



Agenda
Library Board of Trustees Meeting
Monday, November 03, 2025 at 5:00 PM
Dodgeville Public Library, 410 East Leffler Street
Dodgeville WI 53533

MEETING DULY POSTED

I. AGENDA & MINUTES APPROVAL

- [1.](#) Minutes of October 13, 2025 Meeting

II. PUBLIC COMMENT

III. TREASURER'S REPORT

2. Acceptance of the Bills

IV. REPORTS AND UPDATES

V. OLD BUSINESS

3. DRAFT 2026 Library Budget
4. Discussion of Part-time Employee Benefits

VI. NEW BUSINESS

- [5.](#) Review Draft Memo Of Understanding with JobPod

VII. CONCERNS AND COMMENTS OF THE BOARD

VIII. UPCOMING MEETINGS

IX. ADJOURN

6. Motion to Adjourn

Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, that requires the meeting or material at the meeting to be in an accessible location or format, must contact the City Clerk at the address listed above or call 930-5228, prior to the meeting so that any necessary arrangements can be made to accommodate each request.

MEETING DULY POSTED

I. AGENDA & MINUTES APPROVAL

1. Meeting Called to order at 5:00 PM by Vanderloo

II. PUBLIC COMMENT

1. No Public Comment

III. TREASURER'S REPORT

1. Acceptance of the Bills
 - a. Electrical Bill - Seems elevated, but that includes electricity being used for construction costs throughout the remodeling project
 - b. Bills Associated with Book Order - We are currently ordering books with Arcadia Books because Baker and Taylor book company has filed for bankruptcy
 - i. This will take some time as we set up accounts through alternate vendors.
 - ii. Have had meetings with Ingram Publishers to set up a relationship as a vendor
 - iii. Arcadia and Republic of Letters, local book stores, are offering discounts while we set relations with new vendors.
 - c. Motion made by Wepking to accept bills as presented, Howard seconded the motion
 - i. Passed by unanimous vote

IV. REPORTS AND UPDATES

1. Meetings as described in the Director's Report
 - a. JobPod coordinator - Future meetings through JobPod would require a dedicated room within the library.
 - i. Grant support could help with training, space set up, and laptop availability for service.
 - b. Furniture Committee Dealership Tours
 - i. Members noted how these helped set trends in furniture choices for the Library Project
 - c. The Iowa County Health and Wellness Expo was a successful collaboration for Iowa County Libraries
 - d. September Reading Challenge statistics to be sent out tomorrow via email
 - e. The children's librarian shared a special thanks from a local family after completion of the Library Challenge

- i. Dodgeville library hosts 1,000 books before Kindergarten, a second level of 1,000 books before Kindergarten, and 500 books before 5th grade challenges

2. Flexible Facilities Program Update

- a. Received second payment request from Daniels
- b. Received FFP payment #2 - total grant funds received totaling 1,003,852.22
 - i. Question posed by Reynolds-Lair regarding the delay in steel for the project
 - ii. Director Portz believed steel was now present, and has an upcoming meeting on Thursday to discuss the status
 - iii. Daniels remains confident of the timeline in relation to the project
- c. Patron suggested project update information distribution
 - i. Director Portz is working on the project update draft
 - 1. President Vanderloo inquired how information would be shared
 - 2. Howard noted the Facebook page, the library website, and the Dodgeville Chronicle as distribution points

V. OLD BUSINESS

- 1. Discussion of 2026 Draft Budget
 - a. Increase in budget for 2.8% to reflect the expected raise for city employees
 - b. Annex costs should cease after October next year, freeing up funds in the balance
- 2. Annex Staffing - Patron visits are minimal after 5:00 PM, leading to a suggested closing time of 5:00 PM

VI. NEW BUSINESS

- 1. Discussion and recommendation of appointment to the Library Board
 - a. Two letters received from interested parties
 - i. 1 party is not eligible as a seat for the Town of Dodgeville is already filled
 - ii. Board members agreed to support the recommendation of the remaining candidate to Mayor Hottman
 - 1. Motion made by Howard to recommend Brian Kulcinski to the Mayor, seconded by Wepking, and passed unanimously
 - 2.
- 2. Discussion of Fringe Benefits for Library Staff

- a. Employees working 20 or more hours per week should be offered prorated benefits
- b. Budget could be impacted due to some of these not having been offered in the past
- c. Retirement and Sick Leave require more information before action is taken

VII. CONCERNS AND COMMENTS OF THE BOARD

1. Haag requested that signage for the library be updated in front of the building to help patrons identify the library location
2. Howard Jones' investment is sitting at \$1,561,087.70

VIII. UPCOMING MEETINGS

1. The meeting in November has been moved from November 10 to November 3rd at the Armory

IX. ADJOURN

1. Motion to Adjourn - Vanderloo adjourned the meeting at 6:06 PM

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Memorandum of Agreement Between JobPod and Participating Library

Parties:

This Agreement is by and among JobPod, the Dodgeville Public Library, a public library located in Dodgeville, Wisconsin (the "Participating Library"), and the Southwest Wisconsin Workforce Development Board located in Plateville, Wisconsin ("Local Workforce Development Board").

About JobPod:

JobPod is a partnership between the Bay Area Workforce Development Board, Brown County Library, Nicolet Federated Library System ("Nicolet"), and the Wisconsin Department of Workforce Development ("DWD").

JobPod Location:

The Participating Library's JobPod site will be located at the following address: 410 E Leffler St, Dodgeville, WI 53533.

The JobPod name and logo may only be used at the location designated in this Section and cannot be used at any additional locations, such as additional branch libraries located within the library system unless an agreement is made between such other library location and JobPod.

Project Description:

JobPod creates an access point for existing online and virtual workforce development services in public libraries across the State of Wisconsin. Under this Agreement, the Participating Library agrees to host a JobPod access point in the library building, set forth above. The Participating Library agrees to facilitate the connection between the job seeker and workforce development services so that the job seeker may receive expert assistance regarding all aspects of a job search, job training or career exploration. The Participating Library agrees to provide assistance to job seekers by providing the following core elements:

- Confidential meeting space which use of can be prioritized for job seekers (to be provided by the Participating Library);
- Laptop equipped with functioning video camera and microphone for participation in virtual meetings;
- High-speed internet access through a network connection or Wi-Fi with sufficient internet security software;
- Technology assistance; and
- Basic customer assistance with the Job Center of Wisconsin website and registration.



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JobPod Responsibilities:

- Facilitate the collaboration between the Participating Library, Local Workforce Development Board, and DWD.
- Conduct a library space assessment and planning for placement of the JobPod within the applicable library building.
- Provide a customized JobPod Standard Operating Procedures (SOP) training manual, certification checklist, sample policies, logo, marketing materials and resources for each JobPod location.
- Provide an orientation and training for the Participating Library staff and provide ongoing consultation, as needed.
- Provide updated SOP and additional training if new initiatives which support job seekers and/or relate to workforce development are implemented as part of JobPod.
- Review feedback and evaluations from JobPod sites and implement changes, as needed.
- Maintain the official JobPod website.
- Provide required specifications for technology, materials, and components required for participation.

Participating Library Requirements & Expectations:

- The Participating Library will own the JobPod space, materials, and components in their library and will integrate JobPod into their service model. The space will be governed by the Library Board and all library policies will apply accordingly.
- The Participating Library will be responsible for and liable for any and all harm or damage that occurs in the JobPod physical space.
- Identify and develop partnerships to support JobPod initiatives; partnerships at a minimum should include the Local Workforce Development Board and DWD.
- Maintain at least one staff member who has completed an approved JobPod training.
- Ensure current and incoming front-line staff who are implementing JobPod have received appropriate training and resources.
- Follow standards of service outlined in the SOP and certification checklist.
- Provide basic customer and technology assistance with the Job Center of Wisconsin website and registration for JobPod users.
- Provide and Maintain equipment needed for JobPod services, including desktop or laptop computer with functioning web camera and microphone capabilities.
- Maintain designated, confidential meeting space to ensure the space is clean and safe for use by job seekers.
- Implement new initiatives which support job seekers and/or relate to workforce development, as determined by JobPod.
- Regularly review and update Participating Library-specific and local community services and resources to ensure job seekers receive accurate information.



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- Provide feedback and complete evaluations as requested by JobPod, Local Workforce Development Board and/or DWD.
- Ensure the official JobPod website contains accurate information about the Participating Library's JobPod location.
- Use the JobPod name and logo on all materials that promote the project. The tagline should read: *JobPod™ Powered by Microsoft*.
- Notify JobPod, Local Workforce Development Board and DWD of intent to discontinue Participating Library as a JobPod location.
- Allow JobPod to use Participating Library name and logo for informational and promotional purposes related to JobPod.

Workforce Development Board Responsibilities:

- Assist with the facilitation of the collaboration between the Participating Library, DWD and JobPod.
- Maintain communication with Participating Library to provide updates in regard to DWD services that are available for the local community.
- Ensure Participating Library is in compliance with the JobPod SOP by visiting and evaluating the Participating Library using the certification checklist, following frequency recommended by JobPod.
- Communicate with JobPod in the event the Participating Library is not in compliance with the SOP.
- Allow JobPod to use Local Workforce Development Board name and logo for informational and promotional purposes related to JobPod.
- Collaborate with library for joint marketing and outreach efforts to promote JobPod services to the community.

Cost for JobPod Participation

The cost to become a JobPod location is a one-time three thousand dollars (\$3,000) to be paid by the Participating Library to Nicolet Federated Library System. This fee has been waived due to grant funding from the Department of Workforce Development.

JobPod Intellectual Property & Commercial Application; Confidentiality:

JobPod, including logo and trademark, and any other intellectual property related to JobPod is owned and operated by Nicolet. In the event that project activities result in a JobPod product(s) with potential for commercial application, all such rights will be retained by JobPod and Nicolet.

The Participating Library shall hold the Confidential Information (defined below) in confidence, using at least the same degree of care for protection that the Participating Library uses to protect its own confidential information of a similar nature. The Participating Library acknowledges and agrees to direct any inquiries by other libraries (or similar entities) regarding Confidential



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Information to Nicolet to provide such information or onboard such entity to the JobPod program. “Confidential Information” shall mean official JobPod training information learned during training, Standard Operating Procedures (SOP) training manual, certification checklist, and any other underlying JobPod information provided to library which in its nature is not publicly available information.

Term of the Agreement:

This Agreement will remain in effect for as long as the Participating Library is following the JobPod guidelines and implementing all core components of the JobPod program.

Termination

In the event one of the JobPod partners no longer provides a significant service which renders JobPod ineffectual, the Agreement will terminate. Upon termination of this Agreement for any reason, all parties shall immediately return any and all applicable property to the appropriate party.

Tracy Vreeke
Director
Nicolet Federated Library System
Date:

Rhonda Suda
Chief Executive Officer
Southwest WI Workforce Dev Board
Date:

Carrie Portz
Participating Library Director
Dodgeville Public Library
Date:

Jody Vanderloo
Participating Library Board President
Dodgeville Public Library
Date: