

LIBRARY BOARD

Monday, February 4, 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 January 7, 2019 meeting.
 - b. Motion to approve the January 2019 general fund bills and trust fund bills.
4. INFORMATION ITEMS
 - a. 2018 Budget Update
 - b. 2019 Budget Update
 - c. Director's Report
Library Systems Report
Friend's Report
 - d. Monthly Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. 2018 Annual Report
 - b. Policy Manuals Update
 - c. Nominating Committee Appointment
 - d. Program Sponsorship 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, February 4, 2019

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Motion to approve the minutes of the January 7, 2019 meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. January 2019 Library Board Minutes

VILLAGE OF MCFARLAND
Library Board Minutes

Monday, January 7, 2019 - 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.

Members present: Member Peter Sobol, Member Sharon Payne, Member Michael Shumway, Ken Machtan, Village Trustee Mary Pat Lytle, Member Karin Mandli

Members not present: Member Evan Richards

Staff Present: Heidi Cox

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the December 3, 2018 meeting.

Motion by Ken Machtan, second by Member Sharon Payne, to approve the minutes of the December 3, 2018 meeting with one change: adding attendance. Motion carries 5 - 0 - 1 by acclamation.

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

Motion by Village Trustee Mary Pat Lytle, second by Member Michael Shumway, to approve the November 2018 general fund bill 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. Dane County Library Service Agreement

Motion by Ken Machtan, second by Village Trustee Mary Pat Lytle, to approve Dane County Library Service Agreement Motion carries 6 - 0 - 0 by acclamation.

b. Library Fines

The board was updated on how removing fines from juvenile materials was going. They also discussed fines on other types of materials.

c. RFP for Space Needs plans

The Library Board looked over a draft RFP for a Space Needs consultant. The Director will rewrite the draft with the board's suggestions.

d. Adult Lounge Chairs

Motion by Member Sharon Payne, second by Member Karin Mandli, to approve donating the Adult Lounge Chairs to the LaValle Public Library Motion carries 6 - 0 - 0 by acclamation.

e. Staff In-Service Half Day

Motion by Member Karin Mandli, second by Member Sharon Payne, to approve closing the library from 9-1 on February 20, 2019 for a Staff In-Service day. Motion carries 6 - 0 - 0 by acclamation.

f. 2019-2023 Capital Budget

A list of potential projects was discussed and will be forwarded to the Village Administrator for possible inclusion into the Village's Capital Budget.

g. Polco Questions

Possible Polco questions were discussed.

h. Library Behaviors Policy

Motion by Member Michael Shumway, second by Ken Machtan, to approve an update to the Library Behaviors Policy (updating the item "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. " By adding the language "This includes candidates, and/or representatives, circulating nomination papers to qualify to be placed on a ballot." Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Village Trustee Mary Pat Lytle, second by Member Karin Mandli, to adjourn at 6:15

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, February 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Motion to approve the January 2019 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 2018 - January
2. Library Invoices 2019 - January

Vendor	Invoice Date	Amount	Description
CORPORATE BUSINESS SYSTEMS	12/12/2018	\$142.30	Copier Lease
AUTOMATIC ENTRANCES OF WISCONSIN INC	12/19/2018	\$154.00	Font Entrance Repair
BAKER & TAYLOR BOOKS	12/19/2018	\$5.59	Books
BAKER & TAYLOR BOOKS	12/19/2018	\$247.83	Books
SOUTH CENTRAL LIBRARY SYS	12/21/2018	\$740.97	Library Supplies
FRONTIER	12/22/2018	\$65.50	Phone
ARAMARK	12/26/2018	\$53.19	Mat Rental
BAKER & TAYLOR BOOKS	12/26/2018	\$340.63	Books
MICROMARKETING LLC	12/26/2018	\$59.98	Audio Books
BAKER & TAYLOR BOOKS	12/31/2018	\$47.49	Books
ROWE, AMANDA	12/31/2018	\$21.00	Returned Item payment
SOUTH CENTRAL LIBRARY SYS	12/31/2018	\$53.25	Library Supplies
Cardmember Services		\$785.27	Visa Bill: Program Supplies, DVDs and CDs
		\$2,717.00	

Vendor	Invoice Date	Amount	Description
Vendor	Invoice Date	Amount	Description
ENVIRONMENT CONTROL	1/1/2019	\$1,304.00	Janitorial Service
UNIQUE MANAGEMENT SERVICES INC	1/1/2019	\$26.85	Collection Services
ARAMARK	1/2/2019	\$53.19	Mat Rental
ASLAKEN, JAN	1/2/2019	\$75.00	Adult Programs
COOK, NIKKI	1/2/2019	\$125.00	Adult Programs
CORPORATE BUSINESS SYSTEMS	1/2/2019	\$9.86	Copier Lease
CORPORATE BUSINESS SYSTEMS	1/2/2019	\$124.01	Copier Lease
FITCHBURG HY-VEE	1/2/2019	\$165.00	Adult Programs
RESEBURG, AMANDA	1/2/2019	\$125.00	Adult Programs
ROSTAD, ADAM	1/2/2019	\$125.00	Adult Programs
STATZ-PAYNER, JAMIE	1/2/2019	\$100.00	Adult Programs
BAKER & TAYLOR BOOKS	1/3/2019	\$593.96	Books
BAKER & TAYLOR BOOKS	1/4/2019	\$278.71	Books
UNSPOOLED	1/7/2019	\$150.00	Adult Programs
ARAMARK	1/9/2019	\$53.19	Mat Rental
AWE ACQUISITION INC	1/9/2019	\$7,998.00	2 educational game computers
BAKER & TAYLOR BOOKS	1/9/2019	\$10.06	Books
DANE CO TREASURER	1/9/2019	\$25.00	Program Fee
SOUTH CENTRAL LIBRARY SYS	1/9/2019	\$44,399.68	Computer and networks support, ILS fees
STUCKEY, LINDA	1/9/2019	\$15.20	Mileage
BAKER & TAYLOR BOOKS	1/11/2019	\$379.04	Books
CORPORATE BUSINESS SYSTEMS	1/14/2019	\$168.30	Copier Lease
ARAMARK	1/16/2019	\$53.19	Mat Rental
BAKER & TAYLOR BOOKS	1/16/2019	\$31.27	Books
MENARDS - MONONA	1/16/2019	\$8.20	Facility Repair
BAKER & TAYLOR BOOKS	1/17/2019	\$434.10	Books
SOUTH CENTRAL LIBRARY SYS	1/23/2019	\$22.84	Network Card
Alliant Energy		\$2,255.50	Utilities
MENARDS - MONONA		\$18.55	Facility Repair
Premier Paint & Wallpaper		\$24.37	Painting Supplies
		\$59,152.07	

Trust Fund
Village of McFarland

\$433.00 Program Supplies



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 4, 2019

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:

None



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AGENDA ITEM: 2019 Budget Update

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 Budget Update

2019 Budget Update

REVENUES							
		Budget Amount	January Estimated	YTD Actual	% of Budget total	% to hit target	amount it should be to hit target
Property Tax		\$ 544,500.00	\$ -	\$ -	0.00%		
County Library Aids		\$ 281,250.00	\$ -	\$ -	0.00%		
Library Fines		\$ 12,500	\$ 407.82	\$ 407.82	3.26%	8%	\$ 1,125.00
Miscellaneous Revenue		\$ 500	\$ 185.20	\$ 185.20			
Library Fees		\$ 5,000	\$ -	\$ -	0.00%	8%	\$ 416.67
		\$ 843,750.00	\$ 593.02	\$ 593.02	0.07%		
Expenditures				\$ -			
Salaries	110	\$299,250.00	\$ 31,429.07	\$ 31,429.07	10.50%	8%	\$ 24,937.50
Part-time	120	\$159,750	\$ 666.44	\$ 666.44	0.42%	8%	\$ 13,312.50
Health Insurance	130	\$98,000	\$ 7,155.15			8%	
Retirement	131	\$25,250	\$ 1,805.11	\$ 1,805.11	7.15%	8%	\$ 2,104.17
SS/Medicare	132	\$34,750	\$ 2,249.15	\$ 2,249.15	6.47%	8%	
Other Benefits	135	\$2,250	\$ 91.40	\$ 91.40	4.06%	8%	
Wage Adjustment	140	\$ 8,000		\$ -	0.00%	8%	\$ 666.67
Expense Reimbursement	141	\$ 500					
Total Personnel		\$627,750.00	\$43,396.32	\$36,241.17	5.77%	8%	\$ 52,312.50
Support Services	210	\$ 23,750	\$ 1,304.00	\$ 1,304.00	5.49%	8%	\$ 1,979.17
Consulting Services	211	\$ 43,500	\$ 44,399.68	\$ 44,399.68	102.07%		\$ -
Utilities	220	\$ 28,000	\$2,255.50	\$ 2,255.50	8.06%	8%	\$ 2,333.33
Communication	221	\$ 1,000		\$ -	0.00%	8%	\$ 83.33
Equipment Maintenance	240	\$ 8,500	\$168.30	\$ 168.30	1.98%	8%	\$ 708.33
Facility Maintenance	242	\$ 14,000	\$210.69	\$ 210.69	1.50%	8%	\$ 1,166.67
Total Services		\$ 118,750.00	\$ 48,338.17	\$ 48,338.17	40.71%	8%	\$ 6,270.83
Office Supplies	310	\$ 9,000	\$ (20.00)	\$ (20.00)	-0.22%	8%	\$ 750.00
Postage	311	\$ 250		\$ -	0.00%	8%	\$ 20.83
Dues	320	\$ 500		\$ -	0.00%	8%	\$ 41.67
Meeting Expenses	330	\$ 1,000	\$ 15.20	\$ 15.20	1.52%	8%	\$ 83.33
Training Expenses	331	\$ 2,750		\$ -	0.00%	8%	\$ 229.17
Operating Supplies	340	\$ 5,500		\$ -	0.00%	8%	\$ 458.33
Technology	342	\$ 6,500		\$ -	0.00%	8%	\$ 541.67
Collection - Print	344	\$ 53,250	\$ 662.14	\$ 662.14	1.24%	8%	\$ 4,437.50
Collection - AV	345	\$ 12,000	\$ -	\$ -	0.00%	8%	\$ 1,000.00
Library Miscellaneous	390	\$ -					
Programming	391	\$ 6,000	\$ 890.00				
Other Total		\$ 96,750.00	\$ 657.34	\$ 657.34	0.68%	8%	\$ 8,062.50
Total Budget		\$ 843,250.00	\$ 92,391.83	\$ 85,236.68	10.11%	8%	\$ 70,270.83



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Director's Report
Library Systems Report
Friend's Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report January 2019



E.D. LOCKE PUBLIC LIBRARY DIRECTOR'S REPORT

January 2019

January Highlights:

- **HVAC**
 - We had an issue with the boilers short cycling (turning on and off quickly) that was caused by a temperature gauge that needed to be recalibrated.
 - The freeze stat has tripped when the weather is cold and requires a manual reset. Until then the library has no heat. We are working with Harker to come up with a better. On January 30th when we had our coldest weather, the freeze stat did trip and an alert was send to Harker who contacted the village and came out and fixed it.
- **Village News** - Mary Pat will give an update
- **Endowment** –
 - **Fund Raising** – As of January 30, we have raised \$36,611.27 in cash and \$65,000 in pledges. We need to raise \$3,888.73 to meet our goal.
 - **Development Committee** – The Development Committee met on January 14th. We have begun to discuss plans on what we would like to do moving forward.
- **Friends** –
 - The Friends met on January 8th and reported that they raised \$10,000 in 2018 through memberships, donations, book sales, the apple pie fund raiser and merchandise sales.
- **Systems Report** – Nothing to report
- **Furniture** –
 - Versteede said that our tables are out of warranty. I've asked Public Works to take a look at them to see if there's anything they can do to fix them. Versteede has offered a discount to purchase new tables (\$21,000 for 15 new tables) we've asked Public Works if they can fix them. This should buy us a few more years until we need to replace them. I am also going to investigate if we can just replace the tops and keep using the legs which are in good shape.
- **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.
- **Public Works Director Interviews**
- **Carpeting** - I'm working with Sergenian's on getting our attic stock replenished. I also noticed some of the carpet looked like it was fraying and I've asked Sergenian's to investigate it.
- **Electrical Issues** - A power outage of undetermined nature shut down the technical services #1 computer and drained the battery backup over the weekend of 1-19/1-20. I'm working with SCLS to try to determine if there is a problem with the outlet at Linda's desk.

