



## PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, JANUARY 08, 2026 AT 5:30 PM

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

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**Zoom Meeting ID:** 853 2236 0495

**Passcode:** K3QZq23J

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

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

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

4. **APPEARANCES**
5. **NEW BUSINESS**

- A. Review and take action: Contract for County Library Services
- B. Discuss and take possible action: John K volunteer services at library
- C. Review and take possible action: Purchase an electric scissor lift for safely working at 12'-16' high ceilings
- D. Review and take possible action: Libby ebook/audiobook purchases from LGIP for Watertown patrons
- E. Review and take possible action: Fund 11-Designated and Undesignated Fund Balance

6. **UNFINISHED BUSINESS**

- A. Review progress of Library website
- B. Review progress of strategic plan
- C. Discuss and take possible action: Library Endowment Account and LGIP
- D. 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 (LB Hours)
- E. Reconvene into open session: Take action on staff compensation request
- F. Discuss and take possible action: 2026 budget and fund balance

7. **TRUSTEE'S REPORT**
8. **DIRECTOR'S REPORT**

- A. Director's Report
- B. Review monthly highlights, budget figures and statistics
- C. Review unplanned expenses impact for YE 2025

9. **PRESIDENT'S REPORT**
10. **PERSONNEL AND POLICY**

- A. Resolution #2026-1 Library Assistant

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

- A. Public Library minutes from December 11, 2025
- B. January 2026 bills

**12. ADJOURNMENT**

- A. Next Meeting Date: Thursday, February 12, 2026

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [cityclerk@watertownwi.gov](mailto:cityclerk@watertownwi.gov) phone 920-262-4000*

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

# MEMO

## (Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 12/2025

Subject: Contract for County Library Services

## Background

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.

## Budget Goal

Promotes and fosters innovative approaches for community development and growth

## Financial Impact

The figure noted in the contract is paid in one lump sum to the library prior to March 1, 2026 .

## Recommendation

I recommend that trustees approve this contract.

CONTRACT FOR COUNTY LIBRARY SERVICES

This agreement made this 12th day of November, 2025, 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, 2026 and ending December 31, 2026.

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 **\$248,879** payable in one sum not later than March 1, 2026.

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
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----- County Clerk	----- Date
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MUNICIPAL LIBRARY  
By:

----- Library Board President	----- Date
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----- Financial Agent of Library	----- Date
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----- Municipal Representative	----- Date
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**Note: The 2026 payment is contingent on having a signed contract returned no later than February 1, 2026. Please scan and email the signed contract to:**

Audrey McGraw – Jefferson County Clerk  
[audreym@jeffersoncountywi.gov](mailto:audreym@jeffersoncountywi.gov)

and

Marc DeVries – Jefferson County Finance Director  
[MarcD@jeffersoncountywi.gov](mailto:MarcD@jeffersoncountywi.gov)

# MEMO

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## (Library)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 12/30/2025

Subject: John K, library volunteer, volume of work done for library

## Background

John K wanted me to bring to the board's attention, the volume of volunteer work/time he contributes to the library. Moving forward in 2026, the plan was to not fill the open PT custodial position, but should the board reconsider knowing how much work is needed to maintain the facility.

## Budget Goal

Review available funds, make staffing and operation decisions.

## Financial Impact

Reduce fund balance further as a PT custodian position was not in the 2026 budget.

## Recommendation

Board's decision

# MEMO

## (Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 12/30/2025

Subject: Purchase Scissor Lift

## Background

The library has very high ceilings throughout the facility (Community Room, Second Floor, Children's-TRP, and straight vertical ladder for roof access). We currently have a 12 ft ladder but work at these heights is dangerous. Would trustees consider investing in a scissor lift that would fit in the elevator and through doorways to create a safer work environment for maintenance?

## Budget Goal

Provide a safe work environment

## Financial Impact

None to 2026 budget. I propose taking funds from LGIP account

## Recommendation

I would recommend purchasing this equipment for high level work inside and outside of the building. Also provide safer access to the roof.

# MEMO

## (Library)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 12/30/2025

Subject: Libby Advantage Program

## Background

With the loss of Hoopla, we continue to struggle to meet demands on the Libby App. Wait times for materials is top of the list for patron complaints. Overdrive Advantage offers individual libraries the opportunity to see how many local patrons are on hold for a digital item and purchase this item specifically for their patrons, which reduces hold ques for our patrons and throughout the state. Specifics would need to be worked out if the decision is to move forward.

## Budget Goal

Provide best practices for serving the community, patrons and library team members

## Financial Impact

NA to 2026 budget if funds from LGIP are used.

## Recommendation

I would recommend exploring this option for improved digital access for Watertown patrons.



# MEMO

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## (Library)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 12/30/2025

Subject: Library Fund Balance

## Background

Due to recent discussions about the library fund balance, trustees wanted to explore next steps and also inquire about other library's fund balances. I did inquire at the Bridges Director's Council meeting and Pewaukee PL forwarded a copy of their current policy for our review. A copy of the policy is included in the packet.

## Budget Goal

Provide best practices for serving the community, patrons and library team members

## Financial Impact

Impacts library operations

## Recommendation

I would recommend a discussion by trustees regarding future plans for the library fund balance.

# FUND BALANCE POLICY

## PURPOSE

The Board of Trustees [Board] of the Pewaukee Public Library [Library] is committed to fiscal responsibility and to serving as a prudent steward of all funds collected, donated or appropriated for library purposes [Library Funds or the Library Fund]. Chapter 43.58 of the Wisconsin Statutes grants the Board exclusive control over the expenditure of all Library Funds. The Library Fund is segregated into separate sub-accounts for purposes of carrying on certain activities and the Library Funds therein are further classified into separate categories as discussed below.

The Board strives to use all Library Funds as budgeted each fiscal year. As used herein, “Fund Balance” is defined as the difference between the Library Fund’s assets and liabilities, at any given time, representing the net resources available for expenditure. “Excess Funds” are calculated as total revenues minus total expenditures to and from the Library Fund, in a given fiscal year, and represent unspent Library Funds eligible for carryover to the following fiscal year.

Maintaining an appropriate Fund Balance in the Library’s unassigned library fund is a core component of fiscal responsibility and is essential to Library’s fiscal stability. This provides stability and financial support by:

- Ensuring consistent operational cash flows;
- Covering revenue shortfalls;
- Providing emergency operational funds for building maintenance or equipment repairs;
- Providing emergency operational funds for unexpected expenses, such as mid-year benefit adjustments, contract increases, uninsured casualty events, or unexpected weather events.

The policy establishes a clear framework for managing the library’s Fund Balance in accordance with Governmental Accounting Standards Board (GASB) Statement No. 54.

## CLASSIFICATION OF FUND BALANCES

The Library Funds within the Fund Balance shall be further classified into the following five categories, as provided by GASB Statement No. 54, which establishes the extent to which there are restraints on the specific purposes for which such funds may be spent:

1. **Nonspendable** – Funds that cannot be spent because they are not in a liquid or spendable form, such as inventories or prepaid expenses.
2. **Restricted** – Funds legally or externally restricted for specific purposes, including through grants, laws, regulations, or donor-imposed limitations.
3. **Committed** – Funds the Board has formally designated for specific purposes through official action, including funds committed for use in satisfying contractual obligations. The designation by the Board to commit funds for a purpose must be made prior to the end of the fiscal year, but the amount, if any, may be determined in the subsequent fiscal year. These funds cannot be reallocated without further Board approval.

4. **Assigned** – Funds the Library intends to use for specific purposes as identified in planning or budgeting but that do not meet the criteria for restricted or committed classifications. This includes budget allocations for specific projects or needs.
5. **Unassigned** – The residual funds in the general fund not classified elsewhere, available for general use

## **DONATIONS**

The Library accepts cash donations for both committed and uncommitted uses. Donated funds with a mutually agreed-upon purpose between the donor and the Board will be classified as **committed**. All other donations, whether by gift, devise, or bequest made to the Library, but without a specified purpose, will initially be classified as **restricted**, as such funds are to be held in trust for library purposes, until the Board formally commits them to a specific use.

Donated funds shall not be used to cover general Library operational expenses, including salaries, utilities, or routine maintenance, unless expressly directed as such by the donor.

## **MINIMUM/MAXIMUM UNASSIGNED FUND BALANCE**

At fiscal year-end, all Excess Funds shall carry forward to the succeeding fiscal year and be assigned to the appropriate Fund Balance classification.

The Board will review the Fund Balance's status following receipt of the annual audit report, comparing the funds within the Fund Balance classified as "unassigned" to the Library's current total operating budget. The goal is to maintain the unassigned portion of the Fund Balance between **15% to 20%** of the Library's operating budget.

- If the unassigned portion of the Fund Balance falls below **15%** of the annual operating budget, the Board will develop a plan, as part of the budget process, to restore compliance.
- If the unassigned portion of the Fund Balance exceeds **20%** of the annual operating budget, the excess amount will be applied to the following year's operations budget request to offset any projected amount above and beyond the maintenance of effort payments provided by the City of Pewaukee and the Village of Pewaukee for the Operations Budget.

The foregoing policy expresses the Board's general policy for purposes of Fund Balance decision-making and budgetary planning. However, the Board reserves the right to amend this policy or to decide matters concerning the Library's expenditures and finances in contravention of this policy, as specific circumstances may require from time-to-time.

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*This policy was reviewed by legal counsel for compliance with relevant local, state, and federal laws as of June, 2025.*

*Adopted by the Board of Trustees, June 18, 2025: Dale Noll, Library Board President*

# MEMO

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## (Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 12/30/2025

Subject: LGIP/Endowment Accounts discussion

## Background

Bringing to the board's attention, interest earned between the endowment account investment and the LGIP account

## Budget Goal

Receive the best return on investment for library funds

## Financial Impact

Receive the best return on investment for library funds

## Recommendation

Board's discretion

# MEMO

(Library)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 12/30/2025

Subject: Closed Session

## Background

Proposed cuts to the budget have resulted in an employee volunteering to reduce her work hours to help out. Tabled from December board meeting. Trustees requested that HR assist with the decision on how to move forward. HR provided a link to the employee handbooks

## Budget Goal

## Financial Impact

Free up money to be spent on other employees.

