VILLAGE OF MCFARLAND *NOTICE OF PUBLIC MEETING*

LIBRARY BOARD

Monday, December 3, 2018 **5:15 PM** **E.D. Locke Public Library**

AGENDA

1. CALL TO ORDER

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS
   a. Motion to approve the minutes of the November 5, 2019 meeting.

   b. Approval of the November 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. 2018 Director Goals update

   b. 2019 Draft Director's Goals

   c. Borrowing Rules Policy

   d. Closed Session - Motion to convene in Closed Session in accordance with Wisconsin Statute 1985(1)c to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction (compensation and performance evaluation issues).

   e. Open Session - Motion to adjourn the Closed Session and reconvene in Open Session to act on items of business discussed in Closed Session.

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, December 3, 2018**

SECTION: **Approval of Minutes**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Motion to approve the minutes of the November 5, 2019 meeting.**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. minutes 11-5-18

VILLAGE OF MCFARLAND

Library Board Minutes

Monday, November 5, 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 E. D. Locke Public Library meeting room 103.

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. *Approval of the draft minutes of the October 1, 2018 Library Board meeting.*
Motion by Member Evan Richards, second by Member Michael Shumway, to approve the draft minutes of the October 1, 2018 Library Board meeting with changes: adding the recorded votes. Motion carries 6 - 0 - 0 by acclamation.

b. *Approval of the October 2018 general fund bills and trust fund bills.*
Motion by Village Trustee Mary Pat Lytle, second by Ken Machtan, to approve Approval of the October 2018 general fund bills and trust fund bills. Motion carries 6 - 0 - 0 by acclamation.

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*
The 2019 budget and the process for approval by the Village Board was discussed.

b. *2019 Closed Dates*
Motion by Ken Machtan, second by Member Sharon Payne, to approve 2019 Closed Dates Motion carries 6 - 0 - 0 by acclamation.

c. *Fines*
Policies regarding library fines were discussed.

d. *Director's Review*
The process for the Director's review was passed.

e. *Naming Rights Wall*

Motion by Ken Machtan, second by Member Sharon Payne, to approve Naming Rights Wall design up to $3,000. Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Mary Pat Lytle, second by Member Sharon Payne, to adjourn at 6:23

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, December 3, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Approval of the November 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. November invoices

Row Labels	Sum of Amount	Description
Alliant Energy	$1,984.75	Utilities
ARAMARK	$141.45	Mat Rental
BAKER & TAYLOR BOOKS	$1,919.68	Books
BOOK PAGE	$324.00	Magazine Subscription
CORPORATE BUSINESS SYSTEMS	$266.45	Copier Lease
EMBASSY CONTROLS	$250.00	HVAC repair
ENVIRONMENT CONTROL	$1,261.53	Janitorial Services
LIBRARY PETTY CASH	$95.09	Petty Cash: office supplies; meeting supplies; postage
McFarland True Value	$64.28	facilities repair
MICROMARKETING LLC	$39.99	Audio Books
UNIQUE MANAGEMENT SERVICES INC	$8.95	Collection Services
WiLS	$79.52	Database renweal
(blank)		
Grand Total	$6,435.69	

Trust Fund: Madison Community Foundation	$1,000	Endowment Donations
Village of McFarland	$535.51	Craft Supply Reimbursement

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 3, 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
2. 2018 Budget Projection

2018 Budget Update

REVENUES									
		Budget Amount	September Actual	October Actual	November Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		$ 500,000.00				$ 500,000.00	100.00%		
County Library Aids		$ 258,000.00				$ 258,044.00	100.02%		
Adjacent County		$ 500				$ 364.36	72.87%		
Library Fines		$ 14,000	$ 1,039.73	$ 680.08	$ 517.40	$ 10,788.49	77.06%	92%	$ 12,375.00
Library Donations		$ -				$ -			
Miscellaneous Income		$ 5,000	$ 616.80	$ 316.00	$ 270.70	$ 4,493.10	89.86%	92%	$ 4,583.33
		$ 777,500.00	**$ 1,656.53**	**$ 996.08**	**$ 788.10**	$ 773,689.95	**99.51%**		
Expenditures						$ -			
Salaries	110	$394,000.00	$ 44,806.32	$ 29,928.12	$ 30,307.69	$ 354,406.83	89.95%	92%	$ 361,166.67
Coverage	112	$10,000	$ 1,069.40	$ 871.48	$ 769.23	$ 9,083.72	90.84%	92%	$ 9,166.67
Wage Adjustment		$7,500						92%	
Social Security	151	$31,500	$ 3,350.84	$ 2,202.05	$ 2,423.08	$ 26,964.29	85.60%	92%	$ 28,875.00
Health Insurance		$99,500	$ 8,111.11	$ 8,111.11	$ 8,111.11	$ 89,222.21	89.67%	92%	
Retirement		$24,250	$ 2,707.96	$ 1,798.23	$ 1,865.38	$ 21,671.25	89.37%	92%	
Other Fringe Benefits	152	$ 2,000	$ 91.40	$ 91.40	$ 73.84	$ 904.92	45.25%	92%	$ 1,833.33
Total Personnel		**$ 568,750.00**	**$ 60,137.03**	**$ 43,002.39**	**$ 43,550.33**	$ 509,497.22	**89.58%**	92%	**$ 521,354.17**
Janitorial	210	$ 23,250	$ 1,261.53	$ 1,261.53	$ 1,261.53	$ 12,615.30	54.26%	92%	$ 21,312.50
Unique	215	$ 500	$ 8.95	$ 35.80	$ 8.95	$ 161.65	32.33%	92%	$ 458.33
Utilities	220	$ 28,000	$2,408.92	$2,038.74	$1,984.75	$ 23,853.84	85.19%	92%	$ 25,666.67
Telephone	225	$ 1,250	$67.46	$149.60	$0.00	$ 682.00	54.56%	92%	$ 1,145.83
Facility Maintenance	240	$ 14,000	$188.60	$3,934.46	$408.58	$ 18,634.15	133.10%	92%	$ 12,833.33
Equipment Maintenance	241	$ 8,250	$295.86	$380.69	$142.30	$ 7,484.47	90.72%	92%	$ 7,562.50
Link System	295	$ 43,000			$ -	$ 42,915.68	99.80%	92%	
Electronic Resources	296	$ 7,000			$ 79.52	$ 5,343.59	76.34%	92%	$ 6,416.67
Total Services		**$ 125,250.00**	**$ 4,231.32**	**$ 7,800.82**	**$ 3,885.63**	**$ 111,690.68**	**89.17%**	92%	**$ 75,395.83**
Office Supplies	310	$ 5,000	$ 230.77	$ 525.77	$ 60.68	$ 5,960.07	119.20%	92%	$ 4,583.33
Postage	315	$ 250	$ 200.00	$ -	$ 31.26	$ 256.97	102.79%	92%	$ 229.17
Dues	320	$ 250	$ 220.00	$ 225.00	$ -	$ 670.00	268.00%	92%	$ 229.17
Education & Travel	330	$ 3,750	$ 64.99	$ 58.86	$ -	$ 2,147.34	57.26%	92%	$ 3,437.50
Operating Supplies	340	$ 1,500		$ 361.35	$ -	$ 1,758.07	117.20%	92%	$ 1,375.00
Specialized Supplies	345	$ 4,000	$ 113.39	$ 582.31	$ -	$ 2,150.26	53.76%	92%	$ 3,666.67
Programs	350	$ 3,000	$ (1,410.84)	$ 335.77	$ (246.85)	$ 3,210.48	107.02%	92%	$ 2,750.00
Audio Visual	396	$ 12,000	$ 854.50	$ 878.55	$ 39.99	$ 8,788.65	73.24%	92%	$ 11,000.00
Collections	395	$ 53,250	$ 2,821.64	$ 3,628.31	$ 2,116.68	$ 44,129.03	82.87%	92%	$ 48,812.50
Other Total		**$ 83,000.00**	**$ 3,094.45**	**$ 6,595.92**	**$ 2,001.76**	$ 69,070.87	**83.22%**	92%	**$ 76,083.33**
Total Budget		**$ 777,000.00**	**$ 67,462.80**	**$ 57,399.13**	**$ 49,437.72**	**$ 690,258.77**	**88.84%**	92%	**$ 712,250.00**

