



**PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA**

**THURSDAY, APRIL 09, 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. Take action: Resolution 2026-6 Recognition of Erin O'Neill's service to Library Board of Trustees
- B. Discuss and take possible action: Replace vacant page position
- C. Election of Officer (Treasurer)
- D. Move into closed session: 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 (continued discussion compensation for interim director and director)(discuss promotion of interim library director)
- E. Reconvene into open session: Take action on promotion of interim library director
- F. Discuss and take action: a) forming ad hoc committee or b) amending the bylaws to empower Personnel and Policy Committee to serve as executive search committee for library director hiring

**4. UNFINISHED BUSINESS**

- A. Review progress of Strategic Plan
- B. Review progress of library website
- C. Review and take action: Check approval schedule

**5. DIRECTOR'S REPORT**

- A. Review monthly highlights, budget figures and statistics

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

- A. Review and take action: Minutes from March 12, 2026
- B. Review and take action: Minutes from March 23, 2026

**7. PRESIDENT'S REPORT**

- A. Review contacts and conversations in official capacity

**8. PERSONNEL AND POLICY**

- A. Review and take action on Resolution 2026-4: John Hackbarth- PT Custodian
- B. Review and take action: Resolution 2026-5 Baelyn Elkins-Pt Library Assistant

**9. ADJOURNMENT**

- A. Next meeting date: Thursday, May 14, 2026 5:30 P.M.

*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*

**WATERTOWN PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Resolution #2026-6**  
**HONORING and ACKNOWLEDGING ERIN O'NEILL FOR HER DEDICATED SERVICE TO THE**  
**LIBRARY BOARD OF TRUSTEES**

WHEREAS: Erin O'Neill began her service on the Watertown Public Library Board of Trustees in 2010, embarking on what would become nearly sixteen years of extraordinary commitment, generosity, and heartfelt dedication, and

WHEREAS: Erin O'Neill has gone far beyond the duties of a trustee, sharing her time and talents through assisting and joyfully engaging in the day-to-day life of the library, and

WHEREAS: Erin O'Neill brought creativity, enthusiasm, and community spirit to library fundraising efforts, helping to coordinate memorable and successful events including a golf outing held within the library, a murder mystery dinner at the Elks Club, and elegant author dinners that brought people together in support of a shared mission, and

WHEREAS: Erin O'Neill contributed to some of the library's most unique and cherished moments, including assisting with the first and only wedding held within the Watertown Public Library, creating lasting memories within its walls, and

WHEREAS: Erin O'Neill played an integral role in shaping the future of the library through her service on major committees connected to the new library building project, and serving on all Library Board committees; Building and Grounds, Finance, and Personnel and Policy, and offered thoughtful leadership and steady guidance throughout her tenure, and

WHEREAS: Erin O'Neill has helped chart the course of the library through her contributions to three Strategic Plans and Needs Assessments, ensuring that the institution continues to grow, adapt, and serve the community with excellence, and

WHEREAS: Throughout her years of service, Erin O'Neill has exemplified kindness, dedication, and a deep belief in the power of libraries to enrich lives and strengthen community,

NOW THEREFORE BE IT RESOLVED, by the Board of Trustees for the Watertown Public Library, that this Board honors and celebrates Erin O'Neill for her remarkable sixteen years of service, her enduring impact on the library, and the countless ways she has strengthened both the institution and the community it serves, and extends its deepest gratitude and heartfelt appreciation for her legacy of dedication.

Action Taken:

Signature: \_\_\_\_\_

Library Board President

# MEMO

(Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 4/9/2026

Subject: Part time page

## Background

Our library page was promoted to a PT Library Assistant, leaving 2 adult pages to complete all the work of completing hold lists, checking in holds and sorting along with shelving all library returns. I have two proposals:

Add a PT page for year round employment(lowest page library employee)

Add a PT page for the summer to assist with increased workload due to summer reading.

