



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, AUGUST 14, 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

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. Stephanie Curtis: Watertown Family Connections

5. NEW BUSINESS

A. Review and discuss: Investment of library fund balance and LGIP funds

B. Review and take action: MOU between WPL and Friends of the Library

6. UNFINISHED BUSINESS

A. Review: 2026 proposed budget

B. Review and take action: WILS Strategic Planning Proposal

7. DIRECTOR'S REPORT

A. Director's Report

B. Review: Library Monthly Budget Report

C. Review: Monthly Unplanned Expenses

D. Review: July statistics

8. TRUSTEE'S REPORT

9. PRESIDENT'S REPORT

10. PERSONNEL AND POLICY

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. Library Board Minutes from July 10, 2025

B. August Bills

12. ADJOURNMENT

A. Next Meeting: September 11, 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

MEMO

(Department)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 8/14/2025

Subject: Review and discuss current investment plan

Background

Library Finance Committee met with Mark Stevens on 8/6 to discuss investment options for library funds. Next steps for the process will be discussed with full board.

Budget Goal

Improve ROI for the library

Financial Impact

Improve ROI for the library

Recommendation

I recommend that we move forward with making decisions regarding the specific goals for library accounts.

MEMO

(Department)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 8/14/2025

Subject: MOU between Library and Friends of the Library

Background

This topic was discussed at the Library Finance meeting. The MOU will be brought to the full board for discussion and possible approval.

Budget Goal

Create a written form of a contract with Friends

Financial Impact

Create a written form of a contract with Friends

Recommendation

I recommend that we move forward with a written contract between the Library and Friends.



Watertown Public Library

Memorandum of Understanding Between The Watertown Public Library and The Friends of the Watertown Public Library

The following will constitute an operating agreement between the Friends of the **Watertown Public Library (Friends)** and the **Watertown Public Library (Library)**. It will stand until and unless it is modified by mutual agreement of the Friends executive board and the Watertown library administration. The Friends mission is to raise money and public awareness in the community to support the services and programs of the Library. As a nonprofit, 501c3 organization, it is a legally distinct entity.

The Library agrees to include the Friends in the long-term planning process to ensure that the Friends are aware of the goals and direction of the library.

The Library agrees to supply the Friends with a “wish list” periodically, that indicates the anticipated needs for Friends support.

The Library agrees to provide the Friends with staff support to assist them with development of Friends promotional materials.

The Library agrees to provide public space for Friends membership brochures and promotional materials.

The Library agrees to provide the Friends with space in the Library for book storage and sorting, book sales, fundraising events, and office needs.

The Friends agree to publicly support the Library and its policies.

The Friends agree to include a member from the library’s administration as a non-voting presence at all Friends’ meetings and to allow room on the agenda for a library report.

The Friends agree that any and all monies raised will be spent exclusively for library programs, services, and other Library defined needs, unless otherwise agreed to by both the Friends and the Library. Those funds should supplement and not supplant public funding.

The Friends agree that the library administration has the final say in accepting or declining any and all gifts made to the library.

The Friends agree to engage in advocacy efforts on behalf of the Library under the guidance of the Library and the Library’s Board of Trustees.

The Friends agree that if they cease to actively fundraise and promote the Library, they will disband allowing for a new Friends group to be established in the future. Upon disbandment, the Friends will give all unspent money to the Library to deposit.

MISSION

To provide for, protect, and serve the citizens and businesses of Watertown in an efficient, strategic, and measured manner, while creating a community culture where close knit connections are key, that is rich in small town values balanced with modern conveniences, that is poised for development, and is idyllic community that leverages location and outdoor opportunity.

2026 OPERATIONAL GOALS

The purpose of our operational goals is to identify, prior to the budgeting process, what work the city intends to achieve in 2026. The goals should align with our mission. Not only will the operational goals inform budget prioritization, but they will also guide the creation of the 2026 Work Plans.

The city of Watertown's budget will:

2026 Goals

1. Create a community where all can feel safe and strive for economic success.
2. Maintain indoor and outdoor community facilities to enhance safety, overall health, and quality of life.
3. Serve co-workers and members of the public in a kind and friendly manner to promote employee retention and citizen trust.
4. Involve those who are impacted before making decisions.
5. Encourage community growth by assessing opportunities, involving ALL stakeholders, environmental needs, modern code and policy priorities.
6. Strengthen employee trust and retention by fostering a workplace culture of respect, service, and responsiveness to internal and community needs.

To: Leadership Team, Watertown Court Clerk, Airport Manager
From: Mark Stevens
Date: August 5, 2025
RE: 2026 Budget Kickoff

The Expenditure Restraint Incentive Program (ERIP) provides unrestricted aid to qualifying municipalities that limit growth in spending. Watertown received a distribution of \$439,322 for our 2025 limited increase. The key qualifier is that the budget for the year before the payment has not increased over the prior year's budget by more than an inflation factor plus a valuation factor. Using the latest released inflation rate and valuation estimates, I estimate a maximum increase for the 2026 budget to be 2.87%, approximately \$605,500.

Updates on a few global compensation inputs (75% of our General Fund expenditures):

- Wage increase- I'm working with a recently crafted McGrath costing spreadsheet to implement the new pay grading system, working to incorporate at least a 2.59% CPI adjustment. The overall estimated cost is \$369K.
- Personnel changes- There are requests for about eleven personnel additions. The new position requests weren't approved to be sent out for grade classifications, so we'll do our best to fit these into the payroll schedules. (Unfortunately, most should anticipate being cut during the mayor's budget proposal iteration.)
- Health insurance- It's too early for our Dean renewal to be offered (not enough claims history), but our agent has shared that the recent group renewal rates for Dean are averaging 8.6% (about \$200K estimated increase for General Fund and \$278K city-wide).
FYI, the WI health plan has released the 2026 rates, increases of approx. 13% for State Maint Plan, 19.5% for Dean, and 37% for MercyCare.

Build your 2026 budget proposal with no more than 0% increase for non-compensation accounts (25% of our General Fund expenditures). Provide an explanation in your budget highlight memo if this cannot be accomplished.

Budget Tools:

- **BUDGET TIMELINE** – outlines budgeting process and deadlines. Please note dates in bold print; other dates are informational.
- **2026 MISSION AND OPERATIONAL GOALS [DRAFT]** – incorporate budget requests that align with these goals
- **WATERTOWN ACCOUNTING FUNDS** – explains the purpose of the segregations in our accounting system
- **2026 BUDGET 250731** (spreadsheet) – initial draft that includes prior and current year data to enter on your 2026 budget Request Form
- **CAPITAL IMPROVEMENTS 2026-2030 REV 250731** – the latest version of the Fund 5 capital projects list

Upcoming Dates:

- **Mid-August:** meeting to review projected changes and highlights with the mayor and finance director
- **September 2:** budget proposals due to finance director electronically via SharePoint

Directions:

- Complete a **2026 BUDGET REQUEST FORM** (electronic spreadsheet) for all accounts (both revenue and expense) in your department where you include the past year’s results, current year’s projection, and the next year’s request.

Submit a **separate file for each subcategory** (Example: Police, Police Crossing Guards, Police Dispatch).

Include all **revenue** and **expense** accounts. Add more rows if needed.

Copy contents from **2026 Budget 250731** spreadsheet:

- ✓ 2024 Actual
- ✓ 2025 Budget
- ✓ 2025 YTD Actl thru June 30 (6 months)

Complete these additional columns:

- ✓ **2025 Estimate:** Give a realistic estimate of each account’s total at year-end. In many cases, this will be the original 2025 budgeted amount. In some cases, events unknown during last year’s budget preparation may lead to anticipated overspending or savings in certain areas.
- ✓ **2026 Request:** amount of request for new budget
- ✓ **Comments:** explanation for what is included in account; include any changes from prior years

Follow naming instructions listed on top of spreadsheet.

- Compile a **DEPT BUDGET HIGHLIGHTS MEMO** (electronic Word document) to provide information on requested additions, significant modifications, or notable deletions. Modifications to staff levels should be included. This document will be available to the Mayor and Finance Committee.

File naming: Use your department name (Example: Police, Street Operations).

- Complete a **2026 CAPITAL REQUEST FORM** (electronic spreadsheet) for each item requested in the 2026 column of the Capital Improvements Projects (CIP) spreadsheet.

Water, Wastewater, Solid Waste and Storm Water – please complete for all major capital items included in the Capital Outlay line of the appropriate fund.

File naming: Begin file name with the 4-digit number found in column B of the CIP file and follow with item name (Example: 54-31 Loader).

- Upload all files into SharePoint > Budget Development > Documents > 2026 > [A\) Department Submissions](#)

Full text of link:

<https://watertownwigov.sharepoint.com/:f:/s/BudgetDevelopment/EjB3zDRJlxZNoONsy91V8CEBJirbJLjuFOFAM4TSw12OsQ?e=ttALTO>

General Fund Budget History			
Year	Budget	Increase from Prior Year	
2025	21,084,173	680,239	3.3%
2024	20,403,934	1,046,685	5.4%
2023	19,357,249	985,932	5.4%
2022	18,371,317	582,500	3.3%
2021	17,788,817	329,615	1.9%

Watertown 2026 Budget and Tax Calculation Timeline - rev 5/6/25

Date	Participants	Activity
May 6 (LT mtg)	Leadership Team	Update Capital Improvements Projects (CIP) 5-Year Requests List
May 19	Leadership Team	CIP due to Finance Director
May 27 9:30	Leadership Team	Review CIP requests
June 2	Leadership Team	Submit requests for position additions and any dept reorganization to Mayor
June 2	Leadership Team	Review Schedule of Fees for future year modification
June 23 (2nd FinCom mtg)	Finance Com	Initial CIP 5-Year Requests List presented
June 23 (2nd FinCom mtg)	Finance Com	Dept heads submit requests for position additions and any dept reorganization approved by Mayor to Finance Committee. (Approved changes will be sent to McGrath Consulting for grade rating for inclusion in payroll estimates.)
June Weeks 3-4	Mayor, Finance Dir	Review & modify annual goals
July 1 (LT mtg)	Leadership Team	Review & modify annual goals
Aug 5 (LT mtg)	Leadership Team	Finance Director distributes budget submission forms with direction for creation expectations
Aug 11 (1st FinCom mtg)	Finance Com	Review annual goals, initial compensation estimates, guidance on COLA/pay table changes
Aug Weeks 2-3	Dept Head, Mayor, Finance Director	Department discussion: highlights, new initiatives, changes in process, capital outlay requests
Aug 15	WI DOR	Final equalized values, TID values, net new construction, personal property aid estimates released
Aug 25	Finance Com	Review health insurance renewal rates
Aug 26	Finance Department	Issue payroll estimates (incorporating personnel additions, pay table & COLA, known benefits changes)
Sept 2	Leadership Team	Budget submissions due to Finance Director
Sept 4	WI DOR	Levy limit worksheet is posted
Sept 15	Finance Director	Initial budget provided to Mayor
Sept 15	WI DOR	Shared Revenue estimate is posted
Sept 15-25	Mayor	Reviews and modifies budget
Sept 29	Finance Director	Initial budget distributed to Finance Com and Common Council
Sept 30	WI DOR	State certifies CPI percent change for calculation of Expenditure Restraint
Oct 1	WI DOR	Expenditure restraint budget limit notice, Computer Aid, and Video Service Provider Aid released
Oct 7 (before Council mtg)	Finance Com	Mayor presents budget proposal
Oct 8-10	Finance Com	Submit questions to Dept Heads (cc Finance Director) for information to be presented in dept presentation
Oct Week 2	WI DOR	Transportation Aid estimate issued
Oct 13, 14, 16	Dept Head, FinCom	Department presentations to Finance Committee
Oct 20	Finance Com	Department follow-up; finalize decisions
Oct 24	City Clerk	Published budget sent to WDT for 10/31 publication (15 days before public hearing)
Oct Week 4	Finance Director	Proposed city portion of tax rate calculated
Oct 31	Madison College	MATC certifies its levy
Nov 1	WI DOR	ERP budget limit notice issued
Nov 12	WUSD, Counties	Taxing entities provide levies
Nov 18 (2nd Council mtg)	Common Council	Budget Public Hearing & Common Council Discussion
Nov 20	WI DOR	School levy tax credit, lottery credit, and first dollar credit information released
Dec 2 (1st Council mtg)	Common Council	Final budget is adopted
Dec no later than 12/12	Finance Department	Tax rates including all taxing entities and credits are calculated; bills are created and mailed

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 8/14/2025

Subject: Discuss progress on proposal for Strategic Plan and a Capacity Building Grant from the GWCHF

Background

Carryover agenda item from July. Trustees have voted to move ahead with completing a strategic plan for the future of the library. Trustees were directed to review the current and look for cost-saving opportunities.

Budget Goal

Invests in the assessment, strategic planning and maintenance of our city buildings

Promotes and fosters innovative approaches for community development and growth

Financial Impact

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

Recommendation

The current strategic plan needs updating so I recommend that the board moves forward with a plan.

**WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
DIRECTOR'S REPORT
For July 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	3,976
April:	3,832	3,986
May	3,890	3,937
June:	3,750	4,669
July:	4,066	4,930
August:	3,723	
Sept.	3,465	
October	3,569	
November	3,494	
December	3,572	
Totals	44,953	

Physical Circulation for July	26,370 (27,792)
July Libby:	4,357
July Libby Mags	573
July Hoopla	622
2025 Monthly Total	31,922
2024 July Total	
New Cards	121

Library Director's Notes:

Another frustrating month of power outages and HVAC problems. RTU 1 and 2 will need replacement parts. WE Energy has also installed a monitor to record electricity spikes to the building; which could be causing some HVAC problems.

Summer continues to be quiet in the Teen Room. Teens have been filtering back and we are seeing new faces visiting the space. No Stay Out orders were issued but we have asked Teens to leave due to behavior.

The bench in memory of Judge Ron Ziwicki has been installed. I will be putting up no bike parking signs around it. Bikes are being parked that extend into the area leading into the facility.

Kaitlyn is running with my idea to partner with Watertown Human Society to host a monthly Saturday "Caturday" at the library.

She's has contacted libraries that have had successes with this program to gather background information. She has also reached out to the Watertown Human Society and we are waiting to hear back.

I attended the Jefferson County Library Board Mtg., held in Johnson Creek. The 2026 county budget request was discussed/approved along with other housekeeping agenda items. Dodge Co meeting for library planning is August 20th.

I am working on a grant request to the Quirk for the 2026 Summer Library Challenge for children, teens and adults.

The Dodge Co Fair Committee sent us free tickets to the Dodge Co. Fair. We are raffling them off to library patrons for some summer fun!

We did receive a check from the Sally Mundt estate. If you recall, this was the estate that requested a recent sign off due to the realization that the State Historical Society and Old World Wisconsin were two separate non-profits.

These are the billboard designs that will be displayed on Hwy 26 and I-94 from **August 11 – August 24, 2025**. Friends of WPL paid for this great opportunity!



Camera installation has begun. Technicians will also assist with changing some camera angles around the building. Three outdoor cameras will be added; two at the curve of the building on Main St. and one under the canopy at the parking lot doors.

Bridges Libraries will be discontinuing our subscription to Hoopla. The database has become financially unsustainable due to pay-per-checkout model. All Bridges Libraries will send our notice to Hoopla on August 12. This provides the required 60 day notice.

Monthly Department Information

Adult:

We had a few very fun programs in Adult Services in the month of July (on top of our line-up of regularly occurring programs, of course)! We partnered with Draeger's Floral for a teacup floral arranging program, which was funded by a grant from Bridges. Tina and I did an all-ages craft program where patrons made owls out of landscaping pavers. Sue and Kate teamed up to teach a photography program where people could learn to take better photos with their iPhones. All of the above were nicely attended and we received compliments as people were leaving. I'm wrapping up work with my WLA Literary Awards committee later in August. I was also asked by Angela from Bridges to sit on a committee to help choose a vendor to

develop a new website for the Library Memory Project. I'd never done something like that before, so it was neat to learn more about that process. That new website should be rolling out before the end of the year. A thank you to John who helped me make fish out of pool noodles for my fishing themed Memory Cafe coming up on August 27!

~Jamie

Children's:

We had a very busy month to close out our 2025 Summer Library Challenge! So many stamps, so many prizes, so many free books, so many kids! It was fun, exhausting and we all survived. 😊 We had great turn outs for our Family Fun Nights, doing a drive-in movie night and painting Owl Pavers. I attended Lights & Sirens and put on over 250 temporary tattoos to kids and a handful of adults. We had James the Magician and Science Heroes (both sponsored by Bridges) for some fun and educational performances and watched some great movies, showing the Dog Man Movie, Paddington in Peru and Moana 2. For elementary age kids we had Camp Library every Wednesday this summer and we ended the SLC with Beach Week fun, a Dog Man Day, Water Games and a Crafty Camp. We wrapped up the summer with 1,103 children registered for the Summer Library Challenge, 318 teens and 426 adults, so we exceeded last year's registration in each age group! We're looking forward to wrapping up the last of the Summer Library Challenge fun this week and a little less hectic of an August. We started Back to School Bingo, which we do each week leading up to the school year, as well as a few fun special programs planned for August. I'll be missing the August Board Meeting, as I will be enjoying a much-needed week vacation up north with my family! See you all in September!

~Tina

Circulation Department:

Summer is in full swing. We have enjoyed the flurry of activity that the Summer Reading Program brought. The Journey of Dragons program through Bridges Library System continues to bring in patrons from other libraries. In July, our electricity went down and we were forced to open late. We worked right through it, doing work that did not require electricity/internet until we could open.

~ Cari

Teens:

July included some fun teen programs that were lead by myself, Peg, Kait, Julia and Noah. We tag teamed the teen programming this summer and everyone was

willing to pitch in and help out. Kait planned two passive programs with a Guess-the-Pom-Poms contest and a Teen Treasure Hunt. The weekly Teen Times included Paint Along that we painted a beach scene along with a video tutorial, a Book Art program which Peg spearheaded, a Crafty Drop-In program and our final Teen Lock-In: Mini Golf & a Movie! The kids were all great throughout the summer at programs and it was fun to have them in the library after hours, especially hearing their laughter and silliness trying to navigate the mini golf holes on the elevator, down the stairs or in the stacks! They were happy to help clean up and enjoyed having the library to themselves! We have Back to School Bingo to look forward to in August for teens, as well as children, and Kait is planning a few programs for teens in August to keep them engaged before Fall Programming starts in September.

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	Year To Date	Budget Remaining	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	53,220	48,136	46,986	49086	75,683	360,970.13	342,576	51.31%
Longevity (11-58-12-12)	527	0	0	0	0	0	0	0	0.00	527	0.00%
Overtime (11-58-12-14)	0	31	0	0	0	0	0	31	62.14	-62	
Retirement (11-58-12-33)	33,241	1,926	2,570	2,570	2,414	2,346	2441	3,805	18,070.39	15,171	54.36%
Social Security (11-58-12-34)	43,653	2,279	3,035	3,222	2,907	2,836	2966	4,607	21,851.33	21,802	50.06%
Medicare (11-58-12-35)	10,209	533	710	753	680	663	694	1,078	5,110.25	5,099	50.06%
Health Insurance (11-58-12-36)	87,885	6,540	6,540	6,540	6,540	6,540	6540	6,540	45,780.00	42,105	52.09%
Life (11-58-12-37)	1,494	148	148	148	145	145	145	164	1,042.20	452	69.76%
Dental (11-58-12-38)	7,487	612	612	612	582	582	612	612	4,222.56	3,264	56.40%
	888,042	49,727.69	63,813.76	67,064.88	61,403.79	60,097.12	62,482.55	92,519.21	457,109.00	430,933.00	51.47%
LIBRARY EXPENSES - Fund 11											
AMSO Allocation (11-58-12-17)											
AMSO Allocation	61,952	0	15,488	0	0	15,488	0	0	30,976	30976	50.00%
	61,952	0.00	15,487.95	0.00	0.00	15,487.95	0.00	0.00	30,975.90	30,976	50.00%
Supplies & Programs (11-58-12-18)											
AV Supplies	1,200	0	57	31	0	97	30	57	272	928	22.63%
Book Supplies	1,500	0	715	9	0	0	268	193	1,184	316	78.94%
Makerspace	1,750	0	164	19	0	0	130	145	457	1293	26.13%
Marketing	2,000	0	0	335	229	-130	383	106	923	1077	46.14%
Office & Library Supplies	7,500	217	359	466	2,157	21	868	1,615	5,703	1797	76.04%
Photocopier Lease	6,300	265	403	419	425	454	401	529	2,895	3405	45.96%
Postage	500	0	0	5	5	-39	12	15	-2	502	-0.36%
Adult Programs	2,000	362	162	159	10	27	98	53	872	1128	43.58%
Adult Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	
Children Programs	2,750	244	73	268	64	0	131	1,117	1,898	852	69.02%
Children Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	
Teen Programs	2,000	177	173	48	80	0	22	232	733	1267	36.67%
Teen Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	
	27,500	1,265.83	2,106.28	1,760.31	2,968.94	429.65	2,342.36	4,061.90	14,935.27	12,564.73	54.31%

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	Year To Date	Budget Remaining	To Date
Maintenance Contracts (11-58-12-19)											
Building and Equipment	19,689	44	0	570	3,250	6,100	0	0	9,964	9,725	50.61%
Software and Subscriptions	19,192	635	104	489	13,607	3	411	263	15,513	3679	80.83%
	38,881	678.47	104.14	1,059.39	16,856.93	6,102.99	411.48	262.99	25,476.39	13,404.61	65.52%
Building Repairs & Supplies (11-58-12-20)											
Janitorial Supplies	8,000	751	23	1,017	360	66	2,029	54	4,301	3,699	53.76%
Repairs & Expense	5,000	0	1	10	516	2,896	363	12	3,798	1,202	75.96%
	13,000	751.08	23.42	1,027.37	876.08	2,962.27	2,391.85	66.64	8,098.71	4,901.29	62.30%
Property Insurance (11-58-12-21)											
Property Insurance	17,000	0	0	0	0	0	0	0	0	17000	0.00%
	17,000	0.00	0.00	0.00	0.00	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	0	0	0	0	0	1,100	0.00%
	1,100	0.00	0.00	0.00	0.00	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	0	0	0	0	0	200	1,000	16.67%
	1,200	0.00	200.00	0.00	0.00	0.00	0.00	0.00	200.00	1,000.00	16.67%
Travel (11-58-12-24)											
Travel	1,500	0	0	0	91	167	0	199	458	1,042	30.51%
	1,500	0.00	0.00	0.00	91.42	167.44	0.00	198.80	457.66	1,042.34	30.51%
Utilities											
Fuel (11-58-12-28)	20,000	0	2,497	2,636	979	766	328		7,206	12,794	36.03%
Electricity (11-58-12-30)	40,000	0	2,897	2,988	3,178	3,799	5,001		17,863	22,137	44.66%
Water (11-58-12-31)	4,000	0	340	347	362	369	354	369	2,140	1,860	53.50%
Telephone (11-58-12-32)	3,000	63	176	168	189	192	81	1,183	2,053	947	68.42%
	67,000	63.24	5,909.17	6,138.72	4,707.70	5,125.93	5,764.77	1,552.16	29,261.69	37,738.31	43.67%
Café Charges (11-58-12-43)											
Café Charges	23,780	0	0	0	23,780	0	0	0	23,780	0	100.00%
	23,780	0.00	0.00	0.00	23,780.00	0.00	0.00	0.00	23,780.00	0.00	100.00%

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	Year To Date	Budget Remaining	To Date
Databases (11-58-12-44)											
BRIDGES - Databases	1,754	0	0	0	1,754	0	0	0	1,754	0	100.00%
Hoopla (\$6,504 Grant)	9,626	0	1,307	1,233	0	0	656	1,407	4,604	5,022	47.83%
Movie License	607	0	0	0	607	0	0	0	607	0	100.00%
Newsbank Inc.	2,340	2,308	0	0	0	0	0	0	2,308	33	98.61%
Overdrive E-Content	4,968	0	4,968	0	0	0	0	0	4,968	0	100.00%
Overdrive Advantage	5,956	0	0	0	5,956	0	0	0	5,956	0	100.00%
TumbleBooks Inc.	840	799	0	0	0	0	0	0	799	41	95.12%
Udemy	0	0	0	0	0	0	0	0	0	0	
	26,091	3,106.50	6,274.93	1,233.08	8,317.00	0.00	656.20	1,407.45	20,995.16	5,095.84	80.47%
Technology (11-58-12-45)											
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	0	0	1,200	0.00%
Technology	1,000	10	14	47	31	0	0	33	136	864	13.56%
	2,200	9.99	13.97	47.46	31.36	0.00	0.00	32.84	135.62	2,064.38	6.16%
Library Materials (11-58-12-46)											
Adult Fiction	8,000	1,161	1,406	900	1,264	1,524	2,031	1,024	9,310	-1,310	116.38%
Adult Nonfiction	7,000	959	575	779	589	900	963	668	5,433	1,567	77.62%
Children Books	11,384	136	965	2,669	642	160	1,111	1,115	6,798	4,586	59.71%
Large Print	6,450	170	378	1,495	1,532	772	1,377	118	5,843	607	90.59%
Materials - (Non-books)	0	0	0	0	0	0	0	0	0	0	
Reference - Subscriptions	3,036	0	708	0	0	0	0	0	708	2,328	23.32%
Reference - Materials	0	0	0	0	0	0	0	0	0	0	
Young Adult Books	3,500	280	562	340	39	329	244	78	1,872	1,628	53.49%
	39,370	2,707.30	4,593.95	6,182.59	4,067.03	3,685.23	5,727.11	3,001.63	29,964.84	9,405.16	76.11%
Periodicals (11-58-12-47)											
Periodicals/Newspapers	4,905	961	620	633	789	920	367	0	4,290	615	87.46%
Seasonal Periodical Purchases	0	0	0	0	0	0	0	0	0	0	
	4,905	960.60	620.40	632.87	788.78	920.28	366.86	0.00	4,289.79	615.21	87.46%
AV Materials (11-58-12-48)											
Adult Talking Books	0	0	0	0	0	0	0	0	0	0	
Children AUDIO	0	0	0	0	0	0	0	0	0	0	
DVD	6,000	187	226	733	1,233	563	625	-5	3,562	2,438	59.37%
Lucky Day	0	0	0	0	0	0	0	0	0	0	
	6,000	187.01	226.01	733.44	1,233.12	562.61	625.11	-5.38	3,562	2,438.08	59.37%
Donation Purchases (11-58-12-50)											
Purchase from Donation	0	1,156	3,714	5,132	4,463	4,317	7,525	7,197	33,504	-33,504	
		1,155.51	3,714.43	5,132.26	4,463.48	4,316.69	7,525.12	7,196.81	33,504.30		

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	Year To Date	Budget Remaining	To Date
TOTAL LIBRARY EXPENSES	331,479	10,885.53	39,274.65	23,947.49	68,181.84	39,761.04	25,810.86	17,775.84	225,637.25	105,842	68.07%
TOTAL EXPENSES INCLUDING SALARIES	1,219,521	60,613.22	103,088.41	91,012.37	129,585.63	99,858.16	88,293.41	110,295.05	682,746.25	536,775	55.98%
REVENUE - FUND 11											
Fines (11-48-12-10)	1,500	177	82	83	66	72	61	92	633	867	42.17%
Misc. Fees (11-48-12-12)	5,000	518	314	314	633	226	582	498	3,084	1,916	61.69%
Use of Facilities Fee (11-48-12-14)	3,000	461	292	400	818	308	264	120	2,663	337	88.75%
Copier (11-48-12-18) <i>Will be adjusted for tax</i>	6,500	1,097	1,039	666	778	677	788	656	5,702	798	87.72%
Jefferson County Funds (11-48-12-22)	238,228	0	238,228	0	0	0	0	0	238,228	0	100.00%
Dodge County Funds (11-48-12-24)	101,503	0	0	101,498	0	0	0	0	101,498	5	99.99%
Adjacent County Funds (11-48-12-26)	11,431	1,556	11,487	0	0	0	0	0	13,043	-1,612	114.10%
DONATIONS 11-48-12-27	0	2,424	50	9,793	3,989	3,260	949	4,322	24,786	-24,786	
General Fund Contribution (11-48-12-30) From Fund 1	850,859	0	212,715	0	0	212,715	0	0	425,430	425,430	50.00%
Credit Card Rebate (11-48-12-56)	1,500	0	652	0	0	557	0	0	1,209	291	80.58%
TOTAL FUND 11 REVENUE	1,219,521	6,231.96	464,858.03	112,753.33	6,284.40	217,815.23	2,644.53	5,687.69	816,275.17	403,246	66.93%
RESERVED TO OFFSET SALARIES & BENEFITS											
Salary Reserve	37,183								0	37,183	0.00%
Subtotal Salary Reserve	37,183	0	0	0	0	0	0	0	0	37,183	0.00%
2024 YEAR END FUND BALANCE	451,790.00										
Reserved for Donations year end 2024	71,391.16										
Unreserved Balance year end 2024	380,398.84										
2025 YTD Balance Reserved for Donations	62,673.31										

UNPLANNED EXPENSES IMPACTING 2025 BUDGET

	VENDOR	EXPENSE	AMOUNT	BILLED TO
APR	Martin Systems	Replace defective sensor in ducts	453.66	Building Repairs
MAY	United Systems Associates	Replacement of controllers (Nov 24)	547.35	Building Repairs
	Sure-Fire Inc.	Replace shaft seal and pump gasket	2,365.10	Building Repairs
JUN	Sure-Fire Inc.	Reset controllers	348.75	Building Repairs
	Walden, Nietzke, & Taylor	Legal fees re: camera MOU	552.50	Office Supplies
JUL	Walden, Nietzke, & Taylor	Legal fees re: camera MOU	1,300.00	Office Supplies
AUG	Sure-Fire Inc.	Replace VFD supply fan on RTU 1	1,811.52	Building Repairs
YTD TOTAL:			7,378.88	

2025 STATISTICS

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ATTENDANCE	12,754	12,868	15,592	15,618	12,997	17,095	17,544						104,468
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%	24%	25%	17%	20%	10%	-100%	-100%	-100%	-100%	-100%	-33%
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	520	539	433	570	585	0	0	0	0	0	
Daily average 2024	425	416	420	418	371	475	531	500	416	476	465	409	444
Highest attendance day 2025	603	945	1,149	1,887	867	956	901						
Highest attendance day 2024	612	551	729	729	786	826	720	1293	585	695	2125	1,090	
Lowest attendance day 2025	212	169	213	211	145	161	214						
Lowest attendance day 2024	182	207	179	164	124	149	184	133	185	154	173	152	
REF QUESTIONS 2025	1,055	819	736	678	778	714	734	0	0	0	0	0	5,514
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	573	570	552	517	562	0	0	0	0	0	3,853
INTERNET 2024	507	609	586	578	554	583	586	655	575	544	498	588	6,863
MEETING ROOM 2025	169	177	165	169	193	157	140						1170
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	434	378	422	348	342						3,125
REFERENCE 2024	763	865	762	758	495	688	648	607	477	528	466	477	7,534
Tutor Sessions	189	120	148	164	152	153	130						1,056
Tutor Sessions 2024	146	225	233	212	171	186	252	223	231	170	123	96	2,268
Microfilm	6	6	5	4	5	10	14						50
Microfilm 2024	5	5	6	4	5	7	14	8	8	17	2	5	86
Computer/Tablet	554	482	546	550	524	494	541						3,691
Computer/Tablet 2024	483	592	559	536	509	553	551	626	547	513	474	577	6,520
Typewriter	0	0	0	0	0	0	0						0
Typewriter 2024	1	0	0	0	0	0	1	0	0	0	0	0	2
Proctor Exams	0	0	0	0	3	7	0						10
Proctor Exams 2024	0	1	0	0	0	0	0	0	1	2	0	2	6
Wireless	4751	4655	5053	5247	5705	5451	5589						36,451
Wireless 2024	480	4474	4617	4892	4864	4911	5286	4851	4975	5221	4477	4220	53,268
Adult Programs	24	15	20	20	16	18	18						131
Adult Programs 2024	20	23	18	21	15	19	18	15	19	26	22	16	232
Program Att.	120	110	174	133	75	126	136						874
Program Att. 2024	109	133	126	194	106	132	119	92	84	153	156	88	1,492
Passive Programs	8	8	5	6	6	0	0						33
Passive Programs 2024	4	3	4	5	5	5	6	4	5	5	6	5	57
Passive Att.	59	39	30	40	60	0	0						228
Passive Att. 2024	62	170	76	58	64	53	401	38	27	32	45	33	1,059
Outreach Events	1	20	1	2	2	1	1						28
Outreach Events 2024	1	1	1	1	1	1	1	1	1	2	1	1	13
Outreach Att.	15	130	14	35	83	15	18						310
Outreach Att. 2024	14	17	12	13	12	10	13	12	8	30	18	15	174
Mobile Print Users	117	89	102	107	87	91	185						778
Mobile Print Users 2024	22	38	36	27	78	75	111	107	160	119	102	71	946
Mobile Print Pages	541	710	593	460	441	336	669						3,750
Mobile Print Pages 2024	361	351	302	254	719	602	698	514	812	611	646	435	6,305
Newsbank	2248	2525	2958	2588	2489	2373	2238						17,419
Newsbank 2024	901	1062	922	660	991	705	186	792	798	829	1435	2095	11,376
Website Views	6665	6073	7391	7864	8148	6883	6180						49,204
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 BOOK	1K BOOK	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	9	333	12	238	2	37	1	14	7	401	7	103	203	150	0	0	85	5	15	22	488	302	27
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	13	420	10	158	1	40	1	250	6	121	5	110	236	184	0	0	83	6	3	21	496	300	20
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	8	219	8	85	5	165	1	3	5	73	30	2245	123	96	0	0	114	5	13	13	355	356	28
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	12	465	17	1359	0	0	0	0	3	520	0	0	281	184	0	0	50	5	13	6	99	366	23
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	12	506	16	786	1	15	1	400	1	12	0	0	261	169	1103	0	18	8	12	6	140	392	21
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	78	2748	84	2972	11	280	5	673	33	1640	52	2678	1563	1129	1103	463	501	33	76	107	2507	2389	162
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	10	72	4	122		
March 2024	6	52	3	224		
April	6	10	1	6		
April 2024	5	30	4	214		
May	2	4	0	0	n/a	
May 2024	1	6	3	141	n/a	
June	6	182	0	0	n/a	
June 2024	5	138	3	116	n/a	
July	5	73	2	93	318	
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	39	390	22	1027	318	81
TOTALS 2024	52	601	59	2764	0	100



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

THURSDAY, JULY 10, 2025 AT 5:30 PM

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

1. CALL TO ORDER / ROLL CALL

Jarred Burke	P	Charity Chandler	V	Kerry Kneser	P	Tom Kohls	P
Andi Merfeld	P	Beth Mueller	P	Sarah Oudenhoven	P	Erin O'Neill	P
Bob Wetzel	P						

Also Present: Cari Gunderson, Jamie Hernandez, Tina Peerenboom

2. REVIEW CORRESPONDENCE

A. Reviewed recommendation by patron for title relocation.

3. CITIZENS TO BE HEARD - None

4. APPEARANCES - None

5. NEW BUSINESS

A. Election of Library Board Officers and Committees

Board of Officers:

- Nominations for President:
Kneser nominated Sarah Oudenhoven for President, O'Neill seconded. Approved.
- Nominations for VP:
Burke nominated Kneser for Vice President, O'Neill seconded. Approved.
- Nominations for Secretary
Oudenhoven nominated Merfeld for Secretary. Kohls seconded. Approved.
- Nominations for Treasurer
Kneser nominated Kohls for Treasurer. Burke seconded. Approved.

Committee Appointments:

- P&P
 - Chandler, Merfeld, O'Neill
- Buildings and Grounds
 - Mueller, Oudenhoven
- Finance
 - Kohls, Burke

B. Reviewed 2026 Proposed Budget

6. UNFINISHED BUSINESS

- A. WILS Strategic Planning Proposal
- Oudenhoven and Checkai shared feedback on plan from Greater Watertown Community Health Foundation.

Kneser made motion to bring WiLS Proposal for Strategic Plan Development, Consulting, and Facilitation Services to August Board Meeting for discussion and take possible action. Seconded by Kohls. Approved.

7. DIRECTOR'S REPORT

- A. June Director's Report
- Door numbers are going up
- B. Library Expenditures and Finances
- C. Unplanned 2025 Expenditures
- D. June Statistics

8. TRUSTEE'S REPORT

- A. Burke requested Checkai continue to review data with Board on a monthly basis.
- B. Finance Committee to meet with investors. Checkai will schedule meeting.

9. PRESIDENT'S REPORT

- A. Oudenhoven reviewed recent communications and outcomes from conversations.

10. PERSONNEL AND POLICY

- A. Review and take action: Resolution 2025-5 PT Library Assistant (Reference) Hannah Hirsch

Jarred Burke	Y	Charity Chandler	Y	Kerry Kneser	Y	Tom Kohls	Y
Andi Merfeld	Y	Beth Mueller	Y	Sarah Oudenhoven	Y	Erin O'Neill	Y
Bob Wetzel	Y						

Burke made motion to approve Resolution 2025-5.

Kneser seconded. Roll call vote:

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- A. July 2025 Bills
- B. Minutes from June 12, 2025

Jarred Burke	Y	Charity Chandler	Y	Kerry Kneser	Y	Tom Kohls	Y
Andi Merfeld	Y	Beth Mueller	Y	Sarah Oudenhoven	Y	Erin O'Neill	Y
Bob Wetzel	Y						

Oudenhoven made motion to approve consent agenda items. Kohls

seconded. Roll call vote:

12. ADJOURNMENT

Kohls made motion to adjourn meeting at 7:11pm. 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, August 14, 2025, 5:30pm.

Respectfully submitted,

Andi Merfeld, Secretary

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
I01041895	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN15241916	Gordon Flesch	11-58-12-18	Copier Usage	133.70		
PC071525 LIB	MC Petty Cash	11-58-12-18	Teen Programs	31.46		
072425 LIB	MC Petty Cash	11-58-12-18	Postage	4.25		
072525 LIB	MC Petty Cash	11-58-12-18	Adult Programs	10.98		
		11-58-12-18				
94746	Martin Systems	11-58-12-19	Fire systems inspections	1,019.00		
		11-58-12-19				
58443910	Sure-Fire, Inc	11-58-12-20	HVAC Repairs	1,811.52		
31023	ZBM, Inc.	11-58-12-20	Janitorial Supplies	151.66		
MC073125 LIB	Margaret Checka	11-58-12-24	July Mileage	12.74		
		11-58-12-24				
	Wttn Water Dept	11-58-12-31	Water,			
		11-58-12-32				
507536841	Midwest Tape	11-58-12-44	Hoopla	1,571.74		
506098	Playaway Product	11-58-12-46	Children books: launchpad replacement	74.99		
506329	Playaway Product	11-58-12-46	Children books: launchpad replacement	74.99		
999100604158	Cengage	11-58-12-46	Large Print	108.77		
999100606104	Cengage	11-58-12-46	Large Print	17.59		
999100646861	Cengage	11-58-12-46	Large Print	28.79		
999100683818	Cengage	11-58-12-46	Large Print	25.60		
999100553632	Cengage	11-58-12-46	Large Print	402.29		
999100714222	Cengage	11-58-12-46	Large Print	-25.60		
		11-58-12-46				
507444779	Midwest Tape	11-58-12-50	Adult Audio grant - Friends	48.79		
507490820	Midwest Tape	11-58-12-50	Adult Audio grant - Friends	95.98		
507507509	Midwest Tape	11-58-12-50	Adult Audio grant - Friends	49.99		
507519746	Midwest Tape	11-58-12-50	CREDIT - Adult Audio grant - Friends	-42.99		
4375	Wttn Chamber	11-58-12-50	Adult SLC	50.00		
072925 LIB	MC Petty Cash	11-58-12-50	Adult SLC	50.00		
			TOTAL	5,971.61		
FUND 11 EXPENSES						
	11-58-12-18	445.76	Office & Library Supplies			
	11-58-12-19	1,019.00	Maintenance Contracts			
	11-58-12-20	1,963.18	Building Repairs & Supplies			
	11-58-12-24	12.74	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-44	1,571.74	Databases			
	11-58-12-46	707.42	Library Materials			
	11-58-12-50	251.77	Purchase from Donation			
		5,971.61				