



CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
W.J. Niederkorn Library Board Meeting  
Monday, January 26, 2026, at 6:00 PM  
Port Washington City Hall, 100 W Grand Avenue  
Port Washington, WI 53074  
Common Council Chambers

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## AGENDA

1. ROLL CALL
2. PUBLIC COMMENTS/APPEARANCES
  - a) Correspondence
  - b) Your comments are welcome. Please limit comments to five (5) minutes.
3. CONSENT AGENDA
  - a) Approve Minutes of December 2025 Meeting
  - b) Approve Schedule of Invoices December 2025
  - c) Approve Revenue and Expense Report: December 2025
4. LIBRARY DIRECTOR'S REPORT
  - a) Library Staff Update
  - b) Library Usage Statistics
5. NEW BUSINESS
  - a) Renovation Update
  - b) Patron Privacy
  - c) Teen Programming
  - d) Solar Panel Grant Opportunity
6. ADJOURNMENT

**Committee Members:** Justin Ritter, Tom Hudson, Jonathan Pleitner, Niki Nelson, Stephanie Polzar, Kelly Osowski, Chris Lefever, Jane Gennerman and Beth Plautz

**Staff Liaisons:** Tom Carson

*Special Accommodations: Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk's Office at 262-284-5585 or [cityclerk@portwashington.gov](mailto:cityclerk@portwashington.gov). Every effort will be made to arrange accommodations for all meetings, please provide notice at least one (1) business day prior to a meeting.*

*Notice of Possible Quorum: Notice is hereby given that Common Council members or members of other governmental bodies who are not members of this board, commission or committee may be present at this meeting to gather information about a subject over which they have decision-making authority. In that event this meeting may also constitute a simultaneous meeting of the Council or of such other governmental bodies. Whether a simultaneous meeting is occurring depends on whether the presence of one or more Council members or members of such other governmental bodies results in a quorum of the Council or of such other governmental bodies and, if there is a quorum, whether any agenda items listed above involve matters within the Council's or the other governmental bodies' jurisdiction. If a simultaneous meeting is occurring, no action other than information gathering will be taken at the simultaneous meeting. [State ex rel. Badke vs. Greendale Village Board, 173 Wis. 2d 553 (1993).]*

City of W.J. Niederkorn Library  
Library Board Meeting Minutes  
Monday, December 15, 2025, 6:00 PM  
Port Washington City Hall

1. Roll call: Justin Ritter, Tom Hudson, Jonathan Pleitner, Jane Gennerman, Beth Plautz, and Niki Nelson. Christina Lefever attending online. Also attending: Library Director Tom Carson and Assistant Library Director Rosalia Slawson. Not present: Kelly Osowski and Stephanie Polzar.

Meeting called to order at 6:00pm by Board President Justin Ritter.

2. Public Comments/appearances

- a. Correspondence: none
- b. Your comments are welcome. Please limit comments to five minutes: none

3. Consent Agenda

- a. Approval of minutes: Hudson moved to approve Nov 2025 minutes, Pleitner seconded. Passed unanimously.
- b. Approval of Schedule of Invoices: Pleitner moved to approve Nov 2025 Schedule of Invoices with amendments of the correct fund number, Hudson seconded. Passed unanimously.
- c. Approval of Revenue and Expense Report: Pleitner moved to approve the Nov 2025 Revenue and Expense Report, Lefever seconded. Passed unanimously.

4. Library Director's Report:

- a. Library Staff Update: Still fully staffed. Had staff holiday party.
- b. Library Usage Statistics: Ozaukee and Sheboygan Counties agreed to reimburse digital usage for non-librarians beginning in 2027. Monarch Library System agreed to put more funds toward Advantage program with Wisconsin's Digital Library.

5. New Business

- a. Renovation Update: Stairwell is almost done. Bathrooms getting drywall. Chairs getting delivered on Dec 30. Getting straightened out who is doing what for updating network.
- b. Consideration and Possible Action of Friends Booksale shelving: Pleitner moved to approve the Friends Booksale shelving, Hudson seconded. Passed unanimously.
- c. Consideration and Possible Action on changing January Library Board meeting date: Meeting will be on January 26 instead (due to Martin Luther King Jr. holiday on original date)

6. Adjournment: 6:25pm with a motion by Pleitner, seconded by Lefever. Passed unanimously.

Minutes respectfully submitted by Rosalia Slawson, Assistant Library Director

**INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF PORT WASHINGTON**  
 EXP CHECK RUN DATES 12/01/2025 - 12/31/2025  
 POSTED AND UNPOSTED

PAID

| GL Number                           | GL #<br>Line Desc      | Vendor Name  | Invoice<br>Description | Invoice<br>Number                 | Due<br>Date | Amount | Check<br>Number |
|-------------------------------------|------------------------|--------------|------------------------|-----------------------------------|-------------|--------|-----------------|
| <b>Vendor: ACC BUSINESS</b>         |                        |              |                        |                                   |             |        |                 |
| <b>Fund: 23 LIBRARY</b>             |                        |              |                        |                                   |             |        |                 |
| <b>Department: 23-55110 LIBRARY</b> |                        |              |                        |                                   |             |        |                 |
| 23-23-55110-5340                    | LIBRARY-TELEPHONE      | ACC BUSINESS | INTERNET               | 3451240118                        |             | 132.51 | 260637          |
|                                     |                        |              |                        | Total Department 23-55110 LIBRARY |             | 132.51 |                 |
|                                     |                        |              |                        | Total Fund 23 LIBRARY             |             | 132.51 |                 |
|                                     |                        |              |                        | Total Vendor ACC BUSINESS:        |             | 132.51 |                 |
| <b>Vendor: AT&amp;T</b>             |                        |              |                        |                                   |             |        |                 |
| <b>Fund: 23 LIBRARY</b>             |                        |              |                        |                                   |             |        |                 |
| <b>Department: 23-55110 LIBRARY</b> |                        |              |                        |                                   |             |        |                 |
| 23-23-55110-5390                    | LIBRARY-MISC OPERATING | AT&T         | LIBRARY INTERNET       | 2938658018                        |             | 234.53 | 260558          |
|                                     |                        |              |                        | Total Department 23-55110 LIBRARY |             | 234.53 |                 |
|                                     |                        |              |                        | Total Fund 23 LIBRARY             |             | 234.53 |                 |
|                                     |                        |              |                        | Total Vendor AT&T:                |             | 234.53 |                 |

