

MEETING: LIBRARY BOARD MEETING

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

Date: April 13, 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 March 2023
5. Discussion with Action on Payment of Bills for March 2023
6. Discussion with Action on Library Treasurer's Report for March 2023
7. Discussion with Action on Library Director's Reports for March 2023
8. Library statistics for March 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
 1. ALA Conference
 2. Summer Reading Update
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.
 3. Update on Library Logo: discussion with possible action
 4. Discuss with possible action: disposal of library furnishings and unneeded supplies due to moving to new facility.
10. New Business –
 - A. Update on New Chromebooks
 - B. Budget lines for Trust Account (73), managed by the City: discussion with possible action.
11. Adjournment: -- Discuss with possible action: next meeting May 11, 2023, at 6:00 pm

Jennifer Stasinopoulos
Library Director

Mayville Public Library Board Meeting
March 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. Unexcused Absent: Alderperson Joe Riese

Guests: Kory Krieser and Tom Baade (Integris) via phone.

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

1. Updated construction schedule: Kory updated the board of construction progress from Findorff. The construction site is nearing major milestones which will allow the next step to start working on interior framing. Progress has been moving forward despite the challenge of the weather. Projection target date is still looking for completion in September with October occupancy. An updated executive summary has been released.
2. Design update:
 - a. Kory updated that Zimmerman has been finalizing the donors for the wall and will have further information for the board at a future meeting.
 - b. Kory updated on Construction Bulletin #3 for submittal.
 - c. Kory updated on Construction Bulletin #4 FF&E.
3. Procurement Update:
 - a. Zimmerman will be releasing the furniture orders in March.
 - b. Zimmerman has the order for shelving ready and will be released to the manufacturing.
 - c. Zimmerman is still working on coordinating the AV.
 - d. Zimmerman is working on the signage.
 - e. No updates on equipment plan.
4. Budget Update:
 - a. Kory stated cost projection remains the same at \$12,398.388.
5. Utility/Infrastructure Updates:
 - a. Kory updated status of the teach line order has been placed.
 - b. Kory updated the overhead utility relocation anticipated to commencing in 2 weeks with temporary power.
6. Kory shared the target for the walking tour to be scheduled in April at next board meeting. The board would like the library staff to attend the tour.

2. Public Comment: None

3. Approval of minutes of previous meeting: After review, Smith made a motion to approve February 9, 2023 Library Board minutes. Feucht seconded. Motion carried.

4. City Budget Report: Schmidt made the motion to table the approval of the City Budget Report to next month's meeting. Mathison second. Motion carried.

5. Payment of Bills: Smith made the motion to table the approval of payment of the bills. Schmidt second. Motion carried.

6. Library Treasurer's Report: Smith gave an updated Treasurer's Report for February. Schmidt made a motion to table the approval of the Treasurer's report. Mathison seconded. Motion carried.

7. Library Director's Report: Jennifer included a Director's Report in the Library Board Meeting Packet. Jennifer reported on programs

8. Library statistics for February 23: Jennifer reported on 21 programs for the month of February. There has been an increase on Creative Bug views from the library program that was in January. Jennifer also attended Library Legislative Day and was able to visit with Representative Born and Senator Jagler to share what libraries are doing.

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

1. Monarch Library System and Directors Council updated in Director's report. The MLS has been focusing on IT projects with firewalls and updating the Polaris system. The Council voted to pass the recommendation that Holds System Routing List would automatically be updated each March.

2. Update on Friends group activities highlighted in Directors Report. The Friends Group had their Friendtastic Friends Event at the end of February. It was a successful event.

B. Building: No building updates.

C. Staff/Upcoming Events: Jennifer has offered the position of Circulation Manager/ Cataloguer to a candidate, and he has accepted. She had 6 phone interviews and four person interviews. His start date would be April 3rd tentatively.

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

9. Unfinished Business

A. Update on new Library project:

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

2. Time Capsule: Lisa informed board that the committee had their first meeting and are sending out letters and posting on social media for suggestions. The suggestion box is filling up.

10. New Business

A. Discussion of new logo for the Ted & Grace Bachhuber Memorial Library. Carrie will contact the high school art department to discuss if they would be interested.

B. Discussion on action for the sale and/or disposal of old library furnishings and unneeded supplies after the move to the new library.

11. Adjournment: Next regular Board meeting will be on April 13, 2023, at 6:00 pm at the library. Schmidt made a motion to adjourn at 7:15 p.m. Mathison seconded. Motion carried. Respectfully submitted by Lisa Neumann, submitted on 3/9/2023.

CITY OF MAYVILLE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

(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	4,577.66	8,165.48	7,378.63	58,006.00	(49,840.52)	14.1
10-55110-57-102-000	PUBLIC LIBRARY - WAGES-PERM RE	4,045.88	8,016.39	7,407.20	59,800.00	(51,783.61)	13.4
10-55110-57-111-000	PUBLIC LIBRARY - WAGES-TEMP RE	95.84	191.68	.00	.00	191.68	.0
10-55110-57-201-000	PUBLIC LIBRARY - SOC SEC & MED	699.08	1,406.09	1,678.33	10,043.00	(8,636.91)	14.0
10-55110-57-203-000	PUBLIC LIBRARY - RETIREMENT-EE	630.74	1,262.00	1,345.47	7,213.00	(5,951.00)	17.5
10-55110-57-204-000	PUBLIC LIBRARY - HEALTH INSURA	2,656.86	5,313.72	6,953.48	49,000.00	(43,686.28)	10.8
10-55110-57-205-000	PUBLIC LIBRARY - LIFE INSURANC	24.85	49.70	49.70	350.00	(300.30)	14.2
10-55110-57-208-000	PUBLIC LIBRARY - DENTAL INSURA	136.68	273.36	273.36	2,305.00	(2,031.64)	11.9
10-55110-57-210-000	PUBLIC LIBRARY - VISION INS	.00	.00	16.36	284.00	(284.00)	.0
10-55110-57-211-000	PUBLIC LIBRARY - SICK LEAVE PA	65.00	65.00	170.00	.00	65.00	.0
10-55110-57-212-000	PUBLIC LIBRARY - BOARDS & COMM	.00	.00	.00	850.00	(850.00)	.0
10-55110-57-213-000	PUBLIC LIBRARY - VACATION PAY	633.00	1,191.06	424.27	8,250.00	(7,058.94)	14.4
10-55110-57-214-000	PUBLIC LIBRARY - HOLIDAY PAY	146.00	1,600.87	663.62	5,225.00	(3,624.13)	30.6
10-55110-57-218-000	PUBLIC LIBRARY - SHORT TERM DI	36.70	73.40	72.92	383.00	(309.60)	19.2
10-55110-57-280-000	PUBLIC LIBRARY - FSA ADM FEES	.00	.00	.00	30.00	(30.00)	.0
10-55110-57-303-000	PUBLIC LIBRARY - REGISTRATION	.00	.00	184.00	210.00	(210.00)	.0
10-55110-57-304-000	PUBLIC LIBRARY - TELEPHONE	139.60	139.60	74.24	1,300.00	(1,160.40)	10.7
10-55110-57-305-000	PUBLIC LIBRARY - POSTAGE & BOX	.00	7.50	.00	500.00	(492.50)	1.5
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	.00	.00	250.00	(250.00)	.0
10-55110-57-311-000	PUBLIC LIBRARY - PRINTING	56.68	56.68	21.32	525.00	(468.32)	10.8
10-55110-57-312-000	PUBLIC LIBRARY - DATA PROCESSI	271.28	305.38	364.58	1,155.00	(849.62)	26.4
10-55110-57-319-000	PUBLIC LIBRARY - CONTRACTED SE	113.70	113.70	96.32	2,381.00	(2,267.30)	4.8
10-55110-57-321-000	PUBLIC LIBRARY - SUPPLIES-JANI	463.38	463.38	49.30	300.00	163.38	154.5
10-55110-57-322-000	PUBLIC LIBRARY - UTILITIES-WAT	53.73	117.07	102.20	515.00	(397.93)	22.7
10-55110-57-323-000	PUBLIC LIBRARY - UTILITIES-ELE	1,389.76	1,389.76	1,631.58	13,911.00	(12,521.24)	10.0
10-55110-57-324-000	PUBLIC LIBRARY - UTILITIES-NAT	1,731.40	1,731.40	1,857.10	5,055.00	(3,323.60)	34.3
10-55110-57-327-000	PUBLIC LIBRARY - SUPPLIES-EQUI	.00	.00	.00	1,000.00	(1,000.00)	.0
10-55110-57-334-000	PUBLIC LIBRARY - INSURANCE-BUI	589.50	1,179.17	643.50	5,603.00	(4,423.83)	21.1
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	142.32	142.32	121.63	2,397.00	(2,254.68)	5.9
10-55110-57-808-000	PUBLIC LIBRARY - BOOKS	2,956.68	2,956.68	.00	7,240.00	(4,283.32)	40.8
10-55110-57-809-000	PUBLIC LIBRARY - SUPPLIES-AUDI	.00	9.96	.00	.00	9.96	.0
	TOTAL PUBLIC LIBRARY	21,656.32	36,221.35	31,579.11	244,808.00	(208,586.65)	14.8
<u>LIBRARY DATA PROCESSING</u>							
10-55111-57-326-000	LIBRARY-DATA PROCESS - MAINT-E	.00	.00	11,679.60	11,488.00	(11,488.00)	.0
	TOTAL LIBRARY DATA PROCESSING	.00	.00	11,679.60	11,488.00	(11,488.00)	.0
	TOTAL FUND EXPENDITURES	21,656.32	36,221.35	43,258.71	256,296.00	(220,074.65)	14.1
	NET REVENUE OVER EXPENDITURES	(21,656.32)	(36,221.35)	(43,258.71)	(256,296.00)	220,074.65	(14.1)

CITY OF MAYVILLE
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

(26) DODGE CO. LIBRARY

		PERIOD AMOUNT	YTD ACTUAL	PRIOR YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDG
	SOURCE 43						
26-43570-49-000-000	DODGE CO LIBRY - LIBRARY REV	72,460.22	72,665.96	53,192.29	53,758.00	18,907.96	135.2
	TOTAL SOURCE 43	72,460.22	72,665.96	53,192.29	53,758.00	18,907.96	135.2
	TOTAL FUND REVENUE	72,460.22	72,665.96	53,192.29	53,758.00	18,907.96	135.2

CITY OF MAYVILLE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

(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	2,020.50	4,079.09	1,768.00	10,329.00	(6,249.91)	39.5
26-55112-49-111-000	DODGE CO LIBRY - WAGES-TEMP RE	148.80	297.60	741.56	6,721.00	(6,423.40)	4.4
26-55112-49-201-000	DODGE CO LIBRY - SOC SEC	165.93	334.79	255.13	1,304.00	(969.21)	25.7
26-55112-49-301-000	DODGE CO LIBRY - SUBSCRIPTIONS	2,496.84	2,496.84	1,268.28	11,000.00	(8,503.16)	22.7
26-55112-49-303-000	DODGE CO LIBRY - REGISTER	310.00	310.00	.00	500.00	(190.00)	62.0
26-55112-49-312-000	DODGE CO LIBRY - DATA PR	.00	.00	.00	2,100.00	(2,100.00)	.0
26-55112-49-325-000	DODGE CO LIBRY - SUPPLIES	72.64	72.64	150.28	2,000.00	(1,927.36)	3.6
26-55112-49-326-000	DODGE CO LIBRY - MAINTENANCE	.00	.00	.00	4,000.00	(4,000.00)	.0
26-55112-49-377-000	DODGE CO LIBRY - SUPPLIES	.00	.00	350.61	3,500.00	(3,500.00)	.0
26-55112-49-804-000	DODGE CO LIBRY - EQUIPMENT	.00	.00	.00	5,000.00	(5,000.00)	.0
26-55112-49-809-000	DODGE CO LIBRY - SUPPLIES	237.64	237.64	.00	.00	237.64	.0
	<u>TOTAL DODGE CO LIBRY</u>	<u>5,452.35</u>	<u>7,828.60</u>	<u>4,533.86</u>	<u>46,454.00</u>	<u>(38,625.40)</u>	<u>16.9</u>
	<u>TOTAL FUND EXPENDITURES</u>	<u>5,452.35</u>	<u>7,828.60</u>	<u>4,533.86</u>	<u>46,454.00</u>	<u>(38,625.40)</u>	<u>16.9</u>
	<u>NET REVENUE OVER EXPENDITURES</u>	<u>67,007.87</u>	<u>64,837.36</u>	<u>48,658.43</u>	<u>7,304.00</u>	<u>57,533.36</u>	<u>887.7</u>

CITY OF MAYVILLE
REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

(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	325.03	409.73	484.62	6,000.00	(5,590.27)	6.8
	TOTAL PUBLIC CHARGES FOR SERVI	325.03	409.73	484.62	6,000.00	(5,590.27)	6.8
	<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	325.03	409.73	484.62	36,000.00	(35,590.27)	1.1

CITY OF MAYVILLE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2023

(73) LIBRARY TRUST

	PERIOD AMOUNT	YTD ACTUAL	PRIOR YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDG
DEPARTMENT 110						
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	.00	1,234.76	13,000.00 (13,000.00)	.0
73-55110-79-809-000	LIBRARY TRUST - A/V	475.06	475.06	795.83	7,000.00 (6,524.94)	6.8
73-55110-79-815-000	LIBRARY TRUST - PROGRAM SUPPLI	.00	.00	.00	1,000.00 (1,000.00)	.0
	TOTAL DEPARTMENT 110	475.06	475.06	2,030.59	28,000.00 (27,524.94)	1.7
	TOTAL FUND EXPENDITURES	475.06	475.06	2,030.59	28,000.00 (27,524.94)	1.7
	NET REVENUE OVER EXPENDITURES	(150.03)	(65.33)	(1,545.97)	8,000.00 (8,065.33)	(.8)

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

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

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
10-55110-57-304-000 PUBLIC LIBRARY - TELEPHONE						
10-55110-57-304-000	249	AT&T - INTERNET & LOCAL	02/02/2023	2023 JAN	#920 387-7900 381 2 LIBRARY	69.80
Total 10-55110-57-304-000 PUBLIC LIBRARY - TELEPHONE:						69.80
10-55110-57-311-000 PUBLIC LIBRARY - PRINTING						
10-55110-57-311-000	484	BMO HARRIS BANK NA	01/07/2023	229731	FINANCE 6227 - ALL IN ONE POSTER CO	28.34
Total 10-55110-57-311-000 PUBLIC LIBRARY - PRINTING:						28.34
10-55110-57-312-000 PUBLIC LIBRARY - DATA PROCESSI						
10-55110-57-312-000	5310	DEMCO	02/01/2023	7253680	PROCESSING SUPPLIES	135.64
Total 10-55110-57-312-000 PUBLIC LIBRARY - DATA PROCESSI:						135.64
10-55110-57-319-000 PUBLIC LIBRARY - CONTRACTED SE						
10-55110-57-319-000	5376	RHYME BUSINESS PRODUCTS LLC	01/31/2023	AR610588	RHYME PRINTER CONTRACTED SERVICES	56.85
Total 10-55110-57-319-000 PUBLIC LIBRARY - CONTRACTED SE:						56.85
10-55110-57-321-000 PUBLIC LIBRARY - SUPPLIES-JANI						
10-55110-57-321-000	2775	QUILL CORPORATION	01/25/2023	30411639	JANITOR/HOUSEKEEPING SUPPLIES	128.30
10-55110-57-321-000	2775	QUILL CORPORATION	01/30/2023	30500831	HOUSEKEEPING SUPPLIES	103.39
Total 10-55110-57-321-000 PUBLIC LIBRARY - SUPPLIES-JANI:						231.69
10-55110-57-323-000 PUBLIC LIBRARY - UTILITIES-ELE						
10-55110-57-323-000	142	ALLIANT ENERGY/WP&L	01/20/2023	2023 JAN 968493	#9684930000 LIBRARY ELECTRICAL	647.80
10-55110-57-323-000	142	ALLIANT ENERGY/WP&L	01/20/2023	2023 JAN 968493	#9684930000 LIBRARY ELECTRICAL SERVICE	47.08
Total 10-55110-57-323-000 PUBLIC LIBRARY - UTILITIES-ELE:						694.88
10-55110-57-324-000 PUBLIC LIBRARY - UTILITIES-NAT						
10-55110-57-324-000	142	ALLIANT ENERGY/WP&L	01/20/2023	2023 JAN 968493	#9684930000 LIBRARY GAS	865.70
Total 10-55110-57-324-000 PUBLIC LIBRARY - UTILITIES-NAT:						865.70
10-55110-57-334-000 PUBLIC LIBRARY - INSURANCE-BUI						
10-55110-57-334-000	1052	EMC INSURANCE COMPANIES	02/04/2023	7000813644	LIBRARY PROPERTY	294.75
Total 10-55110-57-334-000 PUBLIC LIBRARY - INSURANCE-BUI:						294.75
10-55110-57-351-000 PUBLIC LIBRARY - MAINT-BUILDIN						
10-55110-57-351-000	2591	PACKERLAND OFFICE PRODUCTS	01/13/2023	2973651	RENT-A-MAT - LIBRARY	71.16
Total 10-55110-57-351-000 PUBLIC LIBRARY - MAINT-BUILDIN:						71.16
10-55110-57-808-000 PUBLIC LIBRARY - BOOKS						
10-55110-57-808-000	644	CENGAGE LEARNING - GALE	01/11/2023	79959325	#152287 BOOKS	29.59
10-55110-57-808-000	644	CENGAGE LEARNING - GALE	01/11/2023	79960728	#152287 BOOKS	91.17
10-55110-57-808-000	644	CENGAGE LEARNING - GALE	01/20/2023	80206183	#152287 BOOKS	25.60
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/03/2023	73612950	BOOKS	17.19
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/03/2023	73612951	BOOKS	17.66
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/03/2023	73612952	BOOKS	19.35
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/03/2023	73612953	BOOKS	20.29

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/03/2023	73612954	BOOKS	34.35
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/10/2023	73756597	BOOKS	23.03
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/10/2023	73756598	BOOKS	12.96
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/12/2023	73816631	BOOKS	24.65
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/12/2023	73833201	BOOKS	22.77
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/17/2023	73884750	BOOKS	41.46
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/24/2023	74041487	BOOKS	171.11
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/24/2023	74041488	BOOKS	84.91
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/24/2023	74041489	BOOKS	123.53
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/24/2023	74041490	BOOKS	45.61
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/24/2023	74041491	BOOKS	20.81
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/24/2023	74041492	BOOKS	45.58
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/27/2023	74129019	BOOKS	11.05
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/27/2023	74129020	BOOKS	20.42
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/27/2023	74129021	BOOKS	18.46
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/27/2023	74129022	BOOKS	18.31
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/31/2023	74173289	BOOKS	49.50
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	02/24/2023	74173290	BOOKS	56.35
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/31/2023	74173291	BOOKS	185.43
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/31/2023	74173292	BOOKS	68.84
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/31/2023	74173293	BOOKS	41.59
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/31/2023	74173294	BOOKS	95.07
10-55110-57-808-000	1678	INGRAM LIBRARY SERVICES INC	01/31/2023	74173295	BOOKS	41.70

Total 10-55110-57-808-000 PUBLIC LIBRARY - BOOKS:

1,478.34

Grand Totals:

3,927.15

Dated: _____

Library Board: _____

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
26-55112-49-301-000 DODGE CO LIBRY - SUBSCRIPTIONS						
26-55112-49-301-000	2192	MAYVILLE CHAMBER OF COMMERCE	02/01/2023	2023 MEMBER FEE	MEMBERSHIP FOR LIBRARY	75.00
26-55112-49-301-000	2388	MOTION PICTURE LICENSING CORP	01/10/2023	504414847	ANNUAL LICENSING FEE/MOVIES-LIBRARY	173.42
26-55112-49-301-000	4938	ZOOLOGICAL SOCIETY	01/18/2023	2023 GIFT	PLATYPUS MEMBERSHIP RENEWAL	1,000.00
Total 26-55112-49-301-000 DODGE CO LIBRY - SUBSCRIPTIONS:						1,248.42
26-55112-49-303-000 DODGE CO LIBRY - REGISTER						
26-55112-49-303-000	484	BMO HARRIS BANK NA	02/02/2023	2029982	LIBRARY 0435 - MEMBERSHIP	155.00
Total 26-55112-49-303-000 DODGE CO LIBRY - REGISTER:						155.00
26-55112-49-325-000 DODGE CO LIBRY - SUPPLIES						
26-55112-49-325-000	2775	QUILL CORPORATION	01/26/2023	30423947	SUPPLIES/ OFFICE	29.73
26-55112-49-325-000	5264	AMAZON CAPITAL SERVICES	01/18/2023	1M9P-PHFF-9G9F	LIBRARY - SUPPLIES	6.59
Total 26-55112-49-325-000 DODGE CO LIBRY - SUPPLIES:						36.32
26-55112-49-809-000 DODGE CO LIBRY - SUPPLIES						
26-55112-49-809-000	5264	AMAZON CAPITAL SERVICES	02/10/2023	1W6W-W4CV-GN74	MOVIES	95.90
26-55112-49-809-000	5264	AMAZON CAPITAL SERVICES	02/02/2023	1WRR-HHR6-1VRL	MOVIES	22.92
Total 26-55112-49-809-000 DODGE CO LIBRY - SUPPLIES:						118.82
Grand Totals:						1,558.56

Dated: _____

Library Board: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Only paid invoices included.

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

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
73-55110-79-809-000 LIBRARY TRUST - A/V						
73-55110-79-809-000	5264	AMAZON CAPITAL SERVICES	01/25/2023	1G7F-KJMF-DMXW	LIBRARY - SUPPLIES	238.50
73-55110-79-809-000	5264	AMAZON CAPITAL SERVICES	01/25/2023	1PH9-TYJC-DLYJ	LIBRARY - SUPPLIES	.97-
Total 73-55110-79-809-000 LIBRARY TRUST - A/V:						237.53
Grand Totals:						237.53

Dated: _____

Library Board: _____

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 \$236,413.96

Dodge County Grant Account with the City of Mayville \$118,619.16

Total Investments 2,758,690.78

Mayville Public Library Treasurer's Report

March 2023

Partial

MSB Money Market

March 1, 2023	Starting Balance	\$22,110.98		
March 31, 2023	Interest		\$5.18	
	Ending Balance	\$0.00	\$5.18	\$22,116.16

MSB Money Market Building Fund

March 1, 2023	Starting Balance	\$2,335,826.90		
March 7, 2023	Stop on check #2097	\$25.00		
March 7, 2023	CSE check #2097 redo \$1800*			
March 9, 2023	Bernie's Equipment Co	\$110,000.00		
March 10, 2023	Donations		\$2,391.86	
March 27, 2023	Donations		\$500.00	
March 28, 2023	Findorff #5	\$478,946.12		
March 31, 2023	Interest		\$1,353.75	
March 31, 2023	Ending Balance	\$588,971.12	\$4,245.61	\$1,751,101.39

Mayville Savings Bank

Mayville Public Library Memorial Fund

March 1, 2023	Starting Balance	\$45,719.78		
March 31, 2023	Interest		\$10.68	
March 31, 2023	Ending Balance	\$0.00	\$10.68	\$45,730.46

Library Trust Account with the City of Mayville

City Financials Not Available

Dodge County Grant Account with the City of Mayville

City Financials Not Available

Total Investments

\$1,818,948.01

*Capitol Survey Enterprises Dec 5 2022 #2097
lost in mail - check stopped

Director's Report: March 2023

Delivered on April 13, 2023

Library Statistics Highlights

- Self-check statistics are now included in the statistics report
- The cost of Hoopla has risen dramatically. The board may want to consider reducing the number of checkouts per month back to 5 (currently the number of checkouts permitted is 8).

Monarch System

- Dr. Marty Greer is the newest Board of Trustees member of the Monarch library System
- MLS Staff worked with Wire Technology to complete the firewall upgrade with updated settings up and it is working well.
- Kohler has completed tagging their items, and many libraries are currently working on tagging their items. Mayville has tagged the juvenile graphic novel section and has moved on to adult nonfiction. We are also tagging all new materials.
- Whofi, from which we get our Wi-Fi statistics, will be phased out in May. This service was paid for a grant up to this year, but it would cost the system \$19,500 to continue the service. However, Chase from Mead and Carl from Monarch have found a solution that enables us to keep getting the statistics we need.

Personnel Activities and Professional Development

- With grant funding from SEWI, three staff have registered to attend the ALA conference in Chicago, which takes place in June. The American Library Association host the largest library conference each year, and every four years, it is held close to us—in Chicago. This conference, which could range from 17,000-24,000 attendees, has sessions for every aspect of library services, which makes it a wonderful conference for support staff to attend.
- Sheila and Jenny have planned out the summer reading program, and the theme this year will be *Catch the Reading Bug*. Bookmarks and reading logs have been created, and this year, Jenny created the design for our T-Shirts. Jenny and Sheila have watched webinars on Beanstack both for review as well as for new information.
- Lucas Almas, who is currently working on a dual online master's degree in history and library information science, joined our staff at the end of March. He brings enthusiasm to the position and is learning the ropes at a record pace.
- In addition to my normal work, I managed the circulation desk and catalogued many books. I added 150 titles to our collection, which is not far below our average. I applaud other staff for their hard work and being able to keep up with their normal tasks in spite of taking additional time at the circulation desk.

Social Media

- The Storytime page is up and running on our website, and it is updated weekly with a new image to match the weekly topic
- The New Library Progress Page is update monthly with information from Findorf
- The programs and events page now have calendars with clickable Facebook events (for April), and the May page is still in preview
- We had 88 scheduled posts for March, and all of April's posts have already been completed.
- The way the statistics are shown in the business suite have changed, but Jenny and Lucas have figured it out. Twenty-seven of our 51 posts on Facebook reached at least 100 people, and seven of the 51 posts reached 200 people or more.

Operations and Building

- One row of lights went out and was replaced.

Programming

- With information from the Friends, I updated the summer reading business list to include many more business. I completed and mailed letters for the Scavenger Hunt and donations for summer reading, and we are getting responses back. At the end of this month, I will contact the businesses by phone to encourage participation in the scavenger hunt. In the past two years, we have had the most positive response to phone calls. I often hear from business owners comment that they received the letter and were planning on participating but simply hadn't gotten around to contacting me and were glad for the phone call.
- Sheila and Jenny discussed doing a new kind of "mystery book program," and they plan to give it a trial run.
- We had so many programs that they were put into a booklet format, which we discovered were very popular! Jenny decided to create them in this format going forward.
- Attendance at our Preschool Story Time doubled over the last month! Most of the increased attendance is due to increased attendance at the evening program. Unlike other libraries, our morning attendance has been low, but this may be due to the fact that our program starts at 10:30 whereas such programs at other libraries start earlier.

- Below is our programming attendance for March:

March 2023		
Event	Age Targeted	Number of Participants
Homeschool Hang Out	General Interest	15
Preschool Storytime (7 sessions)	Children (0-5)	22
Family Movie Night	General Interest	10
Coloring Club	General Interest	3
Spring Dance Party	General Interest	7
Lego Club	Children (6-11)	8
Dementia series	Adult (19+)	4
Tween Program	Children (6-11)	10
T 3 Teen	Young Adult	1
Lego Saturday	General Interest	0
Home School Hang Out	General Interest	6
Adult Book club	Adult (19+)	12
Genealogy round Table	Adult (19+)	13

Collection Notes

- All E Non-fiction and J+ nonfiction have been merged. This change will help patrons find all the children's books in one location, and they can decide for themselves the books that will best meet their children's reading levels. This will also help patrons who want a variety of levels on a given topic—they only have to go to one spot now instead of two.
- As mentioned above, we have begun RFID tagging our materials.

Displays

- Our page Owen created a book and movie display to go along with the Oscars.

Other

- Our new disc cleaner was not working as it should, so I worked with the sales staff from ELM to ascertain what the issue was. I discovered that the disc cleaner had gotten clogged because it had not been used for several weeks and must be used weekly to avoid clogs. I fixed the issue, and the disc cleaner is working well now.

[illegible]

[illegible]

2023 RECEIPTS											
DATE	FINE/FEE	COPY/ PRINT	FAX	ROOM RENT	SALE SHELF	OTHER	2023	2022	2021	2020	
JANUARY	\$ 86.60	\$ 126.90	\$ -	\$ -	\$ 32.50	\$ -	\$ 246.00	\$233.10	\$29.95	\$527.27	
FEBRUARY	\$ 167.39	\$ 88.05	\$ 22.00	\$ 10.00	\$ 13.50	\$ -	\$ 300.94	\$ 192.72	\$ 118.85	\$ 446.25	
MARCH	\$ 86.45	\$ 93.40	\$ 19.00	\$ -	\$ 22.75	\$ 2.00	\$ 223.60	\$ 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	\$ 340.44	\$ 308.35	\$ 41.00	\$ 10.00	\$ 68.75	\$ 2.00	\$770.54	\$2,733.19	\$2,015.42	\$2,038.13	