



# Library Board of Trustees Meeting

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

**Monday, November 20, 2023 - 6:30 PM**

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**Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.  
Citizen participation is welcome during topic discussion periods.**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89517915506?pwd=YjljajBUM2dON0hscVVKWENqKzdQUT09>

Telephone:

US:1 312 626 6799

Webinar ID: 895 1791 5506

Passcode: 43811038

**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.**

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## AGENDA

### CALL TO ORDER

### ROLL CALL

### APPROVAL OF AGENDA

*A councilmember can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the council to be implemented. the agenda shall be approved at reach meeting even if no changes are being made at that meeting.*

### CONSENT AGENDA

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

1. Approval of Minutes of October 16, 2023
2. Acknowledgement of Receipt of Financial Reports
3. Approval of Payment of Invoices
4. Acknowledgment of Receipt of Statistical Report
5. Acknowledgement 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**

6. Discussion and possible action regarding formation of a Library Expansion Building Committee.
7. Library Building Project update.

**NEW BUSINESS**

- [8.](#) Review and approve Staff Vacation Policy.
- [9.](#) Review and approval of Closed Holidays.
- [10.](#) Approval of the CAFE Addendum.

This is the addendum we sign each year to update our member agreement with the CAFE consortium.

**STAFF REPORTS**

- [11.](#) Director Report.
- [12.](#) Assistant Director.
- [13.](#) Youth Educational Services.
- [14.](#) Programming & Makerspace Librarian.
- [15.](#) Library Bridges Staff Reports.

**FUTURE AGENDA ITEMS****ADJOURNMENT**

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

**Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk (262-473-0102) 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, October 16, 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.*

### **CALL TO ORDER**

Call to Order at 6:39 p.m.

### **ROLL CALL**

Present: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel, Doug Anderson, Alyssa Orlowski

Absent: Brienne Diebolt-Brown

Staff: Stacey Lunsford

Guest: Sara Marquardt

### **CONSENT AGENDA**

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

1. Approval of Minutes Approval of the minutes of the regular meeting on September 18, 2023\*
2. Acknowledgment of Receipt of Financial Reports\*
3. Acknowledgment of Payment of Invoices for September 2023\*
4. Acknowledgment of Receipt of Statistical Reports for September 2023\*
5. Acknowledgment of Receipt of Treasurer's Reports\*

MSC Anderson/Orlowski to approve the Consent Agenda.

Ayes: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel, Doug Anderson, Alyssa Orlowski

Nays: none

## 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

None

## NEW BUSINESS

6. Review and Approval of The Draft Revision of Book Club Policy - see attached

MSC Weigel/Anderson to approve the revised Book Club policy.

Ayes: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel, Doug Anderson, Alyssa Orłowski

Nays: none

7. Discussion of the library director position description and next steps for the search committee

- Board brainstormed desired qualifications for a candidate.
- Sara will check on the requirement about living within city limits to see if that still applies.
- The search committee will meet this week.
- The job will be posted for approximately a month. Stacey shared sites to post the job with the Board via email. Funding to post jobs will come out of a contingency fund.

## EXECUTIVE SESSION

Adjournment into Closed Session TO RECONVENE per Wisconsin State Statute 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

Items to be discussed: Appointment of an interim library director

MSC Anderson/Retzke to adjourn into closed session at 7:05 PM.

Ayes: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel, Doug Anderson, Alyssa Orlowski

Nays: none

MSC Anderson/Berndt to reconvene into open session at 7:16 PM.

Ayes: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel, Doug Anderson, Alyssa Orlowski

Nays: none

MSC Weigel/Anderson to appoint Diane Jaroch as interim director effective November 27, 2023.

Ayes: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel, Doug Anderson, Alyssa Orlowski

Nays: none

## **STAFF & BOARD REPORTS**

### 9. Director's Report ~ see attached

- The Baker and Taylor program will be installed and provided free of charge to analyze the diversity of the physical collection. Stacey reported that it should be operational by the end of the year.
- Stacey updated the Board about the RFP search.
- Waukesha Public Library is considering a policy requiring patrons who are challenging a book to submit a notarized form stating they read the entire book.
- Stacey encouraged Board members to attend the November Common Council meeting to show support of the library expansion project.

### 10. Adult Services Report ~ see attached

### 11. Youth Services Report

- Kathy shared that Biblioboxes have really taken off this year in the schools! Numbers have doubled from last year.

### 12. Programming & Makerspace Librarian Report ~ see attached

- Jennifer noted that Kim Simes program was very well attended and that programming, in general, is very robust.

13. Confirmation of next regular meeting, November 20, 2023, 6:30 p.m.

- Stacey's last official day will be on November 15th. There will be an Open House for Stacey's retirement on November 10th from 3 - 5 PM at the library.

**FUTURE AGENDA ITEMS**

- None

Comments in the Chat Box:

- None

**ADJOURNMENT**

Adjourned at 7:35 p.m.

Minutes respectfully submitted by Jaime Weigel on October 27, 2023.

DRAFT

**CITY OF WHITEWATER  
BALANCE SHEET  
OCTOBER 31, 2023**

Item 2.

**LIBRARY SPECIAL REVENUE FUND**

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>					
220-11100	CASH	235,023.81	( 68,540.79)	52,534.46	287,558.27
220-11300	INVESTMENTS	32,226.37	.00	830.86	33,057.23
220-11301	LIBRARY BRD MM-132 732	3,112.04	.00	1.16	3,113.20
220-11500	LIBRARY BRD INVESTMENTS CDS	300,594.24	.00	11,022.56	311,616.80
	<b>TOTAL ASSETS</b>	<b>570,956.46</b>	<b>( 68,540.79)</b>	<b>64,389.04</b>	<b>635,345.50</b>
<u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
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	.00 (	1,200.00)	.00
	<b>TOTAL LIABILITIES</b>	<b>34,518.29</b>	<b>.00 (</b>	<b>34,518.29)</b>	<b>.00</b>
<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	( 68,540.79)	98,907.33	98,907.33
	<b>BALANCE - CURRENT DATE</b>	<b>.00</b>	<b>( 68,540.79)</b>	<b>98,907.33</b>	<b>98,907.33</b>
	<b>TOTAL FUND EQUITY</b>	<b>536,438.17</b>	<b>( 68,540.79)</b>	<b>98,907.33</b>	<b>635,345.50</b>
	<b>TOTAL LIABILITIES AND EQUITY</b>	<b>570,956.46</b>	<b>( 68,540.79)</b>	<b>64,389.04</b>	<b>635,345.50</b>

**CITY OF WHITEWATER**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

Item 2.

**LIBRARY SPECIAL REVENUE FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>INTERGOVERNMENTAL REVENUE</u>						
220-43720-55	CONTRACT REVENUE	.00	229,240.00	229,305.00	65.00	100.0
	TOTAL INTERGOVERNMENTAL REVENUE	.00	229,240.00	229,305.00	65.00	100.0
<u>FINES &amp; FORFEITURES</u>						
220-45310-55	LOST MATERIAL FINE	43.93	2,093.79	3,300.00	1,206.21	63.5
220-45320-55	SALES-SUMMER LIBRARY PROGRAM	.00	.00	100.00	100.00	.0
220-45330-55	COPY MACHINE REVENUE	326.15	2,955.29	2,500.00	( 455.29)	118.2
	TOTAL FINES & FORFEITURES	370.08	5,049.08	5,900.00	850.92	85.6
<u>MISCELLANEOUS REVENUE</u>						
220-48100-55	INTEREST INCOME	.00	830.86	250.00	( 580.86)	332.3
220-48105-55	LIBRARY BOARD INTEREST INCOME	.00	11,023.72	3,000.00	( 8,023.72)	367.5
220-48210-55	RENTAL INC-HOUSE-414&414/A	.00	1,700.00	.00	( 1,700.00)	.0
220-48500-55	DONATIONS	512.19	44,756.94	18,650.00	( 26,106.94)	240.0
220-48550-55	SALE OF LIBRARY PROPERTY	.00	541,987.57	.00	( 541,987.57)	.0
220-48600-55	MISC REVENUE	9.90	458.07	500.00	41.93	91.6
	TOTAL MISCELLANEOUS REVENUE	522.09	600,757.16	22,400.00	( 578,357.16)	2682.0
<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	892.17	835,046.24	834,006.04	( 1,040.20)	100.1



**CITY OF WHITEWATER**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

Item 2.

**LIBRARY SPECIAL REVENUE FUND**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>						
220-55110-111	WAGES/PERMANENT	22,738.02	239,535.73	299,535.60	59,999.87	80.0
220-55110-114	WAGES/PART-TIME	15,455.70	161,128.29	203,273.98	42,145.69	79.3
220-55110-117	LONGEVITY	.00	500.00	2,000.00	1,500.00	25.0
220-55110-120	EMPLOYEE BENEFITS	15,464.75	163,120.66	213,124.61	50,003.95	76.5
220-55110-211	PROFESSIONAL DEVELOPMENT	.00	982.00	.00	( 982.00)	.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	.00	9,740.78	5,146.77	( 4,594.01)	189.3
220-55110-225	TELECOM/INTERNET/COMMUNICATION	478.50	4,743.39	7,664.82	2,921.43	61.9
220-55110-227	RENTAL EXPENSES	.00	999.49	3,349.16	2,349.67	29.8
220-55110-310	OFFICE SUPPLIES	961.09	12,815.50	12,120.00	( 695.50)	105.7
220-55110-313	POSTAGE	9.95	277.71	151.50	( 126.21)	183.3
220-55110-319	MATERIAL RECOVERY	69.90	559.20	303.00	( 256.20)	184.6
220-55110-320	SUBSCRIPTIONS/DUES	.00	136.14	666.60	530.46	20.4
220-55110-321	LIBRARY BOOKS-ADULT	1,300.71	21,744.02	23,924.00	2,179.98	90.9
220-55110-323	LIBRARY BOOKS-JUVENILE	377.83	6,779.53	5,050.00	( 1,729.53)	134.3
220-55110-324	LIBRARY PERIODICALS-ADULT	31.97	3,838.76	3,928.00	89.24	97.7
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	1,135.49	7,675.43	10,100.00	2,424.57	76.0
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENIL	48.73	1,204.09	2,525.00	1,320.91	47.7
220-55110-328	MACHINE READABLE-ADULT	.00	2,603.00	2,674.00	71.00	97.3
220-55110-330	TRAVEL EXPENSES	60.26	832.38	2,020.00	1,187.62	41.2
220-55110-331	PROMOTIONS/ADS-PUBLIC ED	.00	867.43	1,010.00	142.57	85.9
220-55110-337	LIBRARY BUILDING PROJECT EXP	11,102.00	61,709.11	.00	( 61,709.11)	.0
220-55110-341	PROGRAM SUPPLIES-ADULT	68.92	3,305.45	6,060.00	2,754.55	54.6
220-55110-342	PROGRAM SUPPLIES-JUVENILE	117.14	4,187.99	6,060.00	1,872.01	69.1
220-55110-343	MISC SUPPLIES-ADULT	.00	2,006.39	101.00	( 1,905.39)	1986.5
220-55110-346	SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-348	SALES TAX EXPENSE	.00	137.05	.00	( 137.05)	.0
220-55110-350	CONTINGENCIES	12.00	174.94	505.00	330.06	34.6
220-55110-810	CAPITAL EQUIPMENT	.00	2,215.78	3,030.00	814.22	73.1
<b>TOTAL LIBRARY</b>		<b>69,432.96</b>	<b>736,138.91</b>	<b>834,006.04</b>	<b>97,867.13</b>	<b>88.3</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>69,432.96</b>	<b>736,138.91</b>	<b>834,006.04</b>	<b>97,867.13</b>	<b>88.3</b>
<b>NET REVENUE OVER EXPENDITURES</b>		<b>( 68,540.79)</b>	<b>98,907.33</b>	<b>.00</b>	<b>( 98,907.33)</b>	<b>.0</b>

RECEIPTS Deposited with the City	Current Month	Received to Date	Est. FY Rev.	% of Total	NOTES
Fees	\$8.85	\$299.45	\$500.00	60%	
Materials Replacement	\$140.83	\$1,169.15	\$3,300.00	35%	
County Reimbursements		\$229,240.00	\$229,305.00	100%	
Gifts & Grants	\$94.89	\$18,698.38	\$18,650.00	100%	
Copywork	\$394.50	\$3,111.99	\$2,500.00	124%	
SLP Sales		\$0.00	\$100.00	0%	
Miscellaneous	\$10.55	\$769.02	\$0.00		
TRIP		\$ 699.48	0		
Library Capital Campaign	\$160.00	\$ 4,649.56			
<b>TOTAL</b>	<b>\$809.62</b>	<b>\$258,637.03</b>	<b>\$254,355.00</b>	<b>102%</b>	

**CITY OF WHITEWATER**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2023**

Item 2.

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	569.28	6,052.79	10,465.51	4,412.72	57.8
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	7.76	92.64	162.82	70.18	56.9
100-55111-151 SOCIAL SECURITY/CITY SHARE	33.20	396.17	696.20	300.03	56.9
100-55111-152 RETIREMENT	38.71	439.36	714.61	275.25	61.5
100-55111-153 HEALTH INSURANCE	196.84	1,581.62	1,244.90	( 336.72)	127.1
100-55111-154 HSA-HRA CONTRIBUTIONS	.00	75.00	75.00	.00	100.0
100-55111-155 WORKERS COMPENSATION	12.19	147.75	324.53	176.78	45.5
100-55111-156 LIFE INSURANCE	.12	1.55	3.79	2.24	40.9
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221 WATER & SEWER	337.84	2,873.99	2,828.00	( 45.99)	101.6
100-55111-222 ELECTRICITY	1,224.29	10,698.50	11,750.00	1,051.50	91.1
100-55111-223 NATURAL GAS	123.36	3,305.79	4,500.00	1,194.21	73.5
100-55111-244 HVAC	40.00	1,437.13	1,250.00	( 187.13)	115.0
100-55111-245 FACILITY IMPROVEMENTS	.00	2,919.94	3,030.00	110.06	96.4
100-55111-246 JANITORIAL SERVICES	1,259.00	10,072.00	15,750.00	5,678.00	64.0
100-55111-355 REPAIR & SUPPLIES	170.08	2,151.50	2,020.00	( 131.50)	106.5
<b>TOTAL YOUNG LIBRARY BUILDING</b>	<b>4,012.67</b>	<b>42,335.73</b>	<b>55,060.86</b>	<b>12,725.13</b>	<b>76.9</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>4,012.67</b>	<b>42,335.73</b>	<b>55,060.86</b>	<b>12,725.13</b>	<b>76.9</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 4,012.67)</b>	<b>( 42,335.73)</b>	<b>( 55,060.86)</b>	<b>( 12,725.13)</b>	<b>( 76.9)</b>

OCTOBER 2023

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Hoopla (Midwest Tape)	504430521	\$ 196.81
Audiovisual-adult	Midwest Tape	504393894	\$ 85.98
Audiovisual-adult	Midwest Tape	504438131	\$ 79.99
Audiovisual-adult	MlcroMarketing	935157	\$ 3.50
Audiovisual-adult	Midwest Tape	504507564	\$ 74.99
Audiovisual-adult	Amazon	n/a	\$ 39.38
Audiovisual-adult	Baker & Taylor	H66125610	\$ 43.17
Audiovisual-adult	Baker & Taylor	H66261970	\$ 38.85
Audiovisual-adult	Amazon	n/a	\$ 36.00
			<b>\$ 598.67</b>
Audiovisual-juvenile	Midwest Tape	504457918	\$ 123.72
Audiovisual-juvenile	Midwest Tape	504438132	\$ 70.47
			<b>\$ 1,391.53</b>
Books-adult	Hoopla (Midwest Tape)	504430521	\$ 64.18
Books-adult	Amazon	n/a	\$ 38.94
Books-adult	Baker & Taylor	n/a	\$ 529.01
Books-adult	Baker & Taylor	n/a	\$ 220.82
Books-adult	Baker & Taylor	n/a	\$ 173.09
Books-adult	Baker & Taylor	n/a	\$ 331.79
			<b>\$ 1,357.83</b>
Books-juvenile	Ingram	78051113	\$ 173.39
Books-juvenile	Baker & Taylor	2037803176	\$ 8.47
Books-juvenile	Ingram	78114215	\$ 18.94
			<b>\$ 200.80</b>
Material recovery	Unique	6117724	\$ 34.95
Office supplies	Opportunities Inc	PSI567974	\$ 370.00
Office supplies	Walmart	n/a	\$ 3.33
Office supplies	Amazon	n/a	\$ 29.99
Office supplies	Amazon	n/a	\$ 36.46
Office supplies	Computype	693390	\$ 623.37
Office supplies	Amazon	n/a	\$ 38.80
Office supplies	Amazon	n/a	\$ 39.25
Office supplies	Amazon	n/a	\$ 40.33
			<b>\$ 1,181.53</b>
Professional services	SWITS	2023/313	\$ 96.30

**OCTOBER 2023**

Item 3.

Program supplies-adult	Katy Wimer	183	\$	<b>150.00</b>
Program supplies-juvenile	Amazon	n/a	\$	80.28
Program supplies-juvenile	Amazon	n/a	\$	48.15
Program supplies-juvenile	Amazon	n/a	\$	62.12
			\$	<b>190.55</b>
Travel	Willmann, Susan	10.03.23	\$	53.06
Travel	Willmann, Susan	10.10.23	\$	13.76
Travel	Lunsford, Stacey	10.13.23	\$	66.97
Travel	French, Sarah	10.23	\$	99.17
Travel	Rolfsmeyer, Deana	10.25.23	\$	57.51
Travel	Lunsford, Stacey	11.10.23	\$	35.89
			\$	<b>326.36</b>

**GRAND TOTAL \$ 5,528.52**

		<b>City of Whitewater</b>	<b>3,626</b>		
<b>Jefferson County</b>				<b>Dodge County</b>	
City	141			City	0
Rural	637			Rural	0
TOTAL	778			TOTAL	0
<b>Rock County</b>				<b>Waukesha County</b>	
City	56			City	29
Rural	522			Rural	13
TOTAL	578			TOTAL	42
<b>Walworth County</b>					
City	20			Other Counties	44
Rural	1,284				
TOTAL	1,304			Out of State	0
<b>Dane County</b>					
City	0			Total Nonresident	2,764
Rural	18				
TOTAL	18				
				<b>TOTAL</b>	<b>6,390</b>
	<b>ADULT</b>	<b>4,146</b>	<b>CHILDREN</b>	<b>2,244</b>	
<b>ACCESS &amp; USAGE</b>		<b>INFORMATION SERVICE</b>		All Ages	4
Days Open	26	Reference	260	Attendance	57
Hours Open	265				
Library Visits	3,968	<b>REGISTRATION</b>			
		Resident	3,232		
<b>ANCESTRY</b>		Non-Resident	1,791		
		Total Registered Borrowers	5,023		
<b>OVERDRIVE</b>	1,523	New Users		<b>VIRTUAL/HYBRID PROGRAMS</b>	
				Children 0-5 Programs	
<b>MAKER SPACE</b>	20	<b>INTERLIBRARY LOAN</b>	3626	Attendance	
		Lending	1,660	Children 6-11 Programs	
<b>MEETING ROOMS</b>	25	Borrowing	1,141	Attendance	
				Children 12-18 Programs	
<b>HOOPLA</b>		<b>VOLUNTEERS</b>		Attendance	
Checkouts	159	Participants	4	Adult Programs	1
Cost	\$ 362.27	Hours worked	36	Attendance	18
		<b>HOME DELIVERY</b>		All Ages	
<b>COLLECTION MAINTENANCE</b>		Participants	12	Attendance	
Books added	121	Items Delivered	135	<b>SELF-DIRECTED PROGRAMS</b>	
Books withdrawn	57			Children 0-5 Programs	
Audio materials added	2	<b>IN-PERSON PROGRAMS</b>		Attendance	
Audio materials withdrawn	24	Children 0-5 Programs	4	Children 6-11 Programs	2
Video materials added	13	Attendance	62	Attendance	121
Video materials withdrawn	15	Children 6-11 Programs	2	Children 12-18 Programs	
Other materials added	0	Attendance	31	Attendance	
Other materials withdrawn	2	Children 12-18 Programs	1	Adult Programs	2
		Attendance	6	Attendance	103
		Adult Programs	6	All Ages	
		Attendance	145	Attendance	

<b>First Citizens State Bank, 207 W. Main St., PO Box 177, Whitewater, WI 53190</b>					
<b>Money Market Account #132732</b>					
			Interest		
<b>DATE</b>	<b>Activity</b>		Deposit	Withdrawal	Balance
12.30.22	Balance				\$3,112.04
1.31.23	Interest		\$0.14		\$3,112.18
2.28.23	Interest		\$0.12		\$3,112.30
3.31.23	Interest		\$0.13		\$3,112.43
4.28.23	Interest		\$0.12		\$3,112.55
5.31.23	Interest		\$0.14		\$3,112.69
6.20.23	Interest		\$0.13		\$3,112.82
7.31.23	Interest		\$0.13		\$3,112.95
8.31.23	Interest		\$0.13		\$3,113.08
9.29.23	Interest		\$0.12		\$3,113.20
10.31.23	Interest		\$0.14		\$3,113.34
<b>ADM - American Deposit Management Company</b>					
<b>W220 N3451 Springdale Road, Pewaukee, WI 53072</b>					
Previous Balance - American Term Deposit CD 1 matured 3/9/23					\$55,000.00
Previous Balance - American Term Deposit CD 2 matured 3/9/23					\$245,000.00
CD Interest earned					\$2,082.50
CD Interest earned					\$440.00
Accrued Interest Earned					\$860.99
TOTAL Balance CIRVIN01 General Money Market Account				3.31.23	\$303,383.49
<b>Date</b>	<b>Activity</b>		<b>Interest/Dep</b>	<b>Withdrawal</b>	<b>Balance</b>
3.31.23	Combined accounts		\$594.24		\$303,977.73
4.30.23	Accrued Interest Earned 4.8%		\$1,199.25		\$305,176.98
5.31.23	Accrued Interest Earned 4.92%		\$1,234.09		\$306,411.07
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 Interest Earned 5.15%		\$1,307.78		\$310,265.23
9.30.23	Accrued Interest Earned 5.30%		\$1,351.57		\$311,616.80
10.31.23	Accrued Interest Earned 5.30%		\$1,357.45		\$312,974.25

# the American Deposit Management Co.

October 05, 2023

Statement Period:  
September 01, 2023 - September 30, 2023

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

[Contact Us](#)



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

## American Money Market Account™

Account Number-Description	Average Monthly Balance	Net Earnings	Delivered Rate
CIRVIN01 - General	\$ 310,265.23	\$ 1,351.57	5.30 %



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



CIRVIN01 - General

**Balance Summary**

Beginning Balance:	\$	310,265.23
Total Deposits:	\$	1,351.57
Total Withdrawals:	\$	0.00
Ending Balance:	\$	311,616.80
Average Balance:	\$	310,265.23

**Transaction Detail**

DEPOSITS

Date	Description	Amount
09/30/2023	Accrued Interest Earned	\$ 1,351.57
<b>Total Deposits:</b>		<b>\$ 1,351.57</b>

**Summary of Financial Institutions**

FDIC/ NCUA	Name	Balance
27237	Enterprise Bank & Trust	\$ 248,500.00
6384	PNC Bank, NA - Repurchase Agreement	\$ 1,351.57
10988	Stearns Bank NA	\$ 59,947.00
58764	The MINT National Bank	\$ 310.75
18344	UBank (TX)	\$ 1,507.48
<b>Ending Balance:</b>		<b>\$ 311,616.80</b>

American Deposit Management LLC applied a Deposit Advisory Fee of \$-29.13 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 \$16,744,862.53 for a total of \$1,864,453.05.

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).



# the American Deposit Management Co.

November 06, 2023

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

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

Contact Us



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

## American Money Market Account™

Account Number-Description	Average Monthly Balance	Net Earnings	Delivered Rate
CIRVIN01 - General	\$ 311,616.80	\$ 1,357.45	5.30 %



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

CIRVIN01 - General

**Balance Summary**

Beginning Balance:	\$	311,616.80
Total Deposits:	\$	1,357.45
Total Withdrawals:	\$	0.00
Ending Balance:	\$	312,974.25
Average Balance:	\$	311,616.80

**Transaction Detail**

DEPOSITS

Date	Description	Amount
10/31/2023	Accrued Interest Earned	\$ 1,357.45
<b>Total Deposits:</b>		<b>\$ 1,357.45</b>

**Summary of Financial Institutions**

FDIC/ NCUA	Name	Balance
57368	Bankwell Bank	\$ 1,351.57
27237	Enterprise Bank & Trust	\$ 248,500.00
6384	PNC Bank, NA - Repurchase Agreement	\$ 1,357.45
10988	Stearns Bank NA	\$ 59,947.00
58764	The MINT National Bank	\$ 310.75
18344	UBank (TX)	\$ 1,507.48
<b>Ending Balance:</b>		<b>\$ 312,974.25</b>

American Deposit Management LLC applied a Deposit Advisory Fee of \$33.38 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 \$16,594,072.22 for a total of \$1,800,324.15.

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).



## FRIENDS OF THE LIBRARY FINANCIAL REPORT

## Jan-23

Beginning Balance		\$ 5,782.13
Deposit	\$ 370.50	\$ 6,152.63
Interest	\$ 0.27	\$ 6,152.90
Ending Balance		\$ 6,152.90

## Feb-23

Beginning Balance		\$ 6,152.90
Deposit	\$ 146.50	\$ 6,299.40
Check #4009	\$ 4,625.00	\$ 1,674.40
AmazonSmile	\$ 28.92	\$ 1,703.32
Interest	\$ 0.07	\$ 1,703.39
Ending Balance		\$ 1,703.39

## Mar-23

Beginning Balance		\$ 1,703.39
Deposit	\$ 65.25	\$ 1,768.64
Paypal Transfer	\$ 489.56	\$ 2,258.20
Interest	\$ 0.08	\$ 2,258.28
Ending Balance		\$ 2,258.28

## Apr-23

Beginning Balance		\$ 2,258.28
Deposit	\$ 180.45	\$ 2,438.73
Interest	\$ 0.09	\$ 2,438.82
Ending Balance		\$ 2,438.82

## May-23

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

## Jun-23

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

## Jul-23

Beginning Balance		\$ 2,053.98
Deposit	\$ 102.45	\$ 2,156.43
Interest	\$ 0.09	\$ 2,156.52
Ending Balance		\$ 2,156.52

## Aug-23

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

## Sep-23

Beginning Balance		\$ 2,271.02
Friends Shop Deposit	\$ 158.85	\$ 2,429.87
Amazon Deposit	\$ 17.60	\$ 2,447.47
Interest	\$ 0.10	\$ 2,447.57
Ending Balance		\$ 2,447.57

## 23-Oct

Beginning Balance		\$ 2,447.57
Friends Shop Deposit	\$ 77.72	\$ 2,525.29
Amazon Deposit	\$ 5.28	\$ 2,530.57
Interest	\$ 0.11	\$ 2,530.68
Ending Balance		\$ 2,530.68



# Irvin L. Young Memorial Library

## Staff Vacation Policy

The following staff vacation policy is hereby authorized:

- A. All library employees shall have the approval, in writing, of the Library Director before leaving on vacation. Requests for vacation must be submitted using the standard form provided. All requests shall be submitted for approval at least five (5) working days prior to the start of the vacation, therefore requiring vacation requests to be submitted in time sufficient for such approval. In the absence of the Library Director, vacation requests shall be handled by the Assistant Library Director.
- B. Requests for vacation for the year shall be submitted no sooner than the first workday following January 1 of that year. The only exception to this would be requests for vacation in the first two weeks of January. In those cases the five-day rule of part A would supersede the first workday following January 1 rule of part B.
- C. Requests for vacation that coincide with holidays for which the library is closed will not be granted in successive years for the same employee for the same holiday; e.g. an employee who takes vacation in the week leading up to and/or the week after Christmas in one year will not be granted vacation during that time during the following year; however, the employee may request vacation in the week leading up to and/or the week after another holiday for which the employee did not have vacation hours in the previous year. In a case where the full quota of staff have not asked for vacation coinciding with a holiday by the week that the staff work schedule for that time period has been issued, a staff member who is otherwise ineligible for that time period may request vacation. The Library Director's decision will be final and will be made on a case-by-case basis.
- D. No more than a total of three (3) individuals from the entire library staff shall be on vacation at the same time. This includes regular weekday, evening, and weekend public service hours.
- E. Preferably, no more than one (1) individual from each group (exempt and non-exempt) shall be on vacation at the same time. This includes regular weekday, evening and weekend public service hours. In the event that the total limit of





## Irvin L. Young Memorial Library

- three (3) individuals on vacation at the same time has not been reached, then consideration may be given to permit two (2) individuals from a group to be on vacation at the same time, provided that the two vacation times do not overlap by more than two (2) days.
- F. Requests for a single day or a partial day of vacation may be considered as exempted from these limits. The decision of administrative staff shall be final in any such situations and shall be handled on a case-by-case basis.
  - G. Individuals may change a requested vacation day unless replacement staff has already been arranged for and the work schedule has been posted.
  - H. Nothing in these limits prohibits employees from exchanging days and times with one another, by mutual agreement in writing. Approval by administrative staff must be issued prior to such exchanges being valid.
  - I. Any denials of vacation requests shall be provided in writing for the employee.
  - J. At all times vacation requests shall take precedence over any special requests for time off. Special requests not to be scheduled will not be approved during the week leading up to or the week following a holiday for which the library will be closed.
  - K. This policy shall become effective upon approval by the Library Board.

## Holidays and Special Closings 2024

Jan 15	Mon	Martin Luther King, Jr. Day	
Mar 29	Fri	Spring Holiday	
May 25	Sat	Memorial Day Weekend	Closed
May 27	Mon	Memorial Day	
Jul 4	Thu	Independence Day	
Aug 31	Sat	Labor Day Weekend	Closed
Sep 2	Mon	Labor Day	
Nov 27	Wed	Evening before Thanksgiving	Close at 5:00
Nov 28	Thu	Thanksgiving Day	
Nov 29	Fri	Day after Thanksgiving	
Dec 24	Tues	Christmas Eve (observed)	
Dec 25	Wed	Christmas	
Jan 1, 2024	Wed	New Year's Day	Closed

**2024 Annual Addendum  
to the Bridges Library System  
Member Library & CAFÉ Agreements**

Subject to the terms and conditions of the member and CAFÉ agreements between the Library System and the member library, both parties agree to make the payments listed in the charts below. The Waukesha County reimbursement payment will be made by March 1. Hoopla grant funds will be distributed in March.

**IRVIN L. YOUNG MEMORIAL LIBRARY (WHITEWATER)**

	Waukesha County	Hoopla Grant
<b>Paid to Library</b>	\$1,007	\$3,690

	Databases	Movie License	WI Digital Library Content*	Advantage Program	CAFÉ Fee
<b>Paid by Library</b>	\$943	\$349	\$2,685	\$3,354	\$19,643

\*WI Digital Library fee is invoiced by and paid by library directly to WiLS.

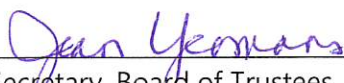
**LIBRARY**

\_\_\_\_\_  
President, Board of Trustees                      Date

\_\_\_\_\_  
Secretary, Board of Trustees                      Date

**BRIDGES LIBRARY SYSTEM**

  
\_\_\_\_\_  
President, Board of Trustees                      10-26-23  
Date

  
\_\_\_\_\_  
Secretary, Board of Trustees                      10/26/2023  
Date

**DIRECTOR'S REPORT**  
**November 20, 2023**

**I. ADMINISTRATION**

- a. Work orders submitted in October.
  - i. Problems for patrons trying to access wireless printing.
  - ii. OPACs 5 & 6 were down.
  - iii. Per Mar could not fix the fire alarm communication system. They will be in on Friday, November 17 to complete the service ticket.

**II. BUDGET**

- a. The final vote on the 2024-2025 budget will be Tuesday, November 21, 2023. It is expected to pass with the borrowing for January 2024 for the library building project as expected.

**III. PERSONNEL**

- a. We have the best library staff in the state.

**IV. LIBRARY COLLECTION**

- a. RFID tagging for audiovisual items will commence in 2024.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. The farewell open house on Friday, November 10 was well-attended and the staff did a terrific job putting it together. **Please thank them.**

**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 on Friday, November 10 at Oconomowoc Public Library with Diane.
- b. I attended the November 7 council meeting where most of the members gave their verbal support to approving the January 2024 borrowing for the library building project.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. None.

**IX. STRATEGIC PLAN**

- a. None.

**X. CAPITAL CAMPAIGN**

- a. The next step are the two celebration events for major donors at the Community Engagement Center and for all other donors at the library. Diane is liaising with the first group, which has its own planning committee, and is working with staff to plan the second event.

**Adult Services Report November 2023**

I attended WLA on October 27<sup>th</sup>, and will report on this at the meeting.

**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 October

**Meetings**

October 23: Infosec Training: Public WiFi

October 24: Meeting with Studio GC

October 26: Wisconsin Library Association Conference

October 26: Building Campaign Meeting

October 27: Team Meeting at City Hall

November 08: Team Meeting at City Hall

November 08: Meeting with City Manager

November 08: Meeting with Studio GC

November 10: Alliance of Public Libraries (APL) Meeting

November 13: Municode training with Karri Anderberg

## Youth Educational Services Report November 2023

### Programs

- Great Retro Whitewater Cookbook Contest
  - 13 contestants submitted 16 dishes
  - We had approximately 50 people attend as spectators
  - We received much positive feedback, including at least two individuals who appreciated that it was a family-friendly/inter-generational program
- Teen Biblio Boxes
  - We had 81 requests for November Biblio Boxes
  - We are impressed by the number of responses, but concerned that this may not be sustainable, so we will be evaluating the program before continuing in 2024

### Collection

- Our relabeling project is moving along slowly but surely. We are currently relabeling books in the 550s.

### Outreach

- Lakeland School had scheduled a class visit for Wednesday, October 18<sup>th</sup>, but had to cancel due to busing issues.

### Meetings and Trainings

October 25<sup>th</sup>: Wisconsin Library Association Annual Conference

October 30<sup>th</sup>: Met with Suzanne regarding the cookbook contest

October 30<sup>th</sup>: Webinar: The Fight Against Book Bans

November 8<sup>th</sup>: Webinar: Library Services to Homeschoolers

Programming & Makerspace Librarian Report  
Sarah French  
November 2023

Programs:

- 10/6: Eclipse Glasses take & make (75)
- 10/10: Chess Club (8)
- 10/12: Little Makers (13)
- 10/13: Fiber Friday (5)
- 10/17: Family Science Expo (27)
- 10/18: Latinos Unidos Family Craft Night (17)
- 10/19: Baby Play Date (21 – Head Start in attendance)
- 10/19: Maker Club (6)
- 10/23: Halloween take & make (60)
- 10/23: Mindful Mondays Book Club (12)
- 10/24: The Victorian Undertaker (17)
- 10/31: For Teens: Spooky Movie Night (6)
- 11/1: Storytime (17)
- 11/2: Baby Playdate (6)
- 11/3: Fiber Friday (4)
- 11/6: Understanding Whitewater's Effigy Mounds (35)
- 11/7: Kao Kalia Yang Book Discussion (2)
- 11/7: Chess Club (6)
- 11/8: Storytime (24)
- 11/9: Little Makers (30)
- 11/9: Maker Club (11)
- 10/10: Pumpkin Button Frame take & make craft for kids (60)
- 11/14: "Pearl" Film Screening (4)
- 11/15: Storytime (16)

### Upcoming Programs:

- 11/16, 12/14: Baby Play Date
- 11/21: Handmade for the Holidays: Confetti Candles and DIY Vanilla
- 11/22-12/13: Storytime
- 11/27: Mindful Mondays Book Club
- 11/28: Handmade for the Holidays: Pinecone Flowers
- 12/4: Hour of Code
- 12/5: Handmade for the Holidays: Macramé Ornament
- 12/7: Maker Club: Woven Stars
- 12/7: Little Makers
- 12/11-1/3: Gentle Flow Yoga
- 12/11: Snowman Mosaic take & make for kids
- 12/12: Handmade for the Holidays: Pomander Balls
- 12/19: Handmade for the Holidays: Festive Garland
- 12/27: Ferradermis Robotics Demonstration

### Makerspace Training Appointments: 1 hour

#### Makerspace Use:

- |                       |                        |                         |
|-----------------------|------------------------|-------------------------|
| • 10/16: Scanner      | • 11/2: Sewing Machine | • 11/9: Paper           |
| • 10/18: Art supplies | • 11/2: Cricut         | • 11/10: Art supplies   |
| • 10/18: Art supplies | • 11/2: Button Maker   | • 10/10: Art supplies   |
| • 10/18: Art supplies | • 11/3: Sewing Machine | • 10/10: Art supplies   |
| • 10/20: Cricut       | • 11/4: Paper          | • 10/13: Art supplies   |
| • 10/21: Fiber art    | • 11/4: Sticker Mural  | • 10/14: Sewing Machine |
| • 10/25: Cricut       |                        |                         |
| • 10/27: Cricut       |                        |                         |

### Equipment & Technology: No updates

#### Donations:

- Ribbon and paper
- Foam board displays

#### Other Updates:

- Interview with Cass Balzer from *American Libraries* Magazine about mocktail programs
- Small display case for Native American Heritage Month
- I accepted an appointment to the Collaborative Summer Library Program (CSLP) Early Literacy Manual Committee
- I assisted Suzanne with the Memory Café: Painting Party on 11/13. We had a great turnout with 21 attendees.



Meetings:

10/11: Staff meeting

10/13: Bridges Makerspace Meetup at Waukesha Public Library

10/16: WLA Presentation Practice at Monona Public Library

10/18: Staff meeting

11/2: CSLP committee meeting

Professional Development:

- *5 Steps of Outcome-Based Planning and Evaluation for Youth Services* (ALA Editions, 2022)
- Infosec Public WiFi
- Wisconsin Library Association Annual Conference
  - Presented “Every Child is an Artist: Process Art in the Library” with Tiffany Helgerson from Monona Public Library. We had 41 attendees and received positive feedback.
  - Attended the following sessions:
    - Building Civility One Relationship at a Time with the Civility Project
    - How to Say the Hard Things: Lessons Learned in Years of Crisis
    - Keynote speaker Ebony LaDelle, Author of Love Radio
    - Let’s Do the BioBlitz! Community Science in Your Library
    - Don’t Stop Believing in Your Future: Realizing Your Personal and Professional Goals
    - Three Ways to Improve Your Inclusion with DEI Consultant Lisa Koenecke
    - Teen Internship Pilot Program
    - Keynote speaker Laura Greco, “Respond, Don’t React”
    - School District Partnership – Opt-in Library Cards
    - You Are Not Alone: School and Public Library Cooperation
    - Keynote speaker Dr. Darrell Williams, Assistant Superintendent, WI DPI
    - Middleton Public Library tour

# Bridges Library System Staff Reports

## November 2023

### Karol Kennedy – Library System Director

**2024 County Budgets:** I presented the 2024 budget to a joint meeting of the Waukesha County Finance and Executive Committees on October 23<sup>rd</sup>. Both Waukesha and Jefferson Counties are scheduled to adopt their 2024 budgets in November. These budgets include funding for each county's library tax levy, the System, and CAFÉ. I will be able to provide a status update at the board meeting.

**County Library Tax Exemptions:** Documentation on municipal exemptions for all municipalities with libraries was provided to Jefferson County. Waukesha County exemptions were submitted last month.

**Director Vacancy:** Irvin L. Young Memorial Library (Whitewater) is now accepting applications for a new library director, following the resignation last month of current Director Stacey Lunsford. Priority will be given to applications received by December 3<sup>rd</sup>. I have been asked to serve on the search committee.

**Welcome Nicole:** Nicole Purifoy started in the position of Executive Assistant on October 30<sup>th</sup>. It's been wonderful to have her on board. She is a quick study and is jumping right into a number of projects.

**Waukesha County Employee Recognition:** Angela Meyers was recognized for her 10 years of service at the annual County Employee Recognition Breakfast. Angela has done some amazing things in those 10 years! Here's to at least 10 more!

**System and Resource Library Administrators Association of Wisconsin (SRLAAW):** This group met in Middleton, just prior to the Wisconsin Library Association (WLA) Conference. The meeting included a significant amount of discussion regarding intellectual freedom issues and the new WLA handout on parental notification and library material location. We also talked about the idea of developing standards for public library storytimes.

**Professional Development:** I attended the WLA Conference in Middleton. It was great to spend time with other library professionals talking about libraries, the work we do, and how we might be able to do it better. A favorite session for me was the keynote presentation *Three Ways to Improve Your Inclusion with DEI Consultant Lisa Koenecke*. Other interesting and useful sessions included: *Should We Start Believing: Chat GPT and Libraries*; *What Do the Numbers Say? Trends and Reflections from the Annual Report*; *Wisconsin Library Compensation: Looking at the Data*; and *All Aboard! Developing High-Impact Onboarding Practices to Promote Employee Retention*. I will be presenting some of what I learned about the Wisconsin Library Compensation Study at the APL meeting in November. It was also very exciting to celebrate three award winners connected to the Bridges Library System: Amy Schlotthauer – Trustee of the Year (Menomonee Falls), Lisa Baudoin – Citation of Merit (Books & Company, Oconomowoc), and former Bridges Director Connie Meyer – Wisconsin Library Hall of Fame Inductee.

### Mellanie Mercier – Automation Coordinator & Assistant Director

On this month's bill list are many payments to libraries for their Library Improvement and Enhancement grants. This year 3 competitive grants were awarded for \$5k based on the size of library. The large library category went to Pewaukee to start a Library of Things collection and scheduling software for their explore passes and Library of Things. The medium library category went to Jefferson for front

facing book bins for their children’s books to display books better to appeal to the little ones. The small library category was shared between the Big Bend and Palmyra libraries - Big Bend purchased STEM kits and Palmyra purchased a book bike.



Palmyra Book Bike



Pewaukee Pressure Washer

Each library was also able to apply for a non-competitive grant, and award amounts were based on size. Small libraries received \$2,000, medium libraries received \$2,500 and large libraries received \$3,000. Projects funded were to be in either accessibility, marketing or technology categories. Some of the items purchased included RFID pads, iPads for board member’s electronic packets, window display units, Library of Things items, step and wash for youth to use in bathrooms, Yoto players, early literacy kits, water fountains with bottle fillers, people counters, teen space upgrades, STEM kits, changing station, outdoor seating and dye sublimation printer, inks and supplies.



Karl Juninger Memorial Library



Big Bend

Thanks to a grant from the [Bridges Library System](#), three new adventure backpacks available to check out for more summer fun! Birdwatching, Geocaching, and Hiking

Birdwatching  
 ◆ Bird books  
 ◆ Compass  
 ◆ ... See more



Adventure backpacks



Yoto Players at Dwight Foster and Oconomowoc

## Laurie Freund – Coordinator of Library Development

### Bridges Friends Morning Coffee 2023:

We had a total of 25 people, representing eleven member libraries, attend a meetup that was open to Library Friends and directors, to talk and share on topics of high interest. The focus for this year was on Library Friends' roles and engagement. Two opportunities to attend were offered the week of October 16<sup>th</sup>—one morning in Waukesha County at Pauline Haass Public Library in Sussex and another morning in Jefferson County at Karl Junginger Memorial Library in Waterloo. Many thanks to library directors Jacqueline Rammer (Menomonee Falls) and Jodi Kessel Szpiszar (Johnson Creek) for providing a presentation and explanation of the [Who Runs the Library: Guidelines to Roles & Responsibilities in Wisconsin's Public Libraries](#) chart that helps people better understand the role of Library Friends & Foundations in relation to their library board, director, and municipality. You can also click on the link to the [table discussion ideas](#) that were gathered from both meetings. Table discussions centered around how Library Friends recruit new members, communicate with their members and their library, engage their members, and the different ways they supported their library this past year.



Many thanks to library directors Jacqueline Rammer (Menomonee Falls) and Jodi Kessel Szpiszar (Johnson Creek) for providing a presentation and explanation of the [Who Runs the Library: Guidelines to Roles & Responsibilities in Wisconsin's Public Libraries](#) chart that helps people better understand the role of Library Friends & Foundations in relation to their library board, director, and municipality. You can also click on the link to the [table discussion ideas](#) that were gathered from both meetings. Table discussions centered around how Library Friends recruit new members, communicate with their members and their library, engage their members, and the different ways they supported their library this past year.

**Laurie's CE activities:** I attended the Wisconsin Library Association Annual Conference in late October. Some of the session topics I sat in on were on working with library teams, artificial intelligence (AI) developments, and helping patrons use critical thinking to identify good and bad websites.

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

### Youth Services:

I coordinated a School Public Library Partnerships Meeting in Jefferson. Six public library staff were in attendance and 9 from local schools. We shared favorite books/series that kids are devouring right now, discussed suggestions for partner programming, and talked about literacy ideas to implement at school or for school family evening events.

### Inclusive Services:

The 4th Annual Family Day was held at Retzer Nature Center in Waukesha on October 15<sup>th</sup>. We welcomed 140 people living with dementia and their families to the event. They participated in planetarium shows, naturalist led programming, bingo, s'mores around the campfire, and live music.

I have been invited to serve on the Expanding Memory Cafes Enhancing Meaningful Connections (EMC<sup>2</sup>) Alliance over the next 12 months. The Alliance has been formed to create a national plan to grow memory cafes from 900 to 9000 across the United States. Monthly virtual meetings are being held with alliance members and advisors on specific topics related to creating a plan. I am particularly interested in the training model to get memory café facilitators trained.



*Families gather around to play bingo at Family Day*

### Professional Development:

I attended the Association of Bookmobiles & Outreach Services conference in Hershey, PA as well as the Wisconsin Library Association Conference in Middleton, WI. I also attended a webinar on hiring Interpreters and Tips to Make Your Organization More Accessible. I attended a staff in-service session at New Berlin Public Library called "Understanding and Appreciating Neurodivergence." I also completed three assigned KnowB4 security training modules.

## Beth Bechtel – Database Management Librarian

### Library Visits:

This month I visited four libraries for cataloging consults: Big Bend, Town Hall Library (Merton), Johnson Creek, and Butler.

### Meetings:

At the CAFÉ Cats virtual meetup this month we talked about editing new data fields in bibliographic records from OCLC, capitalization in library catalogs, and website link enhancements in our experience pass bib records.

I attended three virtual state-wide cataloger meetings. At the Cooperative Cataloging meeting, public library system catalogers discussed possibilities for sharing our cataloging manuals. A spin-off group of the Cooperative Cataloging meeting is the Bibliographic Standards Committee. At the Standards meeting, the main topic was planning for a statewide bibliographic comparison project to determine

current cataloging standards in Wisconsin public libraries. Finally, I attended the bi-monthly WLA Technical Services Section meeting that featured a demonstration of the cataloging utility, SkyRiver.

### **Catalog Maintenance:**

This month I prepared bib records in the catalog for next year's magazines that will have the most items in the most libraries. Duplicating these bib records each year keeps the number of items on each title manageable for catalog users.

### **Continuing Education:**

I was grateful to attend the Wisconsin Library Association conference in Middleton. Informative and interesting sessions I attended included "Should We Start Believing? ChatGPT and Libraries" and "After All These Years - Initial Lessons Learned from Implementing a Library System Merger." Networking with peers from other library systems and meeting with vendors was very useful. Best of all was seeing former Bridges director Connie Meyer accept her induction to the Wisconsin Library Hall of Fame for her exceptional contribution to Wisconsin's libraries.

## **Emily Heller – Public Communications Coordinator**

### **Thankful for the Library: Tales of Gratitude Campaign**

Bridges will be collecting testimonials from library patrons, highlighting the reasons they are thankful for their public libraries throughout the month of November. Patron stories will be used to inspire others to visit, strengthen the library's connection with the community, and promote the value of public libraries.

Submit your Tales of Gratitude:

<https://bridgeslibrarysystem.org/member-libraries/advocate/>

And share on social media!



### **Award Winners Across the System:**

The Bridges Library System celebrated numerous awards and honors in October!

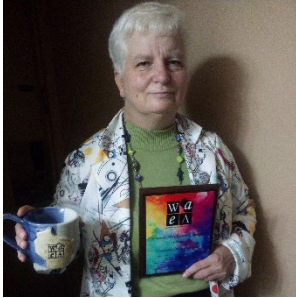
From the Wisconsin Library Association:

- Connie Meyer - 2023 Library Hall of Fame Inductee (left)
- Amy Schlotthauer - Trustee of the Year, Menomonee Falls Public Library (center)
- Lisa Baudoin - Citation of Merit, owner of Books & Company in Oconomowoc (right)



Read the **The Waukesha Freeman** article:

[https://waukeshafreemanwi.newsmemory.com/?publink=307ee42ce\\_134ad9b](https://waukeshafreemanwi.newsmemory.com/?publink=307ee42ce_134ad9b)



From the Wisconsin Art Education Association:

Alli Chase - Concerned Citizen of the Year Award (right)  
Alice Baker Library Director in Eagle

Read **The Waukesha Freeman** article:

[https://waukeshafreemanwi.newsmemory.com/?publink=3926f4476\\_134ade3](https://waukeshafreemanwi.newsmemory.com/?publink=3926f4476_134ade3)

### **Continuing Education:**

I attended my first Wisconsin Library Association (WLA) Annual Conference on October 24<sup>th</sup> and 25<sup>th</sup>. It was a great experience and I gathered great information from the sessions I attended. These were my favorites:

- Improving Your Marketing Reach with Instagram Reels by Jessica Hodges, Kenosha Public Library
- Your Strategic Plan Needs A Plan with Rachel Arndt

### **October Newsletters:**

Marketing Magic - resources for library staff:

- Oct. 6: 59.38% Open Rate
- Oct. 20: 58.95% Open Rate

Monthly Bridges:

- Oct. 10: 47.71% Open Rate

Legislators:

- Oct. 9: 27.78% Open Rate