



Waterford Public Library

Waterford Public Library Board

January 13, 2026 5:00 PM

The Library Board will meet on Tuesday, January 13, 2025 at 5:00pm in Waterford Library's Community Room at 101 N River St or on Zoom. The agenda is usually published four days prior to the meeting and may be revised until 48 hours in advance of the meeting. Meetings are open to the public except when specifically noticed otherwise in accordance with the Wisconsin Open Meetings Law. Members of the public may address the Board during the public comment session, and the total time allocated may be limited at the discretion of the Board President. To join the Zoom meeting, use the following link: <https://us02web.zoom.us/j/5633457510?omn=81542782793> or dial 1-646-931-3860, Meeting ID: 563 345 7510

AGENDA

Call to order

Public Comment

Approve Minutes

Review and Act on December 10, 2025 Regular Board Meeting Minutes

Director's Report

Programming Review

Circulation Review

Special Projects Update

Budget Review

Invoices

Review and Act on Invoices from December 2025

Old Business

Building Agreement

Opening Endowment Account

Establishing Designated Signers

Formation of Endowment Subcommittee for management, marketing and outreach

New Business

Donation and Community Room Naming Rights

Adjournment

*There may be a quorum of Village Trustees present, which would constitute a public meeting of the Village Board.

***Please note that, upon reasonable notice, accommodations can be made for the needs of disabled individuals through appropriate aids and service. For additional information or to request this service, contact the Library at 262-534-3988.*

Next meeting: February 17, 2026

posted 1/8/2026, 3:00 pm

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
November 11, 2025

Call to Order: The meeting was called to order by President Isola at 5:00 PM

Trustees present: President Isola, Trustees Pollnow (virtual), Kis, Dexter, Loebel , Schoepke

Absent: Beer

Others present: Library Director Jessica Kiesler, Samantha Vogel, Village Board President Adam Jaskie, Peter Engstrom (Associated Bank)

Public Comment

None

Minutes

Motion (Loebel/Dexter) to approve minutes from the October 14, 2025 Regular Board meeting. All ayes.

Motion carried 5-0. Kis abstained.

Motion (Schoepke/Isola) to approve minutes from the ByLaws Review Committee Meeting on October 29, 2025. All ayes. Motion carried 6-0.

Peter Engstrom was in attendance and shared information about our investment accounts at Associated Bank. He provided guidance on action for managing the account.

Librarian's Report

1. Programming review:

- Adult programming: 254 participants
 - Cooking with Class: 50 people
- Family programming: 575 participants
 - Wake up Waterford
- Juvenile 0-5: 258 participants
 - Little Bookworms: Wheels on the Bus w/ DTC
 - Preschool Book & Block Party w/ UW-Extension
- Juvenile 6-11: 188 participants
 - Monster Mania Scavenger Hunt
- Teen 12-18: 43 participants

2. Circulation Review:

- 98777 checkouts (up 3.8% from last year)
- New patrons up: Approx. 600 new patrons this year
- 60% of check outs are done at the desk by staff
- 21% of renewals done on website

3. 2025 Budget Review

- Reviewed Associated Bank Endowment statement
 - October ending: \$186,569.64
- Reviewed Community State Bank statements
 - October ending: \$19,652.57

4. Director's Report

- 56 items per hour in October 2025
- Receiving great comments from the community
- The Friends approved the Logo Apparel store and will buy a t-shirt for each staff member.
- The Friends will fund the Lucky Day collection of 30 new titles each month. We get to keep 50 % of the books, the other 50% we send back. There is no timeline to sending books back. We hope this will increase circulation numbers.
- We have made some changes in the library.
- Prairie Lakes Grant program was shared.

Invoices

- Motion (Schoepke/Loebel) to Operations \$36,636.29. All ayes. Motion carried 6-0.
- Motion (Schoepke/Dexter) Special Funds \$10,684.31. All ayes. Motion carried 6-0.

Old Business

- Endowment Discussion
 - Table discussion until next meeting until after scheduled endowment donor meeting on Thursday, November 13
- Trust Fund Policy Revision
 - Table discussion until after scheduled endowment meeting
- Library Board Bylaws
 - Subcommittee met to look at existing bylaws to make small adjustments in the bylaws
- Building Agreement
 - Continued discussions about this topic
 - Discussion tabled while more information is secured

New Business

- Proposed 2026 Budget
- Proposed 2026 Operating Hours
- Circulation Policy
 - Changes need to be made to accommodate the Lucky Day collection which is going into effect on December 1, 2025
- Room Usage

Motion to approve the updated bylaws (Kis/Pollnow). All ayes. Motion carried 6-0

Motion to table the 2026 budget with the exception of approval of the wages portion of the budget. (Kis/Loebel) All ayes. Motion carried 6-0.

Motion to approve the 2026 Proposed Hours proposal starting in January 2026 (Loebel/Isola). All ayes.
Motion carried 6-0.

Motion to approve the library circulation policy with edits we discussed (Schoepke/Loebel) All ayes.
Motion carried 6-0.

Motion to table the room usage policy until December (Isola/Kis) All ayes. Motion carried by roll call

Motion to go into closed session (Schoepke / Kis) at 6:54 PM. All ayes. Motion carried by roll call.

Adjourn to Closed Session

Roll Call: Kis (aye), Dexter (aye), Isola (aye), Loebel (aye), Pollnow (aye), Schoepke (aye)

Reconvene to Open Session

- Motion to reconvene into Open Session (Schoepke/Kis) at 7:10 PM
- Roll Call: Kis (aye), Dexter (aye), Isola (aye), Schoepke (aye), Pollnow (aye), Loebel (aye)

Motion to approve the 2026 Library Wages as presented. (Schoepke/Loebel) All ayes. Motion carried 6-0

Adjournment

There being no further business before the Board of Trustees, there was a motion (Pollnow/Dexter) to adjourn. All ayes. Motion carried 6-0. The meeting adjourned at 7:14 PM.

The next Library Board meeting will be held on Tuesday, December 9 at 5:00 PM at Waterford Public Library.

Minutes submitted by:
Sara Schoepke
Library Board Secretary

WATERFORD LIBRARY BOARD OF TRUSTEES
UNOFFICIAL MEETING MINUTES
By Tami Pollnow
December 9, 2025

Call to Order: The meeting was called to order by President Isola at 5:02 p.m. in the Community Room.

Trustees present: President Isola, Pollnow, Beer, Kis and Dexter, Jan phoned in - Schoepke excused

Others present: Samantha Vogel, Village President Adam Jaskie

No Public comment

Minutes

Motion by Isola and Dexter to approve minutes.

Director's Report

Programming

Jessica reviewed - Adult Program: 9 @ How we are shaped by German influence, 67 Adult yoga, 10 Needlecrafters, 21 @ Mah Jonng, 32 @ Loose ends sewing, 15 @ Bingo, 18 @ quilting group and 32 attendees @ puzzle table.

Family programs: Ink and Imagination Passport - 245 patrons - 46 completed, Ingrid Hanson Popp piano recital had 70 attend, 405 Passive activity sheets.

Juvenile programs 0-5: Alphabet Lab with Ms. Amy is very popular @ 108, Little bookworms count with me 29, Families @ 18, pre-school book party 30 and 4 signed up for 1,000 books before pre-school. Ages 6-11 had 7 attendees for Polar Fort Adventure and 21 homeschool connections.

Teen programs: 15 @ Dungeons & Dragons, TAB - Tree decorating had 5 participants, 20 attended A tween thing relaxation station with Casey & Maggie and 12 volunteers.

Outreach: 52 participants in birth to 3 programming.

Highlights: 5 curbside visits, Sam attended a web conference & brought great ideas. Jessica, Julie & Sam visited 3 libraries for ideas on how to use the PLLS grant funds.

Circulation

25k using Libby, Hoopla is done 43,918 visits ytd FB followers increased as did instagram

Resignation of Noah Miller - looking for new hire

Patron issues being documented and addressed, warning letter sent.

Special Projects

Lions Club grant \$1,500. - Thank you Jon

PayPal set up for direct donations

New website about 50% complete

New cleaning company begins at New Year - 2 nights per week / turn off keyfob for Library

Attended Prairie Lakes Directors meeting - new search engine- Aspen a discovery layer

Attended meeting with Racine County Library Directors - Review with Executive Malicki - plan for funding to create a committee for the County. Integrate E materials into formula for funding.
Sam, Julie and Jessica have been touring libraries to improve programming - Twin Rivers ideas
Clearing story telling room - add more activities/toys for kids
Strategic Plan Survey
New collections display from FRIENDS donations, cds moved to Adult AV, coloring table in kids area, Themes updated monthly.
Carl toured from DPW and is running for Trustee
Book Club begins in January with Jessica - months to match themes
Vote for Library Tree decorated @ park
Updates from suggestion box
Jon has donation ideas to share

2025 Budget Review

88% of budget spent @ 92% for year
Paid for Library Leasing service from Community State Bank Balance \$9,106.50 - Friends have covered so balance will go up. Associated \$189,625.09

Invoices

Motion to approve Operations \$44,096.16 (Kis/Beer) Motion to approve special funds \$3,588.90 (Dextra/Kis)
Zoo pass is Friends donation - 2 passes for up to 8 people and parking/ review late fee on return
WE Energies November bill late on payment / Central States payment also paid late - Village covers both
Jon recommends auto debit

Old Business

Proposed 2026 Budget

- 210 - increase janitorial wages and balance to materials from \$33k balance Motion by Isola/Kis
- 211 - estimated \$10k as donation account Motion by Kis/Beer

Motion by Isola/Kis for an allocation of unused funds from 2025 including unpaid salary/benefits from not paying a Director (as discussed by board during hiring process) to the Salary line in 2026.

MOU from Hartford Library for building agreement-Kis reviewing with attorney

Community Room and Study room policies Motion by Dextra/Beer

Edit to Community Room policy - add for-profit to be included
Personal supplies and materials not to be stored on the premises.

New Business

Endowment Review with donors, Matt Giese and Dextra

Edits - highlights - 3 Endowments Frederick Lewnau, Racine Community and new fund
Conditions - requested by anonymous donors:

Create a sub committee
Marketing- donations direct to Waterford Public Library Endowment Fund
Monthly statements
Only 4% to be spent per year

Signers - update signatures to current staff and Board

Management of funds

Asset allocation

Motion by Isola/Beer to open new account at Patriot financial - Waterford PLF

Motion by Pollnow/Dextra for update on signatures for all endowments to be two of Isola, Jessica and Kls

Motion on proposed Investment Policy Statement crafted by Matt Giese @ Patriot Finanacial - calculated by year end but withdraw by 8/1. Kis/ Isola

Trust Fund Policy - edits for approval and Waterford Library Special funds - Motion by Kis/Beer

Formation of sub committee to manage fund, marketing and outreach.

2 board members and others appointed by Isola

Quarterly for marketing and yearly for review Motion Kis/Dextra

Adjournment

Motion to adjourn 6:30 Kis/Beer

Summary of Programming for the Month of December 2025

Adult

Date	Program	# of Participants
12/1, 12/8, 12/15, 12/22, 12/29	Needlecrafters Group	13
12/1, 12/8, 12/15	Adult Yoga w/ Rachel Juergens*	42
12/1	Book Club	11
12/2	Scrapbook Club	8
12/3, 12/10, 12/17	Play American Mah Jongg	12
12/9 & 12/23	Material Girls Quilting Group	8
12/10	Red Cross Blood Drive	23
12/10	Civil War Christmas Songs & Stories*	12
12/17	Loose Ends Sewing & Stitching Club	19
12/17	Yoga Nidra w/ Rachel Juergens*	15
12/1 – 12/31	Puzzle Table - passive	43
	Total Participants	206

*Presenter was paid for program.

Family

Date	Program	# of Participants
12/3	Believe in the Magic of Reading Family Christmas Program	150
12/3 – 12/6	Polar Express indoor Story Walk	141
12/6	Students of Jackie Van Dine Piano Recital	65
12/17 & 12/20	Open Piano	57
12/1 – 12/31	Passive Activity Sheets	490
	Total Participants	903

Juvenile – 0-5

Date	Program	# of Participants
12/1	Little Bookworms: O Christmas Tree	18
12/5, 12/12, 12/19	Alphabet Lab w/ Ms. Amy*	140
12/8	Little Bookworms: Jingle Bells	19
12/15	Preschool Morning Movie	39
12/1 – 12/31	1,000 Books Before Kindergarten Sign up	3
12/1 – 12/31	1,000 Books Before Kindergarten Sheets	3
	Total Participants	222

Juvenile – 6-11

Date	Program	# of Participants
12/1 – 12/30	Wrapped Christmas Books - passive	117
12/11	Homeschool Connections	15
12/18 – 12/27	Holiday Scavenger Hunt	213
	Total Participants	345

Teen – 12-18

Date	Program	# of Participants
12/15	It's a Tween Thing... Holiday Hangout	8
12/1 – 12/31	Teen Volunteers	6
	Total Participants	14

Outreach – Juvenile

Date	Program	# of Participants
	There were no outreach programs this month.	
	Total Participants	

Total participants for the month: 1,690

December Highlights

- There are currently 254 children signed up for 1,000 Books Before Kindergarten. There have been 76 children who read over 1,000 books to complete the program.
- 70 Book Bundles were checked out for a total of 350 individual items.
- 106 Tween Craft Kits & 268 Juvenile Craft Kits were checked out.
- 2 Read & Discover kits were checked out.
- 15 Family Fun Movie Bins were checked out.
- 4 children came in for birthday books.
- 3 curbside visits.
- 23 books were checked out from the Christmas Reads juvenile display for 8-12-year-olds.
- 11 books were checked out from the Holiday Reads young adult display for teens.
- Julie completed 1 teacher basket.

DISTRIBUTION

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2025 TOTAL	2024 TOTAL
DOVER**	278	343	295	212	197	341	335	325	252	255	175	217	3225	3706
NORWAY**	1483	1479	1482	1615	1442	1764	1719	1432	1380	1148	1040	1160	17144	16244
ROCHESTER VI	770	714	756	783	620	914	917	797	666	552	481	579	8549	8480
WATERFORD TN**	2692	2464	3049	2488	2814	3851	3573	3018	2965	3126	2714	2912	35666	33292
WATERFORD VI	2761	2627	2875	2488	2100	3330	4071	3412	3538	3637	2925	2999	36763	35060

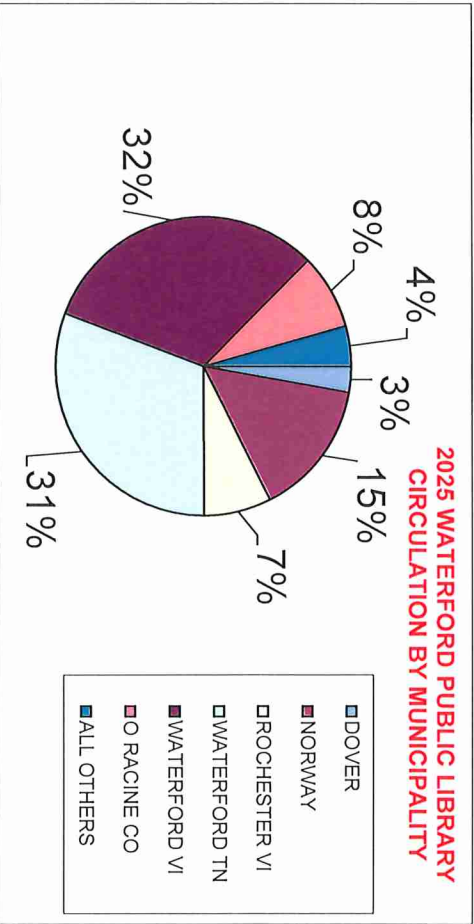
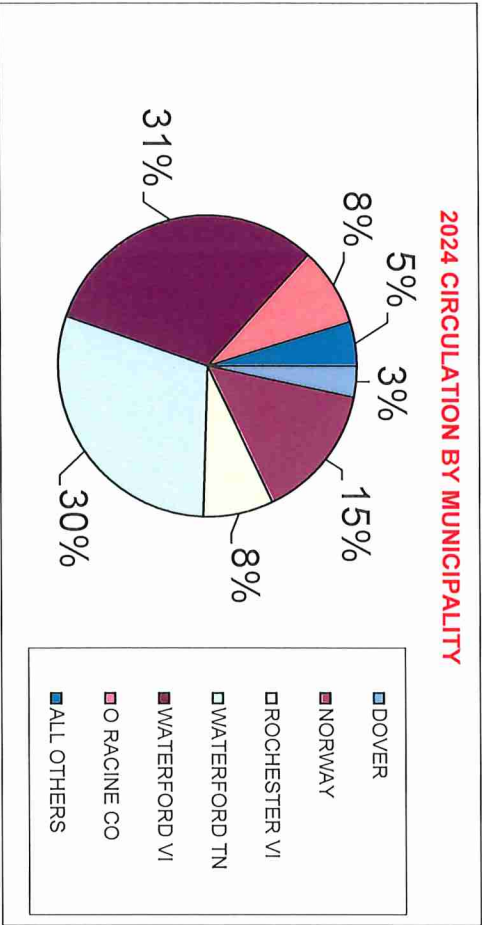
CIRCULATION STATISTICS 2025

