

WATERFORD LIBRARY BOARD OF TRUSTEES

OFFICIAL MEETING MINUTES

August 11, 2026

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

Trustees present: Trustees Pollnow, Dexter, Schoepke, Loebel, Kis

Absent: Isola (Exc)

Others present: Library Director Jessica Kiesler, Samantha Vogel, Friends President Jan Thornberg

Public Comment

None

Minutes

Motion (Loebel/Kis) to approve July minutes as discussed. All ayes. Motion carried 5-0.

Director's Report

1. Programming Review:

- Adult programming:
 - Adult Yoga (4 dates): 53 participants
 - Dr Ross Geller's Paleontology Party: 11 participants
 - Total Participants: 197
- Family programming:
 - I am NOT a Dinosaur Indoor Story Walk: 234 participants
 - Unearth a Story Mini Golf Summer Reading Celebration: 170 participants
 - Total Participants: 1,106
- Juvenile 0-5:
 - Great Kindness Quest w/ Extension Racine Co: 24 participants
 - Total Participants: 30
- Juvenile 6-11:
 - Tiny Dino Search & Rescue: 381 participants
 - Total Participants: 740
- Teen 12-18:
 - Total Participants: 27

2. Circulation Review:

- Library Visits: 5,583 people visited in July
- Door count 31,360 in 2026
- Program attendance: 2,112 attended 43 programs in July
- The Village of Waterford circulation numbers are up at this point in year
- Town of East Troy is up in July
- Kenosha County is up in July
- Up by 69 checkouts for the year
- 458 new patrons this year

3. Summer Reading Program

- Shared the Summer Reading Programming report.
 - To measure, our community read for “49 consecutive days” based on our summer reading program data.
 - Utilize the Prairie Lakes Library System for StoryWagon presentations.
- 823 participants registered for the summer reading program, which started on June 5. There was an increase of 53 participants from last year.
- Combined donated weekly, grand and scavenger hunt prizes for summer reading, estimated value of \$11,675.

4. Special Projects Update

- Ian Rastall created the entry way to the Creative Play Space as his Eagle Scout project.
- The roof project is going out for bids.
 - Part 1 of the roof project will be happening this fall; Part 2 to be completed after the HVAC project is finished.
 - HVAC will be updated in spring 2027.
- Jessica met with Sarah Weishar, the new Village Administrator.
- Burlington Public Library will be using our shelving from the basement as part of their construction moving process.
- 2027 budget priorities to address; email addresses for all staff members, book budget, janitorial budget, and an increase in hours (more staffing; salaries).
- New book A Court of Thorns and Roses Book 6 release party; Monday, October 26 until midnight.
- Prairie Lakes is having a fall banquet in Elkhorn on Thursday, October 15, 2026.
- Jessica attended a Directors Retreat at Franklin Public Library. One of the sessions was about strategic planning and she learned very valuable information for planning forward.

5. Friends Update

- Friends meeting on Tuesday, August 25 will be at 5:00.
- Have scheduled some fundraising events for the fall.
- Fundraiser Brewer Game trip in June raised over \$250.00.

6. 2026 Budget Review

- Budget currently at 62.9% of spending for the year (58% of year has elapsed)
- Associated Bank: End of July \$161,910.47
- Community State Bank: End of July \$23,639.92
- Patriot Financial: End of July \$81,367.16

Invoices

- Motion (Kis/Schoepke) to Operations \$49,250.40. All ayes. Motion carried 5-0.
- Motion (Kis/Schoepke) Special Funds \$5,447.60. All ayes. Motion carried 5-0.

Committee Report

- Endowment Subcommittee Report
 - Rack Cards are completed; finalize marketing plan at August meeting.
 - The next meeting is Wednesday, August 12.

Old Business

- Building Agreement
 - No updates at this time.

New Business

- Process of Director Evaluation
 - Evaluation Process proposal was read from President Isola by Director Kiesler
 - Motion (Loebel/Kis) was made to approve the proposed Evaluation Process. All ayes. Motion carried 5-0.
- Unattended Child Policy Changes
 - Change Safe Child Policy to Unattended Children Policy.
 - Update existing policy to read children 9 years old or younger must be supervised by a responsible person.
 - Add Library determine when to call law enforcement after a reasonable amount of time
 - Motion (Dexter/Loebel) was made to accept the edits to the Unattended Children Policy. All ayes. Motion carried 5-0.
- Rules of Conduct Policy Changes
 - Reviewed other library policies and edited wording to contain more explicit, clear language.

- References state statute
- Outlines considerations for behavior
- Motion (Loebel/Schoepke) was made to accept the edits and annotations to the Code of Conduct Policy. All ayes. Motion carried 5-0.

Adjournment

There being no further business before the Board of Trustees, there was a motion (Schoepke/Dexter) to adjourn. All ayes. Motion carried 5-0. The meeting adjourned at 6:04 PM.

Next meeting: Tuesday, September 8, 2026 at 5:00 PM at Waterford Public Library.

Minutes submitted by: Sara Schoepke