



Library Board of Trustees

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

Monday, February 19, 2024 - 6:30 PM

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

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/87682878385?pwd=ckcrZXdDNzICZmk4aWVqSmh1V3hNQOT09>

Telephone: +1 312 626 6799 US (Chicago)

Meeting ID: 876 8287 8385

Passcode: 02376455

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. Should you wish to make a comment in this situation, you are welcome to call this number: (262) 473-0108.

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

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

CONSENT AGENDA

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

1. Approval of the minutes of the January 17, 2024 meeting
2. Approval of Payment of Invoices
3. Acknowledgement of Receipt of December 2023 Statistical report
4. Acknowledgement of Receipt of January 2024 Statistical report

- [5.](#) Acknowledgement of Receipt of the Treasurer's report
- [6.](#) Acknowledgement of Receipt of Financial 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

- [7.](#) Review and possible action of the updated 2024 Strategic Plan Activities
8. Library Building Project update

NEW BUSINESS

9. Discussion and possible action regarding the Capital Campaign Funds held by the Whitewater Foundation
10. Discussion and possible action of annual report
- [11.](#) Review and possible action of the new Partnership Policy
- [12.](#) Review and approval of the Volunteers Policy

CONSIDERATIONS / DISCUSSIONS / REPORTS

- [13.](#) Library Director's Report
- [14.](#) Youth Services Report
- [15.](#) Programming & Makerspace Report
- [16.](#) Bridges Staff Report
17. Board Reports

FUTURE AGENDA ITEMS

ADJOURNMENT

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



Library Board of Trustees Meeting Item 2.

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

Wednesday, January 17, 2024 - 6:30 PM

AGENDA

CALL TO ORDER at 6:36

ROLL CALL

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

Absent: Alyssa Orlowski, Kathy Retzke

Staff: Diane Jaroch

Guests: Sara Marquardt

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 Diebolt-Brown/Anderson to approve the Agenda.

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

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.

2. Approval of the minutes of the December 18, 2023 regular meeting.
3. Approval of the minutes of the January 3, 2024 special meeting
4. Approval of Payment of Invoices
5. Acknowledgement of Receipt of Statistical report
6. Acknowledgement of Receipt of the Treasurer's report
7. Acknowledgement or Receipt of Financial reports

MSC Anderson/Diebolt-Brown to approve the Consent Agenda.

- City's financial report was not included

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

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. Action regarding formation of a Library Expansion Building Committee
 - Alyssa Orlowski, Jennifer Motszko, Sarah French, Gayle Stettler, Diane Jaroch, Susan Willmann
9. Library Building Project update
 - Discussion of vision boards and materials
 - Soil boring happened today
10. Discussion regarding Achen photos and the WUSD
 - Achen family says that photos may be used for the play but may not sell them, and the library will be the only one to benefit monetarily if photos are sold

NEW BUSINESS

11. 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:

1. Library Director Contract and Offer.

MSC Anderson/Weigel to go into closed session at 6:56

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

Nays: none

RECONVENE INTO OPEN SESSION at 7:19

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

MSC Weigel/Anderson to offer the position of library director to Diane Jaroch to start on 1/29/24
her acceptance

Item 2.

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

Nays: none

12. Review of the 2024 Strategic Plan Activities

13. Review and approval of the Display Case Policy

MSC Diebolt-Brown/Anderson approve the Display Case Policy and to discuss again when planning new display cases

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

Nays: none

CONSIDERATIONS / DISCUSSIONS / REPORTS

14. Library Director's Report

15. Youth Services Report

16. Programming & Makerspace Report

17. Board Reports

FUTURE AGENDA ITEMS

- Discuss options for the CD that is coming to its end
- Eric Robinson will come in March to present on working with the school district to get library card to all the students
- Bring back revised strategic plan
- New strategic plan for new library

Next meeting February 19th at 6:30pm

ADJOURNMENT at 8:08

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Midwest Tape	504866229	\$ 39.99
Audiovisual-adult	Midwest Tape	504892647	\$ 254.97
Audiovisual-adult	Hoopla	504995019	405.18
Audiovisual-adult	B&T	H67413270	\$ 13.37
Audiovisual-adult	Amazon	n/a	\$ 118.45
			\$ 831.96
Audiovisual-juvenile	Midwest Tape	504941644	\$ 26.24
Audiovisual-juvenile	Midwest Tape	504867828	\$ 92.21
			\$ 118.45
Books-adult	B&T	2038007363	\$ 628.88
Books-adult	Amazon	n/a	\$ 52.34
			\$ 681.22
Books-juvenile	Ingram	80029784	\$ 32.24
Books-juvenile	Ingram	79855752	\$ 286.75
			\$ 318.99
Library Books-Digital	Wils	500196	\$ 2,685.00
Library Building Project	Bloomerang	INV-319667	1786.2
Library Building Project	Land-Mark Surveying	4482	920
			2706.2
Magazine Subscriptions	DiscountMags	n/a	\$ 161.80
Material recovery	Unique	6121111	\$ 81.55
Office supplies	Shred-it	1000273516	91.59
Office supplies	Showcases	327969	\$ 91.80
Office supplies	Complete Office of WI	816155	\$ 155.96
Office supplies	Amazon	n/a	\$ 49.93
			\$ 389.28
Program supplies-adult	Delevan Street Films, LLC	52	150
Program supplies-adult	Michelle Gibbons Presents	10002	325
			\$ 475.00

		City of Whitewater	3,101		
Jefferson County				Dodge County	
City	113			City	0
Rural	489			Rural	0
TOTAL	602			TOTAL	0
Rock County				Waukesha County	
City	80			City	22
Rural	409			Rural	12
TOTAL	489			TOTAL	34
Walworth County					
City	5			Other Counties	40
Rural	913				
TOTAL	918			Out of State	0
Dane County					
City	0			Total Nonresident	2,116
Rural	33				
TOTAL	33				
				TOTAL	5,217
	ADULT	4,422	CHILDREN	1,293	
ACCESS & USAGE		INFORMATION SERVICE		All Ages	
Days Open	23	Reference	143	Attendance	
Hours Open	231				
Library Visits	3,841	REGISTRATION			
		Resident	3,260		
		Non-Resident	1,787		
		Total Registered Borrowers	5,047		
OVERDRIVE	1,186	New Users	26	PRE-RECORDED PROGRAMS	
				Children 0-5 Programs	
MAKER SPACE	11	INTERLIBRARY LOAN		Attendance	
		Lending	1,339	Children 6-11 Programs	
MEETING ROOMS		Borrowing	868	Attendance	
				Children 12-18 Programs	
HOOPLA		VOLUNTEERS		Attendance	
Checkouts	90	Participants	7	Adult 19+ Programs	
Cost	\$ 205.68	Hours worked	71	Attendance	
		HOME DELIVERY		All Ages	
COLLECTION MAINTENANCE		Participants	13	Attendance	
Books added	64	Items Delivered	139	SELF-DIRECTED PROGRAMS	
Books withdrawn	323			Children 0-5 Programs	
Audio materials added	12	IN-PERSON PROGRAMS		Attendance	
Audio materials withdrawn	1	Children 0-5 Programs	4	Children 6-11 Programs	2
Video materials added	32	Attendance	44	Attendance	117
Video materials withdrawn	12	Children 6-11 Programs	2	Children 12-18 Programs	
Other materials added	0	Attendance	10	Attendance	
Other materials withdrawn	36	Children 12-18 Programs		Adult Programs	
		Attendance		Attendance	
		Adult Programs	4	All Ages	
		Attendance	36	Attendance	

		City of Whitewater	3,269		
Jefferson County				Dodge County	
City	146			City	0
Rural	541			Rural	0
TOTAL	687			TOTAL	0
Rock County				Waukesha County	
City	65			City	22
Rural	533			Rural	59
TOTAL	598			TOTAL	81
Walworth County					
City	10			Other Counties	0
Rural	1,394				
TOTAL	1,404			Out of State	0
Dane County					
City	0			Total Nonresident	2,786
Rural	16				
TOTAL	16				
				TOTAL	6,055
	ADULT	4,741	CHILDREN	1,771	
ACCESS & USAGE		INFORMATION SERVICE		All Ages	
Days Open	22	Reference	159	Attendance	
Hours Open	228				
Library Visits	4,106	REGISTRATION			
		Resident	3,269		
		Non-Resident	1,288		
		Total Registered Borrowers	4,557		
OVERDRIVE	1,662	New Users	49	PRE-RECORDED PROGRAMS	
				Children 0-5 Programs	
MAKER SPACE	9	INTERLIBRARY LOAN		Attendance	
		Lending	1,450	Children 6-11 Programs	
MEETING ROOMS	24	Borrowing	1,688	Attendance	
				Children 12-18 Programs	
HOOPLA		VOLUNTEERS		Attendance	
Checkouts	165	Participants	10	Adult Programs	
Cost	\$ 405.18	Hours worked	91	Attendance	
		HOME DELIVERY		All Ages	
COLLECTION MAINTENANCE		Participants	13	Attendance	
Books added	118	Items Delivered	144	SELF-DIRECTED PROGRAMS	
Books withdrawn	9			Children 0-5 Programs	
Audio materials added	3	IN-PERSON PROGRAMS		Attendance	
Audio materials withdrawn	1	Children 0-5 Programs	5	Children 6-11 Programs	2
Video materials added	41	Attendance	43	Attendance	130
Video materials withdrawn	10	Children 6-11 Programs	1	Children 12-18 Programs	
Other materials added	1	Attendance	12	Attendance	
Other materials withdrawn	145	Children 12-18 Programs	2	Adult Programs	
		Attendance	16	Attendance	
		Adult Programs	2	All Ages	
		Attendance	19	Attendance	30

February 06, 2024

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

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

Contact Us



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

American Money Market Account™

Account Number-Description	Average Monthly Balance	Net Earnings	Delivered Rate
CIRVIN01 - General	\$ 315,706.93	\$ 1,375.27	5.30 %



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

Balance Summary

Beginning Balance:	\$	315,706.93
Total Deposits:	\$	1,375.27
Total Withdrawals:	\$	0.00
Ending Balance:	\$	317,082.20
Average Balance:	\$	315,706.93

Transaction Detail

DEPOSITS

Date	Description	Amount
01/31/2024	Accrued Interest Earned	\$ 1,375.27
Total Deposits:		\$ 1,375.27

Summary of Financial Institutions

FDIC/ NCUA	Name	Balance
57368	Bankwell Bank	\$ 4,395.00
27237	Enterprise Bank & Trust	\$ 248,500.00
6384	PNC Bank, NA - Repurchase Agreement	\$ 1,375.27
10988	Stearns Bank NA	\$ 59,947.00
18344	UBank (TX)	\$ 1,507.48
57512	Western Alliance Bank	\$ 1,357.45
Ending Balance:		\$ 317,082.20

American Deposit Management LLC applied a Deposit Advisory Fee of \$26.12 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 \$16,400,118.87 for a total of \$1,716,099.41.

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-24

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

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

DATE	Activity		Interest Deposit	Withdrawal	Balance
12.31.23	Balance				\$3,113.59
1.31.24	Interest		\$0.14		\$3,113.73

ADM - American Deposit Management Company
W220 N3451 Springdale Road, Pewaukee, WI 53072

Date	Activity		Interest/Dep	Withdrawal	Balance
12.31.23	Balance				\$315,706.93
1.31.24	Accrued Interest Earned 5.3%		\$1,375.27		\$317,082.20

**CITY OF WHITEWATER
BALANCE SHEET
DECEMBER 31, 2023**

Item 7.

LIBRARY SPECIAL REVENUE FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
220-11100 CASH	235,023.81	.00	394,716.13	629,739.94
220-11300 INVESTMENTS	32,226.37	.00	1,180.84	33,407.21
220-11301 LIBRARY BRD MM-132 732	3,112.04	.00	1.55	3,113.59
220-11500 LIBRARY BRD INVESTMENTS CDS	300,594.24	.00	15,112.69	315,706.93
TOTAL ASSETS	570,956.46	.00	411,011.21	981,967.67
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
220-21100 ACCOUNTS PAYABLE	14,936.65	.00 (2,047.71)	12,888.94
220-21106 WAGES CLEARING	16,081.64	.00 (174.52)	15,907.12
220-21670 DEPOSIT-RENTAL UNIT	2,300.00	.00 (2,300.00)	.00
220-25203 DUE TO OTHER	1,200.00	.00 (1,200.00)	.00
TOTAL LIABILITIES	34,518.29	.00 (5,722.23)	28,796.06
<u>FUND EQUITY</u>				
220-34300 FUND BALANCE	513,601.52	.00	3,382.85	516,984.37
220-34310 SICK LEAVE SEVERANCE RESERVE	3,382.85	.00 (3,382.85)	.00
220-34320 CAPITAL IMPROVEMENT RESERVE	19,453.80	.00	.00	19,453.80
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	.00	416,733.44	416,733.44
BALANCE - CURRENT DATE	.00	.00	416,733.44	416,733.44
TOTAL FUND EQUITY	536,438.17	.00	416,733.44	953,171.61
TOTAL LIABILITIES AND EQUITY	570,956.46	.00	411,011.21	981,967.67

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

Item 7.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	.00	7,827.95	10,465.51	2,637.56	74.8
100-55111-117 LONGEVITY PAY	.00	180.00	30.00	(150.00)	600.0
100-55111-118 UNIFORM ALLOWANCES	.00	.00	13.50	13.50	.0
100-55111-150 MEDICARE TAX/CITY SHARE	.00	113.77	162.82	49.05	69.9
100-55111-151 SOCIAL SECURITY/CITY SHARE	.00	486.48	696.20	209.72	69.9
100-55111-152 RETIREMENT	.00	544.01	714.61	170.60	76.1
100-55111-153 HEALTH INSURANCE	.00	2,086.39	1,244.90	(841.49)	167.6
100-55111-154 HSA-HRA CONTRIBUTIONS	.00	75.00	75.00	.00	100.0
100-55111-155 WORKERS COMPENSATION	.00	180.68	324.53	143.85	55.7
100-55111-156 LIFE INSURANCE	.00	2.09	3.79	1.70	55.2
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221 WATER & SEWER	.00	3,879.11	2,828.00	(1,051.11)	137.2
100-55111-222 ELECTRICITY	.00	13,655.72	11,750.00	(1,905.72)	116.2
100-55111-223 NATURAL GAS	.00	4,574.98	4,500.00	(74.98)	101.7
100-55111-244 HVAC	.00	1,437.13	1,250.00	(187.13)	115.0
100-55111-245 FACILITY IMPROVEMENTS	.00	2,972.33	3,030.00	57.67	98.1
100-55111-246 JANITORIAL SERVICES	.00	13,849.00	15,750.00	1,901.00	87.9
100-55111-355 REPAIR & SUPPLIES	.00	3,192.10	2,020.00	(1,172.10)	158.0
TOTAL YOUNG LIBRARY BUILDING	.00	55,056.74	55,060.86	4.12	100.0
TOTAL FUND EXPENDITURES	.00	55,056.74	55,060.86	4.12	100.0
NET REVENUE OVER EXPENDITURES	.00	(55,056.74)	(55,060.86)	(4.12)	(100.0)

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

Item 7.

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	.00	2,296.61	3,300.00	1,003.39	69.6
220-45320-55 SALES-SUMMER LIBRARY PROGRAM	.00	.00	100.00	100.00	.0
220-45330-55 COPY MACHINE REVENUE	.00	3,579.18	2,500.00	(1,079.18)	143.2
TOTAL FINES & FORFEITURES	.00	5,875.79	5,900.00	24.21	99.6
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	.00	1,180.84	250.00	(930.84)	472.3
220-48105-55 LIBRARY BOARD INTEREST INCOME	.00	15,114.24	3,000.00	(12,114.24)	503.8
220-48210-55 RENTAL INC-HOUSE-414&414/A	.00	1,700.00	.00	(1,700.00)	.0
220-48500-55 DONATIONS	.00	47,660.95	18,650.00	(29,010.95)	255.6
220-48550-55 SALE OF LIBRARY PROPERTY	.00	541,987.57	.00	(541,987.57)	.0
220-48600-55 MISC REVENUE	.00	477.47	500.00	22.53	95.5
TOTAL MISCELLANEOUS REVENUE	.00	608,121.07	22,400.00	(585,721.07)	2714.8
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	470,000.00	470,000.00	.00	100.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	106,401.04	106,401.04	.0
TOTAL OTHER FINANCING SOURCES	.00	470,000.00	576,401.04	106,401.04	81.5
TOTAL FUND REVENUE	.00	1,313,236.86	834,006.04	(479,230.82)	157.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2023

Item 7.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	.00	293,756.00	299,535.60	5,779.60	98.1
220-55110-114 WAGES/PART-TIME	.00	199,033.96	203,273.98	4,240.02	97.9
220-55110-117 LONGEVITY	.00	1,000.00	2,000.00	1,000.00	50.0
220-55110-120 EMPLOYEE BENEFITS	.00	193,110.51	213,124.61	20,014.10	90.6
220-55110-211 PROFESSIONAL DEVELOPMENT	.00	1,302.00	.00	(1,302.00)	.0
220-55110-218 PROFESSIONAL SERV/CONSULTING	.00	22,414.97	19,583.00	(2,831.97)	114.5
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	.00	10,185.36	5,146.77	(5,038.59)	197.9
220-55110-225 TELECOM/INTERNET/COMMUNICATION	.00	6,198.85	7,664.82	1,465.97	80.9
220-55110-227 RENTAL EXPENSES	.00	999.49	3,349.16	2,349.67	29.8
220-55110-242 REPAIR-MAINTENANCE-EQUIPMENT	.00	937.25	.00	(937.25)	.0
220-55110-310 OFFICE SUPPLIES	.00	20,914.17	12,120.00	(8,794.17)	172.6
220-55110-313 POSTAGE	.00	1,113.69	151.50	(962.19)	735.1
220-55110-319 MATERIAL RECOVERY	.00	745.60	303.00	(442.60)	246.1
220-55110-320 SUBSCRIPTIONS/DUES	.00	136.14	666.60	530.46	20.4
220-55110-321 LIBRARY BOOKS-ADULT	.00	24,986.26	23,924.00	(1,062.26)	104.4
220-55110-323 LIBRARY BOOKS-JUVENILE	.00	7,387.49	5,050.00	(2,337.49)	146.3
220-55110-324 LIBRARY PERIODICALS-ADULT	.00	4,168.67	3,928.00	(240.67)	106.1
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	.00	10,292.72	10,100.00	(192.72)	101.9
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	.00	1,421.52	2,525.00	1,103.48	56.3
220-55110-328 MACHINE READABLE-ADULT	.00	2,892.00	2,674.00	(218.00)	108.2
220-55110-330 TRAVEL EXPENSES	.00	1,583.46	2,020.00	436.54	78.4
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	.00	888.43	1,010.00	121.57	88.0
220-55110-337 LIBRARY BUILDING PROJECT EXP	.00	76,543.45	.00	(76,543.45)	.0
220-55110-341 PROGRAM SUPPLIES-ADULT	.00	4,601.09	6,060.00	1,458.91	75.9
220-55110-342 PROGRAM SUPPLIES-JUVENILE	.00	4,948.26	6,060.00	1,111.74	81.7
220-55110-343 MISC SUPPLIES-ADULT	.00	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	186.58	.00	(186.58)	.0
220-55110-350 CONTINGENCIES	.00	533.33	505.00	(28.33)	105.6
220-55110-810 CAPITAL EQUIPMENT	.00	2,215.78	3,030.00	814.22	73.1
 TOTAL LIBRARY	 .00	 896,503.42	 834,006.04	 (62,497.38)	 107.5
 TOTAL FUND EXPENDITURES	 .00	 896,503.42	 834,006.04	 (62,497.38)	 107.5
 NET REVENUE OVER EXPENDITURES	 .00	 416,733.44	 .00	 (416,733.44)	 .0

	Current Month	Received to Date	Est. FY Rev.	% of Total	NOTES
Fees	\$14.65	\$14.65	\$500.00	3%	
Materials Replacement	\$0.00	\$0.00	\$1,655.00	0%	
County Reimbursements	\$0.00	\$0.00	\$219,768.00	0%	
Gifts & Grants	\$327.13	\$327.13	\$18,650.00	2%	
Copywork	\$212.13	\$212.13	\$3,500.00	6%	
SLP Sales	\$0.00	\$0.00	\$0.00		
Miscellaneous	\$0.00	\$0.00	\$300.00		
TRIP	\$0.00	\$ -	0		
Library Capital Campaign	\$0.00	\$ -			
TOTAL	\$553.91	\$553.91	\$244,373.00	0%	

2024 Strategic Plan Activities

STRATEGIC GOAL 1 Building Toward the Future

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

STRATEGIC GOAL 2 Center for Learning and Connecting

- Increase inclusivity and access to services and resources that the library provides
 - Complete a diversity audit of the collection with the assistance of Bridges system staff.
- Provide programming and collections that appeal across segments of the Whitewater community
 - *Reintroduce the Winter Reading Program.*
 - *Create a display for the Library of Things.*
 - Schedule weekly social media posts from Library Aware.
- Provide welcoming, safe, and comfortable spaces throughout the library, both in the physical library and virtual library spaces
 - *Provide staff training to become an Affirming Space for our LGBTQIA population.*
 - Create a dedicated space on our website for our full land acknowledgment statement that includes information and links to local First Nations history, book lists from our collection and current issues for further research and education.

STRATEGIC GOAL 3 Engaging and Effective Communication

- Increase awareness of all the library does and offers
 - *Create a library newsletter that patrons can opt in to.*
 - *Create a welcome email inviting patrons to register for further newsletters.*
- Share community stories to highlight the needs and opportunities in Whitewater
 - Share social media posts from vetted community organizations on our Facebook page.

- Develop library advocates to promote the value of the library
 - ***Collaborate with the new city media coordinator to create two library PSAs, one for the Makerspace and one for the Library of Things.***

STRATEGIC GOAL 4 Strengthening Partnerships

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



Irvin L. Young
Memorial Library

Partnerships

The Library seeks and encourages partnerships with non-profit organizations, academic institutions, governments, commercial entities, community groups, or other external organizations to expand the capacity of Library programs and services provided to the community.

A partnership is defined as a collaboration that results in an exchange of services, use of facilities, a newly-created service or event, or other transactions between the Library and another entity. A partner is an individual or organization that contributes resources (supplies, staff, transportation, etc.) to the project. While the Library and the other entity may not have identical goals, the goals should be complementary and not contradictory. Each partner should significantly contribute to the enterprise.

The purpose of such partnerships is to create new opportunities that further the missions of the Library and its partner(s) and that improve the quality of life in the community. The Library will seek and respond to opportunities to partner with organizations to reach new audiences and cross promote Library services and offerings. A successful partnership will build on the strength of each partner and reach new or shared constituencies that neither partner working alone could serve as well.

Certain guidelines apply in deciding the specific nature and conditions of acceptable partnerships. These include, but are not limited to:

- Partnerships will provide a benefit to both the Library and the partner through expanded services, new opportunities, increased recognition, or similar benefits.
- All partnerships must be consistent with the Library's mission, vision, and goals. They should not drive the Library's agenda or priorities.
- All partnerships must be consistent with the Library's values of: Safe and welcoming; Trust; Diversity; Fun; Lifelong learning and creativity; Making connections; Service excellence.
- Partnership decisions shall be made consistent with all other policies of the Library.

Expectations of Partners

The Library and the potential partner will prepare a set of responsibilities, expectations, and a timeline that will outline each party's activities that form the partnership. There will be a reasonable balance of resource provision and responsibility between partners. Partnerships undertaken by the library must respect the library's commitment to intellectual freedom.

Partners cannot influence the selection of materials, programs, or services, require explicit endorsement of products and services, or require access to confidential patron information.

The Library expects partners to:

- Be committed to the success of the partnership.
- Adhere to this policy and any applicable agreement(s).
- Maintain effective communication with Library staff about partnership activities and any changes that may affect the quality or scope of the partnership.
- Share updates about relevant changes to contacts, contact information, schedules, budgets, and capacity.
- Be committed to creating opportunities to engage the community and/or target audience.
- Be committed to and acknowledge the Library's contributions through appropriate forms of recognition.
- Jointly identify clearly defined roles and responsibilities for all involved.

Terminating Partnerships

The Library reserves the right to cancel or withdraw from partnerships for reasons such as, but not limited to:

- If the mission of the partnering organization changes substantially or in a manner that becomes inconsistent with the Library's mission, vision, values, and/or goals.
- The organization develops a public image inappropriate to the Library's services and/or objectives.
- The partner organization uses the Library's name and/or branding outside the agreed upon parameters.
- The failure of the partner to deliver the agreed upon resources and/or services.
- Lack of Library or partner capacity; including staff time, space, or resources.



Irvin L. Young Memorial Library

VOLUNTEER POLICY

The Irvin L. Young Memorial Library staff is willing to work with volunteers under the direction of the Volunteer Coordinator. The Library will not accept anyone for community service if any of the following apply:

- Anyone with a record of illegal drug use.
- Anyone who has been convicted of a sexual offense.
- Anyone with a record of theft.
- Anyone with a record of threatening another person with a weapon.
- Anyone with a record of domestic abuse.

If an applicant misrepresents him or herself and is accepted into the program, any and all hours worked as a part of the library volunteer program will be considered null and void.

Who may apply to the volunteer program?

- Middle school and high school students who need to complete community service hours for a truancy violation.
- Middle school and high school students who have violated the school conduct policy regarding behavior.
- High school students working to fulfill requirements for the Wisconsin Covenant Scholarship Program.
- High school students working to fulfill requirements for membership in the National Honor Society.
- High school students working to fulfill requirements for their Achievement Portfolio and Individual Learning Plan.
- University students working to fulfill requirements for graduation from the College of Business and Economics or from any other academic unit or social or service organization.
- University students who have been assigned community service hours either by the University of Wisconsin-Whitewater Office of Student Life or the Whitewater Municipal Court.
- Anyone in the community sentenced to do community service by a judge of Jefferson or Walworth County. Failure to supply adequate paperwork from the sentencing judge will prohibit the volunteer from completing community service in the library.
- Anyone else who simply chooses to volunteer.



Irvin L. Young Memorial Library

Requirements for volunteers

- Volunteers are asked not to wear strong scents to the library.
- Volunteers must wear shoes that cover their toes.
- Clothing needs to be clean and neat.
- Clothing advertising alcohol or tobacco is not to be worn.
- Once a schedule is established between the volunteer and the Volunteer Coordinator, the volunteer is expected to arrive on time as he or she would for any employment. If a work session needs to be cancelled, the volunteer must notify the library prior to the absence.
- Volunteers must wear a name tag at all times while working in the library.

Causes for termination from the program may include, but are not limited to:

- Theft. If at any time during the volunteer's assignment in the library he or she is found to be stealing items from the library, the volunteer will be immediately turned over to the Whitewater Police Department for prosecution. All hours worked prior to the discovery of the theft will be considered null and void.
- Failure to conduct themselves in a manner appropriate to the library.
- Failure to successfully complete the tasks as assigned.
- Failure to abide by the rules of the Whitewater Unified School District and/or the University of Wisconsin-Whitewater or any local, state, or federal laws.

DIRECTOR'S REPORT
January 2024

I. ADMINISTRATION

- a. Work orders submitted in January.
 - i. Otto 9 was not working properly.
 - ii. A patron's USB would not work properly in one of the laptops.
 - iii. A light in the lobby display case was burnt out.
 - iv. OPAC number 6 would not connect to our catalog.
 - v. OPAC number 5 was not working at all.
 - vi. We needed to have a VPN connection set up on the laptop that Sarah is using from home.
 - vii. The new patron copy machine was not working properly.
 - viii. The HDMI port on the North wall of the Community Room was not connecting properly.

II. BUDGET

- a. None.

III. PERSONNEL

- a. Jessica Schmitz, a Customer Service Specialist, has resigned from her position. Her last day was February 9th.
- b. Our second DVR Intern began on February 13th.

IV. LIBRARY COLLECTION

- a. Our volunteer Kathy Ross has begun placing RFID tags in the board books and audiovisual materials.
- b. We received two Hearing Loops from Bridges Library System to help our patrons who have hearing loss.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Elizabeth Ruderman will be donating a Pescheret print to the library.

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, February 16 at Waukesha Public Library. I will report on it during the board meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. I have reapplied for my Regular Grade 1 Director Certification.

IX. STRATEGIC PLAN

- a. None.

X. CAPITAL CAMPAIGN

- a. Marion Burrows who pledged \$10,000 to the campaign has decided to pay the \$8,000 remainder of her pledge in full.

Youth Services Report

February 2024

Collection Management

Books ordered	54
Books cataloged	48
Books weeded	0
Nonfiction books changed to Dewey Lite*	852

***This month's number is the total since the project started in 2023**

Programs

Arctic Animals Scavenger Hunt	70
1000 Books before Kindergarten	1
Biblio Boxes	2
Explore Your National Parks (Assisted Sarah)	See Sarah's Report
Maker Club (Assisted Sarah)	See Sarah's Report
Key Club (Assisted Sarah)	See Sarah's Report
For Teens: Fairy Gardens (Assisted Sarah)	See Sarah's Report

Marketing

Displays Created	7
Social media scheduled from LibraryAware	13
Other social media posts created	2

Meetings and Trainings

January 17	Staff meeting with Diane and Sarah
January 17	Building Committee meeting
January 24	Staff meeting with Diane and Sarah
January 31	Hearing Loop training
January 31	Staff meeting with Diane and Sarah
February 6	School/Public Library meeting with Diane, Kathy Retzke, and Sallie Berndt
February 7	Staff meeting with Diane and Sarah
February 7	Building Committee meeting

Programming & Makerspace Librarian Report
 Sarah French
 February 2024

Programs:

1/16: Wisconsin Goes to the Big Fair (7)
 1/17: Storytime (0)
 1/18: Baby Play Date (10)
 1/19: This is Knot Fun (30)
 1/22: Mindful Monday Book Club (12)
 1/23: Explore Your National Parks Presentation (w/Deana) (7)
 1/24: Storytime (12)
 1/25: Maker Club: Pinecone Birdfeeders (w/Deana) (12)
 1/30: Key Club Meeting (w/Deana) (4)
 1/30: For Teens: Fairy Gardens (w/Deana) (12)
 1/31: Storytime (9)
 2/1: Baby Play Date (9)
 2/1: Nature Writing Workshop (11)
 2/5: Silly Valentine Banana take/make (60)
 2/7: Storytime (10)
 2/8: Maker Club (26)
 2/8: Nature Writing Workshop (11)
 2/12: "Join or Die" Film Screening w/the League of Women Voters (w/Deana) (27)

Upcoming Programs:

- 2/12: Old World Wisconsin Presentation (w/Deana)
- 2/15: Caregiver GPS
- 2/15: Nature Writing Workshop
- 2/19: This is Knot Fun take/make
- 2/21: Storytime
- 2/21: Reflect & Realign Guided Journaling
- 2/22: Little Makers
- 2/22: Nature Writing Workshop

- 2/26: Mindful Mondays Book Club
- 2/28: Storytime
- 2/29: Baby Play Date
- 2/29: Nature Writing Workshop
- 3/1: Itty Bitty Art Show begins
- 3/5: National Day of Reading for Transgender and Non-binary Youth
- 3/6: Storytime
- 3/7: Music & Art Wonder Club
- 3/7: You've Got Pictures in Your Camera – Now What?
- 3/11: Shamrock wands take/make
- 3/12: The Magic of Oz with Michelle Gibbons
- 3/14: Baby Play Date

Makerspace Training Appointments: .5 hours

Makerspace Use:

- 1/17: Art supplies
- 1/18: Art supplies
- 1/25: Fabric
- 1/25: Art supplies
- 2/1: Cricut Maker
- 2/5: Art supplies
- 2/8: Art supplies
- 2/10: Art supplies
- 2/10: Art supplies

Equipment & Technology: No updates

Donations: None

Other Updates:

- Itty Bitty Art Show canvases went out
- Deana and I are running the Winter Reading Challenge (January 22-March 1).
- I co-chaired the ALSC committee to select the [Candlewick Light the Way](#) grant.
- Completed work for the CSLP Early Literacy Manual committee.
- Created a "Giving Tree" in the library's lobby for the month of February for Library Lovers' Month. Patrons are encouraged to gift items to benefit library programming. We've already received many items from our generous patrons!

Meetings:

1/17: Staff meeting

1/18: City Leadership Committee meeting

1/24: Staff meeting

1/31: Meeting with Angela Meyers, Deana, and Diane about Hearing Loops

1/31: Staff meeting

2/7: Staff meeting

2/13: Staff meeting

Professional Development:

- Infosec Safe Web Browsing
- Wild Wisconsin Winter Web Conference sessions:
 - But We've Always Done It This Way: Leading Staff Through Change to Elevate Your Services
 - Storytelling for Impact
 - Programming, Partnership, and Burnout

Bridges Library System Staff Reports

February 2024

Karol Kennedy – Library System Director

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, as well as virtual office hours. Reports are due Thursday, February 29th. Several library reports have already been completed. The system annual report is due on March 31st. This will be on the Bridges board agenda in March.

Jefferson County Library Contracts: In November, I prepared and distributed the 2024 contracts to Jefferson County libraries. These were due to the Jefferson County by February 1st. All have been successfully completed and submitted.

Library Legislative Day 2024: We had a great day in Madison on February 6th. Thank you to everyone who joined us! I was proud to see that 34 of the 182 registered attendees were from Bridges Library System, nearly 1/5 of all those registered. 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.

Director Search: The Irvin L. Young Memorial Library (Whitewater) Board has officially appointed Interim Director Diane Jaroch as their Library Director. Diane has been the Assistant Director/Reference and Adult Services Librarian at the library for nearly 14 years. Prior to that, she was the Library Director at the Watertown Public Library.

Continuing Education: I attended several sessions of the Wild Wisconsin Winter Web Conference: *Neutrality Is Not an Option: Book Bans, "Culture Wars," and Advocating for the Library; Board Support for Success; and Effective Email Etiquette*. I also watched a recorded webinar, *How to Write Effective Survey Questions to Get Useful Data*, to help in the process of developing an upcoming member survey. I attended WLA Intellectual Freedom Special Interest Group meeting.

Mellanie Mercier – Automation Coordinator & Assistant Director

Collection Analysis Tool: On February 1st access began to the collection analysis tool from CollectionHQ began. Staff were trained on February 9th.

New Internet Circuits: Over the last 6-8 months our libraries have been moving over to new Internet circuits as the state has a new contract. We have one library remaining to be moved, and that should be completed by the end of April.

Residency Tracking: We are working with the GIS people at Waukesha County to help us verify the coding in the Café database on where residents live. I have reached out to Jefferson County, but I do not know if they can do the same for us. I'm waiting to see how the process works with Waukesha County and will then reach out to them again.

Data Dashboard: Waukesha County IT is nearing completion of phase one of the data dashboard and we have begun talking about phase two. Recently two new reports on libraries collections were added, new

materials that have circulated one or less times and items that have been circulated more than 100 times.

MessageBee: The MessageBee texting solution was rolled out early December and after a few bugs, its working well. In December we sent 20,006 texts and in January we sent 24,747.

Laurie Freund – Coordinator of Library Development

SEWI Adult Public Programming (hybrid) Meetings 2024: We have two annual meetups where library staff involved in library public programming get together to discuss common issues and share program ideas. Be sure to mark your calendar for these dates:

- 1-4pm, Monday, March 4th (details and registration coming soon)
Physical location: Franklin Public Library. Online option will be available
- 1-4 pm, Monday, October 7th
Physical location: New Berlin Public Library. Online option will be available.

Workforce in-Person Meetings: The WOW (Waukesha-Ozaukee-Washington Counties) Workforce region will be providing an in-person meeting for interested library staff on Thursday, April 11th in the afternoon at the new Workforce Center location in Waukesha. I will be working with the South Central Workforce region to schedule an in-person meeting at the Jefferson Workforce Center location. More information and registration for library staff will be coming soon.

Bridges Friends Morning Coffee 2024: This year we will hold just one meeting more centrally located for Library Friends leaders and library directors from our Bridges member libraries to meet, network, gather information, discuss common issues, and share experiences. We'll celebrate the contributions of Library Friends and enable them to more effectively help support their libraries. Be sure to mark your calendar and notify your Friends leadership that this year's date for our Morning Coffee gathering will be the morning of Thursday, October 24th. This date coincides with National Friends of Libraries Week. More information will come as we get closer to fall.

My CE Activities: I attended the ALA LibLearnX Conference virtually over the weekend of January 20th. Sessions I attended revolved around digital equity, artificial intelligence (AI) uses in libraries, ideas for libraries addressing food insecurity, and Chatbots.

Angela Meyers – Coordinator of Youth and Inclusive Services.

Library Memory Project: In 2023, the Library Memory Project offered 72 memory cafes with nearly 1,000 attendees across 21 libraries. We also hosted Family Day in Waukesha County with a record 140 in attendance.

This year, we are adding three new libraries to the Library Memory Project rotation. Johnson Creek will join Watertown, Waterloo, and Lake Mills. And New Berlin and Muskego will join Eagle and Mukwonago to offer memory cafes. Memory café onboarding for these libraries is underway. New this year is

Jefferson County Family Day which will be held on Sunday April 21st from 1-4pm at Dwight Foster Public Library in Fort Atkinson. More details at

www.librarymemoryproject.org/events

Portable Hearing Loops: Fourteen member libraries requested portable hearing loops to add to their library service desks last year. While Bridges received the hearing loops late last year, I am delivering them to libraries early this year, along with brief staff training, as needed.



Participants enjoy Family Day at Retzer Nature Center

Kids' Choice: The Kids' Choice voting period is open from Jan. 22nd to Feb. 12th. The winner of the Kids' Choice Award for 2023-24 will be announced on Feb. 14th. A new voting system has been put in place with the support of Waukesha County. A PowerBI Dashboard will be installed on the Staff Resources page of the Bridges website, enabling youth services staff and myself to easily run reports.

Library Legislative Day: I attended Library Legislative Day in Madison on February 6th. I met with Senator Kapenga's aide as well as Representative Duchow's aide. I appreciated the opportunity to thank our legislators for the increased aid to public library systems in Wisconsin.

Professional Development: I attended a webinar hosted by the Wisconsin ADA Coordinators called "Digital Access Basics," attended two sessions hosted by the Wild Wisconsin Winter Web Conference titled "Get to 'Why': Stop Taking Orders and Become a Marketing Guide" & "Effective Email Etiquette," and a UW-Milwaukee hosted webinar titled "Understanding Where Your Time Goes: Lessons Learned from Project Management and Agile."

Beth Bechtel – Database Management Librarian

Library Visits and Meetings: A few Bridges libraries have new catalogers, and it has been wonderful to visit them to talk through CAFÉ cataloging practices. In the last month, I went to Watertown, Lake Mills, Elm Grove, Waterloo, and Mukwonago for cataloging consultation.

In January's virtual cataloger meetup, we discussed codes for audio-enabled books. These are print books with a ready-to-play audiobook inside the cover, so the reader can listen along as they read the book. This new format is primarily for children's books from two vendors—Wonderbooks and Vox books--and many of our libraries have added them to their collections.

I participated in WLA's Library Legislative Day at the capitol in Madison. It was a pleasure to talk with my representatives about the great services provided by Wisconsin libraries.

In January, the statewide cooperative cataloging group met virtually. A main topic was the creation of a new website where we can all share cataloging documentation. In the statewide bibliographic standards group meeting, we talked about cataloging for large print materials and how titles are displayed in the WISCAT interlibrary loan sharing platform.

Continuing Education: This month I attended three webinars. Two of them were from OCLC and related to cataloging. In *WorldShare Record Manager: Authority Control*, the presenter explained how to find

and use authority records in OCLC's WorldShare cataloging tool. In the *OCLC Cataloging Community Meeting*, panelists described their initiatives to improve catalog data. The third webinar was *Writing Effective Survey Questions to Get Useful Data* presented by Kathy Dempsey.

Emily Heller – Public Communications Coordinator

Library Lover's Month: We are celebrating throughout the month on social media with some "love letters" to libraries from their patrons. Look for these on [Facebook](#) and [Instagram](#).



In the news: We had some more media coverage from our news release on January 10 about the 2024 Memory Café Schedule and adding three new library locations to the Library Memory Project this year.

- [CBS 58 Article](#)
- [WisBusiness Article](#)
- [Daily Union Article](#)

Udemy: Working with Waukesha County HR, we sent out some dedicated messaging to staff to highlight Udemy courses for their professional development.

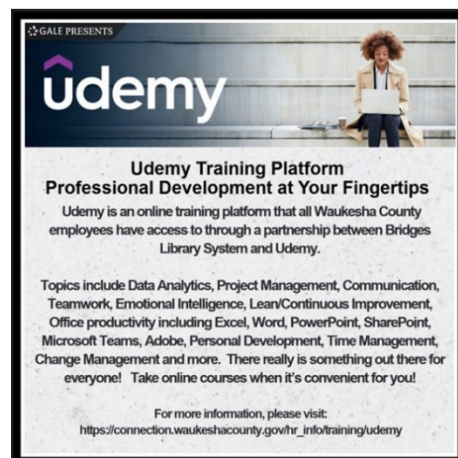
- Jan. 12: Insider Employee Newsletter from County Executive
- Feb. 5: Dedicated Email from HR



Professional Development with Free Udemy Classes

All employees in Waukesha County have access to Udemy's on-demand online video learning courses. Topics cover a wide range, including data analytics, project management, communication, teamwork, emotional intelligence, software (including Excel, Word, PowerPoint, Microsoft Teams, Adobe), personal development, time management, change oversight, and much more.

Learn more and register



Consulting: I compiled a short video for Alice Baker Library in Eagle about the benefits of a Café Library Card. It was a great team building exercise for the staff and they have added new library card sign-ups in response (over 10 according to Alli).

Watch the video on Facebook: <https://www.facebook.com/alli.chase.39/videos/421246196917662>

Professional Development: I participated in the Wisconsin Winter Web Conference on January 24 and attended all three of the sessions in the marketing track: “Color Me Digital: Color Theory in Online Marketing and Social Media”, “Storytelling for Impact”, and “Get to “Why”: Stop Taking Orders and Become a Marketing Guide”. The storytelling for nonprofits session had some actionable takeaways I can share with member libraries.

I also attended a webinar about “2024 Content Marketing Predictions (And How to Navigate Them)” on February 1 through Hubilo. It covered AI, Social Media evolution, changes in audience preferences, and their predictions for how all marketing channels can be streamlined.

Library Legislative Day: I attended my first Library Legislative Day on February 6 in Madison. I visited my legislators with other staff and trustees to share some inspiring stories. We also were able to leave some flyers with them from Bridges Library System about the impact of our libraries in our communities.

2023 YEAR IN REVIEW

Bridges Library System
Supporting Communities

About Us
Serving public libraries in Jefferson and Waukesha counties.
24 Member Libraries
113,294 Active Library Card Holders
5.87 Million Items Circulated in 2023 (Physical and Digital Formats)

Lifelong Learning
Libraries play a crucial role in the lives of families and individuals. From early childhood through higher education pursuits and into retirement. We welcome people in all stages of life to continue learning and socializing in their communities.

When my children were very small, we were [at the library] several times a week, and it was perfect for them. As they grew, they continued to go to programs and to use the library as a resource. Now that I am empty nesting, I use it in person and virtually for so many things. And yes, I still go to a lot of the programs.
For a personal win... I used the library as my first choice location for working on and earning my master's degree.
Sheila B. Brookfield Public Library

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Laura's experience during the Library Passport Challenge program this summer of visiting all the libraries in the system, and seeing all the interesting books she wants to read and all the new subjects she wants to learn about, has convinced her to go back to school.
She was so excited to share her plan with me, and when she heard that she was the first to complete the passport program, she was over the moon with joy.
Sandy W., Librarian Dwight Foster Public Library, Fort Atkinson

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With aging eyes and arthritic hands, I was losing my enjoyment of books. Then I discovered the amazing collection of audiobooks in the library system. I can listen while I cook, drive or walk the dog! It's a wonderful way to enjoy books.
Jayne A. Delafield Public Library
We are avid readers on a fixed retirement income, and the cost of books adds up. It is great to be able to access e-books for my tablet and my husband's Kindle for free with our library cards.
Rosie S. Brookfield Public Library

Bridges Library System
Serving Libraries in Jefferson and Waukesha Counties, Wisconsin
Karel Kennedy, Director • kkenedy@bridgeslibrarysystem.org
bridgeslibrarysystem.org

January/February Newsletters:

Marketing Magic - resources for library staff:

- Jan 19: 48.45% Open Rate
- Feb. 2: 56.70% Open Rate

Monthly Bridges:

- Jan. 10: 33.94% Open Rate

Legislators:

- Jan. 10: 16.67% Open Rate