



**PUBLIC LIBRARY BOARD OF TRUSTEES MEETING - AMENDED AGENDA**

**THURSDAY, MARCH 12, 2026 AT 5:30 PM**

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

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**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. Hold election for Vice President of Library Board
- B. Make appointment to library committees with vacancies
- C. Review and take action: HVAC Service Contract
- D. Review and take action: Check approval schedule
- E. Convene into closed session per § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (discussion on Library leadership succession planning)
- F. Reconvene into open session

**4. UNFINISHED BUSINESS**

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

**5. DIRECTOR'S REPORT**

- A. Director's Report
- B. Review monthly highlights, budget figures and statistics

**6. TRUSTEE'S REPORT**

**7. PRESIDENT'S REPORT**

**8. PERSONNEL AND POLICY**

- A. Resolution #2026-3 Library Assistant

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

- A. Public Library minutes from February 12, 2026
- B. March 2026 bills

**10. ADJOURNMENT**

- A. Next Meeting Date: Thursday April 9, 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*



Klecker's Heating & Air Conditioning Inc.  
1221 W Main St  
Watertown, WI 53094

Phone: (920) 261-9211  
Fax: (920) 261-9480  
info@kleckersheating.com  
www.kleckersheating.com

Section 3, Item C.

PROPOSAL

Bill to  
**Watertown Public Library**  
100 S. Water St.  
Watertown, WI 53094

Job Name  
**Watertown Public Library**  
100 S. Water St.  
Watertown, WI 53094

Phone Number: (920) 262-4090

Email Address:

**Quote #: q4822**

Quote Date: 2/6/2026

Sales Rep:

Description
<p>Re: Spring Preventive Maintenance.</p> <ul style="list-style-type: none"> <li>(6) Rooftop package units</li> <li>(3) Split system air conditioners and air handlers</li> <li>(2) Mini Split air conditioners</li> <li>(1) Exhaust fan</li> </ul> <ul style="list-style-type: none"> <li>- Inspect motors and bearings.</li> <li>- Inspect blower wheels and fan blades.</li> <li>- Lubricated motors and bearings where applicable.</li> <li>- Inspect v-belts and tension.</li> <li>- Inspect contactors, relays, crank case heaters, controls and wiring.</li> <li>- Clean and inspect drain lines and traps.</li> <li>- Test run units and record all refrigerant pressures.</li> </ul> <p>Price \$2,880.00</p> <p>Re: Fall Preventive Maintenance</p> <ul style="list-style-type: none"> <li>(6) Rooftop package units</li> <li>(1) Boiler</li> <li>(3) Boiler pumps</li> <li>(3) Air handlers</li> <li>(2) Mini Split air conditioners</li> <li>(1) Exhaust fan</li> <li>(1) Electric heater</li> </ul> <ul style="list-style-type: none"> <li>- Inspect motors and bearings.</li> <li>- Inspect blower wheels and fan blades.</li> <li>- Lubricated motors and bearings where applicable.</li> <li>- Inspect v-belts and tension.</li> <li>- Inspect contactors, relays, controls and wiring.</li> <li>- Clean and inspect main burners.</li> <li>- Measure and set gas pressures.</li> <li>- Inspect heat exchangers.</li> <li>- Measure and record CO in exhaust.</li> </ul> <p>Price \$2,700.00 plus tax</p>



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Section 3, Item C.

PROPOSAL

**Description**

Notes-

- Coil cleaning to be done by the library staff and are not included in this proposal.
- Filter replacement to be done by the library staff and are not included in this proposal.
- Any additional troubleshooting or repairs will be done on a time and material basis pending authorized approval.
- Any additional units to be maintained over the quantities listed above will be done on a time and material basis pending authorized approval.
- A detailed inspection report will provided for each piece of equipment.

In accordance with Chapter 779 of Wisconsin Statutes: As required by the Wisconsin construction lien law, claimant hereby notifies owner that persons or companies performing, furnishing or procuring labor, services, materials, plans or specifications for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the owner or those who give the owner notice within 60 days after they first perform, furnish or procure labor, services, materials, plans or specifications for the construction and should give a copy of each notice to the mortgage lender, if any. Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

Authorized Signature: Rick Ring - General Manager, Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

# **RICHTER**

**Heating & Air Conditioning Inc.**

**421 Water Tower Ct., Watertown, WI 53094**  
**Bill Richter & Adam Richter 920-988-7050 [RichterHVAC@gmail.com](mailto:RichterHVAC@gmail.com)**  
**RichterHVAC.com**

***Maintenance Agreement Proposal for Watertown Public Library***  
***100 S. Water St, Watertown, WI 53094***

***Todd: 920-285-3691 [tlord@watertownpubliclibrary.org](mailto:tlord@watertownpubliclibrary.org)***

***Preventative Maintenance Agreement***  
***Cooling 2026/Heating 2026***

***Date Submitted 1/5/2026***

**HVAC Preventative Maintenance for Safety and Efficiency:**

- Includes maintenance on (2) Daikin Mini-Splits, (6) Aaon Roof-top Units, (3) Daikin Air Handlers, (3) Aaon Split Condensers, (1) Exhaust Fan, (1) A.O. Smith Water Heater, (1) Burnham Boiler, and (1) Electric Heater.
- Cooling PM will be performed in the spring/early summer on Roof-Top Units, Mini-Splits, Air Handlers, Split Condensers, Exhaust Fan, & Water Heater.
- Heating PM will be performed in the fall/early winter on Roof-Top Units, Mini Splits, Burnham Boiler, Air Handlers, Exhaust Fan, Electric Heater, & Water Heater.

