

MEETING: LIBRARY BOARD MEETING

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

Date: July 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 May and June 2024
5. Discussion with Action on Payment of Bills for June 2024
6. Discussion with Action on Library Treasurer's Report for May and June 2024
7. Discussion with Action on Library Director's Reports for June 2024
 - A. Library statistics for June 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: Lost and Found Policy
 - D. Discuss with possible action: Library Logo
 - E. Discuss with possible action: Library Website
9. New Business --
 - A. Discuss with possible action: Election of Officers.
 - B. Discuss with possible action: Becoming a disaster shelter and heat cold emergency location
 - C. Discuss with possible action
 - D. Discuss with possible action: the creation of a housekeeping/custodian position.
 - E. Discuss with possible action: job description of Maintenance Manager
 - F. Discuss with possible action: job description of Housekeeper/Custodian
10. Adjournment: -- Discuss with possible action: next meeting August 8, at 6:00 pm

Jennifer Stasinopoulos
Library Director

Ted & Grace Bachhuber Memorial Library

Board Meeting June 13, 2024 @ 6pm

Conference room

1. Meeting called to order by President Grant Larson @ 6:02pm Present: President Grant Larson, Director Jennifer Stasinopoulos, Moriah Hurst, Lisa Neumann, Sue Smith, Stephanie Justman. excused: Marian Pilling, Mike Schmidt, new board member Katie Spears.

2. Public Comment- none

3. Approval of Minutes of previous meeting: Neumann moved to approve with correction of Sue Smith name in attendance, Smith seconded. Motion carried.

4. City Budget Reports: Smith moved to table; Hurst seconded. Motion carried.

5. Payment of Bills: Hurst moved approve; Neumann seconded. Motion carried.

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

7. Library Director's Report: Director Jennifer presented a report for May 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. Monarch did a soft launch of the new catalog, which is more user-friendly than the old catalog. The hard launch is scheduled for August and they have asked for feedback from the library board members throughout the Monarch network.

b. Update from the Friends of the Library group; June 15th Brat Fry at the Mayville Piggly Wiggly. June round up for the Piggly Wiggly is also going to the Friends of the Library, has been going successfully to date. The Friends have also chosen to give the Library up to \$2000 to use towards purchase of new passes for patrons to check out.

c. Building: Extensive list of items that needed to be fixed has been attended to by Findorff, currently working on replacing landscaping that was still under warranty.

d. Staff/Upcoming events: Director Jennifer to be out of the building for a couple weeks in early July.

8. Unfinished Business:

a. Old Library- The mayor is recommending that the old library building be sold through an online auction, not to include any parking lot, through Stan Jones Auction and Realty Service. Date of the auction to be determined, meeting for photographs and final measurements on June 26th, pending approval from the City Council.

b. Chapter 3 of the 2020 Trustee Essentials Handbook- Hurst moved to table for next meeting, Smith seconded. Motion carried.

c. Circulation furniture- Smith move to approved up to \$3000 from Dodge County Grant to purchase storage cases. Neumann seconded. Motion carried.

d. Circulation Policy- Neumann moved to approve circulation policy updates, Hurst seconded. Motion carried.

9. New Business:

a. Volunteer Policy- no change recommended.

b. Room Rental rates- no action needed.

c. Adding a Facilities Manager position to the Library staff- Hurst moved to approve hiring a Facilities Manager/Custodian as a part time position, to be supervised by both Director Jennifer and Scott Kollmansberger through the City. Neumann seconded. Motion carried.

d. Landscape Maintenance quote- Hurst moved to approve hiring Fox Den with funds from account 73, up to \$2500, as needed. Smith seconded. Motion carried.

Neumann moved to adjourn meeting @ 7:53 pm, Smith seconded. Motion carried. Next meeting to be held July 11, 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
	<u>DODGE CO LIBRY</u>						
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
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 & 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