2018 Budget Projection

REVENUES							
		Budget Amount	**October Actual**	**November Estimated**	**December Estimated**	**2018 Projected**	**% of Budget total**
Property Tax		$ 500,000.00				$ 500,000.00	100.00%
County Library Aids		$ 258,000.00				$ 258,044.00	100.02%
Adjacent County		$ 500				$ 209.36	41.87%
Library Fines		$ 14,000	$ 680.08	$ 517.40	$ 1,027.00	$ 11,815.49	84.40%
Library Donations		$ -				$ -	
Miscellaneous Income		$ 5,000	$ 316.00	$ 270.70	$ 419.00	$ 4,912.10	98.24%
		$ 777,500.00	**$ 996.08**	**$ 788.10**	**$ 1,446.00**	$ 774,980.95	**99.68%**
Expenditures						$ -	
Salaries	110	$394,000.00	$ 29,928.12	$ 30,307.69	$ 30,307.69	$ 393,233.01	99.81%
Coverage	112	$10,000	$ 871.48	$ 769.23	$ 769.23	$ 9,943.15	99.43%
Wage Adjustment		$7,500					
Social Security	151	$31,500	$ 2,202.05	$ 2,423.08	$ 2,423.08	$ 29,387.36	93.29%
Health Insurance		$99,500	$ 8,111.11	$ 8,111.11	$ 8,111.11	$ 97,333.32	97.82%
Retirement		$24,250	$ 1,798.53	$ 1,865.38	$ 1,865.38	$ 23,536.94	97.06%
Other Fringe Benefits	152	$ 2,000	$ 91.40	$ 73.84	$ 73.84	$ 978.76	48.94%
Total Personnel		**$ 568,750.00**	**$ 43,002.69**	**$ 43,550.33**	**$ 43,550.33**	$ 561,656.55	**98.75%**
Janitorial	210	$ 23,250	$ 1,261.53	$ 1,261.53	$ 1,261.53	$ 15,138.36	65.11%
Unique	215	$ 500	$ 35.80	$ 8.98	$ 30.89	$ 317.87	63.57%
Utilities	220	$ 28,000	$2,038.74	$1,984.75	$2,430.00	$ 26,283.84	93.87%
Telephone	225	$ 1,250	$149.60	$62.00	$62.00	$ 823.39	65.87%
Facility Maintenance	240	$ 14,000	$3,935.00	$408.58	$500.00	$ 19,134.69	136.68%
Equipment Maintenance	241	$ 8,250	$380.69	$142.30	$300.00	$ 7,784.47	94.36%
Link System	295	$ 43,000				$ 42,915.68	99.80%
Electronic Resources	296	$ 7,000				$ 5,264.07	75.20%
Total Services		**$ 125,250.00**	**$ 7,801.36**	**$ 3,868.14**	**$ 4,584.42**	**$ 117,662.37**	**93.94%**
Office Supplies	310	$ 5,000	$ 525.77	$ 60.68	$ 400.00	$ 6,045.04	120.90%
Postage	315	$ 250	$ -	$ 31.26	$ -	$ 256.97	102.79%
Dues	320	$ 250	$ 225.00	$ -	$ -	$ 670.00	268.00%
Education & Travel	330	$ 3,750	$ 58.86	$ 300.00	$ 100.00	$ 2,595.42	69.21%
Operating Supplies	340	$ 1,500	$ 361.35		$ 300.00	$ 2,058.07	137.20%
Specialized Supplies	345	$ 4,000	$ 582.31	$ 220.00	$ 220.00	$ 2,521.09	63.03%
Programs	350	$ 3,000	$ 335.77	$ (247.00)	$ (535.00)	$ 3,166.06	105.54%
Audio Visual	396	$ 12,000	$ 878.55	$ 2,100.00	$ 2,100.00	$ 12,399.46	103.33%
Collections	395	$ 53,250	$ 3,628.00	$ 5,900.00	$ 5,900.00	$ 54,197.43	101.78%
Other Total		**$ 83,000.00**	**$ 6,595.61**	**$ 8,364.94**	**$ 8,485.00**	$ 83,909.54	**101.10%**
Total Budget		**$ 777,000.00**	**$ 57,399.66**	**$ 55,783.41**	**$ 56,619.75**	**$ 763,228.46**	**98.23%**

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 3, 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:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's rpt November 2018

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

November Highlights:

- **HVAC**
  - The Freeze stat "froze" on 11-13-18, causing the library to have no heat. Harker responded and fixed the problem and hope to change instructions in the software to prevent future issues with this scenario.
  - Public works is working on the pumps in the mechanical room.

- **Village News -** Mary Pat will give an update
- **Endowment –**
  - **Fund Raising** – As of November 30, we have raised $13,870 in cash and $65,600 in pledges. We need to raise $25,530 to meet our goal.
- **Friends** –
  - On October 24th they sent out membership renewal cards and an invitation to the Friends' Sneak Peak reception and book sale.

- **Systems Report** – SCLS is creating a facility needs study to look at the future needs for the system. They currently have offices on the north side of Madison and the delivery garage and office is located off of Park St. They are considering looking for or building a combined facility.
- **Confrontation Training** – Attended training on managing threating confrontations. This training was about working with people who might have disabilities and mental illnesses. Even though this training was more for social workers and care givers, we did get some ideas on how to improve our services and staff safety.
- **Phone outage –** Village phones were down for about two days. The problem was started by a power outage in the network closet. It has been resolved.
- **Furniture –** I am working with Emmons on getting quotes to change over the story time room into an office for the YS staff, and replace or reupholster the existing chairs throughout the library.
- **Database demos** – The library has offered A to Z databases to patrons for years but recently their competitor Reference USA has significantly dropped their prices. We are currently looking through each database to see which one would work better for our patrons.
- **Security system**
  - Boldtronics changed the way that our door access software was set up and there were mistakes made in the schedule in the computer. The public entry doors failed to lock Friday night (11-16-18) and staff had to bicycle lock the main doors (both sets) in order to lock the library, as the electric cut off switch is not operational (waiting for a part). This has been corrected.
  - The cleaners were locked out due to a programming error of the fobs which the vendor has now corrected.
  - One security camera has gone offline twice. Boldtronics has replaced the camera at no charge because it was under warranty.

Assistant Director highlights (Linda Stuckey)

- Attended CMS (Collection Maintenance Subcommittee) meeting 11-14-18.
- Attended, along with Amy, a Bibliovations demonstration on 10-31-18 for the cataloging module.

- Ordered two staff computers with monitors, five patron internet computers, and requested a re-image of one of the replaced computers as an additional PAC (patron catalog) for the back area of the adult collection along Main Street.
- The AWE station hard drive is failing, as well as the very popular Linux games computer.
- State tax forms have been ordered and they will follow the federal model and only offer the Form 1 (no 1A or EZ).
- We are completing year-end report cleanup on problem items (lost, damaged, and missing items).

Youth Services highlights (Heather Kent)

Storytimes:

- Storytimes attendance was still at very high numbers this month.

Teens:

- The Teen Advisory Board did not meet for the month of November.
- Friday, November 23 we had a Teen After Hours: Tape Resist Painting Program. There were only three teens that attended this program, however they were teens that had never attended a library program before. There was discussion that they were attracted by the idea of teen art programming – which may be an area to explore in 2019.
- 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 one of our programs this months I had teen helpers that made the program's run much smoother.

Programming:

- Messy Munchkins returned on November 9th. Several parents had requested that we start this program back up and it had a very enthusiastic return (104 people attended the first program and 100 the second.) This program will be run for two weeks then take a week off – to give Heather a Friday for office time.
- On November 13th the Magic Tree House Book Club met. We discussed A Good Night for Ghosts. This is a really well attended book group. There is a lot of energy and enthusiasm for this program with our students in grades K-3.
- PJ Storytime on November 15th was our annual Stuffed Animal Sleepover program. This year's theme was Spa. We had a yoga/sleepover themed storytime which included activities like partner yoga with your stuffed animal. The storytime was followed by Spa activities – like make your own sleep masks. Participants were invited to leave their stuffed animals at the library overnight. We take pictures of the stuffed animal adventures and give each child a collage of these pictures to take home.
- Family Board Game Day was on November 17th. This is a fun program sponsored by the McFarland State Bank, I'm Board Games, and Pegasus Games. Mike Moderski from the bank came and helped run games at the different tables.
- STEAM Saturday on November 24th explored density of liquids by making "liquid rainbows." Participants were able to stack liquids and learn about how, even though they look alike, not all liquids are the same. We also made rain jars and glitter balls. Heather had worried that holding this program on the Saturday after Thanksgiving would be a problem – but it wasn't. We had over 50 people participate.
- Tween Book Club met on November 27th. For November the group read The House with a Clock in Its Walls as this month's selection. There were limited activities with this book so the group watched the first part of the new movie – which was released digitally on the 27th. The group was asked to observe the differences between the book and the movie.

Outreach:

- There were two outreach visits to the Gingerbread House 4k program this month. This program has just recently asked Heather to come out to visit and is an opportunity she doesn't want to miss out on. These are special visits that are done once in the fall and once in the spring.
- On Thursday, November 8th, Heather participated in the IMMS family fun night event. She made literary buttons in the library of the middle school.

Adult Services highlights (Katharine Clark)

- Attended South Central Library programming librarian idea workshop at the Fitchburg Library and got great contacts for 2019 events.
- Visited Shared Table meal at McFarland Lutheran Church, did book checkout and promotion of library services
- Participated in Wisconsin Library Association leadership committee meeting online to discuss future of Association's leadership initiative, will be on the WLA Board next year as Treasurer for the Association
- Met with Tamara Ramski of SCLS to discuss digitization project of local history room materials
- Set up McFarland Library to be a location for Wisconsin Film Festival sneak peeks
- Helped local artist Philip Heckman set up his card catalog art installation which will be on display at library through January

Circulation Services highlights (Kelly Heasty)

HIRING & TRAINING: Training Disabled shelver, hired in accordance with Employability LLC.

PERSONAL EDUCATION/TRAINING:

- Attended Bibliovation evaluation/overview on Oct 31
- Attended "Managing Threatening Confrontations" training with Heidi on 11/27. Will review how much of that training along with Webinar on Homeless patrons will apply to library staff and consider further training.
- CSC Meeting on Nov 13th
- Staff meeting on Nov 20th

WRITTEN PROCEDURES:

- Worked with Amy on updating Parts Missing procedures.
- Identified a need to update problem item procedures after staff meeting.

LITERARY GEMS BOOK CLUB:

- 10th meeting of the year: 11/29; Book Title is *Tess of the D'Urbervilles*, Thomas Hardy
- Obtained books & completed book flyer for December meeting

WED AFTERNOON BOOK CLUB:

Obtained books & completed book flyer for December meeting. Created a "spec sheet" for each book with notable information that can be handed out during meetings.

ISSUES RESOLVED:

- Realized patron computer printing parameters had changed sometime in the last several months. Evaluated all the patron computers for print default settings and Linda sent a trouble ticket into SCLS to update properly.

- Resolved an issue for a patron who was upset about fines on children's materials. She had moved here from Madison and didn't realize that fines would be charged on Children's materails.

OTHER:

- NEW PATRONS FOR NOV: approximately _35_____applications for new cards processed
- Display case arrangements made for Dec: Carvings from Oaxaca, Mexico
- Working with Adult Services Librarian to plan after-hours adult program in January
- Helped scan weeded materials from Friends book sale destined to go to Better World Books.
- Morning shelver taking short leave as a result of family illness. Reprioritized shelving needs during this time.

----Heidi Cox, Library Director

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 3, 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

	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%					
Checkouts from Village of McFarland Residents 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%					
Meeting Room Use																	
2017	50	53	51	66	37	43	36	29	34	53	52	37	**541**	41%			
2018	52	44	56	48	30	48	47	37	47	59			**468**	4%			
	4%	-17%	10%	-27%	-19%	12%	31%	28%	38%	11%	-100%	-100%					
Test Proctoring																	
2017	0	3	3	3	1	0	0	0	0	0	3	0	**13**				
2018	0	1	1	5	4	1	0	0	1	6			**19**	90%			
No. Children's Events																	
2017	562	552	1035	764	1674	1326	1065	1912	844	1034	1016	778	**12,562**	63%			
2018	757	1244	1737	702	1362	1920	1634	451	957	1838			**12,602**	17%			
Teen Program Participation																	
2017	6	17	7	17	0	25	10	0	5	5	6	34	**132**	136%			
2018	12	4	30	4	0	53	1	0	14	9			**127**	38%			
Adult event Participation																	
2017	56	158	55	139	93	98	29	93	94	94	188	32	**1,129**	283%			
2018	106	103	171	206	130	124	36	47	181	195			**1,299**	43%			

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 3, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2018 Director Goals update**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2018 Goals with updates (1)

2018 Goals Library Director

1. Create New sources of financial support
    a. Work with the Library Board to create a McFarland Library Foundation and/or endowment.
        i. Work with the board and the endowment committee on completing the Challenge Grant from the Madison Community Foundation.
        ii. DONE – the grant was awarded in January 2018.

2. Use technology to help library personnel be more productive and efficient
    a. Implement more Linkcat access throughout the building.
        i. A new online catalog will be setup by the end of the year in the Adult Fiction section
    b. Add an events screen to entrance area
        i. I am working on this with the Communication and Technology Department.
    c. Investigate wireless printing
    d. Investigate adding reading recommendations to the self-check
    e. Work with the SCLS ILS committee to preview different software.
        i. Done – the ILS committee looked at four different software programs and decided to upgrade our current software. This was completed in spring of 2018.

3. Maintain a facility that is safe, friendly, useful, and inviting place to pursue interest that enrich lives.
    a. Role as a community gathering place:
        i. Replace or repair furniture –
            1. I am currently gathering information on reupholstering or replacing our furniture. I am hoping to have this done yet this year.
        ii. Work with the Park Department and Community Groups to update the park next to the library.
            1. **Done the park opened in June of 2018.**
        iii. Change story-time room to make it more flexible for different uses.
            1. **I am currently working on converting the story time room into an office/workroom for the Youth Services Department.**
        iv. Have an energy efficiency plan done

4. Changes to collections, reference, and readers' advisory.

i. *Analyze circulation information against each collection to study how each collection is being utilized and if money needs to be allocated differently than in previous years.*

5. Maintain a library staff who are well-trained and informed in the use of Library resources and attuned to the needs of the patrons
    i. *Monthly staff meetings. One meeting per year will be longer than normal so that training can be conducted.*
        1. ***Done – we are currently meeting monthly.***

6. Improve Public Awareness of library services and programs so that these resources are used to their full potential
    a. Need for marketing and promotion of library services
        i. Work with the Chamber of Commerce to help increase the visibility of library services to the business community.
        ii. Create a marketing plan
        iii. Market the library at the new bike trail.

7. Respond to input from the public to meet those interests and needs including the maintenance of good relationships with outer community groups
    a. Increased Collaboration with other community groups
        i. Work with the McFarland Community Garden to raise awareness of both organizations.
            1. ***The library partnered with the Community Garden on a pruning class. Next year we are discussing holding art classes in the garden.***
        ii. Contact the McFarland Historical Society to see if there are opportunities to create programs on local history.
            1. ***We are working on digital preservation projects with the Historical society.***
            2. ***Ron Larson is doing a McFarland History program at the library.***
        iii. Contact the McFarland Chamber of Commerce and investigate ways that we could collaborate on projects.
        iv. Work with the Food Pantry to see if there is a way to partner to help both organizations.

8. Serve people of all ages and backgrounds equally by providing diverse resources and programs that address the needs of each demographic in McFarland
    a. Need for increased outreach to underserved groups in our community.
        i. Research what the underserved groups in our community are.

9. Communication

i. *Work with the Village Board Trustee to improve awareness of library issues and activities.*

1. ***We are currently working with the new Communications and Technology Director to create a procedure for getting information out.***

10. *Planning*
    a. *Create a new strategic plan*
        i. ***Done. The plan was passed in summer of 2018.***
    b. *Create a long range plan (10+ years) that addresses space needs*
        i. *Currently working on this process.*

11. *Other:*

- **a. *Worked with the Development committee to raise about $85,000 for the Library Endowment.***
- **b. *Worked with the Development committee to plan the Endowment kick off event***
- **c. *Worked with the Friends to create the Friends of McFarland Library Week. To help promote the work the Friends do and their membership.***
- **d. *Worked with the Village Board and the Village Administrator to get the funds for an additional Youth Services Librarian who will start in July of 2019.***
- **e. *Received an increase in the library's programming budget so that we can do at least one additional evening out door program and additional programs throughout the year.***
- **f. *Organized the donors for the endowments, the volunteers for the Friends, and the Friends' membership into a database.***
- **g. *Worked with library staff and the Library Board to setup a Notary service for patrons.***
- **h. *Worked with the and Boldtronics to setup the new security cameras and phone access***
- **i. *Finished up the library carpeting project***
- **j. *Started a ukulele collection***

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 3, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **2019 Draft Director's Goals**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 Goals

2019 Goals Library Director

1. Create New sources of financial support
    a. Work with the Library Board to create a McFarland Library Foundation and/or endowment.
        i. Work with the board and the endowment committee on completing the Challenge Grant from the Madison Community Foundation.
            1. Work on getting support from the business community.
            2. Once the challenge grants are complete, form a plan to continue fundraising and gathering support for the Friends and the Endowment.

2. Use technology to help library personnel be more productive and efficient
    a. Add an events screen to entrance area
    b. Investigate wireless printing
    c. Investigate adding reading recommendations to the self-check
    d. Add program promotions to the self-checks
    e. Add and/or update the educational computers to the Children's area.

3. Maintain a facility that is safe, friendly, useful, and inviting place to pursue interest that enrich lives.
    a. Role as a community gathering place:
        i. Replace or repair furniture –
        ii. Change story-time room to make it more flexible for different uses.
        iii. Have an energy efficiency plan done
        iv. Investigate changes in the library's landscape
        v. Update bathroom facilities

4. Changes to collections, reference, and readers' advisory.
        i. Analyze circulation information against each collection to study how each collection is being utilized and if money needs to be allocated differently than in previous years.

5. Maintain a library staff who are well-trained and informed in the use of Library resources and attuned to the needs of the patrons
        i. *Conduct Monthly staff meetings*
        ii. *Conduct staff training on safety subjects. Some possibilities are:*
            1. *Active Shooter*
            2. *CPR & AED*

3. *Working with disabled patrons*
4. First Aid
5. Advanced First Aid

6. Improve Public Awareness of library services and programs so that these resources are used to their full potential
    a. Need for marketing and promotion of library services
        i. *Work with the Chamber of Commerce to help increase the visibility of library services to the business community.*
        ii. *Create a marketing plan*
        iii. *Market the library at the new bike trail.*
        iv. *Create a policy to allow businesses to sponsor library programs*

7. Respond to input from the public to meet those interests and needs including the maintenance of good relationships with outer community groups
    a. Increased Collaboration with other community groups
        i. *Work with the McFarland Community Garden to raise awareness of both organizations.*
        ii. *Contact the McFarland Historical Society to see if there are opportunities to create programs on local history and assist them in digitizing special collections.*
        iii. *Contact the McFarland Chamber of Commerce and investigate ways that we could collaborate on projects.*
        iv. *Work with the Food Pantry to see if there is a way to partner to help both organizations.*
        v. *Reach out to the schools to see if there are opportunities for students to do special performances.*

8. Serve people of all ages and backgrounds equally by providing diverse resources and programs that address the needs of each demographic in McFarland
    a. Need for increased outreach to underserved groups in our community.
        i. *Research what the underserved groups in our community are.*

9. Communication
        i. *Work with the Village Board Trustee to improve awareness of library issues and activities.*
10. *Planning*
    a. *Create a long range plan (10+ years) that addresses space needs*

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 3, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Borrowing Rules Policy**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. borrowing rules

Your Library Card

Apply at the library or download the form from the library website and turn it in at the circulation desk. You will need to show a photo I.D. and proof of your current address.

In most circumstances, a new library card will be issued only if no immediate family member or person living in the same residence as the new patron has fines and/or damage charges over $20.00 or any lost material charges.

Library cards are honored at all Adams, Columbia, Dane, Green, Portage, Sauk and Wood county public libraries.

Lost cards cost $1.00 to replace

Limited Use

In special circumstances, a Limited Use card may be issued, at the discretion of the Library Director or the Director's designee. These special situations include:

- Patrons who have abused their privileges and are slowly being re-integrated into the system.
- Children whose family members have accrued large fines and are unable to check out materials because of this.
- Children whose family members have accrued large fines, and whose family members are using the child's card to check out adult materials.
- Children who do not have a custodial parent or guardian present but have written permission from their custodial parent or guardian and are with a caregiver.

The parameters of Limited Use cards are as follows:

- Limit of three items checked out at a time.
- Limit of two holds at a time.
  Lower circulation and holds block threshold; $10.00 in fines instead of $20.00
- Six-month expiration instead of four years.

Loan Periods

7 days: videos, DVDs
14 days: kits, magazines, new adult fiction, software, music CDs and ~~cassettes~~
28 days: books, audiobooks, Large Print Books

Renewals

Most items can be renewed for an additional loan period, providing no one else has a hold on them.

Limits:

- The library system places a total limit of 100 items checked out at any one time on an individual's library card.

Fines

~~10¢ per day on most children's materials~~
25¢ per day on most adult materials and all software
50¢ per day on all videos, DVDs
$1.00 per day for out of system interlibrary loans

Interlibrary Loans

Patrons may use our Interlibrary Loan service to request items that are not available through LINK. A written ILL request form must be filled out. Ask a librarian for assistance at the circulation desk.

Requests for interlibrary loan items are limited to 4 per month or 20 per year.

Temporary Cards

Patrons staying in the area on a temporary basis (for example, visiting for the summer or working in the area for a short time) can be issued a card for the length time that they are staying here. Patrons wanting a card must:

- Show proof of their temporary address
- Show proof of their permanent address
- Fill out a library card application form

Staff will then determine how long the patron will be in the area, and set the expiration date accordingly. Staff will put a note in the patron record with the reason for the temporary card. (For example: Patron only lives in the area June 1 to August 31).

Patrons must show proof of their addresses after each expiration date in order to renew their card.

VILLAGE BOARD SUMMARY SHEET

MEETING DATE: **Monday, December 3, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Closed Session - Motion to convene in Closed Session in accordance with Wisconsin Statute 1985(1)c to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction (compensation and performance evaluation issues).**

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, December 3, 2018**

SECTION: **Business**

DEPARTMENT: **Library**

CONTACT:

AGENDA ITEM: **Open Session - Motion to adjourn the Closed Session and reconvene in Open Session to act on items of business discussed in Closed Session.**

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:
None