



Library Board of Trustees Meeting

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

Wednesday, January 17, 2024 - 6:30 PM

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

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81446093375?pwd=RGN6U21Za1lpZjhxQ0RWVU9kNGloUT09>

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

Meeting ID: 814 4609 3375

Passcode: 92871209

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.

- [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

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

8. Action regarding formation of a Library Expansion Building Committee
9. Library Building Project update
10. Discussion regarding Achen photos and the WUSD

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.**

RECONVENE INTO OPEN SESSION

- [12.](#) Review of the 2024 Strategic Plan Activities
- [13.](#) Review and approval of the Display Case Policy

CONSIDERATIONS / DISCUSSIONS / REPORTS

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

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 Office of the City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.

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

Topic: Library Board of Trustees

Time: Jan 17, 2024 06:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81446093375?pwd=RGN6U21Za1lpZjhxQ0RWWU9kNGloUT09>

Meeting ID: 814 4609 3375

Passcode: drw0brYJ

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One tap mobile

+13052241968,,81446093375#,,,,*92871209# US

+13092053325,,81446093375#,,,,*92871209# US

Dial by your location

- +1 305 224 1968 US

- +1 309 205 3325 US

- +1 312 626 6799 US (Chicago)

Meeting ID: 814 4609 3375

Passcode: 92871209

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

Irvin L. Young Memorial Library
 431 W Center St
 Whitewater WI 53190
 Board of Trustees Regular Meeting
 Online Virtual Meeting
 Monday, December 18, 2023, 6:30 pm

MINUTES

Mission Statement:

We will have the space and the stuff to do the things that you want.

Our Values: Safe & welcoming; Trust; Diversity; Fun; Lifelong learning and creativity; Making connections; Service excellence

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

2. **ROLL CALL**

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

Absent: Doug Anderson

Staff: Diane Jaroch

Guests: Karol Kennedy, Tom Ganser, Jim McCullough

APPROVAL OF AGENDA

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MSC Diebolt-Brown/Weigel to approve the Agenda.

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

Nays: none

CONSENT AGENDA

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

1. Approval of Minutes of November 20, 2023

2. Acknowledgement of Receipt of Financial Reports
3. Approval of Payment of Invoices
4. Acknowledgment of Receipt of Statistical Report
5. Acknowledgement of Receipt of Treasurer's Report

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

Ayes: Sallie Berndt, 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.

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OLD BUSINESS

7. Diane met with architect. Vision boards for the committee. Architect has a timeline. Will attend March board meeting. In May, permits and bids. Will also attend June board meeting. Ground breaking in July -- 15 months of construction. Committee will meet in January.

NEW BUSINESS

7. Determine and approve the date of the January 2024 meeting
 - a. Wednesday, January 17, 2023 at 6:30 PM in lieu of Dr. MLK Jr. Day.
8. Appointment of a new secretary for the Library Board of Trustees.
 - a. Alyssa Orlowski will be filling the position of secretary until May 2024.
 - i. MSC Diebolt-Brown/Retzke to approve new secretary.
 1. Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel
 2. Nays: none
9. Approval of the 2024 Jefferson County Library Contract.

- a. MSC Weigel/Retzke to approve.
- b. Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel
- c. Nays: none

10. Discussion and possible action regarding the Achen photos and allowing the Whitewater Unified School District to make copies of photos for their upcoming play "Our Town"

- a. Tom Ganser and Jim McCullough joined us. They would like to use photos of the history of Whitewater that they'd be able to use as a part of the production, "Our Town." Large poster size prints are requested. Pre-show before the play -- slideshow of many photos of Whitewater's history.

i. Proceeds of sale of photos will be further discussed in the future.

Commented [1]: Can you help me word this better?

- ii. MSC Diebolt-Brown/Weigel approve to waive the fee for printing and using the images for the Whitewater High School "Our Town" production.
 - 1. Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel
 - 2. Nays: none

11. Review of the 2023 Strategic Plan Activities

- a. Update: land acknowledgement still in the works.

12. Review and approval of the Staff Development Policy

- a. MSC Diebolt-Brown/Berndt to approve Staff Development Policy.
 - i. Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel
 - ii. Nays: none

CONSIDERATIONS / DISCUSSIONS / REPORTS

13. Library Director's Report

- a. Digital resources discussed among directors.

