

# Jefferson County Library Service

% Dwight Foster Public Library  
Mailing Address: 209 Merchants Avenue  
Fort Atkinson, WI 53538  
920.563.7790

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**Jefferson County Library Board Meeting  
at  
Jefferson Public Library  
321 S. Main Street  
Jefferson, WI 53549**

**Tuesday, July 16, 2013  
6:00 p.m.**

## **Agenda**

### enclosures

- |     |        |   |
|-----|--------|---|
| (*) | action | 1. Call to order and introductions                      |
|     |        | 2. Approval of minutes of the February 18, 2013 meeting |
|     |        | 3. Comments from the public                             |
|     |        | 4. Correspondence                                       |
|     |        | 5. Administrator's Report                               |
|     |        | 6. Old business   |
|     |        | a. Report on SHARE – Administrator Meyer                |
|     |        | 7. New Business   |
|     | action | a. 2014 County Resource Library Budget Request          |
|     | action | b. 2014 County Library Service Budget Request           |
|     |        | 8. Reports from county libraries                        |
|     |        | 9. Future meeting dates                                 |
|     |        | 10. Adjournment   |

*If you have special needs or circumstances which may make communication or accessibility difficult at the meeting, please call (920) 563-7790 at least five (5) days prior to the meeting date. Accommodations will, to the fullest extent possible, be made available on request by a person with a disability.*

**Report on Agenda Items  
For July 16, 2013 meeting  
Jefferson County Library Service**

**Approval of minutes of February 18, 2013** – Draft minutes of our last meeting are enclosed for your review.

**Consider Dwight Foster Public Library's 2014 county resource library budget request** – Enclosed in your packet is a letter from the Dwight Foster Public Library that outlines the request for 2014.

**Set 2014 count library service operating budget request** – Enclosed are the documents related to the 2014 budget request. Because we spent considerable time discussing our formula over the last few years, I am not including all the different scenarios of the past. The formula, calculated in the way that has been agreed upon, is the basis for the operating budget request.

The spreadsheet labeled A and called "The Ask"/Data for Determining Budget Request (2012 data for 2014 budget) details the individual library data taken from the 2012 state annual report of each library. You will see columns labeled "Prev. Yr." and "Change" for both the total circulation and the rural circulation numbers. This helps if you are looking to compare one year with the next. However, please bear in mind that it only shows one year and not a longer stretch of time.

That same spreadsheet is where the average cost per circulation is calculated. In 2012, the countywide average cost per circulation was \$3.45. This is a reduction from the previous year's cost per circulation of \$3.63. That's actually a 5% drop in cost per circulation—quite a sizeable decrease. In analyzing the annual reports of the libraries, it looks like the reduction in benefits costs for municipalities (which were double digit decreases in many cases) did result in reduced operating expenditures. Countywide circulation (in both the rural and the overall areas) increased slightly. Both of those factors contribute to a reduced cost per circulation. The rural usage percentage is at 21.39% which is slightly higher than the year before. So our costs were down and our usage was up. That's a good story to tell our funders but it is important for us to point out that we do feel the stress.

The next document to look at is the spreadsheet labeled B “The Distribution.” This spreadsheet takes the cost per circulation and distributes it to the libraries based on their rural circulation after all compensatory amounts are first deducted. The countywide average rate of \$3.45 is reduced to an actual rate of \$3.3617862 (you can see that number on the bottom of the spreadsheet) in order to meet the legal obligation to pay each library at least 70% of their cost per circulation. Once the 70% reimbursement rate is met through compensatory payments, the funds can be distributed among all libraries as a per unit payment for their rural circulations.

The next document to look at is the Overview document (labeled C). This shows the payment schedule for all the libraries in Jefferson County as well as the total for all adjacent county libraries who have requested reimbursement. There is also a column that indicates the change from the previous year. Please note: there is no capital request this year for Jefferson County libraries since last year we requested funding for a 4 year capital program. You will notice that most libraries have decreases. The decreases you see are certainly related to the drop in the cost per circulation reimbursement rate. Additionally, libraries with decreases in their rural circulations do see the largest drops in their 2014 payment.

