VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

LIBRARY BOARD

Tuesday, September 4, 2018 **5:15 PM** **E.D. Locke Public Library**

AGENDA

1. CALL TO ORDER

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS
   a. Approval of the draft minutes of the August 6, 2018 Library Board Meeting

   b. Approval of the August 2018 general fund bills and trust fund bills

4. INFORMATION ITEMS
   a. 2018 Budget Update

   b. Director's Report
   Library System's Report
   Friend's Report
   Endowment Report

   c. Monthly Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
   a. Exemption from the 2019 County Levy

   b. Material Donations Policy

   c. Joint meeting between the Village Board and the Library Board

   d. 2019 Library Operating Budget

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Tuesday, September 4, 2018**

SECTION: **Approval of Minutes**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the draft minutes of the August 6, 2018 Library Board Meeting**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Board Minutes August 2018

VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

LIBRARY BOARD

Monday, August 6, 2018 **5:15 PM** **E.D. Locke Public Library**

AGENDA

1. CALL TO ORDER

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS
   a. Approval of the draft minutes of the July 2, 2018 Library Board meeting

   b. Approval of the July 2018 general fund bills and trust fund bills.

4. INFORMATION ITEMS
   a. 2018 Budget Update

   b. Director's report
   Library Systems report
   Friends' Report
   Endowment Report

   c. Monthly Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
   a. Trustee Continuing Education Opportunities

   b. SCLS Technology Agreement

   c. 2018-2023 Strategic Plan

   d. Video Surveillance Policy

   e. Ukulele Policy

   f. Eligibility for Benefits policy

   g. Holidays Policy

   h. Waiving Fines

6. ADJOURNMENT

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Tuesday, September 4, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the August 2018 general fund bills and trust fund bills**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library August 2018 check Register

Row Labels	Sum of Amount	Description
ALLIANT ENERGY/WP&L	$2,467.98	Utilities
ARAMARK	$235.75	Mat Rental
AUDIO EDITIONS INC	$8.00	Audiobook CD
AVANT GARDENING & LANDSCAPING	$1,784.40	Landscaping
BAKER & TAYLOR BOOKS	$4,597.82	Books
CORPORATE BUSINESS SYSTEMS	$260.14	Copier Lease
DANE CO LIBRARY SERVICE	$70.00	Go Big Read Books
DEMCO INC	$158.34	Library Supplies
ENVIRONMENT CONTROL	$1,261.53	Janitorial
FRONTIER	$64.94	Telephone
JEFFERSON FIRE & SAFETY INC	$63.40	Fire Extinguisher Inspection
JOHN HEASLEY	$360.00	Adult Program
LANCASTER, CAROL	$1,000.00	Adult Program
MICROMARKETING LLC	$519.93	Audio Books
MIDWEST TAPE	$12.99	DVD
PELLITTERI WASTE SYSTEMS	$35.00	Confidential Shredding
PREMIER PAINT & WALLPAPER	$190.60	Paint & Supplies
SCHILLING SUPPLY COMPANY	$549.38	Operating Supplies
UNIQUE MANAGEMENT SERVICES INC	$17.90	Collection Services
VILLAGE OF MCFARLAND	$70.00	Event Permits
Grand Total	**$13,728.10**	

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Tuesday, September 4, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2018 Budget Update**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2018 Budget Update