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

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
10-55110-57-304-000 PUBLIC LIBRARY - TELEPHONE						
10-55110-57-304-000	3209	STATE EMPLOYMENT RELATIONS	06/13/2024	505-0000091677	DISCOUNTED INTERNET LINES	600.00
10-55110-57-304-000	5543	CREXENDO BUSINESS SOLUTIONS	06/09/2024	178486	PHONE SERVICE	234.46
Total 10-55110-57-304-000 PUBLIC LIBRARY - TELEPHONE:						834.46
10-55110-57-319-000 PUBLIC LIBRARY - CONTRACTED SE						
10-55110-57-319-000	3453	TOP TO BOTTOM CCS	05/31/2024	35049A	CLEANING SERVICES- LIBRARY	2,595.00
10-55110-57-319-000	5376	RHYME BUSINESS PRODUCTS LLC	06/10/2024	AR743123	RHYME PRINTER CONTRACTED SERVICES	293.99
Total 10-55110-57-319-000 PUBLIC LIBRARY - CONTRACTED SE:						2,888.99
10-55110-57-322-000 PUBLIC LIBRARY - UTILITIES-WAT						
10-55110-57-322-000	5563	MAYVILLE UTILITIES	05/30/2024	5.30.24 MAY UTILITIES	MAY BILLING	244.45
Total 10-55110-57-322-000 PUBLIC LIBRARY - UTILITIES-WAT:						244.45
10-55110-57-323-000 PUBLIC LIBRARY - UTILITIES-ELE						
10-55110-57-323-000	142	ALLIANT ENERGY/WP&L	05/31/2024	MAY 2024	#9684930000 LIBRARY ELECTRICAL	36.97
10-55110-57-323-000	142	ALLIANT ENERGY/WP&L	05/31/2024	MAY 2024	#9684930000 LIBRARY ELECTRICAL SERVICE	280.61
10-55110-57-323-000	142	ALLIANT ENERGY/WP&L	05/22/2024	MAY LIBRARY 2024	#1864446326 NEW LIBRARY	1,511.77
Total 10-55110-57-323-000 PUBLIC LIBRARY - UTILITIES-ELE:						1,829.35
10-55110-57-324-000 PUBLIC LIBRARY - UTILITIES-NAT						
10-55110-57-324-000	142	ALLIANT ENERGY/WP&L	05/31/2024	MAY 2024	#9684930000 LIBRARY GAS	46.23
10-55110-57-324-000	142	ALLIANT ENERGY/WP&L	05/22/2024	MAY LIBRARY 2024	#1864446326 NEW LIBRARY GAS	319.57
Total 10-55110-57-324-000 PUBLIC LIBRARY - UTILITIES-NAT:						365.80
10-55110-57-351-000 PUBLIC LIBRARY - MAINT-BUILDIN						
10-55110-57-351-000	4600	PACKERLAND RENT-A-MAT INC	05/31/2024	3118826	#12208-12208 LIBRARY	73.06
Total 10-55110-57-351-000 PUBLIC LIBRARY - MAINT-BUILDIN:						73.06
10-55110-57-808-000 PUBLIC LIBRARY - BOOKS						
10-55110-57-808-000	644	CENGAGE LEARNING - GALE	05/09/2024	84278248	BOOKS	194.34
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	06/01/2024	MAY & JUNE 2024 INVOI	#2005703 BOOKS	384.90
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	06/01/2024	MAY & JUNE 2024 INVOI	#2005703 BOOKS	25.80
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	06/01/2024	MAY & JUNE 2024 INVOI	#2005703 BOOKS	36.99
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	06/01/2024	MAY & JUNE 2024 INVOI	#2005703 BOOKS	318.27
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	06/01/2024	MAY & JUNE 2024 INVOI	#2005703 BOOKS	292.46
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	06/01/2024	MAY & JUNE 2024 INVOI	#2005703 BOOKS	36.23
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	06/01/2024	MAY & JUNE 2024 INVOI	BOOKS REFUND	21.29-
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	06/01/2024	MAY & JUNE 2024 INVOI	BOOKS REFUND	59.97-
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	06/01/2024	MAY & JUNE 2024 INVOI	#2005703 BOOKS	27.60
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	06/01/2024	MAY & JUNE 2024 INVOI	#2005703 BOOKS	285.25
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	06/01/2024	MAY & JUNE 2024 INVOI	#2005703 BOOKS	429.17
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	06/01/2024	MAY & JUNE 2024 INVOI	#2005703 BOOKS	176.00
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	06/01/2024	MAY & JUNE 2024 INVOI	#2005703 BOOKS	210.85
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	06/01/2024	MAY & JUNE 2024 INVOI	#2005703 BOOKS	60.13
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	06/01/2024	MAY & JUNE 2024 INVOI	#2005703 BOOKS	275.79
10-55110-57-808-000	5264	AMAZON CAPITAL SERVICES	06/09/2024	1CGY-T16Q-XR6M	LIBRARY SUPPLIES- BOOKS	75.43

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
Total 10-55110-57-808-000 PUBLIC LIBRARY - BOOKS:						2,747.95
10-55110-57-809-000 PUBLIC LIBRARY - SUPPLIES-A/V						
10-55110-57-809-000	5264	AMAZON CAPITAL SERVICES	06/09/2024	1CGY-T16Q-XR6M	LIBRARY SUPPLIES- DVD/ BLU RAY	396.70
Total 10-55110-57-809-000 PUBLIC LIBRARY - SUPPLIES-A/V:						396.70
Grand Totals:						9,380.76

Dated:

7/10/24

Library Board:



Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Only paid invoices included.

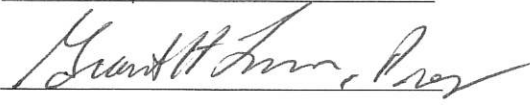
Invoice Detail.GL Account = "261510000000000"- "2699999999999999"

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
26-55112-49-301-000 DODGE CO LIBRY - SUBSCRIPTIONS						
26-55112-49-301-000	2328	MIDWEST TAPE LLC	05/16/2024	2328	ADVANCE DIGITAL PAYMENT	1,500.00
26-55112-49-301-000	3858	WOMAN'S WORLD	06/21/2024	YEARLY SUBSCRIPTION	SUBSCRIPTION	38.40
Total 26-55112-49-301-000 DODGE CO LIBRY - SUBSCRIPTIONS:						1,538.40
26-55112-49-325-000 DODGE CO LIBRY - SUPPLIES						
26-55112-49-325-000	2775	QUILL CORPORATION	06/07/2024	39023582	CLEANING OFFICE SUPPLIES	236.46
26-55112-49-325-000	5264	AMAZON CAPITAL SERVICES	06/05/2024	1LKF-FN3X-9MLP	EQUIPMENT FOR SURFACE PROS	107.97
Total 26-55112-49-325-000 DODGE CO LIBRY - SUPPLIES:						344.43
26-55112-49-377-000 DODGE CO LIBRY - SUPPLIES						
26-55112-49-377-000	1338	GLEN GERARD MAGIC PRODUCTION	02/14/2024	21424	LIBRARY PROGRAM	350.00
26-55112-49-377-000	2572	ORIENTAL TRADING COMPANY INC	05/16/2024	73117136801	MISC. SUPPLIES - LIBRARY	262.33
26-55112-49-377-000	2670	PIGGLY WIGGLY	05/02/2024	022039271349	SUPPLIES - LIBRARY	28.06
26-55112-49-377-000	2670	PIGGLY WIGGLY	05/29/2024	023056761430	SUPPLIES - LIBRARY	76.68
26-55112-49-377-000	3980	WISCONSIN MARITIME MUSEUM INC	02/20/2024	1008202111042047	SHIPWRECK OUTREACH PROGRAM-LIBRARY	200.00
26-55112-49-377-000	5650	DEAN ROBINS	06/20/2024	6/20/2024	SUMMER READING PROGRAM- HONORARIUM FO	300.00
26-55112-49-377-000	5651	HOOP ELATION, LLC	06/20/2024	130	SUMMER READING PROGRAM	330.00
26-55112-49-377-000	5651	HOOP ELATION, LLC	06/20/2024	130	SUMMER READING PROGRAM- 2 PROGRAM BLOC	50.00-
Total 26-55112-49-377-000 DODGE CO LIBRY - SUPPLIES:						1,497.07
Grand Totals:						3,379.90

Dated:

7/10/24

Library Board:



Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Only paid invoices included.

Invoice Detail.GL Account = "73151000000000"-739999999999999"

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
73-55110-79-815-000 LIBRARY TRUST - PROGRAM SUPPLI						
73-55110-79-815-000	5264	AMAZON CAPITAL SERVICES	06/09/2024	11WX-WXM1-T94G	LIBRARY SUPPLIES	211.06
73-55110-79-815-000	5264	AMAZON CAPITAL SERVICES	06/09/2024	11WX-WXM1-T94G	LIBRARY CREDIT	2.16-
73-55110-79-815-000	5264	AMAZON CAPITAL SERVICES	06/11/2024	1DRH-G7NF-GJ6R	LIBRARY SUPPLIES	250.10
73-55110-79-815-000	5264	AMAZON CAPITAL SERVICES	06/11/2024	1DRH-G7NF-GJ6R	LIBRARY CREDIT	2.40-
Total 73-55110-79-815-000 LIBRARY TRUST - PROGRAM SUPPLI:						456.60
Grand Totals:						456.60

Dated:

7/1/24

Library Board:



Ted & Grace Bachhuber Memorial Library

Treasurer's Report

June 2024

MSB Money Market

June 1, 2024	Starting Balance	\$65,124.61		
June 26, 2024	Lanonaann Wondra		\$100.00	
June 26, 2024	Xcel Energy		\$112.79	
June 26, 2024	Broadridge Dividend		\$26.70	
June 26, 2024	Cash Box Donations		63.85	
June 26, 2024	The Village Flower Shoppe	\$45.00		
June 30, 2024	Interest		26.80	
June 30, 2024	Ending Balance	\$45.00	\$330.14	\$65,409.75

MSB Money Market Building Fund

June 1, 2024	Starting Balance	\$7,387.07		
June 26, 2024	Monarch Library Refund		1,391.58	
June 30, 2024	Minimum Balance Fee	25.00		
June 30, 2024	Interest		\$0.63	
June 30, 2024	Ending Balance	\$25.00	\$1,392.21	\$8,754.28

Library Trust Account with the City of Mayville	\$133,204.79
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Dodge County Grant Account with the City of Mayville	\$232,784.25
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Total Investments	\$440,153.07
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Report Criteria:

Actual amounts

Includes accounts with balances and activity

Includes net income totals

Account.Account number = "26","73","76","79"

Account Number	Title	Debit Amount	Credit Amount
26-11111-00-000-000	TREASURER'S CHECKING	238,863.06	
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	5,706.36	
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	
26-55112-49-301-000	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	
26-55112-49-809-000	DODGE CO LIBRY - SUPPLIES		.31-
73-11111-00-000-000	TREASURER'S CHECKING	133,463.43	
73-34150-00-000-000	FUND BALANCE		130,933.73-
73-46710-79-000-000	LIBRARY TRUST - LIBRARY REVENUE		3,139.00-
73-55110-79-319-000	LIBRARY TRUST - CONTRACTED SER	302.00	
73-55110-79-808-000	LIBRARY TRUST - BOOKS	307.30	
79-11200-00-000-000	LIBRARY INVESTMENTS	308,480.83	
79-17000-00-000-000	LIB BUILDING HELD FOR RESA	425,000.00	
79-21111-00-000-000	ACCOUNTS PAYABLE		549,740.00-
79-21200-00-000-000	RETAINAGE PAYABLE ACCOUNT		100,000.00-
79-21500-00-000-000	DUE TO BACHHUBER FOUNDATION		425,000.00-
79-34300-00-000-000	RETAINED EARNINGS	341,259.17	
Grand Totals:		1,475,691.06	1,475,691.06-
Net Income:			61,803.95-

Report Criteria:

Actual amounts

Includes accounts with balances and activity

Includes net income totals

Account.Account number = "26","73","76","79"

Ted & Grace Bachhuber Memorial Library

Director's Report: June 2024

Delivered on July 11, 2024

Library Statistics Highlights

- The Self-check was fixed at the end of the month. There were no items checked out in June, but People are using the device already this month!
- New library cardholders if up 64% from last year at the end of June

Monarch System

- Regarding the new catalog: feedback is primarily positive, with patrons expressing excitement. The cookie choice pop-up comes up very often, and it is suggested that bookmarking our own library's catalog could help that issue. Libraries can request that their materials be brought up to the top of search on their page, and we have requested this.
- 166,000 items were purged from the catalog in a yearly update. These items were withdrawn and deleted at library levels, but their records remain in the catalog until purged yearly.
- A route driver retired at the end of May, and we have a new route driver.
- Racheal Fealy-Layer is the new part-time Cataloging and Database Assistant.
- Janette Thrane, Director of the Juneau Public Library, has left her library to move on with her husband to work abroad.
- The WPLC Board approved the Delivery Workgroup Budget, which resulted in substantially higher contributions from systems. Monarch's payment increased from \$17,955 to \$24,218.

New Building Update

- Complaints have been made about the noise level of the air conditioning units. Project Manager Steve Nadolski looked at the units and pointed out that the "surging" noise was likely related to the coils being plugged by cottonwood seeds and suggested hosing them down. DPW hosed them down, but there remains a lot of noise. Nadolski also reported that they could not see anything mechanically wrong with the units. He took decibel readings that showed the condenser fans were producing more noise than the compressors, but he believes that much of the noise is related to the location of the units. Usually, such units are located on the roof of buildings, where the sound more easily dissipates. In our situation, the sound is at head-height, and he believes that the placement of the unit between two buildings causes the sound to reverberate between them. He stated he would contact the manufacturer. In July, people from Findorff and Surefire, along Kory and City Administrator Stephanie Justmann and I will meet at the library to assess the situation further.

Personnel Activities and Professional Development

- Jennifer met with staff for performance reviews and goal setting. Reviews will be completed in July after Jennifer returns from leave.
- A staff meeting was held on June 7. The focus was on Summer Reading and Beanstack, though a variety of topics were discussed. Sheila presented on Summer Reading activities and special presenters. Morgan presented the Beanstack App. Lyndsey presented how to find and correctly input Statistical Class for patrons.
- Sheila and Jennifer supported the Friends activities: Sheila represented our library at the Veteran's Walk/Run, and she served by manning the table at Piggly Wiggly promoting the Round up cause for the Friends, which took place in June. Both Sheila and Jennifer worked at the Hamburger/Brat Fry.
- Lyndsey attended the webinar "Unattended Children: How to talk to parents about their children's behavior." This webinar was put on by Ryan Dowd, who presents nationally on topics related to homelessness and de-escalation. She felt that "the training proved insightful on a variety of issues but seemed timely with summer reading."
- Lyndsey attended the WISCAT user group meeting on Teams.
- We were down a full-time staff member for much of the month due to planned absences.
- Jennifer is on the Governance and Circulation Committee at Monarch, but neither held meetings in June.

Friends of the Library

- The Friends of the Library requested and were given the opportunity to do the Round Up at Piggly Wiggly. Part of the requirement for this is to man a table to spread the word about the cause, and Sheila and Board Member Lisa Neuman both participated in manning the table.
- Some months back, the Friends of the Horicon Public Library asked our Friends to join them in the June Veteran's Run/Walk event, and the Friends eagerly accepted! Sheila participated in the event.
- The Friends made a big showing at Piggly Wiggly with a busy Brat Fry. Both Sheila and Jennifer worked the event. We all wore our new t-shirts, and business was steady throughout the event. In the end, we sold out! From the Brat Fry, the Friends made \$851 along with \$121 in donations, for a total of \$972! We have great Friends!
- The Friends funded the purchase of a number of experience passes. We will soon have available four passes to the Milwaukee Art Museum, which will circulate for a week and can be taken out of state to be used at museums with reciprocal agreements. We are also cataloging a pass to the Wisconsin Maritime Museum, which limits the number of circulations per year. However, if the pass is popular, we can purchase additional passes as the cost is lower than many other passes. Finally, we will soon be circulating a pass to the Farm Wisconsin Discovery Center, which will be permitted to circulate concurrently with the Maritime Museum Pass since they located over an hour from the library but close to each other.

Social Media

- Morgan made the following updates to the website: she cleaned up the menus, organized categories, and she worked on the Friends page. She also drafted ideas for possible theme updates.

- Our Facebook followers continue to rise; in June we had 12 new followers.
- Profile visits for both Facebook and Instagram have increased by 66.3%.
- Our reach is not rising. Reach is the number of people who are visiting our page who are *not* following. Morgan has some ideas to draw in more interaction and interest by alternating posts that appeal to specific demographics.

Operations and Building

- The part we had been waiting for to fix the self-check kiosk arrived, and Lyndsey installed it successfully.
- Jennifer met with City Administrator Stephanie Justmann and TAG Maintenance Director Scott Kollmansberger to discuss the positions of Library Maintenance Manager and Library Custodian. Jennifer will be working on the job descriptions and posting the positions July after she returns from a planned leave.

Community Activity

- This year, Grace took over the outreach for the Scavenger Hunt and contacting businesses regarding Summer Reading
- The following is a list of many of the local businesses supporting our 2024 Summer Reading Program:
 - Above & Beyond Children's Museum
 - Antonioni Well & Pump Services
 - Cardinal Lanes
 - Dr Steven's Family Dentistry
 - Fox Den Landscape & Nursery
 - Fred's Beds
 - Friends of the Horicon Marsh
 - Hometown Interiors
 - Jon Jacobs Co
 - Marsh Area Chamber
 - Mayville Car Wash
 - Mayville Hometown Pharmacy
 - Mayville Legion Post No. 69
 - Mayville Limestone INC
 - Mayville Savings Bank
 - McDonald's
 - Metalcraft of Mayville
 - Midwest Anatomic Pathology Services
 - The Open Door Coffeehouse
 - The Natural Way
 - Pizza Ranch—West Bend
 - Posie
 - PS Seasoning

- Sherwood Family Restaurant
- The Stand
- Success Mortgage Partners, Inc.
- Sweet Pea's Pies
- The Tinker Shoppe

Programming

- A new program called *Preschool Playdate* was created for younger children. It is slated to run for eight weeks, starting mid-June. In the end, we will see if it is something we can continue.
- Fiber Arts, Coloring Club, and Teen Book Club were put on hold during the summer in order to focus on other summer reading activities and special events.
- A total of 113 people participated in the Scavenger Hunt this year. This activity, though greatly enjoyed by those who participate, takes a lot of staff time to prepare. The initial purposes of the hunt were threefold:
 - to bring awareness to our expanding the summer reading program to teens and adults
 - to develop relationships with a specific group of community stakeholders: our local businesses
 - To increase public awareness of all the wonderful businesses we have in Mayville .

The scavenger hunt met all the goals for which it was developed. At this time, however, we will evaluate whether to continue the program due to the great amount of work it takes to set up.

- *Dragon Training Academy*, the first large Summer Reading program for which we hired a presenter, had a solid attendance of 51 people, though the educational program, *Shipwrecked Detectives* only brought in 16 people. Sheila reported that the presenter of *Shipwrecked Detectives* stated they generally do better during the school year. Many variables, such as the academic calendar and both poor and nice weather, can affect program attendance. The team will be reflecting on attendance to programs this year in order to make plans for a more effective lineup and scheduling of programming in the future.
- As usual, the monthly programs Adult Book Club and Genealogy Round Table garnered solid attendance. Boba Tea Tasting, which was directed at teens, also brought in healthy attendance of 16!

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

June Program Counts			
Program	Intended audience	Attendees	Comment
Preschool Play Date	Young Child (0-5)	16	
Watercolor Painting	Young Adult (12-18)	6	
Movie How to Train Your Dragon	Child (6-11)	8	
Dragon Training Academy	Child (6-11)	51	Paid Presenter (Fee paid for by Friends of the Library)
Knight & Fantasy Crafts Shield Crown	Child (6-11)	14	
Adult Book Club	Adult (19+)	18	
Preschool Play Date	Young Child (0-5)	7	
Dragon Eggs With Model Magic	Child (6-11)	20	
Lego Club	Child (6-11)	10	
Boba Tea Tasting Tween & Teen	Young Adult (12-18)	16	
Pokémon Club	Child (6-11)	9	
Shark Crafts	Young Child (0-5)	12	
Preschool Play Date	Young Child (0-5)	7	
Shipwreck Detectives	Child (6-11)	16	Paid Presenter
Preschool Water Play Time	Young Child (0-5)	12	
Genealogy Round Table	Adult (19+)	13	Volunteer led

June Program leaders & presenters		
Programs led by	Special cost for presenter	Count
staff	N/A	13
free presenters (no honorarium)	\$0.00	1
free presenters (W/honorarium)	\$0.00	0
Paid presenters	\$200 paid by Library for 1 presenter *	2
Total led programs	\$200.00	16

*The cost of \$350 for the second presenter was paid for by the Friends of the Library

Collection Notes

- During the month of June, the number of new additions to our collection was down due to staff absences due to vacations and sick time.

Displays

- Quack Open a good book: a general display to showcase older titles we own.
- Sports and adventure
- The display case switched over to Summer Reading Prizes and Incentives the last week of June.

2024 Statistics														
CIRCULATION (PHYS ITEMS)		Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total for year
Total Circulation 2024		3274	2999	3,246	3115	2816	3124							18574
Total Circulation in 2023		2637	2474	2,828	2178	2166	2709							14992
Difference		637	525	418	937	650	415							3582
Dodge C Non-Lib 2024		907	779	996	844	887	851							5264
Dodge C Non-Lib 2023		743	715	835	593	553	729							4168
Difference Rural Circ		164	64	161	251	334	122							1096
Interlibrary Loan Borrowed		14	13	10	23	2	22							84
Interlibrary Loan Lent		14	19	18	22	18	20							111
Successful Self Check out/renew		443	486	459	0	0	0							1388
Monarch Crossover Borrowing		-51	69	73	118	-4	-34							171
Monarch New Item Crossover		38	125	152	173	101	93							682
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	48							235
Online registrations		9	3	4	2	5	4							27
Current number of Patrons in System		3526	3559	3582	3673	3660	3713							N/A
Online and Digital Resources														
Ancestry.com total searches		0	0	81	63	2	43							189
Ancestry.com total retrievals		0	0	47	52	0	42							141
CreativeBug Total Videos Viewed		19	4	0	0	15	6							44
AtoZ Databases		0	0	0	0	0	0							0
Hoopla Instant Circ		133	192	208	212	191	210							1146
Cost for Hoopla Circ		\$333.13	\$472.05	\$468.68	\$493.54	\$437.96	\$493.61							\$2,698.97
Total Unique Patrons		43	51	52	49	46	50							N/A
Overdrive eBook Overdrive circ		507	463	417	412	402	375							2576
Overdrive Audiobook circ		271	267	297	289	282	288							1694
Overdrive eMagazines circ		82	105	71	41	62	65							426
Transparent Languages sessions		25	3	0	0	1	0							29
INTERNET & WIFI USE														
Computer logins		200	235	256	249	186	235							1361
Computer session		178	197	226	217	169	225							1212
Computer session Hours:Min		143:14:00	145:47:00	175:22:00	150:35:00	117:34:00	198:18:00							930:50:00
Average Session Min		0:48:00	0:44:00	0:47:00	0:42:00	0:42:00	0:53:00							0:46:00
Monarch IT Wifi Stats		1,126	722	730	557	571	559							4,265
OPAC Logins		711	616	631	610	605	616							3789
The statistics for May Wifi have been made available														

