



Board of Trustees Meeting Agenda
Irvin L. Young Memorial Library
Community Room
431 W. Center Street
Whitewater, WI 53190
Monday, March 20, 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/86850014459?pwd=VmFUUU85aHJSTmZKSitKZlZlRWk0UT09>

Meeting ID: 868 5001 4459

Passcode: T7jLnRcY

One tap mobile

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Dial by your location

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+1 386 347 5053 US

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+1 564 217 2000 US

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Meeting ID: 868 5001 4459

Passcode: 50621192

Find your local number: <https://us02web.zoom.us/j/86850014459>

1. Call To Order And Roll Call

2. Consent Agenda

2.I. Approval Of Minutes

Documents:

[MINUTES FEBRUARY 15, 2023 - DRAFT.PDF](#)

2.II. Acknowledgment Of Receipt Of Financial Reports

Documents:

[BALANCE SHEET - FEBRUARY 2023.PDF](#)
[BUILDING EXPENDITURES - FEBRUARY 2023.PDF](#)
[CASH RECEIVED - FEBRUARY 2023.PDF](#)
[OPERATING REVENUES AND EXPENDITURES - FEBRUARY 2023.PDF](#)

2.III. Approval Of Payment Of Invoices

Documents:

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

2.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

[STATISTICS - FEBRUARY 2023.PDF](#)

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

Documents:

[BOARD TREASURER REPORT - FEBRUARY 2023.PDF](#)
[FRIENDS OF THE LIBRARY FINANCIAL REPORT.PDF](#)
[AMERICAN DEPOSIT MANAGEMENT STATEMENT - 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. Friends Of The Library

Review of by-laws

Documents:

[FRIENDS OF THE LIBRARY BY-LAWS.PDF](#)

5. New Business

5.I. Revision Of The Library Programming Policy

Documents:

[POLICY LIBRARY PROGRAMMING - DRAFT REVISION.PDF](#)

5.II. Discussion Of Demco Spaces And Sign Up Software

Documents:

[DISCUSSION OF DEMCO SPACES AND SIGN UP SOFTWARE.PDF](#)

5.III. Approval Of Closing On Friday, April 28 For Staff Development Day

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 - MARCH 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 - MARCH 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 - MARCH 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 - MARCH 2023.PDF](#)

6.V. Board Reports

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

April 17, 2023, 6:30 p.m.

9. Adjournment

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, February 15, 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 6:37 p.m.

Present: Sallie Berndt, Alyssa Orłowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Absent: Doug Anderson, Brienne Diebolt-Brown

Staff: Stacey Lunsford, Diane Jaroch

2. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on January 18, 2023*
- b. Acknowledgment of Receipt of Financial Reports*
- c. Acknowledgment of Payment of Invoices for January 2023*
- d. Acknowledgment of Receipt of Statistical Reports for January 2023*
- e. Acknowledgment of Receipt of Treasurer's Reports*

MSC Retzke/Orłowski to approve the Consent Agenda.

Ayes: Sallie Berndt, Alyssa Orłowski, 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.I RESOLUTION APPROVING THE SALE OF REAL ESTATE LOCATED AT 407/409 WEST CENTER STREET, WHITEWATER, WISCONSIN

MSC Weigel/Berndt to approve the resolution for the sale of real estate located at 407/409 West Center St, Whitewater WI

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

Nays: none

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

MSC Orlowski/Weigel to approve the resolution for the sale of real estate located at 413 West Center St, Whitewater WI

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

Nays: none

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

MSC Retzke/Weigel to approve the resolution for the sale of real estate located at 414/414A Forest Ave, Whitewater WI

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

Nays: none

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

MSC Weigel/Orlowski to approve the 2023 Strategic Plan Activities.

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

Nays: none

5. New Business

5.I. Approval of the 2022 State Annual Report

- Jennifer asked for clarification about public services and reference services offered during COVID-19 (p. 25). Stacey clarified that this question was asking if these services had been impacted as a result of the pandemic.

MSC Retzke/Berndt to approve the 2022 State Annual Report.

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

Nays: none

5. II. Review and Re-Approval of The Book Clubs Policy

- No revisions. Request reapproval.

MSC Orlowski/Retzke to approve the Book Clubs Policy.

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

Nays: none

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

1. Recruitment plan

2. Dissolving the group

- Stacey is currently doing all of the work of the Friends group.
- The board discussed the benefits of continuing or dissolving the group.
- Will vote next month about whether the group should be dissolved. The Friend of the Library's Bylaws will be added in the meeting packet for the board review prior to voting.

6. Staff & Board Reports

6. I. Director's Report ~ see attached

- Stacey shared an incident regarding a patron filming in the library. She said she provided the patron with the library's policy regarding filming. He or she left but logged a complaint with the City.

6. II. Adult Services Report ~attached

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

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

6.V. Board Reports

Trustee Training Week reports

1. Stories and Action - Jennifer

- The main topic of this webinar was about people's motivation behind funding a library.
- Motivating and messaging points were shared in the webinar.
- Libraries are still grappling with the long-term effects of the pandemic on services and how to market in the changing world.

