

**MEETING: LIBRARY BOARD MEETING**

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

**Date: March 9, 2023**

**Time: 6:00 pm**

**MEETING AGENDA**

**(A Quorum of Council Members May Be Present)**

1. Meeting Called to Order and Roll Call –
2. Public Comment –
3. Approval of Minutes of Previous Meeting –
4. Discussion with Action on City Budget Reports for February 2023
5. Discussion with Action on Payment of Bills for February 2023
6. Discussion with Action on Library Treasurer's Report for February 2023
7. Discussion with Action on Library Director's Reports for February 2023
8. Library statistics for February 2023
  - A. Meetings and Activities:
    1. Update on Monarch Library System/Directors Council
    2. Update on Friends' group activities
  - B. Building:
  - C. Staff/Upcoming Events
9. Unfinished Business
  - A. Update on new Library project:
    1. Library Building Project: continued discussion with possible action based on Library Board recommendations
    2. Update on Time Capsule and grand opening: discussion with possible action based on Library Board recommendations
10. New Business –
  - A. Discuss with possible action: New Library Logo
  - B. Discuss with possible action: Sale and/or disposal of old library furnishings and unneeded supplies after the move to the new library
11. Adjournment: -- Discuss with possible action: next meeting April 13, 2023, at 6:00 pm

Jennifer Stasinopoulos  
Library Director

**Mayville Public Library Board Meeting**  
**February 9, 2023**  
**Mayville Public Library**

1. The meeting was called to order at 6:00 p.m. by Board President Grant Larson.

Present: Director: Jennifer Stasinopoulos, Geri Feucht, President: Grant Larson, Library Vice President: Mike Schmidt, Secretary: Lisa Neumann, Treasurer: Sue Smith, School Representative: Carrie Mathison

Excused Absent: Alderperson Joe Riese

Guests: Kory Krieser and Tom Baade (Integris), and Clarice Case Beaver Dam Daily Citizen.

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

**Schedule Update:**

1. Updated construction schedule: Kory updated the board of construction progress from Findorff. In next two weeks the structural steel will be started. Air handling unit is still on schedule to come in June. The electrical gear manufacturing is shipping about 8 weeks late. Projection target date has been updated to September with the equipment delay.
2. Design update:
  - a. Kory reviewed the Donor Wall again for the board. Zimmerman is working on getting pricing and also samples for designers to review.
  - b. Kory updated on Construction Bulletin #3 for submittal.
  - c. Kory updated on Construction Bulletin #4 FF&E.
  - d. Kory reported that the Brick & Stone Mock Ups are now on site to view.
3. Procurement Update:
  - a. Furniture items are being coordinated with goal of completion end of February.
  - b. Zimmerman has met to discuss shelving with no orders placed.
  - c. Zimmerman is working on initial meeting with AV vendor. Kory reviewed with board the AV placement outlined in the library.
  - d. Zimmerman is recommending colors for signage to provide samples for the board to review. The exterior lettering sample was shared with the board to review.
  - e. No updates on equipment plan.
4. Budget Update:
  - a. Kory stated cost projection remains the same as last meeting at \$12,398.388.
5. Utility/Infrastructure Updates:

- a. Kory updated status of Phone and Internet services for coax and fiber options. There are two services needed for teach line and public. Vendor choices are Spectrum and AT&T.
6. Kory shared status on the Overhead Utility will be relocated after backfilling. Kory discussed walking tour be scheduled in March.

Kory informed that Findorff is about two weeks out to topping out ceremony. The time capsule arrived and was shown to the board. Discussion on timeline for burying time capsule at new site and removing old time capsule at current library site. Kory and Tom exited library board meeting.

**2. Public Comment:** None

**3. Approval of minutes of previous meeting:** After review, Smith made a motion to approve January 12, 2023 Library Board minutes. Schmidt seconded. Motion carried.

**4. City Budget Report:** Mathison made a motion to approve the December 2022 budget report. Feucht second. Motion carried. Neumann made a motion to table the January 2023 budget report. Mathison second. Motion carried.

**5. Payment of Bills:** After review, Smith made the motion to approve payment of the December 2022 bills. Schmidt second. Motion approved. The totals for December are as follows: General Fund: \$4,957.04 Dodge County: \$548.32 Library Trust Fund: \$830.57 Total: \$6,335.93

**6. Library Treasurer's Report:** Smith gave an updated Treasurer's Report for final December 2022 and January 2023. After review Schmidt made a motion to accept the final December 2022 and January 2023 Treasurer's Report. Feucht seconded. Motion carried.