The final document related to the budget (labeled D) is a payment schedule that would be submitted to the county and provides the detail needed for the county to make payments.

I would recommend that we forward our operating budget request to the county based on these numbers. The Jefferson County portion would be \$870,639 and the adjacent county portion is \$145,139 for a total of \$1,021,164. The decrease within Jefferson county is 6.53%. There is an increase of 4.51% outside Jefferson County. We have no ability to control the adjacent county amount since the payment is prescribed in law. That brings the overall budget request in at 5.06% less than last year.

As we’ve said in the past, we believe in the formula...even when it means a reduced request. It is based on past usage and costs, is applied consistently, and makes sense to our funders. Therefore, I would recommend we forward the request to the county based on the formula that we’ve carefully considered and thoughtfully reviewed.

**Reports from libraries** – Libraries will give brief reports on what's happening in our county libraries.

**Set Next Meeting Date** – Please bring your calendars so we can a date for a November meeting.

Please contact me if you have questions. See you soon!

Connie Meyer, Administrator, Jefferson County Library Service

# Jefferson County Library Service

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## **Board Meeting Minutes February 18, 2013 at Dwight Foster Public Library in Fort Atkinson**

Meeting was called to order by President Hartwick at 6:00 p.m.

Board Members Present: Janet Hoeft  
Dean Sanders  
Dwayne Morris  
Leigh Froelich  
Sue Hartwick  
Julaine Appling

Absent: Betty Stoffel

Library Directors Present: Connie Meyer, Fort Atkinson  
Leann Lehner, Jefferson  
Joan Behm, Cambridge  
Gerard Saylor, Lake Mills  
Peg Checkai, Watertown  
Stacy Lunsford, Whitewater  
Kathleen Hookham, Palmyra

Others Present: Bill Dovi and Janet Negus

The minutes of the November 28, 2012 meeting were declared approved with no objection at 6:01 p.m. by President Hartwick.

There was no public comment.

### Old Business

Administrator Meyer gave a report to the Board on the status of the Strategic Plan and its presentation to the County Board Supervisors in early December, 2012. The plan was approved and has been forwarded to the State of Wisconsin.

SHARE Report – Administrator Meyer gave the Board a brief history of what SHARE is and discussed the relationship between the two library systems that make up SHARE. It was explained that the automation consortium (SHARE) is very important but that the relationship between the two library system staff and boards has deteriorated over time. Ms. Meyer had written a letter to MWFLS board members as an individual library director and this was

## DRAFT

discussed. Ms. Appling asked that it be noted in the minutes that Administrator Meyer did a good job on documenting the issues in her letter.

### New Business

There was a motion by Dwayne and seconded by Julaine to accept the 2012 Jefferson county Library Service State Annual Report and to give President Hartwick the authority to sign it and send it to the State. Motion passed 6-0.

There was an amended motion by Julaine and seconded by Janet to accept the Fort Atkinson Library as the County Resource Library for 2014. The amended Motion passed 6-0.

There was a motion by Leigh and second by Dwayne to send a letter to the DPI/DLT regarding Act 420. The letter was presented by Administrator Meyer. Discussion on the motion was that the letter was to question two concerns that are in current legislation dealing with reimbursement amounts and deadlines. Other discussion was had on whether or not other libraries are voicing their opinions on the same topic so as to validate the points in the letter and it was asked of the Administrator to follow-up on this in the future. Motion passed 6-0.

There was a motion by Julaine and second by Leigh to send a letter to MWFLS regarding SHARE. The motion was amended from the printed agenda in which it will be sent to the President of the MWFLS Board from President Hartwick. The amended motion passed 6-0.

Reports from the County Library Directors was given

Cambridge – Building Project is moving forward and is very encouraging. 1/3<sup>rd</sup> of the money for the project has been raised with the village willing to give more support. January circulation was up.

Fort Atkinson – Good circulation numbers in January.

Jefferson – Read Dogs program went very well. They have two new staff people that are doing great and their adult program is on the rise.

Lake Mills – Renovation program has begun and movement of staff members internally has occurred.

Watertown – Strong circulation numbers in January. They are looking at a Needs Assessment for their Library expansion.

