



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, FEBRUARY 12, 2026 AT 5:30 PM

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

Zoom Meeting ID: 853 2236 0495

Passcode: K3QZq23J

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

1. CALL TO ORDER / ROLL CALL

2. REVIEW CORRESPONDENCE

3. CITIZENS TO BE HEARD

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

4. APPEARANCES

5. NEW BUSINESS

A. Review and take action on 2025 State Annual Report

B. Resolution #2026-3 Acknowledgement of Kerry Kneser's service to the Library Board of Trustees

6. UNFINISHED BUSINESS

A. Review and take action: Fund 11-Fund Balance Policy

B. Discuss and take action on investment recommendation made by Library Finance Committee

C. Review and take possible action: Library Strategic Plan

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

E. Reconvene into open session: Take action on closed session discussion

F. Update on website design

7. DIRECTOR'S REPORT

A. Director's Report

B. Review monthly highlights, budget figures and statistics

8. TRUSTEE'S REPORT

9. PRESIDENT'S REPORT

10. PERSONNEL AND POLICY

A. Resolution #2026-2 Library Assistant

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. Public Library minutes from January 8, 2026

B. Finance Meeting minutes from January 27, 2026

C. February 2026 bills

12. ADJOURNMENT

- A. Next Meeting Date: Thursday, March 12, 2026

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

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

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 2/12/2026

Subject: 2025 State Annual Report

Background

I've completed the annual report, it's been scanned and approved by the Bridges Director. The board will need to review and sign the document. Deadline is March 2, 2026.

Budget Goal

Requirement by the State of Wisconsin

Financial Impact

No financial impact

Recommendation

I recommend that the board review and approve the report.

Watertown Public Library Board of Trustees
Resolution #2026-3
Acknowledgement of Kerry Kneser's service to the Library Board of Trustees

WHEREAS: Kerry Kneser served as a member of the Watertown Public Library Board of Trustees and

WHEREAS: Kerry Kneser diligently served the board, patrons, and employees during his tenure and

WHEREAS: Kerry Kneser helped guide the Watertown Public Library with his dedication to providing comprehensive library services,

NOW THEREFORE BE IT RESOLVED, by the Board of Trustees for the Watertown Public Library, that this Board recognizes the contributions of Kerry Kneser for his years of service, attendance, and personal dedication for all matters pertaining to the successes of library operations and expresses to him publicly, our appreciation for his service.

Action Taken:

Signature: _____

Library Board President

MEMO

(Library)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 2/12/2026

Subject: Library Fund Balance

Background

Library Board Finance Committee met to discuss a Fund Balance policy. Committee members voted to make changes to the Pewaukee Public Library Fund Balance Policy to represent WPL guidelines.

Budget Goal

To develop a Fund Balance policy.

Financial Impact

Impacts library operations

Recommendation

I would recommend the board approves the recommendation from the Finance Committee.

FUND BALANCE POLICY

PURPOSE

The Board of Trustees [Board] of the Watertown Public Library [Library] is committed to fiscal responsibility and to serving as a prudent steward of all funds collected, donated or appropriated for library purposes [Library Funds or the Library Fund]. Chapter 43.58 of the Wisconsin Statutes grants the Board exclusive control over the expenditure of all Library Funds. The Library Fund is segregated into separate sub-accounts for purposes of carrying on certain activities and the Library Funds therein are further classified into separate categories as discussed below.

The Board strives to use all Library Funds as budgeted each fiscal year. As used herein, "Fund Balance" is defined as the difference between the Library Fund's assets and liabilities, at any given time, representing the net resources available for expenditure. "Excess Funds" are calculated as total revenues minus total expenditures to and from the Library Fund, in a given fiscal year, and represent unspent Library Funds eligible for carryover to the following fiscal year.

Maintaining an appropriate Fund Balance in the Library's unassigned library fund is a core component of fiscal responsibility and is essential to Library's fiscal stability. This provides stability and financial support by:

- Ensuring consistent operational cash flows;
- Covering revenue shortfalls;
- Providing emergency operational funds for building maintenance or equipment repairs;
- Providing emergency operational funds for unexpected expenses, such as mid-year benefit adjustments, contract increases, uninsured casualty events, or unexpected weather events.

CLASSIFICATION OF FUND BALANCES

The Library Funds within the Fund Balance shall be further classified into the following categories,

1. **Restricted**— Funds legally or externally restricted for specific purposes, including through grants, laws, regulations, or donor-imposed limitations.
2. **Reserved**— Funds the Board has formally designated for specific purposes through official action, including funds committed for use in satisfying contractual obligations. This includes budget allocations for specific projects or needs. These funds cannot be reallocated without further Board approval.

3. **Unreserved** – The residual funds in the general fund not classified elsewhere, available for general use

DONATIONS

The Library accepts cash donations for both reserved and unreserved uses. Donated funds with a mutually agreed-upon purpose between the donor and the Board will be classified as **restricted**. All other donations, whether by gift, devise, or bequest made to the Library, but without a specified purpose, will initially be classified as **reserved**, as such funds are to be held in trust for library purposes, until the Board formally commits them to a specific use.

Donated funds shall not be used to cover general Library operational expenses, including salaries, utilities, or routine maintenance, unless expressly directed as such by the donor.

MINIMUM/MAXIMUM UNASSIGNED FUND BALANCE

At fiscal year-end, all Excess Funds shall carry forward to the succeeding fiscal year and be assigned to the appropriate Fund Balance classification.

The Board will review the Fund Balance's status following receipt of the city's annual audit report, comparing the funds within the Fund Balance classified as "unreserved" to the Library's current total operating budget. The goal is to maintain the unreserved portion of the Fund Balance between **20%** to **25%** of the Library's operating budget.

- If the unreserved portion of the Fund Balance falls below **20%** of the annual operating budget, the Board will develop a plan, as part of the budget process, to restore compliance.
- If the unassigned portion of the Fund Balance exceeds **25%** of the annual operating budget, the excess amount will be applied to the following year's operations budget.

The foregoing policy expresses the Board's general policy for purposes of Fund Balance decision-making and budgetary planning. However, the Board reserves the right to amend this policy or to decide matters concerning the Library's expenditures and finances in contravention of this policy, as specific circumstances may require from time-to-time.

MEMO

(Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 2/12/2026

Subject: LGIP/Endowment Accounts discussion

Background

Based on greater interest rates with the South Central Investment Fund, the Finance Committee recommends to the Library Board, that funds already committed for purchases from LGIP: Scissor Lift, Library materials and digital materials (\$80,000) plus an extra \$100,000 will remain in LGIP for contingency spending (180,000 total) the remaining balance will transfer to the South Central Investment fund.

Budget Goal

Receive the best return on investment for library funds

Financial Impact

Receive the best return on investment for library funds

Recommendation

Approve Finance Committee's recommendation

MEMO

(Library)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 2/12/2026

Subject: Strategic Plan

Background

The strategic plan committee met with WiLS. Decisions coming out of that meeting will need to be discussed and approved by the full board.

Budget Goal

N/A

Financial Impact

N/A

Recommendation

Follow planning committee's recommendation.

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

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

Physical Circulation for January	18,780
January Libby	4,850
January Libby Mags	503
2026 Monthly Total	24,133
2025 January Total	28,370
New Cards	99

**January 2026 circ impacted by brutal temperatures.

Library Director's Notes:

February is [National Library Lovers' Month](#), a month-long celebration dedicated to cherishing the libraries, librarians, and staff that provide community, resources, and free access to knowledge!

Friends is doing a Round Up event at Piggly Wiggly from February 15-21. Please support Friends and shop local!

Agenda items under the Director's Report includes information for 2025 and 2026. We have not received final invoices for several 2025 budget items.

Library Board Finance Committee approved hiring a PT custodian to assist with facility cleaning and maintenance. Further information can be found in the Finance Committee meeting notes.

I've included a copy of the Fund Balance policy in the packet. I have sent the document to city attorney for her review.

I was contacted by a parent to see if their daughter could "shadow" library staff for a day for a school project. I agreed and staff kept her busy helping with van delivery, pick list, loading the hold shelf...her eyes really "lit up" when we asked her if she wanted to shelf read. A young librarian in the making!

The Chamber of Commerce hosted a Lunch and Learn in the Community Room. One of the attendees brought their service dog. Another attendee showed up with their support dog, which resulted in a dog squirmish. I let City Hall know and the Chamber filled out a police report. Nobody was hurt.

Scissor lift has been ordered. John secured 3 bids and the lowest bid was selected. I ordered the lift from RH Equipment and Services in Mayville. Delivery is scheduled for February 16.

It's tax season! Most of the state and federal forms have arrived. Lynn does a great job of maintaining and ordering the forms.

I contacted the city attorney about developing a policy for filming in the library. She will assist with developing a policy.

Friends purchased a “book toaster”, a thermal book binder repair machine. We will dedicate more time to mending books in the collection instead of re-ordering popular materials. Our toaster will streamline book repairs and re-adhere signatures and loose pages back into books

John and Tod are helping me re-envision the Teen Gaming Room. We are adding an electric fireplace, courtesy of Friends. Please stop in and look at the room! John and I gave Cliff and Carmel Lueck a tour of the space. Cliff was our custodian for 40 years. It has been fun digging through all the historical items and finding ways to display them in the room!

Tina and I met with the patron who requested the removal of a book from the collection. Following library policy, Tina, Jamie and I read the book. Tina and Jamie provided me with their overview and recommendation. I also contacted the CCBC at UW Madison. Per library policy, I responded via written letter, to the gentleman, letting him know that my decision was to leave the book on the shelf. He had requested assistance from the library to help him and his family make book selection decisions. Tina has prepared a document providing links to resources. We will combine that document with Jamie’s “The Library and Your Family” handout and make it available at the Children’s Room Desk. This information was conveyed to the patron in the letter I sent.

Noah is working diligently at organizing the Film Festival in March. He is connecting with downtown businesses for prizes and working closely with Matt from the theatre. John has also stepped up to help. Noah is doing a great job building off of last year’s successes. This event is underwritten by Friends.

Monthly Department Information

Adult:

We are off to a strong start in adult services this year. Our programming has been holding steady, with people especially enjoying our craft programs. In January we held two special craft programs - a Paint Along (attendees listened to music and painted whatever the music made them feel) and Happy Boards (attendees made collages of things that make them happy). Feedback from both of these was "when are you going to do it again?!" We have seen two prototypes of our new website and are getting excited to see that project come together. Noah has been working on details for the 2nd annual WPL Film Festival. This year it will be a two-day event - March 9 & 10 at the Towne Cinema. Doors will open at 4:30 pm and the event

starts at 5:00 pm. I really hope some of you will come to see Noah's vision come to life (again)! I ordered two new TVs for the Friends, which will make it easier for them to keep their advertisements up to date, using a Google Slideshow. They will hopefully be up and running by the next board meeting.

~Jamie

Children's:

January was a pretty normal month for us, as far as programming and school and library visits go. We had a fun "No School Movie Day" watching "The Bad Guys 2" and have been busy still registering people, giving stamps, stickers, prizes and SuperDraw tickets for kids, teens and adults for our Winter Library Challenge. As of 2/2/26, we have 449 kids, 84 teens and 151 adults registered for our 2026 Winter Library Challenge. For comparison, in 2025 we had 463 kids, 81 teens and 166 adults that participated, so we are right on track for our normal WLC participation right now.

I am so very happy to report that the Children's Department is FULLY STAFFED for the first time in what feels like a very long time! Fallon has joined the team as a Children's Library Assistant and we did her training this month. She's doing a great job in her new role within the library and we're excited to have her as part of the Children's Department! I had a few days of vacation this month and Xander was able to step in and do his first storytime, which went very well. It's nice for me to know that if I do have to take a day off or am out sick, my crew is ready and able to fill in for me. I'm looking forward to starting to get our Summer Library Challenge planning underway now that we're wrapping up our Winter Library Challenge.

~Tina

Circulation Department:

Winter time is definitely here! We are a warm place for everyone to spend time with the cozy fireplaces to enjoy! The coloring contest entries are being displayed in the circulation area for voting. So many talented artists! We have moved the puzzle exchange to the circulation area for easier access for swapping, it is just inside the door! We rearranged the furniture a bit on the lower level. Teens are using the new location of the ps4 gaming system more. Stay warm, everyone!

~ Cari

Tweens/Teens:

This month, teens had lots to keep busy with! There was the winter coloring contest, which saw nearly 20 teen submissions and over 200 votes cast overall! Patrons continue to participate in the Winter Library Challenge, reading, doing

activities, and getting prizes. We did Homeschool Tuesday for the homeschooled kids and teens and organized 8 different craft stations for them to visit and be creative! Adults and teens also made “happy boards” – a collage of the things that make them happy.

The Kids' Choice Awards program continues to be a challenge. While many of the Kids' Choice books are getting checked out from our display, there was minimal participation in the Kids' Choice Awards Event Series. The WUSD Library Media Specialists helped us to promote Kids Choice over the last few months for 4th-6th graders. They helped to share the Book Talk videos created by system librarians, promoted the Kids Choice Awards Event Series we hosted and are offering to have voting available at their schools. We are hopeful that as the tweens start voting on their favorite books, that we will start to see more participation. As of 2/3 there are 5 votes that have been cast from Watertown.

~ Kaitlyn and Tina

MONTHLY BUDGET 2026

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date	
SALARIES & BENEFITS		\$750,000 is to be contributed by City into 11-48-12-30						
Salaries & Benefits - Fund 11								
Salaries (11-58-12-10)	718,350	49,834			49,833.79	668,516	7%	
Longevity (11-58-12-12)	527	0			0.00	527	0%	
Overtime (11-58-12-14)	0	0			0.00	0		
Retirement (11-58-12-33)	34,072	2,773			2,773.02	31,299	8%	
Social Security (11-58-12-34)	54,994	3,006			3,005.63	51,988	5%	
Medicare (11-58-12-35)	10,424	703			702.93	9,721	7%	
Health Insurance (11-58-12-36)	116,211	7,104			7,104.21	109,107	6%	
Life (11-58-12-37)	4,000	164			163.56	3,836	4%	
Dental (11-58-12-38)	7,488	642			642.34	6,846	9%	
	946,066	64,225.48	0.00	0.00	64,225.48	881,841	7%	
LIBRARY EXPENSES - Fund 11								
AMSO Allocation (11-58-12-17)								
AMSO Allocation	66,950	0			0	66950	0%	
	66,950	0.00	0.00	0.00	0.00	66,950	0%	
Supplies & Programs (11-58-12-18)								
AV Supplies	1,200	23			23	1177	2%	
Book Supplies	2,000	0			0	2000	0%	
Makerspace	500	0			0	500	0%	
Marketing	500	359			359	141	72%	
Office & Library Supplies	7,000	379			379	6621	5%	
Photocopier Lease	6,300	265			265	6035	4%	
Postage	0	0			0	0		
Adult Programs	1,500	0			0	1500	0%	
Adult Summer Library Challenge	0	0			0	0		
Children Programs	0	0			0	0		
Children Summer Library Challenge	0	0			0	0		
Teen Programs	500	19			19	481	4%	
Teen Summer Library Challenge	0	0			0	0		
	19,500	1,044.04	0.00	0.00	1,044.04	18,456		

MONTHLY BUDGET 2026

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Maintenance Contracts (11-58-12-19)							
Building and Equipment	22,281	0			0	22,281	0%
Software and Subscriptions	18,942	674			674	18268	4%
	41,223	673.71	0.00	0.00	673.71	40,549	2%
Building Repairs & Supplies (11-58-12-20)							
Janitorial Supplies	8,000	1,377			1,377	6,623	17%
Janitorial Services	3,000	0			0	3,000	0%
Repairs & Expense	6,000	0			0	6,000	0%
	17,000	1,376.62	0.00	0.00	1,376.62	15,623	8%
Property Insurance (11-58-12-21)							
Property Insurance	21,000	0			0	21000	0%
	21,000	0.00	0.00	0.00	0.00	21,000	0%
Dues & Fees (11-58-12-22)							
Dues, Fees, ETC.	620	0			0	620	0%
	620	0.00	0.00	0.00	0.00	620	0%
Continuing Education (11-58-12-23)							
Continuing Education	1,200	0			0	1,200	0%
	1,200	0.00	0.00	0.00	0.00	1,200	0%
Travel (11-58-12-24)							
Travel	1,500	0			0	1,500	0%
	1,500	0.00	0.00	0.00	0.00	1,500	0%
Utilities							
Fuel (11-58-12-28)	12,000	0			0	12,000	0%
Electricity (11-58-12-30)	45,000	0			0	45,000	0%
Water (11-58-12-31)	5,100	0			0	5,100	0%
Telephone (11-58-12-32)	5,400	0			0	5,400	0%
	67,500	0.00	0.00	0.00	0.00	67,500	0%

MONTHLY BUDGET 2026

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Café Charges (11-58-12-43)							
Café Charges	23,674	0			0	23,674	0%
	23,674	0.00	0.00	0.00	0.00	23,674	0%
Databases (11-58-12-44)							
BRIDGES - Databases	1,826	0			0	1,826	0%
Movie License	671	0			0	671	0%
Newsbank Inc.	2,376	2,376			2,376	0	100%
Overdrive E-Content	0	0			0	0	
Overdrive Advantage	13,537	0			0	13,537	0%
TumbleBooks Inc.	800	799			799	1	100%
Udemy	0	0			0	0	
	19,210	3,175.00	0.00	0.00	3,175.00	16,035	17%
Technology (11-58-12-45)							
Fiber Optic - TEACH SERVICES	1,200	0			0	1,200	0%
Technology	1,000	386			386	614	39%
	2,200	385.58	0.00	0.00	385.58	1,814	18%
Library Materials (11-58-12-46)	<i>**Plus up to \$55,000 additional funds to be spent from Fund 20.**</i>						
Adult Fiction	6,500	0			0	6,500	0%
Adult Nonfiction	6,500	0			0	6,500	0%
Children Books	9,000	541			541	8,459	6%
Large Print	4,000	0			0	4,000	0%
Materials - (Non-books)	500	0			0	500	0%
Reference - Subscriptions	1,680	600			600	1,080	36%
Reference - Materials	360	0			0	360	0%
Young Adult Books	0	0			0	0	
	28,540	1,141.13	0.00	0.00	1,141.13	27,399	4%
Periodicals (11-58-12-47)							
Periodicals/Newspapers	5,700	1,276			1,276	4,424	22%
Seasonal Periodical Purchases	0	0			0	0	
	5,700	1,275.85	0.00	0.00	1,275.85	4,424	

MONTHLY BUDGET 2026

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
AV Materials (11-58-12-48)							
Adult Talking Books	0	0			0	0	
Children AUDIO	0	0			0	0	
DVD	6,000	827			827	5,173	14%
Lucky Day	0	0			0	0	
	6,000	826.53	0.00	0.00	826.53	5,173	14%
Donation Purchases (11-58-12-50)							
Purchase from Donation	0	5,518			5,518	-5,518	
		5,517.89	0.00	0.00	5,517.89		
TOTAL LIBRARY EXPENSES	321,817	15,416.35	0.00	0.00	15,416.35	306,401	5%
TOTAL EXPENSES INCLUDING SALARIES	1,267,883	79,641.83	0.00	0.00	79,641.83	1,188,241	6%
REVENUE - FUND 11							
Fines (11-48-12-10)	1,200	33			33	1,167	3%
Misc. Fees (11-48-12-12)	5,000	476			476	4,524	10%
Use of Facilities Fee (11-48-12-14)	4,500	240			240	4,260	5%
Copier (11-48-12-18) <i>Will be adjusted for tax</i>	9,500	740			740	8,760	8%
Jefferson County Funds (11-48-12-22)	248,879	0			0	248,879	0%
Dodge County Funds (11-48-12-24)	91,500	0			0	91,500	0%
Adjacent County Funds (11-48-12-26)	9,728	922			922	8,806	9%
DONATIONS 11-48-12-27	0	2,969			2,969	-2,969	
General Fund Contribution (11-48-12-30) From Fund 1	750,000	0			0	750,000	0%
Credit Card Rebate (11-48-12-56)	1,800	0			0	1,800	0%
TOTAL FUND 11 REVENUE	1,122,107	5,379.84	0.00	0.00	5,379.84	1,116,727	0%
RESERVED TO OFFSET SALARIES & BENEFITS							
Salary Reserve	196,066				0	196,066	0%
Subtotal Salary Reserve	196,066	0	0	0	0	196,066	0%
2025 YEAR END FUND BALANCE							
Reserved for Donations year end 2025	32,157.50						

MONTHLY BUDGET 2026

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Unreserved Balance year end 2025							
2026 YTD Balance Reserved for Donations	29,608.97						

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year To Date	Re	
SALARIES & BENEFITS																
	\$ 850,859	to be contributed by City into 11-48-12-30														
Salaries & Benefits - Fund 11																
Salaries (11-58-12-10)	703,546	37,659	50,200	53,220	48,136	46,986	49,086	75,683	50,817	50,294	49,798	51,091	73,433	636,402.71	67,143 90.46%	
Longevity (11-58-12-12)	527	0	0	0	0	0	0	0	0	0	0	0	0	527	526.50	1 99.91%
Overtime (11-58-12-14)	0	31	0	0	0	0	0	0	0	0	0	26	0	56.71	-57	
Retirement (11-58-12-33)	33,241	1,926	2,570	2,570	2,414	2,346	2,441	3,805	2,536	2,536	2,536	2,537	3,841	32,055.74	1,185 96.43%	
Social Security (11-58-12-34)	43,653	2,279	3,035	3,222	2,907	2,836	2,966	4,607	3,073	3,040	3,010	3,091	4,578	38,643.76	5,009 88.52%	
Medicare (11-58-12-35)	10,209	533	710	753	680	663	694	1,078	719	711	703.86	723	1,071	9,037.38	1,172 88.52%	
Health Insurance (11-58-12-36)	87,885	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	78,480.00	9,405 89.30%	
Life (11-58-12-37)	1,494	148	148	148	145	145	145	164	164	164	164	164	164	1,860.00	-366 124.50%	
Dental (11-58-12-38)	7,487	612	612	612	582	582	612	612	612	612	612	612	612	7,281.36	206 97.25%	
	888,042	49,727.69	63,813.76	67,064.88	61,403.79	60,097.12	62,482.55	92,488.14	64,459.15	63,896.70	63,362.53	64,783.91	90,763.94	804,344.16	83,697.84	90.58%
LIBRARY EXPENSES - Fund 11																
AMSO Allocation (11-58-12-17)																
AMSO Allocation	61,952	0	15,488	0	0	15,488	0	0	15,488	0	0	0	0	61,952	0	100.00%
	61,952	0.00	15,487.95	0.00	0.00	15,487.95	0.00	0.00	15,487.95	0.00	0.00	15,487.95	0.00	61,951.80	0	100.00%
Supplies & Programs (11-58-12-18)																
AV Supplies	1,200	0	57	31	0	97	30	57	30	0	206	56	639	1,203	-3 100.24%	
Book Supplies	1,500	0	715	9	0	0	268	193	0	106	16	228	0	1,534	-34 102.29%	
Makerspace	1,750	0	164	19	0	0	130	145	0	15	18	0	96	587	1163 33.52%	
Marketing	2,000	0	0	335	229	-130	383	106	0	0	58	0	5,081	6,062	-4062 303.10%	
Office & Library Supplies	7,500	217	359	466	2,157	21	908	1,615	193	260	804	19	169	7,189	311 95.85%	
Photocopier Lease	6,300	265	403	419	425	454	401	529	399	454	406	488	867	5,510	790 87.46%	
Postage	500	0	0	5	5	-39	12	15	4	5	4	0	785	797	-297 159.42%	
Adult Programs	2,000	362	162	159	10	27	98	53	67	154	73	466	282	1,914	86 95.70%	
Adult Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Children Programs	2,750	244	73	268	64	0	131	1,117	307	55	213	62	350	2,885	-135 104.92%	
Children Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Teen Programs	2,000	177	173	48	80	0	22	232	31	50	194	103	748	1,860	140 93.02%	
Teen Summer Library Challenge	0	0	0	0	0	0	0	0	0	138	0	0	0	0	-138	
	27,500	1,265.83	2,106.28	1,760.31	2,968.94	429.65	2,382.36	4,061.90	1,170.00	1,100.31	1,992.54	1,421.55	9,019.00	29,678.67	-2,178.67 107.92%	

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year To Date	Re		
Maintenance Contracts (11-58-12-19)																	
Building and Equipment	19,689	44	0	570	3,250	6,100	0	0	1,144	1,274	0	1,025	9,284	22,691	-3,002	115.25%	
Software and Subscriptions	19,192	635	104	489	13,607	3	411	263	3	3	367	3	3,196	19,084	108	99.44%	
	38,881	678.47	104.14	1,059.39	16,856.93	6,102.99	411.48	262.99	1,146.99	1,277.14	366.56	1,027.49	12,480.58	41,775.15	-2,894.15	107.44%	
Building Repairs & Supplies (11-58-12-20)																	
Janitorial Supplies	8,000	751	23	777	0	66	1,549	54	652	462	808	130	228	5,501	2,499	68.76%	
Janitorial Services	0	0	0	240	360	0	480	0	720	0	660	0	490	2,950	-2,950		
Repairs & Expense	5,000	0	1	10	516	2,896	363	12	1,812	3,477	1,117	24	1,437	11,664	-6,664	233.27%	
	13,000	751.08	23.42	1,027.37	876.08	2,962.27	2,391.85	66.64	3,183.26	3,938.77	2,584.48	154.85	2,154.74	20,114.81	-7,114.81	154.73%	
Property Insurance (11-58-12-21)																	
Property Insurance	17,000	0	0	0	0	0	0	0	8,474	0	0	0	0	8,474	8526	49.85%	
	17,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8473.75	0.00	0.00	0.00	0.00	8473.75	8,526	49.85%	
Dues & Fees (11-58-12-22)																	
Dues, Fees, ETC.	1,100	0	0	0	0	0	0	0	0	366	0	0	126	492	608	44.73%	
	1,100	0.00	0.00	0.00	0.00	0.00	0.00	0.00	366.00	0.00	0.00	126.00	492.00	608.00	44.73%		
Continuing Education (11-58-12-23)																	
Continuing Education	1,200	0	200	0	0	0	0	0	0	1,910	0	0	0	2,110	-910	175.83%	
	1,200	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	1,910.00	0.00	0.00	0.00	2,110.00	-910.00	175.83%	
Travel (11-58-12-24)																	
Travel	1,500	0	0	0	91	167	0	199	8	67	478	287	457	1,754	-254	116.91%	
	1,500	0.00	0.00	0.00	91.42	167.44	0.00	198.80	7.74	66.64	478.04	287.00	0.00	1,297.08	202.92	86.47%	
Utilities																	
Fuel (11-58-12-28)	20,000	0	2,497	2,636	979	766	328	159	149	174	181.18	191.75	1,038.80	9,099	10,901	45.50%	
Electricity (11-58-12-30)	40,000	0	2,897	2,988	3,178	3,799	5,001	5,968	5,808	5,123	4,006.57	3,138.24	2,902.36	44,810	-4,810	112.02%	
Water (11-58-12-31)	4,000	0	340	347	362	369	354	369	376	381	385.77	385.77	779.45	4,448	-448	111.20%	
Telephone (11-58-12-32)	3,000	63	176	168	189	192	81	1,654	462	488	572	481	709	5,235	-2,235	174.51%	
	67,000	63.24	5,909.17	6,138.72	4,707.70	5,125.93	5,764.77	8,149.59	6,795.46	6,165.85	5,145.98	4,196.28	5,429.97	63,592.66	3,407.34	94.91%	
Café Charges (11-58-12-43)																	
Café Charges	23,780	0	0	0	23,780	0	0	0	0	0	0	0	0	23,780	0	100.00%	
	23,780	0.00	0.00	0.00	23,780.00	0.00	23,780.00	0.00	100.00%								

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	Year To Date												Remaining
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Databases (11-58-12-44)														
BRIDGES - Databases	1,754	0	0	0	1,754	0	0	0	0	0	0	0	0	1,754
Hoopla (\$6,504 Grant)	9,626	0	1,307	1,233	0	0	656	1,407	1,572	1,627	1,399	670	0	9,871
Movie License	607	0	0	0	607	0	0	0	0	0	0	0	0	607
Newsbank Inc.	2,340	2,308	0	0	0	0	0	0	0	0	0	0	0	2,308
Overdrive E-Content	4,968	0	4,968	0	0	0	0	0	0	0	0	0	0	4,968
Overdrive Advantage	5,956	0	0	0	5,956	0	0	0	0	0	0	0	0	5,956
TumbleBooks Inc.	840	799	0	0	0	0	0	0	0	0	0	0	0	799
Udemy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	26,091	3,106.50	6,274.93	1,233.08	8,317.00	0.00	656.20	1,407.45	1,571.74	1,626.81	1,398.70	669.85	0.00	26,262.26
														-171.26
														100.66%
Technology (11-58-12-45)														
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	600	0	0	0	0	600	1,200
Technology	1,000	10	14	47	31	0	0	33	39	0	184	7,904	439	8,702
	2,200	9.99	13.97	47.46	31.36	0.00	0.00	632.84	38.97	0.00	183.99	7,904.39	1,038.75	9,901.72
														-7,701.72
														450.08%
Library Materials (11-58-12-46)														
Adult Fiction	8,000	1,161	1,406	900	1,264	1,524	2,031	1,024	1,328	1,845	1,414	861	541	15,299
Adult Nonfiction	7,000	959	575	779	589	900	963	668	320	636	262	696	185	7,532
Children Books	11,384	136	965	2,669	642	160	1,111	1,115	842	2,709	795	4,762	1,030	16,936
Large Print	6,450	170	378	1,495	1,532	772	1,377	118	751	258	69	58	0	6,980
Materials - (Non-books)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Reference - Subscriptions	3,036	0	708	0	0	0	0	0	0	0	480	0	600	1,788
Reference - Materials	0	0	0	0	0	0	0	0	0	0	295	0	60	355
Young Adult Books	3,500	280	562	340	39	329	244	78	12	10	179	16	235	2,324
	39,370	2,707.30	4,593.95	6,182.59	4,067.03	3,685.23	5,727.11	3,001.63	3,252.50	5,458.12	3,494.07	6,392.50	2,650.93	51,212.96
														-11,842.96
														130.08%
Periodicals (11-58-12-47)														
Periodicals/Newspapers	4,905	961	620	633	789	920	367	0	0	120	0	0	0	4,410
Seasonal Periodical Purchases	0	0	0	0	0	0	0	0	159	0	0	0	56	215
	4,905	960.60	620.40	632.87	788.78	920.28	366.86	0.00	159.19	120.00	0.00	0.00	55.96	4,624.94
														280.06
														94.29%
AV Materials (11-58-12-48)														
Adult Talking Books	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Children AUDIO	0	0	0	0	0	0	0	0	0	0	0	0	0	0
DVD	6,000	187	226	733	1,233	563	625	-5	690	708	368	194	269	5,790
Lucky Day	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	6,000	187.01	226.01	733.44	1,233.12	562.61	625.11	-5.38	689.80	707.78	368.04	194.27	268.61	5,790
														209.58
														96.51%
Donation Purchases (11-58-12-50)														
Purchase from Donation	0	1,156	3,714	5,132	4,463	4,317	7,525	7,197	1,064	3,283	2,712	1,548	3,099	45,210
Transfer out to Library Trust Fund (Fund 20) 11-59-00-00	0												39,000	39,000
	1,155.51	3,714.43	5,132.26	4,463.48	4,316.69	7,525.12	7,196.81	1,064.44	3,283.03	2,712.24	1,547.61	42,098.79	84,210.41	

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year To Date	Re
TOTAL LIBRARY EXPENSES	331,479	10,885.53	39,274.65	23,947.49	68,181.84	39,761.04	25,850.86	24,973.27	43,041.79	26,020.45	18,724.64	39,283.74	75,323.33	435,268.63	(103,790) 131.31%
TOTAL EXPENSES INCLUDING SALARIES	1,219,521	60,613.22	103,088.41	91,012.37	129,585.63	99,858.16	88,333.41	117,461.41	107,500.94	89,917.15	82,087.17	104,067.65	166,087.27	1,239,612.79	-20,092 101.65%
REVENUE - FUND 11															
Fines (11-48-12-10)	1,500	177	82	83	66	72	61	92	36	174	113	55	41	1,053	447 70.18%
Misc. Fees (11-48-12-12)	5,000	518	314	314	633	226	582	498	148	958	335	327	293	5,145	-145 102.91%
Use of Facilities Fee (11-48-12-14)	3,000	461	292	400	818	308	264	120	582	120	260	1,028	240	4,893	-1,893 163.10%
Copier (11-48-12-18) <i>Will be adjusted for tax</i>	6,500	1,097	1,039	666	778	677	788	613	568	783	795	853	1,575	10,233	-3,733 157.44%
Jefferson County Funds (11-48-12-22)	238,228	0	238,228	0	0	0	0	0	0	0	0	0	0	0	238,228 0 100.00%
Dodge County Funds (11-48-12-24)	101,503	0	0	101,498	0	0	0	0	0	0	0	0	0	0	101,498 5 99.99%
Adjacent County Funds (11-48-12-26)	11,431	1,556	11,487	0	0	0	0	0	0	0	0	0	0	0	13,043 -1,612 114.10%
DONATIONS 11-48-12-27	0	2,424	50	9,793	3,989	3,260	949	4,322	2,351	778	2,199	2,183	12,679	44,977	-44,977
General Fund Contribution (11-48-12-30) From Fund 1	850,859	0	212,715	0	0	212,715	0	0	212,715	0	0	212,715	0	850,859	0 100.00%
Credit Card Rebate (11-48-12-56)	1,500	0	652	0	0	557	0	0	653	0	0	626	0	2,487	-987 165.82%
TOTAL FUND 11 REVENUE	1,219,521	6,231.96	464,858.03	112,753.33	6,284.40	217,815.23	2,644.53	5,644.63	217,052.60	2,813.17	3,702.95	217,787.23	14,828.22	1,272,416.28	-52,895 104.34%
RESERVED TO OFFSET SALARIES & BENEFITS															
Salary Reserve	37,183													0	37,183 0.00%
Subtotal Salary Reserve	37,183	0	0	0	0	0	0	0	0	0	0	0	0	0	37,183 0.00%
2024 YEAR END FUND BALANCE	451,790.00														
Reserved for Donations year end 2024	71,391.16														
Unreserved Balance year end 2024 / Start of 2025	380,398.84														
2025 Year End Balance Reserved for Donations	32,157.50														
YEAR END SUMMARY															
Amount projected for salaries and benefits:	888,042.00														
Actual amount to be provided by City:	850,859.00														
Actual YTD spent:	804,344.16														
Fund balance impact from Salary portion:	46,514.84														
Total library revenue YTD:	1,272,416.28	Includes donations and city Fund 1 contribution													
Total library expenses YTD:	1,239,612.79	Includes donation purchases and salaries													
Total fund balance change in 2025:	32,803.49														
Unreserved fund balance change in 2025:	72,037.15														
2025 YEAR END FUND BALANCE	484,593.49														
2025 YTD Reserved for donations	32,157.50														
Unreserved balance year end 2025:	452,435.99														
(Unreserved) Fund balance is	37%	of this year's operating budget including salary reserve.													
	36%	of next year's operating budget.													
FURTHER EXPENSES PENDING															

2025 STATISTICS														
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	
ATTENDANCE	12,754	12,868	15,592	15,618	12,997	17,095	17,544	15,249	13,407	15,687	13,594	12,259	174,664	
ATTENDANCE 2024	11,487	11,661	12,614	12,528	11,128	14,252	15,926	15,511	12,054	14,273	13,476	11,867	156,777	
Percent changed	11%	10%	24%	25%	17%	20%	10%	-2%	11%	10%	1%	3%	11%	
Days open 2025	30	28	30	29	30	30	30	31	29	30	27	29	353	
Days open 2024	27	28	30	30	30	30	30	31	29	30	29	29	353	
Daily average 2025	425	460	520	539	433	570	585	492	462	523	503	423	495	
Daily average 2024	425	416	420	418	371	475	531	500	416	476	465	409	444	
Highest attendance day 2025	603	945	1,149	1,887	867	956	901	740	660	894	757	606		
Highest attendance day 2024	612	551	729	729	786	826	720	1293	585	695	2125	1,090		
Lowest attendance day 2025	212	169	213	211	145	161	214	179	207	194	185	192		
Lowest attendance day 2024	182	207	179	164	124	149	184	133	185	154	173	152		
REF QUESTIONS 2025	1,055	819	736	678	778	714	734	878	778	818	687	657	9,332	
REF QUESTIONS 2024	1,300	1,375	1,191	1,197	913	1,269	1,130	947	785	934	806	728	12,575	
INTERNET 2025	574	505	573	570	552	517	562	679	665	583	514	484	6,778	
INTERNET 2024	507	609	586	578	554	583	586	655	575	544	498	588	6,863	
MEETING ROOM 2025	169	177	165	169	193	157	140	152	160	169	132	136	1919	
MEETING ROOM 2024	139	151	152	160	134	145	132	139	143	179	146	126	1746	

REFERENCE, CIRCULATION STATISTICS 2025													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	706	495	434	378	422	348	342	540	479	501	445	400	5,490
REFERENCE 2024	763	865	762	758	495	688	648	607	477	528	466	477	7,534
Tutor Sessions	189	120	148	164	152	153	130	202	181	171	129	136	1,875
Tutor Sessions 2024	146	225	233	212	171	186	252	223	231	170	123	96	2,268
Microfilm	6	6	5	4	5	10	14	15	9	2	2	5	83
Microfilm 2024	5	5	6	4	5	7	14	8	8	17	2	5	86
Computer/Tablet	554	482	546	550	524	494	541	666	654	581	496	469	6,557
Computer/Tablet 2024	483	592	559	536	509	553	551	626	547	513	474	577	6,520
Typewriter	0												
Typewriter 2024	1	0	0	0	0	0	1	0	0	0	0	0	2
Proctor Exams	0	0	0	0	3	7	0	3	2	2	0	0	17
Proctor Exams 2024	0	1	0	0	0	0	0	0	1	2	0	2	6
Wireless	4751	4655	5053	5247	5705	5451	5589	5372	5215	5678	4849	4436	62,001
Wireless 2024	480	4474	4617	4892	4864	4911	5286	4851	4975	5221	4477	4220	53,268
Adult Programs	24	15	20	20	16	18	18	18	22	20	21	17	229
Adult Programs 2024	20	23	18	21	15	19	18	15	19	26	22	16	232
Program Att.	120	110	174	133	75	126	136	115	109	104	124	89	1,415
Program Att. 2024	109	133	126	194	106	132	119	92	84	153	156	88	1,492
Passive Programs	8	8	5	6	6	0	0	2	0	1	0	1	37
Passive Programs 2024	4	3	4	5	5	5	6	4	5	5	6	5	57
Passive Att.	59	39	30	40	60	0	0	177	0	17	0	16	438
Passive Att. 2024	62	170	76	58	64	53	401	38	27	32	45	33	1,059
Outreach Events	1	20	1	2	2	1	33						
Outreach Events 2024	1	1	1	1	1	1	1	1	1	2	1	1	13
Outreach Att.	15	130	14	35	83	15	18	15	13	12	15	13	378
Outreach Att. 2024	14	17	12	13	12	10	13	12	8	30	18	15	174
Mobile Print Users	117	89	102	107	87	91	185	111	141	111	77	101	1,319
Mobile Print Users 2024	22	38	36	27	78	75	111	107	160	119	102	71	946
Mobile Print Pages	541	710	593	460	441	336	669	866	646	946	577	428	7,213
Mobile Print Pages 2024	361	351	302	254	719	602	698	514	812	611	646	435	6,305
Newsbank	2248	2525	2958	2588	2489	2373	2238	2535	2349	2675	2668	2356	30,002
Newsbank 2024	901	1062	922	660	991	705	186	792	798	829	1435	2095	11,376
Website Views	6665	6073	7391	7864	8148	6883	6180	6444	6159	6429	6141	5879	80,256
Website Views 2024	7109	6375	6310	6300	5648	6907	5946	6209	5756	5641	5457	5729	73,387

CHILDREN'S ROOM STATS - 2025																							
	STORYTIME		PROGRAMS		LIBRARY VISITS		OFFSITE		DROP-INS		SCHOOL VISITS		KIDS	ADULTS	SLC	WLC	TUMBLE BOOKS	500 BOOKS	1K BOOKS	BOOK BAGS	REF	PC	
JANUARY	12	414	11	168	1	10	1	6	6	439	5	110	238	176	0	0	43	1	11	19	451	349	20
JANUARY 2024	9	185	12	287	3	45	1	80	3	371	8	135	110	75	0	0	67	0	1	21	457	537	24
FEBRUARY	12	391	10	178	1	13	0	0	5	74	5	110	221	170	0	463	108	3	9	20	478	324	23
FEBRUARY 2024	14	381	12	333	1	13	1	4	5	414	0	0	223	158	0	489	43	0	14	26	516	510	17
MARCH	9	333	12	238	2	37	1	14	7	401	7	103	203	150	0	0	85	5	15	22	488	302	27
MARCH 2024	10	308	13	417	3	110	1	5	7	645	8	140	181	127	0	0	33	0	8	22	528	429	27
APRIL	13	420	10	158	1	40	1	250	6	121	5	110	236	184	0	0	83	6	3	21	496	300	20
APRIL 2024	14	415	16	316	3	51	2	257	5	170	9	220	223	164	0	0	17	49	22	22	468	439	42
MAY	8	219	8	85	5	165	1	3	5	73	30	2245	123	96	0	0	114	5	13	13	355	356	28
MAY 2024	9	251	10	207	2	185	1	3	3	14	31	2145	149	102	0	0	23	17	7	13	254	418	45
JUNE	12	465	17	1359	0	0	0	0	3	520	0	0	281	184	0	0	50	5	13	6	99	366	23
JUNE 2024	14	539	21	1939	2	40	0	0	3	577	0	0	338	202	0	0	132	11	11	3	93	581	30
JULY	12	506	16	786	1	15	1	400	1	12	0	0	261	169	1103	0	18	8	12	6	140	392	21
JULY 2024	11	364	18	803	0	0	1	300	0	0	0	0	219	145	1020	0	32	3	7	2	33	482	35
AUGUST	1	24	11	306	0	0	2	70	8	346	0	0	15	9	0	0	3	5	5	12	319	338	13
AUGUST 2024	1	42	8	193	0	0	3	115	5	189	0	0	28	14	0	0	55	2	5	9	237	340	29
SEPTEMBER	7	287	8	133	1	18	1	4	5	59	4	100	159	128	0	0	101	0	10	15	367	299	11
SEPTEMBER 2024	7	172	8	210	2	30	1	9	4	212	5	90	95	77	0	0	50	8	11	14	317	308	28
OCTOBER	14	600	11	158	2	92	1	231	7	277	7	131	342	258	0	0	62	2	4	21	538	317	2
OCTOBER 2024	17	536	12	278	8	208	1	150	7	410	0	0	306	230	0	0	26	1	9	19	476	406	31
NOVEMBER	8	340	9	176	2	103	1	5	5	239	8	136	185	155	0	0	6	4	10	17	448	242	18
NOVEMBER 2024	10	247	11	305	0	0	1	6	5	209	5	110	135	112	0	0	34	3	5	17	439	340	24
DECEMBER	9	314	3	153	0	0	0	0	4	38	8	150	177	137	0	0	28	0	7	18	440	257	15
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	117	4313	126	3898	16	493	10	983	62	2599	79	3195	2441	1816	1103	463	701	44	112	190	4619	3842	221
TOTALS 2024	125	3716	148	5406	31	829	14	941	54	3369	71	2950	2167	1522	1020	489	538	95	101	184	4198	5041	343

Young Adult Statistics - 2025

Month	YA Active		YA Passive & N/A		YA SRP	YA WRP
	# Prog.	Attend.	#Prog.	Atten.		
January	4	33	7	529		n/a
January 2024	5	38	4	191		n/a
February	6	16	8	277		81
February 2024	5	49	5	257		100
March	10	72	4	122		
March 2024	6	52	3	224		
April	6	10	1	6		
April 2024	5	30	4	214		
May	2	4	0	0	n/a	
May 2024	1	6	3	141	n/a	
June	6	182	0	0	n/a	
June 2024	5	138	3	116	n/a	
July	5	73	2	93	318	
July 2024	5	120	4	253	0	
August	3	16	8	124		
August 2024	2	1	11	316		
September	3	12	2	40		
September 2024	4	24	6	215		
October	3	7	2	193		
October 2024	6	67	6	465		
November	3	5	3	52		
November 2024	4	45	5	181		
December	2	13	2	37		
December 2024	4	31	5	191		
TOTALS	53	443	39	1473	318	81
TOTALS 2024	52	601	59	2764	0	100

2026 STATISTICS														
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	
ATTENDANCE	13,966													13,966
ATTENDANCE 2025	12,754	12,868	15,592	15,618	12,997	17,095	17,544	15,249	13,407	15,687	13,594	12,259		174,664
Percent changed	10%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-92%
Days open 2026	30	28	30	29	30	30	30	31	29	30	29	29		355
Days open 2025	30	28	30	29	30	30	30	31	29	30	27	29		353
Daily average 2026	466	0		39										
Daily average 2025	425	416	420	418	371	475	531	500	416	476	465	409		495
Highest attendance day 2026	614													
Highest attendance day 2025	603	945	1,149	1,887	867	956	901	740	660	894	757	606		
Lowest attendance day 2026	221													
Lowest attendance day 2025	212	169	213	211	145	161	214	179	207	194	185	192		
REF QUESTIONS 2026	705													705
REF QUESTIONS 2025	1,055	819	736	678	778	714	734	878	778	818	687	657		9,332
INTERNET 2026	501													501
INTERNET 2025	574	505	573	570	552	517	562	679	665	583	514	484		6,778
MEETING ROOM 2026	136													136
MEETING ROOM 2025	169	177	165	169	193	157	140	152	160	169	132	136		1919

REFERENCE, CIRCULATION STATISTICS 2026													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	449												449
REFERENCE 2025	706	495	434	378	422	348	342	540	479	501	445	400	5,490
Tutor Sessions	143												143
Tutor Sessions 2025	189	120	148	164	152	153	130	202	181	171	129	136	1,875
Microfilm	8												8
Microfilm 2025	6	6	5	4	5	10	14	15	9	2	2	5	83
Computer/Tablet	478												478
Computer/Tablet 2025	554	482	546	550	524	494	541	666	654	581	496	469	6,557
Typewriter	0												0
Typewriter 2025	0	0	0	0	0	0	0	0	0	0	0	0	0
Proctor Exams	0												0
Proctor Exams 2025	0	1	0	0	3	7	0	3	2	2	0	0	18
Wireless	4,612												4,612
Wireless 2025	4751	4655	5053	5247	5705	5451	5589	5372	5215	5678	4849	4436	62,001
Adult Programs	16												16
Adult Programs 2025	24	15	20	20	16	18	18	18	22	20	21	17	229
Program Att.	88												88
Program Att. 2025	120	110	174	133	75	126	136	115	109	104	124	89	1,415
Passive Programs	1												1
Passive Programs 2025	8	8	5	6	6	0	0	2	0	1	0	1	37
Passive Att.	67												67
Passive Att. 2025	59	39	30	40	60	0	0	177	0	17	0	16	438
Outreach Events	1												1
Outreach Events 2025	1	20	1	2	2	1	1	1	1	1	1	1	33
Outreach Att.	13												13
Outreach Att. 2025	15	130	14	35	83	15	18	15	13	12	15	13	378
Mobile Print Users	143												143
Mobile Print Users 2025	117	89	102	107	87	91	185	111	141	111	77	101	1,319
Mobile Print Pages	655												655
Mobile Print Pages 2025	541	710	593	460	441	336	669	866	646	946	577	428	7,213
Newsbank	2,212												2,212
Newsbank 2025	2248	2525	2958	2588	2489	2373	2238	2535	2349	2675	2668	2356	30,002
Website Views	6,587												6,587
Website Views 2025	6665	6073	7391	7864	8148	6883	6180	6444	6159	6429	6141	5879	80,256

