



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, MARCH 13, 2025 AT 5:30 PM

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

Zoom Meeting ID: 853 2236 0495

Passcode: K3QZq23J

All public participant's computer access will be muted during the meeting except during public comment.

1. CALL TO ORDER / ROLL CALL

2. REVIEW CORRESPONDENCE

- [A.](#) Update from Renard Law Office
- B. Donation from Diane Fontaine
- C. Resignation Letter: Trisha Weinbrenner
- [D.](#) Letter from Jeff Allen: Watertown Jig Jog

3. CITIZENS TO BE HEARD

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

4. APPEARANCES

5. NEW BUSINESS

- [A.](#) Discuss and take possible action: fund balance operational designations
- [B.](#) Review and take action: Proposal from Digicorp phone system upgrade
- [C.](#) Review and take possible action: Possible solutions to teen problems in the facility

6. UNFINISHED BUSINESS

- [A.](#) Review and take possible action: Proposed strategic plan update

7. DIRECTOR'S REPORT

- [A.](#) Director's Report
- [B.](#) Review monthly budget figures and statistics

8. TRUSTEE'S REPORT

9. PRESIDENT'S REPORT

10. PERSONNEL AND POLICY

- [A.](#) Resolution #2025-2: Trisha Weinbrenner Library Assistant-Circulation

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

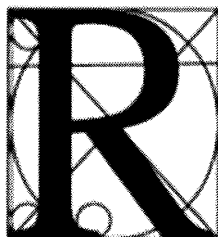
- [A.](#) Minutes Library Finance: January 30, 2025
- [B.](#) Library Board of Trustee Minutes: February 13, 2025
- [C.](#) March 2025 bills

12. ADJOURNMENT

- A. Next Meeting Date: Thursday, April 10, 2025

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



Renard Law Office LLC

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February 20, 2025

TO : THE BENEFICIARIES OF THE SALLY A. MUNDT ESTATE

RE: SALLY A. MUNDT ESTATE – EXTENSION OF TIME TO CLOSE ESTATE

Dear Beneficiaries:

You received initial correspondence from my office in December 2023 that you are a charitable organization that is a named beneficiary in Sally A. Mundt's Last Will and Testament dated April 15, 2011.

Enclosed please find a copy of the e-filed Petition and signed Order for Extension of Time to Close Sally A. Mundt's estate until June 16, 2025. The reason for the extension is because we are currently waiting to receive all necessary tax information in order to prepare both the decedent's final 2024 income tax return as well as an Estate tax return. Because Sally's investment accounts were liquidated in 2024, we need to wait until all 2024 1099s are received to file both her final income tax return and the Estate tax return. Once all documents have been received and both tax returns have been filed, we will need to wait to receive the Closing Certificate from the Wisconsin Department of Revenue, which gives us tax clearance to close the estate.

Upon receipt of the Closing Certificate, the Personal Representative will sign final documents with my office, and you will each receive your distribution check with an Estate Receipt to be signed and returned to my office for filing with the Court along with the other final probate documents. The Court will then officially close the file.

Please call me should you have any questions or concerns. I appreciate your patience during this process.

Sincerely yours,

Renard Law Office, LLC
Attorney Linda R. Renard

Enclosures

cc: Carolyn O. Schloemer, PR
LRR/kgk

February 22, 2025

Dear Peg Checki, Library Staff and Patrons,

Note: This is the letter that is going to the apartments and businesses on Water Street. Access to library parking will be from Emmet Street coming from the West. Let me know if there is anything else you would like us to do. We will also block off some parking for library patrons.

On Saturday morning, March 15th, the 11th Annual Watertown Jig Jog Walk/Run will start and finish on Water Street. The event is sponsored by the Educational Foundation of Watertown which last year gave out over \$50,000.00 to our local public and private school classrooms for learning materials. You can find out more about the event at

www.WatertownJigJog.com or <https://www.edfoundationwtttnwi.org/>



With the cooperation of the Watertown Police Department and Street Department, we will hold off as long as possible to close off Water Street. Expect the street to be blocked from approximately 9:30am to 11:00am. Of course, if you have an emergency, there will be police auxiliary and volunteers to help you exit safely.

We hope this does not cause an inconvenience for you and you are welcome to come out and cheer our over 400 participants as they celebrate St. Patrick's Day, the arrival of spring and our great Watertown Schools!

Thank you again,


Jeff Allen

The Educational Foundation of Watertown

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 3/13/2025

Subject: Discuss and take possible action: Fund balance operational designations

Background

Trustees have discussed preparing for the future needs of the library by designating use of funds in the fund balance. This includes the Impact and costs to replace items (self-checkouts, sorter, update routers, etc) facility maintenance needs and collection development needs.

Budget Goal

Financial Impact

Prepare for the future. Research life expectancies of technology items and plan accordingly

Recommendation

My recommendation is to move forward with Library Finance meeting to discuss and bring suggestions to the full board.

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 3/13/2025

Subject: Digicorp Proposal

Background

Mark Stevens presented a plan from Digicorp for the fiber expansion project.

Budget Goal

Financial Impact

This was not planned for in the 2025 budget and trustees will need to determine where funds will come from if implemented.

Recommendation

I recommend that trustees move forward with this project.



3-3-25

PROPOSAL FOR: City of Watertown

PROJECT DESCRIPTION: Municipal Fiber Expansion Project for Watertown Public Library

Statement of Work (William Lentz, Network Engineer)

This project will address the equipment and labor needed to establish a network connection to the municipal fiber at the Watertown Public Library. We recommend the new Aruba CX series switches that we have been deploying for the City of Watertown as the new standard for network connectivity. Below is a breakdown of what is needed in terms of equipment and labor/configuration.

Library

The Library currently has its own internet connection and switches, managed via another vendor. However, phones are provided from City Hall, and that connection is wireless. This connection does work now, although they have had issues with phone calls for years. In addition, some of the network equipment is in the “penthouse” in the old library building, and some is in the new library network closet. Also, the Town Square connection comes through the library as well.

Equipment needed:

We recommend replacing the existing Juniper EX2300C switch with an Aruba CX 6200 24G non-PoE switch, which will allow redundant uplink connections.

- 1 x Aruba CX 6200 24G non-PoE
- 2 x Aruba 10G LR transceiver (J9151A)
- 2 x 10G LR transceiver, Juniper compatible
- 1 x 1G SR transceiver for connection to Town Square – J9150D?
- 1 single-mode fiber patch cable, LC-LC, 1M
- 4 single-mode fiber patch cables, SC-LC, 2-3M

Labor estimates:

- Program switches (new switch and Juniper core switch) – 3 hours
- Connect fiber at City Hall – ¼ hour
- Connect fiber in Penthouse – ¼ hour
- Test connectivity – 1 hour
- If Aruba switch is chosen, add another hour for programming, and an hour for installation – 2 hours

Pricing Summary

1.) Library (Dependent on Library Board)

i. Equipment

<u>QTY</u>	<u>ITEMS/DESCRIPTION</u>	<u>MSRP (Unit)</u>	<u>Est. Sales Price (Unit)</u>	<u>Est. MSRP (Extended)</u>
1	Aruba 6200F 24G Class 4 and 4SFP+ Managed Switch: <ul style="list-style-type: none"> • 1U Rack mountable switch includes 24 x 10/100/1000 BaseT ports + 4 x 1/10 Gb SFP+ uplink ports • 1 x USB-C console port, 1 x OOBM port, 1 x USB Type A host port, and 1 x RJ45 Console port • 1 x fixed power supply included • Enterprise-class connectivity with support for ACLs, robust QoS and common protocols such as static and Access OSPF routing • Scalability with 8 member switch VSF stacking 	\$ 4,979.00	\$ 2,490.00	\$ 2,490.00

	<ul style="list-style-type: none"> AOS-CX Operating System software includes intelligent monitoring, visibility, and remediation with Aruba Network Analytics Engine One touch deployment with the Aruba CX Mobile App Aruba NetEdit support for automated configuration and verification Aruba Dynamic Segmentation enables secure and simple access for users & IoT Limited Lifetime Warranty included 			
2	Fluxlight J9151E Aruba Compatible 10GBase-LR SFP+ 1310nm 10km DOM Duplex LC SMF Optical Transceiver Module: All of FluxLight's transceivers are tested for 100% functionality and guaranteed compatible for outstanding network performance; Includes a limited lifetime manufacturer's warranty	\$ 187.73	\$ 84.00	\$ 168.00
2	Fluxlight Juniper EX-SFP-10GE-LR Compatible 10GBase-LR SFP+ 1310nm 10km DOM Duplex LC SMF Optical Transceiver Module: All of FluxLight's transceivers are tested for 100% functionality and guaranteed compatible for outstanding network performance; Includes a limited lifetime manufacturer's warranty	\$ 63.61	\$ 29.00	\$ 58.00
1	Fluxlight J9150D Aruba Compatible 10GBASE-SR SFP+ Multi Mode Fiber Optic LC Connection Transceiver (300m reach) for Aruba 6300M and 6200F switches All of FluxLight's transceivers are tested for 100% functionality and guaranteed compatible for outstanding network performance; Includes a limited lifetime manufacturer's warranty	\$ 70.00	\$ 32.00	\$ 32.00
4	2 METER SC-LC DUPLEX SINGLE MODE FIBER PATCH CORD	\$ 19.99	\$ 10.00	\$ 40.00
1	1 METER LC-LC DUPLEX SINGLE MODE FIBER PATCH CORD	\$ 19.99	\$ 10.00	\$ 10.00
	Subtotal			\$ 2,798.00

ii. Digicorp Labor Estimate – Switch Installation for Library

<u>Qty</u>	<u>DESCRIPTION</u>	<u>Unit Cost</u>	<u>Estimated Cost</u>
6.5 hrs	Switch Installation – Estimated Digicorp Labor required to configure, install, and test 1 new Aruba switch	\$ 145.00 /hr	\$ 942.00
1	Miscellaneous Costs: Miscellaneous costs to cover onsite trip charges, patch cables, higher labor rates due to after-hours work, additional troubleshooting or testing that may be required, project management, etc.	\$ 500.00	\$ 500.00
	Subtotal		\$ 1,442.00

Total Project Estimate (Library) = \$4,240.00

PROJECT NOTES: Freight charges are not included.

We assume the fiber optic cabling has already been installed at the locations listed in this SOW. The labor involved with this project is estimated for budgetary planning purposes and will be billable on a T&M basis; The rate of \$145 /hr will apply for work scheduled during normal hours (8:00am – 4:30pm, M-F); A rate of \$205 /hr will apply for after-hours work.

Any changes to the scope of work described in this labor estimate will have an impact on pricing.

Pricing is valid through 3/31/25.

Agreement

This Statement of Work (“SOW”) is made as of the last date of signature below (“Effective Date”) between Digicorp, LLC, a Wisconsin limited liability company hereinafter referred to as “Digicorp,” and the customer identified below (“Customer”), and is subject to the terms and conditions located at <https://www.wintechnology.com/digicorpterms>.

Digicorp will provide to Customer the Services identified herein, for the estimated prices set forth in the Pricing Breakdown above.

IN WITNESS WHEREOF, the Parties have caused this SOW to be effective as of the Effective Date, by execution of their authorized representatives below.

DIGICORP, LLC	CUSTOMER: CITY OF WATERTOWN
Signature	Signature
Print Name	Print Name
Title	Title
Date	Date

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 3/13/2025

Subject: Teen Issues

Background

Creating a space for teens was a great idea, however, the teens using the facility are not using the room for its intended purpose. The library team has been dealing with teen issues since we opened. The Watertown Police Dept has assisted us and will issue stayout orders for teens who refuse to cooperate or respect the facility and library staff.

Budget Goal

Financial Impact

There isn't a financial impact...more of an emotional impact on the library team.

Recommendation

I am looking for recommendations from the board. Perhaps we need to re-envision how the teen space will be used going forward.

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 3/13/2025

Subject: Discuss proposal for Strategic Plan and plans for applying for a Capacity Building Grant from the GWCHF

Background

Trustees have voted to move ahead with completing a strategic plan for the future of the library. A library focused organization has been secured. A proposal has been submitted for board review. Trustees will also discuss applying for a grant to cover the costs associated with completing the plan.

Budget Goal

Financial Impact

If the grant is secured, library funds will not be impacted.

Recommendation

This will need to be a decision by trustees but WILS is a respected and reliable resource used by many state libraries.

**WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
DIRECTOR'S REPORT
For January 2025**

Libby: Audio, Ebook & Magazine Checkouts		
	<u>2024</u>	<u>2025</u>
January:	4,028	3,974
February:	3,630	3,671
March:	3,934	
April:	3,832	
May	3,890	
June:	3,750	
July:	4,066	
August:	3,723	
Sept.	3,465	
October	3,569	
November	3,494	
December	3,572	
Totals	44,953	

Physical Circulation for February	22,708
Feb. Libby:	3,671
Feb. Libby Mags	503
Feb. Hoopla	508
2025 Monthly Total	27,390
2024 Feb. Total	28,345
New Cards	127

Library Director's Notes:

The library will be closed on Wednesday, March 12 for a staff in-service.

Our new employee has submitted her resignation effective March 17. She resigned due to family issues and her work schedule.

FYI: The elevator inspection is past due. Lynn has been reaching out to the company since 2024 trying to schedule an apt. for inspection.

Staff continues to encounter teens, almost on a daily basis, that visit the library as a place to “hang out”. The disrespect for the facility and library team members is evident through damage to property, loud disturbances and disrespectful behavior (language, vaping, pot smoking, not picking up trash, etc.) Library team members monitor behaviors using library cameras and walking around the facility. Teens are asked to leave when behavior warrants. Police visit the library and issue “stayout orders” for up to 1 year. We will discuss this topic at the staff in-service on March 12 and it is noted as an agenda item. We have taken the step to limit access to the room for 11-17 yr. old patrons (okayed by City Attorney) to limit exposure to teen language. Younger children want to use the gaming room after school, teens have younger siblings with them, and social workers bring younger kids into the Teen Space. We could also limit access to the room but then the teens will spread out throughout the library. Looking for thoughts and ideas on how to move forward.

Jamie’s “Souper bowl” participants have returned their bowls. All the creations plus the recipe reviews are on display on the first floor.

Please mark your calendars for **Friday, March 14 for the Pi Day Sale**. Friends will be looking for people to donate pies. If that isn’t possible, please consider supporting Friends by stopping by for some delicious pie!

Library team members have completed the job questionnaire for review. The city had a tight schedule and all team members worked to complete their required portion.

Bridges has scheduled an upgrade to Polaris on March 25th so we will have interruptions in service on that day. Jamie will prepare a social media post for awareness.

The sorter had its annual maintenance “checkup”. The tech also had time to teach Tod how to do maintenance throughout the year.

There is damaged to landscaping bricks on the north side of the facility. We are reviewing stock to see if we can replace them with what we have.

Noah is helping me with weeding the adult fiction collection. Books that have not been “checked out” for 5 years are up for weeding consideration. Weeding collections are a proven way to increase circulation and maintain a collection of materials that patrons want to access/use.

We also have a project in progress with the non-fiction collection. Our goal is to move the gardening collection to the new bookcases at the top of the stairs. The remaining collection will be shifted to allow us to showcase NF books along the length of bookcases that currently house the 900s, providing more exposure to NF materials and creating a new “look” for the area.

Monthly Department Information

Adult:

In February, I hosted a group of librarians from throughout the system for a training on how to install and use a new computer reservation system. Since then I've been working on getting things ready to implement the upgrade. The new system will give staff an easier, web-based interface to use, and show little to no changes to patrons compared to our current system. Win-win. Reference staff is working on weeding both non-fiction and fiction. We have our staff in-service on March 12 that I am looking forward to. We were sad to see Laura have her last day on 2/28, but happy that we have a former staff member who applied for the open position. We'll be in the process of getting her back on staff soon!

~Jamie

Children's:

February was Library Lover's Month and we celebrated by playing Library Battleship all month long! For every five items a patron checked out, they got one shot at the Battleship Board. If patrons got a hit, they got to pick from the small Hit Prize bin (heart shaped chocolates, stickers, erasers, suckers, library pencils or buttons) and if they sunk a ship, they got to choose from a larger Sunk Prize bin (pens, notebooks, free scoops at Mullens or free Crazy Bread at Little Caesars, WPL cups or bookmarks). We ended up completing 13 rounds of Battleship! It was very popular, a lot of fun and got people checking out a lot of stuff! 😊 We had our

2nd annual Homeschool Science Fair this month, which is so much fun for the homeschool families to show off what they've been working on and for the kids and teens to be able to present to others what they learned about. I had another No School Movie Day in February, as well as another visit from the WUSD 3K/4K Speech families and my regular monthly Head Start and daycare visits. I attended a Bridges Youth Services Meet Up in Oconomowoc and had some great discussions about the upcoming Summer Library Program and discussed what our and other library's cleaning practices for their playthings and children's areas are (which was good to learn that we are by far above and beyond what most libraries are doing!). We wrapped up our Winter Library Challenge in February with a total of 463 kids, 81 teens and 166 adults participating this year! We've also had a lot of great new playthings debuting in the TalkReadPlay Center this month with a new train table, new toys on the light tables (and moving one of the light tables over by the Lego tables), 12 new large floor puzzles (thanks to Friends!) and a new Marketplace... Dinosaur Land! It's been a busy and fun month up in Children's!

~Tina

Teens:

February was a pretty slow month for teens overall. Attendance was very low for my active programs and even the teen room itself was pretty quiet compared to how it usually is. My standouts would have to be my passive programs. I had a take-home escape room kit available for the whole month that was Library themed (for Library Lovers' month!) that had a good amount of participation. I also did a scavenger hunt around the teen room for two weeks in the middle of the month that I got a lot of the teens to participate in as well. I'm hoping that this upcoming month sees attendance back up! I have a few more active programs than usual planned since it is spring break this month. I also will be starting a course called "Teen Services Fundamentals" at the beginning of March that runs through the entire month. I am looking forward to seeing what comes from this learning opportunity!

~ Gabby

Circulation Department:

Happy March!

We will soon have a new catalog face. It is called Vega and it should make searching for materials and the whole user experience better. It is so nice to be a part of the Bridges library system. They are always working to make improvements for library users!

Stop by and check out the awesome "Souper bowl" bowls on display in the

circulation area that were decorated by patrons, they are so nice!
We have bookmarks available to take that have images from the bookmark coloring
contest winner submissions.

~ Cari

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
SALARIES & BENEFITS <i>850,859 to be contributed by City into 11-48-12-30</i>							
Salaries & Benefits - Fund 11							
Salaries (11-58-12-10)	703,546	37,659	50,200		87,859	615,687	12.49%
Longevity (11-58-12-12)	527	0	0		0	527	0.00%
Overtime (11-58-12-14)	0	31	0		31	-31	
Retirement (11-58-12-33)	33,241	1,926	2,570		4,496	28,745	13.53%
Social Security (11-58-12-34)	43,653	2,279	3,035		5,313	38,340	12.17%
Medicare (11-58-12-35)	10,209	533	710		1,243	8,966	12.17%
Health Insurance (11-58-12-36)	87,885	6,540	6,540		13,080	74,805	14.88%
Life (11-58-12-37)	1,494	148	148		296	1,198	19.81%
Dental (11-58-12-38)	7,487	612	612		1,224	6,263	16.34%
	888,042	49,727.69	63,813.76	0.00	113,541.45	774,500.55	12.79%
LIBRARY EXPENSES - Fund 11							
AMSO Allocation (11-58-12-17)							
AMSO Allocation	61,952	0	15,488		15,488	46,464	25.00%
	61,952	0.00	15,487.95	0.00	15,487.95	46,464	25.00%
Supplies & Programs (11-58-12-18)							
AV Supplies	1,200	0	57		57	1143	4.71%
Book Supplies	1,500	0	715		715	785	47.65%
Makerspace	1,750	0	164		164	1586	9.38%
Marketing	2,000	0	0		0	2000	0.00%
Office & Library Supplies	7,500	217	359		576	6924	7.69%
Photocopier Lease	6,300	265	403		668	5632	10.60%
Postage	500	0	0		0	500	0.00%
Adult Programs	2,000	362	162		524	1476	26.20%
Adult Summer Library Challenge	0	0	0		0	0	
Children Programs	2,750	244	73		317	2433	11.54%
Children Summer Library Challenge	0	0	0		0	0	
Teen Programs	2,000	177	173		351	1649	17.54%
Teen Summer Library Challenge	0	0	0		0	0	
	27,500	1,265.83	2,106.28	0.00	3,372.11	24,127.89	12.26%
Maintenance Contracts (11-58-12-19)							
Building and Equipment	19,689	44	0		44	19,645	0.22%
Software and Subscriptions	19,192	635	104		739	18453	3.85%
	38,881	678.47	104.14	0.00	782.61	38,098.39	2.01%

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Building Repairs & Supplies (11-58-12-20)							
Janitorial Supplies	8,000	751	23		774	7,226	9.67%
Repairs & Expense	5,000	0	1		1	4,999	0.02%
	13,000	751.08	23.42	0.00	774.50	12,225.50	5.96%
Property Insurance (11-58-12-21)							
Property Insurance	17,000	0	0		0	17000	0.00%
	17,000	0.00	0.00	0.00	0.00	17,000	0.00%
Dues & Fees (11-58-12-22)							
Dues, Fees, ETC.	1,100	0	0		0	1,100	0.00%
	1,100	0.00	0.00	0.00	0.00	1,100.00	0.00%
Continuing Education (11-58-12-23)							
Continuing Education	1,200	0	200		200	1,000	16.67%
	1,200	0.00	200.00	0.00	200.00	1,000.00	16.67%
Travel (11-58-12-24)							
Travel	1,500	0			0	1,500	0.00%
	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00%
Utilities							
Fuel (11-58-12-28)	20,000	1,861	2,497		4,357	15,643	21.79%
Electricity (11-58-12-30)	40,000	2,740	2,897		5,636	34,364	14.09%
Water (11-58-12-31)	4,000	347	340		687	3,313	17.16%
Telephone (11-58-12-32)	3,000	113	113		226	2,774	7.52%
	67,000	5,060.24	5,845.76	0.00	10,906.00	56,094.00	16.28%
Café Charges (11-58-12-43)							
Café Charges	23,780	0	0		0	23,780	0.00%
	23,780	0.00	0.00	0.00	0.00	23,780.00	0.00%
Databases (11-58-12-44)							
BRIDGES - Databases	1,754	0	0		0	1,754	0.00%
Hoopla (\$6,504 Grant)	9,626	0	1,307		1,307	8,319	13.58%
Movie License	607	0	0		0	607	0.00%
Newsbank Inc.	2,340	2,308	0		2,308	33	98.61%
Overdrive E-Content	4,968	0	4,968		4,968	0	100.00%
Overdrive Advantage	5,956	0	0		0	5,956	0.00%
TumbleBooks Inc.	840	799	0		799	41	95.12%
Udemy	0	0	0		0	0	
	26,091	3,106.50	6,274.93	0.00	9,381.43	16,709.57	35.96%
Technology (11-58-12-45)							
Fiber Optic - TEACH SERVICES	1,200	0	0		0	1,200	0.00%
Technology	1,000	10	14		24	976	2.40%
	2,200	9.99	13.97	0.00	23.96	2,176.04	1.09%

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Library Materials (11-58-12-46)							
Adult Fiction	8,000	1,161	1,406		2,568	5,432	32.10%
Adult Nonfiction	7,000	959	575		1,534	5,466	21.92%
Children Books	11,384	136	965		1,101	10,283	9.67%
Large Print	6,450	170	378		548	5,902	8.50%
Materials - (Non-books)	0	0	0		0	0	
Reference - Subscriptions	3,036	0	708		708	2,328	23.32%
Reference - Materials	0	0	0		0	0	
Young Adult Books	3,500	280	562		842	2,658	24.06%
	39,370	2,707.30	4,593.95	0.00	7,301.25	32,068.75	18.55%
Periodicals (11-58-12-47)							
Periodicals/Newspapers	4,905	961	620		1,581	3,324	32.23%
Seasonal Periodical Purchases	0	0	0		0	0	
	4,905	960.60	620.40	0.00	1,581.00	3,324.00	32.23%
AV Materials (11-58-12-48)							
Adult Talking Books	0	0	0		0	0	
Children AUDIO	0	0	0		0	0	
DVD	6,000	187	226		413	5,587	6.88%
Lucky Day	0	0	0		0	0	
	6,000	187.01	226.01	0.00	413	5,586.98	6.88%
Donation Purchases (11-58-12-50)							
Purchase from Donation	0	1,156	3,714		4,870	-4,870	
		1,155.51	3,714.43	0.00	4,869.94		
TOTAL LIBRARY EXPENSES	331,479	15,882.53	39,211.24	0.00	55,093.77	276,385	16.62%
TOTAL EXPENSES INCLUDING SALARIES	1,219,521	65,610.22	103,025.00	0.00	168,635.22	1,050,886	13.83%
REVENUE - FUND 11							
Fines (11-48-12-10)	1,500	177	82		259	1,241	17.24%
Misc. Fees (11-48-12-12)	5,000	518	314		832	4,168	16.63%
Use of Facilities Fee (11-48-12-14)	3,000	461	292		753	2,247	25.10%
Copier (11-48-12-18) Will be adjusted for tax	6,500	1,097	1,096		2,193	4,307	33.74%
Jefferson County Funds (11-48-12-22)	238,228	0	238,228		238,228	0	100.00%
Dodge County Funds (11-48-12-24)	101,503	0	0		0	101,503	0.00%
Adjacent County Funds (11-48-12-26)	11,431	1,556	11,487		13,043	-1,612	114.10%
DONATIONS 11-48-12-27	0	2,424	50		2,474	-2,474	
General Fund Contribution (11-48-12-30) From Fund 1	850,859	0	212,715		212,715	638,144	25.00%
Annual Credit Card Rebate (11-48-12-56)	1,500	0	652		652	848	43.44%
TOTAL FUND 11 REVENUE	1,219,521	6,231.96	464,915.21	0.00	471,147.17	748,374	38.63%
RESERVED TO OFFSET SALARIES & BENEFITS							
Salary Reserve	37,183				0	37,183	0.00%
Subtotal Salary Reserve	37,183	0	0	0	0	37,183	0.00%
2024 YEAR END FUND BALANCE	456,850.24						
Reserved for Donations year end 2024	71,391.16						
Unreserved Balance year end 2024	385,459.08						
2025 YTD Balance Reserved for Donations	68,994.83						

2025 STATISTICS

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ATTENDANCE	12,754	12,868											25,622
ATTENDANCE 2024	11,487	11,661	12,614	12,528	11,128	14,252	15,926	15,511	12,054	14,273	13,476	11,867	156,777
Percent changed	11%	10%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-84%
Days open 2025	30	28	30	29	30	30	30	31	29	30	29	29	355
Days open 2024	27	28	30	30	30	30	30	31	29	30	29	29	353
Daily average 2025	425	460	0	0	0	0	0	0	0	0	0	0	72
Daily average 2024	425	416	420	418	371	475	531	500	416	476	465	409	5,322
Highest attendance day 2025	603	945											
Highest attendance day 2024	612	551	729	729	786	826	720	1293	585	695	2125	1,090	
Lowest attendance day 2025	212	169											
Lowest attendance day 2024	182	207	179	164	124	149	184	133	185	154	173	152	
REF QUESTIONS 2025	1,055	819	0	0	0	0	0	0	0	0	0	0	1,874
REF QUESTIONS 2024	1,300	1,375	1,191	1,197	913	1,269	1,130	947	785	934	806	728	12,575
INTERNET 2025	574	505	0	0	0	0	0	0	0	0	0	0	1,079
INTERNET 2024	507	609	586	578	554	583	586	655	575	544	498	588	6,863
MEETING ROOM 2025	169	177											346
MEETING ROOM 2024	139	151	152	160	134	145	132	139	143	179	146	126	1746

REFERENCE, CIRCULATION STATISTICS 2025													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	706	495											1,201
REFERENCE 2024	763	865	762	758	495	688	648	607	477	528	466	477	7,534
Tutor Sessions	189	120											309
Tutor Sessions 2024	146	225	233	212	171	186	252	223	231	170	123	96	2,268
Microfilm	6	6											12
Microfilm 2024	5	5	6	4	5	7	14	8	8	17	2	5	86
Computer/Tablet	554	482											1,036
Computer/Tablet 2024	483	592	559	536	509	553	551	626	547	513	474	577	6,520
Typewriter	0	0											0
Typewriter 2024	1	0	0	0	0	0	1	0	0	0	0	0	2
Proctor Exams	0	0											0
Proctor Exams 2024	0	1	0	0	0	0	0	0	1	2	0	2	6
Wireless	4751	4655											9,406
Wireless 2024	480	4474	4617	4892	4864	4911	5286	4851	4975	5221	4477	4220	53,268
Adult Programs	24	15											39
Adult Programs 2024	20	23	18	21	15	19	18	15	19	26	22	16	232
Program Att.	120	110											230
Program Att. 2024	109	133	126	194	106	132	119	92	84	153	156	88	1,492
Passive Programs	8	8											16
Passive Programs 2024	4	3	4	5	5	5	6	4	5	5	6	5	57
Passive Att.	59	39											98
Passive Att. 2024	62	170	76	58	64	53	401	38	27	32	45	33	1,059
Outreach Events	1	20											21
Outreach Events 2024	1	1	1	1	1	1	1	1	1	2	1	1	13
Outreach Att.	15	130											145
Outreach Att. 2024	14	17	12	13	12	10	13	12	8	30	18	15	174
Mobile Print Users	117	89											206
Mobile Print Users 2024	22	38	36	27	78	75	111	107	160	119	102	71	946
Mobile Print Pages	541	710											1,251
Mobile Print Pages 2024	361	351	302	254	719	602	698	514	812	611	646	435	6,305
Newsbank	2248	2525											4,773
Newsbank 2024	901	1062	922	660	991	705	186	792	798	829	1435	2095	11,376
Website Views	6665	6073											12,738
Website Views 2024	7109	6375	6310	6300	5648	6907	5946	6209	5756	5641	5457	5729	73,387

CHILDREN'S ROOM STATS - 2025

	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	414	11	168	1	10	1	6	6	439	5	110	238	176	0	0	43	1	11	19	451	349	20
JANUARY 2024	9	185	12	287	3	45	1	80	3	371	8	135	110	75	0	0	67	0	1	21	457	537	24
FEBRUARY	12	391	10	178	1	13	0	0	5	74	5	110	221	170	0	463	108	3	9	20	478	324	23
FEBRUARY 2024	14	381	12	333	1	13	1	4	5	414	0	0	223	158	0	489	43	0	14	26	516	510	17
MARCH																							
MARCH 2024	10	308	13	417	3	110	1	5	7	645	8	140	181	127	0	0	33	0	8	22	528	429	27
APRIL																							
APRIL 2024	14	415	16	316	3	51	2	257	5	170	9	220	223	164	0	0	17	49	22	22	468	439	42
MAY																							
MAY 2024	9	251	10	207	2	185	1	3	3	14	31	2145	149	102	0	0	23	17	7	13	254	418	45
JUNE																							
JUNE 2024	14	539	21	1939	2	40	0	0	3	577	0	0	338	202	0	0	132	11	11	3	93	581	30
JULY																							
JULY 2024	11	364	18	803	0	0	1	300	0	0	0	0	219	145	1020	0	32	3	7	2	33	482	35
AUGUST																							
AUGUST 2024	1	42	8	193	0	0	3	115	5	189	0	0	28	14	0	0	55	2	5	9	237	340	29
SEPTEMBER																							
SEPTEMBER 2024	7	172	8	210	2	30	1	9	4	212	5	90	95	77	0	0	50	8	11	14	317	308	28
OCTOBER																							
OCTOBER 2024	17	536	12	278	8	208	1	150	7	410	0	0	306	230	0	0	26	1	9	19	476	406	31
NOVEMBER																							
NOVEMBER 2024	10	247	11	305	0	0	1	6	5	209	5	110	135	112	0	0	34	3	5	17	439	340	24
DECEMBER																							
DECEMBER 2024	9	276	7	118	7	147	1	12	7	158	5	110	160	116	0	0	26	1	1	16	380	251	11
TOTALS	24	805	21	346	2	23	1	6	11	513	10	220	459	346	0	463	151	4	20	39	929	673	43
TOTALS 2024	125	3716	148	5406	31	829	14	941	54	3369	71	2950	2167	1522	1020	489	538	95	101	184	4198	5041	343

Young Adult Statistics - 2025

Month	YA Active		YA Passive & N/A		YA SRP	YA WRP
	# Prog.	Attend.	#Prog.	Atten.		
January	4	33	7	529		n/a
January 2024	5	38	4	191		n/a
February	6	16	8	277		81
February 2024	5	49	5	257		100
March						
March 2024	6	52	3	224		
April						
April 2024	5	30	4	214		
May					n/a	
May 2024	1	6	3	141	n/a	
June					n/a	
June 2024	5	138	3	116	n/a	
July						
July 2024	5	120	4	253	0	
August						
August 2024	2	1	11	316		
September						
September 2024	4	24	6	215		
October						
October 2024	6	67	6	465		
November						
November 2024	4	45	5	181		
December						
December 2024	4	31	5	191		
TOTALS	10	49	15	806	0	81
TOTALS 2024	52	601	59	2764	0	100

Watertown Public Library Board of Trustees
Resolution #2025-2
Library Assistant

Be it resolved by the Watertown Public Library Board of Trustees, that Trisha Weinbrenner be employed as a Library Assistant (Circulation Desk focus) at the rate of \$16.61 per hour effective February 19, 2025. This position does not include benefits.

Action Taken:

Finance Committee
January 30, 2025

CALL TO ORDER: 3:34pm
ROLL CALL: Kerry Kneser, Tom Kohls, Jarred Burke, Charity Chandler, Sarah Oudenhoven
Guest: Mark Stevens, City of Watertown Finance Director

NEW BUSINESS

A. Review and take action: Quarterly release of city library funds

Motion:Kohls motioned to table conversation on the quarterly release of city library funds until a city representative is present. Second by Kneser.

Mark Stevens provided the Finance Committee with detailed information on how funds will be released. The Library Board continues to have full responsibility for how the library funds are managed.

Mark Stevens provided information that the Library continues to have oversight on how the Library funds are used and invested. Library funds would be a segmented fund if invested through Ehlers. When maturities arise, Mark Stevens connects with the departments to determine how the department wants to proceed.

Mark Stevens provided information that the Library would not have access to view the LGIP account, as the Library’s account is one of sixteen and there would not be view only access. Mark expressed that he could provide documentation for any changes occurring to the LGIP account for the Library.

The City of Watertown would not dictate to the Library how they can expend the funds, rather, the City would manage the account (deposits, etc.).

The City of Watertown provides a monthly activity report on the LGIP account and will continue to do so.

B. Review and take action: Investment of library carry-over funds

Motion: Oudenhoven motioned to return to New Business A upon the arrival of Mark Stevens. Second: Kohls

Mark Stevens provided information that the Library has the oversight to invest Library funds as the Board deems appropriate.

C. Review and take action: Future investment of library's fundraising account

Mark Stevens provided information that the Library has the oversight to invest Library funds as the Board deems appropriate.

Motion: Burke motioned to empower Library Board Director Peg Checkai to work with Mark Stevens to investigate investment opportunities for library carry-over funds.

Second: Kerry Kneser

Roll Call Vote:

Kerry Kneser - Yes

Charity Chandler: Yes

Tom Kohls: Yes

Jarred Burke: Yes

Sarah Oudenhoven: Yes

3. ADJOURNMENT

Tom Kohls - Motion to Adjourn at 4:30pm

Second by Chandler.

PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

THURSDAY, FEBRUARY 13, 2025 AT 5:30 PM

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

1. CALL TO ORDER / ROLL CALL

Jarrold Burke	A	Charity Chandler	P	Kerry Kneser	P	Tom Kohls	P
Chris Koppes	P	Andi Merfeld	P	Erin O'Neill	P	Sarah Oudenhoven	P
Bob Wetzel	P						

Also present: Checkai, Hernandez, Peerenboom (V)

2. REVIEW CORRESPONDENCE

- a. Card from Tom and Sue O'Connor-Donation in memory of Lou Checkai
- b. Email from Watertown Tourism re: Facebook post about TRP Center and high amount of engagement
- c. Email from library patron re: noise level in library. Checkai responded to the patron's concern.

3. CITIZENS TO BE HEARD - None

4. APPEARANCES - None

5. NEW BUSINESS

- a. Review and take action: 2024 State Annual Report
 - Checkai will email copies to City of Watertown

Wetzel made motion to approve 2024 State annual report for submission. Seconded by Merfeld. Approved.

6. UNFINISHED BUSINESS

- a. Strategic Planning
 - Reviewed WiLS proposal for Strategic Planning
 - Discussed grant opportunity with GWCHF to fund plan
 - Oudenhoven will meet with GWCHF CEO Ben Wehmeier to discuss proposal for Capacity Building Grant.

Koppes made motion to authorize library Board President to proceed with a Greater Watertown Community Health Foundation grant application for an amount consistent

with the WiLS proposal to be issued, excepting the Community Gathering and short survey for teens. Kneser seconded.

Votes to Approve: Chandler, Kneser, Kohls, Koppes, Merfeld, O'Neill, Oudenhoven, Wetzel

- b. Closed Session: The Library Board of Trustees convened into closed session to discuss Library Director Evaluation

Wetzel made motion to move into closed session. Kneser seconded. Approved.

Present for discussion: *Burke, Chandler, Kneser, Kohls, Koppes, Merfeld, O'Neill, Oudenhoven, Wetzel, Checkai*

Kohls made motion to reconvene to Open Session. O'Neil seconded. Approved.

7. DIRECTOR'S REPORT

- a. Reviewed monthly highlights, budget figures and statistics
- b. Director's Report

8. TRUSTEE'S REPORT

- a. Reviewed committee positions/leadership

9. PRESIDENT'S REPORT

- a. Reviewed correspondence

10. PERSONNEL AND POLICY

- a. No report

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- a. Public Library Board minutes from January 9, 2025
- b. January 2025 Bills

Koppes made motion to approve Consent Agenda Items. Chandler seconded.

Votes to Approve: Chandler, Kneser, Kohls, Koppes, Merfeld, O'Neill, Oudenhoven, Wetzel

12. ADJOURNMENT

Kneser made motion to adjourn at 6:35 pm. Wetzel 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 March 13, 2025, 5:30pm.

Respectfully submitted,

Andi Merfeld, Secretary

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
I00999629	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN15050517	Gordon Flesch	11-58-12-18	Copier Usage, 1/15/25 - 2/16/25	153.73		
4331	Wttn Chamber	11-58-12-18	Adult Programs	75.00		
030425 LIB	MC Petty Cash	11-58-12-18	Teen Programs	3.44		
021325 LIB	MC Petty Cash	11-58-12-18	Office & Library Supplies	86.24		
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
R49820	Advantage System	11-58-12-19	Fire Alarm Monitoring, 3/1/25 - 2/28/26	570.00		
		11-58-12-19				
5717	Kuhlman's Cleaning	11-58-12-20	Janitorial Services	240.00		
		11-58-12-20				
		11-58-12-20				
		11-58-12-20				
		11-58-12-20				
		11-58-12-24				
		11-58-12-24				
	Wttn Water Dept	11-58-12-31	Water,			
		11-58-12-32				
506824228	Midwest Tape	11-58-12-44	Hoopla, Feb	1233.08		
86791147	Cengage	11-58-12-46	Large print	56.78		
86778753	Cengage	11-58-12-46	Large print	554.22		
86889516	Cengage	11-58-12-46	Large print	22.39		
86923914	Cengage	11-58-12-46	Large print	116.00		
86924217	Cengage	11-58-12-46	Large print	25.60		
		11-58-12-46				
		11-58-12-46				
JA021725	Jennifer A. Lee-Ad	11-58-12-50	Grant Purchase: Sushi Program	400.00		
		11-58-12-50				
			TOTAL	3,801.85		
FUND 11 EXPENSES						
	11-58-12-18	583.78	Office & Library Supplies			
	11-58-12-19	570.00	Maintenance Contracts			
	11-58-12-20	240.00	Building Repairs & Supplies			
	11-58-12-24	0.00	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-44	1233.08	Databases			
	11-58-12-46	774.99	Library Materials			
	11-58-12-50	400.00	Purchase from Donation			
		3,801.85				