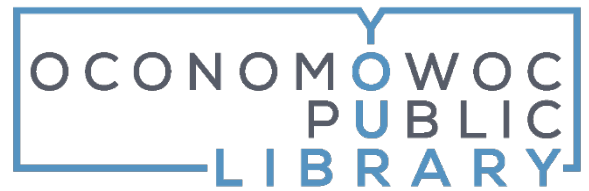


# BOARD OF TRUSTEES MEETING PACKET



## JANUARY 2025

### AGENDA(s)

- Regular Board Meeting - Monday, January 20, 2025 • 6 pm

### AGENDA REPORT

### MINUTES/COMMITTEE NOTES

- Regular Meeting Minutes - November 18, 2024

### REPORTS

- Finance Report
- Vouchers
- Monthly Statistics Report
- Quarterly Statistics Report

### COMMUNICATIONS/ANNOUNCEMENTS

- Bridges Staff Reports

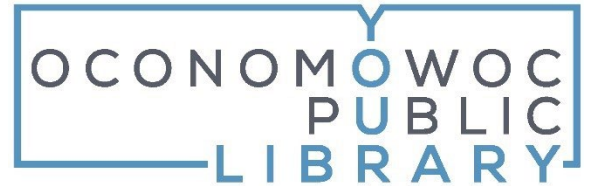
### DIRECTOR'S REPORT

### ATTACHMENTS

- Q4 Strategic Plan Update
- Q4 Gift Fund Report

# OCONOMOWOC PUBLIC LIBRARY

## BOARD OF TRUSTEES



### REGULAR BOARD MEETING

MONDAY, JANUARY 20, 2025 • 6 PM

LYKE MEETING ROOM

OCONOMOWOC PUBLIC LIBRARY

Board Members please notify the Library Administrative Coordinator at (262) 569-2193, ext. 203 or sbartholomew@oconomowoclibrary.org if you are unable to attend.

### AGENDA

#### I. REGULAR ORDER OF BUSINESS

- A. Call to Order-Ascertain Posting of Agenda-Members Present
- B. Minutes of Previous Meeting
- C. Comments from Audience
- D. Finance and Statistic Reports
- E. Present Vouchers for Payment
- F. Communications and Announcements

#### II. REPORTS

- A. Committee Reports (only bold committees will present)
  - 1. Planning Committee - B. Nankee, K. Hansen  
Last Meeting - December 5, 2022; Next Meeting - to be scheduled
  - 2. Nominating Committee - K. Hansen, B. Nankee, M. Wood, S. Lammers, B. Elwood-Goetsch, J. Hooper  
Last Meeting - May 16, 2024; Next Meeting - to be scheduled
  - 3. Finance Committee - B. Nankee, S. Lammers, E. Ludwig, K. Kennedy  
Last Meeting - June 28, 2023; Next Meeting - to be scheduled
  - 4. Operations Committee - TBD  
Last Meeting - September 8, 2022; Next Meeting - to be scheduled
- B. Library Director's Report\*

### **III. NEW BUSINESS**

- A. Consider/Act on the future of Hoopla
- B. Discuss Q4 Update on 2024 Strategic Plan
- C. Discuss moving forward with an Unstaffed Library Branch

### **IV. BOARD REMARKS**

- A. Board President Remarks
- B. Board Member Remarks

### **V. ADJOURN**

\* Library Director's Report may include information on Budget/Finance, Building/Facilities, Collection Development/Reference, Communications, Continued System Involvement/Automation, Friends of OPL, Fundraising, Library Operations, Personnel/Continuing Education, Planning, Programming, and/or Public Relations.

### **NOTICE**

If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, notify the Library's Administrative Coordinator at (262) 569-2193, ext. 203 or [sbartholomew@oconomowoclibrary.org](mailto:sbartholomew@oconomowoclibrary.org), at least 48 hours in advance of the meeting to request adequate accommodations. Members of other City governmental bodies (boards, commissions, committees, council, etc.) may attend the above noticed meeting of the Oconomowoc Public Library Board of Trustees in order to gather information. The only action to be taken at the above noticed meeting will be action by the Oconomowoc Public Library Board of Trustees.

# AGENDA REPORT

JANUARY 2025

## NEW BUSINESS

### A. Consider/Act on the future of Hoopla

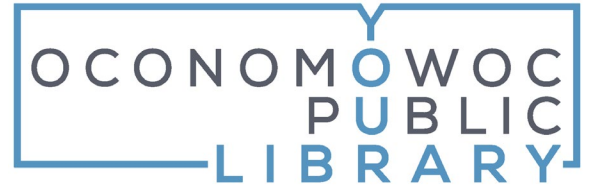
Consider keeping Hoopla for another year since only one Bridges Library is removing it in 2025.

### B. Discuss Q4 Update on 2024 Strategic Plan

### C. Discuss moving forward with an Unstaffed Library Branch

Review possible options of adding an unstaffed branch.

# OCONOMOWOC PUBLIC LIBRARY BOARD OF TRUSTEES



## REGULAR MEETING MINUTES

NOVEMBER 18, 2024

### MEMBERS PRESENT

Ben Nankee, Barbara Elwood-Goetsch, Dani Clarkson, Sandee Lammers, Kerry Hansen, Kate Kennedy, Jenny Hooper, Erik Ludwig

### MEMBERS ABSENT

Matt Mulder, Melissa Wood

### STAFF PRESENT

Jen Puccini, Shannon Bartholomew

## REGULAR ORDER OF BUSINESS

### A. CALL TO ORDER-ASCERTAIN POSTING OF AGENDA-MEMBERS PRESENT

Ben Nankee called the meeting to order at 6:05 PM. Agenda was properly posted.

### B. MINUTES OF PREVIOUS MEETING

Kerry Hansen moved to approve the minutes of the October 20, 2024 Regular Board Meeting. Dani Clarkson seconded and motion carried.

### C. COMMENTS FROM AUDIENCE

No audience comments

### D. FINANCE AND STATISTIC REPORTS

The October 2024 Financial Report was reviewed.

The October 2024 Statistical Report was reviewed.

## **E. PRESENT VOUCHERS FOR PAYMENT**

Erik Ludwig moved to approve the October 2024 vouchers totaling \$14,155.64. Kerry Hansen seconded and motion carried.

## **F. COMMUNICATIONS & ANNOUNCEMENTS**

The newsletter and recent articles were provided at the board meeting.

## **REPORTS**

### **A. COMMITTEE REPORTS (ONLY BOLD COMMITTEES WILL PRESENT)**

Planning Committee – B. Nankee, K. Hansen

Last Meeting – December 5, 2022; Next Meeting – to be scheduled

Nominating Committee – K. Hansen, B. Nankee, M. Wood, S. Lammers, B. Elwood-Goetsch, J. Hooper

Last Meeting – April 26, 2023; Next Meeting – to be scheduled

Finance Committee – B. Nankee, J. Aultman Kloth, S. Lammers, E. Ludwig, K. Kennedy

Last Meeting – June 28, 2023; Next Meeting – to be scheduled

Operations Committee – TBD

Last Meeting - September 8, 2022; Next Meeting – to be scheduled

### **B. DIRECTOR'S REPORT**

#### **Budget/Finance**

Our 2025 budget was approved by Council on November 5, 2024.

#### **Communications**

Great story-Shorehaven Storytime interaction Jennie Fiddler had with a resident:

I had a really positive interaction with one of the residents who attended Shorehaven Storytime. To my knowledge, this was her first time there, and she called me over before the program to tell me she wrote a song for the event. I invited her to sing it in place of our hello song. I brought the microphone over to her and she had a blast singing her song for everyone. At the end of our storytimes there, we do a simple craft. We made apples using strips of red paper connected with brads. This same resident called me over to tell me this craft was "far out." Many of the resident attendees at Shorehaven Storytime are in skilled

nursing households and tend to be quite passive in interactions, so to get this kind of response from someone really stood out, and it was great that she was able to show how much this program meant to her.

### **Friends of OPL**

Book Sale-Friends raised \$2,061.30 last month from their Book Sale. They sent out flyers for free books to 25 Little Free Libraries. The flyer offered them a free bag of books during our Sunday hours. We had 5 redeemed and we got 3 back, returned to sender.

There were also \$30 in Beardie Bucks redeemed (not included in the final total).

We will be adding a Friends Blurb to our monthly newsletter to help get the word out about the Friends.

### **Fundraising**

Interested in donating your favorite cookies?

- Contact Stacey Pierce at [stacey@pierceplace.net](mailto:stacey@pierceplace.net) or (262) 370-3696
- Bake 4-6 dozen cookies (usually the same kind)
- Put them in packaging that can be tossed - Cookies will be placed on big platters during the event
- Drop them off at the Library after 5 pm on Wednesday, December 4, and before 9 am on Saturday, December 7.
- Receive one dozen free cookies at the sale!

Like to help during the sale?

- You can work 1st shift 9:15 am to 10:30 am, 2nd shift 10:30 am to noon or the whole time
- Contact Stacey Pierce at [stacey@pierceplace.net](mailto:stacey@pierceplace.net) or (262) 370-3696 and let her know your preference

### **Operations**

The building will close at 6 pm on Wednesday, November 27 and will be closed all day on Thursday, November 28 for Thanksgiving.

### **Personnel/Continuing Education**

The Library is struggling to fill the Early Childhood position, so we are going to revamp the position to an Youth Services assistant position.

Jennie Fidler, Elizabeth Brazleton, and Kelsey Butterfield attended the Wisconsin Library Association (WLA) conference earlier this month.

### **Programming**

## Halloween Parade Float

People raved about our Ghost Hunting How To program.

Dino-vember was a huge hit earlier this month. We had 45 attendees.

Our Monster Jam reading challenge has begun. Logs are available on the children's books display. Patrons will need to get Reference to stamp the log to make it complete. Then patrons need to go to the box office in Milwaukee to reserve the child ticket with the purchase of an adult ticket. This challenge goes until the end of the event dates, which is January 11.

December is another great month for Library programs. Perennial favorites are back this year. "Hands-on Holidays" is on December 14 from 10 am-12 pm and the holiday Pajama Storytime is on December 11 at 6:30 pm.

## Public Relations

Our new Library calendar is up and running. It has a nice banner that displays featured events.

## NEW BUSINESS

### A. CONSIDER/ACT ON SETTING SPECIAL CLOSING DATES FOR 2025

In addition to the holiday closings listed in the employee handbook, the Library Board annually considers/acts on closing the building early the night before Thanksgiving (6 pm November 26, 2025); the second Sunday in May for Mother's Day (May 11, 2025); one day for Staff Development, October 3, 2025; and July 5, 2025. Due to the July 4 holiday falling on a Friday, staff would need to open for four hours on Saturday and then be closed on Sunday, per summer weekend hours.

Kate Kennedy moved to approve setting special closing dates for 2025. Erik Ludwig seconded and motion carried.

### B. CONSIDER/ACT ON APPROVING FINAL 2025 LIBRARY BUDGET

The Budget Hearing and Adoption was on November 5. Budget was approved, no additional changes. Kerry Hansen moved to approve the final 2025 library budget. Dani Clarkson seconded and motion carried.

**C. 2025 ANNUAL ADDENDUM TO THE BRIDGES LIBRARY SYSTEM MEMBER LIBRARY AND CAFÉ AGREEMENT**

Review and sign the 2025 Annual Addendum to the Bridges Library System Member Library and Café Agreement. The Library Board must approve this annually.

Dani Clarkson moved to approve the 2025 Annual Addendum to the Bridges Library System Member Library and Café Agreement. Jenny Hooper seconded and motion carried.

**BOARD REMARKS**

**A. BOARD PRESIDENT REMARKS**

No Board President remarks.

**B. BOARD MEMBER REMARKS**

Barb Elwood-Goetsch appreciated the digitalization of our newspapers.

**ADJOURN**

Erik Ludwig moved to adjourn the meeting at 6:50 pm. Kerry Hansen seconded and the motion carried.

Shannon Bartholomew, Administrative Coordinator

TOTAL BUDGET	\$1,351,924		BUDGET EXPENDED	100%	YR PASSED
	\$1,276,825	94%	REMAINING	0%	YR REMAINING
	\$75,099	6%			

REVENUE																	
COUNTY FUNDING	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% RECEIVED
WAUKESHA	3720	-	-	-	171,279	-	-	-	-	-	171,279	-	-	342,558	342,289	342,289	100%
INTERSYSTEM FUNDING	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% RECEIVED
DODGE	3721	-	30,196	-	-	-	-	-	-	-	-	-	-	30,196	30,196	30,196	100%
JEFFERSON	3721	-	99,013	-	-	-	-	-	-	-	-	-	-	99,013	99,013	99,013	100%
WASHINGTON	3721	-	267	-	-	-	-	-	-	-	-	-	-	267	267	267	100%
<b>TOTAL COUNTY FUNDING</b>	2024	\$ -	\$ 129,475	\$ -	\$ 171,279	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 171,279	\$ -	\$ -	\$ 472,033	\$ 471,764	\$ 471,764	100%
	2023	\$ -	\$ 141,203	\$ -	\$ 162,199	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 162,199	\$ -	\$ -	\$ 465,601	\$ 465,483	\$ 465,483	100%
	2022	\$ -	\$ 122,696	\$ -	\$ 148,866	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,067	\$ -	\$ -	\$ 420,629	\$ 420,243	\$ 420,243	100%
PUBLIC SERVICE CHARGES	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% RECEIVED
FINES & FEES	6114	984	1,387	1,371	902	1,233	1,333	1,489	1,610	1,644	1,148	968	1,043	15,112	14,500	14,500	104%
COPYING	6116	292	1,008	681	776	692	781	614	753	715	789	723	552	8,377	7,000	7,000	120%
ROOM RENTAL	6741	30	60	100	330	60	-	30	-	140	90	70	-	910	600	600	152%
<b>TOTAL SERVICE CHARGES</b>	2024	\$ 1,306	\$ 2,455	\$ 2,152	\$ 2,008	\$ 1,985	\$ 2,114	\$ 2,134	\$ 2,363	\$ 2,499	\$ 2,027	\$ 1,761	\$ 1,596	\$ 24,399	\$ 22,100	\$ 22,100	110%
	2023	\$ 1,796	\$ 1,922	\$ 2,575	\$ 2,204	\$ 1,462	\$ 2,172	\$ 2,355	\$ 1,603	\$ 2,831	\$ 2,495	\$ 1,607	\$ 2,111	\$ 25,132	\$ 23,400	\$ 23,400	107%
	2022	\$ 1,844	\$ 2,028	\$ 1,278	\$ 2,357	\$ 1,836	\$ 2,089	\$ 2,746	\$ 1,968	\$ 1,774	\$ 2,172	\$ 1,458	\$ 1,912	\$ 23,463	\$ 21,520	\$ 21,520	109%
MISC REVENUE	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% RECEIVED
SALE OF PROPERTY	8310	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PCARD REBATE	8430	-	-	-	-	-	728	-	730	-	-	-	715	2,172	3,500	3,500	62%
<b>TOTAL MISC REVENUE</b>	2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 728	\$ -	\$ 730	\$ -	\$ -	\$ -	\$ 715	\$ 2,172	\$ 1,328	\$ 3,500	62%
	2023	\$ -	\$ -	\$ 513	\$ -	\$ 752	\$ -	\$ -	\$ 578	\$ -	\$ -	\$ -	\$ -	\$ 1,843	\$ 1,657	\$ 3,500	53%
	2022	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 696	\$ 924	\$ -	\$ -	\$ 535	\$ -	\$ 2,155	\$ 1,345	\$ 3,500	62%
DONATIONS	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% RECEIVED
GENERAL	8501	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL DONATIONS</b>	2024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2023													\$ -	\$ -	\$ -	-
	2022													\$ -	\$ -	\$ -	-
TOTAL DEPARTMENT REVENUE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% RECEIVED	
<b>TOTAL DEPT REVENUE</b>	2024	\$ 1,306	\$ 131,930	\$ 2,152	\$ 173,287	\$ 1,985	\$ 2,842	\$ 2,134	\$ 3,093	\$ 2,499	\$ 173,305	\$ 1,761	\$ 2,311	\$ 498,604	\$ 497,364	\$ 497,364	100%
	2023	\$ 1,796	\$ 143,125	\$ 3,088	\$ 164,403	\$ 2,214	\$ 2,172	\$ 2,355	\$ 2,181	\$ 2,831	\$ 164,694	\$ 1,607	\$ 2,111	\$ 492,576	\$ 492,383	\$ 492,383	100%
	2022	\$ 1,844	\$ 124,724	\$ 1,278	\$ 151,223	\$ 1,836	\$ 2,089	\$ 3,443	\$ 2,892	\$ 1,774	\$ 151,239	\$ 1,993	\$ 3,158	\$ 447,494	\$ -	\$ 445,263	101%
CITY FUNDING	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% RECEIVED	
<b>TOTAL CITY FUNDING</b>	2024	\$ 72,480	\$ 7,504	\$ 134,478	\$ (74,129)	\$ 89,565	\$ 103,382	\$ 94,516	\$ 122,122	\$ 96,614	\$ (83,577)	\$ 93,395	\$ 121,871	\$ 778,221	\$ 854,560	\$ 854,560	91%
	2023	\$ 74,483	\$ (39,475)	\$ 154,185	\$ (62,350)	\$ 88,238	\$ 79,273	\$ 82,576	\$ 95,822	\$ 119,965	\$ (68,565)	\$ 110,517	\$ 111,254	\$ 745,923	\$ 800,967	\$ 800,967	93%
	2022	\$ 77,030	\$ (1,798)	\$ 81,380	\$ (13,519)	\$ 86,259	\$ 83,306	\$ 88,163	\$ 87,584	\$ 117,474	\$ (51,687)	\$ 87,887	\$ 121,472	\$ 763,550	\$ -	\$ 812,482	94%

EXPENSES																	
WAGES AND BENEFITS	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
FT SALARIES	111	28,899	38,759	58,138	40,437	38,102	38,102	38,102	55,816	37,167	37,444	37,545	51,233	499,745	503,866	503,866	99%
PT W/BEN	113	1,894	2,790	5,067	3,142	3,752	3,636	4,217	5,332	3,388	4,138	3,231	5,289	45,874	43,499	43,499	105%
PT W/OUT BEN	125	8,053	13,371	18,419	13,684	10,848	10,298	10,061	16,261	10,075	11,260	10,315	12,439	145,085	175,675	175,675	83%
SUNDAY HOURS	126	473	973	1,427	675	734	-	11	-	673	890	969	1,273	8,098	8,076	8,076	100%
LONGEVITY	133	6	6	12	6	-	6	6	12	6	6	-	6	72	72	72	100%
FICA	151	2,893	4,095	6,062	4,285	3,984	3,797	3,853	5,669	3,748	3,942	3,940	5,051	51,318	55,947	55,947	92%
WRS RETIREMENT	152	2,842	2,886	4,389	2,743	2,902	2,880	2,880	3,783	2,818	2,883	2,833	2,903	36,741	37,773	37,773	97%
HEALTH INSURANCE	154	14,005	14,016	19,913	11,795	10,339	14,016	11,795	17,693	13,147	12,696	6,348	12,885	158,647	168,196	168,196	94%
LIFE INSURANCE	155	84	84	84	75	80	95	90	90	90	93	93	93	1,051	668	668	157%
COMP EARNED	164	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL WAGES &amp; BENEFITS</b>	2024	\$ 59,148	\$ 76,980	\$ 113,511	\$ 76,842	\$ 70,741	\$ 72,829	\$ 71,015	\$ 104,655	\$ 71,111	\$ 73,354	\$ 65,274	\$ 91,172	\$ 946,631	\$ 993,770	\$ 993,770	95%
	2023	\$ 57,351	\$ 72,263	\$ 106,757	\$ 78,044	\$ 64,904	\$ 58,850	\$ 62,643	\$ 67,791	\$ 107,193	\$ 71,677	\$ 72,292	\$ 80,948	\$ 900,715	\$ 938,565	\$ 938,565	96%
	2022	\$ 54,971	\$ 64,048	\$ 63,653	\$ 102,813	\$ 68,724	\$ 66,633	\$ 61,194	\$ 67,853	\$ 102,275	\$ 69,581	\$ 69,795	\$ 78,656	\$ 870,196	\$ 886,995	\$ 886,995	98%

	\$358,154		BUDGET		
<b>OPERATING BUDGET</b>	\$330,194	92.2%	EXPENDED	100%	YR PASSED
	\$27,960	7.8%	REMAINING	0%	YR REMAINING

OPERATING EXPENSES																	
PURCHASED SERVICES	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
SERVICES NON-IT	210	1,205	22,559	1,238	2,401	2,374	1,543	1,252	1,407	1,195	1,336	1,301	2,674	40,486	43,636	43,636	93%
SERVICES IT	211	-	845	1,223	1,375	1,105	1,364	1,026	1,319	1,340	986	1,528	1,995	14,105	13,000	13,000	109%
PROGRAMS	212	779	2,664	1,669	438	1,434	2,775	1,720	895	733	396	221	259	13,983	13,000	13,000	108%
ELECTRIC & WATER	222	1,810	1,669	1,735	1,929	2,012	2,688	3,120	3,146	2,803	2,368	1,738	1,876	26,895	31,000	31,000	87%
GAS & HEAT	224	-	1,514	1,193	969	641	161	82	49	42	41	284	2,231	7,207	11,500	11,500	63%
PHONE	225	-	56	56	56	56	56	56	56	56	56	56	56	617	720	720	86%
INTERNET	226	160	356	374	374	374	974	353	355	454	382	382	982	5,521	5,940	5,940	93%
MAINT CONT NON-IT	240	402	375	375	636	375	588	2,529	375	375	52	326	624	7,034	6,985	6,985	101%
MAINT CONT IT	241	-	-	-	-	-	-	-	3,261	-	-	-	-	3,261	3,500	3,500	93%
<b>TOTAL SERVICES</b>	<b>2024</b>	<b>\$ 4,356</b>	<b>\$ 30,038</b>	<b>\$ 7,863</b>	<b>\$ 8,179</b>	<b>\$ 8,371</b>	<b>\$ 10,149</b>	<b>\$ 10,139</b>	<b>\$ 10,863</b>	<b>\$ 6,998</b>	<b>\$ 5,618</b>	<b>\$ 5,836</b>	<b>\$ 10,698</b>	<b>119,109</b>	<b>\$ 129,281</b>	<b>\$ 129,281</b>	<b>92%</b>
	<b>2023</b>	<b>\$ 6,651</b>	<b>\$ 7,020</b>	<b>\$ 30,071</b>	<b>\$ 8,641</b>	<b>\$ 7,450</b>	<b>\$ 6,753</b>	<b>\$ 9,278</b>	<b>\$ 8,268</b>	<b>\$ 7,098</b>	<b>\$ 7,600</b>	<b>\$ 7,877</b>	<b>\$ 13,235</b>	<b>\$ 119,941</b>	<b>\$ 124,747</b>	<b>\$ 124,747</b>	<b>96%</b>
	<b>2022</b>	<b>\$ 3,935</b>	<b>\$ 27,103</b>	<b>\$ 7,617</b>	<b>\$ 8,018</b>	<b>\$ 6,751</b>	<b>\$ 9,732</b>	<b>\$ 9,316</b>	<b>\$ 7,986</b>	<b>\$ 6,273</b>	<b>\$ 9,132</b>	<b>\$ 6,448</b>	<b>\$ 16,353</b>	<b>\$ 118,665</b>	<b>\$ 115,472</b>	<b>\$ 115,472</b>	<b>103%</b>

OPERATING EXPENSES	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
POSTAGE	311	-	-	-	100	-	-	-	120	-	100	-	100	420	360	360	117%
PRINTING	313	-	-	-	-	132	-	-	-	106	-	-	-	238	400	400	60%
MEMBERSHIP DUES	320	50	-	-	-	-	-	-	247	-	424	147	-	868	930	930	93%
BOOKS	321	111	10,975	7,559	6,752	6,191	9,367	7,848	78	12,479	16	8,528	13,619	83,523	92,000	92,000	91%
SERIALS/PERIODICALS	322	5,551	75	340	-	84	55	-	-	-	270	39	109	6,523	6,500	6,500	100%
AUDIO VISUAL	323	112	566	1,377	769	594	1,468	602	1,021	697	1,731	1,314	2,508	12,759	16,000	16,000	80%
LIC/PERMIT	324	25	-	428	605	(19)	-	-	486	405	276	-	551	2,756	3,560	3,560	77%
E-MEDIA	325	37	13,526	37	37	37	1,353	748	1,407	1,401	1,335	1,739	8,507	30,163	14,075	22,139	136%
PUBLICITY	326	-	28	-	-	-	-	42	-	-	-	21	42	133	700	700	19%
TRAINING & TRAVEL	330	46	345	-	242	-	81	676	44	168	1,298	820	268	3,988	4,000	4,000	100%
CAR ALLOWANCE	332	11	11	17	11	11	11	11	17	11	11	11	11	144	144	144	100%
OPERATING SUPPLIES	340	628	2,818	830	1,771	1,805	2,412	2,090	691	1,778	819	7,158	1,758	24,559	24,600	24,600	100%
COMP/TECH EQUIPMENT	345	-	54	1,500	334	574	870	304	2,207	885	177	803	2,280	9,989	10,400	10,400	96%
<b>TOTAL OPERATING</b>	<b>2024</b>	<b>\$ 6,571</b>	<b>\$ 28,398</b>	<b>\$ 12,088</b>	<b>\$ 10,621</b>	<b>\$ 9,409</b>	<b>\$ 15,617</b>	<b>\$ 12,320</b>	<b>\$ 6,318</b>	<b>\$ 17,929</b>	<b>\$ 6,457</b>	<b>\$ 20,582</b>	<b>\$ 29,752</b>	<b>176,063</b>	<b>\$ 181,733</b>	<b>\$ 181,733</b>	<b>97%</b>
	<b>2023</b>	<b>\$ 9,592</b>	<b>\$ 21,287</b>	<b>\$ 17,159</b>	<b>\$ 11,228</b>	<b>\$ 14,785</b>	<b>\$ 9,502</b>	<b>\$ 5,625</b>	<b>\$ 18,432</b>	<b>\$ 5,525</b>	<b>\$ 13,536</b>	<b>\$ 29,007</b>	<b>\$ 23,566</b>	<b>\$ 179,243</b>	<b>\$ 183,793</b>	<b>\$ 183,793</b>	<b>98%</b>
	<b>2022</b>	<b>\$ 17,332</b>	<b>\$ 25,898</b>	<b>\$ 8,338</b>	<b>\$ 17,670</b>	<b>\$ 9,512</b>	<b>\$ 5,184</b>	<b>\$ 17,207</b>	<b>\$ 11,384</b>	<b>\$ 7,327</b>	<b>\$ 17,855</b>	<b>\$ 10,930</b>	<b>\$ 42,391</b>	<b>\$ 191,029</b>	<b>\$ 204,079</b>	<b>\$ 204,079</b>	<b>94%</b>

MAINTENANCE	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
REPAIR/MAINT BUILDING	400	697	1,030	68	417	26	4,640	186	280	70	1,440	364	91	9,308	10,000	10,000	93%
REPAIR/MAINT GROUNDS	410	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
REPAIR/MAINT EQUIP	435	-	-	34	110	15	-	-	110	16	42	9	83	418	750	750	56%
<b>TOTAL MAINTENANCE</b>	<b>2024</b>	<b>\$ 697</b>	<b>\$ 1,030</b>	<b>\$ 102</b>	<b>\$ 527</b>	<b>\$ 40</b>	<b>\$ 4,640</b>	<b>\$ 186</b>	<b>\$ 390</b>	<b>\$ 86</b>	<b>\$ 1,481</b>	<b>\$ 373</b>	<b>\$ 174</b>	<b>9,727</b>	<b>\$ 10,750</b>	<b>\$ 10,750</b>	<b>90%</b>
	<b>2023</b>	<b>\$ -</b>	<b>\$ 144</b>	<b>\$ 101</b>	<b>\$ 1,205</b>	<b>\$ 378</b>	<b>\$ 3,406</b>	<b>\$ 4,452</b>	<b>\$ 577</b>	<b>\$ 44</b>	<b>\$ 381</b>	<b>\$ 13</b>	<b>\$ 5,915</b>	<b>\$ 16,616</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>	<b>158%</b>
	<b>2022</b>	<b>\$ -</b>	<b>\$ 2,965</b>	<b>\$ 139</b>	<b>\$ 6,293</b>	<b>\$ 197</b>	<b>\$ 663</b>	<b>\$ 1,252</b>	<b>\$ 69</b>	<b>\$ 462</b>	<b>\$ 74</b>	<b>\$ 70</b>	<b>\$ 369</b>	<b>\$ 12,552</b>	<b>\$ 16,048</b>	<b>\$ 16,048</b>	<b>78%</b>

FIXED CHARGES	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
TECHNOLOGY	509	773	773	773	773	773	773	773	773	773	773	773	773	9,270	9,270	9,270	100%
RISK MANAGEMENT	510	1,967	1,967	1,967	1,967	1,967	1,967	1,967	1,967	1,967	1,967	1,967	1,967	23,605	23,605	23,605	100%
COPIER LEASE	530	274	249	327	249	249	249	249	249	249	79	351	344	3,119	3,515	3,515	89%
<b>TOTAL FIXED CHARGES</b>	<b>2024</b>	<b>\$ 3,014</b>	<b>\$ 2,989</b>	<b>\$ 3,067</b>	<b>\$ 2,989</b>	<b>\$ 2,989</b>	<b>\$ 2,989</b>	<b>\$ 2,989</b>	<b>\$ 2,989</b>	<b>\$ 2,989</b>	<b>\$ 2,819</b>	<b>\$ 3,090</b>	<b>\$ 3,083</b>	<b>35,994</b>	<b>\$ 36,390</b>	<b>\$ 36,390</b>	<b>99%</b>
	<b>2023</b>	<b>\$ 2,686</b>	<b>\$ 2,935</b>	<b>\$ 3,184</b>	<b>\$ 2,935</b>	<b>\$ 2,935</b>	<b>\$ 2,935</b>	<b>\$ 2,935</b>	<b>\$ 2,935</b>	<b>\$ 2,935</b>	<b>\$ 2,935</b>	<b>\$ 2,935</b>	<b>\$ 2,935</b>	<b>\$ 35,219</b>	<b>\$ 35,745</b>	<b>\$ 35,745</b>	<b>99%</b>
	<b>2022</b>	<b>\$ 2,636</b>	<b>\$ 2,910</b>	<b>\$ 2,910</b>	<b>\$ 2,910</b>	<b>\$ 2,910</b>	<b>\$ 3,184</b>	<b>\$ 2,636</b>	<b>\$ 3,184</b>	<b>\$ 2,910</b>	<b>\$ 2,910</b>	<b>\$ 2,636</b>	<b>\$ 3,184</b>	<b>\$ 34,924</b>	<b>\$ 35,150</b>	<b>\$ 35,150</b>	<b>99%</b>

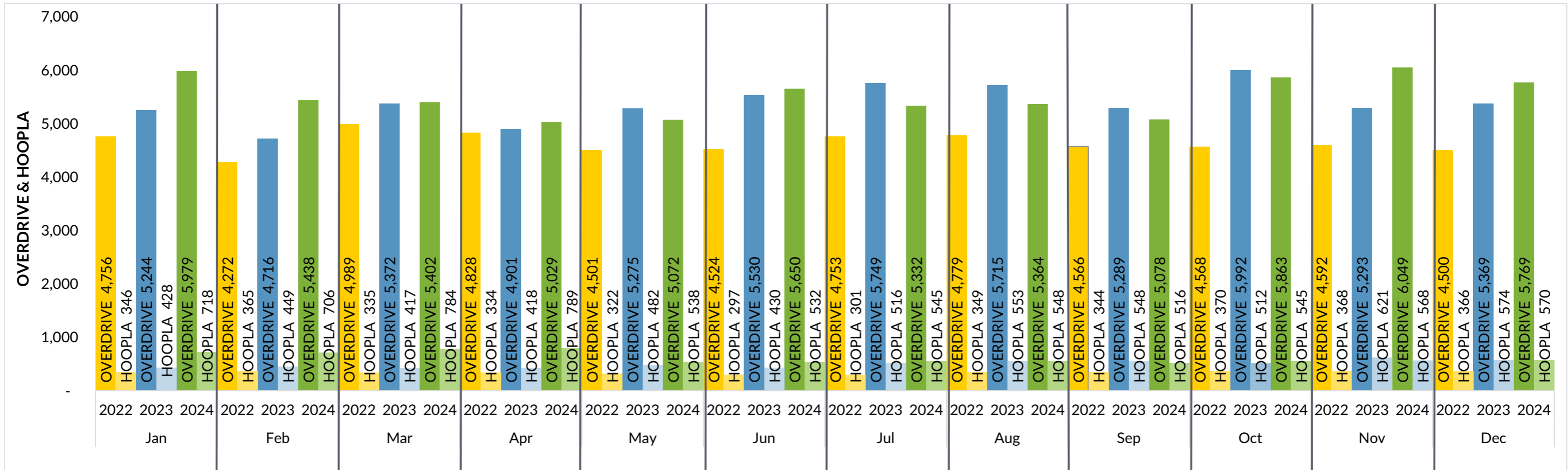
TOTAL OPERATING BUDGET		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
	<b>2024</b>	<b>\$ 14,638</b>	<b>\$ 62,455</b>	<b>\$ 23,120</b>	<b>\$ 22,316</b>	<b>\$ 20,809</b>	<b>\$ 33,395</b>	<b>\$ 25,635</b>	<b>\$ 20,559</b>	<b>\$ 28,002</b>	<b>\$ 16,374</b>	<b>\$ 29,882</b>	<b>\$ 33,010</b>	<b>330,194</b>	<b>\$ 358,154</b>	<b>\$ 358,154</b>	<b>92%</b>
	<b>2023</b>	<b>\$ 18,929</b>	<b>\$ 31,386</b>	<b>\$ 50,515</b>	<b>\$ 24,008</b>	<b>\$ 25,548</b>	<b>\$ 22,595</b>	<b>\$ 22,289</b>	<b>\$ 30,212</b>	<b>\$ 15,602</b>	<b>\$ 24,452</b>	<b>\$ 39,832</b>	<b>\$ 32,417</b>	<b>\$ 337,784</b>	<b>\$ 354,785</b>	<b>\$ 354,785</b>	<b>95%</b>
	<b>2022</b>	<b>\$ 23,903</b>	<b>\$ 58,877</b>	<b>\$ 19,004</b>	<b>\$ 34,891</b>	<b>\$ 19,371</b>	<b>\$ 18,762</b>	<b>\$ 30,411</b>	<b>\$ 22,623</b>	<b>\$ 16,973</b>	<b>\$ 29,971</b>	<b>\$ 20,084</b>	<b>\$ 45,944</b>	<b>\$ 357,170</b>	<b>\$ 370,749</b>	<b>\$ 370,749</b>	<b>96%</b>

TOTAL BUDGET		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
	<b>2024</b>	<b>\$ 73,786</b>	<b>\$ 139,434</b>	<b>\$ 136,630</b>	<b>\$ 99,157</b>	<b>\$ 91,550</b>	<b>\$ 106,224</b>	<b>\$ 96,649</b>	<b>\$ 125,215</b>	<b>\$ 99,113</b>	<b>\$ 89,729</b>	<b>\$ 95,156</b>	<b>\$ 124,182</b>	<b>1,276,825</b>	<b>\$ 1,351,924</b>	<b>\$ 1,351,924.47</b>	<b>94%</b>
	<b>2023</b>	<b>\$ 76,280</b>	<b>\$ 103,649</b>	<b>\$ 157,273</b>	<b>\$ 102,052</b>	<b>\$ 90,452</b>	<b>\$ 81,445</b>	<b>\$ 84,932</b>	<b>\$ 98,003</b>	<b>\$ 122,795</b>	<b>\$ 96,130</b>	<b>\$ 112,124</b>	<b>\$ 113,364</b>	<b>\$ 1,238,499</b>	<b>\$ 1,293,350</b>	<b>\$ 1,293,350</b>	<b>96%</b>
	<b>2022</b>	<b>\$ 78,874</b>	<b>\$ 122,926</b>	<b>\$ 82,658</b>	<b>\$ 137,704</b>	<b>\$ 88,095</b>	<b>\$ 85,395</b>	<b>\$ 91,606</b>	<b>\$ 90,476</b>	<b>\$ 119,247</b>	<b>\$ 99,552</b>	<b>\$ 89,880</b>	<b>\$ 124,601</b>	<b>\$ 1,227,367</b>	<b>\$ 1,257,744</b>	<b>\$ 1,257,744</b>	<b>98%</b>

