



Library Board of Trustees

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

Monday, May 18, 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/81027814762?pwd=ynpXw0yVVG5Yw5RQoLaxXPq06xNe5M.1>

Meeting ID: 810 2781 4762

Passcode: tiVFuq8Z

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 April 20, 2026 meeting
- [2.](#) Approval of Payment of Invoices for April 2026
- [3.](#) Acknowledgement of Receipt of April 2026 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of April 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. Matter of report concerning the transfer of funds from American Deposit Management to the City of Whitewater
8. Matter of report concerning the kiln dried wooden planks

NEW BUSINESS

9. Presentation by McMahon Associates, Inc.
10. Approval of closing the library from 9 a.m. until 1:00 p.m. on Thursday, August 27 for Active Threat Training for all city staff by the Whitewater Police Department

CONSIDERATIONS / DISCUSSIONS / REPORTS

11. Staff reports
12. Board reports: Friends of the Library

CONFIRMATION OF NEXT MEETING

ADJOURNMENT

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



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*In Person and Virtual

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Citizen participation is welcome during topic discussion periods.

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<https://us02web.zoom.us/j/82954099698?pwd=0vQXPacT2GZUwFsnZ5L53xNX33Bqwr.1>

Meeting ID: 829 5409 9698

Passcode: pVbffN17

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

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

MINUTES

CALL TO ORDER 6:30

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

Not Present: Doug Anderson, Steven Sahyun

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

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 March 30, 2026 meeting
 2. Approval of Payment of Invoices for March 2026
 3. Acknowledgement of Receipt of March 2026 Statistical report
 4. Acknowledgement of Receipt of Financial reports
 5. Acknowledgement of Receipt of March 2026 Treasurer's reports
- **Tara McKenzie-Peotter motioned to approved, 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.

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.

There were no citizen comments.

OLD BUSINESS

6. Library Building general update

Rattling in the HVAC system. Tracks for the Meeting Room dividers have been greased, so those are sliding better.

Donor plaques and staff name plaques are in progress.

7. Matter of report concerning the transfer of funds from American Deposit Management to the City of Whitewater

Kathy Retzke said the money is ready to be transferred. It should be in our Whitewater bank account now, ready to write a check to the City of Whitewater. They are expecting everything that is in the American Deposit Management account.

8. Discussion and election of officers for 2026

Elizabeth Miller was elected Secretary at the last meeting. Camden Harlan motioned to nominate Kathy Retzke as Treasurer for the coming year. Elizabeth Miller seconded the motion, and Kathy accepted the nomination. The vote to confirm Kathy as Treasurer was unanimous. Camden Harlan motioned to nominate Kelly Davis as President for the next term, and Elizabeth Miller seconded. Kelly accepted the nomination. The vote to confirm Kelly as President was unanimous. Kelly Davis motioned to nominate Tara McKenzie-Peotter as VP for the coming term and Camden Harlan seconded. Tara accepted the nomination, and the vote to confirm her as VP was unanimous.

NEW BUSINESS

9. Matter of report concerning the kiln dried wooden planks

The wooden planks are almost done drying. The Whitewater High School Woods teacher is looking for input from the Library Board on what design they would like to see.

10. Review and approval of the Privacy Policy.

Redundant wording removed. Elizabeth Miller motioned to approve the updated Privacy Policy. Tara McKenzie-Peotter seconded the motion, and it was approved unanimously.

CONSIDERATIONS / DISCUSSIONS / REPORTS

11. Staff reports

Bridges is exploring and gathering data about whether they should continue to fund the Overdrive "Advantage" Account. This allows electronic and audiobook access to books.

Diane attended the Jefferson County Libraries meeting.

Library of Things has new tennis rackets to catalog and a bird watching kit, too!

CONFIRMATION OF NEXT MEETING

May 18, 2026 at 6:30 pm at the Whitewater Public Library in Meeting Room 2.

12. Adjournment into Closed Session

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

Item to be discussed:

- a) Performance evaluation for the Library Director

Camden motioned to approve Diane's Library Director Performance Evaluation

ADJOURNMENT at 7:06 Kelly Davis motioned to adjourn the meeting, and Camden Harlan seconded the motion.