O RACINE CO														
BURL TN**	241	204	234	179	199	238	200	231	121	213	152	100	2312	2442
BURL CITY	196	173	224	184	200	312	273	367	283	231	219	224	2886	2978
CALEDONIA**	5	27	65	102	85	27	44	54	27	28	28	10	502	458
MT PLEASANT**	90	70	165	84	75	116	85	56	43	105	76	37	1002	773
RACINE	21	14	9	9	8	12	26	32	46	8	32	10	227	703
RAYMOND**	108	162	181	118	124	114	107	160	135	62	111	81	1463	1014
STURTEVANT**			19		1								20	184
UNION GROVE	36	80	58	41	58	5	7	48	68	58	4	34	497	602
WIND POINT**										2	2		4	
YORKVILLE**	21	42	44	48	86	125	17	74	14	11	12	25	519	223

WALWORTH CO

BLOOMFIELD**	58	3	1		1								63	31
BURL CITY													0	
DARIEN													0	
DELAVAN		1	1	2				3	4	1	10		22	29
EAST TROY TN**	27	13	6	13	61	40	48	53	40	77	55	56	489	464
EAST TROY VI	47	51	21	23	34	34	55	24	13	20	6	11	339	511
ELKHORN		4		2	1			3	1	1	11	5	28	45
FONTANA													0	
GENEVA				14	13	8	3				2		40	79
LA GRANGE**													0	9
LAFAYETTE**	16	14	11	47	9	12	21	21	15	43	20	20	249	178
LAKE GENEVA	4	11	3	12	1		3	2	4	2	14		56	38
LINN**									17				17	9
LYONS**	30	6	6	10	7	7	16	10	6	17	7		122	154
RICHMOND**													0	
SHARON											1		1	
SPR PRAIRIE**	66	60	38	24	172	94	109	27	65	80	117	17	869	710
SUGAR CREEK**	1	1					4	6	4		1		17	30
TROY**	9	7	35	9	10	6	8	3	8	24	6	20	145	127
WALWORTH					2		12			10			24	12
WHITTEWATER TN										1			1	
WILLIAMS BAY					1		2			25		7	35	

WAUKESHA CO	269	193	271	167	160	132	152	102	231	229	102	154	2397
KENOSHA CO	29	4	46	19	37	47	4	45	18	22	14	31	464
ALL OTHERS	17	17			1	1	1	2	3	24	8	29	
GRAND TOTAL	9258	8784	9895	8693	8519	11530	11812	10307	9967	10012	8345	8709	115831
													111475



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2025	2024
ILL to non-SHARE	14	17	10	22	25	21	23	25	32	36	24	22	271	279
ILL from non-SHARE	14	4	18	12	11	8	11	9	25	8	4	10	134	156
holds to SHARE	1867	1546	1599	1477	1492	1586	1625	1633	1667	1868	1585	1552	19497	18120
holds from SHARE	1462	1258	1385	1340	1191	1333	1455	1277	1426	1392	1085	1125	15729	15297
LIBBY USE	2272	2123	2324	2313	2332	2244	2272	2264	2228	2408	2436	2347	27563	23459
GALE COURSES	7	7	3	5	6	5	2	5	5	6	6	6	63	69
HOOPLA	403	295	405	393	387	246	264	243	225	243	22	43	3126	3265
MANGO LANGUAGE			19	61	45	16	23	33	25	24	28	28	317	
WIRELESS USE	443	377	385	437	410	480	483	407	509	610	426	377	5344	5383
COMPUTER USE	169	182	170	196	157	214	217	239	227	270	163	201	2405	2193
IN HOUSE USE	1024	1059	1166	743	924	1328	1341	1251	1082	1188	889	960	12955	11354
J OUTREACH	135	85	55						35	50	52		412	317
BOOKWORMS	24	13	16	21	24				64	51	47	37	297	307
PRESCHOOL	219	155	179	165	109	4	29	29	208	207	142	185	1631	1642
J PROGRAMS	21	9	62	6	182	519	751	328	8	188	28	345	2447	507
TEEN PROGRAMS	41	33	38	47	26	49	32	13	43	43	52	14	431	474
NEW PATRONS	59	38	50	44	51	87	68	77	57	61	37	28	657	621
FAMILY PROGRAMS	450	1007	525	734	437	1141	827	393	326	575	768	903	8086	5208
ADULT BK CLUBS	11	10	10	9	6	7	11	11	11	7		11	104	75
A PROGRAMS	146	162	214	189	169	166	222	149	189	247	214	195	2262	2034
LIBRARY VISITS	3574	3333	3928	3709	3509	4715	4922	4015	4072	4470	3671	3591	47509	46095

SOCIAL MEDIA ANALYTICS 2025

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2025	2024
WEBSITE	# OF VISITS	3856	3430	3841	3698	10335	4082	4178	3969	3872	4979	5705	6882	45174
	# OF PAGES VIEWED	5215	19178	5302	5062	17745	10333	6170	7621	5324	6552	6897	8089	77430
FACEBOOK	# OF VIEWS	23839	11385	23929	9935	8275	28481	36901	18891	21716	34044	16492	38529	272417
	ENGAGEMENTS	1462	544	1945	548	438	1998	2635	940	1153	1713	978	2113	21068
	NEW FOLLOWERS	12	3	15	6	8	15	16	11	42	27	16	18	232
	TOTAL FOLLOWERS	3460	3463	3478	3484	3492	3507	3523	3534	3576	3603	3619	3637	3448
	PINTEREST													
YOUTUBE	# OF ENGAGEMENTS	227	381	367	265	245	206	228	364	353	398	324	210	2345
	FOLLOWERS	303	303	300	301	301	301	301	301	302	302	302	302	303
CONSTANT CONTACT	# OF VIEWS	180	103	104	148	150	127	98	115	132	175	156	178	1929
	EMAILS SENT	760	388	1159	399	403	407	411	418	418	858	871	438	8782
GOOGLE MY BUSINESS	EMAILS OPENED	409	197	594	211	190	198	185	214	206	422	407	204	4237
	SEARCHES	582	548	689	610	610	520	513	638	410	642	564	569	5087
INSTAGRAM	DIRECTIONS	104	72	151	216	225	245	280	244	230	227	154	178	1852
	VISITS TO WEBSITE	938	842	888	768	688	902	882	790	793	820	699	1088	8766
TOTAL FOLLOWERS	PHONE CALLS	91	54	95	80	91	68	88	86	83	98	83	100	1076
	# OF LIKES	38	21	53	34	26	79	45	20	31	62	48	442	592
TOTAL FOLLOWERS	# OF POSTS	18	14	23	23	17	33	37	23	107	22	53	36	316
	TOTAL FOLLOWERS	505	508	509	508	512	516	518	520	559	603	615	632	504



VILLAGE OF WATERFORD BOARD REPORT

For additional information, visit www.waterfordwi.org



Waterford Public Library

Director's Report

Meeting Date: January 12, 2026

Library Visits in December 2025

- 3,591 people visited the library in December 2025
 - 47,509 people have visited the library since January 1, 2025

Library Cards Issued in December 2025

- 28 new people got library cards this month.

Circulation Preliminary Report for December 2025

- 8,345 items circulated during the month of December 2025
- 115,831 items have circulated since January 1, 2025
 - 36,763 of these items were checked out specifically to Village of Waterford residents

Programming Preliminary Report for December 2025

- 1,573 people attended 38 programs at the library this month
 - 20 adult programs hosted 206 participants
 - 10 juvenile programs hosted 450 participants
 - 2 teen programs hosted 14 participants
 - 6 family programs hosted 903 participants

Notable Mentions

- Our Believe in the Magic of Reading Family Celebration was a big hit with 150 attendees. This was a community event that featured therapy dogs, photo opportunities and High School groups.
- We had an indoor Storywalk, in which 141 people participated.
- We had a Blood Drive with the Red Cross where 23 people gave blood.
- 57 people came to Open Piano this month and another 65 attended a piano recital put on by a local piano teacher's students.
- We hosted a Civil War Christmas Songs and Stories to a great reception.
- We reimagining the Storytelling Room as a new Creative Play Space. This will include a monthly rotation of pretend play scenarios for young children.

Respectfully submitted,

Jessica Kiesler

Library Director

Waterford Public Library



VILLAGE OF WATERFORD BOARD REPORT

For additional information, visit www.waterfordwi.org



Waterford Public Library

December 2025 Patron Suggestions, with Responses

Materials

The special passes, allow 3 day checkout to get more families to be able to use.

Thank you for this suggestion and for using our Experience Passes! We will seriously consider this request. We also hope to add more experience passes in 2026.

You should add more books for Christians who want to read romance. Not every teen wants to read about LGBTQ stuff or inappropriate things!!

More books for Christian teens. Not every teen wants dark fantasy, LGBTQ, swearing and underage drinking. I understand you're trying to include them but you're excluding us Christian teens.

