



Board of Trustees Meeting Agenda
Irvin L. Young Memorial Library
Community Room
431 W. Center Street
Whitewater, WI 53190
Monday, June 19, 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/89929656951?pwd=dmd4QkppL2FDMXA5WURjcy8rZ0dHdz09>

Meeting ID: 899 2965 6951

Passcode: EzXQ7vJz

One tap mobile

+13126266799,,89929656951#,,,,*50657151# US (Chicago)

+16469313860,,89929656951#,,,,*50657151# US

Meeting ID: 899 2965 6951

Passcode: 50657151

Find your local number: <https://us02web.zoom.us/j/89929656951?pwd=dmd4QkppL2FDMXA5WURjcy8rZ0dHdz09>

1. Call To Order And Roll Call
2. Consent Agenda
 - 2.I. Approval Of Minutes

Documents:

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

- 2.II. Acknowledgment Of Receipt Of Financial Reports

Documents:

[BALANCE SHEET· MAY 2023.PDF](#)

[BUILDING EXPENDITURES - MAY 2023.PDF](#)
[CASH RECEIVED - MAY 2023.PDF](#)
[OPERATING REVENUE AND EXPENDITURES - MAY 2023.PDF](#)

2.III. Approval Of Payment Of Invoices

Documents:

[INVOICES - MAY 2023.PDF](#)

2.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

[STATISTICS - MAY 2023.PDF](#)

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

Documents:

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

3. Hearing Of Citizen Comments

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

4. Old Business

4.I. Library Building Project

1. Update on the capital campaign

- Fundraising Campaign Public Phase Kickoff Event: Monday, July 10, 4:30 p.m. - 7:00 p.m.

4.II. Review Of The Meeting Room Policy Draft Revisions

As requested, this is being brought back for further discussion by the board.

Documents:

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

5. New Business

5.I. Mid-Year Review Of The 2023 Strategic Plan Activities And Approval Of 2024-2025 City Strategic Plan Activities For The Library

Documents:

[2023 STRATEGIC PLAN ACTIVITIES-6 MONTH REVIEW.PDF](#)
[5 GOALS FOR 2024-2025 BUDGET DOCUMENT-DRAFT.PDF](#)

6. Staff & Board Reports

6.I. Library Director's Report

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

Documents:

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

6.V. Bridges Library System Staff Report

Documents:

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

7. Board Member Requests For Future Agenda Items

8. Confirmation Of Next Meeting

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

9. Adjournment

*Items on the Consent Agenda will be approved on one 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, May 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 6:38 p.m.

Present: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke

Absent: Jaime Weigel, Doug Anderson

Staff: Stacey Lunsford, Diane Jaroch

2. Election of Officers

a. Nomination Slate

- i. President - Jennifer Motszko
- ii. Vice President - Doug Anderson
- iii. Secretary - Brienne Diebolt-Brown
- iv. Treasure - Kathy Retzke

MSC Berndt/Diebolt-Brown to approve the election of officers.

Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke

Nays: None

3. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on April 17, 20, 2023*
- b. Acknowledgement of Receipt of Financial Reports
- c. Approval of Receipt of Statistical Reports
- d. Acknowledgement of Receipt of Treasurer's Reports

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

Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke

Nays: None

4. Approval of Minutes of the April 19, 2023 Board Development Committee Meeting

MSC Orlowski/Motszko to approve the Board Development Committee Minutes.

Ayes: Jennifer Motszko, Alyssa Orlowski

Nays: None

5. 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.

6. Old Business

6.I Library Building Project

Stacey shared about the 100 Extraordinary Women event. There was a lot of helpful feedback! Donations will still be accepted until donor plaques are ordered.

Leadership Committee Meeting will start fundraising on June 1st. Committee members are still meeting with major donors. Donations will be taken to reach the final goal. Stacey shared about a thermometer to show the campaign's progress and other community aspects. Discussion about Friends of the Library.

6.II Review and Revision of the Meeting Rooms Policy - see document attached

- Tabled until June's meeting.

7. New Business

7.I. Discussion on Staff Development Day Training

- Stacey shared about flow of procedures and how to improve emergency situations. Active shooter training with PD. Discussion about training.

8. Staff & Board Reports

8. I. Director's Report ~ see attached

- Stacey shared about the APL meeting - database will have an upgrade on June 6th. Databases were discussed – Gale Courses will be discontinued at the end of 2023. We will be looking at demonstrations of LinkedIn Learning and Universal Class as possible substitutes.

8. II. Adult Services Report ~ see attached

8.III. Youth Educational Services Report - see attached

- Kathy shared about a program being implemented with elementary school aged kids for the summer!

8. IV. Programming & Makerspace Librarian Report ~ see attached

- Stacey discussed the traveling Veterans Museum.

8.V. Bridges Library System Staff Report - see attached

9. Board Reports

- a. Report on Multicultural Heritage Showcase participation - Jaime Weigel and Sallie Berndt
 - i. Sallie shared about the WHS Heritage Showcase. Sallie shared that materials, flyers, etc. were helpful. Sallie is hoping that attending that event will bring in new patrons to the library and have more community members receive a library card!

10. Board Request for Future Agenda Items

- a. Return to Review and Revision of the Meeting Rooms Policy.

11. Confirmation of Next Meeting

- a. June 19, 2023, 6:30 PM

Comments in the Chat Box:

- None

12. Adjournment

Confirmation of the next meeting on June 19, 2023, at 6:30 p.m. Adjourned at 7:17 p.m.

Minutes respectfully submitted by Alyssa Orlowski on May 15, 2023.

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.

DRAFT

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*

**CITY OF WHITEWATER
BALANCE SHEET
MAY 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	(76,579.80)	331,775.46	566,799.27
220-11300	INVESTMENTS	32,226.37	39.23	120.38	32,346.75
220-11301	LIBRARY BRD MM-132 732	3,112.04	.00	.51	3,112.55
220-11500	LIBRARY BRD INVESTMENTS CDS	300,594.24	.00	4,582.74	305,176.98
TOTAL ASSETS		570,956.46	(76,540.57)	336,479.09	907,435.55
<u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
220-21100	ACCOUNTS PAYABLE	14,936.65	(6,268.63)	(14,936.65)	.00
220-21106	WAGES CLEARING	16,081.64	.00	(16,081.64)	.00
220-21670	DEPOSIT-RENTAL UNIT	2,300.00	.00	(2,300.00)	.00
220-25203	DUE TO OTHER	1,200.00	1,393.54	12,635.28	13,835.28
TOTAL LIABILITIES		34,518.29	(4,875.09)	(20,683.01)	13,835.28
<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	(71,665.48)	357,162.10	357,162.10
BALANCE - CURRENT DATE		.00	(71,665.48)	357,162.10	357,162.10
TOTAL FUND EQUITY		536,438.17	(71,665.48)	357,162.10	893,600.27
TOTAL LIABILITIES AND EQUITY		570,956.46	(76,540.57)	336,479.09	907,435.55

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	575.51	2,841.08	10,465.51	7,624.43	27.2
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	7.85	47.33	162.82	115.49	29.1
100-55111-151 SOCIAL SECURITY/CITY SHARE	33.54	202.39	696.20	493.81	29.1
100-55111-152 RETIREMENT	39.13	214.87	714.61	499.74	30.1
100-55111-153 HEALTH INSURANCE	184.39	558.49	1,244.90	686.41	44.9
100-55111-154 HSA-HRA CONTRIBUTIONS	.00	33.22	75.00	41.78	44.3
100-55111-155 WORKERS COMPENSATION	12.32	77.09	324.53	247.44	23.8
100-55111-156 LIFE INSURANCE	.10	.64	3.79	3.15	16.9
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221 WATER & SEWER	280.92	1,151.08	2,828.00	1,676.92	40.7
100-55111-222 ELECTRICITY	1,098.71	3,859.62	11,750.00	7,890.38	32.9
100-55111-223 NATURAL GAS	270.42	2,647.73	4,500.00	1,852.27	58.8
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	1,259.00	3,777.00	15,750.00	11,973.00	24.0
100-55111-355 REPAIR & SUPPLIES	65.98	891.17	2,020.00	1,128.83	44.1
TOTAL YOUNG LIBRARY BUILDING	3,827.87	19,615.43	55,060.86	35,445.43	35.6
TOTAL FUND EXPENDITURES	3,827.87	19,615.43	55,060.86	35,445.43	35.6
NET REVENUE OVER EXPENDITURES	(3,827.87)	(19,615.43)	(55,060.86)	(35,445.43)	(35.6)

MAY 2023

	Current Month	Rcvd to Date	Est. FY Rev.	% of Total	NOTES
Fees	\$8.65	\$83.45	\$500.00	17%	
Materials Replacement	\$102.93	\$661.40	\$3,300.00	20%	
County Reimbursements	\$0.00	\$168,359.00	\$229,305.00	73%	
Gifts & Grants	\$9,904.78	\$16,923.34	\$18,650.00	91%	White Memorial Assn
Copywork	\$234.24	\$1,448.53	\$2,500.00	58%	
SLP Sales	\$0.00	\$0.00	\$100.00	0%	
TRIP	\$0.00	\$699.48	\$0.00		
Library Capital Campaign	\$ 100.00	1789.56	0		
TOTAL	\$10,350.60	\$189,964.76	\$254,355.00	75%	

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 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	167,359.00	229,305.00	61,946.00	73.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	167,359.00	229,305.00	61,946.00	73.0
<u>FINES & FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	94.34	1,563.20	3,300.00	1,736.80	47.4
220-45320-55 SALES-SUMMER LIBRARY PROGRAM	.00	.00	100.00	100.00	.0
220-45330-55 COPY MACHINE REVENUE	303.06	1,452.09	2,500.00	1,047.91	58.1
TOTAL FINES & FORFEITURES	397.40	3,015.29	5,900.00	2,884.71	51.1
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	39.23	120.38	250.00	129.62	48.2
220-48105-55 LIBRARY BOARD INTEREST INCOME	.00	4,583.25	3,000.00	(1,583.25)	152.8
220-48210-55 RENTAL INC-HOUSE-414&414/A	.00	1,700.00	.00	(1,700.00)	.0
220-48500-55 DONATIONS	3,531.69	10,602.42	18,650.00	8,047.58	56.9
220-48550-55 SALE OF LIBRARY PROPERTY	.00	541,987.57	.00	(541,987.57)	.0
220-48600-55 MISC REVENUE	31.20	197.55	500.00	302.45	39.5
TOTAL MISCELLANEOUS REVENUE	3,602.12	559,191.17	22,400.00	(536,791.17)	2496.4
<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	3,999.52	729,565.46	834,006.04	104,440.58	87.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	22,820.81	114,104.07	299,535.60	185,431.53	38.1
220-55110-114 WAGES/PART-TIME	15,954.27	76,130.07	203,273.98	127,143.91	37.5
220-55110-117 LONGEVITY	.00	.00	2,000.00	2,000.00	.0
220-55110-120 EMPLOYEE BENEFITS	18,766.48	82,896.11	213,124.61	130,228.50	38.9
220-55110-211 PROFESSIONAL DEVELOPMENT	.00	149.00	.00	(149.00)	.0
220-55110-218 PROFESSIONAL SERV/CONSULTING	230.00	21,244.67	19,583.00	(1,661.67)	108.5
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	1,394.38	1,899.80	5,146.77	3,246.97	36.9
220-55110-225 TELECOM/INTERNET/COMMUNICATION	470.32	1,868.53	7,664.82	5,796.29	24.4
220-55110-227 RENTAL EXPENSES	117.04	999.49	3,349.16	2,349.67	29.8
220-55110-310 OFFICE SUPPLIES	1,666.43	7,207.82	12,120.00	4,912.18	59.5
220-55110-313 POSTAGE	.00	22.81	151.50	128.69	15.1
220-55110-319 MATERIAL RECOVERY	58.25	384.45	303.00	(81.45)	126.9
220-55110-320 SUBSCRIPTIONS/DUES	136.14	136.14	666.60	530.46	20.4
220-55110-321 LIBRARY BOOKS-ADULT	1,621.81	12,726.11	23,924.00	11,197.89	53.2
220-55110-323 LIBRARY BOOKS-JUVENILE	681.99	4,552.02	5,050.00	497.98	90.1
220-55110-324 LIBRARY PERIODICALS-ADULT	125.73	1,591.36	3,928.00	2,336.64	40.5
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	513.50	3,185.00	10,100.00	6,915.00	31.5
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	36.46	910.72	2,525.00	1,614.28	36.1
220-55110-328 MACHINE READABLE-ADULT	.00	2,603.00	2,674.00	71.00	97.3
220-55110-330 TRAVEL EXPENSES	.00	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	8,480.00	15,064.00	.00	(15,064.00)	.0
220-55110-341 PROGRAM SUPPLIES-ADULT	554.59	1,741.23	6,060.00	4,318.77	28.7
220-55110-342 PROGRAM SUPPLIES-JUVENILE	1,055.15	2,502.51	6,060.00	3,557.49	41.3
220-55110-343 MISC SUPPLIES-ADULT	44.72	17,394.28	101.00	(17,293.28)	17222.1
220-55110-346 SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-348 SALES TAX EXPENSE	15.80	75.70	.00	(75.70)	.0
220-55110-350 CONTINGENCIES	40.00	134.94	505.00	370.06	26.7
220-55110-810 CAPITAL EQUIPMENT	881.13	2,215.78	3,030.00	814.22	73.1
TOTAL LIBRARY	75,665.00	372,403.36	834,006.04	461,602.68	44.7
TOTAL FUND EXPENDITURES	75,665.00	372,403.36	834,006.04	461,602.68	44.7
NET REVENUE OVER EXPENDITURES	(71,665.48)	357,162.10	.00	(357,162.10)	.0

MAY 2023

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Hoopla	503722554	\$ 214.63
Audiovisual-adult	Baker & Taylor	n/a	\$ 102.19
Audiovisual-adult	Amazon	n/a	\$ 68.35
Audiovisual-adult	Baker & Taylor	H64851100	\$ 21.57
Audiovisual-adult	Baker & Taylor	H64915240	\$ 52.37
Audiovisual-adult	Baker & Taylor	n/a	\$ 61.89
Audiovisual-adult	Amazon	n/a	\$ 21.16
			\$ 542.16
Audiovisual-juvenile	Hoopla	503722554	\$ 1.49
Audiovisual-juvenile	Midwest Tape	503721305	\$ 5.99
Audiovisual-juvenile	Midwest Tape	503760036	\$ 8.99
Audiovisual-juvenile	Midwest Tape	503792530	\$ 19.99
			\$ 36.46
Automation support	Waukesha County Treasurer	2023-13010081	\$ 230.00
			\$ 230.00
Books-adult	Hoopla	503722554	\$ 71.22
Books-adult	Amazon	n/a	\$ 33.02
Books-adult	Baker & Taylor	n/a	\$ 741.39
			\$ 845.63
Books-juvenile	Ingram	75637094	\$ 30.13
Books-juvenile	Ingram	n/a	\$ 247.53
Books-juvenile	Baker & Taylor	n/a	\$ 22.89
Books-juvenile	Ingram	n/a	\$ 498.85
Books-juvenile	Ingram	n/a	\$ 134.81
			\$ 934.21
Contingencies	Alice Baker Memorial Library	20230501	\$ 22.00
Contingencies	Mukwonago Community Library	20230501	\$ 18.00
			\$ 40.00
Library Building Project	The Sweeney Group	50123	\$ 5,602.00
Library Building Project	Opportunities, Inc.	PSI558425	\$ 55.00
Library Building Project	UW-Whitewater	38279	\$ 350.00
Library Building Project	Annie's Burgertown	50623	\$ 2,023.00
Library Building Project	Brienne Brown (Trader Joe's)	n/a	\$ 100.67
			\$ 8,130.67
Material recovery	Unique	6112309	\$ 58.25
			\$ 58.25
Office supplies	Opportunities, Inc.	PSI559670	\$ 144.75
Office supplies	SWITS	2023/135	\$ 115.00
Office supplies	Complete Office of Wisconsin	462720	\$ 159.56
Office supplies	Showcases	326227	\$ 63.20
Office supplies	Amazon	n/a	\$ 46.47

MAY 2023

Office supplies	Amazon	n/a	\$	9.98
Office supplies	Amazon	n/a	\$	27.32
Office supplies	Demco	3118046400	\$	210.26
Office supplies	Dollar Tree	22579166860	\$	31.65
Office supplies	Amazon	n/a	\$	30.48
Office supplies	Venmill	17753	\$	266.00
Office supplies	Amazon	n/a	\$	15.99
Office supplies	Amazon	n/a	\$	30.59
			\$	1,151.25
Periodicals-adult	Wisconsin Counties Association	Jul-23	\$	20.00
Periodicals-adult	Milwaukee Journal Sentinel	n/a	\$	78.00
Periodicals-adult	Janesville Gazette	n/a	\$	27.73
Periodicals-adult	Milwaukee Journal Sentinel	n/a	\$	78.00
			\$	203.73
Postage	Postmaster	n/a	\$	4.13
Postage	Postmaster	n/a	\$	3.47
			\$	7.60
Program supplies-adult	Wellness Empowered	2302	\$	100.00
Program supplies-adult	Financial Positivity	7A4907DR-0002	\$	250.00
Program supplies-adult	Walmart	n/a	\$	27.24
Program supplies-adult	Amazon	n/a	\$	(39.02)
Program supplies-adult	Woodman's	n/a	\$	32.78
Program supplies-adult	Walmart	46947458	\$	36.04
			\$	407.04
Program supplies-juvenile	Scholastic	48920385	\$	444.17
Program supplies-juvenile	Hoop Elation	59	\$	310.00
Program supplies-juvenile	Walmart	58668702	\$	45.42
Program supplies-juvenile	Amazon	n/a	\$	46.96
Program supplies-juvenile	Oriental Trading Company	724306406	\$	124.90
Program supplies-juvenile	Amazon	n/a	\$	58.94
Program supplies-juvenile	Amazon	n/a	\$	9.99
Program supplies-juvenile	Amazon	n/a	\$	109.86
			\$	1,150.24
Subscriptions	WLA (D. Rolfsmeyer)	17543	\$	136.14
			\$	136.14
Travel	French, Sarah	n/a	\$	32.36
Travel	Lunsford, Stacey	n/a	\$	52.14
			\$	84.50
		GRAND TOTAL	\$	13,957.88

MAY 2023

		City of Whitewater	3,905		
Jefferson County				Dodge County	
City	96			City	0
Rural	624			Rural	0
TOTAL	720			TOTAL	0
Rock County				Waukesha County	
City	73			City	22
Rural	492			Rural	1
TOTAL	565			TOTAL	23
Walworth County					
City	13			Other Counties	52
Rural	1,217				
TOTAL	1,230			Out of State	0
Dane County					
City	0			Total Nonresident	2,628
Rural	38				
TOTAL	38				
				TOTAL	6,533
	ADULT	4,248	CHILDREN	2,285	
ACCESS & USAGE		INFORMATION SERVICE		All Ages	3
Days Open	25	Reference	172	Attendance	230
Hours Open	260.5				
Library Visits	3,922	REGISTRATION			
		Resident	3,095		
ANCESTRY	116	Non-Resident	2,019		
		Total Registered Borrowers	5,114		
OVERDRIVE	1,411	New Users	25	PRE-RECORDED PROGRAMS	
				Children 0-5 Programs	0
MAKER SPACE	20	INTERLIBRARY LOAN		Attendance	0
		Lending	1,351	Children 6-11 Programs	0
MEETING ROOMS	34	Borrowing	1,148	Attendance	0
				Children 12-18 Programs	0
HOOPLA		VOLUNTEERS		Attendance	0
Checkouts	114	Participants	8	Adult Programs	0
Cost	\$ 260.78	Hours worked	88.5	Attendance	0
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	11	Attendance	0
Books added	175	Items Delivered	126	SELF-DIRECTED PROGRAMS	
Books withdrawn	77			Children 0-5 Programs	0
Audio materials added	2	IN-PERSON PROGRAMS		Attendance	0
Audio materials withdrawn	48	Children 0-5 Programs	5	Children 6-11 Programs	3
Video materials added	29	Attendance	131	Attendance	151
Video materials withdrawn	33	Children 6-11 Programs	2	Children 12-18 Programs	0
Other materials added	0	Attendance	26	Attendance	0
Other materials withdrawn	0	Children 12-18 Programs	2	Adult Programs	1
		Attendance	18	Attendance	60
		Adult Programs	4	All Ages	0
		Attendance	29	Attendance	0

the American Deposit Management Co.

May 12, 2023

Statement Period:
April 01, 2023 - April 30, 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	\$ 303,977.73	\$ 1,199.25	4.80 %



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

American Money Market Account™

CIRVIN01 - General

Balance Summary

Beginning Balance:	\$	303,977.73
Total Deposits:	\$	1,199.25
Total Withdrawals:	\$	0.00
Ending Balance:	\$	305,176.98
Average Balance:	\$	303,977.73

Transaction Detail

DEPOSITS

Date	Description	Amount
04/30/2023	Accrued Interest Earned	\$ 1,199.25
Total Deposits:		\$ 1,199.25

Summary of Financial Institutions

FDIC/ NCUA	Name	Balance
27237	Enterprise Bank & Trust	\$ 246,266.95
6384	PNC Bank, NA - Repurchase Agreement	\$ 1,199.25
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:		\$ 305,176.98

American Deposit Management LLC applied a Deposit Advisory Fee of \$4.23 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 \$17,758,634.96 for a total of \$2,107,509.42.

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

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

WWW.AMERICANDEPOSITS.COM



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

**First Citizens State Bank 207 W. Main St
 Money Market Account #132732**

PO Box 177 Whitewater, WI 53190

DATE	Activity	Interest		Balance
		Deposit	Withdrawal	
12.30.22	Balance			\$3,112.04
1.31.23	Interest	\$0.14		\$3,112.18
2.28.23	Interest	\$0.12		\$3,112.30
3.31.23	Interest	\$0.13		\$3,112.43
4.28.23	Interest	\$0.12		\$3,112.55
5.31.23	Interest	\$0.14		\$3,112.69

ADM - American Deposit Management Company				
W220 N3451 Springdale Road				
Pewaukee, WI 53072				
Previous Balance - American Term Deposit CD 1 matured 3/9/23				\$55,000.00
Previous Balance - American Term Deposit CD 2 matured 3/9/23				\$245,000.00
CD Interest earned				\$2,082.50
CD Interest earned				\$440.00
Accrued Interest Earned				\$860.99
TOTAL Balance CIRVIN01 General Money Market Account 3.31.23				\$303,383.49
Date	Activity	Interest/Dep	Withdrawal	Balance
3.31.23	Combined accounts	\$594.24		\$303,977.73
4.30.23	Accrued Interest Earned 4.8%	\$1,199.25		\$305,176.98

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

May-23

Beginning Balance		\$ 2,438.82	
Deposit	\$ 159.25	\$ 2,598.07	
Check #4010	\$ 489.56	\$ 2,108.51	Capital Campaign donation
Check #4011	\$ 216.00	\$ 1,892.51	BookPage subscription
AmazonSmile	\$ 14.98	\$ 1,907.49	
AmazonSmile	\$ 26.09	\$ 1,933.58	
Interest	\$ 0.09	\$ 1,933.67	
Ending Balance		\$ 1,933.67	



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.

2023 Strategic Plan Activities

STRATEGIC GOAL 1 Building Toward the Future

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

STRATEGIC GOAL 2 Center for Learning and Connecting

- Increase inclusivity and access to services and resources that the library provides
 - Complete a diversity audit of the collection with the assistance of Bridges system staff. ~ **Bridges system staff have not yet found a way to provide us with the data we need.**
- Provide programming and collections that appeal across segments of the Whitewater community
 - Create a winter outdoor equipment collection for our Library of Things. ~ **Will order snowshoes, yak trax, and snow toys by October 1 for winter 2023-2024.**
 - Print monthly book lists from Library Aware and make them available in the Youth Services Department ~**In progress**
 - Schedule weekly social media posts from Library Aware ~**Ongoing**
- Provide welcoming, safe, and comfortable spaces throughout the library, both in the physical library and virtual library spaces
 - Set up a HappyLight on a dedicated table next to an outlet through March. ~ **Done**
 - Identify our library with a visual indicator as an Affirming Space for LGBTQIA teens. ~**Workshop for December staff training day is being planned.**
 - Provide 1-2 inclusive events for LGBTQIA youth. ~ **Done**
 - Create a dedicated space on our website for our full land acknowledgment statement that includes information and links to local First Nations history, book lists from our collection and current issues for further research and education. ~ **Awaiting final approval**

STRATEGIC GOAL 3 Engaging and Effective Communication

- Increase awareness of all the library does and offers
 - Film Summer Reading Program promotional video ~**Done.**
- Share community stories to highlight the needs and opportunities in Whitewater
 - Share social media posts from vetted community organizations on our Facebook page. ~**Done**
- Develop library advocates to promote the value of the library

- Within the framework of the capital campaign, recruit community members to be library advocates. **~100 Extraordinary Women donors are now working to revitalize the Friends group.**

STRATEGIC GOAL 4 Strengthening Partnerships

- Cultivate partners to support the library's mission
 - Create a plan to renew and revitalize the Friends of the Library. **~100 Extraordinary Women donors are now working to revitalize the Friends group.**
 - Collaborate with the Andersen Library archives on a presentation to highlight our collections to family history researchers. **~ Unknown if this can be scheduled this year.**
- Create an environment to help other groups and organizations find ways to collaborate
 - Revise the library's meeting room policy to accommodate new uses of meeting spaces in the expanded and renovated library. **~ In progress**
- Partner with schools and other organizations and groups to provide safe spaces and learning opportunities for school age children in the community.
 - Provide opportunities for students in the district to visit the library and explore resources. **~ ELL students toured the library**
 - Provide information on library services and programs and registering eligible children for the Dolly Parton Imagination Library through tabling at 4K registration and general school registration. **~ Done.**
- Explore ways to increase engagement and involvement in the city
 - Have the police department provide active shooter training for staff on staff training/work day in April. **~ Done**
 - Continue to work with the city clerk on the city archives access project as her time permits. **~ New city clerk; will have to determine if this is a priority for her.**

1. The library will begin the expansion and renovation process for the existing library building.
2. The library administrative staff will create a monthly newsletter using LibraryAware templates to send out event information, content on new materials in the collection and monthly updates on the capital campaign and building project to all library patrons with an email address.
3. The library director and the programming and makerspace librarian will schedule a meeting with the executive director of the Whitewater Area Chamber of Commerce to discuss ways that the library can provide assistance and information to local small business owners.
4. The director, assistant director, youth educational services librarian and programming and makerspace librarian will use 2018, 2019, 2022, and 2023 data and budgets to analyze changing usage trends across non-pandemic years for both physical materials and event attendance. This information will be used to prioritize material expenditures and event types.
5. The programming and makerspace librarian will record three programs each year in collaboration with the city staff for broadcast on the city's TV station to make programs available to community members who cannot attend in person.

DRAFT

DIRECTOR'S REPORT

June 19, 2023

I. ADMINISTRATION

- a. Five work orders were submitted in May.
 - i. A staff laptop was not connecting to the VPN.
 - ii. An exterior security light had burned out.
 - iii. The Plexiglas in the Little Free Library was broken out.
 - iv. The printer was adding extra pages with random characters to print jobs.
 - v. Loose carpeting in the staff area needed to be glued back down.
- b. Per Mar performed their annual fire alarm/suppression system inspection. No problems were found.

II. BUDGET

- a. I completed the Capital Improvement Project part of the 2024-2025 budget document.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. RFID tagging has been completed in adult fiction and adult large print. We are now working on adult nonfiction.

V. PUBLIC AND COMMUNITY RELATIONS

- a. None.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. Cori and I attended a meeting of the librarians using the acquisitions module in Polaris on Thursday, May 25 in Oconomowoc. We learned quite a bit that we will be applying to our workflow.
- b. I worked as event staff at the City Employee Appreciation Picnic on Wednesday, June 14.
- c. I attended the Whitewater Leads meeting on Wednesday, June 14. The library received Culver's gift cards to include in teen subscription book bags when school starts again the fall.
- d. I will have attended the June 16 Alliance of Public Libraries meeting and will report on it at the board meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. I met with Kelly Davis to discuss the revitalization of the Friends of the Library on Tuesday, May 23. The group of interested volunteers from the

100 Extraordinary Women event are planning a doll and teddy bear tea party later this year.

X. CAPITAL CAMPAIGN

- a. I did a presentation at Seniors in the Park on Tuesday, May 16.
- b. I did a presentation with Jim Winship at the Kiwanis Breakfast meeting on Tuesday, June 6.
- c. I attended a meeting of the Leadership Committee on Wednesday, June 7.
- d. I met with Gayle Stettler on Monday, June 12 to plan the Public Campaign Kickoff event set for July.

Adult Services Report June 2023

Report:

Thanks to the change of seasons we have had more people take an interest in the Wisconsin State Park passes. We have now checked out thirteen passes and will continue to check them out until they are gone.

Bridges Library System is hosting a library scavenger hunt for the summer. Patrons are invited to explore all 24 library locations to collect passport stamps for a chance to win prizes. The program ends August 31st. On June 9th it was reported that a Fort Atkinson patron had visited all 24 libraries in just one week.

Collection Development:

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

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

Virtual Meetings/Webinars/Training Sessions Attended:

May 10: Bridges Circulation chat to discuss Polaris offline for upcoming system upgrade

May 10: Staff meeting with Stacey, Deana, and Sarah

May 15: Library Board Meeting

May 17: Build Skills & Take Action to Stand Up for Diversity, Equity & Inclusion webinar

May 17: Staff meeting with Stacey, Deana, and Sarah

May 22: Infosec Training: Ransomware

May 22: What is Customer Service training by LinkedIn Learning

May 24: Staff meeting with Stacey and Deana

May 31: City of Whitewater Safety Meeting

May 31: Jefferson County Library Services Board Meeting

June 7: Staff meeting with Stacey, Deana, and Sarah

Youth Educational Services Report May 2023

Upcoming Programs

June 15th: Summer Reading Program begins.

Completed Outreach Events

June 1st: Student Pride Support Night

Homeschool Hangout

Alex Shepard from the Horowitz-DeRemer Planetarium hosted a telescope clinic for our homeschool families. He guided participants through basic telescope function and care. Participants were invited to bring their own telescopes or use one of the library's.

Collection Management

Special orders were placed to upgrade children's nonfiction, series, and Spanish collections.

Meetings and Trainings

May 17th: Build Skills & Take Action to Stand Up for Diversity, Equity, & Inclusion.

May 17th: Staff meeting.

May 22nd: WLA SIG Meeting

May 24th: Staff meeting.

June 6th: Staff meeting.

June 8th: Meeting with Sarah.

June 14th: Staff meeting.

Programming & Makerspace Librarian Report
Sarah French
June 2023

Programs:

5/12: Fiber Friday (7)
5/13: Sing, Dance, Thrive w/Noelle Larson (31)
5/15: Spice of the Month Club (60)
5/16: Badger Aces (9)
5/17: Storytime (30)
5/18: Maker Club (13)
Extra seed bomb take/make kits (6)
5/18: Dementia Friends (3)
5/20: WisLUG Lego Showcase (200)
5/22: Mindful Monday Book Club (9)
5/23: Composting 101 (10)
5/25: Little Makers (20)
6/2: Arduino Workshop for Students (6)
6/3: Arduino Workshop for Educators (5)
6/5: Forest Gnome take & make craft for kids (60)
6/5: Dungeons & Dragons (10)
6/6: Smart Spending 101 (5)
6/7: Storytime (24)
6/8: Laundry Soap Making Class (9)
6/13: Getting Started with a Plant-based Diet (8)
6/14: Storytime (29)

Upcoming Programs:

- Summer Reading Program for all ages
- 6/15: Puzzles & Popsicles
- 6/16: Fiber Friday
- 6/17: Sing, Dance, Thrive with Noelle Larson
- 6/19: Maker Club: Solar Prints

- 6/20: Snake Discovery
- 6/21 & 28: Storytime
- 6/22: Patriotic Candle Holder make/take for adults
- 6/26: Maker Club: Yarn Painting
- 6/26: Mindful Mondays Book Club
- 6/28: Guided Journaling Workshop
- 6/29: For Teens: Bingo
- 6/30: Mysterious Benedict Society Adventure

Makerspace Use:

- | | |
|------------------------|-----------------------------|
| • 5/20: Craft supplies | • 5/26: Yarn, Sticker mural |
| • 5/20: Craft supplies | • 5/26: Stickers |
| • 5/20: Craft supplies | • 5/31: Laminator |
| • 5/22: Craft supplies | • 6/1: Craft supplies |
| • 5/23: 3D printer | • 6/9: Craft supplies |
| • 5/23: Craft supplies | • 6/9: Craft supplies |
| • 5/24: Craft supplies | • 6/9: Craft supplies |
| • 5/25: Craft supplies | • 6/10: Craft supplies |
| • 5/25: Craft supplies | • 6/12: 3D printer |
| • 5/25: Craft supplies | |

Makerspace Training Appointments: 2 hours

Equipment & Technology:

- We received 5 free Arduino kits and project books from Gearbox Labs as part of a grant. They can circulate, be used in the Makerspace, and in library programs. Arduino teaches electronic engineering, coding, programming, prototyping, and more.
- I am working on video tutorials for our Makerspace equipment.

Donations:

- A large quantity of scrapbook paper from Mara, librarian in Bridges
- Craft supplies from Jessica, staff member

Other Updates:

- A new volunteer, Karen, is doing some light dusting and cleaning about 1-2 hours/week.
- Deana and I created the large display case highlighting the children's summer reading program.
- I created the small display case highlighting the adult summer reading program and staff picks, including a bookmark. Staff picks will also be shared on social media throughout the summer.
- We received a \$600 donation from the Generac Foundation to fund one of the replacement laptops in the Makerspace.
- I was appointed as cochair of the ALSC Programs and Services Recognition committee for 2023-2025.