**7. Library Director's Report:** Jennifer included a Director's Report in the Library Board Meeting Packet. Jennifer reported on programs growth year over year. In 2021 they had 68 programs and in 2022 they had 129 programs with the same number of staff that were working on weeding, collections, patron database updated and other responsibilities. Jennifer restructuring of staff responsibilities have made their time more effective. She commends her staff for all of their accomplishments in 2022.

**8. Library statistics for January 23:** Jennifer gave circulation overview which has increased 8% from January 2022 to January 2023 from more groups added and items.

A. Meeting and Activities: Updates outlined in the Director's report. Jennifer has joined circulation committee for the system.

1. Monarch Library System and Directors Council updated in Director's report.
2. Update on Friends group activities highlighted in Directors Report. The Friends Group will be having a Friendtastic Friends Event on Friday, February 24<sup>th</sup> from 4pm to 7pm to celebrate the friends group and Rhonda's retirement. The board is invited to attend.

B. Building: No building updates.

C. Staff/Upcoming Events: Other staff updates given in Director's report. Rhonda's retirement and Jennifer is holding phone interviews. Mathison made a motion to purchase a retirement gift up to \$250.00 for Rhonda. Smith second. Motion carried.

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

**9. Unfinished Business**

A. Update on new Library project:

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

B. Board reviewed for the third time the revisions of the Collection Development Management Policy. Jennifer discussed the revisions for the CDMP from previous board meeting. Mathison made a motion to approve the collection development management policy. Feucht second. Motion carried.

**10. New Business**

A. Jennifer reviewed with the board the 2022 Annual Library Report. Schmidt made a motion to approve the 2022 Annual Library Report subject to the correction of total funds. Feucht second. Motion carried.

B. Schmidt made a motion to endorse The Library Bill of Rights. Mathison second. Motion carried.

C. Feucht made a motion to endorse The American Library Association's The Freedom to Read and The Freedom to View Statements. Mathison second. Motion carried.

**11. Adjournment:** -- Discuss with possible action: Next regular Board meeting on March 9, 2023, at 6:00 pm at the library. Schmidt made a motion to adjourn at 7:24 p.m. Mathison seconded. Motion carried. Respectfully submitted by Lisa Neumann, submitted on 2/9/2023.

Building Fund Expenditures	02/28/23	Total To date	Professional Services		Legal		Zimmerman Architectural	Findorff
Fund Raising		Credit Card On-Line Fee						
All Promotions t-shirts	\$396.50	\$72.80	Capital Survey - Utilities	\$2,750.00	Hurtado Zimmerman SC	\$780.00	\$11,137.50	\$658,865.96
M5B - Deposit Tickets	\$8.58	\$6.40	Professional Service Industries	\$2,120.00	Hurtado Zimmerman SC	\$248.00	\$1,962.50	\$534,758.51
Dodge Cty Pioneer	\$35.00	\$4.65	(Abestos Survey onsite Garage)		Hurtado Zimmerman SC	\$5,550.00	\$5,420.00	\$902,716.55
Sprint Print Posters	\$277.47	\$3.38	Integrus	\$18,500.00	QBS Law, S.C.	\$1,725.00	\$2,282.36	\$322,839.07
Sprint Print Thermometer	\$193.72	\$7.72	PSI-ESA Services Phase 1	\$2,000.00	Hurtado Zimmerman SC	\$7,020.00	\$11,517.40	
City of Mayville Tax Inserts	\$189.00	\$1.21	PSI-ESA Services Phase 11	\$3,600.00	Hurtado Zimmerman SC	\$1,710.00	\$2,095.00	
DPI- Print Brochures	\$180.00	\$72.74	PSI-Geotechnical Services	\$4,890.00	Hurtado Zimmerman SC	\$4,200.00	\$50,419.40	
U S Post Office- Stamps	\$55.00	\$13.82	Integrity Environmental Service	\$1,474.00	Hurtado Zimmerman SC	\$2,610.00	\$20,424.12	
Dodge Cty Pioneer Thk U Cards	\$135.23		Professional Service Industries	\$810.00	Hurtado Zimmerman SC	\$360.00	\$86,763.17	
Capital Newspapers Insert	\$586.95		Kunkel Engineering Group	\$250.00			\$43,134.93	
Stickyboyz Sign	\$960.00		City Mayville GFL Shed Removal	\$1,206.69			\$109,020.60	
All Promotions T-Shirts	\$186.00		Alliant Energy/WPL	\$76,673.51			\$93,837.11	
Dodge Cty Pioneer TY Cards	\$146.50		PSI-ESA Services Soil Testing	\$460.00			\$18,230.37	
All Promotions - Sign	\$54.00		Integrus	\$65,750.00			\$13,352.62	
CG Schmidt Fundraising	\$11,600.00		Capitol Survey	\$1,800.00			\$11,611.35	
Stamps	\$14.44		Town & Country	\$131,611.00			\$7,398.00	
			Town & Country	\$72,488.83			\$10,315.84	
Totals	\$15,018.39	\$182.72	\$386,384.03	\$24,203.00		\$498,922.27	\$2,419,180.09	

