



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, OCTOBER 08, 2026 AT 5:30 PM

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

1. CALL TO ORDER / ROLL CALL

2. REVIEW CORRESPONDENCE

- A. Staff Compliments from Patron

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. NEW BUSINESS

- A. Proposed Holiday and CE Closures for 2027
- B. Purchase additional Shelving For Children's Room

5. UNFINISHED BUSINESS

- A. Discuss and take possible action: Offering faxing services through City system
- B. Discuss and take possible action: Ongoing Adjustments to Budget
- C. 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 of staff member, TL
- D. Reconvene into open session
- E. Discuss and take possible action on promotion of TL

6. DIRECTOR'S REPORT

- A. Director's Report

7. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- A. Finance Subcommittee minutes from September 8, 2026
- B. Library Board minutes from September 10, 2026
- C. Resolution#2026-12 Library Assistant, Jennifer Roberts
- D. Resolution#2026-13 Library Assistant, Samantha Hernandez
- E. October 2026 Bills as of September 29, 2026
- F. Unplanned Expenses as of September 30, 2026

8. ADJOURNMENT

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

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



Watertown Public Library Patron Comment Form

Name: DR. BOB RUPNOWAddress: 313 5TH 9TH STPhone/Email: 920-248-4036Date: 9/11/26

Your Comment:

NOAH ONE OF WONDERFUL REF
LIBRARIAN DID A GREAT JOB
FINDING SOME CRITICAL ANSWERS
IN GETTING SOME VERY IMPORTANT
BUSINESS QUESTIONS! (use back if necessary)

Department: (Circulation) (Reference/Technology) (Youth Services)

Signature: Dr. Bob RupnowDate: 9/11/26Reviewed by: Mary Lopez Date: 9/18/26

Action Taken: _____



Watertown Public Library Patron Comment Form

Name: DR. BOB RUPNOWAddress: 313 5th 9th STPhone/Email: 920-248-4036Date: 9/4/26

Your Comment:

ONCE AGAIN, REGINA (REFLIBRARIAN)
HELPED ME OUT GREATLY! SHE
IS A GREAT ASSET TO OUR LIBRARY
& I HOPE THAT WE CAN RETAIN
HER. (use back if necessary)

Department: (Circulation) (Reference/Technology) (Youth Services)

Signature: Dr. Bob RupnowDate: 9/4/26Reviewed by: Mary Ross Date: 9/18/26

Action Taken: _____

January

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

February

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

March

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

April

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

May

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

June

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

July

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

August

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

September

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

October

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

November

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	^{1/2} H	12	13
14	15	16	17	18	19	20
21	22	23	24	^C H	^{1/2} H	27
28	29	30				

December

S	M	T	W	TH	F	S
			1	2	3	4
5	4	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	^{1/2} H	^C H	^C 25
26	27	28	29	^{1/2} H	^C H	^C 1

^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

(Library)

To: Library Board of Trustees

From: Mary Lopez-Director and Jamie Hernandez – Interim Library Director

Date: 9/23/26

Subject: 2027 Library Holiday and CE Team Education Dates

Background

It is time for us to decide what days the library will be closed for holidays and team CE dates in 2027.

Budget Goal

N/A

Financial Impact

N/A

Recommendation

I recommend the Board approve the attached dates for holiday and CE closures in 2027.



Library Furniture International
797 Glenn Ave
Wheeling, IL 60090
P. 847 564 9497
E. info@library.furniture

Issued By: Henry Fairbanks
Email: Henry@Library.Furniture
Phone: 847-987-4265

Quote #: 70 Section 4, Item B.

Date Issued: 09/04/26

Contract: **N/A**

Terms: \$0 Deposit;
Balance Due
Upon
Substantial
Completion*

Bill-to: Watertown Public Library
100 South Water Street
Watertown, WI 53094

Ship-to: Watertown Public Library
100 South Water Street
Watertown, WI 53094

Contact: Jamie Hernandez
Email: jhernandez@watertownpubliclibrary.org
Phone: 920-262-4090 x2326

Contact: Jamie Hernandez
Email: jhernandez@watertownpubliclibrary.org
Phone: 920-262-4090 x2326

Line #	Tag	Colors/Finishes	Quantity	Description	Unit Net \$	Ext Net \$
CHILDREN'S SHELVING						
1	SH-5g	Steel Color: Autumn White	1	Double-Face Board Book Shelving - Adder Unit 48"H x 36"W x 30-1/2"D Base: 14"D browsing bin w/ 3 dividers Levels 2-3: 12"D browsing bin w/ 3 dividers Signage: 4"H Casters: No End Panel: Reuse existing	2,055.23	2,055.23
EXTRA RUBBER MATS						
2	M-1	Black Rubber	2	Rubber mat only—for Special Picture Book Browser 12"D Actual-new style - low divider / no bars	33.88	67.75
3	M-2	Black Rubber	2	Rubber mat only—for Special Picture Book Browser 14"D Actual-new style - low divider / no bars	37.00	74.00

Quote is valid for 30 days from date of issue

Product Total:	2,196.98
Freight, Delivery & Installation:	978.64
Total; Supplied, Delivered & Installed:	<u>\$3,175.62</u>



Library Furniture International
797 Glenn Ave
Wheeling, IL 60090
P. 847 564 9497
E. info@library.furniture

Issued By: Henry Fairbanks
Email: Henry@Library.Furniture
Phone: 847-987-4265

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Bill-to: Watertown Public Library
100 South Water Street
Watertown, WI 53094

Ship-to: Watertown Public Library
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Contact: Jamie Hernandez
Email: jhernandez@watertownpubliclibrary.org
Phone: 920-262-4090 x2326

Contact: Jamie Hernandez
Email: jhernandez@watertownpubliclibrary.org
Phone: 920-262-4090 x2326

Line #	Tag	Colors/Finishes	Quantity	Description	Unit Net	Ext Net
					\$	\$

Please proceed with the above order as per the Library Furniture International standard terms and conditions of sale:

Signed:

Name:

Title:

Date:

MEMO

(Library)

To: Library Board of Trustees

From: Mary Lopez, Library Director

Date: 9/29/26

Subject: Request-Additional Shelving for Children's Room, using Fund 20

Background

We are in need of additional shelving for board books in the Children's Room. Our shelving for board books is nearly at capacity. We need additional shelving. Board books are very popular with our patrons and the shelving will help to better display our board books.

