VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

LIBRARY BOARD

Monday, October 1, 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 draft Minutes of the September 4, 2018 Library Board meeting.

   c. Approval of the September 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. Polco

   b. 2019 Budget

   c. Landscape plan

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: **Monday, October 1, 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. August Minutes

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, August 6, 2018 - 5:15 PM

1. CALL TO ORDER

Peter Sobol called the regular meeting of the Library Board to order at 5:15 PM in the Library Meeting Room 103

Members present: Member Sharon Payne, Member Evan Richards, Member Peter Sobol, Ken Machtan, Village Trustee Mary Pat Lytle

Members not present: Michael Shumway, Karin Mandli

Staff Present: Heidi Cox

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. *Approval of the draft minutes of the July 2, 2018 Library Board meeting*
Motion by Member Evan Richards, second by Village Trustee Mary Pat Lytle, to Approve the draft minutes of the July 2, 2018 Library Board meeting Motion carries 5 - 0 - 0 by acclamation.

b. *Approval of the July 2018 general fund bills and trust fund bills.*
Motion by Village Trustee Mary Pat Lytle, second by Ken Machtan, to Approve the July 2018 general fund bills and trust fund bills. Motion carries 5 - 0 - 0 by acclamation.

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*
The Library Board discussed different opportunities for training.

b. *SCLS Technology Agreement*

Motion by Ken Machtan, second by Member Evan Richards, to Approve SCLS Technology Agreement Motion carries 5 - 0 - 0 by acclamation.

c. *2018-2023 Strategic Plan*

Motion by Village Trustee Mary Pat Lytle, second by Member Sharon Payne, to Approve the 2018-2023 Strategic Plan with one change (adding staff training to goal 6) Motion carries 5 - 0 - 0 by acclamation.

d. *Video Surveillance Policy*

The Library Board reviewed the current policy and reached a consensus that they did not want to change it.

Motion by Village Trustee Mary Pat Lytle, second by Member Evan Richards, to Approve Video Surveillance Policy Motion carries 5 - 0 - 0 by acclamation.

e. *Ukulele Policy*

Motion by Village Trustee Mary Pat Lytle, second by Member Evan Richards, to Approve Ukulele Policy Motion carries 5 - 0 - 0 by acclamation.

f. *Eligibility for Benefits policy*

Motion by Member Evan Richards, second by Village Trustee Mary Pat Lytle, to Approve changing the number of budgeted hours a staff person must work from 14 to 20 hrs to eligible for benefits. The update to the Eligibility for Benefits policy was approved on Motion carries 5 - 0 - 0 by acclamation.

g. *Holidays Policy*

Motion by Member Evan Richards, second by Village Trustee Mary Pat Lytle, to Approve changing the budget hours a staff person has to work from 14 hours to 20 hours to qualify for holiday pay in the Holidays Policy Motion carries 5 - 0 - 0 by acclamation.

h. *Waiving Fines*

Motion by Member Evan Richards, second by Village Trustee Mary Pat Lytle, to Approve Waiving Fines that are under $100 and over 10 years old. Motion carries 5 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Mary Pat Lytle, second by Ken Machtan, to adjourn at 6:09

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Heidi Cox
Library Director

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, October 1, 2018**

SECTION: **Approval of Minutes**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the draft Minutes of the September 4, 2018 Library Board meeting.**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2018-09-04

LIBRARY BOARD – MINUTES
September 4, 2018

Present: Sobol, Lytle, Machtan, Mandli, Richards, Payne, Shumway
Absent:

Library Board President Peter Sobol called the Library Board meeting to order at 5:15 p.m. at E.D. Locke Public Library, Room 103.

1. The August 2018 General and Trust Fund bills totaling $13,782.10 were approved on **motion** by Lytle, second by Payne and carried unanimously.

2. Cox discussed the exemption from 2019 County Levy resolution that was going to the Village Board.

3. The board discussed the joint meeting between the Village and the Library Boards. Topics like the 2019 budget were discussed.

4. An update to the Material Donations policy (adding cassette tapes to the list of items that would no longer be accepted) was approved on **motion** by Mandli, second by Shumway and carried unanimously.

5. The updated 2019 library budget was approved on **motion** by Mandli, second by Payne and carried unanimously.

6. The meeting was adjourned at 6:09 p.m. on **motion** by Machtan, second by Lytle and carried unanimously.

Respectfully submitted,
Heidi Cox, Library Director

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, October 1, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the September 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. Gernal Bills and Trust Fund Bills

General Fund and Trust Fund Bills

Row Labels	Sum of Amount	Description
ALLIANT ENERGY/WP&L	$2,408.92	Utilities
AMERICAN LIBRARY ASSOCIATION	$220.00	Membership fees
ARAMARK	$188.60	Mat Rental
BAKER & TAYLOR BOOKS	$3,568.41	Books
CORPORATE BUSINESS SYSTEMS	$295.86	Copier Lease
DEMCO INC	$113.39	Library Supplies
ED LOCKE PUBLIC LIBRARY	$300.00	Program
MICROMARKETING LLC	$74.99	Audio Books
MIDWEST TAPE	$40.72	DVDs
SOUTH CENTRAL LIBRARY SYS	$214.60	Library Supplies
UNIQUE MANAGEMENT SERVICES INC	$8.95	Collection Services
VERONA PUBLIC LIBRARY	$40.00	Lost Book Fees
(blank)		
Grand Total	**$7,474.44**	

Trust Fund

Madison Community Foundation	$230	Endowment Event Donations

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, October 1, 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	July Actual	August Actual	September Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		$ 500,000.00		$ 5,000.00		$ 5,000.00	1.00%		
County Library Aids		$ 258,000.00				$ 258,044.00	100.02%		
Adjacent County		$ 500				$ 209.36	41.87%		
Library Fines		$ 14,000	$ 610.35	$ 1,295.93	$ 1,069.00	$ 9,620.28	68.72%	75%	$ 10,125.00
Library Donations		$ -				$ -			
Miscellaneous Income		$ 5,000	$ 271.80	$ 311.00	$ 411.00	$ 3,700.60	74.01%	75%	$ 3,750.00
		$ 777,500.00	**$ 882.15**	**$ 6,606.93**	**$ 1,480.00**	$ 276,574.24	**35.57%**		
Expenditures						$ -			
Salaries	110	$394,000.00	$ 30,739.66	$ 30,187.34	$ 30,307.69	$ 288,190.88	73.14%	75%	$ 295,500.00
Coverage	112	$10,000	$ 505.26	$ 1,314.91	$ 769.23	$ 7,233.04	72.33%	75%	$ 7,500.00
Wage Adjustment		$7,500						75%	
Social Security	151	$31,500	$ 2,236.13	$ 2,255.82	$ 2,423.08	$ 21,411.40	67.97%	75%	$ 23,625.00
Health Insurance		$99,500	$ 8,111.11	$ 8,111.11	$ 8,111.11	$ 72,999.99	73.37%	75%	
Retirement		$24,250	$ 1,792.96	$ 1,815.62	$ 1,865.38	$ 17,165.06	70.78%	75%	
Other Fringe Benefits	152	$ 2,000	$ 91.40	$ 91.40	$ 91.40	$ 739.68	36.98%	75%	$ 1,500.00
Total Personnel		**$ 568,750.00**	**$ 43,476.52**	**$ 43,776.20**	**$ 43,567.89**	$ 414,984.05	**72.96%**	75%	**$ 426,562.50**
Janitorial	210	$ 23,250	$ 1,261.53	$ 1,261.53	$ 1,261.53	$ 11,353.77	48.83%	75%	$ 17,437.50
Unique	215	$ 500	$ 62.65	$ (30.00)	$ 8.95	$ 242.20	48.44%	75%	$ 375.00
Utilities	220	$ 28,000	$2,685.24	$2,467.98	$2,408.92	$ 19,830.35	70.82%	75%	$ 21,000.00
Telephone	225	$ 1,250	$64.94	$0.00	$65.00	$ 531.79	42.54%	75%	$ 937.50
Facility Maintenance	240	$ 14,000	$5,711.90	$426.35	$188.60	$ 14,291.11	102.08%	75%	$ 10,500.00
Equipment Maintenance	241	$ 8,250	$346.41	$260.14	$295.86	$ 6,961.48	84.38%	75%	$ 6,187.50
Link System	295	$ 43,000				$ 42,915.68	99.80%	75%	
Electronic Resources	296	$ 7,000				$ 5,264.07	75.20%	75%	$ 5,250.00
Total Services		**$ 125,250.00**	**$ 10,132.67**	**$ 4,386.00**	**$ 4,228.86**	**$ 101,390.45**	**80.95%**	75%	**$ 61,687.50**
Office Supplies	310	$ 5,000	$ 960.37	$ 376.41		$ 4,827.82	96.56%	75%	$ 3,750.00
Postage	315	$ 250		$ -		$ 25.71	10.28%	75%	$ 187.50
Dues	320	$ 250		$ -		$ 225.00	90.00%	75%	$ 187.50
Education & Travel	330	$ 3,750		$ -	$ 220.00	$ 2,136.56	56.97%	75%	$ 2,812.50
Operating Supplies	340	$ 1,500		$ 549.38		$ 1,396.72	93.11%	75%	$ 1,125.00
Specialized Supplies	345	$ 4,000	$ 158.34	$ 195.10	$ 327.99	$ 1,498.78	37.47%	75%	$ 3,000.00
Programs	350	$ 3,000	$ (142.56)	$ 1,595.84	$ 300.00	$ 5,023.13	167.44%	75%	$ 2,250.00
Audio Visual	396	$ 12,000	$ 853.62	$ 922.33	$ 115.71	$ 6,660.83	55.51%	75%	$ 9,000.00
Collections	395	$ 53,250	$ 4,169.38	$ 3,910.23	$ 3,608.41	$ 39,971.08	75.06%	75%	$ 39,937.50
Other Total		**$ 83,000.00**	**$ 5,999.15**	**$ 7,549.29**	**$ 4,572.11**	$ 61,765.63	**74.42%**	75%	**$ 62,250.00**
Total Budget		**$ 777,000.00**	**$ 59,608.34**	**$ 55,711.49**	**$ 52,368.86**	**$ 578,140.13**	**74.41%**	75%	**$ 582,750.00**

