

Monday, October 3, 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 September 6, 2022 meeting.
 - b. Motion to approve the September invoices
4. INFORMATION ITEMS
 - a. Budget Update
 - b. Director's Report
 - c. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Local Overdrive Advantage Account
 - b. Book drop design
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

Tuesday, September 6, 2022 - 5:15 PM

1. CALL TO ORDER

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

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

Members not present: Carrie Nelson

Staff Present: Heidi Cox, Library Director

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the August 1, 2022 meeting.

Motion by Member Evan Richards, second by Member Peter Sobol, to approve the minutes of the August 1, 2022 meeting. Motion carries 5 - 0 - 1 by acclamation, with Mona Nelson abstaining.

b. Motion to approve the August invoices

Motion by Member Staci Fritz, second by Member Karin Mandli, to approve the August invoices Motion carries 6 - 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 Budget

Motion by Member Evan Richards, second by Member Peter Sobol, to approve 2023 Budget Motion carries 6 - 0 - 0 by acclamation.

b. County Tax Exemption

6. ADJOURNMENT

Motion by Member Peter Sobol, second by Member Staci Fritz, to adjourn at 5:52

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

September 2022 Invoices

Vendor	Amount Paid	Description
ALLIANT ENERGY	\$3,241.98	Utilities
AMAZON CAPITAL SERVICES	\$1,457.01	Office supplies, program supplies, DVDs & CDs
ARAMARK	\$209.32	Mat Rental
CARDMEMBER SERVICE	\$2,802.74	Visa Charges
CORPORATE BUSINESS SYSTEMS	\$91.65	Copier Lease
DANE CO LIBRARY SERVICE	\$62.70	UW Community Read books
DEMCO INC	\$105.25	Library Supplies
ENVIRONMENT CONTROL	\$2,699.00	Janitorial Services
GRAINGER INC	\$65.71	Facility Supplies
INGRAM LIBRARY SERVICES	\$1,800.58	Books
KYLE JULIUS	\$3,813.75	Farm to Table Dinner
MCFARLAND ACE HARDWARE	\$60.77	Facility Supplies
MICROMARKETING LLC	\$258.97	Audio Books
SCHILLING SUPPLY COMPANY	\$794.57	Operating Supplies
TDS	\$283.56	Library Phone
TIGERLILY MUSIC	\$600.00	Program Fee
TODAY'S BUSINESS SOLUTIONS INC	\$803.00	Papercut Fee (Remote Printing)
(blank)		
Grand Total	\$19,150.56	

2022 Budget Update												
REVENUES												
		Budget Amount	July Estimated	August Estimated	September Estimated	October Actual	November Estimated	December 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	\$ -	\$ -	\$ -				\$ 325,022.93	100.01%	75%	
Library Fines	45000	\$ -	\$ 29.99	\$ 0.10	\$ -				\$ 43.44			
Interest	48100	\$ 1,000	\$ 535.50	\$ -	\$ -			\$ -	\$ 1,643.51	164.35%	75%	
Library Fees	46000	\$ 1,500	\$ 156.05	\$ 269.17	\$ 115.85				\$ 1,564.40	104.29%	75%	\$ 1,125.00
		\$ 1,001,750.00	\$ 721.54	\$ 269.27	\$ 115.85	\$ -	\$ -	\$ -	\$ 1,002,524.28	100.08%	75%	
Expenditures												
									\$ -			
Salaries	110	\$357,250.00	\$ 42,175.25	\$ 28,116.84	\$ 28,116.82				\$272,470.83	76.27%	75%	\$ 267,937.50
Part-time	120	\$180,750	\$ 16,709.17	\$ 11,399.39	\$ 12,045.64				\$104,601.39	57.87%	75%	\$ 135,562.50
Health Insurance	130	\$106,750	\$ 14,042.00	\$ 9,180.64	\$ 4,319.30				\$82,121.69	76.93%	75%	
Retirement	131	\$30,500	\$ 3,376.28	\$ 2,229.54	\$ 2,244.22				\$22,693.58	74.41%	75%	\$ 22,875.00
SS/Medicare	132	\$42,000	\$ 4,274.36	\$ 2,867.10	\$ 2,957.30				\$28,756.97	68.47%	75%	
Other Benefits	135	\$2,000	\$ 161.43	\$ 107.62	\$ 53.81				\$862.33	43.12%	75%	
Wage Adjustment	140	\$ 12,250	\$ -		\$ -				\$0.00	0.00%	75%	\$ 9,187.50
Expense Reimbursement	141	\$ 250	\$ -		\$ -				\$0.00			
Total Personnel		\$731,750.00	\$80,738.49	\$53,901.13	\$49,737.09	\$0.00	\$0.00	\$0.00	\$511,506.79	69.90%	75%	\$ 548,812.50
Support Services	210	\$ 42,000	\$ 2,699.00	\$ 2,699.00	\$ 2,699.00				\$ 24,291.00	57.84%	75%	\$ 31,500.00
Consulting Services	211	\$ 46,000	\$ -	\$ 1,775.00	\$ -				\$ 50,049.00	108.80%	75%	\$ 34,500.00
Utilities	220	\$ 28,000	\$3,470.74	\$3,137.99	\$3,241.98				\$ 26,695.57	95.34%	75%	\$ 21,000.00
Communication	221	\$ 2,000	\$459.67	\$420.31	\$441.94				\$ 3,424.66	171.23%	75%	\$ 1,500.00
Equipment Maintenance	240	\$ 9,000	\$560.41	\$329.34	\$177.53				\$ 4,997.42	55.53%	75%	\$ 6,750.00
Facility Maintenance	242	\$ 23,250	\$2,871.32	\$1,081.22	\$104.66				\$ 18,792.05	80.83%	75%	
Other Contractual Services	290	\$ -	\$0.00		\$0.00				\$ 0.00	0.00%	75%	\$ 17,437.50
Total Services		\$ 150,250.00	\$ 10,061.14	\$ 9,442.86	\$ 6,665.11	\$ -	\$ -	\$ -	\$ 128,249.70	85.36%	75%	\$ 112,687.50
Office Supplies	310	\$ 9,000	\$ 515.83	\$ 168.70	\$ 294.80				\$ 4,007.52	44.53%	75%	\$ 6,750.00
Postage	311	\$ 250	\$ -	\$ -	\$ -				\$ 90.33	36.13%	75%	\$ 187.50
Dues	320	\$ 500	\$ -	\$ -	\$ -				\$ 419.00	83.80%	75%	\$ 375.00
Meeting Expenses	330	\$ 1,000	\$ -	\$ -	\$ -				\$ 119.62	11.96%	75%	\$ 750.00
Training Expenses	331	\$ 3,250	\$ -	\$ -	\$ -				\$ 6,167.44	189.77%	75%	\$ 2,437.50
Operating Supplies	340	\$ 5,500	\$ -	\$ -	\$ -				\$ 1,137.61	20.68%	75%	\$ 4,125.00
Technology	342	\$ 24,500	\$ 1,736.91	\$ 1,473.05	\$ 803.00				\$ 10,177.44	41.54%	75%	\$ 18,375.00
Collection - Print	344	\$ 55,000	\$ 1,291.83	\$ 482.00	\$ 1,069.42				\$ 33,092.22	60.17%	75%	\$ 41,250.00
Collection - AV	345	\$ 12,500	\$ -	\$ 4.00	\$ 246.17				\$ 4,866.12	38.93%	75%	\$ 9,375.00
Library Miscellaneous	390	\$ 250	\$ 130.00	\$ -	\$ -				\$ 130.00	52.00%	75%	
Programming	391	\$ 8,000	\$ -	\$ (160.56)	\$ (813.20)				\$ 1,974.15	24.68%	75%	\$ 6,000.00
Other Total		\$ 119,750.00	\$ 3,674.57	\$ 1,967.19	\$ 1,600.19	\$ -	\$ -	\$ -	\$ 62,181.45	51.93%	75%	\$ 89,812.50
Total Budget		\$1,001,750.00	\$ 94,474.20	\$ 65,311.18	\$ 58,002.39	\$ -	\$ -	\$ -	\$ 701,937.94	70.07%	75%	\$ 751,312.50

