WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
October 13, 2026

Call to Order: The meeting was called to order by President Isola at 5:03 PM

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

Absent: Schoepke (Excused)

Others present: Library Director Jessica Kiesler, Friends Jan Thornberg, Adam Jaskie

Public Comment

None

Minutes

Motion (Pollnow/Loebel) to approve September minutes as discussed. All ayes. Motion carried 6-0.

Director's Report

1. Programming Review:
    - Adult programming:
        - Mah Jongg and Tai Chi are very popular
        - Total Participants: 286
    - Family programming:
        - Open Piano recitals are ongoing from our grant
        - Total Participants: 353
    - Juvenile 0-5:
        - Pre-school with Polar
        - Total Participants: 264
    - Juvenile 6-11:
        - Total Participants: 187
    - Teen 12-18: Mid-week pop-ins to attrack teens
        - Total Participants: 21

2. Circulation Review:
    - Library Visits: we are up 4,000 more visits at this point in the year than last year
        - 4,009 people visited in August

- Door count 40,013 in 2026 as compared to 35,777 people at the same time last yar
- Program attendance: 1,111
- 593 new patrons this year (54 in September)

88,305 total visitors

593 new patrons / wi-fi usage is increased from 2025

All counts UP from 2025 except check outs

Patron emails increased to 24,000 in 2026

3. Notable Mentions /Special Projects Update

Welcome Laura Olson to the Library Board!!!

- Jessica met with Mike Sponholz (DPW) to review Capital building projects timeline for planning purposes.
- Our new donor wall has been installed. It's a metal structure that looks like a river. Community members may purchase a fish to be added to the wall as a fundraiser.
- Our Community survey will be coming out later this month.
- The Chamber of Commerce Gala at the library is less than a month away! (11/7) Don't forget to buy your tickets: https://tinyurl.com/muwsb7nr

Jessica met with two art teachers from Waterford schools and we are planning an Art Gallery at the library in spring for Earth Day. 2nd-5th graders will showcase their artwork. ○ The carpets were cleaned in September.

- Jewish Museum experience pass now available for check out.
- Roof approved by Village Board for replacement in September.
- Finance approved Library's Budget to be restored to $300,000.00 in 2027 & our Administrative fees were reduced to $11,000.00. Hope for more hours and staffing.

4. Friends Update

- Children's Department
- $50 - Craft bag materials
- $60 - Materials for Alphabet Lab Adventures
- $50 - Preschool Playdate materials
- $40 - Dec. Preschool Morning Movie (cookies & juice)
- $60 - Loki care
- Total: $260

Tween & Teen

Total: $100

Adult Department

Total $600

Family

Total $1,600

Total $2,560 - less $150 from previous request for Piano refreshments

5. 2026 Budget Review
    - Budget currently at 78.9% of spending for the year (83% of year has elapsed)
    - Associated Bank: End of August $164,366.56
    - Community State Bank: End of September $21,874.73
    - Patriot Financial: End of September $82,407.44

Invoices

- Motion (Kis/Isola) Operations $57,494.54. All ayes. Motion carried 6-0.
- Motion (Kis/Dexter) Special Funds $8,324.12. All ayes. Motion carried 6-0.

Committee Report

- Endowment Donation and Recognition Committee (EDRC)
    - Committee met on October 7, 2026

Met with Matt Giese @ Patriot Financial for WPL Endowment Fund $83,029.40

Returns within desired range / well-balanced / no changes recommended

Discussion on procedure for a possible withdrawal 1/2027 - recommendation to be determined at next meeting

Matt will meet with committee once per year

Continue review of Library's endowment fund @ Racine Community Foundation

Structural portion of recognition wall art piece installed.

Fish are Official $200-$1,000 increments to add a fish to our wall in the

entrance $3,000 or above for a bird

Began work for a marketing plan for future endowment gifts and donations.

Working on development of a protocol for clarity concerning what, when, and how donations will be recognized.

Old Business

- Building Agreement

- Mike Sponholz and I have completed the project for capital expenses. Will be an Appendix to the building agreement.

New Business

- Local Author Collection Policy

  We want to support local authors in a designated area at our library and must be donated and are not vetted in any way. (we will separate adult from children collections)
  Author donations are limited to three titles per year. Must have been published in the last five years and in like new or new condition.

  Motion to pass the new policy (Pollnow/Isola) passed 5-1 nay Olson

  Waterford Public Library Community Survey - anonymous to complete the survey and then a link to enter drawing for a chance to win $200 Gift card.

  Motion to pass survey with edits (Goebel/Kis)

Adjournment

There being no further business before the Board of Trustees, there was a motion (Goebel/Dexter) to adjourn. All ayes. Motion carried 6-0. The meeting adjourned at 6:33 PM.

Next meeting: November 10, 2026
Minutes submitted by: Tamara Pollnow