THE CITY OF WATERTOWN

PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, AUGUST 13, 2026 AT 5:30 PM

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

1. CALL TO ORDER / ROLL CALL

2. CITIZENS TO BE HEARD

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

3. NEW BUSINESS

A. Review and take action: Request to fill Library Assistant (Circulation) position

B. Discuss and take possible action: Mayor's request for potential location change of future board meeting

4. UNFINISHED BUSINESS

A. Review and take action: Election of Library Board Officers and Committees

B. Discuss and take action: Convergent Bill

C. Discuss and take possible action: Plaque for Peg

D. Update on hiring of Library Director

5. DIRECTOR'S REPORT

A. Review: Monthly highlights, budget figures and statistics

6. PRESIDENT'S REPORT

A. Review conversations and contacts in official capacity

7. PERSONNEL AND POLICY

A. Resolution 2026-10: Heidi Zipfel

B. Resolution 2026-11: Mary Lopez-Childers

8. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. Minutes from July 9, 2026

B. Minutes from July 29, 2026

C. August 2026 Bills

D. Unplanned expenses as of August 4, 2026

9. ADJOURNMENT

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

THE CITY OF WATERTOWN

MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 7/27/26

Subject: Request to fill Library Assistant (Circulation) position

Background

We promoted from within for the Cataloger position, which leaves a vacancy for a Library Assistant in the Circulation department.

Budget Goal

N/A

Financial Impact

This position was included in the 2026 budget, so it does not impact the budget.

Recommendation

The Board should sign the Request to Fill form so we can move forward with filling this vacancy.

THE CITY OF WATERTOWN

MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 7/29/26

Subject: Potential Location Change for Upcoming Board Meeting (Mayor's Request)

Background

The Mayor would like us to have one of our board meetings at a different location. Charity has more information about this and will share during the August meeting. State Statute 43 says the library board is its own governing body and decisions like this are ultimately up to the Board.

Budget Goal

N/A

Financial Impact

N/A

Recommendation

This is not something we have ever done in my 8.5 year tenure, but it is the Board's decision.

WATERTOWN PUBLIC LIBRARY

BY-LAWS OF THE BOARD OF DIRECTORS
WATERTOWN PUBLIC LIBRARY

APPROVED February 12, 2021

ARTICLE I: NAME

This organization shall be called "The Board of Trustees of the Watertown Public Library" existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II: OFFICERS

SECTION 1: The officers shall be a president, a vice-president, a recording secretary, and a financial secretary, elected from among the appointed trustees at the July meeting.

SECTION 2: Officers shall serve a term of one year from the meeting at which they are elected.

SECTION 3: The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

SECTION 4. The vice-president, in the event of the absence or disability of the president or of a vacancy in that office, shall assume and perform the duties and functions of the president.

SECTION 5. The recording secretary shall keep a true and accurate record of all meetings of the Board. The library director or a member of the staff may be designated by the Board to perform the recording secretary's duty.

SECTION 6. The financial secretary shall be responsible for making such investments as the Board shall authorize of monetary gifts, contractual monies, endowments and other non-appropriated funds of the library and for maintaining auditable records of such investments.

ARTICLE III: MEETINGS

SECTION 1. The regular meetings shall be held each month, the date and hour to be set by the Board at the December meeting each year.

SECTION 2. Election of officers shall take place at the July meeting each year.

SECTION 3. Committee appointments shall be made at the July meeting each year.

SECTION 4. Adoption of the annual report shall take place no later than the March meeting each year.

SECTION 5. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in sequence as shown.

a) Call to order/roll call
b) Appearances
c) Correspondence
d) New business.
e) Unfinished business.
f) Director's Report
g) Approval of consent agenda items
(Minutes of previous meeting, Committee Reports, Approval of Library Expenditures and Finance).
h) Adjournment.

SECTION 6. Special meetings may be called by the Library Director at the direction of the president, or at the request of 3 members, for the transaction of business as stated in the call for the meeting.

SECTION 7. A quorum for the transaction of business at any meeting shall consist of 5 members of the Board present in person. If no quorum is reached within 15 minutes of the scheduled meeting time, no meeting will take place.

SECTION 8. Conduct of meetings: Proceedings of all meetings shall be governed by Roberts' Rules of Order.

ARTICLE IV: LIBRARY DIRECTOR AND STAFF

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Director shall appoint and prescribe the duties of such other employees as the Board deems necessary, and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for the adequate and proper selection of materials in keeping with the stated policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriations.

ARTICLE V: STANDING COMMITTEES

SECTION 1. The standing committees will appoint a chair and secretary from the the committee members. Their responsibilities shall be:

a) Finance committee, 3 members – to work with the Library Director to prepare a proposed operating budget for submission to the entire Board and thereafter the City Council. The Finance Committee will work with the Personnel & Policy Committee and the Buildings and Grounds Committee to see that needs in these areas are adequately represented in the budget proposal.

b) Personnel & Policy Committee, 3 members – to work with the Library Director to draft policies which ensure that library operations meet the needs of the community, to review all written policies of the library, at a minimum of every five years, and submit revisions or updates to the full Board for action. The Committee shall serve as consultant to the Library Director on staff management and as liaison between the staff and Board. The Committee shall also prepare an evaluation of the Library Director annually, in November. The evaluation will be presented to the Board for approval at the December meeting and set the Director's salary for the following year.

c) Building & Grounds Committee, 3 members – to oversee the maintenance of the physical plant and recommend capital improvements or expenditures to the Board.

SECTION 2. All standing committees shall meet as needed to consult with the Library Director on matters of concern in their area of interest. Meetings are held as considered necessary by committee, the Library Director, or the Board as a whole.

SECTION 3. Special or ad hoc committees may be appointed by the President with the approval of the Board.

SECTION 4. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

ARTICLE VI: ATTENDANCE EXPECTATIONS

SECTION 1. Board members should respect other members' schedules and make an effort to be on time for meetings. If members find it difficult to arrive on time, they should feel free to ask for a discussion of the regular meeting day and time.

SECTION 2. If a Board member knows he/she will be unable to attend a meeting, the Library Director should be notified as soon as possible.

SECTION 3. Board members should attend at least 2/3 of the Board meetings. If any member finds this difficult, he/she should examine his/her ability to function as an effective member of the Board.

ARTICLE VII: GENERAL

SECTION 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the board.

SECTION 2. The by-laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been sent to all members with the Board packet for the meeting at which such action is proposed to be taken.

SECTION 3. Any rule or resolution of the Board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

THE CITY OF WATERTOWN

MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 7/27/26

Subject: Election of Library Board Officers and Committees

Background

This is a follow-up from last month (officer elections and committee appointments usually happen at the July meeting)

Budget Goal

N/A

Financial Impact

N/A

Recommendation

The Board should come prepared having read the By-Laws (included in the packet), especially the section about attendance at meetings, responsibilities of each officer and subcommittees.

THE CITY OF WATERTOWN

MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 7/27/26

Subject: Convergent Bill

Background

This is a follow-up of this ongoing discussion item. Mark Stevens from Finance will be here to provide City Hall's perspective.

Budget Goal

N/A

Financial Impact

N/A

Recommendation

This is the Board's decision.

THE CITY OF WATERTOWN

MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 8/3/26

Subject: Peg's Recognition Plaque

Background

This has been an ongoing conversation – how to recognize Peg after her retirement. Charity has some options and price points to share.

Budget Goal

N/A

Financial Impact

N/A (the Board previously discussed this being a Board donation/gift).

Recommendation

This is the Board's decision.

THE CITY OF WATERTOWN

MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 8/3/26

Subject: Hiring Director Update

Background

As we wrap up the process of hiring a new Library Director, Charity will share any updates available.

Budget Goal

N/A

Financial Impact

N/A

Recommendation

N/A

MONTHLY BUDGET 2026

Description	*Annual Budget*	JAN	FEB	MAR	APR	MAY	JUN	JUL	Year To Date	*Budget Remaining*	
SALARIES & BENEFITS	***$750,000 is to be contributed by City into 11-48-12-30***										
Salaries & Benefits - Fund 11											
Salaries (11-58-12-10)	***718,350***	35,523	53,552	49,510	53,255	51,763	82366	49,216	***375,185.79***	**343,164**	**52%**
Longevity (11-58-12-12)	*527*	0	0	0	0	0	0	273	***273.00***	**254**	**52%**
Overtime (11-58-12-14)	*0*	0	0	0	0	0	0	0	***0.00***	**0**	
PT Salaries (11-58-12-16)	*0*	0	0	2,587	2,599	2,739	3519	2,703	***14,147.36***	**-14,147**	
Retirement (11-58-12-33)	*35,333*	1,941	2,773	2,791	2,826	2,805	4554	2,417	***20,107.65***	**15,225**	**57%**
Social Security (11-58-12-34)	*54,994*	2,144	3,236	3,146	3,379	3,295	5241	3,180	***23,620.51***	**31,373**	**43%**
Medicare (11-58-12-35)	*10,424*	501	757	736	790	771	1226	744	***5,524.09***	**4,900**	**53%**
Health Insurance (11-58-12-36)	*116,211*	7,104	7,104	7,104	7,104	7,104	7104	7,953	***50,578.74***	**65,632**	**44%**
Life (11-58-12-37)	*4,000*	164	164	153	153	153	153	152	***1,089.97***	**2,910**	**27%**
Dental (11-58-12-38)	*7,488*	642	642	642	642	642	642	546	***4,399.78***	**3,088**	**59%**
	947,327	**48,019.57**	**68,227.91**	**66,668.84**	**70,749.02**	**69,273.14**	**104,805.33**	**67,183.08**	***494,926.89***	**452,400**	**52%**
LIBRARY EXPENSES - Fund 11											
AMSO Allocation (11-58-12-17)											
AMSO Allocation	*66,950*	0	16,737	0	0	16,737	0	0	***33,475***	**33475**	**50%**
	66,950	**0.00**	**16,737.42**	**0.00**	**0.00**	**16,737.42**	**0.00**	**0.00**	***33,474.84***	**33,475**	**50%**
Supplies & Programs (11-58-12-18)											
AV Supplies	*1,200*	23	121	157	0	0	140	0	***440***	**760**	**37%**
Book Supplies	*2,000*	0	1,075	0	61	497	4	266	***1,903***	**97**	**95%**
Makerspace	*500*	0	0	0	0	0	230	0	***230***	**270**	**46%**
Marketing	*500*	359	175	0	192	14,951	0	338	***16,015***	**-15515**	**3203%**
Office & Library Supplies	*7,000*	379	207	328	157	1,983	155	73	***3,281***	**3719**	**47%**
Photocopier Lease	*6,300*	265	265	193	440	431	431	869	***2,896***	**3404**	**46%**
Postage	*0*	0	9	0	0	0	0	0	***9***	**-9**	
Adult Programs	*1,500*	0	120	50	42	62	0	75	***349***	**1151**	**23%**
Adult Summer Library Challenge	*0*	0	0	0	0	0	0	0	***0***	**0**	
Children Programs	*0*	0	0	0	0	0	0	0	***0***	**0**	
Children Summer Library Challenge	*0*	0	0	0	0	0	0	0	***0***	**0**	
Teen Programs	*500*	19	0	76	95	0	0	68	***257***	**243**	**51%**
Teen Summer Library Challenge	*0*	0	0	0	0	0	0	0	***0***	**0**	
	19,500	**1,044.04**	**1,972.46**	**802.85**	**985.78**	**17,924.13**	**959.76**	**1,689.60**	***25,378.62***	**-5,879**	**130%**
Maintenance Contracts (11-58-12-19)											
Building and Equipment	*22,281*	0	0	570	3,250	0	0	0	***3,820***	**18,461**	**17%**
Software and Subscriptions	*18,942*	674	1,169	13,951	47	409	2,283	0	***18,534***	**408**	**98%**
	41,223	**673.71**	**1,169.14**	**14,520.96**	**3,297.44**	**409.00**	**2,283.49**	**0.00**	***22,353.74***	**18,869**	**54%**

