



Library Board of Trustees

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

Monday, March 30, 2026- 6:30 PM

**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/85960263284?pwd=s9WCaxz4f92bcuGW4qbcQ9ijFc7iUD.1>

Meeting ID: 859 6026 3284

Passcode: Mk9rwwHw

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

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

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 February 16, 2026 meeting
- [2.](#) Approval of Payment of Invoices for February 2026
- [3.](#) Acknowledgement of Receipt of February 2026 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of February 2026 Treasurer's reports

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
7. Review and approval of the revised 2026 Strategic Plan Activities

NEW BUSINESS

7. Discussion and election of officers for 2026
8. Discussion and approval of the 2025 annual report
9. Review and approval of updated Fees list and Circulation Policy

CONSIDERATIONS / DISCUSSIONS / REPORTS

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

FUTURE AGENDA ITEMS

CONFIRMATION OF NEXT MEETING

16. Adjournment into Closed Session

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

Item to be discussed:

- a) Performance evaluation for the Library Director

ADJOURNMENT

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



Library Board of Trustees

Item 1.

Cravath Lakefront Conference Room
312 W Whitewater St., Whitewater, WI, 53190
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CONSENT AGENDA

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1. Approval of the minutes of the February 16, 2026 meeting
2. Approval of Payment of Invoices for February 2026
3. Acknowledgement of Receipt of February 2026 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of February 2026 Treasurer's reports

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OLD BUSINESS

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CONSIDERATIONS / DISCUSSIONS / REPORTS

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

FUTURE AGENDA ITEMS**CONFIRMATION OF NEXT MEETING**

16. Adjournment into Closed Session

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

Item to be discussed:

- a) Performance evaluation for the Library Director

ADJOURNMENT

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



Library Board of Trustees

Item 2.

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

Monday, February 16, 2026- 6:30 PM

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Citizen participation is welcome during topic discussion periods.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/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.

MINUTES

CALL TO ORDER at 6:32pm

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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- **Camden Harlan 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 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
- **Elizabeth Miller motioned to approve the consent agenda, Camden Harlan 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.

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Lily from *The Royal Purple* was present to cover the meeting. Another citizen was present but made no comment.

OLD BUSINESS

6. Library Building general update

Whiteboards in Makerspace replaced because they had pockmarks. Ordering signs for offices and staff areas so those are marked.

We have received 1.274 million dollars in pledge donations. Donors had the options to spread their donations out over five years, so a lot of those pledge dollars are forthcoming.

Two Hundred and Twenty people attended the Grand Opening on February 6, including State Senator Mark Spreitzer and State Congresswoman Brienne Brown and folks from the architectural firm.

NEW BUSINESS

7. Review and approval of the 2026 Strategic Plan Activities

The consultant from McMahon Associates has finished Phase One, and he will come to either the March or April meeting to present to the board.

Tara McKenzie-Peotter asked if, considering the "Strategic One: Building Toward the Future," if there are future plans to expand Spanish-language options, especially for young adult readers. Sarah French said the adult Spanish-language circulation is pretty low, so they've had to weed it.

Tara also asked how the library is engaging and communicating effectively with multilingual patrons. Diane said Spanish-speakers come to the library every day, and the most common service adults request is to print from their cell phones.

Kathy Retzke suggested creating a goal for increasing the Spanish-language collection by at least 5%.

8. Review and approval of the Display Case Policy

Tara McKenzie-Peotter motioned to approve revisions to the Display Case Policy. Elizabeth Miller seconded the motion. The motion passed unanimously.

9. Review and approval of the Explore Pass Policy

Whitewater Public Library is one of the last libraries in the Bridges System to offer the Explore Passes, so we can learn from the challenges other libraries have had to problem-solve. Other libraries have recommended a higher fine for these passes because they are in high-demand and hard to replace. They will start with the Milwaukee County Zoo and Mitchell Park Domes passes because those had the most circulation at neighboring libraries, but they hope to continue to add more. Other libraries also suggested providing passes to local events/facilities (Aquatic Center, High School plays).

Camden Harlan motioned to approve revisions to the Explore Pass Policy. Tara McKenzie-Peotter seconded the motion. The motion passed unanimously.

10. Review and approval of the updated Circulation Policy

Tara McKenzie-Peotter motioned to approve revisions to the Circulation Policy with the addition of language on the puzzle and kit piece. Elizabeth Miller seconded the motion. The motion passed unanimously.

11. Final review and approval of the Meeting and Study Room Policy

Elizabeth Miller motioned to approve revisions to the Meeting and Study Room Policy. Camden Harlan seconded the motion. The motion passed unanimously.

12. Discuss board development and leadership transition

Jennifer Motszko has decided to step down from her position on the Library Board. She has served on the board fundraising committee and can continue to contribute to reports on the financials. Need to find out from Doug Anderson, the current Vice President, if he is interested in returning. His term ends in March.

Every year in the beginning of April, the Library Board votes on officer positions. Jennifer wonders if we could consider having two co-presidents instead of a President and VP. The main duties of the president are to run the meetings (know Robert's Rules of Order), need to be on the Board Development Committee (setting slate of officers, recruiting and developing new board members) and the Director Review Committee.

Steven Sahyun recommended looking to the Friends of the Library group as a pool to draw from for future Library Board members.

CONSIDERATIONS / DISCUSSIONS / REPORTS

13. Library Director's report

14. Assistant Director's report

In January, the Whitewater Public Library had 3140 visitors, 60 new card holders, 53 room reservations, 30 events held, 382 patrons attended events, and 5510 items checked out. Sarah gave three library tours so far this month and has more scheduled.

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

March 16, 2026 at 6:30 pm at the Whitewater Public Library in Meeting Room 2.

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."

Camden Harlan motioned to adjourn into closed session. Tara McKenzie-Peotter seconded the motion.

Roll Call Vote: Camden Harlan - Yes, Elizabeth Miller - Yes, Tara McKenzie-Peotter - Yes, Jennifer Motszko – Yes, Steven Sahyun - Yes

Item to be discussed:

- a) Performance evaluation for the Library Director

ADJOURNMENT at 8:11pm

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

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Midwest Tape	508377010	\$ 80.97
Audiovisual-adult	Midwest Tape	508422217	\$ 195.43
Audiovisual-adult	Midwest Tape	508453248	\$ 37.49
Audiovisual-adult	Midwest Tape	508481108	\$ 48.73
Audiovisual-adult	Midwest Tape	508481160	\$ 26.99
Audiovisual-adult	Amazon	n/a	\$ 8.34
			\$ 397.95
Books-adult	Ingram	94332060	\$ 704.71
Books-adult	Amazon	n/a	\$ 618.27
			\$ 1,322.98
Building Maintenance	Per Mar	3782110	\$ 3,037.68
Grounds maintenance	AlSCO	IMIL2193787	\$ 35.35
Grounds maintenance	AlSCO	IMIL2197494	\$ 35.35
			\$ 70.70
Library building project	Walmart	n/a	135.8
Library building project	Festival Foods	n/a	\$ 49.26
Library Building Project	Signorama	INV-65873	\$ 5,252.31
Library Building Project	Moss Signage	INV25-11016	\$ 11,846.00
Library building project	Miron Construction	G-016	\$ 472,672.74
Library building project	Atmosphere	726253	\$3,364.25
			\$493,320.36
Material recovery	Unique	6150655	\$ 34.95
Office supplies	USPS	n/a	234
Office supplies	Amazon	n/a	\$ 587.71
Office supplies	Demco	n/a	\$ 251.67
Office supplies	When I Work	n/a	37.5
			1110.883
Periodicals-adult	APG Southern WI	n/a	39.33
Periodicals-adult	Journal Sentinel	n/a	\$ 40.00
			\$ 79.06
Program supplies-adult	Amazon	n/a	\$ 366.97
Program supplies-adult	The Book Teller	n/a	\$51.50

February 2026

Program supplies-adult	Toppers	n/a	\$138.33
Program supplies-adult	Walmart	n/a \$	24.96
Program supplies-adult	Mueller Times Media	1010	\$50.00
			\$631.76
Program supplies-juvenile	Amazon	n/a \$	64.36
Program supplies-juvenile	OTC	n/a \$	195.95
		\$	260.31
Translation services	SWITS	2022427 \$	75.00
Travel	Diane Jaroch	n/a \$	67.00

		City of Whitewater	4,415		
Jefferson County				Dodge County	
City	136			City	0
Rural	408			Rural	0
TOTAL	544			TOTAL	0
Rock County				Waukesha County	
City	56			City	21
Rural	372			Rural	3
TOTAL	428			TOTAL	24
Walworth County					
City	8			Other Counties	47
Rural	873				
TOTAL	881			Out of State	0
Dane County					
City	394			Total Nonresident	2,710
Rural	392				
TOTAL	786				
				TOTAL	
	ADULT	3,602	CHILDREN		851
ACCESS & USAGE		INFORMATION SERVICE		All Ages	7
Days Open	24	Reference	263	Attendance	301
Hours Open	194				
Library Visits	3,935	REGISTRATION			
		Resident	4,415		
		Non-Resident	2,241		
		Total Registered Borrowers	6,656		
OVERDRIVE	4,249	New Users	71	PRE-RECORDED PROGRAMS	
				Children 0-5 Programs	0
		INTERLIBRARY LOAN		Attendance	0
		Lending	1,229	Children 6-11 Programs	0
MEETING ROOMS	118	Borrowing	1,501	Attendance	0
				Children 12-18 Programs	0
		VOLUNTEERS		Attendance	0
		Participants	0	Adult Programs	0
		Hours worked	0	Attendance	0
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	15	Attendance	0
Books added	127	Items Delivered	104	SELF-DIRECTED PROGRAMS	
Audio materials added	3			Children 0-5 Programs	1
Video materials added	18	IN-PERSON PROGRAMS		Attendance	3
Other materials added	28	Children 0-5 Programs	4	Children 6-11 Programs	3
		Attendance	39	Attendance	166
Materials withdrawn	4	Children 6-11 Programs	3	Children 12-18 Programs	1
		Attendance	37	Attendance	55
		Children 12-18 Programs	7	Adult Programs	0
		Attendance	21	Attendance	0
		Adult Programs	9	All Ages	
		Attendance	31	Attendance	1

February 2026
Cash Received

Item 5.

	Current Month	Received to Date	Est. FY Rev.	% of Total
Fees	\$8.00	\$193.99	\$500.00	39%
Materials Replacement	\$161.11	\$458.11	\$1,000.00	46%
County Reimbursements	\$56,632.00	\$59,081.00	\$219,768.00	27%
Gifts & Grants	\$841.45	\$3,276.80	\$15,000.00	22%
Copywork	\$405.42	\$702.42	\$3,000.00	23%
Miscellaneous	\$0.00	\$0.00	\$300.00	0%
TOTAL	\$58,047.98		\$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

Feb-26

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



March 03, 2026

Statement Period:
February 01, 2026 - February 28, 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	\$ 348,788.09	\$ 939.15	3.51 %

CIRVIN01 - General

Balance Summary

Beginning Balance:	\$	348,788.09
Total Deposits:	\$	939.15
Total Withdrawals:	\$	0.00
Ending Balance:	\$	349,727.24
Average Balance:	\$	348,788.09

Transaction Detail

DEPOSITS

Date	Description	Amount
02/28/2026	Accrued Interest Earned	\$ 939.15
Total Deposits:		\$ 939.15

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
29209	NexBank	\$ 7,860.85
59112	Studio Bank	\$ 2,588.14
6560	The Huntington National Bank - Repurchase Agreement	\$ 939.15
18344	UBank (TX)	\$ 3,917.74
18344	UBank (TX)	\$ 2,183.65
26626	United Texas Bank	\$ 6,345.93
Ending Balance:		\$ 349,727.24

American Deposit Management LLC applied a period ending Jan 2026 Deposit Advisory Fee of \$77.74 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 Jan 2026, the Program Fee of 0.04 was applied to gross earnings of \$1,126.12 for a total of \$45.04.

