



**PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA**

**THURSDAY, APRIL 11, 2024 AT 5:30 PM**

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

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**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. NEW BUSINESS**

- A. Review Talk Read Play goals
- B. Review with possible approval: The Library and Your Family Handout

**5. UNFINISHED BUSINESS**

- A. Library Board of Trustees Committee Members will convene into closed session under Exemption Wis. Stat. §19.85(1)(e). Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting "other specified public business" whenever competitive or bargaining reasons require a closed session. Convene with legal counsel for Library Board of Trustees regarding proposed MOU
- B. Reconvene into Open Session
- C. Review and take action: possible motion to approve proposed MOU and send to City Attorney

**6. DIRECTOR'S REPORT**

- A. Review monthly highlights, budget figures, and statistics.

**7. TRUSTEE'S REPORT**

- A. Discuss agenda for May meeting

**8. PRESIDENT'S REPORT**

- A. Review contacts in official capacity

**9. REVIEW AND TAKE ACTION ON CONSENT AGENDA**

- A. Review and take action: Library Board of Trustees minutes from March 14, 2024
- B. Review and take action: Library Board of Trustees: Special Finance Meeting minutes from March 6, 2024

**10. WORK SESSION**

- A. Board Member Meet and Greet (dinner for members)
- B. Library Board Continuing Education - (Chapter 43 & Policies)

**11. ADJOURNMENT**

- A. Next Board Meeting: May 9, 2024

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@watertownwi.gov](mailto: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 helps families find library materials that meet their needs & interests

- Library materials are selected by trained professionals who follow the library's collection development policy and other professional resources to ensure the library has varied materials that serve the whole community.
- The layout of the library building separates library material based on age of the intended audience (children, teens, adults).

Watertown Public Library emphasizes that children's choice of library material rests with their parent or legal guardian.

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Wisconsin statute grants parents and guardians access to their children's public library records when that child is under the age of 16.

- A parent or guardian is required to be present when a child gets a library card, which prevents a child from obtaining a library card without their permission.
- Parents and guardians can call, email, visit the library or use the app to get their child's account information.

Watertown Public Library supports the involvement of parents and guardians in their children's use of public library materials.

- Online resources are available to everyone with a library card, regardless of age, that are curated by professionals from outside agencies. Watertown Public Library does not have control over what content is available through Libby and Hoopla.

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

<b>Libby: Audio and Ebook Checkouts</b>		
	<b>2023</b>	<b>2024</b>
January:	3,591	4,028
February:	3,274	3,630
March:	3,729	3,934
April:	3,210	
May	3,484	
June:	3,607	
July:	3,712	
August:	3,744	
Sept.	3,614	
October	4,044	
November	3,837	
December	3,836	
Totals	43,683	11,592

Physical Circulation for March	24,529
MARCH. Libby:	3,934
MARCH Hoopla	684
2024 Monthly Total	29,147
2023 Monthly Total	31,450
	101

**Library Director's Notes:****APRIL 7 –APRIL 13 is NATIONAL LIBRARY WEEK**

**We will be introducing our newest addition: Tea Library. Our assortment of teas will be displayed on the second floor. During this week, patrons can stop by and enjoy a hot cup of tea while relaxing next to the fireplace.**

March 28 was Cindy Krysinski's last day at the library. We celebrated her retirement with a meal of her choice, retirement gifts, and many well wishes and hugs from team members. Cindy was employed at the library for over 20 years. Cindy's departure left some big holes to fill. Jeannette will take over the mending responsibilities and Cari will teach Brittany how to complete the state Inter-library Loan requests. A representative from WisCat will also stop in to teach Brittany the new ILL system. My thanks to both for stepping up and taking on new responsibilities!

We have a healthy number of applicants for our two open positions. Cari and I will sort through the applications and complete the interviews.

A reminder that Stephanie Curtis and I will present at WAPL on May 2 in Stevens Point. The name of our program is "The Dynamic Duo: A Tale of Two Organizations Coming Together to Work Towards a Common Goal of Strengthening Families".

Last week we hosted an event for Bridges regarding Hearing Loops in Libraries. I had requested the install of a hearing loop in our facility but have now learned that one was not installed...and FM transmitter was installed. I have conveyed my unhappiness and disappointment to Darren because I have always talked about the installation of a hearing loop. The FM transmitter was installed per spec. The good news: Bridges had allocated funds to install hearing loops in our county libraries. Whitewater PL is backing out due to their upcoming construction project so I was contacted by Angela at Bridges to see if we would want to take advantage of this updated situation. My answer was "yes". I'm not sure if our install will go over and above the allocated amount but I will keep you informed.

.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!

The newest member of the library team is already making an impact. Noah has created several videos for FB/IG promoting library services!

Miron completed the extra work inside the facility as promised. Two ceiling diffusers were added in the Makerspace (cold air does not blow down on individuals) and damper replacement leading into Tina's office. Wiring and programming will be completed week of April 7.

Our current subscription to Hoopla allows for 4 checkouts per library card. Due to system wide concerns about costs, Directors have voted to approve a reduction in checkouts down to 2 per card. Hoopla is giving pushback but Mellanie and Karol (Bridges) are negotiating. I will keep you posted.

FYI: Kevin came in on Saturday, March 23 and cleaned all the carpeting in the Talk Read Play Center. He wanted to finish the entire job so he stayed until 9:30pm. As you can imagine, cleaning was needed and now it looks great! He has now cleaned about 95% of the carpeted areas in the facility within the last month.

### **Monthly Department Information**

#### **Adult:**

In March we received 31 entries for our Tiny Art Show. Every time we do one of these I am amazed at how talented Watertown is! The gallery is near the parking lot entrance and I encourage everyone to check it out before the next board meeting! If you are on social media, I hope you've seen the content that Noah has been putting out. He is very creative and up on what is currently trending. He will continue to focus on highlighting library services and material with his own sense of humor. Monday nights feel a little empty since Cindy retired, as we are operating with one less person. Laura started a mystery book club, with the clever name "Murder They Read Book Club." The first meeting was a getting to know you/planning session and they will meet again the last Thursday of April for their first book discussion. Staff is throwing around ideas of how to increase our circulations, so I'm rearranging displays and hoping to plan a reading competition to capture patrons' interest.

~Jamie

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

March was another busy month for the Children's Department! We collaborated with the Parks & Rec department to coordinate the Lucky Leprechaun Event on St. Patrick's Day, with a coin hunt and photo booth at the Bentzin Family Town Square and the Lucky Leprechaun Scavenger Hunt from 3/11-3/17 at the library and a Pot of Gold Craft on 3/17 in the Creative Zone. We went through all of our prepped supplies and had 245 participants that week in the scavenger hunt! I was also able to participate, and the library was able to host, the Multi-Lingual Family Night with the WUSD and the Watertown Chamber of Commerce. It was great to see so many new families in the library and that they got to experience how great our library is! We had our annual visit from Renee from Ebert's Greenhouse for Little University Storytime in March as well! It is always one of my favorite storytimes of the year. 😊 We had a fun Spring Break Week at the library this year, with a busy Dog Man Day to celebrate the release of the new "Dog Man: The Scarlet Shedder", a special STEAM Team making Galaxy Jars, a special Games Club playing Disney Trivia, and a No School Movie Day showing "Trolls Band Together". It was a great week and we are ready to finish out the next 7 weeks of our regular programming before we break to prepare for the 2024 Summer Library Challenge! .

**~Tina**

### **Teens:**

"March was filled with a lot of programs I was very excited for! The big one was at the beginning of the month- the Wonka Chocolate Shoppe, based around the new movie. It was a bigger hit than anticipated! So many teens showed up to make chocolate, with some turning out better than others. The other big event I was excited to try was paint pouring. It was very entertaining to see the different designs and colors the teens came up with for their canvases. They all said how fun it was and I would like to try something similar in the future.

I also had some more chill programs like a St Patrick's Day one, a spring break one, and an Oreo guessing game, which was a fun snack time. Xander and I collaborated for the Homeschoolers program, which was March Madness themed, but with a book twist. There's always a large group for that one, so it was good to help Xander get used to running it for the future events.

I also rearranged and ordered more video games, since most of our collection was a little outdated. Many people have told me they didn't know we even had video games available at the library! I am going to see how the circulation with them changes now that they've been moved, and since I've added more current games, in the coming months; hopefully for the better."

**~ Brittany**

## **Circulation Department:**

Happy Spring!

This is my favorite time of year watching the Earth come alive! It feels so good to see the green grass and watch as the flowers pop up!

Here at circulation our display stands are full and fun to browse. We have a great display titled: As luck would have it. It is a great collection of items with the word luck in them. Our video display this month has been movies with Green artwork; it has generated a lot of checkouts!

We have a display by the circulation desk with books and information about the upcoming total eclipse on April 8th! The display features information and books on this topic. The circulation desk has glasses to give out for observing the eclipse! We rearranged the desks at circulation. When you stop in, check out the new look, we think it has a good flow!

This month we are saying farewell to Cindy who has been a faithful library employee for so many years. We thank her for all her years of service and we wish her only the very best in her retirement. A chapter closes and a new one opens.

**~ Cari**



INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
031424 LIB	MC Petty Cash	11-58-12-18	Postage	5.61		
3173	Walden, Neitzke, &	11-58-12-18	Legal Fees	1397.50		
IN14618765	Gordon Flesch	11-58-12-18	Copy usage 2/22/24 - 3/20/24	110.81		
36238676	Rhyme	11-58-12-18	Final copy usage through 3/11/24	346.49		
032624 LIB	MC Petty Cash	11-58-12-18	Adult Programs	12.30		
010524 LIB	Lake Mills Yoga	11-58-12-18	Children Programs	180.00		
		11-58-12-18				
		11-58-12-19				
		11-58-12-19				
		11-58-12-20				
		11-58-12-20				
TP 032724 LIB	Tina Peerenboom	11-58-12-24	1st Quarter Mileage	40.20		
KS 032824 LIB	Kevin Schoeffel	11-58-12-24	March Mileage	15.95		
		11-58-12-31				
3135146	WT Cox	11-58-12-46	Periodicals	1254.38		
I24-1674	Omni Technologie	11-58-12-46	Technology work - service HDMI floor box	531.00		
032824 LIB	MC Petty Cash	11-58-12-50	Donation Purchase: Friends (Retirement)	67.97		
505272224	Midwest Tape	11-58-12-50	Hoopla Grant: March Hoopla	1656.06		
			TOTAL	<b>5,618.27</b>		
<b>FUND 11 EXPENSES</b>						
	11-58-12-18	2052.71	Office & Library Supplies			
	11-58-12-19	0.00	Maintenance Contracts			
	11-58-12-20	0.00	Building Repairs & Supplies			
	11-58-12-24	56.15	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-46	1785.38	Library Materials			
	11-58-12-50	1724.03	Purchase from Donation			
		<b>5,618.27</b>				
<b>FUND 20 EXPENSES</b>						
		20-58-12-60				
	20-58-12-60	0.00	Capital Outlay	<b>0.00</b>		

# MONTHLY BUDGET 2024

Section 6, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
<b>CITY FUNDS</b>							
SALARIES - City Funds							
Staff (01-55-11-10)	646,500	41,816	50,794	51,196	143,807	502,693	22.24%
Longevity (01-55-11-12)	527	0	0	0	0	527	0.00%
Overtime (01-55-11-14)	0	9	0	0	9	-9	
Retirement (01-55-11-33)	33,455	2,643	2,547	2,552	7,741	25,714	23.14%
Social Security (01-55-11-34)	43,762	2,505	2,990	3,015	8,510	35,252	19.45%
Medicare (01-55-11-35)	10,195	586	699	705	1,990	8,205	19.52%
Health (01-55-11-36)	106,704	6,814	6,814	6,814	20,443	86,261	19.16%
Life (01-55-11-37)	1,857	140	140	140	419	1,438	22.59%
Dental (01-55-11-38)	7,342	612	612	612	1,835	5,507	25.00%
<b>TOTAL CITY FUNDS</b>	<b>850,342</b>	<b>55,123.84</b>	<b>64,596.41</b>	<b>65,034.51</b>	<b>184,754.76</b>	<b>665,587.24</b>	<b>21.73%</b>
<b>EXPENSES - Special Funds</b>							
Salaries and Benefits							
Salary Reserve	32,615				0	32,615	0.00%
<b>Subtotal Salary Reserve</b>	<b>32,615</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,615</b>	<b>0.00%</b>
AMSO Allocation (11-58-12-17)							
AMSO Allocation	60,402	0	0	15,101	15,101	45,301	25.00%
<b>TOTAL AMSO 11-58-12-17</b>	<b>60,402</b>	<b>0</b>	<b>0</b>	<b>15,101</b>	<b>15,101</b>	<b>45,301</b>	<b>25.00%</b>
Supplies & Programs (11-58-12-18)							
Adult Program	2,000	186	146	86	418	1,582	20.88%
Adult Summer Library Challenge	1,500	0	0	0	0	1,500	0.00%
Children Programs	2,750	19	135	279	433	2,317	15.75%
Children Summer Library Challenge	0	0	0	0	0	0	
Teen Programs	2,000	140	275	178	592	1,408	29.62%
Teen Summer Library Challenge	1,200	0	0	0	0	1,200	0.00%
AV Supplies	1,200	86	0	0	86	1,114	7.16%
Book Supplies	1,500	575	0	0	575	925	38.36%
Makerspace	1,750	0	0	14	14	1,736	0.80%
Marketing	2,000	351	192	452	994	1,006	49.70%
Office & Library Supplies	7,500	74	124	5,069	5,266	2,234	70.21%
Photocopier Lease	4,800	0	795	250	1,045	3,755	21.76%
Postage	500	0	0	0	0	500	0.00%
<b>TOTAL 11-58-12-18</b>	<b>28,700</b>	<b>1,429.97</b>	<b>1,666.16</b>	<b>6,326.96</b>	<b>9,423.09</b>	<b>19,276.91</b>	<b>32.83%</b>
Maintenance Contracts (11-58-12-19)							
Building and Equipment	8,500	0	0	360	360	8,140	4.24%
Software and Subscriptions	19,500	1,184	497	13,550	15,231	4,269	78.11%
<b>TOTAL 11-58-12-19</b>	<b>28,000</b>	<b>1,183.72</b>	<b>497.15</b>	<b>13,909.87</b>	<b>15,590.74</b>	<b>12,409.26</b>	<b>55.68%</b>

# MONTHLY BUDGET 2024

Section 6, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
<b>Building Repairs &amp; Supplies (11-58-12-20)</b>							
Janitorial Supplies	9,000	136	292	305	734	8,266	8.15%
Repairs & Expense	5,000	0	177	345	521	4,479	10.43%
<b>TOTAL 11-58-12-20</b>	<b>14,000</b>	<b>135.98</b>	<b>468.94</b>	<b>650.00</b>	<b>1,254.92</b>	<b>12,745.08</b>	<b>8.96%</b>
<b>Property Insurance (11-58-12-21)</b>							
Property Insurance	8,500	0	0	0	0	8500	0.00%
<b>TOTAL PROPERTY INSURANCE 11-58-12-21</b>	<b>8,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,500</b>	<b>0.00%</b>
<b>Dues &amp; Fees (11-58-12-22)</b>							
Dues, Fees, ETC.	1,100	113	0	0	113	987	10.26%
<b>TOTAL 11-58-12-22</b>	<b>1,100</b>	<b>112.88</b>	<b>0.00</b>	<b>0.00</b>	<b>112.88</b>	<b>987.12</b>	<b>10.26%</b>
<b>Continuing Education (11-58-12-23)</b>							
Continuing Education	1,200	180	0	375	555	645	46.25%
<b>TOTAL 11-58-12-23</b>	<b>1,200</b>	<b>180.00</b>	<b>0.00</b>	<b>375.00</b>	<b>555.00</b>	<b>645.00</b>	<b>46.25%</b>
<b>Travel (11-58-12-24)</b>							
Travel	1,500	0	16	23	38	1,462	2.55%
<b>TOTAL 11-58-12-24</b>	<b>1,500</b>	<b>0.00</b>	<b>15.61</b>	<b>22.71</b>	<b>38.32</b>	<b>1,461.68</b>	<b>2.55%</b>
<b>Utilities</b>							
Fuel (11-58-12-28)	20,000	1,474	1,754	1,244	4,473	15,527	22.36%
Electricity (11-58-12-30)	39,500	2,693	2,650	2,732	8,075	31,425	20.44%
Water (11-58-12-31)	4,500	0	325	354	679	3,821	15.10%
Telephone (11-58-12-32)	3,000	479	167	109	755	2,245	25.18%
<b>TOTAL Utilities</b>	<b>67,000</b>	<b>4,646.80</b>	<b>4,896.18</b>	<b>4,439.67</b>	<b>13,982.65</b>	<b>53,017.35</b>	<b>20.87%</b>

# MONTHLY BUDGET 2024

Section 6, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
<b>Library Materials (11-58-12-46)</b>							
Adult Fiction	10,000	111	1,075	1,270	2,456	7,544	24.56%
Adult Nonfiction	9,000	51	696	1,420	2,167	6,833	24.07%
Adult Talking Books	4,500	437	39	52	528	3,972	11.73%
Children AUDIO	500	0	150	0	150	350	30.00%
Children Books	12,000	666	2,090	1,436	4,192	7,808	34.93%
Large Print	7,124	0	593	1,235	1,829	5,295	25.67%
Materials - (Non-books)	500	418	37	85	540	-40	107.98%
Reference - Subscriptions	4,000	600	286	10	896	3,104	22.40%
Reference - Materials	500	0	0	0	0	500	0.00%
Young Adult Books	4,808	339	105	642	1,086	3,722	22.60%
<b>Subtotal</b>	<b>52,932</b>	<b>2,620.76</b>	<b>5,071.65</b>	<b>6,150.81</b>	<b>13,843.22</b>	<b>39,088.78</b>	<b>26.15%</b>
<b>Periodicals</b>							
Periodicals/Newspapers	5,407	54	614	1,128	1,796	3,611	33.21%
Seasonal Periodical Purchases	0	0	0	0	0	0	
<b>Subtotal</b>	<b>5,407</b>	<b>53.97</b>	<b>613.76</b>	<b>1,127.92</b>	<b>1,795.65</b>	<b>3,611.35</b>	<b>33.21%</b>
<b>AV Materials</b>							
DVD	7,000	90	316	623	1,028	5,972	14.69%
Lucky Day	2,000	110	84	169	363	1,637	18.15%
<b>Subtotal</b>	<b>9,000</b>	<b>199.66</b>	<b>400.05</b>	<b>791.53</b>	<b>1,391.24</b>	<b>7,608.76</b>	<b>15.46%</b>
<b>Databases</b>							
BRIDGES - Databases	1,662	0	0	1,662	1,662	0	100.00%
Hoopla (\$6,504 Grant)	12,000	0	1,569	0	1,569	10,431	13.08%
Movie License	616	0	0	616	616	0	100.00%
Newsbank Inc.	2,150	2,231	0	0	2,231	-81	103.77%
Overdrive E-Content	4,732	0	4,732	0	4,732	0	100.00%
Overdrive Advantage	5,913	0	0	5,913	5,913	0	100.00%
TumbleBooks Inc.	800	799	0	0	799	1	99.88%
Udemy	0	0	0	0	0	0	
<b>Subtotal</b>	<b>27,873</b>	<b>3,030.00</b>	<b>6,301.09</b>	<b>8,191.00</b>	<b>17,522.09</b>	<b>10,350.91</b>	<b>62.86%</b>
<b>Technology</b>							
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	1,200	0.00%
Technology	2,000	60	1,650	393	2,103	-103	105.14%
<b>Subtotal</b>	<b>3,200</b>	<b>59.99</b>	<b>1,649.98</b>	<b>392.85</b>	<b>2,102.82</b>	<b>1,097.18</b>	<b>65.71%</b>
<b>Café Charges</b>							
Café Charges	22,665	0	0	22,665	22,665	0	100.00%
<b>Subtotal</b>	<b>22,665</b>	<b>0.00</b>	<b>0.00</b>	<b>22,665.00</b>	<b>22,665.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>TOTAL 11-58-12-46</b>	<b>121,077</b>	<b>5,964.38</b>	<b>14,036.53</b>	<b>39,319.11</b>	<b>59,320.02</b>	<b>61,756.98</b>	<b>48.99%</b>

# MONTHLY BUDGET 2024

Section 6, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Donation Purchases (11-58-12-50)							
<b>Purchase from Donation</b>		345	3,923	5,076	<b>9,345</b>		
<b>TOTAL 11-58-12-50</b>		<b>345.35</b>	<b>3,923.10</b>	<b>5,076.37</b>	<b>9,344.82</b>		
<b>TOTAL SPECIAL FUNDS EXPENSES</b>	<b>331,479</b>	<b>13,999.08</b>	<b>25,503.67</b>	<b>85,220.69</b>	<b>124,723.44</b>	<b>216,100.38</b>	<b>37.63%</b>
<b>REVENUE - SPECIAL FUNDS</b>							
Fines (11-48-12-10)	1,500	100	94	70	264	1,236	17.63%
Misc. Fees (11-48-12-12)	5,000	312	439	290	1,042	3,958	20.84%
Use of Facilities Fee (11-48-12-14)	3,500	1	380	140	521	2,979	14.89%
Copier (11-48-12-18) <i>Will be adjusted for tax</i>	7,000	185	639	444	1,268	5,732	18.11%
Jefferson County Funds (11-48-12-22)	205,407	0	205,407	0	205,407	0	100.00%
Dodge County Funds (11-48-12-24)	81,012	0	81,012	0	81,012	0	100.00%
Adjacent County Funds (11-48-12-26)	6,060	0	6,060	33	6,093	-33	100.54%
<b>DONATIONS 11-48-12-27</b>	<b>20,000</b>	<b>1,373</b>	<b>9,397</b>	<b>0</b>	<b>10,770</b>	<b>9,230</b>	<b>53.85%</b>
Annual Credit Card Rebate (11-48-12-56)	2,000	0	826	0	826	1,174	41.30%
<b>TOTAL SPECIAL FUNDS REVENUE</b>	<b>331,479</b>	<b>1,971.05</b>	<b>304,254.64</b>	<b>977.25</b>	<b>307,202.94</b>	<b>24,276.06</b>	<b>92.68%</b>
<b>TOTAL OPERATING EXPENSES, INCLUDING CITY FUNDS</b>	<b>1,181,821</b>	<b>69,123</b>	<b>90,100</b>	<b>150,255</b>	<b>309,478</b>	<b>872,343</b>	<b>26.19%</b>
<b>2023 YEAR END FUND BALANCE</b>	<b>408,314.15</b>						
Reserved for Donations year end 2023	34,349.92						
<b>Unreserved Balance year end 2023</b>	<b>373,964.23</b>						
<b>2024 YTD Balance Reserved for Donations</b>	<b>35,774.93</b>						

**UNPLANNED EXPENSES IMPACTING 2024 BUDGET**

	<b>VENDOR</b>	<b>EXPENSE</b>	<b>AMOUNT</b>	<b>BILLED TO</b>	
<b>FEB</b>	Complex Security Solutions	Ethernet ports for cameras	1,649.98	11-58-12-16	Technology
<b>MAR</b>	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
<b>APR</b>	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
		<b>YTD TOTAL:</b>	<b>7,867.32</b>		

2024 STATISTICS													
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ATTENDANCE	11,487	11,661	12,614										<b>35,762</b>
Days open	27	28	30	30	30	30	30	31	29	30	29	29	<b>353</b>
Daily average	425	416	420	0	0	0	0	0	0	0	0	0	<b>101</b>
Highest attendance day	612	551	729										
Lowest attendance day	182	207	179										
2023 ATTENDANCE	12,261	12,921	17,118	15,239	15,094	17,442	16,763	14,752	12,869	15,061	12,536	13,787	<b>175,843</b>
Percent changed	-6%	-10%	-26%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	<b>-80%</b>
REF QUESTIONS	1,300	1,375	1,191										<b>3,866</b>
INTERNET	507	609	586										<b>1,702</b>
MEETING ROOM	139	151	152										<b>442</b>

## REFERENCE, CIRCULATION STATISTICS 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	763	865	762										<b>2,390</b>
Tutor Sessions	146	225	233										<b>604</b>
Microfilm	5	5	6										<b>16</b>
Computer/Tablet	483	592	559										<b>1,634</b>
Typewriter	1	0	0										<b>1</b>
Proctor Exams	0	1	0										<b>1</b>
Wireless	480	4474	4617										<b>9,571</b>
Adult Programs	20	23	18										<b>61</b>
Program Att.	109	133	126										<b>368</b>
Passive Programs	4	3	4										<b>11</b>
Passive Att.	62	170	76										<b>308</b>
Outreach Events	1	1	1										<b>3</b>
Outreach Att.	14	17	12										<b>43</b>
Mobile Print Users	22	38	36										<b>96</b>
Mobile Print Pages	361	351	302										<b>1,014</b>
Newsbank	910	891	878										<b>2,679</b>
Website Views	7109	6375	6310										<b>19,794</b>



CHILDREN'S ROOM STATS - 2024																						
MONTH	STORYTIME		PROGRAMS		LIBRARY VISITS		OFFSITE		DROP-INS		SCHOOL VISITS		KIDS	ADULTS	SLC	WLC	TUMBL E	1K BOOKS	BOOK BAGS		REF	PC
JANUARY	9	185	12	287	3	45	1	80	3	371	8	135	110	75	0	0	67	1	21	457	537	24
FEBRUARY	14	381	12	333	1	13	1	4	5	414	0	0	223	158	0	489	43	14	26	516	510	17
MARCH	10	308	13	417	3	110	1	5	7	645	8	140	181	127	0	0	33	8	22	528	429	27
APRIL																						
MAY																						
JUNE																						
JULY																						
AUGUST																						
SEPTEMBER																						
OCTOBER																						
NOVEMBER																						
DECEMBER																						
<b>TOTALS</b>	<b>33</b>	<b>874</b>	<b>37</b>	<b>1037</b>	<b>7</b>	<b>168</b>	<b>3</b>	<b>89</b>	<b>15</b>	<b>1430</b>	<b>16</b>	<b>275</b>	<b>514</b>	<b>360</b>	<b>0</b>	<b>489</b>	<b>143</b>	<b>23</b>	<b>69</b>	<b>1501</b>	<b>1476</b>	<b>68</b>

## Young Adult Statistics - 2024

Month	YAC/YA		YA Drop In		YA SRP	YA WRP
	# Prog.	Attend.	#	Atten.		
January	5	38	4	191		n/a
February	5	49	5	257		100
March	6	52	3	224		
April						
May					n/a	
June					n/a	
July						
August						
September						
October						
November						
December						
<b>TOTALS</b>	<b>16</b>	<b>139</b>	<b>12</b>	<b>672</b>	<b>0</b>	<b>100</b>

WATERTOWN PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES

Thursday, March 14, 2024 at 5:30pm

**1. Call to Order/Roll Call**

The meeting was called to order by Board President Chris Koppes at 5:30pm.

Members Present: Gerike, Merfeld, Oudenhoven, Kohls, Koppes, Wetzels, O'Neil, Burke, Kneser

Members Absent: None

Also Present: Library Director - Peg Checkai, Head of Adult Services and Technology - Jaimie Hernandez, Head of Children's Services - Tina Peerenboom, Head of Circulation - Cari Gunderson.

**2. Review Correspondence - None.**

**3. Citizens to be Heard - None.**

**4. Appearances**

- a. Informational presentation by Stephanie Curtis: re: use of the Community Room for open play/gym area
- b. Discussion with Tina Crave - Greater Watertown Community Health Foundation
  - i. Board and Librarian Work Group to meet for goal setting/outreach for Talk, Read, Play Center
  - ii. Connectedness Workshop

\*\*\***MOTION #1** per, Koppes seconded per Burke to move 6d to next on the agenda.

**Resolution: Motion approved per voice acclimation.**

**6d.** Review and take action: Proposal from City IT Coordinator to add fiber optic line to the Library.

\*\*\***MOTION #2** per Koppes, second per Gerike for the Watertown Public Library to pay 50/50 with the City of Watertown to add fiber optic line not to exceed \$7,185.77 from the Capital Improvement Budget.

Votes for: Gerike, Merfeld, Oudenhoven, Kohls, Koppes, Wetzels, Burke, Kneser

Votes against: O'Neil

**Resolution: Motion Carries.**

**5. New Business**

- a. Discussion around the pallet of bricks - the WUSD will find a space to hold them, if not the City Street Department will dispose of them at the quarry.

## 6. Unfinished Business

- a. Review and take action: 2023 State Annual Report

\*\*\***MOTION #3** per Kohls, 2nd per Wetzel to approve the change in the 2023 State Annual Report.

Votes for: Gerike, Merfeld, Oudenhoven, Kohls, Koppes, O'Neil, Wetzel, Burke, Kneser

Votes against:

**Resolution: Motion Carries.**

- b. Review and take action: Employee vacancies due to resignations and promotions
  - i. Discussion regarding recommended City budget for personnel, while there are growing concerns for capacity on operations. Forms to add positions will be sent to the City of Watertown.

\*\*\***MOTION #4** per Burke, 2nd per Kneser to approve a vacancy for a part time library assistant at \$16,968 and one page position at \$5,000.

Votes for: Gerike, Merfeld, Oudenhoven, Kohls, Koppes, O'Neil, Wetzel, Burke, Kneser

Votes against:

**Resolution: Motion Carries.**

- c. Review and take action: 2024 CE Team Education on April 11, 2024 after the board meeting

## 7. Director's Report

- a. Director Peg Checkai on monthly highlights, budget and statistics.

## 8. Trustee's Report

- a. Discussion on library related topics in official capacity with possible suggestions for the next board meeting: CE scheduled for April Meeting.

## 9. President's Report

- a. Review of contacts in official capacity.
  - i. Discussion continues regarding the City of Watertown and Watertown Public Library MOU.
  - ii. Marketing and communication to parents regarding content to minors will be revisited.

## 10. Review and take action: Consent Agenda Items

\*\*\***MOTION #5** per Burke, seconded per Wetzel to approve the consent agenda.

Votes for: Gerike, Merfeld, Oudenhoven, Kohls, Koppes, O'Neil, Wetzel, Burke, Kneser

Votes against:

**Resolution: Motion Carries.**

## 11. Adjournment

\*\*\*\***MOTION #6** per Oudenhoven, seconded per Kneser to adjourn meeting at 7:05 pm.

**Resolution: Motion approved per voice acclimation.**

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on April 11, 2024.

Respectfully submitted,  
Betsy Gerike, Secretary



**PUBLIC LIBRARY BOARD OF TRUSTEES MEETING - SPECIAL FINANCE AGENDA**

**WEDNESDAY, MARCH 6, 2024 AT 3:30 PM**

**100 S. WATER ST., WATERTOWN, WI 53094 - COMMUNITY ROOM**

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**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**

**Chris Koppes called the meeting to order at 4:07 pm. In attendance: Koppes, Burke(virtual), Kohls, Oudenhoven, Attorney Bill Wirkus(virtual) and Library Director Checkai**

**2. CITIZENS TO BE HEARD**

There was no one in attendance

**3. NEW BUSINESS**

A. Library Board of Trustees Committee Members will convene into closed session under Exemption Wis. Stat. §19.85(1)(e). Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting "other specified public business" whenever competitive or bargaining reasons require a closed session. Convene with legal counsel regarding proposed MOU.

Koppes motioned to go into closed session, Oudenhoven seconded. Motion carried

Trustees met with counsel regarding proposed MOU

B. Reconvene into Open Session

Koppes motioned to return to open session at 5:09pm, seconded by Oudenhoven

Motion passed

**4. ADJOURNMENT**

Koppes motioned to adjourn at 5:10pm, seconded by Kohls.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on Thursday, April 11, 2024.