



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, MARCH 14, 2024 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**
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**

- A. Informational presentation by Stephanie Curtis: re: use of the Community Room for open play/gym area
- B. Greater Watertown Community Health Foundation - Tina Crave

5. **NEW BUSINESS**

- A. Discuss and take action: remaining pallet of bricks

6. **UNFINISHED BUSINESS**

- A. Review and take action: 2023 State Annual Report
- B. Review and take action: Employee vacancies due to resignations and promotions
- C. Review and take action: 2024 CE Team Education date
- D. Review and take action: Proposal from City IT Coordinator to add fiber optic line to the library

7. **DIRECTOR'S REPORT**

- A. Review monthly highlights, budget figures and statistics

8. **TRUSTEE'S REPORT**

- A. Discuss agenda for April meeting

9. **PRESIDENT'S REPORT**

- A. Review contacts in official capacity

10. **REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS**

- A. Review and take action: February 8, 2024, Library Board of Trustees meeting minutes

11. **ADJOURNMENT**

- A. Next Meeting Date: Thursday, April 11, 2024

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, phone 920-262-4006

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

Peg/Chris,

Andrew recently completed a cost estimate process to add fiber to city buildings/locations that do not currently have it. Knowing that discussions have come up before for the library needed fiber, we asked the contractor (Koch) to submit an estimate for the library. The details of that are below, Andrew would potentially add \$500 to it for racking. Please review and let Andrew and I know if this is something the library has funds for and wants included in what we award the company for this year.

Library:

The following proposal is for placing a 1 ¼" inner duct from the hand hole at South Washington Street and Emmet Street to the south side of the library new addition data room. Route to be determined when Diggers Hotline locates are completed. The wall will be core drilled into the data room and a 1¼" rigid conduit and pull box installed outside. A 12 fiber cable and locate wire will be installed and terminated in a rack mounted panel in the first floor data closet. All 12 fibers will be spliced in the hand hole. The total for this proposal is \$13,871.53.

Thank you,

Emily McFarland

Mayor, City of Watertown

Phone: (920) 262-4000

Good evening Mayor McFarland and Mr. Day: Can someone (Andrew?) give me a very short explanation of the benefit this fiber connection would add to the library? The library board may have questions on what this item is, and I'd like to be equipped to try to answer.

Peg: Please place on agenda for 02/08 library board meeting.

Thanks -Chris

Attorney Christopher John Koppes

Bender, Larson, Chidley, Koppes & Associates, S.C.
138 Hospital Drive; Suite 100

Chris,

I would be happy to. The primary affect would be improved connectivity and bandwidth between the Library and City Hall.

Currently, the Library's telephones, the Town Square camera system, and the future improvements to the Library's camera system, which would allow the Police Department to view exterior cameras all of the time and interior cameras during emergency situations, all share a single connection back to City Hall. This existing connection has limited bandwidth, so viewing one of the camera systems may cause call quality issues for the phone system.

The new fiber connection would be faster, more reliable, and allow for more traffic without congestion. Library staff should notice call quality improvements, and the City network could be configured as a redundant backup to the existing fiber network at the Library.

This project was originally included in the fiber network plans, and there is an existing run of fiber to the corner of Emmet and South Washington streets. This part of the project would extend that either north or east towards the Library. The original plan would have had the fiber ran in conduit to the penthouse on the top of the Library, but this new plan would instead bring it through the wall directly into the network closet at ground level. This new plan reduces the cost and eliminates a large, three-story conduit running up the exterior of the Library.

The fiber will need to be terminated in a rack, and, as Emily mentioned, the cost for a new, wall-mounted rack for the fiber is around \$500. Given that we are going directly into the network closet which already posses racks, and if the Library Board approves, we could instead use the existing rack space and save on that cost as well.

Please let me know if there are any additional questions you have about this project.