# Mayville Public Library Treasurer's Report

## February 2023

### MSB Money Market

Feb. 1, 2023	Starting Balance	\$22,356.26		
Feb 24, 2023	Retirement R. Klemme		\$250.00	
Feb. 28, 2023	Interest			\$4.72
	Ending Balance		\$250.00	\$4.72
				\$22,110.98

### MSB Money Market Building Fund

Feb. 1, 2023	Starting Balance	\$2,667,605.31		
Feb 9, 2023	Stamps		\$14.44	
Feb 15, 2023	Findorff #4		\$322,839.07	
Feb 24, 2023	Zimmerman Architectural		\$10,315.84	
Feb. 28, 2023	Interest			\$1,390.94
Feb. 28, 2023	Ending Balance		\$333,169.35	\$1,390.94
				\$2,335,826.90

### Mayville Savings Bank

#### Mayville Public Library Memorial Fund

Feb. 1, 2023	Starting Balance	\$45,710.14		
Feb. 28, 2023	Interest			\$9.64
Feb. 28, 2023	Ending Balance		\$0.00	\$9.64
				\$45,719.78

**Library Trust Account with the City of Mayville** City report not available \$0.00

**Dodge County Grant Account with the City of Mayville** City report not available \$0.00

**Total Investments** 2,403,657.66

# Director's Report: February 2023

Delivered on March 9, 2023

## Library Statistics Highlights

- Creative Bug Views have risen. Creative Bug was featured in a library program some in January, and the views rose that month, but they also continued to rise in February as well.

## Monarch System

- Polaris, our ILS (Integrated Library System) will be updated on Sunday, March 12 at a cost of \$3,000. This version is necessary to implement Polaris' new notices feature.
- The Council voted to pass the recommendation that the Holds System Routing List would automatically be updated each March using the current formulary based on the data from the previous year.
- Carl Demmin reported that our new firewall was expected to be deployed on Friday, March 3 at 6:00 pm.
- System IT is still working to see if Papercut can meet libraries' needs for Wi-Fi printing.
- Libraries were reminded that Governor Tony Evers signed Executive Order 184, which bans the use of TikTok on all DPI managed devices. She encouraged staff to take similar action and inform staff.

## Personnel Activities and Professional Development

- Jennifer attended Library Legislative Day and was able to visit with Representative Mark Born and Senator John Jagler. This year, we focused on telling stories of what libraries are doing.
- Jennifer conducted numerous telephone interviews for the position of Circulation Manager / Cataloguer. Jennifer and Sheila conducted 4 in-person and Zoom interviews. Lucas Almas was offered the position and has officially accepted. He has used museum catalogs as an intern and as a part-time staff member and had already begun to study Polaris by the second interview.
- Sheila started supervising a student who is doing a study program in the library. The student needs to complete 30 hours at the library for her project.

## Social Media

- We had 58 posts Facebook posts in February, and 48% of them reached over 100 people, and 12% reached over 200 people.
- We have gained 13 more followers on Facebook but have remained at 179 followers on Instagram.

## Operations and Building

- The front door closer was checked as it sometimes does not close all the way. The day it was checked, it was closing correctly, and the staff who checked it out thought the problems with closure could be due to air pressure when the heating system is blowing harder. The day they checked the door, it was over 45 degrees and sunny outside with no wind. There is no one on staff to check the door, so if it were to be assessed, they would have to bring someone outside of the city, and the charge does not warrant looking into this further as we are moving to a new building soon.

## Community

- Liz Herzman from the Horicon Marsh contacted Jennifer regarding scheduling another collaborative event in the fall. Jennifer contacted all the libraries and those managing the telescope viewing last year, and all were excited to repeat the activity, with the aim of making this an annual event. We plan to keep it “Starry Night on the Marsh” each year but change the theme. The theme for this year will be “Stories in the Sky.”

## Friends Activity

- The Friends of the Library donated a Bag Toss game to the library. It is slightly smaller and lighter than a regular game. Currently, it is in the front area of the library for all to use. The colorful artwork features whimsical titles of books. The bean bags, which are safer as they are lightweight, make a gentle sound, which we have been hearing often as people of all ages play with it! We are excited to be able to take the game with us when we do community events. Thank you, Friends!
- On February 24, we hosted “Friendtastic Fun Event,” which was an event to honor Friends and volunteers. Though some families were out of town, others stated how much they enjoyed the event. We ate, played games, gave away prizes, and gave a thank-you gift of flowers to all the Friends who came.
- The Friends has created two committees that are working with Library Board members: one to manage promoting and gathering ideas and objects for the time capsule, and the other to come up with ideas for the grand opening event.

## Collection Notes

- The yearly Magazine Giveaway was prepped, and all the old years of magazines were withdrawn.
- All movies are now in cases accessible by the public. TV series are close to being completed.
- All romance, general, and other mass-produced paperbacks have been weeded and merged. Science fiction has been merged with the general collection as science fiction is not a highly sought-after category in our library. These changes make it easier for patrons and staff to locate materials by author.

## Programming

<b>February 2023</b>		
<b>Event</b>	<b>Age Targeted</b>	<b>Number of Participants</b>
Homeschool Hang Out	General Interest	12
Preschool Storytime ( 7 programs)	Children (0-5)	11
Find A Heart	General Interest	48
Coloring Club	General Interest	5
Bead Necklace	General Interest	2
Saturday Cartoons	General Interest	6
Crazy Heart Art	Children (6-11)	6
Lego Club	Children (6-11)	11
T 3 Tween	Children (6-11)	2
T 3 Teen	Young Adult	2
Legos	General Interest	3
Homeschool Hang Out	General Interest	9
Adult Book Club	Adult (19+)	9
Friendtastis Fun Event	General Interest	25
Genealogy Round Table	Adult (19+)	10

## Other

- The staff is encouraging patrons to submit suggestions about contents of the Time Capsule.

2023 Statistics	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total for year
<b>CIRCULATION (PHYS ITEMS)</b>													
Total Circulation 2023	2637	2474											5111
Total Circulation in 2022	2429	2362											4791
Difference	208	112											320
Dodge C Non-Lib 2023	743	715											1458
Dodge C Non-Lib 2022	566	566											1132
Difference Rural Circ	177	149											326
Interlibrary Loan Borrowed	17	41											58
Interlibrary Loan Lent	28	18											46
Monarch Crossover Borrowing	-59	56											N/A
<b>PATRON COUNT</b>													
Total Registrations	16	18											34
Online registrations	5	6											11
Current number of Patrons in System	3124	3132											N/A
<b>Online and Digital Resources</b>													
Ancestry.com total searches	0	39											39
Ancestry.com total retrievals	0	22											22
CreativeBug Views	14	63											77
AtoZ Food America page views	0	3											3
AtoZ World Foods page views	0	4											4
AtoZ World Travel page views	0	2											2
Hoopla Instant Circ	107	124											231
Cost for Hoopla Circ	\$254.42	\$280.59											\$535.01
Overdrive eBook Overdrive circ.	471	404											875
Overdrive Audiobook circ	312	272											584
Overdrive eMagazines circ	84	58											142
Universal Class statistics													
Transparent Languages sessions	0	0											0
<b>INTERNET &amp; WIFI USE</b>													
Computer Logins	136	128											264
Computer session	141	123											276:06:00
Computer session Hours:Min	149:56:00	126:10:00											1:03:00
Average Session Min	1:04:00	1:02:00											587
WiFi: Total Session Count	297	290											1094:91
WiFi: Session Time (Hrs)	6:15:08	4:19:83											168
WiFi: Monthly Unique Visitors	86	82											1176
OPAC Logins	627	549											
<b>Type of New Materials</b>													
Adults Fiction (F)	49	35											84
Adults Non Fiction (NF)	18	39											57
Young Adults Fiction (YA)	4	10											14
Young Adults Non Fiction	0	1											1
Juvenile Fiction (+)	23	19											42
Juvenile Non Fiction	13	29											42
Easy Fiction (E, ER, BB)	7	22											29
Easy Non Fiction	0	20											20
DVD, Blu-Ray & TV Series (AD)	20	14											34
DVD, Blu-Ray & TV Series (JUV)	2	2											4
CD/Music	0	0											0
Audiobooks on CD	1	0											1
Video Games	2	0											2
Kits and Media	9	0											9
<b>Total</b>	148	191	0	0	0	0	0	0	0	0	0	0	339

System statistics for Universal Class				
Activity	Jan	Feb	2023 Total	
New Registrations	126	139	265	
Login Sessions	203	324	527	
New Courses Started	171	168	339	
Lessons Viewed	1,952	3,150	5,102	
Videos Watched	1,717	2,490	4,207	
Student Submissions	2,016	3,113	5,129	