Palmyra – Had to deal with some building issues in January.

A motion was made by Julaine and seconded by Dwayne to nominate Sue Hartwick for President for 2013; Janet Hoeft as Vice-President and Dean Sanders as Secretary. Julaine also thanked Sue for her leadership over the past year. The motion passes on a 6-0 vote.

A motion to adjourn was made at 6:49 p.m. by Janet and seconded by Dean. The motion passed on a 6-0 vote.

Respectfully Submitted,  
Dean E. Sanders

Jefferson County  
2014 Budget Calendar

Description	Date	Regular Finance	Budget Related
Employee reclassification letter sent out by Human Resources	Monday, March 25, 2013		x
New Position Request Letter sent to Department Heads by HR	Monday, March 25, 2013		x
Employee reclassification requests due to Department Heads by	Tuesday, April 2, 2013		x
Employee reclassification names due to HR from Departments by	Friday, April 5, 2013		x
New Position requests due from Departments to HR by	Monday, April 8, 2013		x
Regular Finance meeting	Thursday, April 11, 2013	x	
Job Description Questionnaires (JDQs) distributed by HR for reclass requests	Friday, April 12, 2013		x
Employees turn in completed JDQs to department heads by	Tuesday, April 23, 2013		x
MIS issues 2014 IT equipment/programming request forms to departments	Thursday, April 25, 2013		x
Department Heads turn in reviewed JDQs to Human Resources by	Friday, April 26, 2013		x
Dept Heads turn in completed IT equip/Programming request forms to MIS	Friday, May 3, 2013		x
Significant reclassification changes forward to vendor by	Monday, May 6, 2013		x
2014 MIS Requested Budget/programming hours reviewed with Administrator	Thursday, May 9, 2013		x
Regular Finance meeting	Thursday, May 9, 2013	x	
2014 MIS Requested Budget/programming hours submitted to Finance Director	Monday, May 13, 2013		x
MIS reviews departmental IT equipment requests with Administrator	Friday, May 17, 2013		x
Department Heads receive budget guidelines from Administrator	Friday, May 31, 2013		x
GFOA National Conference (Sunday, June 2 <sup>th</sup> – Thursday, June 6 <sup>th</sup> )	Sunday, June 2, 2013		
Vendor returns reclassification recommendations to HR by	Friday, June 7, 2013		x
Preliminary Dept Personnel Budgets available for Courthouse & Sheriff	Wednesday, June 12, 2013		x
Reclassification requests shared with Department Heads	Wednesday, June 12, 2013		x
Preliminary dental rates set	Thursday, June 13, 2013		x
Regular Finance meeting	Thursday, June 13, 2013	x	
Department Head meeting to hand out budget materials	Wednesday, June 12, 2013		x
May monthly financial reports generated	Thursday, June 20, 2013		
Final dental rates set	Thursday, July 11, 2013		x
Regular Finance meeting	Thursday, July 11, 2013	x	
Budget requests due to Administrator (HS due 7/26/13)	Friday, July 19, 2013		x
June monthly financial reports generated	Monday, July 22, 2013		
HS budget request due to Administrator	Friday, July 26, 2013		x
Regular Finance meeting	Thursday, August 8, 2013	x	

Jefferson County  
2014 Budget Calendar

Description	Date	Regular Finance	Budget Related
State EFT sets health ins. & retire. rates - late Aug./early Sept.	Friday, August 30, 2013		x
Budget hearings	Wednesday, September 11, 2013		x
Regular Finance meeting	Thursday, September 12, 2013	x	
Budget hearings	Friday, September 13, 2013		x
Budget hearings	Monday, September 16, 2013		x
Budget hearings, apply fund balance policy, set tax levy	Wednesday, September 18, 2013		x
WGFOA Conference	Wednesday, September 25, 2013		
WGFOA Conference	Thursday, September 26, 2013		
WGFOA Conference	Friday, September 27, 2013		
WCA Annual Conference	Sunday, September 22, 2013		
WCA Annual Conference	Monday, September 23, 2013		
WCA Annual Conference	Tuesday, September 24, 2013		
Present budget and Amendment Procedure to County Board	Tuesday, October 8, 2013		x
Regular Finance meeting	Thursday, October 10, 2013	x	
Public hearing on budget	Tuesday, October 22, 2013		x
Supervisor budget amendments due to Administration at noon on	Thursday, October 24, 2013		x
Finance meeting on Supervisor budget amendments	Friday, November 1, 2013		x
Regular Finance meeting	Thursday, November 14, 2013	x	
Budget Adoption by County Board	Tuesday, November 12, 2013		x
Department Head meeting including review of budget adoption	Wednesday, November 13, 2013		x
Budget must be reported to state by	Thursday, November 14, 2013		x



