



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, JUNE 11, 2026 AT 5:30 PM

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

1. CALL TO ORDER / ROLL CALL

2. CITIZENS TO BE HEARD

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

3. NEW BUSINESS

- [A.](#) Discuss and take action: Request to review Facilities Maintenance Manager Position
- [B.](#) Discuss and take action: Strategic Plan presentation to City Council
- [C.](#) Discuss and take possible action: Recognition of Peg's years of service to the library
- D. Convene into closed session per "Wis.Stat. S. 19.85(1)(c) closed session 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 (CG)
- E. Reconvene into open session

4. UNFINISHED BUSINESS

- A. Convene into closed session per "Wis.Stat. S. 19.85(1)(c) closed session 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 (update on first round of candidate interviews and presentation of finalists)
- B. Reconvene into open session
- C. Review and take possible action: Approval of final interview candidates and interview schedule

5. DIRECTOR'S REPORT

- [A.](#) Review: Monthly highlights, budget figures and statistics

6. PRESIDENT'S REPORT

- A. Review: Contacts and conversations in official capacity

7. PERSONNEL AND POLICY

- [A.](#) Resolution #2026-8 Library Page

8. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- [A.](#) Review and take action: Minutes from May 14, 2026
- [B.](#) Review and take action: Minutes from May 28, 2026
- [C.](#) June 2026 Bills
- [D.](#) Unplanned Expenses as of May 29, 2026

9. ADJOURNMENT

- A. Next meeting date: July 9, 2026

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

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

MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 5/28/26

Subject: Request to review Facilities Maintenance Manager Position

Background

All maintenance positions within the City were reviewed within the last couple years. All Facilities Maintenance Manager positions were listed as a 120A. However, City Hall recently posted the position as starting at a 130A (about a \$4/hour difference). We were told by HR that if we wanted to bump our Facilities Maintenance Manager up in pay we would need to review the position.

Budget Goal

N/A

Financial Impact

This will have a financial impact on our salaries and benefits line.

Recommendation

In order to retain good employees, we need to offer competitive pay (even with other City departments). The Board should approve reviewing this position.

POSITION QUESTIONNAIRE

1. IDENTIFICATION

Name (or specify if vacant):	Tod Lofd
If multiple employees, list one incumbent name above and all other incumbents to the right:	
Official Job Title:	Maintenance Custodian (Library)
Working Title (if different):	
Department:	Library
Division within the Department:	
Supervisor's Name:	Peg Checkai — Jamie Hernandez
Supervisor's Title:	Library Director — Interim Library Director
Date Prepared:	5/20/20



Position Description Questionnaire (PDQ)
City of Watertown, WI
February 2025

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READ BEFORE YOU CONTINUE - EMPLOYEE

Because you know your duties and responsibilities better than anyone else, we need your help to get an accurate description of your job. We are asking you to complete this Questionnaire that asks for information about your job duties. The Questionnaire is **not** about *your job performance*; only what your job requires you to do.

Please complete this questionnaire as honestly, completely and accurately as you can. Base your answers on what is normal for your current job, not special projects or temporary assignment duties, unless these tasks are a regular part of your job.

This Questionnaire needs to cover many job, titles and different departments; therefore, sometimes the questions do not seem to be specific to your job. Please think broadly about the types of knowledge, skills and abilities necessary for your job and how they might apply to the questions. If two (2) answers seem to fit your situation, select the ONE that BEST FITS your position. There is an area at the end of the questionnaire for comments if you need to explain further. When answering the questions, imagine you are describing what you do to someone not familiar with your position.

Your supervisor will also be asked to review your responses, but they will not be allowed to change your answers. Your supervisor may or may not discuss their recommendation with you. We appreciate your active participation in this important process. If you have questions, please feel free to ask your supervisor or designee.



READ BEFORE YOU CONTINUE - SUPERVISORS

It is important that a management-level position with supervision or oversight of this position review this questionnaire, since you may have a different perspective on the job described. Do not change the incumbent's description of the job in the questionnaire itself. Please remember this questionnaire is intended solely for the purpose of describing the job accurately. Complete any comments at the end of each section. You may add more information/commentary on the Supervisor page at the end of the document. The information provided is not to be used for purposes of evaluating this individual's performance.

2. GENERAL SUMMARY

a. Please list the title(s) of up to five (5) internal positions (either in your department or in another department) that may have similar duties or a similar level of complexity as your position, if applicable. If none, leave blank.

1. maintenance Custodian (City Hall)
- 2.
- 3.
- 4.
- 5.

b. In three or four sentences, briefly describe what you consider to be the major purpose or objectives of your job. **Simply stated, what is the purpose of your position within the department or organization?** The description should be stated in terms of general function and overall responsibility, rather than activities or tasks. Please do not duplicate essential functions. *Maintain a clean environment for the patrons and staff at the library. This is essential to the health, safety and wellbeing of everyone in the library building. Presents the library and its resources in a positive manner. Maintain all HVAC units for*

3. PRIMARY DUTIES AND RESPONSIBILITIES

This section should expound upon the general summary. Write position duties so they are clearly understandable by anyone who reads the description. The duties should be succinct but explained as needed. Write your responses as if the person reading the document is unfamiliar with your position. *patron & staff comfort*

Tips: Do not list unnecessary details, only the important facts regarding the position. Avoid ambiguous terms and jargon someone not in the field may not understand. Avoid stating a list of performance expectations. Be accurate in describing the duties. Don't overstate or understate.

Complete the Frequency of the task. Use the drop-down box to indicate if the task is performed D-Daily, W-Weekly, M-Monthly, or A-Annually.

PRIMARY DUTIES AND RESPONSIBILITIES	FREQUENCY- D=Daily; W=weekly; M=monthly; Q=Quarterly A=Annually
1. Cleans all areas of the library (sweeps, mops, dusts, etc), including picking up garbage.	D
2. Knowledge of computers and learning software to oversee operations of mechanical systems of library (HVAC system).	D
3. Supervises PT custodian	D
4. maintains exterior of facility (cleaning up garbage, maintaining flower beds, mowing, snow removal, watering, landscaping, etc.)	D
5. Follows disinfection & decontamination procedures when dealing w/ bodily fluids & other biohazards	D
6. organizes janitorial & general storage areas.	D
7. Tracks janitorial and other supplies and orders replacements when needed through designated maintenance budget.	D

3. Supervisor Comments (if any)

Supplemental page attached.

4. EDUCATIONAL / PROFESSIONAL REQUIREMENTS

Indicate the minimum level of formal education that is *required to be hired for the position, not your personal educational achievements*. List if the education is "Required" for the job, or "Preferred". **Mark no more than (2) boxes.** In addition, list required certifications, licenses, and/or certificates. If not listed, will not receive credit.

	Mark One	Level of Education/Certification/Licensing Requirements
4a.	Required ☒ Preferred ☐	High School Diploma/GED Certification(s)/Certificate/License Required:
4b.	Required ☐ Preferred ☐	Technical certification programs of a duration of less than 2 years. Must list program: Certification(s)/Certificate/License Required:
4c.	Required ☐ Preferred ☐	Skilled Trades and Technical training (HVAC, Zookeeper, Electric Lineman, Trades: advanced carpentry, plumbing, welder/fabricator). Must list field of study: Certification(s)/Certificate/License Required:
4d.	Required ☐ Preferred ☐	Associates degree (or 60 college credits equivalent). Must list type of education/degree and field of study: Certification(s)/License Required:
4e.	Required ☐ Preferred ☐	Bachelor's degree (BA/BS). Must list type of education/degree and field of study: Certification(s)/License Required:
4f.	Required ☐ Preferred ☐	Graduate Master's degree (MA/MS). Must list type of education/degree and field of study: Certification(s)/License Required:
4g.	Required ☐ Preferred ☐	Post-Graduate degree - PhD level or equivalent (Attorney, Medical Doctor, Medical Director, Psychiatrist, APRN, PA, Veterinarian). Must list type of education/degree and field of study: Certification(s)/License Required:

4. Supervisor Comments (if any)

Valid Wisconsin driver license Required.

5. EXPERIENCE REQUIREMENTS

Indicate the minimum level of experience that is *required to be hired for the position, not your personal experience*. Mark only one (1) box.

	Mark One	Experience Requirements
5a.	☐	Less than 1 year of experience.
5b.	☒	1-3 years of related experience with no supervisory experience required.
5c.	☐	1-3 years of related experience with less than 2 years of experience as a lead worker or foreperson.
5d.	☐	4-6 years of related experience with no supervisory experience required.
5e.	☐	4-6 years of related experience with 1-4 years of direct supervisory experience (training and coaching, responsible for preparing evaluations, assigning work, responsible for work of employees you supervise).
5f.	☐	More than 7 years of related experience with no supervisory experience required.
5g.	☐	More than 7 years of related experience with 5 or more years of supervisory experience.

5ha. Is a secondary language **preferred**? ☐ Yes ☒ No. If yes, specify language required and responsibility/duty that requires use of this language.

5hb. Is a secondary language **required**? ☐ Yes ☒ No. If yes, specify language required and responsibility/duty that requires use of this language.

6. **Supervisor Comments (if any)** The position requires: 1-3 yrs. of related experience with supervisory experience required. [This is not an option] We are small and do not require lead workers or foreperson - To d is PT-supervising a PT Custodial person

6. PROCEDURES/GUIDELINES AVAILABLE

Identify the rules, instructions, procedures or practices you utilize to make decisions and complete your related responsibilities. **Check all that apply.**

6a.	☒	Written Procedures	6e.	☐	Decision Matrix/Decision Tree	6i.	☒	Technical Manuals or Schematics
6b.	☒	Policies	6f.	☐	Mandated Criteria or Professional Standards	6j.	☒	Local Ordinances
6c.	☐	Fillable Templates/Forms	6g.	☒	Reference Manuals	6k.	☐	State/Federal Laws & Regulations
6d.	☒	Database/Formatted Software	6h.	☒	Blueprints			
6l.	☐	Other. Please specify:						

6a. Please list up to five (5) ways in which you utilize these documents:

1. Database / Formatted software - controlling heating & cooling of facility.
2. Technical manuals - manuals for equipment including scissor lift, snow blower, weed eater, lawn mower
3. Reference manuals - for operating & maintaining HVAC units.
4. Blueprints - understanding composition & structure of new library facility.
5. Local ordinances - must follow local ordinances when it relates to property lines, trash/ Recycling rules, snow removal, grass length, etc.

7. Supervisor Comments (if any)

Tod is the contact person for all maintenance repairs/inspections
[Two elevators, Fire Dept. Inspections, HVAC malfunctions that require

contacting contracted people monitoring our HVAC system, repairs indoor and out door equipment

7. JOB COMPLEXITY AND JUDGMENT

Select the **one (1)** box that best describes the complexity of work routinely performed; responsibility for records, reports and programs; and decision making/problem solving skills utilized.

7a.	☐	Position is usually given <u>specific</u> directions/assignments to accomplish on a day-to-day basis. Assignments typically have standardized instruction/procedures to accomplish. Decisions generally affect own position or assigned functional area. Problems encountered may be repetitive and are generally solved by following clear directions and procedures. There may be consultation with others for additional guidance, or approvals if needed. Work is checked for accuracy and adequacy.
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7b.	☐	Position is usually given <u>general</u> directions/assignments to understand what is expected so work may be performed independently. Decisions may address non-routine questions and situations, which require inquiry and/or research to resolve. Patterns, trends, and other examples are used to analyze situations and determine appropriate course of action or approach to solving problems. Standard practices, instruction, training, and policy are used to assist in guiding work. Work may be checked for accuracy and adequacy.
7c.	☒	Position may be asked to provide routine direction and guidance to others. Decisions require discretion and judgement of established protocols to resolve problems or situations. Position receives direction only on assignments that are unusual. Duties frequently change based upon the situation. Judgement involves applying knowledge, skills, and techniques to ensure optimal outcomes. Work is checked for meeting larger objectives of the department.
7d.	☐	Decisions have consequences to the strategy, operational and business decisions that affect the department. Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using education, licensing, knowledge and skills, and general precedents and practices. Approval of work is generally based upon legal, financial or compliance requirements.
7e.	☐	Decisions and problems are complex and involve strategic development, operational planning, and goals, often with competing priorities. Position has responsibility for planning, designing and implementing programs, projects and studies; and sets goals for the department. Problems are highly varied, complex and often non-recurring; requires judgement to develop solutions that are creative or new. New concepts and approaches may have to be developed.

8. Supervisor Comments (if any)

8. CONSEQUENCES OF ERRORS

Select the **one (1) box** that best identifies the probability of and implications of errors in the types of work you do for the organization.

8a.	☐	Consequences include inconvenience and/or limited financial impact/cost. May not be obvious outside the department. Can be caught quickly with check and balance systems and can be readily corrected by you or your supervisor.
8b.	☐	Errors can lead to incorrect recommendations, minor public impacts and/or fiscal impact. May cause operational difficulties and financial or legal implication that needs to be corrected by someone of higher authority.
8c.	☒	Significant financial or policy impact, public scrutiny, loss of public trust. May cause or has the potential for legal action.

8d.	☐	Consequences of errors include loss of public trust, major financial consequences. May corrective errors that have far-reaching impact including financial, legal and/or closure of a program or services.
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8a. List up to five (5) errors that can occur in your position:

1. Improper snow removal - personal injury, lawsuit toward library
2. Leaving ladders + other equipment laying around - personal injury, lawsuit
3. Not understanding how equipment works - injury, damage to building + equipment
4. Not following proper bodily fluid / biohazard clean up procedures - people could get sick.
5. Not following general safe practices, especially when on the roof for HVAC system - injury or death.

9. Supervisor Comments (if any)

9. CONFIDENTIAL DATA USED IN THE COURSE OF YOUR POSITION

Select the **one (1) box** that best identifies the level of confidentiality or routine work you do with confidential information.

9a.	☐	No confidential information access or usage.
9b.	☒	Views or has access to confidential information. It passes through my workflow, but it is not retained beyond the transaction (e.g., SSN, credit card information, bid specifications, etc.).
9c.	☐	Maintains confidential information as a part of my job. (e.g. personnel files, medical files, network and system information, handle legal/criminal case files, etc.). List Specific Documents:
9d.	☐	Utilizes highly confidential information (e.g. patient care plans, child welfare files, medical files, network and system information, utilize legal/criminal case files, etc.). List Specific Documents:

10. Supervisor Comments (if any)

10. INTERACTIONS WITH OTHERS

Section 3, Item A.

Select the **one (1) box** that best represents the **purpose** of the contacts you maintain in your position. Do not include contact with your immediate supervisor or subordinates.

10a.	☐	Purpose of contact is to relay information including explanation of factual information, clearly defined processes and directions as well general inquiries. Communication protocols (including complaints) have been outlined in standardized protocols.
10b.	☒	Purpose of contact is to provide explanation and interpretation of information. Employee may follow a "decision tree", or options are typically available to assist in selecting the appropriate information to provide.
10c.	☐	Contacts usually involve discussions and interpretations related to policies, programs, negotiations, planning, incident debriefing, etc. Contact may be on behalf of those of a higher authority and employee may be able to flex or adapt standard policies to meet the needs of the contact.
10d.	☐	Contact involves several areas within the organization and/or with community, elected officials/other government entities, business leaders, and media, as an expectation of the position. Requires high degree of tact, diplomacy, and judgement. Has authority to negotiate solutions to major conceptual issues involving policy and direction changes. (Assistant Director/Director level positions)

Description of Contacts

List the positions and/or persons within the organization and the types of positions/individuals outside the organization in which your position must maintain contact to carry out the job responsibilities.

10e. INTERNAL:

Job Titles	Purpose of Contact
Library Director	update on status of different projects, take direction and report back
PT custodian	guide him on job duties, tasks, etc.
Librarians	takes direction, suggestions, complaints about status of facility.
Library assistants	Assists with special tasks

10f. EXTERNAL OR PUBLIC:

Organizations/Individuals	Purpose of Contact
Fichter Heating & Cooling	Troubleshoot HVAC system
Schindler	maintain & troubleshoot elevator
City Streets Dept.	snow removal & working on special projects
City Clerk	Early access to facility for voting.
* United Systems	Contracted to monitor all HVAC units in facility through computer software. Contacted by Ted when units are "in alarm" or shut down

11. Supervisor Comments (if any)

This position is in regular contact w/ many subcontractors and suppliers in regard to library building operations and janitorial (and other) supplies.

11. EQUIPMENT APPARATUS AND TECHNOLOGY

Indicate the types of equipment and technology your position is required to use on a regular basis to fulfill your duties (**check the box in each section**).

11 - Section A:

a. **Equipment, Apparatus, Vehicles:** Check the one (1) box that applies in Section A

11a-1.	☒	Standard office equipment including computers, tablets, fax machines, scanners, multifunction/copying/printing machines, phone systems etc.
11a-2.	☒	- Specialized small equipment - hand tools including power tools, small engine equipment (such as chainsaws, push mowers, etc.). - Small riding or pushing equipment (forklift, UTV, sidewalk snow brush equipment, lawn tractor/mower, golf cart), etc. - Technical field equipment (such as survey equipment, SCADA) laboratory equipment (such as that used in water/wastewater measuring and testing, human or animal labs, etc.). - Video production equipment/sound systems, TV/Social Media production, etc. - Use of firearms. - Operate squad car, ambulance, command vehicle, small passenger van, or a car/SUV. Specify which equipment:
11a-3. NO	☒	- Specialized large equipment - tractors, roadside mowers, air hammer. - HVAC systems, boilers, mechanical equipment, ice rink mechanical systems. - Welding, fabricating equipment, electrical systems (i.e., traffic signals, electronics), complex water/wastewater systems. - Operate specialty vehicles such as quint/pumper, public transportation bus, underground video/tv truck, etc. Other unique equipment not listed:
11a-4.	☐	- Heavy equipment operation dump trucks, back hoes, bucket trucks, ladder truck, heavy loaders, rollers motorgraders, mechanical or vacuum sweepers, high pressure sewer cleaners, - Large fire apparatus; etc. - Other unique equipment not listed:

11 - Section B:

b. **Computer Software:** List **all** computer software and platforms that are required for this job.

11b-1.	☐	No computer skills required for this position; or limited use of computers	
11b-2.	☒	Microsoft Word	11b-9. ☐ GIS
11b-3.	☒	Microsoft Excel	11b-10. ☐ SCADA
11b-4.	☐	Microsoft Access or other database management software	11b-11. ☐ Departmental RMS
11b-5.	☐	Other specialized data/word processing software such as Power Point, Adobe Pro, etc.	11b-12. ☐ CAD

11b-6.	☐	Microsoft Project or similar Gant Chart software	11b-13.	☐	Fleet/Mechanical Software
11b-7.	☒	Outlook or related communication software	11e-14.	☒	Building Maintenance Systems
11b-8.	☒	Organization's Financial Software or ERP			

11b-15. ☐ Other Department Specific Software. **Must list software for credit:**

11 - Section C:

c. **Purpose for use of listed Software/Platforms:** (check all that apply)

11c-1.	☒	Receive/review information. Monitor information
11c-2.	☒	Input data/information into an established program for analysis or submittal
11c-3.	☐	Develop basic mathematical formulas for spreadsheet computations
11c-4.	☐	Generate/Modify correspondence from established templates/routine templates/routine
11c-5.	☐	Develop power point presentations; includes graphics
11c-6.	☐	Enter and manipulate data utilizing specialized software— ERP, GIS, SCADA,
11c-7.	☐	Develop and/or utilize software to create special reports, graphs, publishing graphics, etc.
11c-8.	☐	Develop sophisticated media presentations, marketing documents (integration of video, sound, publishing, etc.)
11c-9.	☐	Update and manipulate established technical databases to create specialized reports/technical plans
11c-10.	☐	Develop complex mathematical formulas/analysis in Excel or specific software for spreadsheet computations
11c-11.	☐	Is considered a helpdesk support because the position is a "superuser" or official trainer of these programs for the Department. List program(s):
11c-12.	☒	Consults with vendors to work through systems programming and system functions for identified programs for the Department. List program(s): Delta Control Systems
11c-13.	☐	Other - Identify for full credit:

11 - Section D:

d. **FOR ORGANIZATIONAL WIDE INFORMATION TECHNOLOGY (SYSTEMS) PERSONNEL ONLY:** (check all that apply)

11d-1.	☐	Performs Help Desk functions, hardware installation, software training and education to end users.
11d-2.	☐	Application of systems analysis techniques and procedures, including consultation with users to determine hardware, software, phones, or system function specifications.
11d-3.	☐	Design, develop, create, test, or modify computer systems or programs based on user or system design specifications.
11d-4.	☐	Serves in a project management role for new systems. Coordinates with vendors and departments on the selection, implementation, testing, and scheduled upgrades.

11d-5.	☐	Installs and maintains Server systems.
11d-6.	☐	Installs and maintains phone systems, fiber optics, cables, etc.
11d-7.	☐	Administers or maintains a Database Management System - Identify for full credit:
11d-8.	☐	Administers and maintains the Network systems.
11d-9.	☐	Administers building security systems, cell towers, public safety communication systems, etc.
11d-10.	☐	Responsible for all IT related network security systems.

11 a-d. Supervisor Comments (if any)

12. FINANCIAL

Indicate the types of financial related duties your position is required to routinely perform. (check all that apply)

Does this job involve receiving payments, cash handling, or preparing, monitoring or administering any financial data, payroll and/or budgets (or supervisor of)? ☒ Yes ☐ No

If no, STOP, skip the remaining questions in this section and proceed to Section 13.

If yes, please identify the types of activities required.

12a.	☐	Data entry of account information (A/R, A/R, etc.); provides information to higher authority for review/monitor. And/or data entry of payroll for department for review/monitor of organizations accounting/payroll.
12b.	☐	Takes in payments (cash, credit card, on-line, other); receipts and records transactions; balances payments. Turns in for verification. May key in standard entries to journal or particular software program. May count payments in preparation for a deposit to be conducted by another person/department.
12c.	☒	Makes minor purchases (office supplies/ inventory) for department.
12d.	☐	Conducts reconciliation of funds; prepares and makes deposits; records and/or tracks incoming and outgoing ACH transactions.
12e.	☐	Has authority to use or monitors department credit card/p-cards. May also be responsible to reconcile monthly charges.
12f.	☒	Assists department in gathering information/ reports / data for development of department budget. And/or responsible for keying in/identifying journal entry codes.
12g.	☒	Regularly monitors the department budget to ensure transactions are recorded to appropriate account; informs supervisory personnel of account status. And/or monitors grant funds.
12h.	☐	Gathers and/or enters payroll for <u>department/division</u> . Verifies hours worked or time off for submission.
12i.	☐	Develops draft department budget for supervisory staff. This may involve analyzing current and previous year's data for past expenditure needs as well as forecasting future needs; running/analyzing reports for higher authority to make recommendations.

12j.	☐	Extracts financial data/information into templated or individualized report forms for and/or use by others. Reports may be with inhouse program or with software (such as Crystal Reports).
12k.	☐	Processes payroll for the <u>entire organization</u> . Includes preparation of tax, payments for payroll deductions, benefits and reporting.
12l.	☐	Performs grant writing. Responsible for the collection of required data and submittal for grant reimbursements.
12m.	☐	Conduct statistical/financial analysis. Uses this data to develop recommendations to be presented to supervisors/managers.
12n.	☐	Responsible for researching, developing and/or monitoring of capital budgets.
12o.	☐	Supervisory oversight for personnel with cash handling, minor purchases, and/or budget monitoring. Utilizes information for account coding, balance verification, bank deposits, capital improvements. (May or may not perform the functions supervised.)
12p.	☐	Has overall authority of the department budget; budget preparation/finalization; responsible for budget defense to higher administrative personnel (below a department director).
12q.	☐	Has overall authority and responsibility for the department/municipal budget; finalization, defense, presentation to elected officials, implementation, and oversight.

12. Supervisor Comments (if any)

Tod oversees 2 budget lines:
 JANITORIAL SUPPLIES
 REPAIRS & EXPENSES
 HE ALSO MAKES CASH PURCHASES AT LOCAL STORES: ACE HARDWARE & FARM & FLEET
 MENARDS

13. LEADERSHIP AND SUPERVISORY RESPONSIBILITIES

Describe the nature of lead or direct supervisory responsibility of this position, based on actual duties. **Select the section that best describes your supervisory responsibilities:** Project Management, Lead Worker or Supervisor.

13a. Leadership – Project Management

Does your position serve as a **project manager**? ☐ Yes ☒ No

(A Project Manager is defined as someone who has responsibility for planning, procurement, and/or execution of a project. Is the primary contact for facilitation of various departments, vendors, contractors, consultants, or other internal/external to provide direction, resolve discrepancies before escalating to a higher authority. Must consist at least 40% of one's job responsibilities.)

13a-1	☐	Serves as a project liaison for internal projects. Includes planning, implementation and/or training of personnel.
13a-2	☐	Serves as the main project manager for project planning, prioritization, monitoring, managing external resources through project completion.

Does your position have responsibilities as a **lead worker** with co-workers? ☐ Yes ☒ No

(A Lead Worker is defined as someone who is assigned to routinely guide, advise, mentor and w specific positions to efficiently complete projects and tasks but **does not** prepare performance evaluations nor held accountable for the actions/work of the co-worker(s). This position is not a supervisor.)

If no, **STOP** proceed to 13c.

13b. If yes, check your Lead Worker responsibilities below:

		List titles assigned to Lead Worker. <i>Identify for full credit:</i>
13b-1.	☐	Distributes work among co-workers or others.
13b-2.	☐	Instruct and train in methods & procedures.
13b-3.	☐	Assists with hiring/participates in hiring committees.
13b-4.	☐	Approve vacation/ sick time and other time off provisions.
13b-5.	☐	Assist in preparation and or participation in giving performance evaluations.
13b-6.	☐	Assist in recommendations for promotions.
13b-7.	☐	Recommends pay and/or classification changes (part-time and/or seasonal personnel).
13b-8.	☐	Respond to complaints & grievances.
13b-9.	☐	Make recommendations regarding unsatisfactory employees.
13b-10.	☐	Can administer lower levels of discipline (oral warning).
13b-11.	☐	Can assume responsibilities in the supervisor/director absence.
13b-12.	☐	Other (<i>specify</i>)

13c. Supervisory

Does this position have supervisory responsibilities: ☒ Yes ☐ No

(Supervision is defined as having responsibility to includes hiring, performance evaluation, work assignment, discipline and termination, or to "effectively recommend" such actions for subordinate positions.)

If no, **STOP** proceed to 14.

c. Check your Supervisor responsibilities below:

13c-1.	☒	Distributes work among co-workers or others.
13c-2.	☒	Instruct and train in methods & procedures.
13c-3.	☒	Make hiring recommendations.
13c-4.	☒	Make final hiring decisions. *
13c-5.	☐	Approve vacation/ sick time and other time off provisions.
13c-6.	☒	Prepare and give performance evaluations.
13c-7.	☐	Review prepared performance evaluations – authority to change responses.
13c-8.	☐	Make recommendation for promotions.
13c-9.	☐	Make final decisions on promotions. *
13c-10.	☐	Recommends pay and/or classification changes.
13c-11.	☐	Make final pay and/or classification decisions. *
13c-12.	☒	Respond to complaints and grievances.
13c-13.	☒	Make recommendations regarding unsatisfactory employees.
13c-14.	☒	Develops and communicates discipline. *
13c-15.	☒	Makes recommendations for termination. *
13c-16.	☐	Other (<i>specify</i>)

*Or has the authority to effectively recommend to higher authority that this action be taken, and the recommendation is given high regard and consideration. May have other individuals (human resources, legal, etc.) also in attendance and/or consultation.

d. List the titles you are assigned to supervise (Must include titles where noted for credit)

	Number	# of Direct Reports
13d-1.		# Seasonal, casual employees
13d-2.	1	# Part-time employees: Titles Custodian (Library)
13d-3.		# Full-time non-supervisory employees: Titles
13d-4.		# Supervisory personnel: Titles
13d-5.		# Department Director personnel: Titles
		(Department Director: In charge of a large division or sole department)
	Number	# of Indirect Reports (Employees who report to a supervisor that you supervise)
13d-6.		# Seasonal, casual employees
13d-7.		# Part-time employees: Titles
13d-8.		# Full-time non-supervisory employees: Titles
13d-9.		# Supervisory personnel: Titles
13d-10.		# Department Director personnel: Titles

13. Supervisor Comments (if any)

14. WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Listed below are several environmental conditions and physical activities, some of which may be unpleasant, disagreeable or hazardous. Check all the boxes which most closely represents your exposure during the normal course of work.

14a.	Lifting. Routine amount (pounds) lifted ☐ 0-25lbs; ☒ 26-74lbs; ☐ 75+ lbs	
14b.	☒ Disgruntled Constituents	14p. ☒ Motor Vehicle Operations (car, truck, SUV)
14c.	☒ Work interruption	14q. ☐ Operates Vehicles under emergency situations (lights, sirens)
14d.	☒ Repetitive hand/arm motions	14r. ☒ Heavy equipment/ machinery operation
14e.	☒ Cleaning chemicals, paint, solvents, etc.	14s. ☐ Direct animal contact/ care
14f.	☒ Brooms, vacuum, floor scrubbers, etc.	14t. ☐ Direct human patient care
14g.	☐ Commercial Kitchen Equipment	14u. ☐ Infectious disease (routine contact)
14h.	☐ Confined Space/Below Ground Digging etc.	14v. ☐ Human Death Scenes
14i.	☒ Dust/dirt etc.	14w. ☐ Electric Shock (Electrician/lineman, HVAC, etc.)
14j.	☒ Labor – shoveling, digging, pushing, pulling, etc.	14x. ☐ Erratic Human Behavior (health care, public safety, etc.)
14k.	☒ Navigating uneven terrain	14y. ☐ Explosions/ Cave-ins
14l.	☐ Specialized equipment: lab, zoo, airport, museum, convention center, marina, etc.	14z. ☐ Fire/Accident Scenes
14m.	☐ Pesticides, airborne chemicals, (PPE and/or certification required)	14z1. ☐ Gas Poisoning
14n.	☒ Weather conditions (rain, snow, ice, heat, cold, humidity)	14z2. ☐ Physically controlling/ restraining human
14o.	☒ Climbing, ladder, scaffolding, elevated work locations	
14z3.	☐ Other Environmental Factors. Please specify	
14z4.	☐ Other Physical Factors. Please specify	

15. HOURS OF WORK

Describe any work activities that occur outside your REGULAR scheduled hours. Please complete 15a.

15a.	List your normal work schedule (example: M-F 8am-5pm; 24 hours; T-F 7am-5pm, etc.)	m-F 7:30am-4pm
15b.	Are you normally scheduled to work more than your normal scheduled hours?	Yes ☐ No ☒
	If yes, please describe your schedule, and frequency this occurs.	
15c.	Are you normally scheduled to work during evenings and weekends or attend evening meetings?	Yes ☐ No ☒
	If yes, please describe your schedule, and frequency this occurs.	
15d.	Are you required to be "on-call," in which you are required to report to work on evenings, weekends, or holidays, when not scheduled?	Yes ☐ No ☒
	What is the frequency of "on-call"? Approximate the number of times on call: Weekly Monthly Yearly	
15e.	Are you required to remote in /report virtually in lieu of reporting in?	Yes ☐ No ☒
15f.	If on-call/remote in, please describe your schedule, frequency, and limitations to personal activities when this occurs. (Provide approximate the weekly, monthly or annual on-call responsibilities.)	

14-15. Supervisor Comments (if any)

This position is on-call seasonally for snow removal and for facility emergencies. The person is also on call for alarm issues after hours - if Director is unavailable.

16. OTHER COMMENTS/INFORMATION

17. EMPLOYEE SIGNATURE

To the best of my ability, the responses provided in this questionnaire are an accurate description of the duties and characteristics of my position.

☐ Signature Date:

 May 27 26

☐ Digital Signature: I hereby certify the truthfulness of the information provided and understand that checking the box and typing my signature above constitutes a binding signature.

Maintenance Custodian - Library - Supplemental

PRIMARY DUTIES AND RESPONSIBILITIES	FREQUENCY
8. Polishes floor finishes, shampoos carpeting, treats stains on carpets and upholstery.	W
9. Provides maintenance and minor repairs to plumbing, electrical, HVAC (rooftop) and other operating systems.	M
10. Performs some repairs and maintenance of buildings by patching walls and doors, painting walls and trim, replacing fixtures and partitions, replacing damaged ceiling and floor tiles, and other general repairs.	W
11. Washes windows, screens, sills, woodwork, doors, desks, walls and ceilings	D
12. Drive to local businesses or other city departments (yard waste, recycling) when required.	W
13. Responds to after-hours emergencies.	As needed
14. Sets up tables, chairs, and other items for events when requested.	W



**SAVE IN WORD FORMAT.
DO NOT SAVE IN PDF, OR FULL DATA MAY NOT BE VIEWABLE TO THE CONSULTANTS.**

If not already saved in MS Word protocol, please use the following:

File → Save As → [Position Title - Department] → OK

18. SUPERVISOR SIGNATURE

☒ Signature *Peggy Cheek* Date: *5/28/2026*

☐ Digital Signature: I hereby certify the truthfulness of the information provided and understand that checking the box and typing my signature above constitutes a binding signature.

MANAGEMENT REVIEW AND COMMENTS

It is important that a management-level position with supervision or oversight of this position review this questionnaire, since you may have a different perspective on the job described. Utilize this section to make any additional comments or areas to be considered regarding the position and/or the employee's comments.

Question Comments



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MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 5/28/26

Subject: Strategic Plan presentation to City Council

Background

Now that our Strategic Plan has been approved by the Board, it should be presented to City Council.

Budget Goal

N/A

Financial Impact

N/A

Recommendation

The Board should decide on who will do the presentation.

MEMO

(Library)

To: Library Board of Trustees

From: Jamie Hernandez – Interim Library Director

Date: 5/29/26

Subject: Recognition of Peg's years of service to the library

Background

Charity requested this be added to this month's agenda. "How does the board plan to recognize Peg, her years of service, her dedication to the space and how she will be appreciated and remembered?"

Budget Goal

N/A

Financial Impact

N/A

Recommendation

Board's decision

MONTHLY BUDGET 2026

Section 5, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	Year To Date	Budget Remaining	To Date
SALARIES & BENEFITS									
<i>\$750,000 is to be contributed by City into 11-48-12-30</i>									
Salaries & Benefits - Fund 11									
Salaries (11-58-12-10)	718,350	35,523	53,552	49,510	53,255	51,763	243,603.22	474,747	34%
Longevity (11-58-12-12)	527	0	0	0	0	0	0.00	527	0%
Overtime (11-58-12-14)	0	0	0	0	0	0	0.00	0	
PT Salaries (11-58-12-16)	0	0	0	2,587	2,599	2,739	7,925.93	-7,926	
Retirement (11-58-12-33)	35,333	1,941	2,773	2,791	2,826	2,805	13,136.56	22,196	37%
Social Security (11-58-12-34)	54,994	2,144	3,236	3,146	3,379	3,295	15,199.81	39,794	28%
Medicare (11-58-12-35)	10,424	501	757	736	790	771	3,554.75	6,869	34%
Health Insurance (11-58-12-36)	116,211	7,104	7,104	7,104	7,104	7,104	35,521.05	80,690	31%
Life (11-58-12-37)	4,000	164	164	153	153	153	785.46	3,215	20%
Dental (11-58-12-38)	7,488	642	642	642	642	642	3,211.70	4,276	43%
	947,327	48,019.57	68,227.91	66,668.84	70,749.02	69,273.14	322,938.48	624,389	34%
LIBRARY EXPENSES - Fund 11									
AMSO Allocation (11-58-12-17)									
AMSO Allocation	66,950	0	0	0	0	0	0	66,950	0%
	66,950	0.00	0.00	0.00	0.00	0.00	0.00	66,950	0%
Supplies & Programs (11-58-12-18)									
AV Supplies	1,200	23	121	157	0	0	300	900	25%
Book Supplies	2,000	0	1,075	0	61	497	1,633	367	82%
Makerspace	500	0	0	0	0	0	0	500	0%
Marketing	500	359	175	0	192	14,951	15,677	-15,177	3135%
Office & Library Supplies	7,000	379	207	328	157	1,983	3,053	3,947	44%
Photocopier Lease	6,300	265	265	193	440	431	1,595	4,705	25%
Postage	0	0	9	0	0	0	9	-9	
Adult Programs	1,500	0	120	50	42	62	274	1,226	18%
Adult Summer Library Challenge	0	0	0	0	0	0	0	0	
Children Programs	0	0	0	0	0	0	0	0	
Children Summer Library Challenge	0	0	0	0	0	0	0	0	
Teen Programs	500	19	0	76	95	0	189	311	38%
Teen Summer Library Challenge	0	0	0	0	0	0	0	0	
	19,500	1,044.04	1,972.46	802.85	985.78	17,924.13	22,729.26	-3,229	117%
Maintenance Contracts (11-58-12-19)									
Building and Equipment	22,281	0	0	570	3,250	0	3,820	18,461	17%
Software and Subscriptions	18,942	674	1,169	13,951	47	409	16,250	2,692	86%
	41,223	673.71	1,169.14	14,520.96	3,297.44	409.00	20,070.25	21,153	49%
Building Repairs & Supplies (11-58-12-20)									
Janitorial Supplies	8,000	1,377	144	48	392	690	2,650	5,350	33%
Janitorial Services	3,000	0	0	0	0	0	0	3,000	0%

MONTHLY BUDGET 2026

Section 5, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	Year To Date	Budget Remaining	YTD %
Repairs & Expense	6,000	0	215	11	1,067	947	2,240	3,760	37%
	17,000	1,376.62	358.97	59.01	1,458.91	1,636.41	4,889.92	12,110	29%
Property Insurance (11-58-12-21)									
Property Insurance	21,000	8,474	0	0	0	0	8,474	12,526	40%
	21,000	8,473.75	0.00	0.00	0.00	0.00	8,473.75	12,526	40%
Dues & Fees (11-58-12-22)									
Dues, Fees, ETC.	620	0	0	0	0	0	0	620	0%
	620	0.00	0.00	0.00	0.00	0.00	0.00	620	0%
Continuing Education (11-58-12-23)									
Continuing Education	1,200	0	200	0	0	0	200	1,000	17%
	1,200	0.00	200.00	0.00	0.00	0.00	200.00	1,000	17%
Travel (11-58-12-24)									
Travel	1,500	0	0	0	142	0	142	1,358	9%
	1,500	0.00	0.00	0.00	142.47	0.00	142.47	1,358	9%
Utilities									
Fuel (11-58-12-28)	12,000	0	0	3,788	2,127		5,914	6,086	49%
Electricity (11-58-12-30)	45,000	0	0	3,044	3,179		6,222	38,778	14%
Water (11-58-12-31)	5,100	0	394	419	427	427	1,666	3,434	33%
Telephone (11-58-12-32)	5,400	386	132	1,288	129		1,935	3,465	36%
	67,500	385.67	526.63	8,538.42	5,860.18	426.55	15,737.45	51,763	23%

MONTHLY BUDGET 2026

Section 5, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	Year To Date	Budget Remaining	To Date
Café Charges (11-58-12-43)									
Café Charges	23,674	0	0	0	0	23,674	23,674	0	100%
	23,674	0.00	0.00	0.00	0.00	23,674.00	23,674.00	0	100%
Databases (11-58-12-44)									
BRIDGES - Databases	1,826	0	0	0	0	1,826	1,826	0	100%
Movie License	671	0	0	0	0	671	671	0	100%
Newsbank Inc.	2,376	2,376	0	0	0	0	2,376	0	100%
Overdrive E-Content	0	0	0	0	0	0	0	0	
Overdrive Advantage (Grant from Bridges for \$3,579)	13,537	0	0	0	0	9,958	9,958	3,579	74%
TumbleBooks Inc.	800	799	0	0	0	0	799	1	100%
Udemy	0	0	0	0	0	0	0	0	
	19,210	3,175.00	0.00	0.00	0.00	12,455.00	15,630.00	3,580	81%
Technology (11-58-12-45)									
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	1,200	0%
Technology	1,000	386	236	10	34	18	684	316	68%
	2,200	385.58	236.25	9.99	33.75	18.04	683.61	1,516	31%
Library Materials (11-58-12-46)	**Plus up to \$55,000 additional funds to be spent from Fund 20.**								
Adult Fiction	6,500	0	0	510	1,065	1,717	3,293	3,207	51%
Adult Nonfiction	6,500	0	0	0	531	1,072	1,603	4,897	25%
Children Books	9,000	541	868	656	0	2,155	4,221	4,779	47%
Large Print	4,000	0	216	131	324	623	1,293	2,707	32%
Materials - (Non-books)	500	0	0	0	0	0	0	500	0%
Reference - Subscriptions	1,680	600	108	-108	0	0	600	1,080	36%
Reference - Materials	360	0	0	0	0	0	0	360	0%
Young Adult Books	0	0	0	0	0	0	0	0	
	28,540	1,141.13	1,192.08	1,189.48	1,919.90	5,566.83	11,009.42	17,531	39%
Periodicals (11-58-12-47)									
Periodicals/Newspapers	5,700	1,276	1,086	557	458	0	3,376	2,324	59%
Seasonal Periodical Purchases	0	0	0	69	0	0	69	-69	
	5,700	1,275.85	1,085.54	625.57	457.53	0.00	3,444.49	2,256	60%

