

LIBRARY BOARD

Monday, March 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 February 4, 2019 meeting.
 - b. Approval of the February 2019 general fund bills and trust fund bills.
4. INFORMATION ITEMS
 - a. 2018 Budget Update
 - b. 2019 Budget Update
 - c. Director's Report
 - i. Library System Report
 - ii. Friends Report
 - iii. Endowment Report
 - d. Monthly Statistical Report
5. ITEMS FOR DISCUSSION AND POSSIBLE ACTION
 - a. Library Board Member Terms
 - b. Parking lot closure for bike rodeo
 - c. 2018 Annual Report Review
 - d. Study Room 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, March 4, 2019

SECTION: Approval of Minutes

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Motion to approve the minutes of the February 4, 2019 meeting.

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 February LB Minutes

VILLAGE OF MCFARLAND
Library Board Minutes

Monday, February 4, 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: Karin Mandli, Member Evan Richards, Peter Sobol, Ken Machtan, Village Trustee Mary Pat Lytle, Michael Shumway

Members not present: Sharon Payne

Staff Present: Heidi Cox

2. PUBLIC APPEARANCES AND COMMUNICATION

3. ACTION ITEMS

a. Motion to approve the minutes of the January 7, 2019 meeting.

Motion by Ken Machtan, second by Village Trustee Mary Pat Lytle, to approve the minutes of the January 7, 2019 meeting. Motion carries 6 - 0 - 0 by acclamation.

b. Motion to approve the January 2019 general fund bills and trust fund bills.

Motion by Ken Machtan, second by Evan Richards, to approve the January 2019 general fund bills and trust fund bills. Motion carries 6 - 0 - 0 by acclamation.

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

Motion by Member Evan Richards, second by Karin Mandli, to approve allowing the 2018 annual report to be signed by the Library Board President, Peter Sobol before being approved by the full Library Board by
Motion carries 6 - 0 - 0 by acclamation.

b. Policy Manuals Update

The Library Discussed combining the library policy and procedure manual, the Village's Employee handbook, and the Library's Compensation Manual into one manual. The Library Director will do more research on this topic and present it at the next meeting.

c. Nominating Committee Appointment

The Library Board discussed creating a Nominating Committee to present a slate of officers and decided that it was not needed.

d. Program Sponsorship Policy

Motion by Ken Machtan, second by Village Trustee Mary Pat Lytle, to approve Program Sponsorship Policy Motion carries 6 - 0 - 0 by acclamation.

6. ADJOURNMENT

Motion by Karin Mandli, second by Ken Machtan, to adjourn at 6:06

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, March 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Approval of the February 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 - February

Vendor	Sum of Amount	Description
Alliant Energy	\$2,582.00	Utilities
ARAMARK	\$213.96	Mat Rental
BAKER & TAYLOR BOOKS	\$2,780.39	Books
Cardmember Services	\$2,557.16	Visa Bill (DVDs, CDs, Office Supplies, and Program Supplies
CHASE LUMBER AND FUEL INC	\$38.34	Facilities Repair
CLARK, KATHARINE	\$152.50	Mileage and Supply reimbursement
CORPORATE BUSINESS SYSTEMS	\$396.48	Copier Lease
DEFOREST PUBLIC LIBRARY	\$17.00	Lost Item Payment
DEMCO INC	\$220.97	Library Supplies
ENVIRONMENT CONTROL	\$1,304.00	Janitorial Services
FRONTIER	\$64.88	Telephone
MICROMARKETING LLC	\$349.97	Audio books
MIDWEST TAPE	\$50.99	DVDs
Pellitteri	\$36.75	Shredding services
SCHILLING SUPPLY COMPANY	\$390.01	Bathroom Supplies
SOUTH CENTRAL LIBRARY SYS	\$830.24	Software fees for Flipster, Overdrive and PC Management
UNIQUE MANAGEMENT SERVICES INC	\$26.85	Collection Agency
WILS, MARY KAY	\$22.00	Lost Item Refund
WISCONSIN STATE JOURNAL	\$813.94	2 Newspaper Subscriptions
YUN GUO, CHEN	\$25.00	Lost Item Refund

