



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, SEPTEMBER 11, 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**
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. Discuss and take possible action: Recommendation from Library Finance Committee to move forward with investing with South Central Library System Foundation

6. **UNFINISHED BUSINESS**

A. Review: signed MOU between Library Board and WILS

B. Review and take action: WILS invoice

C. Review and take possible action: 2026 proposed budget

7. **DIRECTOR'S REPORT**

A. September Director's Report

B. August Statistics

C. August Monthly budget

D. YTD Unplanned Expenses

8. **TRUSTEE'S REPORT**

9. **PRESIDENT'S REPORT**

10. **PERSONNEL AND POLICY**

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

A. Minutes from August 14, 2025

B. Public Library Finance minutes from August 27, 2025

C. Approve September bills

12. **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

MEMO

(Department)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 8/27/2025

Subject: Discuss and take possible action: Investment options presented by Mark Stevens to committee members.

Background

Follow up meeting to discuss investment options presented by Mark Stevens to the Library Finance Committee.

Budget Goal

Improve ROI for the library funds

Financial Impact

Improve ROI for the library funds and prepare for future facility needs

Recommendation

My recommendation is for trustees to approve the Fund Management Agreement between the Watertown Public Library and South Central Library System Foundation.

Questions from Mark Stevens followed by answers and then an email from Shannon Schultz providing more overview of working with South Central.

Questions:

- Although you've relayed the historical returns, am I correct to understand that there is no guarantee of any positive return? But that, to adhere to WI statutes, there is a guarantee against any loss of principal balance?
- Are the interest rates listed below net of the management fees? I'm guessing they are not.
- Is there a diversification of purchase within the account to provide any FDIC/NCUA protections? Of SIPC if this is more of a brokered product?
- The management fee schedule is tiered. Is the calculation a simple assignment of one percentage based on the month-end balance (e.g. \$500K is assessed .75%)? Or is it a 1.0% fee for the first \$10K, .95% on the next \$40K, .90% on the next \$100K, etc?
- The library director/board have wished for online access to the WI LGIP account where the endowment fund is currently placed, and I've had to decline (and attempted to explain that there was nothing to view beyond the monthly statement excerpt we send them). What access is provided electronically to the appropriate individuals?
- Are monthly statements provided electronically or mailed? For purposes of up-to-date accounting records and as a control measure, is there an ability for finance staff to receive the statements?

Here are the answers to your questions:

- Although you've relayed the historical returns, am I correct to understand that there is no guarantee of any positive return? But that, to adhere to WI statutes, there is a guarantee against any loss of principal balance?
 - **Please keep in mind that the only funds you can invest are "gifts" to the library (donations, endowments, etc.). No direct funding from the village or the county can be placed in this account. Per library law (Chapter 43), those funds must be held by the municipality.**
 - **The SCLS Foundation is a private, nonprofit 501c3 and does not adhere to the WI statutes for preserving principal. Values will fluctuate, are subject to bond and stock market performance, and may go down in value. I hope I was not misleading in my previous email; I was referencing library law, not municipal law, and was referring specifically to the requirements that the funds be gifts and donations only, and that the library board retains exclusive control of the funds.**
- Are the interest rates listed below net of the management fees? I'm guessing they are not.

- **Actually, they are. Performance numbers are net of First Business Bank management fees.**
- Is there a diversification of purchase within the account to provide any FDIC/NCUA protections? Of SIPC if this is more of a brokered product?
 - **Any funds in the money market are FDIC insured. First Business Bank specifically uses money markets that offer that protection and will use multiple FDIC insured money markets if the balance exceeds \$250K. This is not a brokerage account so SIPC coverage does not apply.**
- The management fee schedule is tiered. Is the calculation a simple assignment of one percentage based on the month-end balance (e.g. \$500K is assessed .75%)? Or is it a 1.0% fee for the first \$10K, .95% on the next \$40K, .90% on the next \$100K, etc?
 - **The admin fees that SCLS assigns each month are based on the beginning balance for the month x the fee based on their balance. So, to use your example, if a library has \$500,000 in the account at the beginning of the month, that fee would be \$312.50. Here is a more detailed view of the monthly fees by tier:**

Tier	library \$ in SCLSF min	library \$ in SCLSF max	monthly SCLS fee
	\$ 500.00	\$ 10,000.00	-0.000833333
1	\$ 10,001.00	\$ 50,000.00	-0.000791667
2	\$ 50,001.00	\$ 150,000.00	-0.00075
3	\$ 150,001.00	\$ 250,000.00	-0.000708333
4	\$ 250,001.00	\$ 1,000,000.00	-0.000625
5	\$ 1,000,001.00		-0.000416667

- The library director/board have wished for online access to the WI LGIP account where the endowment fund is currently placed, and I've had to decline (and attempted to explain that there was nothing to view beyond the monthly statement excerpt we send them). What access is provided electronically to the appropriate individuals?
 - **The appropriate individuals will receive the monthly statement that we prepare. The library director/board will not have electronic access to the First Business Bank Trust and Investments website because there are other libraries' holdings in that account as well. The SCLS Foundation manages the administration fees and reporting. We can also provide a quarterly report for participants.**
- Are monthly statements provided electronically or mailed? For purposes of up-to-date accounting records and as a control measure, is there an ability for finance staff to receive the statements?

- **We email monthly statements. We can send them to whomever the library wishes to receive the report, and that request must come directly from the library.**

Regarding the additional questions, you may view the Wealth Management Investment Policy at <https://www.sclsfoundation.org/about/documents>.

Regarding your request for references, I have asked a few of those libraries for permission to share their contact information. I will do so when I hear back from them.

I will also follow up with an agreement specific to the library.

Shannon M. Schultz, Director
South Central Library System
Phone: 608-246-7975

I have the agreement and the references completed. The agreement is very simple; we require the completed agreement form (attached), with signatures of the library director and board president. If you complete the approval and signatures at your library board meeting, can and email it back to me.

To set up the Watertown Public Library Fund account, we require a minimum deposit of \$500.00. Please make out a check to the "South Central Library System Foundation" in any amount you wish to deposit over \$500.00, and be sure to note that the funds are for Watertown Public Library on the memo line. Then mail the check and the signed agreement to me at:

Shannon Schultz, System Director
South Central Library System Foundation
1650 Pankratz Street
Madison, WI 53704

When I receive the check, I will initiate the creation of the Watertown Public Library Fund account, and email you a copy of the agreement. You will then begin receiving your monthly statements via email.

In addition, we will create a "Donate" button on the SCLSF website, which you can either direct prospective donors to or add to your own library website, so that any donors can make electronic donations to your fund via PayPal, debit, or credit card. You can see how this works by visiting <https://www.sclsfoundation.org/giving>.

Last, the following are non-SCLS member library accountholders that you may contact:

Melissa Anderson, Director
Jefferson Public Library (Bridges Library System)
920-674-7733
manderson@jeffersonwilibrary.org

Jodi Kessel Szpiszar, Director
Johnson Creek Public Library (Bridges Library System)
920-699-3741
kszpizar@johnsoncreeklibrary.org

Susan Heskin, Director
Superior Public Library (Northern Waters Library Service)
715-394-8876
heskins@superiorlibrary.org

Please let me know if you have any questions or require further assistance.

Just one more clarification: in response to one of Mark's questions, I stated that interest rates are net of First Business Bank management fees. To clarify, the FFB fees are for direct management of the funds, and they are built into the tiered fees that the SCLSF charges, which includes our staff time for administration and reporting. It just seems a little confusing when I read it back over, as it implies that there are two sets of fees, but there is only one. (I hope I didn't confuse things more!)

Shannon M. Schultz, Director
South Central Library System
Phone: 608-246-7975

South Central Library System Foundation (SCLSF) Wealth Management Investment Policy

This investment policy is intended to set forth the objectives, distribution policies, and investment guidelines that direct the activities of the Foundation Board and its professional investment managers. The SCLSF cannot guarantee the community library's fund balance and/or investment rate of return.

Objectives:

The objective of the portfolio is long term capital growth and moderate income, although guarantee of return on investment is not implied. The portfolio will be invested in a diversified, balanced mix of equity and fixed income assets to pursue a total return consistent with the long-term targets of capital growth and income. The long-term asset mix will be 40% fixed income and 60% equities, with an acceptable range of +/- 10% based on the professional investment managers' market analysis. Fund management will use prudent judgment in diversifying the investments to balance both the maturity of investments and the weight of holdings with the objective of meeting long term targets.