## Budget Goal

N/A

## Financial Impact

N/A

## Recommendation

Researched the question and found this:

### **Could bills be paid early-- prior to the library board meeting?**

I believe this will not have an impact on the library budget because the position was part of the 2026 budget. One of the adult pages has taken on extra hours to help keep full carts under control but I'm not sure if this will continue due to a change in her. Staff can assist but not on a consistent daily basis due to desk/program responsibilities.



# MEMO

## (Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 3/12/2026

Subject: P&P Discussion

## Background

As previously noted, the bylaws do not appear to empower P&P to hire the director, meaning we either need a new committee to do that (Bylaws Article V Section 3) or an amendment to the bylaws to include this item as part of P&Ps responsibilities (Bylaws Article V Section 1(b), Bylaws Article VII Section 2).

Forming an ad hoc committee looks like it requires “appointment” by the board President, with approval of the Board. Article V Section 3. The vice-president, in the event of the absence or disability of the president, shall assume and perform the duties and functions of the president. Bylaws Article II Section 4. Therefore, if President Sarah is absent Vice President Tom should probably be able to move us forward if this option is selected.

Personnel and Policy already exists, and their responsibilities could be amended to include the director search items “by majority vote of all members of the Board.” Bylaws Article VII Section 2. Note that this conflicts with Bylaws Article VII Section 1 which says that the Board can approve any action with affirmative vote of the majority of all members of the Board present at the time.

## Budget Goal

N/A

## Financial Impact

N/A

## Recommendation

Board’s decision

# MEMO

(Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 4/9/2026

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) Request was made to streamline processes in Finance Dept.

## Budget Goal

N/A

## Financial Impact

N/A

## Recommendation

Researched the question and found this:

### **Could bills be paid early-- prior to the library board meeting?**

No. Bills should not be paid until they are approved by the library board. The exception is for regular wages, salaries and reoccurring bills like utilities, lease fees, and maintenance contracts. This is based on WI Statute [43.58](#) (2) (b).

At times, we have approved payment of an invoice ahead of board approval of bills. Payment is connected to prior board approval of the purchase.

**WATERTOWN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
DIRECTOR'S REPORT  
For March 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	4,691
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 March	22,845
March Libby	4,691
March Libby Mags	684
2026 Monthly Total	28,220
2025 March Total	29,254
New Cards	100

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

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

### **Celebrate National Library Week, April 19-25**

#### **Programs for the week:**

4/22 "The Librarians" Screening (5:30) and discussion at 7:30 pm

4/23: Mystery Items at 1:30 pm

4/23: Bookbag Bedazzling @ 6 pm

#### Throughout the week:

Library tattoo tent

Rubber Duck Decorating Contest (Favorite book character)

Introduce Children's Room Display Case for kid's collections

4/24-25 Friends of the Library Booksale

### **Friends will host a booksale on April 24 and 25. They will also be at Glenn's Brat Haus on May 1.**

The staff in-service went well on March 18. We watched the documentary on "The Library". We will be showing the documentary at the library on 4/22 at 5:30pm during National Library Week. We also made bookmarks, library team members met with Charity Chandler, we created a few videos, checked in bins from the morning delivery and departments met to discuss upcoming programming for spring and summer.

The conversion of our POTS lines is complete. After is all and said and done we were billed for the incompetence of the initial tech who cut the lines to our elevator, phones and FAX. On top of the lost revenue we incurred a 2 page bill from Convergent for \$1,194 plus a bill from Schindler for \$1,066. Moving forward we are working with Gordon Flesch to start a scan to personal email option for library patrons.

We had several outages with our phones and internet in March.

It's been another month of happy changes! Welcoming John H back and Baelyn to the library team!

All teens involved in last month's fight after hours, outside of the facility, have been issued stay out orders. There was another fight on an early release day, not on library property, and police were called to intervene.