Thanks,

Andrew Day
Information Technology Coordinator
Administration Department
City of Watertown
(He/Him)

WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
DIRECTOR'S REPORT
For February 2024

Libby: Audio and Ebook Checkouts		
	2023	2024
January:	3,591	4,028
February:	3,274	3,630
March:	3,729	
April:	3,210	
May	3,484	
June:	3,607	
July:	3,712	
August:	3,744	
Sept.	3,614	
October	4,044	
November	3,837	
December	3,836	
Totals	43,683	

Physical Circulation for February	24065
FEB. Libby:	3,630
FEB. Hoopla	650
2024 Monthly Total	28,345
2023 Monthly Total	29,364
New Cards	115

Library Director's Notes:

Cindy Krynski submitted her resignation. She will retire at the end of March finishing up 21 years of service to the library. She currently oversees our ILL processes, book mending and repair, along with desk time at circulation and reference. We all miss Cindy but wish her the best in retirement!

As you may have noticed, the 2023 Annual Report is back on the March agenda. After submitting/locking the report I received updated figures from Finance regarding Fund 1 expenses. Those updated figures will raise our cost per circulation so I will need another approval from the Board. The Bridges Director will contact DPI to unlock our annual report and I will update the figures, secure Chris' signature and send back to Bridges. I made this decision in consultation with the Bridges Director.

Stephanie Curtis and I will present at WAPL on May 2 in Stevens Point. The name of our program is "The Dynamic Duo: A Tale of Two Organizations Coming Together to Work Towards a Common Goal of Strengthening Families".

I would like to acknowledge two dedicated volunteers, working behind the scene on special library projects. Matt Smith has been working tirelessly on trying to get the antique grandfather clock to work again. I had given up on repairs several years ago so it is wonderful that he is dedicated to getting this beauty up and running again! Dan Olejniczak is creating a grid that can be used by staff to identify the location of specific pavers. Many times we have family members or donors unable to locate a specific paver. Organizing this will be a great help to donors and library staff.

.A reminder to check that your Friends of the Library membership is up to date. Friends is struggling a bit. The current president needed to step down and we haven't had anyone volunteer to replace her. There are still several dedicated volunteers that help keep the organization running. Also, if you would know a local business or organization that would want to be a monthly coffee sponsor, your willingness to reach out on behalf of Friends is greatly appreciated!

I was re-reading the February 2023 Director's report and noticed that Kevin was making repairs to drywall and painting damaged areas. A year later, Kevin has completed another February (2024) of repairs to walls. We find that many like to rock on chairs and lean up against drywall leaving a gouge. Kevin and I are

exploring the addition of chair rail in all the study and meeting rooms. He is also completing deep cleaning of carpets in the study and meeting rooms.

Monthly Department Information

Adult:

In February, Peg, Cari, Erin and I attended Library Legislative Day at the Capitol. It is always fun to have a chance to tell our representatives about all the great things we offer our communities. We started a meditation group that meets here twice per month, led by a local volunteer. She's had good attendance at the first two installments of the program. Sue lent us her talent (again) but offering professional headshots to our patrons to help promote themselves professionally. Cinema Club is still going strong, and beginning in March, Noah will help Peg run the group. Noah has about a month in the Reference Department under his belt, and he is learning a lot and fitting right in! He will be posting one video to our social media each month and start programming in April. We have several computers throughout the building that need to be replaced. We ordered some through a group purchase that Bridges offers each year. We will pay for some, and Friends will donate money to cover some as well. We are lucky to have a Friends group! Our staff development day on February 7 was useful and fun. Peg posted what we did that day on our Facebook page, and I think it's good to be transparent with what we spent our time on that day, as being closed for a day can present a hardship to our patrons. We definitely made good use of our time!

~Jamie

Children's:

It was another busy month in the Children's Department with programs, transitioning of staff and Library Lovers Month! We had a library-wide scavenger hunt for Library Lovers Month and it was for kids, teens and adults. It gave our patrons an excuse to explore our entire building, a way for us to highlight areas and collections that aren't always seen, and an opportunity to do something fun together at the library for families! Adults were pleasantly surprised to be included and earn a prize this time as well! We had 120 adults, 324 kids, and 49 teens participate. We have had some staff changes in the Children's Department in February. We said "see you later" to Carley in February and Amy has been continuing to work her evening and weekend while we transition. Xander has transitioned up to Children's and has been learning the ropes up here. He already did his first program, Library Kids Club, and did a Lego Challenge with the kiddos. He and Brittany are gearing up to do their first joint Homeschool Tuesday next week together. Earlier this month, we received a written complaint regarding the cleanliness of the TalkReadPlay Center. This is something we take seriously and staff is constantly working on keeping it clean and safe for children and families to enjoy the library. Peg, Kevin and I have been working together to get a cleaning and sanitizing schedule organized so that we can be sure that nothing gets missed in our regular cleaning of the department. We are also posting pictures on our social media to show the public in a fun way that playthings and toys are "getting a bath", as our Dinosaurs and Duplos received last week. 😊 I also completed a TalkReadPlay

Program Participation survey, as we do a few times a year, to see how we're doing with our programming geared towards 0 to 5 year-olds. Some highlights include that 94.9% of respondents indicated that they either strongly agree or agree that after attending a TalkReadPlay program, they now build interacting with their child(ren) by talking, reading and playing into their daily routine, 92.3% rated their overall satisfaction with programs a 5, and 92.3% read, sing songs and tell stories with their children either daily or 4-6 days a week. I've also included a few of the comments that I thought were indicative of the results of the survey.

When asked "What did you learn during a TalkReadPlay program that you can use at home to help your child learn?":

- "So many wonderful songs that helped with transitions and early concepts"
- "My kids and I love to sing the Baby Bounce songs at home. With the songs my kids learn body parts, opposites, taking turns, pitch matching, all kinds of things!"
- "I am the grandparent, and have certification in early childhood teaching, so I don't know that I learned anything new to me. But if I didn't have that prior knowledge, I think there is an incredible amount of demonstration of how to teach through play. Which I feel is essential for small children. Using multiple formats - reading, singing, dancing, physical movement, obstacles - to exercise the mind and the body of the child."
- "Come with people who have special needs and it is very helpful with keeping minds engaged!"
- "reading fun books and helping kids count stuff on page or pick out colors"

When asked "If there are any other comments you have regarding TalkReadPlay programming at the library, please include them here.":

- "Ms Tina is literally the best human ever! She is so kind and caring. My children have been attending the Watertown library since 2019 and they always ask for Ms Tina as soon as we walk in. She created such a fun, learning environment for every single age!!! She has been so inclusive with my child with special needs as well. We can't say enough good things about Ms. Tina!! We also love Ms Jamie too :) :)"
- "Currently, I am not a fan of the open play area at the library."
- "I am so grateful for Miss Tina, the Watertown library, and the community of caregivers and kids that my family has grown so close to!"
- "It's a great way to socialize my only child and helps me get out of the house"
- "You do a great job singing and reading! I've attended a lot of storytimes in the area and this one is my favorite! I love how many other people attend the sessions too!"
- "A safe place for my grandchildren to come to too interact with other children!"

~Tina

Teens:

"February may be the shortest month of the year, but it was jam-packed with things to do here at the library! For the teens, we finished up our Winter Library Challenge and had 6 wonderful winners! We had an all-ages scavenger hunt throughout the library which many teens also participated in throughout the month. I hosted a few programs: a Mardi Gras event where they painted masks, a Valentines Day event to make valentines, and my final gaming tournament, which was Fortnite. Homeschoolers had a science fair at the beginning of the month, which was a fantastic learning experience

~ **Brittany**

Circulation Department:

Hooray it's March!

Here at circulation we have been experiencing wonderful views of birds flying and sunshine flooding in. We have moved a display stand to front and center by the circulation desk that has really generated a lot of interest! The theme is "Think Warm Thoughts". Our movie display is going green! Movies with green artwork and musicals are this month's showcase!

We love that patrons can relax and enjoy a puzzle down here on the lower level, lately we have been experiencing some disturbance of the finished parts. We are exploring the idea of rearranging our library of things shelving so staff has a better view of the area to prevent disappointed puzzle enthusiasts.

Stop in and check out all the things the library has to offer and finally enjoy this awesome quote regarding the month of March! Cari J

"March is a month in which you can experience a Lion's fierce roar of frigid cold, the long white teeth of biting winds that can cut through flesh; and the gentle softness, the warmth of fluffy white fleece, and the innocent kiss of sunshine like a docile newborn lamb."

~ **Cari**

	2024 STATISTICS												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ATTENDANCE	11,487	11,661											23,148
Days open	27	28	30	30	30	30	30	31	29	30	29	29	353
Daily average	425	416	0	0	0	0	0	0	0	0	0	0	66
Highest attendance day	612	551											
Lowest attendance day	182	207											
2023 ATTENDANCE	12,261	12,921	17,118	15,239	15,094	17,442	16,763	14,752	12,869	15,061	12,536	13,787	175,843
Percent changed	-6%	-10%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-87%
REF QUESTIONS	1,300	1,375											2,675
INTERNET	507	609											1,116
MEETING ROOM	139	151											290

REFERENCE, CIRCULATION STATISTICS 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	763	865											1,628
Tutor Sessions	146	225											371
Microfilm	5	5											10
Computer/Tablet	483	592											1,075
Typewriter	1	0											1
Proctor Exams	0	1											1
Wireless	480												480
Adult Programs	20	23											43
Program Att.	109	133											242
Passive Programs	4	3											7
Passive Att.	62	170											232
Outreach Events	1	1											2
Outreach Att.	14	17											31
Mobile Print Users	22	38											60
Mobile Print Pages	361	351											712
Newsbank	910	891											1,801
Website Views	7109	6375											13,484

Young Adult Statistics - 2024

Month	YAC/YA		YA Drop In		YA SRP	YA WRP
	# Prog.	Attend.	#	Atten.		
January	5	38	4	191		n/a
February	5	49	5	257		100
March						
April						
May					n/a	
June					n/a	
July						
August						
September						
October						
November						
December						
TOTALS	10	87	9	448	0	100

MONTHLY BUDGET 2024

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
CITY FUNDS							
SALARIES - City Funds							
Staff (01-55-11-10)	646,500	41,816	50,794		92,610	553,890	14.32%
Longevity (01-55-11-12)	527	0	0		0	527	0.00%
Overtime (01-55-11-14)	0	9	0		9	-9	
Retirement (01-55-11-33)	33,455	1,242	2,547		3,789	29,666	11.33%
Social Security (01-55-11-34)	43,762	2,505	2,990		5,495	38,267	12.56%
Medicare (01-55-11-35)	10,195	586	699		1,285	8,910	12.61%
Health (01-55-11-36)	106,704	6,814	6,814		13,628	93,076	12.77%
Life (01-55-11-37)	1,857	140	140		280	1,577	15.06%
Dental (01-55-11-38)	7,342	612	612		1,224	6,118	16.66%
TOTAL CITY FUNDS	850,342	53,723.14	64,596.41	0.00	118,319.55	732,022.45	13.91%
EXPENSES - Special Funds							
Salaries and Benefits							
Salary Reserve	32,615				0	32,615	0.00%
Subtotal Salary Reserve	32,615	0	0	0	0	32,615	0.00%
AMSO Allocation (11-58-12-17)							
AMSO Allocation	60,402	0	0		0	60402	0.00%
TOTAL AMSO 11-58-12-17	60,402	0	0	0	0	60,402	0.00%
Supplies & Programs (11-58-12-18)							
Adult Program	2,000	186	146		331	1669	16.57%
Adult Summer Library Challenge	1,500	0	0		0	1500	0.00%
Children Programs	2,750	19	135		155	2595	5.62%
Children Summer Library Challenge	0	0	0		0	0	
Teen Programs	2,000	140	275		415	1585	20.75%
Teen Summer Library Challenge	1,200	0	0		0	1200	0.00%
AV Supplies	1,200	86	0		86	1114	7.16%
Book Supplies	1,500	575	0		575	925	38.36%
Makerspace	1,750	0	0		0	1750	0.00%
Marketing	2,000	351	192		542	1458	27.11%
Office & Library Supplies	7,500	74	124		197	7303	2.63%
Photocopier Lease	4,800	0	795		795	4005	16.55%
Postage	500	0	0		0	500	0.00%
TOTAL 11-58-12-18	28,700	1,429.97	1,666.16	0.00	3,096.13	25,603.87	10.79%
Maintenance Contracts (11-58-12-19)							
Building and Equipment	8,500	0	0		0	8,500	0.00%
Software and Subscriptions	19,500	1,184	497		1,681	17819	8.62%
TOTAL 11-58-12-19	28,000	1,183.72	497.15	0.00	1,680.87	26,319.13	6.00%

MONTHLY BUDGET 2024

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Building Repairs & Supplies (11-58-12-20)							
Janitorial Supplies	9,000	136	292		428	8,572	4.76%
Repairs & Expense	5,000	0	177		177	4,823	3.53%
TOTAL 11-58-12-20	14,000	135.98	468.94	0.00	604.92	13,395.08	4.32%
Property Insurance (11-58-12-21)							
Property Insurance	8,500	0	0		0	8500	0.00%
TOTAL PROPERTY INSURANCE 11-58-12-21	8,500	0	0	0	0	8,500	0.00%
Dues & Fees (11-58-12-22)							
Dues, Fees, ETC.	1,100	113	0		113	987	10.26%
TOTAL 11-58-12-22	1,100	112.88	0.00	0.00	112.88	987.12	10.26%
Continuing Education (11-58-12-23)							
Continuing Education	1,200	180	0		180	1,020	15.00%
TOTAL 11-58-12-23	1,200	180.00	0.00	0.00	180.00	1,020.00	15.00%
Travel (11-58-12-24)							
Travel	1,500	0	16		16	1,484	1.04%
TOTAL 11-58-12-24	1,500	0.00	15.61	0.00	15.61	1,484.39	1.04%
Utilities							
Fuel (11-58-12-28)	20,000	1,474	1,754		3,229	16,771	16.14%
Electricity (11-58-12-30)	39,500	2,693	2,650		5,343	34,157	13.53%
Water (11-58-12-31)	4,500	0	325		325	4,175	7.22%
Telephone (11-58-12-32)	3,000	167	109		276	2,724	9.19%
TOTAL Utilities	67,000	4,334.15	4,838.21	0.00	9,172.36	57,827.64	13.69%

