



Board of Trustees Meeting Agenda
Irvin L. Young Memorial Library
Community Room
431 W. Center Street
Whitewater, WI 53190
Monday, May 15, 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/88461519227?pwd=M0RORXRaZ2srb2Y5bDZ5NG1WMU5OUT09>

Meeting ID: 884 6151 9227

Passcode: pUG0RzRK

One tap mobile

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Passcode: 47488496

Find your local number: <https://us02web.zoom.us/u/kr1uW01c>

1. Call To Order And Roll Call
2. Election Of Officers
Nomination Slate:

President - Jennifer Motszko

Vice-President - Doug Anderson

Secretary - Brienne Brown

Treasurer - Kathy Retzke

3. Consent Agenda

3.I. Approval Of Minutes

Documents:

[MINUTES APRIL 17, 2023-DRAFT.PDF](#)

3.II. Acknowledgment Of Receipt Of Financial Reports

Documents:

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

3.III. Approval Of Payment Of Invoices

Documents:

[INVOICES - APRIL 2023.PDF](#)

3.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

[STATISTICS - APRIL 2023.PDF](#)

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

Documents:

[AMERICAN DEPOSIT MANAGEMENT - MARCH 2023.PDF](#)
[BOARD TREASURER REPORT - APRIL 2023.PDF](#)
[FRIENDS OF THE LIBRARY FINANCIAL REPORT.PDF](#)

4. Approval Of Minutes Of The April 19, 2023 Board Development Committee Meeting

Documents:

[BOARD DEVELOPMENT COMMITTEE MINUTES - APRIL 19, 2023.PDF](#)

5. 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.

6. Old Business

6.I. Library Building Project

1. Update on the capital campaign

6.II. Review And Revision Of The Meeting Rooms Policy

Documents:

[POLICY MEETING ROOMS- DRAFT REVISION.PDF](#)

7. New Business

7.I. Discussion On Staff Development Day Training

8. Staff & Board Reports

8.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 - MAY 2023.PDF](#)

8.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 - MAY 2023.PDF](#)

8.III. Youth Educational Services Report

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

Documents:

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

8.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 - MAY 2023.PDF](#)

8.V. Bridges Library System Staff Report

Documents:

[BRIDGES LIBRARY SYSTEM STAFF REPORTS - MAY 2023.PDF](#)

9. Board Reports

Report on Multicultural Heritage Showcase participation - Jaime Weigel and Sallie Berndt

10. Board Member Requests For Future Agenda Items

11. Confirmation Of Next Meeting

June 19, 2023, 6:30 p.m.

12. 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, April 17, 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 6:33 p.m.

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

Absent: Jaime Weigel

Staff: Stacey Lunsford, Diane Jaroch

2. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on March 20, 2023*
- b. Acknowledgment of Receipt of Financial Reports*
- c. Acknowledgment of Payment of Invoices for March 2023*
- d. Acknowledgment of Receipt of Statistical Reports for March 2023*
- e. Acknowledgment of Receipt of Treasurer's Reports*

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

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

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 Follow-Up on Demco Spaces and Sign Up Software

- Stacey met with city manager to discuss budget. They discussed a better way to reserve rooms. John suggested having one uniform platform city wide. Discussed with IT person, RecDesk will be the program tested.

5. New Business

5.I. Discussion of Board Officer Orientation

- Requested by Motszko
- Ideas for onboarding new members/officer positions
 - Understanding the roles of president and secretary
- Possibility of recruiting people earlier - Fall
- Discussed in person vs. virtual attendance and time of day
 - Board discussed various time options and pros of having a hybrid option for meetings.
 - Discussion about possible meeting times.
 - We plan to revisit this on our August agenda.

5. II. Review of Suggested Revisions to The Meeting Rooms Policy

- Recommend discussion of changes to the current policy. There are some suggested changes but also some areas that perhaps no longer serve our mission and input from the board is required on what changes need to be made, if any. Those areas are highlighted without suggested language changes.
- Board agreed with Stacey's changes and will revisit the section on exclusions.

MSC Anderson/Diebolt-Brown to approve suggested revisions to the meeting rooms policy.

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

Nays: None

5. III. Discussion of Representation at The May 6 Multicultural Event at Whitewater High School

- An ESL teacher from the middle school contacted us about having a table with book displays and signing people up for library cards at this event. No staff are available to do this. If any trustees are willing to do this, we can discuss the logistics.
- 3-4 trustees willing to help with this event.

- People interested in signing up for library cards need to have a Photo ID with address on it. They could also get a temporary library card if they don't have that information available at the time.
- There is a rolling tote of the materials that will be ready to use on May 5th.

6. Staff & Board Reports

6. I. Director's Report ~ see attached

- Stacey discussed 100 Extraordinary Women event. 120 women signed up! Goal has been exceeded. Stacey will be speaking about the building project at the event.
- A community member wants to take the leadership role for Friends of the Library!
- The Alliance of Public Libraries meeting - discussed in great depth all the databases that are paid for and looking at purchasing software to make the catalog more user friendly. Trying 3 different products.
- One of Stacey's book reviews is in Library Reads this month and Family Tree magazine featured Irvin L. Young Memorial Library about newspaper digitization!

6. II. Adult Services Report ~ see attached

- Diane shared that there are still some park passes left, and that five people checked them out this month.

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

- Positive feedback from UWW Employee Wellness Fair

6.V. Board Reports

- a. Kathy Retzke reported money from CDS was moved into the money market account. Whitewater Community Foundation is collecting the funds for the Capital Campaign and will be investing them for the library.

7. Board Request for Future Agenda Items

- a. Current status of Capital Campaign will be discussed at the May Library Board Meeting.

Comments in the Chat Box:

- None

8. Adjournment

Confirmation of the next meeting on May 15, 2023, at 6:30 p.m. Adjourned at 7:26 p.m.

Minutes respectfully submitted by Alyssa Orlowski on April 17, 2023.

DIRECTOR'S REPORT

April 17, 2023

I. ADMINISTRATION

- a. Five work orders were submitted in March.
 - i. Two lightbulbs needed to be replaced.
 - ii. Several staff members had printer driver issues on their computers.
 - iii. The staff entrance lock needed repair.
 - iv. Tables needed to be taken down in the Community Room for a program.

II. BUDGET

- a. I discussed the budget with the City Manager at our monthly meeting. Staff members and I are continuing to do our 360 review of the budget.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. RFID tagging has commenced. We have started in the adult fiction area. A volunteer is working one hour a day tagging items. The technical services staff are tagging in the stacks and tagging adult fiction items as they are returned so none are missed. At the rate staff are going, I predict that it will take approximately 360 hours to complete the print collection.

V. PUBLIC AND COMMUNITY RELATIONS

- a. None.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I will have attended the April 14 Alliance of Public Libraries meeting and will report on it at the board meeting.
- b. I am part of the team planning the annual employee appreciation luncheon which will be a picnic at Cravath Lake park in June.

VIII. PROFESSIONAL DEVELOPMENT

- a. I attended a one-hour training session on the new CAFÉ app which will launch by early summer. We have greater capability to customize what our app looks like. I have changed the colors to our library brand colors as a first step.
- b. I attended the monthly Wisconsin Library Association Intellectual Freedom Special Interest Group meeting where we had a presentation by a librarian from Illinois who was forced to cancel her Drag Queen Bingo program due to threats of violence from protestors.

IX. STRATEGIC PLAN

- a. A community member has expressed interest in helping us revitalize the Friends, using the capital campaign momentum. I will be meeting with her to discuss.
- X. CAPITAL CAMPAIGN**
- a. The 100 Extraordinary Women has reached our goal and our celebration event is scheduled for May 6 at the Community Engagement Center from 11 am – 1 pm.

DRAFT

Adult Services Report April 2023

Report:

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

Collection Development:

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

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

Virtual Meetings/Webinars/Training Sessions Attended:

March 20: Library Board Meeting

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

March 22: Infosec Training: Mobile Security

March 29: Staff meeting with Stacey and Deana

Youth Educational Services Report April 2023

Upcoming Programs

Homeschool Hangout

- April 14th: Curriculum Swap
- May 26th: Telescope Clinic

Current Projects

- Shifting materials in the children's department.
- Weeding
- Summer Reading Program
- Table at 4K Registration

March Homeschool Hangout

Professor Juk Bhattacharyya taught our homeschool families all about earthquake science. In addition to bringing manipulatives for participants to use to create their own earthquakes, Professor Bhattacharyya had the whole group participate in movement activities to simulate the different kinds of earthquake waves and how they travel.

ESL Visit

40 members of Jorge Isla's ESL class received a guided tour of our library on Wednesday, April 5th. Many of them registered for library cards after the tour.

New to the Children's Collection

- Penworthy STEAM-to-Go Kits.
- Tonieboxes.

Meetings and Trainings

March 22: Staff meeting

March 29th: Staff Meeting

April 6th: Bloodborne Pathogens Training

April 12: Staff meeting

April 13th: CCBC Visit

Programming & Makerspace Librarian Report

April 2023

Programs:

- 3/16: Little Makers (22)
- 3/20: Youth Art Month take/make kits (60)
- 3/21: Reflect & Realign Journaling Workshop (17)
- 3/22: Boost Your Budget with ARDC (5)
- 3/23: Maker Club (13)
- 3/27: Mindful Mondays Book Club (16)
- 4/3: Spring take/make for kids (60)
- 4/4: Let's Talk Tomatoes w/Ruth Flescher (13)
- 4/5: Storytime (25)
- 4/11: Dungeons & Dragons (12)
- 4/12: Storytime (28)

Upcoming Programs:

- 4/13: Little Makers
- 4/14: Fiber Friday
- 4/17: Spice of the Month Club
- 4/18: Financial Fitness Family Night
- Wednesdays: Storytime
- 4/20: Maker Club
- 4/21: Michael Velliquette Art and Mindfulness Workshop
- 4/24: Mindful Monday Book Club
- 4/25: Native American Policy Eras and Contemporary Legacies (UWW faculty)
- 4/25: For Teens: Duct Tape & Doritos
- 4/27: Fiesta de Primavera (in collaboration with UWW student org, Latinos Unidos)

Makerspace Use:

- 3/14: Craft supplies
- 3/15: VHS to digital
- 3/15: VHS to digital
- 3/18: Craft supplies
- 3/18: Craft supplies
- 3/20: 3D printer
- 3/21: 3D printer
- 3/22: Scanner
- 3/22: 3D printer
- 3/26: Craft supplies
- 3/26: Craft supplies

- 3/26: Craft supplies
- 3/27: Scanner
- 3/37: 3D printer
- 3/27: Craft supplies
- 3/27: Craft supplies
- 3/27: Craft supplies
- 3/27: Sticker mural
- 3/28: Craft supplies
- 3/28: Craft supplies
- 3/28 Craft supplies
- 3/29: Craft supplies
- 3/29: Scanner
- 3/30: Craft supplies
- 4/5: Scanner
- 4/5: Craft supplies
- 4/5: Craft supplies
- 4/6/23: 8 mm to digital
- 4/8: 3D printer
- 4/8: Craft supplies
- 4/8 Craft supplies

Makerspace Training Appointments: 4 hours

Equipment & Technology:

- I am very happy to report that the two new laptops are working well and all of our Makerspace equipment is back up and running.
- I purchased 2 wireless mice and 2 USB hubs to go with the new laptops.

Donations:

- Bluetooth Vinyl Record Turntable (patron)
- Movie vouchers from Whitewater Cinemas for the Dungeons & Dragons group

Other Updates:

- I received a phone call from Governor Evers and State Senator Mark Spreitzer to offer their support and thanks for offering the LGBTQ+ teen movie night.
- Applied for a Gage Marine 150th Anniversary grant
- 4/6: I tabled at the UWW Employee Wellness Fair and gave out goodie bags and promoted library card signups, programs, services, etc. I spoke with 62 people. There were many comments about how much people love the library, what a great job we are

doing, how they enjoy the Libby app, etc. In addition, I received the following specific questions/comments:

- Positive feedback about the LGBTQ+ movie night
- Positive feedback about our display cases in the lobby
- “Love all the programs you are doing at the library”
- Question about VHS to digital conversion and some other Makerspace questions
- Several questions about how to renew library cards
- “Love your events and I can see a noticeable difference”
- “Glad to see the City represented here”
- Excited about the Tonieboxes
- Question/interest about how to join the Friends of the Library group

Meetings:

- 3/15: Will Eisner Grant Committee
- 3/15: Staff meeting
- 3/21: WAA board meeting
- 3/22: Staff meeting
- 3/27: WLA Intellectual Freedom SIG
- 3/12: Staff meeting

Professional Development:

- Infosec Mobile Security
- Libby Deep Search and Notify Me training

**CITY OF WHITEWATER
BALANCE SHEET
APRIL 30, 2023**

LIBRARY SPECIAL REVENUE FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>					
220-11100	CASH	235,023.81	16,787.19	408,355.26	643,379.07
220-11300	INVESTMENTS	32,226.37	.00	43.07	32,269.44
220-11301	LIBRARY BRD MM-132 732	3,112.04	.00	.39	3,112.43
220-11500	LIBRARY BRD INVESTMENTS CDS	300,594.24	.00	3,383.49	303,977.73
TOTAL ASSETS		570,956.46	16,787.19	411,782.21	982,738.67
<u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
220-21100	ACCOUNTS PAYABLE	14,936.65	.00 (14,936.65)	.00
220-21106	WAGES CLEARING	16,081.64	.00 (16,081.64)	.00
220-21670	DEPOSIT-RENTAL UNIT	2,300.00	(1,100.00) (2,300.00)	.00
220-25203	DUE TO OTHER	1,200.00	4,146.32	11,241.74	12,441.74
TOTAL LIABILITIES		34,518.29	3,046.32 (22,076.55)	12,441.74
<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	13,740.87	433,858.76	433,858.76
BALANCE - CURRENT DATE		.00	13,740.87	433,858.76	433,858.76
TOTAL FUND EQUITY		536,438.17	13,740.87	433,858.76	970,296.93
TOTAL LIABILITIES AND EQUITY		570,956.46	16,787.19	411,782.21	982,738.67

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	564.61	2,265.57	10,465.51	8,199.94	21.7
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	7.70	39.48	162.82	123.34	24.3
100-55111-151 SOCIAL SECURITY/CITY SHARE	32.91	168.85	696.20	527.35	24.3
100-55111-152 RETIREMENT	38.39	175.74	714.61	538.87	24.6
100-55111-153 HEALTH INSURANCE	194.65	374.10	1,244.90	870.80	30.1
100-55111-154 HSA-HRA CONTRIBUTIONS	10.20	33.22	75.00	41.78	44.3
100-55111-155 WORKERS COMPENSATION	12.09	64.77	324.53	259.76	20.0
100-55111-156 LIFE INSURANCE	.13	.54	3.79	3.25	14.3
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221 WATER & SEWER	298.31	870.16	2,828.00	1,957.84	30.8
100-55111-222 ELECTRICITY	936.91	2,760.91	11,750.00	8,989.09	23.5
100-55111-223 NATURAL GAS	626.21	2,377.31	4,500.00	2,122.69	52.8
100-55111-244 HVAC	.00	498.76	1,250.00	751.24	39.9
100-55111-245 FACILITY IMPROVEMENTS	.00	2,814.96	3,030.00	215.04	92.9
100-55111-246 JANITORIAL SERVICES	.00	2,518.00	15,750.00	13,232.00	16.0
100-55111-355 REPAIR & SUPPLIES	98.97	825.19	2,020.00	1,194.81	40.9
TOTAL YOUNG LIBRARY BUILDING	2,821.08	15,787.56	55,060.86	39,273.30	28.7
TOTAL FUND EXPENDITURES	2,821.08	15,787.56	55,060.86	39,273.30	28.7
NET REVENUE OVER EXPENDITURES	(2,821.08)	(15,787.56)	(55,060.86)	(39,273.30)	(28.7)

APRIL 2023

	Current Month	Rcvd to Date	Est. FY Rev.	% of Total	NOTES
Fees	\$31.20	\$74.80	\$500.00	15%	
Materials Replacement	\$52.99	\$558.47	\$3,300.00	17%	
County Reimbursements	\$0.00	\$168,359.00	\$229,305.00	73%	
Gifts & Grants	\$1,842.13	\$7,018.56	\$18,650.00	38%	Bridges Hoopla grant
Copywork	\$303.06	\$1,214.29	\$2,500.00	49%	
SLP Sales	\$0.00	\$0.00	\$100.00	0%	
TRIP	\$26.84	\$699.48	\$0.00		
Library Capital Campaign	\$ 1,689.56	1689.56	0		
TOTAL	\$3,945.78	\$179,614.16	\$254,355.00	71%	

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2023

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55 CONTRACT REVENUE	109,372.00	167,359.00	229,305.00	61,946.00	73.0
TOTAL INTERGOVERNMENTAL REVENUE	109,372.00	167,359.00	229,305.00	61,946.00	73.0
<u>FINES & FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	203.77	1,468.86	3,300.00	1,831.14	44.5
220-45320-55 SALES-SUMMER LIBRARY PROGRAM	.00	.00	100.00	100.00	.0
220-45330-55 COPY MACHINE REVENUE	394.20	1,149.03	2,500.00	1,350.97	46.0
TOTAL FINES & FORFEITURES	597.97	2,617.89	5,900.00	3,282.11	44.4
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	.00	43.07	250.00	206.93	17.2
220-48105-55 LIBRARY BOARD INTEREST INCOME	.00	3,383.88	3,000.00	(383.88)	112.8
220-48210-55 RENTAL INC-HOUSE-414&414/A	.00	1,700.00	.00	(1,700.00)	.0
220-48500-55 DONATIONS	38.06	7,070.73	18,650.00	11,579.27	37.9
220-48550-55 SALE OF LIBRARY PROPERTY	1,100.00	541,987.57	.00	(541,987.57)	.0
220-48600-55 MISC REVENUE	12.95	166.35	500.00	333.65	33.3
TOTAL MISCELLANEOUS REVENUE	1,151.01	554,351.60	22,400.00	(531,951.60)	2474.8
<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	111,120.98	724,328.49	834,006.04	109,677.55	86.9

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2023

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	22,820.83	91,283.26	299,535.60	208,252.34	30.5
220-55110-114 WAGES/PART-TIME	15,089.21	60,175.80	203,273.98	143,098.18	29.6
220-55110-117 LONGEVITY	.00	.00	2,000.00	2,000.00	.0
220-55110-120 EMPLOYEE BENEFITS	15,718.00	64,129.63	213,124.61	148,994.98	30.1
220-55110-211 PROFESSIONAL DEVELOPMENT	149.00	149.00	.00	(149.00)	.0
220-55110-218 PROFESSIONAL SERV/CONSULTING	21,014.67	21,014.67	19,583.00	(1,431.67)	107.3
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	.00	505.42	5,146.77	4,641.35	9.8
220-55110-225 TELECOM/INTERNET/COMMUNICATION	688.32	1,398.21	7,664.82	6,266.61	18.2
220-55110-227 RENTAL EXPENSES	516.75	882.45	3,349.16	2,466.71	26.4
220-55110-310 OFFICE SUPPLIES	2,712.01	5,422.39	12,120.00	6,697.61	44.7
220-55110-313 POSTAGE	4.79	17.18	151.50	134.32	11.3
220-55110-319 MATERIAL RECOVERY	46.60	244.65	303.00	58.35	80.7
220-55110-320 SUBSCRIPTIONS/DUES	.00	.00	666.60	666.60	.0
220-55110-321 LIBRARY BOOKS-ADULT	3,987.12	11,104.30	23,924.00	12,819.70	46.4
220-55110-323 LIBRARY BOOKS-JUVENILE	2,524.00	3,870.03	5,050.00	1,179.97	76.6
220-55110-324 LIBRARY PERIODICALS-ADULT	644.39	1,465.63	3,928.00	2,462.37	37.3
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	1,325.07	2,607.51	10,100.00	7,492.49	25.8
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	14.93	817.80	2,525.00	1,707.20	32.4
220-55110-328 MACHINE READABLE-ADULT	2,603.00	2,603.00	2,674.00	71.00	97.3
220-55110-330 TRAVEL EXPENSES	37.99	468.75	2,020.00	1,551.25	23.2
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	.00	195.00	1,010.00	815.00	19.3
220-55110-337 LIBRARY BUILDING PROJECT EXP	.00	6,584.00	.00	(6,584.00)	.0
220-55110-341 PROGRAM SUPPLIES-ADULT	566.74	1,186.64	6,060.00	4,873.36	19.6
220-55110-342 PROGRAM SUPPLIES-JUVENILE	815.91	1,122.36	6,060.00	4,937.64	18.5
220-55110-343 MISC SUPPLIES-ADULT	6,080.23	11,747.56	101.00	(11,646.56)	11631.3
220-55110-346 SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-348 SALES TAX EXPENSE	20.55	59.90	.00	(59.90)	.0
220-55110-350 CONTINGENCIES	.00	79.94	505.00	425.06	15.8
220-55110-810 CAPITAL EQUIPMENT	.00	1,334.65	3,030.00	1,695.35	44.1
TOTAL LIBRARY	97,380.11	290,469.73	834,006.04	543,536.31	34.8
TOTAL FUND EXPENDITURES	97,380.11	290,469.73	834,006.04	543,536.31	34.8
NET REVENUE OVER EXPENDITURES	13,740.87	433,858.76	.00	(433,858.76)	.0

APRIL 2023

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Midwest Tape	503690661	\$ 63.99
Audiovisual-adult	Baker & Taylor	H64520060	\$ 53.98
Audiovisual-adult	Amazon	n/a	\$ 16.69
Audiovisual-adult	Amazon	n/a	\$ 8.73
Audiovisual-adult	Amazon	n/a	\$ 6.75
Audiovisual-adult	Amazon	n/a	\$ 148.12
Audiovisual-adult	Amazon	n/a	\$ 15.99
Audiovisual-adult	Baker & Taylor	H64685770	\$ 75.54
Audiovisual-adult	Amazon	n/a	\$ 4.99
Audiovisual-adult	Amazon	n/a	\$ 26.23
			\$ 421.01
Audiovisual-juvenile	Midwest Tape	5036595023	\$ 33.98
Audiovisual-juvenile	Midwest Tape	503690663	\$ 22.48
			\$ 56.46
Automation support	Envisionware	INV-US-63257	\$ 2,094.67
			\$ 2,094.67
Books-adult	Baker & Taylor	n/a	\$ 477.15
Books-adult	Baker & Taylor	n/a	\$ 555.06
Books-adult	Baker & Taylor	n/a	\$ 925.95
Books-adult	Baker & Taylor	n/a	\$ 591.62
			\$ 2,549.78
Books-juvenile	Baker & Taylor	2037391507	\$ 25.29
Books-juvenile	Baker & Taylor	n/a	\$ 490.89
Books-juvenile	Baker & Taylor	n/a	\$ 36.88
Books-juvenile	Ingram	n/a	\$ 367.45
			\$ 920.51
Contingency	Pauline Haass Public Library	20230410	\$ 15.00
			\$ 15.00
Employee education	Paypal (Steven D. Hargadon)	n/a	\$ 149.00
			\$ 149.00
Library building project	The Sweeney Group	33123	\$ 5,602.00
Library building project	Amazon	n/a	\$ 53.25
			\$ 5,655.25
Material recovery	Unique	6111318	\$ 81.55
			\$ 81.55
Misc supplies	Amazon (FOL)	n/a	\$ 44.72
			\$ 44.72
Office supplies	SWITS	2023/108	\$ 75.00
Office supplies	Walmart	n/a	\$ 93.49
Office supplies	Opportunities	PSI556782	\$ 44.00
Office supplies	Shred-It	8003395633	\$ 87.52

APRIL 2023

Category	Claimant	Invoice #	Amount
Office supplies	Demco	3083073000	\$ 83.26
Office supplies	Venmill	17541	\$ 28.45
Office supplies	Amazon	n/a	\$ 45.91
Office supplies	Amazon	n/a	\$ 107.98
Office supplies	Amazon	n/a	\$ 50.69
Office supplies	Amazon	n/a	\$ 21.79
Office supplies	Demco	3104026600	\$ 125.45
Office supplies	Amazon	n/a	\$ 57.35
Office supplies	Amazon	n/a	\$ 57.90
Office supplies	Amazon	n/a	\$ 96.96
Office supplies	Shred-It	8003582413	\$ 89.21
			\$ 764.95
Periodicals-adult	Janesville Gazette	n/a	\$ 27.73
			\$ 27.73
Program supplies-adult	Walmart	n/a	\$ 9.48
Program supplies-adult	Amazon	n/a	\$ 34.48
Program supplies-adult	Amazon	n/a	\$ 65.03
Program supplies-adult	Amazon	n/a	\$ 7.97
Program supplies-adult	Amazon	n/a	\$ 39.02
Program supplies-adult	Amazon	n/a	\$ 30.85
Program supplies-juvenile	Oriental Trading Company	723950856	\$ 49.95
Program supplies-juvenile	Walmart	n/a	\$ 33.75
			\$ 270.53
		GRAND TOTAL	\$ 12,969.61

		City of Whitewater	3,612		
Jefferson County				Dodge County	
City	115			City	0
Rural	538			Rural	0
TOTAL	653			TOTAL	0
Rock County				Waukesha County	
City	51			City	25
Rural	491			Rural	3
TOTAL	542			TOTAL	28
Walworth County					
City	29			Other Counties	38
Rural	1,387				
TOTAL	1,416			Out of State	0
Dane County					
City	0			Total Nonresident	2,777
Rural	100				
TOTAL	100				
				TOTAL	6,389
	ADULT	4,213	CHILDREN	2,176	
ACCESS & USAGE		INFORMATION SERVICE		All Ages	3
Days Open	23	Reference	164	Attendance	56
Hours Open	233.5				
Library Visits	4,145	REGISTRATION			
		Resident	3,082		
ANCESTRY	80	Non-Resident	1,752		
		Total Registered Borrowers	4,834		
OVERDRIVE	1,298	New Users	56	PRE-RECORDED PROGRAMS	
				Children 0-5 Programs	0
MAKER SPACE	21	INTERLIBRARY LOAN		Attendance	0
		Lending	1,430	Children 6-11 Programs	0
MEETING ROOMS	30	Borrowing	1,085	Attendance	0
				Children 12-18 Programs	0
HOOPLA		VOLUNTEERS		Attendance	0
Checkouts	120	Participants	7	Adult Programs	0
Cost	\$ 287.34	Hours worked	62	Attendance	0
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	9	Attendance	0
Books added	144	Items Delivered	103	SELF-DIRECTED PROGRAMS	
Books withdrawn	737			Children 0-5 Programs	0
Audio materials added	6	IN-PERSON PROGRAMS		Attendance	0
Audio materials withdrawn	129	Children 0-5 Programs	4	Children 6-11 Programs	2
Video materials added	34	Attendance	84	Attendance	130
Video materials withdrawn	64	Children 6-11 Programs	2	Children 12-18 Programs	0
Other materials added	0	Attendance	10	Attendance	0
Other materials withdrawn	1	Children 12-18 Programs	2	Adult Programs	1
		Attendance	12	Attendance	60
		Adult Programs	4	All Ages	0
		Attendance	46	Attendance	0

the American Deposit Management Co.

April 13, 2023

Statement Period:
March 01, 2023 - March 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	\$ 226,739.25	\$ 860.99	4.62 %



Benefit from higher yield with a CD through ADM! Several terms and rates available.

American Money Market Account™

CIRVIN01 - General

Balance Summary

Beginning Balance:	\$	594.24
Total Deposits:	\$	303,383.49
Total Withdrawals:	\$	0.00
Ending Balance:	\$	303,977.73
Average Balance:	\$	226,739.25

Transaction Detail

DEPOSITS

Date	Description	Amount
03/08/2023	CD Maturity CD!UOCNF01	\$ 55,000.00
03/09/2023	CD Maturity CD!UGMSX01	\$ 245,000.00
03/10/2023	CD Interest Earned	\$ 2,082.50
03/10/2023	CD Interest Earned	\$ 440.00
03/31/2023	Accrued Interest Earned	\$ 860.99
Total Deposits:		\$ 303,383.49

Summary of Financial Institutions

FDIC/ NCUA	Name	Balance
27237	Enterprise Bank & Trust	\$ 245,405.96
6384	PNC Bank, NA - Repurchase Agreement	\$ 860.99
10988	Stearns Bank NA	\$ 2,522.50
68383	Technology, FISCU	\$ 54,594.04
3161	Texas Heritage National Bank	\$ 10.10
58764	The MINT National Bank	\$ 310.75
18344	UBank (TX)	\$ 273.39
Ending Balance:		\$ 303,977.73

American Term Deposit™

CIRVIN01 - General

Balance Summary

Beginning Balance:	\$	300,000.00
Total Deposits:	\$	2,522.50
Total Withdrawals:	\$	-302,522.50
Ending Balance:	\$	0.00

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

Date	Transaction Type	Amount	Balance
03/01/2023	Beginning Balance		\$ 245,000.00
03/09/2023	CD Maturity	\$ -245,000.00	\$ 0.00
03/10/2023	CD Interest Earned	\$ 2,082.50	\$ 2,082.50
03/10/2023	Interest Distribution Client	\$ -2,082.50	\$ 0.00
03/31/2023	Ending Balance		\$ 0.00

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

Date	Transaction Type	Amount	Balance
03/01/2023	Beginning Balance		\$ 55,000.00
03/08/2023	CD Maturity	\$ -55,000.00	\$ 0.00
03/10/2023	CD Interest Earned	\$ 440.00	\$ 440.00
03/10/2023	Interest Distribution Client	\$ -440.00	\$ 0.00
03/31/2023	Ending Balance		\$ 0.00

American Deposit Management LLC applied a Deposit Advisory Fee of \$-3.23 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 \$17,292,834.20 for a total of \$2,021,653.70.

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



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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		\$ 1,703.39

Mar-23

Beginning Balance		\$ 1,703.39
Deposit	\$ 65.25	\$ 1,768.64
Paypal Transfer	\$ 489.56	\$ 2,258.20
Interest	\$ 0.08	\$ 2,258.28
Ending Balance		\$ 2,258.28

Apr-23

Beginning Balance		\$ 2,258.28
Deposit	\$ 180.45	\$ 2,438.73
Interest	\$ 0.09	\$ 2,438.82
Ending Balance		\$ 2,438.82

Board Development Committee

Minutes

April 19, 2023 - 5:30 PM

II. [Review of Committee Charter](#)

- a. Reviewed and approved Committee Charter
- b. Will add to June 2023 agenda to be approved by full Board of Trustees.

II. Officer Roles for 2023-24 term

- a. Discuss possible nominations for next term:
 - i. Suggested slate of officers:
 1. President - Jen (agreed to serve another term)
 2. Vice President - Doug or Jaime (Jaime will reach out to Doug)
 3. Secretary - Bri expressed interest (Jen will reach out to Bri)
 4. Treasurer - Kathy (Alyssa will reach out to Kathy)
 - ii. Committee members will check in by May 5th for the slate of officers.
- b. Brainstorm ideas for a system to train and rotate officer roles
 - i. Fill in for an officer's role for a meeting/month to try it out.
 - ii. When a new member comes on board, shadow three positions within the first year to learn more about the position/library.
 - iii. During summer months, spend time at each meeting going over the Board of Trustees handbook.
- c. Jen will ask Stacey to add the slate of officers to the May agenda and committee assignments to the June agenda.

III. Succession Planning for Board

- a. Review of current [members' terms](#)
 - i. Updated members' terms on document
- b. Discuss plan for recruitment of new members
 - i. Hold a Board Development Meeting in August or September to consult with someone who is terming off the following April. At that time, brainstorm ways and identify people to reach out to early and invite them to attend a Board meeting.
 - ii. Putting out information on the website, Facebook, the Banner, etc. asking if anyone is interested in serving.

IV. Adjournment



Irvin L. Young Memorial Library

MEETING ROOMS POLICY

Exceptions to any of these policies may be considered by the library director or Library Board.

A. AVAILABILITY

1. Permissible Meetings

Library programs and library-sponsored events shall have priority in the use of all library meeting rooms. Community use of meeting rooms will be assigned on a first-come first-served basis to groups primarily serving the needs of the community. Such groups may include:

- a. Civic improvement organizations
- b. Cultural and artistic groups
- c. School, service and social welfare groups
- d. Other groups not covered by exclusions

2. Exclusions

- a. Fund raising, by either profit or non-profit groups; however, planning and training for fund raising by recognized local community service agencies is permitted. Exceptions may be made for library-sponsored events, and programs presented by groups affiliated with the library.
- b. Programs involving the sale, advertising or promotion of products or services.
- c. Programs intended to recruit persons for later fee-based programs.
- d. Programs intended to promote or create business opportunities.
- e. Activities/programs charging admission for attendance. The only exception to this rule will be when paid registration fees are necessary to cover expenses for short-term seminars held in cooperation with the library, or payment of fees for non-credit

App. 5/91 || rev. 9/91 || rev. 5/98 || rev. 4/00 || rev. 7/00 || rev. 7/03 || app. 7/06 || rev. 9/07 || rev. 7/09 || app. 7/12 || rev. 12/13 || rev. 12/15 || rev. 2/19 || rev. 4/23



Irvin L. Young Memorial Library

education courses conducted by established educational institutions or organizations. In either case, permission must be obtained from the library director.

- f. Personal or family purposes that would not be appropriate in the rest of the library; e.g. birthday parties.
- g. Group activities involving more than normal wear and tear on the meeting room.
- h. A return use by a group that has abused the facilities or regulations in an earlier use of the meeting room.

B. HOURS OF MEETING AND FEES

The meeting rooms may be used free of charge during library service hours.

C. MEETINGS

1. Groups desiring to use the meeting rooms for meetings must submit a room reservation form. It is noted that library programs will take precedence over any other group's meeting request.
2. Meetings may not be scheduled more frequently than twice a month by any single non-library organization for a period of up to six (6) months. An exception may be granted by the library director for short courses, or similar special events. Over-commitment of the meeting rooms for sequential meetings results in a rigid schedule tying down the room(s) for one particular organization's benefit.

D. APPLICATION PROCEDURE

1. Written application for the use of the meeting room(s) must be made for the use by an authorized representative of the group.
2. Upon receipt of an application, a library staff member will accept the application and confirm the booking if the meeting purpose falls within the meeting room policy and proper supervision is assured.
3. If there is an application which policy does not cover, the application will be referred to the director for approval, or to the Library Board for a final decision.

App. 5/91 || rev. 9/91 || rev. 5/98 || rev. 4/00 || rev. 7/00 || rev. 7/03 || app. 7/06 || rev. 9/07 || rev. 7/09 || app. 7/12 || rev. 12/13 || rev. 12/15 || rev. 2/19 || rev. 4/23



Irvin L. Young Memorial Library

E. REASSIGNMENT

In the case of an emergency, or if a library-related program arises which, in the judgment of the library director has priority, the library reserves the right to ask groups to choose an alternate meeting date.

F. CHILDREN'S GROUPS

Children's groups may use the meeting room(s) provided an adult sponsor makes application, and provided that the meeting is supervised by adult sponsors, unless permission is obtained from the library director.

G. EQUIPMENT AVAILABILITY AND SET-UP

1. The library will provide chairs, tables, lectern, DVD player, TV, projectors, projection screen, **laptop, remote meeting equipment** when available and when these have been requested on the application. However, the group shall be responsible for any advance preparations, for setting up and putting away furnishings used for the group's meeting, as well as clearing away their own equipment.
- ~~2. Storage facilities will not be provided for non-library organizations.~~
3. The Community Room includes:
 - a. Refrigerator and sink
 - b. Kitchen and serving facilities for light refreshments; but not plates, cups, utensils, glasses, napkins, or other serving items.

H. OTHER REGULATIONS

1. Alcoholic beverages may not be served.
2. The library building is a non-smoking facility and smoking is not permitted in any area of the building nor on any portion of the library grounds.
3. Programs may not disrupt the use of the library by others. Any group that is disruptive or disorderly will be asked to leave.

App. 5/91 || rev. 9/91 || rev. 5/98 || rev. 4/00 || rev. 7/00 || rev. 7/03 || app. 7/06 || rev. 9/07 || rev. 7/09 || app. 7/12 || rev. 12/13 || rev. 12/15 || rev. 2/19 || rev. 4/23



Irvin L. Young Memorial Library

4. The Community Room can be divided into two (2) sections. Two meetings will be scheduled simultaneously if two requests arise and if the projected attendance size allows such scheduling.
5. The group is responsible for clean-up of areas of the building it has used.

~~I. TELEPHONE CALLS DURING LIBRARY SERVICE HOURS~~

~~Library staff is unable to carry messages or telephone calls to persons or groups using the meeting rooms. Staff will note any messages as they are received. The group is responsible to check for any messages. In the event of an emergency, staff will attempt to place the caller in touch with the person being called.~~

~~J. PARKING~~

~~Groups are encouraged to use street parking during library service hours in order to leave space for library users.~~

K. DISPLAYS AND EXHIBITS IN MEETING ROOMS AND DISPLAY CASES

1. Displays and exhibits are subject to the same exclusions as the meeting rooms. A written application is required and must have the approval of the library director at least seven (7) days in advance.
2. The sponsoring organization must agree to set up and take down any exhibits and displays.
3. During the exhibit and display period, groups will continue to use the meeting room(s). The library takes no responsibility for the supervision and security of the exhibits or displays.
4. Displays and exhibits will be limited to a three (3) week period, but extensions may be granted by the library director if there are not other requests for the space.

L. AGREEMENT BY USER

1. In consideration for the use of the meeting room(s), each organization agrees that:

App. 5/91 || rev. 9/91 || rev. 5/98 || rev. 4/00 || rev. 7/00 || rev. 7/03 || app. 7/06 || rev. 9/07 || rev. 7/09 || app. 7/12 || rev. 12/13 || rev. 12/15 || rev. 2/19 || rev. 4/23



Irvin L. Young Memorial Library

- a. It will pay for all damage to any property of the Irvin L. Young Memorial Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees.
 - b. It will hold harmless the City of Whitewater and the Irvin L. Young Memorial Library from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused by the organization or any person in connection with a meeting, exhibit, or display.
2. It is understood that the City of Whitewater and the Irvin L. Young Memorial Library assume no responsibility whatever for any property placed in the library in connection with a meeting, exhibit, or display; and that the City of Whitewater and Irvin L. Young Memorial Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting, exhibit, or display.

DIRECTOR'S REPORT

May 15, 2023

I. ADMINISTRATION

- a. Nine work orders were submitted in April.
 - i. Two lightbulbs needed to be replaced.
 - ii. One staff laptop needed troubleshooting.
 - iii. The National Library Week banner needed to be put up and then taken down again.
 - iv. We inquired about recycling our old flashlight batteries.
 - v. My work cell phone was upgraded.
 - vi. We took down the bulletin board in the children's area and put the quilt back up.
 - vii. The hand sanitizer dispenser for patrons needed refilling.
 - viii. We have been having problems with all of our OPACs which are old. New ones have been ordered and Tim in IT is working on setting them up.

II. BUDGET

- a. None.

III. PERSONNEL

- a. Staff have completed 1-2 of the 3 Wisconsin Libraries Talk About Race webinars.

IV. LIBRARY COLLECTION

- a. RFID tagging ran into a snag. There was a setting that staff didn't realize wasn't being saved and that needed to be reset each time scanning recommenced. They are in the process of going back and correcting the problem in the previously scanned adult fiction area.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I did a presentation at the May Federation of Women's Clubs meeting at Bassett House.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I will have attended the May 12 Alliance of Public Libraries meeting and will report on it at the board meeting.
- b. I will have attended the Role of Elected Officials training along with the Common Council and other department heads on May 10 and will report on it at the board meeting.
- c. I spoke with the director of the Prairie Lakes Library System about the Walworth County library funding formula. He is planning to meet with the Walworth County Administrator and Finance Director soon and will

bring up the possibility of adjusting the funding formula for Burlington and Whitewater to again reimburse us as home county libraries.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed three webinars on ChatGPT, the artificial intelligence software and how it might be used by library staff and patrons to enhance research and writing goals.

IX. STRATEGIC PLAN

- a. I talked about the Friends' defunct status at the 100 Extraordinary Women celebration event and several people spoke with Kelly Davis afterwards about helping to revitalize the group.

X. CAPITAL CAMPAIGN

- a. This is on the agenda.

Adult Services Report May 2023

Report:

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

I organized staff interviews for Zac Popke, who is creating a video for our social media platforms to highlight the library and library staff.

Fifty-five patrons participated in the passive program, Guess How Many Bookworms, which we provided during National Library Week.

Collection Development:

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

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

Virtual Meetings/Webinars/Training Sessions Attended:

April 17: NLW meeting with Stacey, Deana, and Zachary Popke

April 17: Library Board Meeting

April 18: Beyond Diversity 101: Micro-inequities, Implicit Bias, and Moving Toward Equity webinar

April 20: Bridges Circulation Meeting

April 20: Infosec Training: IoT

April 28: Staff Development Day

May 03: Staff meeting with Stacey, Deana, and Sarah

Youth Educational Services Report May 2023

Upcoming Programs

May 26th: Homeschool Hangout

Completed and Upcoming Outreach Events

April 12th: WWUSD 4K Registration

May 10th: WW3 Mental Health Book Box Award Ceremony

June 1st: Student Pride Support Night

CCBC Visit

The Bridges Library System arranged a visit to the Cooperative Children's Book Center in Madison for anyone wishing to attend. Their staff provided book talks on several diverse titles, an overview of their resources for collection development and materials challenges, and a tour of the facility.

Homeschool Hangout

Our curriculum swap was unsuccessful, with no attendance.

Shifting

Materials in the children's department have been shifted to provide better flow and better lighting for browsing.

Meetings and Trainings

April 12th: Staff meeting

April 17th: National Library Week meeting with Zachary Popke

April 18th: Beyond Diversity 101 Webinar

April 19th: Interview with Zachary Popke for National Library Week video

April 24th: Dynamic Shelving Webinar

April 26th: Staff meeting

April 28th: Staff Development Day

May 2nd: Meeting with Suzanne to discuss the Great Whitewater Retro Bake-Off

May 3rd: Staff meeting

May 4th: How to Move Past Midwest Nice

May 9th: Meet with Sarah to discuss summer programming

Programming & Makerspace Librarian Report
Sarah French
May 2023

Programs:

- 4/13: Little Makers (7)
- 4/14: Fiber Friday (5)
- 4/17: Spice of the Month Club (60)
- 4/18: Financial Fitness Family Night (9)
- 4/19: Storytime (24)
- 4/20: Maker Club (10)
- 4/21: Michael Velliquette Workshop (9)
- 4/24: Mindful Monday Book Club (12)
- 4/25: Native American Policy Eras and Contemporary Legacies (12)
- 4/25: For Teens: Duct Tape & Doritos (0)
- 4/26: Storytime (24)
- 4/27: Fiesta de Primavera, (42)
- 5/1: String Art Flowerpot take & make for kids (60)
- 5/2: Zero-proof Mixology (8)
- 5/3: Storytime (25)
- 5/8: For Teens: Paint & Sip (9)
- 5/10: Storytime (25)

Upcoming Programs:

- 5/12: Fiber Friday
- 5/15: Spice of the Month adult take/make
- 5/16: Badger Aces author visit
- 5/17: Storytime
- 5/18: Maker Club
- 5/20: WisLUG Brick Showcase
- 5/22: Mindful Monday Book Club
- 5/23: Composting 101
- 5/25: Little Makers
- 5/30: Pint Size Polkas

Makerspace Use:

- 4/14: Craft supplies
- 4/15: Rubber band loom
- 4/15: Rubber band loom
- 4/17: Craft supplies
- 4/20: Craft supplies
- 4/20: Craft supplies
- 4/22: VHS to digital
- 4/24: Sticker poster
- 4/26: Cassette to digital
- 4/26: VHS to digital
- 4/29: Bead kit
- 5/3: Craft supplies
- 5/4: Craft supplies
- 5/5: VHS to digital

- 5/6: 3D Printer
- 5/6: Craft supplies
- 5/6: Craft supplies
- 5/6: 3D Printer
- 5/8: Craft supplies
- 5/8: Craft supplies
- 5/9: Craft supplies

Makerspace Training Appointments: 4.75 hours

Equipment & Technology: No changes.

Donations: None.

Other Updates:

- Deana and I tabled at the 4K registration. We talked to 71 people total and gave out info.
- Created a video for Working for Whitewater's Wellness (shared on FB)
- Small display case featuring yard games available for check out.
- Coordinated with the WI Veterans Museum, SCLS, and Bridges to borrow the traveling exhibit, *Wisconsin Remembers: A Face for Every Name*. The exhibit features a photo for each of the 1,161 Wisconsinites officially listed on the Vietnam Veterans Memorial in Washington, D.C. and additional photos for names that are listed on The Highground Vietnam Veterans Memorial in Neillsville, WI. We featured the exhibit 4/27-5/18.
- Generac reached out for sponsorship opportunities and I requested \$600 to help cover the cost of one of the Makerspace laptops.
- We were not selected for a Gage Marine grant.

Meetings:

- 4/20: Becky Gloss
- 4/20: Tiffany from Monona Library
- 4/26: Staff meeting
- 5/3: Masood Akhtar from United Against Hate
- 5/3: Staff meeting
- 5/4: WAA meeting
- 5/9: Meeting with Deana
- 5/10: Staff meeting

Professional Development:

- WI Libraries Talk About Race: *Beyond Diversity 101: Micro-inequities, Implicit Bias, and Moving toward Equity*
- Infosec: Internet of Things
- Staff workday trainings (fire/tornado, active shooter, materials challenges, privacy)
- WI Libraries Talk About Race: *How to Move Past Midwest Nice Towards Safety and Belonging*
- CLEL *Choose your own adventures: Research-based play experiences that work for libraries*

Bridges Library System Staff Reports

May 2023

Karol Kennedy – Library System Director

Adjacent County Funding: I verified many adjacent county library funding requests over the last month. This is done for both Waukesha and Jefferson Counties as a part of the annual budget process. The deadline for requests is July 1 each year. If a library hasn't yet made their requests, this is a reminder that the deadline is approaching. Having the requests filed early does help everyone as budgets are being developed now.

Public Communications Coordinator: I am excited to announce Bridges' new Public Communications Coordinator, Emily Heller, will join our team Monday, May 15. Emily has a Bachelor of Arts degree in Marketing & Graphic Design from St. Norbert's College. She has worked in the marketing, design, and communications industry for more than 18 years. For the past five years, she has been the Public Communications Coordinator for Waukesha County Department of Parks and Land Use. Emily comes to us with a wide range of skills and experience, a love of libraries, and a commitment to teamwork and promoting great community services.

Waukesha County Minimum-to-Exempt Standards: I completed the annual library minimum-to-exempt standards calculations and details were sent to Waukesha County libraries. Using information from each library's 2022 annual report, an overview is provided to each library board related to their specific minimum to exempt requirements. Each library board must certify they will meet their requirements in 2023 as a part of the Waukesha County library tax exemption process. The certification is due back to the library system by August 31. These minimum-to-exempt standards are an additional requirement in Waukesha County. They are part of the Waukesha County Library Service Plan.

Library Passport Challenge: Mellanie Mercier and the Passport Program Committee have been working hard to plan and prepare for this project running June 1 – August 31. Community members are encouraged to visit as many Bridges libraries as possible and get their library passport stamped to earn entries into a drawing for prize baskets. The program aims to raise awareness of our libraries as destinations, along with highlighting all the activities and services public libraries offer.

Read with B93.3: Radio DJs from B93.3 read stories to families at New Berlin Public Library in April. Menomonee Falls Public Library is up next on their tour on Wednesday, May 17 from 11:30 AM-12:00 PM. Every time library visitors check out at one of our 2023 Read with B93.3 libraries (New Berlin, Menomonee Falls, Delafield, and Waukesha) through June 21, they can enter to win a great prize basket (including Summerfest tickets!) thanks to our B93.3 partners! You can also hear Bridges Library System promotional spots throughout the day on B93.3. It's been fun to hear them talking up libraries on the radio!

Continuing Education: I attended the Wisconsin Association of Public Libraries (WAPL) Conference held in Oshkosh. The WPLC Membership and Board Meetings and the System and Resource Library Administrators Association of Wisconsin (SRLAAW) quarterly meeting were held in conjunction with the

Conference. I also attended sessions on building a strategic plan, connecting school and public libraries, and legal foundations of patron involvement in collection building and maintenance.

Laurie Freund – Coordinator of Library Development

United for Libraries Learning Statewide Access: Wisconsin DPI Library Services Team has now rolled out the learning suite that includes live webinars, Short Takes for Trustees videos, Trustee Academy, On-Demand webinars, tip sheets and toolkits, digital publications, practical guides and more. Library Friends and Foundation members are also welcome to this suite. Public library trustee presidents and library directors receive emails announcing upcoming live webinars and other news. Live webinars are also posted on the [Wisconsin Libraries Professional Learning calendar](#) (also found by clicking on the “Calendar” tab in the [SEWI Libraries](#) website).

Sunsetting SEWI Adult Public Programming Facebook Group: This closed group in Facebook was created in 2016 to allow library staff members across the SEWI region to chat and share programming ideas and activities using social media to make it easy to interact. Activity in this group has greatly dwindled over the years, so after several discussions at SEWI Adult Public Programming meetings, our SEWI Library System Partners meeting, and with an opportunity to voice any thoughts on this topic in the Facebook group, it was determined that the usefulness has past and that it is no longer needed. The closed Facebook group was deleted on May 1, 2023.

SEWI Library Directors Retreat (August 25): No worries about snowstorms this year! This annual professional development and networking opportunity has been moved from December to August. The date is set for Friday, August 25 at New Berlin Public Library. Details and registration information will be coming soon.

Upcoming Meetings for Adult Services: Here are some upcoming meetings that will be of interest to adult services and public programming library staff members. Details and registrations will be sent to adult services library staff as we get closer to each of these dates:

- **9am, July 19:** Bridges Adult Services Meeting at Pewaukee Public Library. In-person meeting.
- **1pm, September 21:** Bridges Adult & Inclusive Services (Hybrid) Meeting. Physical location: Delafield Public Library. Online option will be available.
- **1pm, October 9:** SEWI Adult Public Programming (Hybrid) Meeting. Physical location: Matheson Memorial Library in Elkhorn. Online option will be available.
- **1pm, Dec 13:** Bridges Adult Services (Hybrid) Meeting. Physical location: Oconomowoc Public Library. Online option will be available.

Bridges Trustee Appreciation 2023: Mark your calendar for Thursday, September 28th from 6:00 – 8:00 pm at Watertown Public Library. This event is where we thank our library board members and provide an opportunity to show them what our member libraries have done to service their communities. The focus this year will be on art and libraries. More information will be coming.

My CE Activities: I have attended the following so far this year:

- Wild WI Winter Web sessions (Jan 25-26): The Future is Unwritten, 10 Rules to Successfully Manage Change, Reference Repertoire, A Sustainable Approach, Climate Justice, and Master of None.
- Pro-active Planning for Library Staff Transitions webinar (Apr 19)

Angela Meyers – Coordinator of Youth and Inclusive Services.

Inclusive Services

Library Memory Project

The Library Memory Project is featured in the [Social Engagement Innovations and Best Practices](#) publication (see page 3). This publication spotlights a variety of programs featured on the [engAGED Innovations Hub](#) that employ a variety of social engagement innovations.



Youth Services



Kids' Choice Selection Meeting

The Kids' Choice Selection Committee gathered at the Waukesha Public Library on May 1 to narrow down list of titles nominated by the kids in 4th-6th grade during this year's [Kids' Choice Awards](#). There were 14 people in attendance, including five school library media specialists and seven member libraries represented. We had over 1,900 nominated titles and whittled it down to 18. The final 15 titles will be selected by May 15 to be used in the 2023-2024 Kids' Choice Awards. **Fieldtrip to the Collaborative Children's Book Center**

I organized a fieldtrip to the [Collaborative Children's Book Center](#) (CCBC) in Madison. The CCBC is a non-circulating library of current, retrospective, and historical books published for children and young adults. We had 10 libraries represented and 14 library staff gather at the CCBC. We chartered a shuttle bus to pick up at Goerke's Corners in Brookfield and then at the Johnson Creek Park and Ride. The CCBC staff presented the best books of 2022 with a special emphasis on diverse titles. We also learned more about CCBC's web site search features and their Intellectual Freedom Information Service. We had time to browse the library and hand-examine books.

Summer Library Program

I've been working on securing incentives for the Summer Library Program for the member libraries. This year, we will have 27 incentives. We have two new incentives this year: Whitewater Aquatic and Fitness Center and Lou Malnati's Pizzeria in Brookfield and Waukesha. Rachel McCracken from the Bridges office has jumped right in to help with getting the coupons printed, counted, and out to the libraries.

Continuing Education: Checking In With the Disability Community, Autism is Welcome Here, and an AI & ChatGPT guided discussion.

Beth Bechtel – Database Management Librarian

Catalogers' Meeting: Eleven libraries were represented at the April online catalogers' meetup. Discussion topics included making manga easier to find in the catalog, creating on-the-fly bib records, and how library staff can request the book repair machine via the new Bridges website.

Catalog Clean-up: The Wisconsin Public Library Consortium deselected outdated travel guides from the OverDrive state collection this month. I systematically removed the 505 travel titles and their items from the CAFÉ catalog.

Other catalog clean-up projects this month included investigating serial and magazine bibliographic records and working with catalogers at libraries when editing of serial information was needed. I also reviewed titles that start with the initial articles *a*, *an*, *the*, *el*, *la*, *los*, and *las* and made coding changes to ensure those titles show properly in catalog search results.

Continuing Education: I attended a few interesting webinars offered last month. Most useful was OCLC's "Create and replace WorldCat bibliographic records" webinar. Instruction was provided for using WorldShare Record Manager to create, update, and replace WorldCat bibliographic records. I currently use the OCLC Connexion Browser for original cataloging, but that product will be discontinued in 2024.

Rachel McCracken - Departmental Executive Assistant

Cooperative Purchase Zoom Enterprise: Bridges Library System provides a Zoom Meetings & Webinar License at a discount to participating libraries and systems in Wisconsin. This process was rolled out in late March and will be final on June 1, 2023 when the new licenses take effect. We have 43 participating and the billing was completed in early May.

Outreach Materials: Bridges provides many items such as backdrops, photobooth frames, outreach bin materials, plinko boards, chairs, tables, and much more to the libraries for their outreach events. Spring and summer is the busiest time of the year and for the month of April, May, June and July we have 27 requests with 79 items sent to the libraries. Requests for outreach materials come in daily so this number will rise as the summer progresses.

Summer Library Program: I continue to assist Angela Meyers with printing the Summer Library Program coupons and preparing them for delivery. The second large batch of SLP coupons went out the week of May 8th.