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

April 2026

| Category | Claimant | Invoice # | Amount |
|--------------------------|-----------------------|-------------|--------------------|
| Audiovisual-adult | Midwest Tape | 508613532 | \$ 83.97 |
| Audiovisual-adult | Midwest Tape | 508650130 | \$ 64.79 |
| Audiovisual-adult | Amazon | n/a | \$ 34.97 |
| | | | \$ 183.73 |
| Books-adult | Amazon | n/a | \$ 47.99 |
| Books-adult | Ingram | 95905458 | \$ 581.93 |
| | | | \$ 629.92 |
| Books-juvenile | Ingram | 95905460 | \$ 391.51 |
| Grounds maintenance | AlSCO | IMIL2208581 | \$ 35.35 |
| Grounds maintenance | AlSCO | IMIL2212234 | \$ 35.35 |
| | | | \$ 70.70 |
| Library Building Project | The Wood Cycle | 5774 | \$ 962.65 |
| Library Use of Grants | Walmart | n/a | \$ 25.02 |
| Library Use of Grants | Displays 2 Go | n/a | \$ 302.36 |
| Library Use of Grants | Prints | n/a | \$ 31.65 |
| | | | \$ 359.03 |
| Office supplies | When I work | n/a | \$ 37.50 |
| Office supplies | Brodart | 674429 | \$ 42.95 |
| Office supplies | Amazon | n/a | \$ 192.33 |
| Office supplies | Demco | 7790424 | \$ 177.71 |
| Office supplies | Walmart | n/a | \$ 48.46 |
| Office supplies | When I work | n/a | \$ 37.50 |
| Office supplies | CCI Solutions | 30473338 | \$ 33.32 |
| Office supplies | Complete Office of WI | 125065 | \$ 155.96 |
| Office supplies | Amazon | n/a | \$ 43.42 |
| | | | \$ 769.15 |
| Periodicals-adult | APG Southern WI | n/a | \$ 39.33 |
| Periodicals-adult | USA Today | BW6278180 | \$ 132.79 |
| Periodicals-adult | Journal Sentinel | n/a | \$ 40.00 |
| | | | \$ 1,241.10 |
| Program supplies-adult | Denise Maple | 1011 | \$ 150.00 |
| Program supplies-adult | Katy Daixon Wimer | 1930 | \$ 325.00 |
| Program supplies-adult | Terri DellaMaria | n/a | \$ 200.00 |

April 2026

Item 3.

| | | | | |
|-------------------------------|---------------------|------------|----|-----------------|
| Program supplies-adult | Amazon | n/a | \$ | 566.10 |
| Program supplies-adult | Facebook/Meta | n/a | \$ | 47.32 |
| Program supplies-adult | Walmart | n/a | \$ | 45.47 |
| Program supplies-adult | Earth Iron | n/a | \$ | 50.00 |
| | | | \$ | 1,383.89 |
| Program supplies-juvenile | Amazon | n/a | \$ | 177.97 |
| Program supplies-juvenile | A Room of One's Own | n/a | \$ | 36.90 |
| | | | \$ | 214.87 |
| Rebranding | Opportunities | PSI1694029 | \$ | 52.22 |
| Software/Hardware Maintenance | Faronics | 265428 | \$ | 499.50 |

| | | | | | |
|-------------------------------|--------------|----------------------------|-----------------|-------------------------------|--------------|
| | | City of Whitewater | 4,509 | | |
| Jefferson County | | | | Dodge County | |
| City | 128 | | | City | 0 |
| Rural | 384 | | | Rural | 0 |
| TOTAL | 512 | | | TOTAL | 0 |
| Rock County | | | | Waukesha County | |
| City | 59 | | | City | 14 |
| Rural | 235 | | | Rural | 4 |
| TOTAL | 294 | | | TOTAL | 18 |
| Walworth County | | | | | |
| City | 88 | | | Other Counties | 37 |
| Rural | 870 | | | | |
| TOTAL | 958 | | | Out of State | 0 |
| Dane County | | | | | |
| City | 0 | | | Total Nonresident | 1,848 |
| Rural | 29 | | | | |
| TOTAL | 29 | | | | |
| | | | | TOTAL | 6,357 |
| | | | | | |
| | ADULT | 3,782 | CHILDREN | 387 | |
| ACCESS & USAGE | | INFORMATION SERVICE | | All Ages | 9 |
| Days Open | 25 | Reference | 217 | Attendance | 99 |
| Hours Open | 244.5 | | | | |
| Library Visits | 4,396 | REGISTRATION | | | |
| | | Resident | 4,509 | | |
| | | Non-Resident | 2,278 | | |
| | | Total Registered Borrowers | 6,787 | | |
| | | New Users | 50 | PRE-RECORDED PROGRAMS | |
| OVERDRIVE | 1716 | | | Children 0-5 Programs | 0 |
| | | INTERLIBRARY LOAN | | Attendance | 0 |
| | | Lending | 1,577 | Children 6-11 Programs | 0 |
| MEETING ROOMS | | Borrowing | 102 | Attendance | 0 |
| | | | | Children 12-18 Programs | 0 |
| MEMORY CAFE | | VOLUNTEERS | | Attendance | 0 |
| Participants | 10 | Participants | 14 | Adult Programs | 0 |
| | | Hours worked | 36 | Attendance | 0 |
| | | HOME DELIVERY | | All Ages | 0 |
| COLLECTION MAINTENANCE | | Participants | 12 | Attendance | 0 |
| Books added | 218 | Items Delivered | 82 | SELF-DIRECTED PROGRAMS | |
| Audio materials added | 3 | | | Children 0-5 Programs | 0 |
| Video materials added | 1 | IN-PERSON PROGRAMS | | Attendance | 0 |
| Other materials added | 19 | Children 0-5 Programs | 6 | Children 6-11 Programs | 3 |
| Materials withdrawn | 17 | Attendance | 71 | Attendance | 134 |
| | | Children 6-11 Programs | 4 | Children 12-18 Programs | 0 |
| | | Attendance | 62 | Attendance | 0 |
| | | Children 12-18 Programs | 5 | Adult Programs | 0 |
| | | Attendance | 11 | Attendance | 0 |
| | | Adult Programs | 13 | All Ages | 1 |
| | | Attendance | 62 | Attendance | 55 |

