



## PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, MAY 08, 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**
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: Unattended Child Policy/Unacceptable Conduct Policy – Library Privileges
- B. Discuss and take possible action: MOU between the Library Board of Trustees and Watertown Family Connections
- C. Review and take possible action: MOU between the Library Board of Trustees and Watertown Police Dept.
- D. Review and take action: Proposed bench in honor of Judge Ron Ziwicki
- E. Review and take action: By-Laws of the Board of Directors
- F. Review: April Incident Report
- G. Review and discuss: Succession Plan

6. **UNFINISHED BUSINESS**

- A. Review and take action: FT Library Assistant position
- B. Review: progress with changes made in the teen room
- C. Review and take possible action: Proposed Strategic Plan update
- D. Review and take possible action: Additional cameras in the facility
- E. Review and discuss: Cordless/cell phone for maintenance proposals

7. **DIRECTOR'S REPORT**

- A. April Director's Report
- B. April Budget
- C. April statistics

8. **TRUSTEE'S REPORT**

9. **PRESIDENT'S REPORT**

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

- A. Minutes: Library Board of Trustees minutes from April 10, 2025

- B. Minutes: P&P Meeting minutes from April 24, 2025
- C. Minutes: Finance Committee minutes from April 22, 2025
- D. April Bills List

## **11. PERSONNEL AND POLICY**

## **12. ADJOURNMENT**

- A. Next Board Meeting; June 12, 2025 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](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*

# MEMO

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(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 5/8/2025

Subject: Revision of Unattended Child Policy

## Background

P&P met to discuss this policy due to conduct issues inside the building, especially with some middle school patrons. These updates, clean up the policy. I've included a "red-line" version along with a copy with all proposed changes. Also included is an updated Unacceptable Conduct policy because it was referenced in the Unattended Child Policy.

## Budget Goal

Keep patrons of all ages safe while providing a wonderful library experience for patrons of all ages.

## Financial Impact

NA at this point

## Recommendation

My recommendation is to approve the updated policy once it is reviewed by all trustees.



## Watertown Public Library Unattended Child Policy

### Purpose:

To ensure the safety and well being of children who visit the library and maintain an atmosphere of constructive library use.

The Watertown Public Library welcomes library use by children and library staff members are available to assist children with library materials or services. The library desires to provide a safe and appropriate environment for visitors of all ages.

The library is not equipped and it is not the library's role to provide long-term or short-term child care.

Sharing this environment with other people requires that all follow the Rules for Patron Code of Conduct established by the Board of Library Trustees which are available on the Library website or by request.

### Policy:

Responsibility for the welfare and behavior of children using the library rests with the parent, guardian, or responsible caregiver. Staff cannot assume responsibility for children's safety and comfort when they are unattended.

The Library Director has the authority to alter the policy of age limit supervision requirements to adapt to unforeseen circumstances

#### Supervision of children:

- A. Preschool children should be in sight of and supervised by a parent, guardian, or responsible caregiver. Parents or caregivers of preschool children are expected to remain in the library while children are attending library programs.
- B. Older children able to maintain proper library behavior may use the library unattended, otherwise they should be adequately supervised by a parent, guardian, or responsible caregiver.
- C. ~~Children who come to the library unattended on a regular basis (2 or more days weekly) may stay only two hours unattended each day.~~
- D. ~~Children may be considered unattended if causing disturbances, even if the parent/guardian is in the library building.~~
- E. The Watertown Public Library assumes no responsibility for children left unattended on library premises, including prior to or following all scheduled events.



Staff may, as needed:

- A. ~~In all situations, children with disruptive behavior (children who are being disruptive will be asked to leave the Library, building and property, even if parent/guardian is in the building. If necessary, staff will not hesitate to call the police. if a situation is warranted.~~
- A. Notify parents, guardians, or responsible caregivers that children need additional supervision.
- B. ~~All children should have the name and telephone number of someone who can assist them in an emergency or if they have been directed to leave the building.~~
- C. ~~Teenagers are considered adult library patrons. Nonetheless, their parents or Guardians are still legally responsible for their behavior. Therefore, they should have emergency contact information available.~~
- D. ~~Contact authorities such as the Police to assist with the enforcement of discipline in the library or to ensure the safety of an unattended child.~~

#### Library Closing

- A. Two staff members will remain in the library if a minor child is in the building at closing. If any child remains at the library 15 minutes after closing, staff will contact the Watertown Police Department. **Under no circumstances will library staff provide a ride home to a child**

Dear Parent/Guardian,

~~You are being asked to read and sign the Unattended Children Policy for the Watertown Public Library because your child has either been unattended or using disruptive behavior in the library. If your child has been disruptive in the library, he/she has been given one (1) warning from staff. Your Child will not be allowed to stay in the library until this form is signed and returned.~~

~~Signing this form means you have read and agree to the Watertown Public Library policy. If your child is unattended or disruptive after you have signed this form your child may lose library privileges for a period of time.~~

Thank you,  
  
Library Director  
Watertown Public Library

Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Phone Number: \_\_\_\_\_

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

Date: \_\_\_\_\_

**Feb 2011**

# Watertown Public Library Unattended Child Policy

May 2025

## Purpose:

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The Watertown Public Library welcomes library use by children and library staff members are available to assist children with library materials or services. The library desires to provide a safe and appropriate environment for visitors of all ages.

The library is not equipped and it is not the library's role to provide long-term or short-term child care.

Sharing this environment with other people requires that all follow the Unacceptable Conduct Policy-Library Privileges, established by the Board of Library Trustees which are available on the Library website or by request.

## Policy:

Responsibility for the welfare and behavior of children using the library rests with the parent, guardian, or responsible caregiver. Staff cannot assume responsibility for children's safety and comfort when they are unattended.

The Library Director has the authority to alter the policy of age limit supervision requirements to adapt to unforeseen circumstances

### Supervision of children:

- A. Preschool children should be in sight of and supervised by a parent, guardian, or responsible caregiver. Parents or caregivers of preschool children are expected to remain in the library while children are attending library programs.
- B. Children able to maintain proper library behavior may use the library unattended, otherwise they should be adequately supervised by a parent, guardian, or responsible caregiver.
- C. The Watertown Public Library assumes no responsibility for children left unattended on library premises, including prior to or following all scheduled events.

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- A. Two staff members will remain in the library if a minor child is in the building at closing. If any child remains at the library 15 minutes after closing, staff will contact the Watertown Police Department. Under no circumstances will library staff provide a ride home to a child

## Unacceptable Conduct Policy - Library Privileges

The Watertown Public Library serves people of all ages, providing many community services and programs. The purpose of this policy is to ensure that everyone is able to experience the library environment safely and productively. **No person shall engage in unacceptable conduct when using the library facility or participating in library programs.**

### A. Definition

Unacceptable conduct shall include:

- \* Any individual or group activity which is disruptive to other persons using library facilities.
- \* Any individual or group activity that is inconsistent with activities such as reading, studying and other similar conduct normally associated with a public library.
- \* Any individual or group activity which violates any federal law, state law or municipal ordinance.
- \* Any individual or group activity which is determined by a library employee to be unsafe.

### B. Examples of unacceptable conduct

Unacceptable conduct includes, but is not limited to the following:

- \* Excessive and disruptive conversations / discussions in the library building.
- \* Selling or soliciting in the library building.
- \* Smoking or use of tobacco products in the library building. For the purposes of this policy, “smoking” includes electronic devices that simulate smoking (“vaping”). Smoking is not allowed within 30 ft of any public entrance to the library.
- \* Bringing any animal into the library building, except a service animal which assists the disabled.
  - For the purposes of this policy, a service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to physical, sensory, psychiatric, intellectual or other mental disability. For purposes of this definition, other species of animals, trained or untrained, are not service animals.
  - Documentation must be provided to verify that this is a service animal.
  - The owner/keeper of the service animal must be in full control of the animal at all times.
- \* Stealing, damaging or vandalizing library property, including removing protective covers or barcodes from books, magazines and other media with the intent to steal library property.
- \* **Chronic** Sleeping in the library
- \* Exhibiting abusive, obscene, or profane conversation and/or behavior toward library staff or patrons, or being in a general intoxicated state.
- \* Committing any crime or violation of local, state or federal laws and ordinances on the premises of the library.
- \* Engaging in behavior that is harassing or threatening in nature to library staff or patrons.
- \* Knowingly entering non-public areas of library facilities without permission.
- \* Leaving children unattended for extended periods of time or after library hours.
- \* Viewing pornography.

**C. Treatment of offenses (Depending on the severity of the offense. Staff who feel threatened by a patron's behavior should call the police for assistance)**

- \* Offenses will first be addressed by library staff that witness the behavior or are involved with the behavior in question.
- \* Staff will document behavior using an **excel spreadsheet**
- \* If the behavior continues, **library staff will speak to the patron.**
- \* ~~If the behavior continues the Library Director, the staff member witnessing the behavior, and the patron will meet in the Director's office to discuss the behavior and a solution.~~
- \* Visitors who do not follow the Library's Unacceptable Conduct Policy can be asked to leave the building and can lose their Library privileges. They can also be arrested or subject to other legal action. The director will determine the length of time privileges will be suspended depending on the nature of the offense, the extent of damage or disruption, any history of prior infractions of library policies and other relevant circumstances.

**~~D. Library Privileges~~**

~~Library privileges shall include, but are not limited to the following:-~~

- ~~\* Access to the library building and the public collection housed therein-~~
- ~~\* Borrowing materials from the library as per the circulation policy-~~
- ~~\* Use of the Internet as per the Internet policy-~~
- ~~\* Use of the microfilm reader and reader/printer-~~
- ~~\* Access to materials from the Watertown History Case-~~
- ~~\* Obtaining help from the staff-~~
- ~~\* Reserving and using library meeting rooms as per the meeting room policy-~~
- ~~\* Attending library story hours or other library programs-~~

## **Unacceptable Conduct Policy - Library Privileges**

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  - The owner/keeper of the service animal must be in full control of the animal at all times.
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- \* If the behavior continues, library staff will speak to the patron.
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May 2025

# MEMO

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## (Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 5/8/2025

Subject: Library-Watertown Family Connections

## Background

Stephanie Curtis has provided an MOU for the propose Wiggles and Giggles program to be held at the library.

## Budget Goal

Promotes and fosters innovative approaches for community development and growth

## Financial Impact

All expenses associated with this project are not part of the 2025 library budget

## Recommendation

I recommend that the board work with Family Connections to provide space for Wiggles and Giggles.

# **Memorandum of Understanding** **Between** **Watertown Public Library and Watertown Family Connections**

Effective Dates: September 2025 – May 2026

## **Purpose:**

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Watertown Public Library (WPL) and Watertown Family Connections (WFC) for the use of the WPL Community Room to host WFC's weekly "Wiggles and Giggles" large motor skills playgroup.

## **Scope of Agreement:**

### **1.Room Usage and Payment:**

- The WPL Community Room will be reserved for WFC every Wednesday from 8:30 AM to 11:30 AM, starting in September 2025 and concluding in May 2026. WFC will provide dates to WPL.
- WFC will pay \$50 per playgroup session, with payments made quarterly.
- WFC will not be charged for canceled sessions due to school closures, weather, or other unforeseen circumstances.

### **2. Responsibilities of Watertown Public Library (WPL):**

- Provide access to the Community Room as scheduled.
- Ensure the room is in suitable condition for use, including necessary amenities (tables, chairs, Wi-Fi, audiovisual system, etc.).
- Notify WFC in advance if an event hosted by WPL requires superseding WFC's reservation.

### **3. Responsibilities of Watertown Family Connections (WFC):**

- Use the room exclusively for "Wiggles and Giggles" large motor skills playgroup activities.
- Abide by all library policies, including any rules pertaining to room usage.

- Be responsible for supervising attendees and ensuring their safety during the sessions. Participants will be required to fill out and sign Liability Waiver through WFC.

**4. Mutual Agreement:**

- Both parties will communicate in advance regarding any changes to the schedule or needs.
- Either party may terminate this MOU with written notice of at least [30] days.

**Authorization and Agreement:**

This MOU signifies the mutual understanding and agreement between Watertown Public Library and Watertown Family Connections.

**Signatures:**

For Watertown Public Library:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

For Watertown Family Connections:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

# MEMO

## (Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 5/8/2025

Subject: Library-Police Dept. MOU

## Background

*Late 2022, the Police Department requested access to library cameras. Prior to this request and post MOU the Police Dept requests access to camera footage from the Director. Attached is the MOU approved by the Library Board. A copy of the document has been sent to Attorney Bill Wirkus for his review in terms of conflict with Chapter 43. Also note that during the conversation back in 2022, Director Checkai reached out to libraries in the Bridges Library System. All Directors who responded, do not provided general access to library cameras. The MOU has not been implemented due to costs and lack of a fiber connection to City Hall. The Board approved to pay for costs associated with installing fiber.*

## Budget Goal

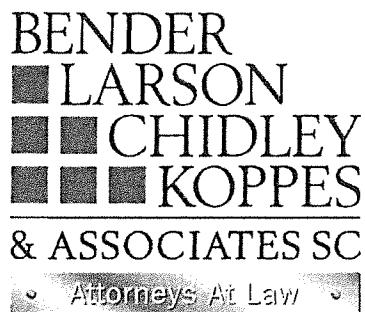
Fiber installation Invests in the assessment, strategic planning and maintenance of our city buildings

## Financial Impact

All expenses associated with this project are not part of the 2025 library budget

## Recommendation

The MOU has already been approved by trustees. Implementation is not part of the budget and costs should be shared between Watertown PD and the Library. Board requested a review from their lawyer so decisions should be based on his opinion.



May 3, 2023

*Via email: [dbrower@cityofwatertown.org](mailto:dbrower@cityofwatertown.org)*

Capt. David Brower  
Watertown Police Department  
106 Jones St  
Watertown, WI 53094

*Via email: [schesebro@watertownwi.gov](mailto:schesebro@watertownwi.gov)*

City Attorney Steven Chesebro  
106 Jones St  
Watertown, WI 53094

*Via email: [pcheckai@watertownpubliclibrary.org](mailto:pcheckai@watertownpubliclibrary.org)*

Watertown Public Library  
Peg Checkai – Director  
100 S. Water St  
Watertown, WI 53094

RE: Watertown Public Library – Camera MOU  
Our File No. 4110.004

Ladies and Gentlemen:

I am enclosing the **Memorandum of Understanding between the Watertown, WI Library Board and the Watertown Police Department Regarding Library Video Surveillance**. I have executed this MOU on behalf of the Library Board of Trustees pursuant to our affirmative vote on the matter as well as the City Attorney's approval of the Agreement. I have asked the City Attorney's office to remain active in the implementation of this MOU to ensure that the access provided to the police department comports with the terms of the Agreement and with Wisconsin law.

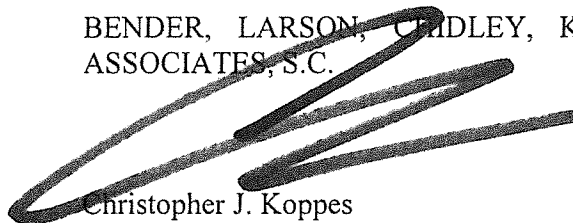
When the police department executes this agreement, I ask that Peg please immediately make arrangements to post the MOU on the library's policy website.

Thank you all very much for your work on this important project.

May 3, 2023  
Page 2

Very truly yours,

BENDER, LARSON, CHIDLEY, KOPPE &  
ASSOCIATES, S.C.

A large, bold, handwritten signature in black ink, appearing to be 'CJ Koppes', written over the firm name.

Christopher J. Koppes  
ckoppes@blcklaw.com

CJK:kb  
Encl.  
CC: Watertown Library Board – via email

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE WATERTOWN, WI LIBRARY BOARD AND THE WATERTOWN  
POLICE DEPARTMENT REGARDING LIBRARY VIDEO SURVEILLANCE**

This Agreement is entered into and between the Watertown, WI Library Board of Trustees (the “Board”) and the City of Watertown Police Department (the “Department”), regarding sharing access to certain camera systems at the City of Watertown, WI Public Library (the “Library”).

I. Purpose.

The purpose of this Memorandum of Understanding is to set forth guidelines permitting limited Department access to the Library’s video surveillance camera system.

II. Access to Watertown, WI Library Video Surveillance.

1. The Library surveillance cameras are considered a tool to assist the Board and the Department to protect the health, welfare, and safety of staff and patrons at the Library.
2. The Department shall have access to the Library-owned surveillance camera system only to the limited extent provided in this Agreement or as otherwise proscribed by valid judicial process (e.g. subpoena, warrant, or Court order).
3. **ACCESS TO LIVE SURVEILLANCE SYSTEMS DURING “EMERGENCY”:** Immediate Department access to real-time surveillance video during the Library’s open hours shall be provided to the Department when such access is necessary for the Department to respond to an “Emergency”. An Emergency is a matter that involves significant threat to the life, health, or safety of a Library patron and persons in the immediate surrounding area of the Library facility (including, by way of example and not limitation, active threat situations upon the grounds and buildings of the Library or within the view of the Library cameras). No legal process is necessary for this purpose. Such access shall be deemed an ongoing request for assistance of a law enforcement officer pursuant to Wis. Stat. §43.30(5)(b).
4. **ACCESS TO LIVE AND ARCHIVED SYSTEMS WITH LIBRARY DIRECTOR APPROVAL:** The Library shall provide real-time surveillance video and archived surveillance video record access at the request of the Department upon library director approval, so long as such access is consistent with the provisions and limitations of Wis. Stat. §43.30.
5. **ACCESS TO LIVE SYSTEMS WHILE LIBRARY IS CLOSED:** The Library shall provide real-time surveillance video access to the Department for those times where the Library is closed to the public. Such access shall be deemed an ongoing request for assistance of a law enforcement officer pursuant to Wis. Stat. §43.30(5)(b).



6. **ACCESS TO LIVE SYSTEMS WHILE LIBRARY IS OPEN COVERING EXTERIOR:** Certain Library cameras view only exterior portions of the Library buildings and non-Library portions of the interior. The mere appearance of an individual on a surveillance video near the Library does not identify him or her as "...an individual who uses the Library's...services..." Therefore, immediate Department access to real-time surveillance video for those cameras that have only exterior views of the building and non-Library portions of the interior shall be provided to the Department.

7. **ACCESS TO LIVE SYSTEMS DURING COURSE OF CRIMINAL INVESTIGATION:** Pursuant to Wis. Stat. 43.30(5)(a), upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at the Library, the Library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.

### III. Effective Date and Duration.

This agreement shall become effective immediately upon execution by signature of both parties, and shall automatically renew each January 1st, unless either party gives written notice to the other party of its intent to not renew the agreement for the succeeding calendar year.

### IV. Miscellaneous.

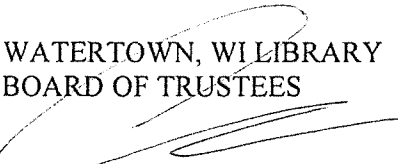
**Termination.** This agreement may be terminated by either Party upon the provision of written notice of termination to the other Party.

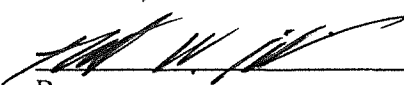
**Severability.** In any portion of this Agreement is held to be illegal, invalid, unenforceable, in violation of Wis. Stat. §43.30, or unconstitutional, the remaining portions of the Agreement shall remain in full force and effect.

**Amendment, Waiver and Entire Agreement.** Any of the terms and conditions herein may be amended or waived only with the written consent of the Parties. This Agreement, including any exhibits and appendices thereto, constitutes the entire agreement of the Parties and supersedes all oral negotiations and prior writings with respect to the subject matter hereof.

**Assignability.** Neither party may assign its rights or obligations under this Agreement or any individual without the prior written consent of the other party.

**Governing Law.** This Agreement, and any disputes arising hereunder, is governed by the laws of the State of Wisconsin, without reference to its conflict of laws principles.

WATERTOWN, WI LIBRARY  
BOARD OF TRUSTEES  
  
By: Christopher John Kappes Date 5-1-23  
President, Watertown (WI) Library Board of Trustees  
Title

WATERTOWN, WI POLICE DEPARTMENT  
  
By: Robert W. Haminski Date 5/9/2023  
Chief of Police  
Title



## OFFICE OF CITY ATTORNEY

Steven Chesebro  
City Attorney

April 24, 2023


Attorney Christopher John Koppes  
Bender, Larson, Chidley, Koppes & Associates, S.C.  
138 Hospital Drive; Suite 100  
Watertown, WI 53098

Dear Library Board:

This letter is in response to the request for approval as to form of the MOU between the Watertown, WI Library and the City of Watertown Police Department, regarding library video surveillance. It is my opinion that as drafted the document does comply with current laws regarding the keeping of records confidential by the library staff. Wis. Stat. § 43.30(5) makes it clear that libraries can share their records with the police department in two situations. The first situation is, upon the request of the police department investigating criminal conduct. In this situation the library shall provide all records pertinent to the alleged criminal conduct that were produced by a surveillance device. The second situation is that upon the request of the library for assistance from a law enforcement officer, any records the library deems may assist the law enforcement officer in providing assistance may be disclosed to the law enforcement officer. The MOU as drafted identifies these permissible situations as times that the records may be shared, or address records which are not covered by Wis. Stat. § 43.30 as they do not identify an individual who uses the library's services. As such I do not believe that any provisions of the MOU are required to be struck.

In prior conversations regarding this topic, I noted that a potential conflict in my representation arises as the City Attorney representative of the City. With this agreement being between two competing departments within the City, I also noted that to the extent a conflict exists my obligation would first be to the Police Department. In speaking with the Police Department, they do not believe a conflict exists and have asked that I respond to the Library Board as I would if they had priority in this matter. The library is permitted to retain outside counsel to represent it on this matter if it believes that I am conflicted, and I would encourage you to do so if you have concerns. Alternatively, I would be happy to set up a meeting and discuss my analysis regarding the MOU in more specific detail if you are interested in doing so.

Sincerely,

  
Steven T. Chesebro  
City Attorney

STC:nl  
Enclosure

# MEMO

## (Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 5/08/2025

Subject: Ziwisky Bench

## Background

Municipal Judge, Mark Sweet is soliciting donations for a bench in honor of Judge Ron Ziwisky. Included in your packet is the letter and picture of the proposed bench. Judge Sweet is fundraising for the entire project. Any extra funds would stay with the Library. He would like to order the bench pending Board approval.

