

Irvin L. Young Memorial  
Library Community Room  
431 W. Center Street  
Whitewater, WI 53190  
Monday, June 19, 2023,  
6:30 p.m.

## MINUTES

### 1. Call to Order and Roll Call

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

Absent: Doug Anderson

Staff: Stacey Lunsford, Diane Jaroch arrived at 6:36

### 2. Consent Agenda

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

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

Nays: None

### 3. Old Business

#### 3.I. Library Building Project

##### 1. Update on the capital campaign

- Fundraising Campaign Public Phase Kickoff Event: Monday, July 10, 4:30 p.m. - 7:00 p.m.
  - as of today, donations/pledges total \$1,954,365
  - Monday, July 10, 4:30-7:00 open house kickoff, outdoor Jenga game with tent, Diane will show digital offerings, Subway sandwiches with chips cookies and water, renderings, info about 100EW, unveiling of the Bookometer, which should be up to \$2 million by then
  - Still looking at wall tile costs for donators
  - Website will go up on that day with the ability to go to Whitewater Community Foundation link for donations

#### 3.II. Review of The Meeting Room Policy Draft Revisions

Continuing to discuss revisions.

4. New Business

4.I. Mid-Year Review of the 2023 Strategic Plan Activities and Approval Of  
2024-2025 City Strategic Plan Activities for The Library

MSC Weigel/Retzke to approve mid-year review of strategic plan as revised.

Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orłowski,

Kathy Retzke, Jaime Weigel

Nays: None

5. Staff & Board Reports ~ attached

6. Board Member Requests for Future Agenda Items - none

7. Confirmation of Next

Meeting July 17,

2023, 6:30 p.m.

8. Adjournment at 7:22 p.m.

Respectfully submitted,

Brienne Diebolt-Brown

Secretary

## **DIRECTOR'S REPORT**

**June 19, 2023**

### **I. ADMINISTRATION**

- a. Five work orders were submitted in May.
  - i. A staff laptop was not connecting to the VPN.
  - ii. An exterior security light had burned out.
  - iii. The Plexiglas in the Little Free Library was broken out.
  - iv. The printer was adding extra pages with random characters to print jobs.
  - v. Loose carpeting in the staff area needed to be glued back down.
- b. Per Mar performed their annual fire alarm/suppression system inspection. No problems were found.

### **II. BUDGET**

- a. I completed the Capital Improvement Project part of the 2024-2025 budget document.

### **III. PERSONNEL**

- a. None.

### **IV. LIBRARY COLLECTION**

- a. RFID tagging has been completed in adult fiction and adult large print. We are now working on adult nonfiction.

### **V. PUBLIC AND COMMUNITY RELATIONS**

- a. None.

### **VI. LIBRARY BOARD RELATIONS**

- a. None.

### **VII. LAISING WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS**

- a. Cori and I attended a meeting of the librarians using the acquisitions module in Polaris on Thursday, May 25 in Oconomowoc. We learned quite a bit that we will be applying to our workflow.
- b. I worked as event staff at the City Employee Appreciation Picnic on Wednesday, June 14.
- c. I attended the Whitewater Leads meeting on Wednesday, June 14. The library received Culver's gift cards to include in teen subscription book bags when school starts again the fall.
- d. I will have attended the June 16 Alliance of Public Libraries meeting and will report on it at the board meeting.

### **VIII. PROFESSIONAL DEVELOPMENT**

- a. None.

### **IX. STRATEGIC PLAN**

- a. I met with Kelly Davis to discuss the revitalization of the Friends of the Library on Tuesday, May 23. The group of interested volunteers from the 100

Extraordinary Women event are planning a doll and teddy bear tea party later this year.

**X. CAPITAL CAMPAIGN**

- a. I did a presentation at Seniors in the Park on Tuesday, May 16.
- b. I did a presentation with Jim Winship at the Kiwanis Breakfast meeting on Tuesday, June 6.
- c. I attended a meeting of the Leadership Committee on Wednesday, June 7.
- d. I met with Gayle Stettler on Monday, June 12 to plan the Public Campaign Kickoff event set for July.

## **Adult Services Report June 2023**

### **Report:**

Thanks to the change of seasons we have had more people take an interest in the Wisconsin State Park passes. We have now checked out thirteen passes and will continue to check them out until they are gone.

Bridges Library System is hosting a library scavenger hunt for the summer. Patrons are invited to explore all 24 library locations to collect passport stamps for a chance to win prizes. The program ends August 31<sup>st</sup>. On June 9<sup>th</sup> it was reported that a Fort Atkinson patron had visited all 24 libraries in just one week.

### **Collection Development:**

I assembled three book displays for adults for the month of June.

I continue to do monthly weeding in the various adult collections.

### **Virtual Meetings/Webinars/Training Sessions Attended:**

May 10: Bridges Circulation chat to discuss Polaris offline for upcoming system upgrade

May 10: Staff meeting with Stacey, Deana, and Sarah

May 15: Library Board Meeting

May 17: Build Skills & Take Action to Stand Up for Diversity, Equity & Inclusion webinar

May 17: Staff meeting with Stacey, Deana, and Sarah

May 22: Infosec Training: Ransomware

May 22: What is Customer Service training by LinkedIn Learning

May 24: Staff meeting with Stacey and Deana

May 31: City of Whitewater Safety Meeting

May 31: Jefferson County Library Services Board Meeting

June 7: Staff meeting with Stacey, Deana, and Sarah

## **Youth Educational Services Report May 2023**

### **Upcoming Programs**

June 15<sup>th</sup>: Summer Reading Program begins.

### **Completed Outreach Events**

June 1<sup>st</sup>: Student Pride Support Night

### **Homeschool Hangout**

Alex Shepard from the Horowitz-DeRemer Planetarium hosted a telescope clinic for our homeschool families. He guided participants through basic telescope function and care. Participants were invited to bring their own telescopes or use one of the library's.

### **Collection Management**

Special orders were placed to upgrade children's nonfiction, series, and Spanish collections.

### **Meetings and Trainings**

May 17<sup>th</sup>: Build Skills & Take Action to Stand Up for Diversity, Equity, & Inclusion.

May 17<sup>th</sup>: Staff meeting.

May 22<sup>nd</sup>: WLA SIG Meeting

May 24<sup>th</sup>: Staff meeting.

June 6<sup>th</sup>: Staff meeting.

June 8<sup>th</sup>: Meeting with Sarah.

June 14<sup>th</sup>: Staff meeting.

## Programming & Makerspace Librarian Report June 2023

### Programs:

5/12: Fiber Friday (7)  
5/13: Sing, Dance, Thrive w/Noelle Larson (31)  
5/15: Spice of the Month Club (60)  
5/16: Badger Aces (9)  
5/17: Storytime (30)  
5/18: Maker Club (13)  
Extra seed bomb take/make kits (6)  
5/18: Dementia Friends (3)  
5/20: WisLUG Lego Showcase (200)  
5/22: Mindful Monday Book Club (9)  
5/23: Composting 101 (10)  
5/25: Little Makers (20)  
6/2: Arduino Workshop for Students (6)  
6/3: Arduino Workshop for Educators (5)  
6/5: Forest Gnome take & make craft for kids (60)  
6/5: Dungeons & Dragons (10)  
6/6: Smart Spending 101 (5)  
6/7: Storytime (24)  
6/8: Laundry Soap Making Class (9)  
6/13: Getting Started with a Plant-based Diet (8)  
6/14: Storytime (29)

### Upcoming Programs:

- Summer Reading Program for all ages
- 6/15: Puzzles & Popsicles
- 6/16: Fiber Friday
- 6/17: Sing, Dance, Thrive with Noelle Larson
- 6/19: Maker Club: Solar Prints
- 6/20: Snake Discovery
- 6/21 & 28: Storytime
- 6/22: Patriotic Candle Holder make/take for adults
- 6/26: Maker Club: Yarn Painting
- 6/26: Mindful Mondays Book Club
- 6/28: Guided Journaling Workshop
- 6/29: For Teens: Bingo
- 6/30: Mysterious Benedict Society Adventure

### Makerspace Use:

- 5/20: Craft supplies
- 5/20: Craft supplies

- 5/20: Craft supplies
- 5/22: Craft supplies
- 5/23: 3D printer
- 5/23: Craft supplies
- 5/24: Craft supplies
- 5/25: Craft supplies
- 5/25: Craft supplies
- 5/25: Craft supplies
- 5/26: Yarn, Sticker mural
- 5/26: Stickers
- 5/31: Laminator
- 6/1: Craft supplies
- 6/9: Craft supplies
- 6/9: Craft supplies
- 6/9: Craft supplies
- 6/10: Craft supplies
- 6/12: 3D printer



Makerspace Training Appointments: 2 hours

Equipment & Technology:

- We received 5 free Arduino kits and project books from Gearbox Labs as part of a grant. They can circulate, be used in the Makerspace, and in library programs. Arduino teaches electronic engineering, coding, programming, prototyping, and more.
- I am working on video tutorials for our Makerspace equipment.

Donations:

- A large quantity of scrapbook paper from Mara, librarian in Bridges
- Craft supplies from Jessica, staff member

Other Updates:

- A new volunteer, Karen, is doing some light dusting and cleaning about 1-2 hours/week.
- Deana and I created the large display case highlighting the children's summer reading program.
- I created the small display case highlighting the adult summer reading program and staff picks, including a bookmark. Staff picks will also be shared on social media throughout the summer.
- We received a \$600 donation from the Generac Foundation to fund one of the replacement laptops in the Makerspace.
- I was appointed as cochair of the ALSC Programs and Services Recognition committee for 2023-2025.
- I was selected to present at the 2023 WLA conference with Tiffany Helgerson from Monona Public Library. Our session will be "Every Child is an Artist: Process Art in the Library"

Meetings:

- 5/16: WAA meeting
- 5/17: Staff meeting
- 5/19: Bridges Makerspace Group meeting at Mukwonago Library
- 5/22: WLA Intellectual Freedom SIG
- 6/6: All Staff meeting
- 6/7: Staff meeting
- 6/9: ALSC PSR meeting
- 6/13: WAA meeting
- 6/14: Staff meeting

Professional Development:

- WI Libraries Talk About Race: *Build Skills & Take Action to Stand Up for Diversity, Equity & Inclusion*
- Infosec: Ransomware