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
02/27/2026
132732
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FCS17 v1



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

30-0
0
0



0004 001268

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MUNICIPAL ACCOUNT 132732

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			01/30/26	1,285.36
BALANCE THIS STATEMENT			02/27/26	1,285.36
TOTAL DAYS IN STATEMENT PERIOD 01/31/26 THROUGH 02/27/26:				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	TOTAL	*
*	THIS PERIOD	YEAR TO DATE	*

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

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

- END OF STATEMENT -



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



1007/1008 - 5/2/10 - 0535P51JUS

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
2.28.26	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
2.28.26	Interest 3.51%	\$939.15		\$349,727.24
TOTAL		\$1,942.49		

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*
 - *Analyze and add an additional 5% of items to the Spanish collection, especially youth graphic novels and the Hi-Lo youth materials*
- 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*
 - *Partner with the UW-Whitewater for Community-based Learning program*
- 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*



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 11-25)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2025

INSTRUCTIONS: Complete and return electronic, signed copy of this report and attachments to the library system. Confirm with the library system if printed, signed copies are required.
 Board-approved, signed annual reports for 2025 are due to the DPI Division for Libraries and Technology no later than March 1, 2026.

I. GENERAL INFORMATION					
1. Name of Library Whitewater Public Library			2. Public Library System Bridges Library System		
3b. Head Librarian First Name Diane	3c. Head Librarian Last Name Jaroch	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 02/30	
6a. Street Address 431 W. Center St.	6b. Mailing Address or PO Box 431 W. Center St.	7. City / Village / Town Whitewater	8a. ZIP 53190	8b. ZIP4 1915	9. County Jefferson
10. Library Phone Number 2624730530	11. Fax Number	12. Library E-mail Address of Director djaroch@whitewater-wi.gov			
13. Library Website URL www.whitewaterlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 19,320	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? Yes		22. UEI Number L1BAVJAH5J25	
HOURS OF OPERATION					
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)		
19a. Winter hours open per week	61	45	40		
19b. Number of winter weeks	21	12	2		
19c. Summer hours open per week	61	45	40		
19d. Number of summer weeks	1	13	3		
19e. Total weeks per year	22	25	5		
19f. Total hours per year for this location	1,342	1,125	200		

II. LIBRARY COLLECTIONS							
		a. Number Owned / Leased	b. Number Added				
1. Books in Print		40,326	1,708				
2. Physical Subscriptions		20					
3. Physical Audio Materials		4,634	27				
4. Physical Video Materials		9,880	280				
5. Other Physical Materials		647					
6. Total Physical Items in Collection		55,487					
		Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State			
7. E-books		Yes	Yes	No			
8. E-serials		No	Yes	No			
9. E-audio		Yes	Yes	No			
10. E-video		Yes	Yes	No			
11. Research Databases		No	Yes	Yes			
12. Online Learning Platforms		No	Yes	Yes			
III. LIBRARY SERVICES							
1. Physical Circulation Transactions			2. Interlibrary Loans				
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>			
41,603	11,729	349	15,351	13,428			
			Method for Counting ILL Transactions Categorized ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library Systems (ILS)			14,229	13,350			
WISCAT			1,122	78			
Other (includes OCLC, manual tracking or other methods)			0	0			
3. Electronic Content Circulation Transactions							
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials		
8,233	3,104	12,245	89	731	23,671		
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions		7. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
4,391	2,515	6,906	No	Actual Count	1,227	Actual Count	19,569
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count		
14	12						

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	25	11	2	17	7
Total Attendance	386	301	31	183	220

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	8	54	0	0	
Total Attendance	89	1,032	0		
Total Program Views				0	

Describe the library's in-person programs:

Storytimes, hands-on craft programs, STEM programs, performers, adult presenters and speakers. During 2025 most of our programs were held off site due to a construction project.

Which platforms does the library use to host the library's live, virtual programs:

YouTube

Describe the library's live, virtual programs:

We did not have any in 2025.

Which platforms does the library use to host the library's pre-recorded programs:

Describe the library's pre-recorded programs:

We did not have any in 2025.

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	City	Email Address
PRESIDENT			
1. Jennifer	Motszko	Whitewater	jennifer.motszko@gmail.com
2. Elizabeth	Miller	Whitewater	millereaj@gmail.com
3. Tara	McKenzie-Peotter	Whitewater	taramckenziepeotter@gmail.com
4. Camden	Harlan	Whitewater	HarlanCA21@uww.edu
5. Kathy	Retzke	Walworth	kretzke@wwusd.org
6. Steven	Sahyun	Whitewater	ssahyun@whitewater-wi.gov
7. Doug	Anderson	Whitewater	trkfld1stsgt@icloud.com
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

No. of Library Board Members *Include vacancies in this count* 7

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position (Local Title)	Job Title (AppendixA)	Type of Staff	Annual Salary	Hours Worked per Year
Director / Head Librarian	Library Director / Chief Officer	Librn. MLS (AL)	\$83,779	2,080.00
Assistant Director	Deputy / Associate / Assistant Library Director	Librn. MLS (AL)	\$65,254	2,080.00
Youth Services Librarian	Librarian (MLS)	Librn. MLS (AL)	\$53,712	2,080.00
Programming & Makerspace Librarian	Librarian (MLS)	Librn. MLS (AL)	\$47,401	2,080.00
Technical Services Clerk	Clerk - Technical Services	Other no-MLS	\$47,407	2,080.00
Technical Services Clerk	Clerk - Technical Services	Other no-MLS	\$28,951	1,393.00
Library Associate	Associate Librarian (non-MLS)	Other no-MLS	\$27,863	1,239.00
Public Services Clerk	Clerk - Public Services	Other MLS (AL)	\$29,019	1,488.00
Public Services Clerk	Clerk - Public Services	Other no-MLS	\$27,402	1,469.00
Public Services Clerk	Clerk - Public Services	Other no-MLS	\$25,795	1,424.00
Public Services Clerk	Clerk - Public Services	Other no-MLS	\$27,843	1,521.00
Public Services Clerk	Clerk - Public Services	Other no-MLS	\$17,273	953.00
Circulation Assistant	Page/Shelver	Other no-MLS	\$26,701	1,474.00

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			13,467
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.			
	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	961	3,015	3,976
3. Circulation to Nonresidents Living in Another County in the Library System	80	20	100
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	773	8,289	9,062
5. Circulation to All Other Wisconsin Residents	329	6. Circulation to Persons from Out of the State	0
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
Actual	No		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a.		f.	
b. Dane	378	g.	
c. Rock	2,422	h.	
d. Walworth	5,489	i.	
e. Waukesha	20	j.	

