

Library Board Meeting
Thursday September 25, 2025
7 AM
Library Meeting Room
105 Perimeter Rd.
Mount Horeb, WI 53572

Open:

Guest and Public Comments:

Approval of Minutes: August 28, 2025

Treasurer's Report:

- Approval of library bills
- Endowment Fund update

Director's Report

- August Statistics
- Strategic Plan tracking/updates

Agenda Items

- Consider 2026 Library Budget
- Consider authorizing new copier (staff and public) expenses from Library Fund Balance
- Consider signatories for the Mount Horeb Public Library Building Expansion Fund
- Consider Circulation Policy
- Consider donation signage for library interior
- Consider moving Thursday, November 20th Library Board meeting to earlier date in November
- Consider authorizing Library Director to post for clerk position
- Consider Employee Evaluation Process
- Consider **Adjourning to executive closed session** as allowed by WI State Statute 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Re: Employee Compensation)

Reconvene to open session for any action regarding closed session

Future Agenda Items

Adjourn

Director's Report
09.25.25

August statistics (highlights):

- **Total checkouts = 13,759.** In August of 2024, we checked out 13,808 items. * As August comes to a close, we continue to trail 2024 circ numbers by approximately 2.90%.
- **Libby checkouts = 3,516.** In August of 2024 we checked out 2,955 titles.
- **August door count/foot traffic = 10,152.** Last year we had 11,829 visits in August.
- **Library cards issued = 48.** We added 49 cards in August of 2024.
- **Computer sessions = 552.** In August of 2024, we had 615 computer login sessions.

Strategic plan tracking/updates:

Goal 1 initiatives (Staffing/Library Administration):

- We wrapped up staff evaluations in mid-September.
- The Library Board will begin the work of conducting the Library Director's Evaluation.

Goal 2 initiatives (Customer Service):

- We had a lot of good feedback on the recent program "Keeping a Flexible Brain."
- We also had a nice turnout to the Big Read Kick Off on Saturday, September 13th. We gave away over 50 copies right away and all copies (both adult and children) were gone by the end of the week!

Goal 3 initiatives (Outreach and Public Awareness):

- I've signed up to do another outreach presentation at Good Morning, Mount Horeb through the Chamber of Commerce on Wednesday, October 3rd. Come on out if you're able! It's from 8 to 9 AM.
- Following Good Morning, Mount Horeb, my next outreach opportunity will be the Village Trunk or Treat in October. This is held at the Mount Horeb Fire Department. I will be attending this year in Hannah's place to promote the library and hand out some type of treat!
- I am also contemplating if I can give out something for the library at the Rec Dept Creepy Crawl this year on Thursday, October 30th. I think it's the same day as the Village Trunk or Treat.

Goal 4 initiatives (Collections):

- We've currently developed two e-newsletters. (1) The first is to suggest new or favorite titles to our patrons. (2) The second is "The Educator's List" which is a resource of newly available children's materials that we think our community educators will love. Check out our website to sign up: <https://libraryaware.com/4352/Subscribers/Subscribe?showonlyinterestgroups=true>

Goal 5 initiatives (Facility):

- Working with the Village of Mount Horeb, I have everything ready to go for setting up the CD at Old National Bank. I just need the Library Board to determine the signatories for this account and then I can make an appointment with the bank to set up the CD. I will need the signatories to attend the appointment with me.
-

Agenda Items

Consider 2026 Library Budget: I am attaching the revised budget spreadsheet and presentation that I sent out to the Library Board in a weekly update in early September. These revisions came from my meeting with Village Administration. The Finance Director recommended I budget WRS at 7.2% instead

of 7% so I adjusted those numbers. She also recommended decreasing the wages for building maintenance (e.g. Public Works fees) to fit more actual numbers. Lastly I reduced the tech equipment line item slightly so that we are still hovering around reducing the Library Fund Balance by approximately \$14,200 next year.

Village Administration also recommends reducing our Library Fund Balance to be 10% of our operating budget. My current projections have the Library Fund Balance at slightly less than 10% after next year, but we will have a more accurate picture after our year end numbers are finalized.

Consider authorizing new copier (staff and public) expenses from the Library Fund Balance: Please see attached quote. I have determined it is approximately \$5,000 cheaper to purchase the copiers outright rather than to sign a 5-year lease. If the copiers last longer than 5 years, which they typically do – we will see more of a savings.

Consider signatories for the Mount Horeb Public Library Building Expansion Fund: For the Library Endowment Fund, I believe the Library Board President and Vice President are the signatories. Would the Library Board like to move that the President and Vice President are also the signatories for the Mount Horeb Public Library Building Expansion Fund?

Consider Circulation Policy: The Leadership Team has suggested implementing a “no refund” policy for items that are lost, paid for, then found and returned. Our current policy allows a refund up to 6 months after the item has been paid for. Please see the highlighted section on page 4 of the policy.

- Many libraries no longer offer refunds. Libraries that do offer refunds put a limit on the number of refunds each family can have in one year. I think we are too small of a community to need those type of limits.
- Adopting a “no refunds” policy in theory will cut down on the number of people paying for items that aren’t truly “Lost” and save staff time issuing the refund. We will train our frontline staff to inform patrons who want to pay for an item that there are “no longer refunds” right up front, which may curtail patrons pre-emptively paying for a “Lost” item.
- The amount of personnel time involved in issuing a refund overshadows the cost of the refund. For a refund to happen, clerks notify the circulation supervisor. The circulation supervisor prints out all the necessary paperwork. I sign off on the necessary paperwork, scan and submit it to the Library Board Treasurer for approval. Once I have approval from the Library Board Treasurer, I then submit it to the Village Office to cut the check. Sometimes we are going through this process for refunds as little as \$4. If the Library Board wants to continue issuing refunds, I would suggest at least introducing a threshold on the amount we will refund into the current policy.

Consider Donation Signage for Library Interior: Please see attached PDF. I am looking for feedback on which signage example you like the best and if you are comfortable with the wording. With your approval, we will have the signage made for placement between the glass of the interior doors and the storage closet.

Consider moving Thursday, November 20th Library Board meeting to earlier date in November: Would the Library Board consider moving the meeting to Thursday, November 6th at 7 AM, Wednesday, November 13th at 7 AM or Monday, November 17th at 7 AM. If none of the suggested dates work that is totally fine!

Consider authorizing Library Director to post for clerk position: With Cathie Jensen’s retirement at the end of October, will the Library Board authorize me to post for her position this year or would you prefer me to wait until next year. Normally I would be able to do so, but since my projections have us

coming in slightly overbudget this year due to the approved 2025 budget and to cover for an FMLA leave, I thought I had better get approval.

Consider Employee Evaluation Process: The question has been raised as to whether or not we should be sending finalized employee evaluations to Village HR. As we adopt the Village Evaluation process, there is a portion of the evaluation that has Village HR sign off on the eval. However, the Public Library Consultant from DPI recently advised us: *"I would have concerns about moving library employee evaluation outside of the library director and board's supervision. The statutes grant the power to "supervise the administration of the public library" to the library board so that the library's operations remain somewhat insulated from the political concerns of the municipality. I recommend you proceed with caution in that particular area."*

Consider Adjourning to executive closed session as allowed by WI State Statute 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Re: Employee Compensation)

Reconvene to open session for any action regarding closed session

Future Agenda Items

Adjourn

**VILLAGE OF MOUNT HOREB
2025 BUDGET WORKSHEET**

		3.5%	3.5%	1.0%	1.0%	1.0%
LIBRARY FUND		2025	2025	2026	2027	2028
		BUDGET	ACTUAL	BUDGET	BUDGET	BUDGET
REVENUES						
240-437200-000	DANE COUNTY LIBRARY AID	245,789	245,789	258,841	258,841	258,841
	DANE COUNTY LIBRARY AID - PROGRAMMING	0	0			
240-437210-000	OTHER COUNTY LIBRARY AID	29,704	29,714	33,949	33,949	33,949
240-467100-000	FINES - OVERDUE MATERIALS	0	0	0	0	0
240-467110-000	FINES - LOST/DAMAGED MATERIALS	2,000	971	2,000	2,000	2,000
240-467190-000	MEETING ROOM FEES	150	125	150	150	150
240-467200-000	COPY CHARGES (TAXABLE)	5,000	2,419	5,000	5,000	5,000
240-469100-000	MISCELLANEOUS INCOME	2,600	544	2,600	1,200	1,200
240-469200-000	OTHER REV - CHILDREN PROGRAMS	0	500	0	0	0
240-469500-000	OTHER REVENUE-ADULT PROGRAMS	0	0	0	0	0
240-481100-000	INVESTMENT INTEREST	0	842	0	0	0
240-484000-000	COMPENSATION-FIXED ASSET LOSS	0		0	0	0
240-485000-000	CONTRIBUTIONS-OTHER	1,000	1,438	1,000	0	0
240-489100-000	ADDITIONAL REVENUE PRIOR YEARS	0	0	0	0	0
240-492100-000	TRANSFER FROM GENERAL FUND (TAXES)	530,057	392,724	535,357	554,095	573,488
240-492200-000	TRANSFER FROM SPEC REV FUNDS	0	0	0	0	0
	TOTAL REVENUES	816,300	675,067	838,897	855,235	874,628
EXPENDITURES						
OPERATING EXPENDITURES						
240-551100-111	REGULAR WAGES	452,610	189,770	466,162	475,343	489,603
240-551100-112	REGULAR WAGES-BLDG MAINT	4,590	1,338	4,380	4,380	4,380
240-551100-122	OVERTIME	750	0	750	750	750
240-551100-131	HEALTH	62,643	29,636	74,531	96,963	142,445
240-551100-132	DENTAL	3,792	1,813	4,716	4,872	5,040
240-551100-133	LIFE	385	299	746	740	762

VILLAGE OF MOUNT HOREB 2025 BUDGET WORKSHEET		3.5%	3.5%	1.0%	1.0%	1.0%
		2025 BUDGET	2025 ACTUAL	2026 BUDGET	2027 BUDGET	2028 BUDGET
LIBRARY FUND						
240-551100-134	ICI	0	0	0	0	0
240-551100-135	RETIREMENT	24,165	10,163	24,935	24,446	25,079
240-551100-136	FICA	37,938	14,745	35,392	36,454	37,547
240-551100-220	UTILITIES	35,097	13,130	36,150	13,524	37,235
240-551100-240	REPAIRS & MAINT. CONTRACTUAL	37,794	13,580	38,928	13,784	39,512
240-551100-245	OFFICE MACHINE CONTRACTS	2,100	713	2,400	2,544	2,697
240-551100-290	MISCELLANEOUS CONTRACTUAL SERV	49,099	48,354	50,417	51,929	53,487
240-551100-310	OFFICE SUPPLIES	10,100	4,379	10,100	10,100	10,200
240-551100-315	POSTAGE	100	45	100	100	100
240-551100-320	FEES & DUES	1,376	0	1,313	1,353	1,393
240-551100-328	PRINTING & PUBLICATIONS	2,800	448	2,800	2,856	2,913
240-551100-335	TRAINING & MILEAGE	3,500	1,035	3,000	3,000	3,000
240-551100-340	OPERATING SUPPLIES	2,000	1,309	2,060	1,348	2,122
240-551100-390	MISCELLANEOUS EXPENDITURES	1,665	84	1,665	1,665	1,665
240-551100-420	TEEN PROGRAMING	530	122	541	552	563
240-551100-421	ENRICHMENT PROGRAMS	2,465	1,884	2,514	2,564	2,615
240-551100-422	CHILDREN'S PROGRAMMING	1,865	863	1,902	1,940	1,979
240-551100-423	SUMMER LIBRARY PROGRAM	2,355	2,297	2,402	2,450	2,499
240-551100-424	REFERENCE MATERIALS	600	0	600	612	624
240-551100-425	ADULT MATERIALS	30,450	9,824	30,450	30,755	31,063
240-551100-426	BOOKS/PERIODICALS	4,211	3,678	4,211	4,295	4,381
240-551100-427	AUDIO	4,250	1,524	2,300	2,300	2,250
240-551100-428	VIDEO	8,357	3,279	8,000	8,000	6,995
240-551100-429	CHILDRENS MATERIALS	8,700	2,523	8,700	8,282	8,365
240-551100-430	TEEN MATERIALS	3,362	716	3,362	3,396	3,430
240-551100-431	INTERMEDIATE MATERIALS	8,078	1,367	8,078	6,896	6,965
240-551100-432	SOFTWARE/TECH.	3,402	1,127	3,297	3,426	3,460
240-551100-433	DIGITAL MATERIALS	7,103	0	7,156	8,067	8,228
240-551100-434	OTHER MATERIALS	1,100	606	1,100	1,100	1,100
240-551100-511	UNEMPLOYMENT	0	0	0	0	0

VILLAGE OF MOUNT HOREB 2025 BUDGET WORKSHEET		3.5%	3.5%	1.0%	1.0%	1.0%
		2025 BUDGET	2025 ACTUAL	2026 BUDGET	2027 BUDGET	2028 BUDGET
LIBRARY FUND						
240-551100-810	EQUIPMENT	7,282	0	7,500	7,500	7,725
240-551100-820	BUILDING REPAIRS	0	0	0	0	0
	TOTAL OPERATING EXPENDITURES	826,614	360,650	852,659	838,285	952,173
OTHER FINANCING USES						
240-551110-499	REFUND LOST MATERIALS	500	156	500	500	500
	TOTAL EXPENDITURES	827,114	360,806	853,159	838,785	952,673
	NET REVENUES OVER (UNDER) EXPENDITURES	(10,814)	(8,689)	(14,261)	16,450	(78,045)
240-342100-000	FUND BALANCE-BEG. OF YEAR	167,635	167,635	156,821	142,559	159,009
240-342100-000	FUND BALANCE-END OF YEAR	156,821	158,946	142,559	159,009	80,964

2026 Library Operating Budget



Library operating breaks down into the following major categories:

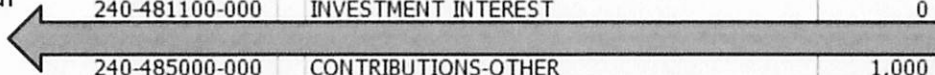
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|---|---|--|---|
| <ul style="list-style-type: none"> • <u>Employees</u> • Wages • Benefits <ul style="list-style-type: none"> • Health • Dental • FICA • WRS • Life • ICI • Continuing Education • Fees & Dues | <ul style="list-style-type: none"> <u>Building Expenses</u> * Utilities * Repairs / Contractual * Office Machine Contracts * Supplies (Library) * Operating Supplies (Village) * Miscellaneous * Equipment | <ul style="list-style-type: none"> <u>SCLS fees</u> * ILS/Tech fee * Maintenance fees * Software /Tech | <ul style="list-style-type: none"> <u>Collection</u> * Adult Materials * Periodicals * Audio * Video * Children's Materials * Teen Materials * Intermediate Materials * Digital Materials |
| | | <ul style="list-style-type: none"> <u>Programming</u> * Adult Enrichment Programs * Teen Programming * Summer Library Program * Children's Programming | |

Let's look at 2025 Budgeted vs 2025 Actual

Revenues

VILLAGE OF MOUNT HOREB 2025 BUDGET WORKSHEET		3.5%	3.5%	3.5%
LIBRARY FUND		2025	2025	2026
REVENUES		BUDGET	ACTUAL	BUDGET
240-437200-000	DANE COUNTY LIBRARY AID	245,789	245,789	258,841
	DANE COUNTY LIBRARY AID - PROGRAMMING	0	0	
240-437210-000	OTHER COUNTY LIBRARY AID	29,704	29,714	33,949
240-467100-000	FINES - OVERDUE MATERIALS	0	0	0
240-467110-000	FINES - LOST/DAMAGED MATERIALS	2,000	971	2,000
240-467190-000	MEETING ROOM FEES	150	125	150
240-467200-000	COPY CHARGES (TAXABLE)	5,000	2,419	5,000
240-469100-000	MISCELLANEOUS INCOME	2,600	544	2,600
240-469200-000	OTHER REV - CHILDREN PROGRAMS	0	500	0
240-469500-000	OTHER REVENUE-ADULT PROGRAMS	0	0	0
240-481100-000	INVESTMENT INTEREST	0	842	0
240-485000-000	CONTRIBUTIONS-OTHER	1,000	1,438	1,000
240-489100-000	ADDITIONAL REVENUE PRIOR YEARS	0	0	0
240-492100-000	TRANSFER FROM GENERAL FUND (TAXES)	530,057	392,724	548,609
240-492200-000	TRANSFER FROM SPEC REV FUNDS	0	0	0
	TOTAL REVENUES	816,300	675,067	852,149

* Investment interest will go to offset our overage this year and doesn't need to be designated.



credit card rebate

Contributions

- \$1,000 Sarah Miller Family
- \$350 Colonero Memorial
- \$50 Charlie Bledsoe Memorial