## Recommendation

Board's decision

# DRAFT MONTHLY BUDGET 2026

Section 6, Item F.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
<b>SALARIES &amp; BENEFITS</b> <i>\$750,000 is to be contributed by City into 11-48-12-30</i>							
<b>Salaries &amp; Benefits - Fund 11</b>							
Salaries (11-58-12-10)	716,841				0.00	716,841	0%
Longevity (11-58-12-12)	527				0.00	527	0%
Overtime (11-58-12-14)	0				0.00	0	
Retirement (11-58-12-33)	34,834				0.00	34,834	0%
Social Security (11-58-12-34)	54,879				0.00	54,879	0%
Medicare (11-58-12-35)	10,402				0.00	10,402	0%
Health Insurance (11-58-12-36)	91,191				0.00	91,191	0%
Life (11-58-12-37)	4,000				0.00	4,000	0%
Dental (11-58-12-38)	7,488				0.00	7,488	0%
	920,162	0.00	0.00	0.00	0.00	920,162	0%
<b>LIBRARY EXPENSES - Fund 11</b>							
<b>AMSO Allocation (11-58-12-17)</b>							
AMSO Allocation	61,952				0	61952	0%
	61,952	0.00	0.00	0.00	0.00	61,952	0%
<b>Supplies &amp; Programs (11-58-12-18)</b>							
AV Supplies	1,200				0	1200	0%
Book Supplies	1,500				0	1500	0%
Makerspace	1,750				0	1750	0%
Marketing	2,000				0	2000	0%
Office & Library Supplies	7,500				0	7500	0%
Photocopier Lease	6,300				0	6300	0%
Postage	500				0	500	0%
Adult Programs	2,000				0	2000	0%
Adult Summer Library Challenge	0				0	0	
Children Programs	2,750				0	2750	0%
Children Summer Library Challenge	0				0	0	
Teen Programs	2,000				0	2000	0%
Teen Summer Library Challenge	0				0	0	
	27,500	0.00	0.00	0.00	0.00	27,500	

DRAFT MONTHLY BUDGET 2026

Section 6, Item F.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date

# DRAFT MONTHLY BUDGET 2026

Section 6, Item F.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
<b>Maintenance Contracts (11-58-12-19)</b>							
Building and Equipment	19,689				0	19,689	0%
Software and Subscriptions	19,192				0	19192	0%
	38,881	0.00	0.00	0.00	0.00	38,881	0%
<b>Building Repairs &amp; Supplies (11-58-12-20)</b>							
Janitorial Supplies	8,000				0	8,000	0%
Repairs & Expense	5,000				0	5,000	0%
	13,000	0.00	0.00	0.00	0.00	13,000	0%
<b>Property Insurance (11-58-12-21)</b>							
Property Insurance	17,000				0	17000	0%
	17,000	0.00	0.00	0.00	0.00	17,000	0%
<b>Dues &amp; Fees (11-58-12-22)</b>							
Dues, Fees, ETC.	1,100				0	1,100	0%
	1,100	0.00	0.00	0.00	0.00	1,100	0%
<b>Continuing Education (11-58-12-23)</b>							
Continuing Education	1,200				0	1,200	0%
	1,200	0.00	0.00	0.00	0.00	1,200	0%
<b>Travel (11-58-12-24)</b>							
Travel	1,500				0	1,500	0%
	1,500	0.00	0.00	0.00	0.00	1,500	0%
<b>Utilities</b>							
Fuel (11-58-12-28)	20,000				0	20,000	0%
Electricity (11-58-12-30)	40,000				0	40,000	0%
Water (11-58-12-31)	4,000				0	4,000	0%
Telephone (11-58-12-32)	3,000				0	3,000	0%
	67,000	0.00	0.00	0.00	0.00	67,000	0%
<b>Café Charges (11-58-12-43)</b>							



DRAFT MONTHLY BUDGET 2026

Section 6, Item F.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Café Charges	23,780				0	23,780	0%
	23,780	0.00	0.00	0.00	0.00	23,780	0%

# DRAFT MONTHLY BUDGET 2026

Section 6, Item F.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
<b>Databases (11-58-12-44)</b>							
BRIDGES - Databases	1,754				0	1,754	0%
Movie License	607				0	607	0%
Newsbank Inc.	2,340				0	2,340	0%
Overdrive E-Content (\$3,574 Grant)	4,968				0	4,968	0%
Overdrive Advantage	5,956				0	5,956	0%
TumbleBooks Inc.	840				0	840	0%
Udemy	0				0	0	
	16,465	0.00	0.00	0.00	0.00	16,465	0%
<b>Technology (11-58-12-45)</b>							
Fiber Optic - TEACH SERVICES	1,200				0	1,200	0%
Technology	1,000				0	1,000	0%
	2,200	0.00	0.00	0.00	0.00	2,200	0%
<b>Library Materials (11-58-12-46)</b>							
Adult Fiction	8,000				0	8,000	0%
Adult Nonfiction	7,000				0	7,000	0%
Children Books	11,384				0	11,384	0%
Large Print	6,450				0	6,450	0%
Materials - (Non-books)	0				0	0	
Reference - Subscriptions	3,036				0	3,036	0%
Reference - Materials	0				0	0	
Young Adult Books	3,500				0	3,500	0%
	39,370	0.00	0.00	0.00	0.00	39,370	0%
<b>Periodicals (11-58-12-47)</b>							
Periodicals/Newspapers	4,905				0	4,905	0%
Seasonal Periodical Purchases	0				0	0	
	4,905	0.00	0.00	0.00	0.00	4,905	0%
<b>AV Materials (11-58-12-48)</b>							
Adult Talking Books	0				0	0	
Children AUDIO	0				0	0	

# DRAFT MONTHLY BUDGET 2026

Section 6, Item F.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
DVD	6,000				0	6,000	0%
Lucky Day	0				0	0	
	6,000	0.00	0.00	0.00	0.00	6,000	0%
Donation Purchases (11-58-12-50)							
Purchase from Donation	0				0	0	
		0.00	0.00	0.00	0.00		

# DRAFT MONTHLY BUDGET 2026

Section 6, Item F.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
<b>TOTAL LIBRARY EXPENSES</b>	<b>321,853</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>321,853</b>	<b>0%</b>
<b>TOTAL EXPENSES INCLUDING SALARIES</b>	<b>1,242,015</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,242,015</b>	<b>0%</b>
<b>REVENUE - FUND 11</b>							
Fines (11-48-12-10)	1,500				0	1,500	0%
Misc. Fees (11-48-12-12)	5,000				0	5,000	0%
Use of Facilities Fee (11-48-12-14)	3,000				0	3,000	0%
Copier (11-48-12-18) <i>Will be adjusted for tax</i>	6,500				0	6,500	0%
Jefferson County Funds (11-48-12-22)	238,228				0	238,228	0%
Dodge County Funds (11-48-12-24)	91,500				0	91,500	0%
Adjacent County Funds (11-48-12-26)	11,431				0	11,431	0%
<b>DONATIONS 11-48-12-27</b>	0				0	0	
<b>General Fund Contribution (11-48-12-30) From Fund 1</b>	750,000				0	750,000	0%
Credit Card Rebate (11-48-12-56)	1,500				0	1,500	0%
<b>TOTAL FUND 11 REVENUE</b>	<b>1,108,659</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,108,659</b>	<b>0%</b>
<b>RESERVED TO OFFSET SALARIES &amp; BENEFITS</b>							
Salary Reserve	170,162				0	170,162	0%
<b>Subtotal Salary Reserve</b>	<b>170,162</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>170,162</b>	<b>0%</b>

# MEMO

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## (Library)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 12/30/2025

Subject: Discuss how to balance library operations with the 2026 budget cuts

## Background

We are looking at a significant loss to the revenue line. Decisions need to be made for 2026 library operations noting impacts on fund balance and material lines.

## Budget Goal

Review available funds and make operation decisions.

## Financial Impact

Significant reduction in fund balance.

## Recommendation

Board's decision

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

Libby: Audio, Ebook & Magazine Checkouts		
	2024	2025
January:	4,028	3,974
February:	3,630	3,671
March:	3,934	3,976
April:	3,832	3,986
May	3,890	3,937
June:	3,750	4,669
July:	4,066	4,930
August:	3,723	4,022
Sept.	3,465	4,051
October	3,569	4,074
November	3,494	4,144
December	3,572	
Totals	44,953	

Physical Circulation for November	
Nov. Libby Nov Libby Mags	
Nov. Hoopla	
2025 Monthly Total 2024 November Total	
New Cards	

## **Library Director's Notes:**

**Due to the early board meeting, many of the stats were not ready for the agenda deadline.**

Our annual Mitten Tree was a success once again! We had many donations from knitters and crocheters, creating wonderful mittens, hats, and scarfs. Watertown Family Connections will help us distribute the winter weather necessities!

I've completed all the necessary paperwork, my CE credits have been approved at the system level and the state level.

Progress is moving along on re-envisioning the gaming room to a larger Makerspace/Meeting Room space. John K made the necessary blocking to the wall to support the gaming TV. Electric and cable had been added to the nook area during construction so little was needed. (Yeah!) Tod and John have worked together moving furniture, polishing the scratched up floors, adding some of our old bookcases (for ambiance) and looking around library nooks and crannies for items saved from the Carnegie Bldg. for added library touches in this room.

I gave a tour of the library to the Leadership Watertown class. I never have enough time but I believe the tour went well.

Hannah will be leaving the library team but will work her night and weekend until we find a replacement. She was offered more hours at higher wages at her other job. We will all miss her! The PT position in Children's has been posted "in-house" and Fallon has filled out an application. Fallon is currently a library page. She is home-schooled but will graduate soon so will have the necessary availability to fill in the necessary hours. Tina and I will interview her and any other individual interested in the position.

The additional camera in the upstairs study room has been added.

## **Monthly Department Information**

### **Adult:**

In January we had a local author (A.L. Wilder) come do a visit and signing. We had a great turn out, especially considering it was very cold and on a Packer Sunday. Our Jane Austen Birthday Drop-In was very popular, with tea and take and make activities. We are looking forward to continuing our book clubs into next year. The

newest addition, Once Upon a Romance Book Club, has started to take off very nicely. Website meetings continue weekly and now we're making fun decisions about colors, layouts, etc. We continue to receive comments and great support from our patrons about our services.

~Jamie

### **Children's:**

We wrapped up the year in Children's with more well attended regular programs for preschoolers and school age kids. We had a No School Movie Day and kicked off our Winter Library Challenge. Friends generously donated funds to purchase our SuperDraw Prize baskets and kids and teens are already registering and starting to collect stamps, prizes and Super draw tickets. We are looking forward to continuing our WLC into the New Year! I also did our annual TalkReadPlay Program survey at the end of December. We've attached the results to the Board packet so you are able to see the impact that we're making in our preschool age TalkReadPlay programming. Happy New Year everyone!

~Tina

### **Circulation Department:**

Happy New Year! We are watching the process of moving the teen gaming area into the teen room. There is a wonderful amount of warm items on the mitten tree. The gaming table on the lower level was not working properly and now it is working again and patrons are using it every day. I wanted to thank you, the board so much for beautiful card with the wonderful messages for us. Thank you also for the gift cards and cookies. Your support through everything means so much.

~ Cari

### **Tweens/Teens:**

At the request of some teens, we spent some time this month decorating Santa hats. We set aside three days in the Makerspace, along with lots of buttons, jingle bells, pom poms, ornaments, snowflakes, and fabric paint, for teens and adults to drop in and decorate their hats. We had over 30 participants! We also had our second Kids' Choice Awards event, where we screened "Tale of Despereaux" in the Community Room and ate popcorn. We had many more people come than the first Kids' Choice event, which was fabulous. School district librarians are helping to promote the awards to local students.



~ Kaitlyn and Tina

# MONTHLY BUDGET 2025

Section 8, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year To Date	Revised	Percent
<b>SALARIES &amp; BENEFITS</b>	<b>\$ 850,859</b>	to be contributed by City into 11-48-12-30														
<b>Salaries &amp; Benefits - Fund 11</b>																
Salaries (11-58-12-10)	703,546	37,659	50,200	53,220	48,136	46,986	49,086	75,683	50,817	50,294	49,798	51,091	73,433	636,402.71	67,143	90.46%
Longevity (11-58-12-12)	527	0	0	0	0	0	0	0	0	0	0	0	527	526.50	1	99.91%
Overtime (11-58-12-14)	0	31	0	0	0	0	0	0	0	0	0	26	0	56.71	-57	
Retirement (11-58-12-33)	33,241	1,926	2,570	2,570	2,414	2,346	2,441	3,805	2,536	2,536	2,536	2,537	3,841	32,055.74	1,185	96.43%
Social Security (11-58-12-34)	43,653	2,279	3,035	3,222	2,907	2,836	2,966	4,607	3,073	3,040	3,010	3,091	4,578	38,643.76	5,009	88.52%
Medicare (11-58-12-35)	10,209	533	710	753	680	663	694	1,078	719	711	703.86	723	1,071	9,037.38	1,172	88.52%
Health Insurance (11-58-12-36)	87,885	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	78,480.00	9,405	89.30%
Life (11-58-12-37)	1,494	148	148	148	145	145	145	164	164	164	164	164	164	1,860.00	-366	124.50%
Dental (11-58-12-38)	7,487	612	612	612	582	582	612	612	612	612	612	612	612	7,281.36	206	97.25%
	888,042	49,727.69	63,813.76	67,064.88	61,403.79	60,097.12	62,482.55	92,488.14	64,459.15	63,896.70	63,362.53	64,783.91	90,763.94	804,344.16	83,697.84	90.58%
<b>LIBRARY EXPENSES - Fund 11</b>																
<b>AMSO Allocation (11-58-12-17)</b>																
AMSO Allocation	61,952	0	15,488	0	0	15,488	0	0	15,488	0	0	15,488	0	61,952	0	100.00%
	61,952	0.00	15,487.95	0.00	0.00	15,487.95	0.00	0.00	15,487.95	0.00	0.00	15,487.95	0.00	61,951.80	0	100.00%
<b>Supplies &amp; Programs (11-58-12-18)</b>																
AV Supplies	1,200	0	57	31	0	97	30	57	30	0	206	56	639	1,203	-3	100.24%
Book Supplies	1,500	0	715	9	0	0	268	193	0	106	16	228	0	1,534	-34	102.29%
Makerspace	1,750	0	164	19	0	0	130	145	0	15	18	0	96	587	1163	33.52%
Marketing	2,000	0	0	335	229	-130	383	106	0	0	58	0	5,081	6,062	-4062	303.10%
Office & Library Supplies	7,500	217	359	466	2,157	21	908	1,615	193	260	804	19	169	7,189	311	95.85%
Photocopier Lease	6,300	265	403	419	425	454	401	529	399	454	406	488	685	5,329	971	84.58%
Postage	500	0	0	5	5	-39	12	15	4	5	4	0	785	797	-297	159.42%
Adult Programs	2,000	362	162	159	10	27	98	53	67	154	73	466	282	1,914	86	95.70%
Adult Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Children Programs	2,750	244	73	268	64	0	131	1,117	307	55	213	62	350	2,885	-135	104.92%
Children Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Teen Programs	2,000	177	173	48	80	0	22	232	31	50	194	103	748	1,860	140	93.02%
Teen Summer Library Challenge	0	0	0	0	0	0	0	0	138	0	0	0	0	138	-138	
	27,500	1,265.83	2,106.28	1,760.31	2,968.94	429.65	2,382.36	4,061.90	1,170.00	1,100.31	1,992.54	1,421.55	8,837.63	29,497.30	-1,997.30	107.26%

# MONTHLY BUDGET 2025

Section 8, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year To Date	Revised	Section 8, Item	
Maintenance Contracts (11-58-12-19)																	
Building and Equipment	19,689	44	0	570	3,250	6,100	0	0	1,144	1,274	0	1,025	9,135	22,541	-2,852	114.48%	
Software and Subscriptions	19,192	635	104	489	13,607	3	411	263	3	3	367	3	3,196	19,084	108	99.44%	
	38,881	678.47	104.14	1,059.39	16,856.93	6,102.99	411.48	262.99	1,146.99	1,277.14	366.56	1,027.49	12,330.64	41,625.21	-2,744.21	107.06%	
Building Repairs & Supplies (11-58-12-20)																	
Janitorial Supplies	8,000	751	23	777	0	66	1,549	54	652	462	808	130	53	5,326	2,674	66.57%	
Janitorial Services	0	0	0	240	360	0	480	0	720	0	660	0	120	2,580	-2,580		
Repairs & Expense	5,000	0	1	10	516	2,896	363	12	1,812	3,477	1,117	24	1,437	11,664	-6,664	233.27%	
	13,000	751.08	23.42	1,027.37	876.08	2,962.27	2,391.85	66.64	3,183.26	3,938.77	2,584.48	154.85	1,609.50	19,569.57	-6,569.57	150.54%	
Property Insurance (11-58-12-21)																	
Property Insurance	17,000	0	0	0	0	0	0	0	8,474	0	0	0		8,474	8526	49.85%	
	17,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8473.75	0.00	0.00	0.00	0.00	8473.75	8,526	49.85%	
Dues & Fees (11-58-12-22)																	
Dues, Fees, ETC.	1,100	0	0	0	0	0	0	0	0	366	0	0	126	492	608	44.73%	
	1,100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	366.00	0.00	0.00	126.00	492.00	608.00	44.73%	
Continuing Education (11-58-12-23)																	
Continuing Education	1,200	0	200	0	0	0	0	0	0	1,910	0	0	0	2,110	-910	175.83%	
	1,200	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	1,910.00	0.00	0.00	0.00	2,110.00	-910.00	175.83%	
Travel (11-58-12-24)																	
Travel	1,500	0	0	0	91	167	0	199	8	67	478	287	447	1,744	-244	116.25%	
	1,500	0.00	0.00	0.00	91.42	167.44	0.00	198.80	7.74	66.64	478.04	287.00	0.00	1,297.08	202.92	86.47%	
Utilities																	
Fuel (11-58-12-28)	20,000	0	2,497	2,636	979	766	328	159	149	174	181	192		8,061	11,939	40.30%	
Electricity (11-58-12-30)	40,000	0	2,897	2,988	3,178	3,799	5,001	5,968	5,808	5,123	4,007	3,138		41,908	-1,908	104.77%	
Water (11-58-12-31)	4,000	0	340	347	362	369	354	369	376	381	386	386	394	4,062	-62	101.56%	
Telephone (11-58-12-32)	3,000	63	176	168	189	192	81	1,654	462	488	572	481	408	4,934	-1,934	164.45%	
	67,000	63.24	5,909.17	6,138.72	4,707.70	5,125.93	5,764.77	8,149.59	6,795.46	6,165.85	5,145.98	4,196.28	801.46	58,964.15	8,035.85	88.01%	
Café Charges (11-58-12-43)																	
Café Charges	23,780	0	0	0	23,780	0	0	0	0	0	0	0	0	23,780	0	100.00%	
	23,780	0.00	0.00	0.00	23,780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,780.00	0.00	100.00%	

# MONTHLY BUDGET 2025

Section 8, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year To Date	Revised	Percent
<b>Databases (11-58-12-44)</b>																
BRIDGES - Databases	1,754	0	0	0	1,754	0	0	0	0	0	0	0	0	1,754	0	100.00%
Hoopla (\$6,504 Grant)	9,626	0	1,307	1,233	0	0	656	1,407	1,572	1,627	1,399	670	0	9,871	-245	102.54%
Movie License	607	0	0	0	607	0	0	0	0	0	0	0	0	607	0	100.00%
Newsbank Inc.	2,340	2,308	0	0	0	0	0	0	0	0	0	0	0	2,308	33	98.61%
Overdrive E-Content	4,968	0	4,968	0	0	0	0	0	0	0	0	0	0	4,968	0	100.00%
Overdrive Advantage	5,956	0	0	0	5,956	0	0	0	0	0	0	0	0	5,956	0	100.00%
TumbleBooks Inc.	840	799	0	0	0	0	0	0	0	0	0	0	0	799	41	95.12%
Udemy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	26,091	3,106.50	6,274.93	1,233.08	8,317.00	0.00	656.20	1,407.45	1,571.74	1,626.81	1,398.70	669.85	0.00	26,262.26	-171.26	100.66%
<b>Technology (11-58-12-45)</b>																
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	600	0	0	0	0	600	1,200	0	100.00%
Technology	1,000	10	14	47	31	0	0	33	39	0	184	7,904	439	8,702	-7,702	870.17%
	2,200	9.99	13.97	47.46	31.36	0.00	0.00	632.84	38.97	0.00	183.99	7,904.39	1,038.75	9,901.72	-7,701.72	450.08%
<b>Library Materials (11-58-12-46)</b>																
Adult Fiction	8,000	1,161	1,406	900	1,264	1,524	2,031	1,024	1,328	1,845	1,414	861	551	15,309	-7,309	191.37%
Adult Nonfiction	7,000	959	575	779	589	900	963	668	320	636	262	696	185	7,532	-532	107.60%
Children Books	11,384	136	965	2,669	642	160	1,111	1,115	842	2,709	795	4,762	250	16,155	-4,771	141.91%
Large Print	6,450	170	378	1,495	1,532	772	1,377	118	751	258	69	58	0	6,980	-530	108.21%
Materials - (Non-books)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reference - Subscriptions	3,036	0	708	0	0	0	0	0	0	0	480	0	600	1,788	1,248	58.89%
Reference - Materials	0	0	0	0	0	0	0	0	0	0	295	0	60	355	-355	0
Young Adult Books	3,500	280	562	340	39	329	244	78	12	10	179	16	235	2,324	1,176	66.39%
	39,370	2,707.30	4,593.95	6,182.59	4,067.03	3,685.23	5,727.11	3,001.63	3,252.50	5,458.12	3,494.07	6,392.50	1,881.08	50,443.11	-11,073.11	128.13%
<b>Periodicals (11-58-12-47)</b>																
Periodicals/Newspapers	4,905	961	620	633	789	920	367	0	0	120	0	0	0	4,410	495	89.90%
Seasonal Periodical Purchases	0	0	0	0	0	0	0	0	159	0	0	0	56	215	-215	0
	4,905	960.60	620.40	632.87	788.78	920.28	366.86	0.00	159.19	120.00	0.00	0.00	55.96	4,624.94	280.06	94.29%
<b>AV Materials (11-58-12-48)</b>																
Adult Talking Books	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Children AUDIO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DVD	6,000	187	226	733	1,233	563	625	-5	690	708	368	194	269	5,790	210	96.51%
Lucky Day	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	6,000	187.01	226.01	733.44	1,233.12	562.61	625.11	-5.38	689.80	707.78	368.04	194.27	268.61	5,790	209.58	96.51%
<b>Donation Purchases (11-58-12-50)</b>																
Purchase from Donation	0	1,156	3,714	5,132	4,463	4,317	7,525	7,197	1,064	3,283	2,712	1,548	2,983	45,095	-45,095	0
		1,155.51	3,714.43	5,132.26	4,463.48	4,316.69	7,525.12	7,196.81	1,064.44	3,283.03	2,712.24	1,547.61	2,983.06	45,094.68		

