



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, FEBRUARY 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

A. Card from Tom and Sue O'Connor-Donation in memory of Lou Checkai

[B.](#) Email from Watertown Tourism

[C.](#) Email from library patron

3. CITIZENS TO BE HEARD

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

4. APPEARANCES

5. NEW BUSINESS

[A.](#) Review and take action: 2024 State Annual Report

6. UNFINISHED BUSINESS

[A.](#) Review and take action: WILS proposal, grant opportunity, and trustee for contact person for proposed strategic plan

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 on Library Director's review

7. DIRECTOR'S REPORT

[A.](#) Review monthly highlights, budget figures and statistics

[B.](#) Director's Report

8. TRUSTEE'S REPORT

9. PRESIDENT'S REPORT

10. PERSONNEL AND POLICY

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

[A.](#) Public Library Board minutes from January 9, 2025

[B.](#) January 2025 bills

12. ADJOURNMENT

A. Next Meeting Date: Thursday, March 13, 2025

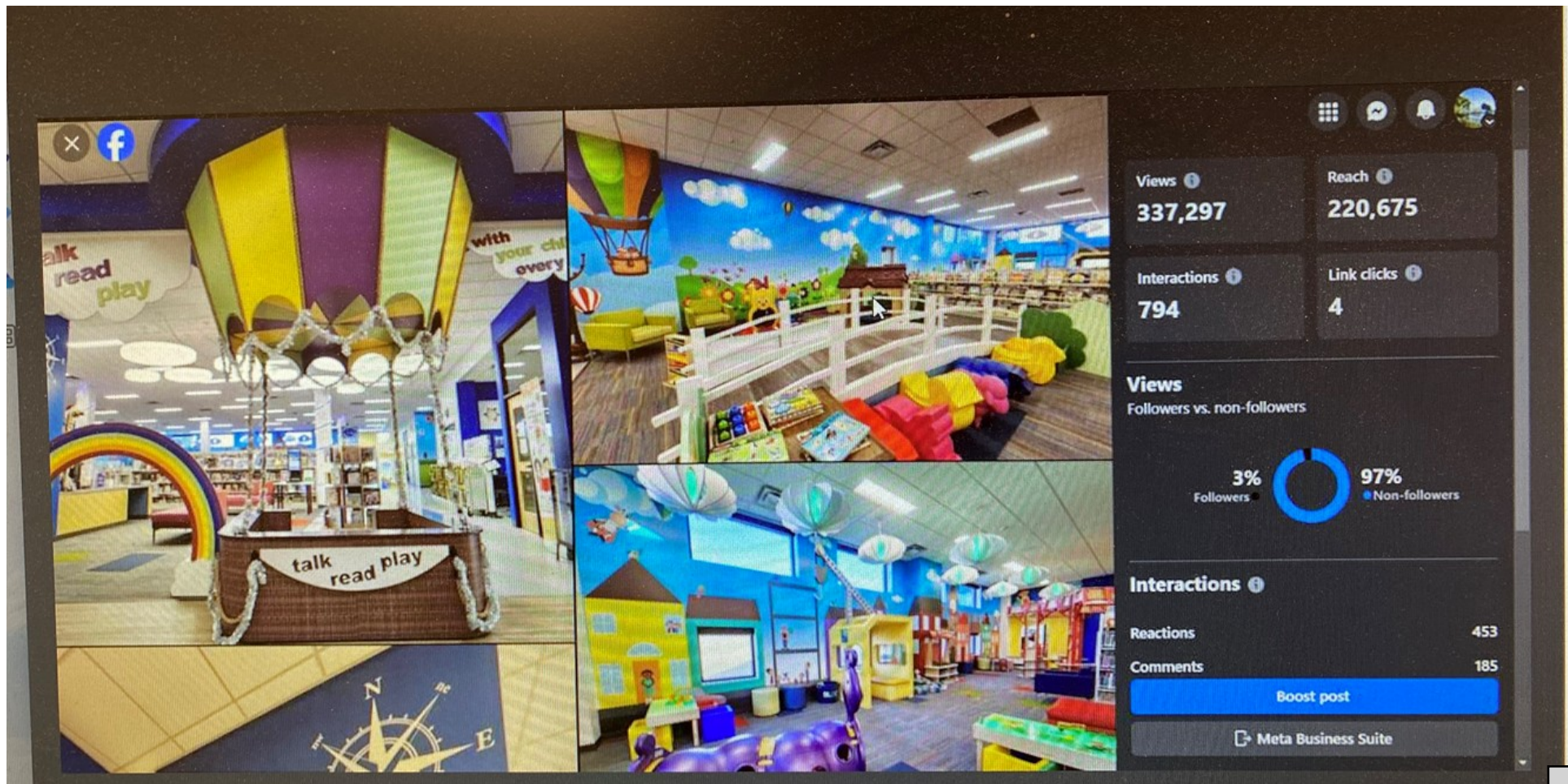
Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

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

Hi Peg!

I recently stopped in to gather photos of the Talk, Read, Play area, and then posted them to Tourism's Facebook page. I wanted to share the response with you. So far it has reached over 220,000 individuals, and that will continue to grow (rapidly). The comments are coming from the UK, Connecticut, and more. I just want to applaud you on the incredible space, the library in general, and all of your programming. Clearly it is not the norm, and we are so very fortunate to have you and your dedicated staff in Watertown. Robin

Here's a snapshot of the post and analytics.



Dear Ms. Checkai,

I write this message after much deliberation. I come to your library every Wednesday when the kids get out of school so my granddaughter can study and do research. And every Wednesday there is a group of children that are rough housing and are very loud and disrespectful. I have asked them on numerous occasions to please tone it down, but they do not listen. Never before have I been to a library where this type of behavior appears to be acceptable. I respectfully ask that someone please address this behavior so, not only my granddaughter, but other library users can enjoy a quiet library. Feel free to reach out to me if you have any questions.

Sincerely,
Sue Duchow

Hello Ms Duchow,

I appreciate your candid email regarding behaviors in the library. As you know, with early release day on Wednesdays, teens are at the library for many hours and eventually they become bored and start to spread out around the facility. It can be a battle for library staff to constantly monitor behavior in such a large building. We've worked on building relationships with the kids, use the cameras to monitor behaviors, ask the Police Dept. for a "walk through" and at times, ask the teens to leave the building for the day due to their behavior. I have backed off on asking kids to leave with the cold January weather.

With the expansion, we have areas throughout the library that provide varying levels of noise. I cannot promise you a quiet library on the first floor of the facility. All the "noisiest" activity takes place inside the teen room, outside of the teen area, the area leading up to the Children's Dept(noise carries down from that area also), and the social area in front of the Water St. windows. I cannot promise you a quiet experience in the Children's Dept. The best place is on the second floor. We have a designated quiet area plus you would have access to 4 study rooms. There are also 2 study rooms on the first floor by the restrooms and two meeting rooms by the Children's area(these need reservations).

The general atmosphere upstairs is for quiet study and reading. If you experienced disruptive behavior on the second floor, I apologize! Our goal is to keep this area as quiet as possible but, unfortunately, the teens tend to wander throughout the building and noise levels can escalate. I will bring your concerns to the library team.

If you would like to discuss this further, please reach out with a phone call or ask to speak with me when you visit the library. If you would like to address your concerns to a higher level, the Library Board of Trustees meets on the second Thursday of each month at 5:30 in the upstairs Conference Room.

Sincerely,
Peg

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 1/13/2025

Subject: 2024 State Annual Report

Background

I've completed the annual report, it's been scanned and approved by the Bridges Director. The board will need to review and sign the document. Deadline is February 28, 2025.

Budget Goal

Requirement by the State of Wisconsin

Financial Impact

No financial impact

Recommendation

I recommend that the board review and approve the report.

2024 Operational Goals

1. Keeps the library in compliance with the State of Wisconsin.

REQUEST FOR GRANT PROPOSALS

Capacity Building Grants

PURPOSE

The Greater Watertown Community Health Foundation's (GWCHF) mission is to inspire collaboration, mobilize resources and encourage innovation that measurably contributes to the wellbeing of our community.

Creating a healthier tomorrow for children and families in Dodge and Jefferson counties relies on the collective capacity of our community. For that reason, Capacity Building Grants fund leadership development and technical assistance to help local organizations further advance their missions.

**EXAMPLES OF CAPACITY BUILDING
ACTIVITIES WE MAY SUPPORT
INCLUDE:**

- » Research and development, needs assessments, feasibility studies and strategic planning
- » Quality improvement to help organizations become more efficient and effective, including Board and leadership development, technical skills, and fundraising strategies
- » Grant writing for multi-sector initiatives that support children and families

CRITERIA

Funded projects will

- » create ongoing and sustainable impact
- » strengthen the agency and/or community's ability to improve outcomes for disadvantaged populations.

WHO CAN APPLY?

GWCHF provides grants to 501c3 non-profits and governmental agencies.

Grants are available to support communities served by the following school districts:

Dodgeland, Hustisford, Ixonia, Jefferson, Johnson Creek, Lake Mills, Waterloo and Watertown.

GRANT VALUE

Our Capacity Building Grants have an open funding value; all requests will be considered.

TIMELINE

Requests will be accepted on an ongoing basis.

HOW TO APPLY

Prospective applicants are required to contact Andi Merfeld, Community Engagement and Grants Coordinator, 920-390-4682, to discuss their project, including goals, potential benefits, funds needed, and timeline.

FINAL REPORT REQUIREMENT

Grantees will be required to complete a final report within 30 days of project end date.

QUESTIONS?

We welcome your questions. Contact Andi Merfeld, Community Engagement and Grants Coordinator at amerfeld@watertownhealth-foundation.com for more information.

REQUEST FOR GRANT PROPOSALS

grantmaking guidelines

WE FUND:

- Capacity building, leadership development and technical assistance to help communities and organizations assess needs, develop strategic plans and implement policy changes that advance health
- Programs and services that improve health and social determinants of health
- Policies and settings that make it easy for individuals to make healthy choices
- Planning and feasibility studies related to our strategic priorities
- Durable equipment and supplies needed to achieve targeted results

WE DO NOT FUND:

- Overhead/Indirect expenses, such as rent, insurance, maintenance and repair
- Personnel costs for staff not involved in the project
- Institutions that discriminate on the basis of race, ethnicity, creed, gender or sexual orientation in policy or practice
- Fundraising events, celebrations, dinners or golf outings
- Scholarships, fellowships or direct financial assistance to individuals
- Religious activities or political lobbying
- Medical, academic or scientific research
- Supplanting of existing salaries
- Endowments
- Activities that duplicate efforts in the community
- Retirement of previously incurred debt
- Capital "bricks and mortar" fundraising campaigns

While GWCHF does not contribute to "bricks and mortar" fundraising campaigns, GWCHF's directed initiatives may include capital investments which promote health equity and are:

- » Within the foundation's identified strategic priorities
- » Evidenced-based for health enhancement

REQUEST FOR GRANT PROPOSALS

grantmaking guidelines

ALLOWABLE COSTS:

When a project is funded, the following costs are allowed as necessitated to complete the project:

- Salaries and fringe benefits for program personnel based on the percentage of effort devoted by the employee
 - Equipment with a unit cost of \$3,000 or less, including computers and office equipment
 - Consultant fees for service
 - Honoraria for services, such as speaker fees associated with a conference or symposium
 - Travel expenses including transportation, lodging, and meals for project-related activities
 - Meals and refreshments associated with a conference or symposium, meeting or site visit
- Alcohol is not a fundable expense.**
- Advertising for personnel or program participant recruitment, or for awareness and education
 - Books, journals and membership dues
 - Office supplies purchased for use by all staff, supplies, materials, postage, photocopies, and shipping needed to execute the project are reimbursable. **Sales tax is not a fundable expense.**

SPONSORSHIPS

GWCHF makes an effort to minimize sponsorships so that it can use its resources to drive focused improvements in health. GWCHF will not sponsor fundraising events or purely social events. However, on a very limited basis, the Foundation will sponsor an educational event or conference if it:

- promotes at least one GWCHF strategic priority area, is collaboratively organized by multiple community partners
- is part of the organization's larger strategic plan to improve community health
- provides positive public awareness and visibility to GWCHF's strategic priorities
- already has substantial community support and involvement, and will reach a large audience of community members
- is requested by an organization that is professionally managed with a proven track record of financial stewardship

EVALUATION CRITERIA:

When applicable, we use the following criteria to evaluate a proposal:

- **Evidence:** Is the proposal supported by research demonstrating its effectiveness in improving health and/or the determinants of health?
- **Outcomes:** Are there processes in place to measure the project's impact?
- **Action Plan and Timeline:** Do the proposed plans (action steps, timeline and budget) give confidence that the project will measurably impact the Foundation's strategic priorities?
- **Sustainability:** To what extent will the impact of the initiative continue beyond this grant cycle?
- **Collaboration/Support:** Has the applicant garnered the support needed to be successful?
- **Qualifications:** Is there confidence in this organization's ability to effectively move the needle on health outcomes?



January, 2025

Proposal for Strategic Plan Development, Consulting, and Facilitation Services

Watertown Public Library



Overview

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

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

The Watertown Public Library and WiLS will engage various stakeholders to learn more about their aspirations for the community and their needs for the library. Community engagement will

be supplemented with robust quantitative data collection and analysis to ensure the strategic plan will be data-informed and meet the needs of the community and the library.

Deliverables and Cost

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

Project Phase & Associated Activities		Description	Tentative timeline
Phase 1: Setting the Stage		In this phase, we will kick off the strategic planning process with a look at community demographics. At a virtual kick-off meeting with the strategic planning team, we will get to know each other, discuss the process, review available data, and start community mapping.	March/April 2025
	<i>Demographics workbook</i>	WiLS provides a snapshot of the library's service area/community demographics, pulling from different federal and state data resources. The planning team will use the information gathered during this process to develop a community map.	
	<i>Planning team questionnaire</i>	WiLS will administer a questionnaire to the planning team to develop an understanding of library and community aspirations, issues, and needs.	
	<i>Strategic planning kickoff meeting (virtual)</i>	WiLS will facilitate a 90-minute virtual kickoff meeting with the planning team. The meeting's agenda will include <ol style="list-style-type: none"> 1. An overview of the process, including the phases and associated activities, to develop a timeline/calendar for the process 2. An overview of the planning team's role 3. A review of questionnaire response 4. Community mapping start and tool review 5. Time for questions and suggestions 	
Phase 2: Stakeholder Engagement		We believe that hearing directly from the community helps your library make the best decisions for its future. In this phase, we propose using a data-gathering approach that is both evaluative and future-facing and utilizes qualitative and quantitative data.	April-August 2025

