



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, DECEMBER 12, 2024 AT 5:30 PM

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

Zoom Meeting ID: 853 2236 0495

Passcode: K3QZq23J

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

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

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

4. APPEARANCES

- A. Mark Stevens: Finance Director: Investment of library donation funds

5. NEW BUSINESS

- A. Discuss and take action: amending Library Board By-Laws
- B. Discuss and take action: Election of Library Board officers
- C. Discuss and take action: Director's request to carry over vacation hours
- D. Resolution 2024 - 9 Acknowledgement of Betsy Gerike's service to the Library Board of Trustees
- E. Discuss and take possible action: Impacts of 2025 budget on library operations

6. UNFINISHED BUSINESS

- A. The Library Board of Trustees will convene into closed session under Exemption Wis. Stat. §19.85(1)(e). Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting "other specified public business" whenever competitive or bargaining reasons require a closed session (City-Library MOU)
- B. Reconvene into Open Session
- C. Review and take action: Request to Fill PT Custodian position

7. DIRECTOR'S REPORT

- A. Review: monthly statistics and budget
- B. Review: unplanned expenses
- C. Sadowski donation letter

8. TRUSTEE'S REPORT

9. PRESIDENT'S REPORT

10. PERSONNEL AND POLICY

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- A. November 2024 Bills
- B. Library Board Minutes from October 10, 2024

C. Library Board minutes from November 14, 2024

12. ADJOURNMENT

A. Next Board Meeting: January 9, 2025 at 5:30

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

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) Approval of consent agenda items
(Minutes of previous meeting, Committee Reports, Approval of Library Expenditures and Finance, and Director's Report).
- e) Unfinished business.
- f) New business.
- g) 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.

MEMO

(Department)

To: Library Board of Trustees

From: Library Board President

Date: 12/12/2024

Subject: **Amend By-Laws and move forward with December election of officers**

Background

The following amendment will be proposed to the Library Board of Trustees By-Laws.

The proposed amendment would be to Article III Section 2:

SECTION 2. Election of officers shall take place at the July meeting each year. [New amended language in red] In addition, a special election of any officer role may be held at the discretion of the Library Board.

Budget Goal

Promotes and fosters innovative approaches for community development and growth

Financial Impact

No financial impact

Recommendation

Trustees will determine their level of satisfaction with the information provided.

2024 Operational Goals

1. Promotes and fosters innovative approaches for community development and growth

MEMO

(Department)

To: Library Board of Trustees

From: Library Board President

Date: 12/12/2024

Subject: Vacation carryover

Background

Peg has requested to carry –over 40 hours of her earned vacation.

City Policy:

If vacation is not used within the year it is earned, it may be carried over into the following year. Fulltime and eligible part-time employees may carry over up to five (5) days of vacation leave per calendar year. All vacation carried over must be used by March 31st of the following year. A request for vacation carryover form must be provided to the department head by December 1st every year. Any remaining vacation time in excess of five (5) days will be forfeited, absent express written approval of the Mayor for good cause. In the case of department heads, approval is given by the Mayor.

Budget Goal

Financial Impact

Recommendation

Approve the carry-over per city policy

MEMO

(Department)

To: Library Board of Trustees

From: Library Board President

Date: 12/12/2024

Subject: Trustee resignation from Board

Background

Trustee, Betsy Gerike, has tendered her resignation from the Board, effective after the December 12, 2024 meeting.

Budget Goal

Financial Impact

No financial impact

Recommendation

Wish Betsy well and thank her for her community service!

Watertown Public Library Board of Trustees
Resolution #2024-9
Acknowledgement of Betsy Gerike’s service to the Library Board of Trustees

WHEREAS: Betsy Gerike served as a member of the Watertown Public Library Board of Trustees from July 2020 – December 2023 and

WHEREAS: Betsy Gerike diligently served the board, patrons, and employees during her tenure and

WHEREAS: Betsy Gerike helped guide the Watertown Public Library with her dedication to providing comprehensive library services,

NOW THEREFORE BE IT RESOLVED, by the Board of Trustees for the Watertown Public Library, that this Board recognizes the contributions of Betsy Gerike 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



MEMO

(Department)

To: Library Board of Trustees

From: Library Director

Date: 12/12/2024

Subject: Potential impacts of 2025 budget on library operations

Background

Trustees agreed and supported the city budget that provides COL raises and potential performance raises to city staff in lieu of maintaining no increase to non-payroll expenses. Trustees will discuss how to move forward.

Budget Goal

Discuss how to meet the needs of library patrons based on 2025 resources.

Financial Impact

Cuts to programs and library materials

Recommendation

The board will discuss and make their recommendations

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 12/12/2024

Subject: City-Library MOU

Background

Trustees discussed and took action on the proposed changes to the document in closed session. A Resolution has been drafted by the Library Board's Attorney

Budget Goal

Supports employee retention and growth, and also works to address critical staffing areas.

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

Promotes and fosters innovative approaches for community development and growth

Financial Impact

This document could have devastating impacts on the library's 2025 budget.

Recommendation

My recommendation is to agree to a document that assists the library, supports library team members, and focuses on positive impacts for library patrons and Watertown/surrounding communities.

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 12/12/2024

Subject: Fill PT Custodian position

Background

Our current PT custodian tendered his resignation, starting immediately. John was hired to assist with cleaning all the restrooms on a daily basis. One day a week, he stayed to help with other jobs that needed to be completed.(Washing windows, vacuuming, etc.)

Budget Goal

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

Financial Impact

No impact to the budget

Recommendation

I recommend that the board approve this request.

2024 Operational Goals

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

DATE: December 12, 2024

REQUEST TO FILL POSITION

Position requests must be completed to fill positions. Requests will be initiated by the department manager, approved by the Mayor and then sent to the human resource (HR) department for processing. An internal request number will be assigned in HR upon receipt of the completed form.

NEW POSITION _____ POSITION TITLE PT Custodian

FILLING A VACANCY INCUMBENT: _____

Posted Wage Range GRADE: C STEP: 1 - ___ EXEMPT/NONEXEMPT

FT PT ___ TEMP/SEASONAL/INTERN (Please list) _____

DEPARTMENT: Library SHIFT First WORK SCHEDULE

M 7:30-12:00 T-F 7:30-10

Sometimes additional hours if needed

Account# to charge recruitment/screening fees: 11-58-12-18

Account(s)# to charge WAGES: Fund 11

REASON FOR OPENING Resignation-Medical

JUSTIFICATION TO FILL Cleans public restrooms throughout the entire facility, M-F.

Essential to the maintenance and cleanliness of the facility

ESSENTIAL JOB FUNCTIONS AND QUALIFICATIONS (Job description may be attached)

SPECIFIC RECRUITMENT ADVERTISING INSTRUCTIONS (where to post, how long, etc. If paid advertising is necessary, please include the appropriate account line information)

DEPT HEAD SIGNATURE _____ DATE _____

MAYOR SIGNATURE _____ DATE _____

HR SIGNATURE _____ DATE _____

HR USE ONLY RTF Number _____ - _____

DATE POSITION FILLED _____ PERSON FILLING POSITION _____

MONTHLY BUDGET 2024

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Year To Date	Section 7, Item A.		
														Remaining	To Date	
CITY FUNDS																
SALARIES - City Funds																
Staff (01-55-11-10)	646,500	41,816	50,794	51,196	49,202	49,207	47,771	73,757	49,227	47,770	50,502	50,092	561,335	85,165	86.83%	
Longevity (01-55-11-12)	527	0	0	0	0	0	0	0	0	0	0	0	0	527	0.00%	
Overtime (01-55-11-14)	0	9	0	0	26	0	99	126	0	30	0	25	315	-315		
Retirement (01-55-11-33)	33,455	2,643	2,547	2,552	2,505	2,352	2,362	3,706	2,465	2,466.59	2,465	2,595	28,657	4,798	85.66%	
Social Security (01-55-11-34)	43,762	2,505	2,990	3,015	2,893	2,906	2,823	4,422	2,907	2,818.18	2,986	3,007	33,272	10,490	76.03%	
Medicare (01-55-11-35)	10,195	586	699	705	677	680	660	1,034	680	659.12	698.29	703	7,782	2,413	76.33%	
Health (01-55-11-36)	106,704	6,814	6,814	6,814	6,814	6,086	6,086	6,086	6,086	6,086	6,086	4,300	68,075	38,629	63.80%	
Life (01-55-11-37)	1,857	140	140	140	127	127	127	150	150	150	150	150	1,550	307	83.49%	
Dental (01-55-11-38)	7,342	612	612	612	612	582	612	612	612	612	612	612	6,699	643	91.25%	
TOTAL CITY FUNDS	850,342	55,123.84	64,596.41	65,034.51	62,856.52	61,940.13	60,540.20	89,893.85	62,126.26	60,591.65	63,498.54	61,483.18	707,685.09	142,656.91	83.22%	
													706,897.81			
EXPENSES - Special Funds																
Salaries and Benefits																
Salary Reserve	32,615												0	32,615	0.00%	
Subtotal Salary Reserve	32,615	0	0	0	0	0	0	0	0	0	0	0	0	32,615	0.00%	
AMSO Allocation (11-58-12-17)																
AMSO Allocation	60,402	0	0	15,101	0	0	15,101	0	0	15,101	0	0	45,303	15,099	75.00%	
TOTAL AMSO 11-58-12-17	60,402	0	0	15,101	0	0	15,101	0	0	15,101	0	0	45,303	15,099	75.00%	
Supplies & Programs (11-58-12-18)																
Adult Program	2,000	186	146	86	599	69	40	32	92	411	273	0	1,933	67	96.67%	
Adult Summer Library Challenge	1,500	0	0	0	0	254	56	357	157	122	163	201	1,310	190	87.30%	
Children Programs	2,750	19	135	279	513	267	102	211	319	279	243	71	2,439	311	88.69%	
Children Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Teen Programs	2,000	140	275	178	207	0	10	0	238	146	136	487	1,815	185	90.76%	
Teen Summer Library Challenge	1,200	0	0	0	0	27	786	433	-31	0	0	0	1,215	-15	101.22%	
AV Supplies	1,200	86	0	0	45	61	86	0	0	184	58	0	519	681	43.22%	
Book Supplies	1,500	575	0	0	0	404	0	0	12	676	9	23	1,700	-200	113.34%	
Makerspace	1,750	0	0	14	151	0	45	186	0	344	72	109	921	829	52.61%	
Marketing	2,000	351	192	452	217	269	240	31	60	225	0	0	2,036	-36	101.79%	
Office & Library Supplies	7,500	74	124	5,069	1,702	503	156	251	284	2,421	5,220	1,808	17,611	-10,111	234.81%	
Photocopier Lease	4,800	0	795	250	457	190	950	428	398	384	368	400	4,621	179	96.26%	
Postage	500	0	0	0	10	0	4	0	0	20	0	5	39	461	7.85%	
TOTAL 11-58-12-18	28,700	1,429.97	1,666.16	6,326.96	3,900.09	2,043.05	2,473.88	1,928.00	1,528.88	5,214.85	6,541.24	3,104.64	36,157.72	-7,457.72	125.99%	
Maintenance Contracts (11-58-12-19)																
Building and Equipment	8,500	0	0	360	0	0	9,250	0	651	0	0	590	10,851	-2,351	127.66%	
Software and Subscriptions	19,500	1,184	497	13,550	260	283	125	0	0	930	2,179	-1,815	17,193	2,307	88.17%	
TOTAL 11-58-12-19	28,000	1,183.72	497.15	13,909.87	260.00	283.49	9,375.00	0.00	650.94	930.00	2,178.57	-1,225.00	28,043.74	-43.74	100.16%	

MONTHLY BUDGET 2024

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Year To Date	Section 7, Item A.		
														Remaining	To Date	
Building Repairs & Supplies (11-58-12-20)																
Janitorial Supplies	9,000	136	292	305	399	-78	1,365	237	1,100	635	-10	1,550	5,932	3,068	65.91%	
Repairs & Expense	5,000	0	177	345	568	17	0	11	312	206	0	401	2,036	2,964	40.73%	
TOTAL 11-58-12-20	14,000	135.98	468.94	650.00	966.96	-61.08	1,365.34	248.09	1,412.29	840.82	-10.00	1,951	7,968.47	6,031.53	56.92%	
Property Insurance (11-58-12-21)																
Property Insurance	8,500	0	0	0	0	0	0	7,716	0	0	0	0	7,716	784	90.78%	
TOTAL PROPERTY INSURANCE 11-58-12-21	8,500	0	0	0	0	0	0	7716	0	0	0	0	7,716	784	90.78%	
Dues & Fees (11-58-12-22)																
Dues, Fees, ETC.	1,100	113	0	0	0	0	0	0	201	165	0	127	606	494	55.11%	
TOTAL 11-58-12-22	1,100	112.88	0.00	0.00	0.00	0.00	0.00	0.00	201.00	165.00	0.00	127.36	606.24	493.76	55.11%	
Continuing Education (11-58-12-23)																
Continuing Education	1,200	180	0	375	0	26	0	0	0	410	660	0	1,651	-451	137.56%	
TOTAL 11-58-12-23	1,200	180.00	0.00	375.00	0.00	25.73	0.00	0.00	0.00	410.00	660.00	0.00	1,650.73	-450.73	137.56%	
Travel (11-58-12-24)																
Travel	1,500	0	16	23	56	105	214	276	84	0	87	896	1,757	-257	117.12%	
TOTAL 11-58-12-24	1,500	0.00	15.61	22.71	56.15	104.99	213.87	275.91	84.08	0.00	87.10	896.31	1,756.73	-256.73	117.12%	
Utilities																
Fuel (11-58-12-28)	20,000	0	1,754	1,244	1,154	421	119	118	114	121	92	0	5,138	14,862	25.69%	
Electricity (11-58-12-30)	39,500	0	2,650	2,732	2,766	3,222	4,412	5,369	5,393	4,623	3,877	0	35,044	4,456	88.72%	
Water (11-58-12-31)	4,500	0	325	354	347	354	347	376	362	376	369	354	3,565	935	79.21%	
Telephone (11-58-12-32)	3,000	479	167	167	167	167	157	167	167	167	892	0	2,696	304	89.87%	
TOTAL Utilities	67,000	479.41	4,896.18	4,497.64	4,434.23	4,164.28	5,034.37	6,030.43	6,034.90	5,286.95	5,229.76	354.26	46,442.41	20,557.59	69.32%	

MONTHLY BUDGET 2024

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Year To Date	Remaining		
														Remaining	To Date	
Library Materials (11-58-12-46)																
Adult Fiction	10,000	111	1,075	1,270	341	1,759	1,655	741	2,406	805	1,465	1,730	13,357	-3,357	133.57%	
Adult Nonfiction	9,000	51	696	1,420	493	1,086	1,015	801	659	183	1,223	1,334	8,961	39	99.57%	
Adult Talking Books	4,500	437	39	52	48	1,095	40	280	23	49	363	623	3,048	1,452	67.72%	
Children AUDIO	500	0	150	0	0	150	0	0	0	60	266	75	701	-201	140.17%	
Children Books	12,000	666	2,090	1,436	236	1,245	560	189	868	2,257	1,257	781	11,584	416	96.54%	
Large Print	7,124	0	593	1,235	487	463	326	610	202	172	1,104	1,465	6,658	466	93.46%	
Materials - (Non-books)	500	418	37	85	0	59	15	157	67	12	8	24	882	-382	176.33%	
Reference - Subscriptions	4,000	600	286	10	0	500	0	0	0	373	0	1,080	2,849	1,151	71.22%	
Reference - Materials	500	0	0	0	0	0	0	0	0	0	0	295	295	205	59.00%	
Young Adult Books	4,808	339	105	642	302	546	57	244	488	433	444	648	4,249	559	88.37%	
Subtotal	52,932	2,620.76	5,071.65	6,150.81	1,907.84	6,902.20	3,667.07	3,021.52	4,712.72	4,343.77	6,130.44	8,054.87	52,583.65	348.35	99.34%	
Periodicals																
Periodicals/Newspapers	5,407	54	614	1,128	2,328	0	170	0	0	0	89	0	4,382	1,025	81.05%	
Seasonal Periodical Purchases	0	0	0	0	0	63	0	0	0	75	0	0	138	-138		
Subtotal	5,407	53.97	613.76	1,127.92	2,327.61	63.26	170.00	0.00	0.00	74.85	88.98	0.00	4,520.35	886.65	83.60%	
AV Materials																
DVD	7,000	90	316	623	504	989	690	798	288	751	523	642	6,213	787	88.75%	
Lucky Day	2,000	110	84	169	110	99	75	107	80	95	80	0	1,009	991	50.45%	
Subtotal	9,000	199.66	400.05	791.53	613.62	1,087.81	764.68	905.13	368.06	846.29	602.54	642.14	7,221.51	1,778.49	80.24%	
Databases																
BRIDGES - Databases	1,662	0	0	1,662	0	0	0	0	0	0	0	0	1,662	0	100.00%	
Hoopla (\$6,504 Grant)	12,000	0	1,569	0	0	0	0	592	1,072	1,134	1,173	1,192	6,733	5,267	56.11%	
Movie License	616	0	0	616	0	0	0	0	0	0	0	0	616	0	100.00%	
Newsbank Inc.	2,150	2,231	0	0	0	0	0	0	0	0	0	0	2,231	-81	103.77%	
Overdrive E-Content	4,732	0	4,732	0	0	0	0	0	0	0	0	0	4,732	0	100.00%	
Overdrive Advantage	5,913	0	0	5,913	0	0	0	0	0	0	0	0	5,913	0	100.00%	
TumbleBooks Inc.	800	799	0	0	0	0	0	0	0	0	0	0	799	1	99.88%	
Udemy	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Subtotal	27,873	3,030.00	6,301.09	8,191.00	0.00	0.00	0.00	592.36	1,072.11	1,134.42	1,173.33	1,191.97	22,686.28	5,186.72	81.39%	
Technology																
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	600	0	0	0	0	600	600	50.00%	
Technology	2,000	60	1,650	393	531	100	10	8	10	-393	12	0	2,380	-380	119.02%	
Subtotal	3,200	59.99	1,649.98	392.85	531.00	99.99	9.98	607.98	9.98	-393.42	11.98	0.00	2,980.31	219.69	93.13%	
Café Charges																
Café Charges	22,665	0	0	22,665	0	0	0	0	0	0	0	0	22,665	0	100.00%	
Subtotal	22,665	0.00	0.00	22,665.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,665.00	0.00	100.00%	
TOTAL 11-58-12-46	121,077	6,751.66	14,036.53	39,319.11	5,380.07	8,153.26	4,611.73	5,126.99	6,162.87	6,005.91	8,007.27	9,888.98	113,444.38	7,632.62	93.70%	

MONTHLY BUDGET 2024

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Year To Date	Section 7, Item A.		
														Remaining	To Date	
Donation Purchases (11-58-12-50)																
Purchase from Donation		345	3,923	5,076	6,604	5,614	4,306	4,247	2,011	4,310	2,334	1,903	40,674			
TOTAL 11-58-12-50		345.35	3,923.10	5,076.37	6,604.44	5,614.43	4,305.83	4,247.34	2,010.81	4,309.52	2,333.83	1,903.13	40,674.15			
TOTAL SPECIAL FUNDS EXPENSES	331,479	10,618.97	25,503.67	85,278.66	21,601.94	20,328.15	42,481.02	25,572.76	18,085.77	38,264.05	25,027.77	17,000.81	329,763.57	42,389.58	99.48%	
REVENUE - SPECIAL FUNDS																
Fines (11-48-12-10)	1,500	100	94	70	92	115	313	123	69	40	111	123	1,250	250	83.36%	
Misc. Fees (11-48-12-12)	5,000	312	439	290	510	346	547	458	520	431	319	654	4,826	174	96.52%	
Use of Facilities Fee (11-48-12-14)	3,500	1	380	140	709	480	260	40	1,037	0	260	673	3,979	-479	113.69%	
Copier (11-48-12-18) Will be adjusted for tax	7,000	185	639	408	611	738	580	573	606	621	500	1,442	6,903	97	98.62%	
Jefferson County Funds (11-48-12-22)	205,407	0	205,407	0	0	0	0	0	0	0	0	0	205,407	0	100.00%	
Dodge County Funds (11-48-12-24)	81,012	0	81,012	0	0	0	0	0	0	0	0	0	81,012	0	100.00%	
Adjacent County Funds (11-48-12-26)	6,060	0	6,060	33	0	0	0	0	0	0	0	0	6,093	-33	100.54%	
DONATIONS 11-48-12-27	20,000	1,373	9,397	0	5,909	3,309	1,000	1,603	1,888	2,516	42,090	6,612	75,696	-55,696	378.48%	
Annual Credit Card Rebate (11-48-12-56)	2,000	0	826	0	0	783	0	0	594	0	0	0	2,203	-203	110.14%	
TOTAL SPECIAL FUNDS REVENUE	331,479	1,971.05	304,254.64	941.46	7,830.74	5,770.74	2,699.78	2,797.30	4,712.96	3,607.52	43,279.64	9,504.04	387,369.87	-55,890.87	116.86%	
TOTAL OPERATING EXPENSES, INCLUDING CITY FUNDS	1,181,821	65,743	90,100	150,313	84,458	82,268	103,021	115,467	80,212	98,856	88,526	78,484	1,037,449	144,372	87.78%	
2023 YEAR END FUND BALANCE	403,396.99	404,184.27	As adjusted by the \$787.28 retirement calculation.													
Reserved for Donations year end 2023	34,349.92															
Unreserved Balance year end 2023	369,047.07	369,834.35	Adjusted balance													
2024 YTD Balance Reserved for Donations	69,371.99															

2024 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	11,487	11,661	12,614	12,528	11,128	14,252	15,926	15,511	12,054	14,273	13,476		144,910
Days open	27	28	30	30	30	30	30	31	29	30	29	29	353
Daily average	425	416	420	418	371	475	531	500	416	476	465	0	411
Highest attendance day	612	551	729	729	786	826	720	1293	585	695	2125		
Lowest attendance day	182	207	179	164	124	149	184	133	185	154	173		
2023 ATTENDANCE	12,261	12,921	17,118	15,239	15,094	17,442	16,763	14,752	12,869	15,061	12,536	13,787	175,843
Percent changed	-6%	-10%	-26%	-18%	-26%	-18%	-5%	5%	-6%	-5%	7%	-100%	-18%
REF QUESTIONS	1,300	1,375	1,191	1,197	913	1,269	1,130	947	785	934	806		11,847
INTERNET	507	609	586	578	554	583	586	655	575	544	498		6,275
MEETING ROOM	139	151	152	160	134	145	132	139	143	179	146		1620

REFERENCE, CIRCULATION STATISTICS 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	763	865	762	758	495	688	648	607	477	528	466		7,057
Tutor Sessions	146	225	233	212	171	186	252	223	231	170	123		2,172
Microfilm	5	5	6	4	5	7	14	8	8	17	2		81
Computer/Tablet	483	592	559	536	509	553	551	626	547	513	474		5,943
Typewriter	1	0	0	0	0	0	1	0	0	0	0		2
Proctor Exams	0	1	0	0	0	0	0	0	1	2	0		4
Wireless	480	4474	4617	4892	4864	4911	5286	4851	4975	5221	4477		49,048
Adult Programs	20	23	18	21	15	19	18	15	19	26	22		216
Program Att.	109	133	126	194	106	132	119	92	84	153	156		1,404
Passive Programs	4	3	4	5	5	5	6	4	5	5	6		52
Passive Att.	62	170	76	58	64	53	401	38	27	32	45		1,026
Outreach Events	1	1	1	0	1	1	1	1	1	2	1		11
Outreach Att.	14	17	12	13	12	10	13	12	8	30	18		159
Mobile Print Users	22	38	36	27	78	75	111	107	160	119	102		875
Mobile Print Pages	361	351	302	254	719	602	698	514	812	611	646		5,870
Newsbank	901	1062	922	660	991	705	186	792	798	829	1435		9,281
Website Views	7109	6375	6310	6300	5648	6907	5946	6209	5756	5641	5457		67,658

CHILDREN'S ROOM STATS - 2024																							
MONTH	STORYTIME		PROGRAMS		LIBRARY VISITS		OFFSITE		DROP-INS		SCHOOL VISITS		KIDS	ADULTS	SLC	WLC	TUMBL E	500 BOOKS	1K BOOKS	BOOK BAGS	REF	PC	
JANUARY	9	185	12	287	3	45	1	80	3	371	8	135	110	75	0	0	67	0	1	21	457	537	24
FEBRUARY	14	381	12	333	1	13	1	4	5	414	0	0	223	158	0	489	43	0	14	26	516	510	17
MARCH	10	308	13	417	3	110	1	5	7	645	8	140	181	127	0	0	33	0	8	22	528	429	27
APRIL	14	415	16	316	3	51	2	257	5	170	9	220	223	164	0	0	17	49	22	22	468	439	42
MAY	9	251	10	207	2	185	1	3	3	14	31	2145	149	102	0	0	23	17	7	13	254	418	45
JUNE	14	539	21	1939	2	40	0	0	3	577	0	0	338	202	0	0	132	11	11	3	93	581	30
JULY	11	364	18	803	0	0	1	300	0	0	0	0	219	145	1020	0	32	3	7	2	33	482	35
AUGUST	1	42	8	193	0	0	3	115	5	189	0	0	28	14	0	0	55	2	5	9	237	340	29
SEPTEMBER	7	172	8	210	2	30	1	9	4	212	5	90	95	77	0	0	50	8	11	14	317	308	28
OCTOBER	17	536	12	278	8	208	1	150	7	410	0	0	306	230	0	0	26	1	9	19	476	406	31
NOVEMBER	10	247	11	305	0	0	1	6	5	209	5	110	135	112	0	0	34	3	5	17	439	340	24
DECEMBER																							
TOTALS	116	3440	141	5288	24	682	13	929	47	3211	66	2840	2007	1406	1020	489	512	94	100	168	3818	4790	332

Young Adult Statistics - 2024

Month	YAC/YA		YA Drop In		YA SRP	YA WRP
	# Prog.	Attend.	#	Atten.		
January	5	38	4	191		n/a
February	5	49	5	257		100
March	6	52	3	224		
April	5	30	4	214		
May	1	6	3	141	n/a	
June	5	138	3	116	n/a	
July	5	120	4	253	0	
August	2	1	11	316		
September	4	24	6	215		
October	6	67	6	465		
November	4	45	5	181		
December						
TOTALS	48	570	54	2573	0	100

UNPLANNED EXPENSES IMPACTING 2024 BUDGET

	VENDOR	EXPENSE	AMOUNT	BILLED TO	
JAN	Funds transferred by City to 1-55-11-46 to cover 2023 retirement calculation corrections. Will be deducted from year end fund analysis per Sheri R.		787.28	11-58-12-46	Library Materials
FEB	Complex Security Solutions	Ethernet ports for cameras	1,649.98	11-58-12-16	Technology
MAR	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: MOU	3,996.34	11-58-12-18	Office Supplies
	United Systems Associates	HVAC controllers	292.50	11-58-12-20	Repairs & Expense
APR	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: MOU	1,397.50	11-58-12-18	Office Supplies
	Omni Technologies	Service for HDMI floor box	531.00	11-58-12-16	Technology
	DME	Service for lift	528.00	11-58-12-20	Repairs & Expense
MAY	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: MOU	227.50	11-58-12-18	Office Supplies
		Controls System Service Agreement	3,250.00	11-58-12-19	Service Contracts
JUN	United Systems Associates	Agreement	3,250.00	11-58-12-19	Service Contracts
	Sure-Fire, Inc.	HVAC Maintenance Contract	6,000.00	11-58-12-19	Service Contracts
SEP	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: MOU	1,495.00	11-58-12-18	Office Supplies
	Russel Law Offices	Legal fees re: Trust Fund	150.00	11-58-12-18	Office Supplies
	Cottingham & Butler	Job Reviews	550.00	11-58-12-18	Office Supplies
OCT	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: MOU	3,055.00	11-58-12-18	Office Supplies
	Russel Law Offices	Legal fees re: MOU	1,382.50	11-58-12-18	Office Supplies
	Convergent Solutions	New annual fee Convert Fire Alarm Analog to Cellular, 50% Down Payment	720.24	11-58-12-32	Telephone
NOV	Advantage Systems Group	Cellular, 50% Down Payment	401.17	11-58-12-20	Repairs & Expense
	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: MOU	1,397.50	11-58-12-18	Office Supplies
DEC	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: Resolution	357.50	11-58-12-18	Office Supplies

YTD TOTAL: 28,169.01

Director

Watertown Public Library

100 South Water Street

Watertown, WI 53094 -4320

December 2, 2024

Dear Watertown Library,

Please accept the following donation of \$1000.00 in memory of Norbert Sadowski. Norbert passed away in November at 100 years old.

Please use this where it is most needed.

Norbert spent many hours at your library. It was his request to give a donation in appreciation for what the library did for him in his life.

Thank you very much!

Sincerely,

Ken Sadowski(nephew) & Kathy Sadowski *Ken + Kathy Sadowski*

W377S3423 Lake Drive

Dousman, WI 53118

262-965-2551

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
I00974399	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN14933381	Gordon Flesch	11-58-12-18	Copier Usage, 10/15/24 - 11/16/24	169.92		
112024 LIB	MC Petty Cash	11-58-12-18	Postage	5.82		
120224 LIB	MC Petty Cash	11-58-12-18	Postage	5.11		
		11-58-12-18				
8106755619	Schindler	11-58-12-19	Yearly Maintenance - Elevator	7374.00		
		11-58-12-19				
		11-58-12-19				
112124 LIB	MC Petty Cash	11-58-12-20	Janitorial Supplies	10.50		
		11-58-12-20				
		11-58-12-24				
		11-58-12-24				
	Wttn Water Dept	11-58-12-31	Water,			
506413593	Midwest Tape	11-58-12-46	Hoopla, November	1231.42		
85976609	Cengage	11-58-12-46	Large Print	59.18		
		11-58-12-46				
		11-58-12-50				
		11-58-12-50				
			TOTAL	8,855.95		
FUND 11 EXPENSES						
	11-58-12-18	446.22	Office & Library Supplies			
	11-58-12-19	7374.00	Maintenance Contracts			
	11-58-12-20	10.50	Building Repairs & Supplies			
	11-58-12-24	0.00	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-46	1290.60	Library Materials			
	11-58-12-50	0.00	Purchase from Donation			
		9,121.32				
FUND 20 EXPENSES						
		20-58-12-60				
	20-58-12-60	0.00	Capital Outlay	0.00		



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, OCTOBER 10, 2024 AT 5:30 PM

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

1. CALL TO ORDER / ROLL CALL

Members Present: Gerike, Burke, O’Neill, Oudenhoven, Koppes, Knaser, Kohls

Members Absent: Wetzel, Merfeld

Also Present: Library Director Peg Checkai, Head of Adult Services - Jamie Hernandez, Head of Circulation - Cari Gunderson, Head of Children’s Services - Tina Peerenboom

2. REVIEW CORRESPONDENCE - Marquardt visit/presentation appreciation email

3. CITIZENS TO BE HEARD - None

4. APPEARANCES - None

****Motion** per Koppes, second per Oudenhoven to move closed session agenda items until after 7a. Approved via voice acclimation. **Motion carries.**

5. NEW BUSINESS

c. Review and possible action: invoice from Sure Fire to repair failing copper pipes - discussion regarding invoice of \$7, 533 from Sure Fire, possibility for quote from Klecker and input for new maintenance manager. **No action taken at this time.**

6. UNFINISHED BUSINESS

a. Review: proposed 2025 library budget and Mayor's proposed budget - productive discussion with City Finance regarding 2025 budget.

b. Review and take action: request from Watertown Family Connections to use Community Room for Wiggles and Giggles weekly event, beginning in January 2025

****Motion** per O’Neill, second per Knaser to not pursue this current program

Votes for: O’Neill, Oudenhoven, Knaser

Against: Gerike, Burke, Oudenhoven, Koppes, Kohls **Motion fails.**

****Motion** per Koppes, second per Gerike to direct Library Director to speak with Family Connections about a pilot program during the months of January-May conditioned upon a mutually acceptable lease agreement.

Votes for: Gerike, Burke, Oudenhoven, Koppes, Kohls

Against: O’Neill, Knaser **Motion carries.**

6f. Review and discuss: progress on investment document - Discussion regarding library

expansion fundraising account, to be brought to WPL finance committee details with Library Director, follow up with the full board at a later date.

7. DIRECTOR'S REPORT

- a. Review: YTD Unplanned Expenses
- b. Review: monthly statistics and budget
- c. Director’s Report

****Motion** per Koppes, second per Gerike to convene into Closed Session. Approved via voice acclimation. Motion carries.

5a. The Library Board of Trustees will convene into Closed Session under exemption 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)

5b. Reconvene into Open Session

****Motion** per Koppes, second per Knaser to reconvene into Open Session. Approved via voice acclimation. Motion carries.

****Motion** per Koppes, second per Burke to convene into Closed Session. Approved via voice acclimation. Motion carries.

6b. The Library Board of Trustees will convene into closed session under Exemption Wis. Stat. §19.85(1)(e). Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting “other specified public business” whenever competitive or bargaining reasons require a closed session (City-Library MOU)

6c. Reconvene into Open Session

****Motion** per Koppes, second per Gerike to reconvene into Open Session. Approved via voice acclimation. Motion carries.

6d. Review and take action: City-Library MOU

****Motion** per Burke, second per Oudenhoven to direct Library Board President to continue conversations with the City Attorney and Mayor’s Office regarding the current MOU draft provided by the City.

Votes for: Gerike, Burke, O’Neil, Oudenhoven, Koppes, Knaser, Kohls
None against. **Motion Carries.**

8. TRUSTEE'S REPORT

- a. Discuss agenda items for November meeting - none at this time

9. PRESIDENT'S REPORT

- a. Review contacts in official capacity

10. PERSONNEL AND POLICY

- a. Review and take action: Resolution 2024-6; Tod Lord-Maintenance/Custodian

****Motion** per Gerike, second per Knaser to approve the Tod Lord as Maintenance/Custodian.
Votes for: Gerike, Burke, O’Neill, Oudenhoven, Koppes, Knaser, Kohls
None against. Motion carries.

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- a. Special Library Board Minutes September 6, 2024
- b. Library Board Minutes from September 12, 2024
- c. September 2024 Bills

****Motion** per Gerike, second per Burke to approve the Consent Agenda.
Votes for: Gerike, Burke, O’Neil, Oudenhoven, Koppes, Knaser, Khol
None against. Motion carries.

12. ADJOURNMENT

****Motion** per Burke, second per Oudenhoven to adjourn at 7:10 pm.
Approved via voice acclimation. Motion carries.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on November 14, 2024 at 5:30pm.

Respectfully submitted,
Betsy Gerike, Secretary



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA
THURSDAY, NOVEMBER 14, 2024 AT 5:30 PM

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

- 1. CALL TO ORDER / ROLL CALL
Members Present: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel
Members Absent: O’Neill
Also Present: Library Director Peg Checkai, Head of Adult Services - Jamie Hernandez, Head of Circulation - Cari Gunderson, Head of Children’s Services - Tina Peerenboom
- 2. REVIEW CORRESPONDENCE - Trustee thank you cards: Bridges Library System
- 3. CITIZENS TO BE HEARD - Dan Olejniczak - Appreciation of digital options that the WPL provides
- 4. APPEARANCES - None

****Motion** per Koppes, second per Oudenhoven to move 6b, a and 6f, h, g ahead in agenda. Motion approved through voice acclimation.

- 6b. 2025 city budget: Update on 2025 budget discussions
- 6a. Review and take action: bids from Klecker and Richter for repair to boiler pipe - overview from John Katisch that this is a straightforward repair

****Motion** per Burke, second per Knaser to approve bid from Richter for repair to boiler pipe and additional system valves.

Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel
Votes against: None. **Motion carries.**

****Motion** per Wetzel, second per Oudenhoven to convene into Closed Session.
Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel
Votes against: None. **Motion carries.**

6f. The Library Board of Trustees will convene into closed session under Exemption Wis. Stat. §19.85(1)(e). Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting “other specified public business” whenever competitive or bargaining reasons require a closed session (City-Library MOU)

6g. Reconvene into Open Session

****Motion** per Koppes, second per Oudenhoven to reconvene into Open Session. Approved via voice acclimation. **Motion carries.**

6h. Review and take action: Resolution 2024-9 City-Library MOU

****Motion** per Koppes, second per Gerike to approve City-Library Draft Resolution 2024-9 concerning employment policies, budget submittal, main street bathroom, and meeting room commitments.

Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzels
Against: None. **Motion carries.**

5. NEW BUSINESS

a. Review and take action: 2025 board meetings, holidays, and in-service dates
****Motion** per Gerike, second per Burke to approve 2025 meetings, holidays and in-service dates.
Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzels
Against: None. **Motion carries.**

b. Review and take action: participating in Jingle Bell on the Rock (December 7)
****Motion** per Gerike, second per Merfeld to stay open extra hours and pay staff on December 7.
Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzels
Against: None. **Motion carries.**

c. Review and take action: 2025 Addendum for Bridges Library System and Cafe Agreement
****Motion** per Wetzels, second per Merfeld to approve 2025 Addendum for Bridges Library System and Cafe Agreement.
Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzels
Against: None. **Motion carries.**

d. Discuss and possible action: Donation from Joan Hinze
****Motion** per Wetzels, second per Gerike to use restricted gift/donation of \$40,000 from Joan Hinze to explore/create a community art gallery in the Library.
Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzels
Against: None. **Motion carries.**

e. Discuss and take action: filling position left unfilled in 2024
****Motion** per Oudenhoven, second per Knaser to direct library director to fill part time library assistant, pending approval of 2025 City Budget.
Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzels
Against: None. **Motion carries.**

f. Discuss and approve: Request to fill part time custodian position
****Motion** per Burke, second per Gerike to direct library director to fill part time custodian position pending approval of 2025 City Budget.
Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzels
Against: None. **Motion carries.**

g. Review: additional cameras inside and outside of the library - Update to follow after obtaining quotes, no action taken at this time.

6. UNFINISHED BUSINESS

c. Review and Update: Library Board's Finance Committee Fund Management follow up conversation with Mark Stevens in January 2025.

d. Review: 2025 Strategic Planning - Update to follow in December regarding potential firms to aid in the process (possible grant opportunity from GWHF)

e. Review: Succession Planning document - Update to follow at December meeting

7. DIRECTOR'S REPORT

- a. Review: Director's Report
- b. Review: monthly statistics and budget
- c. Review: YTD Unplanned Expenses

8. TRUSTEE'S REPORT

- a. Discuss agenda items for December meeting - None at this time.

9. PRESIDENT'S REPORT

- a. Review contacts in official capacity - Communications regarding Draft Resolutions

10. PERSONNEL AND POLICY

- a. Review and take action: Resolution 2024-7; Isabella Shearer

**Motion per Koppes, second per Wetzel to hire part time library assistant, Isabella Shearer, subject to name correction.

Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel

Against: None. **Motion carries.**

- b. Review and take action: Resolution 2024-8; Kaitlyn VonBehren

**Motion per Merfeld, second per Knaser to hire part time library assistant, Isabella Shearer.

Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel

Against: None. **Motion carries.**

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- a. Library Board Minutes from October 10, 2024
- b. October 2024 Bills

****Motion** per Oudenhoven, second per Gerike to approve the Consent Agenda, pending addition of October Meeting Minutes.

Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel

None against. **Motion carries.**

12. ADJOURNMENT

****Motion** per Oudenhoven, second per Wetzel to adjourn at 7:02 pm.
Approved via voice acclimation. Motion carries.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on December 12, 2024 at 5:30pm.

Respectfully submitted,
Betsy Gerike, Secretary