MONTHLY BUDGET 2024

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Library Materials (11-58-12-46)							
Adult Fiction	10,000	111	1,075		1,186	8,814	11.86%
Adult Nonfiction	9,000	51	696		747	8,253	8.30%
Adult Talking Books	4,500	437	39		476	4,024	10.58%
Children AUDIO	500	0	150		150	350	30.00%
Children Books	12,000	666	2,090		2,756	9,244	22.96%
Large Print	7,124	0	593		593	6,531	8.33%
Materials - (Non-books)	500	418	37		455	45	90.91%
Reference - Subscriptions	4,000	600	286		886	3,114	22.15%
Reference - Materials	500	0	0		0	500	0.00%
Young Adult Books	4,808	339	105		444	4,364	9.23%
Subtotal	52,932	2,620.76	5,071.65	0.00	7,692.41	45,239.59	14.53%
Periodicals							
Periodicals/Newspapers	5,407	54	614		668	4,739	12.35%
Seasonal Periodical Purchases	0	0	0		0	0	
Subtotal	5,407	53.97	613.76	0.00	667.73	4,739.27	12.35%
AV Materials							
DVD	7,000	90	316		406	6,594	5.80%
Lucky Day	2,000	110	84		194	1,806	9.70%
Subtotal	9,000	199.66	400.05	0.00	599.71	8,400.29	6.66%
Databases							
BRIDGES - Databases	1,662	0	0		0	1,662	0.00%
Hoopla (\$6,504 Grant)	12,000	0	1,569		1,569	10,431	13.08%
Movie License	616	0	0		0	616	0.00%
Newsbank Inc.	2,150	2,231	0		2,231	-81	103.77%
Overdrive E-Content	4,732	0	4,732		4,732	0	100.00%
Overdrive Advantage	5,913	0	0		0	5,913	0.00%
TumbleBooks Inc.	800	799	0		799	1	99.88%
Udemy	0	0	0		0	0	
Subtotal	27,873	3,030.00	6,301.09	0.00	9,331.09	18,541.91	33.48%
Technology							
Fiber Optic - TEACH SERVICES	1,200	0	0		0	1,200	0.00%
Technology	2,000	60	1,650		1,710	290	85.50%
Subtotal	3,200	59.99	1,649.98	0.00	1,709.97	1,490.03	53.44%
Café Charges							
Café Charges	22,665	0	0		0	22,665	0.00%
Subtotal	22,665	0.00	0.00	0.00	0.00	22,665.00	0.00%
TOTAL 11-58-12-46	121,077	5,964.38	14,036.53	0.00	20,000.91	101,076.09	16.52%

MONTHLY BUDGET 2024

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Donation Purchases (11-58-12-50)							
Purchase from Donation		345	3,923		4,268		
TOTAL 11-58-12-50		345.35	3,923.10	0.00	4,268.45		
TOTAL SPECIAL FUNDS EXPENSES	331,479	13,686.43	25,445.70	-	39,132.13	296,615.32	11.81%
REVENUE - SPECIAL FUNDS							
Fines (11-48-12-10)	1,500	100	94		194	1,306	12.93%
Misc. Fees (11-48-12-12)	5,000	312	439		751	4,249	15.03%
Use of Facilities Fee (11-48-12-14)	3,500	1	380		381	3,119	10.89%
Copier (11-48-12-18) <i>Will be adjusted for tax</i>	7,000	185	639		824	6,176	11.78%
Jefferson County Funds (11-48-12-22)	205,407	0	205,407		205,407	0	100.00%
Dodge County Funds (11-48-12-24)	81,012	0	81,012		81,012	0	100.00%
Adjacent County Funds (11-48-12-26)	6,060	0	6,060		6,060	0	100.00%
DONATIONS 11-48-12-27	20,000	1,373	9,397		10,770	9,230	53.85%
Annual Credit Card Rebate (11-48-12-56)	2,000		826		826	1,174	41.30%
TOTAL SPECIAL FUNDS REVENUE	331,479	1,971.05	304,254.64	0.00	306,225.69	25,253.31	92.38%
TOTAL OPERATING EXPENSES, INCLUDING CITY FUNDS	1,181,821	67,410	90,042	0	157,452	1,024,369	13.32%
2023 YEAR END FUND BALANCE	408,314.15						
Reserved for Donations year end 2023	34,349.92						
Unreserved Balance year end 2023	373,964.23						
2024 YTD Balance Reserved for Donations	40,851.30						

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
2024-1301004	Wauk Co. Treasurer	11-58-12-18	Library Supplies: Cooperative purchase	900.62		
021924 LIB	MC Petty Cash	11-58-12-18	Adult Programs	11.68		
030224 LIB	MC Petty Cash	11-58-12-18	Adult Programs	11.67		
2853	Walden, Neitzke, &	11-58-12-18	Legal Fees	3,996.34		
		11-58-12-18				
		11-58-12-18				
INV-US-70002	Envisionware	11-58-12-19	Maint. Contracts: Software & Subscriptions	12,938.47		
R 46452	Advantage System	11-58-12-19	Maint. Contracts: Building & Equipment	360.00		
684244	Ace Hardware	11-58-12-20	Repairs & Expense	15.52		
021324 LIB	MC Petty Cash	11-58-12-20	Repairs & Expense	31.49		
1653	United Systems Assn	11-58-12-20	Repairs & Expense: HVAC Controllers	292.50		
684419	Ace Hardware	11-58-12-20	Janitorial Supplies	17.49		
29652	ZBM	11-58-12-20	Janitorial Supplies	59.28		
020824 LIB	MC Petty Cash	11-58-12-23	Continuing Ed: Lunch for WLA Leg. Day	70.00		
KS 030424 LIB	Kevin Schoeffel	11-58-12-24	February Mileage	22.71		
		11-58-12-24				
		11-58-12-31				
25878	Taylor Computer Sv	11-58-12-46	Technology work: Switches, ports, cloud key	357.50		
2024-1301002	Wauk Co. Treasurer	11-58-12-46	CAFÉ Annual Support	22,665.00		
2024-1301002	Wauk Co. Treasurer	11-58-12-46	Bridges - Database	1,662.00		
2024-1301002	Wauk Co. Treasurer	11-58-12-46	Movie License	616.00		
2024-1301002	Wauk Co. Treasurer	11-58-12-46	Overdrive Advantage	5,913.00		
		11-58-12-46				
		11-58-12-46				
020624 LIB	MC Petty Cash	11-58-12-50	Friends: Misc (Staff Inservice Breakfast)	131.98		
2024-1301006	Wauk Co. Treasurer	11-58-12-50	Friends: Misc (Bookpage)	525.60		
505128404	Midwest Tape	11-58-12-50	Hoopla Grant (Feb Hoopla)	1,557.16		
			TOTAL	52,156.01		
FUND 11 EXPENSES						
	11-58-12-18	4,920.31	Office & Library Supplies			
	11-58-12-19	13,298.47	Maintenance Contracts			
	11-58-12-20	416.28	Building Repairs & Supplies			
	11-58-12-23	70.00	Continuing Education			
	11-58-12-24	22.71	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-46	31,213.50	Library Materials			
	11-58-12-50	2,214.74	Purchase from Donation			
		52,156.01				
FUND 20 EXPENSES						
110723	Poblocki Sign	20-58-12-60	Donor Wall Signage	10,743.00		
				10,743.00		
	20-58-12-60	10,743.00	Capital Outlay			
		10,743.00				

WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, FEBRUARY 08, 2024 AT 5:30 PM

1. Call to Order/Roll Call

The meeting was called to order by Board President Chris Koppes at 5:30 pm.

Members Present: O'Neill, Kneser, Oudenhoven, Burke, Wetzel, Koppes, Kohls, Merfeld

Members Absent: Gerike

Also Present: Library Director, Peg Checkai; Head of Adult Services and Technology, Jamie Hernandez; Head of Children's Services, Tina Peerenboom; Head of Circulation, Cari Gunderson.

2. Review Correspondence

- a. Email from Chris Koppes regarding Apple gift cards is a scam
- b. Dr. Robert Rupnow, kudos to library staff
- c. Two staff resignation letters from Children's Dept staff
- d. Court ordered judgment re: restitution for vandalism

3. Citizens to be Heard

- a. None

4. Appearances

- a. None

5. New Business

A. Convene to closed session

*****Motion #1** per Koppes, seconded by Oudenhoven, to move into closed session.

Votes to approve: O'Neill, Kneser, Oudenhoven, Burke, Wetzel, Koppes, Kohls, Merfeld

Resolution: Motion Carried.

