gen Finanzas w/FCCU – in Spanish
- 9/25: Seed Saving and Swapping
- Ongoing, weekly Homeschool Art & Music Class

- Ongoing, monthly Fiber Fridays
- Ongoing, IgeTS program – Mondays and Wednesdays
- Art classes with UW-W students monthly September-December

Meetings:

- Weekly management meetings
- 8/17: Library Board Meeting
- 8/18: UW-W IGeTS
- 8/21: Gavin Kelleher (City Council) and Diane – tour of library
- 8/25: Diane and Jeremiah (City Finance)
- 8/26: Andrew C. – WUSD Alternative Education Program
- 8/26: Friends of the Library board meeting
- 8/31: Jon V. – Royal Purple
- 9/1: WLA Leadership Meeting
- 9/3: UW-W IGeTS
- 9/8: Dawn L. from The Young
- 9/11: Diane and Sara M. from City HR
- 9/18: All-staff meeting – budget update

Professional Development:

- Budgeting for Libraries, UW-Madison iSchool CE course (in progress)
- *Empowering Library Staff and Customers: Building a Culture of Teamwork and Trust* by Feldmann and Hollerbach (Bloomsbury, 2026)
- 8/27: Active Threat training with Whitewater Police Department

Youth Services Report

September 2026

Collection Management

Materials ordered	60
Books cataloged	36
Materials Weeded	0
Materials Reorganized	0

Programs/Services

Program Name	Participation
Scavenger Hunt	71
Storytime	20
Storytime	7
Storytime	13
Storytime	9
1000 Books before Kindergarten	4
Reference Questions/Technology Assistance Provided	12

Outreach

Whippet Welcome Day	175
UW-Whitewater Children's Center Open House	29

Meetings and Trainings

8/5	Management meeting
8/13	Messy On Purpose: The Power of Playful Learning for Children Webinar
8/14	Music Play is Learning Play with Jim Gill
8/19	Bridges Youth Services Summer Celebration

8/20	Meeting with Hope regarding internship
8/21	Management meeting
8/26	Management meeting
8/27	Active Threat Training

Notes

Music Play is Learning Play with Jim Gill was a great refresher on different ways to use music in storytime. After his workshop, I immediately incorporated his song *Alabama, Mississippi* into our August storytimes and the kids loved it! I look forward to using more of his songs in the fall.

Programming & Makerspace Librarian Report

Hunter Swanson

September 2026

Program Statistics

- NASA IMAP Solar Eclipse Viewing – 8/12 – 9 patrons
- Teen D&D – 8/12 – 6 patrons
- Sugar Cookie Studio – 8/19 – 11 patrons
- Sugar Cookie Studio – 8/20 – 9 patrons
- Adult D&D – 8/31 – 3 patrons
- Weird Science: Slime – 9/2- 17 patrons
- Super Smash Bros. League – 9/4 – 2 patrons
- Makerspace 101: 3D Printing – 9/8 – 3 patrons
- Teen DIY: Perler Beads – 9/9 – 2 patrons
- Adult D&D – 9/14 – 5 patrons
- NASA IMAP Program – 9/15 – 18 patrons

Upcoming Programs:

- Makerspace 101: Cricut (repeating) - monthly
- Makerspace 101: 3D Printer (repeating) – monthly
- Adult Craft Program (repeating) – monthly
- Weird Science (repeating) – monthly
- Teen DIY (repeating) – monthly
- Adult D&D (repeating) – monthly
- Teen D&D (repeating) – monthly
- Super Smash Bros. League (repeating) – monthly
- Author Talk: Sonya Naryshkin – 9/28
- Wisconsin Paranormal – 10/21
- Line Dancing – 10/22

Meetings:

- Storytelling Festival Meeting – 8/12
- Healthy Habits Program Meeting – 8/14
- Mid-Year Check In – 8/18
- 8mm Film Transfer – 8/20
- Staff Meeting – 8/21
- 3D Print Training – 8/24
- Emerging Leaders Meeting – 8/24
- Storytelling Festival Meeting – 8/26
- Staff Meeting – 8/26
- Active Threat Training – 8/27
- 3D Print Training – 8/27

- Loom Information Meeting – 8/28
- 3D Print Training – 9/2
- Staff Meeting – 9/9
- 3D Print Training – 9/16

Other Updates:

- Fall programming is underway and planning for winter programming has begun
- Specialists have been contacted to help get the loom in working order for patron use
- A collection of circulating Nintendo Switch games is being developed

Bridges Library System Staff Reports

September 2026

Brittany Larson – Library System Director

State Budget Planning: I have begun work on the state-required annual plan and budget. The DPI deadline for this is October 30th and will be reviewed at the October Bridges Board meeting. On August 20th I met with the other System Directors in Wausau for budget planning for the next public library system state biennial budget, and attended a follow up SRLAAW meeting on August 21st.

2027 Waukesha County Library Budget: I will discuss the budget with the Waukesha County Executive and Finance Committees on October 13th.

2027 Jefferson County Library Budget: I discussed the budget with the Jefferson County Executive and Finance Director on August 12th and to the Jefferson County Finance Committee on Wednesday, September 16th.

County Library Tax Exemptions: I completed the Waukesha County library tax exemption calculations and sent the information to each municipality with a library. Municipalities with a library are allowed to exempt their residents from the county library tax if they levy and expend an amount equal to or greater than the mill rate set by Waukesha County in the preceding year AND if they meet the Waukesha County library minimum to exempt standards. Standards certification has been received from all Waukesha County libraries. Waukesha County municipal exemptions are due at our office by September 30th. Jefferson County handles the county library tax exemption work in their county. Jefferson County municipal exemptions are due to Jefferson County by November 1st.

New Director Orientation: Mary Lopez, the new Watertown Public Library director, attended a system orientation session at the Bridges office. She had an opportunity learn about system services and to spend a little one-on-one time with Bridges staff. Mary was previously a Branch Manager for Milwaukee Public Library.

Professional Development: I attended several Trustee Training Week Sessions on “Wisconsin Library Law”, “AI and Libraries”, “Board Documents 101”, and “Collaborating for Community Success”.

Library Visits: I visited the Alice Baker Memorial Library in Eagle.

Waukesha County Act 150 Committee: The second Waukesha County Act 150 Committee met on September 9th. The main topics discussed included the County collection and distribution formulas. In October the minimum to exempt standards will be discussed, along with the Library Services Effort Ratio.

Mellanie Mercier – Automation Coordinator & Assistant Director

Polaris Software Upgrades: On the evening of August 25th we had three software upgrades to the Polaris software. While the patron experience did not visually change, there were many staff enhancements and a new feature to allow us to be able to separate formats that are appearing on the same tab of the Vega Discover catalog. Some examples are board books with picture books, Wonderbooks and Playaways, etc.

It will take us some time to configure the new material types, but hopefully by the end of the year there will be a better experience for the public requesting items and getting the format that they wanted. One immediate change was that 4k blu-rays are now their own tab, so users aren't being surprised by a format that they don't have a player for.

Kelly Nelson – Coordinator of Library Development

SEWI Libraries Director Retreat - The SEWI Libraries Director Retreat was held on August 7 at the Franklin Public Library. This retreat, open to all directors in the SEWI Region, was an all-day event featuring 3 learning sessions:

- Laura Damon-Moore & Melissa McLimons, WiLS – Planning to Plan: Strategic Planning
- Sameer Bhajji & Brandi Hernandez, DVR – Reasonable Accommodations
- Melissa Bohse & Jen Reinke, CVMIC – Interviewing Best Practices



Library directors discuss "Library Hot Takes" during the SEWI Libraries Director Retreat at the Franklin Public Library.

We also opened the day with Library Hot Takes. This was a great way to get people talking about library issues and topics. I received positive feedback both verbally and in the follow-up survey as well as several ideas for next year's retreat.

Bridges Adult Services Meet-Up - I facilitated an Adult Services Meet-Up at the Hartland Public Library. We discussed system updates including the recent Polaris upgrade. Shawn Carlson joined us to share how he does Libby Advantage purchasing and we talked in-depth about AI-generated books and collection development.

SEWI Libraries Demco Book Doctor Workshop – Library staff from the SEWI Region gathered at the Waukesha Public Library at the end of August for a book care and repair workshop hosted by Demco. This was an incredibly valuable workshop with lots of hands-on activity for everyone. 40 staff members from across the region attended.

WCTC Library Visit – Mellanie Mercier and I visited WCTC's library and met with it's Library Director and two Reference Librarians. We learned about the services they provide to both students and the community, got a tour of the space, and discussed possible collaborations in the future.



Staff members from across the region gathered at the Waukesha Public Library to learn book repair and care techniques from Demco's Book Doctor.

Upcoming 2026 Events

- Adult Public Programming Meet-Ups
 - Tuesday, September 22, 1:30 – 3:30 pm, Watertown Public Library
 - Thursday, September 24, 1:30 – 3:30 pm, Waterford Public Library
- Trustee Appreciation Event – Tuesday, September 29, 6 – 8 pm, Retzer Nature Center
- CCBC Presents: Great New Books for Children and Teens - Tuesday, October 13, 9 am – 4 pm, 2 sessions, New Berlin Public Library

Angela Meyers – Coordinator of Youth and Inclusive Services

Youth Services

In mid-August, 19 Youth Services staff from 15 libraries convened at Oconomowoc Public Library to discuss their summer library programs during the Summer Celebration. Discussions focused on successes, areas for improvement, and new ideas to explore for the following summer.

Upcoming Meetings:

Youth Services Meet Up Watertown Public Library September 17 1:30-3:30 p.m.

Teen Think Tank Meeting New Berlin Public Library September 23 1:30-3:30 p.m.

Inclusive Services

Library Memory Project:

The 7th annual Fall Family Day for the Library Memory Project is coming up on Sunday, September 27 at Retzer Nature Center in Waukesha. This event is specifically designed for those living with memory loss and their care partners. [More information and registration.](#)

I continue to provide training and support to new memory café facilitators including Jade at Mukwonago, Michelle at Eagle, and Natalie at Oconomowoc.



Annual check-in meetings with the five projects within the Library Memory Project are underway. At these meetings we discuss what is going well, what needs attention, and plans for 2027.

Committee Work

I was invited to serve on the Infrastructure Workgroup of the Standards Steering Committee for the Wisconsin Department of Public Instruction's Bureau for Libraries. The workgroup reviewed state library standards related to accessibility and technology. Although Bridges Library System maintains its own standards, I was able to contribute particularly to the accessibility related sections. The nine month committee process has now concluded.

Matthew Murphy – Database Management Librarian

Onboarding

I started as the new Database Management Librarian on August 27, 2026. I spend the last few days of the month getting accounts set up and software installed.

Mellanie spent a lot of time with me walking through the various signups, installs, committees, and tasks in my role. I appreciate the time she spent getting me up to speed.

I've also begun reviewing the documentation outlining the Database Management Librarians responsibilities, as well as the cataloging manual that exists for Bridges member libraries.

Standard Workflows

I have started doing the weekly and monthly tasks that Beth so helpfully outlined before her retirement. Some of these tasks may take a few more days than normal, in order to address small backlogs that were built because of said work being outside of the scope of the MOU with Waukesha Public Library.

Emily Heller – Public Communications Coordinator

Tracks in the Stacks Bigfoot Hunt has ended

The Bigfoot Hunt ended on Friday, August 21 and was a great success! We collected 6,438 prize entry forms and pulled 12 winners to receive \$50 Kwik Trip Gift Cards.

I had the pleasure of meeting Matt and Lydia at Pewaukee Public Library at the same time they had completed their Bigfoot Maps.

They told me about their trip to six libraries that day to finish the hunt. They also shared their love of libraries overall and how much fun they had exploring all the locations. Lydia is also an involved library kid, she hosts a book club with her friends at Pewaukee Public Library!



Matt and Lydia, a father-and-daughter team, completed their Bigfoot Hunt at Pewaukee Public Library!

September is Library Card Sign-up Month

Bridges Library System is looking for library cards on the loose! Patrons are encouraged to take their CAFE Card along for all the adventures and share with us where it ends up. Library card adventures will be featured in our end-of-month round-up!

[Email us your library card photos](#)

We also have an ad in the Freeman's Fall Fun Guide, and I will be sharing posts on social media throughout the month about library card perks.



Use your library card at any of the 24 public libraries in Bridges Library System

Alice Baker Memorial Library • Eagle 262.594.2800 • alicebaker.lib.wi.us	Menomonee Falls Public Library 262.532.8900 • menomoneefallslibrary.org
Big Bend Village Library 262.662.3571 • bigbend.lib.wi.us	Mukwonago Community Library 262.363.6411 • mukwonagolibrary.org
Brookfield Public Library 262.782.4140 • brookfieldlibrary.com	Muskego Public Library 262.971.2100 • library.muskego.wi.gov
Butler Public Library 262.783.2535 • butler.lib.wi.us	New Berlin Public Library 262.785.4980 • newberlinlibrary.org
Delafield Public Library 262.646.6230 • delafieldlibrary.org	Oconomowoc Public Library 262.569.2193 • oconomowoclibrary.org
Dwight Foster Public Library • Fort Atkinson 920.563.7790 • fortlibrary.org	Pauline Haass Public Library • Sussex 262.246.5180 • phplonline.org
Elm Grove Public Library 262.782.6717 • elmgrovelibrary.org	Pewaukee Public Library 262.691.5670 • pewaukeelibrary.org
Hartland Public Library 262.367.3350 • hartlandlibrary.org	Powers Memorial Library • Palmyra 262.495.4605 • palmyra.lib.wi.us
Jefferson Public Library 920.674.7733 • jeffersonwillibrary.org	Town Hall Library • North Lake 262.966.2933 • townhalllibrary.org
Johnson Creek Public Library 920.699.3741 • johnsoncreeklibrary.org	Watertown Public Library 920.262.4090 • watertownpubliclibrary.org
Karl Junginger Memorial Library • Waterloo 920.478.3344 • waterloo.lib.wi.us	Waukesha Public Library 262.524.3680 • waukeshapubliclibrary.org
L.D. Fargo Public Library • Lake Mills 920.648.2166 • lakemills.lib.wi.us	Whitewater Public Library* 262.473.0530 • whitewaterlibrary.org

*Formerly Irvin L. Young Memorial Library**

BridgesLibrarySystem.org

In the news:

- Lopez begins as new Watertown Public Library director: [Watertown Daily Times Article](#)
- A financial look at the Whitewater Public Library: [Royal Purple News Article](#)

[News Archives](#)

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

- Marketing Magic:
 - Sept. 4: 44.58% Open Rate
 - Aug. 21: 63.86% Open Rate
 - Aug. 7: 48.19% Open Rate
- Monthly Bridges:
 - Aug. 14: 45.71% Open Rate
 - July 5: 42.62% Open Rate
 - June 5: 50.23% Open Rate
- Monthly Legislators:
 - Sept. 1 (Back to School): Legislators – 33.33% Open Rate / Staff - 32.35% Open Rate
 - July 16: Legislators – 27.78% Open Rate / Staff – 38.89% Open Rate



Board of Trustees By-Laws

Article 1 – Name and Organization

Section 1. This organization shall be called “The Board of Trustees of the Whitewater Public Library” existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Section 2. The Board shall consist of seven voting members: the school district administrator or his/her representative, a member of the Whitewater Common Council and five members appointed by the Common Council, such appointments being for a period of three years, the terms of one third of the number expiring annually.

Article II – Officers

Section 1. The officers shall be a president, a vice-president, a secretary, and a treasurer, nominated and elected from among the trustees at the annual meeting of the Board.

Section 2. Officer shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 3. The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 5. The secretary shall keep a true and accurate record of all meetings of the Board, and shall perform such other duties as are generally associated with that office.

Section 6. The treasurer shall be the disbursing officer of the Board and shall pay bills when so directed by the Board. The treasurer shall render accounts of the financial condition of the Board at the annual meeting, at each monthly meeting and at other times if called upon by the president. An audit shall be completed annually as an



integral part of the regular city audit procedure. The treasurer shall perform other duties as generally devolve upon the office. In the absence or inability of the treasurer, the duties shall be performed by such other members of the Board as the Board may designate.

Article III – Meetings

Section 1. The regular meetings shall be held at times and dates agreed upon by the Board at its annual or subsequent meetings. Meetings of the Board shall be open to the public in accordance with Wisconsin Statutes.

Section 1 (a). To ensure that voting members are well versed in the issues facing the Board, regular attendance is mandatory. In the event that a member fails to attend three consecutive, regular meetings or fails to attend at least $\frac{3}{4}$ of the regular meetings during the preceding twelve months, the Board may request that the appointing body select another individual to serve out the member's term.

Section 2. The annual meeting, which shall be for the purpose of the nomination and election of officers, shall be held during July each year.

Section 3. The order of business for regular meetings shall include, but not be limited to, the following items:

- a) Roll call of members
- b) Disposition of minutes of previous regular meeting and any intervening special meeting.
- c) Treasurer's financial report of the library
- d) Action on bills
- e) Progress and service report of director
- f) Committee reports
- g) Communications
- h) Unfinished business
- i) New business
- j) Public presentation to, or discussion with, the Board
- k) Adjournment

Section 4. Special meetings may be called at the direction of the president, or at the written request of three members, for the transaction of business as stated in the call



for the meeting. When special meetings are requested by members of the Board, the president shall call the special meeting within one week of such notice, and notice shall be mailed to each member of the board at least twenty-four hours prior to the time for which such meeting is called.

Section 5. A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person.

Section 6. Conduct of meetings: Proceedings of all meetings shall be governed by Robert's Rules of Order.

Article IV – Committees

Section 1. The president shall appoint committees of one or more members each for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed after the final report is made to the Board.

Section 2. All committees shall make a progress report to the Library Board at each of its meetings.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article V – General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. The by-laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (five) of the



members of the Board shall be present and two-thirds of those present shall so approve.