MEETING: LIBRARY BOARD MEETING
PLACE: Ted & Grace Bachhuber Memorial Library, 234 N. John St. Mayville, WI 53050, Board Room
Date: April 11, 2024
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 March 2024
5. Discussion with Action on Payment of Bills for March 2024
6. Discussion with Action on Library Treasurer's Report for March 2024
7. Discussion with Action on Library Director's Reports for March 2024
    A. Library statistics for March 2024
    B. Meetings and Activities:
        1.Update on Monarch Library System/Directors Council
        2.Update on Friends' group activities
    C. Building:
    D. Staff/Upcoming Events
8. Unfinished Business
    A. Update on new Library project:
    a. Library Building Project: continued discussion with possible action based on Library Board recommendations.
9. New Business –
    A. Discuss with possible action: adding additional cameras in the library.
    B. Discuss with possible action: purchase of an OWL to be used for meetings and conferences.
    C. Discuss with possible action: Reimbursement of staff for Library Seed Program
    D. Discuss with possible action: Key Policy
    E. Discuss with possible action: Patron Responsibility and Conduct Policy
10. Adjournment: – Discuss with possible action: next meeting May 9, 2024, at 6:00 pm

Jennifer Stasinopoulos
Library Director

Ted & Grace Bachhuber Memorial Library

Board Meeting March 14th, 2024 @ 6pm

Conference room

1. Meeting called to order by President Larson @ 6:04pm, Present: President Grant Larson, Director Jennifer Stasinopoulos, Moriah Hurst, Geri Feucht, Marian Piling, excused: Mike Schmidt.

2. Public Comment- none

3. Approval of Minutes of previous meeting: Feucht moved to approve with correction of Schmidt excused from meeting 3/4/2024. Piling seconded, motion carried.

4. City Budget Reports: Feucht moved to approved, Hurst seconded. Motion carried.

5. Payment of Bills: Hurst moved to approve payment of the bills, Feucht seconded. Motion carried.

6. Library Treasurer's Report: Hurst moved to approved the Treasurer's report, Piling seconded. Motion carried.

7. Library Director's Report: Director Jennifer presented a report for February 2024, which included staff activities, new system expectations for a new library build, activities, Library statistics, personnel changes, social media, operations and building services, community activity, programming and collection notes. Feucht moved to accept the report, Hurst seconded. Motion carried.

    a. Stasinopoulos reported new infrastructure being established in the Monarch system to help with new library builds, after working with us on our project.

    b. Update from the Friends of the Library group; membership renewal letters were sent out. They will also be looking for additional volunteers to help with events throughout the summer.

    c. Upcoming staff events; Summer reading programs getting ramped up by staff, Grace and Morgan.

    d. Building- One door alarm bar needs to be rekeyed for all staff, copy of keys need to be made for DPW/Fire/Police depts, recommended we change the lock on the electrical door- currently is the building master key- will need to be a separate key or remove the lock entirely.

8. Unfinished Business:

    a. Old Library still for sale, has had a few interested parties.

    b. Feucht presented Chapter 2 of the Trustee Essentials.

9. New Business:

    a. Installing window in the circulation office- Stasinopoulos to get estimates and present at next meeting.

    b. Conference attendance- Feucht moved to approve up to $1200 for spring CE training in Stevens Point. Piling seconded. Motion carried.

c. Purchase of industrial grade paper cutter- Hurst moved to approve up to $1000 from Board account 26 for additional equipment. Piling seconded. Motion carried.

d. Purchase of additional book carts- Hurst moved to approve up to $2500 from account Library Trust 73 for the purchase of 3 or more additional book carts. Piling seconded. Motion carried.

e. Hurst moved to convene into Closed Session Pursuant to Section 19.85 (1) (c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibilities. Feucht seconded. Motion carried.

f. Hurst moved to reconvene back into Open Session and offer Lyndsey Agar two weeks' vacation effective immediately. Feucht seconded. Motion carried.

Hurst moved to adjourn meeting @ 8:08 pm, Feucht seconded. Motion carried. Next meeting to be held April 11, 2024 @ 6pm.

Respectfully submitted by Board Secretary Moriah Hurst

CITY OF MAYVILLE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2024

(10) GENERAL FUND

		PERIOD AMOUNT	YTD ACTUAL	PRIOR YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDG
	PUBLIC LIBRARY						
10-55110-57-101-000	PUBLIC LIBRARY - SALARY-PERM R	2,418.27	10,351.87	12,004.26	58,000.00	(47,648.13)	17.9
10-55110-57-102-000	PUBLIC LIBRARY - WAGES-PERM RE	2,757.76	6,629.39	27,895.76	65,000.00	(58,370.61)	10.2
10-55110-57-111-000	PUBLIC LIBRARY - WAGES-TEMP RE	.00	.00	287.52	.00	.00	.0
10-55110-57-201-000	PUBLIC LIBRARY - SOC SEC & MED	382.60	1,288.87	3,320.60	10,042.00	(8,753.13)	12.8
10-55110-57-203-000	PUBLIC LIBRARY - RETIREMENT-EE	340.61	1,256.54	2,952.91	8,200.00	(6,943.46)	15.3
10-55110-57-204-000	PUBLIC LIBRARY - HEALTH INSURA	2,068.28	6,204.84	7,970.58	40,000.00	(33,795.16)	15.5
10-55110-57-205-000	PUBLIC LIBRARY - LIFE INSURANC	11.87	30.69	74.55	372.00	(341.31)	8.3
10-55110-57-208-000	PUBLIC LIBRARY - DENTAL INSURA	68.34	205.02	410.04	2,000.00	(1,794.98)	10.3
10-55110-57-210-000	PUBLIC LIBRARY - VISION INS	5.38	16.14	.00	.00	16.14	.0
10-55110-57-211-000	PUBLIC LIBRARY - SICK LEAVE PA	.00	.00	65.00	.00	.00	.0
10-55110-57-212-000	PUBLIC LIBRARY - BOARDS & COMM	.00	636.00	.00	972.00	(336.00)	65.4
10-55110-57-213-000	PUBLIC LIBRARY - VACATION PAY	.00	315.00	958.06	5,600.00	(5,285.00)	5.6
10-55110-57-214-000	PUBLIC LIBRARY - HOLIDAY PAY	.00	425.48	946.87	5,490.00	(5,064.52)	7.8
10-55110-57-218-000	PUBLIC LIBRARY - SHORT TERM DI	18.47	55.41	110.10	486.00	(430.59)	11.4
10-55110-57-303-000	PUBLIC LIBRARY - REGISTRATION	240.00	240.00	.00	215.00	25.00	111.6
10-55110-57-304-000	PUBLIC LIBRARY - TELEPHONE	341.50	760.07	209.40	4,480.00	(3,719.93)	17.0
10-55110-57-305-000	PUBLIC LIBRARY - POSTAGE & BOX	73.06	124.36	7.50	500.00	(375.64)	24.9
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	441.46	441.46	.00	250.00	191.46	176.6
10-55110-57-311-000	PUBLIC LIBRARY - PRINTING	.00	.00	328.34	530.00	(530.00)	.0
10-55110-57-312-000	PUBLIC LIBRARY - DATA PROCESSI	.00	167.00	194.73	1,175.00	(1,008.00)	14.2
10-55110-57-319-000	PUBLIC LIBRARY - CONTRACTED SE	329.89	3,042.74	306.50	36,000.00	(32,957.26)	8.5
10-55110-57-321-000	PUBLIC LIBRARY - SUPPLIES-JANI	.00	51.40	299.31	600.00	(548.60)	8.6
10-55110-57-322-000	PUBLIC LIBRARY - UTILITIES-WAT	465.47	1,133.80	188.29	891.00	242.80	127.3
10-55110-57-323-000	PUBLIC LIBRARY - UTILITIES-ELE	(2,048.34)	224.58	2,129.95	28,000.00	(27,775.42)	.8
10-55110-57-324-000	PUBLIC LIBRARY - UTILITIES-NAT	(2,131.27)	650.33	2,227.09	14,050.00	(13,399.67)	4.6
10-55110-57-327-000	PUBLIC LIBRARY - SUPPLIES-EQUI	197.89	217.67	.00	1,030.00	(812.33)	21.1
10-55110-57-334-000	PUBLIC LIBRARY - INSURANCE-BUI	344.64	1,031.20	884.42	5,603.00	(4,571.80)	18.4
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	.00	142.90	178.16	5,927.00	(5,784.10)	2.4
10-55110-57-808-000	PUBLIC LIBRARY - BOOKS	814.65	3,753.27	2,398.35	20,000.00	(16,246.73)	18.8
10-55110-57-809-000	PUBLIC LIBRARY - SUPPLIES-A/V	506.17	616.22	9.96	10,000.00	(9,383.78)	6.2
10-55110-57-810-000	PUBLIC LIBRARY - SUPPLIES-OTH	33.78	488.81	.00	.00	488.81	.0
	TOTAL PUBLIC LIBRARY	7,680.48	40,501.06	66,358.25	326,140.00	(285,638.94)	12.4
	LIBRARY DATA PROCESSING						
10-55111-57-326-000	LIBRARY-DATA PROCESS - MAINT-E	4.44	4.44	.00	13,200.00	(13,195.56)	.0
	TOTAL LIBRARY DATA PROCESSING	4.44	4.44	.00	13,200.00	(13,195.56)	.0
	TOTAL FUND EXPENDITURES	7,684.92	40,505.50	66,358.25	339,340.00	(298,834.50)	11.9
	NET REVENUE OVER EXPENDITURES	(7,684.92)	(40,505.50)	(66,358.25)	(339,340.00)	298,834.50	(11.9)

(26) DODGE CO. LIBRARY

		PERIOD AMOUNT	YTD ACTUAL	PRIOR YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDG
	SOURCE 43						
26-43570-49-000-000	DODGE CO LIBRY - LIBRARY REV	86,742.06	87,288.88	72,665.96	72,666.00	14,622.88	120.1
	TOTAL SOURCE 43	86,742.06	87,288.88	72,665.96	72,666.00	14,622.88	120.1
	TOTAL FUND REVENUE	86,742.06	87,288.88	72,665.96	72,666.00	14,622.88	120.1

(26) DODGE CO. LIBRARY

		PERIOD AMOUNT	YTD ACTUAL	PRIOR YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDG
	DODGE CO LIBRY						
26-55112-49-102-000	DODGE CO LIBRY - WAGES-PERM	442.65	2,697.54	5,642.71	32,000.00	(29,302.46)	8.4
26-55112-49-111-000	DODGE CO LIBRY - WAGES-TEMP RE	1,766.00	6,688.50	408.40	6,721.00	(32.50)	99.5
26-55112-49-201-000	DODGE CO LIBRY - SOC SEC	168.97	717.66	501.99	1,865.00	(1,147.34)	38.5
26-55112-49-301-000	DODGE CO LIBRY - SUBSCRIPTIONS	154.80	339.84	1,248.42	12,500.00	(12,160.16)	2.7
26-55112-49-303-000	DODGE CO LIBRY - REGISTER	.00	.00	320.00	3,000.00	(3,000.00)	.0
26-55112-49-312-000	DODGE CO LIBRY - DATA PR	15.75	15.75	.00	2,000.00	(1,984.25)	.8
26-55112-49-325-000	DODGE CO LIBRY - SUPPLIES	77.18	362.92	178.30	4,000.00	(3,637.08)	9.1
26-55112-49-326-000	DODGE CO LIBRY - MAINTENANCE	25.00	25.00	.00	6,000.00	(5,975.00)	.4
26-55112-49-377-000	DODGE CO LIBRY - SUPPLIES	468.83	860.84	293.65	6,000.00	(5,139.16)	14.4
26-55112-49-804-000	DODGE CO LIBRY - EQUIPMENT	282.80	438.01	.00	5,300.00	(4,861.99)	8.3
26-55112-49-809-000	DODGE CO LIBRY - SUPPLIES	.00	.00	113.79	.00	.00	.0
	TOTAL DODGE CO LIBRY	3,401.98	12,146.06	8,707.26	79,386.00	(67,239.94)	15.3
	TOTAL FUND EXPENDITURES	3,401.98	12,146.06	8,707.26	79,386.00	(67,239.94)	15.3
	NET REVENUE OVER EXPENDITURES	83,340.08	75,142.82	63,958.70	(6,720.00)	81,862.82	1118.2

(73) LIBRARY TRUST

		PERIOD AMOUNT	YTD ACTUAL	PRIOR YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDG
	PUBLIC CHARGES FOR SERVICES						
73-46710-79-000-000	LIBRARY TRUST - LIBRARY REVENU	206.80	1,072.15	587.99	6,000.00	(4,927.85)	17.9
	TOTAL PUBLIC CHARGES FOR SERVI	206.80	1,072.15	587.99	6,000.00	(4,927.85)	17.9
	INTEREST INCOME & MISC						
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	206.80	1,072.15	587.99	36,000.00	(34,927.85)	3.0

(73) LIBRARY TRUST

		PERIOD AMOUNT	YTD ACTUAL	PRIOR YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDG
	DEPARTMENT 110						
73-55110-79-319-000	LIBRARY TRUST - CONTRACTED SER	122.00	302.00	.00	.00	302.00	.0
73-55110-79-802-000	LIBRARY TRUST - EQUIPMENT OFFI	.00	.00	.00	7,000.00	(7,000.00)	.0
73-55110-79-808-000	LIBRARY TRUST - BOOKS	307.30	307.30	.00	13,000.00	(12,692.70)	2.4
73-55110-79-809-000	LIBRARY TRUST - A/V	.00	.00	665.42	7,000.00	(7,000.00)	.0
73-55110-79-815-000	LIBRARY TRUST - PROGRAM SUPPLI	.00	.00	.00	1,000.00	(1,000.00)	.0
	TOTAL DEPARTMENT 110	429.30	609.30	665.42	28,000.00	(27,390.70)	2.2
	TOTAL FUND EXPENDITURES	429.30	609.30	665.42	28,000.00	(27,390.70)	2.2
	NET REVENUE OVER EXPENDITURES	(222.50)	462.85	(77.43)	8,000.00	(7,537.15)	5.8

Report Criteria:
  Detail report.
  Invoices with totals above $0 included.
  Paid and unpaid invoices included.
  Invoice Detail.GL Account = "105511057101000"-"105511157802000"

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
10-55110-57-303-000 PUBLIC LIBRARY - REGISTRATION						
10-55110-57-303-000	3811	WISCONSIN LIBRARY ASSOCIATION	01/01/2024	19499	MEMBERSHIP	165.00
10-55110-57-303-000	5555	MARSH AREA CHAMBER OF COMME	02/29/2024	1/1/27-12/31/24 MEMBER	MEMBERSHIP 1/1/24-12/31/24	75.00
Total 10-55110-57-303-000 PUBLIC LIBRARY - REGISTRATION:						240.00
10-55110-57-304-000 PUBLIC LIBRARY - TELEPHONE						
10-55110-57-304-000	484	BMO HARRIS BANK NA	02/29/2024	MULTI LIBRARY 2.2024	LIBRARY - PHONE	37.90
10-55110-57-304-000	3498	US CELLULAR CORPORATION	02/10/2024	0634676008	LIBRARY- CELL BACK UP	68.60
10-55110-57-304-000	5543	CREXENDO BUSINESS SOLUTIONS	03/09/2024	158927	PHONE SERVICE	235.00
Total 10-55110-57-304-000 PUBLIC LIBRARY - TELEPHONE:						341.50
10-55110-57-308-000 PUBLIC LIBRARY - LODGING						
10-55110-57-308-000	644	CENGAGE LEARNING - GALE	03/08/2024	FEB STMNT	#10719729 BOOKS	30.39
10-55110-57-308-000	644	CENGAGE LEARNING - GALE	03/08/2024	FEB STMNT	#10719729 BOOKS	220.73
10-55110-57-308-000	644	CENGAGE LEARNING - GALE	03/08/2024	FEB STMNT	#10719729 BOOKS	190.34
Total 10-55110-57-308-000 PUBLIC LIBRARY - LODGING:						441.46
10-55110-57-319-000 PUBLIC LIBRARY - CONTRACTED SE						
10-55110-57-319-000	4600	PACKERLAND RENT-A-MAT INC	03/12/2024	3096879	#12208-12208 LIBRARY	73.06
10-55110-57-319-000	5376	RHYME BUSINESS PRODUCTS LLC	02/12/2024	AR710112	RHYME PRINTER CONTRACTED SERVICES	56.85
10-55110-57-319-000	5376	RHYME BUSINESS PRODUCTS LLC	03/11/2024	AR718718	RHYME PRINTER CONTRACTED SERVICES	199.98
Total 10-55110-57-319-000 PUBLIC LIBRARY - CONTRACTED SE:						329.89
10-55110-57-322-000 PUBLIC LIBRARY - UTILITIES-WAT						
10-55110-57-322-000	5563	MAYVILLE UTILITIES	02/27/2024	2.27 LIBRARY UTILITIES	1/29-2/27/24 UTILITIES	433.65
Total 10-55110-57-322-000 PUBLIC LIBRARY - UTILITIES-WAT:						433.65
10-55110-57-327-000 PUBLIC LIBRARY - SUPPLIES-EQUI						
10-55110-57-327-000	484	BMO HARRIS BANK NA	02/29/2024	MULTI LIBRARY 2.2024	LIBRARY 0435 - SUPPLIES	42.96
10-55110-57-327-000	5264	AMAZON CAPITAL SERVICES	02/25/2024	11N6-QGMR-6D9V	LIBRARY SUPPLIES - CREDIT	18.38-
10-55110-57-327-000	5264	AMAZON CAPITAL SERVICES	02/25/2024	1D9D-R96M-6RJK	LIBRARY SUPPLIES - CREDIT	6.99-
10-55110-57-327-000	5264	AMAZON CAPITAL SERVICES	02/25/2024	1FQF-GPPK-R4NP	LIBRARY SUPPLIES	18.38
10-55110-57-327-000	5264	AMAZON CAPITAL SERVICES	02/25/2024	1FT4-PTD1-VT1Q	LIBRARY SUPPLIES	13.98
10-55110-57-327-000	5264	AMAZON CAPITAL SERVICES	02/20/2024	1RJ3-J97N-1YFM	LIBRARY SUPPLIES	26.32
10-55110-57-327-000	5264	AMAZON CAPITAL SERVICES	02/21/2024	1RTK-6MTX-3GRR	LIBRARY SUPPLIES	121.62
Total 10-55110-57-327-000 PUBLIC LIBRARY - SUPPLIES-EQUI:						197.89
10-55110-57-808-000 PUBLIC LIBRARY - BOOKS						
10-55110-57-808-000	644	CENGAGE LEARNING - GALE	03/08/2024	FEB STMNT	#10719729 BOOKS	31.99
10-55110-57-808-000	644	CENGAGE LEARNING - GALE	03/08/2024	FEB STMNT	#10719729 BOOKS	23.39
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	03/01/2024	FEB 2023	#2005703 BOOKS	702.45
10-55110-57-808-000	5264	AMAZON CAPITAL SERVICES	03/09/2024	1XGV-F694-GKRH	LIBRARY SUPPLIES	56.82
Total 10-55110-57-808-000 PUBLIC LIBRARY - BOOKS:						814.65
10-55110-57-809-000 PUBLIC LIBRARY - SUPPLIES-A/V						
10-55110-57-809-000	2301	MICROMARKETING LLC	01/02/2024	942399	#7468-AUDIOBOOKS	41.00
10-55110-57-809-000	2301	MICROMARKETING LLC	03/19/2024	948776	#7468-AUDIOBOOKS	41.74
10-55110-57-809-000	5264	AMAZON CAPITAL SERVICES	03/02/2024	1K6Q-3RKP-LXCJ	LIBRARY SUPPLIES	50.90

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
10-55110-57-809-000	5264	AMAZON CAPITAL SERVICES	03/11/2024	1MDK-WKLT-T6WM	LIBRARY SUPPLIES	19.96
10-55110-57-809-000	5264	AMAZON CAPITAL SERVICES	02/25/2024	1NYT-31Y6-1XHQ	LIBRARY SUPPLIES	76.81
10-55110-57-809-000	5264	AMAZON CAPITAL SERVICES	02/18/2024	1PDD-1YGW-LL36	LIBRARY SUPPLIES	7.17-
10-55110-57-809-000	5264	AMAZON CAPITAL SERVICES	02/21/2024	1RTK-6MTX-3GRR	LIBRARY SUPPLIES	55.56
10-55110-57-809-000	5264	AMAZON CAPITAL SERVICES	02/23/2024	1VVP-XYM9-JQYY	LIBRARY SUPPLIES	16.99
10-55110-57-809-000	5264	AMAZON CAPITAL SERVICES	02/18/2024	1VW3-VN6G-KYYH	LIBRARY SUPPLIES	111.04
10-55110-57-809-000	5264	AMAZON CAPITAL SERVICES	03/09/2024	1XGV-F694-GKRH	LIBRARY SUPPLIES	104.30
10-55110-57-809-000	5264	AMAZON CAPITAL SERVICES	02/18/2024	1Y9N-N9QD-LD3C	LIBRARY SUPPLIES	4.96-

Total 10-55110-57-809-000 PUBLIC LIBRARY - SUPPLIES-A/V: 506.17

10-55110-57-810-000 PUBLIC LIBRARY - SUPPLIES-OTH

10-55110-57-810-000	484	BMO HARRIS BANK NA	02/29/2024	MULTI LIBRARY 2.2024	LIBRARY - GAMESTOP VIDEO	33.78

Total 10-55110-57-810-000 PUBLIC LIBRARY - SUPPLIES-OTH: 33.78

10-55111-57-326-000 LIBRARY-DATA PROCESS - MAINT-E

10-55111-57-326-000	4502	MONARCH LIBRARY SYSTEM	02/20/2024	416176	SYSTEM CHARGES/FEES FOR E-COMMERCE	4.44

Total 10-55111-57-326-000 LIBRARY-DATA PROCESS - MAINT-E: 4.44

Grand Totals: 3,343.43

Dated: _____

Library Board: _____

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Report Criteria:
    Detail report.
    Invoices with totals above $0 included.
    Only paid invoices included.
    Invoice Detail.GL Account = "261510000000000"-"269999999999999"

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
26-55112-49-377-000 **DODGE CO LIBRY - SUPPLIES**						
26-55112-49-377-000	3227	STEGER, SHEILA	02/21/2024	2.21.2024	LIBRARY SUPPLIES PROGRAMMING	74.29
26-55112-49-377-000	4906	MAYVILLE ACE HARDWARE	02/06/2024	2619/1	SUPPLIES-LIBRARY	9.48
Total 26-55112-49-377-000 DODGE CO LIBRY - SUPPLIES:						83.77
Grand Totals:						83.77

Dated: _____

Library Board: _____

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Report Criteria:
    Detail report.
    Invoices with totals above $0 included.
    Only paid invoices included.
    Invoice Detail.GL Account = "731510000000000"-"739999999999999"

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
73-55110-79-319-000 LIBRARY TRUST - CONTRACTED SER						
73-55110-79-319-000	5385	MARSHFIELD CLINIC HEALTH SYSTE	02/28/2024	3764-20927	LIBRARY	61.00
73-55110-79-319-000	5385	MARSHFIELD CLINIC HEALTH SYSTE	02/28/2024	3764-21179	LIBRARY	61.00
Total 73-55110-79-319-000 LIBRARY TRUST - CONTRACTED SER:						122.00
73-55110-79-808-000 LIBRARY TRUST - BOOKS						
73-55110-79-808-000	644	CENGAGE LEARNING - GALE	02/09/2024	2.9.24 STATEMENT	#152287 BOOKS	116.96
73-55110-79-808-000	644	CENGAGE LEARNING - GALE	12/08/2023	83043039	#152287 BOOKS	190.34
Total 73-55110-79-808-000 LIBRARY TRUST - BOOKS:						307.30
Grand Totals:						429.30

Dated: _____

Library Board: _____

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Ted & Grace Bachhuber Memorial Library
Treasurer's Report
March 2024

MSB Money Market

Date	Description				
Mar. 1, 2024	Starting Balance	$66,895.05			
Mar. 25, 2024	Check order		$31.34		
Mar. 31, 2024	Interest			$28.40	
Mar. 31, 2024	Ending Balance		$31.34	$28.40	$66,892.11

MSB Money Market Building Fund

Date	Description				
Mar. 1, 2024	Starting Balance	$70,407.26			
Mar. 4, 2024	Monarch Library System		5,350.33		
Mar. 31, 2024	Interest			66.32	
Mar. 31, 2024	Ending Balance		$5,350.33	$66.32	$65,123.25

Library Trust Account with the City of Mayville $131,396.58

Dodge County Grant Account with the City of Mayville $255,672.22

Total Investments   **$519,084.16**

Report Criteria:

Actual amounts

Includes accounts with balances

Includes net income totals

Account.Account number = "73"

Account Number	Title	Debit Amount	Credit Amount
73-11111-00-000-000	TREASURER'S CHECKING	131,396.58	
73-34150-00-000-000	FUND BALANCE		130,933.73-
73-46710-79-000-000	LIBRARY TRUST - LIBRARY REVENU		1,072.15-
73-55110-79-319-000	LIBRARY TRUST - CONTRACTED SER	302.00	
73-55110-79-808-000	LIBRARY TRUST - BOOKS	307.30	
Grand Totals:		132,005.88	132,005.88-
Net Income:			462.85-

Report Criteria:

Actual amounts

Includes accounts with balances

Includes net income totals

Account.Account number = "26"

Account Number	Title	Debit Amount	Credit Amount
26-11111-00-000-000	TREASURER'S CHECKING	255,672.22	
26-21111-00-000-000	ACCOUNTS PAYABLE		940.59-
26-21700-00-000-000	ACCRUED WAGES PAYABLE	.33	
26-34000-00-000-000	FUND BALANCES		179,589.14-
26-43570-49-000-000	DODGE CO LIBRY - LIBRARY REV		87,288.88-
26-55112-49-102-000	DODGE CO LIBRY - WAGES-PERM	2,697.54	
26-55112-49-111-000	DODGE CO LIBRY - WAGES-TEMP RE	6,688.50	
26-55112-49-201-000	DODGE CO LIBRY - SOC SEC	717.66	
26-55112-49-301-000	DODGE CO LIBRY - SUBSCRIPTIONS	339.84	
26-55112-49-312-000	DODGE CO LIBRY - DATA PR	15.75	
26-55112-49-325-000	DODGE CO LIBRY - SUPPLIES	362.92	
26-55112-49-326-000	DODGE CO LIBRY - MAINTENANCE	25.00	
26-55112-49-377-000	DODGE CO LIBRY - SUPPLIES	860.84	
26-55112-49-804-000	DODGE CO LIBRY - EQUIPMENT	438.01	
Grand Totals:		267,818.61	267,818.61-
Net Income:			75,142.82-

Director's Report: March 2024

Delivered on April 11, 2024, by Jennifer Stasinopoulos, Library Director

Library Statistics Highlights

- Circulation rates continue to be above last year's rates for the same months, though the gap has shrunk.
- Computer use continues to increase.

Monarch System

- The Director's Council meeting for March was cancelled. The April meeting takes place in our library on April 11.
- There was a 19.6% increase in 2023 from the previous year in digital eAudiobooks checked out and an 80.8% increase in eMagazines checkouts! Though there was a 4.2% decrease in cardholders, there was an increase in physical item checkouts of 3.4% and an increase of 5.4% of overall circulation. Both the number of programs offered as well as program attendance was down, 9.2% and 30.9% respectively.
- Polaris was upgraded to 7.5 successfully.
- Monarch informed libraries that the state United for Libraries subscription was ended due to insufficient value received from this resource.

New Building Update

- Findorff fixed the trim covering the edges of the high ceiling panels in early March.
- The correct color of grommets was selected and ordered in March. I looked for less expensive grommets but could not find any of the same color. I hope to discuss how the holes should be placed in the table with Monarch IT at the next Directors Council Meeting, which takes place on the morning of April 11.
- The last panel in the Community Room divider was fixed.
- A full list will be provided at the Board Meeting.

Personnel Activities and Professional Development

- Staff are working on organizing areas of the for better storage. We divided sections for different staff members to tackle. I cleaned up the storage area and in April plan to go through more boxes of papers
- I worked through all the papers regarding policies, and now have a single binder. It is my goal to try to hit one policy every month or two so that all policies will be up to date within two years at the latest.
- Youth Librarian Sheila helped the Friends with special library activities they conducted in the Library (a trivia sheet for adults and a scavenger hunt for children) they held in the library, and she also helped to write the grant to Alliant.
- New staff have hit the ground running, and besides picking up the myriad of new skills they require for each of their positions quickly, they have been demonstrating integrity, care for the

community, independence of thought, a strong interest in learning, and an overall solid work ethic and dedication to the Library. We need to remember, however, that these types of positions, which must be learned primarily on-the-job, take six months to well over a year to gain full competence. Continued training happens primarily on the job, and both Sheila and I have spent significant time in spontaneous training moments over the last few months. This type of training is to be expected and will continue for some time. We are both very pleased with the development of the new team, and it is gratifying to see the positive impact they are already making.

- While I was out for surgery, Sheila supervised the staff, fielding both questions she would normally have received and those that would have come to me. I would like to thank Sheila publicly in this public report. She has worked tirelessly throughout the entire moving process and into this new era for our Library, and her input and ideas are invaluable.

- Some months ago, the Board passed a motion that we would go fine free. Lyndsey and I are considering issues such as our current use of fine codes and any updates that we need to make to ensure this process goes smoothly. We will be meeting in April to further assess what changes we might make.

Social Media

- Morgan created 44 posts (website, Facebook, and Instagram) and scheduled 112 posts on social media (some repeated for effectiveness). She created 23 slides for the circulation promo screen, made 54 posters, including handouts, and created 3 bookmark designs for book clubs. She also checked our website for outdated information and drafted changes as well as added a graphic for our website hours page.

- In March, there was a significant improvement in the impact of our social media across all platforms. There was an increase in reach of 159.9% on Facebook and 4.1% on Instagram. Visits to our Facebook page have increased 26% and 50% to Instagram. And we are gaining followers! There was a 27.6 increase of followers on Instagram and a 6.3% increase on Facebook. We are receiving more responses to our posts as well. The number of responses to our Facebook posts usually ranges from 6-10 per post.

- The significant increase in positive feedback is partly due to solid design and partly due to how posts are planned. Morgan found that posting about events earlier provided more time to repost. This spacing out of posts helped tremendously, resulting in an increase of likes, comments, shares, and direct messages.

- We have two aims for the development of posts. First, Morgan plans to increase variations of repeated posts by changing up designs with such things as adding new colors and elements, while still maintaining branding. Additionally, she plans to begin adding stories that include more interactive graphics such as videos and GIFs.

- Regarding print fliers, Morgan has received feedback from patrons about how they enjoy the handouts, including that children are even asking their parents to take some home!

Operations and Building

- DWP moved shelving from that was put into the unfinished space into the storage area. Sheila worked on organizing and labeling the storage area.
- Organizing and cleaning: Staff worked on cleaning out and organizing various spaces. Sheila and Grace worked on organizing craft and programming supplies on these shelves. This is a very big task and will take some months. Jennifer organized the receiving room. Morgan organizing general office and promotional (signs) supplies. Lyndsey worked with Erin to organize the processing supplies as well as elements of our collection that we keep behind the circulation desk.

Community Activity

- This year the committee for the annual Easter Basket Hunt requested to use the Library for the prize giveaway. It was a wonderful opportunity to showcase the Library, and many people from the community who do not normally use the library walked through our doors that day. The Library supported the event by being open later and providing crafts and activities. The committee members felt positive about ending the basket hunt in the library. People could stay warm, dry, and out of the rain, and the activities we provided helped make the event more enjoyable. They stated that many more people stayed for the raffle than usually would when they held it in the park. If we hold it next year, we would need to make a few changes: balloon twisters and other such entertainers would have to be stationed in the Children's area too help solve crowding issues in the circulation area, signs would have to be put up to indicate people buying food in the community room need to eat it there or take it out of the library, and a better sound system would need to be used since people outside the community room had difficulty hearing the raffle prize numbers called.
- The Horicon Marsh Education Center was grateful that the Library had space to offer them for a program when their boiler suddenly stopped working. On the same Saturday as the Easter Basket Hunt, the Marsh held a program in the lower level. They suggested that we get a clock for that room. They suggested we add a clock to that area as well as create a sign for the Wi-Fi code. NOTE: I inquired Monarch IT regarding taking away the requirement of using a password for the public Wi-Fi, asking how common using passwords was. The response I received was that most libraries in our system do NOT require a password. I recommend that we stop requiring a password, especially since people using Wi-Fi in our parking lot may not be able to locate the password on the door.

Programming

- The library provided many self-directed activities for the community basket hunt event, and the children loved them!

- A special program we held was for the Friends of the Library and for volunteers. A meal was provided along with games, a Sugar Scrub craft activity, and a Diamond Dots activity. All staff and Board members were encouraged to attend. The feedback was extremely positive! Friends and volunteers said that they felt like they knew people in the library and felt more connected. Our new staff appreciated meeting Board members and community members involved in the library. This event not only went far to help staff get to know significant community stakeholders, but it also helped Friends, volunteers and Board members get to know each other. Feedback also showed that Friends felt more connected. They have been doing so much for the library over the past few years that burnout was a real possibility. Besides helping these groups get to know each other, this relaxed and special event showed these stakeholders that they are extremely valuable. I recommend that we hold such an event annually.

March Group Programs		
Friends & Volunteer Thank You Get Together	Adult (19+)	29
Adult Book Club	Adult (19+)	16
Carefree Coloring	Adult (19+)	1
Composting For the Garden	Adult (19+)	21
Genealogy Round Table	Adult (19+)	27
Lego Club	Child (6-11)	11
Pokémon Club	Child (6-11)	10
Movie	General Interest (all ages)	21
Movie Marathon	General Interest (all ages)	27
Friendship Bracelets	Young Adult (12-18)	25
Teen Book Club	Young Adult (12-18)	0
Preschool Storytime	Young Child (0-5)	11
Preschool Storytime	Young Child (0-5)	10
Spring Crafts	Young Child (0-5)	18
Preschool Storytime	Young Child (0-5)	12

March Self-Directed Activities		
Fiber Arts Group	Adult (19+)	3
Legos Saturday	Child (6-11)	20
Color Sheets (all day, totaled by month)	General Interest (all ages)	288

March Program leaders & presenters		
Programs led by	Special cost for presenter	Count
staff	$0.00	13
free presenters (no honorarium)	$0.00	0
free presenters (W/honorarium)	$150.00	1
Paid presenters	$150.00	1
Totals	$300.00	15

Collection Notes

- Sheila and I have been discussing ways to improve collection placement in the Children's area, and we will continue discussion in April, making firm decision.
- Weeding

Other

- A second individual completed 10 hours of court-ordered community service in our library. They spent the 10 hours helping to prep materials that will be used for Storytime and Easter Basket hunt activities. So far, being an institution that offers such community service opportunities has been a positive experience.
- Problematic youth behavior resulted in a temporary restriction of Library building and property use for two patrons.
- Destruction of property: A whiteboard in a study room was damaged. The current camera range was not sufficient to accurately ascertain who committed the damage.
- Branding: Jennifer and Morgan met with Streamline Jacks regarding branding. We discussed what libraries do and that we would like to convey more than just print books, the identity of our library and community, and the kind of feeling we would like to transmit with the logo. At the end of March, we received the first ideas of the logo. [In April, I met with key staff to discuss the logo, and unanimously we agreed that two stood on top. I responded with a review of each logo. Streamline Jacks takes a break in April, and we will get back with them to discuss the next stage at the end of April.]

2024 Statistics	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total for year
CIRCULATION (PHYS ITEMS)													
Total Circulation 2024	3274	2999	3,246										9519
Total Circulation in 2023	2637	2474	2,828										7939
Difference	637	525	418										1580
Dodge C Non-Lib 2024	907	779	996										2682
Dodge C Non-Lib 2023	743	715	835										2293
Difference Rural Circ	164	64	161										389
Interlibrary Loan Borrowed	14	13	10										37
Interlibrary Loan Lent	14	19	18										51
Successful Self Check out/renew	443	486	459										1388
Monarch Crossover Borrowing	-51	69	73										91
Monarch New Item Crossover	38	125	152										315
Please note: Crossover borrowing is the total borrowed from other Monarch libraries subtracted from the total lent to other libraries. A positive number means we lent more than we borrowed, and a negativ number means we borrowed more than we lent.													
PATRON COUNT													
Total Registrations	41	28	33										102
Online registrations	9	3	4										16
Current number of Patrons in System	3526	3559	3582										N/A
Online and Digital Resources													
Ancestry.com total searches	0	0	81										81
Ancestry.com total retrievals	0	0	47										47
CreativeBug Views	19	4	0										23
AtoZ Databases	0	0	0										0
Hoopla Instant Circ	133	192	208										533
Cost for Hoopla Circ	$333.13	$472.05	$468.68										$1,273.86
Overdrive eBook Overdrive circ	507	463	417										1387
Overdrive Audiobook circ	271	267	297										835
Overdrive eMagazines circ	82	105	71										258
Transparent Languages sessions	25	3	0										28
INTERNET & WIFI USE													
Computer logins	200	235	256										691
Computer session	178	197	226										601
Computer session Hours:Min	143:14:00	145:47:00	175:22:00										464:23:00
Average Session Min	0:48:00	0:44:00	0:47:00										0:46:20
Monarch IT Wifi Stats	1,126	722	730										2,578
OPAC Logins	711	616	631										1958

