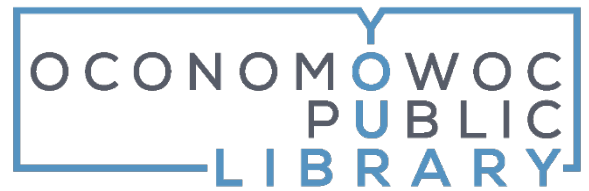


# BOARD OF TRUSTEES MEETING PACKET



**JULY 2025**

**AGENDA(s)**

- Regular Board Meeting - Monday, July 21, 2025 • 6 pm

**AGENDA REPORT**

**MINUTES/COMMITTEE NOTES**

- Regular Meeting Minutes - June 16, 2025

**REPORTS**

- Finance Report
- Vouchers
- Monthly Statistics Report
- Quarterly Statistics Report

**COMMUNICATIONS/ANNOUNCEMENTS**

- Bridges Staff Reports

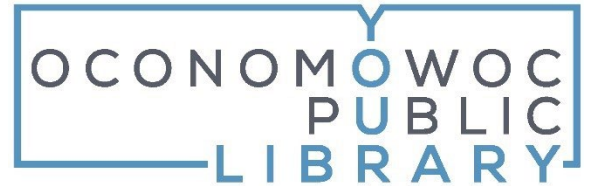
**DIRECTOR'S REPORT**

**ATTACHMENTS**

- 2026 Draft Budget Request
- Q2 Strategic Plan Update
- Q2 Gift Fund Update

# OCONOMOWOC PUBLIC LIBRARY

## BOARD OF TRUSTEES



### REGULAR BOARD MEETING

MONDAY, JULY 21, 2025 • 6 PM

LYKE MEETING ROOM

OCONOMOWOC PUBLIC LIBRARY

Board Members please notify the Library Administrative Coordinator at (262) 569-2193, ext. 203 or sbartholomew@oconomowoclibrary.org if you are unable to attend.

## AGENDA

### I. REGULAR ORDER OF BUSINESS

- A. Call to Order-Ascertain Posting of Agenda-Members Present
- B. Minutes of Previous Meeting
- C. Comments from Audience
- D. Finance and Statistic Reports
- E. Present Vouchers for Payment
- F. Communications and Announcements

### II. REPORTS

- A. Committee Reports (only bold committees will present)
  - 1. Planning Committee - B. Nankee, K. Hansen  
Last Meeting - December 5, 2022; Next Meeting - to be scheduled
  - 2. Nominating Committee - K. Hansen, B. Nankee, M. Wood, S. Lammers  
Last Meeting - May 16, 2024; Next Meeting - to be scheduled
  - 3. Finance Committee - B. Nankee, S. Lammers, E. Ludwig, K. Kennedy  
Last Meeting - June 28, 2023; Next Meeting - to be scheduled
  - 4. Operations Committee - TBD  
Last Meeting - September 8, 2022; Next Meeting - to be scheduled
- B. Library Director's Report\*

### **III. NEW BUSINESS**

- A. Consider/Act on approving 2026 Operating Budget Request
- B. Discuss Second Quarter Strategic Plan Progress Report
- C. Discuss/Act on Feasibility Plan

### **IV. BOARD REMARKS**

- A. Board President Remarks
- B. Board Member Remarks

### **V. ADJOURN**

\* Library Director's Report may include information on Budget/Finance, Building/Facilities, Collection Development/Reference, Communications, Continued System Involvement/Automation, Friends of OPL, Fundraising, Library Operations, Personnel/Continuing Education, Planning, Programming, and/or Public Relations.

### **NOTICE**

If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, notify the Library's Administrative Coordinator at (262) 569-2193, ext. 203 or [sbartholomew@oconomowoclibrary.org](mailto:sbartholomew@oconomowoclibrary.org), at least 48 hours in advance of the meeting to request adequate accommodations. Members of other City governmental bodies (boards, commissions, committees, council, etc.) may attend the above noticed meeting of the Oconomowoc Public Library Board of Trustees in order to gather information. The only action to be taken at the above noticed meeting will be action by the Oconomowoc Public Library Board of Trustees.

## NEW BUSINESS

### A. Consider/Act on approving 2026 Operating Budget Request

The draft request is included in your packet. At this point in time, we do not have wages and benefits included, which will be provided by the City, and some lines have tentative numbers from Bridges, including Waukesha County Funding (Line 3720), Services Non-IT (Line 210), and E-media (Line 325).

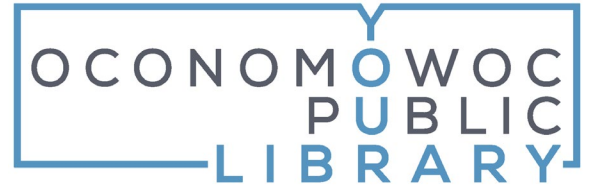
### B. Discuss Second Quarter Strategic Plan Progress Report

Progress made in the Strategic Plan. Quarterly statistics will be in the board packet.

### C. Discuss/Act on Feasibility Plan

Do we fundraise for full remodel (a design from FEH), a small renovation, or phase 1 renovation which is part of the full remodel?

# OCONOMOWOC PUBLIC LIBRARY BOARD OF TRUSTEES



## REGULAR MEETING MINUTES

JUNE 16, 2025

### MEMBERS PRESENT

Ben Nankee, Dani Clarkson, Sandee Lammers, Erik Ludwig, Kerry Hansen, Melissa Wood, Kate Kennedy, Matt Mulder, Melissa Howe

### MEMBERS ABSENT

### STAFF PRESENT

Jen Puccini, Shannon Bartholomew

## REGULAR ORDER OF BUSINESS

### A. CALL TO ORDER-ASCERTAIN POSTING OF AGENDA-MEMBERS PRESENT

Ben Nankee called the meeting to order at 6:02 pm. Agenda was properly posted.

### B. MINUTES OF PREVIOUS MEETING

Kerry Hansen moved to approve the minutes of the May 19, 2025 Regular Board Meeting. Matt Mulder seconded and motion carried.

### C. COMMENTS FROM AUDIENCE

No comments from the audience.

### D. FINANCE AND STATISTIC REPORTS

The May 2025 Financial Report was reviewed.

The May 2025 Statistical Report was reviewed.

## **E. PRESENT VOUCHERS FOR PAYMENT**

Erik Ludwig moved to approve the May 2025 vouchers totaling \$16,830.71. Kerry Hansen seconded and motion carried.

## **F. COMMUNICATIONS & ANNOUNCEMENTS**

The newsletter and recent articles were provided at the board meeting.

## **REPORTS**

### **A. COMMITTEE REPORTS (ONLY BOLD COMMITTEES WILL PRESENT)**

Planning Committee – B. Nankee, K. Hansen

Last Meeting – December 5, 2022; Next Meeting – to be scheduled

Nominating Committee – K. Hansen, B. Nankee, M. Wood, S. Lammers,

Last Meeting – May 16, 2024; Next Meeting – to be scheduled

Finance Committee – B. Nankee, S. Lammers, E. Ludwig, K. Kennedy

Last Meeting – June 28, 2023; Next Meeting – to be scheduled

Operations Committee – TBD

Last Meeting - September 8, 2022; Next Meeting – to be scheduled

### **B. DIRECTOR'S REPORT**

#### **Building/Facilities**

We have a new IT service: Taylor Computer Services, Inc. They were highly recommended and are located in Pewaukee. Joe Di Mario has retired after being with us since 2000.

The Library building was closed July 4-5.

Don Murray and his crew have replaced the tiles above the Checkout Desk. They look great.

#### **Friends of OPL**

Thanks to Friends we were selected for Fox Bros. Piggly Wiggly Charity of the Month campaign for April which focused on Historical Organizations and Library Groups that encourage learning through history

and reading. Throughout the month, each Fox Bros. store collected donations, tracked roundups at the checkout, and gathered loose change.

### **Personnel/Continuing Education**

Debra Krause's, one of our part-time reference librarians, last day was June 28.

### **Programming**

Summer reading has begun and we had 368 people attend our summer reading kick-off on Friday, June 6. As of the morning of Day 9 of SRP, we had 1,382 people signed up for summer reading. Events are being well-received and many registrations are full.

## **NEW BUSINESS**

### **A. CONSIDER/ACT ON ELECTING LIBRARY BOARD OFFICERS FOR 2025-2026: PRESIDENT, VICE PRESIDENT, AND SECRETARY**

Per the board's bylaws, newly elected officers will assume their duties at the conclusion of the June board meeting.

Kerry Hansen moved to approve on electing Library Board officers for 2025-2026: President: Kerry Hansen, Vice President: Erik Ludwig, Secretary: Kate Kennedy. Kate Kennedy seconded and motion carried.

### **B. CONSIDER/ACT ON UPDATING MEETING ROOM POLICY (FIRST READING)**

The proposed update is included in your packet. Erik Ludwig moved to approve updating the Meeting Room Policy (First Reading) and waive the second reading. Kerry Hansen seconded and motion carried

### **C. CONSIDER/ACT ON APPROVING PROPOSAL FOR FEASIBILITY STUDY**

Recommendation is based on the reviews compiled from the combined technical/cost scores.

Kerry Hansen moved to approve The Sweeny Group for the Library Feasibility Study. Kate Kennedy seconded and motion carried.

### **D. DISCUSS HOOPLA**

Director Jen Puccini provided an update from the last director's meeting. Hoopla will be going away at the end of 2025.

## **E. DISCUSS UNSTAFFED BRANCH**

Library Director Jen Puccini has gathered cost information for an unstaffed branch. Ben Nankee recognized Alderman Rosek to join the discussion on the next steps to move ahead with an unstaffed branch in 2026.

## **BOARD REMARKS**

### **A. BOARD PRESIDENT REMARKS**

No Board President remarks.

### **B. BOARD MEMBER REMARKS**

Board members thanked Ben Nankee for his work as Board President for the last two years. Erik Ludwig suggested we should have a sub-committee for the unstaffed branch details.

## **ADJOURN**

Erik Ludwig moved to adjourn the meeting at 6:51 pm. Kate Kennedy seconded and the motion carried.

Shannon Bartholomew, Administrative Coordinator

**Oconomowoc Public Library  
Board of Trustees**

**FINANCIAL REPORT June 2025**

<b>TOTAL BUDGET</b>	\$1,380,649		<b>BUDGET EXPENDED</b>	50%	<b>YR PASSED</b>
	\$631,772	46%	<b>BUDGET REMAINING</b>	50%	<b>YR REMAINING</b>
	\$748,877	54%			

<b>REVENUE</b>																	
COUNTY FUNDING	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% RECEIVED
WAUKESHA	3720	-	-	-	184,923	-	-	-	-	-	-	-	-	184,923	184,709	369,417	50%
INTERSYSTEM FUNDING	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% RECEIVED
DODGE	3721	-	29,114	-	-	-	-	-	-	-	-	-	-	29,114	14,557	29,114	100%
JEFFERSON	3721	-	87,631	-	-	-	-	-	-	-	-	-	-	87,631	43,816	87,631	100%
WASHINGTON	3721	-	-	882	-	-	-	-	-	-	-	-	-	882	441	882	100%
<b>TOTAL COUNTY FUNDING</b>	<b>2025</b>	\$ -	\$ 116,745	\$ 882	\$ 184,923	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 302,550	\$ 243,522	\$ 487,044	62%
	<b>2024</b>	\$ -	\$ 129,475	\$ -	\$ 171,279	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 171,279	\$ -	\$ -	\$ 472,033	\$ 471,764	\$ 471,764	100%
	<b>2023</b>	\$ -	\$ 141,203	\$ -	\$ 162,199	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 162,199	\$ -	\$ -	\$ 465,601	\$ 465,483	\$ 465,483	100%
PUBLIC SERVICE CHARGES	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% RECEIVED
FINES & FEES	6114	1,075	1,800	886	2,203	732	1,583	-	-	-	-	-	-	8,278	7,500	15,000	55%
COPYING	6116	586	842	342	1,295	630	557	-	-	-	-	-	-	4,252	3,500	7,000	61%
ROOM RENTAL	6741	50	88	-	210	-	280	-	-	-	-	-	-	628	300	600	105%
<b>TOTAL SERVICE CHARGES</b>	<b>2025</b>	\$ 1,711	\$ 2,729	\$ 1,227	\$ 3,708	\$ 1,362	\$ 2,421	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,158	\$ 11,300	\$ 22,600	58%
	<b>2024</b>	\$ 1,306	\$ 2,455	\$ 2,152	\$ 2,008	\$ 1,985	\$ 2,114	\$ 2,134	\$ 2,363	\$ 2,499	\$ 2,027	\$ 1,761	\$ 1,596	\$ 24,399	\$ 22,100	\$ 22,100	110%
	<b>2023</b>	\$ 1,796	\$ 1,922	\$ 2,575	\$ 2,204	\$ 1,462	\$ 2,172	\$ 2,355	\$ 1,603	\$ 2,831	\$ 2,495	\$ 1,607	\$ 2,111	\$ 25,132	\$ 23,400	\$ 23,400	107%
MISC REVENUE	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% RECEIVED
SALE OF PROPERTY	8310	-	-	-	-	-	606	-	-	-	-	-	-	606	-	-	-
PCARD REBATE	8430	-	-	-	-	-	-	-	-	-	-	-	-	-	1,750	3,500	0%
<b>TOTAL MISC REVENUE</b>	<b>2025</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 606	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 606	\$ 1,447	\$ 3,500	17%
	<b>2024</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 728	\$ -	\$ 730	\$ -	\$ -	\$ -	\$ 715	\$ 2,172	\$ 1,328	\$ 3,500	62%
	<b>2023</b>	\$ -	\$ -	\$ 513	\$ -	\$ 752	\$ -	\$ -	\$ 578	\$ -	\$ -	\$ -	\$ -	\$ 1,843	\$ 1,657	\$ 3,500	53%
DONATIONS	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% RECEIVED
GENERAL	8501	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL DONATIONS</b>	<b>2025</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>2024</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>2023</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL DEPARTMENT REVENUE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% RECEIVED	
<b>TOTAL DEPT REVENUE</b>	<b>2025</b>	\$ 1,711	\$ 119,474	\$ 2,110	\$ 188,631	\$ 1,362	\$ 3,027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 316,315	\$ 256,572	\$ 513,144	62%
	<b>2023</b>	\$ 1,796	\$ 143,125	\$ 3,088	\$ 164,403	\$ 2,214	\$ 2,172	\$ 2,355	\$ 2,181	\$ 2,831	\$ 164,694	\$ 1,607	\$ 2,111	\$ 492,576	\$ 492,383	\$ 492,383	100%
	<b>2023</b>	\$ 1,796	\$ 143,125	\$ 3,088	\$ 164,403	\$ 2,214	\$ 2,172	\$ 2,355	\$ 2,181	\$ 2,831	\$ 164,694	\$ 1,607	\$ 2,111	\$ 492,576	\$ 492,383	\$ 492,383	100%
CITY FUNDING	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% RECEIVED	
<b>TOTAL CITY FUNDING</b>	<b>2025</b>	\$ 115,124	\$ (23,645)	\$ 126,807	\$ (94,829)	\$ 86,465	\$ 105,535	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315,457	\$ 433,753	\$ 867,505	36%
	<b>2024</b>	\$ 72,480	\$ 7,504	\$ 134,478	\$ (74,129)	\$ 89,566	\$ 103,382	\$ 94,516	\$ 122,122	\$ 96,614	\$ (83,577)	\$ 93,395	\$ 123,980	\$ 780,330	\$ 854,560	\$ 854,560	91%
	<b>2023</b>	\$ 1,796	\$ 143,125	\$ 3,088	\$ 164,403	\$ 2,214	\$ 2,172	\$ 2,355	\$ 2,181	\$ 2,831	\$ 164,694	\$ 1,607	\$ 2,111	\$ 492,576	\$ 492,383	\$ 492,383	100%

<b>EXPENSES</b>																	
WAGES AND BENEFITS	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
FT SALARIES	111	44,690	38,874	38,874	38,933	38,992	39,058	-	-	-	-	-	-	239,422	260,152	520,305	46%
PT W/BEN	113	4,265	3,560	3,830	4,146	4,081	3,577	-	-	-	-	-	-	23,460	36,646	73,292	32%
PT W/OUT BEN	125	12,169	10,872	11,488	11,096	11,235	10,842	-	-	-	-	-	-	67,702	67,800	135,599	50%
SUNDAY HOURS	126	1,128	920	925	688	656	-	-	-	-	-	-	-	4,317	4,159	8,318	52%
LONGEVITY	133	12	6	6	6	-	6	-	-	-	-	-	-	36	36	72	50%
FICA	151	4,524	3,953	4,021	4,002	4,171	3,896	-	-	-	-	-	-	24,567	28,176	56,353	44%
WRS RETIREMENT	152	4,447	2,969	2,988	3,009	3,008	2,964	-	-	-	-	-	-	19,386	20,630	41,260	47%
HEALTH INSURANCE	154	19,328	12,885	12,885	12,885	6,443	12,885	-	-	-	-	-	-	77,311	87,357	174,714	44%
LIFE INSURANCE	155	93	93	93	93	93	98	-	-	-	-	-	-	564	571	1,143	49%
COMP EARNED	164	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>2025</b>	\$ 90,657	\$ 74,133	\$ 75,112	\$ 74,859	\$ 68,680	\$ 73,326	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 456,766	\$ 505,528	\$ 1,011,056	45%
	<b>2024</b>	\$ 59,148	\$ 76,980	\$ 113,511	\$ 76,842	\$ 70,741	\$ 72,829	\$ 71,015	\$ 104,655	\$ 71,111	\$ 73,354	\$ 65,274	\$ 91,172	\$ 946,631	\$ 993,770	\$ 993,770	95%
	<b>2023</b>	\$ 57,351	\$ 72,263	\$ 106,757	\$ 78,044	\$ 64,904	\$ 58,850	\$ 62,643	\$ 67,791	\$ 107,193	\$ 71,677	\$ 72,292	\$ 80,948	\$ 900,715	\$ 938,565	\$ 938,565	96%

	\$369,593		<b>BUDGET</b>			
<b>OPERATING BUDGET</b>	\$175,006	47.4%	<b>EXPENDED</b>	50%	<b>YR PASSED</b>	
	\$194,587	52.6%	<b>REMAINING</b>	50%	<b>YR REMAINING</b>	

OPERATING EXPENSES																	
PURCHASED SERVICES	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
SERVICES NON-IT	210	1,101	1,156	23,671	3,578	1,618	1,802	-	-	-	-	-	-	32,927	22,594	45,187	73%
SERVICES IT	211	-	1,352	1,571	1,150	665	1,370	-	-	-	-	-	-	6,108	6,500	13,000	47%
PROGRAMS	212	1,976	567	386	1,692	1,848	1,402	-	-	-	-	-	-	7,871	8,000	16,000	49%
ELECTRIC & WATER	222	1,965	1,827	2,061	2,125	2,242	3,076	-	-	-	-	-	-	13,297	16,000	32,000	42%
GAS & HEAT	224	-	1,874	1,537	819	725	285	-	-	-	-	-	-	5,239	5,500	11,000	48%
PHONE	225	-	56	56	56	56	56	-	-	-	-	-	-	280	372	744	38%
INTERNET	226	160	367	362	362	362	476	-	-	-	-	-	-	2,089	2,970	5,940	35%
MAINT CONT NON-IT	240	57	284	401	624	62	326	-	-	-	-	-	-	1,754	3,493	6,985	25%
MAINT CONT IT	241	-	-	-	-	-	-	-	-	-	-	-	-	-	1,800	3,600	0%
<b>TOTAL SERVICES</b>	<b>2025</b>	<b>\$ 5,258</b>	<b>\$ 7,483</b>	<b>\$ 30,046</b>	<b>\$ 10,407</b>	<b>\$ 7,578</b>	<b>\$ 8,792</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>69,565</b>	<b>\$ 67,228</b>	<b>\$ 134,456</b>	<b>52%</b>
	<b>2024</b>	<b>\$ 4,356</b>	<b>\$ 30,038</b>	<b>\$ 7,863</b>	<b>\$ 8,179</b>	<b>\$ 8,371</b>	<b>\$ 10,149</b>	<b>\$ 10,139</b>	<b>\$ 10,863</b>	<b>\$ 6,998</b>	<b>\$ 5,618</b>	<b>\$ 5,836</b>	<b>\$ 11,184</b>	<b>\$ 119,595</b>	<b>\$ 129,281</b>	<b>\$ 129,281</b>	<b>93%</b>
	<b>2023</b>	<b>\$ 6,651</b>	<b>\$ 7,020</b>	<b>\$ 30,071</b>	<b>\$ 8,641</b>	<b>\$ 7,450</b>	<b>\$ 6,753</b>	<b>\$ 9,278</b>	<b>\$ 8,268</b>	<b>\$ 7,098</b>	<b>\$ 7,600</b>	<b>\$ 7,877</b>	<b>\$ 13,235</b>	<b>\$ 119,941</b>	<b>\$ 124,747</b>	<b>\$ 124,747</b>	<b>96%</b>

OPERATING EXPENSES	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
POSTAGE	311	-	-	-	114	-	-	-	-	-	-	-	-	114	180	360	32%
PRINTING	313	-	-	-	-	-	-	-	-	-	-	-	-	-	200	400	0%
MEMBERSHIP DUES	320	50	-	-	-	210	-	-	-	-	-	-	-	260	405	810	32%
BOOKS	321	5,924	5,867	5,990	453	2,163	13,576	-	-	-	-	-	-	33,971	46,000	92,000	37%
SERIALS/PERIODICALS	322	5,445	85	367	-	-	90	-	-	-	-	-	-	5,988	3,250	6,500	92%
AUDIO VISUAL	323	675	813	909	787	1,612	1,316	-	-	-	-	-	-	6,112	7,000	14,000	44%
LIC/PERMIT	324	148	-	1,269	79	-	260	-	-	-	-	-	-	1,756	1,830	3,660	48%
E-MEDIA	325	4,843	1,700	9,123	53	65	1,805	-	-	-	-	-	-	17,590	11,804	23,608	75%
PUBLICITY	326	-	-	-	-	68	50	-	-	-	-	-	-	118	350	700	17%
TRAINING & TRAVEL	330	315	20	-	92	64	111	-	-	-	-	-	-	602	2,000	4,000	15%
CAR ALLOWANCE	332	17	11	11	11	11	11	-	-	-	-	-	-	72	72	144	50%
OPERATING SUPPLIES	340	574	864	2,623	3,409	1,964	3,438	-	-	-	-	-	-	12,871	15,050	30,100	43%
COMP/TECH EQUIPMENT	345	-	1,749	310	70	110	554	-	-	-	-	-	-	2,793	5,200	10,400	27%
<b>TOTAL OPERATING</b>	<b>2025</b>	<b>\$ 17,992</b>	<b>\$ 11,109</b>	<b>\$ 20,601</b>	<b>\$ 5,067</b>	<b>\$ 6,266</b>	<b>\$ 21,212</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>82,247</b>	<b>\$ 93,341</b>	<b>\$ 186,682</b>	<b>44%</b>
	<b>2024</b>	<b>\$ 6,571</b>	<b>\$ 28,398</b>	<b>\$ 12,088</b>	<b>\$ 10,621</b>	<b>\$ 9,410</b>	<b>\$ 15,617</b>	<b>\$ 12,320</b>	<b>\$ 6,318</b>	<b>\$ 17,929</b>	<b>\$ 6,457</b>	<b>\$ 20,582</b>	<b>\$ 31,835</b>	<b>\$ 178,147</b>	<b>\$ 181,733</b>	<b>\$ 181,733</b>	<b>98%</b>
	<b>2023</b>	<b>\$ 9,592</b>	<b>\$ 21,287</b>	<b>\$ 17,159</b>	<b>\$ 11,228</b>	<b>\$ 14,785</b>	<b>\$ 9,502</b>	<b>\$ 5,625</b>	<b>\$ 18,432</b>	<b>\$ 5,525</b>	<b>\$ 13,536</b>	<b>\$ 29,007</b>	<b>\$ 23,566</b>	<b>\$ 179,243</b>	<b>\$ 183,793</b>	<b>\$ 183,793</b>	<b>98%</b>

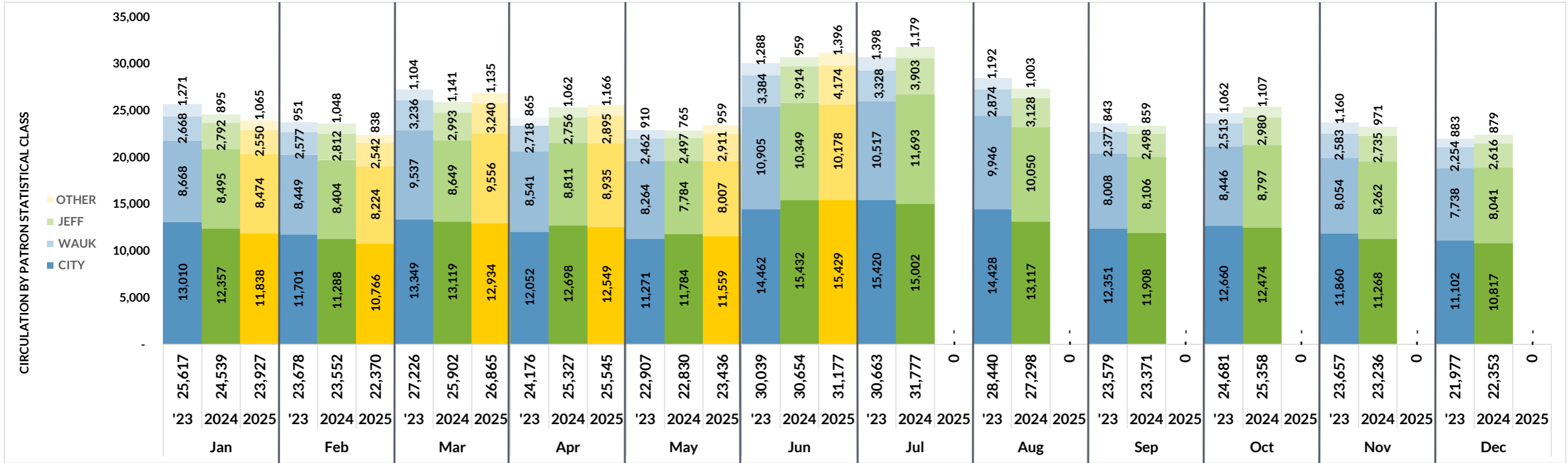
MAINTENANCE	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
REPAIR/MAINT BUILDING	400	-	122	12	277	2,375	2,250	-	-	-	-	-	-	5,036	5,000	10,000	50%
REPAIR/MAINT GROUNDS	410	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
REPAIR/MAINT EQUIP	435	-	-	5	-	-	-	-	-	-	-	-	-	5	375	750	1%
<b>TOTAL MAINTENANCE</b>	<b>2025</b>	<b>\$ -</b>	<b>\$ 122</b>	<b>\$ 17</b>	<b>\$ 277</b>	<b>\$ 2,375</b>	<b>\$ 2,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>5,041</b>	<b>\$ 5,375</b>	<b>\$ 10,750</b>	<b>47%</b>
	<b>2024</b>	<b>\$ 697</b>	<b>\$ 1,030</b>	<b>\$ 102</b>	<b>\$ 527</b>	<b>\$ 40</b>	<b>\$ 4,640</b>	<b>\$ 186</b>	<b>\$ 390</b>	<b>\$ 86</b>	<b>\$ 1,481</b>	<b>\$ 373</b>	<b>\$ 199</b>	<b>\$ 9,752</b>	<b>\$ 10,750</b>	<b>\$ 10,750</b>	<b>91%</b>
	<b>2023</b>	<b>\$ -</b>	<b>\$ 144</b>	<b>\$ 101</b>	<b>\$ 1,205</b>	<b>\$ 378</b>	<b>\$ 3,406</b>	<b>\$ 4,452</b>	<b>\$ 577</b>	<b>\$ 44</b>	<b>\$ 381</b>	<b>\$ 13</b>	<b>\$ 5,915</b>	<b>\$ 16,616</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>	<b>158%</b>