| | Current Month | received to Dat | Est. FY Rev. | % of Total |
|-----------------------|-------------------|---------------------|---------------------|------------|
| Fees | \$1.05 | \$223.29 | \$500.00 | 45% |
| Materials Replacement | \$27.98 | \$548.05 | \$1,000.00 | 55% |
| County Reimbursements | \$0.00 | \$134,835.88 | \$219,768.00 | 61% |
| Gifts & Grants | \$1,658.42 | \$4,949.67 | \$15,000.00 | 33% |
| Copywork | \$367.85 | \$1,343.59 | \$3,000.00 | 45% |
| Miscellaneous | \$0.00 | \$0.00 | \$300.00 | 0% |
| TOTAL | \$2,055.30 | \$141,900.48 | \$239,568.00 | 59% |

FRIENDS OF THE LIBRARY FINANCIAL REPORT

Jan-26

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

Feb-26

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

Mar-26

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

Apr-26

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



May 04, 2026

Statement Period:
April 01, 2026 - April 30, 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 | \$ 163,676.90 | \$ 472.20 | 3.51 % |

CIRVIN01 - General

Balance Summary

| | | |
|--------------------|----|-------------|
| Beginning Balance: | \$ | 350,736.18 |
| Total Deposits: | \$ | 472.20 |
| Total Withdrawals: | \$ | -350,736.18 |
| Ending Balance: | \$ | 472.20 |
| Average Balance: | \$ | 163,676.90 |

Transaction Detail

DEPOSITS

| Date | Description | Amount |
|------------------------|-------------------------|------------------|
| 04/30/2026 | Accrued Interest Earned | \$ 472.20 |
| Total Deposits: | | \$ 472.20 |

WITHDRAWALS

| Date | Description | Amount |
|---------------------------|-------------|-----------------------|
| 04/15/2026 | Withdrawal | \$ -350,736.18 |
| Total Withdrawals: | | \$ -350,736.18 |

Summary of Financial Institutions

| FDIC/ NCUA | Name | Balance |
|------------------------|---|------------------|
| 6560 | The Huntington National Bank - Repurchase Agreement | \$ 472.20 |
| Ending Balance: | | \$ 472.20 |

American Deposit Management LLC applied a period ending Mar 2026 Deposit Advisory Fee of \$127.80 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 Mar 2026, the Program Fee of 0.04 was applied to gross earnings of \$1,184.10 for a total of \$47.36.

