



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, JULY 09, 2026 AT 5:30 PM

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

1. CALL TO ORDER / ROLL CALL

2. CITIZENS TO BE HEARD

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

3. NEW BUSINESS

- [A.](#) Review and take action: Resolution #2026-9 Honoring Peg Checkai
- [B.](#) Review and take action: Election of Library Board Officers and Committees
- [C.](#) Review and take action: Senior Library Assistant (Cataloging) vacancy
- [D.](#) Review and take possible action: Employee Parking Spaces
- [E.](#) Review: Preliminary Budget Figures for 2027

4. UNFINISHED BUSINESS

- [A.](#) Peg's Recognition from Board
- [B.](#) Discuss and take possible action: Convergent Solutions Bill
- [C.](#) Convene into closed session per Wis. Stat. s. 19.85(1)(c) for the purpose of considering employment of any public employee over which the governmental body has jurisdiction or exercises responsibility (discussion of library director candidate interviews and direction for job offer, including step/grade).
- [D.](#) Reconvene into open session
- [E.](#) Review and take action: Discussion and action regarding extending an employment offer for the position of Library Director

5. DIRECTOR'S REPORT

- [A.](#) Review: Monthly highlights, budget figures and statistics

6. PRESIDENT'S REPORT

- [A.](#) Review contacts and conversations in official capacity

7. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- [A.](#) July 2026 Bills
- [B.](#) Unplanned Expenses as of 7/1/26
- [C.](#) Minutes from June 11, 2026
- [D.](#) Minutes from June 22, 2026

8. ADJOURNMENT

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

WATERTOWN PUBLIC LIBRARY BOARD OF TRUSTEES
Resolution #2026-9
HONORING and ACKNOWLEDGING PEG MALLOW CHECKAI FOR HER YEARS OF SERVICE TO THE
WATERTOWN PUBLIC LIBRARY

WHEREAS: Peg Checkai began her service to the Watertown Public Library in 1996, embarking on what would become 30 years of dedication, love and advocacy

WHEREAS: Peg Checkai has worked her way up from part time Circulation Clerk to Library Director and diligently strived to improve, maintain and uphold exemplary library service despite all the ways the library profession has changed in the past three decades

WHEREAS: Peg Checkai succeeded in promoting a referendum that passed 2-1 to show the Watertown community supported a library expansion and spearheaded a capital campaign that raised 6 million dollars for the library expansion

WHEREAS: Peg Checkai made countless decisions regarding the library expansion that will be enjoyed by the Watertown and surrounding communities for decades to come

WHEREAS: Peg Checkai led library staff through the COVID-19 pandemic

WHEREAS: Peg Checkai has been an outstanding community leader both inside and outside of library walls and has put the Watertown community first throughout all the work she has done

WHEREAS: Peg Checkai has served as an irreplaceable team member, colleague and mentor who tirelessly advocated for the library, its patrons and staff

NOW THEREFORE BE IT RESOLVED, by the Board of Trustees for the Watertown Public Library, that this Board honors and celebrates Peg for her remarkable 30 years of service, the impact she has had on the library and Watertown community and extends its deepest gratitude and heartfelt appreciation for her legacy and dedication.

Action Taken:

Signature: _____

Library Board President

MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 6/23/26

Subject: Election of Library Board Officers and Committees

Background

Per Library Board Bylaws, Board elections and committee appointments are completed in July.

Budget Goal

N/A

Financial Impact

N/A

Recommendation

Complete the process and move forward with board goals.

MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 6/23/26

Subject: Senior Library Assistant (Cataloging) vacancy

Background

We now have a vacancy for our Senior Library Assistant (Cataloging) position. This is a full-time position, part of the leadership team and catalogs almost all of our material.

Budget Goal

N/A

Financial Impact

Our 2026 budget was built with this position in the salary and benefits line. Filling it would have no financial impact, unless the new person took different benefits than their predecessor.

Recommendation

Approve the request to fill so we can post the position.



MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 6/25/26

Subject: Employee Parking Spaces

Background

Andi received a comment/suggestion from a patron to open up some of the employee parking spaces for the general public. We currently have 14 employee parking spaces in the main lot. Generally, we have 10-13 employees come in each morning. For the afternoon shift, 4 more come in and then 4 from the morning shift leave. So, at shift swap time we can have 14-17 employee vehicles in the lot at a time. 4-5 of those can (and do) park in the angled stalls right outside the back employee entrance.

Budget Goal

N/A

Financial Impact

N/A

Recommendation

At most we could release 4 employee parking stalls without greatly affecting library staff.

MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 6/28/26

Subject: Preliminary Budget Figures

Background

We have received preliminary budget figures from the counties (based on 2025 circulation numbers to TNR (true-non-residents) living in adjacent counties).

Budget Goal

Promote and foster innovative approaches for community development and growth.

Financial Impact

Circulation to some counties went up in 2025 and some went down, and overall it looks like our county reimbursement will be over what it was last year.

Recommendation

None at this time.

Preliminary 2027 Budget Figures

	2026	Proposed 2027
Jefferson	\$248,879	\$265,698
Dodge	\$91,500	\$108,634
Waukesha	\$8,816	\$7,156
Dane	\$922	\$796
Rock/Walworth	\$82	\$31
TOTAL	\$350,199	\$382,315
Bridges Member Charges	\$40,105	\$40,107

MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 6/23/26

Subject: Peg's Recognition

Background

A follow up to the discussion at last month's meeting about how the Board was going to recognize Peg and her service to the Library. Something more discreet than what was preliminarily decided last month would be more appreciated by Peg.

Budget Goal

N/A

Financial Impact

N/A

Recommendation

Purchase simple plaque to hang near the corner of the original Carnegie that was left exposed (per Peg's request) during the latest expansion/renoivation.

MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 6/28/26

Subject: Convergent Solutions Bill

Background

Chris has reached out to the City Finance Department for their explanation of the situation.

Budget Goal

N/A

Financial Impact

If the Board votes to pay this bill it will add to our list of unplanned expenses for the year.

Recommendation

The library should not have to pay for damages caused by a subcontractor hired by the city for work we did not request, but it is the Board's decision how to proceed.

MONTHLY BUDGET 2026

Section 5, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	Year To Date	Budget Remaining	% 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	35,523	53,552	49,510	53,255	51,763	82,366	325,969.68	392,380	45%
Longevity (11-58-12-12)	527	0	0	0	0	0	0	0.00	527	0%
Overtime (11-58-12-14)	0	0	0	0	0	0	0	0.00	0	
PT Salaries (11-58-12-16)	0	0	0	2,587	2,599	2,739	3,519	11,444.51	-11,445	
Retirement (11-58-12-33)	35,333	1,941	2,773	2,791	2,826	2,805	4,554	17,691.02	17,642	50%
Social Security (11-58-12-34)	54,994	2,144	3,236	3,146	3,379	3,295	5,241	20,440.65	34,553	37%
Medicare (11-58-12-35)	10,424	501	757	736	790	771	1,226	4,780.41	5,644	46%
Health Insurance (11-58-12-36)	116,211	7,104	7,104	7,104	7,104	7,104	7,104	42,625.26	73,586	37%
Life (11-58-12-37)	4,000	164	164	153	153	153	153	938.24	3,062	23%
Dental (11-58-12-38)	7,488	642	642	642	642	642	642	3,854.04	3,634	51%
	947,327	48,019.57	68,227.91	66,668.84	70,749.02	69,273.14	104,805.33	427,743.81	519,583	45%
LIBRARY EXPENSES - Fund 11										
AMSO Allocation (11-58-12-17)										
AMSO Allocation	66,950	0	0	0	0	0	0	0	66,950	0%
	66,950	0.00	0.00	0.00	0.00	0.00	0.00	0.00	66,950	0%
Supplies & Programs (11-58-12-18)										
AV Supplies	1,200	23	121	157	0	0	140	440	760	37%
Book Supplies	2,000	0	1,075	0	61	497	4	1,636	364	82%
Makerspace	500	0	0	0	0	0	230	230	270	46%
Marketing	500	359	175	0	192	14,951	0	15,677	-15,177	3135%
Office & Library Supplies	7,000	379	207	328	157	1,983	155	3,208	3,792	46%
Photocopier Lease	6,300	265	265	193	440	431	431	2,026	4,274	32%
Postage	0	0	9	0	0	0	0	9	-9	
Adult Programs	1,500	0	120	50	42	62	0	274	1,226	18%
Adult Summer Library Challenge	0	0	0	0	0	0	0	0	0	
Children Programs	0	0	0	0	0	0	0	0	0	
Children Summer Library Challenge	0	0	0	0	0	0	0	0	0	
Teen Programs	500	19	0	76	95	0	0	189	311	38%
Teen Summer Library Challenge	0	0	0	0	0	0	0	0	0	
	19,500	1,044.04	1,972.46	802.85	985.78	17,924.13	959.76	23,689.02	-4,189	121%
Maintenance Contracts (11-58-12-19)										
Building and Equipment	22,281	0	0	570	3,250	0	0	3,820	18,461	17%
Software and Subscriptions	18,942	674	1,169	13,951	47	409	2,283	18,534	408	98%
	41,223	673.71	1,169.14	14,520.96	3,297.44	409.00	2,283.49	22,353.74	18,869	54%

MONTHLY BUDGET 2026

Section 5, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	Year To Date	Budget Remaining	% To Date
Building Repairs & Supplies (11-58-12-20)										
Janitorial Supplies	8,000	1,377	144	48	392	690	721	3,371	4,629	42%
Janitorial Services	3,000	0	0	0	0	0	0	0	3,000	0%
Repairs & Expense	6,000	0	215	11	1,067	947	721	2,961	3,039	49%
	17,000	1,376.62	358.97	59.01	1,458.91	1,636.41	1,441.84	6,331.76	10,668	37%
Property Insurance (11-58-12-21)										
Property Insurance	21,000	8,474	0	0	0	0	0	8,474	12,526	40%
	21,000	8473.75	0.00	0.00	0.00	0.00	0.00	8473.75	12,526	40%
Dues & Fees (11-58-12-22)										
Dues, Fees, ETC.	620	0	0	0	0	0	0	0	620	0%
	620	0.00	0.00	0.00	0.00	0.00	0.00	0.00	620	0%
Continuing Education (11-58-12-23)										
Continuing Education	1,200	0	200	0	0	0	0	200	1,000	17%
	1,200	0.00	200.00	0.00	0.00	0.00	0.00	200.00	1,000	17%
Travel (11-58-12-24)										
Travel	1,500	0	0	0	142	0	0	142	1,358	9%
	1,500	0.00	0.00	0.00	142.47	0.00	0.00	142.47	1,358	9%
Utilities										
Fuel (11-58-12-28)	12,000	0	0	3,787.73	2,126.52	927.75		6,842	5,158	57%
Electricity (11-58-12-30)	45,000	0	0	3,043.67	3,178.58			6,222	38,778	14%
Water (11-58-12-31)	5,700	0	394	418.64	426.55	426.55	426.55	2,093	3,007	41%
Telephone (11-58-12-32)	5,400	386	132	1,288	129	129	421	2,485	2,915	46%
	67,500	385.67	526.63	8,538.42	5,860.18	1,483.67	847.15	17,641.72	49,858	26%
Café Charges (11-58-12-43)										
Café Charges	23,674	0	0	0	0	23,674	0	23,674	0	100%
	23,674	0.00	0.00	0.00	0.00	23,674.00	0.00	23,674.00	0	100%
Databases (11-58-12-44)										
BRIDGES - Databases	1,826	0	0	0	0	1,826	0	1,826	0	100%
Movie License	671	0	0	0	0	671	0	671	0	100%
Newsbank Inc.	2,376	2,376	0	0	0	0	0	2,376	0	100%
Overdrive E-Content	0	0	0	0	0	0	0	0	0	
Overdrive Advantage (Grant from Bridges for \$3,579)	13,537	0	0	0	0	9,958	0	9,958	3,579	74%
TumbleBooks Inc.	800	799	0	0	0	0	0	799	1	100%
Udemy	0	0	0	0	0	0	0	0	0	
	19,210	3,175.00	0.00	0.00	0.00	12,455.00	0.00	15,630.00	3,580	81%

MONTHLY BUDGET 2026

Section 5, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	Year To Date	Budget Remaining	% Spent
Technology (11-58-12-45)										
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	0	1,200	0%
Technology	1,000	386	236	10	34	18	7,500	8,184	-7,184	818%
	2,200	385.58	236.25	9.99	33.75	18.04	7,500.00	8,183.61	-5,984	372%
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	510	1,065	1,717	648	3,940	2,560	61%
Adult Nonfiction	6,500	0	0	0	531	1,072	814	2,417	4,083	37%
Children Books	9,000	541	868	656	0	2,155	103	4,324	4,676	48%
Large Print	4,000	0	216	131	324	623	731	2,024	1,976	51%
Materials - (Non-books)	500	0	0	0	0	0	0	0	500	0%
Reference - Subscriptions	1,680	600	108	-108	0	0	0	600	1,080	36%
Reference - Materials	360	0	0	0	0	0	0	0	360	0%
Young Adult Books	0	0	0	0	0	0	0	0	0	
	28,540	1,141.13	1,192.08	1,189.48	1,919.90	5,566.83	2,296.21	13,305.63	15,234	47%
Periodicals (11-58-12-47)										
Periodicals/Newspapers	5,700	1,276	1,086	557	458	0	35	3,411	2,289	60%
Seasonal Periodical Purchases	0	0	0	69	0	0	0	69	-69	
	5,700	1,275.85	1,085.54	625.57	457.53	0.00	34.97	3,479.46	2,221	61%
AV Materials (11-58-12-48)										
Adult Talking Books	0	0	0	0	0	0	0	0	0	
Children AUDIO	0	0	0	0	0	0	2,658	2,658	-2,658	
DVD	6,000	827	241	342	629	60	156	2,255	3,745	38%
Lucky Day	0	0	0	0	0	0	0	0	0	
	6,000	826.53	241.24	342.48	629.36	59.87	155.79	4,913.29	1,087	82%
Donation Purchases (11-58-12-50)										
Purchase from Donation	0	5,518	5,866	3,266	3,924	10,267	6,269	35,110	-35,110	
		5,517.89	5,865.99	3,266.01	3,924.09	10,266.80	6,269.30	35,110.08		
TOTAL LIBRARY EXPENSES	321,817	24,275.77	12,848.30	29,354.77	18,709.41	73,493.75	21,788.51	183,128.53	138,688	57%
TOTAL EXPENSES INCLUDING SALARIES	1,269,144	72,295.34	81,076.21	96,023.61	89,458.43	142,766.89	126,593.84	608,214.32	660,930	48%

