



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, APRIL 10, 2025 AT 5:30 PM

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

Zoom Meeting ID: 853 2236 0495

Passcode: K3QZq23J

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

1. CALL TO ORDER / ROLL CALL

2. REVIEW CORRESPONDENCE

A. Thank you card: Mr. Robinson

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

6. UNFINISHED BUSINESS

A. Review staff progress regarding teens in library

B. Review and take possible action: Proposed strategic plan update

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

7. DIRECTOR'S REPORT

A. Review library statistics and monthly budget

B. Director's Report

C. National Library Week Events

8. TRUSTEE'S REPORT

9. PRESIDENT'S REPORT

10. PERSONNEL AND POLICY

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

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

B. 2025 April Bills

12. ADJOURNMENT

A. Next meeting: May 8, 2025 at 5:30 pm

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

March 31, 2025

Section 2, Item A.

Dear Librarian staff:

I would like to take this time to thank you for your professionalism and kindness you have shown me for these many years I visited the library.

I have moved from Water town to Grafton we in order to be closer to my son and daughter and their families including two grand daughters, 7 and 14 who will hope fully keep me entertained for my next years -

Again my thanks, I will miss you!

Harry Robinson

Mr. Carnegie would be proud
of you!

March 31, 2025

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Dear Librarians:

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MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 4/10/2025

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

Background

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

Budget Goal

Financial Impact

Funds would come from donations or construction account

Recommendation

I recommend that we move forward with adding additional cameras based on the issues we've had inside and outside of the facility. Staff safety and monitoring would improve.

2025 STATISTICS

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ATTENDANCE	12,754	12,868	15,592										41,214
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%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-74%
Days open 2025	30	28	30	29	30	30	30	31	29	30	29	29	355
Days open 2024	27	28	30	30	30	30	30	31	29	30	29	29	353
Daily average 2025	425	460	520	0	0	0	0	0	0	0	0	0	116
Daily average 2024	425	416	420	418	371	475	531	500	416	476	465	409	5,322
Highest attendance day 2025	603	945	1,149										
Highest attendance day 2024	612	551	729	729	786	826	720	1293	585	695	2125	1,090	
Lowest attendance day 2025	212	169	213										
Lowest attendance day 2024	182	207	179	164	124	149	184	133	185	154	173	152	
REF QUESTIONS 2025	1,055	819	736	0	0	0	0	0	0	0	0	0	2,610
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	0	0	0	0	0	0	0	0	0	1,652
INTERNET 2024	507	609	586	578	554	583	586	655	575	544	498	588	6,863
MEETING ROOM 2025	169	177	165										511
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										1,635
REFERENCE 2024	763	865	762	758	495	688	648	607	477	528	466	477	7,534
Tutor Sessions	189	120	148										457
Tutor Sessions 2024	146	225	233	212	171	186	252	223	231	170	123	96	2,268
Microfilm	6	6	5										17
Microfilm 2024	5	5	6	4	5	7	14	8	8	17	2	5	86
Computer/Tablet	554	482	546										1,582
Computer/Tablet 2024	483	592	559	536	509	553	551	626	547	513	474	577	6,520
Typewriter	0	0	0										0
Typewriter 2024	1	0	0	0	0	0	1	0	0	0	0	0	2
Proctor Exams	0	0	0										0
Proctor Exams 2024	0	1	0	0	0	0	0	0	1	2	0	2	6
Wireless	4751	4655	5053										14,459
Wireless 2024	480	4474	4617	4892	4864	4911	5286	4851	4975	5221	4477	4220	53,268
Adult Programs	24	15	20										59
Adult Programs 2024	20	23	18	21	15	19	18	15	19	26	22	16	232
Program Att.	120	110	174										404
Program Att. 2024	109	133	126	194	106	132	119	92	84	153	156	88	1,492
Passive Programs	8	8	5										21
Passive Programs 2024	4	3	4	5	5	5	6	4	5	5	6	5	57
Passive Att.	59	39	30										128
Passive Att. 2024	62	170	76	58	64	53	401	38	27	32	45	33	1,059
Outreach Events	1	20	1										22
Outreach Events 2024	1	1	1	1	1	1	1	1	1	2	1	1	13
Outreach Att.	15	130	14										159
Outreach Att. 2024	14	17	12	13	12	10	13	12	8	30	18	15	174
Mobile Print Users	117	89	102										308
Mobile Print Users 2024	22	38	36	27	78	75	111	107	160	119	102	71	946
Mobile Print Pages	541	710	593										1,844
Mobile Print Pages 2024	361	351	302	254	719	602	698	514	812	611	646	435	6,305
Newsbank	2248	2525	2958										7,731
Newsbank 2024	901	1062	922	660	991	705	186	792	798	829	1435	2095	11,376
Website Views	6665	6073	7391										20,129
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 BOOK	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																							
APRIL 2024	14	415	16	316	3	51	2	257	5	170	9	220	223	164	0	0	17	49	22	22	468	439	42
MAY																							
MAY 2024	9	251	10	207	2	185	1	3	3	14	31	2145	149	102	0	0	23	17	7	13	254	418	45
JUNE																							
JUNE 2024	14	539	21	1939	2	40	0	0	3	577	0	0	338	202	0	0	132	11	11	3	93	581	30
JULY																							
JULY 2024	11	364	18	803	0	0	1	300	0	0	0	0	219	145	1020	0	32	3	7	2	33	482	35
AUGUST																							
AUGUST 2024	1	42	8	193	0	0	3	115	5	189	0	0	28	14	0	0	55	2	5	9	237	340	29
SEPTEMBER																							
SEPTEMBER 2024	7	172	8	210	2	30	1	9	4	212	5	90	95	77	0	0	50	8	11	14	317	308	28
OCTOBER																							
OCTOBER 2024	17	536	12	278	8	208	1	150	7	410	0	0	306	230	0	0	26	1	9	19	476	406	31
NOVEMBER																							
NOVEMBER 2024	10	247	11	305	0	0	1	6	5	209	5	110	135	112	0	0	34	3	5	17	439	340	24
DECEMBER																							
DECEMBER 2024	9	276	7	118	7	147	1	12	7	158	5	110	160	116	0	0	26	1	1	16	380	251	11
TOTALS	33	1138	33	584	4	60	2	20	18	914	17	323	662	496	0	463	236	9	35	61	1417	975	70
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	9	72	4	50		
March 2024	6	52	3	224		
April						
April 2024	5	30	4	214		
May					n/a	
May 2024	1	6	3	141	n/a	
June					n/a	
June 2024	5	138	3	116	n/a	
July						
July 2024	5	120	4	253	0	
August						
August 2024	2	1	11	316		
September						
September 2024	4	24	6	215		
October						
October 2024	6	67	6	465		
November						
November 2024	4	45	5	181		
December						
December 2024	4	31	5	191		
TOTALS	19	121	19	856	0	81
TOTALS 2024	52	601	59	2764	0	100

MONTHLY BUDGET 2025

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
SALARIES & BENEFITS							
<i>850,859 to be contributed by City into 11-48-12-30</i>							
Salaries & Benefits - Fund 11							
Salaries (11-58-12-10)	703,546	37,659	50,200	53,220	141,079	562,467	20.05%
Longevity (11-58-12-12)	527	0	0	0	0	527	0.00%
Overtime (11-58-12-14)	0	31	0	0	31	-31	
Retirement (11-58-12-33)	33,241	1,926	2,570	2,570	7,066	26,175	21.26%
Social Security (11-58-12-34)	43,653	2,279	3,035	3,222	8,535	35,118	19.55%
Medicare (11-58-12-35)	10,209	533	710	754	1,996	8,213	19.56%
Health Insurance (11-58-12-36)	87,885	6,540	6,540	6,540	19,620	68,265	22.32%
Life (11-58-12-37)	1,494	148	148	148	444	1,050	29.71%
Dental (11-58-12-38)	7,487	612	612	612	1,835	5,652	24.51%
	888,042	49,727.69	63,813.76	67,065.33	180,606.78	707,435.22	20.34%
LIBRARY EXPENSES - Fund 11							
AMSO Allocation (11-58-12-17)							
AMSO Allocation	61,952	0	15,488		15,488	46,464	25.00%
	61,952	0.00	15,487.95	0.00	15,487.95	46,464	25.00%
Supplies & Programs (11-58-12-18)							
AV Supplies	1,200	0	57	31	88	1112	7.33%
Book Supplies	1,500	0	715	9	724	776	48.25%
Makerspace	1,750	0	164	19	183	1567	10.47%
Marketing	2,000	0	0	335	335	1665	16.75%
Office & Library Supplies	7,500	217	359	466	1,042	6458	13.90%
Photocopier Lease	6,300	265	403	419	1,087	5213	17.26%
Postage	500	0	0	5	5	495	1.02%
Adult Programs	2,000	362	162	159	683	1317	34.17%
Adult Summer Library Challenge	0	0	0	0	0	0	
Children Programs	2,750	244	73	268	585	2165	21.29%
Children Summer Library Challenge	0	0	0	0	0	0	
Teen Programs	2,000	177	173	48	399	1601	19.95%
Teen Summer Library Challenge	0	0	0	0	0	0	
	27,500	1,265.83	2,106.28	1,760.31	5,132.42	22,367.58	18.66%
Maintenance Contracts (11-58-12-19)							
Building and Equipment	19,689	44	0	570	614	19,075	3.12%
Software and Subscriptions	19,192	635	104	489	1,228	17964	6.40%
	38,881	678.47	104.14	1,059.39	1,842.00	37,039.00	4.74%

MONTHLY BUDGET 2025

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year Date To	Budget Remaining	% Expense To Date
Building Repairs & Supplies (11-58-12-20)							
Janitorial Supplies	8,000	751	23	1,017	1,791	6,209	22.39%
Repairs & Expense	5,000	0	1	10	11	4,989	0.22%
	13,000	751.08	23.42	1,027.37	1,801.87	11,198.13	13.86%
Property Insurance (11-58-12-21)							
Property Insurance	17,000	0	0	0	0	17000	0.00%
	17,000	0.00	0.00	0.00	0.00	17,000	0.00%
Dues & Fees (11-58-12-22)							
Dues, Fees, ETC.	1,100	0	0	0	0	1,100	0.00%
	1,100	0.00	0.00	0.00	0.00	1,100.00	0.00%
Continuing Education (11-58-12-23)							
Continuing Education	1,200	0	200	0	200	1,000	16.67%
	1,200	0.00	200.00	0.00	200.00	1,000.00	16.67%
Travel (11-58-12-24)							
Travel	1,500	0	0	0	0	1,500	0.00%
	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00%
Utilities							
Fuel (11-58-12-28)	20,000	0	2,497		2,497	17,503	12.48%
Electricity (11-58-12-30)	40,000	0	2,897		2,897	37,103	7.24%
Water (11-58-12-31)	4,000	0	340	347	687	3,313	17.16%
Telephone (11-58-12-32)	3,000	63	176		240	2,760	7.98%
	67,000	63.24	5,909.17	346.95	6,319.36	60,680.64	9.43%
Café Charges (11-58-12-43)							
Café Charges	23,780	0	0	0	0	23,780	0.00%
	23,780	0.00	0.00	0.00	0.00	23,780.00	0.00%
Databases (11-58-12-44)							
BRIDGES - Databases	1,754	0	0	0	0	1,754	0.00%
Hoopla (\$6,504 Grant)	9,626	0	1,307	1,233	2,540	7,086	26.39%
Movie License	607	0	0	0	0	607	0.00%
Newsbank Inc.	2,340	2,308	0	0	2,308	33	98.61%
Overdrive E-Content	4,968	0	4,968	0	4,968	0	100.00%
Overdrive Advantage	5,956	0	0		0	5,956	0.00%
TumbleBooks Inc.	840	799	0	0	799	41	95.12%
Udemy	0	0	0	0	0	0	
	26,091	3,106.50	6,274.93	1,233.08	10,614.51	15,476.49	40.68%
Technology (11-58-12-45)							
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	1,200	0.00%
Technology	1,000	10	14	47	71	929	7.14%
	2,200	9.99	13.97	47.46	71.42	2,128.58	3.25%

MONTHLY BUDGET 2025

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year Date To	Budget Remaining	% Expense To Date
Library Materials (11-58-12-46)							
Adult Fiction	8,000	1,161	1,406	900	3,467	4,533	43.34%
Adult Nonfiction	7,000	959	575	779	2,313	4,687	33.04%
Children Books	11,384	136	965	2,669	3,770	7,614	33.12%
Large Print	6,450	170	378	1,495	2,043	4,407	31.68%
Materials - (Non-books)	0	0	0	0	0	0	
Reference - Subscriptions	3,036	0	708	0	708	2,328	23.32%
Reference - Materials	0	0	0	0	0	0	
Young Adult Books	3,500	280	562	340	1,182	2,318	33.77%
	39,370	2,707.30	4,593.95	6,182.59	13,483.84	25,886.16	34.25%
Periodicals (11-58-12-47)							
Periodicals/Newspapers	4,905	961	620	633	2,214	2,691	45.14%
Seasonal Periodical Purchases	0	0	0	0	0	0	
	4,905	960.60	620.40	632.88	2,213.88	2,691.12	45.14%
AV Materials (11-58-12-48)							
Adult Talking Books	0	0	0	0	0	0	
Children AUDIO	0	0	0	0	0	0	
DVD	6,000	187	226	733	1,146	4,854	19.11%
Lucky Day	0	0	0	0	0	0	
	6,000	187.01	226.01	733.44	1,146	4,853.54	19.11%
Donation Purchases (11-58-12-50)							
Purchase from Donation	0	1,156	3,714	3,867	8,737	-8,737	
		1,155.51	3,714.43	3,866.97	8,736.91		
TOTAL LIBRARY EXPENSES	331,479	10,885.53	39,274.65	16,890.44	67,050.62	264,428	20.23%
TOTAL EXPENSES INCLUDING SALARIES	1,219,521	60,613.22	103,088.41	83,955.77	247,657.40	971,864	20.31%
REVENUE - FUND 11							
Fines (11-48-12-10)	1,500	177	82	83	342	1,158	22.77%
Misc. Fees (11-48-12-12)	5,000	518	314	314	1,146	3,854	22.91%
Use of Facilities Fee (11-48-12-14)	3,000	461	292	400	1,153	1,847	38.43%
Copier (11-48-12-18) Will be adjusted for tax	6,500	1,097	1,039	723	2,859	3,641	43.98%
Jefferson County Funds (11-48-12-22)	238,228	0	238,228	0	238,228	0	100.00%
Dodge County Funds (11-48-12-24)	101,503	0	0	101,498	101,498	5	99.99%
Adjacent County Funds (11-48-12-26)	11,431	1,556	11,487	0	13,043	-1,612	114.10%
DONATIONS 11-48-12-27	0	2,424	50	9,793	12,266	-12,266	
General Fund Contribution (11-48-12-30) From Fund 1	850,859	0	212,715	0	212,715	638,144	25.00%
Credit Card Rebate (11-48-12-56)	1,500	0	652	0	652	848	43.44%
TOTAL FUND 11 REVENUE	1,219,521	6,231.96	464,858.03	112,810.48	583,900.47	635,621	47.88%
RESERVED TO OFFSET SALARIES & BENEFITS							
Salary Reserve	37,183				0	37,183	0.00%
Subtotal Salary Reserve	37,183	0	0	0	0	37,183	0.00%
2024 YEAR END FUND BALANCE	451,790.00						
Reserved for Donations year end 2024	71,391.16						
Unreserved Balance year end 2024	380,398.84						
2025 YTD Balance Reserved for Donations	74,920.42						

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

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

Physical Circulation for March	25,278
March Libby: March Libby Mags	3,976
March Hoopla	
2025 Monthly Total	29,254
2024 March Total	29,147
New Cards	161

Library Director's Notes:**NATIONAL LIBRARY WEEK: April 6- April 12**

Gabby Schuett has resigned her position. She was the Senior Library Assistant for Teen Services.

Elevator inspection update: We do use the same company as the school district. Lynn has still not received a reply to her phone calls and email.

With the resignation of Gabby, full-time staff are taking turns during the week to monitor the room during after school hours. I have a plan in place to make some changes. Please see the agenda. Cameras are very helpful.

We received a \$1,000 from the Educational Foundation. (Jig Jog) A thank you has been sent and we will note on our FB page when we purchase materials in honor of this donation!

We had a productive Staff In-Service on March 12. Agenda items included an historical review of the library, two videos: one on customer service and another on creating library displays to improve circulation of materials. Both videos were well received. We had a full team discussion about teens and broke off into department meetings and worked on catching up on circulation processes. We ran out of time so did not get any videos completed this time. Brunch was provided by Friends and we had cake to celebrate John K.'s birthday!

Jamie and I met with a representative from Complex Solutions regarding adding cameras and modifying recording angles to cameras already installed inside and outside of the facility. He emailed back today so I hope to bring information to you at the meeting.

I am working with Andi and the GWCHF on a city-wide read event based on the book, "The Anxious Generation". We are finalizing plans for a community discussion in July.

Friends had a successful Pi Day on March 14. I hope you had a chance to stop by for a piece of pie and support Friends. Thank you to Chandler House for donating pies for the fundraiser. We were fortunate to have several local businesses make donations to the event!

Included in the packet is information from the Wisconsin Library Association regarding the closing of IMLS (Institute of Museum and Library Services)

From the Bridges Director to a Library Director:

I don't have all the budget specifics you are looking for. You have looked at the Tracking Federal Funding website. That is the same information I have. I do know federal funds are used for services other than DPI staffing, including Badgerlink and interlibrary loan.

You are not alone in your concern about system funding should there be cuts in federal funding. At this point, there are many unknowns.

For now, encouraging supporters to contact elected officials and submit video testimonials are actions that can help. The statewide marketing cohort is putting together social media posts and other tools to help spread the word of the value of libraries. A list of talking points for libraries regarding the proposed federal funding cuts will also be provided. This may be helpful in answering some of your questions.

Attending the JFC hearings is another way people can show support for library funding.

Karol Kennedy

Director

Bridges Library System

We continue to work on the project in the non-fiction collection. The gardening books have been relocated to the new bookcase. Books that are part of the Wisconsin Collection will be moved to the Wallman Display Case. High school Orbits will be relocated to the other side of the room, closer to genealogy area. We are shifting the ever shrinking collection of magazines to make room for the Orbits.

We had a visit from the Fire Department because the alarm was going off. The facility was cleared by the Fire Department but the fire panel remained in "trouble mode". Advantage Systems found a defective sensor in one of ducts and was replaced.

The Jefferson County Board would like to have TNR representation on local library boards. Our new member will be Beth Mueller. Beth is a familiar face around the library. She is an avid supporter of libraries and will be a wonderful addition to the board, representing county residents.

I was contacted by the Police Dept. in regards to a man who was identified as a registered sex offender. A complaint was made to the Police Dept. by a mother who

felt uncomfortable with a discussion the man had with her daughter. The man was issued a one year stay out order, per my approval, from the Police Dept.

Monthly Department Information

Adult:

We held a couple really fun programs in adult services in March. At Snacks from Around the World people got to try snacks from 11 different countries. Everyone was enthusiastic to try some of these unique items. Danielle presented her 18th Century Women's Fashion program for the third year in a row and had a nice turn out. The Puzzle Contest was very successful, with 16 people attending and the winning team finishing their 500 piece puzzle in 1 hour flat. I hope to have another puzzle contest this summer. We showed *Wicked* on a Monday night and had a great showing. Attendees asked if we were going to show more evening movies, so I will try to show more new releases in the coming months. We have several things planned for National Library Week. We will be hosting a display called "Warrior Ink" that showcases veterans and their military tattoos. This is a traveling display that is owned by Menomonee Falls Public Library. It will be up from April 14-30, so be sure to come check it out!

~Jamie

Children's:

March was a busy month with lots of fun in the Children's Department! I went to St. Henry's to be the Mystery Reader for the 3K/4K and Kindergarten classes, had my monthly school visits at Head Start 3K and 4K classes and Ladybug Adventures, and had St Henry's Kindergarten and LEAP Elementary classes come to the library for visits as well. We had a busy Spring Break Week with our scavenger hunt having 252 participants, a special Choose Your Own Adventure Book Club, STEAM Team making edible playdough, a drop-in Spring Break Science Fun day and a showing of "Moana 2" to wrap up the busy week. We had a TON of visitors all week long and stayed very busy up in the TalkReadPlay Center. Unfortunately, we lost two more staff members in March, with Annika and Gabby both resigning with no notice. We have been having many discussions about what to do going forward, but one thing that we do know is that the staff that is here is always willing to jump in and help with whatever we need! We've got some fun things planned for National Library Week April 6-12, 2025 and I'm looking forward to attending the annual Children's Day Fair at the Watertown High School on April 12 with two of my favorite book characters... Elephant & Piggie!

~Tina

Circulation Department:

We have had a lot of new patrons visiting the library and signing up for library cards. It is so exciting to welcome them and share with them all the great things the library has to offer!

March was Women's History month. This month's display was titled: She does have a NAME! It features materials for checkout with stories about women throughout history. A big shout-out goes to Sue in circulation for creating these awesome displays.

March 14th was Pi day and friends of the library sold slices of pies and pizza! Stephanie from friends reported that every last slice of pie sold!

March 15th the Jig Jog was held by the library. This event also turns out to be a promotion for the library due to the fact that a lot of the participants are visiting the library for the first time and seeing how wonderful it is!

We moved the community puzzle table up to the second floor by the south facing windows. This new spot offers wonderful views, lots of natural lighting and a peaceful environment for puzzling.

April is National Library Month so please stop in and visit us here at the library!

~ Cari

Teens:



**Drawn to
the Library**

National Library Week

April 6-12, 2025

ALA   



WATERTOWN PUBLIC
LIBRARY

National Library Week

- **Postcard Writing Campaign**

Tell our representatives how important your library is to you!

- **Checkout Challenge**

Pick up a Checkout Challenge sheet, complete any 5 activities, enter to win a prize!

- **Beat Our Record Community Challenge**

If we can beat last year's library check out record for National Library Week, we'll have a Cookie Day at the library to celebrate!

- **Highest YTD Checkout Contest**

Show us your receipt, highest YTD total wins!



**PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, MARCH 13, 2025 AT 5:30 PM
100 S. WATER ST., WATERTOWN, WI 53094 - 2ND FLOOR CONFERENCE ROOM**

1. CALL TO ORDER / ROLL CALL

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

Also present: Checkai, Hernandez, Peerenboom, Cari, Staff and John K.

2. REVIEW CORRESPONDENCE

- Update from Renard Law Office re:
- Donation from Diane Fontaine
- Resignation Letter: Trisha Weinbrenner on March 17th, 2025.
- Letter from Jeff Allen: Watertown Jig Jog regarding use of parking lot for race start and end.

3. CITIZENS TO BE HEARD - NONE

4. APPEARANCES - NONE

5. NEW BUSINESS

- Discuss and take possible action: fund balance operational designations
 - Invest carry over fund or keep some of it liquid for operations?

Koppes made motion to direct Library Director to connect with the library finance committee to develop fund balance allocation, and bring to the Library Board for approval. Wetzel second. Approved.

- Review and take action: Proposal from Digicorp phone system upgrade
 - Checkai to find out timeline of upgrade from city and report back

Koppes made motion to approve project estimate amount up to \$4,240 to move forward with Digicorp proposal. If it exceeds estimate, Checkai will come back for approval from Library Board. Seconded Merfeld. Approved.

- Review and take possible action: Possible solutions to teen problems in the facility
 - Checkai will report back to board on:
 - evaluation of hiring police auxiliary
 - cost for hiring additional library staff
 - what other libraries have done in similar situations



6. UNFINISHED BUSINESS

- a. Review and take possible action: Proposed strategic plan update
 - i. No updates. Updates will be provided at the April Board meeting.

7. DIRECTOR'S REPORT

- a. Director's Report
 - i. Interlibrary loans
 - Wisconsin is second in interlibrary loans.
 - WPL is one of the highest lenders in Bridges system.
 - ii. Checkai revamping space for marketing purposes
 - iii. Did walk through with security company for recommendations for additional cameras. Checkai will come back to Board with proposal.
- b. Reviewed monthly budget figures and statistics

8. TRUSTEE'S REPORT

- a. Revisit MOU with police department regarding sharing of video surveillance

9. PRESIDENT'S REPORT

- a. No communications

10. PERSONNEL AND POLICY

- a. None

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- a. Minutes Library Finance: January 30, 2025
- b. Library Board of Trustee Minutes: February 13, 2025
- c. March 2025 bills

Kneser made motion to approve Consent Agenda Items. Kohls seconded.

Votes to Approve: Chandler, Kneser, Kohls, Koppes, Merfeld, O'Neill, Oudenhoven, Wetzel

Koppes abstained due to conflict of interest.

12. ADJOURNMENT

Koppes made motion to adjourn at 6:48 pm. Kohls 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, April 10, 2025, 5:30pm.

Respectfully submitted,

Andi Merfeld, Secretary

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
101007985	GFC Leasing	11-58-12-18	Copier Lease	265.37		Section 11, Item B.
IN15090617	Gordon Flesch	11-58-12-18	Copier Usage, 2/16/25 - 3/18/25	159.16		
031825 LIB	MC Petty Cash	11-58-12-18	Adult Programs	10.00		
43889	Wepco	11-58-12-18	Marketing	171.02		
2025-1301007	Bridges (Wauk. Co)	11-58-12-18	Cooperative Supply Purchase	2,002.35		
		11-58-12-18				
		11-58-12-18				
INV-US-75355	Envisionware	11-58-12-19	Software and Subscriptions	13,603.94		
		11-58-12-19				
86073	Menards	11-58-12-20	Repairs & Expense	37.57		
		11-58-12-20				
		11-58-12-24				
		11-58-12-24				
	Wttn Water Dept	11-58-12-31	Water,			
		11-58-12-32				
2025-1301002	Wauk. Co. Treasure	11-58-12-43	CAFÉ Charges	23,780.00		
2025-1301002	Wauk. Co. Treasure	11-58-12-44	Databases	1,754.00		
2025-1301002	Wauk. Co. Treasure	11-58-12-44	Movie License	607.00		
2025-1301002	Wauk. Co. Treasure	11-58-12-44	Overdrive Advantage	5,956.00		
		11-58-12-44				
87004886	Cengage	11-58-12-46	Large Print	29.59		
87005169	Cengage	11-58-12-46	Large Print	30.39		
87020254	Cengage	11-58-12-46	Large Print	23.19		
87033412	Cengage	11-58-12-46	Large Print	118.36		
87045783	Cengage	11-58-12-46	Large Print	542.24		
87063880	Cengage	11-58-12-46	Large Print	65.58		
87077775	Cengage	11-58-12-46	Large Print	24.00		
87082911	Cengage	11-58-12-46	Large Print	51.20		
87083152	Cengage	11-58-12-46	Large Print	50.40		
87097171	Cengage	11-58-12-46	Large Print	51.19		
87096968	Cengage	11-58-12-46	Large Print	22.39		
		11-58-12-46				
2025-1301004	Wauk. Co. Treasure	11-58-12-50	Friends: Bookpage	422.40		
506969964	Midwest Tape	11-58-12-50	Hoopla, March (Hoopla Grant)	1,404.32		
			TOTAL	51,181.66		
FUND 11 EXPENSES						
	11-58-12-18	2607.90	Office & Library Supplies			
	11-58-12-19	13603.94	Maintenance Contracts			
	11-58-12-20	37.57	Building Repairs & Supplies			
	11-58-12-24	0.00	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-43	23780.00	CAFÉ Charges			
	11-58-12-44	8317.00	Databases			
	11-58-12-46	1008.53	Library Materials			
	11-58-12-50	1826.72	Purchase from Donation			
		51,181.66				