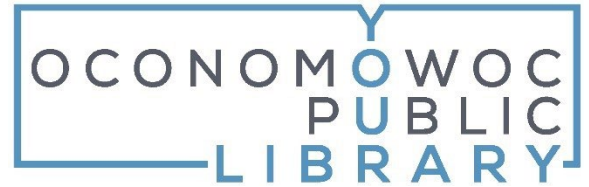


# OCONOMOWOC PUBLIC LIBRARY

## BOARD OF TRUSTEES



### REGULAR BOARD MEETING

MONDAY, APRIL 21, 2025 • 6 PM

LYKE MEETING ROOM

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. Discuss First Quarter Strategic Plan Update and Statistics.
- B. Consider/Act on Approving Allowable Costs Worksheet
- C. Discuss a New Meeting Room Policy
- D. Consider/Act on Approving a Gift Fund Request

### **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.

## NEW BUSINESS

### A. Discuss First Quarter Strategic Plan Update and Statistics.

These are included in the packet for your review and discussion.

### B. Consider/Act on Approving Allowable Costs Worksheet

Every year, as a part of the Waukesha County budget process, Waukesha County libraries are required to complete an Allowable Costs Form which is used in the formula calculation for the county library budget request.

### C. Discuss a New Meeting Room Policy

Discuss allowing patrons to rent the room for private parties such as birthday parties or bridal/baby showers.

### D. Consider/Act on Approving a Gift Fund Request

We would like to purchase bags for 20 STEM Kits, which total \$1,028. We received a grant from IEEE (Institute of Electrical and Electronics Engineers) of \$2,000 to create STEM Kits. These will be added to our Library of Things collection. Our plan is to make 20 bags, covering areas of study in science, technology, engineering, and math. Specific topics will include space, the human body, coding, mechanical engineering, and more. Each kit will include a collection of hands-on activities and books geared toward ages 8-12 and will serve as a viable economical learning opportunity for families and will be of particular interest to homeschool families. Activities that we expect will be of particular interest include a microscope, table-top human body model, telescope, and coding robot. The grant will cover the cost of the materials that go inside the bags, and we request the cost of the bags come from the Gift Fund.

# OCONOMOWOC PUBLIC LIBRARY BOARD OF TRUSTEES



## REGULAR MEETING MINUTES

MARCH 17, 2025

### MEMBERS PRESENT

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

### MEMBERS ABSENT

### 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 6:02 pm. Agenda was properly posted.

### B. MINUTES OF PREVIOUS MEETING

Matt Mulder moved to approve the minutes of the February 17, 2025 Regular Board Meeting. Kerry Hansen seconded and motion carried.

### C. COMMENTS FROM AUDIENCE

Patron expressed their opinion that they would like the Library Board to return to the previous weapons ban and not allow guns in the Library.

### D. FINANCE AND STATISTIC REPORTS

The February 2025 Financial Report was reviewed.

The February 2025 Statistical Report was reviewed.

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

Kerry Hansen moved to approve the February 2025 vouchers totaling \$19,869.24.

Kate Kennedy 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 – May 16, 2024; 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**

Thank you to Sharon Jesse for her \$500 donation from Northwestern Mutual.

#### **Building/Facilities**

Building Maintenance is getting a quote on the ceiling tiles above the checkout desk. There are 320 tiles that we will be getting replaced.

#### **Friends of OPL**

The Friends Book Sale will be April 25-27, 2025. Library Trustees are dues-free members of the Friends, and are welcome to shop the members-only sale, which will be Friday, April 25 from 4 to 6 pm.

The Friends have a wonderful display in our display cases this month. Please check it out.

## **Operations**

The Library building will close at noon on Friday, April 18 (Good Friday); will be open on Saturday, April 19, and will be closed on Sunday, April 20 (Easter).

## **Personnel/Continuing Education**

New Youth Services Assistant Katherine Cooper is doing great. She is officially trained and doing programs and working reference on her own.

## **Programming**

We have a blood drive at the library about eight times a year. Both the Red Cross and Versiti come to the library for donations.

Lizzie Brazelton had her first Pokémon program at our library and it was a big hit with the tweens and teens. She had over 20 kids attend and they want to do it again, so Lizzie plans to do more Pokémon programs.

Jennie Fidler started a tweens Graphic Novel Book Club. This month she had 5 attendees who all came excited to talk about the book. She said it was awesome to see the kids really into it and chatting with others they had just met. The kids were so excited about the book that she had to do some crowd control because everyone wanted to talk at once. She also noticed most of the copies of our next book (which are available for pickup at the Checkout Desk) have been checked out, so she is anticipating our next meeting to be a good size.

Beyond our regular cycle of adult programs, April will feature a Midwest Gardening Webinar, a Bicycle Touring Expert Tutorial, and an art history lecture on Van Gogh!

We also had our first Mural Makers meet up for patrons of all ages to help create our Summer Reading Program decorations. A family that attended said they had been looking forward to the program all day. Our Seed Library is back up and running for the season. The Seed Library is a collection of open-pollinated and heirloom seeds that you can borrow to plant and grow at home. Our seed collection depends on donations and seasonality. You'll see different seeds available at different times, so check in frequently to see what's available. Our Seed Library was started thanks to a generous donor.

### **How It Works**

- No check out needed.
- Choose the seeds you would like – no limit!
- Plant them at home.
- Harvest seeds from your mature plants.
- Donate your seeds back to the Library to share.

### **Donating Seeds**

- Donate seeds at the Checkout Desk in a labeled package along with your name and contact information.
- Donations can be store bought or self-harvested (see Collecting Seeds below).
- We can only accept heirloom or open-pollinated seeds.

#### Collecting Seeds

- Seeds are usually ripe about two months after the plants have flowered.
- Harvest flower seeds when they are “ripe”.
- Collect seeds when the plant is dry, not during wet weather.
- Allow the seeds to dry further by spreading them out on a paper plate or paper towel in a warm, dry location.
- Once they are completely dry, the seed should be cleaned.
- If they are in pods, remove the pods. If they are in seed heads, rub them between your fingers until they are broken apart. Remove the chaff.
- Store the seeds in a labeled paper envelope in a sealed glass jar.
- Store all seeds in a cool, dry place.
- Keep seeds for only one year to improve germination results.

## **NEW BUSINESS**

### **A. FEH PRESENTATION ON SPACE NEEDS ANALYSIS**

FEH will present results from the Space Needs Analysis. The conceptual design booklet is included in the board packet.

Sandee Lammers motioned to move the FEH Presentation on Space Needs Analysis to the beginning of the meeting. Kerry Hansen seconded and motion carried.

### **B. CONSIDER/ACT ON APPROVING 2024 STATE ANNUAL REPORT AND STATEMENT OF SYSTEM EFFECTIVENESS**

Every year, the Library must report to the Wisconsin Department of Public Instruction on many aspects of the Library’s finances, staffing, patron use, compliance with standards, and more. The Statement of System Effectiveness is the last page of the annual report, where I indicated that we are pleased with services provided by our library system in 2024. Both signed documents were due on March 1, so Board President Ben Nankee signed them, per the board’s direction at the February board meeting. Now the board must consider/act on approving the documents retroactively.

Matt Mulder moved to approve the 2024 State Annual Report and Statement of System Effectiveness.  
Kerry Hansen seconded and motion carried.

## **BOARD REMARKS**

### **A. BOARD PRESIDENT REMARKS**

Ben Nankee wished everyone a happy St. Patrick's Day.

### **B. BOARD MEMBER REMARKS**

Jenny Hooper announced the OASD eliminated the position of District Librarian and her position on the board will be reappointed by the school district.

Matt Mulder spoke about the defunding of the Institute of Museum and Library Services and to contact your local representative to register your displeasure if you choose to do so.

## **ADJOURN**

Erik Ludwig moved to adjourn the meeting at 7:02 pm. Jenny Hooper seconded and the motion carried.

Shannon Bartholomew, Administrative Coordinator

TOTAL BUDGET	\$1,380,649		BUDGET EXPENDED	25%	YR PASSED
	\$341,412	25%	REMAINING	75%	YR REMAINING
	\$1,039,238	75%			

REVENUE																	
COUNTY FUNDING	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% RECEIVED
WAUKESHA	3720	-	-	-	-	-	-	-	-	-	-	-	-	-	92,354	369,417	0%
INTERSYSTEM FUNDING	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% RECEIVED
DODGE	3721	-	29,114	-	-	-	-	-	-	-	-	-	-	29,114	7,278	29,114	100%
JEFFERSON	3721	-	87,631	-	-	-	-	-	-	-	-	-	-	87,631	21,908	87,631	100%
WASHINGTON	3721	-	-	882	-	-	-	-	-	-	-	-	-	882	221	882	100%
<b>TOTAL COUNTY FUNDING</b>	<b>2025</b>	\$ -	\$ 116,745	\$ 882	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117,627	\$ 121,761	\$ 487,044	24%
	<b>2024</b>	\$ -	\$ 129,475	\$ -	\$ 171,279	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 171,279	\$ -	\$ -	\$ 472,033	\$ 471,764	\$ 471,764	100%
	<b>2023</b>	\$ -	\$ 141,203	\$ -	\$ 162,199	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 162,199	\$ -	\$ -	\$ 465,601	\$ 465,483	\$ 465,483	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	1,075	1,800	886	-	-	-	-	-	-	-	-	-	3,760	3,750	15,000	25%
COPYING	6116	586	842	342	-	-	-	-	-	-	-	-	-	1,770	1,750	7,000	25%
ROOM RENTAL	6741	50	88	-	-	-	-	-	-	-	-	-	-	138	150	600	23%
<b>TOTAL SERVICE CHARGES</b>	<b>2025</b>	\$ 1,711	\$ 2,729	\$ 1,227	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,668	\$ 5,650	\$ 22,600	25%
	<b>2024</b>	\$ 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%
	<b>2023</b>	\$ 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%
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	-	-	-	-	-	-	-	-	-	-	-	-	-	875	3,500	0%
<b>TOTAL MISC REVENUE</b>	<b>2025</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 875	\$ 3,500	0%
	<b>2024</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 728	\$ -	\$ 730	\$ -	\$ -	\$ -	\$ 715	\$ 2,172	\$ 1,328	\$ 3,500	62%
	<b>2023</b>	\$ -	\$ -	\$ 513	\$ -	\$ 752	\$ -	\$ -	\$ 578	\$ -	\$ -	\$ -	\$ -	\$ 1,843	\$ 1,657	\$ 3,500	53%
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>	<b>2025</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>2024</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>2023</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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>	<b>2025</b>	\$ 1,711	\$ 119,474	\$ 2,110	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 123,295	\$ 128,286	\$ 513,144	24%	
	<b>2023</b>	\$ 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%
	<b>2023</b>	\$ 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%
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>	<b>2025</b>	\$ 115,124	\$ (23,645)	\$ 126,638	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 218,117	\$ 216,876	\$ 867,505	25%	
	<b>2024</b>	\$ 72,480	\$ 7,504	\$ 134,478	\$ (74,129)	\$ 89,566	\$ 103,382	\$ 94,516	\$ 122,122	\$ 96,614	\$ (83,577)	\$ 93,395	\$ 123,980	\$ 780,330	\$ 854,560	\$ 854,560	91%
	<b>2023</b>	\$ 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%

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	44,690	38,874	38,874	-	-	-	-	-	-	-	-	-	122,439	130,076	520,305	24%
PT W/BEN	113	4,265	3,560	3,830	-	-	-	-	-	-	-	-	-	11,655	18,323	73,292	16%
PT W/OUT BEN	125	12,169	10,872	11,488	-	-	-	-	-	-	-	-	-	34,529	33,900	135,599	25%
SUNDAY HOURS	126	1,128	920	925	-	-	-	-	-	-	-	-	-	2,973	2,079	8,318	36%
LONGEVITY	133	12	6	6	-	-	-	-	-	-	-	-	-	24	18	72	33%
FICA	151	4,524	3,953	4,021	-	-	-	-	-	-	-	-	-	12,499	14,088	56,353	22%
WRS RETIREMENT	152	4,447	2,969	2,988	-	-	-	-	-	-	-	-	-	10,405	10,315	41,260	25%
HEALTH INSURANCE	154	19,328	12,885	12,885	-	-	-	-	-	-	-	-	-	45,098	43,678	174,714	26%
LIFE INSURANCE	155	93	93	93	-	-	-	-	-	-	-	-	-	280	286	1,143	24%
COMP EARNED	164	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>2025</b>	\$ 90,657	\$ 74,133	\$ 75,112	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 239,902	\$ 252,764	\$ 1,011,056	24%
	<b>2024</b>	\$ 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%
	<b>2023</b>	\$ 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%

	\$369,593		BUDGET		
<b>OPERATING BUDGET</b>	\$101,510	27.5%	EXPENDED	25%	YR PASSED
	\$268,083	72.5%	REMAINING	75%	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	1,101	1,156	23,502	-	-	-	-	-	-	-	-	-	25,760	11,297	45,187	57%
SERVICES IT	211	-	1,352	1,571	-	-	-	-	-	-	-	-	-	2,923	3,250	13,000	22%
PROGRAMS	212	1,976	567	386	-	-	-	-	-	-	-	-	-	2,929	4,000	16,000	18%
ELECTRIC & WATER	222	1,965	1,827	2,061	-	-	-	-	-	-	-	-	-	5,853	8,000	32,000	18%
GAS & HEAT	224	-	1,874	1,537	-	-	-	-	-	-	-	-	-	3,411	2,750	11,000	31%
PHONE	225	-	56	56	-	-	-	-	-	-	-	-	-	112	186	744	15%
INTERNET	226	160	367	362	-	-	-	-	-	-	-	-	-	889	1,485	5,940	15%
MAINT CONT NON-IT	240	57	284	401	-	-	-	-	-	-	-	-	-	742	1,746	6,985	11%
MAINT CONT IT	241	-	-	-	-	-	-	-	-	-	-	-	-	-	900	3,600	0%
<b>TOTAL SERVICES</b>	<b>2025</b>	<b>\$ 5,258</b>	<b>\$ 7,483</b>	<b>\$ 29,877</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>42,619</b>	<b>\$ 33,614</b>	<b>\$ 134,456</b>	<b>32%</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>\$ 11,184</b>	<b>\$ 119,595</b>	<b>\$ 129,281</b>	<b>\$ 129,281</b>	<b>93%</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>

OPERATING EXPENSES	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
POSTAGE	311	-	-	-	-	-	-	-	-	-	-	-	-	-	90	360	0%
PRINTING	313	-	-	-	-	-	-	-	-	-	-	-	-	-	100	400	0%
MEMBERSHIP DUES	320	50	-	-	-	-	-	-	-	-	-	-	-	50	203	810	6%
BOOKS	321	5,924	5,867	5,990	-	-	-	-	-	-	-	-	-	17,780	23,000	92,000	19%
SERIALS/PERIODICALS	322	5,445	85	367	-	-	-	-	-	-	-	-	-	5,898	1,625	6,500	91%
AUDIO VISUAL	323	675	813	909	-	-	-	-	-	-	-	-	-	2,397	3,500	14,000	17%
LIC/PERMIT	324	148	-	1,269	-	-	-	-	-	-	-	-	-	1,417	915	3,660	39%
E-MEDIA	325	4,843	1,700	9,123	-	-	-	-	-	-	-	-	-	15,667	5,902	23,608	66%
PUBLICITY	326	-	-	-	-	-	-	-	-	-	-	-	-	-	175	700	0%
TRAINING & TRAVEL	330	315	20	-	-	-	-	-	-	-	-	-	-	335	1,000	4,000	8%
CAR ALLOWANCE	332	17	11	11	-	-	-	-	-	-	-	-	-	39	36	144	27%
OPERATING SUPPLIES	340	574	864	2,623	-	-	-	-	-	-	-	-	-	4,060	7,525	30,100	13%
COMP/TECH EQUIPMENT	345	-	1,749	310	-	-	-	-	-	-	-	-	-	2,059	2,600	10,400	20%
<b>TOTAL OPERATING</b>	<b>2025</b>	<b>\$ 17,992</b>	<b>\$ 11,109</b>	<b>\$ 20,601</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>49,702</b>	<b>\$ 46,670</b>	<b>\$ 186,682</b>	<b>27%</b>
	<b>2024</b>	<b>\$ 6,571</b>	<b>\$ 28,398</b>	<b>\$ 12,088</b>	<b>\$ 10,621</b>	<b>\$ 9,410</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>\$ 31,835</b>	<b>\$ 178,147</b>	<b>\$ 181,733</b>	<b>\$ 181,733</b>	<b>98%</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>

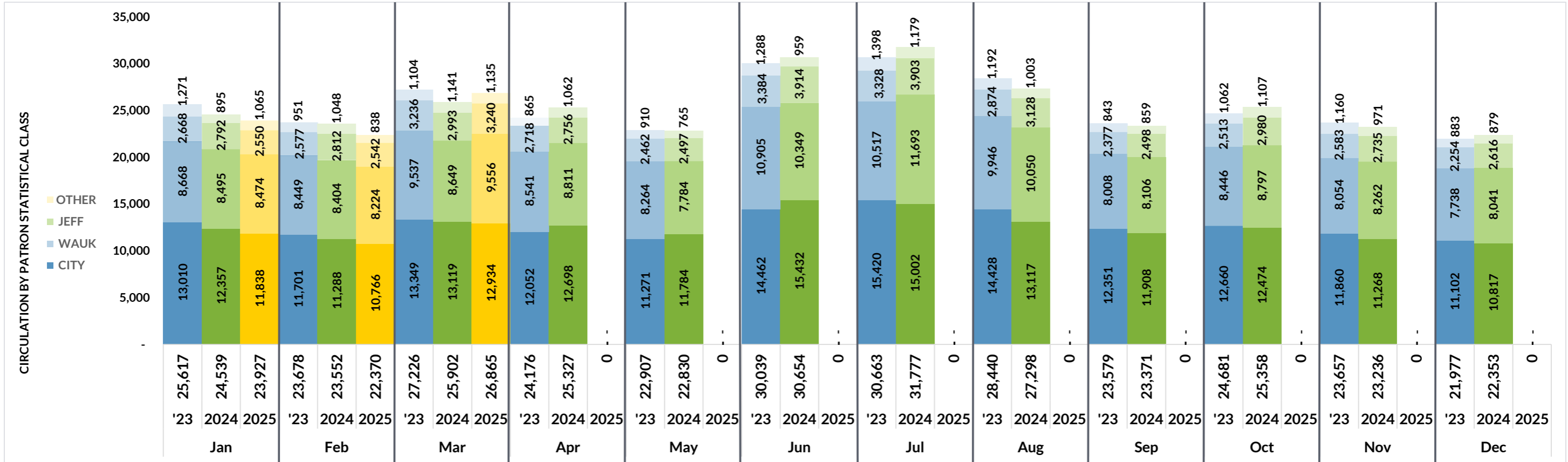
MAINTENANCE	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
REPAIR/MAINT BUILDING	400	-	122	12	-	-	-	-	-	-	-	-	-	134	2,500	10,000	1%
REPAIR/MAINT GROUNDS	410	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
REPAIR/MAINT EQUIP	435	-	-	5	-	-	-	-	-	-	-	-	-	5	188	750	1%
<b>TOTAL MAINTENANCE</b>	<b>2025</b>	<b>\$ -</b>	<b>\$ 122</b>	<b>\$ 17</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>139</b>	<b>\$ 2,688</b>	<b>\$ 10,750</b>	<b>1%</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>\$ 199</b>	<b>\$ 9,752</b>	<b>\$ 10,750</b>	<b>\$ 10,750</b>	<b>91%</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>

FIXED CHARGES	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
TECHNOLOGY	509	838	838	838	-	-	-	-	-	-	-	-	-	2,515	2,515	10,060	25%
RISK MANAGEMENT	510	2,011	2,011	2,011	-	-	-	-	-	-	-	-	-	6,032	6,033	24,130	25%
COPIER LEASE	530	79	132	291	-	-	-	-	-	-	-	-	-	502	879	3,515	14%
<b>TOTAL FIXED CHARGES</b>	<b>2025</b>	<b>\$ 2,928</b>	<b>\$ 2,982</b>	<b>\$ 3,140</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>9,050</b>	<b>\$ 9,426</b>	<b>\$ 37,705</b>	<b>24%</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>\$ 3,084</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>

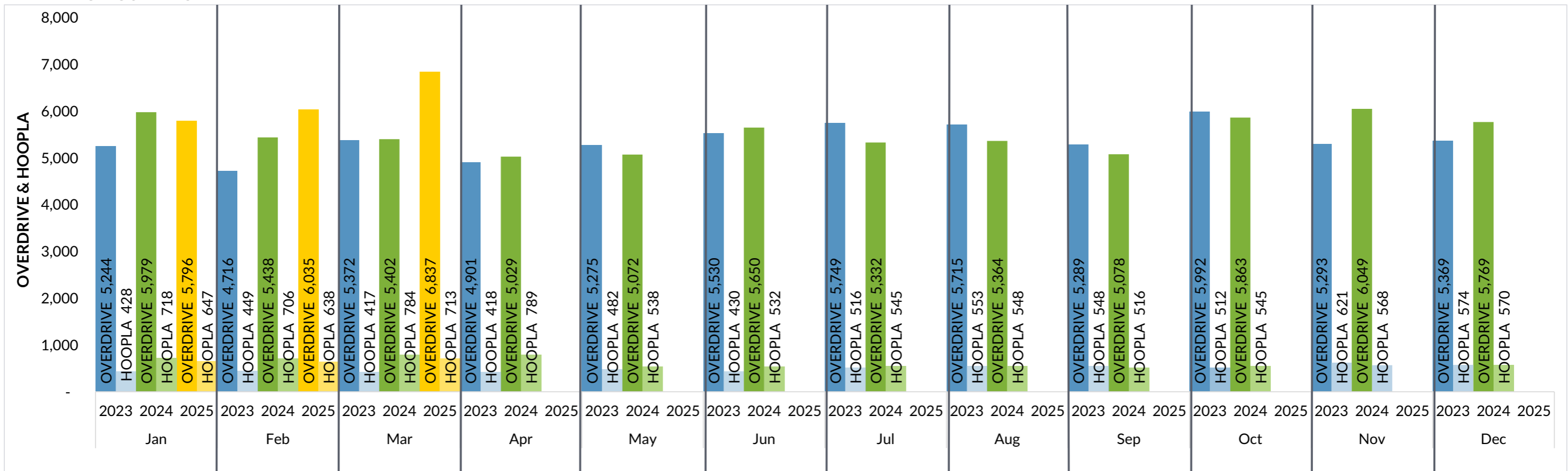
TOTAL OPERATING BUDGET		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
	<b>2025</b>	<b>\$ 26,178</b>	<b>\$ 21,696</b>	<b>\$ 53,636</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>101,510</b>	<b>\$ 92,398</b>	<b>\$ 369,593</b>	<b>27%</b>
	<b>2024</b>	<b>\$ 14,638</b>	<b>\$ 62,455</b>	<b>\$ 23,120</b>	<b>\$ 22,316</b>	<b>\$ 20,810</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>\$ 35,118</b>	<b>\$ 332,303</b>	<b>\$ 358,154</b>	<b>\$ 358,154</b>	<b>93%</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>

TOTAL BUDGET		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL	YTD BUDGET	BUDGET	% EXPENDED
	<b>2025</b>	<b>\$ 116,835</b>	<b>\$ 95,829</b>	<b>\$ 128,748</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>341,412</b>	<b>\$ 345,162</b>	<b>\$1,380,649.36</b>	<b>25%</b>
	<b>2024</b>	<b>\$ 73,786</b>	<b>\$ 139,434</b>	<b>\$ 136,630</b>	<b>\$ 99,158</b>	<b>\$ 91,551</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>\$ 126,290</b>	<b>\$ 1,278,934</b>	<b>\$ 1,351,924</b>	<b>\$ 1,351,924</b>	<b>95%</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>

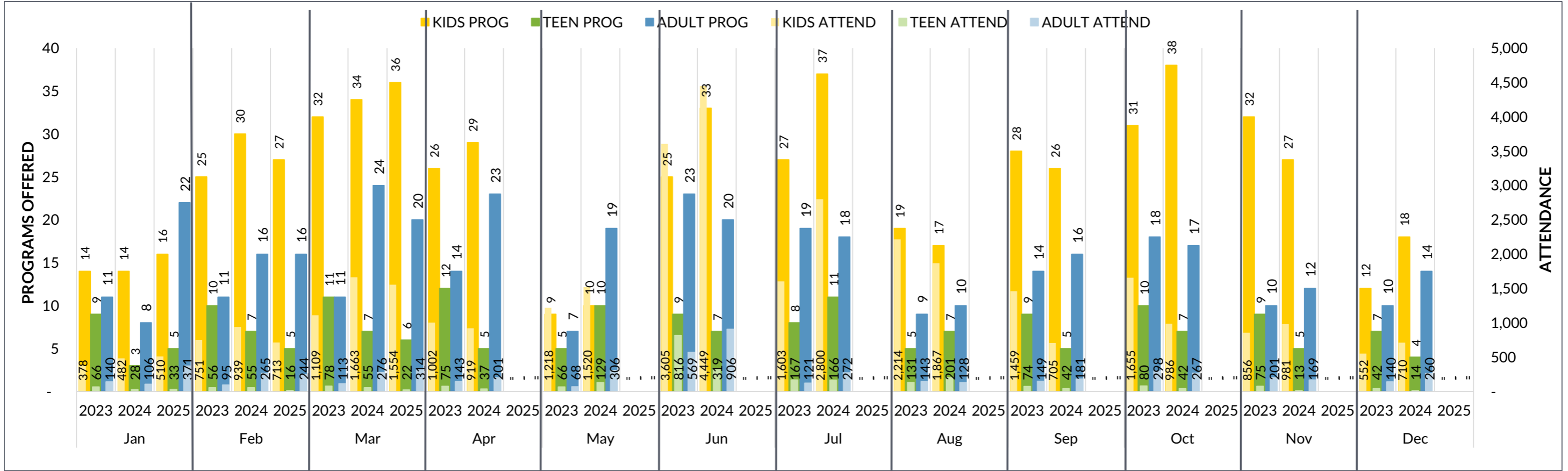
CIRCULATION



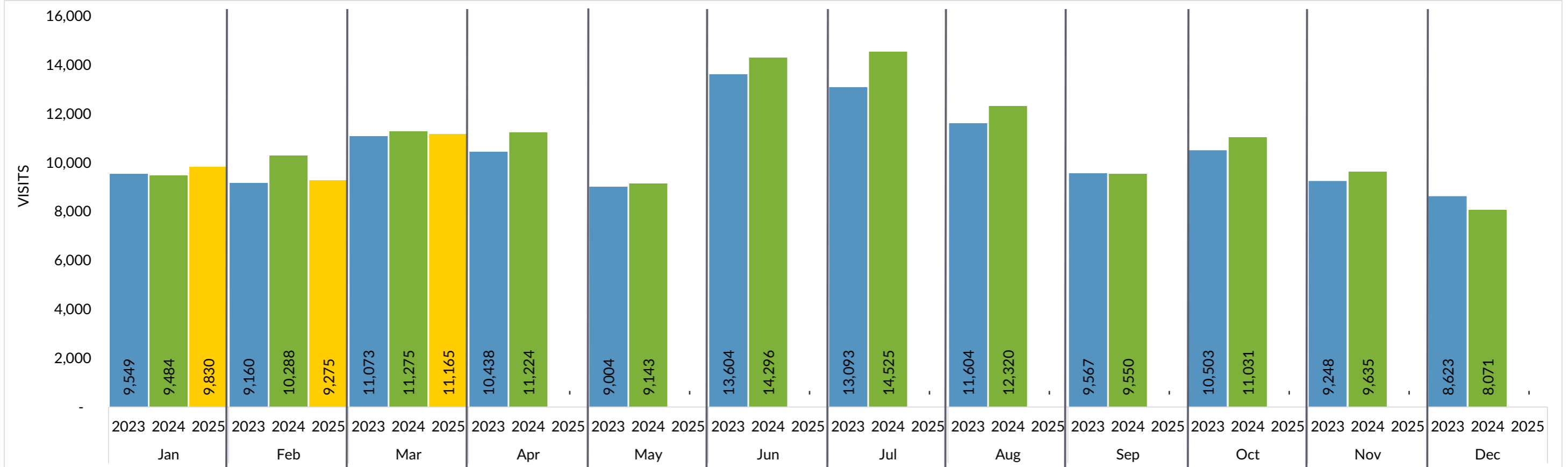
EMEDIA CIRCULATION

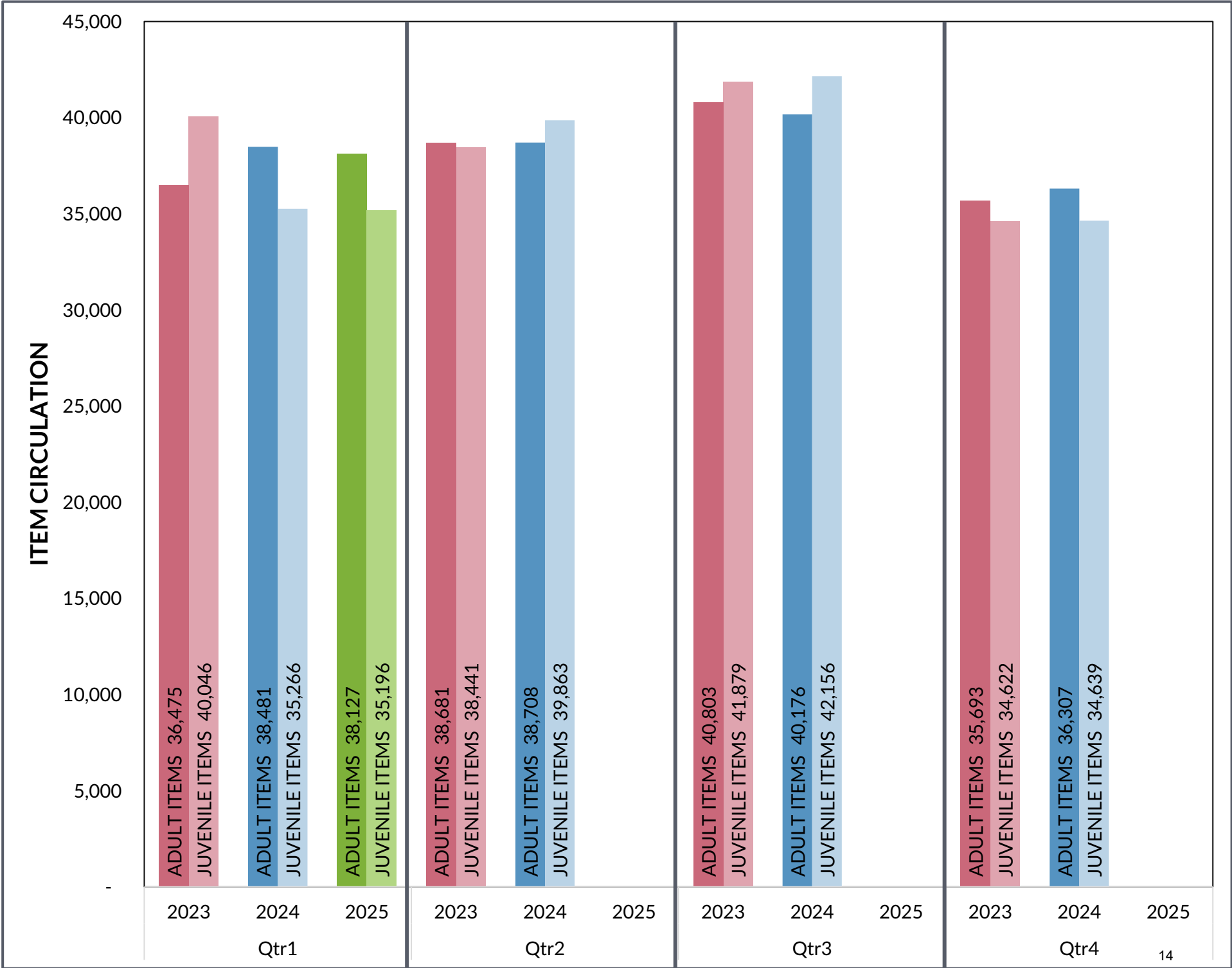


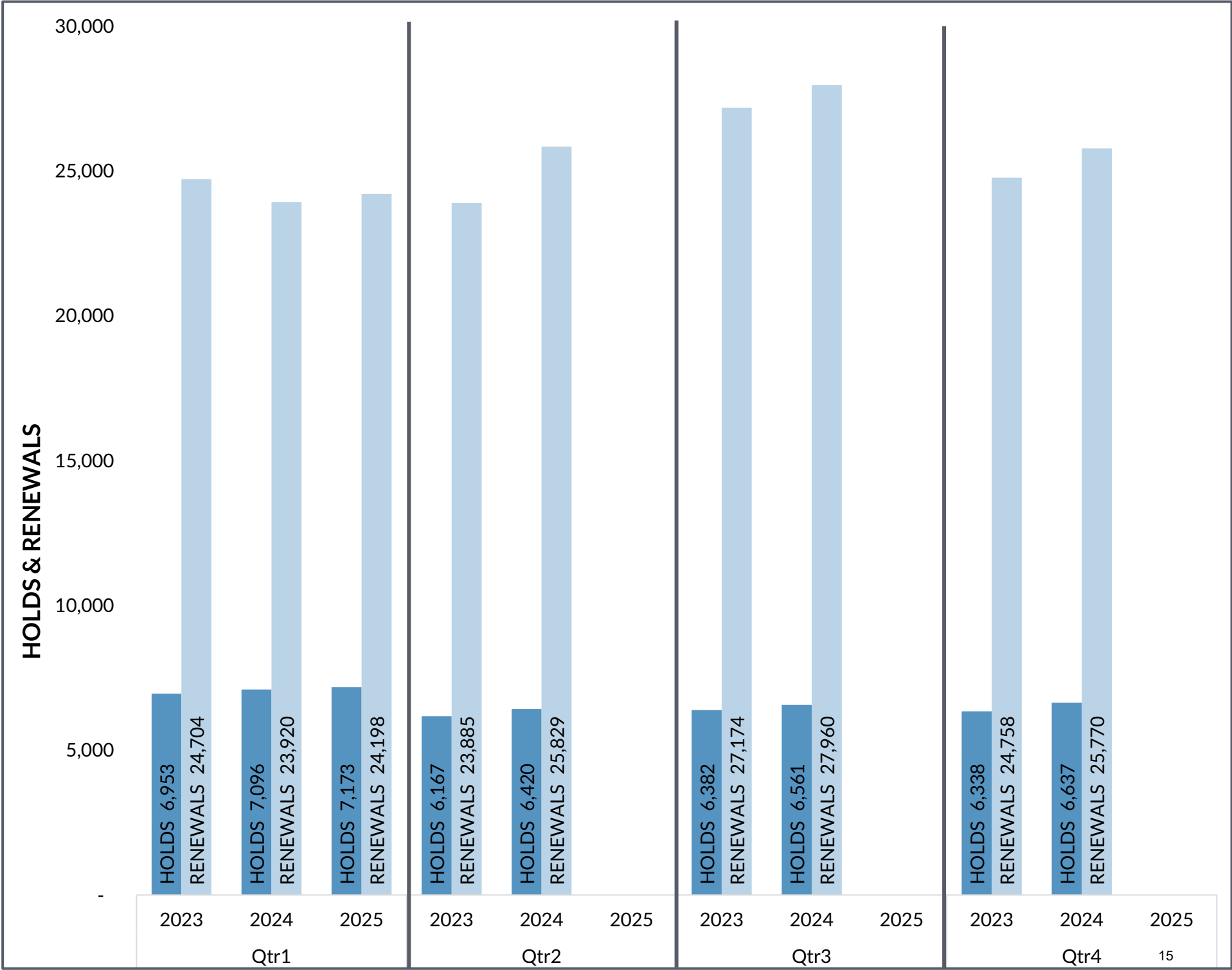
**PROGRAMS**

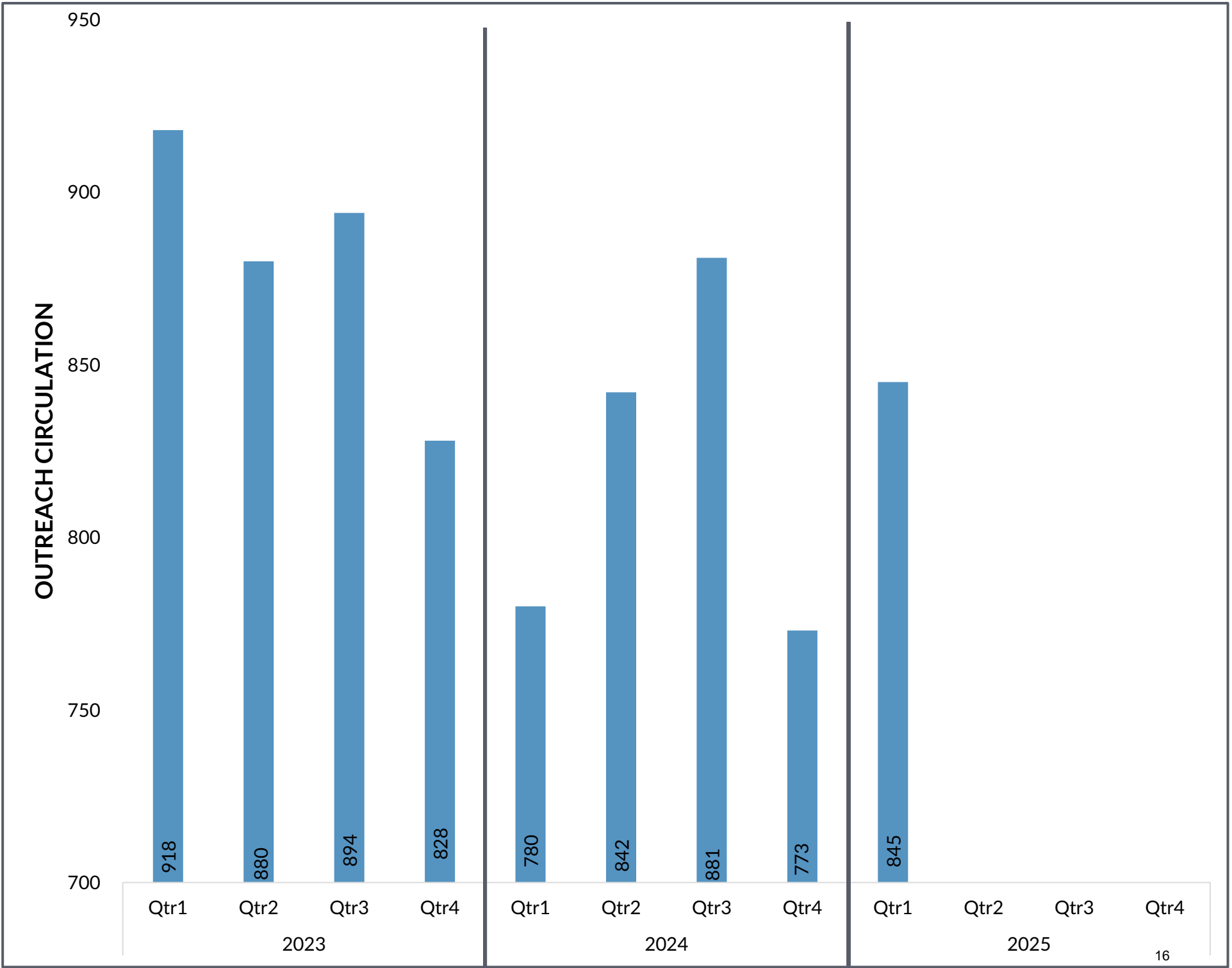


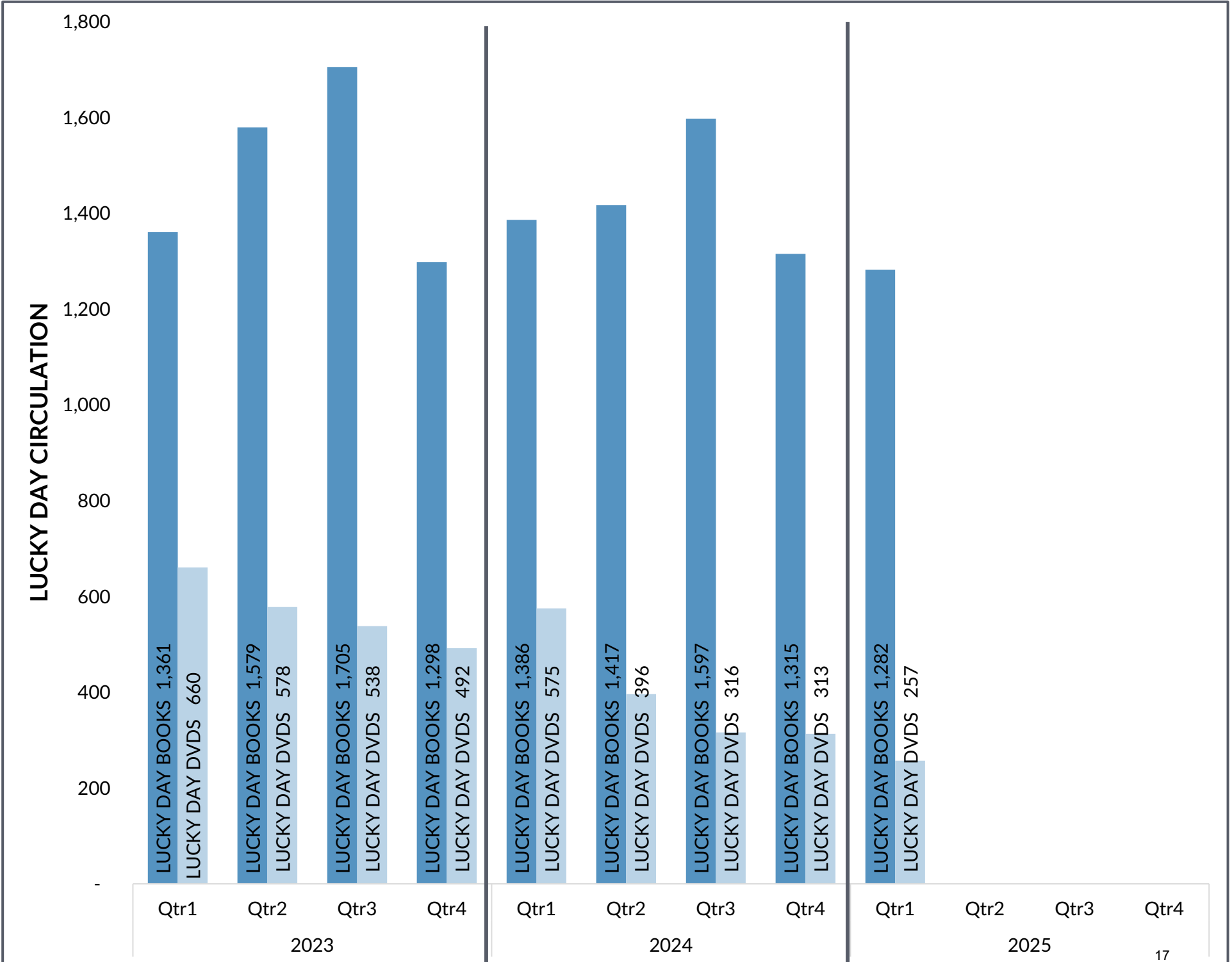
**VISITS**

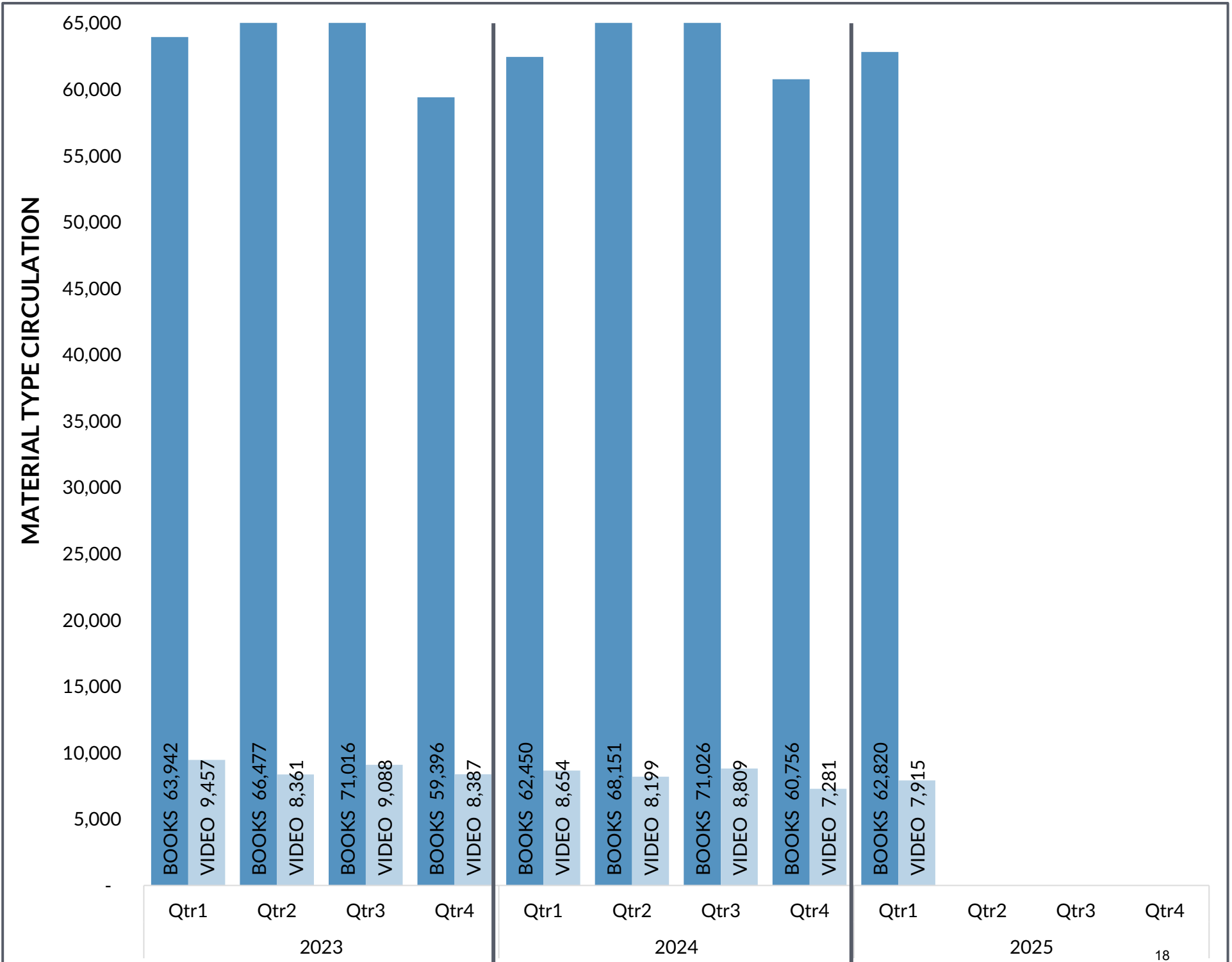












# LIBRARY OF THINGS

1,200

1,000

800

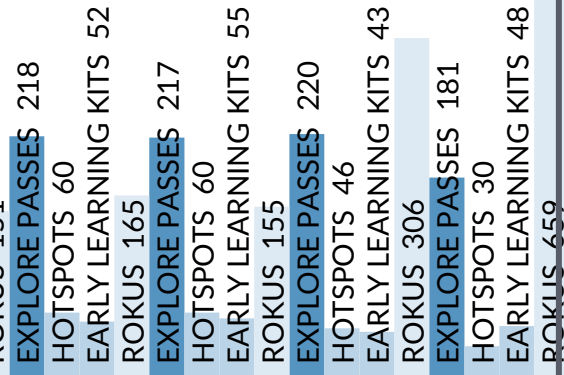
600

400

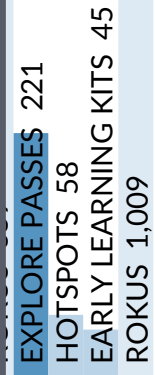
200



2023



2024

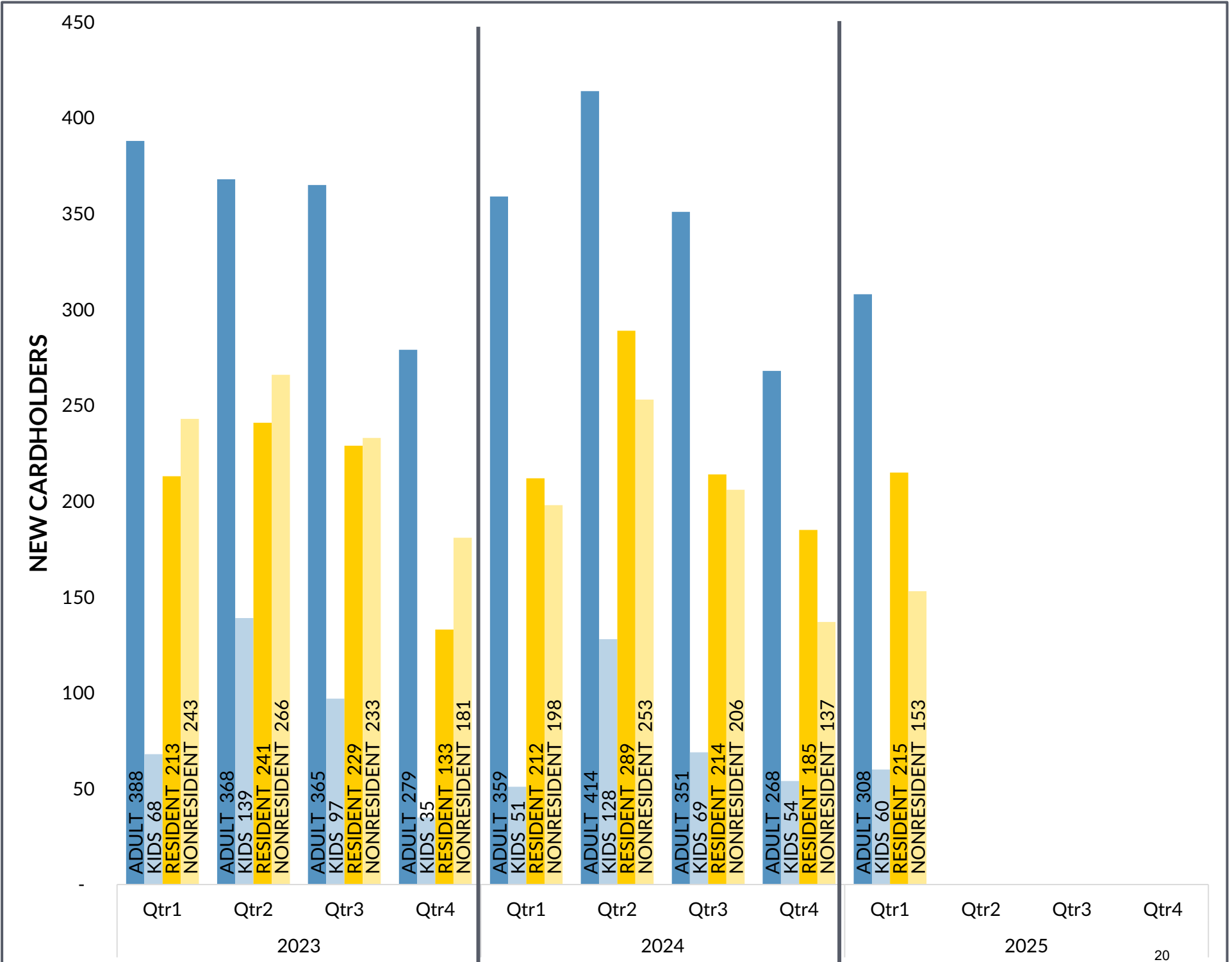


Qtr2

Qtr3

Qtr4

2025



**TOTAL CARDHOLDERS**

14,000

12,000

10,000

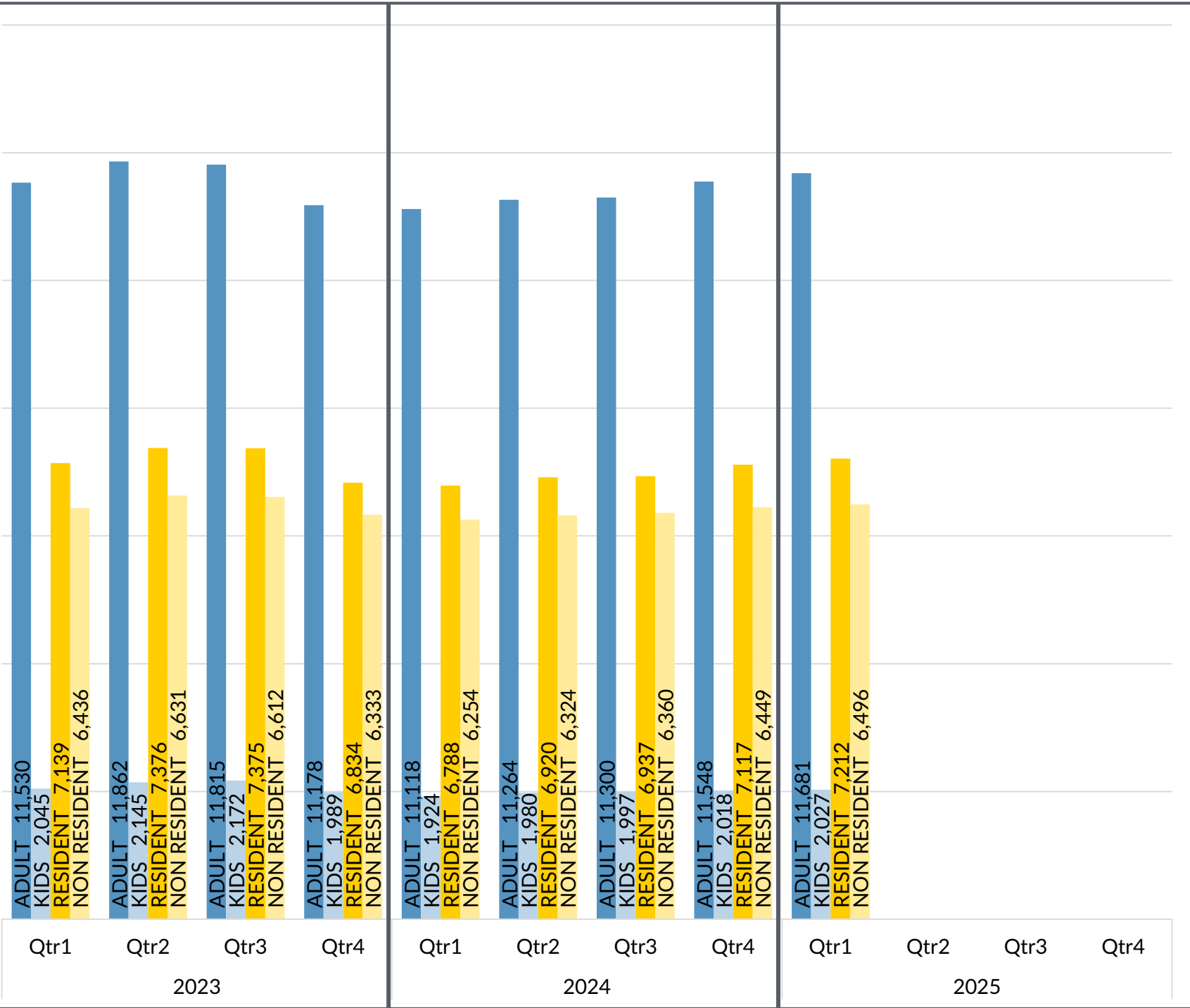
8,000

6,000

4,000

2,000

0



REPORT DATE March 2025

ACCOUNT	ACCOUNT NAME	EXPENSE
<b>AP</b>		\$43,259.98
210	<b>PROF SERV NON-IT</b>	
	BRIDGES LIBRARY SYSTEM	\$22,195.00
	JUDITH G JASON	\$99.00
	KLEANLINE	\$570.00
	LEGAL	\$204.16
	PLOWING	\$327.08
211	<b>PROF SERV IT</b>	
	JOSEPH F DI MARIO JR	\$1,571.00
224	<b>GAS &amp; HEAT</b>	
	WE ENERGIES	\$1,536.99
225	<b>TELEPHONE</b>	
	AT&T	\$56.07
240	<b>MAINT CONTRACT NON-IT</b>	
	RHYME BUSINESS PRODUCTS LL	\$401.34
323	<b>AUDIO VISUAL</b>	
	MIDWEST TAPE, LLC	\$908.74
324	<b>LICENSES</b>	
	BRIDGES LIBRARY SYSTEM	\$586.00
	CONVERGENT SOLUTIONS INC	\$350.00
	FRIENDS OF OPL	\$302.60
325	<b>E-MEDIA</b>	
	BRIDGES LIBRARY SYSTEM	\$7,439.00
	MIDWEST TAPE, LLC	\$1,631.67
332	<b>CAR ALLOWANCE</b>	
	PAYROLL	\$11.08
340	<b>OPERATING SUPPLIES</b>	
	BRIDGES LIBRARY SYSTEM	\$1,157.99
	KLEANLINE	\$451.00
345	<b>COMPUTER &amp; TECH EQUIP</b>	
	JOSEPH F DI MARIO JR	\$309.65
400	<b>REPAIR BUILDINGS</b>	
	ACE HARDWARE	\$11.86
509	<b>DATA PROCESSING</b>	
	FINANCE DEPT	\$838.33
510	<b>RISK MANAGEMENT</b>	
	FINANCE DEPT	\$2,010.83
530	<b>COPIER LEASE</b>	
	RHYME BUSINESS PRODUCTS LL	\$290.59
<b>PCARD</b>		\$8,314.23
210	<b>PROF SERV NON-IT</b>	
	TERMINIX	\$107.00
212	<b>PROGRAMS</b>	
	AMAZON	\$386.35
226	<b>INTERNET</b>	
	SPECTRUM	\$159.98
	USCELL RECURRING	\$202.04
321	<b>BOOKS</b>	
	AMAZON	\$33.02
	BAKER & TAYLOR	\$5,956.53
322	<b>PERIODICALS</b>	
	APG SOUTHERN WISCONSIN	\$287.30
	SP HONEST HISTORY CO	\$65.09
	THE STATE HISTORICAL	\$15.00
324	<b>LICENSES</b>	
	WPMANAGENINJA LLC	\$30.02
325	<b>E-MEDIA</b>	
	CRUNCHYROLL	\$12.63
	DISNEY PLUS	\$23.20
	PEACOCK TV	\$8.39
	STARZ ENTER	\$8.43
340	<b>OPERATING SUPPLIES</b>	
	AMAZON	\$130.79
	BAYSCAN TECHNOLOGIES LLC	\$122.94
	DEMCO INC	\$471.54
	OFFICE DEPOT	\$288.59
435	<b>REPAIR EQUIP</b>	
	AMAZON	\$5.39
<b>Grand Total</b>		<b>\$51,574.21</b>

APPROVED BY:

LIBRARY DIRECTOR \_\_\_\_\_

BOARD MEMBERS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Bridges Library System Staff Reports

## April 2025

### Karol Kennedy – Library System Director

**Joint Finance Committee Hearing:** Approximately 20 representatives from southeastern Wisconsin libraries and systems came out to support state library system aid at the Joint Finance Committee hearing at State Fair Park on April 4<sup>th</sup>. Special thanks go to Abby Armour, Bruce Gay, and Nick Dimassis who spoke at the hearing.

**IMLS:** An executive order was signed on March 14<sup>th</sup> to, “reduce the performance of Institute of Museum and Library Services (IMLS) statutory functions and associated personnel to the minimum presence and function required by law.” On March 31<sup>st</sup>, all IMLS employees were placed on administrative leave, with access to their work systems blocked. The IMLS is the federal agency that provides Library Services and Technology Act (LSTA) Grants to States funding. To read more about what’s at stake for Wisconsin libraries and what you can do to help, please visit [mywisconsinlibrary.org](http://mywisconsinlibrary.org).

**System Director Search:** The Search Committee has been busy with the interview process in March and April. Nicole and I assisted the committee with posting meetings and handling arrangements. We anticipate the board will review the committee’s recommendation at the April meeting.

**Coordinator of Library Development Transition:** We said farewell to Laurie Freund after 36 years of service to Waukesha County Federated and Bridges Library Systems. She had an amazing career, and we wish her all the best in retirement! We were happy to welcome Kelly Nelson to our team to fill this position. Fortunately, Kelly and Laurie had a few days together before Laurie’s departure. Kelly’s onboarding will continue over the coming weeks, but she is off to a great start!

**Continuing Education:** WLA held their inaugural WLA on the Road event at WCTC. Sue Gresham (The LinkedIn Lady) presented her program *Secrets for Making the Most Out of LinkedIn*. We also had a tour of the impressive WCTC library. I have also participated in many Workday webinars in preparation for the April 19<sup>th</sup> Waukesha County launch.

### Mellanie Mercier – Automation Coordinator & Assistant Director

**Library Improvement and Innovation Grants:** This year Bridges received 16 grant proposals for Library Improvement and Innovation Grant for 2 awards per category sizes of up to \$5,000 each offered by the system. There were 6 applications for the large, 5 for the medium and 5 for the small population size categories. Information identifying the libraries was blacked out and given to 6 library professionals to evaluate and score, with 2 reviewers per size category. The reviewers did not review proposals for the population size that they had previously worked in.

We thank all libraries that took the time and effort to submit a proposal as they made it hard for the reviewers to select those being funded.

We are pleased to announce the six grantees and their projects:

**Small Library: Karl Junginger Memorial Library “Technology-based new accessible door locks for the community room and staff doors”**

Installation of a keyless locking system on both the community room and staff entrances.

**Small Library: Town Hall Public Library “Makerspace Equipment Enhancement”**

Upgrading 3D printers and installing a presentation screen.

**Medium Library: Irvin L Young Library “Hearing Loop Installation”**

Install hearing loops in the library's large meeting room in order to increase accessibility for people in our community who are experiencing hearing loss.

**Medium Library: Pauline Haass Public Library “Shhhh!... Or Don't! Crafting Study Rooms for a Wide Range of User Needs”**

Purchase and install sound absorbing panels in our study rooms, providing a better experience for the many patrons who utilize these spaces.

**Large Library: Pewaukee Public Library “Enhancing Library Cleanliness and Efficiency with an AI-Powered Robotic Vacuum named Rosie”**

Purchase Rosie, an AI-powered, commercial-grade robotic vacuum by Tailor. Rosie will not only enhance the cleanliness of our library spaces but will also transform our cleaning processes. Ultimately, this innovation has the potential to yield significant cost savings over time by streamlining our cleaning operations.

**Large Library: Waukesha Public Library “Early Literacy Outreach Initiative”**

The Early Literacy Outreach Initiative seeks to reduce barriers to accessing early literacy programs by partnering with laundromats. This project seeks to serve families with children ages 0-5 who experience barriers visiting the library. The library will distribute free books and promote 1,000 Books Before Kindergarten to laundromats in order to increase access to early literacy resources to families with limited time and financial resources.

Other projects that were submitted were:

- Everbright wall
- CoLab: Reservable space for 1 to 6 people, modernized space with a high-tech screen, powered furnishings, and a comfortable setting
- Wonderbooks collection
- Accessibility for Summer Outdoor Storytimes
- Creating a Community Garden and a More Sustainable Library
- Mobile Outreach
- Expanding Resources for Patrons with Low Vision, Vision Loss, and Color Blindness
- Digital Display and Programming to Go
- New Logo, Merchandise, and Outreach Bags

- Tech Education

**IUG:** Last month I attended the Innovative Interfaces User Group meeting in Denver. As we are implementing Vega, I attended many sessions on Vega Discover as well as LX Starter. Near the end of this year, they will be releasing analytics for the Vega Discover catalog as well as a new module for library fundraising, which will also include having a dropship storefront. Pricing on the fundraising module is not decided yet, but they will be offering it at cost (the third-party e-commerce part) so that libraries would receive the majority of the funds.

**Systemwide calendar:** Last year most of our libraries moved over to Library Calendar with the vision to be able to bring all of the calendars together for the public to explore events in one place throughout the system. In order to make this possible we needed to be able to bring utilize the RSS feeds of the calendars. We have been working with Waukesha County IT to make this happen, but they are busy implementing Workday as well as a new website. I reached out to Jim Novy at the Prairie Lakes Library system and the next morning he had created a site that brought together all of the events for the next two weeks for all of our libraries. We are currently working on tightening up the terminology that the libraires are using so it is less confusing for the public. You can take a look at the “first draft” at <https://www.lakeshores.lib.wi.us/test/testbridgescalendar.php>. When you use the filter boxes, you can click on multiple libraries, events, age groups to search multiple selections (i.e. all the libraries that you are interested in).

## Angela Meyers – Coordinator of Youth and Inclusive Services

**Youth Services:** Six libraries participated in the Teen Think Tank meeting on March 18<sup>th</sup> at the L.D. Fargo Public Library in Lake Mills. Brianna, Lake Mills’ teen services librarian, talked about the success of her second annual teen theater program. We are also gearing up for some exciting plans for this summer’s library programs.

**Inclusive Services:** I collaborated with the Aging and Disability Resource Center and Drea Douglas from the North Bend Public Library (OR) for a webinar titled "Coffee and Conversation: Libraries Building Communities through Memory Cafes." It drew in 13 librarians and staff from the Aging and Disability Resource Centers around Wisconsin, and 27 others signed up for the recording.

April 6<sup>th</sup> was a fun day for families at the Spring Family Day offered by the Library Memory Project at Dwight Foster Public Library in Fort Atkinson. We had 22 people enjoying art, live music, therapy dogs, bingo with prizes, and more. It was a fantastic way to connect with our community!



*Spring Family Day included a visit from therapy dogs, including Rylee as pictured on an attendee’s lap*

**Professional Development:** WLA on the Road with Sue Greshem, “The LinkedIn Lady,” offered some fantastic networking tips and included a tour of the WCTC campus library; PDF Accessibility 101: Making your documents more inclusive (SCLS); Introduction to Lean: Continuous Improvement Principles (Waukesha County); and the Symposium on Aging at St. John’s on the Lake.

## **Beth Bechtel – Database Management Librarian**

**Library Visits and Meetings:** At the recent CAFÉ Cats virtual meetup, discussion included procedures for adding ISBNs to serial bibliographic records, incorrect repeated ISBN use in OCLC bib records, when to look for a serial bib record instead of a monograph record, and the planned Polaris upgrade.

Town Hall Library plans to add CAFÉ collection codes to their item records to provide patrons with another access point to their materials. This month I visited that library to work with the cataloger to plan and start this project.

**Catalog Maintenance:** Tonies and Yotos are two different brands of screen-free audio players for children. Tonie figurines need a Toniebox to play their audio content; Yoto cards are played with a Yoto player. These newer audio formats have gone from novelty educational toys to thriving collections in many Bridges libraries. This month I created templates and instructions for catalogers who are adding Tonie and Yoto materials to the CAFÉ catalog.

**Continuing Education:** March 12-15, I attended the IUG (Innovative Users Group) Conference in Denver, CO. The conference is for libraries using Innovative Interfaces (iii) software, including Polaris which we use, as well as Vega Discover and LX Starter, both new products for us. I attended useful sessions about customizing Vega Discover, forthcoming features in Leap, tips for authority control work with a vendor, using SQL to retrieve data, and discussion forums for cataloging, acquisitions, and circulation. Over the course of the conference, I had good conversations and shared ideas with peers who also use Polaris and Vega.

## **Emily Heller – Public Communications Coordinator**

### **Joint Committee on Finance Public Hearing**

I joined Bridges staff, library directors, trustees and other library supporters from around the State at the Joint Committee on Finance public hearing at Wisconsin State Fair Park on April 4<sup>th</sup> to advocate for continued state support of libraries. The librarians that spoke (including Abby Armour, Mukwonago Community Library Director), did a great job expressing the importance of funding libraries.

[View Facebook Post](#)



## “Speak Up for Libraries” State Campaign

I have been working with the State Marketing Cohort to prepare a unified campaign to rally support for libraries and IMLS throughout the state. A toolkit for libraries with logos, sample messaging, talking points, and social media materials has been produced. A public-facing website and postcards for patrons to send to legislators are coming soon! We aim to use it throughout this year. Consider sending a [short video testimonial into DPI](#) to show your support!



## National Library Week: April 6-12, 2025

We'll be highlighting libraries all week on social media with ALA's "Drawn to the Library" graphics and celebrations and our own posts that encourage engagement by asking fun library questions.

[View Facebook Post](#)

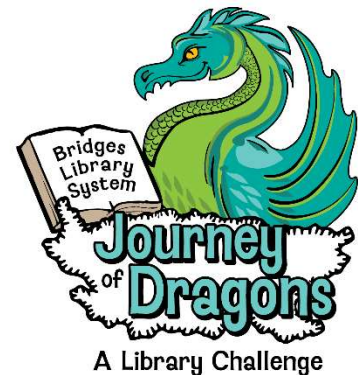


## Journey of Dragons: A Library Challenge

The event will run Monday, June 2 – Friday, August 29, 2025.

Participants will follow the journey of a brave group of adventurers and play the game to piece together the hidden clues and unlock the mysteries the dragons left behind. Each library location holds a piece of the tale. Participants will locate and read the story, record the letters and get stamped at the participating libraries. When all letters in a realm are gathered, they will be unscrambled to reveal the password to unlock the final chapter and earn a prize entry form!

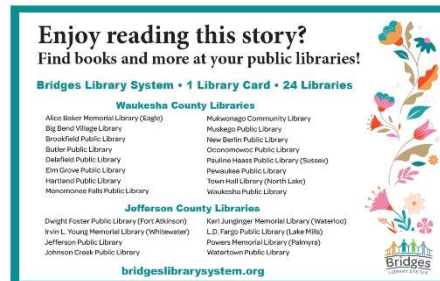
Learn more at [BridgesLibrarySystem.org/Dragons](https://BridgesLibrarySystem.org/Dragons)



## Spring Story Hike is Open April 1-30

The Spring Story Hike at Retzer was installed with our partners on March 31<sup>st</sup>.

It features the children's book "A Place for Rain" by Michelle Schaub and illustrated by Blanca Gómez. Signs after the end of the book features a list of all 24 Bridges Libraries and Mukwonago Community Library's May Rain Garden Workshops as further promotions!



**In the News:**

- Bridges Library System adds hearing loop technology to 20 locations: [Freeman Article](#)
- Watertown Public Library hearing loops available: [Watertown Daily Times Article](#)

**March Newsletters:**

## Marketing Magic:

- March 21: 61.96% Open Rate
- March 7: 64.13% Open Rate

## Monthly Bridges:

- March 12: 49.96% Open Rate

## Monthly Legislators:

- March 13: 35.29% Open Rate

# DIRECTOR'S REPORT

APRIL 2025

## BUDGET/FINANCE

The budget process this year will include a preliminary Committee of the Whole meeting on May 6. Each department and elected official will have time to share what their top three priorities are for the coming budget year.

Several representatives from Bridges Library System, including myself, attended the April 4, 2025 Joint Finance Committee listening session at the Wisconsin State Fairgrounds. Three librarians spoke on our behalf of the importance and libraries and funding.



## BUILDING/FACILITIES

Don Murray is working on gathering quotes for the 320 ceiling tiles above circulation, so we can get them replaced.

## COMMUNICATIONS

Waukesha State Bank came to our library on April 10 and gave wonderful prizes to our patrons in honor of Community Banking Month.



## FRIENDS OF OPL

The Friends Book Sale will be April 25-27, 2025. Library Trustees are dues-free members of the Friends, and are welcome to shop the members-only sale, which will be Friday, April 25 from 4 to 6 pm. The Friends have a wonderful display in our display cases this month. Please check it out.

## PERSONNEL/CONTINUING EDUCATION

Kate Cooper will be moving up to 20 hours a week from 14 hours a week starting May 24. Kate is thriving in her position and is ready to take on more tasks.

# DIRECTOR'S REPORT

APRIL 2025

## PROGRAMMING

We had a successful author visit with around 90 attendees. This was in collaboration with Books & Company.



Loki had a lot of fun at the YMCA for Storytime.



Our Great library Egg Hunt was a huge success. Lizzie had around 412 people attend. The teen volunteers (as well as staff at the circ desk) worked very hard to keep up with the constant flow of re-stuffing eggs and then hiding them again. Kids could get up to five eggs and they also got to make bunny ear crowns, spring baskets for their eggs, bunnies made from the outline of their hands, and they got to do coloring pages. Lots of parents and grownups stopped to express gratitude towards the program to Lizzie, as well as everything that we do at the library. And when it was time to wrap up they had a few kiddos who volunteered to find the rest of the eggs! Lizzie cannot wait to do it again next year.

We have two new recurring adult programs starting in the next month - Rambling Readers (a walking book club) and Mortalitea (an expert-led community group addressing death and grief).

## PUBLIC RELATIONS

Four high school students from Seminar Digital Communications class at Oconomowoc High School will be working on creating videos of our library for their course. They will make short and long videos promoting all our great services.

# STRATEGIC PLAN 2025

## FIRST 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.
- 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 starting a Wonderbook collection.**
  - **We received a \$2,000 grant to add STEM Kits to our Library of Things. 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.

- 
- **We continue to expand our Library of Things with more Explore Passes, Rokus, and outdoor games etc.**
  - **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.**
    - **Collaborate on author visits with Books & Company**
    - **Journey21 – interns working at the library**
    - **YMCA Storytime with Loki**
    - **Used book donation to Waukesha and Jefferson jail along with Rogers Memorial Hospital**
  - **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 Fidler 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 children and 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. This was completed in 2025.**

**Allowable Costs Worksheet for Waukesha County Libraries - in Bridges Library System**

Instructions: Fill out the following financial information as they pertain to prior year actuals and the current year budget. For prior year actual information, please verify that all applicable information matches the reference fields certified in the annual report. For current year adopted budget information, please reflect the numbers adopted by your municipal entity, effective January 1.

Library Name:	Oconomowoc			
Description	Annual Report Reference	2024 Actuals (Per Annual Report)	2025 Municipal Adopted Budget	Library Notes or Comments
<b>Revenues</b>				
Local Municipal Library Operating Revenue	Section V, 1 (for 2024) and Section V, 9 (for 2025)	\$790,074	\$867,505	
Home County Operating Revenue	Section V, 2(a)	\$342,289	\$369,590	
Other County Payments for Library Services	Section V, 2(b)	\$131,337	\$117,454	
State Funds (e.g. Innovation & Hoopla Grants)	Section V, 3	\$10,848	\$3,448	eContent Grant
Federal Funds	Section V, 4	\$3,593	\$0	
Contract Income	Section V, 5	\$0	\$0	
Funds Carried Forward for Operations	Section V, 6	\$0	\$0	
All Other Operating Income	Section V, 7	\$26,571	\$26,100	
Indirect Cost Funding (If applicable and if not already counted in Municipal Operating Revenue)	N/A - Field should match Indirect Cost field in Expenditures listed below			
<b>Total Revenues</b>		<b>\$1,304,712</b>	<b>\$1,384,097</b>	
<b>Expenditures</b>				
Operating Expenditures	Section VI, 6	\$1,303,120	\$1,384,097	
Indirect Costs (If applicable and if not already counted in another field)	N/A - Field should match Indirect Cost Funding in Revenues listed above			
<b>Total Operating Expenditures</b>		<b>\$1,303,120</b>	<b>\$1,384,097</b>	
Library Capital and Debt	Section VII (1 & 2)	\$19,911	\$146,159	
<b>Total Expenditures</b>		<b>\$1,323,031</b>	<b>\$1,530,256</b>	

The information listed above is a correct statement of the Library's spending for 2024 actuals and 2025 budget. Please provide any additional comments in the box below.

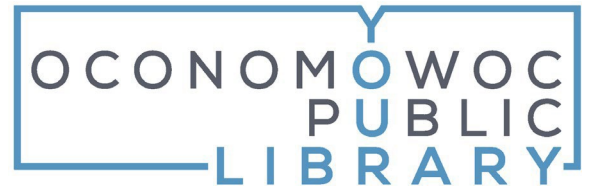
\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date

# MEETING ROOM POLICY



We subscribe to tenets of the Library Bill of Rights, which states in part, “Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Exceptions to any items below may or may not be granted at the discretion of the Library Director.

## GENERAL

- Applicants must review Meeting Room Policy before booking.
- Meeting rooms are available for use by local organizations.
- Meetings shall be open to all members of the public. Private meetings may be booked at the discretion of the Library director. Private parties may not be scheduled.
- In general, products and/or services may not be promoted, solicited, or offered for sale to either the staff or public in the Library. Exceptions to this rule, at the discretion of the Library Director, would be materials or memberships directly related to Library-sponsored or -oriented groups, or that further the goals of the Library.
- Admission fees shall not be charged by the group using the room. Exceptions may be granted by the Library Director for educational courses held in cooperation with the Library, that require tuition or registration or payment of fees for courses offered by established educational institutions. Membership dues may be collected, provided no one is excluded from attending if they are not a member.
- Library use of meeting rooms is first priority. The Library reserves the right to deny or cancel a reservation if the room is needed for that purpose. Whenever possible, a 24-hour notice will be given. This right will not be exercised except in urgent situations.

## APPLICATION PROCESS

- Application for use of meeting rooms can be made online or in person and approved by the Library Director and/or Administrative Coordinator. Application must be filled out completely.
- No walk-in room use requests will be accepted.
- Rental fee(s), if any, must be paid by date of the reservation.
  - Non-profit groups – no charge, however, donations to the Library are welcome.

- For-profit groups (individuals or companies) – \$30.00 for first 2 hours and \$20.00 per hour thereafter. Donations above these amounts are welcome.
- Reservations are preferred at least 2 weeks in advance but accommodations may be made no less than 24 hours in advance based on availability.
- Cancellation of room reservation must be done 48 hours in advance of the meeting date for return of rental fee(s), unless cancellation is demanded by weather.
- In order to make the Oconomowoc Public Library meeting rooms as accessible to as many people as possible, recurring reservations will be accepted for only three (3) months in succession. Following that three-month cycle, a group representative must contact the Library by email or phone to renew the reservation. The renewal will not be considered scheduled until confirmation is sent.
- Meeting rooms are not available on holidays or days the Library is closed.
- Meeting rooms may not be scheduled more than three (3) months in advance.
- Confirmation of room reservation will be made by email within 72 hours of application receipt. The room will not be considered scheduled until confirmation is sent.
- All meetings must start during hours the Library is staffed.
- Early morning meetings can be arranged. Check with Library Director or Administrative Coordinator for details.

## ROOM USE

- The set-up and breakdown of the meeting room is the responsibility of the group using the room. Please see Equipment Use Section.
- GROUPS MUST NOT BLOCK EMERGENCY EXIT OR USE THE EMERGENCY EXIT FOR GENERAL EXIT. Should the alarm be set off for a non-emergency, the group will be charged a fee to offset the cost of the police and/or fire department responding to the alarm.
- In case of emergency during room use, call 911 and alert Library Staff.  
If the incident occurs after hours, call 911 and contact the Library Director at 262-569-2194 ext. 207.
- Programs may not disrupt the use of the Library by others. Any group that is disorderly may be excluded from future meeting room use. Any group abusing regulations may be refused the use of facilities in the future.
- Children's groups may use the meeting room, provided they are supervised by an adult, at the suggested ratio of at least one adult for each ten children in attendance.
- All children under age eight must be accompanied by a parent or designated responsible person and be in sight of that person while in the Library. Children attending a program require a parent/responsible person to remain in the Library throughout the program. Library staff is not expected to assume responsibility for the care of unsupervised children in the Library.

- A piano is available for use in the meeting room. Children must be supervised at all times when using the piano.
- Meetings may not be scheduled in locations other than the meeting rooms without prior permission from the Library Director.
- Light snacks and non-alcoholic beverages may be served. Full meals and dinners may not be served. The Library discourages serving refreshments that contain peanuts, tree nuts, and other common allergens. Library staff will not monitor food consumption in meeting rooms and shall have no liability for food distribution or consumption. Alcoholic beverages may not be served without permission from the Library Director. If permission is granted, it is up to the applying groups to conform to all City alcoholic beverages permit requirements. This process will take a minimum of 30 days. Please consult with City Clerk for permit requirements.
- The Library is not responsible for equipment or material owned by a group and used in the Library. Such equipment may not be stored in the Library.
- No organization may list the address of the Oconomowoc Public Library as its official address. Any advertisements or news releases that use the Library's name must clearly identify the sponsor of the meeting or program.
- Library staff will not act as intermediaries in any communication between groups renting the rooms and attendees except in an emergency.
- For and in consideration of the use of the meeting room and Library facilities, any person or group using same hereby agrees to hold the Oconomowoc Public Library harmless from any and all actions and suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Library for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facility by such use thereof.

## **CHECK-IN/CHECK-OUT**

- A group representative must check in at the Checkout Desk to be given access to the meeting room.
- Due to tight room schedules, each organization is expected to vacate the room at the appointed time, and to put the room back in the condition they found it. User organizations are responsible for any damages to the facility.
- Should the Library still be open upon completion of a meeting, it is the responsibility of the group using the room to inform the Checkout Desk staff that the meeting is over. A group member must stay in the meeting room until a Library staff member comes to lock the room.

## **EQUIPMENT USE**

- Equipment available for group use is listed on the Meeting Room Application. All other equipment in the meeting rooms must remain unmoved and may not be used.

- The set-up, breakdown, and cleanup of the meeting room is the responsibility of the group using the room.
- Tables and chairs are available for group use. Tables and chairs must be clean and stacked according to the diagram posted in the room.
- Whiteboards must be erased after use.
- Television and projector must be powered off and screen retracted after use.
- Microphone must be powered off and returned to Library staff after use.
- To use the Library's audiovisual equipment, groups must schedule a training session prior to the meeting date. Library staff is not always available to troubleshoot equipment problems.
- Users are responsible for providing a computer and any specialized cables that might be required to connect to the projector. The Library provides some types of cables for connecting to the projector, but not every kind of cable a group may require. Device settings and connections should not be changed by groups using the equipment.
- Groups using Library equipment will be held responsible for damage.

The Library Director is authorized to deny permission to any group that is disorderly or that has violated any of the above regulations.

Appeals or comments can be made to the Library Board in writing. Address such communication to:

Oconomowoc Public Library Board  
 200 W. South Street  
 Oconomowoc, WI 53066

Adopted 3/12/1987  
 Reconfirmed 5/11/2000  
 Reconfirmed 5/12/2005  
 Revised 6/11/2009  
 Revised 1/9/2014  
 Revised 5/14/2015  
 Revised 2/9/2017  
 Revised 9/14/2017  
 Revised 5/14/2020  
 Revised 1/12/2023  
 Revised 10/21/2024

**Oconomowoc Public Library**  
**Board of Trustees**

**DONATION/GRANT FINANCIAL REPORT**

March 2025

GIFT FUND	\$101,553	REVENUE	PAGE
	\$19,742	EXPENSE	
BALANCE	\$81,811	YTD	

<b>REVENUE</b>														
GIFT FUND	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL
2023 BEGINNING BALANCE	801	98,881	-	-	-	-	-	-	-	-	-	-	-	98,881
DONATIONS	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL
INTEREST	8110	9	8	10	-	-	-	-	-	-	-	-	-	28
PCARD REBATE	8430	-	-	-	-	-	-	-	-	-	-	-	-	-
DONATIONS	8501	2,144	500	-	-	-	-	-	-	-	-	-	-	2,644
<b>TOTAL</b>	<b>2024</b>	<b>\$ 2,153</b>	<b>\$ 508</b>	<b>\$ 10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>101,553</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>\$ 101,034</b>	<b>\$ 508</b>	<b>\$ 10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 101,553</b>

<b>EXPENSES</b>														
EXPENSES	ACCT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD ACTUAL
LIB GIFT FND OUTSD SVCS	210	7,961	10,048	-	-	-	-	-	-	-	-	-	-	18,009
LIB GIFT FND PROGRAMS	212	-	-	-	-	-	-	-	-	-	-	-	-	-
LIB GIFT FND POSTAGE	311	-	-	-	-	-	-	-	-	-	-	-	-	-
LIBRARY MEMBERSHIPS	320	-	-	-	-	-	-	-	-	-	-	-	-	-
LIB GIFT FND BOOKS & REF	321	-	-	-	-	-	-	-	-	-	-	-	-	-
LIB GIFT FUND AUDIO VISU	323	-	-	-	-	-	-	-	-	-	-	-	-	-
LIBRARY ELECTRONIC MED	325	-	-	-	1,733	-	-	-	-	-	-	-	-	1,733
LIB GIFT FND PUBLICITY	326	-	-	-	-	-	-	-	-	-	-	-	-	-
LIB GIFT FUND TRAIN/TRAV	330	-	-	-	-	-	-	-	-	-	-	-	-	-
LIB GIFT FND OPER SUP/EX	340	-	-	-	-	-	-	-	-	-	-	-	-	-
LIB GIFT FUND DONATION	720	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>2023</b>	<b>\$ 7,961</b>	<b>\$ 10,048</b>	<b>\$ -</b>	<b>\$ 1,733</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>19,742</b>

DONOR	DESCRIPTION	AMOUNT	DONOR	DESCRIPTION	AMOUNT
DONATION	DONATION	\$ 91			
BARB ELWOOD-GOETSCH	DONATION	\$ 2,000			
ORCHARDS OF OCONOMOWOC	DONATION	\$ 25			
LOKI CALENDAR	DONATION	\$ 28			
NORTHWEST MUTUAL	DONATION	\$ 500			
					<b>\$ 2,644</b>