



Library Board of Trustees

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

Monday, September 15, 2025- 6:30 PM

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

Please click the link below to join the webinar:

Join Zoom Meeting:

<https://us02web.zoom.us/j/81666861728?pwd=dZYqXcUkiFaLckPIYENMLRutSknO2t.1>

Meeting ID: 816 6686 1728

Passcode: p8EmnR3W

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 committee 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 council 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 committee member requests that an item be removed for individual consideration.

1. Approval of the minutes of the August 18, 2025 meeting
- [2.](#) Approval of Payment of Invoices for August 2025
- [3.](#) Acknowledgement of Receipt of August 2025 Statistical report
- [4.](#) Acknowledgement of Receipt of Financial reports
- [5.](#) Acknowledgement of Receipt of August 2025 Treasurer's reports

HEARING OF CITIZEN COMMENTS

No formal Committee 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 Committee discusses that particular item.

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OLD BUSINESS

- 6. Library Building Project general update
- 7. Discussion and possible action concerning the library's new logo design

NEW BUSINESS [HYPERLINK "appISf3421b79494249719bd6c7efeb5d1a9a"](#)

- 8. [Update Oaths of Office](#)
- 9. [Discussion and possible action in the allocation of recent donation](#)
- 10. [Discussion and possible action to modify the AIA construction project contract](#)
- 11. [Review and approval of the Social Media Policy](#)

CONSIDERATIONS / DISCUSSIONS / REPORTS

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

FUTURE AGENDA ITEMS

CONFIRMATION OF NEXT MEETING

ADJOURNMENT

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



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CONSENT AGENDA

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1. Approval of the minutes of the August 18, 2025 meeting
2. Approval of Payment of Invoices for August 2025
3. Acknowledgement of Receipt of August 2025 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of August 2025 Treasurer's reports

HEARING OF CITIZEN COMMENTS

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OLD BUSINESS

6. Library Building Project general update
7. Discussion and possible action concerning the library's new logo design

NEW BUSINESS

8. Update Oaths of Office
9. Discussion and possible action in the allocation of recent donation
10. Discussion and possible action to modify the AIA construction project contract
11. Review and approval of the Social Media Policy

CONSIDERATIONS / DISCUSSIONS / REPORTS

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

FUTURE AGENDA ITEMS

CONFIRMATION OF NEXT MEETING

ADJOURNMENT

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Meeting ID: 850 1614 5635

Passcode: KPCNXH4d

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MINUTES

CALL TO ORDER at 6:30pm

ROLL CALL

Present: Jennifer Motszko, Tara McKenzie-Peotter, Doug Anderson, Elizabeth Miller, Camden Harlan, Steven Sahyun

Not Present: Kathy Retzke

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

APPROVAL OF AGENDA

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- **Doug Anderson moved, Camden Harlan seconded the motion, the motion passed unanimously.**

CONSENT AGENDA

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

1. Approval of the minutes of the July 21, 2025 meeting

2. Approval of Payment of Invoices for July 2025
3. Acknowledgement of Receipt of July 2025 Statistical report
4. Acknowledgement of Receipt of Financial reports
 - *Some received, but none received from City
5. Acknowledgement of Receipt of July 2025 Treasurer's reports

- **Doug Anderson moved, Camden Harlan seconded the motion, unanimous yes**

HEARING OF CITIZEN COMMENTS

No formal Committee 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 Committee discusses that particular item.

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- No citizen comments were voiced at this meeting.

OLD BUSINESS

6. Library Building Project general update

(Diane Jaroch, Director)

Landscaping is happening! Pavers started, laying sod. Waiting until landscaping is done to put in asphalt. Temporary exit was mostly removed today. Pickup has been moved to the south side of the building. Ceramic tile has been placed in public restrooms. Fireproofing needs to happen above the ceilings in the renovation part. Ongoing discussions with architect and City.

NEW BUSINESS

7. Discussion and action concerning the \$97,000 bequeathed to the library and applying it towards the contingency fund part of the building project
8. Discussion about the logo and rebranding of the library

Sarah meets with graphic designer on Friday. Survey sent to board members and full-time library staff about logo is due tomorrow 8/19/2025.

9. Review and approval of the Claims Returned Policy

No changes proposed to the policy. "...owned by other libraries, its status will be changed to lost on the patron's record."

- **Camden Harlan moved to approve as amended, Doug Anderson seconded, motion passed unanimously.**

CONSIDERATIONS / DISCUSSIONS / REPORTS

10. Library Director's report

(Diane Jaroch, Director)

New hire Hunter will start September 2nd! Diane and Sarah finished introductory Spanish classes offered through the City of Whitewater. Today Diane got key fobs for staff so they can get in the new entrance.

11. Assistant Director's report

(Sarah French, Assistant Director)

Plugging away with curbside pickup. Whole City got a new phone system, so troubleshooting setup of that. Collaborating with UW-Whitewater on community-based learning classes. Currently working through 6 – month reviews with staff.

12. Youth Educational Services report

13. Bridges Library System Staff reports

14. Board reports

Library Board of Trustees training week is this week. Jennifer attended the Library Law session today.

FUTURE AGENDA ITEMS

Social Media Policy examples

CONFIRMATION OF NEXT MEETING Monday, September 15th at 6:30 pm

ADJOURNMENT at 7:06pm

Moved by Camden Harlan, seconded by Doug Anderson

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

August 2025

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Midwest Tape	507553165	\$ 9.99
Audiovisual-adult	Midwest Tape	507616243	\$ 132.78
Audiovisual-adult	B&T	H73270520	\$ 92.63
			\$ 235.40
Audiovisual-digital	Midwest Tape	507679078	\$ 304.12
Audiovisual-juvenile	Amazon	n/a	\$ 32.95
Audiovisual-juvenile	Midwest Tape	507553167	\$ 26.99
Audiovisual-juvenile	Midwest Tape	507616246	\$ 26.99
Audiovisual-juvenile	Midwest Tape	507616244	\$ 23.24
Audiovisual-juvenile	Amazon	n/a	\$ 32.95
			\$ 143.12
Books-adult	Thrift Books	n/a	\$ 134.44
Books-adult	B&T	2039229650	\$ 1,018.91
			\$ 1,153.35
Books-digital	Midwest Tape	507679078	\$ 57.27
Books-juvenile	Ingram	89672263	\$ 52.93
Books-juvenile	Ingram	90092814	\$ 386.59
			\$ 439.52
Building project	Miron	G-011	\$ 132,718.52
Building project	Studio GC	20118A.20	\$ 5,553.49
			\$ 138,272.01
Material recovery	Unique	6142419	\$ 46.60
Material replacement	Waukesha Public Library	20220602	\$ 11.80
Office supplies	When I Work	4XSDFVH-0003	\$ 37.50
Office supplies	Shred-it	675861760621.00	\$ 202.30
Office supplies	Amazon	n/a	\$ 71.57
Office supplies	Walmart	n/a	\$ 28.41
			\$ 339.78
Periodicals-adult	Stampington & Company	n/a	\$ 53.97
Periodicals-adult	Discount Mags	n/a	\$ 25.46
			\$ 79.43

August 2025

Item 4.