**Proposed cooling PM will include:**

- Check and inspect compressors
- Clean condensate drain
- Check operation of safety controls
- Inspect electrical wiring
- Lubricate and inspect motors
- Check refrigerant levels and piping
- Check/Replace Belts

**Proposed heating PM will include:**

- Clean and check burners
- Clean and check exhaust venting
- Lubricate and inspect motors
- Test and adjust gas pressures
- Check Conditioner to hydronic system
- Check operation of safety controls
- Inspect electrical wiring
- Clean and inspect heat exchangers
- Perform CO test on RTU's and Boiler

- Check/Replace Belts
- Check/Cash Price = \$3,140.00\*

**\* NOTE: Todd will Replace Air Filters and will Wash Condensers & Evaporator Coils**

*\*Replacement parts and labor for replacing parts is not included. Hourly rate for replacing parts is \$112.00 per hour*

***If paying with a credit card add 3% convenience fee to the total cash/check price.***

Draws upon request

Changes can be made through change request forms.

Prices subject to change

**AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CLAIMANT HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES PERFORMING, FURNISHING, OR PROCURING LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CLAIMANT, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CLAIMANT AGREES TO COOPERATE WITH THE OWNER AND THE OWNER'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.**

Richter Heating & Air Conditioning, Inc.

\_\_\_\_\_ Date \_\_\_\_\_  
Bill Richter, President

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Final payment will be made within 30 days of completion.

\_\_\_\_\_ Date \_\_\_\_\_  
Acceptance Signature

**\* Please sign and return with info below**

Best way to contact for scheduling

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

# MEMO

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(Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 3/12/2026

Subject: HVAC Service Contract

## Background

We are not satisfied with the service we are receiving from Surefire. Portions of the contract have not been fulfilled, they are expensive, we have used local HVAC contractors with success. Tod reached out to Richter's and Klecker's and both provided contracts at substantially less costs.

The contracts are attached

## Budget Goal

Saves money for 2026 budget

## Financial Impact

Saves money for 2026 budget

## Recommendation

I would recommend Richter's for our new HVAC contractor.

# MEMO

(Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 3/12/2026

Subject: Check Schedule

## Background

Historically, trustees have approved check payments at monthly meetings. The city Finance Department would like to do weekly check runs instead of monthly for the library.

- A) Does the board want to transition away from monthly approval?
- B) Do you want us to hold the weekly checks and not send until approved at monthly meeting?
- C) Do you want to transition to weekly check runs along with mailing checks before approved by board at monthly meeting?

## Budget Goal

N/A

## Financial Impact

N/A

## Recommendation

Board's decision

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

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

Physical Circulation for February	22,845
February Libby	4120
February Libby Mags	489
2026 Monthly Total	27,454
2025 February Total	27,390
New Cards	120

\*\*January 2026 circ impacted by brutal temperatures.

**Library Director's Notes:**

**We will meet this month in Andy's Room. (First floor off of the teen area)**

**Friends will host a fundraiser on Friday, March 13...PI Day. Because the Jig Jog is on the 14<sup>th</sup>, Friends event will be the Friday before. Hopefully, folks stopping in to pick up their race information will also buy some pie! Hopefully you will also have time to stop down for a "piece O pie" A shoutout to our local bakeries for donating pies to the occasion. Trustees are also encouraged to bake/donate a pie to the event.**

A reminder that a staff in-service is scheduled for Wednesday, March 18. We will be closed for the day.

**If you have time, Noah Chowanec, from our Adult Services Department, is hosting his second annual WI Film Festival on March 9 and 10 at the Towne Cinema. Friends of the Library is underwriting the associated expenses This year promises to be bigger and better than last year's festival! I hope you can stop by!**

Due to a conversion of our POTS lines to digital lines, we have lost the ability to send a "true" fax. The POTS lines are analog AT&T lines that needed to be converted due to hefty increases in costs. The entire process was a fiasco from the start. Last year FAX revenues brought in over \$1,300. As of 3/3; the elevator emergency phones and the Area of Refuge have not been reconnected. If we have an emergency in the elevator, patrons cannot call for help!

Rave reviews on the scissor lift! Tod and John have maneuvered the machine around the facility, loading it on the elevator, taking it outside and parking it in the 3<sup>rd</sup> floor penthouse. Tod was able to clean 4 years of dirt and dust off of the hanging light fixtures...safely!!

It's been a month of changes! Welcoming Anna and Samantha but saying goodbye to Hannah and Amana. The position is open for the PT custodian and we have some good candidates that have applied.

The transfer of funds from the LGIP account to the South Central Foundation has been made. I'm hoping to see the transaction noted in this month's statement but you may have to wait until next month.

The Carnegie donation has been received and the foundation used the Friends EIN. I did make a FB post noting the donation to all US Carnegie libraries...and thanking the foundation for their generosity.

There was a fight outside of the library, on library property, after hours. Staff was not aware of the incident until we were contacted by Wttn PD for video. Because the incident occurred on library property, two of the girls involved were issued stayout orders by the police. We've had previous fighting issues with one of the girls involved.

### **Monthly Department Information**

#### **Adult:**

Anna started in Reference on February 18. She also works at Oconomowoc PL, so she is used to our ILS and computer system. So far, she's fitting right in! Noah and I will be interviewed by the Fox6 Wisconsin Live Desk later this week, and we'll be focusing on the Film Festival, among other things. We're starting to think about National Library Week (coming up next month), and I'm trying to get rights to screen the documentary *The Librarians* here at the library. I saw this film when I went to ALA in Philadelphia and think it'd spark great conversation here in Watertown. In a couple weeks Kait and I are going to a Maker Meetup at the Whitewater PL, which was just renovated. We'll meet with other librarians about their makerspaces, and hopefully come away with some new ideas.

#### **~Jamie (MLIS)**

#### **Children's:**

For a short month, February was packed full of library fun in the Children's Department! We wrapped up our Winter Library Challenge this month with 457 participants for kids, 85 for teens and 157 for adults. As the WLC was wrapping up, we celebrated Library Lover's Month with the return of Library Battleship! Families were very excited to again participate in the game we tried for the first time last year to much success. For every 5 items that a patron checked out, they got one shot at the Library Battleship Board. If they got a hit, they got to choose from a "Hit Prize" basket with small items like pencils, stickers and erasers to choose from. If they sunk a ship, they got to choose from a "Sink Prize" basket with ring fidget spinners, heart pop-its or small notebooks as prizes. Once all the ships were sunk, we cleared the board and started a new round. In 2 weeks, we went through 9 rounds of the game and had 336 shots at the Library Battleship board so hopefully it gave us a boost to our circulation for the month as well!

**~Tina (MLS)**

**Circulation Department:**

Welcome March! It seems to have come in like a lion, so we will see if it goes out like a lamb!

We said goodbye to circ staff member Amanda who has been here at the library for 2 years and are welcoming Samantha as the new circ staff member.

Friends of the library purchased new smart tvs for the coffee bar and the book nook areas. They work great! The older ones were beginning to show their age.

We were having wiring issues with the lower level gaming table. Shout out to John K, the wonderful volunteer to the library, who installed a plastic box to cover the wires so they don't get bumped. Patrons are happy to be able to enjoy the table again!

The former gaming room has been completely transformed into a new space. Be sure to stop in and check it out!

Teens are getting used the new look of the teen room, we did a little rearranging to create a bit more separated seating areas.

We have been thrilled to welcome lots of new patrons and many patrons coming back that have not come to the library for many years!

**~ Cari**

**Tweens/Teens:**

This month, teens and adults had the opportunity to make Valentines in the Makerspace, and so many beautiful Valentines were made! The Kids' Choice Awards also wrapped up this month, and we had 75 participants in the Watertown Unified School District. I think we have a lot to be proud of, especially considering this was our first year! We're hoping to grow and expand on this for next year and work more with the WUSD Library Media Specialists again to promote this annual event from Bridges. We also hosted some smaller events for teens, such as a crafting afternoon and our card game club.

**~ Kaitlyn and Tina (MLS)**

2026 STATISTICS													
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
<b>ATTENDANCE</b>	<b>13,966</b>	<b>14,770</b>											<b>28,736</b>
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
<b>Percent changed</b>	<b>10%</b>	<b>15%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-84%</b>
<b>Days open 2026</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>29</b>	<b>29</b>	<b>355</b>
Days open 2025	30	28	30	29	30	30	30	31	29	30	27	29	353
<b>Daily average 2026</b>	<b>466</b>	<b>528</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>83</b>
Daily average 2025	425	416	420	418	371	475	531	500	416	476	465	409	495
<b>Highest attendance day 2026</b>	<b>614</b>	<b>793</b>											
Highest attendance day 2025	603	945	1,149	1,887	867	956	901	740	660	894	757	606	
<b>Lowest attendance day 2026</b>	<b>221</b>	<b>231</b>											
Lowest attendance day 2025	212	169	213	211	145	161	214	179	207	194	185	192	
<b>REF QUESTIONS 2026</b>	<b>705</b>	<b>800</b>											<b>1,505</b>
REF QUESTIONS 2025	1,055	819	736	678	778	714	734	878	778	818	687	657	9,332
<b>INTERNET 2026</b>	<b>501</b>	<b>484</b>											<b>985</b>
INTERNET 2025	574	505	573	570	552	517	562	679	665	583	514	484	6,778
<b>MEETING ROOM 2026</b>	<b>136</b>	<b>175</b>											<b>311</b>
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
<b>REFERENCE</b>	<b>449</b>	<b>494</b>											<b>943</b>
REFERENCE 2025	706	495	434	378	422	348	342	540	479	501	445	400	5,490
<b>Tutor Sessions</b>	<b>143</b>	<b>173</b>											<b>316</b>
Tutor Sessions 2025	189	120	148	164	152	153	130	202	181	171	129	136	1,875
<b>Microfilm</b>	<b>8</b>	<b>3</b>											<b>11</b>
Microfilm 2025	6	6	5	4	5	10	14	15	9	2	2	5	83
<b>Computer/Tablet</b>	<b>478</b>	<b>468</b>											<b>946</b>
Computer/Tablet 2025	554	482	546	550	524	494	541	666	654	581	496	469	6,557
<b>Typewriter</b>	<b>0</b>	<b>0</b>											<b>0</b>
Typewriter 2025	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Proctor Exams</b>	<b>0</b>	<b>1</b>											<b>1</b>
Proctor Exams 2025	0	1	0	0	3	7	0	3	2	2	0	0	18
<b>Wireless</b>	<b>4612</b>	<b>4811</b>											<b>9,423</b>
Wireless 2025	4751	4655	5053	5247	5705	5451	5589	5372	5215	5678	4849	4436	62,001
<b>Adult Programs</b>	<b>16</b>	<b>20</b>											<b>36</b>
Adult Programs 2025	24	15	20	20	16	18	18	18	22	20	21	17	229
<b>Program Att.</b>	<b>88</b>	<b>146</b>											<b>234</b>
Program Att. 2025	120	110	174	133	75	126	136	115	109	104	124	89	1,415
<b>Passive Programs</b>	<b>1</b>	<b>0</b>											<b>1</b>
Passive Programs 2025	8	8	5	6	6	0	0	2	0	1	0	1	37
<b>Passive Att.</b>	<b>67</b>	<b>0</b>											<b>67</b>
Passive Att. 2025	59	39	30	40	60	0	0	177	0	17	0	16	438
<b>Outreach Events</b>	<b>1</b>	<b>1</b>											<b>2</b>
Outreach Events 2025	1	20	1	2	2	1	1	1	1	1	1	1	33
<b>Outreach Att.</b>	<b>13</b>	<b>14</b>											<b>27</b>
Outreach Att. 2025	15	130	14	35	83	15	18	15	13	12	15	13	378
<b>Mobile Print Users</b>	<b>143</b>	<b>101</b>											<b>244</b>
Mobile Print Users 2025	117	89	102	107	87	91	185	111	141	111	77	101	1,319
<b>Mobile Print Pages</b>	<b>655</b>	<b>925</b>											<b>1,580</b>
Mobile Print Pages 2025	541	710	593	460	441	336	669	866	646	946	577	428	7,213
<b>Newsbank</b>	<b>2212</b>	<b>2024</b>											<b>4,236</b>
Newsbank 2025	2248	2525	2958	2588	2489	2373	2238	2535	2349	2675	2668	2356	30,002
<b>Website Views</b>	<b>6587</b>	<b>5655</b>											<b>12,242</b>
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
<b>JANUARY</b>	<b>12</b>	<b>365</b>	<b>9</b>	<b>157</b>	<b>1</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>184</b>	<b>1</b>	<b>25</b>	<b>199</b>	<b>160</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>1</b>	<b>8</b>	<b>20</b>	<b>206</b>	<b>256</b>	<b>23</b>
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
<b>FEBRUARY</b>	<b>12</b>	<b>430</b>	<b>10</b>	<b>145</b>	<b>4</b>	<b>115</b>	<b>1</b>	<b>3</b>	<b>7</b>	<b>396</b>	<b>7</b>	<b>142</b>	<b>241</b>	<b>189</b>	<b>0</b>	<b>457</b>	<b>10</b>	<b>0</b>	<b>7</b>	<b>21</b>	<b>491</b>	<b>306</b>	<b>16</b>
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
<b>MARCH</b>																							
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
<b>APRIL</b>																							
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
<b>MAY</b>																							
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
<b>JUNE</b>																							
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
<b>JULY</b>																							
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
<b>AUGUST</b>																							
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
<b>SEPTEMBER</b>																							
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
<b>OCTOBER</b>																							
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
<b>NOVEMBER</b>																							
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
<b>DECEMBER</b>																							
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
<b>TOTALS</b>	<b>24</b>	<b>795</b>	<b>19</b>	<b>302</b>	<b>5</b>	<b>132</b>	<b>1</b>	<b>3</b>	<b>14</b>	<b>580</b>	<b>8</b>	<b>167</b>	<b>440</b>	<b>349</b>	<b>0</b>	<b>457</b>	<b>60</b>	<b>1</b>	<b>15</b>	<b>41</b>	<b>697</b>	<b>562</b>	<b>39</b>
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.		
<b>January</b>	<b>5</b>	<b>6</b>	<b>2</b>	<b>85</b>		<b>n/a</b>
January 2025	4	33	7	529		n/a
<b>February</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>33</b>		<b>85</b>
February 2025	6	16	8	277		81
<b>March</b>						
March 2025	10	72	4	122		
<b>April</b>						
April 2025	6	10	1	6		
<b>May</b>					<b>n/a</b>	
May 2025	2	4	0	0	n/a	
<b>June</b>					<b>n/a</b>	
June 2025	6	182	0	0	n/a	
<b>July</b>						
July 2025	5	73	2	93	318	
<b>August</b>						
August 2025	3	16	8	124		
<b>September</b>						
September 2025	3	12	2	40		
<b>October</b>						
October 2025	3	7	2	193		
<b>November</b>						
November 2025	3	5	3	52		
<b>December</b>						
December 2025	2	13	2	37		
<b>TOTALS</b>	<b>7</b>	<b>10</b>	<b>4</b>	<b>118</b>	<b>0</b>	<b>85</b>
TOTALS 2025	53	443	39	1473	318	81

# MONTHLY BUDGET 2026

Section 5, Item B.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	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)	718,350	49,834	53,552		103,385.58	614,964	14%
Longevity (11-58-12-12)	527	0	0		0.00	527	0%
Overtime (11-58-12-14)	0	0	0		0.00	0	
Retirement (11-58-12-33)	35,333	2,773	2,773		5,546.04	29,787	16%
Social Security (11-58-12-34)	54,994	3,006	3,236		6,241.79	48,752	11%
Medicare (11-58-12-35)	10,424	703	757		1,459.76	8,964	14%
Health Insurance (11-58-12-36)	116,211	7,104	7,104		14,208.42	102,003	12%
Life (11-58-12-37)	4,000	164	164		327.12	3,673	8%
Dental (11-58-12-38)	7,488	642	642		1,284.68	6,203	17%
	<b>947,327</b>	<b>64,225.48</b>	<b>68,227.91</b>	<b>0.00</b>	<b>132,453.39</b>	<b>814,874</b>	<b>14%</b>
<b>LIBRARY EXPENSES - Fund 11</b>							
<b>AMSO Allocation (11-58-12-17)</b>							
AMSO Allocation	66,950	0	0		0	66,950	0%
	<b>66,950</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66,950</b>	<b>0%</b>
<b>Supplies &amp; Programs (11-58-12-18)</b>							
AV Supplies	1,200	23	121		143	1057	12%
Book Supplies	2,000	0	1,075		1,075	925	54%
Makerspace	500	0	0		0	500	0%
Marketing	500	359	175		534	-34	107%
Office & Library Supplies	7,000	379	207		586	6414	8%
Photocopier Lease	6,300	265	265		531	5769	8%
Postage	0	0	4		4	-4	
Adult Programs	1,500	0	120		120	1380	8%
Adult Summer Library Challenge	0	0	0		0	0	
Children Programs	0	0	0		0	0	
Children Summer Library Challenge	0	0	0		0	0	
Teen Programs	500	19	0		19	481	4%
Teen Summer Library Challenge	0	0	0		0	0	
	<b>19,500</b>	<b>1,044.04</b>	<b>1,967.99</b>	<b>0.00</b>	<b>3,012.03</b>	<b>16,488</b>	<b>15%</b>
<b>Maintenance Contracts (11-58-12-19)</b>							

# MONTHLY BUDGET 2026

Section 5, Item B.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	To Date
Building and Equipment	22,281	0	0		0	22,281	0%
Software and Subscriptions	18,942	674	1,169		1,843	17099	10%
	<b>41,223</b>	<b>673.71</b>	<b>1,169.14</b>	<b>0.00</b>	<b>1,842.85</b>	<b>39,380</b>	<b>4%</b>
<b>Building Repairs &amp; Supplies (11-58-12-20)</b>							
Janitorial Supplies	8,000	1,377	144		1,520	6,480	19%
Janitorial Services	3,000	0	0		0	3,000	0%
Repairs & Expense	6,000	0	215		215	5,785	4%
	<b>17,000</b>	<b>1,376.62</b>	<b>358.97</b>	<b>0.00</b>	<b>1,735.59</b>	<b>15,264</b>	<b>10%</b>
<b>Property Insurance (11-58-12-21)</b>							
Property Insurance	21,000	0	0		0	21000	0%
	<b>21,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,000</b>	<b>0%</b>
<b>Dues &amp; Fees (11-58-12-22)</b>							
Dues, Fees, ETC.	620	0	0		0	620	0%
	<b>620</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>620</b>	<b>0%</b>
<b>Continuing Education (11-58-12-23)</b>							
Continuing Education	1,200	0	200		200	1,000	17%
	<b>1,200</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>1,000</b>	<b>17%</b>
<b>Travel (11-58-12-24)</b>							
Travel	1,500	0	0		0	1,500	0%
	<b>1,500</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,500</b>	<b>0%</b>
<b>Utilities</b>							
Fuel (11-58-12-28)	12,000	0			0	12,000	0%
Electricity (11-58-12-30)	45,000	0			0	45,000	0%
Water (11-58-12-31)	5,100	0	394		394	4,706	8%
Telephone (11-58-12-32)	5,400	386			386	5,014	7%
	<b>67,500</b>	<b>385.67</b>	<b>394.39</b>	<b>0.00</b>	<b>780.06</b>	<b>66,720</b>	<b>1%</b>

# MONTHLY BUDGET 2026

Section 5, Item B.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	To Date
<b>Café Charges (11-58-12-43)</b>							
Café Charges	23,674	0	0		0	23,674	0%
	<b>23,674</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,674</b>	<b>0%</b>
<b>Databases (11-58-12-44)</b>							
BRIDGES - Databases	1,826	0	0		0	1,826	0%
Movie License	671	0	0		0	671	0%
Newsbank Inc.	2,376	2,376	0		2,376	0	100%
Overdrive E-Content	0	0	0		0	0	
Overdrive Advantage	13,537	0	0		0	13,537	0%
TumbleBooks Inc.	800	799	0		799	1	100%
Udemy	0	0	0		0	0	
	<b>19,210</b>	<b>3,175.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,175.00</b>	<b>16,035</b>	<b>17%</b>
<b>Technology (11-58-12-45)</b>							
Fiber Optic - TEACH SERVICES	1,200	0	0		0	1,200	0%
Technology	1,000	386	236		622	378	62%
	<b>2,200</b>	<b>385.58</b>	<b>236.25</b>	<b>0.00</b>	<b>621.83</b>	<b>1,578</b>	<b>28%</b>
<b>Library Materials (11-58-12-46)</b>							
	<b>**Plus up to \$55,000 additional funds to be spent from Fund 20.**</b>						
Adult Fiction	6,500	0	0		0	6,500	0%
Adult Nonfiction	6,500	0	0		0	6,500	0%
Children Books	9,000	541	868		1,410	7,590	16%
Large Print	4,000	0	216		216	3,784	5%
Materials - (Non-books)	500	0	0		0	500	0%
Reference - Subscriptions	1,680	600	108		708	972	42%
Reference - Materials	360	0	0		0	360	0%
Young Adult Books	0	0	0		0	0	
	<b>28,540</b>	<b>1,141.13</b>	<b>1,192.08</b>	<b>0.00</b>	<b>2,333.21</b>	<b>26,207</b>	<b>8%</b>
<b>Periodicals (11-58-12-47)</b>							
Periodicals/Newspapers	5,700	1,276	1,086		2,361	3,339	41%
Seasonal Periodical Purchases	0	0	0		0	0	
	<b>5,700</b>	<b>1,275.85</b>	<b>1,085.54</b>	<b>0.00</b>	<b>2,361.39</b>	<b>3,339</b>	<b>41%</b>

# MONTHLY BUDGET 2026

Section 5, Item B.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	To Date
<b>AV Materials (11-58-12-48)</b>							
Adult Talking Books	0	0	0		0	0	
Children AUDIO	0	0	0		0	0	
DVD	6,000	827	241		1,068	4,932	18%
Lucky Day	0	0	0		0	0	
	<b>6,000</b>	<b>826.53</b>	<b>241.24</b>	<b>0.00</b>	<b>1,067.77</b>	<b>4,932</b>	<b>18%</b>
<b>Donation Purchases (11-58-12-50)</b>							
Purchase from Donation	0	5,518	5,866		11,384	-11,384	
		<b>5,517.89</b>	<b>5,865.99</b>	<b>0.00</b>	<b>11,383.88</b>		
<b>TOTAL LIBRARY EXPENSES</b>	<b>321,817</b>	<b>15,802.02</b>	<b>12,711.59</b>	<b>0.00</b>	<b>28,513.61</b>	<b>293,303</b>	<b>9%</b>
<b>TOTAL EXPENSES INCLUDING SALARIES</b>	<b>1,269,144</b>	<b>80,027.50</b>	<b>80,939.50</b>	<b>0.00</b>	<b>160,967.00</b>	<b>1,108,177</b>	<b>13%</b>
<b>REVENUE - FUND 11</b>							
Fines (11-48-12-10)	1,200	33	1		34	1,166	3%
Misc. Fees (11-48-12-12)	5,000	476	361		836	4,164	17%
Use of Facilities Fee (11-48-12-14)	4,500	240	430		670	3,830	15%
Copier (11-48-12-18) <i>Will be adjusted for tax</i>	9,500	740	835		1,575	7,925	17%
Jefferson County Funds (11-48-12-22)	248,879	0	248,879		248,879	0	100%
Dodge County Funds (11-48-12-24)	91,500	0	0	91,500	91,500	0	100%
Adjacent County Funds (11-48-12-26)	9,728	922	8,816		9,738	-10	100%
<b>DONATIONS 11-48-12-27</b>	<b>0</b>	<b>2,969</b>	<b>1,803</b>		<b>4,772</b>	<b>-4,772</b>	
<b>General Fund Contribution (11-48-12-30) From Fund 1</b>	<b>750,000</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>750,000</b>	<b>0%</b>
Credit Card Rebate (11-48-12-56)	1,800	0	0		0	1,800	0%
<b>TOTAL FUND 11 REVENUE</b>	<b>1,122,107</b>	<b>5,379.84</b>	<b>261,124.46</b>	<b>91,500.20</b>	<b>358,004.50</b>	<b>764,103</b>	<b>32%</b>
<b>RESERVED TO OFFSET SALARIES &amp; BENEFITS</b>							
Salary Reserve	197,327				0	197,327	0%
<b>Subtotal Salary Reserve</b>	<b>197,327</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>197,327</b>	<b>0%</b>
<b>2025 Year End Fund Balance</b>	<b>462,683.63</b>						
Reserved for Donations year end 2025	32,157.50						
<b>UNRESERVED FUND BALANCE Year End 2025</b>	<b>430,526.13</b>						
<b>2026 YTD Balance Reserved for Donations</b>	<b>25,545.78</b>						

MONTHLY BUDGET 2025

Section 5, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year To Date	R	
<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	87,743	650,713.08	52,833	92.49%
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	4,673	32,887.65	353	98.94%
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	5,440	39,505.78	4,147	90.50%
Medicare (11-58-12-35)	10,209	533	710	753	680	663	694	1,078	719	711	703.86	723	1,272	9,238.99	970	90.50%
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	106,969.85	820,550.07	67,491.93	92.40%
<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	867	5,510	790	87.46%
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	9,019.00	29,678.67	-2,178.67	107.92%

## MONTHLY BUDGET 2025

Section 5, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year To Date			
<b>Maintenance Contracts (11-58-12-19)</b>																	
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%	
	<b>38,881</b>	<b>678.47</b>	<b>104.14</b>	<b>1,059.39</b>	<b>16,856.93</b>	<b>6,102.99</b>	<b>411.48</b>	<b>262.99</b>	<b>1,146.99</b>	<b>1,277.14</b>	<b>366.56</b>	<b>1,027.49</b>	<b>12,330.64</b>	<b>41,625.21</b>	<b>-2,744.21</b>	<b>107.06%</b>	
<b>Building Repairs &amp; Supplies (11-58-12-20)</b>																	
Janitorial Supplies	8,000	751	23	777	0	66	1,549	54	652	462	808	130	228	5,501	2,499	68.76%	
Janitorial Services	0	0	0	240	360	0	480	0	720	0	660	0	490	2,950	-2,950		
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%	
	<b>13,000</b>	<b>751.08</b>	<b>23.42</b>	<b>1,027.37</b>	<b>876.08</b>	<b>2,962.27</b>	<b>2,391.85</b>	<b>66.64</b>	<b>3,183.26</b>	<b>3,938.77</b>	<b>2,584.48</b>	<b>154.85</b>	<b>2,154.74</b>	<b>20,114.81</b>	<b>-7,114.81</b>	<b>154.73%</b>	
<b>Property Insurance (11-58-12-21)</b>																	
Property Insurance	17,000	0	0	0	0	0	0	0	8,474	0	0	0	0	8,474	8526	49.85%	
	<b>17,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8473.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8473.75</b>	<b>8,526</b>	<b>49.85%</b>	
<b>Dues &amp; Fees (11-58-12-22)</b>																	
Dues, Fees, ETC.	1,100	0	0	0	0	0	0	0	0	366	0	0	126	492	608	44.73%	
	<b>1,100</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>366.00</b>	<b>0.00</b>	<b>0.00</b>	<b>126.00</b>	<b>492.00</b>	<b>608.00</b>	<b>44.73%</b>	
<b>Continuing Education (11-58-12-23)</b>																	
Continuing Education	1,200	0	200	0	0	0	0	0	0	1,910	0	0	0	2,110	-910	175.83%	
	<b>1,200</b>	<b>0.00</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,910.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,110.00</b>	<b>-910.00</b>	<b>175.83%</b>	
<b>Travel (11-58-12-24)</b>																	
Travel	1,500	0	0	0	91	167	0	199	8	67	478	287	457	1,754	-254	116.91%	
	<b>1,500</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>91.42</b>	<b>167.44</b>	<b>0.00</b>	<b>198.80</b>	<b>7.74</b>	<b>66.64</b>	<b>478.04</b>	<b>287.00</b>	<b>456.61</b>	<b>1,753.69</b>	<b>-253.69</b>	<b>116.91%</b>	
<b>Utilities</b>																	
Fuel (11-58-12-28)	20,000	0	2,497	2,636	979	766	328	159	149	174	181.18	191.75	3,497.80	11,558	8,442	57.79%	
Electricity (11-58-12-30)	40,000	0	2,897	2,988	3,178	3,799	5,001	5,968	5,808	5,123	4,006.57	3,138.24	5,840.64	47,748	-7,748	119.37%	
Water (11-58-12-31)	4,000	0	340	347	362	369	354	369	376	381	385.77	385.77	779.45	4,448	-448	111.20%	
Telephone (11-58-12-32)	3,000	63	176	168	189	192	81	1,654	462	488	572	481	709	5,235	-2,235	174.51%	
	<b>67,000</b>	<b>63.24</b>	<b>5,909.17</b>	<b>6,138.72</b>	<b>4,707.70</b>	<b>5,125.93</b>	<b>5,764.77</b>	<b>8,149.59</b>	<b>6,795.46</b>	<b>6,165.85</b>	<b>5,145.98</b>	<b>4,196.28</b>	<b>10,827.25</b>	<b>68,989.94</b>	<b>-1,989.94</b>	<b>102.97%</b>	
<b>Café Charges (11-58-12-43)</b>																	
Café Charges	23,780	0	0	0	23,780	0	0	0	0	0	0	0	0	23,780	0	100.00%	
	<b>23,780</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,780.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,780.00</b>	<b>0.00</b>	<b>100.00%</b>	

## MONTHLY BUDGET 2025

Section 5, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year To Date		
<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
	<b>26,091</b>	<b>3,106.50</b>	<b>6,274.93</b>	<b>1,233.08</b>	<b>8,317.00</b>	<b>0.00</b>	<b>656.20</b>	<b>1,407.45</b>	<b>1,571.74</b>	<b>1,626.81</b>	<b>1,398.70</b>	<b>669.85</b>	<b>0.00</b>	<b>26,262.26</b>	<b>-171.26</b>	<b>100.66%</b>
<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%
	<b>2,200</b>	<b>9.99</b>	<b>13.97</b>	<b>47.46</b>	<b>31.36</b>	<b>0.00</b>	<b>0.00</b>	<b>632.84</b>	<b>38.97</b>	<b>0.00</b>	<b>183.99</b>	<b>7,904.39</b>	<b>1,038.75</b>	<b>9,901.72</b>	<b>-7,701.72</b>	<b>450.08%</b>
<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	541	15,299	-7,299	191.23%
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	1,030	16,936	-5,552	148.77%
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%
	<b>39,370</b>	<b>2,707.30</b>	<b>4,593.95</b>	<b>6,182.59</b>	<b>4,067.03</b>	<b>3,685.23</b>	<b>5,727.11</b>	<b>3,001.63</b>	<b>3,252.50</b>	<b>5,458.12</b>	<b>3,494.07</b>	<b>6,392.50</b>	<b>2,650.93</b>	<b>51,212.96</b>	<b>-11,842.96</b>	<b>130.08%</b>
<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
	<b>4,905</b>	<b>960.60</b>	<b>620.40</b>	<b>632.87</b>	<b>788.78</b>	<b>920.28</b>	<b>366.86</b>	<b>0.00</b>	<b>159.19</b>	<b>120.00</b>	<b>0.00</b>	<b>0.00</b>	<b>55.96</b>	<b>4,624.94</b>	<b>280.06</b>	<b>94.29%</b>
<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
	<b>6,000</b>	<b>187.01</b>	<b>226.01</b>	<b>733.44</b>	<b>1,233.12</b>	<b>562.61</b>	<b>625.11</b>	<b>-5.38</b>	<b>689.80</b>	<b>707.78</b>	<b>368.04</b>	<b>194.27</b>	<b>268.61</b>	<b>5,790.42</b>	<b>209.58</b>	<b>96.51%</b>
<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	3,099	45,210	-45,210	0
Transfer out to Library Trust Fund (Fund 20) 11-59-00-00													39,000	39,000		
		<b>1,155.51</b>	<b>3,714.43</b>	<b>5,132.26</b>	<b>4,463.48</b>	<b>4,316.69</b>	<b>7,525.12</b>	<b>7,196.81</b>	<b>1,064.44</b>	<b>3,283.03</b>	<b>2,712.24</b>	<b>1,547.61</b>	<b>42,098.79</b>	<b>84,210.41</b>		

## MONTHLY BUDGET 2025

Section 5, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year To Date		
<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>81,027.28</b>	<b>440,972.58</b>	<b>(109,494)</b>	<b>133.03%</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>187,997.13</b>	<b>1,261,522.65</b>	<b>-42,002</b>	<b>103.44%</b>
<b>REVENUE - FUND 11</b>																
Fines (11-48-12-10)	1,500	177	82	83	66	72	61	92	36	174	113	55	41	1,053	447	70.18%
Misc. Fees (11-48-12-12)	5,000	518	314	314	633	226	582	498	148	958	335	327	293	5,145	-145	102.91%
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) <i>Will be adjusted for tax</i>	6,500	1,097	1,039	666	778	677	788	613	568	783	795	853	1,575	10,233	-3,733	157.44%
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) <i>From Fund 1</i>	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>14,828.22</b>	<b>1,272,416.28</b>	<b>-52,895</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 Year End Balance Reserved for Donations</b>	<b>32,157.50</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:	820,550.07															
<b>Fund balance impact from Salary portion:</b>	<b>30,308.93</b>															
Total library revenue YTD:	1,272,416.28	Includes donations and city Fund 1 contribution														
Total library expenses YTD:	1,261,522.65	Includes donation purchases and salaries														
<b>Total fund balance change in 2025:</b>	<b>10,893.63</b>															
<b>Unreserved fund balance change in 2025:</b>	<b>50,127.29</b>															
<b>2025 YEAR END FUND BALANCE</b>	<b>462,683.63</b>															
2025 Year End Reserved for donations	32,157.50															
<b>Unreserved balance year end 2025:</b>	<b>430,526.13</b>															
(Unreserved) Fund balance is	35%	of this year's operating budget including salary reserve.														
	34%	of next year's operating budget.														

Watertown Public Library Board of Trustees  
Resolution #2026-3  
Library Assistant

Be it resolved by the Watertown Public Library Board of Trustees, that Anna Katter be employed as a Library Assistant (Reference Desk focus) at the rate of \$19.39 per hour effective February 18, 2026. This position includes prorated retirement benefits.

Action Taken:



**PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES**

**THURSDAY, FEBRUARY 12, 2026 AT 5:30 PM**

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

		Charity Chandler	P	Tom Kohls	P	Andi Merfeld	P
Beth Mueller	P	Sarah Oudenhoven	A	Erin O'Neill	P	Bob Wetzel	P

**2. REVIEW CORRESPONDENCE**

Checkai shared correspondence

**3. CITIZENS TO BE HEARD - NONE**

**4. APPEARANCES - NONE**

**5. NEW BUSINESS**

A. Review and take action on 2025 State Annual Report

- Checkai reviewed data highlights

*Mueller made motion to approve 2025 State Annual Report. Wetzel second. Approved.*

*Roll call vote*

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

B. Resolution #2026-3 Acknowledgement of Kerry Kneser’s service to the Library Board of Trustees

*Chandler made motion to approve Resolution #2026-3 Acknowledgement of Kerry Kneser’s service to the Library Board of Trustees. Mueller seconded. Approved.*

**6. UNFINISHED BUSINESS**

A. Review and take action: Fund 11-Fund Balance Policy

*O’Neill made motion to accept Fund 11-Fund Balance Policy. Chandler seconded. Approved.*

*Roll Call Vote*

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

B. Discuss and take action on investment recommendation made by Library Finance Committee

*Wetzel made motion to approve investment recommendation made by Library Finance Committee.*

*Mueller seconded. Approved.*

*Roll Call Vote*

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

C. Review and take possible action: Library Strategic Plan

Moving forward nicely. Reviewed goals and objectives. Once completed, team will bring plan to full board for prioritization and implementation.

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)

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

*Chandler made motion to support accommodations as outlined. Mueller seconded. Approved.*

E. Reconvene into open session: Take action on closed session discussion

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

F. Update on website design

- Hernandez reported good progress is being made. Goal is to be completed by early April.
- Press release will be written to announce the new website and highlight benefits to users.

**7. DIRECTOR'S REPORT**

A. Director's Report

Hernandez reported out for Checkai. Highlights include:

- Part-time custodian position has been approved.
- New position starting next week in reference and circulation.
- Scissor lift has been ordered and expected to come on Feb 16th.
- Gaming room has been made into meeting space.

B. Review monthly highlights, budget figures and statistics

Hernandez reported out for Checkai.

**8. TRUSTEE'S REPORT**

- Follow-up on Library Fund Balance Policy re: citation for going below fund balance

**9. PRESIDENT'S REPORT - NONE**

**10. PERSONNEL AND POLICY**

A. Resolution #2026-2 Library Assistant

- New employee library assistant starting on Monday in Reference.

*Chandler made motion to approve Resolution #2026-2 Library Assistant. Mueller seconded. Approved.*

*Roll Call Vote*

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

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

- A. Public Library minutes from January 8, 2026
- B. Finance Meeting minutes from January 27, 2026
- C. February 2026 bills

*Chandler made Motion to approve Consent Agenda items . O'Neill seconded. Approved.*

*Roll call vote*

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

**12. ADJOURNMENT**

*Kohls made motion to adjourn meetings at 6:45pm. Chandler seconded. Approved.*

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting to be held on Thursday, March 12, 2026, 5:30pm.

Respectfully submitted,

*Andi Merfeld, Secretary*

**2026 MAR BILLS LIST**

Section 9, Item B.

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN15514235	Gordon Flesch	11-58-12-18	Copier Usage	192.88		
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
INV-US-80597	Envisionware	11-58-12-19	Annual maintenance contract	13,461.57		
		11-58-12-19				
		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				
		11-58-12-44				
		11-58-12-45				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
022526 LIB	MC Petty Cash	11-58-12-50	Friends: Prizes for WPL Film Festival	40.00		
		11-58-12-50				
		20-58-12-60				
			<b>TOTAL</b>	<b>13,959.82</b>	Fund 11	
				<b>0.00</b>	Fund 20	
				<b>13,959.82</b>	<b>Grand total</b>	
<b>FUND 11 EXPENSES</b>						
	11-58-12-18	458.25	Office & Library Supplies			
	11-58-12-19	13,461.57	Maintenance Contracts			
	11-58-12-20	0.00	Building Repairs & Supplies			
	11-58-12-24	0.00	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-44	0.00	Databases			
	11-58-12-45	0.00	Technology			
	11-58-12-46	0.00	Library Materials			
	11-58-12-50	40.00	Purchase from Donation			
		<b>13,959.82</b>				
<b>FUND 20 EXPENSES</b>						
	20-58-12-60	0.00	Capital Outlay			
		<b>0.00</b>				