



Library Board of Trustees

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

Monday, July 21, 2025- 6:30 PM

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

Please click the link below to join the webinar:

Join Zoom Meeting:

<https://us02web.zoom.us/j/89777146348?pwd=ZpOmV3adZ7k3qhC3tHIGJe1GxYEyq1.1>

Meeting ID: 897 7714 6348

Passcode: P2NQ6svp

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

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

AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

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

CONSENT AGENDA

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

1. Approval of the minutes of the June 16, 2025 meeting
- [2.](#) Approval of Payment of Invoices for June 2025
- [3.](#) Acknowledgement of Receipt of June 2025 Statistical report
- [4.](#) Acknowledgement of Receipt of Financial reports
- [5.](#) Acknowledgement of Receipt of June 2025 Treasurer's reports

HEARING OF CITIZEN COMMENTS

No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the

agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.

To make a comment during this period, or any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial *6 to unmute your phone and dial *9 to raise your hand.

OLD BUSINESS

- [6.](#) Library Building Project general update
- 7. Discussion and possible action concerning renaming of the library

NEW BUSINESS [HYPERLINK "appISf3421b79494249719bd6c7efeb5d1a9a"](#)

- [8.](#) [Discussion and possible action concerning the library's mission statement](#)

CONSIDERATIONS / DISCUSSIONS / REPORTS

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

FUTURE AGENDA ITEMS

CONFIRMATION OF NEXT MEETING

ADJOURNMENT

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



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OLD BUSINESS

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NEW BUSINESS

8. Discussion and possible action concerning the library's mission statement

CONSIDERATIONS / DISCUSSIONS / REPORTS

9. Library Director's report
10. Assistant Director's report
11. Youth Educational Services report
13. Bridges Library System Staff reports
14. Board reports

FUTURE AGENDA ITEMS

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Library Board of Trustees

Cravath Lakefront Conference Room
312 W Whitewater St., Whitewater, WI, 53190
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Monday, June 16, 2025- 6:30 PM

MINUTES

CALL TO ORDER – 6:30 p.m.

ROLL CALL

Present: Doug Anderson, Camden, Harlan, Steven Sahyun, Tara McKenzie-Peotter, Jennifer Motszko, Kathy Retzke.

Absent: Elizabeth Miller.

Staff Present: Diane Jaroch and Sarah French.

Guests Present: Brienne Brown, Kelly Davis, Jan Bilgen, Sharon Knight.

APPROVAL OF AGENDA

Anderson moved, Harlan seconds, motion passes.

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 May 19, 2025 meeting
2. Approval of Payment of Invoices for May 2025
3. Acknowledgement of Receipt of May 2025 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of May 2025 Treasurer's reports

Motion to approve items 2, 3, 4, and 5 by Anderson, McKenzie-Peotter seconds, motion passes.

1. *Sahyun asked to pull item 1 from the Consent Agenda and requests to strike the sentence in the May 19, 2025 meeting minutes about a hypothetical comment. Motion to approve minutes as amended. Sahyun moved, Harlan seconds, motion passes.*

HEARING OF CITIZEN COMMENTS

None

OLD BUSINESS

6. Library Building Project general update

Jaroch gave an update about movers on site, some collections moving off-site, Permar installed new alarm system, subcontractors on site, staff temporary work stations set up, curbside services will be ready to go on the timeline. Motszko gave an update about UW-W library services available to the public.

7. Review and approval of the updated Teacher Packs Policy
Retzke motions, Sahyun seconds, motion passes.
8. Discussion and action concerning the library's social media accounts and continuing to allow public comments
Anderson moves to continue to allow public comments on the library's social media accounts. Harlan seconds. Retzke opposed. Motion passes.

NEW BUSINESS

9. Discussion concerning the creation of a social media policy
Library staff will provide a draft policy at the July 2025 board meeting.
10. Discussion of informational memo provided by the City Clerk regarding the recording of minutes during closed session meetings
Closed session minutes should be sent directly to the City Clerk.
10. Discussion and possible action concerning the changing of the library's name from Irvin L. Young Memorial Library to Whitewater Public Library
Jaroch gave an overview about the packet of information provided to the board and guests regarding changing the name of the library.
Citizen Comment from Jane Bilgen – Thinks there is a middle ground where the Youngs could be recognized as a couple and suggested the name Whitewater Young Public Library. Thinks removing the Young name completely would be an erasure of a contract between the community and the Young family.
Citizen Comment from Sharon Knight – Was surprised to hear about the potential name change. She "kinda" agrees about getting Whitewater in the name, but favors some combination of keeping the Young name. Knight also thinks that the naming rights should have been considered when the fundraising was happening.
Citizen Comment from Kelly Davis – Stated that Jim Winship is very supportive of the name change. As someone who works in the Bridges library system, Davis thinks that it is very confusing to have the current name instead of the city. The other issue is donor-intent. Thinks that we can figure out a compromise which involves making sure the library is located in our community and also honoring that the library wouldn't be here without the Young family.
Citizen comment from Brienne Brown: Came to provide context but the context has been provided.
Further discussion between board members, library staff, and citizen guests: Motszko stated that the new naming rights on the contract is 25 years. Andersen inquired about the controversy when the original library building on W. Center St. was built and Bilgen provided context about the history of the debate. Motszko shared other ideas that she received via email, including 2 suggestions for the phrasing "community library" and one suggestion to "add ILY to the end of the name." Motszko discussed further considerations about naming the building and the timeline. Additional discussion points included the transition from the White Library name and discussion on how our current major donor is in favor of the name change to Whitewater Public Library. Consensus from the group is that the key words are "Whitewater" and "Young" and "Public." Library staff will request architectural markups of some of the name combinations to bring to the July 2025 board meeting. Motszko thanks citizens for their comments.

CONSIDERATIONS / DISCUSSIONS / REPORTS

11. Library Director's report

Sarah French has been promoted to Assistant Director, could not attend the APL meeting because of movers, there was a Bridges system-wide decision to not continue Hoopla service past 2025, but more money will be put into the Advantage program (Overdrive/Libby).

12. Assistant Director's report

Thanks to Clift for being an asset to the library. Almost \$2,000 made on the auction.

13. Youth Educational Services report

Grant for the AWE literacy station came through.

14. Programming & Makerspace report

Website is about to go live.

15. Bridges Library System Staff reports

Community Space in Whitewater invited Bridges librarians to come get free books.

16. Board reports

FUTURE AGENDA ITEMS

None

CONFIRMATION OF NEXT MEETING – Monday, July 21 at 6:30 p.m. at the Cravath Lakefront Conference Room 312 W. Whitewater Street.

ADJOURNMENT – Harlan motions, Anderson seconds, motion passes. Meeting adjourned at 7:31 p.m.

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

INVOICES

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Amazon	n/a	\$ 270.73
Audiovisual-adult	Amazon	n/a	\$ 205.29
Audiovisual-adult	Midwest Tape	507301410	\$ 39.99
Audiovisual-adult	Midwest Tape	507361588	\$ 289.35
			\$ 805.36
Audiovisual-digital	Midwest Tape	507398308	\$ 299.22
Audiovisual-juvenile	Midwest Tape	507318560	\$ 73.47
Audiovisual-juvenile	Midwest Tape	507362880	\$ 17.84
			\$ 91.31
Books-adult	B&T	2039104840	\$ 132.52
Books-adult	Amazon	n/a	\$ 11.40
Books-adult	Thrift Books	n/a	\$ 158.90
Books-adult	B&T	2039139620	\$ 1,383.63
			\$ 1,686.45
Books-digital	Midwest Tape	507398308	\$ 49.28
Building maintenance	Alscon Uniforms	IMIL2125896	\$ 38.87
Building project	Miron	G-008	\$ 360,713.12
Building project	Atmosphere	n/a	\$ 119,145.39
Building project	Adamantine Movers	16338	\$ 12,314.00
Building project	Miron	G-009	\$ 460,805.84
Building project	StudioGC	20118A.18	\$ 5,393.05
Building project	StudioGC	20118B.05	\$ 1,046.48
			\$ 959,417.88
Material recovery	Unique (for May)	6140152	\$ 69.90
Office supplies	When I Work	4XSSDFVH-0001	\$ 37.50
Office supplies	Amazon	n/a	\$ 67.24
			\$ 104.74
Periodicals-adult	APG Southern Wisconsin	n/a	\$ 39.33
Periodicals-adult	Journal Sentinel	n/a	\$ 78.00
			\$ 117.33
Program supplies-adult	Amazon	n/a	\$ 272.13

INVOICES

Item 4.

Program supplies-adult	Bidding Owl	n/a	\$	65.75
Program supplies-adult	Amazon	n/a	\$	248.59
			\$	586.47
Program supplies-juvenile	Walmart	n/a	\$	116.84
Program supplies-juvenile	Facebook	n/a	\$	48.46
			\$	165.30
Software/Hardware Maintenance	Bridges Library System	CINV2025-00551	\$	260.00
Travel	Suzanne Haselow	n/a	\$	27.23

		City of Whitewater	3,594		
Jefferson County				Dodge County	
City	56			City	0
Rural	115			Rural	0
TOTAL	171			TOTAL	0
Rock County				Waukesha County	
City	19			City	2
Rural	19			Rural	4
TOTAL	38			TOTAL	6
Walworth County					
City	0			Other Counties	11
Rural	203				
TOTAL	203			Out of State	0
Dane County					
City	0			Total Nonresident	432
Rural	14				
TOTAL	14				
				TOTAL	4,026
	ADULT	935	CHILDREN	32	
ACCESS & USAGE		INFORMATION SERVICE			
Days Open/Curbside	7	Reference	30		
Hours Open/Curbside	53.5				
Library Visits	0	REGISTRATION			
		Resident	3,594		
		Non-Resident	2,224		
		Total Registered Borrowers	5,818		
OVERDRIVE	1,684	New Users	10	IN-PERSON PROGRAMS	
				Children 0-5 Programs	2
MAKER SPACE	0	INTERLIBRARY LOAN		Attendance	48
		Lending	548	Children 6-11 Programs	6
MEETING ROOMS	0	Borrowing	337	Attendance	222
				Children 12-18 Programs	0
HOOPLA		VOLUNTEERS		Attendance	0
Checkouts	140	Participants	0	Adult Programs	1
Cost	\$ 348.50	Hours worked	0	Attendance	16
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	13	Attendance	0
		Items Delivered	128	SELF-DIRECTED PROGRAMS	
Books added	143			Children 0-5 Programs	0
Audio materials added	7	PRE-RECORDED PROGRAMS		Attendance	0
Video materials added	16	Children 0-5 Programs	0	Children 6-11 Programs	1
Other materials added	0	Attendance	0	Attendance	60
		Children 6-11 Programs	0	Children 12-18 Programs	0
Materials withdrawn	51	Attendance	0	Attendance	0
		Children 12-18 Programs	0	Adult Programs	1
		Attendance	0	Attendance	36
		Adult Programs	0	All Ages	
		Attendance	0	Attendance	

CITY OF WHITEWATER
BALANCE SHEET
JUNE 30, 2025

Item 6.

LIBRARY SPECIAL REVENUE FUND

	BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>				
220-11100 CASH	253,383.70	(58,790.72)	(263,681.76)	(10,298.06)
220-11300 INVESTMENTS	35,544.83	126.63	748.93	36,293.76
220-11301 LIBRARY BRD MM-132 732	1,085.10	.00	(4.74)	1,080.36
220-11500 LIBRARY BRD INVESTMENTS CDS	333,963.14	.00	4,655.70	338,618.84
220-12000 ACCOUNTS RECEIVABLE	2,500.00	.00	(2,500.00)	.00
TOTAL ASSETS	626,476.77	(58,664.09)	(260,781.87)	365,694.90
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
220-21100 ACCOUNTS PAYABLE	5,797.61	(8,014.27)	(4,698.86)	1,098.75
220-21106 WAGES CLEARING	26,435.70	.00	(26,435.70)	.00
TOTAL LIABILITIES	32,233.31	(8,014.27)	(31,134.56)	1,098.75
<u>FUND EQUITY</u>				
220-34300 FUND BALANCE	574,789.66	.00	.00	574,789.66
220-34320 CAPITAL IMPROVEMENT RESERVE	19,453.80	.00	.00	19,453.80
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	.00	(50,649.82)	(229,647.31)	(229,647.31)
BALANCE - CURRENT DATE	.00	(50,649.82)	(229,647.31)	(229,647.31)
TOTAL FUND EQUITY	594,243.46	(50,649.82)	(229,647.31)	364,596.15
TOTAL LIABILITIES AND EQUITY	626,476.77	(58,664.09)	(260,781.87)	365,694.90

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

Item 6.

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>YOUNG LIBRARY BUILDING</u>					
100-55111-111 SALARIES/PERMANENT	639.91	3,880.40	11,131.25	7,250.85	34.9
100-55111-118 UNIFORM ALLOWANCES	.00	.00	27.00	27.00	.0
100-55111-150 MEDICARE TAX/CITY SHARE	10.32	70.46	175.63	105.17	40.1
100-55111-151 SOCIAL SECURITY/CITY SHARE	44.13	301.36	750.96	449.60	40.1
100-55111-152 RETIREMENT	44.48	306.24	775.50	469.26	39.5
100-55111-153 HEALTH INSURANCE	72.00	456.00	864.00	408.00	52.8
100-55111-154 HRA-LIFE STYLE ACCT EXPENSE	.00	75.00	90.00	15.00	83.3
100-55111-155 WORKERS COMPENSATION	13.00	93.59	214.11	120.52	43.7
100-55111-156 LIFE INSURANCE	.14	.80	3.79	2.99	21.1
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	204.00	204.00	.0
100-55111-221 WATER & SEWER	421.42	2,132.24	2,856.00	723.76	74.7
100-55111-222 ELECTRICITY	1,203.06	5,434.23	13,600.00	8,165.77	40.0
100-55111-223 NATURAL GAS	294.57	2,612.68	4,545.00	1,932.32	57.5
100-55111-244 HVAC	3,038.02	4,162.04	1,262.50	(2,899.54)	329.7
100-55111-245 FACILITY IMPROVEMENTS	.00	.00	3,060.00	3,060.00	.0
100-55111-246 JANITORIAL SERVICES	1,259.00	6,295.00	16,380.00	10,085.00	38.4
100-55111-355 REPAIR & SUPPLIES	290.05	4,528.95	2,040.00	(2,488.95)	222.0
TOTAL YOUNG LIBRARY BUILDING	7,330.10	30,348.99	57,979.74	27,630.75	52.3
TOTAL FUND EXPENDITURES	7,330.10	30,348.99	57,979.74	27,630.75	52.3
NET REVENUE OVER EXPENDITURES	(7,330.10)	(30,348.99)	(57,979.74)	(27,630.75)	(52.3)

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

Item 6.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55 CONTRACT REVENUE	.00	145,586.50	219,768.00	74,181.50	66.3
TOTAL INTERGOVERNMENTAL REVENUE	.00	145,586.50	219,768.00	74,181.50	66.3
<u>FINES & FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	11.00	870.37	3,300.00	2,429.63	26.4
220-45330-55 COPY MACHINE REVENUE	341.14	1,864.91	4,000.00	2,135.09	46.6
TOTAL FINES & FORFEITURES	352.14	2,735.28	7,300.00	4,564.72	37.5
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	126.63	748.93	706.66	(42.27)	106.0
220-48105-55 LIBRARY BOARD INTEREST INCOME	.00	4,655.96	.00	(4,655.96)	.0
220-48500-55 DONATIONS	5,294.61	7,938.67	18,000.00	10,061.33	44.1
220-48525-55 GRANT REVENUE	.00	2,000.00	.00	(2,000.00)	.0
220-48600-55 MISC REVENUE	70.50	346.38	400.00	53.62	86.6
TOTAL MISCELLANEOUS REVENUE	5,491.74	15,689.94	19,106.66	3,416.72	82.1
<u>OTHER FINANCING SOURCES</u>					
220-49290-55 TRANSFER IN-GENERAL FUND	.00	.00	469,370.34	469,370.34	.0
220-49300-55 FUND BALANCE APPLIED	.00	.00	120,579.81	120,579.81	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	589,950.15	589,950.15	.0
TOTAL FUND REVENUE	5,843.88	164,011.72	836,124.81	672,113.09	19.6

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2025

Item 6.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	21,792.17	135,582.79	313,503.99	177,921.20	43.3
220-55110-114 WAGES/PART-TIME	16,458.20	95,911.02	222,238.35	126,327.33	43.2
220-55110-117 LONGEVITY	500.00	500.00	2,000.00	1,500.00	25.0
220-55110-120 EMPLOYEE BENEFITS	12,473.51	84,426.40	179,591.19	95,164.79	47.0
220-55110-211 PROFESSIONAL DEVELOPMENT	.00	508.79	2,000.00	1,491.21	25.4
220-55110-218 PROFESSIONAL SERV/CONSULTING	.00	.00	1,000.00	1,000.00	.0
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	260.00	2,670.40	7,209.19	4,538.79	37.0
220-55110-225 TELECOM/INTERNET/COMMUNICATION	592.15	2,305.72	7,007.46	4,701.74	32.9
220-55110-310 OFFICE & TECHNICAL SUPPLIES	994.93	5,449.48	15,000.00	9,550.52	36.3
220-55110-313 POSTAGE	.00	46.17	336.63	290.46	13.7
220-55110-319 MATERIAL RECOVERY	69.60	477.35	725.00	247.65	65.8
220-55110-320 SUBSCRIPTIONS/DUES	.00	428.30	650.00	221.70	65.9
220-55110-321 LIBRARY BOOKS-ADULT	804.67	10,218.83	25,000.00	14,781.17	40.9
220-55110-323 LIBRARY BOOKS-JUVENILE	681.01	2,574.94	6,000.00	3,425.06	42.9
220-55110-324 LIBRARY PERIODICALS-ADULT	156.66	1,561.64	2,400.00	838.36	65.1
220-55110-325 LIBRARY PERIODICALS-JUVENILE	.00	.00	1,000.00	1,000.00	.0
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	692.96	4,260.23	6,500.00	2,239.77	65.5
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	.00	552.70	2,000.00	1,447.30	27.6
220-55110-330 TRAVEL EXPENSES	35.79	628.85	2,000.00	1,371.15	31.4
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	.00	186.00	500.00	314.00	37.2
220-55110-332 LIBRARY BOOKS-DIGITAL	49.28	6,399.26	4,613.00	(1,786.26)	138.7
220-55110-333 AUDIO/VISUAL LIBRARY-DIGITAL	299.22	1,799.26	2,500.00	700.74	72.0
220-55110-335 DATABASE SUBSCRIPTIONS	.00	21,590.00	22,000.00	410.00	98.1
220-55110-337 LIBRARY BUILDING PROJECT EXP	.00	70.82	.00	(70.82)	.0
220-55110-341 PROGRAM SUPPLIES-ADULT	262.07	687.66	3,500.00	2,812.34	19.7
220-55110-342 PROGRAM SUPPLIES-JUVENILE	353.70	2,606.49	6,000.00	3,393.51	43.4
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	.00	4,413.88	.00	(4,413.88)	.0
220-55110-348 SALES TAX EXPENSE	17.78	82.12	300.00	217.88	27.4
220-55110-350 CONTINGENCIES	.00	.00	300.00	300.00	.0
220-55110-500 LIBRARY BOARD CHECKING	.00	5.00	.00	(5.00)	.0
220-55110-810 CAPITAL EQUIPMENT	.00	7,714.93	.00	(7,714.93)	.0
 TOTAL LIBRARY	 56,493.70	 393,659.03	 836,124.81	 442,465.78	 47.1
 TOTAL FUND EXPENDITURES	 56,493.70	 393,659.03	 836,124.81	 442,465.78	 47.1
 NET REVENUE OVER EXPENDITURES	 (50,649.82)	 (229,647.31)	 .00	 229,647.31	 .0

	Current Month	Received to Date	Est. FY Rev.	% of Total
Fees	\$1.00	\$247.63	\$500.00	50%
Materials Replacement	\$35.99	\$438.28	\$1,000.00	44%
County Reimbursements	\$0.00	\$145,478.50	\$219,768.00	66%
Gifts & Grants	\$0.46	\$6,295.75	\$15,000.00	42%
Copywork	\$9.00	\$1,634.54	\$3,000.00	54%
TOTAL	\$46.45	\$160,358.29	\$239,268.00	67%

FRIENDS OF THE LIBRARY FINANCIAL REPORT

Jan-25

Beginning Balance		\$ 1,657.67
Deposit	\$ 448.75	\$ 1,776.42
Check #4017	\$ 25.00	\$ 1,751.42
Interest	\$ 0.15	\$ 1,751.57
Ending Balance		\$ 1,751.57

Feb-25

Beginning Balance		\$ 1,751.57
Deposit	\$ 13.75	\$ 1,765.32
Interest	\$ 0.14	\$ 1,765.46
Ending Balance		\$ 1,765.46

Mar-25

Beginning Balance		\$ 1,765.46
Deposit	\$ 53.00	\$ 1,818.46
Interest	\$ 0.15	\$ 1,818.61
Ending Balance		\$ 1,818.61

Apr-25

Beginning Balance		\$ 1,818.61
Deposit	94.95	\$ 1,913.56
Check #4018	\$ 166.46	\$ 1,747.10
Interest	\$ 0.14	\$ 1,747.24
Ending Balance		\$ 1,747.24

May-25

Beginning Balance		\$ 1,747.24
Deposit	326.25	\$ 2,073.49
Interest	\$ 0.17	\$ 2,073.66
Ending Balance		\$ 2,073.66

Jun-25

Beginning Balance		\$ 2,073.66
Deposit	\$ 567.25	\$ 2,640.91
Interest	\$ 0.22	\$ 2,641.13
Ending Balance		\$ 2,641.13

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

30-0
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NEW BRANCH HOURS - Changes effective September 2, 2025

- Whitewater West branch Drive-Up will close 30 minutes sooner Mon-Thurs
- East Troy branch Lobby will open 30 minutes sooner Mon-Sat

All branches will offer the same Hours:

Lobby (Mon-Fri)	8:30am - 5:00pm
Lobby (Sat)	8:30am - 12:00pm
Drive-Up (Mon-Thurs)	8:00am - 5:00pm
Drive-Up (Fri)	8:00am - 5:30pm
Drive-Up (Sat)	8:00am - 12:00pm

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MUNICIPAL ACCOUNT 132732

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			05/30/25	1,080.36
BALANCE THIS STATEMENT			06/30/25	1,080.36
TOTAL DAYS IN STATEMENT PERIOD 05/31/25 THROUGH 06/30/25:				31
TOTAL CREDITS (0)	.00			
TOTAL DEBITS (0)	.00			

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

INTEREST PAID 2025: .26

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

<table> <thead> <tr> <th></th> <th>TOTAL FOR THIS PERIOD</th> <th>TOTAL YEAR TO DATE</th> </tr> </thead> <tbody> <tr> <td>* TOTAL OVERDRAFT FEES:</td> <td>\$.00</td> <td>\$.00</td> </tr> <tr> <td>* TOTAL RETURNED ITEM FEES:</td> <td>\$.00</td> <td>\$.00</td> </tr> </tbody> </table>		TOTAL FOR THIS PERIOD	TOTAL YEAR TO DATE	* TOTAL OVERDRAFT FEES:	\$.00	\$.00	* TOTAL RETURNED ITEM FEES:	\$.00	\$.00	*****
	TOTAL FOR THIS PERIOD	TOTAL YEAR TO DATE								
* TOTAL OVERDRAFT FEES:	\$.00	\$.00								
* TOTAL RETURNED ITEM FEES:	\$.00	\$.00								

- END OF STATEMENT -





July 07, 2025

Statement Period:
June 01, 2025 - June 30, 2025

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

Contact Us

- For personal assistance, call:
414-961-6600
- Visit us online:
www.americandeposits.com
- Questions on products & services:
- Mail correspondence to:
W220N3451 Springdale Road
Pewaukee, WI 53072

American Money Market Account™

Account Number-Description	Average Monthly Balance	Net Earnings	Delivered Rate
CIRVIN01 - General	\$ 339,810.04	\$ 1,189.80	4.26 %

CIRVIN01 - General

Balance Summary

Beginning Balance:	\$	339,810.04
Total Deposits:	\$	1,189.80
Total Withdrawals:	\$	0.00
Ending Balance:	\$	340,999.84
Average Balance:	\$	339,810.04

Transaction Detail

DEPOSITS

Date	Description	Amount
06/30/2025	Accrued Interest Earned	\$ 1,189.80
Total Deposits:		\$ 1,189.80

Summary of Financial Institutions

FDIC/ NCUA	Name	Balance
24077	Altra, FCU	\$ 4,563.89
24540	Bank of New England	\$ 11,148.48
57368	Bankwell Bank	\$ 59,355.46
27237	Enterprise Bank & Trust	\$ 248,500.00
3832	Old National Bank	\$ 6,792.52
3832	Old National Bank	\$ 1,411.41
59112	Studio Bank	\$ 2,588.14
6560	The Huntington National Bank - Repurchase Agreement	\$ 1,189.80
18344	UBank (TX)	\$ 2,894.56
18344	UBank (TX)	\$ 1,180.31
26626	United Texas Bank	\$ 1,375.27
Ending Balance:		\$ 340,999.84

American Deposit Management LLC applied a period ending May 2025 Deposit Advisory Fee of \$71.27 to your account. American Deposit Management LLC has received a Program Fee for the management and servicing of the American Money Market Account across all program participants. For this statement cycle ending May 2025, the Program Fee of 0.04 was applied to gross earnings of \$1,315.07 for a total of \$52.60.

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).



Our Mission

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

Our Values

Safe and welcoming

Trust

Diversity

Fun

Lifelong learning and creativity

Making connections

Service excellence

DIRECTOR'S REPORT

June 2025

I. ADMINISTRATION

- a. Work orders submitted in June.
 - i. The toilet in the family restroom was not flushing correctly.
 - ii. A staff member was having trouble accessing her VPN connection.
 - iii. Maintenance staff were needed to remove all of the items located up high, out of our reach, when we were packing up the library.
 - iv. The wireless access point was not working properly.
 - v. A keyboard tray needed to be removed from a desk and saved for use when we are back in our permanent work areas.
 - vi. Several work stations needed to be unassembled by IT and stored during the renovation project.
 - vii. The Assistant Director's mobile phone needed to be transferred from Rachel Clift to Sarah French.
 - viii. Sarah French needed to have administrative access to computer files.
 - ix. The toilet paper and paper towels needed to be restocked.
 - x. I needed access to Rachel Clift's email account after she left.
 - xi. Staff needed to have the LEAP program installed on their laptops.
 - xii. A large, mobile garbage can was requested for staff to use during Phase 3 of the building project.

II. BUDGET

- a. Sarah French and I will be meeting with the Head of Finance to discuss the budget on July 21st.

III. PERSONNEL

- a. Library staff is in charge of cleaning and removing trash during Phase 3 of the building project. Sarah and I take turns cleaning the bathroom each morning. Since the staff restroom is in an active construction zone we did not want the cleaners accessing this area after hours.
- b. Staff have done an excellent job of keeping the workflow associated with curbside service moving along smoothly. We have had very few snafus.
- c. We have received thirty-five applications for the Programming & Makerspace Librarian position. We will begin interviewing applicants on July 28th.

IV. LIBRARY COLLECTION

- a. We were able to keep more of the collection here at the library than originally anticipated. The movers moved the collection, however they failed to keep things in order so staff has had to shelf read and rearrange the collection. This mishap was conveyed to the moving company.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I spoke with Jennifer Eisenbart from the Whitewater Register and she assured me she does receive all of our PR announcements. The library

was featured on the front page of the June 26 edition of the Whitewater Register with a photo from our SRP kick-off program, Science Heroes.

- b. Several press releases have been submitted to the Whitewater Banner and other local news outlets announcing curbside service and how to utilize this service.
- c. All of our Summer Reading Program events have been submitted to the Whitewater Banner and other local news outlets

VI. LIBRARY BOARD RELATIONS

- a. Jennifer and I continue to attend meetings with the architect and construction company concerning the building and furnishings.

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

- a. I continue to attend weekly construction meetings with Miron Construction and Studio GC.
- b. I continue to attend Team meetings at city hall.
- c. I continue to attend weekly staff meetings with Sarah French and Deana Rolfsmeyer.
- d. I met with the City Manager once in June.
- e. Staff attended the City Staff Picnic on June 18th.
- f. The library was bequeathed \$97,000 from a former library patron.

VIII. PROFESSIONAL DEVELOPMENT

- a. I attended the webinar HR Essentials with Kathy Parker: The Lifecycle of a Library Employee - Part 2 on June 17th.

IX. STRATEGIC PLAN

- a. We continue to keep the public updated on the progress of the renovation.

CAPITAL CAMPAIGN

- b. I sent reminder notices to those who were delinquent in their pledge payments towards the 100 Extraordinary Women Campaign informing them that the tiles would soon be ordered and we would need for them to resume their payments if they wished to be included in the display. I have received quite a few pledge payments since the letters were mailed out in June.
- c. Jennifer Motszko provided the Head of Finance with an updated report for donations received to date and those projected for 2025-2027.

Assistant Director Report

Sarah French

July 2025

- Created a plan for curbside services and trained staff. Curbside is going well so far.
- Implemented new staff scheduling software, When I Work. This will save a lot of time and is more user-friendly for both staff and management. We are also implementing clocking in and out, which will help us hold staff accountable and keep better track.
- Met with all of my direct reports for one-on-one meetings. We will continue these monthly.
- Set up Library Experience (LX) Starter, which is part of the new Vega interface through Bridges. This is for our email circulation notices and other patron messages. One advantage to this new system is a customizable design, so I was able to add the curbside pickup instructions to the holds notices and links to our website and events calendar. We can also see metrics.
- Completed Home Delivery this month because Suzanne was unavailable. I delivered items to 13 people.

Strategic Goals:

Strategic Goal 1 – *Continue to keep the public updated on the progress of the renovation.* Continued to update the website, social media, send out press releases, etc. about curbside pickup services and building project updates.

Strategic Goal 2 – *Complete a digital transition of the library's current website to a Bridges Library System supported platform.* The new website is up and running.

Strategic Goal 3 -- *Collaborate with the new city media coordinator to create two library PSAs.* Created a PSA video about how to place holds via the library's website and via the library's app.

Collection Development: Diane did my ordering this month as I transition into my new role.

Programs and Outreach:

6/13: Fun Fridays – Windchimes (20)

6/16: Novel Motion Circus (49)

6/18 and 6/25: Storytime cancelled due to rain

6/20: Fun Fridays: Kinetic Sand (9)

6/23: Tea of the Month – Sencha (36)

6/24: Snake Discovery (67)

6/25: Currency Conga cancelled due to weather

6/26: Summer Wellness: Reiki & Meditation (16)

6/26: Kids take/make-Patriotic Glasses craft (60)

6/27: Fun Fridays: Painted Bird Houses (19)

7/2: Storytime in the Park (15)

7/8: Tea of the Month – Chamomile (36)

7/9: Storytime in the Park (35)

7/11: Fun Friday cancelled due to weather

7/16: Storytime in the Park (9)

Upcoming Programs:

9/4: The Success Mindset presentation with Denise Maple

Meetings:

6/16: Library Board meeting

6/17: All-Staff meeting

6/17: Building Project meeting (furniture)

6/18: Circulation staff meeting

6/18: Building Project meeting (OAC)

6/18: Building Project meeting (construction)

6/18: Management meeting

6/24: Meeting with Diane

6/25: Building Project meeting (OAC)

6/25: Building Project meeting (construction)

7/1: Avigilon (door keys)

7/1: City of WW Media Services

7/2: Building Project meeting (OAC)

7/2: Building project meeting (construction)

7/3: One-on-One with Karen

7/3: One-on-One with Aurelia

7/7: One-on-One with Jess

7/7: One-on-One with Hope

7/8: One-on-One with Kristyn

7/9: Building Project meeting (OAC)

7/9: Building Project meeting (construction)

7/9: One-on-One with Nancy

7/9: Building Project meeting (architect/inspector)

7/16: Building Project meeting (OAC)

7/16: Building Project meeting (construction)

Professional Development:

- CVMIC Stress Management training
- CVMIC Coaching and Feedback training
- HR Essentials for Library Leaders: The Lifecycle of a Library Employee Part Two
- Infosec: Disaster Scams/Vishing
- LX Starter Training videos

Youth Services Report

July 2025

Notes

I attended the Reading Under the Lights event hosted by United Way of Jefferson County. Though we were told that we would have an opportunity to promote our library services and programs, this was not the case. The public librarians were asked to staff the book giveaway table rather than to host a reading circle or an activity. This gave little to no opportunity to have conversations with patrons and potential patrons.

I have started the process of leveling our Easy Reader collection to make it more accessible to parents. Hedberg Public Library in Janesville has a simple but effective system and I was able to discuss their process with one of their children's librarians. Our Easy Readers will now be divided into three levels: Just Starting to Read (red stickers); I Know Some Words! (yellow stickers); and I'm Starting to Ready by Myself (green stickers). Directional signage will accompany the changes once the new children's department is complete.

Collection Management

Materials ordered	45
Books cataloged	0
Materials Weeded	12
Leveled Easy Readers	352

Programs/Services

Program Name	
Reference Questions/Technology Assistance Provided	5
Science Heroes	See Sarah's Report
Snake Discovery	See Sarah's Report

Outreach Visits

Reading Under the Lights	200
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Marketing

Category	Quantity
Social media scheduled from LibraryAware	4

Meetings & Trainings

6/4	Compensation and Benefits Laws: An Overview of FLSA and FMLA
6/4	Management Meeting
6/12	Stress Management Training
6/17	All Staff Meeting
6/18	Management Meeting
6/26	NoveList Plus Training

Bridges Library System Staff Reports

July 2025

Brittany Larson – Library System Director

Leadership Transition

June and early July have been very busy. The budget process and adjacent county reimbursements are annual and would make this time of year busy enough, but layered over that were time sensitive tasks that only come around every 5 five years or so (lease renewal, delivery contract RFP, and Act 150 committee work). Now that the budget draft is submitted and adjacent county funds have been received, I am shifting focus to the budget presentation portion of this process for both counties which will run from now through the early Fall. I will also be preparing for the start of the Waukesha County Act 150 Committee, which will include research of past committees, handout development, gaining a deeper understanding of current plan nuances, and working with directors to start assessing how the current plan components are holding up. I have been meeting weekly with the other State System Directors, reaching out to the Division of Library and Technologies (soon to be called the Bureau of Libraries) and meeting County staff and officials. I have also been working on holding one-on-one meetings with each Bridges staff member to learn more about staff and system needs. By the next meeting I hope to discuss the establishment of my annual goals with the Board so that there is something to have applied to my end of year evaluation process.

State Updates

There is a reorganization at the state level within the DPI. The Division of Libraries and Technologies will be renamed the Bureau of Libraries. At present there should be no obvious changes to the level of service provided.

Federal Updates

The current iteration of the Federal Budget includes a minimal amount of funds (around \$6 million) to close the IMLS agency. Now Federal subcommittees will begin working on portions of the budget and we will monitor if anything changes. As a reminder, the IMLS agency would need to both be funded and reauthorized to continue its function as we have known it in years past.

Delivery RFP Process

Mellanie and I met with a purchasing analyst for Waukesha County to finish the RFP for the delivery service. It was posted the second week in July and now contractors can submit proposals.

Hoopla Update

Member libraries have been discussing the viability of Hoopla as an econtent provider (ebooks and eaudiobooks primarily). The product allows for instant access and a nice variety of materials, but the pay-per-use model does not integrate well with the public library service model. Most libraries have seen budgets they cannot predict. At this time, the plan is for all member libraries to discontinue

service. Timelines are being established at the July APL meeting. Investments into Overdrive Advantage and a Lucky Day Advantage collection continue to be the new focus.

Kelly Nelson – Coordinator of Library Development

SEWI Partners Meeting & Budget

The Bridges Library System facilitates continuing education opportunities for SEWI, the 5 library systems that comprise the Southeastern Wisconsin region. I held a SEWI Partners meeting in early June, attended by all SEWI partner system directors. We discussed future offerings, communication preferences, remaining LSTA grant funds from the 2024-2025 cycle, and the SEWI budget for 2026.

SEWI LSTA Grant Funds & Scholarships

LSTA Conference Scholarships for the 2024-2025 LSTA grant cycle are ending in July. There will be funds remaining after the close of these scholarships and the SEWI partners made the decision to purchase DiSC Profile Assessments and offer them as scholarships to SEWI Libraries. These assessments are designed to improve teamwork, communication, and productivity in the workplace. The purchase will be made by Prairie Lakes Library System, who is the fiscal agent for this grant.

Upcoming Events

- **SEWI Directors Retreat, August 22nd** – Registration is now open for this daylong event for SEWI Library Directors.
- **SEWI Book Repair Workshops, September 23rd** – Two identical workshops will be offered to help SEWI staff learn book damage prevention tools and simple repairs.

Professional Development

I viewed the *Introducing the New Novelist Experience!* webinar. This tool is used by library staff in recommending book titles to the public and creating readers advisory marketing materials. I plan to demonstrate the platform's new look at the next Bridges Adult Services meeting.

Angela Meyers – Coordinator of Youth and Inclusive Services

Youth Services

Summertime in libraries is the busiest time. I am making the rounds to libraries hosting the various Bridges' sponsored summer library performers. To date, I have visited: Lake Mills for Cookie Decorating with Baby Blues Bakery; Waterloo for J&R Aquatic Animal Rescue; Menomonee Falls for Zack Percell with TNZ Magic; Johnson Creek for Snake Discovery; and Whitewater for Science Heroes. In July,



I'll visit libraries to check on canvas painting with Set Apart Art, James the Magician, and Nerf Games. Libraries are sharing that their program numbers are similar to pre-covid figures and people are enjoying the shows and workshops Bridges has booked for the libraries.

Inclusive Services

Alice Baker Memorial Library in Eagle held the 4th Annual Hug a Horse Memory Cafe at Horse Power Healing Center on June 12th. This was a special memory cafe since it was the first Library Memory Project cafe to be offered in both English and Spanish. In collaboration with the Hispanic Health Resource Center (HHRC) in Waukesha, and utilizing grant funding from Bader Philanthropies, Inc., Bridges Library System provided transportation to 17 participants and 3 staff from the HHRC to Horse Power Healing Center in Eagle. We were also joined by more than 20 Library Memory Project participants and three ADRC Dementia Care Specialists from Waukesha and Jefferson Counties.

Alli from the Eagle library kicked off the event with an introduction and Blanca from HHRC provided the Spanish translation. As each animal was brought out for guests to pet or take pictures with, the animals were introduced in English and Spanish. You could hear people saying something like, "What is the Spanish word for turtle?" and someone would eagerly jump in with "tortuga!" If I had to summarize this event in one word, it would be *joyful*. Many thanks to Alli at Eagle library and Wendy from Horse Power for coordinating this meaningful event.



Pictured are guests from the Hispanic Health Resource Center's memory cafe in Waukesha. Also in the photo is Angela (Bridges), Alli (Eagle library), and Wendy (Horse Power).

Beth Bechtel – Database Management Librarian

Library Visits and Meetings

A Mukwonago Community Library cataloger and I met virtually to discuss that library's options for item codes and standardization of call numbers in adult and children's collections. At the Town Hall Library, I met in person with two cataloging staff and helped as that library begins to add collection codes to their catalog items for the first time. Collection codes help catalog users find materials more easily and provide staff with a better variety of statistics and reports. I visited L.D.Fargo Public Library in Lake Mills to work with staff members who are now using the Leap interface for cataloging instead of the Polaris staff client.

At the CAFÉ Cats virtual meetup this month we talked about ongoing catalog clean-up projects, cataloging AI-generated books, new MARC Fields in some OCLC bib records, and new CAFÉ item codes for adult large print Wonderbooks (print books with built-in audio players).

The Wisconsin Library Association's Technical Services Section meets virtually about five times per year. I attended this month's meeting where topics included preparation for the fall WLA Annual Conference and best practices when cataloging AI-generated materials.

Catalog Updates and Maintenance

In preparation for the Vega Discover catalog, I have been removing from the CAFÉ catalog OverDrive titles that do not offer any holdings. Many of the unused OverDrive records are a result of licenses no longer held for those titles.

Emily Heller – Public Communications Coordinator

Update: "Speak Up for Libraries" Postcard Campaign

Over 2,500 Postcards were returned to MCFLS from across the state for the first wave of mailings! Bridges had the most returned (688 total). We will keep promoting this through July 25th!

MCFLS also sent traffic analytics for the campaign's website: mywisconsinlibrary.org. It is great to see the numbers increasing, meaning we are doing a good job of getting the word out!

Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Mar-25	23	31	267	884	35.44 MB
Apr-25	3553	6035	18761	107472	5.82 GB
May-25	4869	7846	20762	128336	7.24 GB
Jun-25	5184	7952	24253	138763	7.64 GB
Total	13629	21864	64043	375455	20.73 GB

On July 8th, we sent a news release to our media list that we collaborated with MCFLS on. I am also working on coordinating a news story with Bret Lemoine from Fox 6 for July 15th.

Statewide Marketing Cohort

We met on July 8 to discuss the current postcard campaign and potential outcomes and next steps for the fall.

We will also be doing the state promotional stickers for outreach and to help promote Library Card Sign-up Month in September again.



Journey of Dragons: A Library Challenge

We have received 246 prize entry forms so far from participants on the Journey of Dragons quest that solved passwords in June. Winners will be selected and notified soon. All entry forms submitted in June will roll over for July's drawing.

Johnson Creek Public Library had a family complete the full Journey of Dragons Library Challenge on June 24! They visited 22 libraries in 22 days – wow!



Outreach

June 11th: I staffed our table at the Waukesha County Employee Wellness Fair. I shared information on the many services libraries provide with a special focus on Café App, Libby, Udemy courses, Morningstar database and Consumer Reports. There was great attendance this year. I gave away almost all the swag (stickers, magnets, bookmarks, notebooks, pens).



In the News:

- Menomonee Falls Library reduces hours for 2026: [Freeman Article](#)
- Jefferson library debuts space for small groups, individuals: [Daily Union Article](#)
- New Bridges Library System director talks confidence from knowledge: [Freeman Article](#)
- For the Love of Librarians: feature winners of the "I Love My Librarian Award": [Carnegie Libraries Unstacked Newsletter](#)

[News Archives](#)

Google Interior Photo Tours

More 360 photos for Google Profiles are coming up next month and looking to wrap them up in fall.

- Jefferson – August 11
- Delafield – August 14
- Sussex – August 27 (To be confirmed)

June/July Newsletters: Industry standard/goal is 44% Open Rate

Marketing Magic:

- July 3: 62.07% Open Rate
- June 20: 61.36% Open Rate
- June 6: 64.37% Open Rate

Monthly Bridges:

- July: to come
- June 6: 52.19% Open Rate

Monthly Legislators:

- July: to come
- Legislators June 17: 16.67% Open Rate
- Legislators Staff June 17: 34.15% Open Rate