



Board of Trustees Meeting Agenda
Irvin L. Young Memorial Library
Community Room
431 W. Center Street
Whitewater, WI 53190
Wednesday, January 18, 2023, 6:30 p.m.

Our Mission: We will have the space and the stuff to do the things that you want
Our Values: Safe & welcoming; Trust; Diversity; Fun; Lifelong learning and creativity; Making connections;
Service excellence

Join Zoom Meeting

<https://us02web.zoom.us/j/86227509412?pwd=V3laWnJOM0h5WGg4Z1Jrc0ozWis3UT09>

Meeting ID: 862 2750 9412

Passcode: Ey3fRCd1

One tap mobile

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+1 253 205 0468 US

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+1 346 248 7799 US (Houston)

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+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

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Meeting ID: 862 2750 9412

Passcode: 54803410

Find your local number: <https://us02web.zoom.us/j/86227509412>

1. Call To Order And Roll Call

2. Consent Agenda

2.I. Approval Of Minutes

Documents:

[MINUTES DECEMBER 19, 2022 - DRAFT.PDF](#)

2.II. Acknowledgment Of Receipt Of Financial Reports

Documents:

[CASH RECEIVED - DECEMBER 2022.PDF](#)
[PRELIMINARY BALANCE SHEET - DECEMBER 2022.PDF](#)
[PRELIMINARY BUILDING EXPENDITURES - DECEMBER 2022.PDF](#)
[PRELIMINARY OPERATING REVENUE AND EXPENDITURES - DECEMBER 2022.PDF](#)

2.III. Approval Of Payment Of Invoices

Documents:

[PAID INVOICES - DECEMBER 2022.PDF](#)

2.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

[STATISTICS REPORT - DECEMBER 2022.PDF](#)

2.V. Acknowledgment Of Receipt Of Treasurer's Reports

Documents:

[AMERICAN DEPOSIT MANAGEMENT - NOVEMBER 2022.PDF](#)
[BOARD TREASURER REPORT - DECEMBER 2022.PDF](#)
[FRIENDS OF THE LIBRARY FINANCIAL REPORT.PDF](#)

3. Hearing Of Citizen Comments

No formal Library Board action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Library Board discusses that particular item.

4. Old Business

4.I. RESOLUTION APPROVING THE SALE OF REAL ESTATE LOCATED AT 424 FOREST AVENUE, WHITEWATER, WISCONSIN

Documents:

[LIBRARY RESOLUTION_SALE OF PROPERTY 424 FOREST AVE.PDF](#)

5. New Business

5.I. Adjournment Into Closed Session

Adjourn to closed session, TO RECONVENE, pursuant to Wisconsin Statutes 19.85 (1) (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"

Negotiation of sale of properties at 407/409 West Center Street and 413 West Center Street, Whitewater.

5.II. Review And Possible Action On Sales Of Library Properties

Following the executive session, the Library Board will vote on whether to accept any of the submitted proposals or none.

5.III. Review And Possible Approval Of Strategic Plan Activities For 2023

Documents:

[2023 STRATEGIC PLAN ACTIVITIES - DRAFT.PDF](#)

5.IV. Review Of And Possible Action On Letter And Action Plan Regarding Land Acknowledgment Statement

Requested by Weigel.

Documents:

[DRAFT LETTER FOR TRIBAL LEADERS.PDF](#)
[LAND ACKNOWLEDGEMENT AND ACTION PLAN - DRAFT.PDF](#)

5.V. Review And Approval Of The Draft Revision Of The Photo Collection Policy

The Achen photo collection policy does not specify that one may pay with cash. I have made that revision. Request approval.

Documents:

[POLICY PHOTO COLLECTION - DRAFT REVISION.PDF](#)

6. Staff & Board Reports

6.I. Library Director's Report

The report includes: facility maintenance, budget updates, if any; staff updates, if any; collection maintenance updates; public and community relations activities; library board relations, if any; meetings/webinars/trainings attended; strategic plan activities updates, if any.

Documents:

[LIBRARY DIRECTOR REPORT - JANUARY 2023.PDF](#)

6.II. Adult Services Report

The report includes upcoming programs, programs already presented, attendance at said programs, and what meetings/trainings/webinars were attended.

Documents:

[ADULT SERVICES REPORT - JANUARY 2023.PDF](#)

6.III. Youth Educational Services Report

The report includes programs presented, attendance at said programs, and meetings/webinars/trainings attended

Documents:

[YOUTH EDUCATION SERVICES REPORT - JANUARY 2023.PDF](#)

6.IV. Programming & Makerspace Librarian Report

The report includes upcoming programs, programs already presented, attendance at said programs, and meetings/webinars/trainings attended.

Documents:

[PROGRAMMING AND MAKERSPACE REPORT - JANUARY 2023.PDF](#)

6.V. Board Reports

Trustee Training Week 2022 webinar reports

1. From Stories to Action: How to Talk about Your Budget to Activate Support and Secure Funding - Jennifer
2. Here to Stay: Recruiting & Retaining Dedicated Library Workers - Jaime

6.VI. Bridges Library System Staff Report

Documents:

BRIDGES SYSTEM STAFF REPORTS - JANUARY 2023.PDF

7. Board Member Requests For Future Agenda Items

If the board has any questions they want to put to the community through the City's Polco online survey system, they will be collected at this time.

Polco is a civic engagement, survey and polling platform.

8. Confirmation Of Next Meeting

February 20, 2023, 6:30 p.m.

9. Adjournment Into Closed Session

- I. Adjournment into Closed Session **NOT TO RECONVENE** per Wisconsin State Statute 19.85(1) (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

Item to be discussed:

- a) Performance evaluation for the Library Director

Items on the Consent Agenda will be approved on a single vote unless any board member requests that it be removed for individual discussion. It is possible that members of, and possibly a quorum of members of, other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information over which they may have decision-making responsibility; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, December 19, 2022, 6:30 pm

MINUTES

Mission Statement:

We will have the space and the stuff to do the things that you want.

Our Values: Safe & welcoming; Trust; Diversity; Fun; Lifelong learning and creativity; Making connections; Service excellence

This is a hybrid in-person and virtual meeting.

1. Call to Order at 6:32 p.m.

Present: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Absent: none

Staff: Stacey Lunsford

Guests: John Marshall, Tincher Realty

2. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on November 21, 2022*
- b. Acknowledgment of Receipt of Financial Reports*
- c. Acknowledgment of Payment of Invoices for November 2022*
- d. Acknowledgment of Receipt of Statistical Reports for November 2022*
- e. Acknowledgment of Receipt of Treasurer's Reports*

MSC Diebolt-Brown/Anderson to approve the Consent Agenda.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

3. Correspondence

- 3.I. We received a letter of appreciation ~ see attached

- The library's contribution to the publication of the book *Mythmaker*, specifically Susan Willmann's assistance in the project, and the author's appreciation was noted.

4. Hearing of Citizen Comments

- a. No formal Library Board action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three-minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Library Board discusses that particular item.

5. Old Business

5.I. Library Building Project

1. Library board members participation in fundraising campaign

- Jodi Sweeney spoke with the Planning Committee and the 100 Extraordinary Women Campaign.
- Bri shared that people can make a \$1,000 contribution in the name of an extraordinary woman, and the money raised will sponsor the outdoor area of the expansion project.
- There will be a party in April for all the women who donated. People who donate will receive signs to display in their yards. Stacey reported that the yard signs were ordered and have already come in.
- The next meeting for both groups is set for January 10th.

2. Update on sale of properties

5.I.i. Executive Session

- Adjourn to closed session, TO RECONVENE, pursuant to Wisconsin Statutes 19.85(1) (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" Negotiation of sale of properties at 413 West Center Street, 414A/B Forest Avenue, 424 Forest Avenue, Whitewater.

MSC Anderson/Diebolt-Brown to move discussion of the properties for sale to closed session.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

MSC Diebolt-Brown/Anderson to move out of closed session.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

5.II. Approval of Sales of Library Property

- Following the executive session, the Library Board will vote on whether to accept any of the submitted proposals or none.

MSC Diebolt-Brown/Retzke to accept the highest offer as given for the Library Property 414/414A Forest Ave. for the price of \$199,000.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

MSC Anderson/Orlowski to counter offer to the highest bidder for each property and, if accepted, the Board approves the sale on the Library Properties 413 W. Center St. and 424 Forest Ave.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

6. New Business

6.I. Review of the 2022 Strategic Plan Activities

- We will review the completed activities for 2022. One of the goals for 2023, which will come under our first strategic plan goal -- Building Toward the Future: We will undertake a process of assessment to make sure our spaces, collections, and services align with the present and future needs of the community -- will be the following. This was included in our major goals in the 2023 budget document.
 - Stacey updated the Board on activities that have been completed and the ones that will be carried over to 2023.
 - Stacey emphasized that the Friends of the Library group needs to be reorganized and revitalized in the upcoming year.
 - Alyssa shared that the library card registration at the Middle School was a big success. There will also be a table at 4K registration. The Board suggested having a table at Fairhaven and at the Andersen Library on campus.

