



Library Board of Trustees

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

Monday, December 16, 2024 - 6:30 PM

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

Please click the link below to join the webinar:

Join Zoom Meeting

<https://us02web.zoom.us/j/81600673110?pwd=otOllvb4A12iF80itQWEFX6ua8iajn.1>

Meeting ID: 816 0067 3110

Passcode: WKyW7YEy

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 reach meeting even if no changes are being made at that meeting.

CONSENT AGENDA

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

1. Approval of the minutes of the November 18, 2024 meeting
- [2.](#) Approval of Payment of Invoices for November 2024
- [3.](#) Acknowledgement of Receipt of November 2024 Statistical report
- [4.](#) Acknowledgement of Receipt of November 2024 Financial report
- [5.](#) Acknowledgement of Receipt of November 2024 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 during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial *6 to unmute your phone and dial *9 to raise your hand.

OLD BUSINESS

6. Library Building Project
 - a) General Update

NEW BUSINESS

7. Discussion and approval of setting a limit on the expense of a mobile mill, kiln time, and woodworker project.
- HYPERLINK "app\lSbf7907a69ea04f43afd2804ee5a5f81c"8. [Review and approval of the revised Public Records Request policy.](#)
9. Review and approve the revised Inclement Weather Policy.
10. Approval of the 2024-2025 budget.
11. Approval of the 2025 Jefferson County Library Contract.
12. Library Director Evaluation discussion.

CONSIDERATIONS / DISCUSSIONS / REPORTS

13. Library Director's report
14. Assistant Director's report
15. Youth Educational Services report
16. Programming & Makerspace report
17. Bridges Library System Staff reports
18. Trustee Training workshop report by Jennifer Motszko.
19. Board reports.

FUTURE AGENDA ITEMS

CONFIRMATION OF NEXT MEETING

ADJOURNMENT

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



Cravath Lakefront Conference Room
312 W Whitewater St., Whitewater, WI, 53190

In Person and Virtual

Monday, November 18, 2024 - 6:30 PM

MINUTES

CALL TO ORDER at 6:33 pm.

ROLL CALL

Present: Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Camden Harlan, Sallie Berndt

Absent: Doug Anderson, Brienne Diebolt-Brown

Staff: Diane Jaroch, Rachel Clift

Guests: None

APPROVAL OF AGENDA

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

MSC Harlan/Berndt to approve the Agenda.

Ayes: Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Camden Harlan, Sallie Berndt

Nays: none

CONSENT AGENDA

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

1. Approval of the minutes of the October 21, 2024 meeting
2. Approval of Payment of Invoices for October 2024
3. Acknowledgement of Receipt of October 2024 Statistical report
4. Acknowledgement of Receipt of October 2024 Financial report
5. Acknowledgement of Receipt of October Treasurer's reports

MSC Retzke/Berndt to approve the Consent Agenda.

Ayes: Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Camden Harlan, Sallie Berndt

HEARING OF CITIZEN COMMENTS

No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.

OLD BUSINESS

6. Library Building Project

a) General Update

- i) Foundation is poured. Currently, the library is back open for patrons!
- ii) Maker Space is available as well.

NEW BUSINESS

7. Discussion and possible action of funds from the house sales.

MSC Retzke/Berndt to grant the City of Whitewater permission to use house sale funds for the library building project.

Roll Call Vote:

Ayes: Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Camden Harlan, Sallie Berndt

Nays: none

8. Discussion and possible action on moving funds from the account held at the First Citizens State Bank to the account held at the American Deposit Management, LLC.

MSC Harlan/Motszko to move \$2000 from First Citizens Bank to ADM account.

Roll Call Vote:

Ayes: Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Camden Harlan, Sallie Berndt

Nays: none

9. Discussion and possible action for hiring a woodworker and mobile mill and setting a limit on the expense of the project.

- a. Currently have one quote, but are looking to gather some more information before making a motion. Will be further discussed during December Library Board meeting.

10. Approval of the Closed Dates for 2025.

MSC Berndt/Orlowski to approve Closed Dates for 2025.

Item 2.

Ayes: Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Camden Harlan, Sallie Berndt

Nays: none

11. Review and approval of the Public Records Request policy.

- a. Will return to this policy during December Library Board Meeting.

12. Discussion and input regarding the Proposed Framework for Improving Public Participation at Whitewater Common Council & Committee Meetings document as presented by the Finance Committee.

CONSIDERATIONS / DISCUSSIONS / REPORTS

13. Library Director's report

- a. Awesome updates include audiobook options and translators to support patrons.

14. Assistant Director's report

- a. Lucky Day collection will return to the library! Glad to be back in the building.

15. Youth Educational Services report

16. Programming & Makerspace report

17. Bridges Library System Staff reports

18. Trustee Training workshop reports

- a. Kathy attended a session about Book Challenges.

19. Board reports

FUTURE AGENDA ITEMS

- a. Setting limit on expense of woodworker and mobile mill project.
- b. Revisit Public Records Request Policy.
- c. Trustee Training workshop report.
- d. Library Director Evaluation.

CONFIRMATION OF NEXT MEETING on Monday, December 16, 2024 at 6:30 pm in Cravath Lakefront Room, City Hall.

ADJOURNMENT at 7:41 pm.

MSC Retzke/Harlan to adjourn.

Ayes: Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Camden Harlan, Sallie Berndt

Nays: none

Minutes respectfully submitted by Alyssa Orlowski on Monday, November 18, 2024.

INVOICES
November 2024

Category	Claimant	Invoice #	Amount
Audiovisual-adult	Midwest Tape	506376031	\$ 197.95
Audiovisual-adult	Amazon	n/a	\$ 232.57
			\$ 430.52
Audiovisual-digital	Midwest/Hoopla	506273325	\$ 262.08
Audiovisual-digital	Midwest/Hoopla	506413605	\$ 284.91
			\$ 546.99
Audiovisual-juvenile	Midwest Tape	506352321	\$ 73.72
Audiovisual-juvenile	Midwest Tape	506376033	\$ 49.87
			\$ 123.59
Books-adult	B&T	2038629309	\$ 1,272.08
Books-adult	Amazon	n/a	\$ 114.15
Books-adult	B&T	2038676317	\$ 1,397.98
Books-adult	Amazon	n/a	\$ 598.11
			\$ 3,382.32
Books-digital	Midwest/Hoopla	506273325	\$ 57.27
Books-digital	Midwest/Hoopla	506413605	\$ 58.81
			\$ 116.08
Books-juvenile	Ingram		\$ 343.76
Books-juvenile	Amazon	n/a	\$ 9.59
			\$ 353.35
Database Subscriptions	Envisionware	INV-US-73701	\$ 371.25
Library Building Project	Amazon	n/a	\$ 239.99
Library Building Project	Miron	G-002	\$ 377,315.83
			\$ 377,555.82
Makerspace equipment	DBC Art Material	n/a	\$ 449.95
Material Recovery/Oct.	Unique	6132431	\$ 69.90
Memory Kits	Amazon	n/a	\$ 17.08
Office supplies	Amazon	n/a	\$ 36.55
Office supplies	Ace Hardware	n/a	\$ 39.90
Office supplies	Complete Office of WI	972037	\$ 155.96

INVOICES

November 2024

Office supplies	Amazon	n/a	\$	75.51
Office supplies	Brodart		648961 \$	68.17
Office supplies	Azuradisc	n/a	\$	96.83
Office supplies	Showcases		329656 \$	55.51
Office supplies	Shred-It		8009065179 \$	190.18
			\$	718.61
Periodicals-adult	APGSouthern Wisconsin		n/a \$	32.93
Periodicals-adult	Journal Sentinel		n/a \$	78.00
Periodicals-adult	Discount Magazines	n/a	\$	62.95
Periodicals-adult	APG Southern Wisconsin	n/a	\$	41.83
Periodicals-adult	Journal Sentinel		\$	77.31
			\$	293.02
Professional Development	UWCC Conference Regis.	n/a	\$	348.21
Program supplies juvenile	Amazon	n/a	\$	103.44
Program supplies-adult	Amazon	n/a	\$	41.82
			\$	145.26
Program supplies-adult	Kwik Trip	n/a	\$	25.00
Program supplies-adult	The Book Teller	n/a	\$	51.50
Program supplies-juvenile	Oriental Trading Company	n/a	\$	77.79
			\$	154.29
Promotions/Ads-Banner	Amazon	n/a	\$	17.92
Software/Hardware Main.	Envisionware	INV-US-73701	\$	371.25
Software/Hardware Main.	Mobile Beacon	n/a	\$	240.00
			\$	611.25
Subscriptions/dues	ALA-membership		4176121 \$	180.00
Technical Supplies	Demco		43240516 \$	87.55
Technical Supplies	Amazon	n/a	\$	30.98
			\$	118.53

		City of Whitewater	3,506		
Jefferson County				Dodge County	
City	102			City	0
Rural	360			Rural	0
TOTAL	462			TOTAL	0
Rock County				Waukesha County	
City	30			City	9
Rural	142			Rural	0
TOTAL	172			TOTAL	9
Walworth County					
City	17			Other Counties	11
Rural	616				
TOTAL	633			Out of State	0
Dane County					
City	0			Total Nonresident	1,328
Rural	52				
TOTAL	52				
				TOTAL	4,834
	ADULT	3,106	CHILDREN	121	
ACCESS & USAGE		INFORMATION SERVICE			
Days Open	23	Reference	120	Attendance	
Hours Open	239				
Library Visits	3,303	REGISTRATION			
		Resident	3,506		
		Non-Resident	2,099		
		Total Registered Borrowers	5,605		
OVERDRIVE	1,555	New Users	33	PRE-RECORDED PROGRAMS	
				Children 0-5 Programs	0
MAKER SPACE	11	INTERLIBRARY LOAN		Attendance	0
		Lending	1,969	Children 6-11 Programs	0
MEETING ROOMS	4	Borrowing	1,219	Attendance	0
				Children 12-18 Programs	0
HOOPLA		VOLUNTEERS		Attendance	0
Checkouts	132	Participants	0	Adult Programs	0
Cost	\$ 343.72	Hours worked	0	Attendance	0
		HOME DELIVERY		All Ages	0
COLLECTION MAINTENANCE		Participants	0	Attendance	0
Books added	145	Items Delivered	0	SELF-DIRECTED PROGRAMS	
Books withdrawn	6			Children 0-5 Programs	1
Audio materials added	0	IN-PERSON PROGRAMS		Attendance	1
Audio materials withdrawn	1	Children 0-5 Programs	0	Children 6-11 Programs	2
Video materials added	2	Attendance	0	Attendance	92
Video materials withdrawn	8	Children 6-11 Programs	0	Children 12-18 Programs	0
Other materials added	0	Attendance	0	Attendance	0
Other materials withdrawn	0	Children 12-18 Programs	0	Adult Programs	0
		Attendance	0	Attendance	0
		Adult Programs	0	All Ages	
		Attendance	0	Attendance	

**CITY OF WHITEWATER
BALANCE SHEET
NOVEMBER 30, 2024**

Item 5.

LIBRARY SPECIAL REVENUE FUND

		BEGINNING BALANCE	ACTUAL THIS MONTH	ACTUAL THIS YEAR	ENDING BALANCE
<u>ASSETS</u>					
220-11100	CASH	629,663.61	571,984.45	(311,839.22)	317,824.39
220-11300	INVESTMENTS	33,407.21	.00	1,874.41	35,281.62
220-11301	LIBRARY BRD MM-132 732	3,113.59	.00	1.30	3,114.89
220-11500	LIBRARY BRD INVESTMENTS CDS	315,706.93	.00	13,791.64	329,498.57
	TOTAL ASSETS	<u>981,891.34</u>	<u>571,984.45</u>	<u>(296,171.87)</u>	<u>685,719.47</u>
 <u>LIABILITIES AND EQUITY</u>					
<u>LIABILITIES</u>					
220-21100	ACCOUNTS PAYABLE	13,853.39	1,259.91	(12,357.19)	1,496.20
220-21106	WAGES CLEARING	15,907.12	.00	(15,907.12)	.00
	TOTAL LIABILITIES	<u>29,760.51</u>	<u>1,259.91</u>	<u>(28,264.31)</u>	<u>1,496.20</u>
 <u>FUND EQUITY</u>					
220-34300	FUND BALANCE	932,677.03	.00	.00	932,677.03
220-34320	CAPITAL IMPROVEMENT RESERVE	19,453.80	.00	.00	19,453.80
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>.00</u>	<u>570,724.54</u>	<u>(267,907.56)</u>	<u>(267,907.56)</u>
	BALANCE - CURRENT DATE	<u>.00</u>	<u>570,724.54</u>	<u>(267,907.56)</u>	<u>(267,907.56)</u>
	TOTAL FUND EQUITY	<u>952,130.83</u>	<u>570,724.54</u>	<u>(267,907.56)</u>	<u>684,223.27</u>
	TOTAL LIABILITIES AND EQUITY	<u>981,891.34</u>	<u>571,984.45</u>	<u>(296,171.87)</u>	<u>685,719.47</u>

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

Item 5.

LIBRARY SPECIAL REVENUE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUE</u>					
220-43720-55	CONTRACT REVENUE	.00	219,770.00	219,768.00 (2.00)	100.0
	TOTAL INTERGOVERNMENTAL REVENUE	.00	219,770.00	219,768.00 (2.00)	100.0
<u>FINES & FORFEITURES</u>					
220-45310-55	LOST MATERIAL FINE	32.33	2,378.86	3,300.00 921.14	72.1
220-45330-55	COPY MACHINE REVENUE	.00	3,807.95	3,000.00 (807.95)	126.9
	TOTAL FINES & FORFEITURES	32.33	6,186.81	6,300.00 113.19	98.2
<u>MISCELLANEOUS REVENUE</u>					
220-48100-55	INTEREST INCOME	.00	1,874.41	892.50 (981.91)	210.0
220-48105-55	LIBRARY BOARD INTEREST INCOME	.00	13,792.94	11,900.00 (1,892.94)	115.9
220-48110-55	LIBRARY BOARD DONATIONS	.00	5,888.21	.00 (5,888.21)	.0
220-48500-55	DONATIONS	.00	14,370.29	18,000.00 3,629.71	79.8
220-48525-55	GRANT REVENUE	.00	3,690.00	.00 (3,690.00)	.0
220-48600-55	MISC REVENUE	.00	428.54	300.00 (128.54)	142.9
	TOTAL MISCELLANEOUS REVENUE	.00	40,044.39	31,092.50 (8,951.89)	128.8
<u>OTHER FINANCING SOURCES</u>					
220-49290-55	TRANSFER IN-GENERAL FUND	627,557.72	627,557.72	627,557.72 .00	100.0
220-49300-55	FUND BALANCE APPLIED	.00	.00	805,000.00 805,000.00	.0
	TOTAL OTHER FINANCING SOURCES	627,557.72	627,557.72	1,432,557.72 805,000.00	43.8
	TOTAL FUND REVENUE	627,590.05	893,558.92	1,689,718.22 796,159.30	52.9

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

Item 5.

LIBRARY SPECIAL REVENUE FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>						
220-55110-111	WAGES/PERMANENT	20,559.99	225,940.85	303,345.49	77,404.64	74.5
220-55110-114	WAGES/PART-TIME	15,865.15	178,387.24	206,805.88	28,418.64	86.3
220-55110-117	LONGEVITY	.00	1,500.00	2,000.00	500.00	75.0
220-55110-120	EMPLOYEE BENEFITS	15,419.98	158,690.45	251,452.13	92,761.68	63.1
220-55110-211	PROFESSIONAL DEVELOPMENT	(58.00)	17.00	2,800.00	2,783.00	.6
220-55110-218	PROFESSIONAL SERV/CONSULTING	.00	738.00	21,143.00	20,405.00	3.5
220-55110-224	SOFTWARE/HARDWARE MAINTENANCE	371.25	4,030.31	8,470.44	4,440.13	47.6
220-55110-225	TELECOM/INTERNET/COMMUNICATION	452.84	5,097.65	6,681.28	1,583.63	76.3
220-55110-310	OFFICE & TECHNICAL SUPPLIES	517.77	15,229.60	14,275.00	(954.60)	106.7
220-55110-313	POSTAGE	.00	548.75	330.00	(218.75)	166.3
220-55110-319	MATERIAL RECOVERY	69.90	803.85	725.00	(78.85)	110.9
220-55110-320	SUBSCRIPTIONS/DUES	180.00	509.64	650.00	140.36	78.4
220-55110-321	LIBRARY BOOKS-ADULT	1,386.23	23,124.32	25,000.00	1,875.68	92.5
220-55110-323	LIBRARY BOOKS-JUVENILE	309.63	6,179.84	5,000.00	(1,179.84)	123.6
220-55110-324	LIBRARY PERIODICALS-ADULT	110.93	2,632.19	1,318.00	(1,314.19)	199.7
220-55110-325	LIBRARY PERIODICALS-JUVENILE	.00	952.22	.00	(952.22)	.0
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	197.95	4,332.67	7,500.00	3,167.33	57.8
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENIL	123.59	2,018.79	2,500.00	481.21	80.8
220-55110-330	TRAVEL EXPENSES	211.72	1,032.81	3,000.00	1,967.19	34.4
220-55110-331	PROMOTIONS/ADS-PUBLIC ED	.00	215.00	1,000.00	785.00	21.5
220-55110-332	LIBRARY BOOKS-DIGITAL	58.81	3,854.97	4,613.00	758.03	83.6
220-55110-333	AUDIO/VISUAL LIBRARY-DIGITAL	604.26	2,992.05	5,116.00	2,123.95	58.5
220-55110-335	DATABASE SUBSCRIPTIONS	371.25	21,557.25	943.00	(20,614.25)	2286.0
220-55110-337	LIBRARY BUILDING PROJECT EXP	.00	.00	805,000.00	805,000.00	.0
220-55110-341	PROGRAM SUPPLIES-ADULT	112.26	2,799.82	3,500.00	700.18	80.0
220-55110-342	PROGRAM SUPPLIES-JUVENILE	.00	3,118.51	6,000.00	2,881.49	52.0
220-55110-343	MISC SUPPLIES-ADULT	.00	.00	150.00	150.00	.0
220-55110-346	SPECIAL PROGRAMING-SUMMER	.00	196.93	100.00	(96.93)	196.9
220-55110-347	LIBRARY USE OF GRANTS EXPENSE	.00	2,905.54	.00	(2,905.54)	.0
220-55110-348	SALES TAX EXPENSE	.00	198.51	.00	(198.51)	.0
220-55110-350	CONTINGENCIES	.00	293.75	300.00	6.25	97.9
220-55110-911	TRANSFER OUT-OTHER FUNDS	.00	491,567.97	.00	(491,567.97)	.0
	TOTAL LIBRARY	56,865.51	1,161,466.48	1,689,718.22	528,251.74	68.7
	TOTAL FUND EXPENDITURES	56,865.51	1,161,466.48	1,689,718.22	528,251.74	68.7
	NET REVENUE OVER EXPENDITURES	570,724.54	(267,907.56)	.00	267,907.56	.0

FRIENDS OF THE LIBRARY FINANCIAL REPORT

Jan-24

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

Feb-24

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

Mar-24

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

Apr-24

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

May-24

Beginning Balance		\$	3,059.25
Deposit	\$ 214.05	\$	3,273.30
Interest	\$ 0.14	\$	3,273.44
Ending Balance		\$	3,273.44

Jun-24

Beginning Balance		\$	3,273.44
Deposit	\$ 230.85	\$	3,504.29
Check #4016	\$ 2,447.00	\$	1,057.29
Interest	\$ 0.05	\$	1,057.34
Ending Balance		\$	1,057.34

Jul-24

Beginning Balance		\$	1,057.34
Deposit		\$	179.55
Interest		\$	0.05
Ending Balance		\$	1,236.94

Aug-24

Beginning Balance	\$	1,236.94
Deposit	\$	121.70
Interest	\$	0.06
Ending Balance	\$	1,358.70

Sep-24

Beginning Balance	\$	1,358.70
Deposit	\$	185.65
Interest	\$	0.06
Ending Balance	\$	1,544.41

24-Oct

Beginning Balance	\$	1,544.41
Deposit	\$	113.00
Interest	\$	0.07
Ending Balance	\$	1,657.48

Nov-24

Beginning Balance	\$	1,657.48
Deposit	\$	-
Interest	\$	0.07
Ending Balance	\$	1,657.55



QUARTERLY REPORT

ILY Memorial Library
Expansion & Renovation

07/01/2024 to 09/30/2024

Prepared by: First Citizens State Bank
207 West Main Street
Whitewater, WI 53190

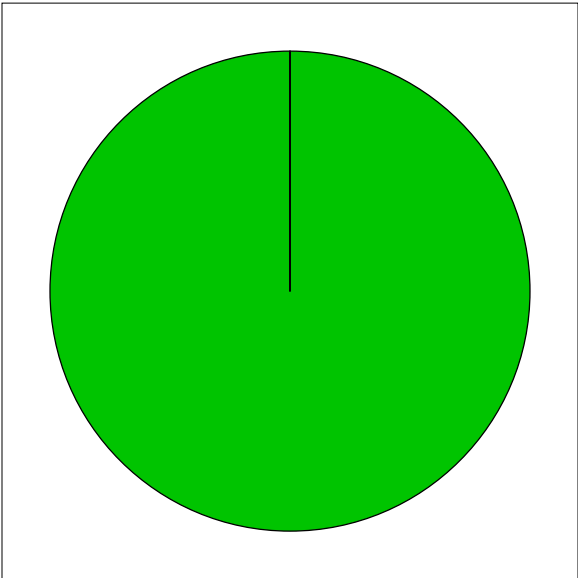


ACCOUNT SUMMARY

ILY Memorial Library
Expansion & Renovation

ACCOUNT 9900159 AS OF 09/30/2024

Market Value as of 09/30/2024	
100% BANK ACCOUNTS	1,319,521.66
Total Market Value	1,319,521.66





REPORT OF ASSETS

ILY Memorial Library
Expansion & Renovation

ACCOUNT 9900159 AS OF 09/30/2024

	Units	Price	Market Value	Book Value
BANK ACCOUNTS				
MONEY MARKET FUNDS				
1. LPL Money Market 1	707,187.080	1.0000	707,187.08	707,187.08
TOTAL BANK ACCOUNTS			<u>707,187.08</u>	<u>707,187.08</u>
	TOTAL INVESTMENTS		707,187.08	707,187.08
	CASH ON HAND		<u>612,334.58</u>	<u>612,334.58</u>
	TOTAL ASSETS		<u><u>1,319,521.66</u></u>	<u><u>1,319,521.66</u></u>



REPORT OF CASH ACCOUNT

ILY Memorial Library
Expansion & Renovation

ACCOUNT 9900159 FOR DATES 07/01/2024 TO 09/30/2024

BEGINNING BALANCE

239,264.24

ITEMS OF RECEIPT

1. INTEREST RECEIVED			
Interest Receipt			
FCSB Cert of Deposit 3310471 (5%)			
08/04/2024			1,488.50
LPL Money Market 1			
07/31/2024	^INSURED CASH ACCOUNT 073124	706,604 AS OF	299.24
	^2024-07-31 00:00:00		
08/26/2024	^INSURED CASH ACCOUNT 082624	706,677 AS OF	73.55
	^2024-08-26 00:00:00		
08/30/2024	^INSURED CASH ACCOUNT 083024	706,903 AS OF	225.79
	^2024-08-30 00:00:00		
			<hr/>
Total Interest Receipt			2,087.08
TOTAL INTEREST RECEIVED			2,087.08
2. MISCELLANEOUS RECEIPTS			
Interest Credit			
07/31/2024			220.32
08/30/2024			292.55
09/30/2024			374.22
			<hr/>
Total Interest Credit			887.09
Donations			
07/24/2024	Various		14,620.00
08/08/2024	Grandt		200.00
08/16/2024	Yochum		5,000.00
08/28/2024	Kachel		100,000.00
			<hr/>
Total Donations			119,820.00
TOTAL MISCELLANEOUS RECEIPTS			120,707.09
3. ASSET SALES AND TRANSFERS			
Sale at Maturity			
FCSB Cert of Deposit 3310288			
5% 07/12/2024			
07/15/2024	Sold 207,838.12 units at 1.00		207,838.12
	Purchased on 04/12/2023		



REPORT OF CASH ACCOUNT

ILY Memorial Library
Expansion & Renovation

ACCOUNT 9900159 FOR DATES 07/01/2024 TO 09/30/2024

FCSB Cert of Deposit 3310471 5% 08/04/2024 08/04/2024 Sold 51,014.41 units at 1.00 Purchased on 08/04/2023	51,014.41
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Total Sale at Maturity	258,852.53
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TOTAL ASSET SALES AND TRANSFERS	258,852.53
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TOTAL ITEMS OF RECEIPT	381,646.70
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ITEMS OF DISBURSEMENT

4. MISCELLANEOUS DISBURSEMENTS

Misc. Income Disbursement 08/06/2024 C-Fee to WCF-Gen	-7,977.78
Total Misc. Income Disbursement	-7,977.78

TOTAL MISCELLANEOUS DISBURSEMENTS	-7,977.78
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5. ASSET PURCHASES AND TRANSFERS

Transfer to IMMA LPL Money Market 1 07/31/2024 08/26/2024 Reinv Div 08/30/2024 Reinv Div	-299.24 -73.55 -225.79
Total Transfer to IMMA	-598.58

TOTAL ASSET PURCHASES AND TRANSFERS	-598.58
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TOTAL ITEMS OF DISBURSEMENT	-8,576.36
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CASH ACCOUNT BALANCE	<u>612,334.58</u>
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REPORT OF NON-CASH ENTRIES

ILY Memorial Library
Expansion & Renovation

ACCOUNT 9900159 FOR DATES 07/01/2024 TO 09/30/2024

	Market Value	Book Value
NON-CASH INCREASES		
1. INTEREST REINVESTMENT		
Interest Reinvested		
LPL Money Market 1		
09/30/2024 283.63 units at 1.00	283.63	283.63
	-----	-----
Total Interest Reinvested	283.63	283.63
TOTAL INTEREST REINVESTMENT	283.63	283.63
	-----	-----
TOTAL NON-CASH INCREASES	<u>283.63</u>	<u>283.63</u>

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2024

Item 5.

GENERAL FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>YOUNG LIBRARY BUILDING</u>						
100-55111-111	SALARIES/PERMANENT	829.55	8,601.78	10,599.76	1,997.98	81.2
100-55111-117	LONGEVITY PAY	.00	.00	30.00	30.00	.0
100-55111-118	UNIFORM ALLOWANCES	.00	.00	13.50	13.50	.0
100-55111-150	MEDICARE TAX/CITY SHARE	14.27	131.45	154.33	22.88	85.2
100-55111-151	SOCIAL SECURITY/CITY SHARE	61.04	562.28	659.88	97.60	85.2
100-55111-152	RETIREMENT	57.24	606.78	734.38	127.60	82.6
100-55111-153	HEALTH INSURANCE	(78.44)	2,411.42	3,714.26	1,302.84	64.9
100-55111-154	HRA-LIFE STYLE ACCT EXPENSE	.00	.00	486.00	486.00	.0
100-55111-155	WORKERS COMPENSATION	17.74	191.06	208.32	17.26	91.7
100-55111-156	LIFE INSURANCE	.12	1.62	3.79	2.17	42.7
100-55111-158	UNEMPLOYMENT COMPENSATION	.00	.00	202.00	202.00	.0
100-55111-221	WATER & SEWER	282.64	3,377.48	2,828.00	(549.48)	119.4
100-55111-222	ELECTRICITY	631.87	10,582.77	11,750.00	1,167.23	90.1
100-55111-223	NATURAL GAS	168.49	2,699.23	4,500.00	1,800.77	60.0
100-55111-244	HVAC	.00	847.48	1,250.00	402.52	67.8
100-55111-245	FACILITY IMPROVEMENTS	.00	27.76	3,030.00	3,002.24	.9
100-55111-246	JANITORIAL SERVICES	1,259.00	12,590.00	15,750.00	3,160.00	79.9
100-55111-355	REPAIR & SUPPLIES	220.00	3,418.28	2,020.00	(1,398.28)	169.2
	TOTAL YOUNG LIBRARY BUILDING	<u>3,463.52</u>	<u>46,049.39</u>	<u>57,934.22</u>	<u>11,884.83</u>	<u>79.5</u>
	TOTAL FUND EXPENDITURES	<u>3,463.52</u>	<u>46,049.39</u>	<u>57,934.22</u>	<u>11,884.83</u>	<u>79.5</u>
	NET REVENUE OVER EXPENDITURES	<u>(3,463.52)</u>	<u>(46,049.39)</u>	<u>(57,934.22)</u>	<u>(11,884.83)</u>	<u>(79.5)</u>

First Citizens State Bank, 207 W. Main St., PO Box 177, Whitewater, WI 53190					
Money Market Account #132732					
DATE	Activity		Interest/Dep	Withdrawal	Balance
12.31.23	Balance				\$3,113.59
1.31.24	Interest		\$0.14		\$3,113.73
2.29.24	Interest		\$0.12		\$3,113.85
3.29.24	Interest		\$0.12		\$3,113.97
4.30.24	Interest		\$0.14		\$3,114.11
5.31.24	Interest		\$0.13		\$3,114.24
6.28.24	Interest		\$0.12		\$3,114.36
7.31.24	Interest		\$0.14		\$3,114.50
8.31.24	Interest		\$0.13		\$3,114.63
9.30.24	Interest		\$0.13		\$3,114.76
10.31.24	Interest		\$0.13		\$3,114.89
11.29.24	Interest		\$0.12		\$3,115.01
ADM - American Deposit Management Company					
W220 N3451 Springdale Road, Pewaukee, WI 53072					
Date	Activity		Interest/Dep	Withdrawal	Balance
12.31.23	Balance				\$315,706.93
1.31.24	Accrued Interest Earned 5.3%		\$1,375.27		\$317,082.20
2.29.24	Accrued Interest Earned 5.3%		\$1,335.22		\$318,417.42
3.31.24	Accrued Interest Earned 5.3%		\$1,387.08		\$319,804.50
4.30.24	Accrued Interest Earned 5.3%		\$1,393.12		\$321,197.62
5.31.24	Accrued Interest Earned 5.3%		\$1,399.19		\$322,596.81
6.30.24	Accrued Interest Earned 5.3%		\$1,405.28		\$324,002.09
7.31.24	Accrued Interest Earned 5.3%		\$1,411.41		\$325,413.50
8.31.24	Accrued Interest Earned 5.3%		\$1,417.55		\$326,831.05
9.30.24	Accrued Interest Earned 5.11%		\$1,372.69		\$328,203.74
10.31.24	Accrued Interest Earned 4.8%		\$1,294.83		\$329,498.57
11.29.24	<i>Not available in time for meeting</i>				



Irvin L. Young Memorial Library

Public Records Requests

The Legal Custodian of City of Whitewater records is the City Clerk, except in those instances where immediate possession may be with a department head. If you want information about, or desire access to, or copies of any public records, please complete the fillable Open Records Request Form and email to the City Clerk. All questions should be directed to the City of Whitewater Municipal Clerk's Office by telephone at 262-473-0102 or email City Clerk.

No cost will be charged for the inspection of available public records. There is no charge for the first 15 printed copies. However, you will be charged \$.10 for each additional page. Photos will be charged \$.75 and any Audio/Video will be charged \$1.00 per DVD. Postage will be based on the current rates. The cost of records review is based on the employee's time spent locating and reviewing records (if applicable) and will be charged if the cost exceeds \$50.00 and may require prepayment.

~~Library Director has been designated as the legal custodian of all public records maintained at the Irvin L. Young Memorial Library, except for Library financial records that are under the control of the City of Whitewater Financial Office.~~

~~The Irvin L. Young Memorial Library has normal service hours of 9:00 a.m. to 8:30 p.m. on Monday through Thursday, 9:00 a.m. to 5:30 p.m. on Fridays and 9:00 a.m. to 3:00 p.m. on Saturdays. Requests to inspect records or to receive copies of records should be made directly to the designated custodian at the Irvin L. Young Memorial Library during normal service hours or by mail or email addressed to the Library Director or the director's designee. Records that are readily available will be provided promptly. If a search by library staff is necessary to locate records, the requestor will be so advised and may be charged the actual, necessary and direct cost of location, if the cost exceeds \$50.~~

~~The photocopying fee is 10 cents per page. If mailing of records is requested, postal charges will be added to the copying charge. If the cost exceeds \$5, prepayment of all charges is required.~~

CITY OF WHITEWATER RECORDS REQUEST

Date of Request _____ Requested By (optional) _____

Requestor's Address _____

Email _____ Telephone _____

=====

Records Requested: (Please be specific) _____

=====

How do you wish to receive the documents pertaining to your request?

View in person at City Hall Mailed to the address above Held for pick-up

NOTE: Costs or pre-payment for copies, postage, or labor may be associated with providing this information.

Signature (optional): _____

=====

For Office Use Only – This Open Records Request form is to be given to City Clerk immediately upon receipt.

City Clerk will make arrangements with appropriate Departments for records searches.

TO BE COMPLETED BY CITY CLERK

Date Request Received _____

Signature of City Clerk

Date Request Completed _____

Date Records Picked Up/Mailed _____

Total Fee Paid \$ _____



Irvin L. Young Memorial Library

Inclement Weather Policy

When the Municipal Building and the Library is closed by the City Manager or his/her designee because of inclement weather, loss of adequate building heat, light, or use of all sanitary facilities for a period of time in excess of four (4) hours, employees shall choose from one of the following options:

- If already at work, be paid for actual hours worked and choose to use vacation time, sick leave or compensatory time for hours not worked.
- Not report for work and utilize a day of vacation, sick leave or compensatory time.
- Make up the lost time at a date agreeable between the supervisor and the employee.
- Hourly, non-exempt employees may take the time unpaid if all vacation and sick leave, has been used or with supervisor approval.

In any case, employees should notify the Supervisor immediately upon notice of their choice.

In the event the Municipal Building and the Library is NOT closed by the City Manager or his/her designee and an employee does not report to work due to inclement weather he or she shall choose from one of the following options:

- Utilize a day of vacation, sick leave or compensatory time with supervisor approval.
- Make up the time at a date agreeable between the supervisor and the employee.
- Hourly, non-exempt employees may take the time unpaid with supervisor's approval.

In any case, employees should notify the supervisor immediately upon notice of their choice.

2024-2025 Budget
General Fund
Young Library Facility

Informational Only: Falls under direction of General Fund Park & Recreation.

YOUNG LIBRARY FACILITY

	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-Oct	2024 ACT-EST	2025 ORIG BUDGET	2025 ADJ BUDGET
100-55111-111	SALARIES/PERMANENT	7,318	7,382	7,828	10,600	7,686	9,992	10,838	11,131
100-55111-112	SALARIES/OVERTIME	-	-	-	-	-	-	-	-
100-55111-113	WAGES/TEMPORARY	-	870	-	-	-	-	-	-
100-55111-117	LONGEVITY PAY	180	105	180	30	-	-	30	-
100-55111-118	UNIFORM ALLOWANCES	-	-	-	14	-	-	14	27
100-55111-150	MEDICARE TAX/CITY SHARE	113	134	114	154	116	150	158	176
100-55111-151	SOCIAL SECURITY/CITY SHARE	485	572	486	660	494	643	675	751
100-55111-152	RETIREMENT	492	498	544	734	544	707	734	776
100-55111-153	HEALTH INSURANCE	1,331	835	2,086	3,714	2,460	3,198	3,900	864
100-55111-154	HRA-LIFE STYLE ACCT EXPENSE	75	75	75	486	-	-	486	90
100-55111-155	WORKERS COMPENSATION	272	264	181	208	171	223	208	214
100-55111-156	LIFE INSURANCE	2	2	2	4	2	2	4	4
100-55111-157	L-T DISABILITY INSURANCE	-	-	-	-	-	-	-	-
100-55111-158	UNEMPLOYMENT COMPENSATION	-	-	-	202	-	-	204	204
100-55111-221	WATER & SEWER	3,273	3,580	3,879	2,828	3,095	3,500	2,856	2,856
100-55111-222	ELECTRICITY	10,203	11,320	13,656	11,750	9,129	13,600	11,868	13,600
100-55111-223	NATURAL GAS	5,318	6,623	4,575	4,500	2,472	4,500	4,545	4,545
100-55111-244	HVAC	1,302	744	1,437	1,250	847	1,250	1,263	1,263
100-55111-245	FACILITY IMPROVEMENTS	5,937	3,562	2,972	3,030	28	500	3,060	3,060
100-55111-246	JANITORIAL SERVICES	14,324	16,400	13,849	15,750	10,072	12,000	15,908	16,380
100-55111-355	REPAIR & SUPPLIES	7,173	2,904	3,192	2,020	3,198	3,500	2,040	2,040
	Total:	57,800	55,867	55,057	57,934	40,313	53,764	58,790	57,980

**2024-2025 Budget
Fund Summary
Library**

(821,087.24)

0.00

Informational Only: Library Board solely controls this budget based on outside revenue sources.

REVENUES

	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-Oct	2024 ACT-EST	2025 ORIG BUDGET	2025 ADJ BUDGET
INTERGOVERNMENTAL REVENUES									
220-43720-55	CONTRACT REVENUE	233,020	213,740	229,240	219,768	219,770	219,770	219,768	219,768
	Total Intergovernmental Rev.	233,020	213,740	229,240	219,768	219,770	219,770	219,768	219,768
FINES & FORFEITURES									
220-45300-55	FINE REVENUE	-	-	-	-	-	-	-	-
220-45310-55	LOST MATERIAL FINE	2,691	3,852	2,297	3,300	2,347	3,300	3,300	3,300
220-45320-55	SALES-SUMMER LIBRARY PROGRAM	-	-	-	-	-	-	-	-
220-45330-55	COPY MACHINE REVENUE	2,913	3,196	3,579	3,000	3,808	4,000	3,000	4,000
	Total Public Charges - Services	5,604	7,048	5,876	6,300	6,154	7,300	6,300	7,300
MISCELLANEOUS REVENUES									
220-48100-55	INTEREST INCOME	28	99	1,181	893	1,736	1,800	794	707
220-48105-55	LIBRARY BOARD INTEREST INCOME	554	1,992	15,114	11,900	12,498	13,000	10,591	-
220-48110-55	LIBRARY BOARD DONATIONS	-	-	-	-	5,888	5,888	-	-
220-48210-55	RENTAL INC-HOUSE-414&414/A	12,700	12,200	1,700	-	-	-	-	-
220-48260-55	RENTAL-HOUSE-413 W. CENTER	9,600	7,200	-	-	-	-	-	-
220-48500-55	DONATIONS	23,361	15,221	47,661	18,000	14,370	18,000	18,000	18,000
220-48550-55	SALE OF LIBRARY PROPERTY	-	-	541,988	-	-	-	-	-
220-48600-55	MISC REVENUE	6,729	336	477	300	429	430	300	400
	Total Miscellaneous Revenues	52,973	37,049	608,121	31,093	34,921	39,118	29,685	19,107
OTHER FINANCING SOURCES									
220-49290-55	TRANSFER IN-GENERAL FUND	470,000	485,000	470,000	627,558	-	627,558	646,846	469,370
220-49300-55	FUND BALANCE APPLIED	-	-	-	805,000	-	683,303	0	120,580
	Total Other Financing Sources	470,000	485,000	470,000	1,432,558	-	1,310,861	646,846	589,950
	220 - Library Special Rev	761,596	742,837	1,313,237	1,689,718	260,845	1,577,050	902,599	836,125

	FISCAL RESOURCES	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-Oct	2024 ACT-EST	2025 ORIG BUDGET	2025 ADJ BUDGET
LIBRARY-SPECIAL FUND									
100	Personnel & Benefits	613,960	645,458	687,641	763,604	492,819	640,665	780,740	717,334
200	Professional Svcs	32,079	30,498	42,338	39,095	8,148	16,064	39,593	17,217
300	Commodities & Other Exp	102,597	111,578	165,349	887,020	89,397	101,955	82,267	101,575
500	Library Board	85,953	25,354	-	-	-	-	-	-
800/900	Capital Outlay/Transfer to Other Funds	4,721	2,657	2,216	-	491,568	818,366	-	-
	Total	839,310	815,545	897,544	1,689,718	1,081,933	1,577,050	902,599	836,125
YOUNG LIBRARY BUILDING-GENERAL FUND									
100	Personnel & Benefits	10,269	10,736	11,496	16,806	11,472	14,914	17,251	14,236
200	Professional Svcs	40,358	42,228	40,368	39,108	25,643	35,350	39,500	41,704
300	Commodities & Other Exp	7,173	2,904	3,192	2,020	3,198	3,500	2,040	2,040
55111	Total	57,800	55,867	55,057	57,934	40,313	53,764	58,790	57,980
	GRAND TOTAL:	781,510	871,412	952,601	1,747,652	1,122,246	1,630,814	961,390	894,105

FUND BALANCE	609,146	536,438	952,131				268,827	268,827	148,248
220-34300 Net Change-Increase/(Decrease)	(77,713)	(72,708)	415,693	-	(821,087)	(683,303)	(0)	(0)	(120,580)

**Library Special Revenue Fund-220
Expenses**

EXPENSES

	DESCRIPTION	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 BUDGET	2024 YTD-Oct	2024 ACT-EST	2025 ORIG BUDGET	2025 ADJ BUDGET
220-55110-111	WAGES/PERMANENT	272,718	268,884	293,756	303,345	195,845	254,599	310,171	313,504
220-55110-113	WAGES/TEMPORARY	-	-	-	-	-	-	-	-
220-55110-114	WAGES/PART-TIME	175,219	186,663	199,034	206,806	155,026	201,534	211,459	222,238
220-55110-117	LONGEVITY	2,000	2,000	1,000	2,000	1,500	1,950	2,000	2,000
220-55110-120	EMPLOYEE BENEFITS	164,023	187,909	193,851	251,452	140,448	182,583	257,110	179,591
220-55110-156	LIFE INSURANCE	-	1	-	-	-	-	-	-
220-55110-211	PROFESSIONAL DEVELOPMENT	164	393	1,302	2,800	75	175	2,800	2,000
220-55110-218	PROFESSIONAL SERV/CONSULTING	21,222	18,786	22,415	21,143	738	738	21,143	1,000
220-55110-224	SOFTWARE/HARDWARE MAINTENANCE	1,355	2,339	10,185	8,470	3,014	8,470	8,595	7,209
220-55110-225	TELECOM/INTERNET/COMMUNICATIONS	6,393	7,054	6,499	6,681	4,321	6,681	7,054	7,007
220-55110-227	RENTAL EXPENSES	2,945	1,926	999	-	-	-	-	-
220-55110-242	REPAIR-MAINTENANCE-EQUIPMENT	-	-	937	-	-	-	-	-
220-55110-310	OFFICE & TECHNICAL SUPPLIES	13,097	17,910	20,914	14,275	14,314	15,000	14,335	15,000
220-55110-313	POSTAGE	108	840	1,114	330	427	510	333	337
220-55110-319	MATERIAL RECOVERY	398	606	746	725	664	700	725	725
220-55110-320	SUBSCRIPTIONS/DUES	981	528	136	650	330	350	650	650
220-55110-321	LIBRARY BOOKS-ADULT	40,304	26,350	24,986	25,000	21,121	25,000	25,000	25,000
220-55110-323	LIBRARY BOOKS-JUVENILE	10,600	6,294	7,387	5,000	5,753	7,500	5,000	6,000
220-55110-324	LIBRARY PERIODICALS-ADULT	6,523	5,075	4,169	1,318	2,405	2,405	1,502	2,400
220-55110-325	LIBRARY PERIODICALS-JUVENILE	-	48	-	-	952	952	-	1,000
220-55110-326	AUDIO/VISUAL LIBRARY-ADULT	10,052	11,373	10,293	7,500	4,123	5,000	7,500	6,500
220-55110-327	AUDIO/VISUAL LIBRARY-JUVENILE	5,956	2,195	1,422	2,500	1,805	2,500	2,500	2,000
220-55110-328	MACHINE READABLE-ADULT	2,722	2,727	2,892	-	-	-	-	-
220-55110-330	TRAVEL EXPENSES	15	455	1,583	3,000	821	1,200	3,000	2,000
220-55110-331	PROMOTIONS/ADS-PUBLIC ED	255	99	888	1,000	215	325	1,000	500
220-55110-332	LIBRARY BOOKS-DIGITAL	-	-	-	4,613	3,796	5,000	4,613	4,613
220-55110-333	AUDIO/VISUAL LIBRARY-DIGITAL	-	-	-	5,116	2,388	2,500	5,116	2,500
220-55110-335	DATABASE SUBSCRIPTIONS	-	-	-	943	21,186	21,186	943	22,000
220-55110-337	LIBRARY BUILDING PROJECT EXP	-	-	76,543	805,000	-	-	-	-
220-55110-341	PROGRAM SUPPLIES-ADULT	6,066	2,559	4,601	3,500	2,447	3,500	3,500	3,500
220-55110-342	PROGRAM SUPPLIES-JUVENILE	4,600	6,702	4,948	6,000	3,119	4,700	6,000	6,000
220-55110-343	MISC SUPPLIES-ADULT	362	27,456	2,006	150	-	-	150	150
220-55110-346	SPECIAL PROGRAMING-SUMMER	19	-	-	100	197	197	100	100
220-55110-347	LIBRARY USE OF GRANTS EXPENSE	-	-	-	-	2,876	2,876	-	-
220-55110-348	SALES TAX EXPENSE	144	167	187	-	165	248	-	300
220-55110-350	CONTINGENCIES	395	196	533	300	294	305	300	300
220-55110-500	LIBRARY BOARD CHECKING	85,911	-	-	-	-	-	-	-
220-55110-510	LIBR BD-MM-BUILDING CKS	42	-	-	-	-	-	-	-
220-55110-515	MM BOARD CHECKING	-	25,354	-	-	-	-	-	-
220-55110-810	CAPITAL EQUIPMENT	4,721	2,657	2,216	-	-	-	-	-
220-55110-911	TRANSFER OUT-OTHER FUNDS	-	-	-	-	491,568	818,366	-	-
	Total:	839,310	815,545	897,544	1,689,718	1,081,933	1,577,050	902,599	836,125

CONTRACT FOR COUNTY LIBRARY SERVICES

This agreement made this 20th day of November, 2024, by and between the County of Jefferson, hereinafter called "County," and **Irvin L. Young Memorial Library (Whitewater)** hereinafter called "Municipal Library," witnesseth:

I. PURPOSE

The Jefferson County Board of Supervisors has, by resolution, stated the intent to provide public library services for the inhabitants of the County and has levied a tax to provide funds for such services. It is the intention of the parties to implement such County-wide public library services through the use of existing municipal libraries.

II. TERM

The monetary payment and the services hereinafter stated shall be for a term commencing January 1, 2025 and ending December 31, 2025.

III. MUNICIPAL LIBRARY SERVICES

1. The Municipal Library shall serve all residents of Jefferson County equally.
2. The Municipal Library shall direct the librarian or other representative to attend periodic County meetings with the Jefferson County Library Council to coordinate and improve County library services.
3. The Municipal Library shall furnish such statistical information as may be requested by the County pertaining to the use of said library by persons residing beyond the municipal boundaries.

IV. MONETARY PAYMENT

In consideration of the Municipal Library services, the County shall pay to the Municipal Library, for the term of this agreement, the total sum of **\$57,278** payable in one sum not later than March 1, 2025.

V. LOCAL AUTONOMY

The Municipal Library shall in all respects remain an independent legal entity and not an agent or an employee of the County of Jefferson. The governing board or body of the Municipal Library shall retain all of the existing powers and duties related to the operation and maintenance of said Municipal Library.

VI. LOCAL USE OF FUNDS

It is mutually agreed by the County and the Municipal Library that the funds paid by the County are to cover the additional labor, material, capital outlay, and other expenses reasonably related to the County-wide services as set forth herein, and that the Municipal Library will not use said funds for the purpose of reducing the local tax levy.

**DIRECTOR'S REPORT
NOVEMBER 2024**

I. ADMINISTRATION

- a. Work orders submitted in November.
 - i. The maintenance department needed to complete several projects for the library since reopening on October 31st.
 - ii. The internet was down for a short time.
 - iii. The paper towel dispenser needed to be installed in the new restroom.
 - iv. A gap in the ceiling tiles near the temporary wall needed to be repaired.
 - v. Staff members were having issues printing photos in color when creating flyers.
 - vi. The computer we use to check in delivery items was not working properly.
 - vii. The bulletin board that was in the children's area was moved to the new lobby area for posting of city meetings and other community events.
 - viii. One of the receipt printers at the front desk stopped working.
 - ix. The bulletin board in the Director's office needed to be mounted on the wall.
 - x. The desk in the children's area needed to be moved to the basement.
 - xi. Our boiler needed a few repairs made after the state completed their annual inspection.
 - xii. All staff were having issues with Outlook.
 - xiii. A staff member was having issues accessing the internet.
 - xiv. A shelving unit needed to be moved and stored in the basement.
 - xv. The temperature in the library was at 66 degrees.
 - xvi.

II. BUDGET

- a. I have included the 2024-2025 budget on the agenda for approval.

III. PERSONNEL

- a. Sarah French will be back to working fulltime on December 16th.
- b. All staff have completed their self-evaluations and we are in the process of scheduling their performance reviews.

IV. LIBRARY COLLECTION

- a. Whitewater Leads will be purchasing Vox Books and Wonder Books for the children's collection.
- b. We created a cart of new books for our patrons when we reopened so they could easily find any of the new titles they may have missed while we were closed. We placed it next to the Lucky Day cart at the front of the circulation desk.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Sarah will begin monthly story times in January at the Cravath Lakefront Community Building featuring a different community member each month.

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 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 attended the Jefferson County Library Services Meeting at which the final version of the Jefferson County Library Service Plan for 2025-2029 was approved.
- e. I met with the City Manager once in November to discuss the building project and having staff keep track of how often they assist a patron that does not speak English. This is being done to hopefully provide our Spanish speaking staff with a stipend in the future.
- f. I met with the head of HR to discuss staff evaluations.
- g. I met with the IT department to discuss replacing computers.
- h. I will have attended the APL meeting on December 13th.

VIII. PROFESSIONAL DEVELOPMENT

- a. I have completed eleven of the twelve required three-hour, live classes for the NEOGOV Emerging Leadership Certification Program.

IX. STRATEGIC PLAN

- a. The letter and excel spreadsheet have been sent to the IT department at the WUSD concerning the collaboration of public library cards for students.

X. CAPITAL CAMPAIGN

- a. We have received several pledge donations for the 2024 year. I have included a quarterly statement from pledge donation account at the First Citizens State Bank in the board packet.

Adult Services Report: December 2024

- Updated Signage for Wi-Fi.
- Worked with IT to fix printer issue and set up desktop computer at Reference desk.
- Appointed to committee to help select new phone provider City wide.
- Door bell installed for the new entrance.
- Contact made with additional mobile mill.

Collection Development:

- Year end purchasing done.
- High holds for all collections have been reviewed. Additional items purchased if needed.

Meetings/ Webinars/Training Sessions Attended:

- November 20th: Construction meeting with Miron Construction and Studio GC
- November 20th: Staff meeting with Deana, Sarah, and Diane
- November 20th: Employee evaluation meeting with HR lead and Diane
- November 27th: Construction meeting with Miron Construction and Studio GC
- November 27th: Staff meeting with Deana, Sarah, and Diane
- December 4th: Construction meeting with Miron Construction and Studio GC
- December 4th: Staff meeting with Deana, Sarah, and Diane
- December 6th: Employee evaluation prep with Diane
- December 11th: Construction meeting with Miron Construction and Studio GC
- December 11th: Staff meeting with Deana, Sarah, and Diane

Youth Services Report

December 2024

Collection Management

Materials ordered	111
Books cataloged	25
Materials Weeded	0
Nonfiction books changed to Dewey Lite	80

Programs/Services

Program Name	Participation
Scavenger Hunt	32
1000 Books before Kindergarten	1
Teacher Packs	0
Reference Questions/Technology Assistance Provided	1

Outreach Visits

None	0
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Marketing

Category	Quantity
Displays Created	2
Social media scheduled from LibraryAware	4
Other social media posts created	0
Book lists created	10

Meetings and Trainings

November 20th	Management meeting
December 4th	Management meeting
December 11th	Video Game Collection Development Webinar
December 11th	Management meeting
December 11th	Meeting with the UW Children's Center to discuss collaborative programming

Project Updates

- Library card registration through the public schools:
 - Opt-in wording and a spreadsheet to collect student information were submitted to Kathy Retzke.
- Dewey Lite
 - We are moving to convert the young adult nonfiction collection to this model.
- Winter Reading Program
 - Incentives have been purchased.
- Literacy support
 - Wonderbooks have been ordered. These titles combine print and audio to support literacy, particularly for children struggling with dyslexia.

Programming & Makerspace Librarian Report

Sarah French

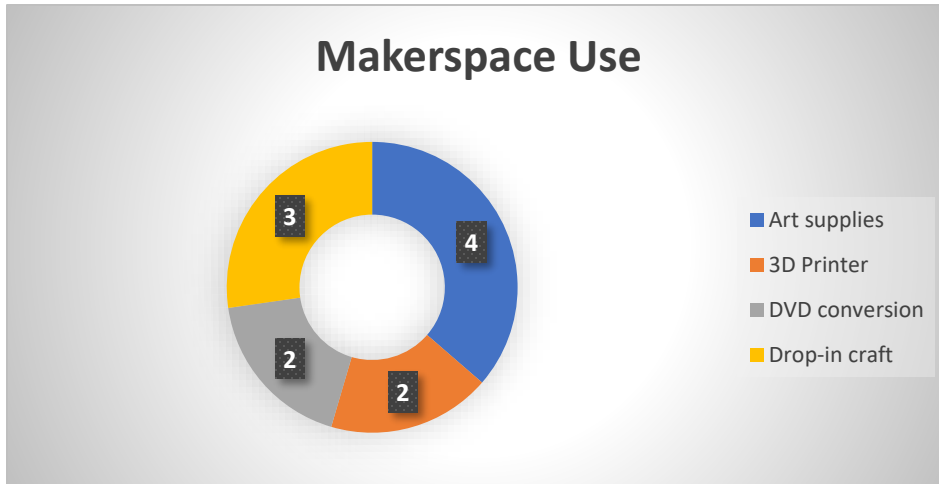
December 2024

Programs:

- All month: Drop-in Makerspace project -- holiday card making
- 12/4: Take & Make craft for adults – scrap fabric tree ornament (50)
- 12/11: Take & Make craft for kids – gingerbread house ornament (60)
- I am rolling out citizen science programming beginning this month, as I am now a SciStarter Ambassador. My goal is to share information about a different project each month, distributed in both print and digital formats. These projects may involve additional take/make kits and/or in-person programs outside of the library. For December, I am sharing information about the Audubon Christmas Bird Count.

Upcoming Programs:

- Month of January: Drop-in Makerspace project – needle felted stars
- 1/2: Take & Make craft for kids – snowman mitten
- 1/8: Community Helpers Storytime w/Dr. Dwight Watson (will be held at the Cravath Lake Community Center) – we will have one/month through May with a different “community helper” each month. February will feature a police officer.
- 1/13 – 2/28: Winter Reading Challenge
- 1/20: Tea of the Month Club
- Thursday evenings in February: Nature Writing Workshop with Jim Nies that will be held at Seniors in the Park



Makerspace Training Appointments: 1 hour

Total Makerspace Use: 11 (note that this number reflects only people who sign in; many don't)

Equipment & Technology:

- Purchased 5 Speedball Block Printing Presses for the Bridges Makerspace grant.
- I have changed the training requirements for some of the Makerspace equipment. From now on, patrons will be able to use most of the makerspace equipment without required training, except for the 3D printer and the Cricut Maker, which will still require training. Patrons may still request a training session with me for any piece of equipment; however, it won't be required. This is because many people have the technical ability to simply use the equipment on their own, and I want people to be able to walk in and use something right away if they need to.

Donations:

- Received a Dungeons and Dragons Essentials Kit from Bridges

Other Updates:

- Shared Hour of Code resources on the library's social media for Computer Science Education Week (Dec. 9-15).
- Created a poster and social media campaign for Giving Tuesday to encourage library donations.
- Working on implementing the new calendar/room reservation software. I created a new tab on our website, "Reserve a Room" to make it easier for patrons to reserve rooms on their own. In addition, patrons will be able to reserve Makerspace equipment with the new system.
- Continuing to promote our digital resources on social media.

Meetings:

11/13: Management meeting

11/13: Building committee meeting

11/20: Management meeting

11/21: City Leadership committee meeting

11/27: Management meeting

12/4: Management meeting

Professional Development:

- Infosec Social Engineering, Phishing, Elections, and Social Media trainings
- *Engaging and Affirming Neurodivergent Youth in Community Spaces*, WLA webinar
- Municipal Employment Litigation training
- *Standing Up for Libraries: 2024 Election Implications and Next Steps*, ALA webinar
- SciStarter Ambassador Orientation session
- *Building Data Literacy Through Community and Citizen Science*, SciStarter training
- I received a SEWI Library Conference Scholarship for the *Lead the Way: Libraries at the Heart of Community Engagement* Conference, which I will be attending on April 21-22, 2025 in Madison

Bridges Library System Staff Reports

December 2024

Karol Kennedy – Library System Director

Jefferson County Contracts

The Jefferson County Board approved the 2025 budget request in November. After the approval, we prepared the 2025 library contracts. They have now been approved by Jefferson County staff and will be sent to the Jefferson County libraries for their approval. These contracts need to be signed by the library and municipal officials and returned to Jefferson County by February 1st.

Jefferson County Library Service

The Jefferson County Library Service Board reviewed a draft of the 2025-2029 Jefferson County Plan for Library Services at their meeting on November 13th. A public hearing and a vote on the plan were held December 3rd. The Jefferson County Board reviewed the plan at their meeting December 10th.

Annual Evaluations

I worked on performance evaluations for staff. Individual meetings are being held with each staff member in December to complete this process. I also met with Bridges Board President Linda Ager to review information from my own evaluation process and will develop goals for 2025 based on feedback received. These goals will be presented to the Bridges Board for approval in December.

Closed Border Meeting

Wisconsin statute 43.17 (11) (e) requires that any library that does not serve residents across a library system boundary meet at least once a year to discuss the situation. A meeting between Menomonee Falls and the Village of Germantown was held on November 19th. The Menomonee Falls Public Library doesn't serve the residents of the Village of Germantown (Monarch Library System) since they don't receive any reimbursement for providing services. Because counties only fund use by residents who live in municipalities without libraries (TNR), this situation is not addressed by cross-county funding requirements. As a result, libraries are allowed to deny service to those residents across a library system border if they don't receive reimbursement.

Mellanie Mercier – Automation Coordinator & Assistant Director

A few projects are kicking off this month:

- **Vega LX Starter:** LX Starter will modernize our email notices from Café, allowing libraries to use their brand and colors. Libraries will also be able to highlight services, events and titles in the notices. This will take a few months to complete and create templates for notices.
- **Cloud Nine Reservation:** 17 of our libraries are moving from local hosted server PC Reservation software to a similar product that is hosted in the cloud by Envisionware. Envisionware is ending development on the product they have and will be enhancing the cloud product in the future. The new model is based on service population of the two counties and all libraries participating will realize a savings with this group purchase.

Laurie Freund – Coordinator of Library Development

Bridges Adult Services Meeting (Nov 13th)

We had representatives from eight of our member libraries meet for our in-person only meeting at Delafield Public Library. Discussion topics included BadgerLink training recordings, the collection assessment tool (available through January 2025), WLA Conference session summaries from those who attended, tech training for the public, and staff safety issues. The 2025 meetings will be in-person only since the online meetings have not been well attended:

- 1:30 – 3:30 pm, January 8th at Waukesha
- 9:30 – 11:30 am, August 13th at Pewaukee
- 1:30 – 3:30 pm, November at Oconomowoc (location will confirm closer to date)

WI Library Buildings & Spaces

Be sure to check out the [Wisconsin Library Buildings & Spaces](#) web page! Emily Heller and I reorganized the page to make it easier for users to find recordings and resources by topic. Working with the project planning team, we also created a survey to help identify recent building projects in our state. Libraries can fill out the [Recent WI Public Library Building Projects survey](#) by December 30th if they have undergone or are currently undergoing renovations, space reconfiguration, or refreshed spaces. We will be taking the information and making it available on the web page so other libraries interested in a building project can view and/or visit libraries with similar projects.

[Wild Wisconsin Winter Web Conference](#) (Jan 22nd-23rd)

Registration is open for the 2025 online conference. Fourteen sessions will be available in four different tracks: Management, Internal Communications, Reference and Readers Advisory, and Small Libraries. This conference is sponsored by the Wisconsin public library systems and the Department of Public Instruction. There is no cost to attend. The sessions will be recorded.

My CE Activities: I attend the WLA Conference in Green Bay in early November. Sessions included one on middle management and promoting AI literacy.

Angela Meyers – Coordinator of Youth and Inclusive Services

Inclusive Services

Dr. Juliette Sterkens, Audiologist, and I co-hosted the webinar "Is Your Library Hearing Friendly?" for the Public Library Association. Nearly 60 participants attended live, with additional views of the recording.

I participated in a panel discussion titled "Accessibility at Your Library," organized by the Wisconsin Library Association's Outreach Services Roundtable (OSRT), alongside Mark Jochem from South Central Library System. We discussed pre-provided questions and answered live Q&A from the audience.

I joined the Waukesha County Coalition for Social Connectedness, a multi-month initiative to plan next steps. This effort will continue into 2025 as committees are established.

Tonya Runyard, Dementia Care Specialist from Jefferson County's Aging and Disability Resource Center, and I appeared on WSLD 104.5 radio in Whitewater to promote memory cafes.

Youth Services

I attended the Wisconsin Library Association's 2nd Annual Youth Services Performers Showcase, an event previously coordinated by Bridges. I connected with several performers, resulting in the completion of bookings for the Bridges Library System's 2025 family performances.

Professional Development

I participated in Knowb4's Artificial Intelligence Foundations course and the Wisconsin Library Association's webinar, "Engaging and Affirming Neurodivergent Youth in Community Spaces."



Pictured: Angela Meyers (left) and Tonya Runyard (right), guests on 104.5 WSLD Radio

Beth Bechtel – Database Management Librarian

Meetings & Library Visits

In November's virtual CAFÉ Cats meeting, Bridges catalogers discussed removing unneeded bib record data to make Leap more useful for cataloging, the importance of updating the year in magazine and travel guide catalog records, and how to check for an author's Library of Congress authority record in our catalog.

Shawn Carlson and I continued visits to libraries to talk about cataloging and circulation work, share Polaris information, and offer on-the-spot training. We met with staff in Elm Grove, Muskego, and New Berlin libraries.

In the WLA Technical Services Section online state-wide meeting, the discussion included keeping bootleg media out of library catalogs, awareness of AI generated library materials, and staying current with cataloging standards.

Catalog Maintenance

This month I performed many regular maintenance tasks for the CAFÉ catalog, including:

- Checked to make sure our OverDrive bibs don't show in WISCAT as print materials available for inter-library loan. This month 535 bib records were edited.
- Reviewed audio-enabled book records - Vox and Wonderbooks - to ensure the more than 880 items are cataloged as books rather than audios for the state annual report.
- Audience codes changed to "Juvenile" on 155 children's materials to make them easier to find in the CAFÉ catalog.
- Downloaded 484 improved OverDrive e-book bib records into our catalog.

I sent copies of 6,189 bibliographic records added to CAFÉ in the last quarter to Backstage Library Works for editing – deleting unneeded data, adding reading levels, standardizing subjects, and other enrichments. I submit this data every few months and reload the returned improved bibs and their new authority records during off-peak hours. This year, Backstage improved more than 33,000 new bib records at our request.

Emily Heller – Public Communications Coordinator

Thankful for Libraries: November Stories Gathering Campaign

We gathered some beautiful stories throughout November about the impact libraries have on the community. Here are a few that I loved:

“I’ve been taking my son to the library from when he was 2 years old. It is there that he discovered new worlds and passions. It is there that he attended parties and events. It is there that he met Santa for the first time. Our library’s staff even helped me find the perfect book to help him understand death when his great grandmother passed away. Now 9, he and I still visit the library on a regular basis to check out movies and books, play board games, and just browse. I cannot imagine our lives without the library and all the offerings, support, and love that it supplies.”

– Alex R., Hartland Public Library Patron

“I’m an avid reader but don’t like looking up books on the computer so ordering books for pick up works for me. It’s like Christmas getting a notice that my books are ready and come from all over the library system. I’ve also read books online. All my kids and grandkids got their library cards at a young age because of my focus on the importance of reading. In addition, the New Berlin library has wonderful opportunities to check out like summer concerts, the volunteer store, projects, speakers and a host of all kinds of interesting things to participate. They’re a great community member. I don’t know what I’d do without the library. I save an average of \$3,000.00 dollars per year just reading library books!”

– Marilyn L., New Berlin Public Library Patron

“The library helped me achieve my PMP (Project Management Professional) certification by giving me the opportunity to use and study the PMP UDEMY course!”

– Amber B., Brookfield Public Library Patron

Destination Library Direct Mail Postcard Campaign

Bridges mailed 16,443 postcards out the week of Thanksgiving and member libraries are seeing people visit in-person to get new library cards and enter the Amazon gift card drawing. The unique webpage has had some light traffic as well.

Frost & Found: Virtual Library System Trivia Event Monday, January 13 - Friday, February 14, 2025

Join us for this online trivia quiz event to learn about Bridges Library System member libraries. Find the answers, complete the quizzes, and be entered for a chance to win a prize.

Up to 4 chances to win!

Learn more: bridgeslibrarysystem.org/frost

Google Interior Photo Tours

So far 6 library interiors have been photographed using the 360-degree camera and have the photos available on their Google Profiles (Brookfield, Mukwonago, Muskego, Oconomowoc, Watertown and Waukesha). They are now also editing the interactive tours to add to their websites.

[Mukwonago Community Library](#) has completed theirs and has it featured on their home page.

It had 3,759 visitors in the first month!



Professional Development

I attended the Library Marketing and Communications Conference (LMCC) from Nov. 12-14 in St. Louis. The conference was excellent once again with a lot of great information and ideas. Some of the best sessions were on using short form video well, gaining media coverage, and library outreach ideas.

Consulting

December 10th: I gave a Marketing Workshop presentation at the Library Memory Project's Symposium. It focused on working as a group to identify potential partners to help achieve the 'Awareness & Communications' goal of the Strategic Plan.

December 16th: I'll visit Karl Junginger Memorial Library in Waterloo for a tour and marketing review.

In the News:

- Karl Junginger Memorial Library and Waterloo Fire Department Fired-Up Reading Challenge collaboration: [Courier Article](#)
- Pewaukee Public Library Youth Services Manager Peter Blenski to help select 2026 Theodor Seuss Geisel Award: [Freeman Article](#)

November/December Newsletters:

Marketing Magic:

- December 6: 63.64% Open Rate
- November 15: 61.36% Open Rate

Monthly Bridges:

- December 2: 47.95% Open Rate

Legislators:

- December 16: data to come