June 10, 2013

Dear Jefferson County Library Board Members:

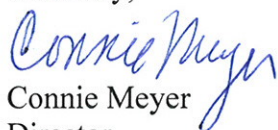
Thank you for your past support of our Jefferson County resource library and all your efforts on behalf of library service in Jefferson County.

The Dwight Foster Public Library believes strongly in the value and importance of county library service. Having a solid understanding of the budget process as well as a history of serving the county library board, we offer our assistance with the duties needed to carry out the operations in 2014.

This year's request includes 70 hours of time (salary and fringe benefits) for Director of the Dwight Foster Public Library to act as the administrator of the Jefferson County Library Board. Time would be spent in the following areas: county library budget request, county library website, county library board meeting preparation, county library coordination and consultation, county library board trustee appointments and orientations, and administration of adjacent county requests. The request includes a 2% increase to compensate for a projected cost of living increase in wages and benefits. The Dwight Foster Public Library budget has not been set for 2014 but this is an estimate that the library board feels comfortable forwarding at this time. A compensation and classification study is being considered by the city of Fort Atkinson. Should the salary portion of the library budget get adjusted in the future, this budget request would reflect those changes beginning in 2015.

Thank you for your consideration of our request. If you have any questions at all, please feel free to call.

Sincerely,



Connie Meyer  
Director



Janet Negus  
Library Board President

**Jeff. Co. Resource Library**  
**Budget Request 2014**

	2014	2013	% Change
Salary/Fringes for County Library Administrator (70 hours - salary & fringe benefits)	\$3,386	\$3,320	2%
<b>Total Budget Request</b>	<b>\$3,386</b>	<b>\$3,320</b>	<b>2%</b>

## A

Data for Determining Budget Request (2012 data for 2014 budget)												
Library	Total operating expenditures		Total circulation			Cost per circulation	Total circulations			Full		70% as
	(2012 Annual report, page 2, section III, line 1C)		(2012 Annual report, page 4, section VI, line 6 minus federal funds (line 7))			(operating expenditures divided by total circulation)	to rural Jefferson County residents (2012 Annual report, page 6, Section XI, line 2b or 9)			reimbursement amount		required by law
												(Full amount X .70)
				Prev. Yr	Change			Prev. Yr	Change			
Cambridge		\$189,807		65,722	67,349	-2%	\$2.89	28,150	29,242	-4%	\$81,353.50	\$56,947.45
Fort		\$679,120		216,958	219,406	-1%	\$3.13	62,573	60,016	4%	\$195,853.49	\$137,097.44
Jefferson		\$498,840		94,437	93,616	1%	\$5.28	31,466	25,762	22%	\$166,140.48	\$116,298.34
Johnson Creek		\$203,647		52,410	55,824	-6%	\$3.89	17,427	20,043	-13%	\$67,791.03	\$47,453.72
Lake Mills		\$329,482		108,979	113,649	-4%	\$3.02	28,812	28,496	1%	\$87,012.24	\$60,908.57
Palmyra		\$130,378		32,699	34,434	-5%	\$3.99	12,861	13,909	-8%	\$51,315.39	\$35,920.77
Waterloo		\$325,125		43,332	44,616	-3%	\$7.50	6,220	6,347	-2%	\$46,650.00	\$32,655.00
Watertown		\$880,104		367,200	345,348	6%	\$2.40	44,374	44,696	-1%	\$106,497.60	\$74,548.32
Whitewater		\$835,517		197,978	190,455	4%	\$4.22	20,476	19,264	6%	\$86,408.72	\$60,486.10
Totals		\$4,072,020		1,179,715	1,164,697	1%	\$3.45	252,359	247,775	2%	\$870,638.55	\$622,315.71
							Ave. cost/circ	x	# of rural circulations		Total per circ	
							Subtotal				Co. Admin.	Adj. Co.
							\$870,639		plus administration & adjacent county		\$5,386	\$145,139
Actual adjacent county request for 2014: \$145,139												
Actual adjacent county reimbursements paid in 2013: \$138,842												

# THE DISTRIBUTION

B

Jeff. Co. Library Service				Using countywide unit cost of circulation				
2012 statistics for				rate = \$3.45				
2014 budget request								
Library			Total Circulation	Rural Circulation	% Rural	Rural Compensation	Compensatory Amount	Total Allocation
Cambridge			65,722	28,150	43%	\$94,634	\$0	\$94,634
Fort Atkinson			216,958	62,573	29%	\$210,357	\$0	\$210,357
Jefferson			94,437	31,466	33%	\$105,782	\$10,517	\$116,299
Johnson Creek			52,410	17,427	33%	\$58,586	\$0	\$58,586
Lake Mills			108,979	28,812	26%	\$96,860	\$0	\$96,860
Palmyra			32,699	12,861	39%	\$43,236	\$0	\$43,236
Waterloo			43,332	6,220	14%	\$20,910	\$11,745	\$32,655
Watertown			367,200	44,374	12%	\$149,176	\$0	\$149,176
Whitewater			197,978	20,476	10%	\$68,836	\$0	\$68,836
Totals			1,179,715	252,359	21%	\$848,377.00	\$22,262	\$870,639
Total Circulation:			1,179,715					
Total Rural Circulation:			252,359					
% Rural Circulation:			21.39%					
\$870,639	-	\$0	-	\$0	-	\$22,262	=	\$848,377
Request		Council		Resource		Compensatory		Amt to distribute
Subtotal		expenses (no longer		library expenses		amount		for each circulation
		subtracted here)		(no longer subtracted here)				
		\$3.3617862 actual rate per item borrowed						
		(after compensatory amounts are removed)						

**Overview of County Library  
2014 Budget Request**



	2013 Payments (included capital)	2014 Payments (Operating only)	% Change from 2013
Cambridge operating	\$103,953	\$94,634	-8.96%
Cambridge capital	\$4,000		
Cambridge total	\$107,953		
Fort operating	\$213,352	\$210,357	-1.40%
Fort capital	\$7,200		
Fort total	\$220,552		
Jefferson operating	\$100,448	\$116,299	15.78%
Jefferson capital	\$4,000		
Jefferson total	\$104,448		
Johnson Creek operating	\$71,251	\$58,586	-17.78%
Johnson Creek capital	\$2,400		
Johnson Creek total	\$73,651		
Lake Mills operating	\$101,301	\$96,860	-4.38%
Lake Mills capital	\$4,000		
Lake Mills total	\$105,301		
Palmyra operating	\$49,445	\$43,236	-12.56%
Palmyra capital	\$1,600		
Palmyra total	\$51,045		
Waterloo operating	\$32,300	\$32,655	1.10%
Waterloo capital	\$800		
Waterloo total	\$33,100		
Watertown operating	\$158,891	\$149,176	-6.11%
Watertown capital	\$5,600		
Watertown total	\$164,491		
Whitewater operating	\$68,482	\$68,836	0.52%
Whitewater capital	\$2,400		
Whitewater total	\$70,882		
<b>Jeff. Co. Total</b>	<b>\$931,423</b>	<b>\$870,639</b>	<b>-6.53%</b>
<b>Co. Administrative Costs</b>			
Council Expenses	\$2,000	\$2,000	0.00%
Resource Lib. Expenses	\$3,320	\$3,386	1.99%
<b>Jefferson County Total</b>	<b>\$936,743</b>	<b>\$876,025</b>	<b>-6.48%</b>
<b>Other County Libraries</b>	<b>\$138,871</b>	<b>\$145,139</b>	<b>4.51%</b>
<b>Grand Total</b>	<b>\$1,075,614</b>	<b>\$1,021,164</b>	<b>-5.06%</b>

# Jefferson County Library Service 2014 Payment Schedule

Payments due to all libraries by March 1, 2014

D

Recipient	2014 Payment
<b>Jefferson County Libraries</b>	
Cambridge operational reimbursement for 2014 contract	\$94,634
Dwight Foster/Fort Atkinson operational reimbursement for 2014 contract	\$210,357
plus resource library payment	\$3,386
<b>Dwight Foster Public Library total payment for two 2014 contracts</b>	<b>\$213,743</b>
<b>Jefferson Public Library total payment for 2014 contract</b>	<b>\$116,299</b>
<b>Johnson Creek Public Library total payment for 2014 contract</b>	<b>\$58,586</b>
<b>L.D. Fargo Public Library total payment for 2014 contract</b>	<b>\$96,860</b>
<b>Powers Memorial Library total payment for 2014 contract</b>	<b>\$43,236</b>
<b>Karl Junginger Memorial Library total payment fo 2014 contract</b>	<b>\$32,655</b>
<b>Watertown Public Library total payment for 2014 contract</b>	<b>\$149,176</b>
<b>Irvin L. Young Memorial Library total payment for 2014 contract</b>	<b>\$68,836</b>
<b>Total Jefferson County library payments for 2014</b>	<b>\$874,025</b>

## Adjacent County Libraries

Dane County Libraries	2014 Payment
Rosemary Garfoot Library (Cross Plains) 2014 payment	\$67
Deerfield Public Library 2014 payment	\$1,026
Deforest Public Library 2014 payment	\$34
Fitchburg Public Library 2014 payment	\$147
Madison Public Library 2014 payment	\$8,131
Marshall Community Library 2014 payment	\$2,342
E.D. Locke Public Library (McFarland) 2014 payment	\$18

Monona Public Library 2014 payment	\$595
Stoughton Public Library 2014 payment	\$369
Sun Prairie Public Library 2014 payment	\$1,437
Verona Public Library 2014 payment	\$10
<b>Dane County Total</b>	<b>\$14,176</b>

#### **Dodge County Libraries**

Beaver Dam Community Library 2014 payment	\$475
Horicon Public Library 2014 payment	\$83
Hustisford Community Library 2014 payment	\$33
Juneau Public Library 2014 payment	\$275
<b>Dodge County Total</b>	<b>\$866</b>

#### **Rock County Libraries**

Beloit Public Library 2014 payment	\$72
Edgerton Public Library 2014 payment	\$6,266
Hedberg Public Library (Janesville) 2014 payment	\$7,010
Milton Public Library 2014 payment	\$1,620
<b>Rock County Total</b>	<b>\$14,968</b>

#### **Walworth County Libraries**

Lake Geneva Library	\$53
Matheson Memorial Library (Elkhorn) 2014 payment	\$427
<b>Walworth County Total</b>	<b>\$480</b>

#### **Waukesha County Libraries**

Brookfield Public Library 2014 payment	\$930
Delafield Public Library 2014 payment	\$7,065
Alice Baker Memorial Library (Eagle) 2014 payment	\$8,050
Hartland Public Library 2014 payment	\$2,294
Menomonee Falls Public Library 2014 payment	\$371
Mukwonago Community Library 2014 payment	\$1,799
New Berlin Public Library 2014 payment	\$394
Town Hall Library (North Lake) 2014 payment	\$597
Oconomowoc Public Library 2014 payment	\$76,098
Pewaukee Public Library 2014 payment	\$1,361

Pauline Haass Public Library (Sussex) 2014 payment	\$205
Waukesha Public Library 2014 payment	\$15,485
<b>Waukesha County Total</b>	<b>\$114,649</b>

Adjacent county library payments	\$145,139
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Total payments to libraries	\$1,019,164
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County Library Service Expenses	\$2,000
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County Resource Library Expenses (\$3,386 paid directly to Dwight Foster/Fort Atkinson)	See above
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Total library budget 2014	\$1,021,164
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(Note: this is a *reduction* of 5.06% from 2013)

Documentation of all adjacent county library requests and library addresses are in accompanying spreadsheet