- Bri suggested doing more outreach to the neighboring area in Spanish and English. Stacey said they could put bags with information in English and Spanish on door handles in the surrounding area to invite them to the library and share what services we provide.
- Stacey will incorporate these ideas into the 2023 strategic plan and bring it back to the Board at the January meeting.
- Complete a 360 review of the changing needs of the library (print vs digital expenditures, staffing, workflow) and update the library's budget. Discussion of other 2023 activities will be on the January agenda.
 - Stacey shared that there aren't any line items in the budget for digital materials. She needs the line item to be added by the city's finance department so people can see the impact.
 - Stacey updated the Board about RFID tagging, which will require by the State in the near future. There will be increased costs associated with this new system, including additional tags and software, that aren't covered by the current budget that's been allocated to the library for the past five years.

6.II. Approval of Bloomerang Donor Software Proposal

- We will need a donor software database to track donations and pledges over the next five years. Two products were reviewed: Bloomerang, used by the Watertown Public Library for their project and Network for Good, used by the Whitewater Community Foundation. The two products were similar in features; Bloomerang was the less expensive choice. Request approval of the Bloomerang proposal.

MSC Diebolt-Brown/Weigel to approve the Bloomberg Donor Software Proposal.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

6.III. Public Concerns About Library Resources

- Last month, a request was made to look at the City's Public Comment Ordinance. I have attached it along with the library's policy for review and discussion.
- It was agreed that a link to the City's Public Comment Ordinance (p. 46 of the packet) should be added to number 6, at the end of the sentence "The Library Board shall decide procedure for conducting a hearing on the material in question."
- Discussion took place about not allowing passages of books to be read at meetings but wasn't clear where that was added.

6.IV. Review and Approval of The Draft Revision of The Collection Development Policy

- I have added language used by the American Library Association addressing misinformation and disinformation, as requested at the last board meeting.

MSC Orlowski/Berndt to approve the Collection Development Policy.

Ayes: Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

6.V. Discussion and Possible Action on Certificates of Deposit Due to Mature in March 2023

- A decision needs to be made about cashing them out or reinvesting them.
- Kathy reported that \$300,000 is tied up in CDs which will expire in March.
- Doug asked if we had a Money Market account with them, Kathy said we currently have \$500 with them in a Money Market account.
- Discussion took place about the benefits of moving the money from the CDs to the Money Market account.

MSC Retzke/Diebolt-Brown to move the money from CDs to the Money Market account.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

6.VI. Approval of the 2023 Jefferson County Library Contract

- This is the annual contract which secures our county funding for the next fiscal year.

MSC Anderson/Retzke to approve the 2023 Jefferson County Library Contract.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

6. VII. Review and Approval of The Closed Holidays and Special Closings Schedule For 2023

- This is the annual review of the days that the library is closed or closes early and which of those are paid holidays for staff. Request approval.

MSC Weigel/Diebolt-Brown to approve the Closed Holidays and Special Closings Schedule for 2023.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

7. Staff & Board Reports

7.I. Director's Report ~ see attached

- The library is advertised as a warming and cooling station to the community.

7.II. Adult Services Report ~attached

7.III. Programming & Makerspace Librarian Report ~ see attached

- Sarah has had great participation at her recent programs, and the spice of the month club has also been popular among patrons.

7.IV. Bridges Library System Staff Report ~ see attached

7.V. Board Reports

Trustee Training Week reports

1. From Stories to Action: How to Talk about Your Budget to Activate Support and Secure Funding

- Will be presented next month (Jennifer)

2. Effective & Efficient Meetings: Parliamentary Procedure

- Alyssa shared that the training was very helpful for new Board members and people who aren't familiar with parliamentary procedure. Scripts were provided at the training that she found to be helpful. The webinar also touched on the differences between small and large Boards, which Alyssa found to be interesting.

8. Board Request for Future Agenda Items

- If the board has any questions they want to put to the community through the City's Polco online survey system, they will be collected at this time. Polco is a civic engagement, survey, and polling platform.
- Review of bylaws to consider changing meeting time (requested by Jaime)
- Director Performance Evaluation Review in closed session (requested by Jennifer)
- Land Acknowledgement Statement (requested by Jaime)

Confirmation of the next meeting on January 18, 2022 at 6:30 p.m. (changed due to Martin Luther King, Jr. Day closure). Adjourned at 8:24 p.m.

Comments in the Chat Box:

- none

Minutes respectfully submitted by Jaime Weigel on December 28, 2022

DRAFT

DIRECTOR'S REPORT
December 19, 2022

I. ADMINISTRATION

- a. Eight work orders were submitted in November.
 - i. Problem with patron laptop
 - ii. Lightbulbs needed replacing
 - iii. Radiator casing in community room was bent askew
 - iv. Problem with VPN connection for staff computer
 - v. Universal Power Source in basement for network is dead and needs replacing ~ Not Done
 - vi. Heat in the library was too high (~90°)
 - vii. The stored furniture at 424 Forest Ave house had not been removed yet and the house was ready to be listed
 - viii. Problem with staff computer

II. BUDGET

- a. None.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. The children's picture books, DVDs and Blu-rays, music CDs, and books on CD have all been weeded.

V. PUBLIC AND COMMUNITY RELATIONS

- a. None.

VI. LIBRARY BOARD RELATIONS

- a. None.

VII. LIAISING WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS

- a. I will have attended the December 16 Alliance of Public Libraries meeting and will report anything of note.
- b. I attended the Jefferson County Library Council meeting on Wednesday, December 7 in Lake Mills. They discussed adding Hoopla circulation numbers to the reimbursement ask for digital materials. This would require a consultation with the county administrator about changing the language of the funding formula from only identifying OverDrive circulation numbers and replacing it with the phrase "verifiable digital circulations."

VIII. PROFESSIONAL DEVELOPMENT

- a. I attended the SEWI Directors Retreat in Watertown on Friday, December 9. We had a training on facilitation techniques.

IX. STRATEGIC PLAN

- a. This is on the agenda.

X.

CAPITAL CAMPAIGN

- a. We have begun the planning for 100 Extraordinary Women. Yard signs have been ordered and arrived.

DRAFT

Adult Services Report December 2022

Report:

We had one person check out a park pass in November for the pilot program, "Check Out Wisconsin's State Parks". The small display case in the lobby is featuring this program for the month of December.

Fifty children participated in the Dinosaurs on the Loose scavenger hunt for November.

One teacher requested a teacher pack for the month of November.

Collection Development:

I continue to do monthly weeding in the various adult collections.

I created four book displays for adults and four book displays for children and young adults for the month of December.

Virtual Meetings/Webinars/Training Sessions Attended:

November 16: Staff meeting with Stacey and Sarah

November 17: Bloodborne Pathogens (V2) training

November 23: Bridges Circulation Meeting

November 24: Infosec training: Holiday Security

November 30: Staff meeting with Stacey and Sarah

December 07: Staff meeting with Stacey and Sarah

Programming & Makerspace Librarian Report
December 2022

Programs:

- 11/16: Storytime (20)
- 11/18: How to Use the Libby App (0)
- 11/21: Spice of the Month Club (84)
- 11/22: Dungeons & Dragons (14)
- 11/23: Storytime (23)
- 11/29: Common Scams & Frauds Presentation (6)
- 11/30: Storytime (21)
- 12/1: Gingerbread House Craft take/make (50)
- 12/5: Hour of Code (7)
- 12/6: Handmade for the Holidays: Bags & Tags (8)
- 12/7: Storytime (22)
- 12/12: Dungeons and Dragons (11)
- 12/13: Handmade for the Holidays: Bath Bombs (15)
- 12/14: Storytime (17)
- 12/15: Spice of the Month club (60)

Upcoming Programs:

- 12/20: Handmade for the Holidays: Coasters
- 12/28: LEGO Party
- 1/9: Spice of the Month club
- 1/10: Journaling workshop with local writer Katy Daixon Wimer
- 1/11: New Year, New Career! With the Walworth Co. Job Center
- 1/12: Little Makers process art program for ages 2-5
- 1/18-3/8: Storytime
- 1/19: Maker Club: Perler beads
- 1/23: Mindful Monday Book Club
- 1/24: Local Landmarks at Risk w/Landmarks commission
- 1/27: For Teens: Totes & Notes
- 1/31: Dungeons & Dragons

Makerspace Use:

- 11/21: 3D printer
- 11/21: Fox craft
- 11/21 Fox craft
- 11/23: Craft supplies
- 11/26: Stamps
- 11/28: Needle felting
- 11/29: Needle felting
- 11/29: Stamps
- 11/29: Needle felting
- 12/1: 3D printer
- 12/3: Cricut
- 12/5: Craft supplies
- 12/6: Scanner
- 12/6: Scanner
- 12/6: Beading supplies
- 12/6: Craft supplies
- 12/7: Scanner
- 12/13: Button maker

Makerspace Training Appointments: 1.5 hours

Equipment & Technology:

- The Cricut Expression 2 machine's cord is broken. It's not worth replacing because the machine is obsolete and we have a newer Cricut.

Donations:

- Various craft supplies from Kristyn (staff)

Other Updates:

- 55 people participated in the Gratitude Tree display on the children's bulletin board.
- Installed a Story Stroll in downtown Whitewater as part of the Shop Small Holiday Market. The book selection was a bilingual title in both Spanish and English, "Gracias = Thanks" by Pat Mora.
- 8 participants for the December YAAASSS bags.
- Applied for the Penguin Random House Grant for Small & Rural Libraries (\$1,000)
- Installed a snow-themed display on the children's bulletin board.
- Interview with Royal Purple news about the Handmade for the Holidays programs.
- Set up a holiday gift tag making station in the Makerspace.

Meetings:

- 11/16: Staff meeting
- 11/18: Met with student leaders of the H.S. Key Club

- 11/22: ALSC Programs & Services Recognition Committee
- 11/28: WLA Intellectual Freedom SIG
- 11/30: Staff meeting
- 12/6: ALSC Programs & Services Recognition Committee
- 12/7: Staff meeting
- 12/12: Tiffany Helgerson, Monona Public Library
- 12/14: Staff meeting

Professional Development:

- Infosec Holiday Security
- CSLP Virtual Summer Symposium

DRAFT

**CASH RECEIVED
DECEMBER 2022**

RECEIPTS - City	Current Month	Received to Date	Est. 2022 Rev.	% of Total	NOTES
Materials Replacement	\$109.98	\$1,050.82	\$3,300.00	32%	
County Reimbursements	\$0.00	\$213,739.57	\$211,755.00	101%	
Gifts & Grants	\$1,894.30	\$16,406.69	\$18,650.00	88%	
Copywork	\$237.80	\$2,999.00	\$2,500.00	120%	
Fees	\$122.75	\$321.50	\$500.00	64%	
TRIP		\$2,460.77	\$0.00		
TOTAL	\$2,364.83	\$236,978.35	\$236,705.00	100%	

**CITY OF WHITEWATER
BALANCE SHEET
DECEMBER 31, 2022**

LIBRARY SPECIAL REVENUE FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
220-11100 CASH	275,564.04	.00 (55,062.06)	220,501.98
220-11300 INVESTMENTS	32,127.37	.00	18.14	32,145.51
220-11301 LIBRARY BRD MM-132 732	17,425.87	.00 (14,313.96)	3,111.91
220-11500 LIBRARY BRD INVESTMENTS CDS	308,947.67	.00 (8,353.43)	300,594.24
TOTAL ASSETS	634,064.95	.00 (77,711.31)	556,353.64
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
220-21100 ACCOUNTS PAYABLE	5,765.85	58.52 (3,624.02)	2,141.83
220-21106 WAGES CLEARING	16,853.30	16,081.64 (771.66)	16,081.64
220-21670 DEPOSIT-RENTAL UNIT	2,300.00	.00	.00	2,300.00
220-25203 DUE TO OTHER	.00	.00	1,200.00	1,200.00
TOTAL LIABILITIES	24,919.15	16,140.16 (3,195.68)	21,723.47
<u>FUND EQUITY</u>				
220-34300 FUND BALANCE	586,309.15	.00	.00	586,309.15
220-34310 SICK LEAVE SEVERANCE RESERVE	3,382.85	.00	.00	3,382.85
220-34320 CAPITAL IMPROVEMENT RESERVE	19,453.80	.00	.00	19,453.80
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00 (16,140.16)	(74,515.63)	(74,515.63)
BALANCE - CURRENT DATE	.00 (16,140.16)	(74,515.63)	(74,515.63)
TOTAL FUND EQUITY	609,145.80	(16,140.16)	(74,515.63)	534,630.17
TOTAL LIABILITIES AND EQUITY	634,064.95	.00 (77,711.31)	556,353.64

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	319.12	7,381.57	9,891.53	2,509.96	74.6
100-55111-113 WAGES/TEMPORARY	.00	870.00	.00	(870.00)	.0
100-55111-117 LONGEVITY PAY	.00	105.00	30.00	(75.00)	350.0
100-55111-118 UNIFORM ALLOWANCES	.00	.00	13.50	13.50	.0
100-55111-150 MEDICARE TAX/CITY SHARE	.00	133.92	154.50	20.58	86.7
100-55111-151 SOCIAL SECURITY/CITY SHARE	.00	572.25	660.61	88.36	86.6
100-55111-152 RETIREMENT	.00	497.56	645.78	148.22	77.1
100-55111-153 HEALTH INSURANCE	30.00	834.63	1,230.79	396.16	67.8
100-55111-154 HSA-HRA CONTRIBUTIONS	.00	75.00	64.00	(11.00)	117.2
100-55111-155 WORKERS COMPENSATION	.00	264.31	306.73	42.42	86.2
100-55111-156 LIFE INSURANCE	.00	1.72	3.79	2.07	45.4
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	200.00	200.00	.0
100-55111-221 WATER & SEWER	.00	3,015.83	2,800.00	(215.83)	107.7
100-55111-222 ELECTRICITY	.00	10,405.46	14,000.00	3,594.54	74.3
100-55111-223 NATURAL GAS	.00	5,422.65	4,000.00	(1,422.65)	135.6
100-55111-244 HVAC	.00	743.60	.00	(743.60)	.0
100-55111-245 FACILITY IMPROVEMENTS	.00	3,562.05	3,000.00	(562.05)	118.7
100-55111-246 JANITORIAL SERVICES	.00	15,140.99	19,000.00	3,859.01	79.7
100-55111-355 REPAIR & SUPPLIES	.00	2,603.87	2,000.00	(603.87)	130.2
TOTAL YOUNG LIBRARY BUILDING	349.12	51,630.41	58,001.23	6,370.82	89.0
TOTAL FUND EXPENDITURES	349.12	51,630.41	58,001.23	6,370.82	89.0
NET REVENUE OVER EXPENDITURES	(349.12)	(51,630.41)	(58,001.23)	(6,370.82)	(89.0)

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55 CONTRACT REVENUE	.00	213,739.57	211,755.00	(1,984.57)	100.9
TOTAL INTERGOVERNMENTAL REVENUE	.00	213,739.57	211,755.00	(1,984.57)	100.9
<u>FINES & FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	.00	3,851.96	3,300.00	(551.96)	116.7
220-45320-55 SALES-SUMMER LIBRARY PROGRAM	.00	.00	100.00	100.00	.0
220-45330-55 COPY MACHINE REVENUE	.00	3,196.33	2,500.00	(696.33)	127.9
TOTAL FINES & FORFEITURES	.00	7,048.29	5,900.00	(1,148.29)	119.5
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	.00	18.27	250.00	231.73	7.3
220-48105-55 LIBRARY BOARD INTEREST INCOME	.00	1,992.21	3,000.00	1,007.79	66.4
220-48210-55 RENTAL INC-HOUSE-414&414/A	.00	12,200.00	12,600.00	400.00	96.8
220-48260-55 RENTAL-HOUSE-413 W. CENTER	.00	7,200.00	9,600.00	2,400.00	75.0
220-48500-55 DONATIONS	.00	15,221.46	18,650.00	3,428.54	81.6
220-48600-55 MISC REVENUE	.00	336.30	500.00	163.70	67.3
TOTAL MISCELLANEOUS REVENUE	.00	36,968.24	44,600.00	7,631.76	82.9
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	470,000.00	470,000.00	.00	100.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	38,697.32	38,697.32	.0
TOTAL OTHER FINANCING SOURCES	.00	470,000.00	508,697.32	38,697.32	92.4
TOTAL FUND REVENUE	.00	727,756.10	770,952.32	43,196.22	94.4

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	9,118.21	268,883.76	278,142.90	9,259.14	96.7
220-55110-114 WAGES/PART-TIME	6,963.43	186,663.39	194,521.21	7,857.82	96.0
220-55110-117 LONGEVITY	.00	2,000.00	2,000.00	.00	100.0
220-55110-120 EMPLOYEE BENEFITS	.00	187,904.09	184,956.99	(2,947.10)	101.6
220-55110-156 LIFE INSURANCE	.00	1.26	.00	(1.26)	.0
220-55110-211 PROFESSIONAL DEVELOPMENT	.00	365.00	.00	(365.00)	.0
220-55110-218 PROFESSIONAL SERV/CONSULTING	.00	18,786.00	18,133.00	(653.00)	103.6
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	.00	2,338.96	1,554.43	(784.53)	150.5
220-55110-225 TELECOM/INTERNET/COMMUNICATION	.00	6,142.30	7,539.79	1,397.49	81.5
220-55110-227 RENTAL EXPENSES	.00	1,759.09	3,316.00	1,556.91	53.1
220-55110-310 OFFICE SUPPLIES	58.52	16,962.40	12,000.00	(4,962.40)	141.4
220-55110-313 POSTAGE	.00	839.65	150.00	(689.65)	559.8
220-55110-319 MATERIAL RECOVERY	.00	582.50	300.00	(282.50)	194.2
220-55110-320 SUBSCRIPTIONS/DUES	.00	286.14	660.00	373.86	43.4
220-55110-321 LIBRARY BOOKS-ADULT	.00	25,231.20	28,000.00	2,768.80	90.1
220-55110-323 LIBRARY BOOKS-JUVENILE	.00	6,251.10	5,000.00	(1,251.10)	125.0
220-55110-324 LIBRARY PERIODICALS-ADULT	.00	4,969.11	751.00	(4,218.11)	661.7
220-55110-325 LIBRARY PERIODICALS-JUVENILE	.00	48.46	.00	(48.46)	.0
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	.00	9,928.88	10,000.00	71.12	99.3
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	.00	2,122.08	2,500.00	377.92	84.9
220-55110-328 MACHINE READABLE-ADULT	.00	2,727.00	2,727.00	.00	100.0
220-55110-330 TRAVEL EXPENSES	.00	454.58	2,000.00	1,545.42	22.7
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	.00	98.91	1,000.00	901.09	9.9
220-55110-341 PROGRAM SUPPLIES-ADULT	.00	2,509.75	6,000.00	3,490.25	41.8
220-55110-342 PROGRAM SUPPLIES-JUVENILE	.00	6,590.14	6,000.00	(590.14)	109.8
220-55110-343 MISC SUPPLIES-ADULT	.00	19,466.18	100.00	(19,366.18)	19466.2
220-55110-346 SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-348 SALES TAX EXPENSE	.00	152.93	.00	(152.93)	.0
220-55110-350 CONTINGENCIES	.00	195.99	500.00	304.01	39.2
220-55110-515 MM BOARD CHECKING	.00	25,353.98	.00	(25,353.98)	.0
220-55110-810 CAPITAL EQUIPMENT	.00	2,656.90	3,000.00	343.10	88.6
TOTAL LIBRARY	16,140.16	802,271.73	770,952.32	(31,319.41)	104.1
TOTAL FUND EXPENDITURES	16,140.16	802,271.73	770,952.32	(31,319.41)	104.1
NET REVENUE OVER EXPENDITURES	(16,140.16)	(74,515.63)	.00	74,515.63	.0

DECEMBER 2022 INVOICES

Category	Claimant	Invoice #	Amount
AARP Grant	Amazon	n/a	\$ 97.18
			\$ 97.18
Audiovisual-adult	Hoopla	503039909	\$ 180.47
Audiovisual-adult	Midwest Tape	503025231	\$ 323.95
Audiovisual-adult	MicroMarketing	907384	\$ 165.92
Audiovisual-adult	Midwest Tape	503045960	\$ 55.99
Audiovisual-adult	MicroMarketing	909488	\$ 33.99
Audiovisual-adult	Midwest Tape	503134141	\$ 111.98
Audiovisual-adult	Hoopla	503176088	\$ 146.05
Audiovisual-adult	Baker & Taylor	H62983710	\$ 61.87
Audiovisual-adult	Baker & Taylor	n/a	\$ 403.94
Audiovisual-adult	Baker & Taylor	n/a	\$ 148.26
Audiovisual-adult	Baker & Taylor	n/a	\$ 68.37
Audiovisual-adult	Baker & Taylor	H63246300	\$ 25.91
			\$ 1,726.70
Audiovisual-juvenile	Midwest Tape	503025232	\$ 48.99
Audiovisual-juvenile	Midwest Tape	503122964	\$ 34.99
Audiovisual-juvenile	Midwest Tape	503091890	\$ 51.99
			\$ 135.97
Books-adult	Penworthy	0586475	\$ 599.80
Books-adult	Hoopla	503176088	\$ 35.65
Books-adult	Ingram	n/a	\$ 109.00
Books-adult	Baker & Taylor	n/a	\$ 309.36
Books-adult	Amazon	n/a	\$ 61.74
Books-adult	Chicago Book Co	11664896	\$ 91.46
Books-adult	Amazon	n/a	\$ 8.47
Books-adult	Amazon	n/a	\$ 40.94
Books-adult	Amazon	n/a	\$ 35.54
Books-adult	Baker & Taylor	n/a	\$ 74.70
Books-adult	Amazon	n/a	\$ 31.50
Books-adult	Baker & Taylor	n/a	\$ 536.84
Books-adult	Baker & Taylor	n/a	\$ 257.23
Books-adult	Baker & Taylor	n/a	\$ 139.17
Books-adult	Ingram	73471564	\$ (59.96)
			\$ 2,271.44
Books-juvenile	Penworthy	0586475	\$ 923.92
Books-juvenile	Books4School	144285	\$ 25.50
Books-juvenile	Baker & Taylor	n/a	\$ 21.90
Books-juvenile	Ingram	73427356	\$ 21.18
			\$ 992.50
Employee education	WLA Library Legislative Day fee	16477	\$ 28.00
			\$ 28.00

DECEMBER 2022 INVOICES

Category	Claimant	Invoice #	Amount
Library Building Project	The Sweeney Group	112022	\$ 5,602.00
Library Building Project	ProAdSpec	40203	\$ 513.00
Library Building Project	Bloomerang	167258	\$ 1,786.20
			\$ 7,901.20
Material recovery	Unique	6107429	\$ 34.95
			\$ 34.95
Bridges Grant	SWITS	2022/304	\$ 145.31
Bridges Grant	SWITS	2022/272	\$ 77.55
Bridges Grant	SWITS	2022/370	\$ 1,198.55
			\$ 1,421.41
Office supplies	Walmart	n/a	\$ 58.52
Office supplies	Opportunities	PSI543833	\$ 315.00
Office supplies	Showcases	325233	\$ 219.67
Office supplies	Walmart	n/a	\$ 8.98
Office supplies	Shred-It	8002798420	\$ 84.01
Office supplies	Venmill Industries	16967	\$ 181.01
Office supplies	Amazon	n/a	\$ 30.69
Office supplies	Amazon	n/a	\$ 22.99
Office supplies	Amazon	n/a	\$ 54.49
Office supplies	CoLibri	2413	\$ 106.24
Office supplies	Showcases	325233	\$ 219.67
Office supplies	Shred-It	8002798420	\$ 84.01
			\$ 1,385.28
Periodicals-adult	Milwaukee Journal Sentinel	n/a	\$ 78.00
Periodicals-adult	Janesville Gazette	n/a	\$ 27.73
Periodicals-adult	Milwaukee Journal Sentinel	n/a	\$ 78.00
			\$ 183.73
Program supplies-adult	Amazon	n/a	\$ 60.26
Program supplies-adult	Amazon	n/a	\$ 61.92
Program supplies-adult	Amazon	n/a	\$ 207.23
Program supplies-adult	Amazon	n/a	\$ 9.69
Program supplies-adult	Walmart	59430909	\$ 48.94
			\$ 388.04
Program supplies-juvenile	Oriental Trading Company	722192506	\$ 49.90
Program supplies-juvenile	Circle of Song	1	\$ 350.00
			\$ 399.90
Travel	Lunsford, Stacey	Dec-22	\$ 63.88
			\$ 63.88
GRAND TOTAL			\$ 17,030.18

DECEMBER 2022

STATISTICS

		City of Whitewater	3,500		
Jefferson County				Dodge County	
City	115			City	0
Rural	569			Rural	1
TOTAL	684			TOTAL	1
Rock County				Waukesha County	
City	44			City	22
Rural	468			Rural	2
TOTAL	512			TOTAL	24
Walworth County					
City	2			Other Counties	17
Rural	1,331				
TOTAL	1,333			Out of State	0
Dane County					
City	0			Total Nonresident	2,651
Rural	80				
TOTAL	80				
				TOTAL	6,151
	ADULT	4,171	CHILDREN	1,980	
ACCESS & USAGE		INFORMATION SERVICE		LIVE VIRTUAL PROGRAMS	
Days Open	24	Reference	143	Children 0-11 Programs	0
Hours Open	238			Attendance	0
Library Visits	3,425	REGISTRATION		Children 12-18 Programs	0
		Resident	2,983	Attendance	0
ANCESTRY	1	Non-Resident	1,960	Adult Programs	0
		Total Registered Borrowers	4,943	Attendance	0
OVERDRIVE	1,183	New Users	28	All Ages	0
				Attendance	0
MAKER SPACE	14	INTERLIBRARY LOAN		PRE-RECORDED PROGRAMS	
		Lending	1,458	Children 0-11 Programs	0
MEETING ROOMS	12	Borrowing	1,039	Attendance	0
				Children 12-18 Programs	0
HOOPLA		VOLUNTEERS		Attendance	0
Checkouts	93	Participants	4	Adult Programs	0
Cost	\$ 180.47	Hours worked	19.5	Attendance	0
				All Ages	0
COLLECTION MAINTENANCE		HOME DELIVERY		Attendance	0
		Participants	6		
Books added	193	Items Delivered	57	SELF-DIRECTED PROGRAMS	
Books withdrawn	699			Children 0-11 Programs	1
Audio materials added	13	IN-PERSON PROGRAMS		Attendance	52
Audio materials withdrawn	132	Children 0-11 Programs	3	Children 12-18 Programs	0
Video materials added	37	Attendance	46	Attendance	0
Video materials withdrawn	159	Children 12-18 Programs	1	Adult Programs	0
Other materials added	0	Attendance	11	Attendance	0
Other materials withdrawn	3	Adult Programs	3	All Ages	1
		Attendance	34	Attendance	60
		All Ages	1		
		Attendance	84		

the American Deposit Management Co.

December 14, 2022

Statement Period:
November 01, 2022 - November 30, 2022

Irvin L. Young Memorial Library
431 W Center St
Whitewater, WI 53190

[Contact Us](#)



- For personal assistance, call:
414-961-6600
- Visit us online:
www.americandeposits.com
- Questions on products & services:
info@americandeposits.com
- Mail correspondence to:
W220 N3451 Springdale Road
Pewaukee, WI 53072

American Money Market Account™

Account Number-Description	Average Monthly Balance	Net Earnings	Delivered Rate
CIRVIN01 - General	\$ 594.24	\$ 0.00	0.00 %

American Term Deposit Program™

Account Number-Description	Balance
CIRVIN01 - General	\$ 300,000.00

American Money Market Account™

CIRVIN01 - General

Balance Summary

Beginning Balance:	\$	594.24
Total Deposits:	\$	0.00
Total Withdrawals:	\$	0.00
Ending Balance:	\$	594.24
Average Balance:	\$	594.24

Summary of Financial Institutions

FDIC/ NCUA	Name		Balance
14028	First Guaranty Bank	\$	273.39
3161	Texas Heritage National Bank	\$	10.10
12013	Union County Savings Bank	\$	310.75
Ending Balance:			\$ 594.24

American Term Deposit™

CIRVIN01 - General

Balance Summary

Beginning Balance:	\$	300,000.00
Total Deposits:	\$	0.00
Total Withdrawals:	\$	0.00
Ending Balance:	\$	300,000.00

Goldman Sachs Bank USA	Rate	Opened On	Matures On
CD!UGMSX01	0.85 %	03/09/2022	03/09/2023

Date	No transactions between November 01, 2022 and November 30, 2022	Balance
11/30/2022	Balance	\$ 245,000.00

OceanFirst Bank, NA	Rate	Opened On	Matures On
CD!UOCNF01	0.80 %	03/08/2022	03/08/2023

Date	No transactions between November 01, 2022 and November 30, 2022	Balance
11/30/2022	Balance	\$ 55,000.00

American Deposit Management LLC applied a Deposit Advisory Fee of \$1.88 to your account for this statement period. American Deposit Management LLC has received a Program Fee for the management and servicing of the American Money Market Account across all program participants. For this statement cycle, the Program Fee of 0.13 was applied to gross earnings of \$12,564,143.81 for a total of \$1,529,487.27.

The interest rate you earn on your American Deposit Management, LLC ("ADM") Deposits may fluctuate daily based on market conditions. ADM will inform you of the interest earned on your deposit accounts from program banks on your periodic account statement. ADM will also provide you with a blended interest rate earned reflecting the total yield on all of your deposits managed under the program.

American Deposit Management, LLC is acting as your agent. Certificates of Deposit may be subject to early withdrawal penalties. Additional information is available upon request. This is not intended as investment advice. If a depositor is subject to restrictions with respect to the placement of funds in depository institutions, it is the responsibility of the depositor to determine whether the placement of the depositor's funds through the program satisfies those restrictions. Financial Institutions listed are insured under the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Administration (NCUA).

WWW.AMERICANDEPOSITS.COM



W220 N3451 Springdale Road • Pewaukee, Wisconsin 53072 • (800) 407-5150

First Citizens State Bank

207 W. Mair PO Box 177 Whitewater, WI 53190

Money Market Account #132732

DATE	Activity	Interest Deposit	Withdrawal	Balance
12.1.21	Balance			\$17,425.87
1.31.22	Interest	\$0.74		\$17,426.61
2.28.22	Interest	\$0.67		\$17,427.28
3.31.22	Interest	\$0.74		\$17,428.02
4.29.22	Interest	\$0.69		\$17,428.71
5.2.22	\$12,000 check #1048 to The Sweeney Group		-\$12,000.00	\$5,428.71
5.31.22	Interest	\$0.09		\$5,428.80
6.30.22	Interest	\$0.04		\$5,428.84
7.15.22	Deposit GIFT in memory of Nancy Flanders	\$100.00		\$5,528.84
7.15.22	Deposit GIFT in memory of Nancy Flanders	\$500.00		\$6,028.84
7.15.22	Deposit CD and closed account at FCCU	\$9,646.90		\$15,675.74
7.29.22	Interest	\$0.28		\$15,676.02
8.18.22	\$12,659.73 check #1049 to the Sweeney Group		-\$12,659.73	\$3,016.29
8.31.22	Interest	\$0.58		\$3,016.87
9.30.22	Interest	\$0.05		\$3,016.92
10.1.22	Annual safe deposit box rental fee-returned, box closed		\$0.00	\$3,016.92
10.3.22	Royalties account	\$94.73		\$3,111.65
10.31.22	Interest	\$0.13		\$3,111.78
11.30.22	Interest	\$0.13		\$3,111.91
12.30.22	Interest	\$0.13		\$3,112.04

ADM - American Deposit Management Company	
W220 N3451 Springdale Road	
Pewaukee, WI 53072	
Balance - American Term Deposit Program cds mature 3/9/23	\$300,000.00
Balance - American Money Market Account	594.24
TOTAL	\$300,594.24

12.14.2022

FRIENDS OF THE LIBRARY FINANCIAL REPORT

9/30/2022

Balance Last Statement	\$ 5,282.40
Book Shop Deposit	\$ 32.03
Amazon Smile	\$ 12.79
PayPal	\$ 170.04
Interest	\$ 0.10
Balance This Statement	\$ 5,497.36

10/31/2022

Balance Last Statement	\$ 5,497.36
Book Shop Deposit	\$ 69.25
Interest	\$ 0.24
Balance This Statement	\$ 5,566.85

11/30/2022

Balance Last Statement	\$ 5,566.85
Book Shop Deposit	\$ 43.64
Annual WI Dept of Rev Fee	\$ 25.00
Amazon Smile Deposit	\$ 15.45
Interest	\$ 0.23
Balance This Statement	\$ 5,601.17

12/30/2022

Balance Last Statement	\$ 5,601.17
Book Shop Deposit	\$ 83.20
Paypal Transfer (Donations)	\$ 97.52
Interest	\$ 0.24
Balance This Statement	\$ 5,782.13

**RESOLUTION APPROVING THE SALE OF REAL ESTATE LOCATED AT
424 FOREST AVENUE, WHITEWATER, WISCONSIN**

WHEREAS, the City of Whitewater Library Board is the beneficial owner of the real estate located at 424 Forest Avenue, Whitewater, Wisconsin, and

WHEREAS, said property is being held for possible expansion of the library, and

WHEREAS, the Library Board has determined that the property is no longer needed for its expansion plans, and

WHEREAS, it is in the public's best interest to sell said property,

NOW THEREFORE, BE IT RESOLVED that the City of Whitewater Library Board approves the sale of 424 Forest Avenue, Whitewater, Wisconsin for the amount of \$130,000 and the City of Whitewater Library Director and the Library Board Trustees President and Secretary are authorized to sign any and all documents necessary to transfer said real estate.

Jennifer Motszko, Board of Trustees
President

Jaime Weigel, Board of Trustees Secretary

2023 Strategic Plan Activities

STRATEGIC GOAL 1 Building Toward the Future

- Develop spaces that fit the diverse and ever-changing needs of our community
 - Engage the community in fundraising for the capital campaign.

STRATEGIC GOAL 2 Center for Learning and Connecting

- Increase inclusivity and access to services and resources that the library provides
 - Complete a diversity audit of the collection with the assistance of Bridges system staff.
- Provide programming and collections that appeal across segments of the Whitewater community
 - Create a winter outdoor equipment collection for our Library of Things.
 - Print monthly book lists from Library Aware and make them available in the Youth Services Department.
 - Schedule weekly social media posts from Library Aware.
- Provide welcoming, safe, and comfortable spaces throughout the library, both in the physical library and virtual library spaces
 - Set up a HappyLight on a dedicated table next to an outlet through March.
 - Identify our library with a visual indicator as an Affirming Space for LGBTQIA teens.
 - Provide 1-2 inclusive events for LGBTQIA youth.

STRATEGIC GOAL 3 Engaging and Effective Communication

- Increase awareness of all the library does and offers
 - Film Summer Reading Program promotional video.
- Share community stories to highlight the needs and opportunities in Whitewater
 - Share social media posts from vetted community organizations on our Facebook page.
- Develop library advocates to promote the value of the library
 - Within the framework of the capital campaign, recruit community members to be library advocates.

STRATEGIC GOAL 4 Strengthening Partnerships

- Cultivate partners to support the library's mission
 - Create a plan to renew and revitalize the Friends of the Library

- Collaborate with the Andersen Library archives on a presentation to highlight our collections to family history researchers.
- Create an environment to help other groups and organizations find ways to collaborate
 - Revise the library's meeting room policy to accommodate new uses of meeting spaces in the expanded and renovated library.
- Partner with schools and other organizations and groups to provide safe spaces and learning opportunities for school age children in the community.
 - Conduct
 - Provide information on library services and programs and registering eligible children for the Dolly Parton Imagination Library through tabling at 4K registration and general school registration.
- Explore ways to increase engagement and involvement in the city
 - Have the police department provide active shooter training for staff on staff training/work day in April.
 - Continue to work with the city clerk on the city archives access project as her time permits.



Irvin L. Young
Memorial Library

Irvin L. Young Memorial Library
431 W. Center St.
Whitewater, WI 53190

The honorable X
Address

Date

Dear X,

Joy Harjo, a member of the Muscogee (Creek) Nation and former U.S. Poet Laureate, wrote the following about the southern United States, “When I lived there recently, we were not there, we were written out of the story and appeared only in place names.” That sentiment resonated with my experience of living in Whitewater, a place that named itself after a Potawatomi word but has otherwise displaced its original Indigenous inhabitants and written them out of the story. Greetings, my name is Jaime Weigel and I serve on Irvin L. Young Memorial Library’s (ILYML) Board of Trustees, located in Whitewater, Wisconsin. For the past year, I have been working with librarian Sarah French on what we hope will be the first step in rectifying that wrong. We, on behalf of ILYML and its Board of Trustees, have created a land acknowledgment statement and action plan as an expression of our gratitude to those whose ancestral homelands the library now sits and as a call to action to build a better, more equitable library for all that we serve. Today, we write to you seeking your knowledge, guidance, and feedback on these documents so that they may eventually be published and shared with the public, with your permission, to educate our patrons and the greater Whitewater community.

In ILYML’s strategic plan, we vow our commitment to the following values: safe and welcoming, trust, diversity, fun, lifelong learning and creativity, making connections, and service excellence. As such, the Board of Trustees voted unanimously in December 2021 to initiate the process of creating a land acknowledgment statement to better understand the history of the land on which the library resides and to recognize the people whose ancestors lived here before us. Specifically, we aim to publicly acknowledge, honor, and appreciate the ancestral homelands of the Potawatomi and Ho-Chunk Nations and commit to being better land stewards by working to build active partnerships with our Indigenous neighbors and

their communities. Additionally, as an institution committed to lifelong learning, our goal is to acknowledge and teach others about the truthful, complex history of this area and hope that our actions inspire other libraries and governmental bodies in southern Wisconsin to do the same.

Understanding the importance and enormity of this work, we embarked on a year-long process of educating ourselves about the history of the land, the Indigenous people who live(d) here, and land acknowledgment statements themselves. Specifically, we viewed a webinar produced by Spooner Memorial Library and Lac Courte Oreilles Ojibwe College Extension titled “[Supporting & Representing Indigenous People in the Library](#).” In April 2022, representatives of the library, including the Director and Board President, met with Dr. Kenny Yarbrough, Chief Equity, Diversity, and Inclusion Officer at UW-Whitewater to learn from the university’s experience in developing a land acknowledgment statement. Additionally, we sought guidance from Bridges, our library system, toured and learned about the Whitewater Effigy Mounds Preserve with a local historian, visited the Whitewater Historical Society and Hoard museums, and read countless books and articles to learn more about the history, culture, and sovereignty of Wisconsin’s First Nation peoples.

Furthermore, we recognize that acknowledgment is an important first step, but it, alone, is not enough. We know that it must also be accompanied by a commitment to act. In addition to a land acknowledgment statement, we have created a plan of tangible action steps, aligned with our strategic plan, to help us better understand and serve Indigenous communities. In the past year, we have completed the following action steps:

- Conducted an audit of the library’s collection, specifically its books published between 2018 and the present; we are proud to report that the library has a strong and representative collection of Indigenous authors for readers of all ages.
- Hosted a presentation at the library to educate the public about local [Native American Effigy Mounds](#), led by local historian Kori Oberle, which resulted in bringing much-needed attention and, ultimately, a commitment for funding from the city to help maintain and preserve this sacred site.
- Created a display case in the lobby in honor of Native American Heritage Month, shared a book list of Indigenous authors with library patrons, and promoted the “[Big Library Read](#)” of [A Snake Falls to Earth by Darcie Little Badger](#).
- Developing a dedicated space on the library’s website with adult and youth book lists of Indigenous authors and other digital resources about Wisconsin’s native peoples, including the

full land acknowledgment statement.

Attached to this letter you will find the draft of our land acknowledgment statement and action plan. We realize that this is a living document, thus, we are seeking your input and feedback so that it may be amended and improved as needed. For example, in the statement, we recognize that the library sits on the ancestral lands of the Potawatomi, Ojibwa, Odawa, and Ho-Chunk peoples. Do you feel this is accurate? Are there any other tribal nations that should be mentioned specifically? We also understand the historical practice and ongoing atrocity of white colonizers writing and controlling the narrative, deciding whose history gets told and whose gets left out. In full recognition of this, we would like to ask the following questions: What do you prefer to be called? How do you tell the story of this land and your people? How would you like to acknowledge this history? Do you have a local name for the place now referred to as Whitewater? Do you have any additional feedback for us or changes you would like made to the wording or the document itself? Are there other questions we should be asking that we are not?

In closing, I'd like to leave you with a quote by Faith Spotted Eagle, an activist and member of the Yankton Sioux Nation. She said, "When we talk about these losses and these traumas it is not to impart a sense of guilt. It is to impart a sense of freedom from denial. The Native people's objective is to heal. The non-native people's objective is to come out of denial." For too long, non-native people in the Whitewater community have been in denial about the truthful history of this area. As an organization dedicated to educating the community, we recognize this is only the first step in coming out of that denial. We hope this will be the beginning of much-needed dialogue and partnership between Irvin L. Young Memorial Library and Wisconsin's Indigenous people so that we may better serve and support you. We also hope that our work today, and in the future, sets an example for others to follow and inspires them to take action in support of Indigenous communities.

Sincerely,

Land Acknowledgment Statement - **Draft**

Long version: To be used on the website (a dedicated page that also includes links to more information and resources), perhaps it could also be printed and displayed in the Whitewater Room:

The Irvin L. Young Memorial Library acknowledges and honors that this institution exists today on land that was and remains the ancestral and historic territory of many Native peoples, including the Potawatomi and Ho-Chunk. We welcome the responsibility to share stewardship of these lands, and be good neighbors to all Wisconsin Indigenous populations.

We occupy a storied place. Indigenous peoples of the past left behind their stories infused in this land. By the time Europeans came to the area now known as Whitewater, the early mound building cultures had disappeared, leaving traces of their sacred rituals on the land. The Potawatomi, then closely related to the Ojibwa and Odawa peoples, called this land home. The Ho-Chunk grew corn and gathered a living from these lands.

Not all came to this place voluntarily. Some were forced into what we now call Wisconsin. Some were forced across it. Some were forced out of it and found ways to return. We need to know the stories of this land and its people. We need to know how beginning in 1804 land was relinquished by tribal nations in treaties whose terms were unfair and not upheld; and how land was also taken by force. Settler colonizers representing the government carried out genocide, ethnic cleansing, and forced removal. The Indian Removal Act of 1830 was used to enable many atrocities. The land taken was divided and used for military purposes, or commerce, or for white settlers. The First Nations lost water rights and access to their homes, the places where their ancestors lived and rested. The legal, financial, and social consequences of these removals continue. We invite you to learn more about the genocide and forced displacement by non-Native settlers, and the ongoing injustices against Native peoples.

As a public institution that provides access to resources and information for lifelong learning, it is the library's responsibility to acknowledge the historical context of the land we use, to promote dialogue and connection across cultures, and to recognize and promote the recognition of the truthful history of our community and country. We honor the First Nations of Wisconsin with our commitment to providing equitable and inclusive access and opportunities for all whom the library serves.

Shortened version: To be used before programs, for example.

The Irving L. Young Memorial Library acknowledges and honors that this institution exists today on land that was and remains the ancestral and historic territory of many Native peoples, including the Potawatomi and Ho-Chunk. We welcome the responsibility to share stewardship of these lands, and be good neighbors to all Wisconsin Indigenous populations. We honor the First Nations of Wisconsin with our commitment to providing equitable, inclusive access and opportunities for all whom the library serves.

DRAFT



Irvin L. Young
Memorial Library

Our Commitment to Action

The Irvin L. Young Memorial Library is actively and consistently working toward:

- Maintaining an authentic collection that includes Indigenous authors and illustrators in all areas of the library's collection. Ensuring that money in our collection development budget is allocated specifically for this purpose.
- Creating a dedicated space on our website for our full land acknowledgment statement that also includes additional information and links to local First Nations history (including book lists and highlights from our library's collection) and current issues for further research and education.
- Creating a space in our local history collection, The Whitewater Room, for a display of our full land acknowledgment statement and additional information to highlight authentic Indigenous voices in our collection and recognize the truthful history of our community and country.
- Hosting programs in collaboration with Indigenous presenters, performers, educators, and leaders in order to educate and promote dialogue and connection across cultures. Ensuring that money in our programming budget is allocated specifically for this purpose.
- Seeking opportunities to form partnerships with other local organizations in order to provide education and programming focused on Indigenous culture. Ensuring that grants are written specifically for this purpose (i.e. Wisconsin Humanities Grant).
- Seeking input, guidance, and collaboration with the Ho-Chunk, Potawatomi, and other local Indigenous people in all areas of our library work.



Irvin L. Young Memorial Library

Library Photo Collection

Copies of the images in the Library's photo collection may be purchased. The images are delivered in digital format. The cost is \$10 per image. Payment by cash, personal check or money order must accompany the photo order. Turnaround time is five business days. To order a photo you will need the Library's box identification information and photo number, which may be obtained from staff.

Important Copyright Information

By providing or allowing reproduction of materials from the collections, the Irvin L. Young Memorial Library does NOT grant permission to publish or exhibit. Reproductions are provided for private personal use only. They may not be copied or distributed. Written permission to publish must be obtained from the library for any publication or commercial use of copies. The purchaser is responsible for compliance with the US Copyright Code (title 12 USC) and privacy rights outlined in Title 45 CFR 46.

DRAFT

DIRECTOR'S REPORT
January 18, 2023

I. ADMINISTRATION

- a. Nine work orders were submitted in December.
 - i. Heat in the library was too high again (~81°)
 - ii. A sewer gas smell was noted throughout the building
 - iii. Requested discard of donated music CDs
 - iv. A lightbulb in the children's area needed to be replaced
 - v. The Makerspace laptop was not starting up
 - vi. Requested removal of empty magazine rack
 - vii. Requested re-hanging of evacuation map which had previously been mounted on the magazine rack
 - viii. Staff computer was making loud noises and performing sluggishly
 - ix. The chair in the Friends Shop needed repair

II. BUDGET

- a. I requested additional line items be added to the library's budget for the 2024-2025 biennial budget:
 - i. Library Books-Digital
 - ii. Library Audiovisual-Digital
 - iii. Library Periodicals-Digital
 - iv. Database Subscriptions
 - v. Technical Supplies
 - vi. Grants (a passthrough account to help track grant money expenditures)
 - vii. Library Building Project (to separate out project expenditures)

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. None.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Jim Winship and I made a presentation on the library expansion and renovation project to the Greater Whitewater Committee on Thursday, January 12.

VI. LIBRARY BOARD RELATIONS

- a. None.

VII. LIAISING WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS

- a. I will have attended the January 13 Alliance of Public Libraries meeting and will report anything of note.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. This is on the agenda.

X. CAPITAL CAMPAIGN

- a. 100 Extraordinary Women met on Tuesday, January 10. The next meeting will be Wednesday, February 8.

- b. The final meeting of the Campaign Planning Committee was Tuesday, January 10. The Leadership Committee who will work throughout the rest of the capital campaign will have their first meeting on Thursday, February 9. Some of the members of the Campaign Planning Committee have agreed to move on to the Leadership Committee and continue to work on the campaign with us.

Adult Services Report January 2023

Report:

No Wisconsin State Park passes were checked out during the month of December. I promoted the program again during the first week of January.

I trained the circulation staff on how to use the laminating machine. Patrons often need one page laminated, and it is easier for staff to quickly laminate the document, instead of having the patron come back at a later date for training.

On December 21st we had five Ukrainian immigrants apply for library cards.

Fifty-two children participated in the scavenger hunt for December.

The January scavenger hunt in the children's area is Snow Much Fun.

Collection Development:

I continue to do monthly weeding in the various adult collections.

I created four book displays for adults and three book displays for children and young adults for the month of January.

Virtual Meetings/Webinars/Training Sessions Attended:

December 14: Luncheon meeting with City Manager John Weidl

December 14: Staff meeting with Stacey and Sarah

December 20: Infosec training: Malware

January 04: Staff meeting with Stacey, Deana, and Sarah

January 05: Envisionware RFID training webinar

January 06: Introduction to Polaris Acquisitions webinar

Youth Educational Services Report January 2023

Current Projects

- Weeding the youth services department in preparation for RFID tagging.
- Updating the Celebrations picture books to create a category and shelf label for every represented holiday.
- YA DVDs and Blu-Rays have been relocated to create room for a Tween materials section.
- Learning about dynamic shelving.
- Planning the summer reading program.

Outreach

- We have been invited to table at 4K registration again this year on April 12th. Sarah and I will be splitting the shifts.

YAAASS Bags

- We had 12 requests for YAAASSS Bags for January.

Teacher Packs

- We had one request for a teacher pack for January.

Meetings and Trainings

January 3rd: Met with Sarah to discuss YAAASSS Bags, regular programming, and summer reading programs.

January 4th: Staff meeting with Stacey, Diane, and Sarah.

January 5th: Calendar Wiz testing.

January 5th: Polaris Acquisitions Training.

January 6th: Polaris Acquisitions Training.

January 9th: Polaris Acquisitions Training.

January 10th: RFID Training.

Programming & Makerspace Librarian Report
Sarah French
January 2023

Programs:

- 12/20: Handmade for the Holidays: Coasters (11)
- 12/28: Lego Party (84)
- 1/5: Mini Snow Globe take & make for adults (60)
- 1/9: Spice of the Month club (60)
- 1/10: Reflect & Realign Journaling Workshop (17)
- 1/12: Little Makers (13)

Upcoming Programs:

- 1/17: Beaded snowflakes take & make kit for kids
- 1/18 – 3/8: Storytime
- 1/19: Maker Club: Perler Beads
- 1/20: Homeschool Hangout
- 1/23: Mindful Mondays Book Club
- 1/24: Local Landmarks at Risk
- 1/27: For Teens: Totes and Notes
- 1/30: Itty Bitty Art Show canvas pick up starts
- 1/31: Dungeons & Dragons
- 2/2: Valentine take & make for kids
- 2/6: Spice of the Month club
- 2/9: Maker Club: Valentines
- 2/14: For Teens: Dancing & Donuts
- 2/16: Little Makers
- 2/24: LEGO and a Movie

Makerspace Use:

- | | |
|---------------------------|-------------------------|
| • 12/17: Button maker | • 12/20: Felting |
| • 12/17: Gift tag station | • 12/21: Craft supplies |
| • 12/17: Gift tag station | • 12/28: Paper |
| • 12/19: Sewing machine | • 1/5: Craft supplies |
| • 12/19: Sewing machine | • 1/6: Snow globe |
| • 12/19: Paper | • 1/7: Cricut |
| • 12/19: Felting | • 1/7: Button maker |

Makerspace Training Appointments: .5 hours

Equipment & Technology:

- The Digital Creation Station laptop has been down since 12/17. A work order was submitted.
- On 1/10, the other Makerspace laptop crashed, resulting in patrons having no access to the 3D printer, Cricut, scanner, and digital creation software until at least one Makerspace laptop is fixed or replaced.

Donations:

- Watercolor pens, markers, construction paper from a patron

Other Updates:

- I accepted a one-year appointment on the Will Eisner Graphic Novel Grants for Libraries committee (ALA's Graphic Novels and Comics Round Table)
- Installed a Mindfulness display case to promote the new Mindful Mondays book club

Meetings:

- 12/29: Jaime W. Land Acknowledgement
- 1/3: Deana - SRP
- 1/4: Staff meeting
- 1/6: Hosted Bridges Makerspace Librarians group

Professional Development:

- *Inclusive and Affirming Library Programs for LGBTQIA+ Youth*, CSLP webinar
- *Story Mining: Organizational Story Work and the Listening Station*, StoryCenter webinar
- Infosec Malware training
- Intro to RFID and Encoding webinar

Bridges Library System Staff Reports

January 2023

Karol Kennedy – Library System Director

Annual Evaluations: I completed performance evaluations for staff. I met with each staff member to review the past year and talk about their goals for the year ahead. Rounding sessions will be scheduled throughout the year to check in on these goals and revise, if necessary, review other accomplishments, and discuss any other performance topics.

Year-End Meeting with County Executive: I met with Waukesha County Executive Paul Farrow in December. We had an opportunity to discuss System goals, challenges, and successes in 2022 and goals for 2023.

Annual Reports: We are in the process of gathering the statistics and information to pre-populate all the data we can for our libraries' annual reports. This information is due to the state by January 18. DPI plans to open the annual report portal to libraries on or about January 24. State statutes require library and system boards file their annual reports by March 1. Thank you to Mellanie who does so much to ensure these numbers are accurate and ready to go by the deadline!

Executive Assistant Position: We are still in the process of trying to hire for this open position. Additional interviews were held this week. It has been a challenge, especially at this time of year, to be without someone in this important position in our organization. I am grateful to the Bridges staff who have stepped up to help in many areas and to Danielle Igielski, Waukesha County Accounting Services Manager, and her team for all of their assistance.

New Bridges Trustees: I am pleased to welcome two new trustees appointed by Waukesha County to the Bridges Library System Board. Diane Knutson has served on the Oconomowoc Library Board since 2008. Robert Kraus joined the Butler Public Library in 2022.

Library Legislative Day 2023: Time is running out! Registration for LLD closes on Friday, January 13. Please consider if you or someone from your library or community can join us to tell your library success stories. State library aid items in the biennial state budget benefit all Wisconsin libraries.

Mellanie Mercier – Automation Coordinator & Assistant Director

A Look at 2022:

Circulation

4,820,865 Physical Items circulated

819,499 Electronic items circulated

392,196 e-audio

419,889 e-books

7,484 streaming video through Hoopla

33,344 e-magazine uses

Items in the Collection

2,064,387 Physical items
1,635,343 books
141,789 audio materials
204,566 Video materials
300,962 Electronic materials
174,618 e-books in Overdrive; 13,993 accessed in Hoopla
71,921 e-audio in Overdrive; 33,537 accessed in Hoopla
6,893 streaming video accessed in Hoopla

Top circulating print collection items:

The Last Thing He Told Me
The Paris Apartment
The Lincoln Highway
We Were Never Here

Top circulating e-books:

The Four Winds: A Novel
The Last Thing He Told Me: A Novel
Apples Never Fall
The Girl in His Shadow: A Novel
Verity

Top circulating e-audio

False Witness (unabridged)
101 Essays That Will Change the Way You Think (unabridged)
Apples Never Fall (unabridged)
The Four Winds: a Novel (unabridged)
The Last Thing He Told Me: A Novel (unabridged)
Where the Crawdads Sing (unabridged)

Top circulating e-magazines

Us Weekly
Woman's World
Minecraft World Magazine
The Economist
HGTV Magazine
The Week Magazine

Laurie Freund – Coordinator of Library Development

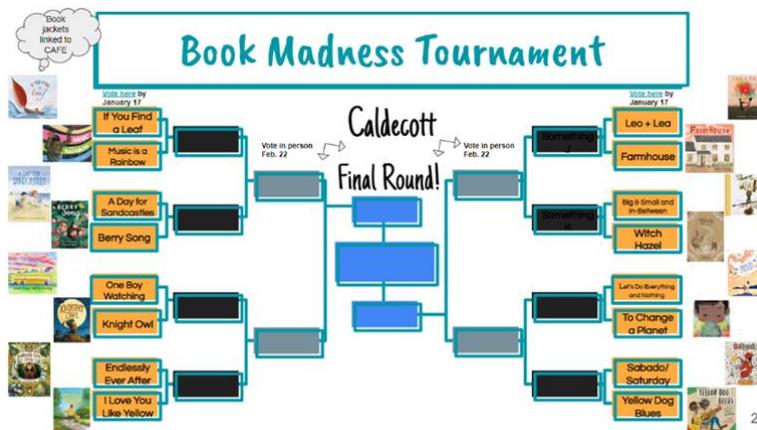
Wild Wisconsin Winter Web Conference (Jan 25-26): Don't forget to register and attend any of the great lineup of sessions for this annual online conference. You can sign up for any of the 14 sessions available in four different tracks: Management, Marketing, Reference and Reader's Advisory (*New!*), and

Sustainability (New!). There will also be “Stretch Breaks” during the conference lunchtime, led by Regan Dahnert, a certified personal trainer and Director of Health and Safety Programs at the Greater Green Bay YWCA. Regan will guide participants into stretches that can easily be done in your own office space. New library directors (or those who are thinking about becoming one) may be interested in the 1:00 pm Wednesday titled “15 Things a New Library Director Should Know” presented by our own Bridges member library director, Kaushalya Iyengar. All sessions will be recorded and made available after the conference. For more information and registration, go to <https://www.wildwisconsinweb.com/>.

Angela Meyers – Coordinator of Youth and Inclusive Services.

Library Memory Project: As we turn the page on a new year, we are also taking a closer look at the Library Memory Project, now in its 9th year. I am taking part in Jill’s Marketing Plan Guided Group with the idea of writing a marketing plan for the Library Memory Project. In addition, we are contracting with WiLS to develop a Strategic Plan. The Planning Team includes Kelly Nelson (Pewaukee), Eric Huemmer (Mukwonago), Paula Jacob (Waterloo), and Jennie Bahnman (Sussex). This group is charged with some initial work to get the strategic planning process off the ground and running.

Youth Services: I have a lot of balls in the air right now with Youth Services. I am finalizing agreements with our six performers; requesting coupon counts from the library staff for summer 2023; planning the first Youth Services Meet Up and Teen Think Tank Meetings of the year; launching the Book Madness Tournament which is a spin on the Mock Awards and Best Books Bonanza which has previously been offered; and lastly, getting everything ready for the Kids’ Choice Awards voting period which starts January 30 and ends February 10.



The Book Madness Tournament includes three brackets with matchups of Caldecott, Newbery, and Printz Bridges’ nominated titles.

Professional Development: Cultural Competence Symposium on Working with Refugees & Book Connections (TeachingBooks): Collection Development Analysis Tool & Homeschool Support

Jill Fuller - Marketing & Communications Librarian

Lifelong Learning Campaign

For the past month, I have worked on a Lifelong Learning marketing plan and toolkit for our libraries. The promotional materials in the toolkit promote both of the learning platform options we offer: Gale Courses and Udemy, highlighting the benefits of the online classes. The toolkit includes social media

graphics, a handout card, bookmarks, flyers, sample text for social media and e-blasts, and a sample email to send to local businesses and community leaders. Spanish-language materials will be coming soon. The toolkit will be sent to the libraries within the next week.



Website Redesign Update

Greenleaf Media has been building our new website and moving over our content. They plan to send initial previews of the entire site within the week and then we will start providing our feedback and editing.

2023 Marketing Planning

I spent the last week of December planning out projects and ideas for 2023. Due to the success of the program last year, we will be doing another Read With B93 advertising campaign in the spring to coincide with a library passport program to encourage people to visit their libraries. I am also planning to create new outreach materials to promote the Library of Things collections at our member libraries, since we get asked about those a lot at outreach events. Finally, I will be writing a new System marketing plan and style guide, and developing a full system survey to accompany that this spring. Other initiatives and partnerships are in the works!

Consulting

I met with the Marketing Plan Guided Group this month to go over their marketing plan SMART goals. In January, they will be starting to write their marketing plans, so we discussed that process as well. I also created a marketing survey for member library staffs to fill out so I can get feedback on what worked in 2022 and what they'd like me to focus on in 2023.

Beth Bechtel – Database Management Librarian

Meeting and Library Visits: This month's virtual CAFÉ cataloger meetup included discussions on how to request the book repair machine, handling holds on different versions of Colleen Hoover's popular books, and call number label printers. In 2023 the cataloger group will continue to have drop-in virtual meetups in the months between the three formal CAFÉ Cats meetings.

I attended the Youth Services meetup to learn about an online Collection Analysis Toolkit from BookConnections.org.

I visited Elm Grove Public Library for serials and cataloging consulting with the cataloger.

CAFÉ Cataloging: Cataloging staff in our member libraries use templates to create brief bibliographic records as needed in the CAFE catalog. As non-traditional items are added to libraries' collections, the number of brief bib records increases. In 2022, I reviewed and/or enhanced 1,169 of these temporary bib records.

Annual Report Prep: In mid-December, I reviewed item codes to look for outliers needing editing before annual report collection statistics were compiled in January. In some cases, I contacted catalogers at individual libraries so they could determine whether their codes needed to be changed. There were no major mistakes, mostly small problems caused by clicking on an adjacent code in a dropdown menu during cataloging.

Continuing Ed: I attended a Polaris User Group virtual discussion forum about using SQL to retrieve data from library catalogs. I also attended a virtual OneDrive training provided by Waukesha County. OneDrive is a replacement for existing networked file folders.