Disbursement:

Upon request for a withdrawal of funds received from the Community Library Director and Board President upon Community Library letterhead, a check will be made out to the Community Library fund and delivered to the Community Library Director or Board President. The funds will only be issued to the name of the entity on the Member Library Agreement.

Policy Review & Changes:

This policy shall be reviewed by the Foundation Board each year at its annual meeting although it may additionally be reviewed as the board or its investment manager request.

Changes to this policy must be approved by a majority vote of the Foundation Board, and written confirmation of changes should be provided to all Community Libraries with funds deposited in the Foundation as soon as is practical.

Adopted April 25, 2013

Revised and Adopted July 23, 2015

FUND ACCOUNT MANAGEMENT AGREEMENT
BETWEEN THE
SOUTH CENTRAL LIBRARY SYSTEM FOUNDATION
AND
WATERTOWN PUBLIC LIBRARY

South Central Library System Foundation (SCLSF) agrees to:

1. Establish a fund for Watertown Public Library within the SCLSF Fund. There is a minimum deposit requirement of \$500.00 to open a fund. The fund established for Watertown Public Library may only consist of gifts, bequests, or endowments, per [Wis. Stat. sec. 43.58\(7\)\(b\)2](#).
2. Establish a fund in the name of Watertown Public Library that will remain the property of Watertown Public Library. Funds will be invested in accordance with the SCLSF Wealth Management Investment Policy.
3. Direct its third-party fund manager to administer the fund in accordance with this agreement and the SCLSF Wealth Management Investment Policy (see attachment).
4. Deposit all accumulated interest and dividends less fees into Watertown Public Library Fund and record change of market value. (Please see fee structure in below.)
5. Make available upon seven business days written notice to SCLSF, received on Watertown Public Library letterhead and signed by Watertown Public Library Board President and Watertown Public Library Director, any fund withdrawal amount under \$5,000.00 at its then current value. Account holders agree to keep the SCLSF apprised of any anticipated withdrawals of funds of \$5,000.00 or more so the SCLSF can prepare and adjust its holdings to minimize the impact on all account holders. A 30-day notification of the release of funds over \$5,000.00 is appreciated.
6. Assess a fund account management fee consisting of:
 - Current percentage fee charged by holding banking/financial institution to cover its investment services costs, based upon the value of the fund at the end of each prior month, AND
 - Current percentage fee in applicable tier charged by the SCLSF to offset the costs of administering the foundation. Current fee structure is shown below.

Tier	Balance Minimum	Balance Maximum	Annual Rate	Monthly Fee Minimum	Monthly Fee Maximum
1	\$ 500.00	\$ 10,000.00	1.00%	\$ 0.42	\$ 8.33
2	\$ 10,001.00	\$ 50,000.00	0.95%	\$ 7.92	\$ 39.58
3	\$ 50,001.00	\$ 150,000.00	0.90%	\$ 37.50	\$ 112.50
4	\$ 150,001.00	\$ 250,000.00	0.85%	\$ 106.25	\$ 177.08
5	\$ 250,001.00	\$1,000,000.00	0.75%	\$ 156.25	\$ 625.00
6	\$1,000,001.00		0.50%	\$ 416.67	\$ -

Please note: these fees may be subject to change and will be applied uniformly to all fund accounts following a 30-day notice.

7. Provide a monthly statement of Watertown Public Library Fund activity.

Fund account holders located outside the South Central Library System are not eligible or entitled to receive funds or benefits granted to SCLS member libraries for SCLS-wide program support from the South Central Library System Foundation fund.

Attachment: SCLSF Wealth Management Funds Investment Policy

Date

Library Board President Signature for Watertown Public Library

Please print name

Date

Library Director Signature for Watertown Public Library

Please print name

Date

Signature for the South Central Library System Foundation

Shannon M. Schultz

Adopted by the SCLSF Board of Trustees 10/25/2018

MEMO

(Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 9/3/2025

Subject: Trustees need to decide on funding source.

Background

Strategic plan was approved at the August meeting. Trustees need to decide on funding source.

Budget Goal

Create a path for future library growth

Financial Impact

NA

Recommendation

Please review the signed document. The committee has been selected and the first planning meeting is scheduled for September 19.



Memorandum of Understanding

WiLS and the Watertown Public Library for Strategic Plan Development, Consulting, and Facilitation Services

Purpose

This Memorandum of Understanding defines the parameters and costs of the Strategic Plan Development, Consulting, and Facilitation services WiLS will provide to the Watertown Public Library.

Contacts

Communication regarding this agreement and the services provided should be directed to:

WiLS

Melissa McLimans
1360 Regent St. #121
Madison, WI 53715
melissa@wils.org
(608) 515-8953

Watertown Public Library

Peg Checkai
100 South Water Street
Watertown, Wisconsin
pcheckai@watertownpubliclibrary.org
(920) 545-2322

Services and/or Deliverables

WiLS will provide the following services and/or outputs for Strategic Plan Development, Consulting, and Facilitation:

Project Phase & Associated Activities		Description	Tentative timeline
Phase 1: Setting the Stage		In this phase, we will kick off the strategic planning process with a look at community demographics. At a virtual kick-off meeting with the strategic planning team, we will get to know each other, discuss the process, review available data, and start community mapping.	Dependent on receipt of the MOU, September 2025 process kick off meeting
	<i>Demographics Workbook</i>	WiLS provides a snapshot of the library's service area/community demographics, pulling from different federal and state data resources. The planning team will use the information gathered during this process to develop a community map.	
	<i>Planning Team Questionnaire</i>	WiLS will administer a questionnaire to the planning team to develop an understanding of library and community aspirations, issues, and needs.	
	<i>Strategic Planning Kickoff Meeting (virtual)</i>	WiLS will facilitate a 90-minute virtual kickoff meeting with the planning team. The meeting's agenda will include 1. An overview of the process, including the phases and associated activities, to develop a timeline/calendar for the process 2. An overview of the planning team's role 3. A review of questionnaire response 4. Community mapping start and tool review 5. Time for questions and suggestions	
Phase 2: Stakeholder Engagement		We believe that hearing directly from the community helps your library make the best decisions for its future. In this phase, we propose using a data-gathering approach that is both evaluative and future-facing and utilizes qualitative and quantitative data.	October - December 2025
	<i>Library Staff SOAR (in-person)</i>	WiLS will coordinate and facilitate a three-hour meeting of library staff utilizing the SOAR method (Strengths, Opportunities, Aspirations, and Results). This meeting will be held using in-person facilitation.	

<i>Library Board Conversation (in-person)</i>	WiLS will facilitate a 60-90 minute discussion of the library board. This discussion will focus on gathering information about the challenges and aspirations of the community, and the strengths, opportunities, and aspirations of the library, including the board.
<i>Community Survey</i>	WiLS, in partnership with the library, will administer a community survey that is available online and in hard copy. The time and cost reflected here are for the base community survey, which asks questions to understand usage, perception, and satisfaction related to library services, as well as optional basic demographic questions. Additional questions or extensive edits to the base survey may result in additional hours and costs. WiLS will include survey promotion tips in the broader communications plan. WiLS will provide the library with a Spanish-language version of the survey at no additional charge. WiLS will analyze the survey results. Top-level findings will be shared in the data webinar.
<i>Data Dashboard Access & Tour (virtual)</i>	The planning team will be given access to a dashboard created and hosted by WiLS. This dashboard takes DPI Annual Report data into a visualized format that allows you to see an individual library's data for up to the previous five years and a look at your library compared to a cohort average of similar libraries, identified through statistical modeling. The dashboard also includes some basic descriptive statistics of specific measures. This includes access to the dashboard for the period of the project as well as an hour-long virtual tutorial with WiLS' Data Analyst to walk the director/planning team through how to use the dashboard. This may be delivered as a recorded webinar. Top-level findings will be shared in the data webinar.
<i>Stakeholder Interviews</i>	WiLS, with assistance from the library, will coordinate 5 30-minute 1:1 interviews with library and community stakeholders. The interviews will provide qualitative data and insight into community strengths and opportunities and what catalyzing role the library might play. The interviews may be conducted by WiLS virtually or by phone.
<i>Donor Questionnaire</i>	WiLS, with assistance from the library, will develop a brief questionnaire for the library to send to past/recent donors to evaluate their support and connection to the library. WiLS will provide top level findings.

	<i>Community Conversations</i>	WiLS, with assistance from the library, will coordinate 2 community conversations with selected community participants to gather information about how the library can align its resources and services to best support community aspirations and needs. WiLS will provide a facilitator to lead the conversations and a notetaker to document the input gathered during the conversations. WiLS will compile and theme the results of the conversations.	
	<i>Community Leaders questionnaire</i>	WiLS will provide a Library and Community Landscape Questionnaire for city leaders to gather input. WiLS will compile and theme the information gathered.	
	<i>Community Q&A Boards (in-library)</i>	WiLS will provide a basic handout and a how-to for library staff on creating community “Q&A” boards at library locations. This passive, interactive activity will pose a set of future-facing questions to explore community strengths, opportunities, and possible roles for the library. Note: This activity will require 3-4 hours of library staff time to prep and set up the stations, monitor them throughout their “open” period, and then to take and share photos of the responses with WiLS. WiLS will theme the responses and present the findings at the data webinar.	
Phase 3: Development of the Strategic Plan & Strategic Plan Deliverable		WiLS will share with the planning team a review of data and information and meet to develop a strategic plan that articulates a vision for the library, develops key focus areas, highlights strategic initiatives, and establishes goals and objectives.	January - February 2026
	<i>Data Webinar (virtual)</i>	WiLS will develop and share a recorded webinar to review the data and information gathered with the planning team in advance of the strategic plan development meeting. The team will be provided with a slide deck of the compiled information and the data used for the slide deck.	
	<i>Theming Worksheets</i>	WiLS will provide planning team members with a worksheet to capture their ideas about themes and important ideas that emerged during the data and information-gathering phase.	
	<i>Framework Meeting (in-person)</i>	WiLS will develop processes and provide facilitation services for a 2-hour strategic plan development meeting of the planning team. The result of this meeting will be the finalization of strategic goals and measurable objectives.	
	<i>Plan Writing</i>	WiLS will compile the results of the framework meeting to include with other documentation to develop and write a strategic plan document. WiLS will coordinate a schedule with the library to finish writing the plan and obtain any feedback from appropriate stakeholders. WiLS allocates 16 hours for writing the strategic plan document. If additional writing time is requested beyond the	

		16 hours, an adjusted cost for this component will be required.	
	<i>Graphic Design and Editing Process</i>	If desired, when the draft is nearing completion, WiLS can add desired graphic design elements and provide the library an easy mechanism to share photos and graphics they would like included in the final plan document.	
Phase 4: Meaningful Assessment of Your Strategic Plan			February/March 2026
	<i>Assessment meeting (virtual)</i>	Regular assessment and evaluation of your plan can provide clarity on implementing your strategic plan and seeing your library's achievements of its goals. Working with WiLS' data analyst, the library will learn how to set meaningful benchmarks and assess their strategic plan efforts. This will include a two-hour training session with up to 6-8 staff participants and tools and templates to easily and routinely assess efforts.	
	<i>Development of a communication plan</i>	Working with the library director and at least one board member and utilizing a questionnaire, WiLS will draft a communication plan for strategic plan implementation in order to keep stakeholders, both internal and external, informed, engaged, and aligned with the strategic goals and initiatives of the library.	

Schedule of Costs

Watertown Public Library

Project Cost

Costs per phase of the project are outlined in the table below.

Project Phase	Cost
Phase 1: Setting the Table	\$1,624.00
Phase 2: Learning About the Library and Community	\$10,474.00
Phase 3: Plan Development	\$5,916.00
Phase 4: Meaningful Assessment	\$1,892.00

TOTAL PROJECT COST (not to exceed)	\$19,906.00
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Cost Allocations and Terms of Agreement

It is anticipated that the services described above will have a total project cost of \$19,906.00. Costs include all preparation time; facilitation time; travel for in-person meetings, and supplies/technology for facilitation processes and documentation development. Should additional meetings, activities, or time be required, WiLS will provide the Watertown Public Library with an estimate for additional costs.

Payment Schedule

Upon signed return of this MOU:	\$4,975.00
Upon completion of project:	\$14,931.00 (not to exceed)

Duration of Agreement & Timeline

WiLS and the Watertown Public Library will work together to identify a timeline of the different activities to complete each phase of service. If either WiLS or the Watertown Public Library needs to alter the previously agreed-upon timeline, such alterations should be made prior to the deadline date of the activity that will need to be rescheduled. If deadlines are repeatedly not met by the Watertown Public Library without communicating with WiLS, WiLS reserves the right to change the project timeline with the Watertown Public Library’s approval of the new timeline. If the change in timeline will result in overlap with other projects to the extent that WiLS will not be able to complete the work with existing staff resources, WiLS reserves the right to delay the project to a mutually agreed upon time or, the parties may cancel the project if they mutually agree to do so.

Other Terms

Other Terms

- By signing below, the planning partner acknowledges reading, understanding, and accepting WiLS’ approach to [survey demographics](#).
- As part of the above costs, WiLS calculates approximately an hour per month of communication time with the library to coordinate next steps, answer questions and discuss any potential changes to the project. This is beyond the meetings scheduled in the different phases of the project as documented in each phase of the MOU. Should communication be required by the library beyond this amount of time each month, WiLS will discuss with the library either creating a communication plan to maintain

communications within this time range or providing a cost estimate to provide more communication time for the project.

- WiLS is officially open from 8 a.m. to 5 p.m. Monday through Friday. In some planning processes, WiLS will work with the library/organization to facilitate meetings that will end after 5 p.m. In most cases, work will be completed by 7:30 p.m. Emails from WiLS may be sent only during the hours of 7 a.m. and 6 p.m. on officially open days. WiLS will not send emails or make calls on weekends or holidays. When a holiday falls on a Saturday, it is observed on the day prior (Friday). If a holiday falls on a Sunday, it is observed the next day (Monday.)
- A strategic planning process is often an iterative process. There may be points during the planning project where information is discovered that leads to potentially adding or removing a step or two to the planning process. When this occurs, if requested, WiLS will provide a cost estimate to perform the additional work.
- All files, records, documents and similar items relating to the Watertown Public Library, whether prepared or received by WiLS for the purpose of performing this MOU are and shall remain the property of the Watertown Public Library and are considered public documents. The exception to this is the Annual Report Data Dashboard. The Watertown Public Library will have access to this dashboard for the course of the project and is able to make copies of the data and visualization during the process.
- Access to files, records, and documents that are part of WiLS' platforms (i.e. Google Drive, Dropbox, or Basecamp) will cease 60 days after the final project invoice is sent.
- Should the library wish to have WiLS travel to the library for additional meetings, the library will be charged \$533.00 per trip. This includes travel time and mileage. Travel will also be dependent upon consultant availability.

Alteration or Termination

During the course of the agreement, the contracting parties have the right by mutual agreement to suspend work at any time and, in that event, WILS will be paid a mutually agreed amount for work performed and expenses incurred by WILS in the performance of this MOU through the time of suspension. Similarly, the parties may, by mutual agreement, terminate the MOU before completion, pursuant to such financial and other terms as they mutually agree.

Agreed to and accepted by:

WILS

Jennifer Chamberlain

Digitally signed by Jennifer Chamberlain

Date: 2025.08.25 07:14:55 -05'00'

Signature

Jennifer Chamberlain

Name

8/25/25

Date

Watertown Public Library

Peg Checkai

Signature

Peg Checkai

Name

8/25/2025

Date

MEMO

(Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 9/3/2025

Subject: Trustees need to decide on funding source.

Background

Strategic plan was approved at the August meeting. Trustees need to decide on funding source.

Budget Goal

Create a path for future library growth

Financial Impact

Funds would not be taken from the operating budget.

Recommendation

We will receive an invoice from WILS so will need to know which fund to use.

MEMO

(Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 9/3/2025

Subject: 2026 Proposed Budgets

Background

Preliminary figures have been received from Jefferson and Dodge Counties along with the adjacent county figures.

Budget Goal

Promotes and fosters innovative approaches for community development and growth

Financial Impact

Reduction in circulation to adjacent counties can result in a reduction in operating income for our library.

Recommendation

I do not have a full budget to submit for your approval at this meeting. We may need to call a special meeting to make the final approval before sending along to the Finance Committee.



To: Finance Committee
From: Peg Checkai
Date: September 2, 2026
RE: 2026 Budget Request for Library Dept

Background of Department (IE: number of staff, fleet of vehicles/equipment with years, quantities of parks/road miles/water supply etc.)

Currently:

8 FT staff

10 PT staff; For the 2026 budget, we have cut the PT custodian position and a PT Library Assistant position

3 PT Library pages/shelvers.

All PT staff are scheduled to work less than the allotted hours for prorated benefits. We monitor all PT team members on a rolling year basis to keep hours below this threshold. Library team members are cross-trained to fill in at all 4 desks if needed. Our Admin. Assistant also fills in at all service desks, usually, on a weekly basis.

2024 statistics show that Watertown's Cost Per Capita is \$37.19 (roughly the cost of checking out 2 books (adult or children's)). Our cost per circulation in 2024 was \$4.81; the lowest in Jefferson and Dodge Counties

The library is housed in one modern, updated and renovated facility. We do not have any city issued vehicles. Library square footage increased from 25 sq. ft. to 41 sq. ft. with the previous addition of 1 PT Custodian. We have cut that position for the 2026 budget. The library is open 7 days per week (the only library in Jefferson and Dodge Co.)

Hours:

M – TH 8:30 – 8:00

F 8:30 – 6:00

S 9:00 – 1:00

S 12:00 – 4:00

The library shares space and resources with Watertown Family Connections. WFC utilizes a variety of spaces for parenting classes, playgroups and other programs. Programs are held in the mornings, evenings, and weekends.

The library meeting, conference and community rooms have become a destination resource for many organizations, private meetings, Girl Scouts and Boy Scouts, small businesses, county social services, private parties, and non-profits. Study rooms provide privacy for business meetings, studying and small group meetings.

Library team members maintain the facility inside and out. Streets Dept. plow the driveway and parking lot as needed in winter. They also remove the large piles of snow.

The City of Watertown is our largest funding resource, followed by Jefferson County, Dodge Co. and Adjacent Counties Funding (Reimbursement for patrons, without libraries, who visit the library from adjoining counties. (Waukesha, Walworth and Dane) County usage decreased in 2024 (those figures are applicable to 2026 budget) but we saw an increase in Jefferson Co funds due to an increase in True Non-Residents (TNR) using online resources.

Bridges Libraries, including Watertown, voted to cut a very popular online service for 2026 due to increased and unsustainable costs.

The proposed increase for non-compensation accounts is ____%.

If your proposal of these accounts exceeds the “not to exceed 0%” directive, provide a list of explanation for this (include impacted account names/numbers and citation of reason).

Account Name:

Account Number:

(Explain notable changes here.)

Account Name:

Account Number:

(Explain notable changes here.)

Account Name:

Account Number:

(Explain notable changes here.)

Account Name:

Account Number:

(Explain notable changes here.)

2026 City of Watertown Budget Request

Department Library

SubHeading

Directions: Alter contents that are in red font.

Name file: 01 XX YY Dept SubHeading

Example: 01 54 24 Street Traffic Control

Col F-H: Copy from 2026 Budget 250731 spreadsheet

Col I-J: Complete with your estimates/requests

Section 6, Item C.

Account	Account Name	2024 Actual	2025 Budget	2025 YTD Actl 063025	2025 Estimate	2026 Request
01 55 11 10	Staff	633,700	703,546	285,287	672,200	0
Comments:						
01 55 11 12	Longevity	527	527	-	527	0
Comments:	0					
01 55 11 14	Overtime	382	-	31	100	0
Comments:						
01 55 11 33	Retirement	32,367	33,241	14,266	33,552	0
Comments:						
01 55 11 34	Social Security	37,737	43,653	17,244	51,243	0
Comments:						
01 55 11 35	Medicare	8,826	10,209	4,033	9,713	0
Comments:						
01 55 11 36	Health	72,376	87,885	39,240	83,940	0
Comments:						
01 55 11 37	Life	1,671	1,494	879	1,511	0
Comments:						
01 55 11 38	Dental	7,311	7,487	3,611	7,431	0
Comments:						
11 58 12 17	AMSO		61,952	30,976	61,952	65,430
Comments:						
11 58 12 18	Supplies and programs		27,500	14,935	26,000	26,000
Comments:						
11 58 12 19	Maintenance Contracts		38,881	25,476	41,000	44,260
Comments:	Software and Subscriptions					
11 58 12 20	Building repairs and supplies		13,000	8,099	13,000	15,000
Comments:						
11 58 12 21	Property Insurance		17,000	-	17,000	17,000
Comments:						
11 58 12 22	Dues, Fees		1,100	-	1,000	1,100
Comments:						
11 58 12 23	Continuing Education		1,200	200	1,200	1,200
Comments:						
11 58 12 24	Travel		1,500	458	1,400	1,200
Comments:						
11 58 12 10	Utilities		67,000	29,261	71,500	73,882
Comments:						
11 58 12 43	CAFE Charges		23,780	23,780	23,780	23,674

Department Library
SubHeading

Directions: Alter contents that are in red font.

Name file: **01 XX YY Dept SubHeading**

Example: 01 54 24 Street Traffic Control

Col F-H: Copy from 2026 Budget 250731 spreadsheet

Col I-J: Complete with your estimates/requests

Department Total:	794,897	1,219,521	590,228	1,200,949	392,107
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2026 City of Watertown Budget Request

Department Library
SubHeading Proposed Revenues

Section 6, Item C.

Directions: Alter contents that are in red font.

Name file: 01 XX YY Dept SubHeading

Example: 01 54 24 Street Traffic Control

Col F-H: Copy from 2025 Budget 230731 spreadsheet

Col I-J: Complete with your estimates/requests

Account	Account Name	2023 Actual	2024 Budget	2024 YTD Actl 063024	2024 Estimate	2025 Request
11 48 12 10	Fines	\$ 1,455	1,500	784	1,500	1,500
Comments:	The library is fine free(all libraries in Jefferson Co. are fine free) but we still fines from some of the libraries in Waukesha Co. At the 6 month mark we are on track to reach the budgeted amount and will plan for the same in 2026.					
11 48 12 12	Misc. Fees	5,656	5,000	2,445	5,000	5,000
Comments:	This budget line is for items that are lost, damaged by patrons in all 24 Bridges libraries. At the 6 month mark we are on track to reach the budgeted amount and will plan for the same in 2026.					
11 48 12 14	Use of Facilities	4,745	3,500	1,970	3,500	3,000
Comments:	The library charges citizens to use the Community Room for private events. These are funds generated from those rentals.					
11 48 12 18	Copier	7,766	7,000	3,161	7,000	6,500
Comments:	Library patrons are charged to copy and fax items from the library's copy machines.					
11 48 12 22	Jefferson County	186,869	205,407	205,407	205,407	238,228
Comments:	This revenue line is for reimbursement from Jefferson Co for county residents, without a library, who travel to Watertown to checkout items from the collection. Jefferson Co. also reimburses Jefferson Co. libraries for county residents, without a library, that checkout digital materials from the Libby App. These funds were earned by the library for actual checkouts that occurred in 2024. 100%					
11 48 12 24	Dodge County	73,611	81,012	81,012	81,012	101,503
Comments:	This revenue line is for reimbursement from Dodge Co. for county residents, without a library, who travel to Watertown to checkout items from the collection.(Lebanon, Clyman, Town of Emmett) These funds were earned by the library for actual checkouts that occurred in 2022. Chapter 43 requires counties to reimburse at 70% but Dodge Co but Dodge Co. supports libraries at 90% - 100%					
11 48 12 26	Adjacent Counties	3,628	6,060	6,093	6,060	11,431
Comments:	This revenue line is for reimbursement from counties that share a border with Jefferson Co. and their county residents, without a library, who travel to Watertown to checkout items from the collection. Counties include, Waukesha, Dane and Walworth Counties. These funds were earned by the library for actual checkouts that occurred in 2024. Chapter 43 requires counties to reimburse at 70% of the total					
11 48 12 27	Donations	38,047	20,000	20,987	20,000	0
Comments:	I've applied for grants from local foundations to help pay for library programs and requested assistance from Friends to purchase library materials. Grant funds are unpredictable. Friends assists based on revenues they raise.					
11 48 12 56	Credit Card Rebates	2,708	2,000	1,609	2,000	1,500
Comments:	Transactions with the credit card are use whenever possible and free. This is the rebate received from these transactions. Library materials are ordered with the credit card. With the cut to the library materials line(11-58-12-46) I am anticipating a cut in credit card transactions and the rebate					
11 48 12 58	Reimburse Prior Year Expense				0	0
Comments:						
Department Total:		324,484	331,479	323,468	331,479	368,662

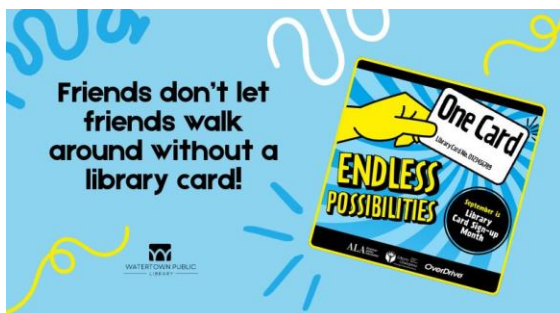
WATERTOWN PUBLIC LIBRARY
 BOARD OF TRUSTEES
 DIRECTOR'S REPORT
 For August 2025

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	3,986
May	3,890	3,937
June:	3,750	4,669
July:	4,066	4,930
August:	3,723	4,022
Sept.	3,465	
October	3,569	
November	3,494	
December	3,572	
Totals	44,953	

Physical Circulation for August	23,584 (24,420)
July Libby:	4,022 (3,723)
July Libby Mags	663 (363)
July Hoopla	630 (453)
2025 Monthly Total	28,899
2024 August Total	(28,959)
New Cards	115

Library Director's Notes:

It's National Card Sign-Up Month! I hope everyone has a library card



We have a variety of events planned and also the introduction of our new library giraffe family...just in time for all to get a new library card! Gerald made his first public appearance earlier in August when he assisted Xander with installing the new book at the Storybook Trail.

Surefire has made all the necessary repairs to library HVAC units. "Things" have been operating well. Two invoices for payment totaling \$2,700 have been received.

Camera installation has not gone well. Problems with Complex Security Solutions have caused a delay in launching camera software, issues with not contacting Taylor Computers for installation assistance onto our network, cameras not working, and a few cameras that are not installed/not working. They did however send an invoice, net 30 days for payment. I contacted them informing them that payment will not be made until I am satisfied with all aspects of the installation. They've also noted that we will need an additional switch. I've requested that they pay this item and not charge the library. We are unable to use all of the installed cameras until the additional switch has been added.

You may have noticed a change to the library catalog. Bridges libraries voted to add Vega, an overlay onto the existing catalog. Per our FB post:

We have upgraded our library catalog!

This new version has improved features to enhance your search experience, allowing you to seamlessly explore our entire collection at Watertown Public Library and throughout Bridges Library System.

Key features:

- Simplified design for easier navigation
- Combined formats and editions for a more efficient search

- Enhanced discovery to easily find related titles and authors
- Mobile-friendly accessibility to explore on any device, anywhere

Please take a look at the new additions to the catalog experience!

We did receive some comments from unhappy patrons regarding the discontinuing our subscription to Hoopla. A FB post was created to provide patrons with further information about the decision and the unsustainable costs for the library.

Friends are back from their summer break. The next meeting is Monday, September 8 at 10am in the MakerSpace.

I received an email from Jill Nadeau on behalf of the AAUW to gift a new sound system to the library that would accommodate more than one microphone. The AAUW would like to use the Community Room for upcoming forums and would like to have more than one microphone to use. FYI: Shortly after installation of our current system were notified that it had been discontinued when we made inquiries about adding more microphones.

I will keep you informed on the progress.

Noted in minutes from August's meeting are two bullet points under Trustee;s Report.(Develop facilities plan and Visioning for library needs and funding opportunities). Do trustees believe that these two items will be covered in the strategic planning process or should these items be added to agendas for a separate discussion or forwarded to the Buildings and Grounds Committee?

Monthly Department Information

Adult:

In August I participated in reviewing an RFP for a new Library Memory Project website through Bridges. I also spent a lot of time configuring our new catalog layout. The new layout should give patrons a more streamlined search process. I finished my work on the WLA Literary Awards Committee, with the final meeting on August 26. I was happy to have this experience but am happy to go back to reading what I want to read again. I hosted a Memory Cafe on August 27, which was a success. The theme was Fishing and we had a great time swapping stories and playing a fishing game that John K. helped me make. Regina is starting a Romance Book Club in September. Hannah is starting a cozy crafting/movie program that will run monthly through the fall. Library Card Sign-Up Month has started, and we're running a promotion for people to bring their friends in to sign up for a card and get entered to win a gift card to the Chamber. We're also holding 4 magnet making programs throughout the month.

~Jamie

Children's:

August was a bit of a slower month for us in the Children's Department, as we take a break from regularly scheduled programs after a crazy busy Summer Library Challenge and before we start back up with our school year programming. This year we continued our Friday Family Flicks program throughout the month of August and showed "Minecraft Movie", "Snow White", the new "How to Train Your Dragon", "Mufasa" and "Lilo and Stitch". We wrapped up the Little Owl Wise Owl Reading Buddy program with a small celebration of Owl Buddies and their families, had some snacks and the Owl Buddies shared the e-books that they created all summer together. We had a Speed Puzzle Family Fun Night, our new Crafty Kids Book Club and Club Lego, painted some Fruit Pavers as an all ages program and had our annual "It's Time for School Storytime!" with a chance to board a real school bus! We again had Back to School Bingo for kids and teens this August, which had kids complete 2 Bingos per sheet each week and then get to spin the prize wheel. All prizes are school supplies! This year we handed out 276 school supplies (230 to kids and 46 to teens)! I enjoyed a week vacation in August and attended the annual New Teacher Breakfast that the Watertown Chamber of Commerce hosts every year to welcome new teachers to the district. It's always great to get a chance to share all the library has to offer both personally and professionally with them and I was able to meet the two new WUSD elementary librarians and connect with them about possible collaborations throughout the school year. We're excited to start fall programming and have been enjoying the little bit of downtime to get other projects completed that we don't always have time for during the busy summer months.

~Tina

Circulation Department:

August was a mix of warmth and cool weather. Summer is winding down. School is starting up but we are still seeing lots of patrons of all ages.

We have awesome displays of books all around the lower level and a guess the theme display that patrons have really been enjoying.

The Journey of Dragons program through Bridges Library System is coming to an end and patrons who participated have given really positive comments about their visit here. One patron said it has been great because she has been able to see libraries that she would like to bring her grandchildren to in the future. Ours is one of them.

We have new cameras so we will have a good look at the circulation area and several other spots around the library.

~ Cari

Teens:

This month, tweens and teens had the opportunity to participate in a couple of craft activities. Early on in the month, we painted by blowing through straws, and they had lots of fun! The next day, one of their grown-ups said thank you, that his daughter had a great time.

We also had teens come in to make buttons and sticker art, which was a big hit! It was very meticulous work, but they enjoyed the attention to detail. Besides that, we also had the all ages coloring contest, which brought so much beautiful art into the library.

2025 STATISTICS													
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ATTENDANCE	12,754	12,868	15,592	15,618	12,997	17,095	17,544	15,249					119,717
ATTENDANCE 2024	11,487	11,661	12,614	12,528	11,128	14,252	15,926	15,511	12,054	14,273	13,476	11,867	156,777
Percent changed	11%	10%	24%	25%	17%	20%	10%	-2%	-100%	-100%	-100%	-100%	-24%
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	539	433	570	585	492	0	0	0	0	
Daily average 2024	425	416	420	418	371	475	531	500	416	476	465	409	444
Highest attendance day 2025	603	945	1,149	1,887	867	956	901	740					
Highest attendance day 2024	612	551	729	729	786	826	720	1293	585	695	2125	1,090	
Lowest attendance day 2025	212	169	213	211	145	161	214	179					
Lowest attendance day 2024	182	207	179	164	124	149	184	133	185	154	173	152	
REF QUESTIONS 2025	1,055	819	736	678	778	714	734	878	0	0	0	0	6,392
REF QUESTIONS 2024	1,300	1,375	1,191	1,197	913	1,269	1,130	947	785	934	806	728	12,575
INTERNET 2025	574	505	573	570	552	517	562	679	0	0	0	0	4,532
INTERNET 2024	507	609	586	578	554	583	586	655	575	544	498	588	6,863
MEETING ROOM 2025	169	177	165	169	193	157	140	152					1322
MEETING ROOM 2024	139	151	152	160	134	145	132	139	143	179	146	126	1746

REFERENCE, CIRCULATION STATISTICS 2025

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	706	495	434	378	422	348	342	540					3,665
REFERENCE 2024	763	865	762	758	495	688	648	607	477	528	466	477	7,534
Tutor Sessions	189	120	148	164	152	153	130	202					1,258
Tutor Sessions 2024	146	225	233	212	171	186	252	223	231	170	123	96	2,268
Microfilm	6	6	5	4	5	10	14	15					65
Microfilm 2024	5	5	6	4	5	7	14	8	8	17	2	5	86
Computer/Tablet	554	482	546	550	524	494	541	666					4,357
Computer/Tablet 2024	483	592	559	536	509	553	551	626	547	513	474	577	6,520
Typewriter	0	0	0	0	0	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	3	7	0	3					13
Proctor Exams 2024	0	1	0	0	0	0	0	0	1	2	0	2	6
Wireless	4751	4655	5053	5247	5705	5451	5589	5372					41,823
Wireless 2024	480	4474	4617	4892	4864	4911	5286	4851	4975	5221	4477	4220	53,268
Adult Programs	24	15	20	20	16	18	18	18					149
Adult Programs 2024	20	23	18	21	15	19	18	15	19	26	22	16	232
Program Att.	120	110	174	133	75	126	136	115					989
Program Att. 2024	109	133	126	194	106	132	119	92	84	153	156	88	1,492
Passive Programs	8	8	5	6	6	0	0	2					35
Passive Programs 2024	4	3	4	5	5	5	6	4	5	5	6	5	57
Passive Att.	59	39	30	40	60	0	0	177					405
Passive Att. 2024	62	170	76	58	64	53	401	38	27	32	45	33	1,059
Outreach Events	1	20	1	2	2	1	1	1					29
Outreach Events 2024	1	1	1	1	1	1	1	1	1	2	1	1	13
Outreach Att.	15	130	14	35	83	15	18	15					325
Outreach Att. 2024	14	17	12	13	12	10	13	12	8	30	18	15	174
Mobile Print Users	117	89	102	107	87	91	185	111					889
Mobile Print Users 2024	22	38	36	27	78	75	111	107	160	119	102	71	946
Mobile Print Pages	541	710	593	460	441	336	669	866					4,616
Mobile Print Pages 2024	361	351	302	254	719	602	698	514	812	611	646	435	6,305
Newsbank	2248	2525	2958	2588	2489	2373	2238	2535					19,954
Newsbank 2024	901	1062	922	660	991	705	186	792	798	829	1435	2095	11,376
Website Views	6665	6073	7391	7864	8148	6883	6180	6444					55,648
Website Views 2024	7109	6375	6310	6300	5648	6907	5946	6209	5756	5641	5457	5729	73,387

CHILDREN'S ROOM STATS - 2025

	STORYTIME		PROGRAMS		LIBRARY VISITS		OFFSITE		DROP-INS		SCHOOL VISITS		KIDS	ADULTS	SLC	WLC	TUMBLE BOOKS	500 BOOKS	1K BOOKS	BOOK BAGS		REF	PC
JANUARY	12	414	11	168	1	10	1	6	6	439	5	110	238	176	0	0	43	1	11	19	451	349	20
JANUARY 2024	9	185	12	287	3	45	1	80	3	371	8	135	110	75	0	0	67	0	1	21	457	537	24
FEBRUARY	12	391	10	178	1	13	0	0	5	74	5	110	221	170	0	463	108	3	9	20	478	324	23
FEBRUARY 2024	14	381	12	333	1	13	1	4	5	414	0	0	223	158	0	489	43	0	14	26	516	510	17
MARCH	9	333	12	238	2	37	1	14	7	401	7	103	203	150	0	0	85	5	15	22	488	302	27
MARCH 2024	10	308	13	417	3	110	1	5	7	645	8	140	181	127	0	0	33	0	8	22	528	429	27
APRIL	13	420	10	158	1	40	1	250	6	121	5	110	236	184	0	0	83	6	3	21	496	300	20
APRIL 2024	14	415	16	316	3	51	2	257	5	170	9	220	223	164	0	0	17	49	22	22	468	439	42
MAY	8	219	8	85	5	165	1	3	5	73	30	2245	123	96	0	0	114	5	13	13	355	356	28
MAY 2024	9	251	10	207	2	185	1	3	3	14	31	2145	149	102	0	0	23	17	7	13	254	418	45
JUNE	12	465	17	1359	0	0	0	0	3	520	0	0	281	184	0	0	50	5	13	6	99	366	23
JUNE 2024	14	539	21	1939	2	40	0	0	3	577	0	0	338	202	0	0	132	11	11	3	93	581	30
JULY	12	506	16	786	1	15	1	400	1	12	0	0	261	169	1103	0	18	8	12	6	140	392	21
JULY 2024	11	364	18	803	0	0	1	300	0	0	0	0	219	145	1020	0	32	3	7	2	33	482	35
AUGUST	1	24	11	306	0	0	2	70	8	346	0	0	15	9	0	0	3	5	5	12	319	338	13
AUGUST 2024	1	42	8	193	0	0	3	115	5	189	0	0	28	14	0	0	55	2	5	9	237	340	29
SEPTEMBER																							
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	79	2772	95	3278	11	280	7	743	41	1986	52	2678	1578	1138	1103	463	504	38	81	119	2826	2727	175
TOTALS 2024	125	3716	148	5406	31	829	14	941	54	3369	71	2950	2167	1522	1020	489	538	95	101	184	4198	5041	343

Young Adult Statistics - 2025

Month	YA Active		YA Passive & N/A		YA SRP	YA WRP
	# Prog.	Attend.	#Prog.	Atten.		
January	4	33	7	529		n/a
January 2024	5	38	4	191		n/a
February	6	16	8	277		81
February 2024	5	49	5	257		100
March	10	72	4	122		
March 2024	6	52	3	224		
April	6	10	1	6		
April 2024	5	30	4	214		
May	2	4	0	0	n/a	
May 2024	1	6	3	141	n/a	
June	6	182	0	0	n/a	
June 2024	5	138	3	116	n/a	
July	5	73	2	93	318	
July 2024	5	120	4	253	0	
August	3	16	8	124		
August 2024	2	1	11	316		
September						
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	42	406	30	1151	318	81
TOTALS 2024	52	601	59	2764	0	100

MONTHLY BUDGET 2025

Section 7, Item C.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	Year To Date	Budget Remaining	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	48,136	46,986	49,086	75,683	50,817	411,786.76	291,759	58.53%
Longevity (11-58-12-12)	527	0	0	0	0	0	0	0	0	0.00	527	0.00%
Overtime (11-58-12-14)	0	31	0	0	0	0	0	0	0	31.07	-31	
Retirement (11-58-12-33)	33,241	1,926	2,570	2,570	2,414	2,346	2,441	3,805	2,536	20,606.07	12,635	61.99%
Social Security (11-58-12-34)	43,653	2,279	3,035	3,222	2,907	2,836	2,966	4,607	3,073	24,924.21	18,729	57.10%
Medicare (11-58-12-35)	10,209	533	710	753	680	663	694	1,078	719	5,828.89	4,380	57.10%
Health Insurance (11-58-12-36)	87,885	6,540	6,540	6,540	6,540	6,540	6,540	6,540	6,540	52,320.00	35,565	59.53%
Life (11-58-12-37)	1,494	148	148	148	145	145	145	164	164	1,205.76	288	80.71%
Dental (11-58-12-38)	7,487	612	612	612	582	582	612	612	612	4,834.32	2,653	64.57%
	888,042	49,727.69	63,813.76	67,064.88	61,403.79	60,097.12	62,482.55	92,488.14	64,459.15	521,537.08	366,504.92	58.73%
LIBRARY EXPENSES - Fund 11												
AMSO Allocation (11-58-12-17)												
AMSO Allocation	61,952	0	15,488	0	0	15,488	0	0	15,488	46,464	15,488	75.00%
	61,952	0.00	15,487.95	0.00	0.00	15,487.95	0.00	0.00	15,487.95	46,463.85	15,488	75.00%
Supplies & Programs (11-58-12-18)												
AV Supplies	1,200	0	57	31	0	97	30	57	30	302	898	25.13%
Book Supplies	1,500	0	715	9	0	0	268	193	0	1,184	316	78.94%
Makerspace	1,750	0	164	19	0	0	130	145	0	457	1,293	26.13%
Marketing	2,000	0	0	335	229	-130	383	106	0	923	1,077	46.14%
Office & Library Supplies	7,500	217	359	466	2,157	21	908	1,615	193	5,936	1,564	79.15%
Photocopier Lease	6,300	265	403	419	425	454	401	529	399	3,294	3,006	52.29%
Postage	500	0	0	5	5	-39	12	15	4	2	498	0.49%
Adult Programs	2,000	362	162	159	10	27	98	53	67	939	1,061	46.94%
Adult Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	
Children Programs	2,750	244	73	268	64	0	131	1,117	307	2,205	545	80.20%
Children Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	
Teen Programs	2,000	177	173	48	80	0	22	232	31	765	1,235	38.24%
Teen Summer Library Challenge	0	0	0	0	0	0	0	0	138	138	-138	
	27,500	1,265.83	2,106.28	1,760.31	2,968.94	429.65	2,382.36	4,061.90	1,170.00	16,145.27	11,354.73	58.71%

MONTHLY BUDGET 2025

Section 7, Item C.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	Year To Date	Budget Remaining	To Date
Maintenance Contracts (11-58-12-19)												
Building and Equipment	19,689	44	0	570	3,250	6,100	0	0	1,144	11,108	8,581	56.42%
Software and Subscriptions	19,192	635	104	489	13,607	3	411	263	3	15,516	3676	80.84%
	38,881	678.47	104.14	1,059.39	16,856.93	6,102.99	411.48	262.99	1,146.99	26,623.38	12,257.62	68.47%
Building Repairs & Supplies (11-58-12-20)												
Janitorial Supplies	8,000	751	23	1,017	360	66	2,029	54	1,372	5,672	2,328	70.90%
Repairs & Expense	5,000	0	1	10	516	2,896	363	12	1,812	5,610	-610	112.19%
	13,000	751.08	23.42	1,027.37	876.08	2,962.27	2,391.85	66.64	3,183.26	11,281.97	1,718.03	86.78%
Property Insurance (11-58-12-21)												
Property Insurance	17,000	0	0	0	0	0	0	0	8,474	8,474	8526	49.85%
	17,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8473.75	8473.75	8,526	49.85%
Dues & Fees (11-58-12-22)												
Dues, Fees, ETC.	1,100	0	0	0	0	0	0	0	0	0	1,100	0.00%
	1,100	0.00	0.00	0.00	0.00	0.00	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	0	0	0	0	0	200	1,000	16.67%
	1,200	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	1,000.00	16.67%
Travel (11-58-12-24)												
Travel	1,500	0	0	0	91	167	0	199	8	465	1,035	31.03%
	1,500	0.00	0.00	0.00	91.42	167.44	0.00	198.80	0.00	457.66	1,042.34	30.51%
Utilities												
Fuel (11-58-12-28)	20,000	0	2,497	2,636	979	766	328	159.08		7,365	12,635	36.83%
Electricity (11-58-12-30)	40,000	0	2,897	2,988	3,178	3,799	5,001	5,968.08		23,831	16,169	59.58%
Water (11-58-12-31)	4,000	0	340	347	362	369	354	368.88	376	2,516	1,484	62.91%
Telephone (11-58-12-32)	3,000	63	176	168	189	192	81	1,654	396	2,918	82	97.28%
	67,000	63.24	5,909.17	6,138.72	4,707.70	5,125.93	5,764.77	8,149.59	771.77	36,630.89	30,369.11	54.67%
Café Charges (11-58-12-43)												
Café Charges	23,780	0	0	0	23,780	0	0	0	0	23,780	0	100.00%
	23,780	0.00	0.00	0.00	23,780.00	0.00	0.00	0.00	0.00	23,780.00	0.00	100.00%

MONTHLY BUDGET 2025

Section 7, Item C.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	Year To Date	Budget Remaining	To Date
Databases (11-58-12-44)												
BRIDGES - Databases	1,754	0	0	0	1,754	0	0	0	0	1,754	0	100.00%
Hoopla (\$6,504 Grant)	9,626	0	1,307	1,233	0	0	656	1,407	1,572	6,175	3,451	64.15%
Movie License	607	0	0	0	607	0	0	0	0	607	0	100.00%
Newsbank Inc.	2,340	2,308	0	0	0	0	0	0	0	2,308	33	98.61%
Overdrive E-Content	4,968	0	4,968	0	0	0	0	0	0	4,968	0	100.00%
Overdrive Advantage	5,956	0	0	0	5,956	0	0	0	0	5,956	0	100.00%
TumbleBooks Inc.	840	799	0	0	0	0	0	0	0	799	41	95.12%
Udemy	0	0	0	0	0	0	0	0	0	0	0	
	26,091	3,106.50	6,274.93	1,233.08	8,317.00	0.00	656.20	1,407.45	1,571.74	22,566.90	3,524.10	86.49%
Technology (11-58-12-45)												
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	600	0	600	600	50.00%
Technology	1,000	10	14	47	31	0	0	33	39	175	825	17.46%
	2,200	9.99	13.97	47.46	31.36	0.00	0.00	632.84	38.97	774.59	1,425.41	35.21%
Library Materials (11-58-12-46)												
Adult Fiction	8,000	1,161	1,406	900	1,264	1,524	2,031	1,024	1,328	10,638	-2,638	132.97%
Adult Nonfiction	7,000	959	575	779	589	900	963	668	320	5,753	1,247	82.19%
Children Books	11,384	136	965	2,669	642	160	1,111	1,115	842	7,640	3,744	67.11%
Large Print	6,450	170	378	1,495	1,532	772	1,377	118	751	6,594	-144	102.23%
Materials - (Non-books)	0	0	0	0	0	0	0	0	0	0	0	
Reference - Subscriptions	3,036	0	708	0	0	0	0	0	0	708	2,328	23.32%
Reference - Materials	0	0	0	0	0	0	0	0	0	0	0	
Young Adult Books	3,500	280	562	340	39	329	244	78	12	1,884	1,616	53.83%
	39,370	2,707.30	4,593.95	6,182.59	4,067.03	3,685.23	5,727.11	3,001.63	3,252.50	33,217.34	6,152.66	84.37%
Periodicals (11-58-12-47)												
Periodicals/Newspapers	4,905	961	620	633	789	920	367	0	0	4,290	615	87.46%
Seasonal Periodical Purchases	0	0	0	0	0	0	0	0	159	159	-159	
	4,905	960.60	620.40	632.87	788.78	920.28	366.86	0.00	159.19	4,448.98	456.02	90.70%
AV Materials (11-58-12-48)												
Adult Talking Books	0	0	0	0	0	0	0	0	0	0	0	
Children AUDIO	0	0	0	0	0	0	0	0	0	0	0	
DVD	6,000	187	226	733	1,233	563	625	-5	690	4,252	1,748	70.86%
Lucky Day	0	0	0	0	0	0	0	0	0	0	0	
	6,000	187.01	226.01	733.44	1,233.12	562.61	625.11	-5.38	689.80	4,252	1,748.28	70.86%
Donation Purchases (11-58-12-50)												
Purchase from Donation	0	1,156	3,714	5,132	4,463	4,317	7,525	7,197	1,064	34,569	-34,569	
		1,155.51	3,714.43	5,132.26	4,463.48	4,316.69	7,525.12	7,196.81	1,064.44	34,568.74		

MONTHLY BUDGET 2025

Section 7, Item C.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	Year To Date	Budget Remaining	To Date
TOTAL LIBRARY EXPENSES	331,479	10,885.53	39,274.65	23,947.49	68,181.84	39,761.04	25,850.86	24,973.27	37,010.36	269,885.04	61,594	81.42%
TOTAL EXPENSES INCLUDING SALARIES	1,219,521	60,613.22	103,088.41	91,012.37	129,585.63	99,858.16	88,333.41	117,461.41	101,469.51	791,422.12	428,099	64.90%
REVENUE - FUND 11												
Fines (11-48-12-10)	1,500	177	82	83	66	72	61	92	36	669	831	44.57%
Misc. Fees (11-48-12-12)	5,000	518	314	314	633	226	582	498	148	3,232	1,768	64.65%
Use of Facilities Fee (11-48-12-14)	3,000	461	292	400	818	308	264	120	582	3,244	-244	108.15%
Copier (11-48-12-18) Will be adjusted for tax	6,500	1,097	1,039	666	778	677	788	613	568	6,227	273	95.80%
Jefferson County Funds (11-48-12-22)	238,228	0	238,228	0	0	0	0	0	0	238,228	0	100.00%
Dodge County Funds (11-48-12-24)	101,503	0	0	101,498	0	0	0	0	0	101,498	5	99.99%
Adjacent County Funds (11-48-12-26)	11,431	1,556	11,487	0	0	0	0	0	0	13,043	-1,612	114.10%
DONATIONS 11-48-12-27	0	2,424	50	9,793	3,989	3,260	949	4,322	2,351	27,138	-27,138	
General Fund Contribution (11-48-12-30) From Fund 1	850,859	0	212,715	0	0	212,715	0	0	212,715	638,144	212,715	75.00%
Credit Card Rebate (11-48-12-56)	1,500	0	652	0	0	557	0	0	653	1,862	-362	124.11%
TOTAL FUND 11 REVENUE	1,219,521	6,231.96	464,858.03	112,753.33	6,284.40	217,815.23	2,644.53	5,644.63	217,052.60	1,033,284.71	186,236	84.73%
RESERVED TO OFFSET SALARIES & BENEFITS												
Salary Reserve	37,183									0	37,183	0.00%
Subtotal Salary Reserve	37,183	0	0	0	0	0	0	0	0	0	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	63,960.14											

UNPLANNED EXPENSES IMPACTING 2025 BUDGET

	VENDOR	EXPENSE	AMOUNT	BILLED TO
APR	Martin Systems	Replace defective sensor in ducts	453.66	Building Repairs
MAY	United Systems Associates	Replacement of controllers (Nov 24)	547.35	Building Repairs
	Sure-Fire Inc.	Replace shaft seal and pump gasket	2,365.10	Building Repairs
JUN	Sure-Fire Inc.	Reset controllers	348.75	Building Repairs
	Walden, Nietzke, & Taylor	Legal fees re: camera MOU	552.50	Office Supplies
JUL	Walden, Nietzke, & Taylor	Legal fees re: camera MOU	1,300.00	Office Supplies
AUG	Sure-Fire Inc.	Replace VFD supply fan on RTU 1	1,811.52	Building Repairs
SEP	Schindler Elevator Corp.	Service call after power outage	772.40	Building Repairs
	Sure-Fire Inc.	Expansion module and labor RTU 1	1,385.70	Building Repairs
	Sure-Fire Inc.	Solenoid coil and labor RTU 2	552.45	Building Repairs
	Sure-Fire Inc.	Contactora and labor RTU 3	766.00	Building Repairs

YTD TOTAL: 10,855.43



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

THURSDAY, AUGUST 14, 2025 AT 5:30 PM

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

CALL TO ORDER / ROLL CALL

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

Also Present: Cari Gunderson, WPL

1. REVIEW CORRESPONDENCE

Checkai reviewed correspondence.

2. CITIZENS TO BE HEARD

Danielle Bailey, Watertown Public Library staff, voiced concerns over police department use of cameras in the library.

3. APPEARANCES

Stephanie Curtis, Watertown Family Connections, spoke to the Board regarding the center's Wiggles and Giggles and the move of the program to the Library's Community Room.

4. NEW BUSINESS

- a. Review and discuss: Investment of library fund balance and LGIP funds
 - i. Checkai shared Mark Stevens's recommendations for investing library donations and other monetary giving.
 - ii. Finance Committee will meet with Stevens again on the 27th for further discussion.
- b. Review and take action: MOU between WPL and Friends of the Library

Burke made motion to approve the MOU between WPL and the Friends of the Library. Kohls seconded.

Rollcall Vote:

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

5. UNFINISHED BUSINESS

- a. Review: 2026 proposed budget
 - i. Checkai shared updates.
 - ii. All budgeted salary increases remain viable.
- b. Review and take action: WILS Strategic Planning Proposal

Burke made motion to approve plan not to exceed \$20,000. Oudenhoven seconded.

Rollcall Vote:

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

6. DIRECTOR'S REPORT

Reviewed information provided in pre-meeting packet

- a. July Director's Report
- b. Review: Library Monthly Budget Report
- c. Review: Monthly Unplanned Expenses
- d. Review: July statistics

7. TRUSTEE'S REPORT

- a. Future agenda items:
 - i. Develop facilities plan
 - ii. Visioning for library needs and funding opportunities

8. PRESIDENT'S REPORT

- a. Oudenhoven shared communications outside of the Board.

9. PERSONNEL AND POLICY

- a. NONE

10. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- a. Library Board Minutes from July 10, 2025
- b. August Bills

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

Rollcall Vote:

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

11. ADJOURNMENT

Merfeld made motion to adjourn meeting at 6:54pm. Kohls seconded. Approved.

Next Meeting: September 11, 2025

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting to be held on Thursday, September 11, 2025, 5:30pm.

Respectfully submitted,

Andi Merfeld, Secretary



PUBLIC LIBRARY FINANCE COMMITTEE MEETING AGENDA

WEDNESDAY, AUGUST 27, 2025 AT 3:00 PM

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

1. CALL TO ORDER / ROLL CALL

Tom Kohls called the meeting to order at 3:00. In attendance: Jarred Burke, Mark Stevens and Peg Checkai. Kerry Kneser arrived at 3:16.

2. NEW BUSINESS

A. Discuss and take possible action: Review investment options presented by Mark Stevens to Library Finance Committee

Mark Stevens provided a synopsis of the investment options he researched on the Library Board's behalf. Sources for investing the library's fund balance along with remaining funds from the construction project/donations. Mark will check with city Finance Committee about investing the library's fund balance. Mark provided information on a variety of options; CDs (ladder them with various maturity dates), LGIP and the SCLSF (South Central Library System Foundation) for non-member libraries. Mark is recommending the SCLSF but awaiting a reply regarding some further questions. Peg will add investment discussion to the September Library Board agenda.

2. ADJOURNMENT

Motioned by Burke and seconded by Kneser to adjourn at 3:32

Minutes submitted uncorrected, by Peg Checkai, Library Director

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
I01050263	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN15281312	Gordon Flesch	11-58-12-18	Copier Usage	188.82		
082825 LIB	MC Petty Cash	11-58-12-18	Adult Programs	37.78		
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
383448V1	Heartland Business	11-58-12-19	Maintenance Contracts	829.15		
97845	Martin Systems	11-58-12-19	Annual sprinkler inspection	445.00		
7154220282	Schindler Elevator	11-58-12-20	Repairs and Expense	772.40		
58751497	Sure-Fire, Inc.	11-58-12-20	Repairs - Expansion Module RTU1	1,385.70		
58776198	Sure-Fire, Inc.	11-58-12-20	Repairs - Solenoid RTU2	552.45		
58905643	Sure-Fire, Inc.	11-58-12-20	Repairs - Contactor RTU3	766.00		
		11-58-12-24				
		11-58-12-24				
	Wttn Water Dept	11-58-12-31	Water, 7/16/25 - 8/16/25			
		11-58-12-32				
507679066	Midwest Tape	11-58-12-44	Hoopla	1,626.81		
999100606105	Cengage	11-58-12-46	Large print	34.58		
999100777724	Cengage	11-58-12-46	Large print	25.60		
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-50				
		11-58-12-50				
			TOTAL	6,929.66		
FUND 11 EXPENSES						
	11-58-12-18	491.97	Office & Library Supplies			
	11-58-12-19	1,274.15	Maintenance Contracts			
	11-58-12-20	3,476.55	Building Repairs & Supplies			
	11-58-12-24	0.00	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-44	1,626.81	Databases			
	11-58-12-46	60.18	Library Materials			
	11-58-12-50	0.00	Purchase from Donation			
		6,929.66				