VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

LIBRARY BOARD

Monday, August 6, 2018 **5:15 PM** **E.D. Locke Public Library**

AGENDA

1. CALL TO ORDER

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS
   a. Approval of the draft minutes of the July 2, 2018 Library Board meeting

   b. Approval of the July 2018 general fund bills and trust fund bills.

4. INFORMATION ITEMS
   a. 2018 Budget Update

   b. Director's report
   Library Systems report
   Friends' Report
   Endowment Report

   c. Monthly Report

5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
   a. Trustee Continuing Education Opportunities

   b. SCLS Technology Agreement

   c. 2018-2023 Strategic Plan

   d. Video Surveillance Policy

   e. Ukulele Policy

   f. Eligibility for Benefits policy

   g. Holidays Policy

   h. Waiving Fines

6. ADJOURNMENT

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 6, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the draft minutes of the July 2, 2018 Library Board meeting**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Minutes 2018-07-02

LIBRARY BOARD – MINUTES
July 2, 2018

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

Library Board President Peter Sobol called the Library Board meeting to order at 5:15 p.m. at E.D. Locke Public Library, Room 103.

1. The minutes from the June 4, 2018 board meeting were approved on **motion** by Machtan, second by Payne and carried unanimously.

2. The June 2018 General and Trust Fund bills totaling $19,620.75 were approved on **motion** by Richards, second by Mandli and carried unanimously.

3. Kelly Heasty discussed her responsibilities as the Circulation Supervisor and the policies of the Circulation Department.

4. The 2019 budget priorities were discussed including the possibility of adding an additional Youth Services Librarian position. This position would allow the library to increase services to school age children, teen agers, and families where both parents work during the day. There have been a lot of patron requests for more STEAM programs for school age and teen kids, evening story times, weekend programs, and book clubs.

5. The Notary Policy was approved with modifications (the board requested that the item requiring that the documents be presented unsigned and the item requiring documents be filled out be combined for clarity) was approved on **motion** by Mandli, second by Lytle and carried unanimously.

6. The meeting was adjourned at 6:50 p.m. on **motion** by Machtan, second by Payne and carried unanimously.

Respectfully submitted,
Heidi Cox, Library Director

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 6, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the July 2018 general fund bills and trust fund bills.**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. General Fund Bills

General Fund Bills

Alliant Energy	$2,685.24	Utilities
ARAMARK	$188.60	Mat Rental
BAKER & TAYLOR BOOKS	$4,294.82	Books
BARTELL, CHAD	$500.00	Park Grand Opening
CALLIOPE ICE CREAM	$90.00	Park Grand Opening
CORPORATE BUSINESS SYSTEMS	$346.41	Copier Lease
FOX VALLEY GHOST HUNTERS	$100.00	Programs
FRONTIER	$70.39	Phone Bill
GEIGER INC	$596.57	Jackets
HARKER HEATING & COOLING	$3,626.00	HVAC
JOHN HEASLEY	$360.00	Programs
MARIS ASSOCIATES	$208.48	Books
MICROMARKETING LLC	$454.96	Audio Books
UNIQUE MANAGEMENT SERVICES INC	$44.75	Collection Services
WISCONSIN PRINTING	$186.25	Thank You Cards
(blank)		
Grand Total	$13,752.47	

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 6, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2018 Budget Update**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2018 Budget Update

2018 Budget Update

REVENUES		Budget Amount	May Actual	June Actual	July Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		$ 500,000.00	$ -			$ -	0.00%		
County Library Aids		$ 258,000.00	$ 258,044.00			$ 258,044.00	100.02%		
Adjacent County		$ 500				$ 209.36	41.87%		
Library Fines		$ 14,000	$ 1,251.03	$ 1,375.07	$ 610.35	$ 7,255.35	51.82%	58%	$ 7,875.00
Library Donations		$ -				$ -			
Miscellaneous Income		$ 5,000	$ 404.05	$ 521.25	$ 271.80	$ 2,978.60	59.57%	58%	$ 2,916.67
		$ 777,500.00	**$ 259,699.08**	**$ 1,896.32**	**$ 882.15**	$ 268,487.31	**34.53%**		
Expenditures						$ -			
Salaries	110	$394,000.00	$ 30,273.31	$ 30,769.61	$ 30,307.69	$ 227,263.88	57.68%	58%	$ 229,833.33
Coverage	112	$10,000	$ 462.81	$ 689.13	$ 769.23	$ 5,412.87	54.13%	58%	$ 5,833.33
Wage Adjustment		$7,500						58%	
Social Security	151	$31,500	$ 2,197.21	$ 2,252.52	$ 2,423.08	$ 16,919.45	53.71%	58%	$ 18,375.00
Health Insurance		$99,500	$ 8,111.11	$ 8,111.11	$ 7,653.85	$ 56,320.51	56.60%	58%	
Retirement		$24,250	$ 1,801.64	$ 1,792.00	$ 1,865.38	$ 13,556.48	55.90%	58%	
Other Fringe Benefits	152	$ 2,000	$ 73.84	$ 91.40	$ 73.84	$ 539.32	26.97%	58%	$ 1,166.67
Total Personnel		**$ 568,750.00**	**$ 42,919.92**	**$ 43,705.77**	**$ 43,093.07**	$ 327,256.51	**57.54%**	58%	**$ 331,770.83**
Janitorial	210	$ 23,250	$ 1,261.53	$ 1,261.53	$ 1,261.53	$ 8,830.71	37.98%	58%	$ 13,562.50
Unique	215	$ 500	$ 47.40	$ 27.90	$ 44.75	$ 245.35	49.07%	58%	$ 291.67
Utilities	220	$ 28,000	$2,262.47	$ 2,279.71	$2,685.24	$ 14,953.45	53.41%	58%	$ 16,333.33
Telephone	225	$ 1,250	$63.50	$ 70.39		$ 401.85	32.15%	58%	$ 729.17
Facility Maintenance	240	$ 14,000	$1,612.97	$ 1,013.13	$3,720.30	$ 11,684.56	83.46%	58%	$ 8,166.67
Equipment Maintenance	241	$ 8,250	$371.63	$ 4,586.04	$346.41	$ 6,405.48	77.64%	58%	$ 4,812.50
Link System	295	$ 43,000				$ 42,915.68	99.80%	58%	
Electronic Resources	296	$ 7,000				$ 5,264.07	75.20%	58%	$ 4,083.33
Total Services		**$ 125,250.00**	**$ 5,619.50**	**$ 9,238.70**	**$ 8,058.23**	**$ 90,701.15**	**72.42%**	58%	**$ 47,979.17**
Office Supplies	310	$ 5,000	$ 45.00	$ 415.72	$ 782.82	$ 4,273.86	85.48%	58%	$ 2,916.67
Postage	315	$ 250		$ 17.46		$ 25.71	10.28%	58%	$ 145.83
Dues	320	$ 250				$ 225.00	90.00%	58%	$ 145.83
Education & Travel	330	$ 3,750	$ (140.80)	$ 358.84		$ 1,916.56	51.11%	58%	$ 2,187.50
Operating Supplies	340	$ 1,500		$ 353.25		$ 847.34	56.49%	58%	$ 875.00
Specialized Supplies	345	$ 4,000	$ 334.47			$ 817.35	20.43%	58%	$ 2,333.33
Programs	350	$ 3,000	$ 425.00	$ 1,137.25	$ (775.00)	$ 2,494.85	83.16%	58%	$ 1,750.00
Audio Visual	396	$ 12,000	$ 428.35	$ 979.66	$ 114.98	$ 4,884.15	40.70%	58%	$ 7,000.00
Collections	395	$ 53,250	$ 2,173.45	$ 5,106.56	$ 1,635.31	$ 29,918.37	56.18%	58%	$ 31,062.50
Other Total		**$ 83,000.00**	**$ 3,265.47**	**$ 8,368.74**	**$ 1,758.11**	$ 45,403.19	**54.70%**	58%	**$ 48,416.67**
Total Budget		**$ 777,000.00**	**$ 51,804.89**	**$ 61,313.21**	**$ 52,909.41**	**$ 463,360.85**	**59.63%**	58%	**$ 453,250.00**

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 6, 2018**

SECTION: **Staff Reports**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Director's report**
Library Systems report
Friends' Report
Endowment Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report 7-2018

E.D. LOCKE PUBLIC LIBRARY
DIRECTOR'S REPORT
July 2018

July Highlights:

- **HVAC –** All of the spring maintenance and equipment checks have been completed. July was a quiet month for the HVAC.
- **Security Plan Implementations**
    - **Door Locks –** almost complete. We're waiting for more of the FOBs to be delivered. Then we will be able to issue them to cleaning staff and take the keys back.
    - **Video Cameras –** cameras have been installed but can only be viewed from the monitor that is attached to the recorder. Boldtronics is working with SCLS so that we'll be able to view the cameras from our desktop computers.
    - **Panic Buttons –** the panic buttons have been installed. We're waiting for Boldtronics to setup the phone line. When one of the buttons is pressed, the monitoring system will call 911, then the Police Chief, the main phone number of the Police Department, then me, then Matt Schuenke.
- **Village Facilities -** Mary Pat will give an update
- **Park Grand Opening –** The park grand opening was a huge success. We think we served ice cream to about 200 people.
- **Endowment –**
    - **Events –**
        - The Endowment committee is currently planning a kick-off celebration for the fundraising campaign. The event has been rescheduled scheduled for Saturday, September 29 at 7pm.
        - Beer Floats Event – August 23rd at 7pm. Tickets are $20 each.
    - **Fund Raising** - as of August 2, we haven't received a Fund raising report from the Madison Community Foundation.
- **Friends** –The Friends are looking for ways to add benefits of membership and to try to increase the number of people who are members. They have also begun planning for the September pie making and pie sale.
- **Systems Report** –
    - The PLSR (Public Library System Redesign) project has gotten the project down to two models. From their website: "Preliminary Model W is based on keeping the current regional system structure with improving funding and system service standards. Preliminary Model Y would result in a 6-8 regional system model under a statewide services umbrella creating a statewide service philosophy with a more formalized regional structure." For information visit www.plsr.info
- **Shelvers** – Katie Weiss and Maddie Sears are planning on leaving our employment at the end of August so we're currently in the process of hiring two or three new Shelvers. We're finding that the best kids are involved in school activities and can't fill all of the shifts we would like them to. We're currently investigating breaking the two shifts into three to make them more flexible for busy students.

- **Youth Services Assistant** -- **Jessica** McCarlson has gotten a new full-time position as a Youth Services Librarian in Reedsburg. We are currently in the process of hiring a new assistant.
- **Badgernet upgrade** – The state who oversees the Badgernet project is in the process of switching us from Frontier fiber optic to AT&T (who has subcontracted it out to Charter). We were switched to the new network on July 25th. We immediately saw a dramatic increase in our upload speeds.
- **Security Issue** – Two juveniles were observed on video tampering with the games computers in the children's room and Heidi called the parents.

Assistant Director highlights (Linda Stuckey)

- Attended CMS (collection maintenance subcommittee) on 7-11-18.
- Technology services ordered two new computers (staff and patron Internet). The left check-in computer may be experiencing hard drive issues too.
- The ukulele kits have been received and will soon be ready for check out. Some donated board games will also be circulated soon.
- Storage of holiday book-and-CD kit bags in the workroom has been implemented as we are out of display space.
- Weeding of adult nonfiction, particularly of 600-900 (gardening, cookbooks, crafts and sewing, biography and history) was completed by Heidi. Staff lined out the barcodes, and scanned the ISBNs for better world books. About 15 boxes were sent.
- Weeding of juvenile nonfiction was also completed.
- The electric doors including accessibility are working again.
- The library needs more fobs for staff extras, public works, and the janitorial staff.
- Staffing challenges: Kelly was gone a week (family death). Two shelvers and the Youth Services assistant are leaving. We spent a lot of time rearranging schedules and trying to find subs.

Youth Services highlights (Heather Kent)

Storytimes:

- Storytime continued through the month of July. A new record for Tuesday storytime was reached on July 17th when we had 65 children attend!

Teens:

- Wednesday, July 18 was the second Teen Time program which offered fandom crafts to make. Participants were able to take their favorite fandoms and create buttons, pencil cases, and origami.

Programming:

- Thursday, July 5th we had popcorn and showed the new movie version of "A Wrinkle in Time."
- Art Cart Extra! came on Saturday, July 13th. Participants created paper triangle mobiles that were designed by the artists working with the Art Cart.
- Tuesday, July 10th and Tuesday, July 24th we had Read to Dogs in the afternoon. This program has done so well this year – with much higher attendance than in the past. Daisy and Kay are wonderful and are willing to stay as long as it takes for each child to get a chance to read.
- July 11th was Some Fun: Spy School. This is a program designed for students in grades K-5. Jessica McCarlson, the youth services assistant, designed and ran these programs this year. The participants had fun creating code names, creating secret messages, and examining finger prints.
- Ken Lonnquist came on Thursday, July 12th and had the kids tapping their toes to some of his wild songs that he sings.
- Local K9 celebrities, Dash and Copper, came and performed on July 19th to a very packed room. Their owner Sharon is a McFarland resident who is very happy to share her dog's many talents. From dancing to agility, they had the audience enraptured.
- Saturday, July 21st we held our second Saturday Crafternoon of the summer. This crafternoon featured pearler beads, wooden picture frame painting, clothes pin puppets, paper fans, and newspaper shark pictures (for shark week.)

- Thursday, July 25th we held our grand finale celebration which featured the Drama Camp Showcase. We had over 125 people attend, watch, and cheer on our drama camp participants. Each age group performed different skits themed from what they worked on this summer.



<u>Outreach:</u>

- With the summer program in full swing there were no outreach visits for the month of July. Learning and Beyond as well as CLM have been coming and attending programming here.

<u>Other:</u>

- On July 9th Heather met with Jess Lawinger and Michelle Sampson regarding fall programming and the Sensory Storytime programming. At this time there are no children identified by the school district as needing IEP's (Individual Education Plans) from early childhood – however that doesn't mean that there isn't a need. The information has already been put out in to the surrounding community and, at this time, we are moving forward with the program. There is question as to what level support from the early childhood program we will have because of this. Heather and Jess are meeting in August to discuss the game plan further.

- Jessica McCarlson's last day was July 31st. It has been a good experience for her to be here at E.D. Locke and we are wishing her the best at her new position in Reedsburg.

- CURRENT NUMBER FOR SUMMMER READING REGISTRATION: 792! (Last year's total registration was 738)

Adult Services highlights (Katharine Clark)

- Held our first Adult Summer Reading program drawing, have over 80 people registered to participate this year, numbers are up from last summer
- Met with Ashley Hillman with Stepping On fall prevention workshop and instructors to finalize Aug 7- Sept 18 programs, co-sponsored with Senior Outreach, 8 people signed up already
- Helped dish ice cream at Discovery Park Celebration July 11, great turnout for the event
- Attended “train the trainer” session for Dementia Friendly Community training at Aging and Disability Resource Center of Dane County
- Worked with Lori Andersen from Senior Outreach to do dementia friendly training with staff at Forward Pharmacy in McFarland
- Started planning collaboration with McFarland High School to be a part of their diversity initiative this school year, teacher Angie Bazan and I met and agreed to host a book discussion in conjunction with authors that are coming to high school in September
- Participated in online conference call for WI Library Association Conference Planning Committee, will be contacting authors that are part of conference programming, this has led to author visits at our library in the past and hopefully will again this year
- Organized memory screening program for older adults, had six people come and do the 20 minute appointments with Joy Schmidt of Aging and Disability Resource Center
- Hosted another successful Adult Craft Club, the activity was button earring making, had several new attendees at program
- Organized and hosted two speaker events, one about online internet safety for kids and another about starting a small business
- Attended continuing education activity at Brookfield Library about Creative Aging, designing workshops for 55+ older adults with a focus on the creativity, like storytelling/dance/art and have the workshops culminate in a public event. Hopefully will be planning this type of program for 2019 if funding can be determined
- Attended conference workshop at UW-Madison Pyle Center as part of WiLS World (WI Library Services) topic of workshop was “How to Create A Marketing Plan” and was led by Nate Treddenick, marketing manager with Shine ad agency in Madison

----Heidi Cox, Library Director

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 6, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Monthly Report**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Monthly Stats

E. D. Locke Library Statistics

Checkouts

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change	Circ per FTE	Circ per $	70%
2017	15,915	15,309	17,438	15,586	16,002	19,340	19,407	19,256	15,896	16,909	15,056	14,894	**201,008**	-1%	22,162	$ 3.67	$ 2.57
2018	16,397	14,760	16,712	15,434	15,321	18,732							**97,356**	-2%			
% change month to month	3%	-4%	-4%	-1%	-4%	-3%	-100%	-100%	-100%	-100%	-100%	-100%					

New Library Cards

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2017	46	46	46	37	45	95	44	65	60	37	35	41	**597**	-1%
2018	41	45	49	39	44	88							**306**	-3%
	-11%	-2%	7%	5%	-2%	-7%	-100%	-100%	-100%	-100%	-100%	-100%		

Internet Use

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2017	682	659	798	733	712	766	747	773	722	742	613	653	**8,600**	-5%
2018	694	634	743	731	689	752							**4,243**	-2%
	2%	-4%	-7%	0%	-3%	-2%	-100%	-100%	-100%	-100%	-100%	-100%		

Wireless Internet Use (# Unique Users)

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2017	1,117	1,288	1,326	1,322	1,428	1,572	1,404	1,410	1,342	1,333	1,227	1,243	**16,012**	18%
2018	1,309	1,278	1,493	1,355	1,328	1,679	1,544						**9,986**	6%
	17%	-1%	13%	2%	-7%	7%	10%	-100%	-100%	-100%	-100%	-100%		

Wireless Internet Uses

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2017	6866	7705	7945	7573	7931	9487	8275	8,378	8,905	8,705	7,123	6,885	**95,778**	
2018	7249	7356	7992	8464	7611	9666	9183						**57,521**	3%
	6%	-5%	1%	12%	-4%	2%								

Checkouts from Village of McFarland Residents

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2017	8889	8302	9463	8760	8666	10793	10770	10831	8599	9457	8258	8344	**111,132**	1%
% of Village Circ	90%	89%	89%	90%	89%	90%	92%	90%	88%	91%	91%	92%	90%	
2018	8993	8043	9332	8788	8905	10422							**54,483**	-1%
% of Village Circ	92%	92%	92%	91%	93%	92%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	92%	

VMCF- Total Circ

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2017	9875	9360	10653	9728	9700	11979	11754	12101	9798	10444	9057	9085	**123,534**	2%
	1%	-3%	-2%	-5%	3%	0%	1%	9%	3%	13%	0%	1%		
2018	9724	8748	10168	9621	9622	11342							**59,225**	-3%
	-2%	-7%	-5%	-1%	-1%	-5%								

visitor count

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2017	8,726	7,991	9,659	8,718	8,649	11,364	10,113	9,466	7,914	8973	7,849	7,985	**107,407**	2%
2018	8,988	8,050	10,197	9,181	8,314	12,368							**57,098**	4%
	3%	1%	6%	5%	-4%	9%	-100%	-100%	-100%	-100%	-100%	-100%		

No. Children's Events

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2012								0	15	16	11	3	**45**	
2013	7	16	14	29	6	33	24	2	8	19	11	3	**172**	
2014	6	16	16	28	21	28	16	0	13	19	9	1	**173**	1%
2015	8	13	15	25	16	16	15	5	11	10	12	2	**148**	
2016	8	5	11	15	18	21	21	22	22	28	25	25	**221**	
2017	23	28	33	27	19	15	35	15	37	41	40	15	**328**	
2018	17	39	41	40	9	41							**187**	

Children's Program Participation

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2017	562	552	1035	764	1674	1326	1065	1912	844	1034	1016	778	**12,562**	63%
2018	757	1244	1737	702	1362	1920							**7,722**	31%

No. Teen Events

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change	Circ per FTE	Circ per $	70%
2017	1	2	1	2	0	2	1	0	1	1	1	2	**14**	100%			
2018	2	1	1	1	0	5							**10**	25%			

Teen Program Participation

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2017	6	17	7	17	0	25	10	0	5	5	6	34	**132**	136%
2018	12	4	30	4	0	53							**103**	43%

No. Adult Events

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2017	5	6	5	20	6	10	3	6	6	8	13	3	**91**	146%
2018	9	9	10	14	8	8							**58**	12%

Adult event Participation

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2017	56	158	55	139	93	98	29	93	94	94	188	32	**1,129**	283%
2018	106	103	171	206	130	124							**840**	40%

Total Self Check - Items

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2017	5580	5538	6251	5764	5859	6866	7338	7622	6194	6706	5724	6194	**75636**	
2018	6903	5021	7372	6643	7496	8446							**41881**	17%
%of Circ	42%	34%	44%	43%	49%	45%								

Total Self Check - Patrons

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2017	3335	3226	3667	3489	3474	4153	4264	4457	3306	4097	3528	3840	**44836**	
2018	2071	1134	2212	1982	1953	2374							**11726**	-45%

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 6, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Trustee Continuing Education Opportunities**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 6, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **SCLS Technology Agreement**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 Technology Services Agreement

Agreement to Participate in SCLS Technology Services

This Agreement to Participate in SCLS Technology Services (the "Agreement") is made this _________day of _________________ between the South Central Library System (hereinafter referred to as SCLS) and the Library Board of Trustees or other applicable governing body of ____ (hereinafter referred to as the Library).

WHEREAS SCLS is organized, exists, and maintains a public library system pursuant to the provisions of Chapter 43, Wisconsin Statutes; and

WHEREAS the Library is organized under Sections 43.52, 43.53, or 43.57, Wis. Stats., is a member in good standing of SCLS, and pledges to remain so for the life of this Agreement and agrees to share resources in accordance with the requirements of said Chapter 43; and

WHEREAS the Library has determined that the cooperative sharing of specific technology services will permit more efficient library service and will provide great and lasting benefits to its patrons; and

WHEREAS the parties desire to share, in an equitable and agreeable fashion as set forth herein, with other SCLS member libraries, the costs and expenses as well as the benefits of the purchase, development, operation, and maintenance of these specific technology services,

NOW THEREFORE, in consideration of the covenants and undertakings herein contained, the parties hereto agree as follows:

1. SCLS, with advice from the Technology Committee and/or the ILS Committee, both elected, representative bodies of participating libraries, will provide services to the Library, as selected by the Library by having the member library director or other authorized representative **initial** one or more of these boxes:

Infrastructure: The core cost that is required to support any of the three technology services. **Any library participating in any of the following three technology services must participate in the Infrastructure program.**

Network Services: Library network hardware and software, replacements, and upgrades; internet connectivity, network and response time support, Enterprise Wireless, third party vendor support, new building and remodeling support, wide-area network planning.

PC Support: PC and peripheral equipment ordering, field and help desk support, automatic software updates, PC software testing and support, Windows and MS-Office, and anti-virus licenses, third party vendor support, technology planning. **PC Support is only available to libraries receiving Network Services.**

ILS Services: including, but not limited to, the day-to-day operation and maintenance of the ILS modules of Acquisitions, Cataloging, Circulation, Public Access Catalog, Serials;

development, implementation and support, planning for and coordinating ILS modifications, enhancements and/or replacement; centralized cataloging; required telecommunications; furnishing regular reports to the library. **Network Services are required to receive certain ILS services such as: Crystal Reports, response time troubleshooting and RFID/self-check and sorter response time support, peripheral devices associated with the ILS.**

2. The Library will pay a share of the total cost of the specific technology services selected in Section 1 above. The total cost shall include all sums required to cover expenses to be incurred by SCLS during the next year in providing the functionality as selected by the Library, including, without limitation, all operating, maintenance, and contractual expenses, and capital costs such as the purchase of substitutions, replacements, improvements, and additions to the components. Additional PCs, not included in the previous year's count, will be charged a pro-rated PC maintenance fee for the remainder of the year in which they are purchased. These costs shall be determined through the annual budgeting process, culminating in the adoption of an annual budget by the SCLS System Board of Trustees. The amount of Library's share of costs due under this Agreement will be calculated based on the cost formula adopted by the SCLS Board of Trustees on or before July 1, 2014. Changes may be made to the cost formula in subsequent years by similar action of the SCLS Board of Trustees on or before July 1 of the year preceding the budget year to which the formula will be applied.

3. The role of SCLS is limited by its statutory obligations to provide specific technology services to member public libraries within its territory and any contribution to the services offered must be consistent with its statutory responsibilities to support and extend resource sharing.

4. SCLS will continue to contribute to the support of services described in this Agreement at an amount and in a manner guided by the Administrative Council and ratified by the SCLS Board of Trustees.

5. Libraries participating in any services selected in Section 1 of this Agreement shall vote annually to approve the related fees for the following fiscal year at the All-Directors' meeting held in July. This meeting will be noticed to all parties at least one month before the scheduled date of the meeting. Votes for each service shall be allocated as follows: a maximum of one thousand (1,000) shares or votes shall be allocated to Libraries participating in each service based on their share of the current year's operating budget for that service. A quorum of 51% of the libraries participating in each service controlling 51% of allocated votes must be present in person or by proxy for action to be taken. A super majority of 75% of all votes cast and 75% of the libraries in each service must be present in person or by proxy for passage of the fees. SCLS will not be responsible for performance of services if fees are not approved or timely paid.

6. On or before August 1st of each year, the Library will be informed of its share of the cost for each selected service for the calendar year following. Invoices for each year shall be issued by SCLS by January 10 of the year, with total payment due from the Library within sixty days.

7. SCLS agrees that all existing or future funds generated by SCLS ILS, Network Services, PC Support, or Infrastructure, including the annual SCLS contribution, will be allocated to that specific service fund. Operating funds not expended in one fiscal year will carry forward for future use, according to its originally-designated purpose. SCLS will receive all interest earnings on deposited funds designated for these services to help offset overhead costs associated with service management. The SCLS policy on investments, adopted by the SCLS Board of Trustees 3/10/2008, governs investment strategy. SCLS agrees to notify the Administrative Council in the event that the SCLS Board of Trustees considers materially amending said policy.

8. The ILS Committee will adopt rules and policies for the operation of the ILS. The Technology Committee will adopt rules and policies for the operation of Network Services, PC Support, and Infrastructure. The Library agrees to adhere to the rules and policies applicable to any and all selected services. SCLS may enforce these rules and policies by charging the Library for reasonable costs related to non-compliance or exercise other enforcement measures up to and including cessation of services to the Library.

9. SCLS will use its reasonable discretion in delivering all services selected by the Library under this Agreement. SCLS shall have no liability to the Library to the extent arising out of or related to acts taken in its reasonable discretion. ALL SERVICES ARE PROVIDED "AS-IS" WITH NO WARRANTY OF ANY KIND, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. SCLS WILL NOT BE RESPONSIBLE FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, EXEMPLARY OR SPECIAL DAMAGES ARISING OUT OF OR RELATING TO THE PERFORMANCE OF ANY SERVICES HEREUNDER. UNDER NO CIRCUMSTANCES, INCLUDING WITHOUT LIMITATION ANY NEGLIGENT ACTION OR INACTION OF SCLS OR ITS EMPLOYEES OR AGENTS, WILL SCLS BE RESPONSIBLE FOR, OR INCUR ANY LIABILITY TO, LIBRARY OR ANY THIRD PARTY IN EXCESS OF THE FEES ACTUALLY PAID TO SCLS BY LIBRARY DURING THE THEN-CURRENT YEAR. The parties agree that the limitations of liability set forth in this section and this Agreement represent a reasonable allocation of risk that is necessary for SCLS to be able to provide the services at issue.

10. SCLS will use reasonable efforts to compel vendors to comply with contract terms and provide satisfactory performance, and will provide reasonable cooperation to Library to communicate problems or issues to vendors, to the extent allowed under SCLS's contracts with its vendors. NOTWITHSTANDING THE FOREGOING, THE PARTIES AGREE THAT SCLS IS NOT RESPONSIBLE FOR, AND SHALL HAVE NO LIABILITY FOR, THE FAILURE OR LACK OF PERFORMANCE OF ANY VENDOR WITH WHOM IT CONTRACTS TO PROVIDE ANY SERVICES UNDER THIS AGREEMENT, OR ANY ASSOCIATED PRODUCT, SOFTWARE OR EQUIPMENT.

11. All data created and stored on the ILS shall remain the shared property of SCLS and the libraries receiving applicable ILS Services for the term of this Agreement. Decisions regarding methods and standards for the creation, maintenance, purging, or archiving of data and/or the ability of

member libraries to alter such data shall be made by SCLS, as advised by the ILS Committee, and shall be binding on all participating member libraries. The Library shall have a right to a copy of its own data, provided it reimburses SCLS for the actual cost of extraction and duplication of the data. Upon request from the Library, SCLS will provide an estimate of the cost of extraction and duplication of the data. Library is responsible for backup of its own data and network/systems.

12. Except as specifically provided herein with respect to ILS data, SCLS shall have no responsibility or liability for or arising from any loss of data or by Library or arising from any Library equipment, network, or system.

13. The purchase price of the remote site components installed at the Library (including but not limited to workstations, printers, and scanners) together with all expenses incurred with their installation, related internal wiring and connections, shall be paid by the Library. The Library holds title to equipment purchased under this section. Minimum standards/specifications for such remote site components shall be established and updated by SCLS, subject to adoption by the Technology Committee.

14. Telecommunications equipment purchase, replacement and maintenance shall be managed by SCLS, with payment by Library as applicable.

15. The Library will provide written notice to SCLS of any changes in the services selected under this Agreement, with such notice to be provided on or before August 15 of each year, with changes to services to be effective the next calendar year.

16. This Agreement shall remain in force and shall be automatically renewed and extended for terms of one year indefinitely, unless and until terminated by either party. Either party may withdraw from participation in this Agreement effective as of the end of any calendar year by notifying the other party in writing by August 15 of that year. If SCLS ILS services are terminated, the Library agrees to return all borrowed materials to the owning library or pay the respective replacement costs to the owning library and to pay SCLS for the actual cost of purging data unique to that library from the SCLS ILS and for reconciling any transactions (including but not limited to holds). Upon request from the Library, SCLS will provide an estimate of costs associated with purging the data and reconciliation of transactions. If SCLS Network Services are terminated, the Library agrees to pay SCLS the actual costs of any telecommunications contracts which provide connectivity to the Library and whose terms extend beyond the withdrawal date.

17. Should SCLS withdraw from participation in this Agreement, SCLS agrees that any unspent funds accumulated for the operation or development of Infrastructure, Network Services, PC Support and/or ILS Services will be turned over to an organization, or organizations as agreed by all current participating members using the voting structure and methodology established in section 5.

18. The Library's services selected under this Agreement may be terminated by SCLS, with consent of the Administrative Council, for failure to adhere to the terms of this Agreement.

19. SCLS, in consultation with the Administrative Council, shall review this Agreement annually. Amendments, once proposed by the Administrative Council and adopted by the SCLS Board of Trustees, will be incorporated into a new contract that will be offered to the Library by August 1st to be effective as of the next renewal term.

20. Nothing in this Agreement waives the rights or protections of either party granted in Section 893.80 of Wisconsin State Statutes, or any other statute, law, or regulation.

21. This Agreement represents the complete agreement of the parties, and supersedes any written or oral communications relating to the subject matter hereof unless expressly incorporated herein by reference.

[*Signature page follows*]

SOUTH CENTRAL LIBRARY SYSTEM

____________________________________ _______________

System Director Date

____________________________________ _______________

System Board President Date

LIBRARY

____________________________________ _______________

Library Director Date

____________________________________ _______________

Library Board President Date

Adopted June 28, 2018 by the SCLS Board of Trustees

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 6, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2018-2023 Strategic Plan**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Long Range Plan 2018
2. 2018 Village Board Goals-Objectives - Action Steps 07202018 mgs

E.D. Locke Public Library
Draft Strategic Plan

Introduction:

Mission Statement:

The mission of E.D. Locke Public Library is to provide high quality materials and services to fulfill the informational, recreational, educational and cultural needs of the entire community in an atmosphere that is welcoming and respectful.

Vision Statement:

E.D. Locke Public Library: Welcoming all to an engaging environment, providing state-of-the-art library services.

Goals and Objectives:

After researching the best practices of creating and maintaining strategic plans, we decided to identify no more than five major goals and about four objectives within each goal so that the process of tracking and revising this plan will be straightforward.

Goal #1: Create new sources of financial support

The McFarland Community has demonstrated its capacity and willingness to financially support the Library, beyond taxpayer revenue, by its grassroots creation of the Library and its capital contribution to the present building. The McFarland Community has the potential to establish new financial support mechanisms that could provide for expanded programming and services beyond what is possible within the current budget.

One example and potential model is the McFarland Education Foundation. However, there are many possible ways this could be approached including creating a new foundation, creating a fund within the Madison Community Foundation, and others.

Objective 1.1: Continue to grow the Library's Endowment Fund

A sub-committee of the Library Board has been created to oversee the Library's endowment fund. In December of 2017, the Library was awarded a challenge grant from the Madison Community Foundation for $35,000. The Friends of McFarland Library have also issued a challenge grant of $30,000. Both grants will be paid when $105,000 total dollars (including the challenge grants) have been reached.

The subcommittee should keep these donors engaged and continue to grow the Foundation to $125,000.

Objective 1.2: Pursue more grant writing

A survey should be done periodically using such sources as the Marquette list of foundations to see if there are potential sources that have not been explored. The Madison Community Foundation should also be consulted from time to time for suggested sources.

- Investigate grants that would fund a Public Art project at the library.
- Investigate grants that would fund Community Conversations on Diversity

Objective 1.3: Establish Planned Giving options

Once a foundation/endowment is established, a planned giving option should be created to provide a means for individuals to make legacy gifts. Endowment gifts provide a means for those donors who wish to make their support of the library permanent and can be for projects or programs of special interest to the donor. The Endowment Subcommittee should create a plan on how to go about soliciting planned giving donations.

Goal #2: Use technology to help library personnel be more productive and efficient.

The library will continually evaluate available technology to identify ways to improve efficiency, productivity and the patron experience.

Objective 2.1: Improve technology resources for patrons and staff

Coincides with Village Board Goal B3 and C1

Computer resources and internet access will be regularly updated and improved to meet the evolving needs of patrons. RFID technology has been implemented to improve self-checkout and circulation efficiency; this technology will be further used to collect key statistics to keep services in line with users' needs.

Sample Projects include:

- *Upgrade to the new version of Bibliovation*
- *Training for staff on Bibliovation*
- *Training for the public on the new online catalog that comes with Bibliovation*
- *Look into digital touch screen displays to promote library events*
- *Upgrade our current AWE station for preschool children*
- *Add an additional AWE station for school age children*
- *Investigate using IPads for online catalogs throughout the building*
- *Create an online registration process for Library Programs*
- *Adding digital signage to the outdoor library sign.*
- *Investigate digital signage for the vestibule to replace Government notices*
- *Work with the schools to create library accounts for students*

- *The ability to accept credit card payments at the circulation desk*
- *Replace existing library app for the catalog with an improved one*

Objective 2.2: Maintain library website and social media presence.

Coincides with Village Board Goal B3

Library staff will maintain social media avenues to ensure relevant information is easily accessible to patrons, including an online reservation form and calendar for the community meeting room. The library will continually evaluate opportunities to expand use of social media to connect with the community and increase visibility of library programming and services.

Library staff will upgrade the Library website to make it more interactive and a better fit for patron needs.

Objective 2.3: Provide technology learning opportunities to patrons.

To help patrons navigate and take advantage of the evolving information technology available, the library will increase staffing and explore collaborating with other community organizations to offer training opportunities to patrons. Staff will be equipped to provide assistance with the technology and resources available to patrons in the library.

- *Increase Technology training and computer training for seniors. Maybe an open forum. Maybe have outside instructors come in.*
- *Provide opportunities for resume and employment search workshops.*

Goal #3: The E.D. Locke Public Library will provide a clean, comfortable, accessible, safe library facility.

Coincides with Village Board Goal B1

Objective 3.1: Establish a plan for building item replacement for maintenance.

Library staff will create a list of items that will need to be replaced and/or updated as the building ages. The list will include an approximate replacement cost and the approximate life span of the item. The Library Board will create and maintain a long-term replacement budget for the facility, furnishings, and fixtures. This should facilitate more effective multi-year budgeting by having a plan beyond the current or next budget year.

The Library will investigate new shelving and reorganizing existing collections to make them more efficient.

Objective 3.2: Create a long-term space needs plan.

Conduct a space needs assessment to determine facility needs for the next 20 years, factoring in population growth and the changing needs of patrons.

Goal #4: Adapt staffing to the changing needs of the Library.

Coincides with Village Board Goals A1

In order to provide a full range of library services, the Library requires a skilled, professional staff. To best serve patrons, every staff person must be trained in the implementation of new procedures and current technologies.

Objective 4.1: Add a second full-time Children's Services librarian position. This position would support the Children's Services department by concentrating on service to school age children and teens.

Objective 4.2: Increase training for staff

The Library will close for a staff in-service annually. The Library budget will also provide extra funds for staff to receive training outside of their normally scheduled hours.

Staff would like training in American Sign Language and Spanish.

Goal #5: Create a marketing plan

The Library should serve the broadest possible community. Therefore, the community should be made aware of the resources and services provided by the Library.

Objective 5.1: Create a speakers bureau of individuals prepared to speak at community organization meetings.

Objective 5.2: Increase collaboration with schools, Chamber of Commerce, businesses and other community organizations.

Objective 5.3: Increase marketing/awareness with community residents by working with the Food pantry, attending the Business Expo, giving library brochures to the Chamber for welcome-bags, having auction items at Blues in the Night event and the ChocolateFest.

Goal #6: Increase offerings and amenities for underserved groups
Coincides with Village Board Goal A1

Objective 6.1 Increase program offerings and amenities for special needs kids and adults.

Objective 6.2 Increase programs on the topics of diversity, social equity and racial justice.

Implementation: Tracking, review, and revision

The Strategic Plan Committee recommends:

- The Library Board review and approve this plan.
- The Library Board should review the status of the Goals and Objectives frequently (we suggest quarterly) with the Library Director so that implementation progress is closely followed.
- The Library Board should review, revise, and update this plan after an appropriate interval. We suggest this should be done after three years. A new Strategic Plan Committee could be appointed at that time if needed.

2018/2019 - Village Board Goals

***All goals should be consistent with the Village Mission statement and vision statement.*

A. Goal: A safe, healthy, and secure community.

	Objective	Comm	Staff
1	Develop opportunities to create amenities for special needs kids, adults, and other health/wellness initiatives not otherwise provided through Community.	Parks Senior Outreach	Coville Andersen
Action Steps:		Cost	Timeline
1)	Complete the Update to the Parks and Open Space Plan.	None	March 31, 2019
2)	Review Public/Private Partnerships in Parks as Econ. Benefit.	TBD	March 31, 2019
3)	Continue to evaluate alternatives for Senior Outreach.	None	June 30, 2019
4)	Study the feasibility of creating a Community Rec. Dept.	TBD	June 30, 2019
5)	Conduct an Aquatics Feasibility Analysis.	$25,000	June 30, 2019
6)	Phased Implementation of Urso/Schuetz Master Plan.	$50k-$300k	December 31, 2019

2	Address traffic, transportation, biking, and walking deficiencies through joint initiatives and capital projects.	Public Works	Coville
Action Steps:		Cost	Timeline
1)	Study the feasibility for bus transportation alternatives.	TBD	June 30, 2019
2)	Evaluate pedestrian alt. with constr. projects and develop.	$15,000	June 30, 2019
3)	Improve pedestrian crossing through paving, lighting.	$50,000	October 31, 2019
4)	Improve bike route connectivity through paths and lanes.	$100,000	December 31, 2019

3	Implement recommendations from Comprehensive Building Security Plan prepared for all Village Buildings.	Public Safety	Sherven
Action Steps:		Cost	Timeline
1)	Complete Phase 1 of Security Plan.	~$125,000	September 30, 2018
2)	Reassess Phase 2 of Security Plan based on Facility planning.	None	December 31, 2018

4	Proactive recommendations from Public Safety Departments that advance services and meet necessary demands.	Public Safety	Dennis Sherven
Action Steps:		Cost	Timeline
1)	Changes to Fire Personnel Staffing Schedule.	$15,000	December 31, 2018
2)	Complete Public Safety Service Study.	$20,000	December 31, 2018
3)	Evaluate need for comprehensive Senior check in program.	TBD	June 30, 2019
4)	Foster relationships between families w/ special needs, Police.	TBD	June 30, 2019
5)	Discuss the addition of second SRO within School District.	$85,000	March 31, 2019

2018/2019 - Village Board Goals

B. *Goal: A well-run, efficient and responsive government that provides a high level of quality-of-life services to the community.*

	Objective	Comm	Staff
1	Continue to work with Community to advance recommendations from Facilities Master Plan that includes the development of a Public Safety Building and Community Center.	Committee of the Whole	Schuenke
Action Steps:		Cost	Timeline
1)	Complete Addendum to MP on Community Center.		
2)	Solicit Public Input regarding Community Center.		
3)	Referendum Regarding Facilities Master Plan.		
4)	Facilities Master Plan Design/Eng Work - Phase I		
5)	Facilities Master Plan Construction - Phase I		

2	Create strategic plan for the Village.	Village Board	Schuenke
Action Steps:		Cost	Timeline
1)	Prioritize focus between facilities and services.	None	December 31, 2018
2)	Consider engaging consultant to moderate discussion.	$15,000	June 30, 2019
3)	Draft and prepare strategic plan based on directives.	TBD	December 31, 2019

3	Revise and improve web based service delivery to enhance technology opportunities for residents and businesses.	Comma & Technology	Day
Action Steps:		Cost	Timeline
1)	Review and Update Existing Website Content.	$3,500	September 30, 2018
2)	Research Online Payment Options.	TBD	June 30, 2019

4	Prioritize and update Village policies as may be applicable and necessary.	Varies by Committee	Schuenke Suettinger
Action Steps:		Cost	Timeline
1)	Develop Policy List inventory.	None	March 31, 2019
2)	Make accessible all applicable Village policies.	None	June 30, 2019
3)	Create priority revision list with Village Board.	None	September 30, 2019

5	Complete the transition of meeting development process to online management platform including paperless packets.	Administration	Suettinger
Action Steps:		Cost	Timeline
1)	Convert remaining groups into CivicClerk.	None	December 31, 2018
2)	Promote Public Transparency through new Program.	$2,500	December 31, 2018

6	The injection and incorporation of technology to improve the efficiency of day to day operations.	Administration	Suettinger
Action Steps:		Cost	Timeline
1)	Evaluate records retention policy and procedures.	None	June 30, 2019
2)	Convert to a digital time sheet process within payroll.	$12,000	June 30, 2019
3)	Review and draft process to digitize Village records.	$5,000	September 1, 2019
4)	Integrate paperless process into website.	TBD	September 1, 2019

2018/2019 - Village Board Goals

C. Goal: A government that promotes and supports active citizenry participation in the community

	Objective	Comm	Staff
1	Enhance Community communication and presence through a strategic communications plan which includes improved electronic mediums and meetings with various community groups, entities, and stakeholders.	Village Board	Schuenke
Action Steps:		Cost	Timeline
1)	Review opportunities thru the development of Comm Plan.	$5,000	December 31, 2018
2)	Ongoing Utilization of POLCO, consider new contract.	$3,000	December 31, 2018
3)	New opportunities for social media interaction.	None	March 30, 2019
4)	Consider education and outreach of Village Board actions.	None	March 30, 2019
5)	Develop Village Board program to increase public interaction.	TBD	June 30, 2019
6)	Assess the ongoing feasibility of local cable programming.	TBD	December 31, 2019
7)	Create interactive map showing projects under consideration.	TBD	December 31, 2019

2	Research committee structure and make recommendations to improve meeting efficiency and communication.	Committee of the Whole	Schuenke Suettinger
Action Steps:		Cost	Timeline
1)	Align efficient and consistent minutes with meeting mgmt.	None	December 31, 2018
2)	Develop master roster/list of Committees, transmit to COW	None	December 31, 2018
3)	Prepare orientation program for new members.	None	March 30, 2019
4)	Consider creation of instructional videos for new members	None	March 30, 2019
5)	Discuss and consider changes to current Committee format.	None	June 30, 2019
6)	Discuss and consider changes to current Committee structure.	None	September 30, 2019

3	Create and promote opportunities to become involved in the Community.	Volunteer Committee	Andersen
Action Steps:		Cost	Timeline
1)	Have volunteer coordinator oversee the program.	$10,000	December 31, 2018
2)	Enhance community Volunteer Day.	TBD	April 30, 2019
3)	Showcase other opportunities to volunteer in the Community.	None	December 31, 2019

2018/2019 - Village Board Goals

D. Goal: A healthy and growing, regionally and globally integrated economy that supports local initiatives.

	Objective	Comm	Staff
1	Actively promote and support affordable housing in the Village.	Plan Commission	Boness
Action Steps:		Cost	Timeline
1)	Community presentation from Dane County.	None	October 31, 2018
2)	Conduct Gap Analysis regarding Affordable Housing.	$15,000	June 30, 2019
3)	Review, leverage opportunities as available.	TBD	December 31, 2018
4)	Establish Benchmarks, Goals to address Gap	TBD	December 31, 2018

	Objective	Comm	Staff
2	Engage consultant to assist Village in the implementation and creation of Branding Initiative.	Ad-Hoc	Boness
Action Steps:		Cost	Timeline
1)	Draft Final Report and End Contract.	~$50,000	October 31, 2018
2)	Develop 3 Year Phasing Plan for Brand Implementation.	None	December 31, 2018
3)	Implement Phase 1 of Brand Implementation.	$150,000	December 31, 2019

	Objective	Comm	Staff
3	Continue Streetscaping enhancements through out the Village as applicable.	CDA Public Works	Boness Coville
Action Steps:		Cost	Timeline
1)	Develop inventory of areas desired for streetscape impr.	None	March 31, 2019
2)	Consider additional decorative Downtown Streetlight.	$100,000	June 30, 2019
3)	Review design services for Community wayfinding system.	$25,000	September 30, 2019
4)	Plan for Phase 2 of Farwell Underground Utility Work	$50,000	December 31, 2019
5)	Engage consultant on planning/design effort for inventory.	$25,000	December 31, 2019

	Objective	Comm	Staff
4	Evaluation ways to become more business friendly and flexible for economic growth.	CDA Plan Commission	Boness Schuenke
Action Steps:		Cost	Timeline
1)	Pursue annexation requests to diversify land use.	~$5,000	Case by Case basis
2)	Pursue land acquisitions that advance local economy.	TBD	Case by Case basis
3)	Build relationship with banks, brokers, developers.	None	Ongoing
4)	Survey local businesses to identify areas of improvement.	$10,000	December 31, 2019

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 6, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Video Surveillance Policy**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Surveillance Cameras

	E. D. Locke Public Library	
Page **1**of **1**	Surveillance Cameras	Approved: May 6, 2013

Introduction

The library has video surveillance cameras that are a part of the library's security system. The E.D. Public Library strives to maintain a safe and secure environment for its staff and patrons. In pursuit of this objective, selected public areas of library premises are under video surveillance and recording.

Images from the Library surveillance system are stored digitally on hardware in the Library. It is the intent of the Library to retain all recorded images for a minimum of 14 days, or until image capacity of the system is reached. Then, the oldest stored images will be automatically deleted by the system software to make room for new images.

The library understands that privacy is important to patrons and staff. This policy is in force to deter public endangerment, vandalism, theft and mischief and to identify those individuals involved in such activity for law enforcement purposes

Recordings required for evidence shall be saved to a secure file and/or CD and stored in a secure environment. Such recordings will be destroyed when no longer required for evidence.

Authority to view either current or past surveillance data

The library's portion of that system may only be accessed by those so authorized by the director for bona fide technical, library, or legal reasons (see below).

Public library records

Video surveillance data are considered to be protected public library records. State Statutes carefully define law enforcement officials' authority to view surveillance data:

43.30(5)(a) Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under control of the library.

43.30(5)(b) If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 6, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Ukulele Policy**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. ukuleles

The purpose of this policy is to ensure appropriate use the Ukuleles.

Checkout

Any patron 18 and over, with a library card in good standing (no outstanding fines or lost items) may check out one of the ukuleles. The ukuleles can be borrowed for 14 days with no renewals. Patrons must present their library card, a photo ID, current contact information and sign a borrower agreement before checking out a ukulele. Only one instrument per card can be checked out at one time.

Return

Ukuleles must be returned during open hours, directly to a staff member at the Circulation Desk of the E.D. Locke Public Library. The ukulele may not be returned to the book drop, to any other library, or left unattended at the Circulation desk. If the kit or its accessories are lost, stolen, or damaged the patron to whom the kit is checked out to will be held responsible for all costs, including replacement. All components of the ukulele must be returned for the item to be considered Checked-In.

The E. D. Locke Public Library does not accept instruments purchased by customers in lieu of payment.

Holds

Holds may not be placed on any of the ukuleles.

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 6, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Eligibility for Benefits policy**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library CBM 2017-11-06

CHAPTER 6 - ELIGIBILITY FOR BENEFITS

6.01 Full-time Employees

Full-time employees may be eligible for all applicable fringe benefits described herein.
A full-time employee is an employee who is designated by the Library as a full-time employee and who regularly works a full-time work schedule. A part-time employee who may temporarily (three months or less) work a full-time schedule is not a full-time employee.

6.02 Part-time Employees

(1) Part-time employees hired after August 1, 2018 who are budgeted to work at least ~~fourteen (14)~~20 hours per week may be eligible to receive fringe benefits on a prorated basis, except for health insurance coverage which has different eligibility standards as detailed in Chapter 12.

(2) Part-time employees who are budgeted to work less than ~~fourteen (14)~~ 20 hours per week will not receive fringe benefits except as required under the provisions of the Wisconsin Retirement System or other laws.

6.03 Effect of Change in Status

(1) A full-time or part-time employee who move from one position to another in Village service via transfer, promotion, demotion, or is reclassified will be credited with all accumulated earned fringe benefits in their new position.

(2) Full-time employees who convert to part-time status will retain all sick leave and vacation benefits earned previously, but may only accumulate said benefits in the future in accordance with the fringe benefit policy for part-time employees.

CHAPTER 7 - HOLIDAYS

7.01 Paid Holidays

(1) Eligibility

(a) Only full-time employees and certain part-time employees (those who are budgeted to work at least ~~14~~ 20 hours per week) may be eligible for pay on designated paid holidays.

(b) Eligible employees may be entitled to pay for any designated paid holidays that occur after the first full day on the job.

(c) Employees on unpaid leave or using other leave are not eligible for holiday pay for any holidays that fall within the leave period.

(2) Designated Paid Holidays

(a) The following designated paid holidays will be observed by the Library:

New Year's Day
Easter Sunday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve Day
Christmas Day

(b) For full-time staff, when a designated legal paid holiday falls on a Saturday, it will normally be celebrated on the preceding Friday. When a paid holiday falls on a Sunday, it will normally be celebrated on the following Monday.

(c) Whenever a designated paid holiday falls on a full-time employee's scheduled day off, an additional personal holiday to be used within the same pay period as the holiday may be granted in lieu thereof.

(3) Pay

(a) Full-time employees may be entitled to eight (8) hours of pay for each designated paid holiday for which the employee is eligible for holiday pay.

(b) Part-time employees may be entitled to pay for paid holidays based on a pro-ration of their regular weekly work schedule compared to a full-time schedule. (Example: An employer who regularly works twenty-five (25) hours per week

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 6, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Holidays Policy**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, August 6, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Waiving Fines**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. waiving fines
2. Patrons with fines older than 2008 no details

[link-directors] Discussion Topic from CSS and ILS: Purge of Charges Under $100 That Are More Than 10 Years Old

link-directors-bounces@warden.wiscnet.net on behalf of
Heidi Oliversen <holiversen@scls.info>

Thu 8/2/2018 2:53 PM

To: link-directors email list <link-directors@warden.wiscnet.net>;

2 attachments (5 MB)

Patrons with fines older than 2008 no details.xlsx; ATT00001.txt;

Purge of Charges Under $100 That Are More Than 10 Years Old

The Circulation Services Subcommittee has submitted a proposal to purge charges on Koha accounts that are under $100 and more than 10 years old. This proposal was made after looking at the attached report and reviewing the amount of charges that are older than 10 years as well as the number of accounts affected. Waiving the charges under $100 would be an opportunity to clear a large number of accounts with “Old Debt” that will likely never be recovered. An added benefit would be that accounts that are expired would be deleted during the annual SCLS purge of inactive patrons and before the migration to Bibliovation.

At the 8/1/2018 ILS Committee meeting, the cluster representatives requested that the attached report of totals owed, along with the above summary, be sent out to every LINKcat library director for review and discussion.

The proposed timeline is as follows:

- Information* and proposal are sent to each director.
- Directors review with clusters.
- Directors discuss with library boards; request approval or not depending on their agreement with the proposal.
- Vote at October ILS Committee meeting.

*If you would like a Detailed report of charges owed by individuals that have your library as their "home" library, please send Heidi O. an email.

If this is approved, the completion timeline would be for the end of November 2018. Please contact Margie Navarre Saaf (as CSS representative) or Heidi Oliversen if you have any questions.

--

Helping member libraries provide the best possible service to the public.

Heidi Oliversen
Circulation Services Consultant
South Central Library System

Total Owed Under		Patron Count
$1,891,953.56	Total Owed for Patrons Owing less than $600	29460
$1,846,798.00	Total Owed for Patrons Owing less than $500	29377
$1,781,219.23	Total Owed for Patrons Owing less than $400	29229
$1,674,930.03	Total Owed for Patrons Owing less than $300	28921
$1,467,570.89	Total Owed for Patrons Owing less than $200	28067
$1,007,626.14	Total Owed by Patrons Owing less than $100	24700

Total Owed Over		Patron Count
$127,738.69	Total Owed for Patrons Owing over $600	121
$172,894.25	Total Owed for Patrons Owing over $500	204
$238,473.02	Total Owed for Patrons Owing over $400	352
$337,397.14	Total Owed for Patrons Owing over $300	660
$540,935.90	Total Owed for Patrons Owing over $200	1514
$997,652.37	Total Owed by Patrons Owing over $100	4881

Total pre-2008 Owed by Patron's Home Library

Library	Total
ACL	$27,226
ALM	$786
BAR	$52,884
BER	$1,229
BLV	$4,114
BRD	$621
CBR	$6,131
CIA	$1,225
COL	$4,006
CSP	$7,988
DCL	$149,187
DEE	$9,301
DFT	$23,365
FCH	$6,627
HAW	$104,802
HPB	$34,111
LAK	$77,200
LAV	$669
LDI	$7,175
MAD	$576,318
MAR	$5,615
MAZ	$3,795
MCF	$10,418
MCM	$66,228
MEA	$91,074
MID	$32,754
MOO	$33,611
MRO	$54,411
MSB	$14,943
MTH	$11,105
NEK	$40
NGL	$4,944
NOF	$1,381
ORE	$15,007
PAR	$4,467
PDS	$6,367
PIN	$65,556
PLA	$977
PLO	$1,140
POR	$58,198
POY	$8,746
RAN	$1,136
REE	$27,537
RKS	$569

ROM	$17
ROS	$270
SCA	$3,821
SEQ	$54,034
SGR	$5,635
SKC	$5,362
SMB	$135,530
STO	$40,401
STP	$43,713
SUN	$84,798
VER	$9,145
WAU	$5,611
WID	$15,460
WYO	$900
ZZZ	$15
Grand Total	**$2,019,692**

Total pre-2008 for Patrons Owing < $100 by Home Library

Library	Total
SUN	$44,103.23
MAR	$3,288.83
ACL	$14,490.89
ALM	$292.99
BAR	$32,105.48
BER	$1,092.88
BLV	$2,720.87
BRD	$500.99
CBR	$4,620.96
CIA	$862.65
COL	$2,151.12
CSP	$4,690.11
DCL	$71,460.46
DEE	$5,527.51
DFT	$14,319.57
FCH	$3,344.23
HAW	$43,946.56
HPB	$17,006.68
LAK	$30,755.91
LAV	$301.44
LDI	$4,797.42
MAD	$249,958.03
MAZ	$2,077.60
MCF	$6,783.82
MCM	$54,407.69
MEA	$39,652.19
MID	$15,976.03
MOO	$18,691.45
MRO	$31,696.47
MSB	$8,238.35
MTH	$6,776.81
NEK	$39.50
NGL	$3,940.24
NOF	$730.20
ORE	$8,890.87
PAR	$3,385.88
PDS	$4,166.30
PIN	$30,398.29
PLA	$850.02
PLO	$691.25
POR	$38,185.01
POY	$5,205.94
RAN	$900.60
REE	$18,934.15

RKS	$465.71
ROM	$16.80
ROS	$101.50
SCA	$0.30
SEQ	$27,637.36
SGR	$4,192.80
SKC	$3,100.67
SMB	$55,583.93
STO	$23,766.30
STP	$20,222.29
VER	$5,259.64
WAU	$4,138.45
WID	$9,457.90
WYO	$710.02
ZZZ	$15.00
Grand Total	**$1,007,626.14**

Total pre-2008 Lost Charges by Owning Library
for Patrons Owing <$100

Library	Total
SUN	$243.87
ACL	$111.95
BAR	$336.40
BLV	$44.39
CBR	$4.90
CIA	$25.00
CSP	$66.94
DCL	$56.90
DEE	$5.95
DFT	$88.90
HAW	$42.95
HPB	$90.94
LAK	$57.95
MAD	$1,664.43
MAZ	$30.00
MCF	$30.00
MCM	$112.30
MEA	$15.00
MID	$55.95
MOO	$23.00
MRO	$266.45
MTH	$34.00
NGL	$1.00
ORE	$93.72
PDS	$37.90
PIN	$52.80
POR	$417.44
REE	$161.95
SEQ	$400.74
SGR	$55.00
SKC	$31.66
SMB	$114.89
STO	$170.34
STP	$50.00
VER	$25.00
WID	$18.95
(blank)	$614,460.07
Grand Total	**$619,499.63**

Total pre-2008 non-Lost Charges by Transaction Library for Patrons Owing <$100

Library	Total
ALM	$229.99
PLO	$596.00
ROS	$100.00
STP	$9,483.63
(blank)	$621,537.67
Grand Total	**$631,947.29**