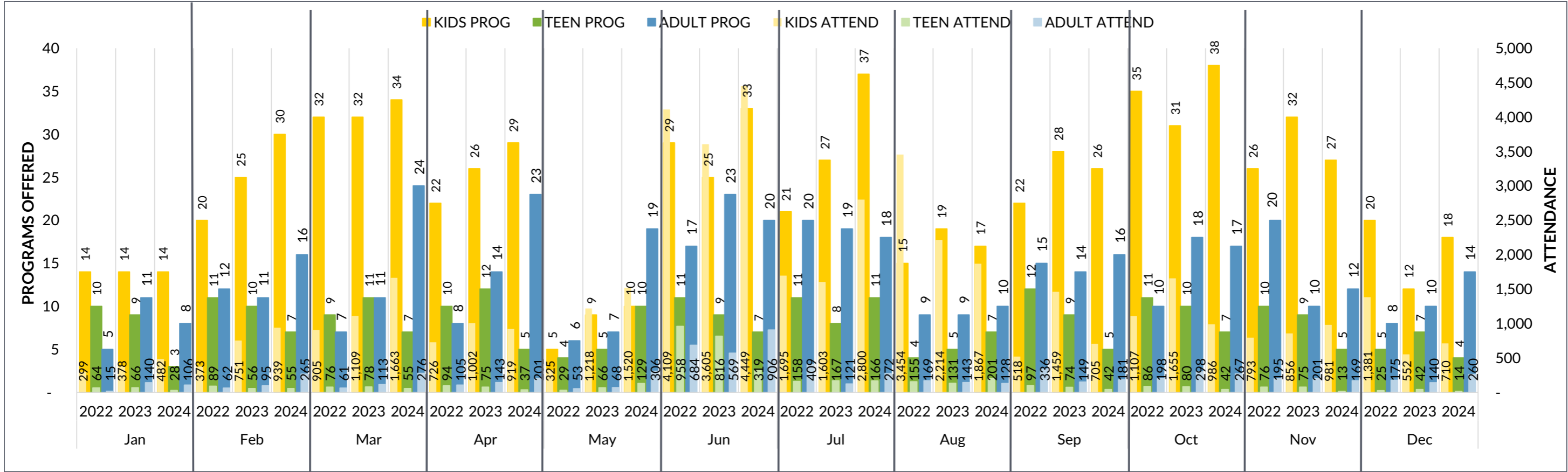
CIRCULATION



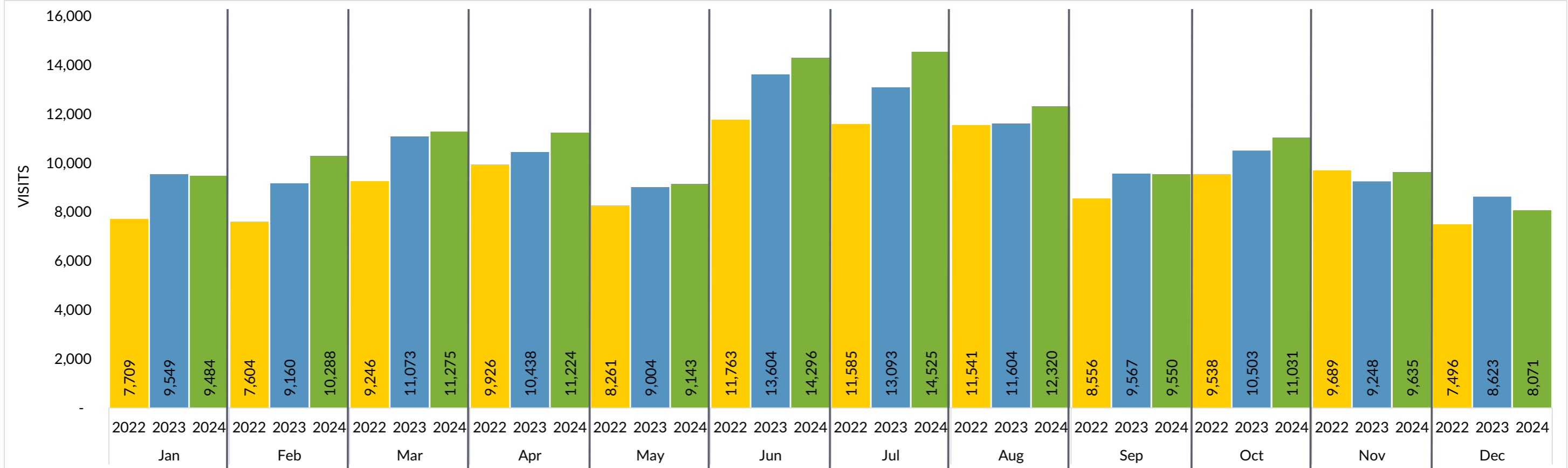
EMEDIA CIRCULATION

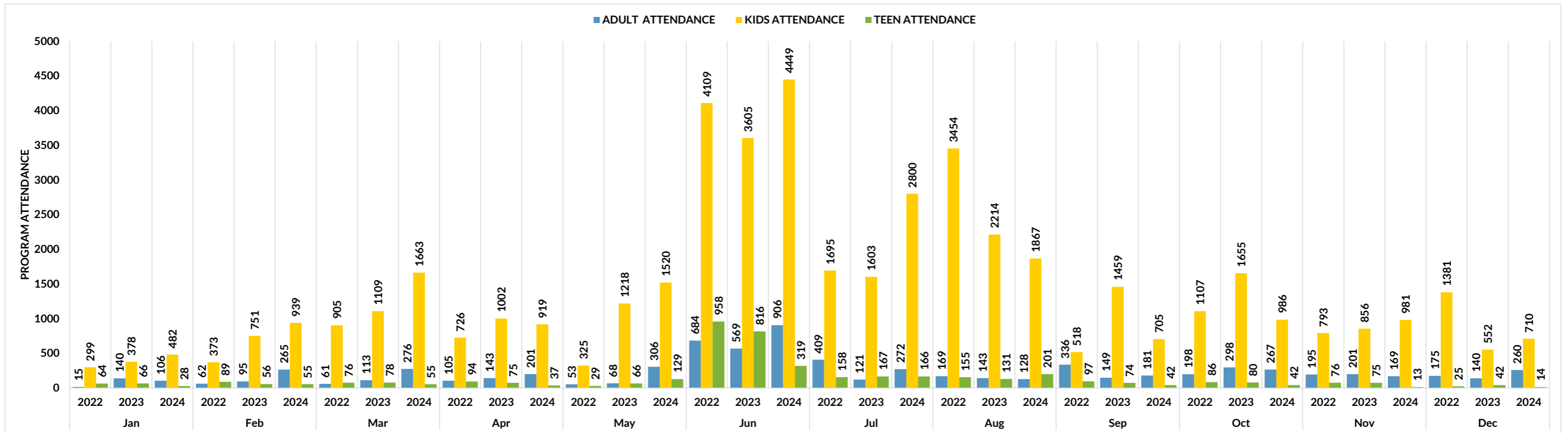
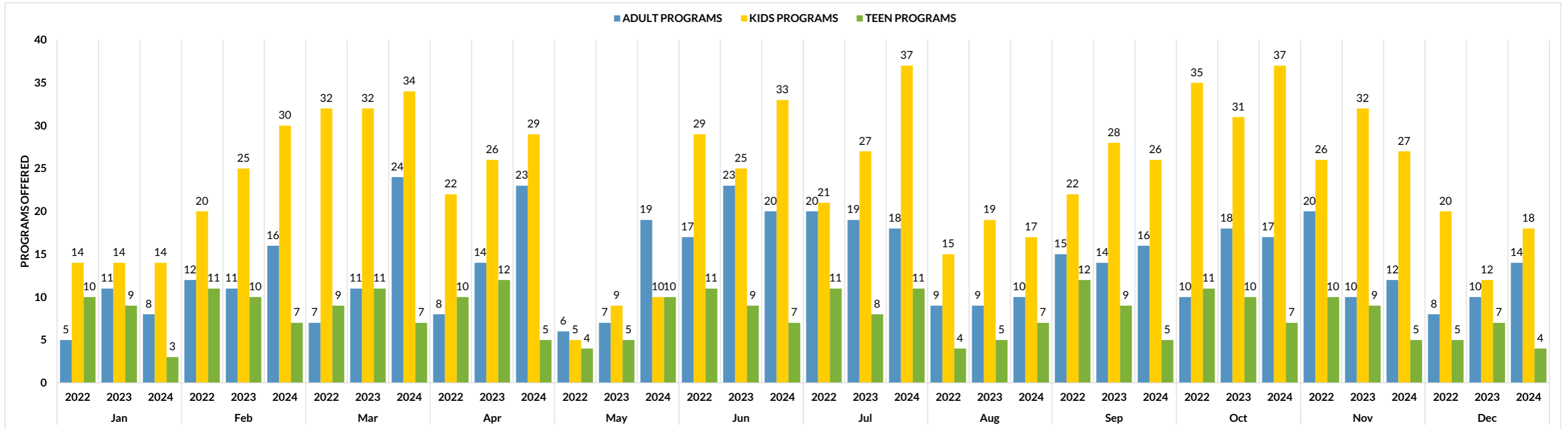


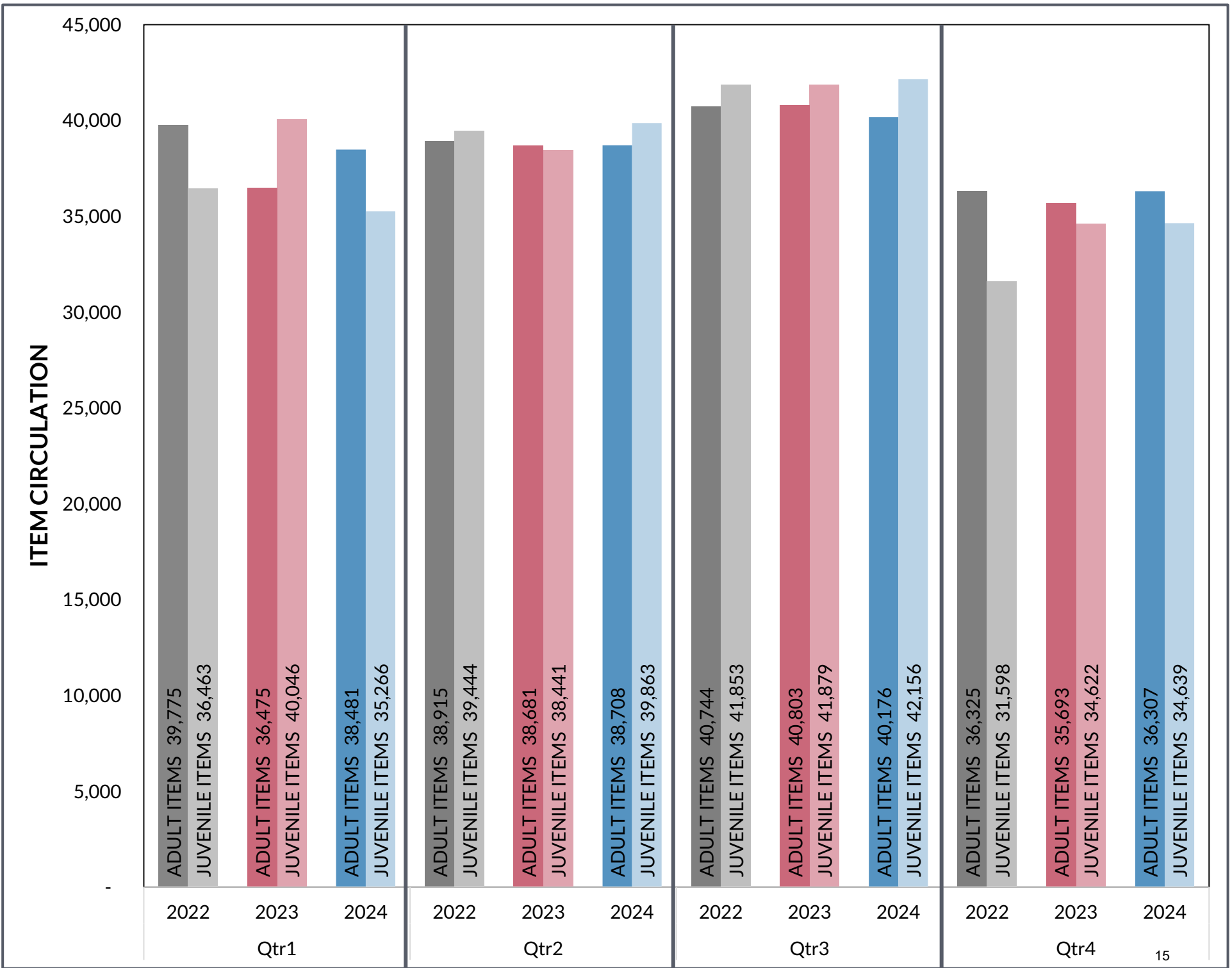
### PROGRAMS

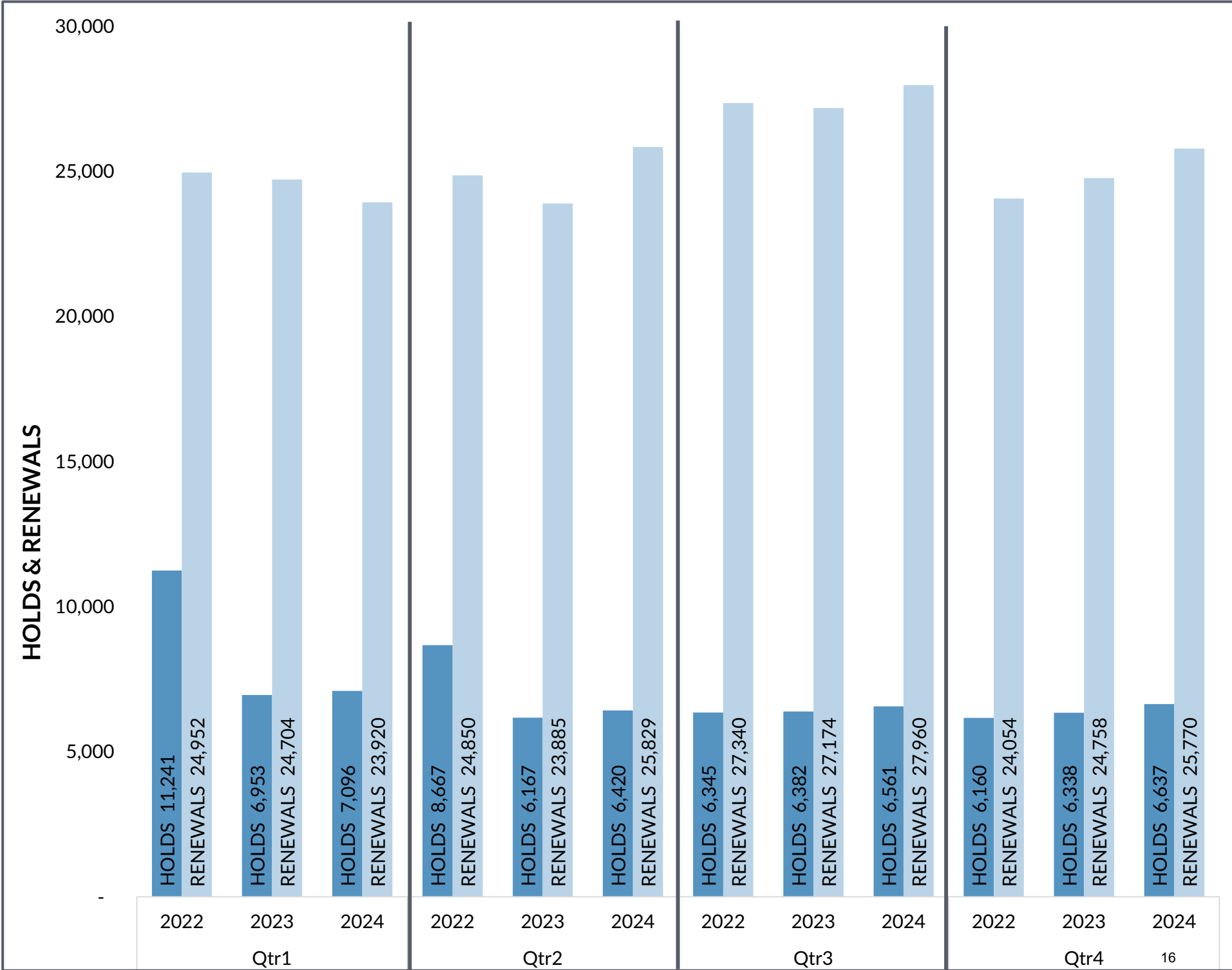


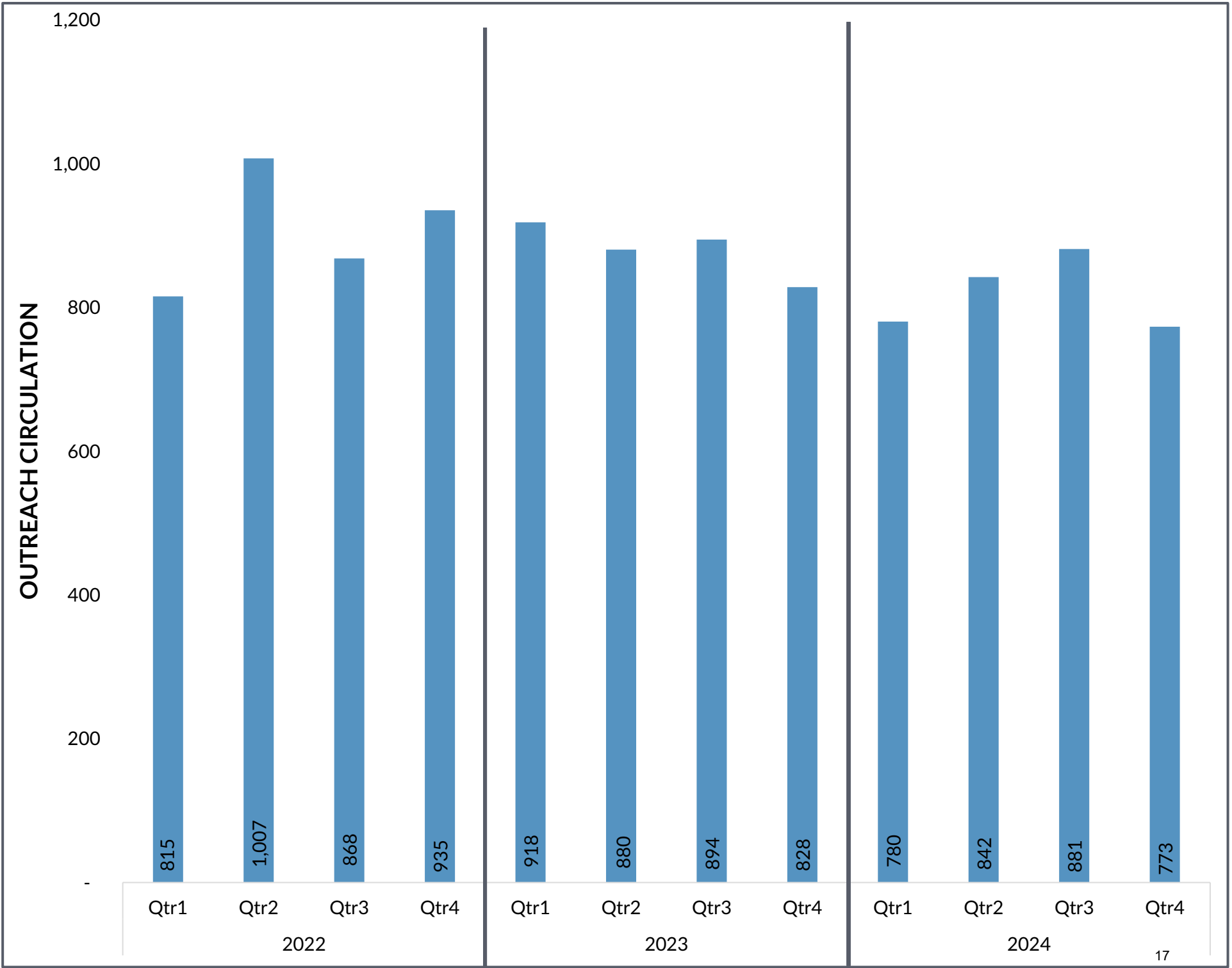
### VISITS

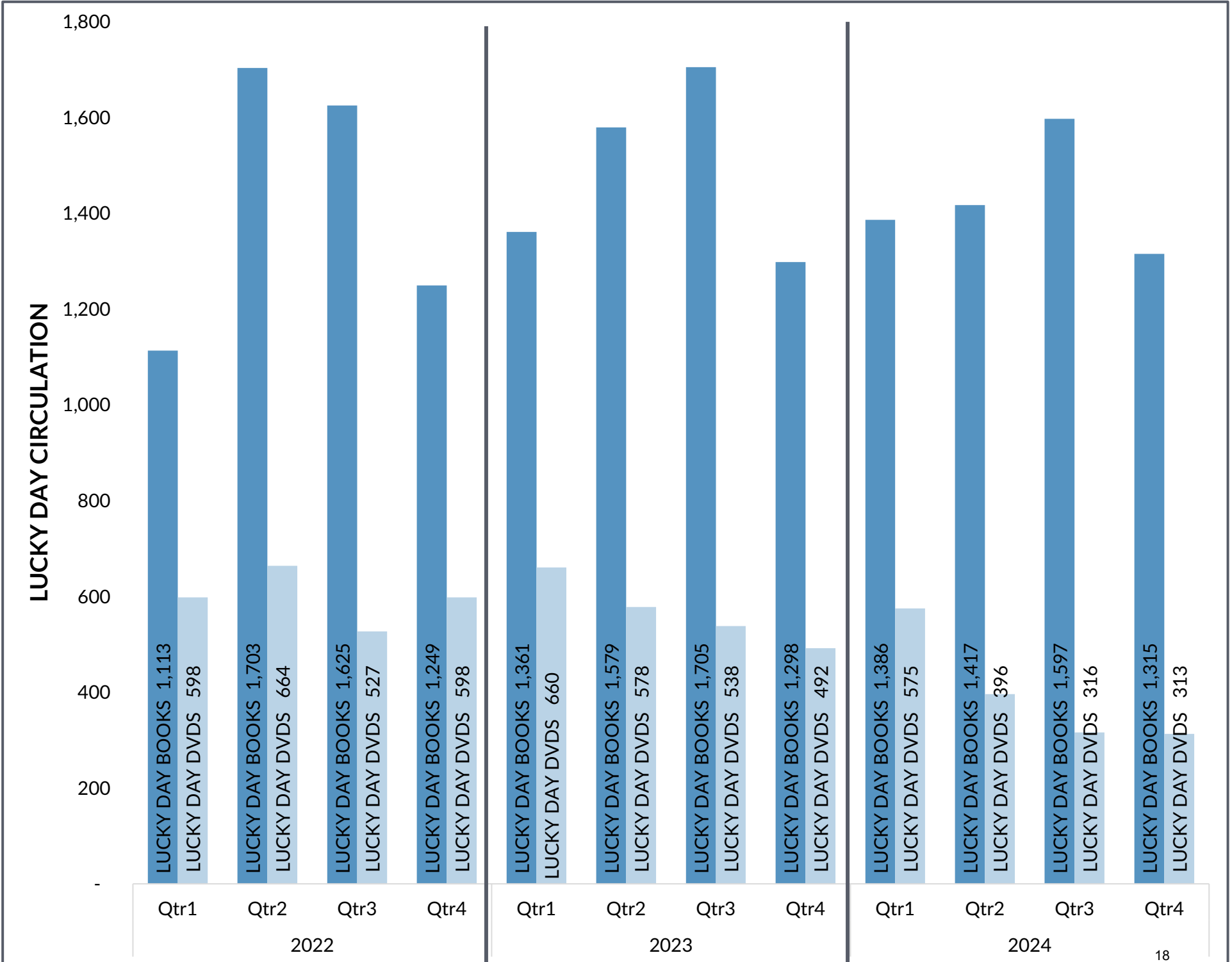


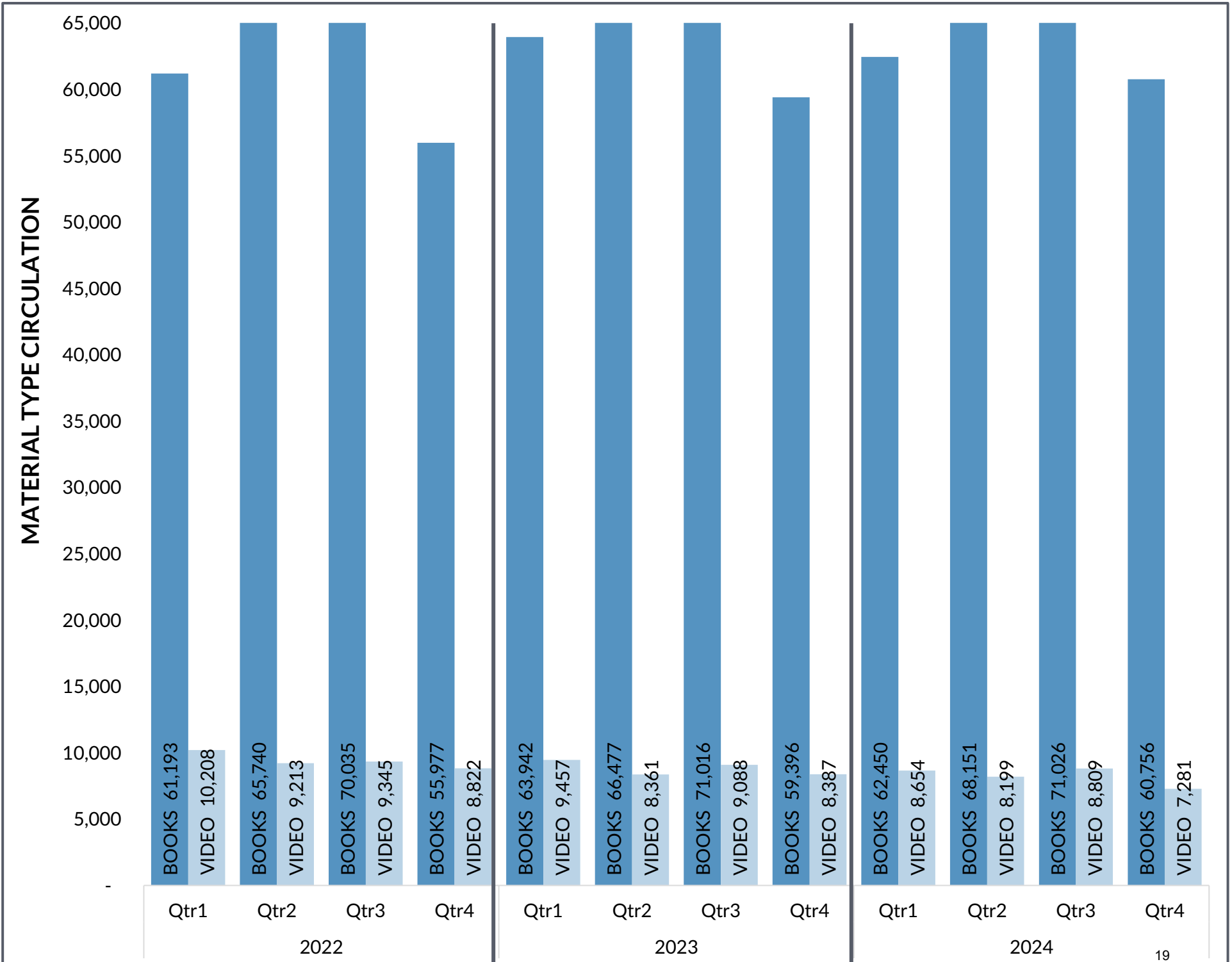








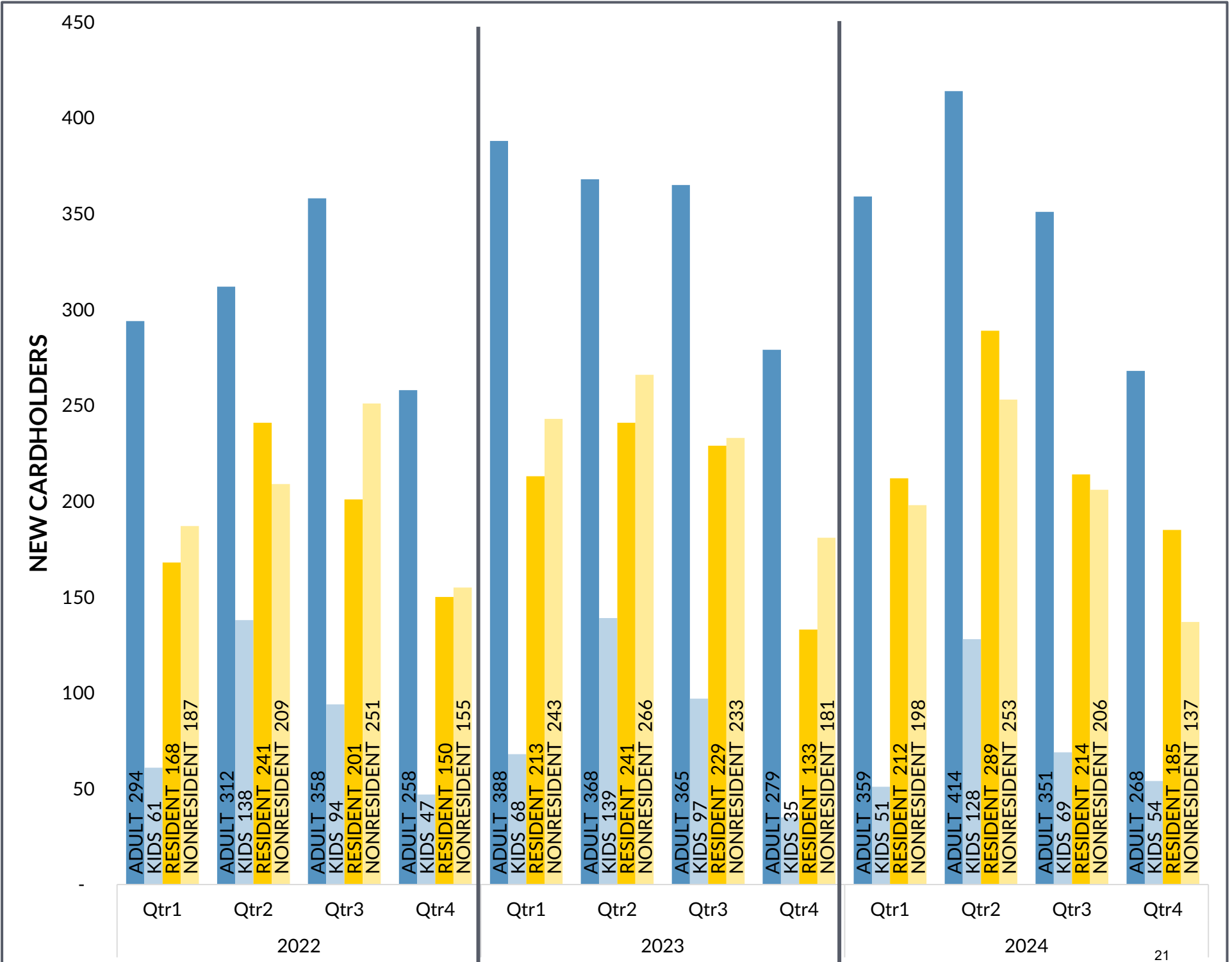




# LIBRARY OF THINGS

700  
600  
500  
400  
300  
200  
100  
0





**TOTAL CARDHOLDERS**

14,000

12,000

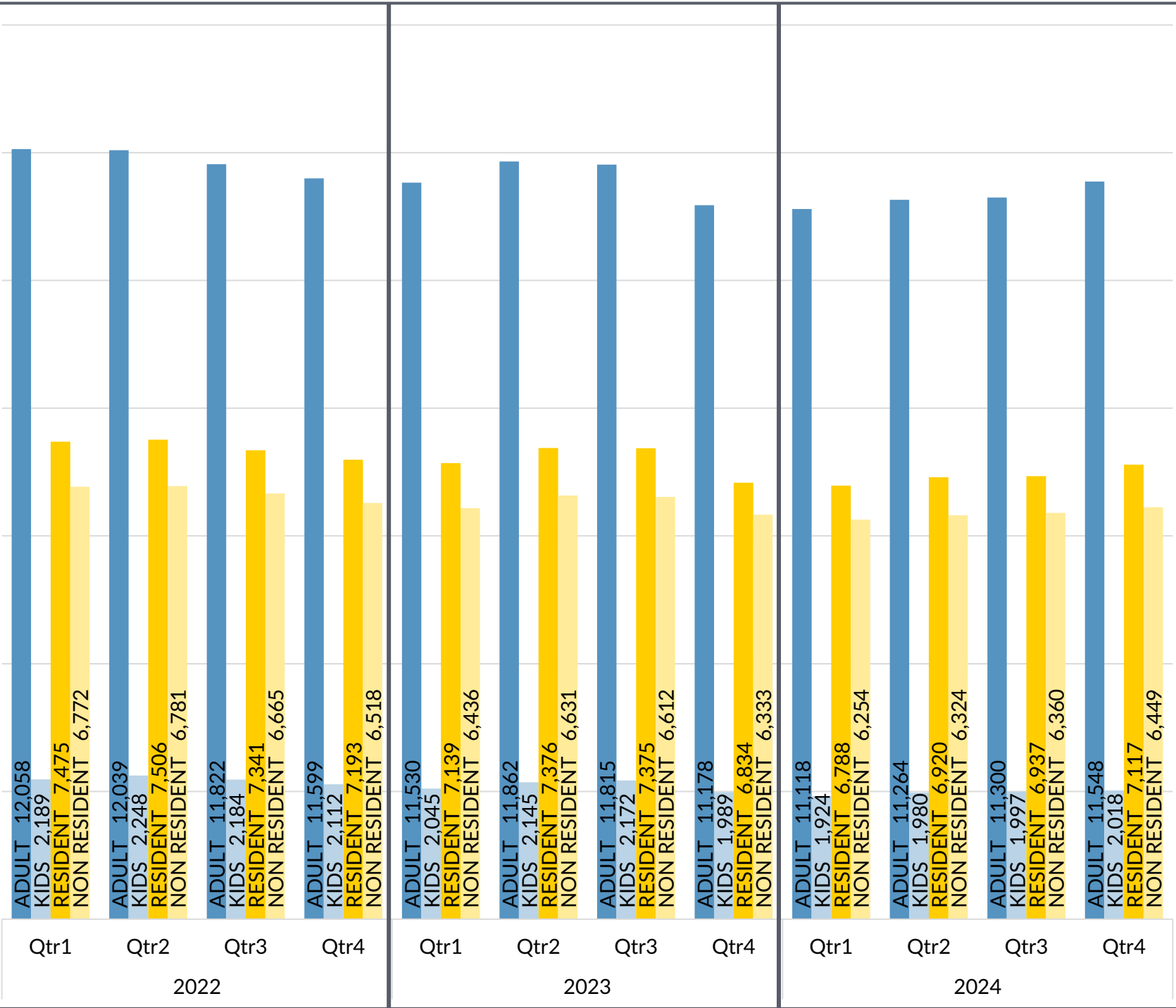
10,000

8,000

6,000

4,000

2,000



REPORT DATE December 2024

ACCOUNT	ACCOUNT NAME	EXPENSE
AP		\$16,407.17
210	<b>PROF SERV NON-IT</b>	
	KLEANLINE	\$570.00
	LEGAL	\$200.00
	PLOWING	\$325.00
	S & S WINDOW CLEANING LLC	\$790.00
211	<b>PROF SERV IT</b>	
	JOSEPH F DI MARIO JR	\$1,995.00
224	<b>GAS &amp; HEAT</b>	
	WE ENERGIES	\$2,231.39
225	<b>TELEPHONE</b>	
	AT&T	\$56.07
226	<b>INTERNET</b>	
	WI DEPT OF ADMINISTRATION	\$600.00
240	<b>MAINT CONTRACT NON-IT</b>	
	RHYME BUSINESS PRODUCTS LL	\$624.24
323	<b>AUDIO VISUAL</b>	
	MIDWEST TAPE, LLC	\$2,411.64
324	<b>LICENSES</b>	
	BRIDGES LIBRARY SYSTEM	\$316.86
325	<b>E-MEDIA</b>	
	MIDWEST TAPE, LLC	\$2,877.37
330	<b>TRAINING AND TRAVEL</b>	
	AMY STAMMEN	\$8.11
	JENNIFER FIDLER	\$80.88
	KELSEY BUTTERFIELD	\$158.87
332	<b>CAR ALLOWANCE</b>	
	PAYROLL	\$11.08
400	<b>REPAIR BUILDINGS</b>	
	ACE HARDWARE	\$64.03
	LORLEBERGS TRUE VALUE	\$3.14
509	<b>DATA PROCESSING</b>	
	FINANCE DEPT	\$772.50
510	<b>RISK MANAGEMENT</b>	
	FINANCE DEPT	\$1,967.08
530	<b>COPIER LEASE</b>	
	RHYME BUSINESS PRODUCTS LL	\$343.91
PCARD		\$25,283.05
210	<b>PROF SERV NON-IT</b>	
	DEPARTMENT OF JUSTICE	\$14.00
	TOTAL MECHANICAL, INC.	\$775.00
212	<b>PROGRAMS</b>	
	AMAZON	\$208.57
	METRO MARKET	\$50.32
226	<b>INTERNET</b>	
	SPECTRUM	\$159.98
	USCELL RECURRING	\$222.24
321	<b>BOOKS</b>	
	AMAZON	\$121.11
	BAKER & TAYLOR	\$13,365.52
	ROCKFORD MAP PUBLISHE	\$131.95
322	<b>PERIODICALS</b>	
	CONLEY PUBLISHING GROUP	\$90.00
	HEARST SHOPS	\$18.90
323	<b>AUDIO VISUAL</b>	
	AMAZON	\$85.82
	BAKER & TAYLOR	\$10.76
324	<b>LICENSES</b>	
	MIDWEST PANO	\$110.50
	PRINCH	\$123.19
325	<b>E-MEDIA</b>	
	ACORN TV	\$83.99
	BRITBOX LLC	\$94.94
	CRUNCHYROLL	\$12.63
	DISNEY PLUS	\$23.20
	OVERDRIVE	\$5,401.71
	PEACOCK TV	\$8.39
	STARZ ENTER	\$5.26
330	<b>TRAINING AND TRAVEL</b>	
	WISCONSIN LIBRARY ASSOCIA	\$20.00
340	<b>OPERATING SUPPLIES</b>	
	AMAZON	\$1,699.43
	DEMCO INC	\$58.40
345	<b>COMPUTER &amp; TECH EQUIP</b>	
	AMAZON	\$2,279.93
400	<b>REPAIR BUILDINGS</b>	
	STERLING MAINZ & SONS	\$24.10
435	<b>REPAIR EQUIP</b>	
	AMAZON	\$83.21
<b>Grand Total</b>		<b>\$41,690.22</b>

APPROVED BY:

LIBRARY DIRECTOR \_\_\_\_\_  
 BOARD MEMBERS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Bridges Library System Staff Reports

## January 2025

### Karol Kennedy – Library System Director

**Library Legislative Day (LLD) 2025:** Time is running out! Registration for LLD closes on Friday, January 10<sup>th</sup>. Please consider if you or someone from your library or community can join us to tell your library success stories. State library aid in the biennial state budget benefits all Wisconsin libraries. This is a budget producing year! Strong attendance on February 11<sup>th</sup> by staff—and trustees—at both the system and member library level is extremely important.

We are excited to be partnering with Milwaukee County Federated Library System (MCFLS) again this year to offer transportation to the event. The bus will pick up at Milwaukee Public Library and the Goerkes Corners and the Johnson Creek Park & Ride locations. Bridges and MCFLS will be sharing the cost of this service. There is no additional cost for LLD attendees.

**Annual Reports:** We are in the process of gathering the statistics and information to pre-populate all the data we can for member libraries' annual reports. This information is due to the state by January 17<sup>th</sup>. DPI plans to open the annual report portal to libraries on or about January 22<sup>nd</sup>. State statutes require libraries to file their annual reports by March 1, 2025. Library System reports are due March 31<sup>st</sup>. Thank you to Mellanie who does so much to ensure these numbers are accurate and ready to go by the deadline!

