

**WATERFORD LIBRARY BOARD OF TRUSTEES  
OFFICIAL MEETING MINUTES  
By Tami Pollnow  
February 17, 2026**

**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, Dexter, and Loebel

Excused: Schoepke, Kis

Others present: Library Director Jessica Kiesler, Samantha Vogel, Village President Adam Jaskie

No Public comment.

**Minutes**

Motion (Loebel/Dexter) to approve minutes from January 13, 2026 Regular Board meeting. All ayes. Motion carried 5-0.

**Director's Report by Jessica & Special Projects update**

Jessica met with Donna from the Waterford Chamber of Commerce to help with program promotion and collaboration ideas. They came up with an idea for a quilt auction fundraiser which Donna is willing to help with.

Donation Board in the Library needs update (14 years) – working on pricing with sign company

Puzzle swap Facebook post got 27,000 views. The puzzle swap is bringing new visitors.

Jessica attended Library Legislative Day at the Wisconsin Capitol and met with Senator Bradley and Representative Wichgers. They discussed eResources aid due to high costs.

Hired Katelyn Monroe as new Library Assistant

Bargain bag sale 2/27 & 2/28 - donations accepted. Proceeds will benefit Friends of the Library.

Submitted a Letter of intent to Racine Community Foundation for a grant (ask \$10k) for Storytime room revamp.

Working with Mike Sponholtz & Bob Nash on HVAC and Roof replacements. They also recommend an Envelope survey and engineer to ensure the roof can hold the weight of a new unit. We will likely need to move roof unit west for better support. Need engineer consultant to put out for RFPs for each project to provide lowest cost for taxpayers.

Anticipates closure during replacement (est. 2 weeks) - remote library? Dependent on season, temporary cooling might be required to protect materials.

2025 statistics sheet was presented. This was also presented at Library Legislative day and used on social media and in the library itself.

The new Website is Live! The transition was seamless. Staff received training on the back end and it's much the same as the old site.

Updated Signers needed for all accounts; RCF does not require signers.

Moving collections around to make space for those that have grown.

### **Programming**

Samantha reviewed - Adult Program: 24 programs hosted 242 participants. Soundbath 14, Vision board 9

Family programs: 4 family programs - 493 patrons - shared space story time 24, Valentines for Vets 24, Washington-Caldwell 4K literacy night held 30, Passive activity sheets 415

Juvenile programs 0-5: 10 Programs Hosted 216 attendees. 133 Alphabet Lab with Ms. Amy is very popular, Little Bookworms one class cancelled, Penguin party 30 and 42 at homeschool connections.

Teen programs: 4 teen programs had 33 participants

Outreach: 55 participants in birth to 3 programming.

Highlights: 2 curbside visits, Sam & Julie attended a web conference & brought great ideas.

### **Circulation**

25k using Libby, Hoopla is done. 43,918 visits, YTD FB followers increased as did Instagram  
Gale courses up for renewal and will be discussed at the next meeting.

Patron Point paid by Prairie Lakes will be replacing Constant Contact.

Circulation by type spreadsheet - eBooks very popular, \$5k donation for Libby holdings

### **2026 Budget Review**

15% of budget spent @ 9.3% for year

Account Balances per their end of month statements -

Community State Bank: \$20,474.10

Patriot Financial Trust: \$52,997.97

Associated Bank Endowment: \$191,984.03

### **Invoices**

Motion (Isola/Loebel) to approve Operations \$74,197.30. All ayes. Motion carried 5-0.

Motion (Isola/Dexter) to approve Special Funds \$3,768.90. All ayes. Motion carried 5-0.

## **Old Business**

Draft Building agreement (MOU) - preventive maintenance budget capital expenses (\$25k) then to Village Board for amendment or emergency funding ask or DPW Maintenance budget for buildings

MOU includes agreement with Village for in kind support: ie, accounting, snow removal, Mike's assistance

Stipulates that we will prepare preventative and capital budget requests with Mike to take to finance for the following year's budget

Insurance and Indemnification mentioned.

Discussion on review, approach as partnership to serve our community. List of Capital items that might need updates and when.

## **Endowment Subcommittee update**

Presented by Isola and Dexter; will have ready for March meeting

The committee was established per donors' request for the Endowment Fund to be marketed and promoted.

Draft for review or feedback of draft Endowment Policy by February 23 via email to Isola & Dexter.

Suggestions for committee members representing Library are appreciated.

The committee is also making a plan for donor recognition and/or naming rights.

Ideas for wood engraving - Mike Sponholtz was suggested as a person to ask.

## **New Business**

### **Gift policy**

**Annual Report** completed and reviewed - Review and praise of Prairie Lakes, Baker & Taylor dissolved - difficulty with holds; Prairie Lakes working on solutions and running reports to assist, including a Library Grant program

Motion (Loebel/Beer) to approve the 2025 DPI Public Library Annual Report. All ayes. Motion carried 5-0.

### **Library Furniture and Signage**

Staff asked to withdraw some funds from Endowment Account – Board Direction to explore costs for updates for signage.

No consultants; reach out to furniture company for costs/ideas

(Endowment earned \$20k in interest in 2025)

## **Adjournment**

There being no further business before the Board of Trustees, there was a motion (Beer/Isola) to adjourn. All ayes. Motion carried 5-0. The meeting adjourned at 7:12 PM.