



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, JANUARY 11, 2024 AT 5:30 PM

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

Zoom Meeting ID: 853 2236 0495

Passcode: K3QZq23J

All public participant's computer access will be muted during the meeting except during public comment.

1. **CALL TO ORDER / ROLL CALL**
2. **REVIEW CORRESPONDENCE**
3. **CITIZENS TO BE HEARD**

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

4. **APPEARANCES**

- A. Darren Shretter: Studio GC: Review library expansion/renovation project status (Zoom)

5. **NEW BUSINESS**

- A. Review and take action: Irmgard Krueger Estate
- B. Discuss with possible action: Leadership structure for proposed foundation/501(c)(3)
- C. Review and take action: New proposed 5 year copier lease
- D. Review with possible action: Sally Mundt Charitable Beneficiary: Waiver and Consent Form

6. **UNFINISHED BUSINESS**

- A. Review with possible action: Selection and Reconsideration Policy
- B. Review with possible action: Release of remaining retainage to Miron Construction
- C. Review status of MOU/Intergovernmental Agreement between Library and City of Watertown
- D. Review and take action: 2024 CE Team Education date

7. **DIRECTOR'S REPORT**

- A. Review monthly highlights, budget figures and statistics

8. **TRUSTEE'S REPORT**

- A. Discuss agenda items for February meeting

9. **PRESIDENT'S REPORT**

- A. Review contacts in official capacity

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

- A. Review and take action on Minutes: Library Board of Trustees – December 14, 2023
- B. Review and take action: Library Expenditures and Finances
- C. Review and take action: Library Expansion Expenditures and Revenues

11. **ADJOURNMENT**

- A. Next Meeting Date: Thursday, February 8, 2024

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

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

		Datatek/Rhyme, Current Contract	Rhyme	Gordon Flesch, Option A	Gordon Flesch, Option B	Corporate Business Systems
Current average usage:	Black copies, included per quarter	15,000	12,000	0	0	15,000
Black copies, 14,934 / qtr	Overages	\$0.0095	\$0.0065	\$0.0095	\$0.0095	\$0.0082
Color copies, 8,085 / qtr	Color copies, included per quarter	0	3,000	0	0	0
	Overages	\$0.069	\$0.035	\$0.041	\$0.041	\$0.049
	Equipment rental, monthly	\$397.28	\$238.89	\$243.65	\$206.81	\$290.00
	Maintenance Cost, Monthly		\$61.00	included	included	included
	Yearly Net+ Plan	\$195.00	included	included	included	included
	Avg black copy cost/yr	\$0.00	\$76.28	\$567.49	\$567.49	\$0.00
	Avg color copy cost/yr	\$2,231.46	\$711.90	\$1,325.94	\$1,325.94	\$1,584.66
	Equipment lease/yr	\$4,767.36	\$3,598.68	\$2,923.80	\$2,481.72	\$3,480.00
Bottom Line:	TOTAL YEARLY COST ESTIMATE:	\$7,193.82	\$4,386.86	\$4,817.23	\$4,375.15	\$5,064.66
	MONTHLY AVERAGE:	\$599.49	\$365.57	\$401.44	\$364.60	\$422.06
Additional Fees:	Cost to end contract now		WAIVED	\$2,073.00	\$2,073.00	\$2,073.00
	(buyout)		Would start ASAP			
	One-time Documentation Fee		\$125.00	\$0.00	\$0.00	\$99.00
	Brand of machine:	Kyocera	Sharp	Canon	Canon	Ricoh
				Lexmark in Lab	Lexmark in Lab	HP Laser Jet in Lab
	25 ppm		31 ppm	26 ppm/52 ppm	26 ppm/52 ppm	25 ppm
	dual scan x 2		dual scan staff only	dual scan x 2	dual scan x 2	
			To add dual at Circ , +\$20/mo. \$4626.86/yr			
			Print/copy/scan upstairs	Print/copy/scan upstairs	Print Only upstairs	Print Only upstairs
		Unlimited Toner	Unlimited Toner	Unlimited Toner	Unlimited Toner	Unlimited Toner
		No freight charges	No freight charges	?Waved per gov't contract	?Waved per gov't contract	No freight charges
			+ Low Price	+ Low price	+ Lowest price	- Highest Price
			+ Upgraded to scan/copy upstairs	+ Best quality copiers	+ Best quality copiers	
			+ Would start ASAP to reduce monthly cost, no penalty w/same company.	+ Upgraded to scan/copy upstairs	+ Has additional features (Mobile print, scan to email, scan to Word, storage, etc...)	- Worst quality copiers, esp. in computer lab

	2023 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	12,261	12,921	17,118	15,239	15,094	17,442	16,763	14,752	12,869	15,061	12,536	13,787	175,843
Days open	29	28	30	29	30	30	30	31	29	31	29	29	355
Daily average	423	461	571	525	503	581	559	476	444	486	432	475	495
Highest attendance day	669	1,231	1,081	1,838	1,028	902	977	669	679	749	702	2,506	
Lowest attendance day	170	234	235	181	181	179	201	169	160	155	141	130	
2022 ATTENDANCE	3,111	10,430	12,168	11,994	11,490	14,584	14,076	15,262	11,753	13,119	13,418	10,300	141,705
Percent changed	294%	24%	41%	27%	31%	20%	19%	-3%	9%	15%	-7%	34%	24%
REF QUESTIONS	1,399	1,291	1,408	1,178	1,173	1,496	1,567	1,480	1,222	1,349	1,178	1,129	15,870
INTERNET	1,063	651	766	660	630	607	640	662	548	709	626	517	8,079
MEETING ROOM	68	95	108	112	114	94	124	114	104	134	135	110	1312

REFERENCE, CIRCULATION STATISTICS 2023

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	907	788	831	762	752	664	770	822	759	842	751	713	9,361
Tutor Sessions	196	211	231	212	170	125	236	239	144	229	196	185	2,374
Microfilm	1	2	8	2	6	2	11	9	11	6	8	6	72
Computer/Tablet	644	620	718	618	604	572	610	632	511	657	583	497	7,266
Typewriter	1	2	0	3	0	0	0	0	0	0	0	0	6
Proctor Exams	0	0	1	1	0	1	0	3	0	0	0	0	6
Wireless	1111	1320	1035	913	923	1264	1292	1134	1247				10,239
Adult Programs	20	18	23	18	16	13	16	15	16	22	20	15	212
Program Att.	140	222	127	89	94	137	97	85	115	209	96	90	1,501
Passive Programs	35	38	37	43	44	34	38	31	31	55	53	58	497
Passive Att.	250	48	353	0	0	0	81	0	0	0	35	186	953
Outreach Events	1	1	1	1	2	1	1	1	3	1	1	1	15
Outreach Att.	20	19	21	18	47	20	14	10	35	15	18	14	251
Mobile Print Users	20	18	37	21	29	28	30	25	27	31	36	25	327
Mobile Print Pages	105	383	334	214	279	350	238	316	232	209	325	228	3,213
Newsbank	1069	1083	1139	1003	1012	1017	1207	954	910	843	687	805	11,729
Website Views	971	691	648	486	278	2000	3300	3100	2825	3200	2700	2800	22,999

CHILDREN'S ROOM STATS - 2023

MONTH	STORYTIME		PROGRAMS		LIBRARY VISITS		OFFSITE		DROP-INS		SCHOOL VISITS		SS PARTICIPATION		SLC	WLC	1K BOOKS	BOOK BAGS		REF	PC
JANUARY	9	233	11	419	3	46	1	15	2	33	7	125	0	0	0	522	5	24	511	492	25
FEBRUARY	13	290	10	291	4	60	1	3	7	363	7	125	0	0	0	0	6	22	377	503	31
MARCH	14	331	11	367	2	17	1	7	6	328	7	110	0	0	0	0	14	20	406	577	48
APRIL	14	256	11	257	3	40	2	405	5	102	10	155	0	0	0	0	7	21	442	416	42
MAY	10	243	10	205	13	411	1	39	3	65	28	2050	0	0	0	0	19	16	270	421	26
JUNE	14	583	20	1588	0	0	1	9	0	0	0	0	0	0	0	0	14	4	87	832	35
JULY	13	446	18	907	0	0	2	466	1	285	0	0	0	0	1077	0	10	5	98	797	30
AUGUST	4	195	5	170	0	0	2	100	4	251	0	0	0	0	0	0	4	5	110	658	30
SEPTEMBER	7	206	8	151	3	32	1	25	5	259	0	0	0	0	0	0	8	19	428	463	37
OCTOBER	15	601	14	327	5	119	2	80	5	393	8	131	0	0	0	0	9	19	423	507	52
NOVEMBER	13	395	13	320	3	27	1	16	4	280	8	121	0	0	0	0	1	29	706	427	43
DECEMBER	7	159	10	225	1	15	1	7	4	367	7	120	0	0	0	0	7	22	446	416	20
TOTALS	133	3938	141	5227	37	767	16	1172	46	2726	82	2937	0	0	1077	522	104	206	4304	6509	419

Young Adult Statistics - 2023

Month	YAC/YA		YA Drop In		YA SRP	YA WRP
	# Prog.	Attend.	#	Atten.		
January	7	65	4	187		n/a
February	6	124	3	230		147
March	7	85	3	239		
April	5	44	3	191		
May	5	198	3	176	n/a	
June	4	94	4	269	n/a	
July	5	71	6	422	293	
August	0	0	4	227		
September	1	10	3	116		
October	6	108	3	179		
November	3	8	4	164		
December	6	66	4	181		
TOTALS	55	873	44	2581	293	147

**WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
DIRECTOR'S REPORT
For December 2023**

Libby: Audio and Ebook Checkouts		
	2022	2023
January:	3,683	3,591
February:	3,050	3,274
March:	3,369	3,729
April:	3,270	3,210
May	3,040	3,484
June:	3,096	3,607
July:	3,473	3,712
August:	3,342	3,744
Sept.	3,089	3,614
October	3,260	4,044
November	3160	3,837
December	3170	3,836
Totals	39,002	43,683

Physical Circulation for November	22,886
Dec. Libby:	3,836
Dec. Hoopla	563
2023 Monthly Total	27,208
2022 Monthly Total	26,947
New Cards	94

Library Director's Notes:

Happy New Year!

Please review the bottom of the monthly budget report for final December numbers. Fund 11 - 2023 budget is in the red but we will have some Fund 1 money left over, for a variety of reasons. We had a healthy increase in Libby checkouts in 2023. Please remember that Jefferson County does reimburse libraries for Libby checkouts to non-residents.(TNR) Perhaps we will see an increase in some county funding?

We've had an open PT position since Barb's retirement and the shifting of jobs. I have offered the position to Noah, one of our library pages. He will fill the Tuesday night time slot, help with Teen events and assist in the Children's Dept. if needed. He will work with Jamie on Weekend 2, which provides an opportunity for Jamie to schedule adult focused events on a Saturday. I have informed HR that this is an in-house promotion. This position was included in 2024 budget.

December quieted down a bit. I took 2 weeks off to use up my vacation days. I did carry over 40 hours as allowed by the city handbook.

We continue to struggle with slow internet and poor phone reception for all calls. Jamie and I have reached out to Complex Securities and we will move forward with adding another switch so that phone traffic and security camera traffic operate on independent networks. Our IT folks (not city) and Complex Securities cannot guarantee that this will fix the problem but the phone reception is impacting library business so this is the first step we are taking.

The Library is participating in the OPEN HOUSE DOWNTOWN WATERTOWN event of January 20. People will have an opportunity to view our 100+ year old vault and the third floor of the library. I could use some volunteers to help out!! This is a great time to engage library patrons in your roll as a library trustee. I would also like to provide a small snack throughout the event (or while supplies last) so I would need assistance with the snack table.

