



Library Board of Trustees

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

Monday, May 20, 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/86079654765?pwd=Z2ZqVWdTUepQNklnNy9WNVNVb3RDdz09>

Telephone: +1 312 626 6799 US (Chicago)

Webinar ID: 860 7965 4765

Passcode: mJpAyr6f

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

ELECTION OF OFFICERS

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 April 15, 2024 meeting
- [2.](#) Approval of Payment of Invoices
- [3.](#) Acknowledgement of Receipt of March 2024 Statistical report
- [4.](#) Acknowledgement of Receipt of April 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 approval of the revised Partnership Policy
- 8. Library Building Project update

NEW BUSINESS

- 9. Approval to close the library on June 19, 2024 from 11:00 a.m. until 1:00 p.m. for the City Staff Picnic
- [10.](#) Review and approval of the Materials Replacement Policy
- 11. Discussion of FLSA (Fair Labor Standards Act) changes to the exempt minimum wage starting January 1, 2025

CONSIDERATIONS / DISCUSSIONS / REPORTS

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

FUTURE AGENDA ITEMS**CONFIRMATION OF NEXT MEETING**

- 17. June 17, 2024

ADJOURNMENT



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

Monday, April 15, 2024 - 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

AGENDA

CALL TO ORDER at 6:34 pm.

ROLL CALL

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

Absent: Doug Anderson

Staff: Diane Jaroch, Deana Rolfsmeyer

Guests: Eric Robinson, Carl (online)

APPROVAL OF AGENDA

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MSC Diebolt-Brown/Motszko to move guest speaker ahead to item 6.

Ayes: Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Sallie Berndt, Jamie 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 the minutes of the March 18, 2024 regular meeting

MSC Diebolt-Brown/Retzke to move guest speaker ahead to item 6.

Item 3.

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

Nays: none

2. Approval of Payment of Invoices
3. Acknowledgement of Receipt of Statistical report
4. Acknowledgement of Receipt of Treasurer's report
5. 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.

OLD BUSINESS

6. Review and approval of the revised Volunteer Policy

MSC Diebolt-Brown/Weigel to approve Volunteer Policy.

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

Nays: none

7. Library Building Project update: approve building schematics and color finishes
 - a. Discussed Wednesday's meeting and approval of architectural decisions.

MSC Weigel/Orlowski to approve building schematics and color finishes.

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

Nays: none

NEW BUSINESS

8. Guest presenter Eric Robinson
 - a. Visiting from Fort Atkinson. Shared information about an idea that all students in the school district get a library card. Also shared ideas about checking out items such as toys, dolls, home items.
 - i. Parents can check yes if their child can have a library card at the public library. Easy partnership with school district.
 - ii. Eric shared many ideas being used in Fort Atkinson school district and the public

library.

Item 3.

9. Review and approval of the Dress Code Policy

MSC Retzke/Berndt to approve Dress Code Policy as amended.

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

Nays: none

CONSIDERATIONS / DISCUSSIONS / REPORTS

10. Library Director's Report

- a. Assistant director will start next Tuesday!

11. Youth Services Report

- a. Large numbers attended youth programs. 42 at the solar eclipse viewing party.

12. Programming & Makerspace Report

13. Board Reports

FUTURE AGENDA ITEMS

- a. Further connections with WUSD.

MSC Diebolt-Brown/Berndt to adjourn.

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

Nays: none

ADJOURNMENT at 7:54 pm.

Next meeting is May 20, 2024 at 6:30 p.m.

Minutes respectfully submitted by Alyssa Orlowski on Monday, April 15, 2024.

INVOICES

Category	Claimant	Invoice #	Amount
Audiovisual-adult	B&T	H68482520	\$ 35.26
Audiovisual-adult	B&T	H68443700	\$ 46.78
Audiovisual-adult	Midwest Tape	505275079	\$ 164.98
Audiovisual-adult	B&T	H68620320	\$75.57
			\$ 322.59
Audiovisual-juvenile	Midwest Tape	505339786	\$ 25.49
Audiovisual-juvenile	Midwest Tape	505105112	\$ 37.48
			\$ 62.97
Books-adult	B&T	2038184911	\$ 377.45
Books-adult	B&T	2038173751	\$ 374.05
Books-adult	B&T	2038220567	\$301.54
Books-adult	B&T	2038208572	\$776.87
			\$ 1,829.91
Books-juvenile	Amazon	n/a	\$ 36.32
Books-juvenile	Ingram	80969180	\$ 151.37
			\$ 187.69
Contingency	Waukesha Public Library	20240404	\$ 16.23
Contingency	Karl Junginger Memorial Library	20240402	\$ 75.00
			\$ 91.23
Databases	Bridges Library System	2024-13010088	\$ 260.00
Material Recovery	Unique	6124540	\$ 23.30
Office Supplies	Thermal Paper Direct	483534	\$ 72.74
Office Supplies	Amazon	n/a	\$ 32.73
Office Supplies	Amazon	n/a	\$ 43.70
Office supplies	Walmart	n/a	\$ 93.61
Office Supplies	Amazon	n/a	\$48.93
			\$ 291.71
Periodicals-adult	APG Southern Wisconsin	n/a	\$ 29.47
Periodicals-adult	APG Southern Wisconsin	n/a	\$ 34.47
Periodicals-adult	Journal Sentinel	n/a	\$ 78.00
			\$ 141.94
Program supplies-adult	Amazon	n/a	\$ 24.06

INVOICES

Program supplies-adult	Amazon	n/a	\$	25.00
			\$	49.06
Program supplies-juvenile	Demco	40930363600	\$	59.15
Program supplies-juvenile	Walmart	n/a	\$	38.30
Program supplies-juvenile	Amazon	n/a		\$164.99
			\$	336.50
Subscriptions/Dues	Wisconsin Library Association	20328	\$	193.50
Technical Supplies	Amazon	n/a	\$	44.44
Technical Supplies	Demco	40930363600	\$	34.39
Technical Supplies	Showcases	328384	\$	120.96
Technical Supplies	Amazon	n/a	\$	29.99
			\$	229.78
Travel	Willmann, Susan	n/a	\$	67.00
Travel	Jaroch, Diane	n/a	\$	44.22
			\$	111.22

		City of Whitewater	3,317		
Jefferson County				Dodge County	
City	141			City	0
Rural	594			Rural	0
TOTAL	735			TOTAL	0
Rock County				Waukesha County	
City	103			City	7
Rural	431			Rural	5
TOTAL	534			TOTAL	12
Walworth County					
City	3			Other Counties	48
Rural	1,145				
TOTAL	1,148			Out of State	0
Dane County					
City	0			Total Nonresident	2,491
Rural	14				
TOTAL	14				
				TOTAL	5,808
	ADULT	5,139	CHILDREN	519	
ACCESS & USAGE		INFORMATION SERVICE		All Ages	
Days Open	25	Reference	202	Attendance	
Hours Open	248				
Library Visits	5,201	REGISTRATION			
		Resident	3,317		
		Non-Resident	1,830		
		Total Registered Borrowers	5,147		
OVERDRIVE	1,715	New Users	46	PRE-RECORDED PROGRAMS	
				Children 0-5 Programs	0
MAKER SPACE	46	INTERLIBRARY LOAN		Attendance	0
		Lending	1,924	Children 6-11 Programs	0
MEETING ROOMS	28	Borrowing	1,455	Attendance	0
				Children 12-18 Programs	0
HOOPLA		VOLUNTEERS		Attendance	0
Checkouts	165	Participants	4	Adult Programs	0
Cost	\$ 405.18	Hours worked	56	Attendance	0
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	15	Attendance	0
Books added	141	Items Delivered	150	SELF-DIRECTED PROGRAMS	
Books withdrawn	5			Children 0-5 Programs	1
Audio materials added	0	IN-PERSON PROGRAMS		Attendance	1
Audio materials withdrawn	0	Children 0-5 Programs	5	Children 6-11 Programs	2
Video materials added	31	Attendance	66	Attendance	137
Video materials withdrawn	0	Children 6-11 Programs	5	Children 12-18 Programs	0
Other materials added	0	Attendance	135	Attendance	0
Other materials withdrawn		Children 12-18 Programs	0	Adult Programs	1
		Attendance	0	Attendance	30
		Adult Programs	3	All Ages	
		Attendance	45	Attendance	

