



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, NOVEMBER 14, 2024 AT 5:30 PM

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

Zoom Meeting ID: 853 2236 0495

Passcode: K3QZq23J

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

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

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

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

- A. Review and take action: 2025 board mtgs, holidays, and in-service dates
- B. Review and take action: participating in Jingle Bell on the Rock (December 7)
- C. Review and take action: 2025 Addendum for Bridges Library System and Cafe Agreement
- D. Discuss and take possible action: Donation from Joan Hinze
- E. Discuss and take action: filling position left unfilled in 2024
- F. Discuss and approve: Request to Fill PT Custodian position
- G. Review and take action: adding more cameras inside and outside of the library

- 6. UNFINISHED BUSINESS**

- A. Review and take action: two lowest bids presented by KHA and Richter's for repair to boiler pipe
- B. 2025 city budget: Update on 2025 budget discussions
- C. Review and take action: Library Board's Finance Committee Fund Management Proposal
- D. Review and take action: 2025 Strategic Planning
- E. Review: progress on Succession Planning document
- F. The Library Board of Trustees will convene into closed session under Exemption Wis. Stat. §19.85(1)(e). Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting "other specified public business" whenever competitive or bargaining reasons require a closed session (City-Library MOU)
- G. Reconvene into Open Session
- H. Review and take action: Resolution 2024-9 City-Library MOU

- 7. DIRECTOR'S REPORT**

- A. Review Director's Report
- B. Review: monthly statistics and budget
- C. Review: YTD Unplanned Expenses

- 8. TRUSTEE'S REPORT**

9. PRESIDENT'S REPORT

10. PERSONNEL AND POLICY

- [A.](#) Review and take action: Resolution 2024-7; Anabella
- [B.](#) Review and take action: Resolution 2024-8; Kaitlyn VonBehren

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- A. Library Board Minutes from October 10, 2024
- [B.](#) October 2024 Bills

12. ADJOURNMENT

- A. Next Board Meeting: December 12, 2024 at 5:30

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, phone 920-262-4006

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

January						
S	M	T	W	TH	F	S
			^C H	2	3	4
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February						
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March						
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April						
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May						
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29	30					

July						
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August						
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September						
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28	29	30				

October						
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November						
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23/30	24	25	26	^C H	^{1/2} H	29

December						
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21	22	23	^C H	^C H	26	27
28	29	30	^{1/2} H	^C H	2	3

^C ...Closed

^{1/2} ...Open Half Day Until 2pm

^R ...Open Regular Hours

^H Paid Holiday for Full Time Employees

^{SD} Library closed for Staff Development



MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 11/6/2024

Subject: Jingle Bell on the Rock

Background

The Library is participating in Jingle Bell on the Rock on December 7. The library will need to stay open longer than or regular Saturday hours. I will need library team members to assist with overseeing the facility.

Budget Goal

Promotes and fosters innovative approaches for community development and growth

Financial Impact

Our salary and benefits line will be impacted but we have the resources to accommodate the extra hours.

Recommendation

I recommend that the board approve this request to stay open and approve funds for additional hours.

2024 Operational Goals

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

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 11/6/2024

Subject: Bridges Annual Addendum

Background

Included in the packet is the annual addendum form requested from the Bridges Library System. This document outlines the fees needed to be paid to the system for a variety of services. The fees are split between all 24 libraries.

Budget Goal

Fees are required as membership in our library system. This agreement provides opportunities for Watertown library patrons to receive a variety of services and materials outside the services provided by our library.

Financial Impact

No financial impact to the 2024 budget and has been included in the 2025 budget

Recommendation

I recommend that the board approve this document.

2024 Operational Goals

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

**2025 Annual Addendum
to the Bridges Library System
Member Library & CAFÉ Agreements**

Subject to the terms and conditions of the member and CAFÉ agreements between the Library System and the member library, both parties agree to make the payments listed in the charts below. The Waukesha County reimbursement payment will be made by March 1. eContent grant funds will be distributed in March.

WATERTOWN PUBLIC LIBRARY

	Waukesha County	eContent Grant
Paid to Library	\$11,431	\$3,574

	Databases	Movie License	WI Digital Library Content*	Advantage Program	CAFÉ Fee
Paid by Library	\$1,754	\$607	\$4,968	\$5,956	\$23,780

*WI Digital Library fee is invoiced by and paid by library directly to WiLS.

LIBRARY

President, Board of Trustees _____ Date

Secretary, Board of Trustees _____ Date

BRIDGES LIBRARY SYSTEM

Jim Agu 10-16-24
President, Board of Trustees Date

Jean Yeoman 10/10/2024
Secretary, Board of Trustees Date

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 11/6/2024

Subject: Hinze-Donation

Background

We received a sizable donation from Joan Hinze. She would like us to use this donation for an improvement/addition to the library and not put into an account for future library maintenance. I have some suggestions that we could implement and provide Joan with recognition.

Budget Goal

Promotes and fosters innovative approaches for community development and growth

Financial Impact

No financial impact

Recommendation

I recommend that the board approve Joan's request to use the donation now in an impactful manner.

2024 Operational Goals

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

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 11/6/2024

Subject: Unfilled 2024 position

Background

Based on the initial 2024 budget, trustees made a decision to not fill an open library position. This decision along with our inability to fill open positions in a timely manner (months), along with vacations, illnesses, CE training, FMLA requests, library programs and special events have left us scrambling at times, affected library programs, pushed our OT allowances to the top, and put a strain of library staff. Two people left in this building at night to operate the facility is not sufficient or safe.

Budget Goal

Provide robust and comprehensive services for library patrons and provide a positive work environment for library team members. Library team members are true team players always pitching in when needed or asked!!

Financial Impact

It would impact the salary and benefits lines but we have the resources to bring the library team back to full status. The position is also included in the 2025 budget.

Recommendation

I recommend that the board approve this request.

2024 Operational Goals

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



DATE: NOVEMBER 7, 2024

REQUEST TO FILL POSITION

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

NEW POSITION _____ RECLASSIFICATION: _____ POSITION TITLE PT Library Assistant

FILLING A VACANCY INCUMBENT: _____

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

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

DEPARTMENT Library SHIFT _____ WORK SCHEDULE Sunday - Saturday

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

Account(s)# to charge WAGES: 1-55-11-10

REASON FOR OPENING
RESIGNATION - POSITION UNFILLED FOR THE YEAR (2024)

JUSTIFICATION TO FILL
Essential to daily operations of the library.

ESSENTIAL JOB FUNCTIONS AND QUALIFICATIONS (Job description may be attached)
Covers all desk shifts in Adult Services (nights and weekends), assists at other service desks and participates in creating/executing library programs for adults.

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

DEPT HEAD SIGNATURE _____ DATE _____

LIBRARY DIRECTOR HEAD SIGNATURE Margaret Cheek DATE _____

BOARD REPRESENTATIVE SIGNATURE _____ DATE _____

HR SIGNATURE _____ DATE _____

DATE POSITION FILLED _____ PERSON FILLING POSITION _____

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 11/6/2024

Subject: Request to Fill

Background

*John Hackbarth has submitted his resignation, effective November 4, 2024.
I've include the Request to Fill in the packet*

Budget Goal

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

Financial Impact

Little to no impact on the 2024 budget.

Recommendation

I recommend that the board approves the Request to Fill so that the library can maintain continuity of services.

2024 Operational Goals

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

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 11/6/2024

Subject: Fill PT Custodian position

Background

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

Budget Goal

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

Financial Impact

No impact to the budget

Recommendation

I recommend that the board approve this request.

2024 Operational Goals

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

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 11/6/2024

Subject: Additional Cameras

Background

The cameras around the facility, both inside and outside, are valuable to team members to not only monitor patrons but to have an historical video of incidents. I would like to add two cameras; one in the front and one on the south side of the library by the entrance doors. There are also a few blindspots that do not give us full view of study rooms. Before I reach out to our vendor, I would like to discuss with the Board.

Budget Goal

Provide a safe space for patrons and staff

Financial Impact

Funds could come from the construction/renovation fund.

Recommendation

I recommend that the board approve this request.

2024 Operational Goals

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



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

Phone: (920) 261-
Fax: (920) 261-9400
info@kleckersheating.com
www.kleckersheating.com

Section 6, Item A.

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 #: q4095

Quote Date: 11/6/2024

Sales Rep: Kelly Tietz

Description
Repair (2) leaks in boiler main piping - Isolate and drain main loop - Capture boiler water to reuse - Cut out leaking sections and replace with 2" copper press fittings and pipe - Refill system and purge out air - Restore normal operation Repair price including labor and materials \$3,140.00

Balance due upon completion. Valid for 30 days.

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: Kelly Tietz- Job Coordinator, Customer Signature _____ Date _____

RICHTER

Heating & Air Conditioning Inc.

421 Water Tower Ct., Watertown, WI 53094
Bill & Adam Richter 920-988-7050 RichterHVAC@gmail.com
RichterHVAC.com

Proposal for Watertown Public Library
100 S. Water St., Watertown, WI 53094
Tod Lord: 608-219-1104 tlord@watertownpubliclibrary.org

Date Submitted 11/7/2024

HVAC Proposal to Repair Leak in Boiler Pipe Fitting, Drain Pipe Refill, Bleed Out Air, and Check Operation.

- 2" Copper Pipe
- 2" Copper Press Fittings
- Check Operation of Boiler

Check/Cash Price = \$1,087.96

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

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 11/6/2024

Subject: Pipe-Repair

Background

This is a carryover topic from the October meeting. As a reminder, a pipe in one of the first floor study rooms developed a significant leak. It is an existing pipe so does not fall under any warranty. Tod reached out to several local HVAC businesses and two sent back bids. Our initial bid from SureFire was over \$7,000 but that also included the installation of a cut-off valve

Budget Goal

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

Financial Impact

Additional unplanned expense for the 2024 budget

Recommendation

I recommend that the board approve this project to move forward.

2024 Operational Goals

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

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 11/6/2024

Subject: Update on progress

Background

Trustees are working with Attorney Vince Hein to develop an investment document with the Watertown Community Foundation. The Library Board Finance Committee met to discuss the initial document presented by Attorney Hein and will present their suggestions to the full board.

Budget Goal

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

Financial Impact

No financial impact to the 2024 budget

Recommendation

I recommend that the board discuss the plan and make a decision on how to proceed.

2024 Operational Goals

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

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 11/6/2024

Subject: Library Strategic Planning

Background

Trustees are planning to update the library's strategic plan in 2025. Andi Merfeld has proposed working with WILS with a grant from the GWCHF

Budget Goal

Promotes and fosters innovative approaches for community development and growth

Financial Impact

No financial impact

Recommendation

WILS is a tried and true library partner. I recommend that the board approve moving forward with WILS as the facilitator to develop and update the strategic plan for the library.

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 11/6/2024

Subject: City-Library MOU

Background

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

Budget Goal

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

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

Promotes and fosters innovative approaches for community development and growth

Financial Impact

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

Recommendation

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

**WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
DIRECTOR'S REPORT
For October 2024**

Libby: Audio, Ebook & Magazine Checkouts		
	2023	2024
January:	3,591	4,028
February:	3,274	3,630
March:	3,729	3,934
April:	3,210	3,832
May	3,484	3,890
June:	3,607	3,750
July:	3,712	4,066
August:	3,744	3,723
Sept.	3,614	3,465
October	4,044	3,569
November	3,837	
December	3,836	
Totals	43,683	37,887

Physical Circulation for October	22,832
Oct. Libby:	3465
Oct. Libby Mags	376
Oct. Hoopla	489
2024 Monthly Total	27,162
2023 Oct. Total	29,330
New Cards	101

Library Director's Notes:

Our new maintenance person, Tod Lord, started at the library on October 16. He's been busy with getting to know the building and operations. John K. took him around the facility, toured the 3rd floor, and roof. He's had some HVAC training and his doing a great job accomplishing a variety of projects around the building.

I am happy to report that we have finally filled the open Children's position and also filled the open Adult Services position due to Regina's retirement. Both will go through city onboarding protocols on November 13.

John Hackbarth has resigned effective immediately. Included in the packet is my request to fill the open position.

Goggle Tours Photo Session was completed. Watch for the addition on the library's FB page. This marketing project is part of a grant from the Bridges Library System.

John K donated another sculpture for the library...a little girl reading a book.

I am happy to report that the grant committee at the GWCHF has accepted the re-design of our grant focusing on Spanish services and materials. Most of the grant has been re-directed into children's services. I am still waiting to hear from Quirk Foundation.

I presented an overview and pictorial history of the library and library renovation/expansion for the City's Lunch and Learn event.

Tree lighting ceremony at Bentzin Park is November 16. We will also work to deck out the library in holiday lights, etc. I found out today that Tod likes hanging lights and decorations! :) Friends has allocated money for expenses. I will also convert our "Fall Tree" into our "Mitten Tree" and we will also have a donation box for donations the Human Society.

Monthly Department Information

Adult:

October was a month of changes, as we officially bid Kevin, John and Regina happy retirements and welcomed Tod to our staff. We also celebrated Peg on Bosses' Day and had an all-staff in-service. Peg and I attended a customer service training with other city departments. It was nice to hear other departments' takes on

interacting with customers. I attended a great webinar about non-fiction collection development and plan to implement some of the strategies I learned about making sure each section of your collection is the correct size based on usage. Tina and I are going to WLA on November 6-8. We've been answering a lot of questions about early voting. Peg and I interviewed someone for the open Reference position and were so impressed with the candidate that we offered her the job on the spot. We are hoping to have her start in a couple weeks.

~**Jamie**

Children's:

October was a busy month in the Children's Department with lots of extra fun including a Spooky Scavenger Hunt, special STEAM Teams including bubbling cauldrons, a Pumpkin Palooza Movie Day, a No School Movie Day, a Spooky Storytime, an Enchanted Storybook Trail, a Homeschool Tuesday visit from the Watertown Fire Department and Fire Chief Reynen joining me for a week of Storytimes! And this is all in addition to our regularly scheduled programs and school and library visits! I'm looking forward to a busy November with lots of Di-November fun as well as a new program Jamie and I are doing next month... Thanksgiving Feast Bingo!

~**Tina**

Teens:

Overall, October went very well. I had a few more programs than usual this month to help celebrate the Halloween season. I personally really enjoyed doing all the programs I had this month and it seemed like the patrons did as well. Every single program had some new faces that I hadn't ever seen at a previous program before which is always very nice to see. I had two passive programs as well and both had very good participation numbers. I'm very happy to see so much participation in passive programming. I would like to get to the point where everyone just knows that there is always a passive/"take-home" program for teens that they can participate in, even if they can't make it to active events. I like the idea of people feeling like they can still participate regularly even if the exact time/date of the active programs doesn't work with their schedule. I can only hope to keep getting new people to come in and continue that trend. I'm looking forward to what November might bring!

~ **Gabby**

Circulation Department:

It is hard to believe how fast October is going by. The air is becoming crisp and the fall colors falling leaves are the sights we see out the windows at circulation. Circulation is doing the statewide survey that tallies the number of delivery bins and bags we send and receive. It is always interesting to see the volume coming and going. We have autumn themed displays around the first floor to browse. We had art displayed for a short time around the circ area, that is always so nice to see! We have voting for the fall coloring contests displayed down at circulation for voting. The entries are amazing. So much talent!

~ Cari

2024 STATISTICS													
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ATTENDANCE	11,487	11,661	12,614	12,528	11,128	14,252	15,926	15,511	12,054	12,571			129,732
Days open	27	28	30	30	30	30	30	31	29	30	29	29	353
Daily average	425	416	420	418	371	475	531	500	416	419	0	0	368
Highest attendance day	612	551	729	729	786	826	720	1293	585	633			
Lowest attendance day	182	207	179	164	124	149	184	133	185	154			
2023 ATTENDANCE	12,261	12,921	17,118	15,239	15,094	17,442	16,763	14,752	12,869	15,061	12,536	13,787	175,843
Percent changed	-6%	-10%	-26%	-18%	-26%	-18%	-5%	5%	-6%	-17%	-100%	-100%	-26%
REF QUESTIONS	1,300	1,375	1,191	1,197	913	1,269	1,130	947	785	934			11,041
INTERNET	507	609	586	578	554	583	586	655	575	544			5,777
MEETING ROOM	139	151	152	160	134	145	132	139	143	179			1474

REFERENCE, CIRCULATION STATISTICS 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	763	865	762	758	495	688	648	607	477	528			6,591
Tutor Sessions	146	225	233	212	171	186	252	223	231	170			2,049
Microfilm	5	5	6	4	5	7	14	8	8	17			79
Computer/Tablet	483	592	559	536	509	553	551	626	547	513			5,469
Typewriter	1	0	0	0	0	0	1	0	0	0			2
Proctor Exams	0	1	0	0	0	0	0	0	1	2			4
Wireless	480	4474	4617	4892	4864	4911	5286	4851	4975	5221			44,571
Adult Programs	20	23	18	21	15	19	18	15	19	26			194
Program Att.	109	133	126	194	106	132	119	92	84	153			1,248
Passive Programs	4	3	4	5	5	5	6	4	5	5			46
Passive Att.	62	170	76	58	64	53	401	38	27	32			981
Outreach Events	1	1	1	0	1	1	1	1	1	2			10
Outreach Att.	14	17	12	13	12	10	13	12	8	30			141
Mobile Print Users	22	38	36	27	78	75	111	107	160	119			773
Mobile Print Pages	361	351	302	254	719	602	698	514	812	611			5,224
Newsbank	910	891	878	799	1322								4,800
Website Views	7109	6375	6310	6300	5648	6907	5946	6209	5756	5641			62,201

CHILDREN'S ROOM STATS - 2024																							
MONTH	STORYTIME		PROGRAMS		LIBRARY VISITS		OFFSITE		DROP-INS		SCHOOL VISITS		KIDS	ADULTS	SLC	WLC	TUMBL E	500 BOOKS	1K BOOKS	BOOK BAGS	REF	PC	
JANUARY	9	185	12	287	3	45	1	80	3	371	8	135	110	75	0	0	67	0	1	21	457	537	24
FEBRUARY	14	381	12	333	1	13	1	4	5	414	0	0	223	158	0	489	43	0	14	26	516	510	17
MARCH	10	308	13	417	3	110	1	5	7	645	8	140	181	127	0	0	33	0	8	22	528	429	27
APRIL	14	415	16	316	3	51	2	257	5	170	9	220	223	164	0	0	17	49	22	22	468	439	42
MAY	9	251	10	207	2	185	1	3	3	14	31	2145	149	102	0	0	23	17	7	13	254	418	45
JUNE	14	539	21	1939	2	40	0	0	3	577	0	0	338	202	0	0	132	11	11	3	93	581	30
JULY	11	364	18	803	0	0	1	300	0	0	0	0	219	145	1020	0	32	3	7	2	33	482	35
AUGUST	1	42	8	193	0	0	3	115	5	189	0	0	28	14	0	0	55	2	5	9	237	340	29
SEPTEMBER	7	172	8	210	2	30	1	9	4	212	5	90	95	77	0	0	50	8	11	14	317	308	28
OCTOBER	17	536	12	278	8	208	1	150	6	255	0	0	306	230	0	0	26	1	9	19	476	406	31
NOVEMBER																							
DECEMBER																							
TOTALS	106	3193	130	4983	24	682	12	923	41	2847	61	2730	1872	1294	1020	489	478	91	95	151	3379	4450	308

Young Adult Statistics - 2024

Month	YAC/YA		YA Drop In		YA SRP	YA WRP
	# Prog.	Attend.	#	Atten.		
January	5	38	4	191		n/a
February	5	49	5	257		100
March	6	52	3	224		
April	5	30	4	214		
May	1	6	3	141	n/a	
June	5	138	3	116	n/a	
July	5	120	4	253	0	
August	2	1	11	316		
September	4	24	6	215		
October	6	67	6	465		
November						
December						
TOTALS	44	525	49	2392	0	100

MONTHLY BUDGET 2024

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	Year To Date	Budget Remaining	To Date
CITY FUNDS														
SALARIES - City Funds														
Staff (01-55-11-10)	646,500	41,816	50,794	51,196	49,202	49,207	47,771	73,757	49,227	47,770	50,502	511,243	135,257	79.08%
Longevity (01-55-11-12)	527	0	0	0	0	0	0	0	0	0	0	0	527	0.00%
Overtime (01-55-11-14)	0	9	0	0	26	0	99	126	0	30	0	291	-291	
Retirement (01-55-11-33)	33,455	2,643	2,547	2,552	2,505	2,352	2,362	3,706	2,465	2,466.59	2,465	26,061	7,394	77.90%
Social Security (01-55-11-34)	43,762	2,505	2,990	3,015	2,893	2,906	2,823	4,422	2,907	2,818.18	2,986	30,265	13,497	69.16%
Medicare (01-55-11-35)	10,195	586	699	705	677	680	660	1,034	680	659.12	298.29	6,678	3,517	65.51%
Health (01-55-11-36)	106,704	6,814	6,814	6,814	6,814	6,086	6,086	6,086	6,086	6,086	6,086	63,775	42,929	59.77%
Life (01-55-11-37)	1,857	140	140	140	127	127	127	150	150	150	150	1,401	456	75.43%
Dental (01-55-11-38)	7,342	612	612	612	612	582	612	612	612	612	612	6,088	1,254	82.92%
TOTAL CITY FUNDS	850,342	55,123.84	64,596.41	65,034.51	62,856.52	61,940.13	60,540.20	89,893.85	62,126.26	60,591.65	63,098.54	645,801.91	204,540.09	75.95%
												645,014.63		
EXPENSES - Special Funds														
Salaries and Benefits														
Salary Reserve	32,615											0	32,615	0.00%
Subtotal Salary Reserve	32,615	0	0	0	0	0	0	0	0	0	0	0	32,615	0.00%
AMSO Allocation (11-58-12-17)														
AMSO Allocation	60,402	0	0	15,101	0	0	15,101	0	0	15,101	0	45,303	15,099	75.00%
TOTAL AMSO 11-58-12-17	60,402	0	0	15,101	0	0	15,101	0	0	15,101	0	45,303	15,099	75.00%
Supplies & Programs (11-58-12-18)														
Adult Program	2,000	186	146	86	599	69	40	32	92	411	273	1,933	67	96.67%
Adult Summer Library Challenge	1,500	0	0	0	0	254	56	357	157	122	163	1,108	392	73.88%
Children Programs	2,750	19	135	279	513	267	102	211	319	279	243	2,368	382	86.11%
Children Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	0	0	
Teen Programs	2,000	140	275	178	207	0	10	0	238	146	136	1,328	672	66.41%
Teen Summer Library Challenge	1,200	0	0	0	0	27	786	433	-31	0	0	1,215	-15	101.22%
AV Supplies	1,200	86	0	0	45	61	86	0	0	184	58	519	681	43.22%
Book Supplies	1,500	575	0	0	0	404	0	0	12	676	9	1,677	-177	111.80%
Makerspace	1,750	0	0	14	151	0	45	186	0	344	72	812	938	46.39%
Marketing	2,000	351	192	452	217	269	240	31	60	225	0	2,036	-36	101.79%
Office & Library Supplies	7,500	74	124	5,069	1,702	503	156	251	284	2,421	5,220	15,803	-8,303	210.71%
Photocopier Lease	4,800	0	795	250	457	190	950	428	398	384	368	4,220	580	87.92%
Postage	500	0	0	0	10	0	4	0	0	20	0	34	466	6.78%
TOTAL 11-58-12-18	28,700	1,429.97	1,666.16	6,326.96	3,900.09	2,043.05	2,473.88	1,928.00	1,528.88	5,214.85	6,541.24	33,053.08	-4,353.08	115.17%
Maintenance Contracts (11-58-12-19)														
Building and Equipment	8,500	0	0	360	0	0	9,250	0	651	0	0	10,261	-1,761	120.72%
Software and Subscriptions	19,500	1,184	497	13,550	260	283	125	0	0	930	2,179	19,008	492	97.48%
TOTAL 11-58-12-19	28,000	1,183.72	497.15	13,909.87	260.00	283.49	9,375.00	0.00	650.94	930.00	2,178.57	29,268.74	-1,268.74	104.53%

MONTHLY BUDGET 2024

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	Year To Date	Budget Remaining	To Date
Building Repairs & Supplies (11-58-12-20)														
Janitorial Supplies	9,000	136	292	305	399	-78	1,365	237	1,100	635	-10	4,382	4,618	48.69%
Repairs & Expense	5,000	0	177	345	568	17	0	11	312	206	0	1,635	3,365	32.71%
TOTAL 11-58-12-20	14,000	135.98	468.94	650.00	966.96	-61.08	1,365.34	248.09	1,412.29	840.82	-10.00	6,017.34	7,982.66	42.98%
Property Insurance (11-58-12-21)														
Property Insurance	8,500	0	0	0	0	0	0	7,716	0	0	0	7,716	784	90.78%
TOTAL PROPERTY INSURANCE 11-58-12-21	8,500	0	0	0	0	0	0	7716	0	0	0	7,716	784	90.78%
Dues & Fees (11-58-12-22)														
Dues, Fees, ETC.	1,100	113	0	0	0	0	0	0	201	165	0	479	621	43.53%
TOTAL 11-58-12-22	1,100	112.88	0.00	0.00	0.00	0.00	0.00	0.00	201.00	165.00	0.00	478.88	621.12	43.53%
Continuing Education (11-58-12-23)														
Continuing Education	1,200	180	0	375	0	26	0	0	0	410	660	1,651	-451	137.56%
TOTAL 11-58-12-23	1,200	180.00	0.00	375.00	0.00	25.73	0.00	0.00	0.00	410.00	660.00	1,650.73	-450.73	137.56%
Travel (11-58-12-24)														
Travel	1,500	0	16	23	56	105	214	276	84	0	87	860	640	57.36%
TOTAL 11-58-12-24	1,500	0.00	15.61	22.71	56.15	104.99	213.87	275.91	84.08	0.00	87.10	860.42	639.58	57.36%
Utilities														
Fuel (11-58-12-28)	20,000	0	1,754	1,244	1,154	421	119	118	114	121		5,045	14,955	25.23%
Electricity (11-58-12-30)	39,500	0	2,650	2,732	2,766	3,222	4,412	5,369	5,393	4,623		31,167	8,333	78.90%
Water (11-58-12-31)	4,500	0	325	354	347	354	347	376	362	376	369	3,210	1,290	71.34%
Telephone (11-58-12-32)	3,000	479	167	167	167	167	157	167	167	167	887	2,692	308	89.72%
TOTAL Utilities	67,000	479.41	4,896.18	4,497.64	4,434.23	4,164.28	5,034.37	6,030.43	6,034.90	5,286.95	1,256.05	42,114.44	24,885.56	62.86%

MONTHLY BUDGET 2024

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	Year To Date	Budget Remaining	To Date
Library Materials (11-58-12-46)														
Adult Fiction	10,000	111	1,075	1,270	341	1,759	1,655	741	2,406	805	1,465	11,627	-1,627	116.27%
Adult Nonfiction	9,000	51	696	1,420	493	1,086	1,015	801	659	183	1,223	7,628	1,372	84.75%
Adult Talking Books	4,500	437	39	52	48	1,095	40	280	23	49	363	2,424	2,076	53.88%
Children AUDIO	500	0	150	0	0	150	0	0	0	60	266	626	-126	125.17%
Children Books	12,000	666	2,090	1,436	236	1,245	560	189	868	2,257	1,257	10,804	1,196	90.03%
Large Print	7,124	0	593	1,235	487	463	326	610	202	172	1,104	5,194	1,930	72.91%
Materials - (Non-books)	500	418	37	85	0	59	15	157	67	12	8	857	-357	171.44%
Reference - Subscriptions	4,000	600	286	10	0	500	0	0	0	373	0	1,769	2,231	44.22%
Reference - Materials	500	0	0	0	0	0	0	0	0	0	0	0	500	0.00%
Young Adult Books	4,808	339	105	642	302	546	57	244	488	433	444	3,601	1,207	74.89%
Subtotal	52,932	2,620.76	5,071.65	6,150.81	1,907.84	6,902.20	3,667.07	3,021.52	4,712.72	4,343.77	6,130.44	44,528.78	8,403.22	84.12%
Periodicals														
Periodicals/Newspapers	5,407	54	614	1,128	2,328	0	170	0	0	0	89	4,382	1,025	81.05%
Seasonal Periodical Purchases	0	0	0	0	0	63	0	0	0	75	0	138	-138	
Subtotal	5,407	53.97	613.76	1,127.92	2,327.61	63.26	170.00	0.00	0.00	74.85	88.98	4,520.35	886.65	83.60%
AV Materials														
DVD	7,000	90	316	623	504	989	690	798	288	751	523	5,570	1,430	79.58%
Lucky Day	2,000	110	84	169	110	99	75	107	80	95	80	1,009	991	50.45%
Subtotal	9,000	199.66	400.05	791.53	613.62	1,087.81	764.68	905.13	368.06	846.29	602.54	6,579.37	2,420.63	73.10%
Databases														
BRIDGES - Databases	1,662	0	0	1,662	0	0	0	0	0	0	0	1,662	0	100.00%
Hoopla (\$6,504 Grant)	12,000	0	1,569	0	0	0	0	592	1,072	1,134	1,173	5,541	6,459	46.18%
Movie License	616	0	0	616	0	0	0	0	0	0	0	616	0	100.00%
Newsbank Inc.	2,150	2,231	0	0	0	0	0	0	0	0	0	2,231	-81	103.77%
Overdrive E-Content	4,732	0	4,732	0	0	0	0	0	0	0	0	4,732	0	100.00%
Overdrive Advantage	5,913	0	0	5,913	0	0	0	0	0	0	0	5,913	0	100.00%
TumbleBooks Inc.	800	799	0	0	0	0	0	0	0	0	0	799	1	99.88%
Udemy	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal	27,873	3,030.00	6,301.09	8,191.00	0.00	0.00	0.00	592.36	1,072.11	1,134.42	1,173.33	21,494.31	6,378.69	77.12%
Technology														
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	600	0	0	0	600	600	50.00%
Technology	2,000	60	1,650	393	531	100	10	8	10	-393	12	2,380	-380	119.02%
Subtotal	3,200	59.99	1,649.98	392.85	531.00	99.99	9.98	607.98	9.98	-393.42	11.98	2,980.31	219.69	93.13%
Café Charges														
Café Charges	22,665	0	0	22,665	0	0	0	0	0	0	0	22,665	0	100.00%
Subtotal	22,665	0.00	0.00	22,665.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,665.00	0.00	100.00%
TOTAL 11-58-12-46	121,077	6,751.66	14,036.53	39,319.11	5,380.07	8,153.26	4,611.73	5,126.99	6,162.87	6,005.91	8,007.27	103,555.40	17,521.60	85.53%

MONTHLY BUDGET 2024

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	Year To Date	Budget Remaining	To Date
Donation Purchases (11-58-12-50)														
Purchase from Donation		345	3,923	5,076	6,604	5,614	4,306	4,247	2,011	4,310	2,334	38,771		
TOTAL 11-58-12-50		345.35	3,923.10	5,076.37	6,604.44	5,614.43	4,305.83	4,247.34	2,010.81	4,309.52	2,333.83	38,771.02		
TOTAL SPECIAL FUNDS EXPENSES	331,479	10,618.97	25,503.67	85,278.66	21,601.94	20,328.15	42,481.02	25,572.76	18,085.77	38,264.05	21,054.06	308,789.05	61,460.97	93.15%
REVENUE - SPECIAL FUNDS														
Fines (11-48-12-10)	1,500	100	94	70	92	115	313	123	69	40	150	1,166	334	77.73%
Misc. Fees (11-48-12-12)	5,000	312	439	290	510	346	547	458	520	431	327	4,181	819	83.62%
Use of Facilities Fee (11-48-12-14)	3,500	1	380	140	709	480	260	40	1,037	0	260	3,306	194	94.46%
Copier (11-48-12-18) <i>will be adjusted for tax</i>	7,000	185	639	408	611	738	580	573	606	621	580	5,541	1,459	79.16%
Jefferson County Funds (11-48-12-22)	205,407	0	205,407	0	0	0	0	0	0	0	0	205,407	0	100.00%
Dodge County Funds (11-48-12-24)	81,012	0	81,012	0	0	0	0	0	0	0	0	81,012	0	100.00%
Adjacent County Funds (11-48-12-26)	6,060	0	6,060	33	0	0	0	0	0	0	0	6,093	-33	100.54%
DONATIONS 11-48-12-27	20,000	1,373	9,397	0	5,909	3,309	1,000	1,603	1,888	2,516	42,099	69,093	-49,093	345.47%
Annual Credit Card Rebate (11-48-12-56)	2,000	0	826	0	0	783	0	0	594	0	0	2,203	-203	110.14%
TOTAL SPECIAL FUNDS REVENUE	331,479	1,971.05	304,254.64	941.46	7,830.74	5,770.74	2,699.78	2,797.30	4,712.96	3,607.52	43,415.82	378,002.01	-46,523.01	114.03%
TOTAL OPERATING EXPENSES, INCLUDING CITY FUNDS	1,181,821	65,743	90,100	150,313	84,458	82,268	103,021	115,467	80,212	98,856	84,153	954,591	227,230	80.77%
2023 YEAR END FUND BALANCE	403,396.99													
Reserved for Donations year end 2023	34,349.92													
Unreserved Balance year end 2023	369,047.07													
2024 YTD Balance Reserved for Donations	64,672.08													

UNPLANNED EXPENSES IMPACTING 2024 BUDGET

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

YTD TOTAL: 27,811.51

Watertown Public Library Board of Trustees
Resolution #2024-7
Library Assistant

Be it resolved by the Watertown Public Library Board of Trustees, that Anabella Ockerlander be employed as a Library Assistant (Children’s Desk focus) at the rate of \$16.37 per hour effective November 13, 2024. This position does not include benefits.

Action Taken:

Watertown Public Library Board of Trustees
Resolution #2024-8
Library Assistant

Be it resolved by the Watertown Public Library Board of Trustees, that Kaitlyn Von Behren be employed as a Library Assistant (Reference Desk focus) at the rate of \$16.37 per hour effective November 13, 2024. This position does not include benefits.

Action Taken:

2024 NOV BILLS LIST

Section 11, Item B.

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
101424 LIB	MC Petty Cash	11-58-12-18	Adult SLC	29.10		
IN14891108	Gordon Flesch	11-58-12-18	Copier Usage, 9/16/24 - 10/15/24	134.97		
100966065	GFC Leasing	11-58-12-18	Copier Lease	265.37		
61542	Budgetprint	11-58-12-18	Office & Library Supplies	70.50		
102124 LIB	MC Petty Cash	11-58-12-18	Postage	5.38		
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
2042723	Automatic Entranc	11-58-12-19	Automatic Doors, service agreement	590.00		
		11-58-12-19				
P40770	Advantage System	11-58-12-20	Fire alarm conversion, 50% down payment	401.17		
30303	ZBM	11-58-12-20	Janitorial Supplies	69.58		
		11-58-12-20				
		11-58-12-20				
		11-58-12-24				
		11-58-12-24				
	Wttn Water Dept	11-58-12-31	Water, 9/16/24 - 10/16/24			
506273314	Midwest Tape	11-58-12-46	Hoopla, October	1191.97		
506140034	Midwest Tape	11-58-12-46	Adult talking books	45.99		
479575	Playaway	11-58-12-46	Adult talking books	577.13		
85833018	Cengage	11-58-12-46	Large Print	30.39		
85813907	Cengage	11-58-12-46	Large Print	330.29		
85863439	Cengage	11-58-12-46	Large Print	32.79		
85891793	Cengage	11-58-12-46	Large Print	57.20		
		11-58-12-46				
43199	Wepco	11-58-12-50	Bridges Grant: Welcome signs	394.40		
		11-58-12-50				
				TOTAL	4,226.23	
FUND 11 EXPENSES						
		11-58-12-18	505.32 Office & Library Supplies			
		11-58-12-19	590.00 Maintenance Contracts			
		11-58-12-20	470.75 Building Repairs & Supplies			
		11-58-12-24	0.00 Travel Expense			
		11-58-12-31	0.00 Water			
		11-58-12-46	2265.76 Library Materials			
		11-58-12-50	394.40 Purchase from Donation			
			4,226.23			
FUND 20 EXPENSES						
		20-58-12-60				
		20-58-12-60	0.00 Capital Outlay	0.00		