



Library Board of Trustees

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

Monday, February 16, 2026- 6:30 PM

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

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88007004489?pwd=icu51WXigR8fuXblk9q0WUGU8eoLq5.1>

Meeting ID: 880 0700 4489

Passcode: vC89AN8y

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 January 21, 2026 meeting
- [2.](#) Approval of Payment of Invoices for January 2026
- [3.](#) Acknowledgement of Receipt of January 2026 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of January 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.

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

OLD BUSINESS

6. Library Building general update

NEW BUSINESS

7. Review and approval of the 2026 Strategic Plan Activities
8. Review and approval of the Display Case Policy
9. Review and approval of the Explore Pass Policy
10. Review and approval of the updated Circulation Policy
11. Final review and approval of the Meeting and Study Room Policy
12. Discuss board development and leadership transition

CONSIDERATIONS / DISCUSSIONS / REPORTS

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

FUTURE AGENDA ITEMS

CONFIRMATION OF NEXT MEETING

19. Adjournment into Closed Session

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

Item to be discussed:

- a) Performance evaluation for the Library Director

ADJOURNMENT

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



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

Wednesday, January 21, 2026- 6:30 PM

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Citizen participation is welcome during topic discussion periods.

Please click the link below to join the webinar:

Join Zoom Meeting:

<https://us02web.zoom.us/j/85020202048?pwd=TZwRReCHECXKnN8AMlhBEq3KVds8uO.1>

Meeting ID: 850 2020 2048

Passcode: zKGiB41B

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

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

MINUTES

CALL TO ORDER at 6:33pm

ROLL CALL

Present: Jennifer Motszko, Elizabeth Miller, Steven Sahyun, Kathy Retzke, Camden Harlan, Tara McKenzie-Peotter

Not Present: Doug Anderson

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

Others Present:

APPROVAL OF AGENDA

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- Elizabeth Miller motioned to approved, Tara McKenzie-Peotter 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 December 15, 2025 meeting
2. Approval of Payment of Invoices for December 2025
3. Acknowledgement of Receipt of December 2025 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of December 2025 Treasurer's reports

- **Elizabeth Miller motioned to approve the consent agenda, Kathy Retzke seconded the motion, the motion passed unanimously.**

HEARING OF CITIZEN COMMENTS

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

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

No citizen comments.

OLD BUSINESS

6. Library Building Project general update

Cracks in laminate in front of circulation desk. Calling contractors to get it fixed before the grand opening on Friday, February 6.

Donor wall tiles project is still on track to be completed by the grand opening. The wall recognizing extraordinary women is already up on the exterior!

NEW BUSINESS

7. Discussion and possible approval of the cost of a bench from our oak planks
In December 2024, the board approved \$2,000 for this bench project, made from oak planks from an oak tree that was removed during renovation. The wood has been milled, but it needs to be dried. The wood cycling place in Madison Diane has been in contact with quoted \$57/board, \$969 + mileage. Bench could run \$800-\$3,000 depending on how "fancy" we want it. Steven Sahyun suggested we could put out a call for local artists.

Elizabeth Miller suggested a partnership with the woods class at Whitewater High School to make the benches out of the materials we have. There are between 15-20 boards (roughly 4ft long). Kathy Retzke is going to contact the woods teacher at Whitewater High School about partnering on the project.

Kathy Retzke motioned to add additional funds, not to exceed \$500, to the prior approved \$2,000 for milling and drying the wood. Camden Harlan seconded the motion. The motion passed unanimously.

8. Review and approval of the updates made to the Makerspace & Meeting Room Policy

Diane and Sarah suggest striking the part of the policy that requires 3-days in advance. It's a holdover from an older policy that is out-of-date. People often come in wanting to use the space, and if it is available, they should be able to use it right away.

Suggesting a change to have a minimum age requirement of 14 to reserve a study room and 18 to reserve a meeting room.

The library doesn't have a point-of-sale system.

Camden suggested editing item G. Children's Groups. Sarah said that provision doesn't apply anymore, because a person making a reservation needs to be at least 18 years old, so we could delete G.

Camden suggested formatting meeting room fees with either an indent or a bullet like was done under meeting rooms on page 21.

Kathy suggested updating the beginning of section A to read, "The Whitewater Public Library provides meeting and study rooms to further..."

CONSIDERATIONS / DISCUSSIONS / REPORTS

9. Library Director's report

In two weeks, on February 6, the library will host the grand opening event.

Wild Wisconsin Winter conference is going on, Diane is attending sessions.

The city is going to allocate \$5,000 for the children's play area. Milton, Watertown, Elkhorn, and Lake Geneva were suggested as locations to look to for inspiration.

10. Assistant Director's report

A Girl Scout Troop used the meeting space for their monthly meeting and gave a glowing review. They are excited to continue to use the new space.

11. Youth Educational Services report

996 library cards were sent out via the opt-in program with the school district!

12. Programming & Makerspace report

Hunter is putting on some exciting programs that are drawing crowds!

13. Bridges Library System Staff reports
14. Board reports

FUTURE AGENDA ITEMS

Opportunities for board training around what library board roles are. We will continue to look at this in March and perhaps a small section of future meetings so we can continue to be efficient in our roles.

CONFIRMATION OF NEXT MEETING

February 16, 2026 at 6:30pm.

ADJOURNMENT at 7:23 pm.

Camden Harlan motioned to adjourn the meeting. The motion was seconded by Tara McKenzie-Peotter. The motion passed unanimously.

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

INVOICES**January 2026**

| Category | Claimant | Invoice # | Amount |
|------------------------|------------------|------------------|--------------------|
| Audiovisual-adult | Midwest Tape | 508278718 | \$ 172.13 |
| Audiovisual-adult | Midwest Tape | 508314099 | \$ 51.99 |
| Audiovisual-adult | Midwest Tape | 508314097 | \$ 235.28 |
| Audiovisual-adult | Amazon | n/a | \$ 21.12 |
| | | | \$ 480.52 |
| Audiovisual-juvenile | Midwest Tape | 508345173 | \$ 51.42 |
| Books-adult | Amazon | n/a | \$ 544.36 |
| Books-adult | Ingram | n/a | \$ 820.88 |
| | | | \$ 1,365.24 |
| Building project | Studio GC | 20118A.22 | \$ 8,089.57 |
| Building project | Amazon | n/a | \$ 61.65 |
| Building project | Festival Foods | n/a | \$ 244.17 |
| Building project | Walmart | n/a | \$ 157.51 |
| Building project | Amazon | n/a | \$ 189.25 |
| | | | \$ 8,742.15 |
| Grounds maintenance | Alsco | IMIL-2182654 | \$ 31.57 |
| Grounds maintenance | Alsco | IMIL-2190082 | \$ 35.35 |
| | | | \$ 66.92 |
| Material recovery | Unique | 6149510 | \$ 11.65 |
| Office supplies | Demco | 70271 | \$ 753.48 |
| Office supplies | Showcases | n/a | \$ 242.16 |
| Office supplies | 4imprint | n/a | \$ 127.45 |
| Office supplies | Amazon | n/a | \$ 457.35 |
| Office supplies | When I Work | n/a | \$ 37.50 |
| Office supplies | Demco | 7751312 | \$ 371.94 |
| Office supplies | Brodart | 670051 | \$ 58.95 |
| Office supplies | Shred-it | 8013239071 | \$ 320.94 |
| | | | \$ 2,369.77 |
| Periodicals-adult | APG | n/a | \$ 39.33 |
| Periodicals-adult | Journal Sentinel | n/a | \$ 40.00 |
| | | | \$ 79.33 |
| Program supplies-adult | Walmart | n/a | \$ 93.56 |
| Program supplies-adult | Facebook | n/a | \$ 38.28 |

INVOICES
January 2026

| | | | | |
|---------------------------|-----------------|-----------|----|---------------|
| Program supplies-adult | Amazon | n/a | \$ | 261.20 |
| | | | \$ | 393.04 |
| Program supplies-juvenile | OTC | n/a | \$ | 93.90 |
| Program supplies-juvenile | Lakeshores | n/a | \$ | 377.57 |
| Program supplies-juvenile | Circle of Song | n/a | \$ | 155.00 |
| Program supplies-juvenile | Amazon | n/a | \$ | 163.91 |
| | | | \$ | 790.38 |
| Rebranding | Opportunities | PSI685562 | \$ | 213.34 |
| Travel | Suzanne Haselow | n/a | \$ | 12.18 |

| | | | | | |
|-------------------------------|--------------|----------------------------|-----------------|-------------------------------|--------------|
| | | City of Whitewater | 4,372 | | |
| Jefferson County | | | | Dodge County | |
| City | 134 | | | City | 0 |
| Rural | 402 | | | Rural | 0 |
| TOTAL | 536 | | | TOTAL | 0 |
| Rock County | | | | Waukesha County | |
| City | 52 | | | City | 27 |
| Rural | 262 | | | Rural | 2 |
| TOTAL | 314 | | | TOTAL | 29 |
| Walworth County | | | | | |
| City | 2 | | | Other Counties | 37 |
| Rural | 1,021 | | | | |
| TOTAL | 1,023 | | | Out of State | 0 |
| Dane County | | | | | |
| City | 0 | | | Total Nonresident | 1,962 |
| Rural | 23 | | | | |
| TOTAL | 23 | | | | |
| | | | | TOTAL | |
| | | | | | |
| | ADULT | 3,733 | CHILDREN | 872 | |
| ACCESS & USAGE | | INFORMATION SERVICE | | All Ages | 8 |
| Days Open | 25 | Reference | 304 | Attendance | 75 |
| Hours Open | 245 | | | | |
| Library Visits | 3,140 | REGISTRATION | | | |
| | | Resident | 4,372 | | |
| | | Non-Resident | 2,239 | | |
| | | Total Registered Borrowers | 6,611 | | |
| OVERDRIVE | 1,911 | New Users | 60 | PRE-RECORDED PROGRAMS | |
| | | | | Children 0-5 Programs | 0 |
| MAKER SPACE | | INTERLIBRARY LOAN | | Attendance | 0 |
| | | Lending | 1,806 | Children 6-11 Programs | 0 |
| MEETING ROOMS | 53 | Borrowing | 1,199 | Attendance | 0 |
| | | | | Children 12-18 Programs | 0 |
| | | VOLUNTEERS | | Attendance | 0 |
| | | Participants | 1 | Adult Programs | 0 |
| | | Hours worked | 2 | Attendance | 0 |
| | | HOME DELIVERY | | All Ages | 0 |
| COLLECTION MAINTENANCE | | Participants | 14 | Attendance | 0 |
| Books added | 143 | Items Delivered | 134 | SELF-DIRECTED PROGRAMS | |
| Audio materials added | 2 | | | Children 0-5 Programs | 0 |
| Video materials added | 23 | IN-PERSON PROGRAMS | | Attendance | 0 |
| Other materials added | 21 | Children 0-5 Programs | 4 | Children 6-11 Programs | 4 |
| | | Attendance | 36 | Attendance | 200 |
| Materials withdrawn | 10 | Children 6-11 Programs | 2 | Children 12-18 Programs | 0 |
| | | Attendance | 33 | Attendance | 0 |
| | | Children 12-18 Programs | 6 | Adult Programs | 0 |
| | | Attendance | 10 | Attendance | 0 |
| | | Adult Programs | 5 | All Ages | |
| | | Attendance | 20 | Attendance | |

January 2026

Item 4.

| | Current Month | Received to Date | Est. FY Rev. | % of Total |
|-----------------------|-------------------|------------------|---------------------|------------|
| Fees | \$185.99 | \$185.99 | \$500.00 | 37% |
| Materials Replacement | \$297.00 | \$297.00 | \$1,000.00 | 30% |
| County Reimbursements | \$2,449.00 | \$2,449.00 | \$219,768.00 | 1% |
| Gifts & Grants | \$2,435.35 | \$2,435.35 | \$15,000.00 | 16% |
| Copywork | \$297.00 | \$297.00 | \$3,000.00 | 10% |
| Miscellaneous | \$0.00 | \$0.00 | \$300.00 | 0% |
| TOTAL | \$5,664.34 | | \$239,568.00 | 0% |

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 |

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 | | | \$1,080.36 |
| 1.31.26 | Balance | | | \$1,080.36 |

| ADM - American Deposit Management Company CIRVIN01 W220 N3451 Springdale Road, Pewaukee, WI 53072 | | | | |
|--|--------------------|-------------------|------------|--------------|
| Date | Activity | Interest/Dep | Withdrawal | Balance |
| 12.31.25 | Forwarding Balance | | | \$347,784.75 |
| 1.31.26 | Interest 3.51% | \$1,003.34 | | \$348,788.09 |
| TOTAL | | \$1,003.34 | | |



February 03, 2026

Statement Period:
January 01, 2026 - January 31, 2026

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

Contact Us

- For personal assistance, call:
414-961-6600
- Visit us online:
www.americandeposits.com
- 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 | \$ 347,784.75 | \$ 1,003.34 | 3.51 % |

CIRVIN01 - General

Balance Summary

| | | |
|--------------------|----|------------|
| Beginning Balance: | \$ | 347,784.75 |
| Total Deposits: | \$ | 1,003.34 |
| Total Withdrawals: | \$ | 0.00 |
| Ending Balance: | \$ | 348,788.09 |
| Average Balance: | \$ | 347,784.75 |

Transaction Detail

DEPOSITS

| Date | Description | Amount |
|------------------------|-------------------------|--------------------|
| 01/31/2026 | Accrued Interest Earned | \$ 1,003.34 |
| Total Deposits: | | \$ 1,003.34 |

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 |
| 4160 | Regent Bank (OK) | \$ 7,860.85 |
| 59112 | Studio Bank | \$ 2,588.14 |
| 6560 | The Huntington National Bank - Repurchase Agreement | \$ 1,003.34 |
| 18344 | UBank (TX) | \$ 3,917.74 |
| 18344 | UBank (TX) | \$ 1,180.31 |
| 26626 | United Texas Bank | \$ 6,345.93 |
| Ending Balance: | | \$ 348,788.09 |

American Deposit Management LLC applied a period ending Dec 2025 Deposit Advisory Fee of \$163.59 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 Dec 2025, the Program Fee of 0.04 was applied to gross earnings of \$1,236.22 for a total of \$49.45.

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

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



017 00001 00
ACCOUNT:
DOCUMENTS:

132732
0

PAGE: 1
01/30/2026

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

30-0
0
0

MUNICIPAL ACCOUNT 132732

| DESCRIPTION | DEBITS | CREDITS | DATE | BALANCE |
|---|--------|---------|----------|----------|
| BALANCE LAST STATEMENT | | | 12/31/25 | 1,285.36 |
| BALANCE THIS STATEMENT | | | 01/30/26 | 1,285.36 |
| TOTAL DAYS IN STATEMENT PERIOD 01/01/26 THROUGH 01/30/26: | | | | 30 |
| 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 | PREVIOUS YEAR TOTAL |
|-----------------------------|-----------------------|--------------------|---------------------|
| * TOTAL OVERDRAFT FEES: | \$.00 | \$.00 | \$.00 |
| * TOTAL RETURNED ITEM FEES: | \$.00 | \$.00 | \$.00 |

- END OF STATEMENT -



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



2026 Strategic Plan Activities

STRATEGIC GOAL 1 Building Toward the Future

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

STRATEGIC GOAL 2 Center for Learning and Connecting

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

STRATEGIC GOAL 3 Engaging and Effective Communication

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

STRATEGIC GOAL 4 Strengthening Partnerships

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

2025 Strategic Plan Activities

STRATEGIC GOAL 1 Building Toward the Future

- Develop spaces that fit the diverse and ever-changing needs of our community
 - *Prepare a plan for library operations during phase three of the renovation.* **DONE**
 - *Continue to keep the public updated on the progress of the renovation.* **DONE**
 - *The library board will assist the director in exploring appropriate pay scales and staffing levels needed to efficiently meet community needs in the newly renovated library.* **ONGOING**

STRATEGIC GOAL 2 Center for Learning and Connecting

- Increase inclusivity and access to services and resources that the library provides
 - Complete a diversity audit of the collection with the assistance of Bridges system staff. **DONE**
 - *Add pictographs to signage to make it more inclusive.* **ONGOING**
- Provide programming and collections that appeal across segments of the Whitewater community
 - *Reintroduce the Winter Reading Program.* **DONE**
 - *Create a display for the Library of Things in the newly renovated library.* **DONE**
 - Schedule weekly social media posts from Library Aware. **ONGOING**
 - *Plan a grand opening event.* **DONE**
- Provide welcoming, safe, and comfortable spaces throughout the library, both in the physical library and virtual library spaces
 - *Provide staff training to become an Affirming Space for our LGBTQIA population during phase three of the renovation.* **FALL 2026**
 - Create a dedicated space on our website for our full land acknowledgment statement that includes information and links to local First Nations history, book lists from our collection and current issues for further research and education. **DONE**
 - *Complete a digital transition of the library's current website to a Bridges Library System supported platform.* **DONE**

STRATEGIC GOAL 3 Engaging and Effective Communication

- Increase awareness of all the library does and offers
 - *Create a library newsletter that patrons can opt in to.* **DONE**
 - *Create a welcome email inviting patrons to register for further newsletters.* **DONE**
 - *Table at two community events to promote library collections and services.* **DONE**
- Share community stories to highlight the needs and opportunities in Whitewater
 - Share social media posts from vetted community organizations on our Facebook page. **ONGOING**
- Develop library advocates to promote the value of the library
 - *Collaborate with the new city media coordinator to create two library PSAs, one for the Makerspace and one for the Library of Things.* **ONGOING**

STRATEGIC GOAL 4 Strengthening Partnerships

- Cultivate partners to support the library's mission
 - Create a plan to renew and revitalize the Friends of the Library. **DONE**
- Create an environment to help other groups and organizations find ways to collaborate
 - *Develop and approve partnerships policy and guidelines.* **DONE**
 - *Offer tours of the renovated library to various community groups, highlighting the benefits of our space and resources to their mission.* **ONGOING**
- Partner with schools and other organizations and groups to provide safe spaces and learning opportunities for school age children in the community.
 - Provide information on library services and programs through tabling at 4K registration and general school registration. **ONGOING**
 - *The Director, Youth Services Librarian, and Programming and Makerspace Librarian will meet with school representatives to brainstorm ideas for outreach to the district.* **DONE**
 - *Complete the first year of processing opt-in card applications through the WWUSD online registration platform.* **DONE**
- Explore ways to increase engagement and involvement in the city
 - *Participate in the city's leadership committee.* **ONGOING**
 - *Engage in 1-2 safety trainings provided by the police department, EMS, or fire department.* **DONE**
 - *Plan an open-house for other city departments once library construction has been completed.* **ONGOING**



Whitewater

PUBLIC LIBRARY

Display Case Policy

Following are the regulations for the use of the library display cases. Exceptions to any of these policies may be considered by the Library Director.

A. AVAILABILITY

1. Permissible displays

Library displays and library-sponsored displays shall have priority in the use of library display cases. Community use of display cases will be assigned on a first-come, first-served basis to groups primarily serving the needs of the community. Such groups may include:

- a) Civic improvement organizations.
- b) Cultural and artistic groups.
- c) School, service, and social welfare groups.
- d) Other groups not covered by exclusions.

2. Exclusions

- a) Fund raising, by either profit or non-profit groups. Exceptions may be made for library-sponsored displays, and displays presented by groups affiliated with the library.
- b) Displays involving the sale, advertising, or promotion of products or services.
- c) Displays intended to recruit persons for fee-based events. The only exception to this rule will be when paid registration fees are necessary to cover expenses for short-term seminars held in cooperation with the library, or payment of fees for non-credit education courses conducted by established educational

institutions or organizations. In either case, special permission must be obtained from the Library Director.

- d) Displays intended to promote or create business opportunities.
- e) Displays for religious instruction.
- f) Displays for personal or family purposes.
- g) A return use by a group that has abused the facilities or regulations in an earlier use of the display cases.

B. USE AND FEES

1. The display cases may be used free of charge.
2. Upon prior arrangements, a staff member may be available for assistance in planning and arranging a display.

C. DISPLAYS

1. Groups wishing to use the display cases must ~~make application to the Library Director~~ **fill out an application. The application is available on the library's website or a staff member may assist with the application in person, by email, or by phone.** It is noted that library displays will take precedence over any other group's request.
2. Displays may not be scheduled more frequently than every ~~other~~ year by any single non-library organization. In the event of a request regularly repeated by a group or organization, preference shall be given to a new group at the discretion of the Library Director.
3. It is desirable that items from the library collection, such as books, ~~videos~~, **movies**, magazines, etc. be incorporated into the displays whenever possible.
4. ~~The use of tacks, any kind of tape, or staples is NOT permitted.~~ Putty made specifically for mounting of wall posters may be used. **The back wall of the display case is a tackboard surface and pushpins may be used. Tape and staples are NOT permitted.**

D. APPLICATION PROCEDURE

1. Written application for the use of the display case(s) must be made at least 1 month in advance of the use by an authorized representative of the group.
2. Upon receipt of an application, the library staff member in charge of displays will approve the application and confirm the booking if the purpose falls within the policy.
3. If there is an application which policy does not cover, the application will be referred to the Library Director for approval.
4. The decision of the Library Director shall be final regarding whether or not an application is accepted.

E. REASSIGNMENT

If a library-related display arises which, in the judgment of the Library Director has priority, the library reserves the right to ask groups to choose an alternate date.

F. EQUIPMENT AVAILABILITY AND SET-UP

1. There are two display cases located in the library lobby atrium. ~~The large case measures 54" H x 76" W x 20" D on the bottom shelf; two other adjustable shelves are 12.5" D. The small case is 50" H x 49" W x 20" D on the bottom shelf; two other adjustable shelves are 12.5" D.~~ Each display case measures 41" H x 56" W x 20" D and has two adjustable shelves that measure 52" W x 12" D. Each display case has a power outlet and a lock.
2. The library will provide book supports, when available, and when these have been requested on the application. However, the group shall be responsible for any advance preparations, for setting up and taking down the group's display and returning all library items used to a staff member as well as clearing away their own items.
3. A person responsible for set-up and take-down of the display shall be designated on the application.
4. Storage facilities will not be provided for non-library organizations.

G. OTHER REGULATIONS

1. The library takes no responsibility for the supervision and security of the exhibits or displays.
2. The library is not responsible for any damage to items displayed due to temperature in the display cases or fading from light exposure. It is suggested that these factors be considered when selecting items to be displayed.
3. Displays and exhibits will be limited to a 4-week period, but extensions may be granted by the Library Director if there are not requests for the space.

H. AGREEMENT BY USER

1. In consideration for the use of the display case(s), each organization agrees that:
 - a) It will pay for all damage to any property of the Whitewater Public Library resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or any of its invitees.
 - b) It will hold harmless the City of Whitewater and Whitewater Public Library from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused by the organization or any person in connection with an exhibit or display.
2. It is understood that the City of Whitewater and the Whitewater Public Library assume no responsibility whatever for any property placed in the library in connection with an exhibit or display nor will they be responsible for any damage to the property displayed; and that the City of Whitewater and Whitewater Public Library are hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of an exhibit or display.



Whitewater
PUBLIC LIBRARY

Explore Pass Policy & Agreement

Policy:

- Patron must be at least 18 years old with an up-to-date Bridges Library System card in good standing, and a matching valid driver's license or state ID.
- Online holds may not be placed on passes. Passes are first come, first served.
- Loan period is 3 days.
- It is the patron's responsibility to call or visit the website for each venue for hours of operation, special events, accommodations, parking information, and/or driving directions.
- The Whitewater Public Library reserves the right to limit the use of passes for any individual, family, or household in the case of abuse or misconduct, as determined by the library director.

Patron agrees:

- Passes must be checked out and returned to a staff member at the Whitewater Public Library's front desk during normal operating hours.
Do not place passes in book return. Do not return passes to another library.
- **A late charge of up to \$50 per day*** will be added to the patron's record for passes not returned on their due date. (*See reverse for individual overdue charges). **Passes are not renewable.**
- **A replacement cost*** will be charged to the patron's record for an unreturned pass. (*See reverse for individual replacement costs.)
- Only one pass may be checked out per household at any given time.
- Each household must wait 24 hours between returning a pass and checking out the same pass.

I have read the Explore Pass Policy and agree to the terms of usage.

Signature: _____

| WPL Explore Passes | Overdue Charges | Replacement Costs |
|-------------------------------|----------------------------|------------------------------|
| Milwaukee County Zoo | \$50/day | \$500 |
| Mitchell Park Domes | \$50/day | \$150 |



Whitewater
PUBLIC LIBRARY

CIRCULATION POLICY

LIBRARY CARDS

Residents of the State of Wisconsin may apply for a library card by signing an application and presenting current identification which should include, but is not limited to, a photograph and a verifiable address. A parent or guardian must sign the application and card for anyone under 18 years of age in the presence of a library staff member. Information given is confidential; patron privacy is protected by WI Statute Ch. 43.30 except as limited by federal laws which supersede state laws. There is no charge for the library card for state residents.

Acceptable forms of identification are:

- Driver's licenses or other state photo identity cards issued by Department of Motor Vehicles (or equivalent)
- U.S. passport
- U.S. passport card
- DHS trusted traveler cards (Global Entry, NEXUS, SENTRI, FAST)
- U.S. Department of Defense ID, including IDs issued to dependents
- Permanent resident card
- Border crossing card
- State-issued Enhanced Driver's License
- Identification card issued by a federally or state-recognized tribal nation (tribal identification card)
- Foreign government-issued passport
- Canadian provincial driver's license or Indian and Northern Affairs Canada card
- U.S. Merchant Mariner Credential
- Veteran Health Identification Card (VHIC)
- U.S. certificate of citizenship or naturalization.
- Matricula Consular (Mexico)
- NEXUS (Canada)
- Corporate Identification
- U.S. University Identification
- I-94 Arrival and Departure record
- Identity cards issued by foreign governments

The following acceptable non-photo forms of *current* identification can be used for proof of address:

- A lease, mortgage, or deed of trust
- Voter or vehicle registration card
- Home or vehicle insurance policy
- Utility bill
- A postcard mailed from the library to the address and brought in by the applicant. The library card will be provisional for 30 days or until the applicant returns to the library with the postcard.

The patron should have their library card, either the physical card or the digital card on library app on their phone whenever checking out materials. If the patron does not have access to their phone app nor their physical card with them, they may present a state or school-issued identification card to staff. Patrons without a library card (either physical or digital) or identification will not be allowed to check out materials.

The patron is responsible for all items checked out on their card. In the event that the library card is lost or stolen, the library should be notified immediately. If a patron has a change of address or name, these changes should also be reported as soon as possible.

Replacement cards will be issued with proper identification. When the new card is issued the old library card will no longer be valid. Only one card will be issued to an individual at one time.

A parent or guardian must sign the application and card for anyone under 18 years of age. Once the library card is issued, juveniles have access to all materials of the library. Should the parent or guardian have an account with the library which has charges in excess of \$10, the minor child will be issued a Restricted Child card until such time as the parent's account status is remedied.

The American Library Association states:

Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. – [Access to Library Resources and Services for Minors](#)

Library cards for non-residents of Wisconsin shall be issued for a non-refundable fee of \$25.00

FEES

Patrons are responsible for the condition of materials that they have checked out. Fees charged for the unacceptable condition of materials returned are as follows:

- Replacing a barcode \$1.00
- Replacing a CD insert \$5.00
- Replacing a CD jewel case-whole case \$.75
- Replacing a DVD case \$1.25
- Replacing a book on CD case \$5.00
- Material returned damaged e.g. extensive water damage, pages torn out, disc cracked or gouged, etc. List price of material
- Material not returned; material only partially returned e.g. missing CDs from a book on CD or a multi-CD music recording, etc. List price of material
- Loss of a puzzle piece List price of material
- Loss of a puzzle bag \$4.00
- Loss of children's "big book" bag \$1.75
- Returning a Playaway backpack in the bookdrop \$1.00
- Loss of a Playaway battery cover \$0.50
- Loss of a Playaway case and lock \$5.50
- ~~• Loss of a Playaway battery \$2.50~~

Rev. 7/16 || rev. 8/17 || rev. 11/19 || rev. 5/20 || rev. 9/23

LOAN PERIODS

| | |
|---------|------------------------------|
| 3 days | Explore Passes |
| 7 days | DVDs (Fiction) |
| 7 days | Video games |
| 14 days | New fiction books |
| 14 days | New nonfiction books |
| 14 days | New audiobooks |
| 14 days | Music compact discs |
| 14 days | Puzzles |
| 14 days | Magazines, Pamphlets, Maps |
| 14 days | DVDs (Nonfiction) |
| 21 days | Fiction and nonfiction books |
| 21 days | Audiobooks |

ADDITIONAL LOAN PERIODS

If a teacher wishes to use DVDs for classroom use the following loan periods will be allowed: For DVDs the loan period is extended to fourteen days if the original loan period is seven days and 21 days if the original loan period is fourteen days.

Materials that have been designated for research use do not circulate. In general, these are titles that are not designed to be read from cover to cover but are used to find answers to specific questions, and must be available at all times to staff in order to respond to requests for information from the public. The Library Director or Assistant Library Director may grant exceptions to this rule.

Vertical file materials do not circulate. A coin-operated copier is available for making copies.

HOLDS

Holds may be placed on any item owned by the library or the consortium or on order to be added to the collection. The item will be held for 7 days maximum from the time the item arrives at our library.

FINES

There are no fines charged on any materials borrowed from the Whitewater Public Library **with the exception of Explore Passes, which incur a \$50 per day fine.** Items borrowed from other libraries in the consortium may accrue fines according to the individual library's policies. The Whitewater Public Library cannot forgive fines that have been incurred at other libraries.

If an item is lost, non-returned, or damaged, the patron will be charged the full retail price for the item. Items are set to "lost" status when they are more than 30 days overdue. Once the item has been set to "lost" status, the patron is sent a bill. The account will be referred to the library's collection agency approximately two weeks after the bill is sent out if the total bill is more than \$25. **This information is NOT reported to credit bureaus.** If the items are returned after they have been referred to the collection agency, the patron will not have to pay the bill on those items, but the patron will be charged a \$10 collection agency processing fee. If the bill is not paid and the items are not returned by the end of the calendar year, eligible accounts will be submitted to the Wisconsin Department of Revenue through the Tax Refund Intercept Program for recovery.

Once the item has been paid for, the Library will not refund the money if the item is subsequently found by the patron.

Interlibrary loan materials from libraries outside of our consortium accrue fines of \$1.00 per day regardless of format. If an interlibrary loan item is not picked up by the requesting patron by the time the item is due to be returned to the owning library, a fee of \$2.00 will be charged to the patron the first time this occurs. If non-pickup occurs a second time, \$5.00 will be charged. If non-pickup occurs a third time, \$10.00 will be charged and interlibrary loan borrowing privileges for that patron will be permanently revoked.

Rev. 7/16 | rev. 8/17 | rev. 11/19 | rev. 5/20 | rev. 9/23

All items may be renewed a maximum of three times, with the exception of interlibrary loan items, which are governed by the lending library's policies. If a patron owes \$10.00 or more replacement charges or other fees, the patron will be unable to check out any more items until charges are below \$10.00.

In order to check out items, the patron's card must be in good standing. If a patron has item(s) overdue that have not yet been returned, the patron may renew the items, if they have not already reached the maximum number of renewals. If the patron has already renewed the items three times, they may not check out any more items until the overdue items are returned.

All materials, except those marked as such, may be returned through the book and audiovisual drops located near the south entrance of the Library. We encourage patrons to return materials inside when the Library is open to help reduce wear and tear.

RENEWALS

Patrons may renew the items online at the library website [or on the library's app](#).

Patrons may also send a postcard, letter, email, or may telephone the library to request renewal of specific materials. Such notice must include the date due and author and title of materials for which renewal is requested. Renewal will be processed on the day the written request is received.

THEFT OF LIBRARY MATERIALS

Wisconsin Statute Ch. 943.61(2) states:

Whoever intentionally takes and carries away, transfers, conceals or retains possession of any library material without the consent of a library official, agent or employee and with intent to deprive the library of possession of the material may be penalized as provided in sub. (5): Whoever violates this section is guilty of:

- (a) A Class A misdemeanor, if the value of the library materials does not exceed \$2,500.
- (b) A Class H felony, if the value of the library materials exceeds \$2,500.



MEETING AND STUDY ROOMS POLICY

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

A. PURPOSE

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

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

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

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

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

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

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B. HOURS OF MEETING AND FEES

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

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

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

Meeting Room Fees:

- Non-profit: Individuals, organizations, clubs, or groups. No fees are required for room use.
- For-profit: Individuals, organizations, or businesses may use meeting rooms for staff training, educational seminars, or team-building activities that are closed to the public and/or potential customers.

Fees:

- Meeting Room Combined, \$30 per hour.
- Meeting Room 1, \$15 per hour.
- Meeting Room 2, \$15 per hour.

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

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

C. EQUIPMENT AVAILABILITY AND SET-UP

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

- Meeting Room 1: Tables and chairs in closet.
- Meeting Room 2: Boardroom type setup with 8 tables arranged in a rectangle with 16 chairs.

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

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

MEETING ROOMS:

Meeting Room Combined includes:

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

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

Meeting Room 1 includes:

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

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

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Meeting Room 2 includes:

- Refrigerator, stove, microwave, and sink
- Kitchen and serving facilities for light refreshments; but not plates, cups, utensils, glasses, napkins, or other serving items
- 1 projector and screen with HDMI hookups (cable included, you must provide your own adapter if needed)
- Meeting OWL videoconference camera
- 1 handheld wireless microphone and 1 tabletop microphone
- Hearing Loop
- 8 tables
- 16 chairs
- Additional chairs and tables may be requested, if available.

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

STUDY ROOMS:

Study Rooms 1 and 2 include:

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

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

Study Room 3 includes:

- 1 table
- 4 chairs

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

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

- 1 table
- 2 chairs

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

D. DISPLAYS AND EXHIBITS IN MEETING ROOMS

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

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

E. RESERVATIONS

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

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

F. APPLICATION PROCEDURE

Applications for the use of the meeting and study room(s) must be made by the individual who wishes to use a room or by an authorized representative of a group who wishes to use a room. Applicants must be at least 18 years of age to use the meeting rooms and at least 14 years of age to use the study rooms.

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

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

Rev. 2/19 | Rev. 4/23 | Rev. 8/23 | Rev. 10/25 | Rev. 1/26

G. OTHER REGULATIONS

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

H. AGREEMENT BY USER

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

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

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

I. EXCLUSIONS

- Activities/programs charging admission for attendance. The only exception to this rule will be when paid registration fees are necessary to cover expenses for short-term seminars held in cooperation with the Library, or payment of fees for non-credit education courses conducted by established educational institutions or organizations. In either case, permission must be obtained from the Library Director.

- Activities which result in financial gain for the room user, group, or organization. This includes, but is not limited to, fundraising, money-making events, selling merchandise, soliciting donations, or the promotion, advertising, or selling of services, programs, or products. Exceptions include the Whitewater City Market, Friends of the Library events, and Library-sponsored events. Other exceptions are at the discretion of the Library Director.
- Personal or family purposes that would not be appropriate in the rest of the Library, e.g. birthday parties.
- Group activities involving more than normal wear and tear on the meeting room.
- A return use by a group that has abused the facilities or regulations in an earlier use of the meeting room.

J. APPEALS

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

DIRECTOR'S REPORT
January 2026

I. ADMINISTRATION

- a. Work orders submitted in December.
 - i. We needed the clocks hung throughout the library.
 - ii. One of the public laptops was having issues with the screen.
 - iii. The scan to email function on the staff printer was not working.
 - iv. One of our OPAC's was frozen and we couldn't unfreeze it.
 - v. The VPN on a staff laptop was not working.
 - vi. We needed to have two sharps containers installed in the public restrooms.
 - vii. A staff member requested to have a spam email blocked from her account.
 - viii. We were having issues with the Epson scanner drivers.
 - ix. The public laptops were storing patron information.
 - x. We needed to have shelves installed in the Friends Book Shop.
 - xi. We needed Dan to repair a dent in the wall by the front desk caused by the van delivery cart.
 - xii. The ceiling tile in my office needed to be replaced.
 - xiii. We were blocked from accessing the system that controls the locking and unlocking of our front entrance doors.
 - xiv. Two of the wooden grids above the windows in the existing building fell off and needed to be reattached.
 - xv. We needed the old printers removed from the list of printers in our network.

II. BUDGET

- a. Nothing to report.

III. PERSONNEL

- a. Suzanne Haselow, Library Associate, submitted her resignation on January 26. She left to take another position. We currently have 63 applicants for the open position. The posting will close on February 18. Interviews will begin the week of February 23.

IV. LIBRARY COLLECTION

- a. We received our new Bambu Lab P2S 3D printer, funded by the City of Whitewater, on February 5, just in time for the Grand Reopening Event. Hunter gave demonstrations during the celebration.
- b. With the closure of Baker & Taylor we are exploring different book vendors to see which will best fit our needs. Ingram is easy to order from, but they are still in the process of hiring staff to keep up with orders. We can't always count on them to deliver our materials in a timely fashion. Amazon delivers more quickly and has been offering libraries a reduced rate on books. Unfortunately, unlike Ingram the books need to be covered by staff once they arrive at the library.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I was interviewed by Andrea Morrow from WCOL radio on January 26.
- b. We received a \$500 donation from Whitewater Pride to order LGBTQ materials for the collection.
- c. We had an excellent turnout for our Grand Reopening Event. It was such a fun evening, and the community enjoyed exploring their new library.

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 on January 5 and February 2.
- e. I attended the APL meeting in North Lake on February 13.
- f. Consultant Ray Maurer and his assistant Kelly, were onsite on February 11 to observe the workflow throughout the library.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed the monthly Infosec cybersecurity training.
- b. I continue to attend bimonthly classes for the Leadership Action Series I am enrolled in through CIVMIC.
- c. I attended several sessions during the Wild Wisconsin Web Conference on January 21 and 22.
- d. Sarah and I attended the Annual Report meeting with the Director of Bridges Library System on January 23.
- e. I submitted the listing of all the CE courses I attended during 2025 to Bridges Library System and DPI.
- f. I attended a Microsoft Teams training session on February 6.

IX. STRATEGIC PLAN

- a. We will be reviewing the 2026 Strategic Plan Activities at the February meeting.

CAPITAL CAMPAIGN

- a. I finally received an updated list of donations from the Whitewater Community Foundation and was able to update our software program.

Assistant Director Report

Sarah French

February 2026

- Working on the Annual Report with Diane.
- Planned, prepped, and facilitated the Grand Reopening celebration.
- Unpacked and organized the Kraege Room collection.
- Training staff on the new A/V equipment, the room divider, and other building updates.
- Coordinated a little free seed library cart with a community member.
- I am the interim home delivery person until we hire for the position. We will continue the service without interruptions.
- Wrote the following procedures:
 - Friends of the Library
 - Explore Passes



Collaborated with City Media Services to create a monthly report graphic, which will be shared with the City Council. January was our first month fully reopen and we've had a great community response so far! I also created a new website page called "Monthly Statistics" where I will be sharing these.

Collection Development:

- We received positive feedback from a patron who was happy that the Wisconsin Collection items are more accessible out on the shelves.
- Each month I'm focusing on a Nonfiction section to weed and fill in gaps. February is 100-199.
- Purchased our first experience passes with designated Friends of the Library funds. We will be circulating Milwaukee Zoo and Mitchell Park Domes passes soon!
- Received a \$500 donation from Whitewater Pride to purchase additional LGBTQ+ books.

Archival Digitization Project:

Magnolia, a graduate student at the UW-Madison iSchool, began her internship with the library which will run through mid-May. She will be working on digitizing and archiving a representative sample of some of our local historical collections, including postcards, binders from the Kraege Room, and more. This month, we are working together to choose the most relevant items and to set up and learn the software along with organizational concerns such as a file naming system, local subject headings, and other key aspects that will go into the metadata. Even after this semester, we will be able to continue to use all of this work and software to build upon this collection for years to come, perhaps with other interns, volunteers, or as a side project for staff. The digital collection will be available on our website, at the [Recollection Wisconsin](#) website, and at the [Digital Public Library of America](#). This project is sponsored by WiLS and DPI and is at no cost to our library.

Programs and Outreach:

- Winter Reading Challenge—great participation so far!
- Itty Bitty Art Show
- 1/20: Tech Tuesdays-Internet Basics (0)
- 1/27: Tech Tuesdays-Consumer Reports (1)
- 2/2: Animal Valentine take & make craft for kids (60)
- 2/3: Tech Tuesdays-Videoconferencing Basics (0)
- 2/3: Financial Freedom Workshop w/Denise Maple (9)
- 2/10: Tech Tuesdays-Whitewater Digital Newspapers (0)
- 2/10: UW-W Art Class-Weaving with Yarn (9)

Book a Librarian – patrons may book time to meet with me one-on-one for in-depth reference and technology questions. I had 2 appointments so far this month.

Upcoming Programs and Outreach:

I am working with Verónica Soria Martínez from UW-Whitewater for a Community-Based Learning class. Her art education students will be teaching three youth art classes at the library:

- 2/10: Weaving with yarn
- 3/10: Paper folding sculptures
- 4/14: Painting

- I coordinated with Tree House Child and Family Center to host their Healthy Pregnancy Happy Baby program at the library. There will be six sessions this winter/spring.
- 3/2: Kids take/make craft
- 3/6: Fiber Friday
- 3/14: Family Jams – Music, Movement and Instrument Exploration for all ages w/Noelle Larson
- Tech Tuesdays continue through mid-May.

Meetings:

- Weekly management meetings
- One-on-one meetings with my direct reports
- 1/20: Tour and demonstrations of library resources to adult ELL students
- 1/20: Lynette from Studio 84
- 1/21: WLA Leadership Committee meeting
- 1/21: Library Board meeting
- 1/22: Sam from Media Services
- 1/23: Bridges Annual Report Walkthrough
- 1/28: Meeting w/patron to purchase Achen photos
- 1/29: Tour to a group from Seniors in the Park
- 2/2: Tour and meeting with Karen Silvius from Whitewater Chamber of Commerce
- 2/11: Recollection Wisconsin project meeting
- 2/11: Ray and Kelly consultant meeting
- 2/11: Building project meeting

Professional Development:

- I am taking a CE course through UW-Madison's iSchool: *Strategies For Supervising Part-Time Employees* (runs 2/9-3/22)
- I am continuing the CVMIC Leadership courses. This month I attended *Employment Law & HR*.
- Infosec WiFi training

Youth Services Report

February

Collection Management

| | |
|-----------------------|----|
| Materials ordered | 44 |
| Books cataloged | 29 |
| Materials Weeded | 0 |
| Materials Reorganized | 0 |

Self-Directed Programs

| Program Name | Participation |
|--------------------------------|---------------|
| Arctic Animals Scavenger Hunt | 77 |
| 1000 Books before Kindergarten | 0 |
| Learn Braille | 24 |
| Polka Dot Day Collage | 39 |

In-Person Programs

| Date | Program | Attendance |
|------|--------------------|------------|
| 1/5 | Coloring Club | 8 |
| 1/6 | Build It! Club | 19 |
| 1/7 | Storytime | 7 |
| 1/8 | Homeschool Hangout | 14 |
| 1/8 | Teen Gaming Club | 3 |
| 1/12 | Coloring Club | 3 |
| 1/13 | Family Game Day | 2 |
| 1/14 | Storytime | 8 |
| 1/15 | Teen Gaming | 1 |

| | | |
|------|---------------|----|
| 1/21 | Storytime | 10 |
| 1/22 | Teen Gaming | 3 |
| 1/26 | Coloring Club | 13 |
| 1/28 | Storytime | 11 |
| 1/29 | Teen Gaming | 0 |

Reference Services

| | |
|-----------------------------|------|
| Hours at the reference desk | 11.5 |
| Reference services provided | 9 |

Meetings and Trainings

| | |
|------|---|
| 1/7 | Management Meeting |
| 1/14 | Management Meeting |
| 1/21 | Online Conference: Weeding in the Garden of Good and Evil |
| 1/21 | Online Conference: The Changing World of Collection Development |
| 1/21 | Online Conference: Promoting Your Library with Book Displays |
| 1/21 | Management Meeting |
| 1/22 | Online Conference: Doing Nothing to Become a Better Human |
| 1/22 | Online Conference: Book Talks 101 |
| 1/23 | Webinar: Creative Programming in Outdoor Spaces |
| 1/23 | Infosec: Public Wifi |

Programming & Makerspace Librarian Report

Hunter Swanson

February 2026

Program Statistics

- Weird Science – 1/14 – 25 patrons
- Makerspace 101: 3D Printing – 1/15 – 20 patrons
- Magic TCG 101 – 1/16 – 4 patrons
- Teen DIY: Washer Necklaces – 1/22 – 2 patrons
- Adult D&D – 1/26 – 4 patrons
- Vinyl Club – 1/27 – 1 patron
- Teen Movie – 1/28 – 0 patrons
- Making Games with bitsy – 1/29 – 1 patron
- Free Play Friday – 1/30 – 3 patrons
- Movie & Mocktail: Pride and Prejudice – 2/2 – 1 patron
- Tea Time – 2/4 – 5 patrons
- Makerspace 101: Cricut – 2/5 – 3 patrons

Upcoming Programs:

- Weird Science (repeating) – monthly
- Makerspace 101: 3D Printer (repeating) – monthly
- Teen DIY (repeating) – monthly
- Adult Dungeons & Dragons (repeating) – monthly
- Vinyl Record Club (repeating) – monthly
- Teen Movie (repeating) – monthly
- Tabletop Free Play Friday (repeating) – monthly
- Movie & Mocktail (repeating) – monthly
- Tea Time (repeating) – monthly
- Teen Dungeons & Dragons (repeating) – monthly
- Chess Club (repeating) – monthly
- Bill Mueller Author Talk – 3/10
- SEWI Library Makerspace Meetup – 3/19
- Badger Talks: Low Brass Ensemble Performance – 4/10
- Kate Winn and Kira Henschel Author and Publishing Talk – 4/30

Meetings:

- City Consultant Meeting – 1/15
- VHS Transfer – 1/20
- VHS Transfer – 1/21
- Staff Meeting – 1/21
- 3D Printer Training – 1/22
- Story Festival Meeting – 1/26

- Summer Reading Program Planning – 1/27
- Employee Retention Task Force Meeting – 1/27
- Staff Meeting – 1/29
- VHS Transfer – 1/29
- Staff Meeting – 2/4
- VHS Transfer – 2/6
- Photo Scanner Training – 2/6
- Story Festival Meeting – 2/9

Other Updates:

- There was a lot of positive interest in the Makerspace at the Grand Opening. Spoke with many patrons about future events, available equipment, and supplies.
- Our new 3D printer, a Bambu P2S, has arrived and is operational. Many patrons have expressed interest in training and use.

Bridges Library System Staff Reports

February 2026

Brittany Larson – Library System Director

Annual Reports: I spent many hours answering questions about and reviewing library annual reports. I offered a virtual walk-through of the annual report for any interested directors. Reports are due Friday, February 27th. 25% of library reports have already been completed. The system annual report is due on March 31st. This will be on the Bridges board agenda in March.

Jefferson County Library Contracts: In November, I prepared and distributed the 2026 contracts to Jefferson County libraries. These were due to the Jefferson County by February 1st. All have been successfully completed and submitted.

Library Legislative Day 2026: We had a great day in Madison on February 10th. Thank you to everyone who joined us! There were many library directors, library staff, Friends of the Library members, and library trustees from Bridges Library System. They all come with unique and powerful stories to tell about the importance of public libraries in our communities! All attendees are encouraged to send handwritten thank you notes to the legislators and aides they met.

Waukesha County Act 150 Process: I have spent many hours this month updating the draft from the January Committee meeting and other administrative tasks necessary to prepare for the February 3rd public hearing (including meetings with directors and trustees to answer questions and public hearing invitations as required by statute). While the Waukesha County Library Boards consider the proposed statutes, I will not work to prepare for the County Board presentation.

New County HR Representative: The Bridges Library System has a new Human Resources Representative, Ashley Fischer, due to a retirement. We met with her at a staff meeting recently for introductions.

Database Management Librarian Search: I am currently evaluating the job description, duties, and skills for this position and speaking with HR about the new recruitment process that exists with the transition to Workday. I will provide updates on the status of this process as they become available.

Kelly Nelson – Coordinator of Library Development

Bridges Adult Public Programming Grant – The application period for the Bridges Adult Public Programming Grant is now open. Libraries may apply for and receive up to \$500 reimbursement for adult program costs such as presenter fees and supplies. Applications will be accepted through May 1. This has proved to be a valuable grant over the past several years.

Wild Wisconsin Winter Web Conference – The Wild Wisconsin Winter Web Conference was held January 21 & 22. This is a two-day virtual conference for library staff throughout Wisconsin featuring two tracks of learning each day. Bridges supports this conference monetarily as well as by providing backup hosting for several of the sessions. This year’s conference had a variety of engaging topics and saw good live attendance.

SEWI Planning – Plans are underway for 2026 SEWI Libraries events, including a social-emotional learning youth services workshop, de-escalation training from NAMI Southeast Wisconsin, and several library staff meetups.

Upcoming 2026 Events

- **SEWI Libraries Maker Meetup, March 19** – Whitewater Public Library
- **SEWI Libraries Social-Emotional Learning Storytimes, March 23** – Franklin Public Library
- **SEWI Libraries Intergenerational & All Ages Programming Meetups**
 - **April 20** – Dwight Foster Public Library (Fort Atkinson)
 - **April 23** – Cedarburg Public Library

Professional Development

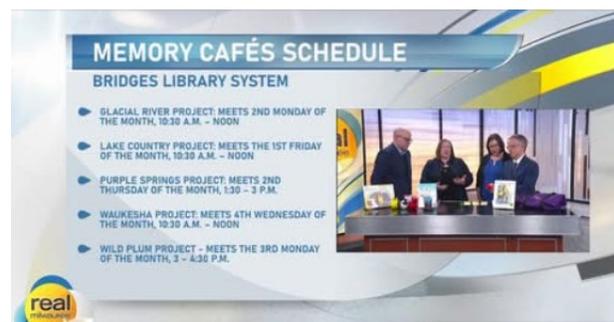
- LiFT: The Reference Interview Online Training
- WWWWC: RISE (Really Incredible, Simple, and Easy) – Webinar – Web Accessibility Training
- Generative AI & Library Collection Development Policies – Webinar
- Wild Wisconsin Winter Web Conference – Various Sessions

Angela Meyers – Coordinator of Youth and Inclusive Services

Inclusive Services

Jail Materials: 2025 reading materials purchased by Bridges Library System for the Waukesha County Jail were recently picked up. The new books will be stored in the jail’s classroom, where inmates will have access to check them out.

Library Memory Project: Emily Heller of Bridges arranged a live interview on Fox6’s Real Milwaukee morning show. Jennie Fidler from the Oconomowoc Public Library and I shared about memory cafes and memory care kits available at our member libraries.



Youth Services

Meetings:

I facilitated a virtual Teen Think Tank meeting with 8 library staff members from 7 libraries. The next Teen Think Tank Meeting will be on Wednesday, April 15 1-3pm at the Dwight Foster Public Library in Fort Atkinson.

Milwaukee County Federated Library System (MCFLS) and Bridges Library System hosted their Mock Awards event at New Berlin Public Library. Several Bridges member libraries joined in this day-long event, where we discussed some of the best books of the previous year.

Kids' Choice voting is underway and will close on February 13. Winner and runners-up will be announced on February 16. The Kids' Choice Nomination Selection Meeting is scheduled for Thursday, March 5 at 4:00pm at Delafield Public Library.

The next Youth Services Meet Up is scheduled for Tuesday, February 24 at 1:00pm at Town Hall Library.

Professional Development

Wild Winter Wisconsin Web Conference Sessions: How Does Anyone Do All of This? Practical Organizational Strategies for Library Leaders; Managing Library Collections; Book Talk 101: Engage, Excite, and Empower Readers. In addition, I watched an archived webinar titled Neurodiversity in Library Spaces. I also completed Q1: Knowb4 training titled Defining Security Awareness and Social Engineering Foundations.

Beth Bechtel – Database Management Librarian

Library Visits and Meetings

This month I visited Johnson Creek, Menomonee Falls, and Town Hall libraries to work with newer catalogers on using Polaris to import, review, and add bibliographic records into the CAFÉ catalog.

The virtual CAFÉ cataloger meetup included discussion of arrangement of MARC fields, processing materials in-house vs. working with vendors for pre-processing, titles newly in the public domain, and Vega Discover updates.

CAFÉ Catalog Cleanup

Each week I search for and correct bib records with the author's name out of order in the MARC 100 field. There are usually three or fewer bib records that need this correction in the MARC 100 field. This month I completed a long-term project of correcting more than four hundred bib records that had the same problem in the MARC 700 field. Going forward, names in both the

MARC 100 and 700 fields will be checked regularly. Now that there is no backlog, I anticipate the number of ongoing problems will remain low.

Continuing Education

I attended the *Cataloging in Leap* online forum provided by the Innovative Users Group. Attendees discussed their staff's use of Leap for cataloging and came up with a wish-list of functions to help catalogers more easily use the software. The same was done for Leap's acquisitions functions, with the plan to share both lists with Innovative. The hope is that both cataloging and acquisitions in Leap will be made more robust and useful for library staff.

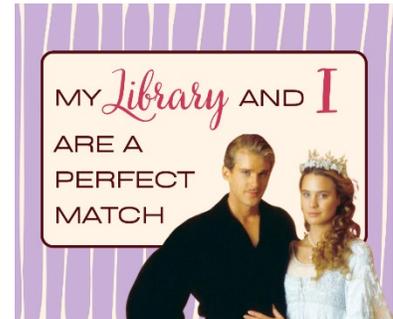
Emily Heller – Public Communications Coordinator

Library Legislative Day

Many system staff, member library staff, trustees and friends will be attending Library Legislative Day on February 10 at the Capitol in Madison. Attendees are encouraged to thank legislators for funding libraries and share their library stories. Bridges will be sharing a flyer about libraries supporting lifelong literacy. [See the flyer.](#)

Library Lover's Month

We are celebrating Library Lover's Month with fun social media posts each week throughout the month. The posts are designed for people to engage in a fun, easy way. Check out the ["I love my library more than" post](#) and the [Perfect Match post](#).



Fox 6 News - Wisconsin Live Desk

New Berlin Public Library's Delaney Dorothy and Tiff Kelly joined Fox 6's Wisconsin Live Desk show to share all the fantastic ways to celebrate Library Lover's Month at local public libraries in February.

[Watch New Berlin's Wisconsin Live Desk segment.](#)

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

Waukesha Public Library will be the first member library to take part in our newest advertising campaign. Director Bruce Gay will be interviewed by Sandy Maxx about the library's 130th Anniversary and more on Feb. 20th. The show will air at a later date to be determined.

Web Accessibility Project

I will be hosting the first Marketing Meetup of 2026 on February 16. We will be talking about digital accessibility for library websites, emails and social media. The goal is to help libraries prepare for the Digital ADA Compliance deadline of April 2027.

WLA 2026 Conference

I am serving as the Publicity Chair for the WLA Conference. I have met with the committee a few times and have designed the logo to be used in all communications and laid out the publicity plan for the team to follow.



**Rooted in
Community**

2026 WLA Annual Conference

In the news:

- Angela and Jennie shared about Library Memory Project and memory cafés: [Real Milwaukee](#)
- Waukesha Library awarded \$10K gift from Carnegie Corporation: [Waukesha Freeman Article](#)
- Dwight Foster saw more than 81,000 visits in 2025: [Daily Union Article](#)

[News Archives](#)

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

- Marketing Magic:
 - February 6: 43.47% Open Rate
 - January 23: 51.81% Open Rate
- Monthly Bridges:
 - February: TBD
 - January: 48.7% Open Rate
- Monthly Legislators:
 - February: TBD
 - January 28:
 - Legislators: 27.78% Open Rate
 - Staff: 37.5% Open Rate