THE CITY OF WATERTOWN

PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, NOVEMBER 12, 2026 AT 5:30 PM

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

1. **CALL TO ORDER / ROLL CALL**
2. **REVIEW CORRESPONDENCE**
   - A. Staff Compliments from Patron
3. **CITIZENS TO BE HEARD**

   Each individual who would like to address the Committee will be permitted up to three minutes for their comments
4. **NEW BUSINESS**
   - A. November 11 2027, closure and board meeting
   - B. Meeting and Maker Space Policies
5. **UNFINISHED BUSINESS**
   - A. Discuss and take possible action: Ongoing Adjustments to Budget
   - B. 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 of staff member, TL
   - C. Reconvene into open session
   - D. Discuss and take possible action on promotion of TL
6. **DIRECTOR'S REPORT**
   - A. Director's Report
7. **PRESIDENT'S REPORT**
   - A. Report on meetings and contacts in official capacity
8. **REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS**
   - A. Library Board Minutes from October 8, 2026
   - B. November 2026 Bills
9. **ADJOURNMENT**

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

THE CITY OF
WATERTOWN

Watertown Public Library Patron Comment Form

Name: DR. BOB RUPNOW

Address: 313 8th 9th ST

Phone/Email: 920-248-4036

Date: 10/6/26

Your Comment:

THX TO ANNA WHO SOLVED A COMPUTER WEATHER PROBLEM ON MY TRAC PHONE I CAN SLEEP TONIGHT, I WAS ELATED THAT SHE WAS ABLE TO HELP ME SOLVE (use back if necessary) THE PROBLEM, HOPE WE CAN KEEP HER!

Department: (Circulation) (Reference/Technology) (Youth Services)

Signature: Dr Bob Rupnow

Date: 10/6/26

Reviewed by: Mary Kay Date: 10/9/26

Action Taken:

THE CITY OF WATERTOWN

MEMO

(Library)

To: Library Board of Trustees

From: Mary Lopez-Director

Date: 11/3/26

Subject: 2027 Library Holiday Closure and Board meeting

Background

A holiday closure falls on the same date, November 11, 2027. The board meeting date will need to be changed or cancelled

Budget Goal

N/A

Financial Impact

N/A

Recommendation

I recommend the Board schedule the November 11, 2027 board meeting on a different day or cancel the November board meeting.

THE CITY OF WATERTOWN

MEMO

(Library)

To: Library Board of Trustees

From: Mary Lopez, Library Director

Date: 11/3/26

Subject: Meeting Room and Maker Space Policies

Background

The meeting rooms and MakerSpace are well utilized resources. Modification may be needed related to room use and the prohibition of buying and selling in the room and possible limits to reservation of the meeting space.

Budget Goal

N/A

Financial Impact

N/A

Recommendation

I recommend that the board reviews the prohibition of buying and selling and clarifying if and when exceptions can be made. I also recommend that the board look at the Maker Space reservation policy and consider limits on how many reservations can be made in advance and the number of hours per day the Maker Space can be reserved by an individual user.

WATERTOWN PUBLIC LIBRARY

Catalog Website

Search our catalog using keywords, title, a

Search

Meeting Rooms

Our Meeting Room Policy has been updated. **Please note the following changes** effective April 6, 2026:

By placing a reservation request, you are confirming that you have read and agree to follow the updated **Meeting Room Policy.**

- There are no fees for use of the meeting rooms, with the exception of the Community Room.
- **All** individuals and organizations, including non-profits, are now required to provide a **$100 refundable deposit** for use of the Community Room.
- For those with recurring reservations, deposits may be held and applied toward future bookings.
- Deposits **must be submitted within five (5) business days of placing a reservation**, or the reservation **will be forfeited**.
- Verified non-profit organizations will continue to be exempt from the $40/hour rental fee.
- For all other users, **rental fees are due at least two (2) business days prior** to the scheduled reservation.
- Room use may not include the sale of items or services.
- All meeting room requests will be made through this website. If you need assistance, please call 920-545-2321.

WATERTOWN PUBLIC LIBRARY

Meeting Room Policy

Availability and permissible meetings

The Watertown Public Library offers rooms of various sizes and features for use by small to large groups. Meeting spaces are intended primarily for the use of the library's programs, library affiliate programs, City of Watertown programs, and library-sponsored activities.
When not required for their primary use, the rooms will be available for use by local businesses, community groups and individuals.
Meeting rooms are made available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use. Use of the library's rooms does not constitute the Watertown Public Library's endorsement or advocacy of a meeting's content or an individual/group.
Library meeting room use may include content that may be unorthodox, unpopular with the majority, or controversial in nature. The library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights.

Terms of use

- Library programs will take precedence over any other group's regularly scheduled meeting.
- In the event that the Library closes for an emergency such as inclement weather, the Library reserves the right to cancel any reservation held at this time without any liability.
- All meetings not sponsored by the library must end at least 15 minutes before the library closes unless special considerations have been made for using the Community Room.
- Recurring reservations for up to three months will be accepted. However, groups with professional connections to the Library (i.e. Bridges Library System, Friends of the Watertown Public Library or the City of Watertown) may make reservations farther in advance.
- Rooms shall be returned to original condition after use.
- The library reserves the right to deny future use of the meeting room to individuals, groups, or organizations whose previous conduct has resulted in damage or disregard of the guidelines, regulations, conditions, or rules of conduct of this policy.

Fees

There are no fees for use of the library meeting rooms with the exception of the Community Room and the North Lobby Restrooms. **All reservations for the Community Room/Lobby Restrooms will require a $100 deposit, regardless of non-profit status. Hourly rental fees may be waived for non-profit, government, and educational organizations.**

The fees are as follows:

- $100 refundable cleaning deposit for Community Room and Lobby Restrooms
- Rental fee of $40 per hour for the Community Room
- Rental fee of $25 per hour for the North Lobby Restrooms

Deposits are due at the time a reservation is requested. If deposit payment is not received within 5 business days, the reservation request will be denied. The separate rental fee is due at least two business days prior to the date of the reservation.

The following are prohibited:

- Smoking, vaping
- Alcoholic beverages
- Use of candles or other flammable material
- Affixing anything to walls without approval of library management
- Disrupting other patrons
- Unattended children
- Exceeding stated occupancy limit of room
- Blocking fire exits in any way

Patron's responsibility / the Library is NOT responsible for:

- Set up of room, furnishings, and equipment.
- Operation of equipment. If instructions are needed, an appointment must be made with library staff before the meeting.
- Providing a person to direct group attendees to your meeting room
- Relaying messages (phone calls) to persons/groups using meeting rooms
- Clean up of room after meeting, and proper disposal of trash.
- Storage of materials before or after meeting

Food and/or beverages are allowed in the meeting rooms. Proper clean-up and disposal is required.

Procedure for requesting/reserving a room

- Room availability is on a first come-first serve basis.
- The person placing the reservation accepts liability for any damages that occur to the meeting room during the time of their reservation, together with their organization.
- All room reservations are placed online through our reservation system. https://watertown.librarycalendar.com/reserve-room
- Contact the library directly for reservations occurring within the next 24 hours: 920-262-4090, ext 2321.
- For Scouting groups, contact the library directly for all reservations. A ratio of at least one adult for every 10 children is required. All children are to remain under the supervision of an adult at all times. The scout leader is responsible for the conduct of all children in the group and responsible for any damages that might occur.

Rooms available for self-reservation on website:

Meeting Rooms 1 and 2:
Maximum Occupancy: 6
The Library may limit Small Meeting Room usage to two hours per session, depending upon availability.

Conference Room:
Maximum Occupancy: 20
12 can seat comfortably around the table.
Tables cannot be moved.

Makerspace:
Maximum Occupancy: 10
Counter height chairs and tables designed for crafting

Community Room:
Seating configurations:
72 people in classroom-style
96 people in banquet set-up
140 in auditorium-style layout.

Other rooms:

First-come first-serve study rooms

The Program Room is exclusively for library and WFC use, and by advance reservation by scouting groups, but is not available for any private reservations.

North Lobby restrooms

Carnegie Room: Reservation required. Due to historical and archival materials displayed in this space, administrative permission is required for reservations.

Agreement by user

By placing a reservation, each person/organization agrees to the following:

- Follow all library policies and requirements stated in the above Meeting Room policy.
- Pay for all damage to any property of the Watertown Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees.
- Defend, indemnify and hold harmless the City of Watertown and the Watertown Public Library from and against any and all claims and causes of action for any injury to persons or property caused by the applicant organization or any person in connection with a meeting.
- Take responsibility for compliance with the accessibility to services provisions of the Americans with Disabilities Act.

It is understood that the City of Watertown and the Watertown Public Library assume no responsibility whatsoever for any property placed in the Library in connection with a meeting; and that the City of Watertown and the Watertown Public Library are hereby expressly released and discharged from and against any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting.

The Library Board reserves the right to modify these policies without notice.

THE CITY OF WATERTOWN

MEMO

(Library)

To: Library Board of Trustees

From: Mary Lopez

Date: 11/14/26

Subject: Ongoing Adjustments to 2027 budget and scenarios

Background

As we go through the budget process, we have had to make adjustments. We ran various scenarios based on funding levels. We created hypotheticals based on possible funding levels, including not filling a upcoming reference vacancy and potentially needing to adjust library hours. At present, the City's contribution sits at $785,000.

Budget Goal

Due to 2026 funding, our fund balance took a substantial hit, which cannot be absorbed for another year without a detrimental impact to our fund balance. Our goal is long term sustainability.

Financial Impact

If funding levels are not brought up, the board will need to make decisions about staffing, hours, material and services. We would face unsustainable impact to our fund balance if changes are not made.

Recommendation

The decision of what action or changes to be taken is at the discretion of the board, but we have provided information to help guide the decision making process.

COMPARISON OF MODIFICATIONS

DESCRIPTION	SALARIES	CITY CONTRIBUTION	COMPENSATION DEFICIT	REVENUE	NONCOMP. EXPENSES	*EST. FUND IMPACT	SAVINGS VS BASELINE BUDGET
BASELINE BUDGET: Current staff; 0% non-compensation increase	969,688	775,000	-194,688	1,212,007	351,822	-109,503	-
Current staff; $0 programs and books	969,688	775,000	-194,688	1,212,007	317,662	-75,343	34,160
Ref position eliminated; 0% increase	949,163	775,000	-174,163	1,212,007	351,822	-88,978	20,525
Reduced hrs, w/Ref position; 0% increase	926,105	775,000	-151,105	1,212,007	351,822	-65,920	43,583
Reduced hrs, Ref eliminated; 0% increase	909,571	775,000	-134,571	1,212,007	351,822	-49,386	60,117

* Fund impact above does not include the 24,500 for self checkouts in the Capital Outlay line. This would be in addition.

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

Libby Audio, Ebook & Magazine Checkouts

	2025	2026
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	5,163
July	4,930	5,149
August	4,022	5,232
September	4,051	5191
October	4,074	5278
November		
December		
Total		

Physical Circulation for September 2026	21,994
September Libby September Libby Mags	4,672 519
2026 Monthly Total 2025 September Total	27,185
New Cards	118

Physical Circulation for October 2026	20,893
October Libby October Libby Mags	4,754 524
2026 Monthly Total 2025 October Total	26,171 27,532
New Cards	138

It has been a busy month.

- Much of the focus this month has been the 2027 Library Budget
- We, unfortunately, had a wheelchair taken from us. A police report was filed. The person who took the wheelchair is unknown to us.
- The additional shelving for board books in the Children's Room that was approved in the last board meeting, has been ordered. Delivery is estimated to be in January of 2027
- I applied for and received a Bridges Library System Grant for 2026 Library Access and Engagement Grant. With the grant money we will pay for bookmarks with our library hours, translate the bookmark into Spanish. We will also order a supply of WPL library branded reusable bags.

- We collected many shoes and boots for the Watertown Girls Basketball Shoe Drive Fundraiser. As usual, the public was generous in giving their gently used shoes and boots.
- I met with Maggy Priebe from the Quirk Foundation about a grant request that Jamie Hernandez submitted to fund our Summer Reading Program, we will be getting this grant for 2027.

- I spoke over the phone with Sara from Jefferson County Christmas Neighbors, an organization which "helps families facing hardship during the holiday season." The organization helps families get toys, warm clothing and holiday meal supplies. Sara indicated that the largest amount of families helped are from Watertown. We will have a donation box for toys, warm clothing and other needed items after Election Day and through early December. Mullen's, Associated Ban, Pizza Ranch and Arby's will also be collection sites in town.
- October 27, our elevators went through annual testing and we had to put the elevators on a planned outage for a few hours.
- We had our library in service day on October 14. It was a day where staff was able to spend time together, listen to speakers and talk about things going on in the library. I lead a discussion about the DISC assessment, I also had an interactive activity for staff to work together to help understand the different types of DISC personality types, Sargent Michael Hoyt from the Watertown Police Department presented on De-escalation techniques, Stephanie Curtis from Watertown Family Connections spoke about Adverse Childhood Events (ACEs) and providing trauma informed service, City Attorney Ali Panagopoulos gave a talk on Ethic, Board member Mueller talked about the strategic plan and she and I had an interactive exercise which involved everyone in a brainstorming exercise. We enjoyed tacos from Amado Jr's, funded by the Friends of the Library.
- We are addressing some in appropriate behavior in the teen. We have had problems with noise levels, language not suitable for the library, leaving food garbage on tables and rough housing. We are experimenting with closing the

room for “hanging out” when we have lower staffing levels. So far there has been improvement.
Mary Lopez, MLS, MPA

Adult Report
In October we had our staff in-service on the 14th. In preparation we all took a personality assessment test, which gave good insight on how we each prefer to communicate and things we can be aware of when working with people with different communication styles. I landed in the C category, for any of you familiar with this assessment. I went to WLA on October 22 in Middleton. I sat in on sessions about having a staff made up of people belonging to different generations, how to serve "tricky" patrons and how to serve genealogists in the community. Bookies Book Club was an extra fun program for me this month. We had a large group of 10, met by the fireplace and had one of those discussions that just made me feel lucky to be part of it. We have received positive feedback on our Facebook page about our changes to the Teen Room hours. I reached out to Pine Hill Farm and Rotary about possible collaboration with the library. One of my goals this year was to solicit non-fiction book donations from businesses or groups in town that are experts in a field as a way to boost our collection with reputable information from trusted professionals, and also build partnerships.

Jamie Hernandez, MLIS

Circ news October

Our new circulation staff are training and doing great!

We had a really nice staff in-service with helpful training and breakout sessions.

Several library staff members attended the WLA conference in Madison. We had the opportunity to learn new things and share ideas. Hearing the guest speaker’s talk about how libraries have shaped their lives in such positive ways was so inspirational. I am thankful to have been able to attend.

We have been struggling with the behavior of tweens and teens in the library and are working on solutions.

Ref questions: 129
Tech help: 38

Cari

Children's
October had some very busy preschool programming, with over 50 people (babies, siblings and grown-ups) in attendance each week for Baby Bounce in October! There's a bit of a "baby boom" for this program and I'm considering some options if it continues

to be this large of a group going forward. We had our first No School Movie Day of the school year, which had great attendance, and was a lot of fun. I was again invited, along with other YS librarians in Bridges, to visit the Whitewater Community Space to collect free books to either add to the collection or give to kids. I, once again, was the most successful out of the group, and brought back 426 books! I attended the WLA conference this month and was able to attend both keynote speakers (both of which were fantastic!), the YS Luncheon with Wisconsin author, Aaron Boyd, and many breakout sessions. It's always great to spend time with other librarians, get some new or different ideas, and then see if you can take anything back to make it applicable in our library. I also had the chance to speak briefly with the elementary school librarians (thanks Emily!) and let them know what we can do to support them and engage them with the library (book bags, library field trips, school visits, etc.). Overall, great month! Looking forward to a busy next few months with holidays and the start of our Winter Library Challenge!

Tina, MLIS

Teens

This month had its highs and lows. We hosted a self-care day, where teens got to make a sugar scrub and a happy jar, and color some cute coloring pages. At Homeschool Monday, we guided children and teens to research dinosaurs and make their own “dino-rama” of their habitats. We also partnered with the high school to do pumpkin carving again! Unfortunately, the pumpkins rotted exceptionally fast this year, so they didn’t make it to Halloween. Our recurring programs (Therapy Dogs, Pizza Parties, Anime & Manga Club) saw an increase in participation, though, and especially Therapy Dogs. We had twice as many teens participate as last month!

We had our first teen lock-in outside of the summer months and our Trick-or-Treat Halloween Teen Lock-In was a blast! We had 20 register with 17 in attendance, and nearly everyone showed up in costume! We also made the difficult decision this month to start closing the teen room at 5pm on weekdays and all day over the weekend. We are hopeful that this will decrease some of the disruption to normal library services that sometimes happens when large groups of teens are here. We also have some other ideas in the works for improving the situation.

Kaitlyn & Tina, MLIS

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**	**18,275**	**18,095**	**15,364**	**13,871**	**16,394**			**158,439**
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%*	*7%*	*3%*	*1%*	*3%*	*5%*	*-100%*	*-100%*	*-9%*
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**	**609**	**603**	**496**	**478**	**546**	**0**	**0**	**445**
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**	**895**	**833**	**1349**	**697**	**938**			
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**	**187**	**204**	**264**	**204**	**192**			
Lowest attendance day 2025	212	169	213	211	145	161	214	179	207	194	185	192	
REF QUESTIONS 2026	**705**	**800**	**718**	**728**	**717**	**939**	**888**	**713**	**692**	**665**			**7,565**
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**	**520**	**531**	**527**	**455**	**415**			**4,911**
INTERNET 2025	574	505	573	570	552	517	562	679	665	583	514	484	6,778
MEETING ROOM 2026	**136**	**175**	**166**	**156**	**122**	**141**	**119**	**122**	**151**	**192**			**1480**
MEETING ROOM 2025	169	177	165	169	193	157	140	152	160	169	132	136	1919

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REFERENCE, CIRCULATION STATISTICS 2026

