



Library Board of Trustees

Cravath Lakefront Conference Room
312 W Whitewater St., Whitewater, WI, 53190
*In Person and Virtual

Monday, March 17, 2025- 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.

Please click the link below to join the webinar:

Join Zoom Meeting:

<https://us02web.zoom.us/j/89531457547?pwd=qsQGqSdMRZyaGvUJcP9k5IzA0MrAWb.1>

Meeting ID: 895 3145 7547

Passcode: ibDcwJ33

Telephone: +1 (312) 626-6799 US (Chicago) (Houston)

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.

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

A committee member 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 each 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 the minutes of the February 22, 2025 meeting
2. Approval of Payment of Invoices for February 2025
3. Acknowledgement of Receipt of February 2025 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of February 2025 Treasurer's reports

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 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.](#) Library Building Project general update

NEW BUSINESS

HYPERLINK "appISf3421b79494249719bd6c7efeb5d1a9a" [7.](#) [Discussion about revitalizing the Friends Group](#)

[8.](#) [Discussion and possible action concerning the money market account at First Citizens](#)

[9.](#) [Approval to close on April 17th due to construction activities with proposed compensation plan](#)

[10.](#) [Discuss and approve volunteers to serve on the Board Development Committee](#)

[11](#) [Approval of the 2024 Annual Report](#)

[12.](#) [Discussion and approval of the 2025 Strategic Plan Activities](#)

[13.](#) [Discussion and possible action concerning the card catalog cabinets](#)

CONSIDERATIONS / DISCUSSIONS / REPORTS

- [14.](#) Library Director's report
- [15.](#) Assistant Director's report
- [16.](#) Youth Educational Services report
- [17.](#) Programming & Makerspace report
- [18.](#) Bridges Library System Staff reports
19. Board reports

FUTURE AGENDA ITEMS

CONFIRMATION OF NEXT MEETING

20. Adjournment into Closed Session

I. Adjournment into Closed Session **NOT 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."

Item to be discussed:

- a) Performance evaluation for the Library Director

ADJOURNMENT

Anyone requiring special arrangements is asked to call the Library (262-473-0530) at least 72 hours prior.



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OLD BUSINESS

6. Library Building Project general update

NEW BUSINESS

7. Discussion about revitalizing the Friends Group
8. Discussion and possible action concerning the money market account at First Citizens
9. Approval to close on April 17th due to construction activities with proposed compensation plan
10. Discuss and approve volunteers to serve on the Board Development Committee
11. Approval of the 2024 Annual Report
12. Discussion and approval of the 2025 Strategic Plan Activities
13. Discussion and possible action concerning the card catalog cabinets

CONSIDERATIONS / DISCUSSIONS / REPORTS

14. Library Director's report
15. Assistant Director's report
16. Youth Educational Services report
17. Programming & Makerspace report
18. Bridges Library System Staff reports
19. Board reports

FUTURE AGENDA ITEMS

CONFIRMATION OF NEXT MEETING

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*In Person and Virtual

Monday, February 17, 2025- 6:30 PM

MINUTES

CALL TO ORDER at 6:32 pm.

ROLL CALL

Present: Jennifer Motszko, Alyssa Orlowski (6:32-7:00 pm), Kathy Retzke, Camden Harlan, Doug Anderson, Sallie Berndt

Absent: Brienne Diebolt-Brown

Staff: Diane Jaroch

Guests: Marisa Urbina

APPROVAL OF AGENDA

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MSC Anderson/Harlan to approve the Agenda as amended - move up item 8 and remove item 9.

Ayes: Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Camden Harlan, Doug Anderson, Sallie Berndt

Nays: none

8. Review and possible approval of the furniture vendor for the library renovation project

- a. Marisa reviewed various vendors for new furniture and re-upholstery. Atmosphere is recommended vendor/dealer.

MSC Anderson/Harlan to approve the Studio GC recommendation for the Request for Proposal (RFP) to be awarded to furniture dealer "Atmosphere", as related to the Irvin L Young Memorial Library Addition and Renovation Construction Project furniture costs.

Ayes: Jennifer Motszko, Kathy Retzke, Camden Harlan, Doug Anderson, Sallie Berndt, Alyssa Orlowski

Nays: none

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 the minutes of the January 22, 2025 meeting
2. Approval of Payment of Invoices for January 2025
3. Acknowledgement of Receipt of January 2025 Statistical report
4. Acknowledgement of Receipt of January 2025 Financial report
5. Acknowledgement of Receipt of January 2025 Treasurer's reports

MSC Berndt/Harlan to approve the Consent Agenda.

Ayes: Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Camden Harlan, Doug Anderson, Sallie Berndt

Nays: none

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OLD BUSINESS

6. Library Building Project
 - a) General update
7. Review and approval of the revised Home Delivery Service Policy.

MSC Anderson/Berndt to approve the revised Home Delivery Service Policy as amended.

Ayes: Jennifer Motszko, Kathy Retzke, Camden Harlan, Doug Anderson, Sallie Berndt, Alyssa Orłowski

Nays: none

NEW BUSINESS

9. Approval of the 2024 Annual Report

CONSIDERATIONS / DISCUSSIONS / REPORTS

10. Library Director's report
11. Assistant Director's report

- 12. Youth Educational Services report
- 13. Programming & Makerspace report
- 14. Bridges Library System Staff reports
- 15. Board reports

FUTURE AGENDA ITEMS

CONFIRMATION OF NEXT MEETING on March 17, 2024 at 6:30pm

16. Adjournment into Closed Session at 7:10pm

I. Adjournment into Closed Session **NOT 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.”

Item to be discussed:

- a) Performance evaluation for the Library Director

ADJOURNMENT at 7:35pm

DRAFT

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Amazon	n/a	\$ 98.52
Audiovisual-adult	Midwest Tape	206702515	172.96
Audiovisual-adult	Midwest Tape	506719546	105.98
Audiovisual-adult	Midwest Tape	506767349	39.99
Audiovisual-adult	Midwest Tape	506788041	\$ 82.98
			\$ 500.43
Audiovisual-digital	Midwest Tape/Hoopla	506824239	\$300.91
Audiovisual-juvenile	Midwest Tape	506767511	\$ 44.98
Audiovisual-juvenile	Midwest Tape	503788042	\$ 21.24
			\$ 66.22
Books-adult	B&T	2038823395	\$ 1,102.06
Books-adult	Amazon	n/a	\$ 392.80
Books-adult	B&T	2038845760	\$ 576.02
Books-adult	B&T	2038889681	\$ 493.59
			\$ 2,564.47
Books-digital	Midwest Tape/Hoopla	506824239	\$47.19
Books-juvenile	Amazon	n/a	\$ 18.99
Books-juvenile	Ingram	86569912	\$ 359.26
			\$ 378.25
Building project	Miron	G-005	\$ 395,557.91
Building project	CGM	12177	4445
Building project	Studio GC	20118A.12	\$ 33,999.59
Building project	Studio GC	20118A.14	\$ 5,393.04
Building project	Studio GC	20118A.15	\$ 5,393.05
Building project	Miron Construction	G005	\$ 395,557.91
			\$ 840,346.50
Continuing Education	The University of Iowa	1153-0882	\$ 35.00
Grounds Maintenance	AlSCO Uniforms	IMIL2095294	\$ 38.87
Grounds Maintenance	AlSCO Uniforms	IMIL2099199	\$ 38.87
			\$ 77.74
Material recovery	Unique	6135777	\$46.60

February 2025

Item 4.

Office supplies	Walmart		n/a \$	93.81
Office supplies	Amazon		n/a \$	233.60
Office supplies	Colibri		4580 \$	301.25
Office supplies	Shred-It	1000273516	\$	101.82
			\$	730.48
Periodicals-adult	Wall Street Journal		n/a \$	822.77
Periodicals-adult	APG Southern Wisconsin		n/a \$	49.35
			\$	872.12
Program supplies-adult	Amazon		n/a \$	40.31
Program supplies-juvenile	Oriental Trading Co.		n/a \$	147.88
Subscriptions & dues	Wisconsin Library Assoc.	21888	\$	50.00
Subscriptions & dues	Wisconsin Library Assoc.	22477	\$	193.50
			\$	243.50
Travel	Suzanne Haselow		n/a	45.56
Travel	Suzanne Haselow	n/a	\$	8.61
			\$	54.17

		City of Whitewater	3,538		
Jefferson County				Dodge County	
City	106			City	0
Rural	339			Rural	0
TOTAL	445			TOTAL	0
Rock County				Waukesha County	
City	108			City	12
Rural	403			Rural	5
TOTAL	511			TOTAL	17
Walworth County					
City	2			Other Counties	26
Rural	766				
TOTAL	768			Out of State	0
Dane County					
City	0			Total Nonresident	1,770
Rural	29				
TOTAL	29				
				TOTAL	5,308
	ADULT	4,095	CHILDREN	512	
ACCESS & USAGE		INFORMATION SERVICE			
Days Open	24	Reference	145		
Hours Open	239				
Library Visits	3,366	REGISTRATION			
		Resident	3,538		
		Non-Resident	1,908		
		Total Registered Borrowers	5,446		
OVERDRIVE	1,680	New Users	28	IN-PERSON PROGRAMS	
				Children 0-5 Programs	0
MAKER SPACE	8	INTERLIBRARY LOAN		Attendance	0
		Lending	1,661	Children 6-11 Programs	0
MEETING ROOMS	11	Borrowing	1,728	Attendance	0
				Children 12-18 Programs	0
HOOPLA		VOLUNTEERS		Attendance	0
Checkouts	141	Participants	0	Adult Programs	4
Cost	\$ 348.10	Hours worked	0	Attendance	36
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	17	Attendance	0
		Items Delivered	168	SELF-DIRECTED PROGRAMS	
Books added	134			Children 0-5 Programs	0
Audio materials added	9	PRE-RECORDED PROGRAMS		Attendance	0
Video materials added	24	Children 0-5 Programs	0	Children 6-11 Programs	1
Other materials added	24	Attendance	0	Attendance	60
		Children 6-11 Programs	0	Children 12-18 Programs	0
Materials withdrawn	21	Attendance	0	Attendance	0
		Children 12-18 Programs	0	Adult Programs	2
		Attendance	0	Attendance	52
		Adult Programs	0	All Ages	
		Attendance	0	Attendance	

**CITY OF WHITEWATER
BALANCE SHEET
DECEMBER 31, 2024**

Item 6.

LIBRARY SPECIAL REVENUE FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>					
220-11100	CASH	629,663.61	.00 (376,279.91)	253,383.70
220-11300	INVESTMENTS	33,407.21	.00	2,137.62	35,544.83
220-11301	LIBRARY BRD MM-132 732	3,113.59	.00 (2,028.49)	1,085.10
220-11500	LIBRARY BRD INVESTMENTS CDS	315,706.93	.00	18,256.21	333,963.14
220-12000	ACCOUNTS RECEIVABLE	.00	.00	2,500.00	2,500.00
	TOTAL ASSETS	981,891.34	.00 (355,414.57)	626,476.77
 <u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
220-21100	ACCOUNTS PAYABLE	13,853.39	.00 (8,055.78)	5,797.61
220-21106	WAGES CLEARING	15,907.12	.00	10,528.58	26,435.70
	TOTAL LIABILITIES	29,760.51	.00	2,472.80	32,233.31
 <u>FUND EQUITY</u>					
220-34300	FUND BALANCE	932,677.03	.00	.00	932,677.03
220-34320	CAPITAL IMPROVEMENT RESERVE	19,453.80	.00	.00	19,453.80
	UNAPPROPRIATED FUND BALANCE:				
	REVENUE OVER EXPENDITURES - YTD	.00	.00 (357,887.37)	(357,887.37)
	BALANCE - CURRENT DATE	.00	.00 (357,887.37)	(357,887.37)
	TOTAL FUND EQUITY	952,130.83	.00 (357,887.37)	594,243.46
	TOTAL LIABILITIES AND EQUITY	981,891.34	.00 (355,414.57)	626,476.77

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Item 6.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	.00	10,158.09	10,599.76	441.67	95.8
100-55111-117 LONGEVITY PAY	.00	.00	30.00	30.00	.0
100-55111-118 UNIFORM ALLOWANCES	.00	.00	13.50	13.50	.0
100-55111-150 MEDICARE TAX/CITY SHARE	.00	148.11	154.33	6.22	96.0
100-55111-151 SOCIAL SECURITY/CITY SHARE	.00	633.58	659.88	26.30	96.0
100-55111-152 RETIREMENT	.00	677.88	734.38	56.50	92.3
100-55111-153 HEALTH INSURANCE	.00	2,531.42	3,714.26	1,182.84	68.2
100-55111-154 HRA-LIFE STYLE ACCT EXPENSE	.00	.00	486.00	486.00	.0
100-55111-155 WORKERS COMPENSATION	.00	213.11	208.32	(4.79)	102.3
100-55111-156 LIFE INSURANCE	.00	1.75	3.79	2.04	46.2
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221 WATER & SEWER	.00	4,200.08	2,828.00	(1,372.08)	148.5
100-55111-222 ELECTRICITY	.00	12,165.28	11,750.00	(415.28)	103.5
100-55111-223 NATURAL GAS	.00	3,403.20	4,500.00	1,096.80	75.6
100-55111-244 HVAC	.00	938.26	1,250.00	311.74	75.1
100-55111-245 FACILITY IMPROVEMENTS	.00	27.76	3,030.00	3,002.24	.9
100-55111-246 JANITORIAL SERVICES	.00	15,108.00	15,750.00	642.00	95.9
100-55111-355 REPAIR & SUPPLIES	.00	4,259.24	2,020.00	(2,239.24)	210.9
TOTAL YOUNG LIBRARY BUILDING	.00	54,465.76	57,934.22	3,468.46	94.0
TOTAL FUND EXPENDITURES	.00	54,465.76	57,934.22	3,468.46	94.0
NET REVENUE OVER EXPENDITURES	.00	(54,465.76)	(57,934.22)	(3,468.46)	(94.0)

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

Item 6.

LIBRARY SPECIAL REVENUE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>						
220-43720-55	CONTRACT REVENUE	.00	.00	219,768.00	219,768.00	.0
	TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	219,768.00	219,768.00	.0
<u>FINES & FORFEITURES</u>						
220-45310-55	LOST MATERIAL FINE	157.93	157.93	3,300.00	3,142.07	4.8
220-45330-55	COPY MACHINE REVENUE	239.37	239.37	4,000.00	3,760.63	6.0
	TOTAL FINES & FORFEITURES	397.30	397.30	7,300.00	6,902.70	5.4
<u>MISCELLANEOUS REVENUE</u>						
220-48100-55	INTEREST INCOME	125.62	125.62	706.66	581.04	17.8
220-48105-55	LIBRARY BOARD INTEREST INCOME	1,180.40	1,180.40	.00	(1,180.40)	.0
220-48500-55	DONATIONS	42.10	42.10	18,000.00	17,957.90	.2
220-48600-55	MISC REVENUE	99.75	99.75	400.00	300.25	24.9
	TOTAL MISCELLANEOUS REVENUE	1,447.87	1,447.87	19,106.66	17,658.79	7.6
<u>OTHER FINANCING SOURCES</u>						
220-49290-55	TRANSFER IN-GENERAL FUND	.00	.00	469,370.34	469,370.34	.0
220-49300-55	FUND BALANCE APPLIED	.00	.00	120,579.81	120,579.81	.0
	TOTAL OTHER FINANCING SOURCES	.00	.00	589,950.15	589,950.15	.0
	TOTAL FUND REVENUE	1,845.17	1,845.17	836,124.81	834,279.64	.2

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

Item 6.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>LIBRARY</u>						
220-55110-111	WAGES/PERMANENT	19,306.82	19,306.82	313,503.99	294,197.17	6.2
220-55110-114	WAGES/PART-TIME	13,257.84	13,257.84	222,238.35	208,980.51	6.0
220-55110-117	LONGEVITY	.00	.00	2,000.00	2,000.00	.0
220-55110-120	EMPLOYEE BENEFITS	15,358.79	15,358.79	179,591.19	164,232.40	8.6
220-55110-211	PROFESSIONAL DEVELOPMENT	.00	.00	2,000.00	2,000.00	.0
220-55110-218	PROFESSIONAL SERV/CONSULTING	.00	.00	1,000.00	1,000.00	.0
220-55110-224	SOFTWARE/HARDWARE MAINTENANCE	854.64	854.64	7,209.19	6,354.55	11.9
220-55110-225	TELECOM/INTERNET/COMMUNICATION	(10.00)	(10.00)	7,007.46	7,017.46	(.1)
220-55110-310	OFFICE & TECHNICAL SUPPLIES	506.40	506.40	15,000.00	14,493.60	3.4
220-55110-313	POSTAGE	8.80	8.80	336.63	327.83	2.6
220-55110-319	MATERIAL RECOVERY	291.25	291.25	725.00	433.75	40.2
220-55110-320	SUBSCRIPTIONS/DUES	.00	.00	650.00	650.00	.0
220-55110-321	LIBRARY BOOKS-ADULT	.00	.00	25,000.00	25,000.00	.0
220-55110-323	LIBRARY BOOKS-JUVENILE	.00	.00	6,000.00	6,000.00	.0
220-55110-324	LIBRARY PERIODICALS-ADULT	.00	.00	2,400.00	2,400.00	.0
220-55110-325	LIBRARY PERIODICALS-JUVENILE	.00	.00	1,000.00	1,000.00	.0
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	469.41	469.41	6,500.00	6,030.59	7.2
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENIL	102.15	102.15	2,000.00	1,897.85	5.1
220-55110-330	TRAVEL EXPENSES	.00	.00	2,000.00	2,000.00	.0
220-55110-331	PROMOTIONS/ADS-PUBLIC ED	.00	.00	500.00	500.00	.0
220-55110-332	LIBRARY BOOKS-DIGITAL	65.60	65.60	4,613.00	4,547.40	1.4
220-55110-333	AUDIO/VISUAL LIBRARY-DIGITAL	278.93	278.93	2,500.00	2,221.07	11.2
220-55110-335	DATABASE SUBSCRIPTIONS	.00	.00	22,000.00	22,000.00	.0
220-55110-341	PROGRAM SUPPLIES-ADULT	.00	.00	3,500.00	3,500.00	.0
220-55110-342	PROGRAM SUPPLIES-JUVENILE	.00	.00	6,000.00	6,000.00	.0
220-55110-343	MISC SUPPLIES-ADULT	.00	.00	150.00	150.00	.0
220-55110-346	SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-348	SALES TAX EXPENSE	12.48	12.48	300.00	287.52	4.2
220-55110-350	CONTINGENCIES	.00	.00	300.00	300.00	.0
220-55110-500	LIBRARY BOARD CHECKING	5.00	5.00	.00	(5.00)	.0
TOTAL LIBRARY		50,508.11	50,508.11	836,124.81	785,616.70	6.0
TOTAL FUND EXPENDITURES		50,508.11	50,508.11	836,124.81	785,616.70	6.0
NET REVENUE OVER EXPENDITURES		(48,662.94)	(48,662.94)	.00	48,662.94	.0

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Item 6.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55 CONTRACT REVENUE	.00	219,770.00	219,768.00	(2.00)	100.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	219,770.00	219,768.00	(2.00)	100.0
<u>FINES & FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	.00	2,523.26	3,300.00	776.74	76.5
220-45330-55 COPY MACHINE REVENUE	.00	3,923.60	3,000.00	(923.60)	130.8
TOTAL FINES & FORFEITURES	.00	6,446.86	6,300.00	(146.86)	102.3
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	.00	2,137.62	892.50	(1,245.12)	239.5
220-48105-55 LIBRARY BOARD INTEREST INCOME	.00	16,257.72	11,900.00	(4,357.72)	136.6
220-48500-55 DONATIONS	.00	14,373.60	18,000.00	3,626.40	79.9
220-48525-55 GRANT REVENUE	.00	6,190.00	.00	(6,190.00)	.0
220-48600-55 MISC REVENUE	.00	434.34	300.00	(134.34)	144.8
TOTAL MISCELLANEOUS REVENUE	.00	39,393.28	31,092.50	(8,300.78)	126.7
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	627,557.72	627,557.72	.00	100.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	805,000.00	805,000.00	.0
TOTAL OTHER FINANCING SOURCES	.00	627,557.72	1,432,557.72	805,000.00	43.8
TOTAL FUND REVENUE	.00	893,167.86	1,689,718.22	796,550.36	52.9

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

Item 6.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>LIBRARY</u>						
220-55110-111	WAGES/PERMANENT	.00	262,420.41	303,345.49	40,925.08	86.5
220-55110-114	WAGES/PART-TIME	.00	205,598.86	206,805.88	1,207.02	99.4
220-55110-117	LONGEVITY	.00	2,000.00	2,000.00	.00	100.0
220-55110-120	EMPLOYEE BENEFITS	.00	171,409.12	251,452.13	80,043.01	68.2
220-55110-211	PROFESSIONAL DEVELOPMENT	.00	75.00	2,800.00	2,725.00	2.7
220-55110-218	PROFESSIONAL SERV/CONSULTING	.00	738.00	21,143.00	20,405.00	3.5
220-55110-224	SOFTWARE/HARDWARE MAINTENANCE	.00	4,526.60	8,470.44	3,943.84	53.4
220-55110-225	TELECOM/INTERNET/COMMUNICATION	.00	6,368.53	6,681.28	312.75	95.3
220-55110-310	OFFICE & TECHNICAL SUPPLIES	.00	16,847.12	14,275.00	(2,572.12)	118.0
220-55110-313	POSTAGE	.00	559.24	330.00	(229.24)	169.5
220-55110-319	MATERIAL RECOVERY	.00	803.85	725.00	(78.85)	110.9
220-55110-320	SUBSCRIPTIONS/DUES	.00	509.64	650.00	140.36	78.4
220-55110-321	LIBRARY BOOKS-ADULT	.00	25,962.97	25,000.00	(962.97)	103.9
220-55110-323	LIBRARY BOOKS-JUVENILE	.00	7,336.07	5,000.00	(2,336.07)	146.7
220-55110-324	LIBRARY PERIODICALS-ADULT	.00	2,868.66	1,318.00	(1,550.66)	217.7
220-55110-325	LIBRARY PERIODICALS-JUVENILE	.00	952.22	.00	(952.22)	.0
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	.00	5,871.58	7,500.00	1,628.42	78.3
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENIL	.00	2,057.02	2,500.00	442.98	82.3
220-55110-330	TRAVEL EXPENSES	.00	1,032.81	3,000.00	1,967.19	34.4
220-55110-331	PROMOTIONS/ADS-PUBLIC ED	.00	268.92	1,000.00	731.08	26.9
220-55110-332	LIBRARY BOOKS-DIGITAL	.00	3,913.81	4,613.00	699.19	84.8
220-55110-333	AUDIO/VISUAL LIBRARY-DIGITAL	.00	3,262.63	5,116.00	1,853.37	63.8
220-55110-335	DATABASE SUBSCRIPTIONS	.00	21,763.08	943.00	(20,820.08)	2307.9
220-55110-337	LIBRARY BUILDING PROJECT EXP	.00	.00	805,000.00	805,000.00	.0
220-55110-341	PROGRAM SUPPLIES-ADULT	.00	2,991.53	3,500.00	508.47	85.5
220-55110-342	PROGRAM SUPPLIES-JUVENILE	.00	3,718.69	6,000.00	2,281.31	62.0
220-55110-343	MISC SUPPLIES-ADULT	.00	.00	150.00	150.00	.0
220-55110-346	SPECIAL PROGRAMING-SUMMER	.00	196.93	100.00	(96.93)	196.9
220-55110-347	LIBRARY USE OF GRANTS EXPENSE	.00	4,905.68	.00	(4,905.68)	.0
220-55110-348	SALES TAX EXPENSE	.00	204.54	.00	(204.54)	.0
220-55110-350	CONTINGENCIES	.00	293.75	300.00	6.25	97.9
220-55110-515	MM BOARD CHECKING	.00	30.00	.00	(30.00)	.0
220-55110-911	TRANSFER OUT-OTHER FUNDS	.00	491,567.97	.00	(491,567.97)	.0
<hr/>						
	TOTAL LIBRARY	.00	1,251,055.23	1,689,718.22	438,662.99	74.0
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	TOTAL FUND EXPENDITURES	.00	1,251,055.23	1,689,718.22	438,662.99	74.0
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	NET REVENUE OVER EXPENDITURES	.00	(357,887.37)	.00	357,887.37	.0
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FRIENDS OF THE LIBRARY FINANCIAL REPORT

Jan-25

Beginning Balance		\$ 1,657.67
Deposit	\$ 448.75	\$ 1,776.42
Check #4017	\$ 25.00	\$ 1,751.42
Interest	\$ 0.15	\$ 1,751.57
Ending Balance		\$ 1,751.57

Feb-25

Beginning Balance		\$ 1,751.57
Deposit	\$ 13.75	\$ 1,765.32
Interest	\$ 0.14	\$ 1,765.46
Ending Balance		\$ 1,765.46

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

Item 6.

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	520.03	520.03	11,131.25	10,611.22	4.7
100-55111-118 UNIFORM ALLOWANCES	.00	.00	27.00	27.00	.0
100-55111-150 MEDICARE TAX/CITY SHARE	16.56	16.56	175.63	159.07	9.4
100-55111-151 SOCIAL SECURITY/CITY SHARE	70.80	70.80	750.96	680.16	9.4
100-55111-152 RETIREMENT	72.68	72.68	775.50	702.82	9.4
100-55111-153 HEALTH INSURANCE	96.00	96.00	864.00	768.00	11.1
100-55111-154 HRA-LIFE STYLE ACCT EXPENSE	.00	.00	90.00	90.00	.0
100-55111-155 WORKERS COMPENSATION	22.38	22.38	214.11	191.73	10.5
100-55111-156 LIFE INSURANCE	.14	.14	3.79	3.65	3.7
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	204.00	204.00	.0
100-55111-221 WATER & SEWER	.00	.00	2,856.00	2,856.00	.0
100-55111-222 ELECTRICITY	.00	.00	13,600.00	13,600.00	.0
100-55111-223 NATURAL GAS	.00	.00	4,545.00	4,545.00	.0
100-55111-244 HVAC	.00	.00	1,262.50	1,262.50	.0
100-55111-245 FACILITY IMPROVEMENTS	.00	.00	3,060.00	3,060.00	.0
100-55111-246 JANITORIAL SERVICES	.00	.00	16,380.00	16,380.00	.0
100-55111-355 REPAIR & SUPPLIES	.00	.00	2,040.00	2,040.00	.0
TOTAL YOUNG LIBRARY BUILDING	<u>798.59</u>	<u>798.59</u>	<u>57,979.74</u>	<u>57,181.15</u>	<u>1.4</u>
TOTAL FUND EXPENDITURES	<u>798.59</u>	<u>798.59</u>	<u>57,979.74</u>	<u>57,181.15</u>	<u>1.4</u>
NET REVENUE OVER EXPENDITURES	<u>(798.59)</u>	<u>(798.59)</u>	<u>(57,979.74)</u>	<u>(57,181.15)</u>	<u>(1.4)</u>



March 06, 2025

Statement Period:
February 01, 2025 - February 28, 2025

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

Contact Us

- For personal assistance, call:
414-961-6600
- Visit us online:
www.americandeposits.com
- Questions on products & services:
- Mail correspondence to:
W220N3451 Springdale Road
Pewaukee, WI 53072

American Money Market Account™			
Account Number-Description	Average Monthly Balance	Net Earnings	Delivered Rate
CIRVIN01 - General	\$ 335,143.45	\$ 1,105.51	4.30 %

CIRVIN01 - General

Balance Summary

Beginning Balance:	\$	335,143.45
Total Deposits:	\$	1,105.51
Total Withdrawals:	\$	0.00
Ending Balance:	\$	336,248.96
Average Balance:	\$	335,143.45

Transaction Detail

DEPOSITS

Date	Description	Amount
02/28/2025	Accrued Interest Earned	\$ 1,105.51
Total Deposits:		\$ 1,105.51

Summary of Financial Institutions

FDIC/ NCUA	Name	Balance
24077	Altra, FCU	\$ 3,372.69
24540	Bank of New England	\$ 12,648.48
57368	Bankwell Bank	\$ 58,249.95
27237	Enterprise Bank & Trust	\$ 248,500.00
3832	Old National Bank	\$ 4,105.50
3832	Old National Bank	\$ 1,411.41
59112	Studio Bank	\$ 1,405.28
6560	The Huntington National Bank - Repurchase Agreement	\$ 1,105.51
18344	UBank (TX)	\$ 1,180.31
18344	UBank (TX)	\$ 2,894.56
26626	United Texas Bank	\$ 1,375.27
Ending Balance:		\$ 336,248.96

American Deposit Management LLC applied a period ending Jan 2025 Deposit Advisory Fee of \$123.78 to your account. 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 ending Jan 2025, the Program Fee of 0.04 was applied to gross earnings of \$1,358.42 for a total of \$54.34.

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).

IRVIN L YOUNG MEMORIAL LIBRARY
 KATHLEEN A RETZKE
 N630 RIDGE RD
 WALWORTH WI 53184-5828

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BUSINESS IMMA ACCOUNT 132732

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			01/31/25	1,080.19
INTEREST		.08	02/28/25	1,080.27
SERVICE CHARGE	5.00		02/28/25	1,075.27
BALANCE THIS STATEMENT			02/28/25	1,075.27

TOTAL DAYS IN STATEMENT PERIOD 02/01/25 THROUGH 02/28/25: 28

TOTAL CREDITS (1) .08
 TOTAL DEBITS (1) 5.00

- - - - - I N T E R E S T - - - - -

AVERAGE LEDGER BALANCE:	1,080.19	INTEREST EARNED:	.08
AVERAGE AVAILABLE BALANCE:	1,080.19	DAYS IN PERIOD: 02/01/25-02/28/25:	28
INTEREST PAID THIS PERIOD:	.08	ANNUAL PERCENTAGE YIELD EARNED:	.10%
INTEREST PAID 2025:	.17		
INTEREST PAID 2024:	1.51		

- - - ITEMIZATION OF SERVICE CHARGE PAID THIS PERIOD - - -

TOTAL CHARGE FOR MAINTENANCE: 5.00

- - - ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES - - -

*	TOTAL FOR	TOTAL	*
*	THIS PERIOD	YEAR TO DATE	*
-----*			
* TOTAL OVERDRAFT FEES:	\$.00	\$.00	*
-----*			
* TOTAL RETURNED ITEM FEES:	\$.00	\$.00	*

- END OF STATEMENT -



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Friends of the Library Revamp Proposal

KEY CONTACTS:

Sarah French, Librarian: Liaison between Friends and library staff, event planning, marketing
sfrench@whitewater-wi.gov | 262-458-2782

Diane Jaroch, Library Director: Liaison between Friends and Library Board
djaroch@whitewater-wi.gov | 262-473-0530

Friends Book Shop coordinators: Library staff Susan Willmann (swillmann@whitewater-wi.gov) and Cori Willkomm (cwillkomm@whitewater-wi.gov)

2025 OBJECTIVES

- Elect a slate of board members and officers to the Friends board.
- Begin recruiting Friends members and make it easy for people to join.

IMMEDIATE GOALS:

- Establish a date and time for the annual FOTL meeting
 - Suggested date: 5:30 p.m. Monday, May 19 (right before the library board meeting)
 - Create a meeting agenda (see page 4 of this document for draft)

Notes: The bylaws state that the Friends board should consist of at least 5 but not more than 10 members, including the officers. Bylaws state Friends board should meet at least twice/year. Best practices state that library board members should not be on the Friends board ([see page 2 of this document](#)). However, one library board member should be appointed as a liaison to the Friends and who is invited to attend meetings as a non-voting member. In addition, the Friends should have one member who is a liaison to the library board and who is invited to attend library board meetings. Create a place in the library board meeting agenda for a report from the Friends (doesn't need to happen every month). A library staff representative should attend Friends meetings as a non-voting member.

- Revise the Funds Disbursement Policy (to be approved by the Friends' board)
 - Suggested language: replace "for programming expenses" with "for programming, collection, technology, furniture, and/or special request items not allocated in the Library's general operating budget."

- Create a dues schedule (to be approved by Friends' board).
 - Suggested tiers:
 - Manuscript: \$10.00
 - Best Seller: \$25.00
 - First Edition: \$50.00
 - Rare Book: \$100.00

NEXT STEPS:

- Create a new Friends brochure, update section on the library's website, etc.
- Contact potential Friends to establish a slate of board members/officers to be voted on at the annual Friends meeting.
- Develop a membership campaign (potential committee):
 - social media
 - flyers
 - Press release
 - brochures at locations around town
 - speak at community organizations
 - promote in Friends shop and at front desk
- Establish a Friends email newsletter (quarterly). Will also promote the Friends in the library's monthly newsletter.
- Develop a list of potential volunteer opportunities and committees.
- Decide how book shop will be run in the newly renovated building. Will volunteers continue to staff it or should we move to a different model?
- Grand opening committee (early 2026): Need people who can represent the Friends at the Grand Opening and promote membership, put together Raffle baskets, sell raffle tickets

LONG TERM VISION:

- Friends will assist the library in three key areas: monetary gifts, volunteerism, and advocacy.
- Friends will host an annual fundraiser each fall, and potentially other, smaller fundraisers throughout the year.
- Establish ways for Friends members to be recognized (a display near the Friends book shop with current members on it, advertising for what the Friends are doing and annual fundraiser, brochures to become a member, etc.) Social media posts highlighting members are also an option, if they want/agree to that. Listing of members in other marketing, potentially.

ANNUAL TASKS:

Note that 2025 will look different due to library construction. There will not be an annual fundraiser.

QUARTER ONE (January-March)

- Send out newsletter (include dues renewal form for the year and an invitation to the annual meeting, recap of last year's successes, volunteer opportunities). SF
- Friends Treasurer to distribute funds to the library.
- Commence membership drive and update membership information. SF
- Create a list of volunteer opportunities.

QUARTER TWO (April-June)

- Hold the annual membership meeting.
- Establish planning committee for fundraiser and set date.
- Send out newsletter (include volunteer opportunities and save the date for fundraiser) SF

QUARTER THREE (July-September)

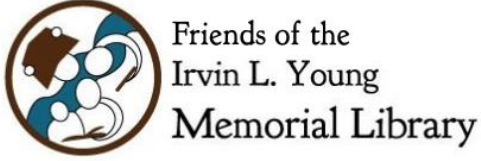
- Send out newsletter (include fundraiser info and volunteer opportunities) SF
- Host an annual fundraiser.

QUARTER FOUR (October-December)

- Friends board meeting (minimum is two meetings per year)
- Send out newsletter (push for end of the year giving, extra donations, advocating for others to join). SF

ONGOING

- Send a thank you card to each new member and enter the member into the system. Contact them about volunteering if they indicated interest in that. SF
- Keep track of what is purchased with the Friends money so that you can highlight the impact. SF



Board Agenda DRAFT

Monday, May 19 | 5:30 p.m.

1. Welcome
2. Financial Report
3. Elect board members and officers
4. Vote on the revised Funds Disbursement Policy
5. Vote on the dues schedule
6. Discussion about membership campaign
7. Review bylaws
8. Next meeting agenda items
9. Set date and time for next meeting

**THE FRIENDS OF THE WHITEWATER PUBLIC LIBRARY, INC.
BYLAWS**

ARTICLE I – NAME

Section 1. The name of this corporation shall be The Friends of the Whitewater Public Library, Inc., hereinafter referred to as the Friends (“Friends”).

Section 2. The headquarters of the Friends is located at the Irvin L. Young Memorial Library, 431 W Center St, Whitewater WI 53190.

ARTICLE II – PURPOSE

Section 1. The purpose of the Friends shall be to maintain a nonprofit organization of interested persons to advance and encourage appreciation, understanding, enjoyment, and public use of the educational and cultural facilities at the library, and to cooperate, when appropriate, with other groups to improve the cultural activities of the community.

Section 2. The Friends shall work in conjunction with the trustees and staff of the library to achieve these ends, to acquaint the community with the needs of the library, and to help improve their facilities.

Section 3. The Friends shall operate in full compliance with IRS Code Section 501 (c) (3) and Chapter 181 of the Wisconsin Statutes.

ARTICLE III – MEMBERSHIP

Section 1. Any person or organization who supports the purposes of the Friends may become a member of the Friends by the payment of annual dues in effect at the time. Members are known as Friends.

Section 2. The dues schedule shall be approved by vote of the Friends at its annual meeting.

Section 3. Each member and organizational representative shall be entitled to cast one vote on all matters which come before a meeting of the Friends.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. The management of the Friends shall be vested in a board of directors (“the board”) consisting of at least 5 but not more than 10 members, including the officers.

Section 2. The management as defined in Article IV, Section 1 will serve as the Executive Planning Team to determine and oversee projects and programs that will increase fundraising for the Friends as well as provide public awareness about the importance of the library and of the Friends.

Section 3. The term of directors is three consecutive years. They are eligible for reelection for one additional term and then must wait one year before being considered for a new term.

Section 4. One-third of the directors shall be elected by the Friends each year at the annual meeting to replace those directors whose terms are expiring in that year.

Section 5. The officers of the Friends shall be a president, vice president, treasurer, secretary, each being a board member.

Section 6. The term of the president, vice president and other officers is one year; however, they may continue to serve, if reelected, for an additional term.

Section 7. The president shall appoint a nominating committee chairperson who shall be either a director or a Friend from the general membership. He/she shall appoint at least three Friends to serve on this committee. Included in the committee must be a member from the preceding year. The committee shall present a slate of nominees for election as officers and directors at the annual meeting of the Friends. Election requires a majority vote by those present.

Section 8. When a vacancy occurs among the officers, the nominating committee shall present for nomination one or more names of current Friends to fill the unexpired term to the board. Vacancies shall be filled by a majority vote of directors at any duly constituted meeting of the board.

Section 9. Vacancies among the directors may be left open until the next annual meeting, or may be filled at any regular board meeting by a vote of the majority. Directors so elected serve until the next annual meeting, when they could stand for election to a full term as outlined in Section 3 above.

Section 10. Removal Procedure. A board member or officer may be removed for cause by vote of two-thirds of the board members attending a regularly scheduled meeting where the item had been placed on the written agenda distributed at least two weeks prior to the meeting.

ARTICLE V – DUTIES OF THE OFFICERS

Section 1. The president shall preside at all meetings of the Friends and of the board and appoint standing committees (membership, program, public relations, etc.) and the chairpersons thereof. The president is an ex officio member of all committees, except the nominating committee.

Section 2. The vice president shall, in the absence or disability of the president, perform all the functions of the president with the exception of the duty of signing checks during such absence or disability.

Section 3. The treasurer shall be responsible for handling all monies of the Friends and shall keep appropriate and accurate records. The treasurer shall be responsible for signing checks. A financial report shall be presented at all meetings of the board and at the annual meeting of the Friends.

Section 4. The secretary shall keep a record of all meetings of the board and of the Friends. The secretary shall distribute a draft of the minutes prior to each meeting, and record for the permanent record any corrections made at the time of acceptance. At the end of each year, the secretary shall provide a complete set of the official minutes to the Friends Office for long-term retention.

ARTICLE VI –MEETINGS

Section 1. The annual meeting of the Friends shall be held once a year, at a time and place determined by the board. Action on motions shall be decided by a vote of a majority of those present. Notices of meetings shall be sent two weeks in advance of the date thereof.

Section 2. Special meetings of the Friends may be called by the president or the board or upon written request of five members. The notice shall be sent at least two weeks prior to the date of the meeting. The business to be discussed shall be stated in the notification to all Friends members.

Section 3. Regular meetings of the board of directors shall take place at least two times a year. Four (4) board members shall constitute a quorum, and motions shall be carried by a vote of the majority. Notices shall be sent to board members at least one week before the meeting. Special board meetings may be called by the president with at least forty-eight hours notice to board members.

Section 4. The director of the library will be invited to participate in board meetings on a non-voting basis. Other library staff members may be invited to participate in board meetings on a non-voting basis.

ARTICLE VII – FISCAL PERIOD

Section 1. The fiscal year of the Friends shall start on January 1 and end on December 31.

ARTICLE VIII – CONFLICT OF INTEREST

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the Friends. Where conflict of interest may be thought to exist for a board member, the member shall inform the Board and abstain from any inappropriate participation in the matter.

ARTICLE IX – AMENDMENTS TO BYLAWS

Section 1. These bylaws may be amended, in whole or in part, by two-thirds vote of those present at a meeting of the Friends provided that the meeting notice contains specific notice of Intention and that a summary of proposed change/changes is included.

ARTICLE X – PARLIMENTARY PROCEDURE

When any formality beyond the ordinary courtesies of joint action is required, Roberts Rules of Order (most recent edition) shall govern the proceedings.

ARTICLE XI – DISSOLUTION

Upon the dissolution of the organization, assets shall be distributed for tax exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, to the Irvin L. Young Memorial Library.



Help support the library programs, materials, and services that make Whitewater a great place to live, learn, and grow!



**Friends of the
Irvin L. Young
Memorial Library**

Questions?

Contact the library at 262-473-0530

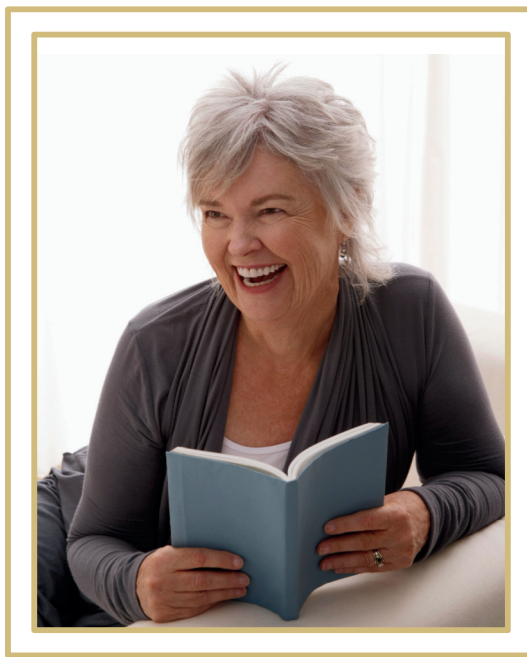
library@whitewater-wi.gov

whitewaterlibrary.org



**Love your
Library?**

**Become a
Friend!**



Join the Friends or Renew your Membership!

Item 8.

Please fill out the form below:

Contact Information

Name:

Email:

Address:

- I give permission for public recognition as a Friend of the Library.
- I would like my membership/donation to remain anonymous.
- I am interested in volunteering. Please contact me to discuss opportunities.

Membership Levels

- Manuscript \$10.00**
- Best Seller \$25.00**
- First Edition \$50.00**
- Rare Book \$100.00**

Please return this form and your dues (cash or check) to the library's front desk or mail to Friends of the Library, 431 W. Center St. Whitewater, WI 53190. Please make checks out to *Friends of the Irvin L. Young Memorial Library*.

Note that membership dues are NOT tax deductible. Additional donations ARE tax deductible.

Additional Donation: \$

Membership Benefits

- Become a library advocate and have a voice on library issues in the community.
- Meet other people who value the library as an important community resource.
- Receive the quarterly Friends' newsletter - be first to know about volunteer and advocacy opportunities, what the Friends group is funding, and more!
- Coupons for 5 free books and a tote bag from the Friends' book shop.
- Public recognition as a Friend of the Library (optional).
- One complimentary admission to the annual fundraiser.

Who are the Friends?

The Friends of the Irvin L. Young Memorial Library is a 501(c)(3) organization of library lovers who work together to promote and expand the programs and services of the library. They actively support the mission of the Library, are a valuable link between the Library and community, and provide funding to enhance the quality library services offered to City of Whitewater residents and surrounding communities.

The Friends support the Library in many ways: by spreading the word about library programs, resources, and services; volunteering at various events, programs and fundraisers; providing seed money for new Library collections; supporting programs and projects; and purchasing special request items not allocated in the Library's general operating budget.

BOARD DEVELOPMENT COMMITTEE CHARTER

The purpose of the Board Development Committee is to support and clarify effective board processes, structures and roles. The Committee will make recommendations to the full Board of Trustees and is charged with the following responsibilities:

- Helping to identify and recruit new citizen representatives to the Board;
- Reviewing the by-laws to ensure board practices are in compliance; and
- Maintaining processes for onboarding and educating Trustees.



INSTRUCTIONS: Complete and return electronic, signed copy of this report and attachments to the library system. Confirm with the library system if printed, signed copies are required.

Board-approved, signed annual reports for 2024 are due to the DPI Division for Libraries and Technology no later than March 1, 2025.

I. GENERAL INFORMATION					
1. Name of Library Irvin L. Young Memorial Library			2. Public Library System Bridges Library System		
3b. Head Librarian First Name Diane	3c. Head Librarian Last Name Jaroch	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 02/25	
6a. Street Address 431 W. Center St.	6b. Mailing Address or PO Box 431 W. Center St.	7. City / Village / Town Whitewater	8a. ZIP 53190	8b. ZIP4 1915	9. County Jefferson
10. Library Phone Number 2624730530	11. Fax Number	12. Library E-mail Address of Director djaroch@whitewater-wi.gov			
13. Library Website URL www.whitewaterlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 14,900	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? Yes		22. UEI Number	

HOURS OF OPERATION			
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	61	0	0
19b. Number of winter weeks	34	0	6
19c. Summer hours open per week	61	0	0
19d. Number of summer weeks	12	0	0
19e. Total weeks per year	46	0	6
19f. Total hours per year for this location	2,806	0	0

II. LIBRARY COLLECTIONS								
						a. Number Owned / Leased	b. Number Added	
1. Books in Print						38,725	1,843	
2. Physical Subscriptions						34		
3. Physical Audio Materials						4,281	43	
4. Physical Video Materials						9,714	297	
5. Other Physical Materials						660		
6. Total Physical Items in Collection						53,380		
						Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State
7. E-books						No	Yes	No
8. E-serials						No	Yes	No
9. E-audio						No	Yes	No
10. E-video						No	Yes	No
11. Research Databases						No	Yes	Yes
12. Online Learning Platforms						No	Yes	Yes
III. LIBRARY SERVICES								
1. Physical Circulation Transactions				2. Interlibrary Loans				
a. Total Circulation	b. Children's Materials	c. Other Physical Items		a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>			
63,711	18,785	785		16,653	14,581			
				Method for Counting ILL Transactions Categorized ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)				Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>		
Integrated Library Systems (ILS)				15,948		14,444		
WISCAT				705		137		
Other (includes OCLC, manual tracking or other methods)				0		0		
3. Electronic Content Circulation Transactions								
a. E-books	b. E-serials	c. E-audio		d. E-video	e. Children's E-materials	f. Total E-materials		
8,558	1,666	11,086		147	891	21,457		
4. Number of Registered Users				5. Overdue Fines	6. Reference Transactions		7. Library Visits	
a. Resident	b. Nonresident	c. TOTAL			a. Method	b. Annual Count	a. Method	b. Annual Count
3,527	2,180	5,707		No	Actual Count	1,952	Actual Count	43,909
8. Uses of Public Internet Computers						9. Uses of Public Wireless Internet		
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access		c. Method	d. Annual Count	a. Method	b. Annual Count		
15	13			1,601				

Item 12.

PI-2401

Page 5

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	44	22	4	32	10
Total Attendance	584	714	49	423	598

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	110	2	0	0	
Total Attendance	2,257	111	0		
Total Program Views				0	

Describe the library's in-person programs:

storytimes, hands-on craft programs, STEM programs, LEGOS, Dungeons & Dragons, Chess Club, movie nights, performers, speakers

Which platforms does the library use to host the library's live, virtual programs:

YouTube

Describe the library's live, virtual programs:

We did not have any livestreamed programs in 2024

Which platforms does the library use to host the library's pre-recorded programs:

YouTube

Describe the library's pre-recorded programs:

We did not have any pre-recorded programs in 2024

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IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Jennifer	Motszko	1036C Hillview #240	Whitewater	53190	jennifer.motszko@gmail.co
2. Sallie	Berndt	832 Tower Hill Dr	Milton	53563	sallieberndt@yahoo.com
3. Brienne	Diebolt-Brown	156 N Fremont St	Whitewater	53190	briennedieboltbrown@gma
4. Camden	Harlan	W8114 Nature Drive	Whitewater	53190	HarlanCA21@uww.edu
5. Kathy	Retzke	N630 Ridge Road	Walworth	53184	kretzke@wwusd.org
6. Alyssa	Orlowski	222 N Willard Ave	Janesville	53548	aorlowski@wwusd.org
7. Doug	Anderson	311 S Woodland Dr	Whitewater	53190	djbc4@charter.net
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members
Include vacancies in this count

7

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position (Local Title)	Job Title (AppendixA)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	MLS (ALA)	\$82,595	40.00
Assistant Director	Deputy / Associate / Assistant Library Director	MLS (ALA)	\$65,951	40.00
Youth Educational Services Librarian	Librarian (MLS)	MLS (ALA)	\$56,470	40.00
Technical Services Specialist	Clerk - Technical Services	Other	\$45,722	40.00
Technical Services Specialist	Clerk - Technical Services	Other	\$30,761	25.50
Programming & Makerspace Librarian	Librarian (MLS)	MLS (ALA)	\$49,718	40.00
Customer Services Specialist	Clerk - Public Services	Other	\$29,411	27.50
Customer Services Specialist	Clerk - Public Services	Other	\$28,561	27.50
Customer Services Specialist	Clerk - Public Services	Other	\$29,404	27.50
Customer Services Specialist	Clerk - Public Services	Other	\$30,247	27.00
Customer Services Specialist	Clerk - Public Services	Other	\$24,843	23.50
Customer Services Specialist	Clerk - Public Services	Other	\$18,802	17.00
Outreach Services Specialist	Community Outreach / Engagement Specialist	Other	\$26,228	20.00
Maintenance	Building Maintenance Worker	Other	\$15,750	10.00

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			25,899
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.			
	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	1,535	5,500	7,035
3. Circulation to Nonresidents Living in Another County in the Library System	379	248	627
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	1,024	16,785	17,809
5. Circulation to All Other Wisconsin Residents	428	6. Circulation to Persons from Out of the State	0
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
Actual	No		

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Dodge	2	f.	
b. Dane	274	g.	
c. Rock	5,179	h.	
d. Walworth	11,330	i.	
e. Waukesha	248	j.	

XII. TECHNOLOGY (Not included in 2024 Report)

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	6	24	3
Total Self-Directed Activity Participation	8	1,607	64
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	7	8	48
Total Self-Directed Activity Participation	348	526	2,553
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Deana	Rolfsmeyer	DRolfsmeyer@whitewater-wi.gov	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Rachel	Clift	Rclift@whitewater-wi.gov	

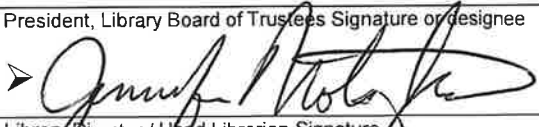
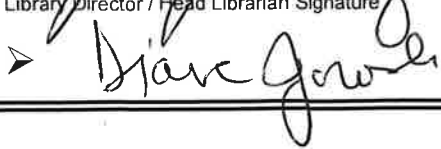
XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats. A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee ➤ 	Name of President or Designee Print or type Jennifer Motszko	Date Signed 2/26/25
Library Director / Head Librarian Signature ➤ 	Library Director / Head Librarian Print or type Diane Jaroch	Date Signed 2-26-25

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County
Jefferson

The Irvin L. Young Memorial Library Board of Trustees hereby states that in 2024 the Bridges Library System
Name of Public Library *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
 - did not provide effective leadership and did not adequately meet the needs of the library.
- Indicate with an X one of the above statements*


Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Jennifer Motzko	2/24/25

COMMENTS

SECTION_I

Staff only number of winter weeks

We were closed to the public for 6 weeks due to construction on the new addition to the library building--2025-02-12

Standard total weeks per year

The library building was closed to the public for 6 weeks in September and October as the building was under construction.--2025-02-12

SECTION_II

5b. Other Physical Material Description

library of things, games, puzzles, kits, hotspots--2025-02-08

SECTION_III

Total Young Adult Synchronous Programs

Our young adult programming librarian was on maternity leave and our library was closed for a month due to construction to the building.--2025-02-24

Total Young Adult Synchronous Attendance

Our young adult programming librarian was on maternity leave and our library was closed for six weeks due to construction. Our programming space was also demolished during that construction period.--2025-02-20

Our young adult programming librarian was on maternity leave and our library was closed for 6 weeks due to construction. Our programming space was also demolished during that construction period.--2025-02-12

SECTION_VII

Revenue

\$538,246 actual revenue from 2024 donations

\$937,855 came from 2023 donations/fund balance--2025-02-24

2025 Strategic Plan Activities

STRATEGIC GOAL 1 Building Toward the Future

- Develop spaces that fit the diverse and ever-changing needs of our community
 - *Prepare a plan for library operations during phase three of the renovation.*
 - *Continue to keep the public updated on the progress of the renovation.*
 - *The library board will assist the director in exploring appropriate pay scales and staffing levels needed to efficiently meet community needs in the newly renovated library.*

STRATEGIC GOAL 2 Center for Learning and Connecting

- Increase inclusivity and access to services and resources that the library provides
 - Complete a diversity audit of the collection with the assistance of Bridges system staff. **DONE**
 - *Add pictographs to signage to make it more inclusive.*
- Provide programming and collections that appeal across segments of the Whitewater community
 - *Reintroduce the Winter Reading Program.* **DONE**
 - *Create a display for the Library of Things in the newly renovated library.*
 - Schedule weekly social media posts from Library Aware. **ONGOING**
 - *Plan a grand opening event.*
- Provide welcoming, safe, and comfortable spaces throughout the library, both in the physical library and virtual library spaces
 - *Provide staff training to become an Affirming Space for our LGBTQIA population during phase three of the renovation.*
 - Create a dedicated space on our website for our full land acknowledgment statement that includes information and links to local First Nations history, book lists from our collection and current issues for further research and education. **DONE**
 - *Complete a digital transition of the library's current website to a Bridges Library System supported platform.*

STRATEGIC GOAL 3 Engaging and Effective Communication

- Increase awareness of all the library does and offers
 - *Create a library newsletter that patrons can opt in to.* **DONE**
 - *Create a welcome email inviting patrons to register for further newsletters.* **DONE**
 - *Table at two community events to promote library collections and services.*
- Share community stories to highlight the needs and opportunities in Whitewater
 - Share social media posts from vetted community organizations on our Facebook page. **ONGOING**
- Develop library advocates to promote the value of the library
 - *Collaborate with the new city media coordinator to create two library PSAs, one for the Makerspace and one for the Library of Things.*

STRATEGIC GOAL 4 Strengthening Partnerships

- Cultivate partners to support the library's mission
 - Create a plan to renew and revitalize the Friends of the Library.
 - ~~*Provide space for Jorge to host citizenship classes. This has been tabled until construction is complete.*~~
- Create an environment to help other groups and organizations find ways to collaborate
 - *Develop and approve partnerships policy and guidelines.* **DONE**
 - *Offer tours of the renovated library to various community groups, highlighting the benefits of our space and resources to their mission.*
- Partner with schools and other organizations and groups to provide safe spaces and learning opportunities for school age children in the community.
 - Provide information on library services and programs through tabling at 4K registration and general school registration.
 - *The Director, Youth Services Librarian, and Programming and Makerspace Librarian will meet with school representatives to brainstorm ideas for outreach to the district.* **DONE**
 - *Complete the first year of processing opt-in card applications through the WWUSD online registration platform.*
- Explore ways to increase engagement and involvement in the city
 - *Participate in the city's leadership committee.* **ONGOING**
 - *Engage in 1-2 safety trainings provided by the police department, EMS, or fire department.* **DONE**
 - *Plan an open-house for other city departments once library construction has been completed.*

**DIRECTOR'S REPORT
FEBRUARY 2025**

I. ADMINISTRATION

- a. Work orders submitted in February.
 - i. The latch on the outside book drop was sticking.
 - ii. The cookie piece and wood scraps from the oak tree that was milled needed to be picked up and stored.
 - iii. Several banks of lights in the library needed bulbs replaced.
 - iv. Patrons were having issues accessing Family Search from the library and our IP address needed to be checked and uploaded.
 - v. A monitor at the front desk needed to be replaced.
 - vi. A staff member requested that their keyboard tray be removed.
 - vii. We were receiving a message that the software we use for patron printing needed to be renewed.

II. BUDGET

- a. Nothing to report.

III. PERSONNEL

- a. All staff have been automatically enrolled by the HR department in seven online CIVMIC/NeoGov trainings.
- b. Sarah French has been enrolled in the Emerging Leader Program through CIVMIC/NeoGov.
- c. Staff continue to do monthly online cyber security trainings.
- d. Staff were given the opportunity to attend one of the three Employee Feedback & Informational Meetings on Health Insurance & Benefits that were offered by HR.

IV. LIBRARY COLLECTION

- a. Every year the Kiwanis Group donates money to the library to purchase children's books. We received their check at the end of 2024 and all of those books have been ordered and received.

V. PUBLIC AND COMMUNITY RELATIONS

- a. The Moms Demand Action Group tabled at the library on February 14th to hand out gun locks for any interested party.
- b. Sara French is working with Be Kind Whitewater for the Embracing Our Differences program being held on March 26th during Spring Break. In addition to hearing stories and creating art activities that celebrate kindness and inclusivity, attendees will be working on a collaborative mural project that will be displayed in the library.

VI. LIBRARY BOARD RELATIONS

- a. Jennifer and I continue to attend meetings with the architect and construction company concerning the building and furnishings.
- b. I completed Camden's board orientation on February 21st.

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

- a. I continue to attend weekly construction meetings with Miron Construction and Studio GC.
- b. I continue to attend bi-monthly Team meetings at city hall.
- c. I continue to attend weekly staff meetings with Rachel Clift, Deana Rolfsmeyer, and Sarah French.
- d. I met with the City Manager twice in February.
- e. I met with the HR Director twice in February.
- f. I will have attended the Whitewater Leads Meeting on March 12th.
- g. I will have attended the APL meeting on March 14th.

VIII. PROFESSIONAL DEVELOPMENT

- a. I received my plaque from CIVMIC for completing the Emerging Leader Program in December of 2024.
- b. I completed the 2024 Annual Report that is filed with DPI and am currently filling out the necessary paperwork to receive our adjacent county funding which must be done once the annual report is completed.

IX. STRATEGIC PLAN

- a. The strategic plan has been updated for 2025 and we will be discussing it at this month's meeting.

X. CAPITAL CAMPAIGN

- a. We have received several donations so far in 2025, including many lapsed pledge donations, some for the 100 Extraordinary Women campaign.

Adult Services Report: January 2025

- Worked with Dan from the City to make adjustments to our book drop based on circ staff feedback.
- Was out for over a week sick.

Collection Development:

- Purchasing for Adult Non-fiction, Adult audiobooks, Adult music CDs, and Adult movies and tv series is going well.
- Lucky Day collection continues to be a popular collection and is added to weekly after a high holds report is run.
- New month means new displays! Displays are updated monthly and focus on holidays or national celebrations during that month. New Collection Displays in March were: 'Women's History Month', 'Read across America', and 'World Poetry Day'.

Meetings Attended:

- February 19th: Construction meeting with Miron Construction and Studio GC
- February 19th: Construction follow up meeting with Diane and Studio GC
- February 19th: Staff meeting with Deana, Sarah, and Diane
- March 5th: Construction meeting with Miron Construction and Studio GC
- March 5th: Construction follow up meeting with Diane and Studio GC
- March 5th: Staff meeting with Deana, Sarah, and Diane
- March 7th: Staff feedback meeting (goal from staff annual review)
- March 10th: Employee Feedback & Informational Meetings on Health Insurance & Benefits
- March 13th: Furniture contract Meeting with Studio GC, Diane, and Jennifer
- March 13th: Construction meeting with Miron Construction and Studio GC
- March 13th: Construction follow up meeting with Diane and Studio GC
- March 13th: Staff meeting with Deana, Sarah, and Diane
- March 13th: Thunder Hearing Loop - Site Visit

Webinars and Trainings:

- "Materials Concerns Preparedness: leaning into the challenge" by SEWI
- "IOT" by Wisconsin Library System Cybersecurity Collective
- Annual City of Whitewater required trainings:
 - Bloodborne Pathogens

- Anti-Harassment Training
- Diversity in the Workplace: Diversity for All
- Whitewater Active Shooter Training
- Workplace Ergonomics
- Slips, Trips, and Falls
- The Role of Customer Service

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- Anti-Harassment Training
- Diversity in the Workplace: Diversity for All
- Whitewater Active Shooter Training
- Workplace Ergonomics
- Slips, Trips, and Falls
- The Role of Customer Service

Programming & Makerspace Librarian Report

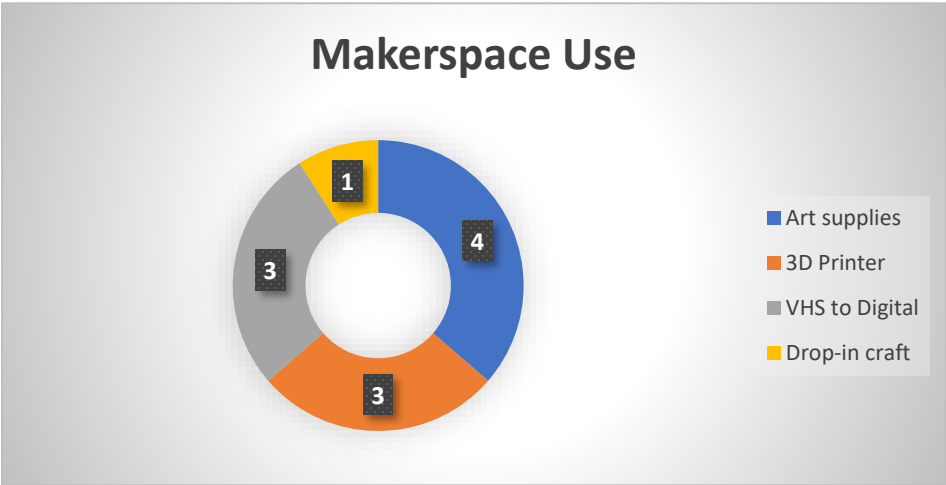
Sarah French
March 2025

Programs:

- Winter Reading Challenge Participation:
 - Adults: 149
 - Teens: 2
 - Children: 64
- 2/18: Tea of the Month - Jasmine (32)
- 3/1: Sing, Dance, Thrive w/Noelle Larson (23)
- 3/3: Leprechaun House take/make for kids (60)
- 3/6: Nature Writing Workshop w/Jim Nies (5)
- 3/12: Community Helpers Storytime w/farmer Katy Katzman (25)

Upcoming Programs:

- 3/18: Tea of the Month – Tulsi
- 3/26: Embracing Our Difference: Stories & Art Activities (w/Be Kind Whitewater)
- Month of April: Citizen Science Bingo
- 4/7: Flower take/make craft for kids
- 4/9: Community Helpers Storytime w/a banker
- 4/19: Music & Art Wonder Club w/Noelle Larson



Makerspace Appointments: 1 hour

Total Makerspace Use: 11 (note that this number reflects only people who sign in; many don't)

Equipment & Technology: No updates.

Donations:

- The First English Lutheran Church in Whitewater is donating \$100 to sponsor the adult summer reading grand prize (which will be a Kindle Fire).
- Fabric and craft items from patron.

Other Updates:

- I assisted Diane with the 2024 programming statistics for the annual report.
- Created a Makerspace survey for patron feedback and will be accepting responses through April. The survey is available in both print and online formats.
- Worked with Project Maria to create a display for National Eating Disorders Awareness Week.
- Social media posts highlighting Women's History Month
- Working on Strategic Goal 4: Create a plan to renew and revitalize the Friends of the Library

Meetings:

2/14: Planning meeting with Be Kind Whitewater

2/19: WLA Sustainability SIG meeting

2/24: WLA Intellectual Freedom SIG meeting

2/24: WLA Mentorship meeting

2/26: Management meeting

3/5: Jeni Schomber, DPI

3/5: Management meeting

3/7: Meeting with Noelle Larson about Storytelling Festival

3/12: Management meeting

Professional Development:

- NEOGOV Emerging Leader Certification Program Sessions:
 - *Leadership (People View)*
 - *Safety for Leaders*
 - *Employee Differences (Diversity)*

- NEOGOV trainings:
 - *Bloodborne Pathogens (V2)*
 - *Anti-Harassment*
 - *Slips, Trips, and Falls*

- Library Makerspaces Research Showcase (one-day online conference):
 - *The Impact and Value of Makerspaces in Public Libraries*
 - *What First-Time Users Can Teach Us About Makerspace Design and Experience*
 - *Whose Values? Navigating Key Tensions in Makerspace Design, Use, and Evaluation*
 - *Accessibility in Making: Perspectives from Disability Self-Advocates*
 - *Making is for Everyone: Lessons Learned from Library Makerspaces for Youth with Disabilities*
 - *Promoting Computational Thinking Skills for Blind and Visually Impaired Learners Through Accessible Library Makerspace*
 - *Factors Influencing Intention to Introduce Accessibility in Makerspace Planning and Implementation*
 - *Values-based Assessment: Designing Assessment for Learning in Library Makerspaces*
 - *The Observation Deck: Digital tools for observation, assessment, and analysis*
 - *Maker Immersion: Developing Curriculum Design and Assessment Skills for Academic Makerspace Course Integration*
 - *Co-teaching and the role of school librarians in facilitating maker learning in schools*
 - *Family Makers: Promoting Engineering Learning for Children and Caregivers Through Online Making Programs at Rural Libraries*
 - *Connected Spaces: A Technological Framework for Fostering Collaboration by Linking Novice Makers with Mentors and Peers*