Grand Total	\$12,873.43
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Trust Fund Bills

Village of McFarland	\$658.57	\$297.47 reimbursement for grant purchases; \$361.09 for Cricut Maker
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VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 4, 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	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	\$ 12,648.37	90.35%	100%	\$ 13,500.00
Library Donations		\$ -	\$ -			
Miscellaneous Income		\$ 5,000	\$ 5,247.15	104.94%	100%	\$ 5,000.00
		\$ 777,500.00	\$ 776,303.88	99.85%		
Expenditures						
			\$ -			
Salaries	110	\$394,000.00	\$ 404,227.00	102.60%	100%	\$ 394,000.00
Coverage	112	\$10,000	\$ 10,164.54	101.65%	100%	\$ 10,000.00
Wage Adjustment		\$7,500			100%	
Social Security	151	\$31,500	\$ 30,408.73	96.54%	100%	\$ 31,500.00
Health Insurance		\$99,500	\$ 100,659.44	101.17%	100%	
Retirement		\$24,250	\$ 24,559.28	101.28%	100%	
Other Fringe Benefits	152	\$ 2,000	\$ 1,072.65	53.63%	100%	\$ 2,000.00
Total Personnel		\$ 568,750.00	\$ 578,335.64	101.69%	100%	\$ 568,750.00
Janitorial	210	\$ 23,250	\$ 13,876.83	59.69%	100%	\$ 23,250.00
Unique	215	\$ 500	\$ 150.60	30.12%	100%	\$ 500.00
Utilities	220	\$ 28,000	\$ 25,851.94	92.33%	100%	\$ 28,000.00
Telephone	225	\$ 1,250	\$ 818.27	65.46%	100%	\$ 1,250.00
Facility Maintenance	240	\$ 14,000	\$ 18,855.83	134.68%	100%	\$ 14,000.00
Equipment Maintenance	241	\$ 8,250	\$ 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	\$ 5,442.59	77.75%	100%	\$ 7,000.00
Total Services		\$ 125,250.00	\$ 115,767.40	92.43%	100%	\$ 82,250.00
Office Supplies	310	\$ 5,000	\$ 6,676.48	133.53%	100%	\$ 5,000.00
Postage	315	\$ 250	\$ 260.71	104.28%	100%	\$ 250.00
Dues	320	\$ 250	\$ 670.00	268.00%	100%	\$ 250.00
Education & Travel	330	\$ 3,750	\$ 2,880.60	76.82%	100%	\$ 3,750.00
Operating Supplies	340	\$ 1,500	\$ 1,761.22	117.41%	100%	\$ 1,500.00
Specialized Supplies	345	\$ 4,000	\$ 2,635.28	65.88%	100%	\$ 4,000.00
Programs	350	\$ 3,000	\$ 3,309.64	110.32%	100%	\$ 3,000.00
Audio Visual	396	\$ 12,000	\$ 9,880.59	82.34%	100%	\$ 12,000.00
Collections	395	\$ 53,250	\$ 45,668.61	85.76%	100%	\$ 53,250.00
Other Total		\$ 83,000.00	\$ 73,743.13	88.85%	100%	\$ 83,000.00
Total Budget		\$ 777,000.00	\$ 767,846.17	98.82%	92%	\$ 712,250.00
CAPITAL						
Computers		\$ 8,000.00	\$ 7,425.84	92.82%	\$ 574.16	
Library Furniture		\$ 25,260.00	\$ 20,916.98			
AC Replacement		\$ 70,000.00	\$ 74,376.58	106.25%		
Remodel work		\$ 12,825.00	\$ 1,825.00			
Total Capital Budget		\$ 116,085.00	\$ 104,544.40	90.06%		