Budget Goal

N/A

Financial Impact

The cost of the shelving, delivery and installation of the shelving was quoted at \$3,175.72. This would be an unplanned expense.

Recommendation

I recommend that the board approves our request. We would be using Fund 20

MEMO

(Library)

To: Library Board of Trustees

From: Mary Lopez-Library Director and Jamie Hernandez

Date: 9/24/26

Subject: 2027 Budget reallocation from Technology Budget for self-checkout machines

Background

We became aware that our 4 self-checkout machines were at the end of their natural life and that our vendor would no longer be supporting the current model. We got a quote for replacement self-checkout machines which was \$24,400 for four machines.

We met with Finance Director, Mark Stevens, and learned what is considered a capital asset. We confirmed with him that the self-checkouts could be considered Capital Assets. We will move \$24, 400 from Technology Budget, (11-58-12-45) to Library Materials (11-58-12-46), Continuing Education (11-58-12-23) and Travel (11-58-12-23).

Budget Goal

Our goal is to fund the needed replacement of four self-checkout machines, and reallocate the cost to capital outlay. We will use these funds to increases funds in Library Materials, Continuing Education which were reduced in 2026.

Financial Impact

By moving this item, we will free up funds totaling \$24,400 needed in other areas

Recommendation

We recommend the Board move the replacement of self-checkout machines to capital expense and free up \$24,400 for other needs, in Library Materials, Continuing Education and Travel.

MONTHLY BUDGET 2027 - DRAFT 3

Section 5, Item B.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	
SALARIES & BENEFITS							
\$--- is to be contributed by City into 11-48-12-30							
Salaries & Benefits - Fund 11							
Salaries (11-58-12-10)	748,474				0.00	748,474	0%
Overtime (11-58-12-14)	0				0.00	0	
Retirement (11-58-12-33)	39,497				0.00	39,497	0%
Social Security (11-58-12-34)	46,405				0.00	46,405	0%
Medicare (11-58-12-35)	10,853				0.00	10,853	0%
Health Insurance (11-58-12-36)	134,913				0.00	134,913	0%
Life (11-58-12-37)	1,443				0.00	1,443	0%
Dental (11-58-12-38)	8,376				0.00	8,376	0%
	989,961	0.00	0.00	0.00	0.00	989,961	0%
LIBRARY EXPENSES - Fund 11							
AMSO Allocation (11-58-12-17)							
AMSO Allocation	78,009				0	78,009	0%
	78,009	0.00	0.00	0.00	0.00	78,009	0%
Supplies & Programs (11-58-12-18)							
AV Supplies	1,500				0	1,500	0%
Book Supplies	6,000				0	6,000	0%
Makerspace	1,000				0	1,000	0%
Marketing	3,000				0	3,000	0%
Office & Library Supplies	9,000				0	9,000	0%
Photocopier Lease	6,500				0	6,500	0%
Postage	700				0	700	0%
Adult Programs	1,500				0	1,500	0%
Adult Summer Library Challenge	0				0	0	
Children Programs	1,500				0	1,500	0%
Children Summer Library Challenge	0				0	0	
Teen Programs	1,300				0	1,300	0%
Teen Summer Library Challenge	0				0	0	
	32,000	0.00	0.00	0.00	0.00	32,000	0%
Maintenance Contracts (11-58-12-19)							
Building and Equipment	21,000				0	21,000	0%
Software and Subscriptions	29,000				0	29,000	0%
	50,000	0.00	0.00	0.00	0.00	50,000	0%
Building Repairs & Supplies (11-58-12-20)							
Janitorial Supplies	8,000				0	8,000	0%
Janitorial Services	0				0	0	
Repairs & Expense	12,000				0	12,000	0%
	20,000	0.00	0.00	0.00	0.00	20,000	0%
Property Insurance (11-58-12-21)							
Property Insurance	25,000				0	25,000	0%
	25,000	0.00	0.00	0.00	0.00	25,000	0%
Dues & Fees (11-58-12-22)							
Dues, Fees, ETC.	900				0	900	0%
	900	0.00	0.00	0.00	0.00	900	0%
Continuing Education (11-58-12-23)							
Continuing Education	3,000				0	3,000	0%
	3,000	0.00	0.00	0.00	0.00	3,000	0%
Travel (11-58-12-24)							
Travel	2,000				0	2,000	0%
	2,000	0.00	0.00	0.00	0.00	2,000	0%

