



Board of Trustees Meeting Agenda  
Irvin L. Young Memorial Library  
Community Room  
431 W. Center Street  
Whitewater, WI 53190

Wednesday, Feb 15, 2023 06:30 PM

**AMENDED 2/13/2023, 11:05 A.M. 2.V Addition of Board Treasurer Report**

*Our Mission: We will have the space and the staff 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/88261320467?pwd=Y1NicWhSRzdLbmpJc1dTUkE2dytvdz09>

Meeting ID: 882 6132 0467

Passcode: hCqKjh0S

One tap mobile

+13052241968,,88261320467#,,,,\*46883370# US

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Dial by your location

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

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+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

Meeting ID: 882 6132 0467

Passcode: 46883370

Find your local number: <https://us02web.zoom.us/j/88261320467>

1. Call To Order And Roll Call

2. Consent Agenda

2.I. Approval Of Minutes

Documents:

[MINUTES JANUARY 18 2023 - DRAFT.PDF](#)

2.II. Acknowledgment Of Receipt Of Financial Reports

Documents:

[CASH RECEIVED - JANUARY 2023.PDF](#)

2.III. Approval Of Payment Of Invoices

Documents:

[PAID INVOICES - JANUARY 2023.PDF](#)

2.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

[STATISTICS - JANUARY 2023.PDF](#)

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

Documents:

[AMERICAN DEPOSIT MANAGEMENT STATEMENT - DECEMBER 2022.PDF](#)  
[BOARD TREASURER REPORT - JANUARY 2023.PDF](#)  
[FRIENDS OF THE LIBRARY FINANCIAL REPORT - JANUARY 2023.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 407/409 WEST CENTER STREET, WHITEWATER, WISCONSIN

Documents:

[LIBRARY RESOLUTION\\_SALE OF PROPERTY 407-409 W CENTER.PDF](#)

4.II. RESOLUTION APPROVING THE SALE OF REAL ESTATE LOCATED AT 413 WEST CENTER STREET, WHITEWATER, WISCONSIN

Documents:

[LIBRARY RESOLUTION\\_SALE OF PROPERTY 413 W CENTER.PDF](#)

4.III. RESOLUTION APPROVING THE SALE OF REAL ESTATE LOCATED AT 414/414A FOREST AVENUE, WHITEWATER, WISCONSIN

Documents:

[LIBRARY RESOLUTION\\_SALE OF PROPERTY 414-414A.PDF](#)

4.IV. Review And Approval Of 2023 Strategic Plan Activities

Documents:

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

5. New Business

5.I. Approval Of The 2022 State Annual Report

Documents:

[2022 STATE ANNUAL REPORT.PDF](#)

5.II. Review And Re-Approval Of The Book Clubs Policy

No revisions. Request re-approval.

Documents:

[POLICY - BOOK CLUBS.PDF](#)

5.III. Friends Of The Library Board Meeting  
Future of the Friends of the Library

1. Recruitment plan
2. Dissolving the group

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 - FEBRUARY 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 - FEBRUARY 2023.PDF](#)

6.III. Youth Educational Services Report

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

Documents:

[YOUTH EDUCATIONAL SERVICES REPORT - FEBRUARY 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 LIBRARIAN REPORT - FEBRUARY 2023.PDF](#)

6.V. Bridges Library System Staff Report

Documents:

[BRIDGES LIBRARY SYSTEM STAFF REPORT - FEBRUARY 2023.PDF](#)

## 6.VI. 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 - Jennife

## 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. 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, January 18, 2023, 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, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Absent: Brienne Diebolt-Brown

Staff: Stacey Lunsford, Diane Jaroch

Guests: John Marshall, Tincher Realty

2. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on December 19, 2022\*
- b. Acknowledgment of Receipt of Financial Reports\*
- c. Acknowledgment of Payment of Invoices for December 2022\*
- d. Acknowledgment of Receipt of Statistical Reports for December 2022\*
- e. Acknowledgment of Receipt of Treasurer's Reports\*

MSC Anderson/Orlowski to approve the Consent Agenda without the December Board Meeting Minutes.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: None

- In December's Minutes under New Business, it was noted that the RFID tagging *may be* required by the State in the near future; this hasn't been officially mandated yet. The Minutes were updated to reflect this.

MSC Anderson/Berndt to approve the December Board Meeting Minutes as corrected.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: None

### 3. 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.

### 4. Old Business

#### 4.1 Old Business

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

- Since the resolution is only for the property at 424 Forest Ave., John Marshall will follow up with the City attorney regarding the resolution for the second property sold at 414 and 414A Forest Ave.

MSC Retzke /Andersen to approve the resolution for the sale of real estate located at 424 Forest Avenue, Whitewater WI

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

### 5. New Business

#### 5.1. 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 407/409 West Center Street and 413 West Center Street, Whitewater.

MSC Weigel/Retzke to move discussion of the properties for sale to closed session.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

MSC Orlowski/Retzke to move out of closed session.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

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.

MSC Andersen/Retzke to accept the two highest offers as given for the Library Property 407/409 West Center Street and 413 West Center Street, Whitewater but will counter with a closing date of Feb. 21, 2023.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

5. III. Review and Possible Approval of Strategic Plan Activities For 2023 ~ see Attached

- Under Strategic Goal 2, the board suggested adding a bullet point that connects with the Land Acknowledgement Statement's Action Plan.
- A suggestion was made for the library to collaborate with local schools to provide opportunities for students to visit the library and explore its resources.
- Alyssa shared that she can provide resources and contacts to local LGBTQ+ organizations.
- Stacey will bring a revised Strategic Plan to next month's meeting for approval.

5. IV. Review of And Possible Action on Letter and Action Plan Regarding Land Acknowledgment Statement, Requested by Weigel ~ see attached

- Jaime updated the board on the year-long process of creating the Land Acknowledgement Statement with staff librarian, Sarah French.

- They are seeking feedback on the documents and guidance from the board about how the letter should be signed.
- It was agreed that all board members will sign the letter individually. Jaime will bring copies of the letter to next month's meeting to sign. She will stop by the middle school to obtain signatures from members who attend meetings virtually.

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.

MSC Weigel/Orlowski to approve the revised photo collection policy.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: None

6. Staff & Board Reports

7. I. Director's Report ~ see attached

- Apple Meeting - state annual report will be opened for input on the 24th
- Stacey asked the treasurer of the Friends group for 80% of the balance which is \$4,625.
- Jodi Sweeney is requesting that the entire board donate to the campaign, *any* amount is acceptable. Members can send a check to the Whitewater Community Foundation.
- Information is available on the library's website for the 100 extraordinary women campaign.

7. II. Adult Services Report ~attached

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

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 - Jennifer (will report next month)
2. Here to Stay: Recruiting & Retaining Dedicated Library Workers - Jaime
  - Main emphasis of the training was to place value on the staff that the library already has and to make the library a desirable place to work. The webinar also discussed ways to recruit widely and eliminate barriers to the application process.

7. 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.

Confirmation of the next meeting on February 15, 2022, at 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

MSC Andersen/Berndt to approve moving into closed session not to reconvene.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: None

Comments in the Chat Box:

- None

Minutes respectfully submitted by Jaime Weigel on February 4, 2022

**JANUARY 2023**

RECEIPTS Deposited with the City	Current Month	Received to Date	Est. FY Rev.	% of Total	NOTES
Fees	\$13.10	\$13.10	\$500.00	3%	
Materials Replacement	\$269.60	\$269.60	\$3,300.00	8%	
County Reimbursements	\$0.00	\$0.00	\$229,305.00	0%	
Gifts & Grants	\$4,632.63	\$4,632.63	\$18,650.00	25%	
Copywork	\$278.39	\$278.39	\$2,500.00	11%	
SLP Sales	\$0.00	\$0.00	\$100.00	0%	
TRIP	\$0.00	\$0.00	\$0.00		
<b>TOTAL</b>	<b>\$5,193.72</b>	<b>\$5,193.72</b>	<b>\$254,355.00</b>	2%	
Library Building Project	\$307,544.61	\$307,544.61			Sale of 414 & 424 Forest Ave

**INVOICES**  
**JANUARY 2023**

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Midwest Tape	503197013	\$ 59.99
Audiovisual-adult	Midwest Tape	503272921	\$ 34.99
Audiovisual-adult	Baker & Taylor	H63222520	\$ 21.59
Audiovisual-adult	Baker & Taylor	n/a	\$ 242.52
			<b>\$ 359.09</b>
Books-adult	Grimm Book Bindery	79736	\$ 1,062.35
Books-adult	WiLS	498144	\$ 2,287.00
Books-adult	Amazon	n/a	\$ 62.51
Books-adult	Baker & Taylor	n/a	\$ 713.29
Books-adult	Baker & Taylor	n/a	\$ 28.94
Books-adult	Baker & Taylor	n/a	\$ 850.19
Books-adult	Amazon	n/a	\$ 45.12
Books-adult	Amazon	n/a	\$ 21.40
			<b>\$ 5,070.80</b>
Books-juvenile	Books4School	146791	\$ 43.15
Books-juvenile	Baker & Taylor	n/a	\$ 19.05
Books-juvenile	Ingram	73884618	\$ 260.39
Books-juvenile	Ingram	74074172	\$ 36.15
			<b>\$ 358.74</b>
Contingencies	Powers Memorial Library	20230103	\$ 26.00
Contingencies	Johnson Creek Public Libran	20230117	\$ 21.99
			<b>\$ 47.99</b>
Equipment	Apple Store	W1063004695	\$ 83.35
Equipment	Apple Store	W1063004695	\$ 473.70
			<b>\$ 557.05</b>
Library Building Project	The Sweeney Group	122022	\$ 5,500.00
Library Building Project	Opportunities	PSI548467	\$ 384.00
Library Building Project	Kreative Solutions	1654	\$ 700.00
Library Building Project	Amazon	n/a	\$ 42.52
			<b>\$ 6,626.52</b>
Material recovery	Unique	6108412	\$ 151.45
			<b>\$ 151.45</b>
Misc supplies	Amazon (FOL Shop)	n/a	\$ 14.97
Misc supplies	Amazon (FOL Shop)	n/a	\$ 7.84
			<b>\$ 22.81</b>
Office supplies	Walmart	n/a	\$ 68.85
Office supplies	Opportunities	PSI548467	\$ 110.00
Office supplies	The Library Store	6045490	\$ 23.55
Office supplies	Brodart	616757	\$ 60.77
Office supplies	Amazon	n/a	\$ 25.98
Office supplies	Amazon	n/a	\$ 113.56

**INVOICES****JANUARY 2023**

Office supplies	Quill	30167229	\$	24.99
Office supplies	Quill	30211354	\$	59.77
Office supplies	Amazon	n/a	\$	25.98
Office supplies	Shred-It	8002994676	\$	84.96
Office supplies	The Library Store	6046568	\$	93.43
Office supplies	Amazon	n/a	\$	26.34
Office supplies	Amazon	n/a	\$	73.72
			\$	<b>791.90</b>
Periodicals-adult	Janesville Gazette	n/a	\$	27.73
Periodicals-adult	Wall Street Journal	n/a	\$	609.78
Periodicals-adult	Milwaukee Journal Sentinel	n/a	\$	78.00
			\$	<b>715.51</b>
Postage	USPS	n/a	\$	4.79
			\$	<b>4.79</b>
Program supplies-adult	Katy Wimer	1	\$	150.00
			\$	<b>150.00</b>
Program supplies-juvenile	Woodman's	n/a	\$	23.31
Program supplies-juvenile	Amazon	n/a	\$	62.04
			\$	<b>85.35</b>
Subscriptions/dues	WLA-Lunsford	16615	\$	241.88
			\$	<b>241.88</b>
Travel	Haselow, Suzanne	n/a	\$	282.50
Travel	Lunsford, Stacey	n/a	\$	69.77
			\$	<b>352.27</b>
			<b>GRAND TOTAL</b>	<b>\$ 15,536.15</b>

**JANUARY 2023**

		<b>City of Whitewater</b>	<b>3,860</b>		
<b>Jefferson County</b>				<b>Dodge County</b>	
City	127			City	0
Rural	570			Rural	0
TOTAL	697			TOTAL	0
<b>Rock County</b>				<b>Waukesha County</b>	
City	89			City	14
Rural	508			Rural	3
TOTAL	597			TOTAL	17
<b>Walworth County</b>					
City	39			Other Counties	31
Rural	1,192				
TOTAL	1,231			Out of State	0
<b>Dane County</b>					
City	6			Total Nonresident	2,692
Rural	113				
TOTAL	119				
				<b>TOTAL</b>	<b>6,552</b>
	<b>ADULT</b>	<b>4,524</b>	<b>CHILDREN</b>	<b>2,028</b>	
<b>ACCESS &amp; USAGE</b>		<b>INFORMATION SERVICE</b>		All Ages	0
Days Open	24	Reference	196	Attendance	0
Hours Open	244				
Library Visits	3,941	<b>REGISTRATION</b>			
		Resident	2,987		
<b>ANCESTRY</b>	2	Non-Resident	1,975		
		Total Registered Borrowers	4,962		
<b>OVERDRIVE</b>	1,373	New Users	48	<b>PRE-RECORDED PROGRAMS</b>	
				Children 0-5 Programs	0
<b>MAKER SPACE</b>	27	<b>INTERLIBRARY LOAN</b>		Attendance	0
		Lending	1,742	Children 6-11 Programs	0
<b>MEETING ROOMS</b>	16	Borrowing	1,239	Attendance	0
				Children 12-18 Programs	0
<b>HOOPLA</b>		<b>VOLUNTEERS</b>		Attendance	0
Checkouts	85	Participants	9	Adult Programs	0
Cost	\$ 181.70	Hours worked	80	Attendance	0
		<b>HOME DELIVERY</b>		All Ages	0
<b>COLLECTION MAINTENANCE</b>		Participants	7	Attendance	0
Books added	91	Items Delivered	58	<b>SELF-DIRECTED PROGRAMS</b>	
Books withdrawn	364			Children 0-5 Programs	1
Audio materials added	6	<b>IN-PERSON PROGRAMS</b>		Attendance	3
Audio materials withdrawn	180	Children 0-5 Programs	4	Children 6-11 Programs	3
Video materials added	29	Attendance	70	Attendance	108
Video materials withdrawn	73	Children 6-11 Programs	5	Children 12-18 Programs	0
Other materials added	0	Attendance	43	Attendance	0
Other materials withdrawn	708	Children 12-18 Programs	2	Adult Programs	2
		Attendance	20	Attendance	120
		Adult Programs	3	All Ages	0
		Attendance	100	Attendance	0

# the American Deposit Management Co.

January 12, 2023

Statement Period:  
December 01, 2022 - December 31, 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](http://www.americandeposits.com)
- Questions on products & services:  
[info@americandeposits.com](mailto: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
3161	Texas Heritage National Bank	\$	10.10
58764	The MINT National Bank	\$	310.75
18344	UBank (TX)	\$	273.39
<b>Ending Balance:</b>			<b>\$ 594.24</b>

## 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 December 01, 2022 and December 31, 2022	Balance
12/31/2022	<b>Balance</b>	\$ 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 December 01, 2022 and December 31, 2022	Balance
12/31/2022	<b>Balance</b>	\$ 55,000.00

*American Deposit Management LLC applied a Deposit Advisory Fee of \$2.10 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 \$13,082,927.03 for a total of \$1,623,437.63.*

*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



FRIENDS OF THE LIBRARY FINANCIAL REPORT

Jan-23

Beginning Balance		\$ 5,782.13
Deposit	\$ 370.50	\$ 6,152.63
Interest	\$ 0.27	\$ 6,152.90
Ending Balance		\$ 6,152.90

**RESOLUTION APPROVING THE SALE OF REAL ESTATE LOCATED AT  
407/409 WEST CENTER STREET, WHITEWATER, WISCONSIN**

**WHEREAS**, the City of Whitewater Library Board is the beneficial owner of the real estate located at 407/409 West Center Street, 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 407/409 West Center Street, Whitewater, Wisconsin for the amount of \$80,000 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.

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Jennifer Motszko, Board of Trustees  
President

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Jaime Weigel, Board of Trustees Secretary

**RESOLUTION APPROVING THE SALE OF REAL ESTATE LOCATED AT  
413 WEST CENTER STREET, WHITEWATER, WISCONSIN**

**WHEREAS**, the City of Whitewater Library Board is the beneficial owner of the real estate located at 413 West Center Street, 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 413 West Center Street, Whitewater, Wisconsin for the amount of \$170,000 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.

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Jennifer Motszko, Board of Trustees  
President

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Jaime Weigel, Board of Trustees Secretary

**RESOLUTION APPROVING THE SALE OF REAL ESTATE LOCATED AT  
414/414A FOREST AVENUE, WHITEWATER, WISCONSIN**

**WHEREAS**, the City of Whitewater Library Board is the beneficial owner of the real estate located at 414/414A 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 414/414A Forest Avenue, Whitewater, Wisconsin for the amount of \$199,000 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.

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Jennifer Motszko, Board of Trustees  
President

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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.
  - Create a dedicated space on our website for our full land acknowledgment statement that includes information and links to local First Nations history, book lists from our collection and current issues for further research and education.

### 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.
  - Provide opportunities for students in the district to visit the library and explore resources.
  - 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.



**I. GENERAL INFORMATION**

1. Name of Library Irvin L. Young Memorial Library		2. Public Library System Bridges Library System			
3a. Head Librarian First Name Stacey	3b. Head Librarian Last Name Lunsford	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 01/31/2027	
6a. Street Address 431 W. Center St.	6b. Mailing Address or PO Box 431 W. Center St.	7. City / Village / Town Whitewater	8a. ZIP 53190	8b. ZIP4 1915	9. County Jefferson
10. Library Phone Number 2624730530	11. Fax Number	12. Library E-mail Address of Director slunsford@whitewater-wi.gov			
13. Library Website URL www.whitewaterlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 14,900	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

**HOURS OF OPERATION**

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	61	0	0
19b. Number of winter weeks	40	0	0
19c. Summer hours open per week	61	0	0
19d. Number of summer weeks	12	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,172	0	0

**PUBLIC SERVICES COVID-19**

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	No
Electronic Library Cards issued during COVID-19	Yes
Reference Service During COVID-19	No
Outside Service During COVID-19	Yes
External Wi-Fi Access Added During COVID-19	No
External Wi-Fi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

**COVID-19 CLOSURES**

Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
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Additional building closure and reopening dates, please describe



**II. LIBRARY COLLECTION**

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	40,449	1,812
2. Electronic Books <i>E-books</i>	174,959	
3. Audio Materials	5,278	121
4. Electronic Audio Materials <i>Downloadable</i>	72,541	
5. Video Materials	10,401	544
6. Electronic Video Materials <i>Downloadable</i>	90	
7. Other Materials Owned <i>Describe games, puzzles, kits, hotspots</i>	704	
8a. Electronic Collections <i>Locally Owned or Leased</i>	0	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	10	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	73	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	27	

**III. LIBRARY SERVICES**

1. Circulation Transactions		c. Circulation of Other Physical Items		2. Interlibrary Loans			
a. Total Circulation	b. Children's Materials	(subset of 1a.)	556	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>		
79,128	22,940			20,448	15,254		
Method for Counting ILL Transactions    Categorized ILL Transactions							
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>			
Integrated Library Systems (ILS)		20,011		15,126			
WISCAT		437		128			
Other (includes OCLC, manual tracking or other methods)		0		0			
3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
2,960	1,950	4,910	No	Actual Count	1,866	Actual Count	46,744
6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count		
21	16	Survey Week(s)	2,106	Did Not Collect			
8. Website Visits	9. Electronic Collection Retrieval						
-1	a. Local	b. Other	c. Statewide	d. Total			
	0	1,704	269	1,973			
10. Uses of Electronic Materials by Users of Your Library							
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials			
8,234	7,919	95	16,248	696			

**In-person Programs and Attendance + Live,  
Virtual Programs and Attendance (not asynchronous views)**

**In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)**

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	85	23	22	21	21	172
Total Attendance	1,056	337	152	184	537	2,266

**In-Person Programs and Program Attendance Annual Count**

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	85	23	22	21	21
Total Attendance	1,056	337	152	184	537
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs	162	10	172		
Total Attendance	2,224	42	2,266		

11i. Describe the library's in-person programs: storytimes, hands-on craft programs, LEGO, Dungeons & Dragons, movie nights, performers, speakers

**Live Views of Virtual Programs and Virtual Program Attendance Annual Count**

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	0	0	0	0	0
Total Live Virtual Attendance	0	0	0	0	0	0
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	0	0	0	0

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs:

**Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count**

	13a. Children (0-5)	13b. Children (6-11)	13c.Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f.Total
Number of Programs	0	0	0	0	1	1
Total Pre-Recorded Program Views	0	0	0	0	2,193	2,193

13g. Which platforms does the library use to host the library's pre-recorded programs: YouTube

13h. Describe the library's pre-recorded programs: Summer Storytellers series with guest readers

**IV. LIBRARY GOVERNANCE**

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
<b>PRESIDENT</b>					
1. Jennifer	Motszko	1036C Hillview #240	Whitewater	53190	jennifer.motszko@gmail.co
2. Sallie	Berndt	832 Tower Hill Dr	Milton	53563	sallieberndt@yahoo.com
3. Brienne	Diebolt-Brown	156 N Fremont St	Whitewater	53190	briennedieboltbrown@gma
4. Jaime	Weigel	216 N Park St	Whitewater	53190	jaimeandjeff@gmail.com
5. Kathy	Retzke	401 S Elizabeth St	Whitewater	53190	kretzke@wwusd.org
6. Alyssa	Orlowski	203 S Main St	Edgerton	53534	aorlowski@wwusd.org
7. Doug	Anderson	311 S Woodland Dr	Whitewater	53190	djbc4@charter.net
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members  
 Include vacancies in this count

7

**V. LIBRARY OPERATING REVENUE**

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Whitewater	\$528,012
<b>Subtotal 1</b>		<b>\$528,012</b>

2. County

a. Home County Appropriation for Library Services	<b>Subtotal 2a</b>	<b>\$56,619</b>
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b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Waukesha	\$4,383		
Dodge	\$0		
Dane	\$3,096		
Rock	\$26,171		
Walworth	\$123,470		
<b>Subtotal 2b</b>			<b>\$157,120</b>

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
Hoopla Grant	\$1,612		
Innovation Grant	\$1,500		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	
<b>Subtotal 3</b>			<b>\$3,112</b>

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount	
5130 ARPA LSTA	\$1,179	
<b>Subtotal 4</b>		<b>\$1,179</b>

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
<b>Subtotal 5</b>			

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$56,424

7. All Other Operating Income

\$23,239

**8. Total Operating Income Add 1 through 7**

**\$825,705**

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$525,061

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes



**X. STAFF**

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$79,830	40.00	Customer Services Specialist	Other	\$14,507	17.00
Assistant Director	MLS (ALA)	\$61,755	40.00	Customer Services Specialist	Other	\$26,447	28.00
Youth Educational Services L	MLS (ALA)	\$50,773	40.00	Customer Services Specialist	Other	\$26,447	28.00
Technical Services Specialist	Other	\$42,122	40.00	Customer Services Specialist	Other	\$27,711	27.00
Technical Services Specialist	Other	\$27,660	26.00	Outreach Services Specialist	Other	\$24,092	20.00
Programming & Makerspace	Librn. no-MLS	\$38,542	40.00	Maintenance	Other	\$8,251	10.00
Customer Services Specialist	Other	\$22,671	24.00				
Customer Services Specialist	Other	\$22,979	28.00				

b. Other Paid Staff *See Instructions*

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)		c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security		
3.00	1.00	4.00	6.20	10.20	

**XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS**

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			33,393
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.		a. Those with a Library	b. Those without a Library
2. Circulation to Nonresidents Living in the Library's County		1,855	7,632
3. Circulation to Nonresidents Living in Another County in the Library System		233	138
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		774	22,437
5. Circulation to All Other Wisconsin Residents		324	6. Circulation to Persons from Out of the State
			0
7. Are the answers to items 1 through 6 based on actual count or survey/sample?  Actual		8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?  No	
		8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County		Circulation	
a. Dodge		3	
b. Dane		1,302	
c. Rock		4,889	
d. Walworth		16,243	
e. Waukesha		138	

**XII. TECHNOLOGY**

1a. Does your library provide wireless Internet access for patrons' mobile devices? Yes		2. Library type of Internet Connection <i>Mark all that apply</i>		3. Is the library <a href="#">CIPA compliant</a> ?	
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such a bookmobile? Yes		No a. State TEACH line		No	
		Yes b. Other broadband connection Local, cable, telco, community network, etc.			

**XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS**

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	4	30	7
Total Self-Directed Activity Participation	11	1,201	23
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	4	5	50
Total Self-Directed Activity Participation	76	283	1,594

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Deana	Rolfsmeyer	DRolfsmeyer@whitewater-wi.gov

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Diane	Jaroch	DJaroch@whitewater-wi.gov

**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

**I CERTIFY THAT**, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee  	Name of President or Designee Print or type  Jennifer Motzko	Date Signed
Library Director / Head Librarian Signature  	Library Director / Head Librarian Print or type  Stacey Lunsford	Date Signed

**STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS**

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County  
  
Jefferson

The Irvin L. Young Memorial Library Board of Trustees hereby states that in 2022 the Bridges Library System  
Name of Public Library Name of Public Library System / Service

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.

*Indicate with an X one of the above statements*

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

**XV. CERTIFICATION**

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Jennifer Motszko	

**COMMENTS****Public Services During COVID-19**

The library was not closed in 2022.--2023-02-09

**Reference Service During COVID-19**

The library was not closed in 2022.--2023-02-09

**Staff Re-Assigned During COVID-19**

No staff were reassigned in 2022 due to COVID-19--2023-02-09

**SECTION\_II****6. Electronic Video Materials (downloadable)**

Change is due to the removal of video content in the Overdrive collection.--2023-02-08



# Irvin L. Young Memorial Library

## Book Clubs Policy

The Irvin L. Young Memorial Library provides support to members of the community who wish to form a book discussion group by coordinating interlibrary loans of requested titles. The staff member tasked with interlibrary loan responsibilities provides the following specific services:

1. Receiving requests for specific titles from the respective book clubs and researching their availability through the Library's consortium database.
2. Requesting multiple copies of titles, collecting them to be distributed on the specific date requested by the book club, checking them out to the book club and maintaining a record of which club member has which copy when possible.
3. Collecting the copies by the specific date on which the books are due to be returned to their owning libraries to ensure that all are returned and sent back.
4. Offering suggestions for alternate titles if an individual book club's choice is not currently available or they request a title suggestion.

Support to local book clubs is subject to state interlibrary loan guidelines:

*Wisconsin ILL Guidelines 2016*  
*Wisconsin Department of Public Instruction*

### *4.6 Limitations to requesting materials.*

*Requesting libraries should train patrons to use their local or shared online catalog. Requests should be placed in the local catalog as a first priority and requested from outside the area if not owned locally. According to the Interlibrary Loan Code for the United States, "Interlibrary loan is intended to complement local collections and is not a substitute for good library collections intended to meet the routine needs of users." The requesting library will limit requests outside of their local catalog for the following items:*

- *Materials on bestseller lists or high demand titles in all formats (e.g.. new media)*
- *Materials which are on order at the requesting library*
- *Materials which are on order within the requesting library's shared automation system or consortium*



## Irvin L. Young Memorial Library

- *Materials which are in use (checked out) within the requesting library's shared automation system or consortium.*
- *Titles that have not yet been published but have prepublication information in verification sources*
- *Old and rare books. Many may be freely available online.*

*Interlibrary loan requests in these situations are made only if special conditions or considerations apply. Borrowing multiple copies of titles for group use (e.g., book clubs) is an exception to the general guidelines of not borrowing what the library owns, but new materials or materials in high demand should never be ordered in multiple copies.*

The following local rules apply:

1. The Library will not provide more than one title per individual book club per month.
2. If a copy is not returned by the specified date, it will be checked out to the library card of the individual who signed it out from the book club and any fines will apply to that individual directly.
3. Copies that are not returned or are damaged will be charged to the individual who signed for that copy. If the book club fails to have individual members sign for copies, a bill will be sent to the book club in care of the person who coordinates the club's requests, pick-ups and/or returns. This will also be the procedure if a book club member does not have their own library card.

**DIRECTOR'S REPORT**  
**February 15, 2023**

**I. ADMINISTRATION**

- a. Ten work orders were submitted in January.
  - i. Requested that the stained glass art piece given in memory of a long-time volunteer be hung in the Community Room.
  - ii. The south side handicapped door button was frozen.
  - iii. Sarah's computer was shutting itself down.
  - iv. The makerspace laptop is not functioning.
  - v. One of the OPACs was responding sluggishly.
  - vi. Someone dumped a box of books and a broken cart outside the staff door; requested it be hauled away.
  - vii. Requested recycling of plastic CD cases
  - viii. The evacuation map in the periodicals are needed to be remounted.
  - ix. A box of duplicate yearbooks to be taken to the basement for storage.
  - x. Our phone service was not allowing patrons to hear us when we answered the phone.