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
04/30/2026

FCS17 WI



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

30-0
0
0



0003 001044

MUNICIPAL ACCOUNT 132732

| DESCRIPTION | DEBITS | CREDITS | DATE | BALANCE |
|---|--------|------------|----------|------------|
| BALANCE LAST STATEMENT | | | 03/31/26 | 1,285.36 |
| ADM LLC PAYMENTS CIRVIN01 | | 350,736.18 | 04/15/26 | 352,021.54 |
| BALANCE THIS STATEMENT | | | 04/30/26 | 352,021.54 |
| TOTAL DAYS IN STATEMENT PERIOD 04/01/26 THROUGH 04/30/26: | | | | 30 |
| TOTAL CREDITS | (1) | 350,736.18 | | |
| TOTAL DEBITS | (0) | .00 | | |

- - - ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES - - -

| | TOTAL FOR THIS PERIOD | TOTAL YEAR TO DATE |
|-----------------------------|-----------------------|--------------------|
| * TOTAL OVERDRAFT FEES: | \$.00 | \$.00 |
| * TOTAL RETURNED ITEM FEES: | \$.00 | \$.00 |

- END OF STATEMENT -

0015570700 001044 001-001



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



DIRECTOR'S REPORT

April 2026

I. ADMINISTRATION

- a. Work orders submitted in April.
 - i. The Deep Freeze software used on the public OPAC laptops needed to be renewed.
 - ii. A whiteboard needed to be installed in Meeting Room 3.
 - iii. A phishing email was reported.
 - iv. The drain in the Family Restroom in the children's area had a bad smell emanating from it.
 - v. A spam email was reported to IT.
 - vi. A patron reported that the Wi-Fi in Meeting Room 2 was slow.
 - vii. We needed to have some boxes and bags of garbage in the basement removed by the maintenance crew.
 - viii. One of the monitors at the front desk needed to be replaced.
 - ix. One of the OPAC laptops was not working properly.

II. BUDGET

- a. Nothing to report.

III. PERSONNEL

- a. Sarah French attended Wisconsin Association for Public Libraries (WAPL) Conference on 4/28-29.
- b. Deana Rolfsmeyer participated in the International Children's Day event on Saturday April 18 at Lincoln Elementary School.
- c. Hunter Swanson participated in the S.T.E.A.M. Faire at the high school on Saturday, May 9.

IV. LIBRARY COLLECTION

- a. I met with a representative from Follett and have set up an account with them for ordering books for the library. Previously they just offered juvenile items but have now branched out into the adult market. Many of their employees previously work at Baker & Taylor. I have placed a test order. They are currently offering a 25% discount and free shipping. Follett also offers mylar covers for hardcover books as Baker & Taylor did.
- b. I met with a representative from Amazon to learn more about their new Library Hub module for libraries. We are now able to pre-order and receive books ahead of the publisher's release date. Amazon also offers discount pricing on books for public libraries.
- c. We now have HDMI cords and adaptors for patron use in the study and meeting rooms.
- d. New games were added to the Teen Space.
- e. A Lego wall, built by Dan Buckingham, was installed in the children's area.
- f. The traveling exhibit World War I: Beyond the Trenches traveling exhibit from the Wisconsin Veterans Museum will be on display in the atrium May 11-June 8.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Thirty-five people attended "Family Jams," a memorable music & movement experience presented by Noelle Larson of Circle of Song Music Therapy, on Saturday, May 2.
- b. We had twelve volunteers from UW-Whitewater for Make a Difference Day on Friday, April 24. They helped organize the basement and hung posters of upcoming library events at various businesses.

VI. LIBRARY BOARD RELATIONS

- a. Sarah and I met with Kelly Davis on May 12 to review the agenda.

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

- a. Sarah and I attended a meeting with Miron Construction and Studio GC on April 30.
- b. I continue to attend Team meetings at city hall.
- c. I continue to attend weekly staff meetings with Sarah French, Deana Rolfsmeyer, and Hunter Swanson.
- d. I met with the City Manager twice in April.
- e. An orientation was given to Orin Smith, new council member, on May 6.
- f. The May APL meeting was cancelled due to lack of agenda items.
- g. Consultant Ray Maurer and his assistant Kelly will be presenting an overview of the results from their operations analysis to the Library Board of Trustees on May 18.
- h. I applied for the Library Improvement and Innovation Grant through Bridges Library System and was approved for \$3000 which will go toward the purchase of a self-checkout machine. The city has offered to fund the remaining cost. The self-checkout machine has been ordered!
- i. The Wisconsin Library Association is now an official partner of the Sustainable Libraries Initiative (SLI)—a national organization dedicated to helping libraries lead in sustainability, resilience, and community impact. One of the partnership benefits is a one-year free SLI membership, which we have signed up for. This will connect our library with a national community of practice and provide us with practical tools for sustainable action in our library and community.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed the monthly Infosec cybersecurity training.
- b. I attended a webinar with ETF concerning employee benefits.

IX. STRATEGIC PLAN

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

CAPITAL CAMPAIGN

- a. Kathy Retzke is finalizing the transfer of funds from American Deposit Management to the City of Whitewater.