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| GL Number                           | GL #<br>Line Desc           | Vendor Name          | Invoice<br>Description   | Invoice<br>Number | Due<br>Date | Amount   | Check<br>Number |
|-------------------------------------|-----------------------------|----------------------|--------------------------|-------------------|-------------|----------|-----------------|
| <b>Vendor: CARDMEMBER SERVICE</b>   |                             |                      |                          |                   |             |          |                 |
| <b>Fund: 23 LIBRARY</b>             |                             |                      |                          |                   |             |          |                 |
| <b>Department: 23-55110 LIBRARY</b> |                             |                      |                          |                   |             |          |                 |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON MKTPL*BT31R2T -   | Bo 20251120-33    |             | 41.99    | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON MKTPL*B891L05N -  | Bo 20251120-34    |             | 51.86    | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON MKTPL*B82V56N -   | Bo 20251120-35    |             | 40.73    | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON MKTPL*B823A8N01 - | Bo 20251120-36    |             | 16.15    | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON MKTPL*B823A8N01 - | Bo 20251120-37    |             | 34.10    | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON MKTPL*BT31Q7I -   | Bo 20251120-38    |             | 413.67   | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON.com*B85NM0JG0 -   | Bo 20251120-39    |             | 620.80   | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON.com*BT8T82D32 -   | Bo 20251120-40    |             | 22.91    | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | MEIER STORE #274 -       | Bo 20251120-41    |             | 17.67    | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON MKTPL*B87HP6I -   | Bo 20251120-43    |             | 24.65    | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON.com*B85A88A92 -   | Bo 20251120-44    |             | 257.61   | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON.com*B086R4ZFL -   | Bo 20251120-45    |             | 22.96    | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON MKTPL*B849T5W -   | Bo 20251120-46    |             | 8.39     | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON MKTPL*B091Y6L -   | Bo 20251120-47    |             | 6.61     | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON.com*B809M5YH0 -   | Bo 20251120-48    |             | 48.95    | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON.com*B80677YF0 -   | Bo 20251120-49    |             | 19.14    | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON MKTPL*B09BL3F -   | Bo 20251120-50    |             | 9.09     | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON.com*B85N81TX2 -   | Bo 20251120-51    |             | 293.00   | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON MKTPL*B09X42L -   | Bo 20251120-52    |             | 11.75    | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON MKTPL*B078Y8L -   | Bo 20251120-53    |             | 5.77     | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON.com*B029H9NQ2 -   | Bo 20251120-54    |             | 16.79    | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON MKTPL*B080G4X -   | Bo 20251120-55    |             | 15.23    | 27              |
| 23-23-55110-5510                    | LIBRARY-BOOKS/SUBSCRIPTIONS | CARDMEMBER SERVICE   | AMAZON MKTPL*B080G4X -   | Bo 20251120-56    |             | 373.93   | 27              |
| 23-23-55110-5800                    | LIBRARY- DONATIONS RELATED  | CARDMEMBER SERVICE   | AMAZON.com*B057Y40I2 -   | Vi 20251120-22    |             | 100.00   | 27              |
| 23-23-55110-5800                    | LIBRARY- DONATIONS RELATED  | CARDMEMBER SERVICE   | BOOKWORM GARDENS -       | Vi 20251120-23    |             | 100.00   | 27              |
| Total Department 23-55110 LIBRARY   |                             |                      |                          |                   |             | 4,166.88 |                 |
| Total Fund 23 LIBRARY               |                             |                      |                          |                   |             | 4,166.88 |                 |
| Total Vendor CARDMEMBER SERVICE:    |                             |                      |                          |                   |             | 4,166.88 |                 |
| <b>Vendor: DEMCO INC</b>            |                             |                      |                          |                   |             |          |                 |
| <b>Fund: 23 LIBRARY</b>             |                             |                      |                          |                   |             |          |                 |
| <b>Department: 23-55110 LIBRARY</b> |                             |                      |                          |                   |             |          |                 |
| 23-23-55110-5370                    | LIBRARY-SUPPLIES            | DEMCO INC            | SUPPLIES                 | 7668216           |             | 100.93   | 260562          |
| Total Department 23-55110 LIBRARY   |                             |                      |                          |                   |             | 100.93   |                 |
| Total Fund 23 LIBRARY               |                             |                      |                          |                   |             | 100.93   |                 |
| Total Vendor DEMCO INC:             |                             |                      |                          |                   |             | 100.93   |                 |
| <b>Vendor: GORDON FLESCG CO INC</b> |                             |                      |                          |                   |             |          |                 |
| <b>Fund: 23 LIBRARY</b>             |                             |                      |                          |                   |             |          |                 |
| <b>Department: 23-55110 LIBRARY</b> |                             |                      |                          |                   |             |          |                 |
| 23-23-55110-5560                    | LIBRARY-MAINT CONTRACT      | GORDON FLESCG CO INC | COPIES                   | IN15407945        |             | 118.75   | 260486          |
| 23-23-55110-5560                    | LIBRARY-MAINT CONTRACT      | GORDON FLESCG CO INC | LEASE PAYMENT            | I01076525         |             | 57.72    | 260568          |
| Total Department 23-55110 LIBRARY   |                             |                      |                          |                   |             | 176.47   |                 |
| Total Fund 23 LIBRARY               |                             |                      |                          |                   |             | 176.47   |                 |
| Total Vendor GORDON FLESCG CO INC:  |                             |                      |                          |                   |             | 176.47   |                 |

