



Agenda
Library Board of Trustees Meeting
Monday, June 10, 2024 at 5:00 PM
City Hall Council Chambers, 100 E Fountain St,
Dodgeville, WI

MEETING DULY POSTED

1. Meeting duly posted at the main library and library Annex.

I. AGENDA & MINUTES APPROVAL

- [2.](#) Agenda and May meeting minutes approval.

II. OLD BUSINESS

3. Grant Updates
4. Sign and pay Summer Reading program donation request.

III. NEW BUSINESS

5. Discussion and possible action regarding grant work hours payable.
6. Discussion on New Directors Welcome Luncheon.

IV. LIBRARIAN'S REPORT

- [7.](#) Interim Directors Report

V. CONCERNS AND COMMENTS OF THE BOARD

VI. TREASURER'S REPORT

- [8.](#) Acceptance of the Bills

VII. UPCOMING MEETINGS

9. Next board meeting: July 15th. Note new date - 3rd Monday this month.

VIII. ADJOURN

10. 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 PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Monday, May 13, 2024

The Dodgeville Public Library Board of Trustees met on Monday, May 13, 2024, in person.

Present: Vanderloo, Wepking, Howard, Spady, Johnson-Solberg, Portz, Murphy, McSherry

Absent: Ponsler

Also present: Mayor Barry Hottmann, Roxanne Reynolds-Lair

- I. **Agenda and Minutes Approval.** Vanderloo called the meeting to order at 5:00 p.m. and there being no objections declared the meeting duly posted. The agenda for this meeting was declared approved and the April 8th, 2024, board meeting minutes were approved with no objections.
- II. **New Business.** Welcome Mayor Hottmann to the meeting. He discussed a change in the city council representative to the library board. Roxanne Reynolds-Lair will be the new representative and Julie Johnson-Solberg will step down. We thank Julie for her work on the board and her support of the library.

Mayor Hottmann discussed hiring a grant writer for the city. There are many grants that are available. The bottom line is the answer is always no if we don't apply for these grants. A grant writer is necessary to move forward. The Flexible Facilities Program (FFP) held a training session on May 9 for the Flexible Facilities Grant that the library will be applying for. Jody shared information about the grant and the criteria that are necessary for us to apply for this grant. There are two mandatory items that we need to know from the city to move forward. If we will be taking over this building **and** that the city will guarantee the remaining funds for the building project if we are awarded this grant. The maximum award is 4.25 million per project. The minimum criteria for this grant are: The project must include constructing a new or renovating or expanding an existing library, community center, or multi-purpose community facility, **and** the purchase and /or installation of broadband and/or other digital connectivity (e.g., digital connectivity equipment, devices, services) that provide public access to high speed internet **and** Directly enable work, education and health monitoring. Awards are anticipated to be made no later than October 1, 2024.

Discussion continued about providing information to the city council. Discussed forming a committee to gather information. Carol, along with Jody, Mary, Nancy and Roxanne will put together information to share with Mayor Hottmann and the city council. Carol will also contact HGA-the architectural firm that did our plan and see if they will give us an update on the cost.

III. Librarian's Report. Interim Director Carol M's report. Total circulation was down just a bit, but the visits were up. The Summer Reading Program begins June 1. Carol Gleichauf participated in the DES Family Literacy and Math Night. The event was very well attended. Nancy Ashmore held a Composting 101 program on April 23, and 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. We continue to add new members to the Adult book club.

The table and chairs for the main Library and the Annex have been ordered and are due to ship approximately June 5 to coincide with the delivery of the new book/magazine cases.

Carol Murphy attended the PLAC directors' meeting in Fennimore, and the Technology Committee meeting also in Fennimore.

The Ridgeway Volunteer Library numbers continue to be strong. A volunteer open house was held on April 18 where they were able to meet one another, library staff and enjoy refreshments. Another one is planned for May 14.

Two of our library pages-Nik and Ren, will be graduating in May. We will be advertising to fill these positions soon. Carrie P. will be involved in that process.

IV. Concerns and Comments of the Board. Discussed moving the July Library Board meeting to July 15.

V. Treasurer's Report. Motion by Wepking to accept the bills. Second by Spady. All in favor. Motion carried.

VI. Upcoming Meeting: June 10, 2024

Motion by Johnson-Solberg to adjourn. Second by Spady. All in favor. Motion carried.

The meeting was adjourned at 6:50 p.m.

Respectfully submitted by Kari McSherry.

CITY OF DODGEVILLE
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2024

Section IV. Item #7.

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 & PENALITES</u>						
150-45110-000-000	FINE - OVERDUE	6.00	138.92	.00	(138.92)	.0
	TOTAL FINES & PENALITES	6.00	138.92	.00	(138.92)	.0
<u>CHARGES TO PUBLIC</u>						
150-46100-000-000	COPIES	194.58	1,008.80	2,000.00	991.20	50.4
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	194.58	117,828.23	113,551.00	(4,277.23)	103.8
<u>INTEREST & MISC REVENUE</u>						
150-48100-000-000	TEMPORARY INVESTMENTS INTERES	330.03	1,569.82	.00	(1,569.82)	.0
150-48500-000-000	DONATIONS FROM ORGANIZ.& INDIV	218.50	2,402.94	.00	(2,402.94)	.0
	TOTAL INTEREST & MISC REVENUE	548.53	3,972.76	.00	(3,972.76)	.0
	TOTAL FUND REVENUE	749.11	542,978.91	534,590.00	(8,388.91)	101.6

CITY OF DODGEVILLE
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING MAY 31, 2024

Section IV. Item #7.

SPEC.PURP.LIB. FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY OPERATIONS</u>						
150-55115-000-000	LIBRARY - OPERATING EXPENSE	4,431.85	4,441.84	.00	(4,441.84)	.0
150-55115-110-000	LIBRARY - WAGE ACCOUNT	32,067.21	110,593.46	322,511.00	211,917.54	34.3
150-55115-111-000	LIBRARY - SOC & MEDICARE	2,342.87	7,884.35	24,673.00	16,788.65	32.0
150-55115-112-000	LIBRARY - RETIREMENT	1,300.17	5,251.56	15,634.00	10,382.44	33.6
150-55115-113-000	LIBRARY - HEALTH INSURANCE	2,938.44	16,310.28	54,679.00	38,368.72	29.8
150-55115-114-000	LIBRARY - DENTAL INSUR	207.63	1,156.44	4,028.00	2,871.56	28.7
150-55115-115-000	LIBRARY - VISION CARE	351.00	542.00	1,500.00	958.00	36.1
150-55115-117-000	LIBRARY - LIFE INS.	37.52	191.13	500.00	308.87	38.2
150-55115-118-000	LIBRARY - AFLAC INSUR	124.98	624.90	2,000.00	1,375.10	31.3
150-55115-221-000	LIBRARY- ELECTRIC	337.23	1,440.21	4,500.00	3,059.79	32.0
150-55115-222-000	LIBRARY- WATER/SEWER	99.38	550.25	1,500.00	949.75	36.7
150-55115-223-000	LIBRARY- TELEPHONE	137.83	561.68	1,740.00	1,178.32	32.3
150-55115-224-000	LIBRARY- COPIER COSTS	649.25	1,943.65	3,875.00	1,931.35	50.2
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	48.27	177.06	.00	(177.06)	.0
150-55115-311-000	LIBRARY - OFFICE SUPPLIES	1,178.69	2,573.30	3,500.00	926.70	73.5
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	2,500.22	8,559.75	31,500.00	22,940.25	27.2
150-55115-322-000	LIBRARY - VISUAL	69.53	102.95	1,500.00	1,397.05	6.9
150-55115-323-000	LIBRARY - AUDIO	103.98	1,338.21	3,500.00	2,161.79	38.2
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	(.60)	168.20	1,200.00	1,031.80	14.0
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	1,198.52	1,858.06	5,000.00	3,141.94	37.2
150-55115-381-000	LIBRARY - OUTREACH	.00	126.86	1,000.00	873.14	12.7
150-55115-391-000	LIBRARY - ANNEX UTILITIES	147.11	1,271.62	3,300.00	2,028.38	38.5
150-55115-392-000	LIBRARY - ANNEX RENT	650.00	3,250.00	7,800.00	4,550.00	41.7
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	25.76	42.51	.00	(42.51)	.0
150-55115-510-000	LIBRARY -INSURANCE PROP & LIAB	.00	434.43	4,100.00	3,665.57	10.6
TOTAL LIBRARY OPERATIONS		50,946.84	193,397.26	534,590.00	341,192.74	36.2
TOTAL FUND EXPENDITURES		50,946.84	193,397.26	534,590.00	341,192.74	36.2
NET REVENUE OVER EXPENDITURES		(50,197.73)	349,581.65	.00	(349,581.65)	.0

LIBRARY DIRECTOR'S REPORT

Prepared June 6, 2024

CATEGORY	MAR 2024	APR 2024	MAY 2024	Monthly Change	YEAR-TO-DATE TOTAL	
Circulation						
Total Circulation	3553	3460	3444	-4.6%	17241	
Holds Placed	731	632	865	+36.8%	4299	
Visits						
Main Library	3353	3704	3387	-8.5%	16209	
Annex	136	123	145	+17.9%	663	
Total	3489	3827	3532	-7.7%	16872	
Collection Development						
Items Added	276	203	221	+8.9%	1111	
Items Removed	88	26	46	+77%	599	
Patrons						
Cards Added	37	81	39	-52%	239	
Cards Removed	6	3	4	+33.3%	1155	
Technology Use						
Library Computers	220	217	253	+16.6%	1042	
Annex Computers	8	6	12	+100%	40	
Wireless Internet	264	256	310	+21%	1293	
Total	492	479	575	+20%	2375	
Other Items						
Meeting Room Use	36	35	48	+37.14%	188	
Website Visits	678	739	--		2975	
Facebook Reach	3604	3145	4568	+45.25%	17492	
Facebook Page Visits	772	764	640	-16.2%	3822	
Facebook New Likes	8	12	7	-41.6%	40	

Programming Data

Age Group	April		May		Year-to-Date Totals	
	Programs	Attendees	Programs	Attendees	Programs	Attendees
0-5	6	239	2	33	16	480
6-11	4	88	4	369	15	648
12-18	0	0	0	0	0	0
19+	3	27	2	15	14	125
General (All Ages)	0	5	0	227	5	391
TOTALS	13	412	16	412	50	1644

Programming: We had two St. Joe's visits; Crafty Saturdays was on the second Saturday. Books, Balls and Blocks – we had 31 attendees. Legos at the Library had 41 attendees.

Carol G. and Carol M. hosted the Magic of Isaih program at the Dodgeville Elementary School on May 29th. We had 369 attendees!

The Summer Reading Program began on June 1st. As of Friday morning, June 7 there are 258 adults and children signed up. This compares to 153 sign ups during this time in 2023. Every participant receives a new book when they join. Carol G. is putting a new book order in to cover the additional sign ups this year.

Nancy Ashmore held a Climate Reality presentation on May 20th and the second of our Henry Dodge presentations on May 16th. We did not have high attendance for either program which was disappointing.

Three book clubs met in May – 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 to all our book clubs.

Tables and Chairs for the main Library and the Annex should be delivered the week of June 17th. Jeremy and Carol M will be painting the main wall of the Annex to lighten the space up. We will then also put the new book/magazine racks up. Next will be an open house and an article in the Chronicle to celebrate the grand re-branding of the Annex and to invite people in to work from their laptops and for meeting spaces.

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
62442							
05/07/2024	62442	88	BAKER & TAYLOR ENTERTAINM	2038210550	BOOKS ABKS 15	277.95	277.95
05/07/2024	62442	88	BAKER & TAYLOR ENTERTAINM	2038210550	BOOKS JBKS 11	136.93	136.93
Total 62442:							414.88
62447							
05/07/2024	62447	1645	CAPITAL ONE (WALMART)	628922 0419	LIBRARY SUPPLIES	5.12	5.12
05/07/2024	62447	1645	CAPITAL ONE (WALMART)	628922 0419	LIBRARY SUPPLIES	15.79	15.79
05/07/2024	62447	1645	CAPITAL ONE (WALMART)	628922 0419	LIBRARY SUPPLIES	9.97	9.97
Total 62447:							30.88
62449							
05/07/2024	62449	195	CITY OF DODGEVILLE WATER	503950 0501	LIBRARY WATER/SEWER	99.38	99.38
Total 62449:							99.38
62456							
05/07/2024	62456	370	FIRE & SAFETY EQUIPMENT III	78144	FIRE EXTINGUISHER ANNUAL SE	216.00	216.00
Total 62456:							216.00
62476							
05/07/2024	62476	668	MHTC-MH	10574385	TELEPHONE	137.83	137.83
Total 62476:							137.83
62497							
05/07/2024	62497	982	THE OBRION AGENCY LLC	92146	COPY PAPER (4 CASES)	168.00	168.00
Total 62497:							168.00
62510							
05/13/2024	62510	88	BAKER & TAYLOR ENTERTAINM	2038230169	BOOKS ABKS 3	52.41	52.41
05/13/2024	62510	88	BAKER & TAYLOR ENTERTAINM	2038230169	BOOKS JBKS 3	29.53	29.53
05/13/2024	62510	88	BAKER & TAYLOR ENTERTAINM	2038240518	BOOKS 1 ABKS	18.00	18.00
05/13/2024	62510	88	BAKER & TAYLOR ENTERTAINM	2038240518	BOOKS JBKS 4	48.27	48.27
05/13/2024	62510	88	BAKER & TAYLOR ENTERTAINM	2038240627	BOOKS JBKS 22	115.32	115.32
05/13/2024	62510	88	BAKER & TAYLOR ENTERTAINM	2038244514	BOOKS 55 ABKS	933.01	933.01
05/13/2024	62510	88	BAKER & TAYLOR ENTERTAINM	2038244514	BOOKS 6 JBKS	67.66	67.66
Total 62510:							1,264.20
62511							
05/13/2024	62511	191	CITY OF DODGEVILLE	208950-MarA	ANNEX UTILITIES	41.61	41.61
Total 62511:							41.61

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice Amount	Check Amount
62512							
05/13/2024	62512	1330	Dane County Treasurer	20240423	COMPOSTING PRESENTATION MI	71.02	71.02
Total 62512:							71.02
62513							
05/13/2024	62513	1823	Elan Financial Services	042524	Libra ZOOM SUBSCRIPTION	149.90	149.90
05/13/2024	62513	1823	Elan Financial Services	042524	Libra GODADDY SECURITY RENEWAL	239.88	239.88
05/13/2024	62513	1823	Elan Financial Services	042524	Libra GODADDY WORDPRESS RENEW	275.88	275.88
05/13/2024	62513	1823	Elan Financial Services	042524	Libra SUMMER PROGRAMMING SUPPLI	248.28	248.28
05/13/2024	62513	1823	Elan Financial Services	042524	Libra OFFICE SUPPLIES	107.44	107.44
05/13/2024	62513	1823	Elan Financial Services	042524	Libra OFFICE SUPPLIES	52.87	52.87
05/13/2024	62513	1823	Elan Financial Services	042524	Libra SUMMER PROGRAMMING SUPPLI	43.86	43.86
05/13/2024	62513	1823	Elan Financial Services	042524	Libra SUMMER PROGRAMMING SUPPLI	35.36	35.36
05/13/2024	62513	1823	Elan Financial Services	042524	Libra BOOKS 1 ABKS	12.99	12.99
05/13/2024	62513	1823	Elan Financial Services	042524	Libra VISUAL 4 JDVD	56.94	56.94
05/13/2024	62513	1823	Elan Financial Services	042524	Libra VISUAL 1 ADVD	12.59	12.59
05/13/2024	62513	1823	Elan Financial Services	042524	Libra CREDIT FROM OVERPAYMENT	1,037.67-	1,037.67-
05/13/2024	62513	1823	Elan Financial Services	042524	Libra CREDIT FROM OVERPAYMENT	96.11	96.11
05/13/2024	62513	1823	Elan Financial Services	042524	Libra CREDIT FROM OVERPAYMENT	239.26	239.26
05/13/2024	62513	1823	Elan Financial Services	042524	Libra CREDIT FROM OVERPAYMENT	33.42	33.42
05/13/2024	62513	1823	Elan Financial Services	042524	Libra CREDIT FROM OVERPAYMENT	84.20	84.20
Total 62513:							651.31
62514							
05/13/2024	62514	1328	GFC LEASING - WI	IN14672935	COPIER LEASE - COPIES OVER B	51.98	51.98
05/13/2024	62514	1328	GFC LEASING - WI	IN14673227	COPIER LEASE - COPIES OVER B	109.57	109.57
Total 62514:							161.55
62515							
05/13/2024	62515	451	INKWELL PRINTERS LLC	50656	SLP 2024 FLYERS	400.00	400.00
Total 62515:							400.00
62516							
05/13/2024	62516	1984	Jan Kieslich-Janes	05132024	BOOKS 1 ABKS	23.20	23.20
Total 62516:							23.20
62517							
05/13/2024	62517	1830	Playaway Products LLC	460784	BOOK 2 J WONDERBOOKS	103.98	103.98
Total 62517:							103.98
62518							
05/13/2024	62518	911	SOUTHWEST WI LIBRARY SYS	1173	PATRON CARDS	89.60	89.60
05/13/2024	62518	911	SOUTHWEST WI LIBRARY SYS	1173	LOCAL ACCESS LIBRARY CARDS	90.00	90.00
Total 62518:							179.60
62519							
05/13/2024	62519	1985	The Magic of Isaiah	258	SUMMER LIBRARY PROGRAM	400.00	400.00

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Description	Invoice Amount	Check Amount
Total 62519:							400.00
62585							
05/23/2024	62585	34	ALLIANT ENERGY/WP&L (UTILI	Annex_Allian	SPLIT DISTRIBUTION	105.50	105.50
Total 62585:							105.50
62586							
05/23/2024	62586	88	BAKER & TAYLOR ENTERTAINM	2038281723	BOOKS 43 ABKS	777.36	777.36
05/23/2024	62586	88	BAKER & TAYLOR ENTERTAINM	2038281723	BOOKS 4 JBKS	55.86	55.86
Total 62586:							833.22
62587							
05/23/2024	62587	274	DEMCO	Inv7484724	SHEVELING	4,215.85	4,215.85
Total 62587:							4,215.85
62589							
05/23/2024	62589	1328	GFC LEASING - WI	I00894397	COPIER LEASE	243.85	243.85
05/23/2024	62589	1328	GFC LEASING - WI	I00919804	COPIER LEASE	243.85	243.85
Total 62589:							487.70
62591							
05/28/2024	62591	1592	DENNIS J MARKLEIN	Annex_Rent_	ANNEX RENT JUNE 2024	650.00	650.00
Total 62591:							650.00
700047							
05/07/2024	700047	34	ALLIANT ENERGY/WP&L (UTILI	412013 0418	CITY HALL / LIBRARY SPLIT	337.23	337.23
Total 700047:							337.23
Grand Totals:							10,992.94

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
150-21000-000-000	1,037.67	12,030.61-	10,992.94-
150-55115-000-000	4,431.85	.00	4,431.85
150-55115-221-000	337.23	.00	337.23
150-55115-222-000	99.38	.00	99.38
150-55115-223-000	137.83	.00	137.83
150-55115-224-000	649.25	.00	649.25
150-55115-300-000	48.27	.00	48.27
150-55115-311-000	1,274.80	.00	1,274.80
150-55115-321-000	2,739.48	1,037.67-	1,701.81
150-55115-322-000	102.95	.00	102.95
150-55115-323-000	103.98	.00	103.98
150-55115-326-000	84.20	.00	84.20
150-55115-371-000	1,198.52	.00	1,198.52

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
150-55115-391-000	147.11	.00	147.11
150-55115-392-000	650.00	.00	650.00
150-55115-395-000	25.76	.00	25.76
Grand Totals:	13,068.28	13,068.28-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

Bank.Bank number = 1

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