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	65	36	37							275
Adults Non Fiction (NF)	13	8	17	18	22	8							86
Young Adults Fiction (YA)	9	24	4	12	5	0							54
Young Adults Non Fiction	1	0	0	0	20	0							21
Juvenile Fiction (+)	2	16	21	8	23	3							73
Juvenile Non Fiction	1	1	2	5	15	2							26
Easy Fiction (E, ER, BB)	7	39	10	23	24	4							107
Easy Non Fiction	0	1	0	4	15	0							20
DVD, Blu-Ray & TV Series (AD)	30	18	18	12	3	21							102
DVD, Blu-Ray & TV Series (JUV)	0	3	5	1	0	0							9
JV AUD	0	0	0	0	0	0							0
CD/Music	0	0	1	1	0	0							2
Audiobooks on CD	2	1	0	1	0	0							4
Video Games	7	9	9	1	0	3							29
Spanish	0	0	0	0	5	0							5
Kits and Media Library of Things	0	0	0	0	0	0							0
Total	115	177	124	151	168	78	0	0	0	0	0	0	813
Universal Class statistics (System-Wide)													
New Registrations	54	37	37	27	24	38							217
New Courses Started	101	87	80	59	55	69							451
Login Sessions	209	219	227	192	161	162							1,170
Lessons Viewed	1,708	1,671	1,784	2057	1061	1202							9,483
Videos Watched	1,204	1,217	1507	1381	738	941							6,988
Student Submissions	1,758	1,784	1,776	1807	1193	1290							9,608
Monarch2Go App													
App Devices	97	88	87	93	84	92							N/A
App Launches	612	476	504	629	578	578							3,377
Get User Info (app sign in or open)	1470	1241	1207	1518	1396	1435							8,267
Holds created	180	158	171	160	189	120							978
Renewals	124	125	150	167	148	126							840
Searches	506	445	565	677	434	401							3,028

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	\$ 66.75	\$ 58.90	\$ 34.00	\$ -	\$ -	\$ 159.65	\$ 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						\$ 1,364.51	\$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 and Grace Bachhuber Memorial Library

Lost and Found Policy & Procedures

The Ted and Grace Bachhuber Memorial Library is not responsible for personal items left in the library by patrons and member of the community. All unclaimed items found on the premises of the Ted and Grace Bachhuber Memorial Library are handled in accordance with the following guidelines.

- Lost and found items will be dated and stored for a period of thirty (30) days. (See below for identification items and items of significant or possible significant value.
- If current contact information is attached to the lost item, at least three attempts will be made to contact the owner.
- If the owner of a lost and found item visits the library and can satisfactorily identify the item, the item will be returned to them.
- Any items lost that contain food or liquid and personal items may be disposed of at the end of the business day (e.g., water bottles, pacifiers, sippy cups, plastic food containers). Hazardous materials will be disposed of under the discretion of the director.
- Regarding unclaimed identification documents, credit cards, or items of (possible) significant value (e.g. gift cards, cash, jewelry): These will be taken to the Mayville Police Department as soon as staff are able, and will be kept in a secured location until staff are able to do so.
- We will attempt to return any books labeled as belonging to a library outside of the Monarch Library System to that library. Unmarked books will be disposed of at the discretion of the Library Director.
- All other items, if not claimed in a timely manner, will be disposed of at the discretion of the Library Director.

Red Cross Facility Types

Centers

- Cooling Center - set up in response to warm weather event that rises to the level of a disaster. If sleeping accommodations are provided for clients, the cooling center is transitioned to a shelter.
- Evacuation Center - set up to provide a safe haven during an evacuation, large storm, or "pre-notice" incident. If sleeping accommodations are provided for clients, the evacuation center is transitioned to an evacuation shelter.
- Warming Center - set up in response to a cold weather event that rises to the level of a disaster. If sleeping accommodations are provided for clients, the warming center is transitioned to a shelter.

Shelters

- Emergency Evacuation Shelter - an accessible facility set up in the event of a rapid evacuation or to provide a safe place to congregate while a major storm passes. Typically allows less space per person to maximize the number of clients that can be accommodated.
- General Population Shelter - an accessible facility set up to provide shelter for everyone in the community, including individuals with access and functional needs, including those with disabilities requiring supportive services to maintain independence and utilize the shelter and its programs and services.
 - Standard/Short-term Shelter - typically lasting two weeks or less
 - Long-term Shelter - typically lasting more than two weeks
- Staff Shelter - an accessible facility set up for staff and volunteers working in client shelters.



Shelter Facility Owner Pre-Survey Form

This form must be completed by the facility owner/operator. It records basic details about the site and contact information. Once completed, send it to the Red Cross representative.

Red Cross Representative:	Red Cross Contact Info:
Date Completed:	Contact Info: Person Completing Form:
Site Name: Ted & Grace Bachhuber Memorial Library	
Address: 234 N John St	County: Dodge
City: Mayville	State: WI Zip: 53050
Site Information	
Year Built: 2023	Site Meets Current Occupancy Codes: <input type="checkbox"/> Y <input type="checkbox"/> N
Functional Fire Suppression System (fire alarms, sprinkler system, fire department direct alert): <input type="checkbox"/> Y <input type="checkbox"/> N	
Smoke Alarms: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Fire Extinguishers: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Functioning Emergency Exits: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	AEDs: <input type="checkbox"/> Y <input checked="" type="checkbox"/> N
Water Source: <input checked="" type="checkbox"/> Municipal <input type="checkbox"/> Well <input type="checkbox"/> Trapped Water Other:	
Plumbing Source: <input checked="" type="checkbox"/> Municipal <input type="checkbox"/> Septic Tank <input type="checkbox"/> Water-less Other:	
Emergency Generator: <input type="checkbox"/> Y <input type="checkbox"/> N What is powered by generator?	
Cooling System: <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> No AC Other:	
Heating System: <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> No Heat Other:	
Wireless Internet: <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Pets Allowed: <input type="checkbox"/> Y <input checked="" type="checkbox"/> N
Are there outside areas for pet relief?	
Facility Accessibility: <input type="checkbox"/> 1984 UFAS <input type="checkbox"/> 1991 ADA Standards <input type="checkbox"/> 2004 ADAAG <input type="checkbox"/> 2010 ADA Standards chose all that apply <input type="checkbox"/> Unknown <input checked="" type="checkbox"/> Other Site was built in 2023 and should follow those ADA standards	
Contact Information	
<i>The Red Cross needs to know who to contact for additional information during disaster readiness and all potential points of contact during disaster. The "Primary" contact is the individual who serves as the main point of contact to the Red Cross during disaster readiness. It is helpful to provide alternate points of contact who may be actively involved when opening the shelter and who can be reached after-hours. Contacts can be updated with the Red Cross as necessary.</i>	
SITE CONTACT INFORMATION:	CONTACT TYPE: Primary
First Name:	Last Name:
Agency:	Title:
Phone #:	Alternative Phone #:
Email Address:	

To Be Used by Facility Owner/Operator

SITE CONTACT INFORMATION:	CONTACT TYPE: Alternative
First Name:	Last Name:
Agency:	Title:
Phone #:	Alternative Phone #:
Email Address:	

SITE CONTACT INFORMATION:	CONTACT TYPE: Alternative
First Name:	Last Name:
Agency:	Title:
Phone #:	Alternative Phone #:
Email Address:	

SITE CONTACT INFORMATION:	CONTACT TYPE: Alternative
First Name:	Last Name:
Agency:	Title:
Phone #:	Alternative Phone #:
Email Address:	

SITE CONTACT INFORMATION:	CONTACT TYPE: Alternative
First Name:	Last Name:
Agency:	Title:
Phone #:	Alternative Phone #:
Email Address:	

SITE CONTACT INFORMATION:	CONTACT TYPE: Alternative
First Name:	Last Name:
Agency:	Title:
Phone #:	Alternative Phone #:
Email Address:	

SITE CONTACT INFORMATION:	CONTACT TYPE: Alternative
First Name:	Last Name:
Agency:	Title:
Phone #:	Alternative Phone #:
Email Address:	

Print additional pages to share additional contact information if needed.

To Be Used by Facility Owner/Operator

ROUGH DRAFT
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.
- 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

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.

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.

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.