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 EXP CHECK RUN DATES 12/01/2025 - 12/31/2025  
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 PAID

| GL Number                                  | GL # | Line Desc                   | Vendor Name                   | Invoice Description | Invoice Number | Due Date | Amount   | Check Number |
|--|------|-----------------------------|-------------------------------|---------------------|----------------|----------|----------|--------------|
| <b>Vendor: INGRAM LIBRARY SERVICES LLC</b> |      |                             |                               |                     |                |          |          |              |
| <b>Fund: 23 LIBRARY</b>                    |      |                             |                               |                     |                |          |          |              |
| <b>Department: 23-55110 LIBRARY</b>        |      |                             |                               |                     |                |          |          |              |
| 23-23-55110-5510                           |      | LIBRARY-BOOKS/SUBSCRIPTIONS | INGRAM LIBRARY SERVICES BOOKS |                     | 91720944       |          | 73.84    | 260596       |
| 23-23-55110-5510                           |      | LIBRARY-BOOKS/SUBSCRIPTIONS | INGRAM LIBRARY SERVICES BOOKS |                     | 91659430       |          | 35.98    | 260596       |
| 23-23-55110-5510                           |      | LIBRARY-BOOKS/SUBSCRIPTIONS | INGRAM LIBRARY SERVICES BOOKS |                     | 91523137       |          | 25.50    | 260596       |
| 23-23-55110-5510                           |      | LIBRARY-BOOKS/SUBSCRIPTIONS | INGRAM LIBRARY SERVICES BOOKS |                     | 91739313       |          | 132.93   | 260596       |
| 23-23-55110-5510                           |      | LIBRARY-BOOKS/SUBSCRIPTIONS | INGRAM LIBRARY SERVICES BOOKS |                     | 92017477       |          | 46.29    | 260596       |
| 23-23-55110-5510                           |      | LIBRARY-BOOKS/SUBSCRIPTIONS | INGRAM LIBRARY SERVICES BOOKS |                     | 92017478       |          | 110.81   | 260596       |
| 23-23-55110-5510                           |      | LIBRARY-BOOKS/SUBSCRIPTIONS | INGRAM LIBRARY SERVICES BOOKS |                     | 92083089       |          | 128.94   | 260596       |
| 23-23-55110-5510                           |      | LIBRARY-BOOKS/SUBSCRIPTIONS | INGRAM LIBRARY SERVICES BOOKS |                     | 92017479       |          | 878.95   | 260596       |
| Total Department 23-55110 LIBRARY          |      |                             |                               |                     |                |          | 1,433.24 |              |
| Total Fund 23 LIBRARY                      |      |                             |                               |                     |                |          | 1,433.24 |              |
| Total Vendor INGRAM LIBRARY SERVICES LLC:  |      |                             |                               |                     |                |          | 1,433.24 |              |

|                                     |  |                             |                  |       |         |  |          |        |
|-------------------------------------|--|-----------------------------|------------------|-------|---------|--|----------|--------|
| <b>Vendor: MIDAMERICA BOOKS</b>     |  |                             |                  |       |         |  |          |        |
| <b>Fund: 23 LIBRARY</b>             |  |                             |                  |       |         |  |          |        |
| <b>Department: 23-55110 LIBRARY</b> |  |                             |                  |       |         |  |          |        |
| 23-23-55110-5510                    |  | LIBRARY-BOOKS/SUBSCRIPTIONS | MIDAMERICA BOOKS | BOOKS | 0073639 |  | 1,173.60 | 260585 |
| Total Department 23-55110 LIBRARY   |  |                             |                  |       |         |  | 1,173.60 |        |
| Total Fund 23 LIBRARY               |  |                             |                  |       |         |  | 1,173.60 |        |
| Total Vendor MIDAMERICA BOOKS:      |  |                             |                  |       |         |  | 1,173.60 |        |

|                                     |  |                  |                     |              |              |  |       |        |
|-------------------------------------|--|------------------|---------------------|--------------|--------------|--|-------|--------|
| <b>Vendor: NETBRAND MEDIA CORP</b>  |  |                  |                     |              |              |  |       |        |
| <b>Fund: 23 LIBRARY</b>             |  |                  |                     |              |              |  |       |        |
| <b>Department: 23-55110 LIBRARY</b> |  |                  |                     |              |              |  |       |        |
| 23-23-55110-5370                    |  | LIBRARY-SUPPLIES | NETBRAND MEDIA CORP | 2X9 BOOKMARK | IME3537D3754 |  | 84.40 | 260598 |
| Total Department 23-55110 LIBRARY   |  |                  |                     |              |              |  | 84.40 |        |
| Total Fund 23 LIBRARY               |  |                  |                     |              |              |  | 84.40 |        |
| Total Vendor NETBRAND MEDIA CORP:   |  |                  |                     |              |              |  | 84.40 |        |

|                                     |  |                   |          |             |                 |  |       |        |
|-------------------------------------|--|-------------------|----------|-------------|-----------------|--|-------|--------|
| <b>Vendor: SPECTRUM</b>             |  |                   |          |             |                 |  |       |        |
| <b>Fund: 23 LIBRARY</b>             |  |                   |          |             |                 |  |       |        |
| <b>Department: 23-55110 LIBRARY</b> |  |                   |          |             |                 |  |       |        |
| 23-23-55110-5340                    |  | LIBRARY-TELEPHONE | SPECTRUM | CH INTERNET | 042688401120125 |  | 81.70 | 260574 |
| Total Department 23-55110 LIBRARY   |  |                   |          |             |                 |  | 81.70 |        |
| Total Fund 23 LIBRARY               |  |                   |          |             |                 |  | 81.70 |        |
| Total Vendor SPECTRUM:              |  |                   |          |             |                 |  | 81.70 |        |

|                                      |  |                               |                       |                      |        |  |        |        |
|--------------------------------------|--|-------------------------------|-----------------------|----------------------|--------|--|--------|--------|
| <b>Vendor: SUPERIOR CHEMICAL LLC</b> |  |                               |                       |                      |        |  |        |        |
| <b>Fund: 23 LIBRARY</b>              |  |                               |                       |                      |        |  |        |        |
| <b>Department: 23-55110 LIBRARY</b>  |  |                               |                       |                      |        |  |        |        |
| 23-23-55110-5360                     |  | LIBRARY-REPAIRS & MAINTENANCE | SUPERIOR CHEMICAL LLC | MAINTENANCE SUPPLIES | 430186 |  | 365.45 | 260516 |
| Total Department 23-55110 LIBRARY    |  |                               |                       |                      |        |  | 365.45 |        |
| Total Fund 23 LIBRARY                |  |                               |                       |                      |        |  | 365.45 |        |
| Total Vendor SUPERIOR CHEMICAL LLC:  |  |                               |                       |                      |        |  | 365.45 |        |

INVOICE DISTRIBUTION REPORT BY VENDOR FOR CITY OF PORT WASHINGTON

EXP CHECK RUN DATES 12/01/2025 - 12/31/2025  
 POSTED AND UNPOSTED  
 PAID

| GL Number                           | GL #<br>Line Desc   | Vendor Name | Invoice<br>Description | Invoice<br>Number | Due<br>Date | Amount   | Check<br>Number |
|-------------------------------------|---------------------|-------------|------------------------|-------------------|-------------|----------|-----------------|
| <b>Vendor: WE ENERGIES</b>          |                     |             |                        |                   |             |          |                 |
| <b>Fund: 23 LIBRARY</b>             |                     |             |                        |                   |             |          |                 |
| <b>Department: 23-55110 LIBRARY</b> |                     |             |                        |                   |             |          |                 |
| 23-23-55110-5310                    | LIBRARY-ELECTRICITY | WE ENERGIES | LIBRARY ELECTRIC       | 20251030-60       |             | 1,638.98 | 25              |
| 23-23-55110-5310                    | LIBRARY-ELECTRICITY | WE ENERGIES | LIBRARY ELECTRIC       | 2025-11-26-60     |             | 1,252.62 | 26              |
| 23-23-55110-5320                    | LIBRARY-GAS HEATING | WE ENERGIES | LIBRARY GAS            | 20251030-61       |             | 260.94   | 25              |
| 23-23-55110-5320                    | LIBRARY-GAS HEATING | WE ENERGIES | LIBRARY GAS            | 2025-11-26-61     |             | 292.77   | 26              |
| Total Department 23-55110 LIBRARY   |                     |             |                        |                   |             | 3,445.31 |                 |
| Total Fund 23 LIBRARY               |                     |             |                        |                   |             | 3,445.31 |                 |
| Total Vendor WE ENERGIES:           |                     |             |                        |                   |             | 3,445.31 |                 |

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| GL Number | GL #<br>Line Desc | Vendor Name | Invoice<br>Description | Invoice<br>Number | Due<br>Date | Amount | Check<br>Number |
|-----------|-------------------|-------------|------------------------|-------------------|-------------|--------|-----------------|
|-----------|-------------------|-------------|------------------------|-------------------|-------------|--------|-----------------|

|                        |    |         |  |  |  |           |  |
|------------------------|----|---------|--|--|--|-----------|--|
| --- TOTALS BY FUND --- |    |         |  |  |  |           |  |
|                        | 23 | LIBRARY |  |  |  | 11,395.02 |  |

