



## Library Board of Trustees

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

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

---

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

Please click the link below to join the webinar:

***Join Zoom Meeting:***

<https://us02web.zoom.us/j/87111987021?pwd=OY2tTKLHJqqaVCn2vkMpwkXwm59I.1>

**Meeting ID:** 871 1198 7021

**Passcode:** py9dnCVA

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

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

---

## AGENDA

### CALL TO ORDER

### ROLL CALL

### APPROVAL OF AGENDA

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

### CONSENT AGENDA

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

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

### 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
7. Review and approval of the revised Home Delivery Service Policy

## **NEW BUSINESS**

- [8.](#) [Review and possible approval of the furniture vendor for the library renovation project](#)
- [9.](#) Approval of the 2024 Annual Report

## **CONSIDERATIONS / DISCUSSIONS / REPORTS**

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

## **FUTURE AGENDA ITEMS**

### **CONFIRMATION OF NEXT MEETING**

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

Item to be discussed:

- a) Performance evaluation for the Library Director

## **ADJOURNMENT**

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



Cravath Lakefront Conference Room  
312 W Whitewater St., Whitewater, WI, 53190

\*In Person and Virtual

**Wednesday, January 22, 2025- 6:30 PM**

## MEETING MINUTES

**CALL TO ORDER** at 6:31 pm.

### ROLL CALL

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

Absent: Brienne Diebolt-Brown

Staff: Diane Jaroch, Rachel Clift

Guests: None

### 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/Berndt to approve the Agenda.

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

Nays: none

### CONSENT AGENDA

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

1. Approval of the minutes of the December 16, 2024 meeting
2. Approval of Payment of Invoices for December 2024
3. Acknowledgement of Receipt of December 2024 Statistical report
4. Acknowledgement of Receipt of December 2024 Financial report
5. Acknowledgement of Receipt of December 2024 Treasurer's reports

MSC Harlan/Retzke to approve the Consent Agenda.

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

**HEARING OF CITIZEN COMMENTS**

*No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.*

***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

7. Review and approval of the revised Public Records Request Policy.

MSC Anderson/Harlan to approve the revised Public Records Request Policy as amended.

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

Nays: none

8. Approval of the 2024-2025 budget.

MSC Harlan/Berndt to approve the 2024-2025 budget.

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

Nays: none

**NEW BUSINESS**

- 9. Approval of the 2025 Annual Addendum to the Bridges Library System Member Library & CAFÉ Agreements

MSC Anderson/Retzke to approve the 2025 Annual Addendum to the Bridges Library System Member Library & CAFÉ Agreements.

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

Nays: none

10. Review and approval of the Home Delivery Service Policy.

Discussion about policy. Will return to this on the February Library Board Meeting.

Item 2.

## DISCUSSIONS / REPORTS

11. Library Director's report
12. Assistant Director's report
13. Youth Educational Services report
14. Programming & Makerspace report
15. Bridges Library System Staff reports
16. Board reports

## FUTURE AGENDA ITEMS

- a. Architects will be coming to discuss furniture in February or March.
- b. Review and approval of the Home Delivery Service Policy.

**CONFIRMATION OF NEXT MEETING** Monday, February 17, 2025 at 6:30 pm in the Cravath Lakefront Conference Room.

17. Adjournment into Closed Session at 7:23 pm.

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."

MSC Berndt/Anderson to adjourn into Closed Session.

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

Nays: none

## ROLL CALL

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

Absent: Brienne Diebolt-Brown

Staff: None

Guests: None

Item to be discussed:

- a) Performance evaluation for the Library Director

DRAFT

**INVOICES**  
**January 2025**

| Category             | Claimant           | Invoice #   | Amount               |
|----------------------|--------------------|-------------|----------------------|
| Audiovisual-adult    | Amazon             | n/a         | \$ 425.93            |
| Audiovisual-adult    | B&T                | H71358630   | \$ 10.76             |
| Audiovisual-adult    | Midwest Tape       | 506573960   | \$ 135.98            |
| Audiovisual-adult    | Midwest Tape       | 506658581   | \$ 59.99             |
| Audiovisual-adult    | Midwest Tape       | 506629493   | \$ 187.96            |
|                      |                    |             | <b>\$ 820.62</b>     |
| Audiovisual-digital  | Midwest Tape       | 506692699   | <b>\$ 278.93</b>     |
| Audiovisual-juvenile | Midwest Tape       | 506592056   | \$ 47.98             |
| Audiovisual-juvenile | Midwest Tape       | 506544187   | \$ 25.49             |
| Audiovisual-juvenile | Midwest Tape       | 506658582   | \$ 26.99             |
| Audiovisual-juvenile | Midwest Tape       | 506629495   | \$ 15.29             |
|                      |                    |             | <b>\$ 115.75</b>     |
| Books-adult          | B&T                | 2038772042  | \$ 228.73            |
| Books-adult          | Amazon             | n/a         | \$ 186.75            |
| Books-adult          | B&T                | 2038823395  | \$ 1,102.06          |
| Books-adult          | B&T                | 2038803659  | \$ 1,097.75          |
|                      |                    |             | <b>\$ 2,615.29</b>   |
| Books-digital        | Midwest Tape       | 506692699   | <b>\$ 65.60</b>      |
| Books-juvenile       | Ingram             | 85730537    | \$ 581.84            |
| Books-juvenile       | Amazon             | n/a         | \$ 35.00             |
| Books-juvenile       | Ingram             | 85914055    | \$ 582.08            |
|                      |                    |             | <b>\$ 1,198.92</b>   |
| Building Maintenance | Alsco Uniforms     | IMIL2087518 | \$ 38.87             |
| Building Maintenance | Alsco Uniforms     | IMIL2091401 | \$ 38.87             |
| Building Maintenance | Alsco Uniforms     | IMIL2082975 | \$ 38.87             |
|                      |                    |             | <b>\$ 116.61</b>     |
| Building Project     | Jacob Schultz      | 110         | \$ 1,075.00          |
| Building Project     | Home Lumber        | n/a         | \$ 16.87             |
| Building project     | Miron Construction | G-004       | \$ 346,232.04        |
| Building project     | Studio GC          | 20118A.13   | \$ 9,399.98          |
|                      |                    |             | <b>\$ 356,723.89</b> |
| Friends-Annual fee   | State of Wisconsin | n/a         | \$ 25.00             |
| Friends Tax Form 990 | IRS                | n/a         | \$ 50.00             |

**INVOICES**  
**January 2025**

|                          |                       |            |    |                 |
|--------------------------|-----------------------|------------|----|-----------------|
|                          |                       |            | \$ | <b>75.00</b>    |
| Hardware maintenance     | Mobile Beacon         | n/a        | \$ | 120.00          |
| Material Recovery        | Unique                | 6134626    | \$ | <b>291.25</b>   |
| Office supplies          | Demco                 | 5003008600 | \$ | 131.80          |
| Office supplies          | Venmill               | VM-W15504  | \$ | 314.52          |
| Office supplies          | Amazon                | n/a        | \$ | 118.12          |
| Office supplies          | Shred-it              | 8009660222 | \$ | 101.82          |
| Office supplies          | Demco                 | 7591722    | \$ | 106.03          |
| Office supplies          | Amazon                | n/a        | \$ | 253.86          |
|                          |                       |            | \$ | <b>1,026.15</b> |
| Professional Development | Iowa Graduate College | n/a        | \$ | <b>35.00</b>    |
| Program supplies-adult   | Amazon                | n/a        | \$ | <b>34.01</b>    |
| Travel                   | Suzanne Haselow       | n/a        | \$ | 208.50          |
| Travel                   | Susan Willmann        | n/a        | \$ | 56.95           |
|                          |                       |            | \$ | <b>265.45</b>   |



|                               |              |                              |                 |                               |              |
|-------------------------------|--------------|------------------------------|-----------------|-------------------------------|--------------|
|                               |              | <b>City of Whitewater</b>    | <b>3,526</b>    |                               |              |
| <b>Jefferson County</b>       |              |                              |                 | <b>Dodge County</b>           |              |
| City                          | 149          |                              |                 | City                          | 0            |
| Rural                         | 497          |                              |                 | Rural                         | 0            |
| TOTAL                         | <b>646</b>   |                              |                 | TOTAL                         | <b>0</b>     |
| <b>Rock County</b>            |              |                              |                 | <b>Waukesha County</b>        |              |
| City                          | 127          |                              |                 | City                          | 1            |
| Rural                         | 453          |                              |                 | Rural                         | 0            |
| TOTAL                         | <b>580</b>   |                              |                 | TOTAL                         | <b>1</b>     |
| <b>Walworth County</b>        |              |                              |                 |                               |              |
| City                          | 11           |                              |                 | Other Counties                | <b>30</b>    |
| Rural                         | 745          |                              |                 |                               |              |
| TOTAL                         | <b>756</b>   |                              |                 | Out of State                  | <b>0</b>     |
| <b>Dane County</b>            |              |                              |                 |                               |              |
| City                          | 0            |                              |                 | Total Nonresident             | <b>2,055</b> |
| Rural                         | 42           |                              |                 |                               |              |
| TOTAL                         | <b>42</b>    |                              |                 |                               |              |
|                               |              |                              |                 | <b>TOTAL</b>                  |              |
|                               |              |                              |                 |                               |              |
|                               | <b>ADULT</b> | <b>4,721</b>                 | <b>CHILDREN</b> | <b>275</b>                    |              |
| <b>ACCESS &amp; USAGE</b>     |              | <b>INFORMATION SERVICE</b>   |                 |                               |              |
| Days Open                     | 25           | Reference                    | 144             |                               |              |
| Hours Open                    | 251          |                              |                 |                               |              |
| Library Visits                | 3,347        | <b>REGISTRATION</b>          |                 |                               |              |
|                               |              | Resident                     | 3,526           |                               |              |
|                               |              | Non-Resident                 | 2,170           |                               |              |
|                               |              | Total Registered Borrowers   | 5,696           |                               |              |
| <b>OVERDRIVE</b>              | 1,846        | New Users                    | 36              | <b>IN-PERSON PROGRAMS</b>     |              |
|                               |              |                              |                 | Children 0-5 Programs         | 1            |
| <b>MAKER SPACE</b>            | 21           | <b>INTERLIBRARY LOAN</b>     |                 | Attendance                    | 9            |
|                               |              | Lending                      | 1,824           | Children 6-11 Programs        | 0            |
| <b>MEETING ROOMS</b>          | 13           | Borrowing                    | 1,789           | Attendance                    | 0            |
|                               |              |                              |                 | Children 12-18 Programs       | 0            |
| <b>HOOPLA</b>                 |              | <b>VOLUNTEERS</b>            |                 | Attendance                    | 0            |
| Checkouts                     | 139          | Participants                 | 0               | Adult Programs                | 0            |
| Cost                          | \$ 344.53    | Hours worked                 | 0               | Attendance                    | 0            |
|                               |              | <b>HOME DELIVERY</b>         |                 | All Ages                      | 0            |
| <b>COLLECTION MAINTENANCE</b> |              | Participants                 | 17              | Attendance                    | 0            |
|                               |              | Items Delivered              | 171             | <b>SELF-DIRECTED PROGRAMS</b> |              |
| Books added                   | 174          |                              |                 | Children 0-5 Programs         | 1            |
| Audio materials added         | 7            | <b>PRE-RECORDED PROGRAMS</b> |                 | Attendance                    | 1            |
| Video materials added         | 29           | Children 0-5 Programs        | 0               | Children 6-11 Programs        | 3            |
|                               |              | Attendance                   | 0               | Attendance                    | 115          |
| Materials withdrawn           | 22           | Children 6-11 Programs       | 0               | Children 12-18 Programs       | 0            |
|                               |              | Attendance                   | 0               | Attendance                    | 0            |
|                               |              | Children 12-18 Programs      | 0               | Adult Programs                | 1            |
|                               |              | Attendance                   | 0               | Attendance                    | 32           |
|                               |              | Adult Programs               | 0               | All Ages                      |              |
|                               |              | Attendance                   | 0               | Attendance                    |              |