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 4, 2019

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2019 Budget Update

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2019 Budget Update

2019 Budget Update

REVENUES								
		Budget Amount	January Estimated	Feb Actual	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	\$ -	\$ 101.00	\$ 101.00	0.04%		
Library Fines		\$ 12,500	\$ 407.82	\$ 441.40	\$ 849.22	6.79%	17%	\$ 2,250.00
Miscellaneous Revenue		\$ 500	\$ 185.20	\$ 366.45	\$ 551.65			
Library Fees		\$ 5,000	\$ -	\$ -	\$ -	0.00%	17%	\$ 833.33
		\$ 843,750.00	\$ 593.02	\$ 908.85	\$ 1,501.87	0.18%		
Expenditures								
Salaries	110	\$299,250.00	\$ 31,429.07	\$ 31,584.56	\$ 63,013.63	21.06%	17%	\$ 49,875.00
Part-time	120	\$159,750	\$ 666.44	\$ 1,003.52	\$ 1,669.96	1.05%	17%	\$ 26,625.00
Health Insurance	130	\$98,000	\$ 7,155.15	\$ 7,155.15			17%	
Retirement	131	\$25,250	\$ 1,805.11	\$ 1,822.91	\$ 3,628.02	14.37%	17%	\$ 4,208.33
SS/Medicare	132	\$34,750	\$ 2,249.15	\$ 2,996.10	\$ 5,245.25	15.09%	17%	
Other Benefits	135	\$2,250	\$ 91.40	\$ 91.40	\$ 182.80	8.12%	17%	
Wage Adjustment	140	\$ 8,000			\$ -	0.00%	17%	\$ 1,333.33
Expense Reimbursement	141	\$ 500						
Total Personnel		\$627,750.00	\$43,396.32	\$44,653.64	\$73,739.66	11.75%	17%	\$ 104,625.00
Support Services	210	\$ 23,750	\$ 1,304.00	\$ 1,330.85	\$ 2,634.85	11.09%	17%	\$ 3,958.33
Consulting Services	211	\$ 43,500	\$ 44,399.68	\$ -	\$ 44,399.68	102.07%		\$ -
Utilities	220	\$ 28,000	\$2,255.50	\$2,582.00	\$ 4,837.50	17.28%	17%	\$ 4,666.67
Communication	221	\$ 1,000		\$0.00	\$ -	0.00%	17%	\$ 166.67
Equipment Maintenance	240	\$ 8,500	\$168.30	\$259.84	\$ 428.14	5.04%	17%	\$ 1,416.67
Facility Maintenance	242	\$ 14,000	\$210.69	\$107.58	\$ 318.27	2.27%	17%	\$ 2,333.33
Total Services		\$ 118,750.00	\$ 48,338.17	\$ 4,280.27	\$ 52,618.44	44.31%	17%	\$ 12,541.67
Office Supplies	310	\$ 9,000	\$ (20.00)	\$ 350.67	\$ 330.67	3.67%	17%	\$ 1,500.00
Postage	311	\$ 250			\$ -	0.00%	17%	\$ 41.67
Dues	320	\$ 500			\$ -	0.00%	17%	\$ 83.33
Meeting Expenses	330	\$ 1,000	\$ 15.20	\$ 103.24	\$ 118.44	11.84%	17%	\$ 166.67
Training Expenses	331	\$ 2,750			\$ -	0.00%	17%	\$ 458.33
Operating Supplies	340	\$ 5,500		\$ 390.01	\$ 390.01	7.09%	17%	\$ 916.67
Technology	342	\$ 6,500		\$ 737.29	\$ 737.29	11.34%	17%	\$ 1,083.33
Collection - Print	344	\$ 53,250	\$ 662.14	\$ 1,833.57	\$ 2,495.71	4.69%	17%	\$ 8,875.00
Collection - AV	345	\$ 12,000	\$ -	\$ 269.98	\$ 269.98	2.25%	17%	\$ 2,000.00
Library Miscellaneous	390	\$ -		\$ -			17%	
Programming	391	\$ 6,000	\$ 890.00	\$ 49.26			17%	
Other Total		\$ 96,750.00	\$ 657.34	\$ 3,734.02	\$ 4,391.36	4.54%	17%	\$ 16,125.00
Total Budget		\$ 843,250.00	\$ 92,391.83	\$ 52,667.93	\$ 130,749.46	15.51%	17%	\$ 140,541.67
CAPITAL								
Computers		\$ 8,000.00			\$ 695.34	8.69%	\$ 7,304.66	
Library Furniture		\$ 25,260.00			\$ -			
AC Replacement		\$ 70,000.00			\$ 72,293.00	103.28%		
Remodel work		\$ 12,825.00			\$ 1,825.00			
Total Capital Budget		\$ 116,085.00			\$ 74,813.34	64.45%		



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 4, 2019

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Director's Report
i. Library System Report
ii. Friends Report
iii. Endowment Report

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Director's Report February 2019

February Highlights:

- **HVAC**
 - Embassy Controls replaced the freeze stat that was causing a lot of trouble. We thought that the problem was solved and then another patch of very cold weather hit and they are still working out why the freeze stat continues to trip daily. There is so much to go over on this issue that we will do it at the meeting. It would take pages with illustrations to describe.
 - One of the thermostats in the Children's area was repeatedly showing that the area was cold. When Harker went to investigate, they found that one of the coils had leaked and the technician capped it. It is in an area of the ceiling that is difficult to get to. When they removed the piped that leaked, they found that the reason for the leak was that it wasn't soldered properly most likely because it was difficult to reach. Harker has replaced the pipe and restored heat to the area.
- **Village News** - Mary Pat will give an update
- **Endowment** –
 - **Fund Raising** –
 - Development Committee – The Development Committee met on February 11th. We have begun to discuss plans on what we would like to do moving forward and how to best celebrate our success with meeting our goal.
- **Friends** –
 - The Friends met on February 13th and reported that they raised \$509 at their January book sale. One of their most successful January book sales ever.
- **Systems Report** – Nothing to report
- **Furniture** – Emmons came and picked up the first batch of furniture to be reupholstered. It should be returned in about two weeks and they will pick up a second batch.
- **Automatic Doors** – Because of ongoing problems with both sets of front doors, I'm working with Matt to see if we can get the door closers replaced as soon as possible.
- **Carpeting** –
 - Miliken will be sending a technician in to take care of the frays in the carpet.
 - Sergenians finally delivered our extra attic stock. I've been emailing them since June 2018.
- **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.
- **First Aid/CPR Training**- staff (except shelvers) completed a half day of training (February 20th) on CPR and some basic first aid for falls.
- **Self-Check update** – the self-checks have been set up to provide the option of email receipts. Now when patrons check out they will have the options of no receipt, paper receipt, or email receipt.
- **Linux educational children's games computers** -- Linda worked on getting the two Linux educational children's games computers, (not on South Central's network) set up.
- **Story time room** – The old story time room is being painted. It will be converted into an office for the Youth Services Librarians by the beginning of April. The office that Heather is currently using will be painted and converted into a group study room.
- **Staff member injury** – one of our staff members fell on the ice on her way to her car. After a trip to the emergency room, it was found that she is fine but it did result in a Workman's Comp claim.

Youth Services highlights (Heather Kent)

Storytimes:

- Weather impacted the attendance this month for storytime. That being said, as the weather is getting better attendance is picking back up. Monday mornings still tend to be our busiest times.

Teens:

- The Teen Advisory Board met on February 11th to discuss the upcoming after-hours program, decide on the Escape Room game they wanted to play, and start working on summer planning. They decided on the Rebel Revolt program created by Lock Paper and Scissors.
- On February 22nd we held our Escape Room program with 7 teens in attendance. They enjoyed the challenges and puzzles that were presented through the “Rebel Revolt” game. Instead of doing a large snack we had fruit, vegetables, and trail mix. Next month’s program will be a Teen Chef Program focusing on “Fancy” Grilled Cheese.
- Teen Volunteers for this month: We had two volunteering opportunities in February. We had one teen volunteer help for our PJ Storytime and one teen volunteer with our STEAM Saturday program.

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.
- February 9th was our spring Family Board Game Day. This is a great program sponsored in part by the McFarland State Bank, I Am Board Games, and Pegasus Games. Participants can bring donations for the food pantry and enter for door prizes.
- February 15th the Magic Tree House Book Club met. We discussed Tonight on the Titanic and did titanic themed activities including a game of “Who, What, Where? Titanic Edition” where participants saw real-life photographs from the titanic and had to figure out the facts about the picture. They were also challenged to build boats out of materials that could transport little figures across a container full of water.
- Thursday, February 21st was PJ Storytime. This month’s theme was Music. There were a lot of instruments, including our new set of jingle bells, played during this program. Craft stations were set up in the library for after the storytime. Participants could make tissue box ukuleles, kazoos, and shakers.
- STEAM Saturday on January 23rd was a crazy slime filled time. This month’s theme was Slime Science. We learned about Newtonian and Non-Newtonian fluids and what is so “magic” about the borate solution we add to glue to make slime. This program was so popular people were pouring out of the room – headcount of adults and children was at 87. It is definitely one we will run again.

Other:

- This month Heather made two outreach visits to the Gingerbread 4k program. Although most outreach has been cancelled for this year due to time constraints, Heather feels it is important to keep the door open with this 4k program and make sure we keep a connection with them.
- On February 7th Heather met with Melissa and Jessica from the school district regarding the summer school program. They are looking to help find support for promoting summer literacy through summer reading enrollment. Heather and Joan Evans (librarian at WIS) will be meeting in the next month to see how they can facilitate students registering and participating in the library summer reading program.

Adult Services highlights (Katharine Clark)

- Visited McFarland Villas and checked out materials to staff and residents
- Met with Sara Sprang, Senior Outreach Services, to show her how to use wireless hotspot and will be loaning equipment for them to test for home visits
- Hosted our second after hours adult program Feb 8th Madison Story Slam, 22 attendees. There were people that came intending to share a story about a bad/good first date experience and then four people got up and shared spontaneously. It was a good mix of age demographics, young and older attendees. Very well received.
- Attended first meeting of WLA Conference planning committee, this year's annual conference will be at the Kalahari. I am again the Book Signings Chair which gives me some great speaker ideas for our own library. I am submitting two program proposals to present at this year's conference; one about networking for introverts and the other about the Dane County Beyond the Page grants program
- Subbed as the book group leader for the monthly Wednesday afternoon club, was able to promote other library book groups to attendees
- Started local history digitization project with South Central Library System, scanning materials and creating metadata for items to be uploaded eventually to Recollection Wisconsin website. McFarland Library will have a page on this site and will be linked to our website
- Participated in our staff day, learning CPR and first aid basics
- Met with Tracy Herold, Director Dane County Library Services and Cindy Fesemyer, Director of Columbus Public Library to discuss WLA program proposals
- Met with Tracy Gibbons, McFarland High School special education teacher, to do interview about how library can be involved in community activities to promote racial equity and diversity

----Heidi Cox, Library Director



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 4, 2019

SECTION: Staff Reports

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Monthly Statistical 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, March 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Library Board Member Terms

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

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BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Library Board Terms

Library Board Terms

Library Board Member	Term Expiration
Peter Sobol, President	4/30/21
Mary Pat Lytle, Village Trustee	4/15/19
Michael Shumway	4/30/21
Ken Machtan, Secretary/Treasurer	4/30/19
Karin Mandli, School Liaison	4/30/19
Sharon Payne	4/30/19
Evan Richards, Vice President	4/30/10



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Parking lot closure for bike rodeo

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, March 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: 2018 Annual Report Review

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. AnnualReportReview



Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-19)

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2018

INSTRUCTIONS: Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2018 are due to the DPI Division for Libraries and Technology no later than March 1, 2019.

I. GENERAL INFORMATION					
1. Name of Library E.D. Locke Public Library		2. Public Library System South Central Library System			
3a. Head Librarian First Name Heidi	3b. Head Librarian Last Name Cox	4a. Certification Grade Gr I	4b. Certification Type Regular	5. Certification Expiration Date 03/31/2022	
6a. Street Address 5920 Milwaukee St.	6b. Mailing Address or PO Box 5920 Milwaukee St.	7. City / Village / Town McFarland	8a. ZIP 53558	8b. ZIP4 8962	9. County Dane
10. Library Phone Number (608)838-9030	11. Fax Number (608)838-3619	12. Library E-mail Address of Director hcox@McFarlandLibrary.org			
13. Library Website URL www.mcfarlandlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
19a. Winter Hours Open per Week 65	19b. Number of Winter Weeks 52	19c. Summer Hours Open per Week		19d. Number of Summer Weeks	
20. Square Footage of Public Library 17,820	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year? No		22. DUNS Number <i>Nine digits</i> 945628167		

II. LIBRARY COLLECTION					
			a. Number Owned / Leased	b. Number Added	
1. Books In Print <i>Non-periodical printed publications</i>	59,846	↓ 4%	57,427	3374	3,199 ↓ 5%
2. Electronic Books <i>E-books</i>	16,4910	↓ 7%	153,050		
3. Audio Materials	4,175	↓ 7%	3,870		188
4. Electronic Audio Materials <i>Downloadable</i>	47,643	↑ 7%	51,169		
5. Video Materials	82,666	↓ 4%	7,940		439
6. Electronic Video Materials <i>Downloadable</i>	1058	↑ 3%	1,406		
7. Other Materials Owned <i>Describe</i> Kits, Software, Equipment	1,674	↓ 85%	258		
8. Electronic Collections <i>Locally Owned or Leased</i>	4	-	4		
9. Total Electronic Collections <i>Local, regional, and state</i>	50	-	50		
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	127	-	127		

III. LIBRARY SERVICES

1. Circulation Transactions			2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials		a. Items Loaned Provided to	b. Items Received Received from	
↓40% 187,918 196,537	↓1% 82,690 83,146		↑6% 90,772 85,793	65,715 66,594	↓4%
3. Number of Registered Users			4. Reference Transactions		
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	5. Library Visits
4656 4,628 190	2,557 2575	7,185 7233	Actual Count	3,091 3710	a. Method
					b. Annual Count
					113,198 107407
6. Uses of Public Internet Computers			7. Uses of Public Wireless Internet		
a. Method	b. Annual Count	a. Method	b. Annual Count	8. Number of Website Visits	9a. Local Electronic Collection Retrievals
↓3% Actual Count	8,323 8600	Router Count	79,793 16012	13,478 NEW	9d. Total Electronic Collection Retrievals
					6,094 918 6,501 1189
10. Uses of Electronic Materials by Users of Your Library			11. Number of Public Use Computers		
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Works	e. Uses of Children's Electronic Materials	
8148 10,337 1278	9,381 6694	21 41	19,739 14,883	1,616 1,222	↑32%
11. Programs and Program Attendance Annual Count			11. Number of Public Use Computers		
a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total	b. Internet Access
Number of Programs	326 119% 389	14 129% 18	91 122% 111	433 120% 518	17 15
Total Attendance	12562 123% 15,512	132 124% 160	1129 122% 1,381	13,823 123% 17,053	

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Peter	Sobol	5205 Broadhead St.	McFarland	53558	peter.sobol@gmail.com
2. Michael	Shumway	5201 Linden Parkway	McFarland	53558	shumway@uwaturni.com
3. Karin	Mandli	5804 Aspen Ct	McFarland	53558	karin_mandli@mcFarland.k12.wi.us
4. Sharon	Payne	4505 Field Ave	McFarland	53558	payne.0411@yahoo.com
5. Mary Pat	Lytle	6102 Holscher Rd.	McFarland	53558	marypat.lytle@mcFarland.wi.us
6. Kenneth	Machtan	5312 Falling Leaves Ln	McFarland	53558	ken.machtan@hotmail.com
7. Evan	Richards	2473 Waubesa Hill Rd	McFarland	53558	erichards@evanrichards.org
8.					
9.					
10.					
11.					
12.					
No. of Library Board Members Include vacancies in this count					
7					

