

LIBRARY BOARD

Monday, January 7, 2019

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 December 3, 2018 meeting.
 - b. Approval of the 2018 general fund bill 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. Dane County Library Service Agreement
 - b. Library Fines
 - c. RFP for Space Needs plans
 - d. Adult Lounge Chairs
 - e. Staff In-Service Half Day
 - f. 2019-2023 Capital Budget
 - g. Polco Questions
 - h. Library Behaviors Policy
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, January 7, 2019

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Motion to approve the minutes of the December 3, 2018 meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. December 2018 Minutes

VILLAGE OF MCFARLAND
Library Board Minutes

Monday, December 3, 2018 - 5:15 PM

1. CALL TO ORDER

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

2. PUBLIC APPEARANCES AND COMMUNICATION

Cox shared a patron comment from the suggestion box about the library: "I Love this Library! Excellent displays. Opportunities for enjoyment. Quiet, peaceful spaces, wifi. So Good. Thanks You!"

3. ACTION ITEMS

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

Motion by Member Sharon Payne, second by Member Evan Richards, to approve Motion to approve the minutes of the November 5, 2019 meeting. Motion carries 6 - 0 - 0 by acclamation.

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

Motion by Ken Machtan, second by Member Sharon Payne, to approve Approval of the November 2018 general fund bills and trust fund bills. Motion carries 6 - 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. 2018 Director Goals update

The Director's 2018 Goals with updates were reviewed.

b. 2019 Draft Director's Goals

Motion by Ken Machtan, second by Member Michael Shumway, to approve 2019 Draft Director's Goals Motion carries 6 - 0 - 0 by acclamation.

c. Borrowing Rules Policy

Motion by Member Karin Mandli, second by Member Evan Richards, to approve an update to Borrowing Rules Policy removing fines on Juvenile fines, deleting references to VHS, and allowing temporary library cards to be issued to Juveniles until a custodial guardian signs their library card application. Motion carries 6 - 0 - 0 by acclamation.

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.

Motion by Member Karin Mandli, second by Member Sharon Payne, to approve Open Session - Motion to adjourn the Closed Session and reconvene in Open Session to act on items of business discussed in Closed Session. Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Member Karin Mandli, second by Member Sharon Payne, to adjourn at 6:38

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, January 7, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

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

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library - December invoices

Sum of Amount	Column Labels			
Row Labels	November	December	Grand Total	Notes
Alliant Energy		\$1,998.10	\$1,998.10	Utility
ARAMARK	\$47.15	\$147.49	\$194.64	Mat Rental
BAKER & TAYLOR BOOKS	\$1,218.91	\$439.13	\$1,658.04	Books
Cardmember Service		\$2,475.09	\$2,475.09	Visa Bill
CLARK, KATHARINE		\$237.25	\$237.25	Mileage and supply reimubrsement
CORPORATE BUSINESS SYSTEMS	\$6.28	\$106.89	\$113.17	Copier Lease
EMS INDUSTRIAL INC	\$271.21		\$271.21	HVAC Pump repair
ENVIRONMENT CONTROL		\$1,261.53	\$1,261.53	Janitorial
FRONTIER	\$70.27		\$70.27	Telephone
HEASTY, KELLY		\$73.95	\$73.95	Mileage and supply reimubrsement
LIBRARY PETTY CASH		\$38.15	\$38.15	Misc.
MADISON PUBLIC LIBRARY	\$23.95		\$23.95	Lost Book Payment
MICROMARKETING LLC	\$246.91	\$259.95	\$506.86	Audiobooks
MIDWEST TAPE	\$67.47		\$67.47	Audiobooks
PUMPS & EQUIPMENT	\$1,147.00		\$1,147.00	HVAC Pump repair and replacement
SOUTH CENTRAL LIBRARY SYS		\$4,479.43	\$4,479.43	PC Replacement
STUCKEY, LINDA		\$28.56	\$28.56	Mileage and supply reimubrsement

UNIQUE MANAGEMENT SERVICES INC		\$8.95	\$8.95	Collection Services
VIKING ELECTRIC SUPPLY	\$35.12	\$339.33	\$374.45	Light Bulbs
WAISMAN CENTER	\$150.00		\$150.00	Training
WAUNAKEE PUBLIC LIBRARY	\$12.99		\$12.99	Lost Book Payment
WERNER ELECTRIC SUPPLY CO		\$10.04	\$10.04	Light Bulbs
Grand Total	\$3,297.26	\$11,903.84	\$15,201.10	

TRUST Fund				
Madison Community foundation		\$800		Endowment Payments



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 7, 2019

SECTION: Staff Reports

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	October Actual	November Actual	December 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	\$ 680.08	\$ 2,004.08	\$ 373.20	\$ 12,648.37	90.35%	100%	\$ 13,500.00
Library Donations		\$ -				\$ -			
Miscellaneous Income		\$ 5,000	\$ 316.00	\$ 564.25	\$ 460.50	\$ 5,247.15	104.94%	100%	\$ 5,000.00
		\$ 777,500.00	\$ 996.08	\$ 2,568.33	\$ 833.70	\$ 776,303.88	99.85%		
Expenditures									
						\$ -			
Salaries	110	\$394,000.00	\$ 29,928.12	\$ 30,594.31	\$ 49,533.55	\$ 404,227.00	102.60%	100%	\$ 394,000.00
Coverage	112	\$10,000	\$ 871.48	\$ 972.85	\$ 877.20	\$ 10,164.54	101.65%	100%	\$ 10,000.00
Wage Adjustment		\$7,500						100%	
Social Security	151	\$31,500	\$ 2,202.05	\$ 2,272.91	\$ 3,594.61	\$ 30,408.73	96.54%	100%	\$ 31,500.00
Health Insurance		\$99,500	\$ 8,111.11	\$ 7,793.71	\$ 11,754.63	\$ 100,659.44	101.17%	100%	
Retirement		\$24,250	\$ 1,798.23	\$ 1,833.10	\$ 2,920.31	\$ 24,559.28	101.28%	100%	
Other Fringe Benefits	152	\$ 2,000	\$ 91.40	\$ 91.40	\$ 150.17	\$ 1,072.65	53.63%	100%	\$ 2,000.00
Total Personnel		\$ 568,750.00	\$ 43,002.39	\$ 43,558.28	\$ 68,830.47	\$ 578,335.64	101.69%	100%	\$ 568,750.00
Janitorial	210	\$ 23,250	\$ 1,261.53	\$ 1,261.53	\$ 1,261.53	\$ 13,876.83	59.69%	100%	\$ 23,250.00
Unique	215	\$ 500	\$ 35.80	\$ (11.05)	\$ 8.95	\$ 150.60	30.12%	100%	\$ 500.00
Utilities	220	\$ 28,000	\$2,038.74	\$1,984.75	\$1,998.10	\$ 25,851.94	92.33%	100%	\$ 28,000.00
Telephone	225	\$ 1,250	\$149.60	\$70.27	\$66.00	\$ 818.27	65.46%	100%	\$ 1,250.00
Facility Maintenance	240	\$ 14,000	\$3,934.46	\$80.21	\$550.05	\$ 18,855.83	134.68%	100%	\$ 14,000.00
Equipment Maintenance	241	\$ 8,250	\$380.69	\$272.73	\$240.76	\$ 7,855.66	95.22%	100%	\$ 8,250.00
Link System	295	\$ 43,000		\$ -		\$ 42,915.68	99.80%	100%	
Electronic Resources	296	\$ 7,000		\$ 178.52		\$ 5,442.59	77.75%	100%	\$ 7,000.00
Total Services		\$ 125,250.00	\$ 7,800.82	\$ 3,836.96	\$ 4,125.39	\$ 115,767.40	92.43%	100%	\$ 82,250.00
Office Supplies	310	\$ 5,000	\$ 525.77	\$ 750.10	\$ 26.99	\$ 6,676.48	133.53%	100%	\$ 5,000.00
Postage	315	\$ 250	\$ -	\$ 32.47	\$ 2.53	\$ 260.71	104.28%	100%	\$ 250.00
Dues	320	\$ 250	\$ 225.00	\$ -		\$ 670.00	268.00%	100%	\$ 250.00
Education & Travel	330	\$ 3,750	\$ 58.86	\$ 428.00	\$ 305.26	\$ 2,880.60	76.82%	100%	\$ 3,750.00
Operating Supplies	340	\$ 1,500	\$ 361.35	\$ -	\$ 3.15	\$ 1,761.22	117.41%	100%	\$ 1,500.00
Specialized Supplies	345	\$ 4,000	\$ 582.31	\$ -	\$ 485.02	\$ 2,635.28	65.88%	100%	\$ 4,000.00
Programs	350	\$ 3,000	\$ 335.77	\$ (246.85)	\$ 99.16	\$ 3,309.64	110.32%	100%	\$ 3,000.00
Audio Visual	396	\$ 12,000	\$ 878.55	\$ 871.98	\$ 259.95	\$ 9,880.59	82.34%	100%	\$ 12,000.00
Collections	395	\$ 53,250	\$ 3,628.31	\$ 3,010.08	\$ 646.18	\$ 45,668.61	85.76%	100%	\$ 53,250.00
Other Total		\$ 83,000.00	\$ 6,595.92	\$ 4,845.78	\$ 1,828.24	\$ 73,743.13	88.85%	100%	\$ 83,000.00
Total Budget		\$ 777,000.00	\$ 57,399.13	\$ 52,241.02	\$ 74,784.10	\$ 767,846.17	98.82%	92%	\$ 712,250.00



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 7, 2019

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 Report December 2018



E.D. LOCKE PUBLIC LIBRARY DIRECTOR'S REPORT

December 2018

December Highlights:

- **HVAC**
 - We had continued problems with the VAV box that controls the heating in the quiet reading room. Harker sent out to investigate the problem no charge. The technician cleaned all of the parts and reassembled everything. He also made some small adjustments to the control software. This seemed to solve the problem so far. We have been fortunate to have a mild winter so far, we won't really know if the system is properly working until we get some more seasonal temperatures.
- **Village News** - Mary Pat will give an update
- **Endowment** –
 - **Fund Raising** – As of January 4, we have raised \$35,111.27 in cash and \$65,000 in pledges. We need to raise \$4,888.73 to meet our goal.
- **Friends** –
 - The Friends did not meet in December. However they did report that they raised \$939.50 at their December book sale.
- **Systems Report** – Nothing to report
- **Furniture** –
 - I signed the quote to have our existing furniture reupholstered and a few new pieces purchased. They will be removing our existing furniture in groups to begin the reupholstery project so we won't be without furniture. The quote was signed on January 2nd so we haven't heard yet when the project will begin.
 - Many of the tables in meeting room are coming a part. The backing on the table tops is peeling off and creating a pinching hazard. On one of the tables, the laminate is peeling off the top. I have taken photos of all the tables that have problems and submitted a warranty claim to see if we can have the tables repaired or replaced at no cost. I'm also getting quotes to add table replacement to our capital budget in case the repairs are not covered by the warranty.
- **Security system**
 - The Communication and Technology Department installed an analog phone line into the phone system so that the panic buttons in the library could be brought online.
- **Automatic Doors** – We have been receiving complaints about our doors. The main entrance on Milwaukee Street has a power assist button. Sometimes the doors open too quickly and sometimes they don't shut. I've called in a repair to adjust the door and he suggested the power assist unit be replaced. We've had complaints from people that there isn't a power assist unit on the entrance on Long Street. If someone is unable to open the door, they have to go around to the Milwaukee entrance. We've recently had a complaint that the restroom door is heavy and difficult to open and close. I'm currently working on getting quotes for either replacing or adding power assist units to these doors.

Assistant Director highlights (Linda Stuckey)

- We ordered (and had South Central install) 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. We coordinated with Bibliotheca for RFID pad re-installs. The technology tables and forecasts have been updated after the new purchases.
- We have some trouble tickets pending involving spontaneous rebooting of patron computers with the time management software.
- Other Purchases:
- We ordered 2 battery backups and 2 power strips for electrical surges we continue to experience.
- An AWE early literacy station and after school edge station will be ordered after the first of the year.
- Two new HP desktops have been purchased and will be re-imaged with Linux and offer children's educational games. These will replace the two games computers we have had since 2005.
- A new Cannon camera has been ordered.
- Cataloging project: relocated children's series paperbacks to regular paperbacks to eliminate a damaged spinner.
- Withdrew the cassette and book kits in the children's collection and replaced shelving for expanded readers' books.
- Changes are planned in 2019 for payroll and invoicing record keeping.
- Environment Control is again looking for a cleaner for our building.

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2018 DONATIONS

	Juvenile/YA adds			Juvenile/YA swaps			TOTALS
	Books	Audio	Visual	Books	Audio	Visual	
January	4		2	2			8
February	6			8			14
March	4		2	1			7
April	22	1					23
May	11	1	1	4	1	3	21
June	9	1		2			12
July	14			4			18
August	14			5		2	21
September	13			6			19
October	71			10			81
November	16		5	23		3	47
December	7						7

Totals	191	3	10	65	1	8	278
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	Adult adds			Adult swaps			TOTALS
	Books	Audio	Visual	Books	Audio	Visual	
January	10			1			11
February	15		15	29			59
March	6	3	10			1	20
April	4		2				6
May	18			3			21
June	12		2	1			15
July		2	2	1			5
August	7				3	29	39
September	1						1
October	4	1	2	6		3	16
November	2		4				6
December	0	0	0	0	0	0	0
Totals	79	6	37	41	3	33	199

According to our records, 477 donation items were utilized for our collection. At a conservative value of \$10 each, this represents \$4770 in value.

Youth Services highlights (Heather Kent)

Storytimes:

Storytimes were still at very high numbers this month. We had 609 people attend regular storytimes which is double what the number was last year. Sensory storytime continues although it is skewing a little younger than originally planned. Jess Lawinger has been a good sport about working with a younger group than she had planned and we are still seeing children in 4k that have been identified as the target audience for this type of programming.

Teens:

- The Teen Advisory Board met on December 10th. In this meeting we discussed the upcoming Nerf Capture the Flag program and what rules we would be following. The board decided that we would do traditional capture the flag rules this year rather than the scavenger hunt we have done in the past. We also discussed the January program – Cartoons, Crafting, and Cereal.
- Friday, December 14th we held our annual Teen After Hours: Nerf Capture the Flag Program. This is a very well attended program. This year registration was required to attend. Participants had to register and provide a parent/guardian's name and contact number in case of emergencies. The program was a great success. Teens had fun playing the game and by the 30 minute mark of the 40 minute long program you could tell they were getting tired. After the game, the participants were treated to pizza from Spartan Pizza. It was great to have the help of Amy Lawrence for this program.
- There were three big volunteering opportunities this month including our annual Christmas Craftpalooza, PJ Storytime, and STEAM Saturday. The teens on the advisory board have been wonderful in stepping up and helping during programs where an extra hand is needed.

Programming:

- December 1st was the Christmas in the Village celebration and our annual Craftpalooza. This program has been very well attended and every year we are finding ways to expand the space to accommodate more people. We had 287 people stop during this two hour program – which is wonderful.
- Messy Munchkins continued this month with continued high numbers. This program will continue to be held through May, with two weeks of programming and one week off.
- On December 11th the Magic Tree House Book Club met. We discussed Revolutionary War on Wednesday. We made board games and learned how Washington really crossed the Delaware River on Christmas Eve. 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.
- Tween Book Club met on December 18th. We discussed the first book in the Bone series of graphic novels. This group has been rather low attendance and it was decided that we would cancel it for the spring session. Hopefully, with the new YA librarian coming on in the fall, this group can be brought back.
- Santa came to our PJ Storytime on December 20th. Thank you to Mike Moderski, and the McFarland State Bank, for making it possible for Santa to stop by. This is a great program and having volunteers on hand helped with spreading the activities out across the library to help prevent overcrowding. We had a story time followed by cookies and crafting. Participants were also able to visit with Santa and let him know what they wanted for Christmas.





- STEAM Saturday on December 22nd was our Gingerbread Architecture program. Being the Saturday before Christmas, attendance was a little lower than expected – only 38 people. But still a good turnout. Participants were able to build gingerbread houses out of graham crackers, frosting, and candy (of course.) The challenge was to be able to create a structure that would stand on its own and support the weight of the candy being added to it. Some were not so successful, but were happy to eat the remains.

Outreach:

- There were no outreach visits this month. Learning and Beyond Day Care reached out to find out if there would be any visits. Heather let them know that visits would, hopefully, resume once there was a second YS librarian hired in the fall.
- Other: Our library received a \$450 grant from the Madison Community Foundation for youth programming. With this money, Heather has designed a family cooking program to promote culinary literacy – teaching reading, math, and science through different cooking programs. It will target all age groups and specifically encourage parents to cook with their young children. This program will start in October of 2019.

Adult Services highlights (Katharine Clark)

- Helped staff the extremely successful Christmas in the Village Craftapalooza, got to engage with families about library services, one of the patrons that crafted that morning said the day was her favorite of the year because her family spent the whole day together doing events around McFarland
- Visited McFarland Villas and checked out materials to staff and residents, dropped off holiday films for them later in the month
- Hosted “Grief During the Holidays” program, one attendee had just lost a spouse recently and said how much she appreciated seeing the event on Facebook and being able to come
- Received our \$1000 grant check from the local Sisters in Crime writers organization at a presentation and panel discussion about writing, which had a nice turnout for a Saturday afternoon event. The money will be used to buy books for our library collection. The national Sisters in Crime organization gives out this \$1000 award monthly to libraries that apply.
- Attended workshop at Fitchburg Library with other area librarians to learn more about marketing and event photography, workshop was sponsored by the Beyond the Page project. Made a connection with the photographer giving presentation and she’ll be doing a program for us in 2019.
- Proctored several exams for a student that is working on an online graduate degree, she will be setting up many more in 2019 as she completes the program

- Arranged for 2019 dates for our knitting and crochet meetups the last Friday of the month, a patron suggested the program and she hosts if staff is not able to be in the room
- Evaluated two reference databases to help determine which one should be part of our resources, Reference USA will be coming in
- 2019. Plans to market and do outreach programming to promote its' use in and out of the library
- Organized and ordered all books for 2019 mystery book discussions
- Created many new seasonal book displays
- Helped manage Prairie Stone Book Clubs selections for upcoming 2019 book group meetings
- Contacted the Wisconsin Film Festival organizers and we'll be a host library for one of the Sneak Peeks trailer events in March, which will draw attendees from all over Dane County
- General Reference questions (email/in-person): 8
- *one in particular that stood out was for a woman that was trying to get home heating assistance and needed past paystubs printed out, she didn't know how to use the computer so we figured out a way to email them to library and we got it worked out for her, she was very grateful for our help

Circulation Services highlights (Kelly Heasty)

HIRING & TRAINING: Held quarterly shelver's meeting; no major issues

PERSONAL EDUCATION/TRAINING:

- Staff meeting on Dec 20

WRITTEN PROCEDURES:

- Blog post and info to staff re: JUV fine free
- Updated problem-item procedures with A. Lawrence
- Created time off procedure and distributed to staff

MAGAZINES -With back-up circ assistant, processed all incoming magazines for December.

LITERARY GEMS BOOK CLUB

- 12th meeting of the year: 12/27; Book Title = Let the Great World Spin by Colum McCann
- Obtained books & completed book flyer for January meeting

WED AFTERNOON BOOK CLUB:

- Obtained books & completed book flyer & spec sheet for January meeting.

