



## PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, JUNE 12, 2025 AT 5:30 PM

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

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**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**
5. **NEW BUSINESS**

A. Resolution 2025-5: Acknowledgement of Christopher Koppes' service to the Library Board of Trustees

B. Review and take action: Selling antique library paper ephemera

6. **UNFINISHED BUSINESS**

A. Update: Additional cameras in the facility

B. Review and take possible action: By-Laws of the Board of Directors/Jefferson Co appointment

C. Review and take action: Sally Mundt Estate document

D. Review and take possible action: Proposed contract between Library Board of Trustees and Watertown Family Connections

E. Review and take possible action: MOU between the Library Board of Trustees and Watertown Police Dept

F. Review and take possible action: Proposed Strategic Plan update

7. **DIRECTOR'S REPORT**

A. May Director's Report

B. May Statistics

C. Unplanned expenses

D. May Budget

8. **TRUSTEE'S REPORT**

9. **PRESIDENT'S REPORT**

10. **PERSONNEL AND POLICY**

A. Resolution 2025-3 Sophia Manske

B. Resolution 2025-4 Kaitlyn VonBehren

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

A. June Bills

B. Minutes from May 8, 2025

**12. ADJOURNMENT**

A. Next Board Meeting; July 10, 2025 at 5:30 pm

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [cityclerk@watertownwi.gov](mailto: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

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## (Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 6/12/2025

Subject: Acknowledgement of Chris Koppes and Service to Library Board

## Background

Chris Koppes has served his terms on the Library Board of Trustees. This is a resolution acknowledging his service along with a thank you for his dedication and leadership.

## Budget Goal

NA

## Financial Impact

NA

## Recommendation

Approve!

Watertown Public Library Board of Trustees  
Resolution #2025-5  
Acknowledgement of Christopher Koppes' service to the Library Board of Trustees

WHEREAS Christopher Koppes served as a member of the Watertown Public Library Board of Trustees from November 2019 – June 2025 and

WHEREAS Christopher Koppes diligently served the board, patrons and employees during his tenure and

WHEREAS Christopher Koppes served as the President of the Library Board of Trustees and

WHEREAS Christopher Koppes helped guide the success of the Watertown Public Library's expansion and renovation project

NOW THEREFORE BE IT RESOLVED by the Board of Trustees for the Watertown Public Library that this Board recognizes the contributions of Christopher Koppes for his years of service, attendance, and personal dedication for all matters pertaining to the success of library operations and expresses to him publicly, our appreciation for his service.

Action Taken:

# MEMO

## (Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 6/12/2025

Subject: Selling antique library paper ephemera

## Background

Inside the library vault are files of receipts dating back to the early 1900s. I am proposing that I/we attempt to sell this ephemera and give the proceeds to Friends of the Library. I was given permission several years ago to sell copies of the ephemera. The papers languish in the library vault and will eventually disintegrate due to age.

Director will bring an example of the proposed packaging.

FYI: I've already approached the Watertown Historical Society about the documents and they were not interested.

## Budget Goal

NA-

## Financial Impact

NA- Any costs associated with this project will be absorbed by private donations

## Recommendation

Approve. I will take care to preserve any important library documents but the majority of the papers are purchasing invoices.

# MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 6/12/2025

Subject: Jefferson Co. appointment to Library Board

## Background

This is unfinished business from the May meeting/. I contacted the City Attorney and this is his reply:

I am not sure what board bylaws they are looking to have me further review. Wis. Stat. Sec. 43.54 and 43.60 dictate the creation of library boards. Under Wis. Stat. Sec. 43.54 they are to have 9 members appointed by the mayor in a class 3 City such as Watertown except as may be modified by Wis. Stat. Sec. 43.60. There are some specified members that must be appointed by the mayor and other restrictions on who can be appointed. Under 43.60 the number of board members can be increased by up to 5 individuals depending on the contribution from a county towards the library fund as compared to the City's contribution. Under the details below, Jefferson County has the discretion, but is not obligated to, add one board member to the library board. Dodge County is not able to unless they increase their contribution to at least \$141,810.

Sincerely,

**Steven T. Chesebro, City Attorney**  
City of Watertown

Please note that county funds are not a contribution to our budget. They are funds to repay the library for services rendered, based on circulation of materials, to patrons who live outside of Watertown and do not have a local library. (For example: Lebanon, Ixonia) Referred to as TNR-True Non-Resident

## Budget Goal

NA

# MEMO

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## Financial Impact

NA

## Recommendation

Jefferson Co. falls within the guidelines outline in Chapter 43 and has made an appointment.

# MEMO

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## (Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 6/12/2025

Subject: Sally Mundt Estate

## Background

This is a carryover agenda item from months ago. The Board signed off on previous documents and I received another document from the estate requesting another signature due to updated changes in the estate document.

## Financial Impact

Positive addition to library's designated fund balance

## Recommendation

Sign the document



# MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 6/12/2025

Subject: Library-Watertown Family Connections

## Background

Stephanie Curtis has provided an MOU for the propose Wiggles and Giggles program to be held at the library.