MONTHLY BUDGET 2026

Section 5, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	Year To Date	Budget Remaining	% Budget
REVENUE - FUND 11										
Fines (11-48-12-10)	1,200	33	1	15	70	39	78	236	964	20%
Misc. Fees (11-48-12-12)	5,000	476	361	805	241	568	440	2,890	2,110	58%
Use of Facilities Fee (11-48-12-14)	4,500	240	430	197	200	100	655	1,822	2,678	40%
Copier (11-48-12-18) <i>Will be adjusted for tax</i>	9,500	740	835	497	980	679	723	4,454	5,046	47%
Jefferson County Funds (11-48-12-22)	248,879	0	248,879	0	0	0	0	248,879	0	100%
Dodge County Funds (11-48-12-24)	91,500	0	0	91,500	0	0	0	91,500	0	100%
Adjacent County Funds (11-48-12-26)	9,728	922	8,816	82	0	0	0	9,820	-92	101%
DONATIONS 11-48-12-27	0	2,969	1,803	9,858	2,643	1,071	25	18,369	-18,369	
General Fund Contribution (11-48-12-30) <i>From Fund 1</i>	750,000	0	0	0	0	0	0	0	750,000	0%
Credit Card Rebate (11-48-12-56)	1,800	0	433	0	0	617	0	1,050	750	58%
TOTAL FUND 11 REVENUE	1,122,107	5,379.84	261,557.41	102,953.21	4,134.05	3,074.60	1,920.99	379,020.10	743,087	34%
RESERVED TO OFFSET SALARIES & BENEFITS										
Salary Reserve	197,327							0	197,327	0%
Subtotal Salary Reserve	197,327	0	0	0	0	0	0	0	197,327	0%
2025 Year End Fund Balance	459,322.28									
Reserved for Donations year end 2025	32,157.50									
UNRESERVED FUND BALANCE Year End 2025	427,164.78									
2026 YTD Balance Reserved for Donations	15,416.01									

2026 STATISTICS													
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ATTENDANCE	13,966	14,770	16,755	16,425	14,524	18,275							94,715
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%	15%	7%	5%	12%	7%	-100%	-100%	-100%	-100%	-100%	-100%	-46%
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	528	559	566	484	609	0	0	0	0	0	0	268
Daily average 2025	425	416	420	418	371	475	531	500	416	476	465	409	495
Highest attendance day 2026	614	793	1,237	1,822	1,159	895							
Highest attendance day 2025	603	945	1,149	1,887	867	956	901	740	660	894	757	606	
Lowest attendance day 2026	221	231	194	235	174	187							
Lowest attendance day 2025	212	169	213	211	145	161	214	179	207	194	185	192	
REF QUESTIONS 2026	705	800	718	728	717	939							4,607
REF QUESTIONS 2025	1,055	819	736	678	778	714	734	878	778	818	687	657	9,332
INTERNET 2026	501	484	544	474	460	520							2,983
INTERNET 2025	574	505	573	570	552	517	562	679	665	583	514	484	6,778
MEETING ROOM 2026	136	175	166	156	122	141							896
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	494	402	443	443	517							2,748
REFERENCE 2025	706	495	434	378	422	348	342	540	479	501	445	400	5,490
Tutor Sessions	143	173	137	134	154	190							931
Tutor Sessions 2025	189	120	148	164	152	153	130	202	181	171	129	136	1,875
Microfilm	8	3	4	8	7	3							33
Microfilm 2025	6	6	5	4	5	10	14	15	9	2	2	5	83
Computer/Tablet	478	468	514	461	453	520							2,894
Computer/Tablet 2025	554	482	546	550	524	494	541	666	654	581	496	469	6,557
Typewriter	0	0	0	0	0	0							0
Typewriter 2025	0	0	0	0	0	0	0	0	0	0	0	0	0
Proctor Exams	0	1	3	4	2	0							10
Proctor Exams 2025	0	1	0	0	3	7	0	3	2	2	0	0	18
Wireless	4612	4811	4623	3918	3908	3820							25,692
Wireless 2025	4751	4655	5053	5247	5705	5451	5589	5372	5215	5678	4849	4436	62,001
Adult Programs	16	20	17	23	19	23							118
Adult Programs 2025	24	15	20	20	16	18	18	18	22	20	21	17	229
Program Att.	88	146	121	179	94	134							762
Program Att. 2025	120	110	174	133	75	126	136	115	109	104	124	89	1,415
Passive Programs	1	0	1	1	0	0							3
Passive Programs 2025	8	8	5	6	6	0	0	2	0	1	0	1	37
Passive Att.	67	0	99	15	24	0							205
Passive Att. 2025	59	39	30	40	60	0	0	177	0	17	0	16	438
Outreach Events	1	1	3	1	0	1							7
Outreach Events 2025	1	20	1	2	2	1	1	1	1	1	1	1	33
Outreach Att.	13	14	194	17	19	17							274
Outreach Att. 2025	15	130	14	35	83	15	18	15	13	12	15	13	378
Mobile Print Users	143	101	113	98	126	140							721
Mobile Print Users 2025	117	89	102	107	87	91	185	111	141	111	77	101	1,319
Mobile Print Pages	655	925	769	806	927	911							4,993
Mobile Print Pages 2025	541	710	593	460	441	336	669	866	646	946	577	428	7,213
Newsbank	2212	2024	2309	1848	1554	1987							11,934
Newsbank 2025	2248	2525	2958	2588	2489	2373	2238	2535	2349	2675	2668	2356	30,002
Website Views	6587	5655	6107	6156	5740	5880							36,125
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 BOOK	1K BOOK	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	12	430	10	145	4	115	1	3	7	396	7	142	241	189	0	457	10	0	7	21	491	306	16
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	12	518	12	223	1	18	1	3	5	70	1	25	290	228	0	0	23	3	8	23	596	316	30
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	13	529	9	105	2	40	2	452	5	316	7	140	296	233	0	0	26	3	2	18	484	285	13
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	6	309	8	143	5	315	1	16	5	62	30	2159	189	130	0	0	0	2	5	9	238	274	7
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	13	423	16	795	0	0	1	8	3	189	8	455	254	169	0	0	11	3	5	3	91	422	0
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	68	2574	64	1568	13	505	6	482	32	1217	54	2946	1469	1109	0	457	120	12	35	94	2106	1859	89
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	2	4	2	33		85
February 2025	6	16	8	277		81
March	3	18	0	0		
March 2025	10	72	4	122		
April	3	15	5	93		
April 2025	6	10	1	6		
May	3	8	6	71	n/a	
May 2025	2	4	0	0	n/a	
June	7	120	6	131	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	23	171	21	413	0	85
TOTALS 2025	53	443	39	1473	318	81

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

Libby: Audio, Ebook & Magazine Checkouts		
	<u>2025</u>	<u>2026</u>
January	3,974	4,850
February	3,671	4,120
March	3,976	4,691
April	3,986	4,375
May	3,937	4,505
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 June	xxx
June Libby	xxx
June Libby Mags	xxx
2026 Monthly Total	xxx
2025 June Total	xxx
New Cards	xxx

Interim Library Director/Head of Adult Services Notes:

Stats are incomplete this month because of the early board meeting. Updated stats will be found in next month's packet.

A heads up to the board that I will be on vacation the week of the August board meeting.

Staff had a casual pot luck for Peg in the break room to wish her farewell and say thank you for everything. Words really can't express how big of shoes the next director has to fill.

With the vacancy of our Senior Library Assistant/Cataloger, there have been holes to fill in the schedule. Thank you to all staff who have stepped up to make sure things continue running smoothly for our patrons.

I was approached by someone affiliated with the Veteran's Memorial Wall here in Watertown. Their group is interested in working with the library to archive some of the mementos that are being left at the wall. We're meeting on July 8 to discuss ideas.

I met with Laura Scott, who is the GIS Specialist for Jefferson County. We are looking into starting a project with them that would give the library data on neighborhoods in town that maybe aren't big library users so that we can consider doing a postcard campaign to get them in to sign up for cards. This would accomplish one of the Strategic Plan objectives (Increase efforts to improve awareness of the library by non-users and underrepresented groups) under Goal 1 (Increase community awareness and visibility). I will keep the board posted on how this project materializes.

We have two author visits coming up at the end of July. Vaneesa Cook will present her book about the Empire State Building and Statue of Liberty. Bill Mueller will present his book about growing up in a family of ten children on a farm outside of Kenosha. I'm hoping for a good turnout to both of these events, especially since the topics are extra American for the Semiquincentennial.

- Jamie (MLIS)

Children's Department Notes:

Our 2026 Summer Library Challenge started with a bang on June 1st! We are now half way through our SLC and registration is already near last year's total sign-ups for kids, teens and adults! We've been enjoying seeing all the kids and teens coming in for their stamps, weekly prizes and SuperDraw tickets. They're very excited about the SuperDraw prizes and I enjoy seeing which end up being the most coveted prizes every year. We've had our first Bridges sponsored program of the summer, which was the Wildlife in Need Center, who brought some of their animal ambassadors for us to meet and learn more about. We also had our first ever Worm Races for a Family Fun Night and I'm hoping to be able to do these again, as they are a ton of fun! We've been getting a bit messy this summer with our school age kids doing Tie Dyeing, messy Painting, a painted and beaded garden craft and an Egg Drop so far. We're looking forward to more SLC fun in July and wrapping up our SLC!

We also removed our kid's filtered internet computers from the Children's Department and they are being replaced with a new product from Playaway Launchpad called Quest. They are bilingual, preloaded, computer-sized touchscreen Launchpads. They will be set up very soon where the old computers were next to the AWE Stations. We were able to purchase these new devices by using the remaining funds from a GWCHF grant, as well as other donations to the Children's Department. I'm excited to get them set up and see how the kids will enjoy this new learning tool!

-Tina (MLIS)

Teen Department Notes:

This month was a busy one! We've had the coloring contest going, which brought so much beautiful art into the library. We had over 130 participants, and lots of folks voting on their favorites! The Summer Library Challenge is in full swing, and we've had lots of fun programs for teens. We've done tie dye, a painting day, and a day where we try snacks from around the world. We had our first Teen Lock-In of the summer with a Back to Kindergarten night and they (as well as staff) had a great time! Teens and adults also made fairy houses at the beginning of the month, which turned out beautifully. Definitely a program we want to do again! We've also wrapped up our Steer the Story program, and ran a "Creepy Campout" escape room. We'd consider this a very successful start to summer!

-Kaitlyn & Tina (MLIS)

Circulation Department Notes:

June was a nice month for the library! We have been welcoming visitors from all around the surrounding libraries looking for Bigfoot. (This summer's Bridges library program.) We had a wonderful staff potluck party for Peg. The coloring contest entries were on display in circulation for voting. We received a lot of entries! We have a nice display of movies, music, and books with a beach theme! Happy Summer!

- Cari

2026 JUL BILLS LIST

Section 7, Item A.

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
I573447	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN15663270	Gordon Flesch	11-58-12-18	Copier Usage	338.39		
WM 042026 LI	William E Mueller	11-58-12-18	Adult Programs (Time to Ship Another Steer)	75.00		
		11-58-12-18				
		11-58-12-18				
		11-58-12-19				
		11-58-12-19				
35080	Richter Heating & A	11-58-12-20	Repairs: Unit #1	147.70		
		11-58-12-20				
		11-58-12-20				
TP062326 LIB	Tina Peerenboom	11-58-12-24	2nd Quarter Mileage	239.98		
		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				
280	Wttn Chamber	11-58-12-50	Friends: New Teacher Breakfast sponsor	100.00		
539659	Playaway	11-58-12-50	Friends: AV materials	363.11		
7202026	Michelle Hackett/42	11-58-12-50	CR Programs: Bubble program	392.00		
VC 022626	Vaneesa Cook	11-58-12-50	Adult Programs (Author Visit)	200.00		
		20-58-12-60				
			TOTAL	2,121.55	Fund 11	
				0.00	Fund 20	
				2,121.55	Grand total	
FUND 11 EXPENSES						
	11-58-12-18	678.76	Office & Library Supplies			
	11-58-12-19	0.00	Maintenance Contracts			
	11-58-12-20	147.70	Building Repairs & Supplies			
	11-58-12-24	239.98	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	1,055.11	Purchase from Donation			
		2,121.55				
FUND 20 EXPENSES						
	20-58-12-60	0.00	Capital Outlay			
		0.00				

UNPLANNED EXPENSES IMPACTING 2026 BUDGET

VENDOR	EXPENSE	AMOUNT	BILLED TO
JAN Envisionware	Replace RFID pad at Reference desk	385.58	Technology
FEB United Systems Associates	Troubleshoot and service speed pot on fan	200.00	Building repairs
APR Schindler Elevator Corp	Troubleshoot and repair elevator phone	1,066.60	Building repairs
MAY Richter Heating & Air Cond.	Repair loose connection - RTU 3	265.86	Building repairs
Richter Heating & Air Cond.	Parts for water heater	258.98	Building repairs
WiLS	Strategic Plan - final invoice	14,931.00	Marketing
DME Elevators & Lifts	Service call - Lift	405.00	Building repairs
JUN DME Elevators & Lifts	Cost of reconnecting emergency phone line in li	585.00	Building Repairs
JUL Richter Heating & Air Cond.	Repairs, Unit #1	147.70	Building Repairs
YTD TOTAL:		18,245.72	
<i>Pending / unsettled invoices:</i>			
<i>Convergent Solutions</i>	<i>Labor when switching/disconnecting POTS lines</i>	<i>1,194.75</i>	<i>Telephone</i>



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, JUNE 11, 2026 AT 5:30 PM

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

1. CALL TO ORDER / ROLL CALL

Charity Chandler	P	Rita Haase	P	Tom Kohls	P
Chris Koppes	P	Andi Merfeld	P	Emily Lessner	P
Dave Morstad	P	Beth Mueller	P	Sarah Oudenhoven	A

Also present: Watertown Public Library Staff: Tina Peerenboom, Jaime Hernandez, Cari Gunderson

2. CITIZENS TO BE HEARD - NONE

3. NEW BUSINESS

A. Discuss and take action: Request to review Facilities Maintenance Manager Position

Motion made by Koppes to review Facilities Maintenance Manager pay. Seconded by Merfeld. Approved.

Roll call Vote:

Charity Chandler	Y	Rita Haase	Y	Tom Kohls	Y
Chris Koppes	Y	Andi Merfeld	Y	Emily Lessner	Y
Dave Morstad	Y	Beth Mueller	Y	Sarah Oudenhoven	A

B. Discuss and take action: Strategic Plan presentation to City Council

- Mueller will help Hernandez will presentations to City Council as needed.
- Hernandez will get strategic plan presentation put on council agenda.

C. Discuss and take possible action: Recognition of Peg's years of service to the library

- Checkai's last day: July 6thThe Board
- Board would like to hang a plaque in an entry way of the library. Koppes will do first draft of text and circulate to Board
- Chandler will purchase card and gift
- Hernandez will make a resolution for next meeting

D. Convene into closed session per "Wis.Stat. S. 19.85(1)(c) closed session 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 (CG)

Motion made by Morstad to move into closed session. Mueller seconded. Motion approved.

E. Reconvene into open session

Motion made by Morstad to move into open session. Haase seconded. Approved.

4. UNFINISHED BUSINESS

A. Convene into closed session per “Wis.Stat. S. 19.85(1)(c) closed session 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 (update on first round of candidate interviews and presentation of finalists)

Motion made by Mueller to move into closed session. Merfeld seconded. Approved.

B. Reconvene into open session

Motion made by Koppes to move into open session. Mueller seconded. Approved.

C. Review and take possible action: Approval of final interview candidates and interview schedule

Motion made by Koppes for executive search committee to schedule a final interview candidates for Director. Morstad seconded. Approved.

5. DIRECTOR'S REPORT

A. Review: Monthly highlights, budget figures and statistics

- Hernandez shared update.

6. PRESIDENT'S REPORT - NONE

7. PERSONNEL AND POLICY

A. Resolution #2026-8 Library Page

Motion made by Chandler to approve resolution #2026-8 Library Page. Morstad seconded. Approved.

Roll call vote:

Charity Chandler	Y	Rita Haase	Y	Tom Kohls	Y
Chris Koppes	Y	Andi Merfeld	Y	Emily Lessner	Y
Dave Morstad	Y	Beth Mueller	Y	Sarah Oudenhoven	A

8. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- Minutes from May 14, 2026
- Minutes from May 28, 2026
- June 2026 Bills
- Unplanned Expenses as of May 29, 2026

Motion made by Koppes to approve Consent agenda items, with the exception of the conversion bill which is outstanding. Kohls seconded. Approved..

9. ADJOURNMENT

A. Next meeting date: July 9, 2026

Motion made by Koppes to adjourn. Haase 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, August 13 , 5:30pm.

Respectfully submitted,

Andi Merfeld, Secretary

MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 5/28/26

Subject: Request to review Facilities Maintenance Manager Position

Background

All maintenance positions within the City were reviewed within the last couple years. All Facilities Maintenance Manager positions were listed as a 120A. However, City Hall recently posted the position as starting at a 130A (about a \$4/hour difference). We were told by HR that if we wanted to bump our Facilities Maintenance Manager up in pay we would need to review the position.

Budget Goal

N/A

Financial Impact

This will have a financial impact on our salaries and benefits line.

Recommendation

In order to retain good employees, we need to offer competitive pay (even with other City departments). The Board should approve reviewing this position.

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MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 5/28/26

Subject: Strategic Plan presentation to City Council

Background

Now that our Strategic Plan has been approved by the Board, it should be presented to City Council.

Budget Goal

N/A

Financial Impact

N/A

Recommendation

The Board should decide on who will do the presentation.



MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 5/29/26

Subject: Recognition of Peg's years of service to the library

Background

Charity requested this be added to this month's agenda. "How does the board plan to recognize Peg, her years of service, her dedication to the space and how she will be appreciated and remembered?"

Budget Goal

N/A

Financial Impact

N/A

Recommendation

Board's decision

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MONTHLY BUDGET 202⁶

Annual

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JAN

Budget

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750,000 is to be contributed by City into 11-48-12-30

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Descriptioⁿ

SALARIES & BENEFIT^S

Salaries & Benefits - Fund 1¹

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Dental (11-58-12-38)

LIBRARY EXPENSES - Fund 1¹

AMSO Allocation (11-58-12-17)

AMSO Allocation

Supplies & Programs (11-58-12-18)

A V S u p p l i e s	B o k S r p i e s	M a r k e t p a c e	M a r k e t i n g	O f f i c e & L i b r a r y S u p p l i e s	P h o t o c o p i e r L e a s e	P o s t a g e	A d u l t P r o g r a m s	A d u l t S r e m P r o g r a m s	C h i l d r e n P r o g r a m s	C h i l d r e n S r e m L i b r a r y C h a l l e n g e	T e e n P r o g r a m s
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Teen Summer Library Challenge^e

Maintenance Contracts (11-58-12-19)

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Software and Subscription^S

Building Repairs & Supplies (11-58-12-20)

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MONTHLY BUDGET 2026

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5,860.1⁸ 8,538.4² 526.6³ 385.6⁷ 67,50⁰

Descriptioⁿ

Repairs & Expens^e

Property Insurance (11-58-12-21)

Property Insuranc^e

Dues & Fees (11-58-12-22)

Dues, Fees, ETC-

Continuing Education (11-58-12-23)

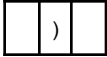
Continuing Education

Travel (11-58-12-24)

Travel

Utilitie^s

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Telephone (11-58-12-32)

MONTHLY BUDGET 202⁶

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Descriptioⁿ

Café Charges (11-58-12-43)

Café Charge^s

Databases (11-58-12-44)

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Technology (11-58-12-45)

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Library Materials (11-58-12-46)

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Young Adult Book^s

Periodicals (11-58-12-47)

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Seasonal Periodical Purchase^s

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10,266.8⁰ 3,924.0⁹ 3,266.0¹ 5,865.9⁹ 5,517.8⁹

72,436.6³ 18,709.4¹ 29,354.7⁷ 12,848.3⁰ 24,275.7⁷ 321,81⁷

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Descriptioⁿ

AV Materials (11-58-12-48)

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Lucky Day

Donation Purchases (11-58-12-50)

Purchase from Donation

TOTAL LIBRARY EXPENSES

REVENUE - FUND 11

Fines (11-48-12-10)

Salary Reserve

Subtotal Salary Reserve

2026 YTD Balance Reserved for Donation
Section 5, Item A.

2026 STATISTICS JAN FEB MAR APR MA															
ATTENDANCE 13,966 14,770 16,755 16,425 14,524															
ATTENDANCE 2025 12,754 12,868 15,592 15,618 12,997 17,095 17,544 15,249 13,4															
Percent changed 10% 15% 7% 5															
Days open 2026 30 28 30 29 30 30 30 31 29 30 29 29 Days open 2025 30 28 30 29 30 30 30 31 29 30 27 29															
Daily average 2026 466 528 559 566 484 0 0 0 0 0 0 Daily average 2025 425 416 420 418 371 475 531 500 416															
Highest attendance day 2026 614 793 1,237 1,822 1,159															
Highest attendance day 2025 603 945 1,149 1,887 867 956 901 740 660 8															
Lowest attendance day 2026 221 231 194 235 174															
Lowest attendance day 2025 212 169 213 211 145 161 214 179 207 19															
REF QUESTIONS 2026 705 800 718 728 717															
REF QUESTIONS 2025 1,055 819 736 678 778 714 734 878 778 818															
INTERNET 2026 501 484 544 474 460															
INTERNET 2025 574 505 573 570 552 517 562 679 665 583 514															
MEETING ROOM 2026 136 175 166 156 122															
MEETING ROOM 2025 169 177 165 169 193 157 140 152 160 169 1															

REFERENCE, CIRCULATION STATISTICS 2

JAN FEB MAR APR MAY JUN JUL

REFERENCE 449 494 402 443 443

REFERENCE 2025 706 495 434 378 422 348 342 540 479 501 445 400

Tutor Sessions 143 173 137 134 154

Tutor Sessions 2025 189 120 148 164 152 153 130 202 181 171 129 136

Microfilm 8 3 4 8 7

Microfilm 2025 6 6 5 4 5 10 14 15 9 2 2 5

Computer/Tablet 478 468 514 461 453

Computer/Tablet 2025 554 482 546 550 524 494 541 666 654 581 496 469

Typewriter 0 0 0 0 0

Typewriter 2025 0 0 0 0 0 0 0 0 0 0 0 0

Proctor Exams 0 1 3 4 2

Proctor Exams 2025 0 1 0 0 3 7 0 3 2 2 0 0

Wireless 4612 4811 4623 3918 3908

Wireless 2025 4751 4655 5053 5247 5705 5451 5589 5372 5215 5678 4849 4436

Adult Programs 16 20 17 23 19

Adult Programs 2025 24 15 20 20 16 18 18 18 22 20 21 17

Program Att. 88 146 121 179 94

Program Att. 2025 120 110 174 133 75 126 136 115 109 104 124 89

Passive Programs 1 0 1 1 0

Passive Programs 2025 8 8 5 6 6 0 0 2 0 1 0 1

Passive Att. 67 0 99 15 24

Passive Att. 2025 59 39 30 40 60 0 0 177 0 17 0 16

Outreach Events 1 1 3 1 0

Outreach Events 2025 1 20 1 2 2 1 1 1 1 1 1 1

Outreach Att. 13 14 194 17 19

Outreach Att. 2025 15 130 14 35 83 15 18 15 13 12 15 13

Mobile Print Users 143 101 113 98 126

Mobile Print Users 2025 117 89 102 107 87 91 185 111 141 111 77 101

Mobile Print Pages 655 925 769 806 927

Mobile Print Pages 2025 541 710 593 460 441 336 669 866 646 946 577 428

Newsbank 2212 2024 2309 1848 1554
Newsbank 2025 2248 2525 2958 2588 2489 2373 2238 2535 2349 2675 2668 2356
Website Views 6587 5655 6107 6156 5740
Website Views 2025 6665 6073 7391 7864 8148 6883 6180 6444 6159 6429 6141 5879

30
Section 5, Item A.

CHILDREN'S ROOM STA												
	STORYTIME		PROGRAMS		LIBRARY VISITS		OFFSITE		DROP-INS		SCHOOL VISITS	
JANUARY	12	365	9	157	1	17	0	0	7	184	1	25
JAN 2025	12	414	11	168	1	10	1	6	6	439	5	110
FEBRUARY	12	430	10	145	4	115	1	3	7	396	7	142
FEB 2025	12	391	10	178	1	13	0	0	5	74	5	110
MARCH	12	518	12	223	1	18	1	3	5	70	1	25
MAR 2025	9	333	12	238	2	37	1	14	7	401	7	103
APRIL	13	529	9	105	2	40	2	452	5	316	7	140
APR 2025	13	420	10	158	1	40	1	250	6	121	5	110
MAY	6	309	8	143	5	315	1	16	5	62	30	2159
MAY 2025	8	219	8	85	5	165	1	3	5	73	30	2245
JUNE	12	465	17	1359	0	0	0	0	3	520	0	0
JUN 2025												
JULY	12	506	16	786	1	15	1	400	1	12	0	0
JUL 2025												
AUGUST	1	24	11	306	0	0	2	70	8	346	0	0
AUG 2025												
SEPTEMBER	7	287	8	133	1	18	1	4	5	59	4	100
SEP 2025												

OCTOBER OCT 2025	14	600	11	158	2	92	1	231	7	277	7	131
NOVEMBER NOV 2025	8	340	9	176	2	103	1	5	5	239	8	136
DECEMBER DEC 2025	9	314	3	153	0	0	0	0	4	38	8	150
TOTALS	55	2151	48	773	13	505	5	474	29	1028	46	2491
TOTAL 2025	117	4313	126	3898	16	493	10	983	62	2599	79	3195

31

Young Adult Statistics - 2026

Month	YA Active # Prog. Attend.		YA Passive & N/A #Prog. Atten.		YA SRP	YA WRP
January January 2025	5 4	6 33	2 7	85 529		n/a n/a
February February 2025	2 6	4 16	2 8	33 277		85 81
March March 2025	3 10	18 72	0 4	0 122		
April April 2025	3 6	15 10	5 1	93 6		
May May 2025	3 2	8 4	6 0	71 0	n/a n/a	
June June 2025	6	182	0	0	n/a 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	16	51	15	282	0	85
TOTALS 2025	53	443	39	1473	318	81

Section 5, Item A.32

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

Libby: Audio, Ebook & Magazine Checkouts		
	2025	2026
January	3,974	4,850
February	3,671	4,120
March	3,976	4,691
April	3,986	4,375
May	3,937	4,505
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 May	20,579
May Libby May Libby Mags	4,505 553
2026 Monthly Total 2025 May Total	25,637 27,066

New Cards	107
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Section 5, Item A.33

Interim Library Director/Head of Adult Services Notes:

Peg and I met with the new Park and Rec Director, Ryan Schmidt. We knew that P&R had been given a copy of a key to the library, but it was discovered during this meeting that the key has been copied at least three times by previous P&R staff and we do not know where the original is.

We have been working with Jody Purtell on a new marketing campaign to draw attention to the library and our services. Jody is designing window wraps to put in several of our large windows that will be very visible from the street and the town square. She has been sending mock ups for Peg and I to look at. If we have any selected by the board meeting I will make sure to bring them. Jody is donating her time for this project, and we will be paying for the wraps and installation with a grant from Bridges.

Bridges has organized another program to encourage patrons to visit all the libraries in the system. This year's program is called "Tracks in the Stacks: A Bigfoot Hunt" and runs June 1-August 21. We're looking forward to another summer of welcoming patrons who don't usually use our library.

A heads up to the board that I will be on vacation the week of the August board meeting.

The emergency phone in our lift is operational again. This was part of the issue when our POTS lines were cut. We are now operating how we were before that occurred, with the exception of not being able to send faxes.

Shout out to Tina for completing all of her school visits to promote the Summer Library Challenge. Summer is a busy time for everyone who works at the library as the number of visitors, programs, check outs and returns increase, but Tina has the most amount of prep work. She does a great job.

I sent an email to the board about Trustee Training Week, which is August 10-13 this year. Each webinar is from noon-1 pm and recorded if you're not available to attend live. I hope you are able to attend at least one of these sessions.

Our new page, Kelcy LePlavy, started last week. It will be great to be up to full staff in the page department as we start to get more returns as summer progresses.

We left the Main Street doors open late for the first summer concert at the Towne Square on May 30. It appears everything ran smoothly.

- Jamie (MLIS)

Children's Department Notes:

May was an incredibly busy month (as per usual) for me and the Children's Department! I wrapped up spring Little U Storytime's with a visit from the Watertown Streets Department for a Touch a Truck Storytime! The kids absolutely loved it and I think the Streets crew enjoyed all

the attention as well. I scheduled and completed all of my school visits today to get kids excited about the Summer Library Challenge. I saw all of the kids at each of the public elementary schools 4K-5th and all of the kids 4K-8th at TSL, Calvary, Lebanon Lutheran, St. Therese, St. Paul's Ixonia, St. John's, Good Shepherd and St.

Mark's (dropped off materials) as well as Gingerbread and Head Start classes. It's a lot of schedule coordination and running around but a lot of fun to get the kids hyped up for the SLC! We officially kicked off the SLC on June 1st and we're ready for the whirlwind that all things summer bring our way!

-Tina (MLIS)

Teen Department Notes:

This month, we continued Steer the Story, where teens vote on how they want the story to go and we set out a new chapter each week. Participation has fluctuated a bit, but we're keeping it going steadily. We also opened up a new passive program – "The Dictionary Game," where teens learn a new word to earn a piece of candy. We had our last Homeschool Tuesday of the year and played board games, parachute games, hula hoop rock paper scissors, and more! Teens also had the chance to make their own squishy fidgets out of memory foam and puffy paint, which was a blast. We are gearing up for the Summer Library Challenge and our weekly programs for teens in June and July. We have a lot planned that we think they will enjoy! Registration has already opened for our lock ins, and teens are signing up fast!

-Kaitlyn & Tina, MLIS

Circulation Department Notes:

Summer weather has arrived!

Patrons really enjoyed the decorated duck display. Xander did an excellent job creating a display for them. He set them on blue material that looked like water. It drew a lot of interest from all ages.

Sue created a display of books with sprayed edges books that are so pretty, interesting to look at, and just may be someone's next great read!

The tiny art contest entries are on display on the lower level, it is so amazing what patrons come up with to decorate them. The talent of patrons is amazing! One entry is actually completely crocheted!

A dictionary has been placed in the teen room, teens look up a word and then visit the circulation desk to tell us the word's description for a tiny prize. Kaitlyn created this neat passive program to give us the opportunity to have positive interactions! It has been very successful!

- Cari

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Watertown Public Library Board of Trustees
Resolution #2026-8
Library Page II

Be it resolved by the Watertown Public Library Board of Trustees, that Kelcy LePlavy be employed as a Library Page II at the rate of \$11.28 per hour effective May 27, 2026. This position does not include benefits.

Action Taken:

Section 7, Item A.36

PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

THURSDAY, MAY 14, 2026 AT 5:30 PM

1. CALL TO ORDER / ROLL CALL – Meeting called to order at 5:30 p.m.

Charity Chandler	P	Rita Haase	P	Tom Kohls	P
Chris Koppes	P	Andi Merfeld	A	Emily Lessner	A
Dave Morstad	A	Beth Mueller	P	Sarah Oudenhoven	P

Also present: John Katsch, Danielle Bailey, Robert Stocks, Sarah Stocks 2. CITIZENS

TO BE HEARD – N/A

3. NEW BUSINESS

A. Review and take action: Resolution 2026-7 Promotion of Jamie Hernandez to Interim Library Director

Discussion: Beth stated she was surprised. Her understanding was we had accepted Jamie as interim director, but that the 4/9 date would be more training focused and not an official start date until Peg left. She stated we experienced a significant budget cut and now we're paying two directors for 2 ½ months. Tom/Chris said increased pay was to reflect increased responsibility. No action taken as decision was made at last meeting.

B. Review and possible approval: Strategic Plan

Rita mentioned on page 7 that the number 222 seemed low for a response rate for the community survey. WILS shared with us that 222 was a very good response rate and there was confidence with that number of responses. Discussion took place about questions for director interview that involves the strategic plan, as well as it making sense to have Lisa (Watertown City HR) share the strategic plan with the interview candidates. Tom asked how we'd increase the visibility of the finished plan. Sarah asked if there were any concerns/opportunities. Jamie mentioned there's a spot on the website to share it. We need to share with the City Council as well. Does it make sense for Rita to share as our City Council representative? The team shared that there was a meeting of the department heads and Danielle to select 3 – 4 action items for year 1, then 3 – 4 for year 2, etc. There are two staff inservices each year where they can touch base/update regarding the plan and we're looking to have a regular support cadence between the team and the board. Staff leadership has reviewed the plan

together.

Motion to approve strategic plan as presented: Koppes, Seconded by Oudenhoven. 37

Section 8, Item A.

Charity Chandler	Y	Rita Haase	Y	Tom Kohls	Y
Chris Koppes	Y	Andi Merfeld	A	Emily Lessner	A
Dave Morstad	A	Beth Mueller	Y	Sarah Oudenhoven	Y

Motion passed.

C. Review: Mayor Stock's request that Library pay back Park & Rec for damage at Brandt-Quirk Park

Jamie reviewed the historical context. Mayor Stocks, Peg, and Tod met. Library is not responsible. Tod and/or Tina will contact Parks Staff when heading out to the Storybook Trail. It is a private vehicle, not a city vehicle, used for changeovers.

D. Discuss and take possible action: Donation from Joan Hinze

Joan donated \$40,000 for Children's Department. Teams have been discussing with Joan to see how to utilize the funds. Discussions included funding transportation for elementary school field trips to the library, summer learning prizes, and help fund bigger name performers outside of summer. Joan wants a plaque in the children's room. Chris asked if this is a restricted gift for a specific purpose and ensuring we have something from the donor in writing. Beth will write thank yous from the board. Jamie will share Joan's mailing address.

E. Discuss: Maintenance of grass on boulevard along Water St.

We referenced the map provided in the packet that the area marked with red boundaries Tod mows. The black outlined areas are up for discussion. The previous mayor wanted grass here. Jamie reviewed code and didn't see who is in charge of terrace. Jamie proposed concrete, as it often becomes muddy due to people walking through it. It is city library, not library property. It was clarified that we are not being charged for snow removal. Chris mentioned being agreeable to the good neighbor approach. Sarah discussed reciprocity. There was a to-do of emailing the city to ask about extra brick availability from Bentzin town square and how that could be a topic for the Building & Grounds committee.

4. UNFINISHED BUSINESS

A. Review: Progress of Library Director search

Charity shared an update regarding the partnership with Lisa Schwartz (city HR), the timeline for the process (position posting closes May 17, applications will be reviewed and candidate screenings would take place May 18 – 22), as well as next steps for the meeting on May 28 where the subcommittee would review the interview panel composition, the candidates who will be invite for first interviews, the questions

for first and second interviews, and a scoring rubric to be used to evaluate candidate responses. Tom asked where it was advertised – the 27 locations available to the city, including the city website, UW Madison and UW Milwaukee alumni boards for MLS programs, as well as the Wisconsin Library Association and WisPubLib.

B. Update: New website

Jamie shared that she updated some of the reported outdated links and got positive feedback that the site is easy to use. She also hasn't received a significant amount of feedback, which she takes as a good sign, as we'd be more likely to hear from our patrons if things weren't working well.

5. DIRECTOR'S REPORT

A. Review: Monthly highlights, budget figures and statistics

Jamie referenced the Director's report in the packet and added that yesterday they passed fire inspection. Alarm covers were recommended for the fire alarms in the Children's space. Also, today city IT/Elevator/Fire were there to fix the phone in the elevator and it's back to functional. Carrie/Jamie interviewed a couple of page candidates. The summer learning program is forthcoming. First school visit took place yesterday, six tomorrow. Big prizes for summer learning. The summer library challenge was funded by Friends of the Public Library and the Quirk Foundation. The library will send thank yous and Beth will write thank yous on behalf of the board.

6. PRESIDENT'S REPORT

A. Review: Contacts and conversations in official capacity

No communications this past month

7. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. May 2026 Bills

B. Unplanned Expenses as of May 1, 2026

C. Review and take action: Minutes from April 9, 2026

D. Review and take action: Minutes from April 20, 2026.

Motion to approve consent agenda as presented: Koppes, Seconded by Kohls.

Charity Chandler	Y	Rita Haase	Y	Tom Kohls	Y
Chris Koppes	Y	Andi Merfeld	A	Emily Lessner	A

Dave Morstad	A	Beth Mueller	Y	Sarah Oudenhoven	Y
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Motion passed.

8. ADJOURNMENT

Motion to adjourn: Haase, Seconded by Mueller. Motion carries by voice vote. Meeting adjourned at 6:21 p.m.

Next Meeting Date: Thursday June 11, 2026

WPL Director Search Committee Minutes – 5/28/2026

1. Call to Order – Roll Call – 5:01 PM

Chandler	P	Morstad	P
Merfeld	P	Mueller	P

2. Public Comment – None

3. New Business

- a. Moved to closed session
- b. Subcommittee discussed the composition of the interview panel for the first round of interviews, the first interview candidates, first interview and second interview questions and a candidate evaluation rubric.
- c. Moved to open session.
 - i. Voice vote – approval of interview subcommittee panel
 - ii. Voice vote – approval of first interview candidates
 - iii. Voice vote – approval of first interview questions
 - iv. Elected to move discussion for final interviews to the next meeting
 - v. Voice vote – approval of candidate scoring rubric
 - vi. Subcommittee chair will share candidates with City of Watertown HR to schedule the interviews.

4. Adjournment – 6:48 p.m.

2026 JUN BILLS LIST

Section 8, Item C.

INVOICE# VENDOR ACCT# ACCOUNT CLASSIFICATION AMT Notes CHECK# I562849 GFC Leasing 11-58-12-18 Copier

Lease 265.37

IN1562813 6	Gordon Flesch	11-58-12-1 8	Copier Usage	166.12					88
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		11-58-12-1 8				
		11-58-12-1 8				
		11-58-12-1 8				
		11-58-12-1 9				
		11-58-12-1 9				
		11-58-12-2 0				
		11-58-12-2 0				
		11-58-12-2 0				
		11-58-12-2 4				
		11-58-12-2 4				
	Wttn Water Dept	11-58				
		11-58-12-3 2				
		11-58-12-4 4				
		11-58-12-4 5				
		11-58-12-4 6				
		11-58-12-4 6				
		11-58-12-4 6				
535041	Playaway	11-58-12-4 8	Child Audio: remainder of Core Quest sets	2,658.02		
46302	Wepeco Printing		SLC: Adult bingo cards	133.49		
46312	Wepeco Printing		SLC: Children's brochures	53.72		
535041	Playaway	11-58-12-5 0	Various grants: 2 Core Quest sets w/accessories	2,751.90		
		11-58-12-5 0				
		20-58-12-				

		60				
			TOTAL	6,028.62	Fund 11	
				0.00	Fund 20	
					2 Grand total	
FUND 11 EXPENSES						
	11-58-12-18		9 Office & Library Supplies			
	11-58-12-19		0 Maintenance Contracts			
	11-58-12-20		0 Building Repairs & Supplies			
	11-58-12-24		0 Travel Expense			
	11-58-12-31		0 Water			
	11-58-12-44		0 Databases			
	11-58-12-45		0 Technology			
	11-58-12-46		0 Library Materials			
	11-58-12-48		2 AV Materials			
	11-58-12-50	2,939.11	Purchase from Donation			
		6,028.62				
FUND 20 EXPENSES						
	20-58-12-60		0 Capital Outlay			
		0.00				

UNPLANNED EXPENSES IMPACTING 2026 BUDGET

VENDOR EXPENSE AMOUNT BILLED TO JAN Envisionware Replace RFID pad at Reference desk 385.58 Technology
FEB United Systems Associates Troubleshoot and service speed pot on fan 200.00 Building repairs **APR** Schindler
 Elevator Corp Troubleshoot and repair elevator phone 1,066.60 Building repairs
MAY Richter Heating & Air Cond. Repair loose connection - RTU 3 265.86 Building repairs Richter Heating & Air Cond.
 Parts for water heater 258.98 Building repairs WiLS Strategic Plan - final invoice 14,931.00 Marketing DME Elevators &
 Lifts Service call - Lift 405.00 Building repairs

Pending / unsettled invoices:

*Convergent Solutions Labor when switching/disconnecting POTS lines 1,194.75 Telephone DME Elevators & Lifts
Cost of reconnecting emergency phone line in lift 585.00 Building Repairs*

As of 5/29/2026 ⁴³

Monday, June 22

WATERTOWN PUBLIC LIBRARY - AD HOC - EXECUTIVE SEARCH COMMITTEE AGENDA

1. CALL TO ORDER / ROLL CALL - Meeting called to order at 3:30 p.m.

Present: Chandler, Haase, Kohls, Koppes, Merfeld, Morstad, Mueller

Absent: Lessner, Oudenhoven

2. NEW BUSINESS

A. Convene into closed session per "Wis. Stat. S. (19.85(1)(c) for the purpose of considering employment of any public employee over which the governmental body has jurisdiction or exercises responsibility (Interview no 2) at 3:31 p.m.

B. Reconvene into open session at 4:20 p.m.

3. ADJOURNMENT - 4:21 p.m.