MONTHLY BUDGET 2026

Section 5, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	Year To Date	Budget Remaining	YTD %
AV Materials (11-58-12-48)									
Adult Talking Books	0	0	0	0	0	0	0	0	
Children AUDIO	0	0	0	0	0	0	0	0	
DVD	6,000	827	241	342	629	60	2,099	3,901	35%
Lucky Day	0	0	0	0	0	0	0	0	
	6,000	826.53	241.24	342.48	629.36	59.87	2,099.48	3,901	35%
Donation Purchases (11-58-12-50)									
Purchase from Donation	0	5,518	5,866	3,266	3,924	10,267	28,841	-28,841	
		5,517.89	5,865.99	3,266.01	3,924.09	10,266.80	28,840.78		
TOTAL LIBRARY EXPENSES	321,817	24,275.77	12,848.30	29,354.77	18,709.41	72,436.63	157,624.88	164,192	49%
TOTAL EXPENSES INCLUDING SALARIES	1,269,144	72,295.34	81,076.21	96,023.61	89,458.43	141,709.77	480,563.36	788,581	38%
REVENUE - FUND 11									
Fines (11-48-12-10)	1,200	33	1	15	70	39	158	1,042	13%
Misc. Fees (11-48-12-12)	5,000	476	361	805	241	568	2,450	2,550	49%
Use of Facilities Fee (11-48-12-14)	4,500	240	430	197	200	100	1,167	3,333	26%
Copier (11-48-12-18) Will be adjusted for tax	9,500	740	835	497	980	732	3,784	5,716	40%
Jefferson County Funds (11-48-12-22)	248,879	0	248,879	0	0	0	248,879	0	100%
Dodge County Funds (11-48-12-24)	91,500	0	0	91,500	0	0	91,500	0	100%
Adjacent County Funds (11-48-12-26)	9,728	922	8,816	82	0	0	9,820	-92	101%
DONATIONS 11-48-12-27	0	2,969	1,803	9,858	2,643	1,071	18,344	-18,344	
General Fund Contribution (11-48-12-30) From Fund 1	750,000	0	0	0	0	0	0	750,000	0%
Credit Card Rebate (11-48-12-56)	1,800	0	433	0	0	617	1,050	750	58%
TOTAL FUND 11 REVENUE	1,122,107	5,379.84	261,557.41	102,953.21	4,134.05	3,127.16	377,151.67	744,956	34%
RESERVED TO OFFSET SALARIES & BENEFITS									
Salary Reserve	197,327						0	197,327	0%
Subtotal Salary Reserve	197,327	0	0	0	0	0	0	197,327	0%
2025 Year End Fund Balance	459,322.28								
Reserved for Donations year end 2025	32,157.50								
UNRESERVED FUND BALANCE Year End 2025	427,164.78								
2026 YTD Balance Reserved for Donations	21,660.31								

2026 STATISTICS

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ATTENDANCE	13,966	14,770	16,755	16,425	14,524								76,440
ATTENDANCE 2025	12,754	12,868	15,592	15,618	12,997	17,095	17,544	15,249	13,407	15,687	13,594	12,259	174,664
Percent changed	10%	15%	7%	5%	12%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-56%
Days open 2026	30	28	30	29	30	30	30	31	29	30	29	29	355
Days open 2025	30	28	30	29	30	30	30	31	29	30	27	29	353
Daily average 2026	466	528	559	566	484	0	0	0	0	0	0	0	217
Daily average 2025	425	416	420	418	371	475	531	500	416	476	465	409	495
Highest attendance day 2026	614	793	1,237	1,822	1,159								
Highest attendance day 2025	603	945	1,149	1,887	867	956	901	740	660	894	757	606	
Lowest attendance day 2026	221	231	194	235	174								
Lowest attendance day 2025	212	169	213	211	145	161	214	179	207	194	185	192	
REF QUESTIONS 2026	705	800	718	728	717								3,668
REF QUESTIONS 2025	1,055	819	736	678	778	714	734	878	778	818	687	657	9,332
INTERNET 2026	501	484	544	474	460								2,463
INTERNET 2025	574	505	573	570	552	517	562	679	665	583	514	484	6,778
MEETING ROOM 2026	136	175	166	156	122								755
MEETING ROOM 2025	169	177	165	169	193	157	140	152	160	169	132	136	1919

REFERENCE, CIRCULATION STATISTICS 2026

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	449	494	402	443	443								2,231
REFERENCE 2025	706	495	434	378	422	348	342	540	479	501	445	400	5,490
Tutor Sessions	143	173	137	134	154								741
Tutor Sessions 2025	189	120	148	164	152	153	130	202	181	171	129	136	1,875
Microfilm	8	3	4	8	7								30
Microfilm 2025	6	6	5	4	5	10	14	15	9	2	2	5	83
Computer/Tablet	478	468	514	461	453								2,374
Computer/Tablet 2025	554	482	546	550	524	494	541	666	654	581	496	469	6,557
Typewriter	0	0	0	0	0								0
Typewriter 2025	0	0	0	0	0	0	0	0	0	0	0	0	0
Proctor Exams	0	1	3	4	2								10
Proctor Exams 2025	0	1	0	0	3	7	0	3	2	2	0	0	18
Wireless	4612	4811	4623	3918	3908								21,872
Wireless 2025	4751	4655	5053	5247	5705	5451	5589	5372	5215	5678	4849	4436	62,001
Adult Programs	16	20	17	23	19								95
Adult Programs 2025	24	15	20	20	16	18	18	18	22	20	21	17	229
Program Att.	88	146	121	179	94								628
Program Att. 2025	120	110	174	133	75	126	136	115	109	104	124	89	1,415
Passive Programs	1	0	1	1	0								3
Passive Programs 2025	8	8	5	6	6	0	0	2	0	1	0	1	37
Passive Att.	67	0	99	15	24								205
Passive Att. 2025	59	39	30	40	60	0	0	177	0	17	0	16	438
Outreach Events	1	1	3	1	0								6
Outreach Events 2025	1	20	1	2	2	1	1	1	1	1	1	1	33
Outreach Att.	13	14	194	17	19								257
Outreach Att. 2025	15	130	14	35	83	15	18	15	13	12	15	13	378
Mobile Print Users	143	101	113	98	126								581
Mobile Print Users 2025	117	89	102	107	87	91	185	111	141	111	77	101	1,319
Mobile Print Pages	655	925	769	806	927								4,082
Mobile Print Pages 2025	541	710	593	460	441	336	669	866	646	946	577	428	7,213
Newsbank	2212	2024	2309	1848	1554								9,947
Newsbank 2025	2248	2525	2958	2588	2489	2373	2238	2535	2349	2675	2668	2356	30,002
Website Views	6587	5655	6107	6156	5740								30,245
Website Views 2025	6665	6073	7391	7864	8148	6883	6180	6444	6159	6429	6141	5879	80,256

CHILDREN'S ROOM STATS - 2026																							
	STORYTIME		PROGRAMS		LIBRARY VISITS		OFFSITE		DROP-INS		SCHOOL VISITS		KIDS	ADULTS	SLC	WLC	TUMBLE BOOKS	500 BOOKS	1K BOOKS	BOOK BAGS		REF	PC
JANUARY	12	365	9	157	1	17	0	0	7	184	1	25	199	160	0	0	50	1	8	20	206	256	23
JAN 2025	12	414	11	168	1	10	1	6	6	439	5	110	238	176	0	0	43	1	11	19	451	349	20
FEBRUARY	12	430	10	145	4	115	1	3	7	396	7	142	241	189	0	457	10	0	7	21	491	306	16
FEB 2025	12	391	10	178	1	13	0	0	5	74	5	110	221	170	0	463	108	3	9	20	478	324	23
MARCH	12	518	12	223	1	18	1	3	5	70	1	25	290	228	0	0	23	3	8	23	596	316	30
MAR 2025	9	333	12	238	2	37	1	14	7	401	7	103	203	150	0	0	85	5	15	22	488	302	27
APRIL	13	529	9	105	2	40	2	452	5	316	7	140	296	233	0	0	26	3	2	18	484	285	13
APR 2025	13	420	10	158	1	40	1	250	6	121	5	110	236	184	0	0	83	6	3	21	496	300	20
MAY	6	309	8	143	5	315	1	16	5	62	30	2159	189	130	0	0	0	2	5	9	238	274	7
MAY 2025	8	219	8	85	5	165	1	3	5	73	30	2245	123	96	0	0	114	5	13	13	355	356	28
JUNE																							
JUN 2025	12	465	17	1359	0	0	0	0	3	520	0	0	281	184	0	0	50	5	13	6	99	366	23
JULY																							
JUL 2025	12	506	16	786	1	15	1	400	1	12	0	0	261	169	1103	0	18	8	12	6	140	392	21
AUGUST																							
AUG 2025	1	24	11	306	0	0	2	70	8	346	0	0	15	9	0	0	3	5	5	12	319	338	13
SEPTEMBER																							
SEP 2025	7	287	8	133	1	18	1	4	5	59	4	100	159	128	0	0	101	0	10	15	367	299	11
OCTOBER																							
OCT 2025	14	600	11	158	2	92	1	231	7	277	7	131	342	258	0	0	62	2	4	21	538	317	2
NOVEMBER																							
NOV 2025	8	340	9	176	2	103	1	5	5	239	8	136	185	155	0	0	6	4	10	17	448	242	18
DECEMBER																							
DEC 2025	9	314	3	153	0	0	0	0	4	38	8	150	177	137	0	0	28	0	7	18	440	257	15
TOTALS	55	2151	48	773	13	505	5	474	29	1028	46	2491	1215	940	0	457	109	9	30	91	2015	1437	89
TOTAL 2025	117	4313	126	3898	16	493	10	983	62	2599	79	3195	2441	1816	1103	463	701	44	112	190	4619	3842	221

Young Adult Statistics - 2026

Month	YA Active		YA Passive & N/A		YA SRP	YA WRP
	# Prog.	Attend.	#Prog.	Atten.		
January	5	6	2	85		n/a
January 2025	4	33	7	529		n/a
February	2	4	2	33		85
February 2025	6	16	8	277		81
March	3	18	0	0		
March 2025	10	72	4	122		
April	3	15	5	93		
April 2025	6	10	1	6		
May	3	8	6	71	n/a	
May 2025	2	4	0	0	n/a	
June					n/a	
June 2025	6	182	0	0	n/a	
July						
July 2025	5	73	2	93	318	
August						
August 2025	3	16	8	124		
September						
September 2025	3	12	2	40		
October						
October 2025	3	7	2	193		
November						
November 2025	3	5	3	52		
December						
December 2025	2	13	2	37		
TOTALS	16	51	15	282	0	85
TOTALS 2025	53	443	39	1473	318	81

**WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
DIRECTOR'S REPORT
For June 2026**

Libby: Audio, Ebook & Magazine Checkouts		
	<u>2025</u>	<u>2026</u>
January	3,974	4,850
February	3,671	4,120
March	3,976	4,691
April	3,986	4,375
May	3,937	4,505
June	4,669	
July	4,930	
August	4,022	
September	4,051	
October	4,074	
November	4,144	
December	4,184	
Total	48,391	

Physical Circulation for May	20,579
May Libby	4,505
May Libby Mags	553
2026 Monthly Total	25,637
2025 May Total	27,066
New Cards	107

Interim Library Director/Head of Adult Services Notes:

Peg and I met with the new Park and Rec Director, Ryan Schmidt. We knew that P&R had been given a copy of a key to the library, but it was discovered during this meeting that the key has been copied at least three times by previous P&R staff and we do not know where the original is.

We have been working with Jody Purtell on a new marketing campaign to draw attention to the library and our services. Jody is designing window wraps to put in several of our large windows that will be very visible from the street and the town square. She has been sending mock ups for Peg and I to look at. If we have any selected by the board meeting I will make sure to bring them. Jody is donating her time for this project, and we will be paying for the wraps and installation with a grant from Bridges.

Bridges has organized another program to encourage patrons to visit all the libraries in the system. This year's program is called "Tracks in the Stacks: A Bigfoot Hunt" and runs June 1-August 21. We're looking forward to another summer of welcoming patrons who don't usually use our library.

A heads up to the board that I will be on vacation the week of the August board meeting.

The emergency phone in our lift is operational again. This was part of the issue when our POTS lines were cut. We are now operating how we were before that occurred, with the exception of not being able to send faxes.

Shout out to Tina for completing all of her school visits to promote the Summer Library Challenge. Summer is a busy time for everyone who works at the library as the number of visitors, programs, check outs and returns increase, but Tina has the most amount of prep work. She does a great job.

I sent an email to the board about Trustee Training Week, which is August 10-13 this year. Each webinar is from noon-1 pm and recorded if you're not available to attend live. I hope you are able to attend at least one of these sessions.

Our new page, Kelcy LePlavy, started last week. It will be great to be up to full staff in the page department as we start to get more returns as summer progresses.

We left the Main Street doors open late for the first summer concert at the Towne Square on May 30. It appears everything ran smoothly.

- Jamie (MLIS)

Children's Department Notes:

May was an incredibly busy month (as per usual) for me and the Children's Department! I wrapped up spring Little U Storytime's with a visit from the Watertown Streets Department for a Touch a Truck Storytime! The kids absolutely loved it and I think the Streets crew enjoyed all the attention as well. 😊 I scheduled and completed all of my school visits today to get kids excited about the Summer Library Challenge. I saw all of the kids at each of the public elementary schools 4K-5th and all of the kids 4K-8th at TSL, Calvary, Lebanon Lutheran, St. Therese, St. Paul's Ixonia, St. John's, Good Shepherd and St.

Mark's (dropped off materials) as well as Gingerbread and Head Start classes. It's a lot of schedule coordination and running around but a lot of fun to get the kids hyped up for the SLC! We officially kicked off the SLC on June 1st and we're ready for the whirlwind that all things summer bring our way!

-Tina (MLIS)

Teen Department Notes:

This month, we continued Steer the Story, where teens vote on how they want the story to go and we set out a new chapter each week. Participation has fluctuated a bit, but we're keeping it going steadily. We also opened up a new passive program – "The Dictionary Game," where teens learn a new word to earn a piece of candy. We had our last Homeschool Tuesday of the year and played board games, parachute games, hula hoop rock paper scissors, and more! Teens also had the chance to make their own squishy fidgets out of memory foam and puffy paint, which was a blast. We are gearing up for the Summer Library Challenge and our weekly programs for teens in June and July. We have a lot planned that we think they will enjoy! Registration has already opened for our lock ins, and teens are signing up fast!

-Kaitlyn & Tina, MLIS

Circulation Department Notes:

Summer weather has arrived!

Patrons really enjoyed the decorated duck display. Xander did an excellent job creating a display for them. He set them on blue material that looked like water. It drew a lot of interest from all ages.

Sue created a display of books with sprayed edges books that are so pretty, interesting to look at, and just may be someone's next great read!

The tiny art contest entries are on display on the lower level, it is so amazing what patrons come up with to decorate them. The talent of patrons is amazing! One entry is actually completely crocheted!

A dictionary has been placed in the teen room, teens look up a word and then visit the circulation desk to tell us the word's description for a tiny prize. Kaitlyn created this neat passive program to give us the opportunity to have positive interactions! It has been very successful!

- Cari

Watertown Public Library Board of Trustees
Resolution #2026-8
Library Page II

Be it resolved by the Watertown Public Library Board of Trustees, that Kelcy LePlavy be employed as a Library Page II at the rate of \$11.28 per hour effective May 27, 2026. This position does not include benefits.

Action Taken:

PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

THURSDAY, MAY 14, 2026 AT 5:30 PM

1. CALL TO ORDER / ROLL CALL – Meeting called to order at 5:30 p.m.

Charity Chandler	P	Rita Haase	P	Tom Kohls	P
Chris Koppes	P	Andi Merfeld	A	Emily Lessner	A
Dave Morstad	A	Beth Mueller	P	Sarah Oudenhoven	P

Also present: John Katsch, Danielle Bailey, Robert Stocks, Sarah Stocks

2. CITIZENS TO BE HEARD – N/A

3. NEW BUSINESS

A. Review and take action: Resolution 2026-7 Promotion of Jamie Hernandez to Interim Library Director

Discussion: Beth stated she was surprised. Her understanding was we had accepted Jamie as interim director, but that the 4/9 date would be more training focused and not an official start date until Peg left. She stated we experienced a significant budget cut and now we're paying two directors for 2 ½ months. Tom/Chris said increased pay was to reflect increased responsibility. No action taken as decision was made at last meeting.

B. Review and possible approval: Strategic Plan

Rita mentioned on page 7 that the number 222 seemed low for a response rate for the community survey. WILS shared with us that 222 was a very good response rate and there was confidence with that number of responses. Discussion took place about questions for director interview that involves the strategic plan, as well as it making sense to have Lisa (Watertown City HR) share the strategic plan with the interview candidates. Tom asked how we'd increase the visibility of the finished plan. Sarah asked if there were any concerns/opportunities. Jamie mentioned there's a spot on the website to share it. We need to share with the City Council as well. Does it make sense for Rita to share as our City Council representative? The team shared that there was a meeting of the department heads and Danielle to select 3 – 4 action items for year 1, then 3 – 4 for year 2, etc. There are two staff inservices each year where they can touch base/update regarding the plan and we're looking to have a regular support cadence between the team and the board. Staff leadership has reviewed the plan together.

Motion to approve strategic plan as presented: Koppes, Seconded by Oudenhoven.

Charity Chandler	Y	Rita Haase	Y	Tom Kohls	Y
Chris Koppes	Y	Andi Merfeld	A	Emily Lessner	A
Dave Morstad	A	Beth Mueller	Y	Sarah Oudenhoven	Y

Motion passed.

C. Review: Mayor Stock's request that Library pay back Park & Rec for damage at Brandt-Quirk Park

Jamie reviewed the historical context. Mayor Stocks, Peg, and Tod met. Library is not responsible. Tod and/or Tina will contact Parks Staff when heading out to the Storybook Trail. It is a private vehicle, not a city vehicle, used for changeovers.

D. Discuss and take possible action: Donation from Joan Hinze

Joan donated \$40,000 for Children's Department. Teams have been discussing with Joan to see how to utilize the funds. Discussions included funding transportation for elementary school field trips to the library, summer learning prizes, and help fund bigger name performers outside of summer. Joan wants a plaque in the children's room. Chris asked if this is a restricted gift for a specific purpose and ensuring we have something from the donor in writing. Beth will write thank yous from the board. Jamie will share Joan's mailing address.

E. Discuss: Maintenance of grass on boulevard along Water St.

We referenced the map provided in the packet that the area marked with red boundaries Tod mows. The black outlined areas are up for discussion. The previous mayor wanted grass here. Jamie reviewed code and didn't see who is in charge of terrace. Jamie proposed concrete, as it often becomes muddy due to people walking through it. It is city library, not library property. It was clarified that we are not being charged for snow removal. Chris mentioned being agreeable to the good neighbor approach. Sarah discussed reciprocity. There was a to-do of emailing the city to ask about extra brick availability from Bentzin town square and how that could be a topic for the Building & Grounds committee.

4. UNFINISHED BUSINESS

A. Review: Progress of Library Director search

Charity shared an update regarding the partnership with Lisa Schwartz (city HR), the timeline for the process (position posting closes May 17, applications will be reviewed and candidate screenings would take place May 18 – 22), as well as next steps for the meeting on May 28 where the subcommittee would review the interview panel composition, the candidates who will be invite for first interviews, the questions

for first and second interviews, and a scoring rubric to be used to evaluate candidate responses. Tom asked where it was advertised – the 27 locations available to the city, including the city website, UW Madison and UW Milwaukee alumni boards for MLS programs, as well as the Wisconsin Library Association and WisPubLib.

B. Update: New website

Jamie shared that she updated some of the reported outdated links and got positive feedback that the site is easy to use. She also hasn't received a significant amount of feedback, which she takes as a good sign, as we'd be more likely to hear from our patrons if things weren't working well.

5. DIRECTOR'S REPORT

A. Review: Monthly highlights, budget figures and statistics

Jamie referenced the Director's report in the packet and added that yesterday they passed fire inspection. Alarm covers were recommended for the fire alarms in the Children's space. Also, today city IT/Elevator/Fire were there to fix the phone in the elevator and it's back to functional. Carrie/Jamie interviewed a couple of page candidates. The summer learning program is forthcoming. First school visit took place yesterday, six tomorrow. Big prizes for summer learning. The summer library challenge was funded by Friends of the Public Library and the Quirk Foundation. The library will send thank yous and Beth will write thank yous on behalf of the board.

6. PRESIDENT'S REPORT

A. Review: Contacts and conversations in official capacity

No communications this past month

7. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. May 2026 Bills

B. Unplanned Expenses as of May 1, 2026

C. Review and take action: Minutes from April 9, 2026

D. Review and take action: Minutes from April 20, 2026.

Motion to approve consent agenda as presented: Koppes, Seconded by Kohls.

Charity Chandler	Y	Rita Haase	Y	Tom Kohls	Y
Chris Koppes	Y	Andi Merfeld	A	Emily Lessner	A

Dave Morstad	A	Beth Mueller	Y	Sarah Oudenhoven	Y
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Motion passed.

8. ADJOURNMENT

Motion to adjourn: Haase, Seconded by Mueller. Motion carries by voice vote. Meeting adjourned at 6:21 p.m.

Next Meeting Date: Thursday June 11, 2026

WPL Director Search Committee Minutes – 5/28/2026

1. Call to Order – Roll Call – 5:01 PM

Chandler	P	Morstad	P
Merfeld	P	Mueller	P

2. Public Comment – None

3. New Business

- a. Moved to closed session
- b. Subcommittee discussed the composition of the interview panel for the first round of interviews, the first interview candidates, first interview and second interview questions and a candidate evaluation rubric.
- c. Moved to open session.
 - i. Voice vote – approval of interview subcommittee panel
 - ii. Voice vote – approval of first interview candidates
 - iii. Voice vote – approval of first interview questions
 - iv. Elected to move discussion for final interviews to the next meeting
 - v. Voice vote – approval of candidate scoring rubric
 - vi. Subcommittee chair will share candidates with City of Watertown HR to schedule the interviews.

4. Adjournment – 6:48 p.m.

2026 JUN BILLS LIST

Section 8, Item C.

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
I562849	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN15628136	Gordon Flesch	11-58-12-18	Copier Usage	166.12		
		11-58-12-18				
		11-58-12-18				
		11-58-12-18				
		11-58-12-19				
		11-58-12-19				
		11-58-12-20				
		11-58-12-20				
		11-58-12-20				
		11-58-12-24				
		11-58-12-24				
	Wttn Water Dept	11-58-12-31	Water,			
		11-58-12-32				
		11-58-12-44				
		11-58-12-45				
		11-58-12-46				
		11-58-12-46				
		11-58-12-46				
535041	Playaway	11-58-12-48	Child Audio: remainder of Core Quest sets	2,658.02		
46302	Wepco Printing	11-58-12-50	SLC: Adult bingo cards	133.49		
46312	Wepco Printing	11-58-12-50	SLC: Children's brochures	53.72		
535041	Playaway	11-58-12-50	Various grants: 2 Core Quest sets w/accessories	2,751.90		
		11-58-12-50				
		20-58-12-60				
			TOTAL	6,028.62	Fund 11	
				0.00	Fund 20	
				6,028.62	Grand total	
FUND 11 EXPENSES						
	11-58-12-18	431.49	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	0.00	Databases			
	11-58-12-45	0.00	Technology			
	11-58-12-46	0.00	Library Materials			
	11-58-12-48	2,658.02	AV Materials			
	11-58-12-50	2,939.11	Purchase from Donation			
		6,028.62				
FUND 20 EXPENSES						
	20-58-12-60	0.00	Capital Outlay			
		0.00				

UNPLANNED EXPENSES IMPACTING 2026 BUDGET

	VENDOR	EXPENSE	AMOUNT	BILLED TO
JAN	Envisionware	Replace RFID pad at Reference desk	385.58	Technology
FEB	United Systems Associates	Troubleshoot and service speed pot on fan	200.00	Building repairs
APR	Schindler Elevator Corp	Troubleshoot and repair elevator phone	1,066.60	Building repairs
MAY	Richter Heating & Air Cond.	Repair loose connection - RTU 3	265.86	Building repairs
	Richter Heating & Air Cond.	Parts for water heater	258.98	Building repairs
	WiLS	Strategic Plan - final invoice	14,931.00	Marketing
	DME Elevators & Lifts	Service call - Lift	405.00	Building repairs

YTD TOTAL: 17,513.02

Pending / unsettled invoices:

<i>Convergent Solutions</i>	<i>Labor when switching/disconnecting POTS lines</i>	<i>1,194.75</i>	<i>Telephone</i>
<i>DME Elevators & Lifts</i>	<i>Cost of reconnecting emergency phone line in lift</i>	<i>585.00</i>	<i>Building Repairs</i>