



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, OCTOBER 10, 2024 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. The Library Board of Trustees will convene into Closed Session under exemption 19.85(1)c for the purpose of "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Library Director Evaluation)"

B. Reconvene into Open Session

C. Review and take action: invoice from Sure Fire to repair failing copper pipes

6. **UNFINISHED BUSINESS**

A. Review: proposed 2025 library budget and Mayor's proposed budget

B. The Library Board of Trustees will convene into closed session under Exemption Wis. Stat. §19.85(1)(e). Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting "other specified public business" whenever competitive or bargaining reasons require a closed session (City-Library MOU)

C. Reconvene into Open Session

D. Review and take action: City-Library MOU

E. Review and take action: request from Watertown Family Connections to use Community Room for Wiggles and Giggles weekly event, beginning in January 2025

F. Review and discuss: progress on investment document

7. **DIRECTOR'S REPORT**

A. Review: YTD Unplanned Expenses

B. Review: monthly statistics and budget

C. Director's Report

8. **TRUSTEE'S REPORT**

9. **PRESIDENT'S REPORT**

10. **PERSONNEL AND POLICY**

A. Review and take action: Resolution 2024-6; Tod Lord-Maintenance/Custodian

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- [A.](#) Special Library Board Minutes September 6, 2024
- [B.](#) Library Board Minutes from September 12, 2024
- [C.](#) September 2024 Bills

12. ADJOURNMENT

- A. Next Board Meeting: November 14, 2024 at 5:30

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, phone 920-262-4006

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: 10/10/2024

Subject: SureFire Invoice

Background

We developed a ceiling leak in one of the first floor study rooms. Rusty looking water stained several ceiling tiles and dripped onto the floor. Luckily John K. was available to take a look at the problem. He pulled off all the insulation around a copper pipe and discovered that the soldered joint was leaking. The insulation was saturated and leaked onto the floor. SureFire did come and review the issue. Another weak area in the copper pipe was also discovered. This is an existing pipe and was not upgraded during the renovation. I am waiting for a proposal from SureFire to make the necessary repairs.

Budget Goal

Building maintenance: Address problems early so they don't become more expensive.

Financial Impact

Repairs and improvements for leaks in plumbing were not budgeted for but depending on the invoice amount, the repair costs can be taken from Building Repairs.

Recommendation

I recommend that the board approves the SureFire proposal so that the library does not have future issues with the plumbing

2024 Operational Goals

1. Invests in the assessment, strategic planning and maintenance of our city buildings

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 10/10/2024

Subject: City-Library MOU

Background

Koppes, O'Neill, Merfeld, and Director Checkai met with the City Finance Committee regarding the proposed changes to the MOU. Trustees will discuss and take action on the proposed changes to the document in closed session.

Budget Goal

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

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

Promotes and fosters innovative approaches for community development and growth

Financial Impact

This document could have devastating impacts on the library's 2025 budget.

Recommendation

My recommendation is to agree to a document that assists the library, supports library team members, and focuses on positive impacts for library patrons and Watertown/surrounding communities.

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 10/10/2024

Subject: Proposal from Watertown Family Connections

Background

Trustees were presented with a proposal from WFC to use the Community Room on Wednesdays as an “open gym” type program. Supporting documents were shared at the September meeting and trustees requested that this proposal return for discussion at the October meeting.

Budget Goal

Promotes and fosters innovative approaches for community development and growth

Financial Impact

This proposal could impact the library budget due to damage in the room.

Recommendation

Possibly agree if assurances are made, questions are answered, and supporting documents provided. Trustees would have to determine if losing access to this popular community space every Wednesday morning is in the best interest of library patrons.

2024 Operational Goals

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



Proposal: Wiggles N' Giggles Gross Motor Skill Development Program

Overview:

Watertown Family Connections (WFC) proposes to host the **Wiggles N' Giggles** a Gross Motor Skill Development Program at the Watertown Public Library (WPL) Community Room. This program aims to provide an engaging and educational experience for children aged 0-5 and their parents. The program will focus on physical development, play-based learning, and socialization. This program known currently as **Open Gym** program, successfully held at the Watertown Area YMCA for nearly 30 years, has an impressive average attendance of 500 child visits each year. However, due to the YMCA's new location, relocating this valuable program within walking distance for families is essential to maintain its success.

Gross motor skills refer to the large, sweeping movements we make with our arms, legs, and torso. These skills involve using large muscles in the body and are crucial for movement, coordination, and balance. Here's why they're important for children:

1. **Strength and Confidence:** Developing gross motor skills helps children gain strength and confidence in their bodies.
2. **Physical Activity:** Gross motor activities provide exercise and physical activity, promoting a healthy lifestyle.
3. **Foundation for Complex Skills:** These skills lay the groundwork for more complex activities in the future, such as playing team sports.

Program Details:

- **Name:** Wiggles N' Giggles
- **Duration:** September 2024 – May 2025
- **Time:** Wednesdays, 9:00 am – 10:30 am
- **Room Usage:** 8:30 am – 11:00 am (including setup, breakdown, and cleaning)
- **Commitment:** WFC commits to paying \$3000 for the Community Room during the specified period, guaranteeing their use on the listed dates.
- **Payment Schedule:** WPL will bill WFC three equal installments of \$1000 every four months (November 30th, February 28th, and May 31st).
- **Equipment:** Refer to the equipment list provided for the program.
- **Room Condition:** WFC will conduct a pre- and post-program room check to maintain its condition.
- **Deposit:** WFC would pay a deposit of \$100 as other organizations/businesses that rent the space.
- **Liability:** All WFC participants/families fill out a Participant Form that includes a Liability Waiver
- **Rules/Expectations:** Participants will follow the posted Rules/Expectations for WFC Participants.
- **Exclusion:** No space commitment needed during June, July, and August.
- **Staffed:** Two Playologist run the program

Program Components:

1. **Large Motor Skill Development:**
 - Provide a positive outlet for children's energy.
 - Offer a variety of equipment for large motor development.
 - Encourage climbing, crawling, swinging, and other physical activities.
2. **Play-Based Learning and Socialization:**
 - Facilitate learning through play.
 - Promote social interaction among children and parents.
 - Emphasize colors, shapes, and spatial awareness.
3. **Participant Requirements:**
 - Children must be accompanied by a parent or caregiver.
 - All participants fill out a Participant Form, sign a Liability Waiver, and a Photo Release form.
4. **Room Organization:**
 - Downsize equipment for storage efficiency.
 - Collaborate with WPL to reorganize storage in the program room.

Key Benefits for Watertown Public Library (WPL):

1. **Daily Programming for Families:**
 - Consistent daily engagement with families, fostering a sense of community.
 - Provides a valuable resource for parents and caregivers of young children.
2. **No Overlap with Existing WPL Tuesday & Thursday Early Childhood Programs:**
 - Ensures that the Wiggles N' Giggles program complements rather than competes with other library offerings.
 - Maximizes utilization of the Community Room throughout the week.
3. **Complementary Programming to WPL Early Childhood Programs:**
 - Enhances the library's commitment to early childhood education.
 - Creates a seamless transition for families attending both WPL and WFC programs.
4. **Enhanced Community Engagement:**
 - Attracts families from diverse backgrounds, promoting inclusivity.
 - Strengthens the library's role as a community hub.
5. **Partner Collaboration:**
 - Fosters collaboration between WFC and WPL, leveraging each other's strengths.
 - Encourages joint initiatives and shared resources.
6. **Parent and Child Engagement:**
 - Provides a supportive environment for parents and caregivers to engage with their children.
 - Encourages positive interactions and bonding.
7. **Data Sharing:**
 - WFC commits to sharing relevant data (demographics, attendance, etc.) with WPL.
 - Facilitates informed decision-making and program improvement.
8. **Guaranteed Payment:**
 - WPL will receive a guaranteed payment of \$3000 for the committed use of the Community Room.
 - Supports the library's financial sustainability.
9. **Availability During Summer Months:**
 - The room will remain available during June, July, and August, allowing flexibility for other library activities.

Dates of Program (Wednesdays):

- **September:** 11, 18, 25
- **October:** 2, 9, 16, 23, 30
- **November:** 6, 13, 20
- **December:** 4, 11, 18
- **January:** 8, 15, 22, 29
- **February:** 5, 12, 19, 26
- **March:** 5, 12, 19, 26
- **April:** 2, 9, 16, 23, 30
- **May:** 7, 14, 21, 28

List of Equipment that could be used (and moved to library location):

Please note that not all equipment is used at one time:

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> • Tumble Forms • Gym Mats • Cones • Wagon • Walking toys • Teeter Totter • Rocking Fish • Large Balls • Little Tikes Basketball Hoop | <ul style="list-style-type: none"> • Hula Hoops • Tunnels • Balance Beams • Hopscotch Mat • Toddler Riding Toys • Toddler Roller Coaster • Bean Bag Toss • Small Slide • Small Trampoline • Bouncy Bear | <ul style="list-style-type: none"> • Scooters • Soft Blocks • Large Foam Legos • Musical Instruments • Obstacle Course • Parachutes |
|--|---|---|

Reference links:

Insurance Certificate

Participation Registration Form

<https://drive.google.com/file/d/18d6ved245qLP9JQIM2M6TAOIrHbRux07/view?usp=sharing>

[Expectations / Rules](#)

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 10/10/2024

Subject: Update on progress

Background

Trustees are working with Attorney Vince Hein to develop an investment document with the Watertown Community Foundation. Peg and Chris met with Mike H. and Tom S. to discuss the possibility of the library investing with the Foundation. Attorney Hein has also met with Mike H and Tom S. to discuss the process for moving forward.

Budget Goal

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

Financial Impact

No financial impact to the 2024 budget

Recommendation

I recommend that the board discusses the plan once completed and make a decision on how to proceed.

2024 Operational Goals

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

UNPLANNED EXPENSES IMPACTING 2024 BUDGET

| | VENDOR | EXPENSE | AMOUNT | BILLED TO | |
|------------|---|----------------------------|----------|-------------|-------------------|
| JAN | Funds transferred by City to 1-55-11-46 to cover 2023 retirement calculation corrections. Will be deducted from year end fund analysis per Sheri R. | | 787.28 | 11-58-12-46 | Library Materials |
| FEB | Complex Security Solutions | Ethernet ports for cameras | 1,649.98 | 11-58-12-16 | Technology |
| MAR | Walden, Neitzke, & Kuhary, S.C. | Legal fees re: MOU | 3,996.34 | 11-58-12-18 | Office Supplies |
| | United Systems Associates | HVAC controllers | 292.50 | 11-58-12-20 | Repairs & Expense |
| APR | Walden, Neitzke, & Kuhary, S.C. | Legal fees re: MOU | 1,397.50 | 11-58-12-18 | Office Supplies |
| | Omni Technologies | Service for HDMI floor box | 531.00 | 11-58-12-16 | Technology |
| | DME | Service for lift | 528.00 | 11-58-12-20 | Repairs & Expense |
| MAY | Walden, Neitzke, & Kuhary, S.C. | Legal fees re: MOU | 227.50 | 11-58-12-18 | Office Supplies |
| | | Controls System Service | | | |
| JUN | United Systems Associates | Agreement | 3,250.00 | 11-58-12-19 | Service Contracts |
| | Sure-Fire, Inc. | HVAC Maintenance Contract | 6,000.00 | 11-58-12-19 | Service Contracts |
| SEP | Walden, Neitzke, & Kuhary, S.C. | Legal fees re: MOU | 1,495.00 | 11-58-12-18 | Office Supplies |
| | Russel Law Offices | Legal fees re: Trust Fund | 150.00 | 11-58-12-18 | Office Supplies |
| | Cottingham & Butler | Job Reviews | 550.00 | 11-58-12-18 | Office Supplies |
| OCT | Walden, Neitzke, & Kuhary, S.C. | Legal fees re: MOU | 3,055.00 | 11-58-12-18 | Office Supplies |

YTD TOTAL: 23,910.10

| | 2024 STATISTICS | | | | | | | | | | | | |
|------------------------|-----------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|----------------|
| | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | TOTAL |
| | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC | TOTAL |
| ATTENDANCE | 11,487 | 11,661 | 12,614 | 12,528 | 11,128 | 14,252 | 15,926 | 15,511 | 12,054 | | | | 117,161 |
| Days open | 27 | 28 | 30 | 30 | 30 | 30 | 30 | 31 | 29 | 30 | 29 | 29 | 353 |
| Daily average | 425 | 416 | 420 | 418 | 371 | 475 | 531 | 500 | 416 | 0 | 0 | 0 | 332 |
| Highest attendance day | 612 | 551 | 729 | 729 | 786 | 826 | 720 | 1293 | 585 | | | | |
| Lowest attendance day | 182 | 207 | 179 | 164 | 124 | 149 | 184 | 133 | 185 | | | | |
| | | | | | | | | | | | | | |
| 2023 ATTENDANCE | 12,261 | 12,921 | 17,118 | 15,239 | 15,094 | 17,442 | 16,763 | 14,752 | 12,869 | 15,061 | 12,536 | 13,787 | 175,843 |
| Percent changed | -6% | -10% | -26% | -18% | -26% | -18% | -5% | 5% | -6% | -100% | -100% | -100% | -33% |
| | | | | | | | | | | | | | |
| REF QUESTIONS | 1,300 | 1,375 | 1,191 | 1,197 | 913 | 1,269 | 1,130 | 947 | 785 | | | | 10,107 |
| INTERNET | 507 | 609 | 586 | 578 | 554 | 583 | 586 | 655 | 575 | | | | 5,233 |
| MEETING ROOM | 139 | 151 | 152 | 160 | 134 | 145 | 132 | 139 | 143 | | | | 1295 |

REFERENCE, CIRCULATION STATISTICS 2024

| | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEPT | OCT | NOV | DEC | TOTALS |
|--------------------|------|------|------|------|------|------|------|------|------|-----|-----|-----|---------------|
| REFERENCE | 763 | 865 | 762 | 758 | 495 | 688 | 648 | 607 | 477 | | | | 6,063 |
| Tutor Sessions | 146 | 225 | 233 | 212 | 171 | 186 | 252 | 223 | 231 | | | | 1,879 |
| Microfilm | 5 | 5 | 6 | 4 | 5 | 7 | 14 | 8 | 8 | | | | 62 |
| Computer/Tablet | 483 | 592 | 559 | 536 | 509 | 553 | 551 | 626 | 547 | | | | 4,956 |
| Typewriter | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | | | | 2 |
| Proctor Exams | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | | | | 2 |
| Wireless | 480 | 4474 | 4617 | 4892 | 4864 | 4911 | 5286 | 4851 | 4975 | | | | 39,350 |
| Adult Programs | 20 | 23 | 18 | 21 | 15 | 19 | 18 | 15 | 19 | | | | 168 |
| Program Att. | 109 | 133 | 126 | 194 | 106 | 132 | 119 | 92 | 84 | | | | 1,095 |
| Passive Programs | 4 | 3 | 4 | 5 | 5 | 5 | 6 | 4 | 5 | | | | 41 |
| Passive Att. | 62 | 170 | 76 | 58 | 64 | 53 | 401 | 38 | 27 | | | | 949 |
| Outreach Events | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | | | | 8 |
| Outreach Att. | 14 | 17 | 12 | 13 | 12 | 10 | 13 | 12 | 8 | | | | 111 |
| Mobile Print Users | 22 | 38 | 36 | 27 | 78 | 75 | 111 | 107 | 160 | | | | 654 |
| Mobile Print Pages | 361 | 351 | 302 | 254 | 719 | 602 | 698 | 514 | 812 | | | | 4,613 |
| Newsbank | 910 | 891 | 878 | 799 | 1322 | | | | | | | | 4,800 |
| Website Views | 7109 | 6375 | 6310 | 6300 | 5648 | 6907 | 5946 | 6209 | 5756 | | | | 56,560 |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

| CHILDREN'S ROOM STATS - 2024 | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------|-----------|------|----------|------|----------------|-----|---------|-----|----------|------|---------------|------|------|--------|------|-----|------------|--------------|-------------|-----------|------|------|-----|
| MONTH | STORYTIME | | PROGRAMS | | LIBRARY VISITS | | OFFSITE | | DROP-INS | | SCHOOL VISITS | | KIDS | ADULTS | SLC | WLC | TUMBL E | 500 BOOKS | 1K BOOKS | BOOK BAGS | | REF | PC |
| JANUARY | 9 | 185 | 12 | 287 | 3 | 45 | 1 | 80 | 3 | 371 | 8 | 135 | 110 | 75 | 0 | 0 | 67 | 0 | 1 | 21 | 457 | 537 | 24 |
| FEBRUARY | 14 | 381 | 12 | 333 | 1 | 13 | 1 | 4 | 5 | 414 | 0 | 0 | 223 | 158 | 0 | 489 | 43 | 0 | 14 | 26 | 516 | 510 | 17 |
| MARCH | 10 | 308 | 13 | 417 | 3 | 110 | 1 | 5 | 7 | 645 | 8 | 140 | 181 | 127 | 0 | 0 | 33 | 0 | 8 | 22 | 528 | 429 | 27 |
| APRIL | 14 | 415 | 16 | 316 | 3 | 51 | 2 | 257 | 5 | 170 | 9 | 220 | 223 | 164 | 0 | 0 | 17 | 49 | 22 | 22 | 468 | 439 | 42 |
| MAY | 9 | 251 | 10 | 207 | 2 | 185 | 1 | 3 | 3 | 14 | 31 | 2145 | 149 | 102 | 0 | 0 | 23 | 17 | 7 | 13 | 254 | 418 | 45 |
| JUNE | 14 | 539 | 21 | 1939 | 2 | 40 | 0 | 0 | 3 | 577 | 0 | 0 | 338 | 202 | 0 | 0 | 132 | 11 | 11 | 3 | 93 | 581 | 30 |
| JULY | 11 | 364 | 18 | 803 | 0 | 0 | 1 | 300 | 0 | 0 | 0 | 0 | 219 | 145 | 1020 | 0 | 32 | 3 | 7 | 2 | 33 | 482 | 35 |
| AUGUST | 1 | 42 | 8 | 193 | 0 | 0 | 3 | 115 | 5 | 189 | 0 | 0 | 28 | 14 | 0 | 0 | 55 | 2 | 5 | 9 | 237 | 340 | 29 |
| SEPTEMBER | 7 | 172 | 8 | 210 | 2 | 30 | 1 | 9 | 4 | 212 | 5 | 90 | 95 | 77 | 0 | 0 | 50 | 8 | 11 | 14 | 317 | 308 | 28 |
| OCTOBER | | | | | | | | | | | | | | | | | | | | | | | |
| NOVEMBER | | | | | | | | | | | | | | | | | | | | | | | |
| DECEMBER | | | | | | | | | | | | | | | | | | | | | | | |
| TOTALS | 89 | 2657 | 118 | 4705 | 16 | 474 | 11 | 773 | 35 | 2592 | 61 | 2730 | 1566 | 1064 | 1020 | 489 | 452 | 90 | 86 | 132 | 2903 | 4044 | 277 |
| | | | | | | | | | | | | | | | | | | | | | | | |
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Young Adult Statistics - 2024

| Month | YAC/YA | | YA Drop In | | YA SRP | YA WRP |
|-----------|---------|---------|------------|--------|--------|--------|
| | # Prog. | Attend. | # | Atten. | | |
| January | 5 | 38 | 4 | 191 | | n/a |
| February | 5 | 49 | 5 | 257 | | 100 |
| March | 6 | 52 | 3 | 224 | | |
| April | 5 | 30 | 4 | 214 | | |
| May | 1 | 6 | 3 | 141 | n/a | |
| June | 5 | 138 | 3 | 116 | n/a | |
| July | 5 | 120 | 4 | 253 | 0 | |
| August | 2 | 1 | 11 | 316 | | |
| September | 4 | 24 | 6 | 215 | | |
| October | | | | | | |
| November | | | | | | |
| December | | | | | | |
| TOTALS | 38 | 458 | 43 | 1927 | 0 | 100 |

MONTHLY BUDGET 2024

Section 7, Item B.

| Description | Annual Budget | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | Year To Date | Remaining | To Date |
|-------------------------------------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|---------------|
| CITY FUNDS | | | | | | | | | | | | | |
| SALARIES - City Funds | | | | | | | | | | | | | |
| Staff (01-55-11-10) | 646,500 | 41,816 | 50,794 | 51,196 | 49,202 | 49,207 | 47,771 | 73,757 | 49,227 | 47,770 | 460,741 | 185,759 | 71.27% |
| Longevity (01-55-11-12) | 527 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 527 | 0.00% |
| Overtime (01-55-11-14) | 0 | 9 | 0 | 0 | 26 | 0 | 99 | 126 | 0 | 30 | 291 | -291 | |
| Retirement (01-55-11-33) | 33,455 | 2,643 | 2,547 | 2,552 | 2,505 | 2,352 | 2362 | 3,706 | 2,465 | 2,466.59 | 23,597 | 9,858 | 70.53% |
| Social Security (01-55-11-34) | 43,762 | 2,505 | 2,990 | 3,015 | 2,893 | 2,906 | 2823 | 4,422 | 2,907 | 1,818.18 | 26,279 | 17,483 | 60.05% |
| Medicare (01-55-11-35) | 10,195 | 586 | 699 | 705 | 677 | 680 | 660 | 1,034 | 680 | 659.12 | 6,380 | 3,815 | 62.58% |
| Health (01-55-11-36) | 106,704 | 6,814 | 6,814 | 6,814 | 6,814 | 6,086 | 6086 | 6,086 | 6,086 | 6,086 | 57,689 | 49,015 | 54.06% |
| Life (01-55-11-37) | 1,857 | 140 | 140 | 140 | 127 | 127 | 127 | 150 | 150 | 150 | 1,251 | 606 | 67.37% |
| Dental (01-55-11-38) | 7,342 | 612 | 612 | 612 | 612 | 582 | 612 | 612 | 612 | 612 | 5,476 | 1,866 | 74.58% |
| TOTAL CITY FUNDS | 850,342 | 55,123.84 | 64,596.41 | 65,034.51 | 62,856.52 | 61,940.13 | 60,540.20 | 89,893.85 | 62,126.26 | 59,591.65 | 581,703.37 | 268,638.63 | 68.41% |
| EXPENSES - Special Funds | | | | | | | | | | | | | |
| Salaries and Benefits | | | | | | | | | | | | | |
| Salary Reserve | 32,615 | | | | | | | | | | 0 | 32,615 | 0.00% |
| Subtotal Salary Reserve | 32,615 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 32,615 | 0.00% |
| AMSO Allocation (11-58-12-17) | | | | | | | | | | | | | |
| AMSO Allocation | 60,402 | 0 | 0 | 15,101 | 0 | 0 | 15,101 | 0 | 0 | 15,101 | 45,303 | 15,099 | 75.00% |
| TOTAL AMSO 11-58-12-17 | 60,402 | 0 | 0 | 15,101 | 0 | 0 | 15,101 | 0 | 0 | 15,101 | 45,303 | 15,099 | 75.00% |
| Supplies & Programs (11-58-12-18) | | | | | | | | | | | | | |
| Adult Program | 2,000 | 186 | 146 | 86 | 599 | 69 | 40 | 32 | 92 | 411 | 1,660 | 340 | 83.02% |
| Adult Summer Library Challenge | 1,500 | 0 | 0 | 0 | 0 | 254 | 56 | 357 | 157 | 122 | 946 | 554 | 63.05% |
| Children Programs | 2,750 | 19 | 135 | 279 | 513 | 267 | 102 | 211 | 319 | 279 | 2,125 | 625 | 77.26% |
| Children Summer Library Challenge | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Teen Programs | 2,000 | 140 | 275 | 178 | 207 | 0 | 10 | 0 | 238 | 146 | 1,193 | 807 | 59.63% |
| Teen Summer Library Challenge | 1,200 | 0 | 0 | 0 | 0 | 27 | 786 | 433 | -31 | 0 | 1,215 | -15 | 101.22% |
| AV Supplies | 1,200 | 86 | 0 | 0 | 45 | 61 | 86 | 0 | 0 | 184 | 461 | 739 | 38.39% |
| Book Supplies | 1,500 | 575 | 0 | 0 | 0 | 404 | 0 | 0 | 12 | 676 | 1,668 | -168 | 111.20% |
| Makerspace | 1,750 | 0 | 0 | 14 | 151 | 0 | 45 | 186 | 0 | 344 | 740 | 1010 | 42.30% |
| Marketing | 2,000 | 351 | 192 | 452 | 217 | 269 | 240 | 31 | 60 | 225 | 2,036 | -36 | 101.79% |
| Office & Library Supplies | 7,500 | 74 | 124 | 5,069 | 1,702 | 503 | 156 | 251 | 284 | 2,421 | 10,583 | -3083 | 141.10% |
| Photocopier Lease | 4,800 | 0 | 795 | 250 | 457 | 190 | 950 | 428 | 398 | 384 | 3,852 | 948 | 80.26% |
| Postage | 500 | 0 | 0 | 0 | 10 | 0 | 4 | 0 | 0 | 20 | 34 | 466 | 6.78% |
| TOTAL 11-58-12-18 | 28,700 | 1,429.97 | 1,666.16 | 6,326.96 | 3,900.09 | 2,043.05 | 2,473.88 | 1,928.00 | 1528.88 | 5214.85 | 26,511.84 | 2,188.16 | 92.38% |
| Maintenance Contracts (11-58-12-19) | | | | | | | | | | | | | |
| Building and Equipment | 8,500 | 0 | 0 | 360 | 0 | 0 | 9,250 | 0 | 651 | 0 | 10,261 | -1,761 | 120.72% |
| Software and Subscriptions | 19,500 | 1,184 | 497 | 13,550 | 260 | 283 | 125 | 0 | 0 | 930 | 16,829 | 2671 | 86.30% |
| TOTAL 11-58-12-19 | 28,000 | 1,183.72 | 497.15 | 13,909.87 | 260.00 | 283.49 | 9,375.00 | 0.00 | 650.94 | 930.00 | 27,090.17 | 909.83 | 96.75% |

MONTHLY BUDGET 2024

Section 7, Item B.

| Description | Annual Budget | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | Year To Date | Budget Remaining | To Date |
|---|---------------|---------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|---------------|
| Building Repairs & Supplies (11-58-12-20) | | | | | | | | | | | | | |
| Janitorial Supplies | 9,000 | 136 | 292 | 305 | 399 | -78 | 1,365 | 237 | 1,100 | 635 | 4,392 | 4,608 | 48.80% |
| Repairs & Expense | 5,000 | 0 | 177 | 345 | 568 | 17 | 0 | 11 | 312 | 206 | 1,635 | 3,365 | 32.71% |
| TOTAL 11-58-12-20 | 14,000 | 135.98 | 468.94 | 650.00 | 966.96 | -61.08 | 1,365.34 | 248.09 | 1,412.29 | 840.82 | 6,027.34 | 7,972.66 | 43.05% |
| Property Insurance (11-58-12-21) | | | | | | | | | | | | | |
| Property Insurance | 8,500 | 0 | 0 | 0 | 0 | 0 | 0 | 7,716 | 0 | 0 | 7,716 | 784 | 90.78% |
| TOTAL PROPERTY INSURANCE 11-58-12-21 | 8,500 | 0 | 0 | 0 | 0 | 0 | 0 | 7716 | 0 | 0 | 7,716 | 784 | 90.78% |
| Dues & Fees (11-58-12-22) | | | | | | | | | | | | | |
| Dues, Fees, ETC. | 1,100 | 113 | 0 | 0 | 0 | 0 | 0 | 0 | 201 | 165 | 479 | 621 | 43.53% |
| TOTAL 11-58-12-22 | 1,100 | 112.88 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 201.00 | 165.00 | 478.88 | 621.12 | 43.53% |
| Continuing Education (11-58-12-23) | | | | | | | | | | | | | |
| Continuing Education | 1,200 | 180 | 0 | 375 | 0 | 26 | 0 | 0 | 0 | 410 | 991 | 209 | 82.56% |
| TOTAL 11-58-12-23 | 1,200 | 180.00 | 0.00 | 375.00 | 0.00 | 25.73 | 0.00 | 0.00 | 0.00 | 410.00 | 990.73 | 209.27 | 82.56% |
| Travel (11-58-12-24) | | | | | | | | | | | | | |
| Travel | 1,500 | 0 | 16 | 23 | 56 | 105 | 214 | 276 | 84 | 0 | 773 | 727 | 51.55% |
| TOTAL 11-58-12-24 | 1,500 | 0.00 | 15.61 | 22.71 | 56.15 | 104.99 | 213.87 | 275.91 | 84.08 | 0.00 | 773.32 | 726.68 | 51.55% |
| Utilities | | | | | | | | | | | | | |
| Fuel (11-58-12-28) | 20,000 | 0 | 1,754 | 1,244 | 1,154 | 421 | 119 | 118 | 114 | 121 | 5,045 | 14,955 | 25.23% |
| Electricity (11-58-12-30) | 39,500 | 0 | 2,650 | 2,732 | 2,766 | 3,222 | 4,412 | 5,369 | 5,393 | 4,623 | 31,167 | 8,333 | 78.90% |
| Water (11-58-12-31) | 4,500 | 0 | 325 | 354 | 347 | 354 | 347 | 376 | 362 | 376 | 2,841 | 1,659 | 63.14% |
| Telephone (11-58-12-32) | 3,000 | 479 | 167 | 167 | 167 | 167 | 157 | 167 | 167 | 109 | 1,747 | 1,253 | 58.22% |
| TOTAL Utilities | 67,000 | 479.41 | 4,896.18 | 4,497.64 | 4,434.23 | 4,164.28 | 5,034.37 | 6,030.43 | 6,034.90 | 5,228.98 | 40,800.42 | 26,199.58 | 60.90% |

MONTHLY BUDGET 2024

Section 7, Item B.

| Description | Annual Budget | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | Year To Date | Budget Remaining | To Date |
|---------------------------------|----------------|-----------------|------------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|----------------|
| Library Materials (11-58-12-46) | | | | | | | | | | | | | |
| Adult Fiction | 10,000 | 111 | 1,075 | 1,270 | 341 | 1,759 | 1,655 | 741 | 2,406 | 805 | 10,161 | -161 | 101.61% |
| Adult Nonfiction | 9,000 | 51 | 696 | 1,420 | 493 | 1,086 | 1,015 | 801 | 659 | 183 | 6,404 | 2,596 | 71.16% |
| Adult Talking Books | 4,500 | 437 | 39 | 52 | 48 | 1,095 | 40 | 280 | 23 | 49 | 2,062 | 2,439 | 45.81% |
| Children AUDIO | 500 | 0 | 150 | 0 | 0 | 150 | 0 | 0 | 0 | 60 | 360 | 140 | 71.99% |
| Children Books | 12,000 | 666 | 2,090 | 1,436 | 236 | 1,245 | 560 | 189 | 868 | 2,257 | 9,547 | 2,453 | 79.56% |
| Large Print | 7,124 | 0 | 593 | 1,235 | 487 | 463 | 326 | 610 | 202 | 172 | 4,090 | 3,034 | 57.41% |
| Materials - (Non-books) | 500 | 418 | 37 | 85 | 0 | 59 | 15 | 157 | 67 | 12 | 849 | -349 | 169.87% |
| Reference - Subscriptions | 4,000 | 600 | 286 | 10 | 0 | 500 | 0 | 0 | 0 | 373 | 1,769 | 2,231 | 44.22% |
| Reference - Materials | 500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 500 | 0.00% |
| Young Adult Books | 4,808 | 339 | 105 | 642 | 302 | 546 | 57 | 244 | 488 | 433 | 3,157 | 1,651 | 65.65% |
| Subtotal | 52,932 | 2,620.76 | 5,071.65 | 6,150.81 | 1,907.84 | 6,902.20 | 3,667.07 | 3,021.52 | 4,712.72 | 4,343.77 | 38,398.34 | 14,533.66 | 72.54% |
| Periodicals | | | | | | | | | | | | | |
| Periodicals/Newspapers | 5,407 | 54 | 614 | 1,128 | 2,328 | 0 | 170 | 0 | 0 | 0 | 4,293 | 1,114 | 79.40% |
| Seasonal Periodical Purchases | 0 | 0 | 0 | 0 | 0 | 63 | 0 | 0 | 0 | 75 | 138 | -138 | |
| Subtotal | 5,407 | 53.97 | 613.76 | 1,127.92 | 2,327.61 | 63.26 | 170.00 | 0.00 | 0.00 | 74.85 | 4,431.37 | 975.63 | 81.96% |
| AV Materials | | | | | | | | | | | | | |
| DVD | 7,000 | 90 | 316 | 623 | 504 | 989 | 690 | 798 | 288 | 751 | 5,048 | 1,952 | 72.11% |
| Lucky Day | 2,000 | 110 | 84 | 169 | 110 | 99 | 75 | 107 | 80 | 95 | 929 | 1,071 | 46.45% |
| Subtotal | 9,000 | 199.66 | 400.05 | 791.53 | 613.62 | 1,087.81 | 764.68 | 905.13 | 368.06 | 846.29 | 5,976.83 | 3,023.17 | 66.41% |
| Databases | | | | | | | | | | | | | |
| BRIDGES - Databases | 1,662 | 0 | 0 | 1,662 | 0 | 0 | 0 | 0 | 0 | 0 | 1,662 | 0 | 100.00% |
| Hoopla (\$6,504 Grant) | 12,000 | 0 | 1,569 | 0 | 0 | 0 | 0 | 592 | 1,072 | 1,134 | 4,368 | 7,632 | 36.40% |
| Movie License | 616 | 0 | 0 | 616 | 0 | 0 | 0 | 0 | 0 | 0 | 616 | 0 | 100.00% |
| Newsbank Inc. | 2,150 | 2,231 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,231 | -81 | 103.77% |
| Overdrive E-Content | 4,732 | 0 | 4,732 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 4,732 | 0 | 100.00% |
| Overdrive Advantage | 5,913 | 0 | 0 | 5,913 | 0 | 0 | 0 | 0 | 0 | 0 | 5,913 | 0 | 100.00% |
| TumbleBooks Inc. | 800 | 799 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 799 | 1 | 99.88% |
| Udemy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Subtotal | 27,873 | 3,030.00 | 6,301.09 | 8,191.00 | 0.00 | 0.00 | 0.00 | 592.36 | 1,072.11 | 1,134.42 | 20,320.98 | 7,552.02 | 72.91% |
| Technology | | | | | | | | | | | | | |
| Fiber Optic - TEACH SERVICES | 1,200 | 0 | 0 | 0 | 0 | 0 | 0 | 600 | 0 | 0 | 600 | 600 | 50.00% |
| Technology | 2,000 | 60 | 1,650 | 393 | 531 | 100 | 10 | 8 | 10 | -393 | 2,368 | -368 | 118.42% |
| Subtotal | 3,200 | 59.99 | 1,649.98 | 392.85 | 531.00 | 99.99 | 9.98 | 607.98 | 9.98 | -393.42 | 2,968.33 | 231.67 | 92.76% |
| Café Charges | | | | | | | | | | | | | |
| Café Charges | 22,665 | 0 | 0 | 22,665 | 0 | 0 | 0 | 0 | 0 | 0 | 22,665 | 0 | 100.00% |
| Subtotal | 22,665 | 0.00 | 0.00 | 22,665.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 22,665.00 | 0.00 | 100.00% |
| TOTAL 11-58-12-46 | 121,077 | 6,751.66 | 14,036.53 | 39,319.11 | 5,380.07 | 8,153.26 | 4,611.73 | 5,126.99 | 6,162.87 | 6,005.91 | 95,548.13 | 25,528.87 | 78.92% |

MONTHLY BUDGET 2024

Section 7, Item B.

| Description | Annual Budget | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | Year To Date | Remaining | To Date |
|---|-------------------|------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|------------------|----------------|
| Donation Purchases (11-58-12-50) | | | | | | | | | | | | | |
| Purchase from Donation | | 345 | 3,923 | 5,076 | 6,604 | 5,614 | 4,306 | 4,247 | 2,011 | 4,310 | 36,437 | | |
| TOTAL 11-58-12-50 | | 345.35 | 3,923.10 | 5,076.37 | 6,604.44 | 5,614.43 | 4,305.83 | 4,247.34 | 2,010.81 | 4,309.52 | 36,437.19 | | |
| TOTAL SPECIAL FUNDS EXPENSES | 331,479 | 10,618.97 | 25,503.67 | 85,278.66 | 21,601.94 | 20,328.15 | 42,481.02 | 25,572.76 | 18,085.77 | 38,206.08 | 287,677.02 | 80,239.17 | 86.79% |
| REVENUE - SPECIAL FUNDS | | | | | | | | | | | | | |
| Fines (11-48-12-10) | 1,500 | 100 | 94 | 70 | 92 | 115 | 313 | 123 | 69 | 40 | 1,016 | 484 | 67.75% |
| Misc. Fees (11-48-12-12) | 5,000 | 312 | 439 | 290 | 510 | 346 | 547 | 458 | 520 | 431 | 3,854 | 1,146 | 77.07% |
| Use of Facilities Fee (11-48-12-14) | 3,500 | 1 | 380 | 140 | 709 | 480 | 260 | 40 | 1,037 | 0 | 3,046 | 454 | 87.03% |
| Copier (11-48-12-18) Will be adjusted for tax | 7,000 | 185 | 639 | 408 | 611 | 738 | 580 | 573 | 606 | 656 | 4,996 | 2,004 | 71.37% |
| Jefferson County Funds (11-48-12-22) | 205,407 | 0 | 205,407 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 205,407 | 0 | 100.00% |
| Dodge County Funds (11-48-12-24) | 81,012 | 0 | 81,012 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 81,012 | 0 | 100.00% |
| Adjacent County Funds (11-48-12-26) | 6,060 | 0 | 6,060 | 33 | 0 | 0 | 0 | 0 | 0 | 0 | 6,093 | -33 | 100.54% |
| DONATIONS 11-48-12-27 | 20,000 | 1,373 | 9,397 | 0 | 5,909 | 3,309 | 1,000 | 1,603 | 1,888 | 2,516 | 26,994 | -6,994 | 134.97% |
| Annual Credit Card Rebate (11-48-12-56) | 2,000 | 0 | 826 | 0 | 0 | 783 | 0 | 0 | 594 | 0 | 2,203 | -203 | 110.14% |
| TOTAL SPECIAL FUNDS REVENUE | 331,479 | 1,971.05 | 304,254.64 | 941.46 | 7,830.74 | 5,770.74 | 2,699.78 | 2,797.30 | 4,712.96 | 3,642.33 | 334,621.00 | -3,142.00 | 100.95% |
| TOTAL OPERATING EXPENSES, INCLUDING CITY FUNDS | 1,181,821 | 65,743 | 90,100 | 150,313 | 84,458 | 82,268 | 103,021 | 115,467 | 80,212 | 97,798 | 869,380 | 312,441 | 73.56% |
| 2023 YEAR END FUND BALANCE | 403,396.99 | | | | | | | | | | | | |
| Reserved for Donations year end 2023 | 34,349.92 | | | | | | | | | | | | |
| Unreserved Balance year end 2023 | 369,047.07 | | | | | | | | | | | | |
| 2024 YTD Balance Reserved for Donations | 24,907.09 | | | | | | | | | | | | |

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

| Libby: Audio, Ebook & Magazine Checkouts | | |
|---|--------------------|--------------------|
| | <u>2023</u> | <u>2024</u> |
| January: | 3,591 | 4,028 |
| February: | 3,274 | 3,630 |
| March: | 3,729 | 3,934 |
| April: | 3,210 | 3,832 |
| May | 3,484 | 3,890 |
| June: | 3,607 | 3,750 |
| July: | 3,712 | 4,066 |
| August: | 3,744 | 3,723 |
| Sept. | 3,614 | 3,465 |
| October | 4,044 | |
| November | 3,837 | |
| December | 3,836 | |
| Totals | 43,683 | 34,318 |
| | | |

| | |
|---------------------------------------|--------|
| Physical Circulation for September | 21,493 |
| Sept. Libby: | 3465 |
| Sept. Libby Mags | 450 |
| Sept. Hoopla | 463 |
| 2024 Monthly Total | 25,871 |
| 2023 Sep.Total | 27,643 |
| New Cards | 120 |

Library Director's Notes:**Does anyone plan to attend the Trustee Appreciation Dinner on Thursday, October 17 at the Brookfield Public Library?**

Our new maintenance person, Tod Lord, starts on October 16. He has extensive experience as was the Dept. Head for DPW in Cambridge. The hiring resolution is in the packet.

We continue to struggle with filling our open positions. Three people that were interested eventually declined. One, due to a recent medical issue. Regina will stay until October 21 to help out and cover desk shifts. October 21 is her last day at the library. We may also have some shifting of current employees to other departments but ultimately we will still have vacancies to fill. All team members have been understanding and helpful when it comes to picking up hours. As the year progresses, however, several team members are approaching the PT threshold for hours.

Midwest Pano will be at the library on October 9 to complete a Goggle Tours Photo Session. This marketing project is part of a grant from the Bridges Library System.

The library will be back as a partner with Jingle Bell on the Rock festivities in December.

The Hearing Loop was installed in the Community Room on 10/1. Signage is also posted.

Library team members will participate in an all-day in-service on October 9. I am still developing the agenda for the day.

We developed a ceiling leak in one of the first floor study rooms. Rusty looking water stained several ceiling tiles and dripped onto the floor. Luckily John K. was available to take a look at the problem. He pulled off all the insulation around a copper pipe and discovered that the soldered joint was leaking. The insulation was saturated and leaked onto the floor. SureFire did come and review the issue. Another weak area in the copper pipe was also discovered. This is an existing pipe

and was not upgraded during the renovation. I am waiting for a proposal from SureFire to make the necessary repairs.

Also, still waiting for the parts to arrive for RTU-1 and we had some issues with RTU-6 that required a service call.

In September; I met with Kim from the GWCHF, I attended a Leadership Exercise regarding the Warming/Cooling shelter with other city departments, attended the Main St. Board Mtg., a Marketing Meetup(Bridges), the Dodge Co Library Mtg., attended the Bridges' Director's Meeting via Zoom, and participated in many interviews for our open positions. I also reviewed, my annual review, with Andi.

Monthly Department Information

Adult:

In September I attended a Bridges Marketing Meet-Up. This is always an excellent way to hear what the other libraries are doing to promote their services. I also had a meeting with other librarians involved in the Running Waters Memory Project (Watertown, Waterloo, Lake Mills and Johnson Creek). We are going to be changing the schedule of Memory Cafes in 2025 to hopefully draw more attendees. The ADRC representative for Jefferson County was at the meeting, and she said that she doesn't actually have a lot of clients in this area. So, it's possible the need for these programs is not huge right now. Regina had the first meeting of her new book club. The premise is that people whose reading is influenced by recommendations they get from social media can come and swap ideas, etc. It's a fresh take on book club! We're hoping it takes off in the coming months.

~Jamie

Children's:

We dove back into programming in September after a much needed break following our Summer Library Challenge! We have our regularly scheduled programs of Little University Storytimes twice a week, Baby Bounce once a week, and monthly Read, Rhyme, Rhythm programs for preschoolers. We also have our drop-in Kindergarten Ready! program that is geared towards preschool age kids every Friday throughout the school year, with various activities to help children prepare for kindergarten including number, shape, letter and color recognition, fine motor skills, cutting skills, large motor skills, problem solving activities and more! For our elementary age friends, we have a monthly Choose Your Own Adventure Book Club, Club LEGO with different building challenges, and Homeschool Tuesday for our homeschool families with both elementary and teen groups. We also have our weekly STEAM Team program that focuses on science, technology, engineering,

art and math games, crafts, activities and challenges each week. I've already had a few library visits from classes at St. Mark's and St. Henry's and started my monthly day care and Head Start visits as well. We had a Back to School Scavenger Hunt as well as helped with a joint program with the WFC for a Paw Patrol Pizza "Paw"ty. I did a big shifting project this month and condensed and shifted all the books from our Series, Juvenile Fiction and Juvenile Non-Fiction sections forward to free up the entire back row of shelves that face the Marketplace area. John K. helped to install the slanted shelving units so we can put displays up there for families to choose books from. We also ordered, put together and put out a new play item in the infant zone... a play house! Kids are very much enjoying playing and reading in the house and ringing the functioning doorbell already! 😊 We're gearing up for a busy October with lots of fun special programming!

~Tina

Teens:

Our first month with back to school programming went pretty well. The slight lull there was before school started is long gone and now we are back to getting a good amount of teens coming here after school. I did monthly take and make kits this month, thinking it would be more accessible for teens to participate in even if they are busy on program days. I think it did really well! I plan to have some type of passive, take-home type program that goes throughout the whole month each month from here on out. The active programs also did pretty well in my opinion. I had a group of teens waiting at the doors before Art Club even started! I intend to have that be a monthly program with a different art project each month. I am hoping to get regulars for that program that continue to come for each one. I also put a big coloring poster out on one of the tables in the teen room for them to just sit and color on when they are here hanging out. They seem to be taking well to it. It's pretty full at this point and there's only been two incidents where I've had to color over something inappropriate. I definitely want to continue to have casual little things in here for them to do throughout the month. There is a lot going on for October so I am looking forward to hopefully keeping up the good attendance!

~ Gabby

Circulation Department:

Happy Fall!

We celebrated library card sign up with fun bookmarks for all ages to earn prizes by completing activities. We have pretty new displays with school and autumn themes and some spine tingling movies to enjoy. We have added a new shelf extension to the existing one here on the lower level to spread out the new adult materials. It is more enjoyable to shelve and browse the collection now! Special thanks go to John K for moving the bookshelf and all his help here at the library!

Stop in to see the beautifully decorated Autumn themed tree by the east windows on the lower level. Peg is a wonderful decorator and has also created a pretty fall book display just to the right as soon as you enter from the parking lot.

September was beautiful and the library has seen lots of visitors and patrons enjoying warm cups of coffee.

~ Cari

Watertown Public Library Board of Trustees
Resolution #2024-6
Library Maintenance/Custodian

Be it resolved by the Watertown Public Library Board of Trustees, that Tod Lord be employed as a full time, Library Maintenance/Custodian at a Grade F, for the amount of \$20.97 per hour, effective October 16, 2024. This hourly position does include benefits.

Action Take



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING - SPECIAL AGENDA

FRIDAY, SEPTEMBER 06, 2024 AT 12:30 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

Chris Koppes called the meeting to order.

Members present: Burke, O'Neil, Oudenhoven, , Koppes, Knaser, Kohls, Koppes

Members absent: Wetzel and Gerike

Also present: Library Director Peg Checkai, Mayor Emily McFarland, Steven Cheseboro, Mark Stevens, Jonathan Lampe and the Library Board of Trustee's lawyer, Bill Wirkus. Also in attendance: Kristine Butteris and Stephanie Juhl

2. CITIZENS TO BE HEARD

3. NEW BUSINESS

- A. The Library Board of Trustees will review and discuss with City representatives, the City's proposed draft Memorandum of Understanding.
Jonathan Lampe spoke about the upcoming discussion and Mayor McFarland briefly discussed the ground rules for the upcoming discussion.
- B. The Library Board of Trustees and City representatives will convene into closed session under Exemption Wis. Stat. §19.85(1)(e). Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting "other specified public business" whenever competitive or bargaining reasons require a closed session. (City-Library MOU)
Butteris and Juhl left the meeting during Closed Session.
- C. Reconvene into open session: Further discussion with City representatives regarding the City's proposed draft (City-Library MOU)
Koppes moved to return to Open Session, seconded by Oudenhoven.
Mayor McFarland, Cheseboro and Stevens left the meeting.
- D. The Library Board of Trustees will convene into closed session under Exemption Wis. Stat. §19.85(1)(e). Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting "other specified public business" whenever competitive or bargaining reasons require a closed session. (City-Library MOU)
Koppes moved to go into Closed Session, Burke seconded.
- E. Reconvene into open session: Further discussion with City representatives regarding the City's proposed draft (City-Library MOU)
Koppes moved to go into Open Session, Burke seconded.

4. ADJOURNMENT

Meeting adjourned at 2:21 pm.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on October 10, 2024 at 5:30pm.

Respectfully submitted,

Peg Checkai, Library Director



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, SEPTEMBER 12, 2024 AT 5:30 PM

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

1. CALL TO ORDER / ROLL CALL

Members Present: Gerike, Burke, O’Neil, Oudenhoven, , Koppes, Wetzel, Knaser, Khols

Members Absent: Merfeld

Also Present: Library Director Peg Checkai, Head of Adult Services - Jamie Hernandez,
Head of Circulation - Cari Gunderson, Head of Children’s Services - Tina Peerenboom

2. REVIEW CORRESPONDENCE - \$1,700 in donations this month

3. CITIZENS TO BE HEARD - None.

4. APPEARANCES - None.

5. NEW BUSINESS

- a. Update on investment document; review and take action on fee agreement from Attorney Vince Hein

****Motion** per Burke, second per Khols to approve the library board president’s ability to approve investment fee agreement and work with Attorney Vince Hein on the matter.

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

None against. Motion carries.

- b. Review and take action: proposed 2025 library budget - Discussion.

****Motion** per Koppes, second per Khols to approve proposed 2025 library budget and endorse submission to city finance.

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

None against. Motion carries.

- c. Review and take action: Request to fill upcoming vacancy in Adult Services Department

****Motion** per Gerike, second per Wetzel to approve request to fill upcoming vacancy in Adult Services Department.

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

None against. Motion carries.

- d. Review: Proposed repairs/replacement cost from Surefire for RTU-1 - Discussion regarding documented issues since project completion. Legal advice may be taken if problems remain unfixed.

6. UNFINISHED BUSINESS

- a. Library Board of Trustees Committee Members will convene into closed session under *Exemption Wis. Stat. §19.85(1)(e). Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting "other specified public business" whenever competitive or bargaining reasons require a closed session.* City-Library MOU

****Motion** per Oudenhoven, second per Burke to convene into Closed Session.

Approved via voice acclimation. Motion carries.

- b. Reconvene into Open Session

****Motion** per Koppes, second per Oudenhoven to reconvene into Open Session.

Approved via voice acclimation. Motion carries.

- c. Review LGIP/Fund 11 accounts with Finance Director, Mark Stevens: explanation of Library LGIP balance and monthly statements ("investment account"/high yield savings account)
- d. Review status: Watertown Family Connections request for Wiggles and Giggles weekly program - Appearance from Stephanie Curtis regarding the possible need for the Community Room; hopes to begin January 2025, letter of intent to be approved at October board meeting

7. DIRECTOR'S REPORT

- a. Review: YTD Unplanned Expenses
- b. Review: monthly statistics and budget

8. TRUSTEE'S REPORT

- a. Discuss agenda items for October meeting - None at this time.

9. PRESIDENT'S REPORT

- a. Review contacts in official capacity - Communication regarding MOU

10. PERSONNEL AND POLICY

- a. Review and take action: Resolution 2024-6 - Anabella Ockerlander, Library Assistant

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- a. 2024 Monthly Budget
- b. Review: 2024 August Statistics
- c. August 2024 Bills
- d. Library Board Minutes: August 8, 2024
- e. Minutes: Finance Committee Meeting - Thursday, August 22, 2024
- f. Minutes: P & P Committee Meeting, August 30, 2024

****Motion** per Burke, second per Wetzel to approve the Consent Agenda.

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

None against. Motion carries.

12. ADJOURNMENT

****Motion** per Burke, second per Gerike to adjourn at 7:22 pm.

Approved via voice acclimation. Motion carries.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on October 10, 2024 at 5:30pm.

Respectfully submitted,

Betsy Gerike, Secretary

| INVOICE# | VENDOR | ACCT# | ACCOUNT CLASSIFICATION | AMT | Notes | CHECK# |
|-------------------------|--------------------|-------------|---------------------------------|----------|-------|--------|
| IN14851414 | Gordon Flesch | 11-58-12-18 | Copier Usage, 8/15/24 - 9/16/24 | 102.36 | | |
| | GFC Leasing | 11-58-12-18 | Copier Lease, | 265.37 | | |
| 091424 LIB | MC Petty Cash | 11-58-12-18 | Adult Programs | 8.38 | | |
| 294533 | Culligan | 11-58-12-18 | AV Supplies | 58.00 | | |
| 4902 | Walden, Neitzke, & | 11-58-12-18 | Legal Fees re: MOU | 3055.00 | | |
| | | 11-58-12-18 | | | | |
| | | 11-58-12-19 | | | | |
| | | 11-58-12-19 | | | | |
| | | 11-58-12-20 | | | | |
| | | 11-58-12-20 | | | | |
| TP092724 | Tina Peerenboom | 11-58-12-24 | 3rd Quarter Mileage | 87.10 | | |
| | | 11-58-12-24 | | | | |
| | | 11-58-12-31 | | | | |
| 506126135 | Midwest Tape | 11-58-12-46 | Hoopla - September | 1173.33 | | |
| | | 11-58-12-46 | | | | |
| | | 11-58-12-46 | | | | |
| | | 11-58-12-50 | | | | |
| | | 11-58-12-50 | | | | |
| | | | TOTAL | 4,749.54 | | |
| FUND 11 EXPENSES | | | | | | |
| | 11-58-12-18 | 3489.11 | Office & Library Supplies | | | |
| | 11-58-12-19 | 0.00 | Maintenance Contracts | | | |
| | 11-58-12-20 | 0.00 | Building Repairs & Supplies | | | |
| | 11-58-12-24 | 87.10 | Travel Expense | | | |
| | 11-58-12-31 | 0.00 | Water | | | |
| | 11-58-12-46 | 1173.33 | Library Materials | | | |
| | 11-58-12-50 | 0.00 | Purchase from Donation | | | |
| | | 4,749.54 | | | | |
| | | | | | | |
| | | | | | | |
| FUND 20 EXPENSES | | | | | | |
| | | 20-58-12-60 | | | | |
| | | | | | | |
| | 20-58-12-60 | 0.00 | Capital Outlay | 0.00 | | |