



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, SEPTEMBER 10, 2026 AT 5:30 PM

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

1. CALL TO ORDER / ROLL CALL

2. CITIZENS TO BE HEARD

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

3. NEW BUSINESS

A. Discuss and take action: Recognition of Andi Merfeld's service to the Library Board

B. Discuss and take possible action: Offering faxing services through City system

4. UNFINISHED BUSINESS

A. Discuss and take possible action: 2027 Budget

5. DIRECTOR'S REPORT

A. Review: Monthly highlights, budget figures and statistics

6. PRESIDENT'S REPORT

A. Report correspondences in official capacity

7. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. Minutes from August 13, 2026

B. Unplanned expenses as of August 31, 2026

C. Bills as of September 2, 2026

8. ADJOURNMENT

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

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

WATERTOWN PUBLIC LIBRARY BOARD OF TRUSTEES
Resolution #2026-12
Acknowledgement of Andi Merfeld's service to the Library Board of Trustees

WHEREAS: Andi Merfeld served as a member of the Watertown Public Library Board of Trustees and

WHEREAS: Andi Merfeld diligently served the board, patrons, and employees during her tenure and

WHEREAS: Andi Merfeld 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 Andi Merfeld 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

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 8/27/26

Subject: Offering faxing services through City system

Background

The library lost our ability to send faxes in February when our POTS lines were cut. We have the option to join the eGoldFax system the City uses. I've reached out to Mark with questions, many of which he's forwarded on to their sales rep.

Budget Goal

We lost a source of revenue when we lost our ability to fax. Bringing back this service would also bring back that revenue.

Financial Impact

\$10/month to be added on to the current city system.

Recommendation

Based on the current information I have, this sounds like it could be a good idea. I would like to meet with the sales rep in person after discussing with the board.

Hello,

The Board asked me to put the topic of faxing onto our September 10 meeting agenda. They are interested in pursuing offering faxes through the same service the rest of the City uses. Can you please give me some information to bring back to the board, including:

- How would the process work from the patrons' perspective?
- How would the process work from the staff perspective? Both for sending and receiving faxes.
- What type of prep work is needed to implement this? Do we have the proper lines, equipment, etc.?
- What is the cost? Both for installation and any fees that might accrue monthly, yearly, etc.

Thanks,

Jamie

Because your copiers/printers are not part of the city's fleet program, I don't know whether you currently have an ability to scan documents and have them saved/routed to a network drive. For instance, how does a staff member create a PDF document? Is there a glass-face on a machine available to a patron that allows them to save to a library-owned storage device (like a computer hard drive)?

With answers to these questions, I'll contact our printer salesperson to verify that the current eGoldFax system can expand beyond his company's hardware.

We would have to assign a phone number to be the library's fax line (available numbers exist; done through Charter) so that incoming faxes would have a phone number to use. You would want to create a distribution email like fax@watertownpubliclibrary.org that will send incoming faxes to multiple recipients (whomever you set up). You'd be printing the fax for a patron that could likely be charged the same rate as your copier use fee is.

The attached document has directions for sending faxes; it's rather simple for staff sending library business. The logistics of patron interaction depends on the answers to the hardware questions above.

The city's account has a tier pricing of up to 500 pages (inbound and outbound) that is afforded through the IT budget (\$50). If the library's fax services were to cause a spike in overall usage, we could move to a higher tier and the library would be assessed the added cost. But I doubt the usage will be that much to prompt a higher overall use.

I don't recall that there would be a fee to turn on the use of one of available phone numbers. There is no phone equipment needed; your network is the communications carrier instead.

Mark

Yes, we have the ability to scan and send the PDF to a folder on staff computers from our staff copier. Right now, the only option patrons have on the public copier is to scan to email or scan to a flash drive, but I'm assuming the option to scan to "a library owned storage device (like a computer hard drive)" could be enabled. My question about that, though, is whether or not that document would then be living on that computer, or does it automatically get deleted when the fax goes through? We wouldn't want private patron information saved to our computers or anywhere on the copier that other patrons could access.

Regarding your comments about number of pages faxed...in 2025 library patrons faxed 1,300 pages, so moving to a higher tier should most certainly be expected. We would need to know the pricing of that before making any decisions.

Thanks,

Jamie

I'll pass this along to the sales rep and will let you know his guidance.

Mark

Good Morning Jamie,

- For outgoing faxes: Can these be done by the library patron without staff assistance (of course depending on the patron's comfort with the technology)? Yes, on our Sharp Devices this is an app that gets loaded on the machine at no cost. You would need to verify with Gordon Flesch if this is a cost to add to the Ricoh machines
- Storage: Are the scans stored anywhere on the copy machine or a computer on our network? Mark asked if we have the ability to scan to a library owned storage device (like a computer hard drive) from our copy machines. The answer is that feature could probably be enabled, but we don't want to have private patron information scanned and saved to our devices (both for concerns of storage space and privacy). Nothing gets stored locally on the computer or device. It can store these faxes in the cloud for up to 10 years if needed, and the only person that has access to this would be the Administrator
- Volume: Mark said the City pays for a 500 page/year tier for \$50. Last year library patrons faxed 1300 pages. Can you give me pricing information on higher tiers? You have 2 options partner with the City or setup your own account. If you went out on your own it would be \$31.49 per month, which allows up to 250 pages per month. If you partnered with the City it would roughly at \$10.00 per month.

MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 9/1/26

Subject: 2027 Proposed Budget

Background

Lynn and I have been working on the 2027 budget and are including what we have so far. City Hall gave us an extension so that Mary could be part of budget discussions when she starts on 9/2. There will also be a finance subcommittee meeting before our September 10 meeting, so there may be more up-to-date information than what is included in this packet (I will bring printed copies if this is the case).

Budget Goal

Our goal with the budget is to use all our funding sources in a way that allows us to serve our community to the fullest extent possible. Full library services promote and foster community development and growth.

Financial Impact

We have received numbers from the counties. The City contribution will determine what adjustments need to be made to the rest of the budget.

Recommendation

Our 2026 cut resulted in a 17% reduction of our fund balance in order to maintain library services. Depending on what the City contribution is for 2027, the board might have to make decisions about cutting staff, hours, services, etc.

MONTHLY BUDGET 2027

Section 4, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	
SALARIES & BENEFITS							
\$--- is to be contributed by City into 11-48-12-30							
Salaries & Benefits - Fund 11							
Salaries (11-58-12-10)	701,046				0.00	701,046	0%
Overtime (11-58-12-14)	0				0.00	0	
PT Salaries (11-58-12-16)	39,905				0.00	39,905	
Retirement (11-58-12-33)	38,951				0.00	38,951	0%
Social Security (11-58-12-34)	45,939				0.00	45,939	0%
Medicare (11-58-12-35)	10,744				0.00	10,744	0%
Health Insurance (11-58-12-36)	134,913				0.00	134,913	0%
Life (11-58-12-37)	1,443				0.00	1,443	0%
Dental (11-58-12-38)	8,376				0.00	8,376	0%
	981,317	0.00	0.00	0.00	0.00	981,317	0%
LIBRARY EXPENSES - Fund 11							
AMSO Allocation (11-58-12-17)							
AMSO Allocation	78,009				0	78,009	0%
	78,009	0.00	0.00	0.00	0.00	78,009	0%
Supplies & Programs (11-58-12-18)							
AV Supplies	1,500				0	1,500	0%
Book Supplies	6,000				0	6,000	0%
Makerspace	1,000				0	1,000	0%
Marketing	3,000				0	3,000	0%
Office & Library Supplies	9,000				0	9,000	0%
Photocopier Lease	6,500				0	6,500	0%
Postage	700				0	700	
Adult Programs	1,500				0	1,500	0%
Adult Summer Library Challenge	0				0	0	
Children Programs	1,500				0	1,500	
Children Summer Library Challenge	0				0	0	
Teen Programs	1,300				0	1,300	0%
Teen Summer Library Challenge	0				0	0	
	32,000	0.00	0.00	0.00	0.00	32,000	0%
Maintenance Contracts (11-58-12-19)							
Building and Equipment	21,000				0	21,000	0%
Software and Subscriptions	29,000				0	29,000	0%
	50,000	0.00	0.00	0.00	0.00	50,000	0%
Building Repairs & Supplies (11-58-12-20)							
Janitorial Supplies	8,000				0	8,000	0%
Janitorial Services	0				0	0	#DIV/0!
Repairs & Expense	12,000				0	12,000	0%
	20,000	0.00	0.00	0.00	0.00	20,000	0%
Property Insurance (11-58-12-21)							
Property Insurance	25,000				0	25,000	0%
	25,000	0.00	0.00	0.00	0.00	25,000	0%
Dues & Fees (11-58-12-22)							
Dues, Fees, ETC.	900				0	900	0%
	900	0.00	0.00	0.00	0.00	900	0%
Continuing Education (11-58-12-23)							
Continuing Education	1,200				0	1,200	0%
	1,200	0.00	0.00	0.00	0.00	1,200	0%
Travel (11-58-12-24)							
Travel	1,500				0	1,500	0%
	1,500	0.00	0.00	0.00	0.00	1,500	0%

MONTHLY BUDGET 2027

Section 4, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	
Utilities							
Fuel (11-58-12-28)	17,800				0	17,800	0%
Electricity (11-58-12-30)	42,000				0	42,000	0%
Water (11-58-12-31)	5,900				0	5,900	0%
Telephone (11-58-12-32)	5,800				0	5,800	0%
	71,500	0.00	0.00	0.00	0.00	71,500	0%
Café Charges (11-58-12-43)							
Café Charges	23,314				0	23,314	0%
	23,314	0.00	0.00	0.00	0.00	23,314	0%
Databases (11-58-12-44)							
BRIDGES - Databases	1,878				0	1,878	0%
Cloud 9 Reservation	415				0	415	0%
Movie License	641				0	641	0%
Newsbank Inc.	2,495				0	2,495	0%
Overdrive E-Content (\$3,557 eContent Grant from Bridges)	0				0	0	0%
Overdrive Advantage	13,860				0	13,860	0%
TumbleBooks Inc.	800				0	800	0%
Udemy	0				0	0	0%
	20,089	0.00	0.00	0.00	0.00	20,089	0%
Technology (11-58-12-45)							
Fiber Optic - TEACH SERVICES	1,200				0	1,200	0%
Technology	7,800				0	7,800	0%
	9,000	0.00	0.00	0.00	0.00	9,000	0%
Library Materials (11-58-12-46)							
Adult Fiction	7,000				0	7,000	0%
Adult Nonfiction	6,500				0	6,500	0%
Children Books	9,000				0	9,000	0%
Large Print	4,000				0	4,000	0%
Materials - (Non-books)	1,000				0	1,000	0%
Reference - Subscriptions	1,680				0	1,680	0%
Reference - Materials	320				0	320	0%
Young Adult Books	500				0	500	0%
	30,000	0.00	0.00	0.00	0.00	30,000	0%
Periodicals (11-58-12-47)							
Periodicals/Newspapers	5,070				0	5,070	0%
Seasonal Periodical Purchases	250				0	250	0%
	5,320	0.00	0.00	0.00	0.00	5,320	0%
AV Materials (11-58-12-48)							
Adult Talking Books	3,000				0	3,000	0%
Children AUDIO	0				0	0	0%
DVD	6,000				0	6,000	0%
Lucky Day	0				0	0	0%
	9,000	0.00	0.00	0.00	0.00	9,000	0%
Donation Purchases (11-58-12-50)							
Purchase from Donation	35,000				0	35,000	0%
	35,000	0.00	0.00	0.00	0.00	35,000	0%

