



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, OCTOBER 09, 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**
- 5. NEW BUSINESS**

A. Discuss and take possible action: Addition of camera in Carnegie study room

B. Discuss and take possible action: Update and redesign library website

- 6. UNFINISHED BUSINESS**

A. Review and take possible action: 2026 proposed budget

B. Review and take action: Investment of LGIP/Donation funds

C. Update on strategic planning process

- 7. TRUSTEE'S REPORT**

- 8. DIRECTOR'S REPORT**

A. October's Director's Report

B. September Monthly budget

C. September Statistics

D. YTD Unplanned Expenses

- 9. PRESIDENT'S REPORT**

- 10. PERSONNEL AND POLICY**

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

A. Minutes from September 11, 2025

B. October Bills

- 12. ADJOURNMENT**

A. Next Meeting November 13, 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: 10/1/2025

Subject: Addition of one more camera

Background

Additional cameras were installed in the facility. Due to a recent incident and the lack of a sufficient view into the room, I'm proposing that a camera is installed inside the room. Moving the location of the current camera was explored but due to other light, fire, and HVAC units in the area, moving the camera will not provide the necessary view.

Budget Goal

NA

Financial Impact

Impacts budget as an unplanned expense

Recommendation

I recommend that we move forward with the additional camera to provide a clear view into the room.

MEMO

(Library)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 10/1/2025

Subject: Library website

Background

It has been over 5 years since the library website was updated. The City of Watertown recently updated their website to provide a modern and comprehensive look for website visitors. Jamie and I met with the vendor that we use for our calendar software. Going forward and if approved, this new website would interface with the calendar software, provide the necessary changes required for upcoming ADA compliance, and be much easier and efficient to maintain.

Budget Goal

Provide best practices for serving the community and any visitors to the website.

Financial Impact

None to the operating budget. Funds would come from specific donation.

Recommendation

I recommend that we move forward with making this important update to library services, for the reason noted in the background information. I would recommend the least expensive option, putting a great deal of the work on Jamie's expertise.



LIBRARYMARKET

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Jonesboro, AR 72403
(888) 234-3805
info@librarymarket.com

Product Features

Library**Website**

Library**Calendar**

Section One

Library**Website**



OUR WORK



Madison County Public Library

Designed bright, colorful logo and matching website theme to reflect the library and its community.

Richmond, KY

www.madisonlibrary.org

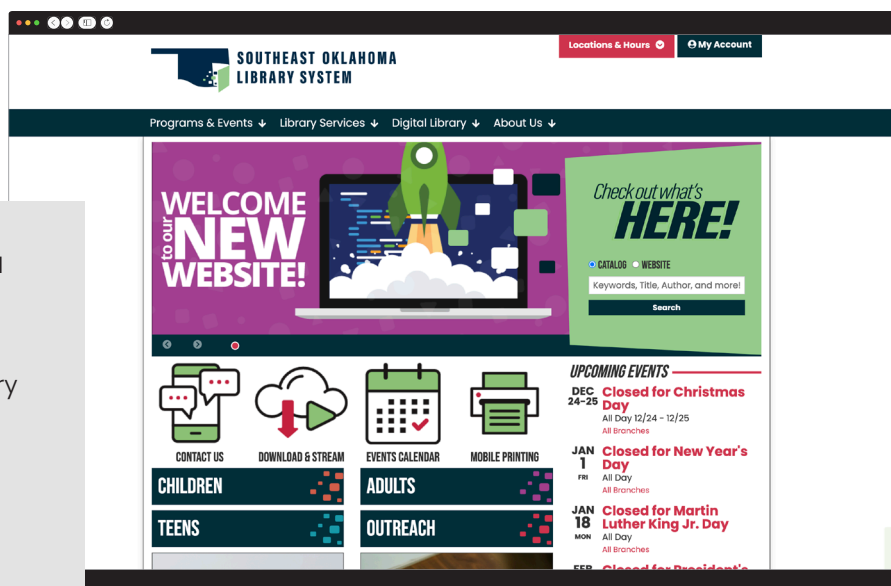


Southeast Oklahoma Library System

Website design and development for a 15-library system covering seven counties in Oklahoma.

McAlester, OK

www.seolibraries.com



Check out our website for even more examples of our work & product details! www.librarymarket.com

OUR WORK

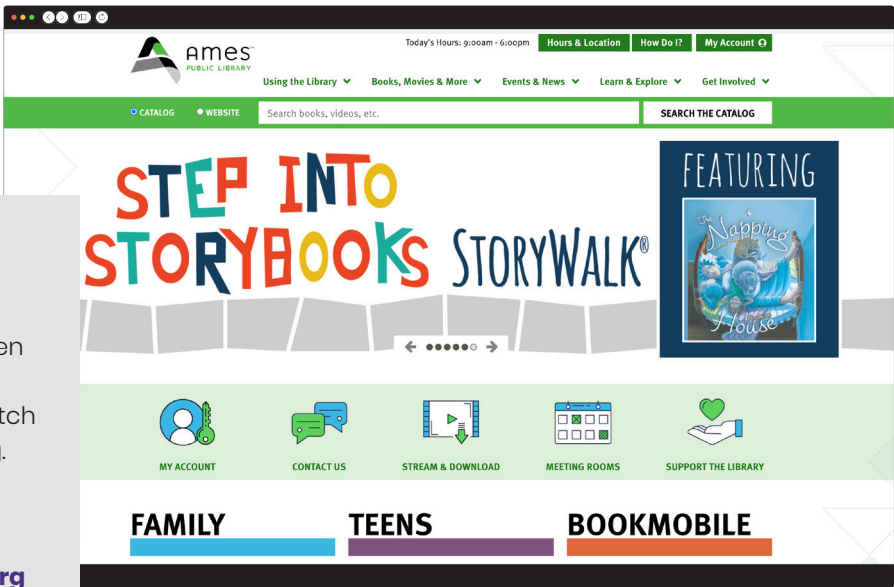
CONTINUED



Ames Public Library

Website designed with green tones, pops of color, and geometric elements to match existing brand and building.

Ames, IA
www.amespubliclibrary.org





Sayville Library

New logo combining a light bulb and local street map in saturated brights with matching website theme.

Sayville, NY
www.sayvillelibrary.org



Check out our website for even more examples of our work & product details! www.librarymarket.com

FEATURES

LibraryWebsite

LibraryWebsite is an extremely adaptable platform for your library to promote its services and connect patrons with the resources you provide, all within an elegant design and intuitive navigation framework. Through a thorough information-gathering and discovery process, we pinpoint the best way to implement our features for your library. Our team will work with you to craft all of the content for launch, then provide staff training so the website can continue to grow with the library. If you have any questions about the features below, please do not hesitate to contact us!



Modern, Clean Theme with Logo & Color Scheme

During the initial phase of your project, our designers develop a design strategy for your new website. Using your logo and brand, including the color palette, text hierarchy, and graphics, our staff creates a modern, accessible design for presenting your library's content. Our key focus is creating a UX that allows users to find what they are looking for and attractively reflects the library and its personality.



Efficient Navigation

Library Market's websites are optimized for ease-of-navigation. From uncluttered layouts to a fixed top menu bar with hover styling, pages are designed to help users find what they need. Our streamlined design and consistent UX helps minimize scrolling and clicking.

The header and footer include the library logo, top navigation menu, hours, contact information, search tool, social media links, and other vital information. The homepage serves as a portal for patrons to access highlighted services, in part through a prominent slideshow feature. An announcement region allows emergency information to be displayed. Custom, dynamic tools such as upcoming events feeds, quick links, newsletter sign-ups, and feedback forms can be added to pages, allowing the library to point users to promoted resources and services.



Speed & Reliability

Our websites offer your staff and patrons a seamless web experience with no lags in response time. Presently, we host on Pantheon, a premier containerized environment that offers in-built protection for database failures and server traffic fluctuations.

FEATURES

CONTINUED

LibraryWebsite



Mobile & Tablet Users

All Library Market websites are fully responsive, which means they are mobile and tablet-friendly. The content and layouts adapt to screen size, stacking vertical elements as needed for narrower displays. On mobile, some areas may be collapsed to best adapt to screen size and ensure an equitable experience for all users, regardless of their device.



Third Party Integrations

Library Market websites allow you to incorporate and highlight your third-party vendor resources like databases and streaming services. Using custom library content types, we enable your patrons to locate and access these resources easily. Many of these services offer JavaScript, iFrame, or GET widgets and functions, which can be included in strategic locations. Integrations need to be evaluated on a case-by-case basis for suitability. Some examples of possible integrations include EBSCO Discovery Service, live chat (via LibraryH3lp, Tidio, Bold360, and others), LibraryAware, Niche Academy, and fundraising platforms.



