



**Agenda**  
**Library Board of Trustees Meeting**  
**Monday, May 13, 2024 at 5:00 AM**  
**City Hall Council Chambers, 100 E Fountain St,**  
**Dodgeville, WI**

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**MEETING DULY POSTED**

**I. AGENDA & MINUTES APPROVAL**

1. Approval of April 2024 Library Board of Trustee Minutes

**II. NEW BUSINESS**

2. Welcome Mayor Hottmann
3. Discussion and possible action regarding Flexible Facilities Grant.

**III. LIBRARIAN'S REPORT**

4. Interim Director's Report

**IV. CONCERNS AND COMMENTS OF THE BOARD**

5. Consideration to move the July Library Board Meeting to July 15, 2024.

**V. TREASURER'S REPORT**

6. Acceptance of the Bills

**VI. UPCOMING MEETINGS: June 10, 2024**

**VII. ADJOURN**

7. 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.*

## DODGEVILLE LIBRARY BOARD OF TRUSTEES MEETING

Monday, April 8, 2024

The Dodgeville Public Library Board of Trustees met on Monday, April 8, 2024, in person.

Present: Vanderloo, Wepking, Howard, Spady, Solberg, Murphy, McSherry, Portz.

Absent: Ponsler

- I. **Agenda and Minutes Approval.** Vanderloo called the meeting to order at 5:16 p.m. and there being no objections declared the meeting duly posted. The agenda for this meeting was declared approved and the March 11, 2024, board meeting minutes were approved with no objections. March 9, 2024 – Interviews, and March 18, 2024, special meeting minutes were also approved with no objections.
- II. **Old Business.** Local History Collection Mission and Collection Guidelines document updated for approval. Motion by Solberg to approve the Local History Collection Mission and Collection Guidelines document with the updates. Second by Wepking. All in favor. Motion carried.
- III. **New Business.** We welcomed Carrie Portz as the new Library Director to the meeting. The possible start date for Carrie is July 1<sup>st</sup>.
- IV. **Librarian's Report.** Interim Director Carol M.'s Report. Programming: We had three St. Joe's visits, Crafty Saturdays on the second Saturday of the month and Storytime every Monday morning. The United Fund of Iowa County presented the library with a grant check in the amount of \$1,600.00. Carol Gleichauf attended the United Fund's 2024 Grant Funding Awards virtual event on March 18<sup>th</sup>. The Library Annex will again be one of the sponsors for Local History Day at the Town Square event this summer. The other two sponsors are the Iowa County Historical Society and the Dodgeville Historic Preservation Commission. The Merrimac and Main cooking class was held on the four Thursdays in March. The class was instructed by Carol Murphy and Sharon Anderson. It was a successful program-fun and insightful. The next class will be held in the fall. Tables and chairs for the main library and the Annex will be ordered on April 15<sup>th</sup> to coincide with the delivery of the new book/magazine cases.
- V. **Treasurer's Report.** Approval and payment of the bills. Carol said everything is going well. She also mentioned that Laurie, Emily and Danielle from the city staff have been extremely helpful during this transition. Motion by Solberg to approve the bills. Second by Spady. All in favor. Motion carried.
- VI. **Concerns and Comments of the Board.** There was discussion about the recent mayoral election with the election of Barry Hottman as the new mayor of Dodgeville. Lisa mentioned that we should extend an invitation to Barry to attend

one of our upcoming meetings. Jody will extend the invite. Discussed the grant application for facilities that will be coming up. Nancy mentioned that with the eclipse, and people looking for eclipse viewing glasses, the library received some good PR. It raised awareness of the different things that your local library has available.

VII. **Next Meeting Date: May 13, 2024**

Motion by Spady to adjourn. Second by Wepking. All in favor. Motion carried.

The meeting was adjourned at 5:55 p.m.

Respectfully submitted by Kari McSherry.

**LIBRARY DIRECTOR'S REPORT**

Prepared May 9, 2024

CATEGORY	FEB 2024	MAR 2024	APR 2024	Monthly Change	YEAR-TO-DATE TOTAL	
<b>Circulation</b>						
Total Circulation	3300	3553	3460	-2.6%	13797	
Holds Placed	1113	731	632	-13.5%	3434	
<b>Visits</b>						
Main Library	2944	3353	3704	+10.4%	12822	
Annex	143	136	123	-9.5%	518	
<b>Total</b>	<b>3087</b>	<b>3489</b>	<b>3827</b>	<b>+18.9%</b>	<b>13340</b>	
<b>Collection Development</b>						
Items Added	199	276	203	-26.4%	890	
Items Removed	412	88	26	-70.5%	553	
<b>Patrons</b>						
Cards Added	44	37	81	+11.9%	200	
Cards Removed	0	6	3	-5.0%	1151	
<b>Technology Use</b>						
Library Computers	200	220	217	-1.4%	789	
Annex Computers	6	8	6	-25%	28	
Wireless Internet	227	264	256	-3.03%	983	
<b>Total</b>	<b>433</b>	<b>492</b>	<b>479</b>	<b>-2.64%</b>	<b>1800</b>	
<b>Other Items</b>						
Meeting Room Use	35	36	35	+2.8%	140	
Website Visits	819	678	739	+9%	2975	
Facebook Reach	3132	3604	3145	-12.07%	12924	
Facebook Page Visits	583	772	764	-1.03%	3182	
Facebook New Likes	8	8	12	+25%	33	

**Programming Data**

Age Group	March		April		Year-to-Date Totals	
	Programs	Attendees	Programs	Attendees	Programs	Attendees
0-5	4	114	6	239	14	447
6-11	3	90	4	88	11	279
12-18	0	0	0	0	0	0
19+	3	25	3	27	12	110
General (All Ages)	3	96	0	0	5	164
<b>TOTALS</b>	<b>13</b>	<b>325</b>	<b>16</b>	<b>412</b>	<b>42</b>	<b>1000</b>

**Programming:** We had three St. Joe's visits, Crafty Saturdays on the second Saturday of the month and Storytime every Monday morning. We will not have Storytime in the month of May due to Carol G. preparing for Summer Programming.

The Summer Reading Program begins on June 1<sup>st</sup>. Staff has been busy aiding Carol G. in preparing promotions. The new bookmark handout looks super.

Carol Gleichauf participated in the DES Family Literacy and Math Night. The event was very well attended. Carol did not have actual attendance numbers but she estimated around 200+ people attended.

**Nancy Ashmore held a Composting 101 program on April 23. We have part two of the Henry Dodge series on May 16 and a Climate Reality program on May 20.**

**Three book clubs met in April – the Mystery and Faithful Readers books clubs meet at the Annex. The Adult Book Club meets at the main library. We continue to add new members to the Adult book club with another new Dodgeville resident / patron starting in May.**

**Tables and Chairs for the main Library and the Annex have been ordered and are due to ship around June 5<sup>th</sup> to coincide with the delivery of the new book/magazine cases. A patron was kind enough to take our old wood magazine rack home to be used for his vinyl collection.**

**Carol Murphy attended the PLAC directors meeting in Fennimore. There was a super turnout of all but two directors attending. This was the first in-person meeting in many months.**

**Carol Murphy attended the Technology Committee meeting in Fennimore. The focus was on revamping all committees and inclusion of all libraries. We hope some of the ideas will draw some of the smaller libraries into joining the conversations.**

**Tom Broman, the Iowa County Democrat Chair, held their Caucus/meeting at the Annex on Sunday, April 28<sup>th</sup>.**

**The Postcard group continues to meet in the library every Wednesday, but are looking forward to switching back to the Annex after the Presidential election.**

**The Ridgeway Volunteer Library numbers continue to be strong. We did not have Storytime in the month of April. We held a volunteer open house on April 18. The volunteers were able to drop in to meet one another, library staff, and enjoy refreshments. The feedback was positive, we are planning another one on May 14.**

**I would like to find a home for the wood computer carrels and start moving them out. We have two high school pages who might take two. The rest? If no one takes them, we will deliver them to the city dumpsters to be discarded.**

**Three patron computers are ready to be discontinued. This will be done in the next couple of weeks coinciding with the furniture moves.**

**Two library pages will be graduating in May – Nik and Ren. We will begin advertising to fill the positions soon. We will involve our new Library Director, Carrie in the process.**

**Show and tell: Mt. Horeb Library's welcome packet for new patrons. Great ideas for a new packet for Dodgeville?**

Report Criteria:

Report type: GL detail  
 Check.Type = {<->} "Adjustment"  
 Bank.Bank number = 1  
 [Report].Invoice GL Account (3 Characters) = "150"

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice Amount	Check Amount
<b>62319</b>							
04/03/2024	62319	34	ALLIANT ENERGY/WP&L (UTILI	412013 0319	CITY HALL / LIBRARY SPLIT	334.71	334.71
Total 62319:							334.71
<b>62323</b>							
04/03/2024	62323	1645	CAPITAL ONE (WALMART)	628922 0319	LIBRARY SUPPLIES	18.78	18.78
Total 62323:							18.78
<b>62360</b>							
04/04/2024	62360	668	MHTC-MH	10565087	LIBRARY PHONE	138.89	138.89
Total 62360:							138.89
<b>62361</b>							
04/08/2024	62361	89	BAKER & TAYLOR LLC	2038156511	BOOKS 4 ABKS	72.70	72.70
04/08/2024	62361	89	BAKER & TAYLOR LLC	2038156511	BOOKS 10 JBKS	132.59	132.59
04/08/2024	62361	89	BAKER & TAYLOR LLC	2038160612	BOOK 1 JBK	10.79	10.79
04/08/2024	62361	89	BAKER & TAYLOR LLC	2038160612	BOOKS 40 ABKS	701.05	701.05
04/08/2024	62361	89	BAKER & TAYLOR LLC	2038179200	BOOKS 2 JBKS	31.13	31.13
04/08/2024	62361	89	BAKER & TAYLOR LLC	2038179200	BOOKS 10 ABKS	198.30	198.30
04/08/2024	62361	89	BAKER & TAYLOR LLC	2038179200	BOOKS 19 UNITED FUND COLLEC	248.12	248.12
04/08/2024	62361	89	BAKER & TAYLOR LLC	2038179482	BOOKS 6 ABKS	126.37	126.37
04/08/2024	62361	89	BAKER & TAYLOR LLC	2038183729	BOOKS 2 ABKS	70.23	70.23
04/08/2024	62361	89	BAKER & TAYLOR LLC	2038183729	BOOKS 12 JBKS	132.06	132.06
04/08/2024	62361	89	BAKER & TAYLOR LLC	2038183879	BOOKS 7 JBKS	79.87	79.87
Total 62361:							1,803.21
<b>62362</b>							
04/08/2024	62362	195	CITY OF DODGEVILLE WATER	208950-01	ANNEX UTILITIES	40.34	40.34
Total 62362:							40.34
<b>62363</b>							
04/08/2024	62363	1830	Playaway Products LLC	452851	AUDIO 1 ADAD	56.24	56.24
Total 62363:							56.24
<b>62373</b>							
04/16/2024	62373	195	CITY OF DODGEVILLE WATER	503950 0420	LIBRARY WATER/SEWER	130.28	130.28
Total 62373:							130.28
<b>62401</b>							
04/16/2024	62401	768	PENWORTHY COMPANY LLC	0597612-IN	BOOKS 39 JBKS	754.31	754.31
Total 62401:							754.31

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice Amount	Check Amount
<b>62424</b>							
04/22/2024	62424	34	ALLIANT ENERGY/WP&L (UTILI	AnnexUtilities	ALLIANT UTILITIES	184.50	184.50
Total 62424:							184.50
<b>62425</b>							
04/22/2024	62425	89	BAKER & TAYLOR LLC	2038190580	BOOKS 8 JBKS	107.20	107.20
Total 62425:							107.20
<b>62426</b>							
04/19/2024	62426	158	CAROL GLEICHAUF	April2024Mile	MILEAGE-PLATTEVILLE LIBRARY	37.86-	37.86- V
04/22/2024	62426	158	CAROL GLEICHAUF	April2024Mile	MILEAGE-PLATTEVILLE LIBRARY	37.86	37.86
Total 62426:							.00
<b>62427</b>							
04/22/2024	62427	1592	DENNIS J MARKLEIN	May2024Ann	ANNEX RENT MAY 2024	650.00	650.00
Total 62427:							650.00
<b>62428</b>							
04/22/2024	62428	1328	GFC LEASING - WI	IN14639605	COPIER LEASE	15.89	15.89
04/22/2024	62428	1328	GFC LEASING - WI	I00911626	COPIER LEASE - APRIL/MAY 2024	243.85	243.85
Total 62428:							259.74
<b>62433</b>							
04/29/2024	62433	1328	GFC LEASING - WI	14632747	COPIER LEASE	66.10	66.10
04/29/2024	62433	1328	GFC LEASING - WI	14646240	COPIER LEASE - COPIES OVER B	149.72	149.72
Total 62433:							215.82
Grand Totals:							4,694.02

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
150-21000-000-000	37.86	4,731.88-	4,694.02-
150-55115-221-000	334.71	.00	334.71
150-55115-222-000	130.28	.00	130.28
150-55115-223-000	138.89	.00	138.89
150-55115-224-000	475.56	.00	475.56
150-55115-311-000	18.78	.00	18.78
150-55115-321-000	2,664.72	.00	2,664.72
150-55115-323-000	56.24	.00	56.24
150-55115-361-000	37.86	37.86-	.00
150-55115-391-000	224.84	.00	224.84
150-55115-392-000	650.00	.00	650.00
Grand Totals:	4,769.74	4,769.74-	.00

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

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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\_\_\_\_\_

City Recorder: \_\_\_\_\_

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

Bank.Bank number = 1

[Report].Invoice GL Account (3 Characters) = "150"



CITY OF DODGEVILLE  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2024

Section V. Item #6.

SPEC.PURP.LIB. FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAX REVENUE</u>						
150-41110-000-000	PROPERTY TAXES	.00	421,039.00	421,039.00	.00	100.0
	TOTAL TAX REVENUE	.00	421,039.00	421,039.00	.00	100.0
<u>FINES &amp; PENALITES</u>						
150-45110-000-000	FINE - OVERDUE	38.97	132.92	.00	( 132.92)	.0
	TOTAL FINES & PENALITES	38.97	132.92	.00	( 132.92)	.0
<u>CHARGES TO PUBLIC</u>						
150-46100-000-000	COPIES	201.33	814.22	2,000.00	1,185.78	40.7
150-46715-000-000	LIBRARY - COUNTY AID	.00	116,816.43	111,551.00	( 5,265.43)	104.7
150-46810-000-000	REIMBURSEMENTS	.00	3.00	.00	( 3.00)	.0
	TOTAL CHARGES TO PUBLIC	201.33	117,633.65	113,551.00	( 4,082.65)	103.6
<u>INTEREST &amp; MISC REVENUE</u>						
150-48100-000-000	TEMPORARY INVESTMENTS INTERES	337.25	1,239.79	.00	( 1,239.79)	.0
150-48500-000-000	DONATIONS FROM ORGANIZ.& INDIV	326.27	2,184.44	.00	( 2,184.44)	.0
	TOTAL INTEREST & MISC REVENUE	663.52	3,424.23	.00	( 3,424.23)	.0
	TOTAL FUND REVENUE	903.82	542,229.80	534,590.00	( 7,639.80)	101.4

CITY OF DODGEVILLE  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 4 MONTHS ENDING APRIL 30, 2024

Section V. Item #6.

SPEC.PURP.LIB. FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY OPERATIONS</u>						
150-55115-000-000	LIBRARY - OPERATING EXPENSE	.00	9.99	.00	( 9.99)	.0
150-55115-110-000	LIBRARY - WAGE ACCOUNT	18,273.66	78,526.25	322,511.00	243,984.75	24.4
150-55115-111-000	LIBRARY - SOC & MEDICARE	1,284.80	5,541.48	24,673.00	19,131.52	22.5
150-55115-112-000	LIBRARY - RETIREMENT	863.68	3,951.39	15,634.00	11,682.61	25.3
150-55115-113-000	LIBRARY - HEALTH INSURANCE	2,938.44	13,371.84	54,679.00	41,307.16	24.5
150-55115-114-000	LIBRARY - DENTAL INSUR	207.63	948.81	4,028.00	3,079.19	23.6
150-55115-115-000	LIBRARY - VISION CARE	.00	191.00	1,500.00	1,309.00	12.7
150-55115-117-000	LIBRARY - LIFE INS.	37.52	153.61	500.00	346.39	30.7
150-55115-118-000	LIBRARY - AFLAC INSUR	124.98	499.92	2,000.00	1,500.08	25.0
150-55115-221-000	LIBRARY- ELECTRIC	334.71	1,102.98	4,500.00	3,397.02	24.5
150-55115-222-000	LIBRARY- WATER/SEWER	130.28	450.87	1,500.00	1,049.13	30.1
150-55115-223-000	LIBRARY- TELEPHONE	138.89	423.85	1,740.00	1,316.15	24.4
150-55115-224-000	LIBRARY- COPIER COSTS	475.56	1,294.40	3,875.00	2,580.60	33.4
150-55115-225-000	LIBRARY- TEACH (INTERNET)	.00	.00	1,200.00	1,200.00	.0
150-55115-231-000	LIBRARY- SWLS NETSW	.00	13,265.10	13,266.00	.90	100.0
150-55115-232-000	LIBRARY- SWLS TECH SERVICES	.00	2,223.60	2,224.00	.40	100.0
150-55115-233-000	LIBRARY- WILS	.00	.00	199.00	199.00	.0
150-55115-234-000	LIBRARY- WISCAT	.00	.00	200.00	200.00	.0
150-55115-300-000	LIBRARY SUPPLIES & EXPENSES	.00	128.79	.00	( 128.79)	.0
150-55115-311-000	LIBRARY - OFFICE SUPPLIES	114.89	1,394.61	3,500.00	2,105.39	39.9
150-55115-312-000	LIBRARY - ADVERTISING	.00	.00	300.00	300.00	.0
150-55115-313-000	LIBRARY - POSTAGE	.00	328.75	400.00	71.25	82.2
150-55115-321-000	LIBRARY - BOOKS & MATERIALS	1,866.31	6,059.53	31,500.00	25,440.47	19.2
150-55115-322-000	LIBRARY - VISUAL	33.42	33.42	1,500.00	1,466.58	2.2
150-55115-323-000	LIBRARY - AUDIO	56.24	1,234.23	3,500.00	2,265.77	35.3
150-55115-324-000	LIBRARY - INTERACTIVE	.00	.00	800.00	800.00	.0
150-55115-325-000	LIBRARY - PERIODICALS	.00	1,664.22	2,000.00	335.78	83.2
150-55115-326-000	LIBRARY - NEWSPAPERS	84.80	168.80	1,200.00	1,031.20	14.1
150-55115-327-000	LIBRARY - EMATERIALS (WPLC)	.00	4,160.84	4,161.00	.16	100.0
150-55115-328-000	LIBRARY - DATABASES	.00	.00	2,000.00	2,000.00	.0
150-55115-331-000	LIBRARY - EQUIPMENT	.00	185.06	3,000.00	2,814.94	6.2
150-55115-341-000	LIBRARY - CUSTODIAL SUPPLIES	.00	.00	100.00	100.00	.0
150-55115-351-000	LIBRARY - BUILDING MAINTENANCE	.00	8.18	2,000.00	1,991.82	.4
150-55115-361-000	LIBRARY - TRAINING & EDUCATION	.00	28.96	3,000.00	2,971.04	1.0
150-55115-371-000	LIBRARY - PROGRAMMING	.00	659.54	5,000.00	4,340.46	13.2
150-55115-381-000	LIBRARY - OUTREACH	.00	126.86	1,000.00	873.14	12.7
150-55115-391-000	LIBRARY - ANNEX UTILITIES	224.84	1,124.51	3,300.00	2,175.49	34.1
150-55115-392-000	LIBRARY - ANNEX RENT	650.00	2,600.00	7,800.00	5,200.00	33.3
150-55115-393-000	LIBRARY - ANNEX MAINTENANCE	.00	.00	200.00	200.00	.0
150-55115-394-000	LIBRARY - ANNEX INTERNET	.00	137.85	.00	( 137.85)	.0
150-55115-395-000	LIBRARY - ANNEX SUPPLIES	.00	16.75	.00	( 16.75)	.0
150-55115-510-000	LIBRARY -INSURANCE PROP & LIAB	.00	434.43	4,100.00	3,665.57	10.6
TOTAL LIBRARY OPERATIONS		27,840.65	142,450.42	534,590.00	392,139.58	26.7
TOTAL FUND EXPENDITURES		27,840.65	142,450.42	534,590.00	392,139.58	26.7
NET REVENUE OVER EXPENDITURES		( 26,936.83)	399,779.38	.00	( 399,779.38)	.0