



## **PUBLIC LIBRARY FINANCE COMMITTEE MEETING AGENDA**

**TUESDAY, JANUARY 27, 2026 AT 3:00 PM**

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

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### **1. CALL TO ORDER / ROLL CALL**

Tom Kohls called the meeting to order at 3:00 pm. In attendance: Tom Kohls, Charity Chandler, Erin O'Neill, Sarah Oudenhoven, Peg Checkai. Also in attendance: Tina Peerenboom and John Katsch.

Jamie Hernandez and Cari Gunderson arrived at 3:15. Sarah Oudenhoven left at 3:24

### **2. NEW BUSINESS**

#### **A. Discuss and take action: Library Fund Balance policy**

Trustees discussed the current fund balance as projected for the end of 2025. Further discussion about the fund balance policy from the Pewaukee Public Library, shared with Peg. After further discussion, O'Neill made a motion to use this policy, seconded by Chandler with the following changes:

Update the information to reflect WPL information

Update percentage to reflect a goal of unassigned fund balance between 20 to 25% of the Library's operating budget.

Checkai will add this item to the February Library Board agenda.

**O'Neill made a motion to move (C) discussion ahead of (B). Seconded by Chandler.**

#### **C. Discuss and take action: Employment of PT Custodian**

Trustees discussed the need for a PT custodian based on information provided by volunteer John Katsch and the amount of time he spends assisting with building maintenance. Knowing that this will impact the 2026 operating budget because the position was not included in the 2026 budget. According to HR, the PT custodian position was reviewed as part of the City pay study. Chandler made a motion, seconded by Kohls to move ahead with filling this open position to assure that we do not take advantage of our volunteers but also maintain the cleanliness/maintenance of the building. The title and pay grade would be: Custodian Maintenance Assistant, Grade 100 Step A, \$18.12/hr. Impact on the 2026 budget: \$13,601. Kohls will sign the Request to Fill form.

Passed unanimously.

#### **B. Discuss and take action: 2026 budget and fund balance**

Committee members discussed the budget shortfall for the 2026 budget: \$170,000 for salaries and benefits. This figure does not include the impact on the library materials budget. Lack of current materials from best sellers for all ages to special collections could result in a spiral decline in library usage and collection development. Once significant cuts are made to collection budgets, it is difficult to regain those losses. Also noted in this discussion are potential changes due to life events. O'Neill made a motion to budget up to \$55,000 from the LGIP to purchase books and other library materials., Chandler seconded. Passed unanimously

**Chandler motioned and Kohls seconded to reflect that the 2026 budget will incorporate \$55,000 from Fund 20(LGIP) to Fund 11 (11-58-12-46). Passed unanimously.**

**Chandler made a motion, Kohls seconded to reflect a change to the 2026 budget due to the addition of a PT custodian and potential life events for other library employees,**

**resulting in a potential additional \$38,000 impact to salary and benefits. Passed unanimously.**

**Chandler made a motion, seconded by Kohls:**

**In the spirit of cooperation with the Watertown City Council, the Board of Trustees will use fund balance reserves, for a one time and one year, to off-set the shortage of funds for library salaries and benefits. Passed unanimously.**

**D. Discuss and take action: LGIP/Endowment Account investment plan**

**Trustees discussed the two investment accounts used by the Library Board.** Based on greater interest rates with the South Central Investment Fund, the Finance Committee recommends to the Library Board, that funds already committed for purchases from LGIP: Scissor Lift, Library materials and digital materials (\$80,000) plus an extra \$100,000 will remain in LGIP for contingency spending (180,000 total) the remaining balance will transfer to the South Central Investment fund. . **Passed unanimously.**

**3. ADJOURNMENT**

Kohls adjourned the meeting at 4:00. Seconded by O'Neill.

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

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