CHILDREN'S ROOM STATS - 2026																							
	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	365	9	157	1	17	0	0	7	184	1	25	199	160	0	0	50	1	8	20	206	256	23
JAN 2025	12	414	11	168	1	10	1	6	6	439	5	110	238	176	0	0	43	1	11	19	451	349	20
FEBRUARY																							
FEB 2025	12	391	10	178	1	13	0	0	5	74	5	110	221	170	0	463	108	3	9	20	478	324	23
MARCH																							
MAR 2025	9	333	12	238	2	37	1	14	7	401	7	103	203	150	0	0	85	5	15	22	488	302	27
APRIL																							
APR 2025	13	420	10	158	1	40	1	250	6	121	5	110	236	184	0	0	83	6	3	21	496	300	20
MAY																							
MAY 2025	8	219	8	85	5	165	1	3	5	73	30	2245	123	96	0	0	114	5	13	13	355	356	28
JUNE																							
JUN 2025	12	465	17	1359	0	0	0	0	3	520	0	0	281	184	0	0	50	5	13	6	99	366	23
JULY																							
JUL 2025	12	506	16	786	1	15	1	400	1	12	0	0	261	169	1103	0	18	8	12	6	140	392	21
AUGUST																							
AUG 2025	1	24	11	306	0	0	2	70	8	346	0	0	15	9	0	0	3	5	5	12	319	338	13
SEPTEMBER																							
SEP 2025	7	287	8	133	1	18	1	4	5	59	4	100	159	128	0	0	101	0	10	15	367	299	11
OCTOBER																							
OCT 2025	14	600	11	158	2	92	1	231	7	277	7	131	342	258	0	0	62	2	4	21	538	317	2
NOVEMBER																							
NOV 2025	8	340	9	176	2	103	1	5	5	239	8	136	185	155	0	0	6	4	10	17	448	242	18
DECEMBER																							
DEC 2025	9	314	3	153	0	0	0	0	4	38	8	150	177	137	0	0	28	0	7	18	440	257	15
TOTALS	12	365	9	157	1	17	0	0	7	184	1	25	199	160	0	0	50	1	8	20	206	256	23
TOTAL 2025	117	4313	126	3898	16	493	10	983	62	2599	79	3195	2441	1816	1103	463	701	44	112	190	4619	3842	221

Young Adult Statistics - 2026

Month	YA Active		YA Passive & N/A		YA SRP	YA WRP
	# Prog.	Attend.	#Prog.	Atten.		
January	5	6	2	85		n/a
January 2025	4	33	7	529		n/a
February						
February 2025	6	16	8	277		81
March						
March 2025	10	72	4	122		
April						
April 2025	6	10	1	6		
May					n/a	
May 2025	2	4	0	0	n/a	
June					n/a	
June 2025	6	182	0	0	n/a	
July						
July 2025	5	73	2	93	318	
August						
August 2025	3	16	8	124		
September						
September 2025	3	12	2	40		
October						
October 2025	3	7	2	193		
November						
November 2025	3	5	3	52		
December						
December 2025	2	13	2	37		
TOTALS	5	6	2	85	0	0
TOTALS 2025	53	443	39	1473	318	81

UNPLANNED EXPENSES IMPACTING 2025 BUDGET

VENDOR	EXPENSE	AMOUNT	BILLED TO
APR Martin Systems	Replace defective sensor in ducts	453.66	Building Repairs
MAY United Systems Associates	Replacement of controllers (Nov 24)	547.35	Building Repairs
Sure-Fire Inc.	Replace shaft seal and pump gasket	2,365.10	Building Repairs
JUN Sure-Fire Inc.	Reset controllers	348.75	Building Repairs
Walden, Nietzke, & Taylor	Legal fees re: camera MOU	552.50	Office Supplies
JUL Walden, Nietzke, & Taylor	Legal fees re: camera MOU	1,300.00	Office Supplies
AUG Sure-Fire Inc.	Replace VFD supply fan on RTU 1	1,811.52	Building Repairs
SEP Schindler Elevator Corp.	Service call after power outage	772.40	Building Repairs
Sure-Fire Inc.	Expansion module and labor RTU 1	1,385.70	Building Repairs
Sure-Fire Inc.	Solenoid coil and labor RTU 2	552.45	Building Repairs
Sure-Fire Inc.	Contactor and labor RTU 3	766.00	Building Repairs
Complex Security Solutions	Add 12 cameras and server, down pay	18,042.22	* Capital Outlay
Complex Security Solutions	Add 12 cameras and server, final paym	18,042.20	* Capital Outlay
OCT Sure-Fire Inc.	Replace actuator on RTU1	630.49	Building Repairs
Sure-Fire Inc.	Replace condenser fan blade	486.04	Building Repairs
Taylor Computer Services	Camera ports	168.75	Technology
NOV Taylor Computer Services	Additional camera port issues	202.50	Technology
Library Market	Website design and development	7,500.00	Technology
DEC Taylor Computer Services	Troubleshooting internet issues	303.75	Technology
Gordon Flesch	Replacement pay station, computer lab	4,722.00	* Capital Outlay
Ace Hardware	New snowblower	726.68	Friends donation
Sure-Fire Inc.	HVAC Repairs - Wasp nest	1,436.50	Building Repairs
WiLS	Strategic Plan, Initial Invoice	4,975.00	Marketing
Taylor Computer Services	Troubleshooting internet issues	135.00	Technology
Convergent Solutions	Convert fax port to VoIP system	196.25	Telephone

YTD TOTAL: 68,422.81

YTD total for Sure-Fire, Inc: 9,782.55

Fund 11 unplanned expenses:	27,616.39
Fund 20 unplanned expenses:	40,806.42

Watertown Public Library Board of Trustees
Resolution #2026-2 Library Assistant

Be it resolved by the Watertown Public Library Board of Trustees, that Anna Katter be employed as a Library Assistant (Reference Desk focus) at the rate of \$19.39 per hour effective February 17, 2026.

This position does not include benefits.

Action Taken:



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

THURSDAY, JANUARY 08, 2026 AT 5:30 PM

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

1. CALL TO ORDER / ROLL CALL

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

- **Also present:** Watertown Public Library Staff: Tina Peerenboom, Jaime Hernandez, Cari Gunderson, Lynn Block, WPL Staff, John Katisch, Community Member and Robert Stocks, Mayor

2. REVIEW CORRESPONDENCE

- Carnegie Foundation
- David Hertel
- Tom Levi

3. CITIZENS TO BE HEARD

- Danielle Bailey, WPL Staff

4. APPEARANCES

Oudenhoven made a motion to move item "9. President's Report" to after time "4. Appearances". Mueller seconded. Approved.

Presidents Report

1. Oudenhoven and Stocks will be working through a list of candidates to fill the seat left vacant by Kerry Kneser's resignation. The selected individual will serve as temporary Vice President until annual nominations in July 2026.
 - a. The goal is to partner with the city to make the process fair, transparent and thorough.
 - b. Candidates will initially meet with Oudenhoven and Mayor Stocks to share their interest in serving on the Board. Vetted candidates will come before the Board for interviews.

5. NEW BUSINESS

A. Review and take action: Contract for County Library Services

- Approve funding from Jefferson County (signed)

O'Neill made a motion to approve Contract for County Library services. Seconded by Kohls. Approved through Roll Call Vote.

Roll Call Vote:

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

B. Discuss and take possible action: John Katisch volunteer services at library

Checkai noted that Katisch contributes a significant number of volunteer hours at the library and asked whether a part-time custodian should be considered to offset this workload.

- The position would include 16 hrs @ \$19.39 approximately

Topic will be on agenda for library finance meeting and recommendation will be brought to full board.

C. Review and take possible action: Purchase an electric scissor lift for safely working at 12'-16' high ceilings

- New lift costs \$13,500 or $\frac{3}{4}$ of that cost if purchased used.
- The lift has a 5-8 year battery.

Mueller made a motion to approve the purchase of a scissor lift up to \$15,000, to be funded through the LGIP account. Merfeld seconded. Approved through Roll Call Vote.

Roll Call Vote:

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

D. Review and take possible action: Libby ebook/audiobook purchases from LGIP for Watertown patrons

- To alleviate hold list wait times, staff could purchase books for patron use.

Oudenhoven made a motion to approve the purchase of Libby Advantage books up to \$10,000 per year from LGIP account. Seconded by Mueller. Approved by Roll Call Vote.

Roll Call Vote:

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

E. Review and take possible action: Fund 11-Designated and Undesignated Fund Balance

Kohls made a motion to move discussion to Finance Committee for further discussion. Oudenhouven seconded. Approved.

6. UNFINISHED BUSINESS

A. Review progress of Library website

- On track to meet April completion deadline.

B. Review progress of strategic plan

- Completed all interviewing and WiLS is compiling information

- Planning is on track

C. Discuss and take possible action: Library Endowment Account and LGIP

- Reviewed prepared spreadsheet which indicates a discrepancy between our records and the City's.
- Finance committee will discuss at their next meeting - Checkai and Block will be present. In addition, Finance to review target balance for LGIP and South Central accounts.
- Checkai will email the Board if she can get clarification from Mark Stevens regarding discrepancy.

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

Wetzel made a motion to convene into closed session. Tom seconded. Approved.

Wetzel made a motion to reconvene into open session. Mueller seconded. Approved.

E. Reconvene into open session: Take action on staff compensation request

- No action taken.

F. Discuss and take possible action: 2026 budget and fund balance

- Reviewed budget and fund balance for 2026.
 - Take \$170,000 out of fund balance to accommodate the 2026 budget. Checkai cautioned this is a one-time only move.
 - Take \$30,000 out of LGIP to use for supplies, materials and programming. Finance Committee to decide where to pull funds from.

7. TRUSTEE'S REPORT - NONE

8. DIRECTOR'S REPORT

- A. Director's Report
- B. Review monthly highlights, budget figures and statistics
 - To note, attendance up 11% over last year.
- C. Reviewed unplanned expenses impact for YE 2025

9. PRESIDENT'S REPORT - MOVED

10. PERSONNEL AND POLICY

- A. Resolution #2026-1 Library Assistant

Mueller left the meeting prior to vote.

Motion made to approve Fallon Booth as part-time Children's Library Assistant.

Roll Call Vote

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

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- A. Public Library minutes from December 11, 2025
- B. January 2026 bills

O'Neill made a motion to approve consent agenda items. Seconded by Kohls. Approved.

Roll Call Vote:

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

12. ADJOURNMENT

- A. Next Meeting Date: Thursday, February 12, 2026

O'Neill made a motion to adjourn meeting at 7:22pm. Wetzel 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, February 5, 2025, 5:30pm.

Respectfully submitted,

Andi Merfeld, Secretary



PUBLIC LIBRARY FINANCE COMMITTEE MEETING AGENDA

TUESDAY, JANUARY 27, 2026 AT 3:00 PM

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

1. CALL TO ORDER / ROLL CALL

Tom Kohls called the meeting to order at 3:00 pm. In attendance: Tom Kohls, Charity Chandler, Erin O'Neill, Sarah Oudenhouven, Peg Checkai. Also in attendance: Tina Peerenboom and John Katisch.

Jamie Hernandez and Cari Gunderson arrived at 3:15. Sarah Oudenhouven left at 3:24

2. NEW BUSINESS

A. Discuss and take action: Library Fund Balance policy

Trustees discussed the current fund balance as projected for the end of 2025. Further discussion about the fund balance policy from the Pewaukee Public Library, shared with Peg.

After further discussion, O'Neill made a motion to use this policy, seconded by Chandler with the following changes:

Update the information to reflect WPL information

Update percentage to reflect a goal of unassigned fund balance between 20 to 25% of the Library's operating budget.

Checkai will add this item to the February Library Board agenda.

O'Neill made a motion to move (C) discussion ahead of (B). Seconded by Chandler.

C. Discuss and take action: Employment of PT Custodian

Trustees discussed the need for a PT custodian based on information provided by volunteer John Katisch and the amount of time he spends assisting with building maintenance. Knowing that this will impact the 2026 operating budget because the position was not included in the 2026 budget.

According to HR, the PT custodian position was reviewed as part of the City pay study. Chandler made a motion, seconded by Kohls to move ahead with filling this open position to assure that we do not take advantage of our volunteers but also maintain the cleanliness/maintenance of the building. The title and pay grade would be: Custodian Maintenance Assistant, Grade 100 Step A, \$18.12/hr. Impact on the 2026 budget: \$13,601. Kohls will sign the Request to Fill form.

Passed unanimously.

B. Discuss and take action: 2026 budget and fund balance

Committee members discussed the budget shortfall for the 2026 budget: \$170,000 for salaries and benefits. This figure does not include the impact on the library materials budget. Lack of current materials from best sellers for all ages to special collections could result in a spiral decline in library usage and collection development. Once significant cuts are made to collection budgets, it is difficult to regain those losses. Also noted in this discussion are potential changes due to life events. O'Neill made a motion to budget up to \$55,000 from the LGIP to purchase books and other library materials., Chandler seconded. Passed unanimously

Chandler motioned and Kohls seconded to reflect that the 2026 budget will incorporate \$55,000 from Fund 20(LGIP) to Fund 11 (11-58-12-46). Passed unanimously.

Chandler made a motion, Kohls seconded to reflect a change to the 2026 budget due to the addition of a PT custodian and potential life events for other library employees,

resulting in a potential additional \$38,000 impact to salary and benefits. Passed unanimously.

Chandler made a motion, seconded by Kohls:

In the spirit of cooperation with the Watertown City Council, the Board of Trustees will use fund balance reserves, for a one time and one year, to off-set the shortage of funds for library salaries and benefits. Passed unanimously.

D. Discuss and take action: LGIP/Endowment Account investment plan

Trustees discussed the two investment accounts used by the Library Board. Based on greater interest rates with the South Central Investment Fund, the Finance Committee recommends to the Library Board, that funds already committed for purchases from LGIP: Scissor Lift, Library materials and digital materials (\$80,000) plus an extra \$100,000 will remain in LGIP for contingency spending (180,000 total) the remaining balance will transfer to the South Central Investment fund. . **Passed unanimously.**

3. ADJOURNMENT

Kohls adjourned the meeting at 4:00. Seconded by O'Neill.

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

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

2026 FEB BILLS LIST

Section 11, Item C.

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
I01092241	GFC Leasing	11-58-12-18	Copier Lease	265.37		
		11-58-12-18				
012626 LIB	MC Petty Cash	11-58-12-18	Postage	4.47		
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
82270	Elm USA	11-58-12-19	Disc cleaner extended warranty	940.00		
		11-58-12-19				
		11-58-12-20				
		11-58-12-20				
		11-58-12-20				
		11-58-12-20				
		11-58-12-24				
		11-58-12-24				
	Wttn Water Dept	11-58-12-31	Water,			
		11-58-12-32				
		11-58-12-44				
		11-58-12-45				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-50				
		11-58-12-50				
				TOTAL	1,209.84	
FUND 11 EXPENSES						
	11-58-12-18	269.84	Office & Library Supplies			
	11-58-12-19	940.00	Maintenance Contracts			
	11-58-12-20	0.00	Building Repairs & Supplies			
	11-58-12-24	0.00	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-44	0.00	Databases			
	11-58-12-45	0.00	Technology			
	11-58-12-46	0.00	Library Materials			
	11-58-12-50	0.00	Purchase from Donation			
		1,209.84				