OTHER:

- NEW PATRONS FOR DEC: approximately __36__ applications for new cards processed
- Updated materials spreadsheet with all incoming materials from DEC.
- Display case arrangements made for Jan: "Forgotten McFarland" to highlight Katharine's adult program in January of the same name
- Worked with Adult Svcs Librarian to plan Adult after hours program for January

---Heidi Cox, Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 7, 2019

SECTION: Staff Reports

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
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%
2018	16,397	14,760	16,712	15,434	15,321	18,732	18,739	18,402	14,440	15,138	14,525	13,707	192,307	-4%
% change month to month	3%	-4%	-4%	-1%	-4%	-3%	-3%	-4%	-9%	-10%	-4%	-8%		
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	28	30	582	-3%
	-11%	-2%	7%	5%	-2%	-7%	50%	-22%	-18%	41%	-20%	-27%		
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	591	611	8,323	-3%
	2%	-4%	-7%	0%	-3%	-2%	2%	16%	-15%	-19%	-4%	-6%		
Wireless Internet Use (# Unique Users)														
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	1,427	1,427	1,470	1,367	1,329	17,006	6%
	17%	-1%	13%	2%	-7%	7%	10%	1%	6%	10%	11%	7%		
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	8043	7394	107,266	-3%
% of Village Circ	92%	92%	92%	91%	93%	92%	93%	93%	93%	92%	92%	93%	92%	
% of total Library Circ	55%	54%	56%	57%	58%	56%	58%	55%	55%	56%	55%	54%		
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	8710	7949	116,224	-6%
	-2%	-7%	-5%	-1%	-1%	-5%	-1%	-10%	-12%	-12%	-4%	-13%		
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	8,046	8,097	113,198	5%
	3%	1%	6%	5%	-4%	9%	14%	14%	6%	3%	3%	1%		
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	50	45	563	4%

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
	4%	-17%	10%	-27%	-19%	12%	31%	28%	38%	11%	-4%	22%		
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	3	6	28	115%
No. Children's Events														
2017	23	28	33	27	19	15	35	15	37	41	40	15	328	
2018	17	39	41	40	9	41	45	11	32	43	40	31	389	
Children's Program Participation														
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	1589	1321	15,512	23%
No. Teen Events														
2017	1	2	1	2	0	2	1	0	1	1	1	2	14	100%
2018	2	1	1	1	0	5	1	0	2	2	1	2	18	29%
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	3	30	160	21%
No. Adult Events														
2017	5	6	5	20	6	10	3	6	6	8	13	3	91	146%
2018	9	9	10	14	8	8	6	5	10	13	14	5	111	22%
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	82	38%	1,381	22%
Reference Questions Answered														
2017	375	285	319	307	275	241	331	468	326	284	296	203	3,710	29%
2018	287	252	278	209	226	331	284	254	204	292	282	192	3,091	-17%
	-23%	-12%	-13%	-32%	-18%	37%	-14%	-46%	-37%	3%	-5%	-5%		
E-Books														
2017	622	629	738	629	619	627	693	742	678	709	684	657	8,027	15%
2018	503	779	629	771	423	817	714	799	750	854	745	836	8,620	7%
	-19%	24%	-15%	23%	-32%	30%	3%	8%	11%	20%	9%	27%		
E-Audio														
2017	396	435	468	481	479	575	668	699	619	539	593	642	6,594	48%
2018	539	680	726	767	558	731	817	854	711	705	700	702	8,490	29%
	36%	56%	55%	59%	16%	27%	22%	22%	15%	31%	18%	9%		
New Overdrive Patrons Registered														
2017	21	17	19	18	14	17	13	22	10	14	19	20	204	-15%

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2018	6	19	31	18	21	16	33	29	23	22	18	19	255	25%
A to Z Databases														
2017	7	14	50	12	11	4	7	5	17	16	18	6	167	34%
2018	10	6	11	9	10	5	17	23	17	21	21	22	172	3%
Consumer Reports														
2017	23	29	38	31	48	31	27	33	40	32	40	23	395	-9%
2018	28	12	19	34	26	30	39	35	29	28	46	25	351	-11%
Ancestry Plus														
2017	12	19	18	18	42	37	8	16	15	14	15	13	227	-27%
2018	34	31	24	8	29	35	16	0	0	0	0	0	177	15%
Novel List Plus														
2017	17	16	14	8	8	9	14	11	15	10	2	9	133	-2%
2018	28	12	19	34	11	10	7	7	10	26	10	10	184	38%
One on One Instruction														
2017	9	17	6	11	3	6	6	0	6	2	4	4	74	12%
2018	7	2	0	5	2	6	3	5	0	0	0	8	38	-32%
Flipster														
2017	14	20	12	17	21	18	7	25	11	13	16	14	188	-43%
2018	28	18	11	12	7	21	19	13	21	17	24	23	214	14%
Total Self Check - Items														
2017	5580	5538	6251	5764	5859	6866	7338	7622	6194	6706	5724	6194	75636	
2018	6903	5021	7372	6643	7496	8446	9027	8703	6660	7180	6721	6292	86464	14%
%of Circ	42%	34%	44%	43%	49%	45%	48%	47%	46%	47%	46%	46%		
Total Self Check - Patrons														
2017	3335	3226	3667	3489	3474	4153	4264	4457	3306	4097	3528	3840	44836	
2018	2071	1134	2212	1982	1953	2374	2510	2194	1992	2067	1967	1937	24393	-46%
Notary Services														
2018										3	3	4	10	
2019	1													



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 7, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Dane County Library Service Agreement

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. DCLContract

DCLS AGREEMENT for EXTENSION OF LIBRARY SERVICE

THIS AGREEMENT made and entered into by and between the Dane County Library Board (hereinafter referred to as "the County Library Board") and McFarland Library Board (hereinafter "the local Library Board") serving the municipality of McFarland.

WITNESSETH:

WHEREAS the County Library Board, established by the County Board of Supervisors in accordance with sec. 43.57, Wis. Stats., is required to and does provide services to the residents of those Dane County municipalities which do not operate their own libraries; and

WHEREAS the Local Library Board, a municipal public library legally organized under sec.43.52, Wis. Stats., with a board appointed in compliance with sec 43.54, Wis Stats., is required to and does provide library services only to residents of its parent municipality, which has exempted itself from the county library tax in accordance with sec. 43.64, Wis. Stats.; and

WHEREAS the Local Library Board is able and willing to serve those in Dane County who reside in areas taxed by the county for library service, provided adequate financial arrangements are furnished; and

WHEREAS the County Library Board wishes to arrange for walk-in services for such persons;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the County Library Board and the Local Library Board do agree, as authorized by chapter 43 and SEC. 56.30, Wis. Stats., as follows:

1. The Local Library Board agrees to provide all on-site services, programs, collections, and facilities to residents of Dane County on the same basis as residents of its parent municipality; and honor valid borrowers' cards as issued by the Dane County Library Service or other local participating libraries, issue and mail library cards to local residents based on applications taken at other participating libraries and forwarded to them, and accept applications for such cards, forwarding them to the Dane County Library Service or the appropriate local participating libraries.
2. The Local Library Board agrees to maintain, and provide to the Dane County Library Service accurate service, facility, and financial records, including a copy of the Annual Report filed on or before February 15, 2019 with the Wisconsin Department of Public Instruction, and records of circulation as specified in Wisconsin Statutes Section 43.12(2).
3. The Local Library Board agrees to maintain its status as a member in good standing of the South Central Library System, meeting all requirements under Section 43.15(4)(c) of the Wisconsin Statutes.
4. In exchange for the Local Library Board's providing services under this agreement to residents of areas taxed by the county for library service, the County Library Board agrees to pay the Local Library Board the sum of \$225,049. This sum represents the net payment due after averaging use and cost data from 2015, 2016 and 2017, subtracting the amount due the County for the Local Library's share of Outreach and Delivery services, and adjusting the payment as required by cross-municipal usage. The sources of data used in these calculations shall include 2015, 2016 and 2017 circulation, expenditure and revenue figures as reported by the Local Library Board to the Department of Public Instruction, as well as circulation by patron statistical codes as reported by the shared circulation system for 2015, 2016 and 2017.

5. In recognition of the facility expense incurred by the local library in serving non-residents, the county shall make an additional payment of \$55,343.
6. The County Library Board shall make payment by June 30, 2019.
7. This agreement shall be in effect from January 1, 2019 and shall continue in full force and effect until December 31, 2019 unless sooner terminated.

LOCAL LIBRARY BOARD

BY:

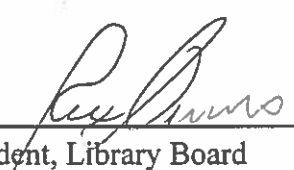
President, Library Board

BY:

Secretary, Library Board

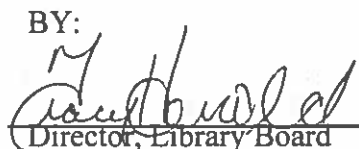
DANE COUNTY LIBRARY BOARD

BY:



President, Library Board

BY:



Director, Library Board

	Total	Payer	Description
SEC. 4	\$225,049	Dane County	Reimbursement for operation services to County residents
SEC. 5	\$55,343	Dane County	Reimbursement for facility services to County residents
TL Pymt	\$280,392	Dane County	Net payment



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 7, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library 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, January 7, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: RFP for Space Needs plans

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, January 7, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Adult Lounge Chairs

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, January 7, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Staff In-Service Half Day

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, January 7, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2019-2023 Capital Budget

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Capital Budget

Potential Projects

Landscaping	
Replace Drinking Fountain	1,500.00
Outdoor Lighting	
story time room remodel	
Boiler Replacement	
parking lot resurfacing or replacement	30,000.00
Bollard lighting replacement	
Children's shelving	
Indoor Signage	
Bike Rack	
Adding power assist to Long st. Door	7,000.00
Improvements to front library sign	
add the friends room, study room 1 and study room 2 to keyless entry	6,000.00
add chair closet, network closet, and storage room, YS office to keyless entry	6,000.00
Security Cameras: Circulation Desk, Teen Area, Foyer	3,300.00
Replacement Benches for around the library	
Plans from Jeff for outside the library	
Teen Shelving	
Children's castle replacement	
Meeting room tables	
People counters	
Additional public restroom upgrades	
Adding Power assist to Public restroom	
Replace Power Assist on Milwaukee St. Entrance	2,200.00



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, January 7, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Polco Questions

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, January 7, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Behaviors Policy

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Behaviors Policy

	E. D. Locke Public Library	
Page 1 of 6	Appropriate Library Behaviors	Approved : February 7, 2011 Revised: September 5, 2017

Purpose

To ensure that library facilities are safe, welcoming and provide equitable access to materials and services for all library users. **Appropriate library conduct** includes activities such as reading, studying, properly using library materials or computers, and other similar conduct normally associated with a public library.

Overview

No individual may engage in inappropriate conduct on the premises of E.D. Locke Public Library, or when using library facilities, or when participating in library programs. Patrons shall be engaged in appropriate library conduct while on library grounds. Persons not engaged in appropriate library conduct may be asked to leave library property.

Inappropriate conduct includes any individual or group activity which is unreasonably disturbing to other individuals lawfully using library facilities, materials and/or premises, or is otherwise inconsistent with appropriate library conduct.

When possible, staff will first educate individuals about the applicable policies before taking stronger measures to enforce those policies.

Inappropriate Behavior shall include, but is not limited to the following conduct or behaviors:

- Committing or attempting to commit a crime or violation of Village or County ordinances.
- Possessing, selling, distributing, displaying or using any dangerous weapon as defined in Wis. Stats. Sec. 939.22(10) upon library premises, or using or threatening the use of any other object in such a manner that it may be considered a weapon.
- Engaging in any physically intimidating or assaultive behavior, or making any threats of violence or unlawful activities. The Library has a zero tolerance policy for threats and acts of violence. Any person engaging in such behaviors will be immediately ejected from the library.
- Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
- Trespassing by entering or remaining on library premises after having been notified by an authorized individual not to do so, and entering or remaining on library premises during the period in which an individual has been banned from the premises.

	E. D. Locke Public Library	
Page 2 of 6	Appropriate Library Behaviors	Approved : February 7, 2011 Revised: September 5, 2017

- Refusal to follow the reasonable directions of library staff, including failing to take shelter in an emergency or leaving at closing time.
- Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening to library users or staff, including stalking, prolonged staring at or following another person, with the intent to annoy or disturb.
- Leaving children under the age of 7 unattended on library premises (see **Unattended children policy**).
- Inappropriate use of the Children's Library and Teen Area. Adults are permitted in these areas when accompanied by a child or if the adult is actively reading, studying and using library materials from the youth collections. Any adult not in compliance with this provision will be asked to use other areas of the library.
- Engaging in any sexual contact, activities or conduct.
- Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any political, charitable or religious purposes inside a library building, doorway or vestibule without prior authorization of the Library Director or designee. **This includes candidates, and/or representatives, circulating nomination papers to qualify to be placed on a ballot.**
- Smoking, vaping or using other tobacco products.
- Possessing open containers without tops or lids.
- Sleeping, napping or dozing on library premises.
- Engaging in excessive or disruptive conversations, talking loudly, using personal electronic equipment at such a volume or making ongoing noise that it is unreasonably disturbing to other library users.
- Not wearing shoes, shirt, pants or skirt etc... within the library.
- Entering or remaining on library premises with bodily hygiene so offensive that it is a nuisance to other library users.
- Moving furniture without express consent of library staff, or use of furniture in any manner that may damage the furniture, including placing feet on furniture.

	E. D. Locke Public Library	
Page 3 of 6	Appropriate Library Behaviors	Approved : February 7, 2011 Revised: September 5, 2017

- Using library materials, furniture, equipment or facilities in any manner inconsistent with customary use, or theft or intentional damaging of materials, furniture, equipment or facilities.
- Bringing in more than 2 bags. No bag may be brought into the library that exceeds 26"x14"x14".
- Blocking of aisles with personal items or leaving such items unattended on library premises at any time. Items may be removed from library premises if they reasonably appear to be abandoned or have been left unattended for 30 minutes or more.
- Interfering with safe and free passage of library staff or patrons, including placement of objects in hallways, aisles, flooring or elsewhere.
- Bringing any animal into the library except for service animals.
- Entering non-public areas of the library without permission.
- Improperly using library restrooms or facilities for purposes such as bathing, shaving or changing clothes.
- Taking library materials into restrooms.
- Violating the Library's rules for acceptable use of the Internet and library public computers. Users accept these rules before accessing the Internet through a library computer. Copies of these rules will be made available by staff on request.

Unattended children

One of the primary missions of the Library is to provide a variety of services for children of all ages, and the Library welcomes visits by children. Parents/caregivers are responsible for their child's safety and behavior while in the Library, whether the parent/caregiver is present or not. Library employees cannot function as caregivers or babysitters. The Library is not equipped – and it is not the Library's role – to provide long- or short-term childcare. The Library assumes neither responsibility nor liability for the actions, care, supervision or safety of minors.

