

# **MEETING: LIBRARY BOARD MEETING**

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

**Date:** February 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 January 2023
5. Discussion with Action on Payment of Bills for January 2023
6. Discussion with Action on Library Treasurer's Report for January 2023
7. Discussion with Action on Library Director's Reports for January 2023
8. Library statistics for January 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
  - B. Discuss with Possible action: Collection Development Policy
10. New Business –
  - A. Discuss with possible action: the 2022 Annual Library Report
  - B. Discuss with possible action: Adoption of Library Bill of Rights
  - C. Discuss with possible action: Adoption of The American Library Association's The Freedom to Read and The Freedom to View Statements
11. Adjournment: -- Discuss with possible action: next meeting March 9, 2023, at 6:00 pm

Jennifer Stasinopoulos  
Library Director

**Mayville Public Library Board Meeting**  
**January 12, 2023**  
**Mayville Public Library**

1. The meeting was called to order at 6:01 p.m. by Board President Grant Larson.

Present: Grant Larson, Library Director: Jennifer Stasinopoulos, Geri Feucht, Lisa Neumann, Sue Smith, Alderperson Joe Riese and Mike Schmidt

Excused Absent: School District Liaison Carrie Mathison

Guests: Kory Krieser (Integris), Mark Wershay via phone (Zimmerman Architectural Studios) and Elijah Riese..

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

**Schedule Update:**

1. Updated construction schedule: Kory presented photos to the board of construction progress. Lower level Foundation is poured and complete. The completion target date is still about a week out.
2. Design update:
  - a. Mark presented to the board the Donor Wall concept and placement. Mark will follow up with deadline for donations to be on the wall.
  - b. Mark discussed the thickness of the Window Battens for the Multi-purpose room. It is being recommended from Zimmerman to change from 2 inches to 4 inches. Mark presented photos with various views of the sun in the windows with the shades. Feucht made a motion to accept recommendation of change from Zimmerman. Schmidt second. Motion carried.
  - c. Kory updated board on FF&E Coordination/Construction Bulletin #3.
  - d. Kory shared that the Brick & Stone Mock Ups are now on site to view.
3. Procurement Update:
  - a. Kory updated board on FF&E Order Coordination process and releases.
  - b. Equipment Plan no update.
4. Budget Update:
  - a. Kory presented revised total cost projection at \$12,398.388.
  - b. Kory reviewed with the board Findorff Change Order #2-CB#1 & #2.
5. Utility/Infrastructure Updates:
  - a. Kory reported status of Phone and Internet services. They are still in process with Monarch IT.
  - b. Kory shared status on the Overhead Utility Relocation which is about a month away.
6. Kory offered a site walkthrough for the board in the upcoming month.

Kory informed the board that students and teachers from Mayville High School took a tour of the library site as an educational learning experience. He will share photos with Jennifer.

Kory and Mark exited library board meeting.

**2. Public Comment:** None

**3. Approval of minutes of previous meeting:** After review, Schmidt made a motion to approve December 8<sup>th</sup>, 2022 Library Board minutes. Feucht seconded. Motion carried.

**4. City Budget Report:** Smith made a motion to table the approval of the city budget report for December 2022. Schmidt second. Motion carried.

**5. Payment of Bills:** Feucht made a motion to table the payment of the bills for this month. Smith second. Motion carried.

**6. Library Treasurer's Report:** Smith gave an updated Treasurer's Report for December. After review Schmidt made a motion to accept the December 2022 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 the self-check has arrived and needs to be set up. The self-check was one of two provided to system libraries through the \$185,000 ARPA grant, which Jennifer helped write for the Monarch Library System at the end of 2020.

**8. Library statistics for December 22:** Jennifer gave update on circulation for 2022 was up by 2408 from 2021, which 65% were non-library people in Dodge County circulations.

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

1. Monarch Library System and Directors Council updated in Director's report.

Jennifer provided the system with dates the library will be closed for 2023. The universal classes have already started. There are over 600 classes.

2. Update on Friends group activities highlighted in Directors Report. Sue and Lisa met with the Friends and discussed working on the time capsule and planning the dedication ceremony. The Friends would also like to have additional book sales.

B. Building: The library was closed on Thursday, December 23 due to inclement weather.

C. Staff/Upcoming Events:

1. Jennifer updated the board that Rhonda is retiring. Her start with the library began in the 1980's. Shelia and Jenny are developing wonderful programs and assessing how the programming is meeting the public needs. There were 19 programs in the month of December. They are starting to work on summer reading.

After review and discussion Feucht made a motion to accept the Director's report for December 2022. Smith seconded. Motion carried.

**9. Unfinished Business**

A. Update on new Library project: Kory presented his project updates. (Top of minutes)

1. Library Building Project: Presented by Kory above.

2. Committee update: Board discussed community grand opening and dedication.

Friends are working forming a committee. Smith and Neumann will represent the board. Schmidt made a motion to budget from the general money market account, not

to exceed \$2500 for the grand opening and dedication for the new library. Riese second. Motion carried.

3. Time capsule. Smith discussed displaying time capsule in the library. Friends are working forming a committee. Smith and Neumann will represent the board.

B. Discuss with possible action: Collection Development Management Policy. It was suggested to change to Collection Management Policy. Jennifer reviewed with the board the revisions for this policy. Smith made a motion to table the approval of the collection development management policy. Schmidt second. Motion carried.

#### **10. New Business**

A. Geri Feucht was acknowledged and thanked for her years as library board secretary. Geri will remain on the library board. Feucht made a motion to nominate Lisa Neumann to become the secretary of the library board. Schmidt second. Motion carried.

B. Discussion was held on the room rentals for the new library. It was suggested to review the current policy with a suggestion of room rental rates in the Mayville community. Schmidt made a motion to table. Feucht second. Motion carried.

C. Library Mission Statement was presented by Jennifer to the board. After review by the board, Smith made a motion to adapt library mission statement. Feucht second. Motion carried. Jennifer presented the American Library Association Bill of Rights to the board for review at next board meeting. Jennifer will provide The Freedom to Read and The Freedom to View Statements for the board to review at the next meeting.

**11. Adjournment:** -- Discuss with possible action: Next regular Board meeting on February 9, 2023, at 6:00 pm at the library. Schmidt made a motion to adjourn at 7:37 p.m. Feucht seconded. Motion carried. Respectfully submitted by Lisa Neumann for Geri Feucht, submitted on 1/12/2023.



CITY OF DAYTON  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

(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	5,188.27	51,067.14	77,447.45	54,465.00	( 3,397.86)	93.8
10-55110-57-102-000	PUBLIC LIBRARY - WAGES-PERM RE	5,950.00	51,992.88	47,591.38	54,787.00	( 2,794.12)	94.9
10-55110-57-111-000	PUBLIC LIBRARY - WAGES-TEMP RE	.00	.00	615.00	.00	.00	.0
10-55110-57-201-000	PUBLIC LIBRARY - SOC SEC & MED	1,121.50	8,928.15	10,208.44	8,358.00	570.15	106.8
10-55110-57-203-000	PUBLIC LIBRARY - RETIREMENT-EE	854.18	7,387.79	6,836.71	6,773.00	614.79	109.1
10-55110-57-204-000	PUBLIC LIBRARY - HEALTH INSURA	3,476.74	41,720.88	36,432.24	36,965.00	4,755.88	112.9
10-55110-57-205-000	PUBLIC LIBRARY - LIFE INSURANC	24.85	298.20	253.95	750.00	( 451.80)	39.8
10-55110-57-208-000	PUBLIC LIBRARY - DENTAL INSURA	136.68	1,640.16	1,302.51	2,305.00	( 664.84)	71.2
10-55110-57-210-000	PUBLIC LIBRARY - VISION INS	.00	16.36	296.38	284.00	( 267.64)	5.8
10-55110-57-211-000	PUBLIC LIBRARY - SICK LEAVE PA	284.26	2,873.03	2,242.55	.00	2,873.03	.0
10-55110-57-212-000	PUBLIC LIBRARY - BOARDS & COMM	972.00	972.00	.00	850.00	122.00	114.4
10-55110-57-213-000	PUBLIC LIBRARY - VACATION PAY	1,020.01	5,864.80	6,350.94	10,113.00	( 4,248.20)	58.0
10-55110-57-214-000	PUBLIC LIBRARY - HOLIDAY PAY	1,297.62	4,331.48	4,053.15	4,566.00	( 234.52)	94.9
10-55110-57-218-000	PUBLIC LIBRARY - SHORT TERM DI	36.70	439.92	218.87	384.00	55.92	114.6
10-55110-57-280-000	PUBLIC LIBRARY - FSA ADM FEES	.00	.00	32.72	30.00	( 30.00)	.0
10-55110-57-303-000	PUBLIC LIBRARY - REGISTRATION	.00	184.00	159.00	200.00	( 16.00)	92.0
10-55110-57-304-000	PUBLIC LIBRARY - TELEPHONE	778.21	2,559.68	2,154.01	1,300.00	1,259.68	196.9
10-55110-57-305-000	PUBLIC LIBRARY - POSTAGE & BOX	.00	270.97	13.77	500.00	( 229.03)	54.2
10-55110-57-306-000	PUBLIC LIBRARY - EMPLOYEE TRAV	328.95	328.95	276.64	500.00	( 171.05)	65.8
10-55110-57-308-000	PUBLIC LIBRARY - LODGING	384.00	384.00	.00	250.00	134.00	153.6
10-55110-57-311-000	PUBLIC LIBRARY - PRINTING	.00	385.74	320.29	500.00	( 114.26)	77.2
10-55110-57-312-000	PUBLIC LIBRARY - DATA PROCESSI	249.31	1,046.43	933.39	1,100.00	( 53.57)	95.1
10-55110-57-314-001	PUBLIC LIBRARY - SUPPLY COVI	.00	.00	56.82	.00	.00	.0
10-55110-57-319-000	PUBLIC LIBRARY - CONTRACTED SE	128.01	2,079.97	2,725.57	1,832.00	247.97	113.5
10-55110-57-321-000	PUBLIC LIBRARY - SUPPLIES-JANI	.00	366.21	322.63	300.00	66.21	122.1
10-55110-57-322-000	PUBLIC LIBRARY - UTILITIES-WAT	55.46	617.40	538.59	515.00	102.40	119.9
10-55110-57-323-000	PUBLIC LIBRARY - UTILITIES-ELE	1,219.67	8,300.96	7,306.23	7,210.00	1,090.96	115.1
10-55110-57-324-000	PUBLIC LIBRARY - UTILITIES-NAT	831.50	3,737.01	2,004.36	3,090.00	647.01	120.9
10-55110-57-327-000	PUBLIC LIBRARY - SUPPLIES-EQUI	153.00	331.65	181.91	1,000.00	( 668.35)	33.2
10-55110-57-334-000	PUBLIC LIBRARY - INSURANCE-BUI	.00	3,620.99	2,807.42	3,542.00	78.99	102.2
10-55110-57-340-000	PUBLIC LIBRARY - BONDS-OFFICIA	.00	173.00	173.00	173.00	.00	100.0
10-55110-57-351-000	PUBLIC LIBRARY - MAINT-BUILDIN	71.16	2,353.70	1,367.69	2,283.00	70.70	103.1
10-55110-57-808-000	PUBLIC LIBRARY - BOOKS	.00	90.00	75.00	.00	90.00	.0
	TOTAL PUBLIC LIBRARY	24,562.08	204,363.45	215,298.61	204,925.00	( 561.55)	99.7
<u>LIBRARY DATA PROCESSING</u>							
10-55111-57-326-000	LIBRARY-DATA PROCESS - MAINT-E	5.22	12,408.85	10,883.23	13,000.00	( 591.15)	95.5
	TOTAL LIBRARY DATA PROCESSING	5.22	12,408.85	10,883.23	13,000.00	( 591.15)	95.5
	TOTAL FUND EXPENDITURES	24,567.30	216,772.30	226,181.84	217,925.00	( 1,152.70)	99.5
	NET REVENUE OVER EXPENDITURES	( 24,567.30)	( 216,772.30)	( 226,181.84)	( 217,925.00)	1,152.70	( 99.5)

CITY OF MAYVILLE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

(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	53,532.72	53,758.00	53,758.00	( 225.28)	99.6
	TOTAL SOURCE 43	.00	53,532.72	53,758.00	53,758.00	( 225.28)	99.6
	TOTAL FUND REVENUE	.00	53,532.72	53,758.00	53,758.00	( 225.28)	99.6

CITY OF MAYVILLE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

(26) DODGE CO. LIBRARY

		PERIOD AMOUNT	YTD ACTUAL	PRIOR YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDG
	<u>DODGE CO LIBRY</u>						
26-55112-49-102-000	DODGE CO LIBRY - WAGES-PERM	2,951.96	16,312.27	9,923.17	10,329.00	5,983.27	157.9
26-55112-49-111-000	DODGE CO LIBRY - WAGES-TEMP RE	208.80	5,723.37	2,805.38	6,721.00	( 997.63)	85.2
26-55112-49-201-000	DODGE CO LIBRY - SOC SEC	241.82	1,748.98	973.70	1,304.00	444.98	134.1
26-55112-49-301-000	DODGE CO LIBRY - SUBSCRIPTIONS	1,383.95	10,459.99	7,850.46	11,000.00	( 540.01)	95.1
26-55112-49-303-000	DODGE CO LIBRY - REGISTER	106.85	481.85	433.75	500.00	( 18.15)	96.4
26-55112-49-312-000	DODGE CO LIBRY - DATA PR	190.88	321.64	516.09	2,100.00	( 1,778.36)	15.3
26-55112-49-325-000	DODGE CO LIBRY - SUPPLIES	350.03	1,861.49	408.01	2,000.00	( 138.51)	93.1
26-55112-49-326-000	DODGE CO LIBRY - MAINTENANCE	56.85	570.39	23.99	4,000.00	( 3,429.61)	14.3
26-55112-49-377-000	DODGE CO LIBRY - SUPPLIES	19.36	3,232.49	1,255.47	3,500.00	( 267.51)	92.4
26-55112-49-804-000	DODGE CO LIBRY - EQUIPMENT	.00	5,232.97	5,454.08	5,000.00	232.97	104.7
26-55112-49-808-000	DODGE CO LIBRY - BOOKS	.00	.00	1,424.78	.00	.00	.0
26-55112-49-809-000	DODGE CO LIBRY - SUPPLIES	.00	.00	266.11	.00	.00	.0
	<u>TOTAL DODGE CO LIBRY</u>	<u>5,510.50</u>	<u>45,945.44</u>	<u>31,334.99</u>	<u>46,454.00</u>	<u>( 508.56)</u>	<u>98.9</u>
	 TOTAL FUND EXPENDITURES	 <u>5,510.50</u>	 <u>45,945.44</u>	 <u>31,334.99</u>	 <u>46,454.00</u>	 <u>( 508.56)</u>	 <u>98.9</u>
	 NET REVENUE OVER EXPENDITURES	 <u>( 5,510.50)</u>	 <u>7,587.28</u>	 <u>22,423.01</u>	 <u>7,304.00</u>	 <u>283.28</u>	 <u>103.9</u>