## Budget Goal

Promotes and fosters innovative approaches for community development and growth

## Financial Impact

All expenses associated with this project are not part of the 2025 library budget

## Recommendation

Keep working on the items addressed at 5/8 Board Mtg. Meeting minutes instructed Director to reach out to City Attorney about a third party lease agreement (at this time I haven't heard back about a possible lease agreement) and discuss specific items with Stephanie Curtis. (WFC needs to include insurance specifications, specify where equipment and how equipment will be stored and specify space of storage by sq ft

# MEMO

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## (Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 6/12/2025

Subject: Library-Watertown Police Dept.

## Background

This is a carryover agenda item from the May meeting. I contacted the Library Board's lawyer and he is preparing an opinion on this topic and trustees will receive this information prior to the June 12 meeting.

## Financial Impact

All expenses associated with this project are not part of the 2025 library budget

## Recommendation

Explore the ramifications of this decision based on the attorney's decision. I am in favor of keeping the status quo, which provides access to library cameras through the Library Director.

# MEMO

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## (Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 6/12/2025

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

## Background

Carryover agenda item from April. Trustees have voted to move ahead with completing a strategic plan for the future of the library. Trustees will discuss a grant application 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 item is for an update to the strategic planning process.

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

<b>Libby: Audio, Ebook &amp; Magazine Checkouts</b>		
	<b><u>2024</u></b>	<b><u>2025</u></b>
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	
July:	4,066	
August:	3,723	
Sept.	3,465	
October	3,569	
November	3,494	
December	3,572	
Totals	44,953	

Physical Circulation for May	21,992
May Libby:	3,937
May Libby Mags	588
May Hoopla	549
2025 Monthly Total	27,066
2024 May Total	26,247
New Cards	147

**Library Director's Notes:**

Sophia Manske joined the library staff in May. Her main focus will be in Children's. Kaitlyn Von Behren transitioned from her PT to FT Library Assistant position, and we hope to complete the hiring process with the addition of Hannah Hirsch on June 11. We will be fully staffed for the first time since opening in the new facility.

I would like to recommend to all that you watch the PBS film: *Free for All: Inside the Public Library*.

Lynn created and added genre signs in the Adult Fiction areas and Teen Room.

Flowers were added to the north and south sides of the building...Peg selected and John planted. Tod has added mulch in the planters and around trees on the west side of the building.

Park and Rec repaired and planted grass in the boulevard on S. Water St. It looks very nice and patrons are happy to not step into mud exiting the passenger side of their car.

We are on the DPW's schedule for repainting lines in the parking lot! Hopefully within the next month.

Jamie reached out to me regarding the ALA Conference in Philadelphia. She secured a \$3,000 grant to attend and I believe we have resources to make up any differences. This is her first national convention and I can attest to how inspirational and meaningful this conference can be for librarians! I'm happy that she will have this opportunity!

We received positive community response from posting the approved/updated behavior policies on the library FB page. Patrons exposed to some of the behaviors/language in the facility are aware that the library team and trustees are working to create a library friendly atmosphere for all to enjoy! Watertown PD has also been very supportive!. We had some success last Wednesday playing Speed BINGO with the tweens

As Cari noted in her monthly report, city tornado sirens were activated in May. We noted that we could not hear the sirens inside the facility so I've invested in a weather radio.

Fiber installation is planned for July 9 or 10. A reminder, trustees voted to pay for this cost, not included in the 2025 budget, out of the library's construction fund.(Donations).

We had two false fire alarms in May; alarms pulled by children in the Talk Read Play Center. If this continues, the WFD can help us with some preventive measures.

With the rain came leaks...a leak that has plagued this building for 40+ years. No one, from professional roofers, construction crews, maintenance staff and our handy dandy volunteer from across the street, have successfully stopped the leak. In an effort to save ceiling tiles and drywall, Tod and John have placed "catch basins" above the ceiling. So far so good after our June 3 rainstorms Note: Leaking only occurs if wind driven from the N/NE/E direction.

Josh Rios, the city's IT Coordinator, has resigned. His last day was June 6.

Mayor Stocks' first Mayor Meetup was held at the library. I attended the evening meeting.

In May:

TV broken in one of the first floor Study Rooms

Table in the Teen Room was broken

2 Stayout Orders were issued by Watertown PD

Bridges provides a grant to all 24 libraries in the system. Amount is based on size of the library and we are considered a "large" library. This year our funds will be spent on:

A wall mounted phone charging station in the Teen Room

A wall mounted book display to be installed outside of the Storytime Room

Free standing display units for Children's and Teens

Table top display boxes

3 Tables to be used for displays. I added one in the front lobby for library information about programs.

I would also like to report that it is wonderful to see community members taking advantage of the quiet study/working spaces around the building. Many times all 6 study rooms are occupied with overflow of needed space into the MakerSpace and Storytime Room!