Thank you for your suggestion. We are happy to purchase Christian teen books. If you have a specific author in mind, please let any of our staff members know. We also love providing reader's advisory to our patrons! We suggest Kasie West or Kiera Cass for clean romance novels and Shannon Hale or Jennifer Nielsen for clean fantasy novels.

Can you please get the book How to Catch a Tooth Fairy. Thank you. Merry Christmas.

Great news! We already own this title and any of our friendly staff members would love to help you find it!

Services

Please bring back Hoopla. I loved it for audiobooks. 😊

We are sorry to have discontinued Hoopla! The cost of the service far outweighed our budget's capability. Most other libraries in the area are also discontinuing the service due to outrageous pricing. Please consider using Libby instead. It offers the same benefits but is more cost effective for the library. Thanks for using your library both online and in person!

Maybe more toys in the kids area.

Thanks for your comment. We're excited to tell you that we are launching a Creative Play Space in January 2026! This area will feature large and small motor skill activities and will change on a regular basis. Please come back and visit soon.

Programs

More activities/events for kids who aren't homeschooled. There's a lot of cool things you guys put on, but my brothers can never go because they are weekdays in the morning!

We are excited to hear that you'd like to attend our programs here at WPL! The programs that we offer during the day are primarily geared towards ages 0-5 with the exception of two homeschool programs. We do have other programs such as It's a Tween Thing and Dungeons & Dragons available monthly for ages 9-12. Please let us know if there is a program you'd like to see offered here!



VILLAGE OF WATERFORD BOARD REPORT

For additional information, visit www.waterfordwi.org

General

Is Great.

I love this library

Be Happy.

I think this library should get more money.

Your library is awesome. You have all the books I am looking for. You guys make everyone happy.

Thanks for being a library.

Your library is great! Thanks for all your books.

Thank you for these nice comments! We appreciate your support and kindness, and we love our patrons!

VILLAGE OF WATERFORD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025

		LIBRARY OPERATIONS				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>						
210-41100	GENERAL PROPERTY TAXES	227,200.00	227,200.00	227,200.00	.00	100.0
	TOTAL TAXES	227,200.00	227,200.00	227,200.00	.00	100.0
<u>INTERGOVERNMENTAL AID</u>						
210-43720	LIBRARY AID	364,162.90	364,162.90	363,796.00	(366.90)	100.1
	TOTAL INTERGOVERNMENTAL AID	364,162.90	364,162.90	363,796.00	(366.90)	100.1
<u>PUBLIC CHARGES FOR SERVICES</u>						
210-46711	COPIER/PRINTER CHARGES	3,703.52	3,703.52	2,500.00	(1,203.52)	148.1
210-46712	LIBRARY FINES	1,345.48	1,345.48	2,000.00	654.52	67.3
	TOTAL PUBLIC CHARGES FOR SERVI	5,049.00	5,049.00	4,500.00	(549.00)	112.2
<u>MISCELLANEOUS INCOME</u>						
210-48200	LIBRARY RENT	2,102.88	2,102.88	425.00	(1,677.88)	494.8
	TOTAL MISCELLANEOUS INCOME	2,102.88	2,102.88	425.00	(1,677.88)	494.8
	TOTAL FUND REVENUE	598,514.78	598,514.78	595,921.00	(2,593.78)	100.4

VILLAGE OF WATERFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025

LIBRARY OPERATIONS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 51930</u>					
210-51930-000-511 WORKERS COMP INSURANCE	214.00	214.00	214.00	.00	100.0
TOTAL DEPARTMENT 51930	214.00	214.00	214.00	.00	100.0
<u>LIBRARY OPERATIONS</u>					
210-55110-000-100 SALARY & WAGES	293,603.41	293,603.41	291,000.00	(2,603.41)	100.9
210-55110-000-101 LIBRARY BOARD SALARIES	2,440.00	2,440.00	3,400.00	960.00	71.8
210-55110-000-102 MAINTENANCE WAGES	5,775.00	5,775.00	5,775.00	.00	100.0
210-55110-000-103 JANITORIAL WAGES	7,528.00	7,528.00	9,000.00	1,472.00	83.6
210-55110-000-151 SOCIAL SECURITY & MEDICARE	21,762.68	21,762.68	23,500.00	1,737.32	92.6
210-55110-000-152 RETIREMENT	12,717.81	12,717.81	15,750.00	3,032.19	80.8
210-55110-000-154 EMPLOYEE INSURANCES	53,322.54	53,322.54	62,000.00	8,677.46	86.0
210-55110-000-217 MAINTENANCE AGREEMENTS	16,012.30	16,012.30	16,500.00	487.70	97.0
210-55110-000-224 TECHNOLOGY CONSULTING	.00	.00	250.00	250.00	.0
210-55110-000-225 TELEPHONE	3,834.07	3,834.07	4,500.00	665.93	85.2
210-55110-000-241 CARPET CLEANING/MAT SERVICE	8,698.41	8,698.41	8,750.00	51.59	99.4
210-55110-000-311 POSTAGE	273.72	273.72	500.00	226.28	54.7
210-55110-000-319 OFFICE SUPPLIES	3,444.55	3,444.55	3,500.00	55.45	98.4
210-55110-000-320 ADMINISTRATIVE CHARGES	34,219.00	34,219.00	34,219.00	.00	100.0
210-55110-000-330 TRAVEL	202.72	202.72	500.00	297.28	40.5
210-55110-000-339 CONTINUING EDUCATION	710.25	710.25	1,000.00	289.75	71.0
210-55110-000-350 REPAIRS & MAINTENANCE SUPPLIES	8,840.46	8,840.46	12,500.00	3,659.54	70.7
210-55110-000-361 COPIER EQUIPMENT	4,767.13	4,767.13	5,000.00	232.87	95.3
210-55110-000-362 SOFTWARE LICENSES	23,727.55	23,727.55	25,500.00	1,772.45	93.1
210-55110-000-431 ADULT PRINTED MATERIALS	2,590.70	2,590.70	2,500.00	(90.70)	103.6
210-55110-000-434 JUVENILE PRINTED MATERIALS	437.23	437.23	.00	(437.23)	.0
210-55110-000-510 INSURANCE	9,500.00	9,500.00	9,500.00	.00	100.0
210-55110-001-319 PROCESSING	2,444.14	2,444.14	3,000.00	555.86	81.5
210-55110-002-226 UTILITY - GAS/ELECTRIC	45,720.70	45,720.70	45,000.00	(720.70)	101.6
210-55110-003-226 UTILITY - WATER/SEWER	5,100.67	5,100.67	6,500.00	1,399.33	78.5
TOTAL LIBRARY OPERATIONS	567,673.04	567,673.04	589,644.00	21,970.96	96.3
TOTAL FUND EXPENDITURES	567,887.04	567,887.04	589,858.00	21,970.96	96.3
NET REVENUE OVER EXPENDITURES	30,627.74	30,627.74	6,063.00	(24,564.74)	505.2

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
210-46711 Copier/Printer Charges						
			11/30/2025 (11/25) Balance	.00 *	.00 *	2,108.82-
12/11/2025	CR	2000000375	Copier/Printer Charges - Library September		379.25-	
12/11/2025	CR	2000000375	Copier/Printer Charges - Library October		200.40-	
12/11/2025	CR	2000000375	Copier/Printer Charges Self Serve - Library Nove		724.25-	
12/11/2025	CR	2000000375	Copier/Printer Charges - Library November		151.80-	
12/19/2025	CR	4000000149	Copier/Printer Charges-open record request - mic		139.00-	
			12/31/2025 (12/25) Period Totals and Balance	.00 *	1,594.70- *	3,703.52-
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	3,703.52-
YTD Encumbrance		.00	YTD Pending	.00	YTD Actual	3,703.52- Total
				3,703.52-	YTD Budget	2,500.00- Unearned
						1,203.52-
210-46712 Library Fines						
			11/30/2025 (11/25) Balance	.00 *	.00 *	1,090.83-
12/11/2025	CR	2000000375	Library Fines - Library September		199.40-	
12/11/2025	CR	2000000375	Library Fines - Library October		27.25-	
12/11/2025	CR	2000000375	Library Fines - Library November		28.00-	
			12/31/2025 (12/25) Period Totals and Balance	.00 *	254.65- *	1,345.48-
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	1,345.48-
YTD Encumbrance		.00	YTD Pending	.00	YTD Actual	1,345.48- Total
				1,345.48-	YTD Budget	2,000.00- Unearned
						654.52
210-48200 Library Rent						
			11/30/2025 (11/25) Balance	.00 *	.00 *	1,417.88-
12/11/2025	CR	2000000375	Library Building Rent - Library September		390.00-	
12/11/2025	CR	2000000375	Library Building Rent - Library October		290.00-	
12/11/2025	CR	2000000375	Library Building Rent - Library November		5.00-	
			12/31/2025 (12/25) Period Totals and Balance	.00 *	685.00- *	2,102.88-
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	2,102.88-
YTD Encumbrance		.00	YTD Pending	.00	YTD Actual	2,102.88- Total
				2,102.88-	YTD Budget	425.00- Unearned
						1,677.88-
210-55110-000-100 Salary & Wages						
			11/30/2025 (11/25) Balance	.00 *	.00 *	270,013.73
12/10/2025	CD8919	1210 25-343	12/10/2025 Payroll	11,789.95		
12/22/2025	CD8919	1224 25-357	12/24/2025 Payroll	11,799.73		
			12/31/2025 (12/25) Period Totals and Balance	23,589.68 *	.00 *	293,603.41
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	293,603.41
YTD Encumbrance		.00	YTD Pending	.00	YTD Actual	293,603.41 Total
				293,603.41	YTD Budget	291,000.00 Unexpended
						2,603.41-
210-55110-000-101 Library Board Salaries						
			11/30/2025 (11/25) Balance	.00 *	.00 *	2,320.00
12/01/2025	AP	21 ABRA DEXTER		120.00		
			12/31/2025 (13/25) Period Totals and Balance	120.00 *	.00 *	2,440.00
YTD Encumbrance		.00	YTD Pending	.00	YTD Actual	2,440.00 Total
				2,440.00	YTD Budget	3,400.00 Unexpended
						960.00

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
210-55110-000-103 Janitorial Wages						
			11/30/2025 (11/25) Balance	.00 *	.00 *	6,628.00
12/19/2025	AP	400	TRADEMARK CLEANING LLC	900.00		
			12/31/2025 (12/25) Period Totals and Balance	900.00 *	.00 *	7,528.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	7,528.00
YTD Encumbrance	.00	YTD Pending	.00	YTD Actual	7,528.00	Total
					7,528.00	YTD Budget
					9,000.00	Unexpended
						1,472.00
210-55110-000-151 Social Security & Medicare						
			11/30/2025 (11/25) Balance	.00 *	.00 *	20,033.24
12/10/2025	CD8919	1210	25-343 12/10/2025 Payroll	858.97		
12/22/2025	CD8919	1224	25-357 12/24/2025 Payroll	869.48		
12/22/2025	CD8919	12242	25-357 12/24/2025 Payroll	.99		
			12/31/2025 (12/25) Period Totals and Balance	1,729.44 *	.00 *	21,762.68
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	21,762.68
YTD Encumbrance	.00	YTD Pending	.00	YTD Actual	21,762.68	Total
					21,762.68	YTD Budget
					23,500.00	Unexpended
						1,737.32
210-55110-000-152 Retirement						
			11/30/2025 (11/25) Balance	.00 *	.00 *	11,551.66
12/10/2025	CD8919	1210	25-343 12/10/2025 Payroll	595.48		
12/22/2025	CD8919	1224	25-357 12/24/2025 Payroll	570.67		
			12/31/2025 (12/25) Period Totals and Balance	1,166.15 *	.00 *	12,717.81
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	12,717.81
YTD Encumbrance	.00	YTD Pending	.00	YTD Actual	12,717.81	Total
					12,717.81	YTD Budget
					15,750.00	Unexpended
						3,032.19
210-55110-000-154 Employee Insurances						
			11/30/2025 (11/25) Balance	.00 *	.00 *	47,504.86
11/01/2025	AP	19	CENTRAL STATES FUNDS	5,754.08		
12/01/2025	AP	4	MUTUAL OF OMAHA	63.60		
			12/31/2025 (12/25) Period Totals and Balance	5,817.68 *	.00 *	53,322.54
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	53,322.54
YTD Encumbrance	.00	YTD Pending	.00	YTD Actual	53,322.54	Total
					53,322.54	YTD Budget
					62,000.00	Unexpended
						8,677.46
210-55110-000-217 Maintenance Agreements						
			11/30/2025 (11/25) Balance	.00 *	.00 *	15,223.30
11/14/2025	AP	351	PECK & WEIS HEATING & COOLING	325.00		
11/26/2025	AP	224	DESIGN BUILD FIRE PROTECTION	330.00		
11/26/2025	AP	370	SAFEWAY PEST MANAGEMENT	36.00		
12/05/2025	AP	291	ELAN- CORPORATE PAYMENT	98.00		
			12/31/2025 (12/25) Period Totals and Balance	789.00 *	.00 *	16,012.30
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	16,012.30
YTD Encumbrance	.00	YTD Pending	.00	YTD Actual	16,012.30	Total
					16,012.30	YTD Budget
					16,500.00	Unexpended
						487.70

Date	Journal	Reference Number	Payee or Description				Debit Amount	Credit Amount		Balance	
210-55110-000-225 Telephone											
			11/30/2025 (11/25) Balance				.00 *		.00 *	2,568.91	
12/04/2025	AP	120	TDS TELECOM				230.16				
12/05/2025	AP	292	ELAN- CORPORATE PAYMENT				1,035.00				
			12/31/2025 (12/25) Period Totals and Balance				1,265.16 *		.00 *	3,834.07	
			12/31/2025 (13/25) Period Totals and Balance				.00 *		.00 *	3,834.07	
YTD Encumbrance .00 YTD Pending .00 YTD Actual 3,834.07 Total 3,834.07 YTD Budget 4,500.00 Unexpended 665.93											
210-55110-000-241 Carpet Cleaning/Mat Service											
			11/30/2025 (11/25) Balance				.00 *		.00 *	8,458.70	
11/13/2025	AP	212	CINTAS CORPORATION				82.77				
11/20/2025	AP	218	CINTAS CORPORATION #447				156.94				
			12/31/2025 (12/25) Period Totals and Balance				239.71 *		.00 *	8,698.41	
			12/31/2025 (13/25) Period Totals and Balance				.00 *		.00 *	8,698.41	
YTD Encumbrance .00 YTD Pending .00 YTD Actual 8,698.41 Total 8,698.41 YTD Budget 8,750.00 Unexpended 51.59											
210-55110-000-311 Postage											
			11/30/2025 (11/25) Balance				.00 *		.00 *	224.41	
12/05/2025	AP	277	ELAN- CORPORATE PAYMENT				23.38				
12/05/2025	AP	286	ELAN- CORPORATE PAYMENT				6.00				
12/05/2025	AP	299	ELAN- CORPORATE PAYMENT				4.99				
12/05/2025	AP	301	ELAN- CORPORATE PAYMENT				4.99				
12/05/2025	AP	303	ELAN- CORPORATE PAYMENT				4.99				
12/05/2025	AP	315	ELAN- CORPORATE PAYMENT				4.96				
			12/31/2025 (12/25) Period Totals and Balance				49.31 *		.00 *	273.72	
			12/31/2025 (13/25) Period Totals and Balance				.00 *		.00 *	273.72	
YTD Encumbrance .00 YTD Pending .00 YTD Actual 273.72 Total 273.72 YTD Budget 500.00 Unexpended 226.28											
210-55110-000-319 Office Supplies											
			11/30/2025 (11/25) Balance				.00 *		.00 *	1,906.06	
12/05/2025	AP	280	ELAN- CORPORATE PAYMENT				76.73				
12/05/2025	AP	284	ELAN- CORPORATE PAYMENT				1,113.90				
12/05/2025	AP	298	ELAN- CORPORATE PAYMENT				34.74				
12/05/2025	AP	319	ELAN- CORPORATE PAYMENT				76.58				
12/05/2025	AP	323	ELAN- CORPORATE PAYMENT				236.54				
			12/31/2025 (12/25) Period Totals and Balance				1,538.49 *		.00 *	3,444.55	
			12/31/2025 (13/25) Period Totals and Balance				.00 *		.00 *	3,444.55	
YTD Encumbrance .00 YTD Pending .00 YTD Actual 3,444.55 Total 3,444.55 YTD Budget 3,500.00 Unexpended 55.45											
210-55110-000-330 Travel											
			11/30/2025 (11/25) Balance				.00 *		.00 *	300.02	
12/19/2025	CR	2000000379	Miscellaneous - Prairie Lakes Library						97.30-		
			12/31/2025 (12/25) Period Totals and Balance				.00 *		97.30- *	202.72	
			12/31/2025 (13/25) Period Totals and Balance				.00 *		.00 *	202.72	
YTD Encumbrance .00 YTD Pending .00 YTD Actual 202.72 Total 202.72 YTD Budget 500.00 Unexpended 297.28											

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
210-55110-000-339 Continuing Education						
			11/30/2025 (11/25) Balance	.00 *	.00 *	661.25
12/05/2025	AP	309	ELAN- CORPORATE PAYMENT	49.00		
			12/31/2025 (12/25) Period Totals and Balance	49.00 *	.00 *	710.25
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	710.25
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	710.25 Total	710.25 YTD Budget	1,000.00 Unexpended 289.75
210-55110-000-350 Repairs & Maintenance Supplies						
			11/30/2025 (11/25) Balance	.00 *	.00 *	8,729.76
12/05/2025	AP	281	ELAN- CORPORATE PAYMENT	27.91		
12/05/2025	AP	288	ELAN- CORPORATE PAYMENT	49.13		
12/05/2025	AP	289	ELAN- CORPORATE PAYMENT	33.66		
			12/31/2025 (12/25) Period Totals and Balance	110.70 *	.00 *	8,840.46
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	8,840.46
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	8,840.46 Total	8,840.46 YTD Budget	12,500.00 Unexpended 3,659.54
210-55110-000-361 Copier Equipment						
			11/30/2025 (11/25) Balance	.00 *	.00 *	4,312.55
12/05/2025	AP	295	ELAN- CORPORATE PAYMENT	78.19		
12/05/2025	AP	296	ELAN- CORPORATE PAYMENT	83.97		
12/05/2025	AP	297	ELAN- CORPORATE PAYMENT	292.42		
			12/31/2025 (12/25) Period Totals and Balance	454.58 *	.00 *	4,767.13
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	4,767.13
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	4,767.13 Total	4,767.13 YTD Budget	5,000.00 Unexpended 232.87
210-55110-000-362 Software Licenses						
			11/30/2025 (11/25) Balance	.00 *	.00 *	23,679.31
11/03/2025	AP	171	MIDWEST TAPE, LLC	48.24		
			12/31/2025 (12/25) Period Totals and Balance	48.24 *	.00 *	23,727.55
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	23,727.55
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	23,727.55 Total	23,727.55 YTD Budget	25,500.00 Unexpended 1,772.45
210-55110-000-431 Adult Printed Materials						
			11/30/2025 (11/25) Balance	.00 *	.00 *	2,464.08
12/05/2025	AP	302	ELAN- CORPORATE PAYMENT	34.99		
12/05/2025	AP	320	ELAN- CORPORATE PAYMENT	91.63		
			12/31/2025 (12/25) Period Totals and Balance	126.62 *	.00 *	2,590.70
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	2,590.70
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	2,590.70 Total	2,590.70 YTD Budget	2,500.00 Unexpended 90.70-

Date	Journal	Reference Number	Payee or Description				Debit Amount		Credit Amount		Balance	
210-55110-001-319 Processing												
			11/30/2025 (11/25) Balance				.00	*	.00	*	2,222.58	
11/14/2025	AP	188	BRODART CO				76.65					
12/05/2025	AP	285	ELAN- CORPORATE PAYMENT				136.93					
12/05/2025	AP	322	ELAN- CORPORATE PAYMENT				7.98					
			12/31/2025 (12/25) Period Totals and Balance				221.56	*	.00	*	2,444.14	
			12/31/2025 (13/25) Period Totals and Balance				.00	*	.00	*	2,444.14	
YTD Encumbrance		.00	YTD Pending	.00	YTD Actual	2,444.14	Total	2,444.14	YTD Budget	3,000.00	Unexpended	555.86
210-55110-002-226 Utility - Gas/Electric												
			11/30/2025 (11/25) Balance				.00	*	.00	*	41,494.25	
12/04/2025	AP	161	WE ENERGIES				4,226.45					
			12/31/2025 (12/25) Period Totals and Balance				4,226.45	*	.00	*	45,720.70	
			12/31/2025 (13/25) Period Totals and Balance				.00	*	.00	*	45,720.70	
YTD Encumbrance		.00	YTD Pending	.00	YTD Actual	45,720.70	Total	45,720.70	YTD Budget	45,000.00	Unexpended	720.70-
210-55110-003-226 Utility - Water/Sewer												
			11/30/2025 (11/25) Balance				.00	*	.00	*	3,838.64	
12/20/2025	AP	2	VILLAGE OF WATERFORD WATER/SEWER				1,262.03					
			12/31/2025 (13/25) Period Totals and Balance				1,262.03	*	.00	*	5,100.67	
YTD Encumbrance		.00	YTD Pending	.00	YTD Actual	5,100.67	Total	5,100.67	YTD Budget	6,500.00	Unexpended	1,399.33
Number of transactions: 57 Number of accounts: 23							Debit		Credit		Proof	
Grand Totals:							43,703.80		2,631.65-		41,072.15	

Report Criteria:

Actual amounts

Includes accounts with balances and activity

Includes pending amounts

Includes report only transactions

Includes inactive journals

Account.Account number = "21041100"."21059900000000"

VILLAGE OF WATERFORD
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025

LIBRARY DONATIONS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>MISCELLANEOUS INCOME</u>					
211-48100	INTEREST INCOME	109.97	109.97	200.00	90.03	55.0
211-48500	DONATIONS	33,560.67	33,560.67	10,000.00	(23,560.67)	335.6
	TOTAL MISCELLANEOUS INCOME	33,670.64	33,670.64	10,200.00	(23,470.64)	330.1
	TOTAL FUND REVENUE	33,670.64	33,670.64	10,200.00	(23,470.64)	330.1

VILLAGE OF WATERFORD
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2025

LIBRARY DONATIONS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY DONATIONS</u>					
211-55110-000-100 SALARY & WAGES	.00	.00	2,100.00	2,100.00	.0
211-55110-000-311 POSTAGE	.00	.00	930.00	930.00	.0
211-55110-000-319 OFFICE SUPPLIES	611.69	611.69	33.00	(578.69)	1853.6
211-55110-000-361 OFFICE EQUIP & REPAIRS	.00	.00	11,475.00	11,475.00	.0
211-55110-000-390 OTHER SUPPLIES & EXPENSES	3,744.11	3,744.11	5,396.00	1,651.89	69.4
211-55110-000-430 PERIODICALS	2,759.42	2,759.42	1,685.00	(1,074.42)	163.8
211-55110-000-431 ADULT PRINT MATERIALS	17,713.79	17,713.79	3,356.00	(14,357.79)	527.8
211-55110-000-433 YA PRINT MATERIALS	979.22	979.22	358.00	(621.22)	273.5
211-55110-000-434 JUVENILE PRINT MATERIALS	4,012.04	4,012.04	2,664.00	(1,348.04)	150.6
211-55110-000-461 ADULT AV MATERIALS	1,238.38	1,238.38	.00	(1,238.38)	.0
211-55110-000-464 JUVENILE AV MATERIALS	761.83	761.83	865.00	103.17	88.1
211-55110-000-491 ADULT OTHER MATERIALS	.00	.00	187.00	187.00	.0
211-55110-000-721 ADULT PROGRAMMING	3,758.08	3,758.08	1,027.00	(2,731.08)	365.9
211-55110-000-722 CHILDRENS PROGRAMMING	5,799.47	5,799.47	2,115.00	(3,684.47)	274.2
211-55110-000-723 YOUNG ADULT PROGRAMMING	733.54	733.54	710.00	(23.54)	103.3
TOTAL LIBRARY DONATIONS	42,111.57	42,111.57	32,901.00	(9,210.57)	128.0
TOTAL FUND EXPENDITURES	42,111.57	42,111.57	32,901.00	(9,210.57)	128.0
NET REVENUE OVER EXPENDITURES	(8,440.93)	(8,440.93)	(22,701.00)	(14,260.07)	(37.2)

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
211-48100 Interest Income						
			11/30/2025 (11/25) Balance	.00 *	.00 *	107.21-
12/31/2025	CRJE	122456	December Interest		2.76-	
			12/31/2025 (12/25) Period Totals and Balance	.00 *	2.76- *	109.97-
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	109.97-
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	109.97- Total	109.97- YTD Budget	200.00- Unearned 90.03
211-48500 Donations						
			11/30/2025 (11/25) Balance	.00 *	.00 *	22,563.42-
12/11/2025	CR	2000000375	Library Donations - Library Donations November		10,766.65-	
12/11/2025	CR	2000000375	Library Donations - Library Donations Oct		226.25-	
12/11/2025	CR	2000000376	Library Donations - Library Donations Sept		4.35-	
			12/31/2025 (12/25) Period Totals and Balance	.00 *	10,997.25- *	33,560.67-
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	33,560.67-
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	33,560.67- Total	33,560.67- YTD Budget	10,000.00- Unearned 23,560.67-
211-49200 Transfer from Other Funds						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned .00
211-53100-000-210 Municipal Garage						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
211-55110-000-100 Salary & Wages						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	.00 Total	.00 YTD Budget	2,100.00 Unexpended 2,100.00
211-55110-000-151 Social Security & Medicare						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
211-55110-000-217 Maintenance Agreements						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
211-55110-000-240 Repair & Maintenance Supplies						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
211-55110-000-311 Postage						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	.00 Total	.00 YTD Budget	930.00 Unexpended 930.00
211-55110-000-319 Office Supplies						
			11/30/2025 (11/25) Balance	.00 *	.00 *	611.69
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	611.69
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	611.69 Total	611.69 YTD Budget	33.00 Unexpended 578.69-
211-55110-000-330 Travel						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
211-55110-000-339 Continuing Education						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
211-55110-000-350 Repair & Maintenance Supplies						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
211-55110-000-361 Office Equip & Repairs						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	.00 Total	.00 YTD Budget	11,475.00 Unexpended 11,475.00
211-55110-000-362 Software Licenses						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
211-55110-000-390 Other Supplies & Expenses						
			11/30/2025 (11/25) Balance	.00 *	.00 *	3,711.04
12/05/2025	AP	305	ELAN- CORPORATE PAYMENT	5.87		
12/05/2025	AP	310	ELAN- CORPORATE PAYMENT	7.33		
12/05/2025	AP	312	ELAN- CORPORATE PAYMENT	12.54		
12/05/2025	AP	317	ELAN- CORPORATE PAYMENT	7.33		
			12/31/2025 (12/25) Period Totals and Balance	33.07 *	.00 *	3,744.11
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	3,744.11
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	3,744.11 Total	3,744.11 YTD Budget	5,396.00 Unexpended 1,651.89

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
211-55110-000-430 Periodicals						
			11/30/2025 (11/25) Balance	.00 *	.00 *	2,472.85
12/05/2025	AP	278	ELAN- CORPORATE PAYMENT	31.65		
12/05/2025	AP	279	ELAN- CORPORATE PAYMENT	20.00		
12/05/2025	AP	282	ELAN- CORPORATE PAYMENT		13.31-	
12/05/2025	AP	283	ELAN- CORPORATE PAYMENT	17.97		
12/05/2025	AP	287	ELAN- CORPORATE PAYMENT	26.00		
12/05/2025	AP	290	ELAN- CORPORATE PAYMENT	122.00		
12/05/2025	AP	293	ELAN- CORPORATE PAYMENT	39.31		
12/05/2025	AP	294	ELAN- CORPORATE PAYMENT	42.95		
			12/31/2025 (12/25) Period Totals and Balance	299.88 *	13.31- *	2,759.42
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	2,759.42
YTD Encumbrance		.00	YTD Pending	.00	YTD Actual	2,759.42
				2,759.42	YTD Budget	1,685.00
					Unexpended	1,074.42-
211-55110-000-431 Adult Print Materials						
			11/30/2025 (11/25) Balance	.00 *	.00 *	17,106.36
10/03/2025	AP	172	CENGAGE LEARNING	280.71		
10/31/2025	AP	173	CENGAGE LEARNING	24.80		
11/06/2025	AP	174	CENGAGE LEARNING	65.58		
11/07/2025	AP	175	CENGAGE LEARNING	30.39		
11/20/2025	AP	176	CENGAGE LEARNING	75.20		
11/21/2025	AP	177	CENGAGE LEARNING	38.38		
11/24/2025	AP	178	CENGAGE LEARNING	22.39		
12/05/2025	AP	300	ELAN- CORPORATE PAYMENT	34.99		
12/05/2025	AP	304	ELAN- CORPORATE PAYMENT	34.99		
			12/31/2025 (12/25) Period Totals and Balance	607.43 *	.00 *	17,713.79
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	17,713.79
YTD Encumbrance		.00	YTD Pending	.00	YTD Actual	17,713.79
				17,713.79	YTD Budget	3,356.00
					Unexpended	14,357.79-
211-55110-000-433 YA Print Materials						
			11/30/2025 (11/25) Balance	.00 *	.00 *	979.22
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	979.22
YTD Encumbrance		.00	YTD Pending	.00	YTD Actual	979.22
				979.22	YTD Budget	358.00
					Unexpended	621.22-
211-55110-000-434 Juvenile Print Materials						
			11/30/2025 (11/25) Balance	.00 *	.00 *	3,997.04
12/01/2025	AP	210	BURLINGTON PUBLIC LIBRARY	15.00		
			12/31/2025 (12/25) Period Totals and Balance	15.00 *	.00 *	4,012.04
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	4,012.04
YTD Encumbrance		.00	YTD Pending	.00	YTD Actual	4,012.04
				4,012.04	YTD Budget	2,664.00
					Unexpended	1,348.04-
211-55110-000-461 Adult AV Materials						
			11/30/2025 (11/25) Balance	.00 *	.00 *	1,238.38
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	1,238.38
YTD Encumbrance		.00	YTD Pending	.00	YTD Actual	1,238.38
				1,238.38	YTD Budget	.00
					Unexpended	1,238.38-

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
211-55110-000-462 Childrens Materials						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
211-55110-000-463 YA Audio/Visual						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended .00
211-55110-000-464 Juvenile AV Materials						
			11/30/2025 (11/25) Balance	.00 *	.00 *	761.83
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	761.83
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	761.83 Total	761.83 YTD Budget	865.00 Unexpended 103.17
211-55110-000-491 Adult Other Materials						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	.00 Total	.00 YTD Budget	187.00 Unexpended 187.00
211-55110-000-721 Adult Programming						
			11/30/2025 (11/25) Balance	.00 *	.00 *	3,383.20
12/01/2025	AP	355	RACHEL JUERGENS	200.00		
12/05/2025	AP	318	ELAN- CORPORATE PAYMENT	25.00		
12/05/2025	AP	321	ELAN- CORPORATE PAYMENT	24.88		
12/09/2025	AP	208	BRUCE CARROLL	125.00		
			12/31/2025 (12/25) Period Totals and Balance	374.88 *	.00 *	3,758.08
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	3,758.08
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	3,758.08 Total	3,758.08 YTD Budget	1,027.00 Unexpended 2,731.08-
211-55110-000-722 Childrens Programming						
			11/30/2025 (11/25) Balance	.00 *	.00 *	4,672.74
12/02/2025	AP	14	WHATS BAKING	150.00		
12/03/2025	AP	209	KERRY BIENEMAN	100.00		
12/05/2025	AP	306	ELAN- CORPORATE PAYMENT	59.51		
12/05/2025	AP	307	ELAN- CORPORATE PAYMENT	109.62		
12/05/2025	AP	308	ELAN- CORPORATE PAYMENT	15.96		
12/05/2025	AP	313	ELAN- CORPORATE PAYMENT	17.97		
12/05/2025	AP	314	ELAN- CORPORATE PAYMENT	27.06		
12/05/2025	AP	316	ELAN- CORPORATE PAYMENT	366.61		
12/17/2025	AP	342	AMY MUELLER	280.00		
			12/31/2025 (12/25) Period Totals and Balance	1,126.73 *	.00 *	5,799.47
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	5,799.47
YTD Encumbrance	.00	YTD Pending	.00 YTD Actual	5,799.47 Total	5,799.47 YTD Budget	2,115.00 Unexpended 3,684.47-

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
211-55110-000-723 Young Adult Programming						
			11/30/2025 (11/25) Balance	.00 *	.00 *	684.89
12/05/2025	AP	311	ELAN- CORPORATE PAYMENT	48.65		
			12/31/2025 (12/25) Period Totals and Balance	48.65 *	.00 *	733.54
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	733.54
YTD Encumbrance	.00	YTD Pending	.00	YTD Actual	733.54	Total
				733.54	YTD Budget	710.00
					Unexpended	23.54-
211-55110-000-810 Capital Outlay - Furniture						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00	YTD Actual	.00	Total
				.00	YTD Budget	.00
					Unexpended	.00
211-55110-000-811 Capital Outlay - Computers						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00	YTD Actual	.00	Total
				.00	YTD Budget	.00
					Unexpended	.00
211-55110-001-319 Processing						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00	YTD Actual	.00	Total
				.00	YTD Budget	.00
					Unexpended	.00
211-59200-000-002 Transferto Library Operations						
			11/30/2025 (11/25) Balance	.00 *	.00 *	.00
			12/31/2025 (13/25) Period Totals and Balance	.00 *	.00 *	.00
YTD Encumbrance	.00	YTD Pending	.00	YTD Actual	.00	Total
				.00	YTD Budget	.00
					Unexpended	.00
Number of transactions: 40 Number of accounts: 32				Debit	Credit	Proof
Grand Totals:				2,505.64	11,013.32-	8,507.68-

Report Criteria:

Actual amounts

All accounts

Includes pending amounts

Includes report only transactions

Includes inactive journals

Account.Account number = "21148100"."21159200000002"



Waterford Public Library

December 16, 2025

Jan Thornberg & Sally Hensel
7308 Pine Street
Waterford, WI 53185

Subject: A Heartfelt Thank You for Your Generous \$50,000 Donation to Launch The Waterford Public Library Foundation

Dear Ms. Thornberg & Ms. Hensel,

On behalf of the entire Waterford Public Library and Waterford Public Library Board, please accept our deepest and most sincere gratitude for your extraordinary gift of \$50,000. This profoundly generous donation is the foundational pillar upon which The Waterford Public Library Endowment Fund will be built, giving us years of financial growth.