MONTHLY BUDGET 2027

Section 4, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	
TOTAL LIBRARY EXPENSES	411,832	0.00	0.00	0.00	0.00	411,832	0%
TOTAL EXPENSES INCLUDING SALARIES	1,393,149	0.00	0.00	0.00	0.00	1,393,149	0%
REVENUE - FUND 11							
Fines (11-48-12-10)	650				0	650	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>	9,500				0	9,500	0%
Jefferson County Funds (11-48-12-22)	265,240				0	265,240	0%
Dodge County Funds (11-48-12-24)	108,634				0	108,634	0%
Adjacent County Funds (11-48-12-26)	7,983				0	7,983	0%
DONATIONS 11-48-12-27	35,000				0	35,000	
General Fund Contribution (11-48-12-30) From Fund 1	981,317				0	981,317	0%
Credit Card Rebate (11-48-12-56)	2,000				0	2,000	0%
TOTAL FUND 11 REVENUE	1,418,324	0.00	0.00	0.00	0.00	1,418,324	0%
RESERVED TO OFFSET SALARIES & BENEFITS							
Salary Reserve	0				0	0	
Subtotal Salary Reserve	0	0	0	0	0	0	
	DIFFERENCE:	25,175					

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

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

Physical Circulation for August	23,065
August Libby	?
August Libby Mags	?
2026 Monthly Total	?
2025 August Total	?
New Cards	120

Interim Library Director/Head of Adult Services Notes:

The digital marketing campaign with window wraps I'd been talking about for several months wrapped up in early August. I'm sure you all know about the stir they caused on social media. I want to make sure the board knows that most of the negativity we received about this project came from outside of Watertown. The vast majority of local people who commented on the windows had positive things to say.

I have been busy clearing my things out of the director's office and preparing for Mary to start on September 2 (I am writing this on August 26). The Mayor and Finance Director have given us an extension on submitting our initial budget proposal so that Mary can be part of it.

We have not experienced any more leaks in the roof since the heavy rain in August. Tod has been working to replace the stained ceiling tiles.

Tod and John installed window shades on the big window in the staff break room. This will provide privacy, shade and help with climate control.

September is Library Card Sign Up Month! If you haven't used your library card in awhile, I encourage you to stop at a service desk and have us make sure the account is still active (they do expire every 18 months). We received stickers from Bridges to celebrate this month. We will have a "sticker of the week," with a new one coming out each Monday. Anna created fun riddles to post on our social media to hint what each sticker looks like.

Anna is starting a non-fiction book club in September. History 360 will read short non-fiction books and engage in lively discussion. The first book selection is *Longitude: the True Story of a Lone Genius Who Solved the Greatest Scientific Problem of his Time*. This book club will meet on Friday mornings. We are hoping to bring in a demographic that does not normally participate in our book clubs.

While I was up north in August I got word from Bridges that our network was flagged for malware (the state monitors that). I organized someone from Taylor Computers to log on remotely to try and find it. I worked on it when I returned the next week, but the following Friday when Bridges received their report from the state it did not show we had any malware. It was a good reminder to be diligent about our cybersecurity and also made me grateful that we are part of a consortium/state that helps us keep an eye out for this.

- Jamie (MLIS)

Children's Department Notes:

Every August we take a bit of a programming break in Children's and Teens after a crazy busy Summer Library Challenge, and this year was no exception. We had the last of our prizes picked up, had our final Family Fun Night and played Library Carnival games in the TalkReadPlay Center, and wrapped up our Little Owl Wise Owl Reading Buddy program by having Owl buddies share their e-books that they created all summer. We had Friday Family Flicks each week and also had a special showing of the sing-along "Hamilton" to celebrate America's 250th for all ages! We also had Back to School Bingo all month

long for kids and teens. Each week there was a new Bingo sheet that they had to complete 2 bingo's worth of reading, creating and engaging activities to earn a spin of the prize wheel. All prizes are school supplies! I attended the annual New Teacher Breakfast as well as the Bridges Summer Wrap-Up Celebration for YS and Teen library staff. It's always great to be able to spend some time with other Youth Services librarians, chat about what went well, what was challenging, get new ideas and hear about different performers. We've been busy getting our fall line-up of programs scheduled and are looking forward to getting back to "normal" school year programming and school visits!

-Tina (MLIS)

Teen Department Notes:

This month we slowed down to reset after the Summer Library Challenge and prepare for the start of the new school year. Nearly all (if not all) of the SLC prizes have been picked up, and kids and teens alike have been enjoying Back to School Bingo. We wrapped up Little Owls Wise Owls with a fun party, and the kids/teens did a great job writing and designing their e-books. It was such a blast seeing the Little Owls and Wise Owls bond and talk about their books. We also had our last session of the Magic: the Gathering Game Club. We'll be transitioning to some other programs for teens at the start of this school year, including therapy dogs and pizza hang-outs.

-Kaitlyn & Tina (MLIS)

Circulation Department Notes:

School is starting up and teachers are checking out books for the start of the school year. We are in the process of filling the library assistant position in circulation. Summer is winding down, I hope everyone is having a wonderful one.

- Cari

MONTHLY BUDGET 2026

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Year To Date	Budget Remainder	Section 5, Item A.
SALARIES & BENEFITS													
<i>\$750,000 is to be contributed by City into 11-48-12-30</i>													
Salaries & Benefits - Fund 11													
Salaries (11-58-12-10)	718,350	35,523	53,552	49,510	53,255	51,763	82,366	49,216	44,749		419,934.77	298,415	58%
Longevity (11-58-12-12)	527	0	0	0	0	0	0	273	0		273.00	254	52%
Overtime (11-58-12-14)	0	0	0	0	0	0	0	0	0		0.00	0	
PT Salaries (11-58-12-16)	0	0	0	2,587	2,599	2,739	3519	2,703	1,594		15,741.79	-15,742	
Retirement (11-58-12-33)	35,333	1,941	2,773	2,791	2,826	2,805	4554	2,417	2,274		22,381.48	12,952	63%
Social Security (11-58-12-34)	54,994	2,144	3,236	3,146	3,379	3,295	5241	3,180	2,809		26,429.88	28,564	48%
Medicare (11-58-12-35)	10,424	501	757	736	790	771	1226	744	657		6,181.11	4,243	59%
Health Insurance (11-58-12-36)	116,211	7,104	7,104	7,104	7,104	7,104	7104	7,953	5,869		56,447.24	59,764	49%
Life (11-58-12-37)	4,000	164	164	153	153	153	153	152	84		1,173.98	2,826	29%
Dental (11-58-12-38)	7,488	642	642	642	642	642	642	546	449		4,848.92	2,639	65%
	947,327	48,019.57	68,227.91	66,668.84	70,749.02	69,273.14	104,805.33	67,183.08	58,485.28	0.00	553,412.17	393,915	58%
LIBRARY EXPENSES - Fund 11													
AMSO Allocation (11-58-12-17)													
AMSO Allocation	66,950	0	16,737	0	0	16,737	0	0			33,475	33475	50%
	66,950	0.00	16,737.42	0.00	0.00	16,737.42	0.00	0.00	0.00	0.00	33,474.84	33,475	50%
Supplies & Programs (11-58-12-18)													
AV Supplies	1,200	23	121	157	0	0	140	0	49		490	710	41%
Book Supplies	2,000	0	1,075	0	61	497	4	266	0		1,903	97	95%
Makerspace	500	0	0	0	0	0	230	0	0		230	270	46%
Marketing	500	359	175	0	192	14,951	0	338	0		16,015	-15515	3203%
Office & Library Supplies	7,000	379	207	328	157	1,983	155	73	111		3,392	3608	48%
Photocopier Lease	6,300	265	265	193	440	431	431	869	477		3,373	2927	54%
Postage	0	0	9	0	0	0	0	0	7		16	-16	
Adult Programs	1,500	0	120	50	42	62	0	75	0		349	1151	23%
Adult Summer Library Challenge	0	0	0	0	0	0	0	0	0		0	0	
Children Programs	0	0	0	0	0	0	0	0	0		0	0	
Children Summer Library Challenge	0	0	0	0	0	0	0	0	0		0	0	
Teen Programs	500	19	0	76	95	0	0	68	15		272	228	54%
Teen Summer Library Challenge	0	0	0	0	0	0	0	0	0		0	0	
	19,500	1,044.04	1,972.46	802.85	985.78	17,924.13	959.76	1,689.60	660.11	0.00	26,038.73	-6,539	134%
Maintenance Contracts (11-58-12-19)													
Building and Equipment	22,281	0	0	570	3,250	0	0	0	959		4,779	17,502	21%
Software and Subscriptions	18,942	674	1,169	13,951	47	409	2,283	0	995		19,529	-587	103%
	41,223	673.71	1,169.14	14,520.96	3,297.44	409.00	2,283.49	0.00	1,953.60	0.00	24,307.34	16,916	59%

MONTHLY BUDGET 2026

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Year To Date	Budget Remaining	Section 5, Item A.
Building Repairs & Supplies (11-58-12-20)													
Janitorial Supplies	8,000	1,377	144	48	392	689	721	1,336	113		4,819	3,181	60%
Janitorial Services	3,000	0	0	0	0	0	0	0	0		0	3,000	0%
Repairs & Expense	6,000	0	215	11	1,067	947	721	2,745	161		5,867	133	98%
	17,000	1,376.62	358.97	59.01	1,458.91	1,636.11	1,441.84	4,081.12	273.56	0.00	10,686.14	6,314	63%
Property Insurance (11-58-12-21)													
Property Insurance	21,000	8,474	0	0	0	0	0	8,491	0		16,965	4035	81%
	21,000	8473.75	0.00	0.00	0.00	0.00	0.00	8491.13	0.00	0.00	16964.88	4,035	81%
Dues & Fees (11-58-12-22)													
Dues, Fees, ETC.	620	0	0	0	0	0	0	426	0		426	194	69%
	620	0.00	0.00	0.00	0.00	0.00	0.00	426.00	0.00	0.00	426.00	194	69%
Continuing Education (11-58-12-23)													
Continuing Education	1,200	0	200	0	0	0	0	0	0		200	1,000	17%
	1,200	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	1,000	17%
Travel (11-58-12-24)													
Travel	1,500	0	0	0	142	0	0	240	0		382	1,118	25%
	1,500	0.00	0.00	0.00	142.47	0.00	0.00	239.98	0.00	0.00	382.45	1,118	25%
Utilities													
Fuel (11-58-12-28)	12,000	0	0	3,787.73	2,126.52	927.75	887.25	246.24	181.56		8,157	3,843	68%
Electricity (11-58-12-30)	45,000	0	0	3,043.67	3,178.58	0	4,190.15	4,616.71	5,849.56		20,879	24,121	46%
Water (11-58-12-31)	5,100	0	394	418.64	426.55	426.55	426.55	441.31	441.31		2,975	2,125	58%
Telephone (11-58-12-32)	5,400	386	132	1,288	129	129	550	129	1,835		4,578	822	85%
	67,500	385.67	526.63	8,538.42	5,860.18	1,483.67	6,053.92	5,433.63	8,307.04	0.00	36,589.16	30,911	54%
Café Charges (11-58-12-43)													
Café Charges	23,674	0	0	0	0	23,674	0	0	0		23,674	0	100%
	23,674	0.00	0.00	0.00	0.00	23,674.00	0.00	0.00	0.00	0.00	23,674.00	0	100%
Databases (11-58-12-44)													
BRIDGES - Databases	1,826	0	0	0	0	1,826	0	0	0		1,826	0	100%
Movie License	671	0	0	0	0	671	0	0	0		671	0	100%
Newsbank Inc.	2,376	2,376	0	0	0	0	0	0	0		2,376	0	100%
Overdrive E-Content	0	0	0	0	0	0	0	0	0		0	0	
Overdrive Advantage (Grant from Bridges for \$3,579)	13,537	0	0	0	0	9,958	0	0	0		9,958	3,579	74%
TumbleBooks Inc.	800	799	0	0	0	0	0	0	0		799	1	100%
Udemy	0	0	0	0	0	0	0	0	0		0	0	
	19,210	3,175.00	0.00	0.00	0.00	12,455.00	0.00	0.00	0.00	0.00	15,630.00	3,580	81%