V. LIBRARY OPERATING REVENUE
Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service *Only Joint libraries report more than one municipality here*

Municipality Type	Name	Amount
Village	McFarland	\$500,000
Subtotal 1		\$500,000

2. County

a. Home County Appropriation for Library Service

Subtotal 2a **\$258,044**

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Sauk	\$24		
Green	\$120		
Jefferson	\$66		
Columbia	\$155		
Subtotal 2b			\$365

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
SCLS Youth Literacy Grants	\$475		
SCLS Payment for Continuing Education	\$541		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	
Subtotal 3			\$1,016

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project		Amount
		\$0
Subtotal 4		\$0

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*

\$0

7. All Other Operating Income

\$29,193

8. Total Operating Income
Add 1 through 7

\$788,618

9. What is the 2019 annual appropriation provided by your governing body/bodies for your public library?

\$544,500

10. Was your library's municipality exempt from the county library tax for 2018? Wis. Stat. s. 43.64(2)

Yes

VI. LIBRARY OPERATING EXPENDITURES*Report operating expenditures from all sources. Do not report capital expenditures here.*

1. Salaries and Wages <i>Include maintenance, security, plant operations</i>		2. Employee Benefits <i>Include maintenance, security, plant operations</i>	
\$421,636		\$156,700	
3. Library Collection Expenditures			
a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials
\$46,043	\$4,196	\$10,157	
			e. Subtotal 3
			\$60,396
4. Contracts for Services <i>Include contracts with other libraries, municipalities, and library systems here. Include service provider.</i>			
Provider	Amount	Provider	Amount
SCLS - ILS & Technology	\$42,916		
			Subtotal 4
			\$42,916
5. Other Operating Expenditures			\$96,591
6. Total Operating Expenditures <i>Add 1 through 5</i>			\$778,239
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?			

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income.

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal			
b. State			
c. Municipal	Furniture, PCs, and Mechanical upgrades	\$116,085	\$104,555
d. County			
e. Other			
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
		\$116,085	\$104,555

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD**IX. TRUST FUNDS**

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year
\$37,012

1. Total Amount of Trust Funds Held by the Library Board at End of Year

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$79,463	40.00				
Youth Services Librarian	MLS (ALA)	\$47,652	40.00				
Assistant Director	Librn no-MLS	\$55,510	40.00				
Adult Services Librarian	MLS (ALA)	\$48,838	40.00				
Circulation Supervisor	Other	\$37,734	40.00				

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Circulation Assistant	Other	\$90,225	141.75				
Shelver II	Other	\$6,604	10.00				
Technical Services Assistant	Other	\$15,970	14.00				
Shelver I	Other	\$13,047	32.25				
Youth Services Assistant	Other	\$6,597	10.25				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA
Accredited Program (FTE)

3.00

Other Persons Holding the
Title of Librarian (FTE)

1.00

Subtotal 2a

4.00

b. All Other Paid Staff (FTE)
Include maintenance, plant
operations, and security

6.20

c. Total Library Staff
(FTE)

10.20

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident*
80,682

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County	38,896	39,866	78,762
3. Circulation to Nonresidents Living in Another County in Your System	66	586	652
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System	808	453	1,261
5. Circulation to All Other Wisconsin Residents 7	6. Circulation to Persons from Out of the State 0		
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?	8b. If yes, do you allow residents in adjacent systems to purchase library cards?	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Columbia	15	f. Iowa	0
b. Green	506	g.	
c. Jefferson	26	h.	
d. Sauk	58	i.	
e. Rock	427	j.	

XII. TECHNOLOGY

- | | | |
|--|--|---|
| <p>1. Does your library provide wireless Internet access for patrons' mobile devices?</p> <p>Yes</p> | <p>2. What type of Internet connection do you have? <i>Mark all that apply</i></p> <p>☒ a. State TEACH line</p> <p>☐ b. Other broadband connection
<i>Local cable, telco, community network, etc.</i></p> | <p>3. Does your library use any type of Internet filtering software or service?</p> <p>☒ a. Yes, on all Internet workstations</p> <p>☐ b. Yes, on some Internet workstations</p> <p>☐ c. No filtering on any Internet workstation</p> |
|--|--|---|

XIII. LITERACY OFFERINGS AND DROP-IN ACTIVITIES

1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
Number of Summer Literacy Offerings	1	1	1	3
Total Unduplicated Individuals Involved	675	127	99	901
Number of Other Literacy Offerings	0	0	0	0
Total Unduplicated Individuals Involved	0	0	0	0
2. Drop-in Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
Number of Drop-in Activities	1	0	0	1
Total Drop-in Activity Participation	200	0	0	200

3. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name
Heather

b. Last Name
Kent

c. Email Address
hkent@mcfarlandlibrary.org

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.* A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature ➤	Name of President <i>Print or type</i> Peter Sobol	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i> Heidi Cox	Date Signed

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.*

County

Dane

The E.D. Locke Public Library Board of Trustees hereby states that in 2018, the
Name of Public Library

South Central Library System

Name of Public Library System / Service

Indicate with an X one of the following two statements.

☒ Did provide effective leadership and adequately meet the needs of the library.

☐ Did not provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. *Attach additional sheets if necessary.*

* The statement *may* be sent directly to LibraryReport@dpi.wi.gov or mailed to Wisconsin Department of Public Instruction, ATTN: Maria Ingraham, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature

Name of President *Print or type*

Date Signed

➤

Peter

Sobol

	COMMENTS	
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SECTION_II

7a. Other Materials Owned

We eliminated our seed collection and the kits with a book and cassette.--2019-02-19

SECTION_III

Wireless Internet Uses

We are missing data for the months August and September--2019-01-21

Number of Website Visits

This data is for July-December. We did not start collecting this data until July 1.--2019-01-21

Other Library Funds

Subtractions

The money was used for materials and programming.--2019-02-21



VILLAGE BOARD SUMMARY SHEET

MEETING DATE: Monday, March 4, 2019

SECTION: Business

DEPARTMENT: Library

CONTACT:

AGENDA ITEM: Study Room Policy

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. study rooms policy

	E. D. Locke Public Library	
Page 2 of 2	Group Study Rooms	Amended: February 6, 2017

Purpose of Rooms

2-3 study rooms are available to the public free of charge for the purposes of small group study and discussion.

Rooms are for use by no more than 6 individuals at a time.

Users must be 12 years of age or older. If under 12 years, user must be accompanied by a responsible adult.

Rooms are not intended for larger group pursuits, including social activities, or sales, club and business meetings.

No for-profit activities are permitted, with the exception of paid tutoring.

Room Reservations and Hours Available

One of the study rooms is available for reservations. The first priority for scheduling of the study room, is reserved for Library or Village services and programs. Walk-in patrons may use the study room if no reservation has been made.

Reservations may be made up to two weeks in advance. Reservations may be made in person or by phone call to the Circulation Desk. Reserved rooms will be held 10 minutes past their reservation time. Patrons who are unable to keep their reservation are asked as a courtesy to call the Circulation Desk and let the library know. Repeated no-shows may lose their study room privileges. Users may reserve a study room no more than once a week.

Use of study rooms must be arranged at the Circulation desk. Users must sign in on the signup sheet.

Study rooms have a one hour time limit. Patrons may continue to use the room if no one is waiting.

Room must be vacated 5 minutes prior to library closing.

Rules of Conduct

Noise must be kept to a minimum.

Study room furniture must not be rearranged, and furniture may not be brought in or removed from the rooms. If additional chairs are needed, ask at the Circulation desk.

	E. D. Locke Public Library	
Page 2 of 2	Group Study Rooms	Amended: February 6, 2017

Items may not be affixed to the walls.

Materials may not be stored in the rooms before or after using them.

Messy craft projects are not allowed, i.e. use of paints, non-washable markers, glue, etc.

Office supplies cannot be requested from library staff.

Rooms must be thoroughly cleaned up after use.

Disregard of these guidelines may result in users being asked to leave the library or users having their study room privileges suspended.