We know that you had many choices for your philanthropy, and we are deeply honored that you chose to invest in Waterford Public Library. As a founding contributor, you will forever be a key partner in sustaining our community's library.

We are excited to begin this Endowment journey and look forward to sharing our progress with you. We will be sure to keep you updated as we promote and gather additional donations to grow the Fund, as you have requested.

Thank you once again for your remarkable generosity. Your kindness has made a difference in the community of Waterford, and for that, we are eternally grateful.

With warm regards and deepest appreciation,

Sincerely,

Jessica B. Kiesler
Library Director
Waterford Public Library
101 N. River Street
Waterford, WI 53185



This is an acknowledgement of your tax-deductible gift and confirmation that you did not receive goods or services as a result of your contribution.

EIN: 36-006399

Racine Public Library Naming Rights Policy

I. Purpose of the Naming Rights Policy

It is the policy of the Board of Trustees of the Racine Public Library from time to time to recognize the generosity of individuals, corporations, foundation, or other donors by choosing to create a specific naming designation for a collection, facility, or portion of a facility keeping with the nature and mission of the Library. Naming opportunities are also available to honor a person's significant service to the Library, to the community, or to society at large. Even though the Library Board is grateful for and encourages donations, the Board holds the right to decline any gift to the Library or reject any naming proposal.

The Board recognizes that naming a collection, facility, or portion of a facility is a decision of immense importance. Therefore, making these decisions is undertaken with an appreciate for that significance. The Board of Trustees considers the granting of Naming Rights one of the highest distinctions it can bestow.

II. Definitions

1. *Naming Rights*: includes meetings spaces, reading areas, study rooms, special use areas, equipment, and any other interior or exterior spaces, in honor or memory of an individual, corporation, foundation, or organization as grateful recognition of the Donor's gift.
2. *Gift*: a voluntary and irrevocable pledge paid to the Racine Public Library in the form of a one-time contribution, or in multiple contributions over a period of several years. Stocks can also be provided as a gift. In kind gifts may be accepted should those gifts be convertible to cash or have a value to the campaign. Depending on the wishes of the donors, the Library Board may refer, pay or transfer any gift, donation, bequest, devise, or endowment to the Friends of the Racine Public Library or the Racine Public Library Foundation. Please refer to the Gifts and Donations Policy for more information.
3. *"Significant service to the Library, to the community, or to society at large"*: is to honor a person who has contributed meaningfully over time to the social, academic, scholarly, research, or political life of the City of Racine or society at large. Those honored with such a naming might be:
 - a. Persons not directly connected with the Library who have contributed significantly to the social, academic, scholarly, research, or political life of the community
 - b. Persons who have contributed significantly, in one way or another, to the growth and development of the Library
 - c. An illustrious former employee or Board member
 - d. An outstanding statesperson, educator, or scholar who may or may not be connected to the Library or the City of Racine.

- e. No Library building or space shall be named in honor of any living persons, and no library building shall be named in honor of any deceased person until at least two years after that person's death; or
 - f. For new facilities only when the Board chooses to accept the gift of a Donor who requests naming rights and who contributes a minimum of 51% of the total project costs, including construction, equipment, furnishings, and collections for the building.
4. *Friends of the Racine Public Library ("Friends")*: The Friends are a 501(c)(3) independent organization run by volunteer community members who care about the library and whose mission is to support the Library by advocating and raising funds to provide enhanced programs and services for the community.
 5. *Racine Public Library Foundation*: The Racine Public Library Foundation is a 501(c)(3) independent organization which oversees funds, donated by organizations and citizens, that supplement the Library's tax funding and provides for the future growth and development of the Library.

Endowment proposals for a collection may also include naming rights. Collections may be named or renamed by the Library Board to recognize a donor. Appropriate contributions for such naming opportunities will be at the discretion of the Board and will be determined by cost of materials, staff, ongoing operating costs, etc., depending on the specific program or collection.

III. Policy Guidelines

1. The Board has the sole and absolute discretion regarding Naming Rights.
2. Naming rights will be memorialized in a Naming Rights Donor Agreement which will grant Donor specified Naming Rights to a particular space, subject to acceptance of the Donor's gift and approval of such naming by the Board and consistent with this policy.
3. Naming rights carry no power of direction or implied power of direction to the Library on matters of appointment of persons, policies, operational or capital decisions, or any other library processes or activities.
4. All naming rights shall be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the Library Board, unless otherwise established in the naming rights agreement between the Library and the Donor. A plaque may remain in the location acknowledging the name and the donation.
5. No permanent signage will be put into place until 51% of the funds are received by the Library and all pledges must be paid within three years from the initial pledge.
6. In the event that agreed upon funding to constitute a naming opportunity ceases before the agreed time or amount, the Library Board may discontinue the use of the benefactor's name.

7. When a major building project or capital campaign are to be undertaken, a tailored naming policy may be proposed for various rooms, or parts of the building and its environs. Such a policy will require the endorsement of the Library Board.
8. The Library Board reserves the right to terminate or alter a naming designation under unusual circumstances, or if an individual or organization named comes into disrepute at the Library or in the community at large. Should the Naming Rights Donor Agreement be terminated, the Board, the Library, and the City of Racine shall have no further obligation or liability to the Donor and shall not be required to return any portion of the gift that has already been paid. The Board may choose an alternative recognition for the portion of the gift that has been received in its sole discretion.

IV. Request Procedure

The Racine Public Library Board of Trustees shall charge the Executive Director to review and make recommendations to the Board of Trustees for naming opportunities:

1. All requests for naming shall be submitted to the Board in writing. The requests shall contain justification compliant with the criteria and objectives outlined in this policy. The Board will review and research each submitted naming nomination on its individual merits.
2. The Library Board will vote to approve or deny recommendations.
3. Upon approval, a Naming Rights Agreement shall be created, approved by the Library Board, and signed by the Library Board President and the individuals, corporations, foundations, or other donors who have proposed the naming rights. The terms of the Naming Rights Agreement shall be based upon the definitions and guidelines in this Racine Public Library Naming Rights Policy.
4. No publicity shall be given the recommendation for naming until approved by the Board.
5. Requests for naming will be brought to the Library Board for their action within 60 days, and the Donor will be notified within 14 days of the Library Board's decision.
6. Requests will be considered in the order they are received.

V. Recognition

1. Upon approval of the naming by the Library Board, an appropriate dedication ceremony may be planned and conducted. The donor, guests, the media, and the Library Board will be notified for attendance and participation. A dedication plaque or comparable marking may be established at the ceremony.
2. The Board reserves the right to choose wording, size, location, and style of recognition. Visual recognition of a Named Space will adhere to Library brand standards, including exterior and interior signage, logos, letterhead, and all other representations of the Library's identity.

VI. Renaming and/or Modification

1. Any request to rename, add, or remove a name from a collection, area, or facility should include documentation pertaining to the original approval and subsequent

name change proposal. In the event that Donor names must be removed for new construction, or in the event the Library is destroyed by natural disaster and is rebuilt to be used for its original purpose, recognition shall be replaced per the original agreement.

2. In the event a building or area is drastically altered through construction, the Board of Trustees shall reserve the right to add/alter gift recognition, including the room's naming. Any donor plaques displaced as a result of this will be rededicated in an alternative location in accordance with the timeframe developed for the original gift.
3. When a named space has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors or honorees shall be included in, or adjacent to, new renovated or redeveloped facilities.

VII. Inventory of Available Areas / Items of the Library for Naming Purposes with Proposed Fees

• Business Center:	\$250,000
• Children's Area:	\$750,000
• Circulation/Lobby Area:	\$250,000
• Computer Area:	\$100,000
• Innovation Lab:	\$250,000
• Large Meeting Room:	\$500,000
• Large Bookshelves:	\$2,000
• Local History Room:	\$250,000
• Pinwheel Shelving:	\$2,500
• Small Bookshelves:	\$1,000
• Study Rooms:	\$25,000
• Reading Nooks/Flex Spaces	\$15,000
• Teen/Young Adult Area:	\$250,000
• Customized Opportunities	?

Other areas will be determined by the Library Board according to the amount of the donations.

Naming rights and opportunities are on a first-come, first-served basis and are subject to Library board approval.

Approved by: RPL Board of Trustees

Approved Date: July 21st, 2022 (*July 16th, 2015; amended September 20th, 2018; February 18th, 2021*)

Review Schedule: Annual.

Next Review Date: July 2023