



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, FEBRUARY 08, 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**
5. **NEW BUSINESS**

- A. Library Board of Trustees Committee Members will convene into closed session under Exemption Wis. §19.85(1)(f). Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. (LB and JJ)
- B. Reconvene into open session
- C. Review and take action: 2023 State Annual Report
- D. Review and take action: Proposal from Andrew Day (IT Coordinator) to add fiber optic line to the library
- E. Review and take action: Employee vacancies due to resignations and promotion

6. **UNFINISHED BUSINESS**

- A. Review status of MOU between Library Board of Trustees and City of Watertown
- B. Review and take action: 2024 CE Team Education date
- C. Review and take action: Selection Reconsideration Policy

7. **DIRECTOR'S REPORT**

- A. Review monthly highlights, budget figures and statistics

8. **TRUSTEE'S REPORT**

- A. Discuss agenda for March meeting

9. **PRESIDENT'S REPORT**

- A. Review contacts in official capacity

10. **PERSONNEL AND POLICY**

- A. Review and take action: Resolution 2024-1 Noah Chowanek, PT Library Assistant

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

- [A.](#) Review and take action: January 11, Library Board of Trustees meeting minutes
- [B.](#) Review and take action: January 24, 2024 Special Finance Committee meeting minutes

12. ADJOURNMENT

- A. Next Meeting Date: Thursday, March 14, 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

Peg/Chris,

Andrew recently completed a cost estimate process to add fiber to city buildings/locations that do not currently have it. Knowing that discussions have come up before for the library needed fiber, we asked the contractor (Koch) to submit an estimate for the library. The details of that are below, Andrew would potentially add \$500 to it for racking. Please review and let Andrew and I know if this is something the library has funds for and wants included in what we award the company for this year.

Library:

The following proposal is for placing a 1 ¼" inner duct from the hand hole at South Washington Street and Emmet Street to the south side of the library new addition data room. Route to be determined when Diggers Hotline locates are completed. The wall will be core drilled into the data room and a 1¼" rigid conduit and pull box installed outside. A 12 fiber cable and locate wire will be installed and terminated in a rack mounted panel in the first floor data closet. All 12 fibers will be spliced in the hand hole. The total for this proposal is \$13,871.53.

Thank you,

Emily McFarland

Mayor, City of Watertown

Phone: (920) 262-4000

Good evening Mayor McFarland and Mr. Day: Can someone (Andrew?) give me a very short explanation of the benefit this fiber connection would add to the library? The library board may have questions on what this item is, and I'd like to be equipped to try to answer.

Peg: Please place on agenda for 02/08 library board meeting.

Thanks -Chris

Attorney Christopher John Koppes

Bender, Larson, Chidley, Koppes & Associates, S.C.
138 Hospital Drive; Suite 100

Chris,

I would be happy to. The primary affect would be improved connectivity and bandwidth between the Library and City Hall.

Currently, the Library's telephones, the Town Square camera system, and the future improvements to the Library's camera system, which would allow the Police Department to view exterior cameras all of the time and interior cameras during emergency situations, all share a single connection back to City Hall. This existing connection has limited bandwidth, so viewing one of the camera systems may cause call quality issues for the phone system.

The new fiber connection would be faster, more reliable, and allow for more traffic without congestion. Library staff should notice call quality improvements, and the City network could be configured as a redundant backup to the existing fiber network at the Library.

This project was originally included in the fiber network plans, and there is an existing run of fiber to the corner of Emmet and South Washington streets. This part of the project would extend that either north or east towards the Library. The original plan would have had the fiber ran in conduit to the penthouse on the top of the Library, but this new plan would instead bring it through the wall directly into the network closet at ground level. This new plan reduces the cost and eliminates a large, three-story conduit running up the exterior of the Library.

The fiber will need to be terminated in a rack, and, as Emily mentioned, the cost for a new, wall-mounted rack for the fiber is around \$500. Given that we are going directly into the network closet which already posses racks, and if the Library Board approves, we could instead use the existing rack space and save on that cost as well.

Please let me know if there are any additional questions you have about this project.

Thanks,

Andrew Day
Information Technology Coordinator
Administration Department
City of Watertown
(He/Him)



Watertown Public Library Patron Comment Form

Name: DR. BOB RUPNOWN
 Address: 313 5th 9th St
 Phone/Email: 920-248-4036
 Date: 1/31/24

Your Comment:

DANIELLE WENT OUT OF HER WAY
TO ASSIST ME WITH SENDING AN EMAIL
WITH ATTACHMENTS! SHE WAS CONSIDERATE
ENOUGH TO EXPLAIN IN DETAIL WHAT I
NEEDED TO DO. SHE IS CERTAINLY (use back if necessary)
AN ASSET TO OUR LIBRARY!

