



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, DECEMBER 11, 2025 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. NEW BUSINESS

- A. Discuss and take action: Cuts to Staff/Operating Hours
- B. Discuss and take possible action: Changes/updates to the Teen Space and Makerspace
- C. The Library Board of Trustees will convene into Closed Session under exemption 19.85(1)c for the purpose of "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (LB Hours)
- D. Reconvene into open session: Take action on staff compensation request
- E. Discuss and take action: 2026 City Pay Table
- F. Review and take action: 2026 library holiday and CE Team Education dates

5. APPEARANCES

6. UNFINISHED BUSINESS

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

7. DIRECTOR'S REPORT

- A. Director's Report
- B. Review monthly library budget
- C. Review monthly library statistics
- D. Review and take action: December Bills
- E. Review unplanned expenses

8. TRUSTEE'S REPORT

9. PRESIDENT'S REPORT

10. PERSONNEL AND POLICY

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- A. Library Board of Trustees minutes from November 13, 2025
- B. Library Board of Trustees/Personnel and Policy minutes from November 5, 2025

12. ADJOURNMENT

A. Next meeting: January 8, 2026 at 5:30 pm

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

MEMO

(Library)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 12/10/2025

Subject: Discuss how to balance library operations with the 2026 budget cuts

Background

We are looking at a \$200,000 loss to the operating revenue line. Decisions need to be made for how to proceed for 2026 library operations and salary/benefits

Budget Goal

Review available funds, make staffing and operation decisions.

Financial Impact

Significant reduction in fund balance, possible cut in hours and loss of staff.

Recommendation

Board's decision

MEMO

(Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 12/11/2025

Subject: Teen Room Changes

Background

I would like to make some modifications that would affect the Teen Gaming Room and Makerspace. With many events in the MakerSpace we do not have enough room. The Gaming Room is not being used as was imagined and we can relocate the gaming system into the large Teen Space. I'm not looking at structural changes, perhaps some changes to door knobs and adding support blocking to the wall to support a TV.

Budget Goal

Provide best practices for serving the community, patrons and library team members

Financial Impact

NA

Recommendation

I would recommend allowing us to make some of the changes to improve use/space of the Makerspace.

CITY OF WATERTOWN 2026 PAY TABLE

Hourly rates shown (FT = 2080 hrs)

Control Pt: 100-F 2025 20.10 New Yr Incr
 100-F 2026 20.50 2.00%

11 steps @ 2.5% intervals

PAY GRADE	STEP										
	A	B	C	D	E	F	G	H	I	J	K
5	14.79	15.16	15.54	15.93	16.33	16.73	17.15	17.58	18.02	18.47	18.93
10	15.81	16.21	16.62	17.04	17.47	17.91	18.35	18.81	19.28	19.76	20.25
15	16.94	17.36	17.79	18.23	18.69	19.16	19.64	20.13	20.63	21.15	21.68
100	18.12	18.57	19.03	19.51	20.00	20.50	21.01	21.54	22.08	22.63	23.20
105	19.39	19.87	20.37	20.88	21.40	21.94	22.49	23.05	23.63	24.22	24.83
110	20.75	21.27	21.80	22.35	22.91	23.48	24.07	24.67	25.29	25.92	26.57
115	22.20	22.76	23.33	23.91	24.51	25.12	25.75	26.39	27.05	27.73	28.42
120	23.76	24.35	24.96	25.58	26.22	26.88	27.55	28.24	28.95	29.67	30.41
125	25.42	26.06	26.71	27.38	28.06	28.76	29.48	30.22	30.98	31.75	32.54
130	27.20	27.88	28.58	29.29	30.02	30.77	31.54	32.33	33.14	33.97	34.82
135	29.10	29.83	30.58	31.34	32.12	32.92	33.74	34.58	35.44	36.33	37.24
140	31.12	31.90	32.70	33.52	34.36	35.22	36.10	37.00	37.93	38.88	39.85
145	33.32	34.15	35.00	35.87	36.77	37.69	38.63	39.60	40.59	41.60	42.64
150	35.65	36.54	37.45	38.39	39.35	40.33	41.34	42.37	43.43	44.52	45.63
155	38.14	39.09	40.07	41.07	42.10	43.15	44.23	45.34	46.47	47.63	48.82
160	40.80	41.82	42.87	43.94	45.04	46.17	47.32	48.50	49.71	50.95	52.22
160P ²⁰⁵³	41.34	42.37	43.43	44.52	45.63	46.78	47.94	49.14	50.36	51.62	52.91
165	43.66	44.75	45.87	47.02	48.20	49.40	50.64	51.91	53.21	54.54	55.90
165F ²⁹¹²	31.19	31.96	32.76	33.59	34.43	35.29	36.17	37.08	38.01	38.96	39.93
170	46.71	47.88	49.08	50.31	51.57	52.86	54.18	55.53	56.92	58.34	59.80
175	49.99	51.24	52.52	53.83	55.18	56.56	57.97	59.42	60.91	62.43	63.99
180	53.49	54.83	56.20	57.60	59.04	60.52	62.03	63.58	65.17	66.80	68.47
185	57.24	58.67	60.14	61.64	63.18	64.76	66.38	68.04	69.74	71.48	73.27
190	61.24	62.77	64.34	65.95	67.60	69.29	71.02	72.80	74.62	76.49	78.40
195	65.53	67.17	68.85	70.57	72.33	74.14	75.99	77.89	79.84	81.84	83.89
200	70.12	71.87	73.67	75.51	77.40	79.33	81.31	83.34	85.42	87.56	89.75

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
25	26	27	28	29	30	31

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	^C 18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	TH	F	S
			1	2	^C H	4
^C 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		

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
24/31	^C H	26	27	28	29	30

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	^C H	^C 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	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
23/30	24/31	25	26	27	28	29

September						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	^C H	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	^C 14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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

December						
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	^C H	^C H	26
27	28	29	30	^C H	^C H	2

^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-Finance

From: Peg Checkai-Library Director

Date: 12/10/2025

Subject: Community Room Policy

Background

The library's community room is a very popular resource for the community for public, private and nonprofit groups. We've had some issues with groups not following policies along with other incidents. P&P will review the current policy to see if adjustments need to be made.

Budget Goal

Provide best practices for serving the community, patrons and library team members

Financial Impact

NA

Recommendation

I would recommend making some adjustments to the current policy. Depending on decisions made about library hours for 2026, more adjustments may need to be made to the policy.

**WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
DIRECTOR'S REPORT
For December 2025**

Libby: Audio, Ebook & Magazine Checkouts		
	2024	2025
January:	4,028	3,974
February:	3,630	3,671
March:	3,934	3,976
April:	3,832	3,986
May	3,890	3,937
June:	3,750	4,669
July:	4,066	4,930
August:	3,723	4,022
Sept.	3,465	4,051
October	3,569	4,074
November	3,494	4,144
December	3,572	
Totals	44,953	

Physical Circulation for November	20,336 (21,918)
Nov. Libby	4,144
Nov Libby Mags	491
Nov. Hoopla	0
2025 Monthly Total	24,971
2024 November Total	25,412
New Cards	82

Library Director's Notes:

Our annual Mitten Tree is ready for your donations! Mittens, hats, and scarves are all welcome. Watertown Family Connections will help us distribute the winter weather necessities!

I am working on completing a few webinars and the paperwork needed to keep my license.

Friends will pay for a new snowblower and Tod has already taken it "for a spin" since picking it up. We shopped local at Ace Hardware.

Jamie, Cari, Tina, Lynn, and I have been having discussions on how to address the large impact on the 2026 budget. We are doing the patron surveys, Lynn is running numbers for a variety of situations, employees are talking to concerned patrons, and a few team members have contacted me about cutting their hours or telling me about their willingness to resign from their job to help make things "easier"

Monthly Department Information**Adult:**

In November, Lynn, Peg and I started weekly website development meetings every Monday. So far the process has given us a chance to look at a lot of different websites and we are working on pinpointing what we envision for a new library website. Tina and I had another successful round of Thanksgiving Feast Bingo. All of our book clubs have been well attended and they are all in the process of picking new books for 2026. I attended 2 meetings in November - one was an adult services meeting in Oconomowoc that gave me a ton of great ideas for adult programming. The other was in Brookfield, and it was about creating a sustainable Summer Challenge. Tina and I both attended. As I write this, the fireplace is roaring behind me at the Reference Desk and I'm thankful for many things, the library being near the top of the list.

~Jamie

Children's:

November brought many school and library visits, including a WUSD 3K/4K Speech Family Storytime, Webster 2nd graders and the start of monthly visits to Douglas 4K

kiddos. I also was able to go back to the Whitewater Community Space to gather free books to either add to our collection or give away as prizes for patrons and I came back with over 300 books! Jamie and I had another Thanksgiving Feast Bingo this year and Piggly Wiggly donated a turkey and 2 pies as prizes and Pick N Save donated a \$20 gift card, which was used to purchase more food items to give away as prizes. The turnout wasn't as good as last year, but those that attended had a great time! We had a Football Frenzy Scavenger Hunt with over 200 participants. Kait and I had the opportunity to meet with the WUSD Library Media Specialists here at the library this month as well! It was great to chat with them about trends we're seeing, book ordering with the closing of Baker & Taylor, give them a tour of the library (which two new librarians had never been to yet) and collaborate for the upcoming Kids Choice Awards through Bridges. They will be sharing our program details for kids and teens at their schools and we're hoping to get Watertown 4th-6th graders engaged in this Bridges program offering this year! We're gearing up for our upcoming Winter Library Challenge, which runs December 22 - February 15 this year. Early registration begins on December 15. Friends funded the purchase of Kids SuperDraw prizes this year and, as always, we are extremely grateful for their support! We're looking forward to a busy end of 2025!

~Tina

Circulation Department:

We have a mitten tree in the circulation area to collect warm accessories. We have a fun display right when you walk in and many other displays of books. We are giving a candy cane to anyone who comes in with holiday clothing on. This is a difficult time with the news of what the city council has done to the library.

~ Cari

Teens:

Teens got very creative this month! We had a take and make program with collage kits, which had everything they needed to make a big collage. Those were a hit, with every collage kit getting picked up! We also made "honk houses" (inspired by New Berlin's "quack shacks"), where we decorated mint tins into tiny houses for tiny geese. We also did a crafternoon where we made bookmarks out of paint samples and keychains out of beads! It was a smaller month as far as participation goes, but the teens who came had a great time.

~ Kaitlyn

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Year To Date	Remaining	% Used
SALARIES & BENEFITS															
850,859 to be contributed by City into 11-48-12-30															
Salaries & Benefits - Fund 11															
Salaries (11-58-12-10)	703,546	37,659	50,200	53,220	48,136	46,986	49,086	75,683	50,817	50,294	49,798	51,091	562,969.87	140,576	80.02%
Longevity (11-58-12-12)	527	0	0	0	0	0	0	0	0	0	0	0	0.00	527	0.00%
Overtime (11-58-12-14)	0	31	0	0	0	0	0	0	0	0	0	26	56.71	-57	
Retirement (11-58-12-33)	33,241	1,926	2,570	2,570	2,414	2,346	2,441	3,805	2,536	2,536	2,536	2,537	28,214.89	5,026	84.88%
Social Security (11-58-12-34)	43,653	2,279	3,035	3,222	2,907	2,836	2,966	4,607	3,073	3,040	3,010	3,091	34,065.91	9,587	78.04%
Medicare (11-58-12-35)	10,209	533	710	753	680	663	694	1,078	719	711	703.86	723	7,966.80	2,242	78.04%
Health Insurance (11-58-12-36)	87,885	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	71,940.00	15,945	81.86%
Life (11-58-12-37)	1,494	148	148	148	145	145	145	164	164	164	164	164	1,696.44	-202	113.55%
Dental (11-58-12-38)	7,487	612	612	612	582	582	612	612	612	612	612	612	6,669.60	817	89.08%
	888,042	49,727.69	63,813.76	67,064.88	61,403.79	60,097.12	62,482.55	92,488.14	64,459.15	63,896.70	63,362.53	64,783.91	713,580.22	174,461.78	80.35%
LIBRARY EXPENSES - Fund 11															
AMSO Allocation (11-58-12-17)															
AMSO Allocation	61,952	0	15,488	0	0	15,488	0	0	15,488	0	0	15,488	61,952	0	100.00%
	61,952	0.00	15,487.95	0.00	0.00	15,487.95	0.00	0.00	15,487.95	0.00	0.00	15,487.95	61,951.80	0	100.00%
Supplies & Programs (11-58-12-18)															
AV Supplies	1,200	0	57	31	0	97	30	57	30	0	206	56	563	637	46.96%
Book Supplies	1,500	0	715	9	0	0	268	193	0	106	16	228	1,534	-34	102.29%
Makerspace	1,750	0	164	19	0	0	130	145	0	15	18	0	490	1260	28.02%
Marketing	2,000	0	0	335	229	-130	383	106	0	0	58	0	981	1019	49.03%
Office & Library Supplies	7,500	217	359	466	2,157	21	908	1,615	193	260	804	19	7,020	480	93.59%
Photocopier Lease	6,300	265	403	419	425	454	401	529	399	454	406	488	4,643	1657	73.70%
Postage	500	0	0	5	5	-39	12	15	4	5	4	0	12	488	2.38%
Adult Programs	2,000	362	162	159	10	27	98	53	67	154	73	466	1,632	368	81.58%
Adult Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Children Programs	2,750	244	73	268	64	0	131	1,117	307	55	213	62	2,535	215	92.19%
Children Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Teen Programs	2,000	177	173	48	80	0	22	232	31	50	194	103	1,112	888	55.59%
Teen Summer Library Challenge	0	0	0	0	0	0	0	0	138	0	0	0	138	-138	
	27,500	1,265.83	2,106.28	1,760.31	2,968.94	429.65	2,382.36	4,061.90	1,170.00	1,100.31	1,992.54	1,421.55	20,659.67	6,840.33	75.13%

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Year To Date	Remaining	% Used
Maintenance Contracts (11-58-12-19)															
Building and Equipment	19,689	44	0	570	3,250	6,100	0	0	1,144	1,274	0	1,025	13,406	6,283	68.09%
Software and Subscriptions	19,192	635	104	489	13,607	3	411	263	3	3	367	3	15,888	3304	82.79%
	38,881	678.47	104.14	1,059.39	16,856.93	6,102.99	411.48	262.99	1,146.99	1,277.14	366.56	1,027.49	29,294.57	9,586.43	75.34%
Building Repairs & Supplies (11-58-12-20)															
Janitorial Supplies	8,000	751	23	1,017	360	66	2,029	54	1,372	462	1,468	130	7,733	267	96.66%
Repairs & Expense	5,000	0	1	10	516	2,896	363	12	1,812	3,477	1,117	24	10,227	-5,227	204.54%
	13,000	751.08	23.42	1,027.37	876.08	2,962.27	2,391.85	66.64	3,183.26	3,938.77	2,584.48	154.85	17,960.07	-4,960.07	138.15%
Property Insurance (11-58-12-21)															
Property Insurance	17,000	0	0	0	0	0	0	0	8,474	0	0	0	8,474	8526	49.85%
	17,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8473.75	0.00	0.00	0.00	8473.75	8,526	49.85%
Dues & Fees (11-58-12-22)															
Dues, Fees, ETC.	1,100	0	0	0	0	0	0	0	0	366	0	0	366	734	33.27%
	1,100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	366.00	0.00	0.00	366.00	734.00	33.27%
Continuing Education (11-58-12-23)															
Continuing Education	1,200	0	200	0	0	0	0	0	0	1,910	0	0	2,110	-910	175.83%
	1,200	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	1,910.00	0.00	0.00	2,110.00	-910.00	175.83%
Travel (11-58-12-24)															
Travel	1,500	0	0	0	91	167	0	199	8	67	478	287	1,297	203	86.47%
	1,500	0.00	0.00	0.00	91.42	167.44	0.00	198.80	7.74	66.64	478.04	287.00	1,297.08	202.92	86.47%
Utilities															
Fuel (11-58-12-28)	20,000	0	2,497	2,636	979	766	328	159	149	174	181		7,869	12,131	39.34%
Electricity (11-58-12-30)	40,000	0	2,897	2,988	3,178	3,799	5,001	5,968	5,808	5,123	4,007		38,769	1,231	96.92%
Water (11-58-12-31)	4,000	0	340	347	362	369	354	369	376	381	386	386	3,669	331	91.72%
Telephone (11-58-12-32)	3,000	63	176	168	189	192	81	1,654	462	488	572		4,045	-1,045	134.84%
	67,000	63.24	5,909.17	6,138.72	4,707.70	5,125.93	5,764.77	8,149.59	6,795.46	6,165.85	5,145.98	385.77	54,352.18	12,647.82	81.12%
Café Charges (11-58-12-43)															
Café Charges	23,780	0	0	0	23,780	0	0	0	0	0	0	0	23,780	0	100.00%
	23,780	0.00	0.00	0.00	23,780.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,780.00	0.00	100.00%

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Year To Date	Remaining	% Used
Databases (11-58-12-44)															
BRIDGES - Databases	1,754	0	0	0	1,754	0	0	0	0	0	0	0	1,754	0	100.00%
Hoopla (\$6,504 Grant)	9,626	0	1,307	1,233	0	0	656	1,407	1,572	1,627	1,399	670	9,871	-245	102.54%
Movie License	607	0	0	0	607	0	0	0	0	0	0	0	607	0	100.00%
Newsbank Inc.	2,340	2,308	0	0	0	0	0	0	0	0	0	0	2,308	33	98.61%
Overdrive E-Content	4,968	0	4,968	0	0	0	0	0	0	0	0	0	4,968	0	100.00%
Overdrive Advantage	5,956	0	0	0	5,956	0	0	0	0	0	0	0	5,956	0	100.00%
TumbleBooks Inc.	840	799	0	0	0	0	0	0	0	0	0	0	799	41	95.12%
Udemy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	26,091	3,106.50	6,274.93	1,233.08	8,317.00	0.00	656.20	1,407.45	1,571.74	1,626.81	1,398.70	669.85	26,262.26	-171.26	100.66%
Technology (11-58-12-45)															
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	600	0	0	0	0	600	600	50.00%
Technology	1,000	10	14	47	31	0	0	33	39	0	184	7,904	8,263	-7,263	826.30%
	2,200	9.99	13.97	47.46	31.36	0.00	0.00	632.84	38.97	0.00	183.99	7,904.39	8,862.97	-6,662.97	402.86%
Library Materials (11-58-12-46)															
Adult Fiction	8,000	1,161	1,406	900	1,264	1,524	2,031	1,024	1,328	1,845	1,414	861	14,758	-6,758	184.48%
Adult Nonfiction	7,000	959	575	779	589	900	963	668	320	636	262	696	7,347	-347	104.95%
Children Books	11,384	136	965	2,669	642	160	1,111	1,115	842	2,709	795	4,762	15,906	-4,522	139.72%
Large Print	6,450	170	378	1,495	1,532	772	1,377	118	751	258	69	58	6,980	-530	108.21%
Materials - (Non-books)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reference - Subscriptions	3,036	0	708	0	0	0	0	0	0	0	480	0	1,188	1,848	39.13%
Reference - Materials	0	0	0	0	0	0	0	0	0	0	295	0	295	-295	0
Young Adult Books	3,500	280	562	340	39	329	244	78	12	10	179	16	2,089	1,411	59.68%
	39,370	2,707.30	4,593.95	6,182.59	4,067.03	3,685.23	5,727.11	3,001.63	3,252.50	5,458.12	3,494.07	6,392.50	48,562.03	-9,192.03	123.35%
Periodicals (11-58-12-47)															
Periodicals/Newspapers	4,905	961	620	633	789	920	367	0	0	120	0	0	4,410	495	89.90%
Seasonal Periodical Purchases	0	0	0	0	0	0	0	0	159	0	0	0	159	-159	0
	4,905	960.60	620.40	632.87	788.78	920.28	366.86	0.00	159.19	120.00	0.00	0.00	4,568.98	336.02	93.15%
AV Materials (11-58-12-48)															
Adult Talking Books	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Children AUDIO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DVD	6,000	187	226	733	1,233	563	625	-5	690	708	368	194	5,522	478	92.03%
Lucky Day	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	6,000	187.01	226.01	733.44	1,233.12	562.61	625.11	-5.38	689.80	707.78	368.04	194.27	5,522	478.19	92.03%
Donation Purchases (11-58-12-50)															
Purchase from Donation	0	1,156	3,714	5,132	4,463	4,317	7,525	7,197	1,064	3,283	2,712	1,548	42,112	-42,112	0
		1,155.51	3,714.43	5,132.26	4,463.48	4,316.69	7,525.12	7,196.81	1,064.44	3,283.03	2,712.24	1,547.61	42,111.62	-42,111.62	0

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	Year To Date	Remaining	% Used
TOTAL LIBRARY EXPENSES	331,479	10,885.53	39,274.65	23,947.49	68,181.84	39,761.04	25,850.86	24,973.27	43,041.79	26,020.45	18,724.64	35,473.23	356,134.79	(24,656)	107.44%
TOTAL EXPENSES INCLUDING SALARIES	1,219,521	60,613.22	103,088.41	91,012.37	129,585.63	99,858.16	88,333.41	117,461.41	107,500.94	89,917.15	82,087.17	100,257.14	1,069,715.01	149,806	87.72%
REVENUE - FUND 11															
Fines (11-48-12-10)	1,500	177	82	83	66	72	61	92	36	174	113	55	1,011	489	67.43%
Misc. Fees (11-48-12-12)	5,000	518	314	314	633	226	582	498	148	958	335	327	4,852	148	97.05%
Use of Facilities Fee (11-48-12-14)	3,000	461	292	400	818	308	264	120	582	120	260	1,028	4,653	-1,653	155.10%
Copier (11-48-12-18) <i>Will be adjusted for tax</i>	6,500	1,097	1,039	666	778	677	788	613	568	783	795	853	8,658	-2,158	133.20%
Jefferson County Funds (11-48-12-22)	238,228	0	238,228	0	0	0	0	0	0	0	0	0	238,228	0	100.00%
Dodge County Funds (11-48-12-24)	101,503	0	0	101,498	0	0	0	0	0	0	0	0	101,498	5	99.99%
Adjacent County Funds (11-48-12-26)	11,431	1,556	11,487	0	0	0	0	0	0	0	0	0	13,043	-1,612	114.10%
DONATIONS 11-48-12-27	0	2,424	50	9,793	3,989	3,260	949	4,322	2,351	778	2,199	2,183	32,298	-32,298	
General Fund Contribution (11-48-12-30) From Fund 1	850,859	0	212,715	0	0	212,715	0	0	212,715	0	0	212,715	850,859	0	100.00%
Credit Card Rebate (11-48-12-56)	1,500	0	652	0	0	557	0	0	653	0	0	626	2,487	-987	165.82%
TOTAL FUND 11 REVENUE	1,219,521	6,231.96	464,858.03	112,753.33	6,284.40	217,815.23	2,644.53	5,644.63	217,052.60	2,813.17	3,702.95	217,787.23	1,257,588.06	-38,067	103.12%
RESERVED TO OFFSET SALARIES & BENEFITS															
Salary Reserve	37,183												0	37,183	0.00%
Subtotal Salary Reserve	37,183	0	0	0	0	0	0	0	0	0	0	0	0	37,183	0.00%
2024 YEAR END FUND BALANCE	451,790.00														
Reserved for Donations year end 2024	71,391.16														
Unreserved Balance year end 2024	380,398.84														
2025 YTD Balance Reserved for Donations	61,577.49														

2025 STATISTICS													
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ATTENDANCE	12,754	12,868	15,592	15,618	12,997	17,095	17,544	15,249	13,407	15,687	13,594		162,405
ATTENDANCE 2024	11,487	11,661	12,614	12,528	11,128	14,252	15,926	15,511	12,054	14,273	13,476	11,867	156,777
Percent changed	11%	10%	24%	25%	17%	20%	10%	-2%	11%	10%	1%	-100%	4%
Days open 2025	30	28	30	29	30	30	30	31	29	30	27	29	353
Days open 2024	27	28	30	30	30	30	30	31	29	30	29	29	353
Daily average 2025	425	460	520	539	433	570	585	492	462	523	503	0	
Daily average 2024	425	416	420	418	371	475	531	500	416	476	465	409	444
Highest attendance day 2025	603	945	1,149	1,887	867	956	901	740	660	894	757		
Highest attendance day 2024	612	551	729	729	786	826	720	1293	585	695	2125	1,090	
Lowest attendance day 2025	212	169	213	211	145	161	214	179	207	194	185		
Lowest attendance day 2024	182	207	179	164	124	149	184	133	185	154	173	152	
REF QUESTIONS 2025	1,055	819	736	678	778	714	734	878	778	818	687	0	8,675
REF QUESTIONS 2024	1,300	1,375	1,191	1,197	913	1,269	1,130	947	785	934	806	728	12,575
INTERNET 2025	574	505	573	570	552	517	562	679	665	583	514	0	6,294
INTERNET 2024	507	609	586	578	554	583	586	655	575	544	498	588	6,863
MEETING ROOM 2025	169	177	165	169	193	157	140	152	160	169	132		1783
MEETING ROOM 2024	139	151	152	160	134	145	132	139	143	179	146	126	1746

REFERENCE, CIRCULATION STATISTICS 2025

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	706	495	434	378	422	348	342	540	479	501	445		5,090
REFERENCE 2024	763	865	762	758	495	688	648	607	477	528	466	477	7,534
Tutor Sessions	189	120	148	164	152	153	130	202	181	171	129		1,739
Tutor Sessions 2024	146	225	233	212	171	186	252	223	231	170	123	96	2,268
Microfilm	6	6	5	4	5	10	14	15	9	2	2		78
Microfilm 2024	5	5	6	4	5	7	14	8	8	17	2	5	86
Computer/Tablet	554	482	546	550	524	494	541	666	654	581	496		6,088
Computer/Tablet 2024	483	592	559	536	509	553	551	626	547	513	474	577	6,520
Typewriter	0	0	0	0	0	0	0	0	0	0	0		0
Typewriter 2024	1	0	0	0	0	0	1	0	0	0	0	0	2
Proctor Exams	0	0	0	0	3	7	0	3	2	2	0		17
Proctor Exams 2024	0	1	0	0	0	0	0	0	1	2	0	2	6
Wireless	4751	4655	5053	5247	5705	5451	5589	5372	5215	5678	4849		57,565
Wireless 2024	480	4474	4617	4892	4864	4911	5286	4851	4975	5221	4477	4220	53,268
Adult Programs	24	15	20	20	16	18	18	18	22	20	21		212
Adult Programs 2024	20	23	18	21	15	19	18	15	19	26	22	16	232
Program Att.	120	110	174	133	75	126	136	115	109	104	124		1,326
Program Att. 2024	109	133	126	194	106	132	119	92	84	153	156	88	1,492
Passive Programs	8	8	5	6	6	0	0	2	0	1	0		36
Passive Programs 2024	4	3	4	5	5	5	6	4	5	5	6	5	57
Passive Att.	59	39	30	40	60	0	0	177	0	17	0		422
Passive Att. 2024	62	170	76	58	64	53	401	38	27	32	45	33	1,059
Outreach Events	1	20	1	2	2	1	1	1	1	1	1		32
Outreach Events 2024	1	1	1	1	1	1	1	1	1	2	1	1	13
Outreach Att.	15	130	14	35	83	15	18	15	13	12	15		365
Outreach Att. 2024	14	17	12	13	12	10	13	12	8	30	18	15	174
Mobile Print Users	117	89	102	107	87	91	185	111	141	111	77		1,218
Mobile Print Users 2024	22	38	36	27	78	75	111	107	160	119	102	71	946
Mobile Print Pages	541	710	593	460	441	336	669	866	646	946	577		6,785
Mobile Print Pages 2024	361	351	302	254	719	602	698	514	812	611	646	435	6,305
Newsbank	2248	2525	2958	2588	2489	2373	2238	2535	2349	2675	2668		27,646
Newsbank 2024	901	1062	922	660	991	705	186	792	798	829	1435	2095	11,376
Website Views	6665	6073	7391	7864	8148	6883	6180	6444	6159	6429	6141		74,377
Website Views 2024	7109	6375	6310	6300	5648	6907	5946	6209	5756	5641	5457	5729	73,387

CHILDREN'S ROOM STATS - 2025																							
	STORYTIME		PROGRAMS		LIBRARY VISITS		OFFSITE		DROP-INS		SCHOOL VISITS		KIDS	ADULTS	SLC	WLC	TUMBLE BOOKS	500 BOOKS	1K BOOKS	BOOK BAGS	REF	PC	
JANUARY	12	414	11	168	1	10	1	6	6	439	5	110	238	176	0	0	43	1	11	19	451	349	20
JANUARY 2024	9	185	12	287	3	45	1	80	3	371	8	135	110	75	0	0	67	0	1	21	457	537	24
FEBRUARY	12	391	10	178	1	13	0	0	5	74	5	110	221	170	0	463	108	3	9	20	478	324	23
FEBRUARY 2024	14	381	12	333	1	13	1	4	5	414	0	0	223	158	0	489	43	0	14	26	516	510	17
MARCH	9	333	12	238	2	37	1	14	7	401	7	103	203	150	0	0	85	5	15	22	488	302	27
MARCH 2024	10	308	13	417	3	110	1	5	7	645	8	140	181	127	0	0	33	0	8	22	528	429	27
APRIL	13	420	10	158	1	40	1	250	6	121	5	110	236	184	0	0	83	6	3	21	496	300	20
APRIL 2024	14	415	16	316	3	51	2	257	5	170	9	220	223	164	0	0	17	49	22	22	468	439	42
MAY	8	219	8	85	5	165	1	3	5	73	30	2245	123	96	0	0	114	5	13	13	355	356	28
MAY 2024	9	251	10	207	2	185	1	3	3	14	31	2145	149	102	0	0	23	17	7	13	254	418	45
JUNE	12	465	17	1359	0	0	0	0	3	520	0	0	281	184	0	0	50	5	13	6	99	366	23
JUNE 2024	14	539	21	1939	2	40	0	0	3	577	0	0	338	202	0	0	132	11	11	3	93	581	30
JULY	12	506	16	786	1	15	1	400	1	12	0	0	261	169	1103	0	18	8	12	6	140	392	21
JULY 2024	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	24	11	306	0	0	2	70	8	346	0	0	15	9	0	0	3	5	5	12	319	338	13
AUGUST 2024	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	287	8	133	1	18	1	4	5	59	4	100	159	128	0	0	101	0	10	15	367	299	11
SEPTEMBER 2024	7	172	8	210	2	30	1	9	4	212	5	90	95	77	0	0	50	8	11	14	317	308	28
OCTOBER	14	600	11	158	2	92	1	231	7	277	7	131	342	258	0	0	62	2	4	21	538	317	2
OCTOBER 2024	17	536	12	278	8	208	1	150	7	410	0	0	306	230	0	0	26	1	9	19	476	406	31
NOVEMBER	8	340	9	176	2	103	1	5	5	239	8	136	185	155	0	0	6	4	10	17	448	242	18
NOVEMBER 2024	10	247	11	305	0	0	1	6	5	209	5	110	135	112	0	0	34	3	5	17	439	340	24
DECEMBER																							
DECEMBER 2024	9	276	7	118	7	147	1	12	7	158	5	110	160	116	0	0	26	1	1	16	380	251	11
TOTALS	108	3999	123	3745	16	493	10	983	58	2561	71	3045	2264	1679	1103	463	673	44	105	172	4179	3585	206
TOTALS 2024	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 - 2025

Month	YA Active		YA Passive & N/A		YA SRP	YA WRP
	# Prog.	Attend.	#Prog.	Atten.		
January	4	33	7	529		n/a
January 2024	5	38	4	191		n/a
February	6	16	8	277		81
February 2024	5	49	5	257		100
March	10	72	4	122		
March 2024	6	52	3	224		
April	6	10	1	6		
April 2024	5	30	4	214		
May	2	4	0	0	n/a	
May 2024	1	6	3	141	n/a	
June	6	182	0	0	n/a	
June 2024	5	138	3	116	n/a	
July	5	73	2	93	318	
July 2024	5	120	4	253	0	
August	3	16	8	124		
August 2024	2	1	11	316		
September	3	12	2	40		
September 2024	4	24	6	215		
October	3	7	2	193		
October 2024	6	67	6	465		
November	3	5	3	52		
November 2024	4	45	5	181		
December						
December 2024	4	31	5	191		
TOTALS	51	430	37	1436	318	81
TOTALS 2024	52	601	59	2764	0	100

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
101075392	GFC Leasing	11-58-12-18	Copier Lease	265.37		
111725 LIB	MC Petty Cash	11-58-12-18	Adult Programs	9.98		
45334	Wepco	11-58-12-18	Marketing	106.48		
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
4607307005	Schindler Elevator	11-58-12-19	Yearly Service Contract: Elevator	8,004.50		
12022025	DME	11-58-12-19	Yearly Service Contract: Lift	1,130.00		
28703	Taylor Computer S	11-58-12-19	Quarterly Maintenance, Sonic Wall 3-year	2,704.95		
CINV2025-02314	Bridges (Wauk Co Treasurer)	11-58-12-19	Cloud Nine software - Computer Lab	341.25		
6521	Kuhlman's Cleanin	11-58-12-20	Janitorial Services	120.00		
		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,			
		11-58-12-32				
28703	Taylor Computer S	11-58-12-45	Technology	303.75		
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
518147	Playaway Product	11-58-12-50	Donations: Friends - Audiobooks	466.32		
		11-58-12-50				
IN15406449	Gordon Flesch	20-58-12-60	Capital Outlay: Replacement Coin-op	4,722.00		
				TOTAL	13,452.60	FUND 11
FUND 11 EXPENSES					4,722.00	FUND 20
	11-58-12-18	381.83	Office & Library Supplies		18,174.60	
	11-58-12-19	12,180.70	Maintenance Contracts			
	11-58-12-20	120.00	Building Repairs & Supplies			
	11-58-12-24	0.00	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-45	303.75	Technology			
	11-58-12-46	0.00	Library Materials			
	11-58-12-50	466.32	Purchase from Donation			
		13,452.60				
FUND 20 EXPENSES						
	20-58-12-60	4,722.00	Capital Outlay			

UNPLANNED EXPENSES IMPACTING 2025 BUDGET

VENDOR	EXPENSE	AMOUNT	BILLED TO
APR Martin Systems	Replace defective sensor in ducts	453.66	Building Repairs
MAY United Systems Associates	Replacement of controllers (Nov 24)	547.35	Building Repairs
Sure-Fire Inc.	Replace shaft seal and pump gasket	2,365.10	Building Repairs
JUN Sure-Fire Inc.	Reset controllers	348.75	Building Repairs
Walden, Nietzke, & Taylor	Legal fees re: camera MOU	552.50	Office Supplies
JUL Walden, Nietzke, & Taylor	Legal fees re: camera MOU	1,300.00	Office Supplies
AUG Sure-Fire Inc.	Replace VFD supply fan on RTU 1	1,811.52	Building Repairs
SEP Schindler Elevator Corp.	Service call after power outage	772.40	Building Repairs
Sure-Fire Inc.	Expansion module and labor RTU 1	1,385.70	Building Repairs
Sure-Fire Inc.	Solenoid coil and labor RTU 2	552.45	Building Repairs
Sure-Fire Inc.	Contactora and labor RTU 3	766.00	Building Repairs
Complex Security Solutions	Add 12 cameras and server, down paym	18,042.22	* Capital Outlay
Complex Security Solutions	Add 12 cameras and server, final paym	18,042.20	* Capital Outlay
OCT Sure-Fire Inc.	Replace actuator on RTU1	630.49	Building Repairs
Sure-Fire Inc.	Replace condenser fan blade	486.04	Building Repairs
Taylor Computer Services	Camera ports	168.75	Technology
NOV Taylor Computer Services	Additional camera port issues	202.50	Technology
Library Market	Website design and development	7,500.00	Technology
DEC Taylor Computer Services	Troubleshooting internete issues	303.75	Technology
Gordon Flesch	Replacement pay station, computer lab	4,722.00	* Capital Outlay
Ace Hardware	New snowblower	726.68	Friends donation

YTD TOTAL: 61,680.06

YTD total for Sure-Fire, Inc: 8,346.05



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

THURSDAY, NOVEMBER 13, 2025 AT 5:30 PM

1. CALL TO ORDER / ROLL CALL

Jarred Burke	A	Charity Chandler	p	Kerry Kneser	P	Tom Kohls	P
Andi Merfeld	P	Beth Mueller	A	Sarah Oudenhoven	P	Erin O'Neill	P
Bob Wetzel	P						

Also present: Watertown Public Library Staff: Tina Peerenboom (V), Jaime Hernandez

2. REVIEW CORRESPONDENCE - NONE

3. CITIZENS TO BE HEARD

Kerry Owens, 1402 Stoneridge Drive

Danielle B, Employee

Kate Lapin, 1216 Richards Ave

Greg Zipfel, 1416 Stoneridge Dr

Tom Levi, 132 Harding St

Barb Weiss, 1118 Riverview Lane

Rebekkah Grotelueschen, 621 Sweetbriar Lane

Francine Gies, 609 W. Main

Barbara Phelps, 119 S. Church St

Jude Christensen, 132 Harding St

Dave Poppert, 1402 Stoneridge Dr

Apollo Swan-Friend, 411 1/2 E Main St

4. APPEARANCES

Ken Berg, Watertown Alderman

Fred Smith, Watertown Alderman

Jonathan Lampe, Watertown Alderman

- Berg and Smith described the City's difficult financial position and requested that the Board approve a voluntary \$200,066 contribution from its endowment fund to help reduce the City's debt service.
- Lampe advised the Board to forgo the contribution.

** Oudenhoven motioned to move agenda item 5 E: Review and take action: Request from City Finance to release \$200,066 from the Library Endowment fund to pay the 2026 interest on funds the city borrowed for library expansion to 5 A, and move to 5 A to 5 B. Kohls seconded. Approved.

Roll call vote:

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

5. NEW BUSINESS

A. Review and take action: Request from City Finance to release \$200,066 from the Library Endowment fund to pay the 2026 interest on funds the city borrowed for library expansion

Kneser motioned the library board decline the request from city Finance Committee to release \$200,066 from the Watertown Public Library endowment fund to pay down the City of Watertown's debt service. O'Neil seconded. Approved.

Roll call vote:

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

A. Review and discuss: strategic planning initiatives with WILS team

- Due to insufficient time during meeting, this item has been rescheduled with WiLS on Dec 4th, while they're at WPL for Community Conversation sessions.
- Checkai will post meeting for 3:45-4:45 on December 4th.

B. The Library Board of Trustees will convene into Closed Session under exemption 19.85(1)c for the purpose of "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Library Director Evaluation)

Kohls made motion to move into closed session. Kneser seconded. Approved.

C. Reconvene into Open Session

Kohls made motion to reconvene into open session. Wetzel seconded. Approved.

***O'Neil exited meeting.*

D. Review and take action: 2026 Addendum for Bridges Library System and Cafe Agreement

Kneser made a motion to approve the addendum. Merfeld seconded. Approved.

Roll call vote:

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

F. Review and take action: Director's request to carry over vacation

Chandler made a motion to approve Checkai rolling over 40 hours of vacation. Kohls seconded. Approved.

6. UNFINISHED BUSINESS

A. Review and discuss: proposed 2026 library budget

- Checkai encourage Board to attend City Council Meeting next week

7. DIRECTOR'S REPORT

A. Director's Report

- Due to trash being left in teen room, there will be no eating or drinking allowed for two weeks.
- Increased requests from teachers to partner with library.

B. Checkai reviewed monthly library statistics

- Statistics are up

C. Reviewed monthly library budget

D. Reviewed unplanned expenses

8. TRUSTEE'S REPORT

9. PRESIDENT'S REPORT

- Busy month with communications

10. PERSONNEL AND POLICY

A. Review and take possible action: Meeting Room Policy

Tabled to December

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. November Bills

B. October 9, 2025 minutes

Oudenhoven made a motion to approve consent agenda items. Chandler seconded.

Roll call vote:

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

12. ADJOURNMENT

Wetzel made a motion to adjourn meeting at 7:23pm. Kohls seconded. Approved

A. Next meeting: December 11, 2025



PUBLIC LIBRARY PERSONNEL AND POLICY COMMITTEE MEETING AGENDA

WEDNESDAY, NOVEMBER 05, 2025 AT 2:30 PM

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

1. CALL TO ORDER / ROLL CALL

Erin O'Neill called the meeting to order at 2:35 pm.
Roll Call: Erin O'Neill, Charity Chandler and Andi Merfeld
Also in attendance: Peg Checkai and John Katsch.

2. NEW BUSINESS

- A. Discuss and take possible action: Meeting Room Policy
After several years of renting out the Community Room, several problem areas have been identified by Peg and the library staff. To keep up with community demand, modify current cleanup details, and to assure that no group shall have exclusive rights to the Community Room, Peg will add the changes to the current policy and bring to the full board for discussion and approval. Current plan would be for the changes to go into effect on January 1, 2026.

3. ADJOURNMENT

Charity Chandler motioned to adjourn at 3:23, seconded by Erin O'Neill

Minutes respectfully submitted by Peg Checkai, Library Director