Assistant Director Report

Sarah French

May 2026



- Month of April Online Statistics:
 - Website visits: 7.09K
 - Facebook: 56.2K views; 628 content interactions; 59 new follows
 - Instagram: 4.8K views; 247 content interactions; 7 new follows
 - Top content for April: 5.2K views for “When a teen comes into the library” video: <https://facebook.com/reel/1295824969313126/>
- National Library Week: guessing jar contest, library swag and coloring sheets for patrons. We had 55 participants for the contest and the winner received a gift card to Earth + Iron.
- Organized 12 student volunteers for Make a Difference Day on 4/24. Half of them distributed flyers and postcards around town and the other half helped clean and organize the basement.
- I’ve implemented a weekly email update for staff similar to the one that Kelly Davis sends out to staff at Waukesha. It includes library updates and info into one comprehensive (and fun) email.
- The Wisconsin Library Association is now an official partner of the Sustainable Libraries Initiative (SLI)—a national organization dedicated to helping libraries lead in sustainability, resilience, and community impact. One of the partnership benefits is a one-year free SLI membership, which we have signed up for. This will connect our library with a national community of practice and provide us with practical tools for sustainable action in our library and community.

- Summer Reading Program season is upon us! I created the website page and poster for the SRP. I am running the adult reading challenge and was able to secure sponsorships from Toppers and First English Lutheran Church to cover the prizes! Weekly pizza gift certificates will be given away and the grand prize drawing will be a Kindle Fire. The SRP will run June 8 – July 31.
- Displays for May:
 - Gardening
 - Mental Health Awareness Month with [New Beginnings APFV](#)
 - *World War I: Beyond the Trenches* traveling exhibit from the Wisconsin Veterans Museum will be on display in the atrium May 11-June 8.

Collection Development:

- Nonfiction: weeded and analyzed 400-499.
- Focused on the Graphic Novel collection this month – weeding and purchasing.
- Library of Things in processing:
 - Ukulele (donation)
 - Blood pressure monitor
 - Stud finder
 - Soil tester
 - Bocce yard game
- Cleaned up Library of Things records – there were a lot of Makerspace items cataloged as LoT that should not be visible in the catalog as they are only used in-house. This will make our LoT collection easier to find and promote.

Programs and Outreach:

4/16: Somatic Opening to Spring w/Katy Wimer (15)

4/17: Fiber Friday (0 due to weather)

4/21: Tech Tuesdays (2)

4/21: Garden Club (2)

5/2: Family Jams w/Noelle Larson (35)

5/4: Insect take & make for kids (60)

5/4: Garden Club (3)

5/5 & 5/12: Tech Tuesdays (0)

5/8: Fiber Friday (2)

Book a Librarian (3)

Upcoming Programs and Outreach:

- Red Cross Blood Drive (5/15, 7/17, 9/18)
- Whitewater Storytelling Festival (Saturday, 5/30)
- Books & Blooms: A Garden Storytime for all ages (select Fridays at 3:30 p.m.)
- Library Garden Club (select Mondays and Tuesdays)
- Nurture Your Energy with Katy Wimer (Thursday, 6/11 at 6:00-7:00 p.m.)
- TED Democracy: Founding Futures Livestream (Saturday, 6/13 at 12:00-1:30 p.m.)
- Fiber Friday (6/12 at 5:00-6:30 p.m.)
- Born Learning Trail Meetup (6/16 at 9:30-10:30 a.m.)

Meetings:

- Weekly management meetings
- Monthly check-ins with direct reports
- 4/16: Jaelyn White, UW-W Student Involvement
- 4/16, Lynette from Studio84
- 4/16: Studio GC and Diane
- 4/16, Emily Whitmore, WLA Mentorship program
- 4/17: FOTL Annual Meeting and Election
- 4/20: Storytelling Festival meeting
- 4/22: WLA Leadership Committee meeting
- 4/30: Building project update with Miron and StudioGC
- 5/5: Maris Associates – WI Historical Society Press
- 5/6: Studio84 and Whitewater Arts Alliance
- 5/6: Orin Smith, Library orientation and tour

Professional Development:

- I have completed the Emerging Leader Certification Program through CVMIC.
- I attended the Wisconsin Association for Public Libraries (WAPL) Conference on 4/28-29.
Sessions attended:
 - *Keynote Speaker Debby Waldman*
 - *Inside the Public Library Standards Makeover*
 - *Keynote Speaker Lindsay Starck*
 - *Moving Beyond the Manual: Keep Staff Engaged During and After Orientation*
 - *How Do You Know What The Future Holds For Your Library? Plan!*
 - *Keynote Speaker Kris Turner: Teaching Information Literacy in the Age of GenAI*
 - *What Do YOU Think? Empowering Your Team To Think and To Act*
 - *Open Books Open Worlds: Building Bridges Through a Sister Library Partnership*
 - *Prioritizing Culture for a Healthier Team*
 - *Keynote Bobbi Newman: Finding Focus and Joy in a Demanding Library Landscape*
 - *Tour of the Elkhart Lake Public Library*

Programming & Makerspace Librarian Report

Hunter Swanson

April 2026

Program Statistics

- Makerspace 101: Cricut – 4/14 – 1 patron
- Teen DIY: Blackout Poetry – 4/15 – 3 patrons
- Makerspace 101: 3D Printing – 4/16 – 4 patrons
- Teen D&D – 4/20 – 5 patrons
- America the Beautiful Read-Around – 4/22 – 0 patrons
- Poetry Jam – 4/23 – cancelled due to lack of reader registrations
- MTG Draft Tournament – 4/24 – 2 patrons
- Adult D&D – 4/27 – 5 patrons
- Vinyl Club – 4/28 – 1 patron
- Reliance Road Author Talk – 4/30 – 12 patrons
- Movie & Mocktail: Star Wars – 5/4 – 5 patrons
- Tea Time – 5/6 – 5 patrons
- Teen D&D – 5/11 – 4 patrons

Upcoming Programs:

- Weird Science – 5/13
- Teen Chess Club – 5/14
- Adult Dungeons & Dragons – 5/18
- Makerspace 101: Cricut (repeating) - monthly
- Teen DIY – 5/20
- Makerspace 101: 3D Printer (repeating) – monthly
- Vinyl Record Club – 5/26
- Teen Movie – 5/27
- MTG Draft Tournament – 5/29
- Monday Magic – 6/8
- Intro to D&D – 6/9
- Teen D&D – 6/10
- Make Your Own Playdough – 6/15
- Super Smash Bros Tournament – 6/17
- The Tactics of Writing a Horror Story – 6/18
- Nostalgia Night: 1970s – 6/22
- Pollinators and Your Garden – 6/25
- Adult D&D – 6/26
- AND MORE

Meetings:

- Staff Meeting – 4/16

- Program Planning w/ League of Women Voters – 4/17
- Programming Librarian Meetup in Ft. Atkinson – 4/20
- Makerspace Training – 4/21
- Staff Meeting – 4/23
- SMART Goals Meeting – 4/23
- VHS Transfer w/ Police – 4/24
- 3D Print Training – 4/24
- Cricut Training – 4/24
- Storytelling Festival Meeting – 4/27
- Staff Meeting – 4/30
- Cricut Training – 4/30
- Staff Meeting – 5/6
- Scanner Training – 5/7
- Outreach at STEAM Faire – 5/9 – spoke to 110 people
- Storytelling Festival Meeting – 5/11
- Cricut Training – 5/12

Other Updates:

- Summer programming is finalized, and the program guide is complete and being distributed.
- The Makerspace now has a 3D Scanner, courtesy of the city. The city will also be funding the purchase of podcasting equipment and power tools for the Makerspace, which will be ordered soon.

Youth Services Report

May 2026

Collection Management

| | |
|-----------------------|-----------|
| Materials ordered | 58 |
| Books cataloged | 68 |
| Materials Weeded | 0 |
| Materials Reorganized | 0 |

Programs/Services

| Program Name | Participation |
|--------------------------------|----------------------|
| Unicorn Scavenger Hunt | 61 |
| Make a Butterfly | 47 |
| Draw Your Dream House | 13 |
| Coffee Filter Flowers | 10 |
| 1000 Books before Kindergarten | 1 |
| Storytime | 18 |
| Teen Gaming Club | 0 |
| Coloring Club | 6 |
| Build It! Club | 15 |
| Storytime | 18 |
| Homeschool Hangout | 27 |
| Teen Gaming Club | 3 |
| Coloring Club | 3 |
| Family Games Day | 6 |
| Storytime | 17 |

| | |
|---|---------------------------------------|
| Teen Gaming Club | 0 |
| Coloring Club | 6 |
| World of Words Bilingual Storytime | Cancelled due to presenter emergency. |
| Storytime | 13 |
| America the Beautiful: Celebrating our Country Through Children's Literature (In partnership with the League of Women Voters) | 0 |
| Teen Gaming Club | 2 |
| Coloring Club | 5 |
| Storytime | 16 |
| Teen Gaming Club | 0 |
| International Children's Day Outreach Event | 67 |
| Reference Questions/Technology Assistance Provided | 3 |

Meetings and Trainings

| | |
|------|--|
| 4/1 | Management Meeting |
| 4/8 | Management Meeting |
| 4/15 | Bridges Library System Teen Think Tank Meeting |
| 4/16 | Management Meeting |
| 4/17 | America the Beautiful Planning Meeting |
| 4/21 | Consultant Presentation |
| 4/23 | Management Meeting |
| 4/23 | SMART Goals Meeting |
| 4/24 | Infosec: Malware |
| 4/24 | NEOGOV: Bloodborne Pathogens |

| | |
|------|-------------------------------------|
| 4/24 | NEOGOV: Hazard Communication |
| 4/24 | Introduction to the Library Catalog |
| 4/30 | Management Meeting |

Bridges Library System Staff Reports

May 2026

Brittany Larson – Library System Director

Quarterly Check-Ins: In April/May I held quarterly check-ins with Bridges staff to discuss goals, how things are going, and the start of strategic planning and the 2027 budget process.

Budget 2027: I have begun the 2027 budget planning process with Bridges staff. We held a mini-strategic planning session on May 7th to discuss trends, needs, and the library landscape.

Adjacent County Reimbursements: Adjacent county reimbursement requests continue to flow in from different counties. I am verifying these requests and inputting them to submit to Waukesha County and Jefferson County for their 2027 budget processes. The statutory deadline is July 1st. If a library hasn't yet made their requests, this is a reminder that the deadline is approaching. Having the requests filed early is helpful as budget processes are starting.

Waukesha County Minimum to Exempt Standards (2026 Process): The annual library minimum to exempt standards calculations were sent to Waukesha County libraries on May 8th. Using information from each library's 2025 annual report, an overview is provided to library boards related to their specific minimum to exempt requirements. The requirements are based on the current 2022-2026 plan approved by the Waukesha County Board. Each library board must certify they will meet their requirements in 2026 as a part of the Waukesha County library tax exemption process. The certification is due back to the library system by August 31st. These minimum to exempt standards are an additional requirement in Waukesha County only. Details for the 2022-2026 plan can be found [here](#).

Mobile App RFP: The Mobile App committee has been meeting. I will attend the vendor interviews on May 18th.

Waukesha County Act 150 Process: The proposed 2027-2031 Waukesha County Services Plan was submitted to the County and has been placed on the County's Executive Committee and Finance Committee agendas and is prepared to go on the County Board's agenda in May.

Continuing Education: I attended the Wisconsin Association of Public Libraries (WAPL) Conference April 27th-29th, as well as a System and Resource Library Administrators Association of Wisconsin (SRLAW) meeting. On May 4th I attended a webinar on Memory Cafes held by WLA's Outreach Services Roundtable. On May 6th I attended a de-escalation training facilitated by NAMI and held at the New Berlin Public Library.

Library Visits: I visited the Johnson Creek Public Library on April 13th to facilitate a communication training for their staff inservice. I visited the Menomonee Falls Public Library on April 15th to present to their library board. I visited the Powers Memorial Library (Palmyra) on April 24th to tour the building with the State Librarian.

Kelly Nelson – Coordinator of Library Development

Library Visits – In April, I visited the Hartland Public Library to share what I do and learn a little more about the library.

Access For All: A Day of Learning

Angela Meyers and I recently collaborated with Journey21 in Oconomowoc to provide a full day of learning for library staff focused on serving adults with intellectual and developmental disabilities (IDD). Journey21 is an organization dedicated to providing education, employment skill development, and social opportunities for this population. The event was held at Journey21 and featured sessions on understanding IDD, the library's role in serving this community, addressing challenging behaviors, highlighting programs libraries are already offering, and brainstorming future initiatives.



Journey21 staff members, Dr. Sarah Scherwinski and Heidi Hamilton, led library staff in an engaging discussion on challenging behaviors they might face when working in a library.

Staff left with a stronger understanding of this underserved population and new ideas for expanding library programming to better serve them.

SEWI All Ages Programming Meet-ups – I held two SEWI-wide programming meetups in April, focusing on All Ages and Intergenerational Programming. This is a topic that I was inspired to talk about after seeing a similar learning session at last fall's WLA conference. Meetups were held at the Dwight Foster Public Library in Fort Atkinson and Cedarburg Public Library. 29 library staff members serving a variety of ages attended the meetups and came away with many new ideas.

PLA Conference – I was able to attend the Public Library Association Conference held in Minneapolis at the beginning of April. This was my first time attending a national conference and I was blown away by the number of exciting learning sessions. I was able to attend sessions in a variety of areas from staff culture and management to programming for older adults and adults with IDD, to the library's role in artificial intelligence. I'm looking forward to bringing some of these topics to our libraries.

Upcoming 2026 Events

- [SEWI Libraries De-Escalation Skills Workshop](#) – Presented by NAMI Southeast Wisconsin, May 21, 1:30-3:30 pm, Mukwonago Community Library
- [WI Library Buildings & Spaces Webinar](#) – New Libraries, Shared Spaces: Developing Mixed-Use Library Facilities, May 28, 2–3 pm

Professional Development

- Navigating Disability in the Workplace: Autism Focus – Webinar from Department of Workforce Development

Angela Meyers – Coordinator of Youth and Inclusive Services

Youth Services

- Coordinated and facilitated a Teen Think Tank meeting at Dwight Foster Public Library in Fort Atkinson, bringing together staff from eight libraries.
- Supported member libraries in preparation for the 2026 Summer Library Program by conducting outreach to businesses and community organizations to secure prize incentives for participating youth. This year, I obtained four new sponsors, including three in Jefferson County and one in Waukesha County.
- Met with two youth services staff members this month, including a newly hired full-time youth services librarian, and conducted a check-in with another library as part of my 2026 goals.

Inclusive Services

- The Library Memory Project was featured on What's on Tap with Sandy Maxx.
- Participated as a panelist in a Wisconsin Library Association Outreach Services Roundtable webinar on memory cafes.
- Participated in a Waukesha County Technical College Career Readiness Advisory Board meeting with GED/HSED providers and partner agencies serving the Waukesha County Jail. Bridges Library System was recognized for providing recreational reading materials to the jail population.
- The 3rd Annual Spring Family Day will be offered through the Library Memory Project at Dwight Foster Public Library in Fort Atkinson on Sunday, May 17, 2026. This partnership event includes Jefferson County libraries and the Aging and Disability Resource Center of Jefferson County.

Professional Development

Completed KnowBe4: Quarter 2 security training; attended the Wisconsin Association of Public Libraries (WAPL) Conference; and participated in Rolling with Change in the Workplace (Waukesha County's Standards of Service Excellence certificate program)

Emily Heller – Public Communications Coordinator

Tracks in the Stacks Bigfoot Hunt

I'm thrilled to have all 24 member libraries joining the hunt! All materials have been ordered and will be put into delivery next week. The event will run Monday, June 1 – Friday, August 21, 2026. Participants will learn something unique about the library they are visiting when they locate the bigfoot and read the poster. Get the details: <https://bridgeslibrarysystem.org/bigfoot/>



Web Accessibility Project

Good news! There has been an extension of the accessibility compliance dates from the Department of Justice.

- Population 50,000+ was extended to April 26, 2027
- Population less than 50,000 was extended to April 26, 2028

Even with the extension, I encouraged libraries to continue with their edits and remediations.

Spring Marketing Meetup

I will be hosting a Virtual Marketing Meetup on May 20 to talk about digital accessibility for social media platforms best practices.

Earth Day Celebration Outreach

I attended the Earth Day Celebration event at Retzer Nature Center on Saturday, April 25. We spoke to about 50 people and had an interactive photo station that families enjoyed. Nearly every visitor to our table was a patron of a Bridges member library!

I also connected with the Waukesha County Green Team about solar power presentations for libraries and patrons.



Summer Library Program

Bridges Summer Library Program webpage has the schedule of all the performers being sponsored by Bridges for reference by patrons and staff again. It has been set-up as an accessible document on the webpage. I am also working on creating and scheduling sponsor thank you social media posts.

In the news:

- Journey21 partners with Oconomowoc library to offer social events: [Freeman Article](#)
- Angela Meyers talks Memory Cafes with Sandy Maxx on 620 AM: [YouTube Podcast Link](#)

[News Archives](#)

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

- Marketing Magic:
 - May 1: 56.47% Open Rate

- April 17: 67.06% Open Rate
 - April 3: 55.29% Open Rate
- Monthly Bridges:
 - April: 45.14% Open Rate
 - March: 44.54% Open Rate
- Monthly Legislators:
 - April: Legislators – 33.33% Open Rate / Staff – 50% Open Rate
 - March: Legislators – 5.56% Open Rate / Staff – 38.46% Open Rate