MONTHLY BUDGET 2027 - DRAFT 3

Section 5, Item B.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	
Utilities							
Fuel (11-58-12-28)	17,800				0	17,800	0%
Electricity (11-58-12-30)	42,000				0	42,000	0%
Water (11-58-12-31)	5,900				0	5,900	0%
Telephone (11-58-12-32)	5,800				0	5,800	0%
	71,500	0.00	0.00	0.00	0.00	71,500	0%
Café Charges (11-58-12-43)							
Café Charges	23,314				0	23,314	0%
	23,314	0.00	0.00	0.00	0.00	23,314	0%
Databases (11-58-12-44)							
BRIDGES - Databases	1,878				0	1,878	0%
Cloud 9 Reservation	415				0	415	0%
Movie License	641				0	641	0%
Newsbank Inc.	2,495				0	2,495	0%
Overdrive E-Content (\$3,557 eContent Grant from Bridges)	0				0	0	0%
Overdrive Advantage	13,860				0	13,860	0%
TumbleBooks Inc.	800				0	800	0%
Udemy	0				0	0	0%
	20,089	0.00	0.00	0.00	0.00	20,089	0%
Technology (11-58-12-45)							
Fiber Optic - TEACH SERVICES	1,200				0	1,200	0%
Technology	8,475				0	8,475	0%
	9,675	0.00	0.00	0.00	0.00	9,675	0%
Library Materials (11-58-12-46)							
Adult Fiction	12,000				0	12,000	0%
Adult Nonfiction	11,500				0	11,500	0%
Children Books	14,000				0	14,000	0%
Large Print	9,000				0	9,000	0%
Materials - (Non-books)	1,000				0	1,000	0%
Reference - Subscriptions	1,680				0	1,680	0%
Reference - Materials	320				0	320	0%
Young Adult Books	2,000				0	2,000	0%
	51,500	0.00	0.00	0.00	0.00	51,500	0%
Periodicals (11-58-12-47)							
Periodicals/Newspapers	5,070				0	5,070	0%
Seasonal Periodical Purchases	250				0	250	0%
	5,320	0.00	0.00	0.00	0.00	5,320	0%
AV Materials (11-58-12-48)							
Adult Talking Books	3,000				0	3,000	0%
Children AUDIO	0				0	0	0%
DVD	6,000				0	6,000	0%
Lucky Day	700				0	700	0%
	9,700	0.00	0.00	0.00	0.00	9,700	0%
Donation Purchases (11-58-12-50)							
Purchase from Donation	35,000				0	35,000	0%
	35,000	0.00	0.00	0.00	0.00		

MONTHLY BUDGET 2027 - DRAFT 3

Section 5, Item B.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	
TOTAL LIBRARY EXPENSES	437,007	0.00	0.00	0.00	0.00	437,007	0%
TOTAL EXPENSES INCLUDING SALARIES	1,426,968	0.00	0.00	0.00	0.00	1,426,968	0%
REVENUE - FUND 11							
Fines (11-48-12-10)	650				0	650	0%
Misc. Fees (11-48-12-12)	5,000				0	5,000	0%
Use of Facilities Fee (11-48-12-14)	3,000				0	3,000	0%
Copier (11-48-12-18) <i>Will be adjusted for tax</i>	9,500				0	9,500	0%
Jefferson County Funds (11-48-12-22)	265,240				0	265,240	0%
Dodge County Funds (11-48-12-24)	108,634				0	108,634	0%
Adjacent County Funds (11-48-12-26)	7,983				0	7,983	0%
DONATIONS 11-48-12-27	35,000				0	35,000	0%
General Fund Contribution (11-48-12-30) From Fund 1	989,961				0	989,961	0%
Credit Card Rebate (11-48-12-56)	2,000				0	2,000	0%
TOTAL FUND 11 REVENUE	1,426,968	0.00	0.00	0.00	0.00	1,426,968	0%
ADDITIONAL PURCHASES FROM FUND BALANCE							
Capital Outlay (11-58-12-60)	24,500				0	24,500	
TOTAL CAPITAL OUTLAY	24,500	0	0	0	0	24,500	
RESERVED TO OFFSET SALARIES & BENEFITS							
Salary Reserve	0				0	0	
Subtotal Salary Reserve	0	0	0	0	0	0	

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

Stats are incomplete this month because of the early board meeting. Updated stats will be found in next month's packet. August Stats have been updated since the last board meeting

Libby: Audio, Ebook & Magazine Checkouts		
	<u>2025</u>	<u>2026</u>
January	3,974	4,850
February	3,671	4,120
March	3,976	4,691
April	3,986	4,375
May	3,937	4,505
June	4,669	5,163
July	4,930	5,149
August	4,022	5,232
September	4,051	
October	4,074	
November	4,144	
December	4,184	
Total	48,391	

Physical Circulation for August	23,065
August Libby	4,757
August Libby Mags	475
2026 Monthly Total	28,297
2025 August Total	28,899
New Cards	120

It has been an incredible first month with the Watertown Public Library. I have met with many City department managers, met with staff, and have been welcomed and guided by many. I appreciated the welcome breakfast held on my second day.

I was Interviewed by reporter Ed Zaggorski from the Watertown Daily Times.

In this month, I have focused on connecting with staff members, meeting members of community organizations as well as city departments. I have trained on Municode, MiPay, MiView Point and Library Market. Meetings were scheduled for me to meet with City leaders. I met with the Mayor and met with leaders and staff from many City Departments. I met with Legal, HR, Finance, Water/Waste Water Utilities, Streets, Building Safety and Zoning, Police, Fire, Media Production, Engineering, Parks, Recreation and Forestry and Health. We discussed potential opportunities for collaboration and I took the opportunity to promote our meeting space. I went on a tour of the new and old firehouse.

I attended an orientation at Bridges Library System Headquarters in Waukesha on September 10. The visit was very helpful. I was provided with a New Director resource binder and will be paired with a mentor Library Director in the near future.

Kelly Nelson from Bridges Library System visited our library on September 22 and met with Jamie and me to talk about ideas for our upcoming in service all staff day. Kelly provided us with access to a DiSC assessment which was shared with all staff members. A DISC assessment is a behavioral tool that measures your tendencies across four primary traits to improve communication and teamwork. This was provided at no cost to the library. We will discuss results at the all staff in service meeting.

Attended the Friends of the Library Meeting on September 14 and met with Patti Wetzel and Francine Gies , from Friends of the Library, on September 24 to discuss the coffee machine in our lobby.

I held a library department managers meeting on September 10 and plan on having more in the near future.

During the next month I plan on focusing on working more closely with department managers, meeting with all staff members and becoming more comfortable with systems and processes of the Watertown Public Library and the City of Watertown. I will be connecting with more community organizations, including the Rotary Club that will have a meeting here on October 5. We will also be giving them a tour of the library.

We have 2 new part time Library Assistants, Jennifer Roberts and Samantha Hernandez starting on 9/30/26

I met with Envisionware rep on September 25 about our self-checkouts and cloud printing. After reflecting and talking to Jamie about our printing needs, we are not pursuing adding Envisionware's cloud printing products at this time.

I attended a Trustee Appreciation Night on September 29 which was held at

Jamie, Lynn, Charity and I met with Finance Director, Mark Stevens on September 14. Mark was very helpful in helping understanding the budget process and terminology. I met individually with Mark on September 18. He discussed policies of the Finance Department and showed me how to use MyViewpoint. I am thankful that he took time out this busy time of year to help us be more informed.

I received notice that I have received my Director Certification from DPI

I am looking forward to leading our all staff in service day on October 14 and want to extend special thanks to Jaimie Hernandez, Charity Chandler, and Beth Mueller for their support in this process.

The Library's presentation to the Finance Committee will be on Mon, Oct 12 at 5:30pm

I would like to thank Jamie Hernandez and Lynn Block for their assistance for helping me prepare my first board report for WPL. I am grateful for their willingness to help and answer my questions.

-Mary Lopez, MLS, MPA

Adult Report-Jamie Hernandez

I spent much of September working in my Interim Director capacity with Mary on items like the 2027 Budget, training her on Municode (the system to build board agendas) and planning for the October 14 staff in-service. There is a lot to learn, but Mary is doing a great job prioritizing time sensitive items first. I attended two meeting this month: Marketing Meet-Up (at Hartland PL) and Adult Services Meet-Up (here at our library). It was brought to my attention during one of the meetings that next year is our 120th anniversary, so I've been brainstorming things we should do to celebrate. I'm attending WLA the third week in October (held in Middleton this year). Two PT staff from Adult Services are attending as

well. I'm excited for Noah and Anna to experience a state-wide conference. Friends had the idea to have a Banned Books Movie Night. We are watching the 2018 version of "Fahrenheit 451" and having a discussion afterward.

Circulation Department Notes:

Happy Fall!

We are in the process of hiring a new library assistant due to a resignation.

The Library had a trivia game for Library card sign-up month and we have been passing out fun prize stickers at the circulation desk.

We have a display at circulation that patrons can look over and guess the theme for a chance to win a prize. We also have a display titled: Someone is Watching, Stalk your Next Best Read – this display features spine tingling books to read created by Baelyn.

We have decided to make a change and separate the nonfiction dvd's from the nonfiction books to give them more visibility. Sending a shout out to Noah for doing this and shifting the books too!

Cari

Children's

With all the kids back to school, we were excited to get back to our regular school year programming. We moved our monthly homeschool program from Tuesday's to Monday's because of other homeschool events happening in the community (open gyms, co-ops, etc.) and we started of the year with our first ever homeschool field trip to the Watertown Fire Station! It was a great program and we

look forward to exploring more opportunities for field trips for our homeschool families! We started our weekly school age program, STEAM Team, as well as continued our year-round monthly programs, Club Lego and Reading with Rover. Our preschool programs are off to a good start with Baby Bounce, Little University Storytime and Kindergarten Ready all having excellent participation and a lot of fun! Fallon is starting a new teen/tween Anime & Manga Club and while her first program didn't have any takers, we are planning more promotions and ways to encourage engagement in what we hope will take off. We hosted a Bridges Youth Services Meet-Up here this month and I had our first library visit of the school year. For Library Card Sign Up Month, we brought back Library Battleship and helped to increase circulation, give out some prizes and have some fun playing all month long!

Tina, MLIS

Teens

This month, everybody went back to school, and we started some new programs to hopefully corral the teens' energy, especially on Wednesdays. We are happy to report that our new regular Wednesday programs went very well. The teens absolutely adored the therapy dogs' program; the dogs really seemed to put the teens in a calm, cheerful mood. A couple weeks later, we had our pizza party program, which filled their bellies after school and established a little more positive rapport between teens and library staff. We also had our first session of our regular Homeschool Monday program, and we met at the fire station for a tour! All ages were excited about this program, especially getting to see the fire trucks and the firefighter's pole. Besides that, we colored with paint markers, hosted an Anime & Manga club, and offered up multiple passive programs throughout the month. A successful start to the school year!

Kaitlyn & Tina, MLIS

MONTHLY BUDGET 2026

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Year To Date	Budget Remainder	Section 6, Item A.
SALARIES & BENEFITS													
<i>\$750,000 is to be contributed by City into 11-48-12-30</i>													
Salaries & Benefits - Fund 11													
Salaries (11-58-12-10)	718,350	35,523	53,552	49,510	53,255	51,763	82,366	49,216	44,749	47,074	467,008.66	251,341	65%
Longevity (11-58-12-12)	527	0	0	0	0	0	0	273	0	0	273.00	254	52%
Overtime (11-58-12-14)	0	0	0	0	0	0	0	0	0	0	0.00	0	
PT Salaries (11-58-12-16)	0	0	0	2,587	2,599	2,739	3519	2,703	1,594	2,006	17,747.97	-17,748	
Retirement (11-58-12-33)	35,333	1,941	2,773	2,791	2,826	2,805	4554	2,417	2,274	2,560.55	24,942.03	10,391	71%
Social Security (11-58-12-34)	54,994	2,144	3,236	3,146	3,379	3,295	5241	3,180	2,809	2,959.87	29,389.75	25,604	53%
Medicare (11-58-12-35)	10,424	501	757	736	790	771	1226	744	657	692.24	6,873.35	3,551	66%
Health Insurance (11-58-12-36)	116,211	7,104	7,104	7,104	7,104	7,104	7104	7,953	5,869	7,953	64,400.72	51,810	55%
Life (11-58-12-37)	4,000	164	164	153	153	153	153	152	84	106	1,279.52	2,720	32%
Dental (11-58-12-38)	7,488	642	642	642	642	642	642	546	449	546	5,394.66	2,093	72%
	947,327	48,019.57	68,227.91	66,668.84	70,749.02	69,273.14	104,805.33	67,183.08	58,485.28	63,897.49	617,309.66	330,017	65%
LIBRARY EXPENSES - Fund 11													
AMSO Allocation (11-58-12-17)													
AMSO Allocation	66,950	0	16,737	0	0	16,737	0	0	16,737	0	50,212	16738	75%
	66,950	0.00	16,737.42	0.00	0.00	16,737.42	0.00	0.00	16,737.43	0.00	50,212.27	16,738	75%
Supplies & Programs (11-58-12-18)													
AV Supplies	1,200	23	121	157	0	0	140	0	49	0	490	710	41%
Book Supplies	2,000	0	1,075	0	61	497	4	266	0	194	2,097	-97	105%
Makerspace	500	0	0	0	0	0	230	0	0	29	259	241	52%
Marketing	500	359	175	0	192	14,951	0	338	0	107	16,121	-15621	3224%
Office & Library Supplies	7,000	379	207	328	157	1,983	155	73	111	236	3,628	3372	52%
Photocopier Lease	6,300	265	265	193	440	431	431	869	477	462	3,835	2465	61%
Postage	0	0	9	0	0	0	0	0	7	13	29	-29	
Adult Programs	1,500	0	120	50	42	62	0	75	0	205	554	946	37%
Adult Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	0	
Children Programs	0	0	0	0	0	0	0	0	0	0	0	0	
Children Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	0	
Teen Programs	500	19	0	76	95	0	0	68	15	107	379	121	76%
Teen Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	0	
	19,500	1,044.04	1,972.46	802.85	985.78	17,924.13	959.76	1,689.60	660.11	1,353.22	27,391.95	-7,892	140%
Maintenance Contracts (11-58-12-19)													
Building and Equipment	22,281	0	0	570	3,250	0	0	0	959	2,126	6,905	15,376	31%
Software and Subscriptions	18,942	674	1,169	13,951	47	409	2,283	0	995	125	19,654	-712	104%
	41,223	673.71	1,169.14	14,520.96	3,297.44	409.00	2,283.49	0.00	1,953.60	2,251.00	26,558.34	14,665	64%

MONTHLY BUDGET 2026

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Year To Date	Budget Remaining	Section 6, Item A.
Building Repairs & Supplies (11-58-12-20)													
Janitorial Supplies	8,000	1,377	144	48	392	689	721	1,336	113	187	5,006	2,994	63%
Janitorial Services	3,000	0	0	0	0	0	0	0	0	0	0	3,000	0%
Repairs & Expense	6,000	0	215	11	1,067	947	721	2,745	161	548	6,416	-415	107%
	17,000	1,376.62	358.97	59.01	1,458.91	1,636.11	1,441.84	4,081.12	273.56	735.29	11,421.43	5,579	67%
Property Insurance (11-58-12-21)													
Property Insurance	21,000	8,474	0	0	0	0	0	8,491	0	0	16,965	4035	81%
	21,000	8473.75	0.00	0.00	0.00	0.00	0.00	8491.13	0.00	0.00	16964.88	4,035	81%
Dues & Fees (11-58-12-22)													
Dues, Fees, ETC.	620	0	0	0	0	0	0	426	0	332	758	-138	122%
	620	0.00	0.00	0.00	0.00	0.00	0.00	426.00	0.00	332.40	758.40	-138	122%
Continuing Education (11-58-12-23)													
Continuing Education	1,200	0	200	0	0	0	0	0	0	2,086	2,286	-1,086	191%
	1,200	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	2,086.00	2,286.00	-1,086	191%
Travel (11-58-12-24)													
Travel	1,500	0	0	0	142	0	0	240	0	0	382	1,118	25%
	1,500	0.00	0.00	0.00	142.47	0.00	0.00	239.98	0.00	0.00	382.45	1,118	25%
Utilities													
Fuel (11-58-12-28)	12,000	0	0	3,787.73	2,126.52	927.75	887.25	246.24	181.56		8,157	3,843	68%
Electricity (11-58-12-30)	45,000	0	0	3,043.67	3,178.58	0	4,190.15	4,616.71	5,849.56		20,879	24,121	46%
Water (11-58-12-31)	5,100	0	394	418.64	426.55	426.55	426.55	441.31	441.31	441.31	3,417	1,683	67%
Telephone (11-58-12-32)	5,400	386	132	1,288	129	129	550	129	1,835	210	4,788	612	89%
	67,500	385.67	526.63	8,538.42	5,860.18	1,483.67	6,053.92	5,433.63	8,307.04	651.61	37,240.77	30,259	55%
Café Charges (11-58-12-43)													
Café Charges	23,674	0	0	0	0	23,674	0	0	0	0	23,674	0	100%
	23,674	0.00	0.00	0.00	0.00	23,674.00	0.00	0.00	0.00	0.00	23,674.00	0	100%
Databases (11-58-12-44)													
BRIDGES - Databases	1,826	0	0	0	0	1,826	0	0	0	0	1,826	0	100%
Movie License	671	0	0	0	0	671	0	0	0	0	671	0	100%
Newsbank Inc.	2,376	2,376	0	0	0	0	0	0	0	0	2,376	0	100%
Overdrive E-Content	0	0	0	0	0	0	0	0	0	0	0	0	
Overdrive Advantage (Grant from Bridges for \$3,579)	13,537	0	0	0	0	9,958	0	0	0	0	9,958	3,579	74%
TumbleBooks Inc.	800	799	0	0	0	0	0	0	0	0	799	1	100%
Udemy	0	0	0	0	0	0	0	0	0	0	0	0	
	19,210	3,175.00	0.00	0.00	0.00	12,455.00	0.00	0.00	0.00	0.00	15,630.00	3,580	81%

MONTHLY BUDGET 2026

Section 6, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Year To Date	Budget Remaining	
Technology (11-58-12-45)													
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	600	0	0	600	600	50%
Technology	1,000	386	236	10	34	18	7,500	0	0	0	8,184	-7,184	818%
	2,200	385.58	236.25	9.99	33.75	18.04	7,500.00	600.00	0.00	0.00	8,783.61	-6,584	399%
Library Materials (11-58-12-46)	**Plus up to \$55,000 additional funds to be spent from Fund 20.**												
Adult Fiction	6,500	0	0	510	1,065	1,717	648	831	704	786	6,261	239	96%
Adult Nonfiction	6,500	0	0	0	531	1,072	814	275	360	2,007	5,059	1,441	78%
Children Books	9,000	541	868	656	0	2,155	103	618	810	1,253	7,005	1,995	78%
Large Print	4,000	0	216	131	324	623	731	0	230	643	2,897	1,103	72%
Materials - (Non-books)	500	0	0	0	0	0	0	0	0	139	139	361	28%
Reference - Subscriptions	1,680	600	108	-108	0	0	0	0	0	0	600	1,080	36%
Reference - Materials	360	0	0	0	0	0	0	0	0	0	0	360	0%
Young Adult Books	0	0	0	0	0	0	0	0	0	0	0	0	
	28,540	1,141.13	1,192.08	1,189.48	1,919.90	5,566.83	2,296.21	1,724.13	2,104.14	4,827.74	21,961.64	6,578	77%
Periodicals (11-58-12-47)													
Periodicals/Newspapers	5,700	1,276	1,086	557	458	865	35	0	55	40	4,371	1,329	77%
Seasonal Periodical Purchases	0	0	0	69	0	0	0	0	0	0	69	-69	
	5,700	1,275.85	1,085.54	625.57	457.53	865.38	34.97	0.00	54.90	39.98	4,439.72	1,260	78%
AV Materials (11-58-12-48)													
Adult Talking Books	0	0	0	0	0	0	0	0	0	0	0	0	
Children AUDIO	0	0	0	0	0	0	2,658	0	0	0	2,658	-2,658	
DVD	6,000	827	241	342	629	60	156	257	822	413	3,746	2,254	62%
Lucky Day	0	0	0	0	0	0	0	0	0	0	0	0	
	6,000	826.53	241.24	342.48	629.36	59.87	2,813.81	256.83	821.69	412.56	6,404.37	-404	107%
Donation Purchases (11-58-12-50)													
Purchase from Donation	0	5,518	5,866	3,266	3,924	10,267	6,269	4,503	1,673	1,835	43,122	-43,122	
		5,517.89	5,865.99	3,266.01	3,924.09	10,266.80	6,269.30	4,503.45	1,673.37	1,835.05	43,121.95		
TOTAL LIBRARY EXPENSES	321,817	24,275.77	29,585.72	29,354.77	18,709.41	91,096.25	29,653.30	27,445.87	32,585.84	14,524.85	297,231.78	24,585	92%
TOTAL EXPENSES INCLUDING SALARIES	1,269,144	72,295.34	97,813.63	96,023.61	89,458.43	160,369.39	134,458.63	94,628.95	91,071.12	78,422.34	914,541.44	354,603	72%

MONTHLY BUDGET 2026

Section 6, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	Year To Date	Budget Remainder	
REVENUE - FUND 11													
Fines (11-48-12-10)	1,200	33	1	15	70	39	78	161	115	26	538	662	45%
Misc. Fees (11-48-12-12)	5,000	476	361	805	241	568	440	299	479	117	3,784	1,216	76%
Use of Facilities Fee (11-48-12-14)	4,500	240	430	197	200	100	655	0	260	233	2,315	2,185	51%
Copier (11-48-12-18) Will be adjusted for tax	9,500	740	835	497	980	679	685	388	1,248	720	6,772	2,728	71%
Jefferson County Funds (11-48-12-22)	248,879	0	248,879	0	0	0	0	0	0	0	248,879	0	100%
Dodge County Funds (11-48-12-24)	91,500	0	0	91,500	0	0	0	0	0	0	91,500	0	100%
Adjacent County Funds (11-48-12-26)	9,728	922	8,816	82	0	0	0	0	0	0	9,820	-92	101%
DONATIONS 11-48-12-27	0	2,969	1,803	9,858	2,643	1,071	25	6,401	7,864	45	32,678.90	-32,679	
General Fund Contribution (11-48-12-30) From Fund 1	750,000	0	187,500	0	0	187,500	0	0	0	0	375,000	375,000	50%
Credit Card Rebate (11-48-12-56)	1,800	0	433	0	0	617	0	0	0	0	1,050	750	58%
TOTAL FUND 11 REVENUE	1,122,107	5,379.84	449,057.41	102,953.21	4,134.05	190,574.60	1,882.83	7,249.28	9,965.22	1,141.18	772,337.62	349,770	69%
RESERVED TO OFFSET SALARIES & BENEFITS													
Salary Reserve	197,327										0	197,327	0%
Subtotal Salary Reserve	197,327	0	0	0	0	0	0	0	0	0	0	197,327	0%
2025 Year End Fund Balance	460,109.56												
Reserved for Donations year end 2025	32,157.50												
UNRESERVED FUND BALANCE Year End 2025	427,952.06												
2026 YTD Balance Reserved for Donations	21,714.45												



PUBLIC LIBRARY FINANCE SUBCOMMITTEE MEETING AGENDA

TUESDAY, SEPTEMBER 08, 2026 AT 3:30 PM

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

1. CALL TO ORDER / ROLL CALL

Meeting called to order at 3:30 p.m.

Present: Koppes, Oudenhoven, Chandler, Lopez, Hernandez, Block

2. NEW BUSINESS

A. Discuss: 2027 Budget

Lynn, Jamie and Mary presented a draft of the 2027 WPL Budget for discussion, highlighting those items that are staying flat and those that have changed. There are no increased personnel asks for FY2027. Questions for clarification were asked regarding building and maintenance, AMSO, and technology. After discussion, the committee felt the budget was ready to share with the City/Mark Stevens.

The subcommittee thanked the WPL leaders, especially Lynn, for their work on the budget, ability to make it easy to understand and for ensuring the budget reflects the needs to best serve the Watertown community.

3. ADJOURNMENT

Meeting adjourned at 4:30 p.m.

PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

Thursday, September 10, 2026

1. CALL TO ORDER / ROLL CALL

Charity Chandler	Yes	Rita Haase	No
Tom Kohls	Yes	Chris Koppes	Yes
Emily Lessner	Yes	Dave Morstad	Yes
Beth Mueller	Yes	Lois Oetken	Yes
Sarah Oudenhoven	No		

Also present:

Watertown Public Library Staff: Mary Lopez, Jaime Hernandez, Cari Gunderson

2. CITIZENS TO BE HEARD

3. NEW BUSINESS

A. Discuss and take action: Recognition of Andi Merfeld's service to the Library Board
 Motion made by Chris Koppes to approve Resolution #2026-12 Acknowledgement of Andi Merfeld's service to the Library Board of Trustees
 Seconded by Tom Kohls. Approved.

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

- Jamie summarized conversations and ongoing work with the city, also included in board packet. Next steps would be to have sales rep from Rhyme come in to explain the process and support needed from library staff in order to facilitate faxing through this process.
- Jamie shared that the library staff believes it is a service that they would appreciate being able to provide this service. Board discussed fax services supporting community members.
- Beth raised a question related to a line that is potentially set up through Spectrum, based on previous bill and memo. Board wondered whether there is a line currently paid for, which needs to be turned on, or whether we could discontinue the line and proceed with this option.

Motion made by Chris Koppes to have the library staff evaluate a fax solution and come back to the board with a cost proposal. Seconded by Dave Morstad. Approved.

4. UNFINISHED BUSINESS

A. Discuss and take possible action: 2027 Budget

- Jamie shared two budget drafts prepared by the team. Second draft included slight difference in salaries due to potential step and grade reconsideration.
- Funds added to the technology line item due to self check-out machines nearing end of life. Budget would include funds to purchase new machines.
- Board asked clarifying questions related to line items - continuing education, cafe charges, purchase from donations; Board also discussed fund balance and usage in order to maintain services following budget reduction. Anticipated fund balance will be near 25%, which has been recommended.
- Jamie shared overview of staffing changes (hours) which was taken into account when preparing Salaries & Benefits section.
- Discussion related to rationale for adjusting step and grade for specific maintenance position, which was taken into account when preparing budget. Mary shared that if we were to be met with resistance, a job study could be requested. The board also discussed years of service as another supporting factor of salary adjustment.
- Discussion related to Maintenance - Building & Equipment. Clarification requested on what this allotment would potentially be utilized for. Staff explained potential expenditures.

Motion made by Lois Oetken to approve that Draft 2 be sent to the city for consideration.
Seconded by Beth Mueller. Approved.

5. DIRECTOR'S REPORT

A. Review: Monthly highlights, budget figures and statistics

1. Mary Lopez shared reflections on her first week. The breakfast was appreciated, she attended Bridges today, and she has gained a lot of information.
2. Jamie provided the Board with an interim director update. She shared an update on window wraps, which have not garnered significant local pushback, rather positive feedback. Update provided on John and Tod installing window shades in the break room, which staff have appreciated due to privacy and climate control in the break room. This month is library card sign-up month. Anna is starting a nonfiction book club, with the first one starting soon. The staff is hoping to draw new attendees with this offering. Jamie also provided an update on interviewing, hiring and staffing.

6. PRESIDENT'S REPORT

A. Report correspondences in official capacity

1. Charity shared kudos to Beth for being prepared for last meeting, resulting in our savings of \$280. Beth also expressed gratitude to Lynn.
2. Charity shared that the city has been communicating with her about the process for the new director's 3 month, 6 month, and 1 year review process.
3. Clarification asked about the upcoming tour of another city building - City Hall, Police Department and former Fire Department. Date and time was publicly noticed. The board expressed enthusiasm for the tour.

7. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. Minutes from August 13, 2026

B. Unplanned expenses as of August 31, 2026

C. Bills as of September 2, 2026

Motion made by Dave Morstad to approve the consent agenda. Seconded by Tom Kohls.

Roll Call Vote: Charity Chandler Y Tom Kohls Y Chris Koppes Y Emily Lessner Y

Dave Morstad Y Beth Mueller Y Lois Oetken Y

Absent: Rita Haase, Sarah Oudenhoven

Approved.

8. ADJOURNMENT

Motion made by Beth Mueller to adjourn at 6:14 PM. Tom Kohls 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, October 8, 2026, 5:30pm.

Respectfully submitted,
Emily Lessner, Secretary

Watertown Public Library Board of Trustees
Resolution #2026-12
Library Assistant

Be it resolved by the Watertown Public Library Board of Trustees, that Jennifer Roberts be employed as a Library Assistant (Circulation Desk focus) at the rate of \$19.39 per hour effective September 30, 2026. This position does not include benefits.

Action Taken:

Watertown Public Library Board of Trustees
Resolution #2026-13
Library Assistant

Be it resolved by the Watertown Public Library Board of Trustees, that Samantha Hernandez be employed as a Library Assistant (Circulation Desk focus) at the rate of \$19.39 per hour effective September 30, 2026. This position does not include benefits.

Action Taken:

2026 OCT BILLS LIST

Section 7, Item E.

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN15772785	Gordon Flesch	11-58-12-18	Copier Usage	134.89		
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
		11-58-12-19				
		11-58-12-19				
142688	Martin Systems	11-58-12-20	Repairs: Fire alarm battery issue	275.00		
36248	Richter Heating & A	11-58-12-20	Repairs: Boiler	1,997.12		
948703	Complex Security Sc	11-58-12-20	Repairs: Exterior door lock	345.00		
10801	Menards	11-58-12-20	Janitorial supplies	136.74		
32035	ZBM	11-58-12-20	Janitorial supplies	229.38		
TP 092626 LIB	Tina Peerenboom	11-58-12-24	3rd Quarter mileage	142.10		
		11-58-12-24				
	Wttn Water Dept	11-58-12-31	Water,			
		11-58-12-32				
		11-58-12-44				
30064	Taylor Computers	11-58-12-45	Malware investigation	168.75		
999103429207	Cengage	11-58-12-46	Large Print	348.80		
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
549778	Playaway	11-58-12-50	Friends: AV materials (Playaways)	447.14		
		11-58-12-50				
		11-58-12-50				
		20-58-12-60				
			TOTAL	4,490.29	Fund 11	
				0.00	Fund 20	
				4,490.29	Grand total	
FUND 11 EXPENSES						
	11-58-12-18	400.26	Office & Library Supplies			
	11-58-12-19	0.00	Maintenance Contracts			
	11-58-12-20	2,983.24	Building Repairs & Supplies			
	11-58-12-24	142.10	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-44	0.00	Databases			
	11-58-12-45	168.75	Technology			
	11-58-12-46	348.80	Library Materials			
	11-58-12-50	447.14	Purchase from Donation			
		4,490.29				
FUND 20 EXPENSES						
	20-58-12-60	0.00	Capital Outlay			
		0.00				

UNPLANNED EXPENSES IMPACTING 2026 BUDGET

	VENDOR	EXPENSE	AMOUNT	BILLED TO
JAN	Envisionware	Replace RFID pad at Reference desk	385.58	Technology
FEB	United Systems Associates	Troubleshoot and service speed pot on fan	200.00	Building repairs
APR	Schindler Elevator Corp	Troubleshoot and repair elevator phone	1,066.60	Building repairs
MAY	Richter Heating & Air Cond.	Repair loose connection - RTU 3	265.86	Building repairs
	Richter Heating & Air Cond.	Parts for water heater	258.98	Building repairs
	DME Elevators & Lifts	Service call - Lift	405.00	Building repairs
JUN	DME Elevators & Lifts	Cost of reconnecting emergency phone line in lif	585.00	Building Repairs
JUL	Richter Heating & Air Cond.	Repairs, Unit #1	147.70	Building Repairs
	Richter Heating & Air Cond.	Repairs and adjustments, Unit #1	147.70	Building Repairs
	Austin's All Season Services	Landscaping - mulch	2,450.00	Building Repairs
AUG	Taylor Computer Services	Work on server, VLAN for HVAC controls	135.00	Building Repairs
	Convergent Solutions	Labor when switching/disconnecting POTS lines	634.06	Telephone
	United Systems Associates	Insulate, program compressor modules	510.35	Building Repairs
OCT	Martin Systems	Fix fire alarm batteries, connected wrong	275.00	Building Repairs
	Taylor Computer Services	Run malware scan	168.75	Technology
	Richter Heating & Air Cond.	Boiler repair	1,997.12	Building Repairs
	Complx Security Solutions	Exterior door lock repair	345.00	Building Repairs

YTD TOTAL: 9,977.70**PLANNED EXPENSES APPROVED BY LIBRARY BOARD TO COME FROM FUND BALANCE**

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

YTD TOTAL: 25,089.02