## **Monthly Department Information**

### **Adult:**

In April we hosted the Warrior Ink display (put together by Menomonee Falls Public We had an awesome response to our Tiny Art Show, which we began displaying in mid-May. If you haven't checked it out yet, please do! I was finally able to install the upgraded program for logging into the computers in the lab. I ran into some technical difficulties, but in the end it all worked out ok. The fire alarm was pulled twice in the past month. We are all becoming pros about what needs to be done in that situation. Angela Meyers (from Bridges) and I set up a table at the Senior Care Fair at the Watertown Senior Center and gave out a lot of information about Memory Cafes. The most exciting part of my month was learning that I earned a scholarship from SEWI (Southeastern Wisconsin Libraries) to attend the ALA conference in Philadelphia at the end of June! I have never been to Philadelphia and am thrilled to have the opportunity

~Jamie

### **Children's:**

May is always a crazy month in the Children's Department, and this year was no exception! I spent the last 2-1/2 weeks of the month training our new staff member Sophia and heading out to all the schools (all 5 public elementary schools and 8 of the Watertown and Ixonia private schools!) to talk to the kids and teens about the upcoming Summer Library Challenge! It's always fun to see what programs and prizes they are most excited about every year but it's a bit exhausting saying the same things over and over and over again. 😊 I've got them thoroughly hyped up and ready to have some fun at the library this summer! Prizes have been ordered, programs are being planned and prepped for, and the 2025 Summer Library Challenge is underway as of June 2! Early registration opened on May 27 and we already have 276 kids, 107 teens and 96 adults signed up. Let the whirlwind begin!

I had the opportunity to attend a facepainting and balloon twisting workshop sponsored by Bridges early in the month and we'll be using some of those skills that I am passing along to Xander, Fallon and our new staff member, Sophia, on Monday for our Kick-Off Party. We also were invited back to the Whitewater Community Space to go through their huge selection of donated books to use to add to our collection or give away as prizes! I was able to bring 366 books back to Watertown this year, more than doubling what I was able to bring back last year! They are a great resource and we'll be heading back in the fall to stock up on books for our Winter Library Challenge as well.

~Tina

**Circulation Department:**

We had a tornado siren this month and escorted patrons to a safe area by the circulation workroom. All was well and after a short time the storm moved away.

This month we have more great book displays! We have a fun guess the theme display, a "Popular on Tik Tok book display, and a display of books with flowers on the cover to celebrate this wonderful time of year!

We have been receiving lots of compliments on the beautiful flowers by the parking lot entrance.

We are looking forward to our coworker Kate changing to the full time position. She will be working with us here in circulation as well as all the desks.

Stop in and look at the tiny art canvas display. So many talented artists!

Summer reading program will be starting up soon as we roll from spring to summer. What an exciting time of year!