2024 Statistics Continued	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total for year
Type of New Materials													
Adults Fiction (F)	43	57	37										137
Adults Non Fiction (NF)	13	8	17										38
Young Adults Fiction (YA)	9	24	4										37
Young Adults Non Fiction	1	0	0										1
Juvenile Fiction (+)	2	16	21										39
Juvenile Non Fiction	1	1	2										4
Easy Fiction (E, ER, BB)	7	39	10										56
Easy Non Fiction	0	1	0										1
DVD , Blu-Ray & TV Series (AD)	30	18	18										66
DVD , Blu-Ray & TV Series (JUV)	0	3	5										8
JV AUD	0	0	0										0
CD/Music	0	0	1										1
Audiobooks on CD	2	1	0										3
Video Games	7	9	9										25
Spanish	0	0	0										0
Kits and Media-Library of Things	0	0	0										0
Total	115	177	124	0	0	0	0	0	0	0	0	0	416
Universal Class statistics (System-Wide)													
New Registrations	54	37	37										128
New Courses Started	101	87	80										268
Login Sessions	209	219	227										655
Lessons Viewed	1,708	1,671	1,784										5,163
Videos Watched	1,204	1,217	1507										3,928
Student Submissions	1,758	1,784	1,776										5,318
Monarch2Go App													
App Devices	97	88	87										272
App Launches	612	476	504										1,592
Get User Info	1470	1241	1207										3,918
Holds created	124	125	150										399
Renewals	180	158	171										509
Searches	506	445	565										1,516

2024 RECEIPTS

DATE	FINE/FEE	COPY/PRINT	FAX	ROOM RENT	OTHER	2024	2023	2022	2021
JANUARY	$ 68.90	$ 73.70	$ 35.00	$ -	$ -	$ 177.60	$246.00	$233.10	$29.95
FEBRUARY	$ 39.10	$ 80.50	$ 48.00	$ -	$ -	$ 167.60	$ 300.94	$ 192.72	$ 118.85
MARCH	$ 42.80	$ 87.10	$ 38.00	$ -	$ -	$ 167.90	$ 223.60	$ 435.96	$ 161.90
APRIL							$ 201.75	$ 273.64	$ 118.00
MAY							$ 297.95	$ 197.40	$ 135.40
JUNE							$ 204.25	$ 182.43	$ 338.35
JULY							$159.45	$223.35	$83.05
AUGUST							$188.26	$200.70	$140.35
SEPTEMBER							$ 179.43	$ 214.44	$ 171.55
OCTOBER							$ 174.15	$ 236.55	$ 198.07
NOVEMBER							$285.30	$179.70	$402.53
DECEMBER							$151.80	$163.20	$117.42
TOTAL						$ 513.10	$2,612.88	$2,733.19	$2,015.42

Note: The sale shelf is now managed by the Friends of the Library.

Ted & Grace Bachhuber
Memorial Library

KEY POLICY & FORM

All keys are to be distributed by the Library Director. Staff will sign for a key and agree to not lend out their key(s) or reproduce their key(s). If a staff member resigns, is dismissed, or is otherwise unable to return to work, the key must be returned to the Library Director on the effective date of such action.

Failure to return the key(s) may result in the cost of re-keying the Mayville Public Library to be incurred by the individual signing this form.

Number of Keys Received: Grand Master _____ Internal Master _____ Cash Drawer _____

I, the undersigned, have read and agree to the above terms and have received the keys listed above. I will not lend out or reproduce the key(s). I understand that if I lose the key(s), I could be charged for any necessary rekeying.

Signature: _____ Date: _____

Print name: _____

Director Signature: _____ Date: _____

Notes: _____

The following should be completed upon the return of the key(s):

Keys were returned to the director on (date) _____.

Number of Keys Received: Grand Master _____ Internal Master _____ Cash Drawer _____

Director Signature: _____ Date: _____

Notes: _____

DRAFT Patron Responsibilities and Conduct

Patrons of the Ted & Grace Bachhuber Memorial Library have the right to use Library materials and services without being unduly disturbed or impeded by others. Both patrons and Library staff have the right to a secure and congenial environment. It is the Library's obligation to maintain an atmosphere conducive to reading, study, research, and pursuit of life-long learning opportunities. To that end, the Ted & Grace Bachhuber Memorial Library Board and its designated representatives have the right to establish and enforce regulations for the protection and comfort of all. Persons who fail to follow the Library's rules may be excluded from the Library and/or face legal action.

Prohibited Behavior:

- Any illegal activity - including stealing, damaging, or altering any Library property.
  Examples (includes but is not limited to): Altering or damaging setup of computer equipment or software; writing on Library materials; cutting or tearing out pages from Library materials; carving tabletops; puncturing upholstery, jumping in bushes, starting a fire.

- Disorderly, intoxicated, or disruptive behavior that disturbs patrons or staff while using the Library.
  Examples (includes but is not limited to): Cursing; making obscene gestures; wearing clothing which can reasonably be deemed vulgar or obscene; wearing inadequate clothing (shirt and shoes are required); approaching patrons or staff and engaging in unwanted or inappropriate interaction; running, skateboarding, or rollerblading; chronic sleeping.

- Dangerous or threatening behavior that may jeopardize the personal safety of patrons, staff or facilities at the Library.
  Examples (includes but is not limited to): threatening the personal safety of patrons or staff; fighting; using a laser pointer (except for authorized use in a presentation); transmitting threatening, harassing, malicious, or abusive language and images.

- Loitering.
  Examples (includes but is not limited to): Sleeping, blocking the entryways, vestibules, book returns. Disruptive groups congregating on Library grounds may be asked to disperse. Any bicycle or other item blocking the Library entryway and/or sidewalk is subject to confiscation by Library staff.

- Consumption of intoxicants, tobacco, and food.
  Examples (includes but is not limited to): Consuming drugs, alcohol, or tobacco products inside the Library, including entryways and restrooms or within a 15 foot perimeter of the front door. Food is only permitted in non-carpeted areas. Non-alcoholic beverages in covered containers are allowed in the Library except near computers or other electrical equipment.

- Stalking.
  Examples (includes but is not limited to): Conduct that alarms, annoys or harasses another

patron or staff; an adult unaccompanied by a child in the Youth Services area who is not engaged in Library business.

- Indecent exposure; harassment; displaying pornography.
  Examples (includes but is not limited to): Inappropriate touching; attempting or threatening physical contact; solicitation for sex; display of sexually explicit materials or sites from the Internet.

- Soliciting signatures on a petition, soliciting donations of money, or distributing materials at the Library without prior approval. Impeding ingress to or egress from the Library. Community organizations may submit literature to the administration for approval for display in the information racks in the Library. Please note: only literature from non-profit agencies will be accepted for review.
  Examples (includes but is not limited to): Panhandling, canvassing.

- Soliciting the sales of goods. Only persons on Library business will be allowed to solicit for the sale of goods and services in the Library. Salespersons may meet with authorized Library personnel only. Exceptions may be made for Library-sponsored activities and organizations affiliated with the Library.

- Unacceptable personal hygiene.
  Examples (includes but is not limited to): Obnoxious body odor or overpowering perfume or cologne.

- Producing excessive noise separate from an authorized Library program.
  Examples (includes but is not limited to): Loud talking, singing, playing audio from a device, use of speakerphones on mobile devices, prolonged ringing of a beeper, crying children for an extended period, or a hearing aid that continues to squeal.

- Bringing animals or pets into the Library separate from authorized programs, with the exception of certified service animals.

- Remaining in the building after its regular closing hours, with the exception of special Library events and/or as part of a scheduled rented-room event (attendees of such events must remain in designated areas of the event and are not permitted into other areas.)

- Any behavior that is disruptive or creates an unsafe or physically unhealthy environment for patrons and/or staff. All possible situations that fall in this category cannot be listed in this policy. If the Library Director or staff in charge deems a situation to be disruptive or one that creates a physically unhealthy or unsafe environment, they may follow the general guidelines for handling behavior problems (see below).

It should be noted that the Library is not responsible for lost, damaged, or stolen items while on Library property. Items left at the Library are subject to disposal, including items left by patrons who were told to leave Library property.

It is a charge of the Library staff to see that the rights of individuals to use the Library are upheld. The staff is obligated to enforce these guidelines so that the facility can be used to the fullest by all persons. Questions regarding the interpretation of these guidelines will be referred to the Library Director or other staff member in charge.

General Guidelines for Handling Behavior Problems

It is the patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her individual rights and the rights and privileges of other patrons.

- Patrons who display inappropriate behavior (including but not limited to any actions listed above) will be, at the discretion of the Library director or other staff in charge, warned about the behavior and may be asked to leave if the patron fails to comply with the Patron Responsibilities and Conduct policy. Failure to leave the Library premises when asked by the director or staff in charge will be considered trespassing, and local law enforcement will be called. Violations that are determined to be of a severe nature will be given no warning and will be dealt with immediately by appropriate authorities.

- A written report of the patron's behavior will be submitted as soon as possible to the Library Director by all staff members involved or witnessing the situation.

- The Library Director, acting on behalf of the Board of Trustees, may suspend the library privileges of any individual who willfully violates Library policies when the severity or continued reoccurrence warrants such action [Wisconsin State Statutes 43.52(2)] and will be notified in writing of the suspension and reason(s) for such action to the last known address on file in the patron's account. The Library Director will inform the Library Board of any such action taken. Any patron whose privileges have been denied by the Library Director may appeal in writing to the Ted & Grace Bachhuber Memorial Library Board of Trustees, and the case will be reviewed at the next regularly scheduled meeting.

Unattended/Disruptive Children

One of the primary missions of the Library is to provide a variety of services for children of all ages. Children are encouraged to use the Library for homework, pleasure reading, gaming, and attending programs. Library staff and patrons realize that the Library will be noisier at busier times of the day.

In order to prevent undue disruption of normal Library activities, to accommodate the general welfare of all persons using the Library, and to provide for the general safety of children using the Ted & Grace Bachhuber Memorial Library, the Board of Trustees has approved the following rules and regulations:

- All children under nine (9) years of age shall at all times be attended and adequately supervised by a responsible adult or a mature adolescent twelve (12) years of age or older. Children under

nine (9) years of age who are attending a program require a parent/responsible person to remain in the Library throughout the program.

- Children nine (9) years of age and older may use the Library unattended providing they adhere to the Patron Responsibilities and Conduct policy. **If a child of this age group is not able to leave the Library without an adult, he/she should not be in the Library.**

- Parents/Legal Guardian, whether present or not, are responsible for their minor children, their children's behavior, and any resulting damages from their children's behavior.

- The Library assumes no responsibility for children left unattended on Library premises.

- In the event a child is lost or left unattended, a staff member shall attempt to identify and locate the parent/responsible person. If a parent/responsible person cannot be found, then the child will be remanded to the care of the Mayville Police Department.

- Disruptive behavior will not be tolerated. Examples of disruptive behavior include running in the library, unsupervised use of Library equipment, pulling books from the shelves -- any behavior that interferes with other people's use of the Library or that may damage Library property.

- Whether with parents/responsible person or not, children who are continually disruptive will be dealt with firmly. The child will be given a warning that he/she must settle down or will be asked to leave the Library. (If the child is too young to understand this warning, such as a crying baby, the parent will be given the warning). If after a second warning the child continues to be disruptive, he/she (or in the case of a younger child, the parent) will be asked to leave the Library. If the child needs to contact a parent, he/she may do so and then wait in the lobby until the parent arrives. At the Director's or Staff in Charge's discretion, no warnings are needed for disturbances created on a daily basis by the same patron(s).

- For both minors and adults alike, the Library may suspend the Library privileges if severity or continued reoccurrence of a breach of code of conduct warrants such action [Wisconsin State Statutes 43.52(2)]. If the parent / guardian is known, they will be notified in writing of the suspension and reason(s) for such action to the last known address on file in the patron's account.

Closing Time

Children under not having transportation home at closing time will be supervised by staff and attempts will be made to contact the child(ren)'s parent to pick them up at the Library. If transportation is not provided within 30 minutes of closing, the police will be asked to pick up the child(ren). For every minute after closing the staff remain with the child(ren), $1 will be assessed to the parents.