		City of Whitewater	3,347		
Jefferson County				Dodge County	
City	166			City	0
Rural	559			Rural	0
TOTAL	725			TOTAL	0
Rock County				Waukesha County	
City	90			City	10
Rural	540			Rural	5
TOTAL	630			TOTAL	15
Walworth County					
City	15			Other Counties	78
Rural	1,017				
TOTAL	1,032			Out of State	0
Dane County					
City	0			Total Nonresident	2,504
Rural	24				
TOTAL	24				
				TOTAL	5,851
	ADULT	5,072	CHILDREN	413	
ACCESS & USAGE		INFORMATION SERVICE		All Ages	
Days Open	26	Reference	165	Attendance	
Hours Open	265				
Library Visits	5,023	REGISTRATION			
		Resident	3,347		
ANCESTRY	25	Non-Resident	1,849		
		Total Registered Borrowers	5,196		
OVERDRIVE	1,505	New Users	47	PRE-RECORDED PROGRAMS	
				Children 0-5 Programs	
MAKER SPACE	23	INTERLIBRARY LOAN		Attendance	
		Lending	1,871	Children 6-11 Programs	
MEETING ROOMS	27	Borrowing	1,517	Attendance	
				Children 12-18 Programs	
HOOPLA		VOLUNTEERS		Attendance	
Checkouts	175	Participants	5	Adult Programs	
Cost	\$ 425.86	Hours worked	54.5	Attendance	
		HOME DELIVERY		All Ages	
COLLECTION MAINTENANCE		Participants	15	Attendance	
Books added	199	Items Delivered	152	SELF-DIRECTED PROGRAMS	
Books withdrawn				Children 0-5 Programs	
Audio materials added	6	IN-PERSON PROGRAMS		Attendance	
Audio materials withdrawn		Children 0-5 Programs	8	Children 6-11 Programs	3
Video materials added	23	Attendance	102	Attendance	159
Video materials withdrawn		Children 6-11 Programs	3	Children 12-18 Programs	
Other materials added		Attendance	13	Attendance	
Other materials withdrawn		Children 12-18 Programs		Adult Programs	
		Attendance		Attendance	
		Adult Programs	6	All Ages	
		Attendance	34	Attendance	

First Citizens State Bank, 207 W. Main St., PO Box 177, Whitewater, WI 53190

Money Market Account #132732

DATE	Activity	Interest/Dep	Withdrawal	Balance
12.31.23	Balance			\$3,113.59
1.31.24	Interest	\$0.14		\$3,113.73
2.29.24	Interest	\$0.12		\$3,113.85
3.29.24	Interest	\$0.12		\$3,113.97
4.30.24	Interest	\$0.14		\$3,114.11

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
2.29.24	Accrued Interest Earned 5.3%	\$1,335.22		\$318,417.42
3.31.24	Accrued Interest Earned 5.3%	\$1,387.08		\$319,804.50
4.30.24	Accrued Interest Earned 5.3%	\$1,393.12		\$321,197.62

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

Item 8.

LIBRARY SPECIAL REVENUE FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
220-11100 CASH	235,023.81	.00	394,639.80	629,663.61
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	410,934.88	981,891.34
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
220-21100 ACCOUNTS PAYABLE	14,936.65	.00 (1,083.26)	13,853.39
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 (4,757.78)	29,760.51
<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	415,692.66	415,692.66
BALANCE - CURRENT DATE	.00	.00	415,692.66	415,692.66
TOTAL FUND EQUITY	536,438.17	.00	415,692.66	952,130.83
TOTAL LIABILITIES AND EQUITY	570,956.46	.00	410,934.88	981,891.34

CITY OF WHITEWATER
BALANCE SHEET
JANUARY 31, 2024

Item 8.

LIBRARY SPECIAL REVENUE FUND

		BEGINNING BALANCE		ACTUAL THIS MONTH		ACTUAL THIS YEAR		ENDING BALANCE
	<u>ASSETS</u>							
220-11100	CASH	629,663.61	(55,200.39)	(55,200.39)		574,463.22
220-11300	INVESTMENTS	33,407.21		105.30		105.30		33,512.51
220-11301	LIBRARY BRD MM-132 732	3,113.59		.14		.14		3,113.73
220-11500	LIBRARY BRD INVESTMENTS CDS	315,706.93		1,375.27		1,375.27		317,082.20
	TOTAL ASSETS	981,891.34	(53,719.68)	(53,719.68)		928,171.66
	<u>LIABILITIES AND EQUITY</u>							
	<u>LIABILITIES</u>							
220-21100	ACCOUNTS PAYABLE	13,853.39	(7,865.48)	(7,865.48)		5,987.91
220-21106	WAGES CLEARING	15,907.12	(15,907.12)	(15,907.12)		.00
	TOTAL LIABILITIES	29,760.51	(23,772.60)	(23,772.60)		5,987.91
	<u>FUND EQUITY</u>							
220-34300	FUND BALANCE	932,677.03		.00		.00		932,677.03
220-34320	CAPITAL IMPROVEMENT RESERVE	19,453.80		.00		.00		19,453.80
	UNAPPROPRIATED FUND BALANCE:							
	REVENUE OVER EXPENDITURES - YTD	.00	(29,947.08)	(29,947.08)	(29,947.08)
	BALANCE - CURRENT DATE	.00	(29,947.08)	(29,947.08)	(29,947.08)
	TOTAL FUND EQUITY	952,130.83	(29,947.08)	(29,947.08)		922,183.75
	TOTAL LIABILITIES AND EQUITY	981,891.34	(53,719.68)	(53,719.68)		928,171.66

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2024

Item 8.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55 CONTRACT REVENUE	.00	.00	219,768.00	219,768.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	219,768.00	219,768.00	.0
<u>FINES & FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	120.98	120.98	3,300.00	3,179.02	3.7
220-45330-55 COPY MACHINE REVENUE	465.30	465.30	3,000.00	2,534.70	15.5
TOTAL FINES & FORFEITURES	586.28	586.28	6,300.00	5,713.72	9.3
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	105.30	105.30	892.50	787.20	11.8
220-48105-55 LIBRARY BOARD INTEREST INCOME	1,375.41	1,375.41	11,900.00	10,524.59	11.6
220-48500-55 DONATIONS	1,639.36	1,639.36	18,000.00	16,360.64	9.1
220-48600-55 MISC REVENUE	.00	.00	300.00	300.00	.0
TOTAL MISCELLANEOUS REVENUE	3,120.07	3,120.07	31,092.50	27,972.43	10.0
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	.00	627,557.72	627,557.72	.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	805,000.00	805,000.00	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	1,432,557.72	1,432,557.72	.0
TOTAL FUND REVENUE	3,706.35	3,706.35	1,689,718.22	1,686,011.87	.2

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2024

Item 8.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	8,345.39	8,345.39	303,345.49	295,000.10	2.8
220-55110-114 WAGES/PART-TIME	6,989.01	6,989.01	206,805.88	199,816.87	3.4
220-55110-117 LONGEVITY	.00	.00	2,000.00	2,000.00	.0
220-55110-120 EMPLOYEE BENEFITS	12,936.36	12,936.36	251,452.13	238,515.77	5.1
220-55110-211 PROFESSIONAL DEVELOPMENT	.00	.00	2,800.00	2,800.00	.0
220-55110-218 PROFESSIONAL SERV/CONSULTING	.00	.00	21,143.00	21,143.00	.0
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	168.17	168.17	8,470.44	8,302.27	2.0
220-55110-225 TELECOM/INTERNET/COMMUNICATION	(10.00)	(10.00)	6,681.28	6,691.28	(.2)
220-55110-310 OFFICE SUPPLIES	34.78	34.78	6,000.00	5,965.22	.6
220-55110-313 POSTAGE	8.54	8.54	330.00	321.46	2.6
220-55110-319 MATERIAL RECOVERY	81.55	81.55	725.00	643.45	11.3
220-55110-320 SUBSCRIPTIONS/DUES	.00	.00	650.00	650.00	.0
220-55110-321 LIBRARY BOOKS-ADULT	.00	.00	25,000.00	25,000.00	.0
220-55110-323 LIBRARY BOOKS-JUVENILE	.00	.00	5,000.00	5,000.00	.0
220-55110-324 LIBRARY PERIODICALS-ADULT	.00	.00	1,318.00	1,318.00	.0
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	700.14	700.14	7,500.00	6,799.86	9.3
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	118.45	118.45	2,500.00	2,381.55	4.7
220-55110-330 TRAVEL EXPENSES	176.78	176.78	3,000.00	2,823.22	5.9
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	.00	.00	1,000.00	1,000.00	.0
220-55110-332 LIBRARY BOOKS-DIGITAL	2,685.00	2,685.00	4,613.00	1,928.00	58.2
220-55110-333 AUDIO/VISUAL LIBRARY-DIGITAL	.00	.00	5,116.00	5,116.00	.0
220-55110-335 DATABASE SUBSCRIPTIONS	.00	.00	943.00	943.00	.0
220-55110-336 TECHNICAL SUPPLIES	.00	.00	8,275.00	8,275.00	.0
220-55110-337 LIBRARY BUILDING PROJECT EXP	920.00	920.00	805,000.00	804,080.00	.1
220-55110-341 PROGRAM SUPPLIES-ADULT	475.00	475.00	3,500.00	3,025.00	13.6
220-55110-342 PROGRAM SUPPLIES-JUVENILE	.00	.00	6,000.00	6,000.00	.0
220-55110-343 MISC SUPPLIES-ADULT	.00	.00	150.00	150.00	.0
220-55110-346 SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-348 SALES TAX EXPENSE	24.26	24.26	.00	(24.26)	.0
220-55110-350 CONTINGENCIES	.00	.00	300.00	300.00	.0
TOTAL LIBRARY	33,653.43	33,653.43	1,689,718.22	1,656,064.79	2.0
TOTAL FUND EXPENDITURES	33,653.43	33,653.43	1,689,718.22	1,656,064.79	2.0
NET REVENUE OVER EXPENDITURES	(29,947.08)	(29,947.08)	.00	29,947.08	.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2024

Item 8.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	328.80	328.80	10,599.76	10,270.96	3.1
100-55111-117 LONGEVITY PAY	.00	.00	30.00	30.00	.0
100-55111-118 UNIFORM ALLOWANCES	.00	.00	13.50	13.50	.0
100-55111-150 MEDICARE TAX/CITY SHARE	8.88	8.88	154.33	145.45	5.8
100-55111-151 SOCIAL SECURITY/CITY SHARE	37.94	37.94	659.88	621.94	5.8
100-55111-152 RETIREMENT	45.20	45.20	734.38	689.18	6.2
100-55111-153 HEALTH INSURANCE	254.49	254.49	3,714.26	3,459.77	6.9
100-55111-154 HSA-HRA CONTRIBUTIONS	.00	.00	486.00	486.00	.0
100-55111-155 WORKERS COMPENSATION	14.02	14.02	208.32	194.30	6.7
100-55111-156 LIFE INSURANCE	.22	.22	3.79	3.57	5.8
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221 WATER & SEWER	.00	.00	2,828.00	2,828.00	.0
100-55111-222 ELECTRICITY	.00	.00	11,750.00	11,750.00	.0
100-55111-223 NATURAL GAS	.00	.00	4,500.00	4,500.00	.0
100-55111-244 HVAC	.00	.00	1,250.00	1,250.00	.0
100-55111-245 FACILITY IMPROVEMENTS	.00	.00	3,030.00	3,030.00	.0
100-55111-246 JANITORIAL SERVICES	.00	.00	15,750.00	15,750.00	.0
100-55111-355 REPAIR & SUPPLIES	.00	.00	2,020.00	2,020.00	.0
TOTAL YOUNG LIBRARY BUILDING	689.55	689.55	57,934.22	57,244.67	1.2
TOTAL FUND EXPENDITURES	689.55	689.55	57,934.22	57,244.67	1.2
NET REVENUE OVER EXPENDITURES	(689.55)	(689.55)	(57,934.22)	(57,244.67)	(1.2)

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

Item 8.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55 CONTRACT REVENUE	.00	.00	219,768.00	219,768.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	219,768.00	219,768.00	.0
<u>FINES & FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	392.92	513.90	3,300.00	2,786.10	15.6
220-45330-55 COPY MACHINE REVENUE	212.13	677.43	3,000.00	2,322.57	22.6
TOTAL FINES & FORFEITURES	605.05	1,191.33	6,300.00	5,108.67	18.9
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	582.58	687.88	892.50	204.62	77.1
220-48105-55 LIBRARY BOARD INTEREST INCOME	1,335.34	2,710.75	11,900.00	9,189.25	22.8
220-48500-55 DONATIONS	805.77	2,445.13	18,000.00	15,554.87	13.6
220-48600-55 MISC REVENUE	321.07	321.07	300.00	(21.07)	107.0
TOTAL MISCELLANEOUS REVENUE	3,044.76	6,164.83	31,092.50	24,927.67	19.8
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	.00	627,557.72	627,557.72	.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	805,000.00	805,000.00	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	1,432,557.72	1,432,557.72	.0
TOTAL FUND REVENUE	3,649.81	7,356.16	1,689,718.22	1,682,362.06	.4

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

Item 8.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	17,411.73	25,757.12	303,345.49	277,588.37	8.5
220-55110-114 WAGES/PART-TIME	15,451.16	22,440.17	206,805.88	184,365.71	10.9
220-55110-117 LONGEVITY	.00	.00	2,000.00	2,000.00	.0
220-55110-120 EMPLOYEE BENEFITS	11,673.48	24,609.84	251,452.13	226,842.29	9.8
220-55110-211 PROFESSIONAL DEVELOPMENT	.00	.00	2,800.00	2,800.00	.0
220-55110-218 PROFESSIONAL SERV/CONSULTING	.00	.00	21,143.00	21,143.00	.0
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	457.46	625.63	8,470.44	7,844.81	7.4
220-55110-225 TELECOM/INTERNET/COMMUNICATION	296.98	286.98	6,681.28	6,394.30	4.3
220-55110-310 OFFICE SUPPLIES	1,454.70	1,489.48	6,000.00	4,510.52	24.8
220-55110-313 POSTAGE	.00	8.54	330.00	321.46	2.6
220-55110-319 MATERIAL RECOVERY	.00	81.55	725.00	643.45	11.3
220-55110-320 SUBSCRIPTIONS/DUES	.00	.00	650.00	650.00	.0
220-55110-321 LIBRARY BOOKS-ADULT	1,596.52	1,596.52	25,000.00	23,403.48	6.4
220-55110-323 LIBRARY BOOKS-JUVENILE	515.57	515.57	5,000.00	4,484.43	10.3
220-55110-324 LIBRARY PERIODICALS-ADULT	887.04	887.04	1,318.00	430.96	67.3
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	173.02	873.16	7,500.00	6,626.84	11.6
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	39.73	158.18	2,500.00	2,341.82	6.3
220-55110-330 TRAVEL EXPENSES	.00	176.78	3,000.00	2,823.22	5.9
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	.00	.00	1,000.00	1,000.00	.0
220-55110-332 LIBRARY BOOKS-DIGITAL	284.41	2,969.41	4,613.00	1,643.59	64.4
220-55110-333 AUDIO/VISUAL LIBRARY-DIGITAL	102.34	102.34	5,116.00	5,013.66	2.0
220-55110-335 DATABASE SUBSCRIPTIONS	.00	.00	943.00	943.00	.0
220-55110-336 TECHNICAL SUPPLIES	.00	.00	8,275.00	8,275.00	.0
220-55110-337 LIBRARY BUILDING PROJECT EXP	10,807.34	11,727.34	805,000.00	793,272.66	1.5
220-55110-341 PROGRAM SUPPLIES-ADULT	775.00	1,250.00	3,500.00	2,250.00	35.7
220-55110-342 PROGRAM SUPPLIES-JUVENILE	129.11	129.11	6,000.00	5,870.89	2.2
220-55110-343 MISC SUPPLIES-ADULT	.00	.00	150.00	150.00	.0
220-55110-346 SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-348 SALES TAX EXPENSE	11.06	35.32	.00	(35.32)	.0
220-55110-350 CONTINGENCIES	.00	.00	300.00	300.00	.0
TOTAL LIBRARY	62,066.65	95,720.08	1,689,718.22	1,593,998.14	5.7
TOTAL FUND EXPENDITURES	62,066.65	95,720.08	1,689,718.22	1,593,998.14	5.7
NET REVENUE OVER EXPENDITURES	(58,416.84)	(88,363.92)	.00	88,363.92	.0

**CITY OF WHITEWATER
BALANCE SHEET
MARCH 31, 2024**

Item 8.

LIBRARY SPECIAL REVENUE FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
	<u>ASSETS</u>				
220-11100	CASH	629,663.61	64,207.96 (45,025.08)	584,638.53
220-11300	INVESTMENTS	33,407.21	148.52	836.40	34,243.61
220-11301	LIBRARY BRD MM-132 732	3,113.59	.12	.38	3,113.97
220-11500	LIBRARY BRD INVESTMENTS CDS	315,706.93	1,387.08	4,097.57	319,804.50
	TOTAL ASSETS	981,891.34	65,743.68 (40,090.73)	941,800.61
	<u>LIABILITIES AND EQUITY</u>				
	<u>LIABILITIES</u>				
220-21100	ACCOUNTS PAYABLE	13,853.39 (8,909.64) (10,473.01)	3,380.38
220-21106	WAGES CLEARING	15,907.12	.00 (15,907.12)	.00
	TOTAL LIABILITIES	29,760.51 (8,909.64) (26,380.13)	3,380.38
	<u>FUND EQUITY</u>				
220-34300	FUND BALANCE	932,677.03	.00	.00	932,677.03
220-34320	CAPITAL IMPROVEMENT RESERVE	19,453.80	.00	.00	19,453.80
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	74,653.32 (13,710.60) (13,710.60)
	BALANCE - CURRENT DATE	.00	74,653.32 (13,710.60) (13,710.60)
	TOTAL FUND EQUITY	952,130.83	74,653.32 (13,710.60)	938,420.23
	TOTAL LIABILITIES AND EQUITY	981,891.34	65,743.68 (40,090.73)	941,800.61

**CITY OF WHITEWATER
BALANCE SHEET
FEBRUARY 29, 2024**

Item 8.

LIBRARY SPECIAL REVENUE FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
	<u>ASSETS</u>				
220-11100	CASH	629,663.61	(54,032.65)	(109,233.04)	520,430.57
220-11300	INVESTMENTS	33,407.21	582.58	687.88	34,095.09
220-11301	LIBRARY BRD MM-132 732	3,113.59	.12	.26	3,113.85
220-11500	LIBRARY BRD INVESTMENTS CDS	315,706.93	1,335.22	2,710.49	318,417.42
	TOTAL ASSETS	981,891.34	(52,114.73)	(105,834.41)	876,056.93
	<u>LIABILITIES AND EQUITY</u>				
	<u>LIABILITIES</u>				
220-21100	ACCOUNTS PAYABLE	13,853.39	6,302.11	(1,563.37)	12,290.02
220-21106	WAGES CLEARING	15,907.12	.00	(15,907.12)	.00
	TOTAL LIABILITIES	29,760.51	6,302.11	(17,470.49)	12,290.02
	<u>FUND EQUITY</u>				
220-34300	FUND BALANCE	932,677.03	.00	.00	932,677.03
220-34320	CAPITAL IMPROVEMENT RESERVE	19,453.80	.00	.00	19,453.80
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	(58,416.84)	(88,363.92)	(88,363.92)
	BALANCE - CURRENT DATE	.00	(58,416.84)	(88,363.92)	(88,363.92)
	TOTAL FUND EQUITY	952,130.83	(58,416.84)	(88,363.92)	863,766.91
	TOTAL LIABILITIES AND EQUITY	981,891.34	(52,114.73)	(105,834.41)	876,056.93

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

Item 8.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	945.31	2,062.71	10,599.76	8,537.05	19.5
100-55111-117 LONGEVITY PAY	.00	.00	30.00	30.00	.0
100-55111-118 UNIFORM ALLOWANCES	.00	.00	13.50	13.50	.0
100-55111-150 MEDICARE TAX/CITY SHARE	13.13	32.72	154.33	121.61	21.2
100-55111-151 SOCIAL SECURITY/CITY SHARE	56.11	139.87	659.88	520.01	21.2
100-55111-152 RETIREMENT	65.23	164.84	734.38	569.54	22.5
100-55111-153 HEALTH INSURANCE	241.43	704.68	3,714.26	3,009.58	19.0
100-55111-154 HSA-HRA CONTRIBUTIONS	.00	.00	486.00	486.00	.0
100-55111-155 WORKERS COMPENSATION	20.23	51.13	208.32	157.19	24.5
100-55111-156 LIFE INSURANCE	.16	.52	3.79	3.27	13.7
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221 WATER & SEWER	341.04	670.65	2,828.00	2,157.35	23.7
100-55111-222 ELECTRICITY	897.15	1,730.10	11,750.00	10,019.90	14.7
100-55111-223 NATURAL GAS	574.41	1,335.57	4,500.00	3,164.43	29.7
100-55111-244 HVAC	.00	.00	1,250.00	1,250.00	.0
100-55111-245 FACILITY IMPROVEMENTS	27.76	27.76	3,030.00	3,002.24	.9
100-55111-246 JANITORIAL SERVICES	1,259.00	2,518.00	15,750.00	13,232.00	16.0
100-55111-355 REPAIR & SUPPLIES	1,747.87	1,819.45	2,020.00	200.55	90.1
TOTAL YOUNG LIBRARY BUILDING	6,188.83	11,258.00	57,934.22	46,676.22	19.4
TOTAL FUND EXPENDITURES	6,188.83	11,258.00	57,934.22	46,676.22	19.4
NET REVENUE OVER EXPENDITURES	(6,188.83)	(11,258.00)	(57,934.22)	(46,676.22)	(19.4)

CITY OF WHITEWATER
BALANCE SHEET
APRIL 30, 2024

Item 8.

LIBRARY SPECIAL REVENUE FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
	<u>ASSETS</u>				
220-11100	CASH	629,663.61	(53,254.15)	(98,279.23)	531,384.38
220-11300	INVESTMENTS	33,407.21	.00	836.40	34,243.61
220-11301	LIBRARY BRD MM-132 732	3,113.59	.00	.38	3,113.97
220-11500	LIBRARY BRD INVESTMENTS CDS	315,706.93	.00	4,097.57	319,804.50
	TOTAL ASSETS	981,891.34	(53,254.15)	(93,344.88)	888,546.46
	<u>LIABILITIES AND EQUITY</u>				
	<u>LIABILITIES</u>				
220-21100	ACCOUNTS PAYABLE	13,853.39	(2,754.14)	(13,227.15)	626.24
220-21106	WAGES CLEARING	15,907.12	.00	(15,907.12)	.00
	TOTAL LIABILITIES	29,760.51	(2,754.14)	(29,134.27)	626.24
	<u>FUND EQUITY</u>				
220-34300	FUND BALANCE	932,677.03	.00	.00	932,677.03
220-34320	CAPITAL IMPROVEMENT RESERVE	19,453.80	.00	.00	19,453.80
	UNAPPROPRIATED FUND BALANCE:				
	REVENUE OVER EXPENDITURES - YTD	.00	(50,500.01)	(64,210.61)	(64,210.61)
	BALANCE - CURRENT DATE	.00	(50,500.01)	(64,210.61)	(64,210.61)
	TOTAL FUND EQUITY	952,130.83	(50,500.01)	(64,210.61)	887,920.22
	TOTAL LIABILITIES AND EQUITY	981,891.34	(53,254.15)	(93,344.88)	888,546.46

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

Item 8.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	834.97	2,897.68	10,599.76	7,702.08	27.3
100-55111-117 LONGEVITY PAY	.00	.00	30.00	30.00	.0
100-55111-118 UNIFORM ALLOWANCES	.00	.00	13.50	13.50	.0
100-55111-150 MEDICARE TAX/CITY SHARE	11.54	44.26	154.33	110.07	28.7
100-55111-151 SOCIAL SECURITY/CITY SHARE	49.34	189.21	659.88	470.67	28.7
100-55111-152 RETIREMENT	48.31	213.15	734.38	521.23	29.0
100-55111-153 HEALTH INSURANCE	232.14	936.82	3,714.26	2,777.44	25.2
100-55111-154 HSA-HRA CONTRIBUTIONS	.00	.00	486.00	486.00	.0
100-55111-155 WORKERS COMPENSATION	17.87	69.00	208.32	139.32	33.1
100-55111-156 LIFE INSURANCE	.29	.81	3.79	2.98	21.4
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221 WATER & SEWER	339.36	1,010.01	2,828.00	1,817.99	35.7
100-55111-222 ELECTRICITY	898.14	2,628.24	11,750.00	9,121.76	22.4
100-55111-223 NATURAL GAS	518.58	1,854.15	4,500.00	2,645.85	41.2
100-55111-244 HVAC	630.60	630.60	1,250.00	619.40	50.5
100-55111-245 FACILITY IMPROVEMENTS	.00	27.76	3,030.00	3,002.24	.9
100-55111-246 JANITORIAL SERVICES	1,259.00	3,777.00	15,750.00	11,973.00	24.0
100-55111-355 REPAIR & SUPPLIES	120.87	1,940.32	2,020.00	79.68	96.1
TOTAL YOUNG LIBRARY BUILDING	4,961.01	16,219.01	57,934.22	41,715.21	28.0
TOTAL FUND EXPENDITURES	4,961.01	16,219.01	57,934.22	41,715.21	28.0
NET REVENUE OVER EXPENDITURES	(4,961.01)	(16,219.01)	(57,934.22)	(41,715.21)	(28.0)

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

Item 8.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55 CONTRACT REVENUE	.00	142,700.50	219,768.00	77,067.50	64.9
TOTAL INTERGOVERNMENTAL REVENUE	.00	142,700.50	219,768.00	77,067.50	64.9
<u>FINES & FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	1,243.80	1,835.69	3,300.00	1,464.31	55.6
220-45330-55 COPY MACHINE REVENUE	389.18	1,469.90	3,000.00	1,530.10	49.0
TOTAL FINES & FORFEITURES	1,632.98	3,305.59	6,300.00	2,994.41	52.5
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	.00	836.40	892.50	56.10	93.7
220-48105-55 LIBRARY BOARD INTEREST INCOME	.00	4,097.95	11,900.00	7,802.05	34.4
220-48110-55 LIBRARY BOARD DONATIONS	1,386.82	4,614.11	.00	(4,614.11)	.0
220-48500-55 DONATIONS	126.52	331.73	18,000.00	17,668.27	1.8
220-48525-55 GRANT REVENUE	.00	3,690.00	.00	(3,690.00)	.0
220-48600-55 MISC REVENUE	26.97	348.04	300.00	(48.04)	116.0
TOTAL MISCELLANEOUS REVENUE	1,540.31	13,918.23	31,092.50	17,174.27	44.8
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	.00	627,557.72	627,557.72	.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	805,000.00	805,000.00	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	1,432,557.72	1,432,557.72	.0
TOTAL FUND REVENUE	3,173.29	159,924.32	1,689,718.22	1,529,793.90	9.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2024

Item 8.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	18,582.14	71,712.48	303,345.49	231,633.01	23.6
220-55110-114 WAGES/PART-TIME	14,784.28	59,001.07	206,805.88	147,804.81	28.5
220-55110-117 LONGEVITY	.00	.00	2,000.00	2,000.00	.0
220-55110-120 EMPLOYEE BENEFITS	13,406.38	53,421.79	251,452.13	198,030.34	21.3
220-55110-211 PROFESSIONAL DEVELOPMENT	.00	.00	2,800.00	2,800.00	.0
220-55110-218 PROFESSIONAL SERV/CONSULTING	738.00	738.00	21,143.00	20,405.00	3.5
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	.00	625.63	8,470.44	7,844.81	7.4
220-55110-225 TELECOM/INTERNET/COMMUNICATION	513.52	1,465.61	6,681.28	5,215.67	21.9
220-55110-310 OFFICE SUPPLIES	613.85	4,211.97	6,000.00	1,788.03	70.2
220-55110-313 POSTAGE	15.26	40.18	330.00	289.82	12.2
220-55110-319 MATERIAL RECOVERY	23.30	163.10	725.00	561.90	22.5
220-55110-320 SUBSCRIPTIONS/DUES	.00	.00	650.00	650.00	.0
220-55110-321 LIBRARY BOOKS-ADULT	2,090.85	7,005.16	25,000.00	17,994.84	28.0
220-55110-323 LIBRARY BOOKS-JUVENILE	513.33	1,769.59	5,000.00	3,230.41	35.4
220-55110-324 LIBRARY PERIODICALS-ADULT	107.47	1,166.72	1,318.00	151.28	88.5
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	570.34	2,069.11	7,500.00	5,430.89	27.6
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	62.97	397.56	2,500.00	2,102.44	15.9
220-55110-328 MACHINE READABLE-ADULT	260.00	260.00	.00	(260.00)	.0
220-55110-330 TRAVEL EXPENSES	38.06	297.92	3,000.00	2,702.08	9.9
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	42.00	42.00	1,000.00	958.00	4.2
220-55110-332 LIBRARY BOOKS-DIGITAL	.00	3,147.26	4,613.00	1,465.74	68.2
220-55110-333 AUDIO/VISUAL LIBRARY-DIGITAL	.00	730.81	5,116.00	4,385.19	14.3
220-55110-335 DATABASE SUBSCRIPTIONS	.00	.00	943.00	943.00	.0
220-55110-336 TECHNICAL SUPPLIES	195.39	195.39	8,275.00	8,079.61	2.4
220-55110-337 LIBRARY BUILDING PROJECT EXP	.00	11,727.34	805,000.00	793,272.66	1.5
220-55110-341 PROGRAM SUPPLIES-ADULT	64.40	1,727.27	3,500.00	1,772.73	49.4
220-55110-342 PROGRAM SUPPLIES-JUVENILE	728.06	1,838.93	6,000.00	4,161.07	30.7
220-55110-343 MISC SUPPLIES-ADULT	.00	.00	150.00	150.00	.0
220-55110-346 SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-347 LIBRARY USE OF GRANTS EXPENSE	232.47	232.47	.00	(232.47)	.0
220-55110-348 SALES TAX EXPENSE	.00	56.34	.00	(56.34)	.0
220-55110-350 CONTINGENCIES	91.23	91.23	300.00	208.77	30.4
TOTAL LIBRARY	53,673.30	224,134.93	1,689,718.22	1,465,583.29	13.3
TOTAL FUND EXPENDITURES	53,673.30	224,134.93	1,689,718.22	1,465,583.29	13.3
NET REVENUE OVER EXPENDITURES	(50,500.01)	(64,210.61)	.00	64,210.61	.0

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

Feb-24

Beginning Balance		\$	2,881.13
Deposit	\$ 114.80	\$	2,995.93
Interest	\$ 0.12	\$	2,996.05
Ending Balance		\$	2,996.05

Mar-24

Beginning Balance		\$	2,996.05
Deposit	\$ 98.75	\$	3,094.80
Check #4014	80.9	\$	3,013.90
Check #4015	50	\$	2,963.90
Interest	\$ 0.12	\$	2,964.02
Ending Balance		\$	2,964.02

Apr-24

Beginning Balance		\$	2,964.02
Deposit	\$ 95.10	\$	3,059.12
Interest	\$ 0.13	\$	3,059.25
Ending Balance		\$	3,059.25

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 29, 2024

Item 8.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	788.60	1,117.40	10,599.76	9,482.36	10.5
100-55111-117 LONGEVITY PAY	.00	.00	30.00	30.00	.0
100-55111-118 UNIFORM ALLOWANCES	.00	.00	13.50	13.50	.0
100-55111-150 MEDICARE TAX/CITY SHARE	10.71	19.59	154.33	134.74	12.7
100-55111-151 SOCIAL SECURITY/CITY SHARE	45.82	83.76	659.88	576.12	12.7
100-55111-152 RETIREMENT	54.41	99.61	734.38	634.77	13.6
100-55111-153 HEALTH INSURANCE	208.76	463.25	3,714.26	3,251.01	12.5
100-55111-154 HSA-HRA CONTRIBUTIONS	.00	.00	486.00	486.00	.0
100-55111-155 WORKERS COMPENSATION	16.88	30.90	208.32	177.42	14.8
100-55111-156 LIFE INSURANCE	.14	.36	3.79	3.43	9.5
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221 WATER & SEWER	329.61	329.61	2,828.00	2,498.39	11.7
100-55111-222 ELECTRICITY	832.95	832.95	11,750.00	10,917.05	7.1
100-55111-223 NATURAL GAS	761.16	761.16	4,500.00	3,738.84	16.9
100-55111-244 HVAC	.00	.00	1,250.00	1,250.00	.0
100-55111-245 FACILITY IMPROVEMENTS	.00	.00	3,030.00	3,030.00	.0
100-55111-246 JANITORIAL SERVICES	1,259.00	1,259.00	15,750.00	14,491.00	8.0
100-55111-355 REPAIR & SUPPLIES	71.58	71.58	2,020.00	1,948.42	3.5
TOTAL YOUNG LIBRARY BUILDING	4,379.62	5,069.17	57,934.22	52,865.05	8.8
TOTAL FUND EXPENDITURES	4,379.62	5,069.17	57,934.22	52,865.05	8.8
NET REVENUE OVER EXPENDITURES	(4,379.62)	(5,069.17)	(57,934.22)	(52,865.05)	(8.8)

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

Item 8.

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 8.

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 8.

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	193,851.36	213,124.61	19,273.25	91.0
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	6,498.78	7,664.82	1,166.04	84.8
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	 897,544.20	 834,006.04	 (63,538.16)	 107.6
 TOTAL FUND EXPENDITURES	 .00	 897,544.20	 834,006.04	 (63,538.16)	 107.6
 NET REVENUE OVER EXPENDITURES	 .00	 415,692.66	 .00	 (415,692.66)	 .0

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

Item 8.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55 CONTRACT REVENUE	142,700.50	142,700.50	219,768.00	77,067.50	64.9
TOTAL INTERGOVERNMENTAL REVENUE	142,700.50	142,700.50	219,768.00	77,067.50	64.9
<u>FINES & FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	77.99	591.89	3,300.00	2,708.11	17.9
220-45330-55 COPY MACHINE REVENUE	403.29	1,080.72	3,000.00	1,919.28	36.0
TOTAL FINES & FORFEITURES	481.28	1,672.61	6,300.00	4,627.39	26.6
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	148.52	836.40	892.50	56.10	93.7
220-48105-55 LIBRARY BOARD INTEREST INCOME	1,387.20	4,097.95	11,900.00	7,802.05	34.4
220-48110-55 LIBRARY BOARD DONATIONS	3,227.29	3,227.29	.00	(3,227.29)	.0
220-48500-55 DONATIONS	(2,239.92)	205.21	18,000.00	17,794.79	1.1
220-48525-55 GRANT REVENUE	3,690.00	3,690.00	.00	(3,690.00)	.0
220-48600-55 MISC REVENUE	.00	321.07	300.00	(21.07)	107.0
TOTAL MISCELLANEOUS REVENUE	6,213.09	12,377.92	31,092.50	18,714.58	39.8
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	.00	627,557.72	627,557.72	.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	805,000.00	805,000.00	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	1,432,557.72	1,432,557.72	.0
TOTAL FUND REVENUE	149,394.87	156,751.03	1,689,718.22	1,532,967.19	9.3

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

Item 8.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	27,373.22	53,130.34	303,345.49	250,215.15	17.5
220-55110-114 WAGES/PART-TIME	21,776.62	44,216.79	206,805.88	162,589.09	21.4
220-55110-117 LONGEVITY	.00	.00	2,000.00	2,000.00	.0
220-55110-120 EMPLOYEE BENEFITS	15,405.57	40,015.41	251,452.13	211,436.72	15.9
220-55110-211 PROFESSIONAL DEVELOPMENT	.00	.00	2,800.00	2,800.00	.0
220-55110-218 PROFESSIONAL SERV/CONSULTING	.00	.00	21,143.00	21,143.00	.0
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	.00	625.63	8,470.44	7,844.81	7.4
220-55110-225 TELECOM/INTERNET/COMMUNICATION	665.11	952.09	6,681.28	5,729.19	14.3
220-55110-310 OFFICE SUPPLIES	2,108.64	3,598.12	6,000.00	2,401.88	60.0
220-55110-313 POSTAGE	16.38	24.92	330.00	305.08	7.6
220-55110-319 MATERIAL RECOVERY	58.25	139.80	725.00	585.20	19.3
220-55110-320 SUBSCRIPTIONS/DUES	.00	.00	650.00	650.00	.0
220-55110-321 LIBRARY BOOKS-ADULT	3,317.79	4,914.31	25,000.00	20,085.69	19.7
220-55110-323 LIBRARY BOOKS-JUVENILE	740.69	1,256.26	5,000.00	3,743.74	25.1
220-55110-324 LIBRARY PERIODICALS-ADULT	172.21	1,059.25	1,318.00	258.75	80.4
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	625.61	1,498.77	7,500.00	6,001.23	20.0
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	176.41	334.59	2,500.00	2,165.41	13.4
220-55110-330 TRAVEL EXPENSES	83.08	259.86	3,000.00	2,740.14	8.7
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	.00	.00	1,000.00	1,000.00	.0
220-55110-332 LIBRARY BOOKS-DIGITAL	177.85	3,147.26	4,613.00	1,465.74	68.2
220-55110-333 AUDIO/VISUAL LIBRARY-DIGITAL	628.47	730.81	5,116.00	4,385.19	14.3
220-55110-335 DATABASE SUBSCRIPTIONS	.00	.00	943.00	943.00	.0
220-55110-336 TECHNICAL SUPPLIES	.00	.00	8,275.00	8,275.00	.0
220-55110-337 LIBRARY BUILDING PROJECT EXP	.00	11,727.34	805,000.00	793,272.66	1.5
220-55110-341 PROGRAM SUPPLIES-ADULT	412.87	1,662.87	3,500.00	1,837.13	47.5
220-55110-342 PROGRAM SUPPLIES-JUVENILE	981.76	1,110.87	6,000.00	4,889.13	18.5
220-55110-343 MISC SUPPLIES-ADULT	.00	.00	150.00	150.00	.0
220-55110-346 SPECIAL PROGRAMING-SUMMER	.00	.00	100.00	100.00	.0
220-55110-348 SALES TAX EXPENSE	21.02	56.34	.00	(56.34)	.0
220-55110-350 CONTINGENCIES	.00	.00	300.00	300.00	.0
TOTAL LIBRARY	74,741.55	170,461.63	1,689,718.22	1,519,256.59	10.1
TOTAL FUND EXPENDITURES	74,741.55	170,461.63	1,689,718.22	1,519,256.59	10.1
NET REVENUE OVER EXPENDITURES	74,653.32	(13,710.60)	.00	13,710.60	.0



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.

I have read and agree to the Partnership Policy.

Name

Title and Organization

Date: _____



Irvin L. Young Memorial Library

MATERIALS REPLACEMENT POLICY

If patrons lose or damage an item they have checked out, they will be billed for the replacement cost of the item as it appears in the item holdings record. If no price is listed, a current price will be determined by using information from booksellers' average prices for the same item. If the patron wishes to purchase a replacement item themselves, they may do so if the replacement they bring in is new and in the same format as the item that was lost or damaged. For example, used items purchased at sales or through the Internet are unacceptable, as is replacing a hardcover book with a paperback copy.

DIRECTOR'S REPORT**April 2024****I. ADMINISTRATION**

- a. Work orders submitted in March.
 - i. The ILL computer was giving us an error message.
 - ii. The Little Free Pantry had a loose hinge.
 - iii. Water was running down the North wall in the basement.
 - iv. There was an anthill against the South wall of the Community Room.
 - v. Print jobs sent by patrons to the printing email were not being received.
 - vi. The computer in the Assistant Director's office needed to be hooked up.
 - vii. There were signs of a rodent having taken up residence in the Assistant Director's office.
 - viii. Once again patrons were having issues accessing FamilySearch.
 - ix. Three fluorescent lights above the CD/DVD area needed replacing.
 - x. I was not able to access all of the calendars in Outlook.

II. BUDGET

- a. I met with John Weidl on May 14th to discuss our 2024-25 budget goals.

III. PERSONNEL

- a. Rachel Clift, our new Assistant Library Director, began on April 23rd.
- b. We had an all staff meeting on May 14th to discuss the building project.

IV. LIBRARY COLLECTION

- a. RFID tagging has been completed as of May 14th.
- b. We have begun to move some items to the basement in preparation for the library building project. We had four students on Make a Difference Day assist with moving books and other items to the basement.
- c. We received a noncompetitive Library Improvement and Innovation Grant from Bridges Library System to update the equipment in our Makerspace.

V. PUBLIC AND COMMUNITY RELATIONS

- a. The library received an Open Records Request this month.

VI. LIBRARY BOARD RELATIONS

- a. Jennifer Motszko and I attended several virtual meetings with Studio GC.

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

- a. I attended the Plan & Architectural Review Meeting on April 8th.
- b. I provided an orientation to new Council Member Orin Smith in April 10th.
- c. I attended the City Council Meeting on May 7th, and updated the Council on the building project.
- d. I attended the Alliance of Public Libraries (APL) meeting on Friday, May 10th. I will report on it during the board meeting.

- e. I attended the Urban Forestry Commission meeting on May 13th.

VIII. PROFESSIONAL DEVELOPMENT

- a. I attended the webinar New Perceptions in Disability.
- b. I attended the webinar We Are Already Here: The Workplace Experiences of Neurodivergent Library Workers.
- c. I attended the webinar For Mangers & Supervisors Cultivating an Inclusive Workplace for Neurodivergent Staff.

IX. STRATEGIC PLAN

- a. I have been working with staff to create a work plan for when the library is closed to the public in August.

X. CAPITAL CAMPAIGN

- a. None

Adult Services Report: May 2024

- I started on April 22nd with a day at City Hall doing paperwork and meeting other departments.
- I have set reference desk times of Tuesday & Thursday from 9am-12:30, and Friday from 2pm-5:30 for myself.
- I have familiarized myself with the remodel and am excited for it to start.
- I have had to take Bereavement as my Grandpa passed and thus am still learning certain Library processes.

Collection Development:

- I have been working to familiarize myself with the collection and have started ordering materials.
- I created 3 May displays and decided to keep one from April for a while longer as it directs patrons to books like one that has over 750 holds as I type this.

Meetings/ Webinars/Training Sessions Attended:

- April 25th Staff meeting with Diane, Deana, and Sarah
- April 29th Library Remodel Page Turn Meeting with Marisa Urbina
- May 1st Staff meeting with Diane, Deana, and Sarah
- April 30th Maker Space Training with Sarah
- May 1st & 2nd Community Partners Visits with Sarah to pick up donated prizes and drop off SRP information.
- May 3rd Meet and Greet meeting with Angela Meyers, Coordinator of Youth and Inclusive Services for Bridges Library System
- May 5th Library Aware Training via Bridges Library System
- May 8th Staff meeting with Diane, Deana, and Sarah
- May 15th Staff meeting with Diane, Deana, and Sarah

Youth Services Report

May 2024

Collection Management

Materials ordered	91
Books cataloged	43
Materials Weeded	0
Nonfiction books changed to Dewey Lite	217

Programs/Services

Program Name	Participation
National Park Scavenger Hunt	51
1000 Books before Kindergarten	0
Teacher Packs	1
Reference Questions/Technology Assistance Provided	5
Homeschool Hangout	10
Maker Club: Paper Collage (Assisted Sarah)	3

Outreach

Event	Attendance
4K Registration	34
Banned Book Presentation at Fairhaven	30
Día de los Niños	111

Marketing

Category	Quantity
Displays Created	2
Social media scheduled from LibraryAware	5
Other social media posts created	3
Added text links to our website's homepage after assisting a blind patron attempt to navigate the page with a screen reader.	

Meetings and Trainings

April 16th	Let's Talk About Books: RA and Book Talks for Kids Workshop
April 17th	Building Committee Meeting
April 18th	We Are Already Here: The Workplace Experiences of Neurodivergent Library Workers Webinar
April 18th	Meeting with Sarah and Diane
April 25th	Meeting with Diane, Rachel, and Sarah
May 1st	Meeting with Diane, Rachel, and Sarah
May 8th	Navigating Job Accommodations Webinar
May 8th	Meeting with Diane, Rachel, and Sarah

Programming & Makerspace Librarian Report
Sarah French
May 2024

Programs:

4/11: Baby Play Date (12)
4/16: Happy Spring take/make craft for kids (60)
4/17: Storytime (9)
4/18: Caregiver GPS (0)
4/22: Mindful Mondays Book Club (8)
4/23: This is Knot Fun take & make (30)
4/24: Storytime (13)
4/24: Guided Journaling Workshop (6)
4/25: Baby Play Date (18)
4/25: Maker Club* (3)
4/29: Music & Art Wonder Club (24)
5/1: Storytime (7)
5/2: Money Smart Storytime (0)
5/6: Goat take/make craft for kids (60)
5/7: Spanish Storytime (6)
5/7: Tree Troubles/Spongy Moth Presentation (11)
5/8: Storytime (14)
5/9: Baby Play Date (20)
5/11: Sing, Dance, Thrive w/Noelle Larson
5/12: Mindful Mondays Book Club (9)
5/14: When Life Gives You Cucumbers, Make Pickles take & make kit (50)
5/15: Storytime (9)

*Deana assisted

Upcoming Programs:

5/16: Caregiver GPS

5/16: Maker Club

5/18: Tabling at the S.T.E.A.M. Faire at the Whitewater H.S.

5/21: Finding Those Who Served: Military Genealogy w/WI Veterans Museum

5/23 & 6/6: Baby Play Date

5/28: This is Knot Fun take/make

5/29: Reflect & Realign Guided Journaling

5/30: Little Makers

6/4: Spanish Storytime

6/4: Michael T. Sullivan author visit

6/5-7/17: Summer Storytime

6/10: Summer Reading Program begins

6/10: Ms. Kim's Amazing Animals

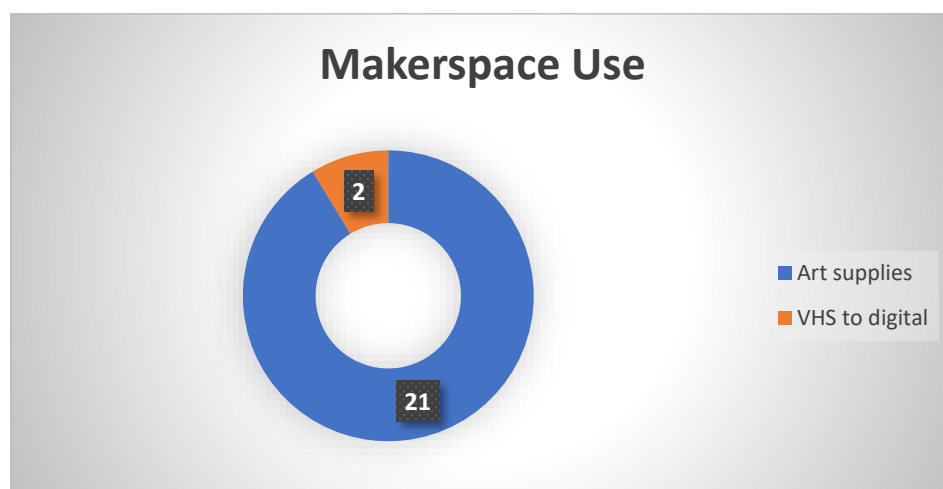
6/11: Art Studio Kids

6/11: Thousand-Miler Author Visit

6/13: Ferradermis Robotics Demonstration

6/14: For Teens: Nerf Games after hours

6/15: Music & Movement Storytelling Adventure with Noelle Larson



Makerspace Training Appointments: 1.5 hours

Total Makerspace Use: 23

Equipment & Technology:

- My work station computer was replaced.
- The laminator broke and we ordered a new one.

Other Updates:

- Onboarded Hope and Rachel with Makerspace/Programming procedures
- Provided 48 DIY Story take & make kits for kids for the Whitewater Storytelling Festival
- Sent out May email newsletter. We changed to opt-out instead of opt-in and sent it out to 3,167 patrons. We had 1,698 unique opens compared to only 93 in April and no unsubscribes. I also created the May paper calendar.
- Created a STEAM display in the small display case

Meetings:

4/12: Building Project meeting – technology

4/17: Library Calendar meeting (Bridges)

4/17: Building Committee meeting

4/18: Staff meeting

4/25: Staff meeting

5/8: Staff meeting

5/10: ALSC Programs & Services Recognition Committee meeting – awarded the [Maureen Hayes grant](#).

5/13: WLA [Children's Book Award](#) Committee meeting – selected winner for the Elizabeth Burr/Worzalla Award, ten outstanding achievement books, and Notable Wisconsin author/illustrator award.

5/15: Staff meeting

Professional Development:

4/23: Infosec Malware