MONTHLY BUDGET 2026

Section 5, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Year To Date	Budget Remaining	
Technology (11-58-12-45)													
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	600			600	600	50%
Technology	1,000	386	236	10	34	18	7,500	0			8,184	-7,184	818%
	2,200	385.58	236.25	9.99	33.75	18.04	7,500.00	600.00	0.00	0.00	8,783.61	-6,584	399%
Library Materials (11-58-12-46)	**Plus up to \$55,000 additional funds to be spent from Fund 20.**												
Adult Fiction	6,500	0	0	510	1,065	1,717	648	831	704		5,475	1,025	84%
Adult Nonfiction	6,500	0	0	0	531	1,072	814	275	360		3,052	3,448	47%
Children Books	9,000	541	868	656	0	2,155	103	618	810		5,752	3,248	64%
Large Print	4,000	0	216	131	324	623	731	0	230		2,254	1,746	56%
Materials - (Non-books)	500	0	0	0	0	0	0	0	0		0	500	0%
Reference - Subscriptions	1,680	600	108	-108	0	0	0	0	0		600	1,080	36%
Reference - Materials	360	0	0	0	0	0	0	0	0		0	360	0%
Young Adult Books	0	0	0	0	0	0	0	0	0		0	0	
	28,540	1,141.13	1,192.08	1,189.48	1,919.90	5,566.83	2,296.21	1,724.13	2,104.14	0.00	17,133.90	11,406	60%
Periodicals (11-58-12-47)													
Periodicals/Newspapers	5,700	1,276	1,086	557	458	865	35	0	55		4,331	1,369	76%
Seasonal Periodical Purchases	0	0	0	69	0	0	0	0	0		69	-69	
	5,700	1,275.85	1,085.54	625.57	457.53	865.38	34.97	0.00	54.90	0.00	4,399.74	1,300	77%
AV Materials (11-58-12-48)													
Adult Talking Books	0	0	0	0	0	0	0	0	0		0	0	
Children AUDIO	0	0	0	0	0	0	2,658	0	0		2,658	-2,658	
DVD	6,000	827	241	342	629	60	156	257	822		3,334	2,666	56%
Lucky Day	0	0	0	0	0	0	0	0	0		0	0	
	6,000	826.53	241.24	342.48	629.36	59.87	2,813.81	256.83	821.69	0.00	5,991.81	8	100%
Donation Purchases (11-58-12-50)													
Purchase from Donation	0	5,518	5,866	3,266	3,924	10,267	6,269	4,503	1,673		41,287	-41,287	
		5,517.89	5,865.99	3,266.01	3,924.09	10,266.80	6,269.30	4,503.45	1,673.37	0.00	41,286.90		
TOTAL LIBRARY EXPENSES	321,817	24,275.77	29,585.72	29,354.77	18,709.41	91,096.25	29,653.30	27,445.87	15,848.41	0.00	265,969.50	55,848	83%
TOTAL EXPENSES INCLUDING SALARIES	1,269,144	72,295.34	97,813.63	96,023.61	89,458.43	160,369.39	134,458.63	94,628.95	74,333.69	0.00	819,381.67	449,762	65%

MONTHLY BUDGET 2026

Section 5, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Year To Date	Budget Remainder	
REVENUE - FUND 11													
Fines (11-48-12-10)	1,200	33	1	15	70	39	78	161	115		511	689	43%
Misc. Fees (11-48-12-12)	5,000	476	361	805	241	568	440	299	479		3,668	1,332	73%
Use of Facilities Fee (11-48-12-14)	4,500	240	430	197	200	100	655	0	260		2,082	2,418	46%
Copier (11-48-12-18) Will be adjusted for tax	9,500	740	835	497	980	679	685	388	1,270		6,074	3,426	64%
Jefferson County Funds (11-48-12-22)	248,879	0	248,879	0	0	0	0	0	0		248,879	0	100%
Dodge County Funds (11-48-12-24)	91,500	0	0	91,500	0	0	0	0	0		91,500	0	100%
Adjacent County Funds (11-48-12-26)	9,728	922	8,816	82	0	0	0	0	0		9,820	-92	101%
DONATIONS 11-48-12-27	0	2,969	1,803	9,858	2,643	1,071	25	6,401	7,864		32,634	-32,634	
General Fund Contribution (11-48-12-30) From Fund 1	750,000	0	187,500	0	0	187,500	0	0			375,000	375,000	50%
Credit Card Rebate (11-48-12-56)	1,800	0	433	0	0	617	0	0			1,050	750	58%
TOTAL FUND 11 REVENUE	1,122,107	5,379.84	449,057.41	102,953.21	4,134.05	190,574.60	1,882.83	7,249.28	9,987.43	0.00	771,218.65	350,889	69%
RESERVED TO OFFSET SALARIES & BENEFITS													
Salary Reserve	197,327										0	197,327	0%
Subtotal Salary Reserve	197,327	0	0	0	0	0	0	0	0	0	0	197,327	0%
2025 Year End Fund Balance	460,109.56												
Reserved for Donations year end 2025	32,157.50												
UNRESERVED FUND BALANCE Year End 2025	427,952.06												
2026 YTD Balance Reserved for Donations	23,504.50												

2026 STATISTICS

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ATTENDANCE	13,966	14,770	16,755	16,425	14,524	18,275	18,095	15,364					128,174
ATTENDANCE 2025	12,754	12,868	15,592	15,618	12,997	17,095	17,544	15,249	13,407	15,687	13,594	12,259	174,664
Percent changed	10%	15%	7%	5%	12%	7%	3%	1%	-100%	-100%	-100%	-100%	-27%
Days open 2026	30	28	30	29	30	30	30	31	29	30	29	29	355
Days open 2025	30	28	30	29	30	30	30	31	29	30	27	29	353
Daily average 2026	466	528	559	566	484	609	603	496	0	0	0	0	359
Daily average 2025	425	416	420	418	371	475	531	500	416	476	465	409	495
Highest attendance day 2026	614	793	1,237	1,822	1,159	895	833	1349					
Highest attendance day 2025	603	945	1,149	1,887	867	956	901	740	660	894	757	606	
Lowest attendance day 2026	221	231	194	235	174	187	204	264					
Lowest attendance day 2025	212	169	213	211	145	161	214	179	207	194	185	192	
REF QUESTIONS 2026	705	800	718	728	717	939	888	713					6,208
REF QUESTIONS 2025	1,055	819	736	678	778	714	734	878	778	818	687	657	9,332
INTERNET 2026	501	484	544	474	460	520	531	527					4,041
INTERNET 2025	574	505	573	570	552	517	562	679	665	583	514	484	6,778
MEETING ROOM 2026	136	175	166	156	122	141	119	122					1137
MEETING ROOM 2025	169	177	165	169	193	157	140	152	160	169	132	136	1919

REFERENCE, CIRCULATION STATISTICS 2026

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	449	494	402	443	443	517	508	472					3,728
REFERENCE 2025	706	495	434	378	422	348	342	540	479	501	445	400	5,490
Tutor Sessions	143	173	137	134	154	190	173	178					1,282
Tutor Sessions 2025	189	120	148	164	152	153	130	202	181	171	129	136	1,875
Microfilm	8	3	4	8	7	3	3	5					41
Microfilm 2025	6	6	5	4	5	10	14	15	9	2	2	5	83
Computer/Tablet	478	468	514	461	453	520	531	525					3,950
Computer/Tablet 2025	554	482	546	550	524	494	541	666	654	581	496	469	6,557
Typewriter	0	0	0	0	0	0	0	0					0
Typewriter 2025	0	0	0	0	0	0	0	0	0	0	0	0	0
Proctor Exams	0	1	3	4	2	0	0	0					10
Proctor Exams 2025	0	1	0	0	3	7	0	3	2	2	0	0	18
Wireless	4612	4811	4623	3918	3908	3820	3915	3583					33,190
Wireless 2025	4751	4655	5053	5247	5705	5451	5589	5372	5215	5678	4849	4436	62,001
Adult Programs	16	20	17	23	19	23	20	19					157
Adult Programs 2025	24	15	20	20	16	18	18	18	22	20	21	17	229
Program Att.	88	146	121	179	94	134	110	108					980
Program Att. 2025	120	110	174	133	75	126	136	115	109	104	124	89	1,415
Passive Programs	1	0	1	1	0	0	0	3					6
Passive Programs 2025	8	8	5	6	6	0	0	2	0	1	0	1	37
Passive Att.	67	0	99	15	24	0	0	239					444
Passive Att. 2025	59	39	30	40	60	0	0	177	0	17	0	16	438
Outreach Events	1	1	3	1	0	1	1	1					9
Outreach Events 2025	1	20	1	2	2	1	1	1	1	1	1	1	33
Outreach Att.	13	14	194	17	19	17	18	18					310
Outreach Att. 2025	15	130	14	35	83	15	18	15	13	12	15	13	378
Mobile Print Users	143	101	113	98	126	140	151	137					1,009
Mobile Print Users 2025	117	89	102	107	87	91	185	111	141	111	77	101	1,319
Mobile Print Pages	655	925	769	806	927	911	1100	1036					7,129
Mobile Print Pages 2025	541	710	593	460	441	336	669	866	646	946	577	428	7,213
Newsbank	2212	2024	2309	1848	1554	1987	3383	3410					18,727
Newsbank 2025	2248	2525	2958	2588	2489	2373	2238	2535	2349	2675	2668	2356	30,002
Website Views	6587	5655	6107	6156	5740	5880	5925	5601					47,651
Website Views 2025	6665	6073	7391	7864	8148	6883	6180	6444	6159	6429	6141	5879	80,256

