



## PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, NOVEMBER 13, 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**

A. Member(s) of City Finance Committee

5. **NEW BUSINESS**

A. Review and discuss: strategic planning initiatives with WILS team

B. The Library Board of Trustees will convene into Closed Session under exemption 19.85(1)c for the purpose of "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Library Director Evaluation)"

C. Reconvene into Open Session

D. Review and take action: 2026 Addendum for Bridges Library System and Cafe Agreement

E. Review and take action: Request from City Finance to release \$200,066 from the Library Endowment fund to pay the 2026 interest on funds the city borrowed for library expansion

F. Review and take action: Director's request to carry over vacation

6. **UNFINISHED BUSINESS**

A. Review and discuss: proposed 2026 library budget

7. **DIRECTOR'S REPORT**

A. Director's Report

B. Review monthly library statistics

C. Review monthly library budget

D. Review unplanned expenses

8. **TRUSTEE'S REPORT**

9. **PRESIDENT'S REPORT**

10. **PERSONNEL AND POLICY**

A. Review and take possible action: Meeting Room Policy

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

A. November Bills

B. October 9, 2025 minutes

**12. ADJOURNMENT**

A. Next meeting: December 11, 2025

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [cityclerk@watertownwi.gov](mailto: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

## (Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 11/13/2025

Subject: Bridges Annual Addendum

## Background

Included in the packet is the annual addendum form requested from the Bridges Library System. This document outlines the fees needed to be paid to the system for a variety of services. The fees are split between all 24 libraries.

## Budget Goal

Fees are required as membership in our library system. This agreement provides opportunities for Watertown library patrons to receive a variety of services and materials outside the services provided by our library.

## Financial Impact

No financial impact to the 2024 budget and has been included in the 2025 budget

## Recommendation

I recommend that the board approve this document.

# MEMO

---

## (Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 11/13/2025

Subject: Strategic Plan Mtg with WILS representatives

## Background

This is a pre-arranged meeting with the WILS team to talk with trustees about the library.

## Budget Goal

Create a path for future library growth

## Financial Impact

NA

## Recommendation

Participate in this interview process.

# MEMO

## (Library)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 11/13/2025

Subject: Bridges Annual Addendum

## Background

Included in the packet is the annual addendum form requested from the Bridges Library System. This document outlines the fees needed to be paid to the system for a variety of services. The fees are split between all 24 libraries.

## Budget Goal

Fees are required as membership in our library system. This agreement provides opportunities for Watertown library patrons to receive a variety of services and materials outside the services provided by our library.

## Financial Impact

No financial impact to the 2024 budget and has been included in the 2025 budget

## Recommendation

I recommend that the board approve this document.

2026 Annual Addendum  
to the Bridges Library System  
Member Library & CAFÉ Agreements

Subject to the terms and conditions of the member and CAFÉ agreements between the Library System and the member library, both parties agree to make the payments listed in the charts below. The Waukesha County reimbursement payment will be made by March 1. Hoopla grant funds will be distributed in March.

WATERTOWN PUBLIC LIBRARY

|                 |                 |                |
|-----------------|-----------------|----------------|
|                 | Waukesha County | eContent Grant |
| Paid to Library | \$8,816         | \$3,574        |

|                 |           |               |                             |                   |          |
|-----------------|-----------|---------------|-----------------------------|-------------------|----------|
|                 | Databases | Movie License | WI Digital Library Content* | Advantage Program | CAFÉ Fee |
| Paid by Library | \$1,826   | \$671         | N/A                         | \$13,537          | \$23,674 |

\*WI Digital Library fee will be paid 100% by the System. Libraries will redirect their share of this cost to Overdrive Advantage.

LIBRARY

\_\_\_\_\_  
President, Board of Trustees

\_\_\_\_\_  
Date

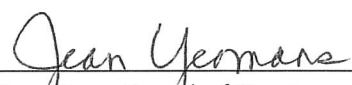
\_\_\_\_\_  
Secretary, Board of Trustees

\_\_\_\_\_  
Date

BRIDGES LIBRARY SYSTEM

  
\_\_\_\_\_  
President, Board of Trustees

10-15-2025  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Secretary, Board of Trustees

10/15/2025  
\_\_\_\_\_  
Date

# MEMO

## (Library)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 11/13/2025

Subject: Request from City Finance Committee

## Background

Review and take action: Request from City Finance to release \$200,066 from the Library Endowment fund to pay the 2026 interest on funds the city borrowed for library expansion. Review and take action: Request from City Finance to release \$200,066 from the Library Endowment fund to pay the 2026 interest on funds the city borrowed for library expansion.

## Budget Goal

## Financial Impact

Reduce principal fund balance of donation fund. Discuss Library Board's fiduciary responsibility to donors

## Recommendation

Board's decision

# MEMO

## (Department)

To: Library Board of Trustees

From: Library Board President

Date: 11/13/2025

Subject: Vacation carryover

## Background

Peg has requested to carry –over 40 hours of her earned vacation.

City Policy:

If vacation is not used within the year it is earned, it may be carried over into the following year. Fulltime and eligible part-time employees may carry over up to five (5) days of vacation leave per calendar year. All vacation carried over must be used by March 31st of the following year. A request for vacation carryover form must be provided to the department head by December 1st every year. Any remaining vacation time in excess of five (5) days will be forfeited, absent express written approval of the Mayor for good cause. In the case of department heads, approval is given by the Mayor.

## Budget Goal

## Financial Impact

N/A

## Recommendation

Approve the carry-over per city policy





Vacation Carry Over Request  
December 2025

Employee Name: MARGARET CHECKAI

Hours of vacation time remaining to date: 92

Hours of vacation requested to carry over: 40

**By signing below, employee acknowledges understanding of the vacation carry-over conditions:**

- Full-time and eligible part-time employees may carry over up to five days of vacation leave per calendar year.
- A request for a vacation carryover form must be provided to the department head and submitted to the Finance Department by December 1<sup>st</sup>.
- All vacation carried over must be used by March 31<sup>st</sup>, 2026.
- Any remaining vacation time in excess of five days will be forfeited.

Employee Signature: Margaret Checkai Request Date: 11/4/2025

Approved by: \_\_\_\_\_ Approved Date: \_\_\_\_\_

If unsued vacation is in excess of five days...

Mayor's approval: \_\_\_\_\_ Approved Date: \_\_\_\_\_

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

| Libby:<br>Audio, Ebook & Magazine<br>Checkouts |             |             |
|--|-------------|-------------|
|  | <b>2024</b> | <b>2025</b> |
| 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       | 4,051       |
| October  | 3,569       | 4,074       |
| November                                       | 3,494       |             |
| December                                       | 3,572       |             |
| Totals   | 44,953      |             |
|  |             |             |

|  |                    |
|--|--------------------|
| Physical Circulation for October         | 23,206 (22,832)    |
| Oct. Libby:<br>Oct. Libby Mags           | 4,074<br>missing   |
| Oct. Hoopla                              | 252                |
| 2025 Monthly Total<br>2024 October Total | 27,532<br>(27,162) |
| New Cards                                | 109                |

**Library Director's Notes:**

Cari, Tina, Jamie and I attended the WLA Conference in Middleton. We all attended sessions that we found interesting and productive.

November is employee review month. All department heads will be scheduling meetings to review 2026 and plan for 2027.

We did sustain an injury to the rainbow in the Children's Dept. A boy decided to swing several times through the rainbow, cracking it in half. John stepped in to do some delicate repairs that we hope will last going forward.

Library Land was "rocked" by the recent closure of Baker and Taylor, one of (if not the most popular) book warehouse used by libraries, bookstores, and schools. We've experienced delivery/order issues with them for over a year and had made some transitions to ordering from Amazon. We are exploring using Ingram but for now, book orders will come through Amazon.

I hope you had an opportunity to enjoy the carved pumpkins along the edge of the Carnegie building in celebration of Pumpkin Palooza. All pumpkins were donated by a local farmer and the majority of the carving was completed as an art project for high school art students. A local sheep farmer stopped by to pick up pumpkins that had not rotted to feed to her herd of sheep.

The Mitten Tree will be set up in the very near future. Please consider donating mittens (the kind that kids can play in the snow with), scarves, and hats.

Jamie and I did speak at Rotary on October 20.

We continue to struggle with filling the open position in TRP. We had two excellent candidates, we offered them the position, but in the end, declined to join the team.

Responses to the strategic plan survey is going well. Please encourage family, friends and co-workers to fill out the survey! WILS is completing one-on-one interviews and I've sent our invitations to people to attend the community conversations on December 4.

We've also started the process to update and re-envision the library website. Jamie is taking the lead on this project. Lynn and I are also on the team.

Once again an RTU was not working. Wires needed to be replaced...I was told they were old. Units created in 2020 are considered "old".

Digital circulations to rural residents continue to increase. I believe this is due to the installation of broadband throughout the rural areas of the county.

Tod has reported that we will need to purchase a new snowblower. I will ask for help from Friends of the Library.

Friends had a successful bake sale during Pumpkin Palooza. Thank you to any board members who donated or stopped by to make a purchase.

### **Monthly Department Information**

#### **Adult:**

In October I attended an Inclusive Services meeting at the Jefferson Library. We all shared what our libraries are doing to make ourselves more inclusive and I was happy to share we are getting a new website that will meet all accessibility standards. We had a couple rough days in terms of internet and phones, but Taylor Computers helped us resolve them. I attended the WLA conference in Middleton on the 31st. The conference closed with a luncheon and ceremony for the recipient of the Literary Awards. It was nice to sit with fellow committee members, meet the authors and hear their acceptance speeches. Isaiah Tuck from the History Channel show *Alone* came on a Sunday in October for a presentation. It was a great program. The Romance book club had their second meeting (but it was the first where they discussed a book). It has started off with a small group, but I'm confident that it will grow with time. Hannah organized a puzzle swap, which ran for a week, but then transitioned to a permanent puzzle swap shelf on the second floor. If you like doing jigsaw puzzles, please stop by and take one home!.

~Jamie

#### **Children's:**

October is always a busy month for us, with Pumpkin Palooza festivities in addition to our normal schedule of programs. This month we had a special visit from the Watertown Fire Department for our annual Fire Safety presentation at our Homeschool Tuesday program. They were only able to come a bit earlier in the day this year, so we opened it up to our regular storytime families as well. It was so

fun to see how excited all of the kids were about the firefighters, the trucks and ambulance! A firefighter fully geared up to show the kids what it looks like and sounds like in the event of an emergency, so they aren't afraid in an already scary situation. It was a great presentation, and we always appreciate the WFD for coming out! Next month we have Officer Hensley and K9 Chance from the Watertown Police Department coming to give a demonstration of a K9 Unit in action for our Homeschool families!

For Pumpkin Palooza weekend, we had two No School Movie Days, showing "Elio" and the new "Smurfs" movies, then "enchanted" the Storybook Trail and had a special Spooky Storytime, which is always a favorite with lots of books, songs and dancing! We had our always popular Spooky Scavenger Hunt, which had 229 participants. It was a busy week and a lot of fun. I ended the month with a few school visits, including my monthly Head Start and Day Care visits, my monthly St. Henry's Kindergarten visit, and a library visit from Douglas 2<sup>nd</sup> graders. I was able to attend the annual WLA Conference with Peg and Cari on Wednesday and Thursday. I went to quite a few interesting Break Out sessions, Keynote speakers, saw some library friends and former colleagues and made some connections with vendors. I always appreciate being able to go to conferences because I usually gain a few good ideas or am challenged to look at things in library-world a bit differently.

Peg and I have had a few interviews but are still working on finding the right person to fill the opening in Children's. We also had our first Strategic Planning meeting and look forward to continuing to work on that process with the team. I had my first daycare and Head Start monthly visits of the school year and have my first library visit scheduled as well for a Kindergarten class that I read to each month. It's nice getting back into the "school year routine"!

~Tina

### **Circulation Department:**

We had a good staff training day. Stephanie from Family Connections spoke about their mission. We also had active shooter training provided by the Watertown Police Dept. It is a terrifying event to try and be prepared for. Friends of the Library provided our lunch. We had a good opportunity to have discussions.

~ Cari

### **Teens:**

This month, we used up more of those pavers with the teens and painted them into cats! We were initially thinking of black cats for Halloween, but they surprised us with their creativity and how unique each cat turned out. We also did pumpkin

carving, and the teens who participated had a great time. They each got to carve a few pumpkins and have candy and pizza. For one teen, it was the first time she had ever carved a pumpkin, and she was very happy to have that experience. We did another guess-the-number event as well, and the winner won a big container of candy corn! We also did popsicle stick art for all ages, and the collaborative art piece is already up! Take a look at it if you get the chance; it is in between the study rooms that are between circulation and children's.

~ Kaitlyn

## 2025 STATISTICS

|                                    | JAN           | FEB           | MAR           | APR           | MAY           | JUNE          | JULY          | AUG           | SEPT          | OCT           | NOV          | DEC          | TOTAL          |
|------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|--------------|----------------|
| <b>ATTENDANCE</b>                  | <b>12,754</b> | <b>12,868</b> | <b>15,592</b> | <b>15,618</b> | <b>12,997</b> | <b>17,095</b> | <b>17,544</b> | <b>15,249</b> | <b>13,407</b> | <b>15,687</b> |              |              | <b>148,811</b> |
| 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        |
| <b>Percent changed</b>             | <b>11%</b>    | <b>10%</b>    | <b>24%</b>    | <b>25%</b>    | <b>17%</b>    | <b>20%</b>    | <b>10%</b>    | <b>-2%</b>    | <b>11%</b>    | <b>10%</b>    | <b>-100%</b> | <b>-100%</b> | <b>-5%</b>     |
| <b>Days open 2025</b>              | <b>30</b>     | <b>28</b>     | <b>30</b>     | <b>29</b>     | <b>30</b>     | <b>30</b>     | <b>30</b>     | <b>31</b>     | <b>29</b>     | <b>30</b>     | <b>29</b>    | <b>29</b>    | <b>355</b>     |
| Days open 2024                     | 27            | 28            | 30            | 30            | 30            | 30            | 30            | 31            | 29            | 30            | 29           | 29           | 353            |
| <b>Daily average 2025</b>          | <b>425</b>    | <b>460</b>    | <b>520</b>    | <b>539</b>    | <b>433</b>    | <b>570</b>    | <b>585</b>    | <b>492</b>    | <b>462</b>    | <b>523</b>    | <b>0</b>     | <b>0</b>     |                |
| Daily average 2024                 | 425           | 416           | 420           | 418           | 371           | 475           | 531           | 500           | 416           | 476           | 465          | 409          | 444            |
| <b>Highest attendance day 2025</b> | <b>603</b>    | <b>945</b>    | <b>1,149</b>  | <b>1,887</b>  | <b>867</b>    | <b>956</b>    | <b>901</b>    | <b>740</b>    | <b>660</b>    | <b>894</b>    |              |              |                |
| Highest attendance day 2024        | 612           | 551           | 729           | 729           | 786           | 826           | 720           | 1293          | 585           | 695           | 2125         | 1,090        |                |
| <b>Lowest attendance day 2025</b>  | <b>212</b>    | <b>169</b>    | <b>213</b>    | <b>211</b>    | <b>145</b>    | <b>161</b>    | <b>214</b>    | <b>179</b>    | <b>207</b>    | <b>194</b>    |              |              |                |
| Lowest attendance day 2024         | 182           | 207           | 179           | 164           | 124           | 149           | 184           | 133           | 185           | 154           | 173          | 152          |                |
| <b>REF QUESTIONS 2025</b>          | <b>1,055</b>  | <b>819</b>    | <b>736</b>    | <b>678</b>    | <b>778</b>    | <b>714</b>    | <b>734</b>    | <b>878</b>    | <b>778</b>    | <b>818</b>    | <b>0</b>     | <b>0</b>     | <b>7,988</b>   |
| REF QUESTIONS 2024                 | 1,300         | 1,375         | 1,191         | 1,197         | 913           | 1,269         | 1,130         | 947           | 785           | 934           | 806          | 728          | 12,575         |
| <b>INTERNET 2025</b>               | <b>574</b>    | <b>505</b>    | <b>573</b>    | <b>570</b>    | <b>552</b>    | <b>517</b>    | <b>562</b>    | <b>679</b>    | <b>665</b>    | <b>583</b>    | <b>0</b>     | <b>0</b>     | <b>5,780</b>   |
| INTERNET 2024                      | 507           | 609           | 586           | 578           | 554           | 583           | 586           | 655           | 575           | 544           | 498          | 588          | 6,863          |
| <b>MEETING ROOM 2025</b>           | <b>169</b>    | <b>177</b>    | <b>165</b>    | <b>169</b>    | <b>193</b>    | <b>157</b>    | <b>140</b>    | <b>152</b>    | <b>160</b>    | <b>169</b>    |              |              | <b>1651</b>    |
| 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        |
|---------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------|------|---------------|
| <b>REFERENCE</b>          | <b>706</b>  | <b>495</b>  | <b>434</b>  | <b>378</b>  | <b>422</b>  | <b>348</b>  | <b>342</b>  | <b>540</b>  | <b>479</b>  | <b>501</b>  |      |      | <b>4,645</b>  |
| REFERENCE 2024            | 763         | 865         | 762         | 758         | 495         | 688         | 648         | 607         | 477         | 528         | 466  | 477  | 7,534         |
| <b>Tutor Sessions</b>     | <b>189</b>  | <b>120</b>  | <b>148</b>  | <b>164</b>  | <b>152</b>  | <b>153</b>  | <b>130</b>  | <b>202</b>  | <b>181</b>  | <b>171</b>  |      |      | <b>1,610</b>  |
| Tutor Sessions 2024       | 146         | 225         | 233         | 212         | 171         | 186         | 252         | 223         | 231         | 170         | 123  | 96   | 2,268         |
| <b>Microfilm</b>          | <b>6</b>    | <b>6</b>    | <b>5</b>    | <b>4</b>    | <b>5</b>    | <b>10</b>   | <b>14</b>   | <b>15</b>   | <b>9</b>    | <b>2</b>    |      |      | <b>76</b>     |
| Microfilm 2024            | 5           | 5           | 6           | 4           | 5           | 7           | 14          | 8           | 8           | 17          | 2    | 5    | 86            |
| <b>Computer/Tablet</b>    | <b>554</b>  | <b>482</b>  | <b>546</b>  | <b>550</b>  | <b>524</b>  | <b>494</b>  | <b>541</b>  | <b>666</b>  | <b>654</b>  | <b>581</b>  |      |      | <b>5,592</b>  |
| Computer/Tablet 2024      | 483         | 592         | 559         | 536         | 509         | 553         | 551         | 626         | 547         | 513         | 474  | 577  | 6,520         |
| <b>Typewriter</b>         | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    |      |      | <b>0</b>      |
| Typewriter 2024           | 1           | 0           | 0           | 0           | 0           | 0           | 1           | 0           | 0           | 0           | 0    | 0    | 2             |
| <b>Proctor Exams</b>      | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>0</b>    | <b>3</b>    | <b>7</b>    | <b>0</b>    | <b>3</b>    | <b>2</b>    | <b>2</b>    |      |      | <b>17</b>     |
| Proctor Exams 2024        | 0           | 1           | 0           | 0           | 0           | 0           | 0           | 0           | 1           | 2           | 0    | 2    | 6             |
| <b>Wireless</b>           | <b>4751</b> | <b>4655</b> | <b>5053</b> | <b>5247</b> | <b>5705</b> | <b>5451</b> | <b>5589</b> | <b>5372</b> | <b>5215</b> | <b>5678</b> |      |      | <b>52,716</b> |
| Wireless 2024             | 480         | 4474        | 4617        | 4892        | 4864        | 4911        | 5286        | 4851        | 4975        | 5221        | 4477 | 4220 | 53,268        |
| <b>Adult Programs</b>     | <b>24</b>   | <b>15</b>   | <b>20</b>   | <b>20</b>   | <b>16</b>   | <b>18</b>   | <b>18</b>   | <b>18</b>   | <b>22</b>   | <b>20</b>   |      |      | <b>191</b>    |
| Adult Programs 2024       | 20          | 23          | 18          | 21          | 15          | 19          | 18          | 15          | 19          | 26          | 22   | 16   | 232           |
| <b>Program Att.</b>       | <b>120</b>  | <b>110</b>  | <b>174</b>  | <b>133</b>  | <b>75</b>   | <b>126</b>  | <b>136</b>  | <b>115</b>  | <b>109</b>  | <b>104</b>  |      |      | <b>1,202</b>  |
| Program Att. 2024         | 109         | 133         | 126         | 194         | 106         | 132         | 119         | 92          | 84          | 153         | 156  | 88   | 1,492         |
| <b>Passive Programs</b>   | <b>8</b>    | <b>8</b>    | <b>5</b>    | <b>6</b>    | <b>6</b>    | <b>0</b>    | <b>0</b>    | <b>2</b>    | <b>0</b>    | <b>1</b>    |      |      | <b>36</b>     |
| Passive Programs 2024     | 4           | 3           | 4           | 5           | 5           | 5           | 6           | 4           | 5           | 5           | 6    | 5    | 57            |
| <b>Passive Att.</b>       | <b>59</b>   | <b>39</b>   | <b>30</b>   | <b>40</b>   | <b>60</b>   | <b>0</b>    | <b>0</b>    | <b>177</b>  | <b>0</b>    | <b>17</b>   |      |      | <b>422</b>    |
| Passive Att. 2024         | 62          | 170         | 76          | 58          | 64          | 53          | 401         | 38          | 27          | 32          | 45   | 33   | 1,059         |
| <b>Outreach Events</b>    | <b>1</b>    | <b>20</b>   | <b>1</b>    | <b>2</b>    | <b>2</b>    | <b>1</b>    | <b>1</b>    | <b>1</b>    | <b>1</b>    | <b>1</b>    |      |      | <b>31</b>     |
| Outreach Events 2024      | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 2           | 1    | 1    | 13            |
| <b>Outreach Att.</b>      | <b>15</b>   | <b>130</b>  | <b>14</b>   | <b>35</b>   | <b>83</b>   | <b>15</b>   | <b>18</b>   | <b>15</b>   | <b>13</b>   | <b>12</b>   |      |      | <b>350</b>    |
| Outreach Att. 2024        | 14          | 17          | 12          | 13          | 12          | 10          | 13          | 12          | 8           | 30          | 18   | 15   | 174           |
| <b>Mobile Print Users</b> | <b>117</b>  | <b>89</b>   | <b>102</b>  | <b>107</b>  | <b>87</b>   | <b>91</b>   | <b>185</b>  | <b>111</b>  | <b>141</b>  | <b>111</b>  |      |      | <b>1,141</b>  |
| Mobile Print Users 2024   | 22          | 38          | 36          | 27          | 78          | 75          | 111         | 107         | 160         | 119         | 102  | 71   | 946           |
| <b>Mobile Print Pages</b> | <b>541</b>  | <b>710</b>  | <b>593</b>  | <b>460</b>  | <b>441</b>  | <b>336</b>  | <b>669</b>  | <b>866</b>  | <b>646</b>  | <b>946</b>  |      |      | <b>6,208</b>  |
| Mobile Print Pages 2024   | 361         | 351         | 302         | 254         | 719         | 602         | 698         | 514         | 812         | 611         | 646  | 435  | 6,305         |
| <b>Newsbank</b>           | <b>2248</b> | <b>2525</b> | <b>2958</b> | <b>2588</b> | <b>2489</b> | <b>2373</b> | <b>2238</b> | <b>2535</b> | <b>2349</b> | <b>2675</b> |      |      | <b>24,978</b> |
| Newsbank 2024             | 901         | 1062        | 922         | 660         | 991         | 705         | 186         | 792         | 798         | 829         | 1435 | 2095 | 11,376        |
| <b>Website Views</b>      | <b>6665</b> | <b>6073</b> | <b>7391</b> | <b>7864</b> | <b>8148</b> | <b>6883</b> | <b>6180</b> | <b>6444</b> | <b>6159</b> | <b>6429</b> |      |      | <b>68,236</b> |
| 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 BOOK  | 1K BOOK   | BOOK BAGS  |             | REF         | PC         |
|------------------|------------|-------------|------------|-------------|----------------|------------|----------|------------|-----------|-------------|---------------|-------------|-------------|-------------|-------------|------------|--------------|-----------|-----------|------------|-------------|-------------|------------|
| <b>JANUARY</b>   | <b>12</b>  | <b>414</b>  | <b>11</b>  | <b>168</b>  | <b>1</b>       | <b>10</b>  | <b>1</b> | <b>6</b>   | <b>6</b>  | <b>439</b>  | <b>5</b>      | <b>110</b>  | <b>238</b>  | <b>176</b>  | <b>0</b>    | <b>0</b>   | <b>43</b>    | <b>1</b>  | <b>11</b> | <b>19</b>  | <b>451</b>  | <b>349</b>  | <b>20</b>  |
| 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         |
| <b>FEBRUARY</b>  | <b>12</b>  | <b>391</b>  | <b>10</b>  | <b>178</b>  | <b>1</b>       | <b>13</b>  | <b>0</b> | <b>0</b>   | <b>5</b>  | <b>74</b>   | <b>5</b>      | <b>110</b>  | <b>221</b>  | <b>170</b>  | <b>0</b>    | <b>463</b> | <b>108</b>   | <b>3</b>  | <b>9</b>  | <b>20</b>  | <b>478</b>  | <b>324</b>  | <b>23</b>  |
| 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         |
| <b>MARCH</b>     | <b>9</b>   | <b>333</b>  | <b>12</b>  | <b>238</b>  | <b>2</b>       | <b>37</b>  | <b>1</b> | <b>14</b>  | <b>7</b>  | <b>401</b>  | <b>7</b>      | <b>103</b>  | <b>203</b>  | <b>150</b>  | <b>0</b>    | <b>0</b>   | <b>85</b>    | <b>5</b>  | <b>15</b> | <b>22</b>  | <b>488</b>  | <b>302</b>  | <b>27</b>  |
| 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         |
| <b>APRIL</b>     | <b>13</b>  | <b>420</b>  | <b>10</b>  | <b>158</b>  | <b>1</b>       | <b>40</b>  | <b>1</b> | <b>250</b> | <b>6</b>  | <b>121</b>  | <b>5</b>      | <b>110</b>  | <b>236</b>  | <b>184</b>  | <b>0</b>    | <b>0</b>   | <b>83</b>    | <b>6</b>  | <b>3</b>  | <b>21</b>  | <b>496</b>  | <b>300</b>  | <b>20</b>  |
| 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         |
| <b>MAY</b>       | <b>8</b>   | <b>219</b>  | <b>8</b>   | <b>85</b>   | <b>5</b>       | <b>165</b> | <b>1</b> | <b>3</b>   | <b>5</b>  | <b>73</b>   | <b>30</b>     | <b>2245</b> | <b>123</b>  | <b>96</b>   | <b>0</b>    | <b>0</b>   | <b>114</b>   | <b>5</b>  | <b>13</b> | <b>13</b>  | <b>355</b>  | <b>356</b>  | <b>28</b>  |
| 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         |
| <b>JUNE</b>      | <b>12</b>  | <b>465</b>  | <b>17</b>  | <b>1359</b> | <b>0</b>       | <b>0</b>   | <b>0</b> | <b>0</b>   | <b>3</b>  | <b>520</b>  | <b>0</b>      | <b>0</b>    | <b>281</b>  | <b>184</b>  | <b>0</b>    | <b>0</b>   | <b>50</b>    | <b>5</b>  | <b>13</b> | <b>6</b>   | <b>99</b>   | <b>366</b>  | <b>23</b>  |
| 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         |
| <b>JULY</b>      | <b>12</b>  | <b>506</b>  | <b>16</b>  | <b>786</b>  | <b>1</b>       | <b>15</b>  | <b>1</b> | <b>400</b> | <b>1</b>  | <b>12</b>   | <b>0</b>      | <b>0</b>    | <b>261</b>  | <b>169</b>  | <b>1103</b> | <b>0</b>   | <b>18</b>    | <b>8</b>  | <b>12</b> | <b>6</b>   | <b>140</b>  | <b>392</b>  | <b>21</b>  |
| 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         |
| <b>AUGUST</b>    | <b>1</b>   | <b>24</b>   | <b>11</b>  | <b>306</b>  | <b>0</b>       | <b>0</b>   | <b>2</b> | <b>70</b>  | <b>8</b>  | <b>346</b>  | <b>0</b>      | <b>0</b>    | <b>15</b>   | <b>9</b>    | <b>0</b>    | <b>0</b>   | <b>3</b>     | <b>5</b>  | <b>5</b>  | <b>12</b>  | <b>319</b>  | <b>338</b>  | <b>13</b>  |
| 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         |
| <b>SEPTEMBER</b> | <b>7</b>   | <b>287</b>  | <b>8</b>   | <b>133</b>  | <b>1</b>       | <b>18</b>  | <b>1</b> | <b>4</b>   | <b>5</b>  | <b>59</b>   | <b>4</b>      | <b>100</b>  | <b>159</b>  | <b>128</b>  | <b>0</b>    | <b>0</b>   | <b>101</b>   | <b>0</b>  | <b>10</b> | <b>15</b>  | <b>367</b>  | <b>299</b>  | <b>11</b>  |
| 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         |
| <b>OCTOBER</b>   | <b>14</b>  | <b>600</b>  | <b>11</b>  | <b>158</b>  | <b>2</b>       | <b>92</b>  | <b>1</b> | <b>231</b> | <b>7</b>  | <b>277</b>  | <b>7</b>      | <b>131</b>  | <b>342</b>  | <b>258</b>  | <b>0</b>    | <b>0</b>   | <b>62</b>    | <b>2</b>  | <b>4</b>  | <b>21</b>  | <b>538</b>  | <b>317</b>  | <b>2</b>   |
| 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         |
| <b>NOVEMBER</b>  |            |             |            |             |                |            |          |            |           |             |               |             |             |             |             |            |              |           |           |            |             |             |            |
| 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         |
| <b>DECEMBER</b>  |            |             |            |             |                |            |          |            |           |             |               |             |             |             |             |            |              |           |           |            |             |             |            |
| 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         |
| <b>TOTALS</b>    | <b>100</b> | <b>3659</b> | <b>114</b> | <b>3569</b> | <b>14</b>      | <b>390</b> | <b>9</b> | <b>978</b> | <b>53</b> | <b>2322</b> | <b>63</b>     | <b>2909</b> | <b>2079</b> | <b>1524</b> | <b>1103</b> | <b>463</b> | <b>667</b>   | <b>40</b> | <b>95</b> | <b>155</b> | <b>3731</b> | <b>3343</b> | <b>188</b> |
| 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.      |            |            |
| <b>January</b>   | <b>4</b>  | <b>33</b>  | <b>7</b>         | <b>529</b>  |            | <b>n/a</b> |
| January 2024     | 5         | 38         | 4                | 191         |            | n/a        |
| <b>February</b>  | <b>6</b>  | <b>16</b>  | <b>8</b>         | <b>277</b>  |            | <b>81</b>  |
| February 2024    | 5         | 49         | 5                | 257         |            | 100        |
| <b>March</b>     | <b>10</b> | <b>72</b>  | <b>4</b>         | <b>122</b>  |            |            |
| March 2024       | 6         | 52         | 3                | 224         |            |            |
| <b>April</b>     | <b>6</b>  | <b>10</b>  | <b>1</b>         | <b>6</b>    |            |            |
| April 2024       | 5         | 30         | 4                | 214         |            |            |
| <b>May</b>       | <b>2</b>  | <b>4</b>   | <b>0</b>         | <b>0</b>    | <b>n/a</b> |            |
| May 2024         | 1         | 6          | 3                | 141         | n/a        |            |
| <b>June</b>      | <b>6</b>  | <b>182</b> | <b>0</b>         | <b>0</b>    | <b>n/a</b> |            |
| June 2024        | 5         | 138        | 3                | 116         | n/a        |            |
| <b>July</b>      | <b>5</b>  | <b>73</b>  | <b>2</b>         | <b>93</b>   | <b>318</b> |            |
| July 2024        | 5         | 120        | 4                | 253         | 0          |            |
| <b>August</b>    | <b>3</b>  | <b>16</b>  | <b>8</b>         | <b>124</b>  |            |            |
| August 2024      | 2         | 1          | 11               | 316         |            |            |
| <b>September</b> | <b>3</b>  | <b>12</b>  | <b>2</b>         | <b>40</b>   |            |            |
| September 2024   | 4         | 24         | 6                | 215         |            |            |
| <b>October</b>   | <b>3</b>  | <b>7</b>   | <b>2</b>         | <b>193</b>  |            |            |
| October 2024     | 6         | 67         | 6                | 465         |            |            |
| <b>November</b>  |           |            |                  |             |            |            |
| November 2024    | 4         | 45         | 5                | 181         |            |            |
| <b>December</b>  |           |            |                  |             |            |            |
| December 2024    | 4         | 31         | 5                | 191         |            |            |
| <b>TOTALS</b>    | <b>48</b> | <b>425</b> | <b>34</b>        | <b>1384</b> | <b>318</b> | <b>81</b>  |
| 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       | SEP       | OCT       | Year To Date | Remaining  | To Date |
|---|---------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------------|------------|---------|
| <b>SALARIES &amp; BENEFITS</b>                            |               |           |           |           |           |           |           |           |           |           |           |              |            |         |
| <i>850,859 to be contributed by City into 11-48-12-30</i> |               |           |           |           |           |           |           |           |           |           |           |              |            |         |
| <b>Salaries &amp; Benefits - Fund 11</b>                  |               |           |           |           |           |           |           |           |           |           |           |              |            |         |
| Salaries (11-58-12-10)                                    | 703,546       | 37,659    | 50,200    | 53,220    | 48,136    | 46,986    | 49,086    | 75,683    | 50,817    | 50,294    | 49,798    | 511,878.84   | 191,667    | 72.76%  |
| Longevity (11-58-12-12)                                   | 527           | 0         | 0         | 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         | 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     | 2,536     | 2,536     | 25,677.43    | 7,564      | 77.25%  |
| Social Security (11-58-12-34)                             | 43,653        | 2,279     | 3,035     | 3,222     | 2,907     | 2,836     | 2,966     | 4,607     | 3,073     | 3,040     | 3,010     | 30,974.43    | 12,679     | 70.96%  |
| Medicare (11-58-12-35)                                    | 10,209        | 533       | 710       | 753       | 680       | 663       | 694       | 1,078     | 719       | 711       | 703.86    | 7,243.82     | 2,965      | 70.96%  |
| Health Insurance (11-58-12-36)                            | 87,885        | 6,540     | 6,540     | 6,540     | 6,540     | 6,540     | 6,540     | 6,540     | 6,540     | 6,540     | 6,540     | 65,400.00    | 22,485     | 74.42%  |
| Life (11-58-12-37)  | 1,494         | 148       | 148       | 148       | 145       | 145       | 145       | 164       | 164       | 164       | 164       | 1,532.88     | -39        | 102.60% |
| Dental (11-58-12-38)                                      | 7,487         | 612       | 612       | 612       | 582       | 582       | 612       | 612       | 612       | 612       | 612       | 6,057.84     | 1,429      | 80.91%  |
|   | 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 | 63,896.70 | 63,362.53 | 648,796.31   | 239,245.69 | 73.06%  |
| <b>LIBRARY EXPENSES - Fund 11</b>                         |               |           |           |           |           |           |           |           |           |           |           |              |            |         |
| <b>AMSO Allocation (11-58-12-17)</b>                      |               |           |           |           |           |           |           |           |           |           |           |              |            |         |
| AMSO Allocation   | 61,952        | 0         | 15,488    | 0         | 0         | 15,488    | 0         | 0         | 15,488    | 0         | 0         | 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 | 0.00      | 0.00      | 46,463.85    | 15,488     | 75.00%  |
| <b>Supplies &amp; Programs (11-58-12-18)</b>              |               |           |           |           |           |           |           |           |           |           |           |              |            |         |
| AV Supplies   | 1,200         | 0         | 57        | 31        | 0         | 97        | 30        | 57        | 30        | 0         | 206       | 508          | 692        | 42.31%  |
| Book Supplies   | 1,500         | 0         | 715       | 9         | 0         | 0         | 268       | 193       | 0         | 106       | 16        | 1,306        | 194        | 87.09%  |
| Makerspace  | 1,750         | 0         | 164       | 19        | 0         | 0         | 130       | 145       | 0         | 15        | 18        | 490          | 1260       | 28.02%  |
| Marketing   | 2,000         | 0         | 0         | 335       | 229       | -130      | 383       | 106       | 0         | 0         | 58        | 981          | 1019       | 49.03%  |
| Office & Library Supplies                                 | 7,500         | 217       | 359       | 466       | 2,157     | 21        | 908       | 1,615     | 193       | 260       | 804       | 7,001        | 499        | 93.34%  |
| Photocopier Lease   | 6,300         | 265       | 403       | 419       | 425       | 454       | 401       | 529       | 399       | 454       | 406       | 4,155        | 2145       | 65.95%  |
| Postage   | 500           | 0         | 0         | 5         | 5         | -39       | 12        | 15        | 4         | 5         | 4         | 12           | 488        | 2.38%   |
| Adult Programs  | 2,000         | 362       | 162       | 159       | 10        | 27        | 98        | 53        | 67        | 154       | 73        | 1,166        | 834        | 58.31%  |
| Adult Summer Library Challenge                            | 0             | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0            | 0          |         |
| Children Programs   | 2,750         | 244       | 73        | 268       | 64        | 0         | 131       | 1,117     | 307       | 55        | 213       | 2,473        | 277        | 89.93%  |
| Children Summer Library Challenge                         | 0             | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0            | 0          |         |
| Teen Programs   | 2,000         | 177       | 173       | 48        | 80        | 0         | 22        | 232       | 31        | 50        | 194       | 1,009        | 991        | 50.44%  |
| Teen Summer Library Challenge                             | 0             | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 138       | 0         | 0         | 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  | 1,100.31  | 1,992.54  | 19,238.12    | 8,261.88   | 69.96%  |

# MONTHLY BUDGET 2025

Section 7, Item C.

| Description  | Annual Budget | JAN    | FEB      | MAR      | APR       | MAY      | JUN      | JUL      | AUG      | SEP      | OCT      | Year To Date | Remaining | To Date |
|--|---------------|--------|----------|----------|-----------|----------|----------|----------|----------|----------|----------|--------------|-----------|---------|
| <b>Maintenance Contracts (11-58-12-19)</b>           |               |        |          |          |           |          |          |          |          |          |          |              |           |         |
| Building and Equipment                               | 19,689        | 44     | 0        | 570      | 3,250     | 6,100    | 0        | 0        | 1,144    | 1,274    | 0        | 12,382       | 7,307     | 62.89%  |
| Software and Subscriptions                           | 19,192        | 635    | 104      | 489      | 13,607    | 3        | 411      | 263      | 3        | 3        | 367      | 15,885       | 3307      | 82.77%  |
|  | 38,881        | 678.47 | 104.14   | 1,059.39 | 16,856.93 | 6,102.99 | 411.48   | 262.99   | 1,146.99 | 1,277.14 | 366.56   | 28,267.08    | 10,613.92 | 72.70%  |
| <b>Building Repairs &amp; Supplies (11-58-12-20)</b> |               |        |          |          |           |          |          |          |          |          |          |              |           |         |
| Janitorial Supplies                                  | 8,000         | 751    | 23       | 1,017    | 360       | 66       | 2,029    | 54       | 1,372    | 462      | 1,468    | 7,602        | 398       | 95.03%  |
| Repairs & Expense                                    | 5,000         | 0      | 1        | 10       | 516       | 2,896    | 363      | 12       | 1,812    | 3,477    | 1,117    | 10,203       | -5,203    | 204.06% |
|  | 13,000        | 751.08 | 23.42    | 1,027.37 | 876.08    | 2,962.27 | 2,391.85 | 66.64    | 3,183.26 | 3,938.77 | 2,584.48 | 17,805.22    | -4,805.22 | 136.96% |
| <b>Property Insurance (11-58-12-21)</b>              |               |        |          |          |           |          |          |          |          |          |          |              |           |         |
| Property Insurance                                   | 17,000        | 0      | 0        | 0        | 0         | 0        | 0        | 0        | 8,474    | 0        | 0        | 8,474        | 8526      | 49.85%  |
|  | 17,000        | 0.00   | 0.00     | 0.00     | 0.00      | 0.00     | 0.00     | 0.00     | 8473.75  | 0.00     | 0.00     | 8473.75      | 8,526     | 49.85%  |
| <b>Dues &amp; Fees (11-58-12-22)</b>                 |               |        |          |          |           |          |          |          |          |          |          |              |           |         |
| Dues, Fees, ETC.                                     | 1,100         | 0      | 0        | 0        | 0         | 0        | 0        | 0        | 0        | 366      | 0        | 366          | 734       | 33.27%  |
|  | 1,100         | 0.00   | 0.00     | 0.00     | 0.00      | 0.00     | 0.00     | 0.00     | 0.00     | 366.00   | 0.00     | 366.00       | 734.00    | 33.27%  |
| <b>Continuing Education (11-58-12-23)</b>            |               |        |          |          |           |          |          |          |          |          |          |              |           |         |
| Continuing Education                                 | 1,200         | 0      | 200      | 0        | 0         | 0        | 0        | 0        | 0        | 1,910    | 0        | 2,110        | -910      | 175.83% |
|  | 1,200         | 0.00   | 200.00   | 0.00     | 0.00      | 0.00     | 0.00     | 0.00     | 0.00     | 1,910.00 | 0.00     | 2,110.00     | -910.00   | 175.83% |
| <b>Travel (11-58-12-24)</b>                          |               |        |          |          |           |          |          |          |          |          |          |              |           |         |
| Travel   | 1,500         | 0      | 0        | 0        | 91        | 167      | 0        | 199      | 8        | 67       | 478      | 1,010        | 490       | 67.34%  |
|  | 1,500         | 0.00   | 0.00     | 0.00     | 91.42     | 167.44   | 0.00     | 198.80   | 7.74     | 66.64    | 478.04   | 1,010.08     | 489.92    | 67.34%  |
| <b>Utilities</b>                                     |               |        |          |          |           |          |          |          |          |          |          |              |           |         |
| Fuel (11-58-12-28)                                   | 20,000        | 0      | 2,497    | 2,636    | 979       | 766      | 328      | 159      | 149      | 173.79   |          | 7,688        | 12,312    | 38.44%  |
| Electricity (11-58-12-30)                            | 40,000        | 0      | 2,897    | 2,988    | 3,178     | 3,799    | 5,001    | 5,968    | 5,808    | 5,123.37 |          | 34,763       | 5,237     | 86.91%  |
| Water (11-58-12-31)                                  | 4,000         | 0      | 340      | 347      | 362       | 369      | 354      | 369      | 376      | 380.74   | 386      | 3,283        | 717       | 82.07%  |
| Telephone (11-58-12-32)                              | 3,000         | 63     | 176      | 168      | 189       | 192      | 81       | 1,654    | 462      | 488      |          | 3,473        | -473      | 115.76% |
|  | 67,000        | 63.24  | 5,909.17 | 6,138.72 | 4,707.70  | 5,125.93 | 5,764.77 | 8,149.59 | 6,795.46 | 6,165.85 | 385.77   | 49,206.20    | 17,793.80 | 73.44%  |
| <b>Café Charges (11-58-12-43)</b>                    |               |        |          |          |           |          |          |          |          |          |          |              |           |         |
| Café Charges   | 23,780        | 0      | 0        | 0        | 23,780    | 0        | 0        | 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     | 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      | SEP      | OCT      | Year To Date | Remaining | To Date |
|---|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--------------|-----------|---------|
| <b>Databases (11-58-12-44)</b>          |               |          |          |          |          |          |          |          |          |          |          |              |           |         |
| BRIDGES - Databases                     | 1,754         | 0        | 0        | 0        | 1,754    | 0        | 0        | 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    | 1,627    | 1,399    | 9,201        | 425       | 95.58%  |
| Movie License                           | 607           | 0        | 0        | 0        | 607      | 0        | 0        | 0        | 0        | 0        | 0        | 607          | 0         | 100.00% |
| Newsbank Inc.                           | 2,340         | 2,308    | 0        | 0        | 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        | 0        | 0        | 4,968        | 0         | 100.00% |
| Overdrive Advantage                     | 5,956         | 0        | 0        | 0        | 5,956    | 0        | 0        | 0        | 0        | 0        | 0        | 5,956        | 0         | 100.00% |
| TumbleBooks Inc.                        | 840           | 799      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 799          | 41        | 95.12%  |
| Udemy                                   | 0             | 0        | 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 | 1,626.81 | 1,398.70 | 25,592.41    | 498.59    | 98.09%  |
| <b>Technology (11-58-12-45)</b>         |               |          |          |          |          |          |          |          |          |          |          |              |           |         |
| Fiber Optic - TEACH SERVICES            | 1,200         | 0        | 0        | 0        | 0        | 0        | 0        | 600      | 0        | 0        | 0        | 600          | 600       | 50.00%  |
| Technology                              | 1,000         | 10       | 14       | 47       | 31       | 0        | 0        | 33       | 39       | 0        | 184      | 359          | 641       | 35.86%  |
|   | 2,200         | 9.99     | 13.97    | 47.46    | 31.36    | 0.00     | 0.00     | 632.84   | 38.97    | 0.00     | 183.99   | 958.58       | 1,241.42  | 43.57%  |
| <b>Library Materials (11-58-12-46)</b>  |               |          |          |          |          |          |          |          |          |          |          |              |           |         |
| Adult Fiction                           | 8,000         | 1,161    | 1,406    | 900      | 1,264    | 1,524    | 2,031    | 1,024    | 1,328    | 1,845    | 1,414    | 13,897       | -5,897    | 173.72% |
| Adult Nonfiction                        | 7,000         | 959      | 575      | 779      | 589      | 900      | 963      | 668      | 320      | 636      | 262      | 6,651        | 349       | 95.01%  |
| Children Books                          | 11,384        | 136      | 965      | 2,669    | 642      | 160      | 1,111    | 1,115    | 842      | 2,709    | 795      | 11,144       | 240       | 97.89%  |
| Large Print                             | 6,450         | 170      | 378      | 1,495    | 1,532    | 772      | 1,377    | 118      | 751      | 258      | 69       | 6,921        | -471      | 107.30% |
| Materials - (Non-books)                 | 0             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0            | 0         |         |
| Reference - Subscriptions               | 3,036         | 0        | 708      | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 480      | 1,188        | 1,848     | 39.13%  |
| Reference - Materials                   | 0             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 295      | 295          | -295      |         |
| Young Adult Books                       | 3,500         | 280      | 562      | 340      | 39       | 329      | 244      | 78       | 12       | 10       | 179      | 2,073        | 1,427     | 59.22%  |
|   | 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 | 5,458.12 | 3,494.07 | 42,169.53    | -2,799.53 | 107.11% |
| <b>Periodicals (11-58-12-47)</b>        |               |          |          |          |          |          |          |          |          |          |          |              |           |         |
| Periodicals/Newspapers                  | 4,905         | 961      | 620      | 633      | 789      | 920      | 367      | 0        | 0        | 120      | 0        | 4,410        | 495       | 89.90%  |
| Seasonal Periodical Purchases           | 0             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 159      | 0        | 0        | 159          | -159      |         |
|   | 4,905         | 960.60   | 620.40   | 632.87   | 788.78   | 920.28   | 366.86   | 0.00     | 159.19   | 120.00   | 0.00     | 4,568.98     | 336.02    | 93.15%  |
| <b>AV Materials (11-58-12-48)</b>       |               |          |          |          |          |          |          |          |          |          |          |              |           |         |
| Adult Talking Books                     | 0             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0            | 0         |         |
| Children AUDIO                          | 0             | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0        | 0            | 0         |         |
| DVD                                     | 6,000         | 187      | 226      | 733      | 1,233    | 563      | 625      | -5       | 690      | 708      | 368      | 5,328        | 672       | 88.79%  |
| Lucky Day                               | 0             | 0        | 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   | 707.78   | 368.04   | 5,328        | 672.46    | 88.79%  |
| <b>Donation Purchases (11-58-12-50)</b> |               |          |          |          |          |          |          |          |          |          |          |              |           |         |
| Purchase from Donation                  | 0             | 1,156    | 3,714    | 5,132    | 4,463    | 4,317    | 7,525    | 7,197    | 1,064    | 3,283    | 2,712    | 40,564       | -40,564   |         |
|   |               | 1,155.51 | 3,714.43 | 5,132.26 | 4,463.48 | 4,316.69 | 7,525.12 | 7,196.81 | 1,064.44 | 3,283.03 | 2,712.24 | 40,564.01    |           |         |

# MONTHLY BUDGET 2025

Section 7, Item C.

| Description   | Annual Budget     | JAN              | FEB               | MAR               | APR               | MAY               | JUN              | JUL               | AUG               | SEP              | OCT              | Year To Date        | Remaining      | To Date       |
|---|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|------------------|------------------|---------------------|----------------|---------------|
| <b>TOTAL LIBRARY EXPENSES</b>                       | <b>331,479</b>    | <b>10,885.53</b> | <b>39,274.65</b>  | <b>23,947.49</b>  | <b>68,181.84</b>  | <b>39,761.04</b>  | <b>25,850.86</b> | <b>24,973.27</b>  | <b>43,041.79</b>  | <b>26,020.45</b> | <b>13,964.43</b> | <b>315,901.35</b>   | <b>15,578</b>  | <b>95.30%</b> |
| <b>TOTAL EXPENSES INCLUDING SALARIES</b>            | <b>1,219,521</b>  | <b>60,613.22</b> | <b>103,088.41</b> | <b>91,012.37</b>  | <b>129,585.63</b> | <b>99,858.16</b>  | <b>88,333.41</b> | <b>117,461.41</b> | <b>107,500.94</b> | <b>89,917.15</b> | <b>77,326.96</b> | <b>964,697.66</b>   | <b>254,823</b> | <b>79.10%</b> |
| <b>REVENUE - FUND 11</b>                            |                   |                  |                   |                   |                   |                   |                  |                   |                   |                  |                  |                     |                |               |
| Fines (11-48-12-10)                                 | 1,500             | 177              | 82                | 83                | 66                | 72                | 61               | 92                | 36                | 174              | 113              | 956                 | 544            | 63.76%        |
| Misc. Fees (11-48-12-12)                            | 5,000             | 518              | 314               | 314               | 633               | 226               | 582              | 498               | 148               | 958              | 335              | 4,526               | 474            | 90.51%        |
| Use of Facilities Fee (11-48-12-14)                 | 3,000             | 461              | 292               | 400               | 818               | 308               | 264              | 120               | 582               | 120              | 260              | 3,624               | -624           | 120.82%       |
| Copier (11-48-12-18) Will be adjusted for tax       | 6,500             | 1,097            | 1,039             | 666               | 778               | 677               | 788              | 613               | 568               | 783              | 795              | 7,805               | -1,305         | 120.07%       |
| Jefferson County Funds (11-48-12-22)                | 238,228           | 0                | 238,228           | 0                 | 0                 | 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                 | 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                 | 0                | 0                | 13,043              | -1,612         | 114.10%       |
| <b>DONATIONS 11-48-12-27</b>                        | <b>0</b>          | <b>2,424</b>     | <b>50</b>         | <b>9,793</b>      | <b>3,989</b>      | <b>3,260</b>      | <b>949</b>       | <b>4,322</b>      | <b>2,351</b>      | <b>778</b>       | <b>2,199</b>     | <b>30,115</b>       | <b>-30,115</b> |               |
| General Fund Contribution (11-48-12-30) From Fund 1 | 850,859           | 0                | 212,715           | 0                 | 0                 | 212,715           | 0                | 0                 | 212,715           | 0                | 0                | 638,144             | 212,715        | 75.00%        |
| Credit Card Rebate (11-48-12-56)                    | 1,500             | 0                | 652               | 0                 | 0                 | 557               | 0                | 0                 | 653               | 0                | 0                | 1,862               | -362           | 124.11%       |
| <b>TOTAL FUND 11 REVENUE</b>                        | <b>1,219,521</b>  | <b>6,231.96</b>  | <b>464,858.03</b> | <b>112,753.33</b> | <b>6,284.40</b>   | <b>217,815.23</b> | <b>2,644.53</b>  | <b>5,644.63</b>   | <b>217,052.60</b> | <b>2,813.17</b>  | <b>3,702.95</b>  | <b>1,039,800.83</b> | <b>179,720</b> | <b>85.26%</b> |
| <b>RESERVED TO OFFSET SALARIES &amp; BENEFITS</b>   |                   |                  |                   |                   |                   |                   |                  |                   |                   |                  |                  |                     |                |               |
| Salary Reserve                                      | 37,183            |                  |                   |                   |                   |                   |                  |                   |                   |                  |                  | 0                   | 37,183         | 0.00%         |
| <b>Subtotal Salary Reserve</b>                      | <b>37,183</b>     | <b>0</b>         | <b>0</b>          | <b>0</b>          | <b>0</b>          | <b>0</b>          | <b>0</b>         | <b>0</b>          | <b>0</b>          | <b>0</b>         | <b>0</b>         | <b>0</b>            | <b>37,183</b>  | <b>0.00%</b>  |
| <b>2024 YEAR END FUND BALANCE</b>                   | <b>451,790.00</b> |                  |                   |                   |                   |                   |                  |                   |                   |                  |                  |                     |                |               |
| Reserved for Donations year end 2024                | 71,391.16         |                  |                   |                   |                   |                   |                  |                   |                   |                  |                  |                     |                |               |
| <b>Unreserved Balance year end 2024</b>             | <b>380,398.84</b> |                  |                   |                   |                   |                   |                  |                   |                   |                  |                  |                     |                |               |
| <b>2025 YTD Balance Reserved for Donations</b>      | <b>60,942.00</b>  |                  |                   |                   |                   |                   |                  |                   |                   |                  |                  |                     |                |               |

**UNPLANNED EXPENSES IMPACTING 2025 BUDGET**

|            | <b>VENDOR</b>               | <b>EXPENSE</b>                        | <b>AMOUNT</b> | <b>BILLED TO</b> |
|------------|-----------------------------|---------------------------------------|---------------|------------------|
| <b>APR</b> | Martin Systems              | Replace defective sensor in ducts     | 453.66        | Building Repairs |
| <b>MAY</b> | 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 |
| <b>JUN</b> | Sure-Fire Inc.              | Reset controllers                     | 348.75        | Building Repairs |
|            | Walden, Nietzsche, & Taylor | Legal fees re: camera MOU             | 552.50        | Office Supplies  |
| <b>JUL</b> | Walden, Nietzsche, & Taylor | Legal fees re: camera MOU             | 1,300.00      | Office Supplies  |
| <b>AUG</b> | Sure-Fire Inc.              | Replace VFD supply fan on RTU 1       | 1,811.52      | Building Repairs |
| <b>SEP</b> | 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.              | Contactors and labor RTU 3            | 766.00        | Building Repairs |
|            | Complex Security Solutions  | Add 12 cameras and server, down payr  | 18,042.22     | * Capital Outlay |
|            | Complex Security Solutions  | Add 12 cameras and server, final paym | 18,042.20     | * Capital Outlay |
| <b>OCT</b> | Sure-Fire Inc.              | Replace actuator on RTU1              | 630.49        | Building Repairs |
|            | Sure-Fire Inc.              | Replace condenser fan blade           | 486.04        | Building Repairs |
|            | Taylor Computer Services    | Camera ports                          | 168.75        | Technology       |
| <b>NOV</b> | Taylor Computer Services    | Additional camera port issues         | 202.50        | Technology       |
|            | Library Market              | Website design and development        | 7,500.00      | Technology       |

**YTD TOTAL: 55,927.63**

YTD total for Sure-Fire, Inc: 8,346.05

# MEMO

---

## (Library)

To: Library Board of Trustees-Finance

From: Peg Checkai-Library Director

Date: 11/13/2025

Subject: Community Room Policy

## Background

The library's community room is a very popular resource for the community for public, private and nonprofit groups. We've had some issues with groups not following policies along with other incidents. P&P will review the current policy to see if adjustments need to be made.

## Budget Goal

Provide best practices for serving the community, patrons and library team members

## Financial Impact

NA

## Recommendation

I would recommend making some adjustments to the current policy.



| INVOICE#                | VENDOR            | ACCT#       | ACCOUNT CLASSIFICATION               | AMT      | Notes | CHECK# |
|-------------------------|-------------------|-------------|--------------------------------------|----------|-------|--------|
| I01067012               | GFC Leasing       | 11-58-12-18 | Copier Lease                         | 265.37   |       |        |
| IN15360576              | Gordon Flesch     | 11-58-12-18 | Copier Usage                         | 222.65   |       |        |
| 101225 LIB              | Isaiah Tuck       | 11-58-12-18 | Adult Programs                       | 200.00   |       |        |
| 102025 LIB              | MC Petty Cash     | 11-58-12-18 | Adult Programs                       | 16.98    |       |        |
| 3311329                 | Village of German | 11-58-12-18 | Adult Programs                       | 26.95    |       |        |
|                         |                   | 11-58-12-18 |                                      |          |       |        |
|                         |                   | 11-58-12-18 |                                      |          |       |        |
|                         |                   | 11-58-12-18 |                                      |          |       |        |
|                         |                   | 11-58-12-19 |                                      |          |       |        |
|                         |                   | 11-58-12-19 |                                      |          |       |        |
| 2054120                 | Automatic Entranc | 11-58-12-20 | Repairs - Switch for automatic doors | 24.38    |       |        |
| 95958                   | Menards           | 11-58-12-20 | Janitorial Supply                    | 8.98     |       |        |
| 696667                  | Ace Hardware      | 11-58-12-20 | Janitorial Supply                    | 16.05    |       |        |
|                         |                   | 11-58-12-20 |                                      |          |       |        |
|                         |                   | 11-58-12-20 |                                      |          |       |        |
|                         |                   | 11-58-12-24 |                                      |          |       |        |
|                         |                   | 11-58-12-24 |                                      |          |       |        |
|                         | Wttn Water Dept   | 11-58-12-31 | Water,                               |          |       |        |
|                         |                   | 11-58-12-32 |                                      |          |       |        |
| 507869741               | Midwest Tape      | 11-58-12-44 | Hoopla                               | 669.85   |       |        |
| 28570                   | Taylor Computer S | 11-58-12-45 | Technology work - camera port issues | 202.50   |       |        |
| 4398                    | Library Market    | 11-58-12-45 | Website design and development       | 7,500.00 |       |        |
| 999100849002            | Cengage           | 11-58-12-46 | Large Print                          | 32.79    |       |        |
| 999101621975            | 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                                | 9,212.10 |       |        |
| <b>FUND 11 EXPENSES</b> |                   |             |                                      |          |       |        |
|                         | 11-58-12-18       | 731.95      | Office & Library Supplies            |          |       |        |
|                         | 11-58-12-19       | 0.00        | Maintenance Contracts                |          |       |        |
|                         | 11-58-12-20       | 49.41       | Building Repairs & Supplies          |          |       |        |
|                         | 11-58-12-24       | 0.00        | Travel Expense                       |          |       |        |
|                         | 11-58-12-31       | 0.00        | Water                                |          |       |        |
|                         | 11-58-12-44       | 669.85      | Databases                            |          |       |        |
|                         | 11-58-12-45       | 7,702.50    | Technology                           |          |       |        |
|                         | 11-58-12-46       | 58.39       | Library Materials                    |          |       |        |
|                         | 11-58-12-50       | 0.00        | Purchase from Donation               |          |       |        |
|                         |                   | 9,212.10    |                                      |          |       |        |



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

THURSDAY, OCTOBER 09, 2025 AT 5:30 PM

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

1. CALL TO ORDER / ROLL CALL

|              |   |                  |   |                  |         |              |   |
|--------------|---|------------------|---|------------------|---------|--------------|---|
| Jarred Burke | P | Charity Chandler | P | Kerry Kneser     | A       | Tom Kohls    | P |
| Andi Merfeld | P | Beth Mueller     | P | Sarah Oudenhoven | P/<br>V | Erin O'Neill | P |
| Bob Wetzel   | A |                  |   |                  |         |              |   |

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

2. REVIEW CORRESPONDENCE

- Checkai shared correspondence

3. CITIZENS TO BE HEARD

4. APPEARANCES - NONE

5. NEW BUSINESS

A. Addition of camera in Carnegie study room

- Sign disclosing room is under surveillance
- Camera will not show what is on patron laptop

*Mueller made motion to install additional camera in Carnegie study room for \$2,113. Kohls seconded.*

*Roll call 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 | Y |
| Bob Wetzel   | A |                  |   |                  |   |              |   |

B. Update and redesign library website

- Proposed website will integrate well with WPL calendar and room reservation system
- 20 week project
- Hernandez will do majority of work

*Made motion to create new website with Library Market for \$15,000 to come out of library expansion fund. Mueller seconded.*

*Roll call 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 | Y |
| Bob Wetzel   | A |                  |   |                  |   |              |   |

## 6. UNFINISHED BUSINESS

### A. Reviewed 2026 proposed budget

- Changes made from last month. More changes likely before it's final
- Concerns over new pay scale
- Chackai to meet next week Wednesday meeting with Finance

*Burke made motion to approve projected library fund budget based on Oct 6, 2025 figures presented to library director. Mueller seconded.*

*Roll call 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 | Y |
| Bob Wetzel   | A |                  |   |                  |   |              |   |

### B. Reviewed investment of LGIP/Donation funds

### C. Update on strategic planning process

- Two Community Discussions set for Dec 14 - am/pm
- Five interviewees chosen for Stakeholder Interviews
- WiLS will be attending November meeting

## 7. TRUSTEE'S REPORT

## 8. DIRECTOR'S REPORT

### A. October Director's Report

- Reviewed report in premeeting packet
- Increase in digital checkouts likely due to internet expansion to rural areas
- Reviewed request for faith group to have services in Community Room. Will add to agenda for November to discuss and take action.

### B. September Monthly budget

### C. September Statistics

### D. YTD Unplanned Expenses

## 9. PRESIDENT'S REPORT

- Kohls gave report on behalf of Oudenhoven
- Communications with Checkai and City

## 10. PERSONNEL AND POLICY

- O'Neill gave update on Director Review
  - Sending out Review tomorrow to Board and staff, including part-time. Leads to distribute to staff.
  - Same format as last year.

- Deadline for Dec 17th.
- Will send results to Board by Oct 27 will review with Peg. Sign off by Nov 5.
- for review so approval can take place at November meeting during 5 minute closed session.
  - Will not review during formal meeting, unless Checkai requests discussion.
- P&P to Review agreement for room rental. Checkai will review Senior Center agreement.

**\*\* Oudenhoven left meeting at 6:25. \*\***

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

A. Minutes from September 11, 2025

B. October Bills

*Merfeld made motion to approve consent agenda items. Kohls seconded. Approved.*

*Roll call vote:*

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

**12. ADJOURNMENT**

*Burke made motion to adjourn meeting at 6:30. Mueller seconded*

A. Next Meeting November 13, 2025, 5:30pm