

**MEETING: LIBRARY BOARD MEETING**

**PLACE: Ted & Grace Bachhuber Memorial Library, 234 N. John St. Mayville, WI 53050,  
Board Room**

**Date: June 13, 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 May 2024
5. Discussion with Action on Payment of Bills for May 2024
6. Discussion with Action on Library Treasurer's Report for May 2024
7. Discussion with Action on Library Director's Reports for May 2024
  - A. Library statistics for May 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:
    - 1.Library Building Project: continued discussion with possible action based on Library Board recommendations.
  - B. Discuss with possible action: Chapter 3 of the 2020 Trustee Essentials Handbook, Bylaws—Organizing the Board for Effective Action.
  - C. Discuss with possible action: Circulation Furniture
  - D. Discuss with possible action: Circulation Policy, especially regarding fines and fees
9. New Business –
  - A. Discuss with possible action: Volunteer Policy
  - B. Discuss with possible action: Room Rental Rates
  - C. Discuss with possible action: Adding the following positions: Facilities Manager, Custodian
  - D. Discuss with possible action: Landscape maintenance quote.
10. Adjournment: – Discuss with possible action: next meeting July 11, at 6:00 pm

Jennifer Stasinopoulos  
Library Director

**Ted & Grace Bachhuber Memorial Library**

**Board Meeting May 9, 2024 @ 6pm**

**Conference room**

**1. Meeting called to order** by President Grant Larson @ 6:03pm Present: President Grant Larson, Director Jennifer Stasinopoulos, Moriah Hurst, Mike Schmidt, Lisa Neumann, Sue Schmidt. excused: Marian Pilling, Geri Feucht.

**2. Public Comment-** none

**3. Approval of Minutes of previous meeting:** Schmidt moved to approve; Hurst seconded. Motion carried.

**4. City Budget Reports:** Schmidt moved to approve; Hurst seconded. Motion carried.

**5. Payment of Bills:** Smith moved approve; Schmidt seconded. Motion carried.

**6. Library Treasurer's Report:** Hurst moved to approve; Neumann seconded. Motion carried.

**7. Library Director's Report:** Director Jennifer presented a report for April 2024, which included staff activities, statistics, social media, operations and building services, community activity, programming and collection notes. Neumann moved to approve; Hurst seconded. Motion carried.

a. Stasinopoulos reported continued increase in Hoopla usage while Libby has long wait times for books on hold. Will continue to monitor monthly cost, no changes to be made currently. Jennifer is going to inquire about plumbing needed for a washer/dryer, needed for cleaning the Children's area toys.

b. Update from the Friends of the Library group; June 15<sup>th</sup> Brat Fry at the Mayville Piggly Wiggly. June round up for the Piggly Wiggly is also going to the Friends of the Library, confirmed the new owners are going to continue round up program.

c. Building: Extensive list of items that needed to be fixed has mostly been attended to, a few items still require additional follow up, Findorff has been onsite and is aware of the issues.

d. Staff/Upcoming events: Volunteering at the Veteran's Run, various staff vacations and time off coming in June.

**8. Unfinished Business:**

a. Old Library still for sale, may consider having a real estate auction for the space.

b. Chapter 3 of the 2020 Trustee Essentials Handbook- Schmidt moved to table; Smith seconded. Motion carried.

c. Patron Responsibility and Conduct Policy- Smith moved to approve with discussed amendments; Schmidt seconded. Motion carried.

d. Reimbursement of staff for Library Seed Program- Smith moved to reimburse Sheila Steger's \$50 personal payment; Neumann seconded. Motion carried.

**9. New Business:**

a. \$1000 donation to be used "for the children"- Smith approved the \$1000 donation in account 73 to be used towards books and material for children. Neumann seconded. Motion carried.

b. Donations given in response to Summer Reading Program- Neumann moved that donations up to \$2000 from account 73 can be used for summer reading at Director Jennifer's discretion. Hurst seconded. Motion carried.

c. Removing WIFI password- Smith moved to approve removing the public WIFI password; Neumann seconded. Motion carried.

d. 2024 Dodge County and Trust Budgets including approval listed in minutes for Oct 12, 2023 - Smith moved to approve 2024 County Budget and Trust budget plan. Schmidt seconded. Motion carried.

e. Specific items having collection fines- Jennifer to bring official policy to next meeting

f. Lost and Found Policy- tabled

Schmidt moved to adjourn meeting @ 8:20 pm, Hurst seconded. Motion carried. Next meeting to be held June 13, 2024 @ 6pm.

Respectfully submitted by Board Secretary Moriah Hurst

CITY OF MAYVILLE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2024

(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	7,104.81	23,851.01	20,761.85	58,000.00 ( 34,148.99)	41.1
10-55110-57-102-000	PUBLIC LIBRARY - WAGES-PERM RE	6,981.25	21,237.40	36,563.99	65,000.00 ( 43,762.60)	32.7
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	1,083.60	3,478.58	4,663.34	10,042.00 ( 6,563.42)	34.6
10-55110-57-203-000	PUBLIC LIBRARY - RETIREMENT-EE	960.47	3,213.09	4,133.41	8,200.00 ( 4,986.91)	39.2
10-55110-57-204-000	PUBLIC LIBRARY - HEALTH INSURA	2,488.50	10,761.62	13,177.14	40,000.00 ( 29,238.38)	26.9
10-55110-57-205-000	PUBLIC LIBRARY - LIFE INSURANC	11.87	54.43	124.25	372.00 ( 317.57)	14.6
10-55110-57-208-000	PUBLIC LIBRARY - DENTAL INSURA	68.34	341.70	649.52	2,000.00 ( 1,658.30)	17.1
10-55110-57-210-000	PUBLIC LIBRARY - VISION INS	5.38	26.90	.00	.00 26.90	.0
10-55110-57-211-000	PUBLIC LIBRARY - SICK LEAVE PA	122.50	596.15	65.00	.00 596.15	.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	420.00	875.00	1,580.39	5,600.00 ( 4,725.00)	15.6
10-55110-57-214-000	PUBLIC LIBRARY - HOLIDAY PAY	.00	888.31	1,383.16	5,490.00 ( 4,601.69)	16.2
10-55110-57-218-000	PUBLIC LIBRARY - SHORT TERM DI	19.07	92.95	183.86	486.00 ( 393.05)	19.1
10-55110-57-303-000	PUBLIC LIBRARY - REGISTRATION	.00	240.00	.00	215.00 25.00	111.6
10-55110-57-304-000	PUBLIC LIBRARY - TELEPHONE	.00	1,166.14	279.20	4,480.00 ( 3,313.86)	26.0
10-55110-57-305-000	PUBLIC LIBRARY - POSTAGE & BOX	.00	124.36	12.95	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	.00	441.46	400.99	250.00 191.46	176.6
10-55110-57-311-000	PUBLIC LIBRARY - PRINTING	.00	.00	378.98	530.00 ( 530.00)	.0
10-55110-57-312-000	PUBLIC LIBRARY - DATA PROCESSI	.00	467.32	665.93	1,175.00 ( 707.68)	39.8
10-55110-57-319-000	PUBLIC LIBRARY - CONTRACTED SE	2,651.85	11,084.49	530.19	36,000.00 ( 24,915.51)	30.8
10-55110-57-321-000	PUBLIC LIBRARY - SUPPLIES-JANI	321.70	724.14	307.04	600.00 124.14	120.7
10-55110-57-322-000	PUBLIC LIBRARY - UTILITIES-WAT	436.35	2,101.14	489.72	891.00 1,210.14	235.8
10-55110-57-323-000	PUBLIC LIBRARY - UTILITIES-ELE	.00	8,216.85	2,756.22	28,000.00 ( 19,783.15)	29.4
10-55110-57-324-000	PUBLIC LIBRARY - UTILITIES-NAT	.00	7,501.60	2,453.82	14,050.00 ( 6,548.40)	53.4
10-55110-57-327-000	PUBLIC LIBRARY - SUPPLIES-EQUI	47.07	464.82	.00	1,030.00 ( 565.18)	45.1
10-55110-57-334-000	PUBLIC LIBRARY - INSURANCE-BUI	346.92	1,722.86	1,687.80	5,603.00 ( 3,880.14)	30.8
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	73.06	215.96	395.64	5,927.00 ( 5,711.04)	3.6
10-55110-57-808-000	PUBLIC LIBRARY - BOOKS	98.37	5,364.07	3,807.07	20,000.00 ( 14,635.93)	26.8
10-55110-57-809-000	PUBLIC LIBRARY - SUPPLIES-A/V	46.21	1,114.53	9.96	10,000.00 ( 8,885.47)	11.2
10-55110-57-810-000	PUBLIC LIBRARY - SUPPLIES-OTH	.00	488.81	.00	.00 488.81	.0
	TOTAL PUBLIC LIBRARY	23,287.32	107,491.69	97,748.94	326,140.00 ( 218,648.31)	33.0
<u>LIBRARY DATA PROCESSING</u>						
10-55111-57-326-000	LIBRARY-DATA PROCESS - MAINT-E	12,983.27	12,987.71	12,358.35	13,200.00 ( 212.29)	98.4
	TOTAL LIBRARY DATA PROCESSING	12,983.27	12,987.71	12,358.35	13,200.00 ( 212.29)	98.4
	TOTAL FUND EXPENDITURES	36,270.59	120,479.40	110,107.29	339,340.00 ( 218,860.60)	35.5
	NET REVENUE OVER EXPENDITURES	( 36,270.59)	( 120,479.40)	( 110,107.29)	( 339,340.00)	218,860.60 ( 35.5)

CITY OF MAYVILLE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2024

(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	87,288.88	72,665.96	72,666.00	14,622.88	120.1
	TOTAL SOURCE 43	.00	87,288.88	72,665.96	72,666.00	14,622.88	120.1
	TOTAL FUND REVENUE	.00	87,288.88	72,665.96	72,666.00	14,622.88	120.1

CITY OF MAYVILLE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2024

(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	1,497.43	5,706.36	9,787.75	32,000.00	( 26,293.64)	17.8
26-55112-49-111-000	DODGE CO LIBRY - WAGES-TEMP RE	4,190.00	15,519.25	701.35	6,721.00	8,798.25	230.9
26-55112-49-201-000	DODGE CO LIBRY - SOC SEC	435.09	1,623.41	841.49	1,865.00	( 241.59)	87.1
26-55112-49-301-000	DODGE CO LIBRY - SUBSCRIPTIONS	1,459.21	1,799.05	3,099.85	12,500.00	( 10,700.95)	14.4
26-55112-49-303-000	DODGE CO LIBRY - REGISTER	.00	330.00	420.00	3,000.00	( 2,670.00)	11.0
26-55112-49-312-000	DODGE CO LIBRY - DATA PR	.00	15.75	682.39	2,000.00	( 1,984.25)	.8
26-55112-49-325-000	DODGE CO LIBRY - SUPPLIES	116.18	489.09	411.24	4,000.00	( 3,510.91)	12.2
26-55112-49-326-000	DODGE CO LIBRY - MAINTENANCE	.00	25.00	6.11	6,000.00	( 5,975.00)	.4
26-55112-49-377-000	DODGE CO LIBRY - SUPPLIES	252.80	1,783.80	827.93	6,000.00	( 4,216.20)	29.7
26-55112-49-804-000	DODGE CO LIBRY - EQUIPMENT	( 11.14)	723.23	29.99	5,300.00	( 4,576.77)	13.7
26-55112-49-809-000	DODGE CO LIBRY - SUPPLIES	.00	( .31)	113.79	.00	( .31)	.0
	TOTAL DODGE CO LIBRY	7,939.57	28,014.63	16,921.89	79,386.00	( 51,371.37)	35.3
	TOTAL FUND EXPENDITURES	7,939.57	28,014.63	16,921.89	79,386.00	( 51,371.37)	35.3
	NET REVENUE OVER EXPENDITURES	( 7,939.57)	59,274.25	55,744.07	( 6,720.00)	65,994.25	882.1

CITY OF MAYVILLE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2024

(73) LIBRARY TRUST

		PERIOD AMOUNT	YTD ACTUAL	PRIOR YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDG
<u>DEPARTMENT 110</u>							
73-55110-79-319-000	LIBRARY TRUST - CONTRACTED SER	.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	.00	307.30	3,887.14	13,000.00	( 12,692.70)	2.4
73-55110-79-809-000	LIBRARY TRUST - A/V	.00	.00	1,275.20	7,000.00	( 7,000.00)	.0
73-55110-79-815-000	LIBRARY TRUST - PROGRAM SUPPLI	.00	.00	500.00	1,000.00	( 1,000.00)	.0
	TOTAL DEPARTMENT 110	.00	609.30	5,662.34	28,000.00	( 27,390.70)	2.2
	TOTAL FUND EXPENDITURES	.00	609.30	5,662.34	28,000.00	( 27,390.70)	2.2
	NET REVENUE OVER EXPENDITURES	890.60	2,529.70	( 3,580.45)	8,000.00	( 5,470.30)	31.6

CITY OF MAYVILLE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 5 MONTHS ENDING MAY 31, 2024

(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	890.60	3,139.00	2,081.89	6,000.00	( 2,861.00)	52.3
TOTAL PUBLIC CHARGES FOR SERVI	890.60	3,139.00	2,081.89	6,000.00	( 2,861.00)	52.3
<u>INTEREST INCOME &amp; 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	890.60	3,139.00	2,081.89	36,000.00	( 32,861.00)	8.7



## 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
<b>10-55110-57-319-000 PUBLIC LIBRARY - CONTRACTED SE</b>						
10-55110-57-319-000	3453	TOP TO BOTTOM CCS	04/30/2024	35024A	CLEANING SERVICES - POLICE DEPT.	2,595.00
10-55110-57-319-000	5376	RHYME BUSINESS PRODUCTS LLC	05/10/2024	AR735311	RHYME PRINTER CONTRACTED SERVICES	56.85
Total 10-55110-57-319-000 PUBLIC LIBRARY - CONTRACTED SE:						2,651.85
<b>10-55110-57-321-000 PUBLIC LIBRARY - SUPPLIES-JANI</b>						
10-55110-57-321-000	2775	QUILL CORPORATION	04/19/2024	38279177	#5982742 LIBRARY SUPPLIES - 321	51.47
10-55110-57-321-000	2964	SAN-A-CARE INC.	04/25/2024	621566	JANITOR SUPPLIES	156.24
10-55110-57-321-000	2964	SAN-A-CARE INC.	04/29/2024	622241	LIBRARY SUPPLIES	113.99
Total 10-55110-57-321-000 PUBLIC LIBRARY - SUPPLIES-JANI:						321.70
<b>10-55110-57-322-000 PUBLIC LIBRARY - UTILITIES-WAT</b>						
10-55110-57-322-000	5563	MAYVILLE UTILITIES	05/09/2024	APRIL 2024	APRIL BILLING	404.53
Total 10-55110-57-322-000 PUBLIC LIBRARY - UTILITIES-WAT:						404.53
<b>10-55110-57-327-000 PUBLIC LIBRARY - SUPPLIES-EQUI</b>						
10-55110-57-327-000	4906	MAYVILLE ACE HARDWARE	04/04/2024	003559/1	SUPPLIES-LIBRARY	47.07
Total 10-55110-57-327-000 PUBLIC LIBRARY - SUPPLIES-EQUI:						47.07
<b>10-55110-57-351-000 PUBLIC LIBRARY - MAINT-BUILDIN</b>						
10-55110-57-351-000	4600	PACKERLAND RENT-A-MAT INC	05/03/2024	3114143	#12208-12208 LIBRARY	73.06
Total 10-55110-57-351-000 PUBLIC LIBRARY - MAINT-BUILDIN:						73.06
<b>10-55110-57-808-000 PUBLIC LIBRARY - BOOKS</b>						
10-55110-57-808-000	644	CENGAGE LEARNING - GALE	04/11/2024	84180687	#10719729 BOOKS	98.37
Total 10-55110-57-808-000 PUBLIC LIBRARY - BOOKS:						98.37
<b>10-55110-57-809-000 PUBLIC LIBRARY - SUPPLIES-A/V</b>						
10-55110-57-809-000	5264	AMAZON CAPITAL SERVICES	04/29/2024	1196-WW63-PQM9	MOVIES COLLECTION	42.92
10-55110-57-809-000	5264	AMAZON CAPITAL SERVICES	03/30/2024	1CVJ-M7W9-9D1K	LIBRARY REFUND	16.67
10-55110-57-809-000	5264	AMAZON CAPITAL SERVICES	04/30/2024	1HCW-FYYF-47VC	MOVIES COLLECTION	19.96
Total 10-55110-57-809-000 PUBLIC LIBRARY - SUPPLIES-A/V:						46.21
<b>10-55111-57-326-000 LIBRARY-DATA PROCESS - MAINT-E</b>						
10-55111-57-326-000	4502	MONARCH LIBRARY SYSTEM	05/06/2024	416239	MONARCH LIBRARY SYSTEM	12,983.27
Total 10-55111-57-326-000 LIBRARY-DATA PROCESS - MAINT-E:						12,983.27
Grand Totals:						16,626.06

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
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Dated:

6/13/2024

Library Board:

 President

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Only paid invoices included.

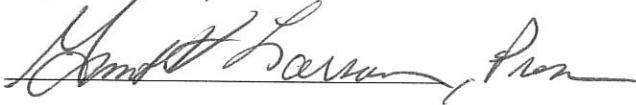
Invoice Detail.GL Account = "26151000000000"- "2699999999999999"

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
<b>26-55112-49-301-000 DODGE CO LIBRY - SUBSCRIPTIONS</b>						
26-55112-49-301-000	4746	RIVISTAS, LLC	05/08/2024	18708	PERIODICAL SUBSCRIPTION	1,459.21
Total 26-55112-49-301-000 DODGE CO LIBRY - SUBSCRIPTIONS:						1,459.21
<b>26-55112-49-325-000 DODGE CO LIBRY - SUPPLIES</b>						
26-55112-49-325-000	2775	QUILL CORPORATION	04/17/2024	38247781	#5982742 LIBRARY SUPPLIES - 325	73.88
26-55112-49-325-000	2775	QUILL CORPORATION	04/19/2024	38279436	#5982742 LIBRARY SUPPLIES - 325	22.51
26-55112-49-325-000	5264	AMAZON CAPITAL SERVICES	04/24/2024	1R3R-NTYL-M1JQ	BANK BAGS	19.79
Total 26-55112-49-325-000 DODGE CO LIBRY - SUPPLIES:						116.18
<b>26-55112-49-377-000 DODGE CO LIBRY - SUPPLIES</b>						
26-55112-49-377-000	484	BMO HARRIS BANK NA	04/30/2024	APRIL 2024 INVOICE-3	LIBRARY 0435 - SUPPLIES	252.80
Total 26-55112-49-377-000 DODGE CO LIBRY - SUPPLIES:						252.80
<b>26-55112-49-804-000 DODGE CO LIBRY - EQUIPMENT</b>						
26-55112-49-804-000	5264	AMAZON CAPITAL SERVICES	05/06/2024	1LRV-DKWJ-RTTT	LIBRARY CREDIT	5.79-
26-55112-49-804-000	5264	AMAZON CAPITAL SERVICES	04/24/2024	1R3R-NTYL-M1JQ	DOOR STOPS	15.98
26-55112-49-804-000	5264	AMAZON CAPITAL SERVICES	04/11/2024	1Y6W-GJM3-RV9P	LIBRARY CREDIT	21.33-
Total 26-55112-49-804-000 DODGE CO LIBRY - EQUIPMENT:						11.14-
Grand Totals:						1,817.05

Dated:

6/13/2024

Library Board:



## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Only paid invoices included.

Invoice Detail.GL Account = "731510000000000"- "7399999999999999"

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
Total :						.00
Grand Totals:						.00

Dated:

6/13/2024

Library Board:





City Account Lines 10-55110-57-xxx-000	Jan 8.3%	Feb 16.7%	March 25%	April 33.3%	May 41.7%	June 50%	July 58.3%	Aug 66.7%	Sept 75%	Oct 83.3%	Nov 91.7%	Dec 100%	Total	Balance	Used	Budget
101 Salary Perm	\$ 4,025.60	\$ 4,736.00	\$ 4,736.00	\$ 4,025.60	\$ 7,104.00	\$ 2,072.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,699.20	\$ 31,300.80	46%	\$ 58,000.00
102 Wages -perm	\$ 1,572.26	\$ 2,775.75	\$ 5,264.39	\$ 5,120.13	\$ 6,981.25	\$ 1,803.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,517.16	\$ 41,482.84	36%	\$ 65,000.00
111 Wages -Temp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00	0%	\$ 0.00
201 - Soc Sec & Med	\$ 464.06	\$ 560.21	\$ 382.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,408.87	\$ (364.87)	135%	\$ 1,042.00
203 - Retirement	\$ 421.01	\$ 494.92	\$ 340.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,256.54	\$ 6,943.46	15%	\$ 8,200.00
204 - Health Insurance	\$ 2,068.28	\$ 2,068.28	\$ 2,068.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,204.84	\$ 33,795.16	16%	\$ 40,000.00
205 - Life Insurance	\$ 9.41	\$ 9.41	\$ 11.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30.69	\$ 341.31	8%	\$ 372.00
208 - Dental Insurance	\$ 68.34	\$ 68.34	\$ 68.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205.02	\$ 1,794.98	10%	\$ 2,000.00
210 - Vision Insurance	\$ 5.38	\$ 5.38	\$ 5.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16.14	\$ (16.14)	16140000%	\$ 0.00
211 - Sick Leave Paid	\$ -	\$ -	\$ -	\$ 473.60	\$ 122.50	\$ 59.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 655.30	\$ (655.30)	65530000%	\$ 0.00
212 - Boards & Comm	\$ -	\$ 636.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 636.00	\$ 336.00	65%	\$ 972.00
213 - Vacation Pay	\$ 105.00	\$ 210.00	\$ 140.00	\$ -	\$ 420.00	\$ 140.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,015.00	\$ 4,585.00	18%	\$ 5,600.00
214 - Holiday Pay	\$ 920.40	\$ -	\$ -	\$ 462.80	\$ -	\$ 774.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,158.00	\$ 3,332.00	39%	\$ 5,490.00
218 - Short Term Dis	\$ 18.47	\$ 18.47	\$ 18.47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55.41	\$ 430.59	11%	\$ 486.00
280 - FSA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00	0%	\$ 0.00
303 - Registration	\$ -	\$ 75.00	\$ 165.00	\$ 330.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 570.00	\$ (355.00)	265%	\$ 215.00
304 - Telephone	\$ 221.47	\$ 259.37	\$ 303.60	\$ 229.91	\$ 233.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,248.27	\$ 3,231.73	28%	\$ 4,480.00
305 - Postage & Box	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	0%	\$ 500.00
306 - Employee Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	0%	\$ 500.00
308 - Lodging	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250.00	0%	\$ 250.00
311 - Printing	\$ 510.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 610.00	\$ (80.00)	115%	\$ 530.00
312 - Data Processing	\$ 167.00	\$ -	\$ -	\$ 300.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 467.32	\$ 707.68	40%	\$ 1,175.00
314 - Supply Covid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00	0%	\$ 0.00
319 - Contracted Serv	\$ 56.85	\$ 2,712.85	\$ 273.04	\$ 5,389.90	\$ 2,651.85	\$ 2,595.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,679.49	\$ 22,320.51	38%	\$ 36,000.00
321 - Supplies-Janitor	\$ 51.40	\$ -	\$ -	\$ 230.44	\$ 321.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 603.54	\$ (3.54)	101%	\$ 600.00
322 - Utilities Water	\$ -	\$ 557.41	\$ 433.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 991.06	\$ (100.06)	111%	\$ 891.00
323 - Utilities-Electric	\$ 2,472.87	\$ 9,343.80	\$ -	\$ 2,666.61	\$ 5,102.69	\$ 1,831.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,417.31	\$ 6,582.69	76%	\$ 28,000.00
324 - Utilities-Natural Gas	\$ 1,416.00	\$ 2,781.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,197.60	\$ 9,852.40	30%	\$ 14,050.00
327 - Supplies-Equip	\$ -	\$ 242.96	\$ (25.37)	\$ 200.08	\$ 47.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 464.74	\$ 565.26	45%	\$ 1,030.00
334 - Insurance-Building	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,603.00	0%	\$ 5,603.00
340 - Bonds-Official	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 227.00	0%	\$ 227.00
351 - Maintenance-Build	\$ -	\$ 142.90	\$ -	\$ -	\$ 73.06	\$ 73.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 289.02	\$ 5,637.98	5%	\$ 5,927.00
808 Library - Books	\$ 181.49	\$ 2,836.80	\$ 1,170.34	\$ 1,512.53	\$ 391.08	\$ 49.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,142.19	\$ 13,857.81	31%	\$ 20,000.00
809 Movies and Audio	\$ 37.49	\$ 302.76	\$ 207.00	\$ 451.79	\$ 87.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,630.62	\$ 8,369.38	16%	\$ 10,000.00
810 OTHER collection (Video games, kits, etc)	\$ -	\$ 510.59	\$ 33.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 544.37	\$ (544.36)	5443700%	\$ 0.01
10-55111-57-326-000-Library-Data Process-Maint	\$ -	\$ -	\$ 4.44	\$ -	\$ 12,983.27	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,987.71	\$ (1,499.71)	113%	\$ 11,488.00
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 129,699.41	\$ 198,928.61	39%	\$ 328,628.02

Combined 809, 810 (A/V + Other) --to see if in percentage for year			
Combined Spent 809 + 810	Balance	Percentage Used	Budgeted
\$ 2,174.99	\$ 7,825.01	22%	\$ 10,000.00

Library Trust Account Lines 73-55110-79-xxx-000		Jan 8.3%	Feb 16.7%	March 25%	April 33.3%	May 41.7%	June 50%	July 58.3%	Aug 66.7%	Sept 75%	Oct 83.3%	Nov 91.7%	Dec 100%	Total	Balance	Used	Budget
802 Equipment		\$ 243.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 243.97	\$ (243.97)	24397000%	\$ 0.00
808 Books		\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20.00	\$ (20.00)	20000000%	\$ 0.00
809 A/V		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00	0%	\$ 0.00
815 (Program) Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00	0%	\$ 0.00
816 Grant		\$ -	\$ -	\$ -	\$ 234.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 234.25	\$ (234.25)	23425000%	\$ 0.00
206 Professional Develp		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00	0%	\$ 0.00
306 Travel		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00	0%	\$ 0.00
TOTALS		\$ 263.97	\$ -	\$ -	\$ 234.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 498.22	\$ (498.21)	7117429%	\$ 0.01
Income-fines, fees, etc		\$ 172.50	\$ 416.75	\$ 166.80	\$ 176.25	\$ 515.60	\$ 197.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,645.86			
Donations-		\$ -	\$ 550.00	\$ 40.00	\$ 1,250.00	\$ 375.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,215.00			
Other (Grants, etc.)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Total Income, donations, grants		\$ 172.50	\$ 966.75	\$ 206.80	\$ 1,426.25	\$ 890.60	\$ 197.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,860.86			\$ 3,362.64

Dodge County Account Lines 26-55112-49-xxx-000		Jan 8.3%	Feb 16.7%	March 25%	April 33.3%	May 41.7%	June 50%	July 58.3%	Aug 66.7%	Sept 75%	Oct 83.3%	Nov 91.7%	Dec 100%	Total	Balance	Used	Budget
102 - Wages Perm &		\$ 4,037.46	\$ 4,026.43	\$ 4,416.70	\$ 3,939.84	\$ 5,690.05	\$ 2,101.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,211.82	\$ 30,102.18	45%	\$ 54,314.00
111 - Wages Temp		\$ -	\$ 308.05	\$ 168.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 477.02	\$ 3,678.98	11%	\$ 4,156.00
201 - Soc Sec & Med		\$ 185.04	\$ -	\$ 154.80	\$ -	\$ 3,956.25	\$ 108.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,404.49	\$ 8,929.51	33%	\$ 13,334.00
301 - Subscriptions		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	0%	\$ 1,500.00
303 - Register		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0%	\$ 1,000.00
312 - Data Processing		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	0%	\$ 1,000.00
325 - Supplies		\$ 449.03	\$ 63.38	\$ 77.18	\$ 9.99	\$ 116.18	\$ 107.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 823.73	\$ 3,176.27	21%	\$ 4,000.00
326 - Maintenance		\$ -	\$ -	\$ 47.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47.81	\$ 1,952.19	2%	\$ 2,000.00
377 - Program (Supplies)		\$ 62.98	\$ 522.90	\$ 846.12	\$ 110.83	\$ 557.54	\$ 262.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,362.70	\$ 3,637.30	39%	\$ 6,000.00
804 - Equipment		\$ 155.21	\$ -	\$ 460.20	\$ 151.22	\$ 205.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 971.95	\$ 28.05	97%	\$ 1,000.00
808 - Books		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00	0%	\$ 0.00
809 - Supplies (collection)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.00	0%	\$ 0.00
		\$ 4,889.72	\$ 4,920.76	\$ 6,171.78	\$ 4,211.88	\$ 10,525.34	\$ 2,580.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,299.52	\$ 54,004.48	38%	\$ 87,304.00

Account Number	Title	Debit Amount	Credit Amount
26-11111-00-000-000	TREASURER'S CHECKING	238,863.06	
26-15100-00-000-000	DUE FROM GENERAL FUND	.00	
26-16220-00-000-000	PREPAID EXPENSE	.00	
26-21110-00-000-000	PAYABLES ALLOCATED ACCOUNT	.00	
26-21111-00-000-000	ACCOUNTS PAYABLE	.00	
26-21700-00-000-000	ACCRUED WAGES PAYABLE	.33	
26-25100-00-000-000	DUE TO GENERAL FUND	.00	
26-34000-00-000-000	FUND BALANCES		179,589.14-
26-34140-00-000-000	RESERVED FOR PREPAID	.00	
26-43570-49-000-000	DODGE CO LIBRY - LIBRARY REV		87,288.88-
26-48110-26-000-000	DODGE CO LIBRY - INTEREST	.00	
26-55112-49-102-000	DODGE CO LIBRY - WAGES-PERM	5,708.36	
26-55112-49-111-000	DODGE CO LIBRY - WAGES-TEMP RE	15,519.25	
26-55112-49-201-000	DODGE CO LIBRY - SOC SEC	1,623.41	
26-55112-49-202-000	DODGE CO LIBRY - LONGEVITY PAY	.00	
26-55112-49-203-000	DODGE CO LIBRY - RETIREMENT	.00	
26-55112-49-205-000	DODGE CO LIBRY - LIFE INS	.00	
26-55112-49-211-000	DODGE CO LIBRY - SICK PAY	.00	
26-55112-49-213-000	DODGE CO LIBRY - VACATION PAY	.00	
26-55112-49-214-000	DODGE CO LIBRY - HOLIDAY PAY	.00	
26-55112-49-216-000	DODGE CO LIBRY - UNEMPLOYMENT	.00	
26-55112-49-301-000	DODGE CO LIBRY - SUBSCRIPTIONS	1,799.05	
26-55112-49-303-000	DODGE CO LIBRY - REGISTER	330.00	
26-55112-49-312-000	DODGE CO LIBRY - DATA PR	15.75	
26-55112-49-325-000	DODGE CO LIBRY - SUPPLIES	489.09	
26-55112-49-326-000	DODGE CO LIBRY - MAINTENANCE	25.00	
26-55112-49-377-000	DODGE CO LIBRY - SUPPLIES	1,783.80	
26-55112-49-804-000	DODGE CO LIBRY - EQUIPMENT	723.23	
26-55112-49-808-000	DODGE CO LIBRY - BOOKS	.00	
26-55112-49-809-000	DODGE CO LIBRY - SUPPLIES		.31-
Grand Totals:		266,878.33	266,878.33-

## Report Criteria:

Actual amounts

Account.Account number = "26"



Account Number	Title	Debit Amount	Credit Amount
73-11111-00-000-000	TREASURER'S CHECKING	134,213.43	
73-11200-00-000-000	INVESTMENTS	.00	
73-13100-00-000-000	CUSTOMER ACCOUNTS RECEIVABLE	.00	
73-15100-00-000-000	DUE FROM GENERAL FUND	.00	
73-15450-00-000-000	DUE FROM 1999 CAPITAL IMPRVMTS	.00	
73-15776-00-000-000	DUE FROM COUNTY LIBRARY TRUST	.00	
73-16220-00-000-000	PREPAID EXPENSE	.00	
73-21110-00-000-000	PAYABLES ALLOCATED ACCOUNT	.00	
73-21111-00-000-000	ACCOUNTS PAYABLE	.00	
73-25100-00-000-000	DUE TO GENERAL FUND	.00	
73-25450-00-000-000	DUE TO 1999 CAPITAL IMPRVMTS	.00	
73-25776-00-000-000	DUE TO COUNTY LIBRARY TRUST	.00	
73-34140-00-000-000	RESERVED FOR PREPAID	.00	
73-34150-00-000-000	FUND BALANCE		130,933.73-
73-43690-79-000-000	LIBRARY TRUST - LIBRARY GRANTS	.00	
73-46710-79-000-000	LIBRARY TRUST - LIBRARY REVENUE		3,139.00-
73-48110-79-000-000	LIBRARY TRUST - INTEREST INCOME	.00	
73-48500-79-000-000	LIBRARY TRUST - DONATIONS/MISC	.00	
73-55110-79-206-000	LIBRARY TRUST - PROFESSION DEV	.00	
73-55110-79-306-000	LIBRARY TRUST - TRAVEL	.00	
73-55110-79-319-000	LIBRARY TRUST - CONTRACTED SER	302.00	
73-55110-79-802-000	LIBRARY TRUST - EQUIPMENT OFFI	.00	
73-55110-79-808-000	LIBRARY TRUST - BOOKS	307.30	
73-55110-79-809-000	LIBRARY TRUST - A/V	.00	
73-55110-79-815-000	LIBRARY TRUST - PROGRAM SUPPLI	.00	
73-55110-79-816-000	LIBRARY TRUST - GRANT EXPENSES	.00	
Grand Totals:		134,822.73	134,072.73-

Report Criteria:

Actual amounts

Account.Account number = "73"

# Ted & Grace Bachhuber Memorial Library

## Treasurer's Report

### May 2024

#### MSB Money Market

May 1, 2024	Starting Balance	\$67,046.35		
May 10, 2024	Sheila Steger Supplies		50.00	
May 10, 2024	Streamline Jacks - Logo work		1,900.00	
May 31, 2024	Interest		28.26	
May 31, 2024	Ending Balance	1,950.00	28.26	65,124.61

#### MSB Money Market Building Fund

May 1, 2024	Starting Balance	\$7,400.51		
May 31, 2024	Minimum Balance Fee		25.00	
May 31, 2024	Interest		11.56	
May 31, 2024	Ending Balance	\$25.00	\$11.56	\$7,387.07

Library Trust Account with the City of Mayville	\$134,213.43
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Dodge County Grant Account with the City of Mayville	\$238,863.06
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Total Investments	\$445,588.17
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# Director's Report: May 2024

Delivered in June 2024

## Library Statistics Highlights

- Circulation numbers for the months of January through May show an increase of 25% over the same period last year.
- The number of items being added to the collection is rising.
- The Self-check has been down for a month. Monarch IT is working with Envisionware. The problem with the device is USB hub, which is a known issue with our X11 model. A new hub is being shipped out.

## Monarch System

- A number of websites in the System were affected when there was a breach. All the sites were taken down, and Monarch IT set to rebuilding them, with the goal of having them back up by June 10. The sites were up before that date.
- New Catalog is available through link in the old catalog. It will go completely live in August.

## Building Update

- The keycard issue on the elevator is being investigated by Omni. A technician came in early June, and stated they will need to contact the elevator company.
- I have not yet received a quote for additional cameras.

## Personnel Activities and Professional Development

- All staff were assigned and given the opportunity during working hours to watch a webinar on the new catalog.
- Jennifer was approved to receive a SEWI Library Conference Scholarship of \$850 to attend the Wisconsin Association of Public Libraries conference, which she attended in May.
- Lyndsey oversaw daily operations while Jennifer was on vacation, completing the intake of materials for cataloging as well as submitting payroll.
- Morgan took on managing the Beanstack site and set up the site for the 2024 Summer Reading. She also organized a presentation for our June staff meeting as an introduction to the app for new staff and a review for staff who were here last year.

## Social Media

- Staff in programming and Media and Marketing worked on posters and marketing for Summer Reading and the City-wide scavenger hunt.
- Our Facebook reach continues to grow, but our Instagram reach decreased this month. The vast majority of our social media connection happens through Facebook, and though our reach on Instagram has grown since we started in 2021, the growth has been slow. Though Instagram is the third most popular platform in the United States, it lags significantly behind Facebook and YouTube. Morgan plans to create different kinds of content than what we have done so far

(such as gifts), that may improve our reach. However, we want to focus our main energy on what is already working well for us.

## Operations and Building

- Marks made by permanent markers were found on furniture in the teen area. The cleaning company got some of the marks off, but we were not able to get them all out.

## Community Activity

- We had both scheduled and unscheduled school visits in May. One school had scheduled a visit, but unfortunately, they had made plans with a library in a Mayville in New York! The visit happened when Jennifer and Sheila were out of the area and inaccessible. The staff handled the situation well, providing a tour of the facility and ensuring that the outing was a success. They also contacted the Mayville Public Library in New York to let them know what had happened.

## Programming

- May was the month for school tours, and much of our programming focused on these important programs. A total of 156 children visited the Library during one of five school tours in May!
- Sheila and Grace focused on completing the lineup of Summer Reading programs and the Scavenger Hunt.
- The Genealogy Round Table took a tour of the White Limestone Museum.

May Program Counts			
Program	Intended audience	Attendees	Comment
Preschool Storytime	Young Child (0-5)	4	
St Johns 4 Kindergarten Tour	Young Child (0-5)	10	
Star Wars Crafts	Child (6-11)	8	
Star Wars Movie	General Interest (all ages)	13	
Mother's Day Crafts	Child (6-11)	8	
Lebanon St Peters School Tour	Child (6-11)	31	
Stuffed Animal Sleep Over	Young Child (0-5)	5	
Mother's Day Bead Craft	Child (6-11)	6	
Mayville Kindergarten Tour	Young Child (0-5)	45	
Lego Club	Child (6-11)	12	

May Program Counts, Continued			
Program	Intended audience	Attendees	Comment
Carefree Coloring	Adult (19+)	0	
Pokémon Club	Child (6-11)	5	
Adult Book Club	Adult (19+)	16	
Teen Book Club	Young Adult (12-18)	0	
Genealogy Round Table	Adult (19+)	25	Volunteer-led
Mayville 4th Grade Tour	Child (6-11)	50	
Anime Movie Marathon	Child (6-11)	11	
Crafter School	Child (6-11)	6	
Mayville Cares/History of Volunteering	Adult (19+)	22	Volunteer Presenter
School Tour St Johns 2nd grade	Child (6-11)	20	
Anime TV Marathon	Child (6-11)	8	

May Self-Directed Activities		
Program	Intended audience	Attendees
Fiber Arts Group	Adult (19+)	4
Lego Saturday	Child (6-11)	8
Color Sheets (all day, totaled by month)	General Interest (all ages)	267

May Program leaders & presenters		
Programs led by	Special cost for presenter	Count
staff	\$0.00	19
free presenters (no honorarium)	\$0.00	2
free presenters (W/honorarium)	\$0.00	0
Paid presenters	\$0.00	0
Total led programs	\$0.00	21

## Collection Notes

- Weeding project: currently paperbacks are being weeded.
- RFID tagging: Videos are currently being tagged.

## The Friends

- The Friends were awarded \$250 from the Alliant Grant. These funds along with saved Friends funds will be used to pay for one of the special presenters of the 2024 Summer Reading program.
- The Friends passed a motion to supply up to \$2000 for the purchase of passes to the following institutions: Milwaukee Art Museum, Milwaukee Public Museum, Farm Wisconsin Discovery Center, and the Maritime Museum. They made the stipulation that the passes to the Farm Wisconsin Discovery Center and the Maritime Museum would both be able to be checked out concurrently (usually only one pass may be checked out at a time)
- The Friends also passed a motion to provide for the purchase of special programming equipment for the library (a giant game, a drum set, and an indoor/outdoor easel)



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	3115	2816								15450
Total Circulation in 2023		2637	2474	2,828	2178	2166								12283
Difference		637	525	418	937	650								3167
Dodge C Non-Lib 2024		907	779	996	844	887								4413
Dodge C Non-Lib 2023		743	715	835	593	553								3439
Difference Rural Circ		164	64	161	251	334								974
Interlibrary Loan Borrowed		14	13	10	23	2								62
Interlibrary Loan Lent		14	19	18	22	18								91
Successful Self Check out/renew		443	486	459		0								1388
Monarch Crossover Borrowing		-51	69	73	118	-4								205
Monarch New Item Crossover		38	125	152	173	101								589
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 negative number means we borrowed more than we lent.														
PATRON COUNT														
Total Registrations		41	28	33	55	30								187
Online registrations		9	3	4	2	5								23
Current number of Patrons in System		3526	3559	3582	3673	3660								N/A
Online and Digital Resources														
Ancestry.com total searches		0	0	81	63	2								146
Ancestry.com total retrievals		0	0	47	52	0								99
CreativeBug Total Videos Viewed		19	4	0	0	15								38
AtoZ Databases		0	0	0	0	0								0
Hoopla Instant Circ		133	192	208	212	191								936
Cost for Hoopla Circ		\$333.13	\$472.05	\$468.68	\$493.54	\$437.96								\$2,205.36
Total Unique Patrons		43	51	52	49	46								N/A
Overdrive eBook Overdrive circ		507	463	417	412	402								2201
Overdrive Audiobook circ		271	267	297	289	282								1406
Overdrive eMagazines circ		82	105	71	41	62								361
Transparent Languages sessions		25	3	0	0	1								29
INTERNET & WIFI USE														
Computer logins		200	235	256	249	186								1126
Computer session		178	197	226	217	169								987
Computer session Hours:Min		143:14:00	145:47:00	175:22:00	150:35:00	117:34:00								732:32:00
Average Session Min		0:48:00	0:44:00	0:47:00	0:42:00	0:42:00								0:44:36
Monarch IT Wifi Stats		1,126	722	730	557									3,135
OPAC Logins		711	616	631	610	605								3173
Wifi Statistics showed a significant change in total sessions from April to May. Monarch IT has submitted a ticket to see if there has been a change in the method of reporting														

2024 Statistics Continued													Total for year
Type of New Materials													
Adults Fiction (F)	43	57	37	65	36								238
Adults Non Fiction (NF)	13	8	17	18	22								78
Young Adults Fiction (YA)	9	24	4	12	5								54
Young Adults Non Fiction	1	0	0	0	20								21
Juvenile Fiction (+)	2	16	21	8	23								70
Juvenile Non Fiction	1	1	2	5	15								24
Easy Fiction (E, ER, BB)	7	39	10	23	24								103
Easy Non Fiction	0	1	0	4	15								20
DVD , Blu-Ray & TV Series (AD)	30	18	18	12	3								81
DVD , Blu-Ray & TV Series (JUV)	0	3	5	1	0								9
JV AUD	0	0	0	0	0								0
CD/Music	0	0	1	1	0								2
Audiobooks on CD	2	1	0	1	0								4
Video Games	7	9	9	1	0								26
Spanish	0	0	0	0	5								5
Kits and Media-Library of Things	0	0	0	0	0								0
Total	115	177	124	151	168	0	0	0	0	0	0	0	735
Universal Class statistics (System-Wide)													
New Registrations	54	37	37	27	24								179
New Courses Started	101	87	80	59	55								382
Login Sessions	209	219	227	192	161								1,008
Lessons Viewed	1,708	1,671	1,784	2057	1061								8,281
Videos Watched	1,204	1,217	1507	1381	738								6,047
Student Submissions	1,758	1,784	1,776	1807	1193								8,318
Monarch2Go App													
App Devices	97	88	87	93	84								N/A
App Launches	612	476	504	629	578								2,799
Get User Info (app sign in or open)	1470	1241	1207	1518	1396								6,832
Holds created	124	125	150	167	148								714
Renewals	180	158	171	160	189								858
Searches	506	445	565	677	434								2,627



## 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	\$ 171.60	\$ 116.80	\$ 54.00	\$ 155.00	\$ -	\$ 497.40	\$ 201.75	\$ 273.64	\$ 118.00
MAY	\$ 55.16	\$ 87.20	\$ 52.00	\$ -	\$ -	\$ 194.36	\$ 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						\$ 1,204.86	\$ 2,612.88	\$ 2,733.19	\$ 2,015.42

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

Note on April: Fines & Fees include 3rd & 4th quarter ecommerce payments

# DRAFT

## Ted & Grace Bachhuber Memorial Library

### Circulation Policy

#### Library Cards and Borrowing Privileges

To obtain a library card at the Ted & Grace Bachhuber Memorial Library (TGBML), an individual must provide current legal proof of residence using a valid photo ID with a name and current address, such as a driver's license or state ID. If the address is not current, the individual must also provide a second legal proof of residence that lists the name and current address. We will accept a current real estate tax bill, residential lease, utility bill, bank statement, paycheck, or other unexpired government documents.

**Young adults (minors aged 16 and up), may provide a school picture ID along with proof of address.**

Library cards are issued for a length of 18 months. There is no charge for the initial library card. However, a charge of \$3.00 will be assessed if a library card is lost within a renewal period.

#### Juvenile Library Cards

Juvenile cards may be issued to children who are six (6) years of age or have completed kindergarten up to the age of fifteen (15). Parents can choose to either grant their children limited access to materials or unlimited access to all materials (excluding items limited to adults per policy). With limited access, children will not be able to check out music CDs, DVDs, Blu-rays, or video games, and they will not be able to access Hoopla. All other materials, including all other digital materials, (e.g., materials and courses accessed through Libby, Badgerlink databases, and other TGBML Library databases) are available to all cardholders, including juvenile cardholders. In order for juveniles to have access to library computers, parents must provide written consent by signing the appropriate form.

#### Young Adult Library Cards

Young Adult library cards may be obtained by a Juvenile age 16 and up. Two types of cards are available:

- YA card signed for by borrow. A YA card signed by a juvenile borrower aged 16 or 17 will provide limited access, which includes up to 5 books as well as all digital material, access to databases, access to the internet in the library, and access to gaming consols using downloaded games.
- YA card signed for by parent/guardian, who takes responsibility for all library materials. Full adult access is provided for such cardholders, with the exception of materials that are limited to adult check-out only. The parent/guardian must be present to sign for this type of card.

If a parent/guardian wishes to limit their child aged 16-17, they may opt-out of a YA card and register their child for a juvenile card.



## Internet Usage in the Library

All children under the age of eighteen (18) sixteen (16) must have a library card and a signed parental permission on file before they can use a library computer with internet access.

Young adult Library cardholders (aged 16 and up) will by default be granted access to public library computers. Young adults without library cards will not be granted access to library computers if they have a driver's license or formal ID showing their age. Parents have the right to request the Library block Internet access for their young adult children. Such requests must be made in person at the library by filling out the correct form and providing proof of address and/or guardianship.

All adults may use library computers whether or not they have a library card and whether or not their cards are in good standing. Adults without library cards or whose accounts are not in good standing may use the computers by being logged on by a staff member.

Not following the Library Acceptable Use Policy may result in the user being temporarily or permanently banned from using Library computers.

~~All cardholders Adults and juveniles with signed permission cards can log onto library computers using their library cards as long as their account is in good standing.~~

WiFi is freely available for any individual, and no password is required to access the WiFi.

For more information on acceptable internet usage, please see the Internet Acceptable Use Policy.

## Circulation Loan Periods

### Physical Materials:

- New Adult Fiction: 14 Days
- Fiction and Non-Fiction: 28 Days
- Books on CD: 28 Days
- CDs: 14 Days (Maximum 20 per user)
- DVDs and Blu-ray: 7 Days (Maximum per user 20)
- DVDs and Blu-ray television series: 14 days
- Video Games: 7 Days (Maximum per user 5)
- Magazines: 14 Days
- Newspapers do not circulate.
- Interlibrary Loan items: Determined by Lending Library
- Reference Books: As a general policy, reference books do not circulate. Upon special application to the library director, exceptions may be occasionally made, but only for an overnight loan period.
- Some items, such as some kits, zoo passes, and other special items may have different loan periods. Loan periods will be displayed on the items, and the due date of each item will be listed on the checkout receipt.

### **Digital Materials:**

Digital materials are returned automatically and cannot accrue a fine. The length of loan periods may vary depending on the platform and item.

## **Overdue Materials**

Most items at the TGBML Library are fine free. However, some special such as experience passes and items in our library of things, will be charged fines per day, which can range in fee from \$1.00 to \$10.00 per day, depending on the item. Per the Monarch Library System policy, fines and check-out periods are determined by the library where the items are checked out, not by the library who owns the items.

Library items not returned one (1) month after the date due will be considered lost, and the borrower will be assessed the replacement cost of the item and possibly other fees associated with the item.

### **Overdue Notices:**

The Library will attempt to deliver the first overdue notice via automated phone call, email, and/or text **approximately** seven (7) days after the due date and final overdue notice **approximately** twenty-eight (28) days after the due date. If the material is not returned at this time, the material will be considered lost, and the patron will be billed. The director, at his/her discretion, may send the borrower a Police Letter, stating the items overdue, the amount of replacement cost, and a notice that this information will be given to the Mayville Police Department for further investigation.

Patrons owing fines or charges in excess of \$10.00 or more will be blocked from checking out library materials or accessing digital library materials, and they will be blocked from using their library cards to access library computers. **However, staff members can log patrons who blocked by fines or charges onto library computers.**

Overdue charges that were charged prior to the Library going "fine free" will remain on patron accounts. Overdue charges accrued on items checked out from other libraries who charge fines will may not be waived.

Items in a lost status may not be eligible for a return if a new copy was purchased by the Library of if the items was in lost status for and excessive amounts of time. At the discretion of the director, charges for those items may require payment.

## **Holds, Returns & Renewals**

### **Placing Holds:**

Patrons can place holds on materials online by logging into their personal library accounts or by calling the TGBML Library. When the item(s) are available, patrons will be notified via text, email, or by a phone call. The Library will hold items for seven (7) days for pick up; items not picked up by the end of the seventh day will be shelved, sent on to the next patron, or returned to the owning library.

### **Renewing Materials Checked out:**

Patrons can renew items that are not on hold for other patrons or that have not reached renewal limits by logging into their personal library accounts online, using the Monarch2Go app, talking to staff in person at the library, or calling the Library during regular business hours.

#### **Returning Items:**

Patrons may use the walk-up book drop located at the entrance of the building, the drive-up book drops, or the walk-up book drop at the circulation desk (during business hours). Some items may not be returned at the book drop. Examples of such items include experience passes, the telescope, games, and kits. These must be presented to staff at the circulation desk, and the borrower is required to remain with the item until it is fully checked in. to return items or bring items for return into the library during library hours.

## **Special Collection Items**

Some special items may have circulation rules and policies specific to those items. (E.G. Library Experience Passes, a telescope, stem kits, etc.)

## **Lost and Damaged items**

#### **Reimbursement for Lost Items Found**

Lost items that have been paid for and later found are not eligible for reimbursement. The borrower may either keep the item paid for or donate it back to the Library.

Replacements for lost/damaged items

The Library does not accept replacements for lost/damaged items. Charges for these items usually include processing and handling.

TGBML will charge our patrons for lost/damaged items belonging to other libraries that were borrowed from our library. We cannot negotiate any fees and charges associated with materials not belonging to TGBML.



**TED & GRACE BACHHUBER MEMORIAL LIBRARY**  
234 N John St Mayville, WI 53050

**LIBRARY CARD APPLICATION**

All information given is confidential. Patron privacy is protected under Wis. Stat. 43.30.

Please print clearly and fill out form completely.

NAME: \_\_\_\_\_  
(As appears on Driver's License or accepted ID) Last Name First Name MI

ADDRESS: \_\_\_\_\_  
Street Apt. /Space # City State Zip Code

COUNTY: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_

BIRTH DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ PHONE #: \_\_\_\_\_ CARRIER: \_\_\_\_\_  
Month Day Year

☐ Check here if applicant is under 18

EMAIL: \_\_\_\_\_

SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Preferred Notification: Phone Call \_\_\_\_\_ Email \_\_\_\_\_ Text \_\_\_\_\_

(To receive reserved item notification and other notices)

Prefer not to answer \_\_\_\_\_

**PLEASE READ AND SIGN BELOW:**

- I agree to notify the Library if any of the information I supplied on this application changes.
- I accept responsibility for all the materials charged on this card, and I accept responsibility for all charges incurred for any overdue, lost, or damaged materials.
- I agree to follow the policies, rules, and regulations of the Library, and I understand that if I choose not to comply with these rules, my Library privileges may be suspended or revoked.

X \_\_\_\_\_  
(Signature of applicant)

**PARENT OR LEGAL GUARDIAN INFORMATION**

Please print Parent or Guardian information if applicant is under 18 years of age.

NAME: \_\_\_\_\_  
(as appears on Driver's License or accepted ID) Last Name First Name MI

ADDRESS: \_\_\_\_\_  
(If different from minor's address) Street Apt. /Space # City State Zip Code

BIRTH DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ PHONE # \_\_\_\_\_  
Month Day Year

**PLEASE READ AND SIGN:**

- I have given permission for the minor listed on this application to receive Library privileges.
- I accept responsibility for all the materials charged to this card, including fines, fees, and charges assessed to it.
- I understand that I am taking responsibility to ensure that the minor will follow all Library rules of behavior and that if he or she chooses not to comply with these rules, his/her Library privileges may be suspended or revoked.

X \_\_\_\_\_  
(Signature of parent/guardian)

(Staff use only)

Barcode #: \_\_\_\_\_ Client ID# \_\_\_\_\_ Initials/Date: \_\_\_\_\_

**TED & GRACE BACHHUBER MEMORIAL LIBRARY CARD APPLICATION**  
**PERMISSIONS PAGE**

☐ **Music, Movie, and Game Permission**

I hereby give the minor child named on the front of this form permission to check out all physical items from the library, including music CDs, movies, and video games, and video game accessories, which may be for use in and/or outside the Library. I understand that this permission also extends to all items accessible on Hoopla. (Note: This agreement excludes physical materials that per Library policy can only be checked out to an adult.)

As a parent/guardian, I agree to be responsible for the selection, use and return of any items borrowed by said minor. I agree to pay any fines and/or damage charges incurred by him/her.

I understand that in trying to serve a variety of patrons, the library may have materials that could be objectionable to some people. I also understand that there is no censorship based on Parental Advisory ratings, ratings by CARA (Classification & Rating Administration), ratings by ERSB (Entertainment Software Rating Board), or any other rating source at the desk.

X \_\_\_\_\_  
(signature of parent/guardian)

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☐ **I do NOT give Permission for Music, Movies, and Video Games, or Gaming Systems**

I do not give my child permission to check out physical movies, video games, video game accessories, or music from the Library. I understand that by signing this section, my child will also not be able to check out these resources for in-library use. I also understand that by me selecting this, my child will not have access to Hoopla.

X \_\_\_\_\_  
(signature of parent/guardian)

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☐ **Permission for Library Computers**

I hereby give the minor child named on the front of this form permission to use library computers. I understand that most of the library computers are not censored or filtered. I also take responsibility for ensuring this individual understands Library policies of computer and internet use. I understand that by giving permission to use computers, my child has access to gaming computers and the games downloaded on them.

X \_\_\_\_\_  
(Signature of parent/guardian)

# Ted & Grace Bachhuber Memorial Library

## Volunteer Policy

### Purpose

The Ted & Grace Bachhuber Memorial Library (TGBML or the Library) recognizes the significant contribution volunteers make to the Library and the Mayville community. Volunteers do not replace paid staff but instead partner with them to provide the best possible service to library patrons.

### Definition of a Volunteer

A volunteer is an individual who contributes time, energy and talents without wages, benefits, or compensation. To volunteer is to give freely of your time and service to help the TGBML achieve its goals.

### Supervision

The TGBML has a Volunteer Coordinator. The Volunteer Coordinator manages the volunteer program. Your direct supervisor may be a different person depending on your volunteer task.

### Age Requirement

Volunteers must be at least 16 years of age to work as a library volunteer. Exceptions may be made with prior approval by the Library Director. Parent/guardian signature is required on the TGBML Volunteer application, TGBML Volunteer Liability Waiver form, and the City of Mayville Background Check form for volunteers under 18.

### Selection Process

All volunteers are required to fill out and submit a TGBML Volunteer application, TGBML Volunteer Liability Waiver form and a City of Mayville Background Check form prior to volunteering. Acceptance of an application is at the Library's discretion. The applicant will be contacted in order to schedule an interview. Volunteers will not be able to complete court-ordered community service at the TGBML. Volunteers will be selected based on their areas of interest and qualifications in relation to the needs of the TGBML. The number of volunteers accepted is based on the amount of work and supervisory time available.

### Job Orientation and Training

The TGBML will provide an orientation which includes a tour of the Library, an overview of the Volunteer Sign-in/Sign-out procedure, Volunteer Monthly Calendar, Volunteer Policy and training appropriate to the task the volunteer will be assigned. Training may take 4 to 6 weeks depending on the task assigned and will be scheduled on the library staff's schedule. Volunteers may be required to attend occasional training sessions. The Library may at anytime, for whatever reason, decide to make changes in the nature of the volunteers task or change the volunteers day and/or hours.



## Trial Period

The TGBML has a 90 day trial period. During this time, the performance of the volunteer will be continuously evaluated, and the need for additional training may be determined. If after the 90-day trial period, the volunteer is not meeting the demands of the task, then the Library will decide to either reassign the volunteer to a different task that may be a better fit, or the Library may determine it is necessary to dismiss the volunteer.

## Volunteer Schedule

The volunteers assigned day and time will be determined by the TGBML as time and staff coverage warrant. The Library will try to accommodate the volunteer's preferred day and time. Volunteers may be scheduled any time the library is open to the public, but the majority of volunteer hours will be scheduled during weekdays. The Library may at any time and for any reason decide to make changes in the nature of the volunteers task or change the volunteers day and/or hours.

## Work Limitations

Volunteers should disclose to the Volunteer Coordinator any disabilities or work limitations that may affect their ability to perform assigned tasks. Some tasks require physical abilities including frequent standing, walking, sitting, and handling objects. Volunteers may need to reach with hands and arms, stoop, kneel, crawl and smell. Volunteers may regularly need to move book trucks up to 100 pounds. Specific vision abilities required for volunteer work include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust and focus.

## Attendance

Volunteers are expected to be dependable. Volunteers who are unable to come in for a scheduled shift then must contact the Library at 920-387-7910 as soon as possible. Volunteers are required to log attendance in the Volunteer Sign-in/Sign-Out Log at the beginning and end of each shift. Accurate reporting of volunteer hours is very important. The Library maintains statistics of volunteer hours.

## Confidential Information

Volunteers are expected to maintain confidentiality of all information to which they are exposed to while serving as a volunteer. This includes any information about materials a patron has looked at, asked for, or checked out, as well as reference questions asked by library patrons. No information about a library patron from any source is to be disclosed. Confidential information is not to be shared with your family, friends, or acquaintances.

## Dress Code

Volunteers are expected to dress and groom themselves in accordance with accepted business standards. Clothing must be clean and non-offensive. Personal safety should be maintained in the work environment, and type of clothing should be considered in regard to personal safety. Volunteers are asked to wear an TGBML Volunteer name tag for correct identification.

## Volunteer Relations

Volunteers are to act in accordance with TGBML policies, code of conduct, and procedures. The quality of a volunteer's relationship with library patrons, staff and other volunteers can greatly impact library services and success. Volunteers are expected to treat library patrons, staff, and other volunteers in a courteous and respectful manner. Volunteers must be considerate about the views of library patrons, staff, and other volunteers.

Volunteers are to direct all questions or concerns raised by patrons relating to the Library's collection, services, policies, procedures, and reference questions to a library staff member. Volunteers should never address patrons about their behavior; patron behavioral concerns should be brought to the attention of the Library staff or Director.

## Personal Use of Library Property

Library owned equipment and supplies are for library use only and may not be used for personal use.

## Theft

Theft is considered to be the unauthorized use of library services, facilities or taking of library property for personal use. No item should ever be removed from the library premises without the authorization of the Library Director. Failure to properly check out library materials is considered theft. All library material must be checked out. There are no exceptions to this rule.

## Safety

Volunteers agree to report all accidents, injuries, problems with the building or facilities, or anything that needs repair to the Library Director or Volunteer Coordinator immediately. **Volunteers are not employees of the Ted & Grace Bachhuber Memorial Library and are therefore not covered under any Worker's Compensation Plan.**

## Harassment

Volunteers are responsible for keeping the TGBML environment free of harassment. A volunteer who becomes aware of harassment, whether by witnessing an incident or being told of it, must report it to the Library Director, Volunteer Coordinator, or other Library Staff with whom the volunteer feels safe. Harassment of any sort --verbal, physical, visual-- will not be tolerated. The Library intends to provide an environment that is pleasant and free from intimidation or other hostile actions. Harassment can take many forms including but not limited to abusive language, signs, jokes, pranks, unwelcome physical contact or violent acts.

## Dismissal

All volunteers will be held to the same policies and code of conduct that Library employees are held to regarding safety and unacceptable activities. The TGBML may at any time, for whatever reason, decide to dismiss a volunteer from their volunteer relationship with the Library. The decision to dismiss a volunteer lies with the Library Director.

## Reasons for Dismissal

To avoid any confusion, some of the more obvious unacceptable activities are as follows:

- Being intoxicated or under the influence of drugs or alcohol while volunteering.
- Willful violation of library policies, code of conduct or procedures.
- Inability to perform assigned tasks satisfactorily.
- Failure to obey instructions.
- Exhibiting insubordinate behavior.
- Release of confidential library information.
- Unauthorized use of library equipment.
- Theft of library property.
- Failure to follow safety practices.
- Mistreating or threatening patrons, library staff, or other volunteers.

## Volunteers' Personal Property

The TGBML shall not be responsible for damaged, lost, or stolen personal property belonging to or in the care of the volunteer while the volunteer is performing authorized library tasks. If a volunteer's private property is damaged or stolen, then the Library shall make a thorough investigation of the incident and complete a report of the findings. The Library does not provide insurance coverage for a volunteer's privately-owned vehicle.

## Volunteer Rights

Volunteers have the right to

- Be assigned a task that suits their personal preferences, skills, experience, and qualifications.
- Know their supervisors and how to contact them.
- Be trained to do their task.
- Be provided with adequate guidance and supervision.
- Obtain feedback about their performance.
- Have their concerns and complaints heard.
- Have their personal information held confidential.
- Be respected by patrons, library staff, and other volunteers.
- Say "no": volunteers should never be coerced into doing tasks that are against their wishes or that they do not feel qualified to do.
- Resign from their volunteer commitment.



## Volunteer Resignation

To end a volunteer commitment, the volunteer is asked to notify the Volunteer Coordinator of the decision and the effective date as soon as possible. Volunteers are asked to attend an exit interview. The purpose of this interview is to accomplish the following:

- Bring closure to the volunteer and TGBML relationship in regard to volunteer service.
- Obtain feedback about the overall volunteer experience for the purpose of ongoing volunteer program development.

Approved by the Mayville Library Board on April 8, 2021

# Library Maintenance Manager

## Job Description

### General Responsibilities of Position

Under the general supervision of the Library Director, the Library Maintenance Manager works under minimal supervision with extensive latitude for the use of initiative and independent judgment. The position is responsible for directing and coordinating maintenance activities and overseeing the maintenance, operations, and repairs of the Library. The position is also responsible for the hiring, disciplinary matters, and supervision of all full-time, part-time, and contract custodial staff that will maintain the Library. This position is also responsible for the hiring, disciplinary matters, and supervision of all full-time, part-time building supervisors that assist in the supervision of the Library during normal hours of operation.

### Essential Duties and Responsibilities

All the following are to be performed while adhering to City of Mayville operational policies, safety rules, and procedures. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~1. Responsible for the hiring, training, disciplinary matters, and evaluation of all custodial staff. Maintain thorough records for all said staff.~~
- ~~2. Development and preparation of the maintenance budget including payroll, operating & janitorial supplies and equipment, repairs and up-keep to building, grounds, and equipment.~~
- ~~3. Purchase all operating & janitorial supplies and equipment, repairs and up-keep to building -- grounds.~~
- ~~4. Assists in the development and review of specifications in new design, construction, or renovation to the infrastructure of the Library.~~
- ~~5. Administer CPR, AED, or first aid as needed.~~
6. Maintain a master calendar and schedule of preventative maintenance and records. Prepare a maintenance and replacement plan for the Library.
7. Make judgments regarding what repair work can be completed in house and what should be contracted out. Write specifications, receive, and award bids and oversee the work of outside contractors when they are necessary. Under supervision of Director, develops and implements maintenance contracts and agreements with vendors and service people.
8. Monitor energy consumption and make or recommend changes in order to maximize efficiency.
9. Assures security and fire alarm systems are kept in good working order and meet state and local codes.
10. Inspects, maintains, repairs, and replaces motors, exhaust fans, video surveillance system, public address systems, indoor and outdoor lighting ballast & switches, fuses & breakers, heating cooling circuits, and other related equipment.
- ~~11. Moves, adds, and makes changes to computers and phones as needed. Works with the Monarch Library System to make any changes needing Monarch Administration involvement.~~

12. Sets up and tears down programming spaces for Library programs as well as room rentals. Inspects program room furniture and oversees cleaning.
13. Maintains floors: Cleaning, buffing, and waxing of floors or overseeing such work as needed.
14. Maintains interior and exterior painting, landscaping and general outdoor facility maintenance of building and grounds, including overseeing any vendors hired to do work in these areas.
- ~~15. Performs performance reviews with employees, using performance evaluation tools provided by the City Clerk.~~
- ~~16. May help with delivery of books, furniture, and programming supplies to outreach locations.~~
17. Performs other duties as assigned.