**II. BUDGET**

- i. The budget amendment approved at the February 7 council meeting included an additional \$15,000 to balance the library's operating budget.

**III. PERSONNEL**

- a. None.

**IV. LIBRARY COLLECTION**

- a. None.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. None.

**VI. LIBRARY BOARD RELATIONS**

- a. None.

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

- a. I attended Library Legislative Day on Tuesday, February 7 and met with Sen. Steve Nass regarding library system funding in the upcoming biennial budget.
- b. I will have attended the February 10 Alliance of Public Libraries meeting in Sussex and will report back on anything of note at the meeting.
- c. I attended the annual Cities and Villages Mutual Insurance Company work plan meeting with the rest of the City department heads on Wednesday, February 1.
- d. I will have attended the monthly Whitewater Leads board meeting on Wednesday, February 8. I will be presenting a proposal for the group to fund the book purchases for the teen/tween subscription bag program for those interested kids who don't have library cards.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I attended seven hour-long webinars of the Wild Wisconsin Winter Web Conference on January 25 and 26.

**IX. STRATEGIC PLAN**

- a. This is on the agenda.

**X. CAPITAL CAMPAIGN**

- a. 100 Extraordinary Women will have met on Wednesday, February 8 and the Leadership Committee will have met on Thursday, February 9. If there is anything of note to report on, I will do so at the meeting.

## **Adult Services Report February 2023**

### **Report:**

To date we have had two people check out a Wisconsin State Park Pass.

February is Library Lovers Month and I created a book display to highlight this event, and purchased heart shaped suckers for patrons to take with them. Sarah made buttons for staff to wear this month.

### **Collection Development:**

The adult Spanish materials, including informational pamphlets, have all been moved to the Young Adult area. It is so nice to have all of the Spanish materials together in an area with decent lighting.

A special book display was assembled on the Information Desk in honor of Martin Luther King, Jr. Day.

I assembled four book displays for adults for the month of February.

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

### **Strategic Goals:**

During the 2023 year I will be sharing social media posts from vetted community organizations on our Facebook page.

I created a HappyLight station for patrons to use while in the library.

### **Virtual Meetings/Webinars/Training Sessions Attended:**

January 11: Staff meeting with Stacey and Deana

January 18: Staff meeting with Stacey, Deana, and Sarah

January 18: Library Board Meeting

January 23: Infosec training: Phishing

January 25: Staff meeting with Stacey, Deana, and Sarah

February 1: Staff meeting with Stacey and Sarah

February 8: Staff meeting with Stacey, Deana, and Sarah



## **Youth Educational Services Report February 2023**

### **Upcoming Programs**

February 28<sup>th</sup>: Homeschool Hangout “The Wonder of Physics”.

March 24<sup>th</sup>: Homeschool Hangout Geology presentation by UW-Whitewater Professor Juk Bhattacharrya.

### **Current Projects**

- Weeding in preparation for RFID tagging.
- Seeking input from other libraries about creating Tween collections.
- Summer Reading Program.

### **Completed Projects**

- Previously uncategorized Celebrations books have been categorized and the section has been reorganized alphabetically by celebration. New spine stickers and shelf labels were created.
- All Spanish language materials have been relocated to a visible shelving section in the Young Adult Department, with the exception of the adult Spanish DVDs. This area allows for easy access to children’s, teens, and adult materials, has better lighting, and is overall more inviting.
- The Penworthy STEAM to Go Kits purchased at the end of last year have been cataloged.

### **YAAASSS Bags**

- There were seven requests for February.

### **Scavenger Hunt**

- 48 people participated in the January scavenger hunt.

### **Meetings and Trainings**

January 18<sup>th</sup>: Staff meeting with Diane, Stacey, and Sarah.

January 24<sup>th</sup>: All staff meeting.

January 26<sup>th</sup>: Staff meeting with Diane, Stacey, and Sarah.

## Programming & Makerspace Librarian Report

Sarah French

February 2023

### Programs:

- 1/17: Beaded snowflake take & make craft for kids (57)
- 1/18: Storytime (33)
- 1/19: Maker Club: Perler Beads (22)
- 1/20: Homeschool Hangout (21)
- 1/23: Mindful Mondays Book Club (35)
- 1/24: Local Landmarks at Risk (48)
- 1/25: Storytime (24)
- 1/27: For Teens: Totes & Notes (5)
- 1/31: Dungeons & Dragons (15)
- 2/1: Storytime (25)
- 2/2: Valentine Owl take & make for kids (60)
- 2/6: Spice of the Month take & make for adults (60)

### Upcoming Programs:

- 2/8: Storytime
- 2/9: Maker Club: Valentines
- 2/14: For Teens: Dancing & Donuts
- 2/15: Storytime
- 2/16: Little Makers
- 2/21: Dungeons & Dragons
- 2/22: Storytime
- 2/24: LEGO and a Movie
- 2/27: Mindful Mondays Book Club
- 2/28: Author visit with Joshua Kapfer
- 3/1: Storytime
- 3/6: Spice of the Month Club
- 3/7: For Teens: LGBTQ+ Movie Night
- 3/8: Storytime
- 3/14: Pi and Pie family night

### Makerspace Use:

- 1/10: 3D Printer
- 1/18: Craft supplies
- 1/18: Yarn
- 1/19: Craft supplies
- 1/20: Polymer clay
- 1/21: Valentines
- 1/21: Craft supplies
- 1/23: Valentines
- 1/23: Valentines
- 1/25: Craft supplies
- 1/25: Craft supplies
- 1/26: Crat supplies
- 1/26: VHS to digital
- 1/27: VHS to digital
- 2/1: Craft supplies
- 2/1: Craft supplies
- 2/1: Craft supplies
- 2/1: Craft supplies
- 2/2: Craft supplies
- 2/2: Valentines
- 2/2: VHS to digital
- 2/3: Craft supplies
- 2/4: Valentines
- 2/4: Valentines
- 2/4: VHS to digital
- 2/5: VHS to digital
- 2/5: Craft supplies
- 2/5: Craft supplies
- 2/6: VHS to digital

Makerspace Training Appointments: 3 hours

#### Equipment & Technology:

- 3D printer, Cricut machine, scanner, and digital creation software have not been available for several weeks due to technical issues. Both of the Makerspace laptops are down, and IT has not been able to put the software on a public laptop. We may need to purchase a new laptop for the Makerspace. I have several people waiting to use the 3D printer and the Cricut machine.