~ Cari



## 2025 STATISTICS

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
<b>ATTENDANCE</b>	<b>12,754</b>	<b>12,868</b>	<b>15,592</b>	<b>15,618</b>	<b>12,997</b>								<b>69,829</b>
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
<b>Percent changed</b>	<b>11%</b>	<b>10%</b>	<b>24%</b>	<b>25%</b>	<b>17%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-55%</b>
<b>Days open 2025</b>	<b>30</b>	<b>28</b>	<b>30</b>	<b>29</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>31</b>	<b>29</b>	<b>30</b>	<b>29</b>	<b>29</b>	<b>355</b>
Days open 2024	27	28	30	30	30	30	30	31	29	30	29	29	353
<b>Daily average 2025</b>	<b>425</b>	<b>460</b>	<b>520</b>	<b>539</b>	<b>433</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>197</b>
Daily average 2024	425	416	420	418	371	475	531	500	416	476	465	409	5,322
<b>Highest attendance day 2025</b>	<b>603</b>	<b>945</b>	<b>1,149</b>	<b>1,887</b>	<b>867</b>								
Highest attendance day 2024	612	551	729	729	786	826	720	1293	585	695	2125	1,090	
<b>Lowest attendance day 2025</b>	<b>212</b>	<b>169</b>	<b>213</b>	<b>211</b>	<b>145</b>								
Lowest attendance day 2024	182	207	179	164	124	149	184	133	185	154	173	152	
<b>REF QUESTIONS 2025</b>	<b>1,055</b>	<b>819</b>	<b>736</b>	<b>678</b>	<b>778</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,066</b>
REF QUESTIONS 2024	1,300	1,375	1,191	1,197	913	1,269	1,130	947	785	934	806	728	12,575
<b>INTERNET 2025</b>	<b>574</b>	<b>505</b>	<b>573</b>	<b>570</b>	<b>552</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,774</b>
INTERNET 2024	507	609	586	578	554	583	586	655	575	544	498	588	6,863
<b>MEETING ROOM 2025</b>	<b>169</b>	<b>177</b>	<b>165</b>	<b>169</b>	<b>193</b>								<b>873</b>
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
<b>REFERENCE</b>	<b>706</b>	<b>495</b>	<b>434</b>	<b>378</b>	<b>422</b>								<b>2,435</b>
REFERENCE 2024	763	865	762	758	495	688	648	607	477	528	466	477	7,534
<b>Tutor Sessions</b>	<b>189</b>	<b>120</b>	<b>148</b>	<b>164</b>	<b>152</b>								<b>773</b>
Tutor Sessions 2024	146	225	233	212	171	186	252	223	231	170	123	96	2,268
<b>Microfilm</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>5</b>								<b>26</b>
Microfilm 2024	5	5	6	4	5	7	14	8	8	17	2	5	86
<b>Computer/Tablet</b>	<b>554</b>	<b>482</b>	<b>546</b>	<b>550</b>	<b>524</b>								<b>2,656</b>
Computer/Tablet 2024	483	592	559	536	509	553	551	626	547	513	474	577	6,520
<b>Typewriter</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>								<b>0</b>
Typewriter 2024	1	0	0	0	0	0	1	0	0	0	0	0	2
<b>Proctor Exams</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>								<b>3</b>
Proctor Exams 2024	0	1	0	0	0	0	0	0	1	2	0	2	6
<b>Wireless</b>	<b>4751</b>	<b>4655</b>	<b>5053</b>	<b>5247</b>	<b>5705</b>								<b>25,411</b>
Wireless 2024	480	4474	4617	4892	4864	4911	5286	4851	4975	5221	4477	4220	53,268
<b>Adult Programs</b>	<b>24</b>	<b>15</b>	<b>20</b>	<b>20</b>	<b>16</b>								<b>95</b>
Adult Programs 2024	20	23	18	21	15	19	18	15	19	26	22	16	232
<b>Program Att.</b>	<b>120</b>	<b>110</b>	<b>174</b>	<b>133</b>	<b>75</b>								<b>612</b>
Program Att. 2024	109	133	126	194	106	132	119	92	84	153	156	88	1,492
<b>Passive Programs</b>	<b>8</b>	<b>8</b>	<b>5</b>	<b>6</b>	<b>6</b>								<b>33</b>
Passive Programs 2024	4	3	4	5	5	5	6	4	5	5	6	5	57
<b>Passive Att.</b>	<b>59</b>	<b>39</b>	<b>30</b>	<b>40</b>	<b>60</b>								<b>228</b>
Passive Att. 2024	62	170	76	58	64	53	401	38	27	32	45	33	1,059
<b>Outreach Events</b>	<b>1</b>	<b>20</b>	<b>1</b>	<b>2</b>	<b>2</b>								<b>26</b>
Outreach Events 2024	1	1	1	1	1	1	1	1	1	2	1	1	13
<b>Outreach Att.</b>	<b>15</b>	<b>130</b>	<b>14</b>	<b>35</b>	<b>83</b>								<b>277</b>
Outreach Att. 2024	14	17	12	13	12	10	13	12	8	30	18	15	174
<b>Mobile Print Users</b>	<b>117</b>	<b>89</b>	<b>102</b>	<b>107</b>	<b>87</b>								<b>502</b>
Mobile Print Users 2024	22	38	36	27	78	75	111	107	160	119	102	71	946
<b>Mobile Print Pages</b>	<b>541</b>	<b>710</b>	<b>593</b>	<b>460</b>	<b>441</b>								<b>2,745</b>
Mobile Print Pages 2024	361	351	302	254	719	602	698	514	812	611	646	435	6,305
<b>Newsbank</b>	<b>2248</b>	<b>2525</b>	<b>2958</b>	<b>2588</b>	<b>2489</b>								<b>12,808</b>
Newsbank 2024	901	1062	922	660	991	705	186	792	798	829	1435	2095	11,376
<b>Website Views</b>	<b>6665</b>	<b>6073</b>	<b>7391</b>	<b>7864</b>	<b>8148</b>								<b>36,141</b>
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
<b>JANUARY</b>	<b>12</b>	<b>414</b>	<b>11</b>	<b>168</b>	<b>1</b>	<b>10</b>	<b>1</b>	<b>6</b>	<b>6</b>	<b>439</b>	<b>5</b>	<b>110</b>	<b>238</b>	<b>176</b>	<b>0</b>	<b>0</b>	<b>43</b>	<b>1</b>	<b>11</b>	<b>19</b>	<b>451</b>	<b>349</b>	<b>20</b>
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
<b>FEBRUARY</b>	<b>12</b>	<b>391</b>	<b>10</b>	<b>178</b>	<b>1</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>74</b>	<b>5</b>	<b>110</b>	<b>221</b>	<b>170</b>	<b>0</b>	<b>463</b>	<b>108</b>	<b>3</b>	<b>9</b>	<b>20</b>	<b>478</b>	<b>324</b>	<b>23</b>
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
<b>MARCH</b>	<b>9</b>	<b>333</b>	<b>12</b>	<b>238</b>	<b>2</b>	<b>37</b>	<b>1</b>	<b>14</b>	<b>7</b>	<b>401</b>	<b>7</b>	<b>103</b>	<b>203</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>85</b>	<b>5</b>	<b>15</b>	<b>22</b>	<b>488</b>	<b>302</b>	<b>27</b>
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
<b>APRIL</b>	<b>13</b>	<b>420</b>	<b>10</b>	<b>158</b>	<b>1</b>	<b>40</b>	<b>1</b>	<b>250</b>	<b>6</b>	<b>121</b>	<b>5</b>	<b>110</b>	<b>236</b>	<b>184</b>	<b>0</b>	<b>0</b>	<b>83</b>	<b>6</b>	<b>3</b>	<b>21</b>	<b>496</b>	<b>300</b>	<b>20</b>
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
<b>MAY</b>	<b>8</b>	<b>219</b>	<b>8</b>	<b>85</b>	<b>5</b>	<b>165</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>73</b>	<b>30</b>	<b>2245</b>	<b>123</b>	<b>96</b>	<b>0</b>	<b>0</b>	<b>114</b>	<b>5</b>	<b>13</b>	<b>13</b>	<b>355</b>	<b>356</b>	<b>28</b>
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
<b>JUNE</b>																							
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
<b>JULY</b>																							
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
<b>AUGUST</b>																							
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
<b>SEPTEMBER</b>																							
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
<b>OCTOBER</b>																							
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
<b>NOVEMBER</b>																							
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
<b>DECEMBER</b>																							
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
<b>TOTALS</b>	<b>54</b>	<b>1777</b>	<b>51</b>	<b>827</b>	<b>10</b>	<b>265</b>	<b>4</b>	<b>273</b>	<b>29</b>	<b>1108</b>	<b>52</b>	<b>2678</b>	<b>1021</b>	<b>776</b>	<b>0</b>	<b>463</b>	<b>433</b>	<b>20</b>	<b>51</b>	<b>95</b>	<b>2268</b>	<b>1631</b>	<b>118</b>
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.		
<b>January</b>	<b>4</b>	<b>33</b>	<b>7</b>	<b>529</b>		<b>n/a</b>
January 2024	5	38	4	191		n/a
<b>February</b>	<b>6</b>	<b>16</b>	<b>8</b>	<b>277</b>		<b>81</b>
February 2024	5	49	5	257		100
<b>March</b>	<b>10</b>	<b>72</b>	<b>4</b>	<b>122</b>		
March 2024	6	52	3	224		
<b>April</b>						
April 2024	5	30	4	214		
<b>May</b>					<b>n/a</b>	
May 2024	1	6	3	141	n/a	
<b>June</b>					<b>n/a</b>	
June 2024	5	138	3	116	n/a	
<b>July</b>						
July 2024	5	120	4	253	0	
<b>August</b>						
August 2024	2	1	11	316		
<b>September</b>						
September 2024	4	24	6	215		
<b>October</b>						
October 2024	6	67	6	465		
<b>November</b>						
November 2024	4	45	5	181		
<b>December</b>						
December 2024	4	31	5	191		
<b>TOTALS</b>	<b>20</b>	<b>121</b>	<b>19</b>	<b>928</b>	<b>0</b>	<b>81</b>
TOTALS 2024	52	601	59	2764	0	100

# 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
YTD TOTAL:			3,366.11	

# MONTHLY BUDGET 2025

Section 7, Item D.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	Year To Date	Budget Remaining	% Expense To Date
<b>SALARIES &amp; BENEFITS</b>									
<i>850,859 to be contributed by City into 11-48-12-30</i>									
<b>Salaries &amp; Benefits - Fund 11</b>									
Salaries (11-58-12-10)	703,546	37,659	50,200	53,220	48,136	46,986	236,201	467,345	33.57%
Longevity (11-58-12-12)	527	0	0	0	0	0	0	527	0.00%
Overtime (11-58-12-14)	0	31	0	0	0	0	31	-31	
Retirement (11-58-12-33)	33,241	1,926	2,570	2,570	2,414	2,346	11,825	21,416	35.57%
Social Security (11-58-12-34)	43,653	2,279	3,035	3,222	2,907	2,836	14,278	29,375	32.71%
Medicare (11-58-12-35)	10,209	533	710	753	680	663	3,339	6,870	32.71%
Health Insurance (11-58-12-36)	87,885	6,540	6,540	6,540	6,540	6,540	32,700	55,185	37.21%
Life (11-58-12-37)	1,494	148	148	148	145	145	734	760	49.11%
Dental (11-58-12-38)	7,487	612	612	612	582	582	2,999	4,488	40.06%
	888,042	49,727.69	63,813.76	67,064.88	61,403.79	60,097.12	302,107.24	585,934.76	34.02%
<b>LIBRARY EXPENSES - Fund 11</b>									
<b>AMSO Allocation (11-58-12-17)</b>									
AMSO Allocation	61,952	0	15,488	0	0	15,488	30,976	30976	50.00%
	61,952	0.00	15,487.95	0.00	0.00	15,487.95	30,975.90	30,976	50.00%
<b>Supplies &amp; Programs (11-58-12-18)</b>									
AV Supplies	1,200	0	57	31	0	97	185	1015	15.38%
Book Supplies	1,500	0	715	9	0	0	724	776	48.25%
Makerspace	1,750	0	164	19	0	0	183	1567	10.47%
Marketing	2,000	0	0	335	229	-130	434	1566	21.68%
Office & Library Supplies	7,500	217	359	466	2,157	21	3,220	4280	42.94%
Photocopier Lease	6,300	265	403	419	425	454	1,966	4334	31.20%
Postage	500	0	0	5	5	-39	-29	529	-5.84%
Adult Programs	2,000	362	162	159	10	27	720	1280	36.02%
Adult Summer Library Challenge	0	0	0	0	0	0	0	0	
Children Programs	2,750	244	73	268	64	0	650	2100	23.63%
Children Summer Library Challenge	0	0	0	0	0	0	0	0	
Teen Programs	2,000	177	173	48	80	0	479	1521	23.94%
Teen Summer Library Challenge	0	0	0	0	0	0	0	0	
	27,500	1,265.83	2,106.28	1,760.31	2,968.94	429.65	8,531.01	18,968.99	31.02%

# MONTHLY BUDGET 2025

Section 7, Item D.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	Year To Date	Budget Remaining	% Expense To Date
<b>Maintenance Contracts (11-58-12-19)</b>									
Building and Equipment	19,689	44	0	570	3,250	6,100	9,964	9,725	50.61%
Software and Subscriptions	19,192	635	104	489	13,607	3	14,838	4354	77.31%
	38,881	678.47	104.14	1,059.39	16,856.93	6,102.99	24,801.92	14,079.08	63.79%
<b>Building Repairs &amp; Supplies (11-58-12-20)</b>									
Janitorial Supplies	8,000	751	23	1,017	360	66	2,217	5,783	27.72%
Repairs & Expense	5,000	0	1	10	516	2,896	3,423	1,577	68.46%
	13,000	751.08	23.42	1,027.37	876.08	2,962.27	5,640.22	7,359.78	43.39%
<b>Property Insurance (11-58-12-21)</b>									
Property Insurance	17,000	0	0	0	0	0	0	17000	0.00%
	17,000	0.00	0.00	0.00	0.00	0.00	0.00	17,000	0.00%
<b>Dues &amp; Fees (11-58-12-22)</b>									
Dues, Fees, ETC.	1,100	0	0	0	0	0	0	1,100	0.00%
	1,100	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00	0.00%
<b>Continuing Education (11-58-12-23)</b>									
Continuing Education	1,200	0	200	0	0	0	200	1,000	16.67%
	1,200	0.00	200.00	0.00	0.00	0.00	200.00	1,000.00	16.67%
<b>Travel (11-58-12-24)</b>									
Travel	1,500	0	0	0	91	167	259	1,241	17.26%
	1,500	0.00	0.00	0.00	91.42	167.44	258.86	1,241.14	17.26%
<b>Utilities</b>									
Fuel (11-58-12-28)	20,000	0	2,497	2,636	979		6,112	13,888	30.56%
Electricity (11-58-12-30)	40,000	0	2,897	2,988	3,178		9,062	30,938	22.66%
Water (11-58-12-31)	4,000	0	340	347	362	369	1,417	2,583	35.43%
Telephone (11-58-12-32)	3,000	63	176	168	189		596	2,404	19.87%
	67,000	63.24	5,909.17	6,138.72	4,707.70	368.88	17,187.71	49,812.29	25.65%
<b>Café Charges (11-58-12-43)</b>									
Café Charges	23,780	0	0	0	23,780	0	23,780	0	100.00%
	23,780	0.00	0.00	0.00	23,780.00	0.00	23,780.00	0.00	100.00%

# MONTHLY BUDGET 2025

Section 7, Item D.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	Year To Date	Budget Remaining	% Expense To Date
<b>Databases (11-58-12-44)</b>									
BRIDGES - Databases	1,754	0	0	0	1,754	0	1,754	0	100.00%
Hoopla (\$6,504 Grant)	9,626	0	1,307	1,233	0	0	2,540	7,086	26.39%
Movie License	607	0	0	0	607	0	607	0	100.00%
Newsbank Inc.	2,340	2,308	0	0	0	0	2,308	33	98.61%
Overdrive E-Content	4,968	0	4,968	0	0	0	4,968	0	100.00%
Overdrive Advantage	5,956	0	0	0	5,956	0	5,956	0	100.00%
TumbleBooks Inc.	840	799	0	0	0	0	799	41	95.12%
Udemy	0	0	0	0	0	0	0	0	
	26,091	3,106.50	6,274.93	1,233.08	8,317.00	0.00	18,931.51	7,159.49	72.56%
<b>Technology (11-58-12-45)</b>									
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	1,200	0.00%
Technology	1,000	10	14	47	31	0	103	897	10.28%
	2,200	9.99	13.97	47.46	31.36	0.00	102.78	2,097.22	4.67%
<b>Library Materials (11-58-12-46)</b>									
Adult Fiction	8,000	1,161	1,406	900	1,264	1,524	6,255	1,745	78.19%
Adult Nonfiction	7,000	959	575	779	589	900	3,803	3,197	54.32%
Children Books	11,384	136	965	2,669	642	160	4,572	6,812	40.16%
Large Print	6,450	170	378	1,495	1,532	772	4,348	2,102	67.41%
Materials - (Non-books)	0	0	0	0	0	0	0	0	
Reference - Subscriptions	3,036	0	708	0	0	0	708	2,328	23.32%
Reference - Materials	0	0	0	0	0	0	0	0	
Young Adult Books	3,500	280	562	340	39	329	1,551	1,949	44.30%
	39,370	2,707.30	4,593.95	6,182.59	4,067.03	3,685.23	21,236.10	18,133.90	53.94%
<b>Periodicals (11-58-12-47)</b>									
Periodicals/Newspapers	4,905	961	620	633	789	920	3,923	982	79.98%
Seasonal Periodical Purchases	0	0	0	0	0	0	0	0	
	4,905	960.60	620.40	632.87	788.78	920.28	3,922.93	982.07	79.98%
<b>AV Materials (11-58-12-48)</b>									
Adult Talking Books	0	0	0	0	0	0	0	0	
Children AUDIO	0	0	0	0	0	0	0	0	
DVD	6,000	187	226	733	1,233	563	2,942	3,058	49.04%
Lucky Day	0	0	0	0	0	0	0	0	
	6,000	187.01	226.01	733.44	1,233.12	562.61	2,942	3,057.81	49.04%
<b>Donation Purchases (11-58-12-50)</b>									
Purchase from Donation	0	1,156	3,714	5,132	4,463	4,317	18,782	-18,782	
		1,155.51	3,714.43	5,132.26	4,463.48	4,316.69	18,782.37		



# MONTHLY BUDGET 2025

Section 7, Item D.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	Year To Date	Budget Remaining	% Expense To Date
<b>TOTAL LIBRARY EXPENSES</b>	<b>331,479</b>	<b>10,885.53</b>	<b>39,274.65</b>	<b>23,947.49</b>	<b>68,181.84</b>	<b>35,003.99</b>	<b>177,293.50</b>	<b>154,186</b>	<b>53.49%</b>
<b>TOTAL EXPENSES INCLUDING SALARIES</b>	<b>1,219,521</b>	<b>60,613.22</b>	<b>103,088.41</b>	<b>91,012.37</b>	<b>129,585.63</b>	<b>95,101.11</b>	<b>479,400.74</b>	<b>740,120</b>	<b>39.31%</b>
<b>REVENUE - FUND 11</b>									
Fines (11-48-12-10)	1,500	177	82	83	66	72	480	1,020	31.97%
Misc. Fees (11-48-12-12)	5,000	518	314	314	633	226	2,004	2,996	40.09%
Use of Facilities Fee (11-48-12-14)	3,000	461	292	400	818	308	2,279	721	75.97%
Copier (11-48-12-18) <i>Will be adjusted for tax</i>	6,500	1,097	1,039	666	778	720	4,300	2,200	66.16%
Jefferson County Funds (11-48-12-22)	238,228	0	238,228	0	0	0	238,228	0	100.00%
Dodge County Funds (11-48-12-24)	101,503	0	0	101,498	0	0	101,498	5	99.99%
Adjacent County Funds (11-48-12-26)	11,431	1,556	11,487	0	0	0	13,043	-1,612	114.10%
<b>DONATIONS 11-48-12-27</b>	<b>0</b>	<b>2,424</b>	<b>50</b>	<b>9,793</b>	<b>3,989</b>	<b>3,260</b>	<b>19,515</b>	<b>-19,515</b>	
<b>General Fund Contribution (11-48-12-30) From Fund 1</b>	<b>850,859</b>	<b>0</b>	<b>212,715</b>	<b>0</b>	<b>0</b>	<b>212,715</b>	<b>425,430</b>	<b>425,430</b>	<b>50.00%</b>
Credit Card Rebate (11-48-12-56)	1,500	0	652	0	0	557	1,209	291	80.58%
<b>TOTAL FUND 11 REVENUE</b>	<b>1,219,521</b>	<b>6,231.96</b>	<b>464,858.03</b>	<b>112,753.33</b>	<b>6,284.40</b>	<b>217,857.77</b>	<b>807,985.49</b>	<b>411,536</b>	<b>66.25%</b>
<b>RESERVED TO OFFSET SALARIES &amp; BENEFITS</b>									
Salary Reserve	37,183						0	37,183	0.00%
<b>Subtotal Salary Reserve</b>	<b>37,183</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,183</b>	<b>0.00%</b>
<b>2024 YEAR END FUND BALANCE</b>	<b>451,790.00</b>								
Reserved for Donations year end 2024	71,391.16								
<b>Unreserved Balance year end 2024</b>	<b>380,398.84</b>								
<b>2025 YTD Balance Reserved for Donations</b>	<b>72,124.11</b>								

Watertown Public Library Board of Trustees  
Resolution #2025-3  
Library Assistant

Be it resolved by the Watertown Public Library Board of Trustees, that Sophia Manske be employed as a Library Assistant (Children's Desk focus) at the rate of \$16.61 per hour effective May 14, 2025. This position does not include benefits.

Action Taken:

Watertown Public Library Board of Trustees  
Resolution #2025-4  
Library Assistant

Be it resolved by the Watertown Public Library Board of Trustees, that Kaitlyn Von Behren be employed as a Full Time Library Assistant at the rate of \$17.09 per hour effective May 28, 2025. This position does include benefits.

