



Library Board of Trustees Meeting

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

Monday, October 16, 2023 - 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 meeting:

Join Zoom Meeting

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

Meeting ID: 899 2965 6951

Passcode: EzXQ7vJz

One tap mobile

+13126266799,,89929656951#,,,,*50657151# US (Chicago)

+16469313860,,89929656951#,,,,*50657151# US

Dial by your location

- +1 312 626 6799 US (Chicago)

- +1 646 931 3860 US

Meeting ID: 899 2965 6951

Passcode: 50657151

Find your local number: <https://us02web.zoom.us/j/kdOOtERhEI>

AGENDA

CALL TO ORDER

ROLL CALL**CONSENT AGENDA**

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

1. Approval of the minutes of the September 18, 2023 regular meeting
Approval of the minutes of the October 9, 2023 special meeting
2. Acknowledgment of Receipt of Financial Reports
3. Approval of Payment of Invoices
4. Acknowledgment of receipt of statistical report
5. Acknowledgment of Receipt of the Treasurer's Report

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**NEW BUSINESS**

6. Review and approval of draft revision of the Book Clubs policy
7. Discussion of the library director position description and next steps for the search committee

EXECUTIVE SESSION

Adjournment into Closed Session **TO RECONVENE** per Wisconsin State Statute 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

Items to be discussed: Appointment of an interim library director

RECONVENE INTO OPEN SESSION

8. Appointment of interim director effective November 27, 2023

CONSIDERATIONS / DISCUSSIONS / REPORTS

- [9.](#) Library Director's Report
- [10.](#) Adult Services Report
- [11.](#) Youth Services Report - October 2023
- [12.](#) Programming & Makerspace Report - October 2023
13. Confirmation of next regular meeting, November 20, 2023, 6:30 p.m.

FUTURE AGENDA ITEMS

ADJOURNMENT

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

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

Monday, September 18, 2023 - 6:30 PM

MINUTES

CALL TO ORDER

1

Library Board of Trustees Meeting Agenda September 18, 2023 Page 2

ROLL CALL

Call to order at 6:32 pm.

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

Absent: Sallie Berndt,

Staff: Stacey Lunsford, Diane Jaroch

CONSENT AGENDA

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

[3.](#) Approval of Minutes of August 21, 2023

[4.](#) Acknowledgment of Receipt of Financial Reports

[5.](#) Approval of Payment of Invoices

[6.](#) Acknowledgment of Receipt of Statistical Report

[7.](#) Acknowledgment of Receipt of Treasurer's Report

MSC Weigel/Retzke to approve the Consent Agenda.

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

Nays: None

HEARING OF CITIZEN COMMENTS

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

OLD BUSINESS

8. 1. Review and Approval of the Second Draft revision of the Circulation Policy

MSC Diebolt-Brown/Orlowski to approve the Circulation Policy.

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

Nays: None

NEW BUSINESS

9. 1. Discussion of Possible Change to Library Board Meeting Start Time

No action taken

CONSIDERATIONS / DISCUSSIONS / REPORTS

10. The report includes: facility maintenance, budget updates, if any; staff updates, if any; collection maintenance updates; public and community relations activities; library board relations, if any; meetings/webinars/trainings attended; strategic plan activities updates, if any.

11. The report includes upcoming programs, programs already presented, attendance at said programs, and what meetings/trainings/webinars were attended.

12. The report includes upcoming programs, programs already presented, attendance at said programs, and what meetings/trainings/webinars were attended.

13. The report includes upcoming programs, programs already presented, attendance at said programs, and what meetings/trainings/webinars were attended.

FUTURE AGENDA ITEMS

14. Orlowski will present on October 16 on a session of Bridges Trustee Week

Library Board of Trustees Meeting Agenda September 18, 2023 Page 3 15. Confirmation

2

of next meeting October 16, 2023, 6:30 p.m.

ADJOURNMENT

Adjournment at 7:01 p.m.



Library Board of Trustees Special Meeting Item 1.

Library Community Room 431 West Center,
Whitewater, WI, 53190 *Virtual Only

Monday, October 09, 2023 - 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.

Irvin L. Young is inviting you to a scheduled Zoom meeting.

Topic: Library Board of Trustees Special Meeting

Time: Oct 9, 2023 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89836098082?pwd=eFdsbUN0OFpKVGZEd3hVWmxTVDRZQT09>

Meeting ID: 898 3609 8082

Passcode: Fy3mzVUA

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 898 3609 8082

Passcode: 43662177

MINUTES

VIRTUAL ONLY

CALL TO ORDER

ROLL CALL - 6:36

Present: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Jaime Weigel

Absent: Alyssa Orłowski, Kathy Retzke

Staff: Stacey Lunsford, Sara Marquardt

APPROVAL OF AGENDA

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

MSC Anderson/Weigel to approve the Agenda.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Jaime Weigel

Nays: None

NEW BUSINESS

1. Appointment of a Search Committee for Recruitment of a New Library Director

A copy of the board by-laws with the relevant section on committees highlighted is attached.

Appointed: Brienne Diebolt-Brown, Karol Kennedy (Bridges Library System), Sara Marquardt (HR), Jennifer Motszko, Jaime Weigel

Roll Call - adjourn to executive session 6:53 - Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Jaime Weigel

EXECUTIVE SESSION

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. Items to be discussed: **1. Correspondence from the assistant director.**

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

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

	Current Month	Rcvd to Date	Est. FY Rev.	% of Total	NOTES
Fees	\$9.90	\$290.60	\$500.00	58%	
Materials Replacement	\$43.93	\$1,028.32	\$3,300.00	31%	
County Reimbursements	\$0.00	\$229,240.00	\$229,305.00	100%	
Gifts & Grants	\$32.04	\$18,603.49	\$18,650.00	100%	
Copywork	\$326.15	\$2,717.49	\$2,500.00	109%	
SLP Sales	\$0.00	\$0.00	\$100.00	0%	
TRIP	\$58.99	\$758.47	\$0.00		
Library Capital Campaign	\$ -	\$ 4,489.56	0		
TOTAL	\$471.01	\$257,127.93	\$254,355.00	101%	

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

Item 2.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	846.05	5,483.51	10,465.51	4,982.00	52.4
100-55111-117 LONGEVITY PAY	.00	90.00	30.00	(60.00)	300.0
100-55111-118 UNIFORM ALLOWANCES	.00	.00	13.50	13.50	.0
100-55111-150 MEDICARE TAX/CITY SHARE	11.78	84.88	162.82	77.94	52.1
100-55111-151 SOCIAL SECURITY/CITY SHARE	50.35	362.97	696.20	333.23	52.1
100-55111-152 RETIREMENT	57.52	400.65	714.61	313.96	56.1
100-55111-153 HEALTH INSURANCE	184.45	1,384.78	1,244.90	(139.88)	111.2
100-55111-154 HSA-HRA CONTRIBUTIONS	4.26	75.00	75.00	.00	100.0
100-55111-155 WORKERS COMPENSATION	18.10	135.56	324.53	188.97	41.8
100-55111-156 LIFE INSURANCE	.12	1.43	3.79	2.36	37.7
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221 WATER & SEWER	344.40	2,536.15	2,828.00	291.85	89.7
100-55111-222 ELECTRICITY	1,506.07	9,474.21	11,750.00	2,275.79	80.6
100-55111-223 NATURAL GAS	122.79	3,182.43	4,500.00	1,317.57	70.7
100-55111-244 HVAC	.00	1,397.13	1,250.00	(147.13)	111.8
100-55111-245 FACILITY IMPROVEMENTS	.00	2,919.94	3,030.00	110.06	96.4
100-55111-246 JANITORIAL SERVICES	1,259.00	8,813.00	15,750.00	6,937.00	56.0
100-55111-355 REPAIR & SUPPLIES	564.91	1,981.42	2,020.00	38.58	98.1
TOTAL YOUNG LIBRARY BUILDING	4,969.80	38,323.06	55,060.86	16,737.80	69.6
TOTAL FUND EXPENDITURES	4,969.80	38,323.06	55,060.86	16,737.80	69.6
NET REVENUE OVER EXPENDITURES	(4,969.80)	(38,323.06)	(55,060.86)	(16,737.80)	(69.6)

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

Item 2.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55 CONTRACT REVENUE	.00	229,240.00	229,305.00	65.00	100.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	229,240.00	229,305.00	65.00	100.0
<u>FINES & FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	77.97	2,049.86	3,300.00	1,250.14	62.1
220-45320-55 SALES-SUMMER LIBRARY PROGRAM	.00	.00	100.00	100.00	.0
220-45330-55 COPY MACHINE REVENUE	349.95	2,629.14	2,500.00	(129.14)	105.2
TOTAL FINES & FORFEITURES	427.92	4,679.00	5,900.00	1,221.00	79.3
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	.00	723.46	250.00	(473.46)	289.4
220-48105-55 LIBRARY BOARD INTEREST INCOME	.00	9,672.03	3,000.00	(6,672.03)	322.4
220-48210-55 RENTAL INC-HOUSE-414&414/A	.00	1,700.00	.00	(1,700.00)	.0
220-48500-55 DONATIONS	19,301.82	44,244.75	18,650.00	(25,594.75)	237.2
220-48550-55 SALE OF LIBRARY PROPERTY	.00	541,987.57	.00	(541,987.57)	.0
220-48600-55 MISC REVENUE	112.15	448.17	500.00	51.83	89.6
TOTAL MISCELLANEOUS REVENUE	19,413.97	598,775.98	22,400.00	(576,375.98)	2673.1
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	.00	470,000.00	470,000.00	.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	106,401.04	106,401.04	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	576,401.04	576,401.04	.0
TOTAL FUND REVENUE	19,841.89	832,694.98	834,006.04	1,311.06	99.8

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2023

Item 2.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	34,231.22	216,797.71	299,535.60	82,737.89	72.4
220-55110-114 WAGES/PART-TIME	23,840.09	145,672.59	203,273.98	57,601.39	71.7
220-55110-117 LONGEVITY	.00	500.00	2,000.00	1,500.00	25.0
220-55110-120 EMPLOYEE BENEFITS	18,235.63	147,655.91	213,124.61	65,468.70	69.3
220-55110-211 PROFESSIONAL DEVELOPMENT	833.00	982.00	.00	(982.00)	.0
220-55110-218 PROFESSIONAL SERV/CONSULTING	.00	22,318.67	19,583.00	(2,735.67)	114.0
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	.00	9,153.28	5,146.77	(4,006.51)	177.9
220-55110-225 TELECOM/INTERNET/COMMUNICATION	495.60	4,264.89	7,664.82	3,399.93	55.6
220-55110-227 RENTAL EXPENSES	.00	999.49	3,349.16	2,349.67	29.8
220-55110-310 OFFICE SUPPLIES	1,080.31	11,854.41	12,120.00	265.59	97.8
220-55110-313 POSTAGE	59.15	267.76	151.50	(116.26)	176.7
220-55110-319 MATERIAL RECOVERY	11.65	489.30	303.00	(186.30)	161.5
220-55110-320 SUBSCRIPTIONS/DUES	.00	136.14	666.60	530.46	20.4
220-55110-321 LIBRARY BOOKS-ADULT	1,711.14	20,443.31	23,924.00	3,480.69	85.5
220-55110-323 LIBRARY BOOKS-JUVENILE	144.42	6,401.70	5,050.00	(1,351.70)	126.8
220-55110-324 LIBRARY PERIODICALS-ADULT	224.23	3,806.79	3,928.00	121.21	96.9
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	1,184.53	6,539.94	10,100.00	3,560.06	64.8
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	49.22	1,155.36	2,525.00	1,369.64	45.8
220-55110-328 MACHINE READABLE-ADULT	.00	2,603.00	2,674.00	71.00	97.3
220-55110-330 TRAVEL EXPENSES	64.19	772.12	2,020.00	1,247.88	38.2
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	.00	867.43	1,010.00	142.57	85.9
220-55110-337 LIBRARY BUILDING PROJECT EXP	975.00	50,607.11	.00	(50,607.11)	.0
220-55110-341 PROGRAM SUPPLIES-ADULT	91.28	3,236.53	6,060.00	2,823.47	53.4
220-55110-342 PROGRAM SUPPLIES-JUVENILE	529.96	4,070.85	6,060.00	1,989.15	67.2
220-55110-343 MISC SUPPLIES-ADULT	21.88	2,006.39	101.00	(1,905.39)	1986.5
220-55110-346 SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-348 SALES TAX EXPENSE	.00	118.81	.00	(118.81)	.0
220-55110-350 CONTINGENCIES	.00	162.94	505.00	342.06	32.3
220-55110-810 CAPITAL EQUIPMENT	.00	2,215.78	3,030.00	814.22	73.1
TOTAL LIBRARY	83,782.50	666,100.21	834,006.04	167,905.83	79.9
TOTAL FUND EXPENDITURES	83,782.50	666,100.21	834,006.04	167,905.83	79.9
NET REVENUE OVER EXPENDITURES	(63,940.61)	166,594.77	.00	(166,594.77)	.0

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

Item 2.

LIBRARY SPECIAL REVENUE FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
220-11100 CASH	235,023.81	(82,999.73)	121,680.99	356,704.80
220-11300 INVESTMENTS	32,226.37	.00	723.46	32,949.83
220-11301 LIBRARY BRD MM-132 732	3,112.04	.00	1.04	3,113.08
220-11500 LIBRARY BRD INVESTMENTS CDS	300,594.24	.00	9,670.99	310,265.23
TOTAL ASSETS	570,956.46	(82,999.73)	132,076.48	703,032.94
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
220-21100 ACCOUNTS PAYABLE	14,936.65	.00 (14,936.65)		.00
220-21106 WAGES CLEARING	16,081.64	.00 (16,081.64)		.00
220-21670 DEPOSIT-RENTAL UNIT	2,300.00	.00 (2,300.00)		.00
220-25203 DUE TO OTHER	1,200.00	(19,059.12) (1,200.00)		.00
TOTAL LIABILITIES	34,518.29	(19,059.12) (34,518.29)		.00
<u>FUND EQUITY</u>				
220-34300 FUND BALANCE	513,601.52	.00	.00	513,601.52
220-34310 SICK LEAVE SEVERANCE RESERVE	3,382.85	.00	.00	3,382.85
220-34320 CAPITAL IMPROVEMENT RESERVE	19,453.80	.00	.00	19,453.80
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	(63,940.61)	166,594.77	166,594.77
BALANCE - CURRENT DATE	.00	(63,940.61)	166,594.77	166,594.77
TOTAL FUND EQUITY	536,438.17	(63,940.61)	166,594.77	703,032.94
TOTAL LIABILITIES AND EQUITY	570,956.46	(82,999.73)	132,076.48	703,032.94

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Hoopla (Midwest Tape)	504289414	\$ 339.29
Audiovisual-adult	Midwest Tape	504310953	\$ 166.97
Audiovisual-adult	Midwest Tape	504328250	\$ 134.98
Audiovisual-adult	Midwest Tape	504324569	\$ 71.99
Audiovisual-adult	Amazon	n/a	\$ 54.01
Audiovisual-adult	Amazon	n/a	\$ 22.55
Audiovisual-adult	Baker & Taylor	n/a	\$ 134.58
Audiovisual-adult	Amazon	n/a	\$ 195.75
Audiovisual-adult	Amazon	n/a	\$ 50.49
Audiovisual-adult	Amazon	n/a	\$ 4.99
Audiovisual-adult	Baker & Taylor	H66093290	\$ 59.02
Audiovisual-adult	Amazon	n/a	\$ 72.36
Audiovisual-adult	Amazon	n/a	\$ 38.94
			\$ 1,345.92
Audiovisual-juvenile	Midwest Tape	504263498	\$ 26.24
Audiovisual-juvenile	Midwest Tape	504358271	\$ 22.49
			\$ 48.73
Books-adult	Amazon	n/a	\$ 28.35
Books-adult	Baker & Taylor	n/a	\$ 808.85
Books-adult	Amazon	n/a	\$ 36.00
Books-adult	Amazon	n/a	\$ 69.76
Books-adult	Baker & Taylor	n/a	\$ 252.09
Books-adult	Amazon	n/a	\$ 18.24
Books-adult	Baker & Taylor	n/a	\$ 241.61
			\$ 1,454.90
Books-juvenile	Ingram	77569939	\$ 123.80
Books-juvenile	Ingram	77618883	\$ 20.62
Books-juvenile	Ingram	n/a	\$ 29.41
Books-juvenile	Ingram	n/a	\$ 147.62
			\$ 321.45
Contingencies	Mukwonago Community Library	20230901	\$ 12.00
			\$ 12.00
Employee education	Wisconsin Library Association	18204	\$ 219.00
Employee education	Wisconsin Library Association	18207	\$ 395.00
Employee education	Wisconsin Library Association	18219	\$ 219.00
			\$ 833.00
Library Building Project	The Sweeney Group	2308	\$ 5,551.00
Library Building Project	The Sweeney Group	2310	\$ 5,551.00
			\$ 11,102.00
Material recovery	Unique	6116683	\$ 69.90
			\$ 69.90

Category	Claimant	Invoice #	Amount
Misc supplies	Walmart	n/a	\$ 21.88
			\$ 21.88
Office supplies	Walmart	n/a	\$ 48.56
Office supplies	Demco	32370292	\$ 123.87
Office supplies	Amazon	n/a	\$ 13.99
Office supplies	Amazon	n/a	\$ 33.52
Office supplies	Brodart	Y-21852	\$ 17.89
Office supplies	Demco	3257088000	\$ 98.85
Office supplies	Amazon	n/a	\$ 25.50
Office supplies	Showcases	327211	\$ 58.30
Office supplies	Shred-It	8004542784	\$ 88.27
Office supplies	Venmill Industries	VM-W14015	\$ 266.00
			\$ 774.75
Periodicals-adult	Janesville Gazette	n/a	\$ 31.97
			\$ 31.97
Postage	Postmaster	n/a	\$ 3.92
Postage	Postmaster	n/a	\$ 4.67
			\$ 8.59
Program supplies-adult	Amazon	n/a	\$ 81.53
Program supplies-adult	LiquorExam.com	174327	\$ 9.75
Program supplies-adult	Amazon	n/a	\$ 68.92
			\$ 160.20
Program supplies-juvenile	Walmart	n/a	\$ 35.39
Program supplies-juvenile	Amazon	n/a	\$ 35.49
Program supplies-juvenile	Amazon	n/a	\$ 4.99
Program supplies-juvenile	Amazon	n/a	\$ 31.87
			\$ 107.74
Travel expenses	Willmann, Susan	92023	\$ 60.26
			\$ 60.26
GRAND TOTAL			\$ 16,353.29

		City of Whitewater	3,334		
Jefferson County				Dodge County	
City	141			City	0
Rural	586			Rural	0
TOTAL	727			TOTAL	0
Rock County				Waukesha County	
City	75			City	59
Rural	336			Rural	13
TOTAL	411			TOTAL	72
Walworth County					
City	10			Other Counties	42
Rural	1,238				
TOTAL	1,248			Out of State	0
Dane County					
City	0			Total Nonresident	2,531
Rural	31				
TOTAL	31				
				TOTAL	5,865
	ADULT	4,488	CHILDREN	1,377	
ACCESS & USAGE		INFORMATION SERVICE		All Ages	2
Days Open	24	Reference	276	Attendance	47
Hours Open	241				
Library Visits	3,453	REGISTRATION			
		Resident	3,202		
ANCESTRY	110	Non-Resident	2,061		
		Total Registered Borrowers	5,263		
OVERDRIVE	1,405	New Users	38		
MAKER SPACE	16	INTERLIBRARY LOAN			
		Lending	1,513		
MEETING ROOMS	26	Borrowing	1,206		
HOOPLA		VOLUNTEERS			
Checkouts	121	Participants	2		
Cost	\$ 260.99	Hours worked	24		
		HOME DELIVERY			
COLLECTION MAINTENANCE		Participants	10		
Books added	65	Items Delivered	104	SELF-DIRECTED PROGRAMS	
Books withdrawn	78			Children 0-5 Programs	0
Audio materials added	8	IN-PERSON PROGRAMS		Participation	0
Audio materials withdrawn	69	Children 0-5 Programs	7	Children 6-11 Programs	2
Video materials added	62	Attendance	110	Participation	113
Video materials withdrawn	201	Children 6-11 Programs	1	Children 12-18 Programs	0
Other materials added	0	Attendance	12	Participation	0
Other materials withdrawn	31	Children 12-18 Programs	0	Adult Programs	1
		Attendance	0	Participation	50
		Adult Programs	3	All Ages	0
		Attendance	15	Participation	0

First Citizens State Bank			207 W. Main St		PO Box 177 Whitewater, WI 53190	
	Money Market Account		#132732			
			Interest			
DATE	Activity		Deposit	Withdrawal	Balance	
12.30.22	Balance				\$3,112.04	
1.31.23	Interest		\$0.14		\$3,112.18	
2.28.23	Interest		\$0.12		\$3,112.30	
3.31.23	Interest		\$0.13		\$3,112.43	
4.28.23	Interest		\$0.12		\$3,112.55	
5.31.23	Interest		\$0.14		\$3,112.69	
6.20.23	Interest		\$0.13		\$3,112.82	
7.31.23	Interest		\$0.13		\$3,112.95	
8.31.23	Interest		\$0.13		\$3,113.08	
9.29.23	Interest		\$0.12		\$3,113.20	
ADM - American Deposit Management Company						
W220 N3451 Springdale Road						
Pewaukee, WI 53072						
Previous Balance - American Term Deposit CD 1 matured 3/9/23					\$55,000.00	
Previous Balance - American Term Deposit CD 2 matured 3/9/23					\$245,000.00	
CD Interest earned					\$2,082.50	
CD Interest earned					\$440.00	
Accrued Interest Earned					\$860.99	
TOTAL Balance CIRVIN01 General Money Market Account				3.31.23	\$303,383.49	
Date	Activity		Interest/Dep	Withdrawal	Balance	
3.31.23	Combined accounts		\$594.24		\$303,977.73	
4.30.23	Accrued Interest Earned 4.8%		\$1,199.25		\$305,176.98	
5.31.23	Accrued Interest Earned 4.92%		\$1,234.09		\$306,411.07	
6.30.23	Accrued Interest Earned 5.0%		\$1,259.22		\$307,670.29	
7.31.23	Accrued Interest Earned 5.09%		\$1,287.16		\$308,957.45	
8.31.23	Accrued Interest Earned 5.15%		\$1,307.78		\$310,265.23	

September 14, 2023

Statement Period:

August 01, 2023 - August 31, 2023

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

Contact Us



- For personal assistance, call:
414-961-6600
- Visit us online:
www.americandeposits.com
- Questions on products & services:
info@americandeposits.com
- Mail correspondence to:
W220 N3451 Springdale Road
Pewaukee, WI 53072

American Money Market Account™

Account Number-Description	Average Monthly Balance	Net Earnings	Delivered Rate
CIRVIN01 - General	\$ 308,957.45	\$ 1,307.78	5.15 %



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

Balance Summary

Beginning Balance:	\$	308,957.45
Total Deposits:	\$	1,307.78
Total Withdrawals:	\$	0.00
Ending Balance:	\$	310,265.23
Average Balance:	\$	308,957.45

Transaction Detail

DEPOSITS

Date	Description	Amount
08/31/2023	Accrued Interest Earned	\$ 1,307.78
Total Deposits:		\$ 1,307.78

Summary of Financial Institutions

FDIC/ NCUA	Name	Balance
27237	Enterprise Bank & Trust	\$ 248,500.00
3832	Old National Bank	\$ 1,287.16
6384	PNC Bank, NA - Repurchase Agreement	\$ 1,307.78
10988	Stearns Bank NA	\$ 57,352.06
58764	The MINT National Bank	\$ 310.75
18344	UBank (TX)	\$ 1,507.48
Ending Balance:		\$ 310,265.23

American Deposit Management LLC applied a Deposit Advisory Fee of \$61.91 to your account for this statement period. American Deposit Management LLC has received a Program Fee for the management and servicing of the American Money Market Account across all program participants. For this statement cycle, the Program Fee of 0.13 was applied to gross earnings of \$18,902,432.74 for a total of \$2,104,126.15.

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

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

WWW.AMERICANDEPOSITS.COM

W220 N3451 Springdale Road • Pewaukee, Wisconsin 53072 • (800) 407-5150

FRIENDS OF THE LIBRARY FINANCIAL REPORT

Jan-23

Beginning Balance		\$ 5,782.13
Deposit	\$ 370.50	\$ 6,152.63
Interest	\$ 0.27	\$ 6,152.90
Ending Balance		\$ 6,152.90

Feb-23

Beginning Balance		\$ 6,152.90
Deposit	\$ 146.50	\$ 6,299.40
Check #4009	\$ 4,625.00	\$ 1,674.40
AmazonSmile	\$ 28.92	\$ 1,703.32
Interest	\$ 0.07	\$ 1,703.39
Ending Balance		\$ 1,703.39

Mar-23

Beginning Balance		\$ 1,703.39
Deposit	\$ 65.25	\$ 1,768.64
Paypal Transfer	\$ 489.56	\$ 2,258.20
Interest	\$ 0.08	\$ 2,258.28
Ending Balance		\$ 2,258.28

Apr-23

Beginning Balance		\$ 2,258.28
Deposit	\$ 180.45	\$ 2,438.73
Interest	\$ 0.09	\$ 2,438.82
Ending Balance		\$ 2,438.82

May-23

Beginning Balance		\$ 2,438.82	
Deposit	\$ 159.25	\$ 2,598.07	
Check #4010	\$ 489.56	\$ 2,108.51	Capital Campaign donation
Check #4011	\$ 216.00	\$ 1,892.51	BookPage subscription
AmazonSmile	\$ 14.98	\$ 1,907.49	
AmazonSmile	\$ 26.09	\$ 1,933.58	
Interest	\$ 0.09	\$ 1,933.67	
Ending Balance		\$ 1,933.67	

Jun-23

Beginning Balance		\$ 1,933.67	
Deposit	\$ 164.95	\$ 2,098.62	
Check #4012	\$ 44.72	\$ 2,053.90	Reimbursement for coffee cups purchase
Interest	\$ 0.08	\$ 2,053.98	
Ending Balance		\$ 2,053.98	

Jul-23

Beginning Balance		\$ 2,053.98
Deposit	\$ 102.45	\$ 2,156.43
Interest	\$ 0.09	\$ 2,156.52
Ending Balance		\$ 2,156.52

Aug-23

Beginning Balance		\$ 2,156.52
Deposit	\$ 114.40	\$ 2,270.92
Interest	\$ 0.10	\$ 2,271.02
Ending Balance		\$ 2,271.02

Sep-23

Beginning Balance		\$ 2,271.02
Friends Shop Deposit	\$ 158.85	\$ 2,429.87
Amazon Deposit	\$ 17.60	\$ 2,447.47
Interest	\$ 0.10	\$ 2,447.57
Ending Balance		\$ 2,447.57



Irvin L. Young Memorial Library

Book Clubs Policy

The Irvin L. Young Memorial Library provides support to members of the community who wish to form a book discussion group by coordinating interlibrary loans of requested titles. The staff member tasked with interlibrary loan responsibilities provides the following specific services:

1. Receiving requests for specific titles from the respective book clubs and researching their availability through the Library's consortium database.
2. Requesting multiple copies of titles, collecting them to be distributed on the specific date requested by the book club, checking them out to the book club and maintaining a record of which club member has which copy when possible.
3. Collecting the copies by the specific date on which the books are due to be returned to their owning libraries to ensure that all are returned and sent back.
4. Offering suggestions for alternate titles if an individual book club's choice is not currently available or they request a title suggestion.

Support to local book clubs is subject to state interlibrary loan guidelines:

*Wisconsin ILL Guidelines 2016
Wisconsin Department of Public Instruction*

4.6 Limitations to requesting materials.

Requesting libraries should train patrons to use their local or shared online catalog. Requests should be placed in the local catalog as a first priority and requested from outside the area if not owned locally. According to the Interlibrary Loan Code for the United States, "Interlibrary loan is intended to complement local collections and is not a substitute for good library collections intended to meet the routine needs of users." The requesting library will limit requests outside of their local catalog for the following items:

- *Materials on bestseller lists or high demand titles in all formats (e.g., new media)*
- *Materials which are on order at the requesting library*
- *Materials which are on order within the requesting library's shared automation system or consortium*

Approved 2/2019 | 2/2023



Irvin L. Young Memorial Library

- *Materials which are in use (checked out) within the requesting library's shared automation system or consortium.*
- *Titles that have not yet been published but have prepublication information in verification sources*
- *Old and rare books. Many may be freely available online.*

Interlibrary loan requests in these situations are made only if special conditions or considerations apply. Borrowing multiple copies of titles for group use (e.g., book clubs) is an exception to the general guidelines of not borrowing what the library owns, but new materials or materials in high demand should never be ordered in multiple copies.

The following local rules apply:

1. The Library will not provide more than one title per individual book club per month.
2. If a copy is not returned by the specified date, it will be checked out to the library card of the individual who signed it out from the book club and any ~~fees, fines~~ will apply to that individual directly.
3. Copies that are not returned or are damaged will be charged to the individual who signed for that copy. If the book club fails to have individual members sign for copies, a bill will be sent to the book club in care of the person who coordinates the club's requests, pick-ups and/or returns. This will also be the procedure if a book club member does not have their own library card.

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Approved 2/2019 || 2/2023



JOB DESCRIPTION

Title:	Library Director	Department(s):	Library
Reports to:	Library Board/City Manager	Location:	Irvin L. Young Memorial Library
FLSA:	Exempt	Pay Grade:	Salary Resolution
Shift:	Various	Status:	Full-Time
Bargaining Unit:	None	Date:	October 18, 2021

JOB SUMMARY

This position directs and oversees the operations and personnel of the Irvin L. Young Memorial Library for the City of Whitewater.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Administer library services and operations.
- Supervise library personnel, interview and select new employees; provide training and instruction; plan and coordinate operations and evaluate performance.
- Administer library budget; prepare budget recommendations and plan for the Library Board and ensure compliance with budget guidelines.
- Implement and monitor library policies and objectives established by the Library Board and assist the Board in policy changes and plans.
- Develop, implement and monitor library procedures regarding use of library collections and buildings.
- Determine and issue work schedules to maintain effective public service; administers vacation and time off scheduling requests; approves timesheets.
- Act as system administrator for the integrated library automation automated system; attend regional users group and training workshops.
- Develop and maintain library collections according to the collection development policy; review, evaluate and select books and periodicals for adult collections; supervise and train staff in cataloging and classification of print and non-print materials to be entered into integrated library automation system.
- Provide assistance and guidance to library personnel; respond to emergencies and acts as backup as needed.
- Assist library patrons with information searches, special needs and readers' advisory inquiries.
- Select and order all library equipment and approve the purchase of supplies; oversee maintenance and repair of equipment and physical plant.
- Prepare reports and compile statistical information and data.
- Respond to inquiries and complaints; provide resolution and make appropriate referrals.
- Serve as liaison to the public and community; prepare news releases, notices and newspaper columns.

- Attend meetings and serve on committees to provide input into decisions affecting library service in the county or system area.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Respond to alert from security system, as needed, if domicile is within ten miles of library building.

SUPERVISION RECEIVED AND/OR EXERCISED

- Work is performed under the general supervision of the Library Board and the City Manager.
- Exercises general supervision over all library staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Master's degree in Library Science from an ALA-accredited institution with five (5) years progressively responsible library experience that includes supervisory responsibility.
- Position requires a Wisconsin Department of Public Instruction Grade One (1) Library Certification.

Language Skills

- Effective communication with patrons and staff in tactful, diplomatic, and friendly manner.
- Ability to communicate orally and in writing.
- Ability to persuade, convince, and train others.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to analyze data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to utilize a variety of advisory data and information such as City ordinances, directories, State statutes, procedures, guidelines, Library Board policies, labor agreements, professional standards and non-routine correspondence.

Mathematical Skills

- Ability to interpret basic descriptive statistical reports.

Reasoning Ability

- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation, perform duties with a minimum of supervision.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Other Qualifications

- Broad knowledge of subjects and authors for adult materials.
- Substantial knowledge of basic computer operations, computer proficiency and experience and able to teach basic computer skills.
- Ability to work effectively in cooperation with fellow employees as a member of the staff team.
- Resourcefulness and creativity in approach to requests.
- Knowledge of operations and collection organization of libraries.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to spend extended periods of time interacting with library users. Communication requirements are to be able to successfully answer questions about library materials, services, programs, and the physical locations of materials, services, programs and facilities.
- The employee must be able to identify materials and locate them in the library
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, Integrated library automation system, microfilm equipment, audio and video equipment and/or materials used in performing essential functions.
- Ability to operate various pieces of office equipment.
- The employee is required to perform sedentary to light work, primarily in the handling and moving of physical materials.
- Stamina to work for up to eight hours in a shift. High energy to deal with the public for sustained periods while maintaining positive and enthusiastic communication.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SPECIAL REQUIREMENTS-RESIDENCY

- The Library Director of the Irvin L. Young Memorial Library is required to have his/her residence within the boundaries of the Whitewater Unified School District within one year of employment.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

Supervisor _____ Date _____

Department Head

Date

Human Resources
Date

City Manager _____ Date _____

DIRECTOR'S REPORT
October 16, 2023

I. ADMINISTRATION

- a. Four work orders were submitted in September.
 - i. Patron laptop was not loading the Chrome browser again.
 - ii. I again requested a generic library@whitewater-wi.gov email that can be accessed by multiple staff members for setting up accounts and using on the website.
 - iii. Staff laptop was not connecting to the network.
 - iv. Surplus file cabinets were removed from the basement.

II. BUDGET

- a. The library's portion of the city's operating budget for 2024-2025 was presented to the Finance Committee on Tuesday, October 10.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. None.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I gave a tour to the local Book Buddies reading group (adults reading to and with children) on Monday, October 9.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I will have attended the Alliance of Public Libraries (APL) meeting on Friday, October 13 at New Berlin Public Library. I will report on it during the board meeting.
- b. I turned in my treasurer's materials and post office key to the Whitewater Leads group on Wednesday, October 11. Diane will begin attending meetings.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. None.

X. CAPITAL CAMPAIGN

- a. The capital campaign will wrap up on October 31 before the common council votes on the 2024-2025 budget and the \$3 million borrowing for January 2024. It will be important for board members to attend the public hearing for the budget and speak in support of the project and the borrowing.

Adult Services Report October 2023

We have fifteen park passes left to check out.

On September 26th seven staff members were able to visit the police station and have their mug shots taken with a banned book. The photos will be featured on our Facebook page during Banned Books Week, which runs October 1st through 7th.

Collection Development:

I continue to do monthly weeding in the adult collections that have not yet been RFID tagged, which are mostly the audiovisual materials.

I created three book displays for the month of October.

Meetings/Webinars/Training Sessions Attended:

September 18: Library Board Meeting

September 20: Bridges Circulation Meeting

September 20: Staff meeting with Stacey, Deana, and Sarah

September 22: Infosec Training: Social Media

September 26: Staff meeting with Stacey, Deana, and Sarah to discuss Banned Books Week

September 27: Staff meeting with Stacey and Sarah

October 02: Mandatory Insurance Meeting at City Hall

October 03: Bridges sponsored demonstration webinar of LibraryCalendar software

October 04: Meeting with First Net to receive an updated city issued iPhone

October 04: Staff meeting with Stacey and Sarah

Youth Educational Services Report October 2023

Teen Biblio Boxes

We had 28 requests for October.

Outreach

We supplied the Story Stroll for this year's Storytelling Festival. This year's book was *Knight Owl* by Christopher Denise. We tried something a little different with the Stroll's placement this year; instead of putting the panels up around town, we kept the Stroll on the lake path in hopes that it would get more engagement being closer to the festivities.

I also attended a Key Club meeting on Wednesday, September 20th. I was able to speak to two of their members about what the library has to offer and introduce a book club we are partnering with them on.

Great Retro Whitewater Cookbook Contest

Suzanne and I filmed a promo video for the cookbook contest. I am currently editing it and hope to publish it by October 13th. We currently have four entries.

Teen Book Club

There have been six respondents to the book club survey. Only two respondents are interested in a teen book club. The form will remain active until the end of the year.

Banned Books Week

We coordinated with Chief Meyer to take staff mugshots for Banned Books Week. Seven staff members took part. The mugshots were posted on social media with statistics from ALA's United Against Book Bans campaign.

Meetings and Trainings

September 18th: Meeting with Suzanne to discuss the cookbook contest

September 20th: Staff meeting with Stacey, Diane, and Sarah

September 20th: Meeting with the high school Key Club

September 25th: Meeting of WLA's Intellectual Freedom division

September 26th: Meeting with Stacey, Diane, and Sarah to discuss Banned Books Week

October 2nd: Mandatory insurance meeting at city hall

Programming & Makerspace Librarian Report October 2023

Programs:

9/14: Little Makers (15)

9/18: Silly Acorn Take & Make (60)

9/19: Chess Club (9)

9/20: Storytime (15)

9/21: Baby Play Date (8)

9/21: Maker Club: Magnet Painting (12)

9/25: Mindful Mondays Book Club (10)

9/26: Key Club Book Club (0)

9/26: For Teens: Squeegee Art (0)

9/27: Storytime (17)

10/2: Love. Family. Freedom presentation with Kim Simes (50 in-person; 18 virtual)

10/3: Bizarre History of Wisconsin with Chad Lewis (31)

10/4: Storytime (15)

10/4: Reflect & Realign Guided Journaling with Katy Wimer (8)

10/5: Baby Play Date (13)

10/5: Read or Treat with Zeta Sigma Chi sorority (25)

10/9: Wisconsin Pride Documentary Screening (27)

Upcoming Programs:

10/10: Chess Club

10/12: Little Makers

10/13: Fiber Friday

10/17: Family Science Expo

10/18: Family Craft Night with Latinos Unidos

Every other Thursday: Baby Play Date

10/19: Maker Club: Halloween Science Edition

10/23: Halloween take/make craft for kids

10/23: Mindful Mondays Book Club

10/24: The Victorian Undertaker

10/31: Teen Spooky Movie Night

11/1-12/13 on Wednesdays: Storytime

11/3: Fiber Friday

11/6: Understanding Whitewater's Effigy Mounds Preserve

11/7: Kao Kalia Yang Book Discussion

11/7: Chess Club

11/14: "Pearl" Film Screening

Makerspace Use:

- | | | |
|------------------------|------------------------|------------------------|
| • 9/16: Craft supplies | • 9/24: Craft supplies | • 9/29: Craft supplies |
| • 9/16: Craft supplies | • 9/27: Craft supplies | • 10/6: Cricut |
| • 9/21: Craft supplies | • 9/27: Craft supplies | • 10/6: 3D printer |
| • 9/22: Craft supplies | • 9/28: Cricut | • 10/7: Craft supplies |
| • 9/24: Craft supplies | • 9/29: Cricut | |
| • 9/24: Craft supplies | • 9/29: 3D printer | |

Makerspace Training Appointments: 4.25 hours

Equipment & Technology:

- I created a Leather Tools kit for Makerspace use (patron request)

Donations:

- Embroidery hoop and floss from Jessica (staff)
- Chad Lewis donated two of his books for our collection

Other Updates:

- Recorded "How to get a library card" video with Jessica S. and Zach P. for the city station
- Participated in mugshots for Banned Books Week
- Small display case for October – Pride Rally and library pride events

Meetings:

- 9/15: Tara Peotter, H.S. Key Club Advisor and Deana

- 9/20: Staff meeting
- 9/21: ALSC Process Chairs committee meeting
- 9/22: ALSC Programs & Services Recognition committee meeting
- 9/26: Tiffany Helgersen (re: WLA Presentation)
- 9/26: Staff meeting
- 9/27: City leadership meeting
- 9/27: Staff meeting
- 9/28: Connecting Wisconsin Libraries
- 10/4: Staff meeting

Professional Development:

- WI Libraries Tech Days webinar: *Artificial Intelligence and the Library: The Current Landscape*