

Dodgeville Public Library Meeting Minutes 01.12.26

Submitted by Lisa Spady

MINUTES

MEETING DULY POSTED

Meeting called to order at 5:01 PM by President Jody Vanderloo. Members Present: Roxanne Reynolds-Lair, Mary Wepking, Lisa Spady, Brian Kulcinski, Jody Vanderloo, and Nancy Howard. Also present: Library Director Carrie Portz. ABSENT: Ryne Ponsler and Deb Haag.

I. CONSENT AGENDA

1. Approval of Minutes from December 8, 2025.

Minutes approved as presented.

II. PUBLIC COMMENT

None.

III. FINANCIAL REPORT

2. Approval of bills from January 12, 2026; January 12, 2026; and December 22, 2025.

Presented by Director Portz.

- Portz noted that more checks were last week than usual due to the recent holiday break.
- Portz also noted that the Alliant bill was high this month (\$672.33) due to the ongoing construction project.

Motion to approve the bills made by Wepking, seconded by Reynolds-Lair. Motion carried 6-0.

3. Review of 2025 Year End Financial Statement

Presented by Director Portz.

- Portz noted that some more bills may be coded to the 2025 budget once they come in.
- Portz also noted that the library came in \$9,382.00 under the projected budget for 2025. Some of this is due to less being spent on book acquisitions as it will be best to wait until after the move back into the renovated space to increase collection inventory.
- Portz confirmed that unused budgetary funding from this year can be carried over and applied to next year's budget, which will be useful for needs in the new space.

4. Dodgeville Public Library Foundation Balance Report

Presented by Nancy Howard.

- Large account amount: \$1,220,297.95, and advisory account: \$378,307.49. Total current Dodgeville Public Library Foundation Account Fund Balance: \$1,598,605.44.
- Howard noted that this means the account increased approximately \$100,000 in one year.

IV. REPORTS and UPDATES

5. Director's Report

- Director Portz attended the Iowa County Library meeting last week and met new Iowa County Administrator Clinton Langreck.
- Portz has started staff evaluations, and they are more than half finished. She noted that these have been positive conversations. Common themes: certain areas where staff are requesting needed training, and they identified areas for better communication. As a result, Communications Coordinator position will also include support for staff training.
- Job Pod training for Library staff will take place on President's Day (Feb. 16th). The Library will be closed on this day to accommodate. Portz is also looking into a future patron de-escalation training for staff.
- Brief update on building progress was given. Portz is hoping for a chance for staff and the board to have a walk-through in the coming weeks.
- The United Fund of Iowa County year-end report is complete. 2026 funds, if received, will be allocated to summer programming, including Wonderful Wednesday performers. Mining activity for Town Square event this summer is in the planning stages.
- Audit of patron codes complete and fixed.
- Library Print Collection update:
 - Quick "weed" will be completed through the entire collection to avoid moving books back into the new space next fall.
 - May genre-fy the fiction (labeling, and possibly grouping, books into respective genres, for example: Science Fiction, Romance, etc.).
 - Staff will quantify what is Local History currently at The Annex as there will not be as much space in the new building for this section. Some of these items will be moved back into the Library's general collection.
- Policies Audit Planned: Board will start reviewing one library policy at every board meeting moving forward.
- FFP Grant Update: Portz started payroll monitoring for all prime and subcontractors.

6. Building Project Update

- Portz found an error in our favor of \$15,000 regarding contaminated soil disposal.
- Furnishing Committee approved packages for bid and direct purchase. Will go out to bid likely Wednesday of next week.
- Former vault door offered to Dodgeville city departments - will go to WI Surplus Auction later this week if not claimed by one of them.
- City Council approved Building Committee authority for change orders up by \$30,000 to expedite decision-making.
- Solar grant possibility (through EBSCO) discussed.
- Building project update will go out to the public this week.
- A display board with floor plans and some renderings is now displayed in the Library's entrance.
- An exterior banner will need to be designed.
- Naming rights for Community Room will also be discussed in the future.
- Donor wall will also need to be designed and will be on a brick exterior.

- Vanderloo suggested presenting the building project plan to the Town of Dodgeville board at a future date.

7. Friends of the Library

No updates.

V. OLD BUSINESS

Year-end library statistics presented by Director Portz, but she noted SWL System will have more accurate numbers soon.

- Down in circulation 15% (not surprisingly), but rebounding a bit.
- Overdrive checkouts up 5.9%.
- Annex numbers increased as a result of the library's move.
- More library programs offered despite the move.
- Portz suggested that reports regarding social media reach will be more inclusive of multiple platforms for next year.
- Howard suggested putting a notice in the Dodgeville Chronicle about what the Library Annex can offer.
- Discussion of author talk tomorrow evening at Merrimac and Main - partnership between Dodgeville Public Library and this entity.

VI. NEW BUSINESS

8. Discussion and possible action to approve Furniture and Shelving Bid Packages

- Portz noted that a couple minor changes will happen due to fabric being discontinued.
- Out for Bid: Case Goods, Browser Bins, Shelving, Open Bid Furnishings (items like children's play area elements).
- The Board reviewed many of the intended furnishings during this meeting.

Motion to approve the furnishing and bid package made by Howard, seconded by Spady.

Motion carried 6-0.

VII. CONCERNS AND COMMENTS OF THE BOARD

Discussion of proper response to public solicitations and correspondence.

VIII. UPCOMING MEETINGS

Next meeting will be held on February 9, 2026.

IX. UPCOMING MEETINGS

9. Motion to Adjourn

Movement to adjourn at 6:35 PM made by Reynolds-Lair, seconded by Wepking. Motion carried 6-0.