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	**449**	**494**	**402**	**443**	**443**	**517**	**508**	**472**	**440**	**381**			**4,549**
REFERENCE 2025	706	495	434	378	422	348	342	540	479	501	445	400	5,490
Tutor Sessions	**143**	**173**	**137**	**134**	**154**	**190**	**173**	**178**	**188**	**160**			**1,630**
Tutor Sessions 2025	189	120	148	164	152	153	130	202	181	171	129	136	1,875
Microfilm	**8**	**3**	**4**	**8**	**7**	**3**	**3**	**5**	**1**	**5**			**47**
Microfilm 2025	6	6	5	4	5	10	14	15	9	2	2	5	83
Computer/Tablet	**478**	**468**	**514**	**461**	**453**	**520**	**531**	**525**	**455**	**415**			**4,820**
Computer/Tablet 2025	554	482	546	550	524	494	541	666	654	581	496	469	6,557
Typewriter	**0**	**0**	**0**	**0**	**0**	**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**	**0**	**0**	**0**	**0**	**1**			**11**
Proctor Exams 2025	0	1	0	0	3	7	0	3	2	2	0	0	18
Wireless	**4612**	**4811**	**4623**	**3918**	**3908**	**3820**	**3915**	**3583**	**3737**	**3672**			**40,599**
Wireless 2025	4751	4655	5053	5247	5705	5451	5589	5372	5215	5678	4849	4436	62,001
Adult Programs	**16**	**20**	**17**	**23**	**19**	**23**	**20**	**19**	**18**	**18**			**193**
Adult Programs 2025	24	15	20	20	16	18	18	18	22	20	21	17	229
Program Att.	**88**	**146**	**121**	**179**	**94**	**134**	**110**	**108**	**86**	**104**			**1,170**
Program Att. 2025	120	110	174	133	75	126	136	115	109	104	124	89	1,415
Passive Programs	**1**	**0**	**1**	**1**	**0**	**0**	**0**	**3**	**1**	**1**			**8**
Passive Programs 2025	8	8	5	6	6	0	0	2	0	1	0	1	37
Passive Att.	**67**	**0**	**99**	**15**	**24**	**0**	**0**	**239**	**50**	**13**			**507**
Passive Att. 2025	59	39	30	40	60	0	0	177	0	17	0	16	438
Outreach Events	**1**	**1**	**3**	**1**	**0**	**1**	**1**	**1**	**1**	**1**			**11**
Outreach Events 2025	1	20	1	2	2	1	1	1	1	1	1	1	33
Outreach Att.	**13**	**14**	**194**	**17**	**19**	**17**	**18**	**18**	**15**	**13**			**338**
Outreach Att. 2025	15	130	14	35	83	15	18	15	13	12	15	13	378
Mobile Print Users	**143**	**101**	**113**	**98**	**126**	**140**	**151**	**137**	**157**	**109**			**1,275**
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**	**911**	**1100**	**1036**	**1081**	**802**			**9,012**
Mobile Print Pages 2025	541	710	593	460	441	336	669	866	646	946	577	428	7,213
Newsbank	**2212**	**2024**	**2309**	**1848**	**1554**	**1987**	**3383**	**3410**	**2994**	**5660**			**27,381**
Newsbank 2025	2248	2525	2958	2588	2489	2373	2238	2535	2349	2675	2668	2356	30,002
Website Views	**6587**	**5655**	**6107**	**6156**	**5740**	**5880**	**5925**	**5601**	**5636**	**5269**			**58,556**
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 BOOK	1K BOOK	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	**13**	**423**	**16**	**795**	**0**	**0**	**1**	**8**	**3**	**189**	**8**	**455**	**254**	**169**	**0**	**0**	**11**	**3**	**5**	**3**	**91**	**422**	**0**
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	**11**	**483**	**15**	**595**	**0**	**0**	**2**	**603**	**2**	**249**	**0**	**0**	**264**	**190**	**1053**	**0**	**34**	**1**	**14**	**2**	**55**	**380**	**0**
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	**0**	**0**	**10**	**154**	**0**	**0**	**2**	**105**	**6**	**140**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3**	**2**	**0**	**0**	**241**	**2**
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	**4**	**140**	**7**	**86**	**1**	**13**	**0**	**0**	**3**	**52**	**0**	**0**	**81**	**59**	**0**	**0**	**4**	**2**	**3**	**5**	**106**	**252**	**0**
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	**14**	**473**	**11**	**321**	**3**	**88**	**1**	**30**	**7**	**360**	**11**	**190**	**287**	**200**	**0**	**0**	**26**	**1**	**18**	**12**	**287**	**284**	**0**
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	**97**	**3670**	**107**	**2724**	**17**	**606**	**11**	**1220**	**50**	**2018**	**65**	**3136**	**2101**	**1558**	**1053**	**457**	**184**	**19**	**72**	**113**	**2554**	**3016**	**91**
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 # Prog.	YA Active Attend.	YA Passive & N/A #Prog.	YA Passive & N/A Atten.	YA SRP	YA WRP
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	**7**	**120**	**6**	**131**	**n/a**	
June 2025	6	182	0	0	n/a	
July	**4**	**66**	**0**	**0**	**311**	
July 2025	5	73	2	93	318	
August	**2**	**14**	**0**	**0**		
August 2025	3	16	8	124		
September	**5**	**30**	**4**	**94**		
September 2025	3	12	2	40		
October	**7**	**137**	**3**	**116**		
October 2025	3	7	2	193		
November						
November 2025	3	5	3	52		
December						
December 2025	2	13	2	37		
TOTALS	**41**	**418**	**28**	**623**	**311**	**85**
TOTALS 2025	53	443	39	1473	318	81

PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA
THURSDAY, OCTOBER 08, 2026 AT 5:30 PM
100 S. WATER ST., WATERTOWN, WI 53094 - 2ND FLOOR CONFERENCE ROOM

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

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

2. REVIEW CORRESPONDENCE
A. Staff Compliments from Patron
Mary shared compliments for Regina and Noah.

3. CITIZENS TO BE HEARD
Each individual who would like to address the Committee will be permitted up to three minutes for their comments
John Katisch in attendance

4. NEW BUSINESS
A. Proposed Holiday and CE Closures for 2027
Discussion happened regarding changes due to July 4th and Christmas/New Years due to the days of week on which they fell. Followed city guidance.
Motion to approve 2027 calendar made by Morstad, seconded by Kohls. Motion approved by voice vote

B. Purchase additional Shelving For Children's Room
Board books are overflowing – put into capital expenses ($3,172) – supplies & installation. Tina shared more details regarding ability to save on installation. Missing toe-kicks and rubber mats. Two sections. Proposed to come from restricted Joan Heinz gift.
Motion to approve purchase of shelves to be funded in an amount not to exceed $3175.62. made by Morstad, seconded by Oetken. Motion approved by roll call vote

Chandler	Y	Koppes	Y	Mueller	Y
Haase	Y	Lessner		Oetken	Y
Kohls	Y	Morstad	Y	Oudenhoven	Y

5. UNFINISHED BUSINESS
A. Discuss and take possible action: Offering faxing services through City system
Move to November Agenda
B. Discuss and take possible action: Ongoing Adjustments to Budget
Technology Budget for self-checkout machines which need to be replaced. It should be capital outlay. Adjusted budget to reflect the redistribution of funds. Items are at end of life and are no longer supported. Question: How long have

they been in use? New with the building. Doesn't impact the amount we're requesting from the city. Verified.

Motion to approve to endorse monthly budget 2027 Draft 3 and direct leadership team to take that version to city finance made by Koppes, seconded by Mueller. Motion approved by voice vote.

C. 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 of staff member, TL"

Motion to move to close session. Motion by Mueller. Second by Oetken. Motion approved by voice vote.

Discussion commenced regarding potential next steps.

D. Reconvene into open session

Motion to move to into open session. Motion by Koppes. Second by Haase & Morstad. Motion approved by voice vote.

E. Discuss and take possible action on promotion of TL

Motion to have board/library leadership follow-up with McGrath to understand findings regarding alignment with comp city maintenance role after budget decision made by Mueller, seconded by Haase. Motion approved by voice vote.

6. DIRECTOR'S REPORT

A. Director's Report

Mary shared updates on her first month. Staff inservice day 10/14/2026. WLA conference at the end of the month in Middleton. Question regarding YOY increase in Libby checkouts.

7. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. Finance Subcommittee minutes from September 8, 2026
B. Library Board minutes from September 10, 2026
C. Resolution #2026-12 Library Assistant, Jennifer Roberts
D. Resolution #2026-13 Library Assistant, Samantha Hernandez
E. October 2026 Bills as of September 29, 2026
F. Unplanned Expenses as of September 30, 2026

Motion to approve consent agenda made by Koppes, seconded by Morstad. Motion approved on roll call vote.

Chandler	Y	Koppes	Y	Mueller	Y
Haase	Y	Lessner		Oetken	Y
Kohls	Y	Morstad	Y	Oudenhoven	Y

8. ADJOURNMENT

Motion to adjourn made by Haase, seconded by Oudenhoven. Motion approved on voice vote. Meeting adjourned at 10.8.2026.

2026 NOV BILLS LIST

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
I613696	GFC Leasing	11-58-12-18	Copier Lease	265.37		
IN15811870	Gordon Flesch	11-58-12-18	Copier Usage	291.17		
093026 LIB	ML Petty Cash	11-58-12-18	Adult Programs	23.75		
101226 LIB	ML Petty Cash	11-58-12-18	Adult Programs	15.80		
101626 LIB	ML Petty Cash	11-58-12-18	Postage	4.39		
		11-58-12-19				
		11-58-12-19				
		11-58-12-20				
		11-58-12-20				
		11-58-12-20				
CG 102626 LIB	Caroline Gunderson	11-58-12-24	Mileage, WLA Conference	78.30		
HZ 102926 LIB	Heidi Zipfel	11-58-12-24	Mileage, WLA Conference	18.85		
	Wttn Water Dept	11-58-12-31	Water,			
		11-58-12-32				
		11-58-12-44				
		11-58-12-45				
10004448630	Data Axle	11-58-12-46	Reference Materials: Polk City Directory	295.00		
999103706544	Cengage	11-58-12-46	Large Print	65.60		
		11-58-12-46				
551815	Playaway Products	11-58-12-50	Donations: Launchpad replacements	74.99		
509517774	Midwest Tape	11-58-12-50	Donations: Audiobooks	147.57		
		20-58-12-60				
			TOTAL	**1,280.79**	Fund 11	
				0.00	Fund 20	
				1,280.79	**Grand total**	

FUND 11 EXPENSES			
	11-58-12-18	600.48	Office & Library Supplies
	11-58-12-19	0.00	Maintenance Contracts
	11-58-12-20	0.00	Building Repairs & Supplies
	11-58-12-24	97.15	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	360.60	Library Materials
	11-58-12-50	222.56	Purchase from Donation
		1,280.79	

FUND 20 EXPENSES			
	20-58-12-60	0.00	Capital Outlay
		0.00	