



Library Board of Trustees

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

Monday, September 16, 2024 - 6:30 PM

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

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81646531133?pwd=nbtwdqXN28yy7oDscs52jaJkIZPu7J.1>

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

Webinar ID: 816 4653 1133

Passcode: K4DBZvcn

Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum.

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

A committee member can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the council to be implemented. the agenda shall be approved at 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 July 15, 2024 and August 19, 2024 meetings
- [2.](#) Approval of Payment of Invoices for July and August 2024
- [3.](#) Acknowledgement of Receipt of July and August 2024 Statistical reports
- [4.](#) Acknowledgement of Receipt of July and August 2024 Financial reports
- [5.](#) Acknowledgement of Receipt of July and August 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
 - b) Discussion of city bricks

NEW BUSINESS

- [7.](#) Mid-Year Review of the 2024 Strategic Plan Activities
- [8.](#) Review and possible action of Library Card Project Proposal with the WWUSD
- [9.](#) Review and possible action of the Land Acknowledgement Statement
- [10.](#) Preview Open Meeting video and review pages 6-12 of the City of Whitewater Good Governance Manual
- [11.](#) Review and approval of the Recognition Policy

CONSIDERATIONS / DISCUSSIONS / REPORTS

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



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

Monday, July 15, 2024 - 6:30 PM

Minutes

CALL TO ORDER at 6:31 pm.

ROLL CALL

Present: Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Doug Anderson

Absent: Jaime Weigel, Sallie Berndt

Staff: Diane Jaroch, Rachel Clift

Guests: Marisa Urbina

APPROVAL OF AGENDA

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

MSC Anderson/Diebolt-Brown to approve the Agenda.

Ayes: Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, 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 May 20, 2024 meeting
2. Approval of Payment of Invoices for May and June of 2024
3. Acknowledgement of Receipt of May and June 2024 Statistical reports
4. Acknowledgement of Receipt of May and June 2024 Financial reports
5. Acknowledgement of Receipt of May and June 2024 Treasurer's reports

MSC Anderson/Retzke to approve the Consent Agenda.

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

Item 2.

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.

OLD BUSINESS

6. Library Building Project

Discussion and possible action to approve a contractor and base bid for the library expansion and renovation project.

- a. Marisa was here to report out on bids and the expansion project. Bids were opened on July 2nd. Miron Construction Company is being recommended. This does not include alternate bids.

MSC Anderson/Retzke to approve Miron Construction Company and their base bid for \$5,156,370 for the library expansion and renovation project.

Roll Call Vote:

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

Discussion and possible action to approve ALTERNATE BID NO. 1: CEILING GRID AND ACCESSORIES

MSC Retzke/Diebolt-Brown to approve Alternate Bid No. 1 for \$16,010:

Roll Call Vote:

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

Discussion and possible action to approve ALTERNATE BID NO. 2: Air Handler Unit-2

MSC Retzke/Anderson to approve Alternate Bid No. 2 for \$7,249:

Roll Call Vote:

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

Discussion and possible action to approve ALTERNATE BID NO. 3: BASEMENT LIGHTING

MSC Retzke/Anderson to approve Alternate Bid No. 3 for \$23,700:

Roll Call Vote:

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

Nays: none

Discussion and possible action to approve ALTERNATE BID NO. 4: HEAT TRACE

MSC Anderson/Diebolt-Brown to approve Alternate Bid No. 4 for \$45,702.

Roll Call Vote:

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

Nays: none

Discussion and possible action to approve ALTERNATE BID NO. 5: TECHNOLOGY CABLING \

MSC Retzke/Anderson to reject alternate Bid No. 5 for -\$3,665.

Roll Call Vote:

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

Nays: none

Discussion and possible action to approve ALTERNATE BID NO. 6: ROOFING

MSC Anderson/Retzke to approve Alternate Bid No. 6 for -\$2,184.

Roll Call Vote:

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

Nays: none

Discussion and possible action to approve ALTERNATE BID NO. 7: DOOR TRIM

MSC Diebolt-Brown/Orlowski to approve Alternate Bid No. 7 for \$3,729.

Roll Call Vote:

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

Nays: none

Discussion and possible action to approve ALTERNATE BID NO. 8: INTERIOR DIMENSIONAL ALUMINUM SIGNAGE

MSC Anderson/Diebolt-Brown to approve Alternate Bid No. 8 for \$21,436.

Roll Call Vote:

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

Nays: none

MSC Anderson/Retzke to approve Alternate Bid No. 9 for \$15,288.

Roll Call Vote:

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

Nays: none

NEW BUSINESS

7. None

CONSIDERATIONS / DISCUSSIONS / REPORTS

8. Library Director's report

- a. Hoopla will no longer be available, but Libby will still be available.
- b. Translation tool is still in the demo phase. The city has a 6 month trial of this tool.

9. Assistant Director's report

- a. Memory Cafe discussed.

10. Youth Educational Services report

- a. Highest summer reading program numbers since 2016!
- b. Elementary school visit was very successful.

11. Programming & Makerspace report

12. Bridges Library System Staff reports

13. Board reports

FUTURE AGENDA ITEMS

CONFIRMATION OF NEXT MEETING

14. August 19, 2024 at 6:30 pm in Cravath Lakefront Room, City Hall.

ADJOURNMENT at 7:35 pm.

MSC Diebolt-Brown/Retzke to adjourn.

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

Nays: none

Next meeting is August 19 at 6:30 p.m.

Minutes respectfully submitted by Alyssa Orłowski on July 15, 2024.



Library Board of Trustees

Item 2.

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

Monday, August 19, 2024 - 6:30 PM

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

MINUTES

CALL TO ORDER at 6:34 pm.

ROLL CALL

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

Absent: None

Staff: Diane Jaroch, Rachel Clift

Guests: None

Move to transfer all actionable items to the September meeting agenda due to technology errors, and August agenda not being posted to the City website with 72 hours notice.

MSC Brown/Anderson to transfer all actionable items to the September meeting agenda due to technology errors.

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

Nays: none

Adjournment

MSC Brown/Anderson to adjourn.

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

Nays: none

Adjourned at 6:44 pm.

CONFIRMATION OF NEXT MEETING

Next meeting is Monday, September 16, 2024 at 6:30 pm at Cravath Lakefront Conference Room.

DRAFT

July 2024

Category	Claimant	Invoice #	Amount
Audiovisual-adult	B&T	H69373240	\$ 10.17
Audiovisual-adult	Amazon	n/a	\$ 205.77
Audiovisual-adult	B&T	H69373240	\$ 10.17
Audiovisual-adult	Midwest Tape	505797604	\$ 135.98
Audiovisual-adult	Amazon	n/a	\$ 79.87
Audiovisual-adult	Midwest Tape	205818636	\$ 67.99
Audiovisual-adult	Midwest Tape	505797604	\$ 135.98
Audiovisual-adult	Midwest Tape	505665206	135.98
			\$ 781.91
Audiovisual-digital	Midwest Tape-Hoopla	505702319	\$ 243.61
Books-adult	B&T	2038363095	\$ 907.09
Books-adult	B&T	2038382042	\$ 1,253.72
Books-adult	B&T	2038409411	\$ 472.26
Books-adult	B&T	2038414880	\$ 1,266.03
Books-adult	B&T	2038409411	\$ 1,725.98
Books-adult	B&T	2038422794	\$ 1,201.32
Books-adult	B&T	2038444492	\$ 474.94
			\$ 7,301.34
Books-digital	Midwest Tape-Hoopla	505702319	53.69
Books-juvenile	Ingram	82717798	\$ 444.22
Building Project	Southern Lakes Newspapers	2677	\$ 83.51
Building Project	Studio GC	20118	\$ 89,936.22
			\$ 90,019.73
Contingency	Jefferson Public Library		\$ 22.95
Contingency	Town Hall Library		\$ 8.00
			\$ 30.95
Database Subscription	Bridges	13010024	\$ 24,289.00
Material recovery	Unique	6127887	\$ 69.90
Office supplies	Shred-It	8007549821	\$ 96.18
Office supplies	Amazon	n/a	\$ 36.60
Office supplies	Shred-It	8007852264	\$ 84.99

July 2024

Office supplies	Opportunities	PSI614362	\$	52.50
			\$	270.27
Periodicals-adult	Journal Sentinel	n/a	\$	78.00
Periodicals-adult	APG Southern Wisconsin	n/a	\$	37.93
Periodicals-adult	Barron's	n/a	\$	379.67
Periodicals-adult	Journal Sentinel	n/a	\$	78.00
Periodicals-adult	APG Southern Wisconsin	n/a	\$	35.43
Periodicals-adult	Bridges	13010070	\$	236.52
			\$	845.55
Postage	USPS	n/a	\$	272.00
Program supplies-juvenile	Amazon	n/a	\$	36.96
SRP-Use of grants	CSLP	Woo301447	\$	83.00
Subscriptions and dues	WLA	20377	\$	136.14
Technical supplies	Amazon	n/a	\$	51.98
Technical supplies	Showcases	329000	\$	52.25
Technical supplies	Amazon	n/a	\$	73.58
Technical supplies	Demco	7507053	\$	92.78
Technical supplies	Showcases	329068	\$	46.40
Technical supplies	CCI Solutions	30467427	\$	82.36
Technical supplies	Bridges	13010047	\$	2,713.74
			\$	3,113.09
Travel	Susan Willmann	n/a	\$	44.89
Travel	Rachel Clift	n/a	\$	105.12
Travel	Diane Jaroch	n/a	\$	103.15
			\$	253.16

July 2024

INVOICES
August 2024

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Midwest Tape	505857555	\$ 55.99
Audiovisual-adult	Midwest Tape	505882696	\$ 58.99
Audiovisual-adult	Midwest Tape	505922230	\$ 34.99
Audiovisual-adult	Midwest Tape	505942346	\$ 39.99
Audiovisual-adult	Amazon	n/a	\$ 113.48
			\$ 303.44
Audiovisual-digital	Midwest Tape-Hoopla	505843293	\$ 572.89
Audiovisual-juvenile	Midwest Tape	505942348	\$ 196.94
Books-adult	B&T	2038479662	\$ 866.31
Books-digital	Midwest Tape-Hoopla	505843293	\$ 144.30
Books-juvenile	Ingram	83344621	\$ 513.00
Contingency	Public Libraries/Bridges	20240901	\$ 89.98
Library Building Project	City of Whitewater	n/a	\$ 19,564.50
Material recovery	Unique	6129022	\$ 58.25
Memory kit items	Amazon	n/a	\$ 136.72
Office supplies	Shred-it	8008162753	\$ 95.82
Office supplies	Amazon	n/a	\$ 64.44
			\$ 160.26
Periodicals-adult	WT Cox	311247	\$ 952.22
Periodicals-adult	Discount Mags	n/a	\$ 33.60
Periodicals-adult	APG Southern Wisconsin	n/a	\$ 32.93
Periodicals-adult	Journal Sentinel	n/a	\$ 78.00
			\$ 1,096.75
Program supplies-juvenile	Amazon	n/a	\$ 26.87
Technical supplies	Showcases	329236	\$ 78.70
Technical supplies	Venmill	19743	\$ 185.33
			\$ 264.03

		City of Whitewater	3,434		
Jefferson County				Dodge County	
City	168			City	0
Rural	526			Rural	0
TOTAL	694			TOTAL	0
Rock County				Waukesha County	
City	67			City	188
Rural	540			Rural	202
TOTAL	607			TOTAL	390
Walworth County					
City	36			Other Counties	35
Rural	1,310				
TOTAL	1,346			Out of State	0
Dane County					
City	10			Total Nonresident	3,068
Rural	21				
TOTAL	31				
				TOTAL	6,502
	ADULT	5,610	CHILDREN	537	
ACCESS & USAGE		INFORMATION SERVICE		All ages	1
Days Open	26	Reference	249	Attendance	80
Hours Open	265				
Library Visits	4,504	REGISTRATION			
		Resident	3,434		
		Non-Resident	1,863		
		Total Registered Borrowers	5,297		
OVERDRIVE	1,580	New Users	37	PRE-RECORDED PROGRAMS	
				Children 0-5 Programs	0
MAKER SPACE	10	INTERLIBRARY LOAN		Attendance	0
		Lending	1,874	Children 6-11 Programs	0
MEETING ROOMS	22	Borrowing	1,433	Attendance	0
				Children 12-18 Programs	0
HOOPLA		VOLUNTEERS		Attendance	0
Checkouts	144	Participants	1	Adult Programs	0
Cost	\$360.30	Hours worked	4	Attendance	0
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	15	Attendance	0
Books added	189	Items Delivered	163	SELF-DIRECTED PROGRAMS	
Books withdrawn	27			Children 0-5 Programs	1
Audio materials added	13	IN-PERSON PROGRAMS		Attendance	1
Audio materials withdrawn	1	Children 0-5 Programs	5	Children 6-11 Programs	2
Video materials added	28	Attendance	66	Attendance	139
Video materials withdrawn	3	Children 6-11 Programs	4	Children 12-18 Programs	0
Other materials added	0	Attendance	41	Attendance	0
Other materials withdrawn	0	Children 12-18 Programs	0	Adult Programs	1
		Attendance	0	Attendance	40
		Adult Programs	0	All Ages	
		Attendance	0	Attendance	

		City of Whitewater	3,455		
Jefferson County				Dodge County	
City	158			City	0
Rural	502			Rural	0
TOTAL	660			TOTAL	0
Rock County				Waukesha County	
City	107			City	100
Rural	589			Rural	39
TOTAL	696			TOTAL	139
Walworth County					
City	25			Other Counties	13
Rural	1,135				
TOTAL	1,160			Out of State	0
Dane County					
City	5			Total Nonresident	2,683
Rural	23				
TOTAL	28				
				TOTAL	6,138
	ADULT		CHILDREN		
ACCESS & USAGE		INFORMATION SERVICE			
Days Open	26	Reference	203	Attendance	
Hours Open	262				
Library Visits	3,587	REGISTRATION			
		Resident	3,455		
		Non-Resident	2,155		
		Total Registered Borrowers	5,610		
OVERDRIVE	1,511	New Users	44	PRE-RECORDED PROGRAMS	
				Children 0-5 Programs	
MAKER SPACE	11	INTERLIBRARY LOAN		Attendance	
		Lending	1,749	Children 6-11 Programs	
MEETING ROOMS	14	Borrowing	1,440	Attendance	
				Children 12-18 Programs	
HOOPLA		VOLUNTEERS		Attendance	
Checkouts	147	Participants	1	Adult Programs	
Cost	\$ 356.89	Hours worked	4	Attendance	
		HOME DELIVERY		All Ages	
COLLECTION MAINTENANCE		Participants	17	Attendance	
Books added	153	Items Delivered	174	SELF-DIRECTED PROGRAMS	
Books withdrawn	2			Children 0-5 Programs	
Audio materials added	9	IN-PERSON PROGRAMS		Attendance	
Audio materials withdrawn	1	Children 0-5 Programs		Children 6-11 Programs	1
Video materials added	15	Attendance		Attendance	55
Video materials withdrawn	4	Children 6-11 Programs		Children 12-18 Programs	
Other materials added	0	Attendance		Attendance	
Other materials withdrawn	2	Children 12-18 Programs		Adult Programs	
		Attendance		Attendance	
		Adult Programs		All Ages	
		Attendance		Attendance	

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

Item 5.

LIBRARY SPECIAL REVENUE FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>					
220-11100	CASH	629,663.61	(55,477.88)	(448,747.06)	180,916.55
220-11300	INVESTMENTS	33,407.21	.00	1,285.86	34,693.07
220-11301	LIBRARY BRD MM-132 732	3,113.59	.00	.77	3,114.36
220-11500	LIBRARY BRD INVESTMENTS CDS	315,706.93	.00	8,295.16	324,002.09
	TOTAL ASSETS	<u>981,891.34</u>	<u>(55,477.88)</u>	<u>(439,165.27)</u>	<u>542,726.07</u>
<u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
220-21100	ACCOUNTS PAYABLE	13,853.39	117,138.64	104,220.17	118,073.56
220-21106	WAGES CLEARING	15,907.12	.00	(15,907.12)	.00
	TOTAL LIABILITIES	<u>29,760.51</u>	<u>117,138.64</u>	<u>88,313.05</u>	<u>118,073.56</u>
<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	<u>.00</u>	<u>(172,616.52)</u>	<u>(527,478.32)</u>	<u>(527,478.32)</u>
	BALANCE - CURRENT DATE	<u>.00</u>	<u>(172,616.52)</u>	<u>(527,478.32)</u>	<u>(527,478.32)</u>
	TOTAL FUND EQUITY	<u>952,130.83</u>	<u>(172,616.52)</u>	<u>(527,478.32)</u>	<u>424,652.51</u>
	TOTAL LIABILITIES AND EQUITY	<u>981,891.34</u>	<u>(55,477.88)</u>	<u>(439,165.27)</u>	<u>542,726.07</u>

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2024

Item 5.

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>						
100-55111-111	SALARIES/PERMANENT	649.24	5,597.42	10,599.76	5,002.34	52.8
100-55111-117	LONGEVITY PAY	.00	.00	30.00	30.00	.0
100-55111-118	UNIFORM ALLOWANCES	.00	.00	13.50	13.50	.0
100-55111-150	MEDICARE TAX/CITY SHARE	9.71	84.25	154.33	70.08	54.6
100-55111-151	SOCIAL SECURITY/CITY SHARE	41.55	360.29	659.88	299.59	54.6
100-55111-152	RETIREMENT	44.80	399.46	734.38	334.92	54.4
100-55111-153	HEALTH INSURANCE	283.54	1,785.39	3,714.26	1,928.87	48.1
100-55111-154	HSA-HRA CONTRIBUTIONS	.00	.00	486.00	486.00	.0
100-55111-155	WORKERS COMPENSATION	13.90	126.78	208.32	81.54	60.9
100-55111-156	LIFE INSURANCE	.14	1.18	3.79	2.61	31.1
100-55111-158	UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221	WATER & SEWER	340.74	2,036.34	2,828.00	791.66	72.0
100-55111-222	ELECTRICITY	1,428.91	6,308.24	11,750.00	5,441.76	53.7
100-55111-223	NATURAL GAS	74.26	2,292.21	4,500.00	2,207.79	50.9
100-55111-244	HVAC	69.98	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	7,554.00	15,750.00	8,196.00	48.0
100-55111-355	REPAIR & SUPPLIES	155.15	2,400.37	2,020.00	(380.37)	118.8
	TOTAL YOUNG LIBRARY BUILDING	4,370.92	29,821.17	57,934.22	28,113.05	51.5
	TOTAL FUND EXPENDITURES	4,370.92	29,821.17	57,934.22	28,113.05	51.5
	NET REVENUE OVER EXPENDITURES	(4,370.92)	(29,821.17)	(57,934.22)	(28,113.05)	(51.5)

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2024

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	142,700.50	219,768.00	77,067.50	64.9
	TOTAL INTERGOVERNMENTAL REVENUE	.00	142,700.50	219,768.00	77,067.50	64.9
<u>FINES & FORFEITURES</u>						
220-45310-55	LOST MATERIAL FINE	66.00	2,196.61	3,300.00	1,103.39	66.6
220-45330-55	COPY MACHINE REVENUE	449.85	2,750.26	3,000.00	249.74	91.7
	TOTAL FINES & FORFEITURES	515.85	4,946.87	6,300.00	1,353.13	78.5
<u>MISCELLANEOUS REVENUE</u>						
220-48100-55	INTEREST INCOME	.00	1,285.86	892.50	(393.36)	144.1
220-48105-55	LIBRARY BOARD INTEREST INCOME	.00	8,295.93	11,900.00	3,604.07	69.7
220-48110-55	LIBRARY BOARD DONATIONS	264.65	5,308.40	.00	(5,308.40)	.0
220-48500-55	DONATIONS	608.27	13,944.18	18,000.00	4,055.82	77.5
220-48525-55	GRANT REVENUE	.00	3,690.00	.00	(3,690.00)	.0
220-48600-55	MISC REVENUE	18.15	406.99	300.00	(106.99)	135.7
	TOTAL MISCELLANEOUS REVENUE	891.07	32,931.36	31,092.50	(1,838.86)	105.9
<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	1,406.92	180,578.73	1,689,718.22	1,509,139.49	10.7

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2024

Item 5.

LIBRARY SPECIAL REVENUE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>						
220-55110-111	WAGES/PERMANENT	21,848.68	136,708.38	303,345.49	166,637.11	45.1
220-55110-114	WAGES/PART-TIME	15,791.98	106,401.69	206,805.88	100,404.19	51.5
220-55110-117	LONGEVITY	.00	1,500.00	2,000.00	500.00	75.0
220-55110-120	EMPLOYEE BENEFITS	14,002.28	96,689.62	251,452.13	154,762.51	38.5
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	753.65	1,990.19	8,470.44	6,480.25	23.5
220-55110-225	TELECOM/INTERNET/COMMUNICATION	441.91	2,761.95	6,681.28	3,919.33	41.3
220-55110-310	OFFICE SUPPLIES	1,014.12	6,938.62	6,000.00	(938.62)	115.6
220-55110-313	POSTAGE	8.32	129.87	330.00	200.13	39.4
220-55110-319	MATERIAL RECOVERY	69.90	466.00	725.00	259.00	64.3
220-55110-320	SUBSCRIPTIONS/DUES	.00	193.50	650.00	456.50	29.8
220-55110-321	LIBRARY BOOKS-ADULT	2,445.56	15,114.24	25,000.00	9,885.76	60.5
220-55110-323	LIBRARY BOOKS-JUVENILE	2,019.16	4,731.51	5,000.00	268.49	94.6
220-55110-324	LIBRARY PERIODICALS-ADULT	115.93	1,526.05	1,318.00	(208.05)	115.8
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	344.21	2,986.56	7,500.00	4,513.44	39.8
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENIL	339.95	1,499.57	2,500.00	1,000.43	60.0
220-55110-328	MACHINE READABLE-ADULT	.00	260.00	.00	(260.00)	.0
220-55110-330	TRAVEL EXPENSES	33.50	529.74	3,000.00	2,470.26	17.7
220-55110-331	PROMOTIONS/ADS-PUBLIC ED	.00	215.00	1,000.00	785.00	21.5
220-55110-332	LIBRARY BOOKS-DIGITAL	53.69	3,342.68	4,613.00	1,270.32	72.5
220-55110-333	AUDIO/VISUAL LIBRARY-DIGITAL	243.61	1,547.68	5,116.00	3,568.32	30.3
220-55110-335	DATABASE SUBSCRIPTIONS	21,186.00	21,186.00	943.00	(20,243.00)	2246.7
220-55110-336	TECHNICAL SUPPLIES	2,817.67	3,548.45	8,275.00	4,726.55	42.9
220-55110-337	LIBRARY BUILDING PROJECT EXP	90,019.73	288,514.34	805,000.00	516,485.66	35.8
220-55110-341	PROGRAM SUPPLIES-ADULT	.00	2,409.66	3,500.00	1,090.34	68.9
220-55110-342	PROGRAM SUPPLIES-JUVENILE	442.64	3,070.66	6,000.00	2,929.34	51.2
220-55110-343	MISC SUPPLIES-ADULT	.00	.00	150.00	150.00	.0
220-55110-346	SPECIAL PROGRAMING-SUMMER	.00	196.93	100.00	(96.93)	196.9
220-55110-347	LIBRARY USE OF GRANTS EXPENSE	.00	2,461.46	.00	(2,461.46)	.0
220-55110-348	SALES TAX EXPENSE	.00	119.93	.00	(119.93)	.0
220-55110-350	CONTINGENCIES	30.95	203.77	300.00	96.23	67.9
	TOTAL LIBRARY	174,023.44	708,057.05	1,689,718.22	981,661.17	41.9
	TOTAL FUND EXPENDITURES	174,023.44	708,057.05	1,689,718.22	981,661.17	41.9
	NET REVENUE OVER EXPENDITURES	(172,616.52)	(527,478.32)	.00	527,478.32	.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Item 5.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	929.26	6,526.68	10,599.76	4,073.08	61.6
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	13.86	98.11	154.33	56.22	63.6
100-55111-151 SOCIAL SECURITY/CITY SHARE	59.32	419.61	659.88	240.27	63.6
100-55111-152 RETIREMENT	64.12	463.58	734.38	270.80	63.1
100-55111-153 HEALTH INSURANCE	193.27	1,978.66	3,714.26	1,735.60	53.3
100-55111-154 HSA-HRA CONTRIBUTIONS	.00	.00	486.00	486.00	.0
100-55111-155 WORKERS COMPENSATION	19.89	146.67	208.32	61.65	70.4
100-55111-156 LIFE INSURANCE	.08	1.26	3.79	2.53	33.3
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221 WATER & SEWER	337.68	2,374.02	2,828.00	453.98	84.0
100-55111-222 ELECTRICITY	2,820.47	9,128.71	11,750.00	2,621.29	77.7
100-55111-223 NATURAL GAS	179.52	2,471.73	4,500.00	2,028.27	54.9
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	8,813.00	15,750.00	6,937.00	56.0
100-55111-355 REPAIR & SUPPLIES	408.58	2,808.95	2,020.00	(788.95)	139.1
TOTAL YOUNG LIBRARY BUILDING	6,285.05	36,106.22	57,934.22	21,828.00	62.3
 TOTAL FUND EXPENDITURES	 6,285.05	 36,106.22	 57,934.22	 21,828.00	 62.3
 NET REVENUE OVER EXPENDITURES	 (6,285.05)	 (36,106.22)	 (57,934.22)	 (21,828.00)	 (62.3)

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

Item 5.

LIBRARY SPECIAL REVENUE FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>					
220-11100	CASH	629,663.61	(144,560.27)	(593,330.78)	36,332.83
220-11300	INVESTMENTS	33,407.21	.00	1,436.99	34,844.20
220-11301	LIBRARY BRD MM-132 732	3,113.59	.00	.91	3,114.50
220-11500	LIBRARY BRD INVESTMENTS CDS	315,706.93	.00	9,706.57	325,413.50
	TOTAL ASSETS	<u>981,891.34</u>	<u>(144,560.27)</u>	<u>(582,186.31)</u>	<u>399,705.03</u>
 <u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
220-21100	ACCOUNTS PAYABLE	13,853.39	(118,073.56)	(13,853.39)	.00
220-21106	WAGES CLEARING	15,907.12	.00	(15,907.12)	.00
	TOTAL LIABILITIES	<u>29,760.51</u>	<u>(118,073.56)</u>	<u>(29,760.51)</u>	<u>.00</u>
 <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	<u>.00</u>	<u>(26,486.71)</u>	<u>(552,425.80)</u>	<u>(552,425.80)</u>
	BALANCE - CURRENT DATE	<u>.00</u>	<u>(26,486.71)</u>	<u>(552,425.80)</u>	<u>(552,425.80)</u>
	TOTAL FUND EQUITY	<u>952,130.83</u>	<u>(26,486.71)</u>	<u>(552,425.80)</u>	<u>399,705.03</u>
	TOTAL LIABILITIES AND EQUITY	<u>981,891.34</u>	<u>(144,560.27)</u>	<u>(582,186.31)</u>	<u>399,705.03</u>

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Item 5.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55	CONTRACT REVENUE	77,069.50	219,770.00	219,768.00 (2.00)	100.0
	TOTAL INTERGOVERNMENTAL REVENUE	77,069.50	219,770.00	219,768.00 (2.00)	100.0
<u>FINES & FORFEITURES</u>					
220-45310-55	LOST MATERIAL FINE	36.00	2,232.61	3,300.00 1,067.39	67.7
220-45330-55	COPY MACHINE REVENUE	420.36	3,170.62	3,000.00 (170.62)	105.7
	TOTAL FINES & FORFEITURES	456.36	5,403.23	6,300.00 896.77	85.8
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55	INTEREST INCOME	.00	1,436.99	892.50 (544.49)	161.0
220-48105-55	LIBRARY BOARD INTEREST INCOME	.00	9,707.48	11,900.00 2,192.52	81.6
220-48110-55	LIBRARY BOARD DONATIONS	381.60	5,690.00	.00 (5,690.00)	.0
220-48500-55	DONATIONS	23.21	13,967.39	18,000.00 4,032.61	77.6
220-48525-55	GRANT REVENUE	.00	3,690.00	.00 (3,690.00)	.0
220-48600-55	MISC REVENUE	12.90	419.89	300.00 (119.89)	140.0
	TOTAL MISCELLANEOUS REVENUE	417.71	34,911.75	31,092.50 (3,819.25)	112.3
<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	77,943.57	260,084.98	1,689,718.22 1,429,633.24	15.4

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2024

Item 5.

LIBRARY SPECIAL REVENUE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>						
220-55110-111	WAGES/PERMANENT	30,643.73	167,352.11	303,345.49	135,993.38	55.2
220-55110-114	WAGES/PART-TIME	25,126.75	131,528.44	206,805.88	75,277.44	63.6
220-55110-117	LONGEVITY	.00	1,500.00	2,000.00	500.00	75.0
220-55110-120	EMPLOYEE BENEFITS	18,108.92	114,798.54	251,452.13	136,653.59	45.7
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	396.47	2,386.66	8,470.44	6,083.78	28.2
220-55110-225	TELECOM/INTERNET/COMMUNICATION	923.78	3,685.73	6,681.28	2,995.55	55.2
220-55110-310	OFFICE SUPPLIES	624.34	7,562.96	6,000.00	(1,562.96)	126.1
220-55110-313	POSTAGE	272.00	401.87	330.00	(71.87)	121.8
220-55110-319	MATERIAL RECOVERY	.00	466.00	725.00	259.00	64.3
220-55110-320	SUBSCRIPTIONS/DUES	136.14	329.64	650.00	320.36	50.7
220-55110-321	LIBRARY BOOKS-ADULT	4,323.30	19,437.54	25,000.00	5,562.46	77.8
220-55110-323	LIBRARY BOOKS-JUVENILE	483.38	5,214.89	5,000.00	(214.89)	104.3
220-55110-324	LIBRARY PERIODICALS-ADULT	768.35	2,294.40	1,318.00	(976.40)	174.1
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	387.34	3,373.90	7,500.00	4,126.10	45.0
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENIL	.00	1,499.57	2,500.00	1,000.43	60.0
220-55110-328	MACHINE READABLE-ADULT	.00	260.00	.00	(260.00)	.0
220-55110-330	TRAVEL EXPENSES	253.16	782.90	3,000.00	2,217.10	26.1
220-55110-331	PROMOTIONS/ADS-PUBLIC ED	.00	215.00	1,000.00	785.00	21.5
220-55110-332	LIBRARY BOOKS-DIGITAL	.00	3,342.68	4,613.00	1,270.32	72.5
220-55110-333	AUDIO/VISUAL LIBRARY-DIGITAL	.00	1,547.68	5,116.00	3,568.32	30.3
220-55110-335	DATABASE SUBSCRIPTIONS	.00	21,186.00	943.00	(20,243.00)	2246.7
220-55110-336	TECHNICAL SUPPLIES	2,220.35	5,768.80	8,275.00	2,506.20	69.7
220-55110-337	LIBRARY BUILDING PROJECT EXP	19,480.99	307,995.33	805,000.00	497,004.67	38.3
220-55110-341	PROGRAM SUPPLIES-ADULT	37.48	2,447.14	3,500.00	1,052.86	69.9
220-55110-342	PROGRAM SUPPLIES-JUVENILE	.00	3,070.66	6,000.00	2,929.34	51.2
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	243.80	2,705.26	.00	(2,705.26)	.0
220-55110-348	SALES TAX EXPENSE	.00	143.38	.00	(143.38)	.0
220-55110-350	CONTINGENCIES	.00	203.77	300.00	96.23	67.9
	TOTAL LIBRARY	104,430.28	812,510.78	1,689,718.22	877,207.44	48.1
	TOTAL FUND EXPENDITURES	104,430.28	812,510.78	1,689,718.22	877,207.44	48.1
	NET REVENUE OVER EXPENDITURES	(26,486.71)	(552,425.80)	.00	552,425.80	.0

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

First Citizens State Bank, 207 W. Main St., PO Box 177, Whitewater, WI 53190					
Money Market Account #132732					
DATE	Activity		Interest/Dep	Withdrawal	Balance
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
ADM - American Deposit Management Company					
W220 N3451 Springdale Road, Pewaukee, WI 53072					
Date	Activity		Interest/Dep	Withdrawal	Balance
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

the
American Deposit Management Co.

September 09, 2024

Statement Period:
August 01, 2024 - August 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
- 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	\$ 325,413.50	\$ 1,417.55	5.30 %



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

CIRVIN01 - General

Balance Summary

Beginning Balance:	\$	325,413.50
Total Deposits:	\$	1,417.55
Total Withdrawals:	\$	0.00
Ending Balance:	\$	326,831.05
Average Balance:	\$	325,413.50

Transaction Detail

DEPOSITS

Date	Description	Amount
08/31/2024	Accrued Interest Earned	\$ 1,417.55
Total Deposits:		\$ 1,417.55

Summary of Financial Institutions

FDIC/ NCUA	Name	Balance
24540	Bank of New England	\$ 11,400.00
57368	Bankwell Bank	\$ 57,033.86
27237	Enterprise Bank & Trust	\$ 248,500.00
3832	Old National Bank	\$ 1,393.12
3832	Old National Bank	\$ 1,411.41
59112	Studio Bank	\$ 1,405.28
6560	The Huntington National Bank - Repurchase Agreement	\$ 1,417.55
18344	UBank (TX)	\$ 2,894.56
26626	United Texas Bank	\$ 1,375.27
Ending Balance:		\$ 326,831.05

American Deposit Management LLC applied a period ending Jul 2024 Deposit Advisory Fee of \$175.76 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 Jul 2024, the Program Fee of 0.04 was applied to gross earnings of \$1,653.30 for a total of \$66.13.

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).

WWW.AMERICANDEPOSITS.COM



the
American Deposit Management Co.

August 06, 2024

Statement Period:
July 01, 2024 - July 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
- 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	\$ 324,002.09	\$ 1,411.41	5.30 %



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

CIRVIN01 - General

Balance Summary

Beginning Balance:	\$	324,002.09
Total Deposits:	\$	1,411.41
Total Withdrawals:	\$	0.00
Ending Balance:	\$	325,413.50
Average Balance:	\$	324,002.09

Transaction Detail

DEPOSITS

Date	Description	Amount
07/31/2024	Accrued Interest Earned	\$ 1,411.41
Total Deposits:		\$ 1,411.41

Summary of Financial Institutions

FDIC/ NCUA	Name	Balance
24540	Bank of New England	\$ 11,400.00
57368	Bankwell Bank	\$ 57,033.86
27237	Enterprise Bank & Trust	\$ 248,500.00
3832	Old National Bank	\$ 1,393.12
6384	PNC Bank, NA - Repurchase Agreement	\$ 1,411.41
59112	Studio Bank	\$ 1,405.28
18344	UBank (TX)	\$ 2,894.56
26626	United Texas Bank	\$ 1,375.27
Ending Balance:		\$ 325,413.50

American Deposit Management LLC applied a period ending Jun 2024 Deposit Advisory Fee of \$90.83 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 Jun 2024, the Program Fee of 0.04 was applied to gross earnings of \$1,558.45 for a total of \$62.34.

The interest rate you earn on your American Deposit Management, LLC ("ADM") Deposits may fluctuate daily based on market conditions. ADM will inform you of the interest earned on your deposit accounts from program banks on your periodic account statement. ADM will also provide you with a blended interest rate earned reflecting the total yield on all of your deposits managed under the program.

American Deposit Management, LLC is acting as your agent. Certificates of Deposit may be subject to early withdrawal penalties. Additional information is available upon request. This is not intended as investment advice. If a depositor is subject to restrictions with respect to the placement of funds in depository institutions, it is the responsibility of the depositor to determine whether the placement of the depositor's funds through the program satisfies those restrictions. Financial Institutions listed are insured under the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Administration (NCUA).

WWW.AMERICANDEPOSITS.COM



First Citizens State Bank, 207 W. Main St., PO Box 177, Whitewater, WI 53190					
Money Market Account #132732					
DATE	Activity		Interest/Dep	Withdrawal	Balance
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
ADM - American Deposit Management Company					
W220 N3451 Springdale Road, Pewaukee, WI 53072					
Date	Activity		Interest/Dep	Withdrawal	Balance
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



Irvin L. Young Memorial Library

RECOGNITION POLICY

Recognition may be given to present and/or retired staff and volunteers or to donors who have given more than \$5000.00. The form of the recognition will be at the discretion of the library director and the cost is not to exceed \$50.00.

2024 Strategic Plan Activities

STRATEGIC GOAL 1 Building Toward the Future

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

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. *In progress*
- Provide programming and collections that appeal across segments of the Whitewater community
 - *Reintroduce the Winter Reading Program. Completed*
 - *Create a display for the Library of Things. On hold*
 - Schedule weekly social media posts from Library Aware. *Ongoing*
- Provide welcoming, safe, and comfortable spaces throughout the library, both in the physical library and virtual library spaces
 - *Provide staff training to become an Affirming Space for our LGBTQIA population. Incomplete*
 - 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 – for the time being we will be including links to book lists.*

STRATEGIC GOAL 3 Engaging and Effective Communication

- Increase awareness of all the library does and offers
 - *Create a library newsletter that patrons can opt in to. Completed*
 - *Create a welcome email inviting patrons to register for further newsletters. Completed*

- Share community stories to highlight the needs and opportunities in Whitewater O
 - Share social media posts from vetted community organizations on our Facebook page. **Ongoing**
- Develop library advocates to promote the value of the library
 - ***Collaborate with the new city media coordinator to create two library PSAs, one for the Makerspace and one for the Library of Things. In progress***

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. **Board input**
 - ~~Provide space for Jorge to host citizenship classes.~~ ***This has been tabled until construction is complete.***
- Create an environment to help other groups and organizations find ways to collaborate
 - ***Develop and approve partnerships policy and guidelines. Completed***
- Partner with schools and other organizations and groups to provide safe spaces and learning opportunities for school age children in the community.
 - Provide information on library services and programs through tabling at 4K registration and general school registration. **Completed**
 - ***The Director, Youth Services Librarian, and Programming and Makerspace Librarian will meet with school representatives to brainstorm ideas for outreach to the district. Completed***
- Explore ways to increase engagement and involvement in the city
 - ***Participate in the city's leadership committee. Ongoing***
 - ***Engage in 1-2 safety trainings provided by the police department, EMS, or fire department. In progress***

Opt-In Library Cards

Overview

In April 2024, the then director of the Dwight Foster Public Library provided our library board with a presentation on opt-in library cards. Their public library coordinated with the Fort Atkinson school district to allow parents and guardians to register students for a public library card when they registered for school. The result was that over 1000 children in the community who previously did not have a public library card were able to acquire one with ease.

The Irvin L. Young Memorial Library would like to partner with the Whitewater Unified School District to do the same for children in our community.

Goals

1. To partner with our school district to provide educational opportunities for students.
2. To make it easier for parents and guardians to register children for a library card.

Specifications

2

In order to provide opt-in library cards, the Dwight Foster Public Library coordinated with the school's IT department to put opt-in language on the school district's online registration form.

If a parent opted-in, the student's information was sent to the public library. Library staff members then entered the student's information into the public library's computer system and mailed the card to the student.

What we need from the schools:

1. Permission to include library card registration language on the school district's online registration form.
2. A spreadsheet with the registration information for any student whose parents or legal guardians opt into a library card.

What the public library will do:

1. Create an account for the registered student.
2. Provide the student with a card via the U.S. Postal system.

Land Acknowledgment Statement - **Draft**

Long version: To be used on the website (a dedicated page that also includes links to more information and resources), perhaps it could also be printed and displayed in the Whitewater Room:

The Irvin L. Young Memorial Library acknowledges and honors that this institution exists today on land that was and remains the ancestral and historic territory of many Native peoples, including the Potawatomi and Ho-Chunk. We welcome the responsibility to share stewardship of these lands, and be good neighbors to all Wisconsin Indigenous populations.

We occupy a storied place. Indigenous peoples of the past left behind their stories infused in this land. By the time Europeans came to the area now known as Whitewater, the early mound building cultures had disappeared, leaving traces of their sacred rituals on the land. The Potawatomi, then closely related to the Ojibwa and Odawa peoples, called this land home. The Ho-Chunk grew corn and gathered a living from these lands.

Not all came to this place voluntarily. Some were forced into what we now call Wisconsin. Some were forced across it. Some were forced out of it and found ways to return. We need to know the stories of this land and its people. We need to know how beginning in 1804 land was relinquished by tribal nations in treaties whose terms were unfair and not upheld; and how land was also taken by force. Settler colonizers representing the government carried out genocide, ethnic cleansing, and forced removal. The Indian Removal Act of 1830 was used to enable many atrocities. The land taken was divided and used for military purposes, or commerce, or for white settlers. The First Nations lost water rights and access to their homes, the places where their ancestors lived and rested. The legal, financial, and social consequences of these removals continue. We invite you to learn more about the genocide and forced displacement by non-native settlers, and the ongoing injustices against Native peoples.

As a public institution that provides access to resources and information for lifelong learning, it is the library's responsibility to acknowledge the historical context of the land we use, to promote dialogue and connection across cultures, and to recognize and promote the recognition of the truthful history of our community and country. We honor the First Nations of Wisconsin with our commitment to providing equitable and inclusive access and opportunities for all whom the library serves.

Shortened version: To be used before programs, for example.

The Irvin L. Young Memorial Library acknowledges and honors that this institution exists today on land that was and remains the ancestral and historic territory of many Native peoples, including the Potawatomi and Ho-Chunk. We welcome the responsibility to share stewardship of these lands, and be good neighbors to all Wisconsin Indigenous populations. We honor the First Nations of Wisconsin with our commitment to providing equitable, inclusive access and opportunities for all whom the library serves.

DRAFT



Irvin L. Young Memorial Library

Our Commitment to Action

The Irvin L. Young Memorial Library is actively and consistently working toward:

- Maintaining an authentic collection that includes Indigenous authors and illustrators in all areas of the library's collection. Ensuring that money in our collection development budget is allocated specifically for this purpose.
- Creating a dedicated space on our website for our full land acknowledgment statement that also includes additional information and links to local First Nations history (including book lists and highlights from our library's collection) and current issues for further research and education.
- Creating a space in our local history collection, The Whitewater Room, for a display of our full land acknowledgment statement and additional information to highlight authentic Indigenous voices in our collection and recognize the truthful history of our community and country.
- Hosting programs in collaboration with Indigenous presenters, performers, educators, and leaders in order to educate and promote dialogue and connection across cultures. Ensuring that money in our programming budget is allocated specifically for this purpose.
- Seeking opportunities to form partnerships with other local organizations in order to provide education and programming focused on Indigenous culture. Ensuring that grants are written specifically for this purpose (i.e. Wisconsin Humanities Grant).
- Seeking input, guidance, and collaboration with the Ho-Chunk, Potawatomi, and other local Indigenous people in all areas of our library work.



Good Governance Manual



Prepared by: Common Council/City Manager

Approved: April 17, 2018

Revised: May 21, 2018, June 8, 2020, October 3, 2020 and June 18, 2024

City of Whitewater Good Governance Manual

Residency: While some committees do not require residence within city limits, the majority will require residency within the boundaries of the Whitewater Unified School District or within the municipal limits of the City of Whitewater.

Other Factors: The ultimate goal of the city manager and common council president when making committee appointments is to ensure committees are filled by diverse and competent individuals capable of making sound decisions and capable of working together even when opinions may differ. With this goal in mind, a full range of additional factors may be considered with each appointment, and some factors may vary depending on the vacancy needing to be filled. Things such as political background, prior public service experience, and professional and personal relationships with current committee members may all be relevant.

All about Public Meetings

All meetings of the common council or any other established committee must be open to the public pursuant to open meetings law, with few exceptions (see Closed Sessions, page 8). The intent of the law is to ensure that council action and deliberation is conducted openly. All regular and special meetings must be publicly noticed with an agenda that includes a specified time and date in advance of the meeting.

Public meetings, whether of the common council or another municipal committee, serve as a showcase of municipal government for the people of Whitewater. Meeting attendees can often include journalists and reporters for local news outlets, university students, representatives from community groups, and interested residents. Common council meetings are broadcast live and meeting business is often the subject of newspaper articles the following day. In short, many eyes are on each meeting with the public often basing its opinion of the entire City on how efficiently committee meetings operate.

The following subsections provide important information regarding the conduct of common council meetings. The guidance herein given also extends to the many standing committees and commissions established by ordinance.

Meeting Schedules

As established by ordinance, the common council is required to meet at least once per month. Regular meetings are held on the first and third Tuesdays in each month. Meetings begin at 6:30 p.m. If a common council meeting date falls on an election day or a holiday, the meeting is held on the Thursday of the same week instead. All other committees should maintain a regular meeting schedule and make sure the schedule is posted on the committee's webpage. The regular meeting schedule should also be provided to the city clerk for the municipal record.

Special Meetings

When at all possible, municipal committees, especially the common council, should endeavor to conduct business during regular meetings. However, circumstances may, at times, call for a meeting outside of the regular meeting schedule. These meetings are referred to as "special meetings." When circumstances warrant a special meeting, the staff person responsible for the committee should work with the committee chair to establish a meeting time when a majority of committee members can attend. In the case of the common council, the city manager is primarily responsible for arranging the meeting; however, the city manager will typically work with the common council president to arrange the meeting at a time when the largest number of councilmembers are available. Posting of the special

City of Whitewater Good Governance Manual

meeting should comply with the requirements set forth in the Whitewater Transparency Enhancement Ordinance (Ord. 2.62).

If a minority of committee members disagree with the calling of the special meeting, said committee members can submit a written objection for the meeting record. In lieu of submitting a written objection, language can be placed on the next regular meeting agenda calling out the objection. This allows the objecting party an opportunity to voice their objection, which is then added to the minutes for the meeting.

Electronic Devices

Electronic devices such as smart phones, tablets, Chromebooks and laptops have become commonplace in the Whitewater community. Use of electronic devices during a public meeting is encouraged when the device is used as an alternative to printed materials, to look up information relevant to the discussion items, or a similar use that supports the discussion at hand. Use of electronic devices for other irrelevant uses is discouraged.

City staff provides all common council members with an electronic copy of posted packet materials in advance of the meeting via email. City departments may also provide an electronic version of packet materials to other committees. The City maintains a number of Chromebooks which can also be used by public officials during meetings to reduce or avoid the need for paper copies of meeting materials. Chromebooks can be made available to public officials upon request. A request must be provided ahead of time so that the device can be ready at the start of the meeting.

Electronic Communications

During public meetings, electronic messaging (text, email, IM, etc.) should not be used for private communication. While use of electronic devices is encouraged, encouragement comes with the expectation that devices will be used for meeting business and personal communications will be avoided. Public officials should not correspond via electronic messaging on agenda items during the meeting, unless the conversation will be publicly shared with the full common council as part of the meeting discussion. Electronic communications sent or received by Council Members during a meeting may create public records subject to disclosure under Wisconsin's Public Records Law, and may be attributed to the City and the Council.

If the need to make a personal communication arises during the meeting, public officials should step out of the meeting room to communicate. No device should be used by a public official for personal entertainment while a meeting is in session.

Packet Materials

In general, meeting materials are provided in advance of every meeting. Hard copies of meeting materials are usually distributed three to four days in advance of the meeting. Common council packets, for example, are distributed to common council members on the Friday before the next meeting. Public officials are expected to review meeting materials provided in the packet prior to the meeting so that they can more effectively contribute to the discussion for each item on the agenda.

Questions of Staff

City staff welcomes questions related to agenda items. When questions are shared with staff in advance of the meeting day, additional material to help answer the question can usually be provided by the start of the meeting. Questions during meetings are, of course, welcome also, but some questions may

City of Whitewater Good Governance Manual

require additional staff research thus delaying a response until the next meeting.

Meeting Records

Meetings of the common council, community development authority, plan and architectural review commission, and police and fire commission are required to be recorded on video per the Whitewater Transparency Enhancement Ordinance Ch 2.62. The common council and the plan and architectural review commission are also broadcast live a. In addition, the city clerk, under the direction of the city manager, is responsible for maintaining meeting records including documenting the minutes of the proceedings at each public meeting. Due to the number of potential meetings, most committees are assigned a specific city employee to serve as meeting support, distributing agendas and keeping minutes.

Closed Sessions

While meetings are required to be open by law, there are situations where the best interest of the City demands a confidential discussion. Closed sessions are allowed under Wisconsin Statutes for a limited list of circumstances. Items discussed in closed session should not be shared outside of closed session or with persons not party to the closed session discussion. The importance of maintaining confidentiality surrounding items discussed in closed session cannot be overstated. It is also important to limit closed session discussions to the topic(s) noted on the agenda. Discussion of issues other than what is posted on the agenda and what qualifies as permissible in closed session is a violation of state law with violators subject to a fine.

Rules of Order

The common council has the authority by ordinance to determine its own rules of procedure. However, *Robert's Rules of Order* serves as a general guideline for setting procedures in meetings. Specific details regarding the conducting of meetings can be found in the Whitewater Municipal Code of Ordinances, Chapter 2.08.

Setting the Agenda

By local ordinance, the agenda for meetings of the common council is set by the city manager. Councilmembers wishing to add agenda items should make their request no later than ~~one week~~ noon 6 business days prior to the meeting. Councilmembers can make requests by contacting the city manager directly, or by contacting the city clerk who will then notify the city manager. The city manager will honor all legal agenda item requests made by a councilmember. However, if the city manager anticipates a long meeting or that a particular item requested will be contentious and result in a lengthy meeting, s/he may contact the requesting councilmember to discuss setting the item for a future meeting agenda. Specific details regarding setting the agenda can be found in the Whitewater Municipal Code of Ordinances, Chapter 2.08.

For all municipal committees outside of the common council, meeting agendas should be set by the committee chair. In cases where there is a staff person assigned to support a particular committee or commission, the staff member should assist in drafting the agenda, ensuring that the agenda complies with standard formatting guidelines. Just as with requests made by councilmembers, the committee chair should honor requests for agenda items that are submitted by committee members. If a question or concern regarding a potential discussion item arises, the committee chair should consult with the assigned staff person, the city clerk, or the city manager for guidance.

City of Whitewater Good Governance Manual

Meeting Attendance and Participation

To ensure that voting members are well versed on the issues facing the board or commission, regular attendance is mandatory. In the event that a member fails to attend three consecutive, regular meeting or fails to attend at least three-fourths of the regular meetings during the preceding twelve months, the board may request that the common council select another individual to serve out the member's term.

Code of Ethics for Public Officials

The municipal government of the City of Whitewater can only be as effective as it is independent, impartial and responsible to the people. For this reason, all public officials, whether elected, appointed, or otherwise employed by the City of Whitewater are expected to adhere to ethical standards as outlined in Wis. Stats. Secs.19.41-19.59 and as outlined in chapter 7 of the Whitewater Municipal Code of Ordinances, which is included at the end of this manual.

Prohibited Conduct

In general, the state ethics law as referenced above, prohibits the following conduct:

Use of Office for Private Gain: Public officials are prohibited from using their offices to obtain financial gain or anything of substantial value for the private benefit of themselves, their immediate families, or organizations (including employers) with which they are associated (see Sec. 19.59(1)(a), Wis. Stats.).

Offering or Receiving Anything of Value: No person may give and no public official may receive "anything of value" if it could reasonably be expected to influence the local public official's vote, official action or judgment, or could reasonably be considered as a reward for any official action or inaction (see Sec. 19.59(1)(b), Wis. Stats.).

The City of Whitewater Ethics Code incorporates Wisconsin statutes related to bribery, misconduct, special privileges, and open meetings. Additionally, it further enumerates specific conflicts of interest, including incompatible employment, private interests, and contracts with the City.

When to Recuse Oneself

While the full code of ethics as outlined in ordinance is at the end of this manual, the subject of recusing oneself is worth mentioning here. To recuse oneself from a discussion essentially means to remove oneself from discussion to avoid a conflict of interest.

Public officials should recuse themselves from discussion when there is a clear conflict of interest. In such cases, recusal does not just mean abstaining from a vote, but means instead to step away from the discussion of an item completely.

When a public official recuses himself or herself from discussion and action on a particular item, the recusal is noted in the minutes of the meeting. In most cases, it is appropriate, though not required, for the recused public official to leave the room where public discussion is taking place to ensure that they can have no influence on the discussion or final action in any way.

Ex Parte Communications

The Plan Commission Handbook Second Edition 2012, Rebecca Roberts, University of Wisconsin Extension, pages 15 and 16, describes how public officials should avoid ex parte communications regarding quasi-judicial matters pending or that may come before the council, a committee,

City of Whitewater Good Governance Manual

commission, or board. These decisions often involve application of laws, such as ordinances, (for example a request for a conditional use permit). It states:

“[Public officials] should not have conversations or receive correspondence regarding a quasi-judicial matter that is pending before [the city] or which may come before [the city] except during a noticed meeting or hearing on the matter. Such outside contacts are known as “ex parte communication.” Ex parte communications may not be considered in decision-making

unless it is disclosed and made part of the official record in the matter. The [body] as a whole can then determine the admissibility of the information and individual members can determine its credibility and weight in deciding their vote on the issue.

The reason for exclusion of ex parte information is that parties are entitled to know and examine the source of information used by [the city] in its decision-making. Outside discussion regarding procedural matters such as scheduling a meeting or explaining how to file an application is permissible. Ex parte communication is not a concern when enacting legislation or making administrative decisions (i.e. issuing simple zoning or building permits).”

In order to avoid ex parte communications, the handbook recommends:

1. Suggesting that members of the public present information in an open meeting or hearing or submit a written comment.
2. Disclosing ex parte communications at an open meeting or hearing and make the information part of the record so that it can be considered in decision making.

Open Meetings and Open Records

Wisconsin has a long history of promoting open government. As a local government conducting business that has a direct impact on residents, the City of Whitewater also values and appreciates the importance of maintaining transparency. For this reason, it is imperative that public officials endeavor to comply absolutely with state laws related to public meetings and public records.

Open Meetings Law

Wisconsin’s open meeting law is found in Wis. Stat. Secs. 19.81 - 19.98. Essentially, the open meeting law requires that all meetings of all governmental bodies be preceded by public notice and be publicly held in places reasonably accessible to the public and open to all citizens at all times unless otherwise expressly provided by law. For the purpose of this manual, it is safe to conclude that, in general, all discussions, deliberations, actions, or inquiries conducted by a governmental body (meaning the common council or any other municipal committee) should be conducted in an open meeting unless otherwise specifically mentioned in Sec. 19.85(1) (a-j). More information regarding open meetings can also be found in chapter 7 of the League of Wisconsin Municipalities publication, *Handbook for Wisconsin Municipal Officials*.

Whitewater Transparency Ordinance

In addition to open meeting rules as established by state law, the City of Whitewater has enacted a Transparency Enhancement Ordinance (Whitewater Ordinance Chapter 2.62) which provides additional open government requirements such as a seventy-two hour in advance meeting notice posting for meetings and adding agenda items. This is greater than the State statutory twenty-four-hour requirement normally applicable to cities. If the seventy-two-hour requirement has not been met, the

City of Whitewater Good Governance Manual

item can only be taken up by the body by an affirmative vote of the members voting.

Walking and Negative Quorums

There are two important circumstances where a group of committee members, less than a quorum in number, could gather together and still violate the open meeting law. These two situations are referred to as “walking quorum” and “negative quorum.” The following sections were taken from Chapter 6 of the *Wisconsin Legislator’s Briefing Book for 2017-2018* and provide details regarding court cases wherein walking and negative quorums were defined.

Negative Quorum: The applicability of the Open Meetings Law to a gathering of less than one-half of the members of a governmental body has been addressed by the Wisconsin Supreme Court. The case involved an unannounced, private meeting of four members of the 11-member Milwaukee Metropolitan Sewerage Commission. The subject of the meeting was the commission’s proposed operating and capital budgets. Adoption of these budgets required a 2/3rds vote of the commission (i.e., eight votes), and four members was a sufficient number to block adoption. Such a gathering of enough members that could be sufficient to block an action of the full body was labeled as a “negative quorum.” [State ex rel. Newspapers, Inc. v. Showers, 135 Wis. 2d 77 (1987).]

The court provided a two-part test to determine when a gathering constitutes a negative quorum and triggers the Open Meetings Law. Under the test, such a meeting is subject to the law if: (1) the members have convened for the purpose of engaging in governmental business, whether discussion, decision-making, or information gathering; and (2) the number of members present is sufficient to determine the governmental body’s course of action on the subject under discussion.

Walking Quorum: The applicability of the Open Meetings Law to a series of informal discussions between small numbers of the body’s members has been addressed by the Wisconsin courts and the state Attorney General. This is commonly referred to as a “walking quorum,” and such series of small-group meetings that occur with the implied or express agreement to act uniformly in a sufficient number to reach a quorum may only be held with proper notice and accessibility.

The essential danger identified by the courts with a walking quorum is that it may produce a predetermined outcome and render the public meeting a mere formality. According to an informal opinion by the Attorney General, use of administrative staff to individually poll members regarding how they would vote on a proposed motion is a prohibited walking quorum.

If, however, there is no implied or express agreement to act uniformly in sufficient number to reach a quorum, a series of informal exchanges among separate groups of members may occur without violating the Open Meetings Law.

Open Records Law

Transparency in government in Wisconsin does not relate solely to open meetings, but extends to governmental records as well. The essential takeaway for newly elected or appointed officials is this, unless otherwise specifically identified as an exception by law, all governmental records are public and subject to public examination. It should be noted that all city-related emails, letters and reports produced by, sent from, or received by an elected or appointed official qualify under this broad definition. More detailed information regarding public records can be found in Wis. Stats. Secs. 19.21 - 19.39 and also in in chapter 7 of the League of Wisconsin Municipalities publication, *Handbook for Wisconsin Municipal Officials*.

City of Whitewater Good Governance Manual

Committee Policing

In general, the president or chair of each committee is the person responsible for maintaining order and proper decorum at meetings, following the example set by ordinance with the role of the common council president. If committee members encounter persistent challenges with maintaining order at meetings due to the behavior of specific members of the public or the committee, the city manager may be called upon to address the issue. Any action to remove or reassign a committee member will not take place until the city manager has consulted with the common council president and then with the full common council. If the issue involves a common council member, the issue should first be addressed by the common council president and the city manager is excluded from the process. The president will then bring the matter to the full common council for discussion and action. If the issue involves the common council president, it shall be addressed by the common council president Pro Tem, and the city manager shall be excluded from the process.

If an elected official becomes aware of an ethics violation, they can report it to the Ethics Board for investigation and resolution. The Ethics Board, comprised of five members who are neither city officials nor employees, oversees ethics violations, handles complaints, conducts investigations, and holds hearings. Detailed procedures for filing, investigating, and resolving ethics complaints, including the due process rights of the accused, are outlined in Appendix A. Violations of the code may result in censure, fines, and costs of prosecution.

Effective Decision-Making

Often the decisions made by municipal committees can have a far-reaching impact on residents of the Whitewater community. This reality can make the role of a committee member both challenging and rewarding. This is especially true for those serving on the common council, but holds true for other municipal committees as well.

When a committee is tasked with making a decision on a particular issue, it is important to keep emotions and political influences out of the discussion as much as possible. This does not mean that committee members should not be sensitive to the needs and desires of those most closely impacted by a particular decision. However, it does mean that committee members should strive to remain open minded, work together and follow an objective process. Following is a list of questions you should consider asking yourself before making a final decision:

Do you have sufficient information?

The saying, “shoot first, ask questions later” helps illustrate the danger of making quick decisions without first confirming the information on the issue is complete. It is likely impossible to know absolutely everything there is to know about a particular issue, but it is possible to gather a reasonable amount of information from multiple perspectives. While committees should deliberate and take action in a timely manner, not all actions need to be taken immediately. In some cases, it may be beneficial to bring an item back for discussion at a future meeting if information on the issue is limited.

Am I separating people and emotions from the issue?

While we like to think we are objective, rational beings, we can often be led by our emotions. It is important to make sure that on committee decisions, emotions are not the basis for decisions made. Be honest with yourself and be sure your own positive or negative feelings about a particular matter or individual take a backseat to the proper weighing of facts related to the issue.

DIRECTOR'S REPORT
July 2024

I. ADMINISTRATION

- a. Work orders submitted in June.
 - i. A broken table in the community room needed to be removed.
 - ii. Boxes of empty CD cases needed to be moved to the basement.
 - iii. A tent needed to be set up outside for a children's program.
 - iv. The family restroom needed to be cleaned.
 - v. The temperature in the library needed to be regulated.
 - vi. One of the public laptops needed some maintenance.
 - vii. One of the circulation computers was not connecting to the printer.
 - viii. Items needed to be moved to the basement for storage.
 - ix. The refrigerator in the community room kitchen needed to be relocated to a new city department.
 - x. The temperature in the library needed to be regulated.

II. BUDGET

- a. I have received the total amount of charges to Bridges Library System for 2025. I have also received the preliminary payroll and insurance amounts from city hall for 2025.

III. PERSONNEL

- a. Sarah French began her maternity leave on August 5th. She gave birth to her daughter Josephine on August 6th.

IV. LIBRARY COLLECTION

- a. The children's DVD section has been moved in preparation for construction.

V. PUBLIC AND COMMUNITY RELATIONS

- a. The League of Women Voters are donating seven books to the library.

VI. LIBRARY BOARD RELATIONS

- a. Jennifer Motszko and I met virtually with Marisa Urbina, from Studio GC, on August 8th for an update on the building project.

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

- a. I met with the City Manager on July 11th.
- b. I attended the Jefferson County Library Services meeting on July 24th.
- c. The HR department met with library staff on July 30th to review the new employee manual that was approved by the city council last month. One new addition is that city staff will receive New Year's Eve off. In the past the library has been opened until 5:00 p.m. on that day.
- d. I attended a Team Meeting at city hall on August 7th in which we reviewed the updated employee performance review process.
- e. I attended a Safety Meeting at city hall on August 7th.

- f. Rachele Blich, the Head of Finance, met with new department heads to explain the process for predicting payroll increases for our staff for 2025 on August 8th.
- g. I will have attended the Alliance of Public Libraries (APL) meeting on Friday, August 16th. I will report on it during the board meeting.
- h. I will be attending the City of Whitewater Community Stars Gala on the evening of August 16th.

VIII. PROFESSIONAL DEVELOPMENT

- a. I attended the Play Make Learn conference in Madison on July 18th and 19th.
- b. I am participating in the various courses through NEOGOV which were assigned to me in my acceptance letter for the director position.

IX. STRATEGIC PLAN

- a. We will be conducting a mid-year review at this month's meeting.

X. CAPITAL CAMPAIGN

- a. I am still awaiting a report from the Whitewater Community Foundation for donations received in 2024.
- b. I have been preparing reminder letters for those who have pledged money to the capital campaign.

**DIRECTOR'S REPORT
AUGUST 2024**

I. ADMINISTRATION

- a. Work orders submitted in June.
 - i. Broken glass in the basement needed cleaning up.
 - ii. A urinal in the men's restroom was running.
 - iii. The temperature in the library needed to be regulated.
 - iv. One of the public laptops had a damaged screen.
 - v. We requested some pallets for the basement to store items on.
 - vi. Items needed to be moved to the basement for storage.

II. BUDGET

- a. I have requested payroll increases for two of my professional staff in order to bring them up to the minimum salary required by the Fair Labor Standards Act, effective January 2025, in order to remain exempt employees. I have also requested that a part time employee have two hours added to their work week as their work load has continued to increase during the past five years.

III. PERSONNEL

- a. Staff has done an excellent job of preparing, packing up, and moving items in preparation for phase one of the library's expansion and renovation project.

IV. LIBRARY COLLECTION

- a. The adult DVD and CD sections, and part of the children's picture book collection, were moved in preparation for construction.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Suzanne Haselow participated in the city market on August 6th in order to bring awareness to the Memory Cafes she hosts at the library.

VI. LIBRARY BOARD RELATIONS

- a. Jennifer Motszko and I have begun weekly meetings with Studio GC and Miron construction to stay updated on the building project.

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

- a. I attended a pre-construction meeting with Studio GC and Miron Construction on August 20th.
- b. I attended a Team Meeting at city hall on August 29th to discuss the various options to the city as far as health insurance coverage.
- c. I attended a meeting with Studio GC and Miron Construction on September 3rd to discuss the groundbreaking ceremony.
- d. I attended a Team Meeting at city hall on September 6th to discuss the new Performance Evaluation Forms that will be implemented in January.
- e. The professional staff toured the Innovation Center on September 6th and will be leasing a work space there for the month we are closed.

- f. I met with the City Manager on September 9th to discuss the plan we have in place to keep staff employed while the library is closed for four weeks during the first phase of construction.
- g. I will have attended the Alliance of Public Libraries (APL) meeting on Friday, September 13th. I will report on it during the board meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. I participated in the Employment Law & HR training session provided by CVMIC on September 10th. This is one of the NEOGOV leadership classes assigned to me in my acceptance letter for the director position.

IX. STRATEGIC PLAN

- a. We will be conducting a mid-year review at this month's meeting.

X. CAPITAL CAMPAIGN

- a. Rachele Blich, the head of finance, reported to the city council on September 3rd about the library construction costs and financing, and when pledge payments will come due over the next five years.

Adult Services Report: July 2024

-We have an intern that I have been working with on Thursdays, she is working on her MLIS and hoping to gain hands on experience.

-During Sarah's leave I will be providing makerspace training and have some scheduled coming up soon.

-I had to take a week of medical leave but have gotten caught back up.

Collection Development:

-Adult Graphic novels have been moved to allow space for the Children's DVD collection to move for the 1st phase of the remodel.

-Working to fill any missing season for high demand DVD series.

Meetings/ Webinars/Training Sessions Attended:

-June 24th Internship planning meeting

-June 26th Staff meeting with Diane, Deana, and Sarah

-July 3rd Staff meeting with Diane, Deana, and Sarah

-July 10th Staff meeting with Diane, Deana, and Sarah

-July 17th Staff meeting with Diane, Deana, and Sarah

-July 24th Staff meeting with Diane, Deana, and Sarah

-July 30th Bridges Adult Services Meeting

July 30th Staff meeting with Diane, Deana, and Sarah

Adult Services Report: August 2024

- We have an intern that I have been working with on Thursdays, she is working on her MLIS and hoping to gain hands on experience.
- During Sarah's leave I will be providing makerspace training and have done a few trainings so far.
- Have been working on preparing for the remodel.
- Created an invite for the Ground Breaking ceremony on October 2nd.
- Recorded a new voicemail recording for the main library line.

Collection Development:

- Adult Graphic novels have been moved to allow space for the Children's DVD collection to move for the 1st phase of the remodel.
- We have stopped purchasing Lucky Day items until phase 1 of the remodel is done.
- Vendors have been contacted so any materials received during closing will be sent to City Hall.

Meetings/ Webinars/Training Sessions Attended:

- July 30th Bridges Adult Services Meeting
- July 30th Staff meeting with Diane, Deana, and Sarah
- August 14th Staff meeting with Diane and Deana
- August 19th Makerspace training for community member
- August 20th Preconstruction meeting
- August 21st Staff meeting with Diane and Deana
- August 28th Irving L Young Memorial Library project meeting with Studio GC and Miron
- August 28th Staff meeting with Diane and Deana
- September 4th Irving L Young Memorial Library project meeting with Studio GC and Miron
- September 4th Staff meeting with Diane and Deana
- September 5th City of Whitewater Leadership Meeting-Insurance
- September 6th Tour temporary work space for during remodel with Diane and Deana

Youth Services Report

August 2024

Collection Management

Materials ordered	54
Books cataloged	43
Materials Weeded	4
Nonfiction books changed to Dewey Lite	325

Programs/Services

Program Name	Participation
Butterfly Scavenger Hunt	79
1000 Books before Kindergarten	1
Bubble Party (assisted Sarah)	80
Teacher Packs	0
Reference Questions/Technology Assistance Provided	4
Final Summer Reading Program Numbers	
Little Explorers Registration	32
Children's Summer Reading Program Registration	191
Teen Summer Reading Program Registration	28
Total Registration	251
Children's Book Bingo	322
Teen's Book Bingo	75

Outreach Visits

Lincoln Elementary School Registration	116
--	-----

Marketing

Category	Quantity
Displays Created	4
Social media scheduled from LibraryAware	3
Other social media posts created	0

Meetings and Trainings

July 24th	Staff meeting with Diane, Rachel, and Sarah
July 30th	Human Resources meeting to discuss the employee handbook
August 7th	Staff meeting with Diane
August 7th	Webinar “‘Toxic’, Traumatized, or Neurodivergent? How to Set Boundaries Without Writing Anyone Off

Notes

- This is the highest summer reading program registration we have had post-pandemic.
- It is also the highest book bingo participation we had since implementing the bingo cards.
- I proctored three exams for an individual.
- I assisted our Customer Service Associate, Jess Schmid, in cleaning out the Community Room storage closet in preparation for a move.

Youth Services Report

September 2024

Collection Management

Materials ordered	0
Books cataloged	0
Materials Weeded	0
Nonfiction books changed to Dewey Lite	318

Programs/Services

Program Name	Participation
Dog Days of Summer Scavenger Hunt	55
1000 Books before Kindergarten	1
Teacher Packs	0
Reference Questions/Technology Assistance Provided	3
Owl Ornament Take & Makes	59

Outreach Visits

None	
------	--

Marketing

Category	Quantity
Displays Created	3
Social media scheduled from LibraryAware	4
Other social media posts created	1

Meetings and Trainings

August 21st	Meeting with Diane and Rachel
August 26th	Meeting with Diane and Rachel
August 29th	Meeting with Diane and Rachel
September 2nd	Meeting with Diane and John from Miron
September 2nd	Meeting with Diane and Dan Buckingham
September 4th	Meeting with Diane and Rachel
September 6th	Tour at Innovation Center

Notes

- **The Dewey Lite project has been completed within the project's estimated deadline.**
- **After meeting with Miron on September 2nd, it was determined that significantly more items needed to be moved than previously thought. I created a checklist and coordinated with both library and maintenance staff to have said items relocated in preparation of construction. All staff took part in relocating the entire adult DVD collection and three shelves' worth of children's materials among other things, and they did so with speed, accuracy, and efficiency.**
- **Using the list of potential trainings created by Sarah French, I am putting together the online portion of the training schedule for the staff.**

Programming & Makerspace Librarian Report

Sarah French

August 2024

Programs:

7/11: Baby Play Date (3)

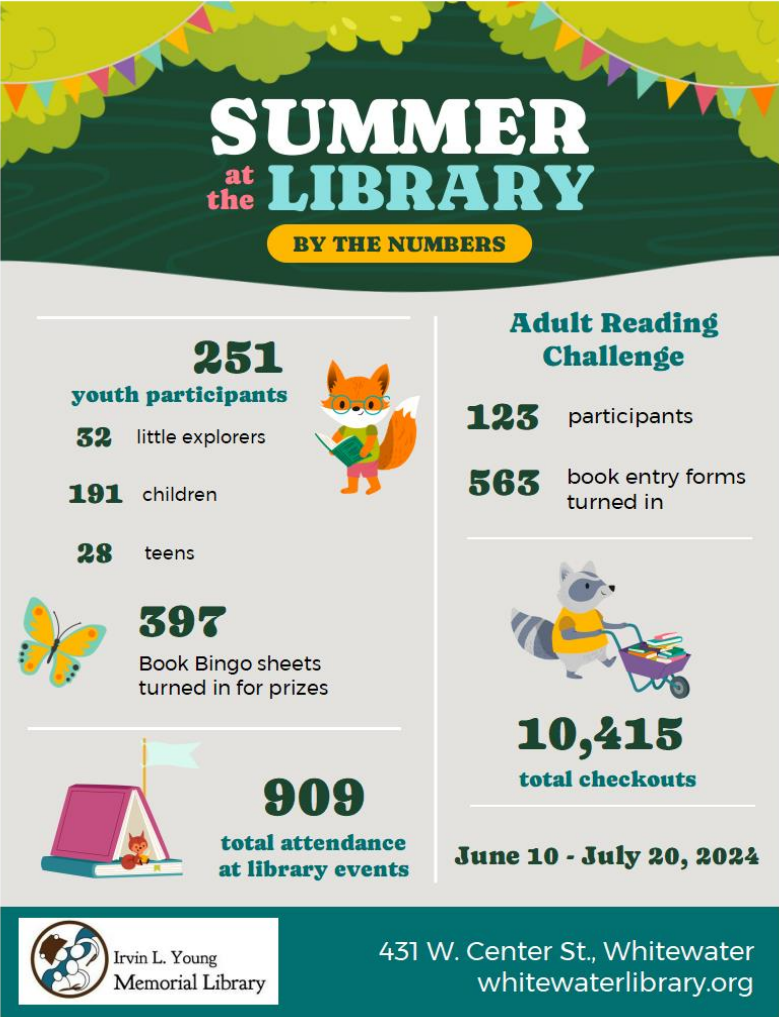
7/13: Sing, Dance, Thrive with Noelle Larson (23)

7/15: Book Page Wreath take/make craft for adults (40)

7/16: Art Studio Kids (25)

7/17: Storytime (15)

7/18: Bubble Party (80)



Total attendance for all programs during the Summer Reading Program: 909

Summer Reading Program – Adults

- Total number of adult participants: 123
- Total number of book entry forms turned in: 563

Makerspace training appointments: 2 hours

Total Makerspace use (through Aug 2): 10

Equipment & Technology: No updates

Donations: none

Other updates:

- Created videos for the rest of the adult Summer Reading prize drawings.
- We received some of the materials from the Thinking Money for Kids grant that will be used for financial literacy programs in the future. We will also be receiving Launchpads soon which will go into circulation right away.
- I updated the “Digital Resources” tab on the library’s website.
- I created and sent the August newsletter, which went out to 3,234 people and had 1,519 unique opens.
- I began to clean out the Community Room closet and kitchen to prepare for the renovations.

Meetings:

- 7/24: Staff meeting
- 7/25: Met with Hope as part of her internship to discuss Storytime best practices and share out my resources for Storytime.
- 7/30: Staff meeting

Professional Development: I graduated with my Master of Library and Information Science degree (MLIS) from UW-Milwaukee!

Bridges Library System Staff Reports

August 2024

Karol Kennedy – Library System Director

2025 Bridges Library System Budget: I attended the Waukesha County Executive budget review and presented the preliminary budget approved by the Bridges Library System Board in July. The final version of the budget will be brought to the Board for consideration at the September Bridges Board meeting.

Jefferson County Library Service Board: The Board met on July 24th to review and approve the 2025 Jefferson County Library budget request and 2023 Jefferson County Libraries Annual Report. I presented the Annual Report to the County Board in August.

2025 Jefferson County Library Budget: This budget request was approved by the Jefferson County Library Service Board and then submitted to the Jefferson County Finance Director. Dwight Foster Public Library Director Minetta Lippert and I met with County Administrator Ben Wehmeier and Finance Director Marc DeVries to discuss the budget request. The Finance Committee Budget Hearing is scheduled for Wednesday, September 18th.

System and Resource Library Administrator Association of Wisconsin (SRLAAW): I attended the third quarter meeting of this group. Staff from Legal Intervention for Transforming Wisconsin (LIFT WI) provided an overview of their services. The 2025-27 Biennial Budget request was discussed followed by reports from affiliated organizations and discussion of current library topics.

Merton Village Board Presentation: I had the opportunity to attend the Merton Town Board meeting to present an overview of county library funding and the Waukesha County minimum to exempt requirements for municipalities with libraries.

Laurie Freund – Coordinator of Library Development

Bridges Adult Services Meeting: We had a good turnout of adult services library staff at our in-person meeting at Pewaukee Public Library on July 30th. There was some discussion and sharing from those who are using or started using the collection assessment tool. The group then talked about future meetings and agreed on monthly virtual meetings, except for three months when it will be in-person. Meetings will alternate morning and afternoon at the half-hour mark to allow more people to attend. The group also came up with a list of high interest discussion topics for future discussions. Attendees then shared what their library offered for the summer library reading program and activities for adults. The meeting summary and a new meeting schedule have been sent to the adult services email list.

Bridges Trustee Appreciation (Thursday, October 17th): Our annual evening program for library trustees and directors will be in the evening on October 17th at Brookfield Public Library. The theme will be STEM @ the Library. Library directors will soon receive blank posters so their library team can show what programs and activities were offered for youth and adults in the past year related to Science, Technology, Engineering, and Mathematics. Details and invitations will be coming soon.

Angela Meyers – Coordinator of Youth and Inclusive Services.

Youth Services

Summer Library Program: Many of our libraries have shared that participation in their Summer Library Programs has been high, possibly on par with pre-pandemic numbers. Bridges coordinates three family or two family and one teen program for each of the member libraries. This year, we hosted magicians, animal experts, a science-based show, an artist, and nerf games. It was exciting to see all the activity at the libraries this summer. There were 61 family programs with 8,485 people in attendance and 11 programs geared toward teens and tweens with 187 in attendance. In total, these programs served 8,672 people. Library staff serving youth are encouraged to attend the summer wrap up meeting, [Summer Celebration](#), on August 21st from 9:00am-Noon at the Oconomowoc Public Library.

Meetings: There are several opportunities to meet this fall for staff serving youth.

- **Teen Think Tank** Hartland Public Library on Tuesday, August 27th 1:30pm-3:30pm. [Sign up](#).
- **Youth Services Meet Up** at Waukesha Public Library on Thursday, September 5 1:30pm-3:30pm. [Sign up](#).
- **School and Public Library Partnerships Meeting** at Jefferson Public Library on Thursday, September 26 4:00pm-7:00pm. [Sign up](#) and share with schools.
- **School and Public Library Partnerships Meeting** at Pewaukee Public Library on Monday, September 30 4:00pm-7:00pm. [Sign up](#) and share with schools.

Inclusive Services


DEI Grant: We were awarded a DEI (diversity, equity, and inclusion) Consultant grant through the Wisconsin Libraries Talk About Race and IDEA Team. This grant, valued at \$1,000, will allow Bridges Library System to work with a consultant to extend the reach of the Library Memory Project to underrepresented communities. Work on this project will begin this fall.

Observation Deck: I am in a testing group for an IMLS project called [Observation Deck](#). This is a tool developed by Madison Public Library to capture the library's story through observation. Myself and two librarians from Delafield Public Library are observing programs and entering data into the Observation Deck online tool. We are working with a contact at Madison Public Library to make improvements to the tool, which will hopefully roll out to more libraries in Wisconsin in its next iteration (pending additional funding).

Professional Development: I attended the Play, Make, Learn conference in Madison.

Edit Observation
✕

☆ Highlight for social media or storytelling



Note: Mother and daughter work on alcohol ink project together. Daughter dispenses ink while mother blows air from the straw causing the ink to spread across the coaster

Dimension: Engagement

Indication: Spending time with activities

Attendee Code

UPDATE OBSERVATION
✖

Sample observation from New Berlin's recent memory cafe

Beth Bechtel – Database Management Librarian

Cataloging Meetings: At the CAFÉ Cats virtual meetup this month we talked about the results of the CAFÉ cataloger survey. Among topics high on the list for desired training were using Leap for cataloging and working with bib record fixed fields.

In the WLA Technical Services Section virtual meeting, the main topics of discussion were changes in section leadership and preparing for the section’s presentation at the annual WLA conference.

The Bibliographic Standards Committee is a subcommittee of the LSTA Cooperative Cataloging partners group. In July, the subcommittee discussed statewide standards for cataloging large print, standard print, and graphic novels. This group is also working with a representative from Wiscat to ensure searching Wisconsin’s online public catalogs via Wiscat works as well as possible.

Cataloging Projects: This month, Shawn Carlson and I worked on fine tuning our OCLC Record Matching Service process to work well with Polaris. This useful service was created by Prairie Lakes Library System to improve data in our online catalog and has become part of my weekly workflow.

Angela Meyer and I have been collaborating to plan and implement a process to add data about Bridges’ Story Corps and Community Voices recordings to the Recollection Wisconsin website. This will provide more exposure and access to the recordings.

Emily Heller – Public Communications Coordinator

The Library Treasure Adventure: July was a very busy month for the Treasure Adventure. Member libraries reported many happy visitors. We received 491 July entry forms for a total of 860 entries so far!

Great patron story on the impact of libraries from Johnson Creek Public Library:

“A regular patron, Theresa, and her two kids, ages 5 and 8, were in and sharing their experiences with me on how much they are enjoying Treasure Adventure! After her son's orthodontist appointment in Greenfield, they stopped at the libraries on that end of the county. They didn't realize everything that each library had and that they were all so different. Loved Town Hall and would have liked to spend more time in their Makerspace. They stopped at a McDonald's for sundaes and fries and the kids said it was the best day ever!

Another day they were in Hartland and her son saw a kid playing a Switch game (how cool that they have that?!) and asked if he could play with him. Of course he said, sure. The boys were playing, younger siblings were playing, and the moms were talking. That alone was great for them. As they were walking to their cars, they realized they both planned on going to the Splash Pad at Nixon Park. They all hung out with new friends and exchanged phone numbers to get together again!

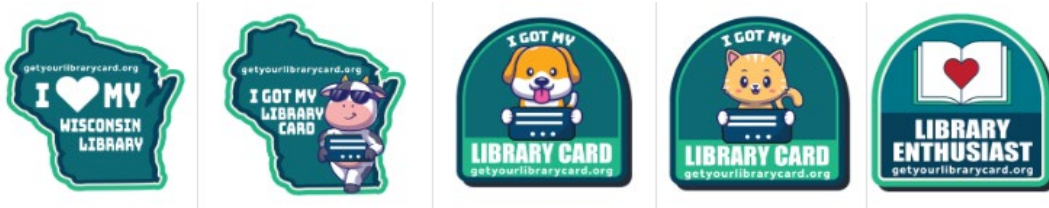
Theresa got very emotional talking about her love of libraries and how she wanted her kids to be library kids. As a child the library was always her safe place. As we know, it is often the only safe space for some people.”

- Jodi Kessel Szpizar, Johnson Creek Public Library Director

The July winners are:

- Ray J. - 5 O'Clock Club Restaurant Gift Card
- Colin O. - AMC Theatres Gift Card
- Michael W. - Day Dream Believer Book Store Gift Card
- Morgan C. - Jodi Picoult Author Event at the Pabst Theater and a Books & Company Gift Card

Statewide Marketing Cohort Collaboration: The orders have been placed for the promotional stickers to support Library Card Sign-up Month in September! These will also be available in our outreach bins. There are 5 designs to choose from:



In the news

- Pewaukee Public Library's New Helping Library Kits: [Waukesha Freeman Article](#)

Marketing: I have been working on creating and updating marketing materials for upcoming programs and events.

- Kids Choice Award – Posters, bookmarks, and stickers
- Library Memory Project Family Day – Invitation and Social Graphics
- SEWI Marketing Plan Workshops Training – Promotional language and website setup
- Café “Under Construction” – Graphics for websites, app, social media, etc.

Outreach: Due to an increase in requests from member libraries, we added two additional outreach bins to circulate to events. There are now four bins filled with Bridges Library System information and giveaways. Some items include Café App Brochures, 24 Library Locations Card, Udemy Info, Libby/Hoopla info, Consumer Reports and Badgerlink info. There are also pens, pencils, stickers, magnets and more to attract table visitors.

Professional Development: July 23rd - I attended a webinar: “Social Media Strategies for Libraries.” It was focused on how to use the two-way conversations on social media channels as part of promotional strategies. They also covered reviewing policies and ways to manage while still being creative.

July/August Newsletters:

Marketing Magic - resources for library staff:

- August 2 = 63.44% Open Rate
- July 19 = 66.67% Open Rate
- July 3 = 58.06% Open Rate

Monthly Bridges:

- July 10: 50.95% Open Rate

Legislators:

- July 9: 18.75% Open Rate

Bridges Library System Staff Reports

September 2024

Karol Kennedy – Library System Director

2025 Bridges Library System Budget: Changes to the 2023 annual report operating revenue and expenditures for one of our member libraries resulted in some slight adjustment to the preliminary 2025 Bridges Program Plan and Budget approved by the System Board in July. The new budget request includes a small increase in reimbursement from Prairie Lakes Library System and a small increase in the Waukesha County library levy. The updated budget will be reviewed at the upcoming APL and Bridges Board meetings. I have also begun work on the state-required annual plan and budget. The deadline for this has been moved to October 30th due to changes in the submission process. This will be reviewed at the October Board meeting.

2025 Jefferson County Library Budget: I will present the budget to the Jefferson County Finance Committee on Wednesday, September 18th.

County Library Tax Exemptions: I completed the Waukesha County library tax exemption calculations and sent the information to each municipality with a library. Municipalities with a library are allowed to exempt their residents from the county library tax if they levy and expend an amount equal to or greater than the mill rate set by Waukesha County in the preceding year AND if they meet the Waukesha County library minimum to exempt standards. Standards certification has been received from all Waukesha County libraries. Much smaller increases in the equalized value in Waukesha County municipalities compared to last year, resulted in decreases in the minimum appropriation required to exempt for most Waukesha County municipalities with libraries. I worked with the Waukesha County budget team to provide information to municipalities about the impact of non-exemption. Waukesha County municipal exemptions are due at our office by September 30th. Jefferson County handles the county library tax exemption work in their county. Jefferson County municipal exemptions are due to Jefferson County by November 1st.

New Director Orientation: Minetta Lippert, new Dwight Foster Public Library director, attended a system orientation session at the Bridges office. She had an opportunity learn about system services and to spend a little one-on-one time with Bridges staff.

New Director in Butler: The Butler Public Library Board announced the hiring of Beth Stavros as the library's new director. Beth comes from a varied background, combining library science, theater arts, and literary skills and is currently enrolled as a graduate student in UW-Milwaukee's Library and Information Sciences program.

Professional Development: I attended several great sessions this month including Trustee Training Week – Everything You Want to Know About Book Challenges...and a Bit You Probably Don't, Wisconsin Library Law, Making Each Other Look Good: the Library Board and Library

Director, Organizational and Governance Best Practices. I also attended the SEWI Directors Retreat which included sessions employment laws like ADA, FMLA, and FLSA, Annual Report data, and challenging discussions.

Mellanie Mercier – Automation Coordinator & Assistant Director

WPLC Data Dashboard: WPLC has released a data dashboard allowing libraries to compare themselves on 35 aspects of annual report data to other similar sized libraries throughout the state. Annual report data goes back to 2015. This is a trial and will be available to libraries through the end of 2024.

Technology Committee: The technology committee will begin meeting this month to work on the 2024-2029 Technology Plan which is due to DPI by December 20th. This report is required for our libraries to receive discounts on their fiber connections through the TEACH program.

Laurie Freund – Coordinator of Library Development

Bridges Trustee Appreciation: Celebrate our trustees and our libraries at this year’s Bridges Library Trustee Appreciation event on October 17th from 6-8pm at Brookfield Public Library. Our theme this year is “STEM @ the Library.” Library trustees and directors will be receiving an email invitation starting Monday, September 16th with RSVPs by October 14th. Please encourage your library board members to attend.

Ready for Reentry Webinar: I hosted a statewide webinar, along with South Central Library System and Workforce Development on August 13th to provide information on online resources that are available to people who are reentering their community after being in jail or prison. Resources covered were *Reentry Ready Resources* through UW-Extension, *Legal Turn-up Tool* through Lift Wisconsin, and *Wisconsin Reentry Access Portal (WRAP)* which allows community-based service providers to help connected reentry individuals to the services they need. We had 57 attendees and so far, 30 views of the recordings. Recordings, slides, and other items from the webinar are available on the [SEWI Libraries Archives](#) page.

SEWI Library Directors Retreat: We had roughly 30 attendees for this annual regional, all-day workshop for library directors that was held on August 23rd at New Berlin Public Library. Sessions included information on employment laws, library annual report data, round table discussions on topics of high interest, and mastering challenging conversations. An optional Wisconsin Trustee Training Session webcast was also offered during the noon hour. Handouts and materials are available on the [SEWI Libraries Archives](#) page.

Upcoming SEWI regional offerings: We have several opportunities for library staff to network, engage, and learn this fall.

- **September 19:** [SEWI Maker Meetup](#) at Menomonee Falls Public Library
This is our first regional meetup for library staff involved in maker activities.
- **October 2, 9, 15, 23, 30:** [Marketing: from Scary to Attainable](#). Online.
Library staff can register and join online from 1:00-2:00 pm on Wednesdays in October with Library System marketing and communications consultants in our SEWI Libraries region. Learn how you can boost their library's visibility or effectively promote a new program.
- **October 7:** [SEWI Adult Public Programming Meetup](#) at New Berlin Public Library.
Library staff involved in providing and coordinating public programs for adults are welcome to register and attend this regional fall meetup to network, share and discuss common issues and program ideas.
- **October 30:** [CCBC Best New Books for Children and Teens](#) at New Berlin Public Library.
Library staff who work with children and teens can register and attend presentations from the Cooperative Children's Book Center staff. The morning session will focus on new books for children, birth through grade 5. The afternoon session will be on new books for older children and teens, grades 6-12. There will be time to browse the books. Library staff are welcome to invite school librarians and educators to register and attend.

Bridges Adult Services Meetings: Meetings are now held on the second Wednesday except for three in-person meetings for selected months. The times will alternate between morning and afternoon to allow more staff to attend. The meeting this month will be online on September 11 at 1:30 pm. Dates, times, and links to connect online have been sent out to the Adult Services listserv.

MRA On-Demand Online Courses: With funds from the last SEWI LSTA grant period, we were able to add additional courses for library staff in the areas of Leadership for Hiring Managers and Microsoft Training. More information about these courses will be coming this month.

SEWI LSTA Library Conference Scholarships: We once again will have funds available this fall that libraries can apply to receive reimbursements for staff who wish to attend in-state and national library conferences. More information will be coming soon.

Angela Meyers – Coordinator of Youth and Inclusive Services.

Youth Services

Facilitated Gatherings: I led a morning session for youth services staff to reflect on their summer library programs. Sixteen staff members from 12 libraries attended. We discussed program structures, incentives, preferred performers, and strategies to prevent burnout.

I also organized a virtual Teen Think Tank meeting with six staff members and facilitated a Youth Services meeting at Waukesha Public Library, attended by 12 staff from 11 libraries.

Coming Up

- **School and Public Library Partnerships Meeting** at Jefferson Public Library on Thursday, September 26th 4:30pm-6:30pm. [Sign up](#) and share with schools.
- **School and Public Library Partnerships Meeting** at Pewaukee Public Library on Monday, September 30th 4:30-6:30pm. [Sign up](#) and share with schools.

Inclusive Services

Library Memory Project Update : I've been meeting with each group in the Library Memory Project to discuss what's working well, areas for improvement, and future goals. I am also working on coordinating Family Day, an annual event held on a weekend so those living with dementia can invite their children, grandchildren, and close friends to an inclusive event. Family Day for Waukesha County will be held on Sunday, October 6th from 12-3pm at Retzer Nature Center. Volunteer opportunities are available via this [sign up](#).

A Panel Discussion on Accessibility: October 14th @ 1:30 pm - 3:30 pm

Join us at the Pewaukee Public Library for an insightful panel discussion on accessibility, moderated by Dawn Koceja, Community Engagement & Advocacy at the Milwaukee Public Museum. This event will feature local organization representatives and community members who will discuss how to support individuals with diverse needs and accommodation requests. Library staff will learn how to better serve and support community members with disabilities and neurodiverse conditions. Don't miss this crucial opportunity to enhance your library's accessibility and inclusivity. [Register](#) today!

Professional Development: I completed the KnowB4 Training Human Firewalls in Action: Social Engineering & Accidental Insider Threats, Ready for Reentry webinar, and PLA's webinar on Yoga & Mindfulness

Emily Heller – Public Communications Coordinator

The Library Treasure Adventure Has Come to an End!: The Library Treasure Adventure event ended on August 31st and was a great success! We received 647 August entry forms for a total of 1,507 entries (so far)! This met the Planning Committee’s goal of increasing the number of entries received by 15% over last year’s passport challenge for a total of 1,237 entries. For the library’s that tracked their adventurer interactions, we have received 9,693 interaction tallies so far! Check out the video of the [2024 Library Treasures!](#)

The August prize winners will be drawn on 9/10 and will be announced by 9/11 (or sooner). <https://bridgeslibrarysystem.org/treasure>

September is Library Card Sign-up Month: We have created messaging and advertising to promote “Library Card Perks – From Pages to Possibilities” to carry throughout the fall.

Member Libraries have also received the state cohort’s promotional stickers and are using them for promotions. [See Brookfield’s post.](#)



- Press release was picked up:
 - Library Card Sign-up Month: [Watertown Daily Times](#)
 - Library Card Sign-up Month: [Waukesha Freeman](#)
- Radio ads B93.3 FM – Running September 2 – October 26
- Waukesha Freeman ‘Fall Fun Guide’ Ad
- Daily Union and Watertown Daily Times Ad

1 LIBRARY CARD 24 LIBRARIES

Use all 24 public libraries in Waukesha and Jefferson counties with your card

Alice Baker Memorial Library - Eagle 262.594.2800 - alicebaker.lib.wi.us Big Bend Village Library 262.662.3571 - bigbend.lib.wi.us Brookfield Public Library 262.782.4140 - brookfield.library.com Butler Public Library 262.783.2535 - butler.lib.wi.us Delafield Public Library 262.646.6230 - delafield.library.org Dwight Foster Public Library - Fort Atkinson 920.563.7790 - fortlibrary.org Elm Grove Public Library 262.782.6717 - elmgrovelibrary.org Hartland Public Library 262.367.3350 - hartland.library.org Irvin L. Young Memorial Library - Whitewater 262.473.0530 - whitewater.library.org Jefferson Public Library 920.674.7733 - jefferson.wi.library.org Johnson Creek Public Library 920.699.3741 - johnsoncreek.library.org Karl Junginger Memorial Library - Waterloo 920.478.3344 - waterloo.lib.wi.us	L.D. Fargo Public Library - Lake Mills 920.648.2166 - lakemills.lib.wi.us Menomonee Falls Public Library 262.532.9900 - menomoneefalls.library.org Mukwonago Community Library 262.363.6411 - mukwonagolibrary.org Muskego Public Library 262.971.2100 - library.muskego.wi.gov New Berlin Public Library 262.785.4960 - newberlin.library.org Oconomowoc Public Library 262.569.2193 - oconomowoc.library.org Pauline Haass Public Library - Sussex 262.246.5180 - phplonline.org Pewaukee Public Library 262.691.5670 - pewaukee.library.org Powers Memorial Library - Palmyra 262.495.4605 - palmyra.lib.wi.us Town Hall Library - North Lake 262.966.2933 - townhall.library.org Watertown Public Library 920.262.4090 - watertownpubliclibrary.org Waukesha Public Library 262.524.3680 - waukeshapubliclibrary.org
---	---

BRIDGES LIBRARY SYSTEM
bridgeslibrarysystem.org

LIBRARY CARD PERKS

FROM PAGES TO POSSIBILITIES

SOMETHING FOR EVERYONE TO **READ**

BOOKS, MAGAZINES, NEWSPAPERS, COMICS & MORE

In the news

- Waukesha Public Library welcomes new children’s librarian: [Waukesha Freeman Article](#)
- Menomonee Falls Public Library to hold Latitude Café grand opening: [Waukesha Freeman Article](#)
- Dwight Foster Public Library announces September events: [Daily Union Article](#)
- Jefferson Public Library September programs and events: [Daily Union Article](#)
- Irvin L. Young Memorial Library Expansion/Renovation: [Whitewater Banner Article](#)
- Mukwonago Community Library Funerary Items returned: [League of WI Municipalities Article](#)

Outreach

- **Sat., Sept. 21:** Visit our Bridges outreach table at Retzer Nature Center’s annual Apple Harvest Festival. We will be promoting library card perks in “The Pines” activity area. We will be featuring the Spinning Wheel, a Dr. Seuss “Oh, the Places You’ll Go!” Photobooth, and offer color-your-own bookmarks and other giveaways. Event details: <https://www.waukeshacounty.gov/appleharvestfestival>
- Waukesha Public Library will also be there to kick-off [Waukesha Reads](#) with their book giveaway.

Story Hike at Retzer Nature Center: Bridges is partnering with Retzer Nature Center again for the fall Story Hike. The book, “Goodbye Summer, Hello Autumn,” by Kenard Pak, will be at Retzer from September 21 – October 31.

<https://www.waukeshacounty.gov/storyhike>

Marketing: We were very excited to receive a nice acknowledgement from Angela Hursh of NoveList on her LinkedIn page. We were recognized as her “Library of the Day” for our August system email newsletter titled “Wanna go book clubbing?” [See Angela’s LinkedIn Post](#)

August Newsletters:

Marketing Magic - resources for library staff:

- August 23: 64.13% Open Rate

Monthly Bridges:

- August 13: 49.83% Open rate

Legislators:

- August 12: 25% Open rate



Angela Hursh (She/Her) • Following
Library Marketing Expert | Library Journal 2023 Mover and Shaker
1w •

Library consortia or systems: You can help your member libraries with email! Case in point:

[Bridges Library System](#) sends a monthly newsletter highlighting key library services. With a table of contents at the top of the newsletter, and informative, easy-to-understand content, these emails are fun to receive! This month’s subject line was “Let’s go Book Clubbing!”

That’s why Bridges is our [#LibraryOfTheDay](#). See the full email here: <https://lnkd.in/gWjQ-xF8>

Wanna go clubbing?

Check out 3 ways to enjoy book clubs with your library.