Assistant Director highlights (Linda Stuckey)

- Attended CMS (Collection Maintenance Subcommittee) meeting 1-9-19. Bibliovations cataloging is progressing, but is not ready. The switch over will be in the fall at the earliest.
- The bilingual early literacy station and the after school edge computers, also known as AWE stations, were ordered, received and set out for young library patrons to use.
- The two Linux educational children's games computers, not on South Central's network, should be set up by early February. These replace two that have failed hard drives after about 13 years and are extremely popular.
- An additional PAC (patron catalog computer) has been set up on the counter facing Main Street. It was configured by South Central technicians from an older staff computer which we had replaced. This will allow patron and staff access to the catalog without backtracking to the main desk area.
- Created a spreadsheet of all ports in use (computers, phones, printers, etc.); updated technology inventory; updated and verified 2019 payroll/compensation numbers.

Youth Services highlights (Heather Kent)

Storytimes:

Storytimes started back up on January 14th. Two sessions of the baby program were cancelled due to bad weather this month.

Teens:

The Teen Advisory Board met on January 14th to discuss the upcoming program – Cartoons Crafting and Cereal. They discussed what they would like to do during this program.

The Teen After-Hours program for this month was cancelled. Registration for the program was set at needing 5 teens signed up to run. Only 3 teens signed up so the program was cancelled. Next month's program will be an escape room – which has been a successful program in the past.

Programming:

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.

January 15th the Magic Tree House Book Club met. We discussed *Christmas in Camelot* and how, unlike the other books we have read, this is the first book based in fantasy rather than reality. We then created dragon puppets and drew personal crests. 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.

Thursday, January 18th was PJ Storytime. This month's theme was nocturnal animals. Participants enjoyed stories, songs, rhymes, and activities about nocturnal animals. Our crafts included making masks and "lightening bug jars."

STEAM Saturday on January 26th had participants studying "cool" science. We explored salt's effects on ice. They grew ice, fished for ice cubes, and made ice cream.

Adult Services highlights (Katharine Clark)

- Had three new attendees at monthly Mystery Book Discussion, a few regular members drop off because they are snow birds so it was good to see new faces
- Visited McFarland Villas and checked out materials to staff and residents
- Hosted our first after hours adult program, Game of Thrones party, 12 people attended, we had a sword fighting demonstration and the Instagram video of it was a hit
- Attended two Wisconsin Library Association functions, the WLA Board meeting (I am the new Treasurer) and WLA Leadership Retreat and Orientation where I met a librarian that does Ireland Travel Talks and booked her for one in April
- Heidi and I participated in an interview with realtor Dan Chin for his Facebook page, the video has over 3,000 views and growing, a great chance to let people know about the library in their community
- Taught an adult craft club class at Oregon Library, staff from Oregon will be teaching a pasta making class here at McFarland later this year
- Signed up for three webinars from the Wild Wisconsin Winter Online Conference, will be watching them to get new programming and collection ideas for our library
- Created displays to promote upcoming February programs, including one on Feb 20 about photography and using your phone to take better pictures
- Working with three other libraries (Oregon, Fitchburg, Stoughton) to put together a Beyond the Page funded event for fall, it will be a documentary screening with panel discussion afterwards featuring people that were filmed in documentary, the film is called ALMOST SUNRISE, about two Iraqi war veterans from Milwaukee. We have our first meeting about it next week
- Finalized Wisconsin Film Festival Sneak Peeks marketing ideas with their staff for March 27th event
- Arranged first visit to South Central Library offices to start scanning local history materials to be a part of Recollection Wisconsin website
- Contacted Stephanie Miller with Village of McFarland Cable Channel to plan the recording the Lost McFarland presentation on Jan 31 so can be viewed online after the event
- Set up date to talk at Skallen Village McFarland monthly coffee talk on Feb 12
- Worked with Spartan Pizza to put together and design coupons for both Locke After Hours events, we are expecting a good turnout for the Madison Story Slam program Feb 8 so made extra coupons
- Worked with Aging and Disability Resource Center to schedule four different dates for memory screenings this year
- Had a patron interaction that stood out: A gentleman that was applying for his weekly unemployment benefits, said they used to allow registration by phone but now registration is only available online. We helped him sign up for benefits and **also** signed him up for a library card that afternoon

----Heidi Cox, Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Monthly Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. January 2019 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%
2019													0	#DIV/0!
% change month to month	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	
Returns														
2017	27,217	25,771	29,600	26,838	26,977	29,082	31,167	32,697	27,289	28,765	26,240	25,520	337,163	2%
2018	28,943	26,202	29,779	27,785	26,725	29,614	31,559	31,262	26,801	27,128	25,847	25,434	337,079	0%
2019													0	#DIV/0!
	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-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	28	30	582	-3%
2019													0	#DIV/0!
	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-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	591	611	8,323	-3%
2019													0	#DIV/0!
	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-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			8,096	7,365	6,811	79,793	2%
2019								#DIV/0!	#DIV/0!				0	#DIV/0!
	-100%	-100%	-100%	-100%	-100%	-100%	-100%	#DIV/0!	#DIV/0!	-100%	-100%	-100%	-100%	
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%	
% total Library Circ	55%	54%	56%	57%	58%	56%	58%	55%	55%	56%	55%	54%	56%	
2019														
% of Village Circ	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
% Total Library Circ	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Study Room Use														
2017	81	92	110	96	116	59	63	76	76	109	89	65	1032	-1%
2018	106	86	88	101	96	85	70	86	48	90	74	51	981	-5%

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
2019	50												50	-53%
	-53%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
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%		
2019													0	#DIV/0!
	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
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%
2019													0	#DIV/0!
	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
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%
2019													0	
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	
2019													0	
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%
2019													0	#DIV/0!
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%
2019													0	#DIV/0!
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%
2019													0	#DIV/0!
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%
2019													0	#DIV/0!

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD	% Change
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%
2019													0	#DIV/0!
Reference Questions Answered														
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%
2019													0	#DIV/0!
	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		
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%
2019													0	#DIV/0!
	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%	-100%		



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, February 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2018 Annual Report

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, February 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Policy Manuals Update

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, February 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Nominating Committee Appointment

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, February 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Program Sponsorship Policy

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Program Sponsorship Policy

	E. D. Locke Public Library	
Page 1 of 1	Program Sponsorship	

The E. D. Locke Public Library welcomes and encourages the business community and other organizations to support the library through the establishment of sponsorships that will provide the library with the resources, including revenue and/or in-kind contributions, to enhance events, programs, activities and services to the community.

Sponsorships do not imply library endorsement of the sponsor or its products or services. The sponsor is responsible for its own determination of deductibility and gift valuation for tax purposes.

Acceptable Sponsorships and partnerships

- All sponsorships will further the library's mission, vision and values and must safeguard equity of access to library services.
- Sponsors may not direct and/or affect the selection of materials or vendors, or require endorsements of their products or services.
- The library will not seek or accept scholarships for programs, events, services, or activities involving or targeting children from companies whose products cannot be legally sold or distributed to children or from companies whose products are inappropriate for use by children.
- Sponsorship opportunities will be approved in advance by the E. D. Locke Public Library's Library Director, who may consult the Library Board.
- Staff initiating the sponsorship will work with the Library Director and within the parameters of this policy to develop appropriate recognition commensurate with the amount contributed and weighted against the benefit to the library.
- The E. D. Locke Public Library's logo will have prominence over corporate names and logos. The E. D. Locke Public Library events and programs will be named to reflect that it is an E. D. Locke Public Library activity with underwriting provided by a corporate sponsor.
- All sponsor decisions shall be consistent with other E. D. Locke Public Library policies.

Appropriate Acknowledgement and Public Recognition

The library will ensure that each sponsor receives acknowledgement and to the degree that the donor is willing, public recognition.

- A letter of acknowledgement for gifts of money and in-kind support to all sponsors. Any special recognition agreements will be stipulated in the letter.
- Public Acknowledgement of sponsorship in the library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of the logo. Standards controlling the size format and location of such acknowledgement will be developed by the Library Director to ensure both consistency and quality of appearance.
- For gifts and/or sponsorships valued at over \$1,000, the library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter if the sponsor is willing.
- Acknowledgement of sponsorship may also take the following forms at the library's discretion:
 - Launch of a special program or media campaign to announce the gift

- o Sponsor's name on promotional materials and/or the programs website.
- o Small standardized plaques may be placed on donated furniture or equipment.
- o Library bookplates

In all cases, the type and scope of donor recognition required by the donor will be weighted against the benefit

Definitions

Sponsorship

A sponsorship is a mutually beneficial exchange between the library and an external organization (sponsor) whereby the sponsor contributes funds, products, or services of defined value to the library and in turn, receives recognition, acknowledgement, or any other promotional consideration.

A sponsorship differs from a philanthropic gift or donation in that a philanthropic gift is a contribution of cash and/or services without expectation or requirement of a reciprocal benefit.