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, October 1, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Director's Report**
Library systems report
Friends report
Endowment report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report September 2018

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

September Highlights:

- **HVAC –**
  - During the fall maintenance by Harker, it was found that two of the pumps need to be rebuilt. This is routine for our system and Public Works is looking into rebuilding them.
  - On Monday, September 24 we heard a strange noise coming from the AC condenser outside. We called in Harker and they found it was a bad ball bearing in one of the motors. The work and the replacement motor are under warranty. I'm checking with Harker to see if Carrier will extend the warranty on the system.
- **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. We're having a problem finding an analog line that the system can use. 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 –**
  - **Fund Raising** – As of September 27, we have raised $9,530 in cash and $65,000 in pledges. We need to raise $30,470 to meet our goal.
- **Friends** – The Friends have reported that all of the pies have been sold. They also made $839 from the September book sale.
- **Systems Report** –
  - PLSR Project Update – M. Van Pelt (Director of SCLS): Through various exercises, the two models were put aside with the idea that whatever they come up with would be a hybrid or a transition. One thing people could agree with is the need for fewer systems and that a CE Portal could happen now. They also agreed to move ahead with technology collaboration and pushing forward with the delivery hub. The steering committee met and their report will be presented to DPI in December.

- **Youth Services Assistant** – We have hired Heather Palmer as our new YS Assistant. She will start the week of October 1st.
- **New Projector Installed –** Andrew Day from the Communication & Technology Department installed a new projector in the meeting room for us. The image is much crisper and the projector is easier to use.

Assistant Director highlights (Linda Stuckey)

- Attended Collection Maintenance Subcommittee meeting on 9-12-18.
- Selected replacement for meeting room projector.
- Weeding: large print and books on CD.
- Village of Oregon library tour of McFarland library, 9-27-18.
- First aid kit has been stocked by EMS. We have seen an increase in injuries at the new park and we're having to replace supplies quicker. Most of the injuries are just small cuts and a few bruises from falls.
- Ukuleles are circulating.
- Technical services is now handling missing parts tracking and billing. This used to be handled by a part-time staff person but it was found to be more efficient to move it to Tech Services.

Youth Services highlights (Heather Kent)

Storytimes:

Storytimes resumed this month on September 4th – and there was much rejoicing. We are currently averaging around 50 people (30 of which are children) for our 9:30 Toddler Monday program. Sensory storytime also started this month on the 13th. The initial plan was to hold this program in the storytime room, however there are over 22 children registered for the program and the space is too small. It has been moved to the large meeting room to accommodate the participants. This is a collaborative program with the McFarland School District's Early Childhood Program and is run by Heather and Jess Lawinger.

Teens:

The Teen Advisory Board met for the first time this fall on Monday, September 10th at 4:30. Because of schedules this fall, Heather has decided that this group will need to meet on a weekday afternoon rather than Sunday morning. The board discussed officers and getting word out about this fall's programs. Teens were also given a list of upcoming volunteer opportunities.

Friday, September 28th was our first Teen After Hours Program which featured Griddle Cooking. Participants cooked up gluten free corn fritters for their main course and pineapple (eaten with ice cream) for dessert. The library acquired some electric griddles for this program with the intention of offering more cooking classes for both teens and families.

This fall we are trying something new with the teen programming. There will be regular programming every month on the fourth Friday after hours. There is online sign up for these programs and teens are encouraged to sign up to give an idea of participation numbers, supply needs, etc… The hope is to build up a habit for students to sign up and attend these programs regularly and bring their friends in. In the past the programs have been sporadic and attendance reflected this.

Programming:

On September 11th the Magic Tree House Book Club started back up. Participants were introduced to the group as well as the first book: Stage Fright on a Summer's Night. As an introduction, we discussed facts about Shakespeare's time and created shoe box puppet stages with characters from A Midsummer's Night Dream.

PJ Storytime resumed this fall with a "Fiesta Storytime" to celebrate Hispanic Heritage Month. We shared Spanish stories, songs, rhymes, and activities. After the program was finished children enjoyed trying cookies from Spain, decorating paper sombrero's, making pan flutes, and cutting out papel picado. Attendance was high for this program – 78 people in total, 50 of which were children.

Family Board Game Day was held on Saturday, September 22nd. Mike Moderski and Tim Kalamarz were here to run this drop-in program. It is always wonderful to have them here to share games.

Tween Book Club met on September 25. This month's book is The Lightening Thief – the first book in the Percy Jackson series. During the meeting participants put together their journals for this year – which will allow them to write down thoughts and such while they are reading the books. The book was introduced with activities that focused on the Greek Gods found in the books.

STEAM Saturday returned on Saturday, September 29th. This month's theme was "Rollercoaster Science." Participants learned about the history of rollercoasters as well as the science behind how to make a good roller coaster. Then they were set loose to build their own two rail (using straws) roller coasters for a pingpong ball to run down.

Outreach:

There were no outreach visits this month. Due to a very crammed schedule – running four days of storytimes – there is no real time to go visit the area daycares.

Other:

Heidi and Heather interviewed three candidates for the Youth Services Assistant position and have offered the position to Heather Palmer. She is a first year student at UW Milwaukee's library program. She comes from a background of doing social work and working with the Boy's & Girl's club in Madison. We are hoping to have her start the first part of October.

Adult Services highlights (Katharine Clark)

- Did last Adult Summer Reading program grand prize drawing for Kindle Fire and got pictures for social media of the very happy winner, much higher participation this year
- Volunteered at Friends of McFarland Library pie-making day at high school
- Stepping On Workshops a fall prevention class for seniors led by instructor Carol Lancaster concluded, the six week class had 10 regular participants and was a great partnership with Village Senior Outreach
- Attended Beyond the Page programs workshop to plan events for 2019
- Led the *Gift of our Wounds* book discussion which was well attended by McFarland high school staff and several other community members, one of the teachers in attendance got in touch the next day about future collaborative programming opportunity with high school next spring
- Participated in Wisconsin Library Association Conference Planning Committee meeting, the conference will be held next month in La Crosse from Oct 24-26 and as committee member conference registration costs are covered, will be helping with author book signings and attending programs to get new ideas for our library
- Organized several events with wellness focus for January 2019
- Hosted dog behaviorist and local author Patricia McConnell for our best attended program of the year, 52 people came to hear her speak about her newest book
- Hosted Stargazing Party, part of it was actually held outside, had a family that LOVED the event and sent a wonderful email the next day thanking us for having it
- Will be helping with Library Endowment Event Sat Sept 29

Circulation Services highlights (Kelly Heasty)

PERSONAL EDUCATION/TRAINING:

* Attended Circulation Services Meeting at SCLS; sharing info with Circ staff at staff meeting this month

WRITTEN PROCEDURES:

* Completed procedure for using Juvenile Limited Use category; presenting to Circ staff at staff meeting this month

* Completed procedure for taking Notarizing appointments; presenting to Circ staff at staff meeting this month

MAGAZINES:

* With back-up circ assistant, processed all incoming magazines for September.

* Updating cloned magazine records for 25 subscriptions.

* Creating a spreadsheet to help track missing magazine issues (replacing box?)

LITERARY GEMS BOOK CLUB:

* 9th meeting of the year: 9/27; Book Title = *Truevine* by Beth Macy

* Obtained books & completed book flyer for October meeting; plan to post flyers around town for Oct club

WED AFTERNOON BOOK CLUB:

Obtained books & completed book flyer for Oct meeting

OTHER:

* NEW PATRONS FOR AUG: approximately _60__applications for new cards processed

* Updated materials spreadsheet with all incoming materials from Sept.

* Display case arrangements made for Oct: Kimonos

----Heidi Cox, Library Director

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, October 1, 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														
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	18,402					**134,497**	-3%
% change month to month	3%	-4%	-4%	-1%	-4%	-3%	-3%	-4%	-100%	-100%	-100%	-100%		
Checkouts from Village of McFarland Residents														
2018	8993	8043	9332	8788	8905	10422	10784	10145					**75,412**	-1%
% of Village Circ	92%	92%	92%	91%	93%	92%	93%	93%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	92%	
of total Library Circ	55%	54%	56%	57%	58%	56%	58%	55%						
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	10,836					**79,464**	6%
	3%	1%	6%	5%	-4%	9%	14%	14%	-100%	-100%	-100%	-100%		
No. Children's Events														
2017	23	28	33	27	19	15	35	15	37	41	40	15	**328**	
2018	17	39	41	40	9	41	45	11					**243**	
Children's Program Participation														
2017	562	552	1035	764	1674	1326	1065	1912	844	1034	1016	778	**12,562**	63%
2018	757	1244	1737	702	1362	1920	1634	451					**9,807**	10%
No. Teen Events														
2017	1	2	1	2	0	2	1	0	1	1	1	2	**14**	100%
2018	2	1	1	1	0	5	1	0					**11**	22%
Teen Program Participation														
2017	6	17	7	17	0	25	10	0	5	5	6	34	**132**	136%
2018	12	4	30	4	0	53	1	0					**104**	27%
No. Adult Events														
2017	5	6	5	20	6	10	3	6	6	8	13	3	**91**	146%
2018	9	9	10	14	8	8	6	5					**69**	13%
Adult event Participation														
2017	56	158	55	139	93	98	29	93	94	94	188	32	**1,129**	283%
2018	106	103	171	206	130	124	36	47					**923**	28%
AWE Station														
2017	112	142	172	120	136	200	154	153	122	134	102	104	**1,651**	15%
2018	133	129	152	145	130	180	198	187						5%

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
Total Self Check - Items														
2017	5580	5538	6251	5764	5859	6866	7338	7622	6194	6706	5724	6194	**75636**	
2018	6903	5021	7372	6643	7496	8446	9027	8703					**59611**	17%
%of Circ	42%	34%	44%	43%	49%	45%	48%	47%						
Total Self Check - Patrons														
2017	3335	3226	3667	3489	3474	4153	4264	4457	3306	4097	3528	3840	**44836**	
2018	2071	1134	2212	1982	1953	2374	2510	2194					**16430**	-45%

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, October 1, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Polco**

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: **Monday, October 1, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2019 Budget**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019CapitalBudget
2. 2019Budget

LIBRARY

CAPITAL PROJECTS FUND - FUND 400

MISSION STATEMENT:

To provide funding to address non-recurring and/or non-operational improvements to the Library building for the enjoyable use of the Community.

PROGRAM DESCRIPTION:

The facility is more than a decade old and requires various improvements to the structure, its mechanicals, and other items within facility. Ongoing capital support is provided to maintain mechanicals, structure, equipment, and other facility needs to keep in good working order.

PROGRAM OBJECTIVES:

- Explore opportunities to make improvements to the facility to enhance program and service delivery.

- Implement new technology for service delivery to complement more traditional models.

LIBRARY CAPITAL BUDGET SUMMARY

REVENUES		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
	Allocated Revenues	**126,752**	**18,000**	**98,585**	**35,000**	**46,250**	**156.94%**
46900	Other Public Charges for Services	0	0	0	0	50,000	----------
49300	Fund Balances Applied	0	70,000	0	70,000	25,000	-64.29%
	Total LIBRARY Rev	**126,752**	**88,000**	**98,585**	**105,000**	**121,250**	**37.78%**

Notes:

46900 The Village charges an impact fee with new development in order to pay for the debt service associated with the Library's construction in the early 2000's. This debt service was retired and the fee is being moved to Capital Projects in order to be reserved for future facility construction needs.

49300 The shelving project from 2018 is planned to be carried over into 2019.

EXPENDITURES		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
	57610						
590-000	Facility Reserve	0	0	0	0	50,000	----------
811-107	Equipment - Shelving	0	10,000	0	0	10,000	0.00%
813-101	Technology - Hardware	5,865	8,000	695	5,000	16,250	103.13%
813-102	Technology - Software	10,055	0	0	0	0	----------
825-101	Facility - Structural Work	89,497	0	23,513	25,000	45,000	----------
825-102	Facility - Mechanicals	21,335	70,000	74,377	75,000	0	-100.00%
	Total LIBRARY Exp	**126,752**	**88,000**	**98,585**	**105,000**	**121,250**	**37.78%**

Notes:

590-000 Revenue collected from Library Impact Fee is set aside within fund balance to be used for future facility needs.

825-101 Two projects are planned in 2019...1) remodel the public bathrooms; and 2) reconfigure the story time room to allow for more efficient use.

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	549,500	9.90%
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**	**848,750**	**9.16%**

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	790,389	848,750	9.16%
59200	TRANSFERS TO OTHER FUNDS	0	0	0	0	0	----------
	Total Budget Expenditures	**717,075**	**777,500**	**393,274**	**790,389**	**848,750**	**9.16%**
	Diff in Revenues over Expenditures	**26,123**	**0**	**(125,514)**	**(13,981)**	**0**	

Village of McFarland

2019 Library Fund Operating Budget

Index Expenditures Summary

PERSONAL SERVICES

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
100							
110	Salaries	377,831	394,000	188,438	270,000	299,250	-24.05%
120	Part-Time	7,651	10,000	4,553	146,265	159,750	1497.50%
130	Health Insurance	0	99,500	48,667	97,333	101,000	1.51%
131	Retirement	0	24,250	11,691	23,382	25,250	4.12%
132	Social Security/Medicare	27,830	31,500	14,496	28,993	34,750	10.32%
135	Other Employee Benefits	121,551	2,000	465	931	2,250	12.50%
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**	**574,148**	**630,750**	**10.90%**

CONTRACTUAL SERVICES

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
200							
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	
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

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
300							
310	Office Supplies	7,509	9,000	4,693	9,000	9,000	0.00%
311	Postage	128	250	26	300	250	
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	
345	Collection - Audio/Visual	10,345	12,000	5,200	12,000	12,000	
390	Miscellaneous	0	0	0	0	500	----------
391	Programming	3,541	3,000	3,010	3,500	8,000	166.67%
	Total SUPPLIES AND EXPENSES Exp	**77,538**	**90,000**	**48,973**	**94,525**	**99,250**	**10.28%**
		717,075	**777,500**	**393,274**	**790,389**	**848,750**	**9.16%**

Revenues

REVENUES
LIBRARY FUND - FUND 205

Budget Summary

Taxes 41000		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
41110	Property Taxes	492,723	500,000	0	500,000	549,500	9.90%
	Total TAXES Rev	**492,723**	**500,000**	**0**	**500,000**	**549,500**	**9.90%**

Intergovernmental Revenues 43000		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
43720	County - Library Aid	232,221	258,500	258,408	258,408	281,250	8.80%
	Total INTERGOVERMENTAL Rev	**232,221**	**258,500**	**258,408**	**258,408**	**281,250**	**8.80%**

Fines, Forfeits, and Penalties 45000		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
45190	Library Fines	13,656	14,000	6,645	12,500	12,500	-10.71%
	Total FINES & PENALTIES Rev	**13,656**	**14,000**	**6,645**	**12,500**	**12,500**	**-10.71%**

Public Charges for Services 46000		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
46710	Library Fees	0	0	0	5,000	5,000	----------
	Total PUBLIC CHARGES Rev	**0**	**0**	**0**	**5,000**	**5,000**	----------

Miscellaneous Revenue 48000		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
48000-000	Miscellaneous Revenue	4,598	5,000	2,707	500	500	-90.00%
48500-101	Donations - General	0	0	0	0	0	----------
	Total MISCELLANOUS REVENUE Rev	**4,598**	**5,000**	**2,707**	**500**	**500**	**-90.00%**

Other Financing Sources 49000		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
49200	Transfers from Other Funds	0	0	0	0	0	----------
49300	Fund Balances Applied	0	0	0	0	0	----------
	Total OTHER FINAN SOURCES Rev	**0**	**0**	**0**	**0**	**0**	----------

	Total Budget Revenues	***743,198***	***777,500***	***267,761***	***776,408***	***848,750***	***9.16%***

Expenses

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:

- 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.

- Expand youth programming through the addition of new full-time position.

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	790,389	848,750	9.16%

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	299,250	-24.05%
120	Part-Time	7,651	10,000	4,553	146,265	159,750	1497.50%
130	Health Insurance	0	99,500	48,667	97,333	101,000	1.51%
131	Retirement	0	24,250	11,691	23,382	25,250	4.12%
132	Social Security/Medicare	27,830	31,500	14,496	28,993	34,750	10.32%
135	Other Employee Benefits	121,551	2,000	465	931	2,250	12.50%
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**	**574,148**	**630,750**	**10.90%**

Notes:

110-120 Provides funding for a Director, Assistant Director, Adult Librarian, Youth Librarian, Circulation Supervisor, 7 Assistants (PT), and 5 Shelvers. Across the Board pay increase for 2019 is included generally at 2.0%.

130 Health Insurance is provided through the State Plan. Rates on average increased by 1.5% while the Employee contribution increased to 9.71% on average according to the State formula. 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

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
55110							
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

		2017 Actual	2018 Budget	YTD 6/30/2018	2018 Projected	2019 Budget	% Change vs. 2018
55110							
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	8,000	166.67%
	Total SUPPLIES AND EXPENSE Exp	**77,538**	**90,000**	**48,973**	**94,525**	**99,250**	**10.28%**

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. Also includes additional funds for events to be held at Discovery Garden park during Summer months.

Total LIBRARY Exp	**717,075**	**777,500**	**393,274**	**790,389**	**848,750**	**9.16%**

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 BOARD SUMMARY SHEET

MEETING DATE: **Monday, October 1, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Landscape plan**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. avantplan
2. avant

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N

REVISED:

REVIEWED BY: SUPERVISOR

DRAWN BY: T. Stenzel

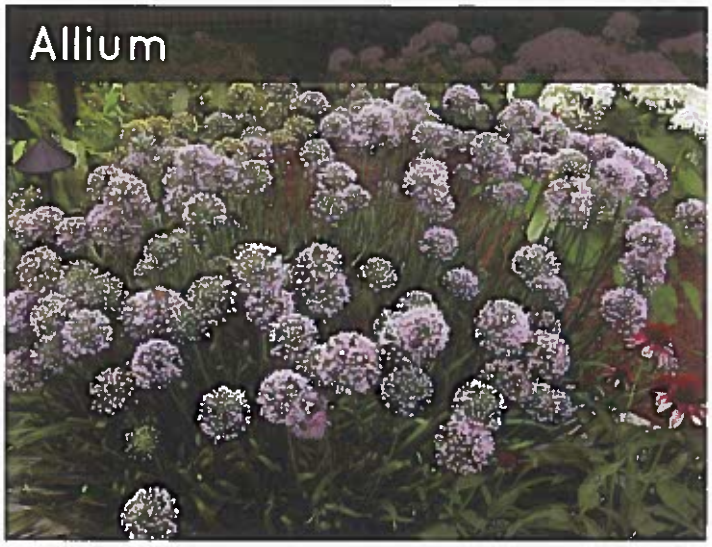
DATE: 30 July 2018

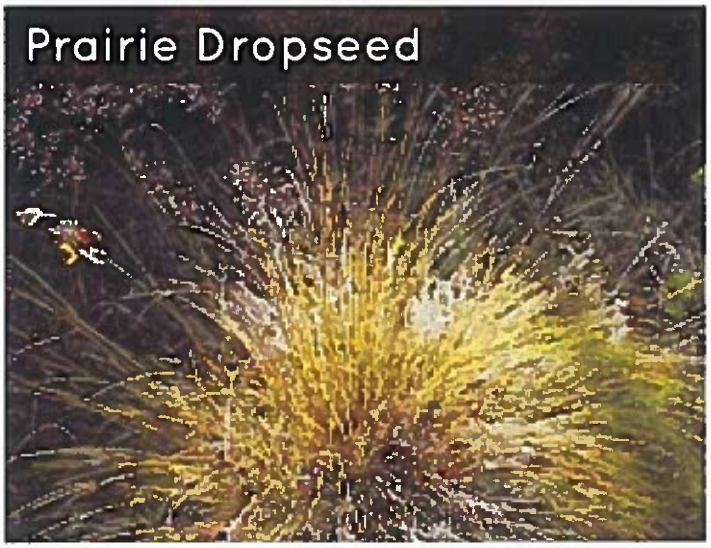
DRAWING TITLE: PLANTING PORTRAIT

McFarland Library
5920 Milwaukee St.
McFarland, WI

3055 SIGGELKOW ROAD
MCFARLAND, WI 53558
PHONE: 608 838 2054
WWW.AVANTGARDENING.COM
AVANT@AVANTGARDENING.COM

AVANT GARDENING & LANDSCAPING





AVANT GARDENING & LANDSCAPING
10 YEARS IN BUSINESS
EST. 1985

McFarland Library
Front Sign Plantings

Proposal

Avant Gardening and Landscaping, Inc.

Client Name:	McFarland Library		
Project Name:	McFarland Library - 2018 Sign Planting		
Jobsite Address:	5920 Milwaukee Street McFarland, Wisconsin 53558	**Billing Address:**	5920 Milwaukee Street McFarland, Wisconsin 53558
Estimate ID:	EST994038TS		
Date:	Aug 07, 2018		

Avant Gardening and Landscaping, Inc. ("AG&L") and the above named client ("Client") agree to the terms contained in this Proposal and the attached Conditions of Sale included with this proposal. Upon signatures of both parties, and receipt of the 40% down payment, the Proposal is a binding contract (the "Contract").

THIS PROPOSAL IS VOID IF 40% DOWN PAYMENT IS NOT RECEIVED AFTER 30 DAYS. WE IMPOSE A SURCHARGE ON CREDIT CARDS THAT IS NOT GREATER THAN OUR COST OF ACCEPTANCE.

Front Sign Planting — $4,192.08

Labor and material to remove existing plants not to remain. Install (3) large, decorative boulders as per plan. Install new mix perennials as per plan and relocate existing grasses as needed. Haul away and dispose of all excess debris. Spread mulch around new plantings and water plants thoroughly. Remove all debris made by us.

Subtotal	$4,192.08
Taxes	$0.00
Estimate Total	**$4,192.08**

CONDITIONS OF SALE

PAYMENT SCHEDULE & TERMS:

1. 40% Down payment required prior to Avant Gardening and Landscaping, Inc. (AG&L) scheduling or commencing work.

2. Work will be scheduled upon receipt of signed contract and 40% down payment as schedule and weather permits.

3. Work will be billed as completed in full or in part and invoiced twice each month. Payment to AG&L from Client is due upon receipt of invoice.

4. Work set forth in the Landscape Project Proposal to be completed by _____ or as weather permits (referred to as "Completion").

5. Remaining amount due upon Completion unless otherwise agreed upon. In the event payment is not made when due, Client shall pay reasonable attorney fees and other costs of collection incurred by AG&L in its efforts to collect all unpaid amounts.

timber work and ponds. AG&L will guarantee such construction for a period of 1 year from the date such work is completed, in the opinion of AG&L<

GRADING & LAWN WORK: AG&L will finish grade to ensure complete drainage free of pot holes, knolls or other irregularities and remove surface rocks and other debris. AG&L will sow first quality grass seed or install freshly cut densely rooted sod.

NURSERY STOCK: AG&L will supply quality nursery stock that is healthy and true to cultivar.

CARE AND MAINTENANCE PROCEDURES

THIS SECTION IS FOR IMFORMATIONAL PURPOSES ONLY AND IS NOT A REPRESENTATION OR WARRANTY:

LAWNS-WATERING: New lawns must have constant moisture until well established. Client must water as often as necessary to keep the soil damp. Use a fine spray until the ground is wet at least 2 or 3 inches deep or until it starts to gather on the surface. Never let it run off. Light sprinkling can be harmful.

LAWNS-FERTILIZING: A newly seeded or sodded lawn should not be fertilized for at least 6 months of growing time. Afterwards Client should fertilize the lawn at least twice a year in early Spring and early Autumn.

LAWNS-MOWING: Client shall mow the lawn as soon as the grass is 3" in height, setting the mower at 2½"-3" and mow often enough to keep the grass within that range.

NURSERY STOCK-WATERING: Initially, Client should check soil moisture to a depth of 6" every 3 days for the first 4-6 weeks. During Spring and Autumn when the temperatures are lower and there is more rain, Client should water 1-2 times per week. Summer plantings may require watering 2-3 times per week. The lawn must receive 1" of rain before a watering can be skipped.

WATERING TIPS: (a) In the event of heavy clay soil or cool, rainy weather water half as often. (b) In the event of sandy, gravelly soil or very hot weather, Client is advised to water twice as often. (c) In the event of late fall planting, Client is advised to continue watering the lawn in the Spring.

LIEN NOTICE

As required by the Wisconsin construction lien law, AG&L hereby notifies Client that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on Client's land may have lien rights on Client's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned AG&L, are those who contract directly with the Client or those who give the Client notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, Client probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. AG&L agrees to cooperate with the Client and the Client's lender, if any, to see that all potential lien AG&L is duly paid.

Estimate authorized by: _____ Estimate approved by: _____

Company Representative Customer Representative

Signature Date: _____ Signature Date: _____