



# Library Board of Trustees

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

**Monday, November 18, 2024 - 6:30 PM**

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

Please click the link below to join the webinar:

***Join Zoom Meeting***

<https://us02web.zoom.us/j/87584294638?pwd=I1JYihaoTz3OCbXqmlNMJVcSrU5MyW.1>

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

**Meeting ID:** 875 8429 4638

**Passcode:** qT2AAhXV

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.

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

### CONSENT AGENDA

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

1. Approval of the minutes of the October 21, 2024 meeting
- [2.](#) Approval of Payment of Invoices for October 2024
- [3.](#) Acknowledgement of Receipt of October 2024 Statistical report
- [4.](#) Acknowledgement of Receipt of October 2024 Financial report
- [5.](#) Acknowledgement of Receipt of October 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 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
  - a) General Update

## **NEW BUSINESS**

- [7.](#) Discussion and possible action of funds from the house sales.
- [8.](#) Discussion and possible action on moving funds from the account held at the First Citizens State Bank to the account held at the American Deposit Management, LLC.
- [9.](#) Discussion and possible action for hiring a woodworker and mobile mill and setting a limit on the expense of the project.
- 10. Approval of the Closed Dates for 2025.
- 11. Review and approval of the Public Records Request policy.
- 12. Discussion and input regarding the Proposed Framework for Improving Public Participation at Whitewater Common Council & Committee Meetings document as presented by the Finance Committee.

## **CONSIDERATIONS / DISCUSSIONS / REPORTS**

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

## **FUTURE AGENDA ITEMS**

## **CONFIRMATION OF NEXT MEETING**

## **ADJOURNMENT**

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



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

**Monday, October 21, 2024 - 6:30 PM**

## MINUTES

**CALL TO ORDER** at 6:33 pm.

### ROLL CALL

Present: Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Camden Harlan, Doug Anderson

Absent: Brienne Diebolt-Brown, Sallie Berndt

Staff: Diane Jaroch, Rachel Clipse

Guests:

### APPROVAL OF AGENDA

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MSC Anderson/Retzke to approve the Agenda.

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

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 September 2024 meeting
2. Approval of Payment of Invoices for September 2024
3. Acknowledgement of Receipt of September 2024 Statistical report
4. Acknowledgement of Receipt of September 2024 Financial report
5. Acknowledgement of Receipt of September Treasurer's reports

MSC Anderson/Harlan to approve the Consent Agenda items 1, 2, 4, and 5.

Ayes: Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Camden Harlan, Doug Anderson  
Nays: none

MSC Harlan/Retzke to approve the Consent Agenda item 3.

Ayes: Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Camden Harlan, Doug Anderson  
Nays: none

## OLD BUSINESS

### 6. Library Building Project

#### a) General Update

- i. Outdoor book drop is on its way.
- ii. Open to public tentatively October 28th.

## NEW BUSINESS

### 7. Discussion and possible action of appointing a new Vice President.

Retzke to appoint Doug Anderson as new Vice President.

MSC Retzke/Harlan to approve Doug Anderson as Vice President.

Ayes: Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Camden Harlan, Doug Anderson  
Nays: none

### 8. Discussion of library building project expenses and funds. Possible action on transferring funds to the city for the building project.

- a. Further discussions during November's Library Board of Trustees meeting.

### 9. Discussion and possible action for hiring a woodworker and mobile mill to create a piece of furniture from the oak tree that was removed from library property.

- a. Currently not signed with a woodworker, but discussing possibilities. Will vote during November meeting.

### 10. Review and approval of the of the updated Staff Loan Privileges Policy

MSC Anderson/Orłowski to approve the updated Staff Loan Privileges Policy.

Ayes: Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Camden Harlan, Doug Anderson  
Nays: none

## CONSIDERATIONS / DISCUSSIONS / REPORTS

### 12. Library Director's report

### 13. Assistant Director's report

- a. Rachel worked with Shawn Carlson at Bridges to make sure due dates were extended during library closure.

14. Youth Educational Services report

- a. Collection analysis was done about the youth collection.
- b. Begin discussions for collaboration in WUSD about helping students get library cards.

15. Programming & Makerspace report

16. Bridges Library System Staff reports

17. Board reports

**FUTURE AGENDA ITEMS**

- a. Vote on Funds from House Sales.
- b. Discussion and possible action on moving funds from First Citizens Account to the American Deposit Management Company Account.
- c. Woodworker options.
- d. Trustee training workshops.

**CONFIRMATION OF NEXT MEETING** Monday, November 18th, 2024 at 6:30 pm in the Cravath Lakefront Conference Room.

**ADJOURNMENT** at 7:26 pm.

MSC Harlan/ to adjourn.

Ayes: Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Camden Harlan, Doug Anderson  
Nays: none

Minutes respectfully submitted by Alyssa Orlowski on Monday, October 21, 2024.

October 2024

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Midwest	506151392	\$ 44.99
Audiovisual-adult	Midwest	506222337	\$ 44.99
Books-adult	B&T	2038629309	\$ 883.08
Books-juvenile	Ingram	83741900	\$ 86.39
Grounds Maintenance	Coverall-Gibson Cleaners	n/a	\$ 225.00
Library Building Project	Charter Spectrum	CHTR62314	\$ 4,304.24
Library Building Project	WE Energies	n/a	\$ 11,004.96
			\$ 15,309.20
Material Recovery-Sept	Unique	6131256	\$ 69.90
Periodicals-adult	APG Southern WI	n/a	\$ 37.93
Program supplies-adult	Walmart	n/a	\$ 70.70
Program supplies-adult	Kwik Trip	n/a	\$ 19.10
Program supplies-adult	Target	n/a	\$ 34.79
Program supplies-adult	Walmart	n/a	\$ 42.96
Program supplies-adult	Walmart	n/a	\$ 72.25
			\$ 239.80
Travel	Rachel Clift	n/a	\$ 211.72

		<b>City of Whitewater</b>	<b>3,502</b>		
<b>Jefferson County</b>				<b>Dodge County</b>	
City	58			City	0
Rural	113			Rural	0
TOTAL	<b>171</b>			TOTAL	<b>0</b>
<b>Rock County</b>				<b>Waukesha County</b>	
City	9			City	3
Rural	63			Rural	0
TOTAL	<b>72</b>			TOTAL	<b>3</b>
<b>Walworth County</b>					
City	0			Other Counties	<b>2</b>
Rural	115				
TOTAL	<b>115</b>			Out of State	<b>0</b>
<b>Dane County</b>					
City	0			Total Nonresident	<b>365</b>
Rural	2				
TOTAL	<b>2</b>				
				<b>TOTAL</b>	<b>3,867</b>
	<b>ADULT</b>	<b>564</b>	<b>CHILDREN</b>		<b>47</b>
<b>ACCESS &amp; USAGE</b>		<b>INFORMATION SERVICE</b>			
Days Open	1	Reference		Attendance	
Hours Open	12				
Library Visits	176	<b>REGISTRATION</b>			
		Resident	3,502		
		Non-Resident	2,101		
		Total Registered Borrowers	<b>5,603</b>		
<b>OVERDRIVE</b>	1,640	New Users	1	<b>PRE-RECORDED PROGRAMS</b>	
				Children 0-5 Programs	
<b>MAKER SPACE</b>	1	<b>INTERLIBRARY LOAN</b>		Attendance	
		Lending	191	Children 6-11 Programs	
<b>MEETING ROOMS</b>	0	Borrowing	67	Attendance	
				Children 12-18 Programs	
<b>HOOPLA</b>		<b>VOLUNTEERS</b>		Attendance	
Checkouts	129	Participants	0	Adult Programs	
Cost	\$ 319.35	Hours worked	0	Attendance	
		<b>HOME DELIVERY</b>		All Ages	
<b>COLLECTION MAINTENANCE</b>		Participants	17	Attendance	
Books added	49	Items Delivered	173	<b>SELF-DIRECTED PROGRAMS</b>	
Books withdrawn	35			Children 0-5 Programs	
Audio materials added	9	<b>IN-PERSON PROGRAMS</b>		Attendance	
Audio materials withdrawn	0	Children 0-5 Programs		Children 6-11 Programs	1
Video materials added	1	Attendance		Attendance	60
Video materials withdrawn	17	Children 6-11 Programs		Children 12-18 Programs	
Other materials added	0	Attendance		Attendance	
Other materials withdrawn	0	Children 12-18 Programs		Adult Programs	
		Attendance		Attendance	
		Adult Programs		All Ages	
		Attendance		Attendance	

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

Item 4.

**LIBRARY SPECIAL REVENUE FUND**

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>					
220-11100	CASH	629,663.61	( 51,021.16)	( 883,817.09)	( 254,153.48)
220-11300	INVESTMENTS	33,407.21	.00	1,735.76	35,142.97
220-11301	LIBRARY BRD MM-132 732	3,113.59	.00	1.17	3,114.76
220-11500	LIBRARY BRD INVESTMENTS CDS	315,706.93	.00	12,496.81	328,203.74
	<b>TOTAL ASSETS</b>	<b>981,891.34</b>	<b>( 51,021.16)</b>	<b>( 869,583.35)</b>	<b>112,307.99</b>
 <u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
220-21100	ACCOUNTS PAYABLE	13,853.39	( 2,519.62)	( 13,853.39)	.00
220-21106	WAGES CLEARING	15,907.12	.00	( 15,907.12)	.00
	<b>TOTAL LIABILITIES</b>	<b>29,760.51</b>	<b>( 2,519.62)</b>	<b>( 29,760.51)</b>	<b>.00</b>
 <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	( 48,501.54)	( 839,822.84)	( 839,822.84)
	<b>BALANCE - CURRENT DATE</b>	<b>.00</b>	<b>( 48,501.54)</b>	<b>( 839,822.84)</b>	<b>( 839,822.84)</b>
	<b>TOTAL FUND EQUITY</b>	<b>952,130.83</b>	<b>( 48,501.54)</b>	<b>( 839,822.84)</b>	<b>112,307.99</b>
	<b>TOTAL LIABILITIES AND EQUITY</b>	<b>981,891.34</b>	<b>( 51,021.16)</b>	<b>( 869,583.35)</b>	<b>112,307.99</b>