MONTHLY BUDGET 2026

Description	*Annual Budget*	JAN	FEB	MAR	APR	MAY	JUN	JUL	Year To Date	Bu Rem	
Building Repairs & Supplies (11-58-12-20)											
Janitorial Supplies	*8,000*	1,377	144	48	392	690	721	1,336	***4,707***	**3,293**	**59%**
Janitorial Services	*3,000*	0	0	0	0	0	0	0	***0***	**3,000**	**0%**
Repairs & Expense	*6,000*	0	215	11	1,067	947	721	2,745	***5,706***	**294**	**95%**
	17,000	**1,376.62**	**358.97**	**59.01**	**1,458.91**	**1,636.41**	**1,441.84**	**4,081.12**	***10,412.88***	**6,587**	**61%**
Property Insurance (11-58-12-21)											
Property Insurance	*21,000*	8,474	0	0	0	0	0	8,491	***16,965***	**4035**	**81%**
	21,000	**8473.75**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**8491.13**	***16964.88***	**4,035**	**81%**
Dues & Fees (11-58-12-22)											
Dues, Fees, ETC.	*620*	0	0	0	0	0	0	426	***426***	**194**	**69%**
	620	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**426.00**	***426.00***	**194**	**69%**
Continuing Education (11-58-12-23)											
Continuing Education	*1,200*	0	200	0	0	0	0	0	***200***	**1,000**	**17%**
	1,200	**0.00**	**200.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	***200.00***	**1,000**	**17%**
Travel (11-58-12-24)											
Travel	*1,500*	0	0	0	142	0	0	240	***382***	**1,118**	**25%**
	1,500	**0.00**	**0.00**	**0.00**	**142.47**	**0.00**	**0.00**	**239.98**	***382.45***	**1,118**	**25%**
Utilities											
Fuel (11-58-12-28)	*12,000*	0	0	3,787.73	2,126.52	927.75	887.25		***7,729***	**4,271**	**64%**
Electricity (11-58-12-30)	*45,000*	0	0	3,043.67	3,178.58		4,190.15		***10,412***	**34,588**	**23%**
Water (11-58-12-31)	*5,100*	0	394	418.64	426.55	426.55	426.55	441	***2,534***	**2,566**	**50%**
Telephone (11-58-12-32)	*5,400*	386	132	1,288	129	129	550		***2,614***	**2,786**	**48%**
	67,500	**385.67**	**526.63**	**8,538.42**	**5,860.18**	**1,483.67**	**6,053.92**	**441.31**	***23,289.80***	**44,210**	**35%**
Café Charges (11-58-12-43)											
Café Charges	*23,674*	0	0	0	0	23,674	0	0	***23,674***	**0**	**100%**
	23,674	**0.00**	**0.00**	**0.00**	**0.00**	**23,674.00**	**0.00**	**0.00**	***23,674.00***	**0**	**100%**
Databases (11-58-12-44)											
BRIDGES - Databases	*1,826*	0	0	0	0	1,826	0	0	***1,826***	**0**	**100%**
Movie License	*671*	0	0	0	0	671	0	0	***671***	**0**	**100%**
Newsbank Inc.	*2,376*	2,376	0	0	0	0	0	0	***2,376***	**0**	**100%**
Overdrive E-Content	*0*	0	0	0	0	0	0	0	***0***	**0**	
Overdrive Advantage *(Grant from Bridges for $3,579)*	*13,537*	0	0	0	0	9,958	0	0	***9,958***	**3,579**	**74%**
TumbleBooks Inc.	*800*	799	0	0	0	0	0	0	***799***	**1**	**100%**
Udemy	*0*	0	0	0	0	0	0	0	***0***	**0**	
	19,210	**3,175.00**	**0.00**	**0.00**	**0.00**	**12,455.00**	**0.00**	**0.00**	***15,630.00***	**3,580**	**81%**

MONTHLY BUDGET 2026

Description	*Annual Budget*	JAN	FEB	MAR	APR	MAY	JUN	JUL	Year To Date	*Bu Rem*	
Technology (11-58-12-45)											
Fiber Optic - TEACH SERVICES	*1,200*	0	0	0	0	0	0	600	***600***	**600**	**50%**
Technology	*1,000*	386	236	10	34	18	7,500	0	***8,184***	**-7,184**	**818%**
	2,200	**385.58**	**236.25**	**9.99**	**33.75**	**18.04**	**7,500.00**	**600.00**	*8,783.61*	**-6,584**	**399%**
Library Materials (11-58-12-46)	*****Plus up to $55,000 additional funds to be spent from Fund 20.*****										
Adult Fiction	*6,500*	0	0	510	1,065	1,717	648	831	***4,772***	**1,728**	**73%**
Adult Nonfiction	*6,500*	0	0	0	531	1,072	814	275	***2,692***	**3,808**	**41%**
Children Books	*9,000*	541	868	656	0	2,155	103	618	***4,942***	**4,058**	**55%**
Large Print	*4,000*	0	216	131	324	623	731	0	***2,024***	**1,976**	**51%**
Materials - (Non-books)	*500*	0	0	0	0	0	0	0	***0***	**500**	**0%**
Reference - Subscriptions	*1,680*	600	108	-108	0	0	0	0	***600***	**1,080**	**36%**
Reference - Materials	*360*	0	0	0	0	0	0	0	***0***	**360**	**0%**
Young Adult Books	*0*	0	0	0	0	0	0	0	***0***	**0**	
	28,540	**1,141.13**	**1,192.08**	**1,189.48**	**1,919.90**	**5,566.83**	**2,296.21**	**1,724.13**	*15,029.76*	**13,510**	**53%**
Periodicals (11-58-12-47)											
Periodicals/Newspapers	*5,700*	1,276	1,086	557	458	0	35	0	***3,411***	**2,289**	**60%**
Seasonal Periodical Purchases	*0*	0	0	69	0	0	0	0	***69***	**-69**	
	5,700	**1,275.85**	**1,085.54**	**625.57**	**457.53**	**0.00**	**34.97**	**0.00**	*3,479.46*	**2,221**	**61%**
AV Materials (11-58-12-48)											
Adult Talking Books	*0*	0	0	0	0	0	0	0	***0***	**0**	
Children AUDIO	*0*	0	0	0	0	0	2,658	0	***2,658***	**-2,658**	
DVD	*6,000*	827	241	342	629	60	156	257	***2,512***	**3,488**	**42%**
Lucky Day	*0*	0	0	0	0	0	0	0	***0***	**0**	
	6,000	**826.53**	**241.24**	**342.48**	**629.36**	**59.87**	**155.79**	**256.83**	*5,170.12*	**830**	**86%**
Donation Purchases (11-58-12-50)											
Purchase from Donation	*0*	5,518	5,866	3,266	3,924	10,267	6,269	4,503	***39,614***	**-39,614**	
		5,517.89	**5,865.99**	**3,266.01**	**3,924.09**	**10,266.80**	**6,269.30**	**4,503.45**	*39,613.53*		
TOTAL LIBRARY EXPENSES	***321,817***	**24,275.77**	**29,585.72**	**29,354.77**	**18,709.41**	**90,231.17**	**26,995.28**	**22,453.55**	*244,263.69*	**77,553**	**76%**
TOTAL EXPENSES INCLUDING SALARIES	***1,269,144***	**72,295.34**	**97,813.63**	**96,023.61**	**89,458.43**	**159,504.31**	**131,800.61**	**89,636.63**	*736,532.56*	**532,611**	**58%**

MONTHLY BUDGET 2026

Description	*Annual Budget*	JAN	FEB	MAR	APR	MAY	JUN	JUL	Year To Date	*Budget Remaining*	
REVENUE - FUND 11											
Fines (11-48-12-10)	*1,200*	33	1	15	70	39	78	161	***397***	**803**	**33%**
Misc. Fees (11-48-12-12)	*5,000*	476	361	805	241	568	440	299	***3,189***	**1,811**	**64%**
Use of Facilities Fee (11-48-12-14)	*4,500*	240	430	197	200	100	655	0	***1,822***	**2,678**	**40%**
Copier (11-48-12-18) *Will be adjusted for tax*	*9,500*	740	835	497	980	679	723	426	***4,880***	**4,620**	**51%**
Jefferson County Funds (11-48-12-22)	*248,879*	0	248,879	0	0	0	0	0	***248,879***	**0**	**100%**
Dodge County Funds (11-48-12-24)	*91,500*	0	0	91,500	0	0	0	0	***91,500***	**0**	**100%**
Adjacent County Funds (11-48-12-26)	*9,728*	922	8,816	82	0	0	0	0	***9,820***	**-92**	**101%**
DONATIONS 11-48-12-27	*0*	**2,969**	**1,803**	**9,858**	**2,643**	**1,071**	**25**	**6,401**	***24,770***	**-24,770**	
General Fund Contribution (11-48-12-30) *From Fund 1*	*750,000*	**0**	**187,500**	**0**	**0**	**187,500**	**0**	**0**	***375,000***	**375,000**	**50%**
Credit Card Rebate (11-48-12-56)	*1,800*	0	433	0	0	617	0		***1,050***	**750**	**58%**
TOTAL FUND 11 REVENUE	***1,122,107***	**5,379.84**	**449,057.41**	**102,953.21**	**4,134.05**	**190,574.60**	**1,920.99**	**7,286.98**	***761,307.08***	**360,800**	**68%**
RESERVED TO OFFSET SALARIES & BENEFITS											
Salary Reserve	*197,327*								***0***	**197,327**	**0%**
Subtotal Salary Reserve	***197,327***	**0**	**0**	**0**	**0**	**0**	**0**	**0**	***0***	**197,327**	**0%**
2025 Year End Fund Balance	**459,322.28**										
Reserved for Donations year end 2025	32,157.50										
UNRESERVED FUND BALANCE Year End 2025	**427,164.78**										
2026 YTD Balance Reserved for Donations	**17,313.59**										

2026 STATISTICS

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ATTENDANCE	**13,966**	**14,770**	**16,755**	**16,425**	**14,524**	**18,275**	**18,095**						**112,810**
ATTENDANCE 2025	12,754	12,868	15,592	15,618	12,997	17,095	17,544	15,249	13,407	15,687	13,594	12,259	174,664
Percent changed	*10%*	*15%*	*7%*	*5%*	*12%*	*7%*	*3%*	*-100%*	*-100%*	*-100%*	*-100%*	*-100%*	*-35%*
Days open 2026	**30**	**28**	**30**	**29**	**30**	**30**	**30**	**31**	**29**	**30**	**29**	**29**	**355**
Days open 2025	30	28	30	29	30	30	30	31	29	30	27	29	353
Daily average 2026	**466**	**528**	**559**	**566**	**484**	**609**	**603**	**0**	**0**	**0**	**0**	**0**	**318**
Daily average 2025	425	416	420	418	371	475	531	500	416	476	465	409	495
Highest attendance day 2026	**614**	**793**	**1,237**	**1,822**	**1,159**	**895**	**833**						
Highest attendance day 2025	603	945	1,149	1,887	867	956	901	740	660	894	757	606	
Lowest attendance day 2026	**221**	**231**	**194**	**235**	**174**	**187**	**204**						
Lowest attendance day 2025	212	169	213	211	145	161	214	179	207	194	185	192	
REF QUESTIONS 2026	**705**	**800**	**718**	**728**	**717**	**939**	**888**						**5,495**
REF QUESTIONS 2025	1,055	819	736	678	778	714	734	878	778	818	687	657	9,332
INTERNET 2026	**501**	**484**	**544**	**474**	**460**	**520**	**531**						**3,514**
INTERNET 2025	574	505	573	570	552	517	562	679	665	583	514	484	6,778
MEETING ROOM 2026	**136**	**175**	**166**	**156**	**122**	**141**	**119**						**1015**
MEETING ROOM 2025	169	177	165	169	193	157	140	152	160	169	132	136	1919

]

REFERENCE, CIRCULATION STATISTICS 2026

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	**449**	**494**	**402**	**443**	**443**	**517**	**508**						**3,256**
REFERENCE 2025	706	495	434	378	422	348	342	540	479	501	445	400	5,490
Tutor Sessions	**143**	**173**	**137**	**134**	**154**	**190**	**173**						**1,104**
Tutor Sessions 2025	189	120	148	164	152	153	130	202	181	171	129	136	1,875
Microfilm	**8**	**3**	**4**	**8**	**7**	**3**	**3**						**36**
Microfilm 2025	6	6	5	4	5	10	14	15	9	2	2	5	83
Computer/Tablet	**478**	**468**	**514**	**461**	**453**	**520**	**531**						**3,425**
Computer/Tablet 2025	554	482	546	550	524	494	541	666	654	581	496	469	6,557
Typewriter	**0**	**0**	**0**	**0**	**0**	**0**	**0**						**0**
Typewriter 2025	0	0	0	0	0	0	0	0	0	0	0	0	0
Proctor Exams	**0**	**1**	**3**	**4**	**2**	**0**	**0**						**10**
Proctor Exams 2025	0	1	0	0	3	7	0	3	2	2	0	0	18
Wireless	**4612**	**4811**	**4623**	**3918**	**3908**	**3820**	**3915**						**29,607**
Wireless 2025	4751	4655	5053	5247	5705	5451	5589	5372	5215	5678	4849	4436	62,001
Adult Programs	**16**	**20**	**17**	**23**	**19**	**23**	**20**						**138**
Adult Programs 2025	24	15	20	20	16	18	18	18	22	20	21	17	229
Program Att.	**88**	**146**	**121**	**179**	**94**	**134**	**110**						**872**
Program Att. 2025	120	110	174	133	75	126	136	115	109	104	124	89	1,415
Passive Programs	**1**	**0**	**1**	**1**	**0**	**0**	**0**						**3**
Passive Programs 2025	8	8	5	6	6	0	0	2	0	1	0	1	37
Passive Att.	**67**	**0**	**99**	**15**	**24**	**0**	**0**						**205**
Passive Att. 2025	59	39	30	40	60	0	0	177	0	17	0	16	438
Outreach Events	**1**	**1**	**3**	**1**	**0**	**1**	**1**						**8**
Outreach Events 2025	1	20	1	2	2	1	1	1	1	1	1	1	33
Outreach Att.	**13**	**14**	**194**	**17**	**19**	**17**	**18**						**292**
Outreach Att. 2025	15	130	14	35	83	15	18	15	13	12	15	13	378
Mobile Print Users	**143**	**101**	**113**	**98**	**126**	**140**	**151**						**872**
Mobile Print Users 2025	117	89	102	107	87	91	185	111	141	111	77	101	1,319
Mobile Print Pages	**655**	**925**	**769**	**806**	**927**	**911**	**1100**						**6,093**
Mobile Print Pages 2025	541	710	593	460	441	336	669	866	646	946	577	428	7,213
Newsbank	**2212**	**2024**	**2309**	**1848**	**1554**	**1987**	**3383**						**15,317**
Newsbank 2025	2248	2525	2958	2588	2489	2373	2238	2535	2349	2675	2668	2356	30,002
Website Views	**6587**	**5655**	**6107**	**6156**	**5740**	**5880**	**5925**						**42,050**
Website Views 2025	6665	6073	7391	7864	8148	6883	6180	6444	6159	6429	6141	5879	80,256

CHILDREN'S ROOM STATS - 2026

	STORYTIME		PROGRAMS		LIBRARY VISITS		OFFSITE		DROP-INS		SCHOOL VISITS		KIDS	ADULTS	SLC	WLC	TUMBLE BOOKS	500 BOOKS	1K BOOKS	BOOK BAGS		REF	PC
JANUARY	**12**	**365**	**9**	**157**	**1**	**17**	**0**	**0**	**7**	**184**	**1**	**25**	**199**	**160**	**0**	**0**	**50**	**1**	**8**	**20**	**206**	**256**	**23**
JAN 2025	12	414	11	168	1	10	1	6	6	439	5	110	238	176	0	0	43	1	11	19	451	349	20
FEBRUARY	**12**	**430**	**10**	**145**	**4**	**115**	**1**	**3**	**7**	**396**	**7**	**142**	**241**	**189**	**0**	**457**	**10**	**0**	**7**	**21**	**491**	**306**	**16**
FEB 2025	12	391	10	178	1	13	0	0	5	74	5	110	221	170	0	463	108	3	9	20	478	324	23
MARCH	**12**	**518**	**12**	**223**	**1**	**18**	**1**	**3**	**5**	**70**	**1**	**25**	**290**	**228**	**0**	**0**	**23**	**3**	**8**	**23**	**596**	**316**	**30**
MAR 2025	9	333	12	238	2	37	1	14	7	401	7	103	203	150	0	0	85	5	15	22	488	302	27
APRIL	**13**	**529**	**9**	**105**	**2**	**40**	**2**	**452**	**5**	**316**	**7**	**140**	**296**	**233**	**0**	**0**	**26**	**3**	**2**	**18**	**484**	**285**	**13**
APR 2025	13	420	10	158	1	40	1	250	6	121	5	110	236	184	0	0	83	6	3	21	496	300	20
MAY	**6**	**309**	**8**	**143**	**5**	**315**	**1**	**16**	**5**	**62**	**30**	**2159**	**189**	**130**	**0**	**0**	**0**	**2**	**5**	**9**	**238**	**274**	**7**
MAY 2025	8	219	8	85	5	165	1	3	5	73	30	2245	123	96	0	0	114	5	13	13	355	356	28
JUNE	**13**	**423**	**16**	**795**	**0**	**0**	**1**	**8**	**3**	**189**	**8**	**455**	**254**	**169**	**0**	**0**	**11**	**3**	**5**	**3**	**91**	**422**	**0**
JUN 2025	12	465	17	1359	0	0	0	0	3	520	0	0	281	184	0	0	50	5	13	6	99	366	23
JULY	**11**	**483**	**15**	**595**	**0**	**0**	**2**	**603**	**2**	**249**	**0**	**0**	**264**	**190**	**1053**	**0**	**34**	**1**	**14**	**2**	**55**	**380**	**0**
JUL 2025	12	506	16	786	1	15	1	400	1	12	0	0	261	169	1103	0	18	8	12	6	140	392	21
AUGUST																							
AUG 2025	1	24	11	306	0	0	2	70	8	346	0	0	15	9	0	0	3	5	5	12	319	338	13
SEPTEMBER																							
SEP 2025	7	287	8	133	1	18	1	4	5	59	4	100	159	128	0	0	101	0	10	15	367	299	11
OCTOBER																							
OCT 2025	14	600	11	158	2	92	1	231	7	277	7	131	342	258	0	0	62	2	4	21	538	317	2
NOVEMBER																							
NOV 2025	8	340	9	176	2	103	1	5	5	239	8	136	185	155	0	0	6	4	10	17	448	242	18
DECEMBER																							
DEC 2025	9	314	3	153	0	0	0	0	4	38	8	150	177	137	0	0	28	0	7	18	440	257	15
TOTALS	**79**	**3057**	**79**	**2163**	**13**	**505**	**8**	**1085**	**34**	**1466**	**54**	**2946**	**1733**	**1299**	**1053**	**457**	**154**	**13**	**49**	**96**	**2161**	**2239**	**89**
TOTAL 2025	117	4313	126	3898	16	493	10	983	62	2599	79	3195	2441	1816	1103	463	701	44	112	190	4619	3842	221

Young Adult Statistics - 2026

Month	YA Active # Prog.	YA Active Attend.	YA Passive & N/A #Prog.	YA Passive & N/A Atten.	YA SRP	YA WRP
January	**5**	**6**	**2**	**85**		**n/a**
January 2025	4	33	7	529		n/a
February	**2**	**4**	**2**	**33**		**85**
February 2025	6	16	8	277		81
March	**3**	**18**	**0**	**0**		
March 2025	10	72	4	122		
April	**3**	**15**	**5**	**93**		
April 2025	6	10	1	6		
May	**3**	**8**	**6**	**71**	**n/a**	
May 2025	2	4	0	0	n/a	
June	**7**	**120**	**6**	**131**	**n/a**	
June 2025	6	182	0	0	n/a	
July	**4**	**66**	**0**	**0**	**311**	
July 2025	5	73	2	93	318	
August						
August 2025	3	16	8	124		
September						
September 2025	3	12	2	40		
October						
October 2025	3	7	2	193		
November						
November 2025	3	5	3	52		
December						
December 2025	2	13	2	37		
TOTALS	**27**	**237**	**21**	**413**	**311**	**85**
TOTALS 2025	53	443	39	1473	318	81

WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
DIRECTOR'S REPORT
For August 2026

Libby: Audio, Ebook &Magazine Checkouts		
	2025	**2026**
January	3,974	4,850
February	3,671	4,120
March	3,976	4,691
April	3,986	4,375
May	3,937	4,505
June	4,669	5,163
July	4,930	5,149
August	4,022	
September	4,051	
October	4,074	
November	4,144	
December	4,184	
Total	48,391	

Physical Circulation for June	24,608
July Libby July Libby Mags	4,674 475
2026 Monthly Total 2025 July Total	29,757 30,272
New Cards	117

Interim Library Director/Head of Adult Services Notes:

In July we issued several stay out orders. One was for a group of five teenagers who were boxing outside the South entrance right after the library closed. The police department has been great partners with this.

I received final mock-ups of the window marketing piece Peg was working on before her retirement with Jody Purtell. We will be paying for most of this with a grant from Bridges, and Friends are picking up the bill for the rest. As I'm writing this report I've received word that the art will be installed tomorrow, August 4. I'm sure you will see it when you come to the meeting on August 12!

I attended the Jefferson County Library Services board meeting last week in Waterloo. It was nice to meet members of that board and spend time with other directors from libraries in the area.

Cari and I held internal interviews for the Senior Library Assistant – Cataloger position. We had five very qualified people who applied. This amount of internal candidates is a testament to how great of a place this is to work and how amazing our team is. Heidi Zipfel accepted the position. Heidi has worked in our Circulation department for almost 8 years and will be a great addition to our team of full-time staff. Her onboarding date is August 5.

At their meeting at the beginning of July, Friends talked about plans to revamp the Book Nook. They are running a sale throughout July to raise $250 for the project and all books are just $0.50 (250 years of America, all 50 states is where those numbers came from). They are not meeting in August, but will be back in September.

Last week I had two authors come to the library for events. They were both very interesting. Vaneesa Cook wrote about the Empire State Building and Statue of Liberty; Bill Mueller wrote stories about growing up on a farm in a large family. Thanks to the Bridges Library System for paying for the first visit as part of the Adult Programming Grant.

When our new director starts and I move back into my office on the second floor, we plan to have our library assistant, Anna, do more daytime adult programming. Anna is the Adult Program Coordinator at Oconomowoc Public Library, so she has a lot of ideas and experience for what makes good library programs. It will be nice to extend our offerings to those who are free to attend during the day.

We had another long-time patron and supporter, Dorothy Jean Pauli, pass away and her family wrote in her obituary that people could make donations to the library in Dorothy's name. Handwritten thank you notes will be sent out for those donations.

There has been a bit of scuttlebutt around town about the library spending money on a scissor lift even after our budget was cut last year. I hope that if trustees hear this they remind folks that the purchase of our scissor lift (out of the capital outlay account) was approved by the board for the purpose of staff safety. We have several areas of the library with very tall ceilings and in order to clean or do maintenance in those areas our maintenance staff was climbing up on very tall ladders. The scissor lift has been used many times since its purchase and has given us all huge peace of mind for Tod's safety. A reminder, also, that this was a pre-owned machine and was sold to us at a very fair price.

The weekend of July 31 brought a lot of rain to Watertown, which brought several ceiling leaks to the building. The drains on the roof simply couldn't keep up with the amount of rain that we were getting and things leaked through ceiling tiles in many places. Tod will be working to replace the tiles (we will probably need to replenish our back stock of tiles, as we have been steadily working through what was left over from construction). Thanks to John for coming over on a Saturday and helping clean up the leaks, put up wet floor signs, shut down bathrooms, etc.

- Jamie (MLIS)

Children's Department Notes:

July flew by so quickly, as it always does, with a flurry of programs, performers, prizes and SuperDraw tickets! Our school age kids had Junk Journaling, Bubble Mania, Obstacle Course challenges and Beading Bonanza crafts at Camp Library. We had our final Mystery Lunch, which was completely full and always so much fun! We had 3 performers in July, with Marvelous Michelle's Bubble Show for a Family Fun Night (sponsored by Friends), KidsPlay and Hands on Hawaii (sponsored by Bridges). The giggles, smiling faces (kids and adults alike!) and belly laughs were the highlight of the summer for me! I attended Lights and Sirens and put hundreds of tattoos on kiddos and we wrapped up our week long Scavenger Hunt as well. We had some highly attended movies on Fridays and look forward to more movies in August.

We wrapped up the Summer Library Challenge with a total of 1,737 participants, with 1,053 kids (60.9% of total participants), 311 teens (17.9% of total participants) and 376 adults (21.6% of total participants). In comparison, 2025 had a total of 1,841 participants, with 1,103 kids (59.9%), 318 teens (17.3%) and 426 adults (23.1%). While the total participation was a bit lower than last year, I found it interesting that the total percentage of participation for kids and teens was higher this year than last year, so more of our participants were kids and teens than adults of the total people that registered for the SLC. We have called all of our SuperDraw prize winners and started our annual August program of Back to School Bingo for kids and teens. For five weeks, there is a new Bingo sheet for each age group and kids and teens need to get 2 bingos by completing reading, creating and engaging activities to spin the prize wheel. All prizes are school supplies! It's a great way to keep kids engaged with the library, get additional school supplies in homes and while Children's and Teen staff get a bit of a break from our highly planned programs during the SLC. I'll be taking a much-needed annual vacation with my family next week but will see you all at the next board meeting!

-Tina (MLIS)

Teen Department Notes:

The Summer Library Challenge is coming to a close, and we've had tons of patrons of all ages participating and picking up prizes. Teens also had a number of fun programs to attend this month. We did crafts like perler beads, jewelry-making, and diamond art at the beginning of the month. Later, we did a fun twist on trivia, where all the questions were centered on tween/teen culture, and if they got a question wrong, Tina popped a water balloon over their head. So much fun! Our NERF night was a blast as well! We had full registration, and over 30 teens were able to make it. We have been sorting SuperDraw tickets, and Tina has called all the winners! Another successful Summer Library Challenge is in the books!

-Kaitlyn & Tina (MLIS)

Circulation Department Notes:

We are excited for the promotion of circulation team member Heidi Zipfel, moving to the full time cataloger position. Heidi has worked at the library for almost 8 years.

We continue to welcome patrons from other libraries visiting looking for Bigfoot as part of the Bridges Library system summer program.

We have a nice display for summer and beach related books and movies.

With the help of John K we put a different book shelf out for Lucky Day materials that should make it easier for patrons to browse and staff to shelve.

Patrons have been enjoying the cooler temperatures inside the library.

- Cari

Watertown Public Library Board of Trustees
Resolution #2026-10
Senior Library Assistant / Cataloger

Be it resolved by the Watertown Public Library Board of Trustees, that Heidi Zipfel be employed as a full time Senior Library Assistant/Cataloger at the rate of $21.80 per hour effective August 5, 2026. This position does include benefits.

Action Taken:

Watertown Public Library Board of Trustees
Resolution #2026-11
Library Director

Be it resolved by the Watertown Public Library Board of Trustees, that Mary Lopez-Childers be employed as Library Director at the rate of $47.88 per hour effective September 2, 2026. This position does include benefits.

Action Taken:

PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

THURSDAY, JULY 09, 2026 AT 5:30 PM

1. CALL TO ORDER / ROLL CALL

Charity Chandler	P	Rita Haase	P	Tom Kohls	P
Chris Koppes	V	Andi Merfeld	P	Emily Lessner	P
Dave Morstad	P	Beth Mueller	P	Sarah Oudenhoven	A
Lois Oetken	P				

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

2. CITIZENS TO BE HEARD

Ben Adams, N7980 Cty Rd X, Watertown

Jon Kaddash, 204 W. Main St., Watertown

Cari Gunderson, 215 N. Montgomery St., Watertown

3. NEW BUSINESS

A. Review and take action: Resolution #2026-9 Honoring Peg Checkai

Motion made by Chandler to approve Resolution #2026-9 Honoring Peg Checkai. Seconded by Mueller. Approved.

B. Review and take action: Election of Library Board Officers and Committees

P&P:

- Beth Mueller
- Dave Morstad
- Lois Oetken

Building and Grounds:

- Emily Lessner
- Rita Haase
- Sarah Oudenhoven

Finance:

- Tom Kohls
- Chris Koppes
- Charity Chandler

Motion made by Chandler to agenda finalizing committees choices to August meeting. Morstad seconded. Approved.

Amendment made by Koppes to keep committees and officer elections as they stand until next meeting. Morstad seconded. Approved.

Motion made by Koppes to hold off on officer elections until next meeting. Haase seconded. Approved.

C. Review and take action: Senior Library Assistant (Cataloging) vacancy

Motion made by Mueller to fill Senior library assistant position. Chandler seconded. Approved.

D. Review and take possible action: Employee Parking Spaces

- Discussed request to City to change parking lot hours in lot adjacent to building.
  - Building and Grounds to look into it and will present to Board at next meeting.

E. Review: Preliminary Budget Figures for 2027

- Hernandez shared levels of county support.

4. UNFINISHED BUSINESS

A. Peg's Recognition from Board

- Checkai requested a small plaque in Carnegie room, located on the original brick on the wall
- Tabled until next month

B. Discuss and take possible action: Convergent Solutions Bill

- Haase will extend invitation to Mark Stevens and IT staff, City of Watertown, to discuss at next board meeting.IT staff

C. Convene into closed session per Wis. Stat. s. 19.85(1)(c) for the purpose of considering employment of any public employee over which the governmental body has jurisdiction or exercises responsibility (discussion of library director candidate interviews and direction for job offer, including step/grade).

Motion made by Morstad to move into closed session. Haase seconded. Approved.

D. Reconvene into open session

Motion made by Merfeld to reconvene into open session. Oetken seconded. Approved.

E. Review and take action: Discussion and action regarding extending an employment offer for the position of Library Director

Motion made by Merfeld to extend an offer of employment for the position of LIbrary Director. Morstad seconded. Approved.

Amendment made by Koppes to extend an offer of employment to the Library Director candidate at the salary step and grade recommended by the City's Human Resources Department. Motion approved.

Roll Call Vote

Charity Chandler	Y	Rita Haase	N	Tom Kohls	Y
Chris Koppes	Y	Andi Merfeld	Y	Emily Lessner	AB
Dave Morstad	Y	Beth Mueller	N	~~Sarah Oudenhoven~~	
Lois Oetken	Y				

5. DIRECTOR'S REPORT

A. Review: Monthly highlights, budget figures and statistics

- Hernandez gave updates, including
  - The Vietnam Wall coordinators are collecting memorabilia and letters left at the wall and have requested the Library's partnership in archiving the items. The Library will partner with the coordinators on the archiving project.

6. PRESIDENT'S REPORT - NONE

7. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. July 2026 Bills

B. Unplanned Expenses as of 7/1/26

C. Minutes from June 11, 2026

D. Minutes from June 22, 2026

Merfeld to correct meeting minutes for June 11, 3B. Correction of will to with.

Motion made by Morstad to approve meeting minutes as corrected. Mueller seconded. Approved.

Charity Chandler	Y	Rita Haase	Y	Tom Kohls	Y
Chris Koppes	Y	Andi Merfeld	Y	Emily Lessner	A
Dave Morstad	Y	Beth Mueller	Y	~~Sarah Oudenhoven~~	
Lois Oetken	Y				

8. ADJOURNMENT

Motion made by Morstad to adjourn at 6:49. Merfeld seconded. Approved.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting to be held on Thursday, August 13 , 5:30pm.

Respectfully submitted,

Andi Merfeld, Secretary

1. CALL TO ORDER / ROLL CALL

11:00 a.m. Call to order

Roll Call

Koppes	Morstad	Lessner	Oetken	Haase	Oudenhoven	Chandler	Kohls	Mueller
P	P	P	P	P	A	P	P	P

2. NEW BUSINESS

A. Convene into closed session per Wis. Stat. s. 19.85(1)(c) for the purpose of considering employment of any public employee over which the governmental body has jurisdiction or exercises responsibility (discussion of library director candidate interviews and direction for job offer, including step/grade)

Motion Chandler/Morstad to convene into closed session.

Approved unanimously by voice acclamation.

Closed session discussion.

B. Reconvene into open session

Motion Koppes/Lessner to reconvene into open session.

Approved unanimously by voice acclamation.

C. Review and take action: Approval of WPL Director Negotiation.

Motion Koppes/Morstad to extend salary offer to library director candidate at "B170", \$48.26/hr, \$100,380.80 annually. Roll call vote:

Koppes	Morstad	Lessner	Oetken	Haase	Oudenhoven	Chandler	Kohls	Mueller
Y	Y	Y	Y	N	--	Y	Y	Y

Approved 7-1.

3. ADJOURNMENT

Motion to adjourn. Morstad/Chandler. Approved unanimously by voice acclimation.

Section 8, Item C.

2026 AUG BILLS LIST

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
I595769	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN15696975	Gordon Flesch	11-58-12-18	Copier Usage	211.58		
071326 LIB	JH Petty Cash	11-58-12-18	Teen Programs	14.97		
		11-58-12-18				
		11-58-12-18				
137181	Martin Systems	11-58-12-19	Annual fire inspections	958.62		
		11-58-12-19				
29789	Taylor Computer Sv	11-58-12-20	Work on server, VLAN for HVAC controls	135.00		
		11-58-12-20				
		11-58-12-20				
		11-58-12-24				
		11-58-12-24				
	Wttn Water Dept	11-58-12-31	Water,			
		11-58-12-32				
		11-58-12-44				
		11-58-12-45				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
9013	Menards	11-58-12-50	Donations: Blinds	998.61		
		11-58-12-50				
		20-58-12-60				
			TOTAL	**2,584.15**	Fund 11	
				0.00	Fund 20	
				2,584.15	**Grand total**	
FUND 11 EXPENSES						
	11-58-12-18	491.92	Office & Library Supplies			
	11-58-12-19	958.62	Maintenance Contracts			
	11-58-12-20	135.00	Building Repairs & Supplies			
	11-58-12-24	0.00	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-44	0.00	Databases			
	11-58-12-45	0.00	Technology			
	11-58-12-46	0.00	Library Materials			
	11-58-12-50	998.61	Purchase from Donation			
		2,584.15				
FUND 20 EXPENSES						
	20-58-12-60	0.00	Capital Outlay			
		0.00				

UNPLANNED EXPENSES IMPACTING 2026 BUDGET

	VENDOR	EXPENSE	AMOUNT	BILLED TO
JAN	Envisionware	Replace RFID pad at Reference desk	385.58	Technology
FEB	United Systems Associates	Troubleshoot and service speed pot on fan	200.00	Building repairs
APR	Schindler Elevator Corp	Troubleshoot and repair elevator phone	1,066.60	Building repairs
MAY	Richter Heating & Air Cond.	Repair loose connection - RTU 3	265.86	Building repairs
	Richter Heating & Air Cond.	Parts for water heater	258.98	Building repairs
	DME Elevators & Lifts	Service call - Lift	405.00	Building repairs
JUN	DME Elevators & Lifts	Cost of reconnecting emergency phone line in lift	585.00	Building Repairs
JUL	Richter Heating & Air Cond.	Repairs, Unit #1	147.70	Building Repairs
	Richter Heating & Air Cond.	Repairs and adjustments, Unit #1	147.70	Building Repairs
	Austin's All Season Services	Landscaping - mulch	2,450.00	Building Repairs
AUG	Taylor Computer Services	Work on server, VLAN for HVAC controls	135.00	Building Repairs
		YTD TOTAL:	**6,047.42**	
		Pending / unsettled invoices:		
	Convergent Solutions	*Labor when switching/disconnecting POTS lines*	*1,194.75*	*Telephone*

PLANNED EXPENSES APPROVED BY LIBRARY BOARD TO COME FROM FUND BALANCE

	VENDOR	EXPENSE	AMOUNT	BILLED TO
MAY	WiLS	Final payment for strategic development plan	14,931.00	Marketing
JUN	Library Market	Final payment for websight design/development	7,500.00	Technology
		YTD TOTAL:	**22,431.00**	