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
Checkouts														
2019	15,584	14,834	16,174	14,823	14,266	17,893	19,251	17,813	14,255	14,739	14,182	13,379	187,193	-3%
2020	15,184	14,468	8,710	619	3,328	4,271	6,658	7,511	7,468	7,359	7,489	7,689	90,754	-52%
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	15,322					110,956	25%
% change month to month	63%	63%	70%	67%	10%	-3%	0%	7%	-100%	-100%	-100%	-100%		
	-19%	-17%	-13%	-11%	-12%	-12%	-21%	-14%						
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	73				591	52%
	176%	193%	275%	613%	88%	9%	64%	4%	-15%	-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	4				206	
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	23,756					141,637	521%

McFarland Village Street Department

Re: Library Drop Boxes

Have you ever thought about removing the curb in front of the library book and media DROP BOX at the McFarland Library.

Reason: car tire has to ride up on curb in order to manually put book/media into drop boxes. My auto mechanic says this is extremely bad for the tires. How many other library customers have this same issue?

Street level pavement at drop box was be so appreciated.

Dec
9/13/22
SPH

Report on parameters determining drive-up ease of use



Fig 1 - Library Book Return

The location of the library book return is shown in Fig 1. The opening is 52" above ground level. Users have complained about the difficulty of returning books due to the height and distance from a typical vehicle of the return opening.

The nearby US Postoffice mailbox in the parking lot adjacent to the Wisconsin & Southern RR by contrast does not present similar ease of use problems. The mailbox is shown in Fig. 2. The height of the opening is similar to the library book return, 52 inches above the pavement. The major difference from the library book return is the horizontal position of the opening which places it significantly closer to the user. Note the opening is over the curb. Another interesting design feature of the mailbox is the "summit" of the bottom surface where the slope away from the box (apparently to keep rainwater out) meets the slope into the box which allows mail to

drop from the chute into the box. That summit point is closer to the user because the drainage slope is much shorter than is the case of the book return.



Fig 2 - USPS Mailbox

This comparison suggests that the library book return could be made much easier to use by having a chute about twice as long as the present chute with the break between the drainage and entrance slopes on the bottom surface closer to the outside opening. Rainwater could be discouraged by having the top of the chute extend further than the bottom providing the effect of an awning.

The modified chute could be modeled on the mailbox design but with a larger opening required for library materials.

It appears that the horizontal position relative to the user is more important for ease of use than the vertical position.

Just out of curiosity, the configuration of the Culvers drive-up was checked.



Fig 3 - Culvers Drive-Up window

Fig 3. shows the drive-up window at the McFarland Culvers. The bottom surface of the drive-up window is 43" above the pavement. Fig 4. shows some info from the web suggesting that drive-up book returns include a chute that extends over the curb.



Fig 4 - Book return info from the web