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.

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

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

Ayes: 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 15, 2023

Confirmation of the next meeting on March 20, 2023, at 6:30 p.m.

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.

DRAFT

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 28th: Homeschool Hangout “The Wonder of Physics”.

March 24th: 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 18th: Staff meeting with Diane, Stacey, and Sarah.

January 24th: All staff meeting.

January 26th: 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
- 2/2: 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
- 2/6: 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*

DRAFT

**CITY OF WHITEWATER
BALANCE SHEET
JANUARY 31, 2023**

LIBRARY SPECIAL REVENUE FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>					
220-11100	CASH	235,023.81	(58,739.15)	(58,739.15)	176,284.66
220-11300	INVESTMENTS	32,226.37	32.97	32.97	32,259.34
220-11301	LIBRARY BRD MM-132 732	3,112.04	.00	.00	3,112.04
220-11500	LIBRARY BRD INVESTMENTS CDS	300,594.24	.00	.00	300,594.24
TOTAL ASSETS		570,956.46	(58,706.18)	(58,706.18)	512,250.28
<u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
220-21100	ACCOUNTS PAYABLE	14,936.65	(4,154.03)	(4,154.03)	10,782.62
220-21106	WAGES CLEARING	16,081.64	(16,081.64)	(16,081.64)	.00
220-21670	DEPOSIT-RENTAL UNIT	2,300.00	.00	.00	2,300.00
220-25203	DUE TO OTHER	1,200.00	1,655.05	1,655.05	2,855.05
TOTAL LIABILITIES		34,518.29	(18,580.62)	(18,580.62)	15,937.67
<u>FUND EQUITY</u>					
220-34300	FUND BALANCE	513,601.52	.00	.00	513,601.52
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	(40,125.56)	(40,125.56)	(40,125.56)
BALANCE - CURRENT DATE		.00	(40,125.56)	(40,125.56)	(40,125.56)
TOTAL FUND EQUITY		536,438.17	(40,125.56)	(40,125.56)	496,312.61
TOTAL LIABILITIES AND EQUITY		570,956.46	(58,706.18)	(58,706.18)	512,250.28

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	301.20	301.20	10,465.51	10,164.31	2.9
100-55111-117 LONGEVITY PAY	.00	.00	30.00	30.00	.0
100-55111-118 UNIFORM ALLOWANCES	.00	.00	13.50	13.50	.0
100-55111-150 MEDICARE TAX/CITY SHARE	9.79	9.79	162.82	153.03	6.0
100-55111-151 SOCIAL SECURITY/CITY SHARE	41.85	41.85	696.20	654.35	6.0
100-55111-152 RETIREMENT	42.18	42.18	714.61	672.43	5.9
100-55111-153 HEALTH INSURANCE	52.89	52.89	1,244.90	1,192.01	4.3
100-55111-154 HSA-HRA CONTRIBUTIONS	.00	.00	75.00	75.00	.0
100-55111-155 WORKERS COMPENSATION	22.73	22.73	324.53	301.80	7.0
100-55111-156 LIFE INSURANCE	.19	.19	3.79	3.60	5.0
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221 WATER & SEWER	.00	.00	2,828.00	2,828.00	.0
100-55111-222 ELECTRICITY	.00	.00	11,750.00	11,750.00	.0
100-55111-223 NATURAL GAS	.00	.00	4,500.00	4,500.00	.0
100-55111-244 HVAC	.00	.00	1,250.00	1,250.00	.0
100-55111-245 FACILITY IMPROVEMENTS	.00	.00	3,030.00	3,030.00	.0
100-55111-246 JANITORIAL SERVICES	.00	.00	15,750.00	15,750.00	.0
100-55111-355 REPAIR & SUPPLIES	98.54	98.54	2,020.00	1,921.46	4.9
TOTAL YOUNG LIBRARY BUILDING	569.37	569.37	55,060.86	54,491.49	1.0
TOTAL FUND EXPENDITURES	569.37	569.37	55,060.86	54,491.49	1.0
NET REVENUE OVER EXPENDITURES	(569.37)	(569.37)	(55,060.86)	(54,491.49)	(1.0)

FEBRUARY 2023

	Current Month	Received to Date	Est. FY Rev.	% of Total	NOTES
Fees	\$17.55	\$30.65	\$500.00	6%	
Materials Replacement	\$58.95	\$328.55	\$3,300.00	10%	
County Reimbursements	\$57,987.00	\$58,987.00	\$229,305.00	26%	Dane; Jefferson
Gifts & Grants	\$505.74	\$5,138.37	\$18,650.00	28%	Kiwanis; Bloom
Copywork	\$238.64	\$517.03	\$2,500.00	21%	
SLP Sales	\$0.00	\$0.00	\$100.00	0%	
TRIP	\$84.97	\$84.97	\$0.00		
TOTAL	\$58,892.85	\$65,086.57	\$254,355.00	2%	

