



Library Board of Trustees

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

Monday, May 19, 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/89087483919?pwd=fETZjbliOS36jfGjg2ddiKeRemJqul.1>

Meeting ID: 890 8748 3919

Passcode: A23rhghs

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

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.

WELCOME TO NEW MEMBERS

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 21, 2025 meeting
- [2.](#) Approval of Payment of Invoices for April 2025
- [3.](#) Acknowledgement of Receipt of April 2025 Statistical report
- [4.](#) Acknowledgement of Receipt of Financial reports
- [5.](#) Acknowledgement of Receipt of April 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. Review and approval of revised Internet Use Policy

NEW BUSINESS

- 8. [Demonstration of the library's new website](#)
- 9. [Discussion and possible action concerning the library's social media accounts and continuing to allow public comments](#)
- 10. Review and approval of the Teacher Packs Policy

CONSIDERATIONS / DISCUSSIONS / REPORTS

- 11. Library Director's report
- 12. Assistant Director's report
- 13. Youth Educational Services report
- 14. Programming & Makerspace report
- 15. Bridges Library System Staff reports
- 16. Board reports
 - a) Kathy Retzke will provide an update on the Opt-In Library Cards Project

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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1. Approval of the minutes of the April 21, 2025 meeting
2. Approval of Payment of Invoices for April 2025
3. Acknowledgement of Receipt of April 2025 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of April 2025 Treasurer's reports

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Library Board of Trustees

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312 W Whitewater St., Whitewater, WI, 53190
*In Person and Virtual

Monday, April 21, 2025- 6:30 PM

Minutes

CALL TO ORDER – 6:30 pm

ROLL CALL – Doug Anderson, Camden Harlan, Steven Sahyun, Tara McKenzie-Peotter, Elizabeth Miller, Jennifer Motszko, Kathy Retzke. Library Staff: Diane Jaroch and Rachel Clift

APPROVAL OF AGENDA

Camden Harlan moved, Doug Anderson seconded, and the motion passed

WELCOME TO NEW MEMBERS

Board President Jennifer Motszko gave a welcome. All library board members new and existing gave a self-introduction.

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 17, 2025 meeting
2. Approval of Payment of Invoices for March 2025
3. Acknowledgement of Receipt of March 2025 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of March 2025 Treasurer's reports

Elizabeth Miller moved to approve, Doug Anderson seconded, motion passed

HEARING OF CITIZEN COMMENTS

None

OLD BUSINESS

6. Library Building Project general update
 - *Library was closed April 17th and 18th for new fire panel to be installed, Fire Department tested it on 18th and it passed.*
 - *New water softener and water heater were also installed during the closer, final details were finished on Monday, April 21st.*
 - *Dry wall has been completed in new section.*
 - *Thunder Hearing Loop work will begin in May.*
 - *Phase 3 is expected to start in June.*

- *50% of the contingency budget is remaining, our architect from Studio GC says this is where we want to be budget wise.*
7. Approval to hire the auction company and proceed with the necessary steps needed for placing the card catalog cabinets and antique chairs up for auction
- *Use of Bidding Owl.com was presented*
 - *Pricing provided by Carousel Consignments in Janesville were presented*
 - *Time line for May prep, bidding, and pick up was presented*
 - *Doug Anderson moved to approve, Elizabeth Miller seconded, motion passed.*

NEW BUSINESS

8. Discussion and possible action concerning the money market account at First Citizens
- *Pages 23-27 of the board packet. 2-3 months ago money was moved from First Citizens to ADM due to better interest rates, First Citizens then started to charge us a \$5 a month fee because we were under the minimum of \$2,500.*
 - *Kathy Retzke moved to move \$1,500 from ADM to First Citizens to avoid more fees. Camden Harlan Seconded. Roll call vote was required. All board members voted in favor of the motion.*
9. Discussion and election of 2025 Library Board officers
- *After discussion and nomination, the slate of officers presented for approval was: President- Jennifer Motszko, Vice-President- Doug Anderson, Treasurer- Kathy Retzke, and Secretary- Elizabeth Miller.*
 - *Jennifer Motszko moved to approve the slate of officers, Camden Harlan seconded, motion passed*
10. Approval of officers for the Friends Group
- *Doug Anderson moved to approve the slate of officers for the Friends of the Library, Tara McKenzie-Peotter seconded, motion passed*
11. Review and approval of Internet Use Policy
- *After review, further changes were suggested by the library board. Director Diane Jaroch will make changes and bring the updated policy to the May board meeting for approval.*

CONSIDERATIONS / DISCUSSIONS / REPORTS

12. Library Director's report -*pages 32-34 of Board Agenda, page 35 is annual highlights*
13. Assistant Director's report -*pages 36-37 of Board Agenda*
14. Youth Educational Services report -*pages 38-41 of Board Agenda*
15. Programming & Makerspace report -*pages 42-44 of Board Agenda*
16. Bridges Library System Staff reports -*pages 45-50 of Board Agenda*
17. Board reports -*none*

FUTURE AGENDA ITEMS

- *Internet use policy*
- *Presentation of new website*

CONFIRMATION OF NEXT MEETING *May 19th at 6:30 pm in the Cravath Lakefront Conference Room*

ADJOURNMENT at 7:41 pm

April 2025

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Amazon	n/a	\$ 103.44
Audiovisual-adult	Amazon	n/a	\$ 13.99
Audiovisual-adult	Midwest Tape	506962455	\$ 181.96
Audiovisual-adult	Midwest Tape	507000276	\$ 146.96
Audiovisual-adult	Midwest Tape	507032278	\$ 77.98
Audiovisual-adult	Midwest Tape	507098070	\$ 176.97
Audiovisual-adult	Midwest Tape	507068399	\$ 39.99
			\$ 741.29
Audiovisual-digital	Midwest Tape	507111645	\$ 294.93
Audiovisual-juvenile	Midwest Tape	506962457	\$ 56.72
Audiovisual-juvenile	Midwest Tape	507000278	\$ 64.99
Audiovisual-juvenile	Midwest Tape	506967445	\$ 25.49
Audiovisual-juvenile	Midwest Tape	507068641	\$ 26.99
			\$ 174.19
Books-digital	Midwest Tape	507111645	\$ 43.53
Books-adult	Thrift Books	n/a	\$ 43.27
Books-adult	Thrift Books	n/a	\$ 103.94
Books-adult	Amazon	n/a	\$ 62.16
Books-adult	B&T	2039001081	\$ 1,378.07
Books-adult	Thrift Books	n/a	\$ 127.09
			\$ 1,714.53
Books-juvenile	Ingram	87423725	\$ 58.66
Books-juvenile	Ingram	87674274	\$ 382.29
			\$ 440.95
Building project	Amazon	n/a	\$ 32.77
Building project	The Boxery	n/a	\$ 71.75
Building project	GCM	12345	\$ 1,135.00
Building project	Studio GC	20118B.04	\$ 2,340.39
			\$ 3,579.91
Grounds maintenance	Alsco Uniforms	IMIL2110497	\$ 38.87
Grounds maintenance	Alsco Uniforms	IMIL2114391	\$ 38.87
			\$ 77.74
Material recovery	Unique	6137959	\$ 34.95

April 2025

Office supplies	Amazon	n/a	\$	19.85
Office supplies	Complete Office	904205	\$	155.96
			\$	175.81
Periodicals-adult	APG Southern WI	n/a	\$	39.33
Periodicals-adult	Journal Sentinel	n/a	\$	161.00
			\$	200.33
Professional Development	Library Journal	n/a	\$	374.79
Professional Development	Steve Hargadon	04032025-748	\$	99.00
			\$	473.79
Program supplies-adult	Amazon	n/a	\$	87.26
Program supplies-adult	Amazon	n/a	\$	39.57
			\$	126.83
Program supplies-juvenile	4 Imprint	n/a	\$	267.58
Program supplies-juvenile	The Book Teller	n/a	\$	25.75
Program supplies-juvenile	Amazon	n/a	\$	266.55
Program supplies-juvenile	4 Imprint	n/a	\$	230.75
Program supplies-juvenile	Novel Motion Circus	n/a	\$	463.00
			\$	1,094.03
Travel	Diane Jaroch	n/a	\$	18.76
Travel	Sarah French	n/a	\$	45.22
Travel	Sarah French	n/a	\$	497.61
Travel	Suzanne Haselow	n/a	\$	35.07
			\$	596.66

		City of Whitewater	3,576		
Jefferson County				Dodge County	
	108			City	0
Rural	374			Rural	0
TOTAL	482			TOTAL	0
Rock County				Waukesha County	
City	52			City	8
Rural	495			Rural	1
TOTAL	547			TOTAL	9
Walworth County					
City	1			Other Counties	40
Rural	677				
TOTAL	678			Out of State	0
Dane County					
City	3			Total Nonresident	1,790
Rural	31				
TOTAL	34				
				TOTAL	5,366
	ADULT	3,574	CHILDREN	303	
ACCESS & USAGE		INFORMATION SERVICE			
Days Open	24	Reference	148		
Hours Open	245				
Library Visits	3,487	REGISTRATION			
		Resident	3,576		
		Non-Resident	1,922		
		Total Registered Borrowers	5,498		
OVERDRIVE	1,844	New Users	24	IN-PERSON PROGRAMS	
				Children 0-5 Programs	2
MAKER SPACE	15	INTERLIBRARY LOAN		Attendance	33
		Lending	1,660	Children 6-11 Programs	0
MEETING ROOMS	14	Borrowing	869	Attendance	0
				Children 12-18 Programs	0
HOOPLA		VOLUNTEERS		Attendance	0
Checkouts	141	Participants	1	Adult Programs	1
Cost	\$ 338.46	Hours worked	1	Attendance	17
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	13	Attendance	0
		Items Delivered	133	SELF-DIRECTED PROGRAMS	
Books added	170			Children 0-5 Programs	1
Audio materials added	14	PRE-RECORDED PROGRAMS		Attendance	2
Video materials added	30	Children 0-5 Programs	0	Children 6-11 Programs	2
Other materials added	1	Attendance	0	Attendance	79
		Children 6-11 Programs	0	Children 12-18 Programs	0
Materials withdrawn	14	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
MARCH 31, 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	3,387.05 (129,945.97)	123,437.73
220-11300 INVESTMENTS	35,544.83	125.90	369.18	35,914.01
220-11301 LIBRARY BRD MM-132 732	1,085.10	.00 (9.83)	1,075.27
220-11500 LIBRARY BRD INVESTMENTS CDS	333,963.14	.00	2,285.82	336,248.96
220-12000 ACCOUNTS RECEIVABLE	2,500.00	.00 (2,500.00)	.00
TOTAL ASSETS	626,476.77	3,512.95 (129,800.80)	496,675.97
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
220-21100 ACCOUNTS PAYABLE	5,797.61	25,751.87	20,822.91	26,620.52
220-21106 WAGES CLEARING	26,435.70	.00 (26,435.70)	.00
TOTAL LIABILITIES	32,233.31	25,751.87 (5,612.79)	26,620.52
<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 (22,238.92) (124,188.01) (124,188.01)
BALANCE - CURRENT DATE	.00 (22,238.92) (124,188.01) (124,188.01)
TOTAL FUND EQUITY	594,243.46 (22,238.92) (124,188.01)	470,055.45
TOTAL LIABILITIES AND EQUITY	626,476.77	3,512.95 (129,800.80)	496,675.97

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

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 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	58,386.00	63,463.00	219,768.00	156,305.00	28.9
TOTAL INTERGOVERNMENTAL REVENUE	58,386.00	63,463.00	219,768.00	156,305.00	28.9
<u>FINES & FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	206.11	497.43	3,300.00	2,802.57	15.1
220-45330-55 COPY MACHINE REVENUE	334.60	863.37	4,000.00	3,136.63	21.6
TOTAL FINES & FORFEITURES	540.71	1,360.80	7,300.00	5,939.20	18.6
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	125.90	369.18	706.66	337.48	52.2
220-48105-55 LIBRARY BOARD INTEREST INCOME	.00	2,285.99	.00	(2,285.99)	.0
220-48500-55 DONATIONS	1,169.01	1,214.51	18,000.00	16,785.49	6.8
220-48525-55 GRANT REVENUE	2,000.00	2,000.00	.00	(2,000.00)	.0
220-48600-55 MISC REVENUE	5.75	258.50	400.00	141.50	64.6
TOTAL MISCELLANEOUS REVENUE	3,300.66	6,128.18	19,106.66	12,978.48	32.1
<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	62,227.37	70,951.98	836,124.81	765,172.83	8.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2025

Item 6.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
220-55110-111 WAGES/PERMANENT	23,603.28	66,513.37	313,503.99	246,990.62	21.2
220-55110-114 WAGES/PART-TIME	16,299.93	45,652.72	222,238.35	176,585.63	20.5
220-55110-117 LONGEVITY	.00	.00	2,000.00	2,000.00	.0
220-55110-120 EMPLOYEE BENEFITS	13,319.41	41,440.95	179,591.19	138,150.24	23.1
220-55110-211 PROFESSIONAL DEVELOPMENT	.00	35.00	2,000.00	1,965.00	1.8
220-55110-218 PROFESSIONAL SERV/CONSULTING	.00	.00	1,000.00	1,000.00	.0
220-55110-224 SOFTWARE/HARDWARE MAINTENANCE	655.00	1,887.74	7,209.19	5,321.45	26.2
220-55110-225 TELECOM/INTERNET/COMMUNICATION	413.22	460.73	7,007.46	6,546.73	6.6
220-55110-310 OFFICE & TECHNICAL SUPPLIES	901.73	2,463.59	15,000.00	12,536.41	16.4
220-55110-313 POSTAGE	5.11	19.73	336.63	316.90	5.9
220-55110-319 MATERIAL RECOVERY	23.30	361.15	725.00	363.85	49.8
220-55110-320 SUBSCRIPTIONS/DUES	184.80	428.30	650.00	221.70	65.9
220-55110-321 LIBRARY BOOKS-ADULT	1,859.34	4,921.48	25,000.00	20,078.52	19.7
220-55110-323 LIBRARY BOOKS-JUVENILE	360.46	942.54	6,000.00	5,057.46	15.7
220-55110-324 LIBRARY PERIODICALS-ADULT	156.00	205.35	2,400.00	2,194.65	8.6
220-55110-325 LIBRARY PERIODICALS-JUVENILE	.00	.00	1,000.00	1,000.00	.0
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	341.96	2,231.65	6,500.00	4,268.35	34.3
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	162.97	331.34	2,000.00	1,668.66	16.6
220-55110-330 TRAVEL EXPENSES	54.17	319.62	2,000.00	1,680.38	16.0
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	126.25	126.25	500.00	373.75	25.3
220-55110-332 LIBRARY BOOKS-DIGITAL	3,370.95	3,483.74	4,613.00	1,129.26	75.5
220-55110-333 AUDIO/VISUAL LIBRARY-DIGITAL	296.78	876.62	2,500.00	1,623.38	35.1
220-55110-335 DATABASE SUBSCRIPTIONS	21,590.00	21,590.00	22,000.00	410.00	98.1
220-55110-337 LIBRARY BUILDING PROJECT EXP	38.05	38.05	.00	(38.05)	.0
220-55110-341 PROGRAM SUPPLIES-ADULT	46.50	80.51	3,500.00	3,419.49	2.3
220-55110-342 PROGRAM SUPPLIES-JUVENILE	543.14	543.14	6,000.00	5,456.86	9.1
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	96.50	146.50	.00	(146.50)	.0
220-55110-348 SALES TAX EXPENSE	17.44	29.92	300.00	270.08	10.0
220-55110-350 CONTINGENCIES	.00	.00	300.00	300.00	.0
220-55110-500 LIBRARY BOARD CHECKING	.00	10.00	.00	(10.00)	.0
 TOTAL LIBRARY	 84,466.29	 195,139.99	 836,124.81	 640,984.82	 23.3
 TOTAL FUND EXPENDITURES	 84,466.29	 195,139.99	 836,124.81	 640,984.82	 23.3
 NET REVENUE OVER EXPENDITURES	 (22,238.92)	 (124,188.01)	 .00	 124,188.01	 .0

	Current Month	Received to Date	Est. FY Rev.	% of Total
Fees	\$14.78	\$176.13	\$500.00	35%
Materials Replacement	\$122.94	\$391.29	\$1,000.00	39%
County Reimbursements	\$0.00	\$145,478.50	\$219,768.00	66%
Gifts & Grants	\$453.27	\$1,625.68	\$15,000.00	11%
Copywork	\$12,026.28	\$12,686.68	\$3,000.00	423%
TOTAL	\$12,617.27	\$160,358.29	\$239,268.00	67%

CITY OF WHITEWATER
BALANCE SHEET
MAY 31, 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	(33,207.34)	(170,614.48)	82,769.22
220-11300 INVESTMENTS	35,544.83	.00	495.52	36,040.35
220-11301 LIBRARY BRD MM-132 732	1,085.10	.00	(9.83)	1,075.27
220-11500 LIBRARY BRD INVESTMENTS CDS	333,963.14	.00	2,285.82	336,248.96
220-12000 ACCOUNTS RECEIVABLE	2,500.00	.00	(2,500.00)	.00
TOTAL ASSETS	626,476.77	(33,207.34)	(170,342.97)	456,133.80
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
220-21100 ACCOUNTS PAYABLE	5,797.61	(3,541.84)	(7,695.13)	(1,897.52)
220-21106 WAGES CLEARING	26,435.70	.00	(26,435.70)	.00
TOTAL LIABILITIES	32,233.31	(3,541.84)	(34,130.83)	(1,897.52)
<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	(29,665.50)	(136,212.14)	(136,212.14)
BALANCE - CURRENT DATE	.00	(29,665.50)	(136,212.14)	(136,212.14)
TOTAL FUND EQUITY	594,243.46	(29,665.50)	(136,212.14)	458,031.32
TOTAL LIABILITIES AND EQUITY	626,476.77	(33,207.34)	(170,342.97)	456,133.80

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 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	82,123.50	145,586.50	219,768.00	74,181.50	66.3
TOTAL INTERGOVERNMENTAL REVENUE	82,123.50	145,586.50	219,768.00	74,181.50	66.3
<u>FINES & FORFEITURES</u>					
220-45310-55 LOST MATERIAL FINE	24.00	521.43	3,300.00	2,778.57	15.8
220-45330-55 COPY MACHINE REVENUE	321.95	1,185.32	4,000.00	2,814.68	29.6
TOTAL FINES & FORFEITURES	345.95	1,706.75	7,300.00	5,593.25	23.4
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55 INTEREST INCOME	126.34	495.52	706.66	211.14	70.1
220-48105-55 LIBRARY BOARD INTEREST INCOME	.00	2,285.99	.00	(2,285.99)	.0
220-48500-55 DONATIONS	453.27	1,667.78	18,000.00	16,332.22	9.3
220-48525-55 GRANT REVENUE	.00	2,000.00	.00	(2,000.00)	.0
220-48600-55 MISC REVENUE	2.60	261.10	400.00	138.90	65.3
TOTAL MISCELLANEOUS REVENUE	582.21	6,710.39	19,106.66	12,396.27	35.1
<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	83,051.66	154,003.64	836,124.81	682,121.17	18.4

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 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	23,603.28	90,116.65	313,503.99	223,387.34	28.7
220-55110-114 WAGES/PART-TIME	16,783.83	62,436.55	222,238.35	159,801.80	28.1
220-55110-117 LONGEVITY	.00	.00	2,000.00	2,000.00	.0
220-55110-120 EMPLOYEE BENEFITS	17,714.76	59,155.71	179,591.19	120,435.48	32.9
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	.00	2,361.74	7,209.19	4,847.45	32.8
220-55110-225 TELECOM/INTERNET/COMMUNICATION	113.39	797.72	7,007.46	6,209.74	11.4
220-55110-310 OFFICE & TECHNICAL SUPPLIES	99.87	2,966.12	15,000.00	12,033.88	19.8
220-55110-313 POSTAGE	5.11	24.84	336.63	311.79	7.4
220-55110-319 MATERIAL RECOVERY	34.95	396.10	725.00	328.90	54.6
220-55110-320 SUBSCRIPTIONS/DUES	.00	428.30	650.00	221.70	65.9
220-55110-321 LIBRARY BOOKS-ADULT	.00	7,158.07	25,000.00	17,841.93	28.6
220-55110-323 LIBRARY BOOKS-JUVENILE	.00	1,511.64	6,000.00	4,488.36	25.2
220-55110-324 LIBRARY PERIODICALS-ADULT	.00	244.68	2,400.00	2,155.32	10.2
220-55110-325 LIBRARY PERIODICALS-JUVENILE	.00	.00	1,000.00	1,000.00	.0
220-55110-326 AUDIO/VISUAL LIBRARY-ADULT	623.86	3,105.97	6,500.00	3,394.03	47.8
220-55110-327 AUDIO/VISUAL LIBRARY-JUVENIL	174.19	505.53	2,000.00	1,494.47	25.3
220-55110-330 TRAVEL EXPENSES	24.99	344.61	2,000.00	1,655.39	17.2
220-55110-331 PROMOTIONS/ADS-PUBLIC ED	.00	186.00	500.00	314.00	37.2
220-55110-332 LIBRARY BOOKS-DIGITAL	43.53	3,527.27	4,613.00	1,085.73	76.5
220-55110-333 AUDIO/VISUAL LIBRARY-DIGITAL	294.93	1,171.55	2,500.00	1,328.45	46.9
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	.00	361.02	3,500.00	3,138.98	10.3
220-55110-342 PROGRAM SUPPLIES-JUVENILE	463.00	1,377.40	6,000.00	4,622.60	23.0
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
220-55110-347 LIBRARY USE OF GRANTS EXPENSE	.00	146.50	.00	(146.50)	.0
220-55110-348 SALES TAX EXPENSE	16.78	46.70	300.00	253.30	15.6
220-55110-350 CONTINGENCIES	.00	.00	300.00	300.00	.0
220-55110-500 LIBRARY BOARD CHECKING	.00	10.00	.00	(10.00)	.0
TOTAL LIBRARY	59,996.47	260,550.28	836,124.81	575,574.53	31.2
TOTAL FUND EXPENDITURES	59,996.47	260,550.28	836,124.81	575,574.53	31.2
NET REVENUE OVER EXPENDITURES	23,055.19	(106,546.64)	.00	106,546.64	.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 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	785.12	2,637.67	11,131.25	8,493.58	23.7
100-55111-118 UNIFORM ALLOWANCES	.00	.00	27.00	27.00	.0
100-55111-150 MEDICARE TAX/CITY SHARE	12.41	50.36	175.63	125.27	28.7
100-55111-151 SOCIAL SECURITY/CITY SHARE	53.11	215.41	750.96	535.55	28.7
100-55111-152 RETIREMENT	54.57	219.87	775.50	555.63	28.4
100-55111-153 HEALTH INSURANCE	72.00	312.00	864.00	552.00	36.1
100-55111-154 HRA-LIFE STYLE ACCT EXPENSE	.00	75.00	90.00	15.00	83.3
100-55111-155 WORKERS COMPENSATION	16.80	67.69	214.11	146.42	31.6
100-55111-156 LIFE INSURANCE	.13	.54	3.79	3.25	14.3
100-55111-158 UNEMPLOYMENT COMPENSATION	.00	.00	204.00	204.00	.0
100-55111-221 WATER & SEWER	433.71	1,274.47	2,856.00	1,581.53	44.6
100-55111-222 ELECTRICITY	1,027.34	3,310.29	13,600.00	10,289.71	24.3
100-55111-223 NATURAL GAS	372.27	2,061.74	4,545.00	2,483.26	45.4
100-55111-244 HVAC	.00	1,031.83	1,262.50	230.67	81.7
100-55111-245 FACILITY IMPROVEMENTS	.00	.00	3,060.00	3,060.00	.0
100-55111-246 JANITORIAL SERVICES	.00	3,777.00	16,380.00	12,603.00	23.1
100-55111-355 REPAIR & SUPPLIES	77.74	3,695.97	2,040.00	(1,655.97)	181.2
TOTAL YOUNG LIBRARY BUILDING	2,905.20	18,729.84	57,979.74	39,249.90	32.3
TOTAL FUND EXPENDITURES	2,905.20	18,729.84	57,979.74	39,249.90	32.3
NET REVENUE OVER EXPENDITURES	(2,905.20)	(18,729.84)	(57,979.74)	(39,249.90)	(32.3)

First Citizens State Bank, 207 W. Main St., PO Box 177, Whitewater, WI 53190					
Municipal Account (Non-interest bearing) #132732 262-473-2112					
DATE	Activity		Interest/Dep	Withdrawal	Balance
12.31.24	Balance				\$1,085.10
1.31.25	Interest		\$0.09		\$1,085.19
1.31.25	Service Charge			-\$5.00	\$1,080.19
2.28.25	Interest		\$0.08		\$1,080.27
2.28.25	Service Charge			-\$5.00	\$1,075.27
3.31.25	Interest		\$0.09		\$1,075.36
3.31.25	Service Charge			-\$5.00	\$1,070.36
4.29.25	Refund of two service charges		\$10.00		\$1,080.36
ADM - American Deposit Management Company CIRVIN01					
W220 N3451 Springdale Road, Pewaukee, WI 53072					
Date	Activity		Interest/Dep	Withdrawal	Balance
12.31.24	Balance				\$333,963.14
1.31.25	Interest 4.3%		\$1,180.31		\$335,143.45
2.28.25	Interest 4.3%		\$1,105.51		\$336,248.96
3.31.25	Interest 4.28%		\$1,182.86		\$337,431.82
4.30.25	Interest 4.28%		\$1,187.02		\$338,618.84

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

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IMPORTANT NOTICE: FEE CHANGES

Please note, on June 1, 2025, the following fee changes will take effect:

- Stop Payment fee will increase from \$24.00 to \$25.00

- ACH Request: Setup fee \$5.00 and changes \$5.00

These adjustments ensure we can continue providing reliable and secure services. Thank you for banking with us!

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MUNICIPAL ACCOUNT 132732

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DESCRIPTION	DEBITS	CREDITS	DATE	BALANCE
BALANCE LAST STATEMENT			03/31/25	1,070.36
Refund Service Charges \$5.00 x 2		10.00	04/29/25	1,080.36
BALANCE THIS STATEMENT			04/30/25	1,080.36

TOTAL DAYS IN STATEMENT PERIOD 04/01/25 THROUGH 04/30/25: 30

TOTAL CREDITS (1) 10.00

TOTAL DEBITS (0) .00

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

INTEREST PAID 2025: .26

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

*	TOTAL FOR	TOTAL	*
*	THIS PERIOD	YEAR TO DATE	*

* TOTAL OVERDRAFT FEES:	\$.00	\$.00	*

* TOTAL RETURNED ITEM FEES:	\$.00	\$.00	*

- END OF STATEMENT -



May 06, 2025

Statement Period:

April 01, 2025 - April 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	\$ 337,431.82	\$ 1,187.02	4.28 %



Balance Summary

Beginning Balance:	\$	337,431.82
Total Deposits:	\$	1,187.02
Total Withdrawals:	\$	0.00
Ending Balance:	\$	338,618.84
Average Balance:	\$	337,431.82

Transaction Detail

DEPOSITS

Date	Description	Amount
04/30/2025	Accrued Interest Earned	\$ 1,187.02
Total Deposits:		\$ 1,187.02

Summary of Financial Institutions

FDIC/ NCUA	Name	Balance
24077	Altra, FCU	\$ 3,372.69
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	\$ 4,105.50
3832	Old National Bank	\$ 1,411.41
59112	Studio Bank	\$ 2,588.14
6560	The Huntington National Bank - Repurchase Agreement	\$ 1,187.02
18344	UBank (TX)	\$ 2,894.56
18344	UBank (TX)	\$ 1,180.31
26626	United Texas Bank	\$ 1,375.27
18221	Webster Bank, NA	\$ 1,500.00
Ending Balance:		\$ 338,618.84

American Deposit Management LLC applied a period ending Mar 2025 Deposit Advisory Fee of \$77.61 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 Mar 2025, the Program Fee of 0.04 was applied to gross earnings of \$1,312.99 for a total of \$52.52.

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).





Irvin L. Young Memorial Library

INTERNET USE POLICY

In keeping with the mission to make accessible the broadest possible range of information in a variety of formats, the Irvin L. Young Memorial Library provides public access to the Internet.

The Internet offers a wealth of educational, recreational, and cultural information that vastly increases the resources available to library users. It is the user's responsibility to choose which resources to access. Be aware that the Internet is unregulated and materials accessible through it may be inaccurate, incomplete, outdated, biased, inappropriate, or offensive. Since the library has no control over the content, individuals use it at their own risk. Users are cautioned to access and evaluate materials online as they would a printed resource.

The library has no obligation to monitor the information presented on the Internet; however, patrons using the Internet agree that the library has the right to monitor the Internet from time to time and to disclose any information necessary to satisfy any law, regulation, court order, other governmental request, or operational necessity.

I. User Responsibilities and Ethical Use

Responsible, ethical use of such resources includes the following:

- ~~Signing Internet user card which will be placed on file at the library.~~
- Receiving and acknowledging the library's Internet Use Policy.

--Using resources for educational, informational and recreational purposes only: not for unauthorized, illegal or unethical purposes.

--Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.

--Further respecting the privacy of others using the library's WiFi by not interfering with their use.



Irvin L. Young Memorial Library

INTERNET USE POLICY

--Not attempting in any way to alter, damage, abuse, or sabotage computer equipment or software, alter configurations, or install any software.

--Making only authorized copies of copyrighted or licensed software or data.

--Not sending, receiving, or displaying text or graphics which may reasonably be construed as obscene. Users may not use library ~~terminals~~ **equipment** for any activity that is deliberately offensive or creates an intimidating or hostile environment.

II. Use by Minor Children

Children under the age of 18 must have ~~signed~~ parental permission to use the Internet.

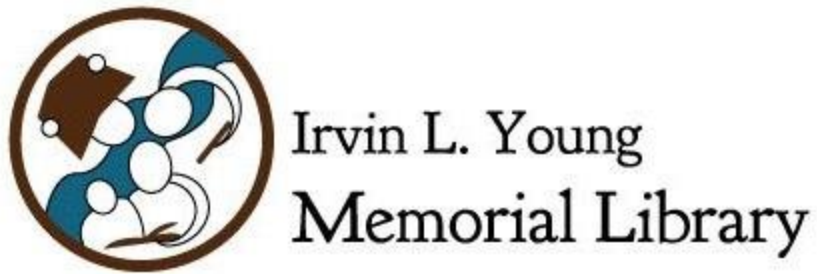
The library assumes no responsibility for the use of the Internet by children. It is not possible for library staff to control specific information children and youth may locate on the Internet. Just as libraries do not vouch for or endorse the viewpoints of written material in their collections, they do not do so for electronic information. Selection policies which serve to govern a library's purchase of written materials may not apply to material accessed electronically. It is the responsibility of the user (or the parent/guardian) to determine what is appropriate.

~~Library staff will instruct juveniles to choose another Internet site or terminate the Internet session if they are observed viewing a site that might be considered unsuitable for juveniles. Failure to comply with these instructions will result in termination of computer use.~~

III. Consequences of Infraction of Rules

Users are liable for costs arising from malicious damage to library equipment or software.

Failure to comply with library policy may result in, but not be limited to, suspension of computer privileges at the library. Illegal use of library Internet work stations could be subject to prosecution under State or Federal law.



INTERNET USE POLICY

Habitual infractions will result in permanent loss of privileges to use library equipment.

IV. Assistance

Library staff is available to assist in use of Internet resources, as needed, as time permits, but may not be familiar with every application. Because of the many different Internet applications available, it is not possible to provide complete technical support.

V. Disclaimer

The Copyright Law of the United States (Title 17, United States Code) governs the reproduction, distribution, adaptation, public performance, and public display of copyrighted material. Responsibility for any possible copyright infringement lies solely with the user; the library disclaims any responsibility or liability resulting thereof.

Displaying of sexually suggestive objects or pictures could be in violation of State or Federal obscenity laws.

The user agrees to hold the library harmless from any claims, losses, damages, obligations, or liabilities relating to the use of information obtained from the electronic information system at the library.

Software downloaded from the Internet may contain a virus. Users are cautioned to have virus-checking software on their computers. The library is not responsible for damage to a user's device or computer, or for any loss of data, damage, or liability that may occur from an individual's use of the library's Internet services.



Irvin L. Young Memorial Library

TEACHER PACKS POLICY

Teacher packs are **library** materials put together by the Youth Educational Services Librarian for ~~area~~ **local** educators. **Eligible** educators include teachers, homeschool providers, and childcare providers **who work within the boundaries of the Whitewater Unified School District.**

1. The Youth Educational Services Librarian will select up to 20 age appropriate materials **total. by subject. Requests can consist of multiple titles on a particular subject or multiple copies of a single title.**
2. We cannot guarantee specific title requests or a certain amount of titles per subject due to seasonal demand.
3. We can place holds on ~~materials~~ **multiple copies of the same title.**
4. All materials in packs are subject to the library's [borrowing policy](#). The Library does not charge overdue fines on materials.
5. Loss and/or damage of library materials is the responsibility of the borrower i.e. the teacher, homeschool provider or childcare provider. **This may include repair and/or replacement costs. This applies even if an educator allows students to use library materials outside of their classroom.** The Library will bill for replacement costs for any items that have not been returned more than 30 days past the final overdue notice.
- 6. We require two weeks' notice for requests.**
7. You will be contacted once your pack is complete. You will have 7 days to pick it up.
8. Please be as specific as possible with requests when filling out the online form.

NOTES

~~Teachers can allow students to remove these items from their classroom at their discretion. The teacher is still responsible for lost or damaged items.~~

DIRECTOR'S REPORT
April 2025

I. ADMINISTRATION

- a. Work orders submitted in April.
 - i. The battery needed replacing on one of the public laptops.
 - ii. The wireless access point near the old staff entrance needed to be moved due to construction.
 - iii. Two pieces of software needed to be reinstalled on one of the circulation desk computers.
 - iv. One of the laptops for patron use was not connecting to the internet.
 - v. The door to the new sprinkler room in the children's area was unlocked.
 - vi. The Envisionware software needed to be installed on staff computers.
 - vii. The docking station for a staff laptop needed to be exchanged.

II. BUDGET

- a. I met with the Head of Finance to discuss any Capital Improvement Projects anticipated for the library for 2025-2026.

III. PERSONNEL

- a. Staff have completed their mandatory CIVMIC trainings.
- b. Sarah French is applying for the WiLS Ideas to Action Fund grant for \$5,000. This grant assists member organizations in bringing their project ideas to life.

IV. LIBRARY COLLECTION

- a. Staff continues to work on weeding the collection prior to Phase 3 of the construction project.

V. PUBLIC AND COMMUNITY RELATIONS

- a. On Thursday, April 24th, Rachel Clift and Sarah French attended the Community-Based Learning annual breakfast held at the UW-Whitewater campus.
- b. We had 6 student volunteers on April 25th for Make a Difference Day. The volunteers assisted with packing up and moving boxes of books and other items to the basement for storage during Phase 3 of the Library Expansion & Renovation Project.
- c. A press release was submitted to the Whitewater Banner announcing the two-hour opening delay on Thursday May 8th and 15th.

VI. LIBRARY BOARD RELATIONS

- a. Jennifer and I continue to attend meetings with the architect and construction company concerning the building and furnishings.
- b. I have conducted new trustee orientations for Tara and Elizabeth.

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 bi-monthly Team meetings at city hall.
- c. I continue to attend weekly staff meetings with Rachel Clift, Deana Rolfsmeyer, and Sarah French.
- d. I met with the City Manager once in April.
- e. Rachel Clift and I met with Kelly Nelson, the new Coordinator of Library Development from Bridges Library system on May 9th. Kelly is visiting all of the libraries in the system, and we were the first library she visited.
- f. I attended the APL meeting at the New Berlin Public Library on May 13th.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed the CIVMIC trainings that all city staff were assigned.
- b. I attended the training "Managing the 12 Most Challenging Library Employees: A Library Supervisor's Survival Guide" with Dr. Steve Albrecht on April 24th.

IX. STRATEGIC PLAN

- a. Sarah French collaborated with the Whitewater Arts Alliance to provide a Flowerpot Painting Program for the residents of Mulberry Glen.

CAPITAL CAMPAIGN

- b. We continue to received pledge donations.

Adult Services Report: May 2025

- Recent increase in computer help, after remodel we should consider some 'basic' or 'intro to' technology classes.
- Bidding is happening now!
- Posters for bidding and summer reading were put up in various places across Whitewater.

Collection Development:

- Purchasing for Adult Non-fiction, Adult audiobooks, Adult music CDs, and Adult movies and tv series is going well.
- Lucky Day collection continues to be a popular collection and is added to weekly after a high holds report is run.
- New month means new displays! Displays are updated monthly and focus on holidays or national celebrations during that month. New Collection Displays in May were for: 'National fitness day', 'National tourism day', and 'National paranormal day'.

Meetings Attended:

- April 23rd: Construction meeting with Miron Construction and Studio GC
- April 23rd: Construction follow up meeting with Diane and Studio GC
- April 23rd: Staff meeting with Deana, Sarah, and Diane
- April 30th: Construction meeting with Miron Construction and Studio GC
- April 30th: Construction follow up meeting with Diane and Studio GC
- April 30th: Staff meeting with Deana, Sarah, and Diane
- May 1st: Meeting with Sarah French
- May 5th: Performance Evaluation Training via City of Whitewater
- May 6th: Construction meeting with Miron Construction and Studio GC
- May 6th: Construction follow up meeting with Diane and Studio GC
- May 7th: Staff meeting with Deana, Sarah, and Diane
- May 9th: Meeting with Kelly from Bridges Library System
- May 12th: Library Moving Company Discussion with Diane, Studio GC, and Jennifer.

Webinars and Trainings:

- "Building Community Partnerships and Inclusive Opportunities" via ALA
- "Leadership strategies for building connection and defusing difficult situations" via WebJunction
- "Beyond the Pizza Party": A Panel Discussion on how to Maintain Staff Morale' via Ryan Dowd

Youth Services Report

May 2025

Completed Tasks

- Drafted a new library card application to reflect new procedures and spatial needs in the new library.
- Surveyed cohort libraries to determine appropriate programming numbers for our library and to generate new programming ideas. The assessment is included in this month's report.

Monthly Statistics	
Item or Event	Qty
Materials Ordered	45
Books Cataloged	35
Materials Weeded	3
Materials Reorganized	48
National Parks Scavenger Hunt	19
1000 Books before Kindergarten	2
Reference/Tech Assistance	2
Displays	2
Marketing Material Created	7
International Children's Day	129
4K Registration	76
UWCC Storytime	10
Reader's Advisory	1

Meetings & Trainings	
4/2	Management meeting
4/16	Libby Training
4/16	Management meeting
4/21	Vega Training
4/21	Infosec Training
4/23	Management meeting
4/30	Management meeting

Cohort Libraries Programming Assessment

01. Overview

This project was undertaken to determine an appropriate quantity of programs based on the Irvin L. Young Memorial Library's current staffing and budget.

The first step was to use annual report data to determine who our cohort libraries were. The most recent data is from 2023. 24 libraries were selected as cohort libraries. Nine were selected based on a similar service population (15,000-19,999). An additional 15 were selected based on a similar number of Full Time Equivalent (FTE) staff (9-11 FTE). The number of FTE a library has is determined by how many staff hours add up to full time positions.

A short survey was created and emailed to all 24 libraries. The survey was brief and focused on the amount of staff members allocated to programming, what kinds of programming they offer, and the amount of budget allocated to programming.

Of the 24 libraries, 11 responded. Their responses were recorded in a spreadsheet and comparisons were generated. In addition, the programming calendar for each of the respondents was analyzed.

02. Key findings

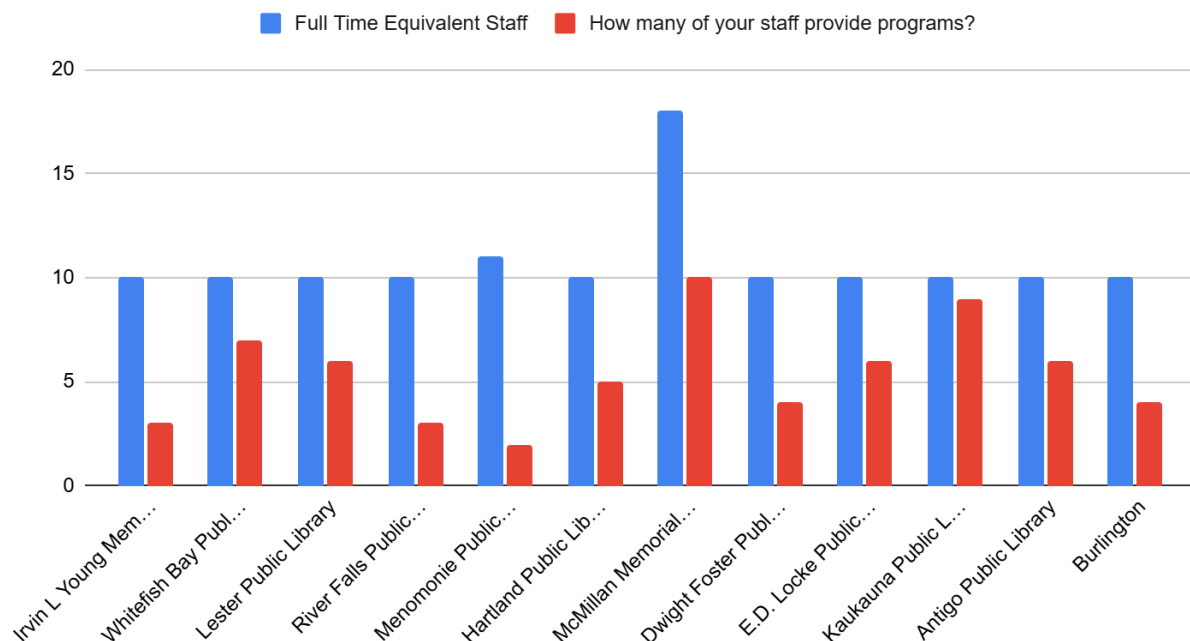
Of the 11 libraries surveyed, our library had the lowest number of programs and the second lowest number of staff conducting programs. Our budget is in the middle of our cohort.

Common programs include storytimes, LEGO clubs, book clubs, STEAM programs, and teen hangouts.

Libraries with high programming numbers tended to have regular, consistent programming rather than unique, one-time events. For example, Burlington hosted over 900 programs in 2023. They offer six weekly storytimes and four adult book clubs per month.

None of this data includes passive programming or outreach. It also does not reflect how duties such as desk time, collection management, or marketing are distributed amongst the staff.

How Many Programmers Per FTE



03. Solutions

Based on current staffing levels, 300-350 programs per year would be the maximum number of programs appropriate for our library.

In order to meet increased programming goals, the youth services department will be adding bi-weekly preschool programming in addition to our weekly storytime, introducing weekly family and teen programming, and adding three monthly children's programs.

Adult programming goals will be set by the new assistant director.

Sorted by Number of Staff Providing Programs					
Library	Service Population	Full Time Equivalent Staff	How many of your staff provide programs?	Total Number of programs in 2023	What is your programming budget?
River Falls Public Library	16,840	10	10	312	\$7,500
McMillan Memorial Library	18,655	18	10	442	\$47,000
Kaukauna Public Library	17,701	10	9	642	\$6,000
Whitefish Bay Public Library	14,782	10	7	211	\$13,000
Antigo Public Library	19,311	10	6	660	\$2,300
E.D. Locke Public Library	9,625	10	6	553	Varies
Lester Public Library	11,150	10	6	293	\$12,000
Hartland Public Library	10,084	10	5	365	Not provided
Burlington	11,098	10	4	952	\$12,000
Dwight Foster Public Library	12,502	10	4	447	\$11,750
Irvin L Young Memorial Library	15,816	10	3	175	\$12,000
Menomonie Public Library	19,311	11	2	349	\$3,000

Programming & Makerspace Librarian Report

Item 16.

Sarah French

May 2025

Programs:

4/19: Music & Art Wonder Club with Noelle Larson (20)

4/21: Tea of the Month (36)

Month of April: Citizen Science Bingo (1)

Month of April: Community Puzzle Piece Mural (31)

5/2: Flowerpot painting at Mulberry Glen w/WW Arts Alliance (14)

5/5: Kids take/make craft – Kindness Sunflower (60)

Month of May: Seed Packet giveaway (50)

Upcoming Programs:

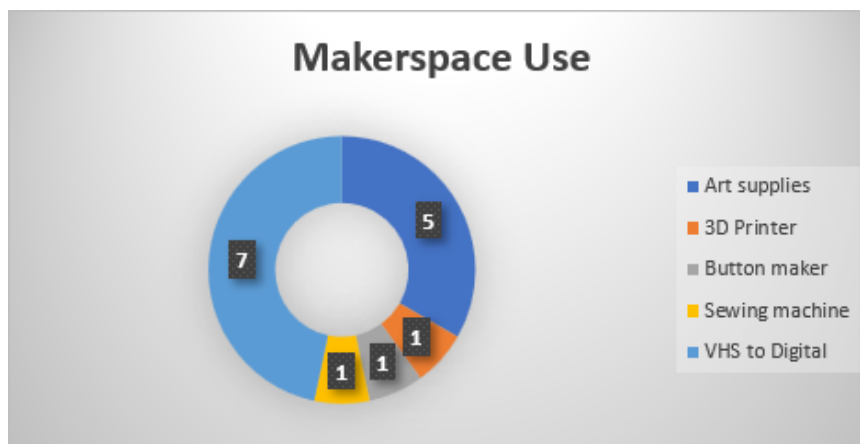
5/14: Community Helpers Storytime with a police officer

5/19: Tea of the Month Club

5/22: Financial Education Games for Homeschool Families

5/30-31: Whitewater Storytelling Festival. The library will be providing a Story Stroll on both days and Flowerpot Painting on Saturday, along with tabling and general help with the event.

June 9-August 1: Summer Reading Program! Lots of events planned. See the library's events calendar.



Makerspace Appointments: .5 hours

Total Makerspace Use: 15 (note that this number reflects only people who sign in; many don't)

Item 16.

Equipment & Technology:

- Upgraded the cassette player. Ours was very old and didn't always work properly. The new cassette player has a built-in converter to .mp3 files, which will be much easier for patrons.
- I updated one of our old iPads and it will now be used at the circulation desk so that staff can easily help patrons reserve rooms and equipment.