FIXED CHARGES	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
TECHNOLOGY	509	838	838	838	838	838	838	-	-	-	-	-	-	5,030	5,030	10,060	50%
RISK MANAGEMENT	510	2,011	2,011	2,011	2,011	2,011	2,011	-	-	-	-	-	-	12,065	12,065	24,130	50%
COPIER LEASE	530	79	132	291	344	79	132	-	-	-	-	-	-	1,058	1,758	3,515	30%
<b>TOTAL FIXED CHARGES</b>	<b>2025</b>	<b>\$ 2,928</b>	<b>\$ 2,982</b>	<b>\$ 3,140</b>	<b>\$ 3,193</b>	<b>\$ 2,928</b>	<b>\$ 2,982</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>18,152</b>	<b>\$ 18,853</b>	<b>\$ 37,705</b>	<b>48%</b>
	<b>2024</b>	<b>\$ 3,014</b>	<b>\$ 2,989</b>	<b>\$ 3,067</b>	<b>\$ 2,989</b>	<b>\$ 2,989</b>	<b>\$ 2,989</b>	<b>\$ 2,989</b>	<b>\$ 2,989</b>	<b>\$ 2,989</b>	<b>\$ 2,819</b>	<b>\$ 3,090</b>	<b>\$ 3,084</b>	<b>\$ 35,994</b>	<b>\$ 36,390</b>	<b>\$ 36,390</b>	<b>99%</b>
	<b>2023</b>	<b>\$ 2,686</b>	<b>\$ 2,935</b>	<b>\$ 3,184</b>	<b>\$ 2,935</b>	<b>\$ 2,935</b>	<b>\$ 2,935</b>	<b>\$ 2,935</b>	<b>\$ 2,935</b>	<b>\$ 2,935</b>	<b>\$ 2,935</b>	<b>\$ 2,935</b>	<b>\$ 2,935</b>	<b>\$ 35,219</b>	<b>\$ 35,745</b>	<b>\$ 35,745</b>	<b>99%</b>

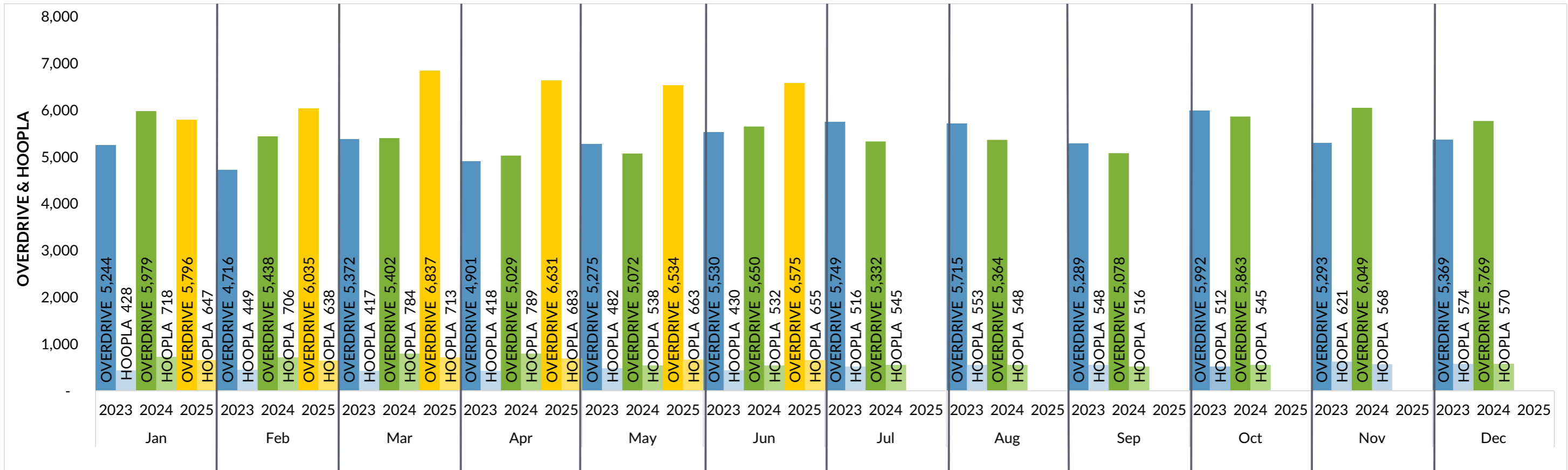
TOTAL OPERATING BUDGET		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
	<b>2025</b>	<b>\$ 26,178</b>	<b>\$ 21,696</b>	<b>\$ 53,805</b>	<b>\$ 18,944</b>	<b>\$ 19,147</b>	<b>\$ 35,236</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>175,006</b>	<b>\$ 184,796</b>	<b>\$ 369,593</b>	<b>47%</b>
	<b>2024</b>	<b>\$ 14,638</b>	<b>\$ 62,455</b>	<b>\$ 23,120</b>	<b>\$ 22,316</b>	<b>\$ 20,810</b>	<b>\$ 33,395</b>	<b>\$ 25,635</b>	<b>\$ 20,559</b>	<b>\$ 28,002</b>	<b>\$ 16,374</b>	<b>\$ 29,882</b>	<b>\$ 35,118</b>	<b>\$ 332,303</b>	<b>\$ 358,154</b>	<b>\$ 358,154</b>	<b>93%</b>
	<b>2023</b>	<b>\$ 18,929</b>	<b>\$ 31,386</b>	<b>\$ 50,515</b>	<b>\$ 24,008</b>	<b>\$ 25,548</b>	<b>\$ 22,595</b>	<b>\$ 22,289</b>	<b>\$ 30,212</b>	<b>\$ 15,602</b>	<b>\$ 24,452</b>	<b>\$ 39,832</b>	<b>\$ 32,417</b>	<b>\$ 337,784</b>	<b>\$ 354,785</b>	<b>\$ 354,785</b>	<b>95%</b>

TOTAL BUDGET		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
	<b>2025</b>	<b>\$ 116,835</b>	<b>\$ 95,829</b>	<b>\$ 128,917</b>	<b>\$ 93,803</b>	<b>\$ 87,827</b>	<b>\$ 108,562</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>631,772</b>	<b>\$ 690,325</b>	<b>\$1,380,649.36</b>	<b>46%</b>
	<b>2024</b>	<b>\$ 73,786</b>	<b>\$ 139,434</b>	<b>\$ 136,630</b>	<b>\$ 99,158</b>	<b>\$ 91,551</b>	<b>\$ 106,224</b>	<b>\$ 96,649</b>	<b>\$ 125,215</b>	<b>\$ 99,113</b>	<b>\$ 89,729</b>	<b>\$ 95,156</b>	<b>\$ 126,290</b>	<b>\$ 1,278,934</b>	<b>\$ 1,351,924</b>	<b>\$ 1,351,924</b>	<b>95%</b>
	<b>2023</b>	<b>\$ 76,280</b>	<b>\$ 103,649</b>	<b>\$ 157,273</b>	<b>\$ 102,052</b>	<b>\$ 90,452</b>	<b>\$ 81,445</b>	<b>\$ 84,932</b>	<b>\$ 98,003</b>	<b>\$ 122,795</b>	<b>\$ 96,130</b>	<b>\$ 112,124</b>	<b>\$ 113,364</b>	<b>\$ 1,238,499</b>	<b>\$ 1,293,350</b>	<b>\$ 1,293,350</b>	<b>96%</b>

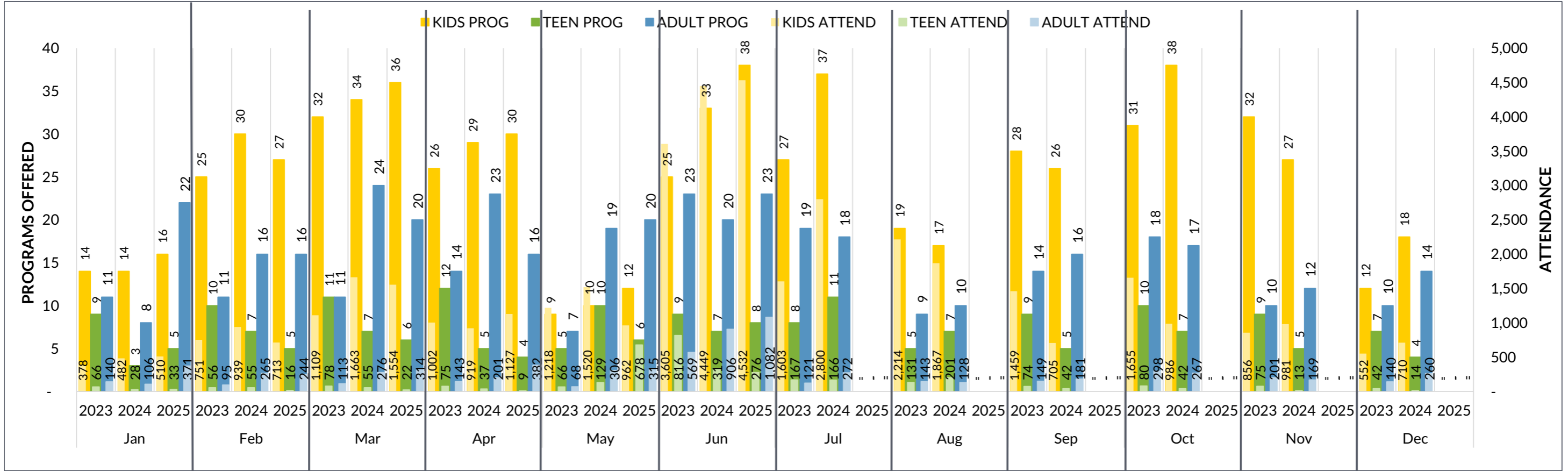
CIRCULATION



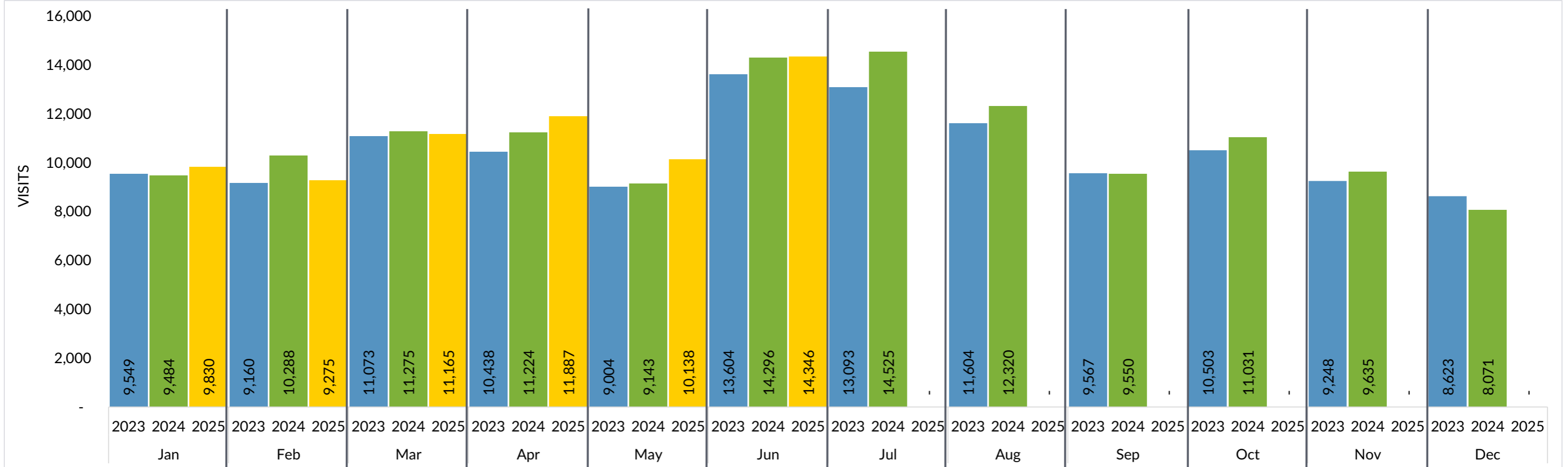
EMEDIA CIRCULATION



**PROGRAMS**



**VISITS**



REPORT DATE June 2025

ACCOUNT	ACCOUNT NAME	EXPENSE
AP		\$11,323.67
210	<b>PROF SERV NON-IT</b>	
	BAKER TILLY VIRCHOW KRAUSE LLF	\$590.36
	KLEANLINE	\$570.00
	LEGAL	\$204.16
	PLOWING	\$327.08
	S & S WINDOW CLEANING LLC	\$110.00
211	<b>PROF SERV IT</b>	
	JOSEPH F DI MARIO JR	\$1,370.00
212	<b>PROGRAMS</b>	
	ANN M TORRALBA	\$582.00
224	<b>GAS &amp; HEAT</b>	
	WE ENERGIES	\$284.90
225	<b>TELEPHONE</b>	
	AT&T	\$56.07
240	<b>MAINT CONTRACT NON-IT</b>	
	RHYME BUSINESS PRODUCTS LLC	\$326.25
323	<b>AUDIO VISUAL</b>	
	BAKER & TAYLOR	\$1,020.27
324	<b>LICENSES</b>	
	BRIDGES LIBRARY SYSTEM	\$260.00
325	<b>E-MEDIA</b>	
	MIDWEST TAPE, LLC	\$1,752.30
330	<b>TRAINING AND TRAVEL</b>	
	KELSEY BUTTERFIELD	\$111.16
332	<b>CAR ALLOWANCE</b>	
	PAYROLL	\$11.08
345	<b>COMPUTER &amp; TECH EQUIP</b>	
	JOSEPH F DI MARIO JR	\$254.45
400	<b>REPAIR BUILDINGS</b>	
	ACE OF OCONOMOWOC	\$230.44
	FIELDSTONE GLASS CO	\$215.00
	LORLEBERGS TRUE VALUE	\$66.58
509	<b>DATA PROCESSING</b>	
	FINANCE DEPT	\$838.33
510	<b>RISK MANAGEMENT</b>	
	FINANCE DEPT	\$2,010.83
530	<b>COPIER LEASE</b>	
	RHYME BUSINESS PRODUCTS LLC	\$132.41
PCARD		\$20,786.13
212	<b>PROGRAMS</b>	
	AMAZON	\$792.24
	DNDBEYOND	\$27.29
226	<b>INTERNET</b>	
	SPECTRUM	\$159.99
	USCELL RECURRING	\$315.58
321	<b>BOOKS</b>	
	AMAZON	\$479.41
	BAKER & TAYLOR	\$12,511.04
	BOOKS & COMPANY	\$585.44
322	<b>PERIODICALS</b>	
	CONLEY PUBLISHING GROUP	\$90.00
323	<b>AUDIO VISUAL</b>	
	BAKER & TAYLOR	\$295.85
325	<b>E-MEDIA</b>	
	CRUNCHYROLL	\$12.64
	DISNEY PLUS	\$23.20
	PEACOCK TV	\$8.39
	STARZ ENTER	\$8.43
340	<b>OPERATING SUPPLIES</b>	
	AMAZON	\$559.24
	DEMCO INC	\$795.94
	DEMCO, INC.	\$661.56
	DOLLARTREE	\$11.25
	KLEANLINE	\$360.00
	OFFICE DEPOT	\$560.95
	STATE CHEMIC*STATE CHE	\$130.66
	ZORO TOOLS INC	\$358.76
345	<b>COMPUTER &amp; TECH EQUIP</b>	
	USCELL RECURRING	\$300.00
400	<b>REPAIR BUILDINGS</b>	
	MENARDS PEWAUKEE WI	\$982.79
	THE HOME DEPOT	\$755.48
<b>Grand Total</b>		<b>\$32,109.80</b>

APPROVED BY:

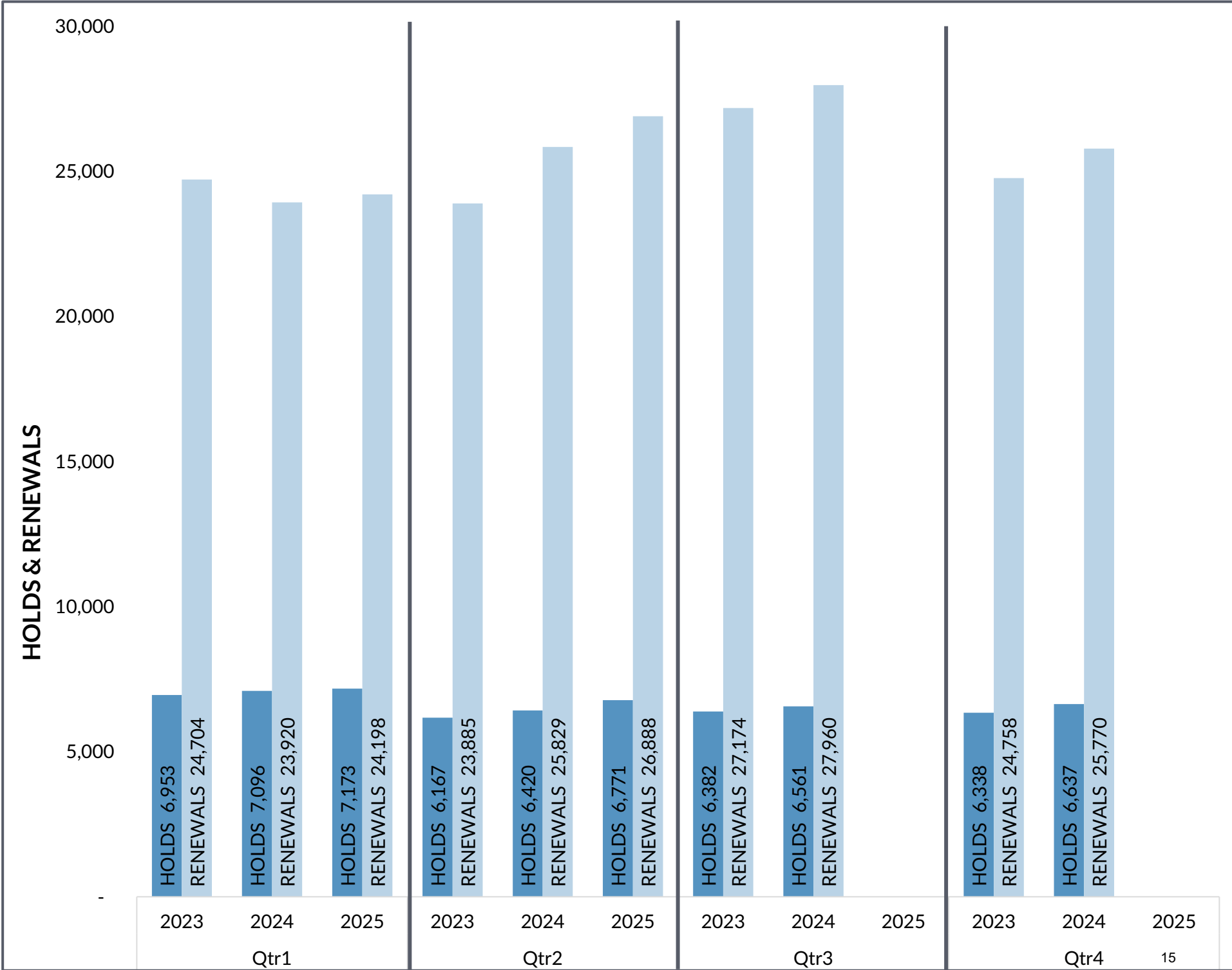
LIBRARY DIRECTOR \_\_\_\_\_

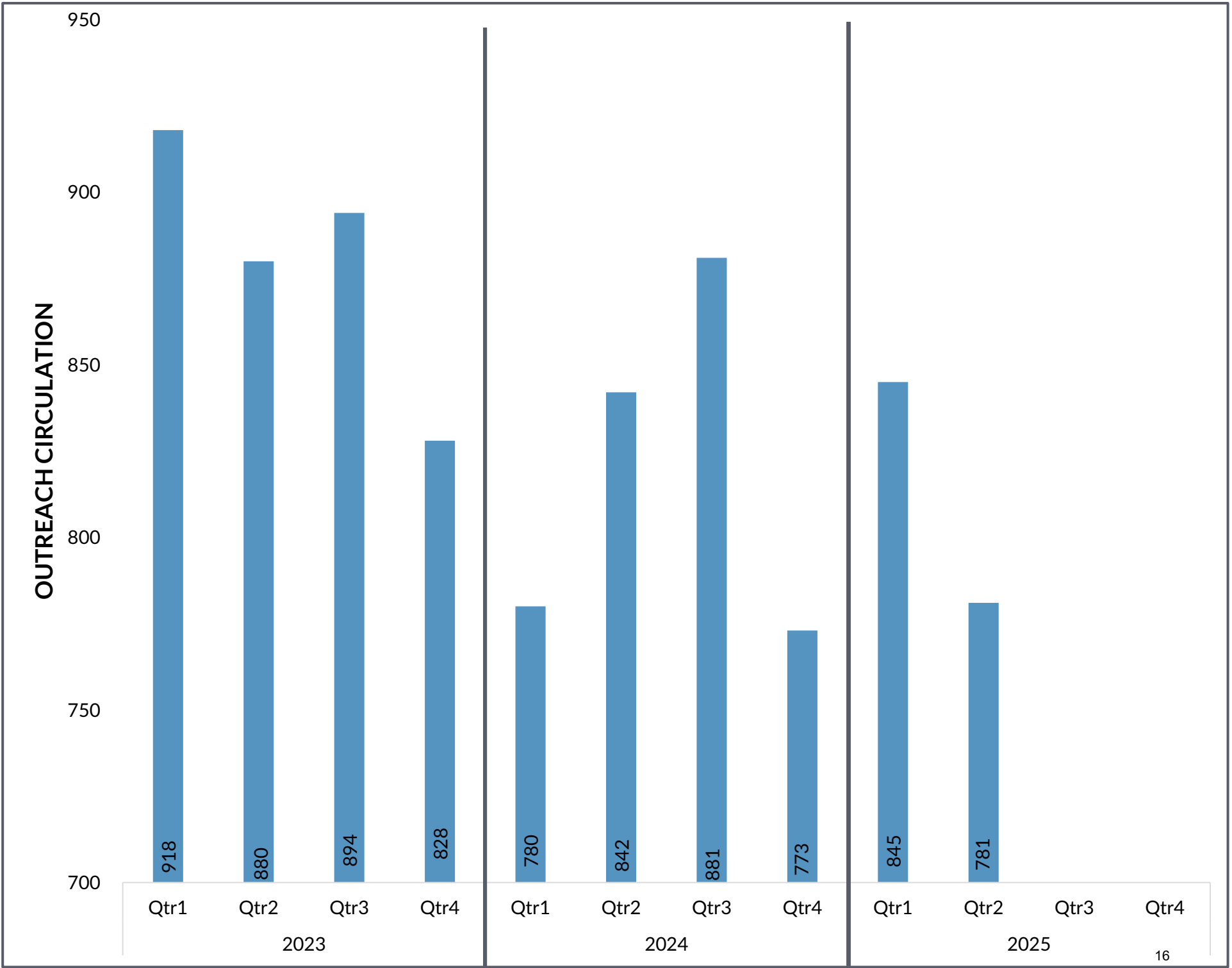
BOARD MEMBERS \_\_\_\_\_

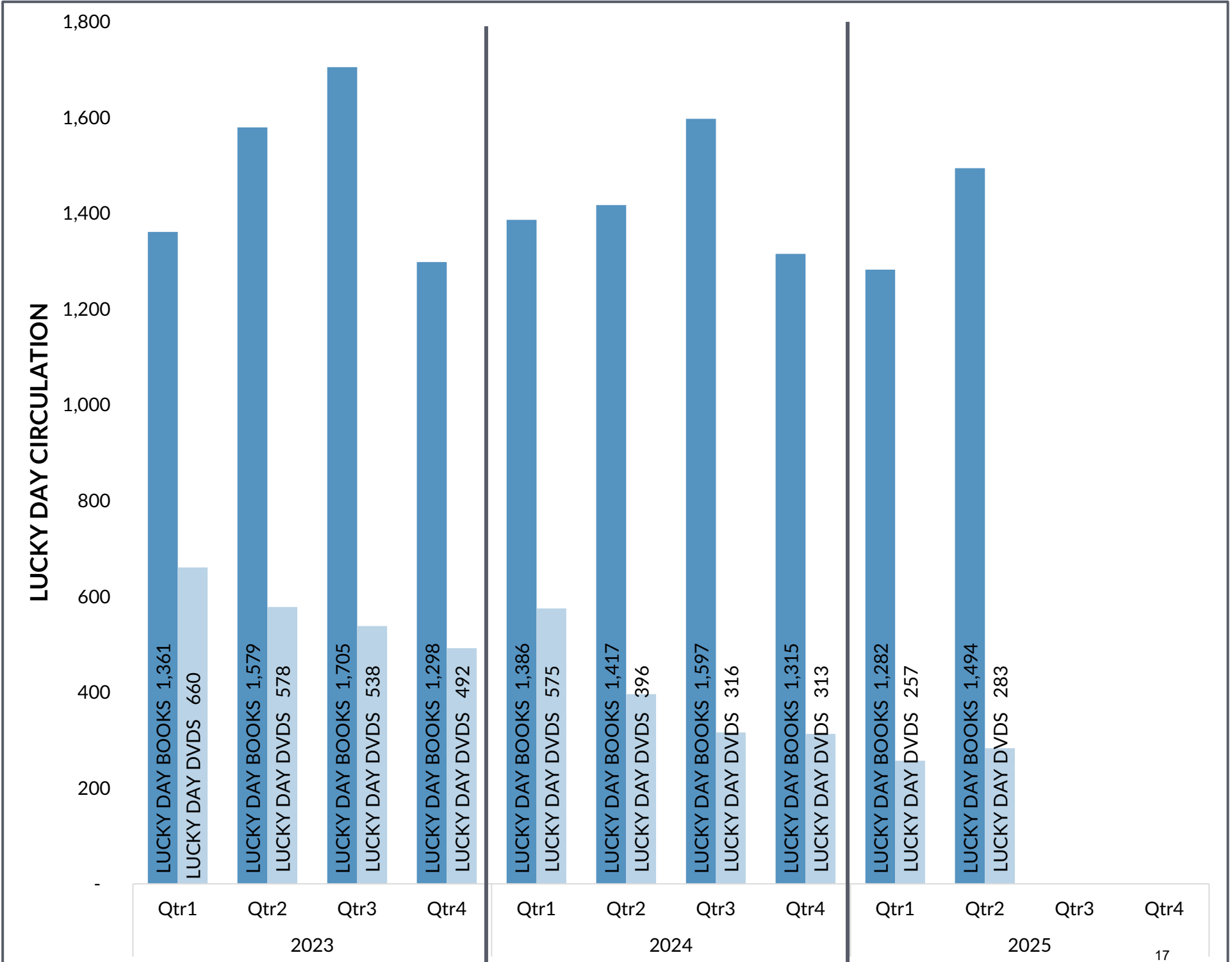
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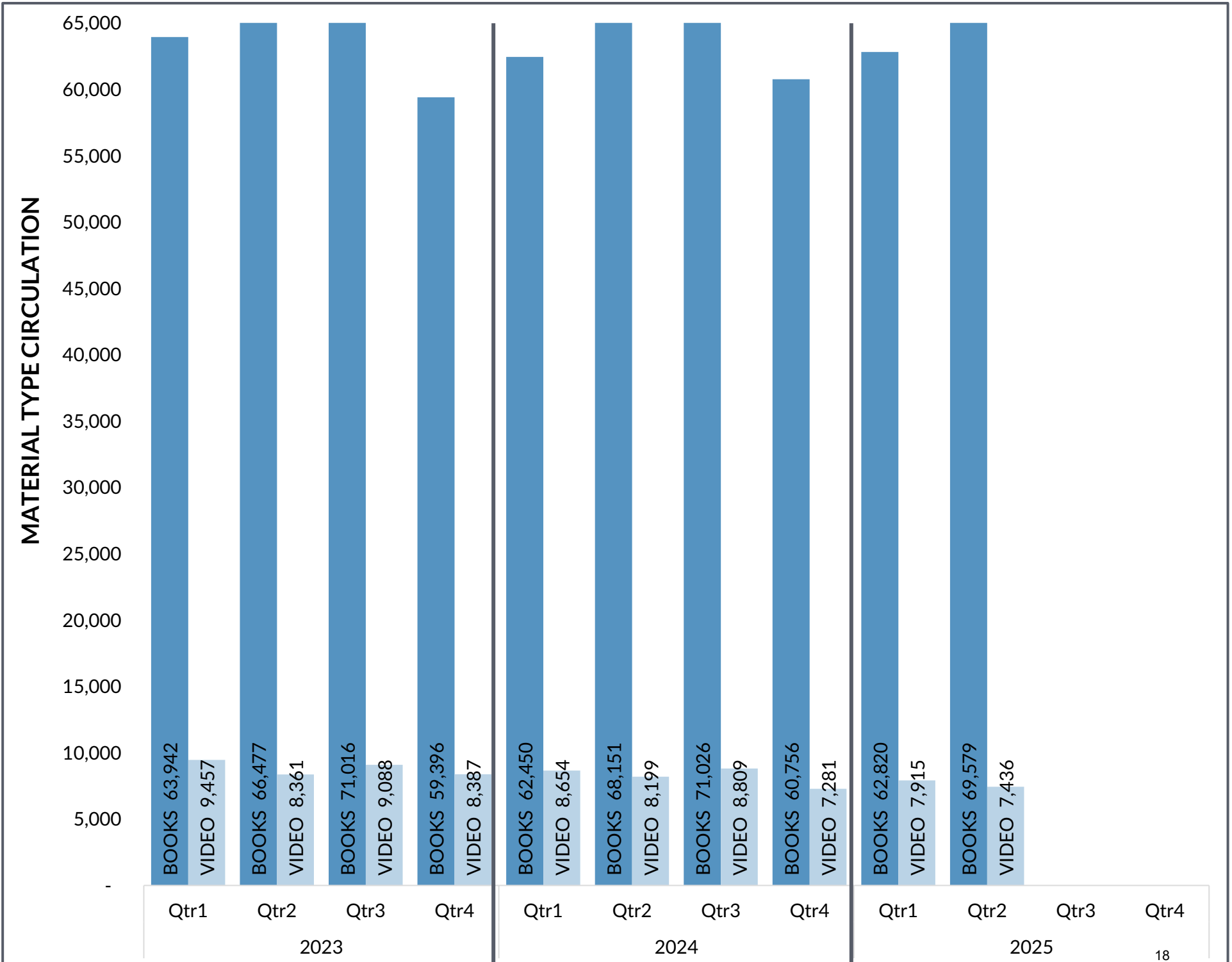
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# LIBRARY OF THINGS

1,200

1,000

800

600

400

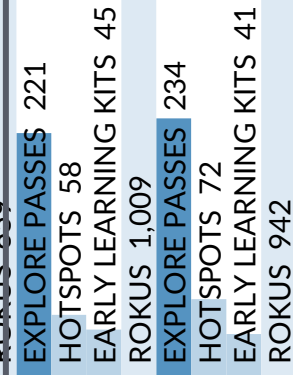
200



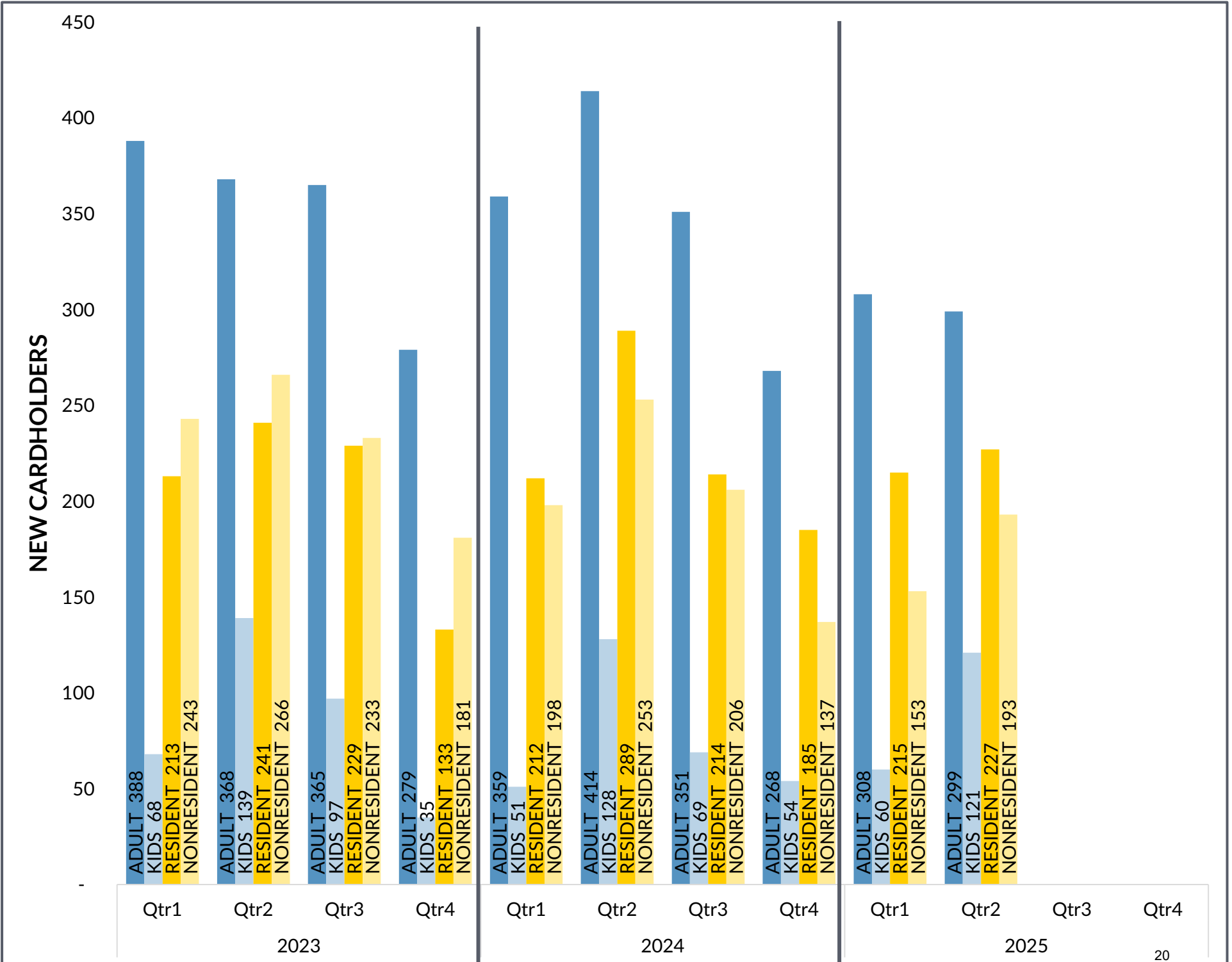
2023



2024



2025



**TOTAL CARDHOLDERS**

14,000

12,000

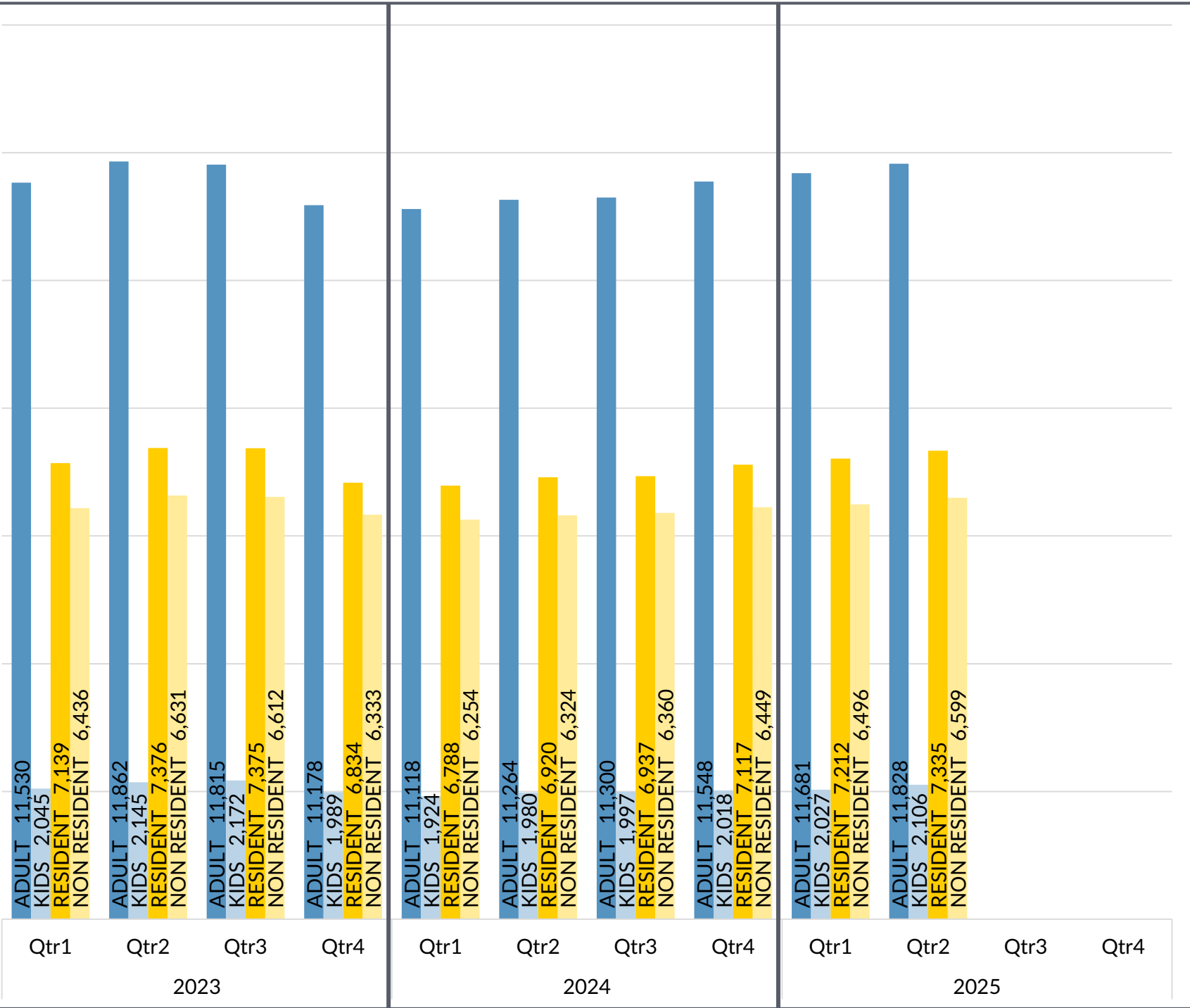
10,000

8,000

6,000

4,000

2,000



# Bridges Library System Staff Reports

## July 2025

### **Brittany Larson – Library System Director**

#### **Leadership Transition**

June and early July have been very busy. The budget process and adjacent county reimbursements are annual and would make this time of year busy enough, but layered over that were time sensitive tasks that only come around every 5 five years or so (lease renewal, delivery contract RFP, and Act 150 committee work). Now that the budget draft is submitted and adjacent county funds have been received, I am shifting focus to the budget presentation portion of this process for both counties which will run from now through the early Fall. I will also be preparing for the start of the Waukesha County Act 150 Committee, which will include research of past committees, handout development, gaining a deeper understanding of current plan nuances, and working with directors to start assessing how the current plan components are holding up. I have been meeting weekly with the other State System Directors, reaching out to the Division of Library and Technologies (soon to be called the Bureau of Libraries) and meeting County staff and officials. I have also been working on holding one-on-one meetings with each Bridges staff member to learn more about staff and system needs. By the next meeting I hope to discuss the establishment of my annual goals with the Board so that there is something to have applied to my end of year evaluation process.

#### **State Updates**

There is a reorganization at the state level within the DPI. The Division of Libraries and Technologies will be renamed the Bureau of Libraries. At present there should be no obvious changes to the level of service provided.

#### **Federal Updates**

The current iteration of the Federal Budget includes a minimal amount of funds (around \$6 million) to close the IMLS agency. Now Federal subcommittees will begin working on portions of the budget and we will monitor if anything changes. As a reminder, the IMLS agency would need to both be funded and reauthorized to continue its function as we have known it in years past.

#### **Delivery RFP Process**

Mellanie and I met with a purchasing analyst for Waukesha County to finish the RFP for the delivery service. It was posted the second week in July and now contractors can submit proposals.

#### **Hoopla Update**

Member libraries have been discussing the viability of Hoopla as an econtent provider (ebooks and eaudiobooks primarily). The product allows for instant access and a nice variety of materials, but the pay-per-use model does not integrate well with the public library service model. Most libraries have seen budgets they cannot predict. At this time, the plan is for all member libraries to discontinue

service. Timelines are being established at the July APL meeting. Investments into Overdrive Advantage and a Lucky Day Advantage collection continue to be the new focus.

## Kelly Nelson – Coordinator of Library Development

### SEWI Partners Meeting & Budget

The Bridges Library System facilitates continuing education opportunities for SEWI, the 5 library systems that comprise the Southeastern Wisconsin region. I held a SEWI Partners meeting in early June, attended by all SEWI partner system directors. We discussed future offerings, communication preferences, remaining LSTA grant funds from the 2024-2025 cycle, and the SEWI budget for 2026.

### SEWI LSTA Grant Funds & Scholarships

LSTA Conference Scholarships for the 2024-2025 LSTA grant cycle are ending in July. There will be funds remaining after the close of these scholarships and the SEWI partners made the decision to purchase DiSC Profile Assessments and offer them as scholarships to SEWI Libraries. These assessments are designed to improve teamwork, communication, and productivity in the workplace. The purchase will be made by Prairie Lakes Library System, who is the fiscal agent for this grant.

### Upcoming Events

- **SEWI Directors Retreat, August 22<sup>nd</sup>** – Registration is now open for this daylong event for SEWI Library Directors.
- **SEWI Book Repair Workshops, September 23<sup>rd</sup>** – Two identical workshops will be offered to help SEWI staff learn book damage prevention tools and simple repairs.

### Professional Development

I viewed the *Introducing the New Novelist Experience!* webinar. This tool is used by library staff in recommending book titles to the public and creating readers advisory marketing materials. I plan to demonstrate the platform's new look at the next Bridges Adult Services meeting.

## Angela Meyers – Coordinator of Youth and Inclusive Services

### Youth Services

Summertime in libraries is the busiest time. I am making the rounds to libraries hosting the various Bridges' sponsored summer library performers. To date, I have visited: Lake Mills for Cookie Decorating with Baby Blues Bakery; Waterloo for J&R Aquatic Animal Rescue; Menomonee Falls for Zack Percell with TNZ Magic; Johnson Creek for Snake Discovery; and Whitewater for Science Heroes. In July,



I'll visit libraries to check on canvas painting with Set Apart Art, James the Magician, and Nerf Games. Libraries are sharing that their program numbers are similar to pre-covid figures and people are enjoying the shows and workshops Bridges has booked for the libraries.

### **Inclusive Services**

Alice Baker Memorial Library in Eagle held the 4th Annual Hug a Horse Memory Cafe at Horse Power Healing Center on June 12<sup>th</sup>. This was a special memory cafe since it was the first Library Memory Project cafe to be offered in both English and Spanish. In collaboration with the Hispanic Health Resource Center (HHRC) in Waukesha, and utilizing grant funding from Bader Philanthropies, Inc., Bridges Library System provided transportation to 17 participants and 3 staff from the HHRC to Horse Power Healing Center in Eagle. We were also joined by more than 20 Library Memory Project participants and three ADRC Dementia Care Specialists from Waukesha and Jefferson Counties.

Alli from the Eagle library kicked off the event with an introduction and Blanca from HHRC provided the Spanish translation. As each animal was brought out for guests to pet or take pictures with, the animals were introduced in English and Spanish. You could hear people saying something like, "What is the Spanish word for turtle?" and someone would eagerly jump in with "tortuga!" If I had to summarize this event in one word, it would be *joyful*. Many thanks to Alli at Eagle library and Wendy from Horse Power for coordinating this meaningful event.



*Pictured are guests from the Hispanic Health Resource Center's memory cafe in Waukesha. Also in the photo is Angela (Bridges), Alli (Eagle library), and Wendy (Horse Power).*

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

### **Library Visits and Meetings**

A Mukwonago Community Library cataloger and I met virtually to discuss that library's options for item codes and standardization of call numbers in adult and children's collections. At the Town Hall Library, I met in person with two cataloging staff and helped as that library begins to add collection codes to their catalog items for the first time. Collection codes help catalog users find materials more easily and provide staff with a better variety of statistics and reports. I visited L.D.Fargo Public Library in Lake Mills to work with staff members who are now using the Leap interface for cataloging instead of the Polaris staff client.

At the CAFÉ Cats virtual meetup this month we talked about ongoing catalog clean-up projects, cataloging AI-generated books, new MARC Fields in some OCLC bib records, and new CAFÉ item codes for adult large print Wonderbooks (print books with built-in audio players).

The Wisconsin Library Association’s Technical Services Section meets virtually about five times per year. I attended this month’s meeting where topics included preparation for the fall WLA Annual Conference and best practices when cataloging AI-generated materials.

**Catalog Updates and Maintenance**

In preparation for the Vega Discover catalog, I have been removing from the CAFÉ catalog OverDrive titles that do not offer any holdings. Many of the unused OverDrive records are a result of licenses no longer held for those titles.

**Emily Heller – Public Communications Coordinator**

**Update: “Speak Up for Libraries” Postcard Campaign**

Over 2,500 Postcards were returned to MCFLS from across the state for the first wave of mailings! Bridges had the most returned (688 total). We will keep promoting this through July 25<sup>th</sup>!

MCFLS also sent traffic analytics for the campaign’s website: [mywisconsinlibrary.org](http://mywisconsinlibrary.org). It is great to see the numbers increasing, meaning we are doing a good job of getting the word out!

Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Mar-25	23	31	267	884	35.44 MB
Apr-25	3553	6035	18761	107472	5.82 GB
May-25	4869	7846	20762	128336	7.24 GB
Jun-25	5184	7952	24253	138763	7.64 GB
<b>Total</b>	<b>13629</b>	<b>21864</b>	<b>64043</b>	<b>375455</b>	<b>20.73 GB</b>

On July 8<sup>th</sup>, we sent a news release to our media list that we collaborated with MCFLS on. I am also working on coordinating a news story with Bret Lemoine from Fox 6 for July 15<sup>th</sup>.

**Statewide Marketing Cohort**

We met on July 8 to discuss the current postcard campaign and potential outcomes and next steps for the fall.

We will also be doing the state promotional stickers for outreach and to help promote Library Card Sign-up Month in September again.



### Journey of Dragons: A Library Challenge

We have received 246 prize entry forms so far from participants on the Journey of Dragons quest that solved passwords in June. Winners will be selected and notified soon. All entry forms submitted in June will roll over for July's drawing.

Johnson Creek Public Library had a family complete the full Journey of Dragons Library Challenge on June 24! They visited 22 libraries in 22 days – wow!



### Outreach

June 11<sup>th</sup>: I staffed our table at the Waukesha County Employee Wellness Fair. I shared information on the many services libraries provide with a special focus on Café App, Libby, Udemy courses, Morningstar database and Consumer Reports. There was great attendance this year. I gave away almost all the swag (stickers, magnets, bookmarks, notebooks, pens).



### In the News:

- Menomonee Falls Library reduces hours for 2026: [Freeman Article](#)
- Jefferson library debuts space for small groups, individuals: [Daily Union Article](#)
- New Bridges Library System director talks confidence from knowledge: [Freeman Article](#)
- For the Love of Librarians: feature winners of the "I Love My Librarian Award": [Carnegie Libraries Unstacked Newsletter](#)

### [News Archives](#)

### Google Interior Photo Tours

More 360 photos for Google Profiles are coming up next month and looking to wrap them up in fall.

- Jefferson – August 11
- Delafield – August 14
- Sussex – August 27 (To be confirmed)

**June/July Newsletters:** Industry standard/goal is 44% Open Rate

Marketing Magic:

- July 3: 62.07% Open Rate
- June 20: 61.36% Open Rate
- June 6: 64.37% Open Rate

Monthly Bridges:

- July: to come
- June 6: 52.19% Open Rate

Monthly Legislators:

- July: to come
- Legislators June 17: 16.67% Open Rate
- Legislators Staff June 17: 34.15% Open Rate

# DIRECTOR'S REPORT

JULY 2025

## BUDGET/FINANCE

We will be purchasing our new combined desk within the next month and installing it early 2026.

## COLLECTION DEVELOPMENT/REFERENCE

Our Hoopla contract ends October 16. All Bridges Libraries are submitting their 60 days on August 12. On Thursday, August 14 all member libraries and Bridges will post communications to the public.

## COMMUNICATIONS

Loki is having surgery on his eye Tuesday, July 22, paid for by the Friends. He is retiring in September and will have a program retirement party on September 13. We have a family that is donating us a new bearded dragon. More details to come.

## CONTINUED SYSTEM INVOLVEMENT/AUTOMATION

Bridges has a new director, Brittany Larson. She was the director of Muskego Public Library since 2017. Larson began her library career at Carroll University's library in 2003. She earned her Master of Library and Information Science degree from the University of Wisconsin-Milwaukee in 2009 and performed several roles at the Carroll University library before being appointed interim library director in 2015. Larson accepted the director position at Muskego Public Library in 2017, and because the Muskego Public Library is in the Bridges Library System, she has worked with Bridges Library System staff extensively over the years while in the role.

## FRIENDS OF OPL

The next Friends of the Library Board meeting is Monday, August 11 at 6 pm.

## PERSONNEL/CONTINUING EDUCATION

Natalie Hilmer is moving from circulation clerk to reference librarian, so we currently have a circulation clerk opening. The job will be posted until July 21.

Kelsey Butterfield has accepted a position as library director of Muskego. Her last day will be August 15. We will miss her greatly.

## PLANNING

Feasibility Study Update: Jen has met with Jody from The Sweeney Group to discuss the process of the Feasibility Study.

A small group of city employees met on Friday to discuss Unstaffed Branch planning. The next step is to meet with the developer to discuss possible location.

# DIRECTOR'S REPORT

JULY 2025

## PROGRAMMING

The summer has been going great. We closed out the June reading program with:

- 1994 readers
- 568,800 minutes read

Snake Discovery was a huge hit. We had 252 people attend.



		2023				2024			2025		2026	
REVENUE												
COUNTY FUNDING	ACCT	2023 BUDGET	2023 FINAL BUDGET	2023 ACTUAL	2023 NOTES	2024 BUDGET	2024 Actual	2024 NOTES	2025 BUDGET	2025 NOTES	2026 BUDGET	2026 NOTES
WAUKESHA	3720	\$ 324,281.00	\$ 324,281.00	\$ 324,298.20	Actual	\$ 341,744.00	\$ 342,557.66	Tentative number from Bridges	\$ 369,417.00		\$ 403,799.00	
DODGE	3721	\$ 35,924.54	\$ 35,924.54	\$ 35,925.00	Actual	\$ 30,195.59	\$ 30,195.59		\$ 29,113.98		\$ 27,443.35	
JEFFERSON	3721	\$ 105,065.00	\$ 105,065.00	\$ 105,065.00	Actual	\$ 99,013.00	\$ 99,013.00		\$ 87,631.00		\$ 99,097.00	
WASHINGTON	3721	\$ 212.55	\$ 212.55	\$ 212.55	Actual	\$ 266.59	\$ 266.59		\$ 882.33		\$ 560.23	
		\$ 465,483.09	\$ 465,483.09	\$ 465,500.75		\$ 471,219.18	\$ 472,032.84		\$ 487,044.31		\$ 530,899.58	
PUBLIC CHARGES												
	ACCT	2023 BUDGET	2023 FINAL BUDGET	2023 ACTUAL	2023 NOTES	2024 BUDGET	2024 Estimate	2024 NOTES	2025 BUDGET	2025 NOTES	2026 BUDGET	2026 NOTES
FINES & FEES	6114	\$ 15,000.00	\$ 15,000.00	\$ 15,910.07	Used 2022 trends	\$ 14,500.00	\$ 15,111.43		\$ 15,000.00		\$ 15,000.00	
COPYING	6116	\$ 7,800.00	\$ 7,800.00	\$ 8,592.31	based on 2022 usage	\$ 7,000.00	\$ 8,377.24		\$ 7,000.00		\$ 8,000.00	
ROOM RENTAL	6741	\$ 600.00	\$ 600.00	\$ 630.00	\$50/mo x 12	\$ 600.00	\$ 910.19		\$ 600.00		\$ 600.00	
		\$ 23,400.00	\$ 23,400.00	\$ 25,132.38		\$ 22,100.00	\$ 24,398.86		\$ 22,600.00		\$ 23,600.00	
MISC REVENUE												
	ACCT	2023 BUDGET	2023 FINAL BUDGET	2023 ACTUAL	2023 NOTES	2024 BUDGET	2024 Estimate	2024 NOTES	2025 BUDGET	2025 NOTES	2026 BUDGET	2026 NOTES
SALE OF PROPERTY	8310	\$ -	\$ -	\$ 512.75		\$ -			\$ -		\$ -	
PCARD REBATE	8430	\$ 3,500.00	\$ 3,500.00	\$ 3,229.03	Based on history	\$ 3,500.00	\$ 3,084.66		\$ 3,500.00		\$ 3,500.00	
		\$ 3,500.00	\$ 3,500.00	\$ 3,741.78		\$ 3,500.00	\$ 3,084.66		\$ 3,500.00		\$ 3,500.00	
												Place holder
DONATIONS												
	ACCT	2023 BUDGET	2023 FINAL BUDGET	2023 ACTUAL	2023 NOTES	2024 BUDGET	2024 Estimate	2024 NOTES	2025 BUDGET	2025 NOTES	2026 BUDGET	2026 NOTES
GENERAL	8501	\$ -	\$ -	\$ -		\$ -			\$ -		\$ -	
<b>REVENUE Total</b>		\$ 492,383.09	\$ 492,383.09	\$ 494,374.91		\$ 496,819.18	\$ 499,516.36		\$ 513,144.31		\$ 557,999.58	
EXPENSES												
	ACCT	2023 BUDGET	2023 FINAL BUDGET	2023 ACTUAL	2023 NOTES	2024 BUDGET	2024 Estimate	2024 NOTES	2025 BUDGET	2025 NOTES	2026 BUDGET	2026 NOTES
FT SALARIES	111	\$ 484,627.87	\$ 484,627.87	\$ 471,034.20		\$ 503,865.71	\$ 499,744.52		\$ 520,304.93		\$ 535,914.08	Estimate
PT W/BEN	113	\$ 41,629.57	\$ 41,629.57	\$ 36,139.20		\$ 43,498.62	\$ 45,874.26		\$ 73,292.33		\$ 75,491.10	Estimate
PT W/OUT BEN	125	\$ 168,131.39	\$ 168,131.39	\$ 160,867.00		\$ 175,674.54	\$ 145,085.06		\$ 135,599.27		\$ 139,667.25	Estimate
SUNDAY HOURS	126	\$ 7,765.10	\$ 7,765.10	\$ 7,526.52		\$ 8,075.69	\$ 8,098.11		\$ 8,317.98		\$ 8,567.52	Estimate
LONGEVITY	133	\$ 72.00	\$ 72.00	\$ 72.00		\$ 72.00	\$ 72.00		\$ 72.00		\$ 74.16	Estimate
FICA	151	\$ 53,620.88	\$ 53,620.88	\$ 50,012.39		\$ 55,946.80	\$ 51,318.20		\$ 56,352.95		\$ 58,043.54	Estimate
WRS RETIREMENT	152	\$ 35,790.42	\$ 35,790.42	\$ 34,114.54		\$ 37,773.10	\$ 36,741.00		\$ 41,260.03		\$ 42,497.83	Estimate
HEALTH INSURANCE	154	\$ 151,045.54	\$ 146,320.95	\$ 140,108.37		\$ 168,195.84	\$ 158,647.46		\$ 174,713.97		\$ 179,955.39	Estimate
LIFE INSURANCE	155	\$ 606.52	\$ 606.52	\$ 840.37		\$ 668.18	\$ 1,050.60		\$ 1,142.91		\$ 1,177.20	Estimate
COMP EARNED	164	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -		\$ -	
		\$ 943,289.29	\$ 938,564.70	\$ 900,714.59		\$ 993,770.48	\$ 946,631.21		\$ 1,011,056.37		\$ 1,041,388.06	

