

Library Board of Trustees Meeting

Library Community Room 431 West Center, Whitewater, Wi, 53190 *In Person and Virtual

Monday, September 18, 2023 - 6:30 PM

Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.

Citizen participation is welcome during topic discussion periods.

Join Zoom Meeting https://us02web.zoom.us/j/89929656951?pwd=dmd4QkppL2FDMXA5WURjcy8rZ0dHdz09

Meeting ID: 899 2965 6951 Passcode: 50657151

Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum. Should you wish to make a comment in this situation, you are welcome to call this number: (262) 473-0108.

AGENDA

1. Monday, September 18, 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

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

Items on the Consent Agenda will be approved together unless any committee member requests that an item be removed for individual consideration.

- 2. Approval of Minutes of August 21, 2023
- 3. Acknowledgment of Receipt of Financial Reports
- 4. Approval of Payment of Invoices
- 5. Acknowledgment of Receipt of Statistical Report
- 6. Acknowledgment of Receipt of Treasurer's Report

HEARING OF CITIZEN COMMENTS

No formal Committee 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 Committee discusses that particular item.

To make a comment during this period, or during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial *6 to unmute your phone and dial *9 to raise your hand.

OLD BUSINESS

7. 1. Review and Approval of the Second Draft revision of the Circulation Policy

NEW BUSINESS

8. 1. Discussion of Possible Change to Library Board Meeting Start Time

CONSIDERATIONS / DISCUSSIONS / REPORTS

- 9. 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.
- <u>10.</u> The report includes upcoming programs, programs already presented, attendance at said programs, and what meetings/trainings/webinars were attended.
- <u>11.</u> The report includes upcoming programs, programs already presented, attendance at said programs, and what meetings/trainings/webinars were attended.
- 12. The report includes upcoming programs, programs already presented, attendance at said programs, and what meetings/trainings/webinars were attended.

FUTURE AGENDA ITEMS

- 13. Board requests for future Agenda Items
- 14. October 16, 2023, ?:??

ADJOURNMENT

Anyone requiring special arrangements is asked to call the Library Director (262-473-0530) at least 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, August 21, 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 6:39 p.m.

Present: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel, Brienne-Diebolt-Brown (arrived at 7:10)

Absent: Doug Anderson, Alyssa Orlowski

Staff: Stacey Lunsford, Diane Jaroch

- 2. Consent Agenda
 - a. Approval of the minutes of the regular meeting on July 17, 2023*
 - b. Acknowledgment of Receipt of Financial Reports*
 - c. Acknowledgment of Payment of Invoices for July 2023*
 - d. Acknowledgment of Receipt of Statistical Reports for July 2023*
 - e. Acknowledgment of Receipt of Treasurer's Reports*

MSC Weigel/Berndt to approve the Consent Agenda.

Ayes: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

- 3. Hearing of Citizen Comments
 - a. None
- 4. Old Business
 - 4.I Library Building Project
 - 1. Update on the capital campaign

Update on fundraising:

- Stacey reported that \$2,122,065 has been raised to date, now down to only \$127,935 left to raise.
- The Capital Campaign Committee will meet on Thursday, Aug. 24 at 7:00 PM.
- Wall tiles are for sale now. Over 3,000 brochures went out in the August 16th Union Extra Shopper. Stacey shared that some have already sold.

4.II. Review and Approval of The Revised Meeting Room Policy

New scheduling system will launch September 5th, any staff member will be able to reserve the community room and other spaces. Patrons will be able to self-reserve the meeting room in the library but will need to submit an application for the community room.

MSC Retzke/Berndt to approve the revised meeting room policy.

Ayes: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

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.

- Jennifer suggested clarifying the wording on the first page that applicants must prove identification and proof of residence. She suggested using the wording on page 30 under the minor applications.
- It was also suggested to combine the two sections that refer to minors (pages 25 and 30) into one section.
- A few suggestions were made regarding comma usage.
- Stacey will bring back the revised policy to the next meeting for review and approval.
- 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.

MSC Weigel/Berndt to approve closing the library on Saturday, December 23.

Ayes: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

- 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.
 - It was decided to table this topic until next month to allow for more input.

5. IV. 2024-2025 Preliminary Budget Draft

- Stacey updated the board on the upcoming budget.
- Stacey shared that donations to the library continue to go up, in addition to the funds raised for the expansion project.
- Stacey reported that the budget will be tight. For example, the amount allocated to the library for personnel and benefits has been flat despite increasing costs in these areas. There is approximately \$500,000 in the library's fund balance and the budget can be balanced using some of the money from the fund balance but she feels this practice isn't sustainable. The board is in agreement that the fund balance shouldn't be used for operating costs.
- Stacey explained the line items for the Special Budget (page 33).

6. Staff & Board Reports

6. I. Director's Report

-

6. II. Adult Services Report

Diane started training staff this morning on RecDesk.

6. III. Youth Services Report

- The numbers show that the Summer Reading Program went really well this year.

6. IV. Programming & Makerspace Librarian Report

- It was noted by the board that the DogMan Program was very well attended!

6.V. Board Reports

- Trustee Appreciation Dinner will be September 28th.

7. Board Request for Future Agenda Items

- Trustee Training Week is happening this week. Board members will begin reporting out next month. Stacey will add this to the next agenda, board members will decide in the meantime who will present on which dates.

Comments in the Chat Box:

None

- 8. Confirmation of the next meeting on September 18, 2023, at 6:30 p.m.
- 9. Adjournment-Adjourned at 7:29 p.m.

Minutes respectfully submitted by Jaime Weigel on August 21, 2023.



CITY OF WHITEWATER BALANCE SHEET AUGUST 31, 2023

LIBRARY SPECIAL REVENUE FUND

		BEGINNING BALANCE	TH	ACTUAL HIS MONTH		ACTUAL THIS YEAR	ENDING BALANCE
	ASSETS						
220-11100	CASH	235,023.81	(4,051.43)		204,680.72	439,704.53
220-11300	INVESTMENTS	32,226.37		.00		634.88	32,861.25
220-11301	LIBRARY BRD MM-132 732	3,112.04		.00		.91	3,112.95
220-11500	LIBRARY BRD INVESTMENTS CDS	300,594.24		.00		8,363.21	308,957.45
	TOTAL ASSETS	570,956.46	(4,051.43)		213,679.72	784,636.18
	LIABILITIES AND EQUITY						
	LIABILITIES						
220-21100	ACCOUNTS PAYABLE	14,936.65		.00	(14,936.65)	.00
220-21106	WAGES CLEARING	16,081.64		.00	(16,081.64)	.00
220-21670	DEPOSIT-RENTAL UNIT	2,300.00		.00	(2,300.00)	.00
220-25203	DUE TO OTHER	1,200.00		1,496.76		17,859.12	19,059.12
	TOTAL LIABILITIES	34,518.29		1,496.76	(15,459.17)	19,059.12
	FUND EQUITY						
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	(5,548.19)		229,138.89	229,138.89
	BALANCE - CURRENT DATE	.00	(5,548.19)		229,138.89	229,138.89
	TOTAL FUND EQUITY	536,438.17	(5,548.19)		229,138.89	765,577.06
	TOTAL LIABILITIES AND EQUITY	570,956.46	(4,051.43)		213,679.72	784,636.18

Item 3.

