



## 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.

**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 homeschoo 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 KIs

Motion on proposed Investment Policy Statement crafted by Matt Giese @ Patriot Financial - 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
	<b>Total Participants</b>	<b>206</b>

\*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
	<b>Total Participants</b>	<b>903</b>

### 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
	<b>Total Participants</b>	<b>222</b>

## 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
	<b>Total Participants</b>	<b>345</b>

## Teen – 12-18

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

## Outreach – Juvenile

Date	Program	# of Participants
	There were no outreach programs this month.	
	<b>Total Participants</b>	

**Total participants for the month: 1,690**

## December Highlights

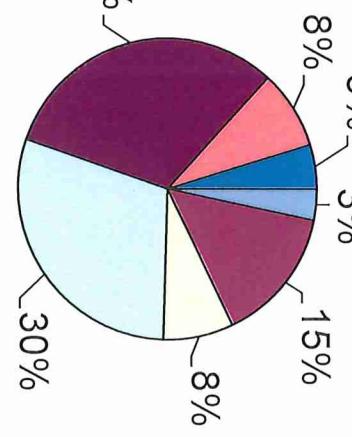
- There are currently 254 children signed up for 1,000 Books Before Kindergarten.  
There have been 76 children who read over 1,000 books to complete the program.
- 70 Book Bundles were checked out for a total of 350 individual items.
- 106 Tween Craft Kits & 268 Juvenile Craft Kits were checked out.
- 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

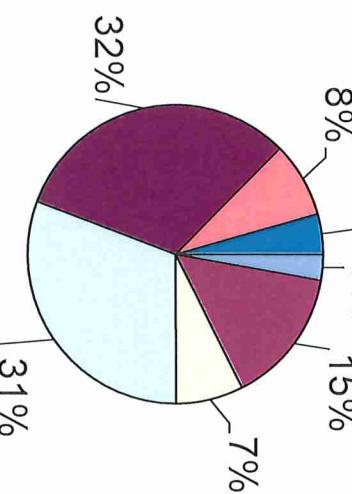
CIRCULATION STATISTICS 2025

WAUKESHA CO	269	193	271	167	160	132	152	102	231	229	102	154	2162	2397
KENOSHA CO	29	4	46	19	37	47	4	45	18	22	14	31	316	464
ALL OTHERS	17	17	1	1	1	1	1	2	3	24	8	8	57	29
<b>GRAND TOTAL</b>	<b>9258</b>	<b>8784</b>	<b>9895</b>	<b>8693</b>	<b>8519</b>	<b>11530</b>	<b>11812</b>	<b>10307</b>	<b>9967</b>	<b>10012</b>	<b>8345</b>	<b>8709</b>	<b>115831</b>	<b>111475</b>

**2024 CIRCULATION BY MUNICIPALITY**



**2025 WATERFORD PUBLIC LIBRARY CIRCULATION BY MUNICIPALITY**



	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	3126	3265	
MANGO LANGUAGE			19	61	45	16	23	33	25	24	28	43	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									
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	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														2025	2024
Platform	Metric	Q1			Q2			Q3			Q4			YTD Total	Avg. M/M Growth
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
Facebook	# of Visits	3856	3430	3841	3698	10335	4082	4178	3969	3872	4979	5705	6882	58827	45174
	# of Pages Viewed	5215	19178	5302	5062	17745	10333	6170	7621	5324	6552	6897	8089	103488	77430
	# of Views	23839	11385	23929	9935	8275	28481	36901	18891	21716	34044	16492	38529	272417	265177
	Engagements	1462	544	1945	548	438	1998	2635	940	1153	1713	978	2113	16467	21068
Pinterest	New Followers	12	3	15	6	8	15	16	11	42	27	16	18	189	232
	Total Followers	3460	3463	3478	3484	3492	3507	3523	3534	3576	3603	3619	3637	3637	3448
	# of Engagements	227	381	367	265	245	206	228	364	353	398	324	210	3568	2345
YouTube	Followers	303	303	300	301	301	301	301	302	302	302	302	302	302	303
	# of Views	180	103	104	148	150	127	98	115	132	175	156	178	1666	1929
	Constant Contact	760	388	1159	399	403	407	411	418	418	858	871	438	6930	8782
Google My Business	Emails Sent	760	388	1159	399	403	407	411	418	418	858	871	438	6930	8782
	Emails Opened	409	197	594	211	190	198	185	214	206	422	407	204	3437	4237
Instagram	Business Searches	582	548	689	610	610	520	513	638	410	642	564	569	6895	5087
	Directions Visits	104	72	151	216	225	245	280	244	230	227	154	178	2326	1852
	Phone Calls	938	842	888	768	688	902	882	790	793	820	699	1088	10098	8766
	Total Followers	91	54	95	80	91	68	88	86	83	98	83	100	1017	1076
Twitter	# of Likes	38	21	53	34	26	79	45	20	31	62	48	442	899	592
	# of Posts	18	14	23	23	17	33	37	23	107	22	53	36	406	316
	Total Followers	505	508	509	508	512	516	518	520	559	603	615	632	615	504



## VILLAGE OF WATERFORD BOARD REPORT

For additional information, visit [www.waterfordwi.org](http://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](http://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](http://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
<b>TAXES</b>					
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
<b>INTERGOVERNMENTAL AID</b>					
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
<b>PUBLIC CHARGES FOR SERVICES</b>					
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
<b>MISCELLANEOUS INCOME</b>					
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
<b>DEPARTMENT 51930</b>						
210-51930-000-511	WORKERS COMP INSURANCE	214.00	214.00	214.00	.00	100.0
	<b>TOTAL DEPARTMENT 51930</b>	<b>214.00</b>	<b>214.00</b>	<b>214.00</b>	<b>.00</b>	<b>100.0</b>
<b>LIBRARY OPERATIONS</b>						
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
	<b>TOTAL LIBRARY OPERATIONS</b>	<b>567,673.04</b>	<b>567,673.04</b>	<b>589,644.00</b>	<b>21,970.96</b>	<b>96.3</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>567,887.04</b>	<b>567,887.04</b>	<b>589,858.00</b>	<b>21,970.96</b>	<b>96.3</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>30,627.74</b>	<b>30,627.74</b>	<b>6,063.00</b>	<b>( 24,564.74)</b>	<b>505.2</b>

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance		
<b>210-46711 Copier/Printer Charges</b>								
			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-
<b>210-46712 Library Fines</b>								
			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
<b>210-48200 Library Rent</b>								
			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-
<b>210-55110-000-100 Salary &amp; Wages</b>								
			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-
<b>210-55110-000-101 Library Board Salaries</b>								
			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
<b>210-55110-000-103 Janitorial Wages</b>						
			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
<b>210-55110-000-151 Social Security &amp; Medicare</b>						
			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
<b>210-55110-000-152 Retirement</b>						
			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
<b>210-55110-000-154 Employee Insurances</b>						
			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
<b>210-55110-000-217 Maintenance Agreements</b>						
			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
<b>210-55110-000-225 Telephone</b>						
			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
<b>210-55110-000-241 Carpet Cleaning/Mat Service</b>						
			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
<b>210-55110-000-311 Postage</b>						
			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
<b>210-55110-000-319 Office Supplies</b>						
			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
<b>210-55110-000-330 Travel</b>						
			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	
<b>210-55110-000-339 Continuing Education</b>							
			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
<b>210-55110-000-350 Repairs &amp; Maintenance Supplies</b>							
			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
<b>210-55110-000-361 Copier Equipment</b>							
			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
<b>210-55110-000-362 Software Licenses</b>							
			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
<b>210-55110-000-431 Adult Printed Materials</b>							
			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
<b>210-55110-001-319 Processing</b>						
			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
<b>210-55110-002-226 Utility - Gas/Electric</b>						
			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-
<b>210-55110-003-226 Utility - Water/Sewer</b>						
			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
<b>MISCELLANEOUS INCOME</b>					
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
<b>TOTAL MISCELLANEOUS INCOME</b>	<b>33,670.64</b>	<b>33,670.64</b>	<b>10,200.00</b>	<b>( 23,470.64)</b>	<b>330.1</b>
<b>TOTAL FUND REVENUE</b>	<b>33,670.64</b>	<b>33,670.64</b>	<b>10,200.00</b>	<b>( 23,470.64)</b>	<b>330.1</b>

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
<b>LIBRARY DONATIONS</b>					
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
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	TOTAL LIBRARY DONATIONS	42,111.57	42,111.57	32,901.00 (	9,210.57) 128.0
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	TOTAL FUND EXPENDITURES	42,111.57	42,111.57	32,901.00 (	9,210.57) 128.0
<hr/>					
	NET REVENUE OVER EXPENDITURES	( 8,440.93)	( 8,440.93)	( 22,701.00)	( 14,260.07) ( 37.2)
<hr/>					

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance		
<b>211-48100 Interest Income</b>								
			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
<b>211-48500 Donations</b>								
			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-
<b>211-49200 Transfer from Other Funds</b>								
			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
<b>211-53100-000-210 Municipal Garage</b>								
			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
<b>211-55110-000-100 Salary &amp; Wages</b>								
			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
<b>211-55110-000-151 Social Security &amp; Medicare</b>								
			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
<b>211-55110-000-217 Maintenance Agreements</b>								
			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
<b>211-55110-000-240 Repair &amp; Maintenance Supplies</b>								
			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
<b>211-55110-000-311 Postage</b>						
			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
<b>211-55110-000-319 Office Supplies</b>						
			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-
<b>211-55110-000-330 Travel</b>						
			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
<b>211-55110-000-339 Continuing Education</b>						
			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
<b>211-55110-000-350 Repair &amp; Maintenance Supplies</b>						
			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
<b>211-55110-000-361 Office Equip &amp; Repairs</b>						
			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
<b>211-55110-000-362 Software Licenses</b>						
			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
<b>211-55110-000-390 Other Supplies &amp; Expenses</b>						
			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		
<b>211-55110-000-430 Periodicals</b>								
			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		
				.00 *	.00 *	2,759.42		
YTD Encumbrance	.00	YTD Pending	.00	YTD Actual	2,759.42 Total	2,759.42 YTD Budget	1,685.00 Unexpended	1,074.42-
<b>211-55110-000-431 Adult Print Materials</b>								
			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		
				.00 *	.00 *	17,713.79		
YTD Encumbrance	.00	YTD Pending	.00	YTD Actual	17,713.79 Total	17,713.79 YTD Budget	3,356.00 Unexpended	14,357.79-
<b>211-55110-000-433 YA Print Materials</b>								
			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 Total	979.22 YTD Budget	358.00 Unexpended	621.22-
<b>211-55110-000-434 Juvenile Print Materials</b>								
			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 Total	4,012.04 YTD Budget	2,664.00 Unexpended	1,348.04-
<b>211-55110-000-461 Adult AV Materials</b>								
			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 Total	1,238.38 YTD Budget	.00 Unexpended	1,238.38-

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>211-55110-000-462 Childrens Materials</b>						
			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
<b>211-55110-000-463 YA Audio/Visual</b>						
			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
<b>211-55110-000-464 Juvenile AV Materials</b>						
			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
<b>211-55110-000-491 Adult Other Materials</b>						
			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
<b>211-55110-000-721 Adult Programming</b>						
			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
<b>211-55110-000-722 Childrens Programming</b>						
			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

Date	Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
<b>211-55110-000-723 Young Adult Programming</b>						
			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-
<b>211-55110-000-810 Capital Outlay - Furniture</b>						
			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
<b>211-55110-000-811 Capital Outlay - Computers</b>						
			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
<b>211-55110-001-319 Processing</b>						
			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
<b>211-59200-000-002 Transferto Library Operations</b>						
			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-
				<hr/>	<hr/>	<hr/>

## 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 appreciation 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 21<sup>st</sup>, 2022 (*July 16<sup>th</sup>, 2015; amended September 20<sup>th</sup>, 2018; February 18<sup>th</sup>, 2021*)

Review Schedule: Annual.

Next Review Date: July 2023