Donations:

- \$40 from a patron who was grateful for the VHS to digital conversion equipment.
- Donna Benedict donated a solid oak floor loom for the Makerspace worth several thousand dollars. Her husband was Albert Benedict, a local artist. She also donated one of his large ceramic sculptures, which we will put on display in the new library.

Strategic Goals:

- Completed the Strategic Goal 3 activity - attending the Community Voices training.
- Continued work on Strategic Goal 4 - Friends of the Library revitalization
- Continued work on Strategic Goal 2 – new library website

Other Updates:

- The gift card drawing for National Library Week had 48 participants. The winner received a \$25 gift card from The Book Teller.
- Completed the Bridges 2025 Library Improvement and Innovation Noncompetitive Grant Application. Potential \$2500 for the hearing loop installation.
- I attended the Partners in Community-Based Learning Community Breakfast at UW-Whitewater. I spoke with several potential partners about various initiatives that we can create at the library in the future. It was a very rewarding meeting, and a lot of contacts were made and ideas shared. Next steps will be further communication with potential partners.
- Working on building our homepage on Vega, which is the new library catalog interface that is being implemented through Bridges.
- Ended the Makerspace survey and assessed the results (see attached report).

Meetings

- 4/16: Management meeting
- 4/23: Management meeting
- 4/25: WLA Children's Book Award Committee meeting
- 4/30: Management meeting
- 5/1: Meeting with Rachel

- 5/1: Interview with the Libraries and Resilient Communities Project (LARC) for a research project
- 5/5: Library Makers Ambassador meeting
- 5/7: Management meeting

Item 16.

Professional Development:

- *Community Voices* training with Bridges
- *Libby for Every Reader* training
- Vega catalog trainings
- *Fundamentals of Library Supervision* by Beth McNeil (ALA Editions, 2017)
- “Beyond the Pizza Party”: A Panel Discussion on how to Maintain Staff Morale
- NEOGOV Emerging Leader Certification Program Sessions:
 - *Internal Communication for Leaders*
- *Lead the Way: Libraries at the Heart of Community Engagement* Conference sessions:
 - Opening Keynote with Kathy Barri: Ginanda Gikendaasomin Agindaasoowigamig
 - Creating Infrastructure to Support Safe & Meaningful Programming
 - Friends for a Season, Friends for a Reason: Building Resilient Library Partnerships
 - Harnessing Civic Engagement Through Library Initiatives
 - Radical Librarianship: From Theory to Practice
 - Roundtable Discussion: Community Partnerships – Creating and Maintaining Partnerships Respectfully and Responsibly.
 - Serving Seniors: Community Partnership and Outreach with Senior Living Facilities
 - Closing Keynote with Steven Jackson: A Restorative Approach to Community Engagement
 - First Nations Cultural Landscape Tour



Irvin L. Young
Memorial Library

Item 16.

MAKERSPACE SURVEY

REPORT

Assessing Community Needs



Presented By :
Sarah French
Programming & Makerspace Librarian

May 2025

SURVEY OVERVIEW



A makerspace survey was conducted to help the library understand what the community would like to see in the new Makerspace. The survey ran from March 1-April 30, 2025 and was offered in both online and paper formats.

Target Audience:

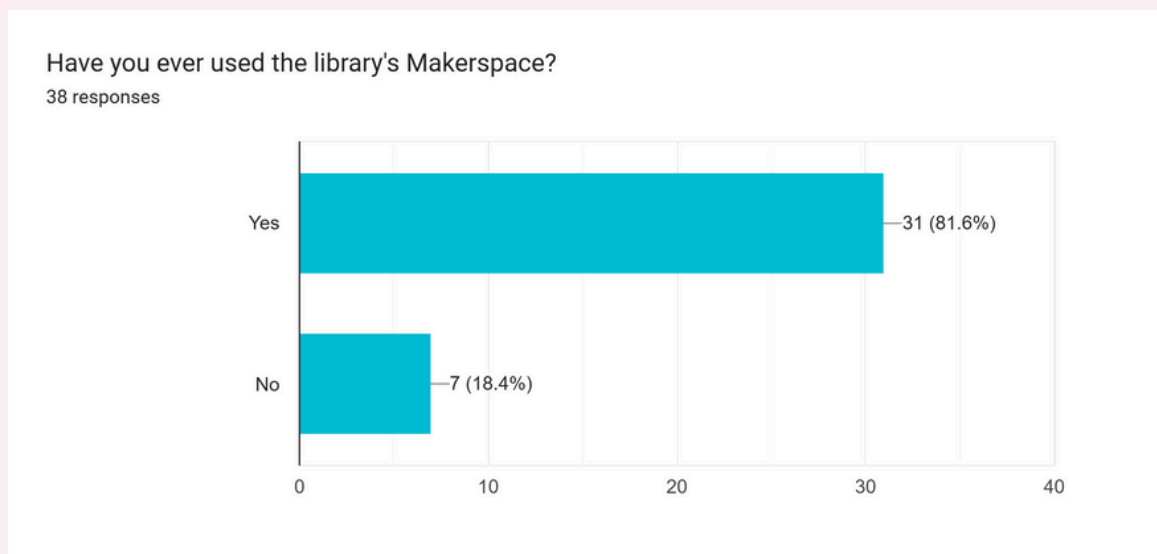
- Lives in Whitewater or surrounding areas.
- Have visited the Irvin L. Young Memorial Library within the past twelve months.
- Have used the library's Makerspace in the past or are interested in using the Makerspace in the future.



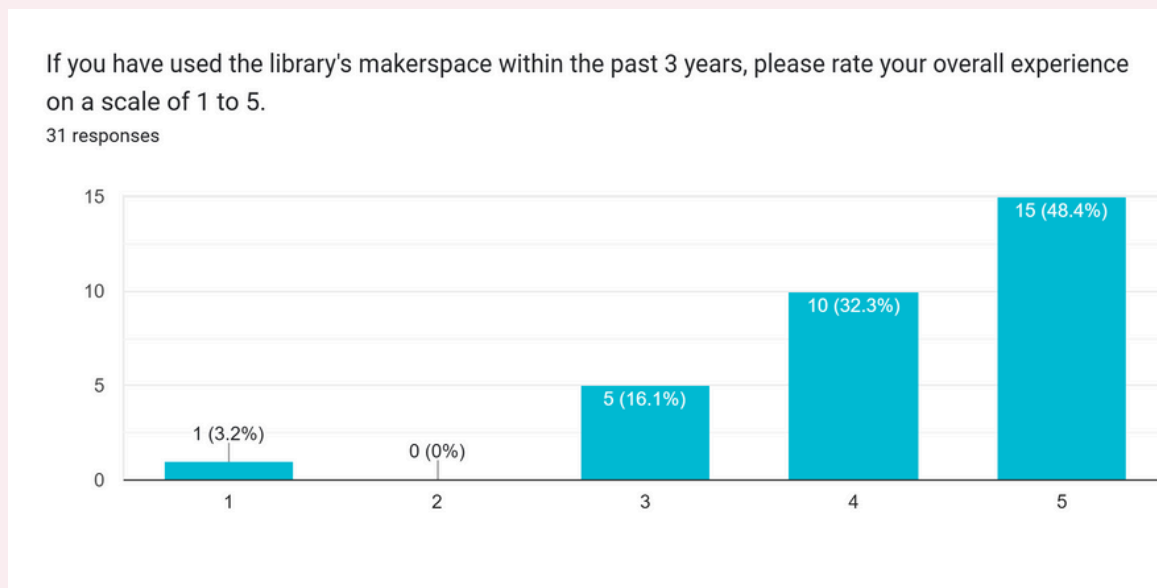
USER EXPERIENCE

The survey received 34 online responses and 4 paper responses for a total of 38 responses.

82% of respondents have used the library's makerspace in the past.



81% of survey respondents rated the **current** overall Makerspace experience at a 4 or 5 out of 5.

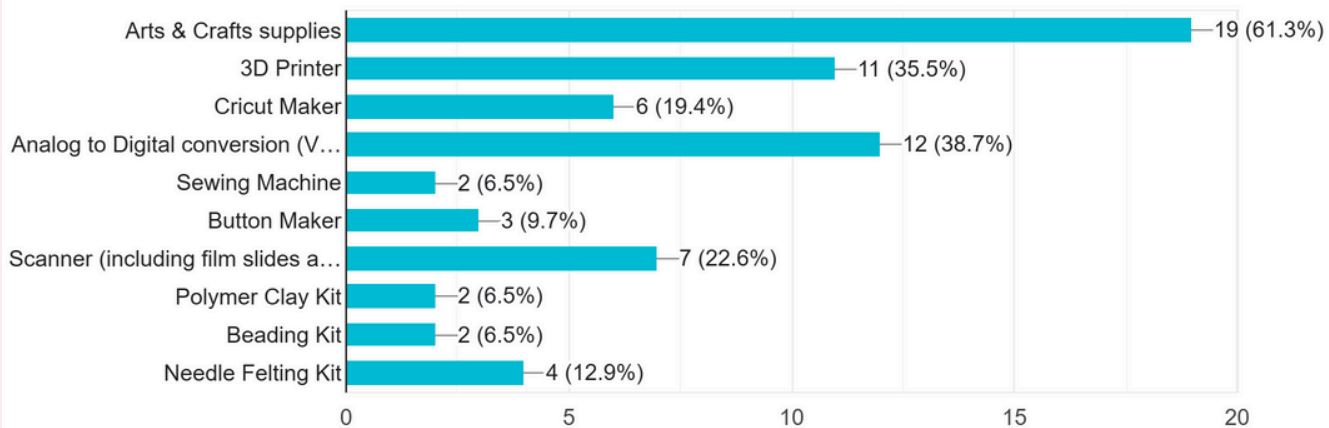


CURRENT USAGE



If you answered yes to the question above, how have you used the Makerspace in the past? Check all boxes that apply.

31 responses



How are makerspace users currently utilizing the space?

Arts and Crafts supplies, the 3D Printer, and Analog to Digital equipment are the top usages from respondents. This aligns with data tracked from monthly reports as well.

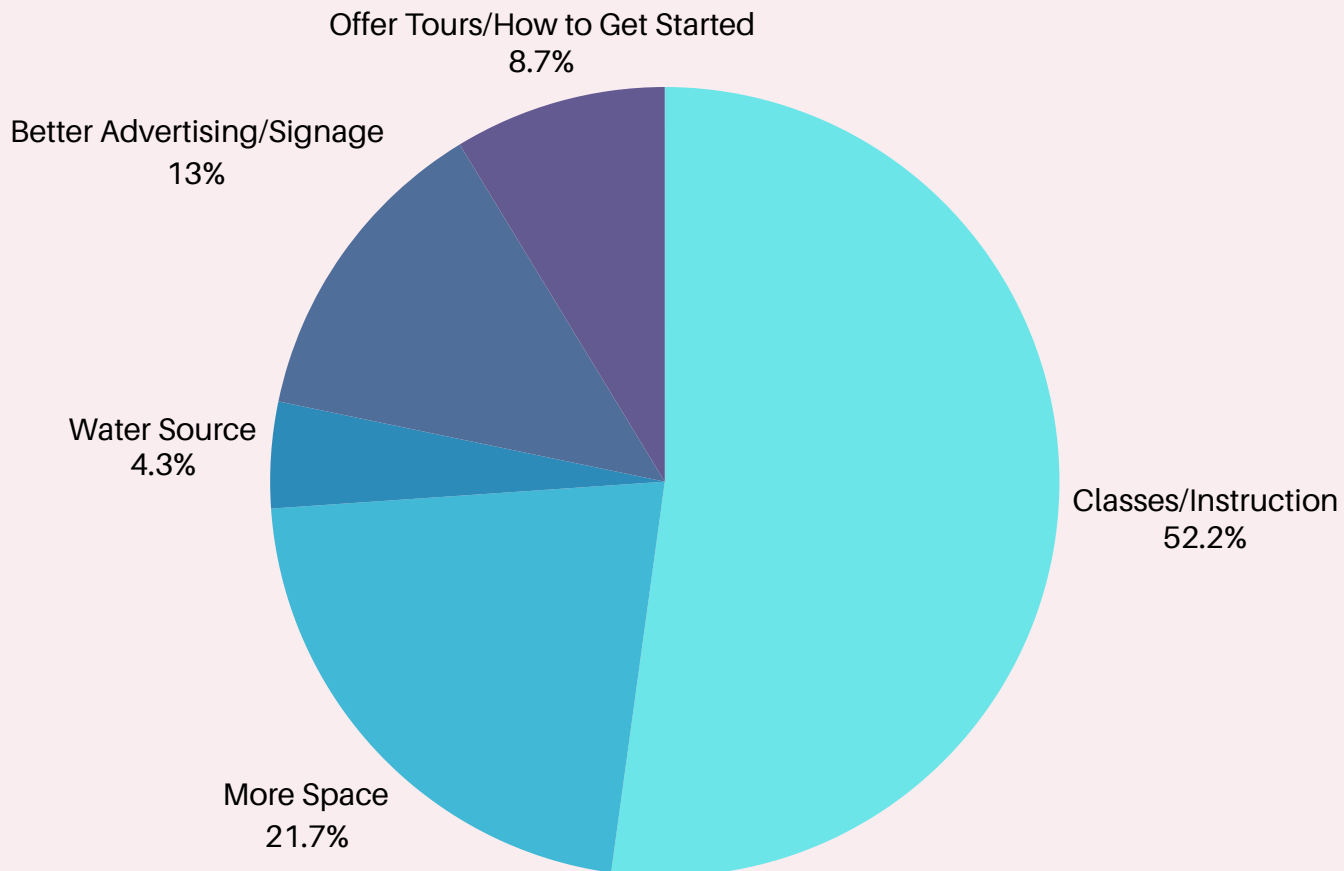
The Cricut Maker and Scanner are also popular items, followed by the Needle Felting Kit, Button Maker, Sewing Machine, Beading Kit, and Polymer Clay Kit.



HOW CAN WE IMPROVE?

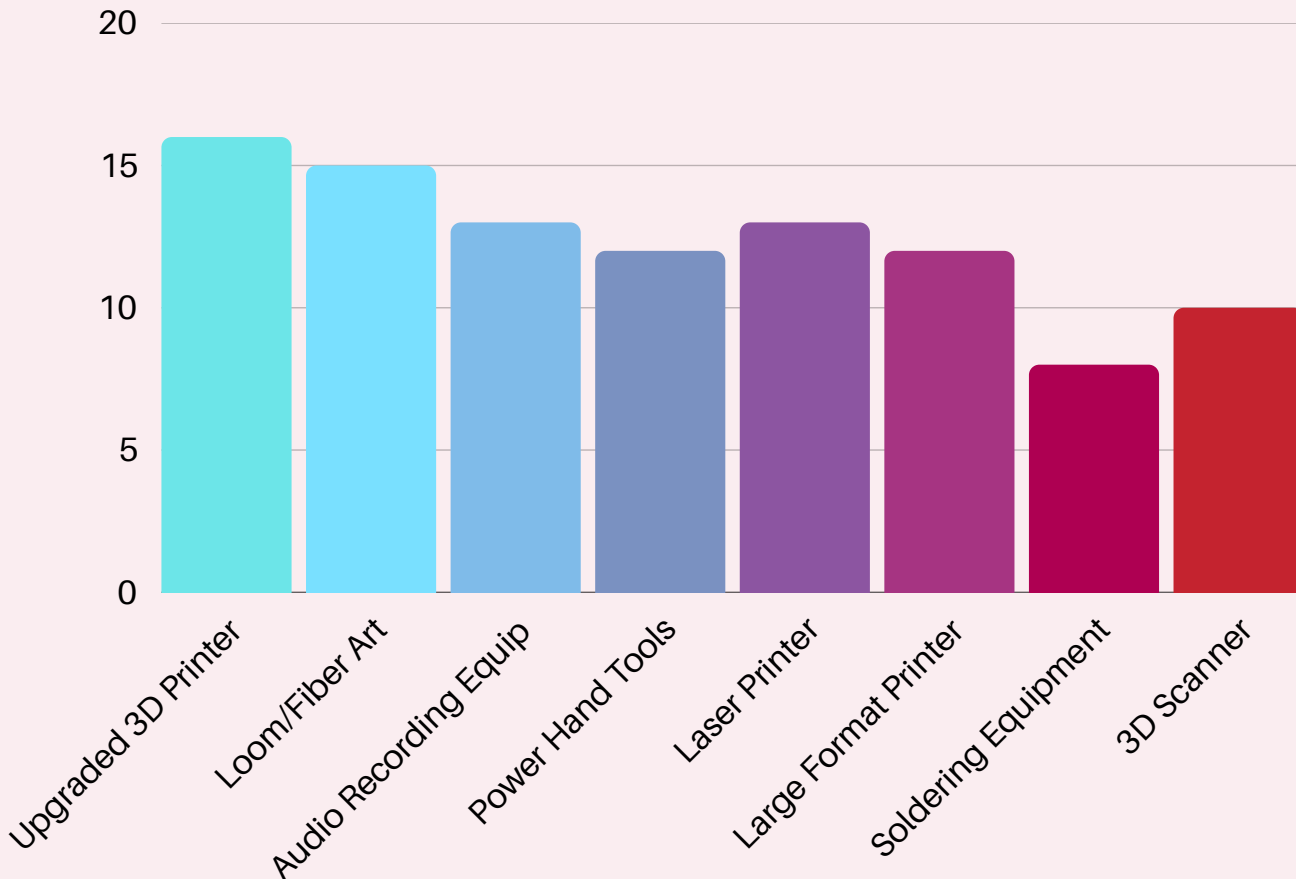
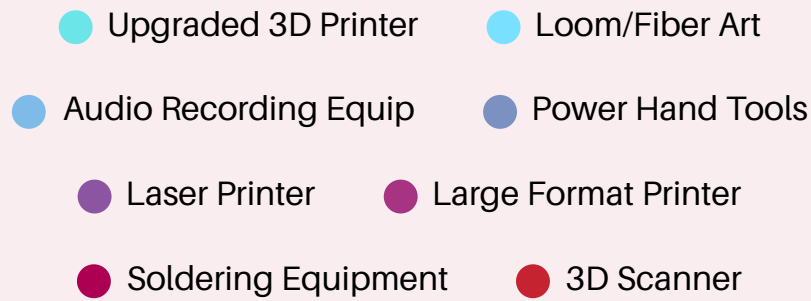


The survey asked, "What could the library do to improve your Makerspace experience?" Results below are out of 22 responses.



WHAT PEOPLE WANT

Responses to “What kind of equipment would you most like to see the library purchase in the future?”



We also had one response each for:

- CNC machine
- T-shirt printer
- Book Binding equipment

WHAT PEOPLE WANT

15 responses to “Are there any materials/tools that you don’t have access to that you would like to use in a library setting?”

Possible Offerings

- Raspberry Pi projects
- Knife/Scissors sharpener
- Serger sewing machine
- Large tools for people to check out (sander, planer, table saw, etc.)
- Metal stamping for jewelry
- Woodcarving kit
- CNC Mill
- Cricut mug maker
- Large format printer

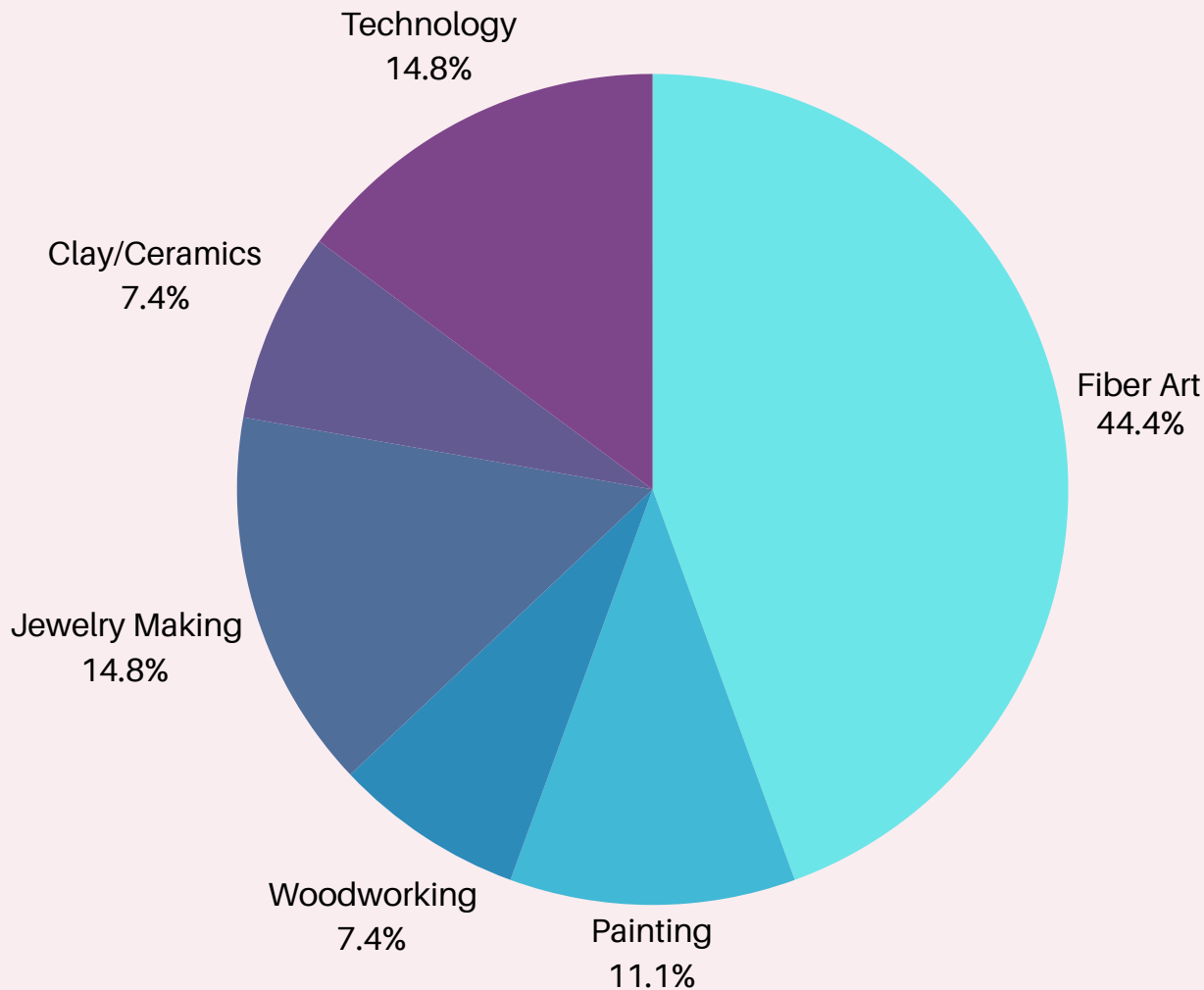
Already Have

- Video Editing software
- Leather tools
- Crochet hooks and yarn
- Embroidery machine



WHAT PEOPLE WANT

21 responses to “If you could make anything, what would it be?
What new skills are you excited to learn?”



We also had one response each for:

- Astronomy
- Soap Making
- Decorate Shoes

WHAT PEOPLE WANT

15 responses to “What type of technology training should libraries provide?”

Possible Offerings

- Generative AI
- Video Editing
- Classes on software such as Microsoft Office products
- iPhone/Apple Watch training
- Photography/Photoshop
- Weaving software
- YouTube
- STL, SLDPRT, Tinker Cad, Fusion 360
- Digital literacy

Already Offered

- VHS to DVD training
- How to use printer/scanner/etc.
- Convert 35 mm film to prints or digital
- Provide training on items in makerspace
- 3D printer training
- Training and projects for various age groups



WHAT PEOPLE WANT

18 responses to "Please share any additional thoughts, ideas, comments, or suggestions about the library's Makerspace below."

Love that libraries do this just need a bigger room and maybe some classes on different things

Now that I know about Makerspace, I'm excited to attend upcoming events!

People who haven't been to the makerspace before feel intimidated and don't know how to utilize it without needing to change their identity to be a maker. How do you lower the barrier to entry for people who are interested in using the space without being labeled a certain way.

Thank you for having a Makerspace!!!!

Perhaps have a volunteer in the Maker Space with knowledge of machines. Sell 3D supplies by the spool.

Do more publicity on availability and possibilities

I would be excited to use the space..it just seems so intimidating to get started. Maybe an open house of the space where people can get an overview of what they can do. A printer that could print on 14 x 22 poster board would be awesome.

A sign for people coming in to remind them to keep things neat if they can so it stays organized and tidy

It's been great overall!!!!

I would like to see more adult arts and craft classes. Maybe you can partner with the art dept. at the High School or UW Whitewater.

Crochet and knitting classes- affordable and life lasting.

The classes offered in past have been great!

I would love to see the materials in the Makerspace available for checkout. Kits would be so helpful, because most projects take hours and I can't stay at the library until they're finished!

Thank you for having this space and these materials available to be to be creative!!

Thanks for continually seeking to keep the Maker space a resource for all.

When I have needed them, staff have been very helpful.

A larger space might be nice

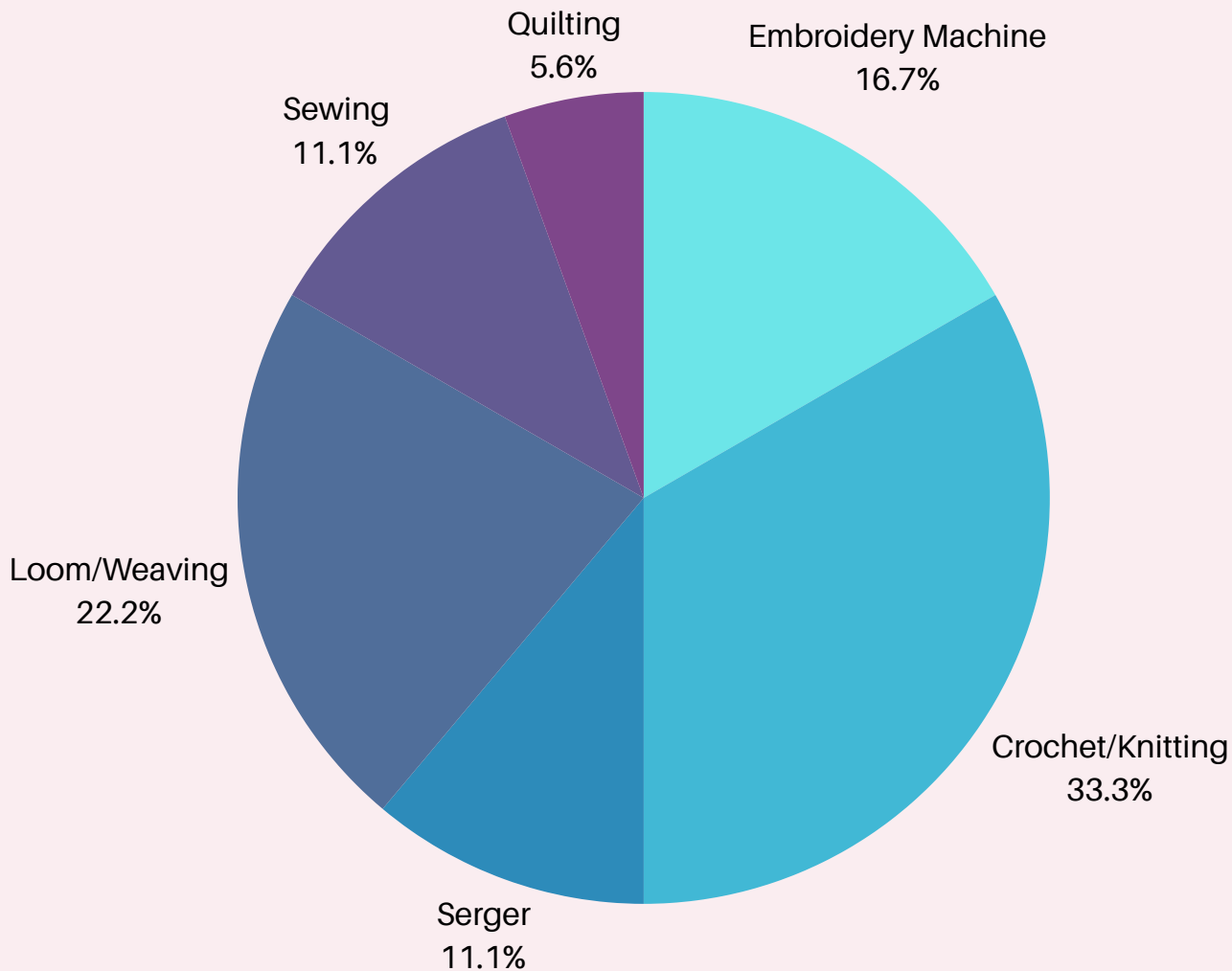
Handy place



DIGGING DEEPER

There were many requests for Fiber Art classes, tools, and materials. What specifically are patrons asking for?

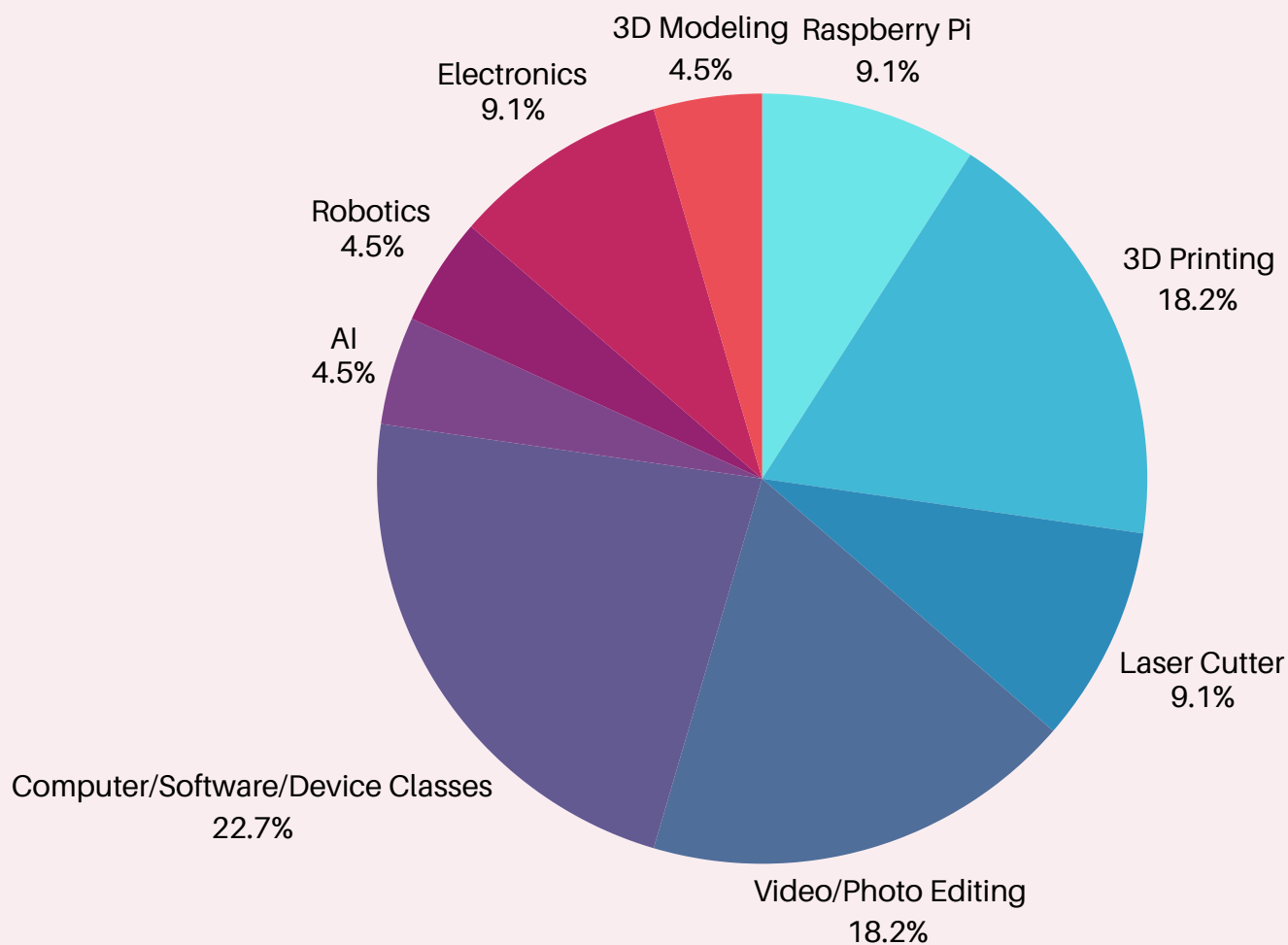
The following chart reflects the number of times a certain item was requested throughout the survey.



DIGGING DEEPER

There were many requests for Technology classes, tools, and materials. What specifically are patrons asking for?

The following chart reflects the number of times a certain item was requested throughout the survey.



OPPORTUNITIES FOR GROWTH



CLASSES, WORKSHOPS, & INSTRUCTION

Respondents overwhelmingly asked for more classes and workshops. The survey results show that many patrons would like opportunities for more arts and crafts-related projects and learning, especially Fiber Art. Technology-related instruction was also widely requested.

Respondents also asked for more instruction on the existing Makerspace equipment, requested Makerspace tours and open houses, wanted more help on how to get started, and welcoming/clarifying signage.

NEW OFFERINGS

Respondents want to see a wider variety of technology, tools, and equipment in the Makerspace. This survey will help the library decide what major purchases to make next. An upgraded 3D printer and a Laser Printer are at the top of the list. Some of the requested items have already been acquired, including an embroidery machine and loom. However, space constraints will continue to be a factor, even in the new Makerspace. For example, we will not have room for a CNC machine or other large woodworking tools.

One respondent identified the need for kits that can be checked out. Several of our existing kits could be offered for circulation outside of the library, and new kits could be added.

ADVERTISING/VISIBILITY

Respondents suggested some items that the Makerspace already has, so we have the opportunity to make those items more visible. We can also focus on advertising the Makerspace more widely in the community to raise awareness of the space and everything we have to offer.



LIMITATIONS



SAMPLE SIZE

The sample size of survey respondents compared to library users and potential library users is low. It is important to note that these survey results only reflect a small number of our patrons and/or potential Makerspace users.

CONCLUSION



FULL SURVEY RESULTS

The source spreadsheet may be accessed here:

https://docs.google.com/spreadsheets/d/1K5PTc2MyPqvviSwumsNSPWUbhV8WETyDvp_AlsROJPK/edit?usp=sharing

NEXT STEPS

As we get ready to move into the new Makerspace, we will utilize these survey results to help us assess how to best set up the new space, what programs and services to focus on, and what new equipment, tools, and supplies to offer.

We will continue to evaluate and assess the Makerspace and gain feedback from library users to further expand the impact of these services, aligning with the library's mission to have "the space and the stuff to do the things that you want."





THANK YOU





SARAH FRENCH, PROGRAMMING & MAKERSPACE LIBRARIAN

 262-458-2782

 sfrench@whitewater-wi.gov



Irvin L. Young
Memorial Library

Bridges Library System Staff Reports

May 2025

Karol Kennedy – Library System Director

Library System Director Hiring/Transition: As you all know, Brittany Larson has been selected as the new Bridges Library System director. Brittany comes to this position with wonderful library and leadership experience. I am confident she will be incredibly successful in her new role. Thank you to all who participated in the search process. I've been working hard to document important tasks. Please know we will do everything we can to ensure a smooth transition for the system board, staff, and member libraries.

Since this will be my last official report as Bridges director, I want to say thank you to all who have made my time in the Bridges Library System such a wonderful experience. I feel so fortunate for the opportunity to do work I truly believe in with truly amazing people!

Institute of Museum and Library Services (IMLS) Funding: On April 23rd, IMLS awarded the Wisconsin Department of Public Instruction partial LSTA 2025 Grants to States funding. This is good news! However, based on the continued uncertainty of future funding, DPI is not planning to open the grant subawards to library systems in Wisconsin in July, as is typically done. The grant subawards to Bridges have included Professional Learning Support, currently being used for conference scholarships and MRA online learning, and the Core System Services Support, used to offset system delivery costs. The estimated grant amount anticipated for Bridges in the upcoming grant cycle (July 2025-June 2026) would have been about \$19,000. To read more about what's at stake for Wisconsin libraries and what you can do to help, please visit mywisconsinlibrary.org.

Butler Library Director: Library Director Beth Stavros will be stepping down from her position as director. Beth is a talented aerialist and instructor and has received an opportunity to work full-time in this field. We wish her all the best. Beth will continue to work at the library through August to give the board time to find a replacement. This is a 25-hour/week position that comes with an experienced staff, a supportive Board of Trustees, an involved Friends group, and patrons who treat the library as a Village treasure. Application information can be found at https://www.butlerwi.gov/job_detail_T8_R11.php. Priority will be given to applications received by June 7th.

Adjacent County Funding: I verified many adjacent county library funding requests over the last month. This is done for both Waukesha and Jefferson Counties as part of the annual budget process. The deadline for requests is July 1st each year. If a library hasn't yet made their requests, this is a reminder that the deadline is approaching. Having the requests filed early does help everyone as budgets are being developed now. I also have been working with the Prairie Lakes Library System (PLLS) Director to complete the requests between Waukesha, Racine, and Walworth counties.

Waukesha County Minimum to Exempt Standards: The annual library minimum to exempt standards calculations were sent to Waukesha County libraries on May 1st. Using information from each library's 2024 annual report, an overview is provided to library boards related to their specific minimum to exempt requirements. Each library board must certify they will meet their requirements in 2025 as a part of the Waukesha County library tax exemption process. The certification is due back to the library

system by August 31st. These minimum to exempt standards are an additional requirement in Waukesha County only. Details can be found in the [Waukesha County Library Service Plan](#).

Mellanie Mercier – Automation Coordinator & Assistant Director

Bridges Systemwide Event Calendar: Looking for something to do? We are excited to announce a webpage that brings together all 24 libraries event calendars that will display events for the coming 2 weeks. The calendar can be filtered by multiple locations, event types and age groups. We would like to thank Jim Novy of the Prairie Lakes Library System for his expertise in bringing the RSS feeds together to accomplish this. Check it out at: <https://bridgeslibrarysystem.org/bridgescalendar.php>.

Vega Discover Catalog: New Berlin and Jefferson Public Libraries are soft launching the Vega Discover catalog on May 19th. You can take a sneak peek of the catalog at <https://wauk.na5.iiivega.com/>. Libraries are continuing to create their catalog homepage until the full launch in September.

Kelly Nelson – Coordinator of Library Development

Hello! I'm excited to join the Bridges Library System team! I come to Bridges with over 17 years of experience working in libraries, most recently holding the position of Adult Services Manager at the Pewaukee Public Library.

Library Visits & Meetings: I have several library visits scheduled for May to meet with directors and adult services staff. I'm eager to find out what continuing education topics libraries are looking for and how I can provide them, as well as foster a spirit of collaboration among the adult services librarians. I have been asked to be part of the Vega Discovery Layer Committee. Our first meeting was held at the end of April.

SEWI Beyond the Flannel: Youth Services Workshop (April 16th): While I didn't plan this event, I was excited to execute it with the help of Angela Meyers. Allison Felchlin and Jessica Pyrek from the Brown County Library presented ways that youth services librarians can take their storytimes to the next level with new and exciting activities. Their presentation was followed by a hands-on activity; each participant made their own "Magic Envelope" to take back to their library and use at their storytime. 42 staff members from around the SEWI region attended this event.

CE Retreat: Continuing Ed cohorts from the state met before the WAPL Conference for two days of training to create goals for the coming year. We were able to create two attainable goals for the coming year: create a set of protocols for taking on new projects and create a single space repository for continuing education resources created by CE partners in the state. It was a great time of brainstorming, and I found it very valuable as someone who is just starting in this role.



Jessica Pyrek and Allison Felchlin presented Beyond the Flannel for youth services librarians, featuring their "Magic Oven" as pictured.

Continuing Education: I attended the WAPL Conference in Oshkosh, WI and attended several valuable sessions that may be beneficial to bring to the SEWI and Bridges librarians at future events.

Angela Meyers – Coordinator of Youth and Inclusive Services

Youth Services: A Facepainting and Balloon Tying workshop was conducted at the Jefferson Public Library, attended by 19 library staff representing 17 libraries. Amanda Wilz from Paint and Inflate, LLC instructed the participants on basic facepainting and balloon-tying techniques. Each participating library received a facepainting kit.

System staff have been working to improve resource accessibility for all program areas, including youth services. A new page for youth and teen services is now available on the password-protected section of the Bridges website.

Inclusive Services: The Library Memory Project (LMP), in partnership with the Hispanic Health Resource Center (HHRC), is organizing a gathering for individuals living with memory loss and their care partners at a memory café.

This event will be held on June 12th and is co-hosted by the Alice Baker Memorial Library at the Horse Power Healing Center in Eagle. To ensure language inclusivity, the HHRC will provide Spanish translation services. Bridges/LMP will manage logistics, including transportation and refreshments. Funding for transportation and refreshments is provided by Bader Philanthropies, Inc.

I am supporting three new LMP memory café facilitators at the Oconomowoc, North Lake, and Pewaukee libraries. This involves ensuring they have reviewed the Facilitator's Guide, addressing their questions, attending a memory café with them, and providing feedback on the café they facilitate.

In collaboration with Kelly Davis from the Waukesha Public Library, we trained five new facilitators under the Community Voices of Jefferson and Waukesha County initiative. Staff from North Lake, Whitewater, Elm Grove, Oconomowoc, and New Berlin are ready to recruit participants and record stories to be included in the StoryCorps archives, Library of Congress, Recollection Wisconsin, and Digital Public Library of America archive.

Professional Development: Knowb4 Q2 Training: *AI and Fostering Respect in the Workplace*, offered by Waukesha County and part of the Standards of Service Excellence program.



A group of library staff and instructor gather with their balloon creations

Beth Bechtel – Database Management Librarian

Library Visits and Meetings: On April 15th, the CAFÉ Cats met at Jefferson Public Library. Discussion included beginning sections of the cataloging manual, adding language about holds in bib record titles, Tonie and Yoto cataloging, keeping ISBNs in serial bib records, and a review of cataloging-related Leap upgrades.

At Brookfield Public Library, I met with the cataloger who started the process of moving Tonie figurines in our catalog from a generic group to individual titles. This effort is taking quite a bit of detailed work, but it will make specific Tonie figurines easier for catalog users to find.

Catalog Manual Updates: This month I added an appendix to the CAFÉ cataloging manual with links to instructions outside the scope of the manual, but useful to catalogers. Included are instructions on searching the catalog for missing items, information about removing bootleg DVDs from the catalog, an explanation on why an author's name could display differently in the catalog than on a book, and best practices for handling cancelled on-order titles. The new instructions for cataloging Tonies and Yotos have also been added to the cataloging manual.

Continuing Education: At the WAPL (Wisconsin Association of Public Libraries) Conference on May 1st-2nd in Oshkosh, I attended informative sessions about AI in libraries, advocacy, website accessibility, and strategic planning. Best of all were the sessions provided by staff from Bridges member libraries! Those included a session about optimizing library information on Google, and another about interactive children's audio devices such as Wonderbooks and Tonies.

Through funding from statewide LSTA cataloging grant, I completed the Library Juice Academy month-long online course "Authority Control." Authority control is a behind-the-scenes process to create consistent access points in a library catalog, so authors and subjects are easier to search and find good results. A Waukesha Public Library cataloger also took this class and it was wonderful to work together on shared assignments as we both learned more about improving information in our catalog.

Emily Heller – Public Communications Coordinator

Earth Day Celebration Outreach: Angela and I attended the Earth Day Celebration event at Retzer Nature Center on Sat., April 26th. We spoke with over 60 adults about library services, and many had young children with them.



We showcased "outdoorsy" Library of Things items on the table and had the giant Connect-4 yard game from Mukwonago Community Library and the Plinko game to play!

WAPL Presentation: I presented with Emma Plitzner from Mukwonago Community Library and Vince Sabatino from Midwest Pano at the WAPL Conference in Oshkosh on May 1st. Our session, *Search to Shelf: Optimizing Your Library on Google*, went well and we enjoyed sharing the successes our libraries have had using Google Business Profiles and the 360 Tours.

Google Interior Photo Tours: I am continuing the library photoshoots this spring and summer to get 360 images onto Google Profiles and build hosted tours for the libraries that added that option.

- Town Hall – Fri., April 25th
- Pewaukee – Tues., May 6th
- Menomonee Falls – Fri., May 9th
- New Berlin – Fri., May 16th
- Hartland – Mon., May 19th
- Johnson Creek – TBD (June)

“Speak Up for Libraries” Postcard Campaign: The State’s postcard campaign will be launched throughout the state in time for summer reading and increased traffic! All public libraries will provide postcards for patrons to fill out to share why their library is important to them and their community. These will be collected at libraries and then sent in bulk to our federal elected officials.

Summer Library Program: Bridges Summer Library Program webpage will have a flyer with the schedule of all the performers being sponsored by Bridges for reference by patrons and staff again this summer.

<https://bridgeslibrarysystem.org/summerlibraryprogram>

Canva is changing their service! The Canva templates I created for members libraries to easily customize and use to promote their Summer Library Performers and thank sponsors have been useful, but unfortunately the template link sharing option in Canva will be going away on June 1st for free accounts. They will continue to work for paid accounts. I am encouraging member libraries with free accounts to try to get into the non-profit program from Canva.

Consulting: I hosted a virtual Marketing Meetup on May 7th. We had a great discussion about library advocacy now and in the past that have worked well. We also went into the details of State’s “Speak Up For Libraries” campaign efforts and upcoming postcards.

Big Bend staff developed a great new logo design, and I assisted them with making the files usable in various formats based off their Canva design. I also helped Karla with some webpage edits.

Mukwonago is working on a photo contest event. I am helping them with some code from their Canva design to work on their website.



“Libraries and librarians have definitely changed my life, and the lives of countless other Americans.”
— Barbara Bush ☆

I am also working with LibraryAware to help Waukesha Public Library (and other libraries) get our catalog connected properly to the book jackets in the software for a more efficient process.

In the News:

- 'James.' Library hosting National Book Award winner Percival Everett: [Daily Union Article](#)
- 'Peep'-waukee Library showcases artwork based on favorite book: [Freeman Article](#)

March Newsletters:**Marketing Magic:**

- May 9: 49.45% Open Rate
- April 25: 64.44.% Open Rate
- April 11: 61.54% Open Rate

Monthly Bridges:

- April 19: 47.54% Open Rate

Monthly Legislators:

- April 17: 29.41% Open Rate