Tod has made contact with Surefire, informing them that we are canceling our maintenance contract. Richter's will pick up the new contract, saving the library over \$3,000.

### **Monthly Department Information**

#### **Adult:**

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

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

March flew by in the Children's Department! We had a No School Movie Day and showed the brand-new release, "Zootopia 2" as well as our annual Little University Storytime visit from Miss Renee at Ebert's Greenhouse! It is my favorite storytime of the year and we had a very busy week of storytimes! We had our 3<sup>rd</sup> annual Homeschool Tuesday Science Fair, where homeschool kids and teens got to share and present what they've been working on in science. I love walking through and hearing about all the cool experiments that the kids have done and what they've learned. 😊 I also spoke to a Daisy Troop about being responsible at the library and gave them a tour of the library, including the "secret" places that Library Staff is responsible for like the sorter, the 3<sup>rd</sup> floor and the vault. I was able to visit the Whitewater Community Space with other Bridges YS staff and We had a great staff in-service this month. It's always nice to be able to spend some time with our staff as a whole and it was especially important that we were able to watch the movie, "The Librarians" together as a library team.

##### **~Tina (MLIS)**

#### **Circulation Department:**

##### **~ Cari**

#### **Tweens/Teens:**

This month, we tried a new kind of program inspired by Reading with Rover for the teens, where we brought therapy dogs into the teen room to help them settle in and settle down after a long day of school. The teens not only appreciated the opportunity to interact with such lovely dogs, but they also had great conversations with the handlers. This program was definitely a win, and one that we are considering doing again!

The Homeschool Tuesday science fair was also impressive, with kids and teens learning about child safety locks, rainbows, battery life, mass and density, and more!

**~ Kaitlyn and Tina (MLIS)**

**2026 APR BILLS LIST**

Section 5, Item A.

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
I543596	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN15551592	Gordon Flesch	11-58-12-18	Copier Usage	174.61		
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
1866	United Systems Assc	11-58-12-19	HVAC controls service contract	3,250.00		
		11-58-12-19				
4626277098	Schindler Elevator C	11-58-12-20	Repair: Elevator phone not working	1,066.60		
		11-58-12-20				
		11-58-12-20				
TP033126 LIB	Tina Peerenboom	11-58-12-24	1st Quarter Mileage	112.38		
TL033126 LIB	Tod Lord	11-58-12-24	1st Quarter Mileage	30.09		
	Wttn Water Dept	11-58-12-31	Water,			
		11-58-12-32				
		11-58-12-44				
29241	Taylor Computer Se	11-58-12-45	Technology: Tech support to City rep	33.75		
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
031726 LIB	MC Petty Cash	11-58-12-50	Donation Purchase: Friends Misc	16.18		
032326 LIB	MC Petty Cash	11-58-12-50	Donation Puchase: Children Programs	6.85		
032426 LIB	MC Petty Cash	11-58-12-50	Donation Purchase: Friends Misc	4.47		
		11-58-12-50				
		20-58-12-60				
			<b>TOTAL</b>	<b>4,960.30</b>	Fund 11	
				<b>0.00</b>	Fund 20	
				<b>4,960.30</b>	<b>Grand total</b>	
<b>FUND 11 EXPENSES</b>						
	11-58-12-18	439.98	Office & Library Supplies			
	11-58-12-19	3,250.00	Maintenance Contracts			
	11-58-12-20	1,066.60	Building Repairs & Supplies			
	11-58-12-24	142.47	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-44	0.00	Databases			
	11-58-12-45	33.75	Technology			
	11-58-12-46	0.00	Library Materials			
	11-58-12-50	27.50	Purchase from Donation			
		<b>4,960.30</b>				
<b>FUND 20 EXPENSES</b>						
	20-58-12-60	0.00	Capital Outlay			
		<b>0.00</b>				

# MONTHLY BUDGET 2026

Section 5, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	To Date
<b>SALARIES &amp; BENEFITS</b>							
<b>\$750,000 is to be contributed by City into 11-48-12-30</b>							
<b>Salaries &amp; Benefits - Fund 11</b>							
Salaries (11-58-12-10) and PT Salaries (11-58-12-16)	718,350	35,523	53,552	52,097	141,172.13	577,178	20%
Longevity (11-58-12-12)	527	0	0	0	0.00	527	0%
Overtime (11-58-12-14)	0	0	0	0	0.00	0	
Retirement (11-58-12-33)	35,333	1,941	2,773	2,791	7,504.97	27,828	21%
Social Security (11-58-12-34)	54,994	2,144	3,236	3,146	8,525.74	46,468	16%
Medicare (11-58-12-35)	10,424	501	757	736	1,993.93	8,430	19%
Health Insurance (11-58-12-36)	116,211	7,104	7,104	7,104	21,312.63	94,898	18%
Life (11-58-12-37)	4,000	164	164	153	479.90	3,520	12%
Dental (11-58-12-38)	7,488	642	642	642	1,927.02	5,561	26%
	<b>947,327</b>	<b>48,019.57</b>	<b>68,227.91</b>	<b>66,668.84</b>	<b>182,916.32</b>	<b>764,411</b>	<b>19%</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	157	300	900	25%
Book Supplies	2,000	0	1,075	0	1,075	925	54%
Makerspace	500	0	0	0	0	500	0%
Marketing	500	359	175	0	534	-34	107%
Office & Library Supplies	7,000	379	207	178	764	6,236	11%
Photocopier Lease	6,300	265	265	193	724	5,576	11%
Postage	0	0	4	0	4	-4	
Adult Programs	1,500	0	120	50	170	1,330	11%
Adult Summer Library Challenge	0	0	0	0	0	0	
Children Programs	0	0	0	0	0	0	
Children Summer Library Challenge	0	0	0	0	0	0	
Teen Programs	500	19	0	76	94	406	19%
Teen Summer Library Challenge	0	0	0	0	0	0	
	<b>19,500</b>	<b>1,044.04</b>	<b>1,967.99</b>	<b>652.85</b>	<b>3,664.88</b>	<b>15,835</b>	<b>19%</b>
<b>Maintenance Contracts (11-58-12-19)</b>							
Building and Equipment	22,281	0	0	570	570	21,711	3%

# MONTHLY BUDGET 2026

Section 5, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	To Date
Software and Subscriptions	18,942	674	1,169	13,951	15,794	3,148	83%
	<b>41,223</b>	<b>673.71</b>	<b>1,169.14</b>	<b>14,520.96</b>	<b>16,363.81</b>	<b>24,859</b>	<b>40%</b>
<b>Building Repairs &amp; Supplies (11-58-12-20)</b>							
Janitorial Supplies	8,000	1,377	144	48	1,568	6,432	20%
Janitorial Services	3,000	0	0	0	0	3,000	0%
Repairs & Expense	6,000	0	215	11	227	5,773	4%
	<b>17,000</b>	<b>1,376.62</b>	<b>358.97</b>	<b>59.01</b>	<b>1,794.60</b>	<b>15,205</b>	<b>11%</b>
<b>Property Insurance (11-58-12-21)</b>							
Property Insurance	21,000	0	0	0	0	21,000	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	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	0	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	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		0	12,000	0%
Electricity (11-58-12-30)	45,000	0	0		0	45,000	0%
Water (11-58-12-31)	5,100	0	394	419	813	4,287	16%
Telephone (11-58-12-32)	5,400	386	132	386	904	4,496	17%
	<b>67,500</b>	<b>385.67</b>	<b>526.63</b>	<b>804.31</b>	<b>1,716.61</b>	<b>65,783</b>	<b>3%</b>

# MONTHLY BUDGET 2026

Section 5, Item A.

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	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	0	1,826	0%
Movie License	671	0	0	0	0	671	0%
Newsbank Inc.	2,376	2,376	0	0	2,376	0	100%
Overdrive E-Content	0	0	0	0	0	0	
Overdrive Advantage	13,537	0	0	0	0	13,537	0%
TumbleBooks Inc.	800	799	0	0	799	1	100%
Udemy	0	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	0	1,200	0%
Technology	1,000	386	236	10	632	368	63%
	<b>2,200</b>	<b>385.58</b>	<b>236.25</b>	<b>9.99</b>	<b>631.82</b>	<b>1,568</b>	<b>29%</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	510	510	5,990	8%
Adult Nonfiction	6,500	0	0	0	0	6,500	0%
Children Books	9,000	541	868	656	2,066	6,934	23%
Large Print	4,000	0	216	131	347	3,653	9%
Materials - (Non-books)	500	0	0	0	0	500	0%
Reference - Subscriptions	1,680	600	108	-108	600	1,080	36%
Reference - Materials	360	0	0	0	0	360	0%
Young Adult Books	0	0	0	0	0	0	
	<b>28,540</b>	<b>1,141.13</b>	<b>1,192.08</b>	<b>1,189.48</b>	<b>3,522.69</b>	<b>25,017</b>	<b>12%</b>
<b>Periodicals (11-58-12-47)</b>							
Periodicals/Newspapers	5,700	1,276	1,086	557	2,918	2,782	51%
Seasonal Periodical Purchases	0	0	0	69	69	-69	
	<b>5,700</b>	<b>1,275.85</b>	<b>1,085.54</b>	<b>625.57</b>	<b>2,986.96</b>	<b>2,713</b>	<b>52%</b>

# MONTHLY BUDGET 2026

Section 5, Item A.

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	0	
Children AUDIO	0	0	0	0	0	0	
DVD	6,000	827	241	342	1,410	4,590	24%
Lucky Day	0	0	0	0	0	0	
	<b>6,000</b>	<b>826.53</b>	<b>241.24</b>	<b>342.48</b>	<b>1,410.25</b>	<b>4,590</b>	<b>24%</b>
<b>Donation Purchases (11-58-12-50)</b>							
Purchase from Donation	0	5,518	5,866	3,266	14,650	-14,650	
		<b>5,517.89</b>	<b>5,865.99</b>	<b>3,266.01</b>	<b>14,649.89</b>		
<b>TOTAL LIBRARY EXPENSES</b>	<b>321,817</b>	<b>15,802.02</b>	<b>12,843.83</b>	<b>21,470.66</b>	<b>50,116.51</b>	<b>271,700</b>	<b>16%</b>
<b>TOTAL EXPENSES INCLUDING SALARIES</b>	<b>1,269,144</b>	<b>63,821.59</b>	<b>81,071.74</b>	<b>88,139.50</b>	<b>233,032.83</b>	<b>1,036,111</b>	<b>18%</b>
<b>REVENUE - FUND 11</b>							
Fines (11-48-12-10)	1,200	33	1	15	49	1,151	4%
Misc. Fees (11-48-12-12)	5,000	476	361	805	1,641	3,359	33%
Use of Facilities Fee (11-48-12-14)	4,500	240	430	197	867	3,633	19%
Copier (11-48-12-18) <i>Will be adjusted for tax</i>	9,500	740	835	542	2,117	7,383	22%
Jefferson County Funds (11-48-12-22)	248,879	0	248,879	0	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	82	9,820	-92	101%
<b>DONATIONS 11-48-12-27</b>	<b>0</b>	<b>2,969</b>	<b>1,803</b>	<b>9,858</b>	<b>14,630</b>	<b>-14,630</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>0</b>	<b>750,000</b>	<b>0%</b>
Credit Card Rebate (11-48-12-56)	1,800	0	433	0	433	1,367	24%
<b>TOTAL FUND 11 REVENUE</b>	<b>1,122,107</b>	<b>5,379.84</b>	<b>261,557.41</b>	<b>102,998.76</b>	<b>369,936.01</b>	<b>752,171</b>	<b>33%</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>32,137.30</b>						

**UNPLANNED EXPENSES IMPACTING 2026 BUDGET**

<b>VENDOR</b>	<b>EXPENSE</b>	<b>AMOUNT</b>	<b>BILLED TO</b>
<b>JAN</b> Envisionware	Replace RFID pad at Reference desk	385.58	Technology
<b>FEB</b> United Systems Associates	Troubleshoot and service speed pot on fan	200.00	Building repairs
<b>APR</b> Schindler Elevator Corp	Troubleshoot and repair elevator phone	1,066.60	Building repairs

**YTD TOTAL: 1,652.18**

**Library Board of Trustees  
Minutes: March 12, 2026**

**1. Call to Order/Roll Call.**

Bob Wetzel	Sarah Oudenhoven	Charity Chandler	Tom Kohls	Chris Koppes	Beth Mueller	Jarred Burke	Erin O’Neill	Andi Merfeld
Present	Present	Present	Present	Present	Present	Absent	Absent	Absent

**2. Citizens to Be Heard.**

Danielle speaks, asking for staff input in director transition process.

**3. New Business.**

**A. Hold Elections for Vice President of Library Board.**

General discussion.

Tom Kohls nominates himself.

Sarah Oudenhoven notes that Erin O’Neil expressed previous interest.

MOTION (Koppes/Oudenhoven) to vote on Tom Kohls as Vice-President for the term through July 1.

Bob Wetzel	Sarah Oudenhoven	Charity Chandler	Tom Kohls	Chris Koppes	Beth Mueller	Jarred Burke	Erin O’Neill	Andi Merfeld
Yes	Yes	Yes	Yes	Yes	Yes	Absent	Absent	Absent

Approved

**B. Make appointment to library committees with vacancies.**

MOTION (Oudenhoven/Kohls) to appoint Chris Koppes to finance committee.

Bob Wetzel	Sarah Oudenhoven	Charity Chandler	Tom Kohls	Chris Koppes	Beth Mueller	Jarred Burke	Erin O’Neill	Andi Merfeld
Yes	Yes	Yes	Yes	Yes	Yes	Absent	Absent	Absent

Approved

**C. Review and take action: HVAC Service Contract.**

MOTION (Wetzel/Mueller) to approve Richter service contract.

Bob Wetzel	Sarah Oudenhoven	Charity Chandler	Tom Kohls	Chris Koppes	Beth Mueller	Jarred Burke	Erin O’Neill	Andi Merfeld
Yes	Yes	Yes	Yes	Yes	Yes	Absent	Absent	Absent

Approved

**D. Review and take action: Check approval schedule.**

Discussion on process. Board asks Director to connect with City Finance to explore the possibility of delegating ‘not to exceed’ authority to Director for routine bills below a certain threshold. No action at this time.

**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).**

MOTION (Oudenhoven/Wetzel) to move into closed.

Bob Wetzel	Sarah Oudenhoven	Charity Chandler	Tom Kohls	Chris Koppes	Beth Mueller	Jarred Burke	Erin O’Neill	Andi Merfeld
Yes	Yes	Yes	Yes	Yes	Yes	Absent	Absent	Absent

Approved

MOTION (Koppes/Oudenhoven) to return to open session.

Bob Wetzel	Sarah Oudenhoven	Charity Chandler	Tom Kohls	Chris Koppes	Beth Mueller	Jarred Burke	Erin O’Neill	Andi Merfeld
Yes	Yes	Yes	Yes	Yes	Yes	Absent	Absent	Absent

Approved

**4. Unfinished Business**

**A. Review and take possible action: meeting room policy**

Discussion on policy, changes from previous policy.

MOTION (Koppes/Oudenhoven) to approve subject to City Attorney review and approval

Bob Wetzel	Sarah Oudenhoven	Charity Chandler	Tom Kohls	Chris Koppes	Beth Mueller	Jarred Burke	Erin O’Neill	Andi Merfeld
Yes	Yes	Yes	Yes	Yes	Yes	Absent	Absent	Absent

Approved

**5. Director’s Report**

**A. Director’s Report**

**B. Review monthly highlights, budget figures and statistics**

**6. Trustee’s Report**

Discussion of placing strategic plan on next monthly meeting agenda

**7. President’s Report**

**8. Personnel and Policy**

**A. Resolution #2026-3 Library Assistant**

MOTION (Mueller/Wetzel) to approve.

Bob Wetzel	Sarah Oudenhoven	Charity Chandler	Tom Kohls	Chris Koppes	Beth Mueller	Jarred Burke	Erin O’Neill	Andi Merfeld
Yes	Yes	Yes	Yes	Yes	Yes	Absent	Absent	Absent

Approved

**9. Review and take action on consent agenda items**

**A. Public Library minutes from February 12, 2026**

**B. March 2026 bills**

MOTION (Chandler/Mueller) to approve consent agenda.

Bob Wetzel	Sarah Oudenhoven	Charity Chandler	Tom Kohls	Chris Koppes	Beth Mueller	Jarred Burke	Erin O’Neill	Andi Merfeld
Yes	Yes	Yes	Yes	Yes	Yes	Absent	Absent	Absent

Approved

**10 Adjournment**

**A. Net meeting date: Thursday April 9, 2026**

MOTION (Kohls/Mueller) to adjourn

Bob Wetzel	Sarah Oudenhoven	Charity Chandler	Tom Kohls	Chris Koppes	Beth Mueller	Jarred Burke	Erin O’Neill	Andi Merfeld
P	P	P	P	P	P	A	A	A

Approved

**PUBLIC LIBRARY BOARD OF TRUSTEES MEETING - SPECIAL AGENDA  
MONDAY, MARCH 23, 2026 AT 4:00 PM**

**100 S. WATER ST., WATERTOWN, WI 53094 - 1ST FLOOR CARNEGIE ROOM**

**1. Call To Order/Roll Call**

Charity Chandler	P	Tom Kohls	P	Chris Koppes	P	Andi Merfeld	P
Dave Morstad	P	Beth Mueller	A	Sarah Oudenhoven	P	Bob Wetzel	P

**2. NEW BUSINESS**

A. Convene into closed session per “Wis.Stat. S. 19.85(1)(c) closed session 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 (continued discussion on Library leadership succession planning)

*Motion to move into closed per 19/85(1)(c) made by Koppes. Second by Kohls. Approved.*

*Closed session begin at 4:03pm*

B. Reconvene into open session

*Motion to move into open session made by Koppes. Seconded by Mueller. Approved.*

*Open session begin at 5:01pm*

C. Review, discuss, and take action on Personnel and Policy committee membership, ability to serve as executive search committee, and direction for library director hiring process.

**3. ADJOURNMENT**

*Merfeld made motion to adjourn at 5:40. Seconded by Mueller. Approved.*

Watertown Public Library Board of Trustees  
Resolution #2026-4  
PT Custodian (Maintenance Assistant)

Be it resolved by the Watertown Public Library Board of Trustees, that John Hackbarth be employed as a Part Time Custodian (Maintenance Assistant) at the rate of \$18.12 per hour effective March 18, 2026. This position does not include benefits.

Action Taken:

Watertown Public Library Board of Trustees  
Resolution #2026-5  
Library Assistant

Be it resolved by the Watertown Public Library Board of Trustees, that Baelyn Elkins be employed as a Library Assistant (Circulation Desk focus) at the rate of \$19.39 per hour effective April 1, 2026. This position includes prorated retirement benefits.

Action Taken: