



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, SEPTEMBER 12, 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. Provide update on investment document and review and take action on fee agreement from Attorney Vince Hein
- B. Review and take action: proposed 2025 library budget
- C. Review and take action: Request to fill upcoming vacancy in Adult Services Department
- D. Review and take action: Proposed repairs/replacement cost from Surefire for RTU-1

- 6. UNFINISHED BUSINESS**

- A. The Library Board of Trustees 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. (City-Library MOU)
- B. Reconvene into Open Session
- C. Review: Library LGIP balance with Finance Director
- D. Review status: Watertown Family Connections request for Wiggles and Giggles weekly program

- 7. DIRECTOR'S REPORT**

- A. Review: YTD Unplanned Expenses
- B. Review: monthly statistics and budget

- 8. TRUSTEE'S REPORT**

- 9. PRESIDENT'S REPORT**

- 10. PERSONNEL AND POLICY**

- A. Review and take action: Resolution 2024-6 - Anabella Ockerlander, Library Assistant

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

- A. 2024 Monthly Budget
- B. Review: 2024 August Statistics

- [C.](#) August 2024 Bills
- [D.](#) Library Board Minutes: August 8, 2024
- [E.](#) Minutes: Finance Committee Meeting - Thursday, August 22, 2024
- [F.](#) Minutes: P & P Committee Meeting, August 30, 2024

12. ADJOURNMENT

- A. Next Board Meeting: October 10, 2024 at 5:30

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

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 9/4/2024

Subject: Investment document

Background

Trustees are working with Attorney Vince Hein to develop an investment document with the Watertown Community Foundation. Peg and Chris met with Mike H. and Tom S. to discuss the possibility of the library investing with the Foundation. Attorney Hein has also met with Mike H and Tom S. to discuss the process for moving forward.

Budget Goal

Invests in the assessment, strategic planning and maintenance of our city buildings

Financial Impact

No financial impact to the 2024 budget

Recommendation

I recommend that the board discusses the plan once completed and makes a decision on how to proceed.

2024 Operational Goals

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance
2. Supports employee retention and growth, and also works to address critical staffing areas
3. Invests in the assessment, strategic planning and maintenance of our city buildings

MEMO

4. Promotes and fosters innovative approaches for community development and growth
5. Maintains a safe and healthy community, and expands community education on safety and health

Representation and Fee Agreement

1. Vincent Hein, Attorney-at-Law for Russell Law Offices, S.C. (hereinafter "Attorney" or "Firm"), is engaged to represent **Watertown Public Library** (hereinafter "Client") in connection with:

documentation for use of funds transferred to and distributed by Watertown Community Foundation from Watertown Public Library

2. Attorney Vincent Hein will be the lead attorney on this case although the Attorney may assign other lawyers employed by Russell Law Offices, S.C. to work on the case. Attorney rates shall be as assigned here:

Partners & Special Counsel	\$350/hour
Senior Associate Attorneys	\$300/hour
Associate Attorneys	\$225 to \$250/hour
Law Clerks	\$150/hour
Legal Assistants	\$150/hour

Attorney Vincent Hein's current billing rate is \$250 per hour (discounted from \$300).

The firm customarily increases hourly rates on an annual basis. The firm will provide Client with written notice of any increase in Attorney's hourly rate 30 days prior to the increase. Additionally, the firm shall be allowed to add additional associate counsel and senior associate counsel who may work on this case at the direction of Attorney at a fee range of \$150 to \$350 an hour.

3. Attorney may retain associate counsel, experts, accountants, or investigators to protect Client's interests. Fees charged by associate counsel, experts, or investigators retained by Attorney shall be treated as expenses to be paid by Client on demand by Attorney. Attorney will consult with client before retaining outside counsel, experts or investigators.

4. It is understood that Attorney will bill Client for work that includes, but is not limited to, the following: Office conferences, emails, telephone conversations, court appearances, reading and writing correspondence, preparing and reviewing pleadings and documents, analyzing financial records and reports, and travel to and from court or other destinations associated with this representation. There will be a minimum of a .2 of an hour charged for all phone conversations and written correspondences, including emails, from an Attorney.

5. Client agrees to pay on demand any actual costs or disbursements incurred or advanced on Client's behalf, such as travel, mileage, parking, photocopies (\$0.21 per black and white, \$0.35 for color copies), telephone calls, process service fees, court reporter fees, postage, witness and subpoena fees, filing and court fees, etc. Mileage will be charged at the rate currently authorized by the Internal Revenue Service. ~~All new cases will have a one-time file creation fee of \$100.~~

6. **Client agrees to pay an advance deposit of \$1000.00** upon signing this agreement as an advanced fee for legal services. The Firm is obligated to refund any unearned fees at the conclusion of the representation.

On receipt, the advanced fees and costs will be deposited in Attorney's trust account. Costs will be disbursed from Attorney's trust account on behalf of Client as such costs are incurred. Pursuant to this agreement and Supreme Court Rule 20:1.15(g), Client authorizes Attorney to withdraw payment for fees that have been earned from Client's funds in Attorney's trust account on sending Client an itemized bill containing: 1) the amount owed; 2) the anticipated date of withdrawal; and 3) the balance of Client's funds in Attorney's trust account after that withdrawal. If Client makes a specific and reasonable objection to the disbursement within 30 days after receiving an itemized bill, Attorney must return the disputed funds to the trust account until the dispute is resolved, unless Attorney believes that the objection is not reasonable and provides Client with a written explanation of Attorney's position. Client may dispute a fee after the 30 days have passed; however, Attorney is not required to return the disputed portion of the fee to the trust account unless Client disputes the fee within 30 days. Client is hereby notified that Attorney reserves the right to require additional retainer fees and cost advances during the representation.

7. **This section intentionally omitted.**

8. **This section intentionally omitted.**

9. Client is hereby notified that Attorney reserves the right to require additional retainer fees and cost advances during the representation with at least ten (10) days' notice.

10. **Statements for services, costs and disbursements are due and payable within 14 days of receipt of statement from attorney.** Client agrees to pay Attorney compensation as the case progresses. Failure to make payments as agreed may provide grounds for Attorney to withdraw from further representation of Client. Fees and costs that are not paid within 14 days will be subject to a 1.5% monthly (18% yearly) interest charge on any unpaid balances.

11. On conclusion of this legal matter and final billing of Client's account, payment must be made in full within 14 days of receipt of Attorney's Billing Statement. **Client hereby agrees that funds shall not be released to client until attorney fees and costs included in the agreement are paid in full.**

12. The Firm may withdraw from representing the Client if the Client fails to make timely payments or does not provide other forms of security satisfactory to the Firm for payment of their fees; if the Client misrepresents or fails to disclose material facts; or the Client fails to follow the Firm's advice. If the Firm wishes to withdraw on any of these grounds, the Client will be provided with written notice of the firm's intent to withdraw. If the Firm wishes to withdraw on any of these grounds, the Client will execute the necessary documents to permit them to do so.

13. The Client the right to discharge the Firm for any reason at any time. If the Client does so, the Firm will withdraw from representing the Client.

14. If the Firm withdraws, the Client remains liable for all fees, costs and expenses actually incurred under this agreement, and Client will either make payment in full or offer other security acceptable to the Firm. The Firm will return Client’s files and documents to Client.

15. If the Client fails to fulfill any of its duties under this agreement for attorney fees and the Firm is forced to take action to collect such fees, the Client agrees to bear the cost of collection, including reasonable attorney fees and all other costs.

16. The court may, in some legal actions, order a party to pay a portion of the other party’s attorney fees. If the court orders a third party to pay a portion of the Client’s attorney fees, the Firm will credit those funds to Client’s account when they are received and refund to Client any excesses already paid. Any court award of fees does not limit Client’s liability to the Firm for fees.

17. The Client acknowledges that the Firm has made no promises or guarantees concerning the outcome of this action.

18. This retainer agreement represents the entire fee arrangement the Client has with the Firm. Any mutually agreed-upon charges concerning this retainer agreement must be in writing to be effective and to avoid misunderstanding.

19. [redacted] (*Print Initials*) Client agrees the Firm may communicate with Client by facsimile, electronic mail (email) and other means of electronic correspondence. Client understands that such forms of communication may not be confidential and do not insure absolute privacy. However, Client approves of such communication and authorizes the Firm and its staff to forward such communication to me at the following location:

Email address for legal communication with Client: _____

20. [redacted] (*Initials Required*) Russell Law Offices, S.C. allows for debit and credit card payments for retainers and payments. Client agrees to pay a 3% surcharge for any and all credit/debit card payments processed by Russell Law Offices, S.C. Russell Law Offices, S.C. accepts checks and cash without any processing fee.

21. This agreement does not cover or apply to the filing of, prosecution of, or defense of an appeal, in which situation a new representation and fee agreement must be executed.

22. Russell Law Offices, S.C. is organized as a limited liability service corporation solely to render professional legal services under the laws of the State of Wisconsin. As a limited liability service corporation, Russell Law Offices, S.C. is responsible for professional liabilities incurred by lawyers employed by the Firm. Each lawyer may also be personally liable for any acts, errors, or omissions arising out of the performance of professional services. Russell Law Offices, S.C. maintains professional liability insurance as required by the Rules of the Wisconsin Supreme Court.

Dated this September 4, 2024

CLIENT

ATTORNEY
Russell Law Offices, S.C.

By
Watertown Public Library

By _____
Vincent Hein, Attorney-at-Law

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 9/4/2024

Subject: Request to Fill

Background

*Regina Thompson has submitted her resignation, effective September 27, 2024.
I've include the Request to Fill in the packet*

Budget Goal

Supports employee retention and growth, and also works to address critical staffing areas

Financial Impact

Little to no impact on the 2024 budget. New team member would join at a lower hourly rate but increase the scheduled work hours.

Recommendation

I recommend that the board approves the Request to Fill so that the library can maintain continuity of services.

2024 Operational Goals

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MEMO

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DATE: September 4, 2024**REQUEST TO FILL POSITION**

Position requests must be completed to fill positions. Requests will be initiated by the department manager, approved by the Mayor and then sent to the human resource (HR) department for processing. An internal request number will be assigned in HR upon receipt of the completed form.

NEW POSITION _____ RECLASSIFICATION: _____ POSITION TITLE PT Library AssistantFILLING A VACANCY X INCUMBENT: _____Posted Wage Range GRADE: C STEP: 1 - _____ EXEMPT/NONEXEMPT XFT _____ PT X TEMP/SEASONAL/INTERN(Please list) _____DEPARTMENT Library SHIFT _____ WORK SCHEDULE Sunday - SaturdayAccount# to charge recruitment/screening fees: 11-58-12-18Account(s)# to charge WAGES: 1-55-11-10REASON FOR OPENING
Retirement

JUSTIFICATION TO FILL

Essential to daily operations of the library.

ESSENTIAL JOB FUNCTIONS AND QUALIFICATIONS (Job description may be attached)

Covers all desk shifts in Adult Services (nights and weekends), assists at other service desks and participates in creating/executing library programs for adults.

SPECIFIC RECRUITMENT ADVERTISING INSTRUCTIONS (where to post, how long, etc. If paid advertising is necessary, please include the appropriate account line information)

DEPT HEAD SIGNATURE _____ DATE _____

LIBRARY DIRECTOR HEAD SIGNATURE _____ DATE _____

BOARD REPRESENTATIVE SIGNATURE _____ DATE _____

HR SIGNATURE _____ DATE _____

DATE POSITION FILLED _____ PERSON FILLING POSITION _____

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 9/4/2024

Subject: Repairs for RTU-1

Background

The RTU that operates the air conditioning in the Community Room continues to flip into emergency setting and shuts down. Surefire determined that the motor had failed.

Estimated costs for these parts is roughly \$3,010. We are estimating 6-8 hours of labor to replace the motor and VFD, and reprogram the unit. We also have around 4 hours from Brett's service call to diagnose the issue. Total cost range for everything is around \$4,860.

Budget Goal

Invests in the assessment, strategic planning and maintenance of our city buildings

Financial Impact

Additional unplanned expense for the 2024 budget

Recommendation

I recommend that the board approves replacement of the motor and VFD and that Peg reaches out to Surefire to contest the possible invoice based on the long standing, documented issue with this specific RTU

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MEMO

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MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 9/4/2024

Subject: City-Library MOU

Background

Trustees were presented with an MOU from the City in 2023. Representatives from the City will meet with library trustees on September 6. A Closed Session Agenda item is scheduled so that the Board President can review the document and results from the meeting with all trustees.

Budget Goal

Supports employee retention and growth, and also works to address critical staffing areas
Invests in the assessment, strategic planning and maintenance of our city buildings
Promotes and fosters innovative approaches for community development and growth

Financial Impact

This document could have devastating impacts on the library's 2025 budget.

Recommendation

My recommendation is to agree to a document that assists the library, supports library team members, and focuses on positive impacts for library patrons and Watertown/surrounding communities.

2024 Operational Goals

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MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 9/4/2024

Subject: LGIP

Background

Trustees have moved all remaining donated expansion/renovation funds to the City's LGIP account. Trustees are exploring the creation of a foundation with funds invested with a local foundation.

Budget Goal

Promotes and fosters innovative approaches for community development and growth

Financial Impact

Provides a "future fund" for the library using funds donated by community members for future library needs.

Recommendation

My recommendation is to move forward so that all donors, library team members, trustees can focus on positive impacts for library patrons and Watertown/surrounding communities.

Library Trust Fund

History: Jan 1, 2022 - Aug 31, 2024

		GL Balances		Bank Balances
1/1/2022 Fund Balance	1,400,973			
2022 Revenues	100,813			8,469 Ixonia Comm Found
2022 Expenditures	(1,133,744)			331,287 Ixonia MMA
2022 Net Decrease	(1,032,931)	625,467 Cash		285,711 LGIP
		(257,425) Accts Pay		625,467
12/31/2022 Fund Balance	368,042	368,042		
2023 Revenues	155,047			489,853 Ixonia MMA
2023 Expenditures	(212,635)			53,953 LGIP
2023 Net Decrease	(57,588)	543,806 Cash		543,806
		(233,352) Accts Pay		
12/31/2023 Fund Balance	310,454	310,454		
2024 Revenues YTD	191,410			- Ixonia MMA
2024 Expenditures YTD	(4,807)			497,057 LGIP
2024 Net Decrease YTD	186,603	497,057 Cash		497,057
		- Accts Pay		
8/31/2024 Fund Balance	497,057	497,057		



W1046 Marietta Avenue | PO Box 110 | Ixonia, WI 53036

Section 6, Item C.

Statement Ending 12/30/2022

CITY OF WATERTOWN

Page 1 of 4

Account Number: XXXXXX5014

RETURN SERVICE REQUESTED

>000567 7148285 0001 44021 10Z 030

00673447
MSP 742
CITY OF WATERTOWN
WATERTOWN PUBLIC LIBRARY
100 S WATER ST
WATERTOWN WI 53094-4320

Managing Your Accounts

	Branch Name	Ixon Bank
	Mailing Address	P.O. Box 110 Ixonia WI 53036
	Website	www.ixoniabank.com
	Customer Support	920-262-6952 262-567-5295



SYSTEM UPGRADE COMING SOON

Ixon Bank is preparing for a System Upgrade in February 2023.

In the coming weeks, please keep an eye out for more communication from us in your mailbox and email.

NOTIFICATION: We have changed how we process Non-Sufficient Funds (NSF) items. Please refer to back pages of your statement for our Fee Schedules that include a description of this change.

Summary of Accounts

Account Type	Account Number	Ending Balance
BUSINESS MONEY MARKET	XXXXXX5014	\$331,287.03

BUSINESS MONEY MARKET-XXXXXX5014

Account Summary

Date	Description	Amount
12/01/2022	Beginning Balance	\$326,195.24
	3 Credit(s) This Period	\$5,106.74
	1 Debit(s) This Period	\$14.95
12/30/2022	Ending Balance	\$331,287.03

Interest Summary

Description	Amount
Interest Earned From 12/01/2022 Through 12/30/2022	
Annual Percentage Yield Earned	1.91%
Interest Days	30
Interest Earned	\$509.54
Interest Paid This Period	\$509.54
Interest Paid Year-to-Date	\$2,022.78
Minimum Balance	\$326,180.29
Average Ledger Balance	\$326,707.80
Average Available Balance	\$326,557.80

RETURN SERVICE REQUESTED





WATERTOWN AREA COMMUNITY FUND
WATERTOWN PUBLIC LIBRARY FUND
PO BOX 351
WATERTOWN WI 53094-0351

Statement Ending 12/30/2022

Section 6, Item C.

WATERTOWN AREA COMMUNITY
Account Number: XXXXXX5467

Managing Your Accounts

	Branch Name	Ixonia Bank
	Mailing Address	P.O. Box 110 Ixonia WI 53036
	Website	www.ixoniabank.com
	Customer Support	920-262-6952 262-567-5295



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In the coming weeks, please keep an eye out for more communication from us in your mailbox and email.

NOTIFICATION: We have changed how we process Non-Sufficient Funds (NSF) items. Please refer to back pages of your statement for our Fee Schedules that include a description of this change.

Summary of Accounts

Account Type	Account Number	Ending Balance
BASIC BUSINESS CHECKING	XXXXXX5467	\$8,469.17

BASIC BUSINESS CHECKING-XXXXXX5467

Account Summary

Date	Description	Amount
12/01/2022	Beginning Balance	\$8,469.17
	0 Credit(s) This Period	\$0.00
	0 Debit(s) This Period	\$0.00
12/30/2022	Ending Balance	\$8,469.17

LGIP

12/14/2022	Transfer	INVESTMENT TRANSFER AUG	\$323.72		\$734,716.42
12/30/2022	Transfer	Transfer		(\$27,650.00)	\$707,066.42
12/31/2022	Interest	INT Dec 22 4.05%	\$2,511.98		\$709,578.40
	Account Total		\$9,586.54	(\$27,650.00)	\$709,578.40
Acct# 13	SOLID WASTE			Beginning Balance	\$681,910.13
12/30/2022	Transfer	Transfer		(\$32,381.49)	\$649,528.64
12/31/2022	Interest	INT Dec 22 4.05%	\$2,339.42		\$651,868.06
	Account Total		\$2,339.42	(\$32,381.49)	\$651,868.06
Acct# 14	WATER DEBT RESERVE			Beginning Balance	\$1,222,077.05
12/31/2022	Interest	INT Dec 22 4.05%	\$4,205.44		\$1,226,282.49
	Account Total		\$4,205.44	\$0.00	\$1,226,282.49
Acct# 15	LIBRARY FUNDRAISING			Beginning Balance	\$284,731.20
12/31/2022	Interest	INT Dec 22 4.05%	\$979.82		\$285,711.02
	Account Total		\$979.82	\$0.00	\$285,711.02
Acct# 16	ENVIRONMENTAL HEALTH			Beginning Balance	\$642,550.07
12/30/2022	Transfer	Transfer		(\$30,683.19)	\$611,866.88
12/31/2022	Interest	INT Dec 22 4.05%	\$2,204.35		\$614,071.23
	Account Total		\$2,204.35	(\$30,683.19)	\$614,071.23

As a routine audit procedure, we are requesting that you notify our auditors, the Legislative Audit Bureau, of any discrepancies in the balances reported in the monthly statement of accounts. If you believe the balances are incorrectly stated, please notify our auditors directly with pertinent information at one of the following addresses: Legislative Audit Bureau Attn: Carolyn Stittleburg, 22 E. Mifflin St., Ste. 500 Madison, WI 53703-4225 or by email: Legislative.Audit.Bureau@legis.wisconsin.gov

• There are no minimum or maximum dollar limits for deposits and withdrawals. However, to enhance investment performance for all LGIP participants, notify the LGIP Administrator, at least one day prior to the transaction date, of any deposits and/or withdrawals of \$10 million or more.

• As a user of your LGIP account online, please ensure your user access is updated. If you would like to verify who has user access to your account, please email the administrator at LGIP@wisconsin.gov



W1046 Marietta Ave. | PO Box 110 | Ixonia, WI 53036

Account Number
Statement Date
Statement Thru Date
Check/Items Enclosed
Page

715014
12/29/2023
01/01/2024
0
1

00000161 T9357DDA123023054114 01 000000000 0002150 001



CITY OF WATERTOWN
WATERTOWN PUBLIC LIBRARY
100 S WATER ST
WATERTOWN WI 53094-4320

Customer Service Information

Phone: 920-262-6952 or 262-567-5295
Mail To: P. O. Box 110, Ixonia, WI 53036
Visit Us Online: www.ixoniabank.com
Email: csr@ixoniabank.com
Find Us On:

BUSINESS MONEY MARKET

Account Number: 715014

Account Owner(s): CITY OF WATERTOWN
WATERTOWN PUBLIC LIBRARY

Balance Summary

Beginning Balance as of 12/01/2023	\$488,865.45
+ Deposits and Credits (1)	\$1,087.83
- Withdrawals and Debits (0)	\$0.00
Ending Balance as of 12/31/2023	\$489,953.28
Service Charges for Period	\$0.00
Average Balance for Period	\$488,865.00
Minimum Balance for Period	\$488,865.00

Earnings Summary

Interest for Period Ending 12/31/2023	\$1,087.83
Interest Paid Year to Date	\$8,847.12
Average Rate for Period	2.62%
Number of Days for Average Rate	31

MISCELLANEOUS DEBITS & CREDITS

Date	Description	Deposits	Withdrawals	Balance
Dec 01	BEGINNING BALANCE			\$488,865.45
Dec 29	INTEREST PAID	1,087.83		489,953.28
Jan 01	ENDING BALANCE			\$489,953.28

DAILY BALANCE SUMMARY

Date	Balance
Dec 29	489,953.28



Reconciled 1/8/24
SB

Account Total		\$5,866.83	\$0.00	\$1,289,347.44
Acct# 15	LIBRARY FUNDRAISING		Beginning Balance	\$64,230.52
12/28/2023	Transfer	Transfer	(\$10,564.44)	\$53,666.08
12/31/2023	Interest	INT Dec 23 5.38%	\$287.37	\$53,953.45
Account Total		\$287.37	(\$10,564.44)	\$53,953.45
Acct# 16	ENVIRONMENTAL HEALTH		Beginning Balance	\$630,389.26
12/28/2023	Transfer	Transfer	(\$16,883.41)	\$613,505.85
12/31/2023	Interest	INT Dec 23 5.38%	\$2,871.57	\$616,377.42
Account Total		\$2,871.57	(\$16,883.41)	\$616,377.42