CRM & Email Marketing Integration

Our websites allow for easy integration of your contact management system with the ability to add third-party forms to allow for email and newsletter sign-ups. Library**Calendar** also includes customized reporting that can be incorporated into marketing strategies.



Events & Reservations Calendar

Library Market's integrated Library**Calendar** system allows you to create and manage events with ease. Display options include a calendar view and upcoming events feed that can be placed on the homepage and throughout the site. Registration can be enabled on any event and incorporates email reminders and notifications. With Library**Calendar** room reservations, patrons can see which rooms are available and submit reservation requests. Staff notification emails are sent automatically. Downloadable reports are available for all calendar functions. For more information, see pages 17-27.

FEATURES

CONTINUED

LibraryWebsite



Content Types

Library Market's websites include several custom content types built exclusively for libraries. Adding content is as easy as filling out a form, and each content type includes a built-in display. Some of these content types include:

- **Book Rivers** – a sliding “river” tool or a grid layout. This content type allows staff to build lists to promote various parts of the collection; this can be used as a replacement for (or in conjunction with) third-party services like Select Reads, Bookletters, or LibraryAware.
- **Databases** – lists databases and other online resources, including in-house ones and ones provided by consortia or groups. Displays each as a block with an image, description, and link. These blocks have taxonomy terms associated with them that allow databases to be searched, filtered, and placed on multiple pages. An optional detail page can provide resource-specific help, guides, and tutorials. Streaming and downloading platforms like OverDrive, hoopla, Kanopy, and others can be included here or as a separate content type.
- **Gallery Items** – displays art, images, and other media items as a block, including basic information along with a link to a detailed item record. Like databases, these blocks have taxonomy terms associated with them that allow items to be searched and filtered.
- **Blogs/News** – allows staff members to create and manage blog posts and news updates. Taxonomies such as category or age group will allow blog posts to be filtered and placed on pages across the site.
- **Staff/Board** – manages a personnel directory that can include titles, contact information, profiles, and images for library staff members and board officials.



Page Designs & Templates

The website design mockup will include layout designs for the homepage, landing pages, content pages, calendar view pages, event detail pages, and any other high-level pages requested by the client. Appropriate templates for these pages are created for the site, in addition to any others that are needed. These templates are designed to be flexible and allow for layouts that are fully customizable to support the page's content needs.

FEATURES

CONTINUED

LibraryWebsite



Integrated Forms

Library Market websites come equipped with robust integrated webforms allowing you to collect data on a secured platform. We will help you move existing forms during our content development and migration processes, optimize them, and help you identify new opportunities to collect necessary information and automate standard functions.



Social Media Integration

Library Market solutions include tools that allow you to integrate your social media platforms into the website. This includes placing links for Facebook, Twitter, Instagram, and others in consistent locations across the site and providing staff and patrons the tools to share library events on Facebook and Twitter. This process requires staff management and cannot be fully automated; however, a service such as an Add This bar may streamline it.



Integrated Catalog & Website Search

Users are able to search the catalog for library materials and the website for events and information from an integrated search box. This feature is placed in a high-frequency location (such as below or in the header) that is present on every user-facing page.



Administrative Interface

Library Market provides tools to allow you to manage your website easily. This includes an intuitive block layout to customize existing pages and create new ones with ease. Blocks can include text, photos, videos, and links; custom “view” blocks based on our content types allow you to display databases, events, job openings, staff info, board minutes, etc. The site will also include Drupal’s webforms module, allowing staff to create and collect responses from custom forms.



Staff Accounts

Library Market will create one top-level site administrator who has full access and can create new users. These user accounts have granular access, meaning multiple people can maintain the site with different editing ability levels. From the top-level administrator to general staff users, all staff members must log in with user names and passwords to secure staff functions and any patron information. Our sites include five default roles and the ability to add new roles (and permissions for those roles) to accommodate specific workflows required by the library.

FEATURES

CONTINUED

LibraryWebsite



Discovery & Data Gathering

Library Market will meet with the library's website team to discuss the library's brand, the library's marketing and website goals, and the new website's desired look and feel, including what items need to be included on the homepage. We will provide multiple exercises to gather internal and external data to inform the library, such as:

- Staff and patron surveys
- "Likes & Dislike" of other Library Market sites
- A complete audit of the current site with recommendations for updated information architecture and content



Content Migration

Library Market will work with the library to build a content package that may include content to be exported from the existing website and new content developed by the library. We will make site map recommendations based on our experience with best practices in libraries. Library Market's content manager will place all content from the package on the new website with appropriate caps placed on archived content such as board minutes or blog posts; staff receives thorough training that allows them to place any new content after site launch. Library staff will export overall calendar content to the new Library**Calendar** system, including events, registrations, and room reservations (an optional, add-on migration service is available for a limited set of other calendar platforms—see Library**Calendar** section for more detail).



Usability Testing

The website will undergo a comprehensive system of testing to ensure that all features, styling, and content are functioning and responsive across a range of modern browsers (Chrome, Firefox, Edge, and Safari; limited support available for IE10/IE11) and devices. Library Market will test the site and provide the library access to the production site to perform testing. Library Market incorporates client feedback into site revisions.

FEATURES

CONTINUED

LibraryWebsite



Style Guide

As part of the design process, Library Market will provide the library with a website style guide that lists the design specs. This includes the color palette, text hierarchy (H1-H6), padding, button styles, image specifications, etc.



Training & Support

Library Market's customer service team is available via phone, email, and our help desk system. All of our clients receive periodic updates with new features and improvements as they become available. Additionally, extensive live staff training and user manuals are included with every website implementation.



Accessibility

Library Market designs and develops websites in compliance with WCAG 2.0 guidelines so that users can access the site using assistive technology and alternate navigation methods. We ensure that all styles and features pass Level AA Success Criteria and Conformance Requirements as outlined in the Americans with Disabilities Act and Section 508 of the Workforce Rehabilitation Act. We will provide resources to help the library maintain accessible content post-launch (using site hierarchy appropriately, maintaining passing color contrast, and writing appropriate alt text for images).



Site Security

Site security (HTTPS) is included through Pantheon and does not require the purchase of an SSL certificate. We protect the site from spam and abuse by using CAPTCHA and reCAPTCHA 2.0. Please note, the site can only be secured if all third-party integrations with embedded website functionality (the catalog, donation forms, other widgets) are also stored on HTTPS. This is required for any site using eCommerce functionality.



Hosting & Maintenance

Included with the annual hosting fee are updates of server software, CMS, and plugins that keep the website current, as well as ongoing support

FEATURES

CONTINUED

LibraryWebsite



Optional Services

Slide Package – our designers will create a set of 10 professionally designed slides for events or services determined by the library for use on the homepage.

Support Retainer – 36 hours of post-launch development or design work for any client requests for new features.



Technical Specifications

Content Management System	Drupal 10
Open Source Modules	✓
Database	MySQL-compatible
Language	PHP 8
Hosting	Linux using Nginx
Edge, Firefox, Chrome & Safari Supported	✓
Site Tracking	Google Analytics
Site Hosting	Pantheon

Section Two

LibraryCalendar



SAMPLE SCREENS



UPCOMING EVENTS LIST VIEW

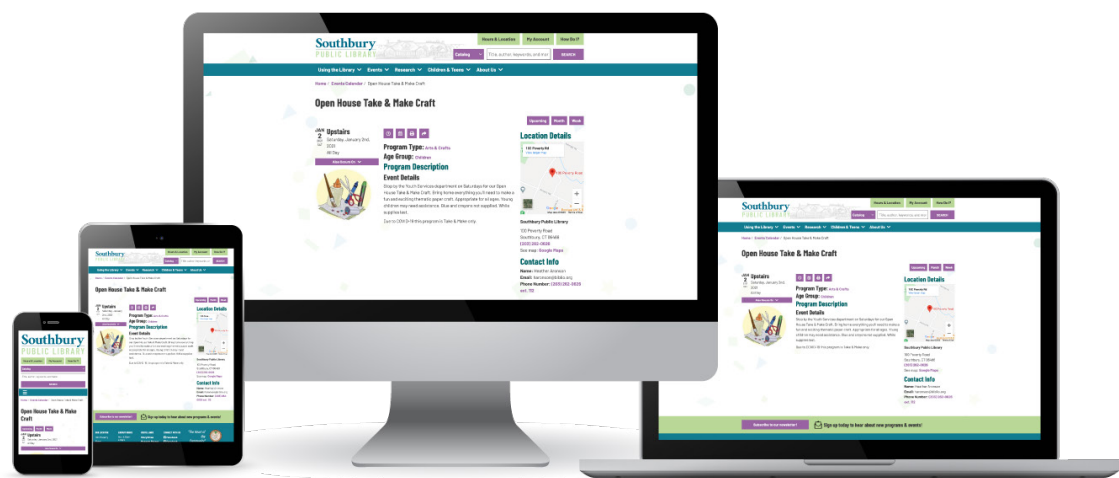
View online at <https://www.saginawlibrary.org/events/upcoming>



MONTH CALENDAR VIEW

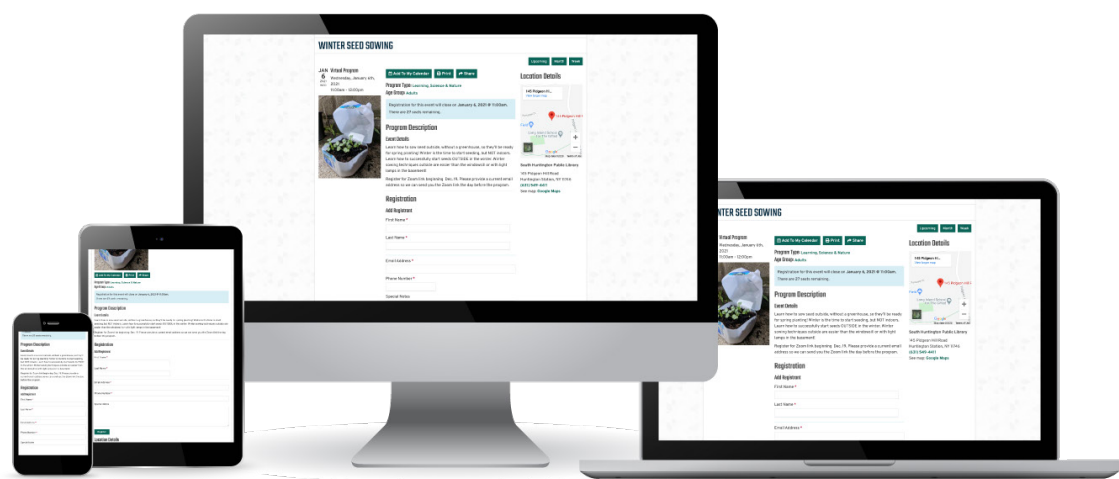
View online at <https://www.amespubliclibrary.org/events/month>

SAMPLE SCREENS



DETAILED EVENT VIEW

View more examples online at <https://www.southburylibrary.org/events/month>



EVENT REGISTRATION

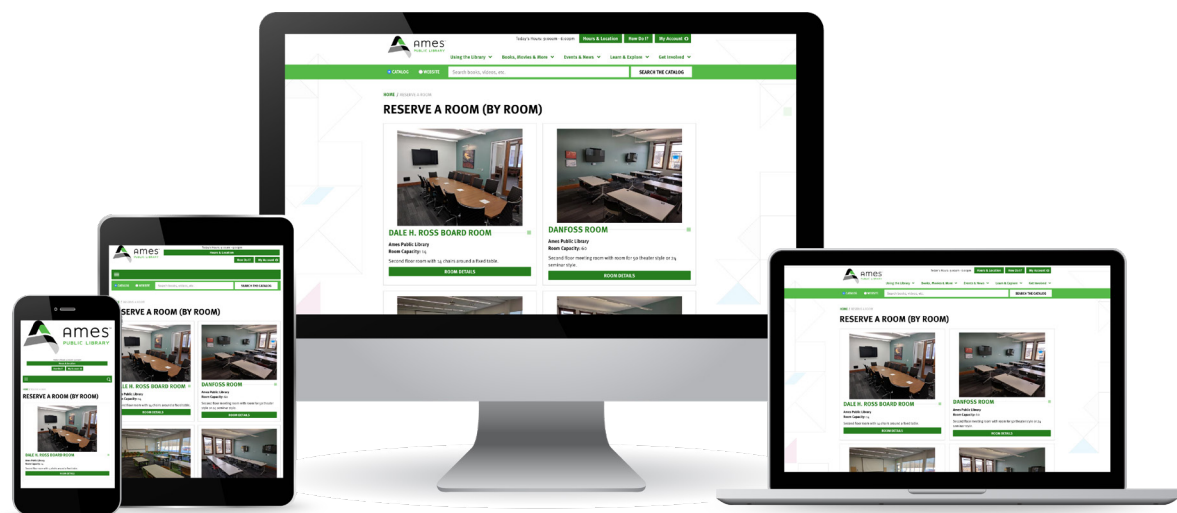
View more examples online at <https://shpl.info/events/month>

SAMPLE SCREENS



RESERVE A ROOM OPTIONS

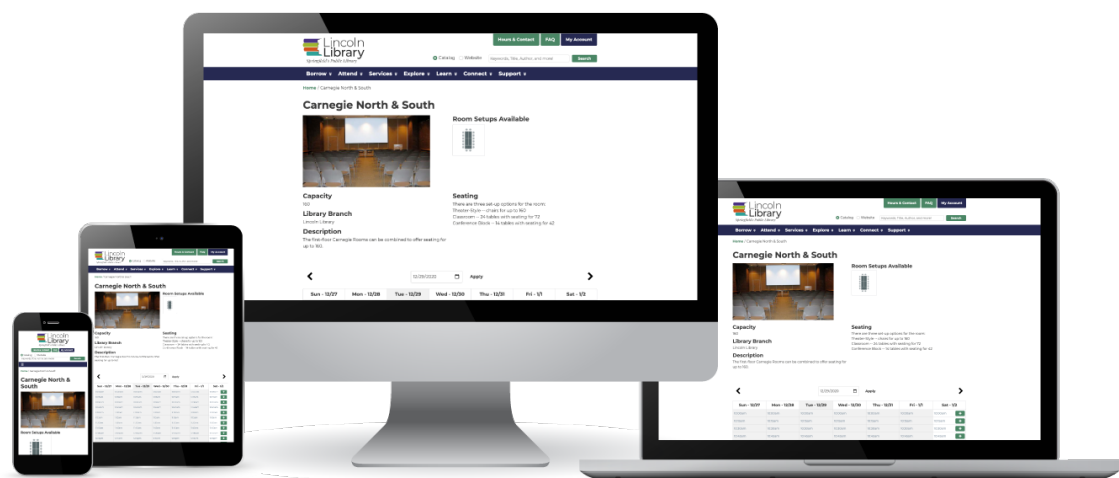
View online at <https://www.tcpl.org/reserve-room>



ROOM AVAILABILITY

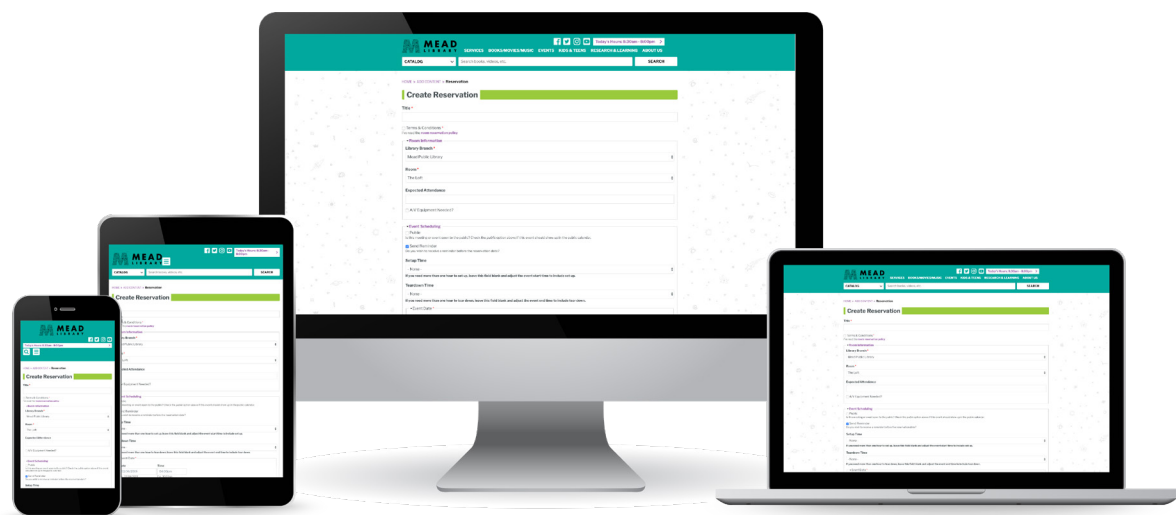
View online at <https://www.amespubliclibrary.org/reserve-room/room>

SAMPLE SCREENS



ROOM DETAILS VIEW

View online at <https://www.lincolnlibrary.info/reserve-room/carnegie-north-south>



ROOM RESERVATION FORM

View online at <https://www.meadpl.org/reserve-room/new>

FEATURES

LibraryCalendar

Each instance of LibraryCalendar is customized to meet our clients' specific needs and provide a user-friendly experience for both patrons and staff members. LibraryCalendar comes with two modules which are managed from the same calendar, eliminating room and event conflicts and giving staff a clear picture of events and reservations across the library:

Events – allows your staff to create and manage events with ease. Each department can add and customize its events. Registrations, reports, and automated communications tools provide library staff with a single portal for event and calendar management. Patrons can find, view, and register for events from their desktop, laptop, tablet, or smartphone.

Reservations – enables patrons to see which rooms are available and submit room reservation requests. Emails are automatically sent so that staff can approve reservations.



Events

Staff users can create and customize events by filling out a form with the following options:

- **Administrative Settings:** record internal notes and categories, track attendance, and event status
- **Scheduling:** create all-day, multi-day, or regular hours events; create single events or a series
- **Room:** select location (branch, branch + room, virtual, or offsite) and equipment and room setup as needed
- **Registration:** use a standard form and settings or customize parameters and restrictions
- **Categories:** set main filter categories for age group(s) and program type(s)
- **Details:** select from a library of standard images, descriptions, and disclaimers and/or customize image and details; provide contact information and upload files



Room Reservations

Patrons can request to reserve a room by filling out a form with the following options:

- Accept policy Terms & Conditions
- Schedule based on library rules:
 - ◊ Soonest allowed reservation
 - ◊ Farthest allowed reservation
 - ◊ Longest allowed reservation
 - ◊ Shortest allowed reservation
 - ◊ Number of reservations allowed in a set period

FEATURES

CONTINUED

LibraryCalendar



Taxonomy Structure

- Select from public rooms, including the ability to request equipment and room setup
- Provide required contact information (name, library card, email/ phone, address, birth date)
- Select organization type and provide 501(c)(3) EIN, if required
- Provide a description of the meeting and notes
- Short forms available by request for specific room types (like study rooms)

Staff administrators can add or edit program types, age groups, rooms, image/description library, and library hours at any time. These taxonomies will populate throughout the Library**Calendar** system rather than needing to be updated in multiple locations. A new event type, for example, will appear automatically in the event creation form and the calendar filters.



Room Equipment & Setups

The Library**Calendar** system can manage room equipment, allowing patrons who are reserving rooms to request laptops, projectors, and other items. Private equipment can also be added for use by staff for events. These items can be tied to individual rooms or shared with validation to ensure no equipment conflicts. Rooms can also be assigned setup options (use our standard icons or provide your own) so that staff creating events and patrons requesting rooms can select a particular room configuration.



Multiple Branch Support

Rooms and events are assigned to branches. Library**Calendar** can accommodate any number of branches and gives staff the ability to add new branches or rooms at any time. Patrons can easily filter events or rooms based on branch location. An additional branch modal tool for selecting preferred locations before viewing the calendar is available for large systems with 10+ branches.

FEATURES

CONTINUED

LibraryCalendar



Staff & Patron Notifications

Automated email notifications can be sent for the following situations:

- The library can send custom email notifications to event registrants at any time.
- The patron receives an email before an event they registered for.
- The patron receives a reminder email before a non-registration event they chose to be notified about.
- The patron receives an email if their registration status is updated (moved up from waitlist, cancellations, etc.)
- The library receives a reminder email when a patron requests a room reservation.
- The patron receives an email when they request a room reservation.
- The patron receives an email when a room reservation request is approved or denied.
- The patron receives a reminder email before a reservation they requested.

Library emails are directed to specific email addresses as requested by the library. You can set custom “trigger” times for reminder emails to send, but they are 24 hours before by default. Email language is standard based on case (aside from custom registrant emails), but custom language can be inserted in most emails globally or per event/reservation. Customizable confirmation pages that are presented to patrons immediately following a registration or reservation request are also available.



Shareable Assets

The Library will be able to share assets from within the CMS to external websites and services via RSS, XML, iCal, or JSON data feeds. Includes multiple query parameters for filtering results. Please note that Library Market cannot guarantee how any third-party code will parse or style feed results.



Patron Interaction

Library**Calendar** offers the following interaction options for public events: Share to Twitter or Facebook, Print, Email, Add to Calendar, and Remind Me.

FEATURES

CONTINUED

LibraryCalendar



Multi-tier Permissions

User accounts can be created by any top-level administrator of Library**Calendar**. Library Market will create a minimum of one top-level administrator during the staff training phase of the project and can add different types of users with levels of granular control, including:

- Staff User who can view calendars and register patrons for events
- Event Creator who can make and edit events and access reports
- Reservations Administrator who can view and approve room reservation requests
- User types are fully customizable for the library's needs.



Event Reporting

Detailed reports are available, including data for Events, Registrations, Reservations, and Room Setup. Export data, bookmark commonly-used reports, and customize what should be available in each report. Some custom reports are available by request.



Fully Responsive, No Apps Needed

All Library Market products are fully responsive, which means that they are mobile and tablet-friendly. Layouts stack vertically on smaller devices, but all of the information is still present, providing a consistent patron experience regardless of their device. It eliminates the need for a secondary calendar app!



Accessibility

Library**Calendar** meets WCAG 2.0 AA compliance criteria. Please note that we are required to use your brand colors in an accessible way that meets or exceeds appropriate color contrast ratios.



Minimum Browser & Device Support

Modern browsers, including Microsoft Edge, Google Chrome, Apple's Safari, and Mozilla Firefox are all supported by Library Market products. Library Market develops in accordance with the standards set forth by the W3C and thoroughly tests our software in all modern browsers.

FEATURES

CONTINUED

LibraryCalendar



Fast & Reliable

Library**Calendar** is configured to offer your staff and patrons a seamless web experience with no lags in response time. The central calendar that controls both events and room reservations is updated in real-time, eliminating scheduling conflicts. We host on Pantheon, a premier containerized environment that offers in-built protection for database failures and server traffic fluctuations.



Support

Library Market's customer service team is available via phone and our email help desk ticketing system. All of our clients will receive periodic updates with new features and improvements to Library**Calendar** as they become available.



Training

Extensive staff training is included with every Library**Calendar** implementation. This includes a minimum of training the calendar administrator on all functions and providing a user manual; additional training for specific staff functions is available as needed.



eCommerce (Optional)

This add-on module allows for online payments through a third-party payment processor. Pass-through API allows payment forms to be placed on Library**Calendar** and stores purchases with a transaction ID. For room reservations, the payment structure is determined by library policy and can include rules for charging based on location, room type, room, organization type, equipment, and hours in use. Additional eCommerce configurations outside these rulesets can be implemented but will be quoted separately and according to an estimated number of hours required for development time. Patrons can make requests and see their calculated charges and will be directed to the payment form through email once the library approves their request. For event registrations, payment functionality, specific charges, and other settings are enabled on a per-event basis. Supported payment processors include Braintree (preferred) and Square. Please note that waitlist functionality is not available for paid events.

FEATURES

CONTINUED

LibraryCalendar



ILS Integration (Optional)

This add-on module connects Library**Calendar** to patron data using APIs provided by standard ILS systems or SIP2. Integration provides a streamlined user experience for both event registrations and room reservations. Features include:

Forms request patron barcode and PIN at the beginning of registration or reservation and validates account information before allowing registration or reservation:

- Card number exists in system
- PIN matches card
- Card is not expired
- Fines are not above an allowed amount (set by library)
- Card belongs to appropriate home library and/or patron group

Pulls patron contact information from the ILS as available to pre-fill the form fields for:

- Patron name
- Patron phone number
- Patron email address
- Patron birth date



Evanced Data Migration (Optional)

Library Market will use a custom-created migration module to transfer existing events, registrations, and reservations from Evanced or Signups & Spaces into Library**Calendar**. This will include an initial test run during the development process and a final migration before the launch. The library is responsible for providing Evanced data files in the appropriate format. A migration map will be created during the process to account for any differences in room names, program types, age groups, etc.

MEMO

(Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 10/2/2025

Subject: 2026 Proposed Budgets

Background

Attached is the "completed" 2026 draft budget. The board has never approved a 2026 budget
Based on figures we received from Finance this week:

Proposed implementation of new pay study

Based on these figures, we would require \$924,407

City has budgeted \$810,000 for the library.

The 2026 expenses remained flat, but prices continue to increase.

Noted increases:

Salaries and benefits

Maintenance Contracts

Electricity

Phones

Newspapers

Library cuts:

2 PT positions: \$33,360

1 FT single health insurance \$10,188

Reduced one position from Sr. Library Assistant to Library Assistant (\$6,000)

System wide discontinuation of Hoopla (\$9,600)

Reduced all programming costs (\$1,500) and eliminated funds for Summer Library Challenge (\$5,200) (hoping for Quirk Foundation grant)

Book budget reduced to \$38,118 (2024 Book budget=\$52,932 2025 Book Budget=\$39,370)

My figures are showing that we are currently at **\$77,224**



MEMO

Budget Goal

Provide the best services to our community with the funds provided

Financial Impact

Trustees will need to make a decision regarding the budget shortfall; reduce hours and staff or use fund balance. The proposed book budget has significant implications for how the library provides services for our community and as a member of the Bridges Consortium. Cutting hours and staff will also impact all the local and county organizations, public and private, that use the facility for meetings, family events, social service visits, etc. Family Connections will also be impacted. Because many of our FT staff do not take city health insurance, we would need to cut multiple Ft and PT team members to cover the financial deficit.

Recommendation

My recommendation is to use the fund balance to cover the budget deficit for 2026.

DRAFT MONTHLY BUDGET 2026

Section 6, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
SALARIES & BENEFITS -- to be contributed by City into 11-48-12-30							
Salaries & Benefits - Fund 11							
Salaries (11-58-12-10)	602,434				0.00	602,434	0.00%
Longevity (11-58-12-12)	527				0.00	527	0.00%
Overtime (11-58-12-14)	0				0.00	0	
Retirement (11-58-12-33)	34,834				0.00	34,834	0.00%
Social Security (11-58-12-34)	54,879				0.00	54,879	0.00%
Medicare (11-58-12-35)	10,402				0.00	10,402	0.00%
Health Insurance (11-58-12-36)	95,436				0.00	95,436	0.00%
Life (11-58-12-37)	4,000				0.00	4,000	0.00%
Dental (11-58-12-38)	7,488				0.00	7,488	0.00%
Actual amount needed is 924,407: 716,841 Salaries							
Difference of 114,000							
	810,000	0.00	0.00	0.00	0.00	810,000.00	0.00%
LIBRARY EXPENSES - Fund 11							
AMSO Allocation (11-58-12-17)							
AMSO Allocation	61,952				0	61,952	0.00%
	61,952	0.00	0.00	0.00	0.00	61,952	0.00%
Supplies & Programs (11-58-12-18)							
AV Supplies	1,200				0	1200	0.00%
Book Supplies	1,500				0	1500	0.00%
Makerspace	1,000				0	1000	0.00%
Marketing	1,000				0	1000	0.00%
Office & Library Supplies	7,500				0	7500	0.00%
Photocopier Lease	6,300				0	6300	0.00%
Postage	500				0	500	0.00%
Adult Programs	1,750				0	1750	0.00%
Adult Summer Library Challenge	0				0	0	
Children Programs	2,750				0	2750	0.00%
Children Summer Library Challenge	0				0	0	
Teen Programs	1,500				0	1500	0.00%
Teen Summer Library Challenge	0				0	0	

DRAFT MONTHLY BUDGET 2026

Section 6, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
	25,000	0.00	0.00	0.00	0.00	25,000.00	0.00%

DRAFT MONTHLY BUDGET 2026

Section 6, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Maintenance Contracts (11-58-12-19)							
Building and Equipment	22,379				0	22,379	0.00%
Software and Subscriptions	19,000				0	19000	0.00%
	41,379	0.00	0.00	0.00	0.00	41,379.00	0.00%
Building Repairs & Supplies (11-58-12-20)							
Janitorial Supplies	8,000				0	8,000	0.00%
Repairs & Expense	6,000				0	6,000	0.00%
	14,000	0.00	0.00	0.00	0.00	14,000.00	0.00%
Property Insurance (11-58-12-21)							
Property Insurance	17,000				0	17000	0.00%
	17,000	0.00	0.00	0.00	0.00	17,000	0.00%
Dues & Fees (11-58-12-22)							
Dues, Fees, ETC.	1,100				0	1,100	0.00%
	1,100	0.00	0.00	0.00	0.00	1,100.00	0.00%
Continuing Education (11-58-12-23)							
Continuing Education	1,200				0	1,200	0.00%
	1,055	0.00	0.00	0.00	0.00	1,055.00	0.00%
Travel (11-58-12-24)							
Travel	1,500				0	1,500	0.00%
	1,200	0.00	0.00	0.00	0.00	1,200.00	0.00%
Utilities							
Fuel (11-58-12-28)	20,000				0	20,000	0.00%
Electricity (11-58-12-30)	45,000				0	45,000	0.00%
Water (11-58-12-31)	4,000				0	4,000	0.00%
Telephone (11-58-12-32)	5,400				0	5,400	0.00%
	74,400	0.00	0.00	0.00	0.00	74,400.00	0.00%

DRAFT MONTHLY BUDGET 2026

Section 6, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Café Charges (11-58-12-43)							
Café Charges	23,780				0	23,780	0.00%
	23,674	0.00	0.00	0.00	0.00	23,674.00	0.00%

DRAFT MONTHLY BUDGET 2026

Section 6, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Databases (11-58-12-44)							
BRIDGES - Databases	1,826				0	1,826	0.00%
Movie License	671				0	671	0.00%
Newsbank Inc.	2,376				0	2,376	0.00%
Overdrive E-Content (\$3,574 Grant)	0				0	0	#DIV/0!
Overdrive Advantage	13,537				0	13,537	0.00%
TumbleBooks Inc.	800				0	800	0.00%
Udemy	0				0	0	
	19,210	0.00	0.00	0.00	0.00	19,210.00	0.00%
Technology (11-58-12-45)							
Fiber Optic - TEACH SERVICES	1,200				0	1,200	0.00%
Technology	1,000				0	1,000	0.00%
	2,200	0.00	0.00	0.00	0.00	2,200.00	0.00%
Library Materials (11-58-12-46)							
Adult Fiction	8,000				0	8,000	0.00%
Adult Nonfiction	7,482				0	7,482	0.00%
Children Books	11,000				0	11,000	0.00%
Large Print	6,675				0	6,675	0.00%
Materials - (Non-books)	0				0	0	
Reference - Subscriptions	2,226				0	2,226	0.00%
Reference - Materials	360				0	360	
Young Adult Books	2,375				0	2,375	0.00%
	38,118	0.00	0.00	0.00	0.00	38,118.00	0.00%
Periodicals (11-58-12-47)							
Periodicals/Newspapers	5,691				0	5,691	0.00%
Seasonal Periodical Purchases	0				0	0	
	5,691	0.00	0.00	0.00	0.00	5,691.00	0.00%
AV Materials (11-58-12-48)							
Adult Talking Books	0				0	0	
Children AUDIO	0				0	0	

DRAFT MONTHLY BUDGET 2026

Section 6, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
DVD	5,500				0	5,500	0.00%
Lucky Day	0				0	0	
	5,500	0.00	0.00	0.00	0	5,500.00	0.00%
Donation Purchases (11-58-12-50)							
Purchase from Donation	0				0	0	
		0.00	0.00	0.00	0.00		

DRAFT MONTHLY BUDGET 2026

Section 6, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
TOTAL LIBRARY EXPENSES	331,479	0.00	0.00	0.00	0.00	331,479	0.00%
TOTAL EXPENSES INCLUDING SALARIES	1,141,479	0.00	0.00	0.00	0.00	1,141,479	0.00%
REVENUE - FUND 11							
Fines (11-48-12-10)	1,200				0	1,200	0.00%
Misc. Fees (11-48-12-12)	5,000				0	5,000	0.00%
Use of Facilities Fee (11-48-12-14)	3,000				0	3,000	0.00%
Copier (11-48-12-18) <i>Will be adjusted for tax</i>	7,555				0	7,555	0.00%
Jefferson County Funds (11-48-12-22)	248,879				0	248,879	0.00%
Dodge County Funds (11-48-12-24)	91,500				0	91,500	0.00%
Adjacent County Funds (11-48-12-26)	9,728				0	9,728	0.00%
DONATIONS 11-48-12-27					0	0	
General Fund Contribution (11-48-12-30) <i>From Fund 1</i>	810,000				0	810,000	0.00%
Credit Card Rebate (11-48-12-56)	1,800				0	1,800	0.00%
TOTAL FUND 11 REVENUE	1,178,662	0.00	0.00	0.00	0.00	1,178,662	0.00%
RESERVED TO OFFSET SALARIES & BENEFITS							
Salary Reserve	77,224				0	77,224	0.00%
Subtotal Salary Reserve	77,224	0	0	0	0	77,224	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						

MEMO

(Library)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 10/2/2025

Subject: Library Investment

Background

Per approval at the September 11, 2025 meeting, library donations will be invested with the South Central Library System Foundation. Documents have been signed and W9 secured. Per a recommendation from Mark Stevens,

He suggests that the account is opened with \$258,000, half of the LGIP balance. In a few months it should become evident as to the earning difference between the two accounts with what will be about an even amount in both.

An amount was not approved by the board

Budget Goal

Improve ROI for the library funds

Financial Impact

Improve ROI for the library funds and prepare for future facility needs

Recommendation

Settle on an amount for investment.

**WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
DIRECTOR'S REPORT
For September 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	4,022
Sept.	3,465	
October	3,569	
November	3,494	
December	3,572	
Totals	44,953	

Physical Circulation for September	22,007 (21,493)
Sept. Libby:	(3,465)
Sept. Libby Mags	(450)
Sept. Hoopla	(463)
2025 Monthly Total	
2024 September Total	(25,871)
New Cards	118

Library Director's Notes:**A reminder that we will be closed on October 15 for an all-day staff in-service.**

So far the agenda includes active shooter training by Watertown PD, an overview of the Family Resource Center by Steph Curtis, department meetings, an invitation to the Mayor to join us to meet all the library team. Staff will also complete a survey for the strategic plan. We will also make time to complete marketing videos. Friends of Library will pay for lunch and snacks.

Tom and Donna Kohls attended the Library Trustee dinner in Johnson Creek. I also attended. It was a nice evening and entertainment was provided by Betsy Bleck, Deputy Director, at the Brookfield Public Library, regarding library advocacy information for the local, county, and state levels.

All cameras have been installed per the approved invoiced agreement. Installers also changed some camera angles for me. I would still like to add one more camera inside one of the Carnegie Study Room (the room where we had the recent incident). Because of other items located in the ceiling, the camera angle cannot be changed. I would like to put the camera in the room but not where we cannot view what someone has on a laptop or tablet.

John K. removed the Little Library on Labaree Street. This was our first little library and has fallen into disrepair. I haven't decided if it will be repaired or recycled.

Jamie and I were scheduled to speak to Rotary. Plans were changed so that Rotary could attend the Lunch and Learn, sponsored by the Watertown Chamber of Commerce. We will reschedule.

Cari and I attended the city Leadership Team emergency operations meeting. The library would provide a supportive role in a city emergency.

We continue to struggle with some HVAC issues. John helped out while Tod was on vacation and Tod continues to monitor the units and contact our support agency.

As I noted in an earlier email, Jefferson County Finance has approved the 2026 budget request for all Jefferson Co. Libraries. I attended the meeting in Jefferson. If all goes as planned we should receive the amount I've shared with you in previous meetings. I believe a thank you at the end of the budgeting process is necessary to acknowledge and thank the County Board for the continued support.

Digital circulations to rural residents continue to increase. I believe this is due to the installation of broadband throughout the rural areas of the county.

Tod has reported that we will need to purchase a new snowblower. Our current snowblower is 10+ years old (purchased when Cliff still worked at the library). Tod will explore options.

Monthly Department Information

Adult:

Adult Services staff tried out several new programs during the month of September, and I think all of them were a success! Regina started a romance book club that will meet third Wednesday of each month. Hannah is doing a cozy movie and craft night once a month during the fall months. Noah had a successful trivia night. I started a junk journaling club with the help of a volunteer that meets the third Thursday of the month. I attended both a Marketing Meet-Up in Waukesha and the virtual Strategic Planning kick off meeting. Peg and I are exploring the possibility of a website upgrade. It is almost 6 years since our current website launched, and we're looking for something more modern, easy to update and ADA compliant. One we really like is the New Berlin Public Library, if you're interested in taking a look at the vision we have. We've been managing without a coin change machine in the computer lab for about a month, and we're eager to get a replacement machine.

~Jamie

Children's:

September started off with a fun opportunity through Bridges by having our first ever field trip with the Bridges YS librarians and the Monarch YS librarians! We went to the Bookworm Gardens in Sheboygan and then to the Mead Public Library to have lunch and do a "program swap" and tour, including their Children's area, their Makerspace and seeing the only Pick-Up Locker that has the back side of the locker indoors! I've been to both the Mead Public Library and Bookworm Gardens with my nieces when they were much younger and A LOT has changed, grown and expanded in the 9-10 years since I've visited. It was well worth the trip and I got a few good ideas that I brought back to Watertown with me. 😊

We also started back with Fall Programming in the Children's Department, which is always so nice to get back to after a busy summer and short break in August. We started off strong with some busy Little U Storytimes and Baby Bounce's, got back into school age programs with Club Lego, Crafty Kids Club and STEAM Team, as well as our drop in Kindergarten Ready weekly program. We have Reading with Rover year-round, but it's always fun having our furry friends visit the library twice a month! My staff has been busy getting Book Bags ready for teachers, homeschool families and childcare providers. We kicked off our first Homeschool Tuesday of

the school year with a Library 101 program and shared all the great digital resources we offer, in addition to the physical resources. I'm happy to say we saw a big jump in Tumblebooks usage this month, which I credit in part to that being featured for our homeschool families! We're going to continue to focus on these digital collections on social media as well, since there are many great options for kids and families as well to highlight.

Peg and I have had a few interviews but are still working on finding the right person to fill the opening in Children's. We also had our first Strategic Planning meeting and look forward to continuing to work on that process with the team. I had my first daycare and Head Start monthly visits of the school year and have my first library visit scheduled as well for a Kindergarten class that I read to each month. It's nice getting back into the "school year routine"!

~Tina

Circulation Department:

Happy Fall!

We found a nice display stand on the 3rd floor to display our library of things cake pans and cookie cutters! We have added several new library of things items recently so if you ever want to search for them in the catalog just type in "Café Library of Things". There is a new look on the cafe libraries website. We have been helping patrons to get familiar with using it. The display stand by the circulation desk features a fun display titled: Never too cool for school, which features movies and books that are school related. The tik tok book display continues to be very popular. The Journey of Dragons has ended and a Watertown patron was a prize winner.

~ Cari

Teens:

This month, teens had the opportunity to participate in a self-care day and another Crafternoon. At the self-care day, we made sugar scrubs, colored bookmarks, and painted nails. The sugar scrub in particular was very popular. The teens expressed that this was cool and they would come to more events like this. At our Crafternoon event, teens did diamond art and made suncatchers, which turned out beautifully! Besides that, we also did a take and make sticker art event and a guess-the-number game with Skittles for the winner.

~Tina

MONTHLY BUDGET 2025

Section 8, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Year To Date	Bal. Remaining	To Date
SALARIES & BENEFITS													
850,859 to be contributed by City into 11-48-12-30													
Salaries & Benefits - Fund 11													
Salaries (11-58-12-10)	703,546	37,659	50,200	53,220	48,136	46,986	49,086	75,683	50,817	50,294	462,080.90	241,465	65.68%
Longevity (11-58-12-12)	527	0	0	0	0	0	0	0	0	0	0.00	527	0.00%
Overtime (11-58-12-14)	0	31	0	0	0	0	0	0	0	0	31.07	-31	
Retirement (11-58-12-33)	33,241	1,926	2,570	2,570	2,414	2,346	2,441	3,805	2,536	2,535.68	23,141.75	10,099	69.62%
Social Security (11-58-12-34)	43,653	2,279	3,035	3,222	2,907	2,836	2,966	4,607	3,073	3,040.49	27,964.70	15,688	64.06%
Medicare (11-58-12-35)	10,209	533	710	753	680	663	694	1,078	719	711.07	6,539.96	3,669	64.06%
Health Insurance (11-58-12-36)	87,885	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	58,860.00	29,025	66.97%
Life (11-58-12-37)	1,494	148	148	148	145	145	145	164	164	164	1,369.41	125	91.66%
Dental (11-58-12-38)	7,487	612	612	612	582	582	612	612	612	612	5,446.08	2,041	72.74%
	888,042	49,727.69	63,813.76	67,064.88	61,403.79	60,097.12	62,482.55	92,488.14	64,459.15	63,896.79	585,433.87	302,608.13	65.92%
LIBRARY EXPENSES - Fund 11													
AMSO Allocation (11-58-12-17)													
AMSO Allocation	61,952	0	15,488	0	0	15,488	0	0	15,488	0	46,464	15,488	75.00%
	61,952	0.00	15,487.95	0.00	0.00	15,487.95	0.00	0.00	15,487.95	0.00	46,463.85	15,488	75.00%
Supplies & Programs (11-58-12-18)													
AV Supplies	1,200	0	57	31	0	97	30	57	30	0	302	898	25.13%
Book Supplies	1,500	0	715	9	0	0	268	193	0	106	1,290	210	86.02%
Makerspace	1,750	0	164	19	0	0	130	145	0	15	472	1278	27.00%
Marketing	2,000	0	0	335	229	-130	383	106	0	0	923	1077	46.14%
Office & Library Supplies	7,500	217	359	466	2,157	21	908	1,615	193	260	6,197	1303	82.62%
Photocopier Lease	6,300	265	403	419	425	454	401	529	399	454	3,749	2551	59.50%
Postage	500	0	0	5	5	-39	12	15	4	5	7	493	1.49%
Adult Programs	2,000	362	162	159	10	27	98	53	67	154	1,093	907	54.66%
Adult Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	0	
Children Programs	2,750	244	73	268	64	0	131	1,117	307	55	2,260	490	82.18%
Children Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	0	
Teen Programs	2,000	177	173	48	80	0	22	232	31	50	815	1185	40.75%
Teen Summer Library Challenge	0	0	0	0	0	0	0	0	138	0	138	-138	
	27,500	1,265.83	2,106.28	1,760.31	2,968.94	429.65	2,382.36	4,061.90	1,170.00	1,100.31	17,245.58	10,254.42	62.71%

MONTHLY BUDGET 2025

Section 8, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Year To Date	Bal. Remaining	To Date
Maintenance Contracts (11-58-12-19)													
Building and Equipment	19,689	44	0	570	3,250	6,100	0	0	1,144	1,274	12,382	7,307	62.89%
Software and Subscriptions	19,192	635	104	489	13,607	3	411	263	3	3	15,519	3673	80.86%
	38,881	678.47	104.14	1,059.39	16,856.93	6,102.99	411.48	262.99	1,146.99	1,277.14	27,900.52	10,980.48	71.76%
Building Repairs & Supplies (11-58-12-20)													
Janitorial Supplies	8,000	751	23	1,017	360	66	2,029	54	1,372	462	6,135	1,866	76.68%
Repairs & Expense	5,000	0	1	10	516	2,896	363	12	1,812	3,477	9,086	-4,086	181.72%
	13,000	751.08	23.42	1,027.37	876.08	2,962.27	2,391.85	66.64	3,183.26	3,938.77	15,220.74	-2,220.74	117.08%
Property Insurance (11-58-12-21)													
Property Insurance	17,000	0	0	0	0	0	0	0	8,474	0	8,474	8526	49.85%
	17,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8473.75	0.00	8473.75	8,526	49.85%
Dues & Fees (11-58-12-22)													
Dues, Fees, ETC.	1,100	0	0	0	0	0	0	0	0	366	366	734	33.27%
	1,100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	366.00	366.00	734.00	33.27%
Continuing Education (11-58-12-23)													
Continuing Education	1,200	0	200	0	0	0	0	0	0	1,910	2,110	-910	175.83%
	1,200	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	1,910.00	2,110.00	-910.00	175.83%
Travel (11-58-12-24)													
Travel	1,500	0	0	0	91	167	0	199	8	67	532	968	35.47%
	1,500	0.00	0.00	0.00	91.42	167.44	0.00	198.80	7.74	66.64	532.04	967.96	35.47%
Utilities													
Fuel (11-58-12-28)	20,000	0	2,497	2,636	979	766	328	159	149		7,514	12,486	37.57%
Electricity (11-58-12-30)	40,000	0	2,897	2,988	3,178	3,799	5,001	5,968	5,808		29,639	10,361	74.10%
Water (11-58-12-31)	4,000	0	340	347	362	369	354	369	376	381	2,897	1,103	72.43%
Telephone (11-58-12-32)	3,000	63	176	168	189	192	81	1,654	462	385	3,370	-370	112.33%
	67,000	63.24	5,909.17	6,138.72	4,707.70	5,125.93	5,764.77	8,149.59	6,795.46	765.65	43,420.23	23,579.77	64.81%
Café Charges (11-58-12-43)													
Café Charges	23,780	0	0	0	23,780	0	0	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	0.00	0.00	23,780.00	0.00	100.00%

MONTHLY BUDGET 2025

Section 8, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Year To Date	Bal Remaining	To Date
Databases (11-58-12-44)													
BRIDGES - Databases	1,754	0	0	0	1,754	0	0	0	0	0	1,754	0	100.00%
Hoopla (\$6,504 Grant)	9,626	0	1,307	1,233	0	0	656	1,407	1,572	1,627	7,802	1,824	81.05%
Movie License	607	0	0	0	607	0	0	0	0	0	607	0	100.00%
Newsbank Inc.	2,340	2,308	0	0	0	0	0	0	0	0	2,308	33	98.61%
Overdrive E-Content	4,968	0	4,968	0	0	0	0	0	0	0	4,968	0	100.00%
Overdrive Advantage	5,956	0	0	0	5,956	0	0	0	0	0	5,956	0	100.00%
TumbleBooks Inc.	840	799	0	0	0	0	0	0	0	0	799	41	95.12%
Udemy	0	0	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	1,571.74	1,626.81	24,193.71	1,897.29	92.73%
Technology (11-58-12-45)													
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	600	0	0	600	600	50.00%
Technology	1,000	10	14	47	31	0	0	33	39	0	175	825	17.46%
	2,200	9.99	13.97	47.46	31.36	0.00	0.00	632.84	38.97	0.00	774.59	1,425.41	35.21%
Library Materials (11-58-12-46)													
Adult Fiction	8,000	1,161	1,406	900	1,264	1,524	2,031	1,024	1,328	1,845	12,483	-4,483	156.04%
Adult Nonfiction	7,000	959	575	779	589	900	963	668	320	636	6,389	611	91.28%
Children Books	11,384	136	965	2,669	642	160	1,111	1,115	842	2,709	10,349	1,035	90.91%
Large Print	6,450	170	378	1,495	1,532	772	1,377	118	751	258	6,852	-402	106.23%
Materials - (Non-books)	0	0	0	0	0	0	0	0	0	0	0	0	
Reference - Subscriptions	3,036	0	708	0	0	0	0	0	0	0	708	2,328	23.32%
Reference - Materials	0	0	0	0	0	0	0	0	0	0	0	0	
Young Adult Books	3,500	280	562	340	39	329	244	78	12	10	1,894	1,606	54.12%
	39,370	2,707.30	4,593.95	6,182.59	4,067.03	3,685.23	5,727.11	3,001.63	3,252.50	5,458.12	38,675.46	694.54	98.24%
Periodicals (11-58-12-47)													
Periodicals/Newspapers	4,905	961	620	633	789	920	367	0	0	120	4,410	495	89.90%
Seasonal Periodical Purchases	0	0	0	0	0	0	0	0	159	0	159	-159	
	4,905	960.60	620.40	632.87	788.78	920.28	366.86	0.00	159.19	120.00	4,568.98	336.02	93.15%
AV Materials (11-58-12-48)													
Adult Talking Books	0	0	0	0	0	0	0	0	0	0	0	0	
Children AUDIO	0	0	0	0	0	0	0	0	0	0	0	0	
DVD	6,000	187	226	733	1,233	563	625	-5	690	708	4,960	1,041	82.66%
Lucky Day	0	0	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	689.80	707.78	4,960	1,040.50	82.66%
Donation Purchases (11-58-12-50)													
Purchase from Donation	0	1,156	3,714	5,132	4,463	4,317	7,525	7,197	1,064	3,283	37,852	-37,852	
		1,155.51	3,714.43	5,132.26	4,463.48	4,316.69	7,525.12	7,196.81	1,064.44	3,283.03	37,851.77		

MONTHLY BUDGET 2025

Section 8, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Year To Date	Bal Remaining	To Date
TOTAL LIBRARY EXPENSES	331,479	10,885.53	39,274.65	23,947.49	68,181.84	39,761.04	25,850.86	24,973.27	43,041.79	20,620.25	296,536.72	34,942	89.46%
TOTAL EXPENSES INCLUDING SALARIES	1,219,521	60,613.22	103,088.41	91,012.37	129,585.63	99,858.16	88,333.41	117,461.41	107,500.94	84,517.04	881,970.59	337,550	72.32%
REVENUE - FUND 11													
Fines (11-48-12-10)	1,500	177	82	83	66	72	61	92	36	174	843	657	56.20%
Misc. Fees (11-48-12-12)	5,000	518	314	314	633	226	582	498	148	958	4,190	810	83.81%
Use of Facilities Fee (11-48-12-14)	3,000	461	292	400	818	308	264	120	582	120	3,364	-364	112.15%
Copier (11-48-12-18) Will be adjusted for tax	6,500	1,097	1,039	666	778	677	788	613	568	783	7,010	-510	107.84%
Jefferson County Funds (11-48-12-22)	238,228	0	238,228	0	0	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	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	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	2,351	778	27,916	-27,916	
General Fund Contribution (11-48-12-30) From Fund 1	850,859	0	212,715	0	0	212,715	0	0	212,715	0	638,144	212,715	75.00%
Credit Card Rebate (11-48-12-56)	1,500	0	652	0	0	557	0	0	653	0	1,862	-362	124.11%
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	5,644.63	217,052.60	2,813.17	1,036,097.88	183,423	84.96%
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	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	61,454.93												

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	15,249	13,407				133,124
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%	-2%	11%	-100%	-100%	-100%	-15%
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	492	462	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	740	660				
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	179	207				
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	878	778	0	0	0	7,170
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	679	665	0	0	0	5,197
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	152	160				1482
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	540	479				4,144
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	202	181				1,439
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	15	9				74
Microfilm 2024	5	5	6	4	5	7	14	8	8	17	2	5	86
Computer/Tablet	554	482	546	550	524	494	541	666	654				5,011
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	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	3	2				15
Proctor Exams 2024	0	1	0	0	0	0	0	0	1	2	0	2	6
Wireless	4751	4655	5053	5247	5705	5451	5589	5372	5215				47,038
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	18	22				171
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	115	109				1,098
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	2	0				35
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	177	0				405
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	1	1				30
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	15	13				338
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	111	141				1,030
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	866	646				5,262
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	2535	2349				22,303
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	6444	6159				61,807
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	1	24	11	306	0	0	2	70	8	346	0	0	15	9	0	0	3	5	5	12	319	338	13
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	7	287	8	133	1	18	1	4	5	59	4	100	159	128	0	0	101	0	10	15	367	299	11
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	86	3059	103	3411	12	298	8	747	46	2045	56	2778	1737	1266	1103	463	605	38	91	134	3193	3026	186
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	3	16	8	124		
August 2024	2	1	11	316		
September	3	12	2	40		
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	45	418	32	1191	318	81
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
JUN	Sure-Fire Inc.	Reset controllers	348.75	Building Repairs
	Walden, Nietzsche, & Taylor	Legal fees re: camera MOU	552.50	Office Supplies
JUL	Walden, Nietzsche, & 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
SEP	Schindler Elevator Corp.	Service call after power outage	772.40	Building Repairs
	Sure-Fire Inc.	Expansion module and labor RTU 1	1,385.70	Building Repairs
	Sure-Fire Inc.	Solenoid coil and labor RTU 2	552.45	Building Repairs
	Sure-Fire Inc.	Contactors and labor RTU 3	766.00	Building Repairs
	Complex Security Solutions	Add 12 cameras and server, down pay	18,042.22	Capital Outlay
	Complex Security Solutions	Add 12 cameras and server, final paym	18,042.20	Capital Outlay
OCT	Sure-Fire Inc.	Replace actuator on RTU1	630.49	Building Repairs
	Sure-Fire Inc.	Replace condenser fan blade	486.04	Building Repairs

YTD TOTAL: 48,056.38

YTD total for Sure-Fire, Inc: 8,346.05



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

THURSDAY, SEPTEMBER 11, 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	P	Kerry Kneser	P	Tom Kohls	P
Andi Merfeld	P	Beth Mueller	P	Sarah Oudenhoven	P	Erin O'Neill	P
Bob Wetzel	P						

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

2. REVIEW CORRESPONDENCE - NONE

3. CITIZENS TO BE HEARD - NONE

4. APPEARANCES - NONE

5. NEW BUSINESS

- a. Discuss and take possible action: Recommendation from Library Finance Committee to move forward with investing with South Central Library System Foundation

- Mark Stevens, City of Watertown, recommends WPL invests in SCLSF

Burke made motion to accept WPL Finance Committee recommendation to set up an account with SCLSF according to Steven's plan . Kohls Seconded.

Roll call vote:

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						

6. UNFINISHED BUSINESS

- a. Reviewed: Signed MOU between Library Board and WILS
- b. Reviewed and took action: WILS invoice

Burke made motion to pull funds out of Fund Balance. Seconded by Chandler.

Roll call vote:

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						

- c. Reviewed 2026 proposed budget
 - Checkai shared updates on the 2026 proposed budget, including anticipated funding from the City of Watertown.

7. DIRECTOR'S REPORT

Reviewed documents provided in pre-meeting packet:

- a. September Director's Report
 - Melissa Mclimans from WiLS will be attending the October Board meeting to facilitate the *Phase 2: Stakeholder Engagement - Board Interviews* portion of the Strategic Plan. Per the plan: "This discussion will focus on gathering information about the challenges and aspirations of the community, and the strengths, opportunities, and aspirations of the library, including the board."
 - Checkai encouraged Board members to recommend community members who could be interviewed for the *Phase 2: Stakeholder Engagement - Stakeholder Interviews* portion of the Strategic Plan. Per the plan, "The interviews will provide qualitative data and insight into community strengths and opportunities and what catalyzing role the library might play."
- b. August Statistics
- c. August Monthly Budget
- d. YTD Unplanned Expenses

8. TRUSTEE'S REPORT

- a. Director's evaluation update - Personnel and Policy

9. PRESIDENT'S REPORT

- a. Oudenhoven shared updates from the past month including strategic planning and correspondence.

10. PERSONNEL AND POLICY

- a. The committee will meet in October re: Director Review and report to the Board at the October meeting.

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- a. Minutes from August 14, 2025
- b. Public Library Finance minutes from August 27, 2025
- c. Approve September bills

Kohls made motion to approve consent agenda items. Kneser seconded.
Roll call vote:

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						

12. ADJOURNMENT

Merfeld made motion to adjourn meeting at 6:19pm. Chandler seconded. Approved.

Next Meeting: October 9, 2025

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting to be held on Thursday, October 9, 2025, 5:30pm.

Respectfully submitted,
Andi Merfeld, Secretary

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN15321422	Gordon Flesch	11-58-12-18	Copier Usage	141.12		
62021	Budget Print	11-58-12-18	Business cards - Tina and Lynn	141.00		
		11-58-12-18				
		11-58-12-18				
		11-58-12-19				
		11-58-12-19				
60087959	Sure-Fire, Inc	11-58-12-20	Repairs: Replace actuator on RTU1	630.49		
59995270	Sure-Fire, Inc	11-58-12-20	Repairs: Replace condenser fan blade	486.04		
		11-58-12-20				
		11-58-12-20				
		11-58-12-20				
TP093025	Tina Peerenboom	11-58-12-24	3rd quarter mileage	133.00		
		11-58-12-24				
	Wttn Water Dept	11-58-12-31	Water,			
		11-58-12-32				
507822483	Midwest Tape	11-58-12-44	Hoopla	1,398.70		
28436	Taylor Computer S	11-58-12-45	Technology work (ports for cameras)	168.75		
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-50				
		11-58-12-50				
			TOTAL	3,364.47		
FUND 11 EXPENSES						
	11-58-12-18	547.49	Office & Library Supplies			
	11-58-12-19	0.00	Maintenance Contracts			
	11-58-12-20	1,116.53	Building Repairs & Supplies			
	11-58-12-24	133.00	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-44	1,398.70	Databases			
	11-58-12-45	168.75	Technology			
	11-58-12-46	0.00	Library Materials			
	11-58-12-50	0.00	Purchase from Donation			
		3,364.47				