### Required Qualifications:

- Education and experience: Graduation from high school or GED and ten years of maintenance experience with one year in supervisory or lead worker position; or equivalent combination of related education and experience.
- State issued Journeyman Millwright (Maintenance Mechanic) card. *preferred*
- Must Pass a background check.
- Must maintain the following certification, licenses, and registrations:
  - ~~o CPR~~
  - ~~o Standard First Aid~~
  - o Journeyman Millwright (Maintenance Mechanic) card - *preferred?*
  - o Valid State's Driver's License

### Knowledge, Skills, and Abilities:

1. Thorough knowledge of the methods, techniques, materials, and equipment used in installation, maintenance and repair of plumbing, carpentry, electrical & lighting and HVAC systems, janitorial-housekeeping, fixtures, and related systems.
2. Skill in operation of listed tools and equipment.
- ~~3. How to administer first Aid, CPR, and AED as needed.~~
- ~~4. Listens, communicates, and works effectively with a diverse group of people. Establish and maintain effective working relationships with staff, supervisors, other agencies, and the public. Ability to develop, coordinate, and direct varied activities involved in a maintenance department; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.~~
5. Prioritize and schedule work tasks in a timely manner.
- ~~6. Read blueprints and schematic diagrams; Ability to draw simple sketches and make mathematical calculations.~~ *7. Basic computer skills*
- ~~7. Computer skills, must be proficient in Microsoft Word, Microsoft Excel and understand file and folder structures, back-up files, and basic computer knowledge with some computer trouble shooting skill. Preferably will have some knowledge of networks.~~
8. Has knowledge of local codes, state NEC code, and of OSHA codes and regulations including Lock-out Tag-out, Dept. of Health and Family Service HFS 172, and other occupational hazards and necessary safety precautions.
9. Has the ability to monitor HVAC, boiler systems, card reader systems, etc.

## **Environmental/Working Conditions:**

This work is both in an indoor and outdoor environment, though more frequently indoors. While performing this job, the employee will be exposed to the varied outdoor weather inherent to the Wisconsin climate. Work is mostly on weekdays, but occasional evenings and weekends are required. Work is in a moderately noisy location (business office, light traffic, etc.) but may at times require being in louder and noisier environments, such as being near air conditioner compressors and fans.

## **Physical Demands of the Position: Candidate must**

1. Be able to work in confined spaces, including working in small, cramped areas such as ceiling crawl spaces or closets.
2. Be able to sit, bend, twist, and reach high and low.
3. Have good distance vision at 20 feet or further and near vision at 20 inches or less. In addition, must have good eye/hand coordination and be able to perceive the full range of the color spectrum. Must be able to visually inspect and analyze both computer images as well as physical objects.
4. Be able to use wrists, hands, and fingers for long periods to do the following activities: Keyboarding, writing, filing, and other office work.
5. Be able to lift and carry 50 pounds or less. Be able to push a full book cart.
6. Be able to sit, stand, walk, climb, stoop, kneel and crouch.
7. Be able to climb ladders or steps to reach work areas; work at heights greater than ten feet.
8. Be able to operate and care for a variety of shop type equipment and hand tools used in this position.
9. ~~Have mobility to travel (e.g., to deliver books or to purchase parts needed for work)~~
10. Have adequate speaking and hearing abilities in order to hear and speak to the public, coworkers, and vendors.
11. ~~Be able to work at a computer for extended periods.~~
12. ~~Have mobility to travel (e.g., to meetings outside the library).~~
13. Be able to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

## **Mandatory Requirements for the City of Mayville:**

1. Background check
2. Drug test

## **Salary and Hours:**

This position will be a non-union, hourly wage position. Primary hours will be during the daytime but need to be flexible due to varied demand. After hours are on call 24/7.

- Talent*
12. Sets up and tears down programming spaces for Library programs as well as room rentals. Inspects program room furniture and oversees cleaning.
  13. Maintains floors: Cleaning, buffing, and waxing of floors or overseeing such work as needed.
  14. Maintains interior and exterior painting, landscaping and general outdoor facility maintenance of building and grounds, including overseeing any vendors hired to do work in these areas.
  15. Performs performance reviews with employees, using performance evaluation tools provided by the City Clerk.
  16. May help with delivery of books, furniture, and programming supplies to outreach locations.
  17. Performs other duties as assigned.

### Required Qualifications:

- Ask Scott*
- Education and experience: Graduation from high school or GED and ten years of maintenance experience with one year in supervisory or lead worker position; or equivalent combination of related education and experience.
  - State issued Journeyman Millwright (Maintenance Mechanic) card.
  - Must Pass a background check.
  - Must maintain the following certification, licenses, and registrations:
    - CPR
    - Standard First Aid
    - Journeyman Millwright (Maintenance Mechanic) card
    - Valid State's Driver's License
- 2yr dec exp. into*  
*Priffer*

### Knowledge, Skills, and Abilities:

1. Thorough knowledge of the methods, techniques, materials, and equipment used in installation, maintenance and repair of plumbing, carpentry, electrical & lighting and HVAC systems, janitorial-housekeeping, fixtures, and related systems.
2. Skill in operation of listed tools and equipment.
3. How to administer first Aid, CPR, and AED as needed.
4. Listens, communicates, and works effectively with a diverse group of people. Establish and maintain effective working relationships with staff, supervisors, other agencies, and the public. Ability to develop, coordinate, and direct varied activities involved in a maintenance department; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.
5. Prioritize and schedule work tasks in a timely manner.
6. Read blueprints and schematic diagrams; Ability to draw simple sketches and make mathematical calculations.
7. Computer skills; must be proficient in Microsoft Word, Microsoft Excel and understand file and folder structures, back-up files, and basic computer knowledge with some computer trouble shooting skill. Preferably will have some knowledge of networks.
8. Has knowledge of local codes, state NEC code, and of OSHA codes and regulations including Lock-out Tag-out, Dept. of Health and Family Service HFS 172, and other occupational hazards and necessary safety precautions.
9. Has the ability to monitor HVAC, boiler systems, card reader systems, etc.

*Basic computer skills*



**Selection Guidelines:**

A process that includes but is not limited to the completion of a formal application, the rating and verification of education and experience, oral interviews, job skills, tests, a reference/background check, and a physical exam.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

# Library Maintenance Manager

## Job Description

### General Responsibilities of Position

Under the general supervision of the Library Director, the Library Maintenance Manager works under minimal supervision with extensive latitude for the use of initiative and independent judgment. The position is responsible for directing and coordinating maintenance activities and overseeing the maintenance, operations, and repairs of the Library. The position is also responsible for the hiring, disciplinary matters, and supervision of all full-time, part-time, and contract custodial staff that will maintain the Library. This position is also responsible for the hiring, disciplinary matters, and supervision of all full-time, part-time building supervisors that assist in the supervision of the Library during normal hours of operation.

### Essential Duties and Responsibilities

All the following are to be performed while adhering to City of Mayville operational policies, safety rules, and procedures. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- No purchase*
1. Responsible for the hiring, training, disciplinary matters, and evaluation of all custodial staff. ~~Maintain~~ thorough records for all said staff.
  2. Development and preparation of the maintenance budget including payroll, operating & janitorial supplies and equipment, repairs and up-keep to building, grounds, and equipment.
  3. Purchase all operating & janitorial supplies and equipment, repairs and up-keep to building – grounds.
  4. Assists in the development and review of specifications in new design, construction, or renovation to the infrastructure of the Library.
  5. Administer CPR, AED, or first aid as needed.
  6. Maintain a master calendar and schedule of preventative maintenance and records. Prepare a maintenance and replacement plan for the Library.
  7. Make judgments regarding what repair work can be completed in house and what should be contracted out. Write specifications, receive, and award bids and oversee the work of outside contractors when they are necessary. Under supervision of Director, develops and implements maintenance contracts and agreements with vendors and service people.
  8. Monitor energy consumption and make or recommend changes in order to maximize efficiency.
  9. Assures security and fire alarm systems are kept in good working order and meet state and local codes.
  10. Inspects, maintains, repairs, and replaces motors, exhaust fans, video surveillance system, public address systems, indoor and outdoor lighting ballast & switches, fuses & breakers, heating cooling circuits, and other related equipment.
  11. Moves, adds, and makes changes to computers and phones as needed. Works with the Monarch Library System to make any changes needing Monarch Administration involvement.
- Refer to*

## mulch quote

Fox Den <foxden53050@gmail.com>

Fri 2024-05-17 10:52 AM

To: Jennifer Stasinopoulos <Jennifers@tgbml.org>

Hi Jennifer, Brian told me you need this quote asap so I will give you a quick rundown on it and I can type it up at a later time, as I'm working the greenhouse today and it's very busy.

We propose to install mulch of your color choice in all landscape beds around the building. We will apply Snapshot weed preventer under the mulch before it is installed and on top after it is installed, all labor and materials to do this project are included.

Quote price = \$2440

Note: Dan Spittel to remove all existing weeds before we install mulch

Monthly bed maintenance includes weed removal, fluff mulch, trimming shrubs and perennials as needed, and adding Snapshot weed preventer if needed at a cost of \$70 per man hour, plus materials. We remove and dispose of all debris each time too.

Please let me know if you want me to schedule any of this, we would like to put you on the top of our list!

Debbi at Fox Den

920-387-4542

[CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe]