



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, DECEMBER 14, 2023 AT 5:30 PM

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

Zoom Meeting ID: 853 2236 0495

Passcode: K3QZq23J

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

1. **CALL TO ORDER / ROLL CALL**
2. **REVIEW CORRESPONDENCE**
3. **CITIZENS TO BE HEARD**

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

4. **APPEARANCES**

- A. Darren Shretter: Studio GC - Provide construction updates and Miron contract update (Zoom)

5. **NEW BUSINESS**

- [A.](#) Resolution 2023 - 14 Acknowledging service of Mariela Rodriguez
 - B. Discuss: select meeting date for a Library Board Development Day
 - [C.](#) Review and take action: Contract for Jefferson Co. Library Services
 - [D.](#) Review and take action: 2024 pay table and payroll resolution
 - E. 19.85(1)c for the purpose of "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Library Director Evaluation
 - F. Return to Open Session
 - G. Discuss and take action: 2024 Compensation for Library Director
 - H. Review and discuss: response to Library Board's letter to Mayor, Finance and HR

6. **UNFINISHED BUSINESS**

- A. Discuss with possible action: Miron Construction Contract for release of retainage
 - B. Review and discuss: 2024 Library Budget
 - C. Discuss and take possible action: Memorandum of Understanding between the City of Watertown and the Watertown Public Library
 - [D.](#) Discuss and take possible action: Legal Services to represent the Library in the Intergovernmental Agreement between the City of Watertown and the Watertown Public Library

7. **DIRECTOR'S REPORT**

- [A.](#) Review and discuss: Monthly highlights, budget figures and statistics

8. **TRUSTEE'S REPORT**

- A. Discuss and take possible action: library related topics in official capacity with possible suggestions for January board meeting

9. PRESIDENT'S REPORT

- A. Discuss and review: Contacts in official capacity

10. PERSONNEL AND POLICY

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- A. October 31, 2023 Finance Committee minutes
- B. October 31, 2023 Finance Committee minutes
- C. November 14, 2023 Library Board Minutes
- D. Library expenditures and finances
- E. Library expansion expenditures

12. ADJOURNMENT

- A. Next Meeting Date: January 11, 2024

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

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only

Watertown Public Library Board of Trustees
Resolution #2023-14
Acknowledgement of Mariela Rodriguez’s service to the Library Board of Trustees

WHEREAS: Mariela Rodriguez served as a member of the Watertown Public Library Board of Trustees from February 2021 – December 2023 and

WHEREAS: Mariela Rodriguez diligently served the board, patrons, and employees during her tenure and

WHEREAS: Mariela Rodriguez helped guide the Watertown Public Library with her dedication to library services,

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

Action Taken:

Signature: _____

Library Board President

CONTRACT FOR COUNTY LIBRARY SERVICES

This agreement made this 20th day of November, 2023, by and between the County of Jefferson, hereinafter called "County," and **Watertown Public Library** hereinafter called "Municipal Library," witnesseth:

I. PURPOSE

The Jefferson County Board of Supervisors has, by resolution, stated the intent to provide public library services for the inhabitants of the County and has levied a tax to provide funds for such services. It is the intention of the parties to implement such County-wide public library services through the use of existing municipal libraries.

II. TERM

The monetary payment and the services hereinafter stated shall be for a term commencing January 1, 2024 and ending December 31, 2024.

III. MUNICIPAL LIBRARY SERVICES

1. The Municipal Library shall serve all residents of Jefferson County equally.
2. The Municipal Library shall direct the librarian or other representative to attend periodic County meetings with the Jefferson County Library Council to coordinate and improve County library services.
3. The Municipal Library shall furnish such statistical information as may be requested by the County pertaining to the use of said library by persons residing beyond the municipal boundaries.

IV. MONETARY PAYMENT

In consideration of the Municipal Library services, the County shall pay to the Municipal Library, for the term of this agreement, the total sum of **\$205,407** payable in one sum not later than March 1, 2024.

V. LOCAL AUTONOMY

The Municipal Library shall in all respects remain an independent legal entity and not an agent or an employee of the County of Jefferson. The governing board or body of the Municipal Library shall retain all of the existing powers and duties related to the operation and maintenance of said Municipal Library.

VI. LOCAL USE OF FUNDS

It is mutually agreed by the County and the Municipal Library that the funds paid by the County are to cover the additional labor, material, capital outlay, and other expenses reasonably related to the County-wide services as set forth herein, and that the Municipal Library will not use said funds for the purpose of reducing the local tax levy.

COUNTY OF JEFFERSON

By:

County Administrator

Date

County Clerk

Date

MUNICIPAL LIBRARY

By:

Library Board President

Date

Financial Agent of Library

Date

Municipal Representative

Date

Note: The 2024 payment is contingent on having a signed contract returned no later than February 1, 2024. Please scan and email the signed contract to:

Audrey McGraw – Jefferson County Clerk
audreym@jeffersoncountywi.gov

and

Marc DeVries – Jefferson County Finance Director
MarcD@jeffersoncountywi.gov

CITY OF WATERTOWN

PAY TABLE EFFECTIVE: 1/1/2024 - HOURLY FORMAT (2080 HOURS)

1.50% COLA increase from 2023

Grade	Control Point										
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Y	\$66.51	\$68.41	\$70.31	\$72.21	\$74.11	\$76.01	\$77.91	\$79.81	\$81.71	\$83.61	\$85.52
X	\$62.53	\$64.32	\$66.11	\$67.89	\$69.68	\$71.47	\$73.25	\$75.04	\$76.83	\$78.61	\$80.40
W	\$58.56	\$60.24	\$61.91	\$63.58	\$65.26	\$66.93	\$68.60	\$70.28	\$71.95	\$73.62	\$75.30
V	\$54.59	\$56.15	\$57.71	\$59.27	\$60.83	\$62.39	\$63.95	\$65.51	\$67.07	\$68.63	\$70.19
U	\$50.62	\$52.07	\$53.52	\$54.96	\$56.41	\$57.86	\$59.30	\$60.75	\$62.19	\$63.64	\$65.09
T	\$47.64	\$49.00	\$50.36	\$51.72	\$53.08	\$54.44	\$55.81	\$57.17	\$58.53	\$59.89	\$61.25
S	\$45.66	\$46.96	\$48.27	\$49.57	\$50.88	\$52.18	\$53.49	\$54.79	\$56.09	\$57.40	\$58.70
R	\$43.68	\$44.93	\$46.17	\$47.42	\$48.67	\$49.92	\$51.17	\$52.41	\$53.66	\$54.91	\$56.16
Q	\$41.68	\$42.87	\$44.06	\$45.25	\$46.44	\$47.63	\$48.82	\$50.02	\$51.21	\$52.40	\$53.59
P	\$39.70	\$40.83	\$41.97	\$43.10	\$44.24	\$45.37	\$46.50	\$47.64	\$48.77	\$49.91	\$51.04
O	\$37.72	\$38.80	\$39.87	\$40.95	\$42.03	\$43.11	\$44.18	\$45.26	\$46.34	\$47.42	\$48.50
N	\$35.72	\$36.74	\$37.76	\$38.78	\$39.80	\$40.82	\$41.84	\$42.86	\$43.89	\$44.91	\$45.93
N (2912 Hrs) Battalion Chief	\$25.52	\$26.24	\$26.97	\$27.70	\$28.43	\$29.16	\$29.89	\$30.62	\$31.35	\$32.08	\$32.81
M	\$33.74	\$34.70	\$35.67	\$36.63	\$37.60	\$38.56	\$39.52	\$40.49	\$41.45	\$42.42	\$43.38
M (2053 Hrs) Sgt	\$34.18	\$35.16	\$36.14	\$37.11	\$38.09	\$39.07	\$40.04	\$41.02	\$42.00	\$42.97	\$43.95
L	\$31.76	\$32.67	\$33.57	\$34.48	\$35.39	\$36.30	\$37.20	\$38.11	\$39.02	\$39.93	\$40.83
K	\$29.78	\$30.63	\$31.48	\$32.33	\$33.18	\$34.03	\$34.88	\$35.73	\$36.59	\$37.44	\$38.29
J	\$27.78	\$28.57	\$29.37	\$30.16	\$30.96	\$31.75	\$32.54	\$33.34	\$34.13	\$34.92	\$35.72
I	\$25.80	\$26.54	\$27.27	\$28.01	\$28.75	\$29.49	\$30.22	\$30.96	\$31.70	\$32.43	\$33.17
H	\$23.82	\$24.50	\$25.18	\$25.86	\$26.54	\$27.22	\$27.90	\$28.58	\$29.26	\$29.94	\$30.63
G	\$21.83	\$22.45	\$23.08	\$23.70	\$24.32	\$24.95	\$25.57	\$26.20	\$26.82	\$27.44	\$28.07
F	\$19.84	\$20.41	\$20.97	\$21.54	\$22.11	\$22.68	\$23.24	\$23.81	\$24.38	\$24.94	\$25.51
E	\$18.36	\$18.88	\$19.41	\$19.93	\$20.46	\$20.98	\$21.50	\$22.03	\$22.55	\$23.08	\$23.60
D	\$17.36	\$17.86	\$18.36	\$18.85	\$19.35	\$19.84	\$20.34	\$20.84	\$21.33	\$21.83	\$22.32
C	\$16.37	\$16.84	\$17.30	\$17.77	\$18.24	\$18.71	\$19.17	\$19.64	\$20.11	\$20.58	\$21.04
B	\$15.38	\$15.82	\$16.26	\$16.70	\$17.14	\$17.58	\$18.02	\$18.46	\$18.90	\$19.34	\$19.78
A	\$9.92	\$10.20	\$10.49	\$10.77	\$11.05	\$11.34	\$11.62	\$11.90	\$12.19	\$12.47	\$12.75

PAYROLL RESOLUTION

SPONSOR: MAYOR MCFARLAND
FROM: FINANCE COMMITTEE

A resolution adjusting the annual salary or hourly rates to be paid the following city officials, supervisory, and non-union personnel of the City of Watertown, Wisconsin.

The Common Council of the City of Watertown, Wisconsin, do ordain as follows:

SECTION 1: Effective January 1, 2024, all full-time and permanent part-time non-represented employees (excluding library employees) shall receive compensation based on the appropriate step and grade of the attached pay chart for dates effective January 1, 2024.

SECTION 2: The Mayor may modify the attached pay chart to include any new positions budgeted for and approved by the Common Council at a grade consistent with the budgeted amount or to change a job title, provided the grade does not changed.

SECTION 3: The following elected and appointed city officials and employees shall receive, effective January 1, 2024, an annual salary of the amounts placed after their respective title:

Municipal Judge	\$30,079
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SECTION 4: The following part-time employees shall receive, effective January 1, 2024:

	<u>Jan. 1</u>
Police Auxiliary	\$15.76
Police Auxiliary Capt. – additional per hour	.50
Police Auxiliary Sgt. – additional per hour	.25
Crossing Guard	11.25
Election Inspector	10.00
Chief Election Inspector	12.00
Election Assistant	15.00
Cable TV PT Staffer	12.50
Engineering Intern (HS)	10.00-14.00
Engineering Intern (College)	14.00-19.00

SECTION 5: Only full-time employees previously eligible for longevity as of December 31, 2011, are eligible for longevity, and shall receive, in addition to their salary, the following annual amounts:

After 8 years of continuous service	\$175.50
After 12 years of continuous service	\$351.00
After 16 years of continuous service	\$526.50

SECTION 6: The City will contribute toward health insurance the following amounts for those employees who elect to receive it: Full-time single: 90% of the lowest cost plan offered in Jefferson/Dodge Counties; Full-time family: 90% of the lowest cost plan offered; Permanent part-time employees as defined by WRS: 25 – 50% of the lowest cost plan offered for either single or family coverage.

SECTION 7: The City will contribute toward dental insurance the following amounts for those

employees who elect to receive it: Full-time single: 90%, Full-time family: 90%.

SECTION 8: LIBRARY. Hourly rates and salaries paid to personnel employed by the Library included in the table shall be set by the Library Board. Each person employed as a Page I shall be paid \$0.00(Please verify wage) per hour plus an additional \$.25(Please confirm this pre-determine amount or percent) per year worked. Each person employed as a Page II shall be paid \$0.00(Please verify wage) per hour plus an additional \$.25(Please confirm this pre-determine amount or percent) per year worked.

SECTION 9: RECREATION DEPARTMENT. Hourly rates and contract amounts will be established by the Park, Recreation and Forestry Commission with the exception of seasonal maintenance employees, subject to council approval.

SECTION 10: STREET, PARK, FORESTRY AND WATER/WASTEWATER SEASONAL EMPLOYEES. Each person employed as a part-time seasonal maintenance employee shall be paid \$13.00 per hour plus an additional \$1.00 per year worked. Each person employed as a part-time seasonal office employee in these departments shall be paid \$11.00 per hour.

SECTION 11: All unionized City employees shall be compensated according to the appropriate union contracts.

SECTION 12: Non-union paramedics will receive the paramedic add-on pay as listed in the union contract.

SECTION 13: Unless specified differently in a section, this resolution shall take effect January 1, 2024.

CITY OF WATERTOWN		
GRADE ORDER LIST		
GRADE	JOB TITLE	
T	CITY ATTORNEY	
T	DIRECTOR OF PUBLIC WORKS	
T	CHIEF OF FIRE/EMERGENCY OPERATIONS	
T	POLICE CHIEF	
S	WATER/WASTEWATER UTILITIES MANAGER	
S	FINANCE DIRECTOR	
R	PUBLIC HEALTH OFFICER	
R	OPERATIONS MANAGER	
Q	DEPUTY CHIEF-FD	Reviewed
Q	ASSISTANT POLICE CHIEF	
Q	ASSISTANT CITY ENGINEER	
P	POLICE CAPTAIN	
P	LIBRARY DIRECTOR	Added
O	RECREATION AND PARKS DIRECTOR	
O	WATER/WASTEWATER UTILITIES ASSISTANT MANAGER	
N	BATTALION CHIEF SHIFT COMMANDER	
N	ENGINEERING PROJECT MANAGER	
N	ZONING ADMINISTRATOR	
N	STORMWATER PROJECT MANAGER/GRANT WRITER	Reviewed
N	PARKS SUPERVISOR	
M	BUILDING INSPECTOR	
M	PUBLIC WORKS PROJECT MANAGER	
M	ASSISTANT OPERATIONS MANAGER	
M	PUBLIC HEALTH ASSISTANT DIRECTOR	
M	POLICE SERGEANT	
M	CLERK	
M	WASTEWATER MAINTENANCE AND FACILITIES FOREMAN	
M	STRATEGIC INITIATIVES AND DEVELOPMENT COORDINATOR	
M	HUMAN RESOURCES COORDINATOR	
M	INFORMATION TECHNOLOGY COORDINATOR	
L	BUILDING INSPECTOR (PT)	
L	SR. CENTER AND ENRICHMENT DIRECTOR/OFFICE MANAGER	

L	DISTRIBUTION CREW LEADER	
K	ENVIRO HEALTH SANITARIAN (CERTIFIED)	
K	EMERGENCY PREP/ENVIRO HEALTH SPECIALIST	
K	PUBLIC HEALTH NURSE - RN	
K	BILINGUAL COMMUNICATIONS SPECIALIST (PT)	
K	DEPUTY TREASURER/CLERK	
K	AQUATICS AND RECREATION MANAGER	
K	PROGRAMMING EVENT COORDINATOR	
K	WASTEWATER COLLECTIONS CREW LEADER	
K	WASTEWATER OPERATIONS FOREMAN	
K	WATER OPERATIONS FOREMAN	
K	MEDIA AND COMMUNICATIONS DIRECTOR	
K	ADULT SERVICES LIBRARIAN	Added/Reviewed
K	CHILDREN'S LIBRARIAN	Added/Reviewed
J	PT CODE ENFORCEMENT	
J	ENVIRO HEALTH SANITARIAN (NON-CERTIFIED)	
J	CITY FORESTER/BUCKET TRUCK OPERATOR	
J	911 DISPATCH SUPERVISOR	
J	LAB MANAGER	
J	RECREATION PROGRAM MANAGER	New
J	STREET/STORMWATER WORKING FOREMAN	
I	HEAVY EQUIPMENT OPERATOR	
I	MECHANIC	
I	OPERATOR I	
I	CIRCULATION & SENIOR OUTREACH SERVICES MANAGER	Added/Reviewed
H	PARALEGAL (PT)	
H	HUMAN RESOURCES ASSISTANT (PT)	New
H	FIRE INSPECTOR (PT)	
H	NURSE - LPN	
H	ASSISTANT CITY FORESTER	
H	MECHANIC/PARKS MAINTENANCE/POOL OPERATOR	
H	PARKS SPECIALIZED MAINTENANCE	
H	911 DISPATCHER	
H	911 DISPATCHER(PT)	
H	SPECIALIZED MAINTENANCE/LIGHT EQUIPMENT OPERATOR	
H	SOLID WASTE COLLECTION - LEADMAN	
H	OFFICE/PROGRAM COORDINATOR	Reviewed
H	UTILITY BILLING COORDINATOR	Reviewed
H	WASTEWATER COLLECTIONS SPECIALIST	
H	ADMINISTRATIVE ASSISTANT III	Reviewed

G	ACCOUNTING CLERK	
G	COURT CLERK (MUNICIPAL)	
G	COMMUNITY SERVICES OFFICER	Reviewed
G	GENERAL LABORER-STREETS	
G	SOLID WASTE COLLECTION - LEADMAN	
G	INVESTIGATIONS TECHNICIAN/SPECIALIST	Reviewed
G	RECORDS CLERK (POLICE)	Reviewed
G	ASSISTANT BILLING/UTILITY CLERK	Reviewed
G	WATER DISTRIBUTION TECHNICIAN	
G	WATER UTILITY TECHNICIAN	
G	ADMINISTRATIVE ASSISTANT II	Reviewed
G	MEDIA PRODUCTIONS MANAGER	
F	GENERAL LABORER-PARK RECREATION AND FORESTRY	
F	MAINTENANCE CUSTODIAN	
F	BUILDING AND GROUNDS MAINTENANCE SUPERVISOR/WASTEWATER RELIEF OPERATOR	
F	LEGAL ASSISTANT (PT)	
F	ADMINISTRATIVE ASSISTANT I	Reviewed
F	SENIOR LIBRARY ASSISTANT-CATALOGING & CIRCULATION	Added/Reviewed
F	SENIOR LIBRARY ASSISTANT-TEEN SERVICES	Added/Reviewed
C	LIBRARY ASSISTANT (PT)	Added/Reviewed
C	CLERK/TYPIST	Reviewed
C	CUSTODIAN-PT	Added

CITY OF WATERTOWN**2023 PAY TABLE - HOURLY FORMAT (2080 HOURS)**

1.5% COLA increase from 2022

	2.500%	2.500%	2.500%	2.500%	2.500%	2.500%	2.500%	2.500%	2.500%	2.500%	2.500%
	87.50%	90%	92.50%	95%	97.50%	100%	102.50%	105%	107.50%	110%	112.50%
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Y	\$65.53	\$67.40	\$69.27	\$71.15	\$73.02	\$74.89	\$76.76	\$78.63	\$80.51	\$82.38	\$84.25
X	\$61.61	\$63.37	\$65.13	\$66.89	\$68.65	\$70.41	\$72.17	\$73.93	\$75.69	\$77.45	\$79.21
W	\$57.70	\$59.35	\$60.99	\$62.64	\$64.29	\$65.94	\$67.59	\$69.24	\$70.89	\$72.53	\$74.18
V	\$53.79	\$55.32	\$56.86	\$58.40	\$59.93	\$61.47	\$63.01	\$64.54	\$66.08	\$67.62	\$69.15
U	\$49.88	\$51.30	\$52.73	\$54.15	\$55.58	\$57.00	\$58.43	\$59.85	\$61.28	\$62.70	\$64.13
T	\$46.94	\$48.28	\$49.62	\$50.96	\$52.30	\$53.64	\$54.98	\$56.32	\$57.66	\$59.00	\$60.35
S	\$44.98	\$46.27	\$47.55	\$48.84	\$50.12	\$51.41	\$52.70	\$53.98	\$55.27	\$56.55	\$57.84
R	\$43.03	\$44.26	\$45.49	\$46.72	\$47.95	\$49.18	\$50.41	\$51.64	\$52.87	\$54.10	\$55.33
Q	\$41.06	\$42.24	\$43.41	\$44.58	\$45.76	\$46.93	\$48.10	\$49.28	\$50.45	\$51.62	\$52.80
P	\$39.11	\$40.23	\$41.35	\$42.47	\$43.58	\$44.70	\$45.82	\$46.94	\$48.05	\$49.17	\$50.29
O	\$37.16	\$38.22	\$39.28	\$40.35	\$41.41	\$42.47	\$43.53	\$44.59	\$45.66	\$46.72	\$47.78
N	\$35.19	\$36.20	\$37.20	\$38.21	\$39.21	\$40.22	\$41.23	\$42.23	\$43.24	\$44.24	\$45.25
N (2912 Hrs) Battalion Chief	\$25.14	\$25.86	\$26.58	\$27.29	\$28.01	\$28.73	\$29.45	\$30.17	\$30.88	\$31.60	\$32.32
M	\$33.24	\$34.19	\$35.14	\$36.09	\$37.04	\$37.99	\$38.94	\$39.89	\$40.84	\$41.79	\$42.74
M (2053 Hrs) Sgt	\$33.68	\$34.64	\$35.60	\$36.57	\$37.53	\$38.49	\$39.45	\$40.41	\$41.38	\$42.34	\$43.30
L	\$31.29	\$32.18	\$33.08	\$33.97	\$34.87	\$35.76	\$36.65	\$37.55	\$38.44	\$39.34	\$40.23
K	\$29.34	\$30.18	\$31.02	\$31.85	\$32.69	\$33.53	\$34.37	\$35.21	\$36.04	\$36.88	\$37.72
J	\$27.37	\$28.15	\$28.93	\$29.72	\$30.50	\$31.28	\$32.06	\$32.84	\$33.63	\$34.41	\$35.19
I	\$25.42	\$26.15	\$26.87	\$27.60	\$28.32	\$29.05	\$29.78	\$30.50	\$31.23	\$31.96	\$32.68
H	\$23.47	\$24.14	\$24.81	\$25.48	\$26.15	\$26.82	\$27.49	\$28.16	\$28.83	\$29.50	\$30.17
G	\$21.51	\$22.12	\$22.74	\$23.35	\$23.97	\$24.58	\$25.19	\$25.81	\$26.42	\$27.04	\$27.65
F	\$19.55	\$20.11	\$20.66	\$21.22	\$21.78	\$22.34	\$22.90	\$23.46	\$24.02	\$24.57	\$25.13
E	\$18.09	\$18.60	\$19.12	\$19.64	\$20.15	\$20.67	\$21.19	\$21.70	\$22.22	\$22.74	\$23.25
D	\$17.11	\$17.60	\$18.08	\$18.57	\$19.06	\$19.55	\$20.04	\$20.53	\$21.02	\$21.51	\$21.99
C	\$16.13	\$16.59	\$17.05	\$17.51	\$17.97	\$18.43	\$18.89	\$19.35	\$19.81	\$20.27	\$20.73
B	\$15.16	\$15.59	\$16.02	\$16.45	\$16.89	\$17.32	\$17.75	\$18.19	\$18.62	\$19.05	\$19.49
A	\$9.77	\$10.05	\$10.33	\$10.61	\$10.89	\$11.17	\$11.45	\$11.73	\$12.01	\$12.29	\$12.57

CITY OF WATERTOWN	
GRADE ORDER LIST	
GRADE	JOB TITLE
T	CITY ATTORNEY
T	DIRECTOR OF PUBLIC WORKS
T	CHIEF OF FIRE/EMERGENECY OPERATIONS
T	POLICE CHIEF
S	WATER/WASTEWATER UTILITIES MANAGER
S	FINANCE DIRECTOR
R	PUBLIC HEALTH OFFICER
R	OPERATIONS MANAGER
Q	DEPUTY CHIEF-FD
Q	ASSISTANT POLICE CHIEF
Q	ASSISTANT CITY ENGINEER
P	POLICE CAPTAIN
O	RECREATION AND PARKS DIRECTOR
O	WATER UTILITIES ASSISTANT MANAGER
N	BATTALION CHIEF SHIFT COMMANDER
N	ENGINEERING PROJECT MANAGER
N	ZONING ADMINISTRATOR/GRANT WRITER
N	PARKS SUPERVISOR
M	BUILDING INSPECTOR
M	STORMWATER PROJECT MANAGER
M	PUBLIC WORKS PROJECT MANAGER
M	ASSISTANT OPERATIONS MANAGER
M	PUBLIC HEALTH ASSISTANT DIRECTOR
M	POLICE SERGEANT
M	CLERK
M	WASTEWATER MAINTENANCE AND FACILITIES FOREMAN
M	STRATEGIC INITIATIVES AND DEVELOPMENT COORDINATOR
M*	HUMAN RESOURCES GENERALIST
M*	INFORMATION TECHNOLOGY COORDINATOR
L	BUILDING INSPECTOR-PT
L	SR. CENTER AND ENRICHMENT DIRECTOR/OFFICE MANAGER

L	DISTRIBUTION CREW LEADER
K	ENVIRO HEALTH SANITARIAN (CERTIFIED)
K	EMERGENCY PREP/ENVIRO HEALTH SPECIALIST
K	PUBLIC HEALTH NURSE - RN
K	BILINGUAL COMMUNICATIONS SPECIALIST (PT)
K	DEPUTY TREASURER/CLERK
K	AQUATICS AND RECREATION MANAGER/PROGRAMMER
K*	PROGRAMING EVENT COORDINATOR
K	WASTEWATER COLLECTIONS CREW LEADER
K	WASTEWATER OPERATIONS FOREMAN
K	WATER OPERATIONS FOREMAN
K	MEDIA AND COMMUNICATIONS DIRECTOR
J	PT CODE ENFORCEMENT
J	ENVIRO HEALTH SANITARIAN (NON-CERTIFIED)
J	CITY FORESTER/BUCKET TRUCK OPERATOR
J	911 DISPATCH SUPERVISOR
J	LAB MANAGER
J	STREET/STORMWATER WORKING FOREMAN
I	HEAVY EQUIPMENT OPERATOR
I	MECHANIC
I	PREVENTIVE MAINTENANCE
H	PARALEGAL
H	PT FIRE INSPECTOR
H	NURSE - LPN
H	ASSISTANT CITY FORESTER
H	MECHANIC/PARKS MAINTENANCE/POOL OPERATOR
H	PARKS SPECIALIZED MAINTENANCE
H	911 DISPATCHER
H	911 DISPATCHER(PT)
H	SPECIALIZED MAINTENANCE/LIGHT EQUIPMENT OPERATOR
H	SOLID WASTE COLLECTION - LEADMAN
H	WASTEWATER COLLECTIONS SPECIALIST
G	ACCOUNTING CLERK
G	ADMINISTRATIVE ASSISTANT-ENGINEERING AND INSPECTION
G	EXECUTIVE ASSISTANT
G	COURT CLERK (MUNICIPAL)
G	ADMINISTRATIVE ASSISTANT II
G	COMMUNITY SERVICES OFFICER

G	GENERAL LABORER-STREETS
G	SOLID WASTE COLLECTION
G	BILLING CLERK
G	WATER DISTRIBUTION TECHNICIAN
G	WATER UTILITY TECHNICIAN
G	ADMIN ASST/BILLING CLERK ASST
G	MEDIA PRODUCTIONS MANAGER
F	ADMINISTRATIVE ASSISTANT
F	GENERAL LABORER-PARK RECREATION AND FORESTRY
F*	CUSTODIAN
F	INVESTIGATIONS TECHNICIAN
F	RECORDS CLERK (POLICE)
F	ASSISTANT UTILITY BILLING CLERK
F	BUILDING AND GROUNDS MAINTENANCE SUPERVISOR/WASTEWATER RELIEF OPERATOR
F	LEGAL ASSISTANT (PT)
B	CLERK/TYPIST

*See attached memo regarding updated positions approved during the 2022 budgeting process.

PAGE RATES			1.015	1.015	1.015	
			2022	2023	2024	
				2.5% Performance	2.5% Performance	
			Step 1	Step 2	Step 3	
(Noah C.)		Page I	10.00	10.40	10.82	
(Lynne U., Heidi W.)		Page II	10.50	10.92	11.36	
		Starting Salary:	Step 1	Step 1 1.015 COL	Step 1 1.015 COL	
		Page I	10.00	10.15	10.30	
		Page II	10.50	10.66	10.82	



Proposal to Advise on Intergovernmental Agreement, Prepared for:

Watertown Public Library

December 2023

RESPECTFULLY SUBMITTED BY:

Thomas O. Gartner
Senior Counsel
togartner@michaelbest.com
414.270.2716

Colorado | Illinois | North Carolina | Texas | Utah | Washington, D.C. | Wisconsin

michaelbest.com

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Introduction

Thank you for the opportunity to provide information about Michael Best & Friedrich's capabilities to represent the Watertown Public Library (the Library) in negotiations of an intergovernmental agreement with the City of Watertown (the City). With a wealth of experience serving public sector entities, we're excited to leverage our knowledge to help you negotiate and secure an agreement with the City.

As a full-service law firm, we handle a wide range of legal matters across practice areas. Michael Best® offers the Library an ideal combination of experience, high-quality service, and competitive pricing, with advantages such as the following:

LOCAL KNOWLEDGE, NATIONAL RESOURCES

Our proposed lead counsel for the Library's intergovernmental contract negotiation is based in Milwaukee, Wisconsin. He is supported by the full capabilities of our firm, with nearly 300 attorneys in 17 offices throughout the United States. Our geographic reach positions us well to serve clients' needs at the local, state, and federal levels.

DEEP UNDERSTANDING OF THE PUBLIC SECTOR

Michael Best has significant experience in representing the diverse interests and full-service needs of public sector clients. The scope of our practice is wide-ranging, from public finance, government relations, real estate, and administrative law, to employee benefits, labor relations, and litigation. **Thomas Gartner**, our proposed lead counsel, has significant experience serving in government roles and working with public sector entities.

EFFICIENCY & VALUE-BASED BILLING

We continuously strive to ensure that efficiency and best practices are built into our services. We offer sophisticated, strategic counsel, without a "Big Law" price tag. As discussed in the following proposal, we are pleased to offer the Library a 10% discount on Thom Gartner's hourly billing rate.

COMMITMENT TO CLIENT SERVICE

Clients consistently give us high marks for being an invaluable asset. The reason? We devote ourselves to building relationships based on the bedrock of responsiveness, efficiency, trust, and a zeal for our clients' success. Our focus is on your entire organization, not just the legal matters we're involved in.

The following pages provide information about Michael Best's public sector experience, our proposed lead counsel, and discounted pricing. We look forward to discussing how we can partner with Watertown Public Library to meet your legal needs and support your organizational objectives.

Proposal to Support Watertown Public Library

Public Sector Experience

Michael Best has significant experience in representing the diverse interests and full-service needs of public sector clients. At the local level, our clients include municipalities, local agencies, and quasi-governmental entities, as well as school districts, technical colleges, and public universities.

In the past five years, we've represented:



We have considerable experience—and success—representing local entities in Wisconsin and across the country. The scope of our practice is wide-ranging, from real estate, public finance, and administrative law to employee benefits, labor relations, and general counsel.

We have been retained by public sector clients on many complex projects, including major housing developments, intergovernmental agreements, specialized municipal litigation, environmental issues, elections, injunctions, privatization, employee terminations, and comparable worth. Our wide-ranging experience also includes land use regulation, government relations, tax law, and public records and open meeting laws.

Proposed Lead

Thomas O. Gartner

Senior Counsel | Milwaukee, WI | togartner@michaelbest.com | T. 414.270.2716



Thom Gartner will serve as counsel to Watertown Public Library, assisting you with negotiating and drafting an intergovernmental agreement with the City of Watertown.

Thom brings deep legal knowledge and significant experience in government roles. Prior to joining Michael Best, Thom represented the City of Milwaukee as an Assistant City Attorney in the Office of the City Attorney. In this role, he also represented various boards and commissions, such as the

Redevelopment Authority, Housing Authority, Public Debt Commission, Zoning Board of Appeals, Board of Harbor Commissioners, and Milwaukee Board of School Directors.

His practice focus includes:

- General municipal law
- Municipal finance
- Real estate
- Development
- Urban redevelopment
- Land use and zoning
- Tax increment financing

EXPERIENCE

Thom's representative project experience includes:

- Representing the City of Milwaukee and the Redevelopment Authority in the structuring and negotiation of a Cooperation, Contribution and Development Agreement in connection with the financing and construction of a \$300 million downtown corporate headquarters. This representation included more than \$50 million in tax incremental financing.
- Representing the City of Milwaukee and the Redevelopment Authority in connection with the creation and implementation of more than 50 tax incremental districts.
- Serving as counsel to the Public Debt Commission of the City of Milwaukee and participating in the issuance of City General Obligation Bonds, Notes, and Revenue Bonds.
- Serving as issuer's counsel in more than 175 revenue bond financings, with a combined principal value in excess of \$2 billion. These financings included the first revenue bonds issued by a Housing or Redevelopment Authority in the State of Wisconsin.
- Representing the City of Milwaukee and the Redevelopment Authority in the acquisition, redevelopment, and financing of a \$60 million mixed-use commercial, educational, and residential project for use by a public university.
- Representing the City of Milwaukee and the Board of Harbor Commissioners in the long-term leasing and capital financing of a lakefront festival grounds to the operator of a major national music festival that included the issuance of more than \$30 million in bonds.
- Representing the Redevelopment Authority as lender for the acquisition, development, and financing of a \$55 million high-rise condominium and apartment development in downtown Milwaukee.
- Assisting in a comprehensive recodification of Milwaukee's Zoning code; representing the Board of Zoning Appeals, including defense of the Board's decisions in multiple appeals; and successfully arguing *Oliviera v. City of Milwaukee* in the Wisconsin Supreme court. This case upheld the rezoning of a parcel of land to permit construction of a major commercial project.

- Participating in the structuring of numerous mixed-finance transactions requiring the integration of local public financial assistance with New Markets Tax Credits, Low-Income Housing Tax Credits, and various forms of state and federal grant and loan funding.

HONORS & RECOGNITIONS

- *The Best Lawyers in America*®, Project Finance Law and Real Estate Law, 2018-present
- *The Midwest's Best Lawyers*®, Project Finance Law and Real Estate Law, 2021
- Public Official of the Year-City of Milwaukee, *The Daily Reporter*, 2012
- Rated AV® Preeminent™

PROFESSIONAL ACTIVITIES

- Member, State Bar of Wisconsin
- Member, American Bar Association

EDUCATION

- Illinois Institute of Technology, Juris Doctor (J.D.)
- Hope College, Bachelor of Arts (B.A.)

ADMISSIONS

- Wisconsin
- Illinois

Value-Based Pricing

Clients shouldn't have to pay a "Big Law" price tag for excellent lawyers. At Michael Best, we understand the need for sophisticated yet affordable legal counsel. That's why we work to build efficiency and best practices into our services.

For services related to the Library's intergovernmental agreement, Thomas Gartner will be your primary advisor. We are pleased to offer a 10% discount on his hourly billing rate, as shown below.

Name	Title	2024 Hourly Rate	Discounted Hourly Rate for the Library
Thomas Gartner	Senior Counsel	\$550	\$495

For certain types of work, we also offer other pricing structures, such as fixed fees or monthly retainers. If the Library needs additional legal counsel in future, we would be happy to discuss the options with you in more detail.

About Michael Best

Michael Best® is dedicated to our clients' success. We're a full-service law firm with nearly 300 lawyers who work in collaborative, interdisciplinary teams to serve clients around the world.

Our mission is to act as a true partner—to help you strategize, rise above challenges, and seize opportunities. We work with companies in all kinds of industries, as well as trade associations, nonprofits, educational institutions, governments, family trusts, and high-net-worth individuals.

Since our firm's founding in 1848, we've continuously innovated to meet our clients' changing needs and stay ahead of the curve. One thing remains the same: For generations, clients have relied on Michael Best for exceptional legal service and business acumen.

PRACTICE AREAS

Corporate

Government Relations &
Political Law

Intellectual Property

Labor & Employment Relations

Litigation

Privacy & Cybersecurity

Real Estate

Regulatory

Tax

Venture Best®

Wealth Planning



NATIONWIDE OFFICES & ADMISSIONS

Colorado

- Broomfield
- Denver

Illinois

- Chicago

North Carolina

- Charlotte
- Durham
- Greenville
- Raleigh
- Wilmington
- Winston-Salem

Texas

- Austin

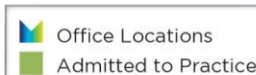
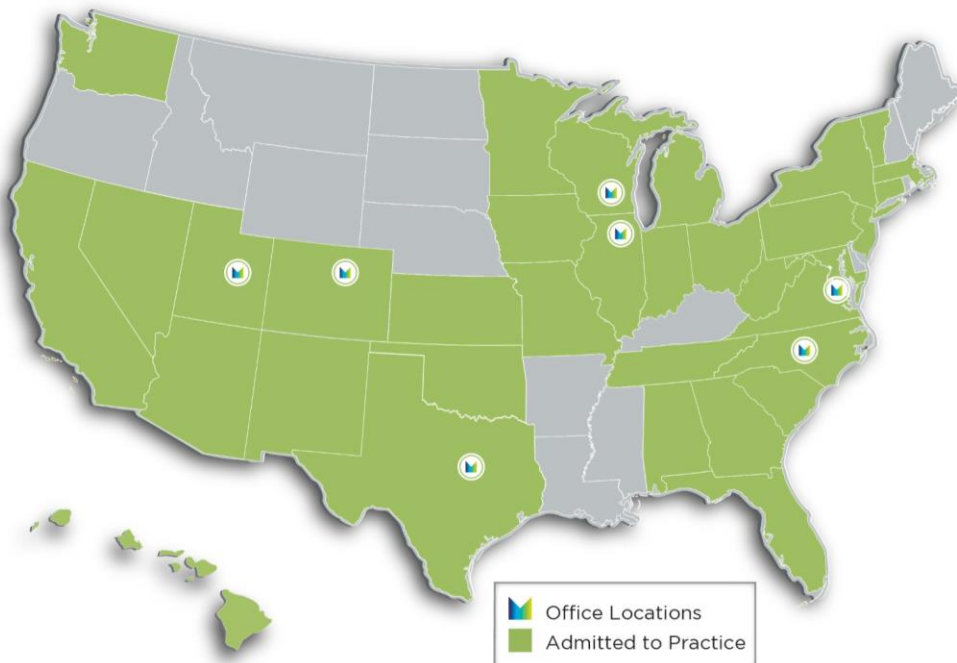
Utah

- Cottonwood Heights
- Salt Lake City

Wisconsin

- Madison
- Manitowoc
- Milwaukee
- Waukesha

Washington, D.C.



Firm Values

The Michael Best service ethos is expressed in our firm's core values and guiding principles:



Client Value

We adhere to a defined set of client service standards across our firm. Our mission is to serve as a trusted partner and deliver an exceptional experience and value to our clients.



Integrity

We value honesty and ethical behavior, and we conduct ourselves accordingly.



Diversity

We work to foster a diverse, inclusive environment and promote diversity in the legal profession.



Excellence

We are committed to excellence in the practice of law and in client service, to support the continued success of our clients and our firm.



Innovation

We promote an environment of continuous learning and process improvement, to further our professional development and seek innovative ways to serve our clients.



Collaboration

We encourage open, respectful dialogue. Michael Best's culture is collaborative, both within our firm and when working with clients.



Community

We are dedicated to the long-term health of our people and our communities. We encourage work/life balance, and we give back to the communities where we live and work.

Professional Recognition



Chambers USA recognized Michael Best in eight practice areas and named 27 partners as leading lawyers.



National Tier 1 rankings in U.S. News - Best Lawyers® **2024 Best Law Firms**, based on client feedback and peer reviews.



97 attorneys ranked in **The Best Lawyers in America 2024**, in 53 different legal areas nationwide, based on in-depth peer review.



BTI Client Service A-Team 2022
Clients named Michael Best

as a leader in client service, client communication, and investing in client relationships.



BTI Most Recommended Law Firm 2021
Michael Best

was recognized as one of the law firms most recommended by top legal decision-makers in more than 15 industries.



BTI AFA Distinguished Law Firm 2020 Michael Best is recognized among the top law firms best at developing and implementing alternative fee arrangements.



Our Venture Best group is ranked in **PitchBook Global League Tables** as a prominent global player in venture capital, private equity, and M&A activity.



Eight Michael Best attorneys named among the **North Carolina Legal Elite 2023** in Business, Corporate, Real Estate, Labor & Employment, Tax & Estate Planning, and Intellectual Property Law.



Ten Michael Best attorneys named among the **2022 Utah Legal Elite** in Business & Corporate, Civil Litigation, Insurance Litigation, Mergers & Acquisitions, Labor & Employment, and Securities Law.



Seven attorneys are named **2023 IP Stars** by *Managing IP* magazine, and our firm is "highly recommended" for trademark and patent work.



Michael Best was named 2021 top Real Estate Law Firm by **Midwest Real Estate News: Best of the Best 2021** which ranks leading firms in the Midwest that practice commercial real estate law.



Benchmark Litigation named five Michael Best attorneys **2023 Benchmark Litigation Stars**. Those included on the list are selected based on client reviews, peer interviews, and recent casework.



WALDEN, NEITZKE
& KUHARY, S.C.
ATTORNEYS AT LAW

LEGAL SERVICES PROPOSAL FOR THE WATERTOWN PUBLIC LIBRARY BOARD OF TRUSTEES

ATTENTION: CHRISTOPHER KOPPE, PRESIDENT

SUBMITTED BY: WALDEN, NEITZKE & KUHARY, S.C.

707 W. Moreland Blvd., Ste. 9

Waukesha, WI 53188

PHONE: (262) 547-5517

EMAIL: wwirkus@waldenlaw.net (Atty. William W. Wirkus)

1. Overview:

Walden, Neitzke & Kuhary, S.C. is a leader in the Waukesha County legal community. Founded in 1980, with a team of lawyers covering multiple legal disciplines and backgrounds, the firm has a broad array of experience from which to draw. From preparing contracts and handling sensitive employment matters to interpreting laws and representing clients in contract negotiations, we are prepared to guide Watertown Public Library's Board of Trustees (the "Board") with its current needs.

2. Governmental/Non-Profit Representation:

Attorney Wirkus currently represents another local library board as outside counsel which has been a Walden, Neitzke & Kuhary, S.C. client since 2006. In addition, Attorney Wirkus has represented a number of local non-profit organizations and numerous local businesses and individuals.

3. Attorneys:

Among the eight (8) current attorneys at Walden, Neitzke & Kuhary, S.C., the following attorneys are anticipated to provide the potential services requested:

A. Attorney William W. Wirkus

Atty. Wirkus has been licensed to practice law since 2011. He began his career representing various state agencies in tort claims, public records, and election law cases. During those engagements, Atty. Wirkus became well versed in representing public agencies, engaging in risk management, and in handling matters relating to public records requests, employment discrimination, qualified immunity for governmental employees, and constitutional law matters relating to the First Amendment, discrimination, and due process. Atty. Wirkus has also represented private clients in personal injury, breach of contract, and employment law cases. In addition to his representation at another local library board, Atty. Wirkus now primarily focuses on representing private businesses and non-profits, as outside corporate counsel, for their business and real estate needs. It is anticipated that Atty. Wirkus would handle the legal services sought by the Board for review, negotiations, drafting and advice relating to an inter-governmental cooperation agreement with the City of Watertown. Please see a link to Attorney Wirkus' bio here: <https://www.waldenlaw.net/about/william-wirkus/>

4. Excluded Services:

The firm does not provide legal services in the following common areas of practice: anti-trust, bankruptcy, energy, immigration, intellectual property, international, and labor law. We do not expect these excluded areas to adversely impact the Firm's representation of the Board. In the event of litigation, Attorney Wirkus would refer you to another Walden, Neitzke & Kuhary, S.C. attorney or another firm.

5. No Anticipated Conflicts of Interest Precluding Representation:

The Firm does not now have, nor does it anticipate, any conflicts of interest.

6. Malpractice Insurance:

The Firm carries professional liability insurance, which provides liability coverage for financial loss suffered by third parties arising from the acts, errors, and omissions in the legal services provided by the Firm and its attorneys. The firm is covered by The Travelers Indemnity Company.

7. Fee Schedule:

The standard fee and cost schedule for representing the Board during the term would be:

- Retainer/Advanced Fee: None.
- Attorney: \$325/hour
- Paralegal: \$150/hour
- Travel Time: One-half (1/2) of standard hourly rate. All other preparation, consultation, attendance, and representation will be charged at the full hourly rate.
- Copies: No charge, unless client requests copies and said copies exceed fifty (50) pages in any seven (7) day period.
- U.S. Mail: No charge for routine correspondence. Expedited mailing (if required), batch/bulk mailings, and extra services (i.e. insurances, etc.) will be charged per the Firm's actual cost.
- Shipping: Charged per the Firm's actual cost, if shipping was required for representation or requested by client.

8. Standard Fee Agreement:

The Firm utilizes a standard Engagement Letter for all its clients for its Engagement Letter, which is signed by an attorney of the firm and counter-signed by the client. A sample letter is attached hereto as Exhibit A.

It is important to us that terms of representation are transparent and that you are comfortable with our firms' representation of the Board, so we may enjoy a great working relationship. If you have any questions at all, do not hesitate to contact me. I am happy to clarify any questions you may have. Thank you for your kind consideration.

Sincerely,

WALDEN, NEITZKE & KUHARY, S.C.



Attorney William W. Wirkus

Enclosure: Engagement Letter



WALDEN, NEITZKE
& KUHARY, S.C.
ATTORNEYS AT LAW

707 W. MORELAND BLVD, SUITE 9
WAUKESHA, WISCONSIN 53188
(262) 547-5517 (Phone)
(262) 547-7517 (Fax)
www.waldenlaw.net

Section 6, Item D.

JAMES L. DUNLAP
MATTHEW R. HARDING
ANGELA KNIGHT
CRAIG M. KUHARY
KELLY L. NEITZKE
ELIZABETH B. TAYLOR
JAMES R. WALDEN, JR.
WILLIAM W. WIRKUS
EDMOND J. VAKLYES, JR.
(1953-2013)

Attorney-Client Privileged Communication

November 15, 2023

Watertown Public Library Board of Trustees
c/o Christopher Koppes

RE: Engagement Agreement

Dear Watertown Public Library Board of Trustees:

Walden, Neitzke & Kuhary, S.C. is looking forward to working with and representing you ("Client") in connection with review, negotiation, drafting and advice relating to inter-governmental cooperation agreement with the City of Watertown pursuant to the terms and conditions contained herein. Walden, Neitzke & Kuhary, S.C. represents the Client and does not represent any other parties in the matter. The legal services Walden, Neitzke & Kuhary, S.C. will provide to Client are limited to this engagement agreement. Should Client require any other legal services, Walden, Neitzke & Kuhary, S.C. can only provide those services pursuant to a separate written engagement letter. Walden, Neitzke & Kuhary, S.C. and Client understand that this engagement will not include providing Client with tax or accounting advice concerning any aspect of this matter, and that Client will consult with their tax and accounting advisors concerning those issues.

Client agrees to pay Walden, Neitzke & Kuhary, S.C. for all services rendered, on an hourly basis, for time spent in performing services connected with these matters, at the rate of \$325.00 per hour for Attorney William W. Wirkus and at the rate of \$150.00 per hour for paralegal, Katy Dable. Client acknowledges and agrees that work on this matter may be delegated to other attorneys of Walden, Neitzke & Kuhary, S.C. where appropriate.

Client further acknowledges and agrees that the total charges for handling the above matter to its conclusion cannot be determined at this time, as it is unknown how much time will be necessary to spend in order to handle the matter to its conclusion. Walden, Neitzke & Kuhary, S.C. can make no promise or guarantee about the outcome of Client's matter. Statements about possible outcomes or strategies, or possible fees, costs or charges should be understood to be opinions or estimates and not guarantees.

In addition to charges for attorney services as described, Client agrees to reimburse Walden, Neitzke & Kuhary, S.C. for necessary expenses incidental to its representation of Client in this matter. Client will advance the necessary sums when requested to do so for these costs or promptly reimburse Walden, Neitzke & Kuhary, S.C. if Walden, Neitzke & Kuhary, S.C. has advanced such costs on behalf of Client.

Client will receive monthly billing statements and agrees to pay any balance due on such statements promptly. Client agrees to pay any outstanding balance within thirty (30) days of the date of the most recent periodic billing statement. Walden, Neitzke & Kuhary, S.C. shall charge interest at a rate of twelve percent (12%) per annum calculated at the rate of one percent (1%) per month commencing thirty (30) days from the date of the Client's billing statement on all outstanding fees and costs, unless other arrangements are made in writing and signed by an attorney of Walden, Neitzke & Kuhary, S.C. and the Client. Walden, Neitzke & Kuhary, S.C. reserves the right to withdraw its representation of Client if Client does not pay timely.

It is mutually agreed that the Client may discharge Walden, Neitzke & Kuhary, S.C. at any time; provided, however, that Walden, Neitzke & Kuhary, S.C. shall be paid for any and all outstanding attorney fees and disbursements.

Client further authorizes Walden, Neitzke & Kuhary, S.C. to communicate with Client electronically, via electronic mail ("e-mail"), facsimile ("fax") or via cellular telephone, as Walden, Neitzke & Kuhary, S.C. deems appropriate, and Client hereby consents to such communications despite being aware of the risk that such communications could be intercepted by third parties. Unless Client specifies or requests that a particular mode of communication or method for the transmission of information, or the request that additional security precautions be taken, Walden, Neitzke & Kuhary, S.C. will use a combination of electronic communication methods and regular mail for Walden, Neitzke & Kuhary, S.C.'s written communications with Client. If Client desires a different mode for any of our communications, please notify Walden, Neitzke & Kuhary, S.C.

Any documents or information Client provides to Walden, Neitzke & Kuhary, S.C. during the course of this engagement will be held until representation of Client ends. At the conclusion of this engagement, Walden, Neitzke & Kuhary, S.C. anticipates Client will request the return of any documents of information that Client needs. Following the passage of a reasonable period of time from the end of this engagement, any documents or information that Client does not request be returned will be destroyed or otherwise disposed in a manner that maintains the confidentiality of their content without advance notice to Client. By signing below Client agrees to the destruction of their file pursuant to this paragraph herein.

Client is aware that a court may, in some circumstances, order an adverse party to pay a portion, or all, of the attorney fees of the other party. In the event that any other party involved in this matter is ordered to make payment on any portion of Client's attorney fees, said contribution will be refunded to Client, if and when it is actually paid to Walden, Neitzke & Kuhary, S.C., and there is no outstanding indebtedness left to Walden, Neitzke & Kuhary, S.C. under the terms of this Agreement.

The Wisconsin Supreme Court requires law firms that operate as a limited liability entity, like Walden, Neitzke & Kuhary, S.C., to advise clients and prospective clients that the law governing this type of limited liability entity shields its owners from vicarious liability. This means that in the event of an error, Walden, Neitzke & Kuhary, S.C. and its insurer may be liable, as may be the attorney who worked on or directly supervised the matter, but other attorneys who did not work on or directly supervise the matter cannot be. Walden, Neitzke & Kuhary, S.C.'s liability insurance exceeds the minimum requirement for firms of our size.


At the conclusion of the representation, Walden, Neitzke & Kuhary, S.C., will provide Client with a written accounting of all fees and costs incurred in the matter, or an accounting of fees and costs incurred from the date of last billing statement sent to Client, along with a refund of any retainer fees that has not been earned or advanced costs that have not been used, if any.

Walden, Neitzke & Kuhary, S.C. appreciates this opportunity to represent you, and we look forward to working with you. These are the terms of our engagement. If you have any questions about the nature of the services Walden, Neitzke & Kuhary, S.C. will be providing, or any issue discussed in this letter, please let us know at your earliest convenience.

Walden, Neitzke & Kuhary, S.C. asks that Client signs a copy of this letter which will signify that you understand the nature and scope of the legal services Walden, Neitzke & Kuhary, S.C. will be providing Client. Please keep a copy of this letter for your records and please return a signed copy to me for our file.

Respectfully,

WALDEN, NEITZKE & KUHARY, S.C.



William W. Wirkus
www/kd

The terms of the foregoing engagement are agreed to and accepted as of _____.
Date

CLIENT:

WATERTOWN PUBLIC LIBRARY BOARD OF TRUSTEES:

Christopher Koppes, President

**WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
DIRECTOR'S REPORT
For November 2023**

Libby: Audio and Ebook Checkouts		
	2022	2023
January:	3,683	3,591
February:	3,050	3,274
March:	3,369	3,729
April:	3,270	3,210
May	3,040	3,484
June:	3,096	3,607
July:	3,473	3,712
August:	3,342	3,744
Sept.	3,089	3,614
October	3,260	4,044
November	3160	3,837
December	3170	
Totals	39,002	39,847

Physical Circulation for November	24,703
Nov. Libby:	3,837
Nov. Hoopla	512
2023 Monthly Total	29,053
2022 Monthly Total	27,643
New Cards	95

Total physical circulation for 2023: 267,726 which is a 1.37% increase from 2022

Library Director's Notes:

It was a busy month of meetings, interviews, committee meetins, annual reviews, and special events.!

- The Library was the host venue for the PBS Kids teaching event
- We participated in the Women's Only Weekend with a donation and a library information packet (with city colored M&Ms) for a prize
- We were the host venue for many of the events for Jingle Bell on the Rock.

(Quartet, Vendor Fair, Antique Ornament presentation, a visit from Blue and Ana/Elsa, Ice carving, Letters to Santa) It was a busy day! I want to convey a thank you to Jamie, Lynn, Heidi Z, and Heidi W, Laura, and Julie for working extra hours to allow the building to stay open until 7 pm. A really big thank you to Noah for volunteering to wear the Bluey costume!!

- I attended the City Leadership Team meeting. Cari and I attended a tabletop exercise for emergency planning.
- Other meetings included; Main St. Board and Promotions Committee Meeting, Bridges Marketing Meeting, Family Resource Center Board Meeting, Bridges Director's Meeting and Friends of the Library.

Tina assisted me with a bookclub tour. I also met with Alderpersons Davis, Blanke, and Wetzel. Also, the City Attorney

- With Jamie's help, I host our Cinema Club movie night once a month.

And...we decorated for Jingle Bell on the Rock/and the holidays! Kevin did the bulk of the work, climbing up ladders and hanging lights. I wanted to create a warm, festive, and welcoming holiday atmosphere. Kevin is out on FMLA until after Christmas. Luckily we have John to help out in Kevin's absence.

We are wrapping up end of the year reviews. I am happy to report that all team members received a satisfactory review for 2023. I'm not surprised by the results! I am fortunate to work with a great team. A reminder for our goals for next year:

Goal:

We recognize that the library team provides and exceptional level of customer service. Our team goal in 2024 is to elevate the patron's positive experience further. This will be achieved through:

- Cross-training all team members to work at all service desks
- Expanding awareness of the educational and life-long learnings aspects of library use

- Maintaining, enhancing and increasing the promotion of library services, materials, and resources through outreach, social media platforms, engaging displays and programs, and welcoming library departments.

Monthly Department Information

Adult:

I am writing this summary on Sunday morning, the day after Jingle on the Rock. The library was a bustling place during the event, and lots of people commented in surprise that we were open the whole time. I think they appreciated having a place to come to warm up, along with seeing Anna, Elsa and Bluey. You'll notice wifi statistics missing from October and November in the board packet. I've been having issues with the dashboard used to gather usage statistics, and Dan from Taylor Computers said the hard drive in our cloud key device is going/has gone bad. He was working with the manufacturer to see if it's still under warranty. Danielle was promoted to the Cataloger position earlier in November. leaving a hole in the Reference department. People from other departments have chipped in to cover desk time, which is always appreciated! I invited to speak to the Wethonkitha women's group at the Rose Garden restaurant and promoted the library. My book club at the Senior Center continues to be very popular, and we will start our third year of the group in January. Laura had a full house for her laundry soap making class and is planning a Holiday Gift Wrapping Party on December 20. If you want company wrapping your gifts, bring them down to the Community Room to enjoy snacks and hot cocoa while you wrap!

~Jamie

Children's:

November was a month full of the normal hustle and bustle of the time leading up to the holiday season. We had our regular slate of programs, monthly school, library and daycare visits, as well as some fun special stuff along the way. We had a great time celebrating Dino-vember with a dinosaur themed storytime (including a dino tail craft that was adorable!), dinosaur science at STEAM Team, and Donuts with Dinos Storytime on a Saturday that had nearly 100 people attending! During the week leading up to Thanksgiving, we had an always popular scavenger hunt with a Turkey Hunt taking over the TalkReadPlay Center, special Library Kids Club and STEAM Team turkey themed programs, and a showing of the new movie "Elemental" that had nearly 70 participants. We are on month 2 of our new subscription boxes and it's been fun picking out books for the 12 kids we have participating in this 3-month subscription. The feedback from the kids was great and they really loved the books I chose for them. I was able to complete my staff's annual reviews and set goals for next year by the end of the month and we are now ramping up for the upcoming Winter Library Challenge that will run from 12/18-

2/11. Early registration will begin on 12/11! It's sure to be a busy December through February in the Children's Department!

~Tina

Teens:

"November was a good second month of programs for me, with time spent between planning (and doing) programs and working on finishing the YA collection. I can finally say I have completed my goal of moving all of the YA fiction into genres, with everything labeled and ready to test out. I have already gotten feedback from teens that have seen the new system, most of which love how easy it is to find books that are similar to their favorites! My gaming tournament this month was Gang Beasts, and it was a hit yet again! The teens (mainly the boys) have told me how much fun they had and how excited they are for the next one.

We also started up a new Subscription Box service for all ages, and I had a lot of teens sign up for it. Picking what they were going to read without them knowing was a fun task and I'm excited to hear feedback of my choices from them soon!"

~ Brittany

Circulation Department:

We have new things going on at the library! We welcomed Danielle to the circulation department and she is getting settled in and learning to catalog. We are gathering donations for the Watertown Humane Society this year. There is a pretty silver tree with tags to take to purchase items on their wish list! You can also give a monetary gift as well. This one is close to my heart because I love animals and their mission is helping them.

We have a new movie display this month showcasing movies set in the wintertime and another display with books & movies to guess the theme and enter to win a prize! I hope you will come in and check them out!

It may be blustery outdoors but the library is warm and welcoming with our lovely decorations and cozy fireplaces!

~ Cari

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
110523 LIB	MC Petty Cash	11-58-12-18	Adult Programs (3 receipts)	70.20		
1128923 LIB	MC Petty Cash	11-58-12-18	Adult Programs (2 receipts)	52.45		
120423 lib	MC Petty Cash	11-58-12-18	Children Programs	11.05		
111323 LIB	MC Petty Cash	11-58-12-18	Office Supply	20.00		
111523 LIB	MC Petty Cash	11-58-12-18	Office Supply	7.72		
41413	Wepco	11-58-12-18	Marketing	64.06		
25561	Taylor Computer S	11-58-12-18	Maintenance Contracts & Filters	125.00		
35401671	Rhyme Business	11-58-12-18	Photocopier Lease	397.28		
120123 LIB	MC Petty Cash	11-58-12-18	Postage	5.14		
120423 LIB	MC Petty Cash	11-58-12-18	Teen Programs	20.00		
DME11152023	DME	11-58-12-20	Maintenance Contract (Lift)	1050.00		
8106406628	Schindler	11-58-12-20	Maintenance Contract (Elevator)	6206.16		
RI 23032184	Bureau Veritas	11-58-12-20	Inspection Fees (Lift and Elevator)	160.00		
29426	ZBM	11-58-12-20	Janitorial Supplies	59.28		
		11-58-12-20				
111323 LIB	MC Petty Cash	11-58-12-23	Continuing Education	49.00		
JH 111523 LIB	Jamie Hernandez	11-58-12-24	November Mileage	49.91		
KS 113023 LIB	Kevin Schoeffel	11-58-12-24	November Mileage	32.23		
		11-58-12-24				
		11-58-12-31				
10004153665	InfoUSA	11-58-12-46	Reference: Materials (Polk City Directory)	295.00		
138	Maris Associates	11-58-12-46	Children Books	136.57		
INV-US-68598	Envisionware	11-58-12-46	RFID Disc Reader (Non-Fiction)	315.68		
112923 LIB	MC Petty Cash	11-58-12-46	Seasonal Periodicals	27.41		
		11-58-12-46				
BM 112723 LIB	Beth Anne Mueller	11-58-12-50	(CR: GWCHF) Read, Rhyme, Rhythm Fall 2023	260.00		
		11-58-12-50				
			TOTAL	9,414.14		
	11-58-12-18	772.90	Office & Library Supplies			
	11-58-12-20	7475.44	Building Repairs & Supplies			
	11-58-12-23	49.00	Continuing Education			
	11-58-12-24	82.14	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-46	774.66	Library Materials			
	11-58-12-50	260.00	Purchase from Donation			
		9,414.14				

	2023 STATISTICS												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ATTENDANCE	12,261	12,921	17,118	15,239	15,094	17,442	16,763	14,752	12,869	15,061	12,536		162,056
Days open	29	28	30	29	30	30	30	31	29	31	29	29	355
Daily average	423	461	571	525	503	581	559	476	444	486	432	0	456
Highest attendance day	669	1,231	1,081	1,838	1,028	902	977	669	679	749	702		
Lowest attendance day	170	234	235	181	181	179	201	169	160	155	141		
2022 ATTENDANCE	3,111	10,430	12,168	11,994	11,490	14,584	14,076	15,262	11,753	13,119	13,418	10,300	141,705
Percent changed	294%	24%	41%	27%	31%	20%	19%	-3%	9%	15%	-7%	-100%	14%
REF QUESTIONS	1,399	1,291	1,408	1,178	1,173	1,496	1,567	1,480	1,222	1,349	1,178		14,741
INTERNET	1,043	651	766	660	630	607	640	662	548	709	626		7,542
MEETING ROOM	68	95	108	112	114	94	124	114	104	134	135		1202

REFERENCE, CIRCULATION STATISTICS 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	907	788	831	762	752	664	770	822	759	842	751		8,648
Tutor Sessions	196	211	231	212	170	125	236	239	144	229	196		2,189
Microfilm	1	2	8	2	6	2	11	9	11	6	8		66
Computer/Tablet	644	620	718	618	604	572	610	632	511	657	583		6,769
Typewriter	1	2	0	3	0	0	0	0	0	0	0		6
Proctor Exams	0	0	1	1	0	1	0	3	0	0	0		6
Wireless	1111	1320	1035	913	923	1264	1292	1134	1247				10,239
Adult Programs	20	18	23	18	16	13	16	15	16	22	20		197
Program Att.	140	222	127	89	94	137	97	85	115	209	96		1,411
Passive Programs	35	38	37	43	44	34	38	31	31	55	53		439
Passive Att.	250	48	353	0	0	0	81	0	0	0	35		767
Outreach Events	1	1	1	1	2	1	1	1	3	1	1		14
Outreach Att.	20	19	21	18	47	20	14	10	35	15	18		237
Mobile Print Users	20	18	37	21	29	28	30	25	27	31	36		302
Mobile Print Pages	105	383	334	214	279	350	238	316	232	209	325		2,985
Newsbank	1069	1083	1139	1003	1012	1017	1207	954	910	843	687		10,924
Website Views	971	691	648	486	278	2000	3300	3100	2825	3200	2700		20,199

CHILDREN'S ROOM STATS - 2023

MONTH	STORYTIME		PROGRAMS		LIBRARY VISITS		OFFSITE		DROP-INS		SCHOOL VISITS		SS PARTICIPATION		SLC	WLC	1K BOOKS	BOOK BAGS		REF	PC
JANUARY	9	233	11	419	3	46	1	15	2	33	7	125	0	0	0	522	5	24	511	492	25
FEBRUARY	13	290	10	291	4	60	1	3	7	363	7	125	0	0	0	0	6	22	377	503	31
MARCH	14	331	11	367	2	17	1	7	6	328	7	110	0	0	0	0	14	20	406	577	48
APRIL	14	256	11	257	3	40	2	405	5	102	10	155	0	0	0	0	7	21	442	416	42
MAY	10	243	10	205	13	411	1	39	3	65	28	2050	0	0	0	0	19	16	270	421	26
JUNE	14	583	20	1588	0	0	1	9	0	0	0	0	0	0	0	0	14	4	87	832	35
JULY	13	446	18	907	0	0	2	466	1	285	0	0	0	0	1077	0	10	5	98	797	30
AUGUST	4	195	5	170	0	0	2	100	4	251	0	0	0	0	0	0	4	5	110	658	30
SEPTEMBER	7	206	8	151	3	32	1	25	5	259	0	0	0	0	0	0	8	19	428	463	37
OCTOBER	15	601	14	327	5	119	2	80	5	393	8	131	0	0	0	0	9	19	423	507	52
NOVEMBER	13	395	13	320	3	27	1	16	4	280	8	121	0	0	0	0	1	29	706	427	43
DECEMBER																					
TOTALS	126	3779	131	5002	36	752	15	1165	42	2359	75	2817	0	0	1077	522	97	184	3858	6093	399

Young Adult Statistics - 2023

Month	YAC/YA		YA Drop In		YA SRP	YA WRP
	# Prog.	Attend.	#	Atten.		
January	7	65	4	187		n/a
February	6	124	3	230		147
March	7	85	3	239		
April	5	44	3	191		
May	5	198	3	176	n/a	
June	4	94	4	269	n/a	
July	5	71	6	422	293	
August	0	0	4	227		
September	1	10	3	116		
October	6	108	3	179		
November	3	8	4	164		
December						
TOTALS	49	807	40	2400	293	147



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING - FINANCE AGENDA

TUESDAY, OCTOBER 31, 2023 AT 5:00 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

Chris Koppes called the meeting to order at 5:02 PM. In attendance: Chris Koppes and Tom Kohls. Also in attendance; Peg Checkai. Jarred Burke arrived at 5:04 pm

3. NEW BUSINESS

- A. Discuss our understanding of step and grade designations for library staff, and take action on preparing questions to present to City.

Chris Koppes received an email from Mark Stevens that he was trying to attend the meeting through the Zoom link. The Zoom link was not up and functioning so Chris Koppes adjourned the meeting.

- B. Discuss projection of budget shortfall in future budget cycles, and take action on preparing questions to present to City

4. ADJOURNMENT

Meeting adjourned at 5:34 pm

Minutes submitted by Peg Checkai for approval at the December 14, 2023 Library Board Meeting.



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING - FINANCE AGENDA

TUESDAY, NOVEMBER 07, 2023 AT 2:00 PM

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

1. CALL TO ORDER / ROLL CALL

Chris Koppes called the meeting to order at 2:02 pm. Koppes, Burke and Kohls were in attendance along with Library Director, Peg Checkai.

2. CITIZENS TO BE HEARD

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

No citizens were in attendance.

3. NEW BUSINESS

- A. Discuss and take action: defining a timeline for reviewing the MOU between the City of Watertown and the Library Board of Trustees.

Koppes reported on a memo from the Mayor asking about the progress of the MOU.

Discussion ensued regarding the importance of the document, the fact that it was drafted by the city attorney and presented to trustees (volunteers) for their review and approval, and the difficulty, due to personal schedules, to designate time for Finance to schedule meetings between now and the end of the year.

Securing legal counsel for the library board was discussed. Peg will reach out to Bridges and DPI for suggestions and report back to Koppes.

4. UNFINISHED BUSINESS

- A. Discuss trustee's understanding of grade and step designations for library staff, and take action on preparing questions to present to City

Questions were drafted. Koppes will send the questions to the Mayor, Finance Director, and HR. Koppes will report back to the trustees at next board meeting.

- B. Discuss projection of budget shortfall in future budget cycles, and take action on preparing questions to present to City.

Planning for the future was discussed due to 2024 cuts to Fund 1. Board will spend down the current fund balance to make-up the difference. Board will need to further discuss with City, the carryover balance and determine the threshold for making cuts to staff and hours of operation.

5. ADJOURNMENT

Meeting adjourned at 3:38 pm

Minutes submitted by Peg Checkai and are uncorrected until approved by Library Board.