VILLAGE OF MCFARLAND

Library Board

NOTICE OF PUBLIC MEETING

Tuesday, September 6, 2022

5:15 PM

AGENDA

E.D. Locke Public Library

1. CALL TO ORDER
2. PUBLIC APPEARANCES AND COMMUNICATION
3. ACTION ITEMS
   a. Motion to approve the minutes of the August 1, 2022 meeting.
   b. Motion to approve the August invoices
4. INFORMATION ITEMS
   a. Budget Update
   b. Director's Report
   c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
   a. 2023 Budget
   b. County Tax Exemption
6. ADJOURNMENT

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, August 1, 2022 - 5:15 PM

1. CALL TO ORDER

Ken Machtan called the Library Board to order at 5:15 p.m. the E.D. Locke Public Library, meeting room 103.

Members present: Evan Richards, Ken Machtan, Staci Fritz, Peter Sobol, Karin Mandli

Members not present: Carrie Nelson, Mona Nelson

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. *Motion to approve the minutes of the July 5, 2022 meeting.*

Motion by Member Evan Richards, second by Member Staci Fritz, to approve the minutes of the July 5, 2022 meeting. Motion carries 4 - 0 - 1 by acclamation, with Karin Mandli abstaining.

b. *Motion to approve the July invoices*

Motion by Member Peter Sobol, second by Member Karin Mandli, to approve the July invoices Motion carries 5 - 0 - 0 by acclamation.

4. INFORMATION ITEMS

a. *Budget Update*

b. *Director's Report*

c. *Monthly Statistical Report*

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

a. *2023 Library Operating Budget*

b. *2023-2028 Library CIP*

c. *Marketing Proposal*

Motion by Member Staci Fritz, second by Member Karin Mandli, to approve Marketing Proposal Motion carries 5 - 0 - 0 by acclamation.

d. *Space Needs Study*

6. ADJOURNMENT

Motion by Member Ken Machtan, second by Member Staci Fritz, to adjourn at 6:00

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

E. D. Locke public Library

August 2022 Invoices

Row Labels	Sum of Amount	Description
ALLIANT ENERGY	$3,137.99	Utilities
AMAZON CAPITAL SERVICES	$950.32	DVDs, CDs, and supplies
ARAMARK	$209.32	Mat Rental
AVANT GARDENING & LANDSCAPING	$472.52	Landscaping
CARDMEMBER SERVICES	$1,609.99	Visa Card Purchases
CORPORATE BUSINESS SYSTEMS	$107.36	Copier Lease
CROSS, ALLEN	$25.00	Lost Item Refund
DESIGNCRAFT LLC	$1,775.00	Marketing Plan
ENVIRONMENT CONTROL	$2,699.00	Janitorial Services
FRONTIER	$162.86	Library Phone bill
FUR-FISH-GAME	$32.95	Magazine Subscription
GITCHEL, CARL	$300.00	Program Fee
GRAINGER INC	$245.62	Building Supplies
INGRAM LIBRARY SERVICES	$3,290.84	Books
MCFARLAND ACE HARDWARE	$6.29	Building Supplies
MENARDS - MONONA	$20.06	Building Supplies
MICROMARKETING LLC	$9.00	Audio books
MID-WISCONSIN SECURITY, INC	$200.00	Panic Button Monitoring
PELTIER, MARILYN	$29.00	Lost Item Refund
PERSINGER, JACLYN	$20.00	Lost Item Refund
SOUTH CENTRAL LIBRARY SYS	$161.16	Library Supplies
TDS	$283.56	Library Phone bill
Grand Total	$15,747.84	

2022 Budget Update

REVENUES									
		Budget Amount	**June Actual**	**July Estimated**	**August Estimated**	**YTD Actual**	**% of Budget total**	**% to hit target**	**amount it should be to hit target**
Property Tax	**41000**	$ 674,250.00	$ -	$ -	$ -	$ 674,250.00	100.00%		
County Library Aids	**43000**	$ 325,000.00	$ 324,713.00	$ -	$ -	$ 325,022.93	100.01%	67%	
Library Fines	**45000**	$ -	$ -	$ 29.99	$ 0.10	$ 43.44			
Interest	**48100**	$ 1,000	$ 260.14	$ 535.50	$ -	$ 1,643.51	164.35%	67%	
Library Fees	**46000**	$ 1,500	$ 283.43	$ 156.05	$ 135.30	$ 1,314.68	87.65%	67%	$ 1,000.00
		$ 1,001,750.00	**$ 325,256.57**	**$ 721.54**	**$ 135.40**	###########	**100.05%**	67%	
Expenditures						$ -			
Salaries	110	$357,250.00	$ 28,416.95	$ 28,116.83	$ 28,116.83	$230,295.58	64.46%	67%	$ 238,166.67
Part-time	120	$180,750	$ 10,950.19	$ 11,427.36	$ 11,427.36	$87,301.91	48.30%	67%	$ 120,500.00
Health Insurance	130	$106,750	$ 9,180.64	$ 9,180.64	$ 9,180.64	$72,941.03	68.33%	67%	
Retirement	131	$30,500	$ 2,265.13	$ 2,257.35	$ 2,257.35	$19,358.24	63.47%	67%	$ 20,333.33
SS/Medicare	132	$42,000	$ 2,844.22	$ 2,857.78	$ 2,857.78	$24,373.77	58.03%	67%	
Other Benefits	135	$2,000	$ 107.62	$ 107.62	$ 107.62	$754.71	37.74%	67%	
Wage Adjustment	140	$ 12,250		$ -		$0.00	0.00%	67%	$ 8,166.67
Expense Reimbursement	141	$ 250		$ -		$0.00			
Total Personnel		**$731,750.00**	**$53,764.75**	**$53,947.58**	**$53,947.58**	**$435,025.24**	**59.45%**	67%	**$ 487,833.33**
Support Services	210	$ 42,000	$ 2,699.00	$ 2,699.00	$ 2,699.00	$ 21,592.00	51.41%	67%	$ 28,000.00
Consulting Services	211	$ 46,000	$ -	$ -	$ 1,775.00	$ 50,049.00	108.80%	67%	$ 30,666.67
Utilities	220	$ 28,000	$ 3,065.40	$3,470.74	$3,137.99	$ 23,453.59	83.76%	67%	$ 18,666.67
Communication	221	$ 2,000	$ 402.62	$459.67	$333.56	$ 2,895.97	144.80%	67%	$ 1,333.33
Equipment Maintenance	240	$ 9,000	$ 143.20	$560.41	$107.36	$ 4,597.91	51.09%	67%	$ 6,000.00
Facility Maintenance	242	$ 23,250	$ 1,610.27	$2,871.32	$661.82	$ 18,267.99	78.57%	67%	
Other Contractual Services	290	$ -	$ (499.81)	$0.00		$ 0.00	0.00%	67%	$ 15,500.00
Total Services		**$ 150,250.00**	**$ 7,420.68**	**$ 10,061.14**	**$ 8,714.73**	**$ 120,856.46**	**80.44%**	67%	**$ 100,166.67**
Office Supplies	310	$ 9,000	$ (45.65)	$ 179.51	$ 113.21	$ 3,209.51	35.66%	67%	$ 6,000.00
Postage	311	$ 250	$ -	$ -	$ -	$ 90.33	36.13%	67%	$ 166.67
Dues	320	$ 500	$ -	$ -	$ -	$ 419.00	83.80%	67%	$ 333.33
Meeting Expenses	330	$ 1,000	$ -	$ -	$ -	$ 119.62	11.96%	67%	$ 666.67
Training Expenses	331	$ 3,250	$ -	$ -	$ -	$ 6,167.44	189.77%	67%	$ 2,166.67
Operating Supplies	340	$ 5,500	$ 522.90	$ -	$ -	$ 1,137.61	20.68%	67%	$ 3,666.67
Technology	342	$ 24,500	$ (75.00)	$ 1,736.91	$ 1,473.05	$ 9,374.44	38.26%	67%	$ 16,333.33
Collection - Print	344	$ 55,000	$ 4,276.37	$ 1,291.83	$ 482.00	$ 32,022.80	58.22%	67%	$ 36,666.67
Collection - AV	345	$ 12,500	$ 551.89	$ -	$ 4.00	$ 4,619.95	36.96%	67%	$ 8,333.33
Library Miscellaneous	390	$ 250		$ 130.00	$ -	$ 130.00		67%	
Programming	391	$ 8,000	$ 910.05		$ (160.56)	$ 2,787.35	34.84%	67%	$ 5,333.33
Other Total		**$ 119,750.00**	**$ 6,140.56**	**$ 3,338.25**	**$ 1,911.70**	$ 60,078.05	**50.17%**	67%	**$ 79,833.33**
Total Budget		**$1,001,750.00**	**$ 67,325.99**	**$ 67,346.97**	**$ 64,574.01**	**$ 615,959.75**	**61.49%**	67%	**$ 667,833.33**

E. D. LOCKE PUBLIC LIBRARY

E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
September 2022

August Highlights

- **Correspondence:**
  - Good morning, I attended the movie in the park last night with dear friends who have a 6 year old. I had such a lovely evening and wanted to give you recognition for such a wonderful summer event for families. It was really well done and those in attendance clearly enjoyed it. Many many thanks!
- **Village News -** Carrie Nelson will give an update
- **Friends** – Staci Fritz will give an update
- **Endowment –**The current balance of the endowment fund as of July 31, 2022 is $153,992.51
- **McFarland Community Festival –**
  - **5K**
  - **Farm to Table**
- **Library Systems Report Facilities Management**
  - **No maintenance issues to report.** ☺
- **ARPA Grant through SCLS – T**he library will be getting pickup lockers from an ARPA grant that SCLS received. The lockers will allow people to pick up holds when the library is closed. Deilvery has been pushed back to early October.
- **ARPA Grant through the Village –** The village has received an ARPA grant from the federal government and asked for ideas on what to do with the money. The library submitted three ideas: replacement of the children's picture book shelving, a portable kitchen for programs, and replacement of the electrical outlets in the public area with outlets that have USB ports. Update- the shelving and the outlets have been moved to the CIP.
- **Public Art Project –** I'm working with the Community Development Department and Dane Mural Arts on a mural project that will go on the pump house in Discover Garden Park. I've met with DAMA to discuss the project. We'll be planning the project this year and implementing it in 2023.
- **Voter Registration Day** - We're working with various village departments on a program voter registration day in September.
- **End of Summer Send off –** We last held this event in 2019 and approximately 400 people attended. This year we held it on August 25th. About 250 people attended. The lower attendance was due to the school supply dropoff/open house scheduled on the same night.
- **Two new Circ Assistants Hired –** We've hired two new people to work as Circ Assistants. Maggie Samardich started on July 21st and will work 13 hours a week and Emily Baer is starting August 2nd and will be a sub.
- **WPR -** I was a guest on the Larry Mueller show on 8/30. The topic was libraries in the digital age and Larry had a lot of nice things to say about our library. If you'd like to listen to the recording you can find it here: https://www.wpr.org/listen/1998771

Youth Services highlights (Heather Kent)

Storytime - Storytime took a break for the month of August. This is the usual time to start planning out the fall programming.

Programming:

- Programming took a break for the month of August. The summer reading program continued through the end of the month.

- Numbers for summer reading (as of 8/30/2022)
    - 2022 Rubber Ducky Club 110 Participants
    - 2022 Summer Reading 4K - 5th Grade 474 Participants

Other - Heather completed her ASL in Storytime class through ALA on August 5th. This class has definitely given her a lot of material to use with storytime

Teen Services (Abby Seymour)

- The end of August means the Summer Reading Program is coming to a close. It's a very bittersweet feeling! It was a wildly successful summer with some really great programs and lots (and lots) of teens in the library. It was also pretty exhausting to have so many busy weeks in a row but it was absolutely worth it and overall I'd call this first "normal" summer a success.
- All teen programs wrapped up the first week of August. When Snack & Chat ended, it was with many assurances that it would be back in the fall. Those assurances were not given to the kids at Gamer Club. This is the program where kids can play video games on the Nintendo Switch. It was an easy program in the sense that it didn't take much preparation, but juggling sometimes 15 kids when the game only allows 6 players could be challenging. I know I will use the Nintendo Switch again but I will have more strategies in place to manage the crowd and get them to share.
- When the last session of Dungeons and Dragons ended, the kids begged to do it again! They want to do it this next school year but in my experience, it's much harder for that age to commit to attending regular sessions once school has started. I'm glad they were so enthusiastic about it though! D&D brought in a group of kids who had never really been involved at the library before (they didn't come to any other library programs) but they were really excited about this one. I was glad to bring in Michael Hall from the Sun Prairie Public Library to lead the group and I would definitely hire him again.
- Summer programming ended with a bang with the Late Night Library Lock-In! This is a program I have been itching to do ever since I started working at this library and this is the first summer I've been able to do it. Is having a big party late at night for teenagers a lot of work? Yes. But I firmly believe that the ends justify the means. It is events like these that really solidify to the teenagers that the library is more than just a quiet, stuffy place for books. It shows them that the library wants them here and is willing to let them have some fun (and break a few rules, just this once). While predictably chaotic, the Late Night Library Lock-In was a successful event!

  The evening started with opening up the meeting room to the 39 teens who signed up (most of them at the last minute). They spent about an hour just hanging out, eating pizza (courtesy of Spartan Pizza), playing Nintendo Switch games, making buttons with the button maker, playing some board games and card games, and just chatting with their friends. Once everyone had eaten, we started the trivia game. I projected the questions on the screen and they answered the questions on their phones. The topics ranged from general trivia to Disney movies to the show Stranger Things. The top three winners got an extra entry in to the prize drawing that we did at the end of the night. After trivia, the library was officially closed to the public and it was time for the activity everyone was waiting for: hide and seek. After laying down some very strict ground rules, the teens were allowed to hide in the library. Since they weren't allowed from going in any staff areas, this was a challenge for them…and they loved it! We played a few rounds with the lights on and then turned most of the lights off for the end. They loved being able to run around the library at night with the lights off. Everyone had a great time!

- Even though teen summer programs ended, I still had one more big event this month: an Outdoor Movie Night! The McFarland RADAR Coalition reached out and wanted to partner with the library for a community event. We settled on a movie night that would take place outside at Lewis Park. It all came together very quickly, but I think the short notice actually worked to our advantage. The library secured the park reservation, the noise notice, the movie license, the bulk of the advertising, and the popcorn. The RADAR Coalition was kind enough to arrange the LED portable screen and paid the Kona Shaved Ice truck to be there. The weather cooperated and we had about 450 people join us in the park to watch Encanto.

- I was asked to spend one Friday morning in August at the Waunakee Public Library. They closed their door and had an all-day staff training and I was asked to be on a panel of other Teen Librarians and speak to the staff about how to make teenagers feel more welcome in the library. Me and the panelists gave advice on how to deal with teen behavior and tips on how to make it better. The staff also asked us questions on what to do in certain situations. I really admired the Waunakee Public Library for making their teen patrons a priority and I hope an all-staff training day like that is something we can do in the future.
- A new task I have taken on is being a part of the Employee Engagement Committee. This group includes an employee representing each department in the Village of McFarland and I am happy to speak for the library! The goal of the group is to be a liaison between the departments and the new HR person and have the opportunity to speak to her about issues with benefits, vacation time, policies, etc. We also hope to do more to bring the departments together and are currently working on an Employee Picnic in September. I am bringing the lawn games!

Adult Services (Ann Engler)

Programming

- Adult craft club continues to go well. There are some core attendees, and usually some new faces. This month I heard again from a mother of small children that it is a fun and affordable (free) way to get a couple hours to herself and a break from bedtime routines due to the timing.
- Mystery book club is always fun and enthusiastic. We've made it a point this year to read books by diverse authors, which has been fun to explore.
- The Historic McFarland walking tours have ended for the season. Ron Larson's tours are always popular. The Comm/Tech department recorded his cemetery tour and will return in the winter to record a version of his railroad history tour. This is especially great because the uneven terrain of the cemetery and/or the time spend standing and walking on the tours may have prevented some interested people from attending live.
- I did the advertising for our Summer Send-Off event, and helped a little bit with the setup and clean up (my last walking tour was the same evening). Just while waiting for my tour group to assemble, several people mentioned what a great event it was, including a man and his toddler who just happened to stop by. Being able to tell him it was a free event that was open to everyone and seeing his positive reaction was great.
- Nick from Comm/Tech requested some of our educational programs from our YouTube channel to show on the cable TV channel.
- I attended the McFarland Chamber of Commerce meeting at the library and gave a brief presentation on what we can offer businesses/entrepreneurs/remote workers.
- I put together a series of bridge lessons that start in September. Registration is full!

Tech Help & Reference

- I helped at least four patrons with technology questions and seven patrons with other questions (this does not include backing up circ staff at the desk when it is busy). I had one proctoring session, and I put together one book bundle for a homebound patron who seems to go through about one bundle a month.

Other

- I've continued working on marketing our resources, collection, and programming. I created the webpage for the Farm to Table Dinner. I'm marketing that as well as the 5k, to include flyers, social media posts, paid ads, etc. I also restarted doing the "weekly events" slide for our website and digital signs.

---Heidi Cox, Library Director

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
	Checkouts													
2021	7,780	7,568	8,251	7,849	11,344	16,211	15,275	14,370	12,140	12,864	12,076	11,978	**137,706**	52%
2022	12,686	12,362	14,023	13,121	12,498	15,731	15,213						**95,634**	29%
% change month to month	63%	63%	70%	67%	10%	-3%	0%	-100%	-100%	-100%	-100%	-100%		
	-19%	-17%	-13%	-11%	-12%	-12%	-21%							
	New Library Cards													
2021	17	14	12	8	32	104	59	56	86	36	29	26	**479**	112%
2022	47	41	45	57	60	113	97	58					**518**	72%
	176%	193%	275%	613%	88%	9%	64%	4%	-100%	-100%	-100%	-100%		
	Curb Side Delivery Appointments													
2020				144	702	925	1490	1401	1317	1414	1490	1405	**10,288**	
2021	1431	1451	1509	1273	327	84	42	54	47	51	62	49	**6,380**	
2022	64	39	23	22	20	12	11	11					**202**	
	visitor count													
2021	60	386	179	320	2,803	6,025	6,820	6,224	5,199	7302	7,256	6,574	**49,148**	-56%
2022	11,264	12,148	15,779	13,842	16,998	24,974	22876	23756					**141,637**	521%

DANE COUNTY
LIBRARY SERVICE

August 3, 2022

Dear Library Board of Trustees,

This is to inform you of news regarding the 2023 Operational and Facility Reimbursements to Dane County Libraries. Once again, the reimbursement for 2023 will be held at the levels of 2021 and 2022. This recognizes that data from 2020 and 2021 bear the story of COVID playing out across libraries in Dane County. As a reminder, the current formula uses a 3-year average of circulation and cost-per-circulation data. The 2020 and 2021 data sets skew that average in variety of ways, including:
-roughly 50% drop in circulation in 2020;
-artificially high costs per circulation;
-libraries reopened at differing rates;
-services changed as libraries adapted to public health recommendations;
-reduced/uneven services across libraries as variants broke out.

Maintaining reimbursement at the 2020 and 2021 levels is an attempt to provide financial stability for libraries.

The Dane County Libraries have embarked on a study of the Operational Formula with the firm ReThinking Libraries. RTL will spend the next few months studying our formula, funding structures, circulation and services in order to offer 2-3 alternative ways of measuring library service, value and reimbursement. The intent is to update the current formula or adopt a new formula that bases reimbursement on all the factors that drive library costs.

I am happy to answer any questions or visit one of your meetings to explain this matter further.

Sincerely,

Tracy Herold

Tracy Herold, Director

1874 S Stoughton Rd • Madison, Wisconsin 53716 • (608) 266-9297 • www.dcls.info

REVENUES
LIBRARY FUND - FUND 205

Budget Summary

Taxes 41000		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2021
41110	Property Taxes	626,250	674,250	674,250	674,250	731,250	8.45%
	Total TAXES Rev	**626,250**	**674,250**	**674,250**	**674,250**	**731,250**	**8.45%**

Intergovernmental Revenues 43000		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2021
43560	State - COVID Reimbursement	0	0	0	0	0	------------
43720	County - Library Aid	328,121	325,000	325,023	325,023	327,500	0.77%
	Total INTERGOVERMENTAL Rev	**328,121**	**325,000**	**325,023**	**325,023**	**327,500**	**0.77%**

Fines, Forfeits, and Penalties 45000		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2021
45190	Library Fines	287	0	13	13	0	------------
	Total FINES & PENALTIES Rev	**287**	**0**	**13**	**13**	**0**	**------------**

Public Charges for Services 46000		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2021
46710	Library Fees	1,410	1,500	1,023	2,000	2,000	33.33%
	Total PUBLIC CHARGES Rev	**1,410**	**1,500**	**1,023**	**2,000**	**2,000**	**33.33%**

Miscellaneous Revenue 48000		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2021
48000-000	Miscellaneous Revenue	0	0	0			------------
48100-000	Interest	644	1,000	1,108	2,200	2,200	120.00%
48500-101	Donations - General	0	0	0			------------
	Total MISCELLANOUS REVENUE Rev	**644**	**1,000**	**1,108**	**2,200**	**2,200**	**120.00%**

Other Financing Sources 49000		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2021
49200	Transfers from Other Funds	0	0	0			------------
49300	Fund Balances Applied	0	0	0			------------
	Total OTHER FINAN SOURCES Rev	**0**	**0**	**0**	**0**	**0**	**------------**

Total Budget Revenues	***956,712***	***1,001,750***	***1,001,418***	***1,003,486***	***1,062,950***	***6.11%***

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:

- Continue to support the community during the pandemic with a mix of inhouse and virtual materials and programs.

- 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 12 teen specific events.

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

LIBRARY BUDGET SUMMARY

REVENUES		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2021
	Allocated Revenues	**927,929**	**1,001,750**	**486,165**	**903,701**	**1,062,950**	**6.11%**

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. The library no longer charges late fees on most items.

LIBRARY (continued)

LIBRARY FUND - FUND 205

EXPENDITURES

PERSONAL SERVICES

		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2021
	55110						
110	Salaries	344,137	357,250	174,062	348,124	390,000	9.17%
120	Part-Time	121,049	180,750	64,447	128,894	196,500	8.71%
130	Health Insurance	101,702	106,750	54,580	109,160	112,000	4.92%
131	Retirement	28,695	30,500	14,844	29,687	32,500	6.56%
132	Social Security/Medicare	34,219	42,000	18,658	37,316	44,750	6.55%
135	Other Employee Benefits	1,391	2,000	539	1,079	2,250	12.50%
140	Wage Adjustment	10,766	12,250	0	12,250	0	-100.00%
141	Expense Reimbursement	0	250	0	250	250	0.00%
	Total PERSONAL SERVICES Exp	**641,959**	**731,750**	**327,130**	**666,760**	**778,250**	**6.35%**

Notes:

110-120 Provides funding for a Director, Assistant Director, Adult Librarian, Youth Librarian (2), Tech. Serv. Supervisor, 7 Assistants (PT), and 3 Shelvers (PT). Across the Board pay increase for 2023 is included generally at 4.0%.

130 Health Insurance is provided through the State Plan. Rates on avg are to increase by 2.5% while the Employee contribution was set at a minimum of 5% according to the State formula. Funding is provided for single/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 at 6.5% of total wages in 2022, this is approximately 3.7% lower than the previous year.

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	2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2021
210	Support Services	29,243	42,000	16,194	42,000	42,000	0.00%
211	Consultant Services	61,049	46,000	48,274	48,274	48,000	4.35%
220	Utilities	26,682	28,000	16,845	36,000	36,000	28.57%
221	Communication	2,010	2,000	2,103	3,500	4,750	137.50%
240	Equipment Maintenance	7,577	9,000	3,930	9,000	9,000	0.00%
242	Facility Maintenance	40,904	23,250	14,735	25,000	23,250	0.00%
290	Other Contractual Services	1,222	0	0			------------
	Total CONTRACTUAL SERVICES Exp	**168,687**	**150,250**	**102,081**	**163,774**	**163,000**	**8.49%**

Notes:

210

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.

221 Increase reflects actual costs for telephone services.

242

SUPPLIES AND EXPENSE	55110	2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2021
310	Office Supplies	6,517	9,000	2,975	9,000	9,000	0.00%
311	Postage	79	250	90	250	250	0.00%
320	Dues and Subscriptions	800	500	419	500	600	20.00%
330	Meeting Expenses	238	1,000	120	1,000	100	-90.00%
331	Training Expenses	1,504	3,250	6,167	6,167	3,250	0.00%
340	Operating Supplies	906	5,500	1,138	5,500	5,500	0.00%
342	Technology	25,236	24,500	6,439	24,500	27,250	11.22%
344	Collection - Print	62,199	55,000	31,769	5,500	55,000	0.00%
345	Collection - Audio/Visual	11,291	12,500	4,796	12,500	12,500	0.00%
390	Miscellaneous	0	250	0	250	250	0.00%
391	Programming	8,515	8,000	3,040	8,000	8,000	0.00%
	Total SUPPLIES AND EXPENSE Exp	**117,284**	**119,750**	**56,954**	**73,167**	**121,700**	**1.63%**

Notes:

342 These costs cover online databases, wireless printing, time monitoring software for internet computers, internet filters, and participation in a system wide e-materials buying pool. The increase is for increased fees fro these services, adding an online solution offering ebooks and graphic novels. This product has content for children 5+, teens, and adults and adding a video and music streaming service. Streaming services have gained in popularity since the beginning o f the pandemic.

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 and Lewis park during Summer months.

Total LIBRARY Exp	**927,929**	**1,001,750**	**486,165**	**903,701**	**1,062,950**	**6.11%**

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

		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2021
	Allocated Revenue	**0**	**0**	**0**	**0**	**0**	**------------**

EXPENDITURES

		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2021
	59200						
390	Miscellaneous	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

2023 Library Fund Operating Budget

FUND 205

SUMMARY of REVENUES

		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2021
41000	Taxes	626,250	674,250	674,250	674,250	731,250	8.45%
43000	Intergovernmental Revenues	328,121	325,000	325,023	325,023	327,500	0.77%
45000	Fines, Forfeits, and Penalties	287	0	13	13	0	------------
46000	Public Charges for Services	1,410	1,500	1,023	2,000	2,000	33.33%
48000	Miscellaneous Revenue	644	1,000	1,108	2,200	2,200	120.00%
49000	Other Financing Sources	0	0	0	0	0	------------
	Total Budget Revenue	**956,712**	**1,001,750**	**1,001,418**	**1,003,486**	**1,062,950**	**6.11%**

SUMMARY of EXPENDITURES

		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2021
55110	LIBRARY	927,929	1,001,750	486,165	903,701	1,062,950	**6.11%**
59200	TRANSFERS TO OTHER FUNDS	0	0	0	0	0	**------------**
	Total Budget Expenditures	**927,929**	**1,001,750**	**486,165**	**903,701**	**1,062,950**	**6.11%**
	Diff in Revenues over Expenditures	**28,783**	**0**	**515,253**	**99,785**	**0**	

Village of McFarland

2023 Library Fund Operating Budget

Index Expenditures Summary

PERSONAL SERVICES

		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2021
	100						
110	Salaries	344,137	357,250	174,062	348,124	390,000	9.17%
120	Part-Time	121,049	180,750	64,447	128,894	196,500	8.71%
130	Health Insurance	101,702	106,750	54,580	109,160	112,000	4.92%
131	Retirement	28,695	30,500	14,844	29,687	32,500	6.56%
132	Social Security/Medicare	34,219	42,000	18,658	37,316	44,750	6.55%
135	Other Employee Benefits	1,391	2,000	539	1,079	2,250	12.50%
140	Wage Adjustment	10,766	12,250	0	12,250	0	-100.00%
141	Expense Reimbursement	0	250	0	250	250	0.00%
	Total PERSONAL SERVICES Exp	**641,959**	**731,750**	**327,130**	**666,760**	**778,250**	**6.35%**

CONTRACTUAL SERVICES

		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2021
	200						
210	Support Services	29,243	42,000	16,194	42,000	45,600	8.57%
211	Consultant Services	61,049	46,000	48,274	48,274	48,000	4.35%
220	Utilities	26,682	28,000	16,845	36,000	36,000	28.57%
221	Communication	2,010	2,000	2,103	3,500	4,750	137.50%
240	Equipment Maintenance	7,577	9,000	3,930	9,000	9,000	0.00%
242	Facility Maintenance	40,904	23,250	14,735	25,000	23,250	0.00%
243	Facility Maintenance	1,222	0	0	0	0	------------
	Total CONTRACTUAL SERVICES Exp	**168,687**	**150,250**	**102,081**	**163,774**	**166,600**	**10.88%**

SUPPLIES AND EXPENSES

		2021 Actual	2022 Budget	YTD 6/30/2022	2022 Projected	2023 Budget	% Change vs. 2021
	300						
310	Office Supplies	6,517	9,000	2,975	9,000	9,000	0.00%
311	Postage	79	250	90	250	250	0.00%
320	Dues and Subscriptions	800	500	419	500	600	20.00%
330	Meeting Expenses	238	1,000	120	1,000	1,000	0.00%
331	Training Expenses	1,504	3,250	6,167	6,167	3,250	0.00%
340	Operating Supplies	906	5,500	1,138	5,500	5,500	0.00%
342	Technology	25,236	24,500	6,439	24,500	29,250	19.39%
344	Collection - Print	62,199	55,000	31,769	5,500	55,000	0.00%
345	Collection - Audio/Visual	11,291	12,500	4,796	12,500	12,500	0.00%
390	Miscellaneous	0	250	250	250	250	0.00%
391	Programming	8,515	8,000	3,040	8,000	8,000	0.00%
	Total SUPPLIES AND EXPENSES Exp	**117,284**	**119,750**	**57,204**	**73,167**	**124,600**	**4.05%**
		927,929	**1,001,750**	**486,415**	**903,702**	**1,069,450**	**6.76%**

Resolution Requesting Exemption from Dane 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 _____________________ meets the minimum standards of operation established by the County Board (RES 185, 2011-2012; RES 98, 2013-2014; RES 233, 2016-2017) 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 ____________________ will appropriate in 2022 and expend in 2023 an amount in excess of that calculated above in support of its library,

NOW THEREFORE BE IT RESOLVED that the city/village of _____________________ hereby requests of the Dane County Board of Supervisors that the city/village of _______________ 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
herold@dcls.info

Date Passed:_________________

Vote:_______________________

__________________________________ Authorized Signature

_______________________________ Title of Person signing

	EXEMPT LIBS	2021 VAL	2022 VAL	2022 AR App	2023 Min App
Villages	Belleville	217,654,500	259,871,800	$307,790	$83,775
	Black Earth	148,009,400	173,588,900	$126,328	$56,969
	Cambridge	189,591,800	231,363,900	$90,000	$72,974
	Cross Plains	398,817,000	455,508,600	$296,884	$153,504
	Deerfield	243,197,900	265,518,300	$162,327	$93,607
	DeForest	1,285,804,800	1,441,050,800	$599,674	$494,906
	Marshall	261,339,100	301,296,600	$184,000	$100,589
	Mazomanie	179,756,100	197,192,300	$95,056	$69,188
	McFarland	1,154,786,500	1,349,259,000	$626,250	$444,477
	Mount Horeb	828,453,300	929,808,500	$498,992	$318,871
	Oregon	1,378,469,300	1,535,356,700	$716,138	$530,572
	Waunakee	2,104,806,100	2,423,435,000	$1,263,183	$810,139
Cities	Fitchburg	3,528,896,200	4,155,108,600	$2,052,994	$1,358,271
	Madison	31,350,871,500	36,711,958,300	$19,806,904	$12,066,936
	Middleton	3,592,856,700	4,028,235,300	$1,381,486	$1,382,889
	Monona	1,406,986,800	1,550,405,000	$653,067	$541,549
	Stoughton	1,286,313,900	1,499,453,200	$646,350	$495,102
	Sun Prairie	3,896,106,100	4,464,398,400	$1,729,148	$1,499,609
	Verona	3,057,478,500	3,561,165,300	$1,131,660	$1,176,822
	Edgerton	27,869,900	30,614,000		
Exempt Total		56,538,065,400	65,564,588,500		
County Total		72,334,792,600	83,605,704,500		
2021 Tax Base		$15,796,727,200	$18,041,116,000		
2022 DCL APP				*$6,080,153*	
2023 County library tax levy rate				$0.0003848995	