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

Signature: Dr. Bob RupnowDate: 1/31/24

Reviewed by: _____ Date: _____

Action Taken: _____

January 18, 2024

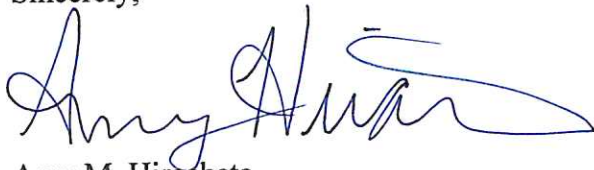
Peg Checkai
Watertown Public Library
100 South Water Street
Watertown, WI 53094

Dear Ms. Checkai,

I am writing this letter to inform you of my intention to resign my position as a Library Assistant at the Watertown Public Library, effective two weeks as of today, January 18, 2024. My last day will be February 1, 2024. During this time, I am more than willing to help with any cross-training or anything else I can do to foster a smooth transition.

I have enjoyed every day of my time in this library, and am resigning only because I need to accept a full time position elsewhere. If the library was able to offer more hours, please know that I would have happily stayed here. It has been a pleasure working with you, and the amazing staff and patrons alike. I am sincerely grateful for the experience I have gained from my time here.

Sincerely,



Amy M. Hiracheta

January 29, 2024

Dear Peg,

I am writing to inform you that I have decided to resign from my Library Assistant position at the Watertown Public Library, effective February 13. I would like to take this opportunity to emphasize that it has nothing to do with the job itself, or the department, and this was obviously a very hard decision to make. Working here in Children's has impacted my life in so many positive ways. Truly, one of the best jobs I've ever had and I am so grateful for the opportunity to learn and grow here.

However, I am looking forward to what the future holds for me in this new chapter. I will gladly continue to support the Children's Department until my last day of February 13.

And of course, I look forward to enjoying the library further as a loyal patron :)

Sincerely,
Carley

FILED

01-29

Section 7, Item A.

Clerk of Circuit Court

Cindy R. Hamre Incha

2022CM000358

BY THE COURT:

DATE SIGNED: January 29, 2024

Electronically signed by Cindy R. Hamre Incha
Clerk of Circuit Courts

STATE OF WISCONSIN

CIRCUIT COURT

JEFFERSON COUNTY

State of Wisconsin vs. Dominic T. Sadowski

☐ Amended

Judgment/Notice of Entry of Judgment

Case No. 2022CM000358

IT IS ORDERED:

Judgment for money was entered into the court record on January 29, 2024.

In favor of [Creditor]:
Watertown Public Library

Creditor's attorney:

Against [Debtor]:
Dominic T Sadowski
1307 River Dr.
Watertown WI 53094 United States

Debtor's attorney:

Karl E Huebner
Huebner Law Office
P. O. Box 305
Jefferson WI 53549

Amount of Judgment:	\$380.00
Interest:	\$0.00
Attorney Fee:	\$0.00
Filing Fees:	\$0.00
Service Fees:	\$0.00
Docketing Fee:	\$0.00
Witness Fee:	\$0.00
Pre-Judgment Interest:	\$0.00
Other costs:	\$0.00
Total Money Judgment:	\$380.00

Comments:
Judgment for unpaid Restitution, per 12-15-2023 court order. Re:
Offense: Criminal Damage to Property
Date of Offense: 07-26-2022

Docketing Date: 01-29-2024
Date notice mailed: 01-29-2024

Docketing Time: 11:36 am

THIS IS A FINAL ORDER FOR THE PURPOSE OF APPEAL IF ENTERED BY ORDER OF A CIRCUIT COURT JUDGE.**Note to Creditor:** If the docketing fee is not paid, the judgment will not be docketed.

Order for Financial Disclosure and Financial Disclosure of Assets (SC-506A/B) provided to judgment debtors(s) unless this is a judgment for restitution in a criminal case.

DISTRIBUTION:

Court
Dominic T. Sadowski
Karl E Huebner
Victim

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

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

Physical Circulation for January	23,601
JAN. Libby:	
JAN. Hoopla	
2023 Monthly Total	
New Cards	110

Library Director's Notes:

Happy National Library Lover's Month

2023 final numbers continue to roll in. Lynn is updating our spreadsheets as needed.

Complex Securities completed the work to add another switch to our racks so that phone traffic and security camera traffic operate on independent networks. We were not given any guarantees but phone reception and camera performance has improved 100%.

We had struggles with plowing of the parking lot and driveway with the snow events earlier in January. January 9 was fantastic; plows showed up before we opened and the lot/driveway were clear for patrons. January 11 we had to call to be plowed out after we had opened.(patrons were not happy), January 12 we were closed, January 13 I closed because staff/patrons did not have safe access to the parking lot or building. The lot was plowed out later in the day on Saturday. Hopefully we are snow free for the rest of the winter I'm happy to report that the Street Dept. re-installed the missing Handicap Parking signs that were removed during Water St. sidewalk construction.

The Library participated in the OPEN HOUSE DOWNTOWN WATERTOWN event on January 20. Several staff remained until 2:00, Friends provided volunteers, and Tom and Andi all assisted in providing a wonderful day for visitors. I hung out by the vault, people were amazed at our vault with the big question...why did the library need a vault. We had great discussions pondering the "why"? I had a fantastic day chatting with folks, discussing the history of the facility, and introducing people to the facility...some had yet to visit and were impressed the updated facility! The third floor access was also well received because many did not realize there is a 3rd floor to the facility. Friends provided a light snack and a raffle prize!

I'm always impressed by our team members who go the extra mile to help out wherever needed in the facility. We've been short-staffed at times, for a variety of reasons, so I would like to give a "round of applause" to Cari and Lynn for stepping up and helping at service desks when needed. Thank you!

NoahChowanec has been promoted from a Library Page to a PT Library Assistant in the Reference Department. We are all happy for Noah's promotion.

On the flip side, two team members from the Children's Department have resigned; Carley and Amy. Amy's last day was going to be February 1 but she will stay on and assist with coverage on nights and weekends until we can fill the position or another decision is made. Carley's last is February 13. Letters are included in the packet. Xander, will make a transition from a PT Library Assistant in Circulation to Children's. Going forward, we will still have two open PT Library Assistant positions and one Library Page. (3 vacancies).

I've been working on completing the 2023 Annual Report prior to February 8 meeting. Final budget figures are trickling in and Lynn has been adding to our spreadsheets so that I can provide budget information on the report. The Annual Report is due to the state on/by February 29. DPI and Bridges have prefilled many fields and also provide worksheets for staff to maintain for the year so that providing stats for the entire year is not so time consuming.

Stephanie Juhl reached out to Jamie and Tina regarding a collaboration on a St. Patrick's Day event at Bentzin Family Town Square on March 17. It was determined that this would be a children's focused event so Tina has taken the reins of making plans with Stephanie. If the weather is not conducive to an outdoor event, Stephanie would like to move the event inside the library. We are still working on logistics, and impact on library staff and patrons. Children's will provide a craft for kids to complete in the TalkReadPlay Center. Water St., outside the library will also be the starting point for the JigJog on March 16. Weekend staffing is our lowest staff coverage, with no restroom cleanup scheduled on weekends.

Our Friends of the Library is struggling a bit for leadership. The current president has stepped down. There are still several dedicated volunteers that keep the organization running. Erin and I met to discuss fundraising ideas.

Monthly Department Information

Adult:

In the month of January, we experienced significant success with two key programs: the Book Lovers' Retreat and Lunch & Learn (partnership with the Chamber). The Book Lovers' Retreat provided an enriching and enjoyable experience for avid readers, fostering a sense of community and shared literary passion. Additionally, our Lunch and Learn program garnered positive feedback, offering valuable insights and knowledge to participants. A speaker from the UW Madison Law Library came to talk about AI. Peg and I interviewed Noah for the

open Library Assistant position in Reference. His addition to the Reference team will be a smooth transition and he will be given the opportunity to add a lot of new skills to his toolbox!.

~Jamie

Children's:

January was a bit of a rough month for us in the Children's Department, as two of our library assistants are leaving us. Amy and Carley have both submitted their resignations and will be moving to new opportunities. We've also had some winter weather this month that caused a few snow days and program cancellations, but overall, we had a good month getting back to programming after a winter break. We had a perfectly timed "No School Movie Day" on one of the coldest days of the month and had nearly 60 people come enjoy the new "TMNT: Mutant Mayhem" movie. I was able to attend Lincoln's Family Literacy Night on 1/25! It's always fun seeing kids outside of the library and I handed out bookmarks, library calendars and was available to issue new cards as well. They had a world-record holding Yo-Yo-er, who I'm hoping might be able to visit the library this summer for a program too! I've added a few new things to our monthly program numbers for 2024. Last year I kept track of how many kids and how many adults attended preschool age programming. I have added those columns to our monthly numbers and I've also added views monthly on the Tumblebooks platform that we have for families to use free with their library cards. We've been actively promoting our digital resources and you can see there has been an increase in use, especially for Tumblebooks! Let me know if you have any questions about these new columns on the monthly Children's numbers.

~Tina

Teens:

"January brought us some crazy weather (and closings) that luckily did not hinder my event schedule! I had a fun guessing game at the beginning of the month, where teens tried to guess the brand and flavor of various beverages. They told me it was fun, but "too easy", so I plan to do a more challenging version in the future! Then we had jewelry making, hosted by Danielle, which they were super excited about since it was for adults only in the past. Registration for it was filled quickly and there were several teens on the waiting list too! Then I had my gaming tournament, which was based around the NBA game this time. Finally, there was making tie blankets, which had a full registration. The teens (and their parents) said they loved the idea and were happy to have the blanket to keep them warm during this cold weather. The Winter Library Challenge is also almost over, and teens are still signing up! I have one every couple of days asking to participate, even if they

only have a couple of weeks. I'm excited to see how many we will have signed up by the end of it, and who will win the prizes!"

~ **Brittany**

Circulation Department:

Happy New Year!

It is Library Lover's Month and we have fun things going on. We have an awesome library wide scavenger hunt! It is exciting for circulation to be involved in this! Stop in and see the pretty red and white lights and hearts on the silver tree and in the window display. We have lots of new books, movies and audio books to check out here on the first floor! Happy February!

~ **Cari**

MONTHLY BUDGET 2023

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Year To Date	Remaining	To Date
CITY FUNDS																
SALARIES - City Funds																
Staff (01-55-11-10)	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	77	1,307	-307	130.72%
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	381	3,239	-1431	179.14%
Office & Library Supplies	8,500	563	178	521	221	362	142	81	229	340	679	2265	3,060	8,638	-138	101.63%
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	1,105	3,057	-57	101.89%
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	8,231.47	62,971.36	-3,681.36	106.21%

[illegible]

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	2,829	15,458	Section 7, Item A.			
Adult Nonfiction	11,000	67	947	565	904	19	1,327	890	792	518	950	497	2,895	10,373				
Adult Talking Books	9,000	123	1,413	198	1,160	404	576	684	806	952	638	371	318	7,642				
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	5,242	20,432	-3,432	120.19%		
Large Print	7,000	68	474	958	621	307	217	438	812	520	131	441	1,588	6,575	425	93.92%		
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	15,127.78	68,632.20	-1,632.20	102.44%		
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	815	6,887	1,113	86.08%		
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	977.13	8,774.33	1,225.67	87.74%		
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	19,914.62	143,838.85	-7,001.85	105.12%		

MONTHLY BUDGET 2024

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
CITY FUNDS							
SALARIES - City Funds							
Staff (01-55-11-10)	646,500	71,611			71,611	574,889	11.08%
Longevity (01-55-11-12)	527	0			0	527	0.00%
Overtime (01-55-11-14)	0	36			36	-36	
Retirement (01-55-11-33)	33,455	2,677			2,677	30,778	8.00%
Social Security (01-55-11-34)	43,762	4,270			4,270	39,492	9.76%
Medicare (01-55-11-35)	10,195	999			999	9,196	9.80%
Health (01-55-11-36)	106,704	6,814			6,814	99,890	6.39%
Life (01-55-11-37)	1,857	140			140	1,717	7.53%
Dental (01-55-11-38)	7,342	612			612	6,730	8.33%
TOTAL CITY FUNDS	850,342	87,158.68	0.00	0.00	87,158.68	763,183.32	10.25%
EXPENSES - Special Funds							
Salaries and Benefits							
Salary Reserve	32,615				0	32,615	0.00%
Subtotal Salary Reserve	32,615	0	0	0	0	32,615	0.00%
AMSO Allocation (11-58-12-17)							
AMSO Allocation	60,402	0			0	60402	0.00%
TOTAL AMSO 11-58-12-17	60,402	0	0	0	0	60,402	0.00%
Supplies & Programs (11-58-12-18)							
Adult Program	2,000	186			186	1814	9.28%
Adult Summer Library Challenge	1,500	0			0	1500	0.00%
Children Programs	2,750	19			19	2731	0.70%
Children Summer Library Challenge	0	0			0	0	
Teen Programs	2,000	140			140	1860	6.98%
Teen Summer Library Challenge	1,200	0			0	1200	0.00%
AV Supplies	1,200	86			86	1114	7.16%
Book Supplies	1,500	575			575	925	38.36%
Makerspace	1,750	0			0	1750	0.00%
Marketing	2,000	351			351	1649	17.53%
Office & Library Supplies	7,500	74			74	7426	0.98%
Photocopier Lease	4,800	0			0	4800	0.00%
Postage	500	0			0	500	0.00%
TOTAL 11-58-12-18	28,700	1,429.97	0.00	0.00	1,429.97	27,270.03	4.98%
Maintenance Contracts (11-58-12-19)							
Building and Equipment	8,500	0			0	8,500	0.00%
Software and Subscriptions	19,500	1,184			1,184	18316	6.07%
TOTAL 11-58-12-19	28,000	1,183.72	0.00	0.00	1,183.72	26,816.28	4.23%

MONTHLY BUDGET 2024

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Building Repairs & Supplies (11-58-12-20)							
Janitorial Supplies	9,000	136			136	8,864	1.51%
Repairs & Expense	5,000	0			0	5,000	0.00%
TOTAL 11-58-12-20	14,000	135.98	0.00	0.00	135.98	13,864.02	0.97%
Property Insurance (11-58-12-21)							
Property Insurance	8,500	0			0	8500	0.00%
TOTAL PROPERTY INSURANCE 11-58-12-21	8,500	0	0	0	0	8,500	0.00%
Dues & Fees (11-58-12-22)							
Dues, Fees, ETC.	1,100	113			113	987	10.26%
TOTAL 11-58-12-22	1,100	112.88	0.00	0.00	112.88	987.12	10.26%
Continuing Education (11-58-12-23)							
Continuing Education	1,200	180			180	1,020	15.00%
TOTAL 11-58-12-23	1,200	180.00	0.00	0.00	180.00	1,020.00	15.00%
Travel (11-58-12-24)							
Travel	1,500	0			0	1,500	0.00%
TOTAL 11-58-12-24	1,500	0.00	0.00	0.00	0.00	1,500.00	0.00%
Utilities							
Fuel (11-58-12-28)	20,000				0	20,000	0.00%
Electricity (11-58-12-30)	39,500				0	39,500	0.00%
Water (11-58-12-31)	4,500				0	4,500	0.00%
Telephone (11-58-12-32)	3,000	109			109	2,891	3.63%
TOTAL Utilities	67,000	108.96	0.00	0.00	108.96	66,891.04	0.16%

MONTHLY BUDGET 2024

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Library Materials (11-58-12-46)							
Adult Fiction	10,000	111			111	9,889	1.11%
Adult Nonfiction	9,000	51			51	8,949	0.56%
Adult Talking Books	4,500	437			437	4,063	9.72%
Children AUDIO	500	0			0	500	0.00%
Children Books	12,000	666			666	11,334	5.55%
Large Print	7,124	0			0	7,124	0.00%
Materials - (Non-books)	500	418			418	82	83.51%
Reference - Subscriptions	4,000	600			600	3,400	15.00%
Reference - Materials	500	0			0	500	0.00%
Young Adult Books	4,808	339			339	4,469	7.04%
Subtotal	52,932	2,620.76	0.00	0.00	2,620.76	50,311.24	4.95%
Periodicals							
Periodicals/Newspapers	5,407	54			54	5,353	1.00%
Seasonal Periodical Purchases	0	0			0	0	
Subtotal	5,407	53.97	0.00	0.00	53.97	5,353.03	1.00%
AV Materials							
DVD	7,000	90			90	6,910	1.29%
Lucky Day	2,000	110			110	1,890	5.50%
Subtotal	9,000	200.00	0.00	0.00	200.00	8,800.00	2.22%
Databases							
BRIDGES - Databases	1,662	0			0	1,662	0.00%
Hoopla (\$6,504 Grant)	12,000	0			0	12,000	0.00%
Movie License	616	0			0	616	0.00%
Newsbank Inc.	2,150	2,231			2,231	-81	103.77%
Overdrive Advantage	4,732	0			0	4,732	0.00%
Overdrive E-Content	5,913	0			0	5,913	0.00%
TumbleBooks Inc.	800	799			799	1	99.88%
Udemy	0	0			0	0	
Subtotal	27,873	3,030.00	0.00	0.00	3,030.00	24,843.00	10.87%
Technology							
Fiber Optic - TEACH SERVICES	1,200	0			0	1,200	0.00%
Technology	2,000	60			60	1,940	3.00%
Subtotal	3,200	59.99	0.00	0.00	59.99	3,140.01	1.87%
Café Charges							
Café Charges	22,665	0			0	22,665	0.00%
Subtotal	22,665	0.00	0.00	0.00	0.00	22,665.00	0.00%
TOTAL 11-58-12-46	121,077	5,964.72	0.00	0.00	5,964.72	115,112.28	4.93%

MONTHLY BUDGET 2024

Section 7, Item A.

Description	Annual Budget	JAN	FEB	MAR	Year To Date	Budget Remaining	% Expense To Date
Donation Purchases (11-58-12-50)							
Purchase from Donation		345			345		
TOTAL 11-58-12-50		345.35	0.00	0.00	345.35		
TOTAL SPECIAL FUNDS EXPENSES	331,479	9,461.58	-	-	9,461.58	322,362.77	2.85%
REVENUE - SPECIAL FUNDS							
Fines (11-48-12-10)	1,500	100			100	1,400	6.65%
Misc. Fees (11-48-12-12)	5,000	312			312	4,688	6.24%
Use of Facilities Fee (11-48-12-14)	3,500	1			1	3,499	0.03%
Copier (11-48-12-18) <i>will be adjusted for tax</i>	7,000	185			185	6,815	2.64%
Jefferson County Funds (11-48-12-22)	205,407	0			0	205,407	0.00%
Dodge County Funds (11-48-12-24)	81,012	0			0	81,012	0.00%
Adjacent County Funds (11-48-12-26)	6,060	0			0	6,060	0.00%
DONATIONS 11-48-12-27	20,000	1,373			1,373	18,627	6.87%
Annual Credit Card Rebate (11-48-12-56)	2,000				0	2,000	0.00%
TOTAL SPECIAL FUNDS REVENUE	331,479	1,971.05	0.00	0.00	1,971.05	329,507.95	0.59%
TOTAL OPERATING EXPENSES, INCLUDING CITY FUNDS	1,181,821	96,620	0	0	96,620	1,085,201	8.18%
2023 YEAR END FUND BALANCE	441,356.05						
Reserved for Donations year end 2023	34,349.92						
Unreserved Balance year end 2023	407,006.13						
2024 YTD Balance Reserved for Donations	35,377.62						

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
012324 LIB	MC Petty Cash	11-58-12-18	Children Programs	15.17		
41758	Wepco	11-58-12-18	Marketing	80.18		
35817880	Rhyme	11-58-12-18	Photocopier Lease	397.28		
		11-58-12-18				
011524 LIB	MC Petty Cash	11-58-12-20	Janitorial Supplies	2.50		
012524 LIB	MC Petty Cash	11-58-12-20	Janitorial Supplies	6.00		
011724 LIB	MC Petty Cash	11-58-12-20	Repairs & Expense	3.17		
48110	Menards BD	11-58-12-20	Repairs & Expense	120.21		
013124 LIB	MC Petty Cash	11-58-12-20	Repairs & Expense	51.96		
		11-58-12-20				
		11-58-12-24				
		11-58-12-24				
		11-58-12-31				
451125	Playaway Prod.	11-58-12-46	Children Audio	149.98		
0596732-IN	The Penworthy Co	11-58-12-46	Children Books	1,929.36		
504995007	Midwest Tape	11-58-12-46	Hoopla - January	1,569.09		
500210	WILS	11-58-12-46	Overdrive Advantage: 2024 Buying Pool	4,732.00		
945088	Complex Security	11-58-12-46	Technology: Ethernet ports for cameras	1,649.98		
		11-58-12-46				
0596733-IN	The Penworthy Co	11-58-12-50	Donation Purchase: GWCHF23	1,122.72		
		11-58-12-50				
			TOTAL	11,829.60		
	11-58-12-18	492.63	Office & Library Supplies			
	11-58-12-20	183.84	Building Repairs & Supplies			
	11-58-12-24	0.00	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-46	10,030.41	Library Materials			
	11-58-12-50	1,122.72	Purchase from Donation			
		11,829.60				

	2024 STATISTICS												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
ATTENDANCE	11,473												11,473
Days open	27	28	30	30	30	30	30	31	29	30	29	29	353
Daily average	425	0	0	0	0	0	0	0	0	0	0	0	33
Highest attendance day	612												
Lowest attendance day	182												
2023 ATTENDANCE	12,261	12,921	17,118	15,239	15,094	17,442	16,763	14,752	12,869	15,061	12,536	13,787	175,843
Percent changed	-6%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-93%
REF QUESTIONS	868												868
INTERNET	24												24
MEETING ROOM	139												139

REFERENCE, CIRCULATION STATISTICS 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	331												331
Tutor Sessions	25												25
Microfilm													0
Computer/Tablet													0
Typewriter													0
Proctor Exams													0
Wireless													0
Adult Programs													0
Program Att.													0
Passive Programs	3												3
Passive Att.	45												45
Outreach Events													0
Outreach Att.													0
Mobile Print Users													0
Mobile Print Pages													0
Newsbank													0
Website Views													0

CHILDREN'S ROOM STATS - 2024																						
MONTH	STORYTIME		PROGRAMS		LIBRARY VISITS		OFFSITE		DROP-INS		SCHOOL VISITS		KIDS	ADULTS	SLC	WLC	TUMBL E	1K BOOKS	BOOK BAGS		REF	PC
JANUARY	9	185	12	287	3	45	1	80	3	371	8	135	110	75	0	0	67	1	21	457	537	24
FEBRUARY																						
MARCH																						
APRIL																						
MAY																						
JUNE																						
JULY																						
AUGUST																						
SEPTEMBER																						
OCTOBER																						
NOVEMBER																						
DECEMBER																						
TOTALS	9	185	12	287	3	45	1	80	3	371	8	135	110	75	0	0	67	1	21	457	537	24

Young Adult Statistics - 2024

Month	YAC/YA		YA Drop In		YA SRP	YA WRP
	# Prog.	Attend.	#	Atten.		
January	5	38	4	191		n/a
February						
March						
April						
May					n/a	
June					n/a	
July						
August						
September						
October						
November						
December						
TOTALS	5	38	4	191	0	0

2023 VOLUNTEER HOURS

Section 7, Item A.

<u>MONTH</u>	<u>VOLUNTEER</u>	<u>HOURS</u>	<u>DEPARTMENT</u>	<u>MONTHLY TOTAL</u>
JAN	Cecelia Reince	6	YA	
	Jane Cerny	11.75	Reference	
	Joey Willborn	2	Children	
	Nancy Schmoller	5.5	Children	25.25
FEB	Jane Cerny	7.5	Reference	
	Joey Willborn	3.5	Children	
	Nancy Schmoller	4	Reference	15
MAR	Jane Cerny	8.5	Reference	
	Joey Willborn	5.5	Children	
	Nancy Schmoller	4.5	Reference	18.5
APR	Jane Cerny	6.5	Ref / DVD	
	Joey Willborn	3.5	Children	
	Nancy Schmoller	4.25	Ref / DVD	14.25
MAY	Jane Cerny	5.5	Ref / DVD	
	Joey Willborn	3	Children	
	Nancy Schmoller	4.75	DVD	13.25
JUNE	Jane Cerny	7.5	Ref	
	Joey Willborn	1.25	Children	
	Nancy Schmoller	1.25	Ref	10
JULY	Jane Cerny	6.75	Ref	
	Nancy Schmoller	5.5	Ref	12.25
AUG	Jane Cerny	6	Ref	
	Nancy Schmoller	3.25	Ref	9.25
SEP	Jane Cerny	11	Ref	
	Nancy Schmoller	1.25	Ref	12.25
OCT	Jane Cerny	10	Ref	
	Nancy Schmoller	4.75	Ref	14.75
NOV	Jane Cerny	4	Ref	
	Nancy Schmoller	5	Ref	9
DEC	Jane Cerny	7.75	Ref	
	Nancy Schmoller	4.75	Ref	12.5
2023 TOTAL VOLUNTEER HOURS:				166.25

Watertown Public Library Board of Trustees
Resolution #2024-1
Library Assistant

Be it resolved by the Watertown Public Library Board of Trustees, that Noah Chowanec be employed as a Library Assistant (Reference Desk focus) at the rate of \$16.37 per hour effective February 7, 2024. This position does not include benefits.

Action Taken:

Watertown Public Library Board of Trustees
Resolution #2024-1
Library Assistant

Be it resolved by the Watertown Public Library Board of Trustees, that Noah Chowanec be employed as a Library Assistant (Reference Desk focus) at the rate of \$16.37 per hour effective February 7, 2024. This position does not include benefits.

Action Taken:

WATERTOWN PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

Thursday, January 11, 2024 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, Burke, Kneser, Wetzel

Members Absent: O'Neil

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

2. Review Correspondence

- a. Christmas cards from various community partners
- b. Dr. Robert Rupnow, kind comments and thank yous to Library Staff

3. Citizens to be Heard

- a. None.

4. Appearances

- a. Darren Shretter: Studio GC - Review library expansion/renovation project status - Did not appear.

5. New Business

- a. Review: Irmgard Krueger Estate
 - i. Discussion regarding funds donated; possibility of EIN and Tax ID discussed - Library Director to follow up with City Finance/hired attorney to ensure money is earmarked for Library funds.
- b. Discuss with possible action: Leadership structure for proposed foundation/501(c)(3)
 - i. Discussion regarding retaining funds from library expansion - Library Director to follow up with Tom Schultz and the Watertown Community Foundation.
- c. Review and take action: New proposed 5 year copier lease
 - i. Currently working with Rhyme and gives a slight savings on copiers.

*****MOTION #1** per Gerike seconded per Merfeld to approve contract for Option A.

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

Resolution: Motion Carries.

- d. Review with possible action: Sally Mundt Charitable Beneficiary: Waiver and Consent Form
 - i. Discussion around the letter from the Sally Mundt Estate. Library is named as a beneficiary.

*****MOTION #2** per Koppes, seconded per Burke to authorize President Koppes to complete the waiver and consent form naming the Watertown Public Library as Mundt Estate beneficiary.

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

Resolution: Motion Carries.

6. Unfinished Business

- a. Review with possible action: Selection and Reconsideration Policy
 - i. Discussion and briefing for new Library board members on the Library Bill of Rights. No action taken at this time.
- b. Review with possible action: Release of remaining retainage to Miron Construction
 - i. Miron continues to work with the Library maintenance staff to complete the HVAC training and ensure that the system is up and running.

*****MOTION #3** per Burke, seconded per Kohls to give the Library Director authority to release retainage to Miron when HVAC system is functioning properly and training has been completed.

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

Resolution: Motion Carries.

- c. Review status of MOU/Intergovernmental Agreement between Library and City of Watertown
 - i. Update regarding hired attorney, Walden, Neitzke and Kuhary, S.C. (William W. Wirkus) Legal Services. Discussion continues between the Library and the City of Watertown; hopeful to have an MOU update at February board meeting.
- d. Review and take action: 2024 CE Team Education date
 - i. Discussion on Library Board Retreat - education opportunities with DPI/Bridges, social opportunities between board and/or Library staff. Burke and O'Neil will connect with the Library Director and present options at the February board meeting. No action taken at this time.

7. Director's Report

- a. Director Peg Checkai reviewed monthly highlights, budget and statistics.
 - i. Continued IT issues, limited response from City of Watertown IT department.
 - ii. Events in January and February; continued communication between library departments. Budget remains healthy - county funds for 2024 in Fund 11.

8. Trustee's Report

- a. Discuss agenda items for February meeting
 - i. Fiscal Committee meetings quarterly - scheduled prior to February meeting

9. President's Report

- a. Discussion and review: Contacts in official capacity
 - i. Miron communication, HR discussions, Subcommittee planning/scheduling

10. Review and take action: Consent Agenda Items

- a. Review and take action on Minutes: Library Board of Trustees – December 14, 2023 (with wording adjusted on motion 2 and motion 11.)
- b. Review and take action: Library Expenditures and Finances
- c. Review and take action: Library Expansion Expenditures and Revenues

*****MOTION #4** per Kohls, seconded per Wetzel to approve the consent agenda.

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

Resolution: Motion Carries.

11. Adjournment

- a. **Next Meeting Date: Thursday, February 8, 2024**

******MOTION #5** per Oudenhoven, seconded per Gerike to adjourn the meeting at 6:30pm.

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 Thursday, February 8, 2024.

Respectfully submitted,
Betsy Gerike, Secretary



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING - SPECIAL FINANCE AGENDA
WEDNESDAY, JANUARY 24, 2024 AT 4:00 PM
100 S. WATER ST., WATERTOWN, WI 53094 - COMMUNITY 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**
Chris Koppes called the meeting to order at 4:07 pm. In attendance: Koppes, Burke, Kohls, Attorney Bill Wirkus(virtual) and Library Director Checkai
- 2. CITIZENS TO BE HEARD**
There was no one in attendance
- 3. NEW BUSINESS**
 - A. Library Board of Trustees Committee Members will convene into closed session under Exemption Wis. Stat. §19.85(1)(e). Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting “other specified public business” whenever competitive or bargaining reasons require a closed session. Convene with legal counsel for Library Board of Trustees regarding proposed MOU.
Koppes motioned to go into closed session, Burke seconded. Motion carried
Trustees met with counsel regarding proposed MOU
 - B. Reconvene into Open Session
Koppes motioned to return to open session at 5:02pm, seconded by Burke
Motion passed
- 4. ADJOURNMENT**
Koppes motioned to adjourn at 5:03pm, seconded by Burke.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on Thursday, February 8, 2024.



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING - SPECIAL FINANCE AGENDA

WEDNESDAY, JANUARY 24, 2024 AT 4:00 PM

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

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

2. CITIZENS TO BE HEARD

There was no one in attendance

3. NEW BUSINESS

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

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

Trustees met with counsel regarding proposed MOU

- B. Reconvene into Open Session

Koppes motioned to return to open session at 5:02pm, seconded by Burke

Motion passed

4. ADJOURNMENT

Koppes motioned to adjourn at 5:03pm, seconded by Burke.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on Thursday, February 8, 2024.