Action Taken:

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
I01024846	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN15170145	Gordon Flesch	11-58-12-18	Copier Usage, 4/15 - 5/15	135.60		
052925 LIB	MC Petty Cash	11-58-12-18	Adult Programs	16.25		
052825 LIB	MC Petty Cash	11-58-12-18	Teen Programs	22.13		
		11-58-12-18				
27919	Taylor Computer S	11-58-12-18	Quarterly Maintenance	125.00		
		11-58-12-19				
89062	Menards	11-58-12-20	Janitorial supply	8.84		
694032	Ace Hardware	11-58-12-20	Repairs and expense	14.02		
		11-58-12-20				
	Wttn Water Dept	11-58-12-31	Water,			
		11-58-12-32				
507258203	Midwest Tape	11-58-12-44	Hoopla, May	656.20		
999100401263	Cengage	11-58-12-46	Large print	457.47		
999100402703	Cengage	11-58-12-46	Large print	26.39		
		11-58-12-46				
44234	Wepco	11-58-12-50	Adult SLC	103.34		
44270	Wepco	11-58-12-50	Children SLC	203.90		
507258203	Midwest Tape	11-58-12-50	Hoopla Grant: Final spendout	792.70		
		11-58-12-50				
			TOTAL	2,827.21		
<b>FUND 11 EXPENSES</b>						
	11-58-12-18	439.35	Office & Library Supplies			
	11-58-12-19	125.00	Maintenance Contracts			
	11-58-12-20	22.86	Building Repairs & Supplies			
	11-58-12-24	0.00	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-44	656.20	Databases			
	11-58-12-46	483.86	Library Materials			
	11-58-12-50	1,099.94	Purchase from Donation			
		2,827.21				



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, MAY 08, 2025 AT 5:30 PM

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

1. CALL TO ORDER / ROLL CALL

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

Also present: Checkai, Peerenboom

2. REVIEW CORRESPONDENCE - NONE

3. CITIZENS TO BE HEARD - NONE

4. APPEARANCES - NONE

5. NEW BUSINESS

A. Review and take action:

- Unattended Child Policy/Unacceptable Conduct Policy – Library Privileges

*Koppes made motion to approve the Unattended Child Policy. Kohls seconded. Roll call vote:*

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

- Unacceptable Conduct Policy

*Kohls made motion to approve the Unacceptable Conduct Policy. Burke seconded. Roll call vote:*

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

B. Discuss and take possible action: “Agreement” between the Library Board of Trustees and Watertown Family Connections

- Create “Lease Agreement” template for WFC to use. Checkai to ask Steven to come up with Third Party Lease Agreement and notify Stephanie we’re contacting legal council and give

update on concerns.

- WFC needs to include insurance specifications
- Specify where equipment and how equipment will be stored
- Specify space of storage by sq ft

C. Review and take possible action: MOU between the Library Board of Trustees and Watertown Police Dept.

*Koppes made motion to send MOU to Atty Wirkus to ask for opinion on compliance with WI law, and to pause implementation of MOU until we receive an answer and have reviewed at June meeting. Burke second. Roll call vote:*

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

D. Review and take action: Proposed bench in honor of Judge Ron Ziwisky

*Merfeld made motion to approve the proposed design and south side location of a bench in honor of Judge Ron Ziwisky. Wetzel seconded. Approved.*

E. Review and take action: By-Laws of the Board of Directors

- Checkai to clarify with legal the maximum number of members allowed on WPL Board of Directors and how is county appointment done differently than mayoral appointment

*Burke made motion to postpone action until we receive update from legal. Kneser seconded. Approved.*

F. Review: April Incident Report

G. Review and discuss: Succession Plan

6. UNFINISHED BUSINESS

A. Review and take action: FT Library Assistant position

*Kohls made motion to approve FT Library Assistant position, Mueller seconded. Roll call vote:*

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

B. Reviewed progress with changes made in the teen room

C. Review and take possible action: Proposed Strategic Plan update

- Oudenhoven has been directed to provide additional information on the grant application before it will be approved, including revising answer on one question and providing an updated contract from WiLS.

D. Review and take possible action: Additional cameras in the facility

- Checkai to have installer come in and change angles of cameras.
- Estimate could be less if took cameras down to 10 (or less)

*Koppes made motion to authorize Checkai to effectuate any security camera systems in an amount not to exceed \$40,000 from Fund 20. Chandler seconded. Roll call vote:*

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

E. Review and discuss: Cordless/cell phone for maintenance proposals

*Koppes made motion to approve phone for maintenance staff. Kneser seconded. Roll call vote:*

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

7. DIRECTOR'S REPORT

- A. April Director's Report
- B. April Budget
- C. April Statistics

8. TRUSTEE'S REPORT

- A. Review completed 2020-2024 Strategic Plan
- B. Article 2 Officer Bylaws Sec 6
- C. Meeting with Mark Stevens (or other) for investment of carryover account
- D. Proclamation for Koppes

9. PRESIDENT'S REPORT

- E. O'Neill will continue on the Board for another term per Mayor Stocks' approval.

10. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- A. Minutes: Library Board of Trustees minutes from April 10, 2025
- B. Minutes: P&P Meeting minutes from April 24, 2025
- C. Minutes: Finance Committee minutes from April 22, 2025
- D. April Bills List

*Burke made motion to approve Consent Agenda items. Kohls seconded. Roll call vote:*

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

11. PERSONNEL AND POLICY - No report given

**12. ADJOURNMENT**

*Oudenhoven made motion to adjourn meeting at 7:25pm. Mueller seconded. Approved.*

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting to be held on Thursday, June 12, 2025, 5:30pm.

Respectfully submitted,

Andi Merfeld, Secretary