2018 Budget Update

REVENUES		Budget Amount	June Actual	July Actual	August Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target	2018 Projected
Property Tax		$ 500,000.00				$ -	0.00%			$ 500,000.00
County Library Aids		$ 258,000.00				$ 258,044.00	100.02%			$ 258,044.00
Adjacent County		$ 500				$ 209.36	41.87%			$ 500.00
Library Fines		$ 14,000	$ 1,375.07	$ 610.35	$ 1,036.00	$ 8,291.35	59.22%	67%	$ 9,000.00	$ 14,213.74
Library Donations		$ -				$ -				$ -
Miscellaneous Income		$ 5,000	$ 521.25	$ 271.80	$ 426.00	$ 3,404.60	68.09%	67%	$ 3,333.33	$ 5,836.46
		$ 777,500.00	**$ 1,896.32**	**$ 882.15**	**$ 1,462.00**	$ 269,949.31	**34.72%**			**$ 778,594.20**
Expenditures						$ -				
Salaries	110	$394,000.00	$ 30,769.61	$ 30,739.66	$ 30,307.69	$ 258,003.54	65.48%	67%	$ 262,666.67	$ 387,005.31
Coverage	112	$10,000	$ 689.13	$ 505.26	$ 769.23	$ 5,918.13	59.18%	67%	$ 6,666.67	$ 8,877.20
Wage Adjustment		$7,500						67%		
Social Security	151	$31,500	$ 2,252.52	$ 2,236.13	$ 2,423.08	$ 19,155.58	60.81%	67%	$ 21,000.00	$ 28,733.37
Health Insurance		$99,500	$ 8,111.11	$ 8,111.11	$ 7,653.85	$ 64,431.62	64.76%	67%		$ 96,647.42
Retirement		$24,250	$ 1,792.00	$ 1,792.96	$ 1,865.38	$ 15,349.44	63.30%	67%		$ 23,024.17
Other Fringe Benefits	152	$ 2,000	$ 91.40	$ 91.40	$ 91.40	$ 648.28	32.41%	67%	$ 1,333.33	$ 972.42
Total Personnel		**$ 568,750.00**	**$ 43,705.77**	**$ 43,476.52**	**$ 43,110.63**	$ 370,750.59	**65.19%**	67%	**$ 379,166.67**	$ 545,259.89
Janitorial	210	$ 23,250	$ 1,261.53	$ 1,261.53	$ 1,261.53	$ 10,092.24	43.41%	67%	$ 15,500.00	$ 15,138.36
Unique	215	$ 500	$ 27.90	$ 62.65	$ 17.90	$ 281.15	56.23%	67%	$ 333.33	$ 421.73
Utilities	220	$ 28,000	$ 2,279.71	$2,685.24	$2,467.98	$ 17,421.43	62.22%	67%	$ 18,666.67	$ 26,132.15
Telephone	225	$ 1,250	$ 70.39	$64.94	$64.94	$ 531.73	42.54%	67%	$ 833.33	$ 797.60
Facility Maintenance	240	$ 14,000	$ 1,013.13	$5,711.90	$2,309.15	$ 15,985.31	114.18%	67%	$ 9,333.33	$ 16,000.00
Equipment Maintenance	241	$ 8,250	$ 4,586.04	$346.41	$260.14	$ 6,665.62	80.80%	67%	$ 5,500.00	$ 8,250.00
Link System	295	$ 43,000				$ 42,915.68	99.80%	67%		$ 42,915.67
Electronic Resources	296	$ 7,000				$ 5,264.07	75.20%	67%	$ 4,666.67	$ 7,896.11
Total Services		**$ 125,250.00**	**$ 9,238.70**	**$ 10,132.67**	**$ 6,381.64**	**$ 99,157.23**	**79.17%**	67%	**$ 54,833.33**	$ 117,551.60
Office Supplies	310	$ 5,000	$ 415.72	$ 960.37	$ 480.00	$ 4,931.41	98.63%	67%	$ 3,333.33	$ 7,397.12
Postage	315	$ 250	$ 17.46		$ 250.00	$ 275.71	110.28%	67%	$ 166.67	$ 413.57
Dues	320	$ 250			$ -	$ 225.00	90.00%	67%	$ 166.67	$ 337.50
Education & Travel	330	$ 3,750	$ 358.84		$ -	$ 1,916.56	51.11%	67%	$ 2,500.00	$ 2,874.84
Operating Supplies	340	$ 1,500	$ 353.25		$ -	$ 847.34	56.49%	67%	$ 1,000.00	$ 1,271.01
Specialized Supplies	345	$ 4,000		$ 158.34	$ 158.34	$ 1,134.03	28.35%	67%	$ 2,666.67	$ 1,701.05
Programs	350	$ 3,000	$ 1,137.25	$ (142.56)	$ 1,430.00	$ 4,557.29	151.91%	67%	$ 2,000.00	$ 3,500.00
Audio Visual	396	$ 12,000	$ 979.66	$ 853.62	$ 540.92	$ 6,163.71	51.36%	67%	$ 8,000.00	$ 9,245.57
Collections	395	$ 53,250	$ 5,106.56	$ 4,169.38	$ 4,667.82	$ 37,120.26	69.71%	67%	$ 35,500.00	$ 55,680.39
Other Total		**$ 83,000.00**	**$ 8,368.74**	**$ 5,999.15**	**$ 7,527.08**	$ 57,171.31	**68.88%**	67%	**$ 55,333.33**	**$ 75,023.92**
Total Budget		**$ 777,000.00**	**$ 61,313.21**	**$ 59,608.34**	**$ 57,019.35**	**$ 527,079.13**	**67.84%**	67%	**$ 518,000.00**	**$ 737,835.40**