B. Reconvene into open session

*****Motion #4** made by Oudenhoven, seconded by O'Neill, to return to open session.

Votes to approve: O'Neill, Kneser, Oudenhoven, Burke, Wetzel, Koppes, Kohls, Merfeld

Resolution: Motion carried

C. Review and take action: 2023 State Annual Report

- a. Checkai reviewed contents of 2023 State Annual Report

*****Motion 5** made by Burke, seconded by Koppes, to approve the annual report.

Votes to approve: O'Neill, Kneser, Oudenhoven, Burke, Wetzel, Koppes, Kohls, Merfeld

Resolution: Motion carried

D. Review and take action: Proposal from Andrew Day (IT Coordinator) to add fiber optic line to the library.

- a. The proposal states WPL will take on full installation cost of fiber optic line. The upgraded line would benefit the City as well as WPL. Board authorized Koppes to negotiate cost sharing with the City. Koppes will report back to the Board at March meeting.

E. Review and take action: Employee vacancies due to resignations and promotion

- a. Checkai shared staff vacancies, including one in Reference, due to a promotion, and 2 in the Children's Department, due to staff resignations.
- b. The Library is currently running at a deficit and doesn't have funding available to hire additional staff. Checkai will create a staffing plan for the Board to review at March meeting. Plan will consider staffing options, including additional hours for current employees, hiring of additional staff and budget.

6. Unfinished Business

A. Review status of MOU between Library Board of Trustees and City of Watertown

- a. Koppes reported on MOU status. The Board will re-engage the City once our hired attorney gives their recommendation.

B. Review and take action: 2024 CE Team Education date

- a. O'Neil and Burke will connect and bring recommendations to March meeting.

C. Review and take action: Selection Reconsideration Policy

- a. Checkai shared Mayor McFarland's request for a meeting to discuss children's access to R rated DVDs. Per the Wisconsin Library Association and Bridges, libraries defer to parental involvement on child's access to materials. Koppes and Checkai will meet with the Mayor and report back to Board.

7. Director's Report

- a. Checkai reviewed monthly highlights, budget figures and statistics.
 - Reviewed financials, issue with HVAC.
 - Discussed partnership with Park and Rec regarding coordination of programming.
 - Kudos to Kari and Lynn for stepping up to cover staff shortage.
 - Friends of the Library is without a President re: resignation.

8. Trustee's Report

- a. Discuss agenda for March meeting
 - No additions.

9. President's Report

- a. Review contacts in official capacity
 - Miron Construction, MOU, meeting with Mayor

10. Personnel and Policy

- a. Review and take action: Resolution 2024-1 Noah Chowanek, PT Library Assistant

*****Motion #6** made by Oudenhoven, seconded by Kneser, to approve Chowanek move to PT Library Assistant.

Votes to approve: O'Neill, Kneser, Oudenhoven, Burke, Wetzel, Koppes, Kohls, Merfeld

Resolution: Motion carried

11. Review and take action: Consent Agenda Items

- a. Review and take action: January 11, Library Board of Trustees meeting minutes
- b. Change in meeting minutes requested: O'Neill marked as absent, but was present.
- c. Review and take action: January 24, 2024 Special Finance Committee meeting minutes

*****Motion #7** made by Koppes, seconded by Burke, to approve consent agenda.

Votes to approve: O'Neill, Kneser, Oudenhoven, Burke, Wetzel, Koppes, Kohls, Merfeld

Resolution: Motion carried

12. Adjournment

- a. Next Meeting Date: Thursday, March 14, 2024

*****Motion #8** per Oudenhoven, seconded by Kohls, to adjourn the meeting at 7:35pm.

Resolution: Motion approved per voice acclimation.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on Thursday, March 14, 2024.

Respectfully submitted,
Andi Merfeld, Board member