



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, JUNE 13, 2024 AT 5:30 PM

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

Zoom Meeting ID: 853 2236 0495

Passcode: K3QZq23J

1. CALL TO ORDER / ROLL CALL

2. REVIEW CORRESPONDENCE

3. APPEARANCES

4. NEW BUSINESS

- [A.](#) Resolution 2024-5 Recognition of Dan Olejniczak
- [B.](#) Review and take action: Request to purchase outdoor picnic tables for library patio
- [C.](#) Review: 2025 budget timeline and potential county revenues
- [D.](#) Review and take action: letter and donation from the Educational Foundation

5. UNFINISHED BUSINESS

- A. Review and take action: Irmgard Krueger estate document
- B. Discuss and take action: Request to review exit interview process for library team members
- C. Update: Warming and Cooling Center/Shelter plan
- [D.](#) Discuss with possible action: Watertown Family Connections use of Community Room for Large Motor skill development program
- E. Review with possible action: Personnel and Policy Committee Mtg/Library Director's Goals

6. DIRECTOR'S REPORT

- [A.](#) Review monthly highlights, budget figures, and statistics
- [B.](#) 2024 Unplanned Expenses

7. TRUSTEE'S REPORT

- A. Discuss agenda items for July meeting

8. PRESIDENT'S REPORT

- A. Review contacts in official capacity

9. PERSONNEL AND POLICY

- [A.](#) Review and take action: Promotion of Gabriel Schuett to Senior Library Assistant -Teen Services

10. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- [A.](#) Library Board Minutes: May 9, 2024
- [B.](#) 2024 Monthly Budget
- [C.](#) June 2024 Bills

11. ADJOURNMENT

- A. Next Meeting Date: July 11, 2024

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

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only

Watertown Public Library Board of Trustees
Resolution #2024-5
Acknowledgement of Dan Olejniczak's service to the Library Board of Trustees

WHEREAS Dan Olejniczak served as a member of the Watertown Public Library Board of Trustees from February 2018 - December 2020 and

WHEREAS Dan Olejniczak diligently served the board, patrons, and employees during his tenure and

WHEREAS Dan Olejniczak helped guide the success of the Watertown Public Library's expansion and renovation project,

NOW THEREFORE BE IT RESOLVED by the Board of Trustees for the Watertown Public Library that this Board recognizes the contributions of Dan Olejniczak for his years of service, attendance, and personal dedication, for all matters pertaining to the success of library operations, and expresses to him publicly, our sincere appreciation for his service.

Action Taken:

Signature: _____

Library Board President

RUGGED GOOD LOOKS

THAT STAND THE TEST OF TIME



Cedar boards, black frame

Section 4, Item B.

Maintenance-free commercial picnic tables from TreeTop Products. Our tables come in many sizes, colors and with or without umbrella holes. Shop online at www.treetopproducts.com for the perfect table for your site!



Gate Portable Table
Seats up to 8 people
Model No. 1ZV6245
\$98.85

"Beautiful Attached C.

This is so well made, so that won't rust, heavy so winds, easy to sit down with. straddle, never-have-to-pain, hose off, resists Florida sun fade, tell me love it?"

— Review by Judy A., Verified Buyer



The popular Hex Table has a unique shape that comfortably accommodates up to six people with plenty of leg space. The hexagon shape allows clear view of everyone at the table and is ideally suited to universities, business and amusement parks.

Boards and frames are crafted from the highest quality recycled plastic lumber making this table low maintenance and UV- and weather-resistant.

Search TreeTopProducts.com for

Hex Table

Hex Table

Size: Seats up to 6 adults
Model No. 1ZK5661
\$1,228.85



Library	Circulation Physical Materials 2023	Circulation Digital Materials 2023	Hoopla Grant 2024	Local Hoopla Budget 2024	Overdrive Advantage Contribution 2024	Overdrive Buying Pool Contribution 2024	Other electronic format purchases (Kanopy, Hoopla Flex, etc)	Total Digital Materials Budget 2024 (including Hoopla Grant) (autosum of e+f+g+h+i)	Total Materials Budget 2024
Big Bend	15,062	5,410	\$472	\$0	\$429	\$343	0	\$1,244	\$10,000
Brookfield	548,030	93,947	\$9,749	\$21,000	\$8,863	\$7,094	0	\$46,706	\$427,642
Butler	29,072	1,457	\$385	\$400	\$350	\$280	0	\$1,415	\$11,150
Delafield	199,399	47,814	\$4,447	\$8,000	\$4,042	\$3,235	0	\$19,724	
Eagle	36,220	10,189	\$1,306	\$700	\$1,188	\$951	0	\$4,145	\$39,645
Elm Grove	93,040	18,070	\$1,439	\$3,700	\$1,308	\$1,047	0	\$7,494	\$63,294
Fort Atkinson	166,640	34,307	\$4,849	\$6,000	\$4,408	\$3,528	0	\$18,785	\$90,300
Hartland	209,634	32,096	\$3,583	\$5,000	\$3,257	\$2,607	0	\$14,447	\$91,250
Jefferson	68,245	14,293	\$2,427	\$1,600	\$2,206	\$1,766	0	\$7,999	\$39,500
Johnson Creek	35,742	6,689	\$1,178	\$1,200	\$1,071	\$857		\$4,306	\$24,100
Lake Mills	80,219	20,398	\$2,135	\$3,415	\$1,941	\$153	0	\$7,644	\$32,500
M Falls	382,818	70,143	\$8,577		\$7,798	\$6,241		\$22,616	\$222,600
Mukwonago	247,338	41,146	\$4,913	\$10,080	\$4,467	\$3,575	0	\$23,035	\$103,842
Muskego	241,763	44,715	\$5,666	\$11,332	\$5,151	\$4,122	\$2,328	\$26,803	\$171,003
New Berlin	359,879	66,285	\$8,766	\$18,000	\$7,969	\$6,378		\$41,113	\$220,000
North Lake	60,574	16,868	\$2,111	\$6,000	\$1,919	\$1,536	0	\$11,566	\$61,000
Oconomowoc	305,445	66,600	\$6,175	\$9,400	\$5,614	\$4,493		\$25,682	\$113,000
Palmyra	40,231	3,761	\$775	\$1,950	\$704	\$564	0	\$3,993	\$24,675
Pewaukee	265,033	46,564	\$6,038	\$12,537	\$5,489	\$4,393		\$28,457	\$138,000
Sussex	332,456	44,131	\$5,067	\$11,300	\$4,606	\$3,687	0	\$24,660	\$135,748
Waterloo	50,275	9,178	\$1,048	\$3,000	\$953	\$762	0	\$5,763	\$29,500
Watertown	289,935	47,543	\$6,504	\$12,000	\$5,913	\$4,732	2950	\$32,099	\$67,339
Waukesha	829,643	148,586	\$18,700	\$36,000	\$17,000	\$13,607	0	\$85,307	\$464,350
Whitewater	78,288	17,686	\$3,690		\$3,354	\$2,685		\$9,729	
Total	4,964,981	907,876	\$110,000	\$182,614	\$100,000	\$78,636		\$474,732	\$2,580,438

Jeff!
 Thanks for all of the support you
 and your team have given us the
 past two years!
 See you again in 2025!
 Jeff

EDUCATIONAL FOUNDATION OF WTTN INC. 79-113/759
 WATERTOWN JIG JIG
 PO BOX 243
 WATERTOWN, WI 53094

PAY TO THE ORDER OF Watertown Public Library \$ 1,000.00
One Thousand dollars and 00/100 DOLLARS

DATE 5/31/24

BankFirst
 www.bankfirstwi.bank
 MEMO Donation from WTTN Jig Jig

MICR LINE: +10759011341 444303039 1133

LOOK FOR FRAUD-DEFENDING FEATURES INCLUDING THE SECURITY SQUARE AND HEAT-REACTIVE INK. DETAILS ON BACK.

Heat Reactive Ink

Proposal: Wiggles N' Giggles Large Motor Skill Development Program

Overview:

Watertown Family Connections (WFC) proposes to host the **Wiggles N' Giggles Large Motor Skill Development Program** at the WPL Community Room. This program aims to provide an engaging and educational experience for children aged 0-5 and their parents. The program will focus on physical development, play-based learning, and socialization.

Program Details:

- **Name:** Wiggles N' Giggles
- **Duration:** September 2024 – May 2025
- **Time:** Wednesdays, 9:00 am – 10:30 am
- **Room Usage:** 8:30 am – 11:00 am (including setup, breakdown, and cleaning)
- **Commitment:** WFC commits to paying \$3000 for the use of the Community Room during the specified period.
- **Exclusion:** No space commitment needed during June, July, and August.

Program Components:

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

Benefits for WPL:

- Daily programming for families.
- No overlap with existing WPL Thursday programs.

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

Libby: Audio and Ebook Checkouts		
	2023	2024
January:	3,591	4,028
February:	3,274	3,630
March:	3,729	3,934
April:	3,210	3,832
May	3,484	3,890
June:	3,607	
July:	3,712	
August:	3,744	
Sept.	3,614	
October	4,044	
November	3,837	
December	3,836	
Totals	43,683	19,314

Physical Circulation for May	22,252
May Libby:	3,890
May Libby Mags	459
May Hoopla	456
2024 Monthly Total	26,247
2023 Monthly Total	25,033
New Cards;	111

Library Director's Notes:

Piggly Wiggly is partnering with Friends of the Library for a Round Up event at the local store. I hope all trustees will make an effort to “Shop the Pig” during this week of June 9 – 15.

The end of May has been very busy for library team members. Tina has been busy with visits to public and private schools. The Tuesday after Memorial Day brought in many visitors and patrons for the annual ArtWalk, a jewelry class, and a Badger Talk presentation; Leading the Band by Dr. Pompey.

Several other highlights of the month for the library included:

A library video that “went viral”

An interview between Peg and Wisconsin Public Radio

A presentation at the Wisconsin Public Library annual conference

2 nice articles in the Daily Times regarding library programs.

Gabby Schuett has started in her new position and due to the time of the year, has “hit the ground running”! She is familiar with the summer reading processes which is relief to all during this busy time of the year! Amanda has also made a smooth entry into the circulation department. Both are wonderful additions to the library team!

We’ve also had some unfortunate incidents around the outside of the facility. One leading to a 1 year stay-out order for an individual. We’ve all had to monitor sleeping inside and outside of the building during library hours and Kevin has had to power wash areas on several occasions to maintain clean entryways.

Kevin has submitted his letter of resignation. Attached to the agenda is the “Request to Fill” document that will need to be signed to move forward with securing a replacement before he leaves.

Kevin and John spend two days spreading 16 yds. of mulch around the library and parking lot. The library looks fantastic!

Jamie is working on a collection development project. She recently contacted the Chamber to see if the board would be interested in donating books to the library with information on business/small business startup. They responded favorably followed by a request from the Bank of Lake Mills to also participate. Jamie and I are working on “fine tuning” our collection development policy. I am also working on a similar opportunity for people to donate materials to the Children’s Department.

We are still having issues with a leaking roof...second floor and the children's workroom area. Kevin and John used black tar on the roof to seal up some areas around exhaust pipes. Kevin has contacted the roofing contractor.

Hoopla checkouts were reduced down to 2 starting on May 1. May totals have decreased along with the monthly invoice.

Our Little Library has been rejuvenated and repaired and added back out to the Main St. side of the building.

A reminder to check that your Friends of the Library membership is up to date. Also, if you would know a local business or organization that would want to be a monthly coffee sponsor, your willingness to reach out on behalf of Friends is greatly appreciated!

Monthly Department Information

Adult:

I wanted to bring your attention to the huge jump in mobile printing numbers. We transitioned to a new mobile printing service, and this one is so much more user friendly. With our old system there were many times it did not work, and we worked around it by having the patron email us a copy of what they want printed (and thus that print job would not be counted in our statistics). By using the new system in place, we are able to have more accurate statistics, while also serving patrons more efficiently. It's a win-win! The director of the UW Marching Band spoke on May 28, and those who attended were engaged. We've had several challenging people and situations this month, but we have supported each other in working through them. I'm transitioning to a different weekend in our 4-week rotation as a result of Gabby moving into the teen position. Summer Library Challenge starts on Monday and it's sure to be a busy summer!

~Jamie

Children's:

May is always a bit of a whirlwind, and this May was no exception! We wrapped up our Spring Programming schedule, I did my last monthly visits for the school year, and we planned, plotted ☺, and prepared materials for the upcoming Summer Library Challenge! This year's theme is "Adventure Begins at Your Library". I

scheduled school visits to get the kids pumped up about the SLC and in the last 2 weeks of May visited all 5 of the public elementary schools as well as 8 of the parochial schools in Watertown, Lebanon and Ixonia. Because we were in the process of transitioning Gabby into the Senior Library Assistant role for Teens & Children's, I visited with a few of the 5th-8th grade classes as well. They are clearly excited about it, as we are a week into early registration and as of 6/4, we have 491 kids, 135 teens and 180 adults registered! Friends sponsored us doing a kickoff activity so we purchased and put together Adventure Bags for our kickoff. We included mini flashlights, mini compasses, mini magnifying glasses and made s'more kits to include as well. We are preparing to start programming in June and my staff has been busy planning for these fun programs! Summer is always fast and furious around here... But it's a LOT of FUN and we all enjoy seeing the excited, happy kids visiting the library all summer!

~Tina

Teens:

~ Gabby

Circulation Department:

Circulation news for June!

This month we are participating in the Library Treasure Adventure with the Bridges library system. This is to encourage patrons to visit all libraries in the system (Waukesha and Jefferson County) and use clues to locate a unique "treasure" at each library, collect the keyword and stamp for a chance to win prizes.

We had beautiful art pieces on display from the art walk displayed in the circulation area.

I hope everyone is enjoying the warmer days!

~ Cari

Kevin Schoeffel

N6544 County Road AI
Juneau, WI 53039
920-296-3482
laigsch@gmail.com

June 6, 2024

Peg Checkai, Library Director

100 S. Water Street

Watertown, WI 53094

Dear Peg,

Please accept this formal notice of my retirement from the position of Maintenance/Custodian. My last day will be December 31st, 2024. I am proud and very grateful for my time at the Watertown Public Library. Your guidance and support have been invaluable, and the cohesiveness of the entire staff that you culture here is something very unique to the workforce in this day and age and something that myself and my colleagues are proud to be a part of. Thank you for the trust you placed in me and for providing and creating plentiful opportunities for my professional advancement. I hope my friendships here will carry on into the future and, as much as I look forward to the freedoms and challenges of retirement, I know I will miss the entire staff at the Library. I will forever consider it an honor to have worked for you. I did my very best to uphold your high standards for the entire building and all of the unique tasks I was able to perform for you and my fellow employees and the needs of their particular area in the Library. You were always a pillar of strength, an outstanding example of unending resilience and maintained a positive attitude no matter what was in front of you to accomplish. These are the qualities reflected in a great leader. I consider myself very blessed to have been a vessel to help you accomplish some of those tasks and goals through these past years, and I thank you for that privilege.

Please let me know how I may be of assistance during this transition. I would be more than happy to help in the hiring and training of my replacement.

With unending gratitude,



Kevin Schoeffel

DATE: _____

REQUEST TO FILL POSITION

Position requests must be completed to fill positions. Requests will be initiated by the department manager, approved by the Mayor and then sent to the human resource (HR) department for processing. An internal request number will be assigned in HR upon receipt of the completed form.

NEW POSITION _____ RECLASSIFICATION: _____ POSITION TITLE _____

FILLING A VACANCY _____ INCUMBENT: _____

Posted Wage Range GRADE: _____ STEP: _____ - _____ EXEMPT/NONEXEMPT _____

FT _____ PT _____ TEMP/SEASONAL/INTERN(Please list) _____

DEPARTMENT _____ SHIFT _____ WORK SCHEDULE _____

Account# to charge recruitment/screening fees: _____*Account(s)# to charge WAGES:* _____

REASON FOR OPENING _____

JUSTIFICATION TO FILL _____

ESSENTIAL JOB FUNCTIONS AND QUALIFICATIONS (Job description may be attached) _____

SPECIFIC RECRUITMENT ADVERTISING INSTRUCTIONS (where to post, how long, etc. If paid advertising is necessary, please include the appropriate account line information)

DEPT HEAD SIGNATURE _____ DATE _____

LIBRARY DIRECTOR HEAD SIGNATURE _____ DATE _____

BOARD REPRESENTATIVE SIGNATURE _____ DATE _____

HR SIGNATURE _____ DATE _____

DATE POSITION FILLED _____ PERSON FILLING POSITION _____

UNPLANNED EXPENSES IMPACTING 2024 BUDGET

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

YTD TOTAL: 18,660.10

Watertown Public Library Board of Trustees
Resolution #2024-4
Senior Library Assistant, Teen Services

Be it resolved by the Watertown Public Library Board of Trustees, that Gabriel Schuett be employed as the Senior Library Assistant/Teen Services at the rate of \$19.84 per hour effective May 29, 2024. This position does include benefits.

Action Taken:

Library Board of Trustees
May 9, 2024 Minutes

1. CALL TO ORDER / ROLL CALL

Members Present:, Merfeld (V), Oudenhoven, Kohls, Koppes, Wetzels, O'Neill, Kneser, Burke

Members Absent: Gerike

Others Present: Tina Peerenboom, Jamie Hernandez, Cari Gunderson, Peg Checkai – Mark Stevens (V)

2. REVIEW CORRESPONDENCE – thank you from>>>

3. CITIZENS TO BE HEARD - none

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

4. APPEARANCES none

5. NEW BUSINESS

A. Review and take action: Investing donations made to the library trust fund

Motion: Koppes moved to transfer funds held in ISB money market account (5014) to LGIP (Local Government Investment Pool) account labeled as Watertown Public Library Trust account with instructions that account balance be monitored at the monthly Library board meetings.

Second: Kohls

Votes to approve: Merfeld, Oudenhoven, Kohls, Koppes, Wetzels, O'Neill, Kneser, Burke

Resolution: Motion carries.

B. Review and take action: future Charitable Foundation Leadership

Discussion, President Koppes will start a discussion with The Watertown Community Foundation and bring back the highlights of that discussion at our next meeting.

No action was taken

C. Review and possible action: Onboarding/Separation processes

Discussion, The Board reviewed the Process of Onboarding and Separation used by both the library and city

D. Review and discuss: unplanned expenses impacting the budget

Discussion held understanding the unplanned expenses to date

E. Update: Installation of Hearing Loop in Community Room

Information was updated about a new hearing loop grant as part of the Bridges Consortium.

F. Review and discuss: Service Agreement with United System

Motion: Burke to approve the \$3,250 service agreement with United Systems as recommended by Director Checkai

Second: Wetzel

Votes to approve: Merfeld, Oudenhoven, Kohls, Koppes, Wetzel, O’Neill, Kneser, Burke

Resolution: Motion carries.

G. Review and take possible action: Warming and Cooling Center/Shelter Plan

The plan was reviewed and the President Koppes directed Director Checkai to follow up with Community Health Department.

H. Review and take possible action: Contract Proposal- Sure Fire

Motion: Koppes make a motion to approve Director Checkai’s recommendation to approve SureFire Inc Contract proposal of May 8, 2024

Second: Oudenhoven

Votes to approve: Merfeld, Oudenhoven, Kohls, Koppes, Wetzel, O’Neill, Kneser, Burke

Resolution: Motion carries.

I. Review and take possible action: Request to send job description reviews for Library Director, Maintenance/Custodian, and Circulation Manager

Motion: After discussion with Director Checkai regarding past reviews of job descriptions, O’Neill made the motion to review the job descriptions for the Library Director and Circulation Manager

Second: Burke

Votes to approve: Merfeld, Oudenhoven, Kohls, Koppes, Wetzel, O’Neill, Kneser, Burke

Resolution: Motion carries.

J. Review and take action: Request from YMCA to display fundraising information at the library

The Watertown Public Library Lobby Use policy was reviewed and the Board directed the Director to follow the policy. (Display fundraising for non-profits and library sponsored endeavors)

6. UNFINISHED BUSINESS

A. Update on MOU between Library Board and City of Watertown

No update at this time

7. DIRECTOR'S REPORT

a. Director Peg Checkai reviewed monthly highlights, budget and statistics.

8. TRUSTEE'S REPORT

a. Discuss: agenda for June meeting

i. none at this time

9. PRESIDENT'S REPORT

A. Review: contacts in official capacity

President Koppes met with Andi Merfeld about the Library’s connections with the Watertown Greater Health Foundation to discuss ideas to continue and strengthen our connection with the foundation

President Koppes met with Director Checkai and Mayor McFarland to discuss progress HR interfacing with the library team members during exit interviews.

10. PERSONNEL AND POLICY

A. Review and take action: Resolution 2024-2 Amanda Main, PT Library Assistant

Motion: O’Neill

Second: Wetzel

Votes to approve: Merfeld, Oudenhoven, Kohls, Wetzel, O’Neill, Kneser, Burke

Votes to Abstain: Koppes

Resolution: Motion carries.

B. Review and take action: Resolution 2024-3 Fallon Booth, Library Page

Motion: O’Neill

Second: Wetzel

Votes to approve: Merfeld, Oudenhoven, Kohls, Koppes, Wetzel, O’Neill, Kneser, Burke

Resolution: Motion carries.

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. Library Board of Trustees minutes from April 11, 2024

B. Library Board of Trustees: Finance Meeting minutes from April 4, 2024

- C. Library Board of Trustees: Finance Meeting minutes from April 29, 2024
- D. Library Personnel and Policy Committee Meeting Minutes from April 18, 2024
- E. 2024 Monthly Budget

F. May 2024 Bills

Motion: Koppes

Second: O’Neill

Votes to approve: Merfeld, Oudenhoven, Kohls, Koppes, Wetzel, O’Neill, Kneser, Burke

Resolution: Motion carries.

12. ADJOURNMENT

Motion: Burke made the motion to adjourn at 6:59

Second: Oudenhoven

Voice Acclimation

Resolution: Motion carries.

- A. Next Meeting June 13, 2024

Minutes respectfully submitted uncorrected and will remain as such until approved by the Library Board at the next meeting.

Jarred Burke

MONTHLY BUDGET 2024

Section 10, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	Year To Date	Budget Remaining	% Expended To Date
CITY FUNDS									
SALARIES - City Funds									
Staff (01-55-11-10)	646,500	41,816	50,794	51,196	49,202	49,207	242,215	404,285	37.47%
Longevity (01-55-11-12)	527	0	0	0		0	0	527	0.00%
Overtime (01-55-11-14)	0	9	0	0	26	0	35	-35	
Retirement (01-55-11-33)	33,455	2,643	2,547	2,552	2,505	2,352	12,598	20,857	37.66%
Social Security (01-55-11-34)	43,762	2,505	2,990	3,015	2,893	2,906	14,310	29,452	32.70%
Medicare (01-55-11-35)	10,195	586	699	705	677	680	3,347	6,848	32.83%
Health (01-55-11-36)	106,704	6,814	6,814	6,814	6,814	6,086	33,343	73,361	31.25%
Life (01-55-11-37)	1,857	140	140	140	140	127	687	1,170	36.98%
Dental (01-55-11-38)	7,342	612	612	612	612	582	3,029	4,313	41.25%
TOTAL CITY FUNDS	850,342	55,123.84	64,596.41	65,034.51	62,868.87	61,940.13	309,563.76	540,778.24	36.40%
EXPENSES - Special Funds									
Salaries and Benefits									
Salary Reserve	32,615						0	32,615	0.00%
Subtotal Salary Reserve	32,615	0	0	0	0	0	0	32,615	0.00%
AMSO Allocation (11-58-12-17)									
AMSO Allocation	60,402	0	0	15,101	0	0	15,101	45301	25.00%
TOTAL AMSO 11-58-12-17	60,402	0	0	15,101	0	0	15,101	45,301	25.00%
Supplies & Programs (11-58-12-18)									
Adult Program	2,000	186	146	86	599	69	1,086	915	54.28%
Adult Summer Library Challenge	1,500	0	0	0	0	254	254	1246	16.93%
Children Programs	2,750	19	135	279	513	267	1,213	1537	44.10%
Children Summer Library Challenge	0	0	0	0	0	0	0	0	
Teen Programs	2,000	140	275	178	207	0	799	1201	39.96%
Teen Summer Library Challenge	1,200	0	0	0	0	27	27	1173	2.25%
AV Supplies	1,200	86	0	0	45	61	191	1009	15.93%
Book Supplies	1,500	575	0	0	0	404	980	520	65.32%
Makerspace	1,750	0	0	14	151	0	165	1585	9.44%
Marketing	2,000	351	192	452	217	269	1,480	520	74.01%
Office & Library Supplies	7,500	74	124	5,069	1,702	503	7,470	30	99.61%
Photocopier Lease	4,800	0	795	250	457	190	1,692	3108	35.24%
Postage	500	0	0	0	10	0	10	490	1.91%
TOTAL 11-58-12-18	28,700	1,429.97	1,666.16	6,326.96	3,900.09	2,043.05	15,366.23	13,333.77	53.54%
Maintenance Contracts (11-58-12-19)									
Building and Equipment	8,500	0	0	360	0	0	360	8,140	4.24%
Software and Subscriptions	19,500	1,184	497	13,550	260	283	15,774	3726	80.89%
TOTAL 11-58-12-19	28,000	1,183.72	497.15	13,909.87	260.00	283.49	16,134.23	11,865.77	57.62%

MONTHLY BUDGET 2024

Section 10, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	Year To Date	Budget Remaining	To Date
Building Repairs & Supplies (11-58-12-20)									
Janitorial Supplies	9,000	136	292	305	399	-78	1,055	7,945	11.72%
Repairs & Expense	5,000	0	177	345	568	17	1,106	3,894	22.12%
TOTAL 11-58-12-20	14,000	135.98	468.94	650.00	966.96	-61.08	2,160.80	11,839.20	15.43%
Property Insurance (11-58-12-21)									
Property Insurance	8,500	0	0	0	0	0	0	8,500	0.00%
TOTAL PROPERTY INSURANCE 11-58-12-21	8,500	0	0	0	0	0	0	8,500	0.00%
Dues & Fees (11-58-12-22)									
Dues, Fees, ETC.	1,100	113	0	0	0	0	113	987	10.26%
TOTAL 11-58-12-22	1,100	112.88	0.00	0.00	0.00	0.00	112.88	987.12	10.26%
Continuing Education (11-58-12-23)									
Continuing Education	1,200	180	0	375	0	26	581	619	48.39%
TOTAL 11-58-12-23	1,200	180.00	0.00	375.00	0.00	25.73	580.73	619.27	48.39%
Travel (11-58-12-24)									
Travel	1,500	0	16	23	56	105	199	1,301	13.30%
TOTAL 11-58-12-24	1,500	0.00	15.61	22.71	56.15	104.99	199.46	1,300.54	13.30%
Utilities									
Fuel (11-58-12-28)	20,000	0	1,754	1,244	1,154	421	4,573	15,427	22.87%
Electricity (11-58-12-30)	39,500	0	2,650	2,732	2,766	3,222	11,371	28,129	28.79%
Water (11-58-12-31)	4,500	0	325	354	347	354	1,380	3,120	30.68%
Telephone (11-58-12-32)	3,000	479	167	167	167	109	1,089	1,911	36.31%
TOTAL Utilities	67,000	479.41	4,896.18	4,497.64	4,434.23	4,106.31	18,413.77	48,586.23	27.48%

MONTHLY BUDGET 2024

Section 10, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	Year To Date	Budget Remaining	% Expense To Date
Library Materials (11-58-12-46)									
Adult Fiction	10,000	111	1,075	1,270	341	1,759	4,556	5,444	45.56%
Adult Nonfiction	9,000	51	696	1,420	493	1,086	3,746	5,254	41.62%
Adult Talking Books	4,500	437	39	52	48	1,095	1,670	2,830	37.11%
Children AUDIO	500	0	150	0	0	150	300	200	59.99%
Children Books	12,000	666	2,090	1,436	236	1,245	5,673	6,327	47.27%
Large Print	7,124	0	593	1,235	487	463	2,779	4,345	39.01%
Materials - (Non-books)	500	418	37	85	0	59	599	-99	119.77%
Reference - Subscriptions	4,000	600	286	10	0	500	1,396	2,604	34.90%
Reference - Materials	500	0	0	0	0	0	0	500	0.00%
Young Adult Books	4,808	339	105	642	302	546	1,935	2,873	40.24%
Subtotal	52,932	2,620.76	5,071.65	6,150.81	1,907.84	6,902.20	22,653.26	30,278.74	42.80%
Periodicals									
Periodicals/Newspapers	5,407	54	614	1,128	2,328	0	4,123	1,284	76.26%
Seasonal Periodical Purchases	0	0	0	0	0	63	63	-63	
Subtotal	5,407	53.97	613.76	1,127.92	2,327.61	63.26	4,186.52	1,220.48	77.43%
AV Materials									
DVD	7,000	90	316	623	504	989	2,521	4,479	36.01%
Lucky Day	2,000	110	84	169	110	99	572	1,428	28.60%
Subtotal	9,000	199.66	400.05	791.53	613.62	1,087.81	3,092.67	5,907.33	34.36%
Databases									
BRIDGES - Databases	1,662	0	0	1,662	0	0	1,662	0	100.00%
Hoopla (\$6,504 Grant)	12,000	0	1,569	0	0	0	1,569	10,431	13.08%
Movie License	616	0	0	616	0	0	616	0	100.00%
Newsbank Inc.	2,150	2,231	0	0	0	0	2,231	-81	103.77%
Overdrive E-Content	4,732	0	4,732	0	0	0	4,732	0	100.00%
Overdrive Advantage	5,913	0	0	5,913	0	0	5,913	0	100.00%
TumbleBooks Inc.	800	799	0	0	0	0	799	1	99.88%
Udemy	0	0	0	0	0	0	0	0	
Subtotal	27,873	3,030.00	6,301.09	8,191.00	0.00	0.00	17,522.09	10,350.91	62.86%
Technology									
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	1,200	0.00%
Technology	2,000	60	1,650	393	531	100	2,734	-734	136.69%
Subtotal	3,200	59.99	1,649.98	392.85	531.00	99.99	2,733.81	466.19	85.43%
Café Charges									
Café Charges	22,665	0	0	22,665	0	0	22,665	0	100.00%
Subtotal	22,665	0.00	0.00	22,665.00	0.00	0.00	22,665.00	0.00	100.00%
TOTAL 11-58-12-46	121,077	6,751.66	14,036.53	39,319.11	5,380.07	8,153.26	73,640.63	47,436.37	60.82%

MONTHLY BUDGET 2024

Section 10, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	Year To Date	Budget Remaining	To Date
Donation Purchases (11-58-12-50)									
Purchase from Donation		345	3,923	5,076	6,604	5,614	21,564		
TOTAL 11-58-12-50		345.35	3,923.10	5,076.37	6,604.44	5,614.43	21,563.69		
TOTAL SPECIAL FUNDS EXPENSES	331,479	10,618.97	25,503.67	85,278.66	21,601.94	20,270.18	163,273.42	189,769.27	49.26%
REVENUE - SPECIAL FUNDS									
Fines (11-48-12-10)	1,500	100	94	70	92	115	471	1,029	31.43%
Misc. Fees (11-48-12-12)	5,000	312	439	290	510	346	1,898	3,102	37.95%
Use of Facilities Fee (11-48-12-14)	3,500	1	380	140	709	480	1,710	1,790	48.84%
Copier (11-48-12-18) <i>Will be adjusted for tax</i>	7,000	185	639	408	611	738	2,582	4,418	36.88%
Jefferson County Funds (11-48-12-22)	205,407	0	205,407	0	0	0	205,407	0	100.00%
Dodge County Funds (11-48-12-24)	81,012	0	81,012	0	0	0	81,012	0	100.00%
Adjacent County Funds (11-48-12-26)	6,060	0	6,060	33	0	0	6,093	-33	100.54%
DONATIONS 11-48-12-27	20,000	1,373	9,397	0	5,909	3,309	19,987	13	99.94%
Annual Credit Card Rebate (11-48-12-56)	2,000	0	826	0	0	0	826	1,174	41.30%
TOTAL SPECIAL FUNDS REVENUE	331,479	1,971.05	304,254.64	941.46	7,830.74	4,987.47	319,985.36	11,493.64	96.53%
TOTAL OPERATING EXPENSES, INCLUDING CITY FUNDS	1,181,821	65,743	90,100	150,313	84,471	82,210	472,837	708,984	40.01%
2023 YEAR END FUND BALANCE	403,396.99								
Reserved for Donations year end 2023	34,349.92								
Unreserved Balance year end 2023	369,047.07								
2024 YTD Balance Reserved for Donations	32,773.36								

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
050924 LIB	MC Petty Cash	11-58-12-18	Teen Programs	10.00		
050924 LIB	MC Petty Cash	11-58-12-18	Adult Programs	20.00		
051424 LIB	MC Petty Cash	11-58-12-18	Adult Programs	16.04		
I00918847	GFC Leasing	11-58-12-18	Office Supply: Copier Lease, May and June	530.74		
IN14704567	Gordon Flesch	11-58-12-18	Office Supply: Copier Usage, May (4/18-5/16)	154.23		
053024 LIB	MC Petty Cash	11-58-12-18	Postage	3.92		
		11-58-12-18				
26327	Taylor Computer S	11-58-12-19	Software & Subscriptions (Quarterly Maint.)	125.00		
44076698	Sure-Fire, Inc.	11-58-12-19	Building and Equipment: HVAC Maintenance	6,000.00		
1678	United Systems Ass	11-58-12-19	Building and Equipment: Controls System	3,250.00		
PC051524 LIB	MC Petty Cash	11-58-12-20	Janitorial Supplies	13.47		
686731	Ace Hardware	11-58-12-20	Janitorial Supplies	11.19		
052924 lib	MC Petty Cash	11-58-12-20	Janitorial Supplies	64.37		
053024 LIB	MC Petty Cash	11-58-12-20	Janitorial Supplies	10.00		
686785	Ace Hardware	11-58-12-20	Janitorial Supplies	23.74		
MC060324 LIB	Margaret Checkai	11-58-12-24	May Mileage	196.58		
		11-58-12-24				
		11-58-12-31				
		11-58-12-46				
42348	Wepco	11-58-12-50	Quirk SLC Grant	263.74		
505560790	Midwest Tape	11-58-12-50	Hoopla - May (Bridges Hoopla Grant)	1097.64		
			TOTAL	11,780.66		
FUND 11 EXPENSES						
	11-58-12-18	724.93	Office & Library Supplies			
	11-58-12-19	9375.00	Maintenance Contracts			
	11-58-12-20	122.77	Building Repairs & Supplies			
	11-58-12-24	196.58	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-46	0.00	Library Materials			
	11-58-12-50	1361.38	Purchase from Donation			
		11,780.66				
FUND 20 EXPENSES						
		20-58-12-60				
	20-58-12-60	0.00	Capital Outlay	0.00		