



## Library Board of Trustees

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

**Monday, April 21, 2025- 6:30 PM**

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

Please click the link below to join the webinar:

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/88373432757?pwd=R1vir9DUpF8JEltZd4zTzXiSm78ppl.1>

**Meeting ID: 883 7343 2757**

**Passcode: d3Fh5vwX**

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

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

## AGENDA

### CALL TO ORDER

### ROLL CALL

### APPROVAL OF AGENDA

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

### WELCOME TO NEW MEMBERS

### 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 March 17, 2025 meeting
- [2.](#) Approval of Payment of Invoices for March 2025
- [3.](#) Acknowledgement of Receipt of March 2025 Statistical report
- [4.](#) Acknowledgement of Receipt of Financial reports
- [5.](#) Acknowledgement of Receipt of March 2025 Treasurer's reports

### HEARING OF CITIZEN COMMENTS

*No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the*

*agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.*

***To make a comment during this period, or any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial \*6 to unmute your phone and dial \*9 to raise your hand.***

## **OLD BUSINESS**

6. Library Building Project general update
7. Approval to hire the auction company and proceed with the necessary steps needed for placing the card catalog cabinets and antique chairs up for auction

## **NEW BUSINESS** [HYPERLINK "appISf3421b79494249719bd6c7efeb5d1a9a"](#)

8. [Discussion and possible action concerning the money market account at First Citizens](#)
9. [Discussion and election of 2025 Library Board officers](#)
10. [Approval of officers for the Friends Group](#)
11. [Review and approval of Internet Use 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 (262-473-0530) at least 72 hours prior.



## Library Board of Trustees

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

**Monday, March 17, 2025- 6:30 PM**

### Minutes

**CALL TO ORDER at 6:32 pm**

**ROLL CALL:**

*Present:* Jennifer Motszko, Camden Harlan, Brienne Diebolt-Brown, Doug Anderson

*Not present:* Alyssa Orlowski, Kathy Retzke, Sallie Berndt

*Library staff present:* Diane Jaroch (Director), Rachel Clift (Assistant Director), Sarah French (Programming & Makerspace Librarian)

**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.*

- **Camden Harlan moved, Doug Anderson seconded the motion, motion passed**

**CONSENT AGENDA**

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

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

- **Doug Anderson moved, Brienne Diebolt-Brown seconded the motion, motion passed**

**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.*

- **No citizen comments were voiced at this meeting.**

***To make a comment during this period, or any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial \*6 to unmute your phone and dial \*9 to raise your hand.***

## **OLD BUSINESS**

### **6. Library Building Project general update**

- *Diane Jaroch (Director) shared that the project is currently running according to schedule. There was a minor leak during the heavy rain on the night of February 11<sup>th</sup>, this was found to be due to cuts in the roof wrap and was fixed morning of February 12<sup>th</sup>; no water damage was sustained. Masonry work on the outside of the new addition has been completed. Windows will be installed the week of March 17-March 21. A temporary wall between the addition and the current building is being removed, there is a second temporary wall that is staying and will separate the two areas. On March 12 Miron, Studio GC, and library leadership met with a contractor to do an assessment for a hearing loop. On March 12 Studio GC, library leadership, and Library Board president Jennifer Motszko met with the selected furniture contractor. Work on clearing areas of the library that will next be affected by construction has started, janitor closet is first on the list.*

## **NEW BUSINESS**

### **7. Discussion about revitalizing the Friends Group**

- *Sarah French (Programming & Makerspace Librarian) presented on ideas to restart the Friends Group. She has made a brochure and has been talking to regular patrons to check for interest. Thus far she has 5 people who would want to be a member and run for a spot on the Friends Group Board. Sarah F. has volunteered to work with the Friends group as they restart and assist with marketing and logistics. Per the bylaws of the Friends Group one member of the Library Board has to be an 'at large' member, Doug Anderson volunteered. The first meeting of the Friends Group will be to establish a slate of candidates for the Friends Group board, this slate of officers will have to be approved by the Library Board.*

### **8. Discussion and possible action concerning the money market account at First Citizens**

- *The money market account at First Citizens Bank has to have \$2,500 in it, money was transferred there to meet that standard as we had fallen below it due to a misunderstanding of the minimum.*

### **9. Approval to close on April 17th due to construction activities with proposed compensation plan**

- *Miron has asked that the library be closed on April 17<sup>th</sup> to do work that requires the water to be off and all staff and members of the public out of the building. The Library will already be closed on April 18<sup>th</sup> and this would cause the least disruption to the public's library access. The Board moved to allow staff to work from home, take vacation time, take sick time, or if both vac and sick time are not available staff can take unpaid time with Director approval. Brienne Diebolt-Brown moved, Camden Harlan seconded the motion, motion passed.*

### **10. Discuss and approve volunteers to serve on the Board Development Committee**

- *Two members of the Library Board will be rotating off. This means that the Board Development Committee needs to be formed. Jennifer Motszko will be on the Board Development Committee. Brienne Diebolt-Brown and Camden Harlan volunteered to be part of the Board Development Committee.*

11 Approval of the 2024 Annual Report

- *Annual Report has been completed and submitted to the State. Our numbers were still good even though the Library had to be closed to the public for part of the year. One error was found and corrected: in an area asking if we did an annual computer usage review, we checked both 'yes' and 'no'. Only 'no' should have been checked as we were closed during the time the annual computer usage review is conducted. Doug Anderson moved to accept the report, Brienne Diebolt-Brown seconded the motion, and the motion passed.*

12. Discussion and approval of the 2025 Strategic Plan Activities

- *New activities are in blue, activities that are done are marked, on-going tasks are marked. Camden Harlan moved to approve the plan, Brienne Diebolt-Brown seconded the motion, and the motion passed.*

13. Discussion and possible action concerning the card catalog cabinets

- *Card catalogs in the basement will be sold and the money used to help with the remodel. Rachel Clift (Assistant Library Director) will look into online bidding after having the price of the catalogs accessed. A plan will be created and will be presented to the Library Board for approval at the April 21<sup>st</sup> Library Board meeting.*

## CONSIDERATIONS / DISCUSSIONS / REPORTS

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

## FUTURE AGENDA ITEMS

- *Money Market Account*
- *Card Catalogue sale plan*
- *Friends slate of officers*
- *Officer roles as board members rotate off*

**CONFIRMATION OF NEXT MEETING:** April 21<sup>st</sup> at 6:30 pm, Cravath Lakefront Conference Room

20. Adjournment into Closed Session at 7:34 pm

Roll call for closed session:

*Present:* Jennifer Motszko, Camden Harlan, Brienne Diebolt-Brown, Doug Anderson

*Not present:* Alyssa Orlowski, Kathy Retzke, Sallie Berndt

*Library staff present:* Diane Jaroch (Director)

I. Adjournment into Closed Session **NOT TO RECONVENE** per Wisconsin State Statute 19.85(1) (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

Item to be discussed:

a) Performance evaluation for the Library Director

#### **ADJOURNMENT**

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

March 2025

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Amazon	n/a	\$ 115.69
Audiovisual-adult	Midwest Tape	506821586	\$ 135.98
Audiovisual-adult	Midwest Tape	506888240	\$ 133.97
Audiovisual-adult	Midwest Tape	506888242	\$ 55.99
Audiovisual-adult	Midwest Tape	506931722	\$ 52.99
			<b>\$ 494.62</b>
Audiovisual-juvenile	Midwest Tape	506888243	\$ 23.24
Audiovisual-juvenile	Midwest Tape	506862069	\$ 26.99
			<b>\$ 50.23</b>
Books-adult	Thrift Books	n/a	\$ 66.25
Books-adult	B&T	2038911157	\$ 1,095.24
Books-adult	Amazon	n/a	\$ 115.91
Books-adult	Thrift Books	n/a	\$ 234.99
Books-adult	Thrift Books	n/a	\$ 152.61
Books-adult	Thrift Books	n/a	\$ 88.70
Books-adult	B&T	2038941461	\$ 304.89
Books-adult	B&T	2038964643	\$ 855.63
Books-adult	Maris Associates	170	\$ 263.43
			<b>\$ 3,177.65</b>
Books-juvenile	Ingram	86840182	\$ 97.70
Books-juvenile	Ingram	87104821	\$ 364.27
Books-juvenile	Ingram		\$ 146.17
			<b>\$ 608.14</b>
Building project	Amazon	n/a	\$ 38.05
Database Subscriptions	Bridges Lib. System	20258-13010025	\$ 21,590.00
Grounds maintenance	AlSCO Uniforms	IMIL2103096	\$ 38.87
Grounds maintenance	AlSCO Uniforms	IMIL2106631	\$ 38.87
			<b>\$ 77.74</b>
Library Books-digital	Bridges Lib. System		\$ 3,333.00
Material recovery	Unique	6136868	\$ 23.30
Office supplies	Ace Hardware	n/a	\$ 4.21
Office supplies	Showcases	330195	\$ 133.92

