



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, JULY 10, 2025 AT 5:30 PM

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

Zoom Meeting ID: 853 2236 0495

Passcode: K3QZq23J

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

1. **CALL TO ORDER / ROLL CALL**
2. **REVIEW CORRESPONDENCE**
3. **CITIZENS TO BE HEARD**

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

4. **APPEARANCES**
5. **NEW BUSINESS**

A. Review and take action: Election of Library Board Officers and Committees

B. Review 2026 Proposed Budget

6. **UNFINISHED BUSINESS**

A. Review and take action: WILS Strategic Planning Proposal

7. **DIRECTOR'S REPORT**

A. June Director's Report

B. Review and take action: Library Expenditures and Finances

C. Review: Unplanned 2025 Expenditures

D. Review: June Statistics

8. **TRUSTEE'S REPORT**

9. **PRESIDENT'S REPORT**

10. **PERSONNEL AND POLICY**

A. Review and take action: Resolution 2025-5 PT Library Assistant (Reference) Hannah Hirsch

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

A. July 2025 Bills

B. Minutes from June 12, 2025

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

From: Peg Checkai-Library Director

Date: 7/10/2025

Subject: Library Board Bylaws, Board elections and committee appointments

Background

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

Budget Goal

Promotes and fosters innovative approaches for community development and growth

Financial Impact

None

Recommendation

Complete the process and move forward with board goals.

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 7/10/2025

Subject: 2026 Preliminary Figures

Background

Bridges/Waukesha County has begun the budget process. Our adjacent county figures were due on July 1. These are very preliminary 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

None at this time.

Preliminary 2026 Budget Figures

	2025	Proposed 2026
Jefferson	238,228	Unknown =based on formula
Dodge	101,503	91,500
Waukesha	11,431	8,816
Dane		922
Rock		Computed by Rock County
	351,162	101,238

Café Costs:	\$23,708	\$24,752 (4.1 increase)
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January, 2025
Revised June, 2025

Proposal for Strategic Plan Development, Consulting, and Facilitation Services

Watertown Public Library



Overview

WiLS, in partnership with the Watertown Public Library will provide consulting and facilitation services in order to create a five-year strategic plan. The planning process project will have four phases:

1. Setting the stage for planning
2. Stakeholder engagement
3. Strategic plan development
4. Meaningful assessment of your strategic plan

The Watertown Public Library and WiLS will engage various stakeholders to learn more about their aspirations for the community and their needs for the library. Community engagement will be supplemented with robust quantitative data collection and analysis to ensure the strategic plan will be data-informed and meet the needs of the community and the library.

Deliverables and Cost

Each phase is customizable to make sure your library has the process that will result in an inspirational and achievable strategic plan. For any meetings that require travel, the cost will reflect travel time and mileage (\$533.00 per travel event). Not all meetings benefit equally from being in person, and WiLS is able to conduct all aspects of the planning process virtually.

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.	June 2025 - MOU signed and project management work begins July/August 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 <ol style="list-style-type: none"> 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.	August - October 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>	<p>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.</p> <p>WiLS will provide the library with a Spanish-language version of the survey at no additional charge.</p> <p>WiLS will analyze the survey results. Top-level findings will be shared in the data webinar.</p>	
<i>Data Dashboard Access & Tour (virtual)</i>	<p>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.</p> <p>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.</p> <p>Top-level findings will be shared in the data webinar.</p>	
<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	

		<p>opportunities and what catalyzing role the library might play.</p> <p>The interviews may be conducted by WiLS virtually or by phone.</p>
	<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>	<p>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.</p> <p>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.</p>
Phase 3: Development of the Strategic Plan & Strategic Plan Deliverable		<p>WiLS will share with the Strategic 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.</p> <p>November 2025</p>
	<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>This meeting can be virtual, but we recommend in-person if possible.</i>

	<i>Plan Writing</i>	WiLS will compile the results of the planning 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		December 2025
	<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 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.

Cost to Perform

The cost for each phase and activity is outlined in the table below.

Phase & Activity	Cost
Phase 1:	\$1,624.00
Demographics workbook	\$464.00
Planning team questionnaire	\$464.00
Strategic Planning Team Kickoff Meeting (virtual)	\$696.00
Phase 2: Community, Board, & Staff Engagement	\$10,474.00
Library Staff SOAR (in person)	\$1,635.00
Board conversation (in-person)	\$1,171.00
Community survey	\$1,856.00
City leaders questionnaire	\$464.00
Data Dashboard access & tour (virtual)	\$696.00
Stakeholder interviews (virtual)	\$232.00- up to 5 \$1,150
Donor questionnaire	\$696.00
Community conversations (2 - in-person)	\$2,226.00
Community Q&A boards	\$580.00
Phase 3: Development of the Strategic Plan & Strategic Plan Deliverable	\$5,916.00

Data webinar (recorded)	\$1,682.00
Framework meeting (in-person)	\$1,682.00
Plan writing	\$1,856.00
Graphic design & editing	\$696.00
Phase 4: Meaningful Assessment	\$1,892.00
Assessment meeting (virtual)	\$1,160.00
Communication plan	\$732.00
<i>Note: Travel (per travel event)</i>	\$ 533.00
TOTAL PROJECT	\$19,906.00

The prices and timeline in this proposal are locked in for 60 days from the date of sharing. Should the library need more time to make a decision, WiLS may need to revise the proposal.

Key Staff

When you hire us, you get the whole team. WiLS' service experts have diverse skills and experiences and can be brought in, as needed, on any project. This keeps us flexible and responsive to the needs of different projects and helps us keep our eyes on the horizon of emerging and innovative practices from various vantage points.



Melissa McLimans, Library Strategist & Consulting Team Lead, has almost ten years of experience leading strategic planning processes with public libraries and library systems. Melissa has worked with dozens of libraries and community stakeholders to develop, complete, and implement achievable strategic plans that reflect the needs of organizations and their stakeholders. Melissa is well-experienced in data collection, including administering community surveys, leading focus groups, and conducting interviews, as well as facilitating planning meetings and writing strategic plans.



Laura Damon-Moore, Library Strategist & Consultant, partners with her consulting team colleagues to offer manageable and dynamic planning projects that are community and asset-based. She brings a background in community engagement, community-led program development, and youth services, as well as significant project coordination, communications, and writing experience as co-founder of the Library as Incubator Project and @IArtLibraries. In addition, Laura has a certificate in Asset-Based

Community-Led Development (ABCD), which she uses as a lens for much of her work with libraries.



Kim Kiesewetter, Data Analyst & Consultant, works on a variety of library-centric, data-driven projects with the WiLS consulting team. She brings with her over a decade of research and evaluation experience. Her background in the social sciences provides a foundation for her work, including extensive training in evaluation, research methods, and statistical analysis. Her approach to projects is warm, open, and accessible, and focuses on intuitive and accessible deliverables.

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 7/10/2025

Subject: Discuss progress on proposal for Strategic Plan and a Capacity Building Grant from the GWCHF

Background

Carryover agenda item from June. Trustees have voted to move ahead with completing a strategic plan for the future of the library. Trustees will discuss a grant application cover the costs associated with completing the plan.

Budget Goal

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

Promotes and fosters innovative approaches for community development and growth

Financial Impact

If the grant is secured, library funds will not be impacted.

Recommendation

This item is for an update to the strategic planning process.

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

Libby: Audio, Ebook & Magazine Checkouts		
	<u>2024</u>	<u>2025</u>
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	
July:	4,066	
August:	3,723	
Sept.	3,465	
October	3,569	
November	3,494	
December	3,572	
Totals	44,953	

Physical Circulation for June	26,262
June Libby:	4,065
June Libby Mags	604
June Hoopla	555
2025 Monthly Total	31,486
2024 June Total	26,202
New Cards	171

Library Director's Notes:

Hannah Hirsch joined the Adult Services team. All is going well. She is currently working on her MLS.

DPW completed the painting of parking lines in the parking lot. It looks great and patrons will be happy too!

Summer has been quiet in the Teen Room. Teens have been filtering back and we are seeing new faces visiting the space. No Stay Out orders were issued.

Summer programs have been well attended. Our first Community Room program, Snakes Discovery! was a hit! Last year I suggested to Tina that we split this program into a morning show and an afternoon show due to crowding. One program was paid for by Bridges and the afternoon program was paid for by Friends. Both programs had attendance of about 250 people. Next up is a magician,

Digicorp was at the library to install fiber on July 1.

Tod and John spent a morning repairing the lift. Wires were pulled out, fuses blown but they were able to fix the issue.(s) They saved us a service call and repair visit.

Back in my years as the Children's Librarian I worked with a colleague, Shannon Barniskis, on several presentations at WLA. Shannon has gone on to earn her PhD and is now an Assistant Professor at UKY School of Information Science. She is studying Maker Spaces in libraries and would like to visit/study our location for 2 weeks in July. I'm intrigued and agreed to a visit so that she can study our space.

If you recall that hot weekend a few backs, power was going "in and out" and a panel on the unit that cools the Community Room as affected due to a power surge. Sure Fire came out and provided a repair estimate. I approved moving forward so that the panel could be ordered. The estimate is

David Yelk contacted a business in Waukesha, on the libraries behalf, about donating a metal detector to the library. Wolfgang Otto has graciously volunteered to donate this item to our "Library of Things".

The donated pictures I showed you last month have been hung in the Community Room.

I had an idea and Bill Bedford and John made it possible. I was looking at slides of the library and needed to bring my very old slide projector from home. In short, Bill donated a “vintage” Kodak Carousel projector to our “Library of Things” collection. It has a nice leather case, spare bulb, and directions. I’m hoping that patrons with slides will check this out! John donated extra carousels to the project.

Monthly Department Information

Adult:

In June we welcomed Hannah to the Adult Services team. She has completed her two weeks of training, has caught on very quickly and is fitting right in! She will organize her first program at the end of July (showing *Jaws* for the movie's 50th anniversary). I held another Puzzle Contest on June 17 that was popular, as well as having larger-than-usual attendance for Bookies Book Club on June 25. I was asked to help Angela and Mellanie from Bridges choose a new vendor for the Library Memory Project website revamp they are planning. I'll receive more info on that in the coming weeks, but I'm happy to be part of that project. I attended ALA in Philadelphia, which was certainly the highlight of my month! I met one of my favorite authors, lots of passionate librarians from around the country and got to hear the former Librarian of Congress speak. 15,000 people attended the conference, and I'm thrilled I got to be one of them!

~Jamie

Children's:

June has been a VERY busy month, as it usually is in the Children's Department this time of year! We kicked off our Summer Library Challenge with a Kickoff Party, enjoying mini-ice cream cookie sandwiches and some facepainting while getting registered for the SLC. The theme this summer is Color Our World so we're leaning into the arts/crafts/creativity themes for programs. For our school age kids, we've had weekly Camp Library programs with tie-dyeing, Space Camp, Painting Palooza and Outdoor Games (indoors due to weather!) so far. We had Club LEGO and our new Crafty Kids Club, as well as our first of two Mystery Lunches of the summer, both of which had full registration within the first week of June. We had our first Family Fun Nights of the summer with Life Size Candy Land and Picnic Bingo. Reading with Rover continues throughout the summer, and we love having

our furry friends here to read with year-round! We had our first performance of the summer with the return of Snake Discovery! Bridges sponsors three family performers and one teen performer in the summer, Snake Discovery being one of them. This year, we opted to have two shows since animals tend to bring large crowds, and Friends sponsored the second show for us. We had 520 people between the two shows, so it was a good idea to break that up so more people could attend and enjoy the reptiles! I'm excited to say that our registration for the Summer Library Challenge has already exceeded 2024 SLC registration participants! In 2024, we had 1020 kids, 301 teens and 352 adults. So far for 2025, we have 1057 kids, 307 teens and 418 adults with a month left to go! It's been a great summer so far and we're excited to get to the second half of our Summer Library Challenge!

~Tina

Circulation Department:

Welcome, summertime with your nice long days and warm breezes!

We are so happy to have a full staff!

It has been thrilling to meet so many patrons from other libraries. They have been visiting us to read our part of the story and fill in a bit of the clues to solve The Journey of Dragons Library Challenge. What a great way to encourage patrons to visit all the libraries in the Bridges system! Kids have been very excited about it too which is so awesome to see!

This month's display has been quite popular! It is titled: "That's my story!" featuring memoirs, autobiographies and biographies! So many stories to be told! Sue in circulation does an outstanding job creating these displays every month!

We moved the videogames from the YA gaming room to the Library of Things area on the lower level. This has increased visibility of them and we also added some new titles.

We have had new faces coming in from the events across the street and those seeking relief from the heat and realizing what a wonderful library this is to spend time in.

See you at the library!

~ Cari

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	Year To Date	Budget Remaining	% Expense To Date
SALARIES & BENEFITS										
<i>850,859 to be contributed by City into 11-48-12-30</i>										
Salaries & Benefits - Fund 11										
Salaries (11-58-12-10)	703,546	37,659	50,200	53,220	48,136	46,986	49,086	285,287	418,259	40.55%
Longevity (11-58-12-12)	527	0	0	0	0	0	0	0	527	0.00%
Overtime (11-58-12-14)	0	31	0	0	0	0	0	31	-31	
Retirement (11-58-12-33)	33,241	1,926	2,570	2,570	2,414	2,346	2,441	14,266	18,975	42.92%
Social Security (11-58-12-34)	43,653	2,279	3,035	3,222	2,907	2,836	2,966	17,244	26,409	39.50%
Medicare (11-58-12-35)	10,209	533	710	753	680	663	694	4,033	6,176	39.50%
Health Insurance (11-58-12-36)	87,885	6,540	6,540	6,540	6,540	6,540	6,540	39,240	48,645	44.65%
Life (11-58-12-37)	1,494	148	148	148	145	145	145	879	615	58.81%
Dental (11-58-12-38)	7,487	612	612	612	582	582	612	3,611	3,876	48.23%
	888,042	49,727.69	63,813.76	67,064.88	61,403.79	60,097.12	62,482.55	364,589.79	523,452.21	41.06%
LIBRARY EXPENSES - Fund 11										
AMSO Allocation (11-58-12-17)										
AMSO Allocation	61,952	0	15,488	0	0	15,488	0	30,976	30,976	50.00%
	61,952	0.00	15,487.95	0.00	0.00	15,487.95	0.00	30,975.90	30,976	50.00%
Supplies & Programs (11-58-12-18)										
AV Supplies	1,200	0	57	31	0	97	30	215	985	17.88%
Book Supplies	1,500	0	715	9	0	0	268	991	509	66.09%
Makerspace	1,750	0	164	19	0	0	130	313	1437	17.87%
Marketing	2,000	0	0	335	229	-130	383	816	1184	40.82%
Office & Library Supplies	7,500	217	359	466	2,157	21	814	4,034	3466	53.79%
Photocopier Lease	6,300	265	403	419	425	454	401	2,367	3933	37.57%
Postage	500	0	0	5	5	-39	12	-17	517	-3.39%
Adult Programs	2,000	362	162	159	10	27	98	819	1181	40.93%
Adult Summer Library Challenge	0	0	0	0	0	0	0	0	0	
Children Programs	2,750	244	73	268	64	0	131	781	1969	28.39%
Children Summer Library Challenge	0	0	0	0	0	0	0	0	0	
Teen Programs	2,000	177	173	48	80	0	22	501	1499	25.05%
Teen Summer Library Challenge	0	0	0	0	0	0	0	0	0	
	27,500	1,265.83	2,106.28	1,760.31	2,968.94	429.65	2,288.36	10,819.37	16,680.63	39.34%

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	Year To Date	Budget Remaining	% Expense To Date
Maintenance Contracts (11-58-12-19)										
Building and Equipment	19,689	44	0	570	3,250	6,100	0	9,964	9,725	50.61%
Software and Subscriptions	19,192	635	104	489	13,607	3	411	15,250	3942	79.46%
	38,881	678.47	104.14	1,059.39	16,856.93	6,102.99	411.48	25,213.40	13,667.60	64.85%
Building Repairs & Supplies (11-58-12-20)										
Janitorial Supplies	8,000	751	23	1,017	360	66	2,029	4,246	3,754	53.08%
Repairs & Expense	5,000	0	1	10	516	2,896	363	3,786	1,214	75.72%
	13,000	751.08	23.42	1,027.37	876.08	2,962.27	2,391.85	8,032.07	4,967.93	61.79%
Property Insurance (11-58-12-21)										
Property Insurance	17,000	0	0	0	0	0	0	0	17000	0.00%
	17,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,000	0.00%
Dues & Fees (11-58-12-22)										
Dues, Fees, ETC.	1,100	0	0	0	0	0	0	0	1,100	0.00%
	1,100	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	200	1,000	16.67%
	1,200	0.00	200.00	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	259	1,241	17.26%
	1,500	0.00	0.00	0.00	91.42	167.44	0.00	258.86	1,241.14	17.26%
Utilities										
Fuel (11-58-12-28)	20,000	0	2,497	2,636	979	766	328	7,206	12,794	36.03%
Electricity (11-58-12-30)	40,000	0	2,897	2,988	3,178	3,799	5,001	17,863	22,137	44.66%
Water (11-58-12-31)	4,000	0	340	347	362	369	354	1,771	2,229	44.28%
Telephone (11-58-12-32)	3,000	63	176	168	189	192	15	803	2,197	26.76%
	67,000	63.24	5,909.17	6,138.72	4,707.70	5,125.93	5,698.13	27,642.89	39,357.11	41.26%
Café Charges (11-58-12-43)										
Café Charges	23,780	0	0	0	23,780	0	0	23,780	0	100.00%
	23,780	0.00	0.00	0.00	23,780.00	0.00	0.00	23,780.00	0.00	100.00%

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	Year To Date	Budget Remaining	% Expense To Date
Databases (11-58-12-44)										
BRIDGES - Databases	1,754	0	0	0	1,754	0	0	1,754	0	100.00%
Hoopla (\$6,504 Grant)	9,626	0	1,307	1,233	0	0	656	3,196	6,430	33.20%
Movie License	607	0	0	0	607	0	0	607	0	100.00%
Newsbank Inc.	2,340	2,308	0	0	0	0	0	2,308	33	98.61%
Overdrive E-Content	4,968	0	4,968	0	0	0	0	4,968	0	100.00%
Overdrive Advantage	5,956	0	0	0	5,956	0	0	5,956	0	100.00%
TumbleBooks Inc.	840	799	0	0	0	0	0	799	41	95.12%
Udemy	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	19,587.71	6,503.29	75.07%
Technology (11-58-12-45)										
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	0	1,200	0.00%
Technology	1,000	10	14	47	31	0	0	103	897	10.28%
	2,200	9.99	13.97	47.46	31.36	0.00	0.00	102.78	2,097.22	4.67%
Library Materials (11-58-12-46)										
Adult Fiction	8,000	1,161	1,406	900	1,264	1,524	2,031	8,287	-287	103.58%
Adult Nonfiction	7,000	959	575	779	589	900	963	4,766	2,234	68.08%
Children Books	11,384	136	965	2,669	642	160	1,111	5,683	5,701	49.92%
Large Print	6,450	170	378	1,495	1,532	772	1,377	5,725	725	88.76%
Materials - (Non-books)	0	0	0	0	0	0	0	0	0	
Reference - Subscriptions	3,036	0	708	0	0	0	0	708	2,328	23.32%
Reference - Materials	0	0	0	0	0	0	0	0	0	
Young Adult Books	3,500	280	562	340	39	329	244	1,795	1,705	51.27%
	39,370	2,707.30	4,593.95	6,182.59	4,067.03	3,685.23	5,727.11	26,963.21	12,406.79	68.49%
Periodicals (11-58-12-47)										
Periodicals/Newspapers	4,905	961	620	633	789	920	367	4,290	615	87.46%
Seasonal Periodical Purchases	0	0	0	0	0	0	0	0	0	
	4,905	960.60	620.40	632.87	788.78	920.28	366.86	4,289.79	615.21	87.46%
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	0	0	0	
DVD	6,000	187	226	733	1,233	563	625	3,567	2,433	59.46%
Lucky Day	0	0	0	0	0	0	0	0	0	
	6,000	187.01	226.01	733.44	1,233.12	562.61	625.11	3,567	2,432.70	59.46%
Donation Purchases (11-58-12-50)										
Purchase from Donation	0	1,156	3,714	5,132	4,463	4,317	7,525	26,307	-26,307	
		1,155.51	3,714.43	5,132.26	4,463.48	4,316.69	7,525.12	26,307.49		

MONTHLY BUDGET 2025

Section 7, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	Year To Date	Budget Remaining	% Expense To Date
TOTAL LIBRARY EXPENSES	331,479	10,885.53	39,274.65	23,947.49	68,181.84	39,761.04	25,690.22	207,740.77	123,738	62.67%
TOTAL EXPENSES INCLUDING SALARIES	1,219,521	60,613.22	103,088.41	91,012.37	129,585.63	99,858.16	88,172.77	572,330.56	647,190	46.93%
REVENUE - FUND 11										
Fines (11-48-12-10)	1,500	177	82	83	66	72	61	541	959	36.04%
Misc. Fees (11-48-12-12)	5,000	518	314	314	633	226	582	2,586	2,414	51.73%
Use of Facilities Fee (11-48-12-14)	3,000	461	292	400	818	308	264	2,543	457	84.75%
Copier (11-48-12-18) <i>Will be adjusted for tax</i>	6,500	1,097	1,039	666	778	677	826	5,084	1,416	78.21%
Jefferson County Funds (11-48-12-22)	238,228	0	238,228	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	101,498	5	99.99%
Adjacent County Funds (11-48-12-26)	11,431	1,556	11,487	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	20,465	-20,465	
General Fund Contribution (11-48-12-30) From Fund 1	850,859	0	212,715	0	0	212,715	0	425,430	425,430	50.00%
Credit Card Rebate (11-48-12-56)	1,500	0	652	0	0	557	0	1,209	291	80.58%
TOTAL FUND 11 REVENUE	1,219,521	6,231.96	464,858.03	112,753.33	6,284.40	217,815.23	2,682.07	810,625.02	408,896	66.47%
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	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	65,548.42									

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

YTD TOTAL: 4,267.36

Watertown Public Library Board of Trustees
Resolution #2025-5
Library Assistant

Be it resolved by the Watertown Public Library Board of Trustees, that Hannah Hirsch be employed as a Library Assistant (Reference Desk focus) at the rate of \$16.61 per hour effective June 11, 2025. This position does not include benefits.

Action Taken:

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN15207281	Gordon Flesch	11-58-12-18	Copier Usage, 5/15/25 - 6/14/25	263.28		
061325 LIB	MC Petty Cash	11-58-12-18	Postage	5.38		
44458	Wepco	11-58-12-18	Marketing	406.48		
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
CINV2025-00564	Wauk Co Treasure	11-58-12-19	Zoom enterprise license, 6/1/25 - 5/31/26	260.00		
		11-58-12-19				
90912	Menards	11-58-12-20	Janitorial supply	34.28		
89697	Menards	11-58-12-20	Janitorial supply	19.98	Carryover from June	
		11-58-12-20				
		11-58-12-20				
		11-58-12-20				
		11-58-12-20				
TP 062325 LIB	Tina Peerenboom	11-58-12-24	2nd quarter mileage	198.80		
		11-58-12-24				
	Wttn Water Dept	11-58-12-31	Water,			
		11-58-12-32				
	Midwest Tape	11-58-12-44	Hoopla			
505-0000102640	Dept of Admin	11-58-12-45	TEACH services	600.00		
999100572883	Cengage	11-58-12-46	Large Print	30.39		
	Cengage	11-58-12-46	Large Print			
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
44458	Wepco	11-58-12-50	Adult SLC grant	36.02		
072125 LIB	Draeger's Floral	11-58-12-50	Bridges Adult Program Grant	500.00		
		11-58-12-50				
			TOTAL	2,619.98		
FUND 11 EXPENSES						
	11-58-12-18	940.51	Office & Library Supplies			
	11-58-12-19	260.00	Maintenance Contracts			
	11-58-12-20	54.26	Building Repairs & Supplies			
	11-58-12-24	198.80	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-44	0.00	Databases			
	11-58-12-45	600.00	Technology			
	11-58-12-46	30.39	Library Materials			
	11-58-12-50	536.02	Purchase from Donation			
		2,619.98				