XII. TECHNOLOGY (Not included in 2025 Report)

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	4	23	1
Total Self-Directed Activity Participation	6	986	2
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	10	4	42
Total Self-Directed Activity Participation	415	132	1,541
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Rolfsmeyer	Deana	drolfsmeyer@whitewater-wi.gov	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Sarah	French	sfrench@whitewater-wi.gov	

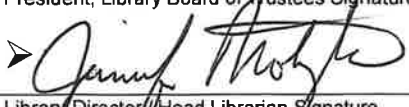
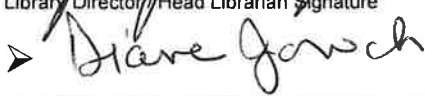
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats. A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Jennifer Motzko	2/29/26
Librarian Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Diane Jaroch	2/24/26

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Jefferson

The Whitewater Public Library Board of Trustees hereby states that in 2025 the Bridges Library System
Name of Public Library Name of Public Library System / Service

- did provide effective leadership and adequately met the needs of the library.
did not provide effective leadership and did not adequately meet the needs of the library.
Indicate with an X one of the above statements

Explanation of library board's response. Attach additional sheets if necessary.

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

Table with 3 columns: President, Library Board of Trustees Signature or designee; Name of President or Designee Print or type; Date Signed. Includes signature of Jennifer Motszko and date 2/24/26.

COMMENTS

SECTION_I

1. Name of Library

The Library Board of Trustees voted to change the name to Whitewater Public Library at their July 21, 2025 meeting.--2026-01-29

Standard total weeks per year

The library underwent renovations during 2025 which is why standard services were only offered for 22 weeks this year.--2026-02-19

20. Square Footage of Public Library (this location only)

The library underwent a renovation and expansion project during 2024-2025 and added square footage to the building.--2026-01-30

The library underwent a renovation and expansion project during 2024-2025 and added square footage to the building.--2026-01-30

SECTION_III

1a. Total Physical Circulation

The library was under construction during 2025 and was closed to the public for a few weeks and only provided curbside service for six months.--2026-02-20

Total In-Person On-Site Library Programs

The library was under construction during 2025 and most programming was done off site.--2026-02-20

SECTION_V

State Government Revenue

We received grants for these funds--2026-02-19

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 \$1.80
 - Replacing a DVD case \$2.75
 - Replacing a DVD insert \$5.00
 - Replacing a book_on CD case \$10.00
 - Material returned damaged e.g. extensive water damage, pages torn out, disc cracked or gouged 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 List price of material
 - Loss of a puzzle or kit 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
 - **Reactivation fee for lost Hot Spots \$120.00**
- Rev. 7/16 | rev. 8/17 | rev. 11/19 | rev. 5/20 | rev. 9/23 | rev. 2/26



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 \$1.80
- Replacing a DVD case \$2.75
- Replacing a DVD insert \$5.00
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- Material returned damaged e.g. extensive water damage, pages torn out, disc cracked or gouged 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 List price of material
- Loss of a puzzle or kit 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
- **Reactivation fee for lost Hot Spots \$120.00**

Rev. 7/16 | rev. 8/17 | rev. 11/19 | rev. 5/20 | rev. 9/23 | rev. 2/26

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.

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.

DIRECTOR'S REPORT
February 2026

I. ADMINISTRATION

- a. Work orders submitted in February.
 - i. Spam emails were reported to the IT Department.
 - ii. The shelves in the Kraege room needed to be adjusted.
 - iii. The public copier wasn't connected to our coin payment system.
 - iv. The faucet in the family room was continuously running.
 - v. The toilet in the family restroom was not working properly.
 - vi. We needed to have five pieces of artwork hung on the walls.
 - vii. Empty boxes needed to be removed from the Makerspace closet.
 - viii. We needed to have the loom brought up from the basement.

II. BUDGET

- a. The City Manager provided the library with an additional \$5000 to add educational items to the Children's Department. Deana Rolfsmeyer prepared a report for him.

III. PERSONNEL

- a. Jess Schmid has been promoted to the Library Associate position. Sydney Whitcher was hired to replace Jess as a Public Services Clerk.
- b. All staff have completed their 2025 Self Evaluation forms.

IV. LIBRARY COLLECTION

- a. The Explore Passes are now available for patrons to check out.
- b. Thanks to a grant from the Whitewater Community Foundation the library has added two sensory kits to the collection. One kit is for use within the building, and the second kit can be checked out with a valid library card.
- c. I have signed up for Library Express through our book vendor Ingram in the hopes we will receive our most popular titles before the street date.

V. PUBLIC AND COMMUNITY RELATIONS

- a. We received a \$250 donation to increase our Spanish book collection.
- b. UW-Whitewater Art Education students hosted a Yarn Weaving class for kids at the library on February 10. They will come back in March and April to host additional classes.
- c. The library hosted the Whitewater Area League of Women Voters special public program, "The State of UWW, The State of the City of Whitewater, and The State of the Whitewater Unified School District," on Thursday, February 19.
- d. Hunter Swanson took part in the 4K Discovery Day on February 20 at Lincoln Elementary.
- e. The library is hosting two book discussions in collaboration with UW-Whitewater. The first book discussed on February 25 is Martha Blanding's memoir, Groundbreaking Magic: A Black Woman's Journey through The Happiest Place on Earth.

- f. I was interviewed by Taj Simmons from TMJ4 News on February 27 for a story about Read Across America Day.
- g. Hunter Swanson attended the Whitewater Leads meeting on March 4.
- h. The library is hosting the Nurturing Parenting program which meets every Wednesday from 5:00-7:00 p.m. through May 6. This program is offered in Spanish and is facilitated by Tree House Child and Family Center.

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 once in February.
- e. Sarah and I met with Jeremiah the city's Comptroller on February 16 to obtain data for the annual report. I met with him again on February 19. This was Jeremiah's first-time providing data for the library. As he was gathering the data for us, he created a spreadsheet to log library data year-round so it will be ready for the annual report at the end of the year.
- f. I attended the CIVMIC Annual meeting on February 17.
- g. I attended a meeting with the HR Department on how to best conduct performance reviews this year. Several changes have been made to the process in anticipation of performance reviews being tied to raises.
- h. We held interviews for the Library Associate position February 23-27.
- i. Consultant Ray Maurer and his assistant Kelly, met with Sarah and I on March 10 to provide an overview of the results from their operations analysis.
- j. I cannot attend the APL meeting this month as it falls on the same day as our Staff Inservice, March 13.

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.

IX. STRATEGIC PLAN

- a. We collaborated with several community groups in February.

CAPITAL CAMPAIGN

- a. Jennifer Motszko prepared an updated cash flow report for Rachelle Blitch, Head of Finance.

Assistant Director Report
Sarah French
March 2026



- Wrote the following procedures:
 - Meeting room A/V instructions
 - Updated library card registration procedures
 - Updated General Workplace procedures
 - Patron Behavior Incident procedures
 - Meeting Room setup procedures
- I helped a few UW-W students get library cards, and one of them was in a Community-Based Learning class that I was involved with last semester. She said she used that experience in an interview and she got the job! We will be using the training materials that she worked on in our staff in-service day.
- Started the annual review process with staff. All staff completed self-evaluations and are now working on SMART goals to bring to their review, which will take place by the end of March.
- Staffing updates: Jess Schmid was promoted to Library Associate and I am training her on Home Delivery and assisting with planning for the April Memory Cafe. Our new Public Services Clerk is Sydney Whitcher. She started on March 9, and I will spend the next few weeks working closely with her for initial onboarding and training. I was able to rework the Library Associate schedule in order to provide time for all Public Services staff to have one hour per week off the front desk. This goal was identified last October and will allow staff focused time to read email, complete assigned training, work on SMART goals, and other projects/assignments.

- Planned, organized, and presented materials for the staff in-service day. All staff attended and we went over the following topics:
 - Privacy role play activity
 - Meeting room setup and A/V training with Hunter
 - Appropriate Workplace Behavior: Respectful Communication Styles with Sara M.
 - SMART Goals training with Sara M.
 - miPay training with Jeremiah
 - Damaged materials training with Susan W.
 - Difficult Patron/Incident Report training (UW-W training materials)
 - Tornado/Fire drills
 - Group chat – bring your questions/concerns to talk about as a group

Collection Development:

- Explore passes are up and running! We now have 2 Milwaukee Zoo passes, 3 Mitchell Park Domes passes, and Wisconsin State Park passes available for checkout.
- Bird watching kit has been ordered and is being processed.
- Sensory bags are now up and running. One is for circulation and one is for in-house use.

Programs and Outreach:

2/17: Tech Tuesdays – Vega Catalog Tutorial (4)

2/19: Home Delivery – 15 people, 104 items

2/24: Tech Tuesdays – Libby App 101 (0)

3/3: Tech Tuesdays – Computer Basics (0)

3/10: Tech Tuesdays – Android Basics (0)

3/4: Seed Swap (6)

3/6: Fiber Friday (11)

3/10: Paper Folding Sculpture art class w/UW-W students

Library Lovers' Month activity – 145 entries and [here's a link to what everyone said](#) about why they love the library!

Itty Bitty Art Show has 48 participants and is the library's display case during the month of March.

Book a Librarian (2)

Upcoming Programs and Outreach:

- 3/14: Family Jams: Music, Movement, & Instrument Exploration with Noelle Larson
- Tech Tuesdays continue every Tuesday through May with a different topic each week
- 3/19: First Gen Family Finance program offered in Spanish and facilitated by Fort Community Credit Union
- Nurturing Parenting program continues every Wednesday through May 6. This program is offered in Spanish and is facilitated by Tree House Child and Family Center
- 3/20: The Wisconsin Historical Society's traveling exhibition, "John Muir: An Exhibit Celebrating the Centennial of the National Park Service" will be on display in the atrium through April 17.
- I am working with Verónica Soria Martínez from UW-Whitewater for a Community-Based Learning class. Her art education students will teach a class on painting for kids on 4/14.

Meetings:

- Weekly management meetings
- One-on-one meetings with my direct reports
- 2/16: WLA Leadership Committee meeting
- 2/16: City picnic planning meeting
- 2/16: City finance meeting
- 2/23: Two interviews for the Library Associate position
- 2/26: Three interviews for the Library Associate position
- 2/27: One interview for the Library Associate position
- 3/5: Meeting with Diane and Marisa from StudioGC
- 3/5: Library tour to the Delta Kappa Gamma group
- 3/10: Draft recommendations with the consultant, Ray Maurer

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:
 - Mentoring for Leaders

Youth Services Report

March 2026

Collection Management

Materials ordered	121
Books cataloged	20
Materials Weeded	0
Materials Reorganized	0

Programs

Program Name	Participation
Coloring Club	7
Build It! Club	15
Storytime	13
Teen Gaming	1
Coloring Club	16
Family Games Night	12
Storytime	4
Teen Gaming	2
Homeschool Hangout	13
Coloring Club	13
Storytime with Officer Kozlowski	10
Teen Gaming	1
Coloring Club	16
Storytime	13
Teen Gaming	1

Library Valentines	44
Kissing Hand Puppet	55
I Love My Library Scavenger Hunt	62
1000 Books before Kindergarten	3

Reference

Reference Hours	29
Reference Questions	15

Meetings and Trainings

2/4	Management meeting
2/11	Management meeting
2/13	Onsite research conducted at Milton Public Library, Matheson Memorial Library (Elkhorn), Jefferson Public Library, and Dwight Foster Public Library (Fort Atkinson)
2/18	Management meeting
2/25	Libros, Niños, y Mas: Spanish Books for Children
2/25	Management meeting

Notes

Received \$250 for children's books and \$125 for young adult books from Whitewater Pride.

Received \$250 from Steven S. for Spanish collection.

Purchases have been made from both of these donations and we are currently awaiting the items.

Shortly after the library opened in December, the city manager allocated \$5000 to the early learning center upon receipt of a report detailing our needs based on library standards, best practices, and comparable children's departments. The attached report was submitted and approved on March 2nd. Orders have been placed and we are currently waiting for our items.

Programming & Makerspace Librarian Report

Hunter Swanson

March 2026

Program Statistics

- Teen D&D – 2/9 – 5 patrons
- Weird Science – 2/11 – 12 patrons
- Chess Club – 2/12 – 5 patrons
- Teen DIY: Print Making – 2/18 – 7 patrons
- Makerspace 101: 3D Printing – 2/19 – 2 patrons
- 4K Discovery Day (Outreach) – 2/20 – 88 people
- Adult D&D – 2/23 – 4 patrons
- Vinyl Club – 2/24 – 2 patrons
- Teen Movie – 2/25 – 0 patrons
- Movie & Mocktail: Mamma Mia! – 3/2 – 1 patron
- Intro to D&D – 3/3 – 6 patrons
- Tea Time – 3/4 - 4 patrons
- Bill Mueller Author Talk – 3/10 – 2 patrons

Upcoming Programs:

- Weird Science (repeating) – monthly
- Makerspace 101: 3D Printer (repeating) – monthly
- Teen DIY (repeating) – monthly
- Adult Dungeons & Dragons (repeating) – monthly
- Vinyl Record Club (repeating) – monthly
- Teen Movie (repeating) – monthly
- Movie & Mocktail (repeating) – monthly
- Tea Time (repeating) – monthly
- Teen Dungeons & Dragons (repeating) – monthly
- Teen Chess Club (repeating) – monthly
- SEWI Library Makerspace Meetup – 3/19
- Magic: The Gathering Draft Tournament – 3/20
- Adult Chess Night – 3/30
- Badger Talks: Low Brass Ensemble Performance – 4/10
- Poetry Jam – 4/23
- Kate Winn and Kira Henschel Author and Publishing Talk – 4/30

Meetings:

- Staff Meeting – 2/11
- 3D Printer Training – 2/16
- 3D Printer Training – 2/18
- Staff Meeting – 2/18

- Staff Meeting – 2/25
- Staff Meeting – 3/4
- Whitewater LEADS Meeting – 3/4
- Employee Retention Taskforce Meeting – 3/5

Other Updates:

- The events flyer for March through May is now complete and being distributed
- Summer program planning is well underway
- The donated loom stored in the basement is now in the Makerspace

Bridges Library System Staff Reports

March 2026

Brittany Larson – Library System Director

Annual Reports: All library annual reports were submitted by DPI's February 27th deadline. The system annual report is nearly complete and will be reviewed at the March meeting. The deadline for system annual reports is March 31st. I want to thank Nicole Purifoy and our Waukesha County Budget Analyst Josh Selje for their assistance with the system report. The change to the new county software means that new types of reports had to be built. I have been working with Nicole and the Waukesha County Budget office to identify what reports are needed, and how to apply them to what information the state requires.

Waukesha County Act 150 Update: The proposed Waukesha County 2027-2031 Standards did not pass enough of the Waukesha County Library boards to meet the population threshold per statute. More information is being gathered and then the Committee will meet again on March 16th at 4pm at the Waukesha Public Library.

Policy Discussions: I facilitated two policy discussions at the end of February that discussed library public record policies and state statutes.

Adjacent County Funding: The adjacent county funding process has begun. I notified library directors of the process and organized the reimbursement forms required for the adjacent counties. I have also begun to receive adjacent county requests from libraries and have begun to organize them in preparation for the July 1st State deadline.

2027 Budget: I have sent out the allowable costs worksheets to Waukesha County libraries to start preparing for that portion of the 2027 budget.

Meetings: I have attended a variety of meetings in the last few weeks, including the mobile app technology committee meetings, Act 150 preparation meetings, system director meetings, county software meetings, five director administration consulting meetings, and a state delivery committee meeting.

Mellanie Mercier – Automation Coordinator & Assistant Director

Wide Area Network: On March 11th, AT&T is scheduled to install additional bandwidth to the wide area network, doubling capacity to 2GB. After the network is reconfigured later this year, requests for additional bandwidth for libraries will be placed with TEACH WI.

Kelly Nelson – Coordinator of Library Development

Adult Services Meetup – A virtual adult services meetup was held on February 18 with 19 library staff representing 16 libraries in attendance. We discussed collection development and vendor alternatives that libraries have been trying as well as procedures for self-published books and authors.

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: Introduction to the Library Catalog
- Niche Academy: Welcoming All: Inclusivity in Library Spaces Webinar

Angela Meyers – Coordinator of Youth and Inclusive Services

Inclusive Services

The Oconomowoc Public Library, in partnership with Journey21, is launching the Confidence and Conversation Club, an inclusive program for teens and adults of all abilities that combines light movement, independent reading, and optional group sharing to build confidence, communication, and connection. In 2026, the club will meet every other month on the fourth Tuesday, 3:30–5:00 pm at the library. The first session (February 2026) drew six participants; staff will track attendance and participant feedback to determine whether to increase frequency and/or expand to other Bridges libraries.

I presented on the Library Memory Project at the Waukesha Public Library’s Thursday morning (THAM) staff meeting with approximately 20 staff in attendance. Q&A continued until the library opened.

Youth Services

Kids’ Choice voting has concluded. The 2025–2026 Kids’ Choice Award winner is *Restart* by Gordon Korman, with runners-up *Frizzy* by Claribel A. Ortega and *The Crossover* by Kwame Alexander. This year, 2,042 students participated, logging 9,377 books read and submitting 3,824 title nominations for next year’s consideration.

I facilitated a Youth Services Meet Up in February at the Town Hall Library and had 11 staff from 10 libraries attend.

Please encourage your staff to attend the following Youth Services opportunities:

The Community Space & Whitewater Library Visit

Thursday, March 19 1:00pm The Community Space (book browsing for Summer Library Program prizes);
2:30pm Whitewater Public Library [Register](#)

Social-Emotional Learning in Storytime: Puppets, Props, and Play

Monday, March 23 1:30-3:30pm Franklin Public Library [Register](#)

Professional Development

I am continuing the Waukesha County Standards of Service Excellence (SOSE) training and have completed three professional development workshops focused on customer service and public-sector ethics.

Beth Bechtel – Database Management Librarian

Library Visits and Meetings

This month I had opportunities for in-person cataloging consultation with staff in Oconomowoc and Johnson Creek.

At the virtual CAFÉ cataloger meetup, 15 attendees discussed new item record statistical codes, forthcoming changes to Library of Congress subject headings, fields to indicate AI cataloging, and heard an update from a recent CAFÉ Council meeting.

In the WLA Technical Services Section virtual bi-monthly meeting, the state-wide group discussed potential training topics for future meetings and Library of Congress' decision to make change to subject heading formats.

I participated in WLA's Library Legislative Day in Madison. Once again, it was a pleasure to talk with my representatives about the great services provided by our libraries.

CAFÉ Catalog Maintenance

I worked with Backstage Library Works for our quarterly update of bibliographic and authority records. Almost 8,000 bib records were edited and improved, and more than 3,400 new authority records were added to the catalog. These ongoing improvements make searching in the CAFÉ catalog function better and improve search results, especially for materials newly added to our libraries' collections.

Emily Heller – Public Communications Coordinator

Tracks in the Stacks Bigfoot Hunt

The systemwide summer library hunt event is returning this summer for people to visit libraries around the system to hunt for bigfoots! At each library location, visitors will learn something unique about the member library from a "Did You Know?" Bigfoot display sign. This is a great chance to promote and market something special at each library! Participants can enter to win at each library they visit. The event will run Monday, June 1 – Friday, August 21, 2026.



Tracks in the Stacks
BIGFOOT HUNT



Summer Library Program

I have created templates in Canva for member libraries to customize and use to promote their Bridges sponsored library performers and programs. Thank you posters for sponsors with their logos will also be available to share.

I am also working on creating an accessible performance schedule to host on our website for patrons to locate performers throughout the library system.

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

The What's on Tap Spotlight Interview with Waukesha Public Library went fantastic with Sandy Maxx. It aired on February 27. [Listen to the interview](#). [Check out the YouTube Short](#). Our next interview will be on March 24 with Angela Meyers to talk about the Library Memory Project.

Fox 6 News - Wisconsin Live Desk

Watertown Public Library joined Fox 6's Wisconsin Live Desk show on March 5 to share about their 2nd Annual WPL Film Festival, book clubs, and books to screen for the upcoming Oscars. Jamie and Noah did a great job! I am waiting on the clipped segment to be shared with me.

Retzer Nature Center Partnership Continues in 2026

- **Story Hike** - Bridges is continuing our partnership with Retzer Nature Center the Spring Story Hike. The book is "What Matters" by Alison Hughes and Holly Hatam. I will assist with installation of the signs on March 31 and the story will be at Retzer from April 1-30. <http://events.waukeshacounty.gov/default/Detail/2026-04-01-0600-Spring-Story-Hike-Retzer>
- **Earth Day Celebration** – Bridges will host an outreach table at Retzer's Annual Earth Day event on Saturday, April 25. <https://events.waukeshacounty.gov/default/Detail/2026-04-25-1000-Earth-Day-Celebration-Earth-Week>

Web Accessibility Project

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

I am working through DYNO Mapper scan reports for member libraries that requested them. I am also making edits on Bridges website. Greenleaf Media currently has our scan report to determine an estimate for remediation of the items we cannot edit ourselves.

Google Interior Photo Tours

Whitewater is scheduled for the final photoshoot on March 20. Links to the tours will be added to the [Find Your Library](#) webpage once completed.

Midwest Pano will be changing their interactive tour software to comply with the updated accessibility regulations. We will migrate 12 tours to the new software system for minimal cost throughout 2026. More information to follow from Midwest Pano.

In the news:

- Dwight Foster Public Library receives 2026 Heart of the City award: [Daily Union Article](#)
- Pewaukee librarian helps select national award for 'Best Kids Book': [Waukesha Freeman Article](#)
- Menomonee Falls Library launches capital improvement plan for first-floor renovation: [Waukesha Freeman Article](#)
- Readers rejoice: Whitewater celebrates new chapter with expanded library: [TMJ4 TV Segment](#)
- 2nd WPL Film Festival set to be bigger, better: [Watertown Daily Times Article](#)

[News Archives](#)

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

- Marketing Magic:
 - March 6: 55.42% Open Rate
 - February 20: 62.65% Open Rate
 - February 6: 55.42% Open Rate
- Monthly Bridges:
 - March: TBD
 - February 13: 46.88%
- Monthly Legislators:
 - March: TBD
 - February 12:
 - Legislators: 22.22% Open Rate
 - Staff: 35% Open Rate

Trustee

Trust-ee | /tre ' ste/

Noun

One to whom something is entrusted.

Why a Citizen Library Board?

- ✓ Isolates library operations from political pressure.
- ✓ Ensures that the library collection is developed independently of any particular political viewpoint.
- ✓ Means the library is governed by the same people the library serves: the public.

Library Advocacy

Being a library trustee means that you have been entrusted with the welfare of an important community institution capable of serving everyone in your community. As guardians of the public trust, a trustee's first loyalty is to the library and to the community it serves.

Understanding the value of the library and being able to communicate it with decision-makers is one of the most important obligations of a board member.

The Board Governs- The Staff Manages

Governance: Library board members are responsible for the **direction** of the organization. They make major decisions including approving plans and policies. They are responsible for employing a qualified and competent library director. They also have an important advocacy role.

Management: The Director is responsible for the overall **operation** of the organization, implementing board decisions, and keeping the board informed.

Three Legal Duties of a Board Member

Duty of Care

You are responsible to care, to participate actively in making decisions on behalf of the organization, and to exercise your best judgement.

Duty of Loyalty

When acting on behalf of the organization, you must set aside personal and professional interests and put the organization's needs first.

Duty of Obedience

You are responsible for ensuring that the organization remains true to its mission, complying with its governing documents and all applicable federal and state laws.

Specific Responsibilities

1. Determine the organization's mission and purpose.
2. Select the library director.
3. Support and evaluate the library director.
4. Ensure effective planning.
5. Monitor and strengthen programs and services.
6. Ensure adequate financial resources.
7. Protect assets and provide financial oversight.
8. Build a competent board.
9. Ensure legal and ethical integrity.
10. Enhance the organization's public standing

Role of the Board President

The President must find a balance between efficient decision making and allowing full discussion. The role of the President includes:

- To open the meeting and call members to order at the agreed upon time after legal public notice has been given.
- To recognize members entitled to the floor.
- To ensure that a few members do not dominate discussions. All members should have a chance to be heard.
- To state and put to vote all questions which are moved, and to announce the results of the vote.
- To enforce the observance of order and decorum among members as well as all legal requirements.
- To ensure that the library board members understand the importance of acting as a body, not as individuals.

Bylaws

A set of rules established by the library board that govern the board's own activities. Well crafted bylaws help provide for the smooth and effective function of a library board. Library board bylaws must comply with all relevant statutes.

At a minimum, bylaws should indicate:

- The library board officers to be elected, how they are elected, and the powers and responsibilities for each officer.
- When the meetings are held and how meetings are conducted.
- What committees are appointed, how they are appointed, and what they do.
- How the bylaws are amended.

Library board bylaws should never prescribe term limits. The municipality making the appointment makes its own decisions regarding terms of their appointees.

Best Practices for Board Meetings

Have an Agenda

Board chair and library director should work together to create and share an agenda, along with any related information, to board members about 7 days in advance.

Be Punctual

Start and end meetings on time.

Make Decisions

Be sure to make decisions, not just hear updates.

Keep A Record

Make sure someone is taking the minutes of the meeting and they are distributed as quickly as possible after the meeting to update board members who were unable to attend.

Have Fun!

Bring food, sit in different seats, and read testimonials and thank you notes.



Sources

[American Library Association](#)

[Boardsource.org](#)

[Iowa Library Trustee's Handbook](#)

[Trustee Essentials: A Handbook for Wisconsin Public Library Trustees](#)

[WebJunction](#)

[Wisconsin Attorney General's Open Meeting Law Compliance Guide](#)

[Wisconsin Statutes](#)

[Wisconsin Trustee Training Module: Library Board Powers and Duties](#)

Who Runs the Library: Guidelines to Roles & Responsibilities in Wisconsin's Public Libraries

Responsibilities of:	Library Board	Library Director	Municipality	Friends & Foundations
Administration	Generally oversee the administration of the library and appoint a head librarian (director) who administers the daily operation of the library.	Administer daily operation of the library, including maintenance of library facilities and equipment. Advise the board and provide support to community groups.	Appoint trustees who serve on the library board.	Support quality library service in the community through fundraising, volunteerism, and serving as advocates for the library.
Policy	Adopt written policies to govern the operation and program of the library.	Apprise library board of need for new policies, as well as policy revisions. Implement the policies adopted by the library board.	Support the policies of the library as adopted by the library board.	Support the policies of the library as adopted by the library board.
Personnel	Recruit, hire, and supervise an appropriately certified library director. Help determine and advocate for competitive staff salaries and benefits.	Hire, train, supervise, and schedule all other library personnel. Keep library board informed of important issues and consult with the board before making significant personnel decisions.	Offer assistance to the library director and board regarding state and federal employment laws. Maintain payroll. All library staff are municipal employees.	Communicate with library staff through the library director or the director's specified point of contact.
Planning	Assist in the formulation and adoption of a strategic plan that has implementation and evaluation components.	Coordinate and implement a strategic plan with library board, Friends, library foundation, staff and community.	Provide input into the library's strategic plan and support its implementation.	Provide input into the library's strategic plan and support its implementation.
Budgets	Seek adequate funds to carry out library operations. Assist in the preparation and presentation of the annual budget.	Oversee the library budget and prepare the annual budget and reports as required by the board.	Appropriate an annual budget with enough funds for the library to successfully carry out operations according to its approved mission and plans.	Conduct fundraising to support the library's mission and plans.
Expenditures	Audit and approve all library expenditures (as well as lands, buildings, money, and property).	Order materials and supplies within the library's approved budget. Submit invoices to the board for monthly audit and approval.	Act as custodian of most library funds and appropriations; pay library board approved library expenditures. Assist with purchasing, facilities, etc.	Support the library by providing financial support for priorities set by the library board and staff that may fall outside the municipal budget.
Meetings	Participate in all board meetings. Appoint a liaison to the Friends Board and become a member of the Friends.	Participate in library board and Friends meetings. Ensure that there is a liaison from the board to the Friends and vice versa.	Maintain no more than one appointment to the library board.	Maintain a liaison to the library board.
Networking	Join the Wisconsin Library Trustees and Friends (WLTFF), a division of WLA, to network with others and learn more about policies, operations, and advocacy.	Build relationships with municipal board and staff, Friends; educate these groups about the value of public libraries; encourage membership in professional organizations.	Stay informed of library issues at local, state, and federal levels. Include the library director in department head meetings and community activities.	Join the Wisconsin Library Trustees and Friends (WLTFF), a division of WLA, to network with others and learn more about supporting libraries.