Our All-Staff in-service is February 7. So far ADRC is doing dementia awareness training so that our library can be designated as a dementia friendly community resource. Steph Curtis, from Family Resource Center, will be providing some training for team members. I'm looking into some DEI informational training for staff. We plan to do some social media prep for upcoming postings and skill

development. Department meetings will round out the day and maybe some shelf reading and shelf straightening.

Monthly Department Information

Adult:

In December, Angela Meyers from Bridges asked me to stand in for her at a meeting made up of folks across the country working to bring more awareness and resources to Memory Cafes. They are currently in the messaging and branding stages of their work, and it was so interesting to hear about all the things that go into this mission. I spent a lot of time using the Cricut for multiple projects, including the WPL tote bags I'll be giving out for the Winter Library Challenge, as well as designs used for the Winter Solstice craft program. I had 13 people show up to put winter sayings and designs on t-shirts and tote bags and people commented on how we should do a similar project for each season. Bookies Book Club took a break in December, but we'll be back in January to discuss *The Color Purple*. My hope is that maybe some of the attendees saw the new version of the movie and we can incorporate that into our discussion. I am also hoping that people who may have New Years goals to read more try out my Show & Tell Book Club that meets every other month. The floor box in our Community Room is, yet again, on the fritz, so I'll be working with Andrew from the City and possibly Omni to get it fixed now that the holidays are over. For now, people who need to use the equipment can utilize the extra-long cord we have from the control room to plug in their laptops.

~Jamie

Children's:

December brought a lot of fun and preparations for the Winter Library Challenge! We had our regular schedule of programs that ran through the week of December 15 and then took a break over the holidays from our normal schedule. We had a special Silly Snowman Scavenger Hunt that had 350 participants over 2 weeks, as well as two No School Movie Days, showing "Paw Patrol: The Mighty Movie" and "Ruby Gillman: Teenage Kraken" with over 80 people attending movies over break! Early registration started for the Winter Library Challenge on December 11 and the program runs this year from December 18 through February 11. As of 1/4/24, we have 393 kids, 76 teens and 137 adults registered! People are excited to have another challenge to participate in and have been bringing their activity logs in for stamps, prizes and SuperDraw tickets the last few weeks. We continue to be busy with Book Bags each month and CR staff is

working on promoting our digital resources on social media with a focus on children's materials, such as Tumblebooks, Hoopla and Libby, as well as the awesome collections we have in Children's, such as STEM Toys, Launchpads, American Girl Dolls, At Home Learning Kits, etc. Tumblebooks does provide statistics for us and I've included the chart showing 2023 usage. We started promoting Tumblebooks on our social media in September, and as you can see, it has seemed to help with increasing usage! This is something CR staff will be continuing into 2024 with the hopes of focusing on all the great collections and digital content that we have available free for families and patrons.

~Tina

Teens:

"December was jam-packed with things for teens! The first event of the month was a Marvel event, where teens could come do crafts related to the superheroes (and villains) while chatting about them. I then had my monthly gaming tournament again, which was Fall Guys this time. The boys who participate always look forward to competing each month! I also had plenty of craft events for the month- ornament making, cookie decorating, and snow globe making! All of these were huge hits for the teens to the point I nearly ran out of supplies! Many of the teens who came to the events this month said they were excited to see what I was going to come up with for January. I am glad to see they are looking forward to them!"

~ Brittany

Circulation Department:

Happy New Year!

We are excited for what the New Year will bring in serving our patrons! We have had lots of patrons visiting and also new patrons getting library cards and visiting the library for the first time, it is exciting to be able to tell them about all this library has to offer them. They are so thrilled learning about the library of things and digital content to enjoy as well as the thousands of books, movies and audio books on the shelves!

We have been assisting with lots of services for our patrons. Faxes, copies and scanning to flash drive. It is always a pleasure to help patrons find the next book in the series they are reading as well as helping them find a new author to read after they have finished reading all the books by their current favorite author.

Patrons have been spending time sitting by the large windows in the circulation area watching the snow fall or the winds blow. We have been selling more coffee as the outside temperatures drop.

We have lots of movies on display about freezing cold weather and all the perils that go with that to enjoy while being cozy indoors and the new display going up titled: New Year, New You. Keep your New Year's resolutions so stop in and check those out!

~ Cari

WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

Thursday, December 14, 2023 at 5:30pm

1. Call to Order/Roll Call

The meeting was called to order by Board President Chris Koppes at 5:30 pm.
Members Present: Gerike, Merfeld, Oudenhoven, Kohls, Koppes, Wetzel, O’Neil, Rodriguez
Members Absent: Burke
Also Present: Library Director Peg Checkai, Head of Adult Services and Technology Jamie Hernandez, Head of Children’s Services Tina Peerenboom, Head of Circulation Cari Gunderson.

2. Review Correspondence

- a. Card from Barb Antonopolous - thank you for celebration upon retirement
- b. Charitable Beneficiaries in the Sally A. Mundt Estate

3. Citizens to be Heard

- a. None.

4. Appearances

- a. Darren Shretter: Studio GC - Provide construction updates and Miron contract update (Zoom)
 - i. Flag Plaza - finished
 - ii. Signage and Donor Wall - nearly complete
 - iii. Miron Contract - Inconsistencies related to tech items within the alarm system and thermostat; more Darren given access to the control system (Surefire), \$78,000 release retainage after the architect and

***MOTION #1 per Koppes, seconded per Wetzel to move to 6a.

Resolution: Motion approved per voice acclimation.

- a. Discuss with possible action: Miron Construction Contract for release of retainage

***MOTION #2 per Koppes, second per Gerike to direct the library director to meet and confer with the architect and maintenance promptly to confirm that the control system and close out process objections have been satisfied. Report back to the board promptly.

Votes to approve: Gerike, Merfeld, Oudenhoven, Kohls, Koppes, Wetzel, O’Neil, Rodriguez

Resolution: Motion Carries.

5. New Business

- a. Resolution 2023 - 14 Acknowledging service of Mariela Rodriguez

*****MOTION #3** per Koppes, second per Kohls appreciation for service of Mariela Rodriguez to the Library Board of Trustees

Resolution: Motion Carries.

- b. Discuss: select meeting date for a Library Board Development Day

*****MOTION #4** per Oudenhoven, second per Rodriguez to table discussion.

Resolution: Motion approved per voice acclimation.

- c. Review and take action: Contract for Jefferson Co. Library Services
 - i. Discussion regarding contract, specifically noting section in contract ***

*****MOTION #5** per Koppes second per Khol to approve contract for Jefferson County Library Services.

Votes to approve: Gerike, Merfeld, Oudenhoven, Kohls, Koppes, Wetzel, O'Neil, Rodriguez

Resolution: Motion Carries.

- d. Review and take action: 2024 pay table and payroll resolution
 - i. Discussion regarding disagreements in steps and grades based on evaluation from Carlson-Dettman and the Library Director

*****MOTION #6** per O'Neil second per Koppes to approve the step and grade that the Library Director originally submitted to City Hall.

Votes to approve: O'Neil, Rodriguez

Votes against: Gerike, Merfeld, Oudenhoven, Kohls, Koppes, Wetzel

Resolution: Motion Fails.

*****MOTION #7** per Koppes second per Oudenhoven to approve the City's 2024 pay table and payroll resolution.

Votes to approve: Gerike, Merfeld, Oudenhoven, Kohls, Koppes, Wetzel

Votes against: O'Neil, Rodriguez

Resolution: Motion Carries.

*****MOTION #8** per Oudenhoven second per Wetzel to convene into Closed Session.

- e. 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

*****MOTION #9** per Oudenhoven second per Kohls to reconvene into Open Session.

- f. Return to Open Session

- g. Discuss and take action: 2024 Compensation for Library Director

*****MOTION #10** per Koppes second per Merfeld to approve 2024 Compensation for Library Director.

Votes to approve: Gerike, Merfeld, Oudenhoven, Kohls, Koppes, Wetzel, O’Neil, Rodriguez

- h. Review and discuss: response to Library Board’s letter to Mayor, Finance, and HR
 - i. Discussion regarding email correspondence between Finance Committee and City officials.

6. Unfinished Business

- b. Review and discuss: 2024 Library Budget
- c. Discuss and take possible action: Memorandum of Understanding between the City of Watertown and the Watertown Public Library
- d. Discuss and take possible action: Legal Services to represent the Library in the Intergovernmental Agreement between the City of Watertown and the Watertown Public Library

*****MOTION #11** per Oudenhoven second per Gerike to approve Walden, Neitzke and Kuhary, S.C. (William W. Wirkus) Legal Services to represent the Library in the Intergovernmental Agreement between the City of Watertown and the Watertown Public Library.

Votes to approve: Gerike, Merfeld, Oudenhoven, Kohls, Wetzel, O’Neil, Rodriguez

Abstain: Koppes

Resolution: Motion Carries.

7. Director’s Report

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

8. Trustee’s Report

- a. Discuss library related topics in official capacity with possible suggestions for the next board meeting.
 - i. Leadership structure for 501(3)c, funds transferred
 - ii. Adjustment to the Director Evaluation process

9. President’s Report

- a. Discuss and review: Contacts in official capacity

10. Personnel and Policy

11. Review and take action: Consent Agenda Items

- a. October 31, 2023 Finance Committee minutes
- b. October 31, 2023 Finance Committee minutes
- c. November 14, 2023 Library Board Minutes

- d. Library expenditures and finances
- e. Library expansion expenditures

*****MOTION #12** per Rodriguez, seconded per Oudenhoven to approve the consent agenda.
Votes to approve: Gerike, Merfeld, Oudenhoven, Kohls, Wetzel, O'Neil, Rodriguez, Koppes

12. Adjournment

******MOTION #13** per Rodriguez, seconded per Gerike to adjourn meeting at 7:50pm.

Resolution: Motion approved per voice acclimation.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on January 11, 2023.

Respectfully submitted,
Betsy Gerike, Secretary

MONTHLY BUDGET 2023

Section 10, Item B.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year Date	Remaining	To Date
CITY FUNDS																
SALARIES - City Funds																
Staff (01-55-11-10)	657,504	53,976	48,847	48,595	48,196	48,058	47,111	47,427	71,588	48,565	50,793	48,395	47,491	609,043	48,461	92.63%
Longevity (01-55-11-12)	1,054	0	0	0	0	0	0	0	0	0	0	486	527	1,013	42	96.06%
Overtime (01-55-11-14)	0	0	75	0	0	0	0	0	0	0	0	0	217	293	-293	
Retirement (01-55-11-33)	31,307	2,044	2,412	2,397	2,402	2,402	2,397	2,399	3,447	2,369	2,502	2,377	2,213	29,360	1,947	93.78%
FICA (01-55-11-34)	40,831	3,238	2,907	2,887	2,862	2,853	2,795	2,814	4,303	2,882	3,021	2,961	2,925	36,448	4,383	89.27%
Medicare (01-55-11-35)	9,541	757	680	675	669	667	654	658	1,006	674	706	692	684	8,524	1,017	89.34%
Health (01-55-11-36)	64,488	7,759	7,759	7,759	7,759	7,759	7,759	7,759	7,759	7,759	7,759	7,759	6,148	91,498	-27,010	141.88%
Life (01-55-11-37)	1,933	152	152	152	152	152	152	174	174	174	174	174	136	1,923	10	99.50%
Dental (01-55-11-38)	7,342	612	612	612	612	612	612	612	612	612	612	612	612	7,341	1	99.99%
TOTAL CITY FUNDS	814,000	68,538.70	63,444.56	63,076.97	62,651.86	62,503.76	61,479.91	61,844.17	88,889.40	63,036.11	65,566.89	63,456.96	60,953.18	785,442.47	28,557.53	96.49%
EXPENSES - Special Funds																
Salaries and Benefits																
Salary Reserve	27,908													0	27,908	0.00%
Subtotal Salary Reserve	27,908	0	0	0	0	0	0	0	0	0	0	0	0	0	27,908	0.00%
AMSO Allocation (11-58-12-17)																
AMSO Allocation	56,920	0	0	14,230	0	0	14,230	0	0	14,230	0	0	14,230	56,920	0	100.00%
TOTAL AMSO 11-58-12-17	56,920	0	0	14,230	0	0	14,230	0	0	14,230	0	0	14,230	56,920	0	100.00%
Supplies & Expense (11-58-12-18)																
Adult Program	3,000	337	100	189	177	24	44	0	12	126	199	251	1,142	2,602	398	86.72%
Adult Summer Library Challenge	2,000	0	0	0	0	129	646	159	178	281	0	300	0	1,693	307	84.66%
AV Supplies	1,000	201	291	93	418	59	167	0	0	0	0	0	0	1,230	-230	122.98%
Book Supplies	2,000	303	664	0	0	0	0	0	250	0	332	336	0	1,886	114	94.29%
Children Programs	3,000	0	312	576	267	397	87	600	55	396	246	26	51	3,013	-13	100.44%
Collection Agency	1,500	0	296	187	187	177	0	0	0	0	0	0	0	847	653	56.47%
Maintenance Contracts/Filters	17,332	2,059	293	472	14,272	0	2,209	125	0	2,315	0	930	1,158	23,834	-6502	137.52%
Makerspace	3,000	105	59	0	0	13	26	0	0	18	0	0	7	227	2773	7.57%
Marketing	1,808	77	141	0	367	597	20	0	557	478	115	505	341	3,199	-1391	176.93%
Office & Library Supplies	8,500	563	178	521	221	362	142	81	229	340	679	2265	2,735	8,313	187	97.80%
Photocopier Lease	7,150	0	396	592	1,030	397	397	977	397	397	1031	397	1,240	7,252.80	-103	101.44%
Postage	1,000	0	7	8	0	5	0	0	0	7	4	0	10	41	959	4.06%
RFID	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Summer Library Challenge	3,000	0	0	61	410	1,566	1,122	49	0	0	0	0	0	3,208	-208	106.95%
Teen Programs	3,000	424	738	62	108	35	116	309	0	37	61	62	1,019	2,970	30	99.01%
Teen Summer Library Challenge	2,000	56	-28	65	548	390	857	0	239	0	0	0	0	2,127	-127	106.33%
TOTAL 11-58-12-18	59,290	4,124.84	3,448.11	2,826.98	18,004.34	4,150.71	5,834.20	2,299.42	1917.46	4395.07	2666.67	5072.09	7,702.77	62,442.66	-3,152.66	105.32%

Library Materials (11-58-12-46)																
Adult Fiction	11,000	171	1,303	666	177	1,336	1,768	1,530	2,290	146	2,042	1,200	1,374	14,00	Section 10, Item B.	
Adult Nonfiction	11,000	67	947	565	904	19	1,327	890	792	518	950	497	690	8,16		
Adult Talking Books	9,000	123	1,413	198	1,160	404	576	684	806	952	638	371	0	7,32		
Children AUDIO	1,000	0	0	0	225	0	0	0	0	0	0	0	0	225	775	22.50%
Children Books	17,000	0	1,457	1,373	857	978	5,260	464	1,711	1,359	1,160	572	2,922	18,112	-1,112	106.54%
Large Print	7,000	68	474	958	621	307	217	438	812	520	131	441	21	5,008	1,992	71.54%
Materials - (Non-books)	2,500	75	133	85	98	193	45	66	0	157	159	15	374	1,398	1,102	55.93%
Reference - Subscriptions	3,000	28	193	60	28	60	592	28	60	624	0	0	720	2,395	605	79.82%
Reference - Materials	500	89	0	0	0	0	0	0	0	0	0	0	445	534	-34	106.80%
Young Adult Books	5,000	141	546	81	91	20	1,319	51	66	6	0	562	718	3,601	1,399	72.02%
Subtotal	67,000	763.18	6,465.22	3,985.68	4,160.59	3,317.12	11,103.41	4,151.15	6,537.59	4,282.47	5,079.99	3,658.02	7,263.93	60,768.35	6,231.65	90.70%
Periodicals																
Periodicals/Newspapers	4,750	265	924	529	724	200	1,566	0	0	0	25	0	30	4,263	487	89.74%
Seasonal Periodical Purchases	250	0	0	0	0	0	86	0	44	0	47	0	27	205	45	81.90%
Subtotal	5,000	265.00	924.16	528.53	723.68	200.00	1,652.10	0.00	44.28	0.00	72.41	0.00	57.41	4,467.57	532.43	89.35%
AV Materials																
DVD	8,000	358	545	674	535	756	521	600	693	427	415	546	723	6,795	1,205	84.93%
Lucky Day	2,000	138	180	148	256	162	142	121	153	163	113	149	162	1,888	112	94.39%
Subtotal	10,000	496.62	725.34	822.25	791.05	917.73	663.10	721.36	846.66	590.47	528.04	694.58	885.20	8,682.40	1,317.60	86.82%
Databases																
BRIDGES - Databases	1,592	0	0	1,592	0	0	0	0	0	0	0	0	0	1,592	0	100.00%
Flipster - E-Magazine	1,108	0	0	1,056	0	0	0	0	0	0	0	0	0	1,056	52	95.31%
Gale Courses	3,608	0	0	3,470	0	0	0	0	0	0	0	0	0	3,470	138	96.18%
Hoopla (\$3,497 Grant)	5,000	0	1,056	1,239	1,281	0	0	215	1,441	1,454	1,377	1,378	2,627	12,068.15	-7,068	241.36%
Movie License	560	0	0	560	0	0	0	0	0	0	0	0	0	560	0	100.00%
Newsbank Inc.	2,150	2,149	0	0	0	0	0	0	0	0	0	0	0	2,149	1	99.95%
Overdrive Advantage	5,539	0	0	5,539	0	0	0	0	0	0	0	0	0	5,539	0	100.00%
Overdrive E-Content	4,449	0	4,449	0	0	0	0	0	0	0	0	0	0	4,449	0	100.00%
TumbleBooks Inc.	800	799	0	0	0	0	0	0	0	0	0	0	0	799	1	99.88%
Subtotal	24,806	2,948.00	5,505.28	13,455.89	1,281.05	0.00	0.00	214.64	1,440.52	1,454.26	1,376.76	1,378.45	2,627.30	31,682.15	-6,876.15	127.72%
Technology																
Fiber Optic - TEACH SERVICES	1,200	0	0	0	600	0	0	600	0	0	0	0	600	1,800	-600	150.00%
Technology	7,000	37	33	0	16	194	3,275	0	277	1,800	203	293	525	6,652	348	95.02%
Subtotal	8,200	36.98	32.58	0.00	615.98	193.98	3,274.73	600.00	277.29	1,799.98	202.58	292.50	1,125.00	8,451.60	-251.60	103.07%
Café Charges																
Café Charges	21,831	0	0	21,831	0	0	0	0	0	0	0	0	0	21,831	0	100.00%
Subtotal	21,831	0.00	0.00	21,831.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,831.00	0.00	100.00%
TOTAL 11-58-12-46	136,837	4,509.78	13,652.58	40,623.35	7,572.35	4,628.83	16,693.34	5,687.15	9,146.34	8,127.18	7,259.78	6,023.55	11,958.84	135,883.07	953.93	99.30%

2023 DEC Expansion Expenses

Section 10, Item C.

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
944843	Complex Security Syste	20-58-12-60	Capital Outlay - Add Keypad Access	3,582.44		944843
110303	Poblocki	20-58-12-60	Capital Outlay - Exterior Signage	7,311.00		457897
1223021	Hunzinger Construction	20-58-12-60	Capital Outlay - Flag plaza work	145,000.00		
			TOTAL	155,893.44		
	FUND 20 EXPENSES					
	20-58-12-38	0.00	Expansion Expenses			
	20-58-12-39	0.00	Fundraising Expenses			
	20-58-12-60	10,893.44	Capital Outlay			
		10,893.44				
	05-55-11-70	0.00	Capital Projects - City Portion			
		0.00				