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 |

**First Citizens State Bank, 207 W. Main St., PO Box 177, Whitewater, WI 53190**  
**Money Market Account #132732**

| DATE     | Activity       | Interest/Dep | Withdrawal | Balance    |
|----------|----------------|--------------|------------|------------|
| 12.31.24 | Balance        |              |            | \$1,085.10 |
| 1.31.25  | Interest       | \$0.09       |            | \$1,085.19 |
| 1.31.25  | Service Charge |              | -\$5.00    | \$1,080.19 |

| <b>ADM - American Deposit Management Company CIRVIN01</b> |               |              |            |              |
|---|---------------|--------------|------------|--------------|
| <b>W220 N3451 Springdale Road, Pewaukee, WI 53072</b>     |               |              |            |              |
| Date  | Activity      | Interest/Dep | Withdrawal | Balance      |
| 12.31.24  | Balance       |              |            | \$333,963.14 |
| 1.31.25   | Interest 4.3% | \$1,180.31   |            | \$335,143.45 |



February 06, 2025

Statement Period:  
January 01, 2025 - January 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

| <b>American Money Market Account™</b> |                                |                     |                       |
|---------------------------------------|--------------------------------|---------------------|-----------------------|
| <b>Account Number-Description</b>     | <b>Average Monthly Balance</b> | <b>Net Earnings</b> | <b>Delivered Rate</b> |
| CIRVIN01 - General                    | \$ 333,963.14                  | \$ 1,180.31         | 4.30 %                |

CIRVIN01 - General

**Balance Summary**

|                    |    |            |
|--------------------|----|------------|
| Beginning Balance: | \$ | 333,963.14 |
| Total Deposits:    | \$ | 1,180.31   |
| Total Withdrawals: | \$ | 0.00       |
| Ending Balance:    | \$ | 335,143.45 |
| Average Balance:   | \$ | 333,963.14 |

**Transaction Detail**

DEPOSITS

| Date                   | Description             | Amount             |
|------------------------|-------------------------|--------------------|
| 01/31/2025             | Accrued Interest Earned | \$ 1,180.31        |
| <b>Total Deposits:</b> |                         | <b>\$ 1,180.31</b> |

**Summary of Financial Institutions**

| FDIC/<br>NCUA          | Name  | Balance              |
|------------------------|---|----------------------|
| 24077                  | Altra, FCU  | \$ 3,372.69          |
| 24540                  | Bank of New England                                 | \$ 12,648.48         |
| 57368                  | Bankwell Bank                                       | \$ 58,249.95         |
| 27237                  | Enterprise Bank & Trust                             | \$ 248,500.00        |
| 3832                   | Old National Bank                                   | \$ 4,105.50          |
| 3832                   | Old National Bank                                   | \$ 1,411.41          |
| 59112                  | Studio Bank   | \$ 1,405.28          |
| 6560                   | The Huntington National Bank - Repurchase Agreement | \$ 1,180.31          |
| 18344                  | UBank (TX)  | \$ 2,894.56          |
| 26626                  | United Texas Bank                                   | \$ 1,375.27          |
| <b>Ending Balance:</b> |   | <b>\$ 335,143.45</b> |

*American Deposit Management LLC applied a period ending Dec 2024 Deposit Advisory Fee of \$115.72 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 Dec 2024, the Program Fee of 0.04 was applied to gross earnings of \$1,387.30 for a total of \$55.49.*

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

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

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

30-6  
 0  
 0

=====

BUSINESS IMMA ACCOUNT 132732

=====

| DESCRIPTION                  | DEBITS | CREDITS | DATE     | BALANCE  |
|------------------------------|--------|---------|----------|----------|
| BALANCE LAST STATEMENT ..... |        |         | 12/31/24 | 1,085.10 |
| INTEREST                     |        | .09     | 01/31/25 | 1,085.19 |
| SERVICE CHARGE               | 5.00   |         | 01/31/25 | 1,080.19 |
| BALANCE THIS STATEMENT ..... |        |         | 01/31/25 | 1,080.19 |

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

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

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

AVERAGE LEDGER BALANCE: 1,085.10 INTEREST EARNED: .09  
 AVERAGE AVAILABLE BALANCE: 1,085.10 DAYS IN PERIOD: 01/01/25-01/31/25: 31  
 INTEREST PAID THIS PERIOD: .09 ANNUAL PERCENTAGE YIELD EARNED: .10%  
 INTEREST PAID 2025: .09  
 INTEREST PAID 2024: 1.51

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

TOTAL CHARGE FOR MAINTENANCE: 5.00

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

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

- END OF STATEMENT -



V014929978 - 003466 - 001/001



# Irvin L. Young Memorial Library

## HOME DELIVERY SERVICE POLICY

Through the Irvin L. Young Memorial Library's Home Delivery Service, collection items will be delivered to city residents who are temporarily or permanently home due to disability or health problems. Senior citizens who are unable to drive may also qualify for Home Delivery Service.

The Home Delivery Service provides the opportunity for community members to enjoy the collections of the library without having to visit the library building. Whether it is books or magazines to read or audiovisual items to view or listen to, the library will arrange to have materials delivered to and picked up from a participant's home by library employees or volunteers.

The guidelines for this program are as follows:

1. The Irvin L. Young Memorial Library loans a wide variety of print and non-print materials to Whitewater residents who qualify for this service. Specific types of materials are cited on the Application for Home Delivery.
2. All participants in the Service must be residents of the City of Whitewater. They also must complete an Application for Home Delivery form and return it to the library. The Home Delivery Coordinator will contact applicants after their completed form has been received to obtain additional information, if necessary, and to set up a delivery/pickup schedule. Residents who are confined to their homes due to house arrest or other legal restrictions resulting from criminal conduct are ineligible for Home delivery.
3. Participants will be listed as an Irvin L. Young Memorial Library Home Delivery borrower. Their new card will be kept on file at the library and will replace their regular card. Participants will agree to activate their reading history and permit the Home Delivery Coordinator access to that history to aid in their selection of materials for the participant.
4. Participants in the program may not check out any materials in the library on their own. All items will be received through the Home Delivery Service. If at any time a participant is able to visit the library on their own with family/friends/caretakers, we ask that they do not attempt to check out their own materials. If they find a title they might enjoy, they should include the title or author on a note for the Home Delivery Coordinator who will try to include it in a future delivery.
5. Participants may borrow up to 30 items per delivery.





## Irvin L. Young Memorial Library

6. Materials will be loaned for approximately 35 days to accommodate the delivery schedule. Renewals will be allowed only at the discretion of the Home Delivery Coordinator; one renewal will be allowed for Whitewater items that are not on hold for someone else; and no renewals will be allowed on items belonging to other libraries.
7. Staff will generally select materials for each delivery by using the information supplied on the Home Delivery application.
8. Materials will be delivered to and picked up from each participant's home. Materials should be ready for pickup by the delivery service on the due date. Please do not return materials by any other means. In the event of severe weather or other unforeseen circumstances, delivery may be rescheduled.
9. If the participant is not going to be available at the scheduled delivery/pickup time, alternate arrangements should be made by calling the library at 262-473-0530 and asking for the Home Delivery Coordinator.
10. Overdue fines are not charged for materials loaned under this service. However, please have items ready for pickup on the scheduled delivery/pickup day. Since program participants are responsible for items checked out on their card, please do not lend library books and audiovisual items to others. Participants will be charged the replacement cost for all materials that are lost and/or damaged while in their care. Library materials are considered lost when they are 30 days overdue.
11. Some limits are placed on the level of library service provided to Home Delivery patrons.
  - a. Items from other library systems are not available through the Home Delivery Service.
  - b. There can be no more than one delivery/pickup day for any individual per month.

City residents as well as library patrons living outside the city limits may be eligible to apply for Service through the Wisconsin Regional Library for the Blind and Physically Handicapped. If needed, the Home Delivery Coordinator can help you establish this service.

HOME DELIVERY APPLICATION



Irvin L. Young  
Memorial Library

431 W. CENTER ST. WHITEWATER, WI 53190 262-473-0530

PLEASE FILL IN THE FOLLOWING INFORMATION AND  
RETURN TO THE LIBRARY

|                         |
|-------------------------|
| Date:                   |
| Library Card<br>Number: |
| Full Name:              |
| Address:                |
| WHITEWATER, WI 53190    |
| Email:                  |
| Phone number:           |

# HOME DELIVERY APPLICATION

Please list two people we can talk to about your account, if we are unable to reach you:

|   |
|---|
| Name:   |
| Relationship to you:<br>(spouse, child, case manager, etc.) |
| Phone Number(s):  |
| Address:  |

|   |
|---|
| Name:   |
| Relationship to you:<br>(spouse, child, case manager, etc.) |
| Phone Number(s):  |
| Address:  |

**If you would like to receive books, please check the following choices:**

\_\_\_\_\_ regular print books

\_\_\_\_\_ large print books

\_\_\_\_\_ audio books on CD

\_\_\_\_\_ audio books on Playaways  
(self-contained MP3 players)

Are you able to read paperback books?    Yes                No

**How many books would you like to receive each delivery?**

**If you like fiction, please indicate which types:**

\_\_\_\_\_ general fiction    \_\_\_\_\_ science fiction/fantasy

\_\_\_\_\_ mystery/detective    \_\_\_\_\_ westerns

\_\_\_\_\_ Christian/inspirational    \_\_\_\_\_ suspense

\_\_\_\_\_ military/adventure    \_\_\_\_\_ historical fiction

\_\_\_\_\_ romance (indicate what types)

    \_\_\_ historical                        \_\_\_ contemporary                        \_\_\_ paranormal

    \_\_\_ Christian                        \_\_\_ suspense

\_\_\_\_\_ other (please indicate:)

HOME DELIVERY APPLICATION

**If you like non-fiction, please indicate which subjects you prefer:**

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> arts              | <input type="checkbox"/> nature      |
| <input type="checkbox"/> biography         | <input type="checkbox"/> new age     |
| <input type="checkbox"/> computers         | <input type="checkbox"/> poetry      |
| <input type="checkbox"/> cooking           | <input type="checkbox"/> politics    |
| <input type="checkbox"/> crafts/decorating | <input type="checkbox"/> psychology  |
| <input type="checkbox"/> which ones?       | <input type="checkbox"/> religion    |
|  | <input type="checkbox"/> science     |
| <input type="checkbox"/> crime             | <input type="checkbox"/> sports      |
| <input type="checkbox"/> gardening         | <input type="checkbox"/> which ones? |
| <input type="checkbox"/> health            |                                      |
| <input type="checkbox"/> history           | <input type="checkbox"/> travel      |

other (please indicate):

**Please list your favorite authors:**

**If you would like to receive movies on DVD, please indicate any special needs:**

\_\_\_\_\_ Movies with no adaptations are fine

\_\_\_\_\_ Movies with closed captioning only

\_\_\_\_\_ Movies with either subtitles or closed captioning

**How many movies would you like to receive each delivery?**

**Please indicate your fiction DVD preferences:**

\_\_\_\_\_ action

\_\_\_\_\_ comedy

\_\_\_\_\_ drama

\_\_\_\_\_ horror

\_\_\_\_\_ musicals

\_\_\_\_\_ mysteries

\_\_\_\_\_ science fiction

\_\_\_\_\_ westerns

\_\_\_\_\_ television shows

which ones?

**If you have any favorite actors and directors, please list them here:**

## HOME DELIVERY APPLICATION

**If you would like to receive any documentaries or non-fiction films, please indicate which subjects interest you:**

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| <input type="checkbox"/> biography | <input type="checkbox"/> politics    |
| <input type="checkbox"/> cooking   | <input type="checkbox"/> religion    |
| <input type="checkbox"/> crime     | <input type="checkbox"/> science     |
| <input type="checkbox"/> health    | <input type="checkbox"/> sports      |
| <input type="checkbox"/> history   | <input type="checkbox"/> which ones? |
| <input type="checkbox"/> nature    |                                      |
| <input type="checkbox"/> new age   | <input type="checkbox"/> travel      |

other (please indicate):

**If you would like to receive music on CD, please check the following choices:**

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Christian/gospel           | <input type="checkbox"/> popular  |
| <input type="checkbox"/> classical                  | <input type="checkbox"/> jazz     |
| <input type="checkbox"/> country                    | <input type="checkbox"/> blues    |
| <input type="checkbox"/> opera                      | <input type="checkbox"/> big band |
| <input type="checkbox"/> musical /movie soundtracks |                                   |

other (please indicate):

**How many CDs would you like to receive each delivery?**

**Please list your favorite recording artists:**

HOME DELIVERY APPLICATION

**PLEASE NOTE: magazines are not available in large print.**

**If you would like to receive magazines, please indicate your favorite subjects:**

- |  |   |
|--|---|
| <input type="checkbox"/> beauty/fashion              | <input type="checkbox"/> healthy living |
| <input type="checkbox"/> celebrities/popular culture | <input type="checkbox"/> politics       |
| <input type="checkbox"/> cooking                     | <input type="checkbox"/> science        |
| <input type="checkbox"/> crafts                      | <input type="checkbox"/> sports         |
| <input type="checkbox"/> exercise                    | <input type="checkbox"/> travel         |
| <input type="checkbox"/> other (please indicate):    |   |

**How many magazines would you like to receive each delivery?**

**Please list your favorite magazine titles:**

**Additional information and preferences:**



## Homebound Delivery

Let us bring the library to you! The library offers delivery of materials to Elm Grove residents and registered cardholders who are physically unable to come to the library due to disability or long-term illness. The service is free and offers homebound patrons the opportunity to continue to enjoy library materials.

For more information and to get started, contact:

**Sarah Muench (Library Director)**

**Telephone:** 262-782-6717

**[Email Sarah Muench](#)**

### **Homebound Services**

The Friends of the Library offer home delivery for those unable to get to the library. If you would like to help deliver books to a Home Bound patron or know of someone who might benefit from this service please call the library at 648-2166.



Do you enjoy books, magazines, music, and movies but need assistance in getting materials to you or someone you know? Mukwonago Community Library offers a delivery and pick-up option to provide library materials for Mukwonago area residents who are confined to their homes by an illness or injury, either temporary or long term, and are therefore unable to travel to the library.

A member of the Friends of the Mukwonago Community Library or a staff member will be happy to select a few items for you and drop them off. If you placed holds on items that have arrived at the library, we'll bring those too. We can even return to pick up your items when you are finished!

You can keep most books for 8 weeks, and DVDs for 3 weeks. And **no late fines** will be charged if items are returned after the due date.

For full details and more information, give us a call at (262) 363-6411.

# Home Delivery

The Delafield Public Library provides home delivery of materials to patrons living in the Delafield Public Library service area.

## Available to anyone who is

- struggling to leave home due to physical or mental restrictions
- unable to leave home without assistance
- confined due to illness
- considered at risk
- living with or related to someone who is considered at risk

## Ordering materials

- Order materials by using your online account or calling the library
- You may not request materials that are not holdable (i.e. browsing books, rental movies, etc.)
- We will hold requested items at the circulation desk for up to 1 week or until you call to set up a delivery date, whichever comes first

## Delivery and pickup

- Delivery
  - Set a date and time with us for delivery services
    - If you are unable to accept the scheduled delivery or pickup, you must notify the library at least 24 hours in advance
  - On the scheduled delivery date, we will leave the materials near your front door or other previously designated space to minimize contact
- Pickup
  - In the last week of your 3-week loan period, contact us to set up a pickup date
  - We will return to your address to pick up the due materials
    - Leave these in the designated space
  - We will also then provide new materials if requested

## Loan periods and fines

- You may keep all items for 3 weeks, except for TV series (2 week loan) and DVDs (1 week loan) belonging to libraries other than Delafield Public Library
- You may renew eligible items for an additional 3 weeks
- Fees associated with lost or damaged items will be assessed per library policy

## Getting started

To begin, please contact Jess Hurtgen ([jhurtgen@delafielibrary.org](mailto:jhurtgen@delafielibrary.org)).

## LIBRARY OUTREACH POLICY

### MISSION AND PURPOSE

The Library will maintain an outreach program to provide delivery services of library materials to Hartland-area assisted living facilities with the cooperation of the facilities and their staff. Each request for outreach service will be assessed on a case-by-case basis.

Outreach is one of the many services of the Library and it follows the same procedures of the Library as a whole. However, certain benefits are given to organizations that hold outreach cards at their assisted living facilities. Items checked out on an outreach card will be given an extended loan period of up to 6 weeks (generally up until the next scheduled outreach visit) and no overdue fines will be charged. However, participants in the program will be responsible for all items checked out on their outreach library cards, and they will be charged the standard costs for lost or damaged items.

Library outreach services will be added, adjusted, or reduced based on Library planning and staff needs.

### LIBRARY RESPONSIBILITIES

Visits from Library staff can be arranged through the Adult Services Librarian at the Hartland Public Library, who will work with the assisted living facilities to establish a schedule of visits that works for both the Library and the facility. Visits will take the form of browsing hours, where Library staff will bring library materials to facilities for residents to check out. Residents may make special requests for materials or choose from the items available, but if the Hartland Public Library does not directly own the material(s) requested, the request may go unfilled. Library staff is responsible for selecting the various materials prior to each visit.

Materials available through outreach visits include regular print and large print books, audio books, DVDs, and music CDs.

Library staff is responsible for checking out and transporting materials to and from the facility, and for ensuring the prompt payment of fees associated with lost or damaged items. Library staff will maintain consistent communication regarding lost or damaged items on the outreach card and will ensure facility staff has every opportunity to find lost items.

### FACILITY RESPONSIBILITIES

The head of the facility desiring an outreach card, or their designated staff member, must submit a signed request for the outreach card. The request should specify the staff member(s) with borrowing privileges. In addition, a signed copy of this policy must be given to the Adult Services Librarian prior to the first outreach visit. The signee can be either the head of the facility or their designated outreach program contact.

A staff member at each facility will be designated as the main outreach program contact, and they will oversee the borrowing of materials within their facility. According to Library privacy policy, Library staff will not record the names of residents checking out individual items on the outreach account nor limit the number of items each resident checks out. Facility staff will be responsible for setting guidelines

for individual resident borrowing on each outreach card and the maintenance of checkouts on each outreach card.

Facility staff will inform Library staff of any health, security, or safety concerns at the facility as soon as possible so that Library and facility staff can make an informed decision about the maintenance and/or scheduling of planned visits. If Library staff is informed of a health concern less than 24 hours prior to a scheduled visit, the Library reserves the right to cancel the visit and work with the facility's main outreach program contact to attempt to reschedule the outreach visit.

Materials loaned to a facility must stay in the facility for use by or with residents. No personal loans are to be made to staff or family members of residents. If a resident leaves the facility, they will leave their materials with the designated library contact.

It is expected that the facility will be cooperative in ensuring that loaned materials are returned to the Library. The Library will bill materials that are lost or damaged while in possession of residents or facility staff at a facility, and the organization owning the outreach card will assume responsibility for payment of the fees. If fines exceed \$100, the outreach program may be paused until either the items are returned or a payment plan has been discussed and agreed upon by the Library Director, the Adult Services Librarian, and the outreach program contact at the facility. The payment plan may last no longer than one rolling calendar year.

Adopted 3/14/2024

## Home Service Policy

The Oconomowoc Public Library's Home Service provides home delivery and pickup of materials for patrons who cannot visit the Library in person.

### Home Service Eligibility

- A person may be eligible for Home Service if they:
  - Are temporarily or permanently unable to visit the Library due to an illness, disability, or other qualifying circumstances
  - Do not live in a senior living facility that participates in Mobile Library Service
  - Live in the Oconomowoc Public Library service area, which in this case is defined as the boundaries of the Oconomowoc Area School District
- Persons under house arrest or other legal restrictions are ineligible to receive Home Service.
- A patron's repeated failure to abide by this policy and/or the "Home Service Guidelines" could result in termination of Home Service.

### Application

- Patrons wishing to participate in Home Service must complete an application.
- Any patron unable to complete a written application may contact the Library for assistance or designate a person to complete the form on the patron's behalf.

### Ordering & Renewing Materials

- Please see Home Service Guidelines for instructions.
- Some items, such as those with long hold lists and/or short loan periods, may not be available through Home Service.

### Delivery & Pickup of Materials

- Please see Home Service Guidelines for instructions.
- Home Service patrons will be asked to initial a delivery receipt when their items are delivered and when they are picked up.
- Service availability is subject to change based on weather, availability of volunteers, and other extenuating circumstances.
- Patrons must cancel a scheduled delivery or pickup by 4 pm the day prior to the delivery.
- For the safety of all parties, volunteers are not allowed to enter patrons' homes. Rather, Library materials must be exchanged at the door.

**Emergency Contact**

- Home Service patrons must designate an emergency contact on their application.

**Loan Periods & Fines**

- Overdue fines are waived for Home Service patrons.
- Fees for lost or damaged materials will be assessed per the [Overdue Library Materials Policy](#).

**Volunteers Must:**

- Pass a City of Oconomowoc background check.
- Complete a volunteer interview and training.
- Provide proof of insurance that meets City standards.
- Sign a liability waiver indemnifying the Oconomowoc Public Library and the City of Oconomowoc against any injury or loss.

Exceptions to the Home Service policy may or may not be granted at the discretion of the Library Director.



# Homebound Service Policy

---

The Powers Memorial Library Homebound Delivery Program delivers library materials to the residents of Palmyra who are unable to leave their home due to a permanent or temporary disability, surgery, or extended illness. Our program's goal is that you can have full access to library services without having to actually visit the library. Library staff will select the items according to the preferences of the homebound library user. The Powers Memorial Library will work closely with the Jefferson County Meals on Wheels organization and volunteers of the Friends of the Powers Memorial Library to fulfill our objective.

To qualify for the service, patrons must reside within the Village or Township of Palmyra, have a valid library card and submit a Homebound Delivery Service Application. Patrons who participate in the Homebound Service must agree to allow the library to maintain a reading history record of what they chose; so as to avoid duplication of materials and circulation. This reading history record will only be utilized by staff and will not be shared publicly.

## How It Works:

- The patron fills out the Homebound Delivery Service Application and fills in the necessary reading information, so as to assist staff members in the selection of materials. Please call the main circulation desk 262-495-4605 and an application will be sent to you.
- After the staff has determined the eligibility of the patron for the program, a file will be created at the library with the patron's information: library card, reading criteria, and their reading history record. Powers Memorial Library staff will contact you if additional information is needed begin to set-up a delivery / pickup schedule.
- Materials will then be selected by the staff and checked-out to the patron. A maximum of 6 items may be checked-out with a loan period of 4 weeks.

- The materials will be prepared for delivery and an appointment will be set-up with Meals on Wheels or a volunteer of the Friends of the Powers Memorial Library. A delivery schedule is then set-up to deliver to you approximately every 4 weeks. One renewal will be allowed for materials belonging to Powers Memorial Library. No renewals will be allowed on materials belonging to other libraries, expect at the judgment of the staff of Powers Memorial Library.
- When the items are returned, staff will check them in. As the Homebound Service Program is a free service to those that qualify, there will be no overdue fines associated with items. Patrons are encouraged though to have materials ready to be returned in a timely fashion. Since program participants are wholly responsible for the materials checked out on their card, please do not lend materials to others. Normal fines and fees will be applied to lost or damaged materials.
- Limits to the Homebound Service:
  - Interlibrary loan materials outside of the CAFE catalog are not available through this service.
  - Only one delivery / pickup to each participant every month.



# Home Delivery Service

The Dwight Foster Public Library offers a service to deliver library materials to individuals who are homebound and unable to come to the library.

Individuals will need to have a valid library card and live in the City of Fort Atkinson. If they do not currently have a library card, library staff can help interested individuals register for one and discuss the types of materials they would like to receive. Patrons can request specific titles, authors, genres (i.e. mystery, romance, westerns, fantasy, nonfiction, etc.) and can request specific formats such as large print, audiobooks on CD and Playaway.

If interested, library staff can also provide training and assistance for individuals wishing to download digital books or digital audiobooks to a tablet or other device. Deliveries are made one day each week at the discretion of the librarian's schedule.

**Please contact Adult Services Librarian [Deb Bauer](#) at (920) 563-7790 (ext. 200) to inquire about or register for this service.**

# Home Delivery Service

## Can't come to the library? Let us bring the library to you!

---

The Pauline Haass Public Library is pleased to introduce a home delivery service for those who are physically unable to visit the library. In keeping with COVID-19 restrictions and precautions, this is a contactless delivery service. Once per month, library volunteers deliver and pick up library materials for those who are eligible to participate.

### Who can participate?

To be eligible for this service, participants must: 1) live within the Pauline Haass Public Library service area, 2) lack dependable transportation, and 3) meet at least one of the following:

- Possess a permanent or temporary medical mobility limitation
- Be confined to bed rest by a doctor due to illness, injury or pregnancy

The [Home Delivery Service Policy/Application & Agreement](#) must be read, completed and signed. If you are unable to complete a written Home Delivery Service application, please contact the library at 262-246-5181 for assistance.

If you already have a library card within the Bridges Library System, you must surrender your existing library card in order to participate. While you are enrolled in Home Delivery Service, you will only be able to receive library materials through this service. If you don't have a library card, we will work with you to set up a Home Delivery-only library card.

### How home delivery works

You can receive up to 10 items per month. Library staff and volunteers will select books, movies, magazines, or music based on your interests. Only items owned by Pauline Haass Public Library are available for Home Delivery. Books, including large print books and audiobooks, may be eligible for renewal. Popular items with extensive holds lists are not available for Home Delivery.

Items will be delivered to your home once a month. At the time of delivery, the volunteer will also pick up your materials to be returned to the library. These items will be left outside your door or in your building's lobby in a special bin provided by Pauline Haass Public Library to protect the materials from weather and to help ensure contactless delivery and pickup. If a delivery time needs to be canceled or rescheduled, 24 hours' notice is required.

For everyone's safety, volunteers are not allowed to enter your residence. If you need help moving library materials, you will need to arrange for someone to assist you. If you have any questions or special requests, please call the library at 262-246-5181 before your delivery date and library staff will help you.

## Fines and fees

The Home Delivery Service is free. Generally there are no late fees, but we reserve the right to charge late fees if items are continually kept past their due date. If an item is lost or damaged (including the Home Delivery bag and bin), the participant may be charged with a replacement cost.

## Find more information and sign up:

---

If you have questions or would like help getting started, please call the Adult Services department at 262-246-5181.

## Interested in being a home delivery volunteer?

---

Home Delivery Volunteers help pick out library items for participants based on their interests. Volunteers also provide contactless delivery to the homes of Home Delivery Service patrons and pick up items that need to be returned to the library.

Home Delivery Volunteers must be 18 years old or older, go through a background check, hold a valid driver's license, provide proof of auto insurance, and have access to a vehicle. Volunteers will be interviewed and trained in providing Home Delivery Service.

If you would like to help please fill out the [Pauline Haass Public Library Volunteer Application](#) and return it to the library by dropping it off, mailing it or emailing a copy to [info@phpl.lib.wi.us](mailto:info@phpl.lib.wi.us).



## 425. Outreach Services

Karl Junginger Memorial Library's Outreach Service program supplies materials to individuals at home who are unable to use the library due to a physical condition, age, or lack of transportation due to one of the prior reasons. The Outreach service will also provide materials to Retirement homes and Assisted Living, Health Care and Child/Adult Day Care facilities, and Schools. This service is free for those residing within the City of Waterloo. Participants are responsible for all items checked out to their library cards and will be charged the standard fee for any lost or damaged item.

The Outreach Service provides the opportunity for community members to enjoy the collections of the library without having to visit the library building. Whether it is books or magazines to read or audiovisual items to listen to, the library will arrange to have materials delivered to and picked up from a participant's home by library employees.

The guidelines for this program are as follows:

1. The Karl Junginger Memorial Library loans a wide variety of print and non-print materials to Waterloo residents who qualify for this service. Specific types of materials are cited in the Application for Outreach Service.
2. All participants in the Service must be residents of the City of Waterloo. They also must complete an Application for Outreach Service.
3. Participants will be listed as Karl Junginger Memorial Library Outreach borrowers. All items will be received through the Outreach Service.
4. Materials will be loaned for approximately 21 days. Three renewals will be allowed for Karl Junginger Memorial Library items that are not on hold for another library user. There may be some items that cannot be borrowed due to high demand and short loan periods.
5. Staff will generally select materials for each delivery by using the information supplied on the Outreach Service Application. Special requests for specific titles held by the consortium may be made. Special request titles not available at the time of request will be placed on reserve and will be delivered on the next scheduled delivery day.
6. Materials will be delivered to and picked up from each participant's residence. Materials should be ready for pickup by the delivery service on the due date.
7. If the participant is not going to be available at the scheduled delivery/pickup time, alternate arrangements should be made by calling the library.
8. Overdue fines are not charged for materials loaned under this service. Items need to be ready for pickup on the scheduled delivery/pickup day. Since program participants are responsible for items checked out on their card, materials should not be lent to others. Participants will be charged the replacement cost for all materials that are lost and/or damaged while in their care.
9. Outreach Service staff will not perform errands or tasks not associated with library service.

City residents as well as library patrons living outside the city limits may be eligible to apply for Service through the Wisconsin Regional Library for the Blind and Physically Handicapped.

Approved: 08/10/1995

Amended: 12/11/2002, 06/19/2007, 04/12/2016, 03/14/2017, 05/08/2018, 01/14/2020,  
12/13/2022



# Home Delivery

Menomonee Falls Public Library, with the help of our dedicated volunteers, offers home delivery service to individuals who are physically unable to visit the library, including the elderly, the disabled, and those who are temporarily incapacitated by illness, accident, or pregnancy. Our volunteers deliver to area retirement housing, assisted living communities, and private residences. Included in our routes are the Arboretum, Heritage Court, Menomonee Place, Messner Manor, Riverview Village, Village At The Falls, and Vista Pointe.

## How do I qualify?

To qualify for this free service, a Menomonee Falls community member must lack dependable transportation and meet at least one of the following criteria:

- Possess a permanent or temporary medical mobility limitation
  - Possess a significant cognitive impairment or a developmental disability
  - Be of fragile health
  - Be confined to bed rest due to illness, injury or pregnancy
  - Be deaf or visually impaired
- If you qualify, you can sign up to receive a delivery from the library once per month.

## How does delivery work?

Your assigned volunteer will deliver a bag of materials to you once per month on a pre-determined schedule, Wednesday through Saturday. You will be given a reminder call by your volunteer prior to the day that you both agree upon. If for any reason you won't be available on one of those 4 days, please notify the volunteer coordinator (262-532-8918) and/or your volunteer.

## What can I borrow?

Materials may include print materials such as books, large print books, magazines; DVDs, CDs, Audiobooks in CDBook or Playaway form, and digital talking books. These materials must be owned by Menomonee Falls Public Library.

## Items that cannot be borrowed

- Materials normally not available for checkout such as Reference and Historical Collection items.
- Home delivery participants are not eligible for Interlibrary Loan borrowing (materials owned by other libraries)

## How we choose

A volunteer selects the materials, based on the information you initially give us. Therefore, when signing up, please be as specific as possible. You may later choose to request certain authors, titles or subjects. What gets chosen will depend on availability at the time your delivery is picked off the shelf. If you wish to change your criteria please let us know by writing a note and including it with your return delivery.

## How long may I borrow the items you bring me?

The lending period through the homebound program is one month or until the volunteer's next visit.

## May I renew the materials?

If you would like to renew an item, please let your volunteer know, and they will contact Library staff to request a renewal. You will then be able to keep the material for another four weeks.

## Fees

The home delivery service is free. Typically there are no late fees. We reserve the right to charge late fees if you continually keep items longer than 4 weeks. You are responsible for any loss or damages to library materials you borrow. You would be charged the cost to replace the item.

## May I come to the library to check out material?

If at any time you find that you can visit the library on your own with family/friends/caretakers, we ask that you do not attempt to check out your own materials. Your card has been set up to allow your volunteer to check out materials on your behalf. If you are able to visit the library and find a title you might enjoy, please

include the title or author on a note with your next pickup and we will try to include it in a future delivery.

## **I have more questions, who can I ask?**

If you or someone you know is interested in receiving home delivery service or you have any other questions about the program, please contact Maggie Davis at 262-532-8918 or email [mdavis@menomonee-falls.org](mailto:mdavis@menomonee-falls.org).

**POLICY: OUTREACH SERVICES**

Approved by Library Board: 5/11/23

Number: B-1

Page: 1 of 1

The Library is committed to meeting community needs by enhancing access to materials and services outside the physical library building using both traditional and innovative approaches.

The Library maintains an outreach program and provides offsite library services to individuals and groups located within the City of Waukesha. Residents of senior and assisted living facilities, as well as individuals in their own homes in need of health-related accommodations, are eligible to receive Outreach Services. The library also provides outreach to local educational and community organizations serving children, adults, and families.

Volunteers may be used to assist in providing Outreach Services. Tasks may include, delivery and pickup of library materials, and other miscellaneous duties as assigned by the Community Engagement and Outreach Manager.

The Library is committed to ensuring that patrons, volunteers, and staff are treated with dignity, respect, and impartiality and that safety is paramount. Individuals and groups receiving Outreach Services must provide a safe and appropriate environment for staff and volunteers. Suspension of Outreach Services may occur if staff or volunteers are exposed to situations or conditions deemed unsafe. Repeated failure to abide by this policy could result in termination of Outreach Services.

In cases where Library management determines that Outreach Services should be suspended for a period beyond a single visit, the Library will provide a written notice to the individual or group in question. Suspensions beyond one year may be appealed to the Library Board of Trustees.

Outreach Services will be added, adjusted, or reduced based on available City funding and staff resources. The Library will develop, deliver and regularly evaluate these services.

# Home Delivery Program

**Are you unable to make it to the library due to illness, disability or transportation? We have a solution!**

The New Berlin Public Library provides home delivery of materials to patrons who are not able to visit the library in person. Let us bring the books, movies, music and more right to your door!

## Sign up!

---

You may call the New Berlin Public Library at 262-785-4980 and our Home Delivery team of volunteers and staff will be available to help get you signed up! The application takes just a few minutes, or you may also [download the form](#) and submit it to the library.

## Get involved as a volunteer!

---

Home Delivery requires many volunteers to help for book selection, check out, and delivery. Please call us at 262-785-4980 if you are interested in helping with this service.

WATERTOWN PUBLIC LIBRARY  
POLICY: **OUTREACH SERVICES**

**HOME DELIVERY SERVICES**

The library maintains an Outreach program and will provide delivery services of library materials to homebound individuals. “Homebound” is defined as being confined to one’s home due to illness, age, disability, or other qualifying circumstance on a case-by-case basis. Individuals requesting home delivery service are understood to have no other means of receiving library materials. Individuals receiving home delivery will be required to have a library card.

Qualifications:

- Reside within Watertown city limits
- Residents of Watertown health care facilities
- Residents of assisted living facilities
- Homebound individuals in their own residences

Because recipients of this service receive and return library materials based upon the Outreach delivery schedule, no overdue fines will be charged. However, participants are responsible for all items checked out on their Outreach library cards and will be charged the standard fee for any lost or damaged item.

For further information contact: Barbara Antonopoulos  
[bantonopoulos@watertownpubliclibrary.org](mailto:bantonopoulos@watertownpubliclibrary.org)  
Phone 920-545-2323

March 2016

## OUTREACH SERVICES POLICY

The Pewaukee Public Library provides a full range of collections and services to people visiting the library. However, some residents of the community may be homebound or unable to visit the library on a regular basis due to disability, illness or other qualifying circumstances. To provide access for these patrons, the Library Board has established an Outreach Services Policy.

### DEFINITION OF HOMEBOUND

“Homebound” is defined as being unable to physically travel to the library on a regular basis. Qualifying circumstances may include:

- Permanent or temporary medical mobility limitation
- Possess a significant cognitive impairment or a developmental disability
- Be of fragile health
- Be unable to travel to the library due to illness, injury or pregnancy.
- Be deaf or visually impaired

### ELIBILITY

Patrons eligible for outreach services must have or be eligible to obtain a valid CAFÉ library card and reside in the Village or City of Pewaukee. The Library Director may authorize alternative registration requirements in order to enable the patron to obtain a library card.

### GUIDELINES FOR OUTREACH SERVICES TO INDIVIDUALS

- To enroll in outreach services, the patron shall complete an Outreach Services Application. In this application, the patron will identify and authorize a personal representative(s) to pick up materials checked out on their library card from the Pewaukee Public Library. Applications will be reviewed and renewed every 18 months.
- The outreach patron agrees to activate their reading history and permits library staff to access that reading history to aid in their selection of materials for the patron.
- Library staff will offer personalized services via the telephone or the Internet. Based on the preferences of the outreach patron, library staff will select, reserve, and retrieve material from the library’s collection, and hold material for pick up. Staff will notify the outreach patron of the items available for checkout. The outreach patron is responsible for notifying their personal representative. Items will be held for 7 days. Material will be checked out after verifying the personal representative’s identification. A maximum of 20 items can be checked out at one time.
- Because the outreach patron receives and returns library materials based upon the availability of their personal representative(s), no overdue fines will be charged but due dates should be observed as closely as possible. Abuse of this privilege may result in the loss of outreach service privileges.
- Outreach patrons are responsible for all items checked out on their library card and will be charged the standard fee for any lost or damaged items (SEE the Replacement Costs for

Lost or Damaged Materials policy).

Adopted by the Pewaukee Public Library Board of Trustees: September 18, 2019, Leslie Miller, Library Board President.

*This policy supersedes “Home Delivery/ Outreach Services” Policy adopted by the Pewaukee Public Library Board of Trustees: January 19, 2011*



## **Johnson Creek Public Library Delivery Service Policy**

The Johnson Creek Public Library (JCPL) provides a Delivery Service of library materials for community members who cannot visit JCPL in person and for educational institutions.

### **Delivery Service Eligibility: Individuals**

An individual may be eligible for Delivery Service if they:

- Are temporarily or permanently unable to visit the Library due to an illness, disability, or other qualifying circumstances
- Live in the Johnson Creek Public Library service area, which in this case is defined as the boundaries of the Johnson Creek School District

An individual is not eligible for Delivery Service if they:

- Live in a senior living facility that participates in Mobile Library Service
- Are under house arrest or have other legal restrictions
- Fail to abide by this policy and/or the “Delivery Service Guidelines.”

### **Delivery Service Eligibility: Educational Institutions**

An institution may be eligible for Delivery Service if it:

- Provides educational or community services to the residents of Johnson Creek
- Operates in the Johnson Creek Public Library service area, which in this case is defined as the boundaries of the Johnson Creek School District
- Is able to provide a single person point of contact who will be in charge of the materials and will communicate with JCPL

Both individuals and institutions must follow all parts of this policy. Throughout the policy, they will be referred to collectively as “library customers.”

### **Application**

Library customers wishing to participate in Delivery Service must complete an application. Any library customer unable to complete a written application may contact JCPL for assistance, or designate a person to complete the form on the user’s behalf and call the library to inform them of this designation.

### **Ordering & Renewing Materials**

Please see Delivery Service Guidelines for detailed instructions on procedure.

- The ordering and renewing of materials will be handled by library staff. Library customers requesting this service will contact the Head of Circulation to request items, ask for renewals, and schedule a delivery/pick-up time.
- Some items, such as those with long hold lists and/or short loan periods, may not be available through the Delivery Service.

- Delivery service to individuals is limited to 10 books and five other items (DVDs, music CDs, magazines) per delivery.
- Delivery service to institutions often involves numerous items for curricular activities, and therefore the Head of Circulation and the institution's contact person will determine how much JCPL is able to deliver.

### **Delivery & Pickup of Materials**

- Please see Delivery Service Guidelines for detailed instructions on procedure.
- Delivery Service availability is subject to change based on weather, availability of volunteers, and other extenuating circumstances.
- Delivery service customers must cancel a scheduled delivery or pick-up 2 days before the delivery.
- For the safety of all parties, volunteers are not allowed to enter customers' individual homes. Rather, Library materials must be exchanged at the door. Delivery volunteers may enter institutions if allowed.

### **Emergency Contact**

Library customers using the Delivery Service must designate an emergency contact on their application. For individuals this may be a spouse, neighbor, or other trusted person who JCPL can reach if there are issues. For institutions, this needs to be a principal, manager, or someone who JCPL can contact if there are issues.

### **Loan Periods & Fines**

Library customers using the Delivery Service will not be charged overdue fines. However, if an item or bag is lost or damaged, the cardholder to whom the items were checked out will be responsible for the cost.

### **Delivery Volunteers**

Delivery may be carried out by library staff or qualified volunteers. Any individual in the JCPL service area may apply to volunteer for the Delivery Service. Volunteers must:

- Pass a village of Johnson Creek background check
- Complete a volunteer interview and training
- Provide their own vehicle and proof of insurance that meets Village standards
- Sign a liability waiver indemnifying the Johnson Creek Public Library and the Village of Johnson Creek against any injury or loss

The library director will determine if JCPL has the ability and capacity to accept new Delivery Service customers. Depending on availability of volunteers, staff, and transportation, delivery service may be denied, rescheduled, or limited. Exceptions to the Delivery Service policy may or may not be granted at the discretion of the Library Director.

Johnson Creek Public Library Board of Trustees  
Approved: March 16, 2021

February 17, 2025

Library Board  
Irvin L Young Memorial Library  
431 W Center Street  
Whitewater, WI 53190

RE: Addition and Renovations – Furniture  
Project No. 20118A

Dear Library Board Members,

Proposals were received for the above referenced furniture project by February 12, 2025. Studio GC requested proposals from four (4) furniture dealers; four (4) proposals were received.

