



Board of Trustees Meeting Agenda
Irvin L. Young Memorial Library
Community Room
431 W. Center Street
Whitewater, WI 53190
Monday, August 21, 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)

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

Documents:

MINUTES JULY 17, 2023 - DRAFT.PDF

2.II. Acknowledgment Of Receipt Of Financial Reports

Documents:

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

2.III. Approval Of Payment Of Invoices

Documents:

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

2.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

[STATISTICS - JULY 2023.PDF](#)

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

Documents:

[AMERICAN DEPOSIT MANAGEMENT - JULY 2023.PDF](#)
[BOARD TREASURER REPORT - JULY 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

- Update on fundraising

4.II. Review And Approval Of The Revised Meeting Room Policy

Documents:

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

5. New Business

5.I. Review And Approval Of Draft Revision Of Circulation Policy

Revisions update language referring to digital library cards as well as standardizing the term used for library users throughout the document.

Documents:

[POLICY CIRCULATION-DRAFT REVISION.PDF](#)

5.II. Consideration Of Closing The Library On Saturday, December 23

The city and the library will observe the Christmas Eve closure on Friday, December 22. The library will also be closed on Monday, December 25. Request the board consider closing the library on Saturday, December 23.

5.III. Discussion Of Possible Change To Library Board Meeting Start Time

In an effort to accommodate board members' schedules, a discussion of possibly changing the time that board meetings are held was requested.

5.IV. 2024-2025 Preliminary Budget Draft

Documents:

[2024-2025 PRELIMINARY BUDGET REVENUES DRAFT.PDF](#)

[2024-2025 PRELIMINARY BUDGET EXPENDITURES 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 - AUGUST 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 - AUGUST 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 - AUGUST 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 - AUGUST 2023.PDF](#)

6.V. Bridges Library System Staff Report

Documents:

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

7. Board Member Requests For Future Agenda Items

8. Confirmation Of Next Meeting

September 18, 2023, ??? 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
July 17, 2023, 6:30 p.m.

MINUTES OF THE JULY 17, 2023 MEETING

1. Call to Order and Roll Call

Present: Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orłowski, Kathy Retzke
Absent: Doug Anderson, Jaime Weigel, Sallie Berndt
Staff: Stacey Lunsford, Diane Jaroch arrived at 6:31

2. Consent Agenda

MSC Orłowski/Retzke to approve the Consent Agenda.
Ayes: Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orłowski, Kathy Retzke
Nays: None

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. ~ None.

4. Old Business

4.1. Library Building Project

Update on the capital campaign

- Fundraising Campaign Public Phase Kickoff Event: Monday, July 10: Post- event report
 - Architects came up to attend
 - About 50 people attended
 - In Janesville Gazette, Daily Union, and Whitewater Banner

- Update on fundraising
 - After the event, the library received \$17,000, \$277,000 left to raise

- 4.II. Review and Possible Approval of The Revised Meeting Room Policy Draft revision with comments were discussed. As requested, this is being brought back for a vote during August meeting after a final revision.
- 5. New Business
 - 5.1. Discussion of Trustee Training Week Sessions ~ Trustees were asked to register for at least one session during the week of August 21.
- 6. Staff & Board Reports ~ Stacey gave a brief update on the Bridges Library System proposed budget for 2024.
- 7. Board Member Requests for Future Agenda Items ~ None.
- 8. Confirmation of Next Meeting August 21, 2023, 6:30 p.m.
- 9. Adjournment at 7:06 p.m.

Respectfully
submitted,
Brienne Diebolt-Brown Secretary

**CITY OF WHITEWATER
BALANCE SHEET
JULY 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	(69,518.04)	208,744.93	443,768.74
220-11300	INVESTMENTS	32,226.37	.00	547.72	32,774.09
220-11301	LIBRARY BRD MM-132 732	3,112.04	.00	.78	3,112.82
220-11500	LIBRARY BRD INVESTMENTS CDS	300,594.24	.00	5,816.83	306,411.07
TOTAL ASSETS		570,956.46	(69,518.04)	215,110.26	786,066.72
<u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
220-21100	ACCOUNTS PAYABLE	14,936.65	(11,797.22)	(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	3,263.54	16,362.36	17,562.36
TOTAL LIABILITIES		34,518.29	(8,533.68)	(16,955.93)	17,562.36
<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	(60,984.36)	232,066.19	232,066.19
BALANCE - CURRENT DATE		.00	(60,984.36)	232,066.19	232,066.19
TOTAL FUND EQUITY		536,438.17	(60,984.36)	232,066.19	768,504.36
TOTAL LIABILITIES AND EQUITY		570,956.46	(69,518.04)	215,110.26	786,066.72

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	588.55	4,008.73	10,465.51	6,456.78	38.3
100-55111-117 LONGEVITY PAY	.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	8.02	64.54	162.82	98.28	39.6
100-55111-151 SOCIAL SECURITY/CITY SHARE	34.29	276.02	696.20	420.18	39.7
100-55111-152 RETIREMENT	40.02	300.38	714.61	414.23	42.0
100-55111-153 HEALTH INSURANCE	193.19	991.82	1,244.90	253.08	79.7
100-55111-154 HSA-HRA CONTRIBUTIONS	5.98	41.75	75.00	33.25	55.7
100-55111-155 WORKERS COMPENSATION	12.60	104.01	324.53	220.52	32.1
100-55111-156 LIFE INSURANCE	.12	1.09	3.79	2.70	28.8
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221 WATER & SEWER	339.82	1,853.91	2,828.00	974.09	65.6
100-55111-222 ELECTRICITY	1,319.39	6,486.93	11,750.00	5,263.07	55.2
100-55111-223 NATURAL GAS	123.16	2,931.77	4,500.00	1,568.23	65.2
100-55111-244 HVAC	898.37	1,397.13	1,250.00	(147.13)	111.8
100-55111-245 FACILITY IMPROVEMENTS	.00	2,919.94	3,030.00	110.06	96.4
100-55111-246 JANITORIAL SERVICES	1,259.00	6,295.00	15,750.00	9,455.00	40.0
100-55111-355 REPAIR & SUPPLIES	163.13	1,120.28	2,020.00	899.72	55.5
TOTAL YOUNG LIBRARY BUILDING	4,985.64	28,883.30	55,060.86	26,177.56	52.5
TOTAL FUND EXPENDITURES	4,985.64	28,883.30	55,060.86	26,177.56	52.5
NET REVENUE OVER EXPENDITURES	(4,985.64)	(28,883.30)	(55,060.86)	(26,177.56)	(52.5)

JULY 2023

	Current Month	Rcvd to Date	Est. FY Rev.	% of Total	NOTES
Fees	\$15.60	\$168.55	\$500.00	34%	
Materials Replacement	\$108.96	\$965.41	\$3,300.00	29%	
County Reimbursements	\$61,881.00	\$230,240.00	\$229,305.00	100%	
Gifts & Grants	\$1,027.46	\$18,559.07	\$18,650.00	100%	
Copywork	\$347.64	\$2,041.39	\$2,500.00	82%	
SLP Sales	\$0.00	\$0.00	\$100.00	0%	
TRIP	\$0.00	\$699.48	\$0.00		
Library Capital Campaign	\$ 2,000.00	\$ 4,489.56	0		
TOTAL	\$65,380.66	\$257,163.46	\$254,355.00	101%	

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 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	195.05	1,862.93	3,300.00	1,437.07	56.5
220-45320-55 SALES-SUMMER LIBRARY PROGRAM	.00	.00	100.00	100.00	.0
220-45330-55 COPY MACHINE REVENUE	245.22	1,931.55	2,500.00	568.45	77.3
TOTAL FINES & FORFEITURES	440.27	3,794.48	5,900.00	2,105.52	64.3
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	.00	547.72	250.00	(297.72)	219.1
220-48105-55 LIBRARY BOARD INTEREST INCOME	.00	5,817.61	3,000.00	(2,817.61)	193.9
220-48210-55 RENTAL INC-HOUSE-414&414/A	.00	1,700.00	.00	(1,700.00)	.0
220-48500-55 DONATIONS	1,308.27	21,915.47	18,650.00	(3,265.47)	117.5
220-48550-55 SALE OF LIBRARY PROPERTY	.00	541,987.57	.00	(541,987.57)	.0
220-48600-55 MISC REVENUE	69.50	320.42	500.00	179.58	64.1
TOTAL MISCELLANEOUS REVENUE	1,377.77	572,288.79	22,400.00	(549,888.79)	2554.9
<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	1,818.04	743,442.27	834,006.04	90,563.77	89.1

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2023

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111	22,820.80	159,745.68	299,535.60	139,789.92	53.3
220-55110-114	15,553.64	107,072.50	203,273.98	96,201.48	52.7
220-55110-117	.00	500.00	2,000.00	1,500.00	25.0
220-55110-120	15,812.05	113,940.12	213,124.61	99,184.49	53.5
220-55110-211	.00	149.00	.00	(149.00)	.0
220-55110-218	.00	22,318.67	19,583.00	(2,735.67)	114.0
220-55110-224	3,064.80	7,627.65	5,146.77	(2,480.88)	148.2
220-55110-225	919.51	3,283.19	7,664.82	4,381.63	42.8
220-55110-227	.00	999.49	3,349.16	2,349.67	29.8
220-55110-310	900.90	9,787.15	12,120.00	2,332.85	80.8
220-55110-313	148.80	191.59	151.50	(40.09)	126.5
220-55110-319	.00	431.05	303.00	(128.05)	142.3
220-55110-320	.00	136.14	666.60	530.46	20.4
220-55110-321	1,138.72	15,272.08	23,924.00	8,651.92	63.8
220-55110-323	280.42	6,201.23	5,050.00	(1,151.23)	122.8
220-55110-324	105.73	1,802.82	3,928.00	2,125.18	45.9
220-55110-326	413.66	4,385.23	10,100.00	5,714.77	43.4
220-55110-327	9.96	937.67	2,525.00	1,587.33	37.1
220-55110-328	.00	2,603.00	2,674.00	71.00	97.3
220-55110-330	102.21	655.46	2,020.00	1,364.54	32.5
220-55110-331	.00	855.47	1,010.00	154.53	84.7
220-55110-337	.00	43,072.67	.00	(43,072.67)	.0
220-55110-341	184.19	2,062.69	6,060.00	3,997.31	34.0
220-55110-342	166.61	3,059.22	6,060.00	3,000.78	50.5
220-55110-343	1,180.40	1,819.68	101.00	(1,718.68)	1801.7
220-55110-346	.00	.00	100.00	100.00	.0
220-55110-348	.00	87.91	.00	(87.91)	.0
220-55110-350	.00	162.94	505.00	342.06	32.3
220-55110-810	.00	2,215.78	3,030.00	814.22	73.1
TOTAL LIBRARY	62,802.40	511,376.08	834,006.04	322,629.96	61.3
TOTAL FUND EXPENDITURES	62,802.40	511,376.08	834,006.04	322,629.96	61.3
NET REVENUE OVER EXPENDITURES	(60,984.36)	232,066.19	.00	(232,066.19)	.0

JULY 2023

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Midwest Tape (hoopla)	504012391	\$ 270.40
Audiovisual-adult	Midwest Tape	504048336	\$ 47.99
Audiovisual-adult	Midwest Tape	504068309	\$ 39.99
Audiovisual-adult	Amazon	n/a	\$ 31.25
Audiovisual-adult	Baker & Taylor	n/a	\$ 122.32
Audiovisual-adult	Amazon	n/a	\$ 82.87
Audiovisual-adult	Amazon	n/a	\$ 38.71
Audiovisual-adult	Amazon	n/a	\$ 35.67
Audiovisual-adult	Amazon	n/a	\$ (24.96)
Audiovisual-adult	Amazon	n/a	\$ 125.77
Audiovisual-adult	Baker & Taylor	n/a	\$ 146.79
Audiovisual-adult	Baker & Taylor	n/a	\$ 73.41
Audiovisual-adult	Amazon	n/a	\$ 39.16
Audiovisual-adult	Amazon	n/a	\$ 33.85
			\$ 1,063.22
Audiovisual-juvenile	Midwest Tape (hoopla)	504012391	\$ 3.54
Audiovisual-juvenile	Midwest Tape	504021346	\$ 18.74
Audiovisual-juvenile	Midwest Tape	504048338	\$ 18.74
Audiovisual-juvenile	Midwest Tape	504048339	\$ 112.46
Audiovisual-juvenile	Midwest Tape	504068371	\$ 14.99
Audiovisual-juvenile	Amazon	n/a	\$ 9.96
			\$ 178.43
Books-adult	Amazon	n/a	\$ 32.80
Books-adult	Baker & Taylor	n/a	\$ 218.83
Books-adult	Baker & Taylor	n/a	\$ 1,413.77
Books-adult	Baker & Taylor	n/a	\$ 1,187.82
Books-adult	Amazon	n/a	\$ 33.90
Books-adult	Baker & Taylor	n/a	\$ 379.61
Books-juvenile	Ingram	n/a	\$ 161.09
			\$ 3,427.82
Library building project	Opportunities	PSI564249	\$ 56.40
Library building project	Walmart	n/a	\$ 46.52
Library building project	The Sweeney Group	72023	\$ 5,551.00
Library building project	Subway	n/a	\$ 1,180.40
			\$ 6,834.32
Material recovery	Unique	6114486	\$ 46.60
			\$ 46.60
Office supplies	Demco	7325510	\$ 154.60
Office supplies	Shred-It	8003966203	\$ 175.02
Office supplies	Edit.org	n/a	\$ 9.99
Office supplies	Amazon	n/a	\$ 21.66

