

LIBRARY BOARD

Monday, July 2, 2018

5:15 PM

E.D. Locke Public Library

AGENDA

1. CALL TO ORDER, ROLL CALL.
2. PUBLIC APPEARANCES.
3. ACTION ITEMS
 - a. Approval of draft minutes of the June 4, 2018 Library Board Meeting
 - b. Approval of the June 2018 general fund bills and trust fund bills
4. INFORMATION ITEMS
 - a. 2018 Budget Update
 - b. Library Director's Report
 - c. Library Systems Report
 - d. Monthly Statistical Report
 - e. Friends Report
 - f. Endowment Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Kelly Heasty -- Circulation Services Supervisor
 - b. 2019 Budget
 - c. Library Notary Policy
 - d. Space Needs Consultants
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.

LIBRARY BOARD – MINUTES
June 4, 2018

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

Absent: Payne

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 minutes from the May 7, 2018 board meeting were approved on **motion** by Machtan, second by Richards and carried unanimously.
2. The May 2018 General and Trust Fund bills totaling \$9,072.48 were approved on **motion** by Lytle, second by Mandli and carried unanimously.
3. The newest board member Michael Shumway was introduced.
4. The long range plan was reviewed.
5. The 2018-2019 board officers were elected:
 - a. President – Peter Sobol
 - b. Vice President – Evan Richards
 - c. Secretary/Treasurer – Ken Machtan
 - d. Friends' Liaison – Michael Shumway
6. The meeting was adjourned at 6:45 p.m. on **motion** by Machtan, second by Mandli and carried unanimously.

Respectfully submitted,
Heidi Cox, Library Director

Monthly Invoices

Vendor	TransDescription	Amount	AccountNo
Trust Fund			
Village of McFarland	Ukulele reimbursement	\$875.00	FMAD
		\$875.00	

Vendor

TransDescription

Amount

AccountNo

Row Labels	Sum of Amount	Description
Alliant Energy	\$2,279.71	Utilities
ARAMARK	\$235.75	Mat Rental
BAKER & TAYLOR BOOKS	\$5,010.00	Books
BREMER, BETH	\$75.00	Programming
CORPORATE BUSINESS SYSTEMS	\$290.43	Copier
COX, HEIDI	\$78.48	Mileage
ENVIRONMENT CONTROL	\$1,261.53	Cleaning
FRONTIER	\$63.65	Telephone
GRADY, MARGO	\$10.00	Collection Services Reimbursement
HARKER HEATING & COOLING	\$2,083.58	HVAC
HEASTY, KELLY	\$88.51	Mileage
JEFFERSON FIRE & SAFETY INC	\$400.00	Fire Alarm Inspection
LIBRARY PETTY CASH	\$78.28	Various
MAGIC FLUKE COMPANY, LLC	\$875.00	Ukuleles
MENARDS - MONONA	\$15.98	Facilities Parts
MICROMARKETING LLC	\$218.45	Audio Books
MIDWEST TAPE	\$44.98	DVDs
REEDSBURG LIBRARY	\$42.00	Item Replacement
RICE, JIM	\$200.00	Programming
SCHILLING SUPPLY COMPANY	\$353.25	Operating Supplies
SOUTH CENTRAL LIBRARY SYS	\$4,414.18	Bibliotheca Support Fee
STUCKEY, LINDA	\$14.28	Mileage
True Value Charges	\$212.23	Facilities Parts
UNIQUE MANAGEMENT SERVICES INC	\$17.90	Collection Services
WERNER ELECTRIC SUPPLY CO	\$250.08	Light Bulbs
WISCONSIN PRINTING	\$132.50	Notecards
(blank)		
Grand Total	\$18,745.75	