GRAND TOTAL	\$0.00	\$0.00	\$0.00	

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55 CONTRACT REVENUE	.00	.00	229,305.00	229,305.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	229,305.00	229,305.00	.0
<u>FINES & FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	129.98	129.98	3,300.00	3,170.02	3.9
220-45320-55 SALES-SUMMER LIBRARY PROGRAM	.00	.00	100.00	100.00	.0
220-45330-55 COPY MACHINE REVENUE	237.80	237.80	2,500.00	2,262.20	9.5
TOTAL FINES & FORFEITURES	367.78	367.78	5,900.00	5,532.22	6.2
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	32.97	32.97	250.00	217.03	13.2
220-48105-55 LIBRARY BOARD INTEREST INCOME	.00	.00	3,000.00	3,000.00	.0
220-48210-55 RENTAL INC-HOUSE-414&414/A	1,700.00	1,700.00	.00	(1,700.00)	.0
220-48500-55 DONATIONS	1,894.30	1,894.30	18,650.00	16,755.70	10.2
220-48600-55 MISC REVENUE	122.75	122.75	500.00	377.25	24.6
TOTAL MISCELLANEOUS REVENUE	3,750.02	3,750.02	22,400.00	18,649.98	16.7
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	.00	470,000.00	470,000.00	.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	106,401.04	106,401.04	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	576,401.04	576,401.04	.0
TOTAL FUND REVENUE	4,117.80	4,117.80	834,006.04	829,888.24	.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2023

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	11,410.40	11,410.40	299,535.60	288,125.20	3.8
220-55110-114 WAGES/PART-TIME	7,614.58	7,614.58	203,273.98	195,659.40	3.8
220-55110-117 LONGEVITY	.00	.00	2,000.00	2,000.00	.0
220-55110-120 EMPLOYEE BENEFITS	14,348.56	14,348.56	213,124.61	198,776.05	6.7
220-55110-218 PROFESSIONAL SERV/CONSULTING	.00	.00	19,583.00	19,583.00	.0
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	259.54	259.54	5,146.77	4,887.23	5.0
220-55110-225 TELECOM/INTERNET/COMMUNICATION	204.65	204.65	7,664.82	7,460.17	2.7
220-55110-227 RENTAL EXPENSES	.00	.00	3,349.16	3,349.16	.0
220-55110-310 OFFICE SUPPLIES	(109.67)	(109.67)	12,120.00	12,229.67	(.9)
220-55110-313 POSTAGE	4.79	4.79	151.50	146.71	3.2
220-55110-319 MATERIAL RECOVERY	151.45	151.45	303.00	151.55	50.0
220-55110-320 SUBSCRIPTIONS/DUES	.00	.00	666.60	666.60	.0
220-55110-321 LIBRARY BOOKS-ADULT	3,349.35	3,349.35	23,924.00	20,574.65	14.0
220-55110-323 LIBRARY BOOKS-JUVENILE	43.15	43.15	5,050.00	5,006.85	.9
220-55110-324 LIBRARY PERIODICALS-ADULT	.00	.00	3,928.00	3,928.00	.0
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	84.98	84.98	10,100.00	10,015.02	.8
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	.00	.00	2,525.00	2,525.00	.0
220-55110-328 MACHINE READABLE-ADULT	.00	.00	2,674.00	2,674.00	.0
220-55110-330 TRAVEL EXPENSES	63.88	63.88	2,020.00	1,956.12	3.2
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	.00	.00	1,010.00	1,010.00	.0
220-55110-337 LIBRARY BUILDING PROJECT EXP	6,584.00	6,584.00	.00	(6,584.00)	.0
220-55110-341 PROGRAM SUPPLIES-ADULT	150.00	150.00	6,060.00	5,910.00	2.5
220-55110-342 PROGRAM SUPPLIES-JUVENILE	23.31	23.31	6,060.00	6,036.69	.4
220-55110-343 MISC SUPPLIES-ADULT	.00	.00	101.00	101.00	.0
220-55110-346 SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-348 SALES TAX EXPENSE	12.40	12.40	.00	(12.40)	.0
220-55110-350 CONTINGENCIES	47.99	47.99	505.00	457.01	9.5
220-55110-810 CAPITAL EQUIPMENT	.00	.00	3,030.00	3,030.00	.0
TOTAL LIBRARY	44,243.36	44,243.36	834,006.04	789,762.68	5.3
TOTAL FUND EXPENDITURES	44,243.36	44,243.36	834,006.04	789,762.68	5.3
NET REVENUE OVER EXPENDITURES	(40,125.56)	(40,125.56)	.00	40,125.56	.0

INVOICES**FEBRUARY 2023**

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Midwest Tape	503288034	\$ 44.99
Audiovisual-adult	Midwest Tape	503288033	\$ 63.99
Audiovisual-adult	Hoopla	503311820	\$ 170.01
Audiovisual-adult	Midwest Tape	503319961	\$ 63.99
Audiovisual-adult	Midwest Tape	503319962	\$ 39.99
Audiovisual-adult	MicroMarketing	913180	\$ 107.23
Audiovisual-adult	Midwest Tape	503351225	\$ 9.99
Audiovisual-adult	Midwest Tape	503351224	\$ 63.99
Audiovisual-adult	Midwest Tape	503420353	\$ 34.99
Audiovisual-adult	Baker & Taylor	n/a	\$ 31.66
Audiovisual-adult	Baker & Taylor	n/a	\$ 186.69
Audiovisual-adult	Amazon	n/a	\$ 58.87
Audiovisual-adult	Baker & Taylor	n/a	\$ 56.96
			\$ 933.35
Audiovisual-juvenile	Midwest Tape	503288036	\$ 21.73
Audiovisual-juvenile	Midwest Tape	503319964	\$ 162.94
Audiovisual-juvenile	Midwest Tape	503398536	\$ 26.24
Audiovisual-juvenile	Amazon	n/a	\$ 24.43
Audiovisual-juvenile	Tonies	n/a	\$ 567.53
			\$ 802.87
Books-adult	Hoopla	503311820	\$ 35.67
Books-adult	Amazon	n/a	\$ 22.41
Books-adult	Baker & Taylor	n/a	\$ 323.86
Books-adult	Ingram	74224917	\$ 37.06
Books-adult	Baker & Taylor	n/a	\$ 194.14
Books-adult	Ingram	74417510	\$ 36.09
Books-adult	Ingram	74468938	\$ 18.21
Books-adult	Baker & Taylor	n/a	\$ 334.53
Books-adult	Baker & Taylor	n/a	\$ 551.92
			\$ 1,553.89
Books-juvenile	Books4School	146791	\$ 43.15
Books-juvenile	Scholastic	46191524	\$ 34.18
Books-juvenile	Baker & Taylor	n/a	\$ 3.81
Books-juvenile	Ingram	74224918	\$ 44.60
Books-juvenile	Ingram	74283832	\$ 193.57
Books-juvenile	Ingram	74283833	\$ 4.56
Books-juvenile	Ingram	n/a	\$ 182.79
Books-juvenile	Ingram	74468939	\$ 60.08
Books-juvenile	Ingram	n/a	\$ 399.78
Books-juvenile	Baker & Taylor	2037314269	\$ 10.17
			\$ 976.69

INVOICES**FEBRUARY 2023**

Category	Claimant	Invoice #	Amount
Contingency	Karl Junginger Memorial Library	20230201	\$ 14.96
Contingency	Dwight Foster Public Library	20230201	\$ 16.99
			\$ 31.95
Library Building Project	The Sweeney Group	Jan-23	\$ 5,602.00
			\$ 5,602.00
Material recovery	Unique	6109405	\$ 46.60
			\$ 46.60
Office supplies	Demco	n/a	\$ 98.94
Office supplies	Amazon	n/a	\$ (20.35)
Office supplies	Showcases	325601	\$ 36.00
Office supplies	CCI Solutions	11085966	\$ 24.89
Office supplies	Demco	n/a	\$ 128.00
Office supplies	Amazon	n/a	\$ 80.48
Office supplies	CCI Solutions	11086381	\$ 46.78
Office supplies	Azuradisc	INV527455	\$ 176.00
Office supplies	Venmill	13245	\$ 266.00
Office supplies	Amazon	n/a	\$ 79.66
Office supplies	Amazon	n/a	\$ (7.79)
Office supplies	Azuradisc	n/a	\$ (80.65)
Office supplies	Microsoft	n/a	\$ 1.04
Office supplies	Amazon	n/a	\$ 31.14
Office supplies	Amazon	n/a	\$ 62.99
Office supplies	Amazon	n/a	\$ 11.95
Office supplies	Amazon	n/a	\$ 108.42
Office supplies	Shred-It	8003188604	\$ 83.05
			\$ 1,126.55
Periodicals-adult	Janesville Gazette	n/a	\$ 27.73
Periodicals-adult	Milwaukee Journal Sentinel	n/a	\$ 78.00
			\$ 105.73
Program supplies-adult	Walmart	n/a	\$ 5.88
Program supplies-adult	Amazon	n/a	\$ 31.47
Program supplies-adult	Oriental Trading Company	722883004	\$ 49.95
Program supplies-adult	Amazon	n/a	\$ 157.95
Program supplies-adult	Walmart	n/a	\$ 106.11
Program supplies-adult	Walmart	n/a	\$ 10.70
			\$ 362.06

INVOICES
FEBRUARY 2023

Category	Claimant	Invoice #	Amount
Program supplies-juvenile	University of Wisconsin Foundation	1	\$ 55.00
Program supplies-juvenile	Amazon	n/a	\$ 19.69
Program supplies-juvenile	Amazon	n/a	\$ 126.59
Program supplies-juvenile	Amazon	n/a	\$ 41.46
Program supplies-juvenile	Amazon	n/a	\$ 19.69
			\$ 262.43
Travel	El Jimador	n/a	\$ 14.61
			\$ 14.61
		GRAND TOTAL	\$ 11,818.73

FEBRUARY 2023

		City of Whitewater	3,391		
Jefferson County				Dodge County	
City	125			City	0
Rural	520			Rural	0
TOTAL	645			TOTAL	0
Rock County				Waukesha County	
City	25			City	19
Rural	436			Rural	8
TOTAL	461			TOTAL	27
Walworth County					
City	20			Other Counties	
Rural	1,260				24
TOTAL	1,280			Out of State	0
Dane County					
City	1			Total Nonresident	2,494
Rural	80				
TOTAL	81				
				TOTAL	5,885
	ADULT	4,025	CHILDREN	1,860	
ACCESS & USAGE		INFORMATION SERVICE		All Ages	1
Days Open	24	Reference	204	Attendance	15
Hours Open	229.50				
Library Visits	3,743	REGISTRATION			
		Resident	3,018		
ANCESTRY	29	Non-Resident	1,730		
		Total Registered Borrowers	4,748		
OVERDRIVE	1,252	New Users	46	PRE-RECORDED PROGRAMS	
				Children 0-5 Programs	0
MAKER SPACE	16	INTERLIBRARY LOAN		Attendance	0
		Lending	1,607	Children 6-11 Programs	0
MEETING ROOMS	22	Borrowing	969	Attendance	0
				Children 12-18 Programs	0
HOOPLA		VOLUNTEERS		Attendance	0
Checkouts	90	Participants	5	Adult Programs	0
Cost	\$ 205.68	Hours worked	39	Attendance	0
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	8	Attendance	0
Books added	174	Items Delivered	88	SELF-DIRECTED PROGRAMS	
Books withdrawn	1,027			Children 0-5 Programs	0
Audio materials added	19	IN-PERSON PROGRAMS		Attendance	0
Audio materials withdrawn	229	Children 0-5 Programs	3	Children 6-11 Programs	1
Video materials added	29	Attendance	82	Attendance	60
Video materials withdrawn	74	Children 6-11 Programs	2	Children 12-18 Programs	0
Other materials added	0	Attendance	26	Attendance	0
Other materials withdrawn	17	Children 12-18 Programs	2	Adult Programs	1
		Attendance	20	Attendance	60
		Adult Programs	2	All Ages	0
		Attendance	33	Attendance	0

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

Feb-23

Beginning Balance		\$ 6,152.90
Deposit	\$ 146.50	\$ 6,299.40
Check #4009	\$ 4,625.00	\$ 1,674.40
AmazonSmile	\$ 28.92	\$ 1,703.32
Interest	\$ 0.07	\$ 1,703.39
Ending Balance		1703.39

the American Deposit Management Co.

February 15, 2023

Statement Period:
January 01, 2023 - January 31, 2023

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
3161	Texas Heritage National Bank	\$	10.10
58764	The MINT National Bank	\$	310.75
18344	UBank (TX)	\$	273.39
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 January 01, 2023 and January 31, 2023	Balance
01/31/2023	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 January 01, 2023 and January 31, 2023	Balance
01/31/2023	Balance	\$ 55,000.00

**THE FRIENDS OF THE WHITEWATER PUBLIC LIBRARY, INC.
BYLAWS**

ARTICLE I – NAME

Section 1. The name of this corporation shall be The Friends of the Whitewater Public Library, Inc., hereinafter referred to as the Friends (“Friends”).

Section 2. The headquarters of the Friends is located at the Irvin L. Young Memorial Library, 431 W Center St, Whitewater WI 53190.

ARTICLE II – PURPOSE

Section 1. The purpose of the Friends shall be to maintain a nonprofit organization of interested persons to advance and encourage appreciation, understanding, enjoyment, and public use of the educational and cultural facilities at the library, and to cooperate, when appropriate, with other groups to improve the cultural activities of the community.

Section 2. The Friends shall work in conjunction with the trustees and staff of the library to achieve these ends, to acquaint the community with the needs of the library, and to help improve their facilities.

Section 3. The Friends shall operate in full compliance with IRS Code Section 501 (c) (3) and Chapter 181 of the Wisconsin Statutes.

ARTICLE III – MEMBERSHIP

Section 1. Any person or organization who supports the purposes of the Friends may become a member of the Friends by the payment of annual dues in effect at the time. Members are known as Friends.

Section 2. The dues schedule shall be approved by vote of the Friends at its annual meeting.

Section 3. Each member and organizational representative shall be entitled to cast one vote on all matters which come before a meeting of the Friends.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. The management of the Friends shall be vested in a board of directors (“the board”) consisting of at least 5 but not more than 10 members, including the officers.

Section 2. The management as defined in Article IV, Section 1 will serve as the Executive Planning Team to determine and oversee projects and programs that will increase fundraising for the Friends as well as provide public awareness about the importance of the library and of the Friends.

Section 3. The term of directors is three consecutive years. They are eligible for reelection for one additional term and then must wait one year before being considered for a new term.

Section 4. One-third of the directors shall be elected by the Friends each year at the annual meeting to replace those directors whose terms are expiring in that year.

Section 5. The officers of the Friends shall be a president, vice president, treasurer, secretary, each being a board member.

Section 6. The term of the president, vice president and other officers is one year; however, they may continue to serve, if reelected, for an additional term.

Section 7. The president shall appoint a nominating committee chairperson who shall be either a director or a Friend from the general membership. He/she shall appoint at least three Friends to serve on this committee. Included in the committee must be a member from the preceding year. The committee shall present a slate of nominees for election as officers and directors at the annual meeting of the Friends. Election requires a majority vote by those present.

Section 8. When a vacancy occurs among the officers, the nominating committee shall present for nomination one or more names of current Friends to fill the unexpired term to the board. Vacancies shall be filled by a majority vote of directors at any duly constituted meeting of the board.

Section 9. Vacancies among the directors may be left open until the next annual meeting, or may be filled at any regular board meeting by a vote of the majority. Directors so elected serve until the next annual meeting, when they could stand for election to a full term as outlined in Section 3 above.

Section 10. Removal Procedure. A board member or officer may be removed for cause by vote of two-thirds of the board members attending a regularly scheduled meeting where the item had been placed on the written agenda distributed at least two weeks prior to the meeting.

ARTICLE V – DUTIES OF THE OFFICERS

Section 1. The president shall preside at all meetings of the Friends and of the board and appoint standing committees (membership, program, public relations, etc.) and the chairpersons thereof. The president is an ex officio member of all committees, except the nominating committee.

Section 2. The vice president shall, in the absence or disability of the president, perform all the functions of the president with the exception of the duty of signing checks during such absence or disability.

Section 3. The treasurer shall be responsible for handling all monies of the Friends and shall keep appropriate and accurate records. The treasurer shall be responsible for signing checks. A financial report shall be presented at all meetings of the board and at the annual meeting of the Friends.

Section 4. The secretary shall keep a record of all meetings of the board and of the Friends. The secretary shall distribute a draft of the minutes prior to each meeting, and record for the permanent record any corrections made at the time of acceptance. At the end of each year, the secretary shall provide a complete set of the official minutes to the Friends Office for long-term retention.

ARTICLE VI –MEETINGS

Section 1. The annual meeting of the Friends shall be held once a year, at a time and place determined by the board. Action on motions shall be decided by a vote of a majority of those present. Notices of meetings shall be sent two weeks in advance of the date thereof.

Section 2. Special meetings of the Friends may be called by the president or the board or upon written request of five members. The notice shall be sent at least two weeks prior to the date of the meeting. The business to be discussed shall be stated in the notification to all Friends members.

Section 3. Regular meetings of the board of directors shall take place at least two times a year. Four (4) board members shall constitute a quorum, and motions shall be carried by a vote of the majority. Notices shall be sent to board members at least one week before the meeting. Special board meetings may be called by the president with at least forty-eight hours notice to board members.

Section 4. The director of the library will be invited to participate in board meetings on a non-voting basis. Other library staff members may be invited to participate in board meetings on a non-voting basis.

ARTICLE VII – FISCAL PERIOD

Section 1. The fiscal year of the Friends shall start on January 1 and end on December 31.

ARTICLE VIII – CONFLICT OF INTEREST

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the Friends. Where conflict of interest may be thought to exist for a board member, the member shall inform the Board and abstain from any inappropriate participation in the matter.

ARTICLE IX – AMENDMENTS TO BYLAWS

Section 1. These bylaws may be amended, in whole or in part, by two-thirds vote of those present at a meeting of the Friends provided that the meeting notice contains specific notice of Intention and that a summary of proposed change/changes is included.

ARTICLE X – PARLIMENTARY PROCEDURE

When any formality beyond the ordinary courtesies of joint action is required, Roberts Rules of Order (most recent edition) shall govern the proceedings.

ARTICLE XI – DISSOLUTION

Upon the dissolution of the organization, assets shall be distributed for tax exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, to the Irvin L. Young Memorial Library.



Irvin L. Young Memorial Library

LIBRARY PROGRAMMING AND EVENTS POLICY

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Programming is an integral component of library service that:

- Expands the library's role and visibility in the community
- Introduces the public to the library's facility, materials, and services
- Provides opportunities for lifelong learning, the exchange of ideas, and entertainment

The following criteria are used in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Quality of presentation
- Presenter background and qualifications in content area
- Budget
- Historical, educational or cultural significance
- Connection to other community programs, exhibitions, or events
- Relation to library collections, resources, or exhibits

Library programs are offered as availability of staff, funds, and other resources allow.

The library's commitment to open access to information and ideas extends to library programming and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants and program topics, speakers and resources are not excluded from programs because of possible controversy. Library-sponsored programs are open to the public and free of charge. Registration may be required for planning purposes or when space is limited. A fee may be charged for materials or other out-of-pocket costs for certain types of programs. At the discretion of the Library Director, the sale of books, DVDs or CDs by an author or performer may be allowed as part of the program. Programs may be held on or off-site.

The library reserves the right to:

- Limit attendance at events due to space considerations and based on the nature of the program
- Set appropriate age limits for programs
- Cancel or postpone a program due to unforeseen circumstances

Approved 10/22



Irvin L. Young Memorial Library

- Deny attendance to anyone who is disruptive or who violates any of the applicable library policies.
- ~~Adult supervision is required~~ **Require adult supervision** at all programs involving youth **under the age of four**, in accordance with the library's [Unattended Child](#) policy, unless otherwise stated by the program facilitator. The policy states:

Children from birth through age 6 must have a parent/caregiver in the immediate vicinity of the child. The assigned caregiver must be at least 12 years old and must carry emergency contact information. An exception would be children ages 4 and 5 attending a story time or other library program without a parent/caregiver in the room. However, the parent/caregiver must remain in the library building and immediately join the child at the end of the program.

- ~~Require that only adults who are accompanying a child are allowed to attend programs intended for children.~~

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The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, they should first address the concern with the library staff member in charge of the program. Patrons who wish to continue their request for review of library programs may submit the Request for Reconsideration form. Requests for review of programs will be considered in the same manner as requests for reconsideration of library materials as outlined in the Library's [Collection Development](#) policy.

Program participants should expect that photographs and/or videos may be taken at library-sponsored programs and may be used in the library's marketing materials, including, but not limited to, social media and websites, in accordance with the Library's [Photography, Filming and Videography](#) policy.

The library assumes no responsibility for loss or damage to personal property at any library event.



Irvin L. Young Memorial Library

March 20, 2023 Library Board Meeting

Discussion of Demco Spaces and Sign Up Software

The current Microsoft 365 calendar feature is not designed for scheduling meeting rooms. We have been using it for many years and it has become less well-suited to our purposes as MS has made changes in their software. Demco offers two software products, Spaces, for scheduling meeting spaces and Sign Up, for registering for events, that are designed specifically for library usage. We have done trial demonstrations of several products and this one is the easiest to use and manage. The cost for each product is \$940 per year with a \$460 one-time cost for implementation. Demco suggests planning a 5% increase in cost for each budget year.

As we move towards the expansion of the library and the addition of four meeting rooms, we need to consider how we will manage these spaces. Discussion about the impact on the library's budget is needed at this time.

DIRECTOR'S REPORT

March 20, 2023

I. ADMINISTRATION

- a. One work order was submitted in February.
 - i. Staff member was having difficulty with online staff email application.

II. BUDGET

- a. None.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. None.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I gave a tour of the library to Rep. Ellen Schutt on Friday, March 3.
- b. I gave an interview to the Whitewater Register about the LGBTQ Teen Movie Night on Monday, March 13.
- c. Sarah and I each received a personal call from Gov. Evers thanking us for holding the LGBTQ+ teen movie night and not being intimidated into canceling it.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I attended the Alliance of Public Libraries (APL) meeting and the CAFÉ Council meeting on Friday, March 10. We discussed additional costs for adding a discovery layer to our CAFÉ catalog. Several library directors (including me) talked about how all the technology costs are eating into our budgets and we do not receive more money from our municipalities to offset these costs, often because of levy limits. The least expensive discovery layer option, which is also the worst looking, would be \$557 for us each year. The option that our staff liked the best would be \$1,114 for us each year. We would also expect a 3-5% increase in cost each year. The upgraded CAFÉ app is targeted to go live on May 1st. Many of the upgrades have to do with each individual library being able to make updates to their own version of the app and the ability for patrons to opt-in to push notifications about programs.
- b. I am attending the last part of the City's strategic planning process on Thursday, March 16. Diane attended the first part on Wednesday, March 8 while I was in meetings for the capital campaign.

VIII. PROFESSIONAL DEVELOPMENT

- a. I watched a one-hour webinar on Finding the Governance Solution: The Role of Government and Elected Officials at the direction of the City Manager in preparation for a joint meeting of city department heads and the Common Council later this month.

IX. STRATEGIC PLAN

- a. We had the first of our LGBTQ youth events on Tuesday, March 7.

X. CAPITAL CAMPAIGN

- a. I will be updating the Common Council at their meeting on Tuesday, March 21 on our fundraising thus far.

Adult Services Report March 2023

Report:

To date we have had four people check out a Wisconsin State Park Pass. The "Check Out Wisconsin's State Parks" program has been extended until December 31st. Libraries who have remaining passes may continue to check them out. I have advertised the program on our social media outlets, and since doing so two people have come in to check out a pass. Now that the weather is getting warmer I imagine we will have more interest in the program.

Collection Development:

The nonfiction books from the Wisconsin Collection have been moved out of the Spacesaver storage area and now live where the children's Spanish books were previously housed. Suzanne created an attractive display to help draw attention to this collection. They have been circulating well.

I assembled three book displays for adults for the month of March.

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

Virtual Meetings/Webinars/Training Sessions Attended:

February 14: Acquisitions Module training with Stacey and Deana

February 15: Staff meeting with Stacey, Deana, and Sarah

February 15: Library Board meeting

February 20: Infosec training: Travel

February 21: All staff meeting

February 22: Staff meeting with Stacey, Deana, and Sarah

March 01: Staff meeting with Stacey, Deana, and Sarah

March 03: RFID planning meeting

March 08: Staff meeting with Stacey, Deana, and Sarah

March 08: City Strategic Planning session

March 10: Bloodborne Pathogens V2 training

March 15: Staff meeting with Stacey, Deana, and Sarah

Youth Educational Services Report March 2023

Upcoming Programs

March 24th: Homeschool Hangout geology presentation by UW-Whitewater Professor Juk Bhattacharyya.

Current Projects

- Weeding in preparation for RFID
- Creating an affirming space for LGBTQIA youth
- Summer Reading Program

February Homeschool Hangout

UW-Madison treated our homeschool families to several fun and informative physics demonstrations through their outreach program, The Wonders of Physics. The program was presented by none other than Haddie McLean, former meteorologist for Channel 3000. The fire tornado demonstration was particularly entertaining.

ESL Class Visit

Sarah and I met with Jorge Islas to discuss a library tour for his ESL class. The tour will take place in April and will be followed by activities in the Community Room.

Tonieboxes

I am in the process of adding Tonieboxes to our children's collection. Tonieboxes are small speakers that connect with characters (Tonies) to play children's songs and stories. If you are interested, you can learn more about them here: <https://us.tonies.com/>

Meetings and Trainings

March 1st: Staff meeting with Stacey, Diane, and Sarah

March 3rd: RFID Training

March 6th: Meeting with Stacey, Sarah, and WWPD

March 8th: Staff meeting with Stacey, Diane, and Sarah

Programming & Makerspace Librarian Report
Sarah French
March 2023

Programs:

- 2/8: Storytime (30)
- 2/9: Maker Club: Valentines (11)
- 2/14: For Teens: Dancing & Donuts (5)
- 2/15: Storytime (27)
- 2/21: Dungeons & Dragons
- 2/24: LEGO and a Movie (15)
- 2/27: Mindful Monday Book Club (25)
- 2/28: Joshua Kapfer Author Visit (8)
- 3/1: Storytime (21)
- 3/6: Spice of the Month: Fenugreek (58)
- 3/7: For Teens: LGBTQ+ Movie Night (67)
- 3/8: Storytime (32)
- 3/13: Dungeons & Dragons (9)
- 3/14: Pi and Pie Day (28)

Upcoming Programs:

- 3/16: Little Makers
- 3/20: Youth Art Month take/make kits
- 3/21: Reflect & Realign Journaling Workshop
- 3/22: Boost Your Budget with the ADRC of Walworth County
- 3/23: Maker Club
- 3/27: Mindful Mondays Book Club
- 4/3: Spring take/make for kids
- 4/4: Let's Talk Tomatoes with Ruth Flescher
- 4/5-5/17: Storytime
- 4/6: Tabling at UWW Wellness Fair
- 4/11: Dungeons & Dragons
- 4/12: Tabling at 4K Registration
- 4/13: Little Makers
- 4/14: Fiber Friday

Makerspace Use:

- 2/8: Craft supplies
- 2/9: VHS to digital
- 2/11: Valentines
- 2/11: Craft supplies
- 2/13: Craft supplies
- 2/13: Valentines
- 2/14: Craft supplies
- 2/15: VHS to digital
- 2/23: Craft supplies
- 2/28: Craft supplies
- 2/28: Accuquilt
- 3/1: Craft supplies

- 3/2: Craft supplies
- 3/7: Craft supplies
- 3/13: Craft supplies
- 3/13: Craft supplies

Makerspace Training Appointments: .75 hours

Equipment & Technology:

- We now have an additional VHS-to-digital converter to be circulated outside of the library. This was a patron request, and will expand this popular service.
- We purchased two new computers to run the Makerspace equipment.

Donations:

- Art book from patron
- Small canvases from patron
- Paper from patron

Other Updates:

- Provided take & make kits for the Cabin Fever Women's Day program at Seniors in the Park (26)
- We received 3 backpacks from NASA at the Library. They include a telescope, books, and more. They also sent us 2 tactile/Braille books about Earth.
- 62 people returned canvases for the Itty Bitty Art Show, which is in the large display case for the month of March.
- Put up a collaborative sticker mural in the Makerspace

Meetings:

- 2/8: Staff meeting
- 2/15: Staff meeting
- 2/27: Met with Latinos Unidos UWW student org
- 3/1: Staff meeting
- 3/1: Met with Jorge Islas Martinez and Deana
- 3/2: Met with community Pride planning group
- 3/6: Met with Chief Meyer, Stacey, and Deana
- 3/8: Staff meeting

Professional Development:

- Infosec Travel Security
- Immigration Law presentation by Christopher & DeLeon Law Office