



CITY OF MAYVILLE LIBRARY BOARD

MEETING AGENDA

AUGUST 20, 2026

5:00 PM

TED & GRACE BACHHUBER MEMORIAL LIBRARY

234 N JOHN STREET

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. CITIZEN COMMENTS

Citizen Comments are to be kept to a maximum of five minutes per speaker unless the chairperson allows an extension of time. Each citizen is to make comments at the podium after stating name and address. Each citizen may comment only one time per public hearing / meeting.

4. APPROVAL OF MINUTES

4.1. Approval of Minutes of the July 16, 2026, Library Board Meeting

5. UNFINISHED BUSINESS

5.1. 2027 Budget Update

A. Update on Possibility of Merging Fund Types for the Library

B. Discuss, with Possible Action, Retention of Maintenance Manager to Oversee Library Building Maintenance

5.2. Update on Hiring Dan Tinsley as Library Representative for Library Roofing Repair Project

6. CITY BUDGET REPORTS

6.1. Discuss with Possible Action, the City Budget Report for June 2026

7. PAYMENT OF BILLS

7.1. Discuss with Possible Action, the Payment of Bills for July 2026

8. LIBRARY TREASURER'S REPORT

8.1. Discuss with Possible Action, the Library Treasurer's Report for July 2026

9. LIBRARY DIRECTOR'S REPORT

9.1. Discuss with Possible Action, the Library Director's Report for July 2026

10. NEW BUSINESS

10.1. Discuss, with Possible Action, Bonding of Library Board Treasurer

10.2. Discuss, with Possible Action, Reclassification of Library Assistant II - Programming Assistant to Library Assistant I - Library Clerk, to Begin January 2027

10.3. Discuss, with Possible Action, After-School Tutoring with the Mayville School District

10.4. Discuss, with Possible Action, Creation and Purchase of Branding Materials

11. FUTURE AGENDA ITEMS

12. NEXT MEETING DATE AND TIME

12.1. Next Meeting Date - September 17, 2026, at 5:00 PM

13. ADJOURNMENT

Pres. Becky LeBouton, Presiding Officer

NOTE: Persons with disabilities requiring special accommodations for attendance at the meeting should contact City Hall at least one (1) business day prior to the meeting.



**CITY OF MAYVILLE LIBRARY BOARD
ANNUAL MEETING MINUTES**

JULY 16, 2026

5:00 PM

TED & GRACE BACHHUBER MEMORIAL LIBRARY

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 5:00 PM, with the following roll call:

Present: Board Member Becky LeBouton, Board Member Lisa Neumann, Board Member Susan Smith, Board Member Tracy Heron, Board Member Katie Spear, Alderperson Ward 4 Alderperson, Nanette Gassner

Excused:

Absent:

Staff present: Library Director Bradford Ney and Circulation Manager Kendal Lee

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was recited by those in attendance.

3. CITIZEN COMMENTS

The board welcomed N. Gassner to the Library Board and presented her with a binder containing the Library Trustee Essentials and the last 12-months of Library Meeting Minutes.

4. APPROVAL OF MINUTES

4.1. Approval of Minutes of the June 18, 2026, Library Board Meeting

The motion to approve the Minutes of the June 18, 2026 meeting was made by K. Spear and seconded by S. Smith.

Ayes: Becky LeBouton, Lisa Neumann, Susan Smith, Tracy Heron, Katie Spear, Ward 4 Alderperson, Nanette Gassner

Nays: 0

Vote Count: 7-0

Motion has passed.

5. DISCUSS WITH POSSIBLE ACTION, THE CITY BUDGET REPORT FOR MAY 2026

5.1. Discuss, with Possible Action, the City Budget Report for May 2026

The motion to Approve the City Budget Report for May 2026 was made by Lisa Neumann and seconded by Katie Spear.

Ayes: Becky LeBouton, Lisa Neumann, Susan Smith, Tracy Heron, Katie Spear, Ward 4 Alderperson, Nanette Gassner
Nays: None

Vote Count: 7 - 0

Motion has Passed.

6. DISCUSS WITH POSSIBLE ACTION, THE PAYMENT OF BILLS FOR JUNE 2026

6.1. Discuss, with Possible Action, the Payment of Bills for June 2026

The motion to Approve the Payment of Bills for June 2026 was made by Tracy Heron and seconded by Susan Smith. A roll vote was taken.

Ayes: Becky LeBouton, Lisa Neumann, Susan Smith, Tracy Heron, Katie Spear, Ward 4 Alderperson, Nanette Gassner
Nays: None

Vote Count: 7 - 0

Motion has Passed.

7. DISCUSS WITH POSSIBLE ACTION, THE LIBRARY TREASURER'S REPORT FOR JUNE 2026

7.1. Discuss, with Possible Action, the Library Treasurer's Report for June 2026

Revised copies of the Library Treasurer's Report for May 2026 and June 2026 were provided to the Library Board. These revisions were due to an error in the City's Trial Balance Report.

The motion to Approve the Library Treasurer's Report for the Revised May 2026 and June 2026 was made by Lisa Neumann and seconded by Ward 4 Alderperson. A roll vote was taken.

Ayes: Becky LeBouton, Lisa Neumann, Susan Smith, Tracy Heron, Katie Spear, Ward 4 Alderperson, Nanette Gassner
Nays: None

Vote Count: 7 - 0

Motion has Passed.

8. DISCUSS WITH POSSIBLE ACTION, THE LIBRARY DIRECTOR'S REPORT FOR JUNE 2026

8.1. Discuss, with Possible Action, the Library Director's Report for June 2026

Outside the written report provided, Bradford Ney brought to the Library Board that the Friends of the Library received a donation of \$4,000+ dollars from the round-up donations at the Mayville Piggly Wiggly. B. Ney also informed the Library Board that the TGBML roof repairs have been rescheduled and will begin on Thursday, August 20, 2026.

The motion to Approve the Library Director's Report for June 2026 was made by Ward 4 Alderperson and seconded by Susan Smith.

Ayes: Becky LeBouton, Lisa Neumann, Susan Smith, Tracy Heron, Katie Spear, Ward 4 Alderperson, Nanette Gassner

Nays: None

Vote Count: 7 - 0

Motion has Passed

9. UNFINISHED BUSINESS

9.1. Update on 2027 Budget Process

Bradford Ney was hoping to bring some baseline information to the Library Board about the 2027 Budget Season, but without a comptroller at the City, things are moving slowly. B. Ney is hoping to have more of an update at the August 2026 Library Board meeting.

No action was taken.

9.2. Reconsideration, with Possible Action, of Hiring Dan Tinsley as Library Representative for Library Roofing Repair Project

It was discussed that the compensation for Dan Tinsley for the Roofing Repair Project would be 80 hours of pay and the total cost would need to include the cost of worker's comp coverage. Due to the nature of the work, it was discussed by the Library Board that the hiring of Dan Tinsley would be done as an independent contractor. Bradford Ney has asked Findorff to pay 50% of the total compensation. A response to this request has yet to be received.

The motion to Approve the Hiring of Dan Tinsley as the Library Representative for Library Roofing Repair Project as an independent contractor to not exceed \$5,000 was made by Ward 4 Alderperson and seconded by Katie Spear. A roll vote was taken.

Ayes: Becky LeBouton, Lisa Neumann, Susan Smith, Tracy Heron, Katie Spear, Ward 4 Alderperson, Nanette Gassner

Nays: None

Vote Count: 7 - 0

Motion has Passed.

10. NEW BUSINESS

10.1. Discuss, with Possible Action, Library Director Request for One-Day Director's Retreat in Franklin, WI Date: August 7, 2026

The motion to Approve the Library Director Request for One-Day Director's Retreat in Franklin, WI was made by Susan Smith and seconded by Nanette Gassner.

Ayes: Becky LeBouton, Lisa Neumann, Susan Smith, Tracy Heron, Katie Spear, Ward 4 Alderperson, Nanette Gassner
Nays: None

Vote Count: 7 - 0

Motion has Passed

10.2. Discuss, with Possible Action, \$50,000 of Money Market Account Funds to be Placed into a Certificate of Deposit at Mayville Savings Bank

The Library Board discussed putting \$50,000 of the total funds held in the Mayville Savings Bank into an 11-month CD account at 3.2%.

The motion to Approve \$50,000 of Money Market Account Funds to be Placed into a Certificate of Deposit at Mayville Savings Bank was made by Lisa Neumann and seconded by Katie Spear. A roll vote was taken.

Ayes: Becky LeBouton, Lisa Neumann, Susan Smith, Tracy Heron, Katie Spear, Ward 4 Alderperson, Nanette Gassner
Nays: None

Vote Count: 7 - 0

Motion has Passed.

10.3. Introduction of Incoming Library Board Member - Nanette Gassner

Kendal Lee took this time to go over the creation of the Library Board Member binder that she created for Nanette Gassner and the rest of the members of the Library Board.

No action was taken.

11. ELECTION OF LIBRARY BOARD OFFICERS FOR 2026-2027

11.1. Election of President

The motion to Elect Becky LeBouton as Library Board President was made by Lisa Neumann and seconded by Susan Smith. A roll vote was taken.

Ayes: Becky LeBouton, Lisa Neumann, Susan Smith, Tracy Heron, Katie Spear, Ward 4 Alderperson, Nanette Gassner
Nays: None

Vote Count: 7 - 0

Motion has Passed.

11.2. Election of Vice President

The motion to Elect Tracy Heron as Library Board Vice President was made by Lisa Neumann and seconded by Ward 4 Alderperson. A roll vote was taken.

Ayes: Becky LeBouton, Lisa Neumann, Susan Smith, Tracy Heron, Katie Spear, Ward 4 Alderperson, Nanette Gassner
Nays: None

Vote Count: 7 - 0

Motion has Passed.

11.3. Election of Treasurer

The motion to Elect Sue Smith as Library Board Treasurer was made by Katie Spear and seconded by Lisa Neumann. A roll vote was taken.

Ayes: Becky LeBouton, Lisa Neumann, Susan Smith, Tracy Heron, Katie Spear, Ward 4 Alderperson, Nanette Gassner
Nays: None

Vote Count: 7 - 0

Motion has Passed.

11.4. Election of Secretary

The motion to Elect Susan Smith as Library Board Secretary was made by Lisa Neumann and seconded by Tracy Heron. A roll vote was taken.

Ayes: Becky LeBouton, Lisa Neumann, Susan Smith, Tracy Heron, Katie Spear, Ward 4 Alderperson, Nanette Gassner
Nays: None

Vote Count: 7 - 0

Motion has Passed.

12. FUTURE AGENDA ITEMS

13. NEXT MEETING DATE AND TIME

13.1. Next Meeting Date - August 20, 2026, at 5:00 PM

Next Meeting Date - August 20, 2026, at 5:00 PM.

14. ADJOURNMENT

The motion to adjourn the meeting was made by Katie Spear and seconded by Tracy Heron.

Ayes: Becky LeBouton, Lisa Neumann, Susan Smith, Tracy Heron, Katie Spear, Ward 4 Alderperson, Nanette Gassner
Nays: None

Vote Count: 7 - 0

Motion has Passed. The Library Board meeting was adjourned at 6:18 PM.

Respectfully submitted by Kendal Lee - Circulation Manager

Account Number	Title	Debit Amount	Credit Amount
26-11111-00-000-00	TREASURER'S CHECKING	244,271.06	
26-21700-00-000-00	ACCRUED WAGES PAYABLE	.33	
26-34000-00-000-00	FUND BALANCES		181,988.55-
26-43570-49-000-00	DODGE CO LIBRY - LIBRARY REV		100,645.31-
26-48500-49-000-00	MISC DONATIONS		2,200.00-
26-55112-49-102-00	DODGE CO LIBRY - WAGES-PERM	32,269.94	
26-55112-49-201-00	DODGE CO LIBRY - SOC SEC	2,175.93	
26-55112-49-203-00	DODGE CO LIBRY - RETIREMENT	440.88	
26-55112-49-205-00	DODGE CO LIBRY - LIFE INS	22.46	
26-55112-49-301-00	DODGE CO LIBRY - SUBSCRIPTIONS	1,969.11	
26-55112-49-325-00	DODGE CO LIBRY - SUPPLIES	3,341.69	
26-55112-49-804-00	DODGE CO LIBRY - EQUIPMENT	342.46	
73-11111-00-000-00	TREASURER'S CHECKING	154,003.89	
73-34150-00-000-00	FUND BALANCE		169,721.83-
73-46710-79-000-00	LIBRARY TRUST - LIBRARY REVENUE		1,708.59-
73-48500-79-000-00	LIBRARY TRUST - DONATIONS/MISC	850.00	
73-55110-79-808-00	LIBRARY TRUST - BOOKS	16,576.53	
79-11200-00-000-00	LIBRARY INVESTMENTS	82,565.32	
79-34300-00-000-00	RETAINED EARNINGS		81,561.43-
79-48110-79-000-00	LIBRARY TRUST-MSB INT INVSTMNT		428.89-
79-48500-79-000-00	LIBRARY TRUST-MSB-DONATIONS		575.00-
Grand Totals:		538,829.60	538,829.60-
Net Income:			47,568.79-

Report Criteria:

Actual amounts

Includes accounts with balances

Includes net income totals

Account.Account number = "26","73","79"

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
26-55112-49-325-000 DODGE CO LIBRY - SUPPLIES						
26-55112-49-325-000	484	BMO HARRIS BANK NA	06/30/2026	JUNE 2026	#0435 WALMART - STICKY NOTES,SAFARI ERASE	60.62
26-55112-49-325-000	881	DEMCO SOFTWARE	06/25/2026	7822939	BOOKMARKS, COLOR CRAZE PREHISTORIC PALS	98.56
26-55112-49-325-000	2670	PIGGLY WIGGLY	07/01/2026	JUNE 2026	#00125 LIBRARY - SNACKS, BEVERAGES	81.21
26-55112-49-325-000	2670	PIGGLY WIGGLY	07/01/2026	JUNE 2026	#00181 LIBRARY- CANDY	35.76
26-55112-49-325-000	5310	DEMCO	06/25/2026	7822939	GRAB-N-GO BOOK BIN & BOOKMARKS	98.56
26-55112-49-325-000	5508	SCHOOL LIFE	07/02/2026	200114350	TAG-DOG BOOKS	123.42
Total 26-55112-49-325-000 DODGE CO LIBRY - SUPPLIES:						498.13
26-55112-49-804-000 DODGE CO LIBRY - EQUIPMENT						
26-55112-49-804-000	484	BMO HARRIS BANK NA	06/30/2026	JUNE 2026	#0435 AMAZON - BATTERY, HEIGHT ADJ STANDIN	54.82
26-55112-49-804-000	484	BMO HARRIS BANK NA	06/30/2026	JUNE 2026	#0435 AMAZON -0 12 PK UNDER BED STORAGE BI	179.99
26-55112-49-804-000	484	BMO HARRIS BANK NA	06/30/2026	JUNE 2026	#0435 AMAZON - (2) HEAVY DUTY STORAGE RACK	303.98
Total 26-55112-49-804-000 DODGE CO LIBRY - EQUIPMENT:						538.79
Grand Totals:						1,036.92

Dated: _____

Library Board: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Only paid invoices included.

Invoice Detail.GL Account = "73151000000000"-73999999999999"

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
73-55110-79-808-000 LIBRARY TRUST - BOOKS						
73-55110-79-808-000	1678	INGRAM LIBRARY SERVICES INC	07/14/2026	2005703-JUNE 2026	(195) ADULT/CHILDRENS BOOKS	2,376.46
Total 73-55110-79-808-000 LIBRARY TRUST - BOOKS:						2,376.46
Grand Totals:						2,376.46

Dated: _____

Library Board: _____

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
10-55110-57-301-000 PUBLIC LIBRARY - TRNG,TRVL,REG						
10-55110-57-301-000	484	BMO HARRIS BANK NA	06/30/2026	JUNE 2026	#0435 WI LIBRARY ASSOC (3) INDV MEMBER 9/9/2	210.00
Total 10-55110-57-301-000 PUBLIC LIBRARY - TRNG,TRVL,REG:						210.00
10-55110-57-304-000 PUBLIC LIBRARY - TELEPHONE-INT						
10-55110-57-304-000	5922	STATE OF WISCONSIN - DOA	06/30/2026	1/2026-6/2026	TEACH SERVICES 1/1/2026-6/30/2026	600.00
Total 10-55110-57-304-000 PUBLIC LIBRARY - TELEPHONE-INT:						600.00
10-55110-57-314-000 PUBLIC LIBRARY - SUPPLIES						
10-55110-57-314-000	484	BMO HARRIS BANK NA	06/30/2026	JUNE 2026	#0435 US POSTAL SERVICE - MAILINGS	41.23
10-55110-57-314-000	484	BMO HARRIS BANK NA	06/30/2026	JUNE 2026	#0435 AMAZON - 6-PACK COLORING MASKING TA	26.84
10-55110-57-314-000	484	BMO HARRIS BANK NA	06/30/2026	JUNE 2026	#0435 AMAZON - 4PK STORAGE BINS, HANGING FI	65.87
10-55110-57-314-000	2775	QUILL CORPORATION	06/16/2026	49290442	AVY 55UP8 1/2" FOIL STARS	3.56
10-55110-57-314-000	2775	QUILL CORPORATION	07/10/2026	5982742-JULY 2026	INV#49554939 8.5 X 11 PAPER	43.99
10-55110-57-314-000	2775	QUILL CORPORATION	07/10/2026	5982742-JULY 2026	INV#49561122 INDEX PRINT -ON	24.98
10-55110-57-314-000	2775	QUILL CORPORATION	07/10/2026	5982742-JULY 2026	INV#49522569 TAPE BOOK SCOTCH, 2.8 MIL SHT P	35.20
10-55110-57-314-000	2775	QUILL CORPORATION	07/10/2026	5982742-JULY 2026	INV# 49456036 1 RND RING VIEW BINDER	15.96
10-55110-57-314-000	2775	QUILL CORPORATION	07/10/2026	5982742-JULY 2026	INV# 49449252 WATERPROOF 64GB	61.46
10-55110-57-314-000	5310	DEMCO	06/25/2026	7822905	FILAMENT & HINGE TAPE, DEEP BOOK SERIES	94.46
10-55110-57-314-000	5385	MARSHFIELD CLINIC HEALTH SYSTE	06/29/2026	3764-54059	H. HERON - LIBRARY PRE-EMPLOY DRUG SCREE	41.00
Total 10-55110-57-314-000 PUBLIC LIBRARY - SUPPLIES:						454.55
10-55110-57-319-000 PUBLIC LIBRARY - CONTRACTED SE						
10-55110-57-319-000	484	BMO HARRIS BANK NA	06/30/2026	JUNE 2026	#0435 CREXENDO VIP - PHONE SERVICE	241.85
10-55110-57-319-000	484	BMO HARRIS BANK NA	06/30/2026	JUNE 2026	#0435 CANVA PRO	119.99
10-55110-57-319-000	4600	PACKERLAND RENT-A-MAT INC	07/14/2026	3330004	(3) RENT-A-MAT, CPP - MATS/MOPS	75.06
10-55110-57-319-000	5180	GFL ENVIRONMENTAL	07/19/2026	U90000334977	LIBRARY - RECYCLING 8/1/2026-8/31/2026	65.46
10-55110-57-319-000	5376	RHYME BUSINESS PRODUCTS LLC	07/07/2026	AR952300	CONTRACT BASE RATE CHR 7/10/2026-8/9/2026	56.85
Total 10-55110-57-319-000 PUBLIC LIBRARY - CONTRACTED SE:						559.21
10-55110-57-323-000 PUBLIC LIBRARY - ELECTRIC/ GAS						
10-55110-57-323-000	142	ALLIANT ENERGY/WP&L	07/24/2026	6769915759- JULY 24 202	LIBRARY - ELECTRIC	3,006.63
10-55110-57-323-000	142	ALLIANT ENERGY/WP&L	07/24/2026	6769915759- JULY 24 202	LIBRARY - GAS	267.40
Total 10-55110-57-323-000 PUBLIC LIBRARY - ELECTRIC/ GAS:						3,274.03
10-55110-57-351-000 PUBLIC LIBRARY - MAINT-BUILDIN						
10-55110-57-351-000	1213	FOX DEN LANDSCAPING & NURSERY	07/13/2026	12974	COCO MULCH	760.00
Total 10-55110-57-351-000 PUBLIC LIBRARY - MAINT-BUILDIN:						760.00
10-55110-57-808-000 PUBLIC LIBRARY - COLLECTIONS						
10-55110-57-808-000	484	BMO HARRIS BANK NA	06/30/2026	JUNE 2026	#0435 AMAZON - (5) BOOKS	55.25
10-55110-57-808-000	484	BMO HARRIS BANK NA	06/30/2026	JUNE 2026	#0435 AMAZON - (1) BOOKS	22.55
10-55110-57-808-000	484	BMO HARRIS BANK NA	06/30/2026	JUNE 2026	#0435 AMAZON - 40TH EDITION BOOK	9.95
10-55110-57-808-000	484	BMO HARRIS BANK NA	06/30/2026	JUNE 2026	#0435 AMAZON - (3) NOVELS	43.89
10-55110-57-808-000	484	BMO HARRIS BANK NA	06/30/2026	JUNE 2026	#0435 AMAZON - KIDS HEADPHONES & PORTABLE	93.97
10-55110-57-808-000	484	BMO HARRIS BANK NA	06/30/2026	JUNE 2026	#0435 AMAZON - (4) BOOKS	37.35
10-55110-57-808-000	484	BMO HARRIS BANK NA	06/30/2026	JUNE 2026	#0435 AMAZON - DVD	15.95
10-55110-57-808-000	644	CENGAGE GROUP	07/12/2026	999102925970	{3} EDITOR CHOICE BOOKS	98.40
10-55110-57-808-000	2328	MIDWEST TAPE LLC	06/30/2026	509082841	DIGITAL AUDIO, BINGE PASS, COMICS, EBOOK,M	677.19

GL Account and Title	Vendor	Vendor Name	Inv Date	Invoice No	Description	Amount
10-55110-57-808-000	2328	MIDWEST TAPE LLC	07/24/2026	509176898	{3} MOVIES	80.22
Total 10-55110-57-808-000 PUBLIC LIBRARY - COLLECTIONS:						1,134.72
Grand Totals:						6,992.51

Dated: _____

Library Board: _____
