

MEETING: LIBRARY BOARD MEETING

PLACE: Mayville Public library, 111 N. Main St. Mayville, WI 53050

Date: June 8, 2023

Time: 6:00 pm

MEETING AGENDA

(A Quorum of Council Members May Be Present)

1. Meeting Called to Order and Roll Call –
2. Public Comment –
3. Approval of Minutes of Previous Meeting –
4. Discussion with Action on City Budget Reports for May 2023
5. Discussion with Action on Payment of Bills for May 2023
6. Discussion with Action on Library Treasurer's Report for May 2023
7. Discussion with Action on Library Director's Reports for May 2023
8. Library statistics for May 2023
 - A. Meetings and Activities:
 1. Update on Monarch Library System/Directors Council
 2. Update on Friends' group activities
 - B. Building:
 - C. Staff/Upcoming Events
9. Unfinished Business
 - A. Update on new Library project:
 1. Library Building Project: continued discussion with possible action based on Library Board recommendations
 2. Update on the timeline on how long it will take to move the library, from the movers
 - B. Discuss with possible action: Library Circulation Policy
10. New Business –
 - A. Discuss with possible action: Library of Things Policy
11. Adjournment: -- Discuss with possible action: next meeting July 13, 2023, at 6:00 pm

Jennifer Stasinopoulos
Library Director

Mayville Public Library Board Meeting
Mayville Public Library Meeting Room
May 11, 2023
Mayville Public Library

1. The meeting was called to order at 6:03 p.m. by Board President Grant Larson. Present: Director: Jennifer Stasinopoulos, Geri Feucht, President: Grant Larson, Library Secretary: Lisa Neumann, Treasurer: Sue Smith, new library board member Moriah Hurst.

Excused Absent: Alderperson Mike Schmidt and School Representative: Carrie Mathison

Guests: Kory Krieser and Tom Baade (Integris) via zoom.

Kory Krieser of Integris reviewed the new library building project schedule updates and supplements provided to board.

1. Updated construction schedule:

- a. Kory updated the board of the construction progress from Findorff. The Executive Summary has been updated and is available at the library. Kory reviewed schedule with the board and the status of scheduled timelines.
- b. Construction interior and exterior photos were shared with the board on current progress.
- c. A resolution for the underground tunnel has been finalized with DPW and Building Inspector. There is no need for easement since it will no longer be encroaching on neighboring properties.

2. Design update:

- a. Kory presented the renderings for the Donor Wall. Zimmerman had provided material samples for the board to review. A decision would need to be made by the June board meeting.
- b. Kory updated on Construction Bulletin #4 FF&E.
- c. Display Case will be needed for new library. The board decided on placement, size and dimensions.

3. Procurement Update from Zimmerman by Korey:

- a. Furniture/Shelving/AV Update: Delivery date to be late July.

- b. Signage Update: Renderings are in progress.
- c. Equipment Update: Plan to order in June.
- d. Appliance Update: Reviewing options for Kitchenette.
- e. Discussion of artwork and design preference for the new library. Grant will discuss with foundation first.

4. Budget Update from Kory:

- a. Kory stated cost projection remains the same at \$12,398.388.
- b. Winter conditions & Excavation Extras: CB #3 & CB #4.

5. Utility/Infrastructure Updates from Kory & Tom:

- a. Kory updated the teach line order has been placed. Kory updated Monarch is researching VOIP and recommended to hold on the decision for now.
- b. Overhead utility relocation & electrical Tie-in in progress.
- c. Gas Services have been connected.
- d. Water, Sanitary & Sewer have been connected.

Tom and Kory exited board meeting.

2. Public Comment: None

3. Approval of minutes of previous meeting: After review, Feucht made a motion to approve April 13, 2023, Library Board minutes. Smith seconded. Motion carried.

4. City Budget Report: Director Jennifer Stasinopoulos presented city budget reports for February, March, and April. Smith made a motion to approve the City Budget Reports for February through April as presented. Feucht second. Motion carried.

5. Payment of Bills: Smith made a motion to approve the payment of the bills for February General Fund \$3,927.15, February Library Trust Fund, \$237.53, February Dodge County Library \$1,558.56, March General Fund \$4,805.53, March Library Trust Fund \$427.89 March Dodge County Library \$595.60,

April General Fund \$896.60, April Library Trust Fund \$2,806.15, April Dodge County Library \$577.46 Neumann second. Motion carried.

6. Library Treasurer's Report: Smith gave an updated Treasurer's Report for Revised February, Revised March, and April to review. Neumann made a motion to approve the Revised February Treasurer's Report, Revised March Treasurer's Report and April Treasurer's Report. Feucht seconded. Motion carried.

7. Library Director's Report: Jennifer included a Director's Report in the Library Board Meeting in the board packet. Circulation and program attendance were down due to extreme weather patterns. We no longer have Who-Fi statistics.

8. Library statistics for April 23: Jennifer shared there were 19 programs in April.

A. Meeting and Activities: Updates outlined in the Director's report.

1. Monarch Library System and Directors Council updated in Director's report.
2. Update on Friends group activities, The Friends participated in the City-Wide Rummage Sale last Saturday and had a successful fundraising event.

B. Building: The phone lines and fax line had technical issues; the vendor was contacted to service and repair. Issues have been resolved.

C. Staff/Upcoming Events: Lucas has accomplished many projects in the short time he has been here. Shelia and Sue continue to sort through the documents in the basement in preparation for the new library.

Olivia Kahlhamer finished her 3-month work study program.

Jenny has been running several programs in addition to working on marketing and social media. Jennifer is working on scavenger hunt. The Summer Reading program is coming up. Other staff accomplishments in April are mentioned in the full Library Director's Report. The library participated in the Community Easter Basket Hunt.

The library staff will have a tour of the new library in June.

After review and discussion Feucht made a motion to accept the Director's report for April 2023. Hurst seconded. Motion carried.

9. Unfinished Business

A. Update on new Library project: Smith made a motion to offer all unwanted current library furnishings first to city departments, followed by the

Dodge County libraries, then local churches and their schools and finally to local nonprofits. Hurst second. Motion carried.

1. Library Building Project: Kory presented his project updates (top of minutes).

2. Sue updated board the Time Capsule Committee is working on contacting the community and school for items to be placed in the time capsule. There have been some suggestions, the response is low. The time capsule items will be on displayed at the current library prior to the dedication of the library. The time capsule will be dedicated at the new library dedication event. The time capsule items for the current library will then be on display at the new library.

The Grand Opening dedication is moving forward. Sue shared that the board (Carrie, Sue, and Lisa) had their meeting with Erika and Matt from Findorff, and Kory Integris to begin the initial discussion of planning the grand opening and dedication. Sue, Lisa, Carrie, and Moriah then met with the Dedication Committee for further discussion. The committee decided to have a dedication for the initial opening of the library. An Open House would be planned at a later date. They have an update meeting with Findorff and Kory scheduled for May 22 followed by a committee meeting.

3. No update on the Library Logo.

10. New Business

A. Jennifer discussed policy and procedures for Juvenile and Young Adult library cards. This was discussed with other libraries and Jennifer found that their policies are all different. We have 3 types of Juvenile library cards.

B. Jennifer discussed Student Library cards with board.

Feucht made a motion to table the discussion of library cards for YA and Student. Smith second. Motion carried.

11. Adjournment: Next regular Board meeting will be on June 8, 2023, at 6:00 pm at the library. Smith made a motion to adjourn at 8:11 p.m. Feucht seconded. Motion carried. Respectfully submitted by Lisa Neumann, submitted on 5/11/2023.

CITY OF MAYVILLE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

(10) GENERAL FUND

	PERIOD AMOUNT	YTD ACTUAL	PRIOR YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDG
<u>PUBLIC LIBRARY</u>						
10-55110-57-101-000	PUBLIC LIBRARY - SALARY-PERM R	4,381.26	23,014.74	20,286.88	58,006.00 (34,991.26)	39.7
10-55110-57-102-000	PUBLIC LIBRARY - WAGES-PERM RE	4,969.28	37,924.13	20,684.13	59,800.00 (21,875.87)	63.4
10-55110-57-111-000	PUBLIC LIBRARY - WAGES-TEMP RE	.00	287.52	.00	.00 287.52	.0
10-55110-57-201-000	PUBLIC LIBRARY - SOC SEC & MED	711.04	4,663.34	3,720.89	10,043.00 (5,379.66)	46.4
10-55110-57-203-000	PUBLIC LIBRARY - RETIREMENT-EE	626.23	4,133.41	2,986.80	7,213.00 (3,079.59)	57.3
10-55110-57-204-000	PUBLIC LIBRARY - HEALTH INSURA	2,603.28	13,177.14	17,383.70	49,000.00 (35,822.86)	26.9
10-55110-57-205-000	PUBLIC LIBRARY - LIFE INSURANC	24.85	124.25	124.25	350.00 (225.75)	35.5
10-55110-57-208-000	PUBLIC LIBRARY - DENTAL INSURA	102.80	649.52	683.40	2,305.00 (1,655.48)	28.2
10-55110-57-210-000	PUBLIC LIBRARY - VISION INS	.00	.00	16.36	284.00 (284.00)	.0
10-55110-57-211-000	PUBLIC LIBRARY - SICK LEAVE PA	.00	65.00	238.00	.00 65.00	.0
10-55110-57-212-000	PUBLIC LIBRARY - BOARDS & COMM	.00	.00	.00	850.00 (850.00)	.0
10-55110-57-213-000	PUBLIC LIBRARY - VACATION PAY	362.33	1,775.39	1,600.27	8,250.00 (6,474.61)	21.5
10-55110-57-214-000	PUBLIC LIBRARY - HOLIDAY PAY	.00	1,383.16	1,343.16	5,225.00 (3,841.84)	26.5
10-55110-57-218-000	PUBLIC LIBRARY - SHORT TERM DI	36.94	183.86	183.02	383.00 (199.14)	48.0
10-55110-57-280-000	PUBLIC LIBRARY - FSA ADM FEES	.00	.00	.00	30.00 (30.00)	.0
10-55110-57-303-000	PUBLIC LIBRARY - REGISTRATION	.00	.00	184.00	210.00 (210.00)	.0
10-55110-57-304-000	PUBLIC LIBRARY - TELEPHONE	69.80	279.20	723.35	1,300.00 (1,020.80)	21.5
10-55110-57-305-000	PUBLIC LIBRARY - POSTAGE & BOX	5.45	12.95	.00	500.00 (487.05)	2.6
10-55110-57-306-000	PUBLIC LIBRARY - EMPLOYEE TRAV	.00	.00	.00	500.00 (500.00)	.0
10-55110-57-308-000	PUBLIC LIBRARY - LODGING	400.99	400.99	.00	250.00 150.99	160.4
10-55110-57-311-000	PUBLIC LIBRARY - PRINTING	50.64	378.98	21.32	525.00 (146.02)	72.2
10-55110-57-312-000	PUBLIC LIBRARY - DATA PROCESSI	471.20	665.93	476.30	1,155.00 (489.07)	57.7
10-55110-57-319-000	PUBLIC LIBRARY - CONTRACTED SE	113.70	530.19	1,326.69	2,381.00 (1,850.81)	22.3
10-55110-57-321-000	PUBLIC LIBRARY - SUPPLIES-JANI	7.73	307.04	280.24	300.00 7.04	102.4
10-55110-57-322-000	PUBLIC LIBRARY - UTILITIES-WAT	214.15	489.72	252.82	515.00 (25.28)	95.1
10-55110-57-323-000	PUBLIC LIBRARY - UTILITIES-ELE	626.27	2,756.22	2,576.12	13,911.00 (11,154.78)	19.8
10-55110-57-324-000	PUBLIC LIBRARY - UTILITIES-NAT	226.73	2,453.82	2,455.35	5,055.00 (2,601.18)	48.5
10-55110-57-327-000	PUBLIC LIBRARY - SUPPLIES-EQUI	.00	.00	18.99	1,000.00 (1,000.00)	.0
10-55110-57-334-000	PUBLIC LIBRARY - INSURANCE-BUI	212.09	1,687.80	1,609.51	5,603.00 (3,915.20)	30.1
10-55110-57-340-000	PUBLIC LIBRARY - BONDS-OFFICIA	.00	.00	.00	227.00 (227.00)	.0
10-55110-57-351-000	PUBLIC LIBRARY - MAINT-BUILDIN	73.16	395.64	684.32	2,397.00 (2,001.36)	16.5
10-55110-57-808-000	PUBLIC LIBRARY - BOOKS	1,357.72	3,807.07	60.00	7,240.00 (3,432.93)	52.6
10-55110-57-809-000	PUBLIC LIBRARY - SUPPLIES-AUDI	.00	9.96	.00	.00 9.96	.0
	TOTAL PUBLIC LIBRARY	17,647.64	101,556.97	79,919.87	244,808.00 (143,251.03)	41.5
<u>LIBRARY DATA PROCESSING</u>						
10-55111-57-326-000	LIBRARY-DATA PROCESS - MAINT-E	12,358.35	12,358.35	12,403.63	11,488.00 870.35	107.6
	TOTAL LIBRARY DATA PROCESSING	12,358.35	12,358.35	12,403.63	11,488.00 870.35	107.6
	TOTAL FUND EXPENDITURES	30,005.99	113,915.32	92,323.50	256,296.00 (142,380.68)	44.5
	NET REVENUE OVER EXPENDITURES	(30,005.99)	(113,915.32)	(92,323.50)	(256,296.00) 142,380.68	(44.5)

CITY OF MAYVILLE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2023

(26) DODGE CO. LIBRARY

	PERIOD AMOUNT	YTD ACTUAL	PRIOR YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDG
<u>SOURCE 43</u>						
26-43570-49-000-000 DODGE CO LIBRY - LIBRARY REV	.00	72,665.96	53,532.72	72,666.00	(.04)	100.0
TOTAL SOURCE 43	.00	72,665.96	53,532.72	72,666.00	(.04)	100.0
TOTAL FUND REVENUE	.00	72,665.96	53,532.72	72,666.00	(.04)	100.0

CITY OF MAYVILLE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

(26) DODGE CO. LIBRARY

	PERIOD AMOUNT	YTD ACTUAL	PRIOR YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDG
<u>DODGE CO LIBRY</u>						
26-55112-49-102-000	DODGE CO LIBRY - WAGES-PERM	2,125.78	10,934.53	4,330.00	32,000.00 (21,065.47)	34.2
26-55112-49-111-000	DODGE CO LIBRY - WAGES-TEMP RE	139.50	775.75	2,226.74	6,721.00 (5,945.25)	11.5
26-55112-49-201-000	DODGE CO LIBRY - SOC SEC	173.29	841.49	564.77	1,865.00 (1,023.51)	45.1
26-55112-49-301-000	DODGE CO LIBRY - SUBSCRIPTIONS	1,622.43	3,099.85	4,439.97	12,500.00 (9,400.15)	24.8
26-55112-49-303-000	DODGE CO LIBRY - REGISTER	100.00	420.00	.00	3,000.00 (2,580.00)	14.0
26-55112-49-312-000	DODGE CO LIBRY - DATA PR	648.17	682.39	.00	2,000.00 (1,317.61)	34.1
26-55112-49-325-000	DODGE CO LIBRY - SUPPLIES	188.55	411.24	461.86	4,000.00 (3,588.76)	10.3
26-55112-49-326-000	DODGE CO LIBRY - MAINTENANCE	6.11	6.11	.00	6,000.00 (5,993.89)	.1
26-55112-49-377-000	DODGE CO LIBRY - SUPPLIES	294.42	827.93	1,396.13	6,000.00 (5,172.07)	13.8
26-55112-49-804-000	DODGE CO LIBRY - EQUIPMENT	.00	29.99	37.98	5,300.00 (5,270.01)	.6
26-55112-49-809-000	DODGE CO LIBRY - SUPPLIES	.00	113.79	.00	.00 113.79	.0
	TOTAL DODGE CO LIBRY	5,298.25	18,143.07	13,457.45	79,386.00 (61,242.93)	22.9
	TOTAL FUND EXPENDITURES	5,298.25	18,143.07	13,457.45	79,386.00 (61,242.93)	22.9
	NET REVENUE OVER EXPENDITURES	(5,298.25)	54,522.89	40,075.27	(6,720.00) 61,242.89	811.4

CITY OF MAYVILLE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2023

(73) LIBRARY TRUST

	PERIOD AMOUNT	YTD ACTUAL	PRIOR YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDG
<u>PUBLIC CHARGES FOR SERVICES</u>						
73-46710-79-000-000 LIBRARY TRUST - LIBRARY REVENU	708.55	2,081.89	2,424.79	6,000.00	(3,918.11)	34.7
TOTAL PUBLIC CHARGES FOR SERVI	708.55	2,081.89	2,424.79	6,000.00	(3,918.11)	34.7
<u>INTEREST INCOME & MISC</u>						
73-48500-79-000-000 LIBRARY TRUST - DONATIONS/MISC	.00	.00	.00	30,000.00	(30,000.00)	.0
TOTAL INTEREST INCOME & MISC	.00	.00	.00	30,000.00	(30,000.00)	.0
TOTAL FUND REVENUE	708.55	2,081.89	2,424.79	36,000.00	(33,918.11)	5.8

CITY OF MAYVILLE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2023

(73) LIBRARY TRUST

	PERIOD AMOUNT	YTD ACTUAL	PRIOR YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDG
<u>DEPARTMENT 110</u>						
73-55110-79-802-000	.00	.00	115.83	7,000.00	(7,000.00)	.0
73-55110-79-808-000	1,302.30	3,887.14	8,571.28	13,000.00	(9,112.86)	29.9
73-55110-79-809-000	388.46	1,275.20	2,217.42	7,000.00	(5,724.80)	18.2
73-55110-79-815-000	500.00	500.00	.00	1,000.00	(500.00)	50.0
TOTAL DEPARTMENT 110	2,190.76	5,662.34	10,904.53	28,000.00	(22,337.66)	20.2
TOTAL FUND EXPENDITURES	2,190.76	5,662.34	10,904.53	28,000.00	(22,337.66)	20.2
NET REVENUE OVER EXPENDITURES	(1,482.21)	(3,580.45)	(8,479.74)	8,000.00	(11,580.45)	(44.8)

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Only paid invoices included.

Invoice Detail.GL Account = "105511057101000"- "105511157802000"

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
10-55110-57-304-000 PUBLIC LIBRARY - TELEPHONE						
10-55110-57-304-000	249	AT&T - INTERNET & LOCAL	04/22/2023	MARCH/APRIL 23	CITY LIBRARY	69.80
Total 10-55110-57-304-000 PUBLIC LIBRARY - TELEPHONE:						69.80
10-55110-57-305-000 PUBLIC LIBRARY - POSTAGE & BOX						
10-55110-57-305-000	484	BMO HARRIS BANK NA	03/01/2023	APRIL 2023	LIBRARY 0435 - USPS	5.45
Total 10-55110-57-305-000 PUBLIC LIBRARY - POSTAGE & BOX:						5.45
10-55110-57-308-000 PUBLIC LIBRARY - LODGING						
10-55110-57-308-000	484	BMO HARRIS BANK NA	03/01/2023	APRIL 2023	LIBRARY 0435 - TRAINING	385.00
10-55110-57-308-000	484	BMO HARRIS BANK NA	03/01/2023	APRIL 2023	LIBRARY 0435 - TRAINING	15.99
Total 10-55110-57-308-000 PUBLIC LIBRARY - LODGING:						400.99
10-55110-57-311-000 PUBLIC LIBRARY - PRINTING						
10-55110-57-311-000	484	BMO HARRIS BANK NA	03/01/2023	APRIL 2023	LIBRARY 0435 - INDEED	50.64
Total 10-55110-57-311-000 PUBLIC LIBRARY - PRINTING:						50.64
10-55110-57-312-000 PUBLIC LIBRARY - DATA PROCESSI						
10-55110-57-312-000	5310	DEMCO	04/12/2023	7292853	LIBRARY SUPPLYS	221.26
10-55110-57-312-000	5310	DEMCO	05/01/2023	7302236	LIBRARY SUPPLYS	249.94
Total 10-55110-57-312-000 PUBLIC LIBRARY - DATA PROCESSI:						471.20
10-55110-57-319-000 PUBLIC LIBRARY - CONTRACTED SE						
10-55110-57-319-000	5376	RHYME BUSINESS PRODUCTS LLC	04/14/2023	AR630310	RHYME PRINTER CONTRACTED SERVICES	56.85
10-55110-57-319-000	5376	RHYME BUSINESS PRODUCTS LLC	05/10/2023	AR636945	RHYME PRINTER CONTRACTED SERVICES	56.85
Total 10-55110-57-319-000 PUBLIC LIBRARY - CONTRACTED SE:						113.70
10-55110-57-321-000 PUBLIC LIBRARY - SUPPLIES-JANI						
10-55110-57-321-000	2775	QUILL CORPORATION	04/05/2023	31785695	LIBRARY SUPPLIES	7.73
Total 10-55110-57-321-000 PUBLIC LIBRARY - SUPPLIES-JANI:						7.73
10-55110-57-323-000 PUBLIC LIBRARY - UTILITIES-ELE						
10-55110-57-323-000	142	ALLIANT ENERGY/WP&L	04/20/2023	968493 APRIL23	#9684930000 LIBRARY ELECTRICAL	41.77
10-55110-57-323-000	142	ALLIANT ENERGY/WP&L	04/20/2023	968493 APRIL23	#9684930000 LIBRARY ELECTRICAL SERVICE	584.50
Total 10-55110-57-323-000 PUBLIC LIBRARY - UTILITIES-ELE:						626.27
10-55110-57-324-000 PUBLIC LIBRARY - UTILITIES-NAT						
10-55110-57-324-000	142	ALLIANT ENERGY/WP&L	04/20/2023	968493 APRIL23	#9684930000 LIBRARY GAS	226.73
Total 10-55110-57-324-000 PUBLIC LIBRARY - UTILITIES-NAT:						226.73
10-55110-57-334-000 PUBLIC LIBRARY - INSURANCE-BUI						
10-55110-57-334-000	1052	EMC INSURANCE COMPANIES	05/07/2023	7000813647	LIBRARY PROPERTY	212.09
Total 10-55110-57-334-000 PUBLIC LIBRARY - INSURANCE-BUI:						212.09

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
10-55110-57-351-000		PUBLIC LIBRARY - MAINT-BUILDIN				
10-55110-57-351-000	4600	PACKERLAND RENT-A-MAT INC	04/07/2023	3002042	#12208-12208 LIBRARY	73.16
Total 10-55110-57-351-000 PUBLIC LIBRARY - MAINT-BUILDIN:						73.16
10-55110-57-808-000 PUBLIC LIBRARY - BOOKS						
10-55110-57-808-000	644	CENGAGE LEARNING - GALE	04/12/2023	81039285	#152287 BOOKS 808	126.36
10-55110-57-808-000	4027	CAVENDISH SQUARE PUBLISHING	05/03/2023	CAL3420251	#1000136334 CULTURES OF THE WORLD	204.44
10-55110-57-808-000	5256	JUNIOR LIBRARY GUILD	04/15/2023	649278	#J006141 BOOKS	153.60
10-55110-57-808-000	5256	JUNIOR LIBRARY GUILD	05/01/2023	651185	#J006141 BOOKS	873.32
Total 10-55110-57-808-000 PUBLIC LIBRARY - BOOKS:						1,357.72
10-55111-57-326-000 LIBRARY-DATA PROCESS - MAINT-E						
10-55111-57-326-000	4502	MONARCH LIBRARY SYSTEM	05/03/2023	415926	MONARCH LIBRARY SYSTEM	12,358.35
Total 10-55111-57-326-000 LIBRARY-DATA PROCESS - MAINT-E:						12,358.35
Grand Totals:						15,973.83

Dated:

6/8/23

Library Board:

[Handwritten Signature]

[Handwritten Signature: Susan E. Smith - Treasurer]

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Only paid invoices included.

Invoice Detail.GL Account = "26151000000000"-*2699999999999999"

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
26-55112-49-301-000 DODGE CO LIBRY - SUBSCRIPTIONS						
26-55112-49-301-000	2350	MILWAUKEE JOURNAL SENTINEL	05/18/2023	MJ0084328 SUB 23	MJ0084328 MILWAUKEE JOURNAL SUB	1,059.81
26-55112-49-301-000	3383	THE REPORTER	05/18/2023	23/24 PAPER	#TR1204499 SUBSCRIPTION MAYVILLE LIBRARY	562.62
Total 26-55112-49-301-000 DODGE CO LIBRY - SUBSCRIPTIONS:						1,622.43
26-55112-49-303-000 DODGE CO LIBRY - REGISTER						
26-55112-49-303-000	484	BMO HARRIS BANK NA	03/01/2023	APRIL 2023	LIBRARY 0435 - MEMBERSHIP	56.00
26-55112-49-303-000	484	BMO HARRIS BANK NA	03/01/2023	APRIL 2023	LIBRARY 0435 - MEMBERSHIP	44.00
Total 26-55112-49-303-000 DODGE CO LIBRY - REGISTER:						100.00
26-55112-49-312-000 DODGE CO LIBRY - DATA PR						
26-55112-49-312-000	4502	MONARCH LIBRARY SYSTEM	05/02/2023	689306	LIBRARY	648.17
Total 26-55112-49-312-000 DODGE CO LIBRY - DATA PR:						648.17
26-55112-49-325-000 DODGE CO LIBRY - SUPPLIES						
26-55112-49-325-000	2775	QUILL CORPORATION	05/02/2023	32267433	#5982742 LIBRARY SUPPLIES - 325	123.84
26-55112-49-325-000	2775	QUILL CORPORATION	05/02/2023	32267784	#5982742 LIBRARY SUPPLIES - 325	9.75
26-55112-49-325-000	5264	AMAZON CAPITAL SERVICES	04/23/2023	1NHL-1QR7-J3GW	LIBRARY SUPPLIES	54.96
Total 26-55112-49-325-000 DODGE CO LIBRY - SUPPLIES:						188.55
26-55112-49-326-000 DODGE CO LIBRY - MAINTENANCE						
26-55112-49-326-000	2775	QUILL CORPORATION	04/05/2023	31771060	LIBRARY SUPPLIES	6.11
Total 26-55112-49-326-000 DODGE CO LIBRY - MAINTENANCE:						6.11
26-55112-49-377-000 DODGE CO LIBRY - SUPPLIES						
26-55112-49-377-000	2670	PIGGLY WIGGLY	02/28/2023	FEB 2023	SUPPLIES - LIBRARY	82.97
26-55112-49-377-000	2670	PIGGLY WIGGLY	02/28/2023	FEB 2023	SUPPLIES - LIBRARY	11.97
26-55112-49-377-000	2670	PIGGLY WIGGLY	02/28/2023	FEB 2023	SUPPLIES - LIBRARY	51.26
26-55112-49-377-000	2670	PIGGLY WIGGLY	05/20/2023	MAY 2023	SUPPLIES - LIBRARY	48.23
26-55112-49-377-000	2670	PIGGLY WIGGLY	05/20/2023	MAY 2023	SUPPLIES - LIBRARY	24.99
26-55112-49-377-000	5505	DODGE COUNTY MASTER GARNENE	05/17/2023	0000001	LIBRARY	75.00
Total 26-55112-49-377-000 DODGE CO LIBRY - SUPPLIES:						294.42
Grand Totals:						2,859.68

Dated: 6/5/23

Library Board: Grant H. Larson, President
Susan G. Smith, Treasurer

Report Criteria:

Detail report.
Invoices with totals above \$0 included.
Only paid invoices included.
Invoice Detail.GL Account = "73151000000000"- "7399999999999999"

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
73-55110-79-808-000 LIBRARY TRUST - BOOKS						
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	05/01/2023	MAY 23 STATEMENT	#2005703 BOOKS 808	1,302.30
Total 73-55110-79-808-000 LIBRARY TRUST - BOOKS:						1,302.30
73-55110-79-809-000 LIBRARY TRUST - AV						
73-55110-79-809-000	2301	MICROMARKETING LLC	04/11/2023	919164	CD	85.58
73-55110-79-809-000	2301	MICROMARKETING LLC	04/18/2023	919920	CD	32.00
73-55110-79-809-000	2301	MICROMARKETING LLC	04/20/2023	920451	CD	37.59
73-55110-79-809-000	2328	MIDWEST TAPE LLC	03/31/2023	503583144	DVD	19.99
73-55110-79-809-000	2328	MIDWEST TAPE LLC	04/17/2023	503655475	DVD	24.99
73-55110-79-809-000	5264	AMAZON CAPITAL SERVICES	04/26/2023	14R1-1T4T-7F1Y	LIBRARY DVDS	57.93
73-55110-79-809-000	5264	AMAZON CAPITAL SERVICES	04/15/2023	1D4L-RKC7-FMY4	LIBRARY SUPPLIES	58.97
73-55110-79-809-000	5264	AMAZON CAPITAL SERVICES	04/16/2023	1L6V-1THC-HPLW	LIBRARY DVDS	38.49
73-55110-79-809-000	5264	AMAZON CAPITAL SERVICES	04/15/2023	1L9X-M37X-G1DD	LIBRARY SUPPLIES-REIMBURSEMENT	1.83-
73-55110-79-809-000	5264	AMAZON CAPITAL SERVICES	04/22/2023	1TV6-K9WQ-CY41	LIBRARY DVDS	34.75
Total 73-55110-79-809-000 LIBRARY TRUST - AV:						388.46
73-55110-79-815-000 LIBRARY TRUST - PROGRAM SUPPLI						
73-55110-79-815-000	5025	WEGGELAND, KIMBERLY	02/15/2023	2018	SUMMER READING PROGRAM	200.00
73-55110-79-815-000	5504	MARSH HAVEN NATURE CENTER	05/15/2023	0000001	LIBRARY	300.00
Total 73-55110-79-815-000 LIBRARY TRUST - PROGRAM SUPPLI:						500.00
Grand Totals:						2,190.76

Dated: 6/8/23

Library Board: [Signature]
Susan G. Smith Treasurer

Mayville Public Library Treasurer's Report

May 2023

MSB Money Market

May 1, 2023	Starting Balance	\$22,121.16		
May 31, 2023	Interest		\$8.30	
May 31, 2023	Ending Balance	\$0.00	\$8.30	\$22,129.46

MSB Money Market Building Fund

May 1, 2023	Starting Balance	\$749,815.16		
May 5, 2023	Smart Spaces – AV		\$74,364.76	
May 9, 2023	Zimmerman Architectural		\$9,390.85	
May 17, 2023	Bachhuber Foundation		\$400,000.00	
May 18, 2023	Rotary 3 rd pledge payment		\$3,333.34	
	Interest		\$531.60	
May 31, 2023	Ending Balance	\$83,755.61	\$403,864.94	\$1,069,924.49

Mayville Savings Bank

Mayville Public Library Memorial Fund

May 1, 2023	Starting Balance	\$45,874.63		
	Interest		\$17.22	
May 31, 2023	Ending Balance	\$0.00	\$17.22	\$45,891.85

Library Trust Account with the City of Mayville

\$115,104.04

Dodge County Grant Account with the City of Mayville

\$225,588.49

Total Investments

\$1,478,638.33

Apr 2, 2023	Zimmerman Architectural Donation PayPal Donation Not Resolved	\$144.99	\$5,000.00	
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DONOR REPORT

One time Donations	195,469.34
Pledges Received	212,500.00
Total	407,969.34 *
Pledges Outstanding	52,000.00
Total Expected	459,969.34

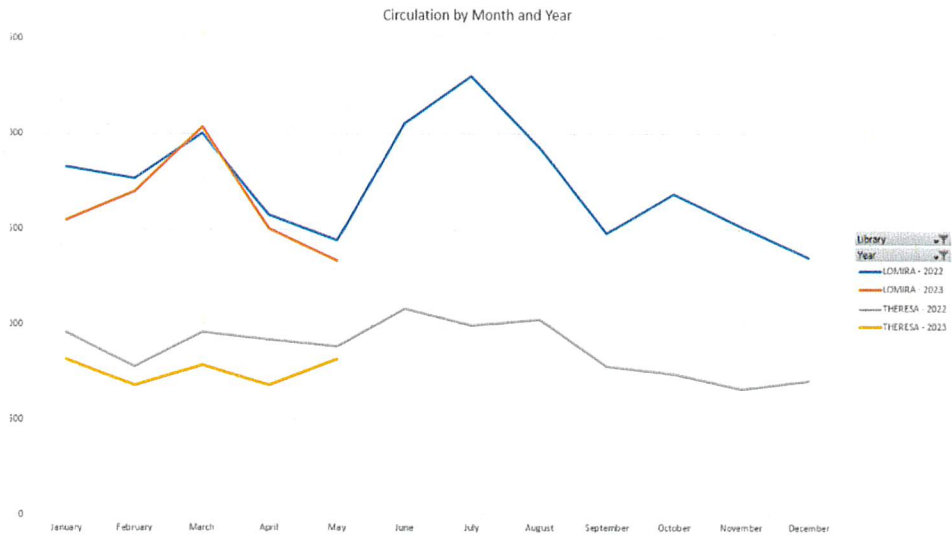
*includes Zimmerman's \$5,000 Paypal donation still to recoup

Director's Report: May 2023

Delivered on June 8, 2023

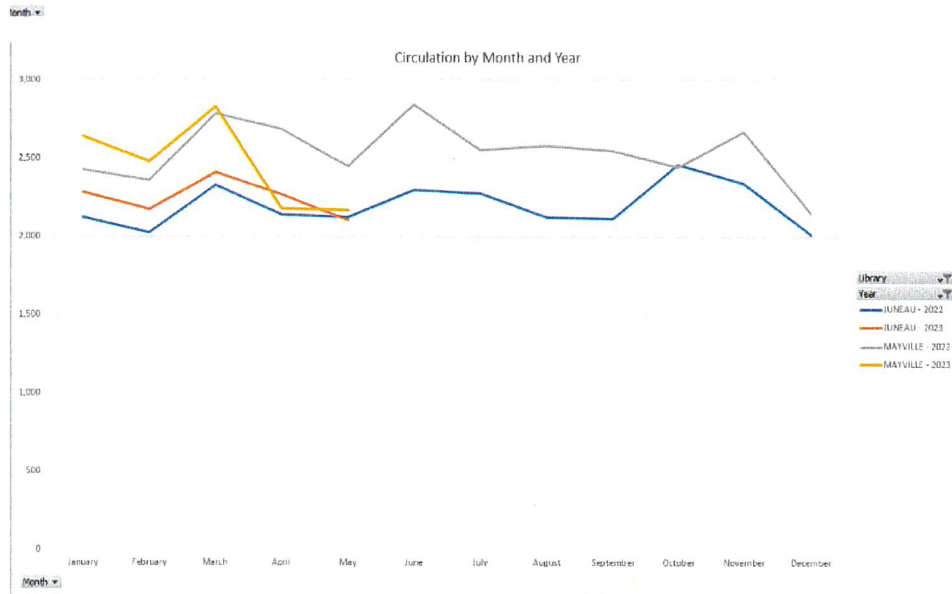
Library Statistics Highlights

- We were still below last year's circulation for this time of year, but we were not as much below the 2022 May circulation statistics as we were the April 2022 statistics. This trend was happening in all the libraries near to us, though the dip for Mayville in April was large:



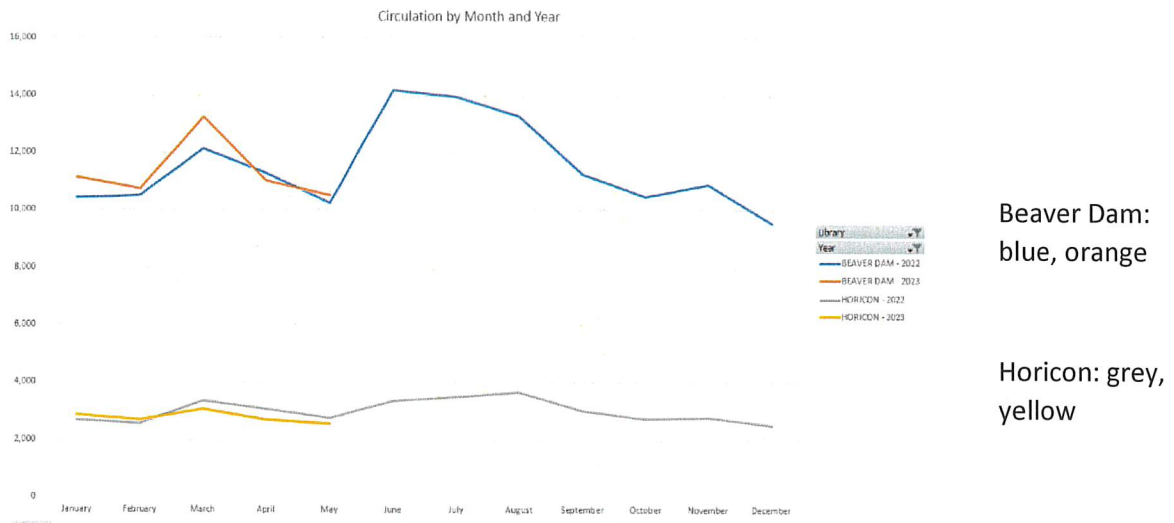
Lomira: blue, orange

Theresa: grey, yellow



Juneau: blue, orange

Mayville: grey, yellow



Monarch System

- The System has a new, beautiful website, which they presented to the directors at the May meeting. Some of the changes help differentiate between staff pages and the public page, and in general, the site is more user-friendly. The directors had a very positive reaction to the new site, but they also made some constructive suggestions.
- Some Summer Reading coupons were distributed at the council meeting, and other coupons came through the van.
- A motion was made to make public notes static in PAC record. Prior to this, all notes attached to an item were repressed, but a system setting could change it. The motion was voted on and passed.
- The question of young adults aged 16-17 getting library cards was brought up in the ILS committee. Each library handles this population a bit differently. The ILS committee recommended that it should be left up to the individual libraries to decide whether to allow their patrons aged 16-17 years old to sign their application for a library card without a parent's co-signature.
- One of the directors made a shout-out at the end of the meeting about how happy she is with the solid leadership and services the libraries in the Monarch System are receiving now. Many members present echoed her sentiments.
- The IT team of Monarch, in the midst of many projects, were still able to get through the backlog of equipment that had piled up at the System office.

Building Update

- Two lights in my office were replaced.

Personnel Activities and Professional Development

- I looked into getting a variety of other passes, including the Schlitz Audubon Pass, Domes Pass, Fon du Lac Childrens Museum Pass, State Parks Pass, Horicon Pool Pass, and the Wisconsin Historical Society Pass. The Schlitz Audubon pass and the Wisconsin Historical Society Pass have both arrived and have been catalogued.
- We are getting more items to add to our library of things and more passes to add to our venue experience passes. As both collections grow, it is not feasible to have people sign agreements for each and every Thing and Pass. Therefore, I researched other libraries' policies on passes and their library of thing, and I have drafted a new pass policy, which patrons can sign once for all passes and things. These forms will be kept on file, and the patrons' online record will be updated with a note to show they have signed the form. This will expedite checkout and save us time tracking and keeping a variety of agreements.
- In a previous month, I mailed 150 businesses regarding our summer reading program and the scavenger hunt. In May, I contacted many of them individually by phone. This step is very time-consuming but also productive. This work is not only to get donations but more so to establish positive relationships with area business. For not only do some of the businesses donate prizes, but they learn more about the Library. The donations they make also create ties to the library. They may donate a small item as a prize, but their investment of time and product help to cement a positive collaborative relationship with the Library.
- Lucas saved the library \$100 by calling Dymo regarding labels that were purchased in the past but no longer work on our machine. Dymo us four boxes of replacement labels.
- Lucas completed the project of relabeling the CDs so that people could access them directly. This project entailed creating new call numbers for each CD so that they would be organized by genre. He also tagged all the CDs with RFID tags as he processed them. Finally, along with other staff help, the CDs were put out in the main library area alphabetically by genre.
- Lucas is researching Dungeons and Dragons and Dragons to possibly start a group at the Library.
- Sheila presented to four classes that took field trips to the Library. There were approximately 60 3rd graders and 60 4th graders that came on 2 separate days. Lucas created cards for all the students in the classes who turned in forms, which amounted to nearly 50 new library cards. Some students came with cards they already had, and at the end of Sheila's presentation, the students got a chance to check out books. The students heard about the new library and were very interested in learning about the time capsule that will be going into it. Sheila took them outside to point out where the time capsule in our current building is located, and she explained that we will open the old one soon! Jenny created posters to help with Sheila's presentations.
- Lucas reached out to the Monarch ILS (Integrated Library System) manager for advice on working with cataloging templates; he subsequently updated templates to reduce confusing shelf locations of our collection.
- Sheila selected 10 Vox books, which we will be adding to our collection. These children's books have audiobooks attached to them and have proven popular in other libraries. Jennifer is looking into getting Wonderbooks as well.
- Sheila and Jenny attended the Monarch System Youth Services meeting virtually. They hope to attend the next one in person.

- Jenny has been helping a lot with programs and events this month. She has continued to run Homeschool hangout, the Coloring Club, the teens and tween program, as well as the Saturday Morning Cartoons. She is doing all this in addition to the work she does promoting the library, making fliers, and working the circulation desk at night.
- Jenny designed the summer reading t-shirt we will all be wearing this year. Make sure to get a good look at her beautiful work!
- Jenny set up the challenges in Beanstack, including adding all her own graphics. Especially since it has been a year since we used Beanstack, it takes considerable time to relearn the program and the updates and set up all the challenges. She also created bookmarks for Beanstack as well as for the summer reading program, and she created new paper logs for each age-based challenge.
- Jenny updated the scavenger hunt posters, carefully choosing pictures of bugs that look nice and match the businesses.
- As she does every month, Jenny delivered promotional materials to the schools and emailed the "Library Happenings" to local newspapers.

Social Media

- Jenny has had to face issues with the website as it lost many of the updates she had posted when the System migrated to a new host. However, with all that she has had to face with this issue and the extra work that prepping for summer reading entails, she has maintained a solid presence on social media sites.
- Though Facebook likes were down, Instagram followers rose 22%. We currently have 1056 Facebook Followers and 199 Instagram followers. Organic engagement was up in Facebook by 61.2 percent but down in Instagram by 13.2%

Operations and Building

- Lucas continued cleaning areas of the workroom. He has discarded unusable items but also has found items to catalog for patron use.
- Board Member Sue Smith and Sheila continued to go through library documents and historical records.

Community Activity

- The Friends of the Library sold food and books in Foster Park during the city-wide rummage sale. Sheila and Jenny braved the chilly weather for hours and worked alongside them, giving out free items and promoting the Library.
- I presented to the Mayville Rotary Club regarding what the new Library will offer the public. In order to discuss this, in under 15 minutes, I used a 42-slide presentation to show what the Library already offers as well as what the new facility will provide. From casual conversations after the presentation, I found that most attendees did not realize the great wealth of things, physical and digital, that the library has to offer.

Programming

- As per tradition for during the hectic months of the summer reading program, we stopped the Story Time program. However, there will be plenty of programs for this demographic to enjoy throughout the summer.
- We geared up for the 2023 Summer Reading Program: *Catch the Reading Bug*. We secured entertainers, contacted businesses about the 2023 Scavenger Hunt and regarding supporting the Summer Reading Program, we gathered prizes, and we set up the online program. This time is the busiest time for public libraries, and our library was no exception.

May 2023			
Event	Age Targeted	Group or Self-Directed	Number of Participants
Coloring Club	General Interest	Group	5
AM Preschool Storytime	Children (0-5)	Group	2
AM Homeschool Hangout	General Interest	Group	9
PM Homeschool Hangout	General Interest	Group	3
Preschool Storytime	Children (0-5)	Group	2
Vegetable Gardening	Adult (19+)	Group	8
Stuffed Animal Sleepover	Children (0-5)	Group	5
Lego Saturday (drop in)	General Interest	Self-directed	0
Lego Club	General Interest	Group	6
Adult Bookclub	Adult (19+)	Group	11
Keeping Your Mind Healthy	Adult (19+)	Group	0
School Visit 3rd Grade	Children (6-11)	Group	60
School Visit 4th Grade	Children (6-11)	Group	60
Tween Program	Children (6-11)	Group	4
Teen Program	Young Adult	Group	4
Saturday Morning Cartoons	General Interest	Group	2
Genealogy Round Table	General Interest	Group	9

Collection Notes

- We have added the Schlitz Audubon and Wisconsin Historical Society passes to our pass collection.
- We requested to be added to the park pass program and submitted our request to the Horicon Aquatic Center to get one of the passes they are giving free to libraries who requested during the two-week opening.
- With Owen's help, Lucas fixed approximately 150 sun-bleached spine labels
- During the cataloging workshop, we learned that our Zoo passes were, like many library zoo passes, not catalogued in the optimum manner. Lucas re-cataloged them.
- Chromebook Update: I have obtained a new Monarch email specifically for the Chromebook, which I needed to have in order to move forward on device management, which is the next step in the process. I have also ordered a sample case to see how it will work for storing and transporting the devices.

Displays

- Master Gardener Carol Shirk presented a program on vegetable gardening, and the display by the circulation desk promoted her talk, which was well-attended.

2023 RECEIPTS														
DATE	FINE/FEE	COPY/ PRINT	FAX	ROOM RENT	SALE SHELF	OTHER								
JANUARY	\$ 86.60	\$ 126.90	\$ -	\$ -	\$ 32.50	\$ -	\$ 246.00	\$ 233.10	\$ 29.95	\$ 527.27				
FEBRUARY	\$ 167.39	\$ 88.05	\$ 22.00	\$ 10.00	\$ 13.50	\$ -	\$ 300.94	\$ 192.72	\$ 118.85	\$ 446.25				
MARCH	\$ 86.45	\$ 93.40	\$ 19.00	\$ -	\$ 22.75	\$ 2.00	\$ 223.60	\$ 435.96	\$ 161.90	\$ 143.45				
APRIL	\$ 31.00	\$ 102.75	\$ 25.00	\$ 20.00	\$ 23.00	\$ -	\$ 201.75	\$ 273.64	\$ 118.00	\$ -				
MAY	\$ 89.20	\$ 149.50	\$ 35.00	\$ -	\$ 24.25	\$ -	\$ 297.95	\$ 197.40	\$ 135.40	\$ -				
JUNE							\$ -	\$ 182.43	\$ 338.35	\$ 170.12				
JULY							\$ -	\$ 223.35	\$ 83.05	\$ 242.55				
AUGUST							\$ -	\$ 200.70	\$ 140.35	\$ 87.60				
SEPTEMBER							\$ -	\$ 214.44	\$ 171.55	\$ 115.85				
OCTOBER							\$ -	\$ 236.55	\$ 198.07	\$ 115.64				
NOVEMBER							\$ -	\$ 179.70	\$ 402.53	\$ 100.55				
DECEMBER							\$ -	\$ 163.20	\$ 117.42	\$ 88.85				
TOTAL	\$ 460.64	\$ 560.60	\$ 101.00	\$ 30.00	\$ 116.00	\$ 2.00	\$ 1,270.24	\$ 2,733.19	\$ 2,015.42	\$ 2,038.13				

Mayville Public Library

Library of Things Policy and Guidelines

The Mayville Public Library is pleased to offer Things for circulation. Things are a collection of non-traditional library items that complement the Mayville Public Library's mission to provide Mayville and the surrounding communities free and impartial access to a broad range of information resources and services and to be a hub of lifelong learning, cultural enrichment, and community engagement.

Borrowers of Things agree to abide by the policy and guidelines below. To ensure fair use by all borrowers, the following apply:

- A borrower must be at least 18 years of age with a valid library card in good standing from any libraries in the Monarch Library System Consortium.
- Borrowers of Things will be issued a copy of the Policy and Guidelines. A signed copy of the Lending Agreement will be placed on file.
- All Things must be checked out from and returned to the Mayville Public Library Circulation Desk during regular operating hours. Things may not be returned to any other Monarch Member Library. Patrons may not leave the Thing or pass in any drop box or at the desk unattended; they must wait with the Thing or pass until it is fully checked in. Violations may be charged a \$10.00 fee or revocation of borrowing privileges.
- Alteration or modifications to Things, or alteration, modifications, or additions to Library User Accounts (including adding User Profiles), logging out of Library accounts, logging into personal accounts, downloading, or purchasing is strictly prohibited. Violations will result in revoked borrowing privileges and charges billed to the borrower.

Proper Use and Liability

- Use care when handling a Thing. The borrower is solely responsible for the Thing and will be billed for reasonable repair or replacement costs associated with the damage or loss of Things and/or peripherals due to neglect or abuse. The Library has sole discretion in making these decisions.
- Replacement costs of Things are maintained by the Library and are available upon request.
- The Mayville Public Library is not responsible for any injury, loss, or damage that may occur from the use of a Thing.
- The responsibility to protect against loss is the borrower's.
- Staff will inspect Things prior to checkout and again upon return.
- The Library does its best to provide clean and fully functional equipment but is not responsible for unforeseen hardware or software failures.
- The Library does not recommend entering personal information onto a device. The Library is not responsible for any loss of borrower personal information that borrowers choose to make available on any device.

Mayville Public Library

Library of Things Policy and Guidelines

Loan Periods – Physical Things

- In most cases, a physical Thing may be borrowed for one week and renewed two times unless another borrower is waiting.
- For most items, holds are permitted, but pickup is limited to the Mayville Public Library.
- The Library reserves the right to take a Thing out of circulation for library purposes (e.g., for workshops, demonstrations, programs, or repair).
- The Mayville Public Library reserves the right to limit the use of Things for individuals or families in the case of abuse as determined by the director, which may be appealed in writing to the Library Board.

Loan Periods – Venue Experience Passes

- A household may borrow only one venue experience pass at a time.
- A household may borrow a particular venue pass no more than one time per month.
- No holds or reservations are allowed.
- Passes circulate for varied assigned periods and are not renewable.
- The patron who checks out the pass must be a physically present party member at the venue during the use of the pass.
- Any pass not returned within one week of its due date shall be considered stolen. The normal overdue policy will not apply, and the case may be forwarded to the Mayville Police Department.
- It is the borrower's responsibility to contact the venue for information, hours of operation, parking, and/or directions.
- The venue, followed by the Library, reserves the right to determine the rules, regulations, and restrictions governing the use of its passes.
- The Library reserves the right to limit the use of passes for individuals or families in the case of abuse as determined by the director, which may be appealed in writing to the Library Board.
- In order to check out a pass, the patron must submit a signed copy of this policy, which will act as acknowledgement of understanding and agreement to comply with the guidelines listed in the policy.
- A patron who wishes to check out a Thing or a pass must sign a release that absolves, and agrees to hold harmless the organizers, supervisors, city employees, and participants from any claims arising from injury to other guests or themselves as a result of using a Library of Things item or pass.

Mayville Public Library

Library of Things Policy and Guidelines

LIBRARY OF THINGS LENDING AGREEMENT

By borrowing a Thing or a Venue Experience Pass, I am stating that I have received and read the Library of Things Policy, and I agree

- To abide by the Mayville Public Library's Library of Things lending guidelines.
- To abide by the rules of the Experience Pass Venue (for Passes only)
- To return the Thing or Pass to the circulation desk and wait until it is checked in.
- To pay full repair and/or replacement costs should the Thing or Pass or components of the Thing or Pass be stolen, lost, not returned, or damaged.
- To hereby release, absolve, and agree to hold harmless the organizers, supervisors, city employees, and participants from any claims arising from injury to other guests or me using a Library of Things item or pass.

Signature: _____ Date: _____

Print name: _____

Library Card Number: _____

Home Library: _____ Staff Initials: _____