



Board of Trustees Meeting Agenda  
Irvin L. Young Memorial Library  
Community Room  
431 W. Center Street  
Whitewater, WI 53190  
July 17, 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

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Dial by your location

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

Meeting ID: 899 2965 6951

Passcode: 50657151

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

Documents:

[MINUTES JUNE 19, 2023 - DRAFT.PDF](#)

2.II. Acknowledgment Of Receipt Of Financial Reports

Documents:

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

2.III. Approval Of Payment Of Invoices

Documents:

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

2.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

[STATISTICS - JUNE 2023.PDF](#)

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

Documents:

[AMERICAN DEPOSIT MANAGEMENT STATEMENT - MAY 2023.PDF](#)  
[BOARD TREASURER REPORT - JUNE 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: Post-event report
- Update on fundraising

4.II. Review And Possible Approval Of The Revised Meeting Room Policy  
Draft revision with comments.

Documents:

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

5. New Business

5.I. Discussion Of Trustee Training Week Sessions

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

6.V. Bridges Library System Staff Report

Documents:

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

7. Board Member Requests For Future Agenda Items

8. Confirmation Of Next Meeting

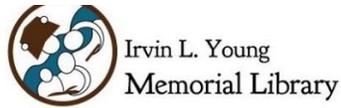
August 21, 2023, 6:30 p.m.

9. Adjournment

\*Items on the Consent Agenda will be approved by 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 Community Room  
431 W. Center Street  
Whitewater, WI 53190  
Monday, June 19, 2023,  
6:30 p.m.

## MINUTES

### 1. Call to Order and Roll Call

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

Absent: Doug Anderson

Staff: Stacey Lunsford, Diane Jaroch arrived at 6:36

### 2. Consent Agenda

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

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

Nays: None

### 3. Old Business

#### 3.1. 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.
  - as of today, donations/pledges total \$1,954,365
  - Monday, July 10, 4:30-7:00 open house kickoff, outdoor Jenga game with tent, Diane will show digital offerings, Subway sandwiches with chips cookies and water, renderings, info about 100EW, unveiling of the Bookometer, which should be up to \$2 million by then
  - Still looking at wall tile costs for donators

- Website will go up on that day with the ability to go to Whitewater Community Foundation link for donations

3.II. Review of The Meeting Room Policy Draft Revisions  
Continuing to discuss revisions.

4. New Business

- 4.I. Mid-Year Review of the 2023 Strategic Plan Activities and Approval Of  
2024-2025 City Strategic Plan Activities for The Library  
MSC Weigel/Retzke to approve mid-year review of strategic plan as revised.  
Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlovski,  
Kathy Retzke, Jaime Weigel  
Nays: None

5. Staff & Board Reports ~ attached

6. Board Member Requests for Future Agenda Items - none

7. Confirmation of Next  
Meeting July 17,  
2023, 6:30 p.m.

8. Adjournment at 7:22 p.m.

Respectfully submitted,  
Brienne Diebolt-Brown  
Secretary

## **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. LAISING 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 31<sup>st</sup>. On June 9<sup>th</sup> 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 15<sup>th</sup>: Summer Reading Program begins.

### **Completed Outreach Events**

June 1<sup>st</sup>: 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 17<sup>th</sup>: Build Skills & Take Action to Stand Up for Diversity, Equity, & Inclusion.

May 17<sup>th</sup>: Staff meeting.

May 22<sup>nd</sup>: WLA SIG Meeting

May 24<sup>th</sup>: Staff meeting.

June 6<sup>th</sup>: Staff meeting.

June 8<sup>th</sup>: Meeting with Sarah.

June 14<sup>th</sup>: Staff meeting.

## Programming & Makerspace Librarian Report 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
- 5/20: Craft supplies

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

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

**CITY OF WHITEWATER  
BALANCE SHEET  
JUNE 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	( 53,500.28)	278,275.18	513,298.99
220-11300	INVESTMENTS	32,226.37	.00	133.16	32,359.53
220-11301	LIBRARY BRD MM-132 732	3,112.04	.00	.65	3,112.69
220-11500	LIBRARY BRD INVESTMENTS CDS	300,594.24	.00	4,582.74	305,176.98
TOTAL ASSETS		570,956.46	( 53,500.28)	282,991.73	853,948.19
<u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
220-21100	ACCOUNTS PAYABLE	14,936.65	11,797.22 (	3,139.43)	11,797.22
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	463.54	13,098.82	14,298.82
TOTAL LIABILITIES		34,518.29	12,260.76 (	8,422.25)	26,096.04
<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	( 65,761.04)	291,413.98	291,413.98
BALANCE - CURRENT DATE		.00	( 65,761.04)	291,413.98	291,413.98
TOTAL FUND EQUITY		536,438.17	( 65,761.04)	291,413.98	827,852.15
TOTAL LIABILITIES AND EQUITY		570,956.46	( 53,500.28)	282,991.73	853,948.19

**CITY OF WHITEWATER**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2023**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	579.10	3,420.18	10,465.51	7,045.33	32.7
100-55111-117 LONGEVITY PAY	90.00	90.00	30.00	( 60.00)	300.0
100-55111-118 UNIFORM ALLOWANCES	.00	.00	13.50	13.50	.0
100-55111-150 MEDICARE TAX/CITY SHARE	9.19	56.52	162.82	106.30	34.7
100-55111-151 SOCIAL SECURITY/CITY SHARE	39.34	241.73	696.20	454.47	34.7
100-55111-152 RETIREMENT	45.49	260.36	714.61	454.25	36.4
100-55111-153 HEALTH INSURANCE	240.14	798.63	1,244.90	446.27	64.2
100-55111-154 HSA-HRA CONTRIBUTIONS	2.55	35.77	75.00	39.23	47.7
100-55111-155 WORKERS COMPENSATION	14.32	91.41	324.53	233.12	28.2
100-55111-156 LIFE INSURANCE	.33	.97	3.79	2.82	25.6
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221 WATER & SEWER	363.01	1,514.09	2,828.00	1,313.91	53.5
100-55111-222 ELECTRICITY	1,307.92	5,167.54	11,750.00	6,582.46	44.0
100-55111-223 NATURAL GAS	160.88	2,808.61	4,500.00	1,691.39	62.4
100-55111-244 HVAC	.00	498.76	1,250.00	751.24	39.9
100-55111-245 FACILITY IMPROVEMENTS	104.98	2,919.94	3,030.00	110.06	96.4
100-55111-246 JANITORIAL SERVICES	1,259.00	5,036.00	15,750.00	10,714.00	32.0
100-55111-355 REPAIR & SUPPLIES	65.98	957.15	2,020.00	1,062.85	47.4
<b>TOTAL YOUNG LIBRARY BUILDING</b>	<b>4,282.23</b>	<b>23,897.66</b>	<b>55,060.86</b>	<b>31,163.20</b>	<b>43.4</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>4,282.23</b>	<b>23,897.66</b>	<b>55,060.86</b>	<b>31,163.20</b>	<b>43.4</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 4,282.23)</b>	<b>( 23,897.66)</b>	<b>( 55,060.86)</b>	<b>( 31,163.20)</b>	<b>( 43.4)</b>

**JUNE 2023**

	Current Month	Rcvd to Date	Est. FY Rev.	% of Total	NOTES
Fees	\$69.50	\$152.95	\$500.00	31%	
Materials Replacement	\$195.05	\$856.45	\$3,300.00	26%	
County Reimbursements	\$0.00	\$168,359.00	\$229,305.00	73%	
Gifts & Grants	\$608.27	\$17,531.61	\$18,650.00	94%	Generac
Copywork	\$245.22	\$1,693.75	\$2,500.00	68%	
SLP Sales	\$0.00	\$0.00	\$100.00	0%	
TRIP	\$0.00	\$699.48	\$0.00		
Library Capital Campaign	\$ 700.00	2489.56	0		
<b>TOTAL</b>	<b>\$1,818.04</b>	<b>\$191,782.80</b>	<b>\$254,355.00</b>	<b>75%</b>	

**CITY OF WHITEWATER**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 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 &amp; FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	104.68	1,667.88	3,300.00	1,632.12	50.5
220-45320-55 SALES-SUMMER LIBRARY PROGRAM	.00	.00	100.00	100.00	.0
220-45330-55 COPY MACHINE REVENUE	234.24	1,686.33	2,500.00	813.67	67.5
TOTAL FINES & FORFEITURES	338.92	3,354.21	5,900.00	2,545.79	56.9
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	.00	133.16	250.00	116.84	53.3
220-48105-55 LIBRARY BOARD INTEREST INCOME	.00	4,583.39	3,000.00	( 1,583.39)	152.8
220-48210-55 RENTAL INC-HOUSE-414&414/A	.00	1,700.00	.00	( 1,700.00)	.0
220-48500-55 DONATIONS	10,004.78	20,607.20	18,650.00	( 1,957.20)	110.5
220-48550-55 SALE OF LIBRARY PROPERTY	.00	541,987.57	.00	( 541,987.57)	.0
220-48600-55 MISC REVENUE	53.37	250.92	500.00	249.08	50.2
TOTAL MISCELLANEOUS REVENUE	10,058.15	569,262.24	22,400.00	( 546,862.24)	2541.4
<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	10,397.07	739,975.45	834,006.04	94,030.59	88.7

**CITY OF WHITEWATER**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 6 MONTHS ENDING JUNE 30, 2023**

**LIBRARY SPECIAL REVENUE FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	22,820.81	136,924.88	299,535.60	162,610.72	45.7
220-55110-114 WAGES/PART-TIME	15,388.79	91,518.86	203,273.98	111,755.12	45.0
220-55110-117 LONGEVITY	500.00	500.00	2,000.00	1,500.00	25.0
220-55110-120 EMPLOYEE BENEFITS	15,231.96	98,128.07	213,124.61	114,996.54	46.0
220-55110-211 PROFESSIONAL DEVELOPMENT	.00	149.00	.00	( 149.00)	.0
220-55110-218 PROFESSIONAL SERV/CONSULTING	1,074.00	22,318.67	19,583.00	( 2,735.67)	114.0
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	2,663.05	4,562.85	5,146.77	583.92	88.7
220-55110-225 TELECOM/INTERNET/COMMUNICATION	495.15	2,363.68	7,664.82	5,301.14	30.8
220-55110-227 RENTAL EXPENSES	.00	999.49	3,349.16	2,349.67	29.8
220-55110-310 OFFICE SUPPLIES	1,678.43	8,886.25	12,120.00	3,233.75	73.3
220-55110-313 POSTAGE	19.98	42.79	151.50	108.71	28.2
220-55110-319 MATERIAL RECOVERY	46.60	431.05	303.00	( 128.05)	142.3
220-55110-320 SUBSCRIPTIONS/DUES	.00	136.14	666.60	530.46	20.4
220-55110-321 LIBRARY BOOKS-ADULT	1,407.25	14,133.36	23,924.00	9,790.64	59.1
220-55110-323 LIBRARY BOOKS-JUVENILE	1,368.79	5,920.81	5,050.00	( 870.81)	117.2
220-55110-324 LIBRARY PERIODICALS-ADULT	105.73	1,697.09	3,928.00	2,230.91	43.2
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	786.57	3,971.57	10,100.00	6,128.43	39.3
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	16.99	927.71	2,525.00	1,597.29	36.7
220-55110-328 MACHINE READABLE-ADULT	.00	2,603.00	2,674.00	71.00	97.3
220-55110-330 TRAVEL EXPENSES	84.50	553.25	2,020.00	1,466.75	27.4
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	660.47	855.47	1,010.00	154.53	84.7
220-55110-337 LIBRARY BUILDING PROJECT EXP	28,008.67	43,072.67	.00	( 43,072.67)	.0
220-55110-341 PROGRAM SUPPLIES-ADULT	137.27	1,878.50	6,060.00	4,181.50	31.0
220-55110-342 PROGRAM SUPPLIES-JUVENILE	390.10	2,892.61	6,060.00	3,167.39	47.7
220-55110-343 MISC SUPPLIES-ADULT	( 16,755.00)	639.28	101.00	( 538.28)	633.0
220-55110-346 SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-348 SALES TAX EXPENSE	.00	75.70	.00	( 75.70)	.0
220-55110-350 CONTINGENCIES	28.00	162.94	505.00	342.06	32.3
220-55110-810 CAPITAL EQUIPMENT	.00	2,215.78	3,030.00	814.22	73.1
<b>TOTAL LIBRARY</b>	<b>76,158.11</b>	<b>448,561.47</b>	<b>834,006.04</b>	<b>385,444.57</b>	<b>53.8</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>76,158.11</b>	<b>448,561.47</b>	<b>834,006.04</b>	<b>385,444.57</b>	<b>53.8</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 65,761.04)</b>	<b>291,413.98</b>	<b>.00</b>	<b>( 291,413.98)</b>	<b>.0</b>

**JUNE 2023**

<b>Category</b>	<b>Claimant</b>	<b>Invoice #</b>	<b>Amount</b>
Audiovisual-adult	Midwest Tape (hoopla)	503872113	\$ 260.78
Audiovisual-adult	Midwest Tape	503924375	\$ 71.99
Audiovisual-adult	Amazon	n/a	\$ 11.97
Audiovisual-adult	Baker & Taylor	n/a	\$ 120.88
Audiovisual-adult	Amazon	n/a	\$ 9.99
Audiovisual-adult	Midwest Tape	503891611	\$ 139.98
Audiovisual-adult	Amazon	n/a	\$ 35.56
Audiovisual-adult	Amazon	n/a	\$ 37.46
Audiovisual-adult	Baker & Taylor	H65190440	\$ 43.90
Audiovisual-adult	Amazon	n/a	\$ 44.56
Audiovisual-adult	Amazon	n/a	\$ 12.59
			<b>\$ 789.66</b>
Audiovisual-juvenile	Midwest Tape	503856607	\$ 16.99
			<b>\$ 16.99</b>
Automation support	Piper Mountain Webs	1804	\$ 600.00
			<b>\$ 600.00</b>
Books-adult	Baker & Taylor	n/a	\$ 360.92
Books-adult	Amazon	n/a	\$ 26.40
Books-adult	Amazon	n/a	\$ 50.93
Books-adult	Baker & Taylor	n/a	\$ 227.61
Books-adult	Baker & Taylor	n/a	\$ 887.09
			<b>\$ 1,552.95</b>
Books-juvenile	Ingram	76178735	\$ 231.66
Books-juvenile	Ingram	n/a	\$ 310.05
Books-juvenile	Ingram	n/a	\$ 164.18
Books-juvenile	Baker & Taylor	2037495521	\$ 6.35
Books-juvenile	Ingram	n/a	\$ 98.57
Books-juvenile	Baker & Taylor	n/a	\$ 20.76
			<b>\$ 831.57</b>
Contingency	Johnson Creek Public Library	20230607	\$ 28.00
Contingency	Cody Wilson	20230620	\$ 16.35
			<b>\$ 44.35</b>
Library Building Project	The Sweeney Group	62023	\$ 5,602.00
Library Building Project	The Sweeney Group	72023	\$ 5,551.00
			<b>\$ 11,153.00</b>
Material recovery	Unique	6113425	\$ 46.60
			<b>\$ 46.60</b>
Office supplies	Walmart	n/a	\$ 63.70
Office supplies	Walmart	n/a	\$ 97.37
Office supplies	Showcases	326430	\$ 228.94
Office supplies	Shred-It	8003775289	\$ 89.21

**JUNE 2023**

Office supplies	Amazon	n/a	\$	51.96
Office supplies	Edit.org	n/a	\$	9.99
Office supplies	CoLibri	2829	\$	305.64
Office supplies	Amazon	n/a	\$	60.63
Office supplies	Showcases	326573	\$	43.20
Office supplies	Amazon	n/a	\$	20.00
			\$	<b>970.64</b>
Periodicals-adult	Janesville Gazette	n/a	\$	27.73
			\$	<b>27.73</b>
Postage	Postmaster	n/a	\$	12.38
			\$	<b>12.38</b>
Program supplies-adult	Walmart	n/a	\$	23.66
Program supplies-adult	Amazon	n/a	\$	97.99
			\$	<b>121.65</b>
Program supplies-juvenile	Opportunities, Inc	PSI562606	\$	67.50
Program supplies-juvenile	Amazon	n/a	\$	66.96
Program supplies-juvenile	Amazon	n/a	\$	76.85
Program supplies-juvenile	Walmart	n/a	\$	54.36
			\$	<b>265.67</b>
Promotions	QR-Code-Generator	QRCGPRO-1145587	\$	119.88
Promotions	4imprint	n/a	\$	540.59
			\$	<b>660.47</b>
Travel	Stacey Lunsford	Jun-23	\$	87.01
Travel	Stacey Lunsford	Jun-23	\$	15.20
			\$	<b>102.21</b>
			<b>GRAND TOTAL</b>	<b>\$ 17,195.87</b>

**JUNE 2023**

		<b>City of Whitewater</b>	<b>4,348</b>		
<b>Jefferson County</b>				<b>Dodge County</b>	
City	137			City	0
Rural	842			Rural	0
TOTAL	979			TOTAL	0
<b>Rock County</b>				<b>Waukesha County</b>	
City	56			City	65
Rural	655			Rural	4
TOTAL	711			TOTAL	69
<b>Walworth County</b>					
City	9			Other Counties	72
Rural	1,286				
TOTAL	1,295			Out of State	0
<b>Dane County</b>					
City	0			Total Nonresident	3,176
Rural	50				
TOTAL	50				
				<b>TOTAL</b>	<b>7,524</b>
	<b>ADULT</b>		<b>4,533</b>	<b>CHILDREN</b>	<b>2,991</b>
<b>ACCESS &amp; USAGE</b>		<b>INFORMATION SERVICE</b>		All Ages	2
Days Open	26	Reference	226	Attendance	112
Hours Open	264.0				
Library Visits	5,727	<b>REGISTRATION</b>			
		Resident	3,140		
<b>ANCESTRY</b>	72	Non-Resident	1,756		
		Total Registered Borrowers	4,896		
<b>OVERDRIVE</b>	1,439	New Users	63	<b>PRE-RECORDED PROGRAMS</b>	
				Children 0-5 Programs	0
<b>MAKER SPACE</b>	35	<b>INTERLIBRARY LOAN</b>		Attendance	0
		Lending	1,610	Children 6-11 Programs	0
<b>MEETING ROOMS</b>	21	Borrowing	1,215	Attendance	0
				Children 12-18 Programs	0
<b>HOOPLA</b>		<b>VOLUNTEERS</b>		Attendance	0
Checkouts	119	Participants	1	Adult Programs	0
Cost	\$ 273.94	Hours worked	3	Attendance	0
		<b>HOME DELIVERY</b>		All Ages	0
<b>COLLECTION MAINTENANCE</b>		Participants	n/a	Attendance	0
Books added	293	Items Delivered	n/a	<b>SELF-DIRECTED PROGRAMS</b>	
Books withdrawn	262			Children 0-5 Programs	0
Audio materials added	4	<b>IN-PERSON PROGRAMS</b>		Attendance	0
Audio materials withdrawn	14	Children 0-5 Programs	6	Children 6-11 Programs	4
Video materials added	24	Attendance	164	Attendance	273
Video materials withdrawn	72	Children 6-11 Programs	3	Children 12-18 Programs	2
Other materials added	0	Attendance	51	Attendance	20
Other materials withdrawn	1	Children 12-18 Programs	2	Adult Programs	2
		Attendance	14	Attendance	207
		Adult Programs	6	All Ages	0
		Attendance	44	Attendance	0

# the American Deposit Management Co.

June 14, 2023

Statement Period:  
May 01, 2023 - May 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](http://www.americandeposits.com)
- Questions on products & services:  
[info@americandeposits.com](mailto:info@americandeposits.com)
- Mail correspondence to:  
W220 N3451 Springdale Road  
Pewaukee, WI 53072

## American Money Market Account™

Account Number-Description	Average Monthly Balance	Net Earnings	Delivered Rate
CIRVIN01 - General	\$ 305,176.98	\$ 1,234.09	4.92 %



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

# American Money Market Account™

CIRVIN01 - General

## Balance Summary

Beginning Balance:	\$	305,176.98
Total Deposits:	\$	1,234.09
Total Withdrawals:	\$	0.00
Ending Balance:	\$	306,411.07
Average Balance:	\$	305,176.98

## Transaction Detail

### DEPOSITS

Date	Description	Amount
05/31/2023	Accrued Interest Earned	\$ 1,234.09
<b>Total Deposits:</b>		<b>\$ 1,234.09</b>

## Summary of Financial Institutions

FDIC/ NCUA	Name	Balance
27237	Enterprise Bank & Trust	\$ 247,466.20
6384	PNC Bank, NA - Repurchase Agreement	\$ 1,234.09
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
<b>Ending Balance:</b>		<b>\$ 306,411.07</b>

*American Deposit Management LLC applied a Deposit Advisory Fee of \$52.45 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 \$18,324,392.68 for a total of \$2,357,097.54.*

*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**

<b>DATE</b>	<b>Activity</b>	<b>Interest Deposit</b>	<b>Withdrawal</b>	<b>Balance</b>
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
6.20.23	Interest	\$0.13		\$3,112.82

<b>ADM - American Deposit Management Company</b>				
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
<b>Date</b>	<b>Activity</b>	<b>Interest/Dep</b>	<b>Withdrawal</b>	<b>Balance</b>
3.31.23	Combined accounts	\$594.24		\$303,977.73
4.30.23	Accrued Interest Earned 4.8%	\$1,199.25		\$305,176.98
5.31.23	Accrued Interest Earned 4.92%	\$1,234.09		\$306,411.07

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	

Jun-23

Beginning Balance		\$ 1,933.67	
Deposit	\$ 164.95	\$ 2,098.62	
Check #4012	\$ 44.72	\$ 2,053.90	Reimbursement for coffee cups purchase
Interest	\$ 0.08	\$ 2,053.98	
Ending Balance		\$ 2,053.98	



# Irvin L. Young Memorial Library

## MEETING ROOMS/DISPLAY SPACE POLICY

**Commented [SL1]:** We have a separate policy for the display cases as they are not typically part of any group's event or usage.

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Exceptions to any part of this policy may be considered by the Library Director or the Library Board.

### A. PURPOSE

The Irvin L. Young Memorial Library ("Library") provides meeting rooms to further the library's mission in the community by providing public spaces available for use by groups for civic, cultural and educational purposes. When not needed by the employees of the library, meeting spaces are available to those who meet the eligibility criteria.

The Library's use of meeting rooms is the first priority. The Library reserves the right to cancel a public reservation if the room is needed for that purpose. This right will not be exercised except in emergency situations and requires the approval of the Library Director or Library Board.

The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Use of the meeting rooms does not constitute an endorsement of the views of the user(s) of the room by the Library.

### B. HOURS OF MEETING AND FEES

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

### C. EQUIPMENT AVAILABILITY AND SET-UP

#### 1. The Community Room includes:

- i. Refrigerator and sink
- ii. Kitchen and serving facilities for light refreshments; but not plates, cups, utensils, glasses, napkins, or other serving items.

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

2. 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.

3. The library will provide chairs, tables, lectern, DVD player, TV, projectors, projection screen, laptop, and 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 equipment.

## D. DISPLAYS AND EXHIBITS IN MEETING ROOMS/~~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.

**Commented [SL2]:** As mentioned, there is a separate policy for the display cases. This policy should only cover displays and exhibits that are in the meeting rooms.

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**Commented [SL3]:** We are moving toward an online reservation system so I would prefer that the word "written" not be included.

## E. MEETINGS/RESERVATIONS

1. Groups desiring to use the meeting rooms for meetings must submit a room reservation ~~form~~request.
2. Meetings may not be scheduled more than six (6) months in advance. In order to make the meeting spaces as accessible to as many people as possible, one use per month is permitted for each group. An exception may be granted by the library director for short courses, or similar special events dependent on the scheduling calendar.

**Commented [SL4]:** Our old policy allowed for two uses per month so this is more restrictive. Also, we have been allowing more frequent use by some groups on a case-by-case basis. I would like this policy to be less restrictive than what we already have.

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# Irvin L. Young Memorial Library

## F. APPLICATION PROCEDURE

1. 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.**
- 4.

## G. CHILDREN'S GROUPS

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

## 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.
4. The group is responsible for clean-up of areas of the building it has used.

## I. AGREEMENT BY USER

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

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

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**Commented [SL5]:** I think there should be a statement in the policy that allows people to appeal the director's decision to the library board if they feel that they have been unjustly denied use of the meeting rooms, but this statement here suggests that the library board is involved in day-to-day operation of the library. Perhaps a final section (K) that addresses appeals?



## Irvin L. Young Memorial Library

- iv. 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.
- b. 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.

### J. EXCLUSIONS

- c. 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 education courses conducted by established educational institutions or organizations. In either case, permission must be obtained from the library director.
- d. Personal or family purposes that would not be appropriate in the rest of the library; e.g. birthday parties.
- e. Group activities involving more than normal wear and tear on the meeting room.
- f. A return use by a group that has abused the facilities or regulations in an earlier use of the meeting room.

## **DIRECTOR'S REPORT**

**July 17, 2023**

### **I. ADMINISTRATION**

- a. Ten work orders were submitted in July.
  - i. A staff computer needed new software installed.
  - ii. The air conditioning was not working in parts of the library.
  - iii. There were two issues with the new Polaris client installation after the June 6 upgrade.
  - iv. I requested carpet cleaning be done.
  - v. There is an ongoing issue with one of the front desk receipt printers.
  - vi. There was an issue with the firewall blocking us from a library memory care project site.
  - vii. There were three work orders submitted over issues with the new OPACs.

### **II. BUDGET**

- a. I completed the Personnel section of the 2024-2025 biennial budget document.

### **III. PERSONNEL**

- a. None.

### **IV. LIBRARY COLLECTION**

- a. RFID tagging has been completed in adult nonfiction and all YA books. We have moved on to graphic novels.

### **V. PUBLIC AND COMMUNITY RELATIONS**

- a. None.

### **VI. LIBRARY BOARD RELATIONS**

- a. None.

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

- a. I helped staff the annual City Employee Appreciation Picnic on June 14.
- b. I will have attended the July 14 Alliance of Public Libraries meeting and will report on it at the board meeting.

### **VIII. PROFESSIONAL DEVELOPMENT**

- a. None.

### **IX. STRATEGIC PLAN**

- a. None.

### **X. CAPITAL CAMPAIGN**

- a. I worked on putting together the July 10 public kickoff event.

## **Adult Services Report July 2023**

### **Report:**

To date we have checked out twenty-two park passes, with twenty-eight left to check out.

I assisted Stacey with labeling and stamping the postcard invitations for the Capital Campaign Kickoff Party.

I participated in the Capital Campaign Kickoff Party on July 10<sup>th</sup>.

### **Collection Development:**

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

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

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

June 07: Staff meeting with Stacey, Deana, and Sarah

June 14: Staff meeting with Stacey, Deana, and Sarah

June 19: Library Board Meeting

June 21: Infosec Training: Password Security

June 21: Staff meeting with Stacey, Deana, and Sarah

## Youth Educational Services Report July 2023

### Summer Reading Program

As of Friday, July 7<sup>th</sup> our summer reading program registration numbers are as follows:

<b>Program</b>	<b>2023</b>	<b>2022</b>
Little Explorers	30	29
Children	135	150
Teens	24	13
<b>Total</b>	<b>189</b>	<b>192</b>

We have received many positive comments about the summer program. Several parents have commented that their children are very excited about Book Bingo and that encourages them to keep reading.

### Programs

I assisted Sarah with the Mysterious Benedict Society Adventure. Unfortunately, we only had one participant.

### Collection Management

The young adult department was weeded ahead of RFID tagging.

### Meetings and Trainings

June 21<sup>st</sup>: Staff meeting with Stacey, Diane, and Sarah.

July 5<sup>th</sup>: Staff meeting with Stacey and Sarah.

Programming & Makerspace Librarian Report  
Sarah French  
July 2023

Programs:

- 6/15: Summer Reading Kickoff Event w/Deana – Puzzles & Popsicles (61)
- 6/16: Fiber Friday (7)
- 6/17: Sing, Dance, Thrive! w/Noelle Larson (35)
- 6/19: Maker Club: Solar Prints (19)
- 6/20: Snake Discovery (105)
- 6/21: Storytime (25)
- 6/22: Patriotic Candle Holder adult take/make (45)
- 6/26: Maker Club: Yarn Painting (26)
- 6/26: Mindful Monday Book Club (9)
- 6/28: Storytime (24)
- 6/28: Reflect & Realign Journaling Workshop w/Katy Wimer (8)
- 6/29: Music & Art Wonder Club w/Noelle Larson (27)
- 6/29: For Teens: Music of the 80s Bingo (4)
- 6/30: Mysterious Benedict Society Adventure (4)
- 7/5: Storytime (26)
- 7/6: For Teens: Jewelry Making (9)
- 7/7: Fiber Friday (3)
- 7/8: Sing, Dance, Thrive w/Noelle Larson
- 7/10: Maker Club: Pointillism (15)
- 7/12: Storytime (31)

Upcoming Programs:

- 7/13: For Teens: DIY Henna
- 7/14: Beeswax Wrap take & make kit for adults
- 7/17: Maker Club: Kindness Rocks
- 7/18: Summer Wreath Making
- 7/19: Storytime
- 7/19: Hoop Elation
- 7/20: For Teens: Zine Making
- 7/21: Dog Man Party
- 7/24: Teen Sushi
- 7/24: Mindful Mondays Book Club
- 7/25: The Buzz on Beekeeping
- 7/26: Storytime
- 7/27: Floating Foam Ship take & make craft for kids
- 7/28: End of Summer Reading Party
- 7/31: Dungeons & Dragons

#### Makerspace Use:

- 6/13: Craft supplies
- 6/13: Craft supplies
- 6/15: Craft supplies
- 6/19: Craft supplies
- 6/19: Craft supplies
- 6/19: Craft supplies
- 6/19: Craft supplies
- 6/20: Craft supplies
- 6/21: Craft supplies
- 6/22: Cricut
- 6/23: Craft supplies
- 6/24: Sticker mural
- 6/24: Sticker mural
- 6/24: Craft supplies
- 6/26: Origami
- 6/26: Craft supplies
- 6/27: Craft supplies
- 6/17: Craft supplies
- 6/28: Craft supplies
- 6/29: Craft supplies
- 6/29: Rubber band loom
- 6/30: Cricut
- 6/30: Craft supplies
- 7/3: Craft supplies
- 7/3: Craft supplies
- 7/3: Craft supplies
- 7/3: Craft supplies
- 7/5: Craft supplies
- 7/5: Beads
- 7/6: Analog to digital
- 7/6: Craft supplies
- 7/6: Craft supplies
- 7/7: Craft supplies
- 7/7: Craft supplies
- 7/10: Bookmark making

#### Makerspace Training Appointments: 3 hours

#### Equipment & Technology: Donated camcorder (see below)

#### Donations:

- Hi8 Camcorder from Cori W., staff member. We can now convert this type of media, which has been requested multiple times.
- Large box of yarn and other craft supplies from a patron.
- Glass jars and paper airplane materials from a patron.

#### Other Updates:

- Deana and I created an interactive chalk obstacle course on the library's sidewalk leading up to the doors for the Summer Reading Program.
- I created a video (with the help of my son who volunteered) to promote the adult summer reading program.
- I applied for a "Thinking Money for Kids Program Kit" ALA grant (est. value \$2000)
- Assisted with the Capital Campaign Kickoff Party on July 10

#### Meetings:

- 6/21: Staff meeting
- 6/22: Viviana from Open Arms Free Clinic
- 6/27: Tiffany Helgerson, Monona Public Library
- 6/28: Jorge Islas, WWUSD
- 7/5: Staff meeting

#### Professional Development:

- Infosec Password Security

# Bridges Library System Staff Reports

## July 2023

### Karol Kennedy – Library System Director

**2024 Bridges Library System Budget:** I spent a great deal of time this month creating the preliminary draft of the Bridges Library System 2024 budget. On June 30, the budget bill was sent to the desk of Governor Evers who completed his veto review, released his changes in a [Governor's Veto Message](#), and signed the budget bill into law on July 5, 2023, securing the state library aid package supported by [WLA](#). The result is an increase in state aid to systems in 2024 of 9.99%.

As always, I am extremely grateful for the Bridges staff, especially Rachel McCracken, and Waukesha County Senior Financial Analyst Alex Klosterman for their work in preparing the annual budget. APL will be discussing the draft budget at a meeting on Friday, July 14. Any changes recommended by APL will be brought forward to the board for consideration at the Bridges Library System Board meeting on July 19.

**2024 County Library Budgets:** As part of the county library budget process for both counties, I also review and approve adjacent county library requests. The deadline for requests was July 1, so the county library budget request can't be finalized until after that date. I worked with Alex to finalize the Waukesha County request. The Jefferson County request will go to the Jefferson County Library Service Board for review later this month.

**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 and were finalized by the Waukesha County Board on June 27. The County appointed 21 individuals to seven Waukesha County public libraries. All terms are for three years.

### Mellanie Mercier – Automation Coordinator & Assistant Director

Last month I attended ALA and met with all of our vendors as well as attended many sessions. Since I have returned, I have continued to meet with vendors on possible future projects, such as Messagebee (texting option for Café), WhoFi (wifi usage software for annual report), LibraryCalendar (calendar service for libraries), Clarivate about the Syndetics Unbound product to replace Novelist Select, Hoopla regarding the possibility of having lucky day copies of high demand titles, and DEI (diversity, equity and inclusion) collection analysis tool from Baker and Taylor. I have also been working with Capira on the next version of the app, which should be released in the next two weeks and the county IT department on the data dashboard which will hopefully be ready in October. Angela and I are also beginning to meet with the county IT staff about a voting solution for the Kids Choice program.

## Laurie Freund – Coordinator of Library Development



buildings.

**[Wisconsin Library Buildings & Spaces](#)**: This statewide project is now live as a page on the SEWI Libraries website to address the information needs regarding the physical facilities. Be sure to view some on-demand webinars that cover a range of topics. Some of these presenters will also be available for Live Q&A Sessions during the last week in July to answer questions people have after viewing their recordings. You will also find other useful resources and a list of libraries around our state that have recently completed renovations or new



**[There's an App for That?! Wisconsin Social Services webinar \(August 9\)](#)**:

Become familiar with how people can easily access needed social services in our state using mobile apps and mobile-optimized websites. Three services will be highlighted: 2-1-1 Service, MyACCESS, and LIFT Wisconsin. Go to the link for more information and to register for the webinar.



**[WI Trustee Training Week \(August 21-25\)](#)**: Registration is open for these lunch hour web sessions. Each day will consist of a web session on a topic of particular interest to library trustees. These sessions are open to library trustees and library staff. Here is a list of this year's sessions:

- Mon. August 21: No More Neutral: How to Use Marketing to Position Your Library in Challenging Times
- Tue, August 22: Wisconsin Library Law
- Wed, August 23: Nurturing Your Library Culture
- Thu, August 24: LGBTQ-Inclusive Trusteeship
- Fri, August 25: Elected Officials are People, Too

**Save the Date! SEWI Library Directors Retreat (Aug 25)**: Library directors can mark their calendar for this annual event where they can meet and network with other colleagues in the SEWI Libraries region and attend sessions of special interest to directors. More information and registration will be coming soon!

**My CE Activities**: I attended the American Library Association's Annual Conference in Chicago June 24-26. Some of the sessions included topics on collaborative programming, serving entrepreneurs, understanding the information needs of businesses that have a social conscious aspect or goal, programming with accessibility considerations in mind, and some poster sessions on a variety of topics. I was also able to visit some federal government and nonprofit booths in the Exhibit Hall.

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

### Youth Services:



Libraries are especially busy over the summer months as families make their way to the library while school is out of session. To help prevent the summer slide, libraries offer a Summer Library Program filled with lots of free activities and of course reading challenges. Bridges Library System provides the coordination and expense of three performers per library across the system. This summer, we had Hale O Malo, Snake Discovery, KidsPlay, Wendy & DB, Ryan Meisel's World Sound Exploration and Interactive Drum Circle, and a Sushi Workshop for teens and tweens (see the [schedule](#)). Some libraires have been reporting near pre-pandemic numbers at their library programs. In addition to the performers, Bridges also coordinates reading rewards for kids and teens to participate in the summer library program. This year, we have new incentives from Lou

Malnati's Pizzeria, Whitewater Aquatic & Fitness, and the Milwaukee Admirals.

**Inclusive Services:** This past month, I was invited to speak as a panelist for a podcast called Alzheimer's Speaks. I was amongst a group of others who coordinate memory cafes across the country. If you are interested in tuning into my interview, start at 22:20 using the following link:

<https://www.youtube.com/watch?v=yhv0-ZfN0s8>



attended our session.

The Annual American Library Association Conference was held in Chicago this year and I was invited to speak about the Library Memory Project. I co-presented with Timothy Dickey, Adult Services Librarian, from Columbus Metropolitan Libraries and Mary Beth Riedner, a retired librarian and creator of Tales & Travel Memories. Approximately 100 people

## Beth Bechtel – Database Management Librarian

**Library Visits:** This month I visited Dwight Foster Public Library in Fort Atkinson for consulting about creating call numbers and Mukwonago Community Library for discussion of cataloging training and Library of Things items management.

**Cataloging Meeting:** At the CAFÉ Cats virtual meetup this month we talked about editing incomplete OCLC bib records, using WorldCat to find OCLC control numbers, handling the increase in duplicate CAFÉ bib records, and the new statewide technical services email list (WiTS).

**Continuing Education:** I am grateful I was able to attend the American Library Association (ALA) Annual Conference in Chicago, June 24-26. I talked with our vendors who offer catalog services and set up

follow-up meetings to make sure we are using their services well, attended sessions about current issues in cataloging, and generally immersed myself in all things library.

## Emily Heller – Public Communications Coordinator

**Library Passport Challenge:** The Passport Challenge continues to be popular with patrons! Hundreds of passports have been stamped and member libraries are reporting visitors coming in from other libraries! Exactly as we hoped.

*"I had a couple in here about an hour ago that is visiting 6 libraries today and planning on visiting all of them. They said it's really nice to put an image of each different library with the name." ~ Nancy, Mukwonago Community Library*

*"I was at Palmyra for their SLP performance, and a family was there to get their passports stamped. Their home library is Jefferson. They decided to stay for the program while they were there!" ~ Angela, Bridges Library System*

The Library Passport Challenge social media posts have also had the most reach on both Facebook and Instagram over the last 30 days. Carlee, Outreach Librarian at Dwight Foster Public Library in Fort Atkinson, featured her passport journey on Instagram! [Watch 1-12](#) • [Watch 13-24](#) (Thanks Carlee)

### Libraries in the News & On Air

- Fox 6 Wakeup: The Library Passport Challenge was featured with Suzanne Spencer on June 15. [Watch the Segment](#)
- Channel 3000: The "Snake, Rattle and Roll" Snake Discovery Program at Karl Junginger Memorial Library in Waterloo was showcased on June 27. [Watch the Segment](#)
- Alzheimer's Speaks Radio: The Library Memory Project's Memory Cafés were highlighted by radio host, Lori La Bey, on her podcast! (Catch Angela Meyers at 21:15 mins.) [Watch the Interview](#)

**Statewide Marketing Cohort:** Currently coordinating orders for all member libraries for the Promotional Stickers to help support Library Card Sign-up Month in September are underway! There are 5 designs to choose from:

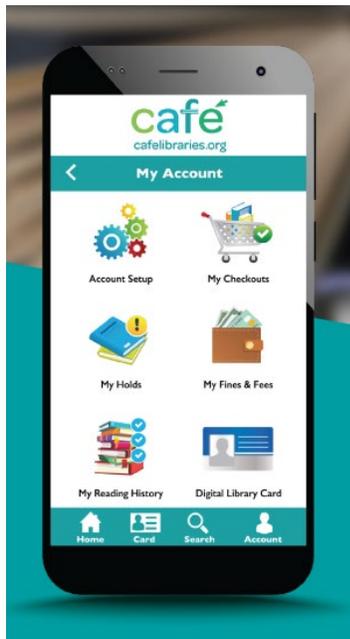


### Marketing Materials Updates

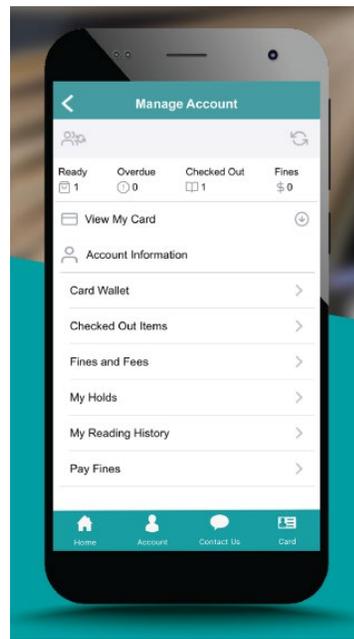
The Café App will have a new look and updates soon! I have edited the trifold brochure images to reflect the update in English and Spanish. This is the most requested marketing piece from member

libraries.

OLD VERSION



UPDATED VERSION



### SEWI Libraries Webpage

The *Wisconsin Library Buildings and Spaces* website is live and available for viewing the on-demand webinars and registering for live Q&A sessions.

Check it out: [sewilibraries.org/library-buildings-spaces](http://sewilibraries.org/library-buildings-spaces)

### July Newsletters:

- Marketing Magic (July – Part 1) resources for library staff [55.21% Open Rate]
- Monthly Legislator Newsletter [16.67% Open Rate]
- Monthly Bridges Newsletter = Email was sent after this report, results will be next month.

## Rachel McCracken - Departmental Executive Assistant

**Budget 2024:** I assisted Karol with completing the data entry side of the budget. I entered the final dollar amounts into FMIS and ran reports to ensure accuracy.

**Continuing education:** I continue the class from Gale Courses on Microsoft Excel.

**Cataloging:** I have been assisting Beth with entering the book award information into the Polaris catalog.