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• As a user of your LGIP account online, please ensure your user access is updated. If you would like to verify who has user access to your account, please email the administrator at LGIP@wisconsin.gov

Department of Administration

Local Government Investment Pool

OWN, CITY OF (826291)

Account Activity

Transaction Type ALL
Transaction Date From 6/1/2024 To 09/06/2024 Fund 15 Find

Transaction Date	Transaction Type	Interest Date	From	To	Amount	Balance	Memo
08/30/2024	Transfer	08/30/2024	01 - GENERAL	15 - LIBRARY FUNDRAISING	\$27,951.61	\$497,057.37	Transfer
08/07/2024	Interest	07/31/2024		15 - LIBRARY FUNDRAISING	\$2,297.84	\$469,105.76	INT Jul 24 5.42%
07/31/2024	Transfer	07/31/2024	15 - LIBRARY FUNDRAISING	01 - GENERAL	(\$35,045.32)	\$466,807.92	Transfer
07/05/2024	Interest	06/30/2024		15 - LIBRARY FUNDRAISING	\$1,852.25	\$501,853.24	INT Jun 24 5.42%
06/06/2024	Transfer	06/06/2024	01 - GENERAL	15 - LIBRARY FUNDRAISING	\$500,000.00	\$500,000.99	Transfer
06/06/2024	Interest	05/31/2024		15 - LIBRARY FUNDRAISING	\$0.99	\$0.99	INT May 24 5.38%

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 9/4/2024

Subject: Proposal from Watertown Family Connections

Background

Trustees were presented with a proposal from WFC to use the Community Room on Wednesdays as an “open gym” type program. Trustees are waiting on a lease agreement along with proof of insurance.

Budget Goal

Promotes and fosters innovative approaches for community development and growth

Financial Impact

This proposal could impact the library budget due to damage in the room.

Recommendation

Possibly agree if assurances are made, questions are answered, and supporting documents provided. Trustees would have to determine if losing access to this popular community space every Wednesday morning is in the best interest of library patrons.

2024 Operational Goals

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MEMO

5. Maintains a safe and healthy community, and expands community education on safety and health

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 9/4/2024

Subject: Unplanned Expenses

Background

Our Admin. Assistant is tracking unexpected expenses incurred throughout 2024 that impact the budget. These items include attorney fees for the MOU, attorney fees for investment document, addition of two service contracts for the HVAC units.

Budget Goal

Financial Impact

These unplanned costs will lead to overspending in several library budget lines and impact final 2024 budget figures.

Recommendation

This document is a resource for trustees so that they can remain aware of these expenses.

2024 Operational Goals

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance
2. Supports employee retention and growth, and also works to address critical staffing areas
3. Invests in the assessment, strategic planning and maintenance of our city buildings
4. Promotes and fosters innovative approaches for community development and growth
5. Maintains a safe and healthy community, and expands community education on safety and health

UNPLANNED EXPENSES IMPACTING 2024 BUDGET

	VENDOR	EXPENSE	AMOUNT	BILLED TO	
JAN	Funds transferred by City to 1-55-11-46 to cover 2023 retirement calculation corrections. Will be deducted from year end fund analysis per Sheri R.		787.28	11-58-12-46	Library Materials
FEB	Complex Security Solutions	Ethernet ports for cameras	1,649.98	11-58-12-16	Technology
MAR	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: MOU	3,996.34	11-58-12-18	Office Supplies
	United Systems Associates	HVAC controllers	292.50	11-58-12-20	Repairs & Expense
APR	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: MOU	1,397.50	11-58-12-18	Office Supplies
	Omni Technologies	Service for HDMI floor box	531.00	11-58-12-16	Technology
	DME	Service for lift	528.00	11-58-12-20	Repairs & Expense
MAY	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: MOU	227.50	11-58-12-18	Office Supplies
		Controls System Service			
JUN	United Systems Associates	Agreement	3,250.00	11-58-12-19	Service Contracts
	Sure-Fire, Inc.	HVAC Maintenance Contract	6,000.00	11-58-12-19	Service Contracts
SEP	Walden, Neitzke, & Kuhary, S.C.	Legal fees re: MOU	1,495.00	11-58-12-18	Office Supplies
	Russel Law Offices	Legal fees re: Trust Fund	150.00	11-58-12-18	Office Supplies

YTD TOTAL: 20,305.10

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

Libby: Audio and Ebook Checkouts		
	2023	2024
January:	3,591	4,028
February:	3,274	3,630
March:	3,729	3,934
April:	3,210	3,832
May	3,484	3,890
June:	3,607	3,750
July:	3,712	4,066
August:	3,744	3,723
Sept.	3,614	
October	4,044	
November	3,837	
December	3,836	
Totals	43,683	30,853

Physical Circulation for July	24,420
Aug. Libby:	3,723
Aug. Libby Mags	363
Aug.Hoopla	453
2024 Monthly Total	28,959
2023 Monthly Total	30,599
New Cards	171

Library Director's Notes:

SEPTEMBER IS LIBRARY CARD SIGN-UP MONTH! JAMIE HAS PREPARED A MONTH LONG CELEBRATION! A DOUBLE WIN FOR THOSE WHO SIGN UP...A NEW CARD and a PRIZE. BRING YOUR FRIENDS AND FAMILY TO SIGN UP!

John K has gone “over and above” to assist the library team due to Kevin’s unexpected retirement. He helps staff with the “little” day to day jobs, vacuums and cleans the floors and mows the lawn. He even repainted the Big Blue Library Chair, which had peeling and flaking paint.

Kevin and Gail have stopped in for a few visits and continue to provide updates.

All supervisors are finishing up August “check-ins” for evaluation purposes.

I spoke at the WUSD teacher event, that welcomed and acknowledged the new school year and recognized years of service. I highlighted library opportunities and asked that teachers encourage all students to get a library card and if possible, bring students to the library. I also noted that we are here to partner with teachers if opportunities arise. I received a phone call from a teacher wondering if her students could volunteer at the library. This would be the REACH Beyond 18 Transition Program, The first visit will be September 16.

I’ve haven’t received an update regarding the fiber install. There could be a budget implication but I did not receive any information prior to submitting the 2025 budget

Continued Issues with RTU-1 Email with Surefire: We heard back on the replacement motor for RTU-1. Tech support recommended replacing the motor and VFD. The motor was tripping out on overcurrent which was causing the unit to go into emergency shutdown.

Our estimated costs for these parts is roughly \$3,010. We are estimating 6-8 hours of labor to replace the motor and VFD, and reprogram the unit. We also have around 4 hours from Brett’s service call to diagnose the issue. Total cost range for everything is around \$4,860.

I gave the okay to order parts but pushed back on the library paying for all costs, noting that this is a documented issue for the past 2-3 years.

Surefire reply: *I am working with our rep to determine if the motor issue was chronic since we installed the rooftop unit. I will do whatever I can to get the motor and VFD costs covered or reduced.*

Library team members will participate in an all-day in-service on October 9. I am still developing the agenda for the day.

Staff from the Oconomowoc Public Library will visit our library in October to tour our fantastic facility. Oconomowoc has started renovation/expansion plans. (Or perhaps a new building. I am not sure.)

Tina and I participated in several interviews in August for the open position in Childrens. The position has been filled but we now have an opening in Adult Services due to Regina Thompson's resignation set for the end of September. We will look into seeing if some of the people interviewed would be interested in the new open position.

Friends took the summer off and will start up on monthly meetings starting on September 9.

We've started having Covid popup in the building.

Monthly Department Information

Adult:

On August 1, Heidi (who normally works in Circulation), led a program about making Affirmation Jars. These are jars filled with positive or inspiring words that you can read when you are having a tough day. We did not require registration, and 25 people showed up! We were able to improvise and find enough material in storage so that everyone could make a jar. The feedback was amazing and shows that programs like this about self-care are needed in the community! It was Heidi's first program, and she did a fantastic job! I was on vacation for a week and appreciated folks from other departments stepping in to help cover Reference. The longest standing member of the department, Regina, submitted her resignation for later in September. She came to work at the library pretty much straight after retiring from her teaching job, and while we will miss her greatly, it's wonderful that she is going to finally fully enjoy retirement! September is Library Card Sign-Up Month, and we have a fun activity planned for all ages. They can pick up a bookmark from us, and if they complete 5 of the 8 tasks on the back (there are different choices for different age groups), they get a scratch off card. Each scratch

off is a winner, with prizes like a free scoop from Mullen's, \$5 off at Literatus, a free book from the Book Nook, etc.

~Jamie

Children's:

August was a bit of a slower month for us, program-wise, as we wrapped up our Summer Library Challenge and prize winners claimed their earned baskets, books and prizes. We had Reading with Rover and are excited to introduce some new furry friends in August and September that are newly certified! We had our Owl Buddies Wrap Up and all of the kids and teens shared their e-books, which was so much fun! We had a few special programs, including Rock Painting and we put Slinky the Rock Snake back out along the path outside the TalkReadPlay Center, a Club LEGO Challenge to reintroduce Club LEGO for the fall, our annual "It's Time for School Storytime" with a visit from a school bus, and two Back to School Movie Days showing new releases "IF" and "The Garfield Movie". We also had Back to School BINGO all month long for kids and teens, with new BINGO sheets weekly for 5 weeks. Kids and teens completed 2 bingos on each sheet and were able to spin the prize wheel to earn school supplies throughout August. I was able to attend the New Teacher Breakfast to welcome the new teachers and staff to Watertown and share with them all that we can do to support them both personally and professionally at the library. I also attended the Bridges Summer Wrap Up Celebration, which is a great opportunity to gather with other children and teen librarians in our system to celebrate and collaborate all things Summer Library Challenges, as well as discuss upcoming fall programs a bit too. We are taking the time now to prepare for our upcoming fall program schedule, planning on training and getting our new staff member in children's, Bella, this month, and getting some projects around the Children's area going during the next few weeks before regular programming resumes.

~Tina

Teens:

August was a pretty slow month for teens in terms of programs. I assume everyone just needed a bit of a break after the busy summer before school started. There is a good amount of programming both active and passive planned out for September so I am looking forward to executing those and hoping for some good turnouts. Hoping to carry over a portion of the teens that regularly came to summer

programming into school year programming as well. I think this next month will be a bit of tester month to feel things out and see what works and what doesn't.

~ **Gabby**

Circulation Department:

Hello from the circulation desk! The treasure hunt has wrapped up and we enjoyed having patrons from other Jefferson & Waukesha county libraries visiting us. We have information about free rentals of kayaks and bikes at the circulation desk. I hope everyone had a nice summer!

~ **Cari**

MEMO

(Department)

To: Library Board of Trustees

From: Peg Checkai-Library Director

Date: 9/4/2024

Subject: Resolution 2024-6

Background

We've struggling with filling this open position for the past few months. Ms Ockerland has accepted the position and will start in mid-September

Budget Goal

Supports employee retention and growth, and also works to address critical staffing areas

Financial Impact

This position was budgeted for.

Recommendation

Approve the resolution.

2024 Operational Goals

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance
2. Supports employee retention and growth, and also works to address critical staffing areas
3. Invests in the assessment, strategic planning and maintenance of our city buildings
4. Promotes and fosters innovative approaches for community development and growth
5. Maintains a safe and healthy community, and expands community education on safety and health

MEMO

Watertown Public Library Board of Trustees
Resolution #2024-6
Library Assistant

Be it resolved by the Watertown Public Library Board of Trustees, that Anabella Ockerlander be employed as a Library Assistant (Children's Desk focus) at the rate of \$16.37 per hour effective September 18, 2024. This position does not include benefits.

Action Taken:

MONTHLY BUDGET 2024

Section 11, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	Year To Date	Budget Remaining	% Expense To Date
CITY FUNDS												
SALARIES - City Funds												
Staff (01-55-11-10)	646,500	41,816	50,794	51,196	49,202	49,207	47,771	73,757	49,227	412,971	233,529	63.88%
Longevity (01-55-11-12)	527	0	0	0	0	0	0	0	0	0	527	0.00%
Overtime (01-55-11-14)	0	9	0	0	26	0	99	126	0	261	-261	
Retirement (01-55-11-33)	33,455	2,643	2,547	2,552	2,505	2,352	2,362	3,706	2,465	21,130	12,325	63.16%
Social Security (01-55-11-34)	43,762	2,505	2,990	3,015	2,893	2,906	2,823	4,422	2,907	24,461	19,301	55.90%
Medicare (01-55-11-35)	10,195	586	699	705	677	680	660	1,034	680	5,721	4,474	56.12%
Health (01-55-11-36)	106,704	6,814	6,814	6,814	6,814	6,086	6,086	6,086	6,086	51,602	55,102	48.36%
Life (01-55-11-37)	1,857	140	140	140	127	127	127	150	150	1,101	756	59.30%
Dental (01-55-11-38)	7,342	612	612	612	612	582	612	612	612	4,864	2,478	66.25%
TOTAL CITY FUNDS	850,342	55,123.84	64,596.41	65,034.51	62,856.52	61,940.13	60,540.20	89,893.85	62,126.26	522,111.72	328,230.28	61.40%
EXPENSES - Special Funds												
Salaries and Benefits												
Salary Reserve	32,615									0	32,615	0.00%
Subtotal Salary Reserve	32,615	0	0	0	0	0	0	0	0	0	32,615	0.00%
AMSO Allocation (11-58-12-17)												
AMSO Allocation	60,402	0	0	15,101	0	0	15,101	0	0	30,202	30,200	50.00%
TOTAL AMSO 11-58-12-17	60,402	0	0	15,101	0	0	15,101	0	0	30,202	30,200	50.00%
Supplies & Programs (11-58-12-18)												
Adult Program	2,000	186	146	86	599	69	40	32	92	1,249	751	62.46%
Adult Summer Library Challenge	1,500	0	0	0	0	254	56	357	157	823	677	54.89%
Children Programs	2,750	19	135	279	513	267	102	211	319	1,845	905	67.09%
Children Summer Library Challenge	0	0	0	0	0	0	0	0	0	0	0	
Teen Programs	2,000	140	275	178	207	0	10	0	238	1,047	953	52.33%
Teen Summer Library Challenge	1,200	0	0	0	0	27	786	433	-31	1,215	-15	101.22%
AV Supplies	1,200	86	0	0	45	61	86	0	0	277	923	23.07%
Book Supplies	1,500	575	0	0	0	404	0	0	12	992	508	66.10%
Makerspace	1,750	0	0	14	151	0	45	186	0	396	1354	22.63%
Marketing	2,000	351	192	452	217	269	240	31	60	1,810	190	90.52%
Office & Library Supplies	7,500	74	124	5,069	1,702	503	156	251	284	8,162	-662	108.82%
Photocopier Lease	4,800	0	795	250	457	190	950	428	398	3,468	1332	72.25%
Postage	500	0	0	0	10	0	4	0	0	13	487	2.69%
TOTAL 11-58-12-18	28,700	1,429.97	1,666.16	6,326.96	3,900.09	2,043.05	2,473.88	1,928.00	1528.88	21,296.99	7,403.01	74.21%
Maintenance Contracts (11-58-12-19)												
Building and Equipment	8,500	0	0	360	0	0	9,250	0	651	10,261	-1,761	120.72%
Software and Subscriptions	19,500	1,184	497	13,550	260	283	125	0	0	15,899	3601	81.53%
TOTAL 11-58-12-19	28,000	1,183.72	497.15	13,909.87	260.00	283.49	9,375.00	0.00	650.94	26,160.17	1,839.83	93.43%

MONTHLY BUDGET 2024

Section 11, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	Year To Date	Budget Remaining	% Expense To Date
Building Repairs & Supplies (11-58-12-20)												
Janitorial Supplies	9,000	136	292	305	399	-78	1,365	237	1,100	3,757	5,243	41.75%
Repairs & Expense	5,000	0	177	345	568	17	0	11	312	1,429	3,571	28.58%
TOTAL 11-58-12-20	14,000	135.98	468.94	650.00	966.96	-61.08	1,365.34	248.09	1,412.29	5,186.52	8,813.48	37.05%
Property Insurance (11-58-12-21)												
Property Insurance	8,500	0	0	0	0	0	0	7,716	0	7,716	784	90.78%
TOTAL PROPERTY INSURANCE 11-58-12-21	8,500	0	0	0	0	0	0	7716	0	7,716	784	90.78%
Dues & Fees (11-58-12-22)												
Dues, Fees, ETC.	1,100	113	0	0	0	0	0	0	201	314	786	28.53%
TOTAL 11-58-12-22	1,100	112.88	0.00	0.00	0.00	0.00	0.00	0.00	201.00	313.88	786.12	28.53%
Continuing Education (11-58-12-23)												
Continuing Education	1,200	180	0	375	0	26	0	0	0	581	619	48.39%
TOTAL 11-58-12-23	1,200	180.00	0.00	375.00	0.00	25.73	0.00	0.00	0.00	580.73	619.27	48.39%
Travel (11-58-12-24)												
Travel	1,500	0	16	23	56	105	214	276	84	773	727	51.55%
TOTAL 11-58-12-24	1,500	0.00	15.61	22.71	56.15	104.99	213.87	275.91	84.08	773.32	726.68	51.55%
Utilities												
Fuel (11-58-12-28)	20,000	0	1,754	1,244	1,154	421	119	118	114	4,924	15,076	24.62%
Electricity (11-58-12-30)	39,500	0	2,650	2,732	2,766	3,222	4,412	5,369	5,393	26,545	12,955	67.20%
Water (11-58-12-31)	4,500	0	325	354	347	354	347	376	362	2,465	2,035	54.78%
Telephone (11-58-12-32)	3,000	479	167	167	167	167	157	167	109	1,580	1,420	52.65%
TOTAL Utilities	67,000	479.41	4,896.18	4,497.64	4,434.23	4,164.28	5,034.37	6,030.43	5,976.93	35,513.47	31,486.53	53.01%

MONTHLY BUDGET 2024

Section 11, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	Year To Date	Budget Remaining	% Expense To Date
Library Materials (11-58-12-46)												
Adult Fiction	10,000	111	1,075	1,270	341	1,759	1,655	741	2,406	9,357	643	93.57%
Adult Nonfiction	9,000	51	696	1,420	493	1,086	1,015	801	659	6,221	2,779	69.13%
Adult Talking Books	4,500	437	39	52	48	1,095	40	280	23	2,012	2,488	44.71%
Children AUDIO	500	0	150	0	0	150	0	0	0	300	200	59.99%
Children Books	12,000	666	2,090	1,436	236	1,245	560	189	868	7,290	4,710	60.75%
Large Print	7,124	0	593	1,235	487	463	326	610	202	3,918	3,206	54.99%
Materials - (Non-books)	500	418	37	85	0	59	15	157	67	837	-337	167.47%
Reference - Subscriptions	4,000	600	286	10	0	500	0	0	0	1,396	2,604	34.90%
Reference - Materials	500	0	0	0	0	0	0	0	0	0	500	0.00%
Young Adult Books	4,808	339	105	642	302	546	57	244	488	2,724	2,084	56.65%
Subtotal	52,932	2,620.76	5,071.65	6,150.81	1,907.84	6,902.20	3,667.07	3,021.52	4,712.72	34,054.57	18,877.43	64.34%
Periodicals												
Periodicals/Newspapers	5,407	54	614	1,128	2,328	0	170	0	0	4,293	1,114	79.40%
Seasonal Periodical Purchases	0	0	0	0	0	63	0	0	0	63	-63	
Subtotal	5,407	53.97	613.76	1,127.92	2,327.61	63.26	170.00	0.00	0.00	4,356.52	1,050.48	80.57%
AV Materials												
DVD	7,000	90	316	623	504	989	690	798	288	4,297	2,703	61.38%
Lucky Day	2,000	110	84	169	110	99	75	107	80	834	1,166	41.70%
Subtotal	9,000	199.66	400.05	791.53	613.62	1,087.81	764.68	905.13	368.06	5,130.54	3,869.46	57.01%
Databases												
BRIDGES - Databases	1,662	0	0	1,662	0	0	0	0	0	1,662	0	100.00%
Hoopla (\$6,504 Grant)	12,000	0	1,569	0	0	0	0	592	1,072	3,234	8,766	26.95%
Movie License	616	0	0	616	0	0	0	0	0	616	0	100.00%
Newsbank Inc.	2,150	2,231	0	0	0	0	0	0	0	2,231	-81	103.77%
Overdrive E-Content	4,732	0	4,732	0	0	0	0	0	0	4,732	0	100.00%
Overdrive Advantage	5,913	0	0	5,913	0	0	0	0	0	5,913	0	100.00%
TumbleBooks Inc.	800	799	0	0	0	0	0	0	0	799	1	99.88%
Udemy	0	0	0	0	0	0	0	0	0	0	0	
Subtotal	27,873	3,030.00	6,301.09	8,191.00	0.00	0.00	0.00	592.36	1,072.11	19,186.56	8,686.44	68.84%
Technology												
Fiber Optic - TEACH SERVICES	1,200	0	0	0	0	0	0	600	0	600	600	50.00%
Technology	2,000	60	1,650	393	531	100	10	8	10	2,762	-762	138.09%
Subtotal	3,200	59.99	1,649.98	392.85	531.00	99.99	9.98	607.98	9.98	3,361.75	-161.75	105.05%
Café Charges												
Café Charges	22,665	0	0	22,665	0	0	0	0	0	22,665	0	100.00%
Subtotal	22,665	0.00	0.00	22,665.00	0.00	0.00	0.00	0.00	0.00	22,665.00	0.00	100.00%
TOTAL 11-58-12-46	121,077	6,751.66	14,036.53	39,319.11	5,380.07	8,153.26	4,611.73	5,126.99	6,162.87	89,542.22	31,534.78	73.95%

MONTHLY BUDGET 2024

Section 11, Item A.

Description	Annual Budget	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	Year To Date	Budget Remaining	% Expense To Date
Donation Purchases (11-58-12-50)												
Purchase from Donation		345	3,923	5,076	6,604	5,614	4,306	4,247	2,011	32,128		
TOTAL 11-58-12-50		345.35	3,923.10	5,076.37	6,604.44	5,614.43	4,305.83	4,247.34	2,010.81	32,127.67		
TOTAL SPECIAL FUNDS EXPENSES	331,479	10,618.97	25,503.67	85,278.66	21,601.94	20,328.15	42,481.02	25,572.76	18,027.80	249,412.97	114,193.70	75.24%
REVENUE - SPECIAL FUNDS												
Fines (11-48-12-10)	1,500	100	94	70	92	115	313	123	69	976	524	65.08%
Misc. Fees (11-48-12-12)	5,000	312	439	290	510	346	547	458	520	3,423	1,577	68.45%
Use of Facilities Fee (11-48-12-14)	3,500	1	380	140	709	480	260	40	1,037	3,046	454	87.03%
Copier (11-48-12-18) Will be adjusted for tax	7,000	185	639	408	611	738	580	573	668	4,403	2,597	62.89%
Jefferson County Funds (11-48-12-22)	205,407	0	205,407	0	0	0	0	0	0	205,407	0	100.00%
Dodge County Funds (11-48-12-24)	81,012	0	81,012	0	0	0	0	0	0	81,012	0	100.00%
Adjacent County Funds (11-48-12-26)	6,060	0	6,060	33	0	0	0	0	0	6,093	-33	100.54%
DONATIONS 11-48-12-27	20,000	1,373	9,397	0	5,909	3,309	1,000	1,603	1,888	24,479	-4,479	122.39%
Annual Credit Card Rebate (11-48-12-56)	2,000	0	826	0	0	783	0	0	594	2,203	-203	110.14%
TOTAL SPECIAL FUNDS REVENUE	331,479	1,971.05	304,254.64	941.46	7,830.74	5,770.74	2,699.78	2,797.30	4,775.17	331,040.88	438.12	99.87%
TOTAL OPERATING EXPENSES, INCLUDING CITY FUNDS	1,181,821	65,743	90,100	150,313	84,458	82,268	103,021	115,467	80,154	771,525	410,296	65.28%
2023 YEAR END FUND BALANCE	403,396.99											
Reserved for Donations year end 2023	34,349.92											
Unreserved Balance year end 2023	369,047.07											
2024 YTD Balance Reserved for Donations	26,700.79											

	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	11,487	11,661	12,614	12,528	11,128	14,252	15,926	15,511					105,107
Days open	27	28	30	30	30	30	30	31	29	30	29	29	353
Daily average	425	416	420	418	371	475	531	500	0	0	0	0	298
Highest attendance day	612	551	729	729	786	826	720	1293					
Lowest attendance day	182	207	179	164	124	149	184	133					
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%	-10%	-26%	-18%	-26%	-18%	-5%	5%	-100%	-100%	-100%	-100%	-40%
REF QUESTIONS	1,300	1,375	1,191	1,197	913	1,269	1,130	947					9,322
INTERNET	507	609	586	578	554	583	586	655					4,658
MEETING ROOM	139	151	152	160	134	145	132	139					1152

REFERENCE, CIRCULATION STATISTICS 2024

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS
REFERENCE	763	865	762	758	495	688	648	607					5,586
Tutor Sessions	146	225	233	212	171	186	252	223					1,648
Microfilm	5	5	6	4	5	7	14	8					54
Computer/Tablet	483	592	559	536	509	553	551	626					4,409
Typewriter	1	0	0	0	0	0	1	0					2
Proctor Exams	0	1	0	0	0	0	0	0					1
Wireless	480	4474	4617	4892	4864	4911	5286	4851					34,375
Adult Programs	20	23	18	21	15	19	18	15					149
Program Att.	109	133	126	194	106	132	119	92					1,011
Passive Programs	4	3	4	5	5	5	6	4					36
Passive Att.	62	170	76	58	64	53	401	38					922
Outreach Events	1	1	1	0	1	1	1	1					7
Outreach Att.	14	17	12	13	12	10	13	12					103
Mobile Print Users	22	38	36	27	78	75	111	107					494
Mobile Print Pages	361	351	302	254	719	602	698	514					3,801
Newsbank	910	891	878	799	1322								4,800
Website Views	7109	6375	6310	6300	5648	6907	5946	6209					50,804

CHILDREN'S ROOM STATS - 2024																							
MONTH	STORYTIME		PROGRAMS		LIBRARY VISITS		OFFSITE		DROP-INS		SCHOOL VISITS		KIDS	ADULTS	SLC	WLC	TUMBL E	500 BOOKS	1K BOOKS	BOOK BAGS		REF	PC
JANUARY	9	185	12	287	3	45	1	80	3	371	8	135	110	75	0	0	67	0	1	21	457	537	24
FEBRUARY	14	381	12	333	1	13	1	4	5	414	0	0	223	158	0	489	43	0	14	26	516	510	17
MARCH	10	308	13	417	3	110	1	5	7	645	8	140	181	127	0	0	33	0	8	22	528	429	27
APRIL	14	415	16	316	3	51	2	257	5	170	9	220	223	164	0	0	17	49	22	22	468	439	42
MAY	9	251	10	207	2	185	1	3	3	14	21	2145	149	102	0	0	23	17	7	13	254	418	45
JUNE	14	439	21	1939	2	40	0	0	3	577	0	0	338	202	0	0	132	11	11	3	93	581	30
JULY	11	364	18	803	0	0	1	300	0	0	0	0	219	145	1020	0	32	3	7	2	33	482	35
AUGUST	1	42	8	193	0	0	3	115	5	187	0	0	28	14	0	0	52	2	5	9	237	340	29
SEPTEMBER																							
OCTOBER																							
NOVEMBER																							
DECEMBER																							
TOTALS	82	2385	110	4495	14	444	10	764	31	2378	46	2640	1471	987	1020	489	399	82	75	118	2586	3736	249

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	5	49	5	257		100
March	6	52	3	224		
April	5	30	4	214		
May	1	6	3	141	n/a	
June	5	138	3	116	n/a	
July	5	120	4	253	0	
August	2	1	7	308		
September						
October						
November						
December						
TOTALS	34	434	33	1704	0	100

INVOICE#	VENDOR	ACCT#	ACCOUNT CLASSIFICATION	AMT	Notes	CHECK#
BNJ011624	Barnaby N. Jones	11-58-12-18	Adult Programs	303.18		
082924 LIB	MC Petty Cash	11-58-12-18	Adult Programs	15.00		
083024 LIB	MC Petty Cash	11-58-12-18	Adult Programs	30.00		
4412	Walden, Neitzke, &	11-58-12-18	Legal Fees re: MOU	1495.00		
17523	Russel Law Offices	11-58-12-18	Legal Fees re: Trust fund	150.00		
	GFC Leasing	11-58-12-18	Copier Lease, 9/20/24 - 10/19/24	265.37		
IN14808909	Gordon Flesch	11-58-12-18	Copier Usage, 7/18/24 - 8/15/24	118.95		
082224 LIB	MC Petty Cash	11-58-12-18	Office & Library Supplies	2.50		
082224 LIB	MC Petty Cash	11-58-12-18	Postage	4.63		
2	GoRiteway Bus	11-58-12-18	Children Programs	55.00		
42892	Wepco	11-58-12-18	Marketing	171.02		
		11-58-12-18				
26625	Taylor Computer S	11-58-12-19	Quarterly Maintenance	125.00		
723415-h	Heartland Business	11-58-12-19	Maintenance Agreement - Microfilm Reader	805.00		
082224 LIB	MC Petty Cash	11-58-12-20	Janitorial Supply	5.00		
082924 LIB	MC Petty Cash	11-58-12-20	Janitorial Supply	15.48		
		11-58-12-20				
		11-58-12-24				
		11-58-12-24				
		11-58-12-31				
84781254	Cengage	11-58-12-46	Large Print	26.39		
083024 LIB	MC Petty Cash	11-58-12-46	Seasonal Periodicals	74.85		
84689168	Cengage	11-58-12-46	Large Print	30.39		
505984532	Midwest Tape	11-58-12-46	Hoopla: August	1134.42		
		11-58-12-46				
		11-58-12-50				
		11-58-12-50				
			TOTAL	4,827.18		
FUND 11 EXPENSES						
	11-58-12-18	2610.65	Office & Library Supplies			
	11-58-12-19	930.00	Maintenance Contracts			
	11-58-12-20	20.48	Building Repairs & Supplies			
	11-58-12-24	0.00	Travel Expense			
	11-58-12-31	0.00	Water			
	11-58-12-46	1266.05	Library Materials			
	11-58-12-50	0.00	Purchase from Donation			
		4,827.18				
FUND 20 EXPENSES						
		20-58-12-60				
	20-58-12-60	0.00	Capital Outlay	0.00		

PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA**THURSDAY, AUGUST 08, 2024 AT 5:30 PM****100 S. WATER ST., WATERTOWN, WI 53094 - 2ND FLOOR CONFERENCE ROOM**

1. CALL TO ORDER / ROLL CALL

Members Present: Gerike, Kohls, Burke, O'Neill, Oudenhoven, Merfeld, Koppes, Wetzel

Members Absent: Knaser

Also Present: Library Director Peg Checkai, Head of Adult Services - Jamie Hernandez, Head of Circulation - Cari Gunderson

2. REVIEW CORRESPONDENCE - None.**3. CITIZENS TO BE HEARD - None.****4. APPEARANCES - None.****5. NEW BUSINESS**

- a. Review and take action: Approve permission for all trustees to sign library staff employment documents.

****Motion** per Koppes, second per Burke to grant blanket permission for any trustee to sign the Request to Fill Document or other hiring document.

Approved via voice acclimation. Motion carries.

- b. -d. Items removed from agenda. No action taken.

6. UNFINISHED 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.

****Motion** per Koppes, second per Merfeld to convene into Closed Session.

Approved via voice acclimation. Motion carries.

- b. Reconvene into Open Session

****Motion** per Koppes, second per Oudenhoven to reconvene into Open Session.

Approved via voice acclimation. Motion carries.

- c. Review and take action: Negotiating proposed MOU

****Motion** per Burke, second per Oudenhoven to give direction to the President to address the board's feelings regarding the MOU in a letter to the Mayor.

Votes for: Gerike, Kohls, Burke, O'Neil, Oudenhoven, Merfeld, Koppes, Wetzel

None against. Motion carries.

- d. Review and Discussion: 30 day access to library restrooms for public and private events. Review again monthly. No updates, no action taken.
- e. Review and Discussion: Library Board's investment with LGIP account. Discussion regarding monthly statements. Mark Stevens will attend the September board meeting to answer questions regarding the Watertown Public Library's LGIP account with the City. No action taken.
- f. Review status: Watertown Family Connections request for Wiggles and Giggles weekly program. No action taken at this time due to minimal contact with Stephanie Curtis.
- g. Review status: Discussion regarding management of library donated funds with Watertown Community Foundation. No action taken.
- h. Review status: Discussion regarding patron signature cards to file. No action taken.
- i. Review and take action: Krueger Trust Estate receipt. Discussion

****Motion** per Kohls, second per Oudenhoven to authorize President Koppes to finalize the Krueger Trust Estate donation.

Votes for: Gericke, Kohls, Burke, O'Neil, Oudenhoven, Merfeld, Koppes, Wetzel
None against. Motion carries.

7. DIRECTOR'S REPORT

- a. Review monthly highlights, budget figures, and statistics.

8. TRUSTEE'S REPORT

- a. Discuss agenda items for September meeting: P&P - Strategic Plan and Milestones

9. PRESIDENT'S REPORT

- a. Review contacts in official capacity.

10. PERSONNEL AND POLICY

- a. Discussion: Review topics discussed at July 31, 2024 P&P Meeting: Library Director's goals update, annual Library Director review update (adjusted to September-October), draft succession plan shared, Strategic Plan update, Trustee onboarding/offboarding.

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- a. Library Board Minutes: July 11, 2024
- b. 2024 Monthly Budget
- c. July 2024 Bills

****Motion** per Gericke, second per Burke to approve the Consent Agenda.

Votes for: Gericke, Kohls, Burke, O'Neil, Oudenhoven, Merfeld, Koppes, Wetzel
None against. Motion carries.

12. ADJOURNMENT

****Motion** per Burke, second per Oudenhoven to adjourn at 6:59pm.

Approved via voice acclimation. Motion carries.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on September 12, 2024.

Respectfully submitted,
Betsy Gerike, Secretary



PUBLIC LIBRARY FINANCE COMMITTEE MEETING - SPECIAL AGENDA
THURSDAY, AUGUST 22, 2024 AT 3:30 PM
100 S. WATER ST., WATERTOWN, 2ND FLOOR CONFERENCE ROOM

1. CALL TO ORDER / ROLL CALL

Call to order approximately 3:30pm. Koppes, Oudenhoven, Kneser in attendance along with Library Director, Checkai

2. NEW BUSINESS

- A.** Review and take possible action on proposed 2025 budget based on current City budget cycle/guidelines.

Discussion regarding proposed 2025 budget, timetable for City responses, submission of budget according to City process, with finalization at September 2024 regularly scheduled library board meeting. Oudenhoven departs at approx 4:00 p.m.

2. ADJOURNMENT

Adjournment approximately 4:30 pm.

Minutes submitted by Christopher Koppes. Minutes will remain uncorrected until next Library Board Meeting.



LIBRARY PERSONNEL AND POLICY COMMITTEE MINUTES

AUG 30, 2024 AT 11:00 AM

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

CALL TO ORDER / ROLL CALL

The meeting was called to order at 11:02 by Merfeld. Members in attendance were Andi Merfeld, Tom Kohls, Erin O'Neill. Also in attendance was Library Director, Peg Checkai.

1. UNFINISHED BUSINESS

- a. Review and Discuss: Strategic Planning Process with WILS
 - i. Merfeld gave update on meeting with WiLS regarding Strategic Plan and Succession Planning.
 - ii. Committee reviewed options and timing for both plans, with consideration for capacity of Board and Director to do both concurrently
 - 1. Will bring to September Board meeting for further discussion and possible action.
 - iii. Checkai will continue to work on succession planning, including calendar of “to-dos”, key contacts, “who”, “where” and “when”.

2. PLACEHOLDER FUTURE TOPICS

- a. Review and discuss: Trustee onboarding and offboarding process
- b. Review and discuss: Hiring process for Library Director
- c. NEW: Review and discuss: Onboarding of Library Director

3. ADJOURNMENT

Motion to adjourn made by O'Neill at 11:40am. Kohls seconded. Motion approved.

These minutes are uncorrected and will remain as such until approved at the next Library Board meeting.

Respectfully submitted,

Andi Merfeld

*{Peg will document to dos calendar where who when
Discuss with board capacity to do strategic planning now or after
Interim director or not out of compliance at end of next year - Peg will discuss*