CHILDREN'S ROOM STATS - 2026

	STORYTIME		PROGRAMS		LIBRARY VISITS		OFFSITE		DROP-INS		SCHOOL VISITS		KIDS	ADULTS	SLC	WLC	TUMBLE BOOKS	500 BOOK	1K BOOK	BOOK BAGS		REF	PC
JANUARY	12	365	9	157	1	17	0	0	7	184	1	25	199	160	0	0	50	1	8	20	206	256	23
JAN 2025	12	414	11	168	1	10	1	6	6	439	5	110	238	176	0	0	43	1	11	19	451	349	20
FEBRUARY	12	430	10	145	4	115	1	3	7	396	7	142	241	189	0	457	10	0	7	21	491	306	16
FEB 2025	12	391	10	178	1	13	0	0	5	74	5	110	221	170	0	463	108	3	9	20	478	324	23
MARCH	12	518	12	223	1	18	1	3	5	70	1	25	290	228	0	0	23	3	8	23	596	316	30
MAR 2025	9	333	12	238	2	37	1	14	7	401	7	103	203	150	0	0	85	5	15	22	488	302	27
APRIL	13	529	9	105	2	40	2	452	5	316	7	140	296	233	0	0	26	3	2	18	484	285	13
APR 2025	13	420	10	158	1	40	1	250	6	121	5	110	236	184	0	0	83	6	3	21	496	300	20
MAY	6	309	8	143	5	315	1	16	5	62	30	2159	189	130	0	0	0	2	5	9	238	274	7
MAY 2025	8	219	8	85	5	165	1	3	5	73	30	2245	123	96	0	0	114	5	13	13	355	356	28
JUNE	13	423	16	795	0	0	1	8	3	189	8	455	254	169	0	0	11	3	5	3	91	422	0
JUN 2025	12	465	17	1359	0	0	0	0	3	520	0	0	281	184	0	0	50	5	13	6	99	366	23
JULY	11	483	15	595	0	0	2	603	2	249	0	0	264	190	1053	0	34	1	14	2	55	380	0
JUL 2025	12	506	16	786	1	15	1	400	1	12	0	0	261	169	1103	0	18	8	12	6	140	392	21
AUGUST	0	0	10	154	0	0	2	105	6	140	0	0	0	0	0	0	0	3	2	0	0	241	2
AUG 2025	1	24	11	306	0	0	2	70	8	346	0	0	15	9	0	0	3	5	5	12	319	338	13
SEPTEMBER																							
SEP 2025	7	287	8	133	1	18	1	4	5	59	4	100	159	128	0	0	101	0	10	15	367	299	11
OCTOBER																							
OCT 2025	14	600	11	158	2	92	1	231	7	277	7	131	342	258	0	0	62	2	4	21	538	317	2
NOVEMBER																							
NOV 2025	8	340	9	176	2	103	1	5	5	239	8	136	185	155	0	0	6	4	10	17	448	242	18
DECEMBER																							
DEC 2025	9	314	3	153	0	0	0	0	4	38	8	150	177	137	0	0	28	0	7	18	440	257	15
TOTALS	79	3057	89	2317	13	505	10	1190	40	1606	54	2946	1733	1299	1053	457	154	16	51	96	2161	2480	91
TOTAL 2025	117	4313	126	3898	16	493	10	983	62	2599	79	3195	2441	1816	1103	463	701	44	112	190	4619	3842	221

Young Adult Statistics - 2026

Month	YA Active		YA Passive & N/A		YA SRP	YA WRP
	# Prog.	Attend.	#Prog.	Atten.		
January	5	6	2	85		n/a
January 2025	4	33	7	529		n/a
February	2	4	2	33		85
February 2025	6	16	8	277		81
March	3	18	0	0		
March 2025	10	72	4	122		
April	3	15	5	93		
April 2025	6	10	1	6		
May	3	8	6	71	n/a	
May 2025	2	4	0	0	n/a	
June	7	120	6	131	n/a	
June 2025	6	182	0	0	n/a	
July	4	66	0	0	311	
July 2025	5	73	2	93	318	
August	2	14	0	0		
August 2025	3	16	8	124		
September						
September 2025	3	12	2	40		
October						
October 2025	3	7	2	193		
November						
November 2025	3	5	3	52		
December						
December 2025	2	13	2	37		
TOTALS	29	251	21	413	311	85
TOTALS 2025	53	443	39	1473	318	81

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

1. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:32 p.m.

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

Also present: Watertown Public Library Staff: Tina Peerenboom (V), Cari Gunderson,
 City leaders: Mark Stevens, Mayor Stocks
 Citizens present: Peg Checkai, John Katisch

2. CITIZENS TO BE HEARD

Peg Checkai | Discussed position of support for library window art, stated local support and out-of-town detractors. One panel remaining near book drop.

3. NEW BUSINESS

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

Form will be completed after Jamie's return to office.

Motion to approve request made by Koppes, seconded by Oudenhoven. Motion Approved on roll call vote.

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

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

Mayor Stocks provided explanation as to why a request for a change of venue for the board meeting highlighting featuring different city locations for the library board (equivalent of a department chair). Request for the Police Station Tour first.

Board supportive of visiting other sites outside of meeting times

4. UNFINISHED BUSINESS

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

Motion to move agenda item B as first item to respect Mark Stevens' time made by Oudenhoven, seconded by Mueller. Motion Approved on voice vote.

President: Oudenhoven nominated by Kohls, Chandler nominated by Mueller.

Oudenhoven refused nomination to support Chandler nomination.

Vice-President: Kohls nominated by Koppes, Mueller self-nominated.

Treasurer: Oudenhoven self-nominated

Secretary: Oudenhoven nominated Lessner

Committees:

- Buildings and Grounds | Lessner, Haase, Kohls
- Personnel & Policy | Mueller, Morstad, Oetken
- Finance | Oudenhoven, Koppes, Chandler

Vote was held for VP contested position. Mueller won 5 – 3.

Motion to accept Officers and Committees as determined made by Koppes, seconded by Kohls. Motion Approved on voice vote.

B. Discuss and take action: Convergent Bill

Mark Stevens provided overview of the difference between POTS (analog) lines and PDX (digital lines). Board member Mueller challenged the second trip charge and 1.75 hours of labor based on emails provided prior to the meeting. Mark Stevens will liaise with Convergent regarding the \$280 charge. September agenda item: discussion regarding fax line installation.

Motion to approve payment of \$914 to Convergent made by Mueller, seconded by Oetken. Motion approved on roll call vote.

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

C. Discuss and take possible action: Plaque for Peg

Board member Chandler provided an overview and cost estimate for a brass plaque honoring Peg Checkai at the library. Funding sources were discussed.

Motion to approve payment from Carnegie Fund not to exceed \$400 made by Oetken, seconded by Kohls. Motion Approved on roll call vote.

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

D. Update on hiring of Library Director

Board member Chandler provided an update on status of the new director, starting September 2, as well as onboarding with the city. A brief discussion was held regarding Board onboarding with a determination to add a closed session high level onboarding to the September Board of Trustees meeting. Board member Koppes will schedule a finance committee meeting to discuss upcoming budget discussions. P&P may host a small group onboarding with the new Director, if necessary, after the September meeting. The board will also plan to welcome the new Director on September 3rd or 4th (Chandler to check first day at library with city HR).