For the safety and comfort of children, all children ages six years and under must be in the company of a parent/caregiver (twelve years or older) while in the library or on library premises. The parent/caregiver must supervise, guide and control the behavior of their child(ren) at all times. Even if the child is attending a program, it is required that the parent/caregiver remain in the library throughout the program.

When a child is unattended or under-attended/ignored and

- The behavior of the child is disruptive or inappropriate, or

	E. D. Locke Public Library	
Page 4 of 6	Appropriate Library Behaviors	Approved : February 7, 2011 Revised: September 5, 2017

- The child appears to be a danger to her/himself or others, or
- The child appears to be threatened by others, or
- The child appears to be ill or upset, or
- The child has not been met by a parent or caregiver at closing,

Library staff will attempt to contact the parent/guardian of the child. If the parent/guardian cannot be located, staff will contact the McFarland Police Department. In the event of an emergency, staff will call 911.

[Staff response to infractions](#)

Violation of these rules can result in expulsion from the library and forfeiture of library privileges. Minor violations will first result in library staff attempting to educate or warn individuals about the policies. If an individual continues to violate these policies, staff may order them to leave for the day. However, any conduct that threatens the life or safety of any person or that is damaging to library property, equipment or facilities may result in immediate expulsion from library premises. Library staff are authorized to contact the McFarland Police Department to respond to such situations. Repeat misconduct or severe offenses (even if a single isolated event) may result in individuals being banned from the library from a week to a lifetime. Staff will call the police for severe or illegal behavior or when an individual refuses to leave when told by staff to do so. Staff should file an incident report describing the incident which will be filed with the Director as soon as possible after it occurrence.

[Banning procedure](#)

After staff determine that a person has engaged in severe or repeat misconduct and staff has determined that the individual involved should be banned:

- The Library Director will issue a written ban letter to the individual involved notifying the individual that they are banned from E.D. Locke Public Library. The letter shall indicate the reasons for the ban, the time period of the ban and the process for appealing a ban.
- When a banning is executed, Library staff will be informed as soon as possible about the behavior, the name and description of the banned individual, and the length of the ban.
- The Library Director will review and may reconsider the decision to ban an individual upon written request of the individual, and may shorten or terminate the banning period if information submitted by the individual warrants such modification. The Director may consult with the Village Attorney before issuing the response to the

	E. D. Locke Public Library	
Page 5 of 6	Appropriate Library Behaviors	Approved : February 7, 2011 Revised: September 5, 2017

banned individual. Until the banning letter has been modified by the Director or reversed on appeal by the Library Board, the individual may not use the library.

Alternative juvenile banning procedure

As an alternative to banning a juvenile, a juvenile may be restricted from independent use of the Library for a period of 30 (first restriction) days or 90 (second restriction) days. The juvenile whose library use is restricted may only use the library when accompanied by a responsible parent or guardian. The juvenile's parent must be notified of the restriction via certified mail. Failure to abide by the restriction may lead to banning of the juvenile from all library premises.

Banning letter

TO:

On _____ at approximately _____ you were observed at E.D. Locke Public Library. At that time you were: (description of conduct)

Comments:

Because of the behavior listed above, and/or other history of inappropriate behavioral conduct at E.D. Locke Public Library, you are banned from E.D. Locke Public Library until the date listed below. If you enter E.D. Locke Public Library before the return date listed below, police will be called and you will be subject to arrest for trespassing.

You may file a written request to the Director, E.D. Locke Public Library, 5920 Milwaukee St., McFarland, WI 53558-8962 to reconsider this ban from E.D. Locke Public Library. Your written request shall set forth your reasons for reconsideration of this ban. THE LENGTH OF THIS BAN FROM E.D. LOCKE PUBLIC LIBRARY SHALL REMAIN AS STATED IN THIS DOCUMENT UNLESS THE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.

BANNED FROM LIBRARY _____

RETURN DATE _____

Library Director Signature

	E. D. Locke Public Library	
Page 6 of 6	Appropriate Library Behaviors	Approved : February 7, 2011 Revised: September 5, 2017

[Appeal procedure](#)

- Notice of appeal. Bans must first be reconsidered by written request to the Library Director. If the Library Director's response is not considered satisfactory, bans may be appealed to the Library Board. To appeal to the Library Board, a written notice of appeal shall be filed with both: the Library Director and the Library Board President, c/o E.D. Locke Public Library, 5920 Milwaukee St., McFarland, WI 53558-8962. The Board shall hold a hearing within 30 days after the notice has been filed. The appellant shall be notified at least 10 days before the hearing. At the hearing, the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party. The Library Board President shall conduct the hearing and shall follow the Rules of Evidence provided in the Wisconsin Statutes 227.08, for administrative proceedings. Staff shall record all proceedings on tape.
- Decision. Within 30 days of the completion of the hearing, the board shall issue a written decision stating the reasons therefore. The Board shall have the power to affirm or reverse the written determination or to remand it to the Library Director with instructions for reconsideration. The Library Board's decision will be final.

[Non-compliance with ban – trespassing](#)

If a banned individual enters E.D. Locke Public Library before the return date listed in the ban letter, police will be called and the individual may be arrested for trespassing under Village of McFarland ordinances.