Also, Pat Ziwisky (wife) has a history of volunteer service to the library. She served several terms on the board, including the position of president. She currently volunteers with Friends.

## Budget Goal

NA

## Financial Impact

No financial impact to the library budget

## Recommendation

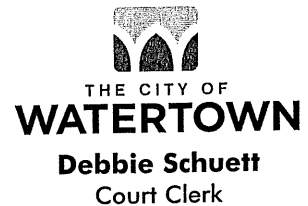
I recommend that the board approves the proposed bench design.

## 2025 Operational Goals



**Mark S. Sweet**  
Municipal Judge

**MUNICIPAL COURT**  
City of Watertown  
106 Jones Street  
Watertown, WI 53094  
920-206-4203



### Honorable Ronald W. Ziwoisky Memorial Bench

Dear Colleagues and Friends of Judge Ziwoisky:

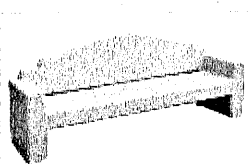
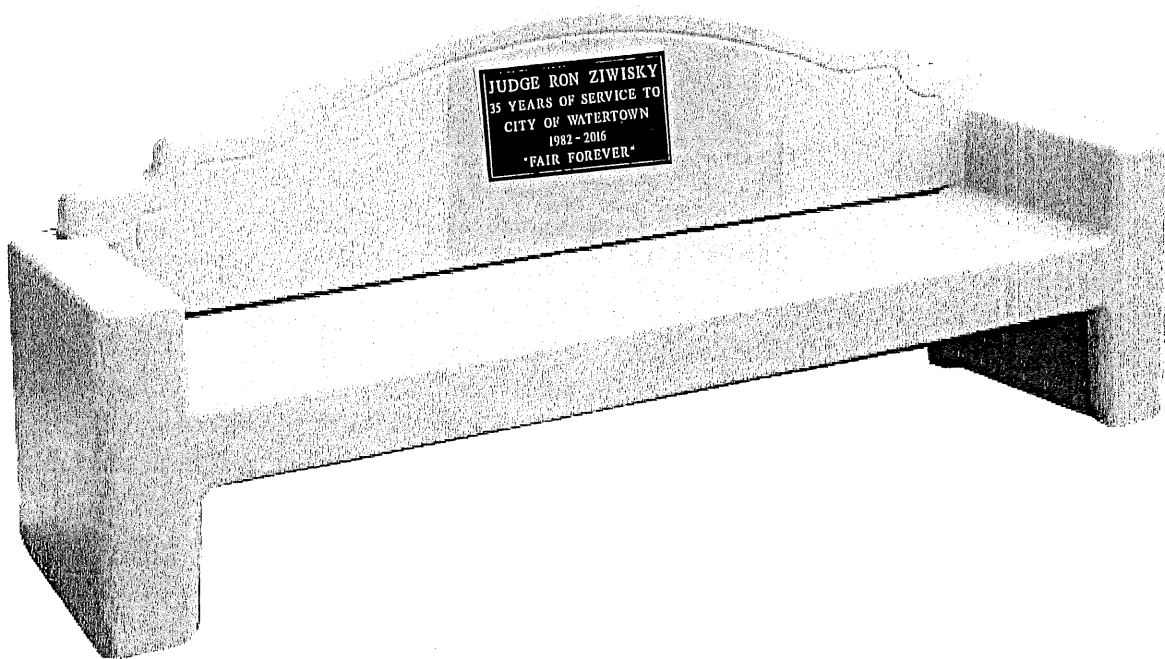
I am writing to solicit your help in recognizing and honoring the contributions and long-term service provided to the City of Watertown and the surrounding community by Ronald W. Ziwoisky as Judge. To recognize his nearly 35 years of service between 1982 to 2016 as Watertown's Municipal Court Judge, it would be appropriate and the right thing to do by establishing a memorial bench in his honor to be placed outside the front entrance to the library. Ron and his wife Pat were strong supporters of the library and as we were reminded upon his passing, he was one of the kindest, most generous and understanding person you'd ever meet. He'd often say, "If you see someone without a smile, give them one of yours". His motto while serving was "Fair Forever". Please join in our effort to remember and honor his service and spirit.

Enclosed is a rendering of the proposed bench. A bronze plaque will be applied to the back of the bench noting his service. We are trying to raise \$3,500.00 to cover costs. Any donation will be appreciated. **If you choose to contribute, please make all checks payable to the "Watertown Public Library."**

Please Mail the checks to: Municipal Court  
City of Watertown  
106 Jones Street  
Watertown, WI 53094

Thank You

**Precast Concrete Park Bench**



# MEMO

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## (Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 5/8/2025

Subject: Library Board By-Laws

## Background

Erin requested the addition of this item to the agenda. With the addition of a trustee, do the By-Laws need to be updated?

## Budget Goal

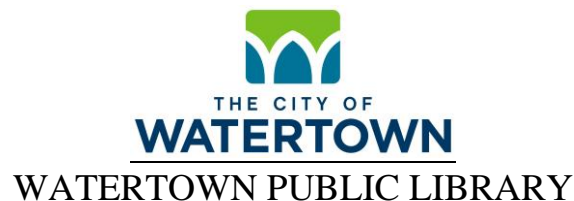
NA

## Financial Impact

NA

## Recommendation

This was a good suggestion and I recommend that the board makes any necessary adjustments.



BY-LAWS OF THE BOARD OF DIRECTORS  
WATERTOWN PUBLIC LIBRARY  
APPROVED February 12, 2021

ARTICLE I: NAME

This organization shall be called “The Board of Trustees of the Watertown Public Library” existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

ARTICLE II: OFFICERS

SECTION 1: The officers shall be a president, a vice-president, a recording secretary, and a financial secretary, elected from among the appointed trustees at the July meeting.

SECTION 2: Officers shall serve a term of one year from the meeting at which they are elected.

SECTION 3: The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.

SECTION 4. The vice-president, in the event of the absence or disability of the president or of a vacancy in that office, shall assume and perform the duties and functions of the president.

SECTION 5. The recording secretary shall keep a true and accurate record of all meetings of the Board. The library director or a member of the staff may be designated by the Board to perform the recording secretary’s duty.

SECTION 6. The financial secretary shall be responsible for making such investments as the Board shall authorize of monetary gifts, contractual monies, endowments and other non-appropriated funds of the library and for maintaining auditable records of such investments.



### ARTICLE III: MEETINGS

SECTION 1. The regular meetings shall be held each month, the date and hour to be set by the Board at the December meeting each year.

SECTION 2. Election of officers shall take place at the July meeting each year.

SECTION 3. Committee appointments shall be made at the July meeting each year.

SECTION 4. Adoption of the annual report shall take place no later than the March meeting each year.

SECTION 5. The order of business for regular meetings shall include, but not be limited to, the following items which shall be covered in sequence as shown.

- a) Call to order/roll call
- b) Appearances
- c) Correspondence
- d) New business.
- e) Unfinished business.
- f) Director's Report
- g) Approval of consent agenda items  
(Minutes of previous meeting, Committee Reports, Approval of Library Expenditures and Finance).
- h) Adjournment.

SECTION 6. Special meetings may be called by the Library Director at the direction of the president, or at the request of 3 members, for the transaction of business as stated in the call for the meeting.

SECTION 7. A quorum for the transaction of business at any meeting shall consist of 5 members of the Board present in person. If no quorum is reached within 15 minutes of the scheduled meeting time, no meeting will take place.

SECTION 8. Conduct of meetings: Proceedings of all meetings shall be governed by Roberts' Rules of Order.

### ARTICLE IV: LIBRARY DIRECTOR AND STAFF

The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the library on behalf of the Board and under its review and direction. The Director shall appoint and prescribe the duties of such other employees as the Board deems necessary, and shall be held responsible for the proper direction and supervision of the staff, for the care and maintenance of the library property, for the adequate and proper selection of materials in keeping with the stated policy of the Board, for the efficiency of library service to the public and for its financial operation within the limitations of the budgeted appropriations.

## ARTICLE V: STANDING COMMITTEES

SECTION 1. The standing committees will appoint a chair and secretary from the the committee members. Their responsibilities shall be:

- a) Finance committee, 3 members – to work with the Library Director to prepare a proposed operating budget for submission to the entire Board and thereafter the City Council. The Finance Committee will work with the Personnel & Policy Committee and the Buildings and Grounds Committee to see that needs in these areas are adequately represented in the budget proposal.
- b) Personnel & Policy Committee, 3 members – to work with the Library Director to draft policies which ensure that library operations meet the needs of the community, to review all written policies of the library, at a minimum of every five years, and submit revisions or updates to the full Board for action. The Committee shall serve as consultant to the Library Director on staff management and as liaison between the staff and Board. The Committee shall also prepare an evaluation of the Library Director annually, in November. The evaluation will be presented to the Board for approval at the December meeting and set the Director's salary for the following year.
- c) Building & Grounds Committee, 3 members – to oversee the maintenance of the physical plant and recommend capital improvements or expenditures to the Board.

SECTION 2. All standing committees shall meet as needed to consult with the Library Director on matters of concern in their area of interest. Meetings are held as considered necessary by committee, the Library Director, or the Board as a whole.

SECTION 3. Special or ad hoc committees may be appointed by the President with the approval of the Board.

SECTION 4. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

## ARTICLE VI: ATTENDANCE EXPECTATIONS

SECTION 1. Board members should respect other members' schedules and make an effort to be on time for meetings. If members find it difficult to arrive on time, they should feel free to ask for a discussion of the regular meeting day and time.

SECTION 2. If a Board member knows he/she will be unable to attend a meeting, the Library Director should be notified as soon as possible.

SECTION 3. Board members should attend at least 2/3 of the Board meetings. If any member finds this difficult, he/she should examine his/her ability to function as an effective member of the Board.

#### ARTICLE VII: GENERAL

SECTION 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the board.

SECTION 2. The by-laws may be amended by the majority vote of all members of the Board provided written notice of the proposed amendment shall have been sent to all members with the Board packet for the meeting at which such action is proposed to be taken.

SECTION 3. Any rule or resolution of the Board, whether contained in these by-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board shall be present and two-thirds of those present shall so approve.

DATE	LOCATION
<b>Apr-25</b>	
Wednesday 4/9/2025	Teen Room
Wednesday 4/9/2025	Teen Room
Wednesday 4/23/2025	Teen Room
Wednesday 4/30/2025	Teen Room

## DESCRIPTION OF INCIDENT

Teen boys "play" fighting, wrestling.

Altercation with physical fighting. All parties involved left the facility on their own after fight before the police arrived.

A large group of teens in the space became confrontational, loud, and a bit combative. Kids eventually left the building and transitioned to the Town Square. Police arrived

Teen boys "play" fighting, wrestling.

ACTION TAKEN	DIRECTOR NOTIFIED?	Other information
Asked to leave	Yes	Stayout orders requested by Director
Police notified, camera footage shared with police by Director	Yes	1 Year stayout orders issued by police per Library Director's request
The entire group was asked to leave the facility and the police were called by Library Director	Yes	No stayout orders issued
Asked to leave facility by staff member	Yes	No stayout orders issued

# MEMO

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## (Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 5/8/2025

Subject: Addition of cameras in strategic locations and modifying current views inside facility

## Background

Jamie and I met with a representative from Complex Solutions regarding adding cameras and modifying recording angles to cameras already installed inside and outside of the facility. I hope to have a proposal by the scheduled meeting

## Budget Goal

## Financial Impact

Funds would come from donations or construction account

## Recommendation

I wasn't expecting to have to upgrade the server so this cost is higher than expected. I believe more cameras need to be added but I can cut the number down. Any additional cameras would require an upgrade to the server.



Proposal #	1065130164
DATE	04/28/2025

CUSTOMER
Watertown Public Library Jamie Hernandez jhernandez@watertownpubliclibrary.org 100 South Water Street Watertown, WI, 53094

SERVICE LOCATION
100 South Water Street Watertown, WI, 53094

DESCRIPTION	<p><b>Any proposal \$5,000.00 or greater requires a down payment of 50% to purchase material and equipment needed for installation. Material and equipment will be ordered once the signed agreement is returned with the 50% down payment.</b></p> <p>Watertown Public Library – Video Surveillance System Expansion &amp; Server Upgrade</p> <p>Overview: This project involves expanding the current video surveillance system at Watertown Public Library by adding 12 new Axis cameras for improved interior and exterior coverage. Additionally, a new Genetec SV-2040E server will be deployed to address current storage limitations and provide scalable performance for future system growth.</p> <p>Project Components: Camera Installation: Supply and install twelve (12) Axis M3085-V Network Cameras: • Eight (8) interior cameras for expanded building coverage. • Four (4) exterior cameras for improved perimeter monitoring. All cameras will be mounted in optimal positions to provide effective coverage of entrances, public areas, and critical access points.</p> <p>Cabling Infrastructure: Run Cat 6 cabling from each camera location to the network closet/server room. Provide appropriate supports (J-hooks, conduit, or surface-mount raceway) and terminations. All cabling will be tested and labeled for system integrity and future serviceability.</p> <p>Genetec Licensing: Provide Genetec Security Center licensing for all 12 new cameras. Licensing will be added to the existing Genetec platform for seamless integration. Configuration and programming of all new cameras within the Genetec VMS will be included.</p> <p>Server Upgrade: Supply and install a new Genetec-certified server: SV-2040E-R4-36T-12-436. This server will replace or supplement the existing server, which is currently operating at 100% capacity. The new server will offer enhanced storage, performance, and long-term retention capabilities. Full migration of relevant system settings and data, as needed, will be included.</p>
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## System Testing &amp; Finalization:

Verify proper function of all newly installed cameras.

Confirm server integration and video retention parameters are operating as expected.

Conduct a walk-through and provide end-user instruction and basic administrative training.

## Estimate

Description	Qty	Rate	Tax	Total
Server Upgrade - Server, Programming				\$13,039.99
SV-2040E-R4-36T-12-436				
Programming-System and/or devices				
Axis Camera Install (12 Cameras) - Cameras, Cabling, Mounts, Labor				\$18,604.68
AXIS M3085-V Network Camera				
AXIS P3265-LVE Network Camera 9mm				
AXIS TM3201 Recessed Mount				
Network Cabling				
Service Technician Installation				
Genetec Licensing (12 Cameras)				\$3,239.76
GSC-Om-P-1C				
ADV-CAM-P-5Y				
Exterior Lift Fee				\$1,199.99
Lift Rental				

### Proposal Exclusions

We specifically exclude the following from our proposal:

- Additional components other than stated above
- Permits, if necessary
- Premium time, holiday time, after hours time, weekend time

**Total: \$36,084.42**

ACCEPTANCE OF PROPOSAL: The above prices, scope, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work specified.

**I acknowledge that a 50% down payment is required (for proposals \$5,000.00 or greater) upon acceptance of this proposal.**

A service charge of 1.5% per month will be assessed on

balances that remain unpaid 30 days beyond date.

*Section 6, Item D.*

BY: Jamie Hernandez

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DATE: 04/28/2025

Complex Security Solutions Inc. · 5100 S Calhoun Rd New Berlin, WI 53151

**1. INSTALLATION TERMS AND CONDITIONS :**

1. Complex Security Solutions Inc. ("CSS") agrees to furnish all the materials and labor necessary for the installation of the System in accordance with the specifications as set forth herein, and to complete the installation of the System in a careful workmanlike manner.
2. Customer authorizes and empowers CSS and its designee (whether an employee, agent, or independent contractor) to enter upon the Premises in order to install the System or cause the System to be installed. Customer warrants that it has authority from the owner and/or any other person in control of the Premises to permit the installation of the System under all conditions set forth herein.
3. CSS is hereby authorized to take any preparation such as drilling holes, driving nails, making attachments, or doing other things necessary or pertinent to the installation or service of the System. Customer acknowledges that CSS has no way of knowing whether hidden pipes, wires or other obstructions exist within walls or other concealed spaces, and it is Customer's obligation to make CSS aware of such conditions, failing which, CSS shall have no responsibility for any damage that may be caused.
4. CSS assumes no liability for delay in installation or operation of the System due to strikes, riots, floods, storms, earthquakes, fires, power failures, insurrections, acts of God, or any other cause beyond the control of CSS.
5. Customers shall provide, install and maintain all line voltage and conduit necessary for the installation, maintenance, and operation of the System.
6. If the System is to be installed according to plans and specifications for installation provided by Customer, Customer shall pay any and all costs incurred for any additions, changes, or corrections necessitated by inaccuracies, errors, discrepancies, or changes in said plans and specifications.
7. Customer has approved the location of all System Components in CSS's reasonable discretion. Any changes of location, requested by Customer after installation is commenced, will be at Customer's expense.
8. Customer acknowledges and understands that if the audible alarm has an automatic shut-off device and the alarm sounds for any reason, that it is designed to automatically shut-off after sounding for a period of time not to exceed thirty (30) minutes. Customer further acknowledges that unless attempted entry is apparent or unless Customer is notified that the System was activated, Customer will have no way of knowing that the System was activated and automatically shut-off, and that the System, therefore, must be manually restored by Customer. Customer agrees to check the System each day upon opening the Premises in order to determine whether or not the System was activated during the previous operating period.
9. Customer acknowledges it has chosen the system listed on this agreement and that additional protection may be obtained from CSS, over and above that provided herein at an additional cost to customer.
10. Customers understand that the system is sold as a deterrent only and is only part of the total security concept.
11. Customer understands that the system does not include, and the CSS does not provide, any fire or smoke alarm systems. If a customer purchases, installs and maintains at its own expense, its own fire or smoke alarm system, the customer may be able to link said system to the system if the parties expressly agree to such connection in this agreement. CSS shall not be responsible for the installation, maintenance or monitoring of customer's fire or smoke alarm system.

**2. LIMITED WARRANTY :**

1. Any part of the system installed under this agreement that proves to be defective in material or workmanship within one (1) year of the date of completion of installation will be repaired or replaced at CSS's option with a new or functionally operative part. Materials required to repair or replace such defective components or necessary to make mechanical adjustments to the system will be free of charge for a period of one (1) year following completion of the original installation. Labor required to replace such defective components or necessary to make mechanical adjustments to the system will be free of charge for a period of thirty (30) days following completion of the original installation and shall thereafter be billed to customer at CSS's current rate for labor.
2. The warranty printed above does not apply to the conditions listed below and in the event, customer calls CSS for service under the warranty and upon inspection by CSS it is determined that one of these conditions has led to the interoperability or the apparent interoperability of the system, a charge will be made for the service call of CSS. Should it actually be necessary to make repairs to the system due to one of the "conditions not covered by warranty," customers shall pay a charge for such work at CSS's then applicable rates for labor and material.

**3. CONDITIONS NOT COVERED BY WARRANTY :**

1. Damage resulting from accident, acts of God, alteration, misuse, tampering, and abuse.
2. Customer alterations to the System.
3. Failure of Customer to properly close or secure door, window, or other point protected by an Intruder System.
4. Failure of Customer to properly follow operating instructions provided by CSS at time of installation, or any time thereafter.
5. Trouble in leased telephone line.
6. Trouble due to interruption of commercial power.
7. The expense of ordinary maintenance and repair of the System due to normal wear and tear.
8. Except as set forth above CSS makes no express warranties as to any matter whatsoever, including, without limitation, the condition of the service components and other equipment, its merchantability, or its Fitness for any particular use. CSS does not represent nor warrant that the system may not be compromised or circumvented or that the system will prevent any loss by burglary, holdup, fire, or otherwise or that the system will in all cases, provide the protection for which it is installed.
9. Customer acknowledges that CSS shall not be reliable for consequential damages, that any affirmation of fact or promise made by CSS shall not be deemed to create an express warrant, that customer is not relying on CSS's skill or judgment in selecting or furnishing a system suitable for any particular purpose, and that there are no warranties that extend beyond those on the face of this agreement. Customer has read and understands all of this agreement, including sections below which set forth CSS's maximum liability in the event of loss or damage to customer or a third party.

4. **ACCEPTANCE OF INSTALLATION:** Any error or omission in the construction or installation of the System must be called to the attention of CSS, in writing, within five (5) days after completion of installation. Upon the expiration of said five (5) days, the installation shall be deemed totally satisfactory to and accepted by the Customer.

5. **MONITORING:** Except as specifically set forth herein, CSS shall not be obligated to provide service of any type on the System. If Customer wishes CSS to service or monitor the System, such an agreement shall be expressly stated on the front of this Agreement or separately negotiated in writing.

**6. GENERAL TERMS AND CONDITIONS:**

1. CSS shall not be responsible nor liable for any costs or charges necessitated by changes in the standards and regulations of a agency after the date of execution of this Agreement.
  2. Except as expressly provided in the limited warranty contained in Section 2 of this Agreement, Customer shall be responsible for and shall pay CSS the costs of any additions, corrections, or changes to the System that may be requested or required after the execution of this Agreement by the Customer or by any regulatory agencies or institutions, including but not limited to, the State Fire Marshal, City Fire and Electrical Department, any insurance companies, the National Fire Protection Association, Underwritings Laboratory, Inc., or any other municipal/regulatory agencies.
  3. CSS shall not be bound by additions, corrections, or changes referred to herein, unless the changes are brought to CSS's attention in writing.
  4. Customer acknowledges that it is Customer's responsibility to bring to the attention of CSS any rules, regulations, standards, or codes that Customer may be aware of and that the System must comply with.
7. **RISK OF LOSS, DAMAGE TO SYSTEM:** Customer acknowledges and agrees that title to the System and all the System Components and equipment herein shall remain property of CSS until such time that Customer pays in full for the System Components and installation of the System. Until the System is paid for in full, Customer shall bear the entire risk of loss thereof, and repairs or reinstallation necessary due to damage to the System, caused by persons or entities other than CSS, shall be at Customer's expense.
8. **DEFAULT:**
1. If Customer defaults in the performance of any of the terms or conditions of this Agreement, CSS may pursue any one or more of the following remedies, which are cumulative and not inclusive.
    1. Recovery from Customer the total unpaid balance of the sum provided for in this Agreement (including, but not limited to fees for the System Components, installation, and monitoring);
      1. Repossess that equipment above described;
      2. Immediately cease work on the installation of the System and terminate the Agreement by giving Customer ten (10) days written notice;
      3. Pursue any remedy at law now or hereafter existing;
      4. In the event of non-payment for monitoring fees as required by this Agreement, CSS's designee (whether employee, agent or independent contractor) shall have the right and access necessary to disconnect or deprogram any System Components or equipment related to monitoring. CSS shall also be entitled to collect monitoring fees up to the disconnection date of the applicable System Components.
    2. In the event of repossession of the equipment and resale thereof, Customer shall be responsible to CSS for any deficiency remaining after applying the proceeds of resale first to all costs of repossession and resale, including but not limited to storage, repair, renovation, alteration, attorney fees, collection costs, commissions, and the to the unpaid amount of the sum agreed to in this Agreement.
9. **CUSTOMER'S PURCHASE ORDER:** It is understood and agreed by and between the parties hereto that if there is any conflict between this Agreement and Customer's purchase order or any other document, this Agreement will govern, whether such purchase order or other document is prior or subsequent to this Agreement.
10. **THIRD-PARTY INDEMNIFICATION:** Customer agrees to and shall indemnify, defend and hold harmless CSS, its employees and agents for and against all claims brought by parties other than the parties of this Agreement. This provision shall apply to all claims regardless of cause including CSS's performance or failure to perform and including defects in products, design, installation, maintenance, operation or non- operation of the system whether based upon negligence, active or passive, express or implied contract or warranty, contribution or indemnification or strict or product liability on the part of the CSS, its employees or agents.
11. **ACKNOWLEDGEMENT OF RISKS:** Customer acknowledges the spectrum of inherent risks that arise from non-adherence to prescribed cybersecurity best practices. CSS may propose a comprehensive array of protective strategies, these can include, but are not limited to, the employment of multi-factor authentication protocols to ensure user identity verification, the deployment of advanced firewall technologies to defend the network's periphery, the consistent application of software updates and security patches to mitigate known vulnerabilities, and the facilitation of targeted employee education programs aimed at thwarting phishing schemes and other security threats that exploit user behavior.
12. **ELECTION TO NOT INCORPORATE SECURITY MEASURES:** By electing not to incorporate CSS recommended security measures, the Customer consents to assume an elevated level of risk. This includes but is not limited to, the potential compromise and theft of sensitive data, financial losses attributable to fraudulent activities or service disruptions, and operational challenges, such as system downtime or the erosion of customer confidence.
13. **WAIVER OF LIABILITY:** By signing the agreement, the Customer agrees not to hold CSS liable for any negative outcomes that result from Customer failing to employ security measures as proposed by CSS. This waiver protects CSS from legal claims for damages that could arise from the Customer's decisions.
14. **CUSTOMERS RESPONSIBILITIES:** The Customer accepts the full spectrum of risks and consequences that may result from not taking the recommended cybersecurity actions. This means that if a security breach occurs, the client cannot blame CSS for the resultant damages, as they chose to ignore the precautions advised by the provider.
15. **CSS IS NOT AN INSURER; DAMAGES:**
1. It is understood and agreed that CSS is not an insurer; that insurance, if any, shall be obtained by customer, that payments provided herein are based solely upon the value of the system and are unrelated to the value of customer's property or the property of others located in customer's premises. Customer acknowledges that it is impractical and extremely difficult to fix the actual damages if any, resulting loss to customer because of, among other things:
    1. The uncertain amount or value of Customer's property or the property of others kept on the premises which may be lost, stolen, destroyed, damaged, or otherwise affected by occurrences that the System is designed to protect or avert;
    2. The uncertainty of the response time of any police or fire department should the police or fire department be dispatched as a result of a signal being received or an audible device sounding;
    3. The inability to ascertain what portion, if any of any loss would be proximately caused by CSS's failure to perform or its equipment to operate; and
    4. The nature of the System installed by CSS.
  2. Customer understands and agrees that if CSS should be found liable for loss or damage due from failure of CSS to perform any of the obligations herein, including but not limited to: installation, warranty service, or the failure of the System or equipment in any respect whatsoever, CSS's total maximum liability shall be limited to amounts paid to CSS, and that provisions of this Section shall apply whether loss or damage, irrespective of cause or origin, results directly or indirectly to persons or property from performance or non- performance of the obligations imposed by this Agreement, or from negligence, active or otherwise, of CSS, its agents, assigns, or employees. In the event that the Customer wishes CSS to assume greater liability, Customer has the right to obtain from the CSS a higher limit by paying an additional amount for the increase in liability.

and a rider shall be attached hereto setting forth such higher limit and additional costs, but such additional obligation will in r  
to hold CSS as insurer.

Section 6, Item D.

16. INVALID PROVISION: If any of the terms or provisions of this Agreement shall be determined to be invalid or inoperative, all of the remaining terms and conditions shall remain in full force and effect.
17. RIGHTS AND SUBCONTRACTORS: Customer acknowledges and agrees that CSS may subcontract any of the work to be performed pursuant to his Agreement, including, but not limited to, installation and monitoring of the System. Customer acknowledges and agrees that this Agreement and particular those Sections relating to disclaimer of warranties, damages and indemnification, inure to the benefit of and are applicable to any subcontractors employed by CSS, in that they bind Customer with respect to said subcontractors with the same force and effect as they bind Customer to CSS.
18. TAXES: Customers will pay all taxes, license fees, or fines that may be assessed on the system by governing bodies, and these costs shall be in addition to any charges paid to the CSS for monitoring or any other service.
19. PERIODIC TESTING: Customer agrees to completely test the System at least twice a year.
20. ATTORNEYS FEES: In the event it shall become necessary for CSS to institute legal proceedings to collect the cost of installation, monitoring or any progress payments as set forth herein, then, in that event, the Customer shall pay CSS, reasonable attorneys' fees and costs of said legal proceedings.
21. GOVERNING LAW; CHOICE OF FORUM: The laws of the State of Wisconsin shall govern the interpretation of this Agreement and any disputes arising under it. The parties acknowledge that this contract originated in the State of Wisconsin and the covenants relating thereunder bear a significant relationship to said State. The parties agree that any litigation resulting from disputes arising under this Agreement shall take place in Waukesha County.
22. NON-SOLICITATION: Neither party shall knowingly solicit or hire, any of the other party's employees involved in the Services during the term of the Agreement and for a period of six (12) months from the termination thereof, without the express written consent of the other party. This provision shall not restrict the right of either party to solicit or recruit generally in the media.
23. ENTIRE AGREEMENT; MODIFICATIONS; ALTERATIONS; WAIVER: This Agreement is intended by the parties as a final expression of their agreement and is a complete and exclusive statement of the terms thereof. This Agreement supersedes all prior representations, understandings or agreements of the parties; there are no prior writings, verbal negotiations, understandings, representations or agreements not expressed in this Agreement; and the parties rely only upon the context of this Agreement in executing it; and have not relied upon any other representations, oral or otherwise, made by the parties, their agents or employees. This Agreement can only be modified by a writing signed by the parties or their duly authorized agent. No waiver of a breach of any term or condition of this Agreement shall be construed to be a waiver of any succeeding breach.
24. NOTICES: All notices to be given hereunder shall be in writing and may be served either personally or by mail, postage prepaid, to the address as set forth in this Agreement or to any other address provided by the other party from time to time in writing.

BY: Jamie Hernandez

DATE: 04/28/2025

Hey Peg & Jamie -

I just tried to call. We were informed today by Axis Communications that there will be an increase in price by 6% due to Tariffs.

That price increase comes into effect June 1st. We have to order the products before that date to get the original pricing.

I know you have to bring it to the board and I apologize it took awhile to get you the estimate. With that being said if you do plan on doing the project I recommend signing within the next two weeks. Otherwise after that date unfortunately all our Axis estimates are invalid and we would have to adjust for the increase.

If you have any questions feel free to reach out.

Thanks!!

**Will Kelley**

Sales Executive, Complex Security  
Solutions

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Cell phone option through FirstNet

Samsung Galaxy S24 FE 5G - \$0.99

Apple iPhone 15 128GB - \$0.99

And, here are the plan options:

Unlimited Voice, Unlimited Messaging, and Unlimited Data - \$35.99 per month (before Federal and State fees)

Unlimited Voice, Unlimited Messaging, Unlimited Data, and Unlimited Hotspot - \$40.99 per month (before Federal and State fees)

SCHEDULE "A" Equipment Agreement

Agreement for:

City of Watertown  
106 Jones Street  
Watertown, WI 53094  
(920) 262-4000

Performed at:

City of Watertown  
100 S. Water St  
Watertown, WI 53094

Quantity	Description:	Part Number	List Per Unit	Discount	Cost
1	IP500 Extension Card Phone 2	700431778	\$ 263.00	25.0%	\$ 197.25
1	DuraFon Pro-HC Handset	DuraFon-Pro-HC	\$ 549.00	0%	\$ 549.00
1	4-line Base Unit for DuraFon Pro System	DuraFon-Pro-BU	\$ 1,199.00	0%	\$ 1,199.00
1	Installation Package, Shipping, Labor Warranty	2025CSI	\$ 1,564.50	25%	\$ 1,173.38

Estimate assumes all current cable is useable  
All work to be completed during normal business hours

**Solution Total** \$ **3,118.63**

**Convergent Solutions**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Date: \_\_\_\_\_

**City of Watertown**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Date: \_\_\_\_\_

This agreement, if accepted, is to be governed by the "Terms and Conditions."



**SCHEDULE "A"**  
**Purchase Agreement**

*Section 6, Item E.*

**TERMS AND CONDITIONS**

**For Schedule "A" Equipment Agreement**

**1. Payment Terms**

- 50% payment is due at signing
- 40% payment is due when the installation process begins
- 10% payment is due upon cutover of system

Purchase price fully installed (exclusive of any conduit). Labor warranty for 1-year and parts warranty as defined on the Schedule A Equipment Agreement, provided all service work is performed solely by Convergent Solutions, Inc.

**2. Creation of a Security Interest, Acceleration**

Until such time as Buyer has paid the agreed purchase price, Seller hereby retains and Buyer hereby grants a purchase money security interest in the described equipment. In connection therewith, Buyer agrees to execute all instruments deemed necessary by Seller under applicable law to establish, maintain and continue perfected Seller's purchase money security interest in the equipment of others is protecting its rights in and to said equipment.

Upon Buyer's failure to perform any of its obligations under the Agreement, Convergent Solutions, Inc., at its option, and without notice to Buyer, may thereupon declare the entire amount of the unpaid balance immediately due and payable.

**3. Limited Warranty**

Seller hereby warrants that the installation of said equipment shall be performed in a workmanlike manner. Buyer's remedy under these warranties shall be the repair and replacement by Seller at Seller's expense of non-conforming equipment of parts thereof, unless, however, the equipment or any part thereof is damaged or rendered unserviceable as a result of Buyer's negligence or a connection to direct current, in which case this warranty and any duties and obligations of Seller arising there under shall terminate immediately. In no event shall Seller be liable for consequential damages or commercial losses arising out of a breach of any warranty or any other provision contained herein.

**4. Waiver, Amendment, Notice Termination**

Any waiver or rights hereunder or any amendment or requirement of notice or termination hereof shall not be effective unless made in writing and signed by the party against whom such waiver, amendment, notice or termination is sought to be enforced.

**5. Risk of Loss**

When the equipment or any portion thereof is delivered to the installation site, Buyer shall bear the risk of loss, and the risk of loss shall remain with the Buyer regardless of any breach by Seller of any provisions hereof.

**6. Tax Obligation**

Buyer will pay promptly when due all taxes, assessments and other charges levied or assessed by any governments or governmental agency upon the sale of the described equipment

**7. Assignment**

Buyer may not delegate its performance or assign its rights under this Agreement except upon the express written consent of Seller.

**8. Benefit**

This Agreement shall be binding upon, shall inure to the benefit of, and shall be enforceable, by each of the parties hereto, its successors and assigns, except as limited by Paragraph 6 above.

**9. Construction**

This writing constitutes the final expression of the agreement between the parties and is intended as a complete statement of the terms of the agreement. No course of prior dealing between the parties and no usage trade shall be relevant to supplement or explain any term used in this Agreement. Whenever a term defined by the Uniform Commercial Code (the "Code") is used in this Agreement, the definition contained in the Code is to control unless otherwise stated herein to the contrary. This Agreement has been finally accepted in the State of Wisconsin and shall be governed by the laws of the State of Wisconsin including the Code and its amendments as effective in the State of Wisconsin.

**10. Attorney's Fees**

Buyer shall pay to Seller all attorney's fees, court costs, and all other expenses, which may be incurred by Seller in enforcing, or attempting to enforce collection of agreed costs of the equipment and the installation thereof, or against any guarantors hereof, or with respect to any matters connected with the subject matter hereof.

## DuraFon PRO™-System

## DuraFon PRO™ Long-Range Industrial Cordless Phone Systems

The DuraFon PRO long-range cordless phone system is ideal for business and organizations with employees who conduct work on larger properties outside of a conventional office, where employees need to stay in constant contact with a main office or management team and where Wi-Fi or DECT phones can't reach.

The system complements virtually any existing telecommunications platform; it plugs right in to an existing PBX or IP-PBX phone system. Companies and organizations can start with a single base station and handset, expanding to add more as needed.

The DuraFon PRO system supports three ruggedized handset types: DuraFon PRO standard (telephone), DuraFon UHF-HC (telephone/2-way radio), and DuraWalkie (2-way radio). Mix and match handsets to provide appropriate functionality. All provide for long-range coverage areas, even without an intervening base station.

### Key Features:

- Up to 12 Floors In-Building Penetration
- Up to 250,000 sq. ft. of Facility Coverage
- Up to 3,000 Acres of Property/Open Land Coverage
- Multi-Line (4 Ports/Lines per Base Unit)
- Expandable to 8 Bases for 32 Total Lines/Ports
- Supports up to 90 DuraFon PRO, DuraFon UHF-HC, or DuraWalkie Handsets
- Works Behind any Analog Port (PBX, VOIP, PSTN, FXS or POTS)

### Users may include:

- Hotels/Resorts
- Schools, Colleges and Universities
- Sports Arenas or Stadiums
- Golf Courses
- Warehouses
- Expansive Agricultural Properties
- Industrial Plants
- Oil and Gas Fields
- Convention Centers
- Amusement Parks



# MEMO

## (Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 5/8/2025

Subject: Phone purchase maintenance

## Background

The current cordless phone for Tod is not operating properly. This was a Finance Committee agenda item with a request to explore costs of a cell phone instead of the cordless option. Both itemized costs are in the packet.

## Budget Goal

NA

## Financial Impact

This was not part of the 2025 budget. If trustees move forward a budget line will need to be determined.

## Recommendation

I recommend the cell phone option due to coverage issues and phone issues, in general. It possible, could the Board could make a decision about this and not send back to committee?

WATERTOWN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
DIRECTOR'S REPORT  
For April 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	
May	3,890	
June:	3,750	
July:	4,066	
August:	3,723	
Sept.	3,465	
October	3,569	
November	3,494	
December	3,572	
Totals	44,953	

Physical Circulation for April	
April Libby: April Libby Mags	
April Hoopla	
2025 Monthly Total 2024 April Total	28,472
New Cards	108

**Library Director's Notes:****Circulation figures are missing due to logistics of city timeline vs system report timeline**

Please welcome Beth Mueller to the library board! Beth was appointed to the board by the Jefferson County Board.

I would like to recommend to all that you watch the PBS film: *Free for All: Inside the Public Library*

Mayor Stocks stopped in for a visit on April 23<sup>rd</sup>. We had a nice discussion about future meetings and sharing of library related information.

Tina and I held several interviews for the open PT Library Assistant-Childrens. We hope to fill this ahead of summer reading events.

I spoke at the Retired Teacher's Luncheon. Always a great opportunity to share library information with familiar and friendly faces!

I attended Main St. Matters as a member of the Main St. Board. I learned a bit of information about our new neighbors across the street...Sassy Sweats and Raffa Bowls.

Our library is part of the Prescription for Reading Program. During checkups, local physicians give 4 and 5 yr. olds a prescription to pick up a book at their local library. The books offered are dual language and at this time this is a one year pilot program sponsored by the GWCHF.

Our May Bridges Director's Council meeting on May 9 will be Karol Kennedy's last meeting before she retires. As of today, there has not been an announcement about her replacement.

We successfully met the guidelines for the East Asia grant and will be expecting a reimbursement from UW-Madison.

## **Monthly Department Information**

### **Adult:**

In April we hosted the Warrior Ink display (put together by Menomonee Falls Public Library), which is a visual exhibit of WI veterans and their military tattoos. We received mostly positive feedback. I spoke at Marquardt about the library, focusing on our Library of Things. Our weeding projects on the second floor are complete (for now). I have most of the adult programming planned for the summer, but will surely add some more as additional ideas come up. Kate hosted a poetry workshop with a local author (Grace Bucher) that received positive feedback. Danielle spoke at our Memory Cafe about traditional German clothing. Participants were very engaged, and it was nice for me to show another member of our staff what Memory Cafes are all about.

**~Jamie**

### **Children's:**

April was a busy month with all our regular programs and visits plus National Library Week activities, the Children's Day Fair, a Head Start Family Night at the library, interviews for our part-time opening, and starting a 6-week CE class through UW Madison focused on Play in the Library! Children's Day Fair is always a highlight of April and we had, not one but two, characters this year with Mo Willem's Elephant & Piggie making an appearance in Watertown! These are two of my personal favorite characters so it was fun to see how excited kids were to see them. I worked with Head Start to coordinate having one of their monthly Family Nights here at the library. I was able to read to the kids, talk to the families about getting library cards and all of the cool stuff we offer here at the library. They then had Head Start staff around the building (located in areas that I suggested such as adult Spanish collection, the sorter area, Library of Things, the TalkReadPlay Center, the teen area, etc.) and families had to do a scavenger hunt to find these areas and explore the building. It was fun for the families and I know at least a few of them got new library cards and came to the library for the first time! We started interviewing for the part-time Children's position and have been busily planning for the rapidly approaching Summer Library Challenge. May is sure to be another crazy busy month!

**~Tina**

**Circulation Department:**

We celebrated National Library week with several challenges. We had a total checkout challenge and our patron Robert W won with a savings of 12,938.78.dollars this year! That is a lot of checkouts and a tremendous savings! That is what makes the library so wonderful! It expands access for patrons. So many patrons are able to read, watch and listen to so much more than they might be able to if they had to purchase all of those materials.

We also had a challenge to see if we could beat our last year's National Library Week checkout total of 5,525 items. We surpassed that total, so to celebrate we had a cookie party for patrons. What a sweet reward!

We have an awesome display featuring photos of staff pets with materials recommended by them for checkout. The display also promotes our wonderful Reading with Rover program and also we are collecting much needed items for the Watertown Humane Society. The work they do is so important.

It is a wonderful time of year and with warmer days and the bridge opening we should see lots of patrons coming in to the library!

I hope you are enjoying the splendor and beauty of spring!

~ Cari

# MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	Year To Date	Budget Remaining	% Expense To Date
<b>SALARIES &amp; BENEFITS</b>								
<b>850,859 to be contributed by City into 11-48-12-30</b>								
<b>Salaries &amp; Benefits - Fund 11</b>								
Salaries (11-58-12-10)	703,546	37,659	50,200	53,220	48,136	189,215	514,331	26.89%
Longevity (11-58-12-12)	527	0	0	0	0	0	527	0.00%
Overtime (11-58-12-14)	0	31	0	0	0	31	-31	
Retirement (11-58-12-33)	33,241	1,926	2,570	2,570	2,414	9,479	23,762	28.52%
Social Security (11-58-12-34)	43,653	2,279	3,035	3,222	2,907	11,442	32,211	26.21%
Medicare (11-58-12-35)	10,209	533	710	753	680	2,676	7,533	26.21%
Health Insurance (11-58-12-36)	87,885	6,540	6,540	6,540	6,540	26,160	61,725	29.77%
Life (11-58-12-37)	1,494	148	148	148	145	589	905	39.41%
Dental (11-58-12-38)	7,487	612	612	612	582	2,417	5,070	32.28%
	888,042	49,727.69	63,813.76	67,064.88	61,403.79	242,010.12	646,031.88	27.25%
<b>LIBRARY EXPENSES - Fund 11</b>								
<b>AMSO Allocation (11-58-12-17)</b>								
AMSO Allocation	61,952	0	15,488	0	0	15,488	46,464	25.00%
	61,952	0.00	15,487.95	0.00	0.00	15,487.95	46,464	25.00%
<b>Supplies &amp; Programs (11-58-12-18)</b>								
AV Supplies	1,200	0	57	31	0	88	1112	7.33%
Book Supplies	1,500	0	715	9	0	724	776	48.25%
Makerspace	1,750	0	164	19	0	183	1567	10.47%
Marketing	2,000	0	0	335	229	564	1436	28.19%
Office & Library Supplies	7,500	217	359	466	2,157	3,199	4301	42.65%
Photocopier Lease	6,300	265	403	419	425	1,512	4788	23.99%
Postage	500	0	0	5	5	10	490	2.04%
Adult Programs	2,000	362	162	159	10	693	1307	34.67%
Adult Summer Library Challenge	0	0	0	0	0	0	0	
Children Programs	2,750	244	73	268	64	650	2100	23.63%
Children Summer Library Challenge	0	0	0	0	0	0	0	
Teen Programs	2,000	177	173	48	80	479	1521	23.94%
Teen Summer Library Challenge	0	0	0	0	0	0	0	
	27,500	1,265.83	2,106.28	1,760.31	2,968.94	8,101.36	19,398.64	29.46%
<b>Maintenance Contracts (11-58-12-19)</b>								
Building and Equipment	19,689	44	0	570	16,854	17,468	2,221	88.72%
Software and Subscriptions	19,192	635	104	489	3	1,231	17961	6.42%
	38,881	678.47	104.14	1,059.39	16,856.93	18,698.93	20,182.07	48.09%



# MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	Year To Date	Budget Remaining	% Expense To Date
<b>Building Repairs &amp; Supplies (11-58-12-20)</b>								
Janitorial Supplies	8,000	751	23	1,017	360	2,151	5,849	26.89%
Repairs & Expense	5,000	0	1	10	516	527	4,473	10.54%
	13,000	751.08	23.42	1,027.37	876.08	2,677.95	10,322.05	20.60%
<b>Property Insurance (11-58-12-21)</b>								
Property Insurance	17,000	0	0	0	0	0	17000	0.00%
	17,000	0.00	0.00	0.00	0.00	0.00	17,000	0.00%
<b>Dues &amp; Fees (11-58-12-22)</b>								
Dues, Fees, ETC.	1,100	0	0	0	0	0	1,100	0.00%
	1,100	0.00	0.00	0.00	0.00	0.00	1,100.00	0.00%
<b>Continuing Education (11-58-12-23)</b>								
Continuing Education	1,200	0	200	0	0	200	1,000	16.67%
	1,200	0.00	200.00	0.00	0.00	200.00	1,000.00	16.67%
<b>Travel (11-58-12-24)</b>								
Travel	1,500	0	0	0	91	91	1,409	6.09%
	1,500	0.00	0.00	0.00	91.42	91.42	1,408.58	6.09%
<b>Utilities</b>								
Fuel (11-58-12-28)	20,000	0	2,497	2,636		5,133	14,867	25.67%
Electricity (11-58-12-30)	40,000	0	2,897	2,988		5,884	34,116	14.71%
Water (11-58-12-31)	4,000	0	340	347	362	1,048	2,952	26.20%
Telephone (11-58-12-32)	3,000	63	176	168		407	2,593	13.58%
	67,000	63.24	5,909.17	6,138.72	361.57	12,472.70	54,527.30	18.62%
<b>Café Charges (11-58-12-43)</b>								
Café Charges	23,780	0	0	0	23,780	23,780	0	100.00%
	23,780	0.00	0.00	0.00	23,780.00	23,780.00	0.00	100.00%
<b>Databases (11-58-12-44)</b>								
BRIDGES - Databases	1,754	0	0	0	1,754	1,754	0	100.00%
Hoopla (\$6,504 Grant)	9,626	0	1,307	1,233	0	2,540	7,086	26.39%
Movie License	607	0	0	0	607	607	0	100.00%
Newsbank Inc.	2,340	2,308	0	0	0	2,308	33	98.61%
Overdrive E-Content	4,968	0	4,968	0	0	4,968	0	100.00%
Overdrive Advantage	5,956	0	0	0	5,956	5,956	0	100.00%
TumbleBooks Inc.	840	799	0	0	0	799	41	95.12%
Udemy	0	0	0	0	0	0	0	
	26,091	3,106.50	6,274.93	1,233.08	8,317.00	18,931.51	7,159.49	72.56%
<b>Technology (11-58-12-45)</b>								
Fiber Optic - TEACH SERVICES	1,200	0	0	0		0	1,200	0.00%
Technology	1,000	10	14	47		71	929	7.14%
	2,200	9.99	13.97	47.46	0.00	71.42	2,128.58	3.25%

# MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	Year To Date	Budget Remaining	% Expense To Date
<b>Library Materials (11-58-12-46)</b>								
Adult Fiction	8,000	1,161	1,406	900	1,264	4,731	3,269	59.14%
Adult Nonfiction	7,000	959	575	779	589	2,902	4,098	41.46%
Children Books	11,384	136	965	2,669	642	4,412	6,972	38.76%
Large Print	6,450	170	378	1,495	1,532	3,576	2,874	55.44%
Materials - (Non-books)	0	0	0	0	0	0	0	
Reference - Subscriptions	3,036	0	708	0	0	708	2,328	23.32%
Reference - Materials	0	0	0	0	0	0	0	
Young Adult Books	3,500	280	562	340	39	1,221	2,279	34.89%
	39,370	2,707.30	4,593.95	6,182.59	4,067.03	17,550.87	21,819.13	44.58%
<b>Periodicals (11-58-12-47)</b>								
Periodicals/Newspapers	4,905	961	620	633	789	3,003	1,902	61.22%
Seasonal Periodical Purchases	0	0	0	0	0	0	0	
	4,905	960.60	620.40	632.87	788.78	3,002.65	1,902.35	61.22%
<b>AV Materials (11-58-12-48)</b>								
Adult Talking Books	0	0	0	0	0	0	0	
Children AUDIO	0	0	0	0	0	0	0	
DVD	6,000	187	226	733	1,233	2,380	3,620	39.66%
Lucky Day	0	0	0	0	0	0	0	
	6,000	187.01	226.01	733.44	1,233.12	2,380	3,620.42	39.66%
<b>Donation Purchases (11-58-12-50)</b>								
Purchase from Donation	0	1,156	3,714	5,132	4,463	14,466	-14,466	
		1,155.51	3,714.43	5,132.26	4,463.48	14,465.68		
<b>TOTAL LIBRARY EXPENSES</b>	331,479	10,885.53	39,274.65	23,947.49	63,804.35	137,912.02	193,567	41.61%
<b>TOTAL EXPENSES INCLUDING SALARIES</b>	1,219,521	60,613.22	103,088.41	91,012.37	125,208.14	379,922.14	839,599	31.15%
<b>REVENUE - FUND 11</b>								
Fines (11-48-12-10)	1,500	177	82	83	66	408	1,092	27.17%
Misc. Fees (11-48-12-12)	5,000	518	314	314	633	1,778	3,222	35.57%
Use of Facilities Fee (11-48-12-14)	3,000	461	292	400	818	1,971	1,029	65.69%
Copier (11-48-12-18) Will be adjusted for tax	6,500	1,097	1,039	666	816	3,618	2,882	55.66%
Jefferson County Funds (11-48-12-22)	238,228	0	238,228	0	0	238,228	0	100.00%
Dodge County Funds (11-48-12-24)	101,503	0	0	101,498	0	101,498	5	99.99%
Adjacent County Funds (11-48-12-26)	11,431	1,556	11,487	0	0	13,043	-1,612	114.10%
<b>DONATIONS 11-48-12-27</b>	0	2,424	50	9,793	3,989	16,256	-16,256	
<b>General Fund Contribution (11-48-12-30) From Fund 1</b>	850,859	0	212,715	0	0	212,715	638,144	25.00%
Credit Card Rebate (11-48-12-56)	1,500	0	652	0	0	652	848	43.44%
<b>TOTAL FUND 11 REVENUE</b>	1,219,521	6,231.96	464,858.03	112,753.33	6,322.09	590,165.41	629,356	48.39%
<b>RESERVED TO OFFSET SALARIES &amp; BENEFITS</b>								
Salary Reserve	37,183					0	37,183	0.00%
<b>Subtotal Salary Reserve</b>	37,183	0	0	0	0	0	37,183	0.00%
<b>2024 YEAR END FUND BALANCE</b>	451,790.00							
Reserved for Donations year end 2024	71,391.16							
<b>Unreserved Balance year end 2024</b>	380,398.84							
<b>2025 YTD Balance Reserved for Donations</b>	73,181.07							

**UNPLANNED EXPENSES IMPACTING 2025 BUDGET**

	<b>VENDOR</b>	<b>EXPENSE</b>	<b>AMOUNT</b>	<b>BILLED TO</b>
<b>APR</b>	Martin Systems	Replace defective sensor in ducts	453.66	BuildingRepairs
			<b>YTD TOTAL:</b>	<b>453.66</b>

2025 STATISTICS													
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
<b>ATTENDANCE</b>	<b>12,754</b>	<b>12,868</b>	<b>15,592</b>	<b>15,618</b>									<b>56,832</b>
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
<b>Percent changed</b>	<b>11%</b>	<b>10%</b>	<b>24%</b>	<b>25%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-100%</b>	<b>-64%</b>
<b>Days open 2025</b>	<b>30</b>	<b>28</b>	<b>30</b>	<b>29</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>31</b>	<b>29</b>	<b>30</b>	<b>29</b>	<b>29</b>	<b>355</b>
Days open 2024	27	28	30	30	30	30	30	31	29	30	29	29	353
<b>Daily average 2025</b>	<b>425</b>	<b>460</b>	<b>520</b>	<b>539</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>160</b>
Daily average 2024	425	416	420	418	371	475	531	500	416	476	465	409	5,322
<b>Highest attendance day 2025</b>	<b>603</b>	<b>945</b>	<b>1,149</b>	<b>1,887</b>									
Highest attendance day 2024	612	551	729	729	786	826	720	1293	585	695	2125	1,090	
<b>Lowest attendance day 2025</b>	<b>212</b>	<b>169</b>	<b>213</b>	<b>211</b>									
Lowest attendance day 2024	182	207	179	164	124	149	184	133	185	154	173	152	
<b>REF QUESTIONS 2025</b>	<b>1,055</b>	<b>819</b>	<b>736</b>	<b>678</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,288</b>
REF QUESTIONS 2024	1,300	1,375	1,191	1,197	913	1,269	1,130	947	785	934	806	728	12,575
<b>INTERNET 2025</b>	<b>574</b>	<b>505</b>	<b>573</b>	<b>570</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,222</b>
INTERNET 2024	507	609	586	578	554	583	586	655	575	544	498	588	6,863
<b>MEETING ROOM 2025</b>	<b>169</b>	<b>177</b>	<b>165</b>	<b>169</b>									<b>680</b>
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
<b>REFERENCE</b>	<b>706</b>	<b>495</b>	<b>434</b>	<b>378</b>									<b>2,013</b>
REFERENCE 2024	763	865	762	758	495	688	648	607	477	528	466	477	7,534
<b>Tutor Sessions</b>	<b>189</b>	<b>120</b>	<b>148</b>	<b>164</b>									<b>621</b>
Tutor Sessions 2024	146	225	233	212	171	186	252	223	231	170	123	96	2,268
<b>Microfilm</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>4</b>									<b>21</b>
Microfilm 2024	5	5	6	4	5	7	14	8	8	17	2	5	86
<b>Computer/Tablet</b>	<b>554</b>	<b>482</b>	<b>546</b>	<b>550</b>									<b>2,132</b>
Computer/Tablet 2024	483	592	559	536	509	553	551	626	547	513	474	577	6,520
<b>Typewriter</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>									<b>0</b>
Typewriter 2024	1	0	0	0	0	0	1	0	0	0	0	0	2
<b>Proctor Exams</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>									<b>0</b>
Proctor Exams 2024	0	1	0	0	0	0	0	0	1	2	0	2	6
<b>Wireless</b>	<b>4751</b>	<b>4655</b>	<b>5053</b>	<b>5247</b>									<b>19,706</b>
Wireless 2024	480	4474	4617	4892	4864	4911	5286	4851	4975	5221	4477	4220	53,268
<b>Adult Programs</b>	<b>24</b>	<b>15</b>	<b>20</b>	<b>20</b>									<b>79</b>
Adult Programs 2024	20	23	18	21	15	19	18	15	19	26	22	16	232
<b>Program Att.</b>	<b>120</b>	<b>110</b>	<b>174</b>	<b>133</b>									<b>537</b>
Program Att. 2024	109	133	126	194	106	132	119	92	84	153	156	88	1,492
<b>Passive Programs</b>	<b>8</b>	<b>8</b>	<b>5</b>	<b>6</b>									<b>27</b>
Passive Programs 2024	4	3	4	5	5	5	6	4	5	5	6	5	57
<b>Passive Att.</b>	<b>59</b>	<b>39</b>	<b>30</b>	<b>40</b>									<b>168</b>
Passive Att. 2024	62	170	76	58	64	53	401	38	27	32	45	33	1,059
<b>Outreach Events</b>	<b>1</b>	<b>20</b>	<b>1</b>	<b>2</b>									<b>24</b>
Outreach Events 2024	1	1	1	1	1	1	1	1	1	2	1	1	13
<b>Outreach Att.</b>	<b>15</b>	<b>130</b>	<b>14</b>	<b>35</b>									<b>194</b>
Outreach Att. 2024	14	17	12	13	12	10	13	12	8	30	18	15	174
<b>Mobile Print Users</b>	<b>117</b>	<b>89</b>	<b>102</b>	<b>107</b>									<b>415</b>
Mobile Print Users 2024	22	38	36	27	78	75	111	107	160	119	102	71	946
<b>Mobile Print Pages</b>	<b>541</b>	<b>710</b>	<b>593</b>	<b>460</b>									<b>2,304</b>
Mobile Print Pages 2024	361	351	302	254	719	602	698	514	812	611	646	435	6,305
<b>Newsbank</b>	<b>2248</b>	<b>2525</b>	<b>2958</b>	<b>2588</b>									<b>10,319</b>
Newsbank 2024	901	1062	922	660	991	705	186	792	798	829	1435	2095	11,376
<b>Website Views</b>	<b>6665</b>	<b>6073</b>	<b>7391</b>	<b>7864</b>									<b>27,993</b>
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																							
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																							
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																							
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																							
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																							
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																							
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																							
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	46	1558	43	742	5	100	3	270	24	1035	22	433	898	680	0	463	319	15	38	82	1913	1275	90
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.		
<b>January</b>	<b>4</b>	<b>33</b>	<b>7</b>	<b>529</b>		<b>n/a</b>
January 2024	5	38	4	191		n/a
<b>February</b>	<b>6</b>	<b>16</b>	<b>8</b>	<b>277</b>		<b>81</b>
February 2024	5	49	5	257		100
<b>March</b>	<b>10</b>	<b>72</b>	<b>4</b>	<b>122</b>		
March 2024	6	52	3	224		
<b>April</b>						
April 2024	5	30	4	214		
<b>May</b>					<b>n/a</b>	
May 2024	1	6	3	141	n/a	
<b>June</b>					<b>n/a</b>	
June 2024	5	138	3	116	n/a	
<b>July</b>						
July 2024	5	120	4	253	0	
<b>August</b>						
August 2024	2	1	11	316		
<b>September</b>						
September 2024	4	24	6	215		
<b>October</b>						
October 2024	6	67	6	465		
<b>November</b>						
November 2024	4	45	5	181		
<b>December</b>						
December 2024	4	31	5	191		
<b>TOTALS</b>	<b>20</b>	<b>121</b>	<b>19</b>	<b>928</b>	<b>0</b>	<b>81</b>
TOTALS 2024	52	601	59	2764	0	100

**PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES**  
**THURSDAY, APRIL 10, 2025 AT 5:30 PM**  
**100 S. WATER ST., WATERTOWN, WI 53094 - 2ND FLOOR CONFERENCE ROOM**

1. CALL TO ORDER / ROLL CALL

Jarrold Burke	P	Charity Chandler	P	Kerry Kneser	P	Tom Kohls	P
Chris Koppes	P	Andi Merfeld	p	Erin O'Neill	P	Sarah Oudenhoven	P
Bob Wetzel	P						

Also present: Checkai, Hernandez, Peerenboom

2. REVIEW CORRESPONDENCE

- a. Thank you card: Mr. Robinson

3. CITIZENS TO BE HEARD- None

4. APPEARANCES - None

5. NEW BUSINESS - None

6. UNFINISHED BUSINESS

- a. Review staff progress regarding teens in library
- i. Checkai updated the Board on recent issues with teen behavior, and staff's interaction with them.
  - ii. Checkai would like to leave vacated Senior library position open and instead hire full time library assistant to work various duties and departments as discussed at March 2025 meeting.
  - iii. Oudenhoven and Checkai will request meeting with city personnel to clarify hiring process.
  - iv. P&P to review *Unattended Child Policy* and bring it to May Board meeting for review and approval.
- b. Review and take possible action: Proposed strategic plan update
- i. Oudenhoven met with GWCHF regarding strategic plan funding. She will work with Foundation staff to apply for Capacity Building Grant.

*Burke made motion to approve strategic plan proposal from WiLS. Kneser seconded. Roll call vote:*

Jarrold Burke	Y	Charity Chandler	Y	Kerry Kneser	Y	Tom Kohls	Y
Chris Koppes	Y	Andi Merfeld	Y	Erin O'Neill	Y	Sarah Oudenhoven	Y
Bob Wetzel	Y						

- c. Review and take possible action: Additional cameras in the facility



- i.

Quote is pending. Checkai will report back to the Board when received.
- 7. DIRECTOR'S REPORT**

a.

Reviewed library statistics and monthly budget

b.

Shared general library operation updates
- 8. TRUSTEE'S REPORT**

a.

The following items were requested for inclusion in the May Board agenda:

i.

Review completed 2020-2024 Strategic Plan, including accomplishments and Succession Plan

ii.

Review incident reporting
- 9. PRESIDENT'S REPORT**

a.

Oudenhoven gave update
- 10. PERSONNEL AND POLICY**

a.

Will meet in April at a time TBD
- 11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS**

a.

Review and take action: Library Board of Trustees minutes from March 13, 2025

b.

2025 April Bills

*Wetzel made motion to approve Consent Agenda Items. Kohls seconded. Roll call vote:*

Jarrold Burke	Y	Charity Chandler	Y	Kerry Kneser	Y	Tom Kohls	Y
Chris Koppes	Y	Andi Merfeld	Y	Erin O'Neill	Y	Sarah Oudenhoven	Y
Bob Wetzel	Y						

**12. ADJOURNMENT**

*Koppes made motion to adjourn at 6:09 pm. Chandler 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, May 8, 2025, 5:30pm.

Respectfully submitted,  
  
Andi Merfeld, Secretary

**PUBLIC LIBRARY PERSONNEL AND POLICY COMMITTEE MEETING AGENDA**  
**THURSDAY, APRIL 24, 2025 AT 3:30 PM**  
**100 S. WATER ST., WATERTOWN, 2ND FLOOR CONFERENCE ROOM**

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**1. CALL TO ORDER/ROLL CALL**

Tom Kohls called the P&P meeting to order at 3:33pm. Andi Merfeld and Erin O'Neill were in attendance along with Kerry Kneser and Peg Checkai

**2. NEW BUSINESS**

**A. Review and take action: FT Library Assistant position and FT Sr. Library Assistant**

Trustees discussed the position and reviewed the current job descriptions.

Merfeld made a motion to recommend to the Library Board to fill the open

FT Sr. Library Assistant-Teen Services position as a FT Library Assistant, based on the current Library Assistant's job description

**B Review and take action: Unattended Child Policy**

Proposed changes are attached to the red-lined version. The clean version is also attached.

As part of the Unattended Child Policy, the Unacceptable Conduct Policy-Library Privileges was also reviewed by the P&P committee. Proposed changes are Attached to the red-lined version. The clean version is also attached.

Kohls made a motion to accept the proposed changes to the Unattended Child Policy and the Unacceptable Conduct Policy-Library Privileges policies and make a recommendation to the Library Board to accept the proposed changes.  
Seconded by Merfeld.

**C. Review and take possible action: MOU with Jig Jog**

No action was taken

**D. Review and take possible action: MOU with Police Dept regarding access to Library cameras.**

Peg reviewed the current MOU and also provided an historical review based on library board minutes from 2022 and 2023. Kneser provided information about the electric box installed on the north side of the building by the Police Dept. Peg noted that the current MOU will be reviewed by Board's lawyer.

**3. ADJOURNMENT**

Merfeld made a motion to adjourn at 4:54 pm. O'Neill 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, May 8, 2025, at 5:30pm.

Respectfully submitted,  
Peg Checkai, Library Director



## PUBLIC LIBRARY FINANCE COMMITTEE MEETING AGENDA

TUESDAY, APRIL 22, 2025 AT 4:00 PM

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

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### 1. CALL TO ORDER / ROLL CALL

The meeting was called to order by Kneser at 4:13 pm

In attendance; Kerry Kneser, Jared Burke and Peg Checkai. Sarah Oudenhoven arrived at 4:14pm.

### 2. NEW BUSINESS

#### A. Review and take action: New cordless phone for Maintenance

Peg reviewed the cost of an updated phone for the Maintenance Dept. Before making a purchase Burke suggested that Peg contact the city regarding guidelines for department cell phones. Peg will reach out to see if this is a more economical option that could provide better coverage inside and outside of the facility.

#### B. Review and take possible action: Addition of extra cameras in the facility

Figures for additional cameras were not received so the agenda item was tabled.

#### C. Review and take possible action: Carry over fund investment and operational designations

Investment options were discussed. With the volatile nature of the stock market, Burke suggested that trustees look into a variety of investment options, (bonds, short and long term investing based on proposed needs of the library along with the possibility of moving the fund balance/construction account funds into the LGIP account. Peg will reach out to city finance department.

### 2. ADJOURNMENT

Kneser made a motion to adjourn, seconded by Oudenhoven

The meeting adjourned at 4:41 pm.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting to be held on Thursday, May 8, 2025, 5:30pm.

Respectfully submitted,

Peg Checkai, Library Director

## 2025 MAY BILLS LIST

Section 10, Item D.

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
I01016452	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN15130072	Gordon Flesch	11-58-12-18	Copier Usage	188.69		
042225-2 LIB	MC Petty Cash	11-58-12-18	Adult Programs	7.98		
DEPOSIT	Cash	11-58-12-18	Marketing	-321.86		
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
57644437	Sure-Fire, Inc	11-58-12-19	HVAC Maintenance Agreement	6,100.00		
		11-58-12-19				
88000	Menards	11-58-12-20	Janitorial Supply	38.97		
87999	Menards	11-58-12-20	CREDIT, Repairs & Expense	-16.30		
		11-58-12-20				
		11-58-12-20				
		11-58-12-20				
050125 LIB	Jamie Hernandez	11-58-12-24	April Mileage	146.86		
041125 LIB	Margaret Checka	11-58-12-24	April Mileage	20.58		
	Wttn Water Dept	11-58-12-31	Water, 3/16/25 - 4/16/25			
		11-58-12-32				
	Midwest Tape	11-58-12-44	Hoopla			
042225 LIB	MC Petty Cash	11-58-12-46	Children Books	23.58		
999100313115	Cengage	11-58-12-46	Large Print	117.57		
999100318605	Cengage	11-58-12-46	Large Print	27.20		
999100360294	Cengage	11-58-12-46	Large Print	32.00		
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
3147689	WT Cox	11-58-12-47	Periodicals: WT Cox	920.28		
979017	Micromarketing	11-58-12-50	Friends: Audiobook grant	18.00		
507111633	Midwest Tape	11-58-12-50	Hoopla, April (Hoopla Grant)	1,376.98		
			TOTAL	8,945.90		
<b>FUND 11 EXPENSES</b>						
	11-58-12-18	140.18	Office & Library Supplies			
	11-58-12-19	6,100.00	Maintenance Contracts			
	11-58-12-20	22.67	Building Repairs & Supplies			
	11-58-12-24	167.44	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-44	0.00	Databases			
	11-58-12-46	200.35	Library Materials			
	11-58-12-47	920.28	Periodicals			
	11-58-12-50	1,394.98	Purchase from Donation			
		8,945.90				