



## Library Board of Trustees

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

**Monday, December 15, 2025- 6:30 PM**

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

Please click the link below to join the webinar:

***Join Zoom Meeting:***

<https://us02web.zoom.us/j/82207120174?pwd=4C7sbktQhBHq7pbRC34mUUUNeNa0qv.1>

**Meeting ID:** 822 0712 0174

**Passcode:** 4gcinkcJ

**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 November 17, 2025 meeting
- [2.](#) Approval of Payment of Invoices for November 2025
- [3.](#) Acknowledgement of Receipt of November 2025 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of November 2025 Treasurer's reports

### HEARING OF CITIZEN COMMENTS

*No formal Board action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the*

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

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#### **OLD BUSINESS**

- 6. Library Building Project general update and tour of the new building

#### **NEW BUSINESS**

- 7. Approval of the 2026 Jefferson County Contract for Library Services
- 8. Approval of 2026 holiday closings
- 9. Review and possible approval of the Makerspace Policy
- 10. Library Director review

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

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

#### **FUTURE AGENDA ITEMS**

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

#### **ADJOURNMENT**

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



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4. Acknowledgement of Receipt of Financial reports
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#### **NEW BUSINESS**

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#### **FUTURE AGENDA ITEMS**

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

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

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**Meeting ID:** 821 9457 3151

**Passcode:** stUx6tyY

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

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## MINUTES

**CALL TO ORDER at 6:32pm**

**ROLL CALL**

***Present:*** Jennifer Motszko, Doug Anderson, Elizabeth Miller, Steven Sahyun, Kathy Retzke, Camden Harlan

***Not Present:*** Tara McKenzie-Peotter

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

***Others Present:***

**ROLL CALL**

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- **Doug Anderson moved, Camden Harlan 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 October 20, 2025 meeting
2. Approval of Payment of Invoices for October 2025
3. Approval of updated Job Descriptions for 2025
4. Acknowledgement of Receipt of October 2025 Statistical report
5. Acknowledgement of Receipt of Financial reports
6. Acknowledgement of Receipt of October 2025 Treasurer's reports

**Motion to approve items on the consent agenda, minus #3.**

**Doug Anderson moved, Kathy Retzke seconded the motion, unanimous yes.**

Diane and Sarah shared the process for updating Job Descriptions to align with those across the state with like responsibilities. The City of Whitewater has hired consultants, as is their common procedure, to do a work study with the library to determine if the city should increase FTE of library staff.

**Doug Anderson moved, Steven Sahyun seconded the motion.**

**HEARING OF CITIZEN COMMENTS**

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**OLD BUSINESS**

7. Library Building Project general update

Contractors are finishing up last items on "punch list," making small fixes and finishes. We are close to reopening!

8. Update, discussion and possible action concerning a new Strategic Plan

Jennifer was advised to wait to dive into a new Strategic Plan until the library has been open for a year. WILS estimates a cost of \$13,000 - \$20,000 to consult through a new Strategic Plan. They are the organization that consults frequently for libraries across the state. Next August, the Library Board will return to this topic in earnest. Then we can apply the Strategic Plan to the 2027 budget.

9. Review and approval of the second draft revision of the Meeting and Study Room Policy

**Steven Sahyun motioned to approve the second draft revision of the policy; Camden Harlan seconded the motion. The motion to approve the revised policy passed unanimously.**

## **NEW BUSINESS**

10. Approval of the 2026-2027 Library Budget

**Steven Sahyun motioned to approve the budget, Doug Anderson seconded the motion, and the motion passed unanimously.**

11. Approval of closing on Friday, March 13, 2026 for Staff Development Day

Several trainings planned: Safe Zone, Tornado and Fire Drills in new space, damaged materials training. Thursday and Friday tend to be the slowest days. Other neighboring libraries have staff development days on Fridays.

**Doug Anderson motioned to approve, Camden Harlan seconded the motion, and the motion passed unanimously.**

12. Review and possible approval of the Makerspace Policy

## **CONSIDERATIONS / DISCUSSIONS / REPORTS**

13. Library Director's report (Diane Jaroch)

Jefferson County Library Services Board Meeting was a recap of their plan for 2026.

Diane did a webinar provided by Ingram Books.

Library cards to kids – batches being sent out every day. Estimated to have around 75% of cards mailed.

14. Assistant Director's report (Sarah French)

We were selected by Recollection Wisconsin to host a graduate student intern for 150 hours in Spring of 2026 from the I School at UW-Madison to work on digitizing Whitewater's collections, specifically starting with a collections of old local post cards and old city directories!

15. Youth Educational Services report

16. Programming & Makerspace report

Will provide a quarterly events guide for patrons. Our Makerspace will host SE Wisconsin Makerspace Librarians for a regional event!

The Library Food Pantry is well-stocked, and it will be even more as city departments compete in a food drive!

17. Bridges Library System Staff reports

18. Board reports

**FUTURE AGENDA ITEMS**

Tour of the new library

Makerspace Policy

**CONFIRMATION OF NEXT MEETING on December 15, 2025, at 6:30 at the Whitewater Public Library, Meeting Room 2!**

**ADJOURNMENT at 7:26 pm**

**Kathy Retzke motioned to adjourn the meeting; Doug Anderson seconded the motion.**

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



**INVOICES****November 2025**

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Midwest Tape	508014705	\$ 72.79
Audiovisual-juvenile	Midwest Tape	508046167	\$ 23.24
			<b>\$ 96.03</b>
Books-adult	Amazon	n/a	\$ 46.55
Books-adult	Ingram	n/a	\$ 99.44
			<b>\$ 145.99</b>
Books-juvenile	Amazon	n/a	\$ 23.24
Books-juvenile	Ingram	n/a	\$ 449.36
			<b>\$ 472.60</b>
Grounds maintenance	AlSCO	2167538	\$ 42.36
Grounds maintenance	AlSCO	2071294	\$ 29.91
Grounds maintenance	Permar	3730969	\$ 199.25
			<b>\$ 271.52</b>
Library Building Project	Home Depot	n/a	<b>\$ 1,212.96</b>
Library rebranding	Demco	n/a	<b>\$ 185.69</b>
Materials replacement	Unique	6146263	<b>\$ 23.30</b>
Office supplies	Amazon	n/a	\$ 625.20
Office supplies	Really Good Stuff	n/a	\$ 170.78
Office supplies	Complete Office of WI	24207	\$ 155.96
Office supplies	Demco	7728201	\$ 179.41
Office supplies	When I Work	n/a	\$ 39.56
Office supplies	Bridges Library System	CINV2025-02315	\$ 105.00
			<b>\$ 1,575.91</b>
Postage	USPS	n/a	<b>\$ 390.00</b>
Program supplies-adult	Amazon	n/a	<b>\$ 126.88</b>
Program supplies-juvenile	Amazon	n/a	<b>\$ 45.08</b>
Software/Hardware maint.	Envisionware	INV-US-79043	<b>\$ 18.57</b>

		City of Whitewater	3,845		
Jefferson County				Dodge County	
City	24			City	0
Rural	95			Rural	0
TOTAL	119			TOTAL	0
Rock County				Waukesha County	
City	17			City	1
Rural	10			Rural	0
TOTAL	27			TOTAL	1
Walworth County					
City	0			Other Counties	14
Rural	133				
TOTAL	133			Out of State	0
Dane County					
City	0			Total Nonresident	305
Rural	11				
TOTAL	11				
				TOTAL	4,150
	ADULT	947	CHILDREN	153	
ACCESS & USAGE		INFORMATION SERVICE			
Days Open/Curbside	15	Reference	15		
Hours Open/Curbside	117.5				
Library Visits	0	REGISTRATION			
		Resident	3,845		
		Non-Resident	2,019		
		Total Registered Borrowers	5,864		
OVERDRIVE	1,585	New Users	618	IN-PERSON PROGRAMS	
				Children 0-5 Programs	3
MAKER SPACE	0	INTERLIBRARY LOAN		Attendance	14
		Lending	724	Children 6-11 Programs	0
MEETING ROOMS	0	Borrowing	1	Attendance	0
				Children 12-18 Programs	0
		VOLUNTEERS		Attendance	0
		Participants	0	Adult Programs	1
		Hours worked	0	Attendance	17
		HOME DELIVERY		All Ages	1
COLLECTION MAINTENANCE		Participants	0	Attendance	19
		Items Delivered	0	SELF-DIRECTED PROGRAMS	
Books added	85			Children 0-5 Programs	0
Audio materials added	3	PRE-RECORDED PROGRAMS		Attendance	0
Video materials added	1	Children 0-5 Programs	0	Children 6-11 Programs	1
Other materials added	4	Attendance	0	Attendance	36
		Children 6-11 Programs	0	Children 12-18 Programs	0
Materials withdrawn	4	Attendance	0	Attendance	0
		Children 12-18 Programs	0	Adult Programs	0
		Attendance	0	Attendance	0
		Adult Programs	0	All Ages	
		Attendance	0	Attendance	

**CITY OF WHITEWATER**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2025**

Item 5.

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	740.51	7,624.61	11,131.25	3,506.64	68.5
100-55111-118 UNIFORM ALLOWANCES	.00	.00	27.00	27.00	.0
100-55111-150 MEDICARE TAX/CITY SHARE	11.80	130.03	175.63	45.60	74.0
100-55111-151 SOCIAL SECURITY/CITY SHARE	50.38	555.83	750.96	195.13	74.0
100-55111-152 RETIREMENT	51.47	566.46	775.50	209.04	73.0
100-55111-153 HEALTH INSURANCE	72.00	816.00	864.00	48.00	94.4
100-55111-154 HRA-LIFE STYLE ACCT EXPENSE	.00	90.00	90.00	.00	100.0
100-55111-155 WORKERS COMPENSATION	14.22	165.48	214.11	48.63	77.3
100-55111-156 LIFE INSURANCE	.14	1.45	3.79	2.34	38.3
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	204.00	204.00	.0
100-55111-221 WATER & SEWER	418.71	4,886.31	2,856.00	( 2,030.31)	171.1
100-55111-222 ELECTRICITY	1,133.95	12,739.10	13,600.00	860.90	93.7
100-55111-223 NATURAL GAS	397.64	3,960.63	4,545.00	584.37	87.1
100-55111-244 HVAC	40.00	4,281.84	1,262.50	( 3,019.34)	339.2
100-55111-245 FACILITY IMPROVEMENTS	.00	.00	3,060.00	3,060.00	.0
100-55111-246 JANITORIAL SERVICES	.00	7,554.00	16,380.00	8,826.00	46.1
100-55111-294 GROUNDS MAINTENANCE	.00	112.18	.00	( 112.18)	.0
100-55111-355 REPAIR & SUPPLIES	.00	5,161.25	2,040.00	( 3,121.25)	253.0
TOTAL YOUNG LIBRARY BUILDING	2,930.82	48,645.17	57,979.74	9,334.57	83.9
TOTAL FUND EXPENDITURES	2,930.82	48,645.17	57,979.74	9,334.57	83.9
NET REVENUE OVER EXPENDITURES	( 2,930.82)	( 48,645.17)	( 57,979.74)	( 9,334.57)	( 83.9)

**CITY OF WHITEWATER**  
**BALANCE SHEET**  
**NOVEMBER 30, 2025**

Item 5.

**LIBRARY SPECIAL REVENUE FUND**

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
220-11100 CASH	253,383.70	428,342.98	14,389.35	267,773.05
220-11300 INVESTMENTS	35,544.83	.00	1,248.46	36,793.29
220-11301 LIBRARY BRD MM-132 732	1,085.10	.00 (	4.74)	1,080.36
220-11500 LIBRARY BRD INVESTMENTS CDS	333,963.14	1,068.33	12,798.43	346,761.57
220-12000 ACCOUNTS RECEIVABLE	2,500.00	.00 (	2,500.00)	.00
TOTAL ASSETS	626,476.77	429,411.31	25,931.50	652,408.27
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
220-21100 ACCOUNTS PAYABLE	5,797.61	.00 (	5,797.61)	.00
220-21106 WAGES CLEARING	26,435.70	.00 (	26,435.70)	.00
TOTAL LIABILITIES	32,233.31	.00 (	32,233.31)	.00
<u>FUND EQUITY</u>				
220-34300 FUND BALANCE	574,789.66	.00	.00	574,789.66
220-34320 CAPITAL IMPROVEMENT RESERVE	19,453.80	.00	.00	19,453.80
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	429,411.31	58,164.81	58,164.81
BALANCE - CURRENT DATE	.00	429,411.31	58,164.81	58,164.81
TOTAL FUND EQUITY	594,243.46	429,411.31	58,164.81	652,408.27
TOTAL LIABILITIES AND EQUITY	626,476.77	429,411.31	25,931.50	652,408.27

	Current Month	Received to Date	Est. FY Rev.	% of Total
Fees	\$0.00	\$284.53	\$500.00	57%
Materials Replacement	\$42.19	\$677.59	\$1,000.00	68%
County Reimbursements	\$0.00	\$227,602.00	\$219,768.00	104%
Gifts & Grants	\$3.15	\$35,480.60	\$15,000.00	237%
Copywork	\$5.25	\$2,006.78	\$3,000.00	67%
<b>TOTAL</b>	<b>\$50.59</b>	<b>\$160,358.29</b>	<b>\$239,268.00</b>	67%

## FRIENDS OF THE LIBRARY FINANCIAL REPORT

## Jan-25

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

## Feb-25

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

## Mar-25

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

## Apr-25

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

## May-25

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

## Jun-25

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

## 25-Jul

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

## Aug-25

Beginning Balance		\$ 2,691.36
Deposit	\$120.00	\$ 2,811.36

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

## Sep-25

Beginning Balance		\$ 2,811.58
Deposit	\$50.00	\$ 2,861.58
Interest	\$ 0.25	\$ 2,861.83
Ending Balance		\$ 2,861.83

## Oct-25

Beginning Balance		\$ 2,861.83
Deposit	\$45.00	\$ 2,906.83
Check #4019	\$ 51.00	\$ 2,855.83
Paypal	\$ 0.13	\$ 2,855.96
Paypal	\$ 0.15	\$ 2,856.11
Paypal	\$ 0.28	\$ 2,855.83
Interest	\$ 0.24	\$ 2,856.07
Ending Balance		\$ 2,856.07

## Nov-25

Beginning Balance		\$ 2,856.07
Deposit	\$ 25.00	\$ 2,881.07
Interest	\$ 0.22	\$ 2,881.29
Ending Balance		\$ 2,881.29

**CITY OF WHITEWATER**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2025**

Item 5.