LIBRARY BOARD SUMMARY SHEET

MEETING DATE: Monday, July 2, 2018

SECTION: Consent Agenda

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	April Actual	May Estimated	June Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		\$ 500,000.00		\$ -		\$ -	0.00%		
County Library Aids		\$ 258,000.00		\$ 258,044.00		\$ 258,044.00	100.02%		
Adjacent County		\$ 500				\$ 209.36	41.87%		
Library Fines		\$ 14,000	\$ 1,176.95	\$ 1,251.03	\$ 707.77	\$ 5,977.70	42.70%	50%	\$ 6,750.00
Library Donations		\$ -				\$ -			
Miscellaneous Income		\$ 5,000	\$ 652.45	\$ 404.05	\$ 315.70	\$ 2,501.25	50.03%	50%	\$ 2,500.00
		\$ 777,500.00	\$ 1,829.40	\$ 259,699.08	\$ 1,023.47	\$ 266,732.31	34.31%		
Expenditures									
						\$ -			
Salaries	110	\$394,000.00	\$ 30,670.94	\$ 30,273.31	\$ 30,307.69	\$ 196,494.27	49.87%	50%	\$ 197,000.00
Coverage	112	\$10,000	\$ 620.59	\$ 462.81	\$ 769.23	\$ 4,723.74	47.24%	50%	\$ 5,000.00
Wage Adjustment		\$7,500	\$ -					50%	
Social Security	151	\$31,500	\$ 2,239.70	\$ 2,197.21	\$ 2,423.08	\$ 14,666.93	46.56%	50%	\$ 15,750.00
Health Insurance		\$99,500	\$ 8,111.11	\$ 8,111.11	\$ 7,653.85	\$ 48,209.40	48.45%	50%	
Retirement		\$24,250	\$ 1,810.05	\$ 1,801.64	\$ 1,865.38	\$ 11,764.48	48.51%	50%	
Other Fringe Benefits	152	\$ 2,000	\$ 73.84	\$ 73.84	\$ 73.84	\$ 447.92	22.40%	50%	\$ 1,000.00
Total Personnel		\$ 568,750.00	\$ 43,526.23	\$ 42,919.92	\$ 43,093.07	\$ 283,550.74	49.86%	50%	\$ 284,375.00
Janitorial	210	\$ 23,250	\$ 1,261.53	\$ 1,261.53	\$ 1,261.53	\$ 7,569.18	32.56%	50%	\$ 11,625.00
Unique	215	\$ 500	\$ 17.90	\$ 47.40	\$ 17.90	\$ 190.60	38.12%	50%	\$ 250.00
Utilities	220	\$ 28,000	\$1,682.00	\$2,262.47	\$ 2,279.71	\$ 12,268.21	43.82%	50%	\$ 14,000.00
Telephone	225	\$ 1,250	\$64.87	\$63.50	\$ -	\$ 331.46	26.52%	50%	\$ 625.00
Facility Maintenance	240	\$ 14,000	\$ 1,516.40	\$1,612.97	\$ 369.66	\$ 7,320.79	52.29%	50%	\$ 7,000.00
Equipment Maintenance	241	\$ 8,250	\$ 291.18	\$371.63	\$ 4,586.04	\$ 6,059.07	73.44%	50%	\$ 4,125.00
Link System	295	\$ 43,000				\$ 42,915.68	99.80%	50%	
Electronic Resources	296	\$ 7,000	\$ 1,133.96			\$ 5,264.07	75.20%	50%	\$ 3,500.00
Total Services		\$ 125,250.00	\$ 5,967.84	\$ 5,619.50	\$ 8,514.84	\$ 81,919.06	65.40%	50%	\$ 41,125.00
Office Supplies	310	\$ 5,000	\$ 763.05	\$ 45.00	\$ (71.54)	\$ 3,003.78	60.08%	50%	\$ 2,500.00
Postage	315	\$ 250	\$ -			\$ 8.25	3.30%	50%	\$ 125.00
Dues	320	\$ 250	\$ -			\$ 225.00	90.00%	50%	\$ 125.00
Education & Travel	330	\$ 3,750	\$ (139.63)	\$ (140.80)	\$ 299.84	\$ 1,857.56	49.53%	50%	\$ 1,875.00
Operating Supplies	340	\$ 1,500	\$ -			\$ 494.09	32.94%	50%	\$ 750.00
Specialized Supplies	345	\$ 4,000	\$ 96.24	\$ 334.47		\$ 817.35	20.43%	50%	\$ 2,000.00
Programs	350	\$ 3,000	\$ 25.70	\$ 425.00	\$ 875.00	\$ 3,007.60	100.25%	50%	\$ 1,500.00
Audio Visual	396	\$ 12,000	\$ 796.19	\$ 428.35	\$ 39.99	\$ 3,829.50	31.91%	50%	\$ 6,000.00
Collections	395	\$ 53,250	\$ 3,736.81	\$ 2,173.45	\$ 3,341.29	\$ 26,517.79	49.80%	50%	\$ 26,625.00
Other Total		\$ 83,000.00	\$ 5,278.36	\$ 3,265.47	\$ 4,484.58	\$ 39,760.92	47.90%	50%	\$ 41,500.00
Total Budget		\$ 777,000.00	\$ 54,772.43	\$ 51,804.89	\$ 56,092.49	\$ 405,230.72	52.15%	50%	\$ 388,500.00



LIBRARY BOARD SUMMARY SHEET

MEETING DATE: Monday, July 2, 2018

SECTION: Consent Agenda

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Director's Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. June2018



E.D. LOCKE PUBLIC LIBRARY DIRECTOR'S REPORT

June 2018

June Highlights:

- **HVAC**
 - **Meeting Room AC**- The AC unit that controls the air in the meeting room had issues when the economizer was stuck open and the unit was trying to cool and dehumidify all outside air. Luckily it was a quick fix but they don't know why it happened and there's no way to prevent it from happening again.
 - **Maintenance** – Harker came in and did their semi-annual HVAC maintenance and inspections for us.
- **Security Plan Implementations**
 - **Door Locks**
 - There are only some tweaks left on the door scheduling that need to be done.
 - **Video Cameras**
 - They have begun to install the video cameras. 5 of the 16 cameras have been installed.
- **Village Facilities** - Mary Pat will give an update
- **Park Update** – The trees and other plantings have been planted.
 - Reminder: A Park Grand Opening celebration for July 11th at 6pm. There will be ice cream, a steel drum band, and face painting.
- **Endowment** –
 - **Event** – 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.
 - **Fund Raising** - as of June 26th, \$8,200 of the \$70,000 has been raised.
- **Friends** – The Friends raised \$463 at their last book sale which is about \$50 over their average for June book sales. *Mystery to Me* bookstore donated \$14 and two \$10 gift certificates from their pop-up store. The Friends didn't meet in June.
- **Systems Report** –
 - The PLSR (Public Library System Redesign) project has gotten the project down to two models. From their website: "Preliminary Model W is based on keeping the current regional system structure with improving funding and system service standards. Preliminary Model Y would result in a 6-8 regional system model under a statewide services umbrella creating a statewide service philosophy with a more formalized regional structure." For information visit www.plsr.info
- **Landscaping** - Avant Landscaping was hired to help out with our landscape. They pulled weeds and trimmed bushes. They will also be giving us some advice on what we should be doing in the future such as moving plants, removing plants, and adding some plantings to make our landscape maintenance easier.
- **Shelvers** – We hired Katie Weis to replace Sydney Taylor in the Shelver position.
- **Badgernet upgrade** – The state who oversees the Badgernet project is in the process of switching us from Frontier fiber optic to AT&T (who has subcontracted it out to Charter). We were supposed to go live on June 4th but then AT&T workers went on strike. We are still waiting to be rescheduled.

Assistant Director highlights (Linda Stuckey)

- A new format has been added: Nintendo Switch console games. For information visit their website: <https://www.nintendo.com/switch/>
- We are in the process of getting a quote for vinyl lettering to list the open hours on the main sets of exterior doors.

Youth Services highlights (Heather Kent)

Storytimes:

Storytime resumed for June. We are offering two sessions on Monday (toddler), Tuesday (preschool), and Wednesday (baby).

Teens:

June 11th we had the teen volunteer meeting. There are 25 teens signed up to help this summer. At the meeting we went over the expectations for our volunteers and youth was given the opportunity to sign up for shifts. This year Heather is trying to have a clear schedule so that staff is aware when volunteers are coming in.

Wednesday, June 27th was the Teen Time program on face painting and stage makeup. This program is allowing participants to learn and then, if they would like, to use what they have learned painting faces at the July 11th park opening.

Programming:

June 12th and June 26th we had Read to a Dog. Kaye and Daisy from Dogs on Call are back this summer for our readers. This is such an awesome program and kids love reading to Daisy.

Thursday, June 14th was our Summer Library Kick Off celebration featuring David Stocker of One Drum. David was the artist in residence for the State of Illinois Dept. of Education and One Drum has come to McFarland High School in the past to play with the band. We were able to have the performance outside in our park – which was perfect because David brought drums and percussion instruments for all the children to use. He also brought his friend and co-founder Jhames with him to help storytell and sing with the kids.

Drama Camp started on Friday, June 15th. There are three sections of this program: Grade K-2, Grade 3-5, and Grade 6-12. Students had to register for this program and the K-2 program filled in 11 minutes! Each group is learning about drama, performing, and stagecraft. The K-2 group is building puppets to perform with, the 3-5 group will be performing short skits, and the 6-12 group will be doing monologues and scenes.

Wednesday, June 20th the “Some Fun” programming went to outer space. The youth services assistant Jessica McCarlson designed and ran this program for school age students. It worked very well and you could hear the cheers and cries of “Blast off!” from the meeting room.

June 21st Laura Doherty returned to a packed house (102 people!) Kids were singing and dancing along to some classics as well as hits off her new album. She is a wonderful performer that is great to work with.

Saturday, June 23 was our first of two Summer Crafternoons. The main project for this program was fairy/troll/toad houses. We provided various recycled materials for participants to create their projects with. There were even some participants that brought their own natural materials to add to their houses. In addition there were three side projects that were geared towards younger age children who may not want to do the houses.

June 28th Miller and Mike performed their comedy and juggling act. This duo has you laughing along during their fun performance for all ages.

Outreach:

On June 7th Heather had her last school outreach for the SLP program. She visited the 3-5 grade classes at Waubesa to talk about all the various programs going on.

This summer Heather is helping again with the Bonnies Book Club – which is a program run by the McFarland School District. Student participants have been invited by their teachers to this program. The book club meets three times in the summer. During the book club students receive dinner and are able to choose books to take home and read. As a volunteer, Heather sits with students and talks with them about their reading and shares books with them that might be of interest. (Amy Lawrence is also volunteering for this program)

Other:

On June 12th Avery Lawrence started as the Summer Teen Helper. She is working 10 hours a week helping Heather run programming (like Read to Dogs), taking care of the summer reading database, and prepping for crafts. Avery is one of the leaders of our Teen Advisory Board and it's great to be able to have her on as staff for the summer.

The Youth Services Assistant, Jessica McCarlson, graduated from UW Madison this spring with her MLIS. She has taken a position at Reedsburg Library which will start August 1st. She will be with our library through the end of July. Heather and Heidi will be working on getting the posting out for the open position. Our hope is to find another student that is looking for part time employment.

Adult Services highlights (Katharine Clark)

- Met with Beyond the Page Oversight Committee to review grant process for upcoming year, McFarland Library has used their mini-grants this year to do several programs including a Japanese Tea Ceremony Talk and Demo this month which was well attended
- Attended Christ the King Church's monthly book group meeting and gave a brief talk about what library services can help book groups and provided a list of book suggestions for future meetings, the library is now ordering books and working with the head of their book group to organize future book club selections
- Chaired the last Wisconsin Library Association Literary Awards Committee meeting where the winners were selected for this year's awards which will be announced on the WLA website in a few weeks; the big winner this year is: Dan Egan's The Death and Life of the Great Lakes, which will also be this year's Go Big Read selection for UW-Madison students
- Craft Club- Met with Jewelry making class instructor to review supplies and class set up for the July Craft Club. The June Craft Club made macramé key rings. 6 people attended.
- Attended monthly planning meeting for the Wisconsin Library Association Conference Planning Committee, this year's conference will be held in LaCrosse Oct 23-26. This meeting was about the presentations and speakers for the conference.
- Hosted New York Times bestselling author Chloe Benjamin's visit which was a HUGE success, Mystery to Me Bookstore sold her hardcover book at a discounted rate for the library and Chloe also offered to teach writing workshops here in the future
- Will be meeting with Doug McLain, Chair of the RADAR (relevant alcohol drug awareness resources) group in McFarland about the possibility of doing community movie nights
- Started working on a collection development project to help determine how much space each collection in the library needs.

Circulation Services highlights (Kelly Heasty)

HIRING & TRAINING:

- One Shelver quit; trained new Shelver to start on 6/12/18.
- Completed working on Shelver/new-hire map of library for training purposes (Sheri Gehrke's idea!)
- Updated staff phone contact list, adding two new hires.

PERSONAL EDUCATION/TRAINING:

- Attended "Dealing with Substance Abusing Patrons" webinar; presented info at staff meeting

WRITTEN PROCEDURES:

- In process: converting hard copy master documents used by circulation to electronic printable docs stored on copy machine
- Completed: Procedure for using Village network port when internet down, presented at staff meeting

MAGAZINES:

- With back-up circ assistant, processed all incoming magazines for June.
- Added 1 new magazine to collection.
- Weeded 3 magazine titles

LITERARY GEMS BOOK CLUB:

- Put 2019 selections on hold
- Fifth meeting of the year: 6/28; Book Title = The Man in the High Castle
- Obtained books & completed book flyer for July meeting
- ~May's meeting had 5 attendees

WED AFTERNOON BOOK CLUB:

- Obtained books & completed book flyer for July meeting

ISSUES RESOLVED:

* Resolved additional serials clean-up reports

OTHER:

- NEW PATRONS FOR JUNE: approximately 100 applications for new cards processed
- NOTARY: Trish's Notary certificate & bonding completed. Will send information out in Village newsletter
- Updated materials spreadsheet with all incoming materials from June.
- Display case arrangements made for July.

----Heidi Cox, Library Director



LIBRARY BOARD SUMMARY SHEET

MEETING DATE: Monday, July 2, 2018

SECTION: Consent Agenda

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Systems Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



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MEETING DATE: Monday, July 2, 2018

SECTION: Consent Agenda

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Monthly Statistical 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	Circ per FTE	Circ per \$	70%
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%	22,162	\$ 3.67	\$ 2.57
2018	16,397	14,760	16,712	15,434	15,321								78,624	-2%			
% change month to month	3%	-4%	-4%	-1%	-4%	-100%	-100%	-100%	-100%	-100%	-100%	-100%					
Internet Use																	
2017	682	659	798	733	712	766	747	773	722	742	613	653	8,600	-5%			
2018	694	634	743	731	689								3,491	-3%			
	2%	-4%	-7%	0%	-3%	-100%	-100%	-100%	-100%	-100%	-100%	-100%					
Wireless Internet Use (# Unique Users)																	
2017	1,117	1,288	1,326	1,322	1,428	1,572	1,404	1,410	1,342	1,333	1,227	1,243	16,012	18%			
2018	1,309	1,278	1,493	1,355	1,328								6,763	4%			
	17%	-1%	13%	2%	-7%	-100%	-100%	-100%	-100%	-100%	-100%	-100%					
Checkouts from Village of McFarland Residents																	
2017	8889	8302	9463	8760	8666	10793	10770	10831	8599	9457	8258	8344	111,132	1%			
% of Village Circ	90%	89%	89%	90%	89%	90%	92%	90%	88%	91%	91%	92%	90%				
2018	8993	8043	9332	8788	8905								44,061	0%			
% of Village Circ	92%	92%	92%	91%	93%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	92%				
VMCF- Total Circ																	
2017	9875	9360	10653	9728	9700	11979	11754	12101	9798	10444	9057	9085	123,534	2%			
	1%	-3%	-2%	-5%	3%	0%	1%	9%	3%	13%	0%	1%					
2018	9724	8748	10168	9621	9622								47,883	-3%			
	-2%	-7%	-5%	-1%	-1%												
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								44,730	2%			
	3%	1%	6%	5%	-4%	-100%	-100%	-100%	-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								146				
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								5,802	26%			
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							58	12%			
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							840	40%			
AWE Station																	
2017	112	142	172	120	136	200	154	153	122	134	102	104	1,651	15%			
2018	133	129	152	145	130									1%			
Total Self Check - Items																	
2017	5580	5538	6251	5764	5859	6866	7338	7622	6194	6706	5724	6194	75636				
2018	6903	5021	7372	6643	7496								33435	15%			
%of Circ	42%	34%	44%	43%	49%												



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MEETING DATE: Monday, July 2, 2018

SECTION: Consent Agenda

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Friends Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None



LIBRARY BOARD SUMMARY SHEET

MEETING DATE: Monday, July 2, 2018

SECTION: Consent Agenda

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Endowment Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None

2019 Budget

6/28/2018

REVENUES

	2018 Budget Amount	2018 Projected (as of 6/30)	2019	YS Librarian	Extra Circ Hrs 1 weekend	Extra Circ HRS1 Sunday
Property Tax	\$ 500,000	\$ 500,000	\$ 475,108			
County Library Aids	\$ 258,000	\$ 258,000	\$ 280,392			
Adjacent County	\$ 365	\$ 365	\$ 850			
Library Fines	\$ 1,400	\$ 1,400	\$ 14,000			
Library Donations	\$ -		\$ -			
Transfer from General Fun	\$ -		\$ -			
Miscellaneous Income	\$ 5,000	\$ 5,500	\$ 5,000			
	\$ 764,765	\$ 765,265	\$ 775,350			

Expenditures

Salaries	\$ 394,000	\$ 392,989	\$405,820.00	\$ 48,838.40	\$ 2,322.84	\$ 804.06
Coverage	\$ 10,000	\$ 9,447	\$10,300.00	\$ -		
Wage Adjustment	\$ 7,500		\$7,500			
Social Security	\$ 31,500	\$ 29,334	\$32,445.00	\$ 302.80	\$ 14.40	\$ 4.99
Health Insurance	\$ 99,500	\$ 96,419	\$102,485.00	\$ 18,734.64		
Retirement	\$ 24,250	\$ 23,529	\$24,977.50	\$ 3,272.17		
Other Fringe Benefits	\$ 2,000	\$ 896	\$2,060.00	\$ 708.16	\$ 33.68	\$ 11.66
Total Personnel	\$ 568,750	\$ 552,613	\$ 558,550	\$ 67,876	\$ 2,371	\$ 821

Janitorial	\$ 23,250.00	\$ 5,812.50	\$ 30,000
Unique	\$ 500.00	\$ 400.00	\$ 500
Utilities	\$ 28,000.00	\$ 25,000.00	\$ 25,000
Telephone	\$ 1,250.00	\$ 700.00	\$ 1,000
Facility Maintenance	\$ 14,000.00	\$ 14,000.00	\$ 14,000
Equipment Maintenance	\$ 8,250.00	\$ 8,250.00	\$ 8,500
Link System	\$ 43,500.00	\$ 43,500.00	\$ 43,500
Electronic Resources	\$ 7,000.00	\$ 1,750.00	\$ 7,000
Total Services	\$ 125,750	\$ 99,413	\$ 129,500

Office Supplies	\$ 5,000.00	\$ 6,000.00	\$ 6,000
Postage	\$ 250.00	\$ 62.50	\$ 250
Dues	\$ 250.00	\$ 255.00	\$ 300
Education & Travel	\$ 3,750.00	\$ 4,000.00	\$ 4,000
Operating Supplies	\$ 1,500.00	\$ 1,500.00	\$ 1,500
Specialized Supplies	\$ 4,000.00	\$ 4,000.00	\$ 4,000
Programs	\$ 3,000.00	\$ 6,000.00	\$ 6,000
AV	\$ 12,000.00	\$ 12,000.00	\$ 12,000
Print Material	\$ 53,250.00	\$ 53,250.00	\$ 53,250
Other Total	\$ 83,000	\$ 87,068	\$ 87,300

Total Operating Budget	\$ 777,500	\$ 739,093	\$ 775,350	\$ (2,150)
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	E. D. Locke Public Library	
Page 1 of 1	Notary Public Policy	

The E. D. Locke Public Library offers free (limited) Notary Public services for the benefit of our community and is based on the schedule of the library staff members who have received Notary certification.

- All documents MUST be signed in front of the notary. Do not sign your documents ahead of time.
- Valid photo identification is required of any customer seeking Notary services. The determination of satisfactory and valid identification is at the sole discretion of the notary.
- The document must be complete and in its entirety before it can be notarized.
- Notaries cannot pre-date or post-date any action, prepare legal documents, give advice on legal matters, or Notarize documents in which they may have a personal interest.
- The Library will not provide witnesses and witnesses may not be solicited from customers using the library. A witness must (previously) personally know the person needing the service of the library. The witness must also provide valid photo identification.
- The information must be clearly written. The Library Notary and the customer requesting Notary service must be able to clearly communicate directly with each other. Notaries are not permitted to make use of a translator to communicate from the customer requesting Notary services.
- Vital Records (Birth Certificates, Marriage Licenses, Adoption papers etc..) cannot be copied and/or Notarized.
- Documents written in any language other than English, and blank pieces of paper cannot be Notarized.
- Notaries will not provide services if the customer, the document, or any circumstances of the request for Notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty for the Library.
- Should a problem appear/occur, the library notary may at his/her sole discretion, decline to provide Notary Service.
- If more than one person must sign the documents, they must all be present at the time of notarization.

A notary only verifies the signer's identity and that the signature was made willingly and freely.

Notarization does not prove a document to be true or accurate, legalize or validate a document, provide that a statement under oath is true.

Space Needs Consultants

MSA <https://www.msa-ps.com/>

We worked with Carter Arndt at MSA, who did a **space needs** and site expansion **study** for us for about \$10,000. We were happy with the results. Carter is currently working on a more detailed plan for our expansion.

Best,
Emily

Emily Judd
Director
(608) 643-8346
emily@saukcitylibrary.org

Eppstein Uhen Architects <http://www.eua.com/>

Maybe you no longer need this, but I just stumbled across it. In early 2016, the Village of Oregon contracted with Eppstein Uhen Architects' for a **space needs study**. The Library's portion was billed at \$318.

Mary

Mary Davidson
Interim Director/Technical Services Supervisor
Oregon Public Library

Architectual Design Consultants, Inc

ADCI did one for Reedsburg and MSA did one for Sauk City (and I think they are working with BAR, but not sure if in that capacity) so you may wish to ask them directly if they don't respond to your request.

ADCI: <http://www.adcidesign.com/>

Thanks,
Jennifer

Jennifer Endres Way
Director
Ruth Culver Community Library
540 Water St., Prairie du Sac, WI 53578

HGA <https://hga.com/>

Dimension IV did MID in 2015 before I came. \$47k I would not recommend them. The feedback from staff and trustees was not good, and coming in after the fact, the documentation/program was 'meh'/underwhelming.

We are currently working with HGA - Jane Dederling based in Milwaukee. Her team is fantastic - pricey, but worth it. They also did Egg Harbor, Brown County and Dodgeville recently. Let me know if you would like our list or a copy of the 2015 or 2018 RFPs.

Middleton