5. DIRECTOR’S REPORT

A. Review: Monthly highlights, budget figures and statistics

Tina detailed additional item regarding replacement of filtered computers in the Children’s area with Quest machines, loaded with multilingual programs (paid for with Greater Watertown Community Health Foundation Grant and Donations).

Board member Haase asked questions regarding budget. Chandler will follow up with library team for clarification and will share with the Board.

6. PRESIDENT’S REPORT

- A. Review conversations and contacts in official capacity
No report

7. PERSONNEL & POLICY

- A. Resolution 2026-10: Heidi Zipfel

Motion to approve Heidi Zipfel as FT Cataloger made by Mueller, seconded by Morstad. Motion Approved on roll call vote.

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

- B. Resolution 2026-11: Mary Lopez-Childers

Motion to approve Mary Lopez-Childers as Library Director made by Kohls, seconded by Morstad. Motion Approved on roll call vote.

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

8. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- A. Minutes from July 9, 2026
B. Minutes from July 29, 2026
C. August 2026 Bills
D. Unplanned expenses as of August 4, 2026

Chandler recommending modifying spelling of John Katsich’s name in July 9, 2026 Minutes.

Motion to approve consent agenda as modified made by Mueller, seconded by Morstad. Motion approved on roll call vote.

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

9. ADJOURNMENT

Motion made by Koppes to adjourn at 7:28 p.m. Haase seconded. Approved by voice vote.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting to be held on Thursday, September 10, 5:30pm.

Respectfully submitted,
Charity Chandler

UNPLANNED EXPENSES IMPACTING 2026 BUDGET

	VENDOR	EXPENSE	AMOUNT	BILLED TO
JAN	Envisionware	Replace RFID pad at Reference desk	385.58	Technology
FEB	United Systems Associates	Troubleshoot and service speed pot on fan	200.00	Building repairs
APR	Schindler Elevator Corp	Troubleshoot and repair elevator phone	1,066.60	Building repairs
MAY	Richter Heating & Air Cond.	Repair loose connection - RTU 3	265.86	Building repairs
	Richter Heating & Air Cond.	Parts for water heater	258.98	Building repairs
	DME Elevators & Lifts	Service call - Lift	405.00	Building repairs
JUN	DME Elevators & Lifts	Cost of reconnecting emergency phone line in lif	585.00	Building Repairs
JUL	Richter Heating & Air Cond.	Repairs, Unit #1	147.70	Building Repairs
	Richter Heating & Air Cond.	Repairs and adjustments, Unit #1	147.70	Building Repairs
	Austin's All Season Services	Landscaping - mulch	2,450.00	Building Repairs
AUG	Taylor Computer Services	Work on server, VLAN for HVAC controls	135.00	Building Repairs
	Convergent Solutions	Labor when switching/disconnecting POTS lines	634.06	Telephone
	United Systems Associates	Insulate, program compressor modules	510.35	Building Repairs
YTD TOTAL:			7,191.83	

PLANNED EXPENSES APPROVED BY LIBRARY BOARD TO COME FROM FUND BALANCE

	VENDOR	EXPENSE	AMOUNT	BILLED TO
MAY	WiLS	Final payment for strategic development plan	14,931.00	Marketing
JUN	Library Market	Final payment for websight design/development	7,500.00	Technology
	Playaway Products	2 Core Quest sets (2,751.90 covered by grants)	2,658.02	Children's Audio
YTD TOTAL:			25,089.02	

2026 SEP BILLS LIST

Section 7, Item C.

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN15735104	Gordon Flesch	11-58-12-18	Copier Usage	196.53		
081326 LIB	JH Petty Cash	11-58-12-18	Postage	13.00		
		11-58-12-18				
		11-58-12-18				
35895	Richter Heating and	11-58-12-19	Service contract - Heating system	1,682.00		
139796	Martin Systems	11-58-12-19	Annual sprinkler system inspection	444.00		
29935	Taylor Computer Sys	11-58-12-19	Quarterly mainteance	125.00		
9297	Menards	11-58-12-20	Janitorial Supply	26.17		
		11-58-12-20				
		11-58-12-20				
		11-58-12-24				
		11-58-12-24				
	Wttn Water Dept	11-58-12-31	Water,			
		11-58-12-32				
		11-58-12-44				
		11-58-12-45				
0296	Maris Associates	11-58-12-46	Adult Nonfiction	239.04		
		11-58-12-46				
		11-58-12-46				
545365	Playaway	11-58-12-50	Donation purchase: Launchpads w/accessories	654.88		
546786	Playaway	11-58-12-50	Donation purchase: Launchpad	148.74		
547358	Playaway	11-58-12-50	Donation purchase: Replacement Launchpad	74.99		
547366	Playaway	11-58-12-50	Donation purchase: Replacement Launchpad	224.97		
090126 LIB	JH Petty Cash	11-58-12-50	Donation purchase: (Friends) breakfast	41.54		
		11-58-12-50				
		20-58-12-60				
			TOTAL	4,136.23	Fund 11	
				0.00	Fund 20	
				4,136.23	Grand total	
FUND 11 EXPENSES						
	11-58-12-18	474.90	Office & Library Supplies			
	11-58-12-19	2,251.00	Maintenance Contracts			
	11-58-12-20	26.17	Building Repairs & Supplies			
	11-58-12-24	0.00	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-44	0.00	Databases			
	11-58-12-45	0.00	Technology			
	11-58-12-46	239.04	Library Materials			
	11-58-12-50	1,145.12	Purchase from Donation			
		4,136.23				
FUND 20 EXPENSES						
	20-58-12-60	0.00	Capital Outlay			
		0.00				