Slide 3

MS1

MTH, Staff, 7/8/2024

Expenses

2025 Budgeted vs. Actual

		2025	2025	
		BUDGET	ACTUAL	
LIBRARY FUND				
240-551100-111	REGULAR WAGES	452,610	189,770	-\$7,086.66 wages overage
240-551100-112	REGULAR WAGES-BLDG MAINT	4,590	1,338	
240-551100-122	OVERTIME	750	0	\$750 savings
240-551100-131	HEALTH	62,643	29,636	-\$11,783.35 health overage
240-551100-132	DENTAL	3,792	1,813	-\$708 dental overage
240-551100-133	LIFE	385	299	-\$352.78 life overage
240-551100-134	ICI	0	0	
240-551100-135	RETIREMENT	24,165	10,163	\$186 WRS savings
240-551100-136	FICA	37,938	14,745	\$3,063 FICA savings
240-551100-220	UTILITIES	35,097	13,130	\$831 utility savings
240-551100-240	REPAIRS & MAINT. CONTRACTUAL	37,794	13,580	
240-551100-245	OFFICE MACHINE CONTRACTS	2,100	713	\$4,979 contractual savings
240-551100-290	MISCELLANEOUS CONTRACTUAL SERV	49,099	48,354	
240-551100-310	OFFICE SUPPLIES	10,100	4,379	
240-551100-315	POSTAGE	100	45	
240-551100-320	FEES & DUES	1,376	0	
240-551100-328	PRINTING & PUBLICATIONS	2,800	448	
240-551100-335	TRAINING & MILEAGE	3,500	1,035	
240-551100-340	OPERATING SUPPLIES	2,000	1,309	
240-551100-390	MISCELLANEOUS EXPENDITURES	1,665	84	
240-551100-420	TEEN PROGRAMING	530	122	
240-551100-421	ENRICHMENT PROGRAMS	2,465	1,884	
240-551100-422	CHILDREN'S PROGRAMMING	1,865	863	
240-551100-423	SUMMER LIBRARY PROGRAM	2,355	2,297	
240-551100-424	REFERENCE MATERIALS	600	0	
240-551100-425	ADULT MATERIALS	30,450	9,824	
240-551100-426	BOOKS/PERIODICALS	4,211	3,678	
240-551100-427	AUDIO	4,250	1,524	
240-551100-428	VIDEO	8,357	3,279	
240-551100-429	CHILDRENS MATERIALS	8,700	2,523	
240-551100-430	TEEN MATERIALS	3,362	716	
240-551100-431	INTERMEDIATE MATERIALS	8,078	1,367	
240-551100-432	SOFTWARE/TECH.	3,402	1,127	
240-551100-433	DIGITAL MATERIALS	7,103	0	
240-551100-434	OTHER MATERIALS	1,100	606	
240-551100-511	UNEMPLOYMENT	0	0	
240-551100-810	EQUIPMENT	7,282	0	
240-551100-820	BUILDING REPAIRS	0	0	
	TOTAL OPERATING EXPENDITURES	826,614	360,650	

Benefits overages/savings shake out to an approximate overage of \$8,894.97

Overall, we are currently on pace to come in over-budget by \$8,689 (but I think it will be higher) looking at all our savings and overages in various health accounts, wages, and big contractual accounts.

Fund Balance Projections 2025

		2025 budgeted	2025 actual
OTHER FINANCING USES			
240-551110-499	REFUND LOST MATERIALS	500	156
	TOTAL EXPENDITURES	827,114	360,806
	NET REVENUES OVER (UNDER) EXPENDITURES	(10,814)	(8,689)
240-342100-000	FUND BALANCE-BEG. OF YEAR	167,635	167,635
240-342100-000	FUND BALANCE-END OF YEAR	156,821	158,946

Total fund balance needed to make budget in 2025. This is actually slightly less than what we figured we might need. (See \$10,814)

Deduct \$30,000 designated for the Tech fund. Total available funds going into 2026 will be approx. \$128,946. We should consider designating more of the fund balance for future tech since we will spend approximately \$17,500 on new self-checkouts in 2026. And I will recommend taking the new copiers out of this fund as well.

2026 Revenues

2025 BUDGET WORKSHEET		1.0%
LIBRARY FUND		2026
REVENUES		BUDGET
240-437200-000	DANE COUNTY LIBRARY AID	258,841
	DANE COUNTY LIBRARY AID - PROGRAMMING	
240-437210-000	OTHER COUNTY LIBRARY AID	33,949
240-467100-000	FINES - OVERDUE MATERIALS	0
240-467110-000	FINES - LOST/DAMAGED MATERIALS	2,000
240-467190-000	MEETING ROOM FEES	150
240-467200-000	COPY CHARGES (TAXABLE)	5,000
240-469100-000	MISCELLANEOUS INCOME	2,600
240-469200-000	OTHER REV - CHILDREN PROGRAMS	0
240-469500-000	OTHER REVENUE-ADULT PROGRAMS	0
240-481100-000	INVESTMENT INTEREST	0
240-484000-000	COMPENSATION-FIXED ASSET LOSS	0
240-485000-000	CONTRIBUTIONS-OTHER	1,000
240-489100-000	ADDITIONAL REVENUE PRIOR YEARS	0
240-492100-000	TRANSFER FROM GENERAL FUND (TAXES)	535,357
240-492200-000	TRANSFER FROM SPEC REV FUNDS	0
	TOTAL REVENUES	838,897

CHANGES FROM JULY PRESENTATION

- This budget reflects a 1% appropriation from the Village. This is the only thing I've changed from the previous budget, which was a 3.5% increase or \$548,609.
- Looking at a \$13,052 increase from Dane County
- We will also see a \$4,235 increase from Other County Aid
- Village says it will seek a 2.5% increase in wages for Village employees.
- We've learned that health insurance will increase 11% in 2025. The employer is responsible for 88% of the lowest cost plan.
- As a reminder, specific percentage increase in appropriation equates to the following:
 - 1% increase = \$5,301
 - 2% increase = \$10,601
 - 3% increase = \$15,901
 - 3.5% increase = \$18,552
 - 4% increase = \$21,202

In order to provide a 2.5% increase in wages for our library employees (in line with other Village employees) and health insurance increases, we need more than a 1 to 2% increase from our Village.

Municipality Support per Capita Dane County Libraries



**MOUNT HOREB
PUBLIC LIBRARY**

Welcoming everyone to explore, grow & connect.

Library Name	Municipality	2015 Support Per Capita	2015 Population	2024 Support Per Capita	2024 Population
Mount Horeb Public Library	Mount Horeb	\$59.54	7,123	\$64.28	7,967
Belleville Public Library	Belleville	\$90.19	2,390	\$91.79	2,765
Black Earth Public Library	Black Earth	\$73.02	1,368	\$101.19	1,556
Cambridge Community Library	Cambridge	\$41.07	1,464	\$60.73	1,729
Deerfield Public Library	Deerfield	\$56.57	2,423	\$65.60	2,637
DeForest Area Public Library	DeForest	\$49.65	9,223	\$56.98	12,164
E.D. Locke Public Library	McFarland	\$49.42	7,946	\$79.37	9,676
Fitchburg Public Library	Fitchburg	\$60.94	26,321	\$65.89	35,125
Madison Public Library	Madison	\$63.80	242,216	\$74.09	291,037
Marshall Community Library	Marshall	\$45.29	3,864	\$47.91	3,882
Mazomanie Free Library	Mazomanie	\$54.19	1,667	\$53.88	1,816
Middleton Public Library	Middleton	\$60.86	18,810	\$66.93	23,868
Monona Public Library	Monona	\$63.65	7,833	\$79.84	8,867
Oregon Public Library	Oregon	\$47.66	9,575	\$91.11	12,066
Rosemary Garfoot Public Library	Cross Plains	\$66.25	3,696	\$72.54	4,202
Stoughton Public Library	Stoughton	\$44.73	12,698	\$55.79	13,292
Sun Prairie Public Library	Sun Prairie	\$39.23	31,810	\$51.33	39,419
Verona Public Library	Verona	\$57.77	11,871	\$78.97	16,357
Waunakee Public Library	Waunakee	\$52.89	12,901	\$80.72	16,587

Data source: Wisconsin Department of Instruction Public Library Service Data (<https://doe.wi.gov/libraries/public-libraries/data-reporting/service-data>)

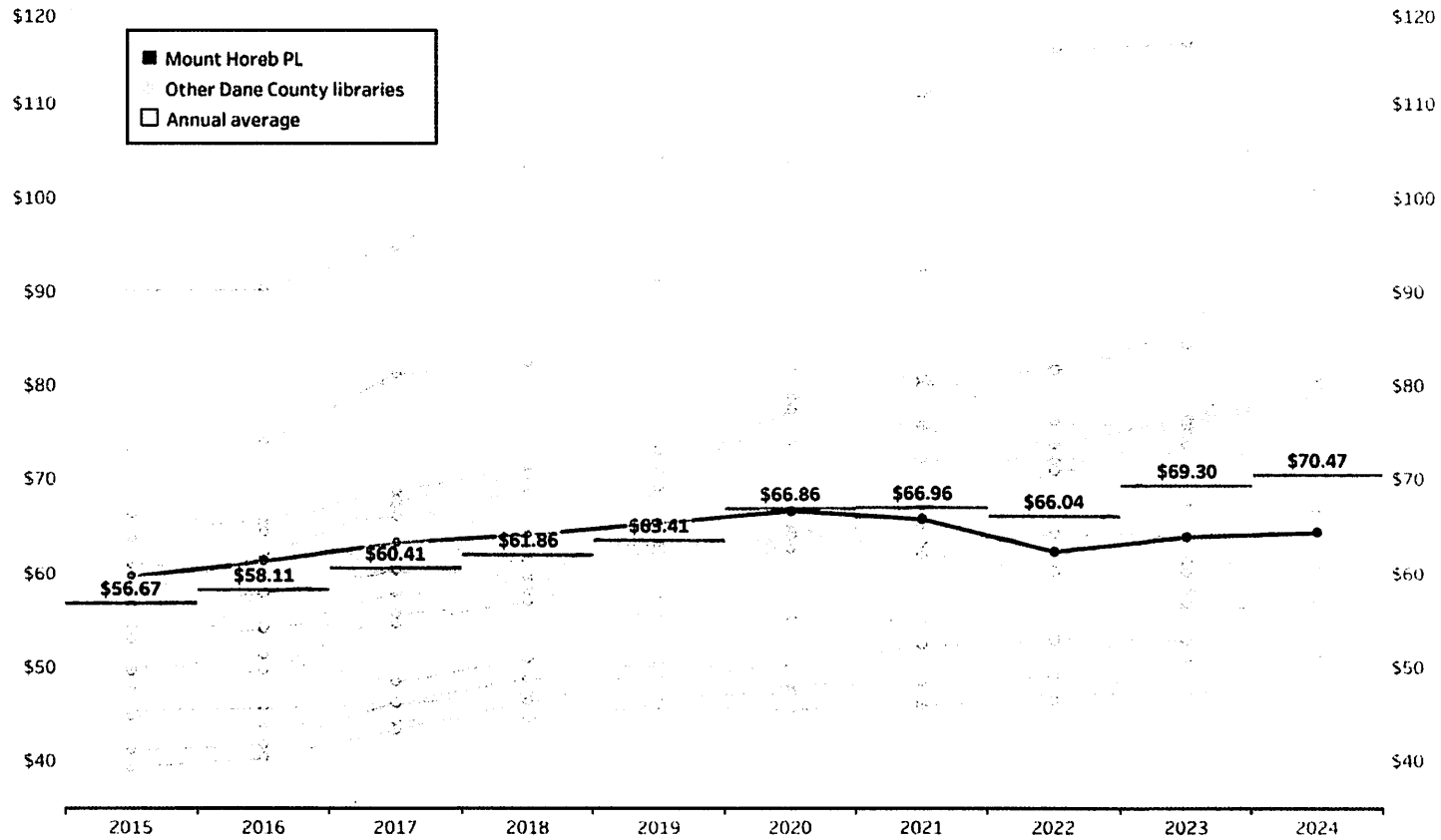
Municipality Support per Capita

Dane County Libraries



**MOUNT HOREB
PUBLIC LIBRARY**

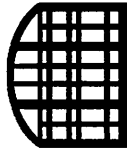
Welcoming everyone to explore, grow & connect.



Data source: Wisconsin Department of Instruction Public Library Service Data (2015-2024) <https://www.wisconsin.gov/education/assessment/assessment-services/public-library-service-data>

Municipality Support per Capita

Annual Rankings | Dane County Libraries

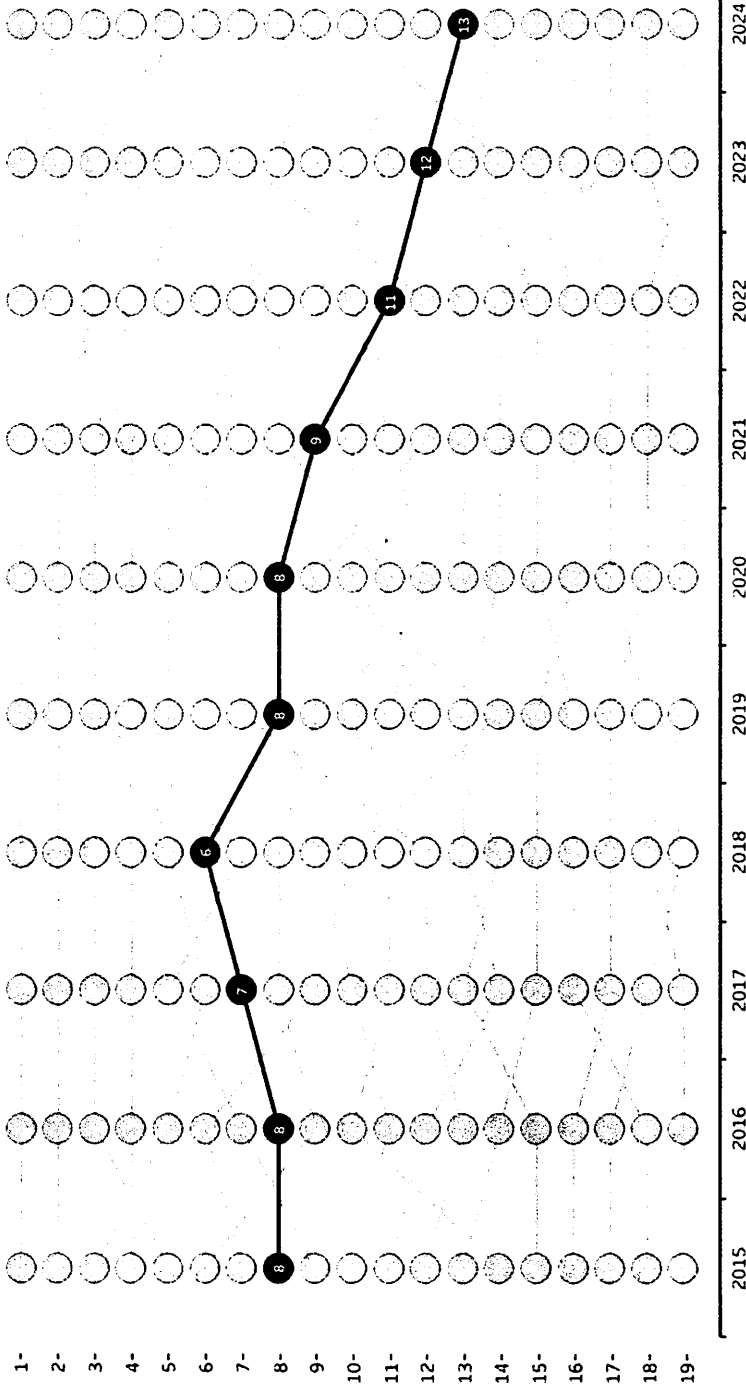


**MOUNT HOREB
PUBLIC LIBRARY**

Welcoming everyone to explore, grow & connect.

■ Mount Horeb PL

○ Other Dane County libraries



Data source: Wisconsin Department of Information Technology, Library Services Data Center. Last updated by: [Name], [Date]

Expenditures

LIBRARY FUND		2026
		BUDGET
240-551100-111	REGULAR WAGES	466,162
240-551100-112	REGULAR WAGES-BLDG MAINT	4,380
240-551100-122	OVERTIME	750
240-551100-131	HEALTH	74,531
240-551100-132	DENTAL	4,716
240-551100-133	LIFE	746
240-551100-134	ICI	0
240-551100-135	RETIREMENT	24,935
240-551100-136	FICA	35,392
240-551100-220	UTILITIES	36,150
240-551100-240	REPAIRS & MAINT. CONTRACTUAL	38,928
240-551100-245	OFFICE MACHINE CONTRACTS	2,400
240-551100-290	MISCELLANEOUS CONTRACTUAL SERV	50,417
240-551100-310	OFFICE SUPPLIES	10,100
240-551100-315	POSTAGE	100
240-551100-320	FEES & DUES	1,313
240-551100-328	PRINTING & PUBLICATIONS	2,800
240-551100-335	TRAINING & MILEAGE	3,000
240-551100-340	OPERATING SUPPLIES	2,060
240-551100-390	MISCELLANEOUS EXPENDITURES	1,665
240-551100-420	TEEN PROGRAMING	541
240-551100-421	ENRICHMENT PROGRAMS	2,514
240-551100-422	CHILDREN'S PROGRAMMING	1,902
240-551100-423	SUMMER LIBRARY PROGRAM	2,402
240-551100-424	REFERENCE MATERIALS	600
240-551100-425	ADULT MATERIALS	30,450
240-551100-426	BOOKS/PERIODICALS	4,211
240-551100-427	AUDIO	2,300
240-551100-428	VIDEO	8,000
240-551100-429	CHILDRENS MATERIALS	8,700
240-551100-430	TEEN MATERIALS	3,362
240-551100-431	INTERMEDIATE MATERIALS	8,078
240-551100-432	SOFTWARE/TECH.	3,297
240-551100-433	DIGITAL MATERIALS	7,156
240-551100-434	OTHER MATERIALS	1,100
240-551100-511	UNEMPLOYMENT	0
240-551100-810	EQUIPMENT	7,500
240-551100-820	BUILDING REPAIRS	0
	TOTAL OPERATING EXPENDITURES	852,659

CHANGES FROM AUGUST PRESENTATION

- Per Finance Director, I should budget 7.2% for WRS. This number has been adjusted.
Per Finance Director, I can budget less for buildi
- Per Finance Director, I can budget less for Regular Wages – Bldg Maint (Village guys)
This number has been adjusted.
- I reduced the overall budget for tech equipment replacement by \$500 to keep us in the same range as far as what we are using from Fund Balance next year. This number has been adjusted.

Fund Balance

	OTHER FINANCING USES	
240-551110-499	REFUND LOST MATERIALS	500
	TOTAL EXPENDITURES	853,159
	NET REVENUES OVER (UNDER) EXPENDITURES	(14,261)
240-342100-000	FUND BALANCE-BEG. OF YEAR	156,821
240-342100-000	FUND BALANCE-END OF YEAR	142,559

Today's budget is no longer balanced and shows a need to decrease the Fund Balance by \$14,261 in 2026.

Slide 11

MS2

MTH, Staff, 7/23/2024

2024-2025 MTH Strategic Plan (2024-2025)

The 2024-2025 MTH Strategic Plan is a living document that will be updated as needed. The plan is a guide for the organization and is not a contract. The plan is a guide for the organization and is not a contract. The plan is a guide for the organization and is not a contract.

Approved by the Board of Trustees

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Fund Balance Review

	Amount
Beginning of 2026 (included Tech Fund)	\$156,821
less 2026 budget balance	-\$14,261
less self-checkouts	-\$17,489
less new copiers	-\$12,039
designated tech as of 8.28.25	-30,000
Possible remaining at end of 2026	\$83,032

- At the September 3 budget meeting with Village Administration, they recommended the library keep a 10% fund balance (10% of operating budget) since the Village agreement with the Library Board is anything over \$5,000 they repair, anything under we repair.
- 10% of the 2026 operating budget (\$853,159) is \$85,315.

Mount Horeb Public Library

Proposed Solution

2 NEW Canon C3930

Prepared by

Mike Polasek

09/02/2025



**GORDON
FLESCH**
COMPANY

Letter of Introduction

Jessica,

We appreciate your interest in partnering with Gordon Flesch Company (GFC). It is our passion to empower your people through technology to meet and exceed your goals and objectives, while providing you with the highest level of customer service.

GFC will assess your current technology objectives and develop strategies to decrease costs and increase efficiencies. This approach emphasizes the importance of aligning your technology investments with your business goals. Working in a systematic, phased approach, we will close the gap between where you are today to where you would like to be. This process can also include right-sizing your fleet, removing inefficient devices, current invoice/contract analysis, technology enhancements, process optimization and total cost of ownership considerations.

We are an independent, privately-owned technology solutions provider **with over 69 years of experience**. We are not limited to any one manufacturer nor restricted to that manufacturer's solution offerings. Our independence allows us to develop solutions that are customized to your needs. We look forward to building upon this partnership and implementing reliable solutions for your company, ensuring the success of our solutions with our unmatched service and support.

Please do not hesitate to contact me if you have any questions or desire any additional information.

Sincerely,

Mike Polasek
Account Executive
o: (608) 577-0665
mpolasek@gflesch.com

Your Local Partner

- Headquarters in Madison, WI
- 29 offices throughout the Midwest
- Live and work in the communities we serve

Wisconsin - Madison (2), Milwaukee (2) and Appleton

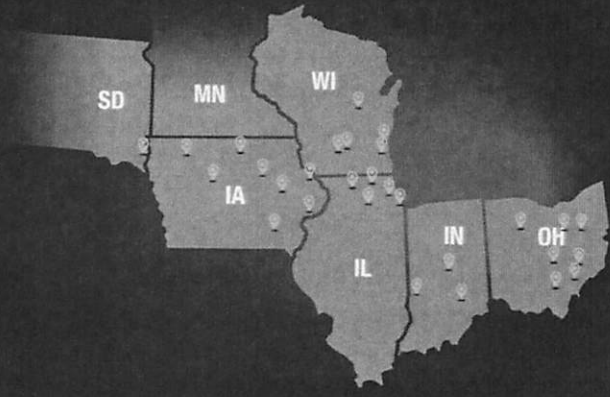
Illinois - Geneva, Chicago, Lake Zurich, Rockford and Woodstock

Indiana - Indianapolis, Columbus and Terre Haute

Iowa - Cedar Falls, Cedar Rapids, Davenport, Dubuque, Fairfield, Fort Dodge, Mason City and Spencer

Ohio - Columbus, Chillicothe, Findlay, Lancaster, Mansfield, Newark and Wooster

South Dakota - Sioux Falls



Technology Solutions Provider

One Vendor

From multi-function and single-function output devices to Managed Voice Services, Managed IT Services and Onsite Services, we simply make it easy do business with GFC. **We worry about Print, Voice and IT so you don't have to!**

In-House Leasing

GFC Leasing was formed to provide a personalized, flexible way for our clients to lease business equipment and services. We offer flexible terms and straightforward end-of lease options and best of all, GFC Leasing will hold the lease for the duration of the contract.

- Flexible leasing terms and no end of term surprises
- Change equipment as business needs change
- Dedicated and personalized team of experts
- Stay up-to-date with the latest technology
- True "Technology as a Service" solutions

Our Products and Services



MANAGED PRINT SOLUTIONS



MANAGED VOICE SERVICES



MANAGED IT SERVICES



OUTPUT MANAGEMENT SOLUTIONS



ONSITE SERVICES

imageCARE⁺ Managed Print Services

GFC can remove the stress of updating, maintaining or repairing your printers so your team can get back to doing what they do best. An imageCARE+ MPS program is designed to:

- Improve print workflow efficiency and security
- Optimize the placement and number of print devices on the network
- Improve supply management and reduce supply waste
- Improve decisions making with clear, informative Business Reviews using PowerBI
- Include powerful data-driven analytics



Managed IT Services

Our **Managed IT** Services team helps clients strategically align technology with their organizational and business goals, empowering them to operate more effectively, efficiently and securely. Our experienced consultants will provide risk analysis, cutting-edge tools and expertise to guard your business against the threat of a cyberattack. When you partner with GFC, you work with a dedicated **Virtual CIO (vCIO)** who serves as your trusted advisor to strategically address your technology challenges. Our Managed IT team will minimize downtime and keep your business hardware and software running at peak efficiency.

Security



Strategy



Solutions



Support



Managed Voice Services

Free your employees to work from anywhere with Elevate, the cloud-based business communications platform that goes wherever you go.

- Business Phones
- Desktop App
- Mobile Devices
- Video Conferencing
- Team Chat
- File Management



Ongoing Service, Support and Security

GFC Service

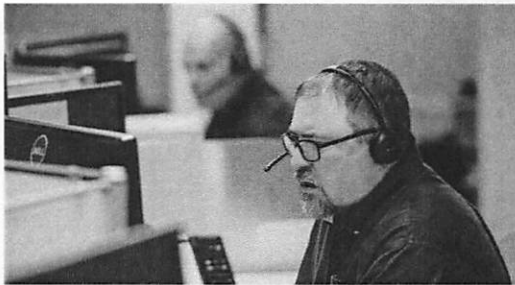
The GFC name is synonymous with customer service. We do not have a "fix it and run" mentality.

- 178 Service Professionals
- 17.9 Years Tenure
- First Call Effectiveness



GFC Support

Since 1997, the Technology and Logistics Center (TLC) has been a key component of our customer service offering. Based out of our Wisconsin facility. The TLC is a modern laboratory equipped with a representative array of our hardware and software solutions.



The center is staffed with trained Systems Engineers each specialized in computer operating systems, print graphics, color correction and data capture. Their combined expertise covers our complete product and solution suite; ensuring you will receive qualified dedicated support when you need it.

With over 40,000 annual calls to the TLC, 98.6% are answered live by a System Engineer and resolved during the first 24 hours.

GFC Security

No matter the size of your business, a Print Security Strategy is critical to every organization. The security experts at GFC can keep you on the right course by conducting an initial security assessment of your print environment and working with you to determine the most practical plan of action. Some of the action items include:

- Perform Configuration Compliance Check
- Create Custom Security Settings
- Hard Drive Encryption
- Hard Drive Erasure
- Trusted Platform Module
- Output Management Software
- Device Management Tools
- Print Job Encryption

GORDON FLESCH COMPANY Security Checklist	
Set-Up Measures <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Upgrade Firmware to Most Recent Version <input checked="" type="checkbox"/> Change Manufacturer Default Admin Password <input checked="" type="checkbox"/> Disable Unused Protocols <input checked="" type="checkbox"/> Disable Unused Services <input checked="" type="checkbox"/> Disable Weak Cipher Levels 	End-of-Life Measures <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Reset to Factory Default <input checked="" type="checkbox"/> Hard Drive Overwrite <input checked="" type="checkbox"/> Certificate of Completion Available Upon Request
Manufacturer Security-by-Design <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Proprietary Operation System <input checked="" type="checkbox"/> Hard Drive Protection <input checked="" type="checkbox"/> Event Log Monitoring <input checked="" type="checkbox"/> Anti-Virus 	Firmware Management Options <ul style="list-style-type: none"> <input type="checkbox"/> Always Up-to-Date <ul style="list-style-type: none"> • Requires compatible devices and access to manufacturers updates • Firmware updates have the potential to temporarily impact performance and functionality <input type="checkbox"/> On Your Own <ul style="list-style-type: none"> • We provide you Customized Management Tools to update your devices on your own schedule. • GFC's Service Technicians will still need to update the firmware when performing most service calls <input type="checkbox"/> Update As You-Go <ul style="list-style-type: none"> • As Service Technicians are onsite and deemed necessary, firmware is updated
Optional Measures <ul style="list-style-type: none"> <input type="checkbox"/> Disabling Thumb Drives <input type="checkbox"/> Hard Drive Destruction* <input type="checkbox"/> Locking Paper Trays* <input type="checkbox"/> Real Time Hard Drive Diagnostics/Erasure* <input type="checkbox"/> Centralized Fleet Management Tools* <input type="checkbox"/> Print Job Encryption* <input type="checkbox"/> Trusted Platform Module <input type="checkbox"/> Custom Security Measures* <input type="checkbox"/> Secure Release* <input type="checkbox"/> Sequential User Tracking* <input type="checkbox"/> Risk Based Routing* <input type="checkbox"/> Mobile Print Management <p><small>*May require additional configurations and/or costs</small></p>	Staying Secure <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Service Technicians Identification for Service Calls Through GFC App or Client Portal <input checked="" type="checkbox"/> GFC Security Council <ul style="list-style-type: none"> • Meets quarterly to discuss any threats that could impact the devices and solutions we manage <input checked="" type="checkbox"/> Security Briefs & Whitepapers Released Periodically Throughout the Year <p>Email _____</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> ImageCARE Business Reviews <ul style="list-style-type: none"> • Review security measures taken to ensure GFC is aligned with your organizational Attitude Toward Security
Company _____	Name _____ Date _____

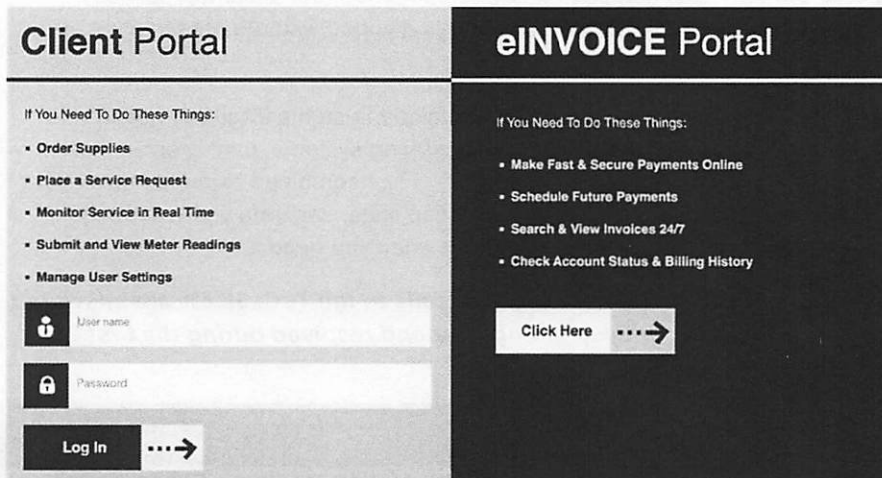
This Security Checklist is for informational and planning purposes only, and should not be construed as a promise to perform by either GFC or the client.

GFC Client Portal and eInvoice Pay Portal

The **GFC Client Portal** places important technology data at your fingertips. This online portal allows you to do the following:

- Access to account information
- Place a service request
- Monitor service in real time
- View service history
- Order supplies
- Make payments and monitor status
- Manage MFP fleets
- Submit and view meter readings
- View equipment information
- Manage user settings
- Set admin permissions
- QR access from printer

While the **eInvoice Pay Portal** is a simple way to manage your account and pay invoices faster. Within the portal you can pay your GFC bills online, review payment history and easily manage your preferred payment method.

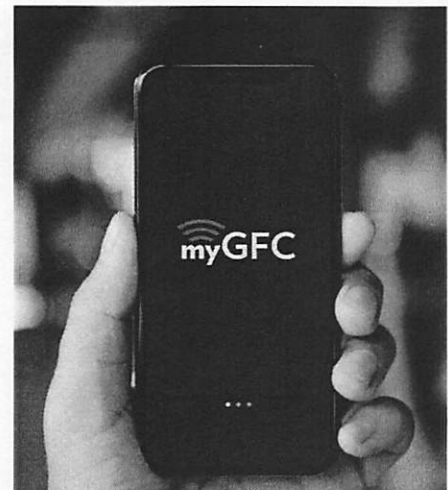


myGFC App

The **myGFC** app makes it easy to manage your business technology needs. Some of the features include:

- Schedule and track a service call
- See what technician is assigned to your service call
- Rate the quality of the service after its completed
- Constant communication with the GFC support team

Download the **myGFC** app from the App Store



Award Winning Industry Leader

2025 Ricoh ProVision Dealer Partner

2024 Canon Top Dollar Volume Award 10 Consecutive Years

2024 Canon Advanced Partner Program

2024 Lexmark Largest Independent Dealer Award

2023 Lexmark Advisory Council Dealer

2024 EFI Platinum Partner

2024 ENX Magazine Elite Dealer

2023 Intermedia Champions Dealer Program, Platinum Status





GFC Recommended Solution

Canon iR ADV DX C3930i

Machine Features

- 30 Images Per Minute - Black & White/Color
- Energy Star Certified
- Quick Startup Mode: 4 seconds
- First Out Time: As fast as 6.1 seconds (B/W) 8.4 seconds (Color)
- (2) 550 Sheet Standard Paper Cassettes
 - Up to 12" x 18" Size Paper and 14 lb. Bond to 80 lb. Cover
- 100 Sheet Stack Bypass
- 10.1" Customizable High-Resolution LCD Touch Screen
- With New Timeline Feature to enhance User Experience
- 200 Sheet Single Pass Document Feeder (up to 270 ipm)
- Maintain Scanning Integrity with Multi-Sheet Feed Detection
- Rapid Jam Recovery
- Advanced Color Network Scanning Features:
- Improved Scanning Security with TLS 1.3
- Single Pass Scanning
- Network Color Scanning to File Folder, E-mail, or FTP
- Scan Directly to Word or PowerPoint
- Scan as PDF Compact - Decreases File Size of Color Scans
- Scan to Text Searchable PDF File Format
- Scan to USB Drive
- Blank Page Removal
- Network Printing - UFR II, PCL, Adobe PS3
- Secure Print Via Mailbox and Print Driver
- 100 User Inboxes
- Mobile Device Printing
- Direct Print via USB Drive
- 3.5 GB Standard RAM + 256 GB Solid State Drive
- 1,200 x 1,200 dpi Resolution
- Enabled with Canon's Unified Firmware Platform (UFP) to ensure regular updates and continuous improvements
- Remote Operator's Kit (for remote troubleshooting & support)
- Integration with existing SIEM systems and McAfee Embedded Control to protect against malware and tampering of firmware and apps
- Enhanced Security Features: Solid State Hard Drive, FIPS140-3 encryption support, Initialize & Lock, Mailbox Password Protection



Photo may not represent final configuration

GFC Solution Investment

Qty	Manufacturer	Model	Description
1	Canon	iR ADV DX C3930i	iR ADV DX C3930i Printer Copier
			Inner Finisher
			Cabinet
1	Canon	iR ADV DX C3930i	iR ADV DX C3930i Printer Copier
			Cassette Feeding Unit

imageCARE Agreement

	BW Images		Color Images	
	Volume	Overage	Volume	Overage
Cost Per Image (CPI)	CPI	0.00985	CPI	0.048

The imageCARE Agreement includes toner, all parts, all labor, travel time, technical updates, preventative maintenance, access to the GFC Help Desk for remote resolution, and firmware updates through GFC's Quality Assurance Program. GFC's imageCARE also provides an automatic meter reading application and 24/7 access to your private customer portal with information and tools. Network connected installations include the services of a Digital Support Specialist to manage system integration and training. Delivery, installation and start-up supplies is included. *Pricing does not include sales tax.*

		<u>60 Month</u>
Monthly Lease Investment (Service/Toner will be separate on a CPI listed above)		\$280.14
Outright Purchase Price		\$12,038.65

Network Consultation, Installation and Support

Network connected installations include the services of a Digital Support Specialist to manage system integration, training & unlimited access to our Technology and Logistics Center (TLC).

Delivery, equipment installation, start-up supplies and training included.

Pricing does not include applicable sales tax. Pricing valid for 30 days.

09/02/2025

Information herein is proprietary and confidential and shall not be used or disclosed without prior written consent of the Gordon Flesch Co.

Next Steps

Thank you for choosing to partner with Gordon Flesch Company. It is our goal to provide you with an exceptional customer experience and ensure you can fully leverage the technology in which you have invested. Below are some of the key milestones we feel are necessary to achieving this goal:

Authorize Agreements

- √ Sign up for the Client Portal <https://forms.gflesch.com/Forms/einfo>
- √ Sign up for Online Billing and to make your payments via eInvoice Portal <https://secure2.billtrust.com/gflesch/ig/signup>
- √ Set up Automatic Meter Readings <https://meters.gflesch.com/Login>

Key Contacts (Name, email, phone)

Primary Contact				
IT Contact				
AP Contact				
AP Distribution Group				
Onsite/Delivery				

Coordinate Successful Delivery

- √ Delivery Coordinator - Collaborate to Determine Implementation Details
- √ Onsite Install Survey
- √ Networking Install Checklist
- √ Coordinate Delivery, Installation & Training

Complete Implementation & Training

- √ Network the Device(s)
- √ Load Necessary Print Drivers
- √ Configure Automatic Meter Readings
- √ Set up Your Dedicated Customer Portal
- √ Configure All Required Device Settings
- √ Selected Key-User Training
- √ End-User Group Training

Thank You

Please let us know if you have any questions, desire a walk-through of our facility, or would like a demonstration of our solution offerings.

Welcome to the GFC Family

Thank you for choosing the Gordon Flesch Company. To ensure you get the most from your new copier, here's everything you need to know:



SET UP AUTOMATIC METER READINGS

GFC requires the use of device software to facilitate Automatic Meter Readings (AMR). This software:

- Improves the accuracy and efficiency of our meter reading processes
- Ensures that monthly meter readings are expedited quickly
- Eliminates the need for unnecessary emails and letters regarding your meter readings.

🔑 **Sign up here:** <https://meters.gflesch.com/Login> or watch for an email from corp.imagecareadmin@gflesch.com with a link to set up your AMR.



STAY CONNECTED WITH THE CLIENT PORTAL

Manage your account easily.

🔑 **Sign up here:** <https://einfo.gflesch.com>

With the Client Portal, you can:

- Request or View Status of a Service Request for your machine
- View Recent Service History
- Order and Track Supplies
- View and Manage your account information



PAY INVOICES ONLINE

Once you receive your first invoice, register for the **eInvoice Portal** to pay bills securely and conveniently.

🔑 **Sign up here:** <https://einfo.gflesch.com>



NEED ASSISTANCE? WE'RE HERE TO HELP!

Onsite Service Requests: Submit through the Client Portal or call **866.680.2679**

Software Support: Call the GFC Technology Support Center at **888.432.5556**

Supplies: Order through the Client Portal or call **866.680.2679**



Helpful Tip: Keep your machine ID handy! It's on the sticker located on your machine.

Contract questions:

Regarding maintenance contracts to include meter reads and invoicing.

- In WI, IA, SD & IL call **866.681.2679**
- In OH & IN call **877.457.5877**

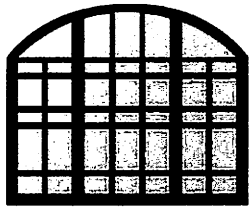
GFC Leasing Questions: Call **800.677.7877**



RECYCLING

Learn more about our recycling options and help us stay green by visiting our website:

gflesch.com/customer-support/recycle-services



MOUNT HOREB PUBLIC LIBRARY

105 PERIMETER ROAD
MOUNT HOREB, WI 53572

(608) 437-5021
MHPL@MOUNTHOREBWI.INFO
WWW.MHPL.ORG

Circulation Policy

- I. Purpose of Policy
- II. Eligible Card Holders and Library Card Types
- III. Statement of Responsibility
- IV. Limitations on Borrowing
- V. Return of Library Materials
- VI. Holds
- VII. Loan Periods
- VIII. Overdue Materials
- IX. Lost or Damaged Materials
- X. Insufficient Funds
- XI. Confidentiality of Library Records
- XII. Library Theft Law

I. Purpose of Policy

A. In keeping with our mission, “Welcoming everyone to explore, grow, and connect,” the Mount Horeb Public Library strives to maintain the most liberal lending policy possible.

B. Mount Horeb Public Library is a member of the South Central Library System (SCLS). Some provisions of this policy are formulated to comply with requirements of this membership.

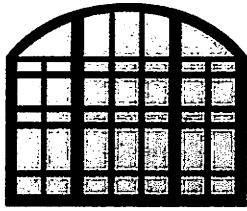
C. This policy is designed to ensure all users have equitable access to the services and materials of the Mount Horeb Public Library regardless of race, color, sex, national origin, age, religion, sexual orientation, or disability.

II. Eligible Card Holder

A. Library Card Types

Standard Library Card	Residents of Dane County and all other Wisconsin counties except Milwaukee are eligible for a card at no cost for first time card recipients after presenting current identification. Proof of residence is required for full library privileges.
Temporary/Limited Use Card	Temporary/Limited Use Cards will be applied to patrons staying at a given address for 90 days or less. This card type restricts the users to a three-item checkout limit and a two-item holds limit.
Web Use Only Card	If proof of address cannot be provided for either a temporary or permanent address, a Web Use Only card will be issued.
Educational/Institution Card	Village of Mount Horeb community organizations, city departments, and the Mount Horeb Area School District may be issued organizational borrowers cards for use by authorized individuals.

B. The library issues cards to individuals and organizations such as schools, day cares and nursing homes. Standard cards are issued for a four-year period. Mount Horeb library cards are good at all public libraries within SCLS.



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C. Any resident of the State of Wisconsin, except Milwaukee residents, are eligible to receive a Standard card. All applicants 16 years of age and older must present a photo ID and proof of address. Applicants between the ages of 16 and 18, if guardian is present, may use guardian's ID and signature. Examples of identification and proof of address include a driver's license or Wisconsin ID card, checkbook, or mail.

D. Registered library card holders are responsible for informing the library of any name, address, phone, or status changes.

E. Regularly used Library cards expire every four years and may be renewed at that time. Cards not used for two (2) years will expire. Patrons who do not use their card within one (1) year after the expiration date will have their registration purged from the system—provided they do not have outstanding lost or damaged fees—and will have to reapply for a card.

F. Only one card will be issued to each individual/institution/organization.

G. Cards may be issued to children of any age. Applicants 15 and under must have a parent or guardian signature on the application form and the parent/guardian must be present at the time of application. Guardians may contact the library to make a special arrangement if they are not able to accompany their child at the time of application. Parents/Guardians applying for cards for multiple children must have each child present at the time of application. Children residing in dual households will be issued only one card.

H. Daycares, teachers, or babysitters may bring pre-signed applications by the parent or legal guardian. Each child must be present to be issued a card.

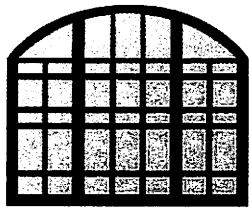
E. Upon turning 16, the existing card will be considered "adult" status whereby the cardholder will be the one responsible for the materials checked out on the card.

K. Homebound: Any Mount Horeb resident who finds it difficult or impossible to visit the library in person because of temporary or permanent physical disability is eligible for Homebound Delivery Service through Dane County Library (DCL). This service is available as long as the resident is homebound. The library user's existing library card will be switched to HOMEBOUND status.

Walking Books: Mount Horeb Public Library also partners with the Friends of the Library to provide library service to those library patrons who are permanently or temporarily homebound. Homebound patrons have their own cards; those cards may be used by a volunteer to check out materials for the homebound patron. Participants in "Walking Books" will not be assigned the DCL "Homebound" status in the system.

L. Village of Mount Horeb departments, community organizations, and the Mount Horeb Area School District may be issued organizational borrowers' cards for use by authorized individuals.

1. The head of the organization must sign the application form and supply identification for the organization and list of authorized individuals. The organization assumes responsibility for any library materials checked out on the card.
2. These cards will be issued for four years. Card renewals are possible as long as organizations remain in business. It is the responsibility of the head of the organization to inform the library of staff changes.
3. Materials for personal use may not be checked out on the card. Abuse of this privilege will result in the head of the organization being notified and/or revocation of the organization's card.



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M. Milwaukee County Federated Library System has not negotiated an approved reciprocal borrowing agreement with South Central Library System. We may opt to assign residents of Milwaukee County a temporary card.

N. Mount Horeb Public Library may issue temporary library cards (expiration date set for anywhere from 3 weeks – 3 months on a case-by-case basis) for out-of-state or Milwaukee patrons.

III. Statement of Responsibility

A. Patrons are responsible for all materials checked out on their library card. Patrons are encouraged to handle materials carefully to ensure their longevity and usability. Please see section IX pertaining to Lost or Damaged Materials.

B. MHPL is not responsible for any damage to the borrower's media devices. Patrons who use library materials with media devices assume all risk of loss or damage to such devices caused by media items.

IV. Limitations on Borrowing

A. Library patrons should bring their cards to the library for each visit. If a patron forgets their library card, they may use a valid photo ID to check out materials with library staff.

B. Any patron with fees in excess of the library's suspension limit (\$20.00) may not check out materials until the balance is less than the \$20.00 threshold.

C. Reference materials, newspapers, in-house video games, and the current issues of magazines are non-circulating and may not be checked out.

D. The responsibility for the use and circulation of library materials by children rests with their parents and/or guardians. No borrowing restrictions are placed on children once their parents have signed the application form.

E. Patrons may have 100 items checked out, and 75 holds on their account at one time.

F. Mount Horeb Public Library reserves the right to refuse the loaning of equipment and items requested through Outerlibrary loan (OLL) to patrons who fail to follow borrowing guidelines.

G. Patrons may request items through Outerlibrary Loan (OLL) which is outside of the SCLS Consortium. Loan periods and renewals are contingent upon the owning library. Mount Horeb Public Library has no authority over these items.

H. Patrons must abide by the copyright law of the United States (Title 17, U.S. Code)..

V. Return of Library Materials

A. Mount Horeb Public Library materials may be returned to any SCLS public library or bookmobile. Materials returned to non-SCLS public libraries remain the responsibility of the patron.

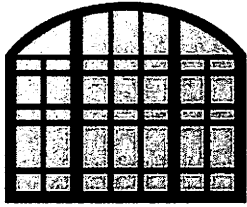
B. If patrons do not return OLL items on time, they may be barred from utilizing the OLL system.

VI. Holds

A. At age 16, juvenile patrons can request to update their holds authorization.

B. When Patrons place items on hold, they will automatically be placed at the end of the waiting list.

C. Once received at the library, a hold remains on the hold shelf for a patron for 8 days (including Sunday).



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- D. To protect a patron's privacy, holds can only be checked out by the patron requesting them or by an authorized card user (with staff assistance). A patron must complete the Holds Pickup Authorization Form to authorize others to check out their holds. To checkout holds on the self-check machines it is necessary to use the card of the patron who placed the hold. The self-check machines will not recognize other names/cards, even those listed on the Holds Pickup Authorization Form.

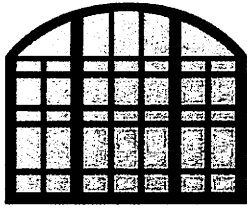
VII. Loan Periods

<u>Item</u>	<u>Loan Period</u>
Feature Films (including Lucky Day), Lucky Day CDs, Laptops, Spheros	7 days
Lucky Day Fiction Books, New Adult Fiction	14 days
Magazines	14 days
Music CDs, Software, Audiovisual equipment	14 days
Busy Boxes, Teaching Kits, Daycare Kits	14 days
Books (Fiction & Non-fiction); Lucky Day Non-fiction	28 days
Non-feature Films (Non-Fiction)	28 days

- A. A renewal period of the same length as the initial loan period is granted for any item, unless it has been placed on hold for another person. Items may be renewed twice. Renewals retain the borrowing rules of the library where the item was initially checked out. Renewal items do not have to be in-hand to be renewed unless they are Lucky Day items.
- B. Renewal is granted on Lucky Day items, but renewals must be made in person at the Circulation Desk and may be renewed once.
- C. Renewal is not granted on laptops.

VIII. Overdue Materials

- A. Materials are considered overdue if not received by the date due. The library does not charge daily fines on items checked out at the Mount Horeb Public Library. Materials returned in the library book drop when the library is not open are considered to have been returned on the last open day of the library.
- B. Library users with an active email address on their account will receive an overdue notice when items are 14 days and 26 days late. An advanced notice email may be sent two days prior to items being due with a valid email address. Library users may opt out of email notification.
- C. Materials that are 29 days overdue will automatically be converted to "lost" status. When materials convert to "Lost" status, the system automatically adds the replacement fee for the item to the patron's account. This replacement fee is automatically removed from the patron's account once the item is returned. Materials must be returned or lost fees paid to resume card privileges.
- D. ~~If a patron has returned a lost item that they have paid for, they will be eligible for a full refund up to 6 months after the original payment as long as the item is in good condition.~~ No refund will be issued for a lost item returned to the library after payment has been made.
- E. If a patron believes that the material checked out on his/her card was returned, the library can put a "claims returned" on the item, and it is removed from the patron's financial record. Patrons may only be granted three "claims returned" items on their account per year.



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- F. The library will comply with all Discharge of Debtor decrees by Bankruptcy Courts. Only fees on materials as of the date of the decree will be cleared and suspensions removed.

IX. Lost or Damaged Materials

- A. Patrons are responsible for all materials checked out on their library card. A patron is required to pay for material which becomes lost or has been damaged while checked out. The library does not accept replacement copies of lost or damaged material. Generally, the replacement cost listed in the LINK catalog for materials is the current list price. This replacement cost may include a processing fee.
- B. The Library reserves the right to offer a one-time fee forgiveness waiver for patron's under age 18 if the following conditions are met:
- Lost/Damaged item(s) must be owned by Mount Horeb Public Library, not another library.
 - Fees must be \$100 or less.
 - Fees must be more than one year old.
 - Fees are blocking patron's ability to use the library.
- C. The Library reserves the right to offer a one-time fee forgiveness waiver for patrons 18 and older if the following conditions are met:
- Lost/Damaged items(s) must be owned by the Mount Horeb Public Library, not another library. If this information is not available, staff will inquire of the South Central Library System to find this information.

X. Insufficient Funds

- A. If a patron bounces a check, the amount bounced will be placed back on the patron's account. Additionally, if the bank charges the library an insufficient funds charge for the bounced check, this fee will be passed on to the patron.
- B. After a check is returned from the bank for insufficient funds, payments to clear charges must be made in cash or money order.

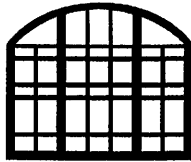
XI. Confidentiality of Library Records

- A. Please refer to Mount Horeb Public Library's Privacy Policy found at <https://www.mhpl.org/policies>.

XII. Library Theft Law

- A. Please refer to the Village of Mount Horeb, Municipal Code, Chapter 9.14.

This policy replaces any previous policy regarding circulation; Latest revision by the Library Board April 27, 2023.



MOUNT HOREB PUBLIC LIBRARY

--In addition to traditional avenues of giving,
please consider donating through estate
planning, charitable gift annuities, retirement or
insurance accounts

Ways to donate:

<i>Mount Horeb Public Library</i>	<i>Mount Horeb Public Library - Building Fund</i>	<i>Mount Horeb Public Library - Endowment Fund</i>	<i>Friends of the Mount Horeb Public Library</i>
Donations are tax deductible	Donations are tax deductible	Donations are tax deductible	Donations are tax deductible
Managed by the Library Board, Library Director, and Staff	Managed by the Library Board and Library Director	Managed by the Library Board	Managed by the Friends of the Library
The operating budget is prepared by the Library Director with staff input; approved on an annual basis by the Library Board and Village Board.	A separate account set aside for donations specifically given toward the library's future expansion project.	The Endowment Fund is a separate fund that exists to support the library via innovative projects above and beyond operating costs.	A 501c3 organization; The Friends host several fundraisers, accept donations, and manage finances each year.
Contributions go toward annual expenses.	Contributions go toward a planned expansion for a programming space, larger community Meeting Room and Children's Department	Contributions support innovative technology and programs (e.g. Minecraft Club, Libby Advantage, and the Meeting Room equipment)	Contributions support collections, programs, technology, and other needs above and beyond the operating costs.

DONATE TO YOUR LIBRARY

Tailor a gift to meet your financial, estate and tax plans.

Mount Horeb Public Library

- Contributions assist with annual expenses.
- Managed by the Library Board, Library Director, and Staff.
- The operating budget is prepared by the Library Director with staff input; approved on an annual basis by the Library Board and Village Board.

Legacy & Estate Planning

- There are many ways to contribute, including Retirement Plan Assets, Bequest by Will, Life Insurance and Charitable Gift Annuity. Please talk with us.

Library Building Fund

- Donations go towards a planned expansion to better serve our community. Designs include a dedicated programming space, larger community Meeting Room and expanded Children's area.
- Managed by the Library Board and Library Director.
- A separate account held by the Village for this purpose.

Library Endowment Fund

- Your support helps provide innovative technology and special programs that benefit all ages. (e.g. Minecraft Club, Extra items in Libby for MHPL patrons, and the Meeting Room equipment).
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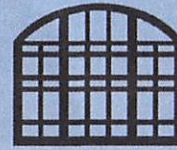
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- Managed outside of the Library. The FOL is a 501 c(3) organization that hosts fundraisers, handles books sales and accepts donations.

Check out materials! Our funding is based on circulation.

WAYS TO DONATE



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Welcoming everyone to
explore, grow & connect.

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