



# Library Board of Trustees Meeting

Whitewater Municipal Building Community Room,  
312 West Whitewater St., Whitewater, WI 53190  
\*In Person and Virtual

**Monday, December 18, 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.**

<https://us02web.zoom.us/j/89929656951?pwd=dmd4QkppL2FDMXA5WURjcy8rZ0dHdz09>

+1 312 626 6799 US (Chicago)

Meeting ID: 899 2965 6951

Passcode: 50657151

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

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## AGENDA

### CALL TO ORDER

### ROLL CALL

### APPROVAL OF AGENDA

### 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 November 20, 2023 regular meeting
2. Approval of Payment of Invoices
3. Acknowledgement of receipt of statistical report
4. Acknowledgement of Receipt of the Treasurer's report
5. Acknowledgement of Receipt of Financial 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 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. Library Building Project update

### **NEW BUSINESS**

7. Determine and approve the date of the January 2024 meeting
8. Appointment of a new secretary for the Library Board of Trustees
- [9.](#) Approval of the 2024 Jefferson County Library Contract
- [10.](#) Discussion and possible action regarding the Achen photos and allowing the Whitewater Unified School District to make copies of photos for their upcoming play Our Town
- [11.](#) Review of the 2023 Strategic Plan Activities
- [12.](#) Review and approval of the Staff Development Policy

### **CONSIDERATIONS / DISCUSSIONS / REPORTS**

- [13.](#) Library Director's Report
- [14.](#) Youth Services Report
- [15.](#) Programming & Makerspace Report
- [16.](#) Bridges Library System Reports
17. Board Reports

### **EXECUTIVE SESSION**

18. 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:

- 1. Library Director Search.**

### **RECONVENE INTO OPEN SESSION**

19. Discussion and possible action regarding Library Director search

### **FUTURE AGENDA ITEMS**

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, November 20, 2023, 6:30 pm

## MINUTES

### *Mission Statement:*

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

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

1. **CALL TO ORDER** at 6:59 pm

2. **ROLL CALL**

Present: Doug Anderson, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Jaime Weigel

Absent: Sallie Berndt

Staff: Diane Jaroch

Guests:

### **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 each meeting even if no changes are being made at that meeting.

MSC Diebolt-Brown/Retzke to approve the Agenda.

Ayes: Doug Anderson, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Jaime Weigel

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 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

MSC Diebolt-Brown/Anderson to approve the Consent Agenda.

Ayes: Doug Anderson, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel

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.

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#### **OLD BUSINESS**

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

- a. Architects are looking to have a building committee made of board, staff, and community members. This committee would decide on furnishings and the building.

7. Library Building Project update.

- a. There has been a room by room synopsis. The architects would like feedback from the committee about flooring, windows, etc.
- b. ML Structural, local engineers - engineers from Illinois and Wisconsin.

#### **NEW BUSINESS**

8. Review and approve Staff Vacation Policy.

MSC Diebolt-Brown/Anderson to approve the Staff Vacation Policy.

Ayes: Doug Anderson, Brienne Diebolt-Brown, Jennifer Motzsko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel  
Nays: none

9. Review and approval of Closed Holidays.

MSC Diebolt-Brown/Weigel to approve the Closed Holidays.

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

Nays: none

10. Approval of the CAFE Addendum.

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

MSC Anderson/Retzke to approve the CAFE Addendum.

Ayes: Doug Anderson, Brienne Diebolt-Brown, Jennifer Motzsko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel

Nays: none

**STAFF REPORTS**

11. Director Report.

- a. Final vote for budget 11/21.
- b. Stacey's farewell event was a big success!

12. Assistant Director.

- a. Attended WLA, got to see the keynote speaker.
- b. Effigy Mounds program was highly attended.

13. Youth Educational Services.

- a. Cookbook contest was greatly appreciated by community members. Awesome way to connect with generations.

14. Programming & Makerspace Librarian.

15. Library Bridges Staff Reports.

**FUTURE AGENDA ITEMS**

- a. Opportunities for schools to get library cards.
- b. Short update on process of interviewing Library Directors.
- c. Trustee Training Week
- d. Vote on new Secretary at December's meeting.

## **ADJOURNMENT**

MSC Diebolt-Brown/Weigel to adjourn.

Confirmation of the next meeting December 18th at 6:30pm.

Meeting adjourned at 7:35 pm.

Minutes respectfully submitted by Alyssa Orłowski on November 20, 2023.

DRAFT

**INVOICES**

Item 2.

<b>Category</b>	<b>Claimant</b>	<b>Invoice #</b>
Advertising	Facebook	6777702332344000
Audiovisual-adult	Hoopla (Midwest Tape)	504578214
Audiovisual-adult	Amazon	n/a
Audiovisual-adult	Amazon	n/a
Audiovisual-adult	Amazon	n/a
Audiovisual-adult	Amazon	n/a
Audiovisual-adult	Amazon	n/a
Audiovisual-adult	Amazon	n/a
Automation support	Envisionware	INV-US-68359
Books-adult	Hoopla (Midwest Tape)	504578214
Books-adult	B&T	2037874915
Books-adult	B&T	2037890888
Books-adult	Maris Associates	140
Books-juvenile	Ingram	78455614
Books-juvenile	Ingram	78455615
Books-juvenile	Ingram	78737172
Library Building Project	The Sweeney Group	11.23
Material recovery	Unique	6118842
Office Supplies	Walmart	n/a
Office Supplies	Shred-it	8004805922
Office Supplies	Amazon	n/a
Office Supplies	Thermal Paper Direct	468458
Office Supplies	The Library Store	6060913
Office Supplies	Shred-it	8005080238
Office Supplies	Oriental Trading Company	n/a
Office Supplies	Opportunities Inc.	PS1575714
Office Supplies	Colibri	3296
Office Supplies	Demco	7399289



**INVOICES**

Item 2.

Periodicals-adult	Journal Sentinel	n/a	
Periodicals-adult	APG Southern WI		270874492
Periodicals-adult	APG Southern WI		274131726
Periodicals-adult	Journal Sentinel	n/a	
Postage	USPS		
Program supplies-adult	Amazon	n/a	
Program supplies-adult	Walmart	n/a	
Program supplies-adult	Amazon	n/a	
Program supplies-adult	Festival Foods	n/a	
Program supplies-adult	Flora Villa		159860
Program supplies-adult	Amazon	n/a	
Program supplies-adult	Amazon	n/a	
Program supplies-adult	Amazon	n/a	
Program supplies-adult	Amazon	n/a	
Program supplies-juvenile	Amazon	n/a	
Program supplies-juvenile	Scholastic		54698471
Program supplies-juvenile	Amazon	n/a	
Travel	Willmann, Susan		
Travel	Rolfsmeyer, Deana		
Travel	Jaroch, Diane		
Travel	French, Sarah		

INVOICES

**Amount**  
**\$ 21.00**

\$ 270.07

\$ 76.63

\$ 67.72

\$ 140.72

\$ 17.96

\$ 32.17

\$ 198.45

**\$ 803.72**

**\$ 309.96**

\$ 92.20

\$ 342.80

\$ 305.87

\$ 159.07

**\$ 899.94**

\$ 23.55

\$ 175.30

\$ 52.61

**\$ 251.46**

**\$ 5,551.00**

**\$ 81.55**

\$ 25.35

\$ 91.95

\$ 26.99

\$ 76.91

\$ 118.91

\$ 92.27

\$ 164.24

\$ 125.00

\$ 680.06

\$ 84.82

**\$ 1,486.50**

**INVOICES**

Item 2.

\$ 78.00  
\$ 31.97  
\$ 31.97  
\$ 78.00  
**\$ 219.94**

**\$ 792.00**

\$ 39.57  
\$ 51.98  
\$ 57.96  
\$ 275.43  
\$ 25.00  
\$ 36.77  
\$ 127.41  
\$ 38.73  
\$ 14.99  
**\$ 667.84**

\$ 68.84  
\$ 347.28  
\$ 48.95  
**\$ 465.07**

\$ 104.15  
\$ 61.18  
\$ 53.06  
\$ 206.33  
**\$ 424.72**

		<b>City of Whitewater</b>	<b>3,648</b>		
<b>Jefferson County</b>				<b>Dodge County</b>	
City	112			City	0
Rural	533			Rural	0
TOTAL	645			TOTAL	0
<b>Rock County</b>				<b>Waukesha County</b>	
City	68			City	26
Rural	496			Rural	1
TOTAL	564			TOTAL	27
<b>Walworth County</b>					
City	5			Other Counties	60
Rural	1,173				
TOTAL	1,178			Out of State	0
<b>Dane County</b>					
City	0			Total Nonresident	2,488
Rural	14				
TOTAL	14				
				<b>TOTAL</b>	<b>6,136</b>
	<b>ADULT</b>	<b>4,339</b>	<b>CHILDREN</b>	<b>2,157</b>	
<b>ACCESS &amp; USAGE</b>		<b>INFORMATION SERVICE</b>		3648	4
Days Open	24	Reference	201	Attendance	112
Hours Open	242				
Library Visits	4,394	<b>REGISTRATION</b>			
		Resident	3,232		
		Non-Resident	1,781		
		Total Registered Borrowers	5,013		
<b>OVERDRIVE</b>	1,404	New Users		<b>PRE-RECORDED PROGRAMS</b>	
				Children 0-5 Programs	
<b>MAKER SPACE</b>	20	<b>INTERLIBRARY LOAN</b>		Attendance	
		Lending	1,340	Children 6-11 Programs	
<b>MEETING ROOMS</b>	17	Borrowing	1,204	Attendance	
				Children 12-18 Programs	
<b>HOOPLA</b>		<b>VOLUNTEERS</b>		Attendance	
Checkouts	145	Participants	9	Adult Programs	
Cost	\$ 331.17	Hours worked	75.5	Attendance	
		<b>HOME DELIVERY</b>		All Ages	
<b>COLLECTION MAINTENANCE</b>		Participants	0	Attendance	
Books added	71	Items Delivered	0	<b>SELF-DIRECTED PROGRAMS</b>	
Books withdrawn	13			Children 0-5 Programs	1
Audio materials added	20	<b>IN-PERSON PROGRAMS</b>		Attendance	1
Audio materials withdrawn	1	Children 0-5 Programs	9	Children 6-11 Programs	2
Video materials added	15	Attendance	131	Attendance	115
Video materials withdrawn	0	Children 6-11 Programs	1	Children 12-18 Programs	
Other materials added	0	Attendance	11	Attendance	
Other materials withdrawn	28	Children 12-18 Programs	1	Adult Programs	
		Attendance	15	Attendance	
		Adult Programs	5	All Ages	
		Attendance	56	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
11.30.23	Interest		\$0.13		\$3,113.47

<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
11.30.23	Accrued interest earned 5.3%		\$1,363.37		\$314,337.62

## 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

## 23-Nov

Beginning Balance		\$ 2,530.68
Friends Shop Deposit	\$ 87.10	\$ 2,617.78
Check #4013	\$ 35.00	\$ 2,582.78
Interest	\$ 0.11	\$ 2,582.89
Ending Balance		\$ 2,582.89

# the American Deposit Management Co.

December 06, 2023

Statement Period:  
November 01, 2023 - November 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
- Questions on products & services:  
info@americandeposits.com
- Mail correspondence to:  
W220 N3451 Springdale Road  
Pewaukee, WI 53072

## American Money Market Account™

Account Number-Description	Average Monthly Balance	Net Earnings	Delivered Rate
CIRVIN01 - General	\$ 312,974.25	\$ 1,363.37	5.30 %



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



CIRVIN01 - General

**Balance Summary**

Beginning Balance:	\$	312,974.25
Total Deposits:	\$	1,363.37
Total Withdrawals:	\$	0.00
Ending Balance:	\$	314,337.62
Average Balance:	\$	312,974.25

**Transaction Detail**

DEPOSITS

Date	Description	Amount
11/30/2023	Accrued Interest Earned	\$ 1,363.37
<b>Total Deposits:</b>		<b>\$ 1,363.37</b>

**Summary of Financial Institutions**

FDIC/ NCUA	Name	Balance
57368	Bankwell Bank	\$ 1,662.32
27237	Enterprise Bank & Trust	\$ 248,500.00
6384	PNC Bank, NA - Repurchase Agreement	\$ 1,363.37
10988	Stearns Bank NA	\$ 59,947.00
18344	UBank (TX)	\$ 1,507.48
57512	Western Alliance Bank	\$ 1,357.45
<b>Ending Balance:</b>		<b>\$ 314,337.62</b>

American Deposit Management LLC applied a Deposit Advisory Fee of \$-28.57 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 \$16,712,426.43 for a total of \$1,671,799.27.

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).



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**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023**

Item 5.

**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	140.83	2,234.62	3,300.00	1,065.38	67.7
220-45320-55	SALES-SUMMER LIBRARY PROGRAM	.00	.00	100.00	100.00	.0
220-45330-55	COPY MACHINE REVENUE	394.50	3,349.79	2,500.00	( 849.79)	134.0
	TOTAL FINES & FORFEITURES	535.33	5,584.41	5,900.00	315.59	94.7
<u>MISCELLANEOUS REVENUE</u>						
220-48100-55	INTEREST INCOME	.00	972.90	250.00	( 722.90)	389.2
220-48105-55	LIBRARY BOARD INTEREST INCOME	.00	12,381.31	3,000.00	( 9,381.31)	412.7
220-48210-55	RENTAL INC-HOUSE-414&414/A	.00	1,700.00	.00	( 1,700.00)	.0
220-48500-55	DONATIONS	518.43	45,275.37	18,650.00	( 26,625.37)	242.8
220-48550-55	SALE OF LIBRARY PROPERTY	.00	541,987.57	.00	( 541,987.57)	.0
220-48600-55	MISC REVENUE	19.40	477.47	500.00	22.53	95.5
	TOTAL MISCELLANEOUS REVENUE	537.83	602,794.62	22,400.00	( 580,394.62)	2691.1
<u>OTHER FINANCING SOURCES</u>						
220-49290-55	TRANSFER IN-GENERAL FUND	470,000.00	470,000.00	470,000.00	.00	100.0
220-49300-55	FUND BALANCE APPLIED	.00	.00	106,401.04	106,401.04	.0
	TOTAL OTHER FINANCING SOURCES	470,000.00	470,000.00	576,401.04	106,401.04	81.5
	TOTAL FUND REVENUE	471,073.16	1,307,619.03	834,006.04	( 473,612.99)	156.8

**CITY OF WHITEWATER**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023**

Item 5.

**LIBRARY SPECIAL REVENUE FUND**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>						
220-55110-111	WAGES/PERMANENT	23,182.04	262,717.77	299,535.60	36,817.83	87.7
220-55110-114	WAGES/PART-TIME	15,482.36	176,610.65	203,273.98	26,663.33	86.9
220-55110-117	LONGEVITY	.00	500.00	2,000.00	1,500.00	25.0
220-55110-120	EMPLOYEE BENEFITS	14,205.48	177,326.14	213,124.61	35,798.47	83.2
220-55110-211	PROFESSIONAL DEVELOPMENT	.00	982.00	.00	( 982.00)	.0
220-55110-218	PROFESSIONAL SERV/CONSULTING	96.30	22,414.97	19,583.00	( 2,831.97)	114.5
220-55110-224	SOFTWARE/HARDWARE MAINTENANCE	.00	9,740.78	5,146.77	( 4,594.01)	189.3
220-55110-225	TELECOM/INTERNET/COMMUNICATION	601.32	5,344.71	7,664.82	2,320.11	69.7
220-55110-227	RENTAL EXPENSES	.00	999.49	3,349.16	2,349.67	29.8
220-55110-310	OFFICE SUPPLIES	1,702.84	14,518.34	12,120.00	( 2,398.34)	119.8
220-55110-313	POSTAGE	810.65	1,088.36	151.50	( 936.86)	718.4
220-55110-319	MATERIAL RECOVERY	34.95	594.15	303.00	( 291.15)	196.1
220-55110-320	SUBSCRIPTIONS/DUES	.00	136.14	666.60	530.46	20.4
220-55110-321	LIBRARY BOOKS-ADULT	911.86	22,655.88	23,924.00	1,268.12	94.7
220-55110-323	LIBRARY BOOKS-JUVENILE	251.46	7,030.99	5,050.00	( 1,980.99)	139.2
220-55110-324	LIBRARY PERIODICALS-ADULT	109.97	3,948.73	3,928.00	( 20.73)	100.5
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	776.47	8,451.90	10,100.00	1,648.10	83.7
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENIL	194.19	1,398.28	2,525.00	1,126.72	55.4
220-55110-328	MACHINE READABLE-ADULT	.00	2,603.00	2,674.00	71.00	97.3
220-55110-330	TRAVEL EXPENSES	326.36	1,158.74	2,020.00	861.26	57.4
220-55110-331	PROMOTIONS/ADS-PUBLIC ED	21.00	888.43	1,010.00	121.57	88.0
220-55110-337	LIBRARY BUILDING PROJECT EXP	.00	61,709.11	.00	( 61,709.11)	.0
220-55110-341	PROGRAM SUPPLIES-ADULT	241.55	3,547.00	6,060.00	2,513.00	58.5
220-55110-342	PROGRAM SUPPLIES-JUVENILE	242.30	4,430.29	6,060.00	1,629.71	73.1
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	154.05	.00	( 154.05)	.0
220-55110-350	CONTINGENCIES	358.39	533.33	505.00	( 28.33)	105.6
220-55110-810	CAPITAL EQUIPMENT	.00	2,215.78	3,030.00	814.22	73.1
	<b>TOTAL LIBRARY</b>	<b>59,549.49</b>	<b>795,705.40</b>	<b>834,006.04</b>	<b>38,300.64</b>	<b>95.4</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>59,549.49</b>	<b>795,705.40</b>	<b>834,006.04</b>	<b>38,300.64</b>	<b>95.4</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>411,523.67</b>	<b>511,913.63</b>	<b>.00</b>	<b>( 511,913.63)</b>	<b>.0</b>

**CITY OF WHITEWATER  
BALANCE SHEET  
NOVEMBER 30, 2023**

Item 5.

**LIBRARY SPECIAL REVENUE FUND**

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>					
220-11100	CASH	235,023.81	411,523.67	464,041.13	699,064.94
220-11300	INVESTMENTS	32,226.37	.00	972.90	33,199.27
220-11301	LIBRARY BRD MM-132 732	3,112.04	.00	1.30	3,113.34
220-11500	LIBRARY BRD INVESTMENTS CDS	300,594.24	.00	12,380.01	312,974.25
	<b>TOTAL ASSETS</b>	<b>570,956.46</b>	<b>411,523.67</b>	<b>477,395.34</b>	<b>1,048,351.80</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	411,523.67	511,913.63	511,913.63
	<b>BALANCE - CURRENT DATE</b>	<b>.00</b>	<b>411,523.67</b>	<b>511,913.63</b>	<b>511,913.63</b>
	<b>TOTAL FUND EQUITY</b>	<b>536,438.17</b>	<b>411,523.67</b>	<b>511,913.63</b>	<b>1,048,351.80</b>
	<b>TOTAL LIABILITIES AND EQUITY</b>	<b>570,956.46</b>	<b>411,523.67</b>	<b>477,395.34</b>	<b>1,048,351.80</b>

**CITY OF WHITEWATER**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 11 MONTHS ENDING NOVEMBER 30, 2023**

Item 5.

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	594.33	6,647.12	10,465.51	3,818.39	63.5
100-55111-117 LONGEVITY PAY	.00	90.00	30.00	( 60.00)	300.0
100-55111-118 UNIFORM ALLOWANCES	.00	.00	13.50	13.50	.0
100-55111-150 MEDICARE TAX/CITY SHARE	8.10	100.74	162.82	62.08	61.9
100-55111-151 SOCIAL SECURITY/CITY SHARE	34.60	430.77	696.20	265.43	61.9
100-55111-152 RETIREMENT	40.41	479.77	714.61	234.84	67.1
100-55111-153 HEALTH INSURANCE	198.00	1,779.62	1,244.90	( 534.72)	143.0
100-55111-154 HSA-HRA CONTRIBUTIONS	.00	75.00	75.00	.00	100.0
100-55111-155 WORKERS COMPENSATION	12.71	160.46	324.53	164.07	49.4
100-55111-156 LIFE INSURANCE	.15	1.70	3.79	2.09	44.9
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221 WATER & SEWER	338.90	3,212.89	2,828.00	( 384.89)	113.6
100-55111-222 ELECTRICITY	974.03	11,672.53	11,750.00	77.47	99.3
100-55111-223 NATURAL GAS	202.62	3,508.41	4,500.00	991.59	78.0
100-55111-244 HVAC	.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	11,331.00	15,750.00	4,419.00	71.9
100-55111-355 REPAIR & SUPPLIES	346.92	2,498.42	2,020.00	( 478.42)	123.7
<b>TOTAL YOUNG LIBRARY BUILDING</b>	<b>4,009.77</b>	<b>46,345.50</b>	<b>55,060.86</b>	<b>8,715.36</b>	<b>84.2</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>4,009.77</b>	<b>46,345.50</b>	<b>55,060.86</b>	<b>8,715.36</b>	<b>84.2</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 4,009.77)</b>	<b>( 46,345.50)</b>	<b>( 55,060.86)</b>	<b>( 8,715.36)</b>	<b>( 84.2)</b>

## CONTRACT FOR COUNTY LIBRARY SERVICES

This agreement made this 20th day of November, 2023, by and between the County of Jefferson, hereinafter called "County," and **Irvin L. Young Memorial Library (Whitewater)** hereinafter called "Municipal Library," witnesseth:

### I. PURPOSE

The Jefferson County Board of Supervisors has, by resolution, stated the intent to provide public library services for the inhabitants of the County and has levied a tax to provide funds for such services. It is the intention of the parties to implement such County-wide public library services through the use of existing municipal libraries.

### II. TERM

The monetary payment and the services hereinafter stated shall be for a term commencing January 1, 2024 and ending December 31, 2024.

### III. MUNICIPAL LIBRARY SERVICES

1. The Municipal Library shall serve all residents of Jefferson County equally.
2. The Municipal Library shall direct the librarian or other representative to attend periodic County meetings with the Jefferson County Library Council to coordinate and improve County library services.
3. The Municipal Library shall furnish such statistical information as may be requested by the County pertaining to the use of said library by persons residing beyond the municipal boundaries.

### IV. MONETARY PAYMENT

In consideration of the Municipal Library services, the County shall pay to the Municipal Library, for the term of this agreement, the total sum of **\$55,127** payable in one sum not later than March 1, 2024.

### V. LOCAL AUTONOMY

The Municipal Library shall in all respects remain an independent legal entity and not an agent or an employee of the County of Jefferson. The governing board or body of the Municipal Library shall retain all of the existing powers and duties related to the operation and maintenance of said Municipal Library.

### VI. LOCAL USE OF FUNDS

It is mutually agreed by the County and the Municipal Library that the funds paid by the County are to cover the additional labor, material, capital outlay, and other expenses reasonably related to the County-wide services as set forth herein, and that the Municipal Library will not use said funds for the purpose of reducing the local tax levy.







# Irvin L. Young Memorial Library

## Library Photo Collection

Copies of the images in the Library's photo collection may be purchased. The images are delivered in digital format. The cost is \$10 per image. Payment by cash, personal check or money order must accompany the photo order. Turnaround time is five business days. To order a photo you will need the Library's box identification information and photo number, which may be obtained from staff.

### **Important Copyright Information**

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**IRVIN L. YOUNG MEMORIAL LIBRARY  
431 WEST CENTER STREET  
WHITEWATER, WISCONSIN 53190  
PH: 262-473-0530**

**PHOTO ORDER FORM**

Photo Box Identification	Photo #	Description
<b>Order Date</b>	<b>Pickup Date</b>	<b>Price (\$10.00 each, payable by cash, check, or money order on day of pickup)</b>

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**City, State, ZIP:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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I understand the above information regarding use of the photo reproductions I am purchasing and understand that if I commit copyright infringement, I may be subject to prosecution.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**For Staff Use Only**

**Date Paid:** \_\_\_\_\_

**Staff Initials:** \_\_\_\_\_

## 2023 Strategic Plan Activities

### STRATEGIC GOAL 1 Building Toward the Future

- Develop spaces that fit the diverse and ever-changing needs of our community
  - Engage the community in fundraising for the capital campaign-**Completed**

### 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-**Bridges has purchased auditing software. Deana will be attending a training on its use in January, 2024. This activity will carry over to next year.**
- Provide programming and collections that appeal across segments of the Whitewater community
  - Create a winter outdoor equipment collection for our Library of Things-**Completed.**
  - Print monthly book lists from Library Aware and make them available in the Youth Services Department-**Completed. This activity has been ineffective and will be discontinued.**
  - Schedule weekly social media posts from Library Aware-**Completed and will continue in 2024.**
- Provide welcoming, safe, and comfortable spaces throughout the library, both in the physical library and virtual library spaces
  - Set up a HappyLight on a dedicated table next to an outlet through March-**Completed.**
  - Identify our library with a visual indicator as an Affirming Space for LGBTQIA teens-**In progress. LGBTQIA flags are displayed in the young adult area, but staff has yet to complete training to be an Affirming Space.**
  - Provide 1-2 inclusive events for LGBTQIA youth-**Completed.**
  - 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-**In Progress. This activity will carry over to next year.**

### STRATEGIC GOAL 3 Engaging and Effective Communication

- Increase awareness of all the library does and offers
  - Film Summer Reading Program promotional video-**Completed.**

- Share community stories to highlight the needs and opportunities in Whitewater
  - Share social media posts from vetted community organizations on our Facebook page-**Completed and will continue next year.**
- Develop library advocates to promote the value of the library
  - Within the framework of the capital campaign, recruit community members to be library advocates-**Completed.**

#### **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-**In progress. This activity will carry over to next year.**
  - Collaborate with the Andersen Library archives on a presentation to highlight our collections to family history researchers-**This was not completed.**
- Create an environment to help other groups and organizations find ways to collaborate
  - Revise the library's meeting room policy to accommodate new uses of meeting spaces in the expanded and renovated library-**Completed.**
- Partner with schools and other organizations and groups to provide safe spaces and learning opportunities for school age children in the community.
  - Provide opportunities for students in the district to visit the library and explore resources-**In progress. Sarah hosted two Key Club meetings at the library that were not attended. A visit from Lakeland School was cancelled last minute due to busing issues. A visit from ELL students was very successful, with many of the students registering for library cards.**
  - Provide information on library services and programs and registering eligible children for the Dolly Parton Imagination Library through tabling at 4K registration and general school registration-**Completed.**
- Explore ways to increase engagement and involvement in the city
  - Have the police department provide active shooter training for staff on staff training/work day in April-**Completed.**
  - Continue to work with the city clerk on the city archives access project as her time permits-**This activity has been paused until both the new city clerk and the new library director are acclimated.**



# Irvin L. Young Memorial Library

## Staff Development Policy

The Irvin L. Young Memorial Library Board of Trustees has created a fund for Staff Development. The purpose of this fund is to encourage employees to further their education as it directly relates to working in the public library. This fund is separate from the budget amount set annually for continuing education activities required for re-certification of the professional staff.

The benefit will be provided according to the following:

1. Prior approval of the course(s) must be requested from the Library Director, who will determine the relevance of the proposed course(s) to work in the public library.
2. The employee will pay the tuition and then request reimbursement from the Library upon receiving grades no lower than "C" for an undergraduate course and no lower than "B" for a graduate course..
3. Reimbursement will be on the following scale for an undergraduate course:
  - a. 50% of the cost of tuition if the employee receives a "C"
  - b. 60% of the cost of tuition if the employee receives a "B"
  - c. 75% of the cost of tuition if the employee receives an "A"
 Reimbursement will be on the following scale for a graduate course:
  - a. 60% of the cost of tuition if the employee receives a "B"
  - b. 75% of the cost of tuition if the employee receives an "A"
 Reimbursement will be for up to twelve credit hours annually. The lifetime limit for this benefit will be limited to 42 credits.
4. An employee who takes individual courses without enrolling in a specific degree or certification plan will be required to remain employed at the library for one calendar year following receipt of funds from the Library. An employee who wishes to enroll in a specific degree or certification plan will be required to remain employed at the library for three calendar years following the final receipt of funds from the Library. If the employee leaves before the required time, the employee must pay back the funds received to the Library.
5. Employees must take courses on their own time.

**DIRECTOR'S REPORT**  
**December 2023**

**I. ADMINISTRATION**

- a. Work orders submitted in October.
  - i. Problems for patrons trying to access wireless printing.
  - ii. The laptop that is used with the OWL in the community room keeps restarting.
  - iii. A staff member was blocked from accessing a website she uses on a regular basis.
  - iv. The staff copier was not scanning to email.
  - v. A staff member could not connect to the network from her laptop.
  - vi. The master key that staff use to access the doors in the library was bent.
  - vii. Boxes needed to be taken to the basement.
  - viii. The shade in the staff breakroom was broken.
  - ix. Several lights were out in the hallway near the public restrooms.
  - x. The gutters were clogged with leaves.
  - xi. Signs needed to be hung up in the YA area.
  - xii. LEAP, the software we use at the circulation desk was not working correctly.
  - xiii. Per Mar is still in the process of fixing the fire alarm communication system. They will be again in on Monday, December 18 to complete the service ticket.

**II. BUDGET**

- a. The final vote on the 2024-2025 budget took place on Tuesday, November 21, 2023, and passed unanimously.

**III. PERSONNEL**

- a. One of our Customer Service Representatives will be taking a four week leave of absence beginning December 26th.

**IV. LIBRARY COLLECTION**

- a. We will be purchasing smaller RFID tags and the RFID tagging for audiovisual items will commence in 2024.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. The donor open house at the library on Friday, December 8 was well-attended.

**VI. LIBRARY BOARD RELATIONS**

- a. None.

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

- a. I will have attended the Alliance of Public Libraries (APL) meeting on Friday, December 10 at Hartland Public Library. I will report on it during the board meeting.

- b. I attended the November 21 council meeting at which the budget passed.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. None.

**IX. STRATEGIC PLAN**

- a. The management staff reviewed the 2023 activities and developed new activities for 2024.

**X. CAPITAL CAMPAIGN**

- a. The two celebration events for donors were a great success. We received a donation at each event, and since the two events, three additional donations have come in.



## **Youth Educational Services Report December 2023**

### **Programs**

- We have procured speakers for the 2024 spring session of Homeschool Hangout, including the Wisconsin Historical Society, the UW-Whitewater sustainability program, and Bat Conservation of Wisconsin.

### **Collection**

- We continue to simplify the spine labels for our nonfiction collection. We are working on the 580s and 590s.

### **Meetings and Trainings**

November 27: Staff meeting with Diane and Sarah

November 27: WLA Intellectual Freedom SIG Meeting

November 29: CCBC Workshop

December 4th: Met with Suzanne to talk about food pantry procedures

December 5th: Bridges Teen Think Tank Meeting

## Programming & Makerspace Librarian Report

Sarah French

December 2023

### Programs:

- 11/16: Baby Play Date (9)
- 11/21: Handmade for the Holidays: Confetti Candles & DIY Vanilla (15)
- 11/22: Storytime (13)
- 11/27: Mindful Mondays Book Club (8)
- 11/28: Key Club Meeting (15)
- 11/28: Handmade for the Holidays: Pinecone Flowers (27)
- 11/29: Storytime (10)
- 11/30: Baby Play Date (6)
- 12/4: Hour of Code (10)
- 12/5: Handmade for the Holidays: Macramé Ornaments (10)
- 12/6: Storytime (16)
- 12/7: Little Makers (15)
- 12/7: Maker Club (0) – I put the supplies/instructions out in the Makerspace
- 12/11: Snowman Mosaic take/make craft (60)
- 12/11: Gentle Yoga Flow for Adults (11)
- 12/12: Handmade for the Holidays: Pomanders (8)
- 12/13: Storytime (10)

### Upcoming Programs:

- 12/14: Baby Play Date
- Gentle Yoga Flow for Adults: 8 total sessions in December and January
- 12/19: Handmade for the Holidays: Festive Garland
- 12/27: Ferradermis Robotics Demonstration
- 1/4: Winter Owl Take and make
- 1/9: WI Goes to the Big Fair with Carol McLernon
- 1/11: Little Makers
- 1/16: Chess Club
- 1/17, 1/24, 1/30: Storytime
- 1/18: Baby Play Date
- 1/19: This is Knot Fun take/make
- 1/22: Winter Reading Challenge begins
- 1/22: Mindful Mondays Book Club
- 1/23: Explore Your National Parks with Mike Oswald
- 1/25: Maker Club
- 1/30: For Teens: Fairy Gardens

Makerspace Training Appointments: 3.5 hours

Makerspace Use:

- 11/10: Art supplies
- 11/10: Art supplies
- 11/13: Paper
- 11/15: Art supplies
- 11/18: Art supplies
- 11/18: Art supplies
- 11/19: Scanner
- 11/20: Art supplies
- 11/20: Art supplies
- 11/20: art supplies
- 11/30: 3D printer
- 12/1: 3D printer
- 12/1: Art supplies
- 12/1: Art supplies
- 12/4: 3D printer
- 12/4: Art supplies
- 12/4: Art supplies
- 12/6: Art supplies
- 12/7: Cricut
- 12/7: 8mm to digital
- 12/11: Art supplies
- 12/11: Art supplies
- 12/11: Art supplies
- 12/12: Sewing machine
- 12/12: Art supplies

Equipment & Technology:

- Purchased vacuum storage bags for the 3D filament, which will keep the filament from getting brittle and will create better 3D prints.

Donations: Craft supplies, yarn from patron

Other Updates:

- I was appointed to the WLA Children's Book Awards Committee 2024. The committee provides additions to the list of [Notable Wisconsin Authors/Illustrators](#) and the biographical information which accompanies them; selects the recipient of the [Elizabeth Burr/Worzalla Award](#); constructs an annual list of publications for children and young adults created by Wisconsin authors and illustrators which were published during the previous year, and annually selects a maximum of ten books to receive [Outstanding Achievement](#) recognition.
- We have been selected as one of the recipients of the *Thinking Money for Kids Program Kit*, an initiative of the American Library Association (ALA) and the FINRA Investor Education Foundation. They noted that this was an exceptionally competitive process, as they received 576 applications from all parts of the country. The programming period for these kits will be during September 2024-December 2025. The estimated value is \$2,000.
- Holiday Barbies in large display case
- Assisted with library open house on 12/8
- 3 adult book displays
  - Learn a Foreign Language Month
  - For Fans of Hallmark Holiday Movies
  - Award-winning Books of 2023

Meetings:

11/16: WAA meeting

11/27: Staff meeting

11/27: ALSC PSR Committee meeting

11/27: Building Committee meeting w/architect

Professional Development:

- *Living Our Values Out Loud: Programs that Walk the Talk*, WebJunction webinar
- *Defuse the Situation: Using Conversation to Build Empathy and Trust with the Public*, Alliance Research & Training webinar

# Bridges Library System Staff Reports

## December 2023

### Karol Kennedy – Library System Director

#### Jefferson County Contracts:

The Jefferson County Board approved the 2024 budget request in November. After the approval, we prepared the 2024 library contracts and sent them to the Jefferson County libraries for their approval. These contracts need to be signed by the library and municipal officials and returned to Jefferson County by February 1<sup>st</sup>.

#### Annual Evaluations:

I worked on performance evaluations for staff. Individual meetings are being held with each staff member in December to complete this process. I also met with Bridges Board President Linda Ager and Vice-President Betsy Forrest to review information from my own evaluation process and developed goals for 2024 based on feedback received from staff, directors, and the Bridges Board. These goals will be presented to the Bridges Board for approval in December.

#### Director Search:

The hiring process for a director at the Irvin L. Young Memorial Library (Whitewater) continues. Applications have been received and interviews are underway.

#### Closed Border Meeting:

Wisconsin statute 43.17 (11)(e) requires that any library that does not serve residents across a library system boundary meet at least once a year to discuss the situation. A meeting between Menomonee Falls and the Village of Germantown will be held on November 20<sup>th</sup>. The Menomonee Falls Public Library doesn't serve the residents of the Village of Germantown (Monarch Library System) since they don't receive any reimbursement for providing services. Because counties only fund use by residents who live in municipalities without libraries (TNR), this situation is not addressed by cross-county funding requirements. As a result, libraries are allowed to deny service to those residents across a library system border if they don't receive reimbursement.

#### Professional Development:

I attended the WI Libraries Talk About Race series session *Understanding & Challenging Implicit Bias in Decision Making*. This was an excellent presentation given by Anne Phibbs, founder and president of Strategic Diversity Initiatives. I also attended a meeting of the WLA Intellectual Freedom Special Interest Group that included discussion of some of the challenges going on in the state.

### Mellanie Mercier – Automation Coordinator & Assistant Director

#### Professional Development:

I attended the Wisconsin Digital Government Summit at the Monona Terrace on November 30th and went to sessions on AI and data.

**MessageBee:**

Tuesday, December 5th we began sending text notifications for holds, overdues, etc. through MessageBee and staff had training on the dashboard. So far things are working smoothly.

## Laurie Freund – Coordinator of Library Development

**SEWI CCBC Great New Books:**

Staff from the Children’s Cooperative Book Center (CCBC), located in Madison, came to Franklin Public Library on November 29<sup>th</sup> so library staff from libraries in the SEWI region could attend to hear and view the top new books for youth for 2024. The morning session focused on books for younger children, birth through Grade 5. The afternoon session concentrated on books for older children and teens (grades 6 through 12). Both sessions had time set aside for attendees to browse through all the books. We had 23 attendees for the morning session and 25 for the afternoon session.

**Writing Effective Survey Questions (on-demand):**

The SEWI Libraries region sponsored a “Writing Effective Survey Questions to Get Useful Data” video recording with nationally recognized library marketing consultant, Kathy Dempsey, that is now available on-demand for library staff. Information can be found on the [SEWI Libraries Learning Opportunities](#) web page.

**SEWI LSTA Library Conference Scholarships, Fall 2023:**

We received a total of 22 library submissions for staff attending fall state and national library conferences and for the Public Library Association (PLA) Conference that will be held in April 2024. Seven of those submissions were from Bridges member libraries. All submissions were approved. Reimbursement checks will be sent from our SEWI LSTA grant fiscal agent, Prairie Lakes Library System.

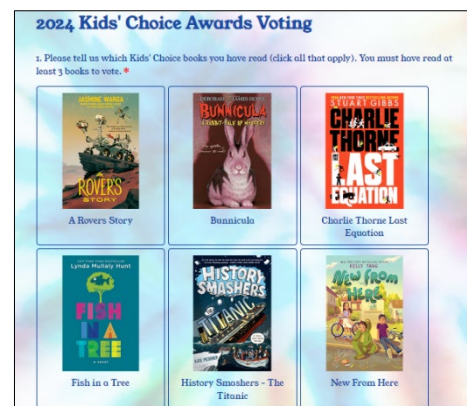
**Bridges Adult Services Meeting:**

Our final meeting for 2023 is on Wednesday, December 13<sup>th</sup>. This hybrid meeting allows interested library staff to attend either in person at Oconomowoc Public Library or online. The focus of the discussions is on library collections weeding practices. Resources, lists and other items from the meeting will be compiled and shared with member libraries.

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

**Youth Services:**

In the fall and winter months, I shift into planning mode for youth services. Mellanie Mercier and I have been working with Waukesha County’s IT and project management team to develop a [new voting tool](#) for the Kids’ Choice Awards. The tool is in its final development stages and will be ready when we open voting in January for kids in Jefferson and Waukesha Counties. We are excited that this tool will be hosted on the Bridges Library System web site and will be able to be managed internally, saving time and money. I am also starting to book performers for Summer Library Programs at all 24 libraries. I also met with Bambi, the new youth services librarian, at Hartland Public Library, to share what Bridges has to offer.



**Inclusive Services:**

I attended a Dementia Friendly Waukesha County meeting coordinated by the Aging and Disability Resource Center. I was able to network with a number of organizations (for profit and not-for-profit) serving those living with dementia. I followed up with contacts at Aurora and ProHealth, both offering to distribute memory café brochures to their patients. Having the clinicians provide our memory café information to patients directly is called social prescribing. We believe this will lead to more families learning about library memory cafes as a resource sooner in their healthcare journey.

**Professional Development:**

I was unable to attend the LEAD (Leadership Exchange in Arts and Disability) conference this year so I attended a virtual re-cap session coordinated by MACA (Michigan Alliance for Cultural Accessibility).

**Anniversary:**

I celebrated working 10 years for Waukesha County. Karol Kennedy accompanied me at the annual breakfast that Waukesha County hosts to honor employees with 10 to 45 years of service.

## Beth Bechtel – Database Management Librarian

**Library Visits:**

My library visits this month included New Berlin for a first meeting with the new main cataloger, and Whitewater to pick up local history books for original cataloging as well as to attend the director's retirement party. At Waukesha Public Library, I met with the cataloging librarians about adding library materials to OCLC's WorldCat database with the online WorldShare cataloging tool.

**Meetings:**

At the November in-person CAFÉ Cats meeting, agenda items included clarifying mass market paperbacks in the public catalog, removing an unnecessary field from catalog records that can cause confusion about formats, and keeping 4K Ultra HD Blu-rays distinct from Blu-rays in the catalog. In the online state Bibliographic Standards Committee meeting, the discussion centered on common terms used to describe library materials in Wisconsin's public libraries' catalogs and preparation for comparing selected titles from each system's catalog.

**Catalog Maintenance:**

Vox and Wonderbooks are books with an attached audio player, allowing the user to listen along while reading the text. This month, new CAFÉ codes were added for these audio-enabled books so they can be searched more easily and statistics can be kept on their use. I standardized more than 350 Wonderbook bib record edition statements.

CAFÉ catalogers agreed to remove the “additional physical form” field from CAFÉ bib records because that line of data caused confusion in the public catalog. I bulk-edited manageable batches of more than 75,000 titles to remove the unnecessary field.

I removed the Gale Courses bib records from the catalog. Patrons currently enrolled in courses may finish them, but new enrollment was not accepted in December because the service is being discontinued at the end of the year.

## Emily Heller – Public Communications Coordinator

### Library Memory Project:

I worked on an end-of-the-year campaign to help promote and celebrate the success of the Library Memory Project’s Memory Cafés and announce the [2024 schedule](#).

- Sent out a news release on Dec. 12
- Fox 6 News plans to do a report on Dec. 18 at Sussex on Memory Cafés
- Ran an ad in the NOW Communities West newspaper on Dec. 13
- Ran an ad in the Lake Mills Leader newspapers on Dec. 14
- Submitted the story with images and an ad to the ADRC newsletters in Waukesha and Jefferson counties.
- Submitted the events to [104.5 WSLD Radio](#) in Whitewater to help increase attendance in Jefferson.



### In the News:

Pewaukee Public Library offers StoryCorps recording opportunities: [https://waukeshafreeman-wi.newsmemory.com/?publink=05ded459d\\_134ae45](https://waukeshafreeman-wi.newsmemory.com/?publink=05ded459d_134ae45)

Johnson Creek Public Library’s Summer Learning Program participants received free shirts from an anonymous donor: [https://www.hngnews.com/lake\\_mills\\_leader/anonymous-donor-gives-shirts-to-graduates-of-johnson-creek-librarys-summer-learning-program/article\\_0c13b129-3b5e-5f8b-a0db-94fb939da025.html](https://www.hngnews.com/lake_mills_leader/anonymous-donor-gives-shirts-to-graduates-of-johnson-creek-librarys-summer-learning-program/article_0c13b129-3b5e-5f8b-a0db-94fb939da025.html)

### Consulting:

On November 15<sup>th</sup>, I held a Marketing Meetup at Brookfield Public Library. We had 18 library staff members attend and had a great discussion and brainstorming session on social media best practices and content strategies.

On November 28<sup>th</sup>, I had a Marketing Review Meeting with Brittany at Muskego Public Library to learn about their current promotions, plans and where I can best assist their team.

On December 8<sup>th</sup>, I did a brief Marketing Presentation with the Alice Baker Library Staff in Eagle. Then, I assisted them with a video project they had prepared to promote the benefits of a Café library card. We did a brief brainstorm and shot video interviews.



On December 12<sup>th</sup>, I scheduled an exclusive training about LibraryAware for Bridges member libraries staff to attend virtually. Caleigh Haworth, NoveList Engagement Consultant, did an overview of the software and answered questions. The recording of the session will be shared with the marketing email list for anyone that was not able to attend.

**Continuing Education:**

I attended the Library Marketing and Communications Conference (LMCC) from Nov. 6-8 in Indianapolis. It was an excellent conference with a lot of usable information and content. Some of the best sessions were on internal communication strategies, streamlining workflows and designs, and using Google to grow libraries through Business Profiles and online tours. Melissa from Delafield Library did a great presentation on email marketing using LibraryAware, and Pewaukee Public Library was recognized by Angela Hursh of NoveList during the keynote for their emails the teens.

**November/December Newsletters:**

Marketing Magic - resources for library staff:

- Dec. 1: 55.21% Open Rate
- Nov. 17: 61.46% Open Rate
- Nov. 3: 58.95% Open Rate

Monthly Bridges:

- Dec. 6: 46.9% Open Rate
- Nov. 9: 44.8% Open Rate

Legislators:

- Dec. 4: 11.11% Open Rate
- Nov. 6: 33.33% Open Rate