

WATERFORD LIBRARY BOARD OF TRUSTEES

OFFICIAL MEETING MINUTES

September 8, 2026

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

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

Absent: None

Others present: Library Director Jessica Kiesler, Friends Marilyn Schultz, Adam Jaskie

Public Comment

None

Minutes

Motion (Pollnow/Kis) to approve August minutes as discussed. All ayes. Motion carried 5-0. Isola abstained.

Director's Report

1. Programming Review:

- Adult programming:
 - ADRC Caregiver Support Group: 4
 - Total Participants: 362
- Family programming:
 - Fun & Food on First: 91
 - Total Participants: 534
- Juvenile 0-5:
 - Book and Block Party w/Racine Cty Extension: 30
 - Total Participants: 51
- Juvenile 6-11:
 - Total Participants: 300
- Teen 12-18:
 - Total Participants: 8

2. Circulation Review:

- Library Visits: 4,000 more visits at this point in the year than last year
 - 4,575 people visited in August

- Door count 35,932 in 2026 as compared to 31,705 people at the same time last year
- Program attendance: Up 33.03% in 2026 from 2025
- 539 new patrons this year (81 in August)

3. Notable Mentions /Special Projects Update

- Submitted first draft of the 2027 budget to the Village Administrator
- Worked with Andrea Spiering, Interim Treasurer to streamline our invoices process.
- Researching Library Impact funds and what it could be used for in the future.
- Piano player grant performances starts in October
- September is Library card Sign Up month
- Mural is officially done in the youth area
- We thank Jodi Beers for her service to the library board; a new appointment will be made in the next month

4. Friends Update

- Seeking volunteers for library events
 - Alphabet Lab on Fridays
 - October 28: Cooking class setup and cleanup
 - November 7: Chamber Gala
 - Flexible timing: Messy Shelves Project
- Upcoming bus trips:
 - September: Milwaukee Brewery Tour (full)
 - October 21: Footloose at the Rep
 - November 19: Annie at Drury Lane Theater

5. 2026 Budget Review

- Budget currently at 70.6% of spending for the year (67% of year has elapsed)
- Associated Bank: Statement has not arrived yet
- Community State Bank: End of August \$23,992.36
- Patriot Financial: End of August \$82,983.63

Invoices

- Motion (Schoepke/Pollnow) to Operations \$55,505.23. All ayes. Motion carried 6-0.
- Motion (Schoepke/Kis) Special Funds \$3,260.66. All ayes. Motion carried 6-0.

Committee Report

- Endowment Subcommittee Report
 - Committee met on August 12, 2026
- Motion (Loebel / Pollnow) to change name and description of the Endowment Committee to the Endowment, Donation and Recognition Committee. All ayes. Motion carried 6-0.
 - “The Endowment, Donations and Recognitions Committee (EDRC) is tasked with overseeing the Library’s endowment funds, donations made to the library, and appropriate donation recognitions. The funds oversight includes monitoring the individual endowment funds and providing regular reports and recommendations for action to the Library Board. The committee is also responsible for developing endowment marketing, recognition, and outreach materials. Donations and recognitions will be supervised by the EDRC according to library policy. The committee is advisory only and makes recommendations to the board for further action.”

Old Business

- Building Agreement
 - No updates at this time.

New Business

- Budget Amendment
 - Description of budget accounts needing reallocation in funding
 - Move \$4,807.20 to accommodate changes in budget
 - Motion (Pollnow / Kis) was made to approve the proposed budget reallocation changes. All ayes. Motion carried 6-0.
- Proposed Closures for the Remainder of 2026:
 - Saturday, November 7 for Chamber of Commerce Gala Preparation
 - Thursday, December 3 from 9am - 1pm for staff Training & Staff Meeting
 - Holiday closures in accordance with Village Personnel Handbook
 - Motion (Kis / Isola) was made to approve the proposed closure dates for the remainder of 2026. All ayes. Motion carried 6-0.

Motion to go into closed session to discuss the evaluation of the Library Director. (Pollnow/Loebel) at 5:58 PM. All ayes. Motion carried 6-0.

Adjourn to Closed Session

- Roll Call: Schoepke (aye), Kis (aye), Dexter (aye), Isola (aye), Loebel (aye), Pollnow (aye)
- Jan Loebel was excused at 6:18 pm

Motion to come out of closed session to discuss the evaluation of the Library Director. (Schoepke / Kis) at 7:31 PM. All ayes. Motion carried 5-0.

Adjournment

There being no further business before the Board of Trustees, there was a motion (Schoepke/Isola) to adjourn. All ayes. Motion carried 5-0. The meeting adjourned at 7:32 PM.

Next meeting: Tuesday, October 13, 2026 at 5:00 PM at Waterford Public Library.

Minutes submitted by: Sara Schoepke