# MONTHLY BUDGET 2025

Section 8, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year To Date	Revised	
<b>TOTAL LIBRARY EXPENSES</b>	<b>331,479</b>	<b>10,885.53</b>	<b>39,274.65</b>	<b>23,947.49</b>	<b>68,181.84</b>	<b>39,761.04</b>	<b>25,850.86</b>	<b>24,973.27</b>	<b>43,041.79</b>	<b>26,020.45</b>	<b>18,724.64</b>	<b>39,283.74</b>	<b>29,932.69</b>	<b>389,877.99</b>	<b>(58,399)</b>	<b>117.62%</b>
<b>TOTAL EXPENSES INCLUDING SALARIES</b>	<b>1,219,521</b>	<b>60,613.22</b>	<b>103,088.41</b>	<b>91,012.37</b>	<b>129,585.63</b>	<b>99,858.16</b>	<b>88,333.41</b>	<b>117,461.41</b>	<b>107,500.94</b>	<b>89,917.15</b>	<b>82,087.17</b>	<b>104,067.65</b>	<b>120,696.63</b>	<b>1,194,222.15</b>	<b>25,299</b>	<b>97.93%</b>
<b>REVENUE - FUND 11</b>																
Fines (11-48-12-10)	1,500	177	82	83	66	72	61	92	36	174	113	55	38	1,049	451	69.96%
Misc. Fees (11-48-12-12)	5,000	518	314	314	633	226	582	498	148	958	335	327	297	5,150	-150	102.99%
Use of Facilities Fee (11-48-12-14)	3,000	461	292	400	818	308	264	120	582	120	260	1,028	240	4,893	-1,893	163.10%
Copier (11-48-12-18) Will be adjusted for tax	6,500	1,097	1,039	666	778	677	788	613	568	783	795	853	1,583	10,242	-3,742	157.56%
Jefferson County Funds (11-48-12-22)	238,228	0	238,228	0	0	0	0	0	0	0	0	0	0	238,228	0	100.00%
Dodge County Funds (11-48-12-24)	101,503	0	0	101,498	0	0	0	0	0	0	0	0	0	101,498	5	99.99%
Adjacent County Funds (11-48-12-26)	11,431	1,556	11,487	0	0	0	0	0	0	0	0	0	0	13,043	-1,612	114.10%
<b>DONATIONS 11-48-12-27</b>	<b>0</b>	<b>2,424</b>	<b>50</b>	<b>9,793</b>	<b>3,989</b>	<b>3,260</b>	<b>949</b>	<b>4,322</b>	<b>2,351</b>	<b>778</b>	<b>2,199</b>	<b>2,183</b>	<b>12,679</b>	<b>44,977</b>	<b>-44,977</b>	
General Fund Contribution (11-48-12-30) From Fund 1	850,859	0	212,715	0	0	212,715	0	0	212,715	0	0	212,715	0	850,859	0	100.00%
Credit Card Rebate (11-48-12-56)	1,500	0	652	0	0	557	0	0	653	0	0	626	0	2,487	-987	165.82%
<b>TOTAL FUND 11 REVENUE</b>	<b>1,219,521</b>	<b>6,231.96</b>	<b>464,858.03</b>	<b>112,753.33</b>	<b>6,284.40</b>	<b>217,815.23</b>	<b>2,644.53</b>	<b>5,644.63</b>	<b>217,052.60</b>	<b>2,813.17</b>	<b>3,702.95</b>	<b>217,787.23</b>	<b>14,837.34</b>	<b>1,272,425.40</b>	<b>-52,904</b>	<b>104.34%</b>
<b>RESERVED TO OFFSET SALARIES &amp; BENEFITS</b>																
Salary Reserve	37,183													0	37,183	0.00%
<b>Subtotal Salary Reserve</b>	<b>37,183</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37,183</b>	<b>0.00%</b>
<b>2024 YEAR END FUND BALANCE</b>	<b>451,790.00</b>															
Reserved for Donations year end 2024	71,391.16															
<b>Unreserved Balance year end 2024 / Start of 2025</b>	<b>380,398.84</b>															
<b>2025 YTD Balance Reserved for Donations</b>	<b>71,273.23</b>															
<b>YEAR END SUMMARY</b>																
Amount projected for salaries and benefits:	888,042.00															
Actual amount to be provided by City:	850,859.00															
Actual YTD spent:	804,344.16															
<b>Fund balance impact from Salary portion:</b>	<b>46,514.84</b>															
Total library revenue YTD:	1,272,425.40	Includes donations and city Fund 1 contribution														
Total library expenses YTD:	1,194,222.15	Includes donation purchases and salaries														
<b>Total fund balance change in 2025:</b>	<b>78,203.25</b>															
<b>Unreserved fund balance change in 2025:</b>	<b>78,321.18</b>															
<b>2025 YEAR END FUND BALANCE</b>	<b>529,993.25</b>															
2025 YTD Reserved for donations	71,273.23															
<b>Unreserved balance year end 2025:</b>	<b>458,720.02</b>															
(Unreserved) Fund balance is	38%	of this year's operating budget including salary reserve.														
	37%	of next year's operating budget.														
<b>ESTIMATED EXPENSES</b>																
Month to date as of 12/11/25																

**UNPLANNED EXPENSES IMPACTING 2025 BUDGET**

	<b>VENDOR</b>	<b>EXPENSE</b>	<b>AMOUNT</b>	<b>BILLED TO</b>
<b>APR</b>	Martin Systems	Replace defective sensor in ducts	453.66	Building Repairs
<b>MAY</b>	United Systems Associates	Replacement of controllers (Nov 24)	547.35	Building Repairs
	Sure-Fire Inc.	Replace shaft seal and pump gasket	2,365.10	Building Repairs
<b>JUN</b>	Sure-Fire Inc.	Reset controllers	348.75	Building Repairs
	Walden, Nietzke, & Taylor	Legal fees re: camera MOU	552.50	Office Supplies
<b>JUL</b>	Walden, Nietzke, & Taylor	Legal fees re: camera MOU	1,300.00	Office Supplies
<b>AUG</b>	Sure-Fire Inc.	Replace VFD supply fan on RTU 1	1,811.52	Building Repairs
<b>SEP</b>	Schindler Elevator Corp.	Service call after power outage	772.40	Building Repairs
	Sure-Fire Inc.	Expansion module and labor RTU 1	1,385.70	Building Repairs
	Sure-Fire Inc.	Solenoid coil and labor RTU 2	552.45	Building Repairs
	Sure-Fire Inc.	Contactors and labor RTU 3	766.00	Building Repairs
	Complex Security Solutions	Add 12 cameras and server, down pay	18,042.22	* Capital Outlay
	Complex Security Solutions	Add 12 cameras and server, final payment	18,042.20	* Capital Outlay
<b>OCT</b>	Sure-Fire Inc.	Replace actuator on RTU1	630.49	Building Repairs
	Sure-Fire Inc.	Replace condenser fan blade	486.04	Building Repairs
	Taylor Computer Services	Camera ports	168.75	Technology
<b>NOV</b>	Taylor Computer Services	Additional camera port issues	202.50	Technology
	Library Market	Website design and development	7,500.00	Technology
<b>DEC</b>	Taylor Computer Services	Troubleshooting internet issues	303.75	Technology
	Gordon Flesch	Replacement pay station, computer lab	4,722.00	* Capital Outlay
	Ace Hardware	New snowblower	726.68	Friends donation
	Sure-Fire Inc.	HVAC Repairs - Wasp nest	1,436.50	Building Repairs
	WiLS	Strategic Plan, Initial Invoice	4,975.00	Marketing
	Taylor Computer Services	Troubleshooting internet issues	135.00	Technology
	Convergent Solutions	Convert fax port to VoIP system	196.25	Telephone

**YTD TOTAL: 68,422.81**

YTD total for Sure-Fire, Inc: 9,782.55

Watertown Public Library Board of Trustees  
Resolution #2026-1  
Library Assistant

Be it resolved by the Watertown Public Library Board of Trustees, that Fallon Booth be employed as a Library Assistant (Children’s Desk focus) at the rate of \$19.39 per hour effective January 7, 2026. This position does not include benefits.

Action Taken:

PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

THURSDAY, DECEMBER 11, 2025 AT 5:30 PM

1. CALL TO ORDER / ROLL CALL

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

**Also present:** Watertown Public Library Staff: Tina Peerenboom, Jaime Hernandez, Cari Gunderson and Peg Checkai

2. REVIEW CORRESPONDENCE

A. Donation from citizen

3. CITIZENS TO BE HEARD

Danielle Bailey, WPL Staff

Greg Zipfel, Citizen

4. NEW BUSINESS

A. Discuss and take action: Cuts to Staff/Operating Hours

Checkai reviewed 2025 staffing and operating hours as related to the fund balance, cautioning that taking funds out of fund balance isn't sustainable.

- 2 Part-time children's dept position remained unfilled in 2025 despite efforts to hire.
- 1 Part-time children's position and the PT custodian's position will remain unfilled, but Checkai does recommend filling a part-time children's department position in 2026.

*Burke made a motion to keep the operation hours the same for the 2026 year. Seconded by Oudenhoven. Approved.*

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

B. Discuss and take possible action: Changes/updates to the Teen Space and Makerspace

Checkai requested the teen gaming room be made into an extension of Maker Space to be used as a makerspace/conference room.

*Chandler made a motion to adopt as proposed. Seconded by Kohls. Approved.*



Burke made a motion to move to agenda item 4.F. to agenda item 4.C. Seconded Approved.

- C. Review and take action: 2026 library holiday and CE Team Education dates  
*Chandler made a motion to adopt the 2026 library holiday and CE Team ED dates. Seconded by Kohls. Approved.*
- D. 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 (LB Hours)  
*Kneser made a motion to convene into closed session. Seconded by Kohls. Approved.*

Topic tabled until the Board can discuss with city HR. City HR will be invited to the January Board meeting.

*Burke made a motion to reconvene into open session. Seconded by Mueller. Approved.*

- E. Reconvene into open session: Take action on staff compensation request  
*Burke made a motion to talk to Human Resources regarding possible change position. Seconded by Oudenhoven. Approved.*

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

- F. Discuss and take action: 2026 City Pay Table  
*Chandler made a motion to adopt the city pay table. Seconded by Burke. Approved.*

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

5. APPEARANCES - NONE

6. UNFINISHED BUSINESS

- A. Review and take possible action: Meeting Room Policy  
Agenda item tabled for future meeting.

7. DIRECTOR'S REPORT

- A. Director's Report  
B. Review monthly library budget  
C. Review monthly library statistics  
D. Review and take action: December Bills  
E. Review unplanned expenses

8. TRUSTEE'S REPORT

- A. Strategic Communication Planning surrounding the budget
- B. Discussing endowment, names associated, policies and possible board to oversee
- C. Updates to strategic plan

9. PRESIDENT'S REPORT

Oudenhoven reviewed the past month’s correspondences and discussions and thanked the board and staff for their support over the past month.

10. PERSONNEL AND POLICY - NONE

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- A. Library Board of Trustees minutes from November 13, 2025
- B. Library Board of Trustees/Personnel and Policy minutes from November 5, 2025

*Kohls made a motion to approve consent agenda items. Seconded by Wetzel. Approved.*

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

12. ADJOURNMENT

*Kneser made a motion to adjourn at 6:30. Seconded by Mueller. Approved.*

Next meeting: January 8, 2026 at 5:30 pm

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on January 8, 2026.

Respectfully submitted,

*Andi Merfeld*

# MEMO

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## (Library)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 12/10/2025

Subject: Discuss how to balance library operations with the 2026 budget cuts

## Background

We are looking at a \$200,000 loss to the operating revenue line. Decisions need to be made for how to proceed for 2026 library operations and salary/benefits

## Budget Goal

Review available funds, make staffing and operation decisions.

## Financial Impact

Significant reduction in fund balance, possible cut in hours and loss of staff.

## Recommendation

Board's decision

# MEMO

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## (Library)

To: Library Board of Trustees

From: Peg Checkai-Library

Director Date: 12/11/2025

Subject: Teen Room Changes

## Background

I would like to make some modifications that would affect the Teen Gaming Room and Makerspace. With many events in the MakerSpace we do not have enough room. The Gaming Room is not being used as was imagined and we can relocate the gaming system into the large Teen Space. I'm not looking at structural changes, perhaps some changes to door knobs and adding support blocking to the wall to support a TV.

## Budget Goal

Provide best practices for serving the community, patrons and library team members

## Financial Impact

NA

## Recommendation

I would recommend allowing us to make some of the changes to improve use/space of the Makerspace.

# MEMO

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## (Library)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 12/10/2025

Subject: Closed Session

## Background

Proposed cuts to the budget have resulted in an employee volunteering to reduce her work hours to help out.

## Budget Goal

## Financial Impact

Free up money to be spent on other employees.

## Recommendation

Board's decision

CITY OF WATERTOWN 2026 PAY TABLE

Control Pt: 100-F 202520.10New Yr Incr  
100-F 202620.502.00%

Hourly rates shown (FT = 2080 hrs)

11 steps @ 2.5% intervals

PAY GRADE	STEP										
	A	B	C	D	E	F	G	H	I	J	K
5	14.79	15.16	15.54	15.93	16.33	16.73	17.15	17.58	18.02	18.47	18.93
10	15.81	16.21	16.62	17.04	17.47	17.91	18.35	18.81	19.28	19.76	20.25
15	16.94	17.36	17.79	18.23	18.69	19.16	19.64	20.13	20.63	21.15	21.68
100	18.12	18.57	19.03	19.51	20.00	20.50	21.01	21.54	22.08	22.63	23.20
105	19.39	19.87	20.37	20.88	21.40	21.94	22.49	23.05	23.63	24.22	24.83
110	20.75	21.27	21.80	22.35	22.91	23.48	24.07	24.67	25.29	25.92	26.57
115	22.20	22.76	23.33	23.91	24.51	25.12	25.75	26.39	27.05	27.73	28.42
120	23.76	24.35	24.96	25.58	26.22	26.88	27.55	28.24	28.95	29.67	30.41
125	25.42	26.06	26.71	27.38	28.06	28.76	29.48	30.22	30.98	31.75	32.54
130	27.20	27.88	28.58	29.29	30.02	30.77	31.54	32.33	33.14	33.97	34.82
135	29.10	29.83	30.58	31.34	32.12	32.92	33.74	34.58	35.44	36.33	37.24
140	31.12	31.90	32.70	33.52	34.36	35.22	36.10	37.00	37.93	38.88	39.85
145	33.32	34.15	35.00	35.87	36.77	37.69	38.63	39.60	40.59	41.60	42.64
150	35.65	36.54	37.45	38.39	39.35	40.33	41.34	42.37	43.43	44.52	45.63
155	38.14	39.09	40.07	41.07	42.10	43.15	44.23	45.34	46.47	47.63	48.82
160	40.80	41.82	42.87	43.94	45.04	46.17	47.32	48.50	49.71	50.95	52.22
160P 2053	41.34	42.37	43.43	44.52	45.63	46.78	47.94	49.14	50.36	51.62	52.91
165	43.66	44.75	45.87	47.02	48.20	49.40	50.64	51.91	53.21	54.54	55.90
165F 2912	31.19	31.96	32.76	33.59	34.43	35.29	36.17	37.08	38.01	38.96	39.93
170	46.71	47.88	49.08	50.31	51.57	52.86	54.18	55.53	56.92	58.34	59.80
175	49.99	51.24	52.52	53.83	55.18	56.56	57.97	59.42	60.91	62.43	63.99
180	53.49	54.83	56.20	57.60	59.04	60.52	62.03	63.58	65.17	66.80	68.47
185	57.24	58.67	60.14	61.64	63.18	64.76	66.38	68.04	69.74	71.48	73.27
190	61.24	62.77	64.34	65.95	67.60	69.29	71.02	72.80	74.62	76.49	78.40
195	65.53	67.17	68.85	70.57	72.33	74.14	75.99	77.89	79.84	81.84	83.89
200	70.12	71.87	73.67	75.51	77.40	79.33	81.31	83.34	85.42	87.56	89.75

January						
S	M	T	W	TH	F	S
				<sup>c</sup> H	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	<sup>c</sup> 18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	TH	F	S
			1	2	<sup>c</sup> H	4
<sup>c</sup> 5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	<sup>c</sup> H	26	27	28	29	30

June						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	TH	F	S
			1	2	<sup>c</sup> H	<sup>c</sup> 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

September						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	<sup>c</sup> H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	<sup>c</sup> 14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	<sup>c</sup> H	12	13	14
15	16	17	18	19	20	21
22	23	24	25	<sup>c</sup> H	<sup>c</sup> H	28
29	30					

December						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	<sup>c</sup> H	<sup>c</sup> H	26
27	28	29	30	<sup>c</sup> H	<sup>c</sup> H	2

<sup>c</sup> ...Closed<sup>1/2</sup> ...Open Half Day Until 2pm<sup>R</sup> ...Open Regular Hours

H Paid Holiday for Full Time Employees

SD Library closed for Staff

Development





# MEMO

## (Library)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 12/10/2025

Subject: Community Room Policy

## Background

The library's community room is a very popular resource for the community for public, private and nonprofit groups. We've had some issues with groups not following policies along with other incidents. P&P will review the current policy to see if adjustments need to be made.

## Budget Goal

Provide best practices for serving the community, patrons and library team members

## Financial Impact

NA

## Recommendation

I would recommend making some adjustments to the current policy. Depending on decisions made about library hours for 2026, more adjustments may need to be made to the policy.

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

Libby: Audio, Ebook & Magazine Checkouts		
	2024	2025
January:	4,028	3,974
February:	3,630	3,671
March:	3,934	3,976
April:	3,832	3,986
May	3,890	3,937
June:	3,750	4,669
July:	4,066	4,930
August:	3,723	4,022
Sept.	3,465	4,051
October	3,569	4,074
November	3,494	4,144
December	3,572	
Totals	44,953	

Physical Circulation for November	20,336 (21,918)
Nov. Libby	4,144
Nov Libby Mags	491
Nov. Hoopla	0
2025 Monthly Total	24,971
2024 November Total	25,412
New Cards	82

**Library Director's Notes:**

Our annual Mitten Tree is ready for your donations! Mittens, hats, and scarves are all welcome. Watertown Family Connections will help us distribute the winter weather necessities!

I am working on completing a few webinars and the paperwork needed to keep my license.

Friends will pay for a new snowblower and Tod has already taken it "for a spin" since picking it up. We shopped local at Ace Hardware.

Jamie, Cari, Tina, Lynn, and I have been having discussions on how to address the large impact on the 2026 budget. We are doing the patron surveys, Lynn is running numbers for a variety of situations, employees are talking to concerned patrons, and a few team members have contacted me about cutting their hours or telling me about their willingness to resign from their job to help make things "easier"

**Monthly Department Information****Adult:**

In November, Lynn, Peg and I started weekly website development meetings every Monday. So far the process has given us a chance to look at a lot of different websites and we are working on pinpointing what we envision for a new library website. Tina and I had another successful round of Thanksgiving Feast Bingo. All of our book clubs have been well attended and they are all in the process of picking new books for 2026. I attended 2 meetings in November - one was an adult services meeting in Oconomowoc that gave me a ton of great ideas for adult programming. The other was in Brookfield, and it was about creating a sustainable Summer Challenge. Tina and I both attended. As I write this, the fireplace is roaring behind me at the Reference Desk and I'm thankful for many things, the library being near the top of the list.

~Jamie

**Children's:**

November brought many school and library visits, including a WUSD 3K/4K Speech Family Storytime, Webster 2<sup>nd</sup> graders and the start of monthly visits to Douglas 4K

kiddos. I also was able to go back to the Whitewater Community Space to gather free books to either add to our collection or give away as prizes for patrons and I came back with over 300 books! Jamie and I had another Thanksgiving Feast Bingo this year and Piggly Wiggly donated a turkey and 2 pies as prizes and Pick N Save donated a \$20 gift card, which was used to purchase more food items to give away as prizes. The turnout wasn't as good as last year, but those that attended had a great time! We had a Football Frenzy Scavenger Hunt with over 200 participants. Kait and I had the opportunity to meet with the WUSD Library Media Specialists here at the library this month as well! It was great to chat with them about trends we're seeing, book ordering with the closing of Baker & Taylor, give them a tour of the library (which two new librarians had never been to yet) and collaborate for the upcoming Kids Choice Awards through Bridges. They will be sharing our program details for kids and teens at their schools and we're hoping to get Watertown 4th-6th graders engaged in this Bridges program offering this year! We're gearing up for our upcoming Winter Library Challenge, which runs December 22 - February 15 this year. Early registration begins on December 15. Friends funded the purchase of Kids SuperDraw prizes this year and, as always, we are extremely grateful for their support! We're looking forward to a busy end of 2025!

~Tina

#### **Circulation Department:**

We have a mitten tree in the circulation area to collect warm accessories. We have a fun display right when you walk in and many other displays of books. We are giving a candy cane to anyone who comes in with holiday clothing on. This is a difficult time with the news of what the city council has done to the library.

~ Cari

#### **Teens:**

Teens got very creative this month! We had a take and make program with collage kits, which had everything they needed to make a big collage. Those were a hit, with every collage kit getting picked up! We also made "honk houses" (inspired by New Berlin's "quack shacks"), where we decorated mint tins into tiny houses for tiny geese. We also did a crafternoon where we made bookmarks out of paint samples and keychains out of beads! It was a smaller month as far as participation goes, but the teens who came had a great time.

~ Kaitlyn

# MONTHLY BUDGET 2025

Section 11, Item A.

Section 1, Item B.  
Remaining

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Year To Date		
<b>SALARIES &amp; BENEFITS</b>															
850,859 to be contributed by City into 11-48-12-30															
Salaries & Benefits - Fund 11															
Salaries (11-58-12-10)	703,546	37,659	50,200	53,220	48,136	46,986	49,086	75,683	50,817	50,294	49,798	51,091	562,969.87	140,576	80.02%
Longevity (11-58-12-12)	527	0	0	0	0	0	0	0	0	0	0	0	0.00	527	0.00%
Overtime (11-58-12-14)	0	31	0	0	0	0	0	0	0	0	0	28	56.71	-57	
Retirement (11-58-12-33)	33,241	1,926	2,570	2,570	2,414	2,346	2,441	3,805	2,536	2,536	2,536	2,537	28,214.89	5,026	84.88%
Social Security (11-58-12-34)	43,653	2,279	3,035	3,222	2,907	2,836	2,966	4,607	3,073	3,040	3,010	3,091	34,065.91	9,587	78.04%
Medicare (11-58-12-35)	10,209	533	710	753	680	663	694	1,078	719	711	703.86	723	7,966.80	2,242	78.04%
Health Insurance (11-58-12-36)	87,885	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	71,940.00	15,945	81.86%
Life (11-58-12-37)	1,494	148	148	148	145	145	145	164	164	164	164	164	1,696.44	-202	113.55%
Dental (11-58-12-38)	7,487	612	612	612	582	582	612	612	612	612	612	612	6,669.60	817	89.08%
	888,042	49,727.69	63,813.76	67,064.88	61,403.79	60,097.12	62,482.55	92,488.14	64,459.15	63,896.70	63,362.53	64,783.91	713,580.22	174,461.78	80.35%
<b>LIBRARY EXPENSES - Fund 11</b>															
AMSO Allocation (11-58-12-17)															
AMSO Allocation	61,952	0	15,488	0	0	15,488	0	0	15,488	0	0	15,488	61,952	0	100.00%
	61,952	0.00	15,487.95	0.00	0.00	15,487.95	0.00	0.00	15,487.95	0.00	0.00	15,487.95	61,951.80	0	100.00%
Supplies & Programs (11-58-12-18)															
AV Supplies	1,200	0	57	31	0	97	30	57	30	0	206	56	563	637	46.96%
Book Supplies	1,500	0	715	9	0	0	268	193	0	106	16	228	1,534	-34	102.29%
Makerspace	1,750	0	164	19	0	0	130	145	0	15	18	0	490	1260	28.02%
Marketing	2,000	0	0	335	229	-130	383	106	0	0	58	0	981	1019	49.03%
Office & Library Supplies	7,500	217	359	466	2,157	21	908	1,615	193	260	804	19	7,020	480	93.59%
Photocopier Lease	6,300	265	403	419	425	454	401	529	399	454	406	488	4,643	1,657	73.70%
Postage	500	0	0	5	5	-39	12	15	4	5	4	0	12	488	2.38%
Adult Programs	2,000	362	162	159	10	27	98	53	67	154	73	466	1,632	368	81.58%
Adult Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Children Programs	2,750	244	73	268	64	0	131	1,117	307	55	213	62	2,535	215	92.19%
Children Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Teen Programs	2,000	177	173	48	80	0	22	232	31	50	194	103	1,112	888	55.59%
Teen Summer Library Challenge	0	0	0	0	0	0	0	0	138	0	0	0	138	-138	
	27,500	1,265.83	2,106.28	1,760.31	2,968.94	429.65	2,382.36	4,061.90	1,170.00	1,100.31	1,992.54	1,421.55	20,659.67	6,840.33	75.13%

# MONTHLY BUDGET 2025

Section 11, Item A.

Section 1, Item B.  
Remaining

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Year To Date		
Maintenance Contracts (11-58-12-19)															
Building and Equipment	19,689	44	0	570	3,250	6,100	0	0	1,144	1,274	0	1,025	13,406	6,283	68.09%
Software and Subscriptions	19,192	635	104	489	13,607	3	411	263	3	3	367	3	15,888	3304	82.79%
	38,881	678.47	104.14	1,059.39	16,856.93	6,102.99	411.48	262.99	1,146.99	1,277.14	366.56	1,027.49	29,294.57	9,586.43	75.34%
Building Repairs & Supplies (11-58-12-20)															
Janitorial Supplies	8,000	751	23	1,017	360	66	2,029	54	1,372	462	1,468	130	7,733	267	96.66%
Repairs & Expense	5,000	0	1	10	516	2,896	363	12	1,812	3,477	1,117	24	10,227	-5,227	204.54%
	13,000	751.08	23.42	1,027.37	876.08	2,962.27	2,391.85	66.64	3,183.26	3,938.77	2,584.48	154.85	17,960.07	-4,960.07	138.15%
Property Insurance (11-58-12-21)															
Property Insurance	17,000	0	0	0	0	0	0	0	8,474	0	0	0	8,474	8,526	49.85%
	17,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8473.75	0.00	0.00	0.00	8473.75	8,526	49.85%
Dues & Fees (11-58-12-22)															
Dues, Fees, ETC.	1,100	0	0	0	0	0	0	0	0	366	0	0	366	734	33.27%
	1,100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	366.00	0.00	0.00	366.00	734.00	33.27%
Continuing Education (11-58-12-23)															
Continuing Education	1,200	0	200	0	0	0	0	0	0	1,910	0	0	2,110	-910	175.83%
	1,200	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	1,910.00	0.00	0.00	2,110.00	-910.00	175.83%
Travel (11-58-12-24)															
Travel	1,500	0	0	0	91	167	0	199	8	67	478	287	1,297	203	86.47%
	1,500	0.00	0.00	0.00	91.42	167.44	0.00	198.80	7.74	66.64	478.04	287.00	1,297.08	202.92	86.47%
Utilities															
Fuel (11-58-12-28)	20,000	0	2,497	2,636	979	766	328	159	149	174	181		7,869	12,131	39.34%
Electricity (11-58-12-30)	40,000	0	2,897	2,988	3,178	3,799	5,001	5,968	5,808	5,123	4,007		38,769	1,231	96.92%
Water (11-58-12-31)	4,000	0	340	347	362	369	354	369	376	381	386	386	3,669	331	91.72%
Telephone (11-58-12-32)	3,000	63	176	168	189	192	81	1,654	462	488	572		4,045	-1,045	134.84%
	67,000	63.24	5,909.17	6,138.72	4,707.70	5,125.93	5,764.77	8,149.59	6,795.46	6,165.85	5,145.98	385.77	54,352.18	12,647.82	81.12%
Café Charges (11-58-12-43)															
Café Charges	23,780	0	0	0	23,780	0	0	0	0	0	0	0	23,780	0	100.00%
	23,780	0.00	0.00	0.00	23,780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,780.00	0.00	100.00%

# MONTHLY BUDGET 2025

Section 11, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Year To Date	To Date	To Date
Databases (11-58-12-44)															
BRIDGES - Databases	1,754	0	0	0	1,754	0	0	0	0	0	0	0	1,754	0	100.00%
Hoopla (\$6,504 Grant)	9,626	0	1,307	1,233	0	0	656	1,407	1,572	1,627	1,399	670	9,871	-245	102.54%
Movie License	607	0	0	0	607	0	0	0	0	0	0	0	607	0	100.00%
Newsbank Inc.	2,340	2,308	0	0	0	0	0	0	0	0	0	0	2,308	33	98.61%
Overdrive E-Content	4,968	0	4,968	0	0	0	0	0	0	0	0	0	4,968	0	100.00%
Overdrive Advantage	5,956	0	0	0	5,956	0	0	0	0	0	0	0	5,956	0	100.00%
TumbleBooks Inc.	840	799	0	0	0	0	0	0	0	0	0	0	799	41	95.12%
Udemy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	26,091	3,106.50	6,274.93	1,233.08	8,317.00	0.00	656.20	1,407.45	1,571.74	1,626.81	1,398.70	669.85	26,262.26	-171.26	100.66%
Technology (11-58-12-45)															
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	600	0	0	0	0	600	600	50.00%
Technology	1,000	10	14	47	31	0	0	33	39	0	184	7,904	8,263	-7,263	826.30%
	2,200	9.99	13.97	47.46	31.36	0.00	0.00	632.84	38.97	0.00	183.99	7,904.39	8,862.97	-6,662.97	402.86%
Library Materials (11-58-12-46)															
Adult Fiction	8,000	1,161	1,406	900	1,264	1,524	2,031	1,024	1,328	1,845	1,414	861	14,758	-6,758	184.48%
Adult Nonfiction	7,000	959	575	779	589	900	963	668	320	636	262	696	7,347	-347	104.95%
Children Books	11,384	136	965	2,669	642	160	1,111	1,115	842	2,709	795	4,762	15,906	-4,522	139.72%
Large Print	6,450	170	378	1,495	1,532	772	1,377	118	751	258	69	58	6,980	-530	108.21%
Materials - (Non-books)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Reference - Subscriptions	3,036	0	708	0	0	0	0	0	0	0	480	0	1,188	1,848	39.13%
Reference - Materials	0	0	0	0	0	0	0	0	0	0	295	0	295	-295	
Young Adult Books	3,500	280	562	340	39	329	244	78	12	10	179	16	2,089	1,411	59.68%
	39,370	2,707.30	4,593.95	6,182.59	4,067.03	3,685.23	5,727.11	3,001.63	3,252.50	5,458.12	3,494.07	6,392.50	48,562.03	-9,192.03	123.35%
Periodicals (11-58-12-47)															
Periodicals/Newspapers	4,905	961	620	633	789	920	367	0	0	120	0	0	4,410	495	89.90%
Seasonal Periodical Purchases	0	0	0	0	0	0	0	0	159	0	0	0	159	-159	
	4,905	960.60	620.40	632.87	788.78	920.28	366.86	0.00	159.19	120.00	0.00	0.00	4,568.98	336.02	93.15%
AV Materials (11-58-12-48)															
Adult Talking Books	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Children AUDIO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
DVD	6,000	187	226	733	1,233	563	625	-5	690	708	368	194	5,522	478	92.03%
Lucky Day	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	6,000	187.01	226.01	733.44	1,233.12	562.61	625.11	-5.38	689.80	707.78	368.04	194.27	5,522	478.19	92.03%
Donation Purchases (11-58-12-50)															
Purchase from Donation	0	1,156	3,714	5,132	4,463	4,317	7,525	7,197	1,064	3,283	2,712	1,548	42,112	-42,112	
		1,155.51	3,714.43	5,132.26	4,463.48	4,316.69	7,525.12	7,196.81	1,064.44	3,283.03	2,712.24	1,547.61	42,111.62		

# MONTHLY BUDGET 2025

Section 11, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Year To Date	to Date	to Date
TOTAL LIBRARY EXPENSES	331,479	10,885.53	39,274.65	23,947.49	68,181.84	39,761.04	25,850.86	24,973.27	43,041.79	26,020.45	18,724.64	35,473.23	356,134.79	(24,656)	107.44%
TOTAL EXPENSES INCLUDING SALARIES	1,219,521	60,613.22	103,088.41	91,012.37	129,585.63	99,858.16	88,333.41	117,461.41	107,500.94	89,917.15	82,087.17	100,257.14	1,069,715.01	149,806	87.72%
REVENUE - FUND 11															
Fines (11-48-12-10)	1,500	177	82	83	66	72	61	92	36	174	113	55	1,011	489	67.43%
Misc. Fees (11-48-12-12)	5,000	518	314	314	633	226	582	498	148	958	335	327	4,852	148	97.05%
Use of Facilities Fee (11-48-12-14)	3,000	461	292	400	818	308	264	120	582	120	260	1,028	4,653	-1,653	155.10%
Copier (11-48-12-18) will be adjusted for tax	6,500	1,097	1,039	666	778	677	788	613	568	783	795	853	8,658	-2,158	133.20%
Jefferson County Funds (11-48-12-22)	238,228	0	238,228	0	0	0	0	0	0	0	0	0	238,228	0	100.00%
Dodge County Funds (11-48-12-24)	101,503	0	0	101,498	0	0	0	0	0	0	0	0	101,498	5	99.99%
Adjacent County Funds (11-48-12-26)	11,431	1,556	11,487	0	0	0	0	0	0	0	0	0	13,043	-1,612	114.10%
DONATIONS 11-48-12-27	0	2,424	50	9,793	3,989	3,260	949	4,322	2,351	778	2,199	2,183	32,298	-32,298	
General Fund Contribution (11-48-12-30) From Fund 1	850,859	0	212,715	0	0	212,715	0	0	212,715	0	0	212,715	850,859	0	100.00%
Credit Card Rebate (11-48-12-56)	1,500	0	652	0	0	557	0	0	653	0	0	626	2,487	-987	165.82%
TOTAL FUND 11 REVENUE	1,219,521	6,231.96	464,858.03	112,753.33	6,284.40	217,815.23	2,644.53	5,644.63	217,052.60	2,813.17	3,702.95	217,787.23	1,257,588.06	-38,067	103.12%
RESERVED TO OFFSET SALARIES & BENEFITS															
Salary Reserve	37,183												0	37,183	0.00%
Subtotal Salary Reserve	37,183	0	0	0	0	0	0	0	0	0	0	0	0	37,183	0.00%
2024 YEAR END FUND BALANCE	451,790.00														
Reserved for Donations year end 2024	71,391.16														
Unreserved Balance year end 2024	380,398.84														
2025 YTD Balance Reserved for Donations	61,577.49														



## 2025 STATISTICS

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
<b>ATTENDANCE</b>	<b>12,754</b>	<b>12,868</b>	<b>15,592</b>	<b>15,618</b>	<b>12,997</b>	<b>17,095</b>	<b>17,544</b>	<b>15,249</b>	<b>13,407</b>	<b>15,687</b>	<b>15,687</b>
ATTENDANCE 2024	11,487	11,661	12,614	12,528	11,128	14,252	15,926	15,511	12,054	14,273	14,273
<b>Percent changed</b>	<b>11%</b>	<b>10%</b>	<b>24%</b>	<b>25%</b>	<b>17%</b>	<b>20%</b>	<b>10%</b>	<b>-2%</b>	<b>11%</b>	<b>10%</b>	<b>10%</b>
<b>Days open 2025</b>	<b>30</b>	<b>28</b>	<b>30</b>	<b>29</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>31</b>	<b>29</b>	<b>30</b>	<b>30</b>
Days open 2024	27	28	30	30	30	30	30	31	29	30	30
<b>Daily average 2025</b>	<b>425</b>	<b>460</b>	<b>520</b>	<b>539</b>	<b>433</b>	<b>570</b>	<b>585</b>	<b>492</b>	<b>462</b>	<b>523</b>	<b>523</b>
Daily average 2024	425	416	420	418	371	475	531	500	416	476	476
<b>Highest attendance day 2025</b>	<b>603</b>	<b>945</b>	<b>1,149</b>	<b>1,887</b>	<b>867</b>	<b>956</b>	<b>901</b>	<b>740</b>	<b>660</b>	<b>894</b>	<b>894</b>
Highest attendance day 2024	612	551	729	729	786	826	720	1293	585	695	695
<b>Lowest attendance day 2025</b>	<b>212</b>	<b>169</b>	<b>213</b>	<b>211</b>	<b>145</b>	<b>161</b>	<b>214</b>	<b>179</b>	<b>207</b>	<b>194</b>	<b>194</b>
Lowest attendance day 2024	182	207	179	164	124	149	184	133	185	154	154
<b>REF QUESTIONS 2025</b>	<b>1,055</b>	<b>819</b>	<b>736</b>	<b>678</b>	<b>778</b>	<b>714</b>	<b>734</b>	<b>878</b>	<b>778</b>	<b>818</b>	<b>818</b>
REF QUESTIONS 2024	1,300	1,375	1,191	1,197	913	1,269	1,130	947	785	934	934
<b>INTERNET 2025</b>	<b>574</b>	<b>505</b>	<b>573</b>	<b>570</b>	<b>552</b>	<b>517</b>	<b>562</b>	<b>679</b>	<b>665</b>	<b>583</b>	<b>583</b>
INTERNET 2024	507	609	586	578	554	583	586	655	575	544	544
<b>MEETING ROOM 2025</b>	<b>169</b>	<b>177</b>	<b>165</b>	<b>169</b>	<b>193</b>	<b>157</b>	<b>140</b>	<b>152</b>	<b>160</b>	<b>169</b>	<b>169</b>
MEETING ROOM 2024	139	151	152	160	134	145	132	139	143	179	179

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REFERENCE, CIRCULATION STATISTICS 2025

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT
REFERENCE	706	495	434	378	422	348	342	540	479	50
REFERENCE 2024	763	865	762	758	495	688	648	607	477	52
Tutor Sessions	189	120	148	164	152	153	130	202	181	17
Tutor Sessions 2024	146	225	233	212	171	186	252	223	231	17
Microfilm	6	6	5	4	5	10	14	15	9	
Microfilm 2024	5	5	6	4	5	7	14	8	8	1
Computer/Tablet	554	482	546	550	524	494	541	666	654	58
Computer/Tablet 2024	483	592	559	536	509	553	551	626	547	51
Typewriter	0	0	0	0	0	0	0	0	0	
Typewriter 2024	1	0	0	0	0	0	1	0	0	
Proctor Exams	0	0	0	0	3	7	0	3	2	
Proctor Exams 2024	0	1	0	0	0	0	0	0	1	
Wireless	4751	4655	5053	5247	5705	5451	5589	5372	5215	567
Wireless 2024	480	4474	4617	4892	4864	4911	5286	4851	4975	522
Adult Programs	24	15	20	20	16	18	18	18	22	2
Adult Programs 2024	20	23	18	21	15	19	18	15	19	2
Program Att.	120	110	174	133	75	126	136	115	109	10
Program Att. 2024	109	133	126	194	106	132	119	92	84	15
Passive Programs	8	8	5	6	6	0	0	2	0	
Passive Programs 2024	4	3	4	5	5	5	6	4	5	
Passive Att.	59	39	30	40	60	0	0	177	0	1
Passive Att. 2024	62	170	76	58	64	53	401	38	27	3
Outreach Events	1	20	1	2	2	1	1	1	1	
Outreach Events 2024	1	1	1	1	1	1	1	1	1	
Outreach Att.	15	130	14	35	83	15	18	15	13	1
Outreach Att. 2024	14	17	12	13	12	10	13	12	8	3
Mobile Print Users	117	89	102	107	87	91	185	111	141	11
Mobile Print Users 2024	22	38	36	27	78	75	111	107	160	11
Mobile Print Pages	541	710	593	460	441	336	669	866	646	94
Mobile Print Pages 2024	361	351	302	254	719	602	698	514	812	61
Newsbank	2248	2525	2958	2588	2489	2373	2238	2535	2349	267
Newsbank 2024	901	1062	922	660	991	705	186	792	798	82
Website Views	6665	6073	7391	7864	8148	6883	6180	6444	6159	642
Website Views 2024	7109	6375	6310	6300	5648	6907	5946	6209	5756	564



CHILDREN'S ROOM STATS - 2025																		
	STORYTIME		PROGRAMS		LIBRARY VISITS		OFFSITE		DROP-INS		SCHOOL VISITS		KIDS	ADULTS	SLC	WLC	TUMBLE BOOKS	B
JANUARY	12	414	11	168	1	10	1	6	6	439	5	110	238	176	0	0	43	
JANUARY 2024	9	185	12	287	3	45	1	80	3	371	8	135	110	75	0	0	67	
FEBRUARY	12	391	10	178	1	13	0	0	5	74	5	110	221	170	0	463	108	
FEBRUARY 2024	14	381	12	333	1	13	1	4	5	414	0	0	223	158	0	489	43	
MARCH	9	333	12	238	2	37	1	14	7	401	7	103	203	150	0	0	85	
MARCH 2024	10	308	13	417	3	110	1	5	7	645	8	140	181	127	0	0	33	
APRIL	13	420	10	158	1	40	1	250	6	121	5	110	236	184	0	0	83	
APRIL 2024	14	415	16	316	3	51	2	257	5	170	9	220	223	164	0	0	17	
MAY	8	219	8	85	5	165	1	3	5	73	30	2245	123	96	0	0	114	
MAY 2024	9	251	10	207	2	185	1	3	3	14	31	2145	149	102	0	0	23	
JUNE	12	465	17	1359	0	0	0	0	3	520	0	0	281	184	0	0	50	
JUNE 2024	14	539	21	1939	2	40	0	0	3	577	0	0	338	202	0	0	132	
JULY	12	506	16	786	1	15	1	400	1	12	0	0	261	169	1103	0	18	
JULY 2024	11	364	18	803	0	0	1	300	0	0	0	0	219	145	1020	0	32	
AUGUST	1	24	11	306	0	0	2	70	8	346	0	0	15	9	0	0	3	
AUGUST 2024	1	42	8	193	0	0	3	115	5	189	0	0	28	14	0	0	55	
SEPTEMBER	7	287	8	133	1	18	1	4	5	59	4	100	159	128	0	0	101	
SEPTEMBER 2024	7	172	8	210	2	30	1	9	4	212	5	90	95	77	0	0	50	
OCTOBER	14	600	11	158	2	92	1	231	7	277	7	131	342	258	0	0	62	
OCTOBER 2024	17	536	12	278	8	208	1	150	7	410	0	0	306	230	0	0	26	
NOVEMBER	8	340	9	176	2	103	1	5	5	239	8	136	185	155	0	0	6	
NOVEMBER	10	247	11	305	0	0	1	6	5	209	5	110	135	112	0	0	53	34

2024																Section 11, Item A.		
DECEMBER																		
DECEMBER 2024	9	276	7	118	7	147	1	12	7	158	5	110	160	116	0	0	26	
TOTALS	108	3999	123	3745	16	493	10	983	58	2561	71	3045	2264	1679	1103	463	673	
TOTALS 2024	125	3716	148	5406	31	829	14	941	54	3369	71	2950	2167	1522	1020	489	538	

Young Adult Statistics - 2025

Month	YA Active		YA Passive & N/A		YA SRP	YA WRP
	# Prog.	Attend.	#Prog.	Atten.		
January	4	33	7	529		n/a
January 2024	5	38	4	191		n/a
February	6	16	8	277		81
February 2024	5	49	5	257		100
March	10	72	4	122		
March 2024	6	52	3	224		
April	6	10	1	6		
April 2024	5	30	4	214		
May	2	4	0	0	n/a	
May 2024	1	6	3	141	n/a	
June	6	182	0	0	n/a	
June 2024	5	138	3	116	n/a	
July	5	73	2	93	318	
July 2024	5	120	4	253	0	
August	3	16	8	124		
August 2024	2	1	11	316		
September	3	12	2	40		
September 2024	4	24	6	215		
October	3	7	2	193		
October 2024	6	67	6	465		
November	3	5	3	52		
November 2024	4	45	5	181		
December						
December 2024	4	31	5	191		
TOTALS	51	430	37	1436	318	81
TOTALS 2024	52	601	59	2764	0	100

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
I01075392	GFC Leasing	11-58-12-18	Copier Lease	265.37		
111725 LIB	MC Petty Cash	11-58-12-18	Adult Programs	9.98		
45334	Wepco	11-58-12-18	Marketing	106.48		
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
4607307005	Schindler Elevator	11-58-12-19	Yearly Service Contract: Elevator	8,004.50		
12022025	DME	11-58-12-19	Yearly Service Contract: Lift	1,130.00		
28703	Taylor Computer S	11-58-12-19	Quarterly Maintenance, Sonic Wall 3-year	2,704.95		
CINV2025-02314	Bridges (Wauk Co Treasurer)	11-58-12-19	Cloud Nine software - Computer Lab	341.25		
6521	Kuhlman's Cleanin	11-58-12-20	Janitorial Services	120.00		
		11-58-12-20				
		11-58-12-20				
		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				
28703	Taylor Computer S	11-58-12-45	Technology	303.75		
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
518147	Playaway Product	11-58-12-50	Donations: Friends - Audiobooks	466.32		
		11-58-12-50				
IN15406449	Gordon Flesch	20-58-12-60	Capital Outlay: Replacement Coin-op	4,722.00		
			TOTAL	13,452.60	FUND 11	
FUND 11 EXPENSES				4,722.00	FUND 20	
	11-58-12-18	381.83	Office & Library Supplies	18,174.60		
	11-58-12-19	12,180.70	Maintenance Contracts			
	11-58-12-20	120.00	Building Repairs & Supplies			
	11-58-12-24	0.00	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-45	303.75	Technology			
	11-58-12-46	0.00	Library Materials			
	11-58-12-50	466.32	Purchase from Donation			
		13,452.60				
FUND 20 EXPENSES						
	20-58-12-60	4,722.00	Capital Outlay			



UNPLANNED EXPENSES IMPACTING 2025 BUDGET

	VENDOR	EXPENSE	AMOUNT	BILLED TO
APR	Martin Systems	Replace defective sensor in ducts	453.66	Building Repairs
MAY	United Systems Associates	Replacement of controllers (Nov 24)	547.35	Building Repairs
	Sure-Fire Inc.	Replace shaft seal and pump gasket	2,365.10	Building Repairs
JUN	Sure-Fire Inc.	Reset controllers	348.75	Building Repairs
	Walden, Nietzke, & Taylor	Legal fees re: camera MOU	552.50	Office Supplies
JUL	Walden, Nietzke, & Taylor	Legal fees re: camera MOU	1,300.00	Office Supplies
AUG	Sure-Fire Inc.	Replace VFD supply fan on RTU 1	1,811.52	Building Repairs
SEP	Schindler Elevator Corp.	Service call after power outage	772.40	Building Repairs
	Sure-Fire Inc.	Expansion module and labor RTU 1	1,385.70	Building Repairs
	Sure-Fire Inc.	Solenoid coil and labor RTU 2	552.45	Building Repairs
	Sure-Fire Inc.	Contactora and labor RTU 3	766.00	Building Repairs
	Complex Security Solutions	Add 12 cameras and server, down pay	18,042.22	* Capital Outlay
	Complex Security Solutions	Add 12 cameras and server, final paym	18,042.20	* Capital Outlay
OCT	Sure-Fire Inc.	Replace actuator on RTU1	630.49	Building Repairs
	Sure-Fire Inc.	Replace condenser fan blade	486.04	Building Repairs
	Taylor Computer Services	Camera ports	168.75	Technology
NOV	Taylor Computer Services	Additional camera port issues	202.50	Technology
	Library Market	Website design and development	7,500.00	Technology
DEC	Taylor Computer Services	Troubleshooting internete issues	303.75	Technology
	Gordon Flesch	Replacement pay station, computer lab	4,722.00	* Capital Outlay
	Ace Hardware	New snowblower	726.68	Friends donation

YTD TOTAL: 61,680.06

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

As of 12/4/2025

Section 11, Item A.



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES  
THURSDAY, NOVEMBER 13, 2025 AT 5:30 PM

1. CALL TO ORDER / ROLL CALL

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

Also present: Watertown Public Library Staff: Tina Peerenboom (V), Jaime Hernandez

2. REVIEW CORRESPONDENCE - NONE

3. CITIZENS TO BE HEARD

- Kerry Owens, 1402 Stoneridge Drive
- Danielle B, Employee
- Kate Lapin, 1216 Richards Ave
- Greg Zipfel, 1416 Stoneridge Dr
- Tom Levi, 132 Harding St
- Barb Weiss, 1118 Riverview Lane
- Rebekkah Grotelueschen, 621 Sweetbriar Lane
- Francine Gies, 609 W. Main
- Barbara Phelps, 119 S. Church St
- Jude Christensen, 132 Harding St
- Dave Poppert, 1402 Stoneridge Dr
- Apollo Swan-Friend, 411 ½ E Main St

4. APPEARANCES

- Ken Berg, Watertown Alderman
- Fred Smith, Watertown Alderman
- Jonathan Lampe, Watertown Alderman

- Berg and Smith described the City's difficult financial position and requested that the Board approve a voluntary \$200,066 contribution from its endowment fund to help reduce the City's debt service.
- Lampe advised the Board to forgo the contribution.

*\*\* Oudenhoven motioned to move agenda item 5 E: Review and take action: Request from City Finance to release \$200,066 from the Library Endowment fund to pay the 2026 interest on funds the city borrowed for library expansion to 5 A, and move to 5 A to 5 B. Kohls seconded. Approved.*

Roll call vote:

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

5. NEW BUSINESS

A. Review and take action: Request from City Finance to release \$200,066 from the Library Endowment fund to pay the 2026 interest on funds the city borrowed for library expansion

*Kneser motioned the library board decline the request from city Finance Committee to release \$200,066 from the Watertown Public Library endowment fund to pay down the City of Watertown's debt service. O'Neil seconded. Approved.*

Roll call vote:

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

- A. Review and discuss: strategic planning initiatives with WILS team
- Due to insufficient time during meeting, this item has been rescheduled with WiLS on Dec 4th, while they're at WPL for Community Conversation sessions.
  - Checkai will post meeting for 3:45-4:45 on December 4th.
- B. 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)

*Kohls made motion to move into closed session. Kneser seconded. Approved.*

C. Reconvene into Open Session

*Kohls made motion to reconvene into open session. Wetzel seconded. Approved.*

*\*\*O'Neil exited meeting.*

D. Review and take action: 2026 Addendum for Bridges Library System and Cafe Agreement

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

*Kneser made a motion to approve the addendum. Merfeld seconded. Approved.*  
*Roll call vote:*

Section 11, Item A.

F. Review and take action: Director's request to carry over vacation  
*Chandler made a motion to approve Checkai rolling over 40 hours of vacation. Kohls seconded. Approved.*

6. UNFINISHED BUSINESS

- A. Review and discuss: proposed 2026 library budget
- Checkai encourage Board to attend City Council Meeting next week

7. DIRECTOR'S REPORT

- A. Director's Report
- Due to trash being left in teen room, there will be no eating or drinking allowed for two weeks.
  - Increased requests from teachers to partner with library.
- B. Checkai reviewed monthly library statistics
- Statistics are up
- C. Reviewed monthly library budget
- D. Reviewed unplanned expenses

8. TRUSTEE'S REPORT

9. PRESIDENT'S REPORT

- Busy month with communications

10. PERSONNEL AND POLICY

- A. Review and take possible action: Meeting Room Policy  
Tabled to December

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- A. November Bills  
B. October 9, 2025 minutes

*Oudenhoven made a motion to approve consent agenda items. Chandler seconded.  
Roll call vote:*

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

12. ADJOURNMENT

*Wetzel made a motion to adjourn meeting at 7:23pm. Kohls seconded. Approved*

A. Next meeting: December 11, 2025



**PUBLIC LIBRARY PERSONNEL AND POLICY COMMITTEE MEETING AGENDA**

**WEDNESDAY, NOVEMBER 05, 2025 AT 2:30 PM**

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

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**1. CALL TO ORDER / ROLL CALL**

Erin O'Neill called the meeting to order at 2:35 pm.  
Roll Call: Erin O'Neill, Charity Chandler and Andi Merfeld  
Also in attendance: Peg Checkai and John Katisch.

**2. NEW BUSINESS**

- A. Discuss and take possible action: Meeting Room Policy
- After several years of renting out the Community Room, several problem areas have been identified by Peg and the library staff. To keep up with community demand, modify current cleanup details, and to assure that no group shall have exclusive rights to the Community Room, Peg will add the changes to the current policy and bring to the full board for discussion and approval. Current plan would be for the changes to go into effect on January 1, 2026.

**3. ADJOURNMENT**

Charity Chandler motioned to adjourn at 3:23, seconded by Erin O'Neill

Minutes respectfully submitted by Peg Checkai, Library Director

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
IO1075392	GFC Leasing	11-58-12-18	Copier Lease	265.37		465815
IN15401725	Gordon Flesch	11-58-12-18	Copier Usage	224.07		
IN5438717	Gordon Flesch	11-58-12-18	Copier Usage	196.00		
111725 LIB	MC Petty Cash	11-58-12-18	Adult Programs	9.98		465819
45334	Wepco	11-58-12-18	Marketing	106.48		465828
503939	WILS	11-58-12-18	Marketing: Strategic plan, initial invoice	4,975.00		
4607307005	Schindler Elevator	11-58-12-19	Yearly Service Contract: Elevator	8,004.50		465822
12022025	DME	11-58-12-19	Yearly Service Contract: Lift	1,130.00		465814
28703	Taylor Computer S	11-58-12-19	Quarterly Maintenance, Sonic Wall 3-year	2,704.95		465824
CINV2025-02314	Bridges (Wauk Co Treasurer)	11-58-12-19	Cloud Nine software - Computer Lab	341.25		465827
6521	Kuhlman's Cleanin	11-58-12-20	Janitorial Services	120.00		465817
61592252	Sure-Fire, Inc.	11-58-12-20	HVAC Repairs	1,436.50		465823
697502	Ace Hardware	11-58-12-20	Janitorial Supplies	23.36		
TP113025	Tina Peerenboom	11-58-12-24	4th quarter mileage	282.10		465825
MC120525	Margaret Checka	11-58-12-24	Sep-Oct mileage	126.00		465818
TL112125	Tod Lord	11-58-12-24	Oct-Nov mileage	38.50		465826
121525 LIB	Wttn Water Dept	11-58-12-31	Water, 10/16/25 - 11/16/25	393.68		
58823	Convergent Sol.	11-58-12-32	Telephone - Set up new fax port	196.25		
28703	Taylor Computer S	11-58-12-45	Technology	303.75		465824
28841	Taylor Computer S	11-58-12-45	Technology	135.00		
505-00001077	WI Dept of Admin	11-58-12-45	Technology: TEACH Services 7/1/25 - 12/31/25	600.00		
519829	Playaway Product	11-58-12-46	Children books	74.99		
520016	Playaway Product	11-58-12-46	Young adult books	234.85		
120425 LIB	MC Petty Cash	11-58-12-47	Seasonal Periodicals	55.96		465819
518147	Playaway Product	11-58-12-50	Donation: Friends - Audiobooks	466.32		465821
508112841	Midwest Tape	11-58-12-50	Donation: Friends - Audiobooks	55.99		465820
508143370	Midwest Tape	11-58-12-50	Donation: Friends - Audiobooks	100.78		
120425 LIB	MC Petty Cash	11-58-12-50	Donations: Friends - Misc	56.07		465819
797226	Ace Hardware	11-58-12-50	Donation: Friends - Snowblower	726.68		465813
948493	Complex Security	20-58-12-60	Capital Outlay: Camera Installation	2,113.96		
IN15406449	Gordon Flesch	20-58-12-60	Capital Outlay: Replacement Coin-op	4,722.00		465816
			<b>TOTAL</b>	<b>23,384.38</b>	<b>FUND 11</b>	
<b>FUND 11 EXPENSES</b>				<b>6,835.96</b>	<b>FUND 20</b>	
	11-58-12-18	5,776.90	Office & Library Supplies	<b>30,220.34</b>		
	11-58-12-19	12,180.70	Maintenance Contracts			
	11-58-12-20	1,579.86	Building Repairs & Supplies		<b>Second check run</b>	<b>12/30/2025</b>
	11-58-12-24	446.60	Travel Expense			
	11-58-12-31	393.68	Water			
	11-58-12-32	196.25	Telephone			
	11-58-12-45	1,038.75	Technology			
	11-58-12-46	309.84	Library Materials			
	11-58-12-47	55.96	Periodicals			
	11-58-12-50	1,405.84	Purchase from Donation			
		<b>23,384.38</b>				
<b>FUND 20 EXPENSES</b>						
	20-58-12-60	<b>6,835.96</b>	Capital Outlay			