**Annual Evaluations:** I completed performance evaluations for staff and submitted documentation for any merit increases with Waukesha County. I met with each staff member to review the past year and talk about their goals for the year ahead. Rounding sessions will be scheduled throughout the year to check in on these goals, review other accomplishments, and discuss any other performance topics.

**Retirements:** Laurie Freund, Coordinator of Library Development, announced her retirement effective April 4, 2025. I am working with Waukesha County Human Resources to post this position within the next week.

I also announced my plans to retire in June of this year. I want to thank all who reached out to me with kind words about this announcement. It means so much to me. This was a difficult decision. I love the work we do and the opportunity to serve and support libraries and the communities they serve. I know I will miss the wonderful people I get to work with most of all.

The Bridges Personnel Committee met January 6<sup>th</sup> to discuss the process for hiring a new library system director. More information will be provided in the weeks ahead. I will do everything I can to ensure a smooth transition.

## Laurie Freund – Coordinator of Library Development

[Wild WI Winter Web Conference \(Jan 22<sup>nd</sup>-23<sup>rd</sup>\)](#): You can still register and attend sessions for this annual online conference. There are four tracks this year: management, reference and readers advisory, internal communications, and small libraries. All sessions will be recorded and made available after the conference.

**My Retirement:** Last month I announced that I will be retiring this spring. My last day will be Friday, April 4<sup>th</sup>, marking the end of over 36 incredible years at Bridges Library System and roughly 40 years as a librarian. Over the next few months, I will continue to work on adult services, professional development, and delivery aspects and concerns that will help support our member libraries as well as the SEWI Libraries region. Please continue to feel free to contact me during this time.

## Angela Meyers – Coordinator of Youth and Inclusive Services

### Inclusive Services

Library Memory Project: After extensive planning, the Library Memory Project held its second Symposium on December 10<sup>th</sup> at Aurora Summit in Draper Hall. Nineteen of the 21 participating libraries attended. The event featured guest presentations and workshops from the Aging and Disability Resource Centers of Jefferson and Waukesha counties, Infinite OT, Bridges' Emily Heller on Marketing, and member libraries Delafield and Fort Atkinson. Attendees



*Library Memory Project Symposium Attendees*



*Angela with book donations for the Jefferson County Jail*

provided positive feedback on the event.

Hearing Loops: I conducted training for department heads at the Dwight Foster Public Library (Fort Atkinson) on using and promoting their new service desk hearing loops, sponsored by Bridges Library System.

Jail Outreach: Bridges Library System supplied educational materials to the Jefferson County Library Council for use in classroom settings with incarcerated individuals at Jefferson County Jail. Additionally, we coordinated a used book drive, collecting 457 books from member libraries for leisure reading at the jail.

## Youth Services

I am coordinating performers and workshops for member libraries' summer programming. New this year, Bridges is sponsoring three family-friendly programs and one teen/tween workshop for each library, totaling 96 bookings.

Upcoming meetings include:

Teen Think Tank Thurs., Jan. 16<sup>th</sup> 1:00pm (virtual)

Youth Services Meet Up Tues., Feb. 25<sup>th</sup> 1:00pm Oconomowoc Public Library

Kids' Choice Nominations Meeting Thurs., Mar. 6<sup>th</sup> Time TBD Delafield Public Library

Teen Think Tank Tues., Mar. 18<sup>th</sup> 1:30pm L.D. Fargo Public Library (Lake Mills)

## Beth Bechtel – Database Management Librarian

### Cataloger Meetings

The last 2024 virtual CAFÉ cataloger meetup included discussion of special edition books with stenciled edges, renaming the catalog's "bindery" status to be used for other purposes, and the possibility of individual catalog records for Tonie figurines so patrons can access them by subject.

I met in person with staff at Town Hall Library (North Lake) and Big Bend libraries for cataloging consultations, and virtually with the cataloger in Fort Atkinson.

### Catalog Maintenance

In late December, I reviewed item codes to look for outliers needing editing before annual report collection statistics were compiled in January. In some cases, I contacted catalogers at individual libraries so they could determine whether their codes needed to be changed. There were only small problems caused by clicking on an adjacent code in a dropdown menu during cataloging.

Cataloging staff in our member libraries use templates to create brief bibliographic records when full information about the book or other library item is not available elsewhere. In 2024, I reviewed and/or enhanced 1,633 of these temporary bib records. This number is up more than 45% from 2023, thanks to the OCLC Searching Service software tool I started using mid-year.

## Emily Heller – Public Communications Coordinator

### That's a Wrap!

Bridges Library System's featured a 2024 Wrapped List on social media of the top 5 items in various category. The "Wrapped" trend, popularized by Spotify, gained great attention on social media because it combines our community achievements in shareable content. It also reinforces the value of our libraries! [Check it out on Facebook](#) and see the statistics below.



## **In the News:**

- Mukwonago Community Library Director Abby Armour was honored with the American Library Association 'I Love My Librarian Award!'
  - o [ALA Website](#)
  - o [Fox 6 News Story](#)
  - o [Freeman Article](#)
  - o [Associated Press Article](#)
  - o [WMTV15 Madison News Story](#)
- Library Memory Project Celebrates an Award-winning Year:
  - o [Watertown Daily Times Article](#)
  - o [Waukesha Freeman Article](#)
  - o [Urban Milwaukee Article](#)
- Muskego Public Library was featured in a Fox 6 News about Universal Changing Tables: [Fox 6 News Story](#)
- Bridges member libraries donated 457 used books and new teaching resources to the Jefferson County Jail: [Facebook Post](#)

## **December/January Newsletters:**

### Marketing Magic:

- January 3: 64.77% Open Rate
- December 20: 68.18% Open Rate
- December 6: 70.45% Open Rate

### Monthly Bridges:

- January 7: data to come
- December 2: 49.17% Open Rate

### Legislators:

- December 12: 40% Open Rate

# DIRECTOR'S REPORT

JANUARY 2025

## BUDGET/FINANCE

The quarterly Gift Fund report is in your packet.

## BUILDING/FACILITIES

We had a great turn-out at our Spark Session last week for our Space Needs Analysis. FEH Design was here and drew up many several sketches for a potential new building. Patrons were very engaged and gave a lot of great ideas. You can see updated information and sketches at this website <https://fehdesignsparks.com/oconomowoc-public-library/>. Please join us for our next Spark Session on Tuesday, February 21. You can stop in anytime between 9 am and 5:30 pm. There will be a presentation from FEH at noon and 6 pm.

## CONTINUED SYSTEM INVOLVEMENT/AUTOMATION

Laurie Freund, Coordinator of Library Development for Bridges Library System, has announced her retirement. Laurie has worked at Bridges for 36 years. Her last day will be Friday, April 4, 2025.

Karol Kennedy, Director of Bridges Library System, has announced her retirement. Karol has worked in libraries for 32 years. She anticipates that her last day will be Friday, June 6, 2025.

OPL patrons saved \$6,970,627 by using their library card in 2024. This number is derived directly from purchase prices listed in the catalog records.

Jen Puccini and Jennie Fidler will be attending Library Legislative Day on February 11. Every year on a Tuesday in February, the Wisconsin Library Association (WLA) hosts Library Legislative Day. Library supporters from across the state gather in Madison to meet with state legislators and share the value of libraries in our communities.

The Wild Wisconsin Winter Web Conference is coming up January 22-23, 2025. This is a series of free webinars, some of which may be of interest to trustees. Sessions are available live or archived. You may learn more at [wildwisconsinwinterweb.com](http://wildwisconsinwinterweb.com).

## PERSONNEL/CONTINUING EDUCATION

New Youth Services Assistant, Katherine Cooper, will be starting on January 22.

## PROGRAMMING

Mayor Magnus participated as Santa at Pajama Storytime in December and was a big hit-51 patrons attended.

We had record numbers for Hands-On Holidays program- 126 patrons attended.

The Library Magazine Giveaway will be January 20-February 2 (Or until all magazines are taken). We will have a table set up in the lobby with free magazines to give away. The table will be re-stocked daily until all

# DIRECTOR'S REPORT

JAUNARY 2025

magazines are taken. We will not restock the table by request. The magazines that are on the table are the only magazines available that day.

## PUBLIC RELATIONS

Emily Heller, Public Communications Coordinator from Bridges, has created a Google Tour of our library. A Google Tour is a 360-virtual tour that allows users to explore space as if they were there in person. It is on our Google profile and embedded into our website.

# STRATEGIC PLAN 2024

## FOURTH QUARTER PROGRESS REPORT



## MISSION

The Oconomowoc Public Library's staff, collections, services, and spaces provide the opportunity for our diverse community to explore, discover, learn, and grow, enriching individual lives and our community.

## STRATEGIC PLAN

The Library Board of Trustees supports the staff's implementation of the Strategic Plan and Mission Statement. Staff use the Strategic Plan and Mission Statement to guide decision making and to define the scope of Library Services.

## LIFELONG LEARNING

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We are committed to fostering curiosity and quenching every thirst for knowledge—it's the core of everything we do, and evident to everyone we serve.

- Find effective, innovative ways to support all learners.
  - **We have started a Library of Things collection. This collection helps patrons and the community by:**
    1. It helps avoid unnecessary production and purchase of items that are only used occasionally.
    2. It allows community members to share resources and minimize environmental impact.
    3. It allows patrons to try out new skills or hobbies.
    4. It allows patrons access to items that they may not be able to afford.
  - **Jen Puccini is starting to offer twice monthly resume building programs to help patrons obtain employment. This has changed to sign up to have one on one resume assistance.**
- Explore additional opportunities to serve older adults and those living with memory loss.
  - **Kelsey Butterfield does several one-on-one tech help sessions a week. The majority is helping older adults with device set-up and working apps.**
  - **We have started circulating the Zoomax Snow 12, which is an extremely high-powered portable magnifier that does both magnification and text to speech for those with sight issues.**
- Seek opportunities to grow the collection in creative ways that reflect the growth and changing needs of our community, such as expanding The Library of Things and exploring additional kit-based collections.
  - **We will continue to expand our Library of Things.**
  - **We are looking into adding Wonder Books to our collection.**
  - **We are applying for a grant for Stem Kits. If we receive the grant, we can create 20 stem kits. We would have five kits per subject for ages 8 to 12.**

## COMMUNITY ENGAGEMENT

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We will partner with individuals, businesses, nonprofits, and schools to deliver relevant and timely services and access to information.

- Seek innovative ways to serve current patrons and reach new ones.
  - **Future: Drive thru holds and pick up returns.**
  - **Current: The Library of Things Collection is bringing in new patrons as well as serving current patrons. Many patrons come in signing up for a new library card because they are interested in our Explore Passes.**
- Build new community relationships and partnerships.
  - **Jen Puccini is attending Women in Business monthly through the Chamber of Commerce to work on building new relationships.**
  - **Journey21 - 2 interns with us through mid-December**
- Explore and engage in Library fundraising activities as appropriate and advisable by the Board of Trustees.
  - **Two book sales a year. We collect donated books though out the year to sell at the book sale.**

## **DIVERSITY & INCLUSION**

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Everyone in our community will recognize themselves in the diversity of our collection and programming.

- Ensure that staffing meets the evolving needs of our community.
  - **The staff is going to look at ways to connect with homeschooling families in the community and look at ways that we can better serve them. Jennie Fiddler has started doing monthly homeschooling programs which have been very successful.**
- Develop and maintain inclusive, safe, welcoming spaces and services. Continue commitment to improving the Library facility's accessibility.
  - **We rearranged our collection and moved our new books to the front of the library which improved access for patrons with mobility issues. We also expanded the space available to the teen collection.**
  - **We added Aunt Flow dispensers in two of the bathrooms which gives patrons access to free supplies.**
- Library staff will complete a diversity audit of all areas of the Library collection.
  - **Kelsey Butterfield continues to use the Baker & Taylor Collection Analysis Tool purchased by Bridges to complete our diversity audit. She has this tool for the remainder of 2024.**

GIFT FUND	\$130,743	REVENUE
	\$31,893	EXPENSE
BALANCE	\$98,849	YTD

REVENUE														
GIFT FUND	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL
2023 BEGINNING BALANC	801	61,664	-	-	-	-	-	-	-	-	-	-	-	61,664
DONATIONS	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL
INTEREST	8110	7	6	6	7	7	8	9	8	9	9	8	-	86
PCARD REBATE	8430	-	-	-	-	91	-	-	113	-	-	-	-	204
DONATIONS	8501	2,350	6,610	2,942	730	700	131	2,046	12,458	440	3,000	26,905	10,476	68,788
<b>TOTAL</b>	<b>2024</b>	<b>\$ 2,357</b>	<b>\$ 6,616</b>	<b>\$ 2,949</b>	<b>\$ 737</b>	<b>\$ 798</b>	<b>\$ 139</b>	<b>\$ 2,055</b>	<b>\$ 12,579</b>	<b>\$ 449</b>	<b>\$ 3,009</b>	<b>\$ 26,914</b>	<b>\$ 10,476</b>	<b>130,743</b>
TOTAL GIFT FUND REVENUE		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL
<b>TOTAL REVENUE</b>	<b>2023</b>	<b>\$ 64,022</b>	<b>\$ 6,616</b>	<b>\$ 2,949</b>	<b>\$ 737</b>	<b>\$ 798</b>	<b>\$ 139</b>	<b>\$ 2,055</b>	<b>\$ 12,579</b>	<b>\$ 449</b>	<b>\$ 3,009</b>	<b>\$ 26,914</b>	<b>\$ 10,476</b>	<b>\$ 130,743</b>

EXPENSES														
EXPENSES	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL
LIB GIFT FND OUTSD SVCS	210	-	-	-	-	-	-	-	-	-	-	-	8,836	8,836
LIB GIFT FND PROGRAMS	212	125	-	-	-	421	521	739	891	125	-	-	-	2,822
LIB GIFT FND POSTAGE	311	-	-	-	-	-	-	-	-	-	-	-	-	-
LIBRARY MEMBERSHIPS	320	-	-	-	-	-	-	-	-	-	-	-	-	-
LIB GIFT FND BOOKS & RE	321	-	-	-	-	-	-	30	2,474	-	-	-	-	2,504
LIB GIFT FUND AUDIO VIS	323	-	-	-	-	-	-	-	-	-	-	-	-	-
LIBRARY ELECTRONIC MEI	325	-	-	1,749	1,954	1,907	-	565	-	-	-	-	-	6,175
LIB GIFT FND PUBLICITY	326	-	-	-	-	-	-	-	-	-	-	-	1,073	1,073
LIB GIFT FUND TRAIN/TRA	330	-	-	-	820	-	-	1,330	-	-	-	-	-	2,150
LIB GIFT FND OPER SUP/E	340	-	-	-	-	131	2,249	930	-	-	-	-	24	3,334
LIB GIFT FUND DONATION	720	-	-	-	-	-	5,000	-	-	-	-	-	-	5,000
<b>TOTAL EXPENSES</b>	<b>2023</b>	<b>\$ 125</b>	<b>\$ -</b>	<b>\$ 1,749</b>	<b>\$ 2,774</b>	<b>\$ 2,458</b>	<b>\$ 7,770</b>	<b>\$ 3,594</b>	<b>\$ 3,365</b>	<b>\$ 125</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,932</b>	<b>\$ 31,893</b>

DONOR	DESCRIPTION	AMOUNT	DONOR	DESCRIPTION	AMOUNT
GWEN YOUNG	DONATION	\$ 500	KATHRYN SNYDER & MICHAEL MIYAM	DONATION - EMALOU SANDSMARK	\$ 50
DONATION	DONATION	\$ 300	LCDR TED	DONATION - EMALOU SANDSMARK	\$ 40
LSTA SEWI GRANT	GRANT	\$ 1,400	ROBERT & GINA MAGNUS	DONATION - EMALOU SANDSMARK	\$ 45
BRIDGES	HOOPLA GRANT	\$ 6,175	MARY BAUCH	DONATION - EMALOU SANDSMARK	\$ 50
ELLEN MEYERS AND ELENA YATZECK	DONATION - EMALOU SANDSMARK	\$ 100	MARILYN MUEHLENBERG	DONATION - EMALOU SANDSMARK	\$ 30
PAT AND REBECCA KRUGER	DONATION - EMALOU SANDSMARK	\$ 50	JOAN HUGHES	DONATION - EMALOU SANDSMARK	\$ 25
FRED AND ANITA MANGIONE	DONATION - EMALOU SANDSMARK	\$ 50	CASH	DONATION - EMALOU SANDSMARK	\$ 35
J. THOSTENSON	DONATION - EMALOU SANDSMARK	\$ 10	JOANN BURTON	DONATION - EMALOU SANDSMARK	\$ 30
HOLLY AND STEVE WARNER	DONATION - EMALOU SANDSMARK	\$ 50	ELIZABETH SCHUMACHER	DONATION - EMALOU SANDSMARK	\$ 50
BETSY AND LARRY MICHELS	DONATION - EMALOU SANDSMARK	\$ 50	JOHN & MARY PROKOP	DONATION	\$ 100
RUSS AND KAREN TRIMBLE	DONATION - EMALOU SANDSMARK	\$ 50	UW-MADISON PBS KIDS COHERT	PBS KIDS COHERT	\$ 200
TERRY AND CHRIS PETERSON	DONATION - EMALOU SANDSMARK	\$ 50	OCONOMOWOC JR WOMEN'S CLUB	DONATION SLP	\$ 500
CHRISTINE HOEFER	DONATION - EMALOU SANDSMARK	\$ 25	FRIENDS OF OPL	REIMBURSEMENT	\$ 131
XOS COMPANY	DONATION - EMALOU SANDSMARK	\$ 72	FRIENDS OF OPL	SLP PRIZES	\$ 2,016
WAUKESHA STATE BANK	DONATION SLP	\$ 500	OCONOMOWOC JR WOMEN'S CLUB	BOOKS FOR GRANDBABIES	\$ 30
BANK FIVE NINE	DONATION SLP	\$ 250	JANE SIMMONS ESTATE	DONATION	\$ 10,000
JOAN DEBBINK	DONATION - EMALOU SANDSMARK	\$ 100	FRIENDS OF OPL	SLP PRIZES	\$ 458
DIRK & TERESA DEBBINK	DONATION - EMALOU SANDSMARK	\$ 1,000	LSTA SEWI GRANT	GRANT	\$ 2,000
BILL SANDSMARK	DONATION - EMALOU SANDSMARK BENCH	\$ 550	DONATION	DONATION	\$ 40
ROEHL FOUNDATION	DONATION - EMALOU SANDSMARK	\$ 500	BRIDGES	ADULT PROGRAM GRANT	\$ 400
TONY & MARGARET HADDAD	DONATION - EMALOU SANDSMARK	\$ 50	BRIDGES	INNOVATION GRANT	\$ 3,000
STEVE & BETSY BLECK	DONATION - EMALOU SANDSMARK	\$ 50	FRIENDS OF OPL - VISION FUND	SPACE NEEDS DONATION	\$ 26,905
WENDY & JEFFREY LUENGEN	DONATION - EMALOU SANDSMARK	\$ 50	JANE SIMMONS ESTATE	DONATION	\$ 8,404
LUCINDA WAGNER	DONATION - EMALOU SANDSMARK	\$ 20	WAUKESHA COUNTY COMMUNITY FO	GRANT	\$ 1,000
FRANCES B DURKIN	DONATION - EMALOU SANDSMARK	\$ 25	BRIDGES	GOOGLE TOUR REIMBURSEMENT	\$ 1,073
					<b>\$ 68,788</b>