



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, MAY 14, 2026 AT 5:30 PM

100 S. WATER ST., WATERTOWN, WI 53094 - 2ND FLOOR CONFERENCE ROOM

1. CALL TO ORDER / ROLL CALL

2. CITIZENS TO BE HEARD

Each individual who would like to address the Committee will be permitted up to three minutes for their comments

3. NEW BUSINESS

- A. Review and take action: Resolution 2026-7 Promotion of Jamie Hernandez to Interim Library Director
- B. Review and possible approval: Strategic Plan
- C. Review: Mayor Stock's request that Library pay back Park & Rec for damage at Brandt-Quirk Park
- D. Discuss and take possible action: Donation from Joan Hinze
- E. Discuss: Maintenance of grass on boulevard along Water St.

4. UNFINISHED BUSINESS

- A. Review: Progress of Library Director search
- B. Update: New website

5. DIRECTOR'S REPORT

- A. Review: Monthly highlights, budget figures and statistics

6. PRESIDENT'S REPORT

- A. Review: Contacts and conversations in official capacity

7. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- A. May 2026 Bills
- B. Unplanned Expenses as of May 1, 2026
- C. Review and take action: Minutes from April 9, 2026
- D. Review and take action: Minutes from April 20, 2026.

8. ADJOURNMENT

- A. Next Meeting Date: Thursday June 11, 2026

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only

WATERTOWN PUBLIC LIBRARY BOARD OF TRUSTEES
Resolution #2026-7
PROMOTING JAMIE HERNANDEZ TO THE POSITION OF INTERIM LIBRARY DIRECTOR
LIBRARY BOARD OF TRUSTEES

WHEREAS: Jamie Hernandez has served as a member of the leadership team at the Watertown Public Library in the role of Head of Adult Services & Technology Support since March 2018,

NOW THEREFORE BE IT RESOLVED, by the Board of Trustees for the Watertown Public Library that Jamie Hernandez be promoted to the position of Interim Library Director at the rate of \$46.71 per hour effective April 9, 2026. This promotion will be valid through the hiring and onboarding of a new Library Director, not to extend past April 1, 2027.

Action Taken:

Signature: _____

Library Board President

MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 4/29/26

Subject: Strategic Plan Approval

Background

We have been working with WiLS to create a 2026-2030 Strategic Plan, and it is now complete.

Budget Goal

N/A

Financial Impact

N/A

Recommendation

Approve plan.



WATERTOWN PUBLIC
LIBRARY

STRATEGIC PLAN

2026-2030

STRATEGIC PLAN



WATERTOWN PUBLIC
LIBRARY

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About the Library

For more than a century, Watertown's public library has been shaped and strengthened by its community's commitment. Well before a public library existed, local clubs, civic groups, and residents organized reading rooms, hosted lectures, and pooled resources to ensure that knowledge was accessible to all. Their efforts reflected a shared belief that learning should not be a privilege but a community asset.

That belief deepened as generations of residents rallied to bring a free public library to life. From early fundraising campaigns and door-to-door appeals to the collective work that secured support from Andrew Carnegie, the library is a testament to what a united community can accomplish. When the doors opened in 1903, the library quickly became a beloved gathering place, so well used that it quickly outgrew its first home and inspired the construction of our landmark building dedicated in 1907.

Since then, the library's story has been one of continuous expansion, adaptation, and partnership. In 2018, the Library Board of Trustees set an ambitious \$10 million vision for our future, committing to the city's bond offer and launching a \$5.6 million private fundraising campaign. This effort renewed the community's long-standing belief that the library is a vital civic anchor, worthy of bold investment, and opened the door to new collaborations.

Today, the Watertown Public Library is a vibrant, welcoming cornerstone that continues to evolve, keeping the community engaged, excited, and always learning. The remarkable Talk Read Play center, engaging teen space, interesting library of things, and our useful study rooms and large community room, complement the library's collection, and, critically, the work of our dedicated, resourceful staff.

Each chapter has been written, and will continue to be written, by the people of the city: those who advocate, volunteer, donate, dream, and visit. Our community's commitment ensures that the library remains not only a keeper of knowledge, but a source of connection, creativity, and opportunity.

About the Process

Because the community has been so foundational to the library, it only made sense to ensure the community, along with staff and the board, was at the heart of this strategic plan. The six-month process began with the hiring of the consulting team at [WiLS](#) and the formation of a strategic planning team of library staff and board members. This team guided the process and considered data gathered in the following ways:

- A review of community demographics, captured from different federal and state data resources.
- A Community and Library Landscape Questionnaire, completed by the planning team.
- A Strengths, Opportunities, Aspirations, and Results (SOAR) questionnaire, completed by 11 members of the staff.
- A facilitated conversation with the full library board.
- A community survey, completed by 222 community members.
- Access to a dashboard that uses DPI Annual Report data to visualize the library's data and view the library compared to a cohort average of similar libraries, identified through statistical modeling.
- A donor questionnaire, completed by five individuals.
- A community leader's questionnaire, completed by four individuals.
- Individual interviews with representatives from the community.
- A community conversation.

After the WiLS team gathered the data, the planning team reviewed the datasets and a recorded webinar, then conducted their own analysis. Through this process, they identified a shared set of goals and objectives that reflect both community priorities and the library's future needs. The process concluded with a session attended by staff and board members to prioritize specific projects and set assessment measures with WiLS' data analyst.



Key Takeaways

Starting from a place of strength

"I admit I was skeptical when the library wanted to expand a few years ago because it seemed like a lot of money, but now I can't imagine not having the library we have now. My family and I use it in so many different ways - my teens use the study rooms after school, especially on the early release days, I have attended many meetings and presentations in your big meeting room, we all have your app on our phones and use them to check out books all the time (and your hold pickup and self check out is amazing). I love the makerspace. It's great that you let the garden people have their seed library there - that has been so helpful to us because food prices are high and this year we planted a little garden for the first time and didn't have to pay for seeds! This library is one of the best things about Watertown."

- 2025 Survey Respondent

The Watertown Public Library already offers a strong suite of services. The programming, space, collections, and staff are all resources that the library, with the appropriate funding and clear priorities, can grow to fit community needs. Staff aspirations focus on innovation and expansion of programs and collections to keep the library vibrant, relevant, and responsive. This includes continuing to develop a wide range of programs and collections, expanding reading programs, events, and playful experiences for children, and adding new materials like the Library of Things.

Questionnaires completed by city leaders and donors clearly show that the library is viewed as a hub for gathering and belonging. Cozy reading areas, meeting rooms, and programming strengthen its role as a safe, welcoming resource. People feel proud of the library and often invite visitors to experience it themselves. And, of course, the library space is newly renovated and literacy efforts and partnerships are always top of mind.



Community members' perception of the value of the library and its services was highly favorable with 100% agreeing that the library is a valuable city service and 98% agreeing that the library is important to the community.

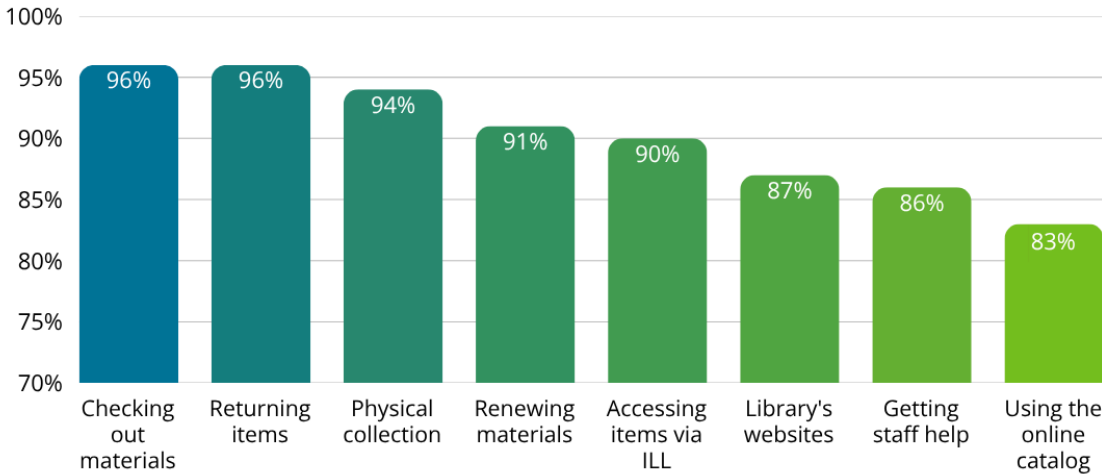
- 2025 Survey Findings

Staff are the heart of the library

Over the course of the planning process, one piece of information kept coming up. It is the library staff that makes the Watertown Public Library so special. One clear theme from the donor questionnaire was the importance of maintaining the facility and supporting staff to keep the library thriving.

Survey users certainly took advantage of the collection, but often with the help of a staff member.

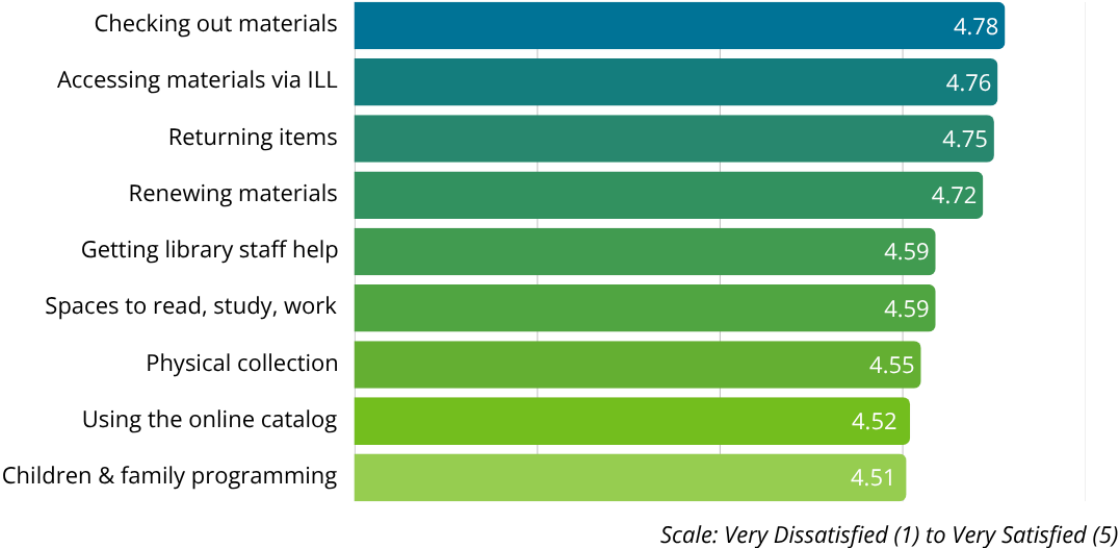
Percentage of library users who indicated utilizing a service



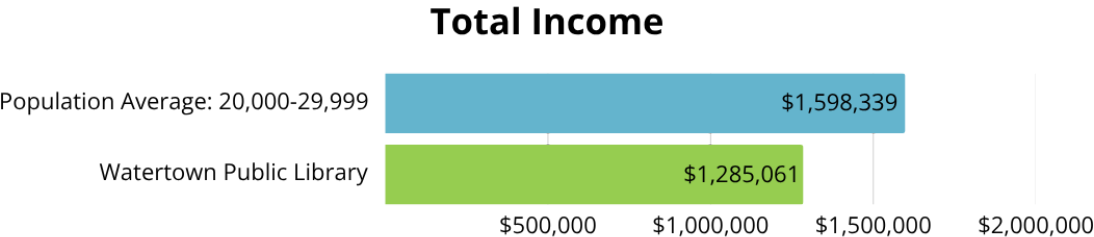
The community, especially community conversation attendees, identified several areas where the library could widen its impact, including building stronger partnerships to address shared challenges, increasing coordination with local schools, expanding technology learning for all ages, and offering more support for job skills and employment, which is especially important given the area's higher-than-average unemployment rate. Each of these opportunities requires dedicated staff capacity, time for relationship-building, planning, and delivering programs, beyond the daily work of desk coverage and in-building services.

Sustainable funding matters

Survey findings revealed that patrons clearly value their library. Satisfaction with library services was high across the board, with checking out materials and access to other libraries’ materials topping the list.



However, the ability to provide these services is compromised by a notably lower budget when compared to peer libraries serving communities of a similar size. The average total income for peer libraries is \$1.6 million, compared to \$1.3 million for Watertown.



Public Library	Income Per Resident
Population Average: 20,000-29,999	\$64.85
Watertown Public Library	\$56.21

2024 Annual Report Statistics from DPI

Watertown Public Library has a larger facility size than its peer cohort, but a comparable number of staff members. This points to a challenging financial future that could affect factors such as the number of hours we can be open, the overall number of employees, and providing the services desired by our community. During information-gathering discussions, both community members and trustees voiced concerns about sustaining adequate staffing, especially in light of the recent city budget. At the same time, the city is preparing for significant growth through new housing developments and downtown revitalization, which will increase demand for library services and further shape future staffing and funding needs.

With this foundation of community insight and staff reflection, the library has outlined a set of goals and objectives to guide our work over the next five years, subject to adequate funding and organizational capacity. These priorities turn what we heard from the community into a practical path forward, helping the library focus its time, resources, and partnerships to strengthen services for everyone. Achieving these goals will depend on securing sufficient financial support and maintaining the staffing and infrastructure needed to carry this work forward.



Our Strategic Plan



Increase Community Awareness and Visibility

The Watertown community and surrounding areas understand what the Watertown Public Library offers and how they can support it.

Increase the library’s physical and digital visibility through signage, branding, and community presence and utilizing a multi-channel communication approach.

Develop a clear, consistent messaging strategy that highlights lesser-known services.

Increase efforts to improve awareness of the library by non-users and underrepresented groups.

Grow library advocates in the community by regularly sharing high-impact stories to communicate how the library makes a difference.

Our Strategic Plan

Build and deepen mutually beneficial partnerships with schools, childcare providers, and community organizations to support youth and families.

Collaborate with culturally and economically diverse community members to co-develop programs, materials, and communication.

Expand technology learning, digital literacy support, and job and career development services through strategic partnerships and alignment with evolving community needs.

Grow inclusive programs and collections for teens, families, and lifelong learners based on direct community input.

Explore mobile, off-site, and outreach service models to reach seniors, commuters, and neighborhoods with limited access.



Cultivate Community-Centered Services and Partnerships

The Watertown Public Library collaborates with community members and organizations to expand access, support learning and economic opportunity, and deliver programs that reflect local needs.

Our Strategic Plan



Ensure Organizational Sustainability and Readiness

Through proactive planning, broad community investment, and strong, consistent advocacy, the Watertown Public Library has a vibrant and secure future.

Develop a sustainable funding strategy that includes municipal advocacy, donor engagement, grants, and community-supported initiatives.

Create scenario plans for financial uncertainty, city growth, and infrastructure changes.

Support staff and Board through training, communication, and leadership development, including cross-training and succession planning to ensure continuity and organizational resilience.

Build a coordinated advocacy plan that builds understanding, support, and investment in the library's mission.

Our Strategic Plan

Develop a staffing plan that aligns staffing levels with community needs and library capacity.

Support staff through training, communication, and leadership development, including cross-training and succession planning to ensure continuity and organizational resilience.

Strengthen internal communication and organizational processes.

Ensure staff feel supported, protected, and valued.

Increase Board engagement with the whole library team.



Support and Invest in Staff Excellence

Watertown Public Library staff have the training, resources, and support they need to deliver exceptional service.

Implementation, Assessment, and Communication

A strategic plan should not be a document that sits on a shelf. It comes to life through the library's day-to-day work, guiding decisions, shaping priorities, and helping our organization focus on what matters most. Implementing this plan began as soon as the planning framework was complete and will continue throughout the five-year span of this plan.

Library staff and board members met at the end of the planning process to activate the plan by prioritizing activities and determining measures by which to assess their work. Assessment will include gathering input from staff and community members, reflecting on what's working, and making thoughtful adjustments along the way. This ongoing cycle keeps the plan responsive, relevant, and grounded in real community needs.

Clear, consistent communication is essential to keeping the community informed and engaged throughout the life of the plan. To stay accountable and transparent, the library will implement a communications plan that shares regular updates on progress, highlights stories and successes, and invites ongoing feedback. This approach ensures that community members, staff, library leaders, and our partners not only see the impact of the library's work but also have meaningful opportunities to help shape its future.



Acknowledgements

A strategic plan is the work of many, and we are deeply grateful to everyone who helped shape this one. Our community members, staff, board, and partners all played an essential role. The time you spent completing a survey, answering a questionnaire, or talking with us made a real difference, and we cannot thank you enough.

We would especially like to recognize the following individuals who served on the planning team and generously shared their insight, experience, and care:

Charity Chandler	Library Board Member
Andi Merfeld	Library Board Member
Beth Mueller	Library Board Member
Erin O'Neill	Library Board Member
Peg Checkai	Library Director
Cari Gunderson	Head of Circulation Services
Jamie Hernandez	Head of Adult Services and Technology Support
Tina Peerenboom	Head of Children's Services

We would also like to thank Melissa McLimans, Laura Damon-Moore, and Kim Kiesewetter from WILS for helping us with the strategic planning process.



MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 5/1/26

Subject: Mayor Stock's request that Library pay back Park & Rec for damage at Brandt-Quirk Park

Background

Peg was contacted by Mayor Stocks about damage done by a truck to a gravel path at Brandt-Quirk Park. We are being told Park & Rec employees witnessed someone with a truck out at the park. Library staff, Tod and Xander, noticed ruts in the gravel made by double-wide tires that were already there when they arrived. The tire tracks do not match the truck library staff took to the trail. We have been going to change out the Storybook Trail book quarterly for many years and have never had any issues. We received an invoice for \$158.64 to fix the damage. Tod called Mayor Stocks to discuss the issue and the two (plus Peg) met in person. The Mayor said the library would not be responsible for paying the invoice, and we received written confirmation of that on 5/4. Photos of the tire tracks and the invoice are in the packet.

Budget Goal

N/A

Financial Impact

N/A

Recommendation

This is an FYI or the board.

MEMO





PARK DEPARTMENT CITY OF WATERTOWN

Phone: 920-262-4000

Section 3, Item C.

Date	Invoice Number
04/29/2026	202600146

Bill To: Watertown Public Library
 100 S Water St
 Watertown WI 53094

Customer No. 804
Parcel ID:
Pay By: 05/29/2026

Quantity	Description	Net Amount
2	Brandt/Quirk Trail Repair to Fix Ruts - 2 Yards Crushed Stone	20.00
1	Brandt/Quirk Trail Repair to Fix Ruts - #256 CAT 906m Loader	41.24
1	Brandt/Quirk Trail Repair to Fix Ruts - #101 One Ton Dump Truck	16.00
2	Brandt/Quirk Trail Repair to Fix Ruts - Labor	81.40

WE DO NOT ACCEPT CARD PAYMENT AT THIS TIME.

**CITY OF WATERTOWN
 106 JONES STREET
 PO BOX 477
 WATERTOWN WI 53094**

Amount	158.64
Balance Due	<u>158.64</u>

Please include invoice number with payment.

To: Tod Lord
CC: Peg, Ryan Thurow, Ryan Schmidt

Thank you for taking the time with me to explain the rut damages that was done at BQ park. I will have the Parks Department void the bill.

As I mentioned to you in your office, please let the Parks Department know if you or anyone else from the Library needs to use a vehicle on the grounds. The Parks crew has offered to help with setup and are willing to share equipment with you. Emailing Ryan Thurow and Ryan Schmidt when you need some assistance is the first step.

You have always been an outstanding employee. Thank you for the hard work and dedication you give to the Library and the citizens of Watertown.

Robert Stocks
Mayor, City of Watertown

MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 4/30/26

Subject: Donation from Joan Hinze

Background

Joan Hinze has donated \$40,000 and has designated that it be used in the Children’s department. Peg, Tina and I are meeting with Joan to talk about what specifically this donation will be used for.

Budget Goal

N/A

Financial Impact

N/A

Recommendation

This is an FYI for the board. I recommend the board follow Joan’s wishes to spend this money in the Children’s department.



MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 5/3/26

Subject: Discuss maintenance of grass on boulevard along Water St.

Background

The City has requested that Tod permanently take over maintaining the boulevard along Water St. Prior to construction the City always maintained this patch. When it was re-done the library was not given a say in what material was used (grass or concrete). This is not library property and Tod already has a lot of grass to mow with the library's push mower.

Watertown Municipal Code 446 and 484 talk about length of grass and trees in the boulevard/terrace.

I could not find any ordinance or code specifically talking about who is responsible for the city owned boulevard/terrace adjacent to a property line. It's also worth noting that the City has treated the library parking lot as non-library owned property historically and also plows it/shovels the sidewalk adjacent to it in the winter.

Budget Goal

N/A

Financial Impact

Being forced to maintain this strip of land will add to the library's already thinly stretched resources.

Recommendation

I recommend the library and streets split the cost of paving the boulevard with concrete.

**WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
DIRECTOR'S REPORT
For May 2026**

Libby: Audio, Ebook & Magazine Checkouts		
	<u>2025</u>	<u>2026</u>
January	3,974	4,850
February	3,671	4,120
March	3,976	4,691
April	3,986	**
May	3,937	
June	4,669	
July	4,930	
August	4,022	
September	4,051	
October	4,074	
November	4,144	
December	4,184	
Total	48,391	

Physical Circulation for April	21,293
April Libby	**
April Libby Mags	**
2026 Monthly Total	**
2025 April Total	29,254**
New Cards	99

**Libby stats were not available by the time this packet was due.

Director Notes:

Friends hosted two great fundraisers for the library; a book sale and brat sale at Glenn's. I hope you found time to stop by at both or one of the events to support Friends and the library! April was an interesting month for the library team and the library!

**Elevator phones are still not repaired in the public elevator and the lift. The Fire dept. would like to do the inspection of the building and are now aware of this issue. A meeting was scheduled for May 4 but never happened due to communication issues between City IT and the companies asked to come in to make repairs.

I also spoke with someone at the Fire Dept. about a cage over the fire alarm in the TRP center to help cut down on children pulling the alarm. The Fire Dept would oversee the installation and we would follow their guidelines. Tod will work with the inspector to see this to completion.

**Lynn brought to my attention that 5 library team members were not having their vacation time calculated equally. Despite Lynn's many attempts to rectify the issue so that all vacations were calculated the same and my attempts to reach out for clarification, we were told that calculations were correct. I asked City Finance to meet with the three library employees, individually, to explain the vacation calculation discrepancies. This request resulted in a meeting with the City Attorney, HR, and Finance without library staff present. Ultimately, the three library team members had their vacations calculated the same as the other two library team members. One team member was also given vacation time to her that she should have received last year, with an extended time frame to use it up.

**Tod contacted his attorney based on accusations that he had driven a truck that caused damage at BQ Park. Tod also had a short meeting with the City Attorney to discuss the accusations. Tod and the Mayor met at the library to discuss the situation. The letter from the Mayor is included in Jamie's packet.

I would like to provide background on the Storybook Trail out at BQ Park.

This initiative was the committee approved project for Leadership Watertown, back when I was on this board. The project was supported by Rotary (after a presentation) along with donations from community businesses and individuals. The original book stands were built by a class at WHS. They were wood and eventually succumbed to rot and ants. The posts were replaced from a grant from the Quirk Foundation. Original donors wanted to know how the trail would be maintained and Friends of WPL assumed the financial costs needed to purchase books. Library staff always assumed the responsibility of changing out the stories. I also worked with Cindy Braasch (P&R Director at the time) to get approval from the P&R Commission to install the posts and create the small kiosk.

On the day of installation, the entire Leadership Committee along with assistance from Park and Rec worked together to install the posts. This was, a great community project involving city departments, civic group participation and individual donors who believed in the value of this project.

**It has also come to my attention, after listening to the City Finance Committee meeting that the new maintenance person at city hall would start at a higher salary than Tod. Tod is currently at a Grade 120 and the new person would start at 130.

From the April 13 Finance Minutes:

A request was made to request approval for the addition to the pay table for the position of Facilities Maintenance Technician at City Hall. The departure of an employee prompted a review of the job duties and a submission to McGrath Consulting. Ald. Smith made the motion, seconded by Ald. Berg, to authorize to an addition to the pay table at Grade 130. Unanimously approved.

Tod performs the same job responsibilities as outlined in the job posting for the city hall position. (I compared them) He also comes with extensive experience in building maintenance, including how to manage all the library's HVAC units through the installed software. He is also responsible for his own budget and oversees another employee. I sent my concern to HR noting that the job description was the same as last year when it was graded by McGrath...nothing has changed and it was not updated. As of writing this document, I have not heard back from HR.

It was suggested to Tod, that he should come to City Hall to work for the pay increase. The library is fortunate to have a dedicated and loyal employee that would prefer to remain at the library. Please see this employee issue to the end for Tod. A new employee, performing the same duties as Tod, should not be making \$4.00 more an hour. Tod should not have to wait until 2027 for a pay increase.

My 30+ years with the Watertown Public Library have been an incredible journey. I began my career when card catalogs, typewriters, and punched checkout cards were the norm. It has been a true honor to serve my community and contribute to the very library I grew up using. I've also had the privilege of working alongside dedicated library staff, board members, Friends of the Library, and community supporters who respected and encouraged me—many of whom have become lifelong friends. The expansion and transformation of the library into a welcoming community space that ensures broad access to information and resources, and truly embodies what a library should be for the people it serves, stands as the highlight of my career.

So long, farewell,
Auf widersehen, adieu!

- Peg (MLIS)

Interim Library Director/Head of Adult Services Notes:

We had a great time celebrating National Library Week. Friends treated us to a lunch from PJ's and homemade treats on Library Worker's Day. We had a nice turnout for our showing of *The Librarians* as well as an engaging discussion afterward. Bookbag Bedazzling was a huge success – we had NO no-shows, which is rare. The Friends Book Sale was a success, and Friends made \$277 at the event.

We have issued a couple new stay-out orders for things ranging from inappropriate conduct with library staff, potential theft and property damage. These were issued to both teens and adults.

We did some office shifting with the news that my stint as Interim Director was to start immediately. I moved into Peg's office and she is in the Carnegie Room. This has been a huge adjustment, but we are making the best of it.

We have had several candidates apply for the Page position and will arrange interviews as soon as it closes on May 1.

I helped Cari set up a new workstation in the Circ workroom so staff have another option for when they need to use a computer. I also set up a new laptop for Circ because their old one was damaged.

Since I have moved downstairs, the Reference staff member working the desk is alone on the 2nd floor. I make an effort to take a lap a few times during each shift to check on them and offer support. They also know where to reach me by phone.

I attended the City Leadership Team meeting on May 5.

- Jamie (MLIS)

Children's Department Notes:

April was another busy month with the last few days of Spring Break Week starting us off. I was able to do a Sleepy Storytime on Wednesday evening, which is always fun for families (and for me!!) I don't get to do them often because of how busy we are on Wednesday evenings, so it's a fun treat for all of us. I was able to attend the annual Children's Day Fair at the Watertown High School and brought Clifford the Big Red Dog as our character. Fallon was a trooper, as this costume was very warm with no fan inside! 😊 She did a great job and kids loved seeing Clifford and entering to win a book and stuffie. I had quite a few school and library visits this month also with my monthly Douglas 4K, Head Start 3K & 4K, and Gingerbread 3K & 4K visits plus St Therese's Kindergarten and 6th graders coming to the library together, since their classes are Reading Buddies. It was so fun to have the big kids come along, especially since most of them used to come to storytime at the library with Mrs. Beltz when they themselves were in Kindergarten and then again in 3rd grade when their teacher brought them to the library monthly for visits with me! We were lucky to again have a "bottle baby" lamb this year and Carol Battenberg brought him in for a special storytime last week. He was a sweet little guy and the kids absolutely loved him! I'm looking forward to wrapping up this spring's storytimes with a visit from the Watertown Street Department for a Touch a Truck Storytime the week of May 12-14. We're gearing up for our upcoming Summer Library Challenge and are super busy prepping the materials, planning and scheduling all the crazy fun that is to come! Stay tuned for more details...

-Tina (MLIS)

Teen Department Notes:

This month was an eventful one for teens! During spring break, they had the opportunity to do their own spring-themed treasure hunt in the teen room, and we had over 40 participants! They had lots of fun finding flowers around their space and unscrambling the "secret password." We also started our "Steer the Story" passive program. For this, Xander writes snippets of a story, the teens vote on what they want to happen next, and the story continues the next week! We also made slime together... to be determined if we will do that again... For Homeschool Tuesday, we learned about poetry and introduced some basic creative writing concepts to the teens, and they wrote poems based on their favorite animals.

-Kaitlyn & Tina, MLIS

Circulation Department Notes:

We celebrated National Library Week! We are thankful to the Friends of the Watertown Library who bought us a really nice lunch and friend's member Kay K, who baked us delicious desserts! We handed out buttons at all the desks for patrons with the words "Library Joy". We had a fun "Decorate a Rubber Duck" contest. They are on display on a shelf in the circulation area. There is a lot of excitement in the air now that the weather is warming up. Stop in and visit the library soon!

- Cari

2026 STATISTICS													
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ATTENDANCE	13,966	14,770	16,755	16,425									61,916
ATTENDANCE 2025	12,754	12,868	15,592	15,618	12,997	17,095	17,544	15,249	13,407	15,687	13,594	12,259	174,664
Percent changed	10%	15%	7%	5%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-65%
Days open 2026	30	28	30	29	30	30	30	31	29	30	29	29	355
Days open 2025	30	28	30	29	30	30	30	31	29	30	27	29	353
Daily average 2026	466	528	559	566	0	0	0	0	0	0	0	0	176
Daily average 2025	425	416	420	418	371	475	531	500	416	476	465	409	495
Highest attendance day 2026	614	793	1,237	1,822									
Highest attendance day 2025	603	945	1,149	1,887	867	956	901	740	660	894	757	606	
Lowest attendance day 2026	221	231	194	235									
Lowest attendance day 2025	212	169	213	211	145	161	214	179	207	194	185	192	
REF QUESTIONS 2026	705	800	718	728									2,951
REF QUESTIONS 2025	1,055	819	736	678	778	714	734	878	778	818	687	657	9,332
INTERNET 2026	501	484	544	474									2,003
INTERNET 2025	574	505	573	570	552	517	562	679	665	583	514	484	6,778
MEETING ROOM 2026	136	175	166	156									633
MEETING ROOM 2025	169	177	165	169	193	157	140	152	160	169	132	136	1919

REFERENCE, CIRCULATION STATISTICS 2026

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	449	494	402	443									1,788
REFERENCE 2025	706	495	434	378	422	348	342	540	479	501	445	400	5,490
Tutor Sessions	143	173	137	134									587
Tutor Sessions 2025	189	120	148	164	152	153	130	202	181	171	129	136	1,875
Microfilm	8	3	4	8									23
Microfilm 2025	6	6	5	4	5	10	14	15	9	2	2	5	83
Computer/Tablet	478	468	514	461									1,921
Computer/Tablet 2025	554	482	546	550	524	494	541	666	654	581	496	469	6,557
Typewriter	0	0	0	0									0
Typewriter 2025	0	0	0	0	0	0	0	0	0	0	0	0	0
Proctor Exams	0	1	3	4									8
Proctor Exams 2025	0	1	0	0	3	7	0	3	2	2	0	0	18
Wireless	4612	4811	4623	3918									17,964
Wireless 2025	4751	4655	5053	5247	5705	5451	5589	5372	5215	5678	4849	4436	62,001
Adult Programs	16	20	17	23									76
Adult Programs 2025	24	15	20	20	16	18	18	18	22	20	21	17	229
Program Att.	88	146	121	179									534
Program Att. 2025	120	110	174	133	75	126	136	115	109	104	124	89	1,415
Passive Programs	1	0	1	1									3
Passive Programs 2025	8	8	5	6	6	0	0	2	0	1	0	1	37
Passive Att.	67	0	99	15									181
Passive Att. 2025	59	39	30	40	60	0	0	177	0	17	0	16	438
Outreach Events	1	1	3	1									6
Outreach Events 2025	1	20	1	2	2	1	1	1	1	1	1	1	33
Outreach Att.	13	14	194	17									238
Outreach Att. 2025	15	130	14	35	83	15	18	15	13	12	15	13	378
Mobile Print Users	143	101	113	98									455
Mobile Print Users 2025	117	89	102	107	87	91	185	111	141	111	77	101	1,319
Mobile Print Pages	655	925	769	806									3,155
Mobile Print Pages 2025	541	710	593	460	441	336	669	866	646	946	577	428	7,213
Newsbank	2212	2024	2309	1848									8,393
Newsbank 2025	2248	2525	2958	2588	2489	2373	2238	2535	2349	2675	2668	2356	30,002
Website Views	6587	5655	6107	6156									24,505
Website Views 2025	6665	6073	7391	7864	8148	6883	6180	6444	6159	6429	6141	5879	80,256

CHILDREN'S ROOM STATS - 2026																							
	STORYTIME		PROGRAMS		LIBRARY VISITS		OFFSITE		DROP-INS		SCHOOL VISITS		KIDS	ADULTS	SLC	WLC	TUMBLE BOOKS	500 BOOKS	1K BOOKS	BOOK BAGS	REF	PC	
JANUARY	12	365	9	157	1	17	0	0	7	184	1	25	199	160	0	0	50	1	8	20	206	256	23
JAN 2025	12	414	11	168	1	10	1	6	6	439	5	110	238	176	0	0	43	1	11	19	451	349	20
FEBRUARY	12	430	10	145	4	115	1	3	7	396	7	142	241	189	0	457	10	0	7	21	491	306	16
FEB 2025	12	391	10	178	1	13	0	0	5	74	5	110	221	170	0	463	108	3	9	20	478	324	23
MARCH	12	518	12	223	1	18	1	3	5	70	1	25	290	228	0	0	23	3	8	23	596	316	30
MAR 2025	9	333	12	238	2	37	1	14	7	401	7	103	203	150	0	0	85	5	15	22	488	302	27
APRIL	13	529	9	105	2	40	2	452	5	316	7	140	296	233	0	0	26	3	2	18	484	285	13
APR 2025	13	420	10	158	1	40	1	250	6	121	5	110	236	184	0	0	83	6	3	21	496	300	20
MAY																							
MAY 2025	8	219	8	85	5	165	1	3	5	73	30	2245	123	96	0	0	114	5	13	13	355	356	28
JUNE																							
JUN 2025	12	465	17	1359	0	0	0	0	3	520	0	0	281	184	0	0	50	5	13	6	99	366	23
JULY																							
JUL 2025	12	506	16	786	1	15	1	400	1	12	0	0	261	169	1103	0	18	8	12	6	140	392	21
AUGUST																							
AUG 2025	1	24	11	306	0	0	2	70	8	346	0	0	15	9	0	0	3	5	5	12	319	338	13
SEPTEMBER																							
SEP 2025	7	287	8	133	1	18	1	4	5	59	4	100	159	128	0	0	101	0	10	15	367	299	11
OCTOBER																							
OCT 2025	14	600	11	158	2	92	1	231	7	277	7	131	342	258	0	0	62	2	4	21	538	317	2
NOVEMBER																							
NOV 2025	8	340	9	176	2	103	1	5	5	239	8	136	185	155	0	0	6	4	10	17	448	242	18
DECEMBER																							
DEC 2025	9	314	3	153	0	0	0	0	4	38	8	150	177	137	0	0	28	0	7	18	440	257	15
TOTALS	49	1842	40	630	8	190	4	458	24	966	16	332	1026	810	0	457	109	7	25	82	1777	1163	82
TOTAL 2025	117	4313	126	3898	16	493	10	983	62	2599	79	3195	2441	1816	1103	463	701	44	112	190	4619	3842	221

Young Adult Statistics - 2026

Month	YA Active		YA Passive & N/A		YA SRP	YA WRP
	# Prog.	Attend.	#Prog.	Atten.		
January	5	6	2	85		n/a
January 2025	4	33	7	529		n/a
February	2	4	2	33		85
February 2025	6	16	8	277		81
March	3	18	0	0		
March 2025	10	72	4	122		
April	3	15	5	93		
April 2025	6	10	1	6		
May					n/a	
May 2025	2	4	0	0	n/a	
June					n/a	
June 2025	6	182	0	0	n/a	
July						
July 2025	5	73	2	93	318	
August						
August 2025	3	16	8	124		
September						
September 2025	3	12	2	40		
October						
October 2025	3	7	2	193		
November						
November 2025	3	5	3	52		
December						
December 2025	2	13	2	37		
TOTALS	13	43	9	211	0	85
TOTALS 2025	53	443	39	1473	318	81

MONTHLY BUDGET 2026

Section 5, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	Year To Date	Budget Remaining	To Date
SALARIES & BENEFITS								
\$750,000 is to be contributed by City into 11-48-12-30								
Salaries & Benefits - Fund 11								
Salaries (11-58-12-10)	718,350	35,523	53,552	49,510	53,255	191,839.77	526,510	27%
Longevity (11-58-12-12)	527	0	0	0	0	0.00	527	0%
Overtime (11-58-12-14)	0	0	0	0	0	0.00	0	
PT Salaries (11-58-12-16)	0	0	0	2,587	2,599	5,186.55	-5,187	
Retirement (11-58-12-33)	35,333	1,941	2,773	2,791	2,826	10,331.33	25,002	29%
Social Security (11-58-12-34)	54,994	2,144	3,236	3,146	3,379	11,904.67	43,089	22%
Medicare (11-58-12-35)	10,424	501	757	736	790	2,784.14	7,640	27%
Health Insurance (11-58-12-36)	116,211	7,104	7,104	7,104	7,104	28,416.84	87,794	24%
Life (11-58-12-37)	4,000	164	164	153	153	632.68	3,367	16%
Dental (11-58-12-38)	7,488	642	642	642	642	2,569.36	4,919	34%
	947,327	48,019.57	68,227.91	66,668.84	70,749.02	253,665.34	693,662	27%
LIBRARY EXPENSES - Fund 11								
AMSO Allocation (11-58-12-17)								
AMSO Allocation	66,950	0	0	0	0	0	66950	0%
	66,950	0.00	0.00	0.00	0.00	0.00	66,950	0%
Supplies & Programs (11-58-12-18)								
AV Supplies	1,200	23	121	157	0	300	900	25%
Book Supplies	2,000	0	1,075	0	61	1,136	864	57%
Makerspace	500	0	0	0	0	0	500	0%
Marketing	500	359	175	0	192	726	-226	145%
Office & Library Supplies	7,000	379	207	328	157	1,071	5929	15%
Photocopier Lease	6,300	265	265	193	440	1,164	5136	18%
Postage	0	0	9	0	0	9	-9	
Adult Programs	1,500	0	120	50	42	212	1288	14%
Adult Summer Library Challenge	0	0	0	0	0	0	0	
Children Programs	0	0	0	0	0	0	0	
Children Summer Library Challenge	0	0	0	0	0	0	0	
Teen Programs	500	19	0	76	95	189	311	38%
Teen Summer Library Challenge	0	0	0	0	0	0	0	
	19,500	1,044.04	1,972.46	802.85	985.78	4,805.13	14,695	25%
Maintenance Contracts (11-58-12-19)								
Building and Equipment	22,281	0	0	570	3,250	3,820	18,461	17%
Software and Subscriptions	18,942	674	1,169	13,951	47	15,841	3101	
	41,223	673.71	1,169.14	14,520.96	3,297.44	19,661.25	21,562	48%

MONTHLY BUDGET 2026

Section 5, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	Year To Date	Budget Remaining	To Date
Building Repairs & Supplies (11-58-12-20)								
Janitorial Supplies	8,000	1,377	144	48	392	1,960	6,040	25%
Janitorial Services	3,000	0	0	0	0	0	3,000	0%
Repairs & Expense	6,000	0	215	11	1,067	1,293	4,707	22%
	17,000	1,376.62	358.97	59.01	1,458.91	3,253.51	13,746	19%
Property Insurance (11-58-12-21)								
Property Insurance	21,000	8,474	0	0	0	8,474	12526	40%
	21,000	8473.75	0.00	0.00	0.00	8473.75	12,526	40%
Dues & Fees (11-58-12-22)								
Dues, Fees, ETC.	620	0	0	0	0	0	620	0%
	620	0.00	0.00	0.00	0.00	0.00	620	0%
Continuing Education (11-58-12-23)								
Continuing Education	1,200	0	200	0	0	200	1,000	17%
	1,200	0.00	200.00	0.00	0.00	200.00	1,000	17%
Travel (11-58-12-24)								
Travel	1,500	0	0	0	142	142	1,358	9%
	1,500	0.00	0.00	0.00	142.47	142.47	1,358	9%
Utilities								
Fuel (11-58-12-28)	12,000	0	0	3,788		3,788	8,212	32%
Electricity (11-58-12-30)	45,000	0	0	3,044		3,044	41,956	7%
Water (11-58-12-31)	5,100	0	394	419	427	1,240	3,860	24%
Telephone (11-58-12-32)	5,400	386	132	1,288		1,806	3,594	33%
	67,500	385.67	526.63	8,538.42	426.55	9,877.27	57,623	15%

MONTHLY BUDGET 2026

Section 5, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	Year To Date	Budget Remaining	To Date
Café Charges (11-58-12-43)								
Café Charges	23,674	0	0	0	0	0	23,674	0%
	23,674	0.00	0.00	0.00	0.00	0.00	23,674	0%
Databases (11-58-12-44)								
BRIDGES - Databases	1,826	0	0	0	0	0	1,826	0%
Movie License	671	0	0	0	0	0	671	0%
Newsbank Inc.	2,376	2,376	0	0	0	2,376	0	100%
Overdrive E-Content	0	0	0	0	0	0	0	
Overdrive Advantage	13,537	0	0	0	0	0	13,537	0%
TumbleBooks Inc.	800	799	0	0	0	799	1	100%
Udemy	0	0	0	0	0	0	0	
	19,210	3,175.00	0.00	0.00	0.00	3,175.00	16,035	17%
Technology (11-58-12-45)								
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	1,200	0%
Technology	1,000	386	236	10	34	666	334	67%
	2,200	385.58	236.25	9.99	33.75	665.57	1,534	30%
Library Materials (11-58-12-46) <i>**Plus up to \$55,000 additional funds to be spent from Fund 20.**</i>								
Adult Fiction	6,500	0	0	510	1,065	1,576	4,924	24%
Adult Nonfiction	6,500	0	0	0	531	531	5,969	8%
Children Books	9,000	541	868	656	0	2,066	6,934	23%
Large Print	4,000	0	216	131	324	670	3,330	17%
Materials - (Non-books)	500	0	0	0	0	0	500	0%
Reference - Subscriptions	1,680	600	108	-108	0	600	1,080	36%
Reference - Materials	360	0	0	0	0	0	360	0%
Young Adult Books	0	0	0	0	0	0	0	
	28,540	1,141.13	1,192.08	1,189.48	1,919.90	5,442.59	23,097	19%
Periodicals (11-58-12-47)								
Periodicals/Newspapers	5,700	1,276	1,086	557	458	3,376	2,324	59%
Seasonal Periodical Purchases	0	0	0	69	0	69	-69	
	5,700	1,275.85	1,085.54	625.57	457.53	3,444.49	2,256	60%

MONTHLY BUDGET 2026

Section 5, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	Year To Date	Budget Remaining	To Date
AV Materials (11-58-12-48)								
Adult Talking Books	0	0	0	0	0	0	0	
Children AUDIO	0	0	0	0	0	0	0	
DVD	6,000	827	241	342	629	2,040	3,960	34%
Lucky Day	0	0	0	0	0	0	0	
	6,000	826.53	241.24	342.48	629.36	2,039.61	3,960	34%
Donation Purchases (11-58-12-50)								
Purchase from Donation	0	5,518	5,866	3,266	3,924	18,574	-18,574	
		5,517.89	5,865.99	3,266.01	3,924.09	18,573.98		
TOTAL LIBRARY EXPENSES	321,817	24,275.77	12,848.30	29,354.77	13,275.78	79,754.62	242,062	25%
TOTAL EXPENSES INCLUDING SALARIES	1,269,144	72,295.34	81,076.21	96,023.61	84,024.80	333,419.96	935,724	26%
REVENUE - FUND 11								
Fines (11-48-12-10)	1,200	33	1	15	56	105	1,095	9%
Misc. Fees (11-48-12-12)	5,000	476	361	805	255	1,897	3,103	38%
Use of Facilities Fee (11-48-12-14)	4,500	240	430	197	200	1,067	3,433	24%
Copier (11-48-12-18) <i>Will be adjusted for tax</i>	9,500	740	835	542	1,008	3,125	6,375	33%
Jefferson County Funds (11-48-12-22)	248,879	0	248,879	0	0	248,879	0	100%
Dodge County Funds (11-48-12-24)	91,500	0	0	91,500	0	91,500	0	100%
Adjacent County Funds (11-48-12-26)	9,728	922	8,816	82	0	9,820	-92	101%
DONATIONS 11-48-12-27	0	2,969	1,803	9,858	2,643	17,272	-17,272	
General Fund Contribution (11-48-12-30) From Fund 1	750,000	0	0	0	0	0	750,000	0%
Credit Card Rebate (11-48-12-56)	1,800	0	433	0	0	433	1,367	24%
TOTAL FUND 11 REVENUE	1,122,107	5,379.84	261,557.41	102,998.76	4,162.33	374,098.34	748,009	33%
RESERVED TO OFFSET SALARIES & BENEFITS								
Salary Reserve	197,327					0	197,327	0%
Subtotal Salary Reserve	197,327	0	0	0	0	0	197,327	0%
2025 Year End Fund Balance	459,322.28							
Reserved for Donations year end 2025	32,157.50							
UNRESERVED FUND BALANCE Year End 2025	427,164.78							
2026 YTD Balance Reserved for Donations	30,855.99							

2026 MAY BILLS LIST

Section 7, Item A.

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
I552721	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN15588769	Gordon Flesch	11-58-12-18	Copier Usage	165.99		
041026 LIB	MC Petty Cash	11-58-12-18	Marketing (APL Meeting)	42.93		
505327	WiLS	11-58-12-18	Marketing (Strategic Plan final invoice)	14,931.00		
46186	Wepco Printing	11-58-12-18	Marketing (Bookmarks)	110.73		
46186	Wepco Printing	11-58-12-18	Office Supplies (Business cards - Ref desk)	45.00		
CINV2026-01581	Bridges	11-58-12-18	Office Supplies (Cooperative purchasing)	1,637.78		
137242	DME Elevators & Lift	11-58-12-19	Repairs (Lift)	405.00		
CINV2026-01499	Bridges	11-58-12-19	Zoom Enterprise License 6/1/26 - 5/31/26	284.00		
31630	ZBM, Inc.	11-58-12-20	Janitorial supplies	194.76		
34393	Richter Heating & A	11-58-12-20	Repairs (Loose connection RTU 3)	265.86		
34443	Richter Heating & A	11-58-12-20	Parts for water heater	258.98		
		11-58-12-20				
	Wttn Water Dept	11-58-12-31	Water,			
CINV2026-01556	Bridges	11-58-12-43	Café Charges	23,674.00		
CINV2026-01556	Bridges	11-58-12-44	Bridges database	1,826.00		
CINV2026-01556	Bridges	11-58-12-44	Movie license	671.00		
CINV2026-01556	Bridges	11-58-12-44	Overdrive Advantage	13,537.00		
		11-58-12-45				
		11-58-12-46				
		11-58-12-46				
3164438	WT Cox	11-58-12-47	Periodicals	865.38		
042126 LIB	MC Petty Cash	11-58-12-50	Friends: Misc	65.14		
CINV2026-01524	Bridges	11-58-12-50	Friends: Bookpage	441.60		
0617178-IN	Penworthy	11-58-12-50	Children's Book Donations	2,020.64		
		20-58-12-60				
				TOTAL	61,708.16	Fund 11
					0.00	Fund 20
					61,708.16	Grand total
FUND 11 EXPENSES						
	11-58-12-18	17,198.80	Office & Library Supplies			
	11-58-12-19	689.00	Maintenance Contracts			
	11-58-12-20	719.60	Building Repairs & Supplies			
	11-58-12-24	0.00	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-32	0.00	Telephone			
	11-58-12-43	23,674.00	Café Charges			
	11-58-12-44	16,034.00	Databases			
	11-58-12-45	0.00	Technology			
	11-58-12-46	0.00	Library Materials			
	11-58-12-47	865.38	Periodicals			
	11-58-12-50	2,527.38	Purchase from Donation			
		61,708.16				
FUND 20 EXPENSES						
	20-58-12-60	0.00	Capital Outlay			
		0.00				

UNPLANNED EXPENSES IMPACTING 2026 BUDGET

VENDOR	EXPENSE	AMOUNT	BILLED TO
JAN Envisionware	Replace RFID pad at Reference desk	385.58	Technology
FEB United Systems Associates	Troubleshoot and service speed pot on fan	200.00	Building repairs
APR Schindler Elevator Corp	Troubleshoot and repair elevator phone	1,066.60	Building repairs
MAY Richter Heating & Air Cond.	Repair loose connection - RTU 3	265.86	Building repairs
Richter Heating & Air Cond.	Parts for water heater	258.98	Building repairs
WiLS	Strategic Plan - final invoice	14,931.00	Marketing
DME Elevators & Lifts	Service call - Lift	405.00	Building repairs
	<i>Pending:</i>		
<i>Convergent Solutions</i>	<i>Labor when switching/disconnecting POTS lines</i>	<i>1,194.75</i>	<i>Telephone</i>
		YTD TOTAL:	18,707.77



**PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, APRIL 09, 2026 AT 5:30 PM**

Charity Chandler	P	Tom Kohls	P	Chris Koppes	P	Andi Merfeld	P
Dave Morstad	P	Beth Mueller	P	Sarah Oudenhoven	A	Bob Wetzel	P
Emily Lessner	P						

**1.
CALL
TO**

ORDER / ROLL CALL

Also present: Watertown Public Library Staff: Tina Peerenboom, Jaime Hernandez, Cari Gunderson

2. CITIZENS TO BE HEARD

- Danielle Bailey, WPL Staff

3. NEW BUSINESS

A. Checkai read Resolution 2026-6 Recognition of Erin O'Neill's service to Library Board of Trustees
Motion by Koppes to approve resolution, Wetzel seconded. Approved.

B. Discuss and take possible action: Replace vacant page position

- Checkai proposed hiring a part-time library Page, to fill vacant position re: promoted employee.

Motion made by Chandler to hire part-time Page position. Mueller seconded. Approved.

Charity Chandler	Y	Tom Kohls	Y	Chris Koppes	Y	Andi Merfeld	Y
Dave Morstad	Y	Beth Mueller	Y	Sarah Oudenhoven	A	Bob Wetzel	Y
Emily Lessner	Y						

*Roll
call*

vote:

C. Election of Officer (Treasurer)

Motion made by Mueller to nominate Chandler as Treasurer. Koppes seconded. Approved.

D. Move into closed session: 19.85(1)(c) Considering employment, promotion, compensation or

performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (continued discussion compensation for interim director and director)(discuss promotion of interim library director)

Motion made by Wetzel to move into closed session per 19.85 (1)(c), Chandler seconded. Approved.

E. Reconvene into open session: Take action on promotion of interim library director

Motion made by Merfeld to move into open session. Morstad seconded. Approved.

Motion made by Chandler to approve Hernandez as interim director. Mueller seconded. Approved.

Charity Chandler	Y	Tom Kohls	Y	Chris Koppes	Y	Andi Merfeld	Y
Dave Morstad	Y	Beth Mueller	Y	Sarah Oudenhoven	A	Bob Wetzel	Y
Emily Lessner	Y						

Roll call vote:

Koppes moved to amend the preceding motion to include step and grade from current F140 (\$35.22/hr) to A170 (\$46.71). Chandler seconded. Approved.

Charity Chandler	Y	Tom Kohls	Y	Chris Koppes	Y	Andi Merfeld	Y
Dave Morstad	Y	Beth Mueller	Y	Sarah Oudenhoven	A	Bob Wetzel	Y
Emily Lessner	Y						

Roll call vote:

E. Discuss and take action: a) forming ad hoc committee or b) amending the bylaws to empower Personnel and Policy Committee to serve as executive search committee for library director hiring

- Koppes will ask city attorney for clarification on open records re: Exec Director interview and will reach out to city HR to touch base on marketing of position.
- City does background check.
- Executive Search Committee
 - Discussed adding individual outside Board to join Executive Search Committee.
 - Suggested individual Patti Wetzel, President of Friends of the Watertown Public Library
 - Board members Merfeld, Chandler, Morstad, Mueller
- Interview off of a script to ensure consistency in candidate questions

Motion made by Koppes to form adhoc committee under bylaws for purposes of marketing library director position with committee comprised of board members Merfeld, Chandler, Morstad, Muellern, including directive to perform initial library director search and bring candidates committee deems appropriate to library board for interview. Chandler seconded. Approved.

4. UNFINISHED BUSINESS

A. Review progress of Strategic Plan

- Reviewed data with WiLS
 - Plan will be presented to City Council once finalized
- B. Review progress of library website
- Hernandez reviewed the new website, which is going live Tuesday.
- C. Review check approval schedule

5. DIRECTOR'S REPORT

- A. Checkai reviewed monthly highlights, budget figures and statistics
- May 1, Friends of the Library brat fry at Glenn's

6. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- A. Review and take action: Minutes from March 12, 2026
Motion made by Merfeld to approve minutes as corrected. Wetzel second. Approved.
- B. Review and take action: Minutes from March 23, 2026
Motion made by Mueller to approve minutes as corrected. Chandler seconded. Approved.
Motion made by Wetzel to approve consent agenda items. Koppes seconded. Approved.

Charity Chandler	Y	Tom Kohls	Y	Chris Koppes	Y	Andi Merfeld	Y
Dave Morstad	Y	Beth Mueller	Y	Sarah Oudenhoven	A	Bob Wetzel	Y
Emily Lessner	Y						

Roll call vote:

7. PRESIDENT'S REPORT

- A. Review contacts and conversations in official capacity - No discussion per Oudenhoven's absence.

8. PERSONNEL AND POLICY

- A. Review and take action on Resolution 2026-4: John Hackbarth- PT Custodian
Motion made by Lessner to approve Resolution 2026-4. Mueller seconded. Approved.

Charity Chandler	Y	Tom Kohls	Y	Chris Koppes	Y	Andi Merfeld	Y
Dave Morstad	Y	Beth Mueller	Y	Sarah Oudenhoven	A	Bob Wetzel	Y
Emily Lessner	Y						

Roll call vote:

- B. Review and take action: Resolution 2026-5 Baelyn Elkins-Pt Library Assistant
Motion made by Mueller to approve Resolution 2026-5. Lessner seconded. Approved.

Roll call vote:

Charity Chandler	Y	Tom Kohls	Y	Chris Koppes	Y	Andi Merfeld	Y
Dave Morstad	Y	Beth Mueller	Y	Sarah Oudenhoven	A	Bob Wetzel	Y
Emily Lessner	Y						

Motion made by Koppes to move back to agenda item 6. Review and Take Action on Consent Agenda Items. Wetzel seconded. Approved.

9. ADJOURNMENT

A. Next meeting date: Thursday, May 14, 2026 5:30 P.M.

Motion to adjourn made by Koppes at 7:06. Mueller seconded. Approved.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting to be held on Thursday, May 14, 2026, 5:30pm.

Respectfully submitted,

Andi Merfeld, Secretary

Library Hiring Director Subcommittee – 4/20/2026

Called to order 5:02 p.m.

Present: Andi Merfeld, Charity Chandler, Beth Mueller, Dave Morstad

RTF: Things we were looking for | Collaboration skills, Municipal experience, budget experience, team leadership, public, culture building

Essay questions

- We'd like to know a little about you, what drew you to this role and what interests you in this position.

Posting length – 3 weeks – remove post 5/18

- Charity - Get an idea from WLA folks regarding how quickly their turnaround is for posting – good point of clarification for Peg & Jamie

Phone screen: Yes (questions below)

- What hours are you available to work?
- What is your earliest anticipated start date?
- How much notice would you need to give?
- What are your salary requirements?

Next meeting – Thursday, May 28 5 p.m. – 7 p.m. Watertown Public Library Meeting Room 1

May 28th Meeting Agenda

- Public Comment
- Move to closed session
 - Applicant Review
 - Determine first interview candidates
 - First Interview Panel: Ad hoc committee + TBD
 - First interview – Determine questions
 - Second interview – Determine questions
- Motion to move to open session
- Adjournment

Adjournment | 6:18 p.m.