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		<b>City of Whitewater</b>	<b>3,558</b>		
<b>Jefferson County</b>				<b>Dodge County</b>	
City	121			City	0
Rural	366			Rural	0
TOTAL	<b>487</b>			TOTAL	<b>0</b>
<b>Rock County</b>				<b>Waukesha County</b>	
City	101			City	18
Rural	530			Rural	4
TOTAL	<b>631</b>			TOTAL	<b>22</b>
<b>Walworth County</b>					
City	8			Other Counties	<b>55</b>
Rural	804				
TOTAL	<b>812</b>			Out of State	<b>0</b>
<b>Dane County</b>					
City	0			Total Nonresident	<b>2,045</b>
Rural	38				
TOTAL	<b>38</b>				
				<b>TOTAL</b>	<b>5,603</b>
	<b>ADULT</b>	<b>4,802</b>	<b>CHILDREN</b>	<b>351</b>	
<b>ACCESS &amp; USAGE</b>		<b>INFORMATION SERVICE</b>			
Days Open	26	Reference	179		
Hours Open	260				
Library Visits	3,823	<b>REGISTRATION</b>			
		Resident	3,558		
		Non-Resident	1,913		
		Total Registered Borrowers	<b>5,471</b>		
<b>OVERDRIVE</b>	1,752	New Users	32	<b>IN-PERSON PROGRAMS</b>	
				Children 0-5 Programs	1
<b>MAKER SPACE</b>	25	<b>INTERLIBRARY LOAN</b>		Attendance	25
		Lending	1,343	Children 6-11 Programs	1
<b>MEETING ROOMS</b>	12	Borrowing	1,529	Attendance	31
				Children 12-18 Programs	0
<b>HOOPLA</b>		<b>VOLUNTEERS</b>		Attendance	0
Checkouts	152	Participants	0	Adult Programs	1
Cost	\$ 334.73	Hours worked	0	Attendance	5
		<b>HOME DELIVERY</b>		All Ages	0
<b>COLLECTION MAINTENANCE</b>		Participants	16	Attendance	0
		Items Delivered	160	<b>SELF-DIRECTED PROGRAMS</b>	
Books added	180			Children 0-5 Programs	1
Audio materials added	7	<b>PRE-RECORDED PROGRAMS</b>		Attendance	1
Video materials added	9	Children 0-5 Programs	0	Children 6-11 Programs	1
Other materials added	18	Attendance	0	Attendance	41
		Children 6-11 Programs	0	Children 12-18 Programs	0
Materials withdrawn	25	Attendance	0	Attendance	0
		Children 12-18 Programs	0	Adult Programs	1
		Attendance	0	Attendance	36
		Adult Programs	0	All Ages	
		Attendance	0	Attendance	

**CITY OF WHITEWATER**  
**BALANCE SHEET**  
**FEBRUARY 28, 2025**

Item 5.

**LIBRARY SPECIAL REVENUE FUND**

	BEGINNING BALANCE		ACTUAL THIS MONTH		ACTUAL THIS YEAR		ENDING BALANCE
<u>ASSETS</u>							
220-11100 CASH	253,383.70	(	55,075.49)	(	133,333.02)		120,050.68
220-11300 INVESTMENTS	35,544.83		117.66		243.28		35,788.11
220-11301 LIBRARY BRD MM-132 732	1,085.10	(	4.92)	(	9.83)		1,075.27
220-11500 LIBRARY BRD INVESTMENTS CDS	333,963.14		1,105.51		2,285.82		336,248.96
220-12000 ACCOUNTS RECEIVABLE	2,500.00		.00	(	2,500.00)		.00
TOTAL ASSETS	626,476.77	(	53,857.24)	(	133,313.75)		493,163.02
<u>LIABILITIES AND EQUITY</u>							
<u>LIABILITIES</u>							
220-21100 ACCOUNTS PAYABLE	5,797.61	(	571.09)	(	4,928.96)		868.65
220-21106 WAGES CLEARING	26,435.70		.00	(	26,435.70)		.00
TOTAL LIABILITIES	32,233.31	(	571.09)	(	31,364.66)		868.65
<u>FUND EQUITY</u>							
220-34300 FUND BALANCE	574,789.66		.00		.00		574,789.66
220-34320 CAPITAL IMPROVEMENT RESERVE	19,453.80		.00		.00		19,453.80
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	(	53,286.15)	(	101,949.09)	(	101,949.09)
BALANCE - CURRENT DATE	.00	(	53,286.15)	(	101,949.09)	(	101,949.09)
TOTAL FUND EQUITY	594,243.46	(	53,286.15)	(	101,949.09)		492,294.37
TOTAL LIABILITIES AND EQUITY	626,476.77	(	53,857.24)	(	133,313.75)		493,163.02

**CITY OF WHITEWATER**  
**REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025**

Item 5.

**LIBRARY SPECIAL REVENUE FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55 CONTRACT REVENUE	5,077.00	5,077.00	219,768.00	214,691.00	2.3
TOTAL INTERGOVERNMENTAL REVENUE	5,077.00	5,077.00	219,768.00	214,691.00	2.3
<u>FINES &amp; FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	133.39	291.32	3,300.00	3,008.68	8.8
220-45330-55 COPY MACHINE REVENUE	289.40	528.77	4,000.00	3,471.23	13.2
TOTAL FINES & FORFEITURES	422.79	820.09	7,300.00	6,479.91	11.2
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	117.66	243.28	706.66	463.38	34.4
220-48105-55 LIBRARY BOARD INTEREST INCOME	1,105.59	2,285.99	.00	( 2,285.99)	.0
220-48500-55 DONATIONS	3.40	45.50	18,000.00	17,954.50	.3
220-48600-55 MISC REVENUE	153.00	252.75	400.00	147.25	63.2
TOTAL MISCELLANEOUS REVENUE	1,379.65	2,827.52	19,106.66	16,279.14	14.8
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	.00	469,370.34	469,370.34	.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	120,579.81	120,579.81	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	589,950.15	589,950.15	.0
TOTAL FUND REVENUE	6,879.44	8,724.61	836,124.81	827,400.20	1.0

**CITY OF WHITEWATER**  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

Item 5.

**LIBRARY SPECIAL REVENUE FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	23,603.27	42,910.09	313,503.99	270,593.90	13.7
220-55110-114 WAGES/PART-TIME	16,094.95	29,352.79	222,238.35	192,885.56	13.2
220-55110-117 LONGEVITY	.00	.00	2,000.00	2,000.00	.0
220-55110-120 EMPLOYEE BENEFITS	12,762.75	28,121.54	179,591.19	151,469.65	15.7
220-55110-211 PROFESSIONAL DEVELOPMENT	35.00	35.00	2,000.00	1,965.00	1.8
220-55110-218 PROFESSIONAL SERV/CONSULTING	.00	.00	1,000.00	1,000.00	.0
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	378.10	1,232.74	7,209.19	5,976.45	17.1
220-55110-225 TELECOM/INTERNET/COMMUNICATION	57.51	47.51	7,007.46	6,959.95	.7
220-55110-310 OFFICE & TECHNICAL SUPPLIES	1,055.46	1,561.86	15,000.00	13,438.14	10.4
220-55110-313 POSTAGE	5.82	14.62	336.63	322.01	4.3
220-55110-319 MATERIAL RECOVERY	46.60	337.85	725.00	387.15	46.6
220-55110-320 SUBSCRIPTIONS/DUES	243.50	243.50	650.00	406.50	37.5
220-55110-321 LIBRARY BOOKS-ADULT	3,062.14	3,062.14	25,000.00	21,937.86	12.3
220-55110-323 LIBRARY BOOKS-JUVENILE	582.08	582.08	6,000.00	5,417.92	9.7
220-55110-324 LIBRARY PERIODICALS-ADULT	49.35	49.35	2,400.00	2,350.65	2.1
220-55110-325 LIBRARY PERIODICALS-JUVENILE	.00	.00	1,000.00	1,000.00	.0
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	1,420.28	1,889.69	6,500.00	4,610.31	29.1
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	66.22	168.37	2,000.00	1,831.63	8.4
220-55110-330 TRAVEL EXPENSES	265.45	265.45	2,000.00	1,734.55	13.3
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	.00	.00	500.00	500.00	.0
220-55110-332 LIBRARY BOOKS-DIGITAL	47.19	112.79	4,613.00	4,500.21	2.5
220-55110-333 AUDIO/VISUAL LIBRARY-DIGITAL	300.91	579.84	2,500.00	1,920.16	23.2
220-55110-335 DATABASE SUBSCRIPTIONS	.00	.00	22,000.00	22,000.00	.0
220-55110-341 PROGRAM SUPPLIES-ADULT	34.01	34.01	3,500.00	3,465.99	1.0
220-55110-342 PROGRAM SUPPLIES-JUVENILE	.00	.00	6,000.00	6,000.00	.0
220-55110-343 MISC SUPPLIES-ADULT	.00	.00	150.00	150.00	.0
220-55110-346 SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-347 LIBRARY USE OF GRANTS EXPENSE	50.00	50.00	.00	( 50.00)	.0
220-55110-348 SALES TAX EXPENSE	.00	12.48	300.00	287.52	4.2
220-55110-350 CONTINGENCIES	.00	.00	300.00	300.00	.0
220-55110-500 LIBRARY BOARD CHECKING	5.00	10.00	.00	( 10.00)	.0
<b>TOTAL LIBRARY</b>	<b>60,165.59</b>	<b>110,673.70</b>	<b>836,124.81</b>	<b>725,451.11</b>	<b>13.2</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>60,165.59</b>	<b>110,673.70</b>	<b>836,124.81</b>	<b>725,451.11</b>	<b>13.2</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 53,286.15)</b>	<b>( 101,949.09)</b>	<b>.00</b>	<b>101,949.09</b>	<b>.0</b>

**CITY OF WHITEWATER**  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

Item 5.

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	646.09	1,166.12	11,131.25	9,965.13	10.5
100-55111-118 UNIFORM ALLOWANCES	.00	.00	27.00	27.00	.0
100-55111-150 MEDICARE TAX/CITY SHARE	10.40	26.96	175.63	148.67	15.4
100-55111-151 SOCIAL SECURITY/CITY SHARE	44.50	115.30	750.96	635.66	15.4
100-55111-152 RETIREMENT	44.91	117.59	775.50	657.91	15.2
100-55111-153 HEALTH INSURANCE	72.00	168.00	864.00	696.00	19.4
100-55111-154 HRA-LIFE STYLE ACCT EXPENSE	.00	.00	90.00	90.00	.0
100-55111-155 WORKERS COMPENSATION	13.83	36.21	214.11	177.90	16.9
100-55111-156 LIFE INSURANCE	.14	.28	3.79	3.51	7.4
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	204.00	204.00	.0
100-55111-221 WATER & SEWER	409.83	409.83	2,856.00	2,446.17	14.4
100-55111-222 ELECTRICITY	1,094.19	1,094.19	13,600.00	12,505.81	8.1
100-55111-223 NATURAL GAS	891.00	891.00	4,545.00	3,654.00	19.6
100-55111-244 HVAC	.00	.00	1,262.50	1,262.50	.0
100-55111-245 FACILITY IMPROVEMENTS	.00	.00	3,060.00	3,060.00	.0
100-55111-246 JANITORIAL SERVICES	1,259.00	1,259.00	16,380.00	15,121.00	7.7
100-55111-355 REPAIR & SUPPLIES	313.60	313.60	2,040.00	1,726.40	15.4
TOTAL YOUNG LIBRARY BUILDING	4,799.49	5,598.08	57,979.74	52,381.66	9.7
TOTAL FUND EXPENDITURES	4,799.49	5,598.08	57,979.74	52,381.66	9.7
NET REVENUE OVER EXPENDITURES	( 4,799.49)	( 5,598.08)	( 57,979.74)	( 52,381.66)	( 9.7)

## FRIENDS OF THE LIBRARY FINANCIAL REPORT

## Jan-25

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

## Feb-25

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

## Mar-25

Beginning Balance		\$ 1,765.46
Deposit	\$ 53.00	\$ 1,818.46
Interest	\$ 0.15	\$ 1,818.61
Ending Balance		\$ 1,818.61



# QUARTERLY REPORT

Irvin L. Young Memorial Library  
Endowment Fund

01/01/2025 to 03/31/2025

**Prepared by:** First Citizens State Bank  
207 West Main Street  
Whitewater, WI 53190



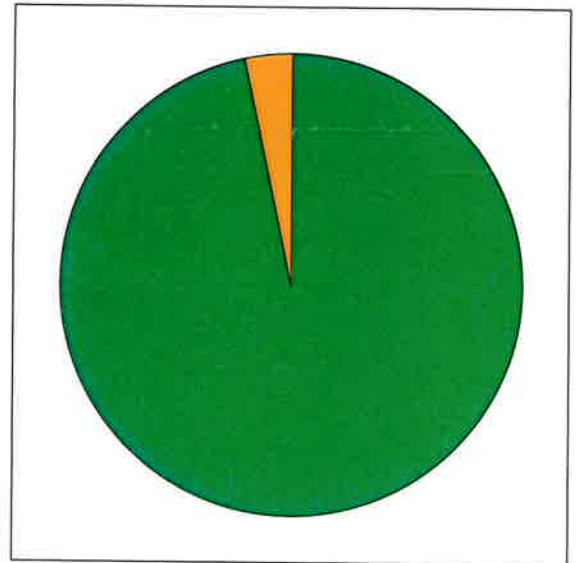
## ACCOUNT SUMMARY

Irvin L. Young Memorial Library  
Endowment Fund

ACCOUNT 9900003 AS OF 03/31/2025

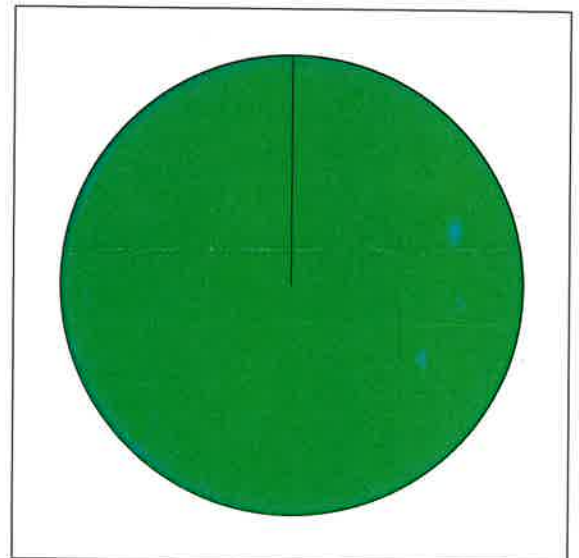
### Market Value as of 03/31/2025

97% STOCKS	89,113.13
3% BANK ACCOUNTS	3,072.15
<b>Total Market Value</b>	<b>92,185.28</b>



### Equity Sector Allocation

100% Growth & Income Funds	89,113.13
<b>Total Equities</b>	<b>89,113.13</b>







## REPORT OF ASSETS

Irvin L. Young Memorial Library  
Endowment Fund

ACCOUNT 9900003 AS OF 03/31/2025

	Units	Price	Market Value	Book Value
<b>MUTUAL FUNDS</b>				
1. Vanguard Balanced Index Admiral Shares	1,909.840	46.6600	89,113.13	45,967.34
<b>TOTAL STOCKS</b>			<u>89,113.13</u>	<u>45,967.34</u>
<b>TOTAL INVESTMENTS</b>			89,113.13	45,967.34
<b>CASH ON HAND</b>			<u>3,072.15</u>	<u>3,072.15</u>
<b>TOTAL ASSETS</b>			<u><u>92,185.28</u></u>	<u><u>49,039.49</u></u>



## REPORT OF CASH ACCOUNT

Irvin L. Young Memorial Library  
Endowment Fund

ACCOUNT 9900003 FOR DATES 01/01/2025 TO 03/31/2025

<b>BEGINNING BALANCE</b>		<b>2,044.42</b>
<b>1. DIVIDENDS RECEIVED</b>		
Dividend Receipt		
Vanguard Balanced Index Admiral Shares		
03/28/2025	545.03	
Total Dividend Receipt	545.03	
<b>TOTAL DIVIDENDS RECEIVED</b>		<b>545.03</b>
<b>2. MISCELLANEOUS RECEIPTS</b>		
Interest Credit		
01/31/2025	0.11	
02/28/2025	0.10	
03/31/2025	0.11	
Total Interest Credit	0.32	
<b>TOTAL MISCELLANEOUS RECEIPTS</b>		<b>0.32</b>
<b>3. ASSET SALES AND TRANSFERS</b>		
Transfer from IMMA		
LPL Money Market 1		
01/02/2025	482.35	
01/07/2025	0.03	
03/31/2025	545.03	
Total Transfer from IMMA	1,027.41	
<b>TOTAL ASSET SALES AND TRANSFERS</b>		<b>1,027.41</b>
<b>TOTAL ITEMS OF RECEIPT</b>		<b>1,572.76</b>
<b>4. ASSET PURCHASES AND TRANSFERS</b>		
Transfer to IMMA		
LPL Money Market 1		
03/28/2025	-545.03	
Total Transfer to IMMA	-545.03	
<b>TOTAL ASSET PURCHASES AND TRANSFERS</b>		<b>-545.03</b>



## REPORT OF CASH ACCOUNT

Irvin L. Young Memorial Library  
Endowment Fund

ACCOUNT 9900003 FOR DATES 01/01/2025 TO 03/31/2025

TOTAL ITEMS OF DISBURSEMENT

-545.03

CASH ACCOUNT BALANCE

3,072.15



## REPORT OF NON-CASH ENTRIES

Irvin L. Young Memorial Library  
Endowment Fund

ACCOUNT 9900003 FOR DATES 01/01/2025 TO 03/31/2025

	Market Value	Book Value
<b>1. CAPITAL GAINS REINVESTMENT</b>		
LT Cap Gains Reinvest		
Vanguard Balanced Index Admiral Shares		
03/28/2025 25.622 shares	1,202.95	1,202.94
	<hr/>	<hr/>
Total LT Cap Gains Reinvest	1,202.95	1,202.94
ST Cap Gains Reinvest		
Vanguard Balanced Index Admiral Shares		
03/28/2025 .265 shares	12.44	12.44
	<hr/>	<hr/>
Total ST Cap Gains Reinvest	12.44	12.44
TOTAL CAPITAL GAINS REINVESTMENT	1,215.39	1,215.38
	<hr/>	<hr/>
TOTAL NON-CASH INCREASES	1,215.39	1,215.38
	<hr/>	<hr/>

	Current Month	Received to Date	Est. FY Rev.	% of Total
Fees	\$2.60	\$161.35	\$500.00	32%
Materials Replacement	\$24.00	\$268.35	\$1,000.00	27%
County Reimbursements	\$82,123.50	\$145,478.50	\$219,768.00	66%
Gifts & Grants	\$453.27	\$1,625.68	\$15,000.00	11%
Copywork	\$334.60	\$321.95	\$3,000.00	11%
<b>TOTAL</b>	<b>\$82,937.97</b>	<b>\$147,855.83</b>	<b>\$239,268.00</b>	62%





April 04, 2025

Statement Period:  
March 01, 2025 - March 31, 2025

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

**Contact Us**

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

**American Money Market Account™**

Account Number-Description	Average Monthly Balance	Net Earnings	Delivered Rate
CIRVIN01 - General	\$ 336,248.97	\$ 1,182.86	4.28 %

**Balance Summary**

Beginning Balance:	\$	336,248.96
Total Deposits:	\$	2,682.86
Total Withdrawals:	\$	-1,500.00
Ending Balance:	\$	337,431.82
Average Balance:	\$	336,248.97

**Transaction Detail**

DEPOSITS

Date	Description	Amount
03/12/2025	Deposit ACH Return 3/12/2025	\$ 1,500.00
03/31/2025	Accrued Interest Earned	\$ 1,182.86
<b>Total Deposits:</b>		<b>\$ 2,682.86</b>

WITHDRAWALS

Date	Description	Amount
03/12/2025	Withdrawal	\$ -1,500.00
<b>Total Withdrawals:</b>		<b>\$ -1,500.00</b>

**Summary of Financial Institutions**

FDIC/ NCUA	Name	Balance
24077	Altra, FCU	\$ 3,372.69
24540	Bank of New England	\$ 11,148.48
57368	Bankwell Bank	\$ 59,355.46
27237	Enterprise Bank & Trust	\$ 248,500.00
3832	Old National Bank	\$ 4,105.50
3832	Old National Bank	\$ 1,411.41
59112	Studio Bank	\$ 1,405.28
6560	The Huntington National Bank - Repurchase Agreement	\$ 1,182.86
18344	UBank (TX)	\$ 2,894.56
18344	UBank (TX)	\$ 1,180.31
26626	United Texas Bank	\$ 1,375.27
18221	Webster Bank, NA	\$ 1,500.00
<b>Ending Balance:</b>		<b>\$ 337,431.82</b>



*American Deposit Management LLC applied a period ending Feb 2025 Deposit Advisory Fee of \$40.68 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 Feb 2025, the Program Fee of 0.04 was applied to gross earnings of \$1,193.95 for a total of \$47.76.*

*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).*

**AMERICAN DEPOSIT MANAGEMENT**

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

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**IMPORTANT NOTICE: FEE CHANGES**

Please note, on June 1, 2025, the following fee changes will take effect:

- Stop Payment fee will increase from \$24.00 to \$25.00
- ACH Request: Setup fee \$5.00 and changes \$5.00

These adjustments ensure we can continue providing reliable and secure services. Thank you for banking with us!

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**BUSINESS IMMA ACCOUNT 132732**

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT .....			02/28/25	1,075.27
INTEREST		.09	03/31/25	1,075.36
SERVICE CHARGE	5.00		03/31/25	1,070.36
BALANCE THIS STATEMENT .....			03/31/25	1,070.36

TOTAL DAYS IN STATEMENT PERIOD 03/01/25 THROUGH 03/31/25: 31

TOTAL CREDITS (1) .09  
 TOTAL DEBITS (1) 5.00

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

AVERAGE LEDGER BALANCE:	1,075.27	INTEREST EARNED:	.09
AVERAGE AVAILABLE BALANCE:	1,075.27	DAYS IN PERIOD: 03/01/25-03/31/25:	31
INTEREST PAID THIS PERIOD:	.09	ANNUAL PERCENTAGE YIELD EARNED:	.10%
INTEREST PAID 2025:	.26		

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

TOTAL CHARGE FOR MAINTENANCE: 5.00

\* \* \* C O N T I N U E D \* \* \*



017 00001 00  
 ACCOUNT:  
 DOCUMENTS:

PAGE: 2  
 132732 03/31/2025  
 0

IRVIN L YOUNG MEMORIAL LIBRARY  
 KATHLEEN A RETZKE

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BUSINESS IMMA ACCOUNT 132732

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

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

- END OF STATEMENT -

Name	Email (communication)	Email (for Google Drive)	Phone	Position	Term
Sarah Hoots	hootyhoots@yahoo.com	sarahehoffmann52@gmail.com	509-220-8570	President	2025-2026
Kelly Davis	kellymross@gmail.com		262-203-1999	Vice President	2025-2026
Julie Caldwell	jlcaldwell15@gmail.com		262-215-9023	Treasurer	2025-2026
Jennalee Johnson	breunigjm@gmail.com		512-318-4097	Secretary	2025-2026
Kathy Ross	kathymross@gmail.com		262-472-0154	Director at Large	2025-2028
Sharon Knight	sknight283@aol.com		920-728-0663	Director at Large	2025-2028
Noelle Larson	noelle@circleofsongmt.com			Director at Large	2025-2028
Sharon McCullough	<a href="mailto:t1602@sbcglobal.net">t1602@sbcglobal.net</a>			Director at Large	2025-2028
Sarah French	sfrench@whitwater-wi.gov		262-458-2782	Library Staff Representative	
Diane Jaroch	djaroch@whitewater-wi.gov		262-473-0530	Library Director	
Doug Anderson	trkfld1stsgt@icloud.com		262-458-2377	Library Board Representative	



# Irvin L. Young Memorial Library

## INTERNET USE POLICY

In keeping with the mission to make accessible the broadest possible range of information in a variety of formats, the Irvin L. Young Memorial Library provides public access to the Internet.

The Internet offers a wealth of educational, recreational, and cultural information that vastly increases the resources available to library users. It is the user's responsibility to choose which resources to access. Be aware that the Internet is unregulated and materials accessible through it may be inaccurate, incomplete, outdated, biased, inappropriate, or offensive. Since the library has no control over the content, individuals use it at their own risk. Users are cautioned to access and evaluate materials online as they would a printed resource.

The library has no obligation to monitor the information presented on the Internet; however, patrons using the Internet agree that the library has the right to monitor the Internet from time to time and to disclose any information necessary to satisfy any law, regulation, court order, other governmental request, or operational necessity.

### I. User Responsibilities and Ethical Use

Responsible, ethical use of such resources includes the following:

- ~~Signing Internet user card which will be placed on file at the library.~~
- Receiving and acknowledging the library's Internet Use Policy.

--Using resources for educational, informational and recreational purposes only: not for unauthorized, illegal or unethical purposes.

--Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.

devices and WiFi

--Further respecting the privacy of others using public access workstations at the library by not interfering with their use.

App. 11/98 || rev.  
12/98 || rev.7/02 || 4/03 || 8/04 || 03/06 || 3/09 || 10/10 || rev.4/12 || rev.  
5/15 || 9/18 || 10/21



# Irvin L. Young Memorial Library

## INTERNET USE POLICY

--Not attempting in any way to alter, damage, abuse, or sabotage computer equipment or software, alter configurations, or install any software.

--Making only authorized copies of copyrighted or licensed software or data.

--Not sending, receiving, or displaying text or graphics which may reasonably be construed as obscene. Users may not use library terminals **equipment** for any activity that is deliberately offensive or creates an intimidating or hostile environment.

### II. Use by Minor Children

Children under the age of 18 must have ~~signed~~ parental permission to use the Internet.

The library assumes no responsibility for the use of the Internet by children. It is not possible for library staff to control specific information children and youth may locate on the Internet. Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information. Selection policies which serve to govern a library's purchase of written materials may not apply to material accessed electronically. It is the responsibility of the user (or the parent/guardian) to determine what is appropriate.

~~Library staff will instruct juveniles to choose another Internet site or terminate the Internet session if they are observed viewing a site that might be considered unsuitable for juveniles. Failure to comply with these instructions will result in termination of computer use.~~

### III. Consequences of Infraction of Rules

Users are liable for costs arising from malicious damage to library equipment or software.

App. 11/98 || rev.  
12/98 || rev.7/02 || 4/03 || 8/04 || 03/06 || 3/09 || 10/10 || rev.4/12 || rev.  
5/15 || 9/18 || 10/21



# Irvin L. Young Memorial Library

## INTERNET USE POLICY

Failure to comply with library policy may result in, but not be limited to, suspension of computer privileges at the library. Illegal use of library Internet work stations could be subject to prosecution under State or Federal law.

Habitual infractions will result in permanent loss of privileges to use the Internet ~~stations.~~

### IV. Assistance

Library staff is available to assist in use of Internet resources, as needed, as time permits, but may not be familiar with every application. Because of the many different Internet applications available, it is not possible to provide complete technical support.

### V. Disclaimer

The Copyright Law of the United States (Title 17, United States Code) governs the reproduction, distribution, adaptation, public performance, and public display of copyrighted material. Responsibility for any possible copyright infringement lies solely with the user; the library disclaims any responsibility or liability resulting thereof.

Displaying of sexually suggestive objects or pictures could be in violation of State or Federal obscenity laws.

The user agrees to hold the library harmless from any claims, losses, damages, obligations, or liabilities relating to the use of information obtained from the electronic information system at the library.

Software downloaded from the Internet may contain a virus. Users are cautioned to have virus-checking software on their computers. The library is not responsible for damage to a user's disk or computer, or for any loss of data, damage, or liability that may occur from an individual's use of the library's Internet services.

App. 11/98 || rev.  
12/98 || rev.7/02 || 4/03 || 8/04 || 03/06 || 3/09 || 10/10 || rev.4/12 || rev.  
5/15 || 9/18 || 10/21

**DIRECTOR'S REPORT**  
**MARCH 2025**

**I. ADMINISTRATION**

- a. Work orders submitted in March.
  - i. More salt was needed at the library to de-ice the ramp and sidewalks.
  - ii. Light bulbs in the space saver needed to be replaced.
  - iii. The HVAC system needed to be checked as the temperature in the library was cooler than usual.
  - iv. The lock on the book drop needed to be fixed.
  - v. One of the faucets in the men's restroom was dripping.
  - vi. The janitor closet needed to be cleaned out for construction.
  - vii. Circulation computer 2 needed to be replaced.
  - viii. Several light bulbs needed replacing throughout the library.
  - ix. Boxes needed to be moved to the basement.
  - x. The faucet in the women's restroom would not turn off.

**II. BUDGET**

- a. I will be meeting with the Head of Finance to discuss any Capital Improvement Projects anticipated for the library for 2025-2026.

**III. PERSONNEL**

- a. Deana Rolfsmeyer has begun a staff book club.
- b. Sarah French is in the process of creating a new website for the library.
- c. Staff continue to do monthly online cyber security trainings and CIVMIC trainings assigned by the city HR Department.
- d. Sara French and Deana Rolfsmeyer have the Summer Reading Program planned out and are creating PR materials for all of the various programs.

**IV. LIBRARY COLLECTION**

- a. Staff has been working on weeding the collection prior to Phase 3 of the construction project.
- b. When time allows, circulation staff have been scanning various sections of the collection to find items that need their catalog records fixed, or appear to need mending or cleaning.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. The family of local artist Albert Benedict, now deceased, has donated one of his sculptures to the library, as well as his solid oak floor loom for the Makerspace.
- b. The Be Kind Whitewater group created bookmarks for the library that we have been distributing to our patrons.
- c. I submitted a short article to the Whitewater Banner announcing our closed dates on April 18 and 19, along with an update on the building project.



**VI. LIBRARY BOARD RELATIONS**

- a. Jennifer and I continue to attend meetings with the architect and construction company concerning the building and furnishings.

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

- a. I continue to attend weekly construction meetings with Miron Construction and Studio GC.
- b. The architect and I met with two different moving companies.
- c. I met with Atmosphere Furniture concerning the furniture for the new library.
- d. I continue to attend bi-monthly Team meetings at city hall.
- e. I continue to attend weekly staff meetings with Rachel Clift, Deana Rolfsmeyer, and Sarah French.
- f. I met with the City Manager twice in March. He praised Rachel and I for the honest assessment of our staff performance reviews.
- g. I attended the Jefferson County Library Services Board meeting on March 4th.
- h. I attended Laurie Freund's (Coordinator of Library Development at Bridges Library System) retirement party at the New Berlin Public Library on April 3<sup>rd</sup>.
- i. I attended the Whitewater Leads Meeting on April 9th.
- j. I attended the APL meeting at the Jefferson Public Library on April 11<sup>th</sup>.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I have completed two of the CIVMIC trainings that all city staff have been assigned: Bloodborne Pathogens and Anti-Harassment Training.
- b. I will be attending the training "Managing the 12 Most Challenging Library Employees: A Library Supervisor's Survival Guide" with Dr. Steve Albrecht on April 24<sup>th</sup>.

**IX. STRATEGIC PLAN**

- a. Our Outreach Services Specialist, Suzanne Haselow, recently attended two outreach programs. On April 3<sup>rd</sup> she tabled at the Jefferson County's Senior Volunteer Fair to promote the Memory Cafes held at libraries throughout Jefferson and Walworth counties. On Sunday, April 7<sup>th</sup>, she assisted at the Library Memory Project Family Day hosted by Bridges Library System and held at the Dwight Foster Public Library in Fort Atkinson. This free, family-friendly event was for those living with memory loss and their care partners, children and grandkids!
- b. Sarah French participated in the Wellness Fair held at UWW on April 15<sup>th</sup>.
- c. Deana Rolfsmeyer participated in the International Children's Day celebration at Lincoln Elementary School on April 12<sup>th</sup>.
- d. Deana Rolfsmeyer and Rachel Clift participated in the 2025-2026 4K and New to Kindergarten Resources & Registration Support Day at the Whitewater High School on April 15<sup>th</sup>.

- e. We are in the process of revitalizing the Friends of the Library group, and their first meeting will be held on April 21<sup>st</sup>, before the board meeting.

**X. CAPITAL CAMPAIGN**

- a. We continue to received pledge donations.

## 2024 Irvin L. Young Memorial Library Highlights

- Our mocktail program was featured in the article, “Spirit-Free Spaces: Libraries Shake Things Up with Mocktail Programs” in the January/February 2024 issue of *American Libraries* Magazine.
- We collaborated with over 25 community organizations and individuals to provide over 120 library programs and events for children, teens, adults, and all ages.
- Staff members served on the library’s building committee, the ALSC Programs and Services Recognition committee, the CSLP Early Literacy Manual committee, the Whitewater City leadership committee, the Whitewater LEADS board, and the WLA Children’s Book Awards committee.
- Created and implemented a monthly library newsletter.
- Implemented a new events calendar and room reservation software which makes it easier for patrons to find events and book our rooms and makerspace equipment.
- For Library Lovers’ Month in February, created a giving tree where patrons could choose an item to donate, which resulted in many donations that offset costs for library programming.
- Itty Bitty Art Show in March had 44 community participants.
- Our library board approved a Land Acknowledgement Statement and Commitment to Action, which includes a new tab on the library’s website with links to resources about local Indigenous history (including book lists and highlights from our library’s collection) and current issues for further research and education. This page will be continually updated as needed.
- Purchased new equipment for the Makerspace with a Bridges grant, including an embroidery machine, upgraded scanner, a sublimation printer, heat press, and printmaking supplies.
- Our Summer Reading Program was a success. From June 10-July 20 we had 251 youth participants, 123 adult participants, 397 Bingo sheets turned in for prizes, 909 attendees at library events, and 10,415 material checkouts.
- The Library Expansion & Renovation Project began on September 9<sup>th</sup> and a groundbreaking event was held on October 5<sup>th</sup>.



### **Adult Services Report: April 2025**

- Recent increase in family history/ newspaper obituary questions.
- Assisted the Youth Services Librarian with outreach during a school registration event on April 15<sup>th</sup>.
- Due to Diane attending an offsite meeting I provided onboarding for a new council member on April 11<sup>th</sup>.

### **Collection Development:**

- Purchasing for Adult Non-fiction, Adult audiobooks, Adult music CDs, and Adult movies and tv series is going well.
- Lucky Day collection continues to be a popular collection and is added to weekly after a high holds report is run.
- New month means new displays! Displays are updated monthly and focus on holidays or national celebrations during that month. New Collection Displays in April were: 'National Humor Month', 'National Hope Month', and 'National Financial Literacy Month'.

### **Meetings Attended:**

- March 19<sup>th</sup>: Construction meeting with Miron Construction and Studio GC
- March 19<sup>th</sup>: Construction follow up meeting with Diane and Studio GC
- March 19<sup>th</sup>: Staff meeting with Deana, Sarah, and Diane
- March 21<sup>st</sup>: Staff feedback meeting (goal for annual review)
- March 26<sup>th</sup>: Construction meeting with Miron Construction and Studio GC
- March 26<sup>th</sup>: Construction follow up meeting with Diane and Studio GC
- March 26<sup>th</sup>: Staff meeting with Deana, Sarah, and Diane
- April 2<sup>nd</sup>: On Site Moving Discussion with Hallet, Studio GC, Diane, and Jennifer
- April 2<sup>nd</sup>: Pre-Construction meeting with Diane, Jennifer, and Studio GC
- April 9<sup>th</sup>: Construction meeting with Miron Construction and Studio GC
- April 9<sup>th</sup>: Construction follow up meeting with Diane and Studio GC
- April 9<sup>th</sup>: Staff meeting with Deana, Sarah, and Diane
- April 11<sup>th</sup>: New Council member Library onboarding
- April 15<sup>th</sup>: School Registration Outreach with Youth Services Librarian Deana
- April 16<sup>th</sup>: Construction meeting with Miron Construction and Studio GC
- April 16<sup>th</sup>: Construction follow up meeting with Diane and Studio GC

**Webinars and Trainings:**

- “Partnering for Democracy: Public Libraries and the League of Women Voters” from EveryLibrary Institute
- “Advocacy in a polarized world recording: How can we effectively communicate with all decision-makers, and stakeholders about the important work happening at your library regardless of their political beliefs” from EveryLibrary Institute
- “Revolutionizing Library Management with Health in All Policies.” From EveryLibrary Institute
- “Parent Perception of Librarians Survey Discussion.” From EveryLibrary Institute

# Youth Services Report

March 2025

## Collection Management

Materials ordered	40
Books cataloged	32
Materials Weeded	21
Nonfiction books changed to Dewey Lite	64

## Programs/Services

Program Name	Participation
Scavenger Hunt	26
1000 Books before Kindergarten	0
800 Books before 18	2
Reference Questions/Technology Assistance Provided	4

## Outreach Visits

Storytime at UW-Whitewater Children's Center	6
--	---

## Marketing

Category	Quantity
Displays Created	2
Social media scheduled from LibraryAware	5
Other social media posts created	0

**Meetings and Trainings**

2/6	Special management meeting for the Summer Reading Program
2/19	Management meeting
2/26	Management meeting

# Youth Services Report

April 2025

## Collection Management

Materials ordered	47
Books cataloged	70
Materials Weeded	5
Nonfiction books changed to Dewey Lite	4

## Programs/Services

Program Name	Participation
Scavenger Hunt	41
1000 Books before Kindergarten	1
Reference Questions/Technology Assistance Provided	5

## Outreach Visits

UW Children's Center Storytime	7
--------------------------------	---

## Marketing

Category	Quantity
Displays Created	2
Social media scheduled from LibraryAware	4
Other social media posts created	0



Meetings & Trainings			
3/5	Management Meeting		3/24 Infosec Training: BEC
3/7	NEOGOV: Slips, Trips, and Falls		3/24 NEOGOV: Anti-harassment Training
3/10	NEOGOV: Workplace Ergonomics		3/25 Active Shooter Training
3/11	NEOGOV: The Role of Customer Service		3/26 Management Meeting
3/12	NEOGOV: Workplace Diversity		
3/12	Management Meeting		
3/19	Management Meeting		
3/19	Bloodborne Pathogens		

## Programming & Makerspace Librarian Report

Sarah French

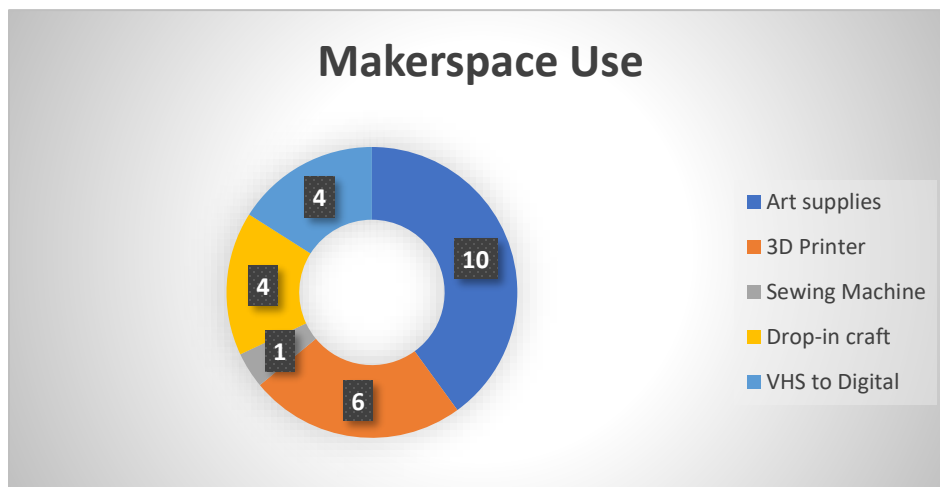
April 2025

### Programs:

- 3/18: Tea of the Month – Tulsi (36)
- 3/26: Embracing Our Differences: Stories & Art Activities with Be Kind Whitewater (31)
- Month of April: Makerspace drop-in project – Puzzle Piece Mural
- Month of April: Citizen Science Bingo
- 4/7: Spring Flower take/make craft for kids (60)
- 4/9: Community Helpers Storytime w/a Banker (13)

### Upcoming Programs:

- 4/19: Music & Art Wonder Club w/Noelle Larson
- 4/21: Tea of the Month – Turmeric Ginger
- 5/2: Painting Activity at Mulberry Glen in collaboration w/Whitewater Arts Alliance
- 5/5: Kindness Sunflower take/make craft for kids
- 5/14: Community Helpers Storytime w/a Police Officer
- 5/30-31: Whitewater Storytelling Festival in collaboration with the WW Arts Alliance, et al.



**Makerspace Appointments:** 3.5 hours

**Total Makerspace Use:** 25 (note that this number reflects only people who sign in; many don't)

**Equipment & Technology:** My workspace computer was updated to a new laptop with a docking station and monitor.

**Donations:**

- 50 seed packets from Seed Savers Exchange (to be used for Citizen Science Bingo rewards)

**Strategic Goals:**

- Began working on Strategic Goal 2 – the new website design. We set up a free Wordpress site and will receive Nexcess hosting for free through Bridges. By redesigning the website in-house, we are saving \$10,000-\$15,000 according to the quotes we received.
- Strategic Goal 3 – tabled at the UW-Whitewater Wellness Fair on 4/8. I talked with 65 people.
- Continued work on Strategic Goal 4 – Create a plan to renew and revitalize the Friends of the Library. We now have a full slate of board members and I am organizing a shared Google Drive folder.

**Other Updates:**

- Created a Spring Staff Picks marketing campaign. 8 staff members participated.
- National Library Week activities – swag table and drawing for a \$25 Book Teller gift card. I also created several social media posts throughout the week.

**Meetings**

- 3/17: Library Makers ambassador meeting
- 3/19: Management meeting
- 3/20: Meeting with Diane
- 3/20: Storytelling Festival committee
- 3/24: WLA Children's Book Award committee
- 3/26: Management meeting
- 3/27: WLA Mentorship meeting
- 3/27: Storytelling Festival committee
- 4/2: Management meeting
- 4/7: Storytelling Festival committee
- 4/9: Management meeting

**Professional Development:**

- NEOGOV Emerging Leader Certification Program Sessions:
  - *Ethical Leader*
  - *External Communication for Leaders*
- NEOGOV trainings:
  - *Active Shooter*
  - *The Role of Customer Service*
  - *Diversity in the Workplace: Diversity for All*
  - *Workplace Ergonomics*
- ALA webinar: *Show Up for Libraries: How, Where, and Why to Tell Your Library Story*
- *Community Voices* pre-training (Bridges)

# Bridges Library System Staff Reports

## April 2025

### Karol Kennedy – Library System Director

**Joint Finance Committee Hearing:** Approximately 20 representatives from southeastern Wisconsin libraries and systems came out to support state library system aid at the Joint Finance Committee hearing at State Fair Park on April 4<sup>th</sup>. Special thanks go to Abby Armour, Bruce Gay, and Nick Dimassis who spoke at the hearing.

**IMLS:** An executive order was signed on March 14<sup>th</sup> to, “reduce the performance of Institute of Museum and Library Services (IMLS) statutory functions and associated personnel to the minimum presence and function required by law.” On March 31<sup>st</sup>, all IMLS employees were placed on administrative leave, with access to their work systems blocked. The IMLS is the federal agency that provides Library Services and Technology Act (LSTA) Grants to States funding. To read more about what’s at stake for Wisconsin libraries and what you can do to help, please visit [mywisconsinlibrary.org](http://mywisconsinlibrary.org).

**System Director Search:** The Search Committee has been busy with the interview process in March and April. Nicole and I assisted the committee with posting meetings and handling arrangements. We anticipate the board will review the committee’s recommendation at the April meeting.

**Coordinator of Library Development Transition:** We said farewell to Laurie Freund after 36 years of service to Waukesha County Federated and Bridges Library Systems. She had an amazing career, and we wish her all the best in retirement! We were happy to welcome Kelly Nelson to our team to fill this position. Fortunately, Kelly and Laurie had a few days together before Laurie’s departure. Kelly’s onboarding will continue over the coming weeks, but she is off to a great start!

**Continuing Education:** WLA held their inaugural WLA on the Road event at WCTC. Sue Gresham (The LinkedIn Lady) presented her program *Secrets for Making the Most Out of LinkedIn*. We also had a tour of the impressive WCTC library. I have also participated in many Workday webinars in preparation for the April 19<sup>th</sup> Waukesha County launch.

### Mellanie Mercier – Automation Coordinator & Assistant Director

**Library Improvement and Innovation Grants:** This year Bridges received 16 grant proposals for Library Improvement and Innovation Grant for 2 awards per category sizes of up to \$5,000 each offered by the system. There were 6 applications for the large, 5 for the medium and 5 for the small population size categories. Information identifying the libraries was blacked out and given to 6 library professionals to evaluate and score, with 2 reviewers per size category. The reviewers did not review proposals for the population size that they had previously worked in.

We thank all libraries that took the time and effort to submit a proposal as they made it hard for the reviewers to select those being funded.

We are pleased to announce the six grantees and their projects:

**Small Library: Karl Junginger Memorial Library “Technology-based new accessible door locks for the community room and staff doors”**

Installation of a keyless locking system on both the community room and staff entrances.

**Small Library: Town Hall Public Library “Makerspace Equipment Enhancement”**

Upgrading 3D printers and installing a presentation screen.

**Medium Library: Irvin L Young Library “Hearing Loop Installation”**

Install hearing loops in the library's large meeting room in order to increase accessibility for people in our community who are experiencing hearing loss.

**Medium Library: Pauline Haass Public Library “Shhhh!... Or Don't! Crafting Study Rooms for a Wide Range of User Needs”**

Purchase and install sound absorbing panels in our study rooms, providing a better experience for the many patrons who utilize these spaces.

**Large Library: Pewaukee Public Library “Enhancing Library Cleanliness and Efficiency with an AI-Powered Robotic Vacuum named Rosie”**

Purchase Rosie, an AI-powered, commercial-grade robotic vacuum by Tailos. Rosie will not only enhance the cleanliness of our library spaces but will also transform our cleaning processes. Ultimately, this innovation has the potential to yield significant cost savings over time by streamlining our cleaning operations.

**Large Library: Waukesha Public Library “Early Literacy Outreach Initiative”**

The Early Literacy Outreach Initiative seeks to reduce barriers to accessing early literacy programs by partnering with laundromats. This project seeks to serve families with children ages 0-5 who experience barriers visiting the library. The library will distribute free books and promote 1,000 Books Before Kindergarten to laundromats in order to increase access to early literacy resources to families with limited time and financial resources.

Other projects that were submitted were:

- Everbright wall
- CoLab: Reservable space for 1 to 6 people, modernized space with a high-tech screen, powered furnishings, and a comfortable setting
- Wonderbooks collection
- Accessibility for Summer Outdoor Storytimes
- Creating a Community Garden and a More Sustainable Library
- Mobile Outreach
- Expanding Resources for Patrons with Low Vision, Vision Loss, and Color Blindness
- Digital Display and Programming to Go
- New Logo, Merchandise, and Outreach Bags

- Tech Education

**IUG:** Last month I attended the Innovative Interfaces User Group meeting in Denver. As we are implementing Vega, I attended many sessions on Vega Discover as well as LX Starter. Near the end of this year, they will be releasing analytics for the Vega Discover catalog as well as a new module for library fundraising, which will also include having a dropship storefront. Pricing on the fundraising module is not decided yet, but they will be offering it at cost (the third-party e-commerce part) so that libraries would receive the majority of the funds.

**Systemwide calendar:** Last year most of our libraries moved over to Library Calendar with the vision to be able to bring all of the calendars together for the public to explore events in one place throughout the system. In order to make this possible we needed to be able to bring utilize the RSS feeds of the calendars. We have been working with Waukesha County IT to make this happen, but they are busy implementing Workday as well as a new website. I reached out to Jim Novy at the Prairie Lakes Library system and the next morning he had created a site that brought together all of the events for the next two weeks for all of our libraries. We are currently working on tightening up the terminology that the libraires are using so it is less confusing for the public. You can take a look at the “first draft” at <https://www.lakeshores.lib.wi.us/test/testbridgescalendar.php>. When you use the filter boxes, you can click on multiple libraries, events, age groups to search multiple selections (i.e. all the libraries that you are interested in).

## Angela Meyers – Coordinator of Youth and Inclusive Services

**Youth Services:** Six libraries participated in the Teen Think Tank meeting on March 18<sup>th</sup> at the L.D. Fargo Public Library in Lake Mills. Brianna, Lake Mills’ teen services librarian, talked about the success of her second annual teen theater program. We are also gearing up for some exciting plans for this summer’s library programs.

**Inclusive Services:** I collaborated with the Aging and Disability Resource Center and Drea Douglas from the North Bend Public Library (OR) for a webinar titled "Coffee and Conversation: Libraries Building Communities through Memory Cafes." It drew in 13 librarians and staff from the Aging and Disability Resource Centers around Wisconsin, and 27 others signed up for the recording.

April 6<sup>th</sup> was a fun day for families at the Spring Family Day offered by the Library Memory Project at Dwight Foster Public Library in Fort Atkinson. We had 22 people enjoying art, live music, therapy dogs, bingo with prizes, and more. It was a fantastic way to connect with our community!



*Spring Family Day included a visit from therapy dogs, including Rylee as pictured on an attendee's lap*

**Professional Development:** WLA on the Road with Sue Gresham, “The LinkedIn Lady,” offered some fantastic networking tips and included a tour of the WCTC campus library; PDF Accessibility 101: Making your documents more inclusive (SCLS); Introduction to Lean: Continuous Improvement Principles (Waukesha County); and the Symposium on Aging at St. John’s on the Lake.

## Beth Bechtel – Database Management Librarian

**Library Visits and Meetings:** At the recent CAFÉ Cats virtual meetup, discussion included procedures for adding ISBNs to serial bibliographic records, incorrect repeated ISBN use in OCLC bib records, when to look for a serial bib record instead of a monograph record, and the planned Polaris upgrade.

Town Hall Library plans to add CAFÉ collection codes to their item records to provide patrons with another access point to their materials. This month I visited that library to work with the cataloger to plan and start this project.

**Catalog Maintenance:** Tonies and Yotos are two different brands of screen-free audio players for children. Tonie figurines need a Toniebox to play their audio content; Yoto cards are played with a Yoto player. These newer audio formats have gone from novelty educational toys to thriving collections in many Bridges libraries. This month I created templates and instructions for catalogers who are adding Tonie and Yoto materials to the CAFÉ catalog.

**Continuing Education:** March 12-15, I attended the IUG (Innovative Users Group) Conference in Denver, CO. The conference is for libraries using Innovative Interfaces (iii) software, including Polaris which we use, as well as Vega Discover and LX Starter, both new products for us. I attended useful sessions about customizing Vega Discover, forthcoming features in Leap, tips for authority control work with a vendor, using SQL to retrieve data, and discussion forums for cataloging, acquisitions, and circulation. Over the course of the conference, I had good conversations and shared ideas with peers who also use Polaris and Vega.

## Emily Heller – Public Communications Coordinator

### Joint Committee on Finance Public Hearing

I joined Bridges staff, library directors, trustees and other library supporters from around the State at the Joint Committee on Finance public hearing at Wisconsin State Fair Park on April 4<sup>th</sup> to advocate for continued state support of libraries. The librarians that spoke (including Abby Armour, Mukwonago Community Library Director), did a great job expressing the importance of funding libraries.

[View Facebook Post](#)





## “Speak Up for Libraries” State Campaign

I have been working with the State Marketing Cohort to prepare a unified campaign to rally support for libraries and IMLS throughout the state. A toolkit for libraries with logos, sample messaging, talking points, and social media materials has been produced. A public-facing website and postcards for patrons to send to legislators are coming soon! We aim to use it throughout this year. Consider sending a [short video testimonial into DPI](#) to show your support!



## National Library Week: April 6-12, 2025

We'll be highlighting libraries all week on social media with ALA's "Drawn to the Library" graphics and celebrations and our own posts that encourage engagement by asking fun library questions.

[View Facebook Post](#)

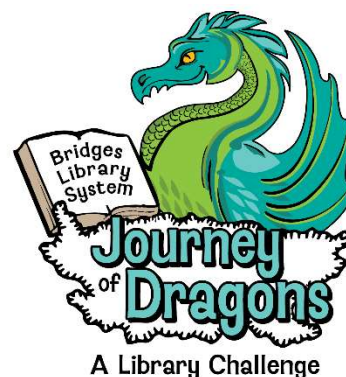


## Journey of Dragons: A Library Challenge

The event will run Monday, June 2 – Friday, August 29, 2025.

Participants will follow the journey of a brave group of adventurers and play the game to piece together the hidden clues and unlock the mysteries the dragons left behind. Each library location holds a piece of the tale. Participants will locate and read the story, record the letters and get stamped at the participating libraries. When all letters in a realm are gathered, they will be unscrambled to reveal the password to unlock the final chapter and earn a prize entry form!

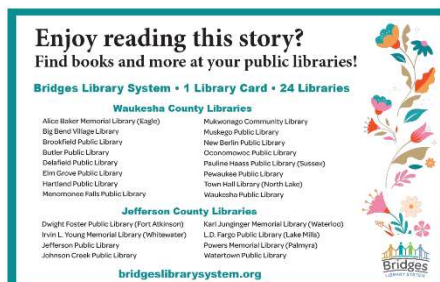
Learn more at [BridgesLibrarySystem.org/Dragons](https://BridgesLibrarySystem.org/Dragons)



## Spring Story Hike is Open April 1-30

The Spring Story Hike at Retzer was installed with our partners on March 31<sup>st</sup>.

It features the children's book is "A Place for Rain" by Michelle Schaub and illustrated by Blanca Gómez. Signs after the end of the book features a list of all 24 Bridges Libraries and Mukwonago Community Library's May Rain Garden Workshops as further promotions!



**In the News:**

- Bridges Library System adds hearing loop technology to 20 locations: [Freeman Article](#)
- Watertown Public Library hearing loops available: [Watertown Daily Times Article](#)

**March Newsletters:**

Marketing Magic:

- March 21: 61.96% Open Rate
- March 7: 64.13% Open Rate

Monthly Bridges:

- March 12: 49.96% Open Rate

Monthly Legislators:

- March 13: 35.29% Open Rate