**CITY OF WHITEWATER**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2024**

Item 4.

**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 &amp; FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	30.98	2,346.53	3,300.00	953.47	71.1
220-45330-55 COPY MACHINE REVENUE	126.25	3,807.95	3,000.00	( 807.95)	126.9
TOTAL FINES & FORFEITURES	157.23	6,154.48	6,300.00	145.52	97.7
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	.00	1,735.76	892.50	( 843.26)	194.5
220-48105-55 LIBRARY BOARD INTEREST INCOME	.00	12,497.98	11,900.00	( 597.98)	105.0
220-48110-55 LIBRARY BOARD DONATIONS	.00	5,888.21	.00	( 5,888.21)	.0
220-48500-55 DONATIONS	400.00	14,370.29	18,000.00	3,629.71	79.8
220-48525-55 GRANT REVENUE	.00	3,690.00	.00	( 3,690.00)	.0
220-48600-55 MISC REVENUE	5.50	428.54	300.00	( 128.54)	142.9
TOTAL MISCELLANEOUS REVENUE	405.50	38,610.78	31,092.50	( 7,518.28)	124.2
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	.00	627,557.72	627,557.72	.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	805,000.00	805,000.00	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	1,432,557.72	1,432,557.72	.0
TOTAL FUND REVENUE	562.73	264,535.26	1,689,718.22	1,425,182.96	15.7

**CITY OF WHITEWATER**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2024**

Item 4.

**LIBRARY SPECIAL REVENUE FUND**

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>						
220-55110-111	WAGES/PERMANENT	19,071.65	205,380.86	303,345.49	97,964.63	67.7
220-55110-114	WAGES/PART-TIME	14,963.67	162,522.09	206,805.88	44,283.79	78.6
220-55110-117	LONGEVITY	.00	1,500.00	2,000.00	500.00	75.0
220-55110-120	EMPLOYEE BENEFITS	13,833.46	143,270.47	251,452.13	108,181.66	57.0
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	644.61	3,659.06	8,470.44	4,811.38	43.2
220-55110-225	TELECOM/INTERNET/COMMUNICATION	436.71	4,644.81	6,681.28	2,036.47	69.5
220-55110-310	OFFICE & TECHNICAL SUPPLIES	356.59	14,670.43	14,275.00	( 395.43)	102.8
220-55110-313	POSTAGE	112.00	538.74	330.00	( 208.74)	163.3
220-55110-319	MATERIAL RECOVERY	.00	664.05	725.00	60.95	91.6
220-55110-320	SUBSCRIPTIONS/DUES	.00	329.64	650.00	320.36	50.7
220-55110-321	LIBRARY BOOKS-ADULT	617.06	21,738.09	25,000.00	3,261.91	87.0
220-55110-323	LIBRARY BOOKS-JUVENILE	117.51	5,870.21	5,000.00	( 870.21)	117.4
220-55110-324	LIBRARY PERIODICALS-ADULT	115.93	2,521.26	1,318.00	( 1,203.26)	191.3
220-55110-325	LIBRARY PERIODICALS-JUVENILE	.00	952.22	.00	( 952.22)	.0
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	11.51	4,134.72	7,500.00	3,365.28	55.1
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENIL	.00	1,805.22	2,500.00	694.78	72.2
220-55110-330	TRAVEL EXPENSES	38.19	821.09	3,000.00	2,178.91	27.4
220-55110-331	PROMOTIONS/ADS-PUBLIC ED	.00	215.00	1,000.00	785.00	21.5
220-55110-332	LIBRARY BOOKS-DIGITAL	.00	3,796.16	4,613.00	816.84	82.3
220-55110-333	AUDIO/VISUAL LIBRARY-DIGITAL	.00	2,387.79	5,116.00	2,728.21	46.7
220-55110-335	DATABASE SUBSCRIPTIONS	.00	21,186.00	943.00	( 20,243.00)	2246.7
220-55110-337	LIBRARY BUILDING PROJECT EXP	( 1,500.00)	.00	805,000.00	805,000.00	.0
220-55110-341	PROGRAM SUPPLIES-ADULT	215.42	2,662.56	3,500.00	837.44	76.1
220-55110-342	PROGRAM SUPPLIES-JUVENILE	.00	3,118.51	6,000.00	2,881.49	52.0
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	29.96	2,905.54	.00	( 2,905.54)	.0
220-55110-348	SALES TAX EXPENSE	.00	191.93	.00	( 191.93)	.0
220-55110-350	CONTINGENCIES	.00	293.75	300.00	6.25	97.9
220-55110-911	TRANSFER OUT-OTHER FUNDS	.00	491,567.97	.00	( 491,567.97)	.0
<b>TOTAL LIBRARY</b>		<b>49,064.27</b>	<b>1,104,358.10</b>	<b>1,689,718.22</b>	<b>585,360.12</b>	<b>65.4</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>49,064.27</b>	<b>1,104,358.10</b>	<b>1,689,718.22</b>	<b>585,360.12</b>	<b>65.4</b>
<b>NET REVENUE OVER EXPENDITURES</b>		<b>( 48,501.54)</b>	<b>( 839,822.84)</b>	<b>.00</b>	<b>839,822.84</b>	<b>.0</b>

**CITY OF WHITEWATER**  
**EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 10 MONTHS ENDING OCTOBER 31, 2024**

Item 4.

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	268.73	7,772.23	10,599.76	2,827.53	73.3
100-55111-117 LONGEVITY PAY	.00	.00	30.00	30.00	.0
100-55111-118 UNIFORM ALLOWANCES	.00	.00	13.50	13.50	.0
100-55111-150 MEDICARE TAX/CITY SHARE	4.54	117.18	154.33	37.15	75.9
100-55111-151 SOCIAL SECURITY/CITY SHARE	19.45	501.24	659.88	158.64	76.0
100-55111-152 RETIREMENT	18.55	549.54	734.38	184.84	74.8
100-55111-153 HEALTH INSURANCE	188.97	2,489.86	3,714.26	1,224.40	67.0
100-55111-154 HRA-LIFE STYLE ACCT EXPENSE	.00	.00	486.00	486.00	.0
100-55111-155 WORKERS COMPENSATION	5.75	173.32	208.32	35.00	83.2
100-55111-156 LIFE INSURANCE	.08	1.50	3.79	2.29	39.6
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221 WATER & SEWER	315.12	3,094.84	2,828.00	( 266.84)	109.4
100-55111-222 ELECTRICITY	822.19	9,950.90	11,750.00	1,799.10	84.7
100-55111-223 NATURAL GAS	59.01	2,530.74	4,500.00	1,969.26	56.2
100-55111-244 HVAC	.00	847.48	1,250.00	402.52	67.8
100-55111-245 FACILITY IMPROVEMENTS	.00	27.76	3,030.00	3,002.24	.9
100-55111-246 JANITORIAL SERVICES	1,259.00	11,331.00	15,750.00	4,419.00	71.9
100-55111-355 REPAIR & SUPPLIES	71.58	3,198.28	2,020.00	( 1,178.28)	158.3
<b>TOTAL YOUNG LIBRARY BUILDING</b>	<u>3,032.97</u>	<u>42,585.87</u>	<u>57,934.22</u>	<u>15,348.35</u>	<u>73.5</u>
<b>TOTAL FUND EXPENDITURES</b>	<u>3,032.97</u>	<u>42,585.87</u>	<u>57,934.22</u>	<u>15,348.35</u>	<u>73.5</u>
<b>NET REVENUE OVER EXPENDITURES</b>	<u>( 3,032.97)</u>	<u>( 42,585.87)</u>	<u>( 57,934.22)</u>	<u>( 15,348.35)</u>	<u>( 73.5)</u>

## FRIENDS OF THE LIBRARY FINANCIAL REPORT

## Jan-24

Beginning Balance		\$	2,747.50
Deposit	\$ 133.50	\$	2,881.00
Interest	\$ 0.13	\$	2,881.13
Ending Balance		\$	2,881.13

## Feb-24

Beginning Balance		\$	2,881.13
Deposit	\$ 114.80	\$	2,995.93
Interest	\$ 0.12	\$	2,996.05
Ending Balance		\$	2,996.05

## Mar-24

Beginning Balance		\$	2,996.05
Deposit	\$ 98.75	\$	3,094.80
Check #4014	80.9	\$	3,013.90
Check #4015	50	\$	2,963.90
Interest	\$ 0.12	\$	2,964.02
Ending Balance		\$	2,964.02

## Apr-24

Beginning Balance		\$	2,964.02
Deposit	\$ 95.10	\$	3,059.12
Interest	\$ 0.13	\$	3,059.25
Ending Balance		\$	3,059.25

## May-24

Beginning Balance		\$	3,059.25
Deposit	\$ 214.05	\$	3,273.30
Interest	\$ 0.14	\$	3,273.44
Ending Balance		\$	3,273.44

## Jun-24

Beginning Balance		\$	3,273.44
Deposit	\$ 230.85	\$	3,504.29
Check #4016	\$ 2,447.00	\$	1,057.29
Interest	\$ 0.05	\$	1,057.34
Ending Balance		\$	1,057.34

## Jul-24

Beginning Balance		\$	1,057.34
Deposit		\$	179.55
Interest		\$	0.05
Ending Balance		\$	1,236.94

Aug-24

Beginning Balance	\$	1,236.94
Deposit	\$	121.70
Interest	\$	0.06
Ending Balance	\$	1,358.70

Sep-24

Beginning Balance	\$	1,358.70
Deposit	\$	185.65
Interest	\$	0.06
Ending Balance	\$	1,544.41

24-Oct

Beginning Balance	\$	1,544.41
Deposit	\$	113.00
Interest	\$	0.07
Ending Balance	\$	1,657.48

<b>First Citizens State Bank, 207 W. Main St., PO Box 177, Whitewater, WI 53190</b>					
<b>Money Market Account #132732</b>					
<b>DATE</b>	<b>Activity</b>		<b>Interest/Dep</b>	<b>Withdrawal</b>	<b>Balance</b>
12.31.23	Balance				\$3,113.59
1.31.24	Interest		\$0.14		\$3,113.73
2.29.24	Interest		\$0.12		\$3,113.85
3.29.24	Interest		\$0.12		\$3,113.97
4.30.24	Interest		\$0.14		\$3,114.11
5.31.24	Interest		\$0.13		\$3,114.24
6.28.24	Interest		\$0.12		\$3,114.36
7.31.24	Interest		\$0.14		\$3,114.50
8.31.24	Interest		\$0.13		\$3,114.63
9.30.24	Interest		\$0.13		\$3,114.76
10.31.24	Interest		\$0.13		\$3,114.89
<b>ADM - American Deposit Management Company</b>					
<b>W220 N3451 Springdale Road, Pewaukee, WI 53072</b>					
<b>Date</b>	<b>Activity</b>		<b>Interest/Dep</b>	<b>Withdrawal</b>	<b>Balance</b>
12.31.23	Balance				\$315,706.93
1.31.24	Accrued Interest Earned 5.3%		\$1,375.27		\$317,082.20
2.29.24	Accrued Interest Earned 5.3%		\$1,335.22		\$318,417.42
3.31.24	Accrued Interest Earned 5.3%		\$1,387.08		\$319,804.50
4.30.24	Accrued Interest Earned 5.3%		\$1,393.12		\$321,197.62
5.31.24	Accrued Interest Earned 5.3%		\$1,399.19		\$322,596.81
6.30.24	Accrued Interest Earned 5.3%		\$1,405.28		\$324,002.09
7.31.24	Accrued Interest Earned 5.3%		\$1,411.41		\$325,413.50
8.31.24	Accrued Interest Earned 5.3%		\$1,417.55		\$326,831.05
9.30.24	Accrued Interest Earned 5.11%		\$1,372.69		\$328,203.74
10.31.24	Accrued Interest Earned 4.8%		\$1,294.83		\$329,498.57



November 06, 2024

Statement Period:  
October 01, 2024 - October 31, 2024

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

**Contact Us**

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

<b>American Money Market Account™</b>			
<b>Account Number-Description</b>	<b>Average Monthly Balance</b>	<b>Net Earnings</b>	<b>Delivered Rate</b>
CIRVIN01 - General	\$ 328,203.74	\$ 1,294.83	4.80 %

CIRVIN01 - General

**Balance Summary**

Beginning Balance:	\$	328,203.74
Total Deposits:	\$	1,294.83
Total Withdrawals:	\$	0.00
Ending Balance:	\$	329,498.57
Average Balance:	\$	328,203.74

**Transaction Detail**

DEPOSITS

Date	Description	Amount
10/31/2024	Accrued Interest Earned	\$ 1,294.83
<b>Total Deposits:</b>		<b>\$ 1,294.83</b>

**Summary of Financial Institutions**

FDIC/ NCUA	Name	Balance
24540	Bank of New England	\$ 11,400.00
57368	Bankwell Bank	\$ 57,033.86
35278	Capital Bank, NA	\$ 1,372.69
27237	Enterprise Bank & Trust	\$ 248,500.00
3832	Old National Bank	\$ 2,810.67
3832	Old National Bank	\$ 1,411.41
59112	Studio Bank	\$ 1,405.28
6560	The Huntington National Bank - Repurchase Agreement	\$ 1,294.83
18344	UBank (TX)	\$ 2,894.56
26626	United Texas Bank	\$ 1,375.27
<b>Ending Balance:</b>		<b>\$ 329,498.57</b>



*American Deposit Management LLC applied a period ending Sep 2024 Deposit Advisory Fee of \$106.61 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 Sep 2024, the Program Fee of 0.04 was applied to gross earnings of \$1,540.94 for a total of \$61.64.*

*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).*

## Holidays and Special Closings

2025

Jan 20	Mon	Martin Luther King, Jr. Day	
Apr 18	Fri	Spring Holiday	
May 24	Sat	Memorial Day Weekend	Closed
May 26	Mon	Memorial Day	
Jul 4	Fri	Independence Day	
Jul 5	Sat	Independence Day Weekend	
Aug 30	Sat	Labor Day Weekend	Closed
Sep 1	Mon	Labor Day	
Nov 26	Wed	Evening before Thanksgiving	Close at 5:00
Nov 27	Thu	Thanksgiving Day	
Nov 28	Fri	Day after Thanksgiving	
Dec 24	Wed	Christmas Eve (observed)	
Dec 25	Thurs	Christmas	
Dec 31	Wed	New Year's Eve	
Jan 1, 2026	Thu	New Year's Day	



## Irvin L. Young Memorial Library

### Public Records Requests

The Library Director has been designated as the legal custodian of all public records maintained at the Irvin L. Young Memorial Library, except for Library financial records that are under the control of the City of Whitewater Financial Office.

The Irvin L. Young Memorial Library has normal service hours of 9:00 a.m. to 8:30 p.m. on Monday through Thursday, 9:00 a.m. to 5:30 p.m. on Fridays and 9:00 a.m. to 3:00 p.m. on Saturdays. Requests to inspect records or to receive copies of records should be made directly to the designated custodian at the Irvin L. Young Memorial Library during normal service hours or by mail or email addressed to the Library Director or the director's designee. Records that are readily available will be provided promptly. If a search by library staff is necessary to locate records, the requestor will be so advised and may be charged the actual, necessary and direct cost of location, if the cost exceeds \$50.

The photocopying fee is 10 cents per page. If mailing of records is requested, postal charges will be added to the copying charge. If the cost exceeds \$5, prepayment of all charges is required.

## Proposed Framework for Improving Public Participation at Whitewater Common Council & Committee Meetings

### Public Appearance Card

Public Meeting Appearance Cards (PMAC) shall be used by members of the public who wish to speak during public comment, public hearing or specific agenda item. This form would also be used for those individuals who do not wish to or cannot verbally address the Common Council/Committee during a meeting.

A person may provide comments and support or opposition for an agenda item on the form. Those requesting to speak during the meeting may indicate this on the form.

Prior to taking action on an item on the agenda, the presiding officer will request the City Clerk/Secretary to indicate any speakers who have signed up for that particular item. The Clerk/Secretary will read the name of the speaker and the speaker on-deck. The Clerk/Secretary will alternate between those in support and opposition.

After all of the speakers have been called, the Clerk/Secretary will indicate written support and opposition by reading the name and the position of the individual. The minutes will reflect the receipt of written comments in support or opposition by all registered individuals.

### Time Limits

Public Comment – 3 minutes with a limit of 30 minutes total

Public Hearing – 5 minutes with a limit of 30 minutes for each support and opposed speakers

Per speaker time is the same. Provide support and opposed delineation.

Agenda Items – 3 minutes, with an ability for extension with consent of Common Council.

Per speaker time is the same. Provide clarification about extension of time.

Whenever a group of individuals wishes to address the Council/Committee on the same subject matter, those individuals may designate a spokesperson to address the Common Council/Committee. The spokesperson may ask for additional time when completing the PAMC, and with the consent of the Common Council/Committee, the presiding officer may extend the time allocation. Individuals are still welcome to complete a PMAC registering their support or opposition, and written comments will be entered into the record by the City Clerk/Secretary.

The presiding officer, with the concurrence of the Common Council/Committee, may extend or limit any of the enumerated time allocations based on the complexity of the item and the number of persons wishing to speak on the item

**Commented [RB1]:** Need to determine the number of people that constitutes a group.

**Commented [RB2]:** Need to determine the maximum time allotted to a group.

## **Meeting Conduct**

### **Expectations of Speakers**

- The speaker shall conduct themselves in a professional and respectful manner.
- All remarks shall be directed to the Common Council/Committee, as a body, and not City staff or any member of the public in attendance.
- The speaker shall not defame, intimidate, make personal affronts, make threats of violence, or use profanity.

### **Expectation of Public**

Members of the public in the audience shall not engage in any of the following activities during a Common Council/Committee meeting:

- Shouting, clapping, unruly behavior, or speaking out when not recognized by the presiding officer.
- Defamation, intimidation, personal affronts, threats of violence, or profanity.
- Behavior that disrupts the orderly conduct of the meeting.

### **Expectation of Council/Committee Members**

While the Common Council/Committee is in session, the members must preserve order and decorum. Each Council/Committee member shall conduct themselves with decorum and shall neither, by conversation or otherwise, delay nor interrupt the proceedings or the peace of the Common Council/Committee, nor disturb any member while speaking or refuse to obey the orders of the presiding officer.

**DIRECTOR'S REPORT  
OCTOBER 2024****I. ADMINISTRATION**

- a. Work orders submitted in October.
  - i. A bookcase needed to be moved to the new entrance area for use as the little free food pantry.
  - ii. After the ramp was installed I noticed the city sidewalk was very uneven in several places so the streets department smoothed it down as best they could.
  - iii. The people counter needed to be installed on the new entrance.
  - iv. The IT department needed to set Rachel's phone up to be used as a hotspot.
  - v. We had to have our outdoor book return put together and secured in place.
  - vi. A recycling bin in the basement needed to be hosed out as it had some boiler water in it.

**II. BUDGET**

- a. I attended the Finance Committee meeting on October 23<sup>rd</sup>. The committee only had a few questions and did not ask for anything to be changed.

**III. PERSONNEL**

- a. Sarah French has returned from maternity leave. She is currently working Wednesday – Friday until December.
- b. We were asked by the HR department to start doing performance evaluations for all staff. The evaluation process has been updated and seems much easier to navigate. Self-evaluations by staff were due to their supervisor by November 11<sup>th</sup>. In the future performance evaluations will begin in January and be due by March.

**IV. LIBRARY COLLECTION**

- a. We were able to get all of the children's book shelving put back into place before we opened to the public on October 31st.
- b. We will be using the remaining 2024 AV budget to purchase Vox Books for the children's area, and Nintendo Switch games, which we have had many requests for.
- c. We received two language translators from the Bridges Library System for use at the front desk when assisting patrons who do not speak English.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. When we reopened to the public we welcomed them back with candy, a guessing game for a chance to win a \$25 gift certificate to The Book

Teller, and take and make kits. The community was very happy to have the library available to them again.

- b. Several community members have donated artwork to 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.

**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 and Deana Rolfsmeyer.
- d. I attended the Jefferson County Library Services Meeting at which the draft of Jefferson County Library Service Plan for 2025-2029 was discussed.
- e. I attended a mandatory training for all city staff concerning Employment Litigation.
- f. I attended several furniture meetings with Studio GC and the building committee to discuss furniture for the new facility.
- g. I attended a Fire Alarm meeting with the architect and Assistant Fire Chief.
- h. I met with the City Manager twice in October to discuss the building project, the 2025 budget, and the library reopening on October 31st.
- i. I attended a city Safety Meeting the first week of November.
- j. I will have attended the APL meeting on November 15<sup>th</sup>.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I have completed nine of the twelve required three-hour, live classes for the NEOGOV Emerging Leadership Certification Program.

**IX. STRATEGIC PLAN**

- a. We have the letter and excel spreadsheet ready to send to the IT department at the WUSD concerning the collaboration of public library cards for students.

**X. CAPITAL CAMPAIGN**

- a. I heard from several of our donors that they received their payment reminder letter and have/or will be sending in their pledge payment for 2024.

**Adult Services Report: November 2024**

- Working with the Library Building Committee on furniture selection.
- Recorded a new voicemail recording for the main library line now that we are open to the public.

**Collection Development:**

- Collections have shifted some since staff has been allowed back in building so all materials are accessible to patrons.
- Weeding done on Adult Graphic novel collection.
- We have restarted purchasing Lucky Day items since phase 1 of the remodel is done.

**Meetings/ Webinars/Training Sessions Attended:**

- October 23<sup>rd</sup>: Staff meeting with Deana and Diane
- October 23<sup>rd</sup>: Construction meeting with Miron Construction and Studio GC
- October 23<sup>rd</sup>: Library Building Committee Meeting on Furniture selection
- October 30<sup>th</sup>: Construction meeting with Miron Construction and Studio GC
- November 1<sup>st</sup>: Staff meeting with Deana, Sarah, and Diane
- November 13<sup>th</sup>: Construction meeting with Miron Construction and Studio GC
- November 13<sup>th</sup>: Staff meeting with Deana, Sarah, and Diane
- November 13<sup>th</sup>: Meeting with Studio GC about materials for staff office spaces
- November 13<sup>th</sup>: Library Building Committee Meeting on Furniture selection
- November 13<sup>th</sup>: Building new Tech needs meeting with City of Whitewater IT department and Studio GC
- November 13<sup>th</sup>: Whitewater Leads meeting
- November 14<sup>th</sup>: One on One meeting with Diane to update each other on current projects



# Youth Services Report

November 2024

## Collection Management

Materials ordered	40
Books cataloged	30
Materials Weeded	0
Nonfiction books changed to Dewey Lite	0

## Programs/Services

Program Name	Participation
1000 Books before Kindergarten	1

## Outreach Visits

None	
------	--

## Marketing

Category	Quantity
Displays Created	3
Social media scheduled from LibraryAware	5
Other social media posts created	1

## Meetings and Trainings

October 23	Management Meeting
October 23	Architect Meeting
October 24	Management Meeting
October 30	Video Game Collection Training

October 30	Programming Meeting
November 1	Management Meeting
November 7	Management Meeting
November 8	Interview with UW Student regarding book bans
November 11	Municipal Employment Litigation Training

**Notes**

- We are coordinating with the Parks and Rec Department to host summer reading performers at the amphitheater in Cravath Park.
- We are coordinating on an art project with the students at the UW Children's Center.

**Programming & Makerspace Librarian Report**

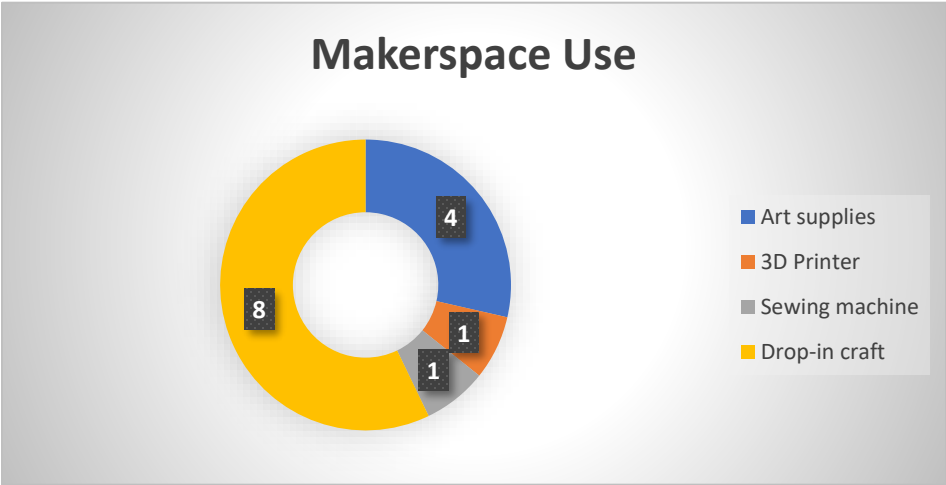
Sarah French  
November 2024

**Programs:**

- 10/31: Candy Corn take/make for kids (60)
- Month of November: Drop-in project in the makerspace for adults and teens – make a yarn-wrapped fall wreath
- 11/11: Turkey take/make for kids (60)

**Upcoming Programs:**

- December take/make for kids: Gingerbread house craft
- December take/make for adults: Fabric scrap tree ornament craft
- Drop-in Makerspace craft for December – Holiday card making
- I am planning a “Community Helpers” story time series which will be held at the Cravath Lakefront Community Building every 2<sup>nd</sup> Wednesday of the month from January through May. Each story time will explore a new career and offer opportunities to play and learn with hands-on activities and will be presented with the help of a community member. I have a police officer and a teacher lined up so far.



**Makerspace Training Appointments:** 0 hours

**Total Makerspace Use (10/31-11/12):** 14

**Equipment & Technology:**

- I am setting up the new embroidery machine that we purchased through a Bridges grant. I am testing it and developing training procedures. After this is completed, I will begin advertising this new equipment and training patrons on it.

**Donations:** none

**Other Updates:**

- I created a new tab on our website under the “Events” page titled “Happening This Month” – this page will be more functional to list the drop-in and open-ended activities we will have more of during construction.
- Bridges created marketing materials for a “Thankful for Libraries” campaign. Throughout November, patrons are invited share their stories to celebrate the incredible impact of public libraries. These testimonials will help demonstrate the value of libraries to both legislators and our communities. We supported this campaign by sharing on our website, social media channels, and with flyers in the library.
- I am highlighting our digital resources in weekly posts on social media. I am also promoting equipment training in the Makerspace and citizen science opportunities through SciStarter.
- I shared Libby’s “Big Library Read” promotional materials on social media and flyers in the library.
- I created a new tab on our website under the “About” page for the approved Land Acknowledgement Statement, Our Commitment to Action, and information about resources (links to local Native American history (including book lists and highlights from our library’s collection) and current issues for further research and education). This page will be continually updated as needed.

**Meetings:**

- 10/30 – Meeting with Deana
- 11/1 – Staff meeting
- 11/7 – Staff meeting
- 11/8 – Met with a UW-W student and Deana for an interview about book challenges.

**Professional Development:**

- SciStarter Ambassador Program Training
- *The Playful Library: Building Environments for Learning and Creativity* (ALA Editions, 2025)