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

	<i>Short survey for teens (optional)</i>	Working with library staff, WiLS will develop a very short survey for staff to administer to teen patrons to better understand their needs.
	<i>Community Conversations</i>	WiLS, with assistance from the library, will coordinate 2 community conversations with selected community participants to gather information about how the library can align its resources and services to best support community aspirations and needs. WiLS will provide a facilitator to lead the conversations and a notetaker to document the input gathered during the conversations. WiLS will compile and theme the results of the conversations.
	<i>Community leaders questionnaire (optional)</i>	WiLS will provide a Library and Community Landscape Questionnaire for city leaders to gather input. WiLS will compile and theme the information gathered.
	<i>Community Q&A boards - in-library (optional)</i>	<p>WiLS will provide a basic handout and a how-to for library staff on creating community "Q&A" boards at library locations. This passive, interactive activity will pose a set of future-facing questions to explore community strengths, opportunities, and possible roles for the library.</p> <p>Note: This activity will require 3-4 hours of library staff time to prep and set up the stations, monitor them throughout their "open" period, and then to take and share photos of the responses with WiLS. WiLS will theme the responses and present the findings at the data webinar.</p>
Phase 3: Development of the Strategic Plan & Strategic Plan Deliverable		<p>WiLS will share with the Strategic Planning Team a review of data and information and meet to develop a strategic plan that articulates a vision for the library, develops key focus areas, highlights strategic initiatives, and establishes goals and objectives.</p> <p>August - September 2025</p>
	<i>Data Webinar (Virtual)</i>	WiLS will develop and share a recorded webinar to review the data and information gathered with the planning team in advance of the strategic plan development meeting. The team will be provided with a slide deck of the compiled information and the data used for the slide deck.
	<i>Theming Worksheets</i>	WiLS will provide planning team members with a worksheet to capture their ideas about themes and important ideas that emerged during the data and information gathering phase.
	<i>Framework Meeting (in-person)</i>	WiLS will develop processes and provide facilitation services for a 2-hour strategic plan development meeting of the planning team. The result of this meeting will be the finalization of strategic goals and measurable objectives. <i>This meeting can be virtual, but we recommend in-person if possible.</i>
	<i>Plan Writing</i>	WiLS will compile the results of the planning meeting to include with other documentation to develop and write a strategic plan document. WiLS will coordinate a schedule with the library to finish writing the plan and obtain any

		feedback from appropriate stakeholders. WiLS allocates 16 hours for writing the strategic plan document. If additional writing time is requested beyond the 16 hours, an adjusted cost for this component will be required.
	<i>Graphic Design and Editing Process</i>	If desired, when the draft is nearing completion, WiLS can add desired graphic design elements and provide the library an easy mechanism to share photos and graphics they would like included in the final plan document.
Phase 4: Meaningful Assessment of Your Strategic Plan		September/October 2025
	<i>Assessment meeting (virtual)</i>	Regular assessment and evaluation of your plan can provide clarity on implementing your strategic plan and seeing your library's achievements of its goals. Working with WiLS' data analyst, the library will learn how to set meaningful benchmarks and assess their strategic plan efforts. This will include a two-hour training session with up to 6-8 staff participants and tools and templates to easily and routinely assess efforts.
	<i>Development of a communication plan</i>	Working with the library director and at least one board and utilizing a questionnaire, WiLS will draft a communication plan for strategic plan implementation in order to keep stakeholders, both internal and external, informed, engaged, and aligned with the strategic goals and initiatives of the library.

Cost to Perform

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

Phase & Activity	Cost
Phase 1:	\$ 1,624.00
Demographics workbook	\$464.00
Planning team questionnaire	\$464.00
Strategic Planning Team Kickoff Meeting (virtual)	\$696.00
Phase 2: Community, Board, & Staff Engagement	\$9,314.00 - \$12,167.00
Library Staff SOAR (in person)	\$1,635.00
Board conversation (in-person)	\$1,171.00
Community survey	\$1,856.00
<i>City leaders questionnaire (optional)</i>	<i>\$464.00</i>
Data Dashboard access & tour (virtual)	\$696.00
Stakeholder interviews (virtual)	\$232.00- up to 5 \$1,150
<i>Donor questionnaire (optional)</i>	<i>\$696.00</i>
Community conversations (2 - in-person)	\$2,226.00
<i>Community Gathering (in-person) optional</i>	<i>\$1,693.00</i>
<i>Short survey for teens (optional)</i>	<i>\$696.00</i>

Community Q&A boards	\$580.00
Phase 3: Development of the Strategic Plan & Strategic Plan Deliverable	\$ 5,916.00
Data webinar (recorded)	\$1,682.00
Framework meeting (in-person)	\$1,682.00
Plan writing	\$1,856.00
Graphic design & editing	\$696.00
Phase 4: Meaningful Assessment	\$ 1,160.00 - \$1,892.00
Assessment meeting (virtual)	\$1,160.00
<i>Communication plan (optional)</i>	<i>\$732.00</i>
Note: Travel (per travel event)	\$ 533.00
TOTAL PROJECT RANGE	\$ 18,014.00 - \$21,599.00

*The lower range total does not include any optional components. The higher amount reflects all of the possible information gathering and mostly in-person meetings. The higher total is a not to be exceeded amount.

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

Key Staff

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



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



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



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

January 20th, 2025

Via Email: kmelcher@watertownhealthfoudation.com
Grater Watertown Community Health Foundation
ATTN: Kim Melcher
600 E. Main Street, Suite 200
Watertown, WI 53094

RE: Watertown Public Library Board of Trustees
GWCHF Grant Application

Dear Ms. Melcher:

On behalf of the Watertown Public Library Board of Trustees (the “Library”), we submit the following grant application in support of Strategic Plan Development, Consulting, and Facilitation Services provided by WiLS.

1. **Goals:** Develop a robust strategic plan that establishes measurable goals with community input, strategies for achievement, and review/updating mechanisms.
2. **Potential Benefits:** Thoughtful strategic plan implementation would be designed to identify and provide appropriate services to library constituents, safeguard the use of public funds, protect community goodwill, forecast possible future challenges, and demonstrate to community stakeholders measureable outcomes.
3. **Funds Needed:** Estimated at \$18,014.00 - \$21,599.00. *See attached.*
4. **Timeline:** Estimated start March/April 2025. Estimated completion September/October 2025. *See attached.*

Please direct further communication with the Library on this grant proposal to the following:

with copy to:

Margaret Checkai
Library Director
Watertown Public Library
100 S. Water Street
Watertown, WI 53094
pcheckai@watertownpubliclibrary.org

Very truly yours:

Watertown Public Library Board of Trustees

Sarah Oudenhoven
President

Encl.

- GWCHF Request for Proposals
- WiLS Proposal dated January, 2025

DRAFT

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 2/13/2025

Subject: Discuss proposal for Strategic Plan and plans for applying for a Capacity Building Grant from the GWCHF

Background

Trustees have voted to move ahead with completing a strategic plan for the future of the library. A library focused organization has been secured. A proposal has been submitted for board review. Trustees will also discuss applying for a grant to cover the costs associated with completing the plan.

Budget Goal

Financial Impact

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

Recommendation

This will need to be a decision by trustees but WILS is a respected and reliable resource used by many state libraries.

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 2/13/2025

Subject: Closed Session to discuss Director's Review

Background

Trustees completed the Director's review in 2024. A signed document and goals need to be submitted to HR per city handbook/

Budget Goal

Financial Impact

Recommendation

I recommend that the board makes changes to the review document and submit to HR

MONTHLY BUDGET 2025

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
SALARIES & BENEFITS <i>850,859 to be contributed by City into 11-48-12-30</i>							
Salaries & Benefits - Fund 11							
Salaries (11-58-12-10)	703,546	49,953			49,953	653,593	7.10%
Longevity (11-58-12-12)	527	0			0	527	0.00%
Overtime (11-58-12-14)	0	31			31	-31	
Retirement (11-58-12-33)	33,241	2,563			2,563	30,678	7.71%
Social Security (11-58-12-34)	43,653	3,021			3,021	40,632	6.92%
Medicare (11-58-12-35)	10,209	707			707	9,502	6.92%
Health Insurance (11-58-12-36)	87,885	6,540			6,540	81,345	7.44%
Life (11-58-12-37)	1,494	148			148	1,346	9.90%
Dental (11-58-12-38)	7,487	612			612	6,875	8.17%
	888,042	63,574.32	0.00	0.00	63,574.32	824,467.68	7.16%
LIBRARY EXPENSES - Fund 11							
AMSO Allocation (11-58-12-17)							
AMSO Allocation	61,952				0	61,952	0.00%
	61,952	0.00	0.00	0.00	0.00	61,952	0.00%
Supplies & Programs (11-58-12-18)							
AV Supplies	1,200	0			0	1200	0.00%
Book Supplies	1,500	0			0	1500	0.00%
Makerspace	1,750	0			0	1750	0.00%
Marketing	2,000	0			0	2000	0.00%
Office & Library Supplies	7,500	217			217	7283	2.89%
Photocopier Lease	6,300	265			265	6035	4.21%
Postage	500	0			0	500	0.00%
Adult Programs	2,000	362			362	1638	18.09%
Adult Summer Library Challenge	0	0			0	0	
Children Programs	2,750	244			244	2506	8.89%
Children Summer Library Challenge	0	0			0	0	
Teen Programs	2,000	177			177	1823	8.87%
Teen Summer Library Challenge	0	0			0	0	
	27,500	783.42	0.00	0.00	783.42	26,716.58	2.85%
Maintenance Contracts (11-58-12-19)							
Building and Equipment	19,689	44			44	19,645	0.22%
Software and Subscriptions	19,192	635			635	18557	3.31%
	38,881	678.47	0.00	0.00	678.47	38,202.53	1.74%

MONTHLY BUDGET 2025

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Building Repairs & Supplies (11-58-12-20)							
Janitorial Supplies	8,000	751			751	7,249	9.39%
Repairs & Expense	5,000	0			0	5,000	0.00%
	13,000	751.08	0.00	0.00	751.08	12,248.92	5.78%
Property Insurance (11-58-12-21)							
Property Insurance	17,000	0			0	17,000	0.00%
	17,000	0.00	0.00	0.00	0.00	17,000	0.00%
Dues & Fees (11-58-12-22)							
Dues, Fees, ETC.	1,100	0			0	1,100	0.00%
	1,100	0.00	0.00	0.00	0.00	1,100.00	0.00%
Continuing Education (11-58-12-23)							
Continuing Education	1,200	0			0	1,200	0.00%
	1,200	0.00	0.00	0.00	0.00	1,200.00	0.00%
Travel (11-58-12-24)							
Travel	1,500	0			0	1,500	0.00%
	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00%
Utilities							
Fuel (11-58-12-28)	20,000	1,861			1,861	18,139	9.30%
Electricity (11-58-12-30)	40,000	2,740			2,740	37,260	6.85%
Water (11-58-12-31)	4,000	347			347	3,653	8.67%
Telephone (11-58-12-32)	3,000	113			113	2,887	3.76%
	67,000	5,060.24	0.00	0.00	5,060.24	61,939.76	7.55%
Café Charges (11-58-12-43)							
Café Charges	23,780	0			0	23,780	0.00%
	23,780	0.00	0.00	0.00	0.00	23,780.00	0.00%
Databases (11-58-12-44)							
BRIDGES - Databases	1,754	0			0	1,754	0.00%
Hoopla (\$6,504 Grant)	9,626	0			0	9,626	0.00%
Movie License	607	0			0	607	0.00%
Newsbank Inc.	2,340	2,308			2,308	33	98.61%
Overdrive E-Content	4,968	0			0	4,968	0.00%
Overdrive Advantage	5,956	0			0	5,956	0.00%
TumbleBooks Inc.	840	799			799	41	95.12%
Udemy	0	0			0	0	
	26,091	3,106.50	0.00	0.00	3,106.50	22,984.50	11.91%
Technology (11-58-12-45)							
Fiber Optic - TEACH SERVICES	1,200	0			0	1,200	0.00%
Technology	1,000	10			10	990	1.00%
	2,200	9.99	0.00	0.00	9.99	2,190.01	0.45%

MONTHLY BUDGET 2025

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Library Materials (11-58-12-46)							
Adult Fiction	8,000	1,161			1,161	6,839	14.52%
Adult Nonfiction	7,000	959			959	6,041	13.71%
Children Books	11,384	136			136	11,248	1.20%
Large Print	6,450	170			170	6,280	2.63%
Materials - (Non-books)	0	0			0	0	
Reference - Subscriptions	3,036	0			0	3,036	0.00%
Reference - Materials	0	0			0	0	
Young Adult Books	3,500	280			280	3,220	8.01%
	39,370	2,707.30	0.00	0.00	2,707.30	36,662.70	6.88%
Periodicals (11-58-12-47)							
Periodicals/Newspapers	4,905	961			961	3,944	19.58%
Seasonal Periodical Purchases	0	0			0	0	
	4,905	960.60	0.00	0.00	960.60	3,944.40	19.58%
AV Materials (11-58-12-48)							
Adult Talking Books	0	0			0	0	
Children AUDIO	0	0			0	0	
DVD	6,000	187			187	5,813	3.12%
Lucky Day	0	0			0	0	
	6,000	187.01	0.00	0.00	187	5,812.99	3.12%
Donation Purchases (11-58-12-50)							
Purchase from Donation	0	1,156			1,156	-1,156	
		1,155.51	0.00	0.00	1,155.51		
TOTAL LIBRARY EXPENSES	331,479	15400.12	0.00	0.00	15400.12	316,079	4.65%
TOTAL EXPENSES INCLUDING SALARIES	1,219,521	78974.44	0.00	0.00	78974.44	1,140,547	6.48%
REVENUE - FUND 11							
Fines (11-48-12-10)	1,500	177			177	1,323	11.77%
Misc. Fees (11-48-12-12)	5,000	518			518	4,482	10.36%
Use of Facilities Fee (11-48-12-14)	3,000	461			461	2,539	15.37%
Copier (11-48-12-18) Will be adjusted for tax	6,500	1,097			1,097	5,403	16.87%
Jefferson County Funds (11-48-12-22)	238,228	0			0	238,228	0.00%
Dodge County Funds (11-48-12-24)	101,503	0			0	101,503	0.00%
Adjacent County Funds (11-48-12-26)	11,431	1,556			1,556	9,875	13.61%
DONATIONS 11-48-12-27	0	2,424			2,424	-2,424	
General Fund Contribution (11-48-12-30) From Fund 1	850,859	0			0	850,859	0.00%
Annual Credit Card Rebate (11-48-12-56)	1,500	0			0	1,500	0.00%
TOTAL FUND 11 REVENUE	1,219,521	6,231.96	0.00	0.00	6,231.96	1,213,289	0.51%
RESERVED TO OFFSET SALARIES & BENEFITS							
Salary Reserve	37,183				0	37,183	0.00%
Subtotal Salary Reserve	37,183	0	0	0	0	37,183	0.00%

	2025 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	12,754												12,754
Days open	30	28	30	29	30	30	30	31	29	30	29	29	355
Daily average	425	0	0	0	0	0	0	0	0	0	0	0	36
Highest attendance day	603												
Lowest attendance day	212												
2024 ATTENDANCE	11,487	11,661	12,614	12,528	11,128	14,252	15,926	15,511	12,054	14,273	13,476	11,867	156,777
Percent changed	11%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-92%
REF QUESTIONS	1,055	0	0	0	0	0	0	0	0	0	0	0	1,055
INTERNET	574	0	0	0	0	0	0	0	0	0	0	0	574
MEETING ROOM	169												169

REFERENCE, CIRCULATION STATISTICS 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	706												706
Tutor Sessions	189												189
Microfilm	6												6
Computer/Tablet	554												554
Typewriter	0												0
Proctor Exams	0												0
Wireless	4751												4,751
Adult Programs	24												24
Program Att.	120												120
Passive Programs	8												8
Passive Att.	59												59
Outreach Events	1												1
Outreach Att.	15												15
Mobile Print Users	117												117
Mobile Print Pages	541												541
Newsbank	2248												2,248
Website Views	6665												6,665

CHILDREN'S ROOM STATS - 2024																							
MONTH	STORYTIME		PROGRAMS		LIBRARY VISITS		OFFSITE		DROP-INS		SCHOOL VISITS		KIDS	ADULTS	SLC	WLC	TUMBL E	500 BOOKS	1K BOOKS	BOOK BAGS		REF	PC
JANUARY	12	414	11	168	1	10	1	6	6	439	5	110	238	176	0	0	43	1	11	19	451	349	20
FEBRUARY																							
MARCH																							
APRIL																							
MAY																							
JUNE																							
JULY																							
AUGUST																							
SEPTEMBER																							
OCTOBER																							
NOVEMBER																							
DECEMBER																							
TOTALS	12	414	11	168	1	10	1	6	6	439	5	110	238	176	0	0	43	1	11	19	451	349	20

Young Adult Statistics - 2024

Month	YA Active		YA Passive & N/A		YA SRP	YA WRP
	# Prog.	Attend.	#Prog.	Atten.		
January	4	33	7	529		n/a
February						
March						
April						
May					n/a	
June					n/a	
July						
August						
September						
October						
November						
December						
TOTALS	4	33	7	529	0	0

UNPLANNED EXPENSES IMPACTING 2024 BUDGET

	VENDOR	EXPENSE	AMOUNT	BILLED TO	
JAN	Funds transferred by City to 1-55-11-46 to cover 2023 retirement calculation corrections. Will be deducted from year end fund analysis per Sheri R.		787.28	11-58-12-46	Library Materials
FEB	Complex Security Solutions	Ethernet ports for cameras	1,649.98	11-58-12-16	Technology
MAR	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: MOU	3,996.34	11-58-12-18	Office Supplies
	United Systems Associates	HVAC controllers	292.50	11-58-12-20	Repairs & Expense
APR	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: MOU	1,397.50	11-58-12-18	Office Supplies
	Omni Technologies	Service for HDMI floor box	531.00	11-58-12-16	Technology
	DME	Service for lift	528.00	11-58-12-20	Repairs & Expense
MAY	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: MOU	227.50	11-58-12-18	Office Supplies
		Controls System Service			
JUN	United Systems Associates	Agreement	3,250.00	11-58-12-19	Service Contracts
	Sure-Fire, Inc.	HVAC Maintenance Contract	6,000.00	11-58-12-19	Service Contracts
SEP	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: MOU	1,495.00	11-58-12-18	Office Supplies
	Russel Law Offices	Legal fees re: Trust Fund	150.00	11-58-12-18	Office Supplies
	Cottingham & Butler	Job Reviews	550.00	11-58-12-18	Office Supplies
OCT	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: MOU	3,055.00	11-58-12-18	Office Supplies
	Russel Law Offices	Legal fees re: MOU	1,382.50	11-58-12-18	Office Supplies
	Convergent Solutions	New annual fee	720.24	11-58-12-32	Telephone
		Convert Fire Alarm Analog to			
NOV	Advantage Systems Group	Cellular, 50% Down Payment	401.17	11-58-12-20	Repairs & Expense
	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: MOU	1,397.50	11-58-12-18	Office Supplies
DEC	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: Resolution	357.50	11-58-12-18	Office Supplies
	Advantage Systems Group	Convert Fire Alarm, final Payment	401.16	11-58-12-20	Repairs & Expense
	Richter Heating and AC	Boiler pipe fitting repair	1,694.50	11-58-12-20	Repairs & Expense
	Sure-Fire, Inc.	Troubleshooting and repair	911.25	11-58-12-20	Repairs & Expense
	Sure-Fire, Inc.	Ignition repair	859.65	11-58-12-20	Repairs & Expense

YTD TOTAL: 32,035.57

MONTHLY BUDGET 2024

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year To Date	Remaining	To Date
CITY FUNDS																
SALARIES - City Funds																
Staff (01-55-11-10)	646,500	41,816	50,794	51,196	49,202	49,207	47,771	73,757	49,227	47,770	50,502	50,092	72,365	633,700	12,800	98.02%
Longevity (01-55-11-12)	527	0	0	0	0	0	0	0	0	0	0	0	527	527	1	99.91%
Overtime (01-55-11-14)	0	9	0	0	26	0	99	126	0	30	0	25	67	382	-382	
Retirement (01-55-11-33)	33,455	2,643	2,547	2,552	2,505	2,352	2362	3,706	2,465	2,466.59	2,465	2,595	3,711	32,367	1,088	96.75%
Social Security (01-55-11-34)	43,762	2,505	2,990	3,015	2,893	2,906	2823	4,422	2,907	2,818.18	2,986	3,007	4,465	37,737	6,025	86.23%
Medicare (01-55-11-35)	10,195	586	699	705	677	680	660	1,034	680	659.12	698.29	703	1,044	8,826	1,369	86.57%
Health (01-55-11-36)	106,704	6,814	6,814	6,814	6,814	6,086	6,086	6,086	6,086	6,086	6,086	4,300	4,300	72,376	34,328	67.83%
Life (01-55-11-37)	1,857	140	140	140	127	127	127	150	150	150	150	122	148	1,671	186	89.97%
Dental (01-55-11-38)	7,342	612	612	612	612	582	612	612	612	612	612	612	612	7,311	31	99.58%
TOTAL CITY FUNDS	850,342	55,123.84	64,596.41	65,034.51	62,856.52	61,940.13	60,540.20	89,893.85	62,126.26	60,591.65	63,498.54	61,455.54	87,238.30	794,895.75	55,446.25	93.48%
		(787)												794,108.47		
EXPENSES - Special Funds																
Salaries and Benefits																
Salary Reserve	32,615													0	32,615	0.00%
Subtotal Salary Reserve	32,615	0	0	0	0	0	0	0	0	0	0	0	0	0	32,615	0.00%
AMSO Allocation (11-58-12-17)																
AMSO Allocation	60,402	0	0	15,101	0	0	15,101	0	0	15,101	0	0	15,101	60,404	-2	100.00%
TOTAL AMSO 11-58-12-17	60,402	0	0	15,101	0	0	15,101	0	0	15,101	0	0	15,101	60,404	-2	100.00%
Supplies & Programs (11-58-12-18)																
Adult Program	2,000	186	146	86	599	69	40	32	92	411	273	0	17	1,951	49	97.54%
Adult Summer Library Challenge	1,500	0	0	0	0	254	56	357	157	122	163	201	14	1,324	176	88.24%
Children Programs	2,750	19	135	279	513	267	102	211	319	279	243	71	311	2,750	0	99.99%
Children Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Teen Programs	2,000	140	275	178	207	0	10	0	238	146	136	487	306	2,121	-121	106.06%
Teen Summer Library Challenge	1,200	0	0	0	0	27	786	433	-31	0	0	0	0	1,215	-15	101.22%
AV Supplies	1,200	86	0	0	45	61	86	0	0	184	58	0	550	1,069	131	89.05%
Book Supplies	1,500	575	0	0	0	404	0	0	12	676	9	23	116	1,816	-316	121.04%
Makerspace	1,750	0	0	14	151	0	45	186	0	344	72	109	0	921	829	52.61%
Marketing	2,000	351	192	452	217	269	240	31	60	225	0	0	359	2,395	-395	119.76%
Office & Library Supplies	7,500	74	124	5,069	1,702	503	156	251	284	2,421	5220	1808	648	18,259	-10759	243.45%
Photocopier Lease	4,800	0	795	250	457	190	950	428	398	384	368	400	566	5,186	-386	108.04%
Postage	500	0	0	0	10	0	4	0	0	20	0	5	16	56	444	11.11%
TOTAL 11-58-12-18	28,700	1,429.97	1,666.16	6,326.96	3,900.09	2,043.05	2,473.88	1,928.00	1528.88	5214.85	6541.24	3104.64	2,902.34	39,060.06	-10,360.06	136.10%
Maintenance Contracts (11-58-12-19)																
Building and Equipment	8,500	0	0	360	0	0	9,250	0	651	0	0	590	8,474	19,325	-10,825	227.35%
Software and Subscriptions	19,500	1,184	497	13,550	260	283	125	0	0	930	2179	-1815	272	17,465	2035	89.56%
TOTAL 11-58-12-19	28,000	1,183.72	497.15	13,909.87	260.00	283.49	9,375.00	0.00	650.94	930.00	2,178.57	-1,225.00	8,745.95	36,789.69	-8,789.69	131.39%

MONTHLY BUDGET 2024

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year To Date	Remaining	To Date
Building Repairs & Supplies (11-58-12-20)																
Janitorial Supplies	9,000	136	292	305	399	-78	1,365	237	1,100	635	-10	1,550	1,069	7,001	1,999	77.79%
Repairs & Expense	5,000	0	177	345	568	17	0	11	312	206	0	401	3,867	5,903	-903	118.06%
TOTAL 11-58-12-20	14,000	135.98	468.94	650.00	966.96	-61.08	1,365.34	248.09	1,412.29	840.82	-10.00	1,951.13	4,935.27	12,903.74	1,096.26	92.17%
Property Insurance (11-58-12-21)																
Property Insurance	8,500	0	0	0	0	0	0	7,716	0	0	0	0	0	7,716	784	90.78%
TOTAL PROPERTY INSURANCE 11-58-12-21	8,500	0	0	0	0	0	0	7716	0	0	0	0	0	7,716	784	90.78%
Dues & Fees (11-58-12-22)																
Dues, Fees, ETC.	1,100	113	0	0	0	0	0	0	201	165	0	127	111	717	383	65.20%
TOTAL 11-58-12-22	1,100	112.88	0.00	0.00	0.00	0.00	0.00	0.00	201.00	165.00	0.00	127.36	111.00	717.24	382.76	65.20%
Continuing Education (11-58-12-23)																
Continuing Education	1,200	180	0	375	0	26	0	0	0	410	660	0	248	1,898	-698	158.19%
TOTAL 11-58-12-23	1,200	180.00	0.00	375.00	0.00	25.73	0.00	0.00	0.00	410.00	660.00	0.00	247.50	1,898.23	-698.23	158.19%
Travel (11-58-12-24)																
Travel	1,500	0	16	23	56	105	214	276	84	0	87	896	149	1,905	-405	127.03%
TOTAL 11-58-12-24	1,500	0.00	15.61	22.71	56.15	104.99	213.87	275.91	84.08	0.00	87.10	896.31	148.74	1,905.47	-405.47	127.03%
Utilities																
Fuel (11-58-12-28)	20,000	0	1,754	1,244	1,154	421	119	118	114	121	92	187	878	6,203	13,797	31.02%
Electricity (11-58-12-30)	39,500	0	2,650	2,732	2,766	3,222	4,412	5,369	5,393	4,623	3,877	3,728	2,638	41,410	-1,910	104.83%
Water (11-58-12-31)	4,500	0	325	354	347	354	347	376	362	376	369	354	362	3,926	574	87.25%
Telephone (11-58-12-32)	3,000	479	167	167	167	167	157	167	167	167	892	63	266	3,025	-25	100.84%
TOTAL Utilities	67,000	479.41	4,896.18	4,497.64	4,434.23	4,164.28	5,034.37	6,030.43	6,034.90	5,286.95	5,229.76	4,331.41	4,144.23	54,563.79	12,436.21	81.44%

MONTHLY BUDGET 2024

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year To Date	Remaining	To Date
Library Materials (11-58-12-46)																
Adult Fiction	10,000	111	1,075	1,270	341	1,759	1,655	741	2,406	805	1,465	1,730	1,314	14,671	-4,671	146.71%
Adult Nonfiction	9,000	51	696	1,420	493	1,086	1,015	801	659	183	1,223	1,334	885	9,846	-846	109.40%
Adult Talking Books	4,500	437	39	52	48	1,095	40	280	23	49	363	623	783	3,830	670	85.12%
Children AUDIO	500	0	150	0	0	150	0	0	0	60	266	75	75	776	-276	155.16%
Children Books	12,000	666	2,090	1,436	236	1,245	560	189	868	2,257	1,257	781	666	12,250	-250	102.09%
Large Print	7,124	0	593	1,235	487	463	326	610	202	172	1,104	1,465	749	7,408	-284	103.98%
Materials - (Non-books)	500	418	37	85	0	59	15	157	67	12	8	24	7	889	-389	177.72%
Reference - Subscriptions	4,000	600	286	10	0	500	0	0	0	373	0	1,080	0	2,849	1,151	71.22%
Reference - Materials	500	0	0	0	0	0	0	0	0	0	0	295	55	350	150	70.00%
Young Adult Books	4,808	339	105	642	302	546	57	244	488	433	444	648	974	5,223	-415	108.63%
Subtotal	52,932	2,620.76	5,071.65	6,150.81	1,907.84	6,902.20	3,667.07	3,021.52	4,712.72	4,343.77	6,130.44	8,054.87	5,507.58	58,091.23	-5,159.23	109.75%
Periodicals																
Periodicals/Newspapers	5,407	54	614	1,128	2,328	0	170	0	0	0	89	0	278	4,661	746	86.20%
Seasonal Periodical Purchases	0	0	0	0	0	63	0	0	0	75	0	0	0	138	-138	
Subtotal	5,407	53.97	613.76	1,127.92	2,327.61	63.26	170.00	0.00	0.00	74.85	88.98	0.00	278.38	4,798.73	608.27	88.75%
AV Materials																
DVD	7,000	90	316	623	504	989	690	798	288	751	523	642	1,039	7,252	-252	103.59%
Lucky Day	2,000	110	84	169	110	99	75	107	80	95	80	0	40	1,049	951	52.45%
Subtotal	9,000	199.66	400.05	791.53	613.62	1,087.81	764.68	905.13	368.06	846.29	602.54	642.14	1,079.07	8,300.58	699.42	92.23%
Databases																
BRIDGES - Databases	1,662	0	0	1,662	0	0	0	0	0	0	0	0	0	1,662	0	100.00%
Hoopla (\$6,504 Grant)	12,000	0	1,569	0	0	0	0	592	1,072	1,134	1,173	1,192	2,453	9,187	2,813	76.55%
Movie License	616	0	0	616	0	0	0	0	0	0	0	0	0	616	0	100.00%
Newsbank Inc.	2,150	2,231	0	0	0	0	0	0	0	0	0	0	0	2,231	-81	103.77%
Overdrive E-Content	4,732	0	4,732	0	0	0	0	0	0	0	0	0	0	4,732	0	100.00%
Overdrive Advantage	5,913	0	0	5,913	0	0	0	0	0	0	0	0	0	5,913	0	100.00%
TumbleBooks Inc.	800	799	0	0	0	0	0	0	0	0	0	0	0	799	1	99.88%
Udemy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Subtotal	27,873	3,030.00	6,301.09	8,191.00	0.00	0.00	0.00	592.36	1,072.11	1,134.42	1,173.33	1,191.97	2,453.25	25,139.53	2,733.47	90.19%
Technology																
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	600	0	0	0	0	600	1,200	0	100.00%
Technology	2,000	60	1,650	393	531	100	10	8	10	-393	12	0	0	2,380	-380	119.02%
Subtotal	3,200	59.99	1,649.98	392.85	531.00	99.99	9.98	607.98	9.98	-393.42	11.98	0.00	600.00	3,580.31	-380.31	111.88%
Café Charges																
Café Charges	22,665	0	0	22,665	0	0	0	0	0	0	0	0	0	22,665	0	100.00%
Subtotal	22,665	0.00	0.00	22,665.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	22,665.00	0.00	100.00%
TOTAL 11-58-12-46	121,077	6,751.66	14,036.53	39,319.11	5,380.07	8,153.26	4,611.73	5,126.99	6,162.87	6,005.91	8,007.27	9,888.98	9,918.28	123,362.66	-2,285.66	101.89%

MONTHLY BUDGET 2024

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year To Date	Remaining	To Date
Donation Purchases (11-58-12-50)																
Purchase from Donation		345	3,923	5,076	6,604	5,614	4,306	4,247	2,011	4,310	2,334	1,903	1,345	42,019		
TOTAL 11-58-12-50		345.35	3,923.10	5,076.37	6,604.44	5,614.43	4,305.83	4,247.34	2,010.81	4,309.52	2,333.83	1,903.13	1,344.73	42,018.88		
TOTAL SPECIAL FUNDS EXPENSES	331,479	10,618.97	25,503.67	85,278.66	21,601.94	20,328.15	42,481.02	25,572.76	18,085.77	38,264.05	25,027.77	20,977.96	47,599.04	381,339.76	(7,841.88)	115.04%
REVENUE - SPECIAL FUNDS																
Fines (11-48-12-10)	1,500	100	94	70	92	115	313	120	69	40	111	162	19	1,305	195	87.00%
Misc. Fees (11-48-12-12)	5,000	312	439	290	510	346	547	378	520	431	319	662	382	5,136	-136	102.73%
Use of Facilities Fee (11-48-12-14)	3,500	1	380	140	709	480	260	123	1,037	0	260	673	543	4,605	-1,105	131.56%
Copier (11-48-12-18) will be adjusted for tax	7,000	185	639	408	611	738	580	573	606	621	500	1,461	116	7,038	-38	100.54%
Jefferson County Funds (11-48-12-22)	205,407	0	205,407	0	0	0	0	0	0	0	0	0	0	205,407	0	100.00%
Dodge County Funds (11-48-12-24)	81,012	0	81,012	0	0	0	0	0	0	0	0	0	0	81,012	0	100.00%
Adjacent County Funds (11-48-12-26)	6,060	0	6,060	33	0	0	0	0	0	0	0	0	0	6,093	-33	100.54%
DONATIONS 11-48-12-27	20,000	1,373	9,397	0	5,909	3,309	1,000	1,603	1,888	2,516	42,090	6,612	3,364	79,060	-59,060	395.30%
Annual Credit Card Rebate (11-48-12-56)	2,000	0	826	0	0	783	0	0	594	0	0	576	0	2,779	-779	138.93%
TOTAL SPECIAL FUNDS REVENUE	331,479	1,971.05	304,254.64	941.46	7,830.74	5,770.74	2,699.78	2,797.30	4,712.96	3,607.52	43,279.64	10,145.07	4,423.89	392,434.79	-60,955.79	118.39%
TOTAL OPERATING EXPENSES, INCLUDING CITY FUNDS	1,181,821	65,743	90,100	150,313	84,458	82,268	103,021	115,467	80,212	98,856	88,526	82,434	134,837	1,176,236	5,585	99.53%
2023 YEAR END FUND BALANCE	403,396.99	404,184.27	As adjusted by the \$787.28 retirement calculation.													
Reserved for Donations year end 2023	34,349.92															
Unreserved Balance year end 2023	369,047.07	369,834.35	Adjusted balance													
2024 YTD Balance Reserved for Donations	71,391.16															
YEAR END FUND ANALYSIS			Budgeted revenue excluding donations:				311,479.00	Budgeted expenses excluding donation purchases:				331,479.00				
Start 2024 Fund Balance	404,184.27		Actual revenue excluding donations:				313,374.67	Actual expenses excluding donation purchases:				339,320.88				
2024 Fund 11 Revenue	392,434.79						1,895.67							-7,841.88		
2024 Fund 11 Expenses	381,339.76															
Remaining City Funds	55,446.25															
Increase/Decrease	66,541.28															
2024 Year End Fund Balance	470,725.55															
2024 Donation Reserve	71,391.16															
2024 End Unreserved Balance	399,334.39															

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

Libby: Audio, Ebook & Magazine Checkouts		
	<u>2024</u>	<u>2025</u>
January:	4,028	3,974
February:	3,630	
March:	3,934	
April:	3,832	
May	3,890	
June:	3,750	
July:	4,066	
August:	3,723	
Sept.	3,465	
October	3,569	
November	3,494	
December	3,572	
Totals	44,953	

Physical Circulation for January	23,286
Jan.. Libby:	3,974
Jan. Libby Mags	579
Jan. Hoopla	531
2025 Monthly Total 2024 Jan. Total	28,370
New Cards	136 (Wow!!)

Library Director's Notes:

Welcome to our new trustee, Charity Chandler

February is Library Lover's Month.

The library team has created programs to help celebrate the month. Tina created an extra large version of Battleship for some extra fun in the Children's Room.

The building has been heating properly for the past month. Tod is doing a great job monitoring the system, recording any issues and reaching out for tech support if needed.

Friends will be providing up to \$4,000 for the purchase of audiobooks, Playaways, and items for the Lucky Day collection. These budget lines were "zeroed" out in the 2025 budget. Friends will also provide funds for updating the floor puzzle collection in Children's. These popular items are used many times each day/week.

Please mark your calendars for Friday, March 14 for the Pi Day Sale. Friends will be looking for people to donate pies. If that isn't possible, please consider supporting Friends by stopping by for some delicious pie!

All senior library staff have watched a presentation about customer service. I plan to show all team members the video at our in-service in March. The webinar was archived from the Wild Wisconsin Winter online program series organized by the various library systems. Another recording I'm requesting that all senior staff members watch is a webinar focusing on increasing circulation thorough shelving and display practices. Both webinars provided helpful and relevant information!

Cari and I conducted interviews for the PT Library Assistant in Circulation. Once again, our selected candidate went through on boarding and a bit of training at the library and then sent me an email stating that she had accepted another job. So far, so good with our new team member in Children's.

Monthly Department Information

Adult:

In January, I attended my first meeting as a member of the WLA Literary Awards Committee. This is a committee that selects the winners of the WLA Literary Award, which goes to the Wisconsin writer with the best piece of fiction, non-fiction or

poetry published in the previous year. I am honored and excited to be part of this committee and have been busy trying to get my hands on the first few books I've been assigned to read. We are undertaking a weeding project in adult non-fiction, both as part of regular collection maintenance, but also to shift the collection to open up more shelves that can be used as displays. Noah has been busy working on the library's first film festival. If you read this summary before February 10, please try to stop down to Towne Cinema at 5:30 pm that day to support him. This is a very ambitious undertaking, that we couldn't do without Noah and Matt from the theater.

~Jamie

Children's:

January brings a return to the normal programming schedule for us in the Children's Department, with our regular programs resuming after a break for the holidays. We've been enjoying having kids, teens and adults come in all month to get their activity logs stamped, get their prizes, free books and SuperDraw tickets for our Winter Library Challenge! This year's challenge started on 12/23 and runs through 2/16, so we have 2 weeks left! Our participation numbers are close to last year's Challenge and there is a lot of excitement from participants, so it's always a fun time of year for us and patrons. I am so very happy to say that we are FULLY STAFFED in the Children's Department after a very long year of being down a staff member!! Annika started on 1/8 and she is now fully trained and fitting it wonderfully! She's a quick learner and I'm excited to get her involved in programming once she's settled into her new position. We're looking forward to a busy month in February being Library Lover's Month and having some special programming for that, finishing off our Winter Library Challenge, as well as hosting our 2nd annual Homeschool Science Fair on February 7.

~Tina

Teens:

January seemed to fly by! Somehow, we are already close to the end of our Winter Library Challenge! We had an all ages coloring contest that wrapped up in the beginning of the month and I was very happy with how many teens participated. It was even more than our last coloring contest back in October. The programs we had this month maintained the usual steady attendance. My highest attended program, and my favorite, was Hot Cocoa Bingo. I had a mini hot cocoa bar for the teens to make their own cup while we all played bingo! They had a lot of fun with it and I also had fun being the bingo caller! February has even more going on than usual, which I am pretty excited about, and I'm looking forward to seeing how it all turns out.

~ Gabby

Circulation Department:

Happy New Year! It is exciting to see what 2025 will bring for the library. The winter library challenge is in full swing and draws in patrons of all ages. We are looking forward to the additional staff member here at circulation. The coloring contest participant's artwork were displayed down here on the lower level for voting. Our shelves are brimming with new books and movies to enjoy. Hope to see you at the library!

~ Cari

PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA
THURSDAY, JANUARY 09, 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

A. Present - Burke, O’Neill, Koppes, Kneser, Kohls, Merfeld, Wetzel, Oudenhoven
Also present: Checkai, Hernandez, Peerenboom, Gunderson
Robert Stocks and Steven Board

2.REVIEW CORRESPONDENCE

- A. Note from Patron Everly
- B. Holiday wishes
 - 1. Waukesha Public Library Staff
 - 2. WPL Staff
 - 3. Axley Attorneys
 - 4. Studio GC

3.CITIZENS TO BE HEARD

A. none

4.APPEARANCES

A. none

5.NEW BUSINESS

A. Review and take action: Contract for County Library Services

***MOTION per Oudenhoven second per Wetzel,
Votes for Burke, O’Neil, Koppes, Kneser, Kohls, Merfeld, Wetzel, Oudenhoven
Votes against None

C. Review and take action: 2025 Pay Table

***MOTION per Keneser second per Wetzel,
Votes for Burke, O’Neill, Koppes, Kneser, Kohls, Merfeld, Wetzel, Oudenhoven
Votes against None

6.UNFINISHED BUSINESS

A. Discuss and take action: Election of Library Board Officers

a. Nomination President: Oudenhoven nominated by Koppes, Oudenhoven accepted
Kneser nominated by O'Neil, Kneser declined nomination

Vote for Burke, Koppes, Kneser, Kohls, Merfeld, Wetzel, Oudenhoven

Vote against O'Neill

Nomination Passes 7-1

b. Nomination: Vice President Kneser

Vote for Burke, O'Neill, Koppes, Knaser, Kohls, Merfeld, Wetzel, Oudenhoven

Vote against None

Nomination Passes

c. Nomination Secretary: Merfeld

Vote for Burke, O'Neill, Koppes, Knaser, Kohls, Merfeld, Wetzel, Oudenhoven

Vote against None

Nomination Passes

d. Nomination: Financial Officer Kohls

Vote for Burke, O'Neill, Koppes, Knaser, Kohls, Merfeld, Wetzel. Oudenhoven

Vote against None

Nomination Passes

B. Review with possible action: Plans for Strategic PI Motion

a. Information only a meeting is scheduled for Tuesday, January 14.

7.DIRECTOR'S REPORT

A. Review monthly highlights, budget figures and statistics

B. Monthly statistics

C. Director's Report -holiday mitten tree, information on Legislative Day

D. 2024 Circ by Statistical Class

8.TRUSTEE'S REPORT

A.. O'Neill agenda request for the final performance review.

9.PRESIDENT'S REPORT

A. City HR made a request for Director's employment evaluation for file

B. Discussion on appointment for Board vacancy

10.PERSONNEL AND POLICY

A. Review and take action: Resolution 2025-1 Annika Morrison, PT Library Assistant-
Childrens

*****MOTION** per Koppes; second per Burke,

Votes for Burke, O'Neill, Koppes, Kneser, Kohls, Merfeld, Wetzel, Oudenhoven

Votes against None

Motion Passes

11.REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- A. Public Library minutes from December 12, 2024
- B. December 2024 bills

*****MOTION** per Burke, second per Merfeld,
Votes For Burke, O’Neill, Koppes, Kneser, Kohls, Merfeld, Wetzel, Oudenhoven
Votes against None
Motion Passes

12.**ADJOURNMENT**

*****MOTION** per Burke, second per Merfeld,
Role Call Votes for 8 yes
Votes against None
Motion

Meeting minutes submitted by Jarred Burke and will stand until approved at the next Library Board of Trustee’s Meeting.

- A. Next Meeting Date: Thursday, February 13, 2025

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
I00991211	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN5007204	Gordon Flesch	11-58-12-18	Copier Usage, 12/15/24 - 1/15/25	137.32		
		11-58-12-18				
		11-58-12-18				
		11-58-12-19				
		11-58-12-19				
		11-58-12-20				
		11-58-12-20				
		11-58-12-24				
		11-58-12-24				
	Wttn Water Dept	11-58-12-31	Water,			
502494	WILS	11-58-12-44	Overdrive E-Content	4968.00		
506692687	Midwest Tape	11-58-12-44	Hoopla	1306.93		
86172553	Cengage	11-58-12-46	Large Print	27.99		
86472023	Cengage	11-58-12-46	Large Print	44.78		
86504966	Cengage	11-58-12-46	Large Print	44.78		
86592869	Cengage	11-58-12-46	Large Print	42.39		
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
WTPL2025	Waukesha Sch. Dis	11-58-12-50	Friends: Planetarium Pass	200.00		
		11-58-12-50				
			TOTAL	7,037.56		
FUND 11 EXPENSES						
	11-58-12-18	402.69	Office & Library Supplies			
	11-58-12-19	0.00	Maintenance Contracts			
	11-58-12-20	0.00	Building Repairs & Supplies			
	11-58-12-24	0.00	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-44	6274.93	Databases			
	11-58-12-46	159.94	Library Materials			
	11-58-12-50	200.00	Purchase from Donation			
		7,037.56				