CITY OF MAYVILLE  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

(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	249.50	4,702.39	33,600.31	6,000.00	( 1,297.61)	78.4
	TOTAL PUBLIC CHARGES FOR SERVI	249.50	4,702.39	33,600.31	6,000.00	( 1,297.61)	78.4
	<u>INTEREST INCOME &amp; MISC</u>						
73-48500-79-000-000	LIBRARY TRUST - DONATIONS/MISC	30,000.00	29,648.00	700.00	30,000.00	( 352.00)	98.8
	TOTAL INTEREST INCOME & MISC	30,000.00	29,648.00	700.00	30,000.00	( 352.00)	98.8
	TOTAL FUND REVENUE	30,249.50	34,350.39	34,300.31	36,000.00	( 1,649.61)	95.4

CITY OF MAYVILLE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

(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	( 13.82)	.00	.00	( 13.82)	.0
73-55110-79-802-000	LIBRARY TRUST - EQUIPMENT OFFI	.00	3,843.53	1,252.90	7,000.00	( 3,156.47)	54.9
73-55110-79-808-000	LIBRARY TRUST - BOOKS	1,798.08	20,514.93	15,806.31	13,000.00	7,514.93	157.8
73-55110-79-809-000	LIBRARY TRUST - AV	1,442.32	5,488.33	4,169.28	7,000.00	( 1,511.67)	78.4
73-55110-79-815-000	LIBRARY TRUST - PROGRAM SUPPLI	.00	2,385.56	3,509.73	1,000.00	1,385.56	238.6
	TOTAL DEPARTMENT 110	3,240.40	32,218.53	24,738.22	28,000.00	4,218.53	115.1
	TOTAL FUND EXPENDITURES	3,240.40	32,218.53	24,738.22	28,000.00	4,218.53	115.1
	NET REVENUE OVER EXPENDITURES	27,009.10	2,131.86	9,562.09	8,000.00	( 5,868.14)	26.7



## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

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

Invoice Detail.GL Period = 1222

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
<b>10-55110-57-212-000 PUBLIC LIBRARY - BOARDS &amp; COMM</b>						
10-55110-57-212-000	1977	LARSON, GRANT	12/21/2022	2022 LIBRARY BOARD	LIBRARY BOARD ATTENDANCE	168.00
10-55110-57-212-000	3004	SCHMIDT, MIKE	12/21/2022	2022 LIBRARY BOARD	LIBRARY BOARD MEETING ATTENDANCE	144.00
10-55110-57-212-000	3132	SMITH, SUSAN E	12/21/2022	2022 LIBRARY BOARD	LIBRARY BOARD ATTENDANCE	168.00
10-55110-57-212-000	3909	ZARNOTT, LEE	12/21/2022	2022 LIBRARY BOARD	LIBRARY BOARD ATTENDANCE	72.00
10-55110-57-212-000	4070	FEUCHT, GERI	12/21/2022	2022 LIBRARY BOARD	LIBRARY BOARD ATTENDANCE	120.00
10-55110-57-212-000	4782	NEUMANN, LISA	12/21/2022	2022 LIBRARY BOARD	LIBRARY BOAD MEETING ATTENDANCE	156.00
10-55110-57-212-000	5321	RIESE, JOSEPH	12/21/2022	2022 LIBRARY BOARD	LIBRARY BOARD MEETING ATTENDANCE	84.00
10-55110-57-212-000	5459	MATHISON, CARRIE	12/21/2022	2022 LIBRAY BOARD ME	LIBRARY BOARD MEETING ATTENDANCE	60.00
Total 10-55110-57-212-000 PUBLIC LIBRARY - BOARDS & COMM:						972.00
<b>10-55110-57-304-000 PUBLIC LIBRARY - TELEPHONE</b>						
10-55110-57-304-000	249	AT&T - INTERNET & LOCAL	11/22/2022	2022 NOV	#920 387-7900 381 2 LIBRARY	69.80
10-55110-57-304-000	650	CENTURY LINK	12/01/2022	620469654	#84630925 LIBRARY LONG DISTANCE PHONE	2.68
10-55110-57-304-000	3214	STATE OF WISCONSIN	12/07/2022	505-0000074886	#0000027876 LIBRARY	600.00
10-55110-57-304-000	4502	MONARCH LIBRARY SYSTEM	12/07/2022	415829	LIBRARY	18.12
Total 10-55110-57-304-000 PUBLIC LIBRARY - TELEPHONE:						690.60
<b>10-55110-57-306-000 PUBLIC LIBRARY - EMPLOYEE TRAV</b>						
10-55110-57-306-000	5210	STASINOPOULOS, JENNIFER	12/02/2022	2022 NOV LIBRARY JEN	REIMBURSEMENT FOR MILES	89.51
10-55110-57-306-000	5210	STASINOPOULOS, JENNIFER	12/08/2022	2022 YEAR LIBRARY JE	REIMBURSEMENT FOR MILES	239.44
Total 10-55110-57-306-000 PUBLIC LIBRARY - EMPLOYEE TRAV:						328.95
<b>10-55110-57-308-000 PUBLIC LIBRARY - LODGING</b>						
10-55110-57-308-000	484	BMO HARRIS BANK NA	11/07/2022	T324	LIBRARY 0435 - TRAINING	384.00
Total 10-55110-57-308-000 PUBLIC LIBRARY - LODGING:						384.00
<b>10-55110-57-312-000 PUBLIC LIBRARY - DATA PROCESSI</b>						
10-55110-57-312-000	5310	DEMCO	11/15/2022	7219647	LIBRARY SUPPLYS	152.48
10-55110-57-312-000	5310	DEMCO	12/19/2022	7234814	LIBRARY SUPPLYS	96.83
Total 10-55110-57-312-000 PUBLIC LIBRARY - DATA PROCESSI:						249.31
<b>10-55110-57-319-000 PUBLIC LIBRARY - CONTRACTED SE</b>						
10-55110-57-319-000	4600	PACKERLAND RENT-A-MAT INC	11/18/2022	2954662	#12208-12208 LIBRARY	71.16
10-55110-57-319-000	5376	RHYME BUSINESS PRODUCTS LLC	11/29/2022	AR595259	MP27 - SUPPLIES - LIBRARY	56.85
Total 10-55110-57-319-000 PUBLIC LIBRARY - CONTRACTED SE:						128.01
<b>10-55110-57-323-000 PUBLIC LIBRARY - UTILITIES-ELE</b>						
10-55110-57-323-000	142	ALLIANT ENERGY/WP&L	12/19/2022	2022 DEC 968493	#9684930000 LIBRARY ELECTRICAL	36.55
10-55110-57-323-000	142	ALLIANT ENERGY/WP&L	12/19/2022	2022 DEC 968493	#9684930000 LIBRARY ELECTRICAL SERVICE	546.99
10-55110-57-323-000	142	ALLIANT ENERGY/WP&L	11/21/2022	2022 NOV 968493	#9684930000 LIBRARY ELECTRICAL	594.14
10-55110-57-323-000	142	ALLIANT ENERGY/WP&L	11/21/2022	2022 NOV 968493	#9684930000 LIBRARY ELECTRICAL	41.99
Total 10-55110-57-323-000 PUBLIC LIBRARY - UTILITIES-ELE:						1,219.67
<b>10-55110-57-324-000 PUBLIC LIBRARY - UTILITIES-NAT</b>						
10-55110-57-324-000	142	ALLIANT ENERGY/WP&L	12/19/2022	2022 DEC 968493	#9684930000 LIBRARY GAS	541.51
10-55110-57-324-000	142	ALLIANT ENERGY/WP&L	11/21/2022	2022 NOV 968493	#9684930000 LIBRARY GAS	289.99

Report dates: 12/1/2022-12/31/2022

Feb 02, 2023 11:06AM

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
Total 10-55110-57-324-000 PUBLIC LIBRARY - UTILITIES-NAT:						831.50
10-55110-57-327-000 PUBLIC LIBRARY - SUPPLIES-EQUI						
10-55110-57-327-000	5453	REGENTS OF THE UNIVERSITY OF MI	12/12/2022	2170000438	LIBRARY - TRAINING	153.00
Total 10-55110-57-327-000 PUBLIC LIBRARY - SUPPLIES-EQUI:						153.00
Grand Totals:						4,957.04

Dated: \_\_\_\_\_

Library Board: \_\_\_\_\_

*Yvonne H. Linn, Pres*  
*Sue Smith Treasurer*

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

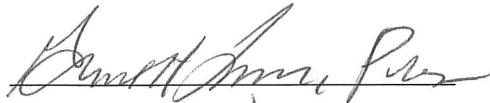
Only paid invoices included.

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

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
<b>26-55112-49-301-000 DODGE CO LIBRY - SUBSCRIPTIONS</b>						
26-55112-49-301-000	4502	MONARCH LIBRARY SYSTEM	12/20/2022	415845	SITE LICENSING	347.00
Total 26-55112-49-301-000 DODGE CO LIBRY - SUBSCRIPTIONS:						347.00
<b>26-55112-49-312-000 DODGE CO LIBRY - DATA PR</b>						
26-55112-49-312-000	2775	QUILL CORPORATION	12/13/2022	29543917	#5982742 LIBRARY SUPPLIES	18.16
26-55112-49-312-000	2775	QUILL CORPORATION	12/14/2022	29575439	#5982742 LIBRARY SUPPLIES	14.59
26-55112-49-312-000	5264	AMAZON CAPITAL SERVICES	12/30/2022	1FCD-CCNM-CLGJ	LIBRARY - SUPPLIES	10.99-
Total 26-55112-49-312-000 DODGE CO LIBRY - DATA PR:						21.76
<b>26-55112-49-325-000 DODGE CO LIBRY - SUPPLIES</b>						
26-55112-49-325-000	484	BMO HARRIS BANK NA	12/06/2022	ST30290	LIBRARY 0435 - SUPPLIES	72.88
26-55112-49-325-000	2670	PIGGLY WIGGLY	12/12/2022	021078821035	SUPPLIES - LIBRARY	62.24
26-55112-49-325-000	2670	PIGGLY WIGGLY	12/19/2022	021092181522	SUPPLIES - LIBRARY	44.44
Total 26-55112-49-325-000 DODGE CO LIBRY - SUPPLIES:						179.56
Grand Totals:						548.32

Dated: \_\_\_\_\_

Library Board:

  
Sue Smith Treasurer



## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

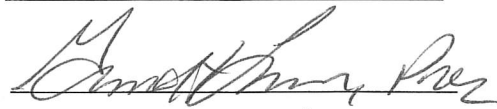
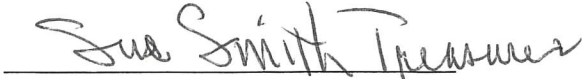
Only paid invoices included.

Invoice Detail.GL Account = "73151000000000"-7399999999999999"

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
<b>73-55110-79-808-000 LIBRARY TRUST - BOOKS</b>						
73-55110-79-808-000	644	CENGAGE LEARNING - GALE	12/07/2022	79740524	#152287 BOOKS 808	121.56
73-55110-79-808-000	644	CENGAGE LEARNING - GALE	12/14/2022	79768051	#152287 BOOKS 808	60.78
73-55110-79-808-000	644	CENGAGE LEARNING - GALE	12/20/2022	79787384	#152287 BOOKS 808	31.19
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/06/2022	73089196	#2005703 BOOKS 808	18.17
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/06/2022	73089197	#2005703 BOOKS 808	19.60
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/06/2022	73089198	#2005703 BOOKS 808	7.04
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/11/2022	73203492	#2005703 BOOKS 808	11.49
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/11/2022	73203493	#2005703 BOOKS 808	15.44
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/11/2022	73203494	#2005703 BOOKS 808	36.81
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/13/2022	73247735	#2005703 BOOKS 808	24.60
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/13/2022	73247736	#2005703 BOOKS 808	15.97
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/15/2022	73311983	#2005703 BOOKS 808	38.98
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/20/2022	73397394	#2005703 BOOKS 808	15.84
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/20/2022	73397395	#2005703 BOOKS 808	15.76
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/20/2022	73397396	#2005703 BOOKS 808	138.26
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/20/2022	73397397	#2005703 BOOKS 808	84.75
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/20/2022	73397398	#2005703 BOOKS 808	10.88
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/20/2022	73419904	#2005703 BOOKS 808	37.49
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/22/2022	73468992	#2005703 BOOKS 808	31.46
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/27/2022	73500025	#2005703 BOOKS 808	35.51
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/27/2022	73500026	#2005703 BOOKS 808	17.53
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	12/27/2022	73500027	#2005703 BOOKS 808	30.53
73-55110-79-808-000	4027	CAVENDISH SQUARE PUBLISHING	12/13/2022	CAL3402821	#1000136334 CULTURES OF THE WORLD	18.41
Total 73-55110-79-808-000 LIBRARY TRUST - BOOKS:						763.07
<b>73-55110-79-809-000 LIBRARY TRUST - AV</b>						
73-55110-79-809-000	5264	AMAZON CAPITAL SERVICES	12/24/2022	1JC9-PVJY-9G4T	LIBRARY - SUPPLIES	37.55
73-55110-79-809-000	5264	AMAZON CAPITAL SERVICES	12/21/2022	1Q3W-NJLX-PHCC	LIBRARY - SUPPLIES	17.96
73-55110-79-809-000	5264	AMAZON CAPITAL SERVICES	12/31/2022	1WN1-GNMP-HTVC	LIBRARY - SUPPLIES	11.99
Total 73-55110-79-809-000 LIBRARY TRUST - AV:						67.50
Grand Totals:						830.57

Dated: \_\_\_\_\_

Library Board:



# Mayville Public Library Treasurer's Report

## December 2022

### MSB Money Market

Dec. 1, 2022	Starting Balance	\$18,619.49		
Dec 23, 22	Grant for Chrome Books		\$3,727.20	
	December Interest		\$4.35	
Dec. 31, 2022	Total Checks/Deposits	\$0.00	\$3,731.55	
Dec. 31, 2022	Ending Balance			\$22,351.04

### MSB Money Market Building Fund

Dec. 1, 2022	Starting Balance	\$4,377,940.11		
Dec 5, 2022	Capitol Survey Enterprises	\$1,800.00		
Dec 5, 2022	Integriss LLC	\$65,750.00		
Dec 6, 2022	Donations		\$1,154.79	
Dec 20, 2022	Mayville Savings Bank 2 <sup>nd</sup> Installment		\$5,000.00	
Dec 20, 2022	Findorff & Sons #2	\$534,758.51		
Dec 20, 2022	Zimmerman Architectural	\$11,611.35		
Dec. 31, 2022	Interest		\$2,681.50	
Dec. 31, 2022	Ending Balance	\$613,919.86	\$8,836.29	\$3,772,856.54

### Mayville Savings Bank

#### Mayville Public Library Memorial Fund

Dec. 1, 2022	Starting Balance	\$44,462.49		
Dec 20, 2022	Dr RG & Sarah Raymond		\$1,100.00	
Dec. 31, 2022	Interest		\$9.87	
	Total Withdrawals/Deposits	\$0.00	\$1,109.87	
Dec. 31, 2022	Ending Balance			\$45,572.36

### Stocks - Memorials

			12/31/2022	
	# Shares		Share Price	Stock Value
Xcel Energy (XEL) NYS	206		70.11	14,442.66
Dominion Energy (D) NYSE	40		61.32	2,452.80

#### Library Trust Ac(December Rpt only)

Library Trust Account with the City of Mayville	\$119,515.06
Dodge County Grant Account with the City of Mayville	\$172,124.92
<b>Total Investments</b>	<b>\$4,149,315.38</b>

# Mayville Public Library Treasurer's Report

## January 2023

### MSB Money Market

Jan. 1, 2023	Starting Balance	\$22,351.04		
Jan 10, 2023	Safe Deposit Box Key lost		\$10.00	
Jan 27, 2023	Safe Deposit Box Key found	\$10.00		
Jan. 31, 2023	Interest		\$5.22	
Jan. 31, 2023	Ending Balance	\$10.00	\$15.22	\$22,356.26

### MSB Money Market Building Fund

Jan. 1, 2023	Starting Balance	\$3,772,856.54		
Jan 5, 2023	Town & Country	\$204,099.83		
Jan 10, 2023	Glenn Heimbrecht Pledg Amt		\$1,000.00	
Jan 13, 2023	Findorff #3	\$902,716.55		
Jan 18, 2023	Kory & Alison Krieser Pledg Amt		\$2,500.00	
	Mayville Rotary Club Pledg Amt			
Jan 26, 2023			\$3,333.33	
Jan 31, 2023	Zimmerman Architectural	\$7,398.00		
	Interest		\$2,129.82	
Jan 31, 2023	Ending Balance	\$1,114,214.38	\$8,963.15	\$2,667,605.31

### Mayville Public Library Memorial Fund

Jan 1, 2023	Starting Balance	\$45,572.36		
Jan 4, 2023	Dominion Energy Dividend		\$26.70	
Jan 28, 2023	Excel Energy Dividend		\$100.43	
	Interest		\$10.65	
Jan. 31, 2023	Ending Balance	\$0.00	\$137.78	\$45,710.14

**Library Trust Account with the City of Mayville** \$118,769.19

**Dodge County Grant Account with the City of Mayville** \$169,406.09

**Total Investments** **3,023,846.99**

# Director's Report: January 2023

Delivered on February 9, 2023

## Annual Report highlights

- Programming increased dramatically. In 2021, we had a total of 68 programs with a total of 606 attendees. In 2022, we offered 129 programs, and our attendance was 2354. (This statistic includes only in-person, staff-directed programs; self-directed activities, such as the spice club, are not included.)
- In 2022, the Library offered 23 self-directed activities with a total participation of 702. In 2023, the Library offered a total of 33 self-directed activities with a total participation of 1,107.
- The money in account 73, which is labeled "Library Trust" was listed in "Other Funds Held by the Library Board," as those funds are not actually trust funds. The director recommends changing the name of the account to avoid confusion in the future.
- Online retrievals from database sources in 2022 was just under 53% of what it was in 2021, but one detail affecting the use of digital resources was that Ancestry.com Library Edition was available outside of the library for much of 2021, and that year, there were 1469 retrievals for this resource. In 2022, there were 915 retrievals, which though it is a significant number, still represents a decrease of 38% and represents almost 65% of the decrease of database usage overall.

## Library Statistics Highlights

- Circulation was up 8% January 2023 over January 2022.
- The cost per Hoopla was up to \$254.42, but the circulation for this resource was 107, which is a very good circulation per cost-of-resource rate. Last year the total cost of Hoopla was \$1839.35. It was our most expensive single resource, but it had tremendous impact as a highly used electronic resource, ending the year with 4975 checkouts in 2022.

## Monarch System

- Information regarding the final purchase of Universal Class was shared. Though the representative stated that individual libraries would be able to get statistics, we discovered that the method of authentication does not at this point permit individual libraries to see statistics for their own patrons.
- Amanda Kloppmann officially stepped down from the chair of the Circulation Committee as she is stepping up into her new role as the director of the USS Liberty Memorial Public Library in Grafton.
- Carl Demmin reports our current firewall is at its end of life. Starting in February a contractor will be on site to help with the configuration. This will be a complicated process and will possibly affect all our connections. WISNET will be on standby for the conversion. The conversion will likely happen on a Sunday evening. The majority of the funds for this upgrade will be provided by an ARPA grant with the remainder being absorbed by the system.
- Alex Harvancik was interviewed by the Beaver Dam Daily Citizen regarding Universal Class, which was helpful in spreading the word about this wonderful resource

## Personnel Activities and Professional Development

- Rhonda submitted her resignation as she wants to retire. Her last day of work is to be Friday, March 3.
- Sheila and Jenny are planning more great programming. Jenny ran a second Homeschool hangout, which meets in the afternoon, to accommodate homeschool families that cannot meet in the morning. She also started a coloring club for all ages. Her post for the coloring club garnered the most attention of the month in January!
- Rhonda has been transferring some of her knowledge to other staff members in preparation of her retirement. For example, she taught Nancy how to switch out the TV series so that they are now on the floor for circulation rather than being held behind the desk.
- Children's Librarian Sheila went through a lot of saved materials and old library records with Board Treasurer Sue Smith. They are organizing items by year and considering carefully what needs to be kept and prepared for moving to the new facility and what can be safely discarded. Some items are being sent to the historical society and some to the white limestone building if the items seem better suited for those venues. This is a very large project and will be ongoing for some time.
- Jennifer volunteered to become a member of the Monarch Circulation Committee. She also serves on the Cybersecurity workgroup, which met in January.

## Social Media

- Our website now has a Story Time page that will be updated weekly with a new image that matches the topic.
- Our website now has a monthly calendar with clickable links. The clickable links work for the current month, but we are working to get more months up at a time so that patrons can see what is upcoming.
- We had 65 posts on Facebook, with 46% having a reach of 100 or more people and 21.5% reaching of 200 or more people. Three posts reached over 450 people!
- Our organic reach of Facebook and Instagram is down considerably. This decrease is likely due to a change in the algorithm used by Facebook to ensure that more content created by individuals is popping up in feeds rather than content created by organizations. Organic reach is unsponsored (free) posts.

## Operations and Building

- No building updates to report

## Community Activity

- The Library's membership to the Chamber of Commerce was renewed.

## Programming

- Homeschool hangout continues to grow. The Winter Dance Party was a great success. One young child was too shy to dance in the beginning, so her mother helped her, and in the end, they had a wonderful family time!

Event	Age Targeted	Number of Participants
Homeschool Hang Out	General Interest	8
Coloring Club	General Interest	3
Craft Along Creative Bug	Adult (19+)	1
Homeschool Hang Out	General Interest	8
Adult Movie Night	Adult (19+)	0
Adult Book Club	Adult (19+)	9
Lego Club	Children (6-11)	11
T 3 Tween	Children (6-11)	2
T 3 Teen	Young Adult	2
T 3 Teen	Young Adult	3
Genealogy Round Table	Adult (19+)	9
Winter Dance Party	General Interest	10
Preschool Storytime	Children (0-5)	0

## Collection Notes

- With the help of library volunteers, we were able to get our STEAM Kits out for circulation.
- Many noncirculating romance paperback books and adult fiction were weeded from the collection.
- With the help of Board member Sue Smith, many historical items were selected for the collection and catalogued.
- The project moving DVDs to be accessible to patrons is almost complete. Rhonda has been heading this project, and it has taken over a year and a half to complete. Her persistence and oversight of volunteers and other staff have helped to keep this project moving, and I want to publicly thank her for her diligence and hard work. This will save the library money on processing, save the staff time, and permit patrons to use the self-check of for DVDs and Blu-rays more easily.

## Displays

- Tax forms arrived, much to the joy of many of our patrons, and they currently fill up one table.

## Other

- The Library maintains many records, reports, and documents related to the Hechimovich/Glacier Ridge Land Fill, as well as other such reports (EPA, DNR, reports related to other factories in the city). Sue and Sheila investigated the possibility of copies of this information being available elsewhere, such as at other libraries or stored with other city documents. They discovered that the library is the only location that has kept these files. Therefore, we will be taking the files with us to the new library. We will explore ways to raise awareness in the community that we have such documents. As Sheila pointed out, there are ongoing lawsuits related to this and people do come in and ask to see the documents from time to time.



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												2637
Total Circulation in 2022	2429											0	2429
Difference	208	0	0	0	0	0	0	0	0	0	0	0	208
Dodge C Non-Lib 2023	743												743
Dodge C Non-Lib 2022	566												566
Difference Rural Circ	177												177
Interlibrary Loan Borrowed	17												17
Interlibrary Loan Lent	28												28
Monarch Crossover Borrowing	-59											N/A	
<b>PATRON COUNT</b>													
Total Registrations	16												16
Online registrations	5												5
Current number of Patrons in System	3124												N/A
<b>Online and Digital Resources</b>													
Ancestry.com total retrievals	0												0
CreativeBug Views	14												14
Atoz Food America	0												0
Atoz World Foods	0												0
Atoz World Travel	107												107
Hoopla Instant Circ	\$254.42												\$254.42
Cost for Hoopla Circ	471												471
Overdrive ebook Overdrive circ	312												312
Overdrive Audiobook circ	84												84
Overdrive eMagazines circ													
Universal Class statistics	Only system-wide statistics are available at this time												
Transparent Languages sessions	0												0
<b>INTERNET &amp; WIFI USE</b>													
Computer logins	136												136
Computer session Hours:Min	141												149:56:00
Computer session Hours:Min	149:56:00												1:04:00
Average Session Min	1:04:00												297
WIFI: Total Session Count	297												615.08
WIFI: Session Time (Hrs)	615.08												86
WIFI: Monthly Unique Visitors	86												627
OPAC logins	627												
<b>Type of New Materials</b>													
Adults Fiction (F)	49												49
Adults Non Fiction (NF)	18												18
Young Adults Fiction (YA)	4												4
Young Adults Non Fiction	0												0
Juvenile Fiction (+)	23												23
Juvenile Non Fiction	13												13
Easy Fiction (E, ER, BB)	7												7
Easy Non Fiction	0												0
DVD , Blu-Ray & TV Series (AD)	20												20
DVD , Blu-Ray & TV Series (JUV)	2												2
CD/Music	0												0
Audiobooks on CD	1												1
Video Games	2												2
Kits and Media	9												9
Total	148	0	0	0	0	0	0	0	0	0	0	0	148

System statistics for Universal Class

January 2023 Universal Class Activity Review			
Activity	Count		
New Registrations	0	126	
New Courses Started	0	171	
Login Sessions		203	
Lessons Viewed		1,952	
Videos Watched		1,717	
Student Submissions		2,016	

2022 Statistics														Total for year
CIRCULATION (PHYS ITEMS)														
Total Circulation 2022	2429	2362	2,788	2687	2451	2843	2554	2580	2550	2443	2669	2150	30506	
Total Circulation in 2021	1883	1996	2,225	2352	2366	2664	2456	2827	2753	2547	2388	1641	28098	
Difference	546	366	563	335	85	179	98	-247	-203	-104	281	509	2408	
Dodge C Non-Lib 2022	566	689	731	757	673	967	751	814	771	741	913	729	9102	
Dodge C Non-Lib 2021	323	694	514	570	598	718	625	819	793	773	555	555	7537	
Difference Rural Circ	243	-5	217	187	75	249	126	-5	-22	-32	358	174	1565	
Interlibrary Loan Borrowed	17	19	30	18	20	11	19	27	14	18	3	13	209	
Interlibrary Loan Lent	22	19	18	22	21	23	20	26	21	24	31	14	261	
Monarch Crossover Borrowing	185	31	-25	124	111	58	66	-84	14	-12	16	-30	N/A	
PATRON COUNT														
Total Registrations	15	10	16	11	71	20	22	18	13	7	14	14	231	
Online registrations	2	1	6	2	1	4	6	5	4	2	1	3	37	
Current number of Patrons in System	3253	3227	3206	3076	3143	3119	3132	3148	3159	3163	3122	3132	N/A	
Online and Digital Resources														
Ancestry.com total retrievals	102	19	0	10	765	0	0	10	8	1	0	0	915	
CreativeBug Views	0	0	0	3	0	0	0	0	3	62	31	111	210	
Atoz Food America	11	7	8	23	10	0	7	0	18	3	0	3	90	
Atoz World Foods	29	19	13	12	13	4	13	0	38	9	0	10	160	
Atoz World Travel	0	0	0	0	1	0	2	0	0	7	0	1	11	
Hoopla Instant Circ	68	84	86	85	68	56	68	70	65	80	71	114	915	
Cost for Hoopla Circ	\$132.33	\$137.05	\$158.43	\$161.32	\$145.81	\$129.20	\$140.36	\$131.82	\$141.17	\$182.73	\$144.62	\$234.51	\$1,839.35	
eBook Overdrive circ	449	406	429	430	410	377	413	412	431	448	366	404	4975	
Audiobook Overdrive circ	289	261	253	254	257	293	295	289	287	294	263	272	3307	
eVideo Overdrive	0	0	0	0	0	0	0	0	0	0	0	0	0	
eMagazines	43	33	66	47	22	7	29	28	58	77	66	58	534	
Gale Course Enrollments/activity	1	4	7	8	2	3	5	5	5	3	3	3	49	
Transparent Languages sessions	0	0	1	0	1	0	0	0	0	0	0	5	7	
INTERNET & WIFI USE														
Computer logins	154	165	216	185	153	183	163	216	135	160	110	89	1929	
Computer session Hours:Min	139:52:00	141:47:00	189:58:00	180:15:00	183:19:00	190:06:00	170:25:00	135:25:00	142:34:00	155:39:00	113:30:00	92:25:00	1835:15:00	
Average Session Min	0:59:00	0:54:00	0:53:00	0:58:00	1:12:00	1:03:00	1:02:00	1:07:00	1:04:00	0:59:00	1:01:00	1:02:00	1:01:10	
WiFi: Total Session Count	236	219	232	258	320	209	437	413	462	363	276	272	3697	
WiFi: Session Time (Hrs)	255.75	195.73	246.16	476.37	610.65	407.73	846.6	677.57	799.98	671.25	441.52	486.27	6115.58	
WiFi: Monthly Unique Visitors	59	63	88	63	76	68	89	91	87	87	80	67	918	
OPAC Logins	724	630	688	721	667	598	635	670	624	579	574	498	7608	
Type of New Materials Added														
Adults Fiction (F)	72	70	85	72	97	77	47	28	72	51	22	28	721	
Adults Non Fiction (NF)	16	41	33	39	38	24	9	7	19	19	8	8	261	
Young Adults Fiction (YA)	21	5	15	11	10	11	3	4	11	0	0	25	116	
Young Adults Non Fiction	0	1	1	1	1	1	0	0	1	0	0	0	6	
Juvenile Fiction (+)	11	16	23	17	17	21	15	7	5	2	0	1	135	
Juvenile Non Fiction	1	15	5	7	11	29	112	30	5	1	0	6	222	
Easy Fiction (E, ER, BB)	3	15	17	21	26	46	20	16	10	26	2	1	203	
Easy Non Fiction	0	0	1	1	0	34	23	12	2	4	0	0	77	
DVD, Blu-Ray & TV Series (AD)	28	14	43	30	25	21	16	15	28	16	19	16	271	
DVD, Blu-Ray & TV Series (JUV)	0	3	8	3	0	4	0	2	6	6	7	0	39	
CD/Music	2	0	4	0	2	0	0	0	0	0	0	0	8	
Audiobooks on CD	3	5	3	1	2	3	1	0	0	0	0	0	18	
Games	0	0	0	0	1	1	0	0	0	0	0	0	22	
Kits and Media	0	3	0	1	0	0	0	0	0	1	0	1	6	
Total	157	188	238	204	230	272	246	121	160	125	58	106	2105	
Note: March WiFi count was only for half a month due to company issues, so the number was doubled as an estimate.														
Note: June WiFi count was lower than actual usage due to connection issues that affected collection of statistics.														

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2023 RECEIPTS										
DATE	FINE/FEE	COPY/ PRINT	FAX	ROOM RENT	SALE SHELF	OTHER	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
JANUARY	\$ 86.60	\$ 126.90	\$ -	\$ -	\$ 32.50	\$ -	\$ 246.00	\$ 233.10	\$ 29.95	\$ 527.27
FEBRUARY							\$ -	\$ 192.72	\$ 118.85	\$ 446.25
MARCH							\$ -	\$ 435.96	\$ 161.90	\$ 143.45
APRIL							\$ -	\$ 273.64	\$ 118.00	\$ -
MAY							\$ -	\$ 197.40	\$ 135.40	\$ -
JUNE							\$ -	\$ 182.43	\$ 338.35	\$ 170.12
JULY							\$ -	\$ 223.35	\$ 83.05	\$ 242.55
AUGUST							\$ -	\$ 200.70	\$ 140.35	\$ 87.60
SEPTEMBER							\$ -	\$ 214.44	\$ 171.55	\$ 115.85
OCTOBER							\$ -	\$ 236.55	\$ 198.07	\$ 115.64
NOVEMBER							\$ -	\$ 179.70	\$ 402.53	\$ 100.55
DECEMBER							\$ -	\$ 163.20	\$ 117.42	\$ 88.85
TOTAL	\$ 86.60	\$ 126.90	\$ -	\$ -	\$ 32.50	\$ -	\$ 246.00	\$ 2,733.19	\$ 2,015.42	\$ 2,038.13

**Please Note: We will work through this during the January meeting, and then a final draft will be presented to the board in a following meeting.**

## **Objectives**

The Collection Management Policy is intended to provide guidance for the selection and evaluation of materials. The policy supports the Mayville Public Library mission statement and aligns with the ALA Library Bill of Rights. **[these can be linked from the digital form of the document, though a mission statement needs to be approved]**

The Library seeks to satisfy the diverse educational, informational, and entertainment needs its community through the selection, acquisition, organization, and management of library materials, as well as to provide skilled guidance in the use of library resources. The library is directed by the mission statement, the philosophy of selection, and the following objectives:

The Library seeks

- To serve the community as a center of reliable information
- To support educational, civic, and cultural activities of **[area]** groups and organizations
- To facilitate continuing education, both formal and informal, for all ages
- To continually identify community needs, to provide programs, services, and materials to meet such needs, and to cooperate with other organizations, agencies, and institutions which can provide programs, services, or materials to meet community needs and interests
- To encourage child and community literacy

## **Philosophy of Selection**

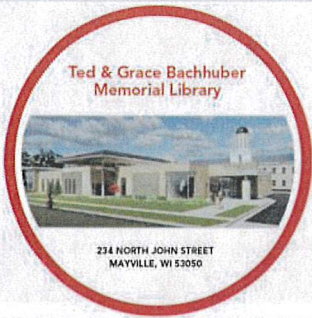
The philosophy of selection is based on the Library Mission Statement: "The Mission of the Mayville Public Library is to provide people of all ages and backgrounds in Mayville and the surrounding communities free and impartial access to a broad range of information resources and services and to be a hub of lifelong learning, cultural enrichment, and community engagement." The Mayville Public Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

The American Library Association's Library Bill of Rights and The Freedom to Read and The Freedom to View Statements **[have been endorsed by the Mayville Public Library Board of Trustees]** and are a basic tenant governing the selection of materials for the Library.

## **Scope of the Collection**

The primary responsibility of the Mayville Public Library is to serve the citizens of Mayville, but the Library also strives to serve surrounding unlibrariated communities. **As funds and space afford,** the Library also seeks to support member libraries of the Monarch Library System to serve their communities.





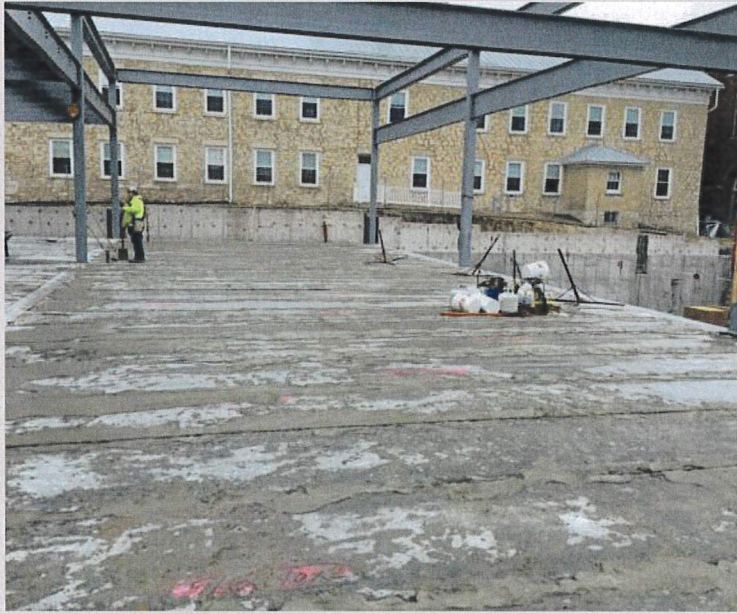
# Ted & Grace Bachhuber Memorial Library

## Executive Summary

PROVIDED BY FINDORFF

234 N John St. • Mayville, WI

2.8.2023



Above: Precast plank has been set. To lock all the planks into place, grout is poured in the cracks between planks. Planks are also welded to structural steel below. This ties the planks, Steel and walls all together.



Above: Standing on precast deck, Steel has been set on the north half of the building and metal deck installed. Trusses will be set above this area and by this time next month the entire roof deck will be installed.



Above: Excavator is backfilling along the west foundation walls. Grade is close to the top of the concrete walls and once completely backfilled there will be easy access to complete the exterior skin of the building.



Above: This opening is the last portion of concrete walls to get poured. This was left open so equipment and material can be brought into the basement. Once the basement slab is poured, this wall will be filled in.

### Questions?

Project Manager, Matt Schroeder / 414.635.6066 / mschroeder@findorff.com

**Findorff**  
BUILDING & BEYOND





**Mayville Public Library**  
"Building Our Next Chapter"

**BUILDING PROJECT UPDATES**

February 9, 2023

ITEM		UPDATE	NOTES	
1	Construction Update	Findorff Executive Summary	Supplement #1	
		Updated Construction Schedule – Electrical Gear Manufacturing Delay	Supplement #2	
2	Design Update	Donor Wall – For Discussion		
		Construction Bulletin #3 – Submittal / Construction Coordination		
		Construction Bulletin #4 – FF&E Coordination		
		Brick & Stone Mock Ups Corrections		
3	Procurement Update	Furniture – Order Coordination		
		Shelving – Order Coordination		
		AV – Meeting the Week of 2/22	Supplement #3	
		Signage - Samples		
		Equipment Plan – No update		
4	Budget Update	Project Budget & Construction Disbursement	Supplement #4	
5	Utility / Infrastructure Update	Phone & Internet Services – For Review	Supplement #5	
		Overhead Utility Relocation – After Backfilling		
6	Site Walkthrough	Target for March – After Backfilling		

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## Scope of the Collection

The primary responsibility of the Mayville Public Library is to serve the citizens of Mayville, but the Library also strives to serve surrounding unlibrariated communities. As funds and space afford, the Library also seeks to support member libraries of the Monarch Library System to serve their communities.

The purpose of the Mayville Public Library is to provide all individuals in its service community with carefully selected materials to aid the individual in the pursuit of education, information, research, pleasure, personal growth, and the creative use of leisure time. The Library collects materials in a wide range of topics, formats, and levels of complexity to meet the needs of its clientele.

## Responsibility for Selection

The ultimate responsibility for selecting library materials rests with the Mayville Public Library Board of Trustees, who delegate the management of the collection, including the duty of selecting materials, to the library director. Qualified staff overseen by the director may carry out the responsibility of materials selection and other collection maintenance duties. Their selection of materials is guided by the Library's Mission Statement, budget, scope, selection criteria, and the directives of the collection management policy.

## Criteria for Selection

The following list, though not exhaustive, contains the main criteria used for selecting materials:

- Public demand, interest, or need (current and anticipated)
- Contemporary significance
- Factual accuracy
- Authoritativeness; qualifications of author
- Historical or cultural significance to the community
- Critical reviews, publicity, or awards
- Duplication of content in other formats
- Physical format
- Reputation of publisher
- Relevancy to existing library holdings
- Price of item and impact on budget
- Contribution to the diversity and scope of the collection
- Quality of production
- Availability of materials through other libraries in area
- Contribution to balance of treatment of a subject

Material selectors may use a variety of selection aids including but not limited to catalogs, professional review periodicals, newspaper review publications, insights from large book publications, and special reports run on library systems.

An item does not have to meet all criteria to be acceptable, nor is the lack of review or an unfavorable review the sole reason for rejecting an item. Materials are considered based on the work as a whole.

Patron material requests will be considered, and such items will be evaluated using the same criteria as those applied to staff-selected materials.



## **Gifts and Donations**

The Library welcomes gifts and memorials of funds, books, and other materials. The Library reserves the right to keep, sell, discard, or make other appropriate disposal of any donated books or materials.

In general, only materials that are recently produced and in like-new condition will be considered for addition to the collection. However, library staff review all donated materials for potential addition to the library collections. Materials may also be used to **help the Friends of the Library hold successful book sales. Funds raised at these sales support the Library in many ways including the Library's Summer Reading Program.** Materials that are moldy, dirty, broken, or carry a bad odor will not be accepted.

## **Collection Maintenance**

The Library keeps its collection vital through thoughtful collection maintenance. Selecting new materials is part of the maintenance process, but replacing and withdrawing items are important functions as well. Many of the same criteria are used for the withdrawal of items as are used for selection of new items. On a systematic and continuous basis, the library removes items which are worn, outdated, of little historical significance to the community, or are no longer in demand. This weeding of materials is necessary in order to maintain collection that is useful, accurate, inviting, and easy to navigate.

# Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

# The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed; as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

*7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association (/)  
Association of American Publishers (<http://www.publishers.org/>)

*Subsequently endorsed by:*

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)  
The Association of American University Presses (<http://www.aaupnet.org/>)  
The Children's Book Council (<http://www.cbcbooks.org/>)  
Freedom to Read Foundation (<http://www.ftrf.org>)  
National Association of College Stores (<http://www.nacs.org/>)  
National Coalition Against Censorship (<http://www.ncac.org/>)  
National Council of Teachers of English (<http://www.ncte.org/>)  
The Thomas Jefferson Center for the Protection of Free Expression

## **Freedom to View Statement**

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the ALA Council**

**(/offices/oif)**