JULY 2023

Office supplies	Amazon	n/a	\$ 31.99
Office supplies	Shred-It	n/a	\$ 87.31
Office supplies	Amazon	n/a	\$ 87.87
Office supplies	Amazon	n/a	\$ 82.37
Office supplies	Amazon	n/a	\$ 15.59
			\$ 666.40
Periodicals-adult	W.T. Cost	3125683	\$ 1,079.84
Periodicals-adult	Janesville Gazette	n/a	\$ 27.73
Periodicals-adult	Milwaukee Journal Sentinel	n/a	\$ 78.00
Periodicals-adult	Barron's	n/a	\$ 379.67
Periodicals-adult	Janesville Gazette	n/a	\$ 30.23
Periodicals-adult	Daily Jefferson County Union	n/a	\$ 212.00
Periodicals-adult	Milwaukee Journal Sentinel	n/a	\$ 78.00
			\$ 1,885.47
Postage	Postmaster	n/a	\$ 120.00
Postage	Postmaster	n/a	\$ 28.80
			\$ 148.80
Program supplies-adult	Katy Daixon Photography	179	\$ 150.00
Program supplies-adult	Amazon	n/a	\$ 37.93
Program supplies-adult	Amazon	n/a	\$ 10.25
Program supplies-adult	Amazon	n/a	\$ 34.86
Program supplies-adult	Mobile Beacon	n/a	\$ 600.00
Program supplies-adult	Amazon	n/a	\$ 19.99
Program supplies-adult	Amazon	n/a	\$ 288.91
			\$ 1,141.94
Program supplies-juvenile	Penworthy	0591231-IN	\$ 36.99
Program supplies-juvenile	Amazon	n/a	\$ 36.47
Program supplies-juvenile	Amazon	n/a	\$ 33.80
Program supplies-juvenile	Oriental Trading Company	725080246	\$ 41.98
Program supplies-juvenile	Walmart	n/a	\$ 42.78
Program supplies-juvenile	Oriental Trading Company	725504411	\$ 49.94
Program supplies-juvenile	Amazon	n/a	\$ 47.98
			\$ 289.94
Travel	Lunsford, Stacey	7142023	\$ 37.47
Travel	Zin	n/a	\$ 18.75
			\$ 56.22

GRAND TOTAL \$ 15,739.16

JULY 2023

		City of Whitewater	4,718		
Jefferson County				Dodge County	
City	138			City	0
Rural	768			Rural	1
TOTAL	906			TOTAL	1
Rock County				Waukesha County	
City	66			City	86
Rural	584			Rural	30
TOTAL	650			TOTAL	116
Walworth County					
City	18			Other Counties	62
Rural	1,185				
TOTAL	1,203			Out of State	0
Dane County					
City	0			Total Nonresident	2,956
Rural	18				
TOTAL	18				
				TOTAL	7,674
	ADULT	4,831	CHILDREN	2,843	
ACCESS & USAGE		INFORMATION SERVICE		All Ages	4
Days Open	24	Reference	192	Attendance	68
Hours Open	244				
Library Visits	5,014	REGISTRATION			
		Resident	3,141		
ANCESTRY	23	Non-Resident	1,753		
		Total Registered Borrowers	4,894		
OVERDRIVE	1,428	New Users	34	PRE-RECORDED PROGRAMS	
				Children 0-5 Programs	0
MAKER SPACE	38	INTERLIBRARY LOAN		Attendance	0
		Lending	1,538	Children 6-11 Programs	0
MEETING ROOMS	29	Borrowing	1,149	Attendance	0
				Children 12-18 Programs	0
HOOPLA		VOLUNTEERS		Attendance	0
Checkouts	111	Participants	7	Adult Programs	0
Cost	\$ 255.78	Hours worked	38	Attendance	0
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	11	Attendance	0
Books added	135	Items Delivered	133	SELF-DIRECTED PROGRAMS	
Books withdrawn	88			Children 0-5 Programs	0
Audio materials added	2	IN-PERSON PROGRAMS		Attendance	0
Audio materials withdrawn	29	Children 0-5 Programs	5	Children 6-11 Programs	4
Video materials added	23	Attendance	120	Attendance	198
Video materials withdrawn	34	Children 6-11 Programs	5	Children 12-18 Programs	3
Other materials added	0	Attendance	160	Attendance	16
Other materials withdrawn	3	Children 12-18 Programs	4	Adult Programs	1
		Attendance	25	Attendance	26
		Adult Programs	2	All Ages	0
		Attendance	33	Attendance	0

the American Deposit Management Co.

August 14, 2023

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

Irvin L. Young Memorial Library
431 W Center St
Whitewater, WI 53190

Contact Us



- For personal assistance, call:
414-961-6600
- Visit us online:
www.americandeposits.com
- Questions on products & services:
info@americandeposits.com
- Mail correspondence to:
W220 N3451 Springdale Road
Pewaukee, WI 53072

American Money Market Account™

Account Number-Description	Average Monthly Balance	Net Earnings	Delivered Rate
CIRVIN01 - General	\$ 307,670.29	\$ 1,287.16	5.09 %



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

American Money Market Account™

CIRVIN01 - General

Balance Summary

Beginning Balance:	\$	307,670.29
Total Deposits:	\$	1,287.16
Total Withdrawals:	\$	0.00
Ending Balance:	\$	308,957.45
Average Balance:	\$	307,670.29

Transaction Detail

DEPOSITS

Date	Description	Amount
07/31/2023	Accrued Interest Earned	\$ 1,287.16
Total Deposits:		\$ 1,287.16

Summary of Financial Institutions

FDIC/ NCUA	Name	Balance
27237	Enterprise Bank & Trust	\$ 248,500.00
6384	PNC Bank, NA - Repurchase Agreement	\$ 1,287.16
10988	Stearns Bank NA	\$ 57,352.06
58764	The MINT National Bank	\$ 310.75
18344	UBank (TX)	\$ 1,507.48
Ending Balance:		\$ 308,957.45

American Deposit Management LLC applied a Deposit Advisory Fee of \$26.76 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 \$18,813,153.21 for a total of \$2,445,127.00.

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 Deposit	Withdrawal	Balance
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
7.31.23	Interest	\$0.13		\$3,112.95

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
5.31.23	Accrued Interest Earned 4.92%	\$1,234.09		\$306,411.07
6.30.23	Accrued Interest Earned 5.0%	\$1,259.22		\$307,670.29
7.31.23	Accrued Interest Earned 5.09%	\$1,287.16		\$308,957.45

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	

Jul-23

Beginning Balance		\$ 2,053.98
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Deposit	\$ 120.45	
Interest	\$ 0.09	
Ending Balance		\$ 2,156.52



Irvin L. Young Memorial Library

MEETING ROOMS POLICY

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

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.

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

The Community Room includes:

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

Rev. 2/19 | rev. 4/23



Irvin L. Young Memorial Library

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.

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

Displays and exhibits are subject to the same exclusions as the meeting rooms. An application is required and must have the approval of the Library Director at least seven (7) days in advance.

- The sponsoring organization must agree to set up and take down any exhibits and displays.
- 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.
- Displays and exhibits will be limited to a three (3) week period, but extensions may be granted by the Library Director if there are no other requests for the space.

E. MEETINGS/RESERVATIONS

Individuals or groups desiring to use the meeting rooms for meetings must submit a room reservation request.

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, repeated uses by one particular group may be limited. An exception may be granted by the Library Director.



Irvin L. Young Memorial Library

F. APPLICATION PROCEDURE

Applications for the use of the meeting room(s) must be made for the use by the individual who wishes to use a room or by an authorized representative of a group who wishes to use a room.

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.

If there is an application which policy does not cover, the application will be referred to the Director for approval.

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

- Alcoholic beverages may not be served.
- 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.
- Programs may not disrupt the use of the Library by others. Any group that is disruptive or disorderly will be asked to leave
- The group is responsible for clean-up of areas of the building it has used.

I. AGREEMENT BY USER

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

- 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.



Irvin L. Young Memorial Library

- 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.

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

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

K. APPEALS

If any individual or group believes that they have been denied use of the Library's meeting rooms without just cause, the individual or group may appeal the decision to the Library Board at their next regular meeting. The Library Board's decision will be final.



Irvin L. Young Memorial Library
Circulation Policy

LIBRARY CARDS

Residents of the State of Wisconsin may apply for a library card by signing an application and presenting proper current photo identification. Information given is confidential; customer privacy is protected by WI Statute Ch. 43.30 except as limited by federal laws which supersede state laws. There is no charge for the library card. Acceptable forms of identification are:

- Driver's licenses or other state photo identity cards issued by Department of Motor Vehicles (or equivalent)
- U.S. passport
- U.S. passport card
- DHS trusted traveler cards (Global Entry, NEXUS, SENTRI, FAST)
- U.S. Department of Defense ID, including IDs issued to dependents
- Permanent resident card
- Border crossing card
- State-issued Enhanced Driver's License
- Identification card issued by a federally or state-recognized tribal nation (tribal identification card)
- Foreign government-issued passport
- Canadian provincial driver's license or Indian and Northern Affairs Canada card
- U.S. Merchant Mariner Credential
- Veteran Health Identification Card (VHIC)
- U.S. certificate of citizenship or naturalization.
- Matricula Consular (Mexico)
- NEXUS (Canada)
- Corporate Identification
- U.S. University Identification
- I-94 Arrival and Departure record
- Identity cards issued by foreign governments

The following acceptable non-photo forms of *current* identification can be used for proof of address:

- A lease, mortgage, or deed of trust
- Voter or vehicle registration card
- Home or vehicle insurance policy
- Utility bill

App. 1/04 | rev. 5/04 | rev. 8/04 | rev. 12/05 | rev. 3/06 | rev. 8/06 | rev. 9/06 | rev. 1/07 | rev. 9/07 | rev. 10/07 | rev. 2/08 | rev. 5/09 | rev. 1/10 | rev. 8/11 | rev. 10/12 | rev. 1/13 | rev. 2/13 | rev. 10/13 | rev. 5/14 | rev. 9/15 | rev. 7/16 | rev. 8/17 | rev. 11/19 | rev. 5/20 | rev. 2/21



Irvin L. Young Memorial Library
Circulation Policy

- A postcard mailed from the library to the address and brought in by the applicant. The library card will be provisional for 30 days or until the applicant returns to the library with the postcard.

The ~~customer patron must have his/her library card~~ should have their library card, either the physical card or the digital card on library app on their phone whenever checking out materials. ~~If the patron does not have access to their phone app nor their physical card with them, they may present a state or school-issued identification card to staff. Patrons without a library card (either physical or digital) or identification will not be allowed to check out materials~~

The ~~customer patron~~ is responsible for all items checked out on ~~his/her~~ their card. In the event that the library card is lost or stolen, the library should be notified immediately. If a ~~customer patron~~ has a change of address or name, these changes should also be reported as soon as possible.

Replacement cards will be issued with proper identification. When the new card is issued the old library card will no longer be valid. Only one card will be issued to an individual at one time.

A parent or guardian must sign the application and card for anyone under 18 years of age. Once the library card is issued, juveniles have access to all materials of the library. The American Library Association states:

Parents who do not want their children to have access to certain library services, materials, or facilities should so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. – Access to ~~Library Resources and Services for Minors~~, www.ala.org

Field Code Changed

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Library cards for non-residents of Wisconsin shall be issued for a non-refundable fee of \$25.00.

App. 1/04 | rev. 5/04 | rev. 8/04 | rev. 12/05 | rev. 3/06 | rev. 8/06 | rev. 9/06 | rev. 1/07 | rev. 9/07 | rev. 10/07 | rev. 2/08 | rev. 5/09 | rev. 1/10 | rev. 8/11 | rev. 10/12 | rev. 1/13 | rev. 2/13 | rev. 10/13 | rev. 5/14 | rev. 9/15 | rev. 7/16 | rev. 8/17 | rev. 11/19 | rev. 5/20



Irvin L. Young Memorial Library
Circulation Policy

FEES

Customers-Patrons are responsible for the condition of materials that they have checked out. Fees charged for the unacceptable condition of materials returned are as follows:

Replacing a barcode	\$1.00
Replacing a CD insert	\$5.00
Replacing a CD jewel case-whole case	\$.75
Replacing a DVD case	\$1.25
Replacing a book on CD_case	\$5.00
Material returned damaged e.g. extensive water damage, pages torn out, disc cracked or gouged, etc.	List price of material
Material not returned; material only partially returned e.g. missing CDs from a book on CD or a multi-CD music recording, etc.	List price of material
Loss of a puzzle piece	List price of material
Loss of a puzzle bag	\$4.00
Loss of children's "big book" bag	\$1.75
Returning a Playaway backpack in the bookdrop	\$1.00
Loss of a Playaway battery cover	\$0.50
Loss of a Playaway case and lock	\$5.50

App. 1/04 | rev. 5/04 | rev. 8/04 | rev. 12/05 | rev. 3/06 | rev. 8/06 | rev. 9/06 | rev. 1/07 | rev. 9/07 | rev. 10/07 | rev. 2/08 | rev. 5/09 | rev. 1/10 | rev. 8/11 | rev. 10/12 | rev. 1/13 | rev. 2/13 | rev. 10/13 | rev. 5/14 | rev. 9/15 | rev. 7/16 | rev. 8/17 | rev. 11/19 | rev. 5/20 | rev. 2/21

I



Irvin L. Young Memorial Library
Circulation Policy

Loss of a Playaway battery	\$2.50
Flashdrive	\$4.00
Earbuds	\$1.00

DRAFT

App. 1/04 || rev. 5/04 || rev. 8/04 || rev. 12/05 || rev. 3/06 || rev. 8/06 || rev. 9/06 || rev.
1/07 || rev. 9/07 || rev. 10/07 || rev. 2/08 || rev. 5/09 || rev. 1/10 || rev. 8/11 || rev.
10/12 || rev. 1/13 || rev. 2/13 || rev. 10/13 || rev. 5/14 || rev. 9/15 || rev. 7/16 || rev.
8/17 || rev. 11/19 || rev. 5/20



Irvin L. Young Memorial Library
Circulation Policy

LOAN PERIODS

7 days	DVDs (Fiction)
7 days	Video games
14 days	New fiction books
14 days	New nonfiction books
14 days	New audiobooks
14 days	Music compact discs
14 days	Puzzles
14 days	Magazines, Pamphlets, Maps
14 days	DVDs (Nonfiction)
21 days	Fiction and nonfiction books
21 days	Audiobooks

ADDITIONAL LOAN PERIODS

If a teacher wishes to use DVDs for classroom use the following loan periods will be allowed: For DVDs the loan period is extended to fourteen days if the original loan period is seven days and 21 days if the original loan period is fourteen days.

Materials that have been designated for research use do not circulate. In general, these are titles that are not designed to be read from cover to cover but are used to find answers to specific questions, and must be available at all times to staff in order to respond to requests for information from the public. The Library Director or Assistant Library Director may grant exceptions to this rule.

Vertical file materials do not circulate. A coin-operated copier is available for making copies.

App. 1/04 | rev. 5/04 | rev. 8/04 | rev. 12/05 | rev. 3/06 | rev. 8/06 | rev. 9/06 | rev.
1/07 | rev. 9/07 | rev. 10/07 | rev. 2/08 | rev. 5/09 | rev. 1/10 | rev. 8/11 | rev.
10/12 | rev. 1/13 | rev. 2/13 | rev. 10/13 | rev. 5/14 | rev. 9/15 | rev. 7/16 | rev.
8/17 | rev. 11/19 | rev.
5/20 | rev. 2/21



Irvin L. Young Memorial Library
Circulation Policy

HOLDS

Holds may be placed on any item owned by the library or the consortium or on order to be added to the collection. The item will be held for 7 days maximum from the time the item arrives at our library.

FINES

There are no fines charged on any materials borrowed from the Irvin L. Young Memorial Library. Items borrowed from other libraries in the consortium may accrue fines according to the individual library's policies. The Irvin L. Young Memorial Library cannot forgive fines that have been incurred at other libraries.

If an item is lost non-returned or damaged, the customer will be charged the full retail price for the item. Items are set to "lost" status when they are more than 30 days overdue. Once the item has been set to "lost" status, the customer is sent a bill. The account will be referred to the library's collections agency approximately two weeks after the bill is sent out if the total bill is more than \$25. **This information is NOT reported to credit bureaus.** If the items are returned after they have been referred to the collections agency, the patron will not have to pay the bill on those items, but the patron will be charged a \$10 collections agency processing fee. If the bill is not paid and the items are not returned by the end of the calendar year, eligible accounts will be submitted to the Wisconsin Department of Revenue through the Tax Refund Intercept Program for recovery.

Once the item has been paid for, the Library will not refund the money if the item is subsequently found by the customer.

Interlibrary loan materials from libraries outside of our consortium accrue fines of \$1.00 per day regardless of format. If an interlibrary loan item is not picked up by the requesting customer by the time the item is due to be returned to the owning library, a fee of \$2.00 will be charged to the customer the first time this occurs. If non-pickup occurs a second time, \$5.00 will be charged. If non-pickup occurs a third time, \$10.00 will be charged and interlibrary loan borrowing privileges for that customer will be permanently revoked.

App. 1/04 | rev. 5/04 | rev. 8/04 | rev. 12/05 | rev. 3/06 | rev. 8/06 | rev. 9/06 | rev. 1/07 | rev. 9/07 | rev. 10/07 | rev. 2/08 | rev. 5/09 | rev. 1/10 | rev. 8/11 | rev. 10/12 | rev. 1/13 | rev. 2/13 | rev. 10/13 | rev. 5/14 | rev. 9/15 | rev. 7/16 | rev. 8/17 | rev. 11/19 | rev. 5/20



Irvin L. Young Memorial Library
Circulation Policy

All items may be renewed a maximum of three times, with the exception of interlibrary loan items, which are governed by the lending library's policies. If a customer owes \$10.00 or more replacement charges or other fees, the customer will be unable to check out any more items until charges are below \$10.00.

In order to check out items, the customer's-patron's card must be in good standing. If a customer-patron has item(s) overdue that have not yet been returned, the customer-patron may renew the items, if they have not already reached the maximum number of renewals. If the customer-patron has already renewed the items three times, they may not check out any more items until the overdue items are returned.

All materials, except those marked as such, may be returned through the book and audiovisual drops located near the south entrance of the Library. We encourage customers-patrons to return materials inside when the Library is open to help reduce wear and tear.

RENEWALS

Borrower-Patron may renew the items online at the library website.

Borrower-Patron may also send a postcard, letter, or email or may telephone the library to request renewal of specific materials. Such notice must include date due and author and title of materials for which renewal is requested. Renewal will be processed on day written request is received.

ISSUANCE OF LIBRARY CARDS TO MINOR CHILDREN OF PATRONS WITH DELINQUENT ACCOUNTS

Residents of the State of Wisconsin may apply for a library card by signing an application and presenting current identification which should include, but is not limited to, a photograph and a verifiable address. A parent or guardian must sign the application and card for anyone under 18 years of age in the presence of a library staff member.

Should the parent or guardian have an account with the library which has charges in excess of \$10, the minor child will be issued a restricted Child card until such time as the parent's account status is remedied.

App. 1/04 | rev. 5/04 | rev. 8/04 | rev. 12/05 | rev. 3/06 | rev. 8/06 | rev. 9/06 | rev.
1/07 | rev. 9/07 | rev. 10/07 | rev. 2/08 | rev. 5/09 | rev. 1/10 | rev. 8/11 | rev.
10/12 | rev. 1/13 | rev. 2/13 | rev. 10/13 | rev. 5/14 | rev. 9/15 | rev. 7/16 | rev.
8/17 | rev. 11/19 | rev.
5/20 | rev. 2/21



Irvin L. Young Memorial Library
Circulation Policy

THEFT OF LIBRARY MATERIALS

Wisconsin Statute Ch. 943.61(2) states:

Whoever intentionally takes and carries away, transfers, conceals or retains possession of any library material without the consent of a library official, agent or employee and with intent to deprive the library of possession of the material may be penalized as provided in sub. (5): Whoever violates this section is guilty of:

- (a) A Class A misdemeanor, if the value of the library materials does not exceed \$2,500.
- (b) A Class H felony, if the value of the library materials exceeds \$2,500.

App. 1/04 || rev. 5/04 || rev. 8/04 || rev. 12/05 || rev. 3/06 || rev. 8/06 || rev. 9/06 || rev. 1/07 || rev. 9/07 || rev. 10/07 || rev. 2/08 || rev. 5/09 || rev. 1/10 || rev. 8/11 || rev. 10/12 || rev. 1/13 || rev. 2/13 || rev. 10/13 || rev. 5/14 || rev. 9/15 || rev. 7/16 || rev. 8/17 || rev. 11/19 || rev. 5/20

2024-2025 Budget

(266,848.71) (911,736.79) 0.18 (356,060.46)

Fund Summary

Library

REVENUES

	DESCRIPTION	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 YTD-JULY	2023 ACT-EST	2024 BUDGET	2025 BUDGET
INTERGOVERNMENTAL REVENUES									
220-43720-55	CONTRACT REVENUE	218,100	233,020	213,740	229,305	167,359		219,768	
	Total Intergovernmental Rev.	218,100	233,020	213,740	229,305	167,359	-	219,768	-
FINES & FORFEITURES									
220-45300-55	FINE REVENUE	2,349	-	-	-	-		-	-
220-45310-55	LOST MATERIAL FINE	3,819	2,691	3,852	3,300	1,863		1,655	1,655
220-45320-55	SALES-SUMMER LIBRARY PROGRAM	60	-	-	100	-		-	-
220-45330-55	COPY MACHINE REVENUE	2,246	2,913	3,196	2,500	1,932		3,500	3,500
	Total Public Charges - Services	8,474	5,604	7,048	5,900	3,794	-	5,155	5,155
MISCELLANEOUS REVENUES									
220-48100-55	INTEREST INCOME	172	28	99	250	548		-	-
220-48105-55	LIBRARY BOARD INTEREST INCOME	2,962	554	1,992	3,000	5,818		-	-
220-48210-55	RENTAL INC-HOUSE-414&414/A	8,600	12,700	12,200	-	1,700		-	-
220-48260-55	RENTAL-HOUSE-413 W. CENTER	4,000	9,600	7,200	-	-		-	-
220-48500-55	DONATIONS	19,888	23,361	15,221	18,650	21,915		22,340	18,650
220-48600-55	MISC REVENUE	363	6,729	336	500	320		300	300
	Total Miscellaneous Revenues	35,984	52,973	37,049	22,400	30,301	-	22,640	18,950
OTHER FINANCING SOURCES									
220-49290-55	TRANSFER IN-GENERAL FUND	470,000	470,000	485,000	470,000	-		470,000	470,000
220-49300-55	FUND BALANCE APPLIED	-	-	-	106,401	-		138,660	-
	Total Other Financing Sources	470,000	470,000	485,000	576,401	-	-	608,660	470,000
	220 - Library Special Rev	732,557	761,596	742,837	834,006	201,455	-	856,223	494,105

	FISCAL RESOURCES	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 BUDGET	2023 YTD-JULY	2023 ACT-EST	2024 BUDGET	2025 BUDGET
LIBRARY-SPECIAL FUND									
100	Personnel & Benefits	580,515	613,960	645,458	717,934	381,258	762,517	741,223	757,856
200	Professional Svcs	30,398	32,079	30,498	35,744	34,378	58,934	35,255	35,383
300	Commodities & Other Exp	100,015	102,597	111,578	77,298	93,524	86,488	79,745	56,927
500	Library Board	1,445	85,953	25,354	-	-	-	-	-
800	Capital Outlay	5,044	4,721	2,657	3,030	2,216	3,798	-	-
	Total	717,417	839,310	815,545	834,006	511,376	911,737	856,223	850,165
YOUNG LIBRARY BUILDING-GENERAL FUND									
100	Personnel & Benefits	13,039	10,269	10,736	13,933	5,878	11,757	16,224	16,483
200	Professional Svcs	38,802	40,358	42,228	39,108	21,885	37,517	39,108	39,499
300	Commodities & Other Exp	5,823	7,173	2,904	2,020	1,120	1,920	2,020	2,040
55111	Total	57,665	57,800	55,867	55,061	28,883	51,194	57,352	58,022
	GRAND TOTAL:	659,752	897,109	871,412	889,067	540,259	962,931	913,575	908,187

FUND BALANCE		686,859	609,146	536,438			536,438	397,778	397,778
220-34300	Net Change-Increase/(Decrease)	15,141	(77,713)	(72,708)	-	(309,921)	-	(138,660)	-

DIRECTOR'S REPORT

August 21, 2023

I. ADMINISTRATION

- a. Five work orders were submitted in July.
 - i. We continued to have issues with our OPACs.
 - ii. There were issues with the HVAC system after the power outage.
 - iii. Diane and I were unable to access anything on Deep Freeze due to our permissions being incorrect.
 - iv. We needed a new lock for one of our display cases.
 - v. Our public laptops continue to go out of service. We are down to eleven in our rotation with ten being our minimum for covering daily service.

II. BUDGET

- a. As I began work on the 2024/2025 biennial operating budget, I found a finance department error in the amount of revenue that we would receive in 2023 from service to rural adjacent county borrowers. Because of this, we have a \$17,550 shortfall in our revenue for 2023 which will result in our going well over budget.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. We are now tagging in the children's area. Our terrific progress is mostly due to our two volunteers.

V. PUBLIC AND COMMUNITY RELATIONS

- a. None.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I attended the Jefferson County Library Service board meeting on Thursday, July 27. The proposed budget was passed and will go on to the finance committee of the county board of supervisors in September.
- b. I presented at the Common Council meeting on Tuesday, August 1. There were several good questions and the city manager felt it went well.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. None.

X. CAPITAL CAMPAIGN

- a. I met with StudioGC about the wall tiles. The wall tiles brochure was completed, printed, and 3,300 were brought to Janesville to be included

in the August 16 Union Extra shopper that is delivered to homes in Whitewater.

- b. I met with Kristen Fish-Petersen about applying for a Community Development Block Grant for the library building project. She is putting together the application for us.

Adult Services Report August 2023

I created instructions for the RecDesk scheduling software we will soon be implementing, in preparation for training staff.

The Bridges Library System Passport Challenge has been a huge success. It has been fun to chat with those visiting from other libraries. Everyone visiting our library has had nothing but good things to say about our building and collection, and most have been very excited and intrigued by our Makerspace.

We have twenty-one park passes left to check out.

Collection Development:

I continue to do monthly weeding in the adult collections that have not yet been RFID tagged, which are mostly the audiovisual materials.

I created three book displays for the month of August.

Four new Binge boxes were assembled this month. They are: Love Hallmark Style, Nicole Kidman, Octavia Spencer, and Matt Damon Strikes Again.

Meetings/Webinars/Training Sessions Attended:

July 17: Library Board Meeting

July 19: Staff meeting with Stacey, Deana, and Sarah

July 20: Infosec Training: Social Engineering

July 26: Staff meeting with Stacey, Deana, and Sarah

July 26: Deep Freeze Cloud Training Video

July 28: RecDesk software training with Jennifer French

August 2: Staff meeting with Stacey, Deana, and Sarah

August 9: There's an App for That?! Wisconsin Social Services Apps webinar

August 9: Staff meeting with Stacey, Deana, and Sarah

Youth Educational Services Report August 2023

Programs

- The Summer Reading Program ended Monday, July 31st. Total registration and participation are as follows:
 - Registration
 - Little Explorers: 30
 - Children: 135
 - Teens: 25
 - Total: 190
 - Participation
 - Little Explorers: 5 completed passports
 - Children: 304 Bingo sheets turned in.
 - Teen: 49 Bingo sheets turned in.
 - 2022 Numbers for Comparison
 - Registration:
 - Little Explorers: 29
 - Children: 150
 - Teen: 13
 - Total: 192
 - Participation:
 - Children: 183 Bingo sheets turned in.
 - Teen: 23 Bingo sheets turned in.
 - Notes:
 - Though there was a slight drop in total registration, teen registration doubled and Bingo participation increased significantly.

Collection Management

- I curated a Spanish book display for our small lobby case.
- I selected a leveling system for our Easy Readers. Supplies have been ordered and I will commence with the project as soon as that collection has been RFID tagged.

Outreach

- Sarah and I attended registration for Lincoln Elementary on August 8th. We handed out brochures, flyers, and engaged families with our prize wheel.

Meetings and Trainings

July 19: Staff meeting with Stacey, Diane, and Sarah.

July 26th: Meet with Suzanne about cookbook contest.

July 26th: Staff meeting with Stacey, Diane, and Sarah.

August 2nd: Staff meeting with Stacey, Diane, and Sarah.

August 3rd: Recorded Webinar-Preparing for Program Challenges.

August 7th: Recorded Webinar-Developmentally Appropriate Collection Development.

August 9th: Webinar-Social Services Apps

August 9th: Staff meeting with Stacey, Diane, and Sarah.

Programming & Makerspace Librarian Report
Sarah French
August 2023

Programs:

- 7/13: For Teens DIY Henna (7)
- 7/14: Beeswax Wrap take & make kit for adults (26)
- 7/17: Maker Club: Kindness Rocks (16)
- 7/18: Summer Wreath Making (24)
- 7/19: Storytime (30)
- 7/19: Hoop Elation (36)
- 7/20: For Teens: Zines (2)
- 7/21: Dog Man Party w/Deana (44)
- 7/24: Teen Sushi Making (7)
- 7/24: Mindful Monday Book Club (9)
- 7/25: The Buzz on Beekeeping (10)
- 7/26: Storytime (12)
- 7/27: Floating Foam Ship take & make kit for kids (60)
- 7/28: Movie and a Craft (19)
- 7/31: End of Summer Reading Party w/Deana (62)
- 8/4: Fiber Friday (3)
- 8/8: Chess Club (10)
- 8/10: Little Makers (27)
- 8/16: Storytime (25)

Adult Summer Reading Program:

- 135 participants
- 630 book entries

Upcoming Programs:

- 8/17: Maker Club
- 8/21: Air dry clay take & make for kids
- 8/22: For Teens: Butterfly Diamond Art

Wednesdays: Storytime

8/26: Sing, Dance, Thrive with Noelle Larson

9/5: Seed Saving 101

9/7: This is Knot Fun take & make

Every other Thursday starting 9/7: Baby Play Date

9/8: Fiber Friday

9/12: LEGO Marble Run Family Night

9/14: Little Makers

9/18: Silly Acorn Magnet take & make

9/19: Chess Club

9/21: Maker Club: Magnet Painting

9/26: For Teens: Squeegee Art

9/27: Narcan Training

Makerspace Use:

- 7/10: Craft supplies
- 7/10: Craft supplies
- 7/10: Craft supplies
- 7/10: Craft supplies
- 7/15: Craft supplies
- 7/17: Craft supplies
- 7/17: Craft supplies
- 7/18: Craft supplies
- 7/18: Craft supplies
- 7/18: Craft supplies
- 7/18: Craft supplies
- 7/19: Craft supplies
- 7/19: Craft supplies
- 7/19: Craft supplies
- 7/20: Needle felting
- 7/21: Craft supplies
- 7/21: Beads
- 7/21: Craft supplies
- 7/24: Polymer Clay
- 7/24: Craft supplies
- 7/26: 3D pens
- 7/26: 3D pens
- 7/26: Cricut
- 7/27: Craft supplies
- 7/27: Analog to digital
- 7/27: Craft supplies
- 7/28: Beads
- 8/1: Craft supplies
- 8/1: Craft supplies
- 8/1: Craft supplies
- 8/5: Craft supplies
- 8/5: Craft supplies
- 8/9: Craft supplies
- 8/12: Craft supplies
- 8/14: 8 mm to digital
- 8/14: Rubber band loom
- 8/14: Craft supplies
- 8/15: Spirograph

Makerspace Training Appointments: 4 hours

Equipment & Technology:

- I had to troubleshoot the 3D pens as they were not working properly.

Donations:

- Stamps from Suzanne, staff member
- Craft supplies from Jessica S., staff member

Other Updates:

- Large display case for August: American Girl Dolls/Back to School
- Working on entering events in RecDesk
- Working on WLA conference presentation
- Open Arms Free Clinic has been providing free blood pressure checks at the library on Thursdays between 10 am – 1 pm (through October 27)
- I did two paid digital conversion projects

Meetings:

- 7/12: Staff meeting
- 7/19: Staff meeting
- 7/20: Whitewater Leadership Meeting
- 7/25: Staff meeting w/John W. and Taylor Z.
- 7/26: Staff meeting
- 7/27: Karen Puentes from Zeta Sigma Chi sorority
- 8/2: Staff meeting
- 8/2: Stay interview with Sarah M. (HR)
- 8/7: Tara Peotter, H.S. Key Club advisor
- 8/9: Staff meeting
- 8/10: Montana from Latinos Unidos student org
- 8/15: WAA board meeting

Professional Development:

- Infosec Social Engineering

Bridges Library System Staff Reports

August 2023

Karol Kennedy – Library System Director

2024 Bridges Library System Budget: I attended the Waukesha County Executive budget review and presented the preliminary budget approved by the Bridges Library System Board in July. The final version of the budget will be brought to the board for consideration at the September Bridges Board meeting.

2024 Jefferson County Library Budget: The 2024 Jefferson County library budget request was approved by the Jefferson County Library Service Board and then submitted to the Jefferson County Finance Director. The Finance Committee Budget Hearing is scheduled for Thursday, September 14.

Jefferson County Library Service Board: The Board met on July 27 to review and approve the 2024 Jefferson County Library budget request and 2022 Jefferson County Libraries Annual Report. The Annual Report was presented to the County Board in August.

System and Resource Library Administrator Association of Wisconsin (SRLAAW): The third quarter meeting of this group was held in Wausau. Updates were provided on library broadband services, the statewide Library Compensation Study completed this past spring, and state budget advocacy. The meeting also included reports from affiliated organizations and discussion of current library topics.

Bridges Staff Resignation: Executive Assistant Rachel McCracken resigned from her position at Bridges. Her last day will be August 18.

Professional Development: I attended the Intellectual Freedom Special Interest Group meeting which included a presentation entitled *Successfully Navigating a Program Challenge* by Amy Mitchell, Marketing & Communications Coordinator at Beloit Public Library. Amy detailed the 10 steps they took to navigate a challenge to the drag queen storytime offered at their library. I also attend a Niche Academy webinar, *Understanding Intellectual Freedom and Censorship*.

Mellanie Mercier – Automation Coordinator & Assistant Director

We have enabled Syndetics Unbound in the Café catalog, changing from Novelist Select (read alike, authors, etc). Click on the title and scroll beneath the call numbers to see it.

Laurie Freund – Coordinator of Library Development

Bridges Trustee Appreciation: As a reminder, Thursday, September 28, is the date for this year’s annual event and it will be held at Watertown Public Library. Since the theme will be art in libraries, we will be distributing blank posters at the APL meeting to each library so you and your staff can fill in and your library’s show art activities, programs, and community partnerships in this past year. We will have a space at the event to display the library posters. Invitations to the event for trustees and directors will be going out very soon.

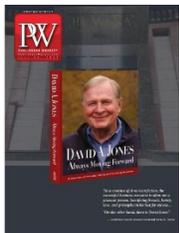
Bridges Adult Services Meeting: Eleven library staff members representing nine member libraries gathered July 19 at Pewaukee Public Library to discuss collection development for the focus of the meeting and then shared news regarding other library services and programs for adults. The meeting summary and lists of resources helpful for collection development, book repair, and solar eclipse activities were sent out to the Bridges libraries’ adult services staff.



Wisconsin Library Buildings & Spaces update: I led this statewide grant project with three other team members from other Wisconsin library systems. The purpose of the project was to provide a resource related to library buildings such as renovations, space reconfigurations, new buildings projects and more. The web page went live on the SEWI Libraries website at the beginning of July. During that month, we had 878 views of the page from 424 users and had 255 views of the 12 video recordings. We also had approximately 60 attendees total for the four Live Q&A sessions, which were held during the last week of July. The web page continues to be available, as the planning team evaluates and discusses how this project can be improved and expanded.

Angela Meyers – Coordinator of Youth and Inclusive Services.

Inclusive Services: Bridges Library System and participating member libraries have recorded more than 155 stories in partnership with StoryCorps. This month, Nan Champ with Pewaukee Public Library, and I, facilitated a recording with Paul Farrow, Waukesha County Executive and his Chief of Staff, Shawn Lunde, to talk about Paul’s career and how his late mother, Margaret Farrow, was one of his biggest supporters. Please help us reach our next goal of 200 recordings by the end of April 2024, when our StoryCorps partnership expires. [Find more information](#) on the Bridges’ StoryCorps project and to sign up.



I was interviewed by Publishers Weekly, a leading news magazine for the book industry, about inclusive services provided by Bridges Library System. [Linked](#) is the article, *Access for All at the Public Library*.

Youth Services: Bridges Library System sponsored three performances at each member library



for the Summer Library Program. Along with offering family focused programs, this year I coordinated a teen/tween specific workshop on how to make sushi rolls with Chef Jenny Lee with Perilla Kitchens. We had on average 15 tweens/teens at each workshop.

Professional Development: I completed a Knowbe4 training on AI Chatbots: Understanding their use, risks, and limitations in the workplace via Waukesha County.

Beth Bechtel – Database Management Librarian

Library Visits: This month I visited Pauline Haass Public Library in Sussex for a consult as part of their new catalogers' training. I also visited Hartland Public Library with Shawn Carlson where we met with the director and staff about Polaris cataloging and circulation.

Cataloging Meetings: At the CAFÉ Cats virtual meetup this month we talked about RFID tagging of new materials, leaving MARC 970s fields in bib records, tips for searching WorldCat for bib records, and what to consider when adding serially published materials such as travel guides to the online catalog.

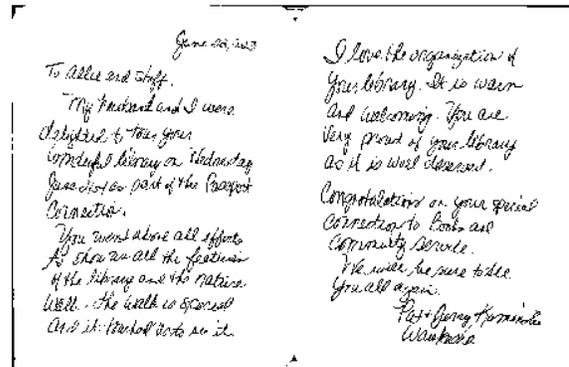
Continuing Education: I attended the new Wisconsin Association of Academic Librarians (WAAL) and Technical Services Section (TSS) one-day online conference. Offered were nine time-slots of interesting sessions. Most useful were *“Creative Collaboration: Solving Cataloging Problems for a Small Staff”* where the presenters discussed cataloging collaboration between Prairie Lakes and Southwest Wisconsin library systems, and *“Are You Ready for It? Yes, You Are! Create Your Own Library of Things Collection”* where presenters described their institutions' special “things” collections.

Emily Heller – Public Communications Coordinator

August is Back-to-School Month: I will be attending “Ready Kids For School Event” in Jefferson with Jefferson Public Library on Sat., Aug. 12. The event provides free school supplies to qualified families and aims to connect them with resources in the community, including libraries.

I am also promoting the resources available for kids, teens and adults at their libraries throughout the month.

My husband and I were delighted to tour your wonderful library on Wednesday, June 21st as part of the Passport Connection. You went above all efforts to show us all the features of the library and the nature walk. The walk is special and it touched us to see it. I love the organization of your library. It is warm and welcoming. You are very proud of your library and it is well deserved. Congratulations on your special connection to books and community service. We will be sure to see you all again.
- Pat and Jerry K., Waukesha



StoryCorps Promotions: I am working with Angela Meyers, Kelly Davis and Amy Christian to develop a StoryCorps marketing campaign for the end of 2023 and into 2024.

Waukesha County Executive Paul Farrow and Chief of Staff Paul Lundie participated in StoryCorps at Pewaukee Public Library on August 2. He posted about the experience on social media. I will also be working with his PIO, Hillary Mintz, to do additional promotions once his story is published.

Library Card Signup Month Promotions: I am developing a marketing campaign for September that aims to recruit new users to the libraries. It includes a press release, social media posts, a marketing toolkit for member libraries and advertising. A collaboration with Milwaukee County is also in progress.

Statewide Marketing Cohort: I am working with some members of the State Marketing cohort to update the website <https://getyourlibrarycard.org/> to include the counties in Northern Waters Library Service. New images may be added to the website to help tie it to the promotional "I Got My Library Card" stickers as well.

I Love My Librarian Award: We are sharing the ALA's I Love My Librarian Award nomination on social media and in the newsletters. It encourages patrons to nominate a librarian that has made a difference to them or in their communities. The award is \$5,000. Nominations are due by September 30. <https://ilovelibraries.org/love-my-librarian/>

August Newsletters:

- Marketing Magic resources for library staff: (August – Part 1) = 62.89% Open Rate
 - o Monthly Bridges Newsletter:
 - July = 44.66% Open Rate
 - August = 43.9% Open rate (so far)