Throughout mid-late 2024, Studio GC worked with the Irvin L Young Memorial Library Building Committee to select new furniture pieces for the addition and renovation project. Studio GC then produced a Request For Proposal (RFP) document with exact quantities and furniture pieces for the dealers to each price out. The RFP was sent to four (4) dealers. Dealers were required to utilize co-op and pre-negotiated prices within their furniture proposal. Dealers were also requested to provide a “Base” proposal and an “Alternate” proposal. The “Base” proposal would be the exact pieces and quantities requested. Meanwhile, the “Alternate” proposal was requested to encourage dealers to provide any lower cost alternative products which they would consider a like-for-like equal to substitute. From those numbers provided, Studio GC then created a “Blended” option, which analyzes the dealers provided alternates and selects those which Studio GC found value to accept. A proposal comparison sheet is herein attached for your review. Freight and install costs, as well as costs for the potential replacement of the existing library shelving end panels, is provided as a range on our comparison sheet, which applies for all dealers, to note that those items are estimated only at this time. Additionally, we requested each dealer to provide pricing for the re-upholstery of select furniture items which were recently purchased by the library in 2017.

**We have analyzed the proposals and the qualifications of the dealers and recommend that the Request for Proposal be awarded to the lowest responsible, responsive dealer, Atmosphere.** Their total “Blended” estimate was for \$156,035. Their total Re-Upholstery proposal was for \$17,700. Studio GC recommends proceeding with the “Blended” option, and with the end panels, freight and install, and re-upholstery to additionally proceed under furniture dealer, **Atmosphere**.

If all costs are included, the Atmosphere Blended option, Upholstery total, and then the end panels, and freight and install at their respective highest estimated value (end panels \$20,000, freight/install \$38,816), the total estimated amount is **\$232,551**. This is within the originally estimated furniture cost range of \$200,000-\$250,000.

Please do not hesitate to contact me if you have any questions.

Sincerely,



Marisa Urbina, AIA

Enclosure – ILYML Furniture Proposal Comparison

cc: Darren Schretter, Studio GC  
Vicki Luczynski, Studio GC

**FURNITURE PROPOSAL COMPARISON**

Project Name: Irvin L. Young Memorial Library  
 Project Location: 431 W. Center St. Whitewater, WI 53190  
 Date: 2/17/2025



| NEW FURNITURE  |           |                   |                |           |                   |                |           |                   |                 |           |                   |
|----------------|-----------|-------------------|----------------|-----------|-------------------|----------------|-----------|-------------------|-----------------|-----------|-------------------|
| BSI            |           |                   | ATMOSPHERE     |           |                   | HENRICKSEN     |           |                   | CJ & ASSOCIATES |           |                   |
| BASE           | \$        | 206,288.00        | BASE           | \$        | 199,191.00        | BASE           | \$        | 226,945.00        | BASE            | \$        | 238,915.00        |
| ALTERNATE      | \$        | 173,389.00        | ALTERNATE      | \$        | 147,114.00        | ALTERNATE      | \$        | 200,366.00        | ALTERNATE       | \$        | 177,510.00        |
| <b>BLENDED</b> | <b>\$</b> | <b>173,167.00</b> | <b>BLENDED</b> | <b>\$</b> | <b>156,035.00</b> | <b>BLENDED</b> | <b>\$</b> | <b>198,400.00</b> | <b>BLENDED</b>  | <b>\$</b> | <b>198,932.00</b> |

| NOT INCLUDED        |                 |
|---------------------|-----------------|
| SHELVING END PANELS | \$10,000-20,000 |
| FREIGHT AND INSTALL | \$10,018-38,816 |

\*RANGES ARE ESTIMATED

| RE-UPHOLSTERY |  |           |               |    |           |               |    |           |                 |    |          |
|---------------|--|-----------|---------------|----|-----------|---------------|----|-----------|-----------------|----|----------|
| BSI           |  |           | ATMOSPHERE    |    |           | HENRICKSEN    |    |           | CJ & ASSOCIATES |    |          |
| RE-UPHOLSTERY |  | \$14,437* | RE-UPHOLSTERY | \$ | 17,700.00 | RE-UPHOLSTERY | \$ | 22,099.18 | RE-UPHOLSTERY   | \$ | 9,076.38 |

\*FREIGHT AND INSTALL NOT INCLUDED IN BSI NUMBER

**DIRECTOR'S REPORT  
JANUARY 2025**

**I. ADMINISTRATION**

- a. Work orders submitted in December.
  - i. We requested that gravel be placed in front of the book drop.
  - ii. The boiler needed to be checked as the temperature in the library was colder than usual.
  - iii. The faucet to the right in the woman's restroom was not working.
  - iv. The faucet to the right in the woman's restroom was once again not working.
  - v. The faucet in the men's restroom was not working.
  - vi. A request was made to have the milled wood moved to the Marshall Farm at the Innovation Center.
  - vii. A request was made to have the tree cookie and two leftover pieces of wood from the milling process moved to the Marshall Farm.

**II. BUDGET**

- a. Nothing to report.

**III. PERSONNEL**

- a. Sarah French was accepted as an ambassador in the Library Makers Ambassador program.
- b. Sarah French completed the Bridges Competitive Grant for \$5,000 that we are applying for to help fund the Hearing Loop for the meeting room in the new addition.
- c. Rachel and I have completed all of the in-person staff performance evaluations.
- d. On January 24<sup>th</sup> we had a vegetarian pizza party for Nancy Stanford to celebrate her 25 years of service with the city. We held the party at the library with library staff only per Nancy's request. Rachel made a delicious chocolate cake that we all enjoyed. The city gave Nancy \$100 towards a party which was very generous. It was a very nice event.

**IV. LIBRARY COLLECTION**

- a. I heard from Stacey Lunsford and she informed me that while the city technically owns all library property, the library board has sole control over it. Therefore, we are free to sell or auction off the empty card catalog cabinets in the basement.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. I was interviewed by the Royal Purple on January 30th for an article about the library expansion and renovation project.
- b. The League of Women Voters donated seven juvenile books to the library. They will be a great addition to our collection.

- VI. LIBRARY BOARD RELATIONS**
- a. Jennifer and I continue to attend meetings with the architect and construction company concerning the building and furnishings.
- VII. LIAISING WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS**
- a. I continue to attend weekly construction meetings with Miron Construction and Studio GC.
- b. I continue to attend bi-monthly Team meetings at city hall.
- c. I continue to attend weekly staff meetings with Rachel Clift, Deana Rolfsmeyer, and Sarah French.
- d. I met with the City Manager twice in January and once so far in February.
- e. I attended the CVMIC Annual City Meeting on January 27.
- f. I met with Karen Dieter on February 11<sup>th</sup> to complete the finance section of the 2024 annual report.
- g. I will have attended the APL meeting on February 14<sup>th</sup>.
- VIII. PROFESSIONAL DEVELOPMENT**
- a. I was able to attend the second day of the 13<sup>th</sup> Annual Wild Wisconsin Winter Web Conference held on January 22-23. I will be able to watch the recordings of the management sessions I missed on day one.
- b. I have submitted my Library Certification renewal application with the 2024 Summation sheet of CE credits I obtained in 2024 to DPI.
- c. I have been working on the 2024 Annual Report that is filed with DPI on an annual basis.
- IX. STRATEGIC PLAN**
- a. We will be discussing the 2025 plan at the March Library Board of Trustees meeting.
- X. CAPITAL CAMPAIGN**
- a. We received several large pledge donations in January.
- b. I sent reminder notices to the 100 Extraordinary Women who did not submit their pledge payment in 2024.

### **Adult Services Report: January 2025**

- Worked with Diane to complete staff evaluations. All are done as of 2/6/2025.
- Mobile mill based in Watertown has been hired and logs have been cut.
- Logs will be stored at city farm for the summer to dry and will then be kilned, kilning too early can cause the wood to still be wet on the inside and will result in future issues.
- New month means new displays! Displays are updated monthly and focus on holidays or national celebrations during that month.

### **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.

### **Meetings Attended:**

- January 29<sup>th</sup>: Construction meeting with Miron Construction and Studio GC
- January 29<sup>th</sup>: Construction follow up meeting with Diane and Studio GC
- January 31<sup>st</sup>: Staff meeting with Deana, Sarah, and Diane
- February 3<sup>rd</sup>: Employee evaluations with Diane- 3 evaluations
- February 4<sup>th</sup>: Employee evaluations with Diane-5 evaluations
- February 4<sup>th</sup>: Meeting with HR and Diane about employee evaluations
- February 5<sup>th</sup>: Construction meeting with Miron Construction and Studio GC
- February 5<sup>th</sup>: Construction follow up meeting with Diane and Studio GC
- February 6<sup>th</sup>: Staff meeting with Deana, Sarah, and Diane
- February 6<sup>th</sup>: Employee evaluations with Diane- 3 evaluations
- February 6<sup>th</sup>- Summer Reading Planning Meeting with Deana, Sarah, and Diane

### **Webinars and Trainings:**

- "Inspiring Library Growth Through Outreach" presented by Indiana State Library
- "Elevating The Library Experience With Creative Programming" presented by NClive TV
- "Preparing for Program Challenges at your Public Library" presented by the ALA Public Programs Office
- "Being Prepared for Selection Policy Concerns" presented by Future Ready School



# Youth Services Report

February 2025

## Collection Management

|  |            |
|--|------------|
| Materials ordered                      | <b>41</b>  |
| Books cataloged                        | <b>47</b>  |
| Materials Weeded                       | <b>100</b> |
| Nonfiction books changed to Dewey Lite | <b>82</b>  |

## Programs/Services

| <b>Program Name</b>                                | <b>Participation</b> |
|--|----------------------|
| Scavenger Hunt                                     | <b>25</b>            |
| 1000 Books before Kindergarten                     | <b>1</b>             |
| Reference Questions/Technology Assistance Provided | <b>4</b>             |

## Marketing

| <b>Category</b>                          | <b>Quantity</b> |
|--|-----------------|
| Flyers made                              | <b>1</b>        |
| Social media scheduled from LibraryAware | <b>5</b>        |
| Other social media posts created         | <b>1</b>        |

## Meetings and Trainings

|      |                                    |
|------|------------------------------------|
| 1/2  | Beyond Bilingual Webinar Recording |
| 1/3  | Management Meeting                 |
| 1/9  | Management Meeting                 |
| 1/14 | Empowering Readers Webinar         |
| 1/15 | Management Meeting                 |
| 1/21 | Infosec Training: Deepfakes        |

|      |                    |
|------|--------------------|
| 1/21 | Management Meeting |
|------|--------------------|

## **Programming & Makerspace Librarian Report**

Sarah French

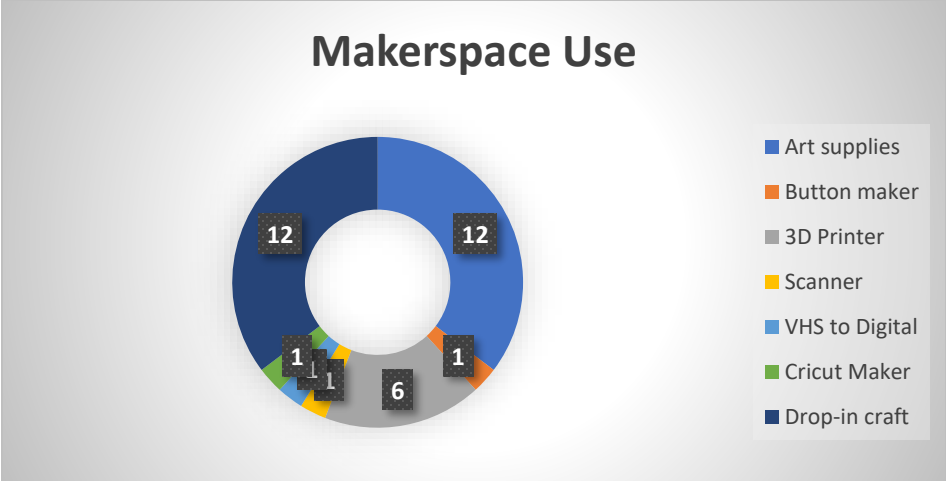
February 2025

### **Programs:**

- Winter Reading Challenge continues through February 28
- 1/21: Tea of the Month – Darjeeling (32)
- Makerspace drop-in projects: Valentine’s Day Cards (1<sup>st</sup> half of Feb) and Storybook Collaboration project (2<sup>nd</sup> half of Feb-March)
- “Sitting Pretty” book giveaway – in collaboration with UW-Whitewater and the upcoming author visit on campus and community book discussion (20)
- 2/3: Valentine Otters take/make for kids (60)
- Thursdays in February: Nature Writing Workshop w/Jim Nies at Seniors in the Park building. (9)
- 2/10: Black History Month Collage take/makes for adults and teens (20)
- 2/12: Community Helpers Storytime with Police Officer – cancelled due to weather

### **Upcoming Programs:**

- 2/18: Tea of the Month – Jasmine
- Collaboration with Be Kind Whitewater group for an “Embracing our Differences” reading program that will be held on Wednesday, March 26 at the Cravath Lake Community Center building (during Spring Break).
- Noelle Larson will provide early literacy and music programs at the Cravath Lake Community Center building on Saturdays March 1 and April 19.
- 3/3: Leprechaun house take/make for kids
- 3/12: Community Helpers Storytime with a local Farmer.



**Makerspace Appointments:** 3 hours

**Total Makerspace Use:** 34 (note that this number reflects only people who sign in; many don't)

**Equipment & Technology:** No updates.

**Donations:** Large coloring poster from a patron. I hung it in the children's area for kids to color on.

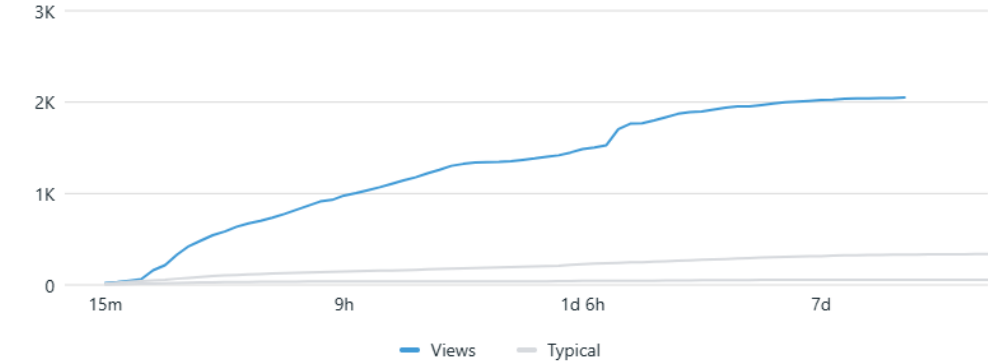
**Other Updates:**

- Created a social media post for "Library Shelfie" day. This post performed very well (see below).

↗ This post received more views compared to your recent Facebook posts.

Views ⓘ

2,050



From followers 25%

From non-followers 75%

- I continue to work with staff member Hope C. for her internship.
- Citizen Science share-out for February: Heath eHeart Study.
- Shared weekly resources about Black History Month on the library's social media.
- I continue to create social media posts promoting the Makerspace equipment and the library's Digital Resources.
- The puzzle for patrons was completed and I set out a new one.
- We received a free Dog Man event kit which we will use in future programming.
- I wrote and submitted the Bridges 2025 Library Improvement and Innovation Competitive Grant which, if successful, will contribute \$5,000 for the new hearing loop installation.
- I was featured in an article about the Library Makers Ambassador cohort that I'm a part of: <https://www.librarymakers.org/posts/meet-our-new-cohort-of-library-makers-ambassadors>

#### Meetings:

- 1/22: Management meeting
- 1/31: Management meeting
- 2/4: Annual review with Diane and Rachel
- 2/5: Management meeting
- 2/6: Summer Reading Program meeting
- 2/10: Library Makers meeting

#### Professional Development:

- Infosec – Deep Fakes
- Library Makers Ambassador Orientation
- Wild Wisconsin Winter Web Conference Sessions:
  - *Developing a Personal Cultural Humility Toolkit*
  - *Changing Leadership Styles*
  - *Out with the Old: Ditching Harmful Management Tactics*
  - *Up or Out: Smarter Ways to Get Library Employees Back on Track*
  - *Crucial Conversations*
  - *Embodied Communication*

# Bridges Library System Staff Reports

## February 2025

### Karol Kennedy – Library System Director

**New Bridges Trustee:** We are pleased to welcome Glenda Dolphin to the Bridges Library System Board. Glenda was appointed by Waukesha County in January to fill a mid-term vacancy. Glenda is a Town of Merton resident currently serving on the Town Hall Library Board.

**Annual Reports:** I spent many hours answering questions about and reviewing library annual reports. I offered a virtual walk-through of the annual report for any interested directors. Reports are due Friday, February 28<sup>th</sup>. Several library reports have already been completed. The system annual report is due on March 31<sup>st</sup>. This will be on the Bridges board agenda in March.

**Jefferson County Library Contracts:** In November, I prepared and distributed the 2025 contracts to Jefferson County libraries. These were due to the Jefferson County by February 1<sup>st</sup>. All have been successfully completed and submitted.

**Library Legislative Day 2025:** We had a great day in Madison on February 11<sup>th</sup>. Thank you to everyone who joined us! I was proud to see 38 registered attendees from Bridges Library System. Another registration record! We are fortunate to have such engaged individuals in our library system! All attendees are encouraged to send handwritten thank you notes to the legislators and aides they met.

**Library Board Presentations:** I attended the Delafield Public Library Board meeting in January and will be attending the Waukesha Public Library Board meeting in February. My presentation includes information about system services and library funding, with a focus on county funding for libraries.

**System Director Search:** The Search Committee met January 27<sup>th</sup> to review the job description and posting, a stakeholder survey, evaluation rubric, the search timeline. The position was posted on February 3<sup>rd</sup>, and applications will be accepted through 8:00 AM on February 24<sup>th</sup>. The stakeholder survey was sent to member library directors, system staff, Bridges trustees, and trustees of the Jefferson County Library Board.

**Coordinator of Library Development Search:** This position was posted, and applications were accepted through January 31<sup>st</sup>. A strong pool of candidates applied. We are in the process of reviewing candidate qualifications and scheduling interviews.

### Mellanie Mercier – Automation Coordinator & Assistant Director

**Cloud Nine Reservation:** Late last year we began the process of moving 17 libraries over to a new time management system for their public PCs that is cloud based. We currently have 3 migrated and are working with the vendor to set up a group training on the software for the remaining libraries.

**LX Starter:** We have also been working with libraries to move their CAFÉ notices over to a new product from our vendor called LX Starter. LX Starter modernizes the look of the notices and allows for links, pictures, announcements, etc. Pewaukee was the first library to go live on Monday February 10<sup>th</sup>.

**Vega:** On January 27<sup>th</sup> Innovative gave us access to the new public discovery layer called Vega. Shawn, Beth and I have been very busy working on the setup before letting the libraries learn how to use it. We are anxious to be able to share it with everyone, until then here's a sneak peek.

The screenshot shows the cafe Bridges Library System website. The header includes the logo 'café' and 'Bridges Library System | Select a Library' with the URL 'cafelibraries.org'. There are navigation links for 'All', 'Get a Library Card', 'Digital tools', 'Wisconsin's Online Library', 'Kid's Choice', and 'Childrens Catalog'. A search bar is present with a magnifying glass icon and the text 'Search'. Below the search bar, there is a section titled 'Library Memory project Hero' featuring a banner with the 'LIBRARY MEMORY PROJECT' logo, which includes a stylized open book and flowers. The text below the logo reads 'An initiative of Bridges Library System'. Below the banner, there is a navigation bar with 'Library of Things (showcase group)' and tabs for 'My Bookshelf', 'Bookmarks', 'Saved Searches', and 'Showcases'. A note below the banner states: '(a hero is an element that libraries can add to their catalog, I have it labeled to show the new terms)'. The page also shows 'English (US)' and the user name 'Mellanie Mercier'.

## Laurie Freund – Coordinator of Library Development

**Upcoming SEWI Opportunities:** Mark your calendar for these webinars, workshops and meetups. Details and registrations for some of these will be coming later.

- February 19<sup>th</sup>: [Materials Concern Preparedness](#) webinar
- March 6<sup>th</sup>: [SEWI Spring Adult Public Programming Meetup](#)
- April 16<sup>th</sup>: SEWI Youth Services workshop
- August 22<sup>nd</sup>: SEWI Library Directors Retreat
- September 29<sup>th</sup>: SEWI Fall Adult Public Programming Meetup

Be sure to check the statewide [Professional Learning calendar](#), found on the SEWI Libraries website for additional upcoming offerings.

**Bridges Adult Public Programs Grant:** Just a reminder that Bridges member libraries have an opportunity to apply for a grant that can help support the public programs that are geared toward adults in your community. Details, forms, and links to additional resources can all be found on the [Bridges Adult Public Programs Grant](#) web page in the staff section of the Bridges website. Application deadline is April 30, 2025.

**Bridges Adult Services Meeting:** The group met on a cold January day at Waukesha. Beth Bechtel shared examples of books that were AI generated books in printed and ebooks formats and bootleg DVDs with video resources to help library collection development selectors spot those. Discussion focuses continued with other collection development aspects and ideas for future discussion topics. A summary

was sent to the Bridges Adult Services listserv. Please note the next upcoming meeting dates for this year:

- 9:30-11:30 am, August 13<sup>th</sup> at Pewaukee Public Library
- 1:30-3:30 pm, November 5<sup>th</sup> at Oconomowoc Public Library

## Angela Meyers – Coordinator of Youth and Inclusive Services

### Inclusive Services

**New Calendar:** The [Library Memory Project](#) is now using Library Calendar for its events, including registration. Thank you to Kelly Nelson at Pewaukee Public Library for setting up the calendar and getting all the participating libraries on board.

**New application:** Mellanie Mercier and I have collaborated with Waukesha County to develop a new application designed to manage attendance and generate reports for the Library Memory Project. Libraries began entering attendance data in January. We are now in the final stages of development and testing.

**StoryCorps/Community Voices of Jefferson and Waukesha County:** Bridges Library System has collected over 200 recordings with StoryCorps. We are now building on that collection under the name *Community Voices of Jefferson and Waukesha Counties*. Beth Bechtel and I have worked to add 185 public recordings to [Recollection Wisconsin](#) for improved discoverability. These recordings will soon also be available through the Digital Public Library of America (DPLA).

**Jail Materials:** I delivered the 2024 reading materials purchased by Bridges Library System for the Waukesha County Jail. The 150 new books will be stored in the jail's classroom, where inmates will have access to check them out. I also met with the jail liaison, a WCTC instructor, to explore additional ways Bridges Library System and its member libraries can support the educational and recreational reading needs of incarcerated individuals.

### Youth Services

#### Meetings:

- I facilitated a virtual Teen Think Tank meeting with 7 library staff members. We discussed recent program successes from the fall and shared plans for upcoming winter programs. Additionally, we covered collection development processes.
- Milwaukee County Federated Library System (MCFLS) invited Bridges Library System to participate in their Mock Awards event at Milwaukee Public Library's Mitchell Street Branch. Several Bridges member libraries joined in this day-long event, where we discussed some of the best books of the previous year. Plans are underway for a joint MCFLS-Bridges Mock Awards event next year.
- The next [Youth Services Meet Up](#) is scheduled for Tuesday, February 25<sup>th</sup> at 1:00pm at Oconomowoc Public Library.



- Kids' Choice voting is underway and will close on February 12<sup>th</sup>. Winner and runners-up will be announced on February 14<sup>th</sup>. The [Kids' Choice Nomination Selection Meeting](#) is scheduled for Thursday, March 6<sup>th</sup> at 4:30pm at Delafield Public Library.

**Professional Development:** I've begun the Standards of Service Excellence (SOSE) program through Waukesha County. This 1-2 year, self-directed learning program is designed to enhance skills and knowledge. To date, I've completed the Strengths Finder 2.0 evaluation and one session titled *Communication Fundamentals: How to Communicate Better* (Udemy) as part of the Interpersonal Communications Module. I also viewed a recorded webinar titled *Public Library Services for Incarcerated People*, coordinated by San Francisco Public Library.

## Beth Bechtel – Database Management Librarian

**Library Visits and Meetings:** In the last month, I visited Johnson Creek and Big Bend libraries. In Johnson Creek, the cataloger and I worked on creating brief bibliographic records. In Big Bend, I assisted with Shawn Carlson's demonstration of Leap, the web app option that can be used instead of the Polaris client.

I attended the Adult Services meeting coordinated by Laurie Freund. I talked about self-published books from Amazon, open copyright print-on-demand books, and AI-generated books. I shared examples of these kinds of books that had recently needed original cataloging.

CAFÉ is working towards providing a public catalog discovery layer this year. I was part of the CAFE meeting with Innovative to kick off our Vega Discover project. In the last few weeks, I attended Mellanie Mercier's regular in-house meetings to share project progress and findings on how to make Discover work best for our libraries and their patrons.

**CAFÉ Catalog Cleanup:** This month I manually edited about 60 bibliographic records with Unicode character strings where there should have been punctuation. Those bib records were in use by multiple libraries. For the bib records in use by only one library, I emailed catalogers to make the corrections for their titles.

Library materials can sometimes be accidentally marked as new for many years. This is likely to happen either because those materials need a catalog code edited or because they have been mis-shelved. I provided instructions for catalogers to find lists of those old "new" materials.

I started a project to determine which of our 65 Polaris import profiles are not in use so they can be deleted. Although import profiles are not seen by public catalog users, they are used by some library staff. Removing unneeded profiles will increase our ability to find the correct ones faster.

### Continuing Education

The Wild Wisconsin Winter Web Conference session "Small Spaces, Big Opportunity: Reorganizing to Increase Circulation" provided many good tips for collection management, especially for our smaller libraries. I attended the conference's opening keynote and four sessions.

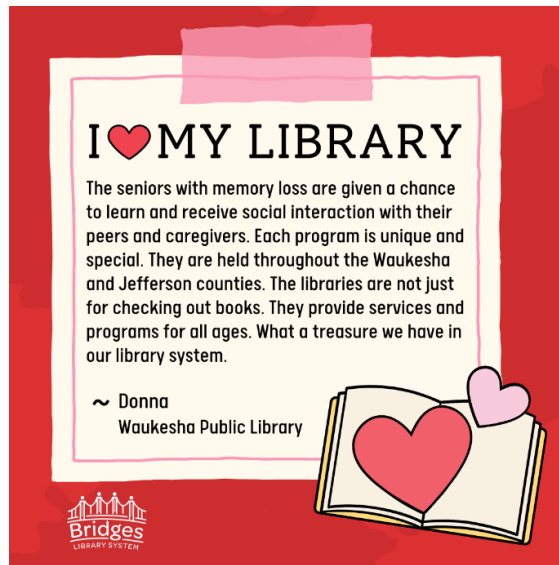
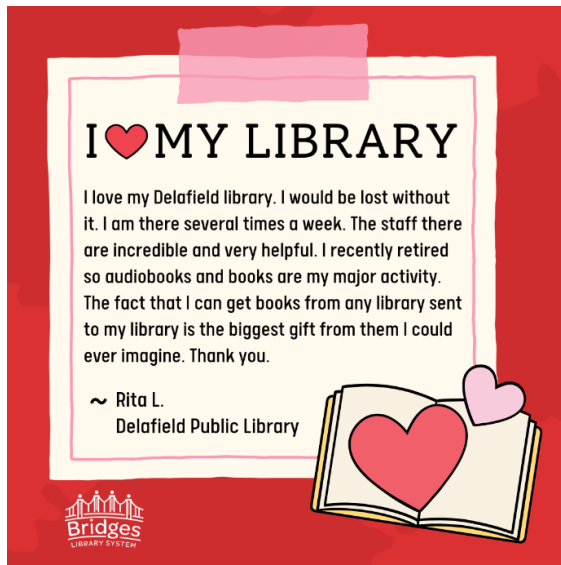
## Emily Heller – Public Communications Coordinator

**Frost & Found: Virtual Library System Trivia:** The event is in the final week with 700 quizzes completed so far. The four quizzes will close on Friday, February 14<sup>th</sup>. The 12 winners will be selected the week of Feb. 17<sup>th</sup> from participants that scored 4/6 or higher on the quizzes. Play online:

[bridgeslibrarysystem.org/frost](https://bridgeslibrarysystem.org/frost)

**Celebrating Library Lover’s Month:** We're sharing some of the love we've received from our patrons throughout February to celebrate Library Lover's Month! Look for these on [Facebook](#) and [Instagram](#).

Share your love here: <https://bridgeslibrarysystem.org/member-libraries/advocate/>



### Library Legislative Day

I created three “hot topic” flyers to share with legislators on February 11<sup>th</sup> in Madison for Library Legislative Day. They highlight great stories from patrons and stakeholders about the positive impact of libraries in the community.

- [Homeschoolers](#)
- [Older Adults](#)
- [Workforce](#)

**2024 YEAR IN REVIEW**

**Bridges Library System**  
**Supporting Older Adults**

LuAnn C. with her parents, Joe and Helen, at a Winter Bingo Memory Café at Dwight Foster Public Library in Fort Atkinson.

Our family members have taken advantage of the purposeful, easy-to-use, all-in-one, Memory Kits put together and provided by Dwight Foster Public Library. These kits are a spot-on collection of activities, games, music, and crafts—with each kit featuring topics familiar to those with memory loss—like those that stimulate cognitive skills, bring back memories, or allow those with mild to moderate memory loss to express their creativity. I have taken great advantage of these Memory Kits for my mom, and they provide a handy and effective afternoon of quality time together! She has particularly benefited from the crafts and cognitive activities contained within.

LuAnn C.  
Dwight Foster Public Library  
Fort Atkinson

We cut the cord a number of years ago. Our public library system offers a vast array of AV materials, so we can watch some of the most popular movies and TV series on DVD at no cost to us. In addition, the online database of publications like *America's Test Kitchen* and *Consumer Reports* is very useful. Altogether, our library resources have saved us thousands of dollars in streaming and online subscription fees. Very cost-effective for retired seniors.

Ann S.  
Brookfield Public Library

Memory Café attendees at Waukesha Public Library.

The seniors with memory loss are given a chance to learn and receive social interaction with their peers and caregivers. [Memory cafés] are held throughout Waukesha and Jefferson counties. The libraries are not just for checking out books. They provide services and programs for all ages. What a treasure we have in our library system.

Donna S.  
Waukesha Public Library

**Contact Us**  
Bridges Library System  
Karol Kennedy, Director  
[kkennedy@bridgeslibrarysystem.org](mailto:kkennedy@bridgeslibrarysystem.org)  
[bridgeslibrarysystem.org](https://bridgeslibrarysystem.org)

- 24 Member Libraries
- 211,142 Library Card Holders
- 6.045 Million Items Borrowed

**Professional Development:** I attended a free webinar on January 15<sup>th</sup> on email marketing that was excellent. Although it was geared toward for-profit businesses, it offered many valuable takeaways.

- “Email Marketing Mastery for 2025: Boost Engagement, Deliverability, and ROI. “

I participated in the Wild Wisconsin Winter Web Conference on January 23<sup>rd</sup> and attended two of the sessions on the internal communications track. They both provided great tips and strategies.

- “Crucial Conversations”
- “Embodied Communication”

#### **In the News:**

- Delafield Public Library is hosting a Memory Café April 5: [Freeman Article](#)
- Bridges offering Frost & Found Virtual Library System Trivia:
  - o [Freeman Article](#)
  - o [Urban Milwaukee Article](#)
- Watertown Public Library’s Film Festival: [Watertown Daily Times Article](#)

#### **January/February Newsletters:**

##### Marketing Magic:

- February 7: 50% Open Rate
- January 17: 59.78% Open Rate
- January 3: 65.91% Open Rate

##### Monthly Bridges:

- February 12: data to come
- January 7: 49.08% Open Rate

##### Legislators:

- February 12: data to come
- January 14: 23.53% Open Rate