



Board of Trustees Meeting Agenda
Irvin L. Young Memorial Library
Community Room
431 W. Center Street
Whitewater, WI 53190
Monday, April 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/88152573275?pwd=V25Wd3Z2d0lIM3FZcUt1eTJBdGN4QT09>

Meeting ID: 881 5257 3275

Passcode: pjB0AaAK

One tap mobile

+13052241968,,88152573275#,,,,*55544375# US

+13092053325,,88152573275#,,,,*55544375# US

Dial by your location

+1 305 224 1968 US

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+1 312 626 6799 US (Chicago)

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+1 929 205 6099 US (New York)

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+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

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Meeting ID: 881 5257 3275

Passcode: 55544375

Find your local number: <https://us02web.zoom.us/j/88152573275>

1. Call To Order And Roll Call

2. Consent Agenda

2.I. Approval Of Minutes

Documents:

[MINUTES MARCH 20, 2023 - DRAFT.PDF](#)

2.II. Acknowledgment Of Receipt Of Financial Reports

Documents:

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

2.III. Approval Of Payment Of Invoices

Documents:

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

2.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

[STATISTICS - MARCH 2023.PDF](#)

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

Documents:

[BOARD TREASURER REPORT - MARCH 2023.PDF](#)
[AMERICAN DEPOSIT MANAGEMENT - FEBRUARY 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. Follow-Up On Demco Spaces And Sign Up Software

5. New Business

5.I. Discussion Of Board Officer Orientation

Requested by Motszko

5.II. Review Of Suggested Revisions To The Meeting Rooms Policy

Recommend discussion of changes to the current policy. There are some suggested changes but also some areas that perhaps no longer serve our mission and input from the board is required on what changes need to be made, if any. Those areas are highlighted without suggested language changes.

Documents:

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

5.III. Discussion Of Representation At The May 6 Multicultural Event At The Middle School

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

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

6.V. Bridges Library System Staff Report

Documents:

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

6.VI. Board Reports

7. Board Member Requests For Future Agenda Items

8. Confirmation Of Next Meeting

May 15, 2023, 6:30 p.m.

9. Adjournment

Items on the Consent Agenda will be approved on a single vote unless any board member requests that it be removed for individual discussion. It is possible that members of, and possibly a quorum of members of, other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information over which they may have decision-making responsibility; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, March 20, 2023, 6:30 pm

MINUTES

Mission Statement:

We will have the space and the stuff to do the things that you want.

Our Values: Safe & welcoming; Trust; Diversity; Fun; Lifelong learning and creativity; Making connections; Service excellence

This is a hybrid in-person and virtual meeting.

1. Call to Order at 6:31 p.m.

Present: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Absent: Alyssa Orlowski

Staff: Stacey Lunsford, Diane Jaroch

2. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on February 15, 2023*
- b. Acknowledgment of Receipt of Financial Reports*
- c. Acknowledgment of Payment of Invoices for February 2023*
- d. Acknowledgment of Receipt of Statistical Reports for February 2023*
- e. Acknowledgment of Receipt of Treasurer's Reports*

MSC Brown/Andersen to approve the Consent Agenda.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

3. Hearing of Citizen Comments

- a. No formal Library Board action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three-minute speaking period. Specific items listed on the agenda may not be

discussed at this time; however, citizens are invited to speak to those specific issues at the time the Library Board discusses that particular item.

4. Old Business

4.I Friends of The Library Review of by-laws ~ see attached

- Bri asked if it was worth delaying the decision about whether to dissolve the Friends group in order to see what kind of response we'd get if we made an announcement, perhaps at the next 100 Extraordinary Women meeting, that we were looking for a volunteer. Bri said she would be willing to make the announcement.
- The board discussed generating a list of what we're looking for (a few fundraisers, book sellers, etc.) to see if there would be an interest. The Friends group just needs one person to coordinate the group. More people might be interested if they could sign up for a specific project or to help with a certain need.
- Jaime asked how much effort it would take to restart the organization once it's been dissolved. Stacey said it wasn't too much work but it was a lot of small, tedious things.
- The board decided to delay this decision until later.

5. New Business

5.I. Revision of The Library Programming Policy ~ see attached

- We are revisiting this policy as a result of the LGBTQ+ movie night.
- Stacey reported that some public places, such as the Betty Brinn Children's Museum, have an accompanying adult policy. It basically states that an adult must be accompanying a child in order to attend a program that is aimed for children.
- Stacey shared that the City attorney has reviewed the policy but will look at it again.

MSC Weigel/Diebolt-Brown to approve the revised Library Programming Policy.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

5. II. Discussion of Demco Spaces and Sign Up Software ~see attached

- Stacey reported that Microsoft Outlook no longer meets the library's needs. They have been very pleased with the demos for Spaces and Sign Up, both are very user-friendly but costly. The software isn't needed immediately but will be needed at some point after the expansion project is completed.

- Kathy asked about using Google Calendar but the City doesn't use Google for email so that option is not very feasible.
- Kathy inquired if any other libraries in our consortium used the program. Stacey wasn't sure but knows that the Beloit Library uses it.
- Stacey shared that the software would save staff time and would eventually pay for itself.
- Kathy asked if the library has enough events to warrant the cost. Stacey feels it is since there will be additional meeting rooms to schedule after the expansion project is complete.

5. III. Approval of Closing on Friday, April 28 For Staff Development Day

MSC Anderson/Retzke to approve closing the library on Friday, April 28th for Staff Development Day.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

6. Staff & Board Reports

6. I. Director's Report ~ see attached

- RFID software has been installed; tagging will commence soon by staff. A volunteer is ready to be trained to work on this project for about an hour/day.

6. II. Adult Services Report ~ see attached\

- Diane reported that more people have been asking about the Parks pass.

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

- 67 people attended the LGVTQ+ movie night.

6.V. Board Reports

7. Board Request for Future Agenda Items

- If the board has any questions they want to put to the community through the City's Polco online survey system, they will be collected at this time. Polco is a civic engagement, survey, and polling platform.
 - Bri reported that the City is phasing out Polco and it will no longer be used.
- Jennifer would like to talk about a systematic way of training and rotating officer roles.

Comments in the Chat Box:

- None

8. Adjournment

Confirmation of the next meeting on April 17, 2023, at 6:30 p.m. Adjourned at 7:08 p.m.

Minutes respectfully submitted by Jaime Weigel on March 20, 2023

DRAFT

DIRECTOR'S REPORT

March 20, 2023

I. ADMINISTRATION

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

II. BUDGET

- a. None.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. None.

V. PUBLIC AND COMMUNITY RELATIONS

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

VI. LIBRARY BOARD RELATIONS

- a. None.

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

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

VIII. PROFESSIONAL DEVELOPMENT

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

IX. STRATEGIC PLAN

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

X. CAPITAL CAMPAIGN

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

DRAFT

Adult Services Report March 2023

Report:

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

Collection Development:

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

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

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

Virtual Meetings/Webinars/Training Sessions Attended:

February 14: Acquisitions Module training with Stacey and Deana

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

February 15: Library Board meeting

February 20: Infosec training: Travel

February 21: All staff meeting

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

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

March 03: RFID planning meeting

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

March 08: City Strategic Planning session

March 10: Bloodborne Pathogens V2 training

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

Youth Educational Services Report -- March 2023

Upcoming Programs

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

Current Projects

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

February Homeschool Hangout

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

ESL Class Visit

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

Tonieboxes

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

Meetings and Trainings

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

March 3rd: RFID Training

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

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

Programming & Makerspace Librarian Report -- March 2023

Programs:

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

Upcoming Programs:

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

Makerspace Use:

- 2/8: Craft supplies
- 2/9: VHS to digital
- 2/11: Valentines
- 2/11: Craft supplies
- 2/13: Craft supplies
- 2/13: Valentines

- 2/14: Craft supplies
- 2/15: VHS to digital
- 2/23: Craft supplies
- 2/28: Craft supplies
- 2/28: Accuquilt
- 3/1: Craft supplies
- 3/2: Craft supplies
- 3/7: Craft supplies
- 3/13: Craft supplies
- 3/13: Craft supplies

Makerspace Training Appointments: .75 hours

Equipment & Technology:

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

Donations:

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

Other Updates:

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

Meetings:

- 2/8: Staff meeting
- 2/15: Staff meeting
- 2/27: Met with Latinos Unidos UWW student org
- 3/1: Staff meeting
- 3/1: Met with Jorge Islas Martinez and Deana

- 3/2: Met with community Pride planning group
- 3/6: Met with Chief Meyer, Stacey, and Deana
- 3/8: Staff meeting

Professional Development:

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

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**CITY OF WHITEWATER
BALANCE SHEET
MARCH 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 | 204,039.71 | 391,580.51 | 626,604.32 |
| 220-11300 | INVESTMENTS | 32,226.37 | 19.33 | 43.07 | 32,269.44 |
| 220-11301 | LIBRARY BRD MM-132 732 | 3,112.04 | .00 | .26 | 3,112.30 |
| 220-11500 | LIBRARY BRD INVESTMENTS CDS | 300,594.24 | .00 | .00 | 300,594.24 |
| TOTAL ASSETS | | 570,956.46 | 204,059.04 | 391,623.84 | 962,580.30 |
| <u>LIABILITIES AND EQUITY</u> | | | | | |
| <u>LIABILITIES</u> | | | | | |
| 220-21100 | ACCOUNTS PAYABLE | 14,936.65 | (6,630.11) | (14,936.65) | .00 |
| 220-21106 | WAGES CLEARING | 16,081.64 | .00 | (16,081.64) | .00 |
| 220-21670 | DEPOSIT-RENTAL UNIT | 2,300.00 | (1,200.00) | (1,200.00) | 1,100.00 |
| 220-25203 | DUE TO OTHER | 1,200.00 | 2,354.71 | 7,095.42 | 8,295.42 |
| TOTAL LIABILITIES | | 34,518.29 | (5,475.40) | (25,122.87) | 9,395.42 |
| <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 | 209,534.44 | 416,746.71 | 416,746.71 |
| BALANCE - CURRENT DATE | | .00 | 209,534.44 | 416,746.71 | 416,746.71 |
| TOTAL FUND EQUITY | | 536,438.17 | 209,534.44 | 416,746.71 | 953,184.88 |
| TOTAL LIABILITIES AND EQUITY | | 570,956.46 | 204,059.04 | 391,623.84 | 962,580.30 |

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

GENERAL FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|--|--------------------|---------------------|---------------------|---------------------|----------------|
| <u>YOUNG LIBRARY BUILDING</u> | | | | | |
| 100-55111-111 SALARIES/PERMANENT | 831.56 | 1,700.96 | 10,465.51 | 8,764.55 | 16.3 |
| 100-55111-117 LONGEVITY PAY | .00 | .00 | 30.00 | 30.00 | .0 |
| 100-55111-118 UNIFORM ALLOWANCES | .00 | .00 | 13.50 | 13.50 | .0 |
| 100-55111-150 MEDICARE TAX/CITY SHARE | 12.91 | 31.78 | 162.82 | 131.04 | 19.5 |
| 100-55111-151 SOCIAL SECURITY/CITY SHARE | 55.23 | 135.94 | 696.20 | 560.26 | 19.5 |
| 100-55111-152 RETIREMENT | 56.54 | 137.35 | 714.61 | 577.26 | 19.2 |
| 100-55111-153 HEALTH INSURANCE | 60.00 | 179.45 | 1,244.90 | 1,065.45 | 14.4 |
| 100-55111-154 HSA-HRA CONTRIBUTIONS | 23.02 | 23.02 | 75.00 | 51.98 | 30.7 |
| 100-55111-155 WORKERS COMPENSATION | 17.79 | 52.68 | 324.53 | 271.85 | 16.2 |
| 100-55111-156 LIFE INSURANCE | .09 | .41 | 3.79 | 3.38 | 10.8 |
| 100-55111-158 UNEMPLOYMENT COMPENSATION | .00 | .00 | 202.00 | 202.00 | .0 |
| 100-55111-221 WATER & SEWER | 283.68 | 571.85 | 2,828.00 | 2,256.15 | 20.2 |
| 100-55111-222 ELECTRICITY | 936.91 | 1,824.00 | 11,750.00 | 9,926.00 | 15.5 |
| 100-55111-223 NATURAL GAS | 737.45 | 1,751.10 | 4,500.00 | 2,748.90 | 38.9 |
| 100-55111-244 HVAC | .00 | 498.76 | 1,250.00 | 751.24 | 39.9 |
| 100-55111-245 FACILITY IMPROVEMENTS | 2,814.96 | 2,814.96 | 3,030.00 | 215.04 | 92.9 |
| 100-55111-246 JANITORIAL SERVICES | 1,259.00 | 2,518.00 | 15,750.00 | 13,232.00 | 16.0 |
| 100-55111-355 REPAIR & SUPPLIES | 354.11 | 726.22 | 2,020.00 | 1,293.78 | 36.0 |
| TOTAL YOUNG LIBRARY BUILDING | 7,443.25 | 12,966.48 | 55,060.86 | 42,094.38 | 23.6 |
| TOTAL FUND EXPENDITURES | 7,443.25 | 12,966.48 | 55,060.86 | 42,094.38 | 23.6 |
| NET REVENUE OVER EXPENDITURES | (7,443.25) | (12,966.48) | (55,060.86) | (42,094.38) | (23.6) |

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

LIBRARY SPECIAL REVENUE FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|--|------------------|------------|------------------|---------------|----------------|
| <u>INTERGOVERNMENTAL REVENUE</u> | | | | | |
| 220-43720-55 CONTRACT REVENUE | 57,987.00 | 57,987.00 | 229,305.00 | 171,318.00 | 25.3 |
| TOTAL INTERGOVERNMENTAL REVENUE | 57,987.00 | 57,987.00 | 229,305.00 | 171,318.00 | 25.3 |
| <u>FINES & FORFEITURES</u> | | | | | |
| 220-45310-55 LOST MATERIAL FINE | 691.60 | 1,265.09 | 3,300.00 | 2,034.91 | 38.3 |
| 220-45320-55 SALES-SUMMER LIBRARY PROGRAM | .00 | .00 | 100.00 | 100.00 | .0 |
| 220-45330-55 COPY MACHINE REVENUE | 238.64 | 754.83 | 2,500.00 | 1,745.17 | 30.2 |
| TOTAL FINES & FORFEITURES | 930.24 | 2,019.92 | 5,900.00 | 3,880.08 | 34.2 |
| <u>MISCELLANEOUS REVENUE</u> | | | | | |
| 220-48100-55 INTEREST INCOME | 19.33 | 43.07 | 250.00 | 206.93 | 17.2 |
| 220-48105-55 LIBRARY BOARD INTEREST INCOME | .00 | .26 | 3,000.00 | 2,999.74 | .0 |
| 220-48210-55 RENTAL INC-HOUSE-414&414/A | .00 | 1,700.00 | .00 | (1,700.00) | .0 |
| 220-48500-55 DONATIONS | 505.74 | 7,032.67 | 18,650.00 | 11,617.33 | 37.7 |
| 220-48550-55 SALE OF LIBRARY PROPERTY | 233,342.96 | 540,887.57 | .00 | (540,887.57) | .0 |
| 220-48600-55 MISC REVENUE | 17.55 | 153.40 | 500.00 | 346.60 | 30.7 |
| TOTAL MISCELLANEOUS REVENUE | 233,885.58 | 549,816.97 | 22,400.00 | (527,416.97) | 2454.5 |
| <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 | 292,802.82 | 609,823.89 | 834,006.04 | 224,182.15 | 73.1 |

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2023

LIBRARY SPECIAL REVENUE FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|--|-------------------|-------------------|-------------------|----------------------|-------------|
| <u>LIBRARY</u> | | | | | |
| 220-55110-111 WAGES/PERMANENT | 34,231.23 | 68,462.43 | 299,535.60 | 231,073.17 | 22.9 |
| 220-55110-114 WAGES/PART-TIME | 22,703.16 | 45,086.59 | 203,273.98 | 158,187.39 | 22.2 |
| 220-55110-117 LONGEVITY | .00 | .00 | 2,000.00 | 2,000.00 | .0 |
| 220-55110-120 EMPLOYEE BENEFITS | 19,002.50 | 48,411.63 | 213,124.61 | 164,712.98 | 22.7 |
| 220-55110-218 PROFESSIONAL SERV/CONSULTING | .00 | .00 | 19,583.00 | 19,583.00 | .0 |
| 220-55110-224 SOFTWARE/HARDWARE MAINTENANCE | 245.88 | 505.42 | 5,146.77 | 4,641.35 | 9.8 |
| 220-55110-225 TELECOM/INTERNET/COMMUNICATION | 476.97 | 709.89 | 7,664.82 | 6,954.93 | 9.3 |
| 220-55110-227 RENTAL EXPENSES | 83.10 | 365.70 | 3,349.16 | 2,983.46 | 10.9 |
| 220-55110-310 OFFICE SUPPLIES | 1,493.63 | 2,710.38 | 12,120.00 | 9,409.62 | 22.4 |
| 220-55110-313 POSTAGE | .00 | 12.39 | 151.50 | 139.11 | 8.2 |
| 220-55110-319 MATERIAL RECOVERY | .00 | 198.05 | 303.00 | 104.95 | 65.4 |
| 220-55110-320 SUBSCRIPTIONS/DUES | .00 | .00 | 666.60 | 666.60 | .0 |
| 220-55110-321 LIBRARY BOOKS-ADULT | 1,495.75 | 7,117.18 | 23,924.00 | 16,806.82 | 29.8 |
| 220-55110-323 LIBRARY BOOKS-JUVENILE | 663.42 | 1,346.03 | 5,050.00 | 3,703.97 | 26.7 |
| 220-55110-324 LIBRARY PERIODICALS-ADULT | 105.73 | 821.24 | 3,928.00 | 3,106.76 | 20.9 |
| 220-55110-326 AUDIO/VISUAL LIBRARY-ADULT | 302.52 | 1,282.44 | 10,100.00 | 8,817.56 | 12.7 |
| 220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL | 567.53 | 802.87 | 2,525.00 | 1,722.13 | 31.8 |
| 220-55110-328 MACHINE READABLE-ADULT | .00 | .00 | 2,674.00 | 2,674.00 | .0 |
| 220-55110-330 TRAVEL EXPENSES | 14.61 | 430.76 | 2,020.00 | 1,589.24 | 21.3 |
| 220-55110-331 PROMOTIONS/ADS-PUBLIC ED | .00 | 195.00 | 1,010.00 | 815.00 | 19.3 |
| 220-55110-337 LIBRARY BUILDING PROJECT EXP | .00 | 6,584.00 | .00 | (6,584.00) | .0 |
| 220-55110-341 PROGRAM SUPPLIES-ADULT | 422.60 | 619.90 | 6,060.00 | 5,440.10 | 10.2 |
| 220-55110-342 PROGRAM SUPPLIES-JUVENILE | 208.45 | 306.45 | 6,060.00 | 5,753.55 | 5.1 |
| 220-55110-343 MISC SUPPLIES-ADULT | .00 | 5,667.33 | 101.00 | (5,566.33) | 5611.2 |
| 220-55110-346 SPECIAL PROGRAMING-SUMMER | .00 | .00 | 100.00 | 100.00 | .0 |
| 220-55110-348 SALES TAX EXPENSE | .00 | 26.91 | .00 | (26.91) | .0 |
| 220-55110-350 CONTINGENCIES | .00 | 79.94 | 505.00 | 425.06 | 15.8 |
| 220-55110-810 CAPITAL EQUIPMENT | 1,251.30 | 1,334.65 | 3,030.00 | 1,695.35 | 44.1 |
| TOTAL LIBRARY | 83,268.38 | 193,077.18 | 834,006.04 | 640,928.86 | 23.2 |
| TOTAL FUND EXPENDITURES | 83,268.38 | 193,077.18 | 834,006.04 | 640,928.86 | 23.2 |
| NET REVENUE OVER EXPENDITURES | 209,534.44 | 416,746.71 | .00 | (416,746.71) | .0 |

MARCH 2023

| | Current Month | Rcvd to Date | Est. FY Rev. | % of Total | NOTES |
|--------------------------|---------------------|---------------------|---------------------|------------|--|
| Fees | \$12.95 | \$43.60 | \$500.00 | 9% | |
| Materials Replacement | \$176.93 | \$505.48 | \$3,300.00 | 15% | |
| County Reimbursements | \$109,372.00 | \$168,359.00 | \$229,305.00 | 73% | Dane; Jefferson; Walworth |
| Gifts & Grants | \$38.06 | \$5,176.43 | \$18,650.00 | 28% | Kiwanis; Bloom; WW Leads |
| Copywork | \$394.20 | \$911.23 | \$2,500.00 | 36% | |
| SLP Sales | \$0.00 | \$0.00 | \$100.00 | 0% | |
| TRIP | \$587.67 | \$672.64 | \$0.00 | | |
| TOTAL | \$110,581.81 | \$175,668.38 | \$254,355.00 | 69% | |
| Library Building Project | \$233,342.96 | \$307,544.61 | \$540,887.57 | | Sale of houses at 407/409 & 413 W Center St |

| | | | | |
|--------------------|---------------|---------------|--------------|--|
| GRAND TOTAL | \$0.00 | \$0.00 | #REF! | |
| | | | | |

MARCH 2023**INVOICES**

| Category | Claimant | Invoice # | Amount |
|--------------------------|------------------------|------------------|---------------------|
| Audiovisual-adult | Hoopla | 503441163 | \$ 215.82 |
| Audiovisual-adult | Midwest Tape | 503486183 | \$ 39.99 |
| Audiovisual-adult | Midwest Tape | 503545641 | \$ 123.98 |
| Audiovisual-adult | Hoopla | 503585428 | \$ 211.78 |
| Audiovisual-adult | Midwest Tape | 503578353 | \$ 63.99 |
| Audiovisual-adult | Baker & Taylor | n/a | \$ 51.80 |
| Audiovisual-adult | Baker & Taylor | H64396490 | \$ 87.79 |
| Audiovisual-adult | Baker & Taylor | H64448090 | \$ 123.78 |
| Audiovisual-adult | Amazon | n/a | \$ 155.88 |
| | | | \$ 1,074.81 |
| Audiovisual-juvenile | Hoopla | 503441163 | \$ 14.93 |
| | | | \$ 14.93 |
| Automation support | Bridges Library System | 2023-13010024 | \$ 18,920.00 |
| | | | \$ 18,920.00 |
| Books-adult | Bridges Library System | 2023-13010024 | \$ 1,566.40 |
| Books-adult | Hoopla | 503585428 | \$ 68.02 |
| Books-adult | Baker & Taylor | n/a | \$ 555.00 |
| Books-adult | Baker & Taylor | n/a | \$ 461.40 |
| Books-adult | Baker & Taylor | n/a | \$ 859.09 |
| | | | \$ 3,509.91 |
| Books-juvenile | Bridges Library System | 2023-13010024 | \$ 1,281.60 |
| Books-juvenile | Baker & Taylor | 2037342540 | \$ 10.60 |
| Books-juvenile | Ingram | n/a | \$ 401.50 |
| Books-juvenile | Baker & Taylor | n/a | \$ 62.44 |
| Books-juvenile | Ingram | 75049528 | \$ 89.91 |
| Books-juvenile | Ingram | n/a | \$ 162.71 |
| Books-juvenile | Ingram | n/a | \$ 52.81 |
| | | | \$ 2,061.57 |
| Library Building Project | The Sweeney Group | 32023 | \$ 5,551.00 |
| Library Building Project | Opportunities | PSI551146 | \$ 50.00 |
| Library Building Project | Opportunities | PSI554321 | \$ 195.22 |
| | | | \$ 5,796.22 |
| Machine readable-adult | Bridges Library System | 2023-13010024 | \$ 819.00 |
| Machine readable-adult | Bridges Library System | 2023-13010024 | \$ 1,784.00 |
| | | | \$ 2,603.00 |
| Material recovery | Unique | 6110371 | \$ 46.60 |
| | | | \$ 46.60 |
| Misc supplies-adult | Haselow, Suzanne (LFP) | n/a | \$ 205.23 |
| | | | \$ 205.23 |

MARCH 2023**INVOICES**

| Category | Claimant | Invoice # | Amount |
|---------------------------|------------------------------|------------------|--------------------|
| Office supplies | Walmart | n/a | \$ 67.44 |
| Office supplies | Bridges Library System | 2023-13010046 | \$ 727.44 |
| Office supplies | Opportunities | PSI554326 | \$ 31.00 |
| Office supplies | Amazon | n/a | \$ 28.99 |
| Office supplies | Amazon | n/a | \$ 57.57 |
| Office supplies | Complete Office of Wisconsin | 394136 | \$ 119.67 |
| Office supplies | Amazon | n/a | \$ 19.40 |
| Office supplies | Amazon | n/a | \$ 45.41 |
| Office supplies | Brodart | 620445 | \$ 47.51 |
| Office supplies | Showcases | 325965 | \$ 53.09 |
| Office supplies | Showcases | 325966 | \$ 212.76 |
| Office supplies | Amazon | n/a | \$ 56.98 |
| Office supplies | Venmill | 17484 | \$ 79.53 |
| Office supplies | Demco | n/a | \$ 188.80 |
| Office supplies | Amazon | n/a | \$ 187.81 |
| | | | \$ 1,923.40 |
| Periodicals-adult | Bridges Library System | 2023-13010024 | \$ 543.00 |
| Periodicals-adult | Janesville Gazette | n/a | \$ 27.73 |
| Periodicals-adult | Milwaukee Journal Sentinel | n/a | \$ 73.66 |
| | | | \$ 644.39 |
| Program supplies-adult | Financial Positivity | 7A4907D4-0001 | \$ 150.00 |
| Program supplies-adult | Katy Wimer | 174 | \$ 150.00 |
| Program supplies-adult | Amazon | n/a | \$ 92.01 |
| Program supplies-adult | Amazon | n/a | \$ 66.54 |
| Program supplies-adult | Amazon | n/a | \$ 71.65 |
| Program supplies-adult | Amazon | n/a | \$ 21.95 |
| Program supplies-adult | Amazon | n/a | \$ 49.49 |
| Program supplies-adult | Amazon | n/a | \$ 15.98 |
| Program supplies-adult | Amazon | n/a | \$ 21.98 |
| | | | \$ 639.60 |
| Program supplies-juvenile | Bridges Library System | 2023-13010024 | \$ 260.00 |
| Program supplies-juvenile | Scholastic | 46191524 | \$ 34.18 |
| Program supplies-juvenile | Scholastic | 47010401 | \$ 22.11 |
| Program supplies-juvenile | School District of Waukesha | 32223 | \$ 175.00 |
| Program supplies-juvenile | SchoolLife | INV-200067629 | \$ 188.70 |
| Program supplies-juvenile | Amazon | n/a | \$ 4.96 |
| Program supplies-juvenile | Walmart | n/a | \$ 55.13 |
| Program supplies-juvenile | Amazon | n/a | \$ 10.99 |
| Program supplies-juvenile | Amazon | n/a | \$ 44.69 |
| Program supplies-juvenile | Amazon | n/a | \$ 75.87 |
| | | | \$ 871.63 |

MARCH 2023

INVOICES

| Category | Claimant | Invoice # | Amount |
|-----------------|-----------------|--------------------|---------------------|
| Travel | Willmann, Susan | Mar-23 | \$ 37.99 |
| | | | \$ 37.99 |
| | | GRAND TOTAL | \$ 38,349.28 |

MARCH 2023

| | | | | | |
|-------------------------------|--------------|----------------------------|--------------|-------------------------------|--------------|
| | | City of Whitewater | 3,700 | | |
| Jefferson County | | | | Dodge County | |
| City | 174 | | | City | 0 |
| Rural | 688 | | | Rural | 0 |
| TOTAL | 862 | | | TOTAL | 0 |
| Rock County | | | | Waukesha County | |
| City | 27 | | | City | 20 |
| Rural | 539 | | | Rural | 12 |
| TOTAL | 566 | | | TOTAL | 32 |
| Walworth County | | | | | |
| City | 30 | | | Other Counties | 19 |
| Rural | 1,537 | | | | |
| TOTAL | 1,567 | | | Out of State | 0 |
| Dane County | | | | | |
| City | 0 | | | Total Nonresident | 3,148 |
| Rural | 102 | | | | |
| TOTAL | 102 | | | | |
| | | | | TOTAL | 6,848 |
| | | | | | |
| | ADULT | | 4,770 | CHILDREN | 2,078 |
| ACCESS & USAGE | | INFORMATION SERVICE | | All Ages | 1 |
| Days Open | 26 | Reference | 245 | Attendance | 28 |
| Hours Open | 302 | | | | |
| Library Visits | 4,685 | REGISTRATION | | | |
| | | Resident | 3,044 | | |
| ANCESTRY | 78 | Non-Resident | 1,744 | | |
| | | Total Registered Borrowers | 4,788 | | |
| OVERDRIVE | 1,427 | New Users | 48 | PRE-RECORDED PROGRAMS | |
| | | | | Children 0-5 Programs | 0 |
| MAKER SPACE | 31 | INTERLIBRARY LOAN | | Attendance | 0 |
| | | Lending | 1,740 | Children 6-11 Programs | 0 |
| MEETING ROOMS | 27 | Borrowing | 1,146 | Attendance | 0 |
| | | | | Children 12-18 Programs | 0 |
| HOOPLA | | VOLUNTEERS | | Attendance | 0 |
| Checkouts | 114 | Participants | 5 | Adult Programs | 0 |
| Cost | \$ 279.80 | Hours worked | 78 | Attendance | 0 |
| | | HOME DELIVERY | | All Ages | 0 |
| COLLECTION MAINTENANCE | | Participants | 8 | Attendance | 0 |
| Books added | 179 | Items Delivered | 88 | SELF-DIRECTED PROGRAMS | |
| Books withdrawn | 2,922 | | | Children 0-5 Programs | 0 |
| Audio materials added | 2 | IN-PERSON PROGRAMS | | Attendance | 0 |
| Audio materials withdrawn | 343 | Children 0-5 Programs | 6 | Children 6-11 Programs | 4 |
| Video materials added | 29 | Attendance | 153 | Attendance | 274 |
| Video materials withdrawn | 738 | Children 6-11 Programs | 1 | Children 12-18 Programs | 0 |
| Other materials added | 0 | Attendance | 13 | Attendance | 0 |
| Other materials withdrawn | 34 | Children 12-18 Programs | 3 | Adult Programs | 1 |
| | | Attendance | 88 | Attendance | 58 |
| | | Adult Programs | 4 | All Ages | 0 |
| | | Attendance | 51 | Attendance | 0 |

First Citizens State Bank 207 W. Main St

PO Box 177 Whitewater, WI 53190

Money Market Account #132732

| 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 |

| | |
|---|---------------------|
| ADM - American Deposit Management Company | |
| W220 N3451 Springdale Road | |
| Pewaukee, WI 53072 | |
| Previous Balance - American Term Deposit Program 2 cds matured 3/9/23 | \$300,000.00 |
| Previous Balance CIRVIN01- American Money Market Account | \$594.24 |
| CD Interest earned | \$2,082.50 |
| CD Interest earned | \$440.00 |
| TOTAL Balance CIRVIN01 General Money Market Account | \$303,116.74 |

4.13.2023

the American Deposit Management Co.

March 14, 2023

Statement Period:
February 01, 2023 - February 28, 2023

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

[Contact Us](#)



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

American Money Market Account™

| Account Number-Description | Average Monthly Balance | Net Earnings | Delivered Rate |
|----------------------------|-------------------------|--------------|----------------|
| CIRVIN01 - General | \$ 594.24 | \$ 0.00 | 0.00 % |

American Term Deposit Program™

| Account Number-Description | Balance |
|----------------------------|---------------|
| CIRVIN01 - General | \$ 300,000.00 |

American Money Market Account™

CIRVIN01 - General

Balance Summary

| | | |
|--------------------|----|--------|
| Beginning Balance: | \$ | 594.24 |
| Total Deposits: | \$ | 0.00 |
| Total Withdrawals: | \$ | 0.00 |
| Ending Balance: | \$ | 594.24 |
| Average Balance: | \$ | 594.24 |

Summary of Financial Institutions

| FDIC/ NCUA | Name | | Balance |
|------------------------|------------------------------|----|------------------|
| 3161 | Texas Heritage National Bank | \$ | 10.10 |
| 58764 | The MINT National Bank | \$ | 310.75 |
| 18344 | UBank (TX) | \$ | 273.39 |
| Ending Balance: | | | \$ 594.24 |

American Term Deposit™

CIRVIN01 - General

Balance Summary

| | | |
|--------------------|----|------------|
| Beginning Balance: | \$ | 300,000.00 |
| Total Deposits: | \$ | 0.00 |
| Total Withdrawals: | \$ | 0.00 |
| Ending Balance: | \$ | 300,000.00 |

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

| Date | No transactions between February 01, 2023 and February 28, 2023 | Balance |
|-------------------|---|---------------|
| 02/28/2023 | Balance | \$ 245,000.00 |

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

| Date | No transactions between February 01, 2023 and February 28, 2023 | Balance |
|-------------------|---|--------------|
| 02/28/2023 | Balance | \$ 55,000.00 |

American Deposit Management LLC applied a Deposit Advisory Fee of \$2.11 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 \$14,092,904.62 for a total of \$1,645,534.33.

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

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 |



Irvin L. Young Memorial Library

MEETING ROOMS POLICY

~~Following are the regulations for the use of the library including the meeting rooms, lobby, and the library proper. Exceptions to any of these policies may be considered by the library director or Library Board.~~

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A. AVAILABILITY

1. Permissible Meetings

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

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

2. Exclusions

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

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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



Irvin L. Young Memorial Library

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.

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

B. HOURS OF MEETING AND FEES

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

C. MEETINGS

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

D. APPLICATION PROCEDURE

1. Written application for the use of the meeting room(s) must be made for the use by an authorized representative of the group.
- ~~2.~~ Upon receipt of an application, a library staff member will accept the application and confirm the booking if the meeting purpose falls within the meeting room policy and proper supervision is assured. ~~The library~~

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

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Irvin L. Young Memorial Library

~~director will approve or disapprove the application and provide notice to the applicant.~~

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.

E. REASSIGNMENT

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

F. CHILDREN'S GROUPS

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

G. EQUIPMENT AVAILABILITY AND SET-UP

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

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H. OTHER REGULATIONS

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



Irvin L. Young Memorial Library

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

I. TELEPHONE CALLS DURING LIBRARY SERVICE HOURS

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

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J. PARKING

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

K. DISPLAYS AND EXHIBITS IN MEETING ROOMS AND DISPLAY CASES

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

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



Irvin L. Young Memorial Library

L. AGREEMENT BY USER

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

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

DIRECTOR'S REPORT

April 17, 2023

I. ADMINISTRATION

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

II. BUDGET

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

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

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

V. PUBLIC AND COMMUNITY RELATIONS

- a. None.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

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

VIII. PROFESSIONAL DEVELOPMENT

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

IX. STRATEGIC PLAN

- a. A community member has expressed interest in helping us revitalize the Friends, using the capital campaign momentum. I will be meeting with her to discuss.

X. CAPITAL CAMPAIGN

- a. The 100 Extraordinary Women has reached our goal and our celebration event is scheduled for May 6 at the Community Engagement Center from 11 am – 1 pm.

Adult Services Report April 2023

Report:

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

Collection Development:

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

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

Virtual Meetings/Webinars/Training Sessions Attended:

March 20: Library Board Meeting

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

March 22: Infosec Training: Mobile Security

March 29: Staff meeting with Stacey and Deana

Youth Educational Services Report April 2023

Upcoming Programs

Homeschool Hangout

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

Current Projects

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

March Homeschool Hangout

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

ESL Visit

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

New to the Children's Collection

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

Meetings and Trainings

March 22: Staff meeting

March 29th: Staff Meeting

April 6th: Bloodborne Pathogens Training

April 12: Staff meeting

April 13th: CCBC Visit

Programming & Makerspace Librarian Report
Sarah French
April 2023

Programs:

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

Upcoming Programs:

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

Makerspace Use:

- | | |
|------------------------|------------------------|
| • 3/14: Craft supplies | • 3/26: Craft supplies |
| • 3/15: VHS to digital | • 3/26: Craft supplies |
| • 3/15: VHS to digital | • 3/27: Scanner |
| • 3/18: Craft supplies | • 3/37: 3D printer |
| • 3/18: Craft supplies | • 3/27: Craft supplies |
| • 3/20: 3D printer | • 3/27: Craft supplies |
| • 3/21: 3D printer | • 3/27: Craft supplies |
| • 3/22: Scanner | • 3/27: Sticker mural |
| • 3/22: 3D printer | • 3/28: Craft supplies |
| • 3/26: Craft supplies | • 3/28: Craft supplies |

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

Makerspace Training Appointments: 4 hours

Equipment & Technology:

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

Donations:

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

Other Updates:

- I received a phone call from Governor Evers and State Senator Mark Spreitzer to offer their support and thanks for offering the LGBTQ+ teen movie night.
- Applied for a Gage Marine 150th Anniversary grant
- 4/6: I tabled at the UWW Employee Wellness Fair and gave out goodie bags and promoted library card signups, programs, services, etc. I spoke with 62 people. There were many comments about how much people love the library, what a great job we are doing, how they enjoy the Libby app, etc. In addition, I received the following specific questions/comments:
 - Positive feedback about the LGBTQ+ movie night
 - Positive feedback about our display cases in the lobby
 - "Love all the programs you are doing at the library"
 - Question about VHS to digital conversion and some other Makerspace questions
 - Several questions about how to renew library cards
 - "Love your events and I can see a noticeable difference"
 - "Glad to see the City represented here"
 - Excited about the Tonieboxes
 - Question/interest about how to join the Friends of the Library group

Meetings:

- 3/15: Will Eisner Grant Committee
- 3/15: Staff meeting
- 3/21: WAA board meeting

- 3/22: Staff meeting
- 3/27: WLA Intellectual Freedom SIG
- 3/12: Staff meeting

Professional Development:

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

Bridges Library System Staff Reports

April 2023

Karol Kennedy – Library System Director

Family Caregiver Alliance Awards: I traveled to Atlanta to accept the Family Caregiver Alliance Innovations in Alzheimer’s Caregiving Award on behalf of the Bridges Library System’s Library Memory Project. The Award partners, including The Rosalinde and Arthur Gilbert Foundation and Bader Philanthropies, hosted a lovely dinner for all award recipients. There was also a reception and award presentation which was part of the Aging in America Conference. Bridges used a portion of the \$20,000 award funds to support the conference attendance of Oconomowoc Public Library Special Services Coordinator Jennie Fidler. Jennie is one of our Library Memory Project facilitators. Unfortunately, Angela Meyers was unable to attend. The award would not have been possible without her efforts to develop and coordinate this exceptional project.

Joint Finance Committee Hearing: More than 20 representatives from Bridges and Milwaukee County Federated Library Systems came out to support state library system aid at the Joint Finance Committee hearing at the Waukesha County Expo Center on April 5. Special thanks go to Bruce Gay, Betsy Bleck, and Nick Dimassis who spoke at the hearing.

Bridges Marketing & Communications Position: Waukesha County Human Resources Department received approval of Bridges request to change the class specifications of this position from Librarian to Public Communications Coordinator. The position was posted, and applications were accepted until April 10. We received an impressive response and are in the process of reviewing applications. Interviews will be scheduled in the next couple weeks.

Library Board Visit: I attended the L.D. Fargo Public Library board to discuss electronic circulation and how it is incorporated in the Jefferson County library funding formula.

Mellanie Mercier – Automation Coordinator & Assistant Director

Library innovation competitive grants: This year Bridges received 15 grant proposals for three Library Improvement and Innovation Grant category sizes of up to \$5,000 each offered by the system. There were 5 applications for each population size category. Information identifying the libraries was blacked out and given to 6 library professionals to evaluate and score, with a minimum of 3 reviewers per size category. We thank all libraries that took the time and effort to submit a proposal as they made it hard for the reviewers to select those being funded. I am including the projects as you may be interested in using these towards your application for the noncompetitive category that is due May 1st.

We are pleased to announce the three grantees and their projects:

Small Library: Big Bend Village Library (\$2,670) for “Stem Kit Collection” and Powers Memorial Library (Palmyra) (\$2,300) for "Bookmobile Tricycle"

There are two awards for this category as the library receiving the highest rating for their proposal did not need the entire amount of available funds.

Big Bend:

Funds will purchase 15 STEM kits from the Pennworthy Company, along with a book truck to store and transport them. We would introduce these kits during "Explore Science" programs in our 2023 Summer Reading Program, where a volunteer would guide patrons and families to use the kits.

Palmyra:

Funds will purchase a Bookmobile Tricycle to allow check out of materials from remote locations.

Medium Library: Jefferson Public Library for “Do Judge a Book By Its Cover: Forward-Facing Browsing Bins”

Funds will purchase modern forward-facing browsing bins for the picture book collection.

Large Library: Pewaukee Public Library for “Mobile Technology Collection with LendingKey”

Funds will establish a new Library of Things collection and implement LendingKey to enable reserving items for a specific date. Other projects that were submitted were:

- Game table
- Early Literacy kits
- Mobile maker kits
- Patron door counters
- Nintendo Switch Collection
- Dye Sublimation in the Makerspace
- Bicycle fixing station and a foldable bike
- Tablets for board packets
- Creating a tween space
- Tables
- CPR training

Technology Demos: As we approach budget season, I have set up three demos for discovery layers for Café as well as three demos of databases that the libraries may want to consider in 2024.

Bridges Library System New Website: The new Bridges website went live on March 29th. Since then, we have been fixing small issues and getting library staff connected to the new staff resource area. Feedback that we have received so far has been positive. I'll be doing a demo during the meeting for all of you.

Laurie Freund – Coordinator of Library Development

2023 SEWI ALA Exhibits Bus Trip (June 24): We have a very small number of people who have signed up for this bus trip to the American Library Association Conference Exhibits in Chicago. Because of the cost of chartering a bus, we are encouraging interested library staff, trustees, and Friends to sign up by April 19th so we can determine if we will have enough people to justify a bus. You can use the online form to [reserve your seat for \\$30](#). Please note that each person is responsible for obtaining their own Exhibits pass, which can be purchased through the [ALA Conference Registration page](#).

MRA On-Demand eLearning reminder: Library staff in our SEWI (Southeastern Wisconsin) region, which includes Bridges member libraries, have access to [MRA On-Demand Learning](#) online courses that can easily fit into anyone's schedule. Courses are from five different categories: Leadership Skills, HR General, Customer Service, Technology, and Diversity, Equity & Inclusion. Each course can take anywhere from 20 to 60 minutes, depending on the topic. This SEWI subscription runs out September 14, 2023, so be sure to take advantage of these courses.

Library Book Repair Workshop: We had a full house for both morning and afternoon sessions on March 28th for this in-person workshop totaling close to 50 people. Attendees watched demonstrations and had hands-on experience practicing minor book repair techniques. Trainer Kary Barth also provided resources, which can be found on the SEWI Libraries website in the [Collection Care Resources](#) section. There you will find a diagram of a book, list of resources (including reliable "how to" videos), and tips for preventing book damage that can help extend the shelf life of library materials.



SEWI Adult Public Programming Meeting: About 21 staff members, representing libraries across our SEWI region, attended this hybrid meeting in-person at Franklin Public Library and online. Attendees tested out a new SEWI Adult Public Library Program Presenters List and online form for library staff internal use and provided final feedback. SEWI Library System partners will be working to make this shared resource available in library staff only accessible websites. In addition, the group requested a separate online table for sharing passive and DIY public library programs. Work will begin later this year to create that new online list so at a future meeting attendees will have an opportunity to test it and provide feedback. The group also unanimously agreed to sunset the Facebook SEWI Libraries Adult Public Programming discussion group due to lack of activity and usefulness. A notice about this has been posted in the Facebook group.

Angela Meyers – Coordinator of Youth and Inclusive Services.

Inclusive Services

Hearing Loop Refresher Training: I provided a [hearing loop](#) refresher training session at Mukwonago Community Library. Our member libraires can contact me for a refresher training anytime.

StoryCorps Recordings: The Bridges Library System received a grant from Bader Philanthropies in 2021 to bring StoryCorps to our libraries. We set a goal of recording 150 stories in the span of a 2-year grant period. Kelly Davis, from Waukesha Public Library, is one of our trained facilitators and set out to help reach that goal. In March, Kelly and I recorded 28 stories at Waukesha Public Library and Three Pillars independent and assisted living in Dousman. We are now at 143 stories. With the help of Kelly and the other trained facilitators, I am certain we can reach 150 recordings by July 7 when our final report is due to Bader Philanthropies!

Youth Services

Summer Library Program: I continue to work on soliciting coupons for our member libraries to use as incentives for youth participating in the summer library program. Rachel, our new executive assistant, is helping me by ordering the printed coupons and getting them sorted and sent out to the member libraries. As in past years, each member library will receive three paid summer performances or workshops. This year, 15 of our libraries opted to have a tween/teen program in place of a family program. Teen programming is on the rise.

Youth Services Meet Up: In March, 13 youth services librarians met at the Dwight Foster Public Library in Fort Atkinson for a Youth Services Meet Up. We heard from Minetta Lippert, youth services librarian at Dwight Foster Public Library, about how the library worked with their school district to get a library card sign up check box on the back to school registration form. We also discussed spring programming.

Promotion

Newsletters: While we work on filling the marketing librarian's position, I put together and sent out the Bridges Library System e-newsletter and the newsletter for the legislators.

Presentation: I presented, along with Kerry Pinkner, from the Waukesha Public Library, at the Waukesha County Technical College Learning in Retirement, about 10 Ways to Save Money at the Library. We provide an interactive presentation based on Jeopardy and participants learn ways they can save money by using the library. One participant left the presentation saying she was going to go to the library to check out explore passes right away since her niece was coming in town and they wanted something fun to do!

Continuing Education

I am currently enrolled in a 5-week class through UW-Madison's iSchool called "Welcome to Designing for Accessibility."

Beth Bechtel – Database Management Librarian

Library Visits: In the last month, I visited a few libraries to “talk cataloging.” In New Berlin, I met with eight staff members for a cataloging Q&A. In Menomonee Falls, I met with the new technical services manager to go over basics of working in the CAFÉ catalog. And in Lake Mills, I helped present at their Memory Cafe, then met with the cataloger about using Polaris templates and printing spine labels.

Meetings: When the CAFÉ Catalogers group met on March 14 in Delafield and on Zoom, our main discussion topics were varying sizes of mass-market paperbacks, starting seed libraries, and cataloging unusual items such as books with access to online tests, new revisions of well-known books, and zoo passes.

Bridges is collaborating with seven other library systems to identify opportunities to improve library catalog user experiences, eliminate redundancies, and unify technical services processes throughout the state. This project is spearheaded by Northern Waters Library Service staff and has LSTA grant funding for WiLS assistance. A cataloger survey and focus group have been completed; reports and recommendations are forthcoming. This month there was a virtual meeting of participating system catalogers where we discussed improving access to library materials by native people and adding more inclusive subject headings.

I was happy to attend the Joint Finance Committee hearing at the Waukesha Expo Center on April 2 with a group of librarians and library supporters from our corner of the state.

Continuing Education: In March, American Library Association (ALA) provided a virtual interest group week for catalogers. Interesting discussions included of the planned abandonment of organizational services to make room for new important services, the history of authority records, and data cleanup before and after a catalog migration.

Rachel McCracken - Departmental Executive Assistant

Cooperative Purchase Billing: I have been working on the backlog of cooperative purchase billing for Bridges. So far, I have billed the libraries for the Receipt paper, RFID Tags, and BookPage orders. This task will be completed by the end of April 2023.

Summer Library Program: I am assisting Angela Meyers with printing the Summer Library Program coupons and preparing them for delivery. I developed a tracking system for the coupons to be dispersed quickly and efficiently to the libraries.

Continuing education: I continue to learn more about the Executive Assistant position each day. Everyone has been extremely welcoming and helpful. I also attended a free training session called Excel Advanced Functions provided by Waukesha County Human Resources.