**LIBRARY SPECIAL REVENUE FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55 CONTRACT REVENUE	.00	227,710.00	219,768.00	( 7,942.00)	103.6
TOTAL INTERGOVERNMENTAL REVENUE	.00	227,710.00	219,768.00	( 7,942.00)	103.6
<u>FINES &amp; FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	.00	1,141.47	3,300.00	2,158.53	34.6
220-45330-55 COPY MACHINE REVENUE	78.00	2,188.60	4,000.00	1,811.40	54.7
TOTAL FINES & FORFEITURES	78.00	3,330.07	7,300.00	3,969.93	45.6
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	.00	1,248.46	706.66	( 541.80)	176.7
220-48105-55 LIBRARY BOARD INTEREST INCOME	1,068.33	12,798.69	.00	( 12,798.69)	.0
220-48500-55 DONATIONS	18,094.42	37,173.13	18,000.00	( 19,173.13)	206.5
220-48525-55 GRANT REVENUE	.00	2,000.00	.00	( 2,000.00)	.0
220-48600-55 MISC REVENUE	18.40	384.28	400.00	15.72	96.1
TOTAL MISCELLANEOUS REVENUE	19,181.15	53,604.56	19,106.66	( 34,497.90)	280.6
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	469,370.00	469,370.00	469,370.34	.34	100.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	120,579.81	120,579.81	.0
TOTAL OTHER FINANCING SOURCES	469,370.00	469,370.00	589,950.15	120,580.15	79.6
TOTAL FUND REVENUE	488,629.15	754,014.63	836,124.81	82,110.18	90.2



**CITY OF WHITEWATER**  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2025

Item 5.

**LIBRARY SPECIAL REVENUE FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	23,558.99	252,609.78	313,503.99	60,894.21	80.6
220-55110-114 WAGES/PART-TIME	15,459.21	183,486.15	222,238.35	38,752.20	82.6
220-55110-117 LONGEVITY	.00	500.00	2,000.00	1,500.00	25.0
220-55110-120 EMPLOYEE BENEFITS	12,745.39	148,889.02	179,591.19	30,702.17	82.9
220-55110-156 LIFE INSURANCE	.00	.55	.00	(.55)	.0
220-55110-211 PROFESSIONAL DEVELOPMENT	.00	508.79	2,000.00	1,491.21	25.4
220-55110-218 PROFESSIONAL SERV/CONSULTING	.00	.00	1,000.00	1,000.00	.0
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	812.49	6,151.35	7,209.19	1,057.84	85.3
220-55110-225 TELECOM/INTERNET/COMMUNICATION	519.77	5,361.53	7,007.46	1,645.93	76.5
220-55110-310 OFFICE & TECHNICAL SUPPLIES	2,469.12	11,441.59	15,000.00	3,558.41	76.3
220-55110-313 POSTAGE	9.21	65.93	336.63	270.70	19.6
220-55110-319 MATERIAL RECOVERY	.00	664.05	725.00	60.95	91.6
220-55110-320 SUBSCRIPTIONS/DUES	.00	1,223.70	650.00	(573.70)	188.3
220-55110-321 LIBRARY BOOKS-ADULT	1,207.94	17,361.91	25,000.00	7,638.09	69.5
220-55110-323 LIBRARY BOOKS-JUVENILE	889.38	5,170.45	6,000.00	829.55	86.2
220-55110-324 LIBRARY PERIODICALS-ADULT	74.97	1,826.02	2,400.00	573.98	76.1
220-55110-325 LIBRARY PERIODICALS-JUVENILE	.00	.00	1,000.00	1,000.00	.0
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	227.23	5,967.97	6,500.00	532.03	91.8
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	69.30	910.84	2,000.00	1,089.16	45.5
220-55110-330 TRAVEL EXPENSES	29.82	725.31	2,000.00	1,274.69	36.3
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	.00	230.00	500.00	270.00	46.0
220-55110-332 LIBRARY BOOKS-DIGITAL	24.32	6,571.09	4,613.00	(1,958.09)	142.5
220-55110-333 AUDIO/VISUAL LIBRARY-DIGITAL	90.14	2,835.19	2,500.00	(335.19)	113.4
220-55110-335 DATABASE SUBSCRIPTIONS	.00	21,590.00	22,000.00	410.00	98.1
220-55110-337 LIBRARY BUILDING PROJECT EXP	.00	70.82	.00	(70.82)	.0
220-55110-341 PROGRAM SUPPLIES-ADULT	14.94	1,616.73	3,500.00	1,883.27	46.2
220-55110-342 PROGRAM SUPPLIES-JUVENILE	134.77	4,736.91	6,000.00	1,263.09	79.0
220-55110-343 MISC SUPPLIES-ADULT	.00	.00	150.00	150.00	.0
220-55110-346 SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-347 LIBRARY USE OF GRANTS EXPENSE	880.85	7,515.32	.00	(7,515.32)	.0
220-55110-348 SALES TAX EXPENSE	.00	87.09	300.00	212.91	29.0
220-55110-350 CONTINGENCIES	.00	11.80	300.00	288.20	3.9
220-55110-500 LIBRARY BOARD CHECKING	.00	5.00	.00	(5.00)	.0
220-55110-810 CAPITAL EQUIPMENT	.00	7,714.93	.00	(7,714.93)	.0
<b>TOTAL LIBRARY</b>	<b>59,217.84</b>	<b>695,849.82</b>	<b>836,124.81</b>	<b>140,274.99</b>	<b>83.2</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>59,217.84</b>	<b>695,849.82</b>	<b>836,124.81</b>	<b>140,274.99</b>	<b>83.2</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>429,411.31</b>	<b>58,164.81</b>	<b>.00</b>	<b>(58,164.81)</b>	<b>.0</b>

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
12.31.24	Balance				\$1,085.10
1.31.25	Interest		\$0.09		\$1,085.19
1.31.25	Service Charge			-\$5.00	\$1,080.19
2.28.25	Interest		\$0.08		\$1,080.27
2.28.25	Service Charge			-\$5.00	\$1,075.27
3.31.25	Interest		\$0.09		\$1,075.36
3.31.25	Service Charge			-\$5.00	\$1,070.36
4.29.25	Refund of two service charges		\$10.00		\$1,080.36
5.30.25	Balance				\$1,080.36
6.30.25	Balance				\$1,080.36
7.21.25	Balance				\$1,080.36
8.29.25	Balance				\$1,080.36
9.30.25	Balance				\$1,080.36
10.31.25	Balance				\$1,080.36
11.30.25	Balance				\$1,080.36
ADM - American Deposit Management Company CIRVIN01					
W220 N3451 Springdale Road, Pewaukee, WI 53072					
Date	Activity		Interest/Dep	Withdrawal	Balance
12.31.24	Balance				\$333,963.14
1.31.25	Interest 4.3%		\$1,180.31		\$335,143.45
2.28.25	Interest 4.3%		\$1,105.51		\$336,248.96
3.31.25	Interest 4.28%		\$1,182.86		\$337,431.82
4.30.25	Interest 4.28%		\$1,187.02		\$338,618.84
5.31.25	Interest 4.28%		\$1,191.20		\$339,810.04
6.30.25	Interest 4.26%		\$1,189.80		\$340,999.84
7.31.25	Interest 4.26%		\$1,193.97		\$342,193.81
8.29.25	Interest 4.25%		\$1,198.15		\$343,391.96
9.30.25	Interest 4.15%		\$1,171.30		\$344,563.26
10.31.25	Interest 3.99%		\$1,129.98		\$345,693.24
11.30.25	Interest 3.76%		\$1,068.33		\$346,761.57
		TOTAL	\$12,798.43		



December 03, 2025

Statement Period:

November 01, 2025 - November 30, 2025

**Irvin L. Young Memorial Library**

**431 W Center St**

**Whitewater, WI 53190**

**Contact Us**

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

**American Money Market Account™**

Account Number-Description	Average Monthly Balance	Net Earnings	Delivered Rate
CIRVIN01 - General	\$ 345,693.24	\$ 1,068.33	3.76 %

CIRVIN01 - General

**Balance Summary**

Beginning Balance:	\$	345,693.24
Total Deposits:	\$	1,068.33
Total Withdrawals:	\$	0.00
Ending Balance:	\$	346,761.57
Average Balance:	\$	345,693.24

**Transaction Detail**

## DEPOSITS

Date	Description	Amount
11/30/2025	Accrued Interest Earned	\$ 1,068.33
<b>Total Deposits:</b>		<b>\$ 1,068.33</b>

**Summary of Financial Institutions**

FDIC/ NCUA	Name	Balance
24077	Altra, FCU	\$ 4,563.89
24540	Bank of New England	\$ 12,278.46
57368	Bankwell Bank	\$ 248,500.00
29744	First Seacoast Bank	\$ 60,549.43
3832	Old National Bank	\$ 6,792.52
59112	Studio Bank	\$ 2,588.14
6560	The Huntington National Bank - Repurchase Agreement	\$ 1,068.33
18344	UBank (TX)	\$ 2,894.56
18344	UBank (TX)	\$ 1,180.31
26626	United Texas Bank	\$ 6,345.93
<b>Ending Balance:</b>		<b>\$ 346,761.57</b>

*American Deposit Management LLC applied a period ending Oct 2025 Deposit Advisory Fee of \$97.00 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 Oct 2025, the Program Fee of 0.04 was applied to gross earnings of \$1,278.10 for a total of \$51.12.*

*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:

PAGE: 1  
11/28/2025  
132732  
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IRVIN L YOUNG MEMORIAL LIBRARY  
KATHLEEN A RETZKE  
N630 RIDGE RD  
WALWORTH WI 53184-5828

30-0  
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MUNICIPAL ACCOUNT 132732

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT .....			10/31/25	1,080.36
BALANCE THIS STATEMENT .....			11/28/25	1,080.36
TOTAL DAYS IN STATEMENT PERIOD 11/01/25 THROUGH 11/28/25:				28
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 -



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



## Jefferson County Library Service Guidelines

To ensure all Jefferson County residents receive quality public library service, the Jefferson County Library Board seeks to support and strengthen established municipal libraries. To that end, the following guidelines have been adopted.

Chapter 43.11 (d) and Chapter 43.64 (2m) of the Wisconsin State Statutes allows counties to set standards for public libraries. However, the Jefferson County library board seeks to encourage rather than penalize. Therefore, the following are set forth as minimum guidelines and not legally required standards. It should be noted that the state of Wisconsin has published library standards. Please consult: Wisconsin Public Library Standards (Wisconsin Department of Public Instruction) at <https://dpi.wi.gov/libraries/public-libraries/planning-evaluation> for further information.

The Jefferson County Library Board seeks to do its part to encourage excellence in public library service within our county. Excellence is not a mere dream. Despite the multifaceted character of the nation's public libraries and diverse communities they serve, excellence is achieved daily. Three principles are worth noting:

*--Excellence must be defined locally - it results when library services match community needs, interests, and priorities*

*--Excellence is possible for both small and large libraries - it rests more on commitment than on unlimited resources*

*--Excellence is a moving target - even when achieved, excellence must continually be maintained*

Each community must do the work to set its own standards for excellence in public library service. An annual review of these guidelines can be a step in a continuous process of self-evaluation and planning that leads toward excellence.

All county libraries should:

- Provide free, equal, and easy public access to all library services to county residents.
- Be in compliance with all requirements for library system membership and participate in system activities.
- Be governed by Boards of Trustees which represent their communities and are responsible for ensuring that library services meet community needs.
- Provide an orientation and/or manual for new library board trustees.
- Encourage trustees to take part in continuing education and enrichment programs.

- Have long range plans that articulate their mission and plans for achieving results.
- Adopt and maintain policies that guide operations.
- Draw support from their communities and spend public funds responsibly. It should be noted that the public library must be supported by funds from local government on a permanent basis; special grants and donations supplement, but do not supplant, the responsibility of the local funding authority to support the library.
- Provide accurate accounting of budget and expenditures.
- Encourage gifts and bequests to augment the primary funding sources.
- Cooperate with other libraries and community agencies to broaden their services and engage partners.
- Have trained staff and properly certified library directors responsible for their overall operation.
- Provide collections which are important community resources.
- Provide a clean, safe, and an ADA accessible facility.
- Provide patron access to the Internet, governed by locally determined policy.
- Maintain a website that provides access to the library's catalog, an up-to-date calendar, subscription databases such as BadgerLink, e-content, and the library board agendas and minutes.
- Offer services and programs for all ages that are appropriate to the mission of the library.
- Encourage volunteers, Friends, and/or other support groups to work for the library to broaden library services and increase community involvement.
- Conduct an annual review of the library director.
- Annually assess their library's performance against the guidelines.

**Adopted by the Jefferson County Library Board on December 3, 2024**



## CONTRACT FOR COUNTY LIBRARY SERVICES

This agreement made this 12th day of November, 2025, by and between the County of Jefferson, hereinafter called "County," and **Whitewater Public Library** hereinafter called "Municipal Library," witnesseth:

### I. PURPOSE

The Jefferson County Board of Supervisors has, by resolution, stated the intent to provide public library services for the inhabitants of the County and has levied a tax to provide funds for such services. It is the intention of the parties to implement such County-wide public library services through the use of existing municipal libraries.

### II. TERM

The monetary payment and the services hereinafter stated shall be for a term commencing January 1, 2026 and ending December 31, 2026.

### III. MUNICIPAL LIBRARY SERVICES

1. The Municipal Library shall serve all residents of Jefferson County equally.
2. The Municipal Library shall direct the librarian or other representative to attend periodic County meetings with the Jefferson County Library Council to coordinate and improve County library services.
3. The Municipal Library shall furnish such statistical information as may be requested by the County pertaining to the use of said library by persons residing beyond the municipal boundaries.

### IV. MONETARY PAYMENT

In consideration of the Municipal Library services, the County shall pay to the Municipal Library, for the term of this agreement, the total sum of **\$54,415** payable in one sum not later than March 1, 2026.

### V. LOCAL AUTONOMY

The Municipal Library shall in all respects remain an independent legal entity and not an agent or an employee of the County of Jefferson. The governing board or body of the Municipal Library shall retain all of the existing powers and duties related to the operation and maintenance of said Municipal Library.

### VI. LOCAL USE OF FUNDS

It is mutually agreed by the County and the Municipal Library that the funds paid by the County are to cover the additional labor, material, capital outlay, and other expenses reasonably related to the County-wide services as set forth herein, and that the Municipal Library will not use said funds for the purpose of reducing the local tax levy.

## COUNTY OF JEFFERSON

By:

-----  
County Administrator-----  
Date-----  
County Clerk-----  
Date

## MUNICIPAL LIBRARY

By:

-----  
Library Board President-----  
Date-----  
Financial Agent of Library-----  
Date-----  
Municipal Representative-----  
Date

**Note: The 2026 payment is contingent on having a signed contract returned no later than February 1, 2026. Please scan and email the signed contract to:**

Audrey McGraw – Jefferson County Clerk  
[audreym@jeffersoncountyi.gov](mailto:audreym@jeffersoncountyi.gov)

and

Marc DeVries – Jefferson County Finance Director  
[MarcD@jeffersoncountyi.gov](mailto:MarcD@jeffersoncountyi.gov)

## **2026 Closures**

January 1: New Year's Day

January 19: Martin Luther King, Jr. Day

April 3: Spring Holiday

May 23: Memorial Day Weekend

May 25: Memorial Day

July 3: Independence Day

July 4: Independence Day Weekend

September 5: Labor Day Weekend

September 7: Labor Day

November 25: Closing at 5:00 p.m. (Evening before Thanksgiving)

November 26: Thanksgiving Day

November 27: Day after Thanksgiving

December 24: Christmas Eve

December 25: Christmas

December 31: New Year's Eve



**Whitewater**  
PUBLIC LIBRARY

## Makerspace ~~Area 431~~ Policy

### I. Purpose

A place to make, share, and explore.

### II. Who can use ~~Area 431~~ the Makerspace?

- a. Anyone.
- b. Anyone under the age of 11 years must be accompanied at all times by a responsible adult.

### III. User Guidelines

- a. All [library policies](#) apply to anyone using the space.
- ~~b. You must sign in and sign out in the Makerspace.~~
- ~~c. You can sign up for 2-hour time slots to use the equipment.~~ reserve some of the equipment in 2-hour time slots, including the 3D printer and Cricut machine.
  - i. Time is not guaranteed.
  - ii. Time is available on a first come, first served basis.
  - iii. Time may be extended or ended at staff's discretion.
  - iv. All work must be saved and cleaned up in the 2-hour time slot.
  - v. ~~Area 431~~ The Makerspace is a general space and people can be in the room even if you have reserved equipment.
- ~~d. You must check out equipment at the Front Desk.~~
- e. You must be trained on the equipment some equipment, including the 3D printer and Cricut machine, in order to use it.
- f. You must return items in the same condition that you received them.
- g. Noise levels must be kept to an appropriate level and headphones should be used.
- h. Makerspace laptops are for Makerspace projects only.
- i. Any issues must be reported to staff immediately.

#### IV. Training

- a. Training ~~must be done~~ **is available** with the Makerspace Librarian on all equipment.
- b. Training times are limited to Makerspace Librarian's availability.
- c. Patrons who seem to be struggling with equipment use will be asked to **be trained or retrained** until the Makerspace Librarian deems them ready to use the equipment independently. They will not be able to use the equipment without Makerspace Librarian supervision until retrained.

#### V. Restrictions

- a. Nothing can be made in ~~Area 431~~ **the Makerspace** that:
  - i. violates copyright law;
  - ii. is unlawful, abusive, obscene, or ethically unacceptable;
  - iii. is intended to physically harm or attempt to harm an animal or person in any way;
  - iv. is intended for personal, business, or organizational profit.
- b. Makerspace craft materials are not to be taken home. Projects are to be finished in the Makerspace.
- c. Food is not allowed in ~~Area 431~~ **the Makerspace**. Covered drinks are allowed as long as they are away from equipment.
- d. Staff may provide brief assistance in the use of any equipment.
  - i. One-on-one assistance is limited to Makerspace Librarian's availability
- e. The library does not accept responsibility for any damage or destruction of
  - i. personal items used in the space, such as flash drives or personal devices;
  - ii. any projects that are damaged;
  - iii. 3D printer misprints.
- f. Theft and vandalism will result in a permanent ban from ~~Area 431~~ **the Makerspace** and police involvement.
  - i. Please note that ~~Area 431~~ **the Makerspace** is under video surveillance.

#### VI. Fees

- a. There is no fee to use ~~Area 431~~ **the Makerspace** with these exceptions:
  - i. 3D Printer- 20 cents per gram.
  - ii. ~~Minc Machine – 50 cents per 4in x 4in square of foil~~ **Button Maker – 10 cents for small buttons and 25 cents for large buttons.**
  - iii. Thermal laminator – 15 cents per pouch

#### VII. Donations

- a. Donations must follow the [Donations and Discards Policy](#).
- b. All donations are appreciated, but the library ~~holds~~ **reserves** the right to refuse items that are not needed at the time or do not fit in our space.

- c. The library reserves the right to remove any items that are no longer useful.
- d. All donations are approved by the Makerspace Librarian.

Violation of this policy will result in corrective action which may include privilege loss, a ban from the space, and police intervention.

**DIRECTOR'S REPORT**  
**November 2025**

**I. ADMINISTRATION**

- a. Work orders submitted in November.
  - i. Trash and recycling needed to be picked up.
  - ii. The donor plaque from the former lobby needed to be mounted on the wall in the new library.
  - iii. We needed to have boxes of books brought up from the basement.
  - iv. I placed a request to have the shelves in our staff workroom painted.
  - v. A staff member's laptop was not connecting to her monitor correctly.
  - vi. We asked the IT Department to move phones and computers to their new locations.
  - vii. A staff member was having issues accessing her email.
  - viii. We needed to have a phone hooked up at the curbside desk.
  - ix. The drain outside the basement door needed to be cleared of leaves and debris.
  - x. We needed some shelving paint to fix some areas of peeling paint.
  - xi. The IT Department needed to hook up the staff copier and staff computers to the new data ports.
  - xii. Several bookcases and other furniture needed to be moved to the basement.
  - xiii. A request was made to have the outdoor perimeter lights reprogrammed to come on at 5:00 p.m.
  - xiv. The fire extinguishers needed to be mounted on the wall.
  - xv. We requested soap for all the dispensers in the new restrooms.
  - xvi. The TV's needed to be mounted in the Teen Room and the two new study rooms.
  - xvii. We needed a bulletin board mounted in the lobby for official notices.
  - xviii. We needed a bulletin board mounted in the staff breakroom.
  - xix. The signage for the bookshelves needed to be mounted.
  - xx. One of the computers at the circulation desk was not working.
  - xxi. We needed to have several pieces of furniture moved to another City department.

**II. BUDGET**

- a. The 2026-2027 budget was approved by the City Council on December 2.

**III. PERSONNEL**

- a. Sarah has been training staff in the new procedures we have developed.

**IV. LIBRARY COLLECTION**

- a. We have purchased new play equipment for the Children's Department and have ordered a Switch gaming system for the Teen Room.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. I attended a meeting with Andrew Larson and members of the Whitewater Community Space and other local food pantries to discuss how to make it as easy as possible for donors, recipients, and distribution centers to identify and fulfil specific needs throughout the area.
- b. I attended the Whitewater Leads meeting on December 11.
- c. We received a \$500 grant from the Whitewater Community foundation.
- d. The Friends of the Library received \$909 from the Fort Credit Union.

**VI. LIBRARY BOARD RELATIONS**

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

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

- a. I continue to attend construction 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 November. He approved to have the City fund six new patron laptops for the library. They were purchased, formatted, and ready for patrons when we opened this week.
- e. Steven Chmielewski from UW Extension provided me with a contract for a future strategic plan. The amount he quoted me matched the amount I was quoted from WiLS.
- f. I attended a training session hosted by the City IT Department concerning using Microsoft Teams for future committee and board meetings.
- g. The management team was trained in how to use the Hearing Loop and the new AV system in the new meeting rooms.
- h. Sarah and I were trained in how to shut off the water to the sprinkler system should we ever need to.
- i. Sarah and I met with Miron and Cable Com to discuss the access control system for the front entrance and how to grant us access to our system so we can program the automatic locks as needed.
- j. The City Media Services took photos of the new library last week and were here Monday morning when we opened to the public to capture the reaction of our patrons.
- k. I will have attended the APL meeting on December 12.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I completed the November Infosec cybersecurity training on Internet of Things.
- b. Classes for the Leadership Action Series I am enrolled in through CIVMIC began this month.

**IX. STRATEGIC PLAN**

- a. We continued to keep the public updated on the progress of the Library Renovation and Expansion Project during the month of November.



**CAPITAL CAMPAIGN**

- a. We continue to receive pledge payments which are entered into Bloomerang, the software program we use for tracking donations, and send any checks the library receives to the Whitewater Community Foundation.
- b. Reminder letters will go out next week for donors who are due to make an end of year payment towards their pledge.
- c. I have been in contact with The Wood Cycle of Wisconsin and am in the process of working out the logistics of having our oak wood retrieved and moved to their facility to be placed in the kiln in January of 2026.

## Assistant Director Report

Sarah French

December 2025

- Rebranding efforts continue. I designed magnets as a welcome back gift for patrons.
- I installed the new door counter and did a myriad of other tasks to get the library ready for reopening. We are now open and everything is running smoothly!
- RFID is up and running and I will be training staff asap.
- We have been awarded a Whitewater Community Foundation Community Action Grant of \$500. We will use these funds to create Sensory Go-Bags for use in the library and for checkout.
- I continue to write and update staff procedures. This month's procedures:
  - Newspapers
  - Public Services duties
  - Public Computer use

### Strategic Goals:

Strategic Goal 1 – *Continue to keep the public updated on the progress of the renovation.* I sent out a press release about the library's reopening, updated the website, and did a bunch of social media posts.

### Collection Development:

- Additional work was done with the Whitewater Room and Wisconsin collections to consolidate and interfile materials. Special thanks to Susan and Cori for helping immensely with this project.
- We gained additional space in the DVD section thanks to Jon from Miron! This required some shifting but we gained a lot more space for this popular collection.
- Library of Things collection got a facelift and a new, prominent location on the shelves. We also gained more storage space for this collection, so we will be able to add more things!

### Programs and Outreach:

- 12/4: Guided Journaling Workshop (8)
- 12/5: Assisted with the Friends of the Library sneak peak and gave tours
- 12/8: Holiday Dinosaur take & make craft (48)

### Upcoming Programs and Outreach:

I coordinated with Tree House Child & Family Center to host their Nurturing Parenting program at the library for ten weekly sessions March 4-May 6. The program is for Spanish-speaking parents and caregivers to learn skills to develop healthy relationships with their children. Childcare and a meal is also provided. In addition, families will learn how to sign up for a library card and will get a tour of the library highlighting the Spanish collection and children's area.

January 20-March 12: Winter Reading Challenge for All Ages

Starting in January: Tech Tuesdays – a class focused on a different technology every Tuesday.

January 19-February 20: Itty Bitty Art Show sign-up (art to be hung in display case in March)

January 22: Tarot 101-Year Ahead Spread w/Katy Daixon Wimer

Feb 4 and 25: Book Club in collaboration with UW-Whitewater.

### **Meetings:**

Weekly management meetings

Weekly Building Project meetings with architect and contractor

11/14: Meeting with city manager & consultants regarding library staffing

11/17: Library Board meeting

11/19: Library Tour to Tree House Nonprofit

11/20: City Leadership committee meeting. This was my last one as Hunter is now on the committee.

11/24: Patron meeting – reference question

12/2: Courtney Powers (Community-based learning class w/UW-W)

12/2: WLA Leadership Committee meeting

12/8: Media services (video about how to create room reservations)

### **Professional Development:**

- Infosec Internet of Things training

# Youth Services Report

December 2025

## Collection Management

Materials ordered	46
Books cataloged	15
Materials Weeded	0
Nonfiction books changed to Dewey Lite	0

## Programs/Services

Program Name	Participation
1000 Books before Kindergarten	0
Storytime	14
Reference Questions/Technology Assistance Provided	2

## Marketing

Category	Quantity
Social media scheduled from LibraryAware	4
Other social media posts created	0

## Meetings and Trainings

11/6	Programming meeting with Sarah and Hunter
11/7	Management meeting
11/10	Programming meeting with Sarah and Hunter
11/12	Management meeting
11/18	Webinar: Big Impact, Small Budget: after school ideas that cost next to nothing.
11/19	Management meeting

11/26	Management meeting
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**Notes**

November was largely spent preparing the children's department for reopening. This included:

- Reorganizing and shifting materials to ensure patrons can easily locate them.
- Creating and executing a plan for two 8'x4' bulletin boards.
- Preparing an activity for our new children's activity room.
- Setting up book displays.
- Building a train table and a play kitchen.

## Programming & Makerspace Librarian Report

Hunter Swanson

December 2025

### Upcoming Programs:

- Movie and Mocktail (repeating) – 1/5
- Tea Time (repeating) – 1/7
- Chess Club (repeating) – 1/8
- Teen Dungeons & Dragons (repeating) – 1/12
- Weird Science: Slime (repeating) – 1/14
- Makerspace 101: 3D Printer (repeating) – 1/15
- Intro to Magic: The Gathering Trading Card Game – 1/16
- Teen DIY (repeating) – 1/21
- Adult Dungeons & Dragons (repeating) – 1/26
- Vinyl Record Club (repeating) – 1/27
- Teen Movie (repeating) – 1/28
- Making Games with bitsy – 1/29
- Tabletop Free Play Friday (repeating) – 1/30
- Bill Mueller Author Talk – 3/10
- SEWI Library Makerspace Meetup – 3/19
- Kate Winn and Kira Henschel Author and Publishing Talk – Date TBD (April)

### Meetings:

- Staff Meeting (Programming) – 11/8
- Staff Meeting – 11/12
- Staff Meeting – 11/19
- Leadership Meeting – 11/20
- Staff Meeting – 11/26
- Meeting with Generac Representative – 12/3
- Staff Meeting – 12/3
- Repair Café Bridges Meeting – 12/4
- AV Equipment Training – 12/5

### Other Updates:

- A 3-month programming guide has been created, and initial setup and organization of the Makerspace has been completed. Individual bookings for equipment training have begun.

# Bridges Library System Staff Reports

## December 2025

### Brittany Larson – Library System Director

**2025 Staff Evaluations:** Staff evaluations for 2025 have been completed and discussed with staff. A big thank you for their exceptional work this year! I had my performance evaluation with Board President Linda Ager and Vice-President Betsy Forrest on December 4<sup>th</sup> and we developed the goals that will be presented at the December meeting.

**Bridges Staff In-Service:** The Bridges staff in-service occurred on November 20<sup>th</sup>. We discussed work styles, 2026 plans, and took part in a team building activity.

**Jefferson County Contracts:** The Jefferson County Board approved the 2026 budget request in November. After the approval, we prepared the 2026 library contracts. They have now been approved by Jefferson County staff and have been sent to the Jefferson County libraries for their approval. These contracts need to be signed by the library and municipal officials and returned to Jefferson County by February 1st.

**Professional Development:** I attended the Wisconsin Library Association (WLA) conference at the end of October. I focused on sessions related to library standards, policy, staff and workflow management, and intellectual freedom. I also am ending my 3-year volunteer commitment to WLA this year with the Outreach Services Roundtable. I ended my term by presenting to library staff from across the state on the topic of intellectual property and library programming.

**Budget Transfer:** I presented a \$80,750 budget transfer from the Fund 210 operating budget to the personnel budget to cover the unanticipated retirement payouts for two employees. We were able to cover this through being under budget in a variety of areas including software subscriptions, delivery costs, DPI covering a software cost, etc.

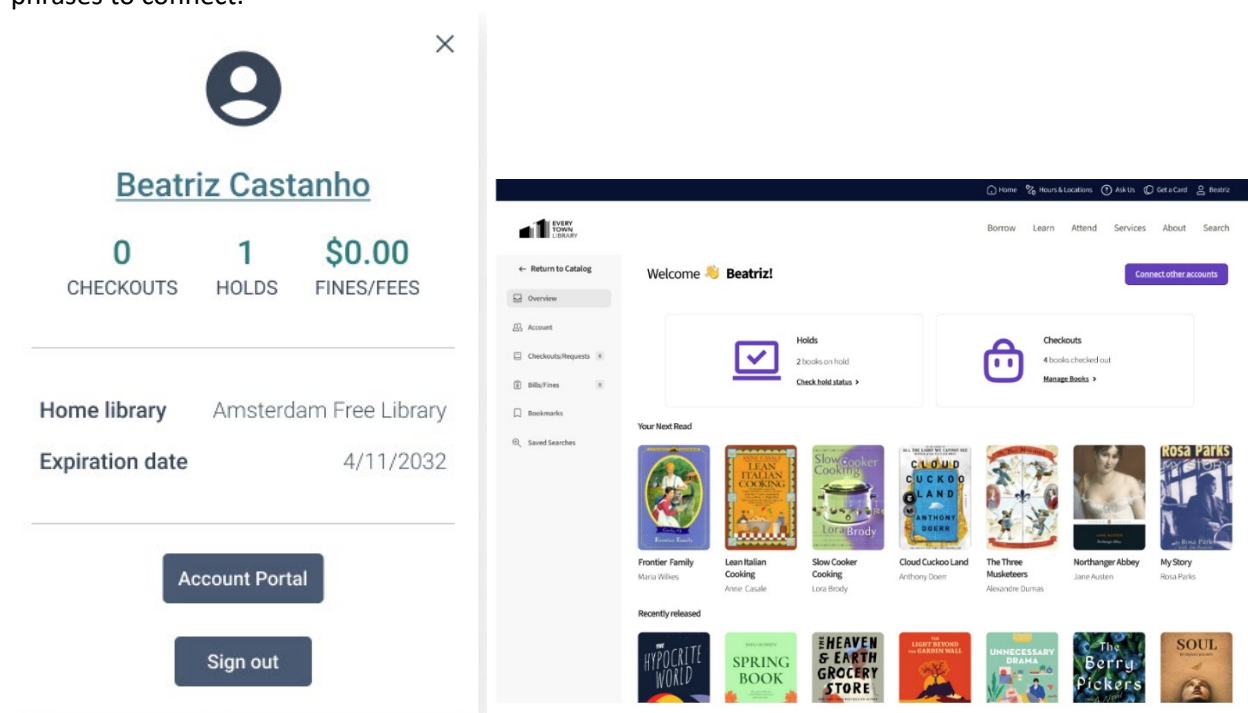
**Closed Border Meeting:** Wisconsin statute 43.17 (11)(e) requires that any library that does not serve residents across a library system boundary meet at least once a year to discuss the situation. A meeting between Menomonee Falls and the Village of Germantown was held on November 11th. The Menomonee Falls Public Library doesn't serve the residents of the Village of Germantown (Monarch Library System) since they don't receive any reimbursement for providing services. Because counties only fund use by residents who live in municipalities without libraries (TNR), this situation is not addressed by cross-county funding requirements. As a result, libraries are allowed to deny service to those residents across a library system border if they don't receive reimbursement.

**Waukesha County Act 150 Committee:** The fifth Waukesha County Act 150 Committee met on December 9th. The main topics discussed included the County distribution formula and the minimum to exempt standards. The next meeting is January 13<sup>th</sup>. I am continuing to work on crafting the narrative draft and preparing library service models based on committee requests.

**Save the Date:** February 10<sup>th</sup> is Library Legislative Day in Madison!

## Mellanie Mercier – Automation Coordinator & Assistant Director

**Changes are coming!** A new year brings a new patron account interface to the Café catalog. Around January 6<sup>th</sup> or 7<sup>th</sup> the patron account portal that is on the bottom blue bar of the Café catalog will be moving to a button under the log in information at the top upper right corner. Users will also be able to connect to other accounts through this portal, either as a one-way connection (parent to child) or do two-way sharing between accounts where both people can see each other's accounts after sharing pass phrases to connect.



## Kelly Nelson – Coordinator of Library Development

**Bridges Adult Services Meeting:** 15 adult services librarians met at the Oconomowoc Public Library in November. We talked about the 2026 Bridges Adult Programming Grant, the new LawDepot database available in 2026, materials ordering with the closure of Baker & Taylor, and programming ideas.

**SEWI Libraries, Sustainably Growing Your Summer Library Program:** This in-person workshop was held at the Brookfield Public Library and brought together 32 adult and youth services libraries to talk about what their summer could look like from a sustainability lens. Dawn Tevis from the LaCrosse County Library facilitated this workshop.

### Upcoming 2026 Events

- **Bridges Adult Services Meetup, February 18 – Virtual**



*Adult and Youth Services Librarians collaborated ways to make their upcoming summer library programs more sustainable.*



- **SEWI Libraries Maker Meetup, March 19** – Whitewater Public Library

### **Professional Development**

- QPR for Suicide Prevention Training from NAMI Rock County
- Meetings that Matter Webinar – Niche Academy
- Internet Connect Librarian Conference – Attended a variety of webinars on topics related to technology

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

### **Inclusive Services**

I staffed a table at the Three Pillars Senior Resource Fair to promote the Library Memory Project. Engaged with over 40 individuals and established connections with several other vendors. Supporting Jennie F. at Oconomowoc Public Library and Journey21 in creating a new program for individuals with developmental disabilities aged 15 and older. The program, inspired by the memory café model, will launch in February and occur bi-monthly. We'll assess the program's impact mid-2026 to consider potential expansion to other member libraries.

### **Youth Services**

I facilitated a Teen Think Tank Meeting at Pauline Haass Public Library (Sussex) attended by four library staff serving teens.

Coordinating the scheduling of 72 family programs and 24 teen programs for member libraries for Summer 2026.

### **Professional Development**

Active Listening and Customer Service (Standards of Service Excellence through Waukesha County); Teardrops on My Trademarked Library Program (WLA's Outreach Services Roundtable); Partner Summit: Building Bridges, Creating Impact (Waukesha County Public Health), Q4 Security training: Staying Safe from Seasonal Scams (Waukesha County), Universal Design: Inclusive Approaches to Public Librarianship (Collaborative Summer Library Program), Sustainable Summer Reading Workshop (Southeastern Wisconsin Libraries), Web Accessibility: Three Things You Can Do Right Now (NY State Library).

## **Beth Bechtel – Database Management Librarian**

### **Meetings & Library Visits**

When the CAFE Catalogers group met virtually on November 18, discussion included decision making for self-produced books, machine generated notes in bibliographic records, and making video games findable by console in the CAFÉ catalog. We also talked about the cataloging of "light novels," which are a Japanese publishing format for fiction of around 50,000 words, accompanied by manga-style illustrations.

At Alice Baker Memorial Library in Eagle, I worked with a staff member on finding or creating a bibliographic record for the CAFÉ catalog if one does not already exist.

### CAFÉ Projects

Last week, I worked with Backstage Library Works for our quarterly update of bibliographic and authority records. More than 6,600 bib records were edited and improved, and more than 2,705 new authority records were added to the catalog. While Backstage's costs have increased slightly, our overall costs for working with them for data maintenance is going down because I no longer send OverDrive bib records to them for improvement. Vega Discover can access our OverDrive offerings without having those titles added to the CAFÉ catalog database.

### Cataloging Class

I received \$1,000 from a portion of the 2024-2025 LSTA cataloging grant, to be used to support cataloging best practices. With these funds, Bridges offered a pilot program for four library staff members to attend Library Juice's "Introduction to Cataloging" online course. In November, catalogers at four Bridges libraries took the class and I hosted weekly virtual check-in meetings. In each meeting, we discussed class assignments and other cataloging questions. Attendees reported the class to be adequate for general cataloging information and that the weekly meetings were very useful. This pilot project was a success, and I plan to offer this in 2026.

## Emily Heller – Public Communications Coordinator

### Advertising

The systemwide YouTube "Expect the Unexpected" pilot campaign will be ending on Dec. 31, 2025. I am very pleased with the impressions and the engagement/view rate is very good at 51.94%! View rates vary, but the overall average is 29.24% to 31.9%. I look forward to working on more advertising on YouTube in 2026.

6-Days	43-Days	68-Days (Dec. 1)
<ul style="list-style-type: none"> <li>Encountered 2,074 times</li> </ul>	<ul style="list-style-type: none"> <li>Encountered 25,225 times</li> </ul>	<ul style="list-style-type: none"> <li>Encountered 42,455 times</li> </ul>
<ul style="list-style-type: none"> <li>Engaged with or seen in its entirety 1,052 times</li> </ul>	<ul style="list-style-type: none"> <li>Engaged with or seen in its entirety 12,607 times</li> </ul>	<ul style="list-style-type: none"> <li>Engaged with or seen in its entirety 22,050 times</li> </ul>
<ul style="list-style-type: none"> <li>Clicked on 16 times</li> </ul>	<ul style="list-style-type: none"> <li>Clicked on 174 times</li> </ul>	<ul style="list-style-type: none"> <li>Clicked on 269 times</li> </ul>

### Media Opportunity

I am working with Fox 6 News to coordinate a reoccurring segment featuring libraries on their new streaming newscast called the Wisconsin Live Desk. It airs weekdays on the Fox 6 website from 12:30 - 3:30 pm and then saved onto [YouTube](#). The interview will be a 10-15 minute Zoom call and we'll highlight "5 Things" around a theme each month. I am aiming to rotate libraries. So far, we will be at Mukwonago Community Library in December and New Berlin Public Library in January. Details to follow!

### Collaborative Advertising

I am talking to Deb at Milwaukee County Federated Library System on ways we can coordinate our advertising next year to make a bigger impact with our investments.

### Google Interior Photo Tours

I am nearly done with the 360 photos for all 24 member libraries Google Profiles. In January, the tours will be added to the [Find Your Library](#) webpage.

- Elm Grove – Dec. 5
- Whitewater – Reopened on Dec. 8, photoshoot coming soon!

### Web Accessibility Project

The Department of Justice updated the regulations for Title II of the Americans with Disabilities Act. The rule has updated the technical requirements for state and local governments (including public libraries) to follow to make sure that their websites, apps, emails and social media are accessible to people with disabilities. Entities serving a 50,000+ population have until April 24, 2026, to comply. Smaller entities, serving a population with less than 50,000 have until April 26, 2027, to comply. I am working on making a timeline, training plan, checklist/tracking sheet, and toolkit for Bridges to ensure we are in compliance by the deadline. I am also working to create a toolkit to support member libraries.

### Professional Development

- **November 11-13: Library Marketing and Communications Conference (LMCC)**  
I attended a variety of great sessions at the conference that offered useful information and resources. The session on Website ADA Compliance was great and will help me create tools for our system. I also created a toolkit for member library staff of the slides and resource materials from the presentations I attended and from others that sounded great that I could not attend.
- **November 18: Tech Talk Website Meeting**  
I attended the State Cohort's virtual meeting to talk about website accessibility and scheduling hands-on training sessions. Dates coming soon.

### In the News:

- Whitewater Public Library Reopens on December 9: [Press Release](#)
- 16 citizens deliver public comments in support of Library: [Watertown Daily Times Article](#)
- Library rejects endowment tap for budget relief: [Watertown Daily Times Article](#)

### [News Archives](#)

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

- Marketing Magic:
  - December 5: 53.57% Open Rate
  - November 21: 59.52% Open Rate
  - November 7: 63.1% Open Rate
- Monthly Bridges:
  - December: to come
  - November 7: 53.26% Open Rate
- Monthly Legislators - November 21:
  - Legislators: 33.33% Open Rate
  - Staff: 36.59% Open Rate