2026 YTD BUDGET - 12/31/25 draft as of 1/23/26

LIBRARY

|                     | REVENUES                       |                  |                  | YTD              |                  | PROJECTED        |               | BUDGET        | YTD %                | PROJECTED % | NOTES |
|---------------------|--------------------------------|------------------|------------------|------------------|------------------|------------------|---------------|---------------|----------------------|-------------|-------|
|                     | 12/31/23                       | 12/31/24         | 12/31/25         | 2023             | 2025             | 12/31/25         | BUDGET        | BUDGET        | BUDGET               |             |       |
| 23-23-41110-4000    | TAX LEVY                       | (511,276)        | (565,010)        | (590,645)        | (590,645)        | (590,645)        | 100.0%        | 100.0%        |                      |             |       |
| 23-23-42920-4000    | COUNTY REIMBURSEMENT           | (129,116)        | (112,041)        | (126,848)        | (126,850)        | (125,750)        | 100.9%        | 100.9%        | County pays in April |             |       |
| 23-23-42920-4200    | DONATIONS                      | (21,561)         | (29,831)         | (13,773)         | (13,773)         | -                | 100.0%        | 100.0%        |                      |             |       |
| 23-23-44611-4000    | LIBRARY MISC REVENUES          | (18,992)         | (22,212)         | (11,046)         | (11,046)         | (15,000)         | 73.6%         | 73.6%         |                      |             |       |
| 23-23-44612-4000    | LIBRARY FINES                  | -                | -                | -                | -                | -                | 100.0%        | 100.0%        |                      |             |       |
|                     | <b>TOTAL REVENUES</b>          | <b>(690,945)</b> | <b>(729,094)</b> | <b>(742,311)</b> | <b>(742,314)</b> | <b>(731,395)</b> | <b>101.5%</b> | <b>101.5%</b> |                      |             |       |
| <b>EXPENDITURES</b> |                                |                  |                  |                  |                  |                  |               |               |                      |             |       |
| 23-23-55110-5100    | LIBRARY-WAGES W/BENEFITS       | 199,113          | 246,735          | 286,358          | 286,358          | 283,030          | 101.2%        | 101.2%        |                      |             |       |
| 23-23-55110-5110    | LIBRARY-WAGES PART TIME        | 174,336          | 121,996          | 113,977          | 113,977          | 131,400          | 86.7%         | 86.7%         |                      |             |       |
| 23-23-55110-5130    | LIBRARY-WAGES OVERTIME         | 3,482            | 4,267            | 353              | 353              | 2,000            | 17.7%         | 17.7%         |                      |             |       |
|                     | <b>SUBTOTAL WAGES</b>          | <b>376,931</b>   | <b>372,998</b>   | <b>400,688</b>   | <b>400,688</b>   | <b>416,430</b>   | <b>96.2%</b>  | <b>96.2%</b>  |                      |             |       |
| 23-23-55110-5210    | LIBRARY-SOCIAL SECURITY        | 27,098           | 27,395           | 29,523           | 29,523           | 31,785           | 92.9%         | 92.9%         |                      |             |       |
| 23-23-55110-5221    | LIBRARY-HEALTH INS             | 62,716           | 55,704           | 77,531           | 77,531           | 88,430           | 87.7%         | 87.7%         |                      |             |       |
| 23-23-55110-5231    | LIBRARY-LIFE INS               | 1,642            | 660              | 683              | 683              | 910              | 75.0%         | 75.0%         |                      |             |       |
| 23-23-55110-5241    | LIBRARY-DENTAL INS             | 3,129            | 5,373            | 5,032            | 5,032            | 6,795            | 74.1%         | 74.1%         |                      |             |       |
| 23-23-55110-5250    | LIBRARY-RETIREMENT             | 18,671           | 19,175           | 21,740           | 21,740           | 22,545           | 96.4%         | 96.4%         |                      |             |       |
|                     | <b>SUBTOTAL BENEFITS</b>       | <b>113,255</b>   | <b>108,307</b>   | <b>134,509</b>   | <b>134,509</b>   | <b>150,465</b>   | <b>89.4%</b>  | <b>89.4%</b>  |                      |             |       |
| 23-23-55110-5310    | LIBRARY-ELECTRICITY            | 23,294           | 23,671           | 24,749           | 24,749           | 23,000           | 107.6%        | 107.6%        |                      |             |       |
| 23-23-55110-5320    | LIBRARY-GAS HEATING            | 9,639            | 5,905            | 11,603           | 11,603           | 14,000           | 82.9%         | 82.9%         |                      |             |       |
| 23-23-55110-5330    | LIBRARY-WATER                  | 2,022            | 2,004            | 2,366            | 2,366            | 3,000            | 78.9%         | 78.9%         |                      |             |       |
| 23-23-55110-5340    | LIBRARY-TELEPHONE              | 6,758            | 5,682            | 4,111            | 4,111            | 7,000            | 58.7%         | 58.7%         |                      |             |       |
|                     | <b>SUBTOTAL UTILITIES</b>      | <b>41,712</b>    | <b>37,262</b>    | <b>42,829</b>    | <b>42,829</b>    | <b>47,000</b>    | <b>91.1%</b>  | <b>91.1%</b>  |                      |             |       |
| 23-23-55110-5360    | LIBRARY-REPAIRS & MAINTENANCE  | 7,314            | 4,448            | 3,343            | 3,343            | 5,000            | 66.9%         | 66.9%         |                      |             |       |
|                     | <b>SUBTOTAL MAINTENANCE</b>    | <b>7,314</b>     | <b>4,448</b>     | <b>3,343</b>     | <b>3,343</b>     | <b>5,000</b>     | <b>66.9%</b>  | <b>66.9%</b>  |                      |             |       |
| 23-23-55110-5510    | LIBRARY-BOOKS/SUBSCRIPTIONS    | 54,369           | 63,841           | 50,068           | 65,000           | 65,000           | 77.0%         | 100.0%        |                      |             |       |
|                     | <b>SUBTOTAL BOOKS</b>          | <b>54,369</b>    | <b>63,841</b>    | <b>50,068</b>    | <b>65,000</b>    | <b>65,000</b>    | <b>77.0%</b>  | <b>100.0%</b> |                      |             |       |
| 23-23-55110-5370    | LIBRARY-SUPPLIES               | 5,563            | 4,585            | 5,480            | 5,480            | 5,000            | 109.6%        | 109.6%        |                      |             |       |
| 23-23-55110-5390    | LIBRARY-MISC OPERATING         | 4,565            | 7,885            | 3,692            | 3,692            | 2,000            | 184.6%        | 184.6%        |                      |             |       |
| 23-23-55110-5430    | LIBRARY-TRAVEL/MILEAGE         | 2,484            | 531              | 505              | 505              | 2,400            | 21.0%         | 21.0%         |                      |             |       |
| 23-23-55110-5560    | <b>LIBRARY-MAINT CONTRACT</b>  | <b>30,785</b>    | <b>30,444</b>    | <b>30,497</b>    | <b>30,497</b>    | <b>33,000</b>    | <b>92.4%</b>  | <b>92.4%</b>  |                      |             |       |
| 23-23-55110-5620    | LIBRARY-BUILDING MAINT         | 2,469            | 4,800            | 607              | 607              | 2,000            | 30.3%         | 30.3%         |                      |             |       |
| 23-23-55110-5730    | LIBRARY-SUMMER READING PROGRAM | 1,962            | 498              | 774              | 774              | 2,300            | 33.6%         | 33.6%         |                      |             |       |
| 23-23-55110-5780    | LIBRARY - W/C INSURANCE        | -                | -                | 618              | 618              | 800              | 77.3%         | 77.3%         |                      |             |       |
| 23-23-55110-5800    | LIBRARY- DONATIONS RELATED     | 17,173           | 17,427           | 5,058            | 5,058            | -                | 100.0%        | 100.0%        |                      |             |       |
|                     | <b>SUBTOTAL OTHER</b>          | <b>65,000</b>    | <b>66,170</b>    | <b>47,230</b>    | <b>47,230</b>    | <b>47,500</b>    | <b>99.4%</b>  | <b>99.4%</b>  |                      |             |       |
|                     | <b>TOTAL EXPENDITURES</b>      | <b>658,581</b>   | <b>653,026</b>   | <b>678,666</b>   | <b>693,598</b>   | <b>731,395</b>   | <b>92.8%</b>  | <b>94.8%</b>  |                      |             |       |
|                     | <b>SURPLUS (DEFICIT)</b>       | <b>32,364</b>    | <b>76,068</b>    | <b>63,646</b>    | <b>48,716</b>    | <b>-</b>         |               |               |                      |             |       |

### **Agenda Item: Teen Programming**

The W.J. Niederkorn Library is initiating a Teen Advisory Board. This step is crucial to being able to bring back the Teen Café program for the 2026-2027 school year. The Teen Advisory Board for the 2025-2026 school year will run once a month from March-May of 2026. The goal of having the Teen Advisory Board is to instill more direct teen involvement for the Teen Café program, aiding in deterring problematic behaviors of peers and drawing in additional teen attendees.

The 2025-2026 Teen Advisory Board will consist of current 7<sup>th</sup>-11<sup>th</sup> graders who would like to have some leadership responsibility for the 2026-2027 Teen Café session. During the 2026-2027 school year, current 12<sup>th</sup> graders and incoming 7<sup>th</sup> graders will also get the opportunity to be on the board. The time that teens spend on the advisory board will also count towards volunteer or service hours for school.

The Teen Café program starting in September of 2026, will occur once a week, while the Teen Advisory Board will meet once a month during Teen Café. Teens on the board will discuss their expectations for the Teen Café program, including helping to plan the themes, activities, and any additional opportunities for teens to be active participants of our library.

The Teen Advisory Board and Teen Café will be led by Alyssa (Adult Services), in collaboration with Kate (Youth Services).

**PSWICH, Mass. — January 6, 2026 —** Submissions are now open for the 2026 [EBSCO Solar](#) grant program from [EBSCO Information Services](#) (EBSCO). Entering its eleventh year, EBSCO continues its commitment to sustainability by offering grants that fund solar installations at libraries around the world. As part of the 2026 EBSCO Solar initiative, EBSCO will award a total of \$300,000 in grants to help libraries reduce energy costs and highlight the benefits of renewable energy. Since its inception, EBSCO has awarded more than three million dollars through the EBSCO Solar grant program.

Throughout the past decade, academic, medical and corporate libraries from around the world have applied for the EBSCO Solar grant. Recipients have used the EBSCO Solar grant to offset the cost of solar panel installations, produce solar flower gardens and create entirely green infrastructures. [Accra Technical University](#) in Accra, Ghana; [Brooklyn Public Library](#) in Brooklyn, New York; [Patten Free Library](#) in Bath, Maine; and [Wolfe County Public Library](#) in Campton, Kentucky, each received an EBSCO Solar Grant in 2025.

EBSCO Solar is available to EBSCO customers only. Explore details about [EBSCO Solar](#), including this year's timeline, submission form and FAQs, to learn how your library can apply. Interested libraries are encouraged to submit questions by February 27, 2026. Submissions are due by April 30, and the winners will be announced in June 2026.

#### **About EBSCO Information Services**

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###

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Conference Room -  
seats up to 8 people



Study Room A - seats  
up to 4 people

**Study rooms are available  
for public use now!**  
Reserve a room at  
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Telehealth Room -  
Seats up to 2 people

| A    | B   | C | D       | E        | F      | G     | H     | I      | J      | K      | L         | M       | N        | O        | P        | Q        | R       | S        |  |  |
|------|---|---|---------|----------|--------|-------|-------|--------|--------|--------|-----------|---------|----------|----------|----------|----------|---------|----------|--|--|
| 2025 |   |   | January | February | March  | April | May   | June   | July   | August | September | October | November | December | YTD 2025 | YTD 2024 | Change  | Change % |  |  |
| 1    |   |   |         |          |        |       |       |        |        |        |           |         |          |          |          |          |         |          |  |  |
| 2    |   |   |         |          |        |       |       |        |        |        |           |         |          |          |          |          |         |          |  |  |
| 3    | LIBRARY VISITORS  |   | 7,169   | 6,813    | 7,388  | 6,728 | 6,315 | 6,035  | 8,199* | 82,50* | 40,17*    | 49,80*  | 6,435    | 81,631   | 85,638   | -4,602   | -5%     |          |  |  |
| 4    | W.J. Niederkorn Library (gate upper)                      |   | 4,704   | 4,339    | 4,793  | 4,434 | 4,169 | 2842*  | 4,500* | 47,00* | 26,22*    | 33,57*  | 4,331    | 5,623*   | 31,215   | 32,105   | -890    | -3%      |  |  |
| 5    | (gate lower)  |   | 2,465   | 2,474    | 2,595  | 2,294 | 2,146 | 3,263  | 3,699  | 3,550  | 1,395*    | 1,623*  | 2,104    | 3,607    | 3,125    | 3,210    | -890    | -3%      |  |  |
| 6    | (Curbside)  |   | 57      | 56       | 50     | 46    | 41    | 18*    | 0*     | 0*     | 0*        | 0*      | 0*       | 0*       | 268      | 441      | -173    | -39%     |  |  |
| 7    | W.J. Niederkorn Library cards issued                      |   | 57      | 48       | 54     | 44    | 35    | 84     | 79     | 80     | 45        | 48      | 42       | 40       | 656      | 1,047    | -391    | -37%     |  |  |
| 8    | CHECKOUTS   |   |         |          |        |       |       |        |        |        |           |         |          |          |          |          |         |          |  |  |
| 9    | Adult Materials   |   | 5,882   | 5,041    | 5,389  | 5,104 | 5,021 | 5,114  | 5,330  | 4,799  | 3,084     | 4,393   | 4,482    | 4,709    | 58,348   | 64,618   | -6,270  | -10%     |  |  |
| 10   | Children's Materials                                      |   | 4,120   | 3,734    | 4,569  | 3,905 | 4,049 | 6,087  | 5,420  | 4,638  | 2,532     | 3,681   | 3,610    | 2,677    | 49,022   | 55,428   | -6,406  | -12%     |  |  |
| 11   | Young Adult Materials                                     |   | 217     | 184      | 215    | 205   | 175   | 278    | 265    | 233    | 134       | 208     | 184      | 190      | 2,508    | 3,375    | -867    | -26%     |  |  |
| 12   | Physical collection total circulation                     |   | 10,219  | 8,959    | 10,173 | 9,214 | 9,245 | 11,479 | 11,015 | 9,690  | 5,750     | 8,282   | 8,276    | 7,576    | 109,878  | 123,421  | -13,543 | -11%     |  |  |
| 13   | # holds created for pick up in Port (physical collection) |   | 3,626   | 2,943    | 3,383  | 2,841 | 2,991 | 3,032  | 3,090  | 3,034  | 2,228     | 2,939   | 2,701    | 2,461    | 35,269   | 37,292   | -2,023  | -5%      |  |  |
| 14   | AV Circulation (DVDs, music, audiobooks, etc.)            |   | 1,869   | 1,501    | 1,687  | 1,595 | 1,585 | 1,610  | 1,636  | 1,445  | 987       | 1,158   | 1,416    | 1,439    | 17,928   | 21,988   | -4,060  | -18%     |  |  |
| 15   | Item crossover + / - difference                           |   | -745    | -615     | -178   | 259   | -45   | -29    | -31    | 442    | -301      | -301    | -67      | 17       | -1,207   | -8,132   | 6,925   | -85%     |  |  |
| 16   | # ILL requests for Port patrons                           |   | 16      | 13       | 13     | 17    | 15    | 16     | 19     | 15     | 32        | 17      | 11       | 4        | 182      | 182      | 0       | 0%       |  |  |
| 17   | # ILL requests filed for other libraries                  |   | 37      | 23       | 16     | 32    | 38    | 16     | 15     | 21     | 14        | 24      | 31       | 28       | 295      | 256      | 39      | 15%      |  |  |
| 18   | ELECTRONIC DOWNLOADS                                      |   |         |          |        |       |       |        |        |        |           |         |          |          |          |          |         |          |  |  |
| 19   | eBooks  |   | 943     | 804      | 888    | 784   | 784   | 830    | 867    | 801    | 799       | 799     | 788      | 786      | 9,873    | 11,237   | -1,364  | -12%     |  |  |
| 20   | eAudiobooks   |   | 1,351   | 1,201    | 1,273  | 1,207 | 1,192 | 1,235  | 1,211  | 1,147  | 1,076     | 1,174   | 1,200    | 1,179    | 14,446   | 13,302   | 1,144   | 9%       |  |  |
| 21   | eMagazines  |   | 532     | 474      | 520    | 541   | 556   | 514    | 494    | 528    | 513       | 525     | 510      | 477      | 6,884    | 4,882    | 1,302   | 27%      |  |  |
| 22   | TOTAL   |   | 2,826   | 2,479    | 2,681  | 2,532 | 2,532 | 2,579  | 2,572  | 2,476  | 2,388     | 2,498   | 2,498    | 2,442    | 30,503   | 29,421   | 1,082   | 4%       |  |  |
| 23   | COMPUTER USE  |   |         |          |        |       |       |        |        |        |           |         |          |          |          |          |         |          |  |  |
| 24   | Computer station sessions                                 |   | 406     | 367      | 398    | 390   | 334   | 339    | 299    | 312    | 187       | 241     | 288      | 227      | 3,788    | 4,856    | -1,068  | -22%     |  |  |
| 25   | Wireless sessions   |   | 1,987   | 1,865    | 1,844  | 1,891 | 2,007 | *      | *      | *      | *         | 1,485   | 1,312    | 1,219    | 13,610   | 23,700   | -10,090 | -43%     |  |  |
| 26   | TOTAL   |   | 2,393   | 2,232    | 2,242  | 2,281 | 2,341 | 339    | 299    | 312    | 187       | 1,726   | 1,600    | 1,446    | 17,398   | 28,556   | -11,158 | -39%     |  |  |
| 27   | PROGRAMS  |   |         |          |        |       |       |        |        |        |           |         |          |          |          |          |         |          |  |  |
| 28   | # Children's programs                                     |   | 7       | 12       | 16     | 7     | 13    | 13     | 17     | 10     | 9         | 12      | 9        | 7        | 132      | 165      | -33     | -20%     |  |  |
| 29   | Attendance  |   | 114     | 245      | 747    | 347   | 982   | 556    | 488    | 395    | 231       | 356     | 206      | 148      | 4,815    | 4,196    | 619     | 15%      |  |  |
| 30   | # Children's passive programs                             |   | 0       | 0        | 0      | 1     | 2     | 1      | 1      | 1      | 1         | 1       | 1        | 1        | 10       | 6        | 4       | 67%      |  |  |
| 31   | Participation   |   | 0       | 0        | 0      | 200   | 198   | 200    | 218    | 167    | 90        | 104     | 92       | 77       | 1,346    | 241      | 1,105   | 459%     |  |  |
| 32   | TOTAL # children's programs                               |   | 7       | 12       | 16     | 8     | 15    | 14     | 18     | 11     | 10        | 13      | 10       | 8        | 142      | 171      | -29     | -17%     |  |  |
| 33   | TOTAL attendance/participation                            |   | 114     | 245      | 747    | 547   | 1,180 | 756    | 706    | 562    | 321       | 460     | 298      | 225      | 6,161    | 4,437    | 1,724   | 39%      |  |  |
| 34   |   |   |         |          |        |       |       |        |        |        |           |         |          |          |          |          |         |          |  |  |
| 35   | # Teen programs   |   | 4       | 8        | 6      | 9     | 7     | 0      | 0      | 0      | 0         | 0       | 0        | 0        | 34       | 80       | -46     | -58%     |  |  |
| 36   | Attendance  |   | 24      | 63       | 56     | 55    | 52    | 0      | 0      | 0      | 0         | 0       | 0        | 0        | 250      | 794      | -544    | -69%     |  |  |
| 37   | # Teen passive programs                                   |   | 0       | 0        | 0      | 0     | 0     | 0      | 0      | 0      | 0         | 0       | 0        | 0        | 0        | 1        | -1      | -100%    |  |  |
| 38   | Participation   |   | 0       | 0        | 0      | 0     | 0     | 0      | 0      | 0      | 0         | 0       | 0        | 0        | 0        | 0        | 0       | 0%       |  |  |
| 39   | TOTAL # Teen programs                                     |   | 4       | 8        | 6      | 9     | 7     | 0      | 0      | 0      | 0         | 0       | 0        | 0        | 34       | 81       | -47     | -58%     |  |  |
| 40   | TOTAL attendance/participation                            |   | 24      | 63       | 56     | 55    | 52    | 0      | 0      | 0      | 0         | 0       | 0        | 0        | 250      | 794      | -544    | -69%     |  |  |
| 41   |   |   |         |          |        |       |       |        |        |        |           |         |          |          |          |          |         |          |  |  |
| 42   | #Adult programs   |   | 12      | 14       | 16     | 14    | 15    | 18     | 16     | 14     | 13        | 14      | 12       | 12       | 170      | 208      | -38     | -18%     |  |  |
| 43   | Attendance  |   | 91      | 108      | 119    | 364   | 187   | 186    | 143    | 97     | 100       | 108     | 128      | 94       | 1,725    | 2,301    | -576    | -25%     |  |  |
| 44   | # Adult passive programs                                  |   | 2       | 2        | 2      | 2     | 3     | 3      | 3      | 2      | 2         | 0       | 0        | 1        | 21       | 24       | -3      | -13%     |  |  |
| 45   | Participation   |   | 565     | 353      | 708    | 589   | 620   | 629    | 626    | 544    | 485       | 0       | 7        | 32       | 5,151    | 5,528    | -377    | -7%      |  |  |
| 46   | TOTAL # Adult programs                                    |   | 14      | 16       | 18     | 16    | 17    | 21     | 19     | 16     | 15        | 14      | 12       | 13       | 191      | 232      | -41     | -18%     |  |  |
| 47   | TOTAL attendance/participation                            |   | 656     | 461      | 827    | 953   | 807   | 815    | 769    | 641    | 585       | 108     | 128      | 126      | 6,876    | 7,829    | -953    | -12%     |  |  |
| 48   |   |   |         |          |        |       |       |        |        |        |           |         |          |          |          |          |         |          |  |  |
| 49   | # of reading challenges offered                           |   | 4       | 4        | 3      | 3     | 3     | 5      | 5      | 5      | 4         | 4       | 4        | 4        | 5        | 8        | -3      | -38%     |  |  |
| 50   | # of reading challenge participants                       |   | 88      | 52       | 30     | n/a   | n/a   | 638    | 724    | 729    | n/a       | n/a     | n/a      | n/a      | n/a      | 1,104    | n/a     | n/a      |  |  |
| 51   | COMMUNITY ENGAGEMENT/ OUTREACH                            |   |         |          |        |       |       |        |        |        |           |         |          |          |          |          |         |          |  |  |
| 52   | # volunteers  |   | 1       | 2        | 2      | 1     | 2     | 2      | 2      | 2      | 1         | 2       | 2        | 2        | 2        | 2        | 0       | 0%       |  |  |
| 53   | Volunteer hours   |   | 11      | 13       | 13     | 12    | 13    | 7      | 5      | 10     | 5         | 14.5    | 16       | 11       | 128      | 139      | -11     | -8%      |  |  |
| 54   | # Tech Time consultations                                 |   | 14      | 7        | 7      | 1     | 3     | 6      | 7      | 5      | 3         | 3       | 9        | 4        | 69       | 85       | -16     | -19%     |  |  |



# AGENDA ITEM MEMORANDUM

## City of Port Washington

**TO:** Common Council

**FROM:** W.J. Niederkorn Library

**DATE:** 1/14/26

**SUBJECT:** Library Monthly Report



- Our Flexible Facilities Program Grant renovations are nearly complete. A delay in flooring supplies has postponed us by a couple of weeks, meaning that by the end of January everything should be wrapped up. Everyone is excited to start fully using the updated spaces!
- As part of the renovations, we will have 3 study rooms available for the public to reserve beginning Jan. 20. The room capacities are for: 2 people; 4 people, and 8 people. We anticipate they will be very popular.
- We are running a Winter Reading Challenge for all ages – bingo style! Anyone can play, and when they get a bingo, they can turn in their sheet for a prize. We are also doing a grand prize drawing for anyone who gets a blackout. The challenge will run until the end of February.
- Our New Year's book displays feature books that will be made into tv or film adaptations in 2026, from *Dune* to *The Odyssey*. Another display is called, "I can't remember the title, but the cover was blue." Patrons are enjoying this more humorous display! We also have wintry reads for young adults featured in the teen area.
- January was our Friday Morning Book Talk's last month of meeting at the Senior Center. The Senior Center was essential as we kept this co-sponsored book club running during our renovations. However, the group is excited to be able to use our new space for their upcoming talks.
- Storytime resumed on Jan. 6, and it's wonderful to have little ones join us again after our break during the holidays. Miss Amanda's upcoming storytime themes include winter, quilts & blankets, penguins, and dancing. Two other children's series return this month: Pokémon Trading Card Club and Sensory Playtime, which is co-sponsored by Autism United.
- Miss Kate has been cataloging Tonie box kits, which are a type of toy audio storytellers – popular with young families. Funding for these was provided by the Friends of the Library, and they will be available for checkout soon!