Program supplies-adult	Amazon	n/a	\$	23.29
Program supplies-adult	Facebook	n/a	\$	39.85
Program supplies-adult	Dollar Tree	n/a	\$	19.63
			\$	82.77
Program supplies-juvenile	Amazon	n/a	\$	232.76
Subscriptions & dues	ALA		4230271 \$	125.00

		City of Whitewater	3,608		
Jefferson County				Dodge County	
City	79			City	0
Rural	160			Rural	0
TOTAL	239			TOTAL	0
Rock County				Waukesha County	
City	33			City	0
Rural	17			Rural	0
TOTAL	50			TOTAL	0
Walworth County					
City	1			Other Counties	21
Rural	225				
TOTAL	226			Out of State	0
Dane County					
City	0			Total Nonresident	564
Rural	49				
TOTAL	49				
				TOTAL	4,193
	ADULT	2,307	CHILDREN	755	
ACCESS & USAGE		INFORMATION SERVICE			
Days Open/Curbside	26	Reference	67		
Hours Open/Curbside	89				
Library Visits	0	REGISTRATION			
		Resident	3,608		
		Non-Resident	1,951		
		Total Registered Borrowers	5,559		
OVERDRIVE	1,648	New Users	22	IN-PERSON PROGRAMS	
				Children 0-5 Programs	0
MAKER SPACE	0	INTERLIBRARY LOAN		Attendance	0
		Lending	1,320	Children 6-11 Programs	0
MEETING ROOMS	0	Borrowing	1,356	Attendance	0
				Children 12-18 Programs	0
HOOPLA		VOLUNTEERS		Attendance	0
Checkouts	153	Participants	0	Adult Programs	0
Cost	\$ 361.39	Hours worked	0	Attendance	0
		HOME DELIVERY		All Ages	1
COLLECTION MAINTENANCE		Participants	13	Attendance	37
		Items Delivered	137	SELF-DIRECTED PROGRAMS	
Books added	139			Children 0-5 Programs	0
Audio materials added	4	PRE-RECORDED PROGRAMS		Attendance	0
Video materials added	12	Children 0-5 Programs	0	Children 6-11 Programs	1
Other materials added	18	Attendance	0	Attendance	36
		Children 6-11 Programs	0	Children 12-18 Programs	0
Materials withdrawn	0	Attendance	0	Attendance	0
		Children 12-18 Programs	0	Adult Programs	0
		Attendance	0	Attendance	0
		Adult Programs	0	All Ages	
		Attendance	0	Attendance	

CITY OF WHITEWATER
BALANCE SHEET
AUGUST 31, 2025

Item 6.

LIBRARY SPECIAL REVENUE FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
220-11100 CASH	253,383.70	6,838.37 (310,075.73) (56,692.03)
220-11300 INVESTMENTS	35,544.83	127.52	1,003.53	36,548.36
220-11301 LIBRARY BRD MM-132 732	1,085.10	.00 (4.74)	1,080.36
220-11500 LIBRARY BRD INVESTMENTS CDS	333,963.14	1,198.15	9,418.82	343,381.96
220-12000 ACCOUNTS RECEIVABLE	2,500.00	.00 (2,500.00)	.00
TOTAL ASSETS	626,476.77	8,164.04 (302,158.12)	324,318.65
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
220-21100 ACCOUNTS PAYABLE	5,797.61	650.33 (5,147.28)	650.33
220-21106 WAGES CLEARING	26,435.70	.00 (26,435.70)	.00
TOTAL LIABILITIES	32,233.31	650.33 (31,582.98)	650.33
<u>FUND EQUITY</u>				
220-34300 FUND BALANCE	574,789.66	.00	.00	574,789.66
220-34320 CAPITAL IMPROVEMENT RESERVE	19,453.80	.00	.00	19,453.80
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	7,513.71 (270,575.14)	(270,575.14)
BALANCE - CURRENT DATE	.00	7,513.71 (270,575.14)	(270,575.14)
TOTAL FUND EQUITY	594,243.46	7,513.71 (270,575.14)	323,668.32
TOTAL LIABILITIES AND EQUITY	626,476.77	8,164.04 (302,158.12)	324,318.65

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

Item 6.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55 CONTRACT REVENUE	82,123.50	227,710.00	219,768.00	(7,942.00)	103.6
TOTAL INTERGOVERNMENTAL REVENUE	82,123.50	227,710.00	219,768.00	(7,942.00)	103.6
<u>FINES & FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	61.41	967.77	3,300.00	2,332.23	29.3
220-45330-55 COPY MACHINE REVENUE	29.34	1,903.25	4,000.00	2,096.75	47.6
TOTAL FINES & FORFEITURES	90.75	2,871.02	7,300.00	4,428.98	39.3
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	127.52	1,003.53	706.66	(296.87)	142.0
220-48105-55 LIBRARY BOARD INTEREST INCOME	1,198.15	9,419.08	.00	(9,419.08)	.0
220-48500-55 DONATIONS	622.43	8,561.56	18,000.00	9,438.44	47.6
220-48525-55 GRANT REVENUE	.00	2,000.00	.00	(2,000.00)	.0
220-48600-55 MISC REVENUE	.00	347.38	400.00	52.62	86.9
TOTAL MISCELLANEOUS REVENUE	1,948.10	21,331.55	19,106.66	(2,224.89)	111.6
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	.00	469,370.34	469,370.34	.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	120,579.81	120,579.81	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	589,950.15	589,950.15	.0
TOTAL FUND REVENUE	84,162.35	251,912.57	836,124.81	584,212.24	30.1

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

Item 6.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	29,011.64	183,764.26	313,503.99	129,739.73	58.6
220-55110-114 WAGES/PART-TIME	24,432.26	135,671.63	222,238.35	86,566.72	61.1
220-55110-117 LONGEVITY	.00	500.00	2,000.00	1,500.00	25.0
220-55110-120 EMPLOYEE BENEFITS	14,069.49	110,152.60	179,591.19	69,438.59	61.3
220-55110-211 PROFESSIONAL DEVELOPMENT	80.00	508.79	2,000.00	1,491.21	25.4
220-55110-218 PROFESSIONAL SERV/CONSULTING	.00	.00	1,000.00	1,000.00	.0
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	1,050.00	4,873.19	7,209.19	2,336.00	67.6
220-55110-225 TELECOM/INTERNET/COMMUNICATION	703.99	3,818.65	7,007.46	3,188.81	54.5
220-55110-310 OFFICE & TECHNICAL SUPPLIES	732.58	6,877.30	15,000.00	8,122.70	45.9
220-55110-313 POSTAGE	10.55	56.72	336.63	279.91	16.9
220-55110-319 MATERIAL RECOVERY	46.60	523.95	725.00	201.05	72.3
220-55110-320 SUBSCRIPTIONS/DUES	670.40	1,098.70	650.00	(448.70)	169.0
220-55110-321 LIBRARY BOOKS-ADULT	1,669.56	13,894.04	25,000.00	11,105.96	55.6
220-55110-323 LIBRARY BOOKS-JUVENILE	515.08	3,525.98	6,000.00	2,474.02	58.8
220-55110-324 LIBRARY PERIODICALS-ADULT	53.97	1,615.61	2,400.00	784.39	67.3
220-55110-325 LIBRARY PERIODICALS-JUVENILE	.00	.00	1,000.00	1,000.00	.0
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	358.59	5,054.41	6,500.00	1,445.59	77.8
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	174.66	727.36	2,000.00	1,272.64	36.4
220-55110-330 TRAVEL EXPENSES	15.47	671.55	2,000.00	1,328.45	33.6
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	.00	186.00	500.00	314.00	37.2
220-55110-332 LIBRARY BOOKS-DIGITAL	104.20	6,503.46	4,613.00	(1,890.46)	141.0
220-55110-333 AUDIO/VISUAL LIBRARY-DIGITAL	654.63	2,453.89	2,500.00	46.11	98.2
220-55110-335 DATABASE SUBSCRIPTIONS	.00	21,590.00	22,000.00	410.00	98.1
220-55110-337 LIBRARY BUILDING PROJECT EXP	.00	70.82	.00	(70.82)	.0
220-55110-341 PROGRAM SUPPLIES-ADULT	79.77	1,211.96	3,500.00	2,288.04	34.6
220-55110-342 PROGRAM SUPPLIES-JUVENILE	1,301.87	4,007.58	6,000.00	1,992.42	66.8
220-55110-343 MISC SUPPLIES-ADULT	.00	.00	150.00	150.00	.0
220-55110-346 SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-347 LIBRARY USE OF GRANTS EXPENSE	900.00	5,313.88	.00	(5,313.88)	.0
220-55110-348 SALES TAX EXPENSE	1.53	83.65	300.00	216.35	27.9
220-55110-350 CONTINGENCIES	11.80	11.80	300.00	288.20	3.9
220-55110-500 LIBRARY BOARD CHECKING	.00	5.00	.00	(5.00)	.0
220-55110-810 CAPITAL EQUIPMENT	.00	7,714.93	.00	(7,714.93)	.0
TOTAL LIBRARY	76,648.64	522,487.71	836,124.81	313,637.10	62.5
TOTAL FUND EXPENDITURES	76,648.64	522,487.71	836,124.81	313,637.10	62.5
NET REVENUE OVER EXPENDITURES	7,513.71	(270,575.14)	.00	270,575.14	.0

CITY OF WHITEWATER
BALANCE SHEET
JULY 31, 2025

Item 6.

LIBRARY SPECIAL REVENUE FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
220-11100 CASH	253,383.70	(53,232.34)	(316,914.10)	(63,530.40)
220-11300 INVESTMENTS	35,544.83	127.08	876.01	36,420.84
220-11301 LIBRARY BRD MM-132 732	1,085.10	.00	(4.74)	1,080.36
220-11500 LIBRARY BRD INVESTMENTS CDS	333,963.14	3,564.97	8,220.67	342,183.81
220-12000 ACCOUNTS RECEIVABLE	2,500.00	.00	(2,500.00)	.00
TOTAL ASSETS	626,476.77	(49,540.29)	(310,322.16)	316,154.61
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
220-21100 ACCOUNTS PAYABLE	5,797.61	(1,098.75)	(5,797.61)	.00
220-21106 WAGES CLEARING	26,435.70	.00	(26,435.70)	.00
TOTAL LIABILITIES	32,233.31	(1,098.75)	(32,233.31)	.00
<u>FUND EQUITY</u>				
220-34300 FUND BALANCE	574,789.66	.00	.00	574,789.66
220-34320 CAPITAL IMPROVEMENT RESERVE	19,453.80	.00	.00	19,453.80
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	(48,441.54)	(278,088.85)	(278,088.85)
BALANCE - CURRENT DATE	.00	(48,441.54)	(278,088.85)	(278,088.85)
TOTAL FUND EQUITY	594,243.46	(48,441.54)	(278,088.85)	316,154.61
TOTAL LIABILITIES AND EQUITY	626,476.77	(49,540.29)	(310,322.16)	316,154.61

	Current Month	Received to Date	Est. FY Rev.	% of Total
Fees	\$10.00	\$257.63	\$500.00	52%
Materials Replacement	\$135.71	\$635.40	\$1,000.00	64%
County Reimbursements	\$0.00	\$227,602.00	\$219,768.00	104%
Gifts & Grants	\$10,411.70	\$17,329.88	\$15,000.00	116%
Copywork	\$141.30	\$1,805.18	\$3,000.00	60%
TOTAL	\$10,698.71	\$160,358.29	\$239,268.00	67%

FRIENDS OF THE LIBRARY FINANCIAL REPORT

Jan-25

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

Feb-25

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

Mar-25

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

Apr-25

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

May-25

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

Jun-25

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

25-Jul

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

Aug-25

Beginning Balance		\$ 2,691.36
Deposit	120	\$ 2,811.36

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

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2025

Item 6.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	941.09	5,460.06	11,131.25	5,671.19	49.1
100-55111-118 UNIFORM ALLOWANCES	.00	.00	27.00	27.00	.0
100-55111-150 MEDICARE TAX/CITY SHARE	14.69	95.46	175.63	80.17	54.4
100-55111-151 SOCIAL SECURITY/CITY SHARE	62.81	408.22	750.96	342.74	54.4
100-55111-152 RETIREMENT	65.40	416.02	775.50	359.48	53.7
100-55111-153 HEALTH INSURANCE	72.00	600.00	864.00	264.00	69.4
100-55111-154 HRA-LIFE STYLE ACCT EXPENSE	.00	75.00	90.00	15.00	83.3
100-55111-155 WORKERS COMPENSATION	18.07	123.92	214.11	90.19	57.9
100-55111-156 LIFE INSURANCE	.10	1.03	3.79	2.76	27.2
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	204.00	204.00	.0
100-55111-221 WATER & SEWER	396.13	2,936.59	2,856.00	(80.59)	102.8
100-55111-222 ELECTRICITY	1,522.09	8,692.58	13,600.00	4,907.42	63.9
100-55111-223 NATURAL GAS	200.12	3,037.49	4,545.00	1,507.51	66.8
100-55111-244 HVAC	.00	4,162.04	1,262.50	(2,899.54)	329.7
100-55111-245 FACILITY IMPROVEMENTS	.00	.00	3,060.00	3,060.00	.0
100-55111-246 JANITORIAL SERVICES	.00	7,554.00	16,380.00	8,826.00	46.1
100-55111-294 GROUNDS MAINTENANCE	.00	112.18	.00	(112.18)	.0
100-55111-355 REPAIR & SUPPLIES	.00	4,567.82	2,040.00	(2,527.82)	223.9
TOTAL YOUNG LIBRARY BUILDING	3,292.50	38,242.41	57,979.74	19,737.33	66.0
TOTAL FUND EXPENDITURES	3,292.50	38,242.41	57,979.74	19,737.33	66.0
NET REVENUE OVER EXPENDITURES	(3,292.50)	(38,242.41)	(57,979.74)	(19,737.33)	(66.0)

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2025

Item 6.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	638.57	4,518.97	11,131.25	6,612.28	40.6
100-55111-118 UNIFORM ALLOWANCES	.00	.00	27.00	27.00	.0
100-55111-150 MEDICARE TAX/CITY SHARE	10.31	80.77	175.63	94.86	46.0
100-55111-151 SOCIAL SECURITY/CITY SHARE	44.05	345.41	750.96	405.55	46.0
100-55111-152 RETIREMENT	44.38	350.62	775.50	424.88	45.2
100-55111-153 HEALTH INSURANCE	72.00	528.00	864.00	336.00	61.1
100-55111-154 HRA-LIFE STYLE ACCT EXPENSE	.00	75.00	90.00	15.00	83.3
100-55111-155 WORKERS COMPENSATION	12.26	105.85	214.11	108.26	49.4
100-55111-156 LIFE INSURANCE	.13	.93	3.79	2.86	24.5
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	204.00	204.00	.0
100-55111-221 WATER & SEWER	408.22	2,540.46	2,856.00	315.54	89.0
100-55111-222 ELECTRICITY	1,736.26	7,170.49	13,600.00	6,429.51	52.7
100-55111-223 NATURAL GAS	224.69	2,837.37	4,545.00	1,707.63	62.4
100-55111-244 HVAC	.00	4,162.04	1,262.50	(2,899.54)	329.7
100-55111-245 FACILITY IMPROVEMENTS	.00	.00	3,060.00	3,060.00	.0
100-55111-246 JANITORIAL SERVICES	1,259.00	7,554.00	16,380.00	8,826.00	46.1
100-55111-294 GROUNDS MAINTENANCE	112.18	112.18	.00	(112.18)	.0
100-55111-355 REPAIR & SUPPLIES	38.87	4,567.82	2,040.00	(2,527.82)	223.9
TOTAL YOUNG LIBRARY BUILDING	4,600.92	34,949.91	57,979.74	23,029.83	60.3
TOTAL FUND EXPENDITURES	4,600.92	34,949.91	57,979.74	23,029.83	60.3
NET REVENUE OVER EXPENDITURES	(4,600.92)	(34,949.91)	(57,979.74)	(23,029.83)	(60.3)

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2025

Item 6.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55 CONTRACT REVENUE	.00	145,586.50	219,768.00	74,181.50	66.3
TOTAL INTERGOVERNMENTAL REVENUE	.00	145,586.50	219,768.00	74,181.50	66.3
<u>FINES & FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	35.99	906.36	3,300.00	2,393.64	27.5
220-45330-55 COPY MACHINE REVENUE	9.00	1,873.91	4,000.00	2,126.09	46.9
TOTAL FINES & FORFEITURES	44.99	2,780.27	7,300.00	4,519.73	38.1
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	127.08	876.01	706.66	(169.35)	124.0
220-48105-55 LIBRARY BOARD INTEREST INCOME	3,564.97	8,220.93	.00	(8,220.93)	.0
220-48500-55 DONATIONS	.46	7,939.13	18,000.00	10,060.87	44.1
220-48525-55 GRANT REVENUE	.00	2,000.00	.00	(2,000.00)	.0
220-48600-55 MISC REVENUE	1.00	347.38	400.00	52.62	86.9
TOTAL MISCELLANEOUS REVENUE	3,693.51	19,383.45	19,106.66	(276.79)	101.5
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	.00	469,370.34	469,370.34	.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	120,579.81	120,579.81	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	589,950.15	589,950.15	.0
TOTAL FUND REVENUE	3,738.50	167,750.22	836,124.81	668,374.59	20.1

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2025

Item 6.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	19,169.83	154,752.62	313,503.99	158,751.37	49.4
220-55110-114 WAGES/PART-TIME	15,328.35	111,239.37	222,238.35	110,998.98	50.1
220-55110-117 LONGEVITY	.00	500.00	2,000.00	1,500.00	25.0
220-55110-120 EMPLOYEE BENEFITS	11,656.71	96,083.11	179,591.19	83,508.08	53.5
220-55110-211 PROFESSIONAL DEVELOPMENT	(80.00)	428.79	2,000.00	1,571.21	21.4
220-55110-218 PROFESSIONAL SERV/CONSULTING	.00	.00	1,000.00	1,000.00	.0
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	1,152.79	3,823.19	7,209.19	3,386.00	53.0
220-55110-225 TELECOM/INTERNET/COMMUNICATION	808.94	3,114.66	7,007.46	3,892.80	44.5
220-55110-310 OFFICE & TECHNICAL SUPPLIES	695.24	6,144.72	15,000.00	8,855.28	41.0
220-55110-313 POSTAGE	.00	46.17	336.63	290.46	13.7
220-55110-319 MATERIAL RECOVERY	.00	477.35	725.00	247.65	65.8
220-55110-320 SUBSCRIPTIONS/DUES	.00	428.30	650.00	221.70	65.9
220-55110-321 LIBRARY BOOKS-ADULT	2,005.65	12,224.48	25,000.00	12,775.52	48.9
220-55110-323 LIBRARY BOOKS-JUVENILE	435.96	3,010.90	6,000.00	2,989.10	50.2
220-55110-324 LIBRARY PERIODICALS-ADULT	.00	1,561.64	2,400.00	838.36	65.1
220-55110-325 LIBRARY PERIODICALS-JUVENILE	.00	.00	1,000.00	1,000.00	.0
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	435.59	4,695.82	6,500.00	1,804.18	72.2
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	.00	552.70	2,000.00	1,447.30	27.6
220-55110-330 TRAVEL EXPENSES	27.23	656.08	2,000.00	1,343.92	32.8
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	.00	186.00	500.00	314.00	37.2
220-55110-332 LIBRARY BOOKS-DIGITAL	.00	6,399.26	4,613.00	(1,786.26)	138.7
220-55110-333 AUDIO/VISUAL LIBRARY-DIGITAL	.00	1,799.26	2,500.00	700.74	72.0
220-55110-335 DATABASE SUBSCRIPTIONS	.00	21,590.00	22,000.00	410.00	98.1
220-55110-337 LIBRARY BUILDING PROJECT EXP	.00	70.82	.00	(70.82)	.0
220-55110-341 PROGRAM SUPPLIES-ADULT	444.53	1,132.19	3,500.00	2,367.81	32.4
220-55110-342 PROGRAM SUPPLIES-JUVENILE	99.22	2,705.71	6,000.00	3,294.29	45.1
220-55110-343 MISC SUPPLIES-ADULT	.00	.00	150.00	150.00	.0
220-55110-346 SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-347 LIBRARY USE OF GRANTS EXPENSE	.00	4,413.88	.00	(4,413.88)	.0
220-55110-348 SALES TAX EXPENSE	.00	82.12	300.00	217.88	27.4
220-55110-350 CONTINGENCIES	.00	.00	300.00	300.00	.0
220-55110-500 LIBRARY BOARD CHECKING	.00	5.00	.00	(5.00)	.0
220-55110-810 CAPITAL EQUIPMENT	.00	7,714.93	.00	(7,714.93)	.0
TOTAL LIBRARY	52,180.04	445,839.07	836,124.81	390,285.74	53.3
TOTAL FUND EXPENDITURES	52,180.04	445,839.07	836,124.81	390,285.74	53.3
NET REVENUE OVER EXPENDITURES	(48,441.54)	(278,088.85)	.00	278,088.85	.0



September 05, 2025

Statement Period:
August 01, 2025 - August 31, 2025

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

Contact Us

- For personal assistance, call:
414-961-6600
- Visit us online:
www.americandeposits.com
- 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	\$ 342,193.81	\$ 1,198.15	4.26 %

Balance Summary

Beginning Balance:	\$	342,193.81
Total Deposits:	\$	1,198.15
Total Withdrawals:	\$	0.00
Ending Balance:	\$	343,391.96
Average Balance:	\$	342,193.81

Transaction Detail

DEPOSITS

Date	Description	Amount
08/31/2025	Accrued Interest Earned	\$ 1,198.15
Total Deposits:		\$ 1,198.15

Summary of Financial Institutions

FDIC/ NCUA	Name	Balance
24077	Altra, FCU	\$ 4,563.89
24540	Bank of New England	\$ 11,148.48
57368	Bankwell Bank	\$ 150,961.61
27237	Enterprise Bank & Trust	\$ 158,087.82
3832	Old National Bank	\$ 6,792.52
59112	Studio Bank	\$ 2,588.14
6560	The Huntington National Bank - Repurchase Agreement	\$ 1,198.15
18344	UBank (TX)	\$ 2,894.56
18344	UBank (TX)	\$ 1,180.31
26626	United Texas Bank	\$ 3,976.48
Ending Balance:		\$ 343,391.96

American Deposit Management LLC applied a period ending Jul 2025 Deposit Advisory Fee of \$84.20 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 Jul 2025, the Program Fee of 0.04 was applied to gross earnings of \$1,331.42 for a total of \$53.26.

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).



AMERICAN DEPOSIT MANAGEMENT

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

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NEW BRANCH HOURS - Changes effective September 2, 2025

- Whitewater West branch Drive-Up will close 30 minutes sooner Mon-Thurs
- East Troy branch Lobby will open 30 minutes sooner Mon-Sat

All branches will offer the same Hours:

Lobby (Mon-Fri)	8:30am - 5:00pm
Lobby (Sat)	8:30am - 12:00pm
Drive-Up (Mon-Thurs)	8:00am - 5:00pm
Drive-Up (Fri)	8:00am - 5:30pm
Drive-Up (Sat)	8:00am - 12:00pm

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MUNICIPAL ACCOUNT 132732

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			07/31/25	1,080.36
BALANCE THIS STATEMENT			08/29/25	1,080.36
TOTAL DAYS IN STATEMENT PERIOD 08/01/25 THROUGH 08/29/25:				29
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 -





Irvin L. Young Memorial Library

OATH OF OFFICE

I, _____, having been appointed to the position of
City of Whitewater _____, swear that I
will support the Constitution of the United States, the Constitution of the State of Wisconsin, the
Ordinances of the City of Whitewater, and will fairly and impartially discharge the duties of said office or
position to the best of my ability.

Subscribed and sworn to before me this
____ day of _____, 20____.

Project Memorandum

Date: August 29, 2025

To: Whitewater Public Library

From: Marisa Urbina, AIA
Project Manager at Studio GC

Re: Whitewater Public Library: Sprinkler Protection Clarification

Sequence of events related to the construction of The Whitewater Public Library Addition and Renovation project as related to sprinkler and fire protection of the existing interstitial above ceiling space.

DSPS Conditional Approval

May-August 2024 - Studio GC submitted and received conditional approval from DSPS for the Building, HVAC, and Plumbing reviews of the Addition and Renovation project full drawing set. The drawing sets provided to DSPS and issued for construction did not include installation of existing interstitial ceiling space or attic sprinklers or added fire protection in those locations, as those items were not required to be altered by the applicable codes. Upon the completion of the review by DSPS, there were no comments on any of the conditional approval documents indicating missing items related to interstitial ceiling space or attic sprinklers or fire protection, thereby confirming our code analysis.

November-December 2024 – The subcontractor submitted and received conditional approval from DSPS as related to Fire Protection for PHASE 1 – ADDITION WORK ONLY. Phase 2 had not been submitted until mid-August 2025 and is currently with DSPS and pending approval. The division of work and timing for the submittal of the sprinkler work for phase one and phase two was dictated by the sprinkler contractor.

Note: The DSPS document that provided conditional approval for Phase 1 was provided to only the subcontractor and city. This document was not provided to Studio GC until July, 2025, after the identification of the issue. The comments on the DSPS review letter relate to the addition area only (Phase 1) because of how the sprinkler contractor decided to phase the submittal.

Interstitial Above Ceiling Sprinkler Protection Question Timeline

July-August 2025

1. During their survey of the existing system, the sprinkler subcontractor asked a question regarding the system which was outside of the scope of work. They asked whether the existing building above ceiling spaces required sprinkler protection. This question was sent to Studio GC via RFI (Request for Information).
2. Studio GC completed our due diligence, which included a code review and initiated discussion to involve the local City of Whitewater building inspector, Joe Mesler.
3. Studio GC, through their code review, found that the level of work within the existing building was classified as being low level alteration. Low level alteration, as defined in the code, does not require the existing exposed combustibles to be protected per the current code requirements. Studio GC verbally presented this information to Joe Mesler and Chief Ryan Dion on site at the library. Both Mesler and Dion requested written documentation from Studio GC.
4. Studio GC presented a written document titled, "Whitewater Sprinkler Code Report" that was dated 07/25, which indicated that protection is not required to be installed above ceiling for this building project because of the level of alteration work.
5. On 7/28/2025, a virtual meeting was held with Studio GC, The City of Whitewater, and Whitewater Public Library. The City of Whitewater representatives indicated to Studio GC that they disagreed with the code report provided by Studio GC. The City noted they had a DSPS Conditional Approval Sprinkler letter from December 2024, which indicates the required protection of combustible materials. (As noted above, this letter from December applied to Phase 1, addition work, only due to the sprinkler contractor separation of the submittal). The city representatives also noted they presented the existing above ceiling sprinkler item to DSPS representative, Joe Nowicki. After the state's consideration of the issue, an email response was provided from Joe Nowicki, indicating that, "The department has determined that once a combustible concealed space that had been inaccessible is made accessible it is required to meet current code". The city provided this response to Studio GC. Upon Studio GC review, our office agreed to communicate with Joe Nowicki regarding this item.
6. Studio GC contacted the above referenced DSPS representative, Joe Nowicki, on 7/28/25 via phone and email and received clarification the

attic was NOT required to meet the current code, but the interstitial ceiling space was considered to have been made accessible with the full removal of the ACT ceiling. As such, DSPS is requiring the existing interstitial above ceiling space to meet the current code and receive protection of exposed combustibles.

7. Studio GC reached out to the general contractor for pricing from the contractor and this pricing was provided on 8/8/25 to be \$112,914.04 for the work.
8. Studio GC provided an updated document titled, "Whitewater Sprinkler Protection Update" that was dated 8/15, to the City of Whitewater.

Studio GC stands by our initial assessment based on the level of alteration, the existing combustible protection does not need to be elevated to current code requirements. The City of Whitewater decision to confer with the state to determine a course of action has now resulted in the installation of additional sprinklers and added combustible protection within the interstitial above ceiling space. The design solution to add this work has now been submitted to DSPS for approval. In coordination with the Whitewater Public Library team, Studio GC issued a Construction Change Directive to have the contractor start the work immediately on site to avoid further project delays. This work remains in progress and ongoing.

Please do not hesitate to reach out with any questions.

cc: Jennifer Motzko, Library Board President
Diane Jaroch, Library Director
Darren Schretter, Principal, Studio GC

References: "LTR-25_0725-Whitewater Sprinkler Code Report-FINAL.PDF"
"25_0815-Whitewater Public Library Sprinkler Protection Update.PDF"

Social Media Policy

Purpose

The Whitewater Public Library maintains a Social Media presence to engage with the community, promote Library services and events, and share information. Content on Social Media is permanent, retrievable, and public. For the purposes of these guidelines, “social media” refers to any public website or application that enables users to create and share content or to participate in social interaction. Examples include, but are not limited to, Facebook, Instagram, and YouTube.

Employee Responsibilities

No Library Employee may establish a work-related Social Media Account without the authorization of the Library Director. The Library Director may delegate managers and librarians to administer and provide content for the Library’s Social Media Account. Employees so designated are required to read and follow the Library’s social media policy. The Library Director may revoke access to Library Social Media accounts at any time.

Use of Social Media sites must be consistent with federal, state, and local laws, regulations, and policies, including record retention requirements. Employees shall not blur or combine their personal Social Media with the Library’s Social Media. Employees cannot use Library Social Media for political purposes, to conduct private commercial transactions, or engage in private business activities. Usage of Social Media in violation of this policy may be grounds for disciplinary action up to and including termination.

Public Responsibilities

The Library’s Social Media is public record. All submitted content to the Library’s Social Media is subject to Wisconsin Public Records Law and the Library’s Records Retention Policy and may be subject to public disclosure.

By submitting comments, photos, posts, or other content on the Library’s Social Media pages, patrons give the Library the right to reproduce, distribute, publish, display, delete, and otherwise use those submissions for any purpose, in any form, on any media.

While posting to Library-sponsored Social Media accounts patrons may not:

- Post personal attacks, bullying, libel, or threats, or use profanity and abusive language
- Post obscene, sexual, or pornographic content
- Post solicitations or advertisements of any commercial entity, product, or service other than those which are directly related to Library and community collaborations
- Post comments that suggest or encourage illegal or lascivious activity and may not violate any federal, state, or local law
- Post personal or contact information or any private information published without consent

- Post copyrighted or plagiarized materials, not including works used under Fair Use
- Post unrelated hyperlinks or spam
- Post information that could compromise the safety of the public or content that promotes discrimination or hate speech
- Post anything unrelated to the purpose and scope of the account

The Library reserves the right (but is not obligated) to do any of the following:

- Hide from public view any of the prohibited commentary
- Ban people who are spamming or continuously ignoring the Social Media policy from the page or group
- Access, monitor, and read any submission on Library-sponsored Social Media accounts

The Library does not guarantee a response to all correspondence on Social Media. Those requesting immediate assistance must follow normal procedures for contacting the Library.

The Library (and, subsequently, the City of Whitewater or its representatives) is not responsible for any damages, losses, liabilities, judgments, costs, or expenses (including attorney's fees) arising out of a claim by a third party related to any material a member of the public has posted.

Any legal expenses or costs incurred by the City of Whitewater related to the enforcement of any part of this policy shall be reimbursed by the person or group against whom the policy is enforced.

Removal of Posts

Some content may be removed due to limited publishing rights of the materials, including but not limited to storytime or contractual agreements with performers.

Content that is in clear violation of the Social Media Policy may be deleted, hidden, or otherwise removed from a Library Social Media account. If content is deleted, it is documented in a content removal log. If it is determined that a specific user has violated the Social Media policy three or more times within any 12-month period, Library Staff may delete the content, or block or ban the user account to prevent further violations. The duration of the block or ban is determined by the Library Director and is based on the severity of the behavior.

Appeals

For the purposes of this section, pursuant to Wis. Stat. § 68.16, Whitewater Public Library is specifically electing not to be governed by Chapter 68 "Municipal Administrative Procedure" and instead sets forth the following procedure to appeal any decisions made under this policy.

- 1) If a user feels their content or access to Whitewater Public Library's digital forums were unjustly removed, they can file an appeal for reconsideration by sending a written request to the Library Director.
- 2) Within seven (7) days of receiving the appeal, the Library Director shall review the request and send a written response to the appellant with a decision.

3) The requester may appeal the Library Director's decision by submitting a written request to the President of the Library Board of Trustees for a hearing before the Library Board of Trustees at its next regularly scheduled meeting. This request must be submitted within sixty (60) days of receipt of the Library Director's decision.

i. To allow staff sufficient time to respond to this appeal and prepare the agenda, appeals received less than seven (7) business days before that month's meeting may be postponed to the next month's meeting.

ii. The requester will be notified in advance as to the date and time when they may address the Library Board.

iii. The Board reserves the right to limit the length of the requester's presentation at the hearing.

4) The Library Board of Trustees does not substitute its judgment for that of the Library Director. As a non-partisan, quasi-governmental body, the Library Board cannot base its determination on personal views, isolated comments, or individual determinations of the appellant's character.

i. The Library Board's responsibility upon hearing an appeal is limited to determining whether the Library Director handled the appeal in accordance with these stated policies and procedures of the Whitewater Public Library. If the Library Board determines that the Library Director followed WPL's policies and procedures, it must affirm the Library Director's decision.

ii. After the Library Board has heard the requester's presentation and heard from the Library Director, the Board will conduct a vote to determine if the Director followed all policies and procedures in addressing the Request for Reconsideration.

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

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

DIRECTOR'S REPORT

August 2025

I. ADMINISTRATION

- a. Work orders submitted in August.
 - i. The radiator in the old children's area was leaking water.
 - ii. The laptop for our new Programming & Makerspace Librarian needed to be set up.
 - iii. A log sized branch fell off of one of the trees on library property during the storm. This led to us to discover that two of our trees are diseased and will need removing in October.
 - iv. The temporary book drop we were using during Phase 2 needed to be removed, as the new book drop receptacles are on the front of the building by the entrance we are using for curbside service.
 - v. We needed to have an email address assigned to the new Programming & Makerspace Librarian
 - vi. We requested a long data cord for the computer and phone at the new curbside workstation.
 - vii. Staff needed to have key fobs programmed for the new entrance.
 - viii. The cell phone Sarah inherited from Rachel needed the caller ID updated.
 - ix. A staff member needed her phone number reprogrammed.
 - x. We requested a plastic folding table to be used as a temporary desk for the new Programming & Makerspace Librarian.
 - xi. We needed to have the IT Department move a work station to another office and set up a new work station.
 - xii. A staff member needed her phone reconfigured in the queue.
 - xiii. Two outdated security pop-ups needed removing from all staff computers.
 - xiv. We had the name of our patron WiFi connection changed from ILYPL to Library-Public.
 - xv. We needed help moving furniture from one office to another.
 - xvi. The soap dispenser in the staff bathroom needed repairing.
 - xvii. IT needed to make changes to the voicemail web application.

II. BUDGET

- a. The Head of Finance held a short meeting for department heads on August 22 outlining the budget process for 2026-2027. Each department received a packet of papers to assist with the process.
- b. On September 2 Sarah and I met with the Head of Finance to discuss the 2026-27 budget and receive directions on updating the budget narrative and yearly performance measures.

III. PERSONNEL

- a. Sarah and I completed the six-month performance reviews with staff.
- b. The curbside pickup location was moved to the main entrance and the new staff workstation was set up just inside the new main entrance.

IV. LIBRARY COLLECTION

- a. We ordered new colorful, graphic bookshelf dividers for the children's non-fiction collection.
- b. We upgraded our library catalog through the Bridges Library System.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I attended the ribbon cutting and open house for the new Solstice Clinic on August 6.
- b. Suzanne held her Memory Café at Seniors in the Park on August 11.
- c. Sarah and I attended the City's Community Stars Gala on August 15.
- d. I attended the Friends of the Library meeting on August 26.
- e. Deana attended the Open House at the UW-W Children's Center on August 28.
- f. I attended the Whitewater Leads Meeting on September 10.
- g. The Reese Brantmeier Project donated five sets of tennis rackets and balls to the library for our Library of Things collection. Each kit includes two rackets, a can of tennis balls, and a laminated score card.

VI. LIBRARY BOARD RELATIONS

- a. Jennifer and I continue to attend meetings 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 weekly construction meetings with Miron Construction and Studio GC.
- b. I continue to attend Team meetings at city hall.
- c. I continue to attend weekly staff meetings with Sarah French, Deana Rolfsmeyer, and Hunter Swanson.
- d. I met with the City Manager twice in August.
- e. I attended a Safety Meeting on August 27.
- f. I attended the APL meeting on September 12.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed the six-week Beginner Spanish class provided by the City. The last class was on August 15th.
- b. I completed the August Infosec cybersecurity training on Password Security.
- c. I attended the webinar What's Up Wednesday: AI for Librarians: Saving Time and Boosting Efficiency on September 10.
- d. I signed up for the Tech Days virtual conference that took place on September 9-10 and will be viewing the webinars as time allows.

IX. STRATEGIC PLAN

- a. We continue to keep the public updated on the progress of the Library Renovation and Expansion Project and changes made to curbside service.

CAPITAL CAMPAIGN

- a. We continue to receive pledge payments and also received several new wall tile donation

Assistant Director Report

Sarah French

September 2025

- Diane and I conducted 6-month performance reviews with staff.
- The city changed to a new phone system and so I set up the library's voicemail, all of the circulation phones, created a new procedure, and troubleshooted the transition with staff.
- Set up the new curbside pickup location and staff workstation to the library's new entrance.
- Diane and I attended the Community Stars Gala on 8/15
- I have started a big project to create written library procedures with input from all library staff. This will probably take about one year to complete. This month's procedures:
 - *Phone
 - *Picklist, Delivery Packing and Unclaimed Holds
 - *Reports and Problem Box
 - *Damaged Items
- I am onboarding and training Hunter.

Strategic Goals:

Bridges will not be offering the Library Planning grant in 2026, so that will not be an option for funding the next strategic plan. If the board wants to budget money for this we need to know how much to include in next year's budget by the end of October.

Strategic Goal 1 – *Continue to keep the public updated on the progress of the renovation.* Continued to update the website, social media, send out press releases, etc. about curbside pickup services and building project updates, including changing the pickup location to the new entrance.

Collection Development: Ordering Adult Nonfiction.

Programs and Outreach:

8/13: Beaded Jellyfish take & make craft for kids (36)

8/21: I did Home Delivery because Suzanne was unavailable and delivered library materials to 13 people.

9/4: The Success Mindset Seminar with Denise Maple (10)

9/8: Tissue Paper Apple take & make craft for kids (36)

Upcoming Programs and Outreach:

Monthly take & make kits for children and adults.

9/19: Library Garden Club – initial planning meeting for the new community garden space.

10/4: Whitewater Pride Rally

10/13: Pet Cents program w/Deana and Hunter

10/16-10/26: We were selected as one of the libraries to receive 50 Science in a Bag kits from the Wisconsin Science Festival. More info here: <https://www.wisconsinsciencefest.org/science-in-a-bag/>

October 23 and December 4: Guided Journaling with Katy Wimer

December 5: Somatic Release with Katy Wimer

Meetings:

6 month reviews with all staff

Weekly management meetings

Weekly Building Project meetings with architect and contractor

8/18: Library board meeting

8/22: City team meeting

8/22: City budget meeting

8/22: Logo design meeting

8/26: Meeting with Diane and City team

9/2: City budget meeting

9/3: Sarah Hoots (FOTL)

9/8: Noelle Larson (FOTL and future programming)

Professional Development:

- I finished the Spanish classes that were offered by the city. They were very helpful and I would love the opportunity to do more of these!
- Infosec Password Security training

Youth Services Report

2025 September

Collection Management

Materials ordered	46
Books cataloged	45
Materials Weeded	2
Nonfiction books changed to Dewey Lite	0

Programs/Services

Program Name	Participation
Scavenger Hunt	N/A
1000 Books before Kindergarten	0
Reference Questions/Technology Assistance Provided	12

Outreach Visits

Whippet Welcome	213
UW Children's Center Open House	33

Marketing

Category	Quantity
Displays Created	N/A
Marketing Materials Created	7

Meetings and Trainings

8/13	Management Meeting
8/20	Management Meeting
8/22	Infosec Training: Secure Passwords
8/25	Kids' Choice Award Panel
8/26	Meeting with John Suter, Group Account Executive for the Milwaukee Bucks
8/26	Management Meeting

Notes

The Kids' Choice Awards is a program designed by the Bridges Library System to increase cooperation between public and school libraries and to encourage students in 4th-6th grade to read. 15 titles are chosen by students throughout the Bridges Library System. Students must read at least three titles in order to be eligible to vote for their favorite. Voting takes place over three weeks in January and February. Students are also encouraged to nominate titles for next year. All promotional and voting supplies are provided by the library system.

As this is our first year partnering with the school district to get kids library cards, I think it would be best to discuss the Kids' Choice Awards next spring and, if desired, implement for the 2026/2027 school year. However, it was noted in the panel that the awards do conflict with Battle of the Books, which is very important in our school district. We are happy to continue supporting Battle of the Books rather than adding an additional program if that works best for the school district.

The Milwaukee Bucks are hosting a LEGO night on April 10th, which is their final home game and their Fan Appreciation Day. We have an opportunity to offer discounted tickets to our LEGO Club members (LEGO Club resumes in January 2026). At said game, participants have the opportunity to tour LEGO builds from groups all over the state and potentially display some of their own work. The library intends to participate and I will discuss the plans with their representative in September.

Bridges Library System Staff Reports

September 2025

Brittany Larson – Library System Director

2026 Bridges Library System Budget

The preliminary 2026 Bridges Program Plan and Budget was shown to member library directors at their APL meeting, with a follow up at the September APL meeting. The Bridges Board reviewed the preliminary program plan and budget in July with a final approval option at the September board meeting. The final budget presentation to the Waukesha County Finance Committee will be on October 27th. I have also begun work on the state-required annual plan and budget. The DPI deadline for this is October 30th and will be reviewed at the October board meeting.

2025 Jefferson County Library Budget

I will present the budget to the Jefferson County Finance Committee on Wednesday, September 17th.

County Library Tax Exemptions

I completed the Waukesha County library tax exemption calculations and sent the information to each municipality with a library. Municipalities with a library are allowed to exempt their residents from the county library tax if they levy and expend an amount equal to or greater than the mill rate set by Waukesha County in the preceding year AND if they meet the Waukesha County library minimum to exempt standards. Standards certification has been received from all Waukesha County libraries. There were larger increases in the equalized value in Waukesha County municipalities compared to last year, resulting in increases in the minimum appropriation required to exempt for most Waukesha County municipalities with libraries. Waukesha County municipal exemptions are due at our office by September 30th. Jefferson County handles the county library tax exemption work in their county. Jefferson County municipal exemptions are due to Jefferson County by November 1st.

New Director Orientation

Kelsey Butterfield, new Muskego Public Library director, attended a system orientation session at the Bridges office. She had an opportunity learn about system services and to spend a little one-on-one time with Bridges staff. Kelsey was previously the Head of Reference at the Oconomowoc Public Library.

Professional Development

I attended several Trustee Training Week Sessions on “Wisconsin Library Law” and “Trustee 101: An Introduction to Being a Wisconsin Library Trustee”. I also attended a two-part training offered by Waukesha County called “Emotional Intelligence and Difficult Conversations” and a second two-part training called “Mastering Challenging Conversations”. I participated in the SEWI Directors Retreat which included sessions on library advocacy and storytelling, an overview of the state of Wisconsin’s Bureau of Libraries, and a session on energy efficiency in libraries. I have had two meetings this month with different Bureau of Library consultants to discuss topics related to library system reporting and state statute analysis.

Library Visits

I visited the L.D. Fargo Public Library in Lake Mills for the first time. I also visited the Jefferson Public Library to see the completion of their library innovation project on the marketing signage wrap of their

outdoor holds lockers and creation of new study rooms. Both library directors were gracious with their time and gave me tours and time to talk about their libraries. I also had a variety of phone or email consultations with directors in the month of August.

Waukesha County Act 150 Committee

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

Kelly Nelson – Coordinator of Library Development

Adult Services Meeting

I facilitated an Adult Services Meeting at the Pewaukee Public Library. We discussed the upcoming Vega Discovery Layer, the new interface for Novelist Plus, and shared what kind of programs and reading challenges were offered to adults this summer. 12 library staff from 9 libraries were in attendance.

Visit Palmyra and Eagle

I have resumed visiting Bridges Libraries to introduce myself with a visit to the Powers Memorial Library in Palmyra and the Alice Baker Memorial Library in Eagle. It was good to visit each library and learn a little about them and their staff.

Kenosha County Library System Visit

I have made plans to visit each Library System within the SEWI (Southeastern Wisconsin) region to introduce myself, explain what SEWI is, and share upcoming professional development events. I began by visiting the Kenosha County Library System. Because this is a smaller library system, I had the opportunity to meet with their two directors and entire management team. We had a great discussion about professional development offerings and what they might be looking for in the future.

SEWI Libraries Director Retreat

The SEWI Libraries Director Retreat was held on August 22nd at the New Berlin Public Library. This retreat, open to all directors in the SEWI Region, was an all-day event featuring 3 learning sessions:

- Dawn Tevis, LaCrosse Public Library - Library Advocacy & Story Making
- Tom Dragotta & Chris Seitz, Focus on Energy – Top 5 Energy Efficient Solutions for Library Facilities
- Teresa Schmidt, WI Department of Public Instruction - The Bureau of Libraries & You: DPI and its role with Wisconsin's Public Libraries

I received positive feedback both verbally and in the follow-up survey as well as several ideas for next year's retreat.



Library Directors from the Southeastern Wisconsin Region met for a day of learning, sharing, and collaboration.

Repair Café Interest Group

I recently had the opportunity to attend the Neenah Public Library's Repair Café; an event where attendees can bring items in need of repair and volunteers with expertise in a specific area will look at the item and make their best attempt at repairing it. At the end of August, I held a Repair Café Interest Group meeting to discuss how we might bring repair cafes to Bridges libraries. Staff from 11 libraries were in attendance and we began the discussion process. I'm excited to see where this will go and will update as this potential project progresses.

Upcoming Events

- **SEWI Book Repair Workshops, September 23rd** – Two identical workshops will be offered to help SEWI staff learn book damage prevention tools and simple repairs.
- **SEWI Adult Public Program Meetup, September 29th** – SEWI adult services librarians are invited to meet and share their programming experiences and ideas.
- **Bridges Trustee Appreciation Event, September 30th** – Invitations have gone out! This event will take place at the Johnson Creek Community Center on Tuesday, September 30, 6-8 pm. You and a guest are invited!

Angela Meyers – Coordinator of Youth and Inclusive Services

Youth Services

I coordinated a Horticulture Tour at Bookworm Gardens in Sheboygan in collaboration with Monarch Library System, highlighting over 80 children's books for staff working with youth. Post-tour, we traveled to Mead Public Library in Sheboygan for a joint Youth Services Programming meeting. During the meeting, library staff delivered 10 lightning talks — concise five-minute presentations — on various programs and projects underway at their libraries. Additionally, we toured the children's room, the Imaginarium makerspace, and explored the new outdoor pickup lockers, which can be accessed by staff from within the building.

In mid-August, Youth Services staff convened at Johnson Creek Public Library to conclude their summer library programs during the Summer Celebration. Discussions focused on successes, areas for improvement, and new ideas to explore for the following summer.

Inclusive Services

This fall, the Library Memory Project took the opportunity to feature a 30-second advertisement at the five Marcus Cinemas in Waukesha County before movie screenings. Bridges reached out to 3 Barn, the



A group of youth services librarians from Bridges and Monarch Library Systems gather for a photo at Bookworm Gardens in Sheboygan.

creators of our original 3-minute promotional video from a few years ago, requesting a condensed 30-second version, which they successfully produced. [Watch the 30-second video.](#)

The 6th annual Fall Family Day for the Library Memory Project is coming up on Sunday, September 28th at Retzer Nature Center in Waukesha. This event is specifically designed for those living with memory loss and their care partners. [More information and registration.](#)

Presentations

I partnered with Emily from Bridges to present a presentation titled “Beyond the Bookshelf: 10 Amazing Library Benefits” to staff working at Waukesha County’s Health and Human Services building. I presented the same topic to the Aging and Disability Resource Center’s Advisory Board.

Professional Development

Completed “Financial Management in Government” as part of Waukesha County Standards of Service Excellence (SOSE) and the 2025 Q3 Security Training. I also watched the Tech Days webinar titled “Ancient Worlds, New Tech: Bringing History to Life with AR and MR in the Library.”

Beth Bechtel – Database Management Librarian

Library Visits and Meetings

Three of our libraries have new catalogers who will be my main contact at their libraries. This month, I had an initial cataloging consultation in Oconomowoc. September consultations are scheduled with the new catalogers in Sussex and Fort Atkinson.

Fifteen libraries were represented at the August online CAFÉ catalogers’ meetup. A main discussion topic was adding notes to the catalog when an ISBN has been used on different titles. The group also reviewed the month-long project of removing OverDrive bib records from the catalog.

Outagamie Waupaca Library System is investigating the use of Polaris and Leap. I attended two virtual meetings to answer OWLS’ questions about our use of the Polaris ILS.

In the WLA Technical Services Section virtual meeting, the main topics of discussion were the forthcoming annual conference and cleanup of library catalog data.

Catalog Updates and Maintenance

In preparation for the Vega Discover catalog, I continue to remove OverDrive item and bibliographic records from the CAFÉ catalog. The new Discover catalog can automatically connect to our OverDrive titles, so bibliographic records for each OverDrive offering no longer need to be added and managed in the CAFÉ catalog. Removing the existing records has been a careful process of deleting more than 180,000 bib records and all their attached items.

I searched for item barcodes that started with "978" or "979" because those were likely to have been ISBNs inadvertently scanned into a barcode field. I emailed catalogers about items needing barcode correction at their libraries.

Emily Heller – Public Communications Coordinator

Update: "Speak Up for Libraries" Postcard Campaign

I received the final numbers from across the state for the "Speak Up For Libraries" Postcard Campaign! Wisconsin showed up, sending stories and support for their libraries, and it worked! Subcommittees in both the Senate and the House have voted to continue funding the Institute of Museum and Library Services (IMLS) in the new budget. If it passes, this would reverse the intent of the Executive Order signed in March, which would defund and close IMLS.

Results:

- 35,335 mywisconsinlibrary.org website visits
- 29 Media Interviews
- Total = 11,840 postcards statewide sent to Federal Officials
(Wave #1 = 2,353 postcards sent / Wave #2 = 8,766 postcards sent / + 721 additional sent)

Journey of Dragons has come to an end!

The Journey of Dragons Library Challenge event ended on Friday, August 29.

We received 317 August prize entry forms for a total of 958 entries (so far)! We have also tallied 4,828 participant interactions from libraries that have submitted their counts. The August prize winners will be drawn on 9/10 and will be announced by 9/12.

The 2025 numbers are lower than the 2024 Treasure Adventure, receiving about half as many entry forms this year. The committee anticipated lower numbers due to the event being a little more challenging with the addition of solving the passwords. While the numbers were lower, we are still happy with the results and will be having a recap meeting on September 15!

September is Library Card Sign-up Month

We will be sharing the 'endless possibilities' of a library card on social media all month! Some member libraries are using the new stickers for their promotions, too.

[Check out Brookfield Public Library's offer.](#)



New Vega Library Catalog is live!

The online library catalog changed over on September 8 to the new and improved version. I assisted with the toolkit, resized logos, made a short video tutorial, and shared on social media. I also added a new page with the new information on Bridges website: <https://bridgeslibrarysystem.org/library-resources/library-catalog/>

Community Outreach

On August 28th, Angela and I presented to Waukesha County's Health and Human Services staff at one of their Strategic Planning 'Lunch and Learn' events. We counted down 10 Amazing Library Benefits and gave away some library swag for participation prizes. We had a small group, but each person learned something new about libraries.

In the News:

- Senator Julian Bradley presented the 'Forward28 Award' to Carol Jilek, President of the Friends of Muskego Library: [Facebook Post](#) & [Facebook Post](#)
- Whitewater library wrapping up expansion, renovation: [Daily Jefferson County Union Article](#)
- Whitewater Public Library offers storytimes: [Daily Jefferson County Union Article](#)
- This week at the Dwight Foster Public Library: [Daily Jefferson County Union Article](#)

[News Archives](#)

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

- Marketing Magic:
 - August 22: 67.47% Open Rate
 - August 8: 67.47% Open Rate
 - July 18: 67.47% Open Rate
- Monthly Bridges:
 - August 21: 47.68% Open Rate
 - July 10: 49.82% Open Rate
- Monthly Legislators – 'Back to School' Edition
 - Legislators: 44.44% Open Rate
 - Staff: 39.02% Open Rate