PURCHASED SERVICES	ACCT	2023 BUDGET	2023 FINAL BUDGET	2023 ACTUAL	2023 NOTES	2024 BUDGET	2024 Estimate	2024 NOTES	2025 BUDGET	2025 NOTES	2026 BUDGET	2026 NOTES
SERVICES NON-IT	210	\$ 44,195.00	\$ 44,195.00	\$ 42,389.59	Audit \$1692 Legal \$2350 Snowplowing \$3895 Electronic monitoring \$450 Window cleaning \$1,620 DDC Yearly Service \$1,000 Boiler inspection \$175 Fire extinguisher inspection \$150 Pest control \$ 376 Sprinkler & fire alarm inspection \$900 Cleaning \$7980 Bridges (CAFE) annual support 4% increase \$22,627 Back Flow Inspections \$1000	\$ 43,636.00	\$ 40,694.27	Audit \$1927 Legal \$2400 Snowplowing \$3900 Electronic monitoring \$500 - Alarm Window cleaning \$2100 DDC Yearly Service \$1,000 - HVAC Boiler inspection \$175 Fire extinguisher inspection \$150 Pest control \$ 450 Sprinkler & fire alarm inspection \$900 Cleaning \$7980 Bridges (CAFE) annual support 4% increase \$22,627 Back Flow Inspections \$1000	\$ 45,187.00	Audit \$2162 Legal \$2450 Snowplowing \$3925 Electronic monitoring \$500 - Alarm Window cleaning \$2250 DDC Yearly Service \$1,000 - HVAC Boiler inspection \$175 Fire extinguisher inspection \$150 Pest control \$ 500 Sprinkler & fire alarm inspection \$900 Cleaning \$7980 Bridges (CAFE) annual support 5% increase \$22,195 Back Flow Inspections \$1000	\$ 46,496.00	Audit \$2162 Legal \$2524 Snowplowing \$4082 Electronic monitoring \$500 - Alarm Window cleaning \$2440 DDC Yearly Service \$1,000 - HVAC Boiler inspection \$175 Fire extinguisher inspection \$150 Pest control \$ 500 Sprinkler & fire alarm inspection \$900 Cleaning \$7980 Bridges (CAFE) annual support 4% increase \$23,083 Back Flow Inspections \$1000
SERVICES IT	211	\$ 13,000.00	\$ 13,000.00	\$ 12,755.00	IT contractor; estimate based on 3-year average	\$ 13,000.00	\$ 1,415.00	Check with Joe	\$ 13,000.00	Check with Joe	\$ 16,000.00	New IT Firm - Taylor
PROGRAMS	212	\$ 16,000.00	\$ 13,000.00	\$ 12,941.00	Juvenile - \$10K Adult/Outreach/Misc. \$3K	\$ 15,250.00	\$ 14,082.55	Juvenile \$12K Adult/Outreach/Misc. \$3250	\$ 16,000.00	Juvenile \$12,000 Adult/Outreach/Misc. \$4,000	\$ 16,000.00	Juvenile \$12,000 Adult/Outreach/Misc. \$4,000
ELECTRIC & WATER	222	\$ 29,000.00	\$ 29,000.00	\$ 27,828.14	From City Hall	\$ 31,000.00	\$ 26,894.89	From City Hall	\$ 32,000.00		\$ 33,000.00	CITY Hall
GAS & HEAT	224	\$ 12,000.00	\$ 11,000.00	\$ 8,154.12	2022 average \$916.66 x 12 mon	\$ 11,000.00	\$ 7,207.26		\$ 11,000.00		\$ 11,000.00	
PHONE	225	\$ 672.00	\$ 672.00	\$ 672.60	56 x 12 months	\$ 720.00	\$ 672.84	\$60 x 12 months	\$ 744.00	\$62 x 12 months	\$ 696.00	\$58 x 12 months
INTERNET	226	\$ 5,900.00	\$ 5,900.00	\$ 5,908.26	Teach line \$1,200 Internet \$155 x 12 \$1,860 HotSpots \$20.5 x 11 = \$225.50/month x 12 = \$2,706	\$ 5,940.00	\$ 5,743.53	Teach line \$1,200 Internet \$165 x 12 \$1,980 HotSpots \$230/month x 12 = \$2,760	\$ 5,940.00	Teach line \$1,200 Internet \$165 x 12 \$1,980 HotSpots \$230/month x 12 = \$2,760	\$ 5,940.00	Teach line \$1,200 Internet \$165 x 12 \$1,980 HotSpots \$230/month x 12 = \$2,760
MAINT CONT NON-IT	240	\$ 4,895.00	\$ 4,895.00	\$ 6,126.24	copiers - staff \$249 x 12 = \$3,000 public \$40 x 12 = \$470 sprinkler maintenance \$950 doors \$475	\$ 6,985.00	\$ 7,034.00	copiers - staff \$423 x 12 = \$5080 public \$40 x 12 = \$480 sprinkler maintenance \$950 doors \$475	\$ 6,985.00	copiers - staff \$423.33 x 12 = \$5080 public \$40 x 12 = \$480 sprinkler maintenance \$950 doors \$475	\$ 6,309.60	staff \$283.72 x 12 = \$3404.6 + \$1000 overage public \$40 x 12 = \$480 sprinkler maintenance \$950 doors \$475
MAINT CONT IT	241	\$ 3,085.00	\$ 3,085.00	\$ 3,356.36	RFID Maintenance	\$ 3,500.00	\$ 3,261.00	RFID Maintenance	\$ 3,600.00	RFID Maintenance	\$ 3,500.00	RFID Maintenance
		\$ 128,747.00	\$ 124,747.00	\$ 120,131.31		\$ 131,031.00	\$ 107,005.34		\$ 134,456.00		\$ 138,941.60	
OPERATING EXPENSES	ACCT	2023 BUDGET	2023 FINAL BUDGET	2023 ACTUAL	2023 NOTES	2024 BUDGET	2024 Estimate	2024 NOTES	2025 BUDGET	2025 NOTES	2026 BUDGET	2026 NOTES
OFFICE SUPPLIES	310	\$ -										
POSTAGE	311	\$ 360.00	\$ 360.00	\$ 516.84	Library Postage	\$ 360.00	\$ 420.49	Library Postage	\$ 360.00	Library Postage	\$ 360.00	Library Postage
PRINTING	313	\$ 1,800.00	\$ 1,800.00	\$ 41.57	SLP brochures \$1,400 Misc \$400	\$ 400.00	\$ 238.28	SLP brochures \$1,400 Misc \$400	\$ 400.00	Misc \$400	\$ 400.00	Misc \$400
MEMBERSHIP DUES	320	\$ 830.00	\$ 830.00	\$ 660.00	WLA Board Member \$75 WLA Library \$255 ALA Library \$215 Amazon Prime \$139 OCONOMOWOC AREA HISTORICAL SOCIETY MEMBERSHIP \$50 WAUKESHA HISTORICAL SOCIETY MEMBERSHIP \$30 WI HISTORICAL SOCIETY - \$65	\$ 930.00	\$ 867.99	WLA Board Member \$80 WLA Library \$270 ALA Library \$245 Amazon Prime \$139 OCONOMOWOC AREA HISTORICAL SOCIETY MEMBERSHIP \$60 WAUKESHA HISTORICAL SOCIETY MEMBERSHIP \$30 WI HISTORICAL SOCIETY \$75	\$ 810.00	WLA Board Member \$80 WLA Library \$275 ALA Library \$215 Amazon Prime \$139 OCONOMOWOC AREA HISTORICAL SOCIETY MEMBERSHIP \$60 WAUKESHA HISTORICAL SOCIETY MEMBERSHIP \$150	\$ 799.00	WLA Board Member \$80 WLA Library \$275 ALA Library \$215 Amazon Prime \$139 OCONOMOWOC AREA HISTORICAL SOCIETY MEMBERSHIP \$60 YouTube Subscription \$150.00 - Programing WAUKESHA HISTORICAL SOCIETY MEMBERSHIP \$150?? - \$30
BOOKS	321	\$ 92,000.00	\$ 90,500.00	\$ 86,378.29	Adult Books \$62,000 - \$61,000 Kids and Teens Books \$30,000 - \$29,500	\$ 92,000.00	\$ 85,666.69	Adult Books \$62,000 Kids and Teens Books \$30,000	\$ 92,000.00	Adult Books \$62,000 Kids and Teens Books \$30,000	\$ 92,000.00	Adult Books \$62,000 Kids and Teens Books \$30,000

SERIALS/PERIODICALS	322	\$ 9,000.00	\$ 8,000.00	\$ 7,338.45	Magazines \$8500 Newspapers \$500	\$ 6,500.00	\$ 6,522.61	Magazines \$6000 Newspapers \$500	\$ 6,500.00	Magazines \$6000 Newspapers \$500	\$ 6,500.00	Magazines \$6000 Newspapers \$500
AUDIO VISUAL	323	\$ 15,000.00	\$ 13,500.00	\$ 12,694.45	Adult AV \$11,000 Kids and Teen AV \$2,500	\$ 14,500.00	\$ 12,699.04	Adult AV <del>\$13,000</del> \$12,000 Kids and Teen AV <del>\$3,000</del> \$2,500	\$ 14,000.00	Adult AV \$12,000 Kids and Teen AV \$2,500	\$ 14,000.00	Adult AV \$12,000 Kids and Teen AV \$2,000
LIC/PERMIT	324	\$ 6,515.00	\$ 4,915.00	\$ 4,620.09	antivirus \$500 Faronics DeepFreeze \$ 1,344 Envisionware \$140 LibCal \$700 GoDaddy domain renewal \$130 Phone software \$350 Zoom \$216 wireless printing software \$550 misc. software & comp licenses \$485 <del>Security camera \$1600</del> Movie License \$500	\$ 3,560.00	\$ 2,632.33	antivirus \$500 Faronics DeepFreeze \$ 400 Envisionware \$150 LibCal \$750 GoDaddy domain renewal \$135 Phone software \$350 Zoom \$240 wireless printing software \$550 misc. software & computer licenses \$485 <del>Security camera \$1600</del> Movie License \$500	\$ 3,660.00	antivirus \$550 Faronics DeepFreeze \$ 450 Envisionware \$200 <del>LibCal \$750</del> *New Library calendar GoDaddy domain renewal \$145 Phone software \$400 Zoom \$280 wireless printing software \$550 misc. software & computer licenses \$485 Movie License \$600	\$ 3,240.00	antivirus \$550 Faronics DeepFreeze \$ 450 Envisionware \$335 GoDaddy domain renewal \$170 Phone software \$400 Zoom \$275 wireless printing software \$500 misc. software & computer licenses \$485 Seed Labelers License \$25 Movie License \$600
OPERATING EXPENSES	ACCT	2023 BUDGET	2023 FINAL BUDGET	2023 ACTUAL	2023 NOTES	2024 BUDGET	2024 Estimate	2024 NOTES	2025 BUDGET	2025 NOTES	2026 BUDGET	2026 NOTES
E-MEDIA	325	\$ 23,624.00	\$ 24,624.00	\$ 29,345.03	Gale Courses \$3,472 Flipster \$1,065 Databases \$1,532 OverDrive Advantage \$5,326 WPLC Buying pool \$4,708 hoopla \$6900 - Grant accounted for New total \$7900 Netflix \$240 Disney+ Bundle \$177 Acorn TV \$84 Apple TV \$60 Paramount + \$60	\$ 22,139.00	\$ 30,163.40	Online Learning \$5000 (Tentative) <del>Flipster \$1,065</del> Databases \$1590 \$1,578 OverDrive Advantage <del>\$5,400</del> \$5614 WPLC Buying pool <del>\$4,708</del> \$4493 Hoopla \$9400 (Hoopla Grant: \$6,175) Netflix \$240 Disney+ Bundle \$205 Acorn TV \$84 Apple TV \$75 Paramount +/Showtime \$135 Max \$160 Funimation/CrunchyRoll \$90 Peacock TV \$65	\$ 23,608.00	Online Learning \$5000 (Tentative) Databases \$1,692 OverDrive Advantage \$5747 WPLC Buying pool \$4794 <del>Hoopla \$16,800 (1400x12 months)</del> 13800 Advantage emedia grant \$-3,448 Disney+ Bundle \$264 Acorn TV \$102 Apple TV \$132 Paramount +/Showtime \$156 Max \$160 CrunchyRoll \$ 144 Peacock TV \$65	\$ 26,926.00	Databases \$1,800 OverDrive Advantage \$5950 WPLC Buying pool \$4950 <del>Hoopla \$24,000 (2,000x12 months)</del> Advantage \$13000 emedia grant \$-??? Disney+ Bundle \$264 Acorn TV \$102 Apple TV \$132 Paramount +/Showtime \$156 Max \$160 CrunchyRoll \$ 144 Peacock TV \$65 BritBox \$95 Starz \$108
PUBLICITY	326	\$ 1,520.00	\$ 1,520.00	\$ 748.83	Chamber ad \$600 Online Marketing \$720 Jobs Ads \$200	\$ 700.00	\$ 132.64	<del>Chamber ad \$600</del> Online Marketing \$720 \$500 Jobs Ads \$200	\$ 700.00	Online Marketing \$500 Jobs Ads \$200	\$ 500.00	Online Marketing \$300 Jobs Ads \$200
SAFETY SUPPLIES	341	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -		\$ -	
TRAINING & TRAVEL	330	\$ 6,000.00	\$ 4,000.00	\$ 3,867.94	Mileage \$1,600 Conferences \$1900 Training \$500	\$ 3,250.00	\$ 3,988.09	Mileage <del>\$1,600</del> \$1,300 Conferences <del>\$1900</del> \$1,450 Training \$500	\$ 4,000.00	Mileage \$1,600 Conferences \$1900 Training \$500	\$ 4,000.00	Mileage \$1,600 Conferences \$1900 Training \$500
CAR ALLOWANCE	332	\$ 144.00	\$ 144.00	\$ 144.04	Do not enter, city will provide	\$ 143.99	\$ 144.04	CITY to Provide	\$ 143.99	CITY to Provide	\$ 145.00	CITY to Provide
OPERATING SUPPLIES	340	\$ 39,600.00	\$ 24,600.00	\$ 23,425.39	Cataloging supplies \$10,500 Circulation supplies \$1,000 Small furnishings \$2,000 Equipment \$2,500 Office supplies \$4,500 Safety supplies \$100 Janitorial supplies \$4,000	\$ 24,600.00	\$ 24,559.34	Cataloging supplies \$10,500 Circulation supplies \$1,000 Small furnishings \$2,000 Equipment \$2,500 Office supplies <del>\$7,000</del> <del>\$6,500</del> \$4500 Safety supplies \$100 Janitorial supplies \$4,000	\$ 30,100.00	Cataloging supplies \$10,500 Circulation supplies \$1,000 Small furnishings \$4,000 Equipment \$4,000 Office supplies \$6500 Safety supplies \$100 Janitorial supplies \$4,000	\$ 30,100.00	Cataloging supplies \$10,500 Circulation supplies \$1,000 Small furnishings \$4,000 Equipment \$4,000 Office supplies \$6500 Safety supplies \$100 Janitorial supplies \$4,000
JANITORIAL SUPPLIES	343	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -		\$ -	
COMP/TECH EQUIPMENT	345	\$ 14,400.00	\$ 9,000.00	\$ 8,688.74	Computers <del>\$5,500</del> - \$3,500 Computer equipment & accessories <del>\$4,500</del> - 1000 Firewall \$2,000 - *NEW <del>Security Cameras \$2400</del> - *NEW	\$ 10,400.00	\$ 10,164.65	Computers \$5,500 Computer equipment & accessories \$4,500 Firewall \$400	\$ 10,400.00	Computers \$5,500 Computer equipment & accessories \$4,500 Firewall \$400	\$ 10,400.00	Computers \$5,500 Computer equipment & accessories \$4,500 Firewall \$400
		\$ 210,793.00	\$ 183,793.00	\$ 178,469.66		\$ 179,482.99	\$ 178,199.59		\$ 186,681.99		\$ 189,370.00	