- I was selected to present at the 2023 WLA conference with Tiffany Helgerson from Monona Public Library. Our session will be “Every Child is an Artist: Process Art in the Library”

Meetings:

- 5/16: WAA meeting
- 5/17: Staff meeting
- 5/19: Bridges Makerspace Group meeting at Mukwonago Library
- 5/22: WLA Intellectual Freedom SIG
- 6/6: All Staff meeting
- 6/7: Staff meeting
- 6/9: ALSC PSR meeting
- 6/13: WAA meeting
- 6/14: Staff meeting

Professional Development:

- WI Libraries Talk About Race: *Build Skills & Take Action to Stand Up for Diversity, Equity & Inclusion*
- Infosec: Ransomware

Bridges Library System Staff Reports

June 2023

Karol Kennedy – Library System Director

Budget 2024: Rachel McCracken and I attended the Waukesha County budget training. I attended the annual Waukesha County budget kick-off at Fox Brook Park on June 14. I am now reviewing staff budget information, preparing preliminary information on member charges for the June APL meeting, reviewing adjacent county requests, and working to finalize Waukesha and Jefferson County library levy requests.

Menomonee Falls Village Board Presentation: I was asked by the Village of Menomonee Falls to prepare and present information on the minimum to exempt requirements for municipalities with libraries. This is an annual process outlined in Wisconsin Statute 43.64. Waukesha County libraries must also meet or exceed Waukesha County adopted minimum to exempt standards included in the Waukesha County Library Services Plan.

Waukesha County Appointments to Local Libraries: Wisconsin Statute 43.60 allows a county chairperson, with the approval of the county board, to appoint from among the residents of the county additional members to the library board of a public library of a municipality located in whole or in part in the county. These appointments are made every three years in proportion to the level of county funding for library operations. Not all counties exercise this option. Waukesha County does. Calculation of appointments based on information from each Waukesha County library's 2022 Annual Report were made and recommendations from the libraries were sent to the County Executive for review. These appointments will be considered by the County Board later in June.

Staff Check-in Sessions: I held check-in meetings with all Bridges staff. We reviewed 2023 goals, talked about the progress made to date and any adjustments that may be needed. It was also an opportunity for us to talk about what is going well, challenges they are facing, and any questions or concerns they might have.

Continuing Education: I attended the first session of Mentor Training offered by Waukesha County - Cultivating Self-Awareness as a Leader.

Mellanie Mercier – Automation Coordinator & Assistant Director

Cybersecurity Assessment: This last month I had the opportunity to sit in on a cybersecurity assessment with the Pauline Haass Public Library led by Bill Nash of the Department of Homeland Security. The assessment contains 48 questions about data backups, web browser management and DNS, phishing prevention and awareness, network perimeter monitoring, asset management, patch management, user and access management, application integrity, incident response and risk management. There are three levels of questions: basic, advanced, and expert. As the questions were discussed notes were taken on items to check on or to work towards, in the end the document and notes were provided to the library.

The experience was very helpful to show where the library (and system) is at and items that they can work on to make their network and data safer. Bill Nash said he would be willing to do these assessments at all the Bridges libraries.

Server Migration: On June 6th the Café servers were migrated to new servers in a different cloud service, which resulted in a change to the IP address. The migration began shortly after 9pm on the 5th and finished around 1pm on the 6th. The migration went smoothly, although there were many things to change afterwards (clients, SIP connections, etc) and we are still working through some final issues.

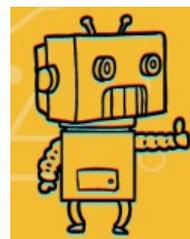
Laurie Freund – Coordinator of Library Development

2023 Bridges Library Friends Morning Coffee: Save the dates! We have this year’s morning gatherings for Library Friends representatives to meet, network, get information and exchange ideas. If your library does not have a Friends group, foundation committee members, trustees or interested staff members are welcome to attend. Library directors are also invited to attend. These meetings also coincide with [National Friends of Libraries Week](#). Below are the two locations and dates for the gatherings. The times for both are 9:00-9:30 check-in time with 9:30 – 11:30 am meeting and program time. More details and registration will be coming as we get closer to fall.

- Monday, October 16 at Pauline Haass Public Library in Sussex
- Friday, October 20 at Karl Junginger Memorial Library in Waterloo

WI Libraries Tech Days (September 12-13): Registration is now open for this year’s online web sessions on technology topics that are of interest to public libraries. See the [Registration page](#) for more details about each session and to register. All sessions will be recorded and made available afterwards on the [Tech Days Wisconsin Libraries \(techdayswisc.org\)](#) website. Here are the sessions being offered this year:

- **Tuesday, September 12:** “Artificial Intelligence and the Library: The Current Landscape” and “Dealing with Digital Distractions: Ideas and Recommendations for Libraries.”
- **Wednesday, September 13:** “When a Service Desk Isn’t Enough: One-On-One Tech Assistance” and “Making the Most of BadgerLink”



SEWI Libraries Logo: We now have a logo! The SEWI Libraries region is comprised of five public library systems in Southeastern Wisconsin (Bridges, Kenosha County, Milwaukee County Federated, Monarch, and Prairie Lakes Library Systems), covering eleven counties. You will soon find this logo on the SEWI Libraries website ([sewilibraries.org](#)), continuing education offerings, and other regional events. Thanks to Emily Heller, Bridges Public Communications Coordinator, for developing the image.



Angela Meyers – Coordinator of Youth and Inclusive Services.

Inclusive Services

Library Memory Project

- Memory café attendance is on the rise. We are seeing double digit numbers at many of our cafes, which is where we were pre-pandemic.
- Please save the date for Family Day 2023 on Sunday, October 15. Family Day will be held at Retzer Nature Center.
- I was invited to attend the Annual Alzheimer’s Association Conference in Wisconsin Dells and to showcase the Library Memory Project and StoryCorps at a booth. I spoke with many dementia care professionals as well as caregivers.



Dwight Foster Public Library in Fort Atkinson hosted a memory cafe that was all about strawberries.

Youth Services



Menomonee Falls Public Library hosts musician Ryan Meisel

Summer Library Program

The Summer Library Program is now underway at all member libraries. The [Bridges sponsored performances](#) have started and I was able to catch our first sponsored show called World Sound Explorations by Ryan Meisel. Ryan brought drums and other musical instruments for over 100 people at Menomonee Falls Public Library.

Continuing Education

I attended two sessions at the Alzheimer’s Association Conference, one on collaborating with teens and the other on engagement ideas. As a part of our partnership with StoryCorps, training was provided from the archive team on best practices for archiving oral histories. I attended a session hosted by the Michigan Alliance for Cultural Accessibility titled “Sensory Friendly Programs and Offerings for Teens and Adults.”

Beth Bechtel – Database Management Librarian

Library Visits:

- Muskego Public Library for a discussion of assigning call numbers to nonfiction materials
- Pauline Haass Public Library in Sussex for a cataloging consult as part of their preparation for cataloger staff turnover
- Powers Memorial Library in Palmyra with Shawn Carlson to meet with the director about circulation and cataloging

Meetings: Eleven libraries were represented at the May online CAFÉ catalogers' meetup. Discussion topics included handling of specific MARC fields, Library of Congress subject heading improvements, and the newest Polaris release.

I coordinated a meeting for our Polaris acquisition module users. We met in Oconomowoc on May 25 to discuss the retention of ordering data, working with vendors, and using the module's rapid receipt function. Follow-up from the meeting included an updated contact list, a growing best practices document, and data cleanup projects.

I continue to attend virtual Cooperative Cataloging meetings to identify state-wide opportunities to improve library catalog user experiences, eliminate redundancies, and unify technical services processes. I attended three of these meetings with peers from other library systems in the last month. The group is starting to plan for a 2023-24 LSTA grant proposal.

Catalog Maintenance: In late May, I sent copies of CAFÉ bibliographic records added in the last quarter to Backstage Library Works for editing – deleting unneeded data, adding reading levels, standardizing subjects, and other enrichments. I reloaded the returned improved bibs and their new authority records during off-peak hours.

From an online Polaris discussion, I learned bib record author fields are sometimes mysteriously out-of-order, with the word "author" coming before the person's name. Our catalog had over 200 bib records with this problem. Many thanks to the catalogers at Brookfield Public Library who completed the clean-up project to fix those incorrect author fields in the CAFÉ catalog. I added a bimonthly search for out-of-order author data fields to my calendar.

Continuing Education: May 10-13, I traveled to Phoenix, AZ, for the IUG (Innovative Users Group) Conference for libraries using Innovative Interfaces (iii) software, including Polaris. I attended interesting and useful sessions where I learned how a large Canadian library system is working to add better indigenous people's subject headings to their catalog, how Chicago area libraries are adjusting their public-facing catalogs, the cataloging features in Leap, and how some rural libraries are assessing their collections for diversity. At the Polaris acquisitions forum, attendees talked about their local acquisitions practices, which was very helpful in planning for our own acquisitions meeting.

June 1-2, I attended the WILIUG (Wisconsin Illinois Innovative Users Group) Spring Conference at the new Helen Plum Library in Lombard, IL. WILIUG includes library staff in our region who work with Innovative computer catalogs and patron databases. At this conference it was great to meet other

Polaris users, and learn about graphing data, creating documentation for my recurring projects, and ideas for online cataloging manuals.

Emily Heller – Public Communications Coordinator

Library Passport Challenge: The new event kicked off on Thursday, June 1 and the response has been very positive so far. Patrons are encouraged to visit all libraries to have their passport stamped through August 31 for chances to win a prize basket (valued at \$300).

One patron from Dwight Foster Public Library, Laura, completed her visits to 24 libraries in only 8 days! More [details](#) on the event and prize baskets are posted online!

Message from Sandy W. at Dwight Foster on June 8:

Laura said this experience of visiting all the libraries in the system, and seeing all the interesting books she wants to read and all the new subjects she wants to learn about, has convinced her to go back to school. Laura went to public school as a child but had a very difficult time. She said the teachers didn't want to work with her. Her mom pulled her from the public school system and taught Laura at home. Now, Laura wants to go back to school. She was so excited to share her plan with me and when she heard that she was the first to complete the passport program, she was over the moon with joy. I bet she is the first in the entire Bridges Library System to complete the Passport program. Laura isn't able to drive, so her mother drove her to all of the libraries this past week. They both had a wonderful time. Thank you for putting together this great program. It truly made a difference in Laura and her mother's life.

*Sincerely,
Sandy*



Summer Library Program: Libraries have begun (or are beginning soon) their Summer Programs! [Sponsor](#) “thank you” social media posts will begin June 19 to show our gratitude for the great incentive prizes offered by sponsors. The Bridges sponsored [Performers and Programs Schedule](#) is online for reference by patrons and staff too!

Read with B93.3: Our partnership with B93.3 FM Radio is nearly complete! Last stop will be at Waukesha Public Library on June 21. In addition to the story time, the radio hosts have also created a “Did You Know” video segment to help show off the unique services offered by the library. [Watch](#) the videos on B93.3’s website.

SEWI Libraries: Working with Laurie, I have assisted in her *Library Buildings and Spaces* training project. We designed a new logo, set up the portal website and created a new YouTube channel to host all the content for the project.

Statewide Marketing Cohort: I joined the group and we have begun working on a collaborative sticker printing project again this year to help promote Library Card Sign-up Month in September and to refresh outreach materials and bins for member libraries.

Newsletters: The June e-Newsletters through LibraryAware were all sent out! These include:

- Marketing Magic resources for library staff [59.38% Open Rate]
- Monthly Bridges Newsletter [44.82% Open Rate]
- Monthly Legislator Newsletter [29.41% Open Rate]

Rachel McCracken - Departmental Executive Assistant

Records Retention: I've been working on converting our paper documents into scanned files for historical purposes and proper records retention.

Budget 2024: I attended the Waukesha County budget training and began entering data into our budget spreadsheets.

Continuing education: I began a six-week class from Gale Courses on Microsoft Excel. I also will attend a free training session on June 14th called Microsoft To-Do and Planner class provided by Waukesha County Human Resources.