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Tuesday, September 4, 2018**

SECTION: **Staff Reports**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Director's Report**
Library System's Report
Friend's Report
Endowment Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Directors Report August 2018

E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
August 2018

August Highlights:

- **HVAC –** The fall maintenance has be scheduled for September 13-14.
- **Security Plan Implementations**
  - **Door Locks –** Completed
  - **Video Cameras –** Completed. Staff can now view the cameras from any staff computer.
  - **Panic Buttons –** The panic buttons have been installed but are not connected to a phone line yet. The Police Department has said that they will do some training on what to do in an emergency.
- **Village Facilities -** Mary Pat will give an update
- **Endowment –**
  - **Events –**
    - The Endowment committee is currently planning a kick-off celebration for the fundraising campaign. The event has been rescheduled scheduled for Saturday, September 29 at 7pm.
    - Beer Floats Event – About 25 people attended the Beer Float event. After expenses, we raised about $200.
  - **Fund Raising** – As of August 30, we have raised $9,000 in cash and $35,000 in pledges. We need to raise $61,000 to meet our goal.
- **Friends** – At the Friends meeting in August, they discussed the pie sale, the book sale (which will be held in the book sale room and in the meeting room) and their fall time line for events. They have also requested that the materials donation policy include cassette tapes in the items that will no longer be accepted.
- **Systems Report** –
  - PLSR - There are no updates since our last meeting. For information on PLSR visit www.plsr.info

- **Shelvers** – We hired two new Shelvers to fill our vacancies. Because most students are so busy with afterschool activities, we're looking at hiring a third Shelver and splitting the hours between three instead of just two. This will help ensure that we get as many hours as possible covered.

- **Youth Services Assistant** – We are currently accepting applications for our Youth Services Assistant position. We're hoping to have someone in place by October 1st.

Assistant Director highlights (Linda Stuckey)

- A new staff and a new patron computer were installed by South Central. The old patron computer was wiped to be reused for technical services to authorize invoices via the village network.
- Added four ukulele generic kits. Donation provided by the Friends of the McFarland Library.
- Significant weeding in adult and juvenile areas was completed, with the materials sent on to Better World Books or the September book sale.
- Some cross-training was provided in technology services to Trish as back up for Amy.

Youth Services highlights (Heather Kent)

Storytimes:

Storytimes ended on Wednesday, August 1st. They will resume on Tuesday, September 4th.

Teens:

There was no dedicated teen programming this month. Teen volunteers continued to come to help with the Lego/Duplo day's and Friday afternoon movies.

Programming:

Friday afternoons in August offered different family movies including: Labyrinth, Peter Rabbit, Paddington 2, Shaun the Sheep, and Jumanji (1995 version).

From 9 am – 12 pm on Tuesday, August 7 and Tuesday, August 21 we offered a Duplo/Lego building workshop. Children of all ages could come in and build with Lego blocks, Duplo blocks, or simple blocks (for babies). This is a great open creative workshop.

Outreach:

With the summer program in full swing there were no outreach visits for the month of August. Learning and Beyond as well as CLM have been coming and attending programming here.

Other:

On August 28th Heather met with Jess Lawinger for their last meeting before the Sensory Storytime program begins. We currently have 5 children registered online for this program. It is expected that, as the school year and programs begin, this number will go up. Registration is not required – but allows for youth services to send reminders via email to parents.

The Youth Services Assistant position has been posted with a closing date of 9/16/2018.

SUMMMER READING REGISTRATION: 802 children 99 adults

Adult Services highlights (Katharine Clark)

- Did another Adult Summer Reading program drawing, have over 100 people registered to participate this year, grand prize drawing for Kindle Fire will be Sept 4
- Attended Prairie Stone Book Club meeting and helped group pick out titles for next year
- Stepping On Workshops led by instructor Carol Lancaster started, have 14 participants that are meeting weekly to learn about fall prevention, this week McFarland police officer Joel Zietsma will be stopping by to talk about community safety
- Met with Garrett Lee, founder of nonprofit organization WHOA (we help one another) and McFarland high school teacher Angie Bazan to discuss potential collaboration with Real Life Library, where you "check out" a person and find out about their life
- Upcoming book discussion of THE GIFT OF OUR WOUNDS Sept 17 was promoted on WISC-TV news segment Sunday Aug 12 when two McFarland High School teachers were on to talk about the book and the author's visit, we have a display promoting the event and expect a good turnout for this collaborative event
- Helped set up and attended Beer Float Fundraiser Aug 23, great reception

- Put together double-sided events handout for Sept library programs to promote events coming up next month, LOTS of great events scheduled
- Had a very successful woodcarving event, 22 people – men and women and all ages attended, hosted by Capital Area Carvers with their volunteers teaching attendees at individual tables
- Posted daily on social media (Facebook/Instagram/Twitter) about programs and participated in black and white photography challenge on Instagram, good interactions and we are at almost 500 Instagram follower

----Heidi Cox, Library Director

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Tuesday, September 4, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Monthly Report**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Monthly Stats

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
Checkouts														
2016	16,183	16,051	17,058	17,012	15,731	19,796	19,891	18,863	16,581	16,052	15,477	15,233	**203,928**	1%
2017	15,915	15,309	17,438	15,586	16,002	19,340	19,407	19,256	15,896	16,909	15,056	14,894	**201,008**	-1%
2018	16,397	14,760	16,712	15,434	15,321	18,732	18,739						**116,095**	-2%
% change month to month	3%	-4%	-4%	-1%	-4%	-3%	-3%	-100%	-100%	-100%	-100%	-100%		
New Library Cards														
2017	46	46	46	37	45	95	44	65	60	37	35	41	**597**	-1%
2018	41	45	49	39	44	88	66						**372**	4%
	-11%	-2%	7%	5%	-2%	-7%	50%	-100%	-100%	-100%	-100%	-100%		
2016	668	468	559	448	590	500	261	310	498	628	575	470	**5,975**	-10%
2017	539	335	475	397	445	535	492	595	511	662	378	431	**5,795**	-3%
2018	588	491	486	420	389	531	479						**3,384**	5%
visitor count														
2017	8,726	7,991	9,659	8,718	8,649	11,364	10,113	9,466	7,914	8973	7,849	7,985	**107,407**	2%
2018	8,988	8,050	10,197	9,181	8,314	12,368	11,530						**68,628**	5%
	3%	1%	6%	5%	-4%	9%	14%	-100%	-100%	-100%	-100%	-100%		
No. Children's Events														
2016	8	5	11	15	18	21	21	22	22	28	25	25	**221**	
2017	23	28	33	27	19	15	35	15	37	41	40	15	**328**	
2018	17	39	41	40	9	41	45						**232**	
Children's Program Participation														
2016	169	333	216	476	1143	1326	785	580	553	807	630	702	**7,720**	51%
2017	562	552	1035	764	1674	1326	1065	1912	844	1034	1016	778	**12,562**	63%
2018	757	1244	1737	702	1362	1920	1634						**9,356**	34%
No. Adult Events														
2016	2	1	1	1	4	1	3	4	3	8	6	3	**37**	131%
2017	5	6	5	20	6	10	3	6	6	8	13	3	**91**	146%
2018	9	9	10	14	8	8	6						**64**	16%
Adult event Participation														
2016	19	12	12	12	33	26	27	28	23	69	28	6	**295**	33%
2017	56	158	55	139	93	98	29	93	94	94	188	32	**1,129**	283%
2018	106	103	171	206	130	124	36						**876**	39%

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Tuesday, September 4, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Exemption from the 2019 County Levy**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 EXEMPT MINIMUN LEVY per DPI
2. exemption resolution template (2)

	EXEMPT LIBS	2017 VAL	2018 VAL	2018 APP	2019 Min App
Villages	Belleville	169,898,600	182,406,300	$247,781	$78,462
	Black Earth	107,738,500	115,566,100	$115,024	$49,711
	Cambridge	146,204,100	158,002,000	$74,000	$67,964
	Cross Plains	359,035,800	369,753,900	$273,675	$159,049
	Deerfield	184,766,300	209,178,200	$151,480	$89,978
	DeForest	971,238,500	1,060,405,300	$519,312	$456,131
	Marshall	180,281,300	223,533,500	$181,700	$96,152
	Mazomanie	143,234,900	147,391,000	$94,589	$63,400
	McFarland	843,985,700	893,472,300	$501,750	$384,325
	Mount Horeb	656,501,700	689,473,300	$463,397	$296,576
	Oregon	1,052,530,000	1,142,900,500	$572,041	$491,616
	Waunakee	1,621,257,000	1,753,484,600	$791,927	$754,258
Cities	Fitchburg	2,663,164,400	2,830,889,000	$1,784,887	$1,217,701
	Madison	25,526,478,650	27,906,094,400	$17,779,030	$12,003,751
	Middleton	2,866,459,900	3,039,237,000	$1,214,784	$1,307,322
	Monona	1,126,449,100	1,181,556,600	$557,555	$508,244
	Stoughton	1,019,871,200	1,110,930,600	$571,577	$477,865
	Sun Prairie	2,849,663,600	3,132,843,000	$1,561,134	$1,347,586
	Verona	2,565,024,000	2,731,675,400	$1,153,856	$1,175,025
	Edgerton	*8,901,600*	*9,441,600*		*$4,061*
Exempt Total		45,062,684,850	48,888,234,600		
County Total		57,726,523,450	62,121,666,600		
2018 Tax Base		*$12,663,838,600*	$13,233,432,000		
DCL appropriation				*$5,447,325*	
2019 County library tax levy rate				$0.0004301480	

Resolution Requesting Exemption from County Library Tax

WHEREAS the Dane County Board has established a county library and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS the Dane County Library Board has determined that the library serving the city/village of __McFarland____ meets the minimum standards of operation established by the County Board (RES 185, 2011-2012; RES 98, 2013-2014; RES 233, 2016) in compliance with Section 43.11 (3) (d) of the Wisconsin Statutes, and

WHEREAS Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city which levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year, and

WHEREAS the city/village of McFarland___ will appropriate in 2018 and expend in 2019 an amount in excess of that calculated above in support of its library,

NOW THEREFORE BE IT RESOLVED that the city/village of _McFarland__ hereby requests of the Dane County Board of Supervisors that the city/village of _McFarland____ be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that confirmed copies of this resolution will be forwarded by the City/Village clerk to the following party:

Tracy Herold, Director
Dane County Library Service
1874 S. Stoughton Rd.
Madison, WI 53716

Date Passed:_________________

Vote:_______________________

_________________________________ _______________________________
Authorized Signature Title of Person signing

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Tuesday, September 4, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Material Donations Policy**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Material Donations policy

	E. D. Locke Public Library	
Page **1** of **1**	Material Donations	Amended: December 3, 2012

E.D. Locke Public Library appreciates your donations of **gently used** books, audiobooks, DVD's and CD's to supplement our collection, or for resale at the Friends' book sales.

All donations become the property of the library. The library reserves the right to utilize donated materials in whatever way best benefits the collection and services. Gifts may be added to the collection, sold with the proceeds to benefit the library, passed on to other libraries, or discarded if necessary.

When you bring in a donation, a staff member will inspect it to make sure of the following:

- There are **no mold or mildew spots.**
- There is **no odor of smoke, mustiness**, etc.
- There are **no bugs, animal hair, etc. in or on the item(s).**
- Minimal to no **stains, water damage, torn pages or covers, broken or loose bindings**.
- Minimal to no **underlining, highlighting or other writing.**

*Because of their limited value to the library, the following **will not be accepted**:*

- **Textbooks and encyclopedias**
- **Other books more than 20 years old**.
- **Used workbooks and personal journals.**
- **Reader's Digest condensed books.**
- **Newspapers** or **magazines (except craft and cooking magazines).**
- **Personal cassettes** and **videos.**
- **Audiovisual materials that don't work or are missing parts.**
- **VHS Tapes**
- **Cassette Tapes**

Because we have limited space, and do not have any kind of "recycling" center, we will return to you those items we are unable to take. Some options you have are to donate them to charities/thrift shops/schools, recycle them yourself, or try to sell them to a used bookstore.

A good rule of thumb is to ask yourself before donating – Would I buy these items myself at a used bookstore?

For legal reasons, library staff may not estimate value of donated materials or sign any statement of value. Estimating value is the donor's responsibility. Upon request, library staff can provide a dated receipt stating the quantity and format of donated materials.

Information on IRS rules and regulations regarding charitable deductions can be found in the:

U.S. Treasury, IRS Publication 526,
"Income Tax Deduction for Contributions,"
or through the local Internal Revenue Office
1242 Fourier Drive - Suite 200 Madison, WI 53717
Hours: Monday-Friday – 8:30 a.m.- 4:30 p.m.
Phone: 608-829-5827

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Tuesday, September 4, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Joint meeting between the Village Board and the Library Board**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Tuesday, September 4, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2019 Library Operating Budget**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 Budget Worksheet - 55110 LIB DRAFT 08292018

LIBRARY

LIBRARY FUND - FUND 205

MISSION STATEMENT:

The mission of E.D. Locke Public Library is to provide high quality materials and services to fulfill the informational, recreational, educational and cultural needs of the entire community in an atmosphere that is welcoming and respectful.

PROGRAM DESCRIPTION:

The Library is open seven days a week, year round, to serve anyone who walks through the door. Patrons with library cards can check out print books, audio books, electronic books, magazines, software, DVDs, Blu-Rays, and CDs. The Library is a part of LinkCat which allows patrons to access materials from any of the libraries of the seven county South Central Library System. The Library also offers programming for children and adults; wireless internet access; meeting room space; and areas for quiet reading or study. Additionally, the Library provides literacy services in the community by taking materials and issuing library cards at McFarland schools, Shared Table dinner, senior living centers, and community events. By State Statute, the Library Board controls how budgeted funds are spent and directs the operations of the library.

PROGRAM OBJECTIVES:

- Expand hours of the Library to allow for earlier morning start and added hours on Sunday.

- Partner with the Chamber to educate business community about what the library as to offer.

- Continue to partner with schools to assist with research education, promotion of the music program, providing extra materials for classrooms through classroom cards.

- Offer 1,000 Books before Kindergarten early literacy program where parents track the books that they are reading to their kids.

- Work with the Teen Advisory Board that was created in 2016 to hold at least 6 teen specific events.

- Hold two programs per month for adults with varying topics.

LIBRARY BUDGET SUMMARY

REVENUES		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
	Allocated Revenues	**717,075**	**777,500**	**393,274**	**800,389**	**890,000**	**14.47%**

Notes:

43720 The Library is partially compensated through aids from Dane County for services provided to patrons who live outside of McFarland.

45190 Fees and fines charged to patrons for late books, damage to materials, and other charges.

LIBRARY (continued)
LIBRARY FUND - FUND 205

EXPENDITURES

PERSONAL SERVICES

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
	55110						
110	Salaries	377,831	394,000	188,438	270,000	324,250	-17.70%
120	Part-Time	7,651	10,000	4,553	156,265	159,750	1497.50%
130	Health Insurance	0	99,500	48,667	97,333	114,500	15.08%
131	Retirement	0	24,250	11,691	23,382	27,750	14.43%
132	Social Security/Medicare	27,830	31,500	14,496	28,993	37,750	19.84%
135	Other Employee Benefits	121,551	2,000	465	931	2,500	25.00%
140	Wage Adjustment	0	7,500	0	7,244	8,000	6.67%
141	Expense Reimbursement	0	0	0	0	500	------------
	Total PERSONAL SERVICES Exp	**534,863**	**568,750**	**268,311**	**584,148**	**675,000**	**18.68%**

Notes:

110-120 Provides funding for a Director, Assistant Director, Adult Librarian, Youth Librarian, Circulation Supervisor, 7 Assistants (PT), and 5 Shelvers. COLA is set at 2.0% in 2018.

130 Health Insurance is provided through the State Plan. Rates are expected to increase for Local Governments by approximately 1.5% with Employees paying 5.0%. Funding is provided for single and family plans as well as payment in lieu of health insurance as is selected by the Employee and set by policy.

131 The Village pays the employer share into the Wisconsin Retirement System which is set to decrease in 2019 to 6.55% of total wages from 6.7% that was applied in 2018 for General Employees.

132 The Village's contribution towards Social Security remains fixed at 6.2% and Medicare at 1.45%.

135 Provides funding to pay for the Village's share of life insurance and income continuation.

140 Includes funding for grid steps and merit pay as may be awarded to non-union personnel through the annual evaluation process.

LIBRARY (continued)
LIBRARY FUND - FUND 205

EXPENDITURES (continued)

CONTRACTUAL SERVICES

55110		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
210	Support Services	16,679	23,750	6,383	23,750	23,750	0.00%
211	Consultant Services	42,183	43,500	42,916	42,916	43,500	0.00%
220	Utilities	25,007	28,000	12,268	28,000	28,000	0.00%
221	Communication	1,458	1,250	400	800	1,000	-20.00%
240	Equipment Maintenance	7,115	8,250	6,059	8,250	8,500	3.03%
242	Facility Maintenance	12,232	14,000	7,964	18,000	14,000	0.00%
	Total CONTRACTUAL SERVICES Exp	**104,674**	**118,750**	**75,990**	**121,716**	**118,750**	**0.00%**

Notes:

210 Increase reflects actual costs for the services required to clean the facility.

211 Annual cost to be a member of the South Central Library Service (SCLS). Cost distribution is based on circulation, volumes owned, and the number of LINK computer terminals.

SUPPLIES AND EXPENSE

55110		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
310	Office Supplies	7,509	9,000	4,693	9,000	9,000	0.00%
311	Postage	128	250	26	300	250	0.00%
320	Dues and Subscriptions	213	250	225	225	500	100.00%
330	Meeting Expenses	3,440	3,750	1,957	3,750	1,000	-73.33%
331	Training Expenses	0	0	0	0	2,750	------------
340	Operating Supplies	1,848	1,500	847	5,500	5,500	266.67%
342	Technology	861	7,000	5,264	7,000	6,500	-7.14%
344	Collection - Print	49,654	53,250	27,753	53,250	53,250	0.00%
345	Collection - Audio/Visual	10,345	12,000	5,200	12,000	12,000	0.00%
390	Miscellaneous	0	0	0	0	500	------------
391	Programming	3,541	3,000	3,010	3,500	5,000	66.67%
	Total SUPPLIES AND EXPENSE Exp	**77,538**	**90,000**	**48,973**	**94,525**	**96,250**	**6.94%**

Notes:

342 Apportioned share of SCLS costs for shared online databases, wireless services, time monitoring software, antivirus protection, internet filters, and participation in a system wide e-materials buying pool.

344 Funding to maintain collection including books, magazines, newspapers, and other materials for adults and children.

391 Program supplies for story times, summer reading programs, class and community group visits, book clubs, author visits, and special events as may be applicable.

	2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
Total LIBRARY Exp	**717,075**	**777,500**	**393,274**	**800,389**	**890,000**	**14.47%**

TRANSFERS TO OTHER FUNDS

LIBRARY FUND - FUND 205

MISSION STATEMENT:
To allow for the ability to transfer money to other funds as needed and/or approved by the Village Board.

PROGRAM DESCRIPTION:
Occasionally, other funds within the Village require money to be transferred to them. This line item is included for accounting purposes as the Auditor typically identifies when this is a necessary action according to applicable accounting standards or approved budget actions.

PROGRAM OBJECTIVES:

- Reduces the need to amend the budget if a transfer between funds is needed.

- Transfers from will be identified within the annual audit.

TRANSFERS TO OTHER FUNDS BUDGET SUMMARY

REVENUES

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
	Allocated Revenue	**0**	**0**	**0**	**0**	**0**	**------------**

EXPENDITURES

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
	59200						
390	Miscellaneous	0	0	0	0	0	------------
	Total TRANSFERS Exp	**0**	**0**	**0**	**0**	**0**	**------------**

Notes:

390 None anticipated at time of budget approval. To be used as needed and/or approved by the Village Board.

Village of McFarland
2019 Library Fund Operating Budget

FUND 205

SUMMARY of REVENUES

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
41000	Taxes	492,723	500,000	0	500,000	590,750	18.15%
43000	Intergovernmental Revenues	232,221	258,500	258,408	258,408	281,250	8.80%
45000	Fines, Forfeits, and Penalties	13,656	14,000	6,645	12,500	12,500	-10.71%
46000	Public Charges for Services	0	0	0	5,000	5,000	------------
48000	Miscellaneous Revenue	4,598	5,000	2,707	500	500	-90.00%
49000	Other Financing Sources	0	0	0	0	0	------------
	Total Budget Revenue	**743,198**	**777,500**	**267,761**	**776,408**	**890,000**	**14.47%**

SUMMARY of EXPENDITURES

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
55110	LIBRARY	717,075	777,500	393,274	800,389	890,000	**14.47%**
59200	TRANSFERS TO OTHER FUNDS	0	0	0	0	0	------------
	Total Budget Expenditures	**717,075**	**777,500**	**393,274**	**800,389**	**890,000**	**14.47%**
	Diff in Revenues over Expenditures	**26,123**	**0**	**(125,514)**	**(23,981)**	**0**	

Village of McFarland

2019 Library Fund Operating Budget

Index Expenditures Summary

PERSONAL SERVICES

100		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
110	Salaries	377,831	394,000	188,438	270,000	324,250	-17.70%
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130	Health Insurance	0	99,500	48,667	97,333	114,500	15.08%
131	Retirement	0	24,250	11,691	23,382	27,750	14.43%
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140	Wage Adjustment	0	7,500	0	7,244	8,000	6.67%
141	Expense Reimbursement	0	0	0	0	500	------------
	Total PERSONAL SERVICES Exp	**534,863**	**568,750**	**268,311**	**584,148**	**675,000**	**18.68%**

CONTRACTUAL SERVICES

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221	Communication	1,458	1,250	400	800	1,000	-20.00%
240	Equipment Maintenance	7,115	8,250	6,059	8,250	8,500	
242	Facility Maintenance	12,232	14,000	7,964	18,000	14,000	0.00%
	Total CONTRACTUAL SERVICES Exp	**104,674**	**118,750**	**75,990**	**121,716**	**118,750**	**0.00%**

SUPPLIES AND EXPENSES

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390	Miscellaneous	0	0	0	0	500	------------
391	Programming	3,541	3,000	3,010	3,500	5,000	66.67%
	Total SUPPLIES AND EXPENSES Exp	**77,538**	**90,000**	**48,973**	**94,525**	**96,250**	**6.94%**
		717,075	**777,500**	**393,274**	**800,389**	**890,000**	**14.47%**