

LIBRARY BOARD

Monday, November 5, 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 October 1, 2018 Library Board meeting.
 - b. Approval of the October 2018 general fund bills and trust fund bills.
4. INFORMATION ITEMS
 - a. 2018 Budget Update
 - b. Library Director's Report
Friends Report
Endowment Report
Library System Report
 - c. Monthly Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. 2019 Budget
 - b. 2019 Closed Dates
 - c. Fines
 - d. Director's Review
 - e. Naming Rights Wall
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, November 5, 2018

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the draft minutes of the October 1, 2018 Library Board meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. October Library Board Minutes

VILLAGE OF MCFARLAND
Library Board Minutes
Monday, October 1, 2018 - 5:15 PM

1. CALL TO ORDER

Peter Sobol called the regular meeting of the Library Board to order at 5:15 PM in the Library Meeting Room 103.

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

- a. Approval of the draft Minutes of the August 6, 2018 Library Board meeting.
Motion by Member Evan Richards, second by Member Michael Shumway, to approve Approval of the draft Minutes of the August 6, 2018 Library Board meeting. Motion carries 5 - 0 - 0 by acclamation.
- b. Approval of the draft Minutes of the September 4, 2018 Library Board meeting.
Motion by Member Evan Richards, second by Member Michael Shumway, to approve Approval of the draft Minutes of the September 4, 2018 Library Board meeting. Motion carries 0 - 0 - 0 by acclamation.
- c. Approval of the September 2018 general fund bills and trust fund bills.
Motion by Village Trustee Mary Pat Lytle, second by Member Karin Mandli, to approve Approval of the September 2018 general fund bills and trust fund bills. Motion carries 0 - 0 - 0 by acclamation.

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. Polco
Potential Poloc questions were discussed. Cox will work on wording and bring back to the board.
- b. 2019 Budget
The 2019 budget was reviewed.

c. Landscape plan

The landscape plan for the front of the library was discussed. Cox will get more quotes and bring them back to the board

6. ADJOURNMENT

Motion by Member Karin Mandli, second by Village Trustee Mary Pat Lytle, to adjourn at 6:22

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,
Heidi Cox
Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 5, 2018

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DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the October 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. Library Invoices

Library & Trust Fund Bills

Row Labels	Sum of Amount	Description	
Alliant Energy	\$2,038.74	Utilities	
ARAMARK	\$188.60	Mat Rental	
BAKER & TAYLOR BOOKS	\$2,839.54	Books	
BATTERIES & BULBS	\$27.95	Light supplies	
Cardmember Services	\$1,134.18	Credit card Bill	Portions of this will be reimbursed from the Friends Acct.
Clark, Katharine	\$36.43	Reimbursement	
CORPORATE BUSINESS SYSTEMS	\$256.54	Copier Lease	
Cox, Heidi	\$300.40	3rd Qtr reimbursement for supplies and mileage	
CREATIVE SIGNS	\$170.00	lettering of hours by the front doors	
EMBASSY CONTROLS	\$851.50	HVAC repair	
ENVIRONMENT CONTROL	\$1,261.53	Janitorial	
Frontier	\$217.06	3 Phone Bills	
Harker Heating & Cooling	\$1,967.00	Fall Maintenance	
Heasty, Kelly	\$66.93	3rd Qtr reimbursement for supplies and mileage	
HJ PERTZBORN	\$325.00	Sprinkler test	
Kent, Heather	\$69.60	3rd Qtr reimbursement for supplies and mileage	
LANDAU, DAVID	\$250.00	1,000 Books Performer	This gets reimbursed from the Friends Acct.
McFarland True Value	\$21.68	Building Maintenance	
MENARDS - MONONA	\$72.08	Building Maintenance	
MICROMARKETING LLC	\$308.87	Audio Books	

MIDWEST TAPE	\$187.66	DVDs	
SCHILLING SUPPLY COMPANY	\$361.35	Operating Supplies	
Stuckey, Linda	\$28.56	3rd Qtr reimbursement for supplies and mileage	
THE LIBRARY STORE INC	\$331.41	Specialized Supplies	
UNIQUE MANAGEMENT SERVICES INC	\$35.80	Collection Agency	
VERNON LIBRARY SUPPLIES, INC	\$97.51	Specialized Supplies	
VIKING ELECTRIC SUPPLY	\$221.71	Light supplies	
WISCONSIN LIBRARY ASSOCIATION	\$225.00	Annual Dues	
(blank)			
Grand Total	\$13,892.63		

Trust Fund Bills

Heidi Cox	\$191.30	reimbursement for supplies for Endowment Kickoff event
Katharine Clark	\$31.64	Reimbursement for supplies for Summer Reading
Teal Rowe	\$75.00	Program Fee
Madison Community Foundation	\$8,265.00	Endowment fund checksthat were made out to the library
Visa Bill reimbursement	\$777.50	Program supplies (2 months of visa bills)
Grand Total	\$9,340.44	

Total Trust Fund and General
Bills \$23,233.07



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 5, 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	August Actual	September Actual	October Actual	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target	2018 Projected
Property Tax		\$ 500,000.00	\$ 500,000.00			\$ 500,000.00	100.00%			\$ 500,000.00
County Library Aids		\$ 258,000.00				\$ 258,044.00	100.02%			\$ 258,044.00
Adjacent County		\$ 500				\$ 209.36	41.87%			\$ 500.00
Library Fines		\$ 14,000	\$ 1,295.93	\$ 1,039.73	\$ 680.08	\$ 10,271.09	73.36%	83%	\$ 11,250.00	\$ 17,607.58
Library Donations		\$ -				\$ -				\$ -
Miscellaneous Income		\$ 5,000	\$ 311.00	\$ 616.80	\$ 316.00	\$ 4,222.40	84.45%	83%	\$ 4,166.67	\$ 7,238.40
		\$ 777,500.00	\$ 501,606.93	\$ 1,656.53	\$ 996.08	\$ 772,746.85	99.39%			\$ 783,389.98
Expenditures										
						\$ -				
Salaries	110	\$394,000.00	\$ 30,187.34	\$ 44,806.32	\$ 29,928.12	\$ 332,617.63	84.42%	83%	\$ 328,333.33	\$ 443,490.17
Coverage	112	\$10,000	\$ 1,314.91	\$ 1,069.40	\$ 871.48	\$ 8,404.69	84.05%	83%	\$ 8,333.33	\$ 11,206.25
Wage Adjustment		\$7,500						83%		
Social Security	151	\$31,500	\$ 2,255.82	\$ 3,350.84	\$ 2,202.05	\$ 24,541.21	77.91%	83%	\$ 26,250.00	\$ 32,721.61
Health Insurance		\$99,500	\$ 8,111.11	\$ 8,111.11	\$ 8,111.11	\$ 81,111.10	81.52%	83%		\$ 108,148.13
Retirement		\$24,250	\$ 1,815.62	\$ 2,707.96	\$ 1,798.53	\$ 19,806.17	81.67%	83%		\$ 26,408.23
Other Fringe Benefits	152	\$ 2,000	\$ 91.40	\$ 91.40	\$ 91.40	\$ 831.08	41.55%	83%	\$ 1,666.67	\$ 1,108.11
Total Personnel		\$ 568,750.00	\$ 43,776.20	\$ 60,137.03	\$ 43,002.69	\$ 474,555.88	83.44%	83%	\$ 473,958.33	\$ 623,082.51
Janitorial	210	\$ 23,250	\$ 1,261.53	\$ 1,261.53	\$ 1,261.53	\$ 12,615.30	54.26%	83%	\$ 19,375.00	\$ 18,922.95
Unique	215	\$ 500	\$ (30.00)	\$ 8.95	\$ 35.80	\$ 278.00	55.60%	83%	\$ 416.67	\$ 370.67
Utilities	220	\$ 28,000	\$2,467.98	\$2,408.92	\$2,038.74	\$ 21,869.09	78.10%	83%	\$ 23,333.33	\$ 29,158.79
Telephone	225	\$ 1,250	\$0.00	\$83.00	\$67.46	\$ 617.25	49.38%	83%	\$ 1,041.67	\$ 823.00
Facility Maintenance	240	\$ 14,000	\$426.35	\$188.60	\$2,925.19	\$ 17,216.30	122.97%	83%	\$ 11,666.67	\$ 16,000.00
Equipment Maintenance	241	\$ 8,250	\$260.14	\$295.86	\$256.54	\$ 7,218.02	87.49%	83%	\$ 6,875.00	\$ 8,250.00
Link System	295	\$ 43,000				\$ 42,915.68	99.80%	83%		\$ 42,915.67
Electronic Resources	296	\$ 7,000				\$ 5,264.07	75.20%	83%	\$ 5,833.33	\$ 7,018.76
Total Services		\$ 125,250.00	\$ 4,386.00	\$ 4,246.86	\$ 6,585.26	\$ 107,993.71	86.22%	83%	\$ 68,541.67	\$ 123,459.83
Office Supplies	310	\$ 5,000	\$ 376.41	\$ 230.77	\$ 145.77	\$ 5,204.36	104.09%	83%	\$ 4,166.67	\$ 6,939.15
Postage	315	\$ 250	\$ -	\$ 200.00	\$ -	\$ 225.71	90.28%	83%	\$ 208.33	\$ 300.95
Dues	320	\$ 250	\$ -	\$ 220.00	\$ 225.00	\$ 670.00	268.00%	83%	\$ 208.33	\$ 1,005.00
Education & Travel	330	\$ 3,750	\$ -	\$ 220.00	\$ 58.86	\$ 2,195.42	58.54%	83%	\$ 3,125.00	\$ 2,927.23
Operating Supplies	340	\$ 1,500	\$ 549.38			\$ 1,396.72	93.11%	83%	\$ 1,250.00	\$ 1,862.29
Specialized Supplies	345	\$ 4,000	\$ 195.10	\$ 327.99	\$ 331.41	\$ 1,830.19	45.75%	83%	\$ 3,333.33	\$ 2,440.25
Programs	350	\$ 3,000	\$ 1,595.84	\$ (1,110.84)	\$ 35.77	\$ 3,648.06	121.60%	83%	\$ 2,500.00	\$ 4,864.08
Audio Visual	396	\$ 12,000	\$ 922.33	\$ 775.79	\$ 487.54	\$ 7,808.45	65.07%	83%	\$ 10,000.00	\$ 12,000.00
Collections	395	\$ 53,250	\$ 3,910.23	\$ 2,406.76	\$ 2,655.91	\$ 41,425.34	77.79%	83%	\$ 44,375.00	\$ 55,233.79
Other Total		\$ 83,000.00	\$ 7,549.29	\$ 3,270.47	\$ 3,940.26	\$ 64,404.25	77.60%	83%	\$ 69,166.67	\$ 80,633.59
Total Budget		\$ 777,000.00	\$ 55,711.49	\$ 67,654.36	\$ 53,528.21	\$ 646,953.84	83.26%	83%	\$ 647,500.00	\$ 827,175.93



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 5, 2018

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Director's Report
Friends Report
Endowment Report
Library System Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report October 2018
2. Friends offer challenge grant to library _ Local _ hngnews.com
3. Library seeks funding for additional youth services staff member _ Local _ hngnews



E.D. LOCKE PUBLIC LIBRARY DIRECTOR'S REPORT

October 2018

October Highlights:

- **HVAC – three** VAV boxes (sort of a thermostat) were not working correctly. One of them needs a new controller and Harker has ordered the part. One of them needed some software adjustments which Harker did and got it working again. The last one has debris in the coil. Harker cleaned out the coil as best as they could. While it is better, it's still not working perfectly. Replacing a coil is very expensive so decided to see how the winter goes before deciding to replace it or not.
- **Village Update** - Mary Pat will give an update
- **Endowment –**
 - **Fund Raising** – As of October 31, we have raised \$20,870 in cash and \$65,000 in pledges. We need to raise \$19,130 to meet our goal.
- **Friends** – The Friends made 260 pies in 2018 and their profit from the sale was \$2448.76. On October 24th they sent out membership renewal cards and an invitation to the Friends' Sneak Peak reception and book sale.
- **Systems Report** – Nothing to report
- **Communication & Technology Department Manager** – Village Managers sat in on interviews for the next Communications and Technology Department manager. We interviewed eight people over two days. The committee narrowed it down to four people for some members of the Communication and Technology Committee to do the final interviews. The Library utilizes the Communication and Technology Department for assistance with the projector and other AV equipment, access to the Village's network for finance software, and sharing of information over social media.
- **Cross Training Staff** – I'm working on training Kelly Heasty on how to create the Library Board Packet.
- **Library Budget Meeting** – The review of the Library budget with the Village Board occurred on October 29th. The discussion of the library fund was very short. The board had until end of business on Nov. 1 to give Administration their changes and questions. The next meeting to go over any changes is November 8th.
- **Building Lease** – there has been some discussion that Brad Czebatar would like the Village Board to consider working with the library board on creating a lease for the library. The League of municipalities seems to believe that because the Library Board has a lot of authority (including responsibility for the building and grounds of the library) that if they use the building for more than five years without a lease or rent that the courts could interpret this as the Library Board instead of the Village owning the building. I will have more information for discussion at the Library Board meeting.

Assistant Director highlights (Linda Stuckey)

- The new projector has been installed in the meeting room.
- New signage/lettering was installed on the sidelights of both entrances with the library logo, hours, and closed days.
- The 2018 federal tax forms have been ordered. (We anticipate a lot of confusion and questions this season.)
- The quarterly backup of staff documents, photos, and KeePass folders was completed.
- Placed coordinated order for specialized supplies from South Central.
- Environmental Control has been assigned three building fobs. Staff have turned in their staff entrance keys.
- We are combating an ant infestation in the workroom.
- We are looking to replace two staff computers, possibly a laptop, and a digital camera.

HVAC:

- Public works is working on the pumps in the mechanical room and the exterior lighting.
- One of the four air conditioning motors for main library has been replaced by Harker. It was under warranty.
- The meeting room had an air conditioning failure on 10-17-18. The economizer control loop was not reading the correct outdoor air temp reading. It was fixed remotely in the software by Harker.

Youth Services highlights (Heather Kent)

Storytimes:

Storytimes saw a record attendance for the month of October – 955 people attended (537 children, 418 adults). This is AMAZING. The average attendance is around 34 people for each storytime.

Teens:

- The Teen Advisory Board met on October 8th. We discussed t-shirts and handed out shirts to new members. They would like to keep the design that was created by Karl McLease so if there is a need for more shirts we will already have the design. They also decided on the spring teen programming. At the meetings I am also giving the teens posters to put up in their schools. The hope is that this will spread the word a little better. There is also discussion of creating a library snap chat account.
- Friday, October 26th was our second Teen After Hours Program – Dungeons & Workouts. Teens sweat for about an hour followed by health snacks.
- During the Teen Advisory Board meetings I ask for volunteers to help with programming. This is a great opportunity for getting volunteer hours in during the school year. For three of my programs this month I had teen helpers that made the program's run much smoother.

Programming:

- On October 9th the Magic Tree House Book Club met. We discussed *Stage Fright on a Summer's Night*. There was better attendance this month and the kids were very excited about being together. After discussing the book we played some drama games, did a puppet craft, and worked on word searches.
- Saturday, October 13th, was our 1000 Books Before Kindergarten Celebration. This is a fantastic program sponsored by the McFarland Lions and Lioness Club. David Landau had the kids running around the room and dancing along to his songs. We celebrated all the children who have completed or are currently participating in the program.
- PJ Storytime on October 18th was a Halloween storytime. This is always fun because the children can wear the PJ's or their Halloween costumes. Even with several school activities going on that night, we had 67 people attend. With the addition of Heather Palmer as the YS assistant this program ran very smoothly – we were able to place the craft activities in the storytime room. This works well because it gets the families to come in to the library after the program.
- Tween Book Club met on October 23rd. We discussed *The Lightning Thief* – the first book in the Percy Jackson series. After discussing the book we created book marks for the cabin's we would want to be part of if we were sent to Camp Half Blood. I also introduced the next book, *The House with a Clock in Its Walls*. Because these books are in high demand, the library purchased copies to be used for this book club.

- STEAM Saturday on October 27th had children being mini-engineers creating brush bots from electric toothbrushes. Participants took apart the toothbrushes, removed the motor, and attached it to the top of the toothbrush head. The result was ridiculous vibrating robots that moved around their tables.

Outreach:

- We are still unable to do outreach to the surrounding daycares, but two separate grades from Waubesa came to visit this month. The third and fourth grade classes came during the first part of the month to tour the library. Katharine Clark led all but one of these tour groups, helping Heather meet the needs of the schools while also keeping the storytimes going.

Other:

- Heather Palmer, the new youth services assistant, started the first part of October.
- On Friday, October 5th, Heather Kent attended the South Central Library System's Youth Services Meeting. This meeting was about baby and early childhood programming. It was a great opportunity to learn what other libraries are doing and gave Heather many ideas for how to grow our programming further.

Adult Services highlights (Katharine Clark)

- Resumed McFarland Villas outreach visits, met with new Activities Director Jessica to set up times for future ones
- Did special mystery book discussion with author Heather Gudenkauf who skyped in to discuss with attendees
- Participated in the McFarland Lions Wellness Fair, issued new library cards and checked out materials and answered questions about the library and library services
- Met with Christ the King Book Club at their parish to help organize future book discussion titles
- Attended WI Library Association (WLA) annual conference in LaCrosse, will be serving on the WLA Board of Directors as Treasurer starting in 2019. Got some great new ideas for programming, book displays and networked with librarians from all over the state
- Set up multiple proctoring appointments for two students

Circulation Services highlights (Kelly Heasty)

HIRING & TRAINING:

- Interviewed and will be hiring a client from Employability LLC for a temporary shelving position to be paid for by the State of Wisconsin. The position will last for three months and candidate will work alongside our senior shelper in the mornings, two days a week.

PERSONAL EDUCATION/TRAINING:

- Attended yearly required Circulation Users Group to keep up Circulation Certification.
- Will attend Bibliovation training/evaluation on Oct 31

WRITTEN PROCEDURES:

- Updated Notary procedure after notarizing three documents this month. Also supplied village Outreach Newsletter staff with information about notary availability.
- Working on converting magazine subscription tracking cards into Excel spreadsheet

MAGAZINES:

- With back-up circ assistant, processed all incoming magazines for October.
- Weeded and withdrew approximately 50 magazine titles from 2016.

LITERARY GEMS BOOK CLUB:

- 10th meeting of the year: 10/25; **Book Title** = A Hologram for the King by Dave Eggers: 2 attendees
- Obtained books & completed book flyer for November meeting

WED AFTERNOON BOOK CLUB:

- Obtained books & completed book flyer for November meeting.
- Placed additional book selections on hold for 2019 and completed 2019 (first half) bookmarks.

ISSUES RESOLVED:

- Worked with Amy Lawrence to slightly tweak the way we inform patrons of damaged item. She will make a slight wording change to the snail mail slip & also send an email when available from the patron record.

OTHER:

- Four documents notarized
- NEW PATRONS FOR OCT: approximately 60 applications for new cards processed
- Updated materials spreadsheet with all incoming materials from Oct.
- Display case arrangements made for November: Uranium Glass

----Heidi Cox, Library Director

MCFARLAND

Friends offer challenge grant to library

Library needs to raise nearly \$21k before July

By Amber Gerber agerber@hngnews.com 23 hrs ago

Every dollar donated to establish an endowment fund for the E.D. Locke Public Library will now be matched as the Friends of the Library decided to provide its own challenge grant. This grant has decreased the amount the library needs to raise by \$30,000.

“It was natural for us to help start the endowment fund and doing that in the form of a matching challenge grant means that we can help amplify the effectiveness of money provided by individual donors,” said Friends secretary Quinn Leonard.

This is the second challenge grant the library has received this year.

The E.D. Locke Public Library was awarded a challenge grant through the Madison Community Foundation in the spring to establish an endowment fund. In a May interview, library director Heidi Cox said patrons had been approaching the library about leaving a legacy donation to the library. Having an endowment fund will help accommodate those requests, she said.

With the Madison Community Foundation and Friends both providing 2:1 funding, every amount donated will be equally matched. For example, a \$50 donation will result in the library receiving \$25 from the foundation and \$25 from the Friends.

The Madison Community Foundation will match funds up to \$35,000 while the Friends will match up to \$30,000.

Leonard said the money from the Friends comes through its two major fundraisers – used book sales throughout the year and the annual apple pie sales at Family Fest. The group also receives money through the Amazon Smile program in addition to donations from individual Friends members.

As of two weeks ago, the library had raised \$19,120 for the endowment. Cox said they need to raise an additional \$20,880 by June 30, 2019, to meet the total fundraising goal, which includes the challenge grant funds, of \$105,000.

Once funded, the library will use interest from the endowment fund to supplement what is provided through the annual village budget, Cox said. The money will be used to pay for programming and technology enhancements.

Donations to the endowment fund can be made through the library's website, www.mcfarlandlibrary.org, by dropping a check off at the library or sending a check directly to the Madison Community Foundation, 111 N. Fairchild St., Suite 260, Madison, WI 53703.

MORE INFORMATION

Library given challenge grant to establish endowment fund

Amber Gerber

MCFARLAND

Library seeks funding for additional youth services staff member

By Amber Gerber agerber@hngnews.com Oct 25, 2018

Seven weekly storytimes and a monthly STEAM Saturday, PJ storytime, child and tween book clubs, teen after-hours activity, teen advisory board meeting plus other non-regularly scheduled youth and family events and the summer reading program.

And the patrons of the E.D. Locke Public Library are asking for more similar programs.

It's a lot for youth services librarian Heather Kent to accomplish. And it's why library director Heidi Cox is asking the McFarland Village Board to provide funding for a second full-time youth services librarian.

There is a youth services assistant who provides 10 hours of support, much of it involving setting up for the activities and working at the youth services desk, Cox said.

"We've had tremendous growth in our youth and family programming," Cox said. "The attendance has been up every year since 2016."

The director said parents are asking for more evening and weekend events, along with programs for families, teens and school-age children.

A recent request for the Friday Messy Munchkins program to return will be fulfilled beginning next month; Kent had pulled back on the program after adding a seventh weekly storytime. Cox explained the additional storytime has resulted in Kent no longer being able to do outreach to day cares.

"She had to take something off her plate," the library director said. "We'd like to be able to add that back in."

In addition to planning and running the programs, Kent is tasked with buying for and purging the children's book collection.

Cox said the pair of youth librarians would work as a team instead of one dealing with the younger readers while the other holds programs for the older group.

According to a memo from Village Administrator Matt Schuenke regarding the 2019 proposed village budget, the presented budget would fund the position beginning in July to allow the village to step into the addition of the position rather than absorbing it all at once.

The village board is set to discuss the library's budget request at a special budget meeting Monday. The trustees can bring forward any proposed changes until Nov. 1; the body will be able to discuss those proposals and review the entire budget a week later.

A public hearing and final adoption of the 2019 budget is slated for Nov. 26.



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 5, 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 Report

E. D. Locke Library Statistics

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change	Circ per FTE	Circ per \$	70%
Checkouts																	
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	18,739	18,402	14,440	15,138			164,075	-4%	18,090	\$ 4.50	\$ 3.15 
% change month to month	3%	-4%	-4%	-1%	-4%	-3%	-3%	-4%	-9%	-10%	-100%	-100%					
New Library Cards																	
2017	46	46	46	37	45	95	44	65	60	37	35	41	597	-1%			
2018	41	45	49	39	44	88	66	51	49	52			524	1%			
	-11%	-2%	7%	5%	-2%	-7%	50%	-22%	-18%	41%	-100%	-100%					
Internet Use																	
2017	682	659	798	733	712	766	747	773	722	742	613	653	8,600	-5%			
2018	694	634	743	731	689	752	764	900	615	599			7,121	-3%			
	2%	-4%	-7%	0%	-3%	-2%	2%	16%	-15%	-19%	-100%	-100%					
Wireless Internet Uses																	
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	8,217	8,217	8,096			82,051	0%			
	6%	-5%	1%	12%	-4%	2%	11%	-2%									
Checkouts from Village of McFarland Residents																	
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	10784	10145	7980	8437			91,829	-3%			
% of Village Circ	92%	92%	92%	91%	93%	92%	93%	93%	93%	92%	#DIV/0!	#DIV/0!	92%				
% of total Library Circ	55%	54%	56%	57%	58%	56%	58%	55%	55%	56%							
VMCF- Total Circ																	
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	11635	10909	8589	9207			99,565	-6%			
	-2%	-7%	-5%	-1%	-1%	-5%	-1%	-10%	-12%	-12%							
visitor count																	
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	11,530	10,836	8,361	9230			97,055	6%			
	3%	1%	6%	5%	-4%	9%	14%	14%	6%	3%	-100%	-100%					



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 5, 2018

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2019 Budget

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, November 5, 2018

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2019 Closed Dates

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Closed Dates 2019

Closed Dates 2019

Tuesday, Jan. 1, 2019
Easter Sunday April 21, 2019
Memorial Day Monday, May 27, 2019
Independence Day Thursday, July 4, 2019
Labor Day Monday September 2, 2019
Thanksgiving Thursday, November 28, 2019
Christmas Eve Tuesday, December. 24, 2019
Christmas Day Wednesday, December 25, 2019
New Year's Eve Tuesday, Dec 31, 2019 (@ 5:30)
Wednesday, Jan. 1, 2020



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 5, 2018

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Fines

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, November 5, 2018

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Director's Review

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Performance Appraisal - 2018

Village of McFarland

Individual Performance Appraisal and Wage Adjustments

Implementation Schedule

The Performance Appraisal process is established to evaluate employee performance during the indicated review period. Wage Adjustments are then made based on the results of the appraisal process as applicable with the first of the coming new year and approved within the Annual Budget adopted by the Village Board. The Annual Budget specifically allocates funds across a broad spectrum in order to fund necessary wage adjustments that are allowed by policy set within the Compensation and Benefits Manual. The operations of this process are managed by the Village Administrator as Personnel Officer for the Village with assistance from the Village Clerk/Treasurer regarding record keeping and payroll implementation as is appropriate.

October 9, 2018	Department Head Staff Meeting held to distribute Schedule and Performance Appraisal form. This formally begins the process for Supervisors to formally evaluate the performance of their direct reporting Staff.
November 14, 2018	Supervisors complete Performance Appraisal form for all of their direct reporting Staff. All forms shall be submitted to the Clerk/Treasurer for their Department by this date. All Exceeds Expectation Justification Worksheets should be submitted directly to the Administrator no later than this date.
November 26, 2018	Village Board adopts the Annual Budget allocating funds across a broad spectrum in order to fund necessary Wage Adjustments that are allowed by policy set within the Compensation and Benefits Manual.
December 7, 2018	Administrator shall have completed his review of Performance Appraisals as appropriate and will work with the applicable Department Head as well as Clerk/Treasurer to determine Wage Adjustments.
December 31, 2018	All Employees will be notified regarding changes in compensation through the Wage Adjustment Worksheet which will be determined as a result of the Performance Appraisal process.
January 1, 2019	Effective date for all approved Wage Adjustments as they have been authorized for funding within the Annual Budget.

Village of McFarland

Individual Performance Appraisal and Merit-Based Wage Adjustments

Employee Name:

Job Title:

Department:

Hire Date in Current Position:

Appraisal Date:

Appraisal Period:

Completed By:

Title of Appraiser:

☐ Annual Evaluation

☐ Probationary Evaluation

For Six (6) Month Probationary Hires:

☐ 3 months, ☐ 6 months, ☐ Extended

For Twelve (12) Month Probationary Hires:

☐ 6 months, ☐ 12 months, ☐ Extended

Instructions

The appraisal process provides an opportunity to discuss individual work efforts and results with a primary focus to improve performance. The results of this process will also direct the amount of any wage adjustments earned by the performance of the Employee over the year evaluated. The Employee first completes the Self-Review in its entirety within all four sections and submits it to their Supervisor. The Supervisor shall review the comments provided in the Self-Review by the Employee and complete the Supervisor Review as part of the formal evaluation process. The Supervisor and Employee shall then schedule a time to meet to discuss the comments provided in total as part of the review process by both parties. The Employee and Supervisor sign and date the report upon conclusion of meeting confirming that the Employee has read and understands the Performance Appraisal that was completed. The results of the Performance Appraisal shall be submitted to the Village Administrator in order for a wage adjustment to be determined as earned and applicable.

Section I - Employee Performance Appraisal

The performance of the Employee is evaluated on the basis of specific performance dimensions and key components of the position description.

Section II - Action Plan Review (Prior Year)

The performance of the Employee is evaluated on the basis of progress made in meeting the action plan objectives established for the prior year.

Section III - Action Plan Development (Next Year)

A new action plan is developed in order for the Employee to work on objectives for the upcoming year.

Section IV - Performance Appraisal Summary

The overall performance of the Employee is scored and summarized in narrative form, as measured by Sections I-III.

Section I - Employee Performance Appraisal

Using the rating scale below, check the appropriate box that best describes last year's level of performance for each performance dimension. Please refer to the Sample Criteria for Performance Dimensions for additional descriptors of each dimension. If the dimension is not applicable to the position, mark N/A.

Below Job Responsibilities:
Level 1

Performance is below the minimum requirements of the job for the performance dimension and job responsibilities are not met.

Meets Job Responsibilities:
Level 2

Performance meets the requirements of the job for the performance dimension and job responsibilities are met.

Above Average Job Responsibilities:
Level 3

Performance is consistently above the average work meeting the job responsibilities and at times may exceed expectations with some duties.

Exceeds Job Responsibilities:
Level 4

Performance exceeds the requirements of the job for the performance dimension and significant results above and beyond the expectations of the job are achieved.

	SELF-REVIEW				SUPERVISOR REVIEW				SUPPORTING COMMENTS
SECTION I - PERFORMANCE DIMENSIONS	1	2	3	4	1	2	3	4	
For All Employees:									
Knowledge and Skills Understanding of and proficiency in specific skills necessary to perform job assignments. Includes department and position specific skills.									
Team Work Creates and fosters a positive work environment through interactions with co-workers, supervisors, and the public.									
Productivity Consistently completes assigned work on time and in accordance with organizational and departmental standards.									
Accountability Holds oneself individually responsible and the organization collectively responsible for the quality of service provided to the public.									
Decision Making Exercises sound judgement in reaching and implementing work-related decisions guided by the goal of serving the public effectively and efficiently.									
Innovation Finds new and better ways to enhance the quality of services provided to the public and to improve all aspects of the work of the organization.									
Communication Shares information reliably and is able to clearly and concisely convey ideas in both verbal and written forms.									
Leadership Fosters a collaborative working environment; effectively guides and motivates others in collective pursuit of organizational goals.									
For Supervisors, Managers, and Department Heads:									
Supervision Consistently able to lead employees to high levels of productivity using principles of communication, preparedness, motivation, and accountability.									
Management Ability to prepare and implement plans to achieve organizational priorities, allocate resources effectively, and monitor performance.									

Section II - Action Plan Review (Prior Year)

SECTION II - ACTION PLAN REVIEW

WHAT IS GOING WELL? REVIEW OF PREVIOUS ACTION PLAN.

Employee Self-Review:

Supervisor Review:

Section III - Action Plan Development (Next Year)

SECTION III - ACTION PLAN DEVELOPMENT
<i>AREAS TO FOCUS ON IN THE UPCOMING YEAR (PERFORMANCE, JOB GROWTH, CAREER GROWTH). NEW ACTION PLAN.</i>
<u>Employee Self-Review:</u>

<u>Supervisor Review:</u>

Section IV - Performance Appraisal Summary

SECTION IV - PERFORMANCE APPRAISAL SUMMARY

Assign an appropriate rating level to the performance of the employee using the general definitions describing each rating level below. These are meant as a guide to help the employee and supervisor distinguish the overall level of performance of the employee. The rating is to be based upon the Performance Dimensions and Key Components above.

Level	Definition
Level 1 - Does Not Meet Expectations:	Overall performance is generally below the minimum requirements and expectations for the position. The output and quality of work is inconsistent and below acceptable levels. Job specific knowledge, skills, and abilities do not consistently meet expectations. Close direction and supervision is required, even in routine situations. Frequent coaching is needed to avoid problems and improve performance. Decision making and judgement is inconsistent and questionable.
Level 2 - Meets Expectations:	Overall performance meets expectations and is at a level of a well-qualified, experienced, and motivated employee for the performance dimensions of the position. The output and quality of work is acceptable. Responsibilities of the job are understood and accepted in a positive manner. Job specific knowledge, skills, and abilities are demonstrated at a high level. Employee demonstrates some creativity and initiative to complete their tasks. Some direction or supervision is needed in unexpected situations.
Level 3 - Above Average:	Performance at this level meets the criteria in all respects for Level 2 by Meeting Expectations in the performance dimensions for the position. Performance, at times, may exceed expectations for some essential job functions but not all. The output and quality of work is consistently very good meeting the most critical goals/objectives established within their Action Plan. Is self-motivated and able to identify opportunities/challenges and has the vision to pursue them demonstrating creativity and initiative to complete these tasks with minimal supervision.
Level 4 - Exceeds Expectations:	Performance at this level meets the criteria in all respects for Level 3 by achieving Above Average in the performance dimensions of the position and further exceeding the already high organizational expectations in many areas. Uses initiative and creativity to solve complex problems and demonstrates superior judgement. Has a substantial positive impact upon overall operations. Goes above and beyond just assigned job responsibilities in a positive manner. Innovative in the development of new programs, services, procedures, or concepts that create efficiencies on the delivery of services to the community. Please see attached Appendix A in order to complete the Exceeds Expectations Justification Worksheet to complete this rating.

Employee Self-Review - Final Rating Determination and Final Comments:

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Supervisor Review - Final Rating and Final Comments:

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Signatures: I have participated in a performance appraisal and goal setting discussion with my supervisor. My signature acknowledges that the performance appraisal document has been reviewed with me by my supervisor, and that I discussed the rating and comments contained in this document as provided.

Employee Signature

Supervisor Signature

Date

Date

Appendix A - Exceeds Expectations Justification Worksheet

Level 4 rating within the Employee Performance Appraisal process is noted as the Exceeds Expectations threshold and is the highest rating achievable within the annual evaluation process. Section 3.04(5) of the Compensation and Benefits Manual details the guidelines that have to be met for a rating of Exceeds Expectations to apply following review. By Policy, "Department Heads are responsible for providing written documentation for the justification of an "Exceeds Expectations" rating for any Employee and a copy of the completed annual performance evaluation to the Administrator." This worksheet shall utilize the policy guidelines regarding the achievement of this rating and serve as the written documentation to outline this documentation. Upon completion of this form, the Department Head will sign and submit this worksheet to the Village Administrator for approval with a copy of the Performance Appraisal. The Department Head may not transmit the final review and rating determination until after this worksheet has been approved by the Village Administrator.

Please enter in the justification for each guideline listed in order to make a determination on the rating regarding the year in which the Performance Appraisal is being conducted. These guidelines are established as official policy within Section 3.04(5) of the Compensation and Benefits Manual. The following guidelines are to be used to determine the rating of Level 4 - Exceeds Expectations:

Employees who have generally and consistently performed at an above average level for sustained periods of time...

Employees who have had considerable level of positive impact upon the overall operations of the Village or Department...

Employees who routinely plan, participate in, or conduct programs or services to the Community that are beyond those required of the position...

Employees who are innovative in the development of new programs, services, procedures, or concepts that create efficiencies or increase effectiveness in the delivery of service to the Community and their Department...

Signatures: As the Department Head and/or Supervisor, I have completed the Performance Appraisal for the above named Employee finding their performance to Exceed Expectations as a Level 4 within the annual evaluation process. As such I am submitting the Exceeds Expectations Justification Worksheet as my written documentation to the Village Administrator of this achievement and recognition that I find the Employee's performance to be inline with the guidelines established within Section 3.04(5) of the Compensation and Benefits Manual for Employee's that Exceed Expectations

Department Head/Supervisor

Village Administrator

Date

Date



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, November 5, 2018

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Naming Rights Wall

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None