CITY OF WHITEWATER

REVENUES WITH COMPARISON TO BUDGET FOR THE 8 MONTHS ENDING AUGUST 31, 2023

LIBRARY SPECIAL REVENUE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	INTERGOVERNMENTAL REVENUE					
220-43720-55	CONTRACT REVENUE	61,881.00	229,240.00	229,305.00	65.00	100.0
	TOTAL INTERGOVERNMENTAL REVENUE	61,881.00	229,240.00	229,305.00	65.00	100.0
	FINES & FORFEITURES					
220-45310-55	LOST MATERIAL FINE	108.96	1,971.89	3,300.00	1,328.11	59.8
220-45320-55	SALES-SUMMER LIBRARY PROGRAM	.00	.00	100.00	100.00	.0
220-45330-55	COPY MACHINE REVENUE	347.64	2,279.19	2,500.00	220.81	91.2
	TOTAL FINES & FORFEITURES	456.60	4,251.08	5,900.00	1,648.92	72.1
	MISCELLANEOUS REVENUE					
220-48100-55	INTEREST INCOME	.00	634.88	250.00	(384.88)	254.0
220-48105-55	LIBRARY BOARD INTEREST INCOME	.00	8,364.12	3,000.00	(5,364.12)	278.8
220-48210-55	RENTAL INC-HOUSE-414&414/A	.00	1,700.00	.00	(1,700.00)	.0
220-48500-55	DONATIONS	3,027.46	24,942.93	18,650.00	(6,292.93)	133.7
220-48550-55	SALE OF LIBRARY PROPERTY	.00	541,987.57	.00	(541,987.57)	.0
220-48600-55	MISC REVENUE	15.60	336.02	500.00	163.98	67.2
	TOTAL MISCELLANEOUS REVENUE	3,043.06	577,965.52	22,400.00	(555,565.52)	2580.2
	OTHER FINANCING SOURCES					
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	65,380.66	811,456.60	834,006.04	22,549.44	97.3

Item 3.

CITY OF WHITEWATER

EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 8 MONTHS ENDING AUGUST 31, 2023

LIBRARY SPECIAL REVENUE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	LIBRARY					
220-55110-111	WAGES/PERMANENT	22,820.81	182,566.49	299,535.60	116,969.11	61.0
220-55110-114	WAGES/PART-TIME	14,760.00	121,832.50	203,273.98	81,441.48	59.9
220-55110-117	LONGEVITY	.00	500.00	2,000.00	1,500.00	25.0
220-55110-120	EMPLOYEE BENEFITS	15,480.16	129,420.28	213,124.61	83,704.33	60.7
220-55110-211	PROFESSIONAL DEVELOPMENT	.00	149.00	.00	(149.00	.0
220-55110-218	PROFESSIONAL SERV/CONSULTING	.00	22,318.67	19,583.00	(2,735.67	') 114.0
220-55110-224	SOFTWARE/HARDWARE MAINTENANCE	1,525.63	9,153.28	5,146.77	(4,006.51) 177.9
220-55110-225	TELECOM/INTERNET/COMMUNICATION	486.10	3,769.29	7,664.82	3,895.53	49.2
220-55110-227	RENTAL EXPENSES	.00	999.49	3,349.16	2,349.67	29.8
220-55110-310	OFFICE SUPPLIES	986.95	10,774.10	12,120.00	1,345.90	88.9
220-55110-313	POSTAGE	17.02	208.61	151.50	(57.11) 137.7
220-55110-319	MATERIAL RECOVERY	46.60	477.65	303.00	(174.65	5) 157.6
220-55110-320	SUBSCRIPTIONS/DUES	.00	136.14	666.60	530.46	20.4
220-55110-321	LIBRARY BOOKS-ADULT	3,460.09	18,732.17	23,924.00	5,191.83	78.3
220-55110-323	LIBRARY BOOKS-JUVENILE	56.05	6,257.28	5,050.00	(1,207.28	3) 123.9
220-55110-324	LIBRARY PERIODICALS-ADULT	1,779.74	3,582.56	3,928.00	345.44	91.2
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	970.18	5,355.41	10,100.00	4,744.59	53.0
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENIL	168.47	1,106.14	2,525.00	1,418.86	43.8
220-55110-328	MACHINE READABLE-ADULT	.00	2,603.00	2,674.00	71.00	97.3
220-55110-330	TRAVEL EXPENSES	52.47	707.93	2,020.00	1,312.07	35.1
220-55110-331	PROMOTIONS/ADS-PUBLIC ED	11.96	867.43	1,010.00	142.57	
220-55110-337	LIBRARY BUILDING PROJECT EXP	6,559.44	49,632.11	.00	(49,632.11	
220-55110-341	PROGRAM SUPPLIES-ADULT	1,082.56	3,145.25	6,060.00	2,914.75	•
220-55110-342	PROGRAM SUPPLIES-JUVENILE	481.67	3,540.89	6,060.00	2,519.11	
220-55110-343	MISC SUPPLIES-ADULT	164.83	1,984.51	101.00	(1,883.51	
220-55110-346	SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	•
220-55110-348	SALES TAX EXPENSE	18.12	118.81	.00	(118.81	
220-55110-350	CONTINGENCIES	.00	162.94	505.00	342.06	,
220-55110-810	CAPITAL EQUIPMENT	.00	2,215.78	3,030.00	814.22	
	TOTAL LIBRARY	70,928.85	582,317.71	834,006.04	251,688.33	69.8
	TOTAL FUND EXPENDITURES	70,928.85	582,317.71	834,006.04	251,688.33	69.8
	NET REVENUE OVER EXPENDITURES	(5,548.19)	229,138.89	.00	(229,138.89	.0

	Current Month	Rcvd to Date	Est. FY Rev.	% of Total	NOTES
Fees	\$112.15	\$280.70	\$500.00	56%	
Materials Replacement	\$18.98	\$984.39	\$3,300.00	30%	
County Reimbursements	\$0.00	\$229,240.00	\$229,305.00	100%	
Gifts & Grants	\$12.38	\$18,571.45	\$18,650.00	100%	
Copywork	\$349.95	\$2,391.34	\$2,500.00	96%	
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	\$2,493.46	\$256,656.92	\$254,355.00	101%	

Item 3.

CITY OF WHITEWATER

EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 8 MONTHS ENDING AUGUST 31, 2023

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	YOUNG LIBRARY BUILDING					
100-55111-111	SALARIES/PERMANENT	628.73	4,637.46	10,465.51	5,828.05	44.3
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	8.56	73.10	162.82	89.72	44.9
100-55111-151	SOCIAL SECURITY/CITY SHARE	36.60	312.62	696.20	383.58	44.9
100-55111-152	RETIREMENT	42.75	343.13	714.61	371.48	48.0
100-55111-153	HEALTH INSURANCE	208.51	1,200.33	1,244.90	44.57	96.4
100-55111-154	HSA-HRA CONTRIBUTIONS	28.99	70.74	75.00	4.26	94.3
100-55111-155	WORKERS COMPENSATION	13.45	117.46	324.53	207.07	36.2
100-55111-156	LIFE INSURANCE	.22	1.31	3.79	2.48	34.6
100-55111-158	UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221	WATER & SEWER	337.84	2,191.75	2,828.00	636.25	77.5
100-55111-222	ELECTRICITY	1,481.21	7,968.14	11,750.00	3,781.86	67.8
100-55111-223	NATURAL GAS	127.87	3,059.64	4,500.00	1,440.36	68.0
100-55111-244	HVAC	.00	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	7,554.00	15,750.00	8,196.00	48.0
100-55111-355	REPAIR & SUPPLIES	296.23	1,416.51	2,020.00	603.49	70.1
	TOTAL YOUNG LIBRARY BUILDING	4,469.96	33,353.26	55,060.86	21,707.60	60.6
	TOTAL FUND EXPENDITURES	4,469.96	33,353.26	55,060.86	21,707.60	60.6
	NET REVENUE OVER EXPENDITURES	(4,469.96)	(33,353.26)	(55,060.86)	(21,707.60)	(60.6)

AUGUST 2023

Category	Claimant	Invoice #		Amount
Audiovisual-adult	Midwest Tape (hoopla)	504149370	\$	200.27
Audiovisual-adult	Midwest Tape	504209389	\$	167.97
Audiovisual-adult	Midwest Tape	504246914	\$	71.99
Audiovisual-adult	Amazon	n/a	\$	112.79
Audiovisual-adult	Baker & Taylor	H65648860	\$	28.79
Audiovisual-adult	Amazon	n/a	\$	40.53
Audiovisual-adult	Baker & Taylor	n/a	\$	46.78
Audiovisual-adult	Amazon	n/a	\$	64.80
Audiovisual-adult	Baker & Taylor	n/a	\$	136.67
Audiovisual-adult	Amazon	n/a	\$	84.08
Audiovisual-adult	Amazon	n/a	\$	(26.99)
Audiovisual-adult	Amazon	n/a	\$	62.92
Audiovisual-adult	Amazon	n/a	\$	(30.85)
			\$	959.75
Audiovisual-juvenile	Midwest Tape	504145322	\$	25.98
Audiovisual-juvenile	Midwest Tape	504176917	\$	23.24
			\$	49.22
Books-adult	Midwest Tape (hoopla)	504149370	\$	55.51
Books-adult	Baker & Taylor	n/a	\$	444.99
Books-adult	Baker & Taylor	n/a	\$	275.28
Books-adult	Amazon	n/a	\$	31.98
Books-adult	Baker & Taylor	n/a	\$	199.31
Books-adult	Baker & Taylor	n/a	\$	206.10
			\$	1,213.17
Books-juvenile	Ingram	n/a	\$	56.05
			\$	56.05
Library Building Project	Kreative Solutions	1749	\$	881.25
Library Building Project	Opportunities Inc	PSI566996	\$	975.00
Library building project	APG Media	n/a	\$	164.83
			\$	2,021.08
Material recovery	Unique	6115589	\$	11.65
			\$	11.65
Office supplies	SWITS	2023/239	\$	75.00
Office supplies	Amazon	n/a	\$	(26.99)
Office supplies	Amazon	n/a	\$	26.99
Office supplies	Demco	3213043900	\$	92.26
Office supplies	Showcases	251793	\$	164.38
Office supplies	Complete Office of WI	726246	\$	155.96
Office supplies	Brodart	Y20917	\$	54.15
Office supplies	Amazon n/a			26.99

AUGUST 2023

Office supplies	Amazon	n/a	\$ 36.28
Office supplies	Shred-It	8004352287	\$ 87.72
Office supplies	Amazon	n/a	\$ 33.72
			\$ 726.46
Periodicals-adult	Milwaukee Journal Sentinel	n/a	\$ 78.00
Periodicals-adult	Janesville Gazette	n/a	\$ 30.23
Periodicals-adult	Whitewater Register	n/a	\$ 116.00
			\$ 224.23
Program supplies-juvenile	Circle of Song Music Therapy	2	\$ 450.00
Program supplies-juvenile	Oriental Trading Company	n/a	\$ 167.84
Program supplies-juvenile	Amazon	n/a	\$ 81.30
Program supplies-juvenile	Amazon	n/a	\$ 54.84
Program supplies-juvenile	Amazon	n/a	\$ 7.98
Program supplies-juvenile	Amazon	n/a	\$ 36.49
			\$ 798.45
Promotions/ads	Amazon	n/a	\$ 11.96
			\$ 11.96
Travel	Willmann, Susan	n/a	\$ 64.19
			\$ 64.19

GRAND TOTAL \$ 6,136.21

Item 5.

		City of Whitewater	4,153		
Joffenson County		City of Williewater	4,155		
Jefferson County	224			Dodge County	
City	221			City	C
Rural	562			Rural	(
TOTAL	783			TOTAL	(
Rock County				Waukesha County	
City	88			City	124
Rural	534			Rural	42
TOTAL	622			TOTAL	166
Walworth County					
City	14			Other Counties	63
Rural	1,385				
TOTAL	1,399			Out of State	0
Dane County					
City	0			Total Nonresident	3,087
Rural	54				
TOTAL	54				
				TOTAL	7,240
	ADULT	4,735	CHILDREN	2,505	
ACCESS & USAGE		INFORMATION SERVICE		All Ages	1
Days Open	27	Reference	243	Attendance	10
Hours Open	278.5			7,000,700	
Library Visits		REGISTRATION			
LISTATY VISICS	4,023	Resident	3,179		
ANCESTRY	n/a	Non-Resident	1,770		
ARCESTRI	11/4	Total Registered Borrowers	4,949		
OVERDRIVE	1,455	New Users		PRE-RECORDED PROGRAMS	
OVERDRIVE	1,433	New Osers	31	Children 0-5 Programs	0
MAKER SPACE	15	INTERLIBRARY LOAN		Attendance	0
WAREN SPACE	13	Lending	1,658	Children 6-11 Programs	
NACETINIC DOOMS	20			Attendance	0
MEETING ROOMS	28	Borrowing	1,182		0
UOODI A		VOLUNTEERS		Children 12-18 Programs	0
HOOPLA	454	VOLUNTEERS	10	Attendance	0
Checkouts	154	Participants	10	Adult Programs	0
Cost	\$ 339.29	Hours worked	152.5	Attendance	0
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	9	Attendance	0
Books added	85	Items Delivered	101	SELF-DIRECTED PROGRAMS	_
Books withdrawn	104			Children 0-5 Programs	2
Audio materials added	10	IN-PERSON PROGRAMS		Attendance	7
Audio materials withdrawn	1	Children 0-5 Programs	5	Children 6-11 Programs	3
Video materials added	51	Attendance	114	Attendance	188
Video materials withdrawn	29	Children 6-11 Programs	1	Children 12-18 Programs	1
Other materials added	0	Attendance	16	Attendance	13
Other materials withdrawn	0	Children 12-18 Programs	1	Adult Programs	C
		Attendance	12	Attendance	C
		Adult Programs	2	All Ages	
		Attendance	19	Attendance	14

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

PO Box 177 Whitewater, WI 53190

	Wolley Warket Acco	unt #132732		
		Interest		
DATE	Activity	Deposit	Withdrawal	Balance
12.30.22	Balance			\$3,112.04
1.31.23	Interest	\$0.14	1	\$3,112.18
2.28.23	Interest	\$0.12	2	\$3,112.30
3.31.23	Interest	\$0.13	3	\$3,112.43
4.28.23	Interest	\$0.12	2	\$3,112.55
5.31.23	Interest	\$0.14	1	\$3,112.69
6.20.23	Interest	\$0.13	3	\$3,112.82
7.31.23	Interest	\$0.13	3	\$3,112.95
8.31.23	Interest	\$0.13	3	\$3,113.08

ADM - Ame	rican Deposit Management Com	pany				
W220 N345	1 Springdale Road					
Pewaukee,	WI 53072					
Previous Bal	ance - American Term Deposit CD) 1 matured 3/9	/23	\$55,000.00		
Previous Bal	ance - American Term Deposit CD	2 matured 3/9	/23	\$245,000.00		
CD Interest earned \$2,082.5						
CD Interest e	CD Interest earned \$440.00					
Accrued Inte	rest Earned			\$860.99		
TOTAL Balaı	nce CIRVIN01 General Money Mai	rket 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		
8.31.23	Accrued Interes					

FRIENDS OF THE LIBRARY FINANCIAL REPORT

Jan-23

Beginning Balance Deposit Interest		\$ 370.50 \$ 0.27	•	
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 Deposit		\$ 65.25	\$ 1,768.64	
Paypal Transfer		\$ 489.56		
Interest		\$ 0.08	•	
Ending Balance			\$ 2,258.28	
Apr-23			ć 2.250.20	
Beginning Balance		ć 100 4F	\$ 2,258.28	
Deposit		\$ 180.45 \$ 0.09	•	
Interest Ending Balance		\$ 0.09	\$ 2,438.82 \$ 2,438.82	
Litating Balance			у 2, 4 30.02	
May-23				
Beginning Balance			\$ 2,438.82	
Deposit		\$ 159.25	\$ 2,598.07	
Check #4010	\$ 489.56			Capital Campaign donation
Check #4011	\$ 216.00			BookPage subscription
AmazonSmile		\$ 14.98		
AmazonSmile			\$ 1,933.58	
Interest		\$ 0.09		
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		
Ending Balance			\$ 2,053.98	

	22
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Ju	-23

Beginning Balance		\$ 2,053.98
Deposit	\$ 102.45	\$ 2,156.43
Interest	\$ 0.09	\$ 2,156.52
Ending Balance		\$ 2,156.52
Aug-23		
Reginning Ralance		\$ 2 156 52

Beginning Balance		\$ 2,156.52
Deposit	\$ 114.40	\$ 2,270.92
Interest	\$ 0.10	\$ 2,271.02
Ending Balance		\$ 2,271.02



LIBRARY CARDS

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.

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 for state residents. 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:

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. 10/13||rev. 5/14||rev. 9/15||rRev. 7/16||rev. 8/17||rev. 11/19||rev. 5/20||rev. 2/21



- A lease, mortgage, or deed of trust
- Voter or vehicle registration card
- Home or vehicle insurance policy
- Utility bill
- 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 patron 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 patron is responsible for all items checked out on their card. In the event that the library card is lost or stolen, the library should be notified immediately. If a 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. 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.

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. – <u>Access to</u>
<u>Library Resources and Services for Minors</u>

Library cards for non-residents of Wisconsin shall be issued for a non-refundable fee of

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



\$25.00.



FEES

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 bookpack 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



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



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



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 collection 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 collection agency, the patron will not have to pay the bill on those items, but the patron will be charged a \$10 collection 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||rRev. 7/16||rev. 8/17||rev. 11/19||rev. 5/20||rev. 2/21



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 patron's card must be in good standing. If a patron has item(s) overdue that have not yet been returned, the patron may renew the items, if they have not already reached the maximum number of renewals. If the 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 patrons to return materials inside when the Library is open to help reduce wear and tear.

RENEWALS

Patron may renew the items online at the library website.

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



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.

5/20||rev. 2/21

DIRECTOR'S REPORT September 18, 2023

I. ADMINISTRATION

- a. Six work orders were submitted in August.
 - i. Patron laptop was not loading the Chrome browser.
 - ii. I requested a generic <u>library@whitewater-wi.gov</u> email that can be accessed by multiple staff members for setting up accounts and using on the website.
 - iii. The handicapped stall in the women's restroom needed an emergency cleanup.
 - iv. A broken link was found on the website. The link was provided by our website host so it was referred to them.
 - v. Two work orders addressed what to do with the old OPAC laptops and the decommissioned but still functional patron laptops. They were unlocked and cleaned up.
 - vi. We found a framed photograph of the library by Fran Achen that we asked to have hung near the magazines.

II. BUDGET

a. I have completed the operating expenditures and statistical reports for the 2024-2025 budget.

III. PERSONNEL

a. None.

IV. LIBRARY COLLECTION

a. We are nearly done with tagging the books. Once the children's section is complete, staff will begin using the flatbed scanners to check items in and out.

V. PUBLIC AND COMMUNITY RELATIONS

a. None.

VI. LIBRARY BOARD RELATIONS

a. None.

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

- a. The city is working with Strand Associates on designing Forest Street for reconstruction next year. Strand is proposing to "square off" the intersection with Church Street. In doing so, there are three trees that would have to be removed. The existing curb is already on the library property, but the new curb would encroach slightly more at the radius, thus the need to remove the trees. Besides having better vision for drivers turning onto Church Street, the realigning does also help with the laying out of the pedestrian ramps.
- b. I will have attended the Alliance of Public Libraries (APL) meeting on Friday, September 15 at Watertown Public Library. I will report on it during the board meeting.

VIII. PROFESSIONAL DEVELOPMENT

a. None.

IX. STRATEGIC PLAN

a. None.

X. CAPITAL CAMPAIGN

a. We have extended the deadline to order wall tiles to October 31.

Adult Services Report September 2023

All staff have been trained on using RecDesk, the scheduling software we implemented on September 4th.

The Bridges Library System Passport Challenge was a huge success. All entries have been turned in and the winners should be announced soon.

We have seventeen 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 September.

Deana and Suzanne created a book display for the Great Retro Whitewater Cook Book Contest that will be held on Saturday, November 4th. Participants are encouraged to visit the library to choose a recipe from our local history collection. If the recipe they choose is from a book that is not able to be checked out, they may photo copy the recipe for free. Entry forms are due by October 20th, and food dishes must arrive at the library between 11:00-11:45 am the morning of the contest.

In addition to adding new Binge boxes to the collection, I have reassessed the existing boxes and have been adding movie titles to those that only contained four titles.

Meetings/Webinars/Training Sessions Attended:

August 21: Infosec Training: Phishing

August 21: Library Board Meeting

August 22: Stay Interview with City HR Administrator

August 23: Staff meeting with Stacey, Deana, and Sarah

August 30: Staff meeting with Stacey, Deana, and Sarah

September 05: Staff meeting with Stacey, Deana, and Sarah.

September 12: Staff meeting with Stacey, Deana, and Sarah.

Youth Educational Services Report September 2023

Programs

Great Retro Whitewater Cookbook Contest

Suzanne and I are hosting a cookbook contest the first weekend in November. Participants are invited to make a recipe from one of the local history cookbooks. Dishes will be judged based on taste, fragrance, texture, appearance, creativity, and overall appeal. Several local restaurants have donated gift certificates to be used as prizes.

This week we set up displays and began publicizing the event.

Teen Biblio Boxes

New name, same great goodies! The registration form for October boxes has been sent to the schools and as of the writing of this report, we have had three requests.

Teen Book Club

A survey was sent to the middle and high schools to determine if there was interest in a teen book club. As of the writing of this report, we have had five respondents and 80% of them are not interested.

Outreach

I tabled at the UW Children's Center family night on Thursday, August 31st. I handed out library brochures and event flyers and talked to participants about the many things the library has to offer.

Collection

We have started to move the children's nonfiction collection to a whole number Dewey system. In addition to removing the decimal points, we are also changing the cutter numbers to the last three letters of the author's last name. This change will make the collection more accessible to children, particularly as it will allow us to increase the font size of the spine label, making said labels easier to read.

Meetings & Trainings

August 15th: Meeting with Susan and Cori about Ditching Dewey

August 15th: Meeting with Suzanne about Great Retro Whitewater Cookbook Contest

August 16th: Staff meeting with Stacey, Diane, and Sarah

August 22nd: Met with Suzanne about GRWCC

August 23rd: Staff meeting with Stacey, Sarah, and Diane

August 30th: Meeting with Suzanne

August 30th: Meeting with Stacey, Sarah, and Diane

Programming & Makerspace Librarian Report Sarah French September 2023

Programs:

8/17: Maker Club: Clay Impressions (16)

8/21: Air Dry Clay take & make for kids (60)

8/22: For Teens: Butterfly Diamond Art (12)

8/23: Storytime (17)

8/26: Sing, Dance, Thrive w/Noelle Larson (23)

8/28: Mindful Mondays Books Club (16)

8/30: Storytime (22)

9/5: Seed Saving 101 (2)

9/6: Storytime (18)

9/7: Baby Play Date (15)

9/7: This is Knot Fun take & make (60)

9/8: Fiber Friday (3)

9/12: LEGO Marble Run Family Night (28)

9/13: Storytime (22)

Upcoming Programs:

9/19: Chess Club

9/20-10/4: Storytime

E/O Thurs: Baby Play Date

9/21: Maker Club

9/25: Mindful Mondays Book Club

9/26: Action Book Club (collaboration with H.S. Key Club)

9/26: For Teens: Squeegee Art

9/27: Narcan Training

10/2: Love. Family. Freedom. Presentation by Kim Simes

10/2: Bizarre History of Wisconsin with Chad Lewis

10/4: Reflect & Realign Guided Journaling

10/6: Eclipse Glasses grab & go bag

10/9: Wisconsin Pride Documentary screening

10/10: Action Book Club

10/10: Chess Club

10/12: Little Makers: Fall Harvest Printing

10/13: Fiber Friday

Makerspace Use:

• 8/17: Sewing Machine

• 8/17: Craft supplies

• 9/17: Craft supplies

• 8/18: Button maker

• 8/18: Stamps

• 8/24: Rubber band loom

8/25: Craft supplies

• 8/30: Craft supplies

Makerspace Training Appointments: 2.5 hours

Equipment & Technology:

• Two of the old OPACs have been converted to makerspace laptops.

• 8/30: Craft supplies

• 8/30: 3D Printer

• 9/4: Cricut

• 9/1: Craft supplies

• 9/8: VHS to digital

• 9/10: Craft supplies

8/30: Rubber band loom

I created a Calligraphy Kit for Makerspace use

Donations:

Poster board and CDs from Stacey

Other Updates:

- I created a draft of partnership guidelines
- I created a poster for the Bridges Trustee event
- Blood Pressure Club with Open Arms Free Clinic continues through October.

Meetings:

8/16: Staff meeting 9/6: Staff meeting

8/23: Staff meeting 9/13: Staff meeting

9/6: ALSC PSR Committee meeting

Professional Development:

Infosec: Phishing

WLA Conference Presentation Tips webinar by WI Valley Library Service