



**PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA**

**THURSDAY, JANUARY 09, 2025 AT 5:30 PM**

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

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**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**

A. Note from Everly

**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: Contract for County Library Services

B. Review and take action: 2025 Pay Table

**6. UNFINISHED BUSINESS**

A. Discuss and take action: Election of Library Board Officers

B. Review with possible action: Plans for Strategic Plan

**7. DIRECTOR'S REPORT**

A. Review monthly highlights, budget figures and statistics

B. Monthly statistics

C. Director's Report

D. 2024 Circ by Statistical Class

**8. TRUSTEE'S REPORT**

**9. PRESIDENT'S REPORT**

**10. PERSONNEL AND POLICY**

A. Review and take action: Resolution 2025-1 Annika Morrison, PT Library Assistant-Childrens

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

A. Public Library minutes from December 12, 2024

B. December 2024 bills

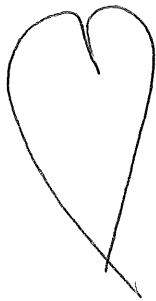
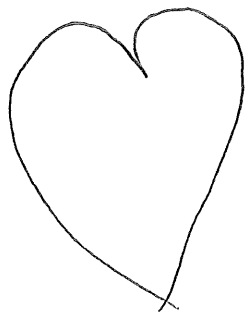
**12. ADJOURNMENT**

A. Next Meeting Date: Thursday, February 13, 2025

*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*

The library is so fun! The library is  
AMAZING! I love the library because Section 2, Item A. not guys  
always have fun EVENTS. I love the library  
because the Events always includes people that  
can do magic tricks and animals/reptiles. It is so  
fun!!!!  
!!!!



TO : EVERLY

# MEMO

## (Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 1/9/2025

Subject: Contract for County Library Services

## Background

The Jefferson County Board of Supervisors has, by resolution, stated the intent to provide public library services for the inhabitants of the County and has levied a tax to provide funds for such services. It is the intention of the parties to implement such County-wide public library services through the use of existing municipal libraries.

## Budget Goal

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

## Financial Impact

The figure noted in the contract is paid in one lump sum to the library prior to March 1, 2025 .

## Recommendation

I recommend that the board approves the contract

## 2024Operational Goals

Supports employee retention and growth, and also works to address critical staffing areas  
Promotes and fosters innovative approaches for community development and growth

CONTRACT FOR COUNTY LIBRARY SERVICES

This agreement made this 20th day of November, 2024, by and between the County of Jefferson, hereinafter called "County," and **Watertown Public Library** hereinafter called "Municipal Library," witnesseth:

I. PURPOSE

The Jefferson County Board of Supervisors has, by resolution, stated the intent to provide public library services for the inhabitants of the County and has levied a tax to provide funds for such services. It is the intention of the parties to implement such County-wide public library services through the use of existing municipal libraries.

II. TERM

The monetary payment and the services hereinafter stated shall be for a term commencing January 1, 2025 and ending December 31, 2025.

III. MUNICIPAL LIBRARY SERVICES

1. The Municipal Library shall serve all residents of Jefferson County equally.
2. The Municipal Library shall direct the librarian or other representative to attend periodic County meetings with the Jefferson County Library Council to coordinate and improve County library services.
3. The Municipal Library shall furnish such statistical information as may be requested by the County pertaining to the use of said library by persons residing beyond the municipal boundaries.

IV. MONETARY PAYMENT

In consideration of the Municipal Library services, the County shall pay to the Municipal Library, for the term of this agreement, the total sum of **\$238,228** payable in one sum not later than March 1, 2025.

V. LOCAL AUTONOMY

The Municipal Library shall in all respects remain an independent legal entity and not an agent or an employee of the County of Jefferson. The governing board or body of the Municipal Library shall retain all of the existing powers and duties related to the operation and maintenance of said Municipal Library.

VI. LOCAL USE OF FUNDS

It is mutually agreed by the County and the Municipal Library that the funds paid by the County are to cover the additional labor, material, capital outlay, and other expenses reasonably related to the County-wide services as set forth herein, and that the Municipal Library will not use said funds for the purpose of reducing the local tax levy.

COUNTY OF JEFFERSON  
By:

----- County Administrator	----- Date
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----- County Clerk	----- Date
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MUNICIPAL LIBRARY  
By:

----- Library Board President	----- Date
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----- Financial Agent of Library	----- Date
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----- Municipal Representative	----- Date
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**Note: The 2025 payment is contingent on having a signed contract returned no later than February 1, 2025. Please scan and email the signed contract to:**

Audrey McGraw – Jefferson County Clerk  
[audreym@jeffersoncountyi.gov](mailto:audreym@jeffersoncountyi.gov)

and

Marc DeVries – Jefferson County Finance Director  
[MarcD@jeffersoncountyi.gov](mailto:MarcD@jeffersoncountyi.gov)

# MEMO

## (Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 1/09/2025

Subject: Approval of 2025 Paytable

## Background

*As noted in the attached City Resolution, hourly rates and salaries paid to personnel employed by the Library shall be set up the Library Board. Attached is the approved city resolution for trustees to review and take action.*

## Budget Goal

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

## Financial Impact

The 2025 library budget was prepared using these approximate figures

## Recommendation

I recommend that the board approve the implementation of the City's approved 2025 Paytable.

## 2024 Operational Goals

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

PAYROLL RESOLUTION

SPONSOR: MAYOR MCFARLAND  
FROM: FINANCE COMMITTEE

A resolution adjusting the annual salary or hourly rates to be paid the following city officials, supervisory, and non-union personnel of the City of Watertown, Wisconsin.

The Common Council of the City of Watertown, Wisconsin, do ordain as follows:

**SECTION 1:** Effective January 1, 2025, all full-time and permanent part-time non-represented employees shall receive compensation based on the appropriate step and grade of the attached pay chart for dates effective January 1, 2025.

**SECTION 2:** The Mayor may modify the attached pay chart to include any new positions budgeted for and approved by the Common Council at a grade consistent with the budgeted amount or to change a job title, provided the grade does not change.

**SECTION 3:** The following part-time employees shall receive, effective January 1, 2025:

	<u>Jan. 1</u>
Police Auxiliary	\$15.76
Police Auxiliary Capt. – additional per hour	.50
Police Auxiliary Sgt. – additional per hour	.25
Crossing Guard	11.25
Election Inspector	10.00
Chief Election Inspector	12.00
Election Assistant	15.00
Cable TV PT Staffer	12.50
Engineering Intern (HS)	10.00-14.00
Engineering Intern (College)	14.00-19.00
PT Sr. Center Office Aid	12.00

**SECTION 4:** Only full-time employees previously eligible for longevity as of December 31, 2011, are eligible for longevity, and shall receive, in addition to their salary, the following annual amounts:

After 8 years of continuous service	\$175.50
After 12 years of continuous service	\$351.00
After 16 years of continuous service	\$526.50

**SECTION 5:** The City will contribute toward health insurance the following amounts for those employees who elect to receive it: Full-time single: \$780.00 (88%); Full-time family: \$1,920.00 (88%); Benefit eligible permanent part-time employees enrolled in WRS: 25 – 50% of the contracted plan dependent on the anticipated hours worked.

**SECTION 6:** The City will contribute toward dental insurance the following amounts for those employees who elect to receive it: Full-time single: \$3.32 monthly (90%), Full-time family: \$10.22 (90%)monthly.



**SECTION 7: LIBRARY.** Hourly rates and salaries paid to personnel employed by the Library shall be set by the Library Board.

**SECTION 8: RECREATION DEPARTMENT.** Hourly rates and contract amounts will be established by the Park, Recreation and Forestry Commission with the exception of seasonal maintenance employees, subject to council approval.

**SECTION 9: STREET, PARK, FORESTRY AND WATER/WASTEWATER SEASONAL EMPLOYEES.** Each person employed as a part-time seasonal maintenance employee shall be paid \$15.00 per hour plus an additional \$1.00 per year worked. Each person employed as a part-time seasonal office employee in these departments shall be paid \$11.00 per hour.

**SECTION 10:** All unionized City employees shall be compensated according to the appropriate union contracts.

**SECTION 11:** Non-union paramedics will receive the paramedic add-on pay as listed in the union contract.

**SECTION 12:** Unless specified differently in a section, this resolution shall take effect January 1, 2025.

That this Resolution shall be in full force and effect upon its passage and adoption.

	YES	NO
DAVIS	✓	
LAMPE	✓	
BOARD	✓	
BARTZ	Absent	
BLANKE ②	✓	
SMITH	✓	
SCHMID	✓	
WETZEL ①	✓	
MOLDENHAUER	✓	
MAYOR MCFARLAND	—	
TOTAL	8	0

ADOPTED December 17, 2024

Megyn Quinn  
CITY CLERK

APPROVED December 17, 2024

John  
MAYOR

CITY OF WATERTOWN

PAY TABLE EFFECTIVE: 1/1/2025 - HOURLY FORMAT (2080 HOURS)

1.50% COLA increase from 2024

Grade	Control Point										
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Y	\$67.51	\$69.44	\$71.37	\$73.30	\$75.22	\$77.15	\$79.08	\$81.01	\$82.94	\$84.87	\$86.80
X	\$63.47	\$65.28	\$67.10	\$68.91	\$70.72	\$72.54	\$74.35	\$76.17	\$77.98	\$79.79	\$81.61
W	\$59.44	\$61.14	\$62.84	\$64.54	\$66.23	\$67.93	\$69.63	\$71.33	\$73.03	\$74.73	\$76.42
V	\$55.41	\$57.00	\$58.58	\$60.16	\$61.74	\$63.33	\$64.91	\$66.49	\$68.08	\$69.66	\$71.24
U	\$51.38	\$52.85	\$54.32	\$55.79	\$57.25	\$58.72	\$60.19	\$61.66	\$63.13	\$64.60	\$66.06
T	\$48.35	\$49.74	\$51.12	\$52.50	\$53.88	\$55.26	\$56.64	\$58.02	\$59.41	\$60.79	\$62.17
S	\$46.34	\$47.67	\$48.99	\$50.32	\$51.64	\$52.96	\$54.29	\$55.61	\$56.94	\$58.26	\$59.58
R	\$44.33	\$45.60	\$46.87	\$48.13	\$49.40	\$50.67	\$51.93	\$53.20	\$54.47	\$55.73	\$57.00
Q	\$42.30	\$43.51	\$44.72	\$45.93	\$47.14	\$48.35	\$49.56	\$50.77	\$51.97	\$53.18	\$54.39
P	\$40.29	\$41.45	\$42.60	\$43.75	\$44.90	\$46.05	\$47.20	\$48.35	\$49.50	\$50.66	\$51.81
O	\$38.28	\$39.38	\$40.47	\$41.57	\$42.66	\$43.75	\$44.85	\$45.94	\$47.04	\$48.13	\$49.22
N	\$36.26	\$37.29	\$38.33	\$39.36	\$40.40	\$41.44	\$42.47	\$43.51	\$44.54	\$45.58	\$46.62
N (2912 Hrs) Battalion Chief	\$25.90	\$26.64	\$27.38	\$28.12	\$28.86	\$29.60	\$30.34	\$31.08	\$31.82	\$32.56	\$33.30
M	\$34.25	\$35.22	\$36.20	\$37.18	\$38.16	\$39.14	\$40.12	\$41.10	\$42.07	\$43.05	\$44.03
M (2053 Hrs) Sgt	\$34.70	\$35.69	\$36.68	\$37.67	\$38.66	\$39.65	\$40.64	\$41.64	\$42.63	\$43.62	\$44.61
L	\$32.24	\$33.16	\$34.08	\$35.00	\$35.92	\$36.84	\$37.76	\$38.68	\$39.60	\$40.52	\$41.45
K	\$30.23	\$31.09	\$31.95	\$32.82	\$33.68	\$34.54	\$35.41	\$36.27	\$37.13	\$38.00	\$38.86
J	\$28.20	\$29.00	\$29.81	\$30.61	\$31.42	\$32.23	\$33.03	\$33.84	\$34.64	\$35.45	\$36.25
I	\$26.19	\$26.94	\$27.68	\$28.43	\$29.18	\$29.93	\$30.68	\$31.42	\$32.17	\$32.92	\$33.67
H	\$24.18	\$24.87	\$25.56	\$26.25	\$26.94	\$27.63	\$28.32	\$29.01	\$29.70	\$30.39	\$31.08
G	\$22.16	\$22.79	\$23.42	\$24.06	\$24.69	\$25.32	\$25.96	\$26.59	\$27.22	\$27.86	\$28.49
F	\$20.14	\$20.71	\$21.29	\$21.86	\$22.44	\$23.02	\$23.59	\$24.17	\$24.74	\$25.32	\$25.89
E	\$18.63	\$19.17	\$19.70	\$20.23	\$20.76	\$21.29	\$21.83	\$22.36	\$22.89	\$23.42	\$23.96
D	\$17.62	\$18.13	\$18.63	\$19.13	\$19.64	\$20.14	\$20.64	\$21.15	\$21.65	\$22.15	\$22.66
C	\$16.61	\$17.09	\$17.56	\$18.04	\$18.51	\$18.99	\$19.46	\$19.94	\$20.41	\$20.89	\$21.36
B	\$15.61	\$16.06	\$16.51	\$16.95	\$17.40	\$17.84	\$18.29	\$18.74	\$19.18	\$19.63	\$20.07
A	\$10.07	\$10.36	\$10.64	\$10.93	\$11.22	\$11.51	\$11.80	\$12.08	\$12.37	\$12.66	\$12.95

CITY OF WATERTOWN	
GRADE ORDER LIST	
GRADE	JOB TITLE
T	CITY ATTORNEY
T	DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
T	CHIEF OF FIRE/EMERGENECY OPERATIONS
T	POLICE CHIEF
S	WATER/WASTEWATER UTILITIES MANAGER
S	FINANCE DIRECTOR
R	PUBLIC HEALTH OFFICER
R	OPERATIONS MANAGER
Q	DEPUTY CHIEF-FD
Q	ASSISTANT POLICE CHIEF
Q	ASSISTANT CITY ENGINEER
P	POLICE CAPTAIN
P	LIBRARY DIRECTOR
O	RECREATION AND PARKS DIRECTOR
O	WATER/WASTEWATER UTILITIES ASSISTANT MANAGER
N	BATTALION CHIEF SHIFT COMMANDER
N	ENGINEERING PROJECT MANAGER
N	ZONING ADMINISTRATOR
N	STORMWATER PROJECT MANAGER/GRANT WRITER
N	WATER SYSTEMS MAINTENANCE AND FACILITIES FOREMAN
N	BUILDING INSPECTOR III
N	PARKS SUPERVISOR
M	BUILDING INSPECTOR II
M	PUBLIC WORKS PROJECT MANAGER
M	CIVIL STAFF ENGINEER
M	ASSISTANT OPERATIONS MANAGER
M	PUBLIC HEALTH ASSISTANT DIRECTOR
M	POLICE SERGEANT
M	CLERK
M	LAB MANAGER
M	MANAGER OF ECONOMIC DEVELOPMENT AND STRATEGIC INITIATIVES

M	HUMAN RESOURCES COORDINATOR
M	INFORMATION TECHNOLOGY COORDINATOR
L	BUILDING INSPECTOR I
L	BUILDING INSPECTOR (PT)
L	SR. CENTER AND ENRICHMENT DIRECTOR/OFFICE MANAGER
L	DISTRIBUTION CREW LEADER
K	ENVIRO HEALTH SANITARIAN (CERTIFIED)
K	EMERGENCY PREP/ENVIRO HEALTH SPECIALIST
K	PUBLIC HEALTH NURSE - RN
K	BILINGUAL COMMUNICATIONS SPECIALIST (PT)
K	DEPUTY TREASURER/CLERK
K	AQUATICS AND RECREATION MANAGER
K	PROGRAMMING EVENT COORDINATOR
K	WASTEWATER COLLECTIONS CREW LEADER
K	WASTEWATER OPERATIONS FOREMAN
K	WATER OPERATIONS FOREMAN
K	911 DISPATCH SUPERVISOR
K	MEDIA AND COMMUNICATIONS DIRECTOR
K	ADULT SERVICES LIBRARIAN
K	CHILDREN'S LIBRARIAN
J	PT CODE ENFORCEMENT
J	ENVIRO HEALTH SANITARIAN (NON-CERTIFIED)
J	CITY FORESTER/BUCKET TRUCK OPERATOR
J	WATER SYSTEMS OPERATOR
J	WATER DISTRIBUTION TECHNICIAN
J	CIRCULATION SERVICES MANAGER
J	RECREATION PROGRAM MANAGER
J	STREET/STORMWATER WORKING FOREMAN
I	HEAVY EQUIPMENT OPERATOR
I	MECHANIC
I	911 DISPATCHER
I	911 DISPATCHER(PT)
H	PARALEGAL
H	HUMAN RESOURCES ASSISTANT (PT)
H	FIRE INSPECTOR (PT)
H	NURSE - LPN
H	ASSISTANT CITY FORESTER
H	MECHANIC/PARKS MAINTENANCE/POOL OPERATOR
H	PARKS SPECIALIZED MAINTENANCE

H	SPECIALIZED MAINTENANCE/LIGHT EQUIPMENT OPERATOR
H	SOLID WASTE COLLECTION - LEADMAN
H	OFFICE/PROGRAM COORDINATOR
H	UTILITY BILLING COORDINATOR
H	WASTEWATER COLLECTIONS SPECIALIST
H	MEDIA PRODUCTIONS MANAGER
H	ACCOUNTING CLERK
H	ADMINISTRATIVE ASSISTANT III
G	COURT CLERK (MUNICIPAL)
G	COMMUNITY SERVICES OFFICER
G	GENERAL LABORER-STREETS
G	SOLID WASTE COLLECTION
G	INVESTIGATIONS SPECIALIST
G	RECORDS CLERK (POLICE)
G	ASSISTANT BILLING/UTILITY CLERK
G	WATER UTILITY TECHNICIAN
G	ADMINISTRATIVE ASSISTANT II
F	GENERAL LABORER-PARK RECREATION AND FORESTRY
F	MAINTENANCE CUSTODIAN
F	BUILDING AND GROUNDS MAINTENANCE SUPERVISOR/WASTEWATER RELIEF OPERATOR
F	LEGAL ASSISTANT (PT)
F	ADMINISTRATIVE ASSISTANT I
F	SENIOR LIBRARY ASSISTANT-CATALOGING & CIRCULATION
F	SENIOR LIBRARY ASSISTANT-TEEN SERVICES
C	LIBRARY ASSISTANT (PT)
C	CLERK/TYPIST
C	CUSTODIAN-PT

# MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 1/09/2025

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. Further research by Peg has found that many libraries are completing their strategic plans without a consulting firm.*

## Budget Goal

Promotes and fosters innovative approaches for community development and growth

## Financial Impact

No financial impact on current budget but would provide direction for how to direct future funds.

## 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. Ultimately, trustees will have to decide how to move forward.

	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	14,273	13,476	11,867	<b>156,777</b>
Days open	27	28	30	30	30	30	30	31	29	30	29	29	<b>353</b>
Daily average	425	416	420	418	371	475	531	500	416	476	465	409	<b>444</b>
Highest attendance day	612	551	729	729	786	826	720	1293	585	695	2125	1,090	
Lowest attendance day	182	207	179	164	124	149	184	133	185	154	173	152	
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	<b>175,843</b>
Percent changed	-6%	-10%	-26%	-18%	-26%	-18%	-5%	5%	-6%	-5%	7%	-14%	<b>-11%</b>
REF QUESTIONS	1,300	1,375	1,191	1,197	913	1,269	1,130	947	785	934	806	728	<b>12,575</b>
INTERNET	507	609	586	578	554	583	586	655	575	544	498	588	<b>6,863</b>
MEETING ROOM	139	151	152	160	134	145	132	139	143	179	146	126	<b>1746</b>

## 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	466	477	<b>7,534</b>
Tutor Sessions	146	225	233	212	171	186	252	223	231	170	123	96	<b>2,268</b>
Microfilm	5	5	6	4	5	7	14	8	8	17	2	5	<b>86</b>
Computer/Tablet	483	592	559	536	509	553	551	626	547	513	474	577	<b>6,520</b>
Typewriter	1	0	0	0	0	0	1	0	0	0	0	0	<b>2</b>
Proctor Exams	0	1	0	0	0	0	0	0	1	2	0	2	<b>6</b>
Wireless	480	4474	4617	4892	4864	4911	5286	4851	4975	5221	4477	4220	<b>53,268</b>
Adult Programs	20	23	18	21	15	19	18	15	19	26	22	16	<b>232</b>
Program Att.	109	133	126	194	106	132	119	92	84	153	156	88	<b>1,492</b>
Passive Programs	4	3	4	5	5	5	6	4	5	5	6	5	<b>57</b>
Passive Att.	62	170	76	58	64	53	401	38	27	32	45	33	<b>1,059</b>
Outreach Events	1	1	1	1	1	1	1	1	1	2	1	1	<b>13</b>
Outreach Att.	14	17	12	13	12	10	13	12	8	30	18	15	<b>174</b>
Mobile Print Users	22	38	36	27	78	75	111	107	160	119	102	71	<b>946</b>
Mobile Print Pages	361	351	302	254	719	602	698	514	812	611	646	435	<b>6,305</b>
Newsbank	901	1062	922	660	991	705	186	792	798	829	1435	2095	<b>11,376</b>
Website Views	7109	6375	6310	6300	5648	6907	5946	6209	5756	5641	5457	5729	<b>73,387</b>



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	7	410	0	0	306	230	0	0	26	1	9	19	476	406	31
NOVEMBER	10	247	11	305	0	0	1	6	5	209	5	110	135	112	0	0	34	3	5	17	439	340	24
DECEMBER	9	276	7	118	7	147	1	12	7	158	5	110	160	116	0	0	26	1	1	16	380	251	11
TOTALS	125	3716	148	5406	31	829	14	941	54	3369	71	2950	2167	1522	1020	489	538	95	101	184	4198	5041	343

## 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	4	45	5	181		
December	4	31	5	191		
TOTALS	52	601	59	2764	0	100

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

<b>Libby: Audio, Ebook &amp; Magazine Checkouts</b>		
	<b><u>2023</u></b>	<b><u>2024</u></b>
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	3,494
December	3,836	3,572
Totals	43,683	44,953

Physical Circulation for December	20,059
Dec. Libby:	3,572
Dec. Libby Mags	441
Dec. Hoopla	8,676
2024 Monthly Total	32,751
2023 Dec. Total	23,303
New Cards	94

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

**Our annual Holiday Mitten Tree is accepting donations! Please consider donating new mittens (outdoor warm gloves/mittens), hats and scarves for kids of all ages. The Mitten Tree is located by the Circulation Desk.**

Karol Kennedy, Director of the Bridges Library System, will retire in June 2025. We've had two excellent Director's since the System was formed and I anticipate that another great choice will be made for the future.

I am happy to report (again) that we may have filled the open Children's position. On-boarding is set for January. The first 2025 Resolution is included in the packet. I am excited to welcome Annika to the library team!

I will move forward with filling the open PT Janitor's position and the unfilled PT Library Assistant in Circulation. Our potential PT Library Assistant withdrew prior to the holidays.

Richter Heating completed the necessary repairs to the leaking pipes. Sure Fire completed the cleaning of the units per our contract signed in summer 2024. So far the units have performed as is expected since the cleaning.

Friends brought in a wonderful spread of Christmas cookies, candy, cupcakes and other treats. I believe everyone found a treat to enjoy!

## **Monthly Department Information**

### **Adult:**

December was spent wrapping up end of the year things, covering other desks for those on vacations and continuing to get Kate up to speed in the Reference department. She is picking things up very quickly and has jumped right in putting together readers advisory posts for our social media and is planning a Magic the Gathering program for February. Noah has been busy receiving entries to our first Film Festival, which is a partnership with Towne Cinema. If you are free on Monday, February 10, please consider attending the festival down at Towne Cinema. I attended a Library Memory Project meeting early in December, with other librarians in our system plus dementia care specialists from the ADRC in Jefferson and Waukesha counties. I placed an order for 6 new computers through the cooperative purchasing program that Bridges offers each year. When those come in

I will spend a lot of time updating 5 staff member's computers and one in the computer lab.

**~Jamie**

### **Children's:**

December was another busy month, starting off with interviews and hopefully a full department to kick off 2025! We finished the year with many library visits, including all of Douglas 2nd grade and all of Schurz 1st grades visiting, St. Henry's Kindergarten with their regular monthly visit and the WUSD 3K Speech and Language kiddos and their families coming in for a special storytime! They loved it so much that they are coming back in February. We had our first Homeschool Tuesday Art Gallery and have had these children's and teen's artwork displayed in our hall between the Community Room and the TalkReadPlay Center for the last 2 weeks. There are some beautiful pieces so I hope you got a chance to check it out while it was here. We kicked off our Winter Library Challenge with early registration beginning on 12/16 and the program starting on 12/23 and running through 2/16! I'll be wrapping up my 2024 with some vacation time and I'm looking forward to spending some extra time with my family, friends and the Packers on 12/23! Go Pack Go!

**~Tina**

### **Teens:**

December seemed to fly by. Between all the holidays and winter break it felt about two weeks long! I wasn't sure how all the busyness would effect program attendance. It was a bit hit or miss this month. Overall, attendance was still good. Take and Makes did well as usual and I had a scavenger hunt going during the two weeks of winter break that did good as well. My one miss program was ornament making. Sadly, no one showed up for that. But thankfully, it was a program that entirely used supplies we already had here so it felt like less of a loss. Funny enough, a week later, I had a cookie decorating program that did even better than most of my previous programs. I ended up running out of cookies about halfway through! I have high hopes for the January programs I have planned and now with WLC (Winter Library Challenge) up and running I'm sure that will help get even more people here to attend! Looking forward to seeing what 2025 brings.

**~ Gabby**

**Circulation Department:**

Looking back on the year and moving forward to the new one with excitement for what we are able to offer this community and our patrons here at the library!  
Happy New Year!

~ Cari

**Overdrive Usage by Library - AUDIO AND BOOKS  
2024**

Library	January	February	March	April	May	June	July	August	September	October	November	December	Total
Alice Baker	915	796	951	898	959	898	983	964	906	887	896	848	10901
Big Bend	423	417	471	439	453	484	398	414	399	363	360	342	4963
Brookfield	7561	6985	7547	7498	7244	7491	7690	7741	7470	7474	6972	7224	88897
Butler	86	91	102	123	112	87	106	134	102	100	92	106	1241
Delafield	4145	3534	4055	3939	3939	3998	4111	4045	3841	4009	3870	3787	47273
Elm Grove	1476	1277	1455	1328	1269	1332	1550	1522	1361	1423	1402	1346	16741
Hartland	2731	2485	2753	2571	2429	2430	2566	2629	2430	2444	2266	2390	30124
Menomonee Falls	5847	5258	5900	5559	5756	5308	5744	5794	5516	5658	5150	5537	67027
Mukwonago	3251	3138	3266	3150	3194	3210	3481	3346	3243	3251	3099	3141	38770
Muskego	3658	3403	3755	3659	3633	3527	3568	3666	3541	3650	3325	3347	42732
New Berlin	5484	4925	5478	5241	5233	5276	5640	5560	5173	5213	5185	5285	63693
Oconomowoc	5240	4826	5402	5029	5072	5072	5322	5364	5078	5215	5315	5062	61997
Pauline Haass	3729	3299	3770	3716	3698	3635	3809	3835	3741	3747	3473	3504	43956
Pewaukee	3768	3428	3778	3613	3776	3724	3938	3908	3774	3772	3743	3752	44974
Town Hall	1329	1316	1487	1306	1371	1449	1474	1409	1404	1351	1342	1264	16502
Waukesha	12085	11185	12147	12060	12434	11987	12211	12379	12365	13155	12108	11714	145830
Fort Atkinson	2619	2359	2744	2582	2501	2599	2564	2682	2607	2653	2482	2493	30885
Jefferson	1169	1128	1318	1215	1066	1056	1163	1123	1083	1144	1069	1137	13671
Johnson Creek	609	552	626	637	561	593	505	572	566	605	530	514	6870
Lake Mills	1751	1520	1744	1633	1537	1637	1895	1683	1747	1689	1654	1663	20153
Palmyra	311	222	283	308	267	252	242	272	321	280	261	296	3315
Waterloo	776	669	660	645	604	559	715	641	588	727	554	575	7713
Watertown	4028	3630	3934	3832	3890	3750	4066	3723	3465	3569	3494	3572	44953
Whitewater	1502	1456	1557	1505	1609	1565	1451	1511	1562	1522	1369	1435	18044
Bridges Offline Circ				1									1
<b>total Waukesha Cty</b>	<b>61728</b>	<b>56363</b>	<b>62317</b>	<b>60129</b>	<b>60572</b>	<b>59908</b>	<b>62591</b>	<b>62710</b>	<b>60344</b>	<b>61712</b>	<b>58598</b>	<b>58649</b>	725621
<b>total Jefferson Cty</b>	<b>12765</b>	<b>11536</b>	<b>12866</b>	<b>12357</b>	<b>12035</b>	<b>12011</b>	<b>12601</b>	<b>12207</b>	<b>11939</b>	<b>12189</b>	<b>11413</b>	<b>11685</b>	145604
<b>Total Bridges</b>	<b>74493</b>	<b>67899</b>	<b>75183</b>	<b>72487</b>	<b>72607</b>	<b>71919</b>	<b>75192</b>	<b>74917</b>	<b>72283</b>	<b>73901</b>	<b>70011</b>	<b>70334</b>	871226

**Overdrive Usage by Library -- MAGAZINES  
2024**

Library	January	February	March	April	May	June	July	August	September	October	November	December	Total
Alice Baker	103	129	103	123	113	80	119	90	80	72	123	125	1260
Big Bend	93	116	115	58	63	54	56	32	42	44	52	73	798
Brookfield	1842	1733	1743	1068	1291	1168	1131	1142	1366	1321	1556	1720	17081
Butler	5	3	5	5	7	6	8	4	6	14	14	7	84
Delafield	737	771	651	552	667	799	623	532	831	755	820	862	8600
Elm Grove	320	303	298	201	249	211	206	208	235	277	429	349	3286
Hartland	431	354	315	177	249	208	255	180	279	261	328	308	3345
Menomonee Falls	1237	1100	1174	534	870	731	633	819	836	742	897	971	10544
Mukwonago	538	505	411	293	400	386	297	214	341	320	485	471	4661
Muskego	629	634	606	351	407	375	401	341	503	514	542	514	5817
New Berlin	709	758	707	485	697	570	525	433	605	736	750	778	7753
Oconomowoc	739	612	729	409	571	578	532	490	649	648	734	707	7398
Pauline Haass	433	353	442	261	355	323	315	233	342	338	432	399	4226
Pewaukee	520	518	412	285	388	373	291	275	333	347	365	402	4509
Town Hall	370	374	310	282	464	349	343	268	412	389	409	405	4375
Waukesha	2657	2446	2489	1506	2481	2057	1854	1520	2336	1972	2314	2196	25828
Fort Atkinson	384	337	317	199	247	204	235	144	219	286	337	307	3216
Jefferson	190	144	212	211	222	171	91	98	120	145	178	184	1966
Johnson Creek	55	46	70	22	56	46	61	46	56	45	56	74	633
Lake Mills	209	175	34	198	283	249	342	248	383	358	371	372	3222
Palmyra	29	29	27	29	13	12	34	24	42	34	55	47	375
Waterloo	82	70	89	35	68	47	51	39	56	43	57	58	695
Watertown	550	534	519	401	459	459	354	363	450	376	493	441	5399
Whitewater	160	148	158	105	122	131	129	110	142	118	186	157	1666
Bridges Offline Circ	2		3			2							7
<b>total Waukesha Cty</b>	<b>11363</b>	<b>10709</b>	<b>10510</b>	<b>6590</b>	<b>9272</b>	<b>8268</b>	<b>7589</b>	<b>6781</b>	<b>9196</b>	<b>8750</b>	<b>10250</b>	<b>10287</b>	109565
<b>total Jefferson Cty</b>	<b>1659</b>	<b>1483</b>	<b>1426</b>	<b>1200</b>	<b>1470</b>	<b>1319</b>	<b>1297</b>	<b>1072</b>	<b>1468</b>	<b>1405</b>	<b>1733</b>	<b>1640</b>	17172
<b>Total Bridges</b>	<b>13024</b>	<b>12192</b>	<b>11939</b>	<b>7790</b>	<b>10742</b>	<b>9589</b>	<b>8886</b>	<b>7853</b>	<b>10664</b>	<b>10155</b>	<b>11983</b>	<b>11927</b>	126744



Watertown Public Library Board of Trustees  
Resolution #2025-1  
Library Assistant

Be it resolved by the Watertown Public Library Board of Trustees, that Annika Morrison be employed as a Library Assistant (Children's Desk focus) at the rate of \$16.61 per hour effective January 8, 2025. This position does not include benefits.

Action Taken:

**PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA****THURSDAY, DECEMBER 12, 2024 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****Members Present:** Gerike, Burke, O'Neil, Koppes, Knaser, Kohls, Merfeld, Wetzel**Members Absent:** Oudenhoven**Also Present:** Library Director Peg Checkai, Head of Adult Services - Jamie Hernandez, Head of Children's Services - Tina Peerenboom**2. REVIEW CORRESPONDENCE** - Thank you note from Kevin Schoeffel after retirement.**3. CITIZENS TO BE HEARD** - None at this time.**4. APPEARANCES**

- a. Mark Stevens, Finance Director: Investment of Library Funds - Discussion regarding City budgetary changes in 2025 - general fund (Fund 1) money from the City and prior carryover funds, now in Fund 11. Information given from Stevens regarding options for investment for the library in the future. Follow up discussion with Mark Stevens and Finance subcommittee in the coming weeks.

**5. NEW BUSINESS**

- a. Discuss and take action: Amending Library Board By-Laws

**\*\*\*MOTION** per Koppes, seconded per Khols to approve Library Board By-Laws to amend section 2 of article 3 articulated as, "In addition, a special election of any officer role may be held at the discretion of the Library Board."

Votes for: Gerike, Burke, O'Neil, Koppes, Knaser, Kohls, Merfeld, Wetzel

Votes against: None. **Motion carries.**

- b. Discuss and take action: Election of Library Board Officers

No action taken at this time. Election of Board Officers to follow in January. Burke commits to take minutes at the January board meeting.

- c. Discuss and take action: Director's request to carry over vacation hours

**\*\*\*MOTION** per Gerike, seconded per Knaser to approve Library Director's request to carry over 40 vacation hours as prescribed by City processes.

Votes for: Gerike, Burke, O'Neil, Koppes, Knaser, Khols, Merfeld, Wetzel

Votes against: None. **Motion carries.**

- d. Resolution 2024-9 Acknowledgement of Betsy Gerike's service to the Library Board of Trustees

\*\*\***MOTION** per Koppes, seconded per Kohls to recognize Betsy Gerike's service to the Library Board of Trustees.

Votes for: Burke, O'Neil, Koppes, Knaser, Kohls, Merfeld, Wetzel

Abstain: Gerike

Votes against: None. **Motion carries.**

- e. Discuss and take possible action: Impacts of 2025 Budget on library operations. Discussion regarding adding titles to Fiction and Nonfiction collections (\$8,000), and Children's (\$7,000).

\*\*\***MOTION** per Gerike, seconded per Merfeld to approve Library Director to spend \$17,000 from the current carryover fund to supplement collection budgets for Fiction, Nonfiction, and Children's.

Votes for: Gerike, Burke, O'Neil, Koppes, Knaser, Kohls, Merfeld, Wetzel

Votes against: None. **Motion carries.**

## 6. UNFINISHED BUSINESS

- a. 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)

\*\*\***MOTION** per Burke, seconded per Wetzel to convene into closed session.

**Motion approved through voice acclimation.**

- b. Reconvene into Open Session

\*\*\***MOTION** per Koppes, seconded per Gerike to reconvene into open session.

**Motion approved through voice acclimation.**

- c. Review and take action: Request to fill PT Custodian position

\*\*\***MOTION** per Gerike, seconded per Knaser to fill PT Custodian position.

Votes for: Gerike, Burke, O'Neil, Koppes, Knaser, Kohls, Merfeld

Abstain: Wetzel

Votes against: None. **Motion carries.**

## 7. DIRECTOR'S REPORT

- a. Review: Monthly statistics and budget
- b. Review: Unplanned expenses
- c. Sadowski donation

8. TRUSTEE’S REPORT

9. PRESIDENT’S REPORT

10. PERSONNEL AND POLICY

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- a. November 2024 Bills
- b. Library Board Minutes from October 10, 2024
- c. Library Board Minutes from November 14, 2024

\*\*\***MOTION** per Burke, seconded per Gerike to approve the Consent agenda.  
Votes for: Gerike, Burke, O’Neil, Koppes, Knaser, Kohls, Merfeld, Wetzel  
Votes against: None. **Motion carries.**

12. ADJOURNMENT

- a. Next Board Meeting: January 9, 2025 at 5:30

\*\***Motion** per Gerike, second per Burke to adjourn at 7:03 pm.  
Approved via voice acclimation. Motion carries.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on January 9, 2025 at 5:30pm.

Respectfully submitted,  
Betsy Gerike, Secretary

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
P40881	Advantage System	11-58-12-19	Cell Fire Alarm Monitoring through 2/28/25	43.75		
		11-58-12-19				
		11-58-12-20				
		11-58-12-20				
		11-58-12-20				
		11-58-12-20				
		11-58-12-20				
		11-58-12-24				
		11-58-12-24				
	Wttn Water Dept	11-58-12-31	Water,			
RTRN1151372	Newsbank	11-58-12-44	Databases: 2025 Subscription	2307.50		
118685	Tumbleweed Press	11-58-12-44	Databases: 2025 Subscription	799.00		
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-50				
		11-58-12-50				
			TOTAL	3,150.25		
<b>FUND 11 EXPENSES</b>						
	11-58-12-18	0.00	Office & Library Supplies			
	11-58-12-19	43.75	Maintenance Contracts			
	11-58-12-20	0.00	Building Repairs & Supplies			
	11-58-12-24	0.00	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-44	3106.50	Databases			
	11-58-12-46	0.00	Library Materials			
	11-58-12-50	0.00	Purchase from Donation			
		3,150.25				