14. Youth Services Report

15. Programming & Makerspace Report

- a. Dashboard, collection analysis tool, text notifications - lots of reliable, positive changes this year.

16. Bridges Library System Reports

17. Board Reports

EXECUTIVE SESSION

18. 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 Search.

3. ROLL CALL

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

Absent: Doug Anderson

Staff: None

Guests: Karol Kennedy

Went into closed Executive Session at 7:14 pm.

RECONVENE INTO OPEN SESSION

MSC Diebolt-Brown/Orlowski to re-open session.

ROLL CALL

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

Absent: Doug Anderson

Staff: none

Guests: Karol Kennedy

19. Discussion and possible action regarding Library Director search

Reconvened to open session at 7:30 pm.

FUTURE AGENDA ITEMS

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.

- a. Discussion to reconsider time of meetings.

ADJOURNMENT

MSC Motszko/Diebolt-Brown to adjourn.

Confirmation of the next meeting January 17th at 6:30pm.

Meeting adjourned at 7:33 pm.

Minutes respectfully submitted by Alyssa Orlowski on December 19, 2023.

DRAFT



Library Board of Trustees Special Meeting

Cravath Lakefront Room, City Administration
Building 312 W Whitewater Street Whitewater,
WI 53190

Wednesday, January 03, 2024 - 4:30 PM

AGENDA

CALL TO ORDER at 4:30 pm.

ROLL CALL

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

Absent: Kathy Retzke

Staff: Diane Jaroch

Guests: Karol Kennedy

APPROVAL OF AGENDA

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MSC Anderson/Diebolt-Brown to approve the Agenda.

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

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."

1. Item to be discussed:
 - a) Library Director Interview

MSC Orlowski/Diebolt-Brown to adjourn into closed session.

Roll Call Vote

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

Adjourned into closed session at 4:32 pm.

ADJOURNMENT

Adjourned at 5:54 pm.

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
City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.**

Minutes respectfully submitted by Alyssa Orlowski on January 3m 2024.

INVOICES

Category	Claimant	Invoice #	Amount
Annual website domain listing	Domain Networks	PEY4639	\$ 289.00
Audiovisual-adult	Hoopla (Midwest Tape)	50472195	\$ 247.20
Audiovisual-adult	Amazon	n/a	\$ 136.34
Audiovisual-adult	Amazon	n/a	\$ 29.94
Audiovisual-adult	B&T	H67120180	\$ 43.18
Audiovisual-adult	Amazon	n/a	\$ 314.63
Audiovisual-adult	Midwest Tape	504819578	\$ 409.95
Audiovisual-adult	Midwest Tape	504803675	\$ 44.99
			\$ 1,226.23
Audiovisual-juvenile	Midwest Tape	504737756	\$ 23.24
Books-adult	B&T	2037936671	\$ 490.74
Books-adult	B&T	2037967945	\$ 73.20
Books-adult	Hoopla (Midwest Tape)	50472195	\$ 83.97
Books-adult	B&T	78963578	\$ 1,106.52
Books-adult	B&T	2037987746	\$ 617.37
Books-adult	B&T	2037983163	\$ 76.78
			\$ 2,448.58
Books-juvenile	Ingram	78963577	\$ 162.71
Books-juvenile	Scholastic	52637271	\$ 159.50
			\$ 322.21
Databases-website domain	Domain Networks	n/a	\$ 289.00
Library Building Project	The Sweeney Group		\$ 5,551.00

INVOICES

Library Building Project	Annie's Burgertown	n/a	\$	1,536.00
Library Building Project	Sweetspot Bakehouse	n/a	\$	187.77
Library Building Project	Dollar General	n/a	\$	11.87
Library Building Project	Bloomerang	167258	\$	1,786.20
			\$	6,321.71
Material recovery	Unique	6119989	\$	69.90
Office supplies	Opportunities Inc.	PSI578506	\$	232.85
Office supplies	Amazon	n/a	\$	100.04
Office supplies	Shred-it	n/a	\$	92.27
Office supplies	Demco	3348053800	\$	149.96
Office supplies	Amazon	n/a	\$	37.47
Office supplies	Amazon	n/a	\$	17.98
Office supplies	Amazon	n/a	\$	14.45
Office supplies	Shred-it	8005693873	\$	91.59
Office supplies	Venmill Industries	18714	\$	350.99
			\$	1,087.60
Periodicals-adult	APG Southern Wisconsin	n/a	\$	31.97
Periodicals-adult	Journal Sentinel	n/a	\$	78.00
			\$	109.97
Program supplies - adult	Chad Lewis	29101	\$	350.00
Program supplies- adult	University of Whitewater	n/a	\$	200.00
Program supplies-adult	Hedge Crafts by Kristina	1	\$	150.00
Program supplies-adult	Amazon	n/a	\$	36.99
Program supplies-adult	Amazon	n/a	\$	137.23
Program supplies-adult	Amazon	n/a	\$	25.99
			\$	900.21

INVOICES

Program supplies-juvenile	Scholastic	54698471	\$	347.28
Repair of Equipment	Per Mar	3223531	\$	937.25
Subscriptions/dues	Wisconsin Library Association n/a		\$	50.00
Travel	Haselow, Suzanne		\$	176.78
WLA Annual Dues-Sarah French	Wisconsin Library Association	19209	\$	50.00

January 05, 2024

Statement Period:
December 01, 2023 - December 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	\$ 314,337.62	\$ 1,369.31	5.30 %



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

Balance Summary

Beginning Balance:	\$	314,337.62
Total Deposits:	\$	1,369.31
Total Withdrawals:	\$	0.00
Ending Balance:	\$	315,706.93
Average Balance:	\$	314,337.62

Transaction Detail

DEPOSITS

Date	Description	Amount
12/31/2023	Accrued Interest Earned	\$ 1,369.31
Total Deposits:		\$ 1,369.31

Summary of Financial Institutions

FDIC/ NCUA	Name	Balance
57368	Bankwell Bank	\$ 3,025.69
27237	Enterprise Bank & Trust	\$ 248,500.00
6384	PNC Bank, NA - Repurchase Agreement	\$ 1,369.31
10988	Stearns Bank NA	\$ 59,947.00
18344	UBank (TX)	\$ 1,507.48
57512	Western Alliance Bank	\$ 1,357.45
Ending Balance:		\$ 315,706.93

American Deposit Management LLC applied a Deposit Advisory Fee of \$-1.20 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 \$16,552,405.26 for a total of \$1,677,757.73.

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

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

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

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

23-Oct

Beginning Balance		\$ 2,447.57
Friends Shop Deposit	\$ 77.72	\$ 2,525.29
Amazon Deposit	\$ 5.28	\$ 2,530.57
Interest	\$ 0.11	\$ 2,530.68
Ending Balance		\$ 2,530.68

23-Nov

Beginning Balance		\$ 2,530.68
Friends Shop Deposit	\$ 87.10	\$ 2,617.78
Check #4013	\$ 35.00	\$ 2,582.78
Interest	\$ 0.11	\$ 2,582.89
Ending Balance		\$ 2,582.89

23-Dec

Beginning Balance		\$ 2,582.89
Friends Shop Deposit		\$ 164.50
Interest	\$ 0.11	\$ 164.61
Ending Balance		\$ 2,747.50

	Current Month	Received to Date	Est. FY Rev.	% of Total	NOTES
Fees	\$0.00	\$299.45	\$500.00	60%	
Materials Replacement	\$110.98	\$1,342.12	\$3,300.00	41%	
County Reimbursements	\$0.00	\$229,240.00	\$229,305.00	100%	
Gifts & Grants	\$12.60	\$20,833.02	\$18,650.00	112%	
Copywork	\$465.30	\$3,806.68	\$2,500.00	152%	
SLP Sales	\$0.00	\$0.00	\$100.00	0%	
Miscellaneous	\$10.00	\$779.02	\$0.00		
TRIP	\$0.00	\$ 699.48	0		
Library Capital Campaign	\$160.00	\$ 4,649.56			
TOTAL	\$758.88	\$261,649.33	\$254,355.00	103%	

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.***

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 out of.***
- 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.***

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.***
- 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 opportunities for students in the district to visit the library and explore resources.
 - Provide information on library services and programs through tabling at 4K registration and general school registration.
- 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

Display Case Policy

Following are the regulations for the use of the library display cases. Exceptions to any of these policies may be considered by the Library Director.

A. AVAILABILITY

1. Permissible displays

Library displays and library-sponsored displays shall have priority in the use of library display cases. Community use of display cases will be assigned on a first-come, first-served basis to groups primarily serving the needs of the community. Such groups may include:

- a) Civic improvement organizations.
- b) Cultural and artistic groups.
- c) School, service, and social welfare groups.
- d) Other groups not covered by exclusions.

2. Exclusions

- a) Fund raising, by either profit or non-profit groups. Exceptions may be made for library-sponsored displays, and displays presented by groups affiliated with the library.
- b) Displays involving the sale, advertising, or promotion of products or services.
- c) Displays intended to recruit persons for fee-based events. The only exception to this rule will be when paid registration fees are necessary to cover expenses for short-term seminars held in cooperation with the library, or payment of fees for non-credit education courses conducted by established educational institutions or organizations. In either case, special permission must be obtained from the Library Director.



Irvin L. Young Memorial Library

- d) Displays intended to promote or create business opportunities.
- e) Displays for religious instruction.
- f) Displays for personal or family purposes.
- g) A return use by a group that has abused the facilities or regulations in an earlier use of the display cases.

B. USE AND FEES

- 1. The display cases may be used free of charge.
- 2. Upon prior arrangements, a staff member may be available for assistance in planning and arranging a display.

C. DISPLAYS

- 1. Groups wishing to use the display cases must make application to the Library Director. It is noted that library displays will take precedence over any other group's request.
- 2. Displays may not be scheduled more frequently than every other year by any single non-library organization. In the event of a request regularly repeated by a group or organization, preference shall be given to a new group at the discretion of the Library Director.
- 3. It is desirable that items from the library collection, such as books, videos, magazines, etc. be incorporated into the displays whenever possible.
- 4. The use of tacks, any kind of tape, or staples is NOT permitted. Putty made specifically for mounting of wall posters may be used.

D. APPLICATION PROCEDURE

- 1. Written application for the use of the display case(s) must be made at least 1 month in advance of the use by an authorized representative of the group.



Irvin L. Young Memorial Library

2. Upon receipt of an application, the library staff member in charge of displays will approve the application and confirm the booking if the purpose falls within the policy.
3. If there is an application which policy does not cover, the application will be referred to the Library Director for approval.
4. The decision of the Library Director shall be final regarding whether or not an application is accepted.

E. REASSIGNMENT

If a library-related display arises which, in the judgment of the Library Director has priority, the library reserves the right to ask groups to choose an alternate date.

F. EQUIPMENT AVAILABILITY AND SET-UP

1. There are two display cases located in the library lobby. The large case measures 54"H x 76" W x 20" D on the bottom shelf; two other adjustable shelves are 12.5" D. The small case is 50"H x 49" W x 20" D on the bottom shelf; two other adjustable shelves are 12.5" D.
2. The library will provide book supports, when available, and when these have been requested on the application. However, the group shall be responsible for any advance preparations, for setting up and taking down the group's display and returning all library items used to a staff member as well as clearing away their own items.
3. A person responsible for set-up and take-down of the display shall be designated on the application.
4. Storage facilities will not be provided for non-library organizations.



Irvin L. Young Memorial Library

G. OTHER REGULATIONS

1. The library takes no responsibility for the supervision and security of the exhibits or displays.
2. The library is not responsible for any damage to items displayed due to temperature in the display cases or fading from light exposure. It is suggested that these factors be considered when selecting items to be displayed.
3. Displays and exhibits will be limited to a 4-week period, but extensions may be granted by the Library Director if there are not requests for the space.

H. AGREEMENT BY USER

1. In consideration for the use of the display case(s), each organization agrees that:
 - a) It will pay for all damage to any property of the Irvin L. Young Memorial Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees.
 - b) It will hold harmless the City of Whitewater and the Irvin L. Young Memorial Library from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused by the organization or any person in connection with an exhibit or display.
2. It is understood that the City of Whitewater and the Irvin L. Young Memorial Library assume no responsibility whatever for any property placed in the library in connection with an exhibit or display nor will they be responsible for any damage to the property displayed; and that the City of Whitewater and Irvin L. Young Memorial Library are hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of an exhibit or display.

DIRECTOR'S REPORT
December 2023

I. ADMINISTRATION

- a. Work orders submitted in December.
 - i. A volunteer had a nosebleed in the bookshop and got blood on the carpet.
 - ii. A patron's USB would not work properly in one of the laptops.
 - iii. A drill was left behind by maintenance.

II. BUDGET

- a. None.

III. PERSONNEL

- a. Sarah French has received permission from the City Manager to work from home on Mondays and Fridays.
- b. We have a DVR Intern working with us from January through April, and another beginning in February.

IV. LIBRARY COLLECTION

- a. We hope to begin checking out library materials that have an RFID tag in February.
- b. When the Lucky Day books no longer have holds on them, instead of shipping them off to the Baker & Taylor Sustainable Shelves program, we are adding them to the New Book shelf to give our patrons more time to access them.
- c. We have decided to stop circulating a rechargeable battery with the Playaway units. The batteries are not reliable and many are no longer holding a charge. We receive a battery from Findaway with each unit and we will provide one of those batteries to any patron who needs one.

V. PUBLIC AND COMMUNITY RELATIONS

- a. The family of Professor George B. Hafer donated two pieces of artwork to the library. The library already owned a piece of art by the local artist, Joseph F. Hlavacek, and we were pleased to receive two additional pieces.

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, January 12 at Pewaukee Public Library (weather permitting). I will report on it during the board meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. None.

X. CAPITAL CAMPAIGN

- a.** We recently received two large donations from Fort Community Credit Union and Burtness Chevrolet.

Youth Educational Services Report January 2024

Programs

- Assisted Sarah with Winter Read preparations.
- Finalized presenters for our spring session of Homeschool Hangout.

Collection Management

- My relabeling project in children's nonfiction continues. I have reached the 599s.
- I ran reports on the top circulating titles in 2023 for our adult, teen, and children's collections. This information was used to create in-house book displays and social media content.
- Assisted Diane with ordering Lucky Day copies.
- Assisted Diane with making adult book lists available.
- Started creating a book list binder for the youth services department.
- Created a biography book display centered on overlapping timelines to be displayed in the large lobby case.

Meetings and Trainings

December 11: Graphic Novels and Manga Webinar

December 13: Staff meeting with Sarah and Diane

December 14: Canva webinar

December 28: Library Aware Webinar

Programming & Makerspace Librarian Report
 Sarah French
 January 2024

Programs:

12/14: Baby Play Date (3)
 12/14, 12/20, 12/26, 1/3: Gentle Yoga Flow for Adults
 12/27: Ferradermis Robotics Demonstration
 1/4: Winter Owl Magnet take & make (60)
 1/9: Wisconsin Goes to the Big Fair Presentation
 1/11: Little Makers (12)

Upcoming Programs:

1/11: Little Makers
 1/17-3/6: Storytime
 1/18: Baby Play Date
 1/19: This is Knot Fun take & make
 1/22-3-1: Winter Reading Challenge
 1/22: Mindful Mondays Book Club
 1/23: Explore Your National Parks Presentation
 1/25: Maker Club
 1/30: For Teens: Fairy Gardens

Makerspace Training Appointments: .5 hours

Makerspace Use:

- | | |
|----------------------------|---------------------|
| • 12/13: Analog to digital | • 1/3: Art supplies |
| • 12/20: Art supplies | • 1/3: Art supplies |
| • 12/20: Art supplies | • 1/6: Art supplies |
| • 12/21: Art supplies | • 1/8: Art supplies |
| • 12/21: Art supplies | • 1/8: Art supplies |
| • 12/21: Scanner | |

Equipment & Technology: No updates

Donations: None

Other Updates:

- Our mocktail program from May 2023 was featured in the article, “Spirit-Free Spaces: Libraries Shake Things Up with Mocktail Programs” in the January/February 2024 issue of *American Libraries Magazine*.

Meetings:

12/13: Staff meeting

12/14: WAA meeting

12/20: Building Committee meeting

Professional Development: None