MAINTENANCE		ACCT	2023 BUDGET	2023 FINAL BUDGET	2023 ACTUAL	2023 NOTES	2024 BUDGET	2024 Estimate	2024 NOTES	2025 BUDGET	2025 NOTES	2026 BUDGET	2026 NOTES
REPAIR/MAINT BUILDING	400		\$ 11,000.00	\$ 10,000.00	\$ 15,988.77	Signs paint, air filters, belts, light bulbs \$1,500 building repairs/part replacements \$9,500 - \$8,500	\$ 10,000.00	\$ 9,333.38	paint, air filters, belts, light bulbs \$1,500 building repairs/part replacements \$8,500	\$ 10,000.00	paint, air filters, belts, light bulbs \$1,500 building repairs/part replacements \$8,500 Power-wash building \$2,500	\$ 10,000.00	paint, air filters, belts, light bulbs \$1,500 building repairs/part replacements \$8,500 New Railing \$15,100
REPAIR/MAINT EQUIP	410/ 435		\$ 500.00	\$ 500.00	\$ 627.04	Batteries, fire extinguisher recharging	\$ 750.00	\$ 418.12	Batteries, fire extinguisher recharging	\$ 750.00	Batteries, fire extinguisher recharging	\$ 750.00	Batteries, fire extinguisher recharging
			\$ 11,500.00	\$ 10,500.00	\$ 16,615.81		\$ 10,750.00	\$ 9,751.50		\$ 10,750.00		\$ 10,750.00	
FIXED CHARGES		ACCT	2023 BUDGET	2023 FINAL BUDGET	2023 ACTUAL	2023 NOTES	2024 BUDGET	2024 Estimate	2024 NOTES	2025 BUDGET	2025 NOTES	2026 BUDGET	2026 NOTES
TECHNOLOGY	509		\$ 10,240.00	\$ 10,240.00	\$ 10,240.00		\$ 9,270.00	\$ 9,270.00	City	\$ 10,600.00	City	\$ 12,190.00	City
RISK MANAGEMENT	510		\$ 21,990.00	\$ 21,990.00	\$ 21,990.00		\$ 23,605.00	\$ 23,605.00	City	\$ 24,130.00	City	\$ 24,733.25	City
COPIER LEASE	530		\$ 3,515.00	\$ 3,515.00	\$ 2,989.08	Copier Lease	\$ 3,515.00	\$ 3,118.62	Copier Lease	\$ 3,515.00	Copier Lease	\$ 2,600.00	Copier Lease - 216.67 *12
			\$ 35,745.00	\$ 35,745.00	\$ 35,219.08		\$ 36,390.00	\$ 35,993.62		\$ 38,245.00		\$ 39,523.25	
EXPENSES TOTAL			2023 BUDGET	2023 FINAL BUDGET	2023 ACTUAL	2023 NOTES	2024 BUDGET		2024 NOTES	2025 BUDGET	2025 NOTES	2026 BUDGET	2026 NOTES
<b>Total</b>			\$ 1,330,074.29	\$ 1,293,349.70	\$ 1,251,150.45		\$ 1,351,424.47	\$ 1,277,581.26		\$ 1,381,189.36		\$ 1,419,972.91	
City Share			\$837,691	\$800,967	\$756,776		\$854,605	\$778,065		\$868,045		\$861,973	
<b>OPERATING BUDGET</b>			\$ 386,785.00	\$ 354,785.00	\$ 350,435.86		\$ 357,653.99	\$ 330,950.05		\$ 370,132.99		\$ 378,584.85	

# STRATEGIC PLAN 2025

## SECOND QUARTER PROGRESS REPORT



### MISSION

The Oconomowoc Public Library's staff, collections, services, and spaces provide the opportunity for our diverse community to explore, discover, learn, and grow, enriching individual lives and our community.

### STRATEGIC PLAN

The Library Board of Trustees supports the staff's implementation of the Strategic Plan and Mission Statement. Staff use the Strategic Plan and Mission Statement to guide decision making and to define the scope of Library Services.

### LIFELONG LEARNING

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We are committed to fostering curiosity and quenching every thirst for knowledge—it's the core of everything we do and evident to everyone we serve.

Find effective, innovative ways to support all learners.

- **We have started a Library of Things collection. This collection helps patrons and the community by:**
  1. **Avoiding unnecessary production and purchase of items that are only used occasionally.**
  2. **Allowing community members to share resources and minimize environmental impact.**
  3. **Allowing patrons to try out new skills or hobbies.**
  4. **Giving patrons access to items that they may not be able to afford.**

Explore additional opportunities to serve older adults and those living with memory loss.

- **Kelsey Butterfield does several one-on-one tech help sessions a week. The majority is helping older adults with device set-up and working apps.**
- **We have started circulating the Zoomax Snow 12, which is an extremely high-powered portable magnifier that does both magnification and text to speech for those with sight issues.**
- **Jennie Fiddler delivers books to 7 senior living centers a month.**

Seek opportunities to grow the collection in creative ways that reflect the growth and changing needs of our community.

- **We will continue to expand our Library of Things.**
- **We received a \$2,000 grant to add STEM Kits to our Library of Things. We can create 20 stem kits. We will have five kits per subject for ages 8 to 12.**
- **We have had 82 checkouts of Wonderbooks since early June.**

## COMMUNITY ENGAGEMENT

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We will partner with individuals, businesses, nonprofits, and schools to deliver relevant and timely services and access to information.

Seek innovative ways to serve current patrons and reach new ones.

- **Jen Puccini will continue to do presentations to local organizations sharing all the programs and resources the library has to offer.**
- **Staff will continue to be at local community events such as Kids' Fest and National Night Out to reach new patrons.**
- **We continue to expand our Library of Things with more Explore Passes, Rokus, and outdoor games etc.**

Build new community relationships and partnerships.

- **Jen Puccini is attending Women in Business monthly through the Chamber of Commerce to work on building new relationships.**
- **Collaborate on author visits with Books & Company**
- **Journey21 – interns working at the library**
- **YMCA Storytime with Loki**
- **Used book donation to Waukesha and Jefferson jail along with Rogers Memorial Hospital**
- **Multigenerational Storytime at Shorehaven**

Explore and engage in Library fundraising activities as appropriate and advisable by the Board of Trustees.

- **Two book sales a year. We collect donated books though out the year to sell at the book sale.**

## DIVERSITY & INCLUSION

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Everyone in our community will recognize themselves in the diversity of our collection and programming.

Ensure that staffing meets the evolving needs of our community.

- **The staff is looking at ways to connect and better serve homeschooling families in the community. Jennie Fidler has started doing monthly homeschooling programs which have been very successful.**

Develop and maintain inclusive, safe, welcoming spaces and services. Continue commitment to improving the Library facility's accessibility.

- **We rearranged our collection and moved our new books to the front of the library which improved access for patrons with mobility issues. We also expanded the space available to the children and teen collection.**
- **We added Aunt Flow dispensers in two of the bathrooms which gives patrons access to free supplies.**

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Library staff will complete a diversity audit of all areas of the Library collection.

- **Kelsey Butterfield continues to use the Baker & Taylor Collection Analysis Tool purchased by Bridges to complete our diversity audit. This was completed in 2025.**

**Oconomowoc Public Library**  
**Board of Trustees**

**DONATION/GRANT FINANCIAL REPORT**      **June 2025**

GIFT FUND	\$109,657	REVENUE	PAGE
	\$33,184	EXPENSE	
BALANCE	\$76,473	YTD	

<b>REVENUE</b>														
GIFT FUND	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL
2023 BEGINNING BALANCE	801	98,881	-	-	-	-	-	-	-	-	-	-	-	98,881
DONATIONS	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL
INTEREST	8110	9	8	10	10	10	10	-	-	-	-	-	-	58
PCARD REBATE	8430	-	-	-	-	-	-	-	-	-	-	-	-	-
DONATIONS	8501	2,144	500	-	7,323	250	500	-	-	-	-	-	-	10,717
<b>TOTAL</b>	<b>2024</b>	<b>\$ 2,153</b>	<b>\$ 508</b>	<b>\$ 10</b>	<b>\$ 7,333</b>	<b>\$ 260</b>	<b>\$ 510</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>109,657</b>
TOTAL GIFT FUND REVENUE		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL
<b>TOTAL REVENUE</b>	<b>2023</b>	<b>\$ 101,034</b>	<b>\$ 508</b>	<b>\$ 10</b>	<b>\$ 7,333</b>	<b>\$ 260</b>	<b>\$ 510</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 109,657</b>

<b>EXPENSES</b>														
EXPENSES	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL
LIB GIFT FND OUTSD SVCS	210	7,961	10,048	-	3,909	-	-	-	-	-	-	-	-	21,918
LIB GIFT FND PROGRAMS	212	-	-	-	-	1,823	2,577	-	-	-	-	-	-	4,401
LIB GIFT FND POSTAGE	311	-	-	-	-	-	-	-	-	-	-	-	-	-
LIBRARY MEMBERSHIPS	320	-	-	-	-	-	-	-	-	-	-	-	-	-
LIB GIFT FND BOOKS & REF	321	-	-	-	-	2,800	617	-	-	-	-	-	-	3,417
LIB GIFT FUND AUDIO VISU	323	-	-	-	-	-	-	-	-	-	-	-	-	-
LIBRARY ELECTRONIC MED	325	-	-	-	1,733	1,715	-	-	-	-	-	-	-	3,448
LIB GIFT FND PUBLICITY	326	-	-	-	-	-	-	-	-	-	-	-	-	-
LIB GIFT FUND TRAIN/TRAV	330	-	-	-	-	-	-	-	-	-	-	-	-	-
LIB GIFT FND OPER SUP/EX	340	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>2023</b>	<b>\$ 7,961</b>	<b>\$ 10,048</b>	<b>\$ -</b>	<b>\$ 5,642</b>	<b>\$ 6,338</b>	<b>\$ 3,195</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,184</b>

DONOR	DESCRIPTION	AMOUNT	DONOR	DESCRIPTION	AMOUNT
DONATION	DONATION	\$ 91	THE WEATHER VANE	SLP DONATION	\$ 100
BARB ELWOOD-GOETSCH	DONATION	\$ 2,000	CONNIE ZELLMER	DONATION	\$ 3,275
ORCHARDS OF OCONOMOWOC	DONATION	\$ 25	WAUKESHA STATE BANK	SLP DONATION	\$ 500
LOKI CALENDAR	DONATION	\$ 28	BANK FIVE NINE	SLP DONATION	\$ 250
NORTHWEST MUTUAL	DONATION	\$ 500	OCON JR WOMAN'S CLUB	DONATION	\$ 500
BRIDGES	ECONTENT GRANT	\$ 3,448			
					<b>\$ 10,717</b>