Donations: Yarn from patron

#### Other Updates:

- 1/19: Radio interview with Andrea from WCLO about the Itty Bitty Art Show
- I had 85 participants pick up a canvas for the Itty Bitty Art Show, which will be in the large display case during the month of March.
- Small display case for February: Black History Month featuring the topic of Black Resistance in Public Libraries and the history of library segregation. Thanks to Stacy for the idea.
- Large display case for February: Jessica S. (staff) brought in her Beatles collection and we created an “All You Need is Love – and a Library” display.
- Connected with a group working on “pride planning” throughout the community to support LGBTQIA+ folks. I will be attending their meetings and offering library collaboration.

#### Meetings:

- 1/18: Staff meeting
- 1/24: All staff meeting
- 1/24: ALSC PSR Committee
- 1/26: Staff meeting
- 1/30: WLA Intellectual Freedom SIG
- 2/1: Staff meeting
- 2/2: Toured Wisconsin Makers with Chris Spangler

#### Professional Development:

- Infosec phishing course
- Wild WI Winter Web Conference sessions:
  - *A Sustainable Approach – Following the Lead of the Community*
  - *No More Neutral: How to Use Marketing to Position Your Library in Challenging Times*
  - *The “Marketing Funnel” Approach to Customer Engagement*

# Bridges Library System Staff Reports

## February 2023

### Karol Kennedy – Library System Director

**Annual Reports:** I spent many hours answering questions about and reviewing library annual reports. I offered a virtual walk-through of the annual report for any interested directors. I am also offering office hours in February. Directors may drop in anytime with their annual report questions. Reports are due Tuesday, March 1. Several library reports have already been completed. The system annual reports are now due on March 31. This will be on the Bridges board agenda in March.

**Jefferson County Library Contracts:** In November, I prepared and distributed the 2023 contracts to Jefferson County libraries. These were due to the Jefferson County by February 1. All have been successfully completed and submitted.

**Executive Assistant Position:** We are still in the process of hiring someone for this open position. The job was re-posted. Applications were reviewed and interviews were held this week. We hope to have a new person in place by mid-March.

**Library Legislative Day 2023:** WLA noted the event this year had one of the largest turnouts on record. It was reported that 214 were pre-registered. Bridges had 33 in attendance. Thank you to everyone who joined us in Madison on February 7! All attendees are encouraged to send handwritten thank you notes to the legislators and aides we met with.

**Continuing Education:** I attended the several sessions of the Wild Wisconsin Winter Web Conference and the Intellectual Freedom SIG meeting.

### Mellanie Mercier – Automation Coordinator & Assistant Director

**Listserv Changes:** Bridges has about 20 listservs for our libraries to exchange information and ask questions through our ISP (Internet Service Provider) Wiscnet. The software of our current setup is from 2006 running on a server that has been out of support since 2012 and they weren't able to support us adding new lists, so we had started using Office365 distribution lists as an alternative for new lists. They now have had staff time to look at this service and are implementing up-to-date software on a new server. We began the process of setting up the lists in the new software the last week of January and have been working out bugs and setting up the list structure. This change will allow us to update our domain from wcfls.lib.wi.us to lists.bridgeslibrarysystem.org and we are able to update the names of lists to better reflect the use of the lists. The changes will begin being implemented the week of February 6<sup>th</sup>. The new interface for administering the lists is much better than the old that all lists are in one dashboard.

## Laurie Freund – Coordinator of Library Development

**Library Book Repair Workshop (Mar 28):** Back by popular demand, this workshop will provide hands-on training on techniques to extend the shelf life of library books and other print materials. Two sessions are available with limited seating. Go to [this link](#) for more details and registration.

**Privacy & WI Public Libraries online tutorial:** I served on the development team for this on-demand, online tutorial that is now ready and available to library staffs. Wisconsin public library workers now have access to a tutorial covering the basics of privacy and public libraries, with specific attention to Wisconsin laws. The tutorial for front-line staff includes three modules. Each module consists of a short (8-9 minute) video, links to additional reading, and a short comprehension quiz. The goal is to help front-line staff understand the reasons behind privacy policies and laws, as well as learning how to interact effectively with library users about privacy. Additionally, library directors and managers can access a short tutorial with suggestions for working with staff, creating policies, and other administrative tasks related to protecting patron privacy. Those who complete the tutorials will be able to print a certificate of completion. These tutorials were created by UW-Madison's iSchool and are sponsored by Wisconsin Public Library Systems with support from the Wisconsin Department of Public Instruction, with funding from the Institute for Museum and Library Services.

- Privacy and Wisconsin Public Libraries Tutorial for Front-Line Staff: <https://my.nicheacademy.com/ifslib-staff/course/56679>
- Privacy and Wisconsin Public Libraries Tutorial for Managers and Directors: <https://my.nicheacademy.com/ifslib-staff/course/56903>

**Workforce News:** The LAWDS (Libraries Activating Workforce Development Skills) grant project has now ended, but that does not mean public libraries and workforce centers stopped collaborating to help the people who need assistance with needed job-related services and programs. The new project is now called "Library Workforce Connection." Library System representatives and DPI staff will continue to meet monthly to share information and plan any statewide library staff training and other projects.

**Cultural Competence Symposium: Neurodivergence (Feb 28):** Interested library staff members and Job Center partners are invited to register and attend an in-person workshop to better understand the barriers and misconceptions of individuals whose brain differences affect how their brain works (i.e., medical disorders, learning disabilities, autism spectrum, and other conditions). The symposium will be held at Independence First in Milwaukee and is sponsored by the seven-county regional workforce regions of WOW (Waukesha, Ozaukee, Washington Counties), SE (Southeast Wisconsin) and MKE (Milwaukee County). Registration can be found [here](#). Information has been sent to member libraries.

## Angela Meyers – Coordinator of Youth and Inclusive Services.

**Library Memory Project:** In January, we were notified that Bridges Library System and the [Library Memory Project](#) had won a national award from the Family Caregivers Alliance. The Innovations in Alzheimer's Caregiving Awards is given to three organizations across the country, along with a \$20,000 award. We will be recognized at a formal reception in conjunction with the On Aging Conference in

Atlanta, GA in late March. Karol will be attending the reception and giving a presentation about the Library Memory Project on my behalf as I am unable to attend due to a prior commitment. [Read more](#) about the award winners.

In 2022, the Library Memory Project offered 70 memory cafes and had 640 attendees. We also provided an opportunity for participants to bring their close family and friends to the Retzer Nature Center for Family Day. Eighty-nine people participated in the 2022 Family Day.

**Hearing Loop Refresher Training:** I provided [hearing loop](#) refresher training sessions at the following libraries: Oconomowoc, Mukwonago, and Watertown. Hearing loops were installed in several of the member libraries in 2014 and 2015 as part of a LSTA (Library Services and Technology Act) grant. Since then, a couple of other member libraries have added hearing loops to their meeting rooms.

**Youth Services:** Now in its 22<sup>nd</sup> year, the [Kids' Choice Awards](#) is stronger than ever. Kids' Choice is a collaborative program between the system, our member libraries, and local schools. Students in grades 4<sup>th</sup>-6<sup>th</sup> read and vote for their favorite books over a two-week period. Voting is open through February 10 and the winner and runners-up will be announced February 14.

I facilitated a Teen Think Tank meeting at Lake Mills library attended by five libraries. We discussed summer reading, teen advisory boards, and programming.

**Professional Development:** Youth Services Workshop: Compassion Resilience and Year-Round Planning

## Jill Fuller - Marketing & Communications Librarian

**Consulting:** I met with library staff for our first Marketing Meetup of 2023 on January 23 where we discussed plans and ideas for the spring Library Passport program. I did a virtual training with staff from Mukwonago Community Library on how to use LibraryAware, since they are going to start using it for their email communications with patrons. Finally, I reviewed the results of the 2022 marketing survey I sent out to library staffs. The results gave me insight in what was helpful to staff in 2022 and what they need in 2023. For example, 83% of respondents said LibraryAware was very helpful to their work in 2022 and consulting with me was very helpful for 66% of respondents. Email marketing and signage/displays are the top two topics staff are interested in learning more about in 2023. Some of the biggest challenges for staff included lack of time for marketing, needing a marketing plan and style guide, reaching non-users, and expanding on social media.

**Outreach and Advocacy:** On Saturday, January 14, I participated in Waukesha Janboree at the Retzer Nature Center; our "booth" was called "Wild Stories by the Fire." I read children's books about winter at the Center's fire pit for several hours and always had a crowd listening. Everyone had a great time and many families stayed for multiple books before moving on to the next activity. Some families returned several times, so I'm glad I had brought a large stack of books with me! According to Retzer staff, over 400 people attended the event that day. Retzer has already asked us to participate again next year.

I attended Library Legislative Day in Madison on February 7 to speak to my legislators about how library systems benefit public libraries and their communities. I enjoy attending LLD every year and this was no exception.

**Content Creation:** The English-language versions of the Lifelong Learning Campaign materials are done, and the toolkit was sent to member libraries. Library staff can download materials from the toolkit or from our website; besides the downloadable materials, the toolkit includes a marketing plan, sample text, and a letter to local business leaders. The materials were also professionally printed. I am now working on Spanish-language versions. I worked with a graphic designer on a new Bridges Library System brochure; that is finished and has been printed as well.

**Professional Development:** I attended the Wisconsin Winter Web Conference at the end of January. I still have a few more recorded sessions to watch, but from the live ones I attended, I especially liked “A Sustainable Approach: Following the Lead of the Community,” where I learned about the three “E’s” of sustainable libraries and the keynote on Wednesday called “The Future Is Unwritten,” which focused on how libraries offer a model and resources for the collective impact that our communities need for the future.

## **Beth Bechtel – Database Management Librarian**

**Meetings and Library Visits:** In January’s virtual cataloger meetup we discussed matching and merging large print bib records, adding replacement copy information to existing bib records, delays from book vendors, differing editions of study guides, and two new collection codes. Also this month, I visited Town Hall Library to work with the cataloger on how to create new bib records for the CAFÉ catalog when existing ones are not available for import.

**Documentation:** I tested and edited the instructions for importing and cleaning up OverDrive bib records. I updated contact lists for the catalogers and the main users of the Polaris serials module and the Polaris acquisitions module.

**American Girl Dolls:** I standardized and edited American Girl doll information in the CAFÉ catalog to prepare for the new American Girl doll collection at Johnson Creek Library. Those dolls will be joining the Watertown and Fort Atkinson libraries’ existing collections of American Girl dolls available for check out from the CAFÉ catalog.

**Continuing Education:** I attended the online Innovative User Group (IUG) Acquisitions Forum where the discussion included dealing with slow shipments from vendors and tips on finding unneeded acquisitions data in the online catalog. I